

Minority Police Officer Recruitment and Retention (MPORR)

SFY 2026 Application Workshop
Missouri Department of Public Safety (DPS)
Office of Homeland Security (OHS)
DPS Grants



SFY 2026 Minority Police Officer Recruitment and Retention (MPORR) Grant

- ▶ The Department of Public Safety (DPS)/Office of Homeland Security (OHS) is pleased to announce the funding opportunity for the SFY 2026 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/index.do>

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 SFY 2026 is \$242,500.00
- ▶ Reimbursement:
 - ▶ The MPORR Grant is a reimbursement grant
 - ▶ Awarded eligible items must be purchased prior to requesting reimbursement

Key Dates

October 21, 2025:

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/index.do>

November 12, 2025:

Funding Opportunity Closes

Applications due in WebGrants **4:00 pm**
CST

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

October 1, 2025:

Project Start Date

May 31, 2026:

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 \$5,000.00 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/Operations category
- ▶ Supplies/Operations
 - ▶ Supplies - Anything under \$5,000.00 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 2026 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/index.do>

Login

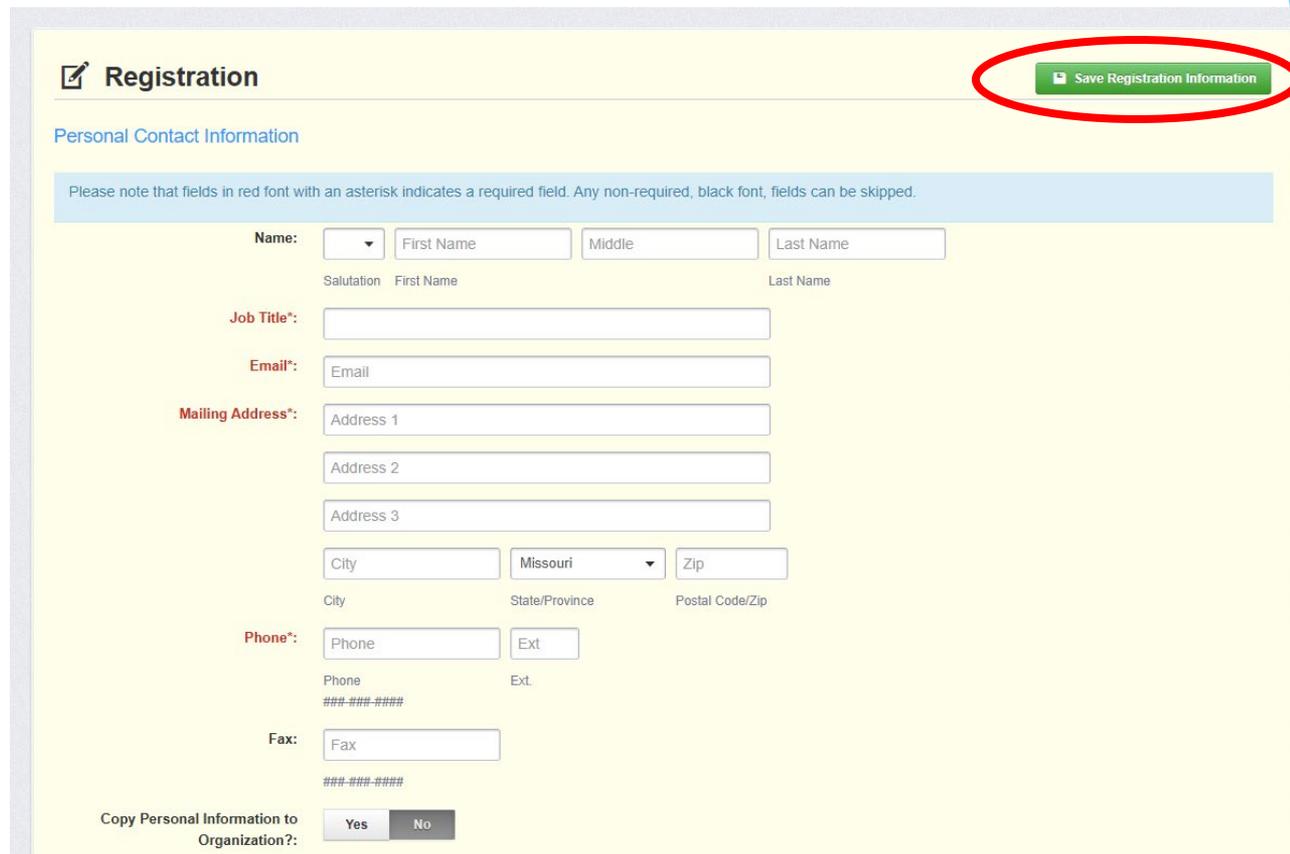
- ▶ To begin an application, log in to the WebGrants System:
<https://dpsgrants.dps.mo.gov/index.do>
 - ▶ Returning users or organizations, enter your User ID and Password
 - ▶ If you do not know your login information, please contact DPS Grants
 - ▶ New users select “Click here to Register”



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”, complete the registration information and select “Save Registration Information”. It may take a few days for your request to be approved by DPS staff



Registration Save Registration Information

Personal 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 Personal Information to Organization?:

New Users

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?: Yes No

Applicant Agency*:

Organization Type*:

Organization Website:

Federal Tax ID#:

9 digits (no hyphen) Tax ID Extension

DUNS #:

9-digit number

Unique Entity ID*:

MOVERS Supplier ID:

MOVERS Address Name:

SAM/CCR CAGE Code:

Valid Until Date

Mailing Address*:

City Missouri Zip

City

State/Province

Postal Code/Zip

+ 4

County*:

Congressional District*:

Hold 'CTRL' to add additional districts

Phone*:

####

Ext.

