

**STATE OF MISSOURI  
DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DIRECTOR**

**WEBGRANTS 2.0  
GRANTS MANAGEMENT SYSTEM**

<https://dpsgrants.dps.mo.gov>

**EXTERNAL USER  
MANUAL**

January 2024

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# Introduction

The WebGrants grants management software was introduced by the Missouri Department of Public Safety in January 2011.

WebGrants is a web-based computer program that supports the application and administration of grants available from the Missouri Department of Public Safety, Office of the Director or State Emergency Management Agency.

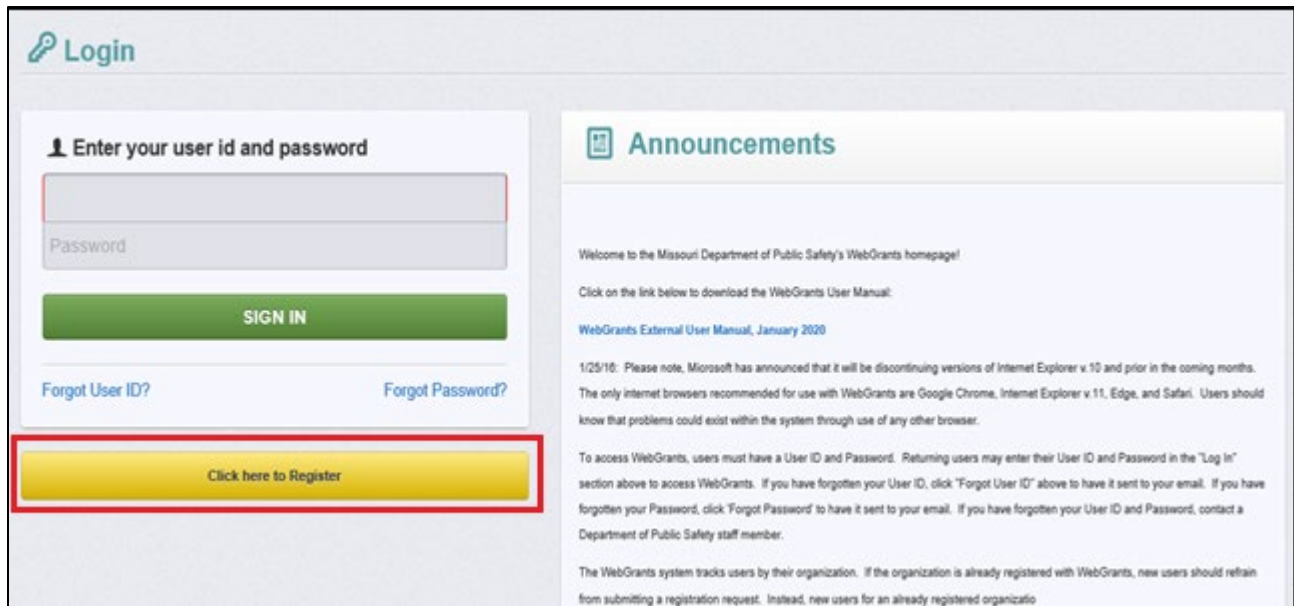
- New organizations (new agencies; not referring to new people) must first refer to the [Registration](#) section of this manual to enroll their organization and to personally obtain a User ID and Password.
- Once a User ID and Password are obtained, users should refer to the [Login](#) section of this manual.
- Users unsure of their User ID and/or Password should refer to the [Forgot User ID](#) and [Forgot Password](#) sections of this manual for instructions on how to retrieve user information.
- Users needing to update contact information for themselves and/or their associated organization(s) should send notification of a change(s) through the Correspondence component of the applicable grant(s), but please review the instructions provided on the Correspondence component screen as some grant programs require notification in a prescribed format. If your agency does not have an active grant with the MO Department of Public Safety and thus cannot submit notification via the Correspondence component, please email [dpswebgrants@dps.mo.gov](mailto:dpswebgrants@dps.mo.gov) and include the information that needs changed or call (573) 751-4905 to speak to a grant staff member to request the change.
- Additional users associated with a registered organization should be 'added' by an existing registered user rather than registering on the login page. By completing the registration form on the login page, the user is re-registering the already registered organization - this is not appropriate. Refer to the [My Profile, Add Additional Registered Users](#) section of this manual to add additional users.
- Users searching for grants available from the Missouri Department of Public Safety should refer to the [Funding Opportunities](#) section of this manual.
- Users searching for a grant application that has previously been started and/or submitted (or to determine if a grant application has ever been started and/or submitted by the organization) should refer to the [My Applications](#) section of this manual.
- Users searching for a grant that has been awarded (or to determine if a grant has ever been awarded to the organization) should refer to the [My Grants](#) section of this manual.

## A. Registration

The Registration area of the login page is for purposes of adding new organizations (new agencies; not referring to new people) that have not yet been added to WebGrants.

**NOTE: IF THE ORGANIZATION HAS ALREADY BEEN ADDED, THIS AREA SHOULD NOT BE USED. Instead, individuals not yet registered and associated to their registered organization should be added to the existing organization as detailed in the *My Profile, Add Additional Registered Users* section of this manual.**

1. Click the **Register Here** link on the login page.



2. Complete all required fields, and as many optional fields as possible, on the Registration Form. The red asterisk (\*) indicates a required field.

**Personal Information:** users should register themselves as their position applies to the organization/agency in which they are associated.

- Name/Salutation – individual’s name title (e.g. Mr., Ms., Dr., Sheriff, Deputy Sheriff, Chief, Lt., Sgt., Officer, etc.) to be used for salutations
- Name/First Name – individual’s first name
- Name/Last Name – individual’s last name
- Job Title – individual’s job title within the organization for which they are registering
- Email – individual’s email address that will be checked regularly

**NOTE: The following lines regarding addresses will differ for all individuals. Some addresses are simple while others are more complex. Multiple lines have been provided for individuals that have complex addresses, such as having a PO Box and a street address or having a building name, room number, or suite number. Each line is not required, however, so avoid providing repetitive information.**

- Mailing Address – the address used by the US Postal Service – this may be a PO Box or a physical street address, whichever is applicable
- Street Address 1 – (this is not a required field) – if a PO Box was provided on the mailing address line, please provide the physical street address here, but if the physical street address was provided on the mailing address line, this field may not be necessary
- Street Address 2 – (this is not a required field) – provide additional information here, if applicable
- City – city associated with the mailing address
- State – state associated with the mailing address
- Postal Code/Zip – zip code associated with the mailing address
- Phone – telephone number at which the individual can be reached during business hours
- Phone Ext – (this is not a required field) the individual’s telephone extension, where applicable – if the telephone number is a direct line and an extension is not applicable, just leave this field blank
- Fax – facsimile number at which the individual can be reached during business hours

Organization Information: users should register their associated organization. You will have an option to select if you are affiliated with an organization. If you are associated to an organization, please make sure ‘Yes’ is selected for this question and fill out the following information.

**\*If the information added for mailing address and phone number are the same for the organization as you listed in the personnel contact information you can “Yes” on Copy Personnel Information to Organization?**

- Applicant Agency – agency associated with the registered user. Non-profit, for-profit, and faith-based organizations should enter their legal name. Units of government should enter their unit of state or local government followed by a comma and the project agency.  
 Example #1: Cole County Sheriff’s Office = Cole County, Sheriff’s Office  
 Example #2: Cole County Prosecutor’s Office = Cole County, Prosecutor’s Office  
 Example #3: Clay County Park Rangers = Clay County, Park Rangers  
 Example #4: Callaway County Juvenile Office = Callaway County, Juvenile Office  
 Example #5: Jefferson City Police Department = Jefferson City, Police Department  
 Example #6: Missouri State Highway Patrol Crime Lab = Missouri State Highway Patrol, Crime Lab  
 Example #6: Audrain County Emergency Management Agency = Audrain County, Emergency Management Agency  
 Example #7: Jackson County Drug Task Force = Jackson County, Drug Task Force

**NOTE: The manner in which this reads is that the Missouri Department of Public Safety (DPS) is contracting with the unit of government on behalf of the specified project agency. DPS is still entering into a contract with the unit of government and will be disbursing all grant funds to the unit of government, but for purposes of registration and separation/confidentiality of grant records, the project agency must be identified. This allows units of government with multiple divisions/departments/projects to maintain an organizational profile for each of the divisions/departments/projects but with potentially different registered users for each division/department/project.**

- Organization Type – select from the drop-down list of 1) Non-Profit, 2) Government, 3) For Profit, 4) Faith Based, or 5) Individual

- Federal Tax ID # - 9-digit number of the non-profit, unit of government, for-profit, or faith-based organization
- Federal Tax ID Extension – 2-digit Federal tax extension number of the non-profit, unit of government, for-profit, or faith-based organization
- DUNS # - DUNS stands for Data Universal Numbering System; a DUNS number is a unique 9-digit number sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Obtaining a DUNS number is a free, one-time activity. Ask your grant administrator, chief financial officer, or authorizing official of your organization to identify the applicant agency's DUNS number. If your organization does not know its DUNS number or needs to register for one, visit <http://www.dnb.com/>. (On April 4<sup>th</sup>, 2022 the federal government stopped using the DUNS Number as a way to identify entities. The Unique Entity Identifier was adopted by the federal government to track entities doing business with the Federal Government and will be a requirement of entities to obtain a Unique Entity Identifier as of April 4<sup>th</sup>, 2022.)
- SAM/CCR CAGE Code – SAM stands for System for Award Management and is a Federal Government owned and operated free website that centralizes information about grant recipients. Federal guidelines require that applicant organizations must (1) be registered in SAM.gov prior to submitting an application and (2) continue to maintain an active SAM registration with current information at all times during which it has an active award. To register in SAM or to renew or update an existing SAM registration, visit <https://www.sam.gov>. Upon successful registration with SAM, the applicant organization will be assigned a unique 5 character CAGE Code consisting of numbers and letters. (Prior to SAM, the Federal government utilized CCR. CCR stood for Central Contractor Registration. Upon successful registration with CCR, the applicant organization was assigned a unique 5 character CAGE/NCAGE sequence consisting of numbers and letters.) Obtaining a SAM CAGE code is a free activity but organizations must renew a SAM registration every 12 months. Ask your grant administrator, chief financial officer, or authorizing official of your organization to identify the applicant agency's SAM CAGE code. If your organization does not know its SAM CAGE code or needs to register for one, visit <https://www.sam.gov>.
- SAM/CCR Valid Until Date – (this is not a required field and may be left blank, but should be entered if a SAM/CCR Code is provided) the date the aforementioned SAM/CCR Registration is valid until; enter format as mm/dd/yyyy or select from the date picker. SAM registrations are only effective for 12 months. To renew or update a SAM registration, visit <https://www.sam.gov>.
- Unique Entity ID – This is a Unique ID assigned to organizations by the Federal Government. If your organization does not know Unique Entity ID or needs to register for one, visit <https://www.sam.gov>.
- Organization Website – (this is not a required field) the applicant agency's website, where available

**NOTE: The following lines regarding addresses will differ for organizations. Some addresses are simple while others are more complex. Multiple lines have been provided for organizations that have complex addresses. Each line is not required, however, so avoid filling in repetitive information.**

- Mailing Address – the address used by the US Postal Service – this may be a PO Box or a physical street address, whichever is applicable. This address should correspond to the address registered to the DUNS Number and/or CCR Registration identified above.
- Street Address 1 – (this is not a required field) – if a PO Box was provided on the mailing address line, please provide the physical street address here, but if the physical street address was provided on the mailing address line, this field may not be necessary. Where applicable, this address should

also correspond to the address registered to the DUNS Number and/or CCR Registration identified above.

