

# SFY 2024 American Rescue Plan Act (ARPA)

## State and Local Fiscal Recovery Funds (SLFRF)

## Use of Force Training Grant (UOFTG)

## Application Workshop



# Notice of Funding Opportunity

- ▶ The Missouri Department of Public Safety is pleased to announce the funding opportunity for the SFY 2024 State and Local Fiscal Recovery Funds (SLFRF) Use of Force Training Grant (UOFTG) is open **November 6, 2023 – December 11, 2023 at 5:00 p.m. CST**
- ▶ This funding opportunity is made available through the Missouri Department of Public Safety's electronic WebGrants System, accessible on the internet at:  
<https://dpsgrants.dps.mo.gov/index.do>



# Key Dates

- ▶ **November 6, 2023:** ARPA SLFRF UOFTG funding opportunity open in WebGrants
- ▶ **December 11, 2023:** ARPA SLFRF UOFTG applications due in WebGrants by **5:00 pm CST**
- ▶ **December 2023:** ARPA SLFRF UOFTG funding determinations
- ▶ **January 1, 2024:** Project Start Date
- ▶ **June 30, 2026:** Project End Date



# ARPA SLFRF UOFTG

- ▶ Purpose of ARPA SLFRF Use of Force Training Grant (UOFTG) is to provide grant funding for law enforcement training on the proper **use of force, de-escalation, and constitutional policing** provided by a basic training center or a continuing law enforcement education training provider licensed by the Director of the Missouri Department of Public Safety. Such training shall be made available to all Missouri law enforcement officers



# Maximum Award

- ▶ ARPA SLFRF Use of Force Training Grant (UOFTG) maximum award is \$1,000,000.00 per applicant agency
- ▶ Funds in the amount of \$1,000,000.00 are available for this program



# Eligible Cost Items

- ▶ Costs in the following categories are eligible to support law enforcement training on the proper use of force, de-escalating and constitutional policing activities
  - ▶ Personnel
  - ▶ Benefits
  - ▶ Travel/training
  - ▶ Equipment
  - ▶ Supplies
  - ▶ Contractual
- ▶ **Supplanting is NOT allowed under ARPA SLFRF UOFTG**

# Eligible Applicants

Cass County  
Sheriff's Office  
Regional Training  
Academy

Central Missouri  
Police Academy

Drury University Law  
Enforcement  
Academy

East Central  
College – Phelps  
Law Enforcement  
Training Center

Eastern Missouri  
Police Academy

Greene County  
Sheriff's Office Law  
Enforcement  
Training Academy

Jefferson College  
Law Enforcement  
Academy

Kansas City  
Regional Police  
Academy

Law Enforcement  
Training Institute –  
University of Missouri

Lincoln University  
Law Enforcement  
Training Academy

MCC Blue River –  
Public Safety  
Institute

Mineral Area  
College Law  
Enforcement  
Academy

Missouri  
Department of  
Conservation  
Training Academy

Missouri Division of  
Fire Safety

Missouri Peace  
Officers'  
Association

Missouri Police  
Chief's Association

Missouri Police  
Chief's Charitable  
Foundation

Missouri Safety  
Center Institute for  
Public Safety

Missouri Sheriff's  
Association

Missouri Southern  
State University Law  
Enforcement  
Academy

Missouri State  
Highway Patrol Law  
Enforcement  
Academy

Missouri State  
University Public  
Safety Training  
Center

Missouri Western  
State University  
Regional Law  
Enforcement  
Academy

Southeast Missouri  
State University Law  
Enforcement  
Training Academy

Springfield Police  
Regional Training  
Center

St. Louis County and  
Municipal Police  
Academy

St. Louis Police  
Academy



# Ineligible Applicants

- ▶ Agencies that are not a basic training center or a continuing law enforcement education training provider licensed by the Director of the Missouri Department of Public Safety





# Unallowable Items

- ▶ Food/Beverages
- ▶ Firearms
- ▶ Ammunition
- ▶ Less Lethal Weapons
- ▶ Lobbying
- ▶ Fundraising
- ▶ Corporate Formation
- ▶ State and Local Sales Taxes
- ▶ Aircraft
- ▶ Military-Type Equipment

