

FY 2023(a) Residential Substance Abuse Treatment (RSAT) Program Application Workshop

Missouri Department of Public Safety (DPS)
DPS/OHS Grants



FY 2023(a) RSAT Purpose

- ▶ The purpose of the Residential Substance Abuse Treatment (RSAT) Program is to assist with developing and implementing residential substance abuse treatment programs within state correctional facilities, as well as within local correctional and detention facilities, in which inmates are incarcerated for a period sufficient to permit substance abuse treatment.
- ▶ The program encourages the establishment and maintenance of drug-free prisons and jails and developing and implementing specialized residential substance abuse treatment programs that identify and provide appropriate treatment to inmates with co-occurring mental health and substance abuse disorders or challenges.

Key Dates

3

November 6, 2025:

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

December 1, 2025:

Funding Opportunity Closes
Applications due in WebGrants by 5:00 pm CST

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

January 1, 2026:

Project Start Date

June 30, 2027:

Project End Date

August 14, 2027:

Final claim and Status Report due

FY 2023(a) RSAT Eligible Applicants

- ▶ Eligible Applicants:
 - ▶ Any unit of state or local government within Missouri
- ▶ Reference the Notice of Funding Opportunity for additional detail:

[Residential Substance Abuse Treatment Grant](#)

Login

- ▶ To begin an application log into the WebGrants System
 - ▶ Returning users or organizations
 - ▶ Enter User ID
 - ▶ New users select “Click here to Register”

Login

Enter your user id and password

User ID

Password

SIGN IN

[Forgot User ID?](#) [Reset Password?](#)

[Click here to Register](#)

New Users

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

Registration

Save Registration Information

Personnel Contact Information

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

Name:
Salutation First Name Middle Last Name

Job Title*:

Email*:

Mailing Address*:

City State/Province Postal Code/Zip

Phone*:
Phone Ext.
####

Fax:
####

Copy Personnel Information to Organization?:

Organization Information

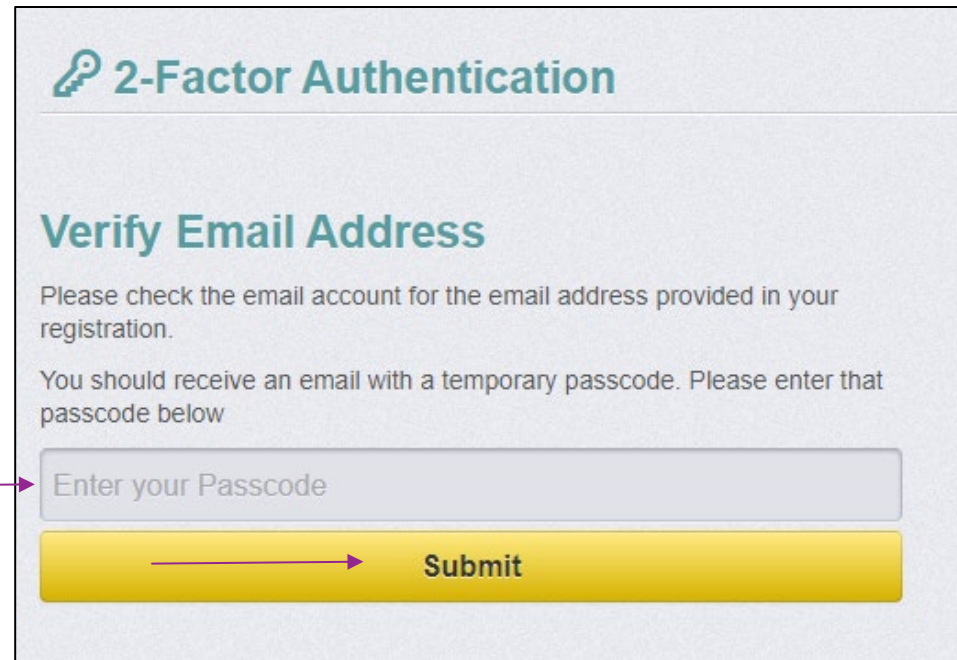
IMPORTANT: Check YES that you are affiliated with an Organization and enter the details for the Organization you represent which intends to apply for grant funds. Your profile will be linked to that Organization so you can conduct business on its behalf within this grant system.

Are you Affiliated with an Organization*:

Applicant Agency*:

Two-Step Verification

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



The screenshot shows a web interface for 2-Factor Authentication. At the top, there is a header with a key icon and the text "2-Factor Authentication". Below this is a section titled "Verify Email Address". The text in this section reads: "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". There is a text input field with the placeholder text "Enter your Passcode". Below the input field is a yellow button with the text "Submit". A purple arrow points from the left side of the slide to the input field, and another purple arrow points from the left side of the slide to the "Submit" button.

2-Factor Authentication

Verify Email Address

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

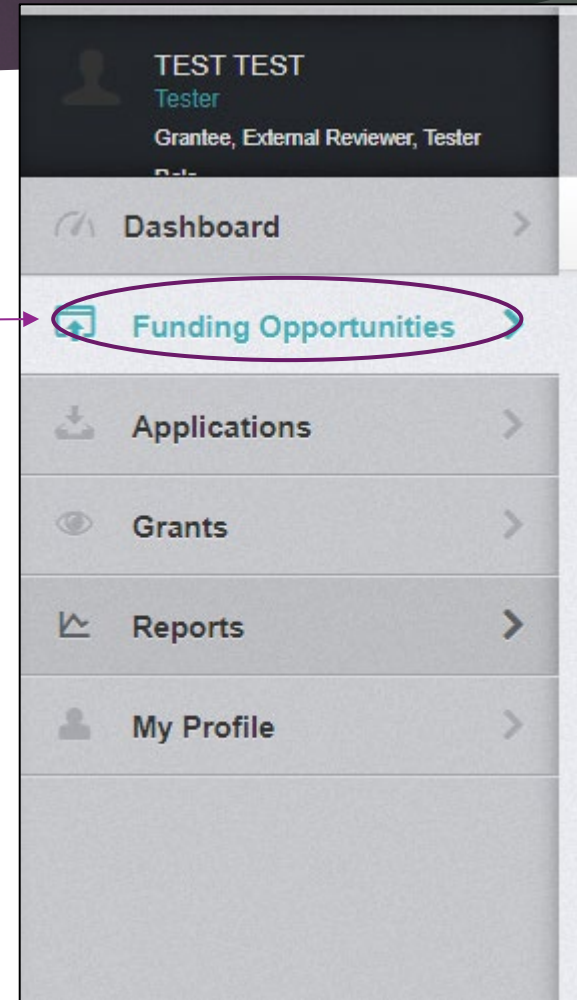
You should receive an email with a temporary passcode. Please enter that passcode below

