

2022-2023 Byrne State Crisis Intervention Program



State Crisis Intervention Program (SCIP)
Application Workshop

2022-2023 SCIP Purpose

- ▶ The State Crisis Intervention Program Grant (SCIP) 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.

SCIP Programs and Initiatives

- ▶ Funding may be used for court-based, behavioral health deflection, and gun related safety programs and initiatives not limited to:
 - ▶ Specialized court-based programs such as drug, mental health, and veterans treatment courts, including those that specifically accept clients with firearm violations:
 - ▶ Violence recovery courts that connect clients in crisis with community resources
 - ▶ 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
 - ▶ The cost to develop and implement systems to assess the risks and needs of clients and connect them to critical services to mitigate their risk of violence and enhance their access to effective interventions (i.e, validated violence risk assessment tools, service case management, and navigation programs)
 - ▶ Expanding the capacity of existing drug, mental health, and veterans treatment courts to assist clients who are most likely to commit or become victims of crime, including those involving gun related violence

SCIP Programs and Initiatives (Cont.)

- ▶ Behavioral health deflection for those at risk to themselves or others:
 - ▶ Community treatment
 - ▶ Behavioral threat assessment programs and related training
 - ▶ Triage services, mobile crisis units (both co-responder and civilian only), and peer support specialists
 - ▶ Technological support to help families and patients navigate mental health and related systems and telehealth initiatives, including technology solutions for telehealth visits outside the hospital
 - ▶ Support of behavioral health responses and civil legal responses such as regional crisis call centers, crisis mobile team response, and crisis receiving and stabilization facilities to individuals in crisis
 - ▶ Specialized training for individuals or families of individuals who are in crisis
 - ▶ Law enforcement-based programs, training, and technology in support of behavioral health deflection for those at risk to themselves or others

SCIP Eligible Applicants

- ▶ Eligible Applicants
 - ▶ Missouri state government departments/agencies
- ▶ If you have any questions about your agency's eligibility please contact the Missouri Department of Public Safety, contact information provided at the end of the workshop

SCIP Grant Dates

- ▶ Application Dates
 - ▶ Application Start Date: March 20, 2023
 - ▶ Application Submission Deadline: April 17, 2023, 4:00 pm CST
- ▶ Period of Performance 13 months
 - ▶ Start Date: June 1, 2023
 - ▶ End Date: July 31, 2024

How To Apply

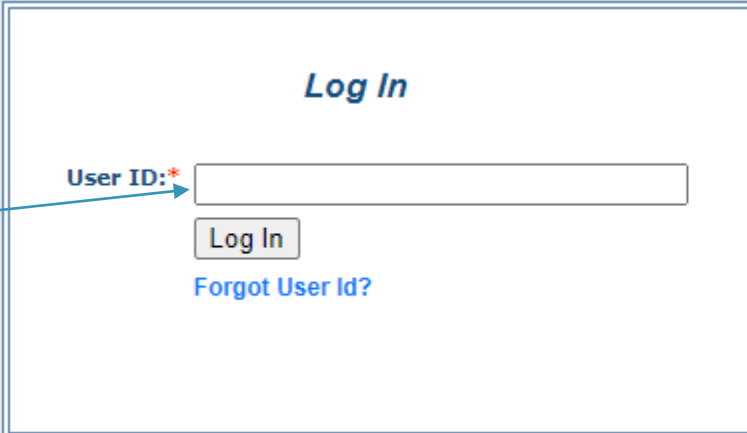
- ▶ Applications will only be accepted through the Missouri Department of Public Safety (DPS) online WebGrants System
 - ▶ <https://dpsgrants.dps.mo.gov/index.do>
- ▶ All applications must be submitted before the deadline of April 17, 2023, 4:00 pm CST
 - ▶ The system will stop accepting applications right at the deadline
 - ▶ Please reach out to our staff for assistance, contact information is provided at the end of the workshop

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

- ▶ To begin an application login to the WebGrants System
 - ▶ Returning users or Organizations
 - ▶ Enter User ID under Log In
 - ▶ New Users select Register Here

Returning Users



The screenshot shows a login interface with the following elements:

- Log In** (header)
- User ID:*** (label) with an arrow pointing to a text input field.
- Log In** (button)
- [Forgot User Id?](#) (link)

New Users



The screenshot shows a registration interface with the following elements:

- Missouri Department of **Public Safety** (header with logo)
- New to WebGrants - Missouri Department of Public Safety?** (text)
- [Register Here](#) (link) with an arrow pointing to it.

Two-Step Verification

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

An email has been sent to the email address listed in your user profile with a one-time passcode. Please enter the passcode below.

→ Password:*

→ One-Time Passcode:*

[Reset Password](#)

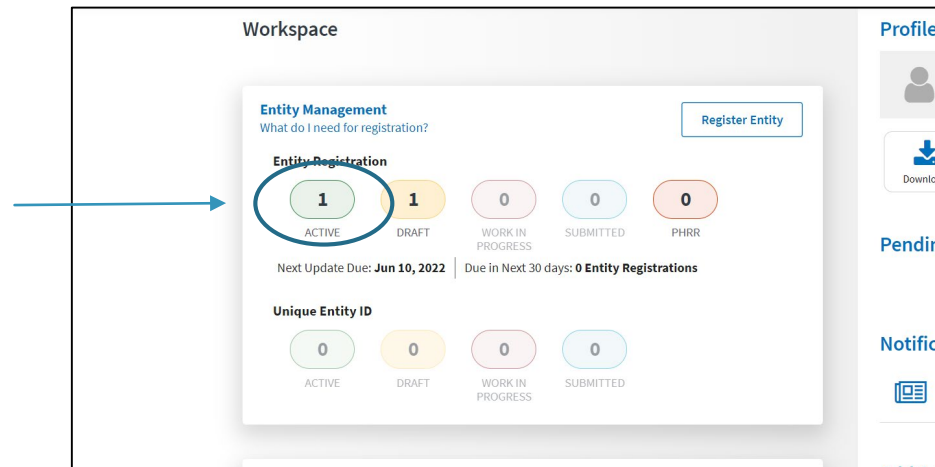
[Resend One Time Passcode](#)

UEI Updates

- ▶ Effective April 4, 2022 all organizations applying for federal funds must have a UEI number
 - ▶ UEI numbers are found at [SAM.gov](https://sam.gov)

How To Find Your UEI

- ▶ Log into SAM.gov
- ▶ In your Workspace, select the numbered bubble above Active in the Entity management widget



How To Find Your UEI cont.

