STATE HOMELAND SECURITY PROGRAM

FY2019 Application Workshop

Counter Terrorism Officer (CTO)
Equipment Grant

Missouri Office of Homeland Security Notice of Funding Opportunity

We are pleased to announce the funding opportunity for the FY 2019 State Homeland Security Program (SHSP) CTO Equipment Grant is open October 19, 2020 – November 6, 2020 5:00 pm CST

This funding opportunity is made available through the Missouri Department of Public Safety's, electronic WebGrants System, accessible on the internet:

https://dpsgrants.dps.mo.gov

Key Dates

October 19, 2020:	**Application Workshop,** Funding opportunity open in WebGrants https://dpsgrants.dps.mo.gov/
November 6, 2020:	Applications due in WebGrants 5:00 pm CST *WebGrants will not accept any applications after this time*
December 2020:	Application review/scoring
January 1, 2020:	Project Start Date
June 30, 2020:	Project End Date

Eligible Applicants

- To be eligible for this grant opportunity the agency must have staff participating in the CTO Program
- Eligible applicants are listed in Appendix A of the Notice of Funding Opportunity

Eligible entities (Cont.)

- 13th Judicial Circuit Marshal
- Arnold Police Department
- Belton Police Department
- BNSF Police Department
- Boonville Police Department
- Bowling Green Police Department
- Branson Police Department
- Branson West Police Department
- California Police Department
- Callaway County Sheriff's Office
- Cape Girardeau Police Department
- Cedar County Sherriff's Office
- Christian County Sheriff's Office
- Clever Police Department
- Clay County Sheriff's Office
- Cole County Sheriff's Office
- Crawford County Sheriff's Office
- Dent County Sheriff's Office
- Dunklin County Sheriff's Office
- Dunklin R5 School District Police Department
- East Lynne Police Department
- Eureka Police Department
- Farmington Police Department
- Franklin County Sheriff's Office
- Greene County Sheriff's Office
- Hollister Police Department
- Houston Police Department
- Indian Point Police Department
- Joplin Police Department
- Kansas City Police Department
- Kirksville Police Department
- Lake Ozark Police Department
- Lebanon Police Department
- Lincoln University Department of Public Safety
- Macon County Sheriff's Office
- Malden Police Department
- Maryland Heights Police Department
- Maryville Department of Public Safety
- Miller County Sheriff's Office
- Missouri Southern State University Police Department
- Missouri STAT Team
- Missouri University of Science & Technology Police Department
- Missouri Western State University Department of Public Safety

Eligible entities (Cont.)

- Moberly Police Department
- Monett Police Department
- Moniteau County Sheriff's Office
- Moscow Mills Police Department
- Nevada Police Department
- New Haven Police Department
- New Madrid County Sheriff's Office
- Nodaway County Sheriff's Office
- Northwest Missouri State University Police Department
- Osage Beach Police Department
- Osage County Sheriff's Office
- Ozark County Sheriff's Office
- Perry County Sheriff's Office
- Pettis County Sheriff's Office
- Pevely Police Department
- Poplar Bluff Police Department
- Potosi Police Department
- Pulaski County Sheriff's Office
- Richmond Heights Police Department
- Rolla Police Department
- Sarcoxie Police Department
- Scott City Police Department
- Sedalia Police Department
- Smithville Police Department
- Southeast Missouri State University Department of Public Safety
- Sparta Police Department
- Springfield Police Department
- St. Charles County Police Department
- St. Louis City Police Department
- Strafford Police Department
- Sullivan Police Department
- Texas County Sheriff's Office
- University of Missouri Police Department
- UMKC Police Department
- Viburnum Police Department
- Warrensburg Police Department
- Washington Police Department
- West Plains Police Department
- Missouri Division of Fire Safety
- Missouri Department of Conservation
- Missouri Department of Natural Resources-Park Rangers
- Missouri Department of Public Safety - Capitol Police

Ineligible Applicants

- Entities not included in Appendix A of the Notice of Funding Opportunity

Homeland Security Grant Program (HSGP)

- The purpose of the HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States.

- HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation.

- https://www.fema.gov/national-preparedness-goal

State Homeland Security Program (SHSP)

- The SHSP supports state and local preparedness activities that address high priority preparedness gaps across all core capabilities that support terrorism preparedness
- The SHSP is divided into two programs: Regionalization and Law Enforcement Terrorism Prevention Activities (LETPA)

CTO Program

By combining specially trained officers with the proper mission specific equipment, this project will allow officers participating in the CTO Program to dramatically increase their ability to delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.

This project addresses the gaps identified in the THIRA/State Preparedness Report (SPR), specifically as it applies to outreach to the fusion centers, Joint Terrorism Task Force (JTTF), and for the assignment of personnel for follow up interdiction and disruption.

This project will enhance the Missouri Counter Terrorism Officer Program's effectiveness at the local level by giving agencies the opportunity to acquire equipment uniquely focused on their terrorism prevention mission and locality. Items purchased through this opportunity will support the law enforcement officers involved in the CTO Program. Officers who are specially trained to prevent, respond to, and mitigate acts of terror is a homeland security initiative.

CTO Equipment Grant

The CTO Equipment Grant is available to any agency employing a member of the Missouri Office of Homeland Security Counter Terrorism Officer Program. The grant is for allowable equipment items up to a maximum award amount of $5,000.00. In 2019 the Missouri Office of Homeland Security (OHS) began a process of analyzing gaps, in prevention, response, and mitigation of acts of terrorism, identified in the Threat and Hazard Identification and Risk Assessment (THIRA) across the 32 Core Capabilities. Through these assessments, OHS has identified a critical shortage in law enforcement officers trained to identify and plan for potential terrorist threats and vulnerabilities in our local communities. In order to expand law enforcement capabilities in the areas of homeland security and to combat the rising threats of homegrown violent extremism and terrorist threats across the state of Missouri, the Counter Terrorism Officer (CTO) Program was designed.

CTO's are located within multiple jurisdictions in each region of Missouri. These specially trained officers are members of their local law enforcement agencies and provide a level of expertise to their agency and community with regards to terrorism prevention, response and mitigation. This grant program will provide increased capabilities across these mission areas.

Application Requirements

- SHSP funding allows for the expansion of eligible maintenance and sustainment costs which must be in:
  - Direct support of existing capabilities
  - Must be an otherwise allowable expenditure under the applicable grant program
  - Must be tied to one of the core capabilities in the five mission areas contained within the Goal, and
  - Deployable or Shareable through the Emergency Management Assistance Compact

  Note: eligible maintenance does not include routine upkeep (i.e.; gasoline, tire replacement, routine oil changes, monthly inspections, grounds and facility maintenance, etc.) Please see FEMA Information Bulletin No. 336

Application Requirements, Cont.

