

# Minority Police Officer Recruitment and Retention (MPORR)

SFY 2024 Application Workshop



# SFY 2024 Minority Police Officer Recruitment and Retention (MPORR)

- ▶ The Department of Public Safety, Criminal Grants Unit is pleased to announce the funding opportunity for the SFY 2024 Minority Police Officer Recruitment and Retention (MPORR)
- ▶ 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

**August 23, 2023:**

Application Workshop and  
Funding opportunity available at  
Application open in WebGrants  
<https://dpsgrants.dps.mo.gov/>

**September 20, 2023:**

Funding Opportunity Closes  
Applications due in WebGrants  
4:00 pm CST ***\*\*WebGrants will  
not accept any  
applications after this time\*\****

**October 1, 2023:**

Project Start Date

**May 30, 2023:**

Project End Date

# Minority Police Officer Recruitment and Retention (MPORR)

- ▶ The Minority Police Officer Recruitment and Retention (MPORR) is a state-administered and funded program
- ▶ The purpose of the Minority Police Officer Recruitment and Retention (MPORR) project is to support minority police officer recruitment and retention programs located in a city not within a county with such program being administered and overseen by an African-American police officer association that supports efforts in reducing crime in a city not in a county and county with more than one million inhabitants.
- ▶ Total state funding available for this project in State Fiscal Year 2024 \$150,000

# Reimbursement Grant

- ▶ The MPORR program is a reimbursement grant
- ▶ Awarded eligible items must be purchased prior to requesting reimbursement

# Eligible Applicants

- ▶ Eligible applicants include Minority Police Officer Recruitment and Retention Programs located within a city not within a county with such program being administered and overseen by an African-American police officer association that supports efforts in reducing crime in a city not in a county and county with more than one million inhabitants.

# Eligible Costs Categories

- ▶ Personnel, Personnel Benefits, Personnel Overtime, & Personnel Overtime Benefits
- ▶ Travel/Training
- ▶ Equipment
- ▶ Supplies/Operations
- ▶ Contractual

# Ineligible Costs

- ▶ Additional Information is listed in the SFY 2023 WSSL Notice of Funding Opportunity
  - ▶ Management and Administration that exceeds 10% of the award amount
  - ▶ Bonuses or Commissions
  - ▶ Construction/Renovation Projects
  - ▶ Daily Subsistence within Official Domicile
  - ▶ Entertainment Expenses & Bar Charges
  - ▶ Finance Fees for delinquent payments
  - ▶ First Class Travel
  - ▶ Indirect Costs
  - ▶ Less-than-lethal Weapons
  - ▶ Lobbying or Fundraising
  - ▶ Military-Type Equipment
  - ▶ Office Lease/Purchase
  - ▶ Personal Incentives for Employment
  - ▶ Pre-Paid Fuel/Phone Cards
  - ▶ Vehicles (Lease or Purchase)
  - ▶ Weapons and Ammunition

# Application Requirements

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

# Application Instructions

- ▶ Go to: [dpsgrants.dps.mo.gov](https://dpsgrants.dps.mo.gov)
- ▶ Log in or register as a new agency

The screenshot shows a web interface divided into two main sections. The left section 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?". The right section features the Missouri Department of Public Safety logo and a "New to WebGrants - Missouri Department of Public Safety?" message with a "Register Here" link. A blue arrow points from the "Register Here" link to the "User ID" field, and another blue arrow points from the "Log In" button back to the "User ID" field.

**Log In**

User ID:\*

Password:\*

[Forgot User Id?](#)

[Forgot Password?](#)

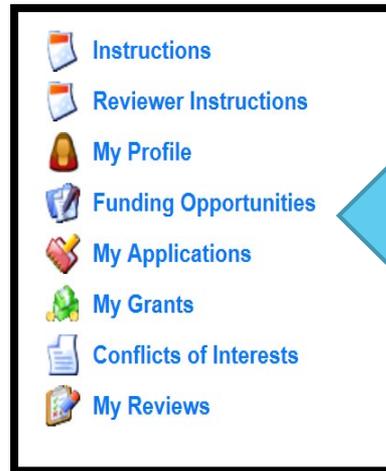
Missouri Department of  
**Public Safety**

New to WebGrants - Missouri Department of Public Safety?

