

FY 2020 Emergency Medical Services COVID-19 Relief Funding – Application Instructions

Funded through the Missouri Department of Public Safety, FY 2020 Coronavirus Emergency Supplemental Funding Program (CESF)



Registration in the WebGrants System

- ❖ The first step in the application process is to have your agency registered in the WebGrants System (If you already have a login to the system skip this step)
- ❖ The WebGrants system can be accessed at:
<https://dpsgrants.dps.mo.gov/index.do>
- ❖ Select Register Here



Registration in WebGrants System (Cont.)

- ❖ Complete all fields and select “Register”
- ❖ The registration request will be reviewed by DPS staff, and then the system will email you a user ID and password

Personal Information

Name: * First Name Last Name

Job Title: *

Email: *

Confirm Email: *

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

Street Address 1:
If a PO Box is entered above, enter the street address here. Do not repeat the mailing address.

Street Address 2:

* Missouri State/Province Postal Code/Zip

City: Ext.

Phone: * Ext.

Fax:

Organization Information

Applicant Agency: *

Organization Type: *

Federal Tax ID#: *
9 digits (no hyphen)

DUNS #: *
9-digit number

SAM/CCR CAGE Code: Valid Until Date

Organization Website:

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

Street Address 1:
If a PO Box is entered above, enter the street address here. Do not repeat the mailing address.

Street Address 2:

* Missouri State/Province Postal Code/Zip + 4

City: County: *

Congressional District: *
01 02 03 04
Hold 'CTRL' to add additional districts

Phone: * Ext.

Fax:

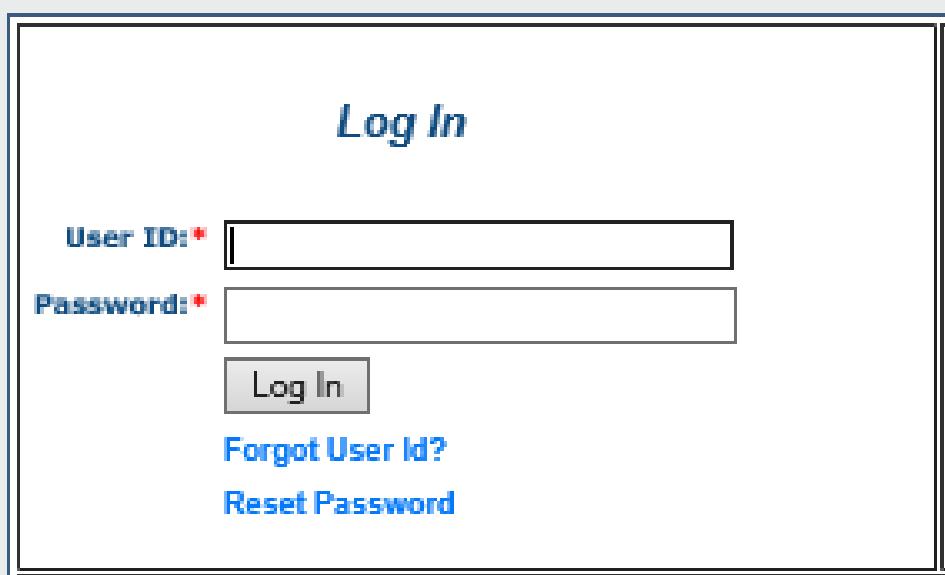
Verify Submission

I'm not a robot 
reCAPTCHA
Privacy • Terms

Register

Logging into WebGrants

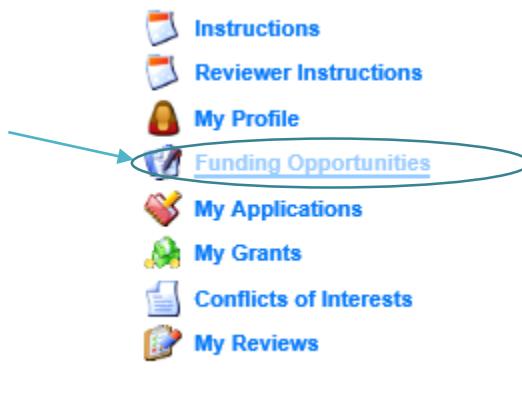
- ❖ After you have received your system credentials you can log in to WebGrants
<https://dpsgrants.dps.mo.gov/login.do>



The image shows a screenshot of the WebGrants login page. The page has a light gray background with a dark gray header bar at the top. The header bar contains the text "Log In" in a blue, sans-serif font. Below the header, there are two input fields: one for "User ID" and one for "Password", both marked with a red asterisk to indicate they are required fields. Below these fields is a "Log In" button with a dark gray background and white text. At the bottom of the page, there are two links in blue text: "Forgot User Id?" and "Reset Password".