- Many activities, which support the achievement of target capabilities related to terrorism preparedness, may simultaneously support enhanced preparedness for other hazards unrelated to acts of terrorism.

- However, all SHSP funded projects must assist subrecipients in addressing terrorism preparedness by achieving target capabilities related to the five mission areas of:
  - Prevention
  - Protection
  - Mitigation
  - Response
  - Recovery

Application Requirements, Cont.

- Equipment purchases must be in compliance with the following:
  - Equipment acquisition requirements of the 2019 Homeland Security Grant NOFO
  - Must be on the Authorized Equipment List https://www.fema.gov/authorized-equipment-list
  - EO 13809 "Restoring State, Tribal and Local Law Enforcement's Access to Life-Saving Equipment and Resources"
    - IB No. 426 gives direction on what items are unallowable, and what items require a waiver.
      - https://www.fema.gov/media-library-data/1509981634187-ff65775f330fb464d5711c3278f80194/ControlledEquipmentRecission_IB_Final_11-1-17.pdf

Application Requirements, Cont.

- Equipment with additional requirements (IB No. 426)
  - Manned Aircraft, Fixed/Rotary Wing
  - Unmanned Aerial Vehicles
  - Explosive materials (must follow requirements of IB 419 "Purchase of Energetic Materials Using Homeland Security Grant Program (HSGP) Funding"
- Unallowable Equipment (IB No. 426)
  - Equipment intended for riot suppression including riot batons, riot helmets, and riot shields
  - Weapons of any kind; ammunition; and weaponized aircraft, vessels, and vehicles of any kind

Application Requirements, Cont.

- National Incident Management System (NIMS) Implementation
  - All subrecipients must strive to be NIMS compliant and adhere to the prescribed mandates and principles http://www.fema.gov/national-incident-management-system
- Emergency Operations Plan (EOP)
  - Update at least once every two years, for every agency that currently has one
  - Standard, CPG 101 v.2 http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf

Application Requirements, Cont.

- Threat and Hazard Identification and Risk Assessment (THIRA) updates
  - Updated annually at the State level - subrecipients must assist in the State's annual update by providing information on the Whole Community Worksheet
  - For more information on THIRA:

https://www.fema.gov/threat-and-hazard-identification-and-risk-assessment

Application Requirements, Cont.

- Subrecipients must utilize standardized resource management concepts such as:
  - Resource typing, inventorying, organizing, and tracking resources to facilitate the dispatch, deployment and recovery of resources before, during and after an incident

- Subrecipients must coordinate with their stakeholders to examine how they integrate preparedness activities across disciplines, agencies, and levels of government

Application Requirements, Cont.

- FEMA funds must be used to supplement (add to) not supplant (take the place of) existing funds that have been appropriated for the same purpose

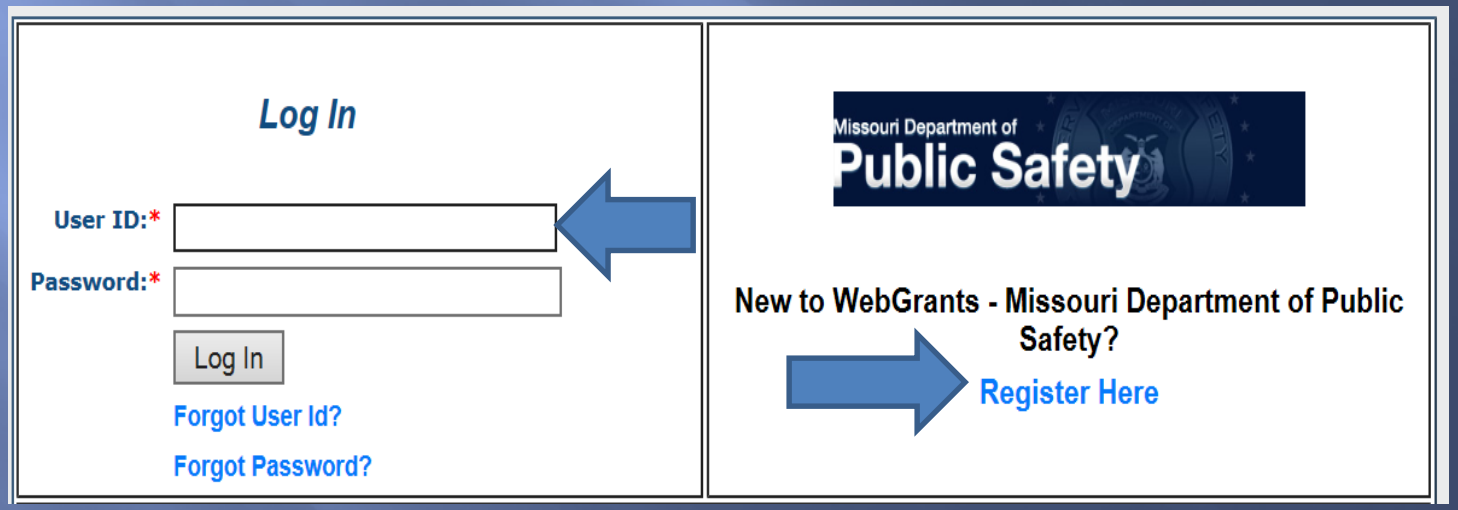
Application Requirements, Cont.

- Emergency communications activities must comply with the 2018 SAFECOM Strategic Plan and Implementation Guide

  https://www.dhs.gov/sites/default/files/publications/2018%20SAFECOM%20Strategic%20Plan_FINAL_508C_v2.pdf
- To ensure compliance all radios purchased with SHSP funds must be:
  - Dual band
  - Radio Interoperability Guidelines https://dps.mo.gov/dir/programs/ohs/documents/radio-interoperability-guidelines.pdf

WebGrants Application

- dpsgrants.dps.mo.gov
- Log in or register as a new agency
  - If your agency is already registered in the system, someone with access will need to add new users



Application Instructions

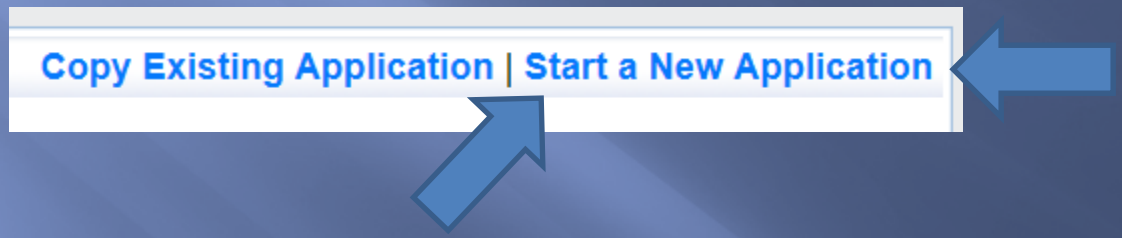
- Select “Funding Opportunities” and select the FY 2019 SHSP CTO Equipment Grant

Application Instructions, Cont.

