

State Crisis Intervention Program (SCIP) Crisis Intervention Program (CIPG) Local Court Crisis Intervention Program (LCCIP)

FY 2024 Application Workshop
Missouri Department of Public Safety
DPS Grants



2024 SCIP Introduction

- ▶ The State Crisis Intervention Program Grant (SCIP) will further the Missouri Department of Public Safety (DPS) and the U.S. Department of Justice's mission in assisting state and local efforts to prevent or reduce crime and violence, with a particular focus on gun related violence and the programs and initiatives that target the risk factors that are likely to lead to this kind of violence. The SCIP will provide funding for communications, education and awareness for outreach to communities for state agencies regarding the creation and/or implementation of state crisis intervention court proceedings, and related gun violence reduction programs/initiatives.
- ▶ The SCIP Program is administered by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), and Bureau of Justice Assistance (BJA). The Missouri Department of Public Safety (DPS) is the governor-appointed State Administering Agency (SAA) of the SCIP funds

Program Descriptions, cont.

FY 2024 State Crisis Intervention Program (SCIP)

- ▶ The State Crisis Intervention Program (SCIP) is available to Missouri state government agencies through the Missouri Department of Public Safety. This opportunity will allow the Missouri Department of Public Safety to partner with other state agencies to fund efforts to prevent or reduce crime and violence, with a particular focus on gun related violence, and programs and initiatives that target risk factors likely to lead to gun related violence.

FY 2024 Local Court Crisis Intervention Program Grant (LCCIP)

- ▶ The Missouri Department of Public Safety's primary objective in awarding LCCIP funding is to partner with courts to fund local efforts to prevent or reduce crime and violence with particular focus on gun related violence and programs and initiatives that target the risk factors that are likely to lead to violence.

Program Descriptions, cont.

FY 2024 Crisis Intervention Program Grant (CIPG)

- ▶ The Crisis Intervention Program Grant (CIPG) is available to local governmental agencies through the Missouri Department of Public Safety. This opportunity will allow the Missouri Department of Public Safety to partner with local agencies such as, but not limited to, law enforcement, prosecutor's offices, court systems, public defenders' offices and public health agencies to fund efforts to prevent or reduce crime and related violence, with a particular focus on gun violence, and programs and initiatives that target the risk factors that are likely to lead to gun related violence.

Program Descriptions, cont.

- ▶ For all three grant programs, funding may be used for related programs or initiatives including certain court-based programs, programs that deflect individuals to behavioral health services, and gun safety programs such as, but not limited to:
 - ▶ Develop processes to identify, triage and connect court-involved people in crisis to services
 - ▶ Expand the capacity of existing drug, mental health, and veterans' treatment courts, including to assist clients who are most likely to commit or become victims of gun crimes
 - ▶ Implementing or expanding domestic violence courts focused on those at risk for gun related violence
 - ▶ Embed social workers in prosecutor, public defender and/or courts agencies to provide screening, assessment, and referral to services for people in crisis, such as court-based navigators
 - ▶ Prosecutor, pretrial, or court diversion programs
 - ▶ Development and implementation of validated gun violence risk assessment tools, enhancement of existing tools and service case management and navigation programs to assess the risks and needs of clients and connect them to critical services to mitigate their risk of gun violence and enhance their access to effective interventions
 - ▶ Community courts that connect people in crisis with community resources
 - ▶ Programming and training on domestic violence cases and related protection orders, including relinquishment of firearms
 - ▶ Threat assessment training for prosecutors, judges, law enforcement, and public defenders. Behavioral health deflection for those at risk to themselves or others

Program Descriptions, cont.

- ▶ Referrals to **Community-based Services for People in Crisis** (see the National Guidelines for Behavioral Health Crisis Care Best Practice Toolkit and Guidance for Emergency Responses to People with Behavioral Health or Other Disabilities):
 - ▶ Pre-arrest Law enforcement and first responder deflection
 - ▶ Assertive community treatment
 - ▶ Behavioral threat assessment programs and related training
 - ▶ Triage services, mobile crisis units (both co-responder and civilian only), and peer support specialist
 - ▶ Suicide and crisis prevention and referral to services
 - ▶ Technological supports such as smartphone applications to help families and patients navigate mental health and related systems and telehealth initiatives, including technology solutions for telehealth visits outside the hospital
 - ▶ De-escalation training for law enforcement, first responders and other justice practitioners
 - ▶ Embedding social workers with law enforcement and co-responder programs
 - ▶ Specialized training for individuals who work with or are in families of adults and youth who are in crisis
 - ▶ Related law enforcement-based programs, training, and technology, focused on crisis intervention for those at risk to themselves or others

Program Descriptions, cont.

- ▶ **Funding for Law Enforcement Crisis Intervention Programs or Initiatives:**
 - ▶ Development and or delivery of specialized training, including crisis response and intervention training (CRIT), and overtime for officers to attend such training
 - ▶ Training for school resource officers on identifying youth at risk for firearm violence
 - ▶ Supplies, equipment, technology, and training to safely secure, store, track, and return relinquished guns, such as gun locks and storage for individuals and businesses and software or other technologies to track relinquished guns
 - ▶ Gun safety training for community members
 - ▶ Systems purchase or enhancement to facilitate service and/or tracking of ERPOs
 - ▶ Technology, analysis, or information-sharing solutions for ensuring law enforcement, probation, prosecutors, the courts, and public defenders are informed when a prohibited person attempts to purchase a firearm
 - ▶ Data collection, analysis, and strategic planning to address community gun violence.
 - ▶ Personnel, supplies, and other related costs for crisis intervention officers or co-responders

Key Dates

- ▶ Application Dates
 - ▶ Application Start Date: September 16, 2024
 - ▶ Application Submission Deadline: October 11, 2024, 4:00 pm CST
- ▶ Period of Performance: 2 years
 - ▶ Start Date: October 1, 2024
 - ▶ End Date: September 30, 2026

Eligible Applicants

Eligible applicants:

- ▶ FY 2024 State Crisis Intervention Program (SCIP)
 - ▶ Missouri and state government departments/agencies
- ▶ FY 2024 Local Court Crisis Intervention Program Grant (LCCIP)
 - ▶ State or local agency within Missouri may apply for LCCIP funding for its local/state court as long as the agency meets the eligibility requirements, and is not listed on Appendix A of the Notice of Funding Opportunity (NOFO)
- ▶ FY 2024 Crisis Intervention Program Grant (CIPG)
 - ▶ Local Governmental agencies including:
 - ▶ Law Enforcement (See Appendix A of the NOFO for Law Enforcement eligibility requirements)
 - ▶ Prosecutor's Offices
 - ▶ Court Systems
 - ▶ Public Defenders Offices
 - ▶ Public Health Agencies

Ineligible Applicants

Ineligible Applicants:

- ▶ Non-profit organizations
- ▶ For-profit organizations

Applicants that are ineligible for each of the three grants are listed below:

- ▶ FY 2024 State Crisis Intervention Program (SCIP)
 - ▶ Local governmental agencies
- ▶ FY 2024 Local Court Crisis Intervention Program Grant (LCCIP)
 - ▶ Applicants that are not applying on behalf of a Missouri state/local court that provides criminal justice and civil justice services for the eligible jurisdictions.
 - ▶ Units of Government included on the Appendix A “List of ineligible Applicants” are ineligible to apply to the Missouri Department of Public Safety for the 2024 LCCIP funding opportunity. (Agencies listed on Appendix A were listed on the 2021 and/or 2022 Missouri Local JAG Allocations list from DOJ)

Ineligible Applicants, cont.

