

LOCAL VIOLENT CRIME PREVENTION (LVCP) GRANT

SFY 2022 Application Workshop



SFY 2022 Local Violent Crime Prevention (LVCP) Grant Notice of Funding Opportunity

The Department of Public Safety, Criminal Justice/Law Enforcement Unit (CJ/LE) is pleased to announce the funding opportunity for the SFY 2022 Local Violent Crime Prevention (LVCP) Grant

This funding opportunity is made available through the Missouri Department of Public Safety's electronic WebGrants System, accessible online at:

<https://dpsgrants.dps.mo.gov>

The WebGrants System will NOT accept applications after the established deadline

Key Dates

January 7, 2022:

Application Workshop and Funding opportunity available at

<https://dps.mo.gov/dir/programs/cjle/lvcp.php>

Application open in WebGrants

<https://dpsgrants.dps.mo.gov/>

January 21, 2022:

Funding Opportunity Closes

Applications due in WebGrants 5:00 pm CST

WebGrants will not accept any applications after this time

February 1, 2022:

Project Start Date

May 30, 2022:

Project End Date

June 15, 2022:

Final claim and Status Report due

Local Violent Crime Prevention (LVCP) Grant

- ❑ The Local Violent Crime Prevention (LCVP) grant is a state-administered and funded program
- ❑ The LVCP grant opportunity provides funding to support the establishment and enhancement of local violent crime prevention programs within local law enforcement, and improve the quality of crime data reporting in compliance with National Incident-Based Reporting System, including programs to expand law enforcement engagement activities with youth, churches and/or non-profit organizations
- ❑ Priority will be given to departments that demonstrate the greatest need.
- ❑ Max award amount is \$25,000.00

Reimbursement Grant

- ▣ The LVCP program is a reimbursement grant
- ▣ Awarded eligible items must be purchased prior to requesting reimbursement
- ▣ If an agency is unable to pay for items prior to receiving reimbursement they may request “advance payment” for invoices in excess of \$1,000
 - Items must be received prior to requesting an “advance payment”

Eligible Applicants

Any state or local agency within Missouri may apply for LVCP funding for its own law enforcement agency as long as the agency meets the eligibility requirements. To be eligible for federal pass-thru funding, both the applicant agency, as well as the project agency, must be compliant with the following statutes:

Statutes:

- ▣ [Section 590.650 RSMo – Vehicle Stops Report](#)
- ▣ [Section 590.700 RSMo – Written Policy on Recording of Custodial Interrogations](#)
- ▣ [Section 43.544 RSMo – Written Policy on Forwarding Intoxication-Related Traffic Offenses](#)
- ▣ [Section 590.1268 RSMo – Police Use of Force Transparency Act of 2021](#)
- ▣ [Section 43.505 RSMO – National Incident-Based Reporting System \(NIBRS\) formerly Uniform Crime Reporting Tool \(UCR\)](#)
 - Show Me Crime Reporting provides a no cost option for agencies to comply with Section 43.505 RSMo. Agencies that are not currently compliant with Section 43.0505 RSMo will not be eligible to apply until they have registered with Show Me Crime Reporting
<https://showmecrime.mo.gov/CrimeReporting/MIBRSRegistration.html>

Eligible Costs

- ▣ Examples of allowable cost items include, but are not limited to, the following:
 - License Plate Readers
 - Mobile Data Terminals (MDTs) / Mobile Data Computers (MDCs)
 - Radios (Portables/Handhelds, Mobiles, Repeaters, Base Stations, etc.)
 - Body-Worn Cameras
 - Dash Cameras
 - Gunshot Detection Technology
 - Justice Information Sharing Technology

Eligible Costs (cont.)

- Communication Systems
- Crime Analytics Software
- Hardware and Software
- Biometric Equipment
- Equipment to assist in youth engagement programs

Ineligible Costs

- ▣ Additional Information is listed in the SFY 2022 LVCP Notice of Funding Opportunity
 - Ammunition
 - Protective Clothing/Gloves, Reflective Vests/Raincoats
 - Ballistic Vest, Helmets and Shields
 - Road Flares/Cones
 - Siren Boxes and Speakers
 - Surveillance Systems for Jails
 - Vehicle Cages/Partitions/Seats
 - Gun Racks/Locks
 - Light Bars/Warning Lights/Directional Sticks
 - Firearms
 - Less Lethal Weapons
 - Batons or to the items used in an offensive manner
 - Land Acquisition

Ineligible Costs (cont.)

- Personnel Costs
- Travel and Training Costs
- Bonuses and Commissions
- Lobbying
- Fundraising
- Corporate Formation
- State and Local Sales Taxes
- Cost Incurred Outside the Project Period
- Aircraft
- Confidential Funds
- Military-Type Equipment
- Radios and Radio-Related Equipment that is not compliant with the Missouri statewide Interoperability Network (MOSWIN)
- Vessels/Vehicles
- Unmanned Aircrafts (UAV)/Drones

Application Requirements

- ▣ By submitting an application, applicants agree to comply with the requirements of the LVCP Notice of Funding Opportunity, LVCP Certified Assurances, and the terms and conditions of the award, should they receive an award.

<https://dpsgrants.dps.mo.gov>

Application Instructions

- Go to: dpsgrants.dps.mo.gov
- Log in or register as a new agency

The screenshot shows a web interface divided into two panels. The left panel is titled "Log In" and contains a "User ID:*" field, a "Password:*" field, a "Log In" button, and links for "Forgot User Id?" and "Forgot Password?". A blue arrow points from the "User ID" field to the right panel. The right panel features the Missouri Department of Public Safety logo at the top, followed by the text "New to WebGrants - Missouri Department of Public Safety?" and a blue arrow pointing to a "Register Here" link.