- Information provided in the application will determine the score, be sure requested information is provided and accurate

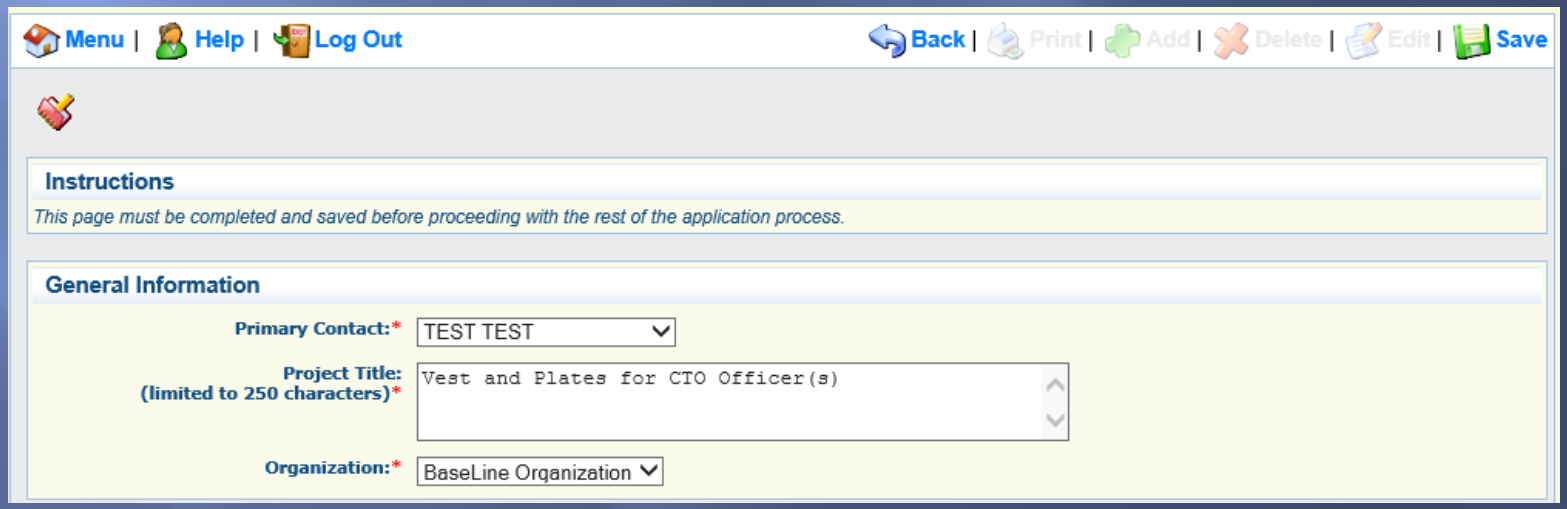
Application Instructions, Cont.

- Select “Start New Application”



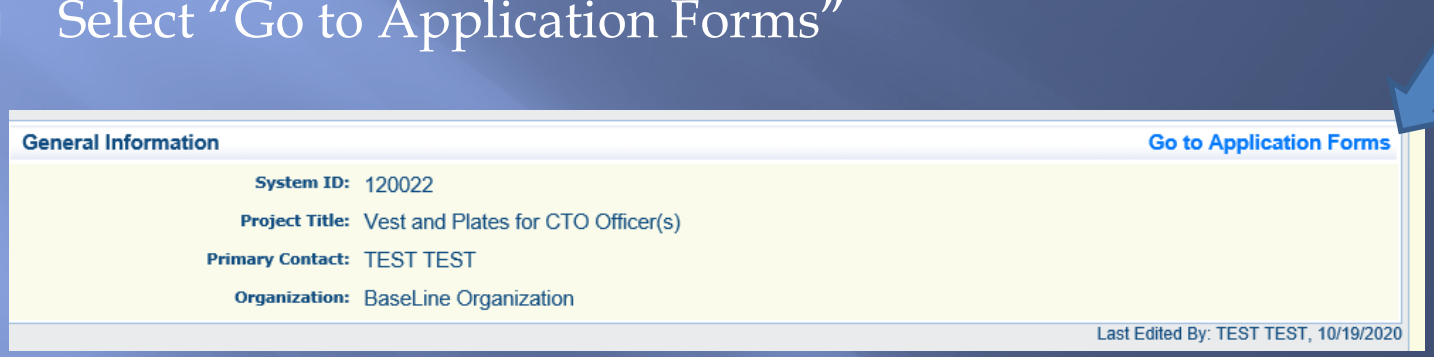
Application Instructions, Cont.

- 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,” click “Save”

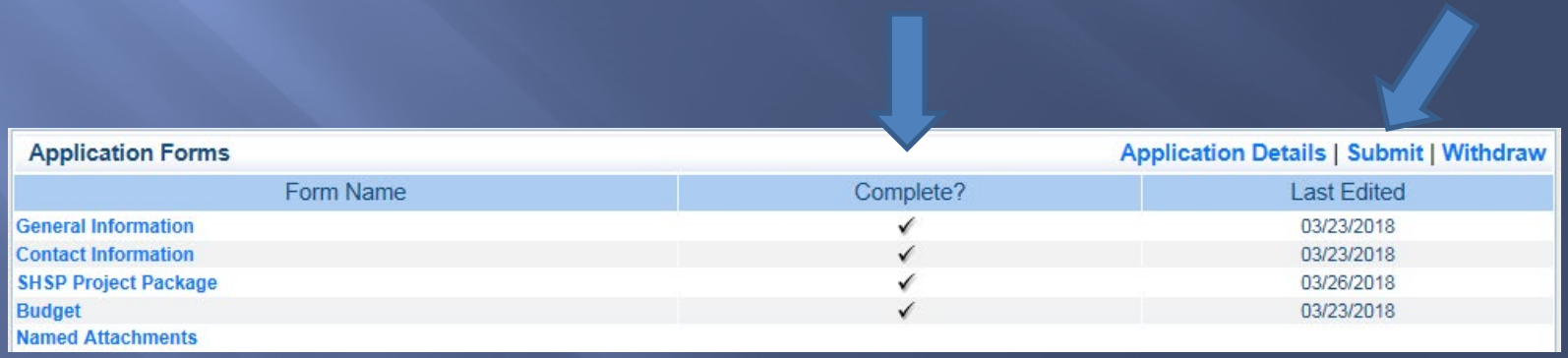


Application Instructions, Cont.