- ▶ You should then see your records appear, and the UEI number appear on the left side of each record

The screenshot displays a web application interface for managing non-federal entities. On the left, there is a sidebar with a search bar and filter options. The main content area shows a list of entities, with the first record highlighted. The 'DUNS Unique Entity ID' field is circled in blue, and a blue arrow points to it from above. The record details include the entity name, purpose of registration, registration status, and expiration date.

Show Workspace For Non-Federal Entities

Non-Federal Entities

Filter By

Search by Keyword

Entity

Registration Status

Draft

Work in Progress

Submitted

Active

Expired

Expiration Date

Address Update

Reset

Results per page: 25

Sort by: Expiration Date Ascending

VILLAGE

DUNS Unique Entity ID:

Purpose of Registration: Federal Assistance Awards

Registration Status: Active

Expiration Date: Jun 10, 2022

SAM Unique Entity ID:

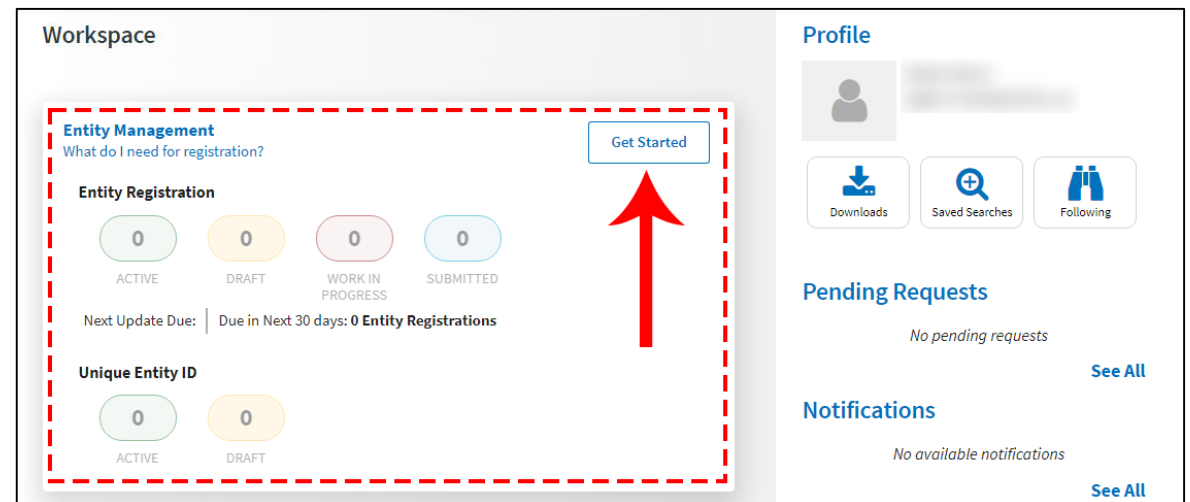
Address:

CAGE/NCAGE:

How To Get a UEI

- ▶ If your organization does not have a DUNS Number:
 - ▶ Sign into your SAM.gov account and the system will navigate you to your Workspace. On the “Entity Management” widget, select the “Get Started” button to began the request for your Unique Entity ID.

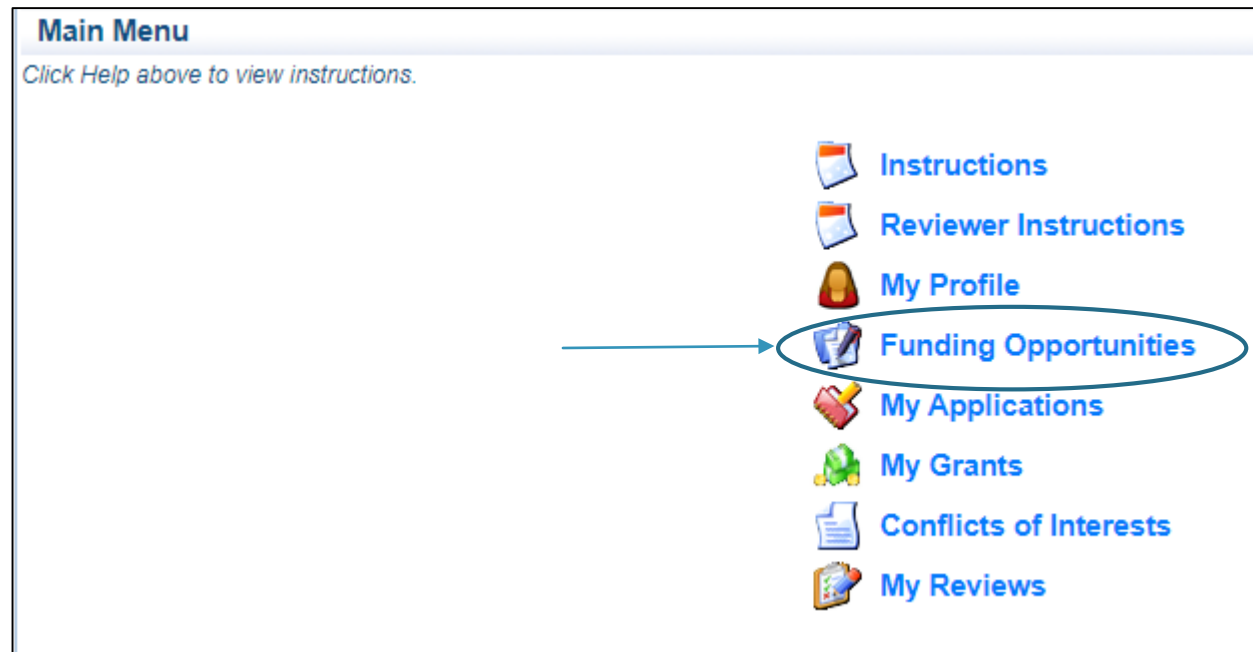
- ▶ **NOTE:** If you require a Unique Entity Identifier for SAM.gov entity registration or an update to your entity name or address, go to SAM.gov on or after 04/04/2022 to complete the process