Applying for the Funding Opportunity

- ❖ After logging into the system select “Funding Opportunities”



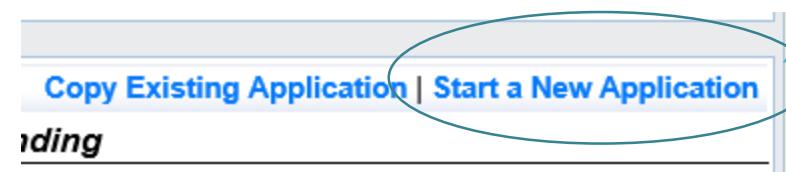
Applying for the Funding Opportunity (Cont.)

- ❖ Select the FY 2020 Emergency Medical Services COVID-19 Relief Funding Opportunity #123526, by selecting the blue Opportunity Title Link



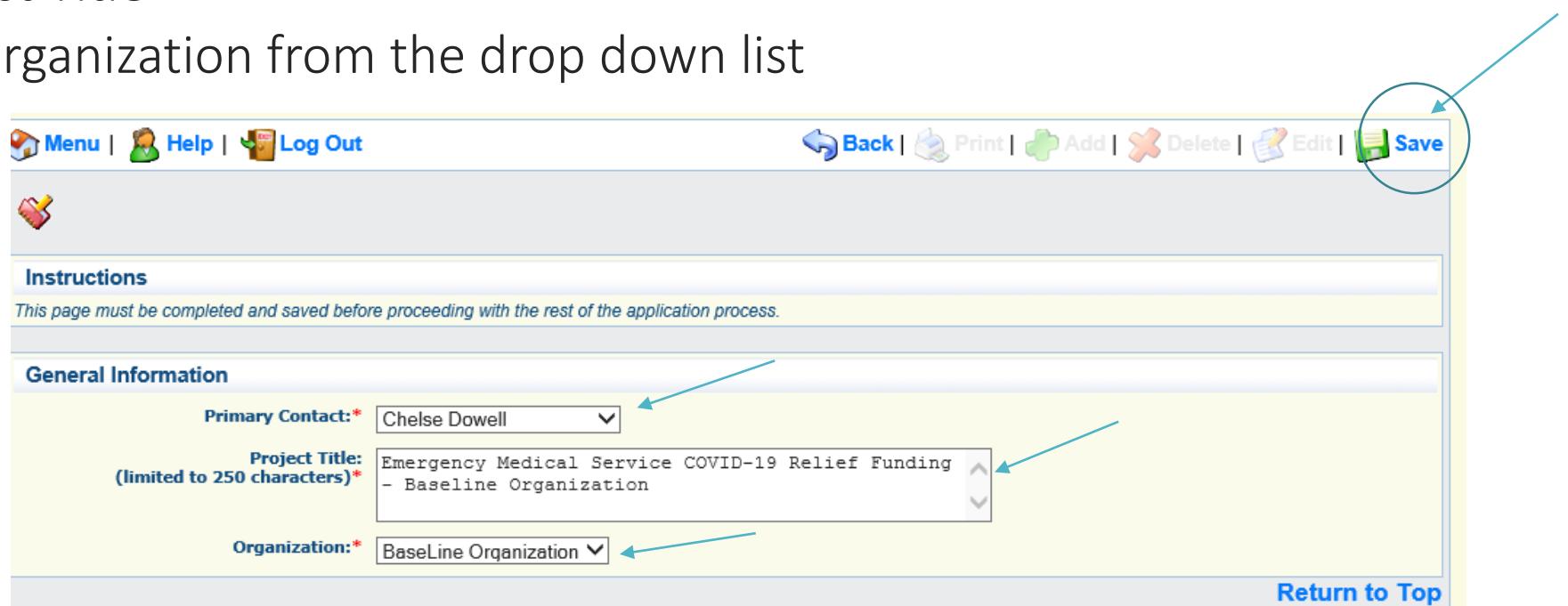
Applying for the Funding Opportunity (Cont.)

- ❖ After entering the funding opportunity select “Start a New Application”



General Information

- ❖ Complete the General Information form
 - ❖ Select the Primary Contact from the drop down list
 - ❖ Enter a Project Title
 - ❖ Select your Organization from the drop down list
- ❖ Select “Save”



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

Instructions
This page must be completed and saved before proceeding with the rest of the application process.