- Select "Go to Application Forms"



- Complete each of the five "Application Forms" with all required information then "Save" and "Mark Complete"
- **All forms must be marked complete in order to "Submit"**



Contact Information

- Authorized Official

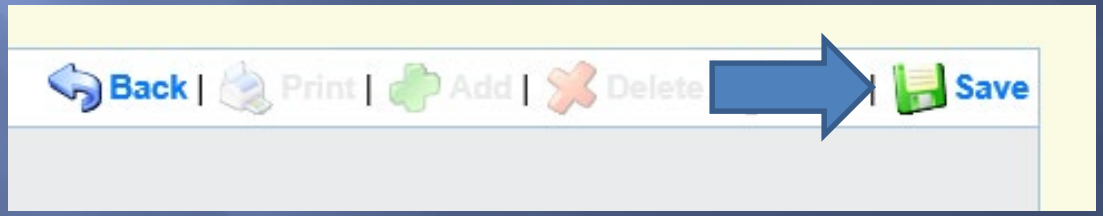
The Authorized Official is the individual who has the authority to legally bind the applicant into a contract. Please refer to the list below to help determine the correct Authorized Official for the applicant agency:

- 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 shall be the Authorized Official (This includes Fire Protection District's)

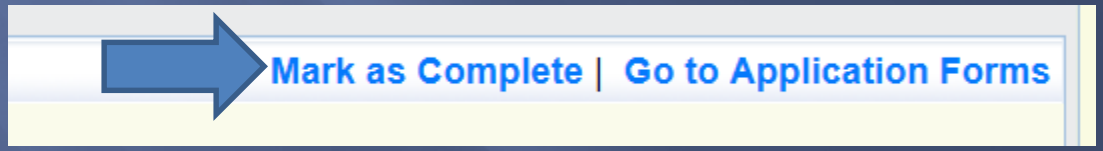
In order for an application to be considered eligible for funding, the agency's correct Authorized Official MUST be designated in the "Contact Information" form and the "Certified Assurances" form

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 *
- Click "Save" at the top of the screen after entering all of the information



- Then "Mark as Complete"



SHSP Project Package CTO

- All of the "SHSP Project Package" information has been combined into one form with eight sections
  - A. Project Worksheet
  - B. Project Capability, THIRA and Dual Use
  - C. Audit Details
  - D. Risk Assessment
  - E. National Incident Management System (NIMS)
  - F. Certified Assurances

A. Project Worksheet

A. Project Worksheet

A.1 Project Title:* Vest and Plates for CTO Officers

A.2 Agency Name:* Baseline Police Department

A.3 Region:* F

A.4 County:* Cole

A.5 Project Location Zip Code:* 65101

A.6 Project Activity Type:* Establish/enhance a terrorism intelligence/early warning system, center, or task force

A.7 Does your agency participate in the regional THIRA/SPR process each year?* Yes

A.8 Project Description:* Please provide all information requested in the instructions listed below this box.

Provide a complete project description. The project description should contain a summary of what specific action is proposed, objectives the project is designed to accomplish (the purpose), how this project aligns with terrorism preparedness, and the reason the project is needed.
2000 Character Limit

A.9 How will the requested equipment assist the officer/agency in the prevention, protection, and/or mitigation of acts of terror?*

A.10 List the critical infrastructure, or key resource(s) (CI/KR) within your jurisdiction: *

A.11 List the identified threats and hazards within your jurisdiction, and how this equipment will be utilized to mitigate those identified threats and hazards. *

A. Project Worksheet, Cont.

- Select the Project Activity Type (Establish/enhance a terrorism intelligence/early warning system, center or task force
- "Project Description" is very important and needs to include all information listed in the instructions
- Questions A.9 – A.11 are questions that expand information about the Project Description

B. Project Capability, THIRA and Dual Use

B. Project Capability, THIRA and Dual Use

B.1 Primary Core Capability:* Response On-Scene Security, Protection, & Law Enforcement

*Capability Target information listed in B.2 needs to be obtained directly from Missouri's **FY18 THIRA**.*
If you are unsure of how to align your agencies project to the FY18 THIRA please contact the Missouri Office of Homeland Security at (573) 526-9014.

B.2 Capability Target(s):* Capability Targets are listed on the FY18 THIRA, the link to the document is in blue above this box

1000 Character Limit

Explain how the project impacts capability gap(s) from the Missouri THIRA Capability Target selected.

B.3 Impact:* How will this project impact the capability targets listed in B.2

1000 Character Limit

Funding for activities not explicitly focused on terrorism preparedness must demonstrate Dual Use.
If not explicitly focused on terrorism preparedness, describe Dual Use below.

B.4 Dual Use: How will this equipment be used for terrorism preparedness, and how will it be used outside of the CTO program?

Dual use are activities which support the achievement of target capabilities related to terrorism preparedness and may simultaneously support enhanced preparedness for other hazards unrelated to acts of terrorism.
1000 Character Limit

C. Project Background, Cont.

- Additional information will need to be provided if you select yes to C.2, C.5, or C. 8

C. Project Background

Sustaining Capability: Projects that sustain capabilities at their current level
Building Capability: Projects that start a new capability, or increase a current capability level

C.1 Type of Project:* Sustaining Capability

Complete Project Background Investment Justification alignment and Prior Accomplishments for each year ONLY if proposed project was also funded with prior grant funds.

C.2 Was any portion of the proposed project funded with FY18 funds?:* (•) Yes ( ) No

C.3 FY18 Investment Justification: Building and Sustaining Regional Collaboration via Regional Homeland Security Oversight Committees

If funded with FY18 Federal Grant Award what was the last major accomplishment/milestone was completed with FY18 funds?

C.4 FY18 Prior Accomplishments: Purchased a cache of radios

250 Character Limit

C.5 Was any portion of the proposed project funded with FY17 funds?:* ( ) Yes ( ) No

C.8 Was any portion of the proposed project funded with FY16 funds?:* ( ) Yes ( ) No

C.11 If the proposed project was previously funded prior to the last 3 grant fiscal years state what grant fiscal year, fund source and last major accomplishment/milestone was completed:

250 Character Limit

C. Audit Certification

- Utilizing your agency's most recent audit, please complete all required fields in the "Audit Details" section
  - If your agency does not have an audit, complete this section utilizing your most recent annual financial statement and attach the statement in lieu of the audit
  - *Note – If your audit covered a period that ended more than three years ago, please provide the most recent financial statement for your agency's last fiscal year, as well as a copy of the audit
- Please upload your Schedule of Expenditures of Federal Awards (SEFA) for the period covering your agency's last fiscal year if this is not already included in your audit
- All attachments will be uploaded in the "Other Attachment" form on the application

C. Audit Certification, Cont.

- Utilizing the most recent audit, annual financial statement, and/or SEFA, complete the "Audit Certification" section indicating 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, not just Department of Homeland Security funds)

C. Audit Certification, Cont.

C. Audit Details

C.1 Has the Applicant Agency exceeded the federal expenditure threshold of $750,000 in federal funds during 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 OHS within nine (9) months after the end of the audited fiscal year.

