Rural Violent Crime Reduction Initiative Grant Management Portal User Guide

November 2022

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INTRODUCTION

The National Policing Institute (the Institute) Grant Management Portal (the Portal) User Guide provides instructions for creating a new account, accessing the system, and navigating the Portal successfully. This guide provides applicants with the information needed to effectively navigate the site, apply for available grants, access application resources, and track the status of an application. The Portal contains tooltip software on certain questions and application elements, which will appear when the user interacts with an element to provide additional information. Simply hover your cursor over the question or element for the tooltip to appear.

If you need further assistance or have questions about the Portal, please use the Virtual Assistant in the screen's lower right-hand corner or contact the RVCRI team via email at RuralVCRI@policinginstitute.org.

For access to the Portal, visit https://npi.powerappsportals.com/

NEW USER REGISTRATION

PORTAL REGISTRATION

To register for the Portal, visit https://npi.powerappsportals.com/

Click Sign in in the upper right-hand corner and then Register within the submenu.

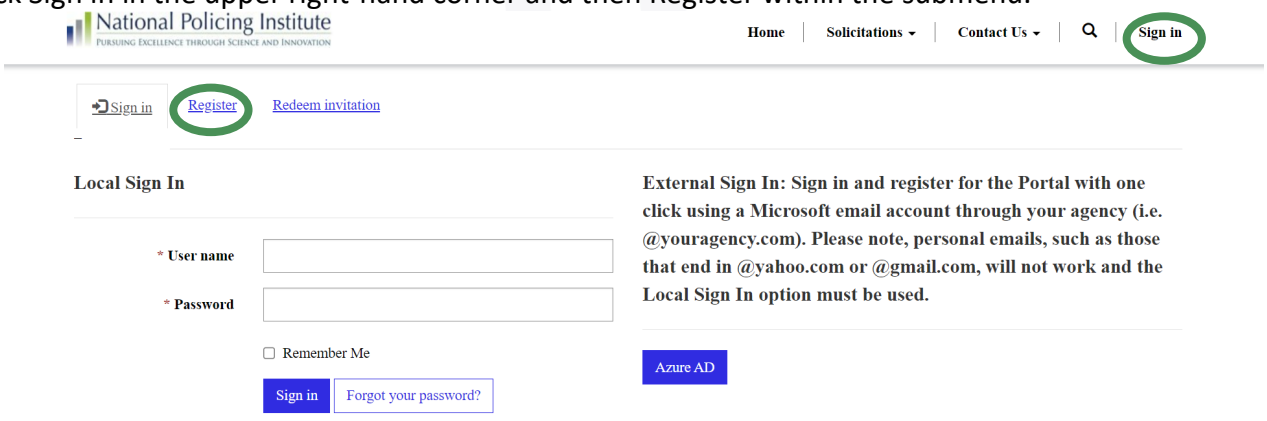

Figure 1. Registration

There are two ways to register for the Portal:

- Azure AD – a one-click registration option. This option requires an email account through Microsoft Outlook.
- Local Registration – a standard account registration option. This option allows for any email account to be used and requires the standard account creation fields of email, username, and password.

Only one email can be used to create one profile at a time. The registration type that you select will also be the log-in type that you use.

Azure AD Account Registration

Sign-in and register for the Portal with one click using a Microsoft email account through your agency (i.e., name@youragency.com).

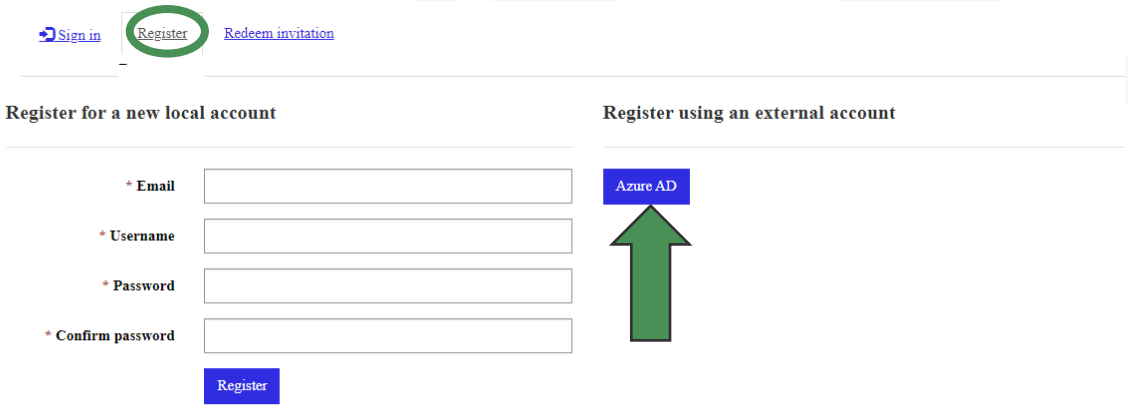

Figure 2. Azure AD Account Registration

Once you click the *Azure AD* button, you will be asked to enter your Microsoft email address and click the blue *Register* button.