Enter your Passcode

Submit

RSAT Grant Application

- ▶ Select “Funding Opportunities”



Funding Opportunities

- ▶ Select the “FY 2023(a) Residential Substance Abuse Treatment” Funding Opportunity
- ▶ Review the Funding Opportunity details including:
 - ▶ Description
 - ▶ Attachments
 - ▶ FY 2023(a) RSAT Certified Assurances
 - ▶ FY 2023(a) RSAT Notice of Funding Opportunity
 - ▶ FY 2023(a) RSAT Application Workshop
 - ▶ Website Links
 - ▶ DPS RSAT Website: <https://dps.mo.gov/dir/programs/dpsgrants/rsat.php>

Funding Opportunities

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



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

FY 2023(a) RSAT Application Forms

- ▶ The FY 2023(a) RSAT Application will include the following forms:
 - ▶ General Information Form
 - ▶ Contact Information Form
 - ▶ Project Form RSAT
 - ▶ Budget
 - ▶ Named Attachments 2023(a)+

General Information Form

- ▶ Complete the entire form as indicated:
 - ▶ **Project Title:** Enter “2023(a) RSAT – Agency name” (i.e. 2023(a) RSAT – Holiday Hills)
 - ▶ **Primary Contact:** Select the desired contact from the drop-down field
- ▶ Select “Save Form Information”

The screenshot shows a web form titled "Application - General Information". In the top right corner, a green button labeled "Save Form Information" is circled in purple, with a purple arrow pointing to it from the left. Below the title, a light blue box contains the text: "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." The form fields are as follows: "Application Title*" is a text input field containing "FY 2023 (a) RSAT - Holiday Hills" with a purple arrow pointing to it from the left; "Primary Contact*" is a dropdown menu with "TEST TEST" selected; "Organization*" is a dropdown menu with a list of options: "Audit OVC", "Cassie Tester", "Chelse Dowell", "System Administrator", "Tena Malone", "TEST TEST" (highlighted in blue), and "Tester2 Tester2", with a purple arrow pointing to it from the left; "Additional Contacts*" is a label with no input field visible.

General Information cont.

- ▶ **Organization:** Select the desired contact 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: 50285

Program Area: Residential Substance Abuse Treatment

Funding Opportunity: 50272-FY 2023(a) Residential Substance Abuse Treatment (RSAT) TEST

Application Stage: Final Application

Application Status: Editing

Application Title: FY 2023 (a) RSAT - Holiday Hills

Primary Contact: TEST TEST

Organization: BaseLine Organization

Additional Contacts: BaseLine Organization

Illinois
Iowa
Kansas
Nebraska
State of Arkansas

RSAT Application Forms

- ▶ When the General Information component has been completed, the Application Forms components will appear
- ▶ Each form must be completed and “Marked as Complete” before the application can be submitted

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	✓	Nov 6, 2025 1:08 PM - TEST TEST
Contact Information	-	-
Project Form RSAT	-	-
Budget	-	-
Named Attachments 2023(a)+	-	-

Contact Information Form

- ▶ This form will collect information for the applicant agency contacts:
 - ▶ **Authorized Official:** (Presiding Commissioner, County Executive, Mayor, etc.)
 - ▶ **Project Director:** (Sheriff, or Chief of Police/Colonel)
 - ▶ **Fiscal Officer:** (Treasurer, Director of Finance, or person of similar duty)
 - ▶ **Point of Contact:** (individual that will act as the supervisor of the proposed project, if different from the Project Director)

Contact Information Form cont.

 **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 (Mr.Ms.etc) First Name Last Name

Job Title*:

Agency*:

Mailing Address*:

Street Address 1:

Street Address 2:

City State Zip Code

Email*:

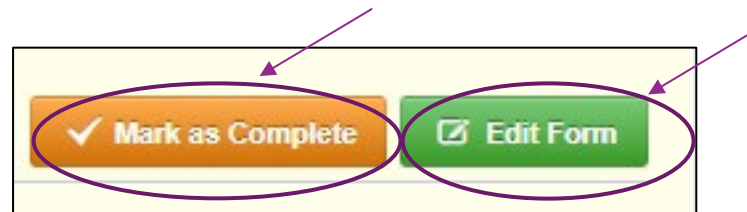
Phone*:

Contact Information

- ▶ Select “Save Form ”, when the form has been completed



- ▶ If edits are necessary, select “Edit Form”
 - ▶ Save the form, once all edits have been made
- ▶ Select “Mark as Complete”



RSAT Application Forms

- ▶ When the Contact Information component has been completed, the Application Forms components will appear
- ▶ Select “Project Form RSAT”

