2024 Local Violent Crime Prevention (LVCP) Grant

Application Workshop

SFY 2024 Local Violent Crime Prevention (LVCP) Grant: Notice of Funding Opportunity

▶ The Department of Public Safety, Criminal Grants Unit is pleased to announce the funding opportunity for the SFY 2024 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

▶ Grant Guidance can be located on the Missouri Department of Public Safety Website at: https://dps.mo.gov/dir/programs/dpsgrants/lvcp.php

Key Dates

- **July 17, 2023:**

    - Application Workshop and Funding opportunity available at https://dps.mo.gov/dir/programs/cjle/ Application open in WebGrants https://dpsgrants.dps.mo.gov/

- **August 16, 2023 5:00 PM CST:**

    - Funding Opportunity Closes Applications due in WebGrants 5:00 pm CST

    WebGrants will not accept any applications after this time

- **October 1, 2023:**

    - Project Start Date

- **May 31, 2024:**

    - Project End Date

- **June 15, 2024:**

    - Final claim and Status Report due

Local Violent Crime Prevention (LVCP) Grant

- The Local Violent Crime Prevention (LVCP) 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 applicants 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 $1,000.00

- 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 the applicant agency, must be compliant with the following statutes:

  ▶ Section 43.505 RSMo: National Incident-Based Reporting System (NIBRS)

  ▶ Section 590.650 RSMo: Vehicle Stops Reports

  ▶ Section 513.653 RSMo: Federal Forfeiture Report

  ▶ Section 590.700 RSMo: Written Policy on Recording Custodial Interrogations

  ▶ Section 43.544 RSMo: (formerly 577.005 RSMo): Written Policy on Forwarding Intoxication-Related Arrest Information to the Central Repository

  ▶ Section 43.1265 RSMo: Police Use of Force Transparency Act of 2021

  ▶ Section 590.030 RSMo: Rap Back Program Participation

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
- 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 2024 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
- 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

► The Notice of Funding Opportunity and Certified Assurances can be found online at:

  ► DPS Website: https://dps.mo.gov/dir/programs/dpsgrants/lvcp.php

  ► WebGrants: https://dpsgrants.dps.mo.gov

Application Instructions

- Go to: dpsgrants.dps.mo.gov

- Log in or register as a new agency

  - New Users should select "Register Here" and follow the on screen prompts
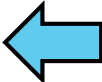
WebGrants

▶ Returning users or Organizations will enter their User ID under "Log In"

▶ A one-time passcode will be sent to the email address that is registered with the User ID after "Log In" is selected
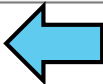
Two-Step Verification

▶ Enter your password

▶ Enter your one-time passcode found in the email

▶ Select, "Authenticate"

An email has been sent to the email address listed in your user profile with a one-time passcode. Please enter the passcode below.

Password: *

One-Time Passcode: *

[Authenticate]

Reset Password

Resend One Time Passcode

LVCP Application

▶ Select "Funding Opportunities" from the "Main Menu"

Funding Opportunity

▶ Select "SFY 2024 LVCP" Funding Opportunity

ID	Status	Title	Program Area	Deadline
142461	Editing	SFY 2023 Local Violent Crime Protection LVCP	Local Violent Crime Prevention Grant	08/16/2022

▶ Review the Funding Opportunity details:
  ▶ Description
  ▶ Attachments
    ▶ 2024 LVCP Certified Assurances
    ▶ 2024 LVCP Notice of Funding Opportunity
  ▶ Website Links
    ▶ DPS LVCP Website

Funding Opportunity, cont.

▶ Funding opportunity attachments will include

Attachments

Click on the File Name to open attachment

Description	File Name	File Size
2023 LVCP Certified Assurances	2023 LVCP Certified Assurances.pdf	180 KB
SFY 2023 LVCP NOFO	2023 LVCP NOFO.pdf	315 KB
Radio Interoperability Guidelines	Radio Interoperability Guidelines UPDATED 7.18.2022.pdf	344 KB

Website Links

▶ SFY 2024 LVCP Certified Assurances Form

▶ SFY 2024 LVCP Notice of Funding Opportunity (NOFO)

