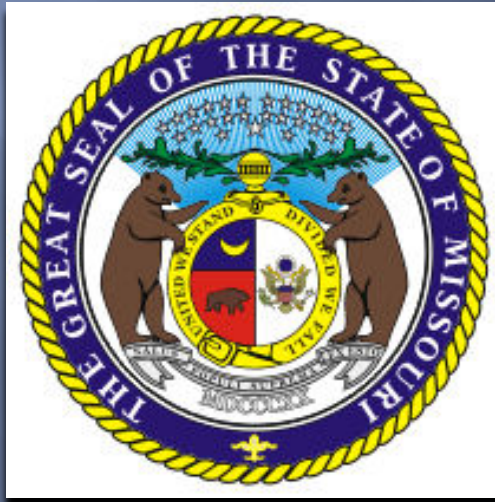


OFFICER SAFETY EQUIPMENT AND TECHNOLOGY (OSET) PROGRAM

SFY 2022 Application Workshop



SFY 2022 Officer Safety Equipment and Technology (OSET) Program Notice of Funding Opportunity

The Department of Public Safety, Criminal Justice/Law Enforcement Unit (CJ/LE) is pleased to announce the funding opportunity for the SFY 2022 Officer Safety Equipment and Technology (OSET) Program

This funding opportunity is made available through the Missouri Department of Public Safety's electronic WebGrants System, accessible online at:

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

The WebGrants System will NOT accept applications after the established deadline

Key Dates

August 19, 2021:

Application Workshop and Funding opportunity available at

<https://dps.mo.gov/dir/programs/cjle/oset.php>

Application open in WebGrants

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

September 15, 2021:

Funding Opportunity Closes

Applications due in WebGrants 5:00 pm CST

WebGrants will not accept any applications after this time

November 1, 2021:

Project Start Date

April 30, 2022:

Project End Date

May 31, 2022:

Final claim and Status Report due

Officer Safety Equipment and Technology (OSET) Grant

- ▣ The Officer Safety Equipment and Technology (OSET) grant is a state-administered and funded program
- ▣ The OSET grant opportunity provides resources to increase officer safety by providing funding for equipment and technology to law enforcement agencies. Priority will be given to departments that demonstrate the greatest need
- ▣ Max award amount is \$7,500.00

Reimbursement Grant

- ▣ The OSET program is a reimbursement grant
- ▣ Equipment and/or Supplies/Operations must be purchased prior to requesting reimbursement
- ▣ If an agency is unable to pay for items prior to receiving reimbursement they may request “advance payment” for invoices in excess of \$1,000
 - Equipment must be received prior to requesting an “advance payment”

Eligible Applicants

Any state or local agency within Missouri may apply for OSET funding for its own law enforcement agency as long as the agency meets the eligibility requirements. To be eligible for federal pass-thru funding, both the applicant agency, as well as the project agency, must be compliant with the following statutes:

Statutes:

- ▣ [Section 590.650 RSMo - Vehicle Stops Report](#)
- ▣ [Section 590.700 RSMo - Written Policy on Recording of Custodial Interrogations](#)
- ▣ [Section 43.544 RSMo - Written Policy on Forwarding Intoxication-Related Traffic Offenses](#)
- ▣ [Section 590.1268 RSMo - Police Use of Force Transparency Act of 2021](#)
- ▣ Section 43.505 RSMO - National Incident-Based Reporting System (NIBRS) *formerly Uniform Crime Reporting Tool (UCR)*
- ▣ Show Me Crime Reporting - The Missouri Department of Public Safety strongly encourages agencies requesting equipment through this opportunity to register in the “no cost” crime reporting tool, the Missouri Incident-Based Reporting System (MIBRS).
<https://showmecrime.mo.gov/CrimeReporting/MIBRSRegistration.html>

Eligible Costs

- ▣ Additional information is listed in the SFY 2022 OSET Notice of Funding Opportunity
- ▣ Examples of allowable equipment and supplies include, but are not limited to, the following:
 - Mobile Data Terminals (MDTs) / Mobile Data Computers (MDCs)
 - Radios (Portables/Handhelds, Mobiles, Repeaters, Base Stations, etc.)
 - Body Armor
 - Body-Worn Cameras
 - Gun Racks/Locks
 - Equipment related to responding to civil unrest (defensive shields, helmets, laser protective eyewear, etc.)

Eligible Costs (cont.)

- In-Car Cameras
- Light Bars/Warning Lights/Directional Sticks
- Police Cruisers
- Protective Clothing/Gloves
- Reflective Vests/Raincoats
- Ballistic Helmets and Shields
- Road Flares/Cones
- Siren Boxes & Speakers
- Surveillance Systems for Jails
- Trauma Kits/First Aids Kits
- Vehicle Cages/Partitions/Seats

Ineligible Costs

- ▣ Additional Information is listed in the SFY 2022 OSET Notice of Funding Opportunity
- ▣ Ammunition
- ▣ Firearms
- ▣ Less Lethal Weapons
- ▣ Batons or other items used in an offensive manner
- ▣ Land Acquisition
- ▣ Personnel Costs
- ▣ Travel and Training Costs
- ▣ Bonuses or Commissions
- ▣ Lobbying
- ▣ Fundraising

Ineligible Costs (cont.)