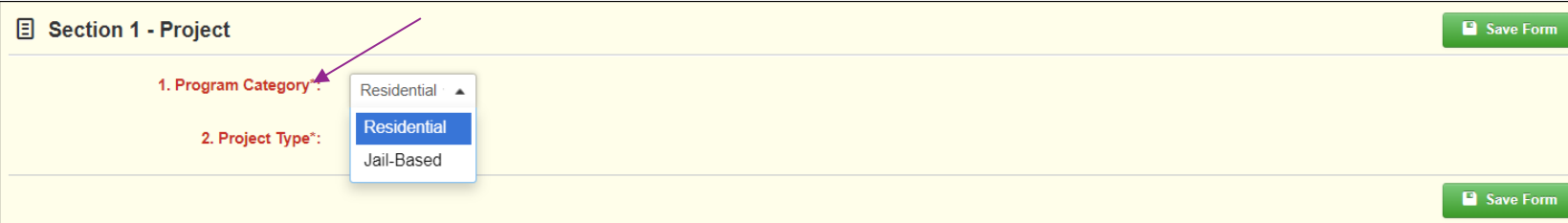
Component	Complete?	Last Edited
Application Details		
Application cannot be Submitted Currently <ul style="list-style-type: none">• Application Budget is lower than the allowable limit• Application components are not complete		
General Information	✓	Nov 6, 2025 1:08 PM - TEST TEST
Contact Information	✓	Nov 6, 2025 1:17 PM - TEST TEST
Project Form RSAT	-	-
Budget	-	-
Named Attachments 2023(a)+	-	-

Project Form RSAT

▶ Section 1 – Project:

▶ 1. Select the Program Category:

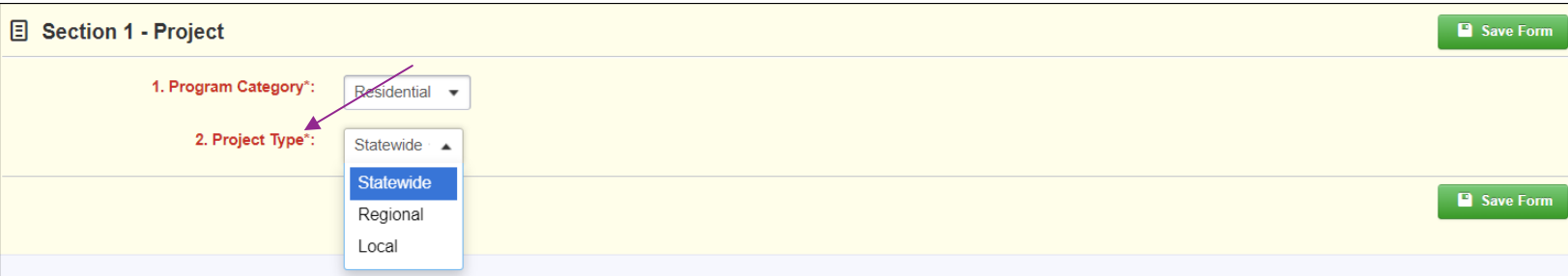
- ▶ Residential
- ▶ Jail-Based



The screenshot shows a form titled "Section 1 - Project". It has two fields: "1. Program Category:" and "2. Project Type:". The "1. Program Category:" dropdown menu is open, showing three options: "Residential", "Residential", and "Jail-Based". The first "Residential" option is highlighted in blue. A purple arrow points to the dropdown menu. There are two green "Save Form" buttons, one in the top right and one in the bottom right.

▶ 2. Select Project Type:

- ▶ Statewide
- ▶ Regional
- ▶ Local



The screenshot shows the same form titled "Section 1 - Project". The "1. Program Category:" dropdown menu is now closed and shows "Residential". The "2. Project Type:" dropdown menu is open, showing four options: "Statewide", "Statewide", "Regional", and "Local". The first "Statewide" option is highlighted in blue. A purple arrow points to the dropdown menu. There are two green "Save Form" buttons, one in the top right and one in the bottom right.

Project Form RSAT cont.

▶ Section 2 – Program Requirements

- ▶ Questions 3 – 5 select “Yes/No”
- ▶ Question 5.a: Please explain in the narrative provide, how you are meeting Question 5 requirement or why you cannot meet the requirement

The screenshot shows a web-based form titled "Section 2 - Program Requirements". At the top right, there is a green "Save Form" button. Below the title, a light blue banner contains the instruction: "The following questions are used to determine if the proposed project meets all of the criteria for this grant program. Please answer each question." The form contains three numbered questions, each with a "Yes" and "No" button:

- 3.** The RSAT Program requirements to support and implement a residential program, which engages inmates for a period of between 6 and 12 months, and a jail-based program, which engages inmates for at least 3 months. Does your proposed project meet this criteria?*:
- 4.** Does your proposed project require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing, and for former participants while they remain in the custody of the state or local government?*:
- 5.** Does your proposed project provide residential treatment facilities set apart—in a separate facility or dedicated housing unit in a facility exclusively for use by RSAT participants—from the general correctional population?*:

Below question 5, there is a sub-question **5.a.** with a text input field:

5.a. Please explain how you are meeting this requirement, or why you cannot meet this requirement:

Project Form RSAT cont.

- ▶ Section 2 cont.
 - ▶ Question 6, select “Yes/No”
 - ▶ Question 7, if you answered “No” to any of the questions 3-6, please explain in the narrative

6. Does your proposed project ensure that individuals who participate in the BJA-funded substance abuse treatment program will be provided with aftercare services when they leave incarceration?*

Yes No

7. If you answered no to any of the questions 3-6, please explain :



Project Form RSAT cont.

- ▶ Section 3 - Project Description:
 - ▶ 8. Project Summary:
 - ▶ Provide a summary of your proposed project
 - ▶ Include:
 - ▶ Services to be provided by the project; who will receive the services, who will provide those services

The screenshot shows a web-based form titled "Section 3 - Project Description". At the top right, there is a green "Save Form" button. The main content area is light yellow and contains the following text:

Please provide a summary of your proposed project, include the following in the summary:

Summary of the project. (Include: Services to be provided by the project; who will receive the services?, who will provide the services?)
Why is this program necessary? (May include: statistics; demographic and geographic information; lack of resources)

8. Project Summary:

Below the text is a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent, text color, background color), alignment, and other functions. The editor is currently empty. At the bottom right of the editor, a status bar displays "Paragraphs: 0, Words: 0, Characters (with HTML): 0".

