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
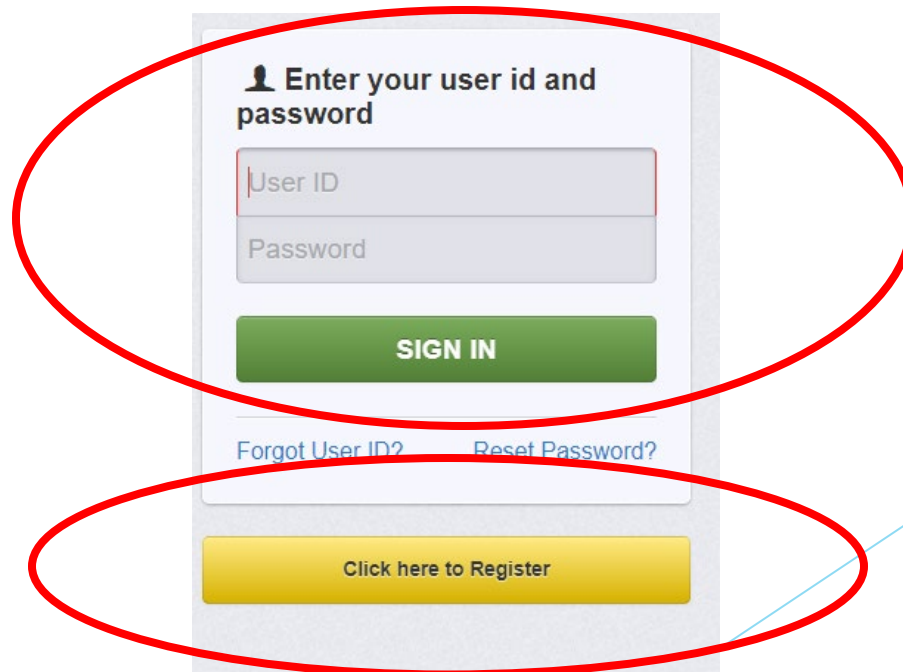
Application Requirements

- 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"

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

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"

MPORR Grant Application

▶ Select "Funding Opportunities" from the "Main Bar"
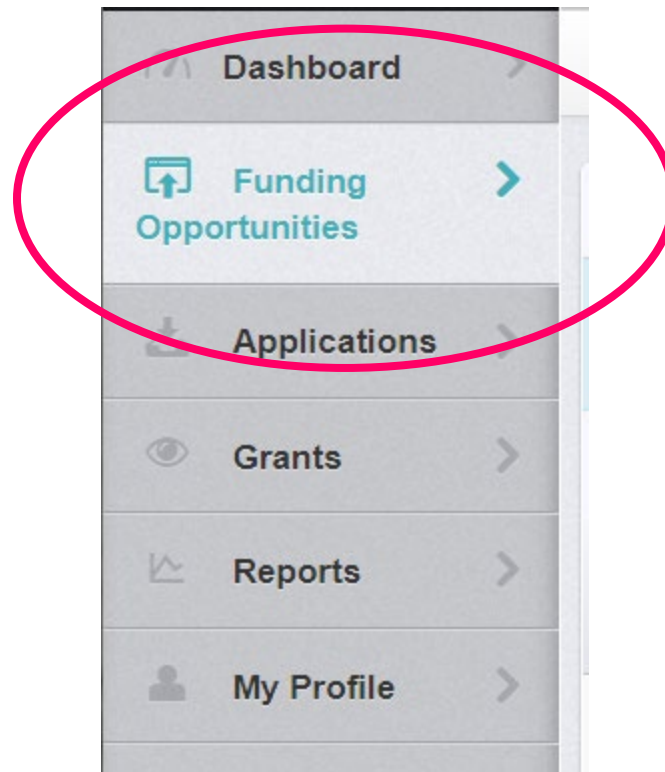
Funding Opportunity

▶ <mark>Select SFY 2025 Minority Police Officer Recruitment and Retention (MPORR) Grant, ID#161082</mark>

| 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"

🔼 **Funding Opportunity Details**	🗗 Copy Existing Application	✏️ 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*: 2025 MPORR – Your Agency's Name

Primary Contact*: TEST TEST

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

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"

Contact Information

▶ This form will collect information for the applicant agency contacts:

