

# Minority Police Officer Recruitment and Retention (MPORR)

SFY 2025 Application Workshop  
Missouri Department of Public Safety (DPS)  
DPS Grants



# SFY 2025 Minority Police Officer Recruitment and Retention (MPORR) Grant

- ▶ The Department of Public Safety, DPS Grants is pleased to announce the funding opportunity for the SFY 2025 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***

# MPORR Grant

- ▶ 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 2025 \$485,000.00
- ▶ Reimbursement:
  - ▶ The WSSL Grant is a reimbursable grant. Meaning that awarded eligible items must be purchased prior to requesting reimbursement

# Key Dates

**August 22, 2024:**

Application Workshop and Funding opportunity available at

<https://dps.mo.gov/dir/programs/dpsgrants/mporr.php>

Application open in WebGrants

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

**September 19, 2024:**

Funding Opportunity Closes

Applications due in WebGrants 4:00 pm CST

***\*\*WebGrants will not accept any applications after this time\*\****

**October 1, 2024:**

Project Start Date

**May 31, 2025:**

Project End Date

**June 15, 2025:**

Final Claim and Status Report Due

# Eligible & Ineligible 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
- ▶ **Ineligible** applicants are for-profit, governmental, and nonprofit organizations that are not registered with the United States IRS as a 501(c)(3) corporation and minority police officer recruitment programs that are not 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 are ineligible for MPORR funds from the State of Missouri

# Eligible Funding Areas

- ▶ Personnel, Personnel Benefits, Personnel Overtime, & Personnel Overtime Benefits
- ▶ Travel/Training
- ▶ Equipment
  - ▶ Equipment Item - defined as tangible property having an acquisition cost of \$1,000.00 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/Operations
  - ▶ Supplies - Anything under \$1,000.00 is considered supplies
- ▶ Contractual

# Ineligible Activities and Cost Items

- ▶ Management and Administrative costs that exceed 10% of the award
- ▶ Bonuses or Commissions
- ▶ Daily Subsistence within Official Domicile (Food)
- ▶ 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
- ▶ Pre-Paid Fuel/Phone Cards
- ▶ Vehicles (Lease or Purchase)
- ▶ Weapons and Ammunition

**Additional Information is listed in the SFY 2025 MPORR Notice of Funding (NOFO) <https://dps.mo.gov/dir/programs/dpsgrants/mporr.php>**

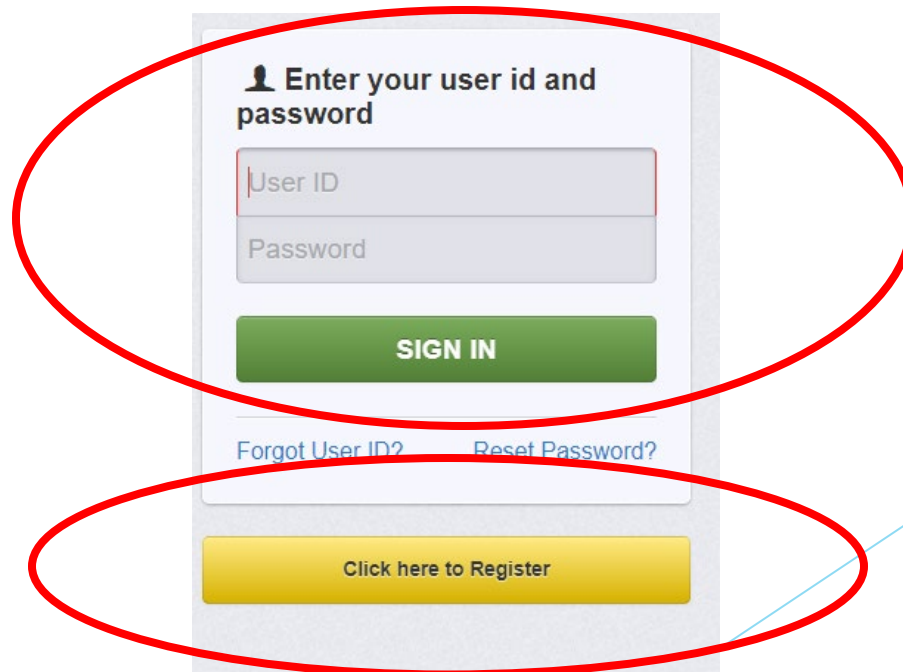
# Application Requirements

- ▶ By submitting an application, applicants agree to comply with the requirements of the MPORR Notice of Funding Opportunity (NOFO), MPORR Certified Assurances, and the terms and conditions of the award, should they receive an award
- ▶ WebGrants Link: <https://dpsgrants.dps.mo.gov>



# Login

- ▶ To begin an application login to the WebGrants System:  
<https://dpsgrants.dps.mo.gov>
  - ▶ Returning users or organizations, enter User ID and Password
    - ▶ If you do not know your login information, please contact DPS Grants
  - ▶ New users select “Click here to Register”



The image shows a screenshot of the WebGrants System login page. The page is titled "Enter your user id and password" and features a user icon. Below the title are two input fields: "User ID" and "Password". A green "SIGN IN" button is positioned below the input fields. Below the "SIGN IN" button are two links: "Forgot User ID?" and "Reset Password?". At the bottom of the page is a yellow button labeled "Click here to Register". Two red circles are drawn around the "User ID" and "Password" input fields, and another red circle is drawn around the "Click here to Register" button.

# New Users

- ▶ If you are applying as a “New User”. Select “Save Registration Information”. It may take a few days for your request to be approved by DPS staff

## Registration

[Save Registration Information](#)

### Personnel Contact Information

Please note that fields in red font with an asterisk indicates a required field. Any non-required, black font, fields can be skipped.

**Name:**      
Salutation First Name Middle Last Name

**Job Title\*:**

**Email\*:**

**Mailing Address\*:**

City State/Province Postal Code/Zip

**Phone\*:**    
Phone Ext.  
#####

**Fax:**   
#####

Copy Personnel Information to Organization?:

### Organization Information


IMPORTANT: Check YES that you are affiliated with an Organization and enter the details for the Organization you represent which intends to apply for grant funds. Your profile will be linked to that Organization so you can conduct business on its behalf within this grant system.