General Information

Primary Contact: * Chelse Dowell

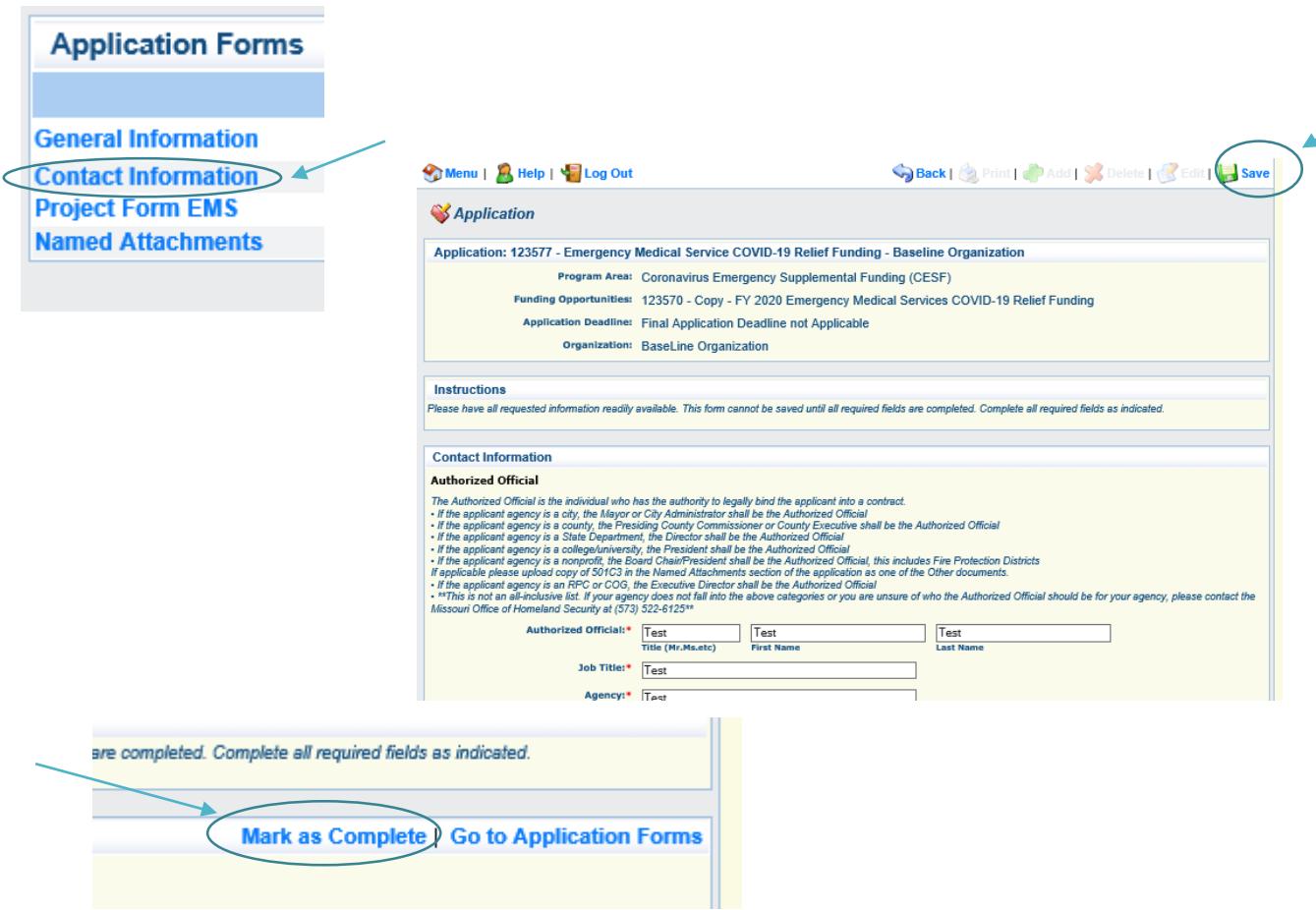
Project Title: * (limited to 250 characters) Emergency Medical Service COVID-19 Relief Funding - Baseline Organization