Log In

User ID:*

Password:*

Log In

[Forgot User Id?](#)

[Forgot Password?](#)

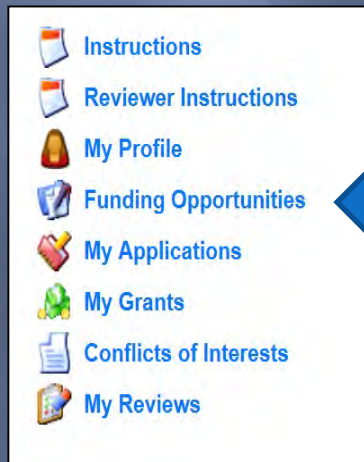
Missouri Department of
Public Safety

New to WebGrants - Missouri Department of Public Safety?

[Register Here](#)

Application Instructions (cont.)

- ▣ Select “Funding Opportunities” and select the “SFY 2022 Local Violent Crime Prevention (LVCP) Grant” Funding Opportunity



Funding Opportunity

- ▣ Select SFY 2022 LVCP

ID	Status	Title	Program Area	Deadline
134871	Test	FY 2022 Local Violent Crime Prevention Grant	Local Violent Crime Prevention Grant	01/21/2022

- ▣ The funding opportunity will include a description, attachments, and a link to the LVCP page on the DPS website

Website Links

Click on the URL to go to website

URL

<https://dps.mo.gov/dir/programs/cjle/lvcp.php>

<https://dpsgrants.dps.mo.gov/index.do>

Description

MO DPS LCVP Webpage

WebGrants MO DPS Grant System

Funding Opportunity (cont.)

- ▣ Funding opportunity attachments will include

Attachments

Click on the File Name to open attachment

Description	File Name	File Size
SFY 2022 LVCP Certified Assurances	2022 LVCP Certified Assurances.pdf	180 KB
SFY 2022 LVCP Notice of Funding Opportunity	FY 2022 LVCP NOFO.pdf	286 KB

- ▣ The Notice of Funding Opportunity (NOFO)
- ▣ Application Workshop
- ▣ Radio Interoperability Guidelines
- ▣ SFY 2022 LVCP Certified Assurances Form

Application Instructions

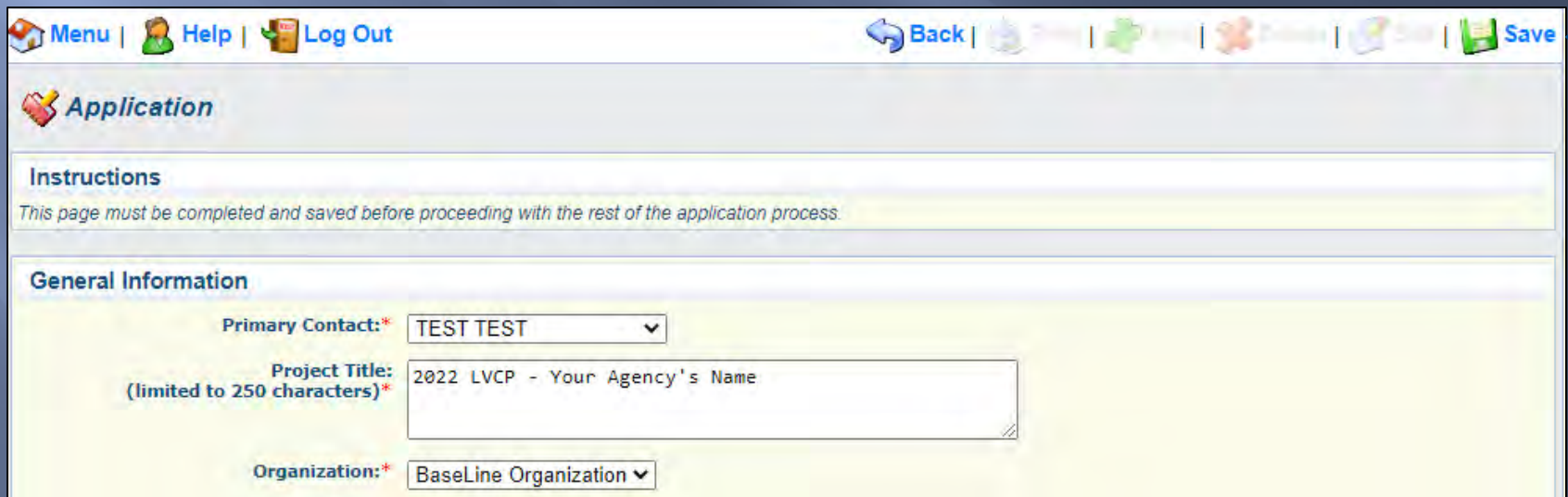
- ▣ After opening the “SFY 2022 LVCP” Funding Opportunity
- ▣ Select “Start New Application”

Copy Existing Application | Start a New Application



Application Instructions (cont.)