▶ SFY 2024 Application Workshop

▶ Radio Interoperability Guidelines
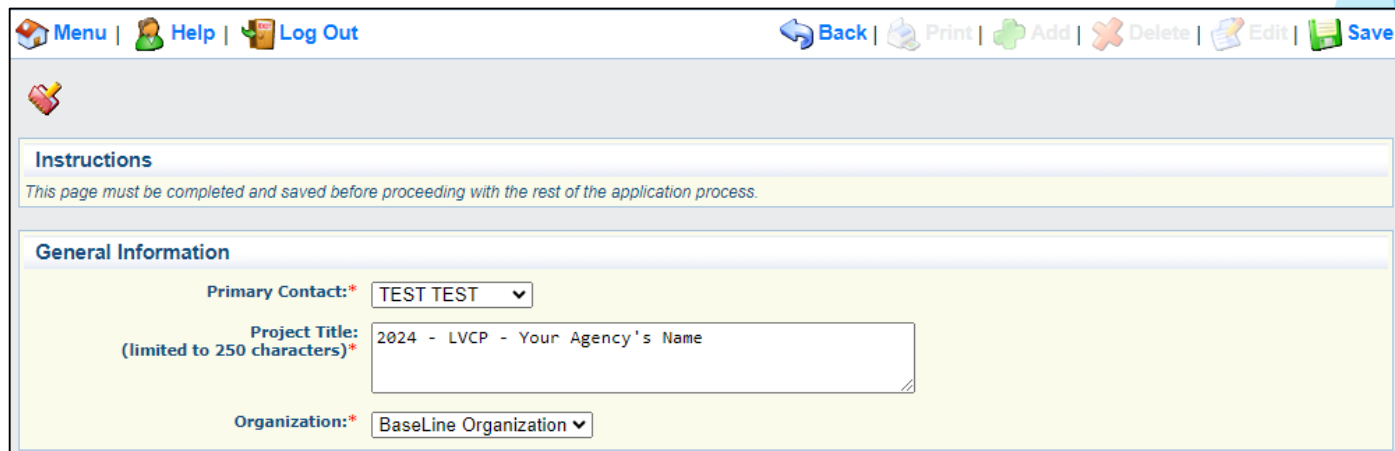
SFY 2024 LVCP Application Instructions

▶ After opening the "SFY 2024 LVCP" Funding Opportunity

▶ Select "Start New Application"

Copy Existing Application | Start a New Application

General Information

- Complete the General Information form as indicated:
  - Primary Contact: Select from the drop-down field
  - Project Title: Enter "2024 LVCP – Your Agency's Name"
    - (i.e. 2024 LVCP Test County Sheriff's Office)
  - Organization: Select the corresponding applicant agency form the drop-down field
  - After completing the "General Information", select "Save"

Application Instructions cont.

► Select "Go to Application Forms"

General Information	Go to Application Forms
System ID: 159579	
Project Title: 2024 - LVCP - Your Agency's Name	
Primary Contact: TEST TEST	
Organization: BaseLine Organization	

► The SFY 2024 LVCP Application includes 7 mandatory forms

Application Forms

General Information
Contact Information
Eligibility Requirements
Project Form
Interoperable Communications
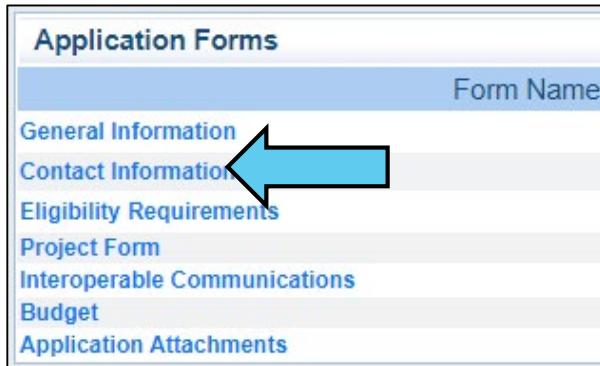Budget
Application Attachments

Application Instructions cont.

▶ Once the General Information component has been completed, the Application Forms will appear

▶ Each form must be completed and "Marked as Complete" before the application can be submitted

Application Forms			Application Details | Submit | Withdraw
Form Name		Complete?	Last Edited
General Information		✔	07/14/2023
Contact Information			
Eligibility Requirements			
Project Form			
Interoperable Communications			
Budget			
Application Attachments			

Contact Information Form

- Select "Contact Information"

Application Forms	
	Form Name
General Information	
Contact Information	
Eligibility Requirements	
Project Form	
Interoperable Communications	
Budget	
Application Attachments	

- 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.