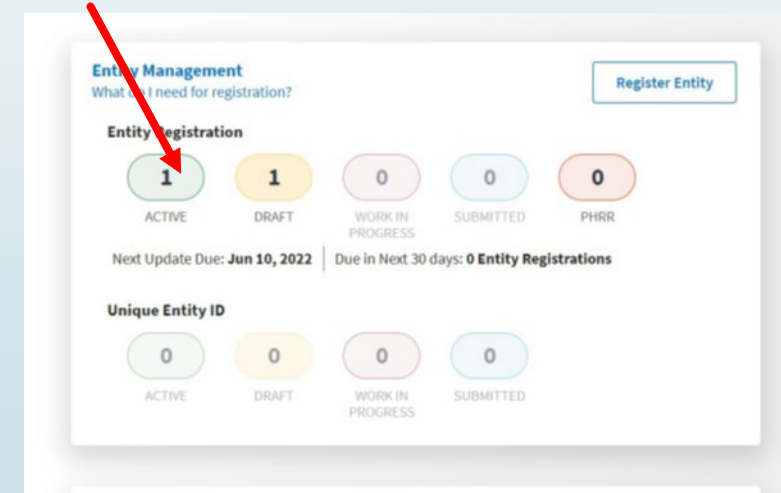
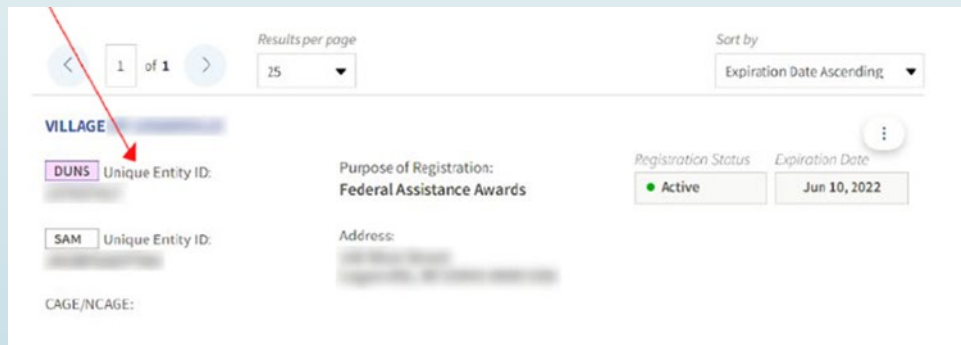
# Unique Entity Identifier (UEI)

- ▶ Effective April 4, 2022, the Federal Government transitioned from using the Data Universal Numbering System (DUNS) Number to the Unique Entity Identifier (UEI)
- ▶ If your organization is already registered in the WebGrants System, you will need to email your UEI to [kelsey.saunders@dps.mo.gov](mailto:kelsey.saunders@dps.mo.gov) if you have not already done so
- ▶ If your organization is not yet registered in WebGrants, you will provide the UEI at the time of registration

**\*\*Please Note: The agency does not need a UEI to submit an application but MUST have a UEI before a grant award can be issued\*\***

# Unique Entity Identifier (UEI) (Cont.)

- ▶ Entities that had an active registration in the System for Award Management prior to this date have automatically been assigned a UEI
- ▶ You can view the UEI in SAM.gov, located below the DUNS Number on your entity registration record
  - ▶ In your workspace, select the numbered bubble above Active in Entity Management
  - ▶ Your records should then appear and the UEI number will be on the left side



# Unique Entity Identifier (UEI) (Cont.)

- ▶ If your agency did not have a DUNS number, you will follow the steps below to obtain a UEI
  - ▶ Sign in to your SAM.gov account and the system will navigate you to your Workspace
  - ▶ Under Entity Management, select Get Started

The screenshot displays the SAM.gov Workspace interface. On the left, the 'Workspace' section is visible, containing an 'Entity Management' card. This card is titled 'Entity Management' and includes the question 'What do I need for registration?'. Below this, there is an 'Entity Registration' section with four status indicators: 'ACTIVE' (0), 'DRAFT' (0), 'WORK IN PROGRESS' (0), and 'SUBMITTED' (0). A 'Next Update Due' section indicates 'Due in Next 30 days: 0 Entity Registrations'. Below that is a 'Unique Entity ID' section with two status indicators: 'ACTIVE' (0) and 'DRAFT' (0). A red dashed box highlights the 'Entity Management' card, and a red arrow points to a 'Get Started' button located in the top right corner of this card. On the right side of the interface, the 'Profile' section shows a user profile with a blurred name and three icons: 'Downloads', 'Saved Searches', and 'Following'. Below the profile are sections for 'Pending Requests' (No pending requests) and 'Notifications' (No available notifications), both with 'See All' links.

# WebGrants Application

- Log in or register at <https://dpsgrants.dps.mo.gov/index.do>
  - If your agency is already registered in the system, someone with access will need to add new users

**Log In**

User ID:\*

[Forgot User Id?](#)

Missouri Department of  
**Public Safety**

New to WebGrants - Missouri Department of Public Safety?