- Street Address 2 – (this is not a required field) – provide additional information here, if applicable
- City – city associated with the mailing address
- State/Province – state associated with the mailing address
- Postal Code/Zip – zip code associated with the mailing address
- +4 – postal code/zip 4-digit extension for the mailing address identified above; if unknown, search the USPS Zip Code Lookup website at <https://tools.usps.com/go/ZipLookupAction!input.action>
- County – select from the drop down list of Missouri counties
- Congressional District – select from the drop down list of Missouri congressional districts
- Phone – main/general telephone number for the applicant agency
- Ext – (this is not a required field) the applicant agency’s telephone extension, where applicable – if the telephone number is a direct line and an extension is not applicable, just leave this field blank
- Fax – the applicant agency’s main facsimile number

3. Click the **Save Registration Information** link (either at the top of the page or the bottom of the page) when completed.

The screenshot shows a web form titled "Registration" with a pencil icon. In the top right corner, a green button labeled "Save Registration Information" is highlighted with a red rectangular border. Below the title is a section for "Personnel Contact Information". A light blue banner contains the instruction: "Please note that fields in red font with an asterisk indicates a required field. Any non-required, black font, fields can be skipped." The form fields are as follows:

- Name:** A dropdown menu followed by three input fields: "First Name", "Middle", and "Last Name". Below these are labels: "Salutation", "First Name", "Middle Name", and "Last Name".
- Title:** A single input field labeled "Title".
- Email\*:** A single input field labeled "Email".
- Address\*:** Three stacked input fields labeled "Address 1", "Address 2", and "Address 3".
- City:** An input field labeled "City", a dropdown menu labeled "Missouri" (representing "State/Province"), and an input field labeled "Zip" (representing "Postal Code/Zip").
- Phone\*:** Two input fields: "Phone" and "Ext". Below them are labels "Phone" and "Ext." with a format "### ### ####".

Fax:

### ### ####

Copy Personnel Information to Organization?:

### Organization Information

IMPORTANT: Check YES that you are affiliated with an Organization and enter the details for the Organization you represent which intends to apply for grant funds. Your profile will be linked to that Organization so you can conduct business on its behalf within this grant system.

Are you Affiliated with an Organization?\*

Applicant Agency\*:

Organization Type\*:

Federal Tax ID#:

9 digits (no hyphen)

Tax Id:

DUNS #:

9-digit number

Organization Website:

Unique Entity ID\*:

SAM/CCR CAGE Code:

Valid Until Date

Address\*:

City State/Province Postal Code/Zip + 4

County\*:

Congressional District\*:

Hold 'CTRL

Phone\*:

### ### ####

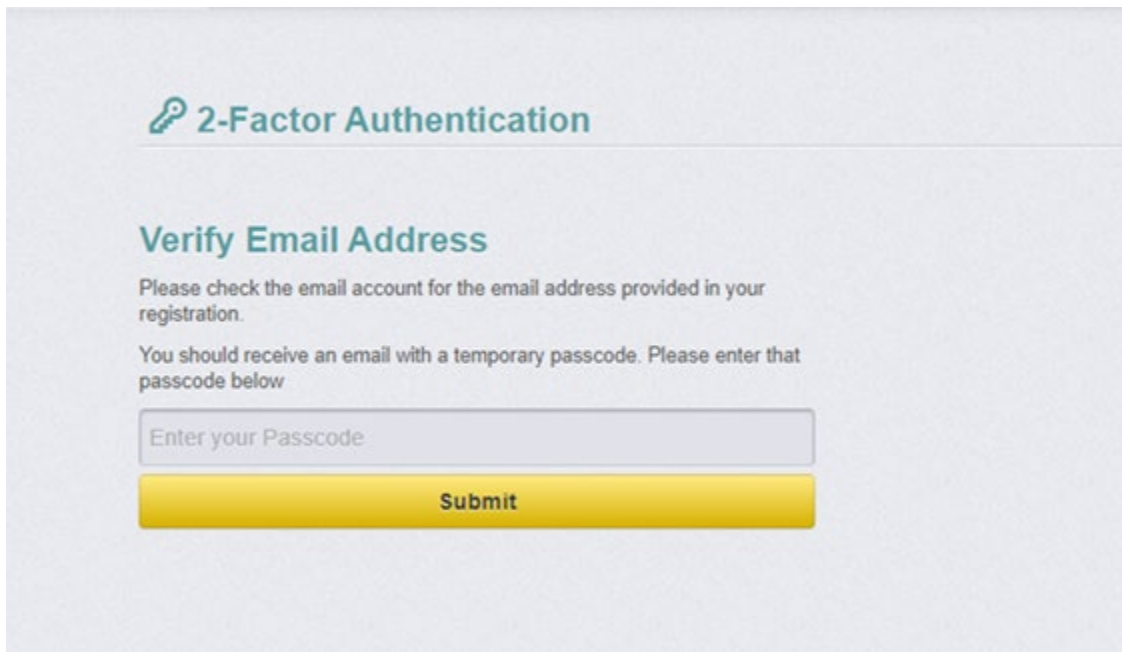
Ext.

Fax:

### ### ####



4. You will then be taken to a page where you will be required to enter a 2-Factor Authentication passcode. The passcode will be emailed to the address you entered in the Personnel Contact Information form on the previous page. **DO NOT CLOSE THIS PAGE.** If you close this page without entering this passcode your registration **will not** be submitted for approval.



The screenshot shows a web page for 2-Factor Authentication. At the top, there is a key icon followed by the text '2-Factor Authentication'. Below this is a section titled 'Verify Email Address'. The text in this section reads: 'Please check the email account for the email address provided in your registration. You should receive an email with a temporary passcode. Please enter that passcode below'. There is a text input field with the placeholder text 'Enter your Passcode' and a yellow 'Submit' button below it.

5. The new user will also receive a confirmation email indicating they have successfully submitted their registration request.
6. The Missouri Department of Public Safety will be notified that a new registration request has been submitted. Please allow 1 – 10 business days for registration requests to be validated and approved.

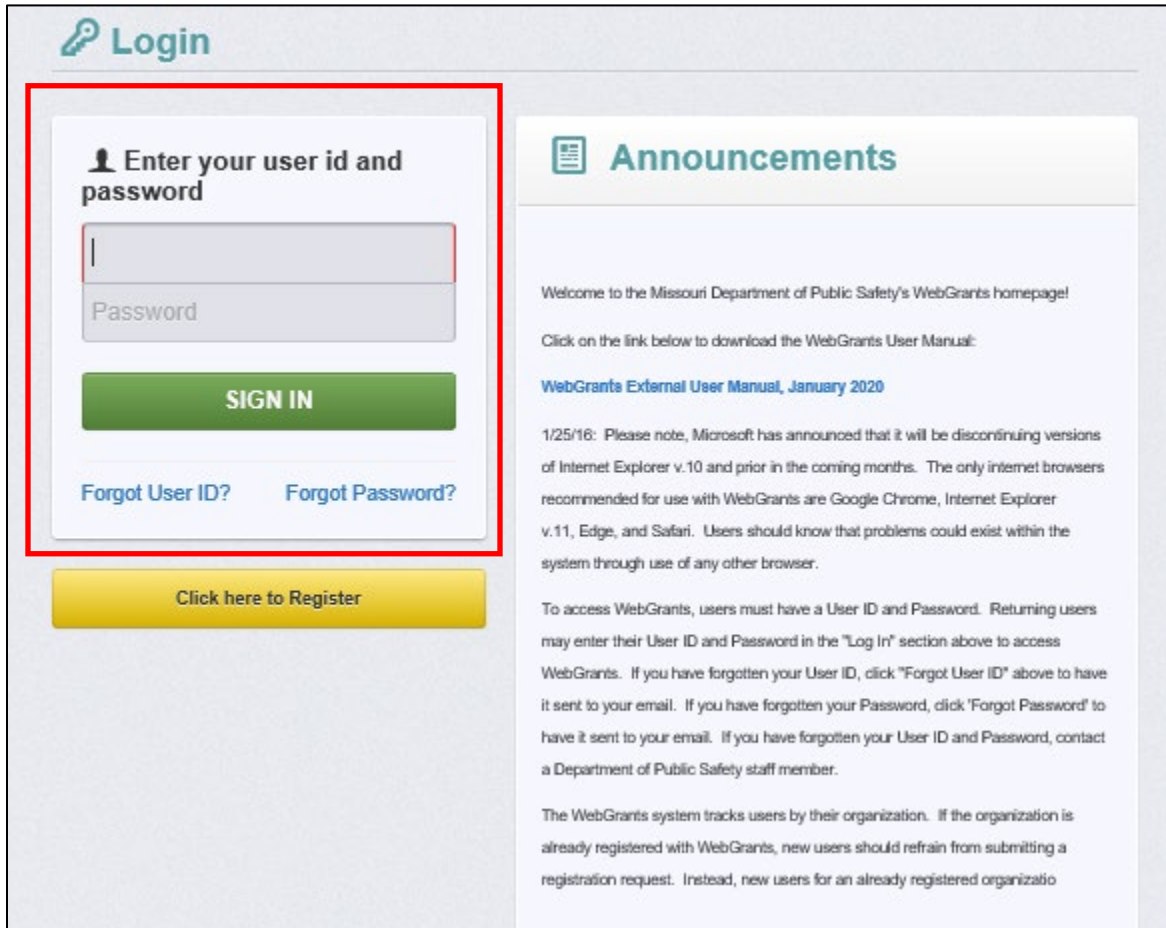
**NOTE: If a registration request is still pending after 10 business days, please contact the Missouri Department of Public Safety by email at [dpswebgrants@dps.mo.gov](mailto:dpswebgrants@dps.mo.gov) or by phone at (573) 751-4905.**

7. If the registration is approved, the user's active User ID and Password will be sent to the email provided on the registration form. If the registration is not approved, the user will receive an email indicating the reason for denial.

## B. Log In

The **Log In** area of the login page is for users that have an approved WebGrants registration.

1. Enter the system-assigned User ID and Password and click the **Sign In** button.



**Login**

Enter your user id and password

\_\_\_\_\_  
Password

**SIGN IN**

[Forgot User ID?](#) [Forgot Password?](#)

[Click here to Register](#)

**Announcements**

Welcome to the Missouri Department of Public Safety's WebGrants homepage!