- ▣ Corporate Formation
- ▣ State and Local Sales Tax
- ▣ Cost Incurred Outside the Project Period - **No Extensions will be allowed**
- ▣ Aircraft
- ▣ Confidential Funds
- ▣ Military-Type Equipment
- ▣ Radios and Radio-Related Equipment that is not compliant with the Missouri Statewide Interoperability Network (MOSWIN)
- ▣ Vessels

Application Requirements

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

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

Application Instructions

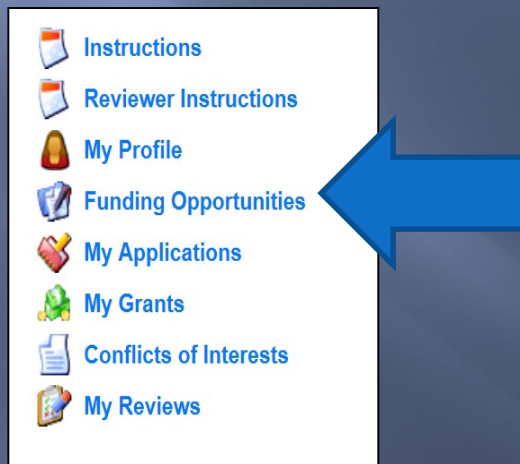
- Go to: dpsgrants.dps.mo.gov
- Log in or register as a new agency

The screenshot shows a web interface divided into two panels. The left panel is titled "Log In" and contains a "User ID:*" field, a "Password:*" field, a "Log In" button, and links for "Forgot User Id?" and "Forgot Password?". A blue arrow points from the "User ID" field to the right panel. The right panel features the Missouri Department of Public Safety logo and the text "New to WebGrants - Missouri Department of Public Safety?" with a blue arrow pointing to a "Register Here" link.

<p>Log In</p> <p>User ID:* <input type="text"/></p> <p>Password:* <input type="password"/></p> <p><input type="button" value="Log In"/></p> <p>Forgot User Id?</p> <p>Forgot Password?</p>	<p>Missouri Department of Public Safety</p> <p>New to WebGrants - Missouri Department of Public Safety?</p> <p>Register Here</p>
---	---

Application Instructions (cont.)

- ▣ Select “Funding Opportunities” and select the “Officer Safety Equipment and Technology (OSET) SFY 2022” Funding Opportunity



Funding Opportunity

- ▣ Select SFY 2022 OSET

ID	Status	Title	Program Area	Deadline
129230	Editing	Officer Safety Equipment and Technology (OSET) SFY 2022	Officer Safety Equipment and Technology	09/15/2021

- ▣ The funding opportunity will include a description, attachments, and a link to the OSET page on the DPS website

Website Links

Click on the URL to go to website

URL

<https://dps.mo.gov/dir/programs/cjle/oset.php>

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

Description

MO DPS OSET Webpage

WebGrants MO DPS Grant System

Funding Opportunity (cont.)

- ▣ Funding opportunity attachments will include

Attachments

Click on the File Name to open attachment

Description

SFY 2022 OSET Certified Assurances

SFY 2022 OSET NOFO

File Name

[2022 OSET Certified Assurances.pdf](#)

[FY 2022 OSET NOFO.pdf](#)

- ▣ The Notice of Funding Opportunity (NOFO)
- ▣ Application Workshop
- ▣ Radio Interoperability Guidelines
- ▣ SFY 2022 OSET Certified Assurances Form

Application Instructions

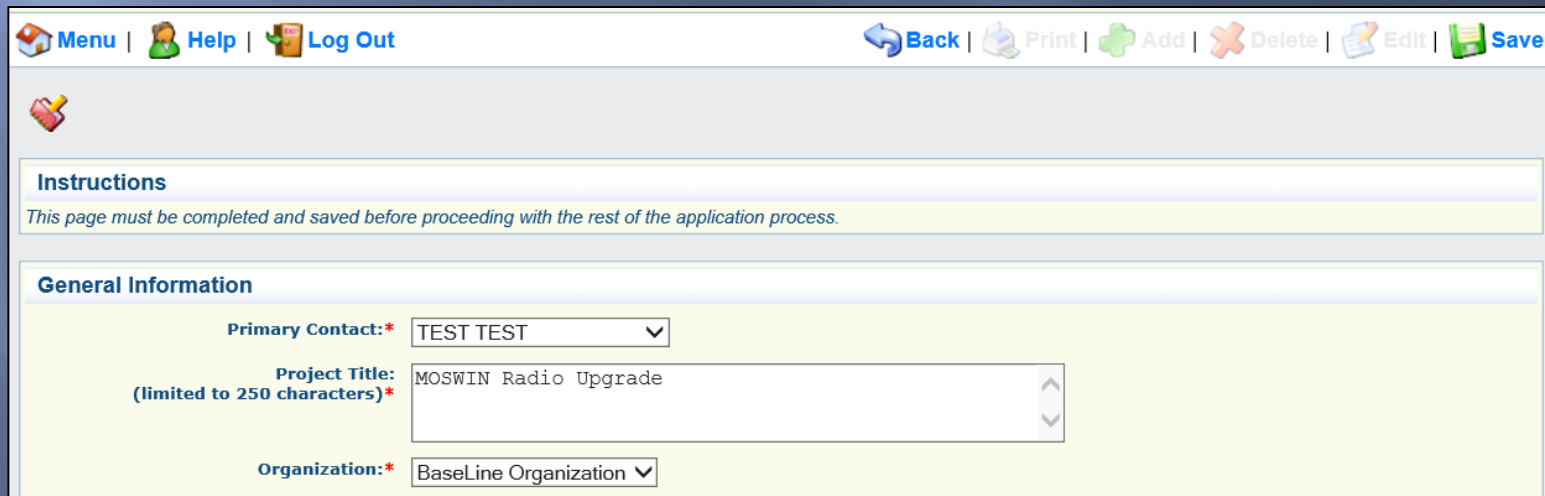
- ▣ After opening the “SFY 2022 OSET” Funding Opportunity
- ▣ Select “Start New Application”

Copy Existing Application | Start a New Application



Application Instructions (cont.)