**Are you Affiliated with an Organization\*:**

**Applicant Agency\*:**

# Two-Step Verification

- ▶ Type in your One-Time Passcode
  - ▶ A one-time passcode will be sent to the email address that is registered with the User ID
  - ▶ Select “Submit”

 **2-Factor Authentication**

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**Verify Email Address**

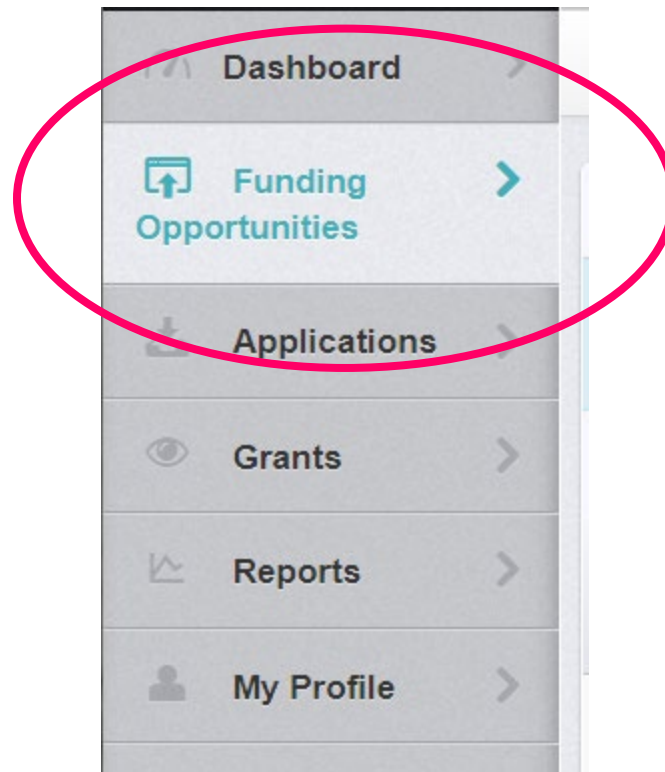
Please check the email account for the email address provided in your registration.

You should receive an email with a temporary passcode. Please enter that passcode below

**Submit**

# MPORR Grant Application

- ▶ Select “Funding Opportunities” from the “Main Bar”



# Funding Opportunity

- ▶ Select SFY 2025 Minority Police Officer Recruitment and Retention (MPORR) Grant, ID#161082

161082 Editing SFY 2024 Minority Police Officer Recruitment and Retention (MPORR) Minority Police Officer Recruitment and Retention Program

- ▶ Review the Funding Opportunity details including:
  - ▶ Description
  - ▶ Attachments
    - ▶ SFY 2025 WSSL Notice of Funding Opportunity (NOFO)
    - ▶ SFY 2025 Application Workshop
    - ▶ MPORR Certified Assurances
  - ▶ DPS WSSL Website Link:
    - ▶ <https://dps.mo.gov/dir/programs/dpsgrants/mporr.php>

# Funding Opportunity (cont.)

- ▶ After reviewing the information, select “Start New Application”



- ▶ The Project form has been updated, so “Copy Existing Application” will not save time, as all the forms will be blank

# SFY 2025 MPORR Application Forms

- ▶ The SFY 2025 MPORR Application will include six forms:
  - ▶ General Information
  - ▶ Contact information
  - ▶ Project Form
  - ▶ Budget
  - ▶ Certified Assurances
  - ▶ Attachments

# Application Instructions

- ▶ After selecting “Start a New Application”, complete the “General Information” section
- ▶ “Project Title” should be: “2025 MPORR - Your Agency’s Name”
- ▶ After completing the “General Information”, select “Save Form Information”

## Application - General Information

 Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.

Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application Title\*:**

**Primary Contact\*:**

**Organization\*:**

**Additional Contacts\*:**



# Application Instructions (cont.)

- ▶ Once the General Information component has been completed, the “Applications Details” component will appear
- ▶ Each form must be completed and “Marked as Complete” before the application can be submitted

The screenshot shows a web application interface with a navigation bar at the top containing 'Application Preview', 'Attachments', 'Alert History', and 'Map'. Below the navigation bar, there is a red banner with the text 'Application cannot be Submitted Currently' and two bullet points: 'Application Budget is lower than the allowable limit' and 'Application components are not complete'. To the right of the banner are two buttons: 'Preview Application' (blue) and 'Withdraw' (orange). Below the banner is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The 'Complete?' column is circled in red. The table rows are: 'General Information' (marked complete with a green checkmark), 'Contact Information', 'Project Form', 'Budget', 'Certified Assurances', and 'Attachments' (all marked as incomplete with a dash). The 'Last Edited' column shows 'Aug 14, 2024 2:01 PM - TEST TEST' for the first row and dashes for the others.

| Component            | Complete? | Last Edited                      |
|----------------------|-----------|----------------------------------|
| General Information  | ✓         | Aug 14, 2024 2:01 PM - TEST TEST |
| Contact Information  | -         | -                                |
| Project Form         | -         | -                                |
| Budget               | -         | -                                |
| Certified Assurances | -         | -                                |
| Attachments          | -         | -                                |

**Note: Marking a section complete will not lock the form. It may still be edited after it is marked complete**

# General Information Form

- ▶ Select the General Information component and then select “Edit Form”. Complete the entire form as indicated:
  - ▶ Primary Contact: Select the desired contact from the drop-down field
  - ▶ Project Title: Enter “2025 MPORR - Your Agency’s Name” (i.e., 2025 MPORR - Holiday Hills)
  - ▶ Organization: Select the applicable applicant agency from the drop-down field
  - ▶ Select “Save Form Information”

## Application - General Information

[Save Form Information](#)

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application ID:** 33232

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

**Funding Opportunity:** 33188-Test SFY 2025 Minority Police Officer Recruitment and Retention (MPORR) - Copy

**Application Stage:** Final Application

**Application Status:** Editing

**Application Title:**

**Primary Contact:**

**Organization:**

Select any additional contacts within your organization that will also manage this grant. Include all contacts that will need access to claims and status reports if this project is awarded.