[Register Here](#)

# Application Instructions (cont.)

- ▶ Select “Funding Opportunities” and select the “2024 Minority Police Officer Recruitment and (MPORR)” Funding Opportunity



# Funding Opportunity

- ▶ Select 2024 MPORR, ID#
  
- ▶ The funding opportunity will include a description, attachments, and a link to the WSSL page on the DPS website

## **Website Links**

*Click on the URL to go to website*

**URL**

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

**Description**

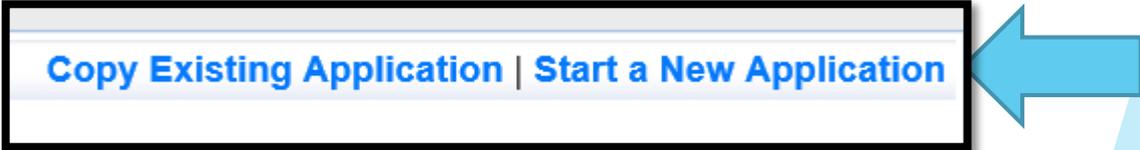
Department of Public Safety Website

# Funding Opportunity (cont.)

- ▶ Funding opportunity attachments will include
  - ▶ SFY 2023 WSSL Notice of Funding Opportunity (NOFO)
  - ▶ SFY 2023 Application Workshop
  - ▶ SFY 2023 WSSL Certified Assurances Form

# Application Instructions

- ▶ After opening the “SFY 2024 MPORR” 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: 2024 MPORR - Your Agency’s Name
- ▶ After completing the “General Information”, select “Save”

**General Information**

**Primary Contact:**\* TEST TEST ▼

**Project Title:**  
(limited to 250 characters)\* 2024 MPORR - Baseline Organization

**Organization:**\* BaseLine Organization ▼

# Application Instructions (cont.)

- ▶ Select “Go to Application Forms”

General Information	<a href="#">Go to Application Forms</a>
<b>System ID:</b> 161078	
<b>Project Title:</b> 2024 MPORR - Baseline Organization	
<b>Primary Contact:</b> TEST TEST	
<b>Organization:</b> BaseLine Organization	



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

Application Forms	
Form Name	Complete?
General Information	✓
Contact Information	
Project Form	
Budget	
Certified Assurances	
Attachments	

# Contact Information

- ▶ Select Contact Information

Application Forms	
Form Name	Complete?
General Information	✓
Contact Information	
Project Form	
Budget	
Certified Assurances	
Attachments	

- ▶ Please complete all contact information for
  - ▶ Authorized Official
  - ▶ Project Director
  - ▶ Fiscal Officer
  - ▶ Project Contact Person

**\*\*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.
  - ▶ If the applicant agency is a non-profit agency, the Board Chair/President 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 off on the Certified Assurances Form**

**\*\* If you are unsure who to list as your agency's Authorized Official please contact the DPS Grants 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. Manager, Director)
- ▶ Fiscal Officer
  - ▶ The person at the agency that can answer fiscal and audit questions (i.e. fiscal officer, accountant)
- ▶ Project Contact Person
  - ▶ 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 \*

## Authorized Official

*The Authorized Official is the individual who has the authority to legally bind the applicant into a contract and is generally the applicant's elected or appointed chief executive.*

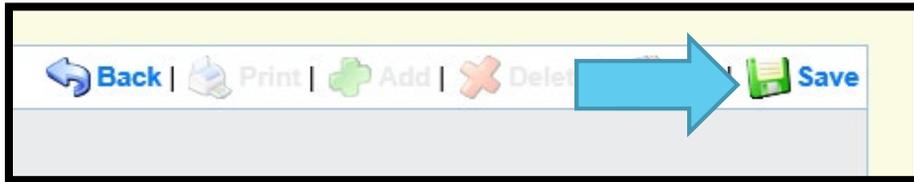
*If the applicant agency is a nonprofit, the Board Chair/President shall be the Authorized Official. Please upload copy of 501C3 documentation in the Named Attachments section of this application*

*\*\* If your agency does not fall into the above category or you are unsure of who the Authorized Official should be for your agency, please contact the Missouri Office of Homeland Security at (573) 526-9014\*\**