- ▶ FY 2024 Crisis Intervention Program Grant (CIPG)
 - ▶ State governmental agencies
 - ▶ Law enforcement agencies that do not meet the eligibility requirements listed in Appendix A

Eligible Budget Categories

Applicants may request funding under the following approved budget categories:

- ▶ Personnel, Personnel Benefits, Personnel Overtime, & Personnel Overtime Benefits
- ▶ Travel/Training
- ▶ Equipment
 - ▶ Tangible non-expendable (non-consumable) personal property having a useful life of more than one year and an acquisition cost of \$5,000.00 or more per unit
- ▶ Supplies/Operations
- ▶ Contractual
 - ▶ All contracts must be approved by DPS prior to execution and must include all applicable federal contract provisions: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/appendix-Appendix%20II%20to%20Part%20200>

Ineligible Funding Areas

- ▶ Aircraft
- ▶ Bonuses or Commissions
- ▶ Compensation & Travel of Federal Employees
- ▶ Construction/Renovation Projects
- ▶ Consultant Rates Exceeding \$650
Note: Consultant services cannot exceed a rate of \$650 (excluding travel and subsistence costs) for an 8-hour day, or \$81.25/hour, without written prior approval. An 8-hour day may include preparation, evaluation, and travel time. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace.
- ▶ Daily Subsistence within Official Domicile
- ▶ Entertainment Expenses & Bar Charges
- ▶ Finance Fees for delinquent payments
- ▶ First Class Travel
- ▶ Less-than-lethal Weapons

- ▶ Lobbying or Fundraising
- ▶ Military – Type Equipment
- ▶ Non-Compliant Communication Devices
Note: Refer to the “Radio Interoperability Guidelines” available at: <https://dps.mo.gov/dir/programs/dpsgrants/scip.php>
- ▶ Personal Incentives for Employment
- ▶ Pre-Paid Gas/Phone Cards
- ▶ Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA), and/or Unmanned Aerial Vehicles (UAV)
- ▶ Vehicles
- ▶ Vessels
- ▶ Weapons and Ammunition
- ▶ Management & Administration costs that exceed 10% of the total Budget

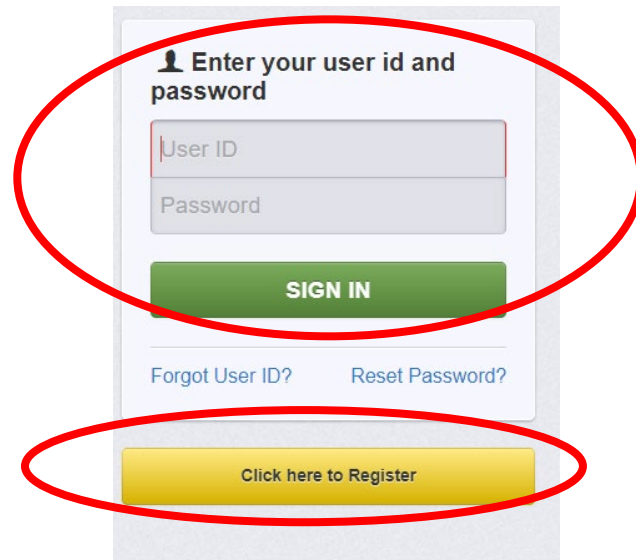
Application Requirements

- ▶ Applicants will only be accepted through the DPS online WebGrants System: <https://dpsgrants.dps.mo.gov>
- ▶ All applications must be submitted before the deadline of October 11, 2024, 4:00 pm CST
- ▶ The system will stop accepting applications right at the deadline
- ▶ Please reach out to our staff for assistance, contact information is provided at the end of the workshop
- ▶ By submitting an application, applicants agree to comply with the requirements of the NOFO and the terms and conditions of the award, should they receive an award

Please do not wait until the last 10 minutes to submit your application in case you have missed some data that must be entered prior to submission

DPS WebGrants System Login

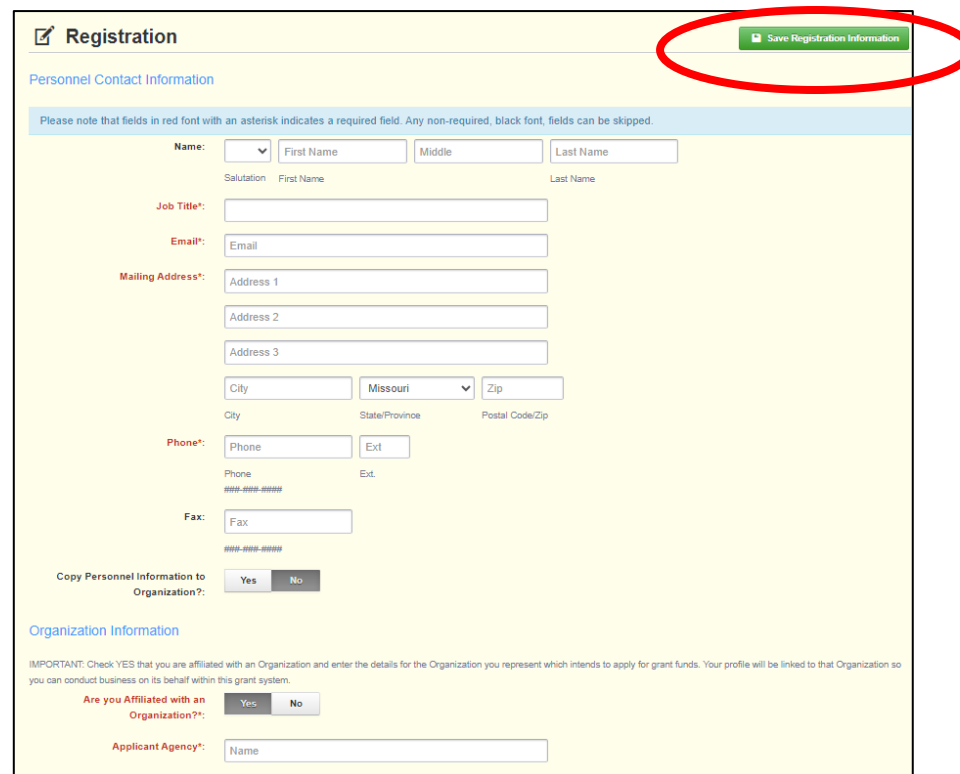
- ▶ To begin an application login to the WebGrants System: <https://dpsgrants.dps.mo.gov>
 - ▶ Returning users or organizations, enter User ID and Password
 - ▶ If you do not know your login information, please contact DPS Grants
 - ▶ New users select “Click here to Register”



The image shows a screenshot of the DPS WebGrants System login page. The page has a white background with a light gray border. At the top, there is a heading "Enter your user id and password" with a user icon. Below this heading 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 "SIGN IN" button and the "Click here to Register" button.

New Users

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



Registration

[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: First Name Middle Last Name
Salutation First Name Last Name

Job Title*:

Email*: Email

Mailing Address*: Address 1
 Address 2
 Address 3

City Missouri Zip
City State/Province Postal Code/Zip

Phone*: Phone Ext
Phone Ext
###-###-####

Fax: 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*: Name

Two-Step Verification

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

 **2-Factor Authentication**

Verify Email Address

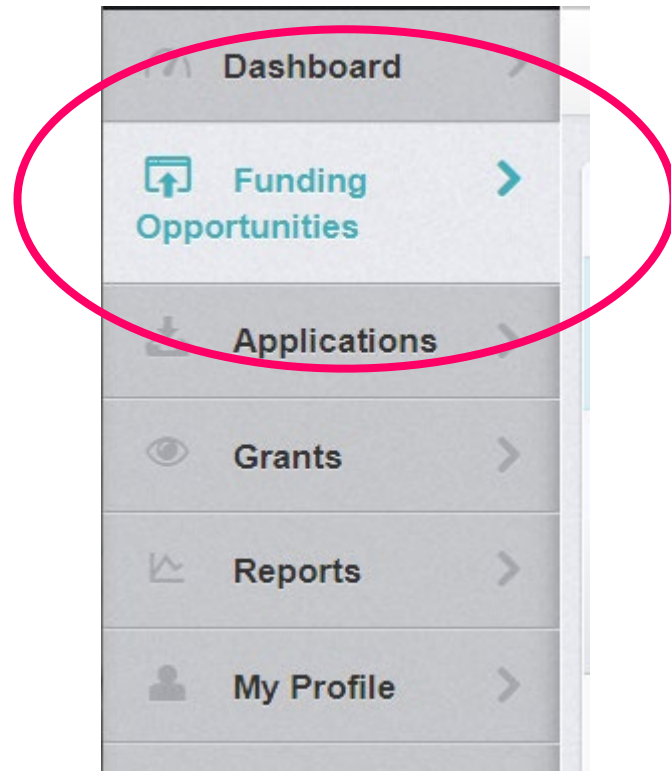
Please check the email account for the email address provided in your registration.