[Register Here](#)

- Two-factor authentication: Enter your password and the one-time passcode sent via email by WebGrants

*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:\*

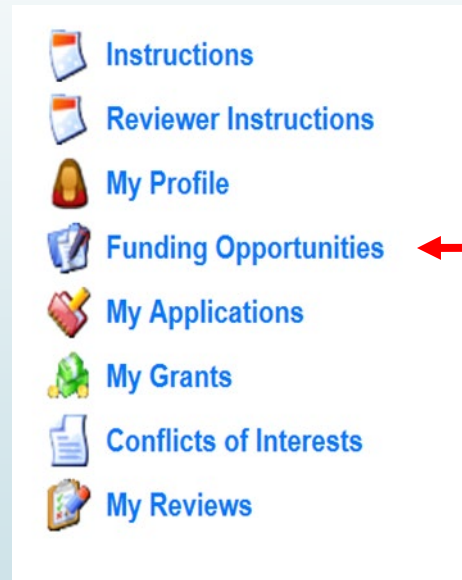
[Reset Password](#)

[Resend One Time Passcode](#)

Missouri Department of  
**Public Safety**

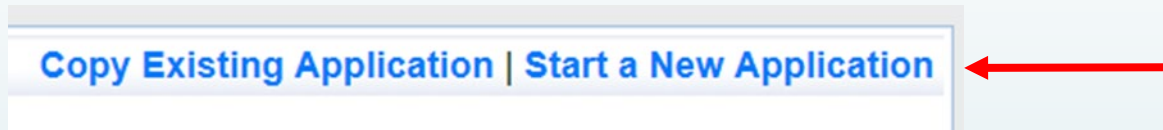
# WebGrants Application (Cont.)

- ▶ Select “Funding Opportunities” and select the “SFY 2024 ARPA SLFRF Use of Force Training Grant (UOFTG)” funding opportunity



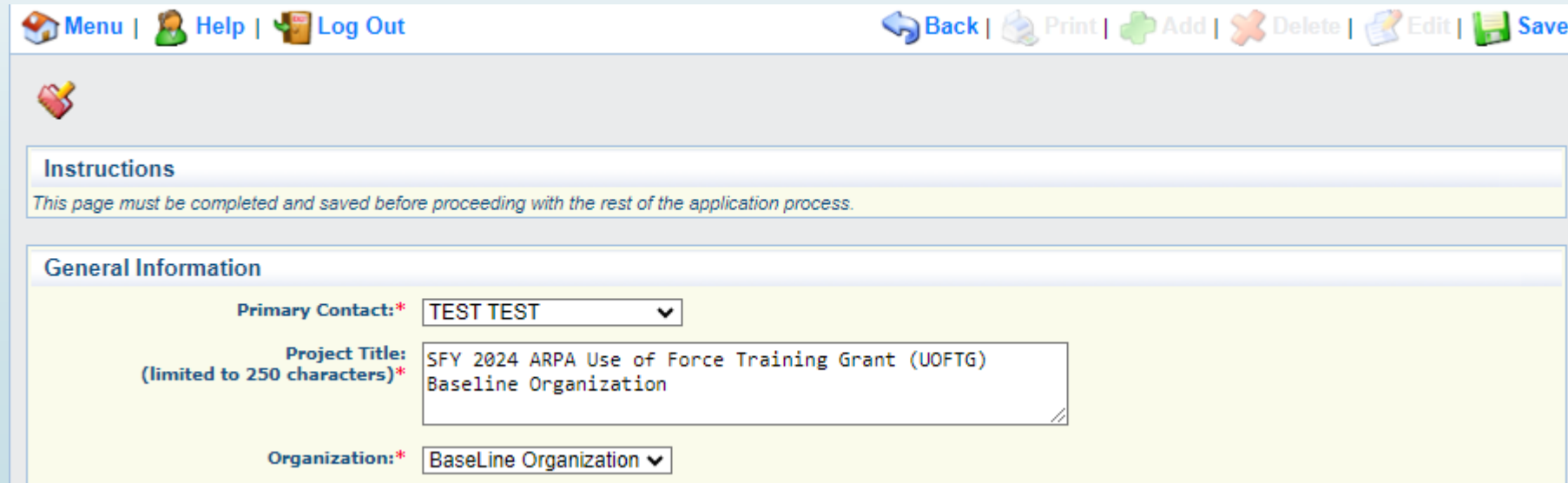
# WebGrants Application (Cont.)

- ▶ Select “Start a New Application”



# WebGrants Application (Cont.)

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



The screenshot displays the WebGrants application interface. At the top, there is a navigation bar with links for Menu, Help, and Log Out on the left, and Back, Print, Add, Delete, Edit, and Save on the right. A red arrow points to the Save button. Below the navigation bar is a section titled 'Instructions' with a yellow background and the text: "This page must be completed and saved before proceeding with the rest of the application process." Below the instructions is the 'General Information' section, which contains three required fields: 'Primary Contact:\*' with a dropdown menu showing 'TEST TEST', 'Project Title:\* (limited to 250 characters)\*' with a text input field containing 'SFY 2024 ARPA Use of Force Training Grant (UOFTG) Baseline Organization', and 'Organization:\*' with a dropdown menu showing 'BaseLine Organization'.