- ❑ After selecting “Start a New Application”, complete the “General Information” section
- ❑ “Project Title” should be short and specific to the project, see example below
- ❑ After completing the “General Information,” click “Save”



The screenshot shows a web application interface with a navigation bar at the top containing icons for Menu, Help, and Log Out. On the right side of the navigation bar are icons for Back, Print, Add, Delete, Edit, and Save. A large blue arrow points to the Save button. Below the navigation bar is a section titled 'Instructions' with a yellow background and the text: 'This page must be completed and saved before proceeding with the rest of the application process.' Below the instructions is a section titled 'General Information' with a yellow background. It contains three form fields: 'Primary Contact:*' with a dropdown menu showing 'TEST TEST', 'Project Title:* (limited to 250 characters)*' with a text input field containing 'MOSWIN Radio Upgrade', and 'Organization:*' with a dropdown menu showing 'BaseLine Organization'.

Application Instructions (cont.)

- Select “Go to Application Forms”

General Information	Go to Application Forms
System ID: 129227	
Project Title: MOSWIN Radio Upgrade	
Primary Contact: TEST TEST	
Organization: BaseLine Organization	



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

Application Forms
Form Name
General Information
Contact Information
Project Form
Budget
Application Attachments

Contact Information

- ▣ Please complete all contact information for
 - Authorized Official
 - Project Director
 - Fiscal Officer
 - Officer in Charge

*****NOTE** The Authorized Official, Project Director, and Fiscal Officer CANNOT be the same person.***

Contact Information (cont.)

▣ Authorized Official

The Authorized Official is the individual who has the authority to legally bind the applicant into a contract. Please refer to the list below to help determine the correct Authorized Official for the applicant agency:

- If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official
- If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official (e.g.; the Sheriff is not the Authorized Official)
- If the applicant agency is a college/university, the University President or Campus Chancellor shall be the Authorized Official
- If the applicant agency is a state department, the Department/Division Director head shall be the Authorized Official

In order for an application to be considered eligible for funding, the agency's correct Authorized Official 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 the CJ/LE Unit for clarification****

Contact Information (cont.)

- ▣ Project Director
 - The person at the agency that is responsible for ensuring that the project is completed and meets all requirements (i.e. Sheriff, Police Chief, etc.)
- ▣ Fiscal Officer
 - The person at the agency that can answer fiscal and audit questions (i.e. County Clerk)
- ▣ Officer in Charge
 - The person at the agency that will be the prime contact (Not a required section, if this person is the same as the Project Director)

Contact Information Authorized Official (cont.)

- Enter the information requested
 - Required fields are designated with a red asterisk *

Contact Information

Authorized Official

*****The correct Authorized Official must be the signatory on this grant for the application to be eligible for funding, please see list below.*****
The Authorized Official is the individual that has the ability to legally bind the applicant agency in a contract (e.g. Presiding Commissioner, Mayor, City Administrator, University President, State Department Director).
Authorized Official: the individual who has the authority to legally bind the applicant into a contract.
If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official.(The Police Chief is NOT the Authorized Official)
If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official.(The Sheriff is not the Authorized Official)
If the applicant agency is a college/university, the University President (or Campus Chancellor, if applicable) shall be the Authorized Official.
If the applicant agency is a state department, the Department/Division Director head shall be the Authorized Official.
****If you are unable to determine the correct Authorized Official for your agency please contact our office at (573)751-5997; (573) 522-4094; or (573)522-3455****

Name:*
Title
First Name
Last Name

Job Title:*

Agency:*

Mailing Address:*
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.

Street Address 1:
If a PO Box is entered on the Mailing Address line, enter the physical street address here. Do not repeat the mailing address!

Street Address 2:

City/State/Zip:*
City
State
Zip

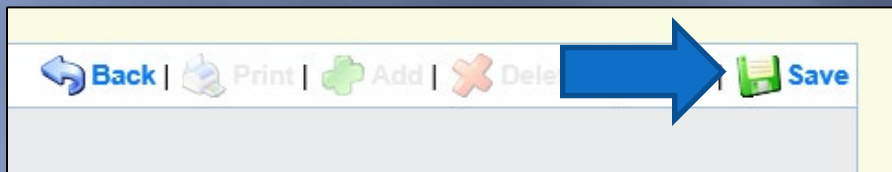
Email:*

Phone:*
123
Ext.

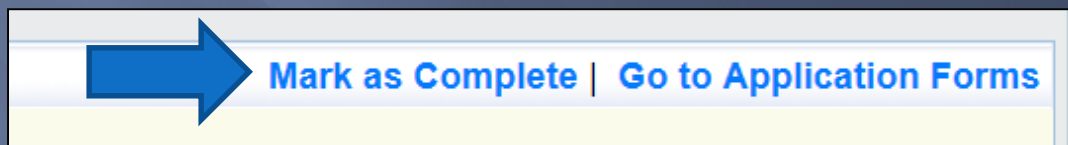
Fax:

Contact Information (cont.)