The screenshot displays the SAM.gov Workspace interface. The main content area is titled "Workspace" and features an "Entity Management" widget. This widget includes a "What do I need for registration?" section with four status indicators: ACTIVE (0), DRAFT (0), WORK IN PROGRESS (0), and SUBMITTED (0). Below this is a "Next Update Due" section indicating "Due in Next 30 days: 0 Entity Registrations". The "Unique Entity ID" section shows two status indicators: ACTIVE (0) and DRAFT (0). A red dashed box highlights the "Entity Management" widget, and a red arrow points to the "Get Started" button located in the top right corner of this widget. The right sidebar contains a "Profile" section with a user icon and three buttons: Downloads, Saved Searches, and Following. Below this are sections for "Pending Requests" (No pending requests) and "Notifications" (No available notifications), both with "See All" links.

Funding Opportunity for SCIP

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



Funding Opportunities

- ▶ Select the funding opportunity #153047 2022/2023 State Crisis Intervention Program Grant (SCIP)

153047 Editing [2022/2023 State Crisis Intervention Program Grant \(SCIP\)](#) State Crisis Intervention Program (SCIP)

- ▶ Review the Funding Opportunity details including:
 - ▶ Description
 - ▶ Attachments
 - ▶ Notice of Funding Opportunity
 - ▶ Certified Assurances
 - ▶ Application Workshop
 - ▶ Website Links
 - ▶ DPS SCIP Webpage

Funding Opportunity, cont.

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

Copy Existing Application | **Start a New Application**



- ▶ All grant forms are new for this funding opportunity so “Copy Existing Application” will not save time, as all of the forms will be blank

Application Forms

- ▶ The Application will include 7 forms:
 - ▶ General Information
 - ▶ Contact Information
 - ▶ LEA Eligibility Requirements Project Description Form
 - ▶ Project Description Form
 - ▶ Interoperable Communications
 - ▶ Budget
 - ▶ Attachments

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	03/17/2023	
Contact Information			
LEA Eligibility Requirements			
Project Description Form			
Interoperable Communications			
Budget			
Attachments			

General Information

- ▶ Complete the entire form as indicated:
 - ▶ **Primary Contact:** Select the desired contact from the drop-down field
 - ▶ **Project Title:** Enter SCIP-Agency Name (i.e. SCIP – Baseline County Sheriff's Office)
 - ▶ **Organization:** Select the applicable applicant agency from the drop-down field
- ▶ When complete select “Save”

The screenshot shows a web application interface with a navigation bar at the top containing 'Menu | Help | Log Out' and action buttons 'Back | Print | Add | Delete | Edit | Save'. The 'Save' button is circled in blue with an arrow pointing to it from the right. Below the navigation bar is a section titled 'Instructions' with the text 'This page must be completed and saved before proceeding with the rest of the application process.' The main section is titled 'General Information' and contains three fields: 'Primary Contact:' with a dropdown menu showing 'TEST TEST', 'Project Title (limited to 250 characters):' with a text input field containing 'CIPG - Baseline Organization', and 'Organization:' with a dropdown menu showing 'BaseLine Organization'. Each of these three fields is circled in blue with an arrow pointing to it from the right.

Application Forms

- ▶ When the General Information is complete, select “Contact Information”

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	03/17/2023	
Contact Information			
LEA Eligibility Requirements			
Project Description Form			
Interoperable Communications			
Budget			
Attachments			

Contact Information

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

- ▶ **Authorized Official:** (Presiding Commissioner, County Executive, Mayor, etc.)

In order for the application to be considered for funding the correct Authorized Official must approve the application. Details provided in the application forms.

- ▶ **Project Director:** (Sheriff, Chief of Police/Colonel, Division/Department Director)

- ▶ **Fiscal Officer:** (Treasurer, Director of Finance, or person of similar duty)

- ▶ **Point of Contact:** (primary contact for day-to-day questions, not required if this is the same person as the Project Director)

- ▶ Complete all required fields

- ▶ Required fields have a red astrisk

Contact Information cont.

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:**

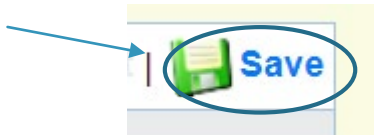
Email:*

Phone:*
Office Ext. Cell

Fax:

Contact Information cont.

- ▶ When all required fields have been completed select “Save” at the top of the form



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



Application Forms

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

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	03/17/2023	
Contact Information	✓	03/17/2023	
LEA Eligibility Requirements			
Project Description Form			
Interoperable Communications			
Budget			
Attachments			

Law Enforcement Agency (LEA) Requirements

- ▶ 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

Law Enforcement Agency Information	
Row	
Name of the Project Agency (law enforcement department):	Baseline Sheriff's Office
Originating Agency Identifier (ORI):	M01111111

Law Enforcement Agency (LEA) Requirements cont.

- ▶ The second section is eligibility requirements. If the answer to any question, 1-6, is “No” the agency must become compliant with the requirement before applying as they are not eligible for funding
- ▶ When all questions have been answered
 - ▶ Select “Save” and “Mark as Complete”

Eligibility Requirements

- 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.