C.2 Date last audit completed: MM/DD/YYYY*

C.3 By checking this box the applicant agency understands they are required to upload a copy of the agencies most recent completed audit in the Named Attachments section of this application:*

☐

D. Risk Assessment

- The "Risk Assessment" section is to gather information the awarding agency (OHS or RPC/COG) will use to conduct a risk assessment, of your agency, as required by 2 CFR 200.331 (b)
- Depending on the responses to these questions, the awarding agency may contact you for additional information

D. Risk Assessment

D.1 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.

D.2 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 within the applicant agency.

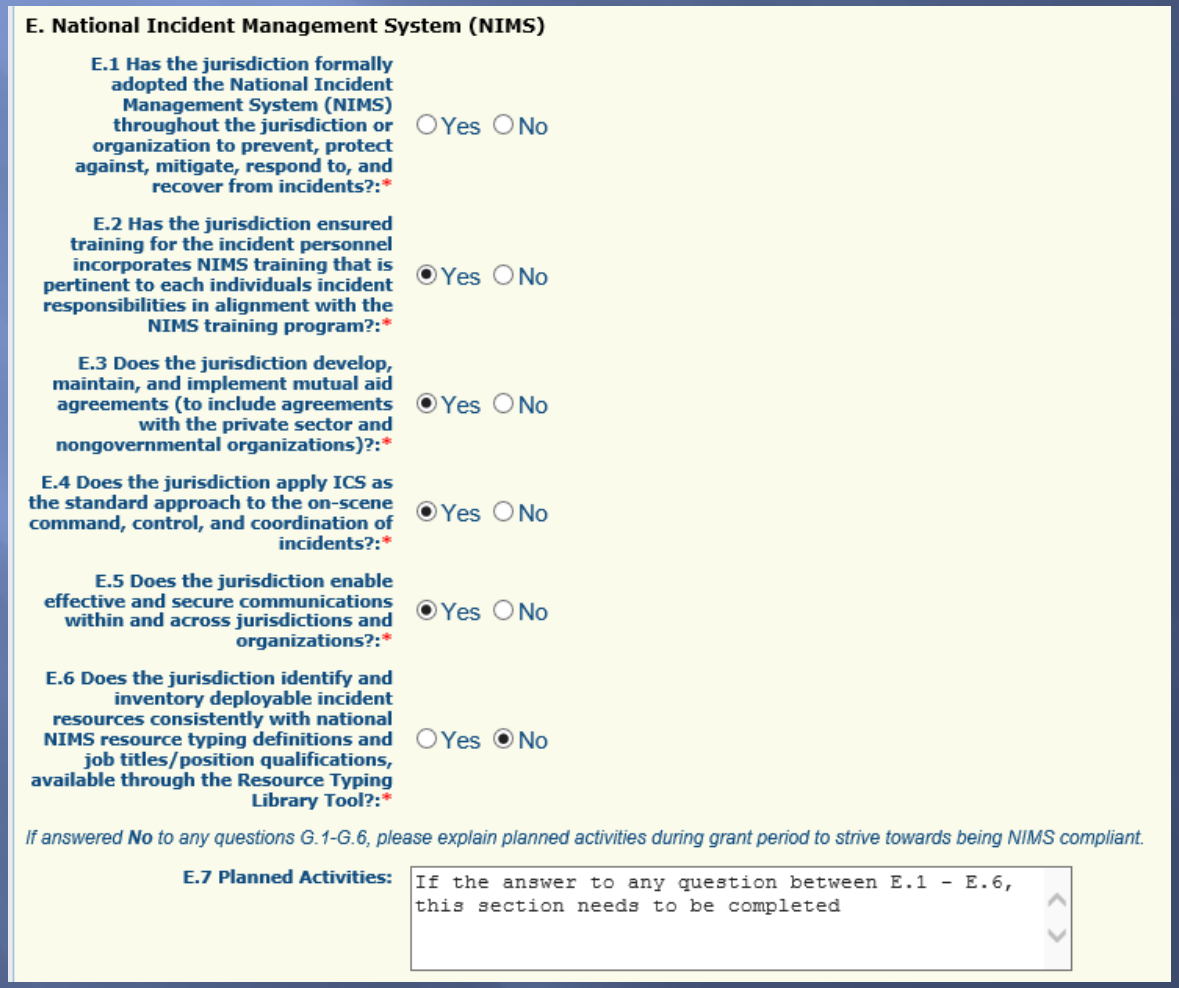
D.3 Does the applicant agency receive any direct Federal awards?:* ○ Yes ○ No

Direct grants are grant that you apply directly to the federal government for and there is no intermediary agency such as OHS.

D.4 Did the applicant agency receive any Federal monitoring on a direct federal award in their last fiscal year?:* Yes

E. NIMS Compliance

- Answer yes or no to the six questions in the "National Incident Management System (NIMS)" section



