SFY 2025 Deputy Sheriff Salary Supplementation Fund (DSSSF)



DSSSF Purpose

- Program purpose is to supplement salaries for Sheriff Deputies around the State.
- Funding formula, approved by the MoSMART Board, is as follows:
 - ▶ Deputies with an annual salary:
 - ▶ Below \$25,500 will receive an annual supplement amount of \$8,500
 - ▶ \$25,501 \$32,500 will receive a supplement to increase their annual salary to \$34,000
 - ▶ \$32,501 to \$49,999 will receive an annual supplement of \$1,500
 - ▶ \$50,000 and over are not eligible for supplement

LEA Compliance

- ▶ To be eligible for DSSSF funding, each law enforcement agency will need to be compliant at the time of application and remain compliant for the duration of the grant period of performance with the following:
- Section 590.650 RSMo Vehicle Stops Report:
 - ▶ Pursuant to 590.650.3 RSMo, (1) every law enforcement agency shall compile the data described in subsection 2 for the calendar year into a report to the attorney general and (2) each law enforcement agency shall submit the report to the attorney general no later than March 1 of the following calendar year.
 - ▶ NOTE: It is the responsibility of the applicant to verify the submission of this report with the Attorney General's Office <u>prior</u> to submitting an application. Failure to submit the Racial Profiling Report will result in the automatic denial of the application. A copy of such report need not be submitted with the application.

LEA Compliance, cont.

- Section 590.700 RSMO Written Policy on Recording of Custodial Interrogations:
 - Pursuant to 5900.700.4 RSMo, each law enforcement agency shall 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 this section
 - ▶ NOTE: It is the responsibility of the applicant to ensure the prescribed written policy in in place <u>prior</u> to submitting an application
- ▶ <u>Section 43.544 RSMo</u> Written Policy on Forwarding Intoxication-Related Traffic Offenses:
 - Pursuant to 43.411.1 RSMO, each law enforcement agency shall adopt a policy requiring arrest information for all intoxication-related traffic offenses to the central repository as required in <u>Section 43.503 RSMo</u> and shall certify adoption of such policy when applying for any grants administered by the Department of Public Safety

LEA Compliance, cont.

- ▶ <u>Section 590.1265 RSMo</u> Police Use of Force Transparency Act of 2021:
 - Use of Force incidents reporting standards and procedures, publication of report data, analysis report. Each law enforcement agency shall certify compliance with this statue when accepting any grants administered by the Department of Public Safety
- ▶ <u>Section 590.30 RSMo</u> Rap Back Program:
 - Pursuant to Section RSMo 590.030, 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. An officer shall submit to being fingerprinted at any law enforcement agency upon commissioning and for as long as the officer is commissioned with that agency.

LEA Compliance, cont.

- <u>Section 43.505 RSMo</u> National Incident-Based Reporting System (NIBRS) formerly Uniform Crime reporting (UCR):
 - ▶ Pursuant to <u>Section RSMo 43.505</u>, Uniform Crime Reporting system duties of department violations, penalty. 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. 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. Each law enforcement agency shall certify compliance with <u>Section RSMo 43.505</u> when accepting any grants administered by the Department of Public Safety.
 - NOTE: Show Me Crime Reporting provides a no cost option for agencies to comply with Section 43.505 RSMo. Agencies that are not currently compliant with Section 43.505 RSMo will not be eligible to apply until they have registered with Show Me Crime Reporting and have begun submitting MIBRS reports.