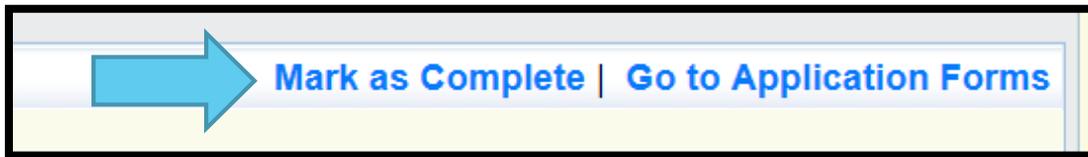
<b>Authorized Official:*</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Title (Mr.Ms.etc)	First Name	Last Name
<b>Job Title:*</b>	<input type="text"/>		
<b>Agency:*</b>	<input type="text"/>		
<b>Mailing Address:*</b>	<input type="text"/>		
<b>Street Address 1:</b>	<input type="text"/>		
<b>Street Address 2:</b>	<input type="text"/>		
<b>*</b>	<input type="text"/>	Missouri	<input type="text"/>
	City	State	Zip Code
<b>Email:*</b>	<input type="text"/>		
<b>Phone:*</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Office	Ext.	Cell
<b>Fax:</b>	<input type="text"/>		

# Contact Information (cont.)

- ▶ After all contact information for the Authorized Official, Project Director, Fiscal Officer and the Project Contact Person 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 the “Project Form”

Application Forms		Application Details   <a href="#">Submit</a>   <a href="#">Withdraw</a>	
Form Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	08/23/2023	
<a href="#">Contact Information</a>	✓	08/23/2023	
<a href="#">Project Form</a>			
<a href="#">Budget</a>			
<a href="#">Certified Assurances</a>			
<a href="#">Attachments</a>			

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

# Project Form, Cont.

- ▶ Select “Edit” at the top right of the screen



- ▶ Answer the Organization Information questions

### Organization Information

1. Is the applicant organization a nonprofit 501(c)3?  Yes  No

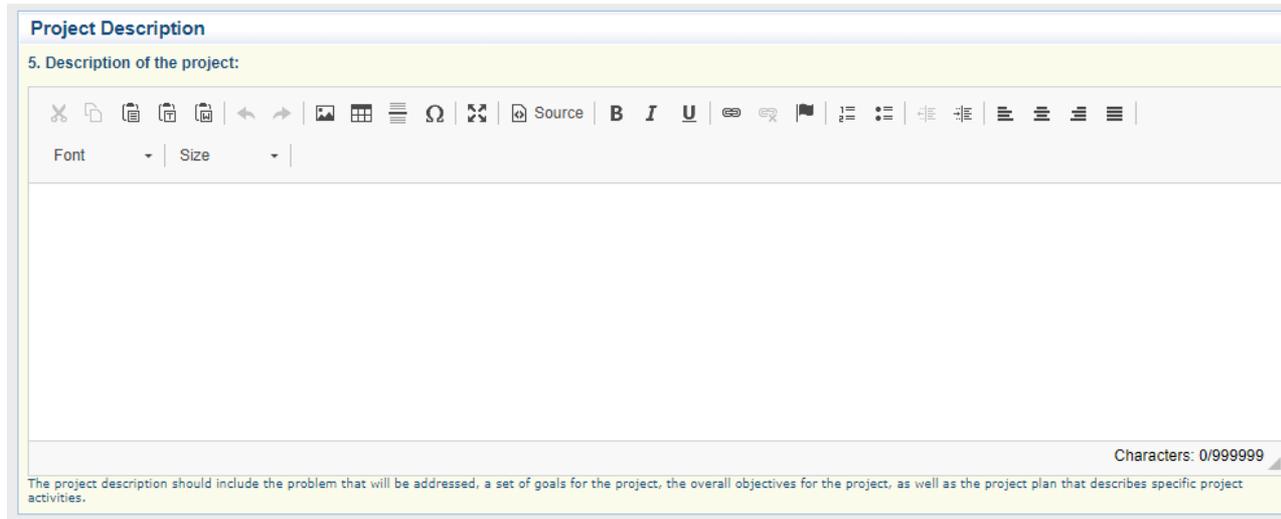
2. Is the applicant organization certified as a Minority Business Enterprise or a Woman Business Enterprise (MBE/WBE) through the Missouri Office of Equal Opportunity?  Yes  No

3. Please describe the demographics of the applicant organization's board members:

4. Please describe the demographics of the applicant organization's members:

# Project Form, Cont.

- ▶ Enter the Project Description



The screenshot shows a web form titled "Project Description". The form has a yellow header bar with the text "5. Description of the project:". Below the header is a rich text editor toolbar with various icons for text formatting (bold, italic, underline), alignment, and other functions. Below the toolbar is a large text area for entering the project description. At the bottom right of the text area, there is a character count: "Characters: 0/999999". At the bottom left of the form, there is a small text box containing the instruction: "The project description should include the problem that will be addressed, a set of goals for the project, the overall objectives for the project, as well as the project plan that describes specific project activities."