- After all contact information for the Authorized Official, Project Director, Fiscal Officer and the Officer in Charge has been entered
 - Select “Save” at the top of the screen




- After the Contact Section has been saved select “Mark as Complete”



Project Form

- Select “Project Form”

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	08/18/2021	
Contact Information	✓	08/19/2021	
Project Form			
Budget			
Application Attachments			



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

Project Form (cont.)

- Project Description Information is important, all requested information **MUST** be provided

Project Description	
1. What items are you requesting to purchase?*	What item(s) are you requesting?
2. Why are these item(s) needed?*	Why are these item(s) needed? Why is the agency lacking the requested item(s)? Why does the agency need the grant funding for the requested item(s)? (Why is the agency lacking the requested items? Why does the agency need the grant funding for the requested items?)
3. How do the requested items provide officer safety?*	How do the requested item(s) provide officer safety?
4. Provide examples of how the lack of equipment has effected the officers/department.*	Provide EXAMPLES of how the lack of equipment has effected the officers/department
4.1 Has there been a need for the requested item(s) and the item(s) have not been available?	Has there been a need for the requested item(s) and the item(s) have not been available?

Project Form (cont.)

- ▣ If you were to answer the radio button questions as “Yes” a narrative box will appear and will need to be completed

5. Are the requested items replacing items the agency currently has? * Yes No

5.1 If yes, please explain why the replacement is necessary. Why are the replacement item(s) are necessary?

6. Do the requested items require specialized training? * Yes No

6.1 If yes, please explain how/when training has/will be provided. Explain how/when the training has/will be provided.

7. How often will the requested items be used? * Daily

7.1 Explain your response: * Why the frequency of the use of the item(s)?

8. The number of officers in your Department: * 12

9. The number of police vehicles utilized by the department: * 10 x

Project Form (cont.)

10.1 If no, please provide the plan and timeline for your agency to begin reporting.

When will your agency become MIBRS compliant?



Section 590.700 RSMo – Written Policy on Recording of Custodial Interrogations Pursuant to 590.700.4 RSMo, each law enforcement agency shall adopt a written policy to record custodial interrogations of persons suspected of committing or attempting to commit felony crimes as outlined in subsection 2 of this section

11. Does your agency currently have a written policy on Recording of Custodial Interrogations?* Yes No

Section 43.544 RSMo – Written Policy on Forwarding Intoxication-Related Traffic Offenses Pursuant to 43.544.1 RSMo, each law enforcement agency shall adopt a policy requiring arrest information for all intoxication-related traffic offenses be forwarded to the central repository as required by Section 43.503 RSMo and shall certify adoption of such policy when applying for any grants administered by the department of public safety.

12. Does your agency currently have a written policy on Forwarding Intoxication - Related Traffic Offenses?* Yes No

- ❑ If insufficient or inaccurate information is provided for requested radios, the application may be deemed ineligible for funding

Project Form (cont.)

▣ Radio questions

Radios

13. Are you applying for interoperable communications equipment? Yes No

13.1 Are you applying for a mobile radio(s) (vehicle dash mounted, remote mount or base station)? Yes No

13.1.a Eligible mobile radios are listed in the dropdown menu. Please select the model you are applying for:

Motorola APX8500 ▼

13.2 Are you applying for a portable radio(s) (handheld)? Yes No

13.2.a Eligible portable radios are listed in the dropdown menu. Please select the model you are applying for:

Motorola APX8000 ▼

13.2.b As required by the MO DPS Radio Interoperability Guidelines, portable radios must be paired with an existing agency-owned and installed MOSWIN mobile radio via a public safety grade in-car repeater. Do you currently have a MOSWIN mobile radio to pair with portable radio(s) being requested? Yes No

13.2.b(1) If yes, please provide the model and manufacturer of the mobile radio.

Model and Manufacturer of the mobile radio that will pair with the portable radio that is being requested.

Project Form (cont.)

▣ Radio questions (cont.)

13.2.c As required by the MO DPS Radio Interoperability Guidelines, portable radios must be paired with an existing agency-owned and installed MOSWIN mobile radio via a public safety grade in-car repeater. Do you currently have a public safety grade in-car repeater?

Yes No

13.2.c (1) If yes, please provide the model and manufacturer of the in-car repeater.

Model and Manufacturer of the in-car repeater that will pair with the mobile radio that is being requested.

13.2.c(2) Are you applying for a public safety grade in-car repeater or in the process of acquiring one through other funding sources?

Yes No

13.2.c(3) If yes, please provide the funding source, manufacturer, and model you are in process of acquiring.

Provide the Funding Source, Manufacturer, and the Model that the agency is in the process of requiring.

Audit Information and Risk Assessment

- ▣ Complete the “Audit Information and Risk Assessment” section indicating whether the Applicant Agency has exceeded the federal expenditure threshold of \$375,000 in state funds during the last fiscal year

Audit Information and Risk Assessment (cont.)

Audit Information and Risk Assessment

Audit Details

If the applicant agency exceeded the federal expenditure threshold in their last fiscal year, they must have their Single Audit or Program Specific Audit completed and submitted to the DPS within nine (9) months after the end of the audited fiscal year.