- **<u>Authorized Official:</u>** The Authorized Official is 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

  - 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 <u>MUST</u> 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, or if it may be different from what is listed above, please contact the DPS Grants 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. Manager, Director)

- ▶ Fiscal Officer
  - ▶ The person at the agency that can answer fiscal and audit questions (i.e. fiscal officer, accountant)

- ▶ Officer in Charge
  - ▶ The person at the agency that will be the primary contact (not a required section, if this person is the same as the Project Director)

Contact Information cont.

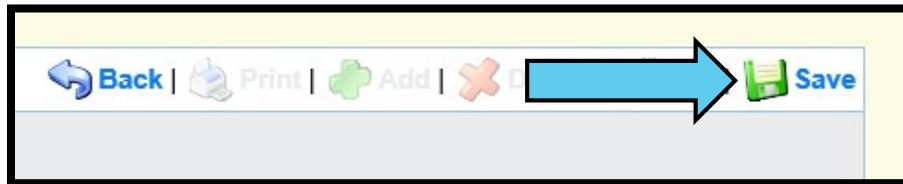► Enter the information requested

   ► Required fields are designated with a red asterisk *

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"
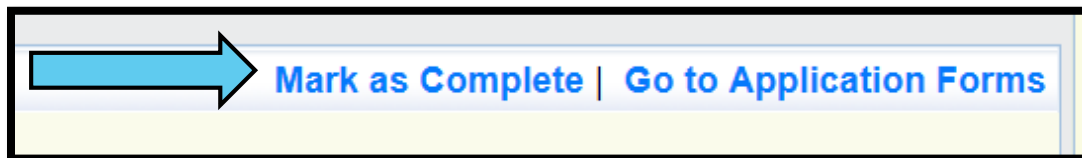
Eligibility Requirements

▶ Select "Eligibility Requirements"

Application Forms
Form Name
General Information
Contact Information
Eligibility Requirements
Project Form
Interoperable Communications
Budget
Application Attachments

▶ Complete each section of Eligibility Requirements

  ▶ Law Enforcement Agency Information

  ▶ Eligibility Requirements

  ▶ Ineligible Applicants

Eligibility Requirements cont.

▶ Law Enforcement Agency Information

   ▶ Name of the Project Agency (Law enforcement department)

   ▶ Originating Agency Identifier (ORI)

Law Enforcement Agency Information

Row	
Name of the Project Agency (law enforcement department):	Your law enforcement agency
Originating Agency Identifier (ORI):	MO123456789XYZ

Eligibility Requirements cont.

► Eligibility Requirements

    ► If you answer "NO" to any questions, #1-6, your agency is NOT currently eligible for funding, please DO NOT continue with the application until your agency is in compliance
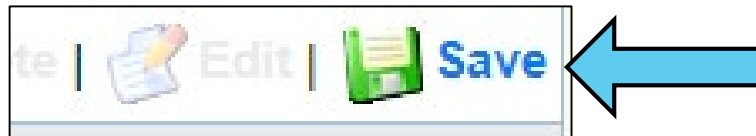
Eligibility Requirements

• *If the answers to any of the eligiblity questions #1-6 is 'No' the agency is not eligible for funding please do not continue with the application, until the agency becomes compliant.*

1. Is the project agency in compliance with Section 590.650 RSMo – Vehicle Stops Reporting?   ⦿ Yes ○ No
  * Per Section 590.650 RSMo agencies are required to submit their reports to the Missouri Attorney Generals Office by March 1st of each year. Agencies that submitted by the late submission date of March 15th may be eligible for funding but will not take priority over agencies that submitted on time.

2. Is the project agnecy in compliance with Section 590.700 RSMo? - (Agencies are required to 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 Section 590.700 RSMo)   ⦿ Yes ○ No

3. Is the project agency in compliance with Section 43.544 RSMo - (each law enforcement agency shall adopt a policy requiring arrest information for all intoxication-related traffic offenses be forwarded to the central repository)   ⦿ Yes ○ No

4. Is the project agency in compliance with Section 590.1265 RSMo - Police Use of Force Transparency Act of 2021?   ⦿ Yes ○ No
  * For purposes of grant eligibility, law enforcement agencies will be considered non-compliant if they have not submitted MIBRS reports for three or more months since January 1, 2022

5. Is the project agency in compliance with Section 43.505 RSMo Uniform Crime Reporting - Missouri Incident-Based Reporting System MIBRS (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)   ⦿ Yes ○ No
  * For purposes of grant eligibility, law enforcement agencies will be considered non-compliant if they have not submitted MIBRS reports for three or more months since January 1, 2022

6. Is the project agency in compliance with Section 590.030 RSMo - Rap Back Program Participation (all law enforcement agencies shall enroll in the state and federal Rap Back programs on or before January 1, 2022 and continue to remain enrolled. The law enforcement agency shall take all necessary steps to maintain officer enrollment for all officers commissioned with that agency in the Rap Back programs)   ⦿ Yes ○ No

Eligibility Requirements cont.