  ▶ 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 <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, 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

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"
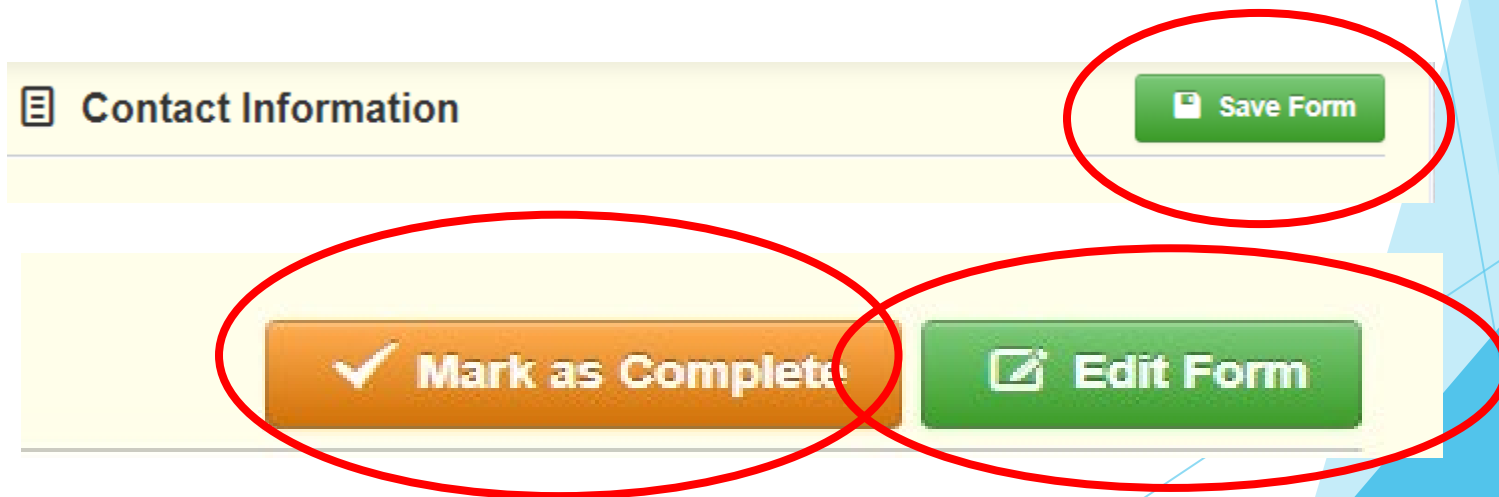
Project Form

▶ 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
Project Form		-
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

Project Form (cont.)

▶ Project Description:

▶ 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
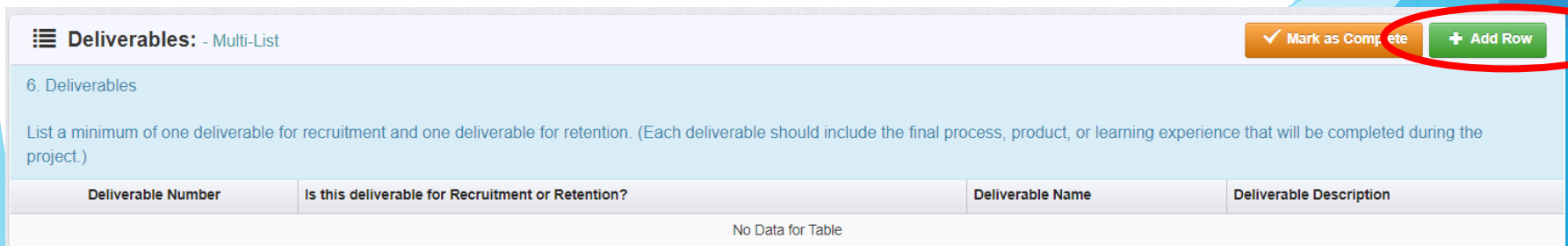
Project Form (cont.)