14. Has the Applicant Agency exceeded the State expenditure threshold of \$375,000 in state funds during agency's last fiscal year?* Yes No

If an agency has never had an audit, please enter the date of their last annual financial statement.

15. Date last audit completed:* 

16. By checking this box the applicant agency understands they are required to upload a copy of the agencies most recent completed audit (or annual financial statement) in the Named Attachments section of this application:*

Risk Assessment

17. Does the applicant agency have new personnel that will be working on this award?* Yes No

18. Does the applicant agency have a new fiscal or time accounting system that will be used on this award?

19. Does the applicant agency receive any direct Federal awards?* Yes No

20. Did the applicant agency receive any Federal monitoring on a direct federal award in their last fiscal year? Yes No

Audit Information and Risk Assessment (cont.)

- ❑ 29.200 RSMo (Audits to be conducted at the discretion of auditor of request of governor) allows DPS, CJ/LE (as a pass-through entity) to evaluate each subrecipients's risk of noncompliance with State statutes, regulations, and the terms and conditions of the subaward
- ❑ The Risk Assessment questions is to gather information the awarding agency (DPS) will use to conduct the required risk assessment, of your agency
- ❑ Depending on the responses to these questions, the awarding agency may contact you for additional information

Certified Assurances

- ▣ The Authorized Official is the individual who has the authority to legally bind the applicant into a contract.
- ▣ In order to be eligible for the OSET grant opportunity, the Certified Assurances document **MUST** be filled out and signed by the applicant agency's **Authorized Official** and submitted with the application.
 - The correct Authorized Official must be the signatory on the application to be eligible for funding

Certified Assurances (cont.)

- ▣ The Certified Assurances is located at the bottom of the Project Form
 - Applications can be saved without the Authorized Official's information while they review, but **MUST** be completed before the form can be marked complete

Certified Assurances

To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant attests to and/or will comply with the following Certified Assurances if the assistance is awarded:

2020(a) LLEBG Certified Assurances

I am aware that failure to comply with any of the Certified Assurances could result in funds being withheld until such time that I, the recipient, take appropriate action to rectify the incident(s) of non-compliance. Where the Authorized Official is unable to certify to any of the statements in the Certified Assurances, he or she shall provide an explanation below and may attach documentation under the 'Named Attachments' form where needed.

I have read and agree to the terms and conditions of the grant.* Yes No

*****The correct Authorized Official must be the signatory on this grant for the application to be eligible for funding, please see list below.*****

The Authorized Official is the individual that has the ability to legally bind the applicant agency in a contract (e.g. Presiding Commissioner, Mayor, City Administrator, University President, State Department Director).

Authorized Official: the individual who has the authority to legally bind the applicant into a contract.

If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official (The Police Chief is NOT the Authorized Official)

If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official (The Sheriff is not the Authorized Official)

If the applicant agency is a college/university, the University President (or Campus Chancellor, if applicable) shall be the Authorized Official.


If the applicant agency is a state department, the Department/Division Director head shall be the Authorized Official.

If the applicant agency is a collage/university, the College/University President (or Campus Chancellor, if applicable) shall be the Authorized Official.

****If you are unable to determine the correct Authorized Official for your agency please contact our office at (573)751-5997, (573)522-4094, or (573)522-3455****

Authorized Official Name:*

Authorized Official Job Title:*

Date:* 

Certified Assurances (cont.)

- ▣ Select the blue link titled “SFY 2022 OSET Certified Assurances” to view the Certified Assurances

Certified Assurances

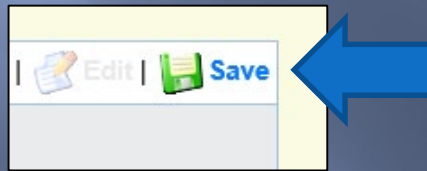
To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant attests to and/or will comply with the following Certified Assurances if the assistance is awarded:

[SFY 2022 OSET Certified Assurances](#)

I am aware that failure to comply with any of the Certified Assurances could result in funds being withheld until such time that I, the recipient, take appropriate action to rectify the incident(s) of non-compliance. Where the Authorized Official is unable to certify to any of the statements in the Certified Assurances, he or she shall provide an explanation below and may attach documentation under the 'Named Attachments' form where needed. .

Project Form (cont.)

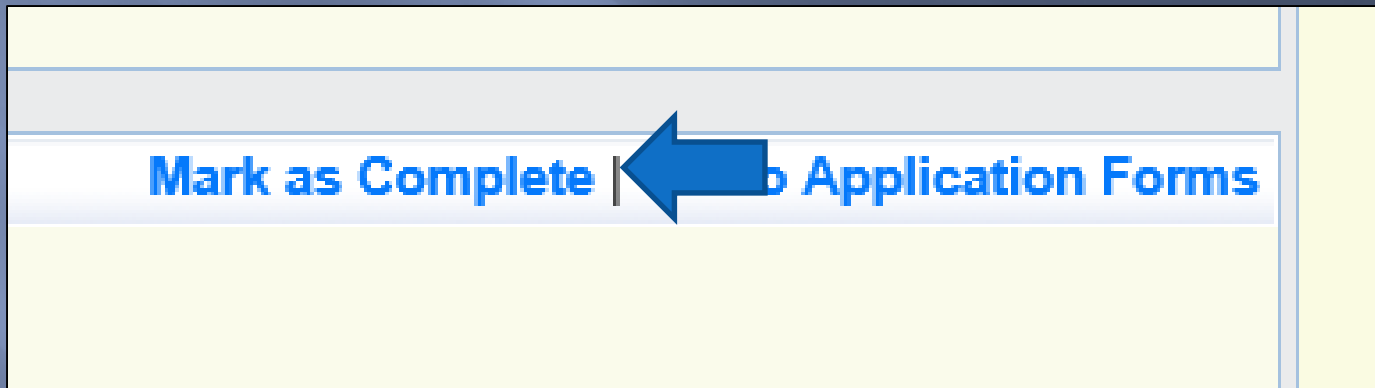
- After the form has been added select “Save” at the top of the Project Form