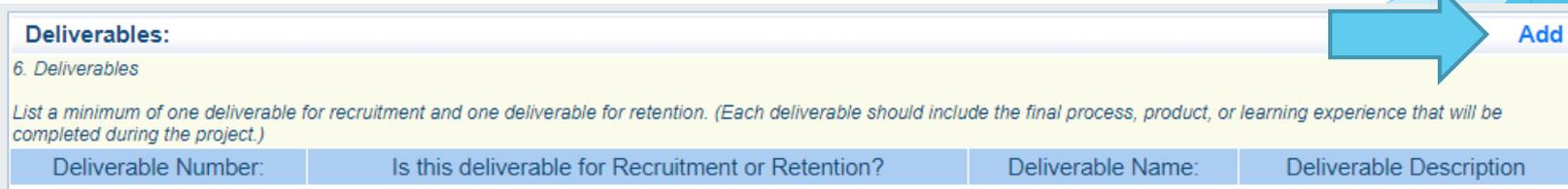
- ▶ The Project Description should include the problem that will be addressed, a set of goals for the project, the overall objectives for the project, as well as the project plan that describes specific project activities

# Project Form, Cont.

- ▶ Before beginning the Deliverables section select “Save” at the top of the form



- ▶ List a minimum of one deliverable for recruitment and one deliverable for retention. (Each deliverable should include the final process, product, or learning experience that will be completed during the project.)
- ▶ To enter the first deliverable select “Add”



**Deliverables:**

6. Deliverables

List a minimum of one deliverable for recruitment and one deliverable for retention. (Each deliverable should include the final process, product, or learning experience that will be completed during the project.)

Deliverable Number:	Is this deliverable for Recruitment or Retention?	Deliverable Name:	Deliverable Description
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A large blue arrow points from the right side of the form towards the 'Add' button.

# Project Form, Cont.

- ▶ Deliverable Number, for each deliverable add a number starting with the first deliverable #1

**Deliverable Number:**

Provide a number for each deliverable starting at 1.

- ▶ Select the deliverable type from the drop down box (Recruitment or Retention)

**Is this deliverable for Recruitment or Retention?**

**Deliverable Name:**

Recruitment ▼  
Recruitment  
Retention

Provide a name (brief

- ▶ Enter a brief name for each deliverable (this will be used in the milestone section to differentiate the deliverable that is associated to the milestone)

**Deliverable Name:**

Provide a name (brief description) of the deliverable.

The name for each deliverable needs to be different.

# Project Form, Cont.

- ▶ Deliverable Description, each deliverable should include the final process, product, or learning experience that will be completed during the project.

The name for each deliverable needs to be different.

**Deliverable Description**

Each deliverable should include the final process, product, or learning experience that will be completed during the project.

- ▶ After the description is entered, select “Save”
- ▶ Repeat for each deliverable

# Project Form, Cont.

- ▶ When all deliverables have been entered review that they are all showing on the list

Deliverables: <span style="float: right;">Add</span>			
6. Deliverables			
<i>List a minimum of one deliverable for recruitment and one deliverable for retention. (Each deliverable should include the final process, product, or learning experience that will be completed during the project.)</i>			
Deliverable Number:	Is this deliverable for Recruitment or Retention?	Deliverable Name:	Deliverable Description
1	Recruitment	Recruitment 1	The purpose of the Minority Police Officer Recruitment and Retention Program (MPORR) is to support minority police officer recruitment and retention programs located in a city not within a county with such program being administered and overseen by an African-American police officer association that supports efforts in reducing crime in a city not in a county and county with more than one million inhabitants.
2	Retention	Retention 2	The purpose of the Minority Police Officer Recruitment and Retention Program (MPORR) is to support minority police officer recruitment and retention programs located in a city not within a county with such program being administered and overseen by an African-American police officer association that supports efforts in reducing crime in a city not in a county and county with more than one million inhabitants.