Fax:

Two-Step Verification

- ▶ Enter 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**

Verify Email Address

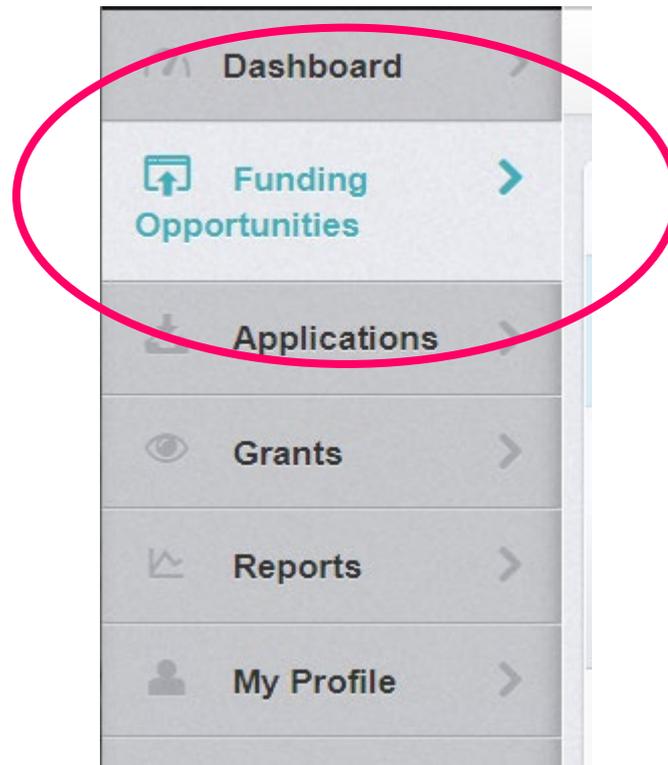
Please check the email account for the email address provided in your registration.

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

Submit

MPORR Grant Application

- ▶ Select “Funding Opportunities”



Funding Opportunity

- ▶ Select SFY 2026 Minority Police Officer Recruitment and Retention (MPORR) Grant, ID#49696

33188	Test	DPS Grants (CJLE)	Minority Police Officer Recruitment and Retention Program	Test SFY 2025 Minority Police Officer Recruitment and Retention (MPORR) - Copy	Aug 23, 2023 1:15 PM	Not Applicable
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- ▶ Review the Funding Opportunity details including:
 - ▶ Description
 - ▶ Attachments
 - ▶ SFY 2026 MPORR Notice of Funding Opportunity (NOFO)
 - ▶ SFY 2026 MPORR Application Workshop
 - ▶ SFY 2026 MPORR Certified Assurances
 - ▶ DPS MPORR Website Link:
 - ▶ <https://dps.mo.gov/dir/programs/dpsgrants/mporr.php>

Funding Opportunity

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



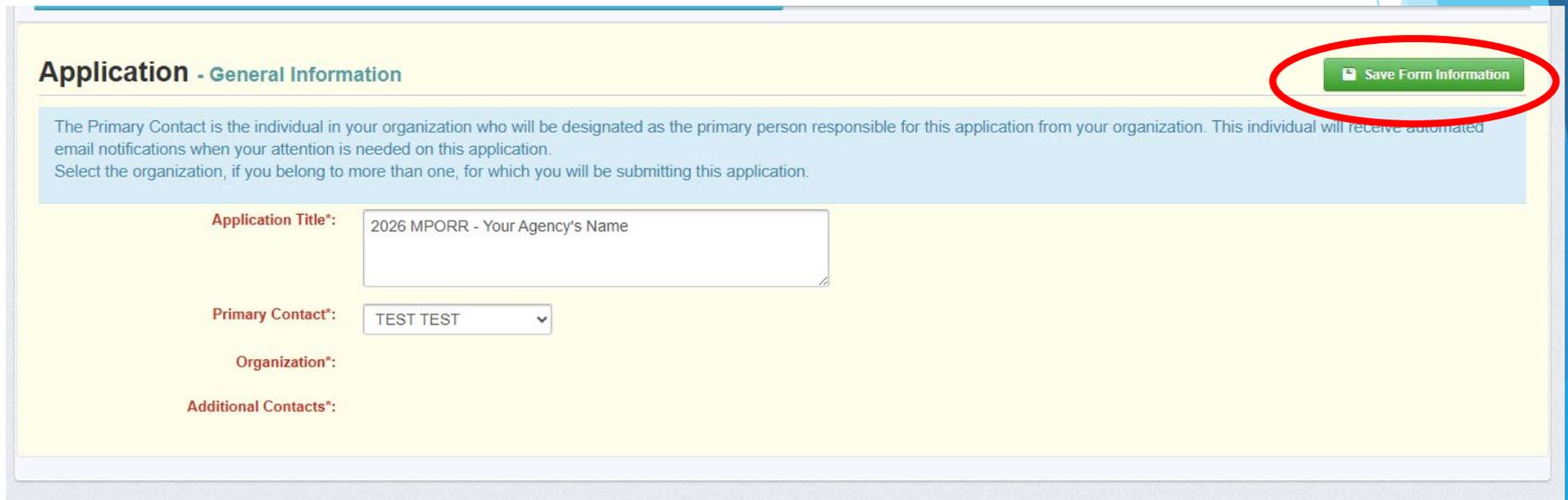
- ▶ The Project form has been updated, so selecting “Copy Existing Application” will not work properly