▶ Select "Save", when the form has been completed

▶ Select "Mark as Complete"
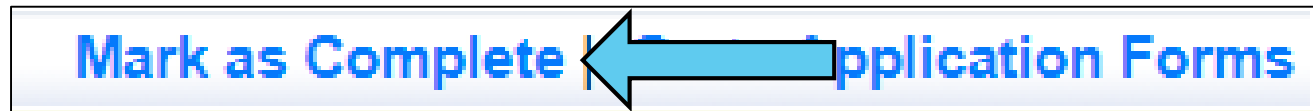
Project Form

▶ Select "Project Form"

Project Form cont.

► Project Description information is important, all requested information MUST be provided

　► Answer questions #1-11

Project Description

1. Describe your Project:*
Provide a description of what your agency's project is.

1.a Explain how this project will assist the reduction and/or prevention of local violent crime:*
Explain how the project will assist with the reduction and/or prevention of local violent crime.

1.b Describe the local violent crime challenges in your area:*
Describe the local violent crime challenges is your area.

1.c Describe how the proposed project will help provide solutions to the listed challenges:*
Describe how the project will provide solutions to the above listed challenges.

2. What items are you requesting to purchase?*
What items is your agency wanting to purchase with the grant opportunity?

3. How will the requested items support this project in reducing and/or preventing violent crime?*
If the items are awarded, how will they provide support in reducing and/or preventing violent crime in your area?

Project Form cont.

4. Will this project expand youth engagement activities with law enforcement?* ● Yes ○ No

4.a If yes, explain how the funding will expand youth engagement activities with law enforcement:
If you answered "Yes", explain how the funding will expand youth engagement activities with law enforcement.

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:
If you answered "Yes", explain how the funding will 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:*
Provide examples of how not having 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?
If you answered "Yes", explain why the replacement is necessary, and 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:
If you answered "Yes", explain why how/when training has/will be provided.

9. How often will the requested items be used?* [Monthly ▾]

10. The total number of officers in your department:* [15]

11. The total number of police vehicles utilized by the department:* [15]

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: *   12/31/2022

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: *   ☑

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

Project Form cont.

- ▶ Risk Assessment
  - ▶ Answer questions #19-22.a

Risk Assessment

Risk Assessment

19. Does the applicant agency have new personnel that will be managing this grant award?:* ● Yes ○ No
New personnel is defined as working with this award type less than 12 months.

19.a. If you answered yes to Question #19., please list the name(s) of new personnel and their title(s).
Who is the new personnel within your agency that will be working on the grant?

20. Does the applicate agency have a new fiscal or time accounting system that will be used on this award?* ● Yes ○ No
New fiscal or time accounting system is defined as a system being utilized less than 12 months within the applicant agency.

21. Does the applicant agency receive any direct Federal awards?* ● Yes ○ No
Direct grants are grants that you apply directly to the federal government for and there is no intermediary agency such as CJ/LE.

21.a If you answered yes to Question #21, please list the direct Federal awards the agency receives.
If you answered "Yes", list the DIRECT Federal awards.
If you answered "No", list N/A

22. Did the applicant agency receive any Federal monitoring on a direct Federal award in their last fiscal year?:*
Yes ▾
Yes
No
N/A

22.a If you answered yes to Question #22, please list the direct Federal awards that were monitored and indicate if there were any findings or recommendations.
If you answered "Yes", list the DIRECT awards that were monitored and their recommendations.

Project Form cont.

- Certified Assurances
- 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 2023 LVCP Certified Assurances

I am aware that failure to comply with any of the Certified Assurances will result in my agency being ineligible for funding.

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 and Title:*   Amelia Jaegers

Name and Title of person completing this proposed application:*   Your Agency Administrator

Date:*   07/14/2023

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

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 2024 LVCP Certified Assurances

I am aware that failure to comply with any of the Certified Assurances will result in my agency being ineligible for funding.