 https://showmecrime.mo.gov/CrimeReporting/MIBRSRegistration.html

Login

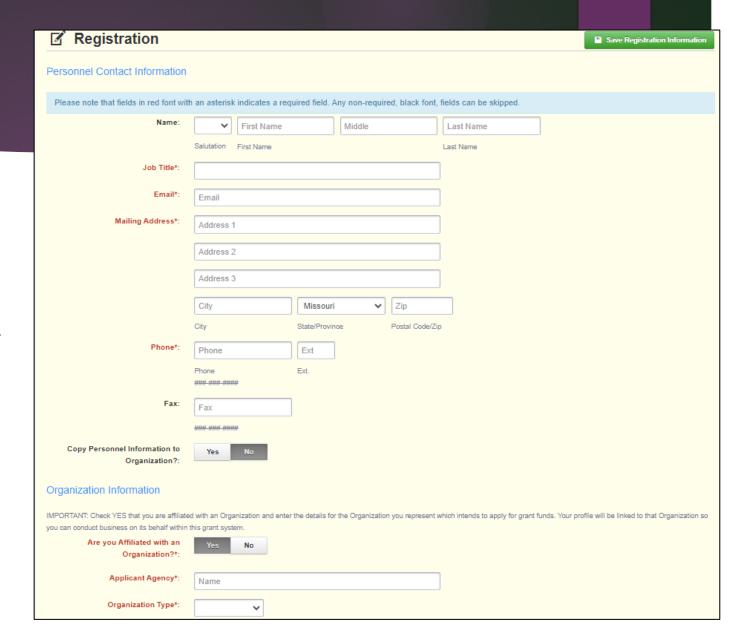
- ▶ To begin an application login to the WebGrants System
 - Returning users or Organizations
 - ► Enter User ID & Password
 - New Users select "Click here to Register"





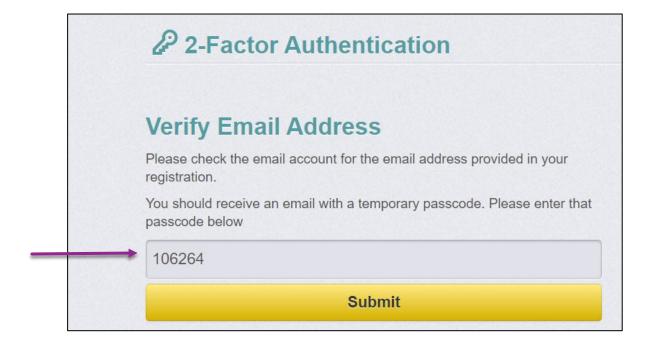
New User

- If you are applying as a "New User"
 - Complete the Registration
 - It may take a few days for your request to be approved by DPS staff



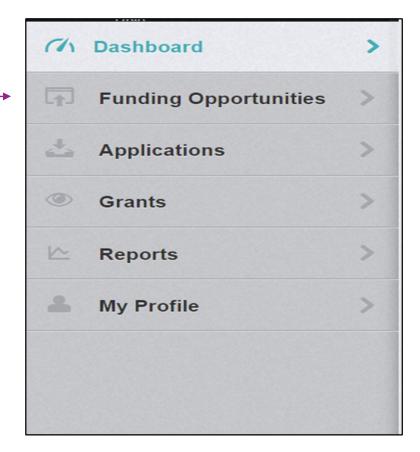
Two Step Verification

Type in the One-Time Passcode that was sent to the email address that is associated to the User



DSSSF Application

Select "Funding Opportunities" from the "Main Menu"



Funding Opportunity

Select the "#28094 DSSSF" Funding Opportunity



- Review the Funding Opportunity details:
 - Description
 - Attachments
 - ▶ 2025 DSSSF Certified Assurances
 - ▶ 2025 DSSSF Notice of Funding Opportunity
 - Website Links
 - ▶ DPS DSSSF Website

Funding Opportunity, cont.