1. Is the project agency in compliance with Section 590.650 RSMo - Vehicle Stops Reporting? Yes No
* Per Section 590.650 RSMo agencies are required to submit their reports to the Missouri Attorney Generals Office by March 1st of each year. Agencies that submitted by the late submission date of March 15th may be eligible for funding but will not take priority over agencies that submitted on time.

2. Is the project agency in compliance with Section 590.700 RSMo? - (Agencies are required to 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 Section 590.700 RSMo) Yes No

3. Is the project agency in compliance with Section 43.544 RSMo - (each law enforcement agency shall adopt a policy requiring arrest information for all intoxication-related traffic offenses be forwarded to the central repository) Yes No

4. Is the project agency in compliance with Section 590.1265 RSMo - Police Use of Force Transparency Act of 2021? Yes No
* For purposes of grant eligibility, law enforcement agencies will be considered non-compliant if they have not submitted MIBRS reports for three or more months since January 1, 2022

5. Is the project agency in compliance with Section 43.505 RSMo Uniform Crime Reporting - Missouri Incident-Based Reporting System MIBRS (each law enforcement agency is required to submit crime incident reports to the department of public safety on forms or in the format prescribed by the department and submit any other crime incident information which may be required by the Department of Public Safety) Yes No
* For purposes of grant eligibility, law enforcement agencies will be considered non-compliant if they have not submitted MIBRS reports for three or more months since January 1, 2022

6. Is the project agency in compliance with Section 590.030 RSMo - Rap Back Program Participation (all law enforcement agencies shall enroll in the state and federal Rap Back programs on or before January 1, 2022 and continue to remain enrolled. The law enforcement agency shall take all necessary steps to maintain officer enrollment for all officers commissioned with that agency in the Rap Back programs) Yes No

Application Forms

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

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	03/17/2023	
Contact Information	✓	03/17/2023	
LEA Eligibility Requirements	✓	03/17/2023	
SCIP Project Form		03/17/2023	
Interoperable Communications			
Budget			
Attachments			

SCIP Project Form

- ▶ The Project Form has 6 Sections:
 - ▶ Project Description
 - ▶ Project Narrative
 - ▶ Goals
 - ▶ Objectives
 - ▶ Risk Assessment Information
 - ▶ Certified Assurances

Project Description

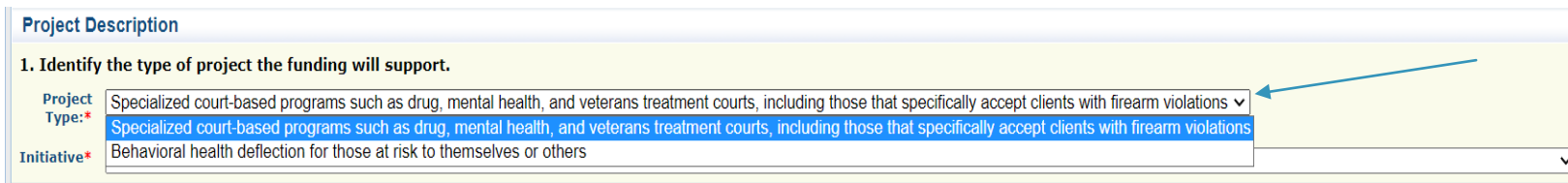
- ▶ Section 1: Project Summary Description
 - ▶ Select Project Type from the drop down box

Project Description

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

Project Type: Specialized court-based programs such as drug, mental health, and veterans treatment courts, including those that specifically accept clients with firearm violations ▼

Initiative: Behavioral health deflection for those at risk to themselves or others ▼



- ▶ After selecting the Project Type, select the Initiative from the next drop down box

Project Description

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

Project Type: Behavioral health deflection for those at risk to themselves or others ▼

Initiative: Community treatment ▼

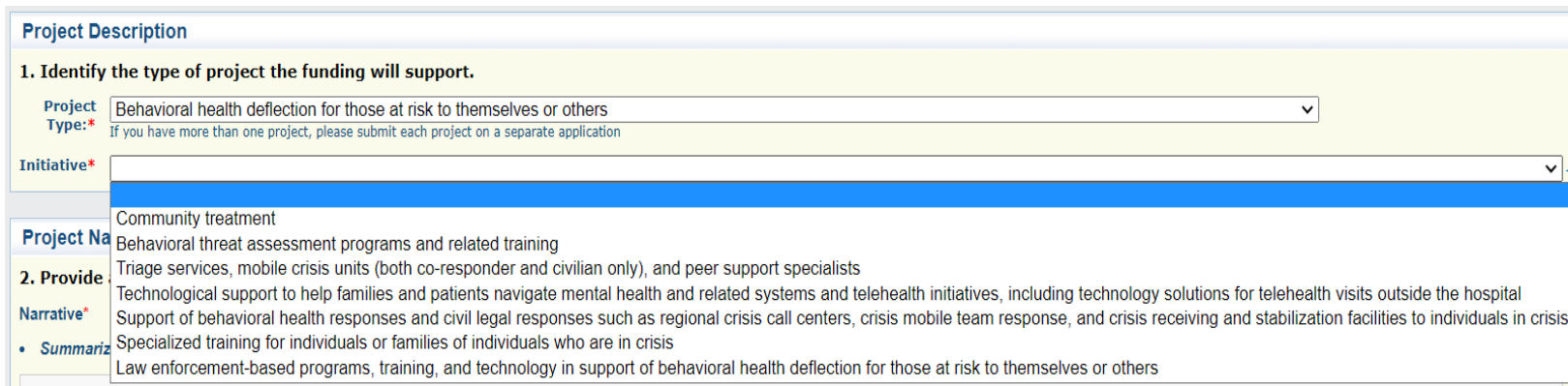
Project Narrative:

2. Provide a narrative description of the project, including the goals, objectives, and expected outcomes of the project.