- ❑ After selecting “Start a New Application”, complete the “General Information” section
- ❑ “Project Title” should be: LVCP – Your Agency’s Name
- ❑ After completing the “General Information,” click “Save”




The screenshot shows a web application interface. At the top, there is a navigation bar with icons and text for "Menu", "Help", and "Log Out". On the right side of the navigation bar, there are icons for "Back", "Cancel", "Save", and "Save" (with a green document icon). A blue arrow points to the rightmost "Save" button. Below the navigation bar, the main content area is titled "Application" and contains an "Instructions" section with the text: "This page must be completed and saved before proceeding with the rest of the application process." Below the instructions is the "General Information" section, which includes three fields: "Primary Contact:" with a dropdown menu showing "TEST TEST", "Project Title:" with a text input field containing "2022 LVCP - Your Agency's Name" and a note "(limited to 250 characters)", and "Organization:" with a dropdown menu showing "BaseLine Organization".

Application Instructions (cont.)

- Select “Go to Application Forms”

General Information	Go to Application Forms
System ID: 134810	
Project Title: 2022 LVCP - Your Agency's Name	
Primary Contact: TEST TEST	
Organization: BaseLine Organization	



- Complete each of the six “Application Forms” with all required information

Application Forms
General Information
Contact Information
Project Form
Interoperable Communications Form
Budget
Application Attachments

Contact Information

- ▣ Please complete all contact information for
 - Authorized Official
 - Project Director
 - Fiscal Officer
 - Officer in Charge

*****NOTE** The Authorized Official, Project Director, and Fiscal Officer CANNOT be the same person.***

Contact Information (cont.)

▣ Authorized Official

The Authorized Official is the individual who has the authority to legally bind the applicant into a contract. Please refer to the list below to help determine the correct Authorized Official for the applicant agency:

- If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official
- If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official (e.g.; the Sheriff is not the Authorized Official)
- If the applicant agency is a college/university, the University President or Campus Chancellor shall be the Authorized Official
- If the applicant agency is a state department, the Department/Division Director head shall be the Authorized Official

In order for an application to be considered eligible for funding, the agency's correct Authorized Official MUST be designated in the "Contact Information" form and must sign the Certified Assurances Form

**** If you are unsure who to list as your agency's Authorized Official please contact the CJ/LE Unit for clarification****

Contact Information (cont.)

- ▣ Project Director
 - The person at the agency that is responsible for ensuring that the project is completed and meets all requirements (i.e. Sheriff, Police Chief, etc.)
- ▣ Fiscal Officer
 - The person at the agency that can answer fiscal and audit questions (i.e. County Clerk, County Treasurer, etc.)
- ▣ Officer in Charge
 - The person at the agency that will be the prime contact (Not a required section, if this person is the same as the Project Director)

Contact Information Authorized Official (cont.)

- ❑ Enter the information requested
 - Required fields are designated with a red asterisk *

Contact Information

Authorized Official

*****The correct Authorized Official must be the signatory on this grant for the application to be eligible for funding, please see list below.*****
The Authorized Official is the individual that has the ability to legally bind the applicant agency in a contract (e.g. Presiding Commissioner, Mayor, City Administrator, University President, State Department Director).
Authorized Official: the individual who has the authority to legally bind the applicant into a contract.

- If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official. (The Police Chief is NOT the Authorized Official)
- If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official. (The Sheriff is not the Authorized Official)
- If the applicant agency is a college/university, the University President (or Campus Chancellor, if applicable) shall be the Authorized Official.
- If the applicant agency is a state department, the Department/Division Director head shall be the Authorized Official.

****If you are unable to determine the correct Authorized Official for your agency please contact our office at (573)751-5997; (573) 522-4094; or (573)522-3455****

Name:*
Title
First Name
Last Name

Job Title:*

Agency:*

Mailing Address:*
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.

Street Address 1:
If a PO Box is entered on the Mailing Address line, enter the physical street address here. Do not repeat the mailing address!

Street Address 2:

City/State/Zip:*
City
State
Zip

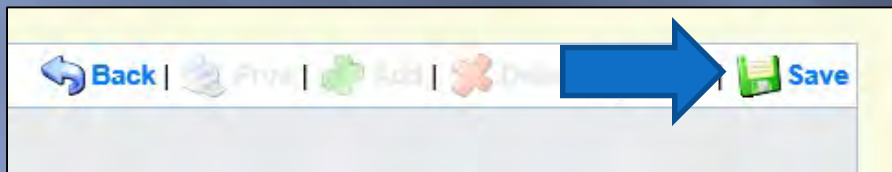
Email:*

Phone:*
Ext.

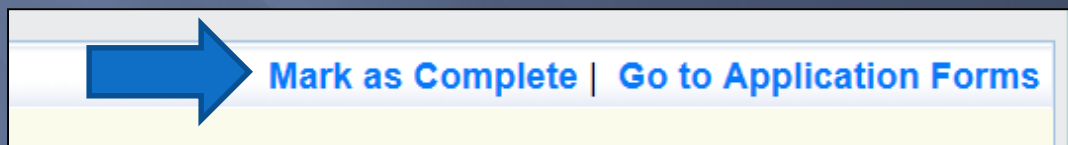
Fax:

Contact Information (cont.)

- After all contact information for the Authorized Official, Project Director, Fiscal Officer and the Officer in Charge has been entered
 - Select “Save” at the top of the screen



- After the Contact Section has been saved select “Mark as Complete”



Project Form

- ▣ Select “Project Form”

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	01/06/2022	
Contact Information	✓	01/07/2022	
Project Form			
Interoperable Communications Form			
Budget			
Application Attachments			

- ▣ Information provided in this section will be used to make funding determinations. Be sure to clearly provide all requested information.