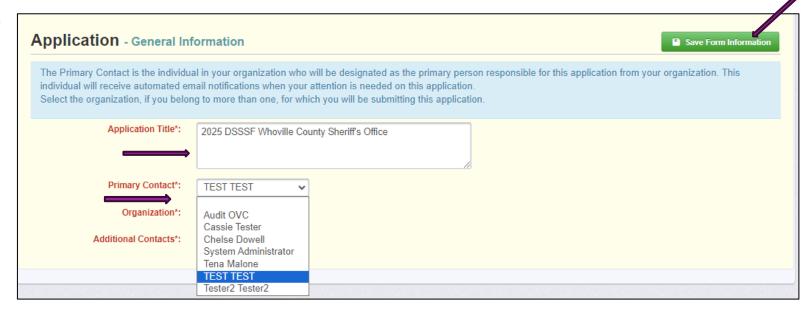
▶ After reviewing all the information select, "Start a New Application"



The forms for this grant have changed, so selecting "Copy Application" will not save time, as forms will be blank

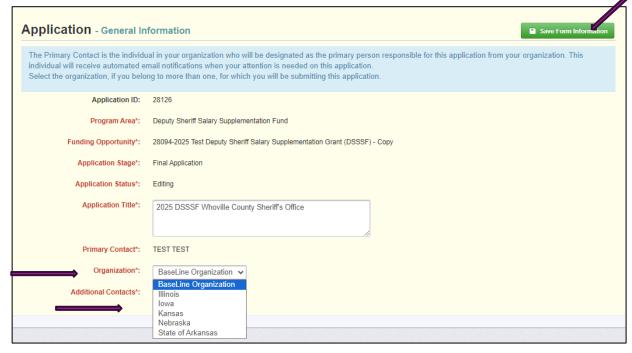
General Information

- Complete the entire form as indicated:
 - ► Application Title: Enter "2025 DSSSF [County Name] County Sheriff's Office" (i.e. 2025 DSSSF Test County Sheriff's Office)
 - ▶ **Primary Contact:** Select from the drop down, who will be the Primary Contact for the application
 - ► When complete, select "Save Form Instructions"



General Information, cont.

- Select from the "Organization" drop-down, which organization is applying
- Select any "Additional Contacts", if needed
- Select, "Save Form Information" when completed

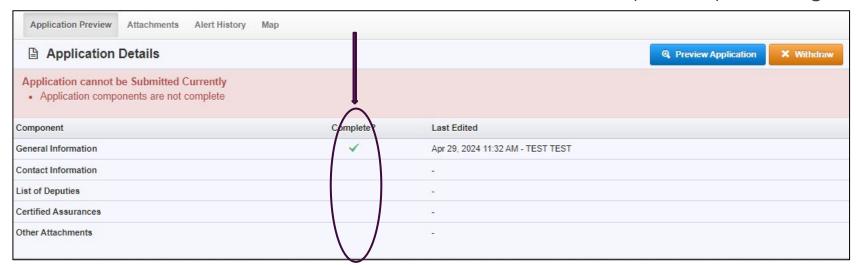


SFY 2025 DSSSF Application Forms

- ▶ The FY 2025 DSSSF Application will include 5 forms:
 - General Information
 - Contact Information
 - List of Deputies
 - Certified Assurances
 - Other Attachments

Application Forms

- Once the General Information component has been completed, the Application Forms will appear
 - ▶ Each form must be completed and "checked marked" complete before the application can be submitted
 - ▶ Each form can be edited, after it has been marked complete, by selecting it



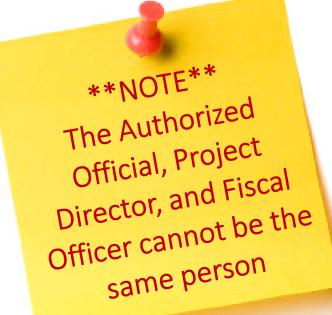
Contact Information

- Select "Contact Information"
- Complete each section of the Contact Information form
 - Authorized Official
 - Project Director
 - ► Fiscal Officer
 - Officer in Charge



Contact Information Form, cont.

- Should reflect county contact information
- Authorized Official Presiding Commissioner, County Executive
 - Exception St. Louis City, should be Mayor
- Project Director Sheriff
 - Exception County Police Department, should be Chief of Police/Colonel
- Fiscal Officer County Treasurer, Director of Finance, or person of similar duty
- Point of Contact primary contact for day-to-day questions



Contact Information, cont.