# Project Form, Cont.

- ▶ Milestones, for each deliverable listed in the section above list a minimum of two milestones that will be completed that signal progress towards the achievement of the associated deliverable
- ▶ Select “Add”

Milestones:		
7. Milestones		
<i>For each deliverable list a minimum of two milestones that will be completed that signal progress towards the achievement of the deliverable</i>		
Associated Deliverable Name:	Milestone Number:	Milestone Description:



[Add](#)

# Project Form, Cont.

- ▶ Select the associated deliverable from the drop down list

**Associated Deliverable Name:** Recruitment 1 ▼

**Milestone Number:** Recruitment 1

Retention 2

Number each milestone (starting at 1 for each deliverable)

- ▶ Enter the milestone number (starting at 1 for each deliverable)

**Milestone Number:**

Number each milestone (starting at 1 for each deliverable)

# Project Form, Cont.

- ▶ Enter the Milestone Description, each milestone should include how this milestone will signal progress towards the achievement of the associated deliverable

## Milestone Description:

Recruitment and Retention Program (MPORR) is to support minority police officer recruitment and retention programs located in a city not within a county with such program being administered and overseen by an African-American police officer association that supports efforts in reducing crime in a city not in a county and county with more than one million inhabitants.

Each milestone should include how this milestone will signal progress towards the achievement of the associated deliverable.

- ▶ Select “Save”



- ▶ Start the next milestone by selecting “Add” at the top of the Milestone section



# Project Form, Cont.

- ▶ Review the Milestones section to verify that all milestones are showing on the list

Milestones:		<a href="#">Add</a>
Associated Deliverable Name:	Milestone Number:	Milestone Description:
Recruitment 1	1	The purpose of the Minority Police Officer Recruitment and Retention Program (MPORR) is to support minority police officer recruitment and retention programs located in a city not within a county with such program being administered and overseen by an African-American police officer association that supports efforts in reducing crime in a city not in a county and county with more than one million inhabitants.
Recruitment 1	2	The purpose of the Minority Police Officer Recruitment and Retention Program (MPORR) is to support minority police officer recruitment and retention programs located in a city not within a county with such program being administered and overseen by an African-American police officer association that supports efforts in reducing crime in a city not in a county and county with more than one million inhabitants.
Retention 2	1	The purpose of the Minority Police Officer Recruitment and Retention Program (MPORR) is to support minority police officer recruitment and retention programs located in a city not within a county with such program being administered and overseen by an African-American police officer association that supports efforts in reducing crime in a city not in a county and county with more than one million inhabitants.
Retention 2	2	The purpose of the Minority Police Officer Recruitment and Retention Program (MPORR) is to support minority police officer recruitment and retention programs located in a city not within a county with such program being administered and overseen by an African-American police officer association that supports efforts in reducing crime in a city not in a county and county with more than one million inhabitants.
Retention 2	3	The purpose of the Minority Police Officer Recruitment and Retention Program (MPORR) is to support minority police officer recruitment and retention programs located in a city not within a county with such program being administered and overseen by an African-American police officer association that supports efforts in reducing crime in a city not in a county and county with more than one million inhabitants.

# Project Form, Cont.

- ▶ When all information has been added to the form select “Mark as Complete” at the top of the Organization Information section



- ▶ Note marking a section complete will not lock the form it may still be edited after it is marked complete.

# Budget Form

- ▶ Select the “Budget” form to enter the costs associated with the project

Application Forms		<a href="#">Application Details</a>   <a href="#">Submit</a>   <a href="#">Withdraw</a>	
Form Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	08/23/2023	
<a href="#">Contact Information</a>	✓	08/23/2023	
<a href="#">Project Form</a>	✓	08/23/2023	
<a href="#">Budget</a>			
<a href="#">Certified Assurances</a>			
<a href="#">Attachments</a>			

# 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 each budget line, select “Add”

Budget						<a href="#">Create New Version</a>   <a href="#">Go to Application Forms</a>   <a href="#">Add</a>
Line Name:	Budget Category:	Line Description:	Quantity:	Unit Cost:	Total Cost:	