SFY 2026 MPORR Application Forms

- ▶ The SFY 2026 MPORR Application will include six Components:
 - ▶ General Information
 - ▶ Contact information
 - ▶ Project Form
 - ▶ Budget
 - ▶ Certified Assurances
 - ▶ Attachments

Application Instructions

- ▶ After selecting “Start a New Application”, complete the “General Information” Component
- ▶ “Project Title” should be: “2026 MPORR - Your Agency’s Name”
- ▶ After completing the “General Information”, select “Save Form Information”



Application - General 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*:

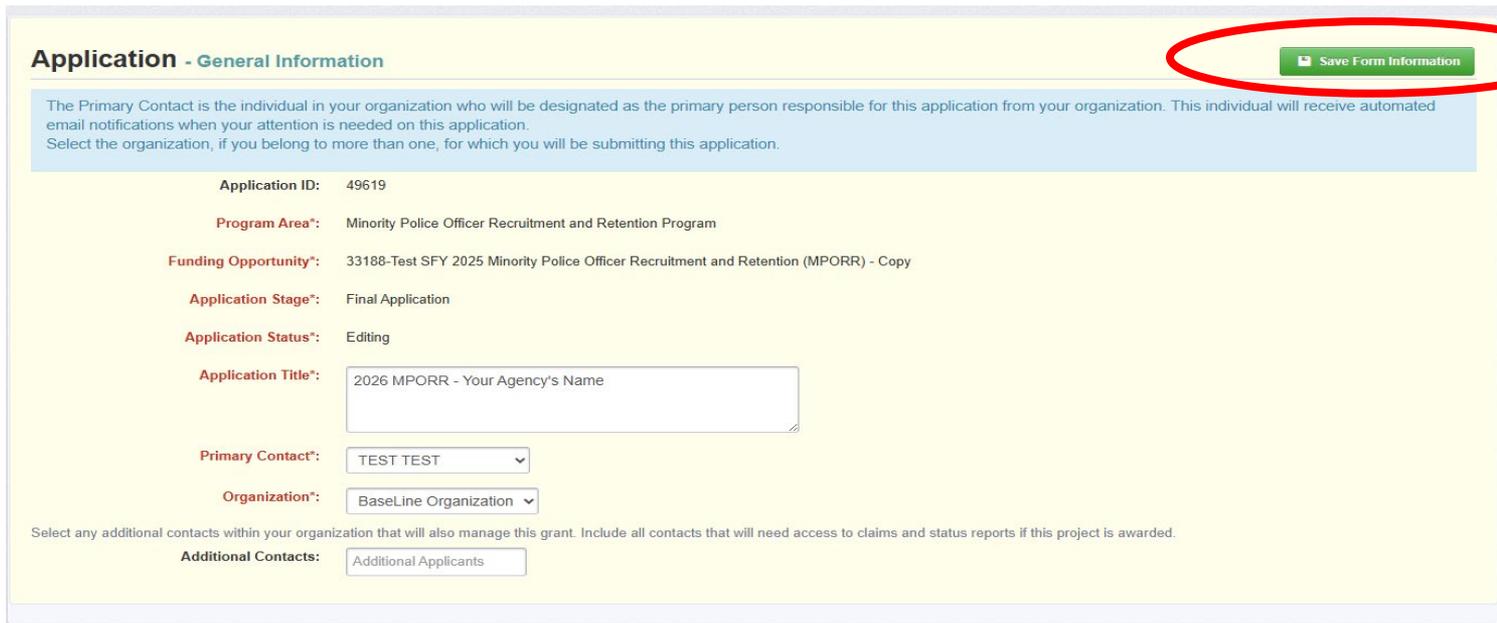
Organization*:

Additional Contacts*:

[Save Form Information](#)

General Information Form

- ▶ Complete the entire Component as indicated:
 - ▶ Primary Contact: Select the desired contact from the drop-down field
 - ▶ 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: 49619

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:

Application Instructions

- ▶ Once the “General Information” Component has been completed, the remaining applications Components will appear
- ▶ Each Component 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 tabs for "Application Preview", "Attachments", "Alert History", and "Map". Below the navigation bar, there is a section titled "Application Details" (circled in red) with a magnifying glass icon and a "Preview Application" button. To the right of this section is a "Withdraw" button. Below the navigation bar, there is a red warning banner that reads "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 warning banner is a table with three columns: "Component", "Complete?", and "Last Edited". The table contains the following data:

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

Contact Information

- ▶ This Component 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 banner 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 the banner 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

- ▶ **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 a copy of 501C3 documentation in the Named Attachments section of this application

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

▶ Enter the requested information

Contact Information Save Form

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. For example:

- If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official
- If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official
- If the applicant agency is a State Department, the Director shall be the Authorized Official
- If the applicant agency is a college/university, the President shall be the Authorized Official
- If the applicant agency is a nonprofit, the Board Chair/President shall be the Authorized Official
- If the applicant agency is an Regional Planning Commission or Council of Government, the Executive Director shall be the Authorized Official
- If the applicant agency is a special district, such as Fire Protection District or Ambulance District, the Board Chair/President shall be the Authorized Official
- If the applicant agency is a school district, the Superintendent or School Board President shall be the Authorized Official

****If the Authorized Official has a different title, than those listed above, official documentation naming that position as the Authorized Official for your agency must be included in the application attachments or your application will not be considered for funding****

****This is not an all-inclusive list. If your agency does not fall into the above categories or you are unsure of who the Authorized Official should be for your agency, please contact the Missouri Department of Homeland Security (DPS)/Office of Homeland Security (OHS) at (573) 522-6125****

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

Job Title*: Job Title

Agency*: Agency's Name

Mailing Address*:

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

Contact Information

- ▶ 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”

 Contact Information

 Save Form

 Mark as Complete

 Edit Form

Project Form

▶ Select “Project Form”

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the “Online Help” button in the toolbar at the top of the screen for a description of this section and all available actions.

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	✓	Oct 21, 2025 9:20 AM - TEST TEST
Contact Information	✓	Oct 21, 2025 9:21 AM - TEST TEST
Project Form		Oct 21, 2025 9:22 AM - TEST TEST
Budget	-	
Certified Assurances 2026	-	
Attachments	-	

Project Form

- ▶ 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

▶ Organization Information

- ▶ Question 1: Is the applicant organization a nonprofit 501(c)3
- ▶ Question 2: Is the applicant organization certified as a Minority Business Enterprise or a Woman Based Enterprise (MBE/WBE) through the Missouri Office of Equal Opportunity
- ▶ Question 3: Please describe the demographics of the applicant organizations board members
- ▶ Question 4: Please describe the demographics of the applicant organization's members

The screenshot shows a web form titled "Organization Information" with a "Save Form" button in the top right corner. The form contains four questions:

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:

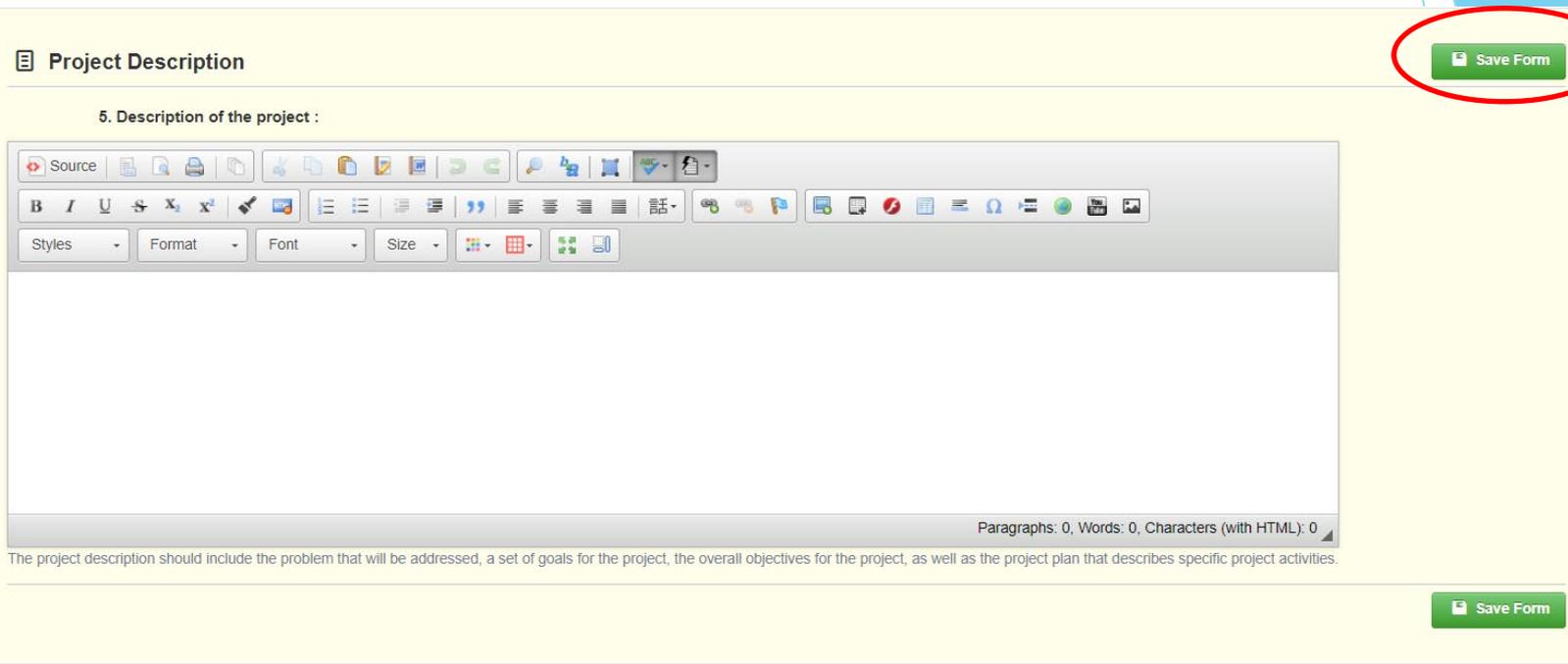
4. Please describe the demographics of the applicant organization's members:

Project Form

- ▶ Project Description
 - ▶ Question 5: Description of the project

Project Description

5. Description of the project :



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.

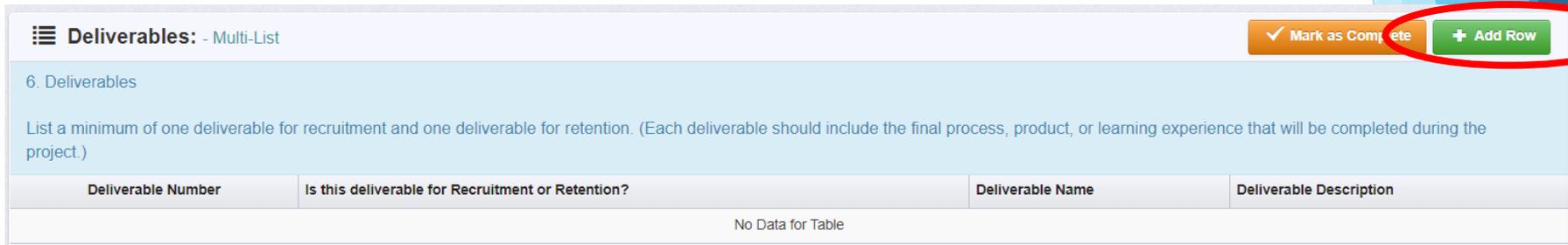
Save Form

- ▶ The 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

▶ 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)
- ▶ To enter the first deliverable, select “Add Row”



Deliverables: - Multi-List ✓ Mark as Complete + Add Row

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
No Data for Table			

Project Form

- ▶ 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
Retention

- ▶ Provide a name (brief description) of the deliverable. The name for each deliverable should be different

Deliverable Name:

Provide a name (brief description) of the deliverable.

The name for each deliverable needs to be different.

Project Form

▶ Deliverable Description

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

Deliverable Description:

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, you should see pointing finger, then click to select

Save Row

+ Add Row

Project Form

- ▶ When all deliverables have been entered, ensure they all appear in the form

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

6. Deliverables

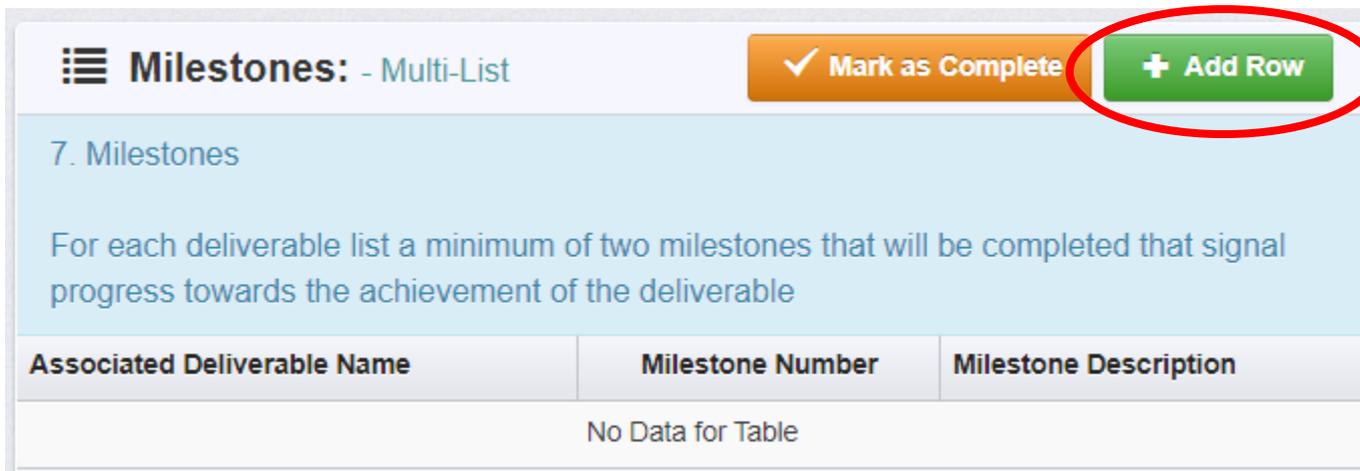
List a minimum of one deliverable for recruitment and one deliverable for retention. (Each deliverable should include the final process, product, or learning experience that will be completed during the project.)