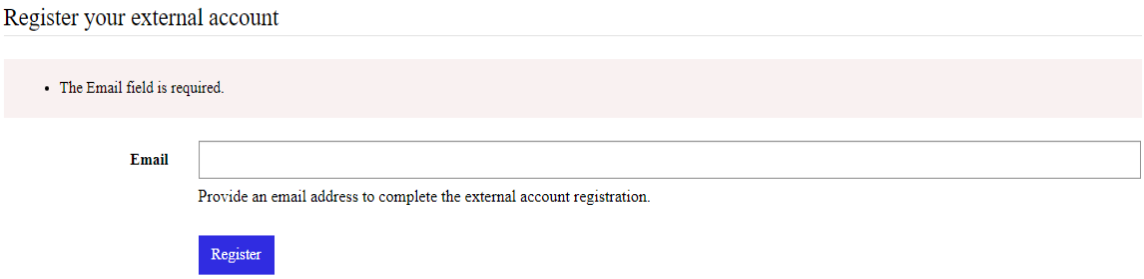

Figure 3 – Azure AD Email Registration

Local Account Registration

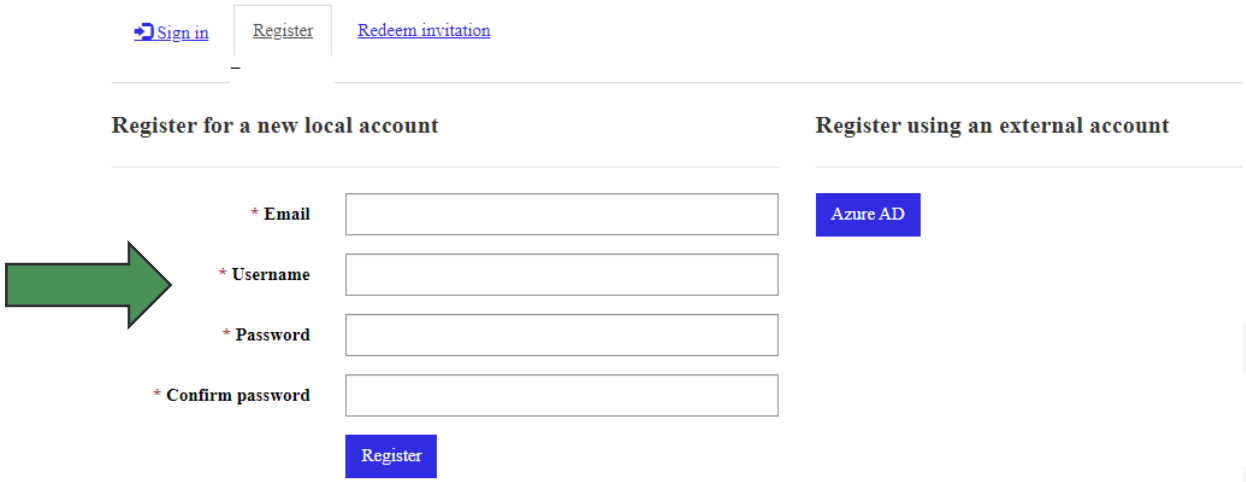

Figure 4 – Local Account Registration

To register an account using the Local Account registration option, you will need to enter the following:

Data Field	Description
Email	Enter your email address. This will be used for any communications sent from the system and the Rural Violent Crime Reduction Initiative (RVCRI) team.
Username	Create a username that you will use to log in to the Portal.
Password	Set a password for the system.
Confirm Password	Re-enter your password. A note will appear indicating that the confirmed password matches the password.

Table 1 – Local Account Registration Fields

ACCOUNT SIGN-IN

Once you have created your account, you can access your account by entering your username and password or using the one-click Azure AD login.

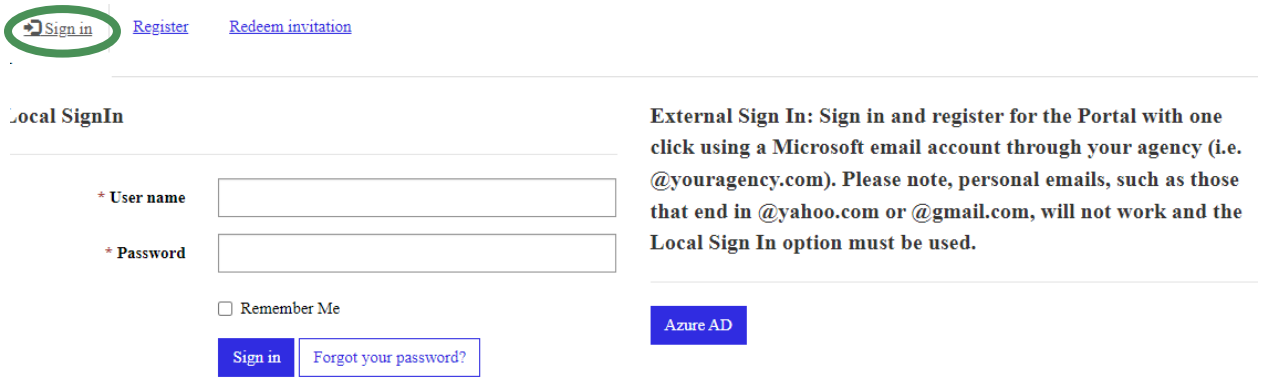

Figure 5 - Sign In Options

Profile Information

Once logged in, you can access the *Profile information* tab in the top right-hand corner. All information can be updated here, including your name (first and last name), email address, business phone number, organization name, organization website, job title, a short profile description (you can write about your position, agency, and goals for the project), and your preferred language (see example below for reference).

You also have the option to change your password and email address if needed.