# Budget Form, Cont.

- ▶ Select the corresponding budget category for the line item being entered “Save”

### Budget Line Items

**Budget Category\***  

*Enter the common name short description of a* **Line Item Name:\***

*This section is provided if you need additional* **Line Description:**

*Please enter the individual cost per item requested* **Unit Cost\***

*Please enter the number of items requested for this budget line.* **Quantity Requested:\***

**NAMES IN THIS SECTION**

- 1. Personnel
- 2. Personnel Benefits
- 3. Overtime Personnel
- 4. Overtime Benefits
- 5. Travel/Training
- 6. Equipment
- 7. Supplies/Operations
- 8. Contractual

# Budget Form (cont.)

- ▶ Complete the form
  - ▶ Budget Category - Select one from the dropdown list
  - ▶ Line Name - Enter the brief common name of the item, do not include brand names
  - ▶ Line Description - a brief description of the item being requested or additional information if needed
  - ▶ Quantity - enter the number being requested for funding
  - ▶ Unit Cost - enter the individual item cost
- ▶ The system will calculate the total based on the quantity and item cost

# Budget Form, Cont.

- ▶ Example of budget line

**Budget Line Items**

**Budget Category\*** 1. Personnel ▼

*Enter the common name short description of an item. DO NOT PUT BRAND NAMES IN THIS SECTION*

**Line Item Name:\*** Recruitment Manager

*This section is provided if you need additional detail to the Line Name.*

**Line Description:** Recruitment Manager Payroll

*Please enter the individual cost per item requested.*

**Unit Cost\*** \$10,000.00

*Please enter the number of items requested for this budget line.*

**Quantity Requested:\*** 1.0

- ▶ Select “Save”



# Budget Form, Cont.

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

Budget Line Items				<a href="#">Mark as Complete</a>   <a href="#">Go to Application Forms</a>   <a href="#">Add</a>	
Budget Category	Line Item Name:	Line Description:	Unit Cost	Quantity Requested:	Requested Grant Amount:
1. Personnel	Recruitment Manager	Recruitment Manager Payroll	\$10,000.00	1.0	\$10,000.00
7. Supplies/Operations	Retention Supplies	Retention Training Materials	\$500.00	5.0	\$2,500.00

- ▶ Select “Add” for each additional budget item

# Budget Form, Cont.

- ▶ After all budget lines have been entered
- ▶ Provide required justification for all budget lines by selecting “Edit” at top of the page
- ▶ Justification for all requested items can be completed at the same time



Menu | Help | Log Out

Back | Print | Add | Delete | Edit

**Application**

**Application: 161078 - 2024 MPORR - Baseline Organization**

**Program Area:** Minority Police Officer Recruitment and Retention Program

**Funding Opportunities:** 161020 - MPORR Test

**Application Deadline:** Final Application Deadline not Applicable

**Organization:** BaseLine Organization

# Budget Form, Cont.

- ▶ Justification should be provided separately for each budget line:
  - ▶ What is the item?
  - ▶ How will the item be used?
  - ▶ Why is the requested item necessary for the success of the project?
  - ▶ Who will use the item?
  - ▶ What cost basis was used to determine the amount requested



# Budget Form, Cont.

- ▶ Specific justification information for budget categories *in addition* to the items listed on the prior slide
  - ▶ Personnel and Overtime Personnel - Describe the job responsibilities the individual will be expected to perform for this project. Will they be full time or part-time? Is this a new position or an existing position? If existing how is the position currently funded, and why are grant funds necessary for this project?
  - ▶ Benefit and Overtime Benefits - List which benefits are included and the rate of each benefit.
  - ▶ Travel/Training - List each training separately in the budget and in the justification provide the cost basis breakdown of the training (Registration, hotel, per diem, etc.)
  - ▶ Equipment - In the justification please include if the item is new or a replacement
  - ▶ Contractual - Provide dates of service for any contracts or contracted services

# Budget Form, Cont.

## Budget Justification

*In the Budget Justification, provide a separate justification for each item listed on the budget, include the following:*

- *What is the item?*
- *How will the item be used?*
- *Why is the requested item necessary for the success of the project?*
- *Who will use the item?*
- *If the item is for supplies or equipment, is the item a replacement to current supplies/equipment, in addition to current supplies/equipment, or something the agency doesn't currently have?*
- *What cost basis was used to determine the amount requested? (i.e. quote)*

*Specific information for budget lines in these categories should also include:*

- *Personnel and Overtime Personnel* - Description of job responsibilities the individual will be expected to perform for this project/program.
- *Benefit and Overtime Benefits* - List which benefits are included and the rate of each benefit.
- *Travel/Training* – List each training separately in the budget and in the justification provide the cost breakdown for the training (Registration, hotel, per diem, etc.)
- *Equipment* – In justification please include if the item is new or a replacement, and who will be using the equipment.
- *Contractual* – Provide the dates of service for any contracts or contracted services.