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)522-3455, (573) 751-1318, (573) 522-4094 or (573) 751-5289
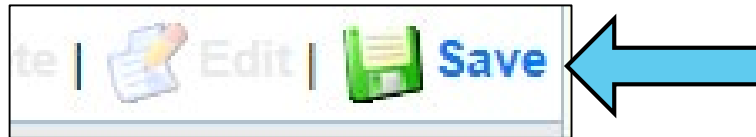
Authorized Official Name and Title:* | Amelia Jaegers

Name and Title of person completing this proposed application:* | Your Agency Administrator
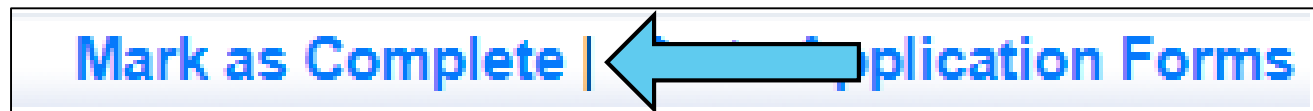
Date:* | 07/14/2023

Project Form cont.

- Select "Save", when the form has been completed

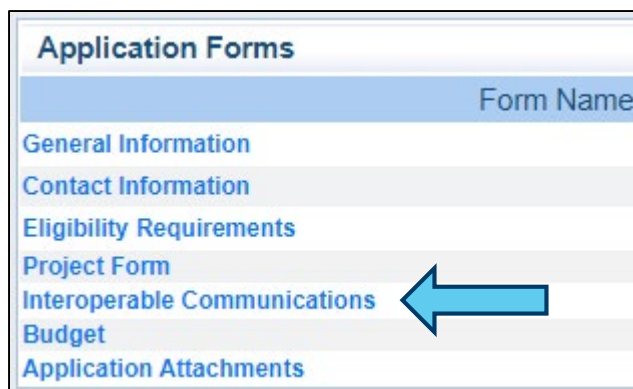
- After selecting "Save" verify that the signed Certified Assurances is signed by the correct Authorized official

- Select "Mark as Complete"

Interoperable Communications

▶ Review the Missouri Radio Interoperability Guidelines before applying for radios

   ▶ Radio Interoperability Guidelines (mo.gov)

▶ Select "Interoperable Communications"

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

Interoperable Communications cont.

- To be P25 CAP Compliant and eligible for Federal or State of Missouri grant funding, radios must meet one of the following encryption requirements

    - Have no encryption

    - Have AES 256 algorithm

    - Have AES 256 algorithm along with any other non-standard encryption algorithms

Interoperable Communications cont.

▶ Answer Question 1

Radio Interoperability

Refer to the *Radio Interoperability Guidelines* for reference to a list of radios certified as meeting the P25 standard by the Missouri Department of Public Safety, and certified to operate on the MOSWIN by the manufacturer.

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

▶ If you mark the question "No", select "Save and then,

Edit | 💾 **Save** ⬅

▶ Select "Mark as Complete"

Mark as Complete | ⬅ **Application Forms | Add**

Interoperable Communications Form cont.

▶ If you answered the questions "Yes", additional questions will appear

▶ Answer each question

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: [Harris XG/XM-100 ▾]

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 VP900 ▾]

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.b (a) If yes, please provide the model and manufacturer of the mobile radio. Provide the model and manufacturer of the mobile radio that will be paired with the request portable radio.

3.c 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.c (a) If yes, please provide the model and manufacturer of the in-car repeater. Provide the model and manufacturer of the repeater that will be paired with the request portable radio.

4. Does the vendor quote for the requested radios include the encryption requirements as listed on the Radio Interoperability Guidelines? ◉ Yes ○ No

Interoperable Communications Form cont.

- Once the form is completed, select "Save"
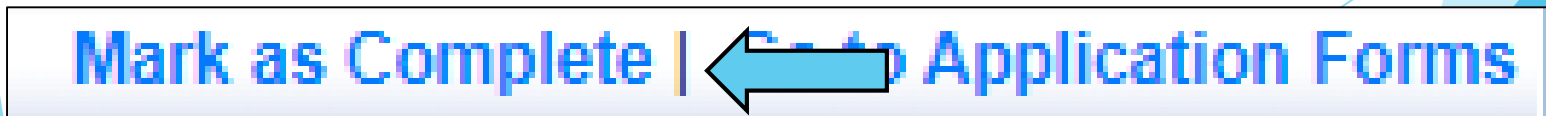
Save

- Select "Mark as Complete"

Mark as Complete | Go to Application Forms

Budget

- Select "Budget"

Budget cont.

▶ Enter each budget line by selecting "Add" and completing all required information

▶ 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

▶ Maximum amount that can be requested is $25,000

Budget cont.

▶ To enter the budget, select "Add" for each budget line

Budget cont.