# WebGrants Application (Cont.)

- Select “Go to Application Forms”

General Information [Go to Application Forms](#)

System ID: 164481

Project Title: SFY 2024 ARPA Use of Force Training Grant (UOFTG) Baseline Organization

Primary Contact: TEST TEST

Organization: BaseLine Organization

- Complete each of the five “Application Forms” with all required information then “Save” and “Mark Complete”
  1. General Information
  2. Contact Information
  3. Project Package
  4. Budget
  5. Named Attachments

Form Name	Complete?	Last Edited
<a href="#">General Information</a>	✓	11/06/2023
<a href="#">Contact Information</a>		
<a href="#">Project Package</a>		
<a href="#">Budget</a>		
<a href="#">Named Attachments</a>		

**All forms must be marked complete in order to “Submit”**

# Contact Information

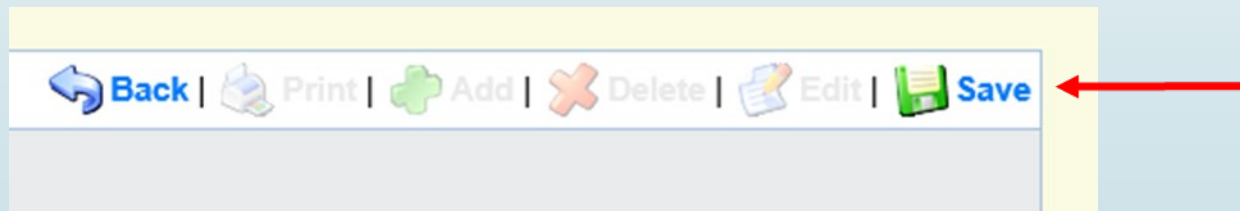
## Authorized Official

- ▶ The Authorized Official is the individual who has the authority to legally bind the applicant into a contract and is generally the applicant's elected or appointed chief executive. 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 (e.g.; the Sheriff is not 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

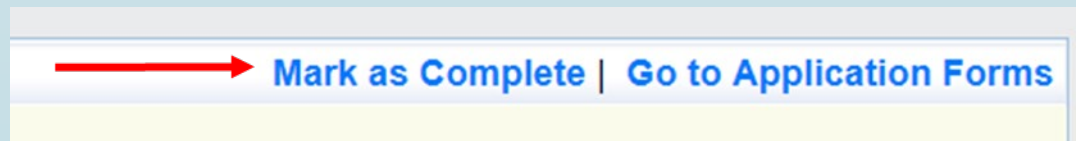
**In order for an application to be considered eligible for funding, the agency's correct Authorized Official MUST be designated in the "Contact Information" form and the "Certified Assurances" form**

# Contact Information (Cont.)

- ▶ Please complete all contact information for
  - ▶ Authorized Official
  - ▶ Project Director
  - ▶ Fiscal Officer
  - ▶ Project Contact Person
- ▶ Required fields are designated with a red asterisk \*
- ▶ Select “Save” at the top of the screen after entering all of the information



- ▶ Then “Mark as Complete”



# A. Project Details

- ▶ A1. Please provide a thorough description of how your agency plans to offer proper use-of-force, de-escalation, and constitutional policing training to Missouri law enforcement

Project Package

**A. Project Details**

A1. Please provide a thorough description of how your agency plans to offer proper use-of-force, de-escalation, and constitutional policing training to Missouri law enforcement. \*

Provide a thorough description of how your agency plans to offer proper use-of-force, de-escalation, and constitutional policing training to Missouri law enforcement.

# A. Project Details (Cont.)

- ▶ **A2. Please provide the following information regarding the training your agency will offer to Missouri law enforcement:**
  - ▶ **A2.a How often will trainings be held**
  - ▶ **A2.b What is the anticipated duration of each training session**
  - ▶ **A2.c How many law enforcement officers will be trained per offering**
  - ▶ **A2.d How many law enforcement officers will be trained at the completion of the project**
  - ▶ **A2.e Please describe the costs that will be involved and charged to the ARPA SLFRF UOFTG to complete the training**

## A.2 Please provide the following information regarding the training your agency will offer to Missouri law enforcement:

**A2.a How often will trainings be held? \***

Explain how often trainings will be held.

**A2.b What is the anticipated duration of each training session? \***

Provide the anticipated duration of each training session.

**A2.c How many law enforcement officers will be trained per offering? \***

Provide the number of law enforcement officers that will be trained per offering.

**A2.d How many law enforcement officers will be trained at the completion of the project? \***

Provide the number of law enforcement officers that will be trained at the completion of the project.

**A2.e Please describe the costs that will be involved and charged to the ARPA SLFRF UOFTG to complete the training. \***

Describe the costs that will be involved and charged to the ARPA SLFRF UOFTG.

# A. Project Details (Cont.)

- ▶ **A3. Do you currently have, or do you have access to, in-person classroom space that can be dedicated to this training? Yes/No**
  - ▶ **If YES:**
    - ▶ A3.a Please provide a description of the space to include seating capacity, ADA Accessibility, safety features, and other basic needs accommodations

**A.3 Do you currently have, or do you have access to, in-person classroom space that can be dedicated to this training? \***  Yes  No

**A3a. Please provide a description of the space to include seating capacity, ADA Accessibility, safety features and other basic needs accommodations.**

Provide a description of the space to include seating capacity, ADA Accessibility, safety features, and other basic needs accommodations.