Click on the link below to download the WebGrants User Manual:

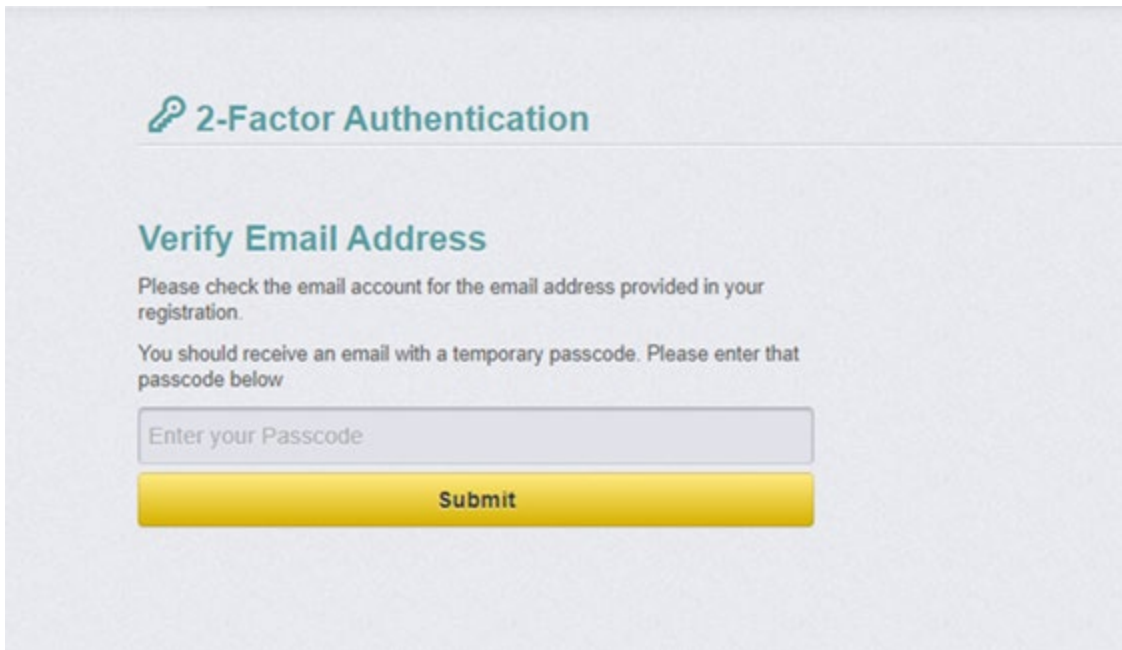
[WebGrants External User Manual, January 2020](#)

1/25/16: Please note, Microsoft has announced that it will be discontinuing versions of Internet Explorer v.10 and prior in the coming months. The only internet browsers recommended for use with WebGrants are Google Chrome, Internet Explorer v.11, Edge, and Safari. Users should know that problems could exist within the system through use of any other browser.

To access WebGrants, users must have a User ID and Password. Returning users may enter their User ID and Password in the "Log In" section above to access WebGrants. If you have forgotten your User ID, click "Forgot User ID" above to have it sent to your email. If you have forgotten your Password, click "Forgot Password" to have it sent to your email. If you have forgotten your User ID and Password, contact a Department of Public Safety staff member.

The WebGrants system tracks users by their organization. If the organization is already registered with WebGrants, new users should refrain from submitting a registration request. Instead, new users for an already registered organizatio

2. Once you enter your User ID and password and click sign in, an email will be triggered with a one-time passcode; this passcode will be needed to log-in to the WebGrants system. The passcode will be sent to the email address on file.
3. **PLEASE NOTE IT CAN TAKE UP TO 5 MINUTES TO RECEIVE YOUR PASSCODE VIA E-MAIL.**
4. **The passcode will only be active for 30 minutes.** Once you receive the e-mail, go back to the login page to enter your password and one-time passcode. **DO NOT** close the login page, leave this page open while you wait for the passcode to reach your inbox. If you close this page, you will be required to enter your user id again which will cause a new passcode to be sent and the process will start over.
5. Unfortunately email is the only way users will be able to receive the passcode; text messages are not available for this feature at this time.

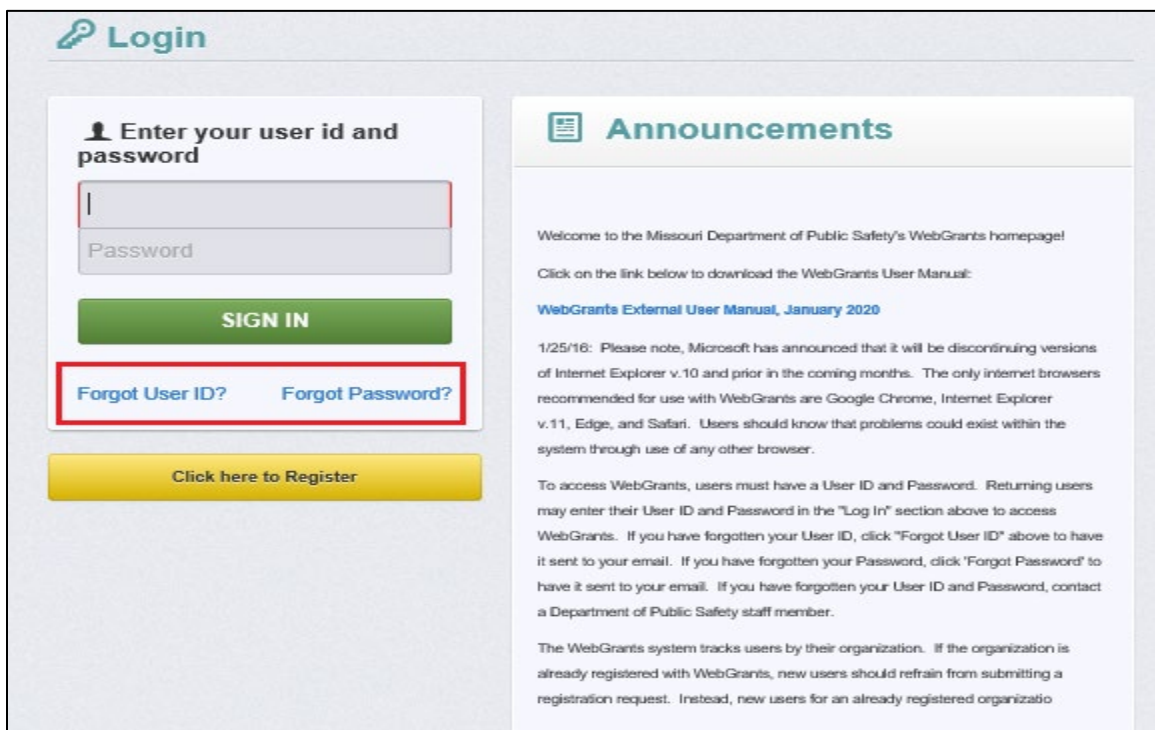


6. Once you receive your passcode enter it in the passcode box and click submit.

## C. Forgot User ID

The **Log In** area of the login page is for users that have an approved WebGrants registration. However, if you have forgotten or misplaced your login information, this area will also assist you in retrieving such information.

1. If you have forgotten or misplaced your User ID, click the **Forgot User ID?** link on the login page.



2. Enter your Email Address in the displayed form and click the **Submit** button.



The screenshot shows a web page titled "Login" with a key icon. Below the title is a section titled "Forgot your User ID?". The text below this title reads: "Enter your e-mail address below, your user id will be sent to you via email." There is a text input field with the placeholder text "Enter your Email Address". Below the input field is a yellow "Submit" button. At the bottom left of the form area is a "Return to login screen" button. At the bottom right of the page, there is copyright information: "Copyright © 2001-2021 Dulles Technology Partners Inc.", "Dulles Technology Partners Inc.", and "WebGrants 7.1.6".

3. If the email address matches a record in the database, your User ID will be emailed to you.

**NOTE: If you are unsuccessful in retrieving your User ID using these steps, please email [dpswebgrants@dps.mo.gov](mailto:dpswebgrants@dps.mo.gov) or call (573) 751-4905 and the Missouri Department of Public Safety will be able to assist you, following verification of the requestor.**

## D. Forgot Password

The **Log In** area of the login page is for users that have an approved WebGrants registration. However, if you have forgotten or misplaced your login information, this area will also assist you in retrieving such information.

1. If you have forgotten or misplaced your password, click the **Forgot Password?** link on the login page.

**Login**

**Enter your user id and password**

**SIGN IN**

[Forgot User ID?](#) [Forgot Password?](#)

**Click here to Register**

**Announcements**

Welcome to the Missouri Department of Public Safety's WebGrants homepage!

Click on the link below to download the WebGrants User Manual:

[WebGrants External User Manual, January 2020](#)

1/25/16: Please note, Microsoft has announced that it will be discontinuing versions of Internet Explorer v.10 and prior in the coming months. The only internet browsers recommended for use with WebGrants are Google Chrome, Internet Explorer v.11, Edge, and Safari. Users should know that problems could exist within the system through use of any other browser.

To access WebGrants, users must have a User ID and Password. Returning users may enter their User ID and Password in the "Log In" section above to access WebGrants. If you have forgotten your User ID, click "Forgot User ID" above to have it sent to your email. If you have forgotten your Password, click "Forgot Password" to have it sent to your email. If you have forgotten your User ID and Password, contact a Department of Public Safety staff member.

The WebGrants system tracks users by their organization. If the organization is already registered with WebGrants, new users should refrain from submitting a registration request. Instead, new users for an already registered organization

2. Enter your User ID and Email Address in the displayed form and click the **Submit** button.

**Login**

**Forgot your Password?**

Enter your user id and your e-mail address below, your password will be sent to you via email.

**Submit**

[Return to login screen](#)

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Dulles Technology Partners Inc.  
WebGrants 7.1.6

3. If the information matches a record in the database, your User ID and Password will be emailed to you.

**NOTE:** If you are unsuccessful in retrieving your Password using these steps, please email [dpswebgrants@dps.mo.gov](mailto:dpswebgrants@dps.mo.gov) or call (573) 751-4905 and the Missouri Department of Public Safety will be able to assist you, following verification of the requestor.

## E. Announcements

This area of the login page lists any announcements from the Missouri Department of Public Safety.

**NOTE:** From time to time, the WebGrants system will be scheduled for maintenance or will experience technical issues. When these occur, the Missouri Department of Public Safety will advertise them in the *Announcements* section. Therefore, users are encouraged to review this area prior to login to ensure there are no existing problems or outages that may interrupt the user's ability to login to and/or navigate within WebGrants. In addition, a copy of this WebGrants External User Manual is available from the *Announcements* section. As the manual is updated, it will be made available to users via this area.

The screenshot displays the WebGrants login interface. On the left, there is a login form with the heading "Enter your user id and password". It includes two input fields: one for the user ID and one for the password. Below these fields is a green "SIGN IN" button. Underneath the button are two links: "Forgot User ID?" and "Forgot Password?". At the bottom of the form is a yellow button labeled "Click here to Register".