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

- ▶ Milestones
 - ▶ For each deliverable, list a minimum of two milestones that will be completed that signal progress towards the achievement of the associated deliverable
- ▶ Select “Add Row”



☰ Milestones: - Multi-List ✓ Mark as Complete **+** Add Row

7. Milestones

For each deliverable list a minimum of two milestones that will be completed that signal progress towards the achievement of the deliverable

Associated Deliverable Name	Milestone Number	Milestone Description
No Data for Table		

Project Form

- ▶ Select the “Associated Deliverable Name” from the drop-down list

Associated Deliverable Name :
Milestone

Recruitment #1 ▲
Recruitment #1
Recruitment #2

- ▶ Complete the “Milestone Number”
 - ▶ Number each milestone (starting at 1 for each deliverable)

Milestone Number:

Number each milestone (starting at 1 for each deliverable)

- ▶ Complete 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

- ▶ Select “Save Row”

☰ Milestones:

🗑 Delete Row

💾 Save Row

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

☰ Milestones: - Multi-List

✓ Mark as Complete

+ Add Row

✎ Edit All Rows

- ▶ Review the Milestones to ensure all milestones are showing on the list

☰ Milestones: - Multi-List

✓ Mark as Complete

+ Add Row

✎ Edit All Rows

7 Milestones

For each deliverable list a minimum of two milestones that will be completed that signal progress towards the achievement of the deliverable

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.

Last Edited By: TEST TEST - Aug 14, 2024 3:11 PM

+ Add Row

- ▶ When all information has been added select “Mark as Complete”

☰ Organization Information

✓ Mark as Complete

✎ Edit Form

Budget Form

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

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the “Online Help” button in the toolbar at the top of the screen for a description of this section and all available actions.

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	✓	Oct 21, 2025 9:20 AM - TEST TEST
Contact Information	✓	Oct 21, 2025 9:21 AM - TEST TEST
Project Form		Oct 21, 2025 9:22 AM - TEST TEST
Budget	-	-
Certified Assurances 2026	-	-
Attachments	-	-

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

Budget Form

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

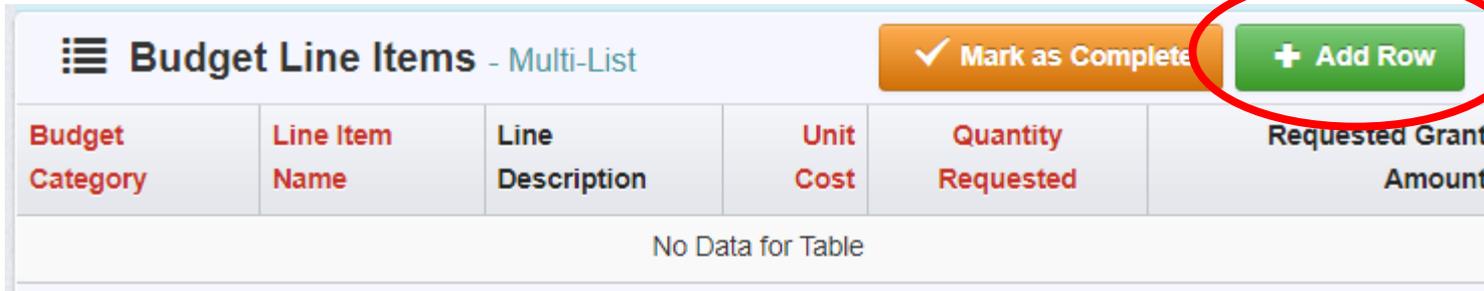


Budget Line Items - Edit

Save Multi-List

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

- ▶ After you have saved the form, 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

- ▶ Complete the form for all items requested to be funded
 - ▶ 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. Two green buttons labeled "Save Row" are circled in red. The form fields include:

- Budget Category*:** A dropdown menu with "6. Equipment" selected.
- Line Item Name*:** A text input field containing "Basic Description".
- Line Description:** A text input field containing "Additional Description if needed".
- Unit Cost*:** A text input field containing "1000.00".
- Quantity Requested*:** A spinner input field containing "1".
- Requested Grant Amount:** A label at the bottom of the form.

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

Budget Form

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

☰ 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

- ▶ 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

▶ Budget Justification

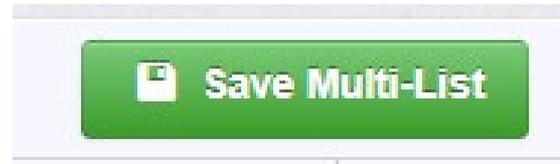
- ▶ Please provide a separate justification for each item listed on the budget, include the following:
 - ▶ What is the item?
 - ▶ How will the item be used?
 - ▶ Why is the requested item necessary for the success of the project?
 - ▶ Who will use the item?
 - ▶ If the item is for supplies or equipment, 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)

Budget Form

- ▶ Specific justification 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 basis breakdown of 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 dates of service for any contracts or contracted services

Budget Form

- ▶ 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 completed and saved, select “Mark as Complete”

 **Budget Line Items** - Multi-List

Budget Category	Line Item Name	Line Description	Unit Cost	Quantity Requested	Requested Grant Amount
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Certified Assurances

▶ Select “Certified Assurances”

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the “Online Help” button in the toolbar at the top of the screen for a description of this section and all available actions.