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

Submit

Grant Application

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



Funding Opportunities

- ▶ Select the funding opportunity #34141 2024 State Crisis Intervention Program Grant (SCIP)

34141	Editing	Test 2024 State Crisis Intervention Program Grant (SCIP) - Copy	SCIP-State Crisis Intervention Program
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- ▶ Review the Funding Opportunity details including:
 - ▶ Description
 - ▶ Attachments
 - ▶ Notice of Funding Opportunity
 - ▶ Certified Assurances
 - ▶ Application Workshop
 - ▶ DPS SCIP Website Link
 - ▶ <https://dps.mo.gov/dir/programs/dpsgrants/scip.php>

Funding Opportunity, cont.

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



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

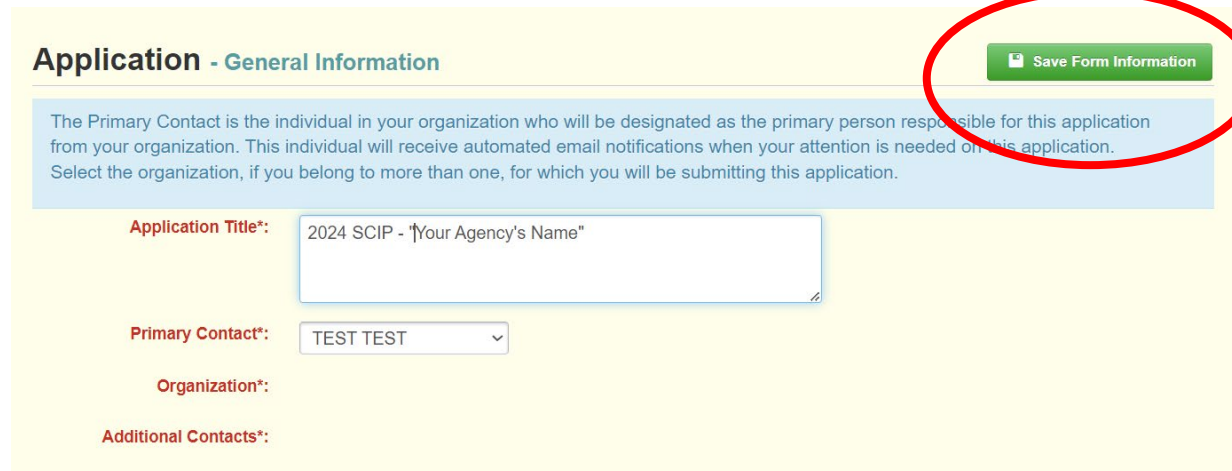
Application Forms

- ▶ As part of the FY 2024 SCIP application, each eligible applicant must complete all application forms and provide all required documents:
 - ▶ General Information
 - ▶ Contact Information
 - ▶ LEA Eligibility Requirements
 - ▶ SCIP Project Form
 - ▶ Interoperable Communications
 - ▶ Budget (including Budget Justification)
 - ▶ Attachments
 - ▶ Audit/Financial Statement (REQUIRED)
 - ▶ Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA)
 - ▶ Quote or Cost Basis
 - ▶ Other Support Documentation

Application Instructions

After selecting the funding opportunity, select “Start a New Application”

- ▶ Complete the “General Information” section
- ▶ **Application Title** should be: “2024 SCIP – Your Agency’s Name”
- ▶ Select from the drop-down box, who the **Primary Contact** will be
- ▶ 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*: 2024 SCIP - "Your Agency's Name"

Primary Contact*: TEST TEST

Organization*:

Additional Contacts*:

Save Form Information

Application Instructions, cont.

- ▶ Select from the drop-down the Organization
- ▶ 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: 33633

Program Area: State Crisis Intervention Program

Funding Opportunity: 33615-Test 2024 State Crisis Intervention Program Grant (SCIP)

Application Stage: Final Application

Application Status: Editing

Application Title: 2024 SCIP - "Your Agency's Name"

Primary Contact: TEST TEST

Organization: BaseLine 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: Additional Applicants

Application Instructions, cont.

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

Component	Complete?	Last Edited
General Information	✓	Aug 30, 2024 1:44 PM - TEST TEST
Contact Information	-	-
LEA Eligibility Requirements	-	-
SCIP Project Form	-	-
Interoperable Communications	-	-
Budget	-	-
Attachments	-	-

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

Contact Information Form

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

Component	Complete?	Last Edited
General Information	✓	Aug 30, 2024 1:50 PM - TEST TEST
Contact Information		Aug 30, 2024 1:51 PM - TEST TEST

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

Contact Information Form, cont.

- ▶ **Authorized Official:** The Authorized Official is the individual who has the authority to legally bind the applicant into a contract
 - In order for the application to be considered for funding, the Agency's correct Authorized Official must designate in the "Contact Information" form and must sign the Certified Assurance Form**
- ▶ **Applicant 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 Applicant Project Director)

Contact Information Form, cont.

- ▶ 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, this includes Fire Protection Districts
- If the applicant agency is under the supervision of a board, the Board Chair or Board President 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

****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 OFFICE OF HOMELAND SECURITY DPS GRANTS AT (573) 751-5289****

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*:

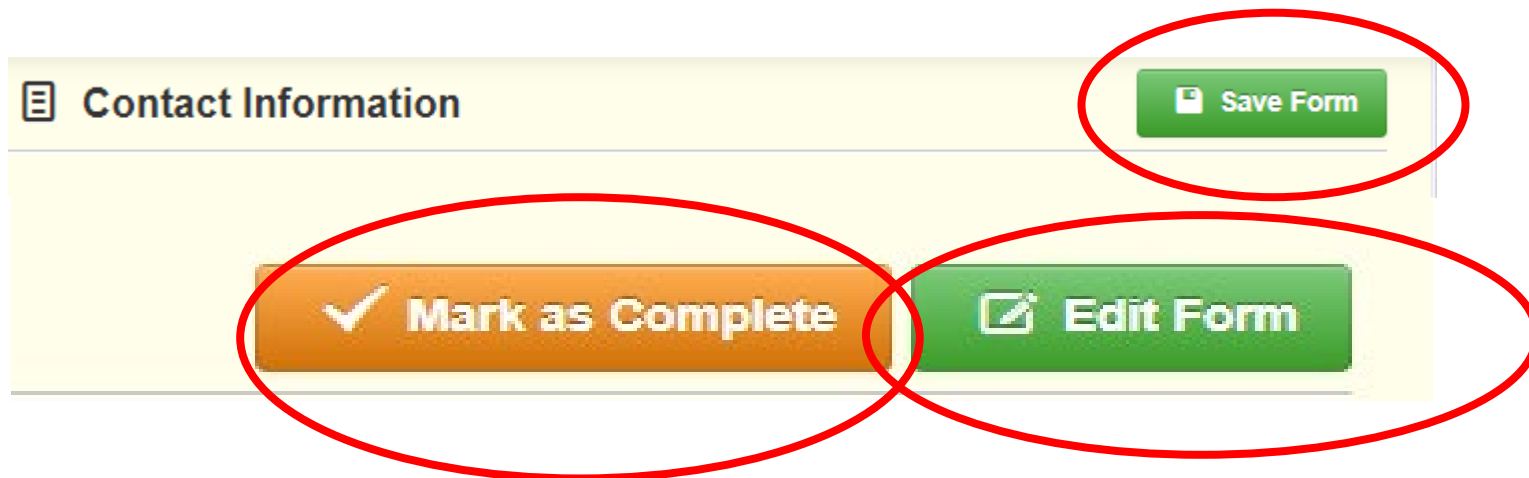
Phone*:
Office Ext. Cell

Fax:

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

Contact Information Form, cont.