On the right side of the page, there is an "Announcements" section, which is highlighted with a red border in the image. This section contains the following text:

- Welcome to the Missouri Department of Public Safety's WebGrants homepage!
- Click on the link below to download the WebGrants User Manual:  
[WebGrants External User Manual, January 2020](#)
- 1/25/16: Please note, Microsoft has announced that it will be discontinuing versions of Internet Explorer v.10 and prior in the coming months. The only internet browsers recommended for use with WebGrants are Google Chrome, Internet Explorer v.11, Edge, and Safari. Users should know that problems could exist within the system through use of any other browser.
- To access WebGrants, users must have a User ID and Password. Returning users may enter their User ID and Password in the "Log In" section above to access WebGrants. If you have forgotten your User ID, click "Forgot User ID" above to have it sent to your email. If you have forgotten your Password, click "Forgot Password" to have it sent to your email. If you have forgotten your User ID and Password, contact a Department of Public Safety staff member.
- The WebGrants system tracks users by their organization. If the organization is already registered with WebGrants, new users should refrain from submitting a registration request. Instead, new users for an already registered organizatio

# Main Menu

The **Work Assignment** is the first screen a user sees after logging into WebGrants. The user will see a minimum of five modules on the left-hand side of the screen. These five modules will contain information relative to their associated organization(s).

**NOTE: Users that participate in grant reviews for a unit within the Missouri Department of Public Safety will see up to three additional modules: 1) Reviewer Instructions, 2) Conflicts of Interest, and 3) My Reviews. These additional modules are not discussed in this external user manual.**

**Work Assignment**  
All currently assigned work

Work Assignment | Calendar | Alerts | My Reviews | My Site Visits

Dashboard > | Back | Print | Online Help | Log Out

**Approaching Deadlines - Next 30 Days**

Due Date	Document	ID	Status	Title	Program Area	Funding Opportunity
No data available in table						

**Recent Negotiations - Due Within 30 Days**

Due Date	Document Type	Sub Type/Round	ID	Status	Title	Organization	Program Area	Funding Opportunity
No data available in table								

**Recent Correspondence - Within the Last 30 Days**

Sent Date	Flag	From	To	Subject	Message
No data available in table					

**My Site Visits - Inbox**

Due Date	Number	Type	Status	Grant	Organization	Program Area	Funding Opportunity
----------	--------	------	--------	-------	--------------	--------------	---------------------

## WebGrants Toolbar:

The following commands are the standard options that will appear on every screen of the WebGrants system. Some options will not be available on all screens and will consequently be grayed out.

- The **Online Help** button will provide information and instructions pertaining to the screen, where available.
- The **Log Out** button will return you to the login screen.
- The **Back** button will return you to the previous screen. Please make sure to save any changes, if you click the back button without saving you will lose information.
- The **Print** button will print the displayed information in a printer-friendly format, where applicable.

- The **Add** button will allow the user to include lines within a grid-style form (e.g. budget, other attachments, etc.), where applicable.
- The **Delete** button will allow the user to delete a line within a grid-style form (e.g. budget, other attachments, etc.), where applicable.
- The **Edit** button will allow the user to “open up” a form to enter text or to make changes to previously entered text, where applicable.
- The **Save** button will allow the user to save changes to a form (so long as all required fields are completed), where applicable.

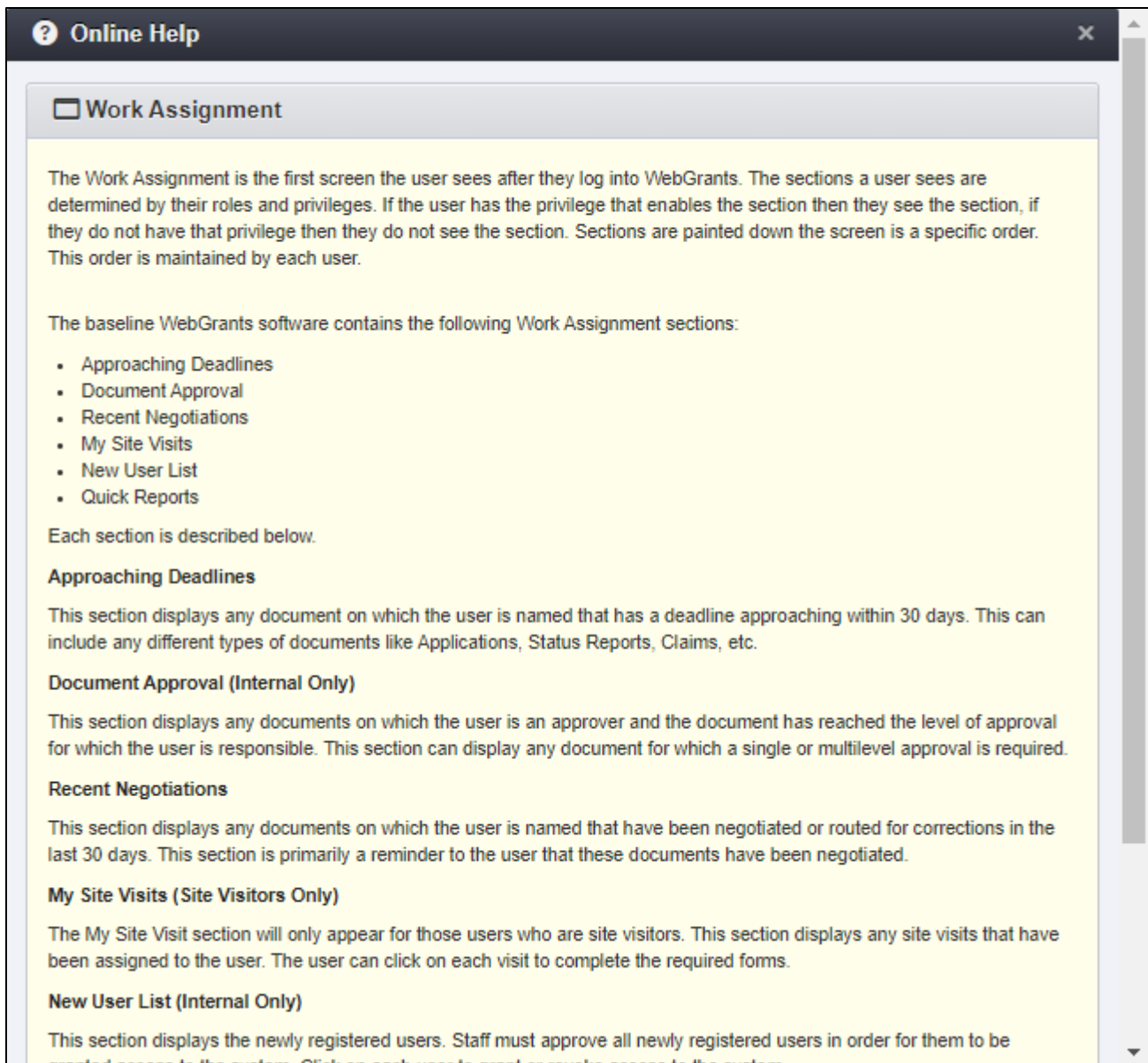
## A. Instructions

You will find an Online Help tab at the top of each page in WebGrants. If you need help for the page you are on please click the “Online Help” and a window will pop up with information about that page/module if applicable.

1. On the **Top of the Page**, click the **Online Help** module.

The screenshot shows the 'Work Assignment' page in the WebGrants system. The page title is 'Work Assignment' with a sub-header 'All currently assigned work'. The navigation menu includes 'Work Assignment', 'Calendar', 'Alerts', 'My Reviews', and 'My Site Visits'. The 'Online Help' button is highlighted with a red box. Below the navigation, there is a section for 'Approaching Deadlines - Next 30 Days' with a 'View Overdue Approaching Deadlines' button. A table with columns for 'Due Date', 'Document', 'ID', 'Status', 'Title', 'Program Area', and 'Funding Opportunity' is shown, but it contains no data.





## B. Dashboard

### 1. Work Assignments

This area of the ***Dashboard*** module displays the following categories Approaching Deadline, Document Approval, Recent Negotiations, Recent Correspondence, My Site Visits, New User List, and Quick Reports.

### 2. Calendar

This area of the ***Dashboard*** module displays any approaching deadlines for the account.

### 3. Alerts

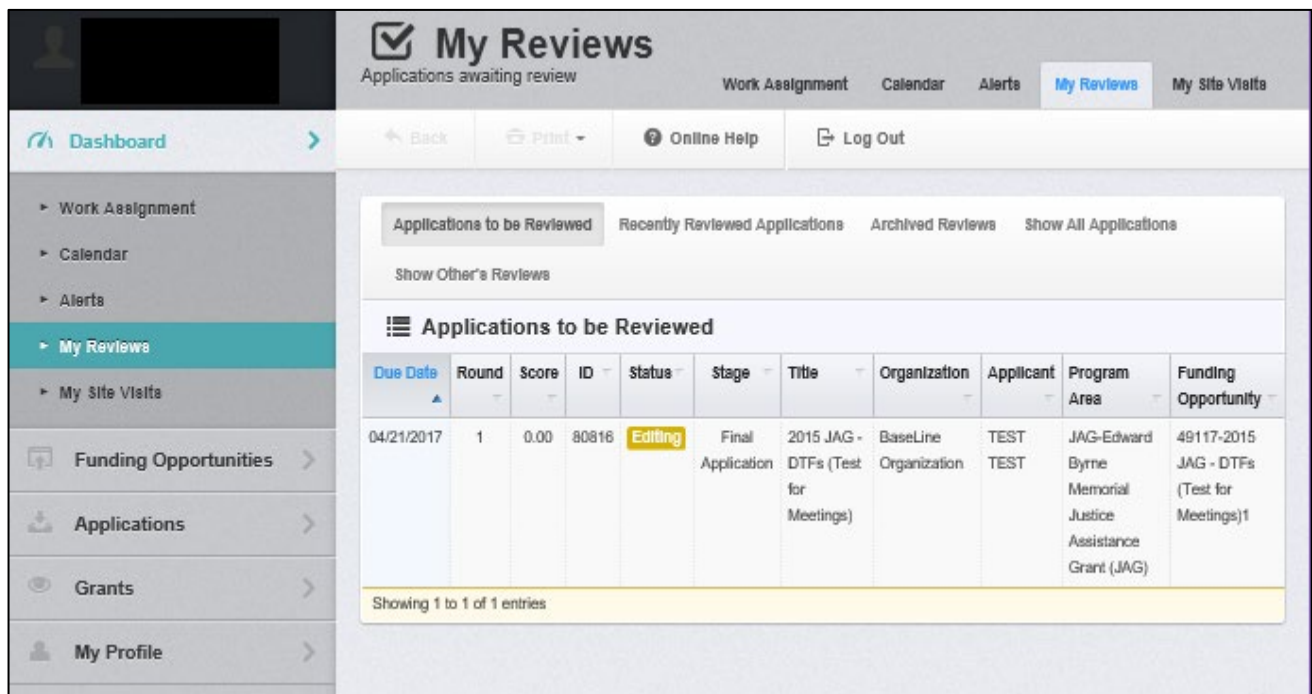
This area of the **Dashboard** module displays every alert ever sent to the current email address on record for the user.

On the **Dashboard menu**, click the **Alerts** tab to view all Alerts sent

**NOTE: The user will automatically be setup to receive system-generated alerts.**

### 4. My Reviews

This area of the **Dashboard** module displays the following category tabs, Applications to be Reviewed, Recently Reviewed Applications, Archived Reviews, Show all Applications, and Show Other's Reviews.