Project Form (cont.)

- Project Description Information is important, all requested information **MUST** be provided

Project Description

1. Describe your Project:*
Tell us about your project.

1.a Explain how this project will assist the reduction and/or prevention of local violent crime:*
How will these item(s) assist in the reduction and/or prevention of local violent crime?

1.b Describe the local violent crime challenges in your area:*
Tell us about the challenges of local violent crime in your area.

1.c Describe how the proposed project will help provide solutions to the listed challenges:*
Tell us how the requested item(s) will help provide solutions to the challenges of violent crime in your area.

2. What items are you requesting to purchase?*

3. How will the requested items support this project in reducing and/or preventing violent crime?*

4.a If yes, explain how the funding will expand youth engagement activities with law enforcement:
How will funding expand youth engagement?

5. Will this project expand church and or non-profit engagement activities with law enforcement? Yes No

5.a If yes, explain how the funding will expand church and/or non-profit engagement activities with law enforcement:
How will the funding expand church and/or non-profit engagement activities with law enforcement?

6. Provide examples of how the lack of the requested items has effected the department, officers, or citizens in your area:*

7. Are the requested items replacing items the agency currently has? Yes No

7.a. If yes, please explain why the replacement is necessary, and how the new item(s) will support violent crime reduction and/or prevention?
Explain why the replacement(s) are necessary.
Explain how the new item(s) will support violent crime reduction and/or prevention.

8. Do the requested items require specialized training? Yes No

8.a. If yes, please explain how/when training has/will be provided:
Explain how and when the training has or will be provided.

9. How often will the requested items be used?

10. The total number of officers in your department:

11. The total number of police vehicles utilized by the department:

Project Form (cont.)

- ❑ To be eligible for funding, the applicant agency must be compliant with the listed statutes, along with the additional requirements listed in the Notice of Funding Opportunity

Section 43.505 RSMo – National Incident-Based Reporting System (NIBRS) formerly Uniform Crime reporting (UCR) Pursuant to Section RSMo 43.505 Uniform Crime Reporting system – duties of department – violations, penalty: Each law enforcement agency is required to submit crime incident reports to the department of public safety on forms or in the format prescribed by the department and submit any other crime incident information which may be required by the department of public safety.

12. Is the applicant agency currently participating in Missouri Incident-Based Reporting System (MIBRS)? *

Yes No

12.a If, no has your agency registered for Show Me Crime Reporting?

Yes No

12.b If no to question 12, please provide the plan and timeline for your agency to begin reporting.

Provide a timeline and the plan for your agency to begin reporting.

Section 590.700 RSMo – Written Policy on Recording of Custodial Interrogations: Pursuant to 590.700.4 RSMo, each law enforcement agency shall adopt a written policy to record custodial interrogations of persons suspected of committing or attempting to commit felony crimes as outlined in subsection 2 of this section.

13. Is your agency in compliance with Section 590.700.4 RSMo - Written Policy on Recording of Custodial Interrogations?*

Yes No

Section 43.544 RSMo – Written Policy on Forwarding Intoxication-Related Traffic Offenses Pursuant to 43.544.1 RSMo, each law enforcement agency shall adopt a policy requiring arrest information for all intoxication-related traffic offenses be forwarded to the central repository as required by Section 43.503 RSMo and shall certify adoption of such policy when applying for any grants administered by the department of public safety.

14. Is your agency in compliance with, Section 43.544 RSMo – Written Policy on Forwarding Intoxication-Related Traffic Offenses*

Yes No

Section 590.1265 RSMo – Police Use of Force Transparency Act of 2021 Use of force incidents reporting standards and procedures, publication of report data, analysis report. Each law enforcement agency shall certify compliance with this statute when accepting any grants administered by the department of public safety.

15. Is your agency in compliance with, Section 590.1265 RSMo – Police Use of Force Transparency Act of 2021?*

Yes No

Project Form (cont.)


▣ Audit Requirements

Audit Requirements

16. Has the applicant agency exceeded the State expenditure threshold of \$375,000 in state funds during agency's last fiscal year?:*

Yes No

17. Date last audit completed:*



18. By checking this box the applicant agency understands they are required to upload a copy of the agencies most recent completed audit (or annual financial statement) in the Named Attachments section of this application:*

Audit Requirements

- ▣ 29.200 RSMo (Audits to be conducted at the discretion of auditor or request of governor) allows DPS, CJ/LE (as a pass-through entity) to evaluate each recipients's risk of noncompliance with State statutes, regulations, and the terms and conditions of the award

Project Form (cont.)

- The Certified Assurances is located at the bottom of the Project Form
 - The correct Authorized Official must be listed
 - Applications can be saved without the Authorized Official's information while they review, but MUST be completed before the form can be marked complete

Certified Assurances

To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant attests to and/or will comply with the following Certified Assurances if the assistance is awarded.

SFY 2022 LVCP Certified Assurances

I am aware that failure to comply with any of the Certified Assurances could result in funds being withheld until such time that I, the recipient, take appropriate action to rectify the incident(s) of non-compliance. Where the Authorized Official is unable to certify to any of the statements in the Certified Assurances, he or she shall provide an explanation below and may attach documentation under the 'Named Attachments' form where needed.