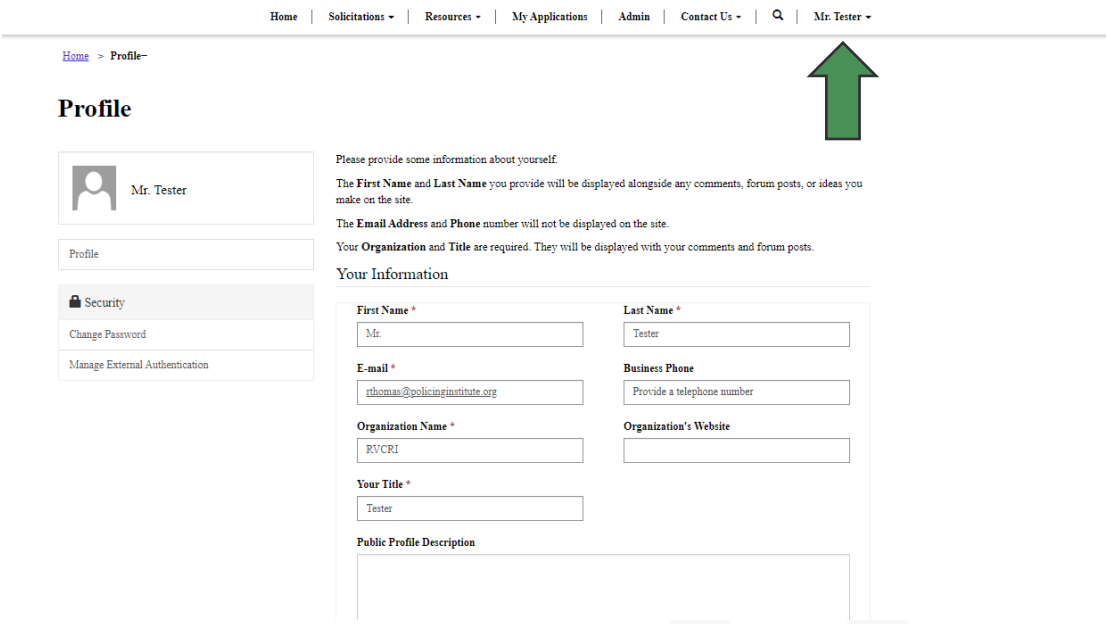

Figure 6 - User Profile

PUBLIC PROFILE DESCRIPTION EXAMPLE

I currently serve as a [RANK] at the [AGENCY NAME]. I have been a law enforcement officer for [NUMBER] years. During that time, I have served as [ROLE 1] and [ROLE 2]. As a law enforcement officer, I wanted to explore ways to reduce crime in my community. I've always had a passion for justice and was recently recognized for my commitment to community engagement. I am hoping to implement [ACTIVITY 1] and [ACTIVITY 2] in my agency.

VIRTUAL ASSISTANT

If you have questions for the RVCRI team, click the question icon at the bottom right corner of the page to access the Virtual Assistant. The Virtual Assistant can connect you with a live person Monday through Friday from 8:00 a.m. to 5:00 p.m., ET if requested. If the Virtual Assistant is unable to answer your questions, email the RVCRI team at RuralVCRI@policinginsitutute.org.

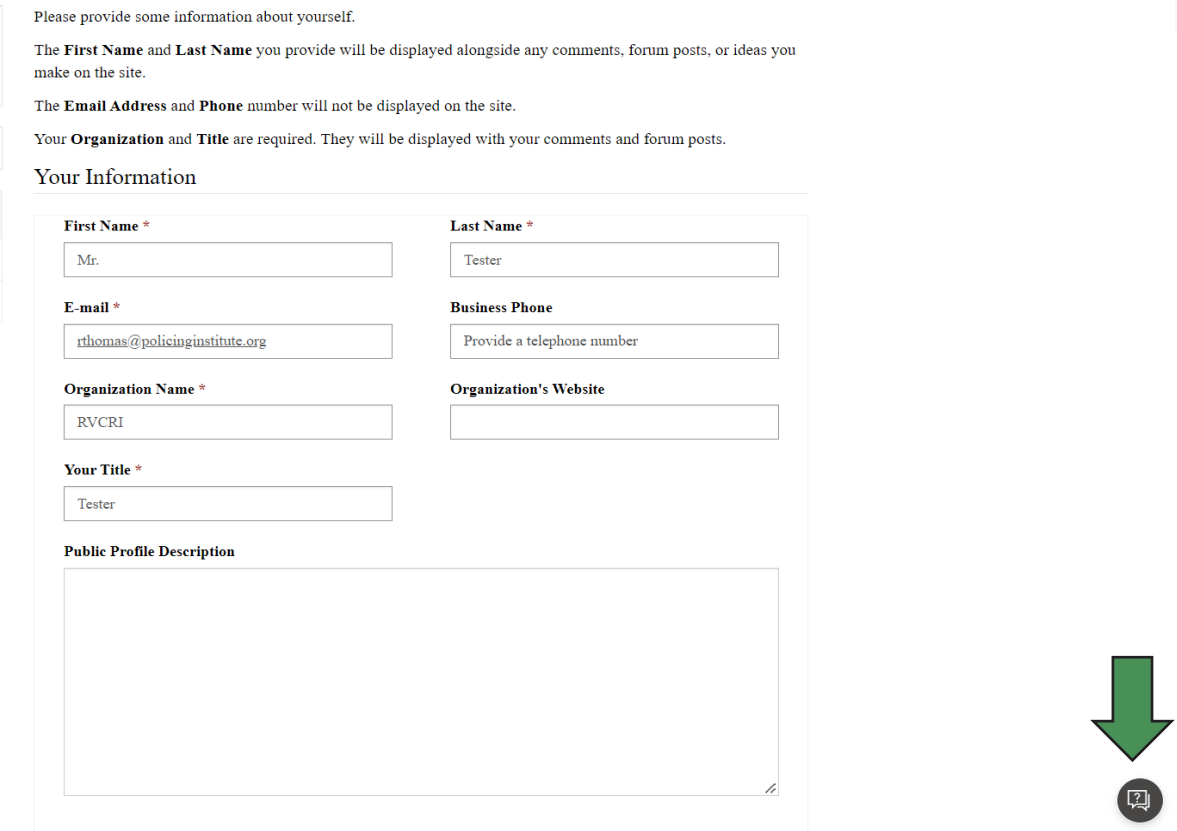

Figure 7 - Virtual Assistant Icon

RESOURCES

RESOURCES SECTION

The Portal has a Resources page that provides templates, guidelines, and best practice materials to law enforcement agencies and prosecutor's offices to use as they develop and submit applications for various grant programs offered by the Institute. Resources are categorized into three topic areas: Proposal Development, Budget Development, and Reimbursement/Invoicing. You can filter by resource topic by clicking on each of the topic buttons or filter by title, author, date of publication, and description by selecting the column headers. The search bar allows users to search by title, description, and topic tags.