- **Item Name:** should be a brief description of what the budget line is requesting (i.e. Mobile Radio)

- **Budget Category:** select from the drop line the category of the request item(s)

- **Line Description:** brief description of the budget line (i.e. Motorola APX 8500)

- **Quantity:** how many of this item are being requested for funding

- **Unit Cost:** this should be the amount per item
  - This line will multiple the quantity to equal the total cost amount being requested

Budget cont.

▶ Example of Equipment

Budget

Maximum Budget Total must be less than or equal to $25,000

Item Name: *
Mobile Radio
Brief General Description of the Item (ie. Mobile Radio, Patrol Car, Traffic Cones, etc.)

Budget Category *
10. Equipment ▼
Select a category from the drop down list.
Equipment definition: Equipment will have a per item value of $1,000.00 or more and a useful life of over one year.
If the item in this requested in this line does not meet that definition it should be entered under supplies.

Line Description: *
Motorola APX 8500
Use this field to provide additional brief description about the item (ie. Radio Model, size of equipment, what is included in a medical kit, etc.)

Quantity: *
3.0

Unit Cost: *
$5,500.00

▶ Select "Save"

| Edit | Save
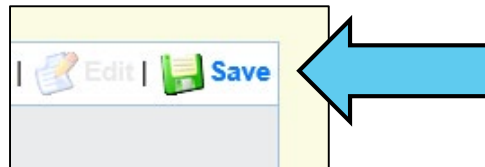
Budget cont.
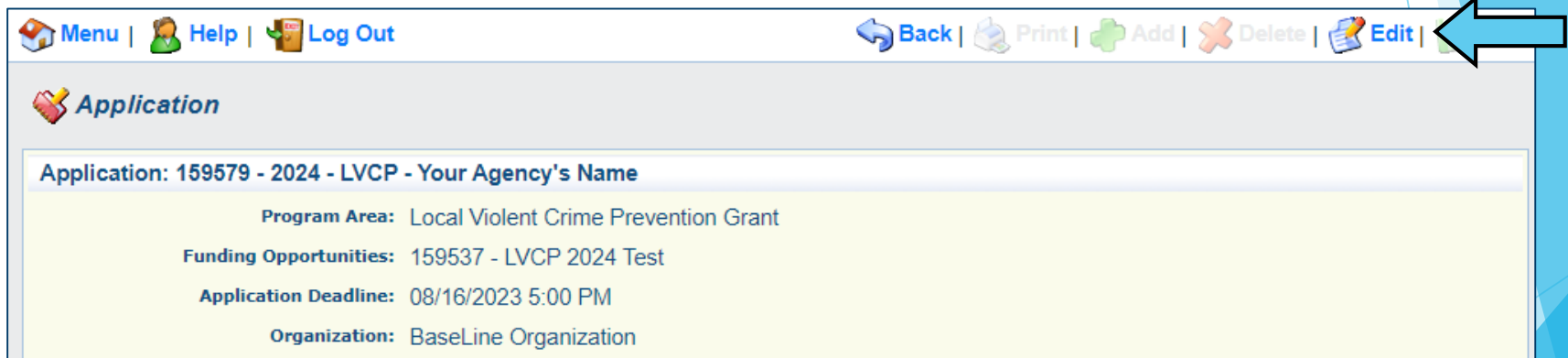
▶ After selecting "Save" the budget line will be added to the budget

Budget				Mark as Complete | Go to Application Forms | Add	
Maximum Budget Total must be less than or equal to $25,000					
Item Name:	Budget Category	Line Description:	Quantity:	Unit Cost:	Total Cost:
Mobile Radio	10. Equipment	Motorola APX 8500	3.0	$5,500.00	$16,500.00

▶ Select "Add" for any additional Equipment and/or Supplies Items and repeat the process

Budget cont.

- ► Provide the required justification for all budget lines by selecting "Edit" at the top of the page

- ► Justification for all requested items can be completed at the same time

Budget 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

  - Provide a cost basis of the requested item(s)

  - 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

  - List the location of where the item will be housed

  - 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/RadioInteroperabilityGuidelinesUPDATED-07-18-2022.pdf

Budget cont.

▶ Example

    ▶ Mass edits to the budget can also be made

Budget Justification

Justification required for each item listed in the budget*
In a narrative format, provide the following <u>separately for each</u> budget line item listed above:

- What is the item?

- Explain the cost basis for the amount requested. (i.e. quote(s))

- How will the item be used?

- Who will use the item?