■ Contact Information Save Form Authorized Official The Authorized Official is the individual who has the authority to legally bind the applicant into a contract and is generally the applicant's elected or appointed chief executive. For example: · If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official • If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official · If the applicant agency is a State Department, the Director shall be the Authorized Official • If the applicant agency is a college/university, the President shall be the Authorized Official · If the applicant agency is a nonprofit, the Board Chair/President shall be the Authorized Official, 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) 522-3455** Name*: Title First Name Last Name Job Title*: Agency*: 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 on the Mailing Address line, enter the physical street address here. Street Address 2:

Contact Information, cont.

▶ Select "Save Form," when the form has been completed



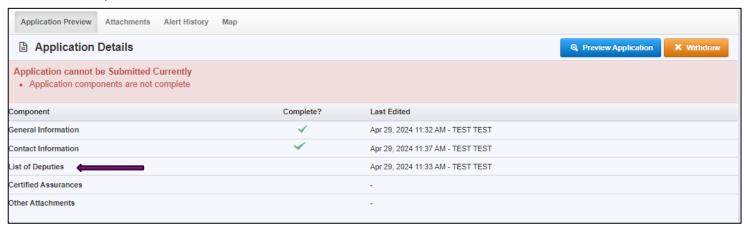
▶ If edits are needed, select "Edit Form"

Select "Mark as Complete"



Application Forms

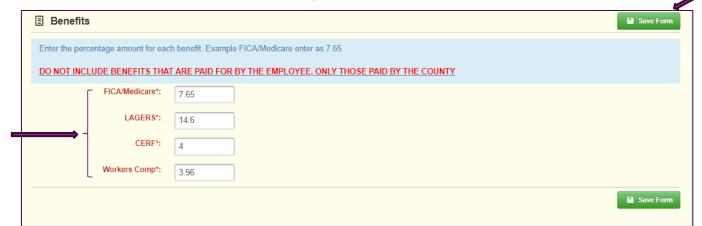
Select "List of Deputies"



▶ The form will open in "Editing" status

List of Deputies

- Scroll to the benefit category and add each benefit percentage
 - Enter only costs incurred by the county, not employee contact the Fiscal Officer for benefit rate percentages
 - Contact DPS with any additional questions
 - Entered as a percentage of the salary
 - Once the benefits have been entered, select "Save Form"

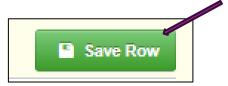


List of Deputies, cont.

- List of Deputies
 - Select "Add Row" to enter each Deputy separately

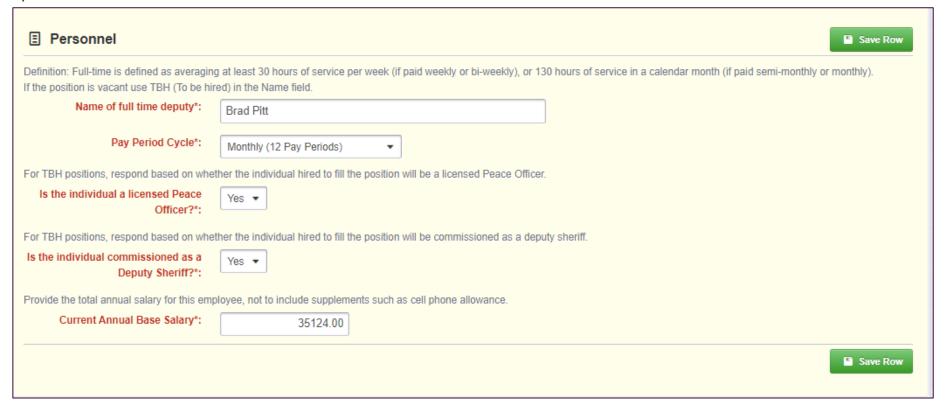


- Enter deputy specific information as requested
 - ▶ If to be hired positions (TBH) are not listed on the budget, they will not be funded
 - ▶ TBH positions may be included only if listed on the agency's budget
 - Answer each of the REQUIRED questions
 - ▶ When done, select "Save Row"



List of Deputies, cont.