Budget Justification

# Budget Form, Cont.

- ▶ When the Budget line(s) and the Justification(s) are completed select “Save”



- ▶ Select “Mark as Complete”



# Certified Assurances Form

- ▶ Select the Certified Assurances form

Application Forms		Application Details   <a href="#">Submit</a>   <a href="#">Withdraw</a>	
Form Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	08/23/2023	
<a href="#">Contact Information</a>	✓	08/23/2023	
<a href="#">Project Form</a>	✓	08/23/2023	
<a href="#">Budget</a>	✓	08/23/2023	
<a href="#">Certified Assurances</a>			
<a href="#">Attachments</a>			

# Certified Assurances, Cont.

- ▶ The Authorized Official must review and agree to the Certified Assurances and attest to the accuracy of the information in the application, select the link to review the SFY 2024 MPORR Certified Assurances

### 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 MPORR 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.\***

**1. Name and Title of Authorized Official:\***

**Date: \***  

**2. Name and Title of the person completing this form:**

# Certified Assurances, Cont.

- ▶ After the application and certified assurances have been reviewed complete the form with the correct information ensure the Authorized Official is listed as the Board Chair or Board President

## 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 MPORR 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.\***

**1. Name and Title of Authorized Official:\***

Board Chair or Board President

**Date:\***

08/23/2023



**2. Name and Title of the person completing this form:**

Name and Title of the person completing the application if different from the Authorized Official

# Certified Assurances, Cont.

- ▶ When the form has been completed select “Save”



- ▶ After the form is saved, select “Mark as Complete”

**Certified Assurances** [Mark as Complete](#) | [Go to Application Forms](#)

*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 MPORR 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

**1. Name and Title of Authorized Official:\*** Board Chair or Board President

**Date: \*** 08/23/2023

**2. Name and Title of the person completing this form:** Name and Title of the person completing the application if different from the Authorized Official