E. National Incident Management System (NIMS)

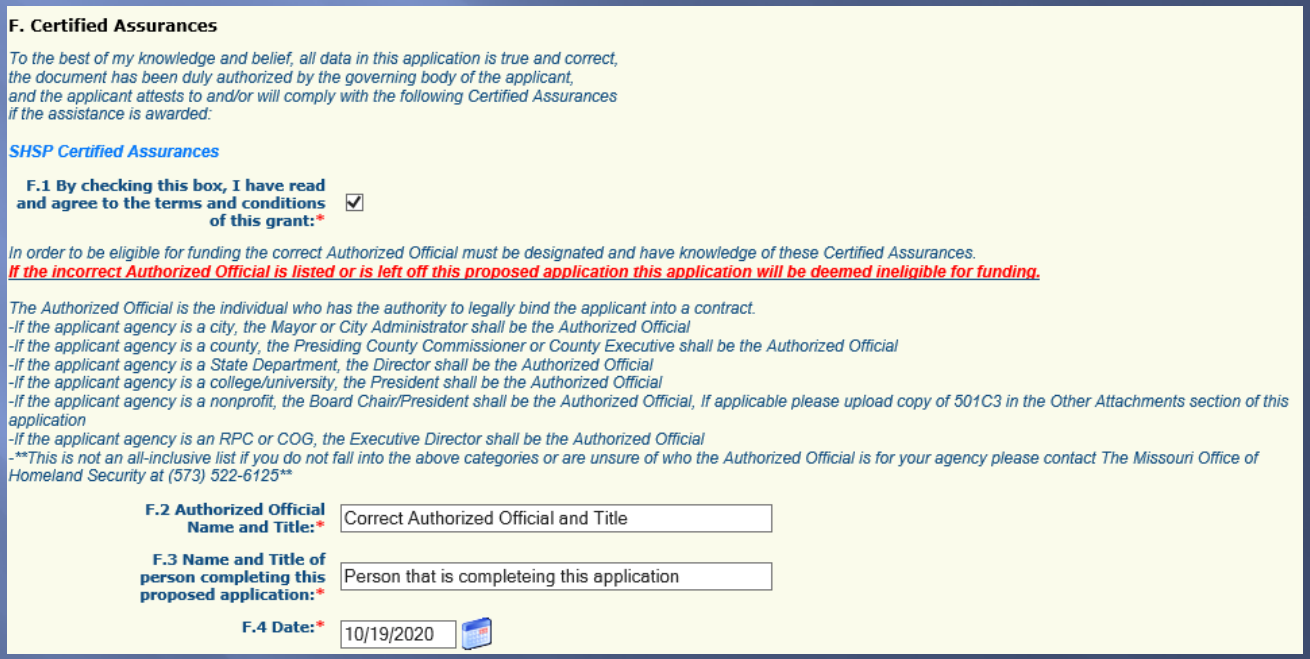
E.1 Has the jurisdiction formally adopted the National Incident Management System (NIMS) throughout the jurisdiction or organization to prevent, protect against, mitigate, respond to, and recover from incidents?:*	○ Yes ○ No
E.2 Has the jurisdiction ensured training for the incident personnel incorporates NIMS training that is pertinent to each individuals incident responsibilities in alignment with the NIMS training program?:*	◉ Yes ○ No
E.3 Does the jurisdiction develop, maintain, and implement mutual aid agreements (to include agreements with the private sector and nongovernmental organizations)?:*	◉ Yes ○ No
E.4 Does the jurisdiction apply ICS as the standard approach to the on-scene command, control, and coordination of incidents?:*	◉ Yes ○ No
E.5 Does the jurisdiction enable effective and secure communications within and across jurisdictions and organizations?:*	◉ Yes ○ No
E.6 Does the jurisdiction identify and inventory deployable incident resources consistently with national NIMS resource typing definitions and job titles/position qualifications, available through the Resource Typing Library Tool?:*	○ Yes ◉ No

*If answered **No** to any questions G.1-G.6, please explain planned activities during grant period to strive towards being NIMS compliant.*

E.7 Planned Activities: If the answer to any question between E.1 - E.6, this section needs to be completed

F. Certified Assurances

- **The "Certified Assurances" section MUST be completed with the agency's correct Authorized Official to be considered *eligible for funding***



F. 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:

SHSP Certified Assurances

F.1 By checking this box, I have read and agree to the terms and conditions of this grant:* ☑

In order to be eligible for funding the correct Authorized Official must be designated and have knowledge of these Certified Assurances.
If the incorrect Authorized Official is listed or is left off this proposed application this 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.
-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, If applicable please upload copy of 501C3 in the Other Attachments section of this application
-If the applicant agency is an RPC or COG, the Executive Director shall be the Authorized Official
*-**This is not an all-inclusive list if you do not fall into the above categories or are unsure of who the Authorized Official is for your agency please contact The Missouri Office of Homeland Security at (573) 522-6125***

F.2 Authorized Official Name and Title:* Correct Authorized Official and Title

F.3 Name and Title of person completing this proposed application:* Person that is completeing this application

F.4 Date:* 10/19/2020

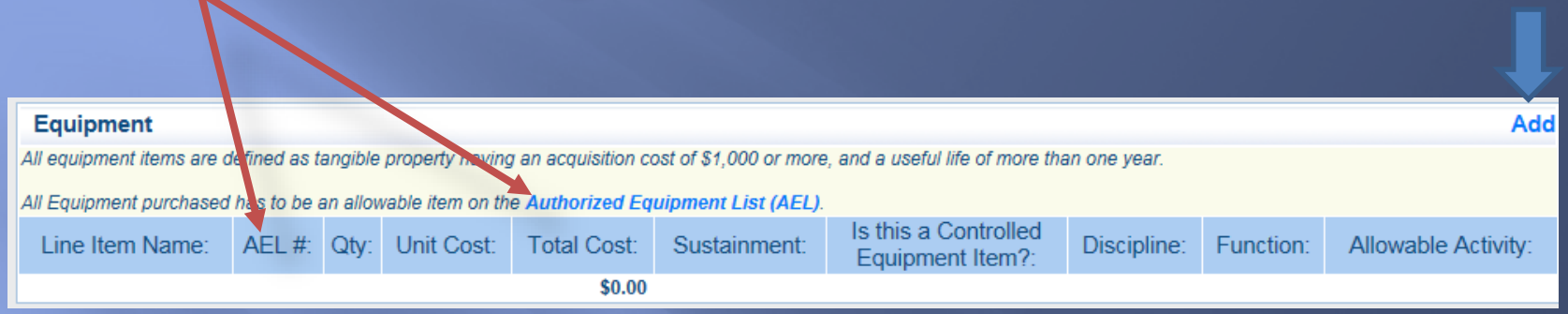
- **Applications can be saved without the Authorized Official's information while they review, but MUST be completed before form can be marked complete**

Budget Form

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

- Equipment
- Supplies/Operations

Budget Form, Cont.