The screenshot displays the 'My Reviews' section of a dashboard. At the top, there's a header with a checkmark icon and the text 'My Reviews Applications awaiting review'. Below this are navigation tabs: 'Work Assignment', 'Calendar', 'Alerts', 'My Reviews' (selected), and 'My Site Visits'. A secondary navigation bar includes 'Dashboard', 'Back', 'Print', 'Online Help', and 'Log Out'. The main content area has tabs for 'Applications to be Reviewed', 'Recently Reviewed Applications', 'Archived Reviews', and 'Show All Applications'. Below these is a 'Show Other's Reviews' link. The primary section is titled 'Applications to be Reviewed' and contains a table with the following data:

Due Date	Round	Score	ID	Status	Stage	Title	Organization	Applicant	Program Area	Funding Opportunity
04/21/2017	1	0.00	80816	Editing	Final Application	2015 JAG - DTFs (Test for Meetings)	BaseLine Organization	TEST TEST	JAG-Edward Byrne Memorial Justice Assistance Grant (JAG)	49117-2015 JAG - DTFs (Test for Meetings)1

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'.

### 5. My Site Visits

This area of the **Dashboard** module displays the following category tabs, Current Site Visits and Recent Site Visits.

### 6. Document Repository

This area of the **Dashboard** module will show any related documents the external user will need to see. Note – there may not be any documents displayed here.

## C. My Profile

This module of WebGrants displays the user's profile information and associated organization(s) information.

The **My Profile** module also allows the user to perform the following maintenance tasks:

- reset password
- add additional registered users to organization
- remove registered users from organization

**NOTE:** [Before exercising the remove registered users feature, please refer to page 24 of this manual for further instructions and information.](#) While the user has the ability to remove registered users from their organization, users are asked NOT to exercise this feature.

**My Profile**  
Update your own personal contact information

My Profile

Dashboard > Funding Opportunities > Applications > Grants > Reports > **My Profile >**

Reset Password Edit My Profile

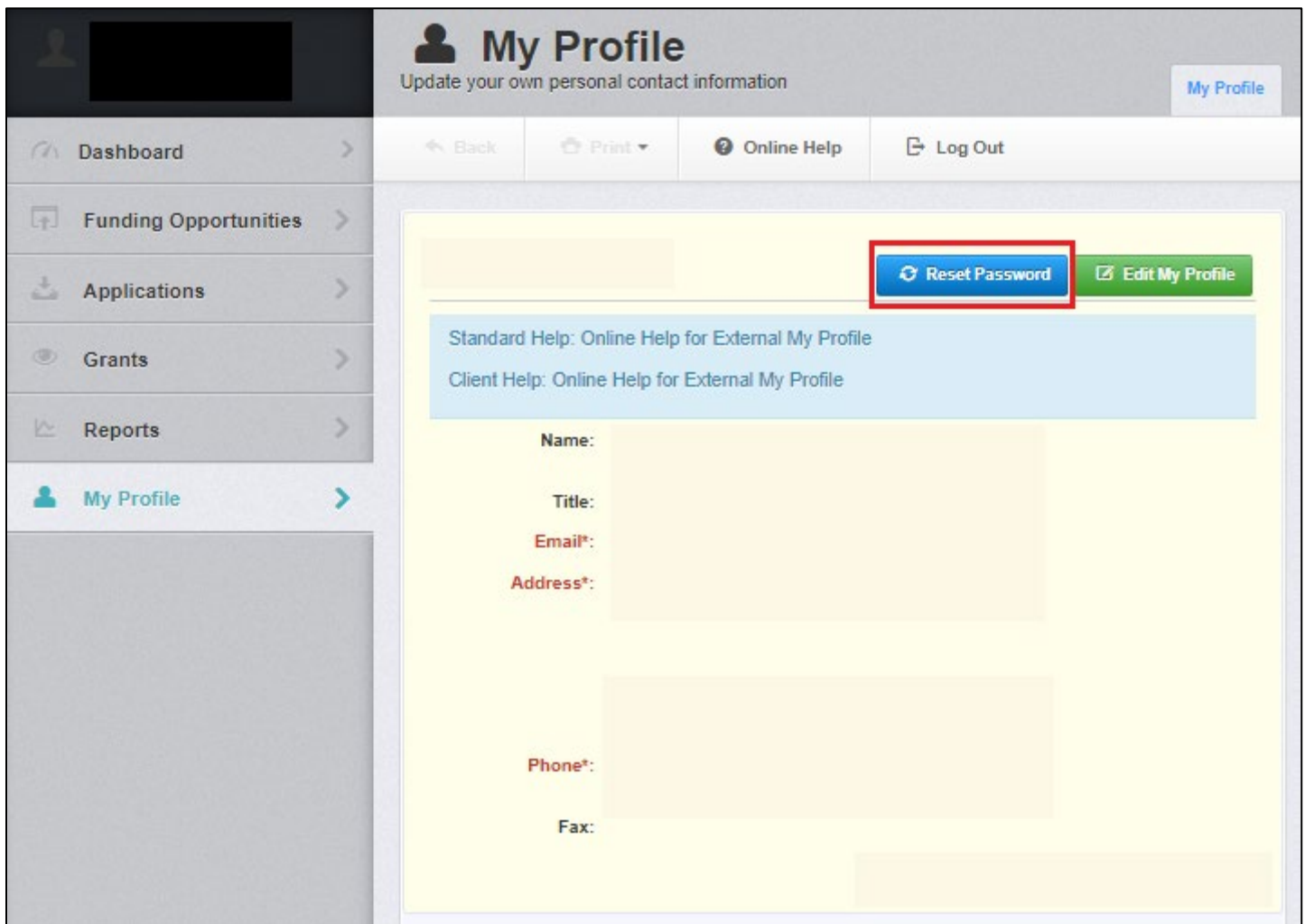
Standard Help: Online Help for External My Profile  
Client Help: Online Help for External My Profile

Name:  
Title:  
Email\*:  
Address\*:  
Phone\*:  
Fax:

## 1. Reset Password

This area of the **My Profile** module allows the user to reset his/her password (as often as desired).

- A. On the **Main Menu**, click the **My Profile** module.
- B. Click **Reset Password** to change your password.



- C. Enter your current password, enter the new password in the new password box, then enter the new password again in the confirm new password box and click the **Save Password Information** button on the toolbar to save your changes.

**NOTE: Passwords must contain a minimum of 6 characters (at least one of these characters must be a number). You can not use the previous 5 passwords used for this account.**

The screenshot displays the 'My Profile' section of a web application. The page title is 'My Profile' with the subtitle 'Update your own personal contact information'. A navigation menu on the left includes 'Dashboard', 'Funding Opportunities', 'Applications', 'Grants', and 'My Profile'. The main content area is titled 'Reset Password - TEST TEST' and contains a form with three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. A blue informational box provides instructions: 'To reset your password, enter your current password and your new password. Your new password must conform to the following rules: - the minimum length must be at least 6 characters long'. A green 'Save Password Information' button is located in the top right corner of the form area and is highlighted with a red rectangular border.

## 2. Add Registered Users

This area of the **My Profile** module allows the user to add additional registered users for the organization.

- A. On the **Main Menu**, click the **My Profile** module.
- B. Click the **Name** from the **Associated Organization** table.

The screenshot displays the 'My Profile' interface. On the left is a navigation menu with options: Dashboard, Funding Opportunities, Applications, Grants, and My Profile (highlighted). The main content area is divided into two sections. The top section is a form for adding users, with fields for 'Address\*', 'Phone\*', and 'Fax'. The bottom section is titled 'Associated Organizations' and contains a table with the following data:

Name	Type	Title at Org	Website <a href="#">↗</a>	Phone	City	State
BaseLine Organization	Government		<a href="http://www.baselineorg.com">www.baselineorg.com</a>	4565388700	Stonesville	Virginia
Illinois	For Profit			5747511234	Chicago	Illinois
Iowa	For Profit			5737515878	Imes	Iowa
Kansas	Government			5555555555	Odessa	Kansas
Nebraska	For Profit			5737514512	Lincoln	Nebraska
State of Arkansas	For Profit			5737514809	Little Rock	Arkansas

- C. Click the **Add New Person** button from the **Associated People** table of the **Organization Information** screen to add additional users to the organization.

The screenshot shows the 'Organization Information' screen. On the left is a navigation menu with items: Dashboard, Funding Opportunities, Applications, Grants, Reports, and My Profile. The main content area has a yellow background with fields for 'Phone\*', 'Congressional District\*', 'Fax:', and 'County\*'. Below this is the 'Associated People' section, which includes a blue informational box and a table with columns: Name, Type, Title at Organization, Email, Phone, City, State, Active?, and Remove?. A green button with a plus sign and the text '+ Add New Person' is highlighted with a red box in the top right corner of the 'Associated People' section.

- D. Complete all required fields, and as many optional fields as possible, on the registration form to add the additional registered user. Click the **Save Person Information** button on the toolbar to save the changes.

The screenshot shows the 'New Person - Edit' registration form. The top header includes 'People' and 'Global list of all internal and external users and contacts'. A toolbar contains 'Back', 'Print', 'Online Help', and 'Log Out'. The form fields include: 'Name' (dropdown), 'Salutation', 'Job Title\*', 'First Name', 'Middle', 'Last Name', 'Title', 'Email\*', 'Address\*' (Address 1, 2, 3), 'City', 'State/Province' (dropdown), 'Postal Code/Zip', and 'Phone\*' (Phone, Ext). A green button with a floppy disk icon and the text 'Save Person Information' is highlighted with a red box in the top right corner of the form area.

E. The new registered user will receive a system-generated email with their **User ID** and **Password**.

**NOTE:** By adding users through this method, their registration will not be subjected to approval by the Missouri Department of Public Safety, thus making the process quicker. However, the Missouri Department of Public Safety is not notified when a new user is added to an organization's profile. Therefore, if the organization has an existing, underway grant, the organization should contact their appropriate DPS Internal Contact to ensure the new user is added to any applicable contact lists. Adding users to the organization's profile does not automatically enroll the new user to receive system-generated alerts. Adding users to the organization's profile merely gives them a login and ability to navigate the system.

### 3. Remove Registered Users

This area of the **My Profile** module allows the user to remove registered users from an organization.

**NOTE:** While the user has the ability to remove registered users from their organization, users are asked NOT to exercise this feature! If the organization has an existing, underway grant, the organization should contact their appropriate DPS Internal Contact to request the user be removed from the organization and from any applicable contact lists. If the organization does not have an existing, underway grant, the organization should contact the Missouri Department of Public Safety by email at [dpswebgrants@dps.mo.gov](mailto:dpswebgrants@dps.mo.gov) or by phone at (573) 751-4905 to request the user be removed from the organization.