**Additional Contacts:**

# Contact Information

- ▶ This form will collect information for the applicant agency contacts:
  - ▶ Authorized Official
  - ▶ Project Director
  - ▶ Fiscal Officer
  - ▶ Project Contact Person

The screenshot shows a web application interface with a navigation bar at the top containing 'Application Preview', 'Attachments', 'Alert History', and 'Map'. Below this is a section titled 'Application Details' with two buttons: 'Preview Application' and 'Withdraw'. A red error message states: 'Application cannot be Submitted Currently' with two bullet points: 'Application Budget is lower than the allowable limit' and 'Application components are not complete'. Below the error is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The 'Contact Information' row is circled in red.

| Component            | Complete? | Last Edited                      |
|----------------------|-----------|----------------------------------|
| General Information  | ✓         | Aug 14, 2024 2:06 PM - TEST TEST |
| Contact Information  | -         | -                                |
| Project Form         | -         | -                                |
| Budget               | -         | -                                |
| Certified Assurances | -         | -                                |
| Attachments          | -         | -                                |

**\*\*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 the Certified Assurances Form

**\*\* If you are unsure who to list as your agency's Authorized Official, please contact DPS Grants for clarification\*\***

- ▶ **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 requested information

 **Contact Information** Save Form

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[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\*\*

**Authorized Official\*:**     
Title (Mr.Ms.etc)      First Name      Last Name

**Job Title\*:**

**Agency\*:**

**Mailing Address\*:**

**Street Address 1:**

**Street Address 2:**

City      State      Zip Code

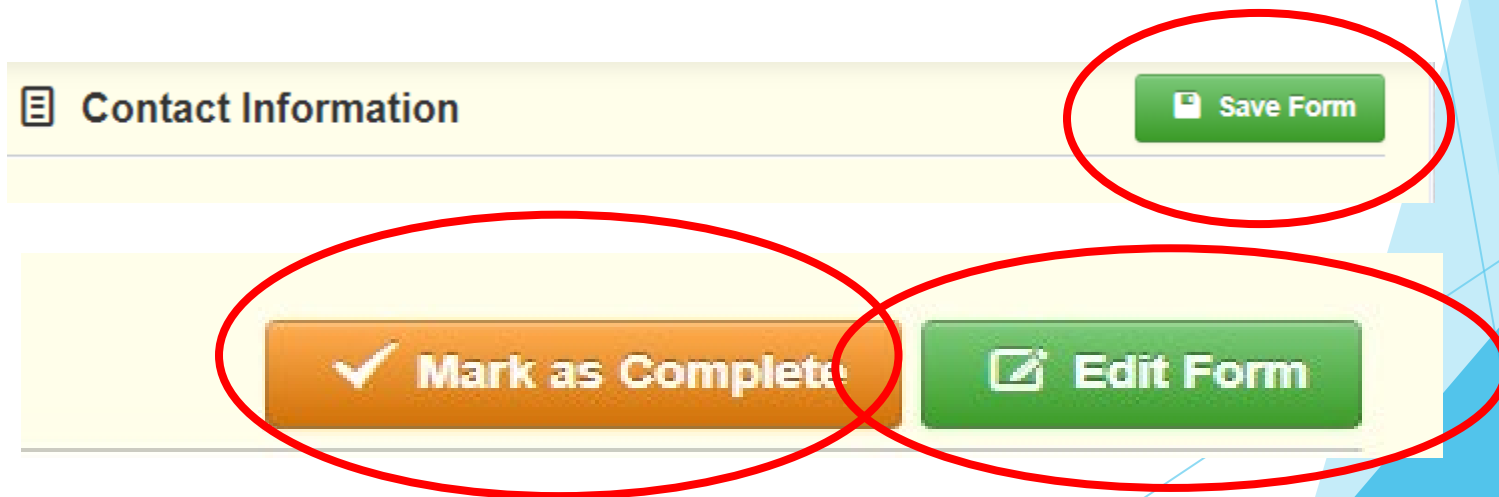
**Email\*:**

**Phone\*:**

**Note: Required fields are designated in the color red with an asterisk \***

# Contact Information (cont.)

- ▶ Once the form has been completed, select “Save Form”
- ▶ If edits are necessary, select “Edit Form”
  - ▶ Select “Save Form” once all edits have been made
- ▶ After the Contact Information component has been saved, select “Mark as Complete”



# Project Form

▶ Select “Project Form”

Application Preview Attachments Alert History Map

## Application Details Preview Application Withdraw

**Application cannot be Submitted Currently**

- Application Budget is lower than the allowable limit
- Application components are not complete

| Component            | Complete? | Last Edited                      |
|----------------------|-----------|----------------------------------|
| General Information  | ✓         | Aug 14, 2024 2:06 PM - TEST TEST |
| Contact Information  | ✓         | Aug 14, 2024 2:19 PM - TEST TEST |
| <b>Project Form</b>  | -         | -                                |
| Budget               | -         | -                                |
| Certified Assurances | -         | -                                |
| Attachments          | -         | -                                |


# Project Form (cont.)

- ▶ Project Description information is important, all requested information **MUST** be provided as it is used to make Funding Determinations
- ▶ The Project Description Form has four sections:
  - ▶ Organization Information
  - ▶ Project Description
  - ▶ Deliverables
  - ▶ Milestones



# Project Form (cont.)

- ▶ Project Form:
  - ▶ Questions 1-4

 **Organization Information** Save Form

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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

# Project Form (cont.)

## ▶ Project Description:

Project Description Save Form

5. Description of the project :

Source

B I U X<sub>2</sub> X<sub>1</sub> Font Size

Paragraphs: 0, Words: 0, Characters (with HTML): 0

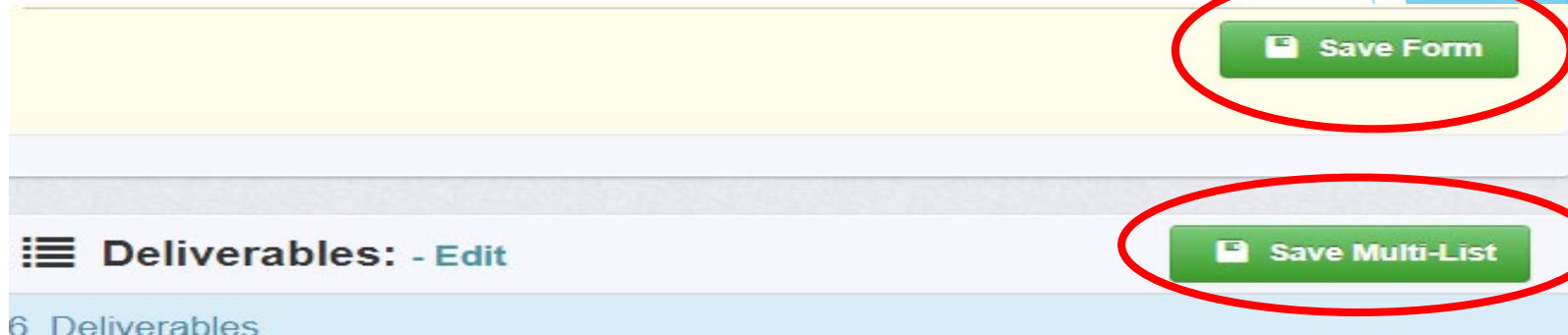
The project description should include the problem that will be addressed, a set of goals for the project, the overall objectives for the project, as well as the project plan that describes specific project activities.