Example:



List of Deputies, cont.

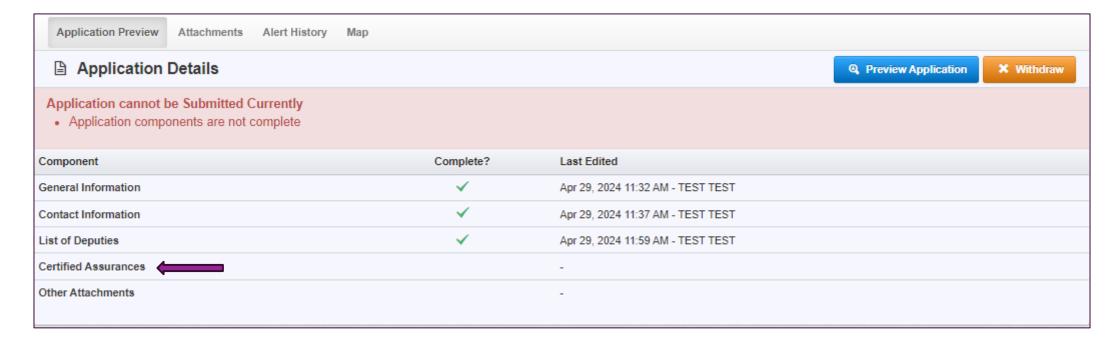
Continue to "Add Row" for each desired deputy



- Once all deputies have been entered, you may select, "Edit All Rows" to do a mass edit of the form
- Select, "Mark as Complete" once the form is completed

Application Forms

Select "Certified Assurances"



Certified Assurances

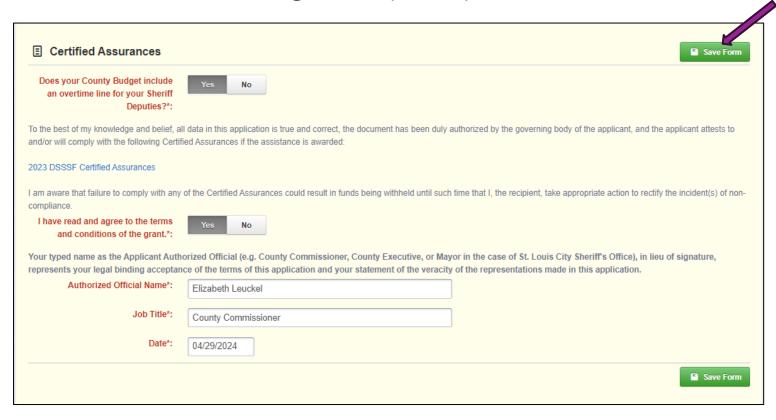
Used to ensure the appropriate Authorized Official agrees to participate in the

program

Complete each question

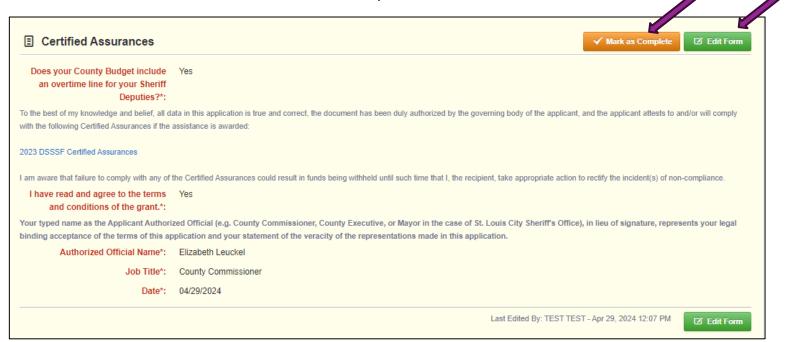
Once complete, select

"Save Form"



