Deputy Sheriff Salary Supplementation Fund (DSSSF) Grant

2021 Compliance Training

July 7, 2020

MOSMART BOARD CONTACTS

- Kevin Bond
  Board Chair
  Pettis County Sheriff
  P: (660) 827-0052
  E: sheriff@pettiscomo.com

- Mark Owen
  Board Vice-Chair
  Platte County Sheriff
  P: (816) 858-3455
  E: sheriff@plattesheriff.org

- Randee Kaiser
  Board Secretary
  Jasper County Sheriff
  P: (417) 358-8177
  E: rkaiser@jaspercountysheriff.org

- Benjamin Becerra
  Board Member
  Daviess County Sheriff
  P: (660) 663-2031
  E: sheriffben840@gmail.com

- Jim Arnott
  Board Member
  Greene County Sheriff
  P: (417) 868-4040
  E: jarnott@greenecountymo.org

Missouri Boards & Commissions Page:
https://boards.mo.gov/UserPages/Board.aspx?316

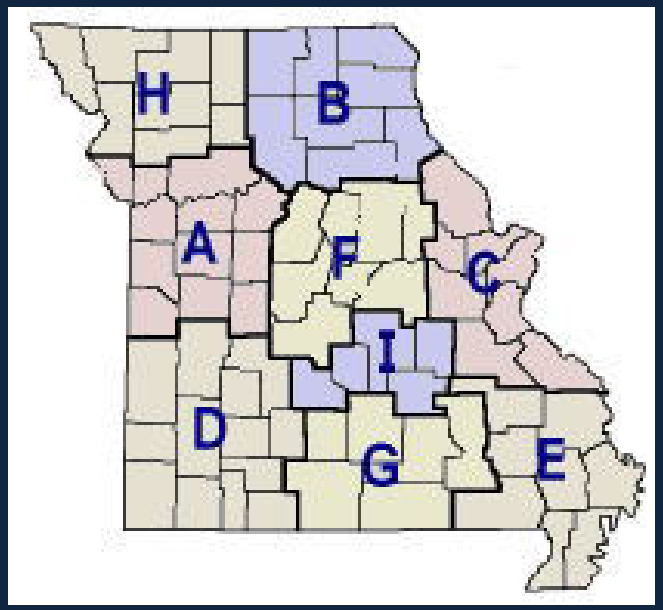
2021 DPS INTERNAL CONTACTS

- Christina Strozier, Program Representative (Regions C, F, & I)
  P: (573) 751-5951
  E: Christina.Strozier@dps.mo.gov

- Amelia Hentges, Program Representative (Regions D)
  P: (573) 522-4094
  E: Amelia.Hentges@dps.mo.gov

- Sarah Crawford, Program Representative (Regions G & E)
  P: (573) 522-3455
  E: Sarah.Crawford@dps.mo.gov

- Alecia Cameron, Program Representative (Region A, B, & H)
  P: (573) 751-5997
  E: Alecia.Cameron@dps.mo.gov



Address:

MO Department of Public Safety

Attn: CJ/LE Unit

PO Box 749

1101 Riverside Drive

Jefferson City, MO 65102

Fax:

(573) 522-1908

OUTLINE FOR TRAINING

1. General Grant Information
2. Administrative & Financial Guidelines
3. Reporting Requirements
4. Monitoring
5. WebGrants Demo
6. Questions?

GENERAL GRANT INFORMATION

OVERVIEW

- DSSSF created pursuant to Section 57.278 RSMo
  - Consists of monies collected from charges for services received by county sheriffs under subsection 4 of Section 57.280 RSMo
  - Counties are responsible for forwarding the applicable share of the collected monies to the state treasury
  - The state treasurer deposits the monies into the DSSSF and subsequently the monies are deemed state funds
- DSSSF administered by MoSMART Board pursuant to Section 57.278 RSMo
  - Technical assistance provided by the Missouri Department of Public Safety
- Project Period: July 1, 2020 - June 30, 2021 (12 months)
- No local match requirement