Narrative: Support of behavioral health responses and civil legal responses such as regional crisis call centers, crisis mobile team response, and crisis receiving and stabilization facilities to individuals in crisis

Summary: Specialized training for individuals or families of individuals who are in crisis

Law enforcement-based programs, training, and technology in support of behavioral health deflection for those at risk to themselves or others



Project Narrative

- ▶ The Project Narrative section is made up of Questions 2-5
- ▶ Question 2

Project Narrative

2. Provide a Project Narrative:

Narrative*

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

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In this section please provide a summary of your project

Provide a purpose for the project (why is this project necessary)

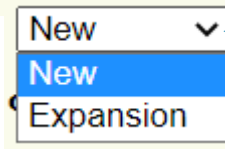
Provide the primary activities of the project

body p Characters: 166/500000

Project Narrative cont.

- ▶ Question 3 select response from the drop down box

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

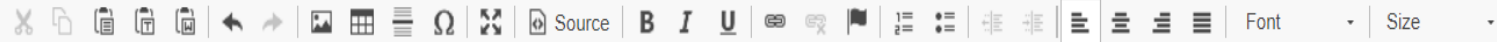


A screenshot of a dropdown menu. The menu is open, showing two options: 'New' and 'Expansion'. The 'New' option is highlighted in blue. A blue arrow points to the 'New' option. The dropdown menu is set against a light yellow background.

Project Narrative cont.

- ▶ Question 4 If you answered “Expansion” in Question 3 enter your response in the text box for Question 4, if you answered” New” move on to Question 5

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.



If this request is to expand an existing project complete this section if it is a new project skip this section.

If expansion:

Describe the current activities your agency is performing for this project (at what level if increasing the level)

Describe how the funding will be used to coordinate and supplement the current activities (how will this project be expanded, at what level)

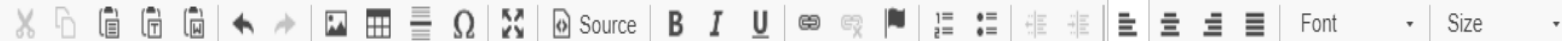
body p

Characters: 379/100000

Project Narrative cont.

- ▶ Question 5 enter your response in the text box

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



Identify the service area for the project

Include the location service area

include the populations that will benefit from the project

If the project is expansion and the service area/population is increasing please provide the current service area/population and the increased service area/population

body p

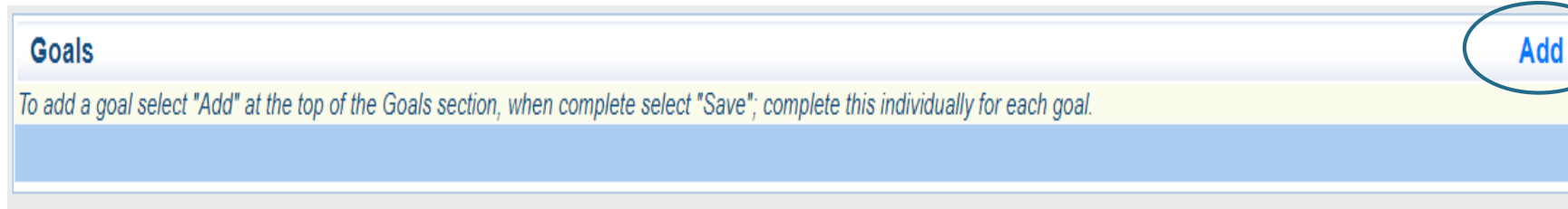
Characters: 298/50000

Goals

- ▶ To add your Goals to the form, scroll to the top of the form and select “Save”



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

A form section titled 'Goals' with a light blue header. Below the header is a yellow 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 the instruction bar is a large blue rectangular area. The 'Add' button is located in the top right corner of the form, circled in blue, with a blue arrow pointing from the circle to the right.

Goals

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

Goals

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

6. List each goal of the project separately (minimum 3)

Goal Number

Enter a number for each goal chronologically starting at 1

Goal Description

Enter the Goal description.

Goals

- ▶ When all Goals have been entered they will be listed in the application

Goals		Add
<i>To add a goal select "Add" at the top of the Goals section, when complete select "Save"; complete this individually for each goal.</i>		
Goal Number	Goal Description	
1	Enter the number of each goal chronologically starting at 1	
2	Provide a Description of Each Goal in the Goal Description box	
3	Select Save after entering each goal and select Add to enter the next goal.	

Objectives

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

Objectives		
<i>List a minimum of 2 objectives for each goal listed in the section above.</i>		
<i>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.</i>		
Select the goal for which this objective relates	Objective:	How will this objective be measured?

- ▶ When creating the objectives ensure that they are “SMART”
 - ▶ **S**pecific
 - ▶ **M**easurable
 - ▶ **A**chievable
 - ▶ **R**elevant and
 - ▶ **T**ime-Bound

Objectives cont.

- ▶ Select the number of the goal that is associated with the objective, from the drop-down box

Objectives

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:

How will this objective be measured?

[Return to Top](#)

Objectives cont.

- ▶ Enter the objective
- ▶ Show how the objective will be measured for reporting

Objectives

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?

[Return to Top](#)

Objectives cont.

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

Objectives Add		
<i>List a minimum of 2 objectives for each goal listed in the section above.</i>		
<i>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.</i>		
Select the goal for which this objective relates	Objective:	How will this objective be measured?
1	Enter the objective related to the above listed goal	Enter how this objective will be measured for reporting
1	Objective 2 for goal #1	Measurement
2	Objective 1	Measurement
2	Objective 2	Measurement
3	Objective 1	Measurement
3	Objective 2	Measurement

- ▶ When complete, select "Edit" at the top of the page to move on to the next set of questions



Risk Assessment Information

- ▶ Questions 8-10 pertain to your organizations most recent audit


Risk Assessment Information

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 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.*

Yes No

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

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

10. 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 Attachments section of this application:

*

Risk Assessment Information cont.