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	✓	Oct 21, 2025 9:20 AM - TEST TEST
Contact Information	✓	Oct 21, 2025 9:21 AM - TEST TEST
Project Form	✓	Oct 21, 2025 9:30 AM - TEST TEST
Budget	✓	Oct 21, 2025 9:36 AM - TEST TEST
Certified Assurances	-	-
Attachments	-	-

Certified Assurances \

- ▶ 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 2026 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 2026 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

- ▶ 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

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



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



Attachments

- ▶ Select “Attachments”

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the “Online Help” button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview Attachments Alert History Map

Application Details

Preview Application

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Budget	✓	Oct 21, 2025 9:36 AM - TEST TEST
Certified Assurances	✓	Oct 21, 2025 9:44 AM - TEST TEST
Attachments	-	-

Attachments

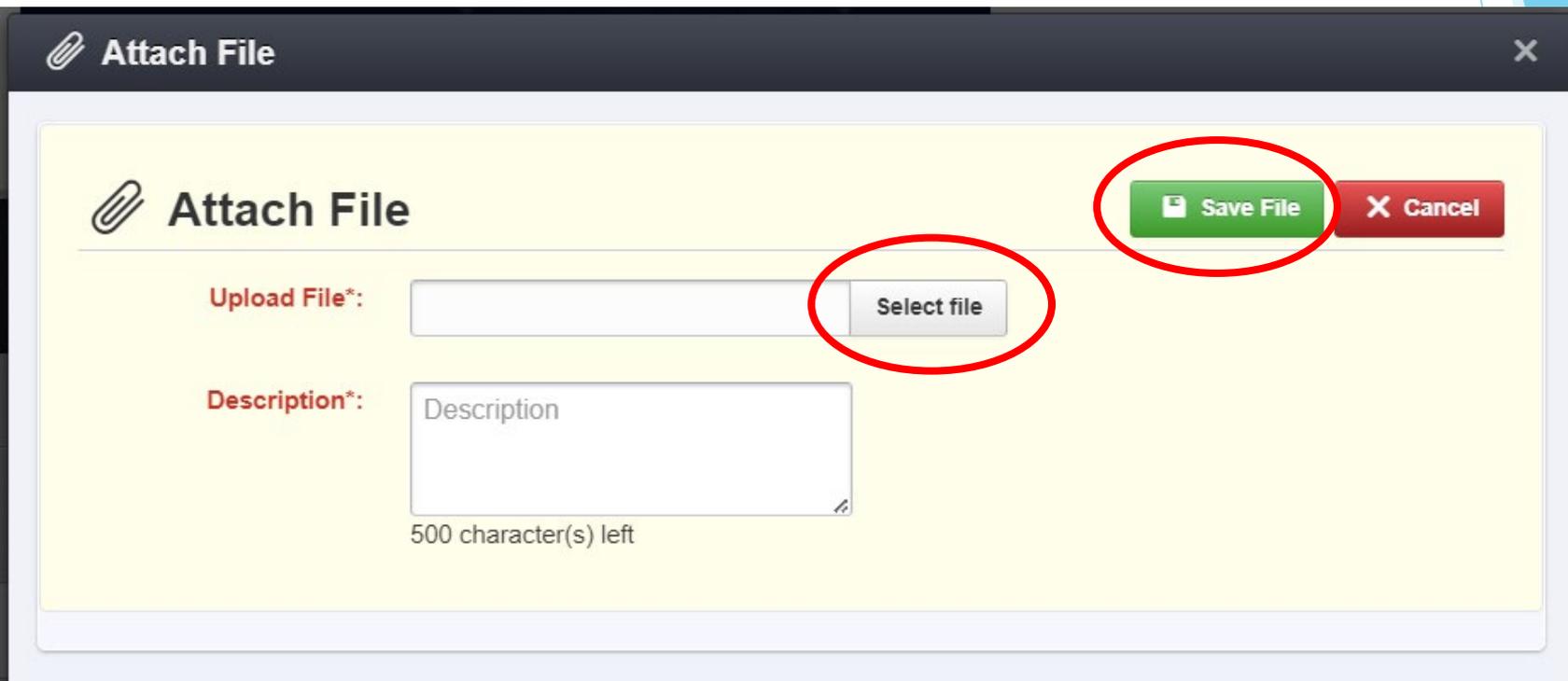
- ▶ To add an attachment, select the name of the attachment
- ▶ Required Attachments:
 - ▶ 501(c)(3) Documentation
- ▶ Recommended Attachments:
 - ▶ Quotes (cost basis)
 - ▶ Examples: Vendor quotes, screenshots of website costs, etc.
 - ▶ If the project is to expand an existing program, flyers or brochures