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

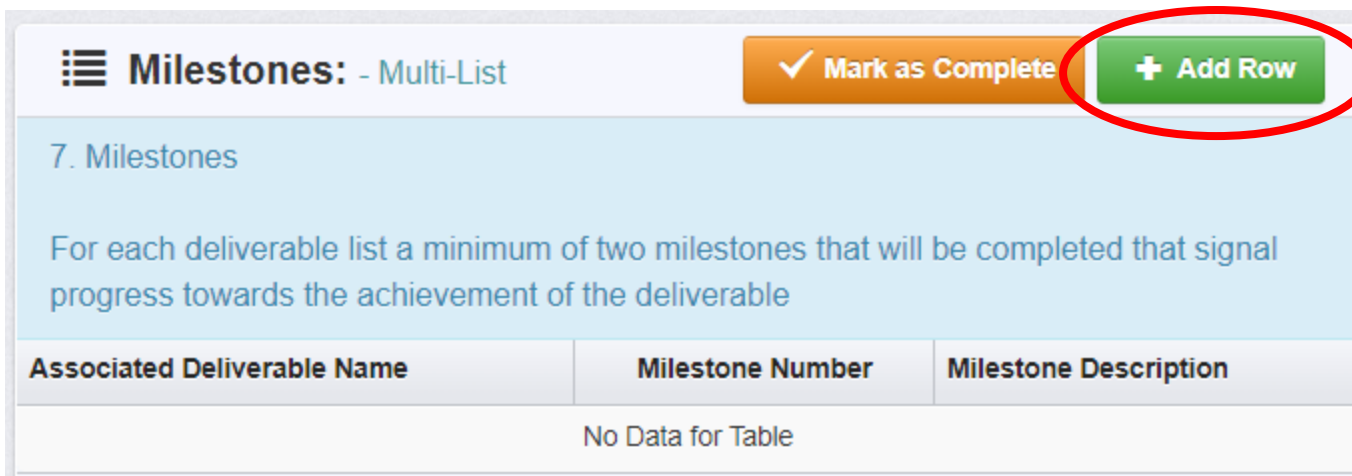▶ List a minimum of one deliverable for recruitment and one deliverable for retention. (Each deliverable should include the final process, product, or learning experience that will be completed during the project)

▶ To enter the first deliverable select "+ Add Row"

Project Form (cont.)

▶ Deliverable Number: For each deliverable add a number starting with the first deliverable #1

Deliverable Number: `1`

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?: Recruitment ▲

Recruitment

Retention

Deliverable

▶ 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
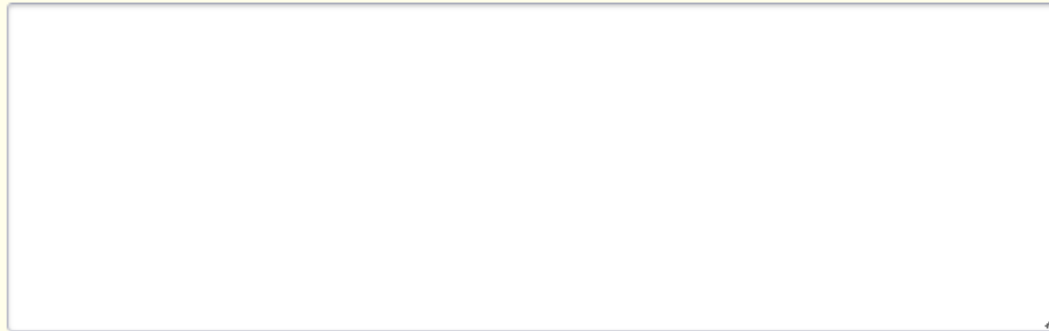
Deliverable Name:

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

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"

Project Form (cont.)

▶ Select the associated deliverable from the drop-down list

Associated Deliverable Name :	Recruitment #1 ▲
	Recruitment #1
	Recruitment #2

Milestone

▶ 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.
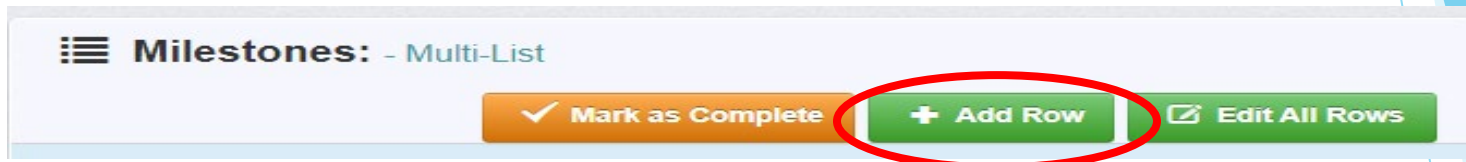
Project Form (cont.)