- ▶ Question 11 references fiscal/management staff that will be working on the grant

11. Does the applicant agency have new personnel that will be working on this award? (fiscal/management staff)

*This is referring to fiscal/management staff new personnel is defined as working with this type of grant award for less than 12 months.**

Yes No

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

Risk Assessment Information cont.

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

New fiscal or time accounting system is defined as a system being utilized less than 12 months within the applicant agency.*

Yes No

13. Does the applicant agency receive any direct Federal awards?:

Direct awards are grants that you receive by applying directly to the federal government, and there is no intermediary agency such as Missouri DPS.*

Yes No

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

Risk Assessment Information cont.

- ▶ Question 14 is relating to all federal awards received by your agency (ie., entire county not just the Sheriff's Office)

14. Did the applicant agency receive any Federal monitoring on a direct federal award in their last fiscal year?:

* Yes No

14.a If you answered yes to Question 14, please list the direct awards that were monitored and indicate if there were any findings or recommendations.



Certified Assurances

- ▶ The Authorized Official must be the correct person in order for an application to be considered for funding please follow the directions on the form
 - ▶ The Certified Assurances can be accessed by selecting the linked document

Certified Assurances

15. Authorized Official

*****The correct Authorized Official must be the signatory on this application 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).

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 or Police Chief are not the Authorized Official)

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


****IF YOU ARE UNABLE TO DETERMINE THE CORRECT AUTHORIZED OFFICIAL FOR YOUR AGENCY, OR THEY ARE DIFFERENT FROM WHAT IS LISTED ABOVE PLEASE CONTACT OUR OFFICE AT (573)751-5289, OR (573)522-4094**

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:

[2022-2023 SCIP Certified Assurances](#)

I (The Authorized Official) have read and agree to the terms and conditions of the grant. I am aware that failure to comply with any of the Certified Assurances will result in my agency being ineligible for funding.

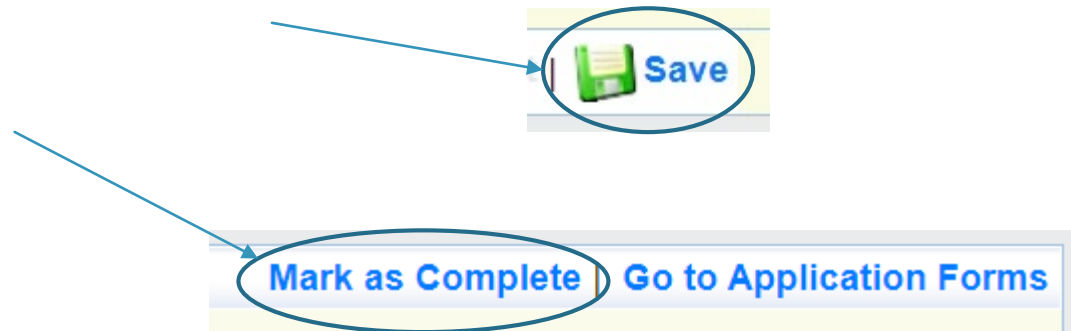
Name and title of the Authorized Official

Date 

Name and Title of Person Completing the Application:

SCIP Project Form

- ▶ After all information has been entered select “Save” and then select “Mark as Complete”



Application Forms

- ▶ When the SCIP Project Form is complete, select “Interoperable Communications”

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	03/17/2023	
Contact Information	✓	03/17/2023	
LEA Eligibility Requirements	✓	03/17/2023	
SCIP Project Form	✓	03/17/2023	
Interoperable Communications			
Budget			
Attachments			

Interoperable Communications

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

[Return to Top](#)



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

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

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

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

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

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

Interoperable Communications cont.

3.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

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

3.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

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

4. Does the vendor quote for the requested radios include the encryption requirements as listed on the Radio Interoperability Guidelines?

Yes No

Application Forms

- ▶ When the Interoperable Communications Form is complete, select “Budget”

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	03/17/2023	
Contact Information	✓	03/17/2023	
LEA Eligibility Requirements	✓	03/17/2023	
SCIP Project Form	✓	03/17/2023	
Interoperable Communications	✓	03/17/2023	
Budget			
Attachments			

Budget

- ▶ Budget – each expenditures should be listed separately in the budget. To add each budget line, select the “Add” button

Instructions

Budget:

- To add a new item to a budget category, select "Add".
- To revise an item that has been added to a budget category, select on the respective blue hyperlink in the Item column of the budget to open the specific budget line or select "Edit" on the toolbar to open all budget lines and justification text boxes at once.
- To delete an item that has been added to a budget category, select on the respective blue hyperlink in the Item column of the budget and select "Delete".

Budget Justification:

- To provide or edit the required justification for a budget category, select "Edit". If you have added a line item under any budget category, justification for that budget category must be provided before the justification portion of the form can be saved. Required sections will be marked with a red asterisk (*).

Budget

[Mark as Complete](#) | [Go to Application Forms](#) | [Add](#)

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:
			\$0.00

Budget cont.

- ▶ **Line name:** A brief description of what the budget line is requesting (i.e. Personnel task force officers)
- ▶ **Description:** Description of the budget line (i.e. (3) task force officers)
- ▶ **Amount of Grant Funds Requested:** The total amount of funds requested for the listed budget line

Budget cont.

- ▶ For each budget line select one of the eight budget categories from the dropdown menu



Budget	
<i>To include lines in your budget, click "Add". If the project includes more than one budget line, repeat this step for each budget line.</i>	
Budget Line Category:*	1. Personnel
Line Name:*	2. Personnel Benefits
Description:*	3. Overtime Personnel
Amount of Grant Funds Requested:*	4. Overtime Benefits
	5. Travel/Training
	6. Equipment
	7. Supplies/Operations
	8. Contractual

Budget cont.

- ▶ Select the budget category from the drop down menu

Budget

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:*

If requesting a quantity greater than one for this line, enter the quantity in the following field.