 - Named Attachments  Mark as Complete

Named Attachment	Required	Description	File Name 	Type	Size	Upload Date	Delete?
Please attach proof that the Organization is a 501(c)(3):	✓						
Other:							
Other:							
Other:							
Other:							

Attachments

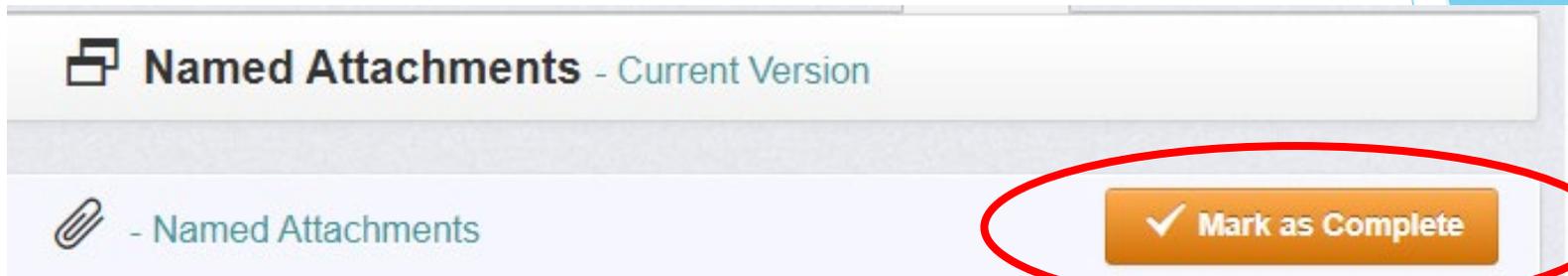
- ▶ To upload a file, select “Select file”. Browse your computer to select the document you want to attach
 - ▶ Add a description to identify the document in the application and select “Save File”



The image shows a screenshot of a software interface titled "Attach File". The interface has a dark grey header bar with a paperclip icon and the text "Attach File" on the left, and a close button (X) on the right. Below the header, the main content area has a light yellow background. It features a paperclip icon and the text "Attach File" on the left. On the right side of this area, there are two buttons: a green "Save File" button with a document icon and a red "Cancel" button with an X icon. Below this, there are two input fields. The first is labeled "Upload File*" and has a text input field followed by a "Select file" button. The second is labeled "Description*" and has a text area with the placeholder text "Description" and a character count "500 character(s) left" below it. Three red circles are drawn around the "Select file" button, the "Save File" button, and the "Cancel" button.

Attachments

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



Application Submission

- ▶ All forms must be marked complete in order to submit the application
- ▶ Once all sections have been completed, select “Submit Application”

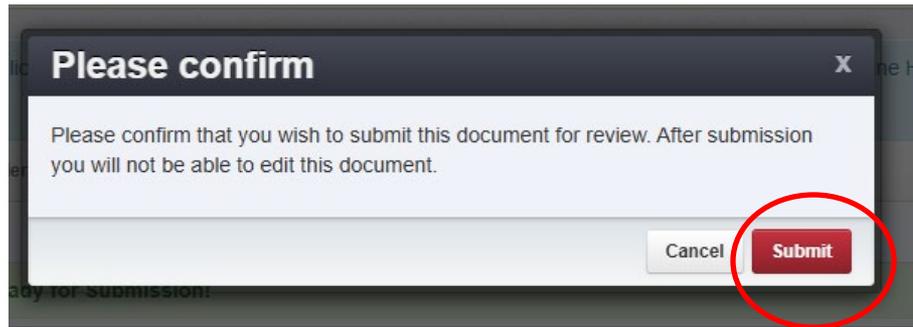
The screenshot shows a web interface for application submission. At the top, there are tabs for 'Application Preview', 'Attachments', 'Alert History', and 'Map'. Below these is the 'Application Details' section, which includes a search icon, a 'Preview Application' button, a 'Submit Application' button (circled in red), and a 'Withdraw' button. A green banner below the buttons states 'Application is in compliance and is ready for Submission!'. Below the banner is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The 'Complete?' column contains green checkmarks for all components, and this column is circled in red. The 'Last Edited' column shows dates and times for each component.

Component	Complete?	Last Edited
General Information	✓	Oct 21, 2025 9:20 AM - TEST TEST
Contact Information	✓	Oct 21, 2025 9:21 AM - TEST TEST
Project Form	✓	Oct 21, 2025 9:30 AM - TEST TEST
Budget	✓	Oct 21, 2025 9:36 AM - TEST TEST
Certified Assurances	✓	Oct 21, 2025 9:44 AM - TEST TEST
Attachments	✓	Oct 21, 2025 9:48 AM - TEST TEST

All applications must be submitted prior to the deadline of November 12, 2025, at 4:00 pm CST

Application Submission

- ▶ When “Submit Application” is selected, a pop-up box will appear asking to confirm the application should be submitted



- ▶ Select “Submit”

DPS Grant Contacts

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