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



LEA Eligibility Requirements

- ▶ When the contact information form has been completed, select “LEA Eligibility Requirements”

Component	Complete?	Last Edited
General Information	✓	Aug 30, 2024 1:50 PM - TEST TEST
Contact Information	✓	Aug 30, 2024 1:56 PM - TEST TEST
LEA Eligibility Requirements		-
SCIP Project Form		-
Interoperable Communications		-
Budget		-
Attachments		-

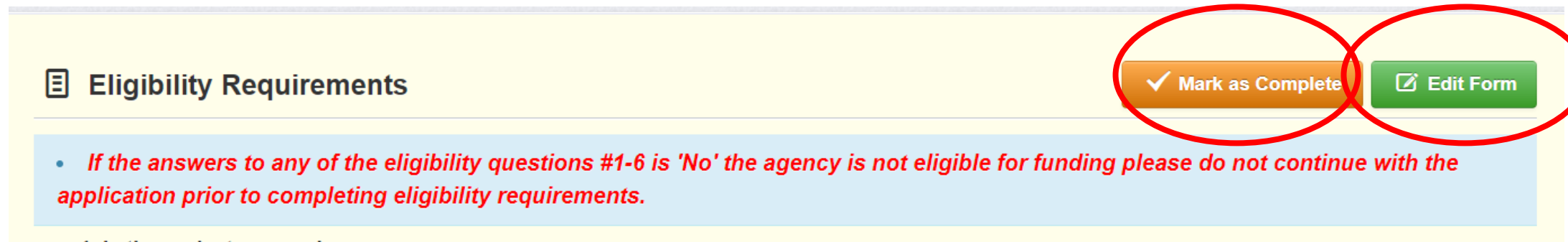
LEA Eligibility Requirements, cont.

- ▶ If this project is not for a law enforcement agency, select “Mark as Complete” and move on to the next form
- ▶ The LEA Requirements Form has 2 sections:
 - ▶ Law Enforcement Agency Information
 - ▶ Originating Agency Identifier (ORI)

☰ Law Enforcement Agency Information - Edit		Save Grid
Row	Name of the Project Agency (law enforcement department)	
Name of the Project Agency (law enforcement department)	<input type="text" value="Name of Agency"/>	
Originating Agency Identifier (ORI)	<input type="text" value="MO1234567"/>	

LEA Eligibility Requirements, cont.

- ▶ Eligibility Requirements
 - ▶ If the answer to any of the eligibility questions 1-6, is “No” the agency is not eligible for funding, please do not continue with the application prior to completing eligibility requirements
- ▶ When all questions have been answered
 - ▶ Select “Save Form” and “Mark as Complete”



Eligibility Requirements

✓ Mark as Complete Edit Form

If the answers to any of the eligibility questions #1-6 is 'No' the agency is not eligible for funding please do not continue with the application prior to completing eligibility requirements.

SCIP Project Form

- ▶ When the LEA Eligibility Requirements Form has been completed, select “SCIP Project Form”

Component	Complete?	Last Edited
General Information	✓	Aug 30, 2024 1:50 PM - TEST TEST
Contact Information	✓	Aug 30, 2024 1:56 PM - TEST TEST
LEA Eligibility Requirements	✓	Aug 30, 2024 1:59 PM - TEST TEST
SCIP Project Form	-	-
Interoperable Communications	-	-
Budget	-	-
Attachments	-	-

SCIP Project Form, cont.

The Project Form has 6 Sections:

- ▶ Project Description
- ▶ Project Narrative
- ▶ Goals
- ▶ Objectives
- ▶ Risk Assessment Information
- ▶ Certified Assurances

SCIP Project Form, cont.

Project Summary Description

- ▶ Project Description
 - ▶ Select what “Project Type” from the drop-down box
 - ▶ After selecting the “Project Type”, select the “Initiative” from the next drop-down box
 - ▶ Please select the grant for which you are applying from the drop-down box

Project Description

1. Identify the type of project the funding will support.

Project Type*: Related Court-based Programming

If you have more than one project, please submit each project on a separate application

Develop processes to identify, triage and connect court-involved people in crisis to services.

Please select the grant for which you are applying*: SCIP - State Agencies

SCIP Project Form, cont.

Project Narrative

- ▶ The Project Narrative section is made up of Questions 2-5
- ▶ Question 2 – Provide a Project Narrative
 - ▶ Summarize the project including the project and primary activities

Project Narrative

2. Provide a Project Narrative:

Summarize the project including the purpose of the project and primary activities

Narrative*:



The image shows a rich text editor toolbar with various icons for text formatting and editing. The toolbar includes icons for Source, Undo, Redo, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, Unlink, Text to Speech, Print, and a dropdown menu. Below the main toolbar are four dropdown menus labeled Styles, Format, Font, and Size, followed by a color palette and a grid icon.

SCIP Project Form, cont.

Project Narrative

- ▶ Question 3 – Is this a new project, or an expansion to an existing project
 - ▶ Select response from the drop-down box

3. Is this a new project, or an expansion to an existing project?

New

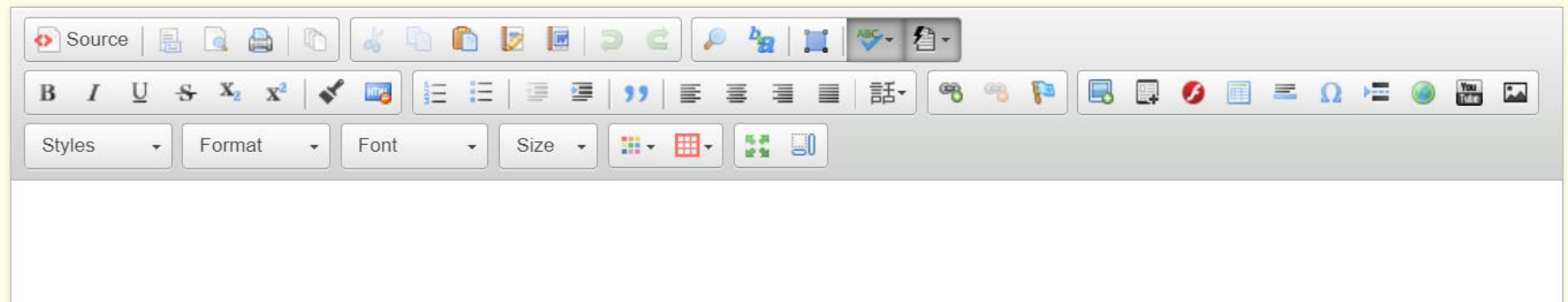


SCIP Project Form, cont.

Project Narrative

- ▶ Question 4 – If the project is an expansion, describe any current activities your agency is already performing and how this funding will be used to coordinate and supplement those activities

4. If the project is an expansion, describe any current activities your agency is already performing and how this funding will be used to coordinate and supplement those activities.