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

Project Form (cont.)

- ▣ When all information has been added to the Project form select “Mark as Complete”



Budget Form


Enter each budget line by selecting “Add” and completing all required information, then select “Save”

- ▣ Equipment Item – defined as tangible property having an acquisition cost of \$1,000 or more, and a useful life of more than one year. Items that do not meet the equipment definition should be requested under the Supplies category
- ▣ Supplies – Requested items that do not meet the threshold for equipment

Budget Form (cont.)

- ▣ To enter the budget, select “Add”

Budget						Create New Version Go to Application Forms Add
Line Name:	Budget Category:	Line Description:	Quantity:	Unit Cost:	Total Cost:	



Budget Form (cont.)

- To enter the budget, select “Add” and complete the required information and select “Save”

Budget	
Line Name:*	<input type="text"/>
Budget Category:*	<input type="text" value="Equipment"/> <input type="text" value="Supplies"/>
Line Description:*	<input type="text"/>
Quantity:*	<input type="text"/>
Unit Cost:*	<input type="text" value="\$0.00"/>

Budget Form (cont.)

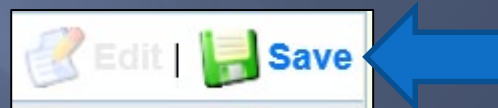
- ▣ Complete the form
 - Line Name – what is the agency requesting
 - Budget Category – Equipment or Supplies
 - Line Description – a brief description of the item being requested
 - Quantity – how many are being requested for funding
 - Unit Cost – what is the cost for each individual item

Budget Form (cont.)

- ▣ Example of Equipment

Budget	
Line Name:*	<input type="text" value="Portable Radio"/>
Budget Category:*	<input type="text" value="Equipment"/>
Line Description:*	<input type="text" value="Motorola APX8500"/>
Quantity:*	<input type="text" value="1"/>
Unit Cost:*	<input type="text" value="5500.00"/>

- ▣ Select “Save”



Budget Form (cont.)

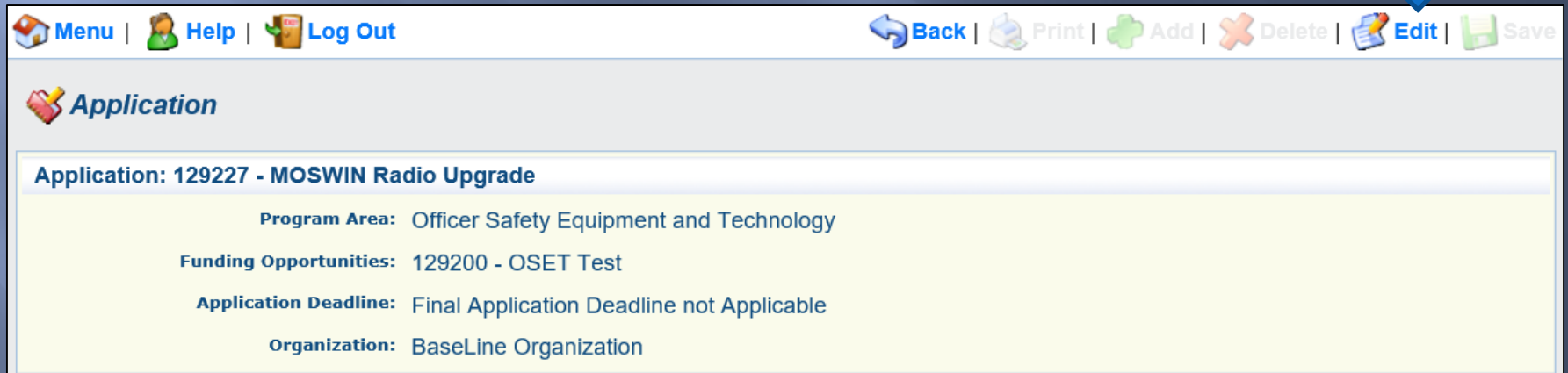
- After selecting “Save” the budget line will be added to the budget

Budget						Mark as Complete Go to Application Forms Add
Line Name:	Budget Category:	Line Description:	Quantity:	Unit Cost:	Total Cost:	
Portable Radio	Equipment	Motorola APX8500	1.0	\$5,500.00	\$5,500.00	
				\$5,500.00		
				\$5,500.00		

- Select “Add” for any additional Equipment/Supplies Items

Budget Form (cont.)