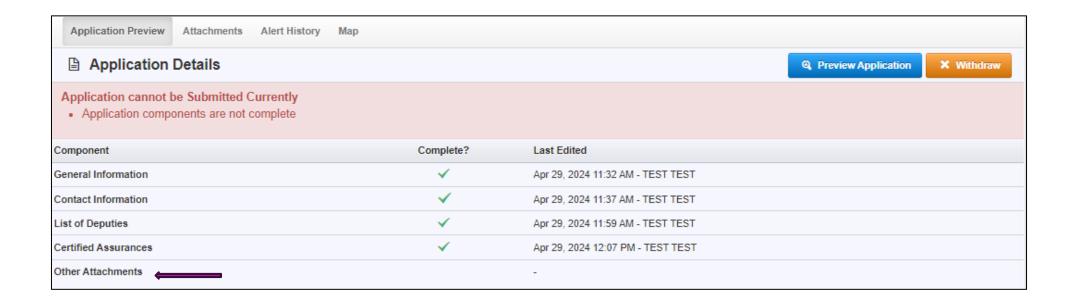
Certified Assurances, cont.

- ▶ If the form needs any edits, select "Edit Form"
- ▶ If the form is correct, select "Mark as Complete"



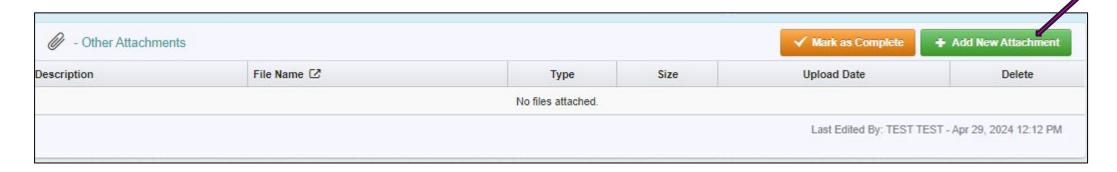
Application Forms

- Select "Other Attachments"
 - Attachments are optional (i.e. benefit rate sheet(s))



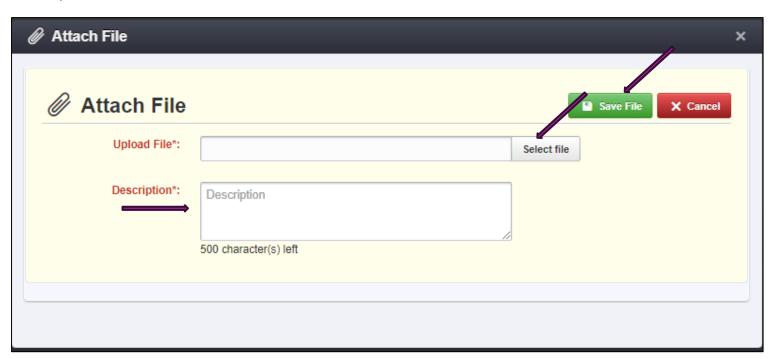
Other Attachments

▶ If attachments are desired, select "Add New Attachment"



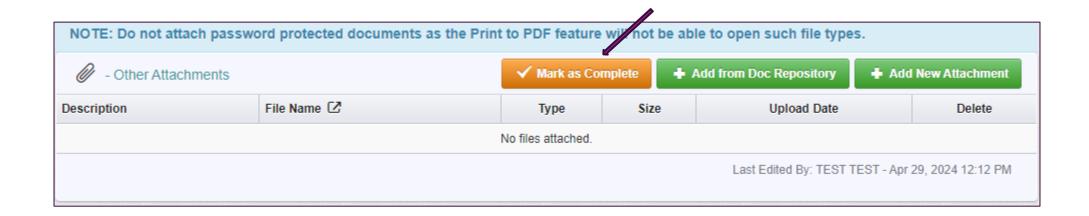
Other Attachments, cont.