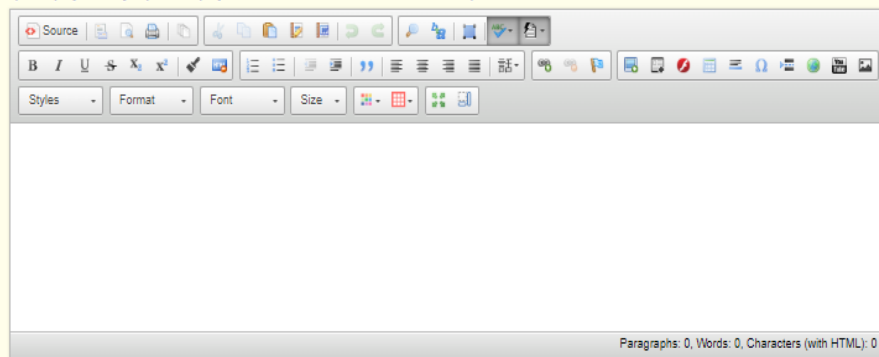
Project Form RSAT cont.

- ▶ Section 3 - Project Description cont.
 - ▶ 9. After-care Services:
 - ▶ Provide a description of the after-care services to be provided by your proposed project
 - ▶ Fully explain how the project will meet the requirements

Per 34 U.S.C. 10422(c), in order to be eligible for funding under the RSAT Program, an agency shall ensure that individuals who participate in the substance abuse treatment program with assistance provided under this program be provided with aftercare services. These services must involve coordination between the correctional treatment program and other social service and rehabilitation programs such as education and job training, parole supervision, halfway house, self-help, and peer group programs. To qualify as an aftercare program, the head of the substance abuse treatment program must work in conjunction with state and local authorities and organizations involved in substance abuse treatment to place program participants into community substance abuse treatment facilities upon their release. In addition, states should coordinate these activities with any SAMHSA-funded state and/or local programs that address the needs of this target population. A state may use amounts received for community reintegration if the chief executive officer of the state certifies that the state is providing, and will continue to provide, an adequate level of residential treatment services.

Provide a description of the after-care services to be provided by your proposed project. Fully explain the project and how it will meet the above listed requirement.

9. After-care Services*:



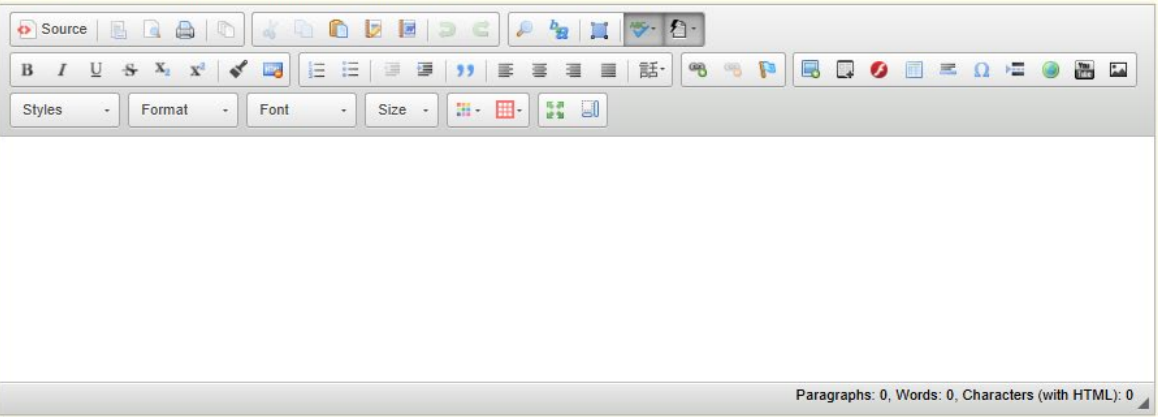
The image shows a rich text editor interface with a toolbar containing various icons for text formatting, alignment, and insertion. Below the toolbar is a large, empty text area for entering content. At the bottom right of the editor, a status bar displays the text: "Paragraphs: 0, Words: 0, Characters (with HTML): 0".

Project Form RSAT cont.

- ▶ Section 3 - Project Description cont.:
 - ▶ 10. Goals and Objectives:
 - ▶ Goals: the projects desired results
 - ▶ Goals should be clearly stated, realistic and achievable
 - ▶ Objectives: the incremental steppingstones to achieve each goal
 - ▶ Objectives must be both measurable and achievable

Please use this section to explain the expectations of the proposed project. Please list below the Goals and Objectives. Goals: The projects desired results. Goals should be clearly stated, realistic and achievable.
Objectives: The incremental stepping stones to achieve each goal. The objectives must be both measurable and achievable.

10. Goals and Objectives *:



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

Project Form RSAT cont.

- ▶ Section 4 - Risk Assessment:
 - ▶ Answer question 11-15
 - ▶ These questions will be used by DPS/OHS Grants to complete a Risk Assessment

Section 4 - Risk Assessment and Audit

The following questions will be used by MO DPS to complete a risk assessment. It is a federal grant requirement that this assessment be completed.

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

11.a. If you answered yes to Question # F.1, please list the name(s) of new personnel and their title(s):

12. Does the applicant agency have a new fiscal or time accounting system that will be used on this award?* Yes No

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

13.a. If you answered yes to Question # F.3, please list the direct Federal awards the agency receives.:

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

13.b.2. If you answered yes to Question #13.b, please list the direct awards that were monitored and indicate if there were any findings or recommendations.:

14. Has the Applicant Agency exceeded the federal expenditure threshold of \$750,000 in federal funds during agency's last fiscal year?* Yes No

15. Date last audit completed MM/DD/YYYY:

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

Project Form RSAT cont.

- ▶ Section 5 – Certified Assurances
 - ▶ Authorized Official must be one of the following:
 - ▶ 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, this includes Fire Protection Districts

Project Form RSAT cont.

► Section 5 cont.