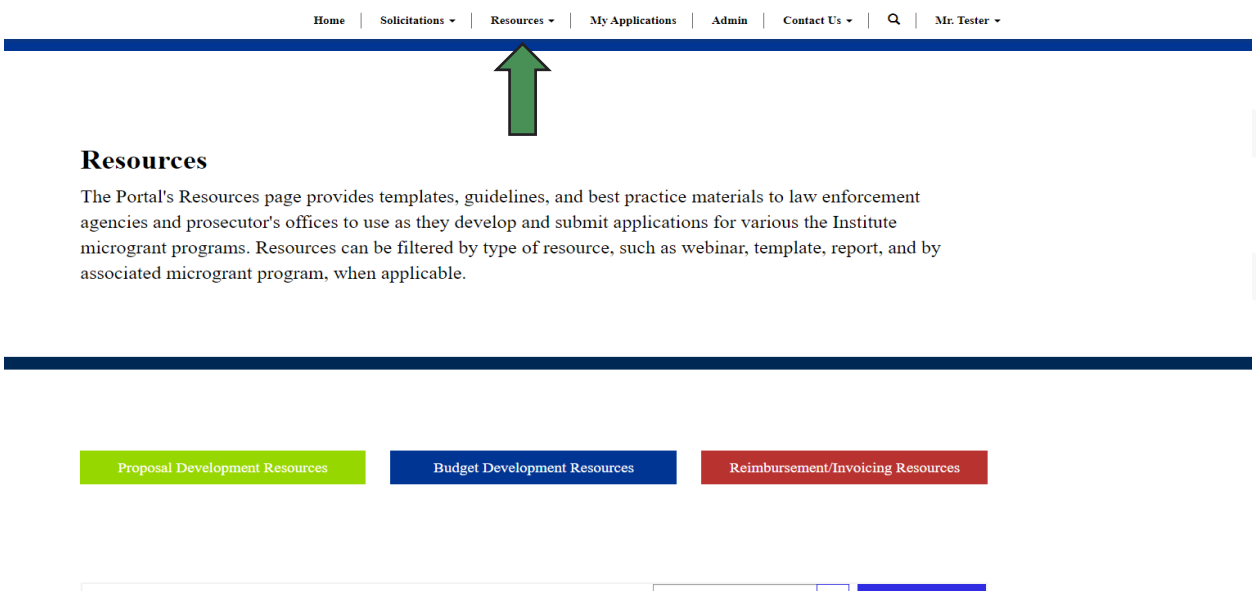

Figure 8 - Resources Tab

Figure 9 – Resources Table Example

FREQUENTLY ASKED QUESTIONS (FAQS)

In addition to the *Resources* tab, the Portal has a Frequently Asked Questions (FAQs) section. You can locate the *FAQs* under the *Contact Us* tab. These questions provide general information about the RVCRI and the application process.

If you have additional questions, please contact the RVCRI Team at RuralVCRI@policinginstitute.org.

Figure 10 - Portal FAQs

RVCRI APPLICATION

The RVCRI application can be accessed under the *Solicitations* tab or by clicking the *Learn More about RVCRI* button.

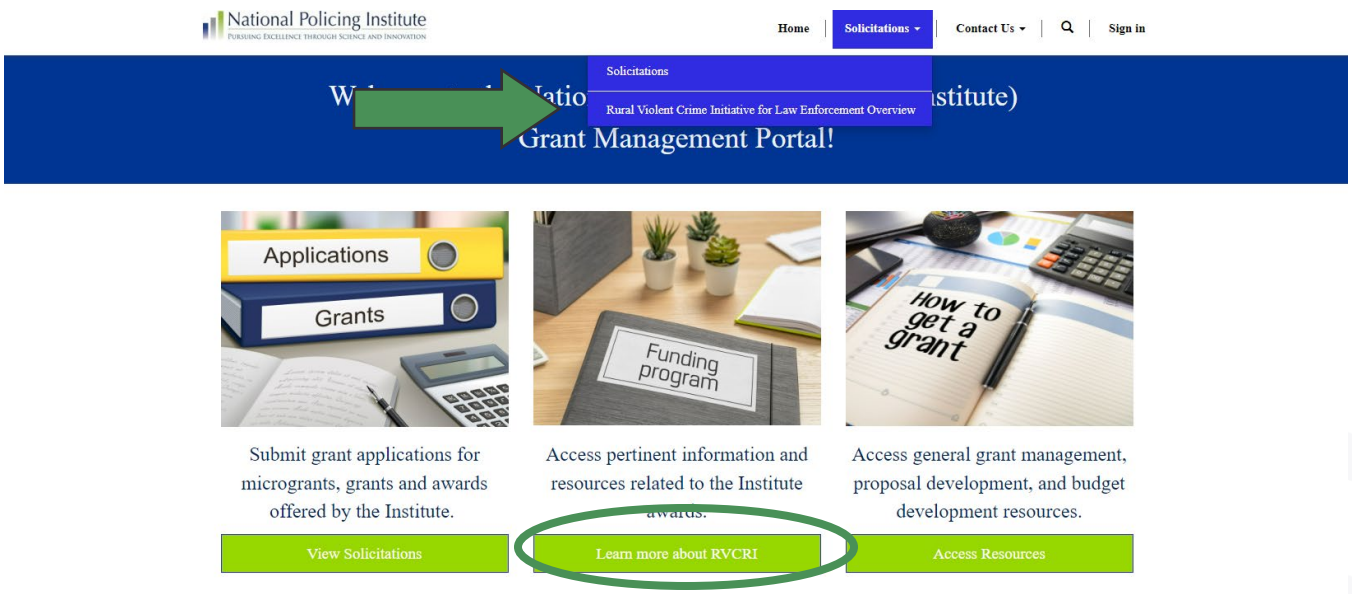

Figure 11. RVCRI Application Access

Once you have read through all of the application information, click the blue Apply button at the bottom of the page to access the application.

The application displays all the fields necessary for completion. An asterisk marks required fields. For a successful application, seven sections require completion: Agency Information and Description, Grant Management Experience, Subgrant and Reporting Requirements, Project Narrative and Scope, Budget, Agency Authorization, and Review and Submit. You can save your application at any stage of your progress by clicking the *Save* button on the bottom right section of the page. When the pop-up appears, select the *Skip Create an Account* option. An email with a link to access your application will be sent to your email.