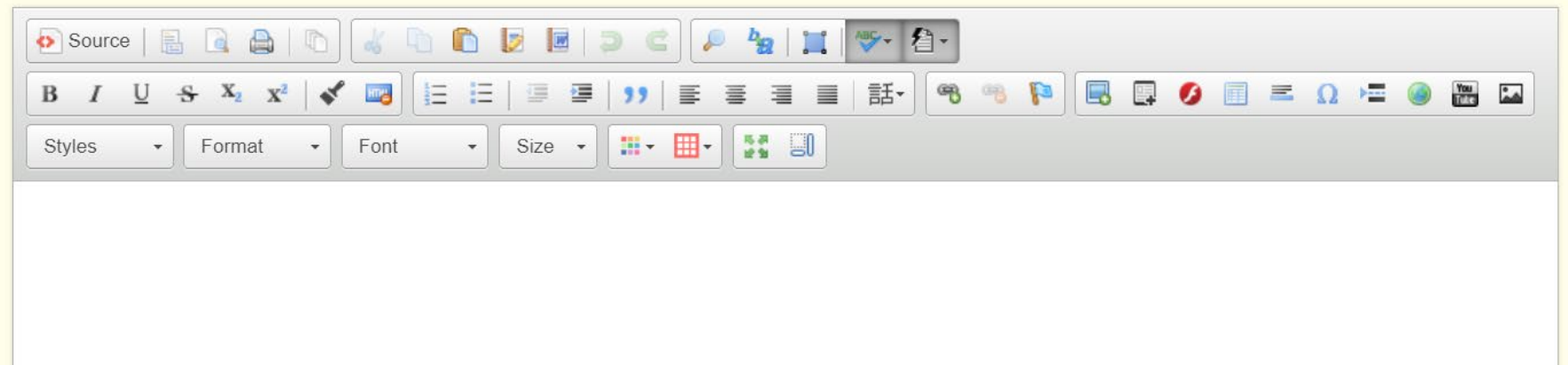
The image shows a screenshot of a rich text editor toolbar. The toolbar is divided into several sections: 'Source' with icons for undo, redo, and document operations; a section with bold (B), italic (I), underline (U), strikethrough (ABC), subscript (x₂), and superscript (x²) icons; a section with bulleted and numbered list icons; a section with quote, indent, and outdent icons; a section with link, unlink, and help icons; and a section with color selection, background color, and table icons. Below the toolbar are four dropdown menus labeled 'Styles', 'Format', 'Font', and 'Size', followed by two more icons for color and table.

SCIP Project Form, cont.

Project Narrative

- ▶ Question 5 – Identify the service area for the project including both the location area and the population(s) that will benefit from the project

5. Identify the service area for the project including both the location area and the population(s) that will benefit from the project.

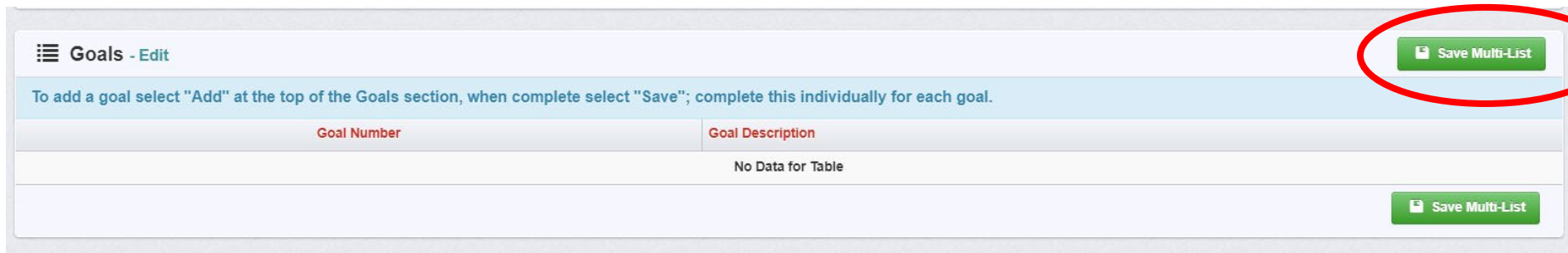


The image shows a screenshot of a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment (left, center, right, justified), bulleted and numbered lists, indentation, link, unlink, and other functions. Below the toolbar are several dropdown menus labeled 'Styles', 'Format', 'Font', and 'Size'. The main area of the editor is a large, empty white text box, intended for the user to enter their response to Question 5.

SCIP Project Form, cont.

Goals

- ▶ To add your Goals, select “Save Multi-List”



The screenshot shows the 'Goals - Edit' form. At the top right, there is a green button labeled 'Save Multi-List' which is circled in red. Below the header, there is a light blue instruction bar: 'To add a goal select "Add" at the top of the Goals section, when complete select "Save"; complete this individually for each goal.' Below this is a table with two columns: 'Goal Number' and 'Goal Description'. The table is currently empty, with the text 'No Data for Table' centered below the headers. At the bottom right of the table area, there is another green button labeled 'Save Multi-List'.

- ▶ After selecting “Save Multi-List” scroll down to the Goals section and you will have the ability to select “+ Add Row”



The screenshot shows the 'Goals - Multi-List' form. At the top right, there are two buttons: an orange button labeled 'Mark as Complete' and a green button labeled '+ Add Row', both of which are circled in red. Below the header, there is a light blue instruction bar: 'To add a goal select "Add" at the top of the Goals section, when complete select "Save"; complete this individually for each goal.' Below this is a table with two columns: 'Goal Number' and 'Goal Description'. The table is currently empty, with the text 'No Data for Table' centered below the headers. At the bottom right of the table area, there is a green button labeled '+ Add Row'. At the very bottom of the form, there is a footer that reads 'Last Edited By: TEST TEST - Aug 30, 2024 2:12 PM'.

SCIP Project Form, cont.

Goals

- ▶ The application requires that you submit a minimum of 3 goals, each must be entered separately
 - ▶ After the goals are entered select “Save Form” and then add the next Goal

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

To add a goal select "Add" at the top of the Goals section, when complete select "Save"; complete this individually for each goal.

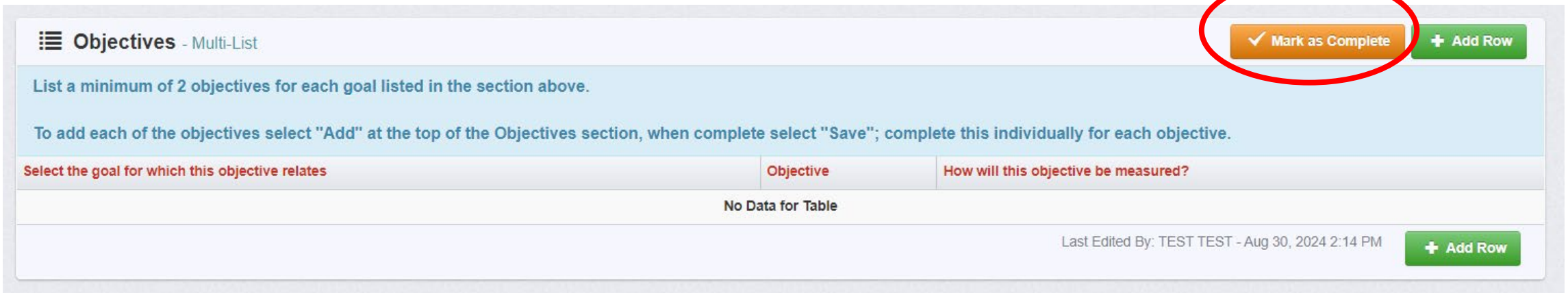
Goal Number	Goal Description
1	Enter goal #1
2	Enter goal #2.
3	Enter Goal #3.