Section 5 - 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:

[2023 RSAT Certified Assurances](#)

In order to be considered eligible for funding, the correct Authorized Official must be designated and have knowledge of the certified assurances associated with this funding opportunity.

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 under the supervision of a board, the Board Chair or Board President shall be the Authorized Official

****THIS IS NOT AN ALL-INCLUSIVE LIST. IF YOUR AGENCY DOES NOT FALL INTO ONE OF THE CATEGORIES LISTED ABOVE OR YOU ARE UNSURE OF WHO THE AUTHORIZED OFFICIAL SHOULD BE FOR YOUR AGENCY, PLEASE CONTACT THE MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS)/OFFICE OF HOMELAND SECURITY (OHS) AT (573) 522-6125****

Authorized Official Name*:

Authorized Official Job Title*:

Date *:

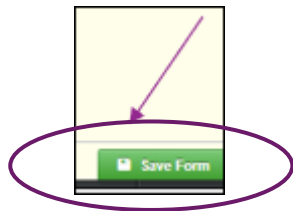
Name of Person Completing This Form*:

Save Form

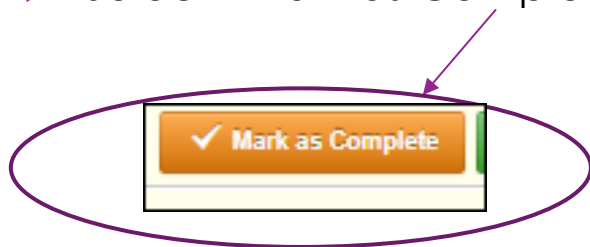
Project Form RSAT cont.

- ▶ When the form has been completed:

- ▶ Select "Save Form"



- ▶ Select "Mark as Complete"



RSAT Application Forms

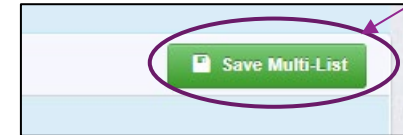
- ▶ When the Project Form RSAT component has been completed, the Application Forms components will appear
- ▶ Select “Budget”

Component	Complete?	Last Edited
Application cannot be Submitted Currently <ul style="list-style-type: none">• Application Budget is lower than the allowable limit• Application components are not complete		
General Information	✓	Nov 6, 2025 1:08 PM - TEST TEST
Contact Information	✓	Nov 6, 2025 1:17 PM - TEST TEST
Project Form RSAT	✓	Nov 6, 2025 1:52 PM - TEST TEST
Budget	-	-
Named Attachments 2023(a)+	-	-

Budget

- ▶ Budget
 - ▶ The budget opens in “Edit” status, you can complete the Budget Justificaiton first before adding in the requested items or you can select “Save Multi-List” to add each budget item

- ▶ To add budget lines, select “Save Multi List”



- ▶ Select “Add Row” to enter each budget line, which is recommended





Budget cont.

- ▶ **Budget Line Category:** Select from the drop-down box, which budget category the request item falls in
- ▶ **Line Name:** Should be a brief description of what the budget line is requesting (i.e. Personnel, Personnel Benefits, etc.)
- ▶ **Line Description:** Description of the budget line (i.e. (3) Personnel, FICA/Medicare, Medical Insurance & Dental Insurance)
- ▶ **Total Funds for Budget Line:** This should be the total amount of the funds requested for the listed budget line

NOTE: Each piece of equipment being requested will need a separate budget line


Budget cont.

- ▶ For each budget line select one (1) of the eight eligible (8) budget categories from the dropdown menu:

 **Budget** 

To include lines in your budget, click "Add". If the project includes more than one budget line, repeat this step for each budget line.

Budget Line Category*:	<input type="text"/>
Line Name*:	<input type="text"/>
Description*:	<input type="text"/>
Amount of Grant Funds Requested*:	<input type="text"/>



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

Budget cont.

- ▶ **Match funds for this budget line:**

- ▶ Federal funds awarded under RSAT may not cover more than 75% of the total costs of the project:
 - ▶ Cash match:
 - ▶ Includes cash spent for the project-related costs
 - ▶ In-Kind Match:
 - ▶ Includes, but not limited to, the valuation of in-kind services (i.e. value of donated services)

Budget cont.

- ▶ To edit a budget line, select the hyperlink of the line you wish to edit, or select “Edit All Rows” for a mass edit of all lines as well as the budget justification

Budget - Multi-List + Add Row Edit All Rows

To include lines in your budget, click "Add". If the project includes more than one budget line, repeat this step for each budget line.

Budget Line Category	Line/Name	Line Description	Total Funds for Budget Line	Match funds for this budget line	Federal Award Amount
1. Personnel	Amelia Jaegers	Salary	\$75,000.00	\$7,500.00	\$67,500.00
Subtotal			\$75,000.00	\$7,500.00	\$67,500.00
2. Personnel Benefits	Benefits	F/M; Retirement; Medical, Eye and Dental Insurances; Workers Comp	\$48,750.00	\$4,875.00	\$43,875.00
Subtotal			\$48,750.00	\$4,875.00	\$43,875.00
3. Overtime Personnel	Overtime	Overtime 200 hours	\$5,000.00	\$500.00	\$4,500.00
Subtotal			\$5,000.00	\$500.00	\$4,500.00
4. Overtime Benefits	Overtime Benefits	F/M; Retirement; WC	\$700.00	\$100.00	\$600.00
Subtotal			\$700.00	\$100.00	\$600.00
5. Travel/Training	AMB Confrenece	Registration fees 1 employee	\$150.00	\$0.00	\$150.00
5. Travel/Training	Mileage Reimbursement	\$0.70 per mile	\$7,000.00	\$0.00	\$7,000.00
Subtotal			\$7,150.00	\$0.00	\$7,150.00
6. Equipment	Equipment ABC	Equipment ABC	\$150,000.00	\$1,500.00	\$148,500.00
6. Equipment	Equipment #2	Equipment #2	\$85,000.00	\$9,000.00	\$76,000.00
Subtotal			\$235,000.00	\$10,500.00	\$224,500.00
7. Supplies/Operations	Operational Cost	Office Supplies	\$1,200.00	\$0.00	\$1,200.00
Subtotal			\$1,200.00	\$0.00	\$1,200.00
8. Contractual	Contractual Consultant	\$650.00 per hours	\$2,600.00	\$0.00	\$2,600.00
Subtotal			\$2,600.00	\$0.00	\$2,600.00
			\$375,400.00	\$23,475.00	\$351,925.00

Budget cont.