- Provide required justification for all budget lines by clicking “Edit” at top of the page
- Justification for all sections can be completed at one time



The screenshot displays a web application interface with a navigation bar at the top. The navigation bar includes icons and labels for 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. A large blue arrow points to the 'Edit' button. Below the navigation bar, the page title is 'Application'. The main content area shows the following information:

Application: 129227 - MOSWIN Radio Upgrade

Program Area: Officer Safety Equipment and Technology

Funding Opportunities: 129200 - OSET Test

Application Deadline: Final Application Deadline not Applicable

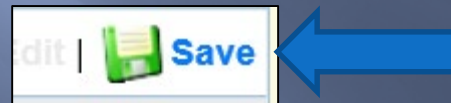
Organization: BaseLine Organization

Budget Form (cont.)

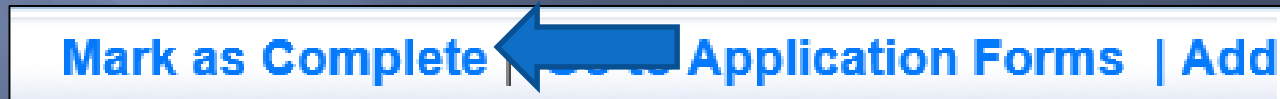
- ▣ Justification should be provided separately for each equipment line.
 - Identify what is the item(s) being requested.
 - Address how the item(s) will be used.
 - Indicate who will use the requested item(s).
 - Describe if the item(s) is a replacement, an addition, or something that the agency does not currently have.
 - Agencies applying for mobile radios, portable radios, and/or repeaters must also refer to the “Radio Interoperability Guidelines” for additional justification instructions:
<https://dps.mo.gov/dir/programs/ohs/documents/radio-interoperability-guidelines.pdf>

Budget Form (cont.)

- When the Budget and the Justification are completed select “Save”



- Select “Mark as Complete”

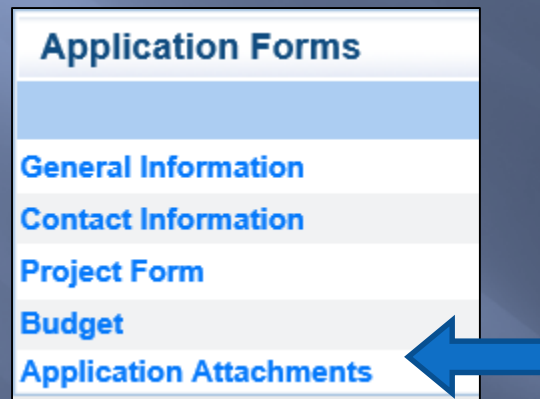


Application Attachments

- ▣ It is recommended that all applications include a quote (cost basis)
 - Examples: Vendor quotes, screenshots of website costs, etc.
- ▣ Applications that include quotes will receive an additional point in the review process

Application Attachments (cont.)

- ▣ Select “Application Attachments”



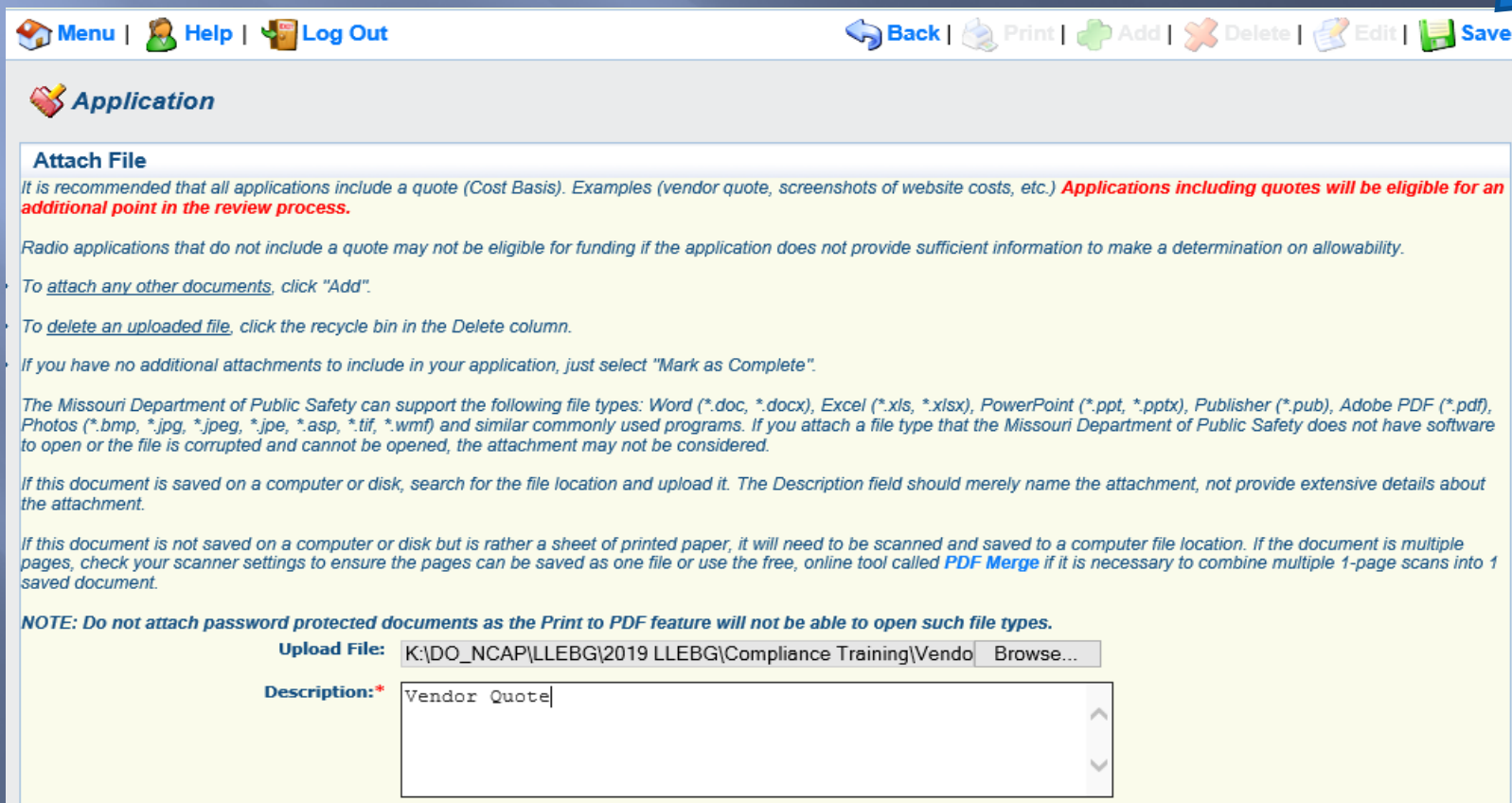
- ▣ To add an attachment select the name of the attachment