Last Edited By: TEST TEST - Aug 30, 2024 2:14 PM + Add Row

SCIP Project Form, cont.

Objectives

- ▶ The application requires that a minimum of 2 objectives be listed for each goal
 - ▶ Select "+ Add Row" before entering each objective, when complete select "Save Form"



Objectives - Multi-List

List a minimum of 2 objectives for each goal listed in the section above.

To add each of the objectives select "Add" at the top of the Objectives section, when complete select "Save"; complete this individually for each objective.

Select the goal for which this objective relates	Objective	How will this objective be measured?
No Data for Table		

Last Edited By: TEST TEST - Aug 30, 2024 2:14 PM

Buttons: ✓ Mark as Complete, + Add Row

- ▶ When creating the objectives ensure that they are "SMART"
 - ▶ Specific
 - ▶ Measurable
 - ▶ Achievable
 - ▶ Relevant and
 - ▶ Time-Bound

SCIP Project Form, cont.

Objectives

- ▶ Select the number of the goal that is associated with the objective, from the drop-down box, enter the Objective and enter how the objective will be measured

Objectives Save Row

List a minimum of 2 objectives for each goal listed in the section above.

To add each of the objectives select "Add" at the top of the Objectives section, when complete select "Save"; complete this individually for each objective.

7. List all objectives associated with each goal.

Select the goal for which this objective relates*:

Objective*:
List a specific objective for the selected goal

How will this objective be measured?*:

Save Row

SCIP Project Form, cont.

Objectives

- ▶ After all Objectives have been entered, they will be listed and sorted by goal

Objectives - Multi-List

✓ Mark as Complete + Add Row Edit All Rows

List a minimum of 2 objectives for each goal listed in the section above.

To add each of the objectives select "Add" at the top of the Objectives section, when complete select "Save"; complete this individually for each objective.

Select the goal for which this objective relates	Objective	How will this objective be measured?
1	Objective 1	Enter information about how will this objective be measured
1	Objective 2	Enter information about how will this objective be measured
2	Objective 1	Enter information about how will this objective be measured
2	Objective 2	Enter information about how will this objective be measured
3	Objective 3	Enter information about how will this objective be measured
3	Objective 3	Enter information about how will this objective be measured

Last Edited By: TEST TEST - Sep 13, 2024 9:29 AM + Add Row

SCIP Project Form, cont.

Risk Assessment Information

- ▶ Questions 8-14 pertain to risk assessment information, select “Edit Form”

☰ Risk Assessment Information

✓ Mark as Complete

✎ Edit Form

8. Has the Applicant Agency exceeded the federal expenditure threshold of \$750,000 in federal funds during the agency's last fiscal year?:

If the applicant agency exceeded the
federal expenditure threshold in their

- ▶ When you are finished entering the requested information in the risk assessment information section, continue to the Certified Assurances

☰ Certified Assurances

SCIP Project Form, cont. Certified Assurances

- ▶ The Authorized Official must be the correct person for an application to be considered for funding
 - ▶ Please follow the directions on the form
 - ▶ When completed, select “Save Form” and then select “Mark as Complete”

The screenshot displays the SCIP Project Form interface. At the top, there is a yellow header bar with a menu icon and the text "Certified Assurances". On the right side of this bar, a green button labeled "Save Form" is circled in red. Below the header, the section "15. Authorized Official" is visible. The main content area has a light blue background with a warning message: "The information in your application will be used to make competitive funding determinations, please ensure all questions are fully answered." Below this, a note states: "Please refer to the application workshop PowerPoint for additional information. It is located in the attached documents for this Funding Opportunity, and on the DPS website." At the bottom of the form, there is a yellow footer bar with a menu icon and the text "Project Description". On the right side of this bar, two buttons are present: an orange button labeled "Mark as Complete" (circled in red) and a green button labeled "Edit Form".

Interoperable Communications

- ▶ Select “Interoperable Communications”

Component	Complete?	Last Edited
General Information	✓	Aug 30, 2024 1:50 PM - TEST TEST
Contact Information	✓	Aug 30, 2024 1:56 PM - TEST TEST
LEA Eligibility Requirements	✓	Aug 30, 2024 1:59 PM - TEST TEST
SCIP Project Form	✓	Aug 30, 2024 2:30 PM - TEST TEST
Interoperable Communications		-
Budget		-
Attachments		-

Interoperable Communications, cont.

- ▶ If your application is not requesting radios or other interoperability equipment, select “No” on Question 1, select “Save Form” and “Mark As Complete”

Radio Interoperability

Refer to the [Radio Interoperability Guidelines](#) for reference to a list of radios certified as meeting the P25 standard by the Missouri Department of Public Safety, and certified to operate on the MOSWIN by the manufacturer.

1. Are you applying for interoperable communications equipment?: Yes No

[Save Form](#)

[Save Form](#)

Radio Interoperability

Refer to the [Radio Interoperability Guidelines](#) for reference to a list of radios certified as meeting the P25 standard by the Missouri Department of Public Safety, and certified to operate on the MOSWIN by the manufacturer.

[Mark as Complete](#) [Edit Form](#)

Interoperable Communications, cont.

- ▶ If your application includes a request for radios or other interoperability equipment, please ensure that all questions are answered correctly
 - ▶ Radios that do not meet the Missouri Interoperability Standards will not be eligible for funding
 - ▶ The [Missouri Interoperability Standards](#) are attached to the funding opportunity in WebGrants
- ▶ When completed, select “Save Form” and then “Mark as Complete”

Radio Interoperability Save Form

Refer to the [Radio Interoperability Guidelines](#) for reference to a list of radios certified as meeting the P25 standard by the Missouri Department of Public Safety, and certified to operate on the MOSWIN by the manufacturer.

1. Are you applying for interoperable communications equipment?: Yes No

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

Radio Interoperability

Mark as Complete

Edit Form

Budget

- ▶ Select Budget

- ▶ The budget opens in “Edit” status

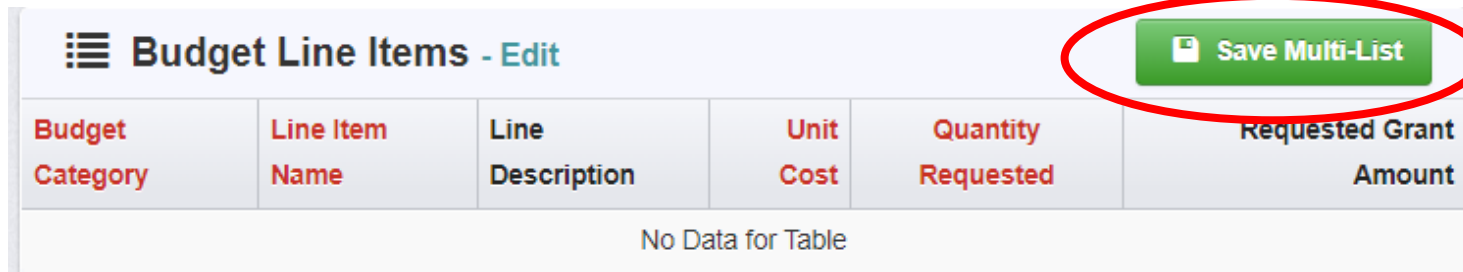
Component	Complete?	Last Edited
General Information	✓	Aug 30, 2024 1:50 PM - TEST TEST
Contact Information	✓	Aug 30, 2024 1:56 PM - TEST TEST
LEA Eligibility Requirements	✓	Aug 30, 2024 1:59 PM - TEST TEST
SCIP Project Form	✓	Aug 30, 2024 2:30 PM - TEST TEST
Interoperable Communications	✓	Aug 30, 2024 2:35 PM - TEST TEST
Budget	-	-
Attachments	-	-

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

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

Budget, cont.