Last Edited By: TEST TEST 08/23/2023

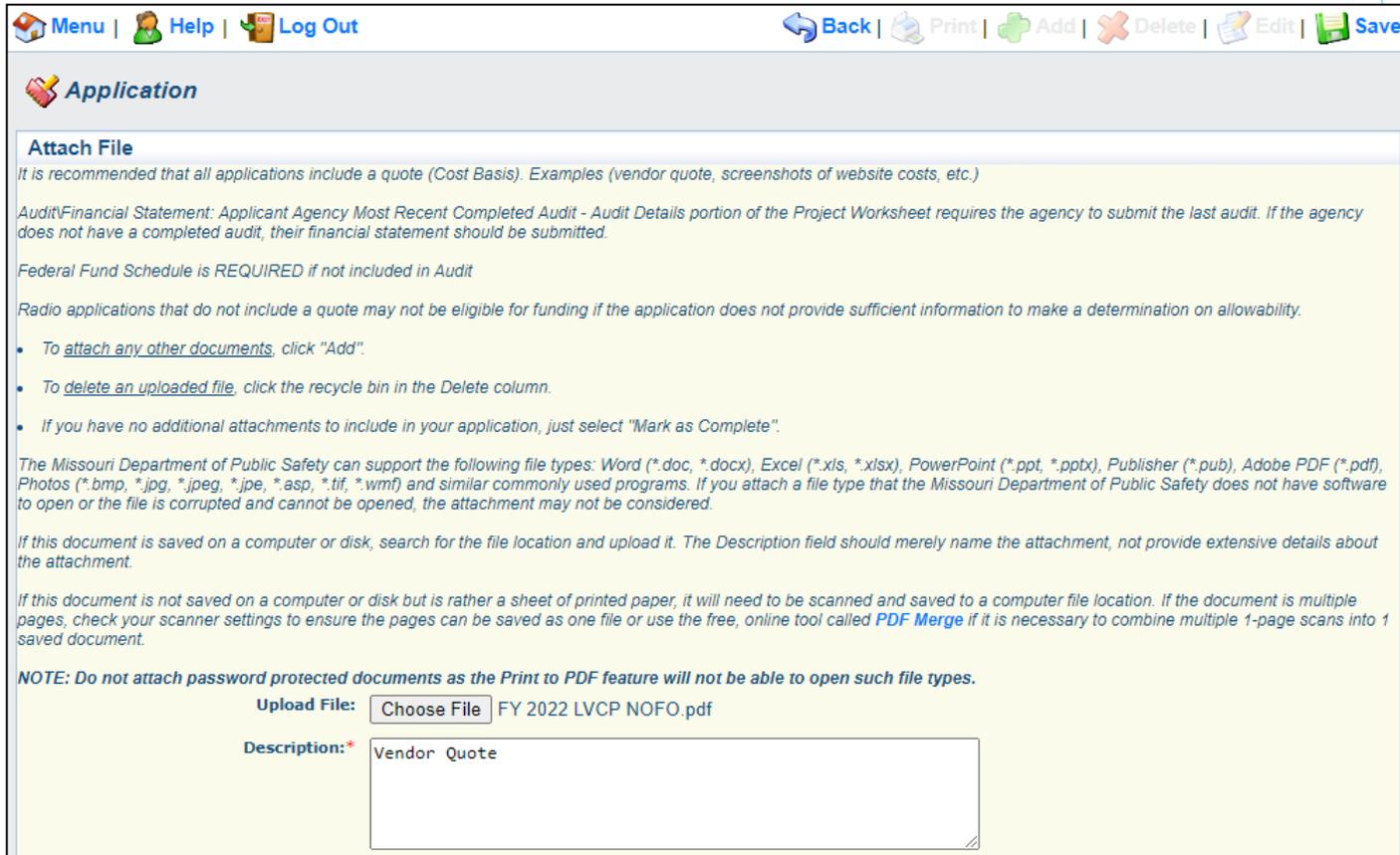


# Attachments, Cont.

- ▶ Required Attachments
  - ▶ Most recent audit, or annual financial report if an audit has not been completed
  - ▶ 501(c)(3) Documentation
- ▶ Recommended Other Attachments
  - ▶ Quote (Cost basis)
    - ▶ Examples: Vendor quotes, screenshots of website costs, etc.
  - ▶ Proof the agency is certified as a MBE/WBE
  - ▶ Data - reports of previous projects, other agency information
  - ▶ Organization Mission Statement

# 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.)*

*Audit/Financial Statement: Applicant Agency Most Recent Completed Audit - Audit Details portion of the Project Worksheet requires the agency to submit the last audit. If the agency does not have a completed audit, their financial statement should be submitted.*

*Federal Fund Schedule is REQUIRED if not included in Audit*

*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:  FY 2022 LVCP NOFO.pdf

Description:\*

# Attachments, Cont.

- ▶ When you have attached all documents, select “Mark as Complete”

Attachments							<a href="#">Mark as Complete</a>   <a href="#">Go to Application Forms</a>
Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?	
Please attach the Organizations most recent audit or annual financial report:	Test	Test.docx	docx	13 KB	08/23/2023		
Please attach proof that the Organization is a 501(c)(3):				13 KB			
Other:				13 KB			
Other:				13 KB			
Other:				13 KB			
Other:				13 KB			
Other:				13 KB			

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# Application Instructions

- ▶ The MPORR application process is competitive, DPS 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

# Application Submission

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



The screenshot shows a web interface for application submission. At the top left, it says 'Application Forms'. On the right, there are links for 'Application Details | Submit | Withdraw'. A large blue arrow points down to the 'Complete?' column of the table. Another blue arrow points to the 'Submit' button.

Form Name	Complete?	Last Edited
General Information	✓	08/23/2023
Contact Information	✓	08/23/2023
Project Form	✓	08/23/2023
Budget	✓	08/23/2023
Certified Assurances	✓	08/23/2023
Attachments	✓	08/23/2023

All applications must be submitted prior to the deadline of September 20, 2023 at 4:00 pm CST

# DPS Grant Contacts

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