I (The Authorized Official) have read and agree to the terms and conditions of the grant.* Yes No

*****The correct Authorized Official must be the signatory on this grant for the application to be eligible for funding, please see list below.*****
The Authorized Official is the individual that has the ability to legally bind the applicant agency in a contract (e.g. Presiding Commissioner, Mayor, City Administrator, University President, State Department Director).
Authorized Official: the individual who has the authority to legally bind the applicant into a contract.
If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official. (The Police Chief is NOT the Authorized Official)
If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official. (The Sheriff is not the Authorized Official)
If the applicant agency is a college/university, the College/University President (or Campus Chancellor, if applicable) shall be the Authorized Official.

****If you are unable to determine the correct Authorized Official for your agency please contact our office at (573)751-5997, (573)522-4094, or (573)522-3455****

Authorized Official Name:*

Authorized Official Job Title:*

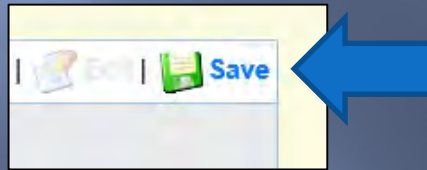
Date:* 

Certified Assurances

- ▣ The Authorized Official is the individual who has the authority to legally bind the applicant into a contract.
- ▣ In order to be eligible for the LCVP grant opportunity, the Certified Assurances document **MUST** be filled in with the applicant agency's **Authorized Official** information, after the AO has reviewed and approved the application for submission
 - The correct Authorized Official must be the signatory on the application to be eligible for funding

Project Form (cont.)

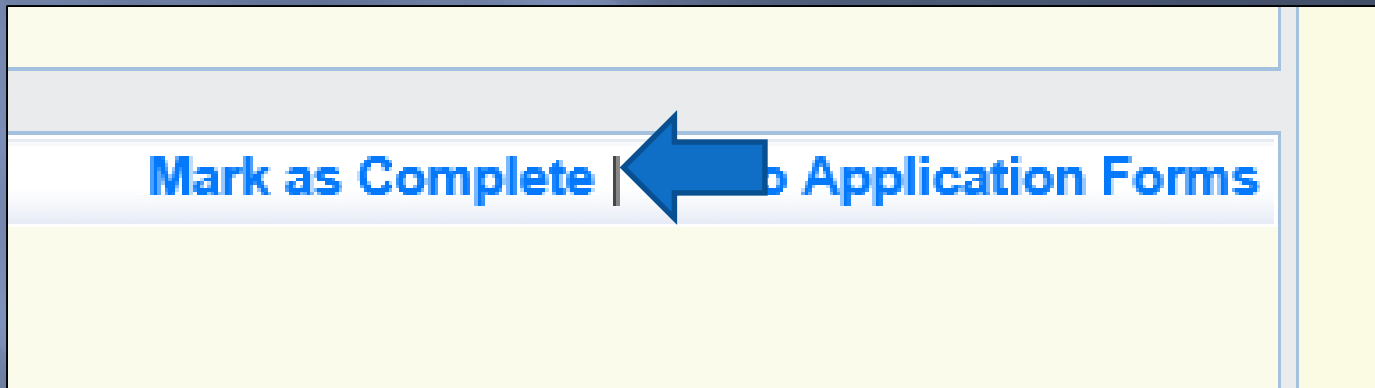
- After the Project Form has been completed select “Save” at the top of the page



- After selecting “Save” verify that the signed Certified Assurances is signed by the correct Authorized official

Project Form (cont.)

- ▣ When all information has been added to the Project form select “Mark as Complete”



Interoperable Communications Form

- ❑ Review the Missouri Radio Interoperability Guidelines before applying for radios
 - [Radio Interoperability Guidelines \(mo.gov\)](https://www.mo.gov)
- ❑ Select “Interoperable Communications Form”

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	01/06/2022	
Contact Information	✓	01/07/2022	
Project Form	✓	01/07/2022	
Interoperable Communications Form			
Budget			
Application Attachments			



- ❑ If your agency is requesting radio, this section must be accurately completed to be eligible for funding

Interoperable Communications Form (cont.)

▣ Answer Question 1

Radio Interoperability

1. Are you applying for interoperable communications equipment? Yes No

Refer to the "Radio Interoperability Guidelines" available at <https://dps.mo.gov/dir/programs/ohs/documents/radio-interoperability-guidelines.pdf> for reference to a list of mobile radios certified as meeting the P25 standard by the Missouri Department of Public Safety, and certified to operate on the MDSWIN by the manufacturer.

- If you mark the question "No"
 - ▣ Select "Save"



- ▣ Select "Mark as Complete"

Mark as Complete |  Application Forms

Interoperable Communications Form (cont.)

- ❑ If you mark the question “Yes”, additional questions will appear
 - Answer each question

Radio Interoperability

1. Are you applying for interoperable communications equipment? Yes No
Refer to the "Radio Interoperability Guidelines" available at <https://dps.mo.gov/dlr/programs/ohs/documents/radio-interoperability-guidelines.pdf> for reference to a list of mobile radios certified as meeting the P25 standard by the Missouri Department of Public Safety, and certified to operate on the MOSWIN by the manufacturer.

2. Are you applying for a mobile radio(s) (vehicle dash mounted, remote mount or base station)? Yes No

2.a Eligible mobile radios are listed in the dropdown menu. Please select the model you are applying for: Motorola APX8500 ▼

3. Are you applying for a portable radio(s) (handheld)? Yes No

3.a Eligible portable radios are listed in the dropdown menu. Please select the model you are applying for: Kenwood VP800 ▼

3.b As required by the MO DPS Radio Interoperability Guidelines, portable radios must be paired with an existing agency-owned and installed MOSWIN mobile radio via a public safety grade in-car repeater. Do you currently have a MOSWIN mobile radio to pair with portable radio(s) being requested? Yes No

3.c (a) If yes, please provide the model and manufacturer of the mobile radio.
Provide the model and manufacturer of the mobile radio.