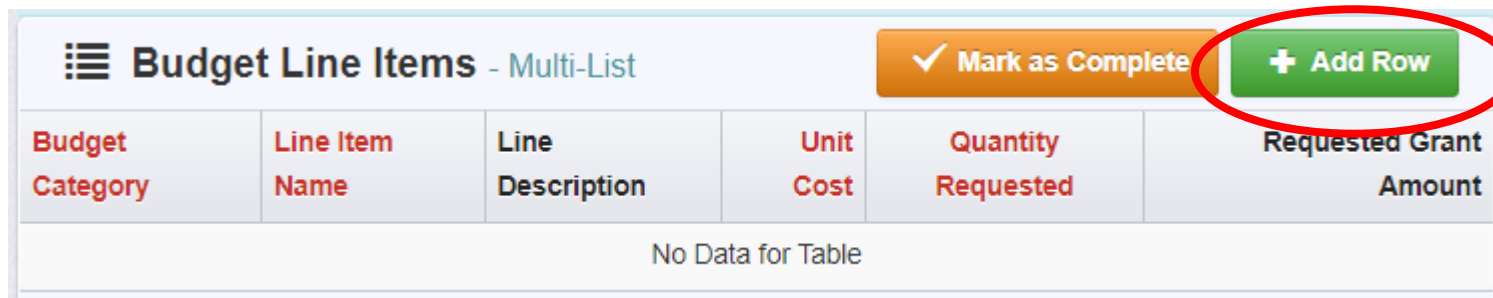
- ▶ To begin, select “Save Multi-List” or “Save Form”



Budget Line Items - Edit

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

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

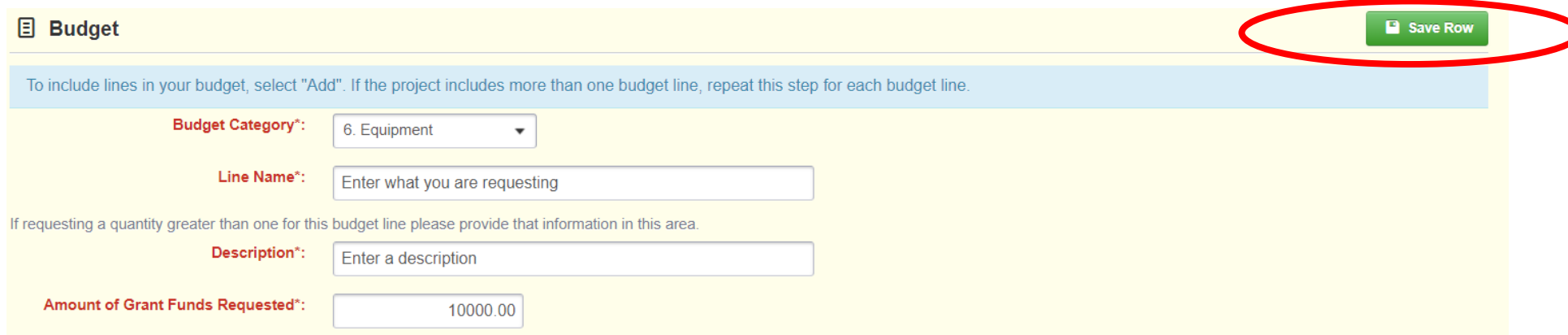


Budget Line Items - Multi-List

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

Budget, cont.

- ▶ Budget Category – Select one from the drop-down list
- ▶ Line name: Enter the brief common name of the item, do not include brand names
- ▶ Description: A brief description of the item being requested or additional information if needed
- ▶ Amount of Grant Funds Requested – Enter the amount of funds
- ▶ The system will calculate the total based on the quantity and item cost
- ▶ Once the information has been completed, select “Save Row”

A screenshot of a web-based budget form. The form is titled "Budget" and has a "Save Row" button circled in red. The form contains several fields: "Budget Category*" (a dropdown menu with "6. Equipment" selected), "Line Name*" (a text input field with the placeholder "Enter what you are requesting"), "Description*" (a text input field with the placeholder "Enter a description"), and "Amount of Grant Funds Requested*" (a text input field with the value "10000.00"). A blue banner at the top of the form area reads: "To include lines in your budget, select 'Add'. If the project includes more than one budget line, repeat this step for each budget line." Below the "Description*" field, there is a note: "If requesting a quantity greater than one for this budget line please provide that information in this area."

Budget Save Row

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

Budget Category*: 6. Equipment

Line Name*: Enter what you are requesting

If requesting a quantity greater than one for this budget line please provide that information in this area.


Description*: Enter a description

Amount of Grant Funds Requested*: 10000.00

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

Budget, cont.

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

 **Budget** - Multi-List [✓ Mark as Complete](#) [+ Add Row](#) [Edit All Rows](#)

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

Budget Category	Line Name	Description	Amount of Grant Funds Requested
1. Personnel	Line Name	Description	\$10,000.00
	<i>Subtotal</i>		\$10,000.00
			\$10,000.00

Last Edited By: TEST TEST - Aug 30, 2024 2:42 PM [+ Add Row](#)

Budget, cont.

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

Budget Justification ✓ Mark as Complete **Edit Form**

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

The Justification for each budget 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. (i.e. quotes, estimated by prior experience)

Specific information for budget lines in these categories should also include:

Personnel and Overtime Personnel - Is this a new position created for this project or an existing position? What percentage of the employee's time will be spent on the project? 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/cost of each benefit.

Training - List each training separately in the budget and in the justification provide: the purpose of the training; the estimated dates of the training; who will be attending; or if providing a training the estimated number of attendees; and the cost breakdown for the training (registration, hotel, per diem, etc.)

Travel - If travel is requested separate from training provide: the purpose of the travel; who will be travelling; estimated dates or time period; and cost breakdown (mileage, rental car, per diem, etc.)

Equipment - In justification please include: is the equipment new or a replacement; who will be using the equipment and for what purpose; where the equipment will be housed; and is there a plan to pay for the ongoing equipment maintenance .

Contractual - Provide what services will be provided by the contractor, and the dates of service for any contracts or contracted services.

Budget Justification*:

Last Edited By: TEST TEST - Aug 30, 2024 2:39 PM **Edit Form**

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 required budget line is necessary for the success of the proposed project
 - ▶ Cost Basis for the budget line request (i.e., quotes, estimated by prior experience)
 - ▶ Specific information for budget lines in these categories also include:
 - ▶ Personnel and Overtime Personnel – Is this a new
 - ▶ 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, cont.

- ▶ Specific information for budget lines in these categories also include:
 - ▶ Personnel and Overtime Personnel – Is this a new position created for this project or an existing position? What percentage of the employee's time will be spent on the project? 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/cost of each benefit
 - ▶ Travel/Training – List each training separately in the budget and in the justification provide: the purpose of the training; the estimated dates of the training; who will be attending; or if providing a training, the estimated number of attendees, and the cost breakdown for the training (registration, hotel, per diem, etc.)
 - ▶ Equipment – In the justification please include: is the equipment new or a replacement; who will be using the equipment and for what purpose; where the equipment will be housed; and is there a plan to pay for the ongoing equipment maintenance
 - ▶ Contractual – Provide what services will be provided by the contractor, and the dates of service for any contracts or contracted services

Budget, cont.