Description:*

Amount of Grant Funds Requested:*

1. Personnel

2. Personnel Benefits

3. Overtime Personnel

4. Overtime Benefits

5. Travel/Training

6. Equipment

7. Supplies/Operations

8. Contractual

- ▶ Enter the line name, description and amount requested and select "Save"



Budget Category Examples

► Personnel

Budget

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:*

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

Description:*

Amount of Grant Funds Requested:*

Budget Category Examples cont.

- ▶ Personnel Benefits
 - ▶ Each type of benefit should be listed separately, but not individually for each position requested on the budget

Budget

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:*

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

Description:*

Amount of Grant Funds Requested:*

Budget Category Examples cont.

▶ Overtime and Overtime Benefits

Budget
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:* 3. Overtime Personnel ▼

Line Name:* Employee Name

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

Description:* Title and if partial how much of their time example 50 hours

Amount of Grant Funds Requested:* 2250

Budget
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:* 4. Overtime Benefits ▼

Line Name:* Name of Benefit example FICA/Medicare

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

Description:* Cost basis 7.65%

Amount of Grant Funds Requested:* \$172.12

Budget Category Examples cont.

- ▶ Travel/Training
 - ▶ If a training is requested all costs associated with that training should be included on one line with a cost basis provided in the Budget Justification
 - ▶ Add dates and what costs are included in the description

Budget

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:*

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

Description:*

Amount of Grant Funds Requested:*

[Return to Top](#)

Budget Category Examples cont.

► Equipment

- Equipment is defined as a tangible or intangible asset with a cost of \$1,000.00 or more and a lifespan of over 1 year

Budget

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:*

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

Description:*

Amount of Grant Funds Requested:*

Budget Category Examples cont.

- ▶ Supplies/Operations
 - ▶ Items that are for monthly expenses or do not meet the threshold to be considered equipment should be listed in this category

Budget

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:*

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

Description:*

Amount of Grant Funds Requested:*

Budget Category Examples cont.

- ▶ Contractual
 - ▶ All contracts must be reviewed/approved by DPS prior to execution, provide available contract details in the budget justification

Budget

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:*

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

Description:*

Amount of Grant Funds Requested:*

Budget cont.

- ▶ When all budget lines have been entered select “Edit” at the top of the page to enter the justification



Budget				Mark as Complete Go to Application Forms Add
<i>To include lines in your budget, select "Add". If the project includes more than one budget line, repeat this step for each budget line.</i>				
Budget Category:	Line Name:	Description:	Amount of Grant Funds Requested:	
1. Personnel	Employee Name	Title and if partial how much of their time 10% of time	\$20,000.00	
			\$20,000.00	
2. Personnel Benefits	Benefit name example FICA/Medicare	In description include cost basis example 7.65%	\$1,530.00	
			\$1,530.00	
3. Overtime Personnel	Employee Name	Title and if partial how much of their time example 50 hours	\$2,250.00	
			\$2,250.00	
4. Overtime Benefits	Name of Benefit example FICA/Medicare	Cost basis 7.65%	\$172.12	
			\$172.12	
5. Travel/Training	Enter Name of the training	Include dates and what costs are included (registration,Meals)	\$1,000.00	
5. Travel/Training	Mileage for work related meetings	Meetings for program, 500 miles, \$.62 per mile	\$310.00	
			\$1,310.00	
6. Equipment	Name of Equipment	Additional details including quantity (2)	\$5,000.00	
			\$5,000.00	
7. Supplies/Operations	Enter name of supplies or operations items	additional details including quantity (3)	\$800.00	
			\$800.00	
8. Contractual	Enter brief contract description	Enter additional information including timeframe	\$9,000.00	
			\$9,000.00	
			\$40,062.12	

Budget Justification

- ▶ After selecting “Edit” enter a separate justification for each line as listed on the budget

Budget Justification

Budget Justification*
(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.

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Font | Size |

Budget Justification cont.

- ▶ Be sure to provide all information requested in the Budget Justification Instructions, example highlighted below for Personnel

Budget Justification

Budget Justification*

(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.

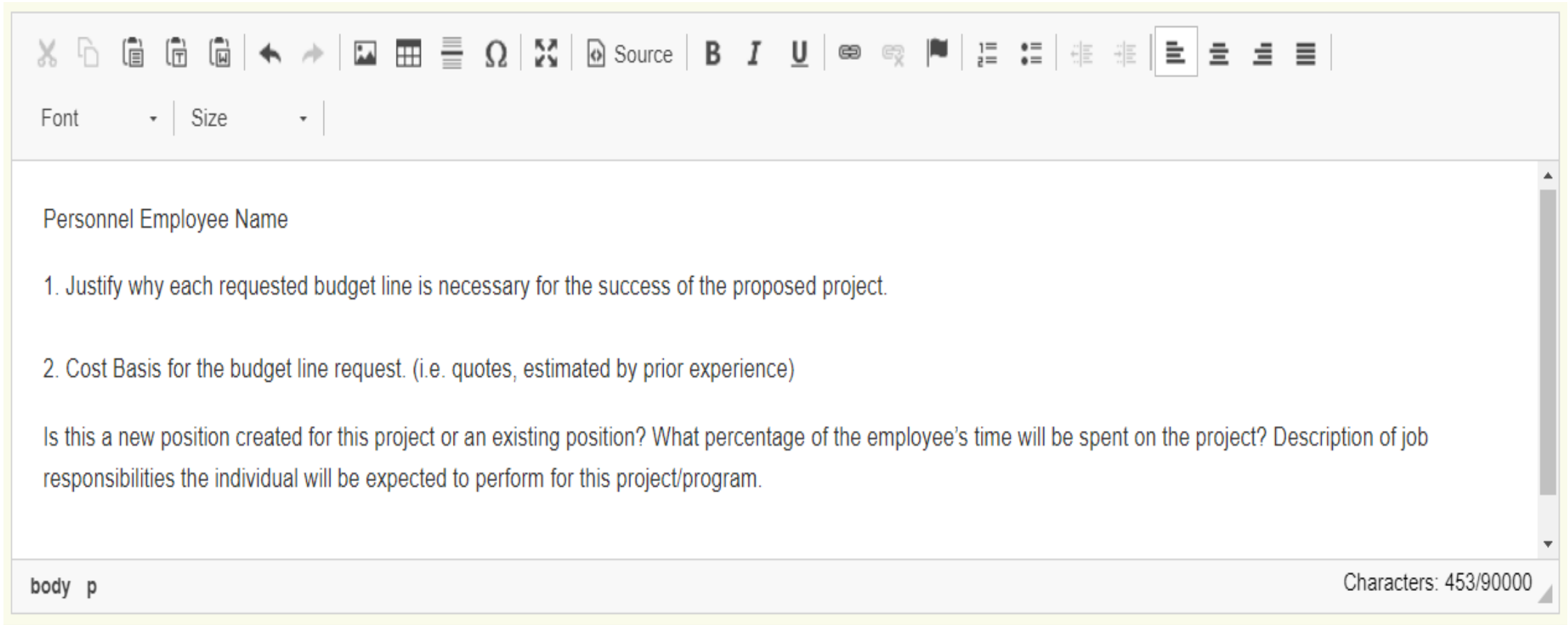
Training – List each training separately in the budget and in the justification provide: the purpose of the training; the estimated dates of the training; who will be attending; or if providing a training the estimated number of attendees; and the cost breakdown for the training (registration, hotel,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