Save Form

- ▶ The 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

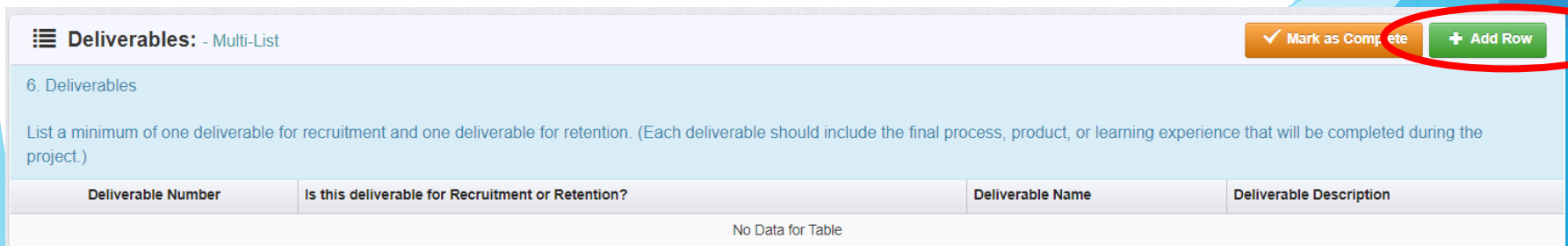
# Project Form (cont.)

- ▶ Before beginning the Deliverables section select “Save Form” or “Save Multi-List”. Selecting either one will save your information



The screenshot shows a yellow header bar with a green button labeled "Save Form" circled in red. Below it is a grey bar with a menu icon and the text "Deliverables: - Edit". Underneath is a light blue bar with the text "6 Deliverables" and another green button labeled "Save Multi-List" circled in red.

- ▶ 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 Row”



The screenshot shows a grey header bar with a menu icon and the text "Deliverables: - Multi-List". On the right side of the header bar are two buttons: "Mark as Complete" and "+ Add Row", with the "+ Add Row" button circled in red. Below the header bar is a light blue bar with the text "6. Deliverables" and a paragraph of instructions: "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.)". Below this is a table with the following columns: "Deliverable Number", "Is this deliverable for Recruitment or Retention?", "Deliverable Name", and "Deliverable Description". The table is currently empty, with the text "No Data for Table" centered below it.

| Deliverable Number | Is this deliverable for Recruitment or Retention? | Deliverable Name | Deliverable Description |
|--------------------|---|------------------|-------------------------|
| No Data for Table  |   |                  |                         |

# 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

Recruitment  
Recruitment  
Retention

- ▶ 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). The name for each deliverable needs to be different

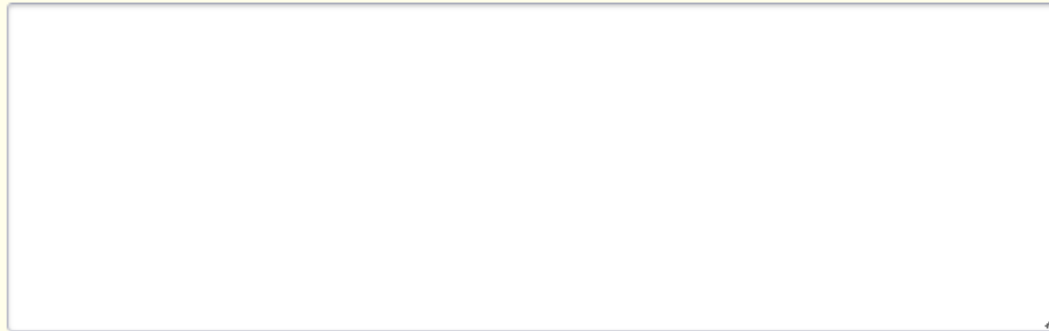
**Deliverable Name:**

Provide a name (brief description) of the deliverable.

# Project Form (cont.)

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

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 Row”
- ▶ Repeat for each deliverable by selecting “+ Add Row”
- ▶ To edit a row, put your mouse cursor on the row and you should see pointing finger, then click your mouse to select

# Project Form (cont.)

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

**☰ Deliverables: - Multi-List** ✓ Mark as Complete + Add Row ✎ Edit All Rows

6. Deliverables

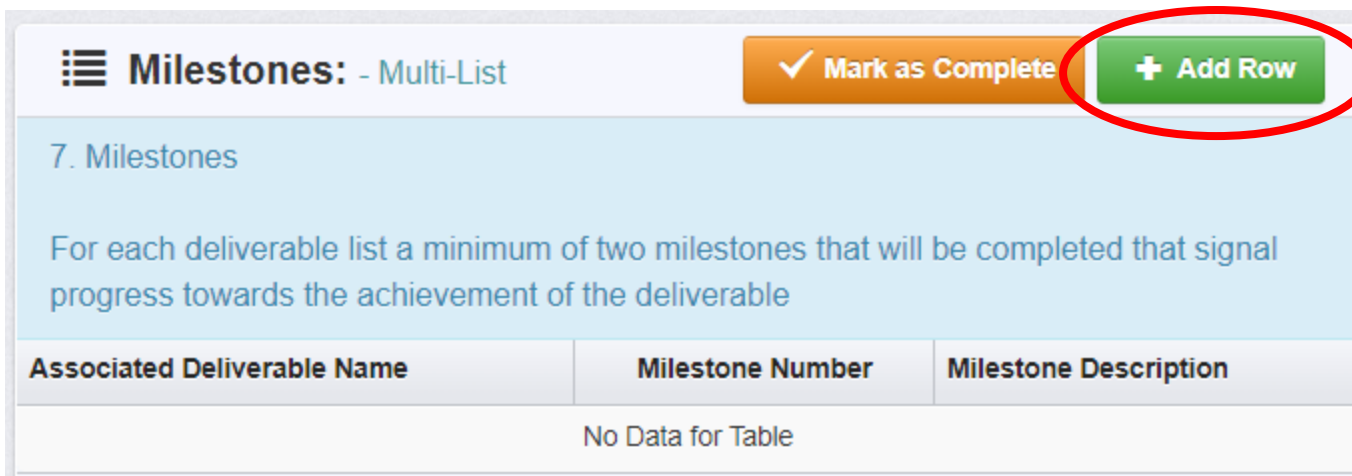
List a minimum of one deliverable for recruitment and one deliverable for retention. (Each deliverable should include the final process, product, or learning experience that will be completed during the project.)