▶ 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

▶ 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

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
Project Form	✓	Aug 14, 2024 3:11 PM - TEST TEST
Budget		-
Certified Assurances		-
Attachments		-

<u>NOTE</u>: 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.)
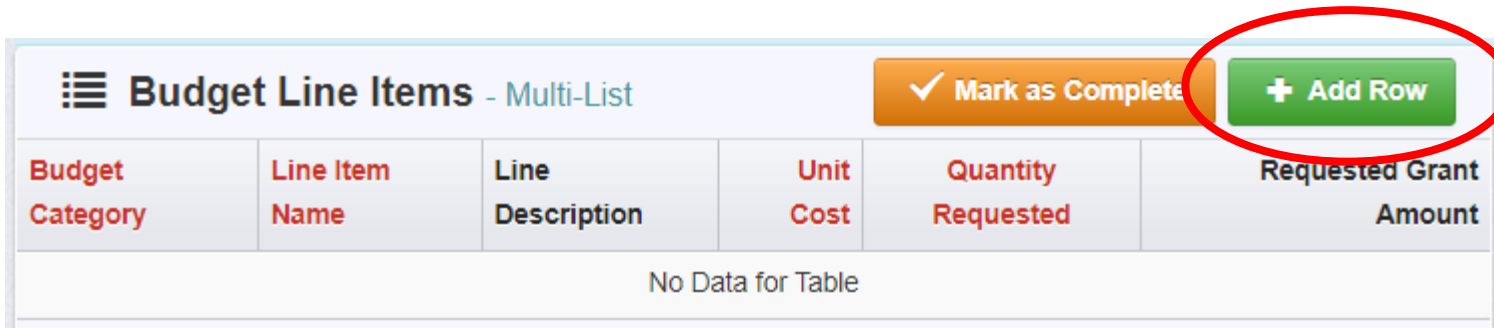
▶ To begin, select "Save Multi-List" or "Save Form

▶ After you have saved the for, select "+ Add Row"

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"

► **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 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

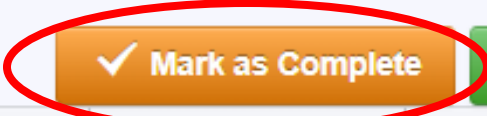 ► Contractual – Provide dates of service for any contracts or contracted services

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
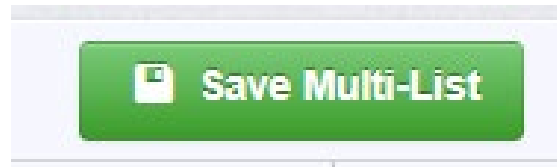
▶ After the form has been saved, select "Mark as Complete"

Certified Assurances

▶ Select Certified Assurances

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 *:

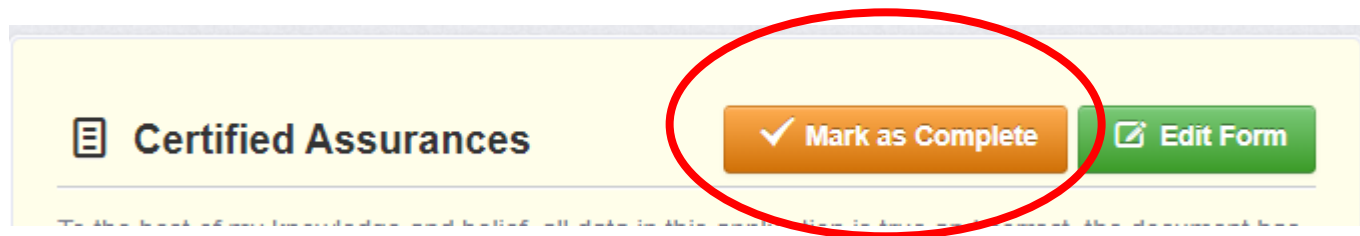**2. Name and Title of the person completing this form:**

💾 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

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📄 **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*:   Board Chair or Board President

Date *:   08/21/2024

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

💾 Save Form

Certified Assurances (cont.)