- Where will the supplies/equipment be housed? (i.e. issued to officer, patrol vehicle, police station, etc.) If you are requesting more than one item in the budget provide a justification for each budget line in the same order as they are listed on the budget. Leave space between each item's justification.

Agencies applying for mobile radios, portable radios, and/or repeaters must also refer to the "Radio Interoperability Guidelines" of the Missouri Interoperability Statewide Network (MOSWIN) posted online at **DPS-LVCP Webpage** for additional justification instructions, in addition to those stated above. (Applications lacking sufficient justification or inadequate details to determine if the project meets the MOSWIN grant requirements will not be eligible for funding)

Row

▶ 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

▶ Provide a cost basis of the requested item(s)

▶ 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

▶ List the location of where the item will be housed

▶ 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/RadioInteroperabilityGuidelinesUPDATED-07-18-2022.pdf

Budget cont.

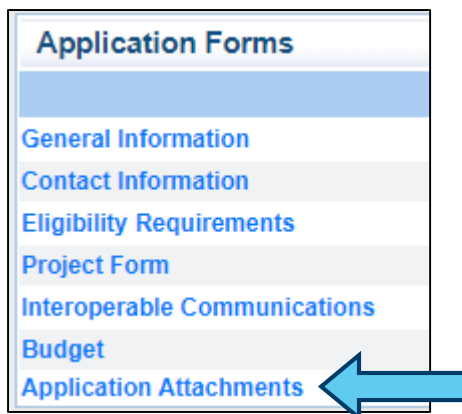- When the Budget and the Justification are completed select "Save"
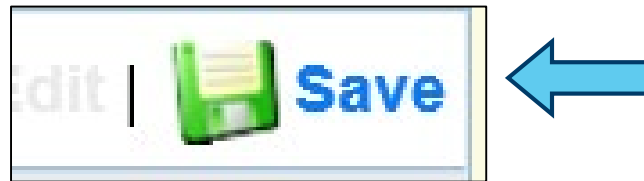
- Select "Mark as Complete"

Application Attachments

▶ Select "Application Attachments"

Application Forms

General Information
Contact Information
Eligibility Requirements
Project Form
Interoperable Communications
Budget
Application Attachments

▶ To add an attachment select the name of the attachment
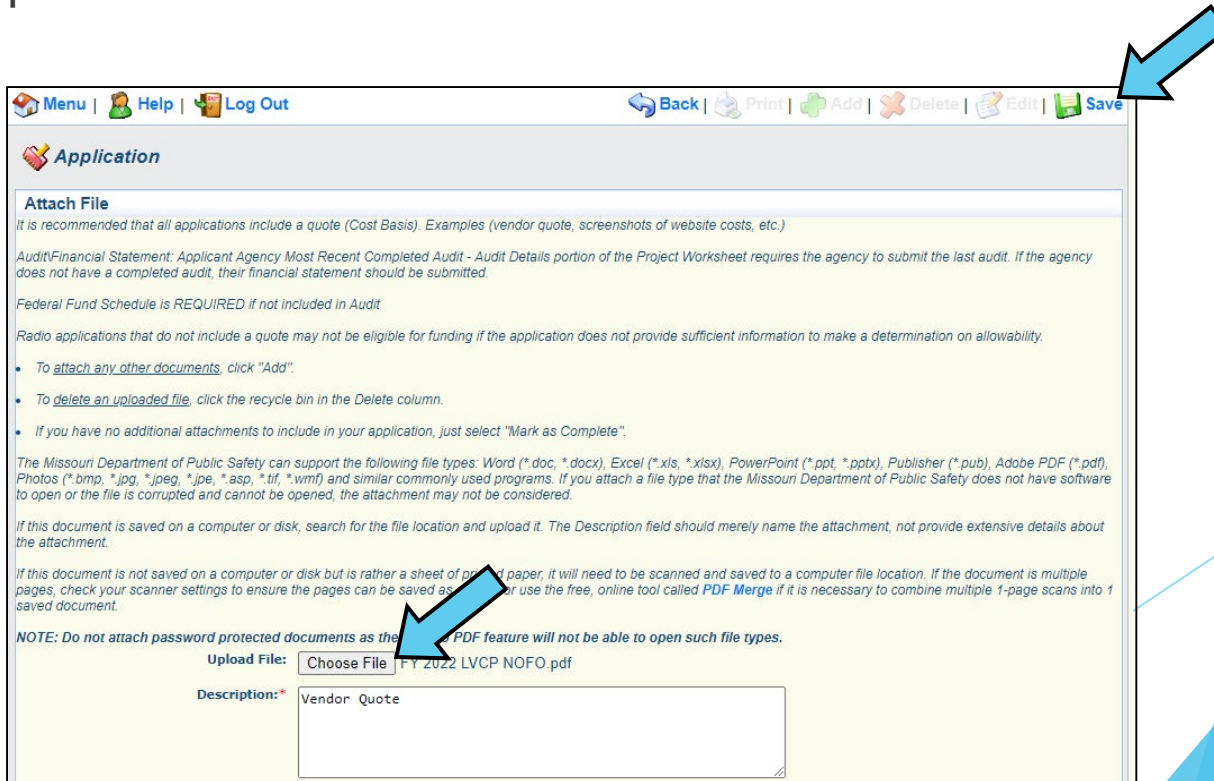
Application Attachments   Mark as Complete | Go to Application Forms