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



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

Budget - Multi-List

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

Mark as Complete + Add Row Edit All Rows

Budget Category	Line Name	Description	Amount of Grant Funds Requested
1. Personnel	Line Name	Description	\$10,000.00
	<i>Subtotal</i>		\$10,000.00
			\$10,000.00

Last Edited By: TEST TEST - Aug 30, 2024 2:42 PM + Add Row

Attachments

- ▶ Select “Attachments”

Component	Complete?	Last Edited
General Information	✓	Aug 30, 2024 1:50 PM - TEST TEST
Contact Information	✓	Aug 30, 2024 1:56 PM - TEST TEST
LEA Eligibility Requirements	✓	Aug 30, 2024 1:59 PM - TEST TEST
SCIP Project Form	✓	Aug 30, 2024 2:30 PM - TEST TEST
Interoperable Communications	✓	Aug 30, 2024 2:35 PM - TEST TEST
Budget	✓	Aug 30, 2024 2:42 PM - TEST TEST
Attachments		-

Attachments, cont.

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



Named Attachment	Required	Description	File Name 	Type	Size	Upload Date	Delete?
Audit/Financial Statement (REQUIRED)*	✓						
If the project is multi-jurisdictional, please include copies of MOU/MOA's							
Other Supporting Documentation (Quotes/cost basis, policies)							

- ▶ Required Attachments:

- ▶ Audit/Financial Statement

- ▶ Recommended Attachments:

- ▶ MOUs/MOAs

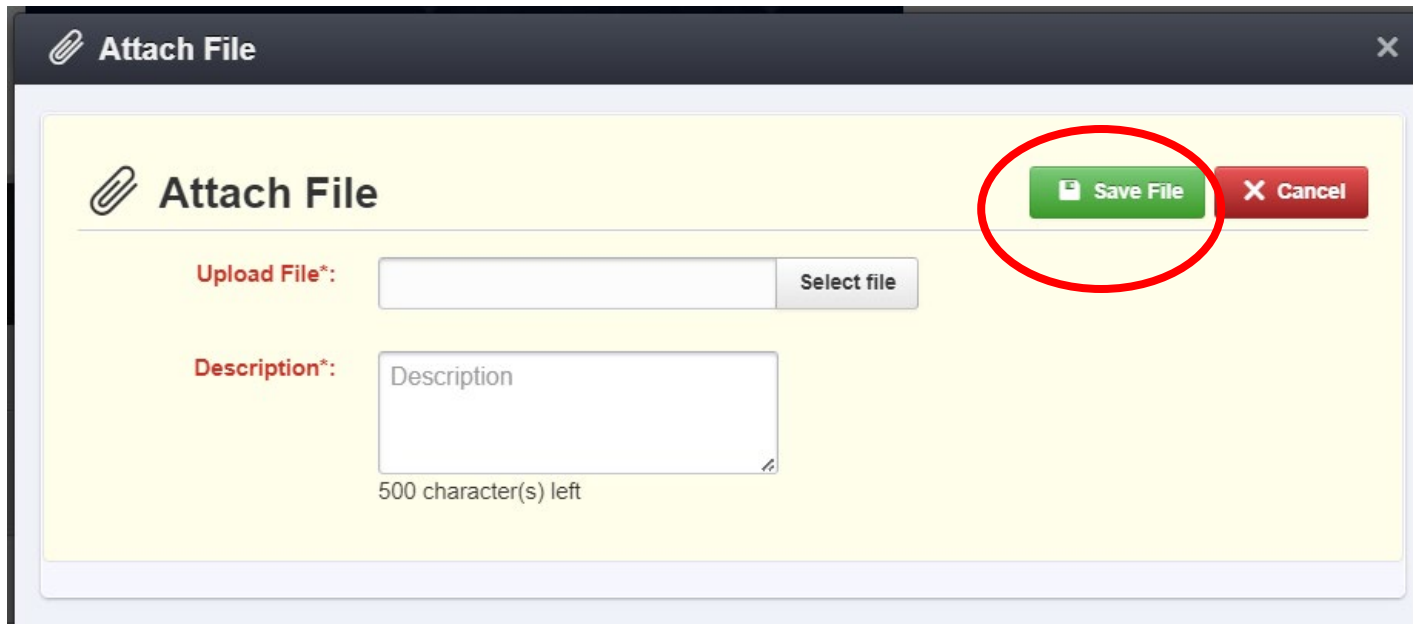
- ▶ Quotes/Cost Basis/Policies

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

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

Attachments, cont.

- ▶ 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”

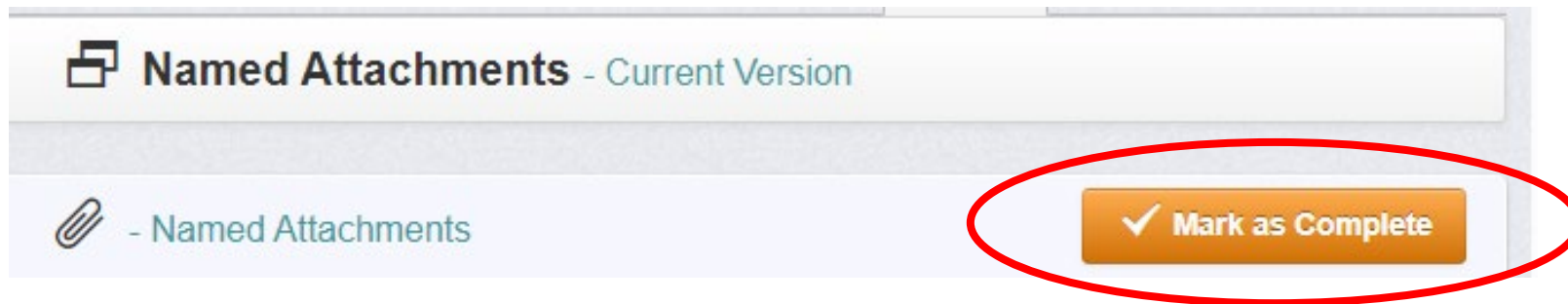


The screenshot shows a dialog box titled "Attach File" with a close button (X) in the top right corner. The dialog has a yellow background and contains the following elements:

- A paperclip icon and the text "Attach File" at the top left.
- An "Upload File*" field with a "Select file" button to its right.
- A "Description*" text area containing the word "Description". Below the text area, it says "500 character(s) left".
- Two buttons at the top right: a green "Save File" button with a floppy disk icon, and a red "Cancel" button with an X icon. The "Save File" button is circled in red.

Attachments, cont.

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



Application Submission

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

The screenshot shows an application submission interface. At the top right, there are three buttons: 'Preview Application' (blue), 'Submit Application' (orange with a checkmark), and 'Withdraw' (orange with a left arrow). The 'Submit Application' button is circled in red. Below the buttons is a green banner with the text: '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. The 'Last Edited' column contains timestamps and 'TEST TEST' for each component. A red oval is drawn around the 'Complete' column.

Component	Complete	Last Edited
General Information	✓	Aug 30, 2024 1:50 PM - TEST TEST
Contact Information	✓	Aug 30, 2024 1:56 PM - TEST TEST
LEA Eligibility Requirements	✓	Aug 30, 2024 1:59 PM - TEST TEST
SCIP Project Form	✓	Aug 30, 2024 2:30 PM - TEST TEST
Interoperable Communications	✓	Aug 30, 2024 2:35 PM - TEST TEST
Budget	✓	Aug 30, 2024 2:42 PM - TEST TEST
Attachments	✓	Aug 30, 2024 2:46 PM - TEST TEST

All applications must be submitted prior to the deadline of October 7, 2024, at 4:00 pm CST

Application Submission, cont.

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

DPS Grants Contacts

Maggie Glick

Grant Specialist

(573) 526-3510

Maggie.Glick@dps.mo.gov

Michelle Branson

Grant Program Supervisor

(573) 526-9014

Michelle.Branson@dps.mo.gov

Joni McCarter

DPS Grants Program Manager

(573) 526-9020

Joni.McCarter@dps.mo.gov