Name	Type	Title at Organization	Email	Phone	City	State	Active?	Remove?
TEST TEST	Tester		dpswebgrants@dps.mo.gov	(243) 534-5356	St Louis	Missouri	Yes	Remove



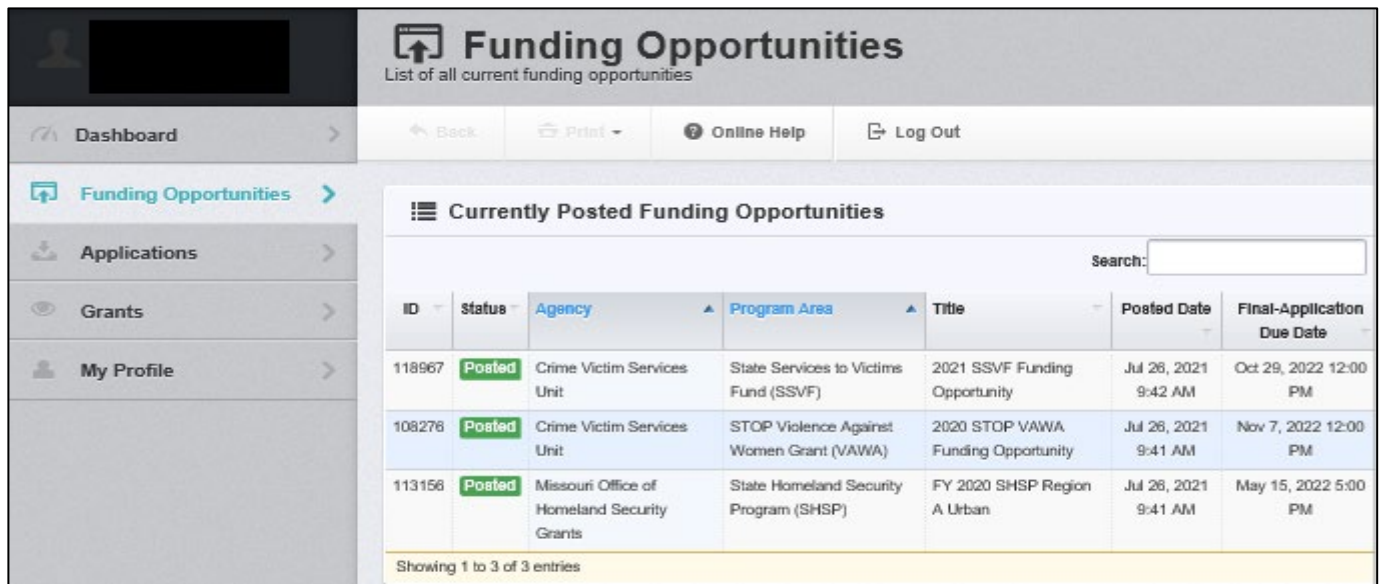
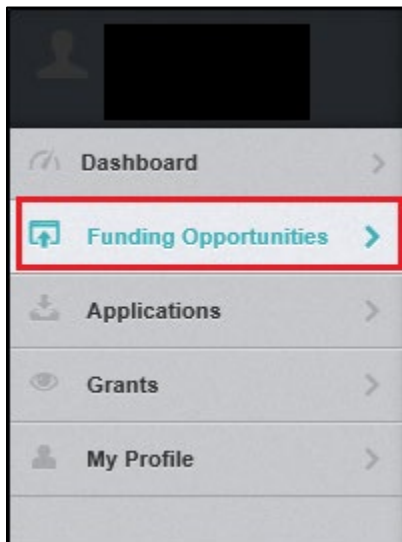
## D. Funding Opportunities

This module of WebGrants displays all available funding opportunities receiving applications offered by the Missouri Department of Public Safety for the following five units: 1) Criminal Justice/Law Enforcement (CJ/LE) Unit, 2) Crime Victims Services (CVSU) Unit, 3) Juvenile Justice (JJ) Unit, 4) Office of Homeland Security (OHS), and 5) State Emergency Management Agency (SEMA).

### 1. Search for a Funding Opportunity

External users are able to search for and review funding opportunities at any time. Only funding opportunities accepting applications will display, but each of these posted funding opportunities will provide important and relative information and resources. Exploring the funding opportunities allows an organization to determine if the funding opportunity is appropriate for its needs.

A. On the **Side Menu**, click the **Funding Opportunities** module.

A screenshot of the 'Funding Opportunities' page in a web application. The page title is 'Funding Opportunities' with a subtitle 'List of all current funding opportunities'. There are navigation links for 'Back', 'Print', 'Online Help', and 'Log Out'. A search bar is present. Below is a table titled 'Currently Posted Funding Opportunities' with columns for ID, Status, Agency, Program Area, Title, Posted Date, and Final-Application Due Date. The table contains three entries, all with a 'Posted' status. A footer indicates 'Showing 1 to 3 of 3 entries'.

- B. The **Currently Posted Funding Opportunities** screen will display all active and open funding opportunities receiving applications posted by the Missouri Department of Public Safety, including the application deadline. Click on a program listed to view information about the funding opportunity and/or to start an application.
  
- C. Once a funding opportunity is selected, this screen will display further information regarding the particular funding opportunity and will allow the user to initiate an application.

**Funding Opportunities**  
List of all current funding opportunities

**Current Applications**

ID	Application Title	Organization	Status
25020	test	BaseLine Organization	Editing

**Funding Opportunity Details** Start New Application

**113156 - FY 2020 SHSP Region A Urban**  
Funding Opportunity Details

State Homeland Security Program (SHSP)  
Final Application Deadline: May 15, 2022 5:00 PM

Status:	Posted	Program Officer:	Joni McCarter
Posted Date:	Jul 26, 2021 9:41 AM	Phone:	
Award Amount Range:	Not Applicable	Email:	
Project Dates:	-		
Award Announcement Date:			

The first section of this screen will provide the program name, application deadline, award range (if applicable), project period dates, contact information, and CFDA number (if applicable).

**Description**

FY 2020 State Homeland Security Program (SHSP)

\*\*See Notice of Funding Opportunity in Attachments for Additional Information\*\*

Grant Issued By:

U.S. Department of Homeland Security (DHS), Federal Emergency Management

Agency (FEMA), Grant Programs Directorate (GPD)

Grant Issued Through:

Missouri Department of Public Safety (DPS), Office of Homeland Security (OHS)

The second section of this screen will provide general information regarding the specific funding opportunity.

**Attachments**

Description	File Name	Type	Size	Upload Date
FY 2020 SHSP Application Workshop PowerPoint	<a href="#">FY2020 SHSP Application Workshop.pdf</a>	pdf	0 KB	04/08/2020 07:44 AM
FY 2020 SHSP Application Workshop	<a href="#">FY2020 SHSP Application Workshop Recorded.ppsx</a>	ppsx	0 KB	04/08/2020 07:45 AM

The third section of this screen will have any necessary documents attached pertaining to the funding opportunity.

**Website Links**

Description	Link
Office of Homeland Security Grant Website	<a href="https://dps.mo.gov/dir/programs/ohs/grantstraining/">https://dps.mo.gov/dir/programs/ohs/grantstraining/</a>

The fourth section of this screen will provide any applicable website links pertaining to the funding opportunity.

## 2. Start a New Application

The **Start a New Application** feature is intended for organizations that have never applied for the selected program area and/or wish to start a new application (with no existing information pre-populated).

- A. On the **Side Menu**, click the **Funding Opportunities** module.
- B. Select the funding opportunity.
- C. To initiate an application for the selected funding opportunity, click **Start New Application**.

**Funding Opportunities**  
 List of all current funding opportunities

☰

☰ **Current Applications**

ID	Application Title	Organization	Status
25020	test	BaseLine Organization	<span style="background-color: #ffc107; padding: 2px 5px;">Editing</span>

**Funding Opportunity Details**
☑ Start New Application

### 113156 - FY 2020 SHSP Region A Urban

[Funding Opportunity Details](#)

---

**State Homeland Security Program (SHSP)**  
**Final Application Deadline: May 15, 2022 5:00 PM**

Status:	Posted	Program	Joni McCarter
Posted Date:	Jul 26, 2021 9:41 AM	Officer:	
Award Amount	Not Applicable	Phone:	
Range:		Email:	
Project Dates:	-		
Award Announcement Date:			

D. The first component of the application is the **General Information** form. This form is standard for all funding opportunities and must be completed before an application can be initiated. Complete each of the required fields and click the **Save Form Information** button on the toolbar when completed.

**NOTE: Form and field instructions are provided throughout WebGrants, but applicants are strongly encouraged to refer to the program area’s Solicitation or Notice of Funding Opportunity for additional detailed instructions and applicable examples to aid in the completion of each of the application forms.**

## Application Creation Wizard - Step: 1

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your primary contact.
- Step 2: Select the Organization for which you will be submitting this Application
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application

### Application - General Information

[Save Form Information](#)

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application Title\*:**

**Primary Contact\*:**

**Organization\*:**

**Additional Applicants\*:**


- E. You will work inside the **Application Creation Wizard**. When you click start new application it will bring you to step 1 of the wizard. Enter the application title and primary contact for the application. Click **Save Form Information**.

## Application Creation Wizard - Step: 2

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your primary contact.
- Step 2: Select the Organization for which you will be submitting this Application
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application

---

### Application - General Information



The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application ID:** 25035

**Program Area\*:** Protection Program for Victims/Witnesses of Violent Crime (PPVVC)

**Funding Opportunity\*:** 120475-Protection Program for Victims/Witnesses of Violent Crime

**Application Stage\*:** Final Application

**Application Status\*:** Editing

**Application Title\*:**

**Primary Contact\*:**

**Organization\*:**

**Additional Applicants\*:**

F. Step 2, add your Organization. Click **Save Form Information**. (Note - the system will allow you to save without adding the organization; **only the external user** can add the organization, to do this the external user must go back into the Application, General Information form and add an organization and save.)

G. Once the **General Information** form is saved, you will be returned to the **Application Forms** screen. If you would like to add additional applicants, click on the **General Information** form then click **edit**. Add your additional applicants and click **Save Form Information**. Each form must be completed and **Marked as Complete** prior to submission.

**NOTE: Multiple users can work on a single application at one time so long as they are not editing the same form at the same time.**

**Submitted Applications**  
List of all current submitted applications

Dashboard > Funding Opportunities > **Applications** > Grants > My Profile >

Back Print Online Help Log Out

25015 - test

Status: **Editing**

Stage: Final Application

Application Due Date: Oct 29, 2022 12:00 PM

Program Area: State Services to Victims Fund (SSVF)

Funding Opportunity: 118967-2021 SSVF Funding Opportunity

Organization: BaseLine Organization

Requested Total:

Application Preview Alert History Map

**Application Details** Preview Application Withdraw

**Application cannot be Submitted Currently**

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Jul 27, 2021 9:13 AM - TEST TEST
Contact Information	-	-
Project Summary	-	-
Statement of the Problem	-	-
Type of Program	-	-

**NOTE: The Applications Details page will show a header in pink letting you know that you are required to mark all the forms complete or the application cannot be submitted.**

### 3. Complete an Application

- Continue from the previous instructions, or on the **Side Menu**, click the **Applications** module and select the appropriate application.
- The **Application Forms** screen will outline each form that must be completed in order to submit an application to the Missouri Department of Public Safety.