Organization: * BaseLine Organization

Return to Top

Contact Information

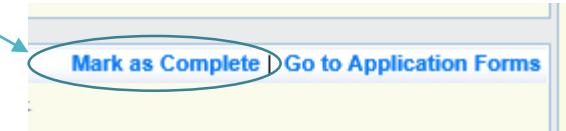
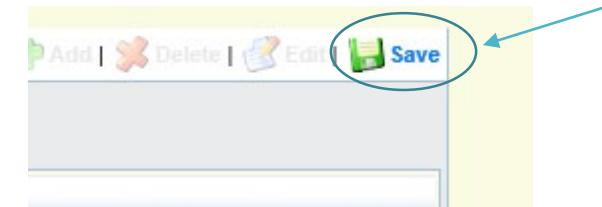
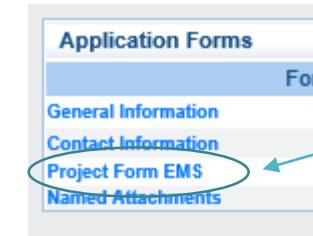
- ❖ Select “Contact Information” and complete the form
- ❖ Provide contact information for the: Authorized Official; Project Director; Fiscal Officer; and Project Contact Person (if different from the Project Director)
- ❖ Select “Save”
- ❖ Select “Mark as Complete”



The screenshot shows the 'Application Forms' interface. On the left, a sidebar menu lists 'Application Forms', 'General Information', 'Contact Information' (which is highlighted with a blue oval and a blue arrow pointing to it), 'Project Form EMS', and 'Named Attachments'. The main content area is titled 'Application' and shows details for Application 123577. The 'Contact Information' section is expanded, showing fields for 'Authorized Official' (with a detailed description of who qualifies), 'Job Title', and 'Agency'. At the bottom of this section, there is a note: 'Please have all requested information readily available. This form cannot be saved until all required fields are completed. Complete all required fields as indicated.' Below this note are two buttons: 'Mark as Complete' (which is highlighted with a blue oval and a blue arrow pointing to it) and 'Go to Application Forms'.

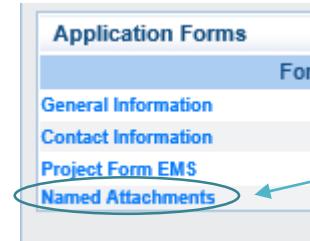
Project Form EMS

- ❖ Select “Project Form EMS”
- ❖ Complete all 15 questions following the directions given in the form
- ❖ Ensure that the Correct Authorized Official is listed in #13
 - ❖ instructions on the correct Authorized Official are listed above this section
 - ❖ *If you are unsure of the correct Authorized Official for your agency **please contact our office***
 - ❖ Select “Save”
 - ❖ Select “Mark as Complete”



Named Attachments

- ❖ Select “Named Attachments”
- ❖ The Audit/Financial Statement is *Required*
 - ❖ Attach your agency’s most recent audit, if they have never been audited, provide the agency’s financial statement for their most recent completed fiscal year
 - ❖ *Select “Audit/Financial Statement (REQUIRED)**
 - ❖ *Select “Browse” to find the Audit/Financial Statement on your computer and add a description then select “Save”*



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

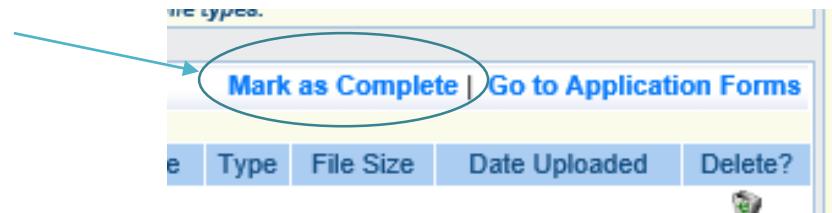
Upload File: Browse...

Description:



Named Attachments (Cont.)

- ❖ If your agency has expended more than \$750,000 in federal funds in the most recently completed fiscal year, also provide a copy of their Federal Fund Schedule
- ❖ Any additional documents that you would like to provide can be submitted in Other Supporting Information sections
- ❖ After all documents are loaded select “Mark as Complete”



Submit Application

- ❖ After all forms are marked complete, select “Submit”

Application Forms		Application Details	Submit	Withdraw
Form Name	Complete?			
General Information	✓			03/09/2021
Contact Information	✓			03/09/2021
Project Form EMS	✓			03/09/2021
Named Attachments	✓			03/09/2021

Next Steps

- ❖ If your agency is eligible to participate the Department of Public Safety staff will contact you and provide further instructions
- ❖ If your agency is *not* eligible to participate the Department of Public Safety staff will notify you

Contacts

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