The status bar along the top of the application shows progress through the application so that you can gauge what remains to be completed.

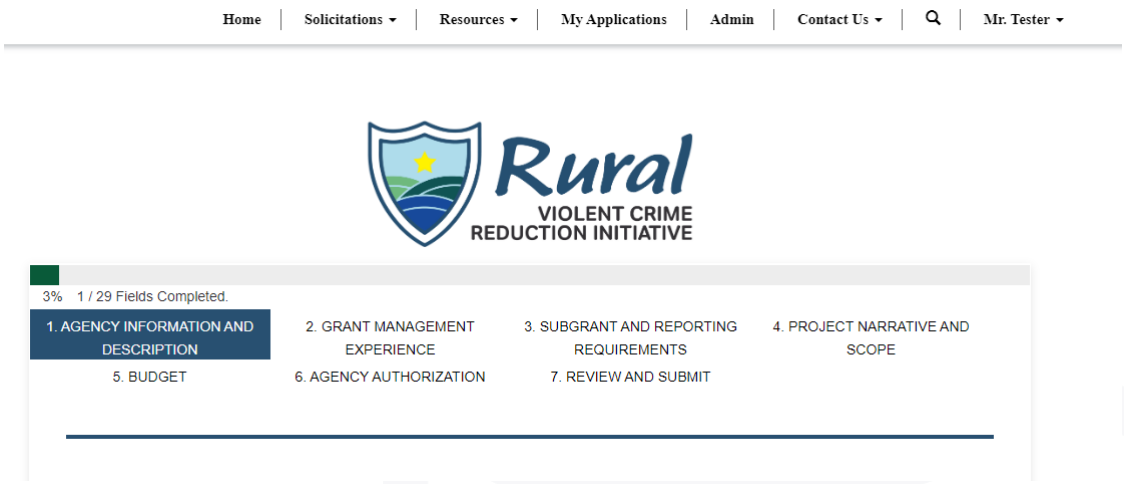

Figure 12 - RVCRI Application

AGENCY INFORMATION AND DESCRIPTION

Agency Information

Enter your agency's name, street address, city, state, and zip code in this section.

Data Field	Description
Agency Name	Enter your agency's name.
Agency Address	Enter your agency's street address, including the agency's city, state, and zip code.

Table 2 - Agency Information Fields

Agency Point(s) of Contact

Enter a Point of Contact (POC) for the application, including name (first and last), job title or rank, phone number, and email address. The POC should be able to answer any questions the RVCRI team may have about the application and will be the primary POC for any communications regarding the application. A second POC can be added to the application.

Data Field	Description
Primary POC	Enter the first and last name of the Primary POC for the application. The POC should be able to answer any questions the RVCRI team may have about the application and will be the primary POC

	for any communications regarding the application.
Primary POC Title/Rank	Enter the POC's professional job title.
POC Phone Number	Enter the best contact number. This will be used for communications between the applicant and the RVCRI team.
POC Email Address	Enter your work email address. This will be used for any communications sent from the system and the RVCRI team.
Additional POC	If you have an additional POC, select "yes" and enter the POC's name, title/rank, business phone number, and email address.

Table 3 - Point of Contact Fields

Agency Description

In this section, you will answer several questions describing your agency, including agency type, size, jurisdiction population, and whether your agency covers rural and urban areas. If your agency does serve rural and urban areas, you will be asked if your proposal and funding will be used to address a primarily rural violent crime issue.

Data Field	Description
Which of the following best describes your agency?	Select which of the following best describes your agency: • Municipal police agency • County police agency • County sheriff's department • County prosecutor's office/district attorney • Federally recognized tribal law enforcement agency • Other If "other" is selected, you will be asked to describe your agency.
How large is your agency in terms of sworn personnel?	Select the range of sworn personnel employed by your agency.
What is the residential population of your agency's jurisdiction?	Using U.S. Census-based data, select the population range of your jurisdiction.

Does your jurisdiction cover rural and urban areas?	Select “yes” or “no.” If your agency does serve rural and urban areas, you will be asked if your proposal and funding will be used to address a primarily rural violent crime issue.

Table 4 - Agency Description Fields

GRANT MANAGEMENT EXPERIENCE

The Grant Management Experience section contains questions regarding your agency's experience with federal funding.

Data Field	Description
Has your agency ever received a federal grant for any purpose other than the Patrick Leahy Bulletproof Vest Partnership?	Select "yes," "no," or "I don't know" to indicate whether your agency has received funding for a federal grant for any purpose other than the Patrick Leahy Bulletproof Vest Partnership.
How much federal funding has your agency received in the past five years?	Select the range of federal funding your agency has received in the past five years.
Did this grant originate from an agency within the U.S. Department of Justice? (i.e., from the Office of Community Oriented Policing Services (COPS), National Institute of Justice (NIJ), Office for Victims of Crime (OVC), the Bureau of Justice Assistance (BJA), Office of Violence Against Women (OVW) or Office of Juvenile Justice and Delinquency Prevention (OJJDP))?	Select "yes," "no," or "I don't know" to indicate whether the funding originated within the Department of Justice. If "yes" is selected, you will be asked to describe the funding.

Table 5 - Grant Management Experience Fields

SUBGRANT AND REPORTING REQUIREMENTS

In this section, you will be asked about your intent to commit to subgrant and reporting requirements.