SOURCES OF INFORMATION

- DPS – CJ/LE Website: https://dps.mo.gov/dir/programs/cjle/
  - CJ/LE Grant Calendar
- DSSSF Website: https://dps.mo.gov/dir/programs/cjle/dsssf.php
  - DSSSF Fact Sheet
  - WebGrants External User Manual
  - 2021 DSSSF Solicitation
  - 2021 DSSSF Notice of Funding Opportunity Training (and Audio)
  - 2021 DSSSF Compliance Training (and Audio)
- WebGrants: https://dpsgrants.dps.mo.gov
  - Opportunity (Funding Opportunity)
    - 2021 DSSSF Certified Assurances
    - 2021 DSSSF Solicitation
    - WebGrants External User Manual
    - Workers Comp Calculator
- Missouri State Statutes: http://www.moga.mo.gov/

STATUTORY REQUIREMENTS

Subrecipients must comply with the following state statutes in order to be eligible for state funds, to include at the time of application and for the duration of the project period:

- Section 43.505 RSMo: Uniform Crime Reports (UCRs)
- Section 590.650 RSMo: Vehicle Stops Report
- Section 513.653 RSMo: Federal Forfeiture Report
- Section 590.700 RSMo: Written Policy on Recording of Custodial Interrogations
- Section 43.544 RSMo (formerly 577.005 RSMo): Written Policy on Forwarding Intoxication-Related Arrest Information to the Central Repository

FUNDING

- Funds are used solely to supplement the salaries, and employee benefits resulting from such salary increases, of county deputy sheriffs

- Such county deputy sheriffs must be full-time, licensed Peace Officers commissioned by the employing law enforcement agency, or be full-time deputies appointed pursuant to the authority set forth in Section 57.530 RSMo

FO Year	Project Period	Total Awarded	Funding Formula (not to exceed request)
2012	1/1/12 - 6/30/12	$1,430,698.26	Up to $28,000 or $1200/year (no salary cap)
2013	7/1/12 - 6/30/13	$4,708,085.22	Up to $28,000 or $1200/year (no salary cap)
2014	7/1/13 - 6/30/14	$5,135,924.10	Up to $28,000 or $1200/year (no salary cap)
2015	7/1/14 - 6/30/15	$5,412,210.10	Up to $28,000 or $1200/year for salaries less than $50,000
2016	7/1/15 - 6/30/16	$4,704,532.38	Up to $29,000 or $1200/year for salaries less than $35,000
2017	7/1/16 - 6/30/17	$3,442,816.85	Up to $29,000 or $1200/year for salaries less than $29,000
2018	7/1/17 - 6/30/18	$3,737,135.22	Up to $30,000 or $1200/year for salaries less than $30,000
2019	7/1/18 - 6/30/19	$3,941,576.95	Up to $30,000 or $1200/year for salaries less than $40,000
2020	7/1/19 - 6/30/20	$4,137,861.28	Up to $30,000 or $1200/year for salaries less than $42,500
2021	7/1/20-6/30/21	$3,851,250.13	Up to $30,000 or $1200/year for salaries less than $47,500

FUNDING cont'd

- As of more recent years, the funding calculation set by the MoSMART Board each grant year has been dependent on the availability of monies and the sustainability of the fund.

State Fiscal Year	Collections (including interest)	Expenditures	Year-End Account Balance
FY09	$1,882,761.08	$0.00	$1,882,761.08
FY10	$2,793,248.71	$0.00	$4,676,009.79
FY11	$6,985,240.31	$0.00	$11,661,250.10
FY12	$4,598,576.46	$1,068,027.25	$15,191,799.31
FY13	$4,188,811.84	$3,999,655.50	$15,380,955.65
FY14	$3,688,405.46	$4,610,720.19	$14,458,640.92
FY15	$3,339,193.26	$4,731,160.49	$13,066,673.69
FY16	$3,028,484.66	$4,320,379.58	$11,774,778.77
FY17	$2,720,374.79	$2,960,171.03	$11,535,547.43
FY18	$2,699,737.11	$2,984,534.77	$11,250,184.67
FY19	$2,693,652.45	$3,099,814.58	$10,844,022.54
FY20	$2,357,212.58	$5,478,647.43	$7,722,587.69

- Of the $7,722,587.69 balance, $1,720,503.47 is committed still to 2020 DSSSF awards and $3,886,948.83 will be committed to 2021 DSSSF awards, leaving an uncommitted balance of $2,106,532.80.