- ▶ Budget Justification: Please provide a separate justification for each budget line
 - ▶ **The Justification for each line should include the following:**
 - ▶ Justify why each requested budget line is necessary for the success of the proposed project
 - ▶ Cost basis for the budget line request
 - ▶ **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 basis 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 cont.

- ▶ Justification
 - ▶ To add the Justification(s), select “Edit Form” at the top of the Justification section



Budget cont.

- ▶ Justification cont.
- ▶ Justification Example

Budget Justification

Budget Justification*

(For each budget line requested please provide a separate justification.)

The Justification for each line should include the following:

1. Justify why each requested budget line is necessary for the success of the proposed project.
2. Cost Basis for the budget line request.

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.

Personnel and Personnel Overtime:

Justify why each requested budget line is necessary for the success of the proposed project. Cost basis for each budget line requested.

Description of job responsibilities the individual will be expected to perform for this project/program.

Benefit and Overtime Benefits:

Justify why each requested budget line is necessary for the success of the proposed project. Cost basis for each budget line requested.

List which benefits are included and the rate of each benefit.

Travel/Training:

Justify why each requested budget line is necessary for the success of the proposed project. Cost basis for each budget line requested.

List each training separately in the budget and in the justification provide the cost breakdown for the training (Registration, hotel, per diem, etc.)

Equipment:

Justify why each requested budget line is necessary for the success of the proposed project. Cost basis for each budget line requested.

In justification please include if the item is new or a replacement, and who will be using the equipment.

Supplies/Operations:

Justify why each requested budget line is necessary for the success of the proposed project. Cost basis for each budget line requested.

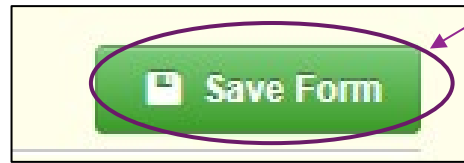
Contractual:

Justify why each requested budget line is necessary for the success of the proposed project. Cost basis for each budget line requested.

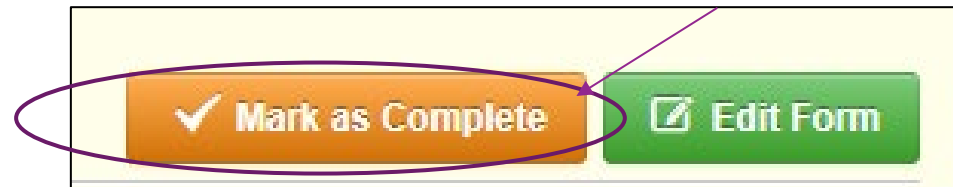
Provide the dates of service for any contracts or contracted services

Budget cont.

- ▶ Select “Save Form” or “Save Multi-list”, when the form has been completed

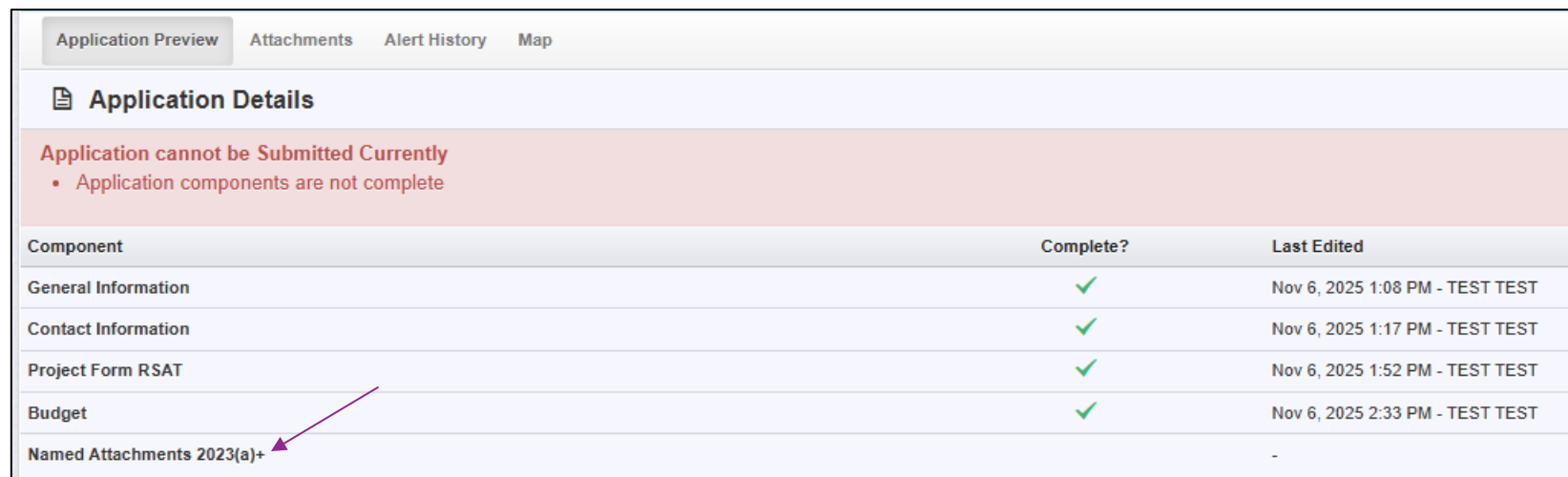


- ▶ Select “Mark as Complete”



RSAT Application Forms

- ▶ When the “Budget” component has been completed, the Application Forms components will appear
- ▶ Select “Named Attachments 2023(a)+”



The screenshot displays the 'Application Preview' section of a web application. At the top, there are navigation tabs: 'Application Preview' (selected), 'Attachments', 'Alert History', and 'Map'. Below the tabs is a section titled 'Application Details' with a document icon. A red banner message states: 'Application cannot be Submitted Currently' with a sub-bullet 'Application components are not complete'. Below this is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The table lists five components: 'General Information', 'Contact Information', 'Project Form RSAT', 'Budget', and 'Named Attachments 2023(a)+'. The 'Budget' component is marked as complete with a green checkmark. A purple arrow points to the 'Named Attachments 2023(a)+' component, which is currently incomplete.