| Deliverable Number | Is this deliverable for Recruitment or Retention? | Deliverable Name | Deliverable Description  |
|--------------------|---|------------------|--|
| 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                  | Recruitment                                       | Recruitment #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. |

Last Edited By: TEST TEST - Aug 14, 2024 2:48 PM + Add Row

# 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 Row”



The screenshot shows a web form titled "Milestones: - Multi-List". At the top right, there are two buttons: "Mark as Complete" (orange) and "+ Add Row" (green). The "+ Add Row" button is circled in red. Below the buttons is a section titled "7. Milestones" with a light blue background and the instruction: "For each deliverable list a minimum of two milestones that will be completed that signal progress towards the achievement of the deliverable". Below this is a table with three columns: "Associated Deliverable Name", "Milestone Number", and "Milestone Description". The table is currently empty, with the text "No Data for Table" centered below the header row.

| Associated Deliverable Name | Milestone Number | Milestone Description |
|-----------------------------|------------------|-----------------------|
| No Data for Table           |                  |                       |

# Project Form (cont.)

- ▶ Select the associated deliverable from the drop-down list

Associated Deliverable Name :  
Milestone

Recruitment #1 ▲  
Recruitment #1  
Recruitment #2

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

Milestone Number: 1

Number each milestone (starting at 1 for each deliverable)

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

Milestone Description :

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.

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

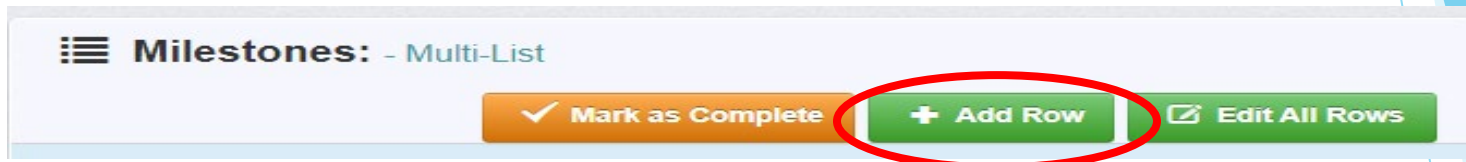


# Project Form (cont.)

- ▶ Select “Save Row”



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



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



A screenshot of the 'Milestones: - Multi-List' section. At the top right are buttons for 'Mark as Complete', '+ Add Row', and 'Edit All Rows'. Below the header, it says '7 Milestones' and 'For each deliverable list a minimum of two milestones that will be completed that signal progress towards the achievement of the deliverable'. The table below has three columns: 'Associated Deliverable Name', 'Milestone Number', and 'Milestone Description'. It contains two rows of data. At the bottom right, it says 'Last Edited By: TEST TEST - Aug 14, 2024 3:11 PM' and has an '+ Add Row' button.

| 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 #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. |

- ▶ When all information has been added to the form select “Mark as Complete” from any section



# Budget Form

- ▶ Select the “Budget” form
  - ▶ The budget opens in “Edit” status

The screenshot shows the 'Application Details' page with a navigation bar at the top containing 'Application Preview', 'Attachments', 'Alert History', and 'Map'. On the right side of the page, there are two buttons: 'Preview Application' and 'Withdraw'. A red banner at the top of the main content area contains the message: 'Application cannot be Submitted Currently' with two bullet points: 'Application Budget is lower than the allowable limit' and 'Application components are not complete'. Below this banner is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The 'Budget' component is circled in red.

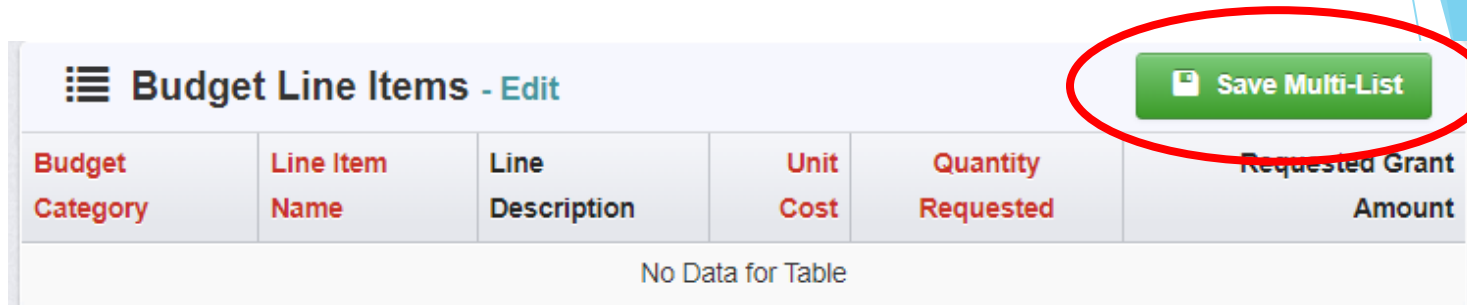
| Component            | Complete? | Last Edited                      |
|----------------------|-----------|----------------------------------|
| General Information  | ✓         | Aug 14, 2024 2:06 PM - TEST TEST |
| Contact Information  | ✓         | Aug 14, 2024 2:19 PM - TEST TEST |
| Project Form         | ✓         | Aug 14, 2024 3:11 PM - TEST TEST |
| <b>Budget</b>        | -         | -                                |
| Certified Assurances | -         | -                                |
| Attachments          | -         | -                                |