# A. Project Details (Cont.)

- ▶ A4. Do you have the capability to deliver this training virtually? **Yes/No**
  - ▶ **If YES:**
    - ▶ A4.a Describe your current virtual training capabilities, limitations, and associated costs

A4. Do you have the capability to deliver this training virtually? \*  Yes  No

A4.a Describe your current virtual training capabilities, limitations, and associated costs.

Describe your current training capabilities, limitations, and associated costs.

# A. Project Details (Cont.)

- ▶ **A5. Provide details regarding your instructor cadre specializing in the topics of proper use-of-force, de-escalation, and constitutional policing**
  - ▶ Provide the instructors' experience and background related to these training topics
- ▶ **A5.a Are the prospective instructors for the training currently licensed by the Missouri Peace Officer Standards and Training (POST) Program? Yes/No**

**A.5 Provide details regarding your instructor cadre specializing in the topics of proper use-of-force, de-escalation, and constitutional policing. Please provide the instructors' experience and background related to these training topics. \***

Provide details regarding your instructor cadre specializing in proper use-of-force, de-escalation, and constitutional policing

**A5.a Are the prospective instructors for the training currently licensed by the Missouri Peace Officer Standards and Training (POST) Program? \***

Yes  No



# A. Project Details (Cont.)

- ▶ **A6. Will your agency utilize guest speaker(s) in delivering any portion of this training?**

**Yes/No**

- ▶ **If YES:**

- ▶ A6.a Provide the prospective guest speaker(s), their credentials, and professional experience in the topics of proper use-of-force, de-escalation, and constitutional policing

**A6. Will your agency utilize guest speaker(s) in delivering any portion of this training? \***  Yes  No

**A6.a Provide the prospective guest speaker(s), their credentials, and professional experience in the topics of proper use-of-force, de-escalation, and constitutional policing.**

Provide the prospective guest speaker(s), their credentials, and professional experience in the topics of proper use-of-force, de-escalation, and constitutional policing.

# A. Project Details (Cont.)

- ▶ A7. Provide your current lesson plan and measurable course learning objectives for the training topics

A7. Provide your current lesson plan and measurable course learning objectives for the training topics. \*

Provide your current lesson plan and measurable course learning objectives for the training topics.

- ▶ A8. Will your agency incorporate any hands-on scenario based, demonstrative, or practical exercises into your training? **Yes/No**

- ▶ **If YES:**

- ▶ A8.a Provide a detailed sample scenario and explain how the course learning objectives will be covered within the scenario

A8. Will your agency incorporate any hands-on scenario based, demonstrative, or practical exercises into your training. \*

Yes  No

A8.a Provide a detailed sample scenario and explain how the course learning objectives will be covered within the scenario.

Provide a detailed sample scenario and explain how the course learning objectives will be covered within the scenario.

# A. Project Details (Cont.)

- ▶ **A9. How will your agency evaluate the students' retention of the course learning objectives, information, and or skill(s) presented in the training?**
- ▶ **A10. How will you evaluate your agency, as the training provider, in meeting the requirements and desired results of this training grant?**

**A9. How will your agency evaluate the students' retention of the course learning objectives, information, and or skill(s) presented in the training? \***

How will your agency evaluate the students' retention of the course learning objectives, information, and or skill(s) presented in the training?

**A10. How will you evaluate your agency, as the training provider, in meeting the requirements and desired results of this training grant? \***

How will you evaluate your agency, as the training provider, in meeting the requirements and desired results of this training grant?

# A. Project Details (Cont.)

- A11. Please provide an estimated timeframe for how long it will take to complete the project?
- A12. Will the costs for the project be obligated by December 31, 2024 and project activities completed by June 30, 2026?
- A13. Check the box to attest the agency does not have funds that are budgeted for the requested project as supplanting is not allowed for the ARPA SLFRF UOFTG
- A14. Check the box to certify understanding that project activities must be completed within the period of performance (January 1, 2024 – June 30, 2026) and work on the project CANNOT begin until a grant award (Subaward Agreement) has been received and fully executed. If project activities are started prior to the completion of the above listed activities, costs will be deemed ineligible

A11. Please provide an estimated timeframe for how long it will take to complete this project. \*

Provide an estimated timeframe for how long it will take to complete this project.