Data Field	Description
If awarded, is your agency willing to commit to regular project reporting (including crime data or	Select "yes," "no," or "I don't know" to indicate whether your agency is willing to commit to regular project reporting.

other measures of risk and victimization)?	
If awarded, is your agency willing to participate in regular check-in calls with the training and technical assistance (TTA) provider?	Select "yes," "no," or "I don't know" to indicate whether your agency is willing to participate in regular check-in calls with the TTA provider.
If awarded, can your agency purchase equipment and services in a manner compliant with federal and local procurement guidelines?	Select "yes," "no," or "I don't know" to indicate whether your agency is willing to purchase equipment and services in a manner compliant with federal and local procurement guidelines.
If awarded, is your agency willing to request reimbursement for the above purchases in a manner consistent with the Reimbursement and Invoicing Guidelines of the grant?	Select "yes," "no," or "I don't know" to indicate whether your agency is willing to request reimbursement for the above purchases in a manner consistent with the Reimbursement and Invoicing Guidelines of the grant.
If awarded, is your agency willing to contribute to developing a final report that discusses project successes, challenges, and sustainability?	Select "yes," "no," or "I don't know" to indicate whether your agency is willing to contribute to developing a final report that discusses project successes, challenges, and sustainability.

Table 6 - Subgrant and Reporting Requirements Fields

PROJECT NARRATIVE AND SCOPE

In this section, you must submit a project narrative with the following sections: Description of the Issue, Project Design and Implementation, and Plan for Measuring Success and Outcomes and Program Sustainability. You can do this by attaching a Word document using the provided Narrative template (maximum four pages) or entering the narrative into the provided text boxes, which have a 600-word limit each. A successful narrative includes:

- Clear articulation of one or more specific rural violent crime problem(s) the applicant seeks to address.
- Use of crime data and other data sets to clearly explain the nature and concentration of the specific problem you wish to address. Your application should demonstrate an ability and commitment to gathering crime and other data throughout the grant term.
- A clear explanation of plans to involve community members and other stakeholders outside the department in problem analysis, strategy selection, and/or implementation.
- A list of project partners, including any criminal justice partners, community organizations, social and medical service providers, and private businesses involved in the program implementation.

- Identification of individual(s) responsible for implementing the grant and individual(s) administrating the grant (i.e., financial responsibility).
- Discussion of opportunities to sustain the project beyond the grant term.

The below table outlines additional details for each section:

Data Field	Description
Description of Issue	Clearly articulate the rural violent crime problem(s) your application seeks to address. When possible, include supporting violent crime data.[1]
Project Design and Implementation	Describe any existing or planned interventions or programmatic enhancements intended to address your jurisdiction's violent crime issues. Multiple approaches or problem-solving analysis processes may be used to identify and select alternative solutions. Discuss your agency's organizational capabilities or competencies to address this problem and how your agency would work with the TTA provider to refine approaches and monitor progress. List project partners (including criminal justice agencies, community organizations, and service providers) who are or may be involved in program implementation. Clearly identify individual(s) within your agency who will be responsible for implementing the grant and individual(s) administrating the grant (i.e., financial responsibility).
Plan for Measuring Success and Outcomes and Program Sustainability	Describe your agency's willingness to work with the TTA provider on implementation, outcome tracking, and final report production. Outline a proposed plan on how your agency intends to measure success and outcomes that demonstrate the results of the work carried out under the award tied to a problem-solving framework, such as the SARA Model. Discuss how your agency will sustain the project beyond the grant period.

Table 7 - Project Narrative and Scope Fields

BUDGET

In this section, you will enter your proposed budget for the RVCRI application. Applications may request between $25,000 - $150,000. Budgets are subject to the Institute and Bureau of Justice

[1] Applicants are not required to submit metrics with the application. Rather, outcome measure information is included as an alert that successful applicants will be required to submit data as part of the reporting requirements under the award.

Assistance (BJA) review and approval if awarded. Budgets should outline how funding will be spent to support developing and implementing a rural violent crime reduction plan. The budget should only include costs that are allowable, allocable, reasonable, and linked to the problem(s) and solution(s) proposed.

Indicate the budget categories that your plan will support (you can select more than one option): personnel, hardware, software, equipment, training, consultants, contracts, travel, partner(s)/subaward(s), and other. If other is selected, you will be asked to give the category a title.

Each item (personnel, hardware, software, etc.) should be entered separately. If regular time and overtime funding is being requested for an employee, overtime and regular funding should be entered as separate line items since the rate will be different.

The application will automatically calculate the budget category and overall budget totals.

Data Field	Description	Specific Fields
Personnel	Personnel that will actively support violent crime reduction efforts in a full-time, part-time, or overtime capacity. Each person should be entered as a separate entry. If regular time and overtime funding is being requested for an employee, overtime and regular funding should be entered as separate line items since the rate will be different.	Each entry item should include: • Name/Title – Name and title of the individual the award will be supporting • Hourly Rate – Hourly rate of the individual. This may be a regular or overtime rate • Hours – Number of hours the award will fund the individual for • Description – Describe the duties and responsibilities of the individuals as supported by the award
Hardware/ Software	The purchase of any hardware/software that provides storage, retrieval, retention, manipulation, archiving, and viewing of information. This information may include records, documents, or files pertaining to law enforcement operations that will assist in addressing violent crime. Each hardware/software should be entered as a separate entry.	Each entry item should include: • Item – Name of the item requested • Cost per Item – Cost of the item per unit • Quantity – Number of units requested • Description – Describe how the hardware/software will be used

Equipment	Any equipment law enforcement agencies or prosecturos' offices can use to reduce violent crime. Each equipment purchase should be entered as a separate entry.	Each entry item should include: • Item – Name of the item requested • Cost per Item – Cost of the item per unit • Quantity – Number of units requested • Description – Describe how the equipment will be used
Training	Sessions that teach or develop one's skill set, knowledge, or fitness related to specific competencies. Each training request should be entered as a separate entry.	Each entry item should include: • Name/Item – Name of the training program requested • Description - Describe what the training is and how it will benefit officer(s) • Cost per Item – Total cost per training
Consultants	Individuals or companies who will offer advice and expertise to client organizations to help them improve their performance or assess program implementation, design, and impact. Each consultant should be entered as a separate entry.	Each entry item should include: • Name/Title – Name of the consultant or consulting company proposed (or duties, if no specific vendor or individual has been identified) • Hourly Rate – Hourly Rate of the consultant • Hours – Number of hours requested for the consultant • Description – Describe the proposed duties and responsibilities of the consultant
Contracts	Any written agreement with an agency for specific services. Each contract should be entered as a separate entry.	Each entry item should include: • Name/Title – Name/Title of the Contract with Company Name • Description – Describe the purpose and goals of the proposed contract • Cost – Total proposed or estimated cost of the contract