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

**The WSSL application process is competitive, DPS will not request additional information from applicants prior to the funding determination process**

# Budget Form (cont.)

- ▶ To begin, select “Save Multi-List” or “Save Form

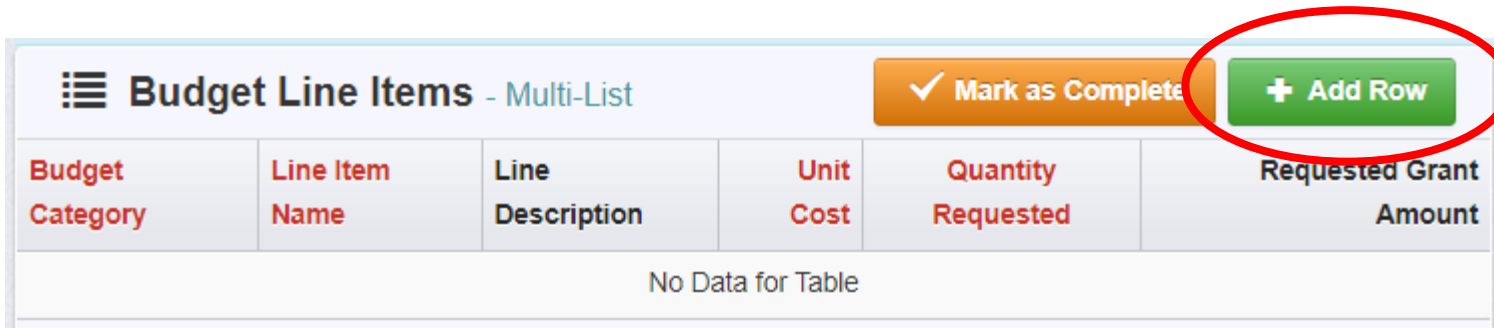


**Budget Line Items - Edit**

| Budget Category   | Line Item Name | Line Description | Unit Cost | Quantity Requested | Requested Grant Amount |
|-------------------|----------------|------------------|-----------|--------------------|------------------------|
| No Data for Table |                |                  |           |                    |                        |

**Save Multi-List**

- ▶ After you have saved the for, select “+ Add Row”



**Budget Line Items - Multi-List**

**Mark as Complete** **+ Add Row**

| Budget Category   | Line Item Name | Line Description | Unit Cost | Quantity Requested | Requested Grant Amount |
|-------------------|----------------|------------------|-----------|--------------------|------------------------|
| No Data for Table |                |                  |           |                    |                        |

# Budget Form (cont.)

- ▶ Complete the form
  - ▶ Budget Category - Select one from the drop-down 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
- ▶ Once the information has been completed, select “Save Row”

The screenshot shows a web form titled "Budget Line Items". It contains several input fields and buttons. The "Budget Category" is a dropdown menu set to "6. Equipment". The "Line Item Name" is a text box containing "Basic Description". The "Line Description" is a text box containing "Additional Description if needed". The "Unit Cost" is a text box containing "1000.00". The "Quantity Requested" is a spinner box set to "3". At the bottom, there is a "Requested Grant Amount" field. Two green "Save Row" buttons are visible, one at the top right and one at the bottom right, both of which are circled in red.

- ▶ **NOTE:** Required fields are designated in the color red with an asterisk \*

# Budget Form (cont.)

- ▶ After selecting “Save Form”, the budget line will be added to the budget
- ▶ Select “+ Add Row” for each additional budget item

### ☰ Budget Line Items - Multi-List

✓ Mark as Complete   + Add Row   ✎ Edit All Rows

| Budget Category | Line Item Name               | Line Description              | Unit Cost  | Quantity Requested | Requested Grant Amount |
|-----------------|------------------------------|-------------------------------|------------|--------------------|------------------------|
| 6. Equipment    | Name of Item Begin Requested | More Description if Necessary | \$1,500.00 | 2.00               | \$3,000.00             |

Last Edited By: TEST TEST - Aug 13, 2024 3:20 PM

+ Add Row

# Budget Form (cont.)

- ▶ After all budget lines have been entered, provide required justification for all budget lines by selecting “Edit Form”
- ▶ Justification for all requested items can be completed at the same time

## ☰ Budget Justification

✓ Mark as Complete

✎ Edit Form

**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 Form (cont.)

## ▶ Budget Justification:

- ▶ Please provide a separate justification for each Budget Line
- ▶ The Justification for each line should 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)

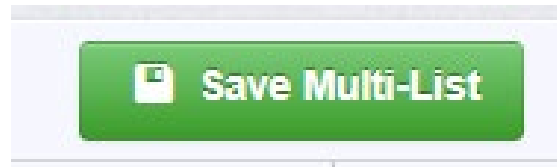
# Budget Form (cont.)

- ▶ 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/program. 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




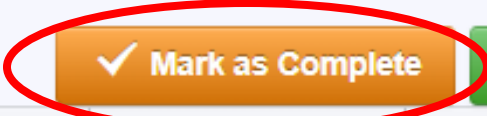


# Budget Form (cont.)

- ▶ When the Budget line(s) and the Justification(s) are completed, select “Save Form” or “Save Multi-List”. Selecting either will save all information



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

 **Budget Line Items - Multi-List**

| Budget Category | Line Item Name | Line Description | Unit Cost | Quantity Requested | Requested Grant Amount |
|-----------------|----------------|------------------|-----------|--------------------|------------------------|
|-----------------|----------------|------------------|-----------|--------------------|------------------------|

# Certified Assurances

## ▶ Select Certified Assurances

Application Preview Attachments Alert History Map

**Application Details** [Preview Application](#) [Withdraw](#)



**Application cannot be Submitted Currently**

- Application components are not complete

| Component                   | Complete? | Last Edited                       |
|-----------------------------|-----------|-----------------------------------|
| General Information         | ✓         | Aug 14, 2024 2:06 PM - TEST TEST  |
| Contact Information         | ✓         | Aug 14, 2024 2:19 PM - TEST TEST  |
| Project Form                | ✓         | Aug 14, 2024 3:11 PM - TEST TEST  |
| Budget                      | ✓         | Aug 15, 2024 7:24 AM - TEST TEST  |
| <b>Certified Assurances</b> | -         | -                                 |
| Attachments                 | ✓         | Aug 16, 2024 11:04 AM - TEST TEST |