A screenshot of the "Application Attachments" table. The table has columns: Attachment, Description, File Name, Type, File Size, Date Uploaded, and Delete?. The table is divided into "Required Attachments" and "Other Attachments". A blue arrow points to the "Other Attachments" section.

Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?
Required Attachments						
Audit (If no audit is available the most recent financial statement):						
Federal Fund Schedule (If not included in the audit):						
Other Attachments						
Quote:						
Other:						
Other:						
Other:						

Application Attachments (cont.)

- ❑ Browse your computer to select document
- ❑ Add a description to identify the document in the application and select "Save"



Application

Attach File

*It is recommended that all applications include a quote (Cost Basis). Examples (vendor quote, screenshots of website costs, etc.) **Applications including quotes will be eligible for an additional point in the review process.***

Radio applications that do not include a quote may not be eligible for funding if the application does not provide sufficient information to make a determination on allowability.

To attach any other documents, click "Add".

To delete an uploaded file, click the recycle bin in the Delete column.

If you have no additional attachments to include in your application, just select "Mark as Complete".

The Missouri Department of Public Safety can support the following file types: Word (.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.jpe, *.asp, *.tif, *.wmf) and similar commonly used programs. If you attach a file type that the Missouri Department of Public Safety does not have software to open or the file is corrupted and cannot be opened, the attachment may not be considered.*

If this document is saved on a computer or disk, search for the file location and upload it. The Description field should merely name the attachment, not provide extensive details about the attachment.

If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use the free, online tool called [PDF Merge](#) if it is necessary to combine multiple 1-page scans into 1 saved document.

NOTE: Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.

Upload File: K:\DO_NCAP\LLEBG\2019 LLEBG\Compliance Training\Vendo

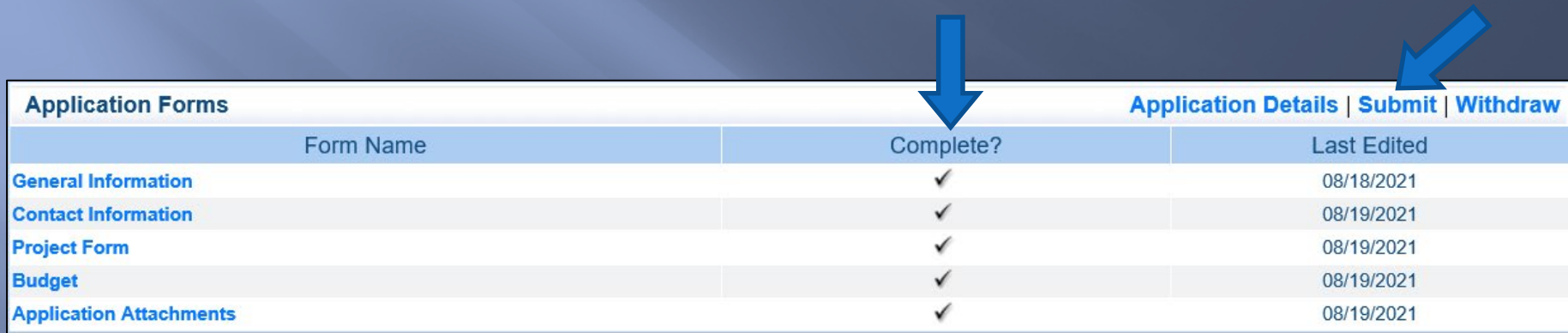
Description:*

Application Instructions

- ▣ The OSET application process is competitive, CJ/LE will not request additional information from applicants prior to the funding determination process
- ▣ Information provided in the application will be used to determine the score, to ensure that your application receives all available points please ensure that all necessary information is provided

Submission

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



Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	08/18/2021	
Contact Information	✓	08/19/2021	
Project Form	✓	08/19/2021	
Budget	✓	08/19/2021	
Application Attachments	✓	08/19/2021	

All applications must be submitted prior to the deadline of September 15, 2021 at 5:00 pm CST

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