Travel	Any request for travel that will support violent crime reduction, such as attendance at a training, conference, peer-to-peer networking opportunity, etc. Following government guidelines, the Institute has entered high averages for travel costs to help applicants estimate travel costs since travel destinations may not be known. These estimates include: • Airfare: $600 per person per trip, including baggage • Lodging: $215 per person per night • Hotel Fees and Taxes: $43 per person per night • Per Diem Full Days: $76 per person per full day of travel (GSA Guidelines) • Per Diem Travel Days: $57 per person per travel days (GSA Guidelines) • Ground Transportation: $150 per person per trip Each travel request should be entered as a separate entry.	Each entry item should include: • Number of Trips – Number of separate travel trips being requested • Type (Personnel/Consultant) – Identify whether it is personnel or consultant travel • Number of People – Number of individuals traveling per trip • Number of Nights/Days – Number of Nights/Days of the trip per trip • Description – Describe the purpose, goals, and costs of the proposed travel
Partner(s)/Subaward(s)	Partner(s)/Subaward(s) is an organization or indivdiuals who will substantially help with your program design and implementation. Each partner/subaward should be entered as a separate entry. A Letter of Support is required from each partner/subaward organization.	Each entry item should include: • Name/Title – Name/Title of the partner/subaward organization • Description – Describe the duties and responsibilities of the partner/subaward • Cost – Total amount of funding being allocated to the partner/subaward

Other	This option can be used to enter additional costs to the budget that do not fit in the previous categories.	Each entry item should include: • Name/Title – Name/Title of the line item • Description – Describe the purpose and goals of the item • Cost – Total cost of the item

Table 8 - Budget Instructions

Below is a sample budget:

Name or Title	Hourly Rates	Hours	Description	Total
Crime Analyst	$31.25	2080	Salary and fringe for full-time crime analyst. Responsibilities include collecting, collating, and analyzing a variety of information in support of crime analysis activities.	**$60,000**
Mental Health Co-Responder	$16.00	2080	Salary for Mental Health Co-Responder (50% time). Responsibilities include working directly with and accompanying law enforcement on patrol to assist individuals experiencing mental health needs.	**$32,000**
Total				**$92,000**

Table 9 - Sample Budget: Personnel

Title/Item	Cost per Item	Quantity	Description	Total
Computer	$3,500	1	Computer for crime analyst.	**$3,500**
Crime Mapping Software	$3,000	1	Software used by crime analyst and officers to quickly identify crime hot	**$3,000**

			spots, track crime trends, and generate detailed reports for investigative purposes.	
Crime Analysis Training	$7,500	1	Crime analysis training for crime analyst and supervisor. This session will instruct trainees about the collection and analysis of data related to criminal justice.	**$7,500**
Grant Management Specialist (Consultant)	$15,000	1	A specialist that will help evaluate subaward budget and will work with staff to evaluate all requests for subaward arrangements. From Grant Consulting Company	**$15,000**
Project Amazing (Partner/Subaward)	$8,000	1	Project Amazing will provide evaluation services to the program to determine program impact.	**$8,000**
Total				**$37,000**

Table 10 - Sample Budget: Equipment, Hardware/Software, Consultant, and Partner/Subaward

Type of Travel	Personnel/Consultant	# of People	# of Nights/Days	Description	Travel Cost
Airfare	Personnel	2	N/A	Airfare for Southwest airlines to the National Policing Institute Conference.	**$1,200**
Hotel	Personnel	2	2	Hotel stay at Embassy Suites for National Policing Institute Conference in Arlington, VA.	**$172**
Per Diem (Full Days)	Personnel	2	1	Per diem for one full day at the National Policing Institute Conference in Arlington, VA.	**$158**
Per Diem (Travel Day)	Personnel	2	2	Per diem for two travel days at the National Policing Institute Conference in Arlington, VA.	**$237**
Ground Transportation	Personnel	2	N/A	Rental car used for travel.	**$300**

Total	**$2,067**

Table 11 - Sample Budget: Travel

AGENCY AUTHORIZATION

For submission purposes, your application must be certified by your agency's Chief of Police or Executive Officer. The application will not be considered fully submitted until signed by the Chief of Police or Executive Officer. In this section, the system will ask if the person submitting the application is the Chief of Police or Executive Officer. If "yes" is selected, the Chief of Police/Executive Officer's name, title, email address, and signature is required. If "no" is selected, the same information is required, and an email will be generated and sent to the Chief or Executive Officer automatically, noting that the application needs to be reviewed and electronically signed.

REVIEW AND SUBMIT

Review your application to ensure that all fields have been completed correctly by selected the *Review Answers* button. This will allow you to review all entered responses and navigate back through the application if updates are needed.

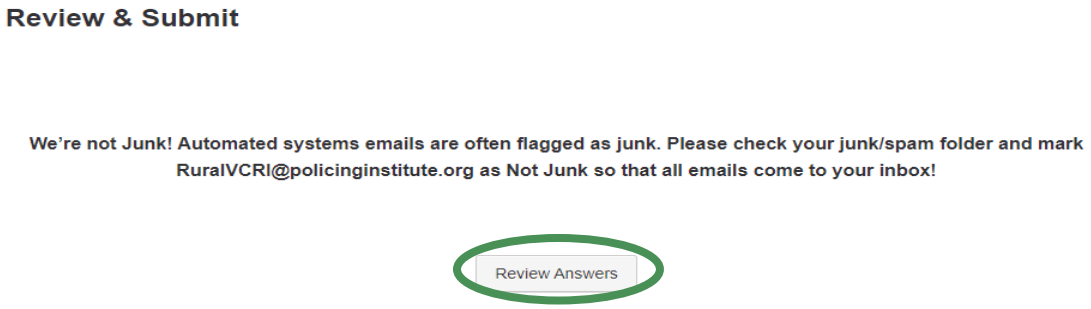

Figure 13 - Application Submission Confirmation

If you notice any errors or want to add any information, you can navigate back to the application by clicking the *Back to Form* button and then to the appropriate application page by clicking on the tab titles. Once the application is submitted, you cannot make edits. If you would like the RVCRI team to review the application prior to submission to ensure that all elements of the application have been met, email the RVCRI team at RuralVCRI@policinginstitute.org.