# 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 2025 MPORR Certified Assurances <https://dps.mo.gov/dir/programs/dpsgrants/mporr.php>

 **Certified Assurances**  Save Form

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:**

 Save 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 Save Form

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:**

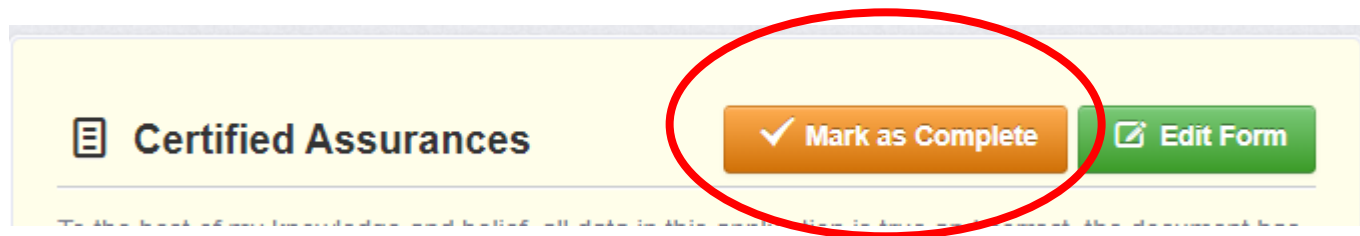
Save Form

# Certified Assurances (cont.)

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



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



# Named Attachments

- ▶ Select “Named Attachments”

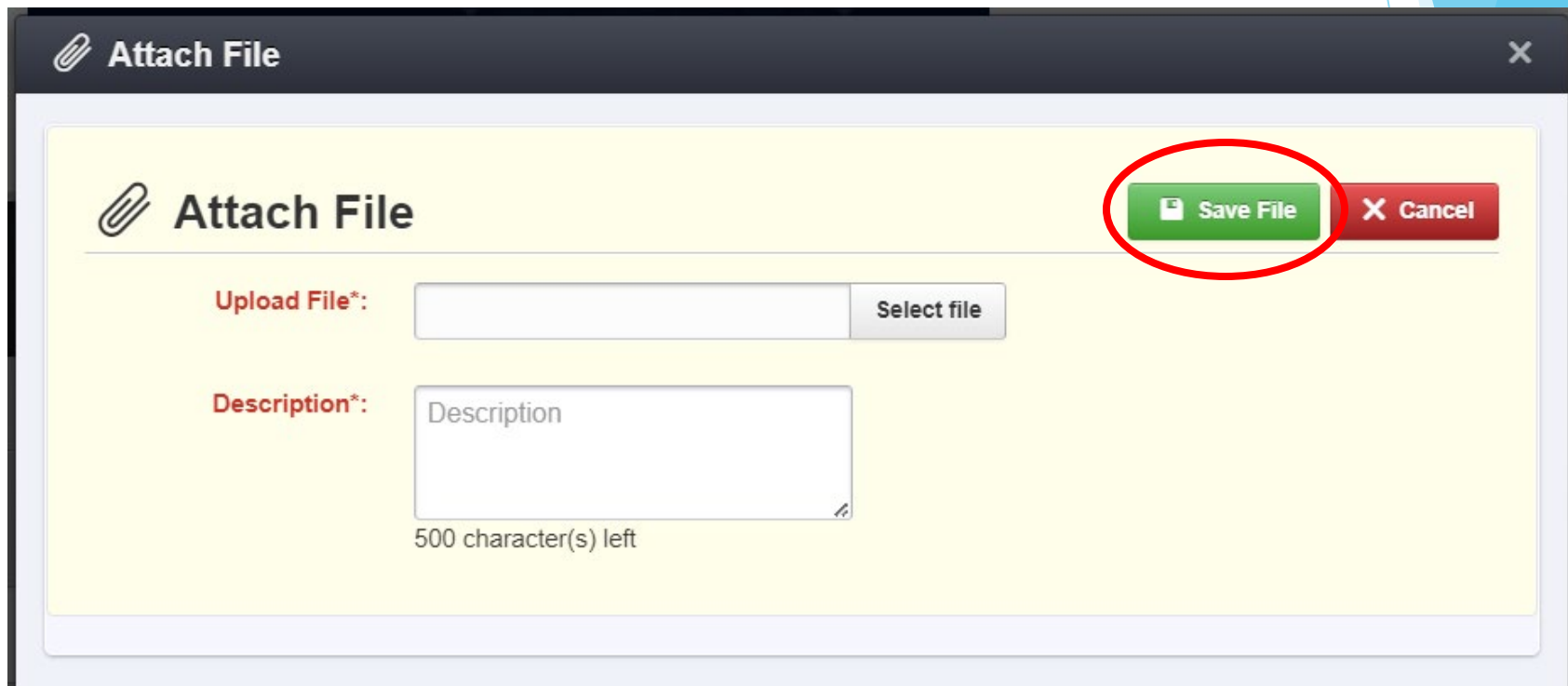
The screenshot shows a web application interface with a navigation bar at the top containing tabs for 'Application Preview', 'Attachments', 'Alert History', and 'Map'. Below the navigation bar is a header section with 'Application Details' on the left and two buttons, 'Preview Application' and 'Withdraw', on the right. A red banner below the header contains the message 'Application cannot be Submitted Currently' and a bullet point 'Application components are not complete'. Below the banner is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The table lists five components: 'General Information', 'Contact Information', 'Project Form', 'Budget', and 'Certified Assurances'. The 'Attachments' row is circled in red. The 'Complete?' column shows green checkmarks for the first four components and dashes for the last two. The 'Last Edited' column shows dates and times for the first four components and dashes for the last two.

| Component            | Complete? | Last Edited                      |
|----------------------|-----------|----------------------------------|
| General Information  | ✓         | Aug 14, 2024 2:06 PM - TEST TEST |
| Contact Information  | ✓         | Aug 14, 2024 2:19 PM - TEST TEST |
| Project Form         | ✓         | Aug 14, 2024 3:11 PM - TEST TEST |
| Budget               | ✓         | Aug 15, 2024 7:24 AM - TEST TEST |
| Certified Assurances | -         | -                                |
| Attachments          | -         | -                                |