A12. Will costs for the project be obligated by December 31, 2024 and project activities be completed by June 30, 2026? \*

Yes  No

A13. By checking this box, the applicant agency attests they do not have funds that are budgeted for the requested project as supplanting is not allowed for the ARPA SLFRF UOFTG. \*

A14. By checking this box, the applicant agency certifies understanding that project activities must be completed within the period of performance (January 1, 2024 – June 30, 2026) and work on the project CANNOT begin until a grant award (Subaward Agreement) has been received and fully executed. If project activities are started prior to the completion of the above listed activities, costs will be deemed ineligible. \*



## B. Audit

- ▶ Using the most recent audit, annual financial statement, and/or SEFA, complete the “Audit Certification” section to indicate whether the \$750,000 threshold for federal audits was met per [Part 2 CFR 200.501](#)
  - ▶ The \$750,000 federal expenditure threshold is met when an agency has expended \$750,000 or more in federal funds during their last fiscal year. This information can be found on the agency’s most recent audit, annual financial statements, and/or SEFA. (The total amount of federal funds expended is derived from all federal sources)

## B. Audit (Cont.)

- ▶ B1. Has the applicant agency exceeded the federal expenditure threshold of \$750,000 in federal funds during the agency's last fiscal year? **Yes/No**
- ▶ B2. Enter the date the agency's last audit was completed
- ▶ B3. Check the box to certify understanding you are required to upload a copy of the most recent completed audit (or annual financial statement) in the Named Attachments Form.

### B. Audit

**B1. Has the Applicant Agency exceeded the federal expenditure threshold of \$750,000 in federal funds during the agency's last fiscal year? \***

Yes  No

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.

**B2. Date last audit completed: \***

12/31/2022



**B3. By checking this box the applicant agency understands they are required to upload a copy of the agency's most recent completed audit (or annual financial statement) in the Named Attachments section of this application. \***



# C. Risk Assessment

- The “Risk Assessment” section is used to gather information the awarding agency (DPS) will use to conduct a risk assessment of your agency, as required by [2 CFR 200.332 \(b\)](#)
- C1. Does the applicant agency have new personnel that will be working on this award? **Yes/No**
  - **If YES:**
    - C1.a Please list the name(s) of new personnel and their title(s)
- C2. Does the applicant agency have a new fiscal or time accounting system that will be used on this award? **Yes/No**
- C3. Does the applicant agency receive any direct Federal awards? **Yes/No**
  - **If YES:**
    - C3.a Please list the direct Federal awards the agency receives.
    - C3.b Did the applicant agency receive any Federal monitoring on a direct Federal award in their last fiscal year? **Yes/No**
      - **If YES:**
        - C3.b.1 List the direct awards that were monitored and indicate if there were any findings or recommendations

**C. Risk Assessment**

**C1. Does the applicant agency have new personnel that will be working on this award? \***  Yes  No  
New personnel is defined as working with this award type less than 12 months.

**C1.a. Please list the name(s) of new personnel and their title(s)**

**C2. Does the applicant agency have a new fiscal or time accounting system that will be used on this award? \***  Yes  No  
New fiscal or time accounting system is defined as a system being utilized less than 12 months.

**C3. Does the applicant agency receive any direct Federal awards? \***  Yes  No  
Direct grants are grants that you apply directly to the federal government for and there is no intermediary.

**C3.a. Please list the direct Federal awards the agency receives.**

**C3.b. Did the applicant agency receive any Federal monitoring on a direct federal award in their last fiscal year?**  Yes  No

**C3.b.1. Please list the direct awards that were monitored and indicate if there were any findings or recommendations.**



## D. Certified Assurances

**The “Certified Assurances” section MUST be completed with the agency’s correct Authorized Official to be considered eligible for funding**

**\*\*If the Authorized Official has a different title, than those listed, 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\*\***

Applications can be saved without the Authorized Official’s information while they review, but **MUST** be completed before the form can be marked complete and submitted



# D. Certified Assurances (Cont.)

## D. Certified Assurances

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

### UOFTG Certified Assurances

D1. By checking this box, I have read and agree to the terms and conditions of this grant.\*

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

**If the incorrect Authorized Official is listed in #D2 of the application, the application will be deemed ineligible for funding.**

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 a Regional Planning Commission (RPC) or Council of Government (COG), the Executive Director shall be the Authorized Official
- If the applicant agency is a special district, such as Fire Protection District or Ambulance District, the Board Chair/President shall be the Authorized Official
- If the applicant agency is a school district, the Superintendent or School Board President shall be the Authorized Official

If a designee is being utilized to authorize the application, the Missouri Department of Public Safety (DPS) reserves the right to request documentation that indicates the designee has the authority to legally bind the applicant into a contract in lieu of the Authorized Official at the time of application submission.


**\*\*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\*\***

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

D2. Authorized Official Name and Title:

D3. Name and Title of person completing this application:

D4. By checking this box, I certify I have read and understand that the correct Authorized Official MUST be designated on this form in order to be eligible for funding.\*

D5. Date\*  

# Budget Form (Cont.)

Enter each budget line by selecting “Add” and completing all required information, then “Save” and “Add” if additional budget lines are needed

- Personnel
- Benefits
- Travel
- Equipment
- Supplies/Operations
- Contractual

**Supplanting is NOT allowed under ARPA SLFRF UOFTG**

Contractual			Add
<small>To include Contractual in your budget, click "Add". If the project includes more than one contractual item, repeat this step for each contract.</small>			
Item Name:	Type of Contract:	Total Cost:	\$0.00

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

**Application**

Application: 164481 - SFY 2024 ARPA Use of Force Training Grant (UOFTG) Baseline Organization

Program Area: American Rescue Plan ACT

Funding Opportunities: 164477 - SFY 2024 ARPA SLFRF Use of Force Training Grant (UOFTG) TEST

Application Deadline: Final Application Deadline not Applicable

Organization: BaseLine Organization

**Contractual**

To include Contractual in your budget, click "Add". If the project includes more than one contractual item, repeat this step for each contract.