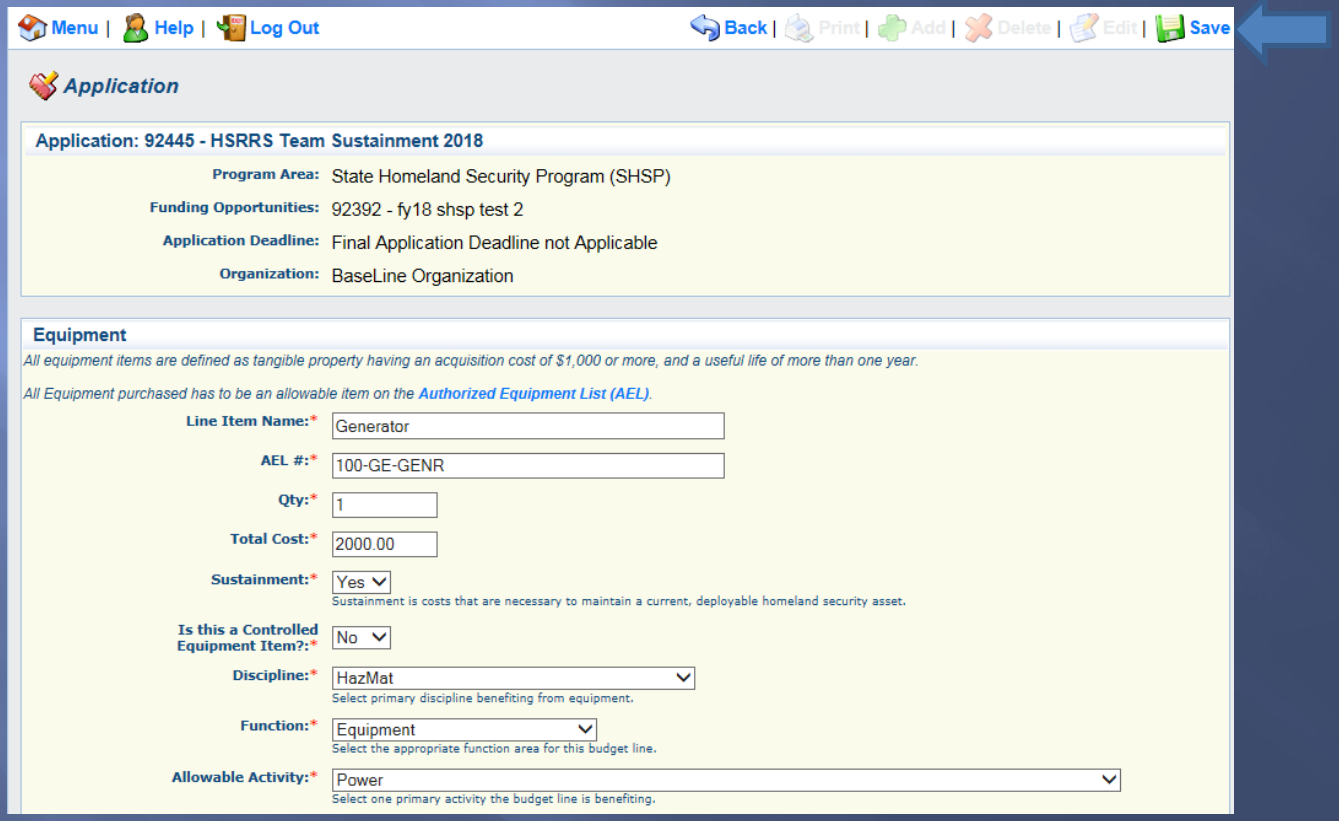


Equipment Add

All equipment items are defined as tangible property having an acquisition cost of $1,000 or more, and a useful life of more than one year.

All Equipment purchased has to be an allowable item on the Authorized Equipment List (AEL).

Line Item Name:	AEL #:	Qty:	Unit Cost:	Total Cost:	Sustainment:	Is this a Controlled Equipment Item?:	Discipline:	Function:	Allowable Activity:
				$0.00					



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

Application

Application: 92445 - HSRRS Team Sustainment 2018

Program Area: State Homeland Security Program (SHSP)
Funding Opportunities: 92392 - fy18 shsp test 2
Application Deadline: Final Application Deadline not Applicable
Organization: BaseLine Organization

Equipment

All equipment items are defined as tangible property having an acquisition cost of $1,000 or more, and a useful life of more than one year.

All Equipment purchased has to be an allowable item on the Authorized Equipment List (AEL).

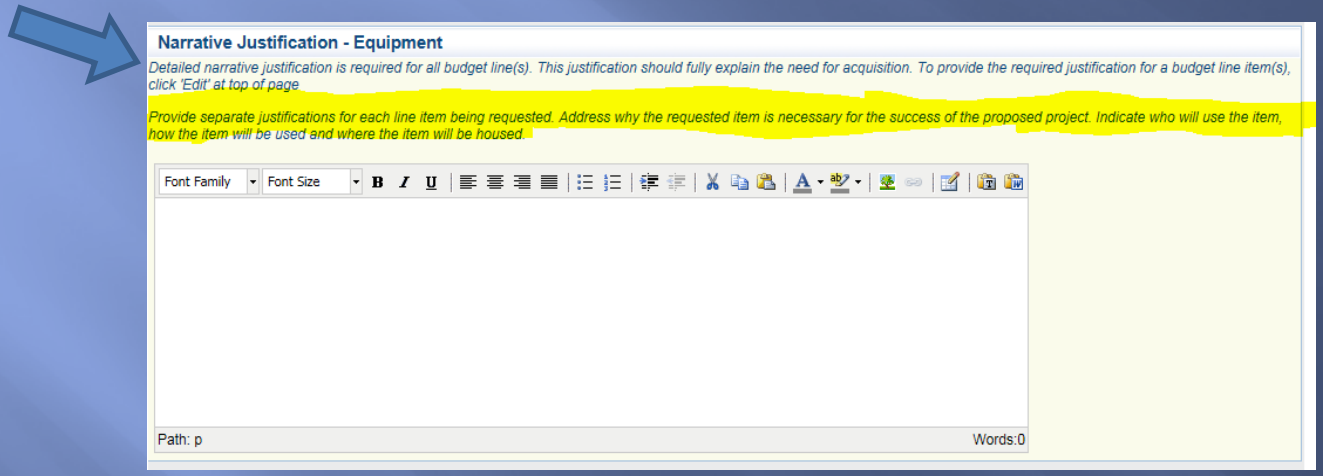
Line Item Name:* Generator
AEL #:* 100-GE-GENR
Qty:* 1
Total Cost:* 2000.00
Sustainment:* Yes
Sustainment is costs that are necessary to maintain a current, deployable homeland security asset.
Is this a Controlled Equipment Item?:* No
Discipline:* HazMat
Select primary discipline benefiting from equipment.
Function:* Equipment
Select the appropriate function area for this budget line.
Allowable Activity:* Power
Select one primary activity the budget line is benefiting.

Budget Form, Cont.

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

Budget Form, Cont.