**NOTE: The application forms vary among the grant programs and funding opportunities. The following screenshot is merely an example.**

**Submitted Applications**  
List of all current submitted applications

Dashboard > Funding Opportunities > **Applications** > Grants > My Profile >

25020 - test

Status: **Editing**  
 Stage: Final Application  
 Application Due Date: May 15, 2022 5:00 PM  
 Program Area: State Homeland Security Program (SHSP)  
 Funding Opportunity: 113156-FY 2020 SHSP Region A Urban  
 Organization: BaseLine Organization  
 Requested Total:

This header box will display on each screen of your application as a reminder of the project title, grant program, and application deadline.

Application Preview | Alert History | Map

**Application Details** [Preview Application] [Withdraw]

Application cannot be Submitted Currently  
 - Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Jul 28, 2021 9:32 AM - TEST TEST
Contact Information	-	-
SHSP Project Package	-	-
Budget	-	-
Named Attachments	-	-

The **Complete** column will track your progress of completing each application form. Each form must be **Marked as Complete** before the application can be submitted.

**NOTE: Application forms which have been Marked as Complete may still be edited at any time until the application is submitted. Once the application is submitted though, it is locked.**

The **Last Edited** column will track your changes while completing each application form. If you have marked a form complete, you may still reopen and edit the form until the application is submitted. If you reopen and edit a form, the **Last Edited** column will update accordingly.

- C. To open an application form, click on the form link in the **Component** column.



**Submitted Applications**  
List of all current submitted applications

Dashboard | Funding Opportunities | **Applications** | Grants | My Profile

Back | Print | Online Help | Log Out

**25020 - test**

status: **Editing**  
 Stage: Final Application  
 Application Due Date: May 15, 2022 5:00 PM  
 Program Area: State Homeland Security Program (SHSP)  
 Funding Opportunity: 113156-FY 2020 SHSP Region A Urban  
 Organization: BaseLine Organization  
 Requested Total:

Application Preview | Alert History | Map

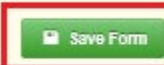
**Application Details** [Preview Application](#) [Withdraw](#)

Application cannot be Submitted Currently  
 - Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Jul 26, 2021 9:32 AM - TEST TEST
Contact Information	-	-
SHSP Project Package	-	-
Budget	-	-
Named Attachments	-	-

- D. To complete an application form, click on that **Component**. Each component is a little different depending on the type of form. When the entire form is completed, click the **Save** button on the toolbar.

Please have all requested information readily available. This form cannot be saved until all required fields are completed. Complete all required fields as indicated.

**Contact Information** 

### Authorized Official

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, this includes Fire Protection Districts

If applicable please upload copy of 501C3 in the Named Attachments section of the application as one of the Other documents.

- 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 your agency does not fall into the above categories or you are unsure of who the Authorized Official should be for your agency, please contact the Missouri Office of Homeland Security at (573) 522-8125••

**Authorized Official\*:**

Title (Mr. Ms. etc)                      First Name

Last Name

**Job Title\*:**

**Agency\*:**

**Mailing Address\*:**

**Street Address 1:**

E. Once the form is saved and reviewed for accuracy, click **Mark as Complete**. This command will return you to the **Application Forms** screen to continue.

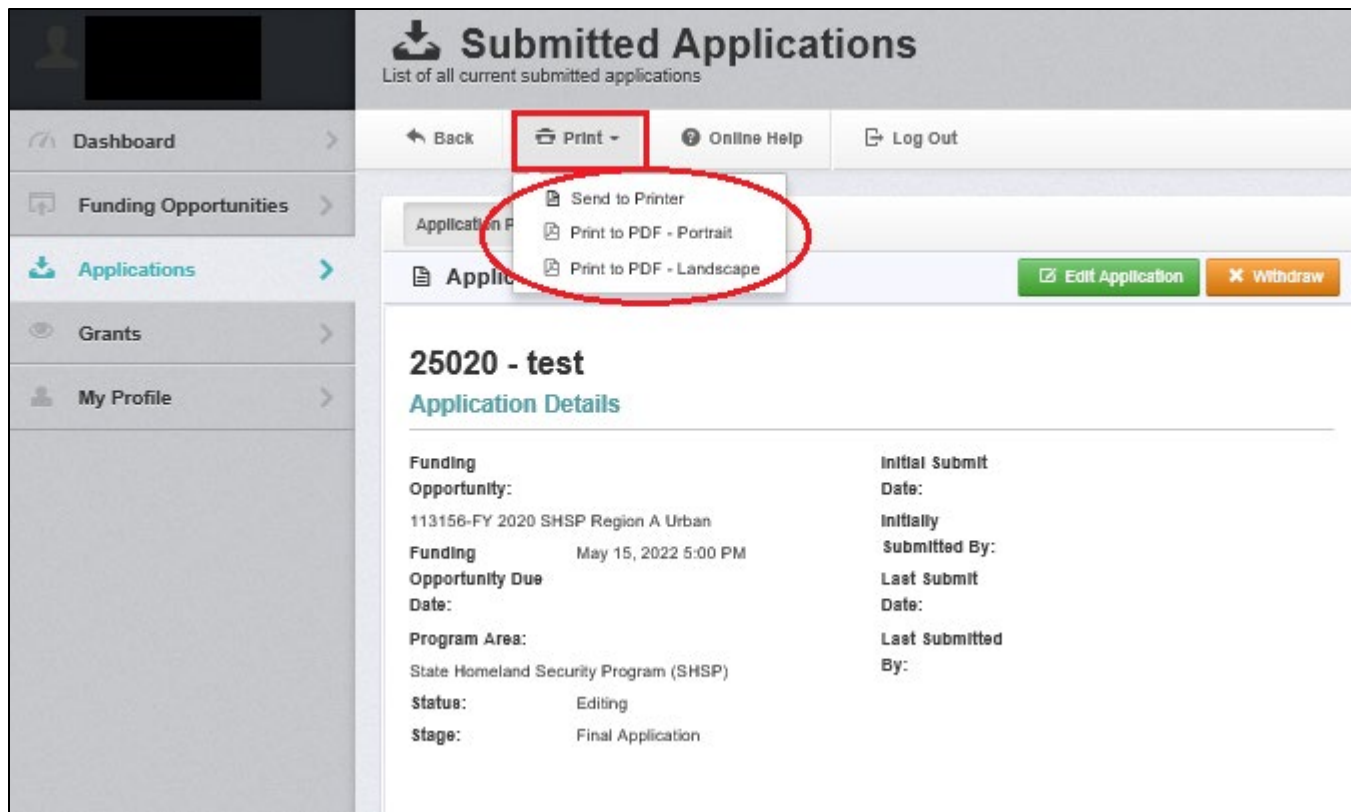
## 4. Preview an Application

- A. Continue from the previous instructions, or on the **Side Menu**, click the **My Applications** module and select the appropriate application.
- B. While on the **Application Forms** screen, the **Preview Application** command will display a print preview copy of your application.

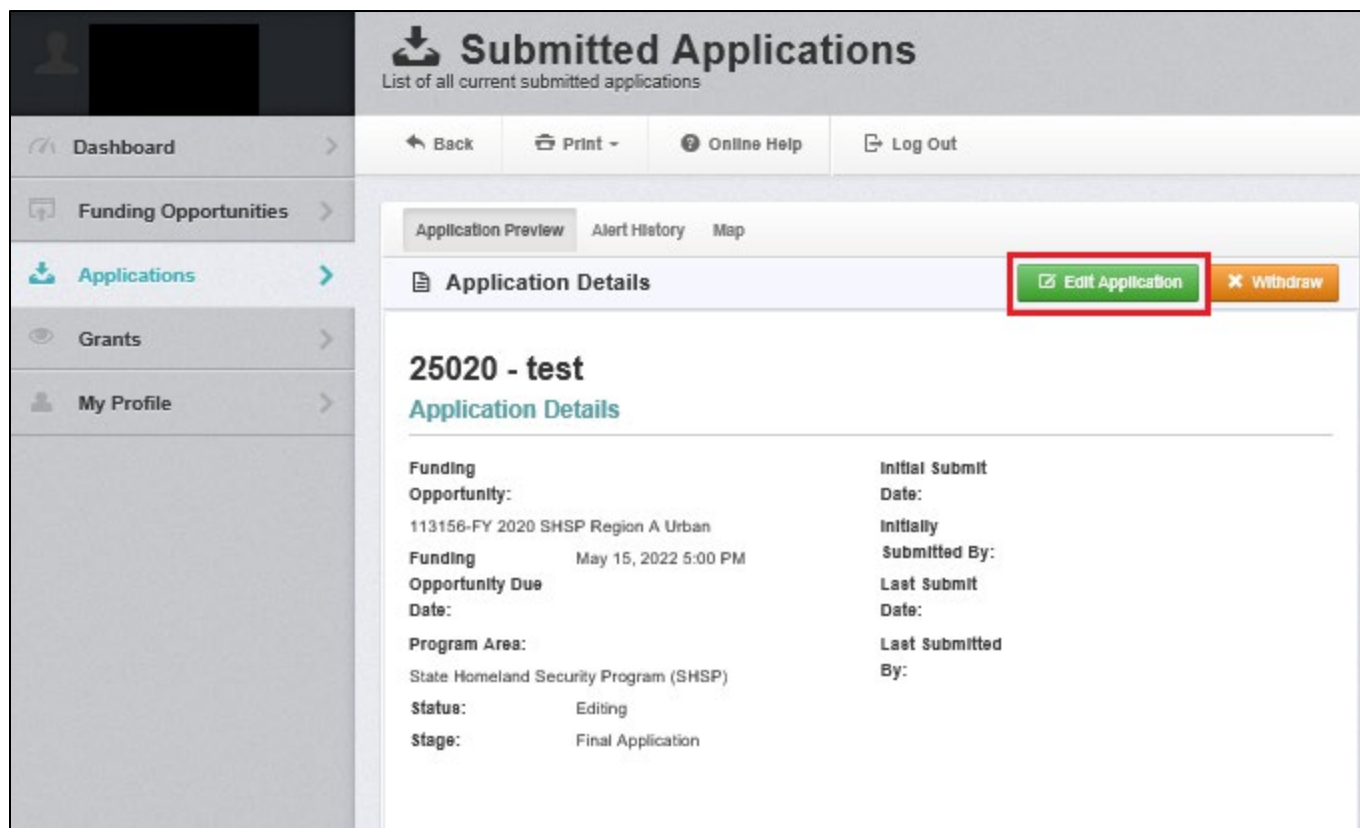
The screenshot displays the 'Submitted Applications' interface. On the left is a side menu with options: Dashboard, Funding Opportunities, Applications (highlighted), Grants, and My Profile. The main content area shows details for application '25020 - test'. The status is 'Editing' (in a yellow box), stage is 'Final Application', and the application due date is 'May 15, 2022 5:00 PM'. The program area is 'State Homeland Security Program (SHSP)', the funding opportunity is '113156-FY 2020 SHSP Region A Urban', and the organization is 'BaseLine Organization'. Below this, there are tabs for 'Application Preview', 'Alert History', and 'Map'. The 'Application Details' section shows a red error message: 'Application cannot be Submitted Currently - Application components are not complete'. A toolbar contains a 'Preview Application' button (highlighted with a red box) and a 'Withdraw' button. Below the error message is a table with columns 'Component', 'Complete?', and 'Last Edited'.