3.d As required by the MO DPS Radio Interoperability Guidelines, portable radios must be paired with an existing agency-owned and installed MOSWIN mobile radio via a public safety grade in-car repeater. Do you currently have a public safety grade in-car repeater? Yes No

3.d(1) If yes, please provide the model and manufacturer of the in-car repeater.
Provide the model and manufacturer of the in-car repeater.

3.e Are you applying for a public safety grade in-car repeater or in the process of acquiring one through other funding sources? Yes No

3.e(1) If yes, please provide the funding source, manufacturer, and model you are in process of acquiring.
Provide the funding source, manufacturer and model you are in process of acquiring.

Interoperable Communications Form (cont.)

- ▣ Once the form is completed, select “Save”



- ▣ Select “Mark as Complete”



Budget Form

- ▣ Select “Budget”

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	01/06/2022	
Contact Information	✓	01/07/2022	
Project Form	✓	01/07/2022	
Interoperable Communications Form	✓	01/07/2022	
Budget			
Application Attachments			



Budget Form (cont.)


Enter each budget line by selecting “Add” and completing all required information, then select “Save”

- ▣ Equipment Item – defined as tangible property having an acquisition cost of \$1,000 or more, and a useful life of more than one year. Items that do not meet the equipment definition should be requested under the Supplies category
- ▣ Supplies – Requested items that do not meet the threshold for equipment

Budget Form (cont.)

- ▣ To enter the budget, select “Add”

Budget						Create New Version Go to Application Forms Add
Line Name:	Budget Category:	Line Description:	Quantity:	Unit Cost:	Total Cost:	



Budget Form (cont.)

- To enter the budget, select “Add” and complete the required information and select “Save”

Budget	
Line Name:*	<input type="text"/>
Budget Category:*	<input type="text" value="Equipment"/> <input type="text" value="Supplies"/>
Line Description:*	<input type="text"/>
Quantity:*	<input type="text"/>
Unit Cost:*	<input type="text" value="\$0.00"/>

Budget Form (cont.)

- ▣ Complete the form
 - Line Name – what is the agency requesting
 - Budget Category – Equipment or Supplies
 - Line Description – a brief description of the item being requested
 - Quantity – how many are being requested for funding
 - Unit Cost – what is the cost for each individual item

Budget Form (cont.)

- Example of Equipment

Budget	
Line Name:*	<input type="text" value="Portable Radio"/>
Budget Category:*	<input type="text" value="Equipment"/> ▼
Line Description:*	<input type="text" value="Motorola APX8500"/>
Quantity:*	<input type="text" value="1"/>
Unit Cost:*	<input type="text" value="5500.00"/>

- Select “Save”



Budget Form (cont.)

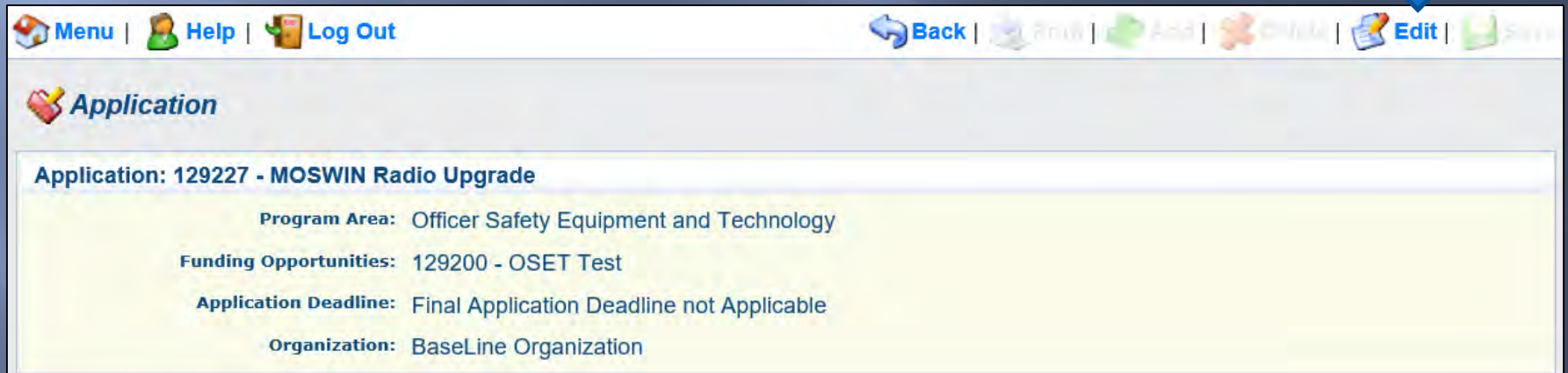
- After selecting “Save” the budget line will be added to the budget

Budget						Mark as Complete Go to Application Forms Add
Line Name:	Budget Category:	Line Description:	Quantity:	Unit Cost:	Total Cost:	
Portable Radio	Equipment	Motorola APX8500	1.0	\$5,500.00	\$5,500.00	
				\$5,500.00		
				\$5,500.00		

- Select “Add” for any additional Equipment and/or Supplies Items

Budget Form (cont.)