# Named Attachments (cont.)

- ▶ Browse your computer to select document you want to attach
  - ▶ Add a description to identify the document in the application and select “Save File”



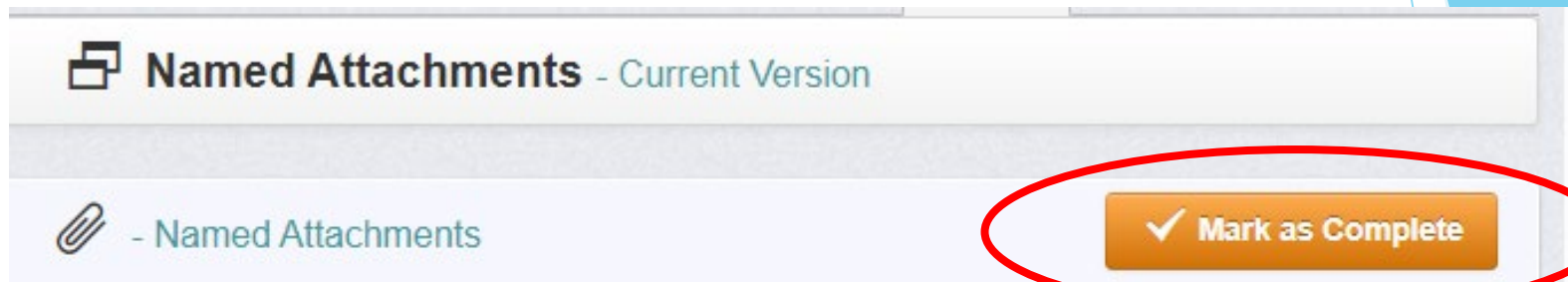
The image shows a screenshot of a web application dialog box titled "Attach File". The dialog has a dark grey header with a paperclip icon and the text "Attach File" and a close button (X). The main content area has a light yellow background and contains the following elements:

- A paperclip icon and the text "Attach File" in the top left.
- A green "Save File" button with a document icon, which is circled in red.
- A red "Cancel" button with an X icon.
- An "Upload File\*" label followed by a text input field and a "Select file" button.
- A "Description\*" label followed by a text area containing the word "Description".
- A character count "500 character(s) left" below the text area.



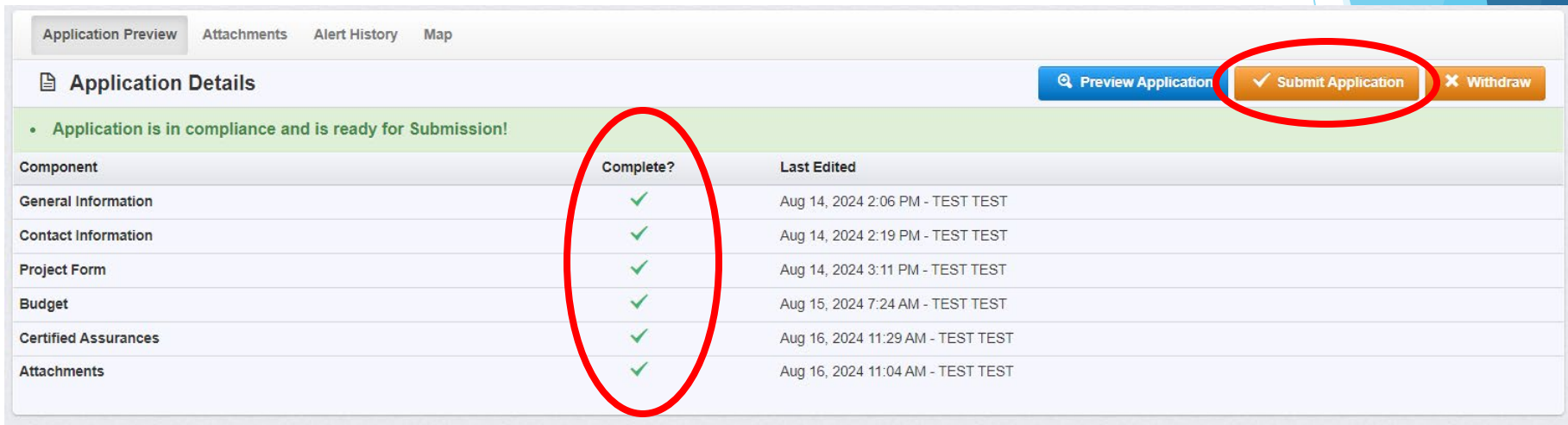
# Named Attachments (cont.)

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



# Application Submission

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



The screenshot displays the 'Application Details' page. At the top, there are navigation tabs: 'Application Preview', 'Attachments', 'Alert History', and 'Map'. On the right side, there are three buttons: 'Preview Application' (blue), 'Submit Application' (orange with a checkmark, circled in red), and 'Withdraw' (orange with an X). A green banner below the buttons states: 'Application is in compliance and is ready for Submission!'. Below this is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The 'Complete?' column contains green checkmarks for all components, which are circled in red. The 'Last Edited' column shows dates and times for each component.

| Component            | Complete? | Last Edited                       |
|----------------------|-----------|-----------------------------------|
| General Information  | ✓         | Aug 14, 2024 2:06 PM - TEST TEST  |
| Contact Information  | ✓         | Aug 14, 2024 2:19 PM - TEST TEST  |
| Project Form         | ✓         | Aug 14, 2024 3:11 PM - TEST TEST  |
| Budget               | ✓         | Aug 15, 2024 7:24 AM - TEST TEST  |
| Certified Assurances | ✓         | Aug 16, 2024 11:29 AM - TEST TEST |
| Attachments          | ✓         | Aug 16, 2024 11:04 AM - TEST TEST |

**All applications must be submitted prior to the deadline of September 18, 2024, at 4:00 pm CST**

# DPS Grant Contacts

Michelle Branson  
DPS Grants Program Supervisor  
(573-) 526-9014  
[Michelle.Branson@dps.mo.gov](mailto:Michelle.Branson@dps.mo.gov)

Joni McCarter  
DPS Grants Program Manager  
(573) 526-9020  
[Joni.McCarter@dps.mo.gov](mailto:Joni.McCarter@dps.mo.gov)