▶ When the form has been completed select "Save Form"

▶ After the form is saved, select "Mark as Compete"
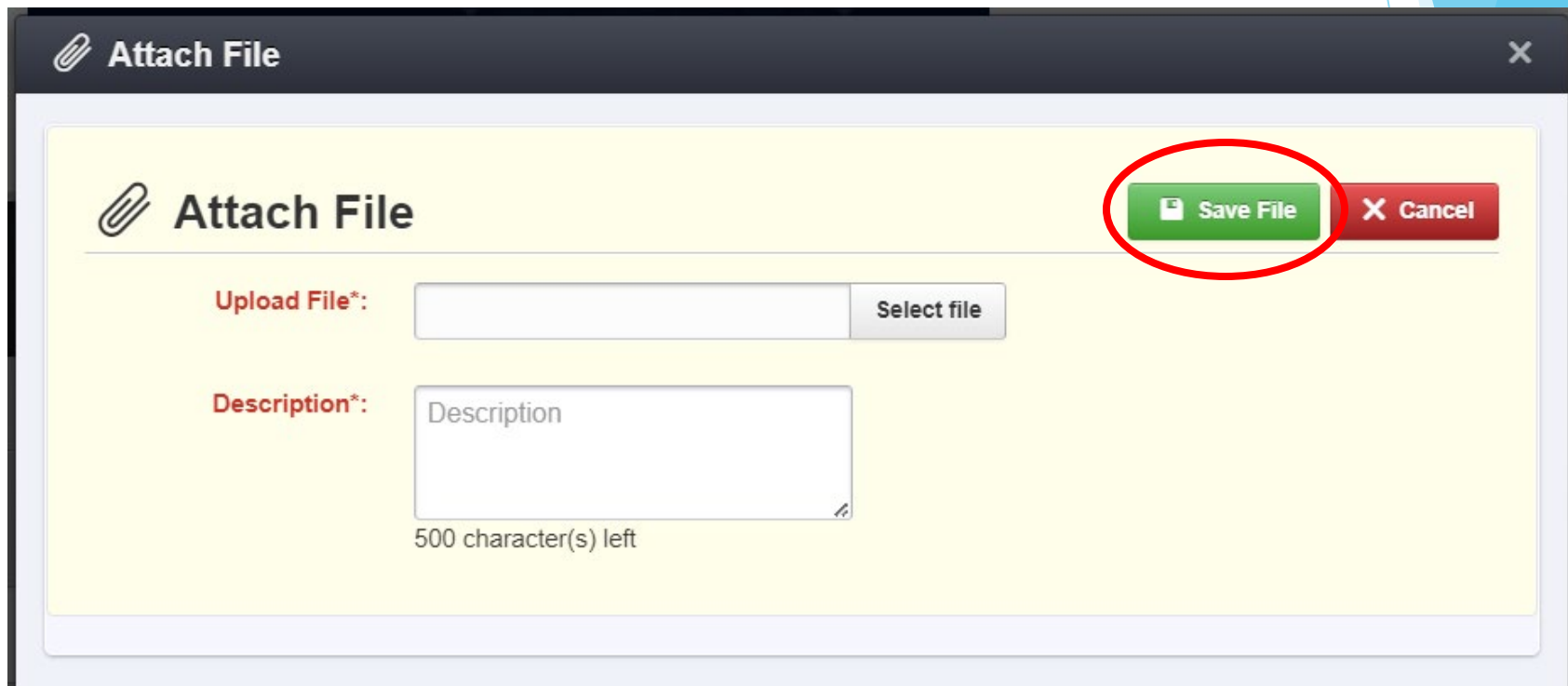
Named Attachments

▶ Select "Named Attachments"

Named Attachments (cont.)

▶ To add an attachment, select the name of the attachment

▶ Required Attachments:

   ▶ Audit

   ▶ 501(c)(3) Documentation

▶ Recommended Attachments:

   ▶ Quotes (cost basis)

      ▶ Examples: Vendor quotes, screenshots of website costs, etc.

   ▶ If the project is to expand an existing program, flyers or brochures

Named Attachment	Required	Description	File Name ☑	Type	Size	Upload Date	Delete?
Please attach the Organizations most recent audit or annual financial report:							
Please attach proof that the Organization is a 501(c)(3):	✓						
Other:							
Other:							
Other:							
Other:							
Other:							

Named Attachments (cont.)