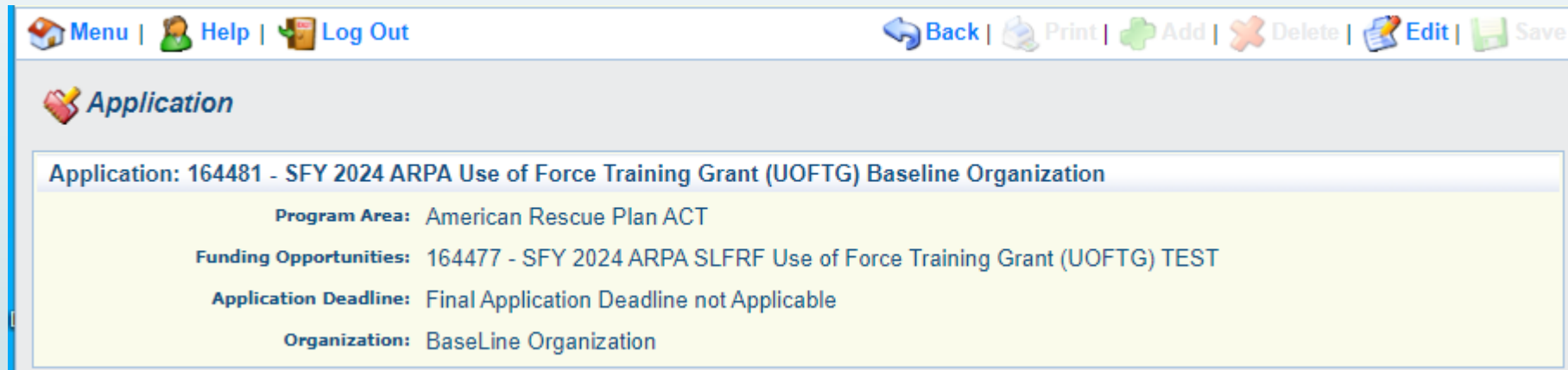
Item Name\*:

Type of Contract\*:

Total Cost\*:

# Budget Form (Cont.)

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



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

**Application**

Application: 164481 - SFY 2024 ARPA Use of Force Training Grant (UOFTG) Baseline Organization

Program Area: American Rescue Plan ACT

Funding Opportunities: 164477 - SFY 2024 ARPA SLFRF Use of Force Training Grant (UOFTG) TEST

Application Deadline: Final Application Deadline not Applicable

Organization: BaseLine Organization

# Budget Form (Cont.)

- The instructions for each budget section provides a description of what information should be included in the budget narrative justifications

**Narrative Justification - Contractual**

*Detailed narrative justification is required for all budget line(s). This justification should fully explain the need for acquisition. To provide the required justification for a budget line item(s), click 'Edit' at top of page. Provide separate justifications for each line item being requested. Address the need for the contract, services provided by the contract, dates covered by the contract, and a cost basis for the amount requested.*

\*

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Font - | Size - |

Justify the items to be purchased, in accordance with the above listed statutes.]

- **DO NOT** put “See attachment” in the narrative justifications! Each section must be completed. If you have information that will not fit in the justification, please enter a summary in the justification and then include the statement “Additional information can be located in the “Named Attachment” section
- When justifications for all sections have been completed, select “Save” and “Mark as Complete” at the top of the page



# Budget Form (Cont.)

- ▶ Personnel Narrative Justification

- ▶ Provide each employee, what duties they will be required to complete for the project, their salary, and their estimated hours spent on the project as a cost basis

- ▶ Personnel Benefits Narrative Justification

- ▶ Provide each employee, what benefits they receive, the cost of each benefit, how it is determined (i.e., monthly or percentage based) and the rate

# Budget Form (Cont.)

## ► Travel Costs

- Meal per diem rates cannot exceed the rates approved by the Missouri Office of Administration
  - <https://oa.mo.gov/accounting/state-employees/travel-portal-information/meals-per-diem>
- Mileage rates cannot exceed the state rates approved by the Missouri Office of Administration
  - <https://oa.mo.gov/accounting/state-employees/travel-portal-information/mileage>
- Lodging rates cannot exceed the established CONUS rates
  - <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcategory>
- Each agency must follow their own travel policy



# Budget Form (Cont.)

## ► Travel Narrative Justification

- Each travel event requested should be listed in the justification and include a full cost basis for the amount requested, including:
  - Justification for the travel
  - Number of staff traveling
  - Estimated dates and locations
  - What costs are being requested and the estimated rate (i.e., lodging, meal per diem, conference fees, etc.)