The image shows a screenshot of a rich text editor interface. At the top, there is a toolbar with various icons for editing text, including undo, redo, bold, italic, underline, link, unlink, list, and indent. Below the toolbar, there are dropdown menus for 'Font' and 'Size'. The main text area contains the following content:

Personnel Employee Name

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)

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.

body p

Characters: 453/90000

Budget Complete

- ▶ When all budget lines have been added and separate justification have been provided for each line, select “Save” and “Mark as Complete”



Mark as Complete | **Go to Application Forms** | **Add**

Application Forms

- ▶ When the budget form is complete, select “Attachments”

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	03/17/2023	
Contact Information	✓	03/17/2023	
LEA Eligibility Requirements	✓	03/17/2023	
SCIP Project Form	✓	03/17/2023	
Interoperable Communications	✓	03/17/2023	
Budget	✓	03/17/2023	
Attachments			

Attachments

- ▶ To add an attachment select the blue link in the Attachment column

Instructions

Audit/Financial Statement: Applicant Agency **most recent completed audit** - Audit Details portion of the Project Form requires the agency to submit the last audit. If the agency does not have a completed audit, their financial statement should be submitted.

Signed MOU for multi-jurisdictional projects (if available).

Other Supporting Documentation (Quote or other cost basis): A quote or cost basis for amounts requested in this application, or any other documents that provide information pertinent to the application.

- To attach any other documents, select "Add".
- To delete an uploaded file, select the recycle bin in the Delete column.
- If you have no additional attachments to include in your application, 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.

NOTE: Do not attach password protected documents as they may not be able to be viewed by the application reviewer/scorers.

Attachments [Mark as Complete](#) | [Go to Application Forms](#)

Attachment	Description	File Name	Type	File Size	Date Uploaded	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)						
Other Supporting Documentation (Quotes/cost basis, policies)						
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Other Supporting Documentation (Quotes/cost basis, policies)						
Other Supporting Documentation (Quotes/cost basis, policies)						

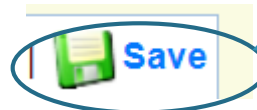
Attachments cont.

- ▶ Select the “Choose File” button to browse your computer for the attachment
- ▶ Select the document
- ▶ Add a description of the document and select “Save”

NOTE: Do not attach password protected documents as they may not be able to be viewed the by the application reviewer/scorers.

Upload File: No file chosen

Description:*



Attachments cont.

- ▶ When all documents have been uploaded select “Mark as Complete

Attachments							Mark as Complete	Go to Application Forms
Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?		
Audit/Financial Statement (REQUIRED)*	Audit Test	Test.docx	docx	13 KB	03/17/2023			
If the project is multi-jurisdictional please include copies of MOU/MOA's				13 KB				
Other Supporting Documentation (Quotes/cost basis, policies)				13 KB				
Other Supporting Documentation (Quotes/cost basis, policies)				13 KB				
Other Supporting Documentation (Quotes/cost basis, policies)				13 KB				
Other Supporting Documentation (Quotes/cost basis, policies)				13 KB				
Other Supporting Documentation (Quotes/cost basis, policies)				13 KB				
Other Supporting Documentation (Quotes/cost basis, policies)				13 KB				

Last Edited By: TEST TEST, 03/17/2023

Application Forms

- ▶ When all forms are listed as complete the select “Submit”

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	03/17/2023	
Contact Information	✓	03/17/2023	
LEA Eligibility Requirements	✓	03/17/2023	
SCIP Project Form	✓	03/17/2023	
Interoperable Communications	✓	03/17/2023	
Budget	✓	03/17/2023	
Attachments	✓	03/17/2023	

Important Grant Dates

- ▶ Application Period:
 - ▶ March 20, 2023 – April 17, 2023 4:00 p.m. CST
- ▶ Application review and funding determinations:
 - ▶ April – May 2023
- ▶ Compliance Workshop: June 1, 2023
- ▶ Program Start Date: June 1, 2023
- ▶ Program End Date: July 31, 2024

Questions

For any questions please contact our office:

- ▶ Brandy Boessen
 - ▶ DPS Grant Specialist
 - ▶ (573) 751-3455
 - ▶ Brandy.Boessen@dps.mo.gov
- ▶ Michelle Branson
 - ▶ DPS Grants Program Supervisor
 - ▶ (573) 526-9014
 - ▶ Michelle.Branson@dps.mo.gov
- ▶ Joni McCarter
 - ▶ DPS Program Manager
 - ▶ (573) 526-9020
 - ▶ Joni.McCarter@dps.mo.gov