▶ Browse your computer to select document you want to attach

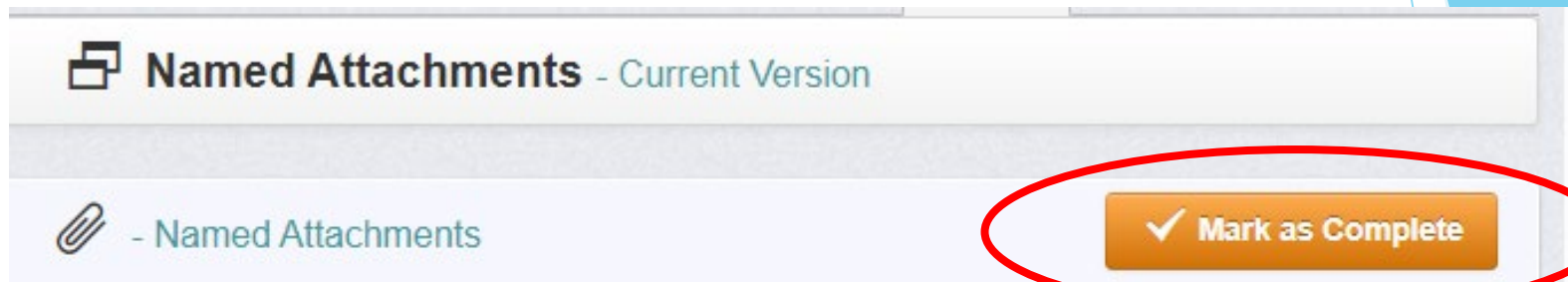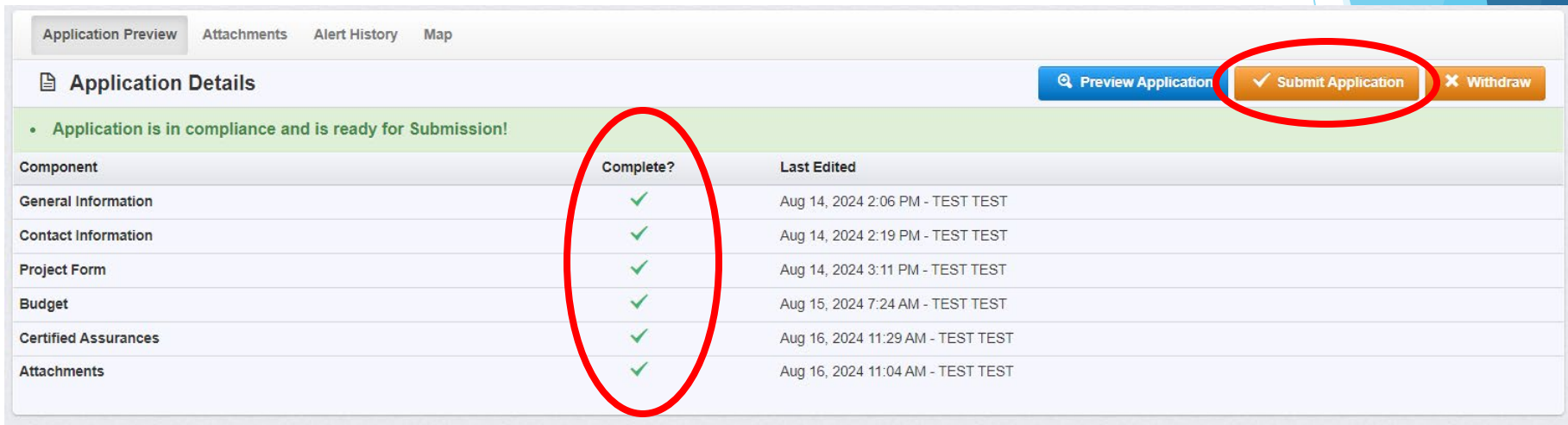 ▶ Add a description to identify the document in the application and select "Save File"

Named Attachments (cont.)

▶ When all documents have been attached, select "Mark as Complete"

Application Submission

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

▶ When everything is complete, select "Submit Application"

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

DPS Grant Contacts

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Joni.McCarter@dps.mo.gov