- Provide required justification for all budget lines by clicking “Edit” at top of the page
- Justification for all sections can be completed at one time



The screenshot displays a web application interface with a top navigation bar and a main content area. The navigation bar includes links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area is titled "Application" and displays details for "Application: 129227 - MOSWIN Radio Upgrade".

Application: 129227 - MOSWIN Radio Upgrade

- Program Area:** Officer Safety Equipment and Technology
- Funding Opportunities:** 129200 - OSET Test
- Application Deadline:** Final Application Deadline not Applicable
- Organization:** BaseLine Organization

Budget Form (cont.)

- ▣ Justification should be provided separately for each equipment line.
 - Identify what is the item(s) being requested.
 - Address how the item(s) will be used.
 - Indicate who will use the requested item(s).
 - Describe if the item(s) is a replacement, an addition, or something that the agency does not currently have.
 - Agencies applying for mobile radios, portable radios, and/or repeaters must also refer to the “Radio Interoperability Guidelines” for additional justification instructions:
<https://dps.mo.gov/dir/programs/ohs/documents/radio-interoperability-guidelines.pdf>

Budget Form (cont.)

- Example
 - Mass edits to the Budget can also be made

Budget		Go to Application Forms		
Line Name:	Budget Category:	Line Description:	Quantity:	Unit Cost:
Portable Radio	Equipment ▼	Motorola APX8500	1.0	\$5,500.00

Budget Justification

Budget Justification:

Identify what is the item(s) being requested.

Address how the item(s) will be used.

Indicate who will used the requested item(s).

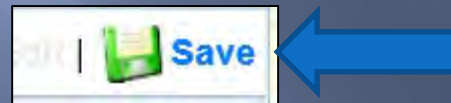
Describe if the item(s) is a replacement, an addition, or something that the agency does not currently have.

Agencies applying for mobile radios, portable radios, and/or repeaters must also refer to the "Radio Interoperability Guidelines" for additional justification instructions:

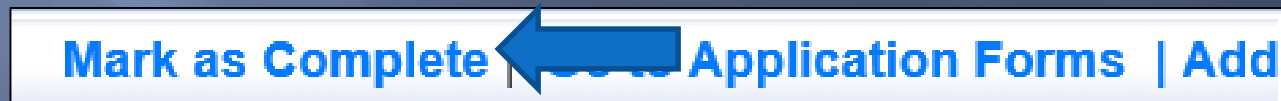
body p Characters: 490/200000

Budget Form (cont.)

- When the Budget and the Justification are completed select “Save”




- Select “Mark as Complete”









Application Attachments


- Select “Application Attachments”

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	01/06/2022	
Contact Information	✓	01/07/2022	
Project Form	✓	01/07/2022	
Interoperable Communications Form	✓	01/07/2022	
Budget	✓	01/07/2022	
Application Attachments			



- To add an attachment select the name of the attachment

Application Attachments		Mark as Complete Go to Application Forms					
Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?	
Required Attachments							
Audit (If no audit is available the most recent financial statement):							
Federal Fund Schedule (If not included in the audit):							
Other Attachments							
Quote:							
Other:							
Other:							
Other:							



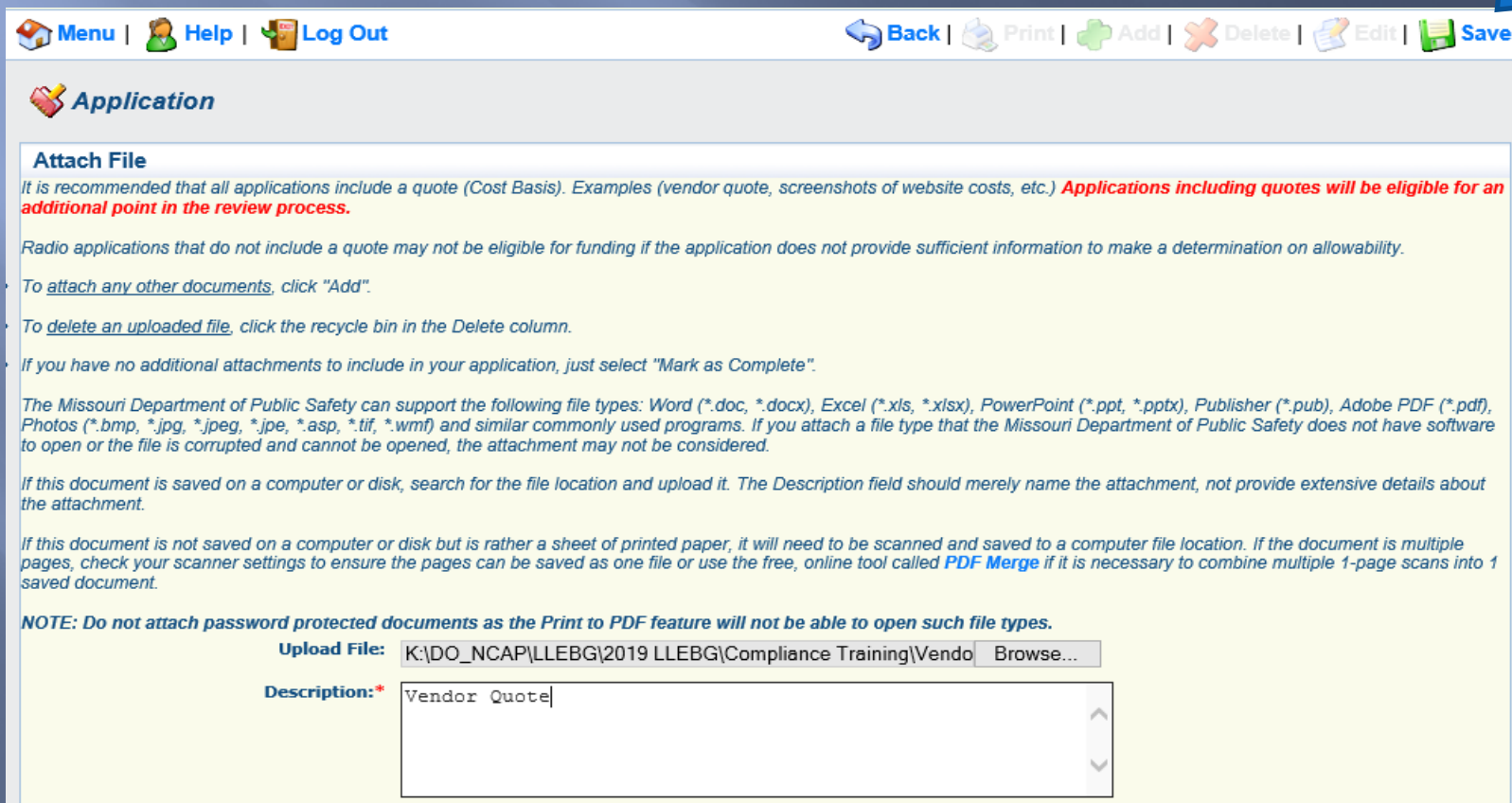
Application Attachments (cont.)