# Budget Form (Cont.)

## ► Equipment Costs

- Equipment is defined as tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of \$1,000.00 or more

## ► Equipment Narrative Justification

- Include why the requested item is necessary for the project
- Include who will use the item
- Include how the item will be used
- Include where the item will be housed
- Provide a cost basis for the amount requested





# Budget Form (Cont.)

- ▶ Supplies Narrative Justification
  - ▶ Include how the requested item supports the project
  - ▶ Include why the amount requested is necessary
  - ▶ Include a cost basis
  - ▶ For a service that fits the criteria for supplies, the dates covered must be provided (i.e., annual software license, phone, or internet service)



# Budget Form (Cont.)

- ▶ Contractual Narrative Justification
  - ▶ Include what will be provided by the contract
  - ▶ Include estimated dates of service or delivery
  - ▶ Include why the contract is needed to support the project
  - ▶ Include a cost basis for the amount requested








# Named Attachments

- All attachments must be included in this section
- Required Attachments
  - Audit/Financial Statement
- Other Supporting Attachments (if applicable)
  - Quote or other cost basis
  - Other Supporting Information (Up to 2 attachments)

# Named Attachments (Cont.)

- To add each attachment select the name of the attachment

Named Attachments							<a href="#">Mark as Complete</a>   <a href="#">Go to Application Forms</a>
Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?	
<a href="#">Audit/Financial Statement (REQUIRED)*</a>							
<a href="#">Quote or other cost basis</a>							
<a href="#">Other Supporting Information</a>							
<a href="#">Other Supporting Information</a>							
<a href="#">Other Supporting Information</a>							

- The applicant agency's most recent audit/financial statement is a required document and MUST be uploaded before the form can be marked completed

# Named Attachments (Cont.)

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

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

### Application

#### Attach File

*Audit\Financial Statement: Applicant Agency **Most Recent Completed Audit** - Audit Details portion of the Project Package requires the agency to submit the last audit. If the agency does not have a completed audit, their financial statement should be submitted.*

*Federal Fund Schedule is REQUIRED if not included in Audit.*

*Quote or other cost basis: A quote or cost basis is recommended for all costs requested.*

*Body-Worn Camera Policy: If requesting Body-Worn Cameras, required policies, as discussed in the ARPA SLFRF POG NOFO can be provided at time of application.*

*Mandatory Wear Policy: If requesting body armor, required mandatory wear policy, as discussed in the ARPA SLFRF POG NOFO can be provided at time of application.*

*Other supporting documents: Any supporting documentation not listed above may be submitted in the attachments titled Other Supporting Documentation.*

- To [attach any other documents](#), click "Add".
- To [delete an uploaded file](#), click the recycle bin in the Delete column.
- If you have no additional attachments to include in your application, select "Mark as Complete".

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

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

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

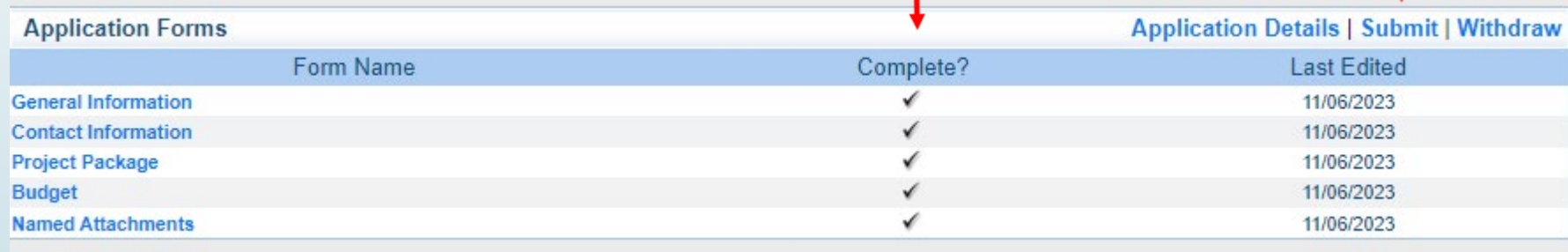
**NOTE: Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.**

Upload File:  Test File.docx

Description:\*

# Named Attachments (Cont.)

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



The screenshot shows a table titled "Application Forms" with columns for "Form Name", "Complete?", and "Last Edited". The "Complete?" column contains checkmarks for all listed forms. A red arrow points to the "Complete?" column, and another red arrow points to the "Submit" button in the "Application Details" section.

Application Forms		Application Details   <a href="#">Submit</a>   <a href="#">Withdraw</a>	
Form Name	Complete?		Last Edited
<a href="#">General Information</a>	✓		11/06/2023
<a href="#">Contact Information</a>	✓		11/06/2023
<a href="#">Project Package</a>	✓		11/06/2023
<a href="#">Budget</a>	✓		11/06/2023
<a href="#">Named Attachments</a>	✓		11/06/2023



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