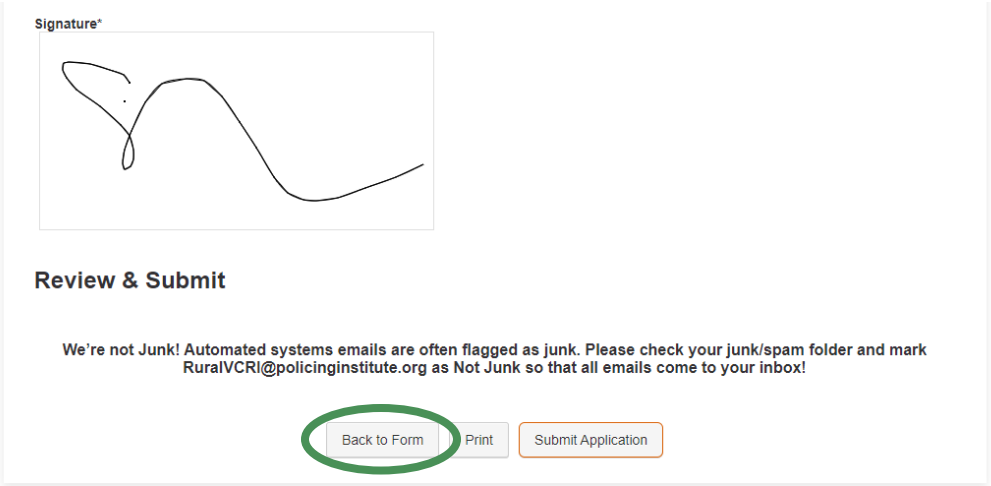

Figure 14. Navigate Back to Form

Once you have reviewed your application and determined that all information has been entered correctly, you can submit your application by clicking the *Submit Application* button. You can also print your application for your records.

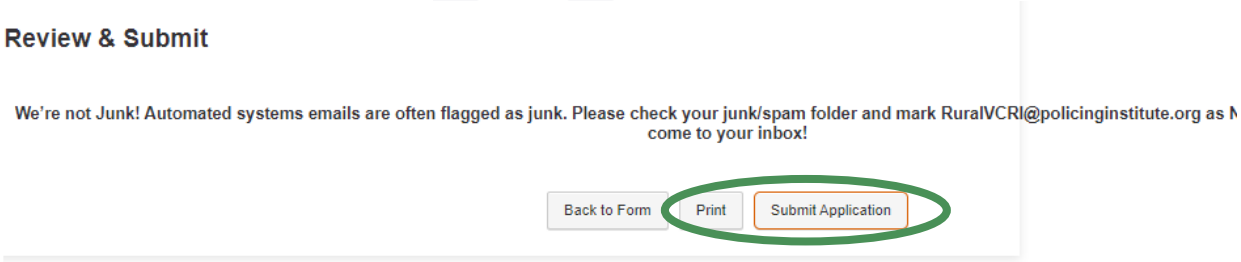

Figure 15 – Submit and Print Application

Congratulations! You have completed your RVCRI application! You should receive a confirmation email with a copy of your application upon submission.

Be advised to check your junk email if you cannot find your application confirmation email. You will receive the email confirmation immediately after you submit your application. You may want to add the RuralVCRI@policinginstitute.org email to your safe sender list to prevent the email from being filtered out.

After submission, your application can be printed for your records. You can review your entire application, and at the bottom of your application, you are be able to print your application for your records.

MY APPLICATION TAB

Under the *My Applications* tab, you can check the status of your application. Applications can be sorted by grant name, date of creation, applicant name, agency name, agency POC email, and grant status by clicking on the column headers. The default sort status is oldest to newest on the date of creation column. If you have comments or questions you can contact the RVCRI team on the *My Application* tab by selecting *Details* next to the chosen application.

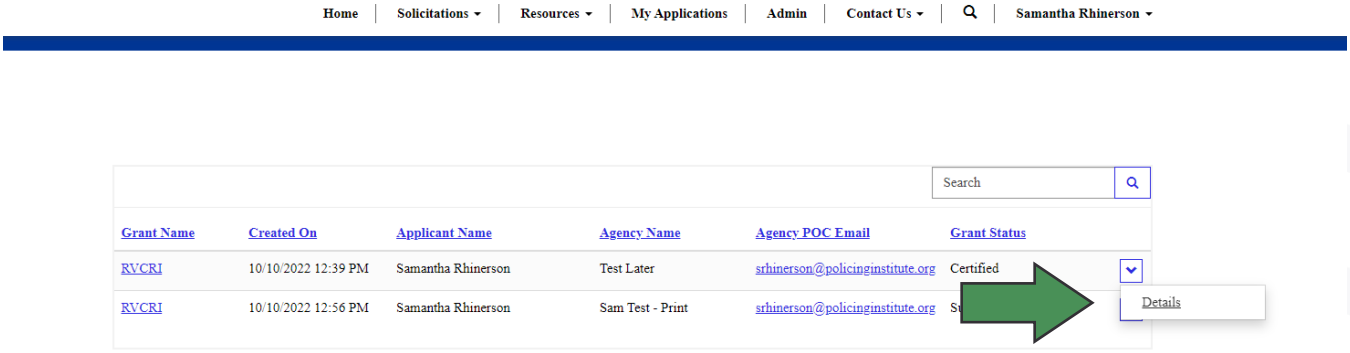

Figure 16 - Comments Addition

Once on the *Details* page, click *Add Comment* to add any comments or questions that you may have. The RVCRI team will respond as quickly as possible.