- ▣ Required Attachments:
 - Most recent audit or Federal Fund Schedule

- ▣ Recommended Attachments
 - Quote (Cost basis)
 - ▣ Examples: Vendor quotes, screenshots of website costs, etc.

Application Attachments (cont.)

- ❑ Browse your computer to select document
- ❑ Add a description to identify the document in the application and select "Save"



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Application

Attach File

*It is recommended that all applications include a quote (Cost Basis). Examples (vendor quote, screenshots of website costs, etc.) **Applications including quotes will be eligible for an additional point in the review process.***

Radio applications that do not include a quote may not be eligible for funding if the application does not provide sufficient information to make a determination on allowability.

To attach any other documents, click "Add".

To delete an uploaded file, click the recycle bin in the Delete column.

If you have no additional attachments to include in your application, just select "Mark as Complete".

The Missouri Department of Public Safety can support the following file types: Word (.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.jpe, *.asp, *.tif, *.wmf) and similar commonly used programs. If you attach a file type that the Missouri Department of Public Safety does not have software to open or the file is corrupted and cannot be opened, the attachment may not be considered.*

If this document is saved on a computer or disk, search for the file location and upload it. The Description field should merely name the attachment, not provide extensive details about the attachment.

If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use the free, online tool called [PDF Merge](#) if it is necessary to combine multiple 1-page scans into 1 saved document.

NOTE: Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.

Upload File: K:\DO_NCAP\LLEBG\2019 LLEBG\Compliance Training\Vendo

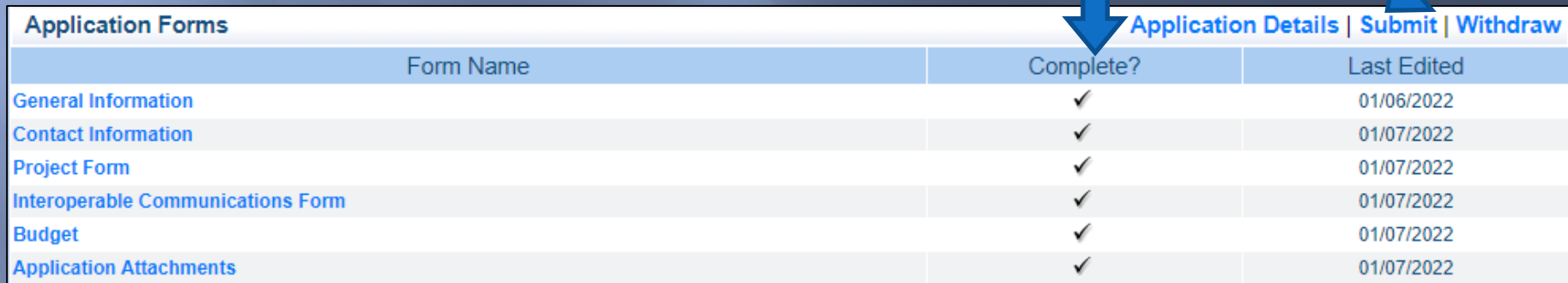
Description:* Vendor Quote

Application Instructions

- ▣ The LVCP application process is competitive, CJ/LE will not request additional information from applicants prior to the funding determination process
- ▣ Information provided in the application will be used to determine funding, ensure that all necessary information is provided

Submission

- All forms **must be** marked complete in order to submit the application
- When everything is complete select “Submit”



Application Forms			Application Details Submit Withdraw
Form Name	Complete?	Last Edited	
General Information	✓	01/06/2022	
Contact Information	✓	01/07/2022	
Project Form	✓	01/07/2022	
Interoperable Communications Form	✓	01/07/2022	
Budget	✓	01/07/2022	
Application Attachments	✓	01/07/2022	

All applications must be submitted prior to the deadline of January 21, 2022 at 5:00 pm CST

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