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
  - Federal Funds Schedule (if not included in the audit)

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

Application Attachments cont.

▶ Select Choose File

▶ Browse your computer to select document

▶ Add a description to identify the document in the application and select "Save"

Application Attachments cont.

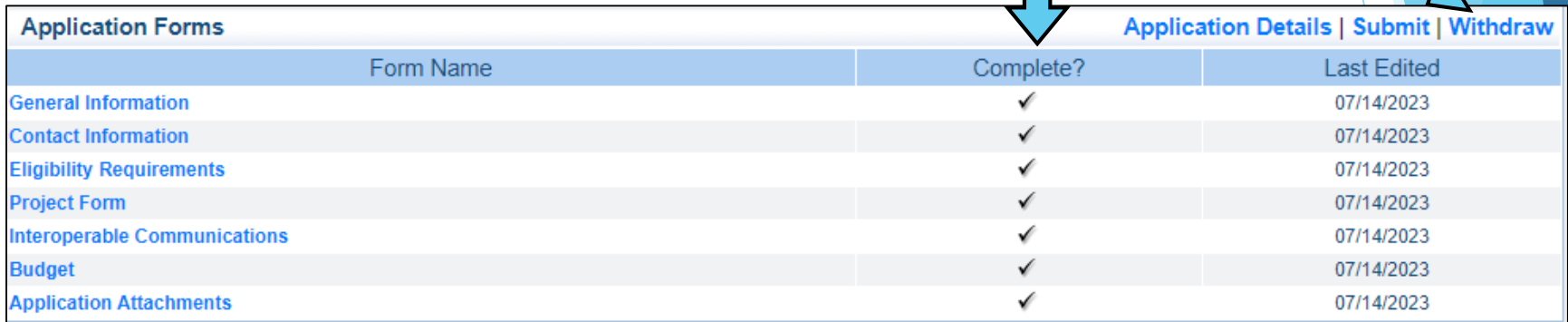- ▶ Once all attachments have been attached, select "Mark as Complete"

Mark as Complete ← **Application Forms | Add**

Application Instructions

- The LVCP application process is competitive, DPS Grants 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
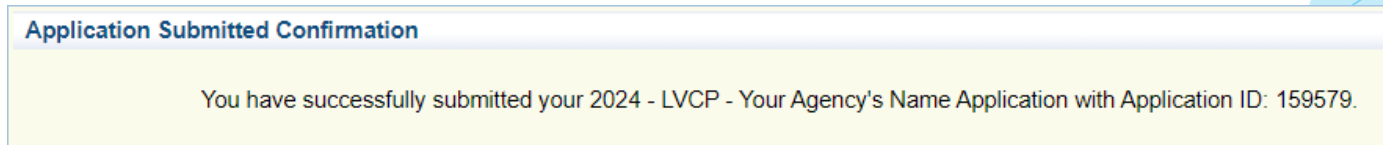
Submission

▶ All forms **must** <u>be marked complete</u> in order to submit the application

Application Forms		
		Application Details | Submit | Withdraw
Form Name	Complete?	Last Edited
General Information	✓	07/14/2023
Contact Information	✓	07/14/2023
Eligibility Requirements	✓	07/14/2023
Project Form	✓	07/14/2023
Interoperable Communications	✓	07/14/2023
Budget	✓	07/14/2023
Application Attachments	✓	07/14/2023

▶ When everything is complete select "Submit"

    ▶ Once the application has been submitted a Confirmation screen will appear

Application Submitted Confirmation

You have successfully submitted your 2024 - LVCP - Your Agency's Name Application with Application ID: 159579.

All applications <u>must be</u> submitted prior to the deadline of August 4, 2023 at 5:00 pm CST

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