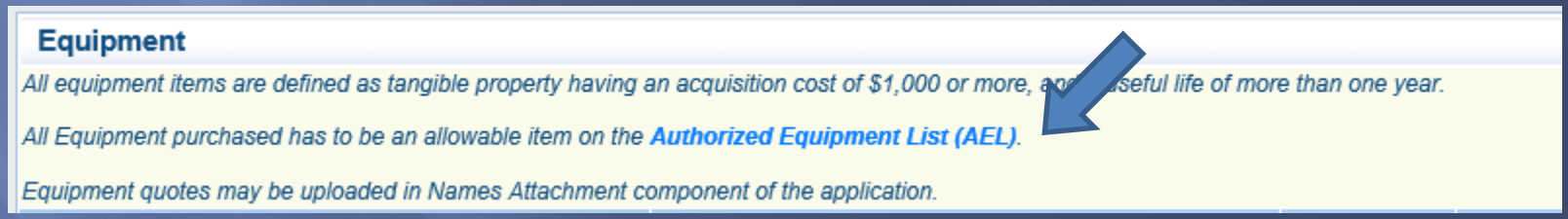
- The instructions for each budget section provides a description of what information should be included in the budget narrative justifications



- 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, mark "Save" and "Mark as Complete"at the top of page

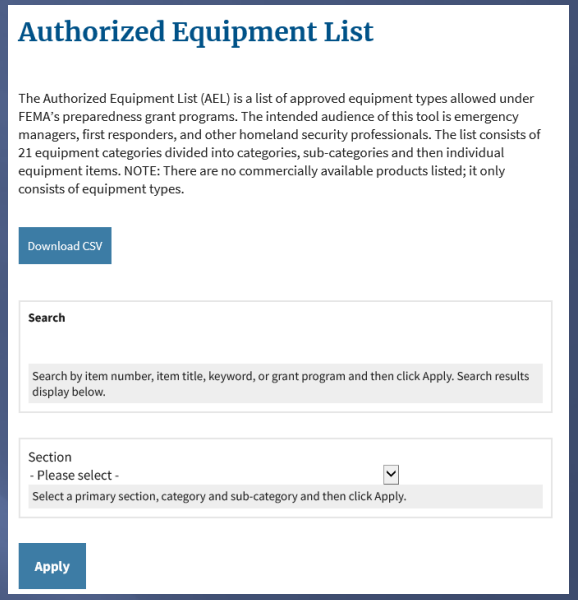
Budget – Equipment

- 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
- AEL is required on the budget, link to site provided in instructions



Budget Form – Equipment, Cont.

- Search the site for the correct AEL number



- The section name will correspond to the allowable activity on the budget line
- Justification needs to include a cost basis for the amount requested, if an estimate was obtained attach it in the attachment section of the application

Budget – Supplies

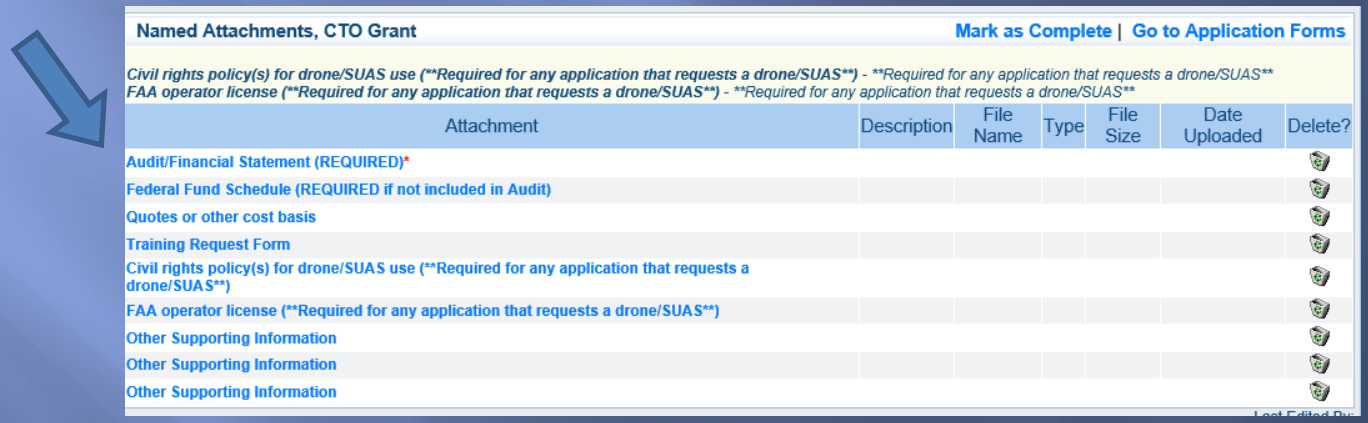
- Justification should be provided for each supply requested to include
  - Justification for how the item supports the project
  - Why the amount requested is necessary
  - Cost basis, if an estimate was obtained it should be uploaded into the attachment section of the application
  - For a service that fits the criteria for supplies, the dates covered must be provided (e.g.; annual software license, phone, or internet service)

Named Attachments

- All attachments must be included in this section
- Required Attachments
  - Audit/Financial Statement
  - Federal Funds Schedule (if not included in the audit)
  - Civil Rights Policy(s) for drone/SUAS use (Required for any application that requests a drone/SUAS)
  - FAA Operator license (Required for any application that requests a drone/SUAS)
- Other Supporting Attachments (if applicable)
  - Quotes of other cost basis
  - Training Request Form(s)
  - Other supporting information (up to 3 attachments)

Named Attachments, Cont.

- To add each attachment select the name of the attachment



Named Attachments, CTO Grant — Mark as Complete | Go to Application Forms

*Civil rights policy(s) for drone/SUAS use (**Required for any application that requests a drone/SUAS**) - **Required for any application that requests a drone/SUAS***
*FAA operator license (**Required for any application that requests a drone/SUAS**) - **Required for any application that requests a drone/SUAS***

Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?
Audit/Financial Statement (REQUIRED)*						
Federal Fund Schedule (REQUIRED if not included in Audit)						
Quotes or other cost basis						
Training Request Form						
Civil rights policy(s) for drone/SUAS use (**Required for any application that requests a drone/SUAS**)						
FAA operator license (**Required for any application that requests a drone/SUAS**)						
Other Supporting Information						
Other Supporting Information						
Other Supporting Information						

- The applicant agency's most recent audit/financial statement and federal funds schedule are required documents and must be uploaded before the form can be marked complete

Named Attachments, Cont.

- Browse to select document
- Add a description to identify the document in the application, and select save

Submission

- All forms **must be** marked complete in order to submit the application
- When everything is complete select "Submit"

Application Forms — Application Details | Submit | Withdraw

Form Name	Complete?	Last Edited
General Information	✓	10/19/2020
Contact Information	✓	10/19/2020
SHSP Project Package CTO	✓	10/19/2020
Budget 2019 CTO	✓	10/19/2020
Named Attachments, CTO Grant	✓	10/19/2020

Office of Homeland Security

- Points of contact for WebGrants system issues
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  - Joni McCarter (573) 526-9020, Joni.Mccarter@dps.mo.gov