- ▶ Browse your computer to select a document, by selecting "Select file"
- Provide a description and select "Save File"



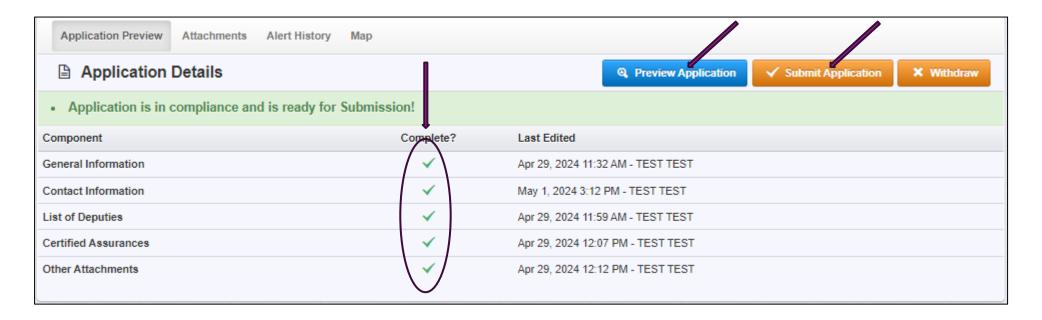
Other Attachments, cont.

Even if no attachment was added, the form must be marked as complete



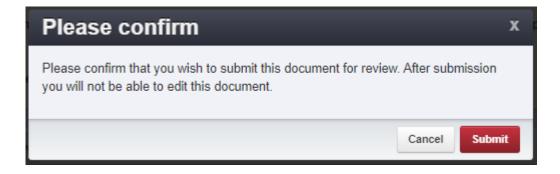
Application submission

When all forms have been completed and marked as complete, select "Preview Application" to save hard copy for files and once complete, select "Submit Application" to submit the application



Application submission, cont.

You will then receive a confirmation pop-up



- You will not be able to edit the application, once it is submitted
- Applications must be submitted by May 31, 2024, 4:00 pm CST

Application submission, cont.

► The Primary Contact for the application will receive an email from WebGrants confirming the application was submitted

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

Sent: Wednesday, May 1, 2024 3:20 PM

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

Subject: WebGrants - Missouri Department of Public Safety - Application - #28126 - Submitted

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

The following Application has been submitted:

Application Number: 28126

Project Title: 2025 DSSSF Whoville County Sheriff's Office Program Area: Deputy Sheriff Salary Supplementation Fund

Applicant Agency: BaseLine Organization

Primary Contact: TEST TEST

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

You may now log into the WebGrants system at the following location: https://dpsgrants.dps.mo.gov/

Important Dates

- Application Period: May 1, 2024 May 31, 2024, 4:00 p.m. CST
- ► Compliance Workshop: July 2024
- Program Start Date: July 1, 2024
- Program End Date: June 30, 2025
- Status Report Due: July 10, 2025

SFY 2025 DSSSF Contact Information

For any questions, please contact our office

DPS Grants Specialist –

Brandy Boessen

<u>Brandy.Boessen@dps.mo.gov</u>
(573) 751-5289

DPS Grants Specialist –

Elizabeth Leuckel <u>Elizabeth.Leuckel@dps.mo.gov</u> (573) 751-1318

DPS Grants Specialist –

Becky Block

Rebecca.Block@dpslmo.gov

(573) 522-3455

DPS Lead Grants Specialist –

Amelia Jaegers

<u>Amelia.Jaegers@dps.mo.gov</u>

(573) 522-4094

DPS Grants Program Supervisor –

Michelle Branson <u>Michelle.Branson@dps.mo.gov</u> (573) 526-9014

DPS Grants Program Manager –

Joni McCarter <u>Joni.McCarter@dps.mo.gov</u> (573) 526-9020