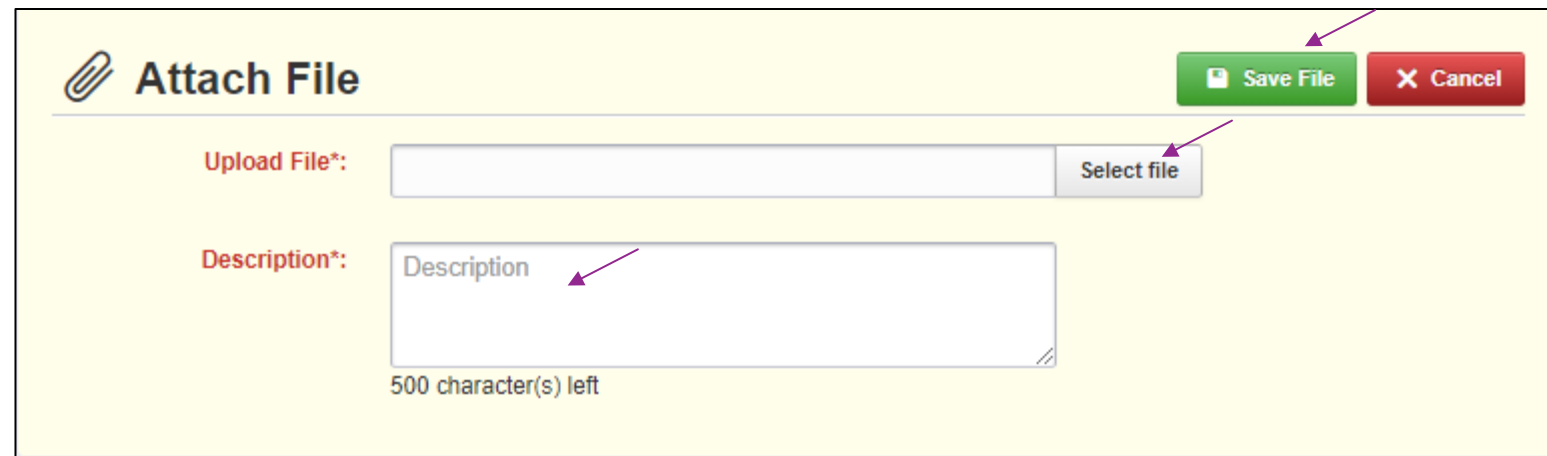
Component	Complete?	Last Edited
General Information	✓	Nov 6, 2025 1:08 PM - TEST TEST
Contact Information	✓	Nov 6, 2025 1:17 PM - TEST TEST
Project Form RSAT	✓	Nov 6, 2025 1:52 PM - TEST TEST
Budget	✓	Nov 6, 2025 2:33 PM - TEST TEST
Named Attachments 2023(a)+		-

Named Attachments 2023(a)+

- ▶ Attach the **required** attachment:
 - ▶ Audit/Financial Statement
- ▶ Attach any additional documents that are important:
 - ▶ Quotes
 - ▶ Any additional supporting documents

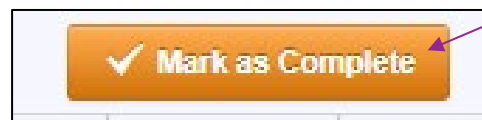
Named Attachments 2023(a)+ cont.

- ▶ Browse your computer to attach the document
- ▶ Give a brief description of the file
- ▶ Select “Save File”



The screenshot shows a form titled "Attach File" with a paperclip icon. At the top right, there are two buttons: a green "Save File" button and a red "Cancel" button. Below the title, there is a section for "Upload File*" with a text input field and a "Select file" button. Below that is a section for "Description*" with a text area containing the word "Description" and a character count of "500 character(s) left". Three purple arrows point to the "Save File" button, the "Select file" button, and the text area.

- ▶ Select “Mark as Complete”



Submit Application

- ▶ View that all forms have been checked as “Complete”
 - ▶ It is recommended that you have another person review the application for clarity and competition

Application Preview Attachments Alert History Map

Application Details

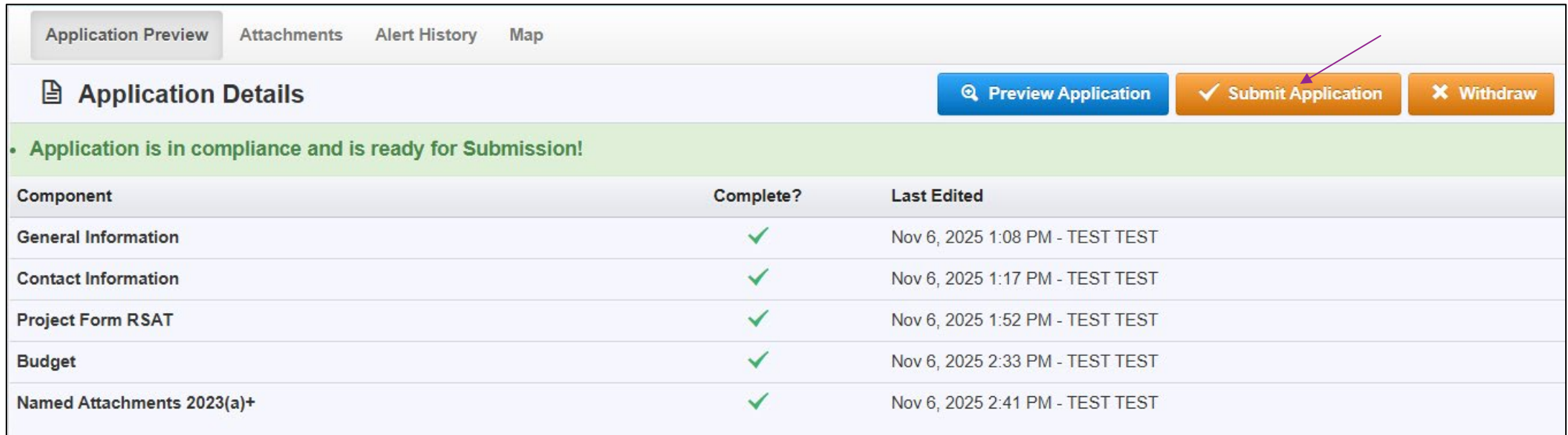
Preview Application Submit Application Withdraw

• Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Nov 6, 2025 1:08 PM - TEST TEST
Contact Information	✓	Nov 6, 2025 1:17 PM - TEST TEST
Project Form RSAT	✓	Nov 6, 2025 1:52 PM - TEST TEST
Budget	✓	Nov 6, 2025 2:33 PM - TEST TEST
Named Attachments 2023(a)+	✓	Nov 6, 2025 2:41 PM - TEST TEST

Submit Application cont.

- ▶ Select "Submit Application"

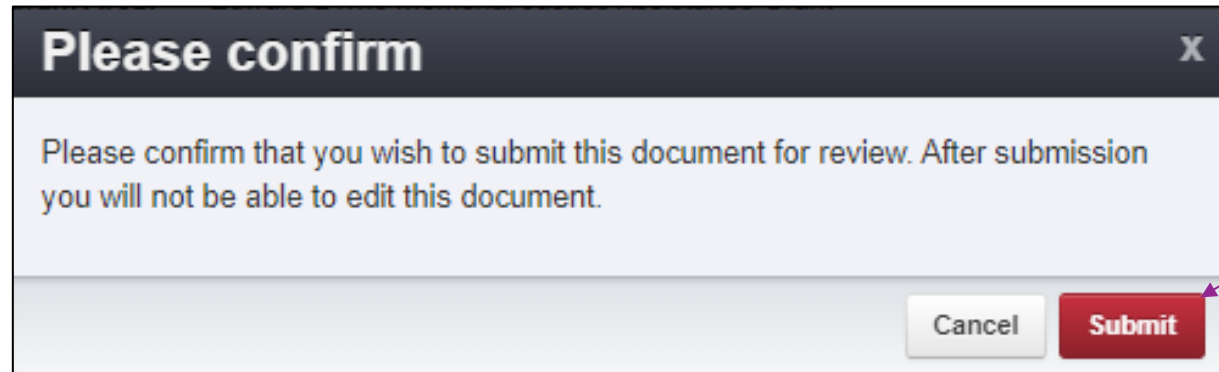


The screenshot shows a web application interface for submitting an application. At the top, there are tabs for 'Application Preview', 'Attachments', 'Alert History', and 'Map'. Below the tabs, the title 'Application Details' is displayed. To the right of the title are three buttons: 'Preview Application' (blue), 'Submit Application' (orange, highlighted with a red arrow), and 'Withdraw' (orange). Below the buttons, a green banner indicates 'Application is in compliance and is ready for Submission!'. Below the banner is a table with three columns: 'Component', 'Complete?', and 'Last Edited'.

Component	Complete?	Last Edited
General Information	✓	Nov 6, 2025 1:08 PM - TEST TEST
Contact Information	✓	Nov 6, 2025 1:17 PM - TEST TEST
Project Form RSAT	✓	Nov 6, 2025 1:52 PM - TEST TEST
Budget	✓	Nov 6, 2025 2:33 PM - TEST TEST
Named Attachments 2023(a)+	✓	Nov 6, 2025 2:41 PM - TEST TEST

Submit Application cont.

- ▶ A pop-up box will ask if you are sure, you are ready to submit, if you are sure, select “Submit”



Submit Application cont.

- ▶ The Primary Contact from the General Information component will receive a confirmation email stating that the application has been submitted

From: dpswebgrants@dps.mo.gov <dpswebgrants@dps.mo.gov>

Sent: Wednesday, September 18, 2024 8:49 AM

To: dpswebgrants@dps.mo.gov <dpswebgrants@dps.mo.gov>

Subject: WebGrants - Missouri Department of Public Safety - Application - #34174 - Submitted

**** DO NOT RESPOND TO THIS EMAIL ****

The following Application has been submitted:

Application Number: 34174

Project Title: JAG 23(a) - Missouri Department of Public Safety (DPS)

Program Area: Edward Byrne Memorial Justice Assistance Grant

Applicant Agency: BaseLine Organization

Primary Contact: TEST TEST

If this email requires your attention, you may log into the WebGrants grants management system at <https://dpsgrants.dps.mo.gov>. You can view or print a copy of the submitted application under the "My Applications" module.

You may now log into the WebGrants system at the following location:

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

Important Dates

- ▶ Application Period: November 6, 2025 – December 1, 2025, at 5:00 pm CST
- ▶ Program Start Date: January 1, 2026
- ▶ Program End Date: June 30, 2027

Contacts

For any questions, please contact our office:

▶ Elizabeth Leuckel

- ▶ Grant Specialist
- ▶ (573) 751-1318
- ▶ elizabeth.leuckel@dps.mo.gov

▶ Chelsey Call

- ▶ Grants Program Supervisor
- ▶ (573) 526-9203
- ▶ chelsey.call@dps.mo.gov

▶ Joni McCarter

- ▶ Program Manager
- ▶ (573) 526-9020
- ▶ joni.mccarter@dps.mo.gov