Component	Complete?	Last Edited
General Information	✓	Jul 26, 2021 9:32 AM - TEST TEST
Contact Information	-	
SHSP Project Package	-	
Budget	-	
Named Attachments	-	

- C. Click the **Print** button on the toolbar or the **Print to PDF** command in the screen toolbar to obtain a print preview format of your application.



D. Click the **Edit Application** command to return to the previous **Application Forms** screen.



## 5. Submit an Application

- A. Continue from the previous instructions, or on the **Side Menu**, click the **Applications** module and select the appropriate application.
- B. If all information is correct after previewing all application components and all application components are marked complete, click the **Submit Application** button.

**NOTE: You will NOT be able to make any changes to the application after submission. You must contact the Missouri Department of Public Safety and request your application be unlocked.**

The screenshot shows the 'Application Details' page in the WebGrants system. The status is 'Editing'. The application is for the 'State Homeland Security Program (SHSP)' with funding opportunity '113156-FY 2020 SHSP Region A Urban' and a requested total of '\$500.00'. The application is due on 'May 15, 2022 5:00 PM'. The organization is 'BaseLine Organization'. The 'Submit Application' button is highlighted with a red box. A green banner at the top of the application details section reads: 'Application is in compliance and is ready for Submission!'. Below this is a table showing the completion status of various components.

Component	Complete?	Last Edited
General Information	✓	Jul 28, 2021 9:32 AM -
Contact Information	✓	Jul 28, 2021 9:58 AM -
SHSP Project Package	✓	Jul 28, 2021 10:00 AM
Budget	✓	Jul 28, 2021 10:01 AM
Named Attachments	✓	Jul 30, 2021 9:17 AM -

**NOTE: The header will turn green when all components are marked complete, and the application is ready to submit.**

- C. Once the application is submitted, WebGrants will display a confirmation screen. The individual listed as the **Primary Contact** on the **General Information** form will also receive a confirmation email.

## 6. Withdraw an Application

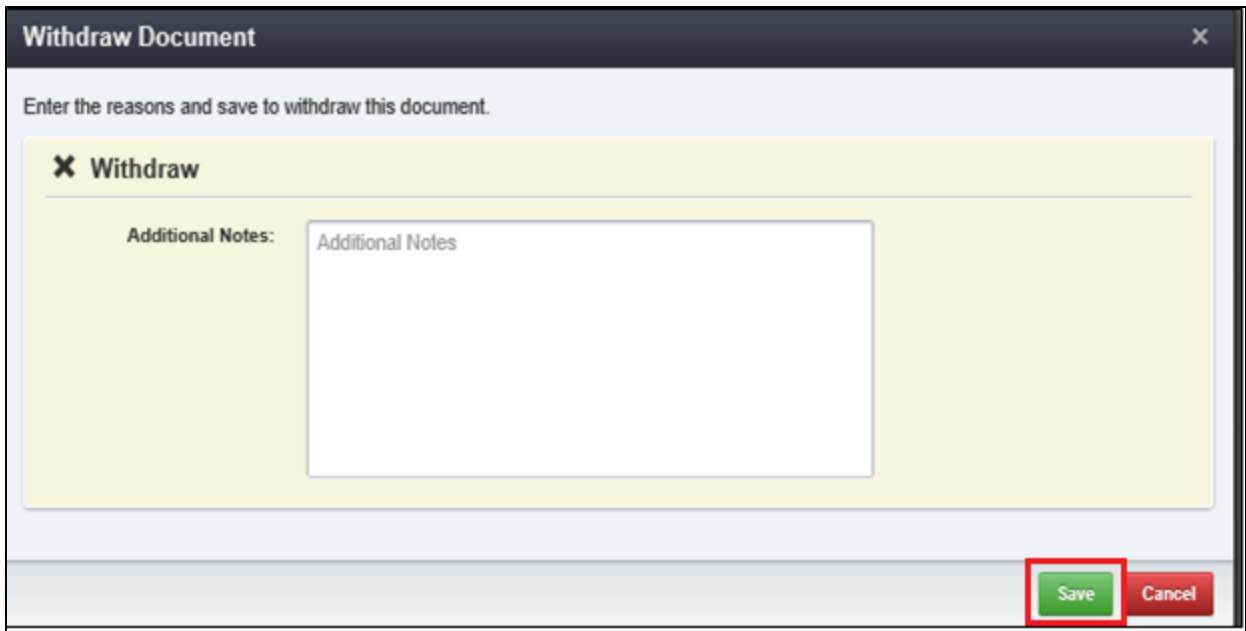
- A. Continue from the previous instructions, or on the **Side Menu**, click the **Applications** module and select the appropriate application.
- B. While on the **Application Forms** screen, the **Withdraw** command will allow you to withdraw an application.

**NOTE:** An application that has been started but will not be submitted does not need to be withdrawn, but the applicant will continue to receive system-generated alerts from WebGrants reminding of the application deadline if the application is not withdrawn from consideration.

The screenshot displays the 'Application Details' page in the WebGrants system. On the left is a sidebar menu with options: Dashboard, Funding Opportunities, Applications (highlighted), Grants, and My Profile. The main content area shows application metadata: Status: Editing, Stage: Final Application, Application Due Date: May 15, 2022 5:00 PM, Program Area: State Homeland Security Program (SHSP), Funding Opportunity: 113156-FY 2020 SHSP Region A Urban, Organization: BaseLine Organization, and Requested Total: \$500.00. Below this is a toolbar with 'Application Preview', 'Alert History', and 'Map' tabs, and three buttons: 'Preview Application', 'Submit Application', and 'Withdraw' (highlighted with a red border). A green banner states 'Application is in compliance and is ready for Submission!'. A table below lists components and their completion status:

Component	Complete?	Last Edited
General Information	✓	Jul 28, 2021 9:32 AM -
Contact Information	✓	Jul 28, 2021 9:58 AM -
SHSP Project Package	✓	Jul 28, 2021 10:00 AM
Budget	✓	Jul 28, 2021 10:01 AM
Named Attachments	✓	Jul 30, 2021 9:17 AM -

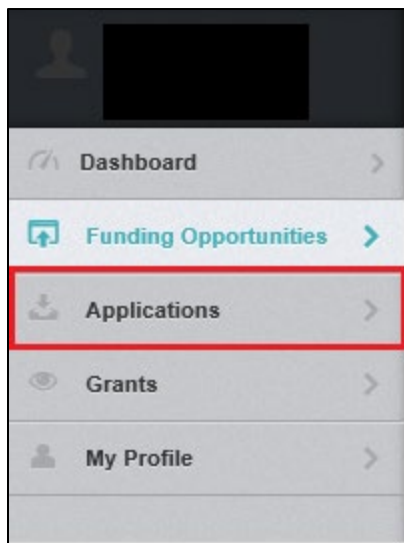
- C. Enter a reason to withdraw the application in the **Withdraw Notes** text box and click the **Save** button on the toolbar.



## E. My Applications

This module of WebGrants displays all previously initiated and/or submitted applications by your organization.

- A. On the **Side Menu**, click the **Applications** module.



- B. The Current Applications screen will display applications with the status **Editing**, **Submitted**, **Under Review**, **Correcting**, and **Approved**. To view an application, click on the application in the **Project Title** column.

**Submitted Applications**  
List of all current submitted applications

Dashboard > Funding Opportunities > Applications > Grants > My Profile >

Current Applications Archived Applications

Current Applications

Search:

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
119089	Awarded	Final Application	DSSSF Pilot Test	BaseLine Organization	DSSSF-Deputy Sheriff Salary Supplementation Fund (DSSSF)	119088-DSSSF Pilot Test 2020 (Test)	Final Application Deadline not Applicable
120104	Editing	Final Application	DSSSF Pilot Test	BaseLine Organization	DSSSF-Deputy Sheriff Salary Supplementation Fund (DSSSF)	119088-DSSSF Pilot Test 2020 (Test)	Final Application Deadline not Applicable

- C. The **Archived Applications** screen will display applications with the status **Editing**, **Withdrawn**, **Awarded**, and **Not Awarded**. To view an application, click on the application in the **Project Title** column.



**Submitted Applications**  
List of all current submitted applications

Dashboard > Funding Opportunities > Applications > Grants > My Profile >

Current Applications | **Archived Applications**

**Archived Applications**

The applications below are associated with older Funding Opportunities and are in Closed or Archived statuses. To view newer applications, click on the Current Applications link.

Search:

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
27389	Editing	Final Application	Toms Test App	BaseLine Organization	CVSU-Crime Victim Services Unit	27388-TEST CVS FO (Archived)	Sep 19, 2014 12:00 AM
27561	Awarded	Final Application	One APP test	BaseLine Organization	CVSU-Crime Victim Services Unit	27388-TEST CVS FO (Archived)	Sep 19, 2014 12:00 AM
101949	Editing	Final Application	Deputy Sheriff Salary Supplementation Fund	BaseLine Organization	DSSSF-Deputy Sheriff Salary Supplementation Fund (DSSSF)	101335-2020 DSSSF (Test) (Archived)	Apr 30, 2019 5:00 PM

## F. My Grants

This module of WebGrants displays all grants awarded to your organization and allows access to Claims that have been created but not yet submitted.

- On the **Side Menu**, click the **Grants** module.

Dashboard > Funding Opportunities > Applications > **Grants** > My Profile >

- B. The **Current Grants** screen will display grants with the status **Awarded**, **Underway**, and **Suspended**. To view a grant, click on the grant in the **Title** column.

Grant  
List of all current grants

Dashboard > Funding Opportunities > Applications > Grants > My Profile >

Back Print Online Help Log Out

Current Grants Closed Grants Search Claims

Current Grants

Search:

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Duration	Grant Amount
02110	Underway	2011	STOP Test 2	Iowa	VAWA-STOP Violence Against Women Grant (VAWA)	02107-STOP Test 2	-	\$130,185.26
102873	Underway	2019	theresa 4.26.19	BaseLine Organization	SASP-Sexual Assault Services Program (SASP)	87313-2018-2019 SASP Funding Opportunity (TEST)	01/01/2018 - 12/31/2019	\$1.00

- C. The **Closed Grants** screen will display grants with the status **Closed** or **Archived**. To view a grant, click on the grant in the **Title** column.

Grant  
List of all current grants

Dashboard > Funding Opportunities > Applications > Grants > My Profile >

Back Print Online Help Log Out

Current Grants Closed Grants Search Claims

Closed Grants

Search:

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Duration	Grant Amount
06271	Archived	2012	2012 LLEBG Compliance Webinar - Test	BaseLine Organization	LLEBG-Local Law Enforcement Block Grant (LLEBG)	02233-2012 LLEBG (TEST)	01/01/2012 - 06/30/2012	\$8,979.00
06398	Archived	2012	EUDL Test Jan 2012	BaseLine Organization	EUDL-Enforcing Underage Drinking Laws Grant (EUDL)	1750-2012 EUDL Funding Opportunity	01/01/2012 - 12/31/2012	\$0.00

D. The **Search Claims** tab will display search criteria. This is a quick way for user's assigned financial reporting responsibilities of an awarded grant to access Claims they have started but not yet submitted. To view a Claim, click on the report in the **Claim Number** column.