Disclaimer: The above totals do not represent grant year expenditures or the amount of uncommitted monies. The totals simply depict the revenues and expenditures into the fund.

ADMINISTRATIVE AND FINANCIAL GUIDELINES

PROJECT IMPLEMENTATION

- "Operational" = beginning activities in which project-approved costs are being incurred (e.g. issuing the DSSSF to the approved positions)

- If a project is not operational within 60 days of the project start date, the subrecipient must report to the MO Department of Public Safety, via the "Correspondence" component of the grant within WebGrants, the steps taken to initiate the project, the reasons for delay, and the expected start date.

- If a project is still not operational within 90 days of the project start date, the subrecipient must submit a second statement to the MO Department of Public Safety, via the "Correspondence" component of the grant within WebGrants, explaining the implementation delay.

- Upon receipt of the second statement, the MoSMART Board may decide whether to continue with the project or to terminate the subaward.

DISBURSEMENT OF FUNDS

- Subrecipients can choose to issue supplemental salary in the same check as regular wages or in a separate check.
  - At a minimum, the supplemental salary should be clearly identified separate from regular wages, paid leave, and overtime.

- Subrecipients can also choose the frequency of distributing such supplemental salary (e.g. weekly, bi-weekly, semi-monthly, monthly).
  - Grant budgets were approved based on the subrecipient's desired frequency; the supplemental salary must be disbursed based on this frequency (unless a Subaward Adjustment for a budget revision is submitted to change the frequency).

- Subrecipients must understand that the DSSSF monies paid to an individual shall be included as annual salary for purposes of calculating the individual's hourly rate for overtime, per the U.S. Department of Labor.

- Subrecipients must also understand, and make their employees aware, that wage garnishments based on the individual's salary may be increased as a result of the increased availability of wages.

PRO-RATING SUPPLEMENT

- Unpaid Leave Status
  - Deputies must continue in a full-time, paid employment status to be eligible for continued supplemental salary.
  - Deputies who enter an unpaid employment status due to, but not limited to, administrative reasons, military leave, workers compensation injury, or FMLA are not eligible for continued supplemental salary while in unpaid leave status if the unpaid leave status does not qualify the deputy to be considered a full-time employee.
  - For purposes of this program, a deputy is a full-time employee if he or she works at least 30 hours in a week (if paid weekly or bi-weekly), or 130 hours in a calendar month (if paid semi-monthly or monthly).
  - Subrecipients must pro-rate the amount of supplemental salary issued to the deputy if paid employment status drops below full-time status as defined above.
  - The pro-rating should be calculated as: the number of paid employment days (includes days worked and days of paid leave) in the payroll period compared to the number of originally scheduled employment days in the payroll period.
    - In summary, deputies are not eligible for the DSSSF for periods of time in which they drop below the definition of a full-time, paid employee.
  - Refer to page 29 of the 2021 DSSSF Solicitation for an example.

Subrecipients have discretion on the payment of supplemental salary. If no local funds are expended, a reimbursement request of such nonexistent costs would be inappropriate.

PRO-RATING SUPPLEMENT cont'd

- Position Vacancy
  - Deputies who end employment with the subrecipient are not eligible for continued supplemental salary after their employment end date.
    - NOTE: "Employment end date" refers to the last date of employment, not the last day of physical presence in the office. If a deputy turns in his or her 2-week notice, for example, and uses paid leave for the 2-week period, the deputy is still a paid employee of the subrecipient and is eligible for the DSSSF until the last day of employment. Such paid leave time just needs to be documented on the timesheet to demonstrate full-time paid employment status.
  - Deputies who start employment with the subrecipient are not eligible for supplemental salary prior to their employment start date.
  - Subrecipients must pro-rate the amount of supplemental salary issued to the deputy based on the employed period.
    - The pro-rating should be calculated as: the number of paid employment days (includes days worked and days of paid leave) in the payroll period compared to the number of days that were scheduled (or would have been scheduled) in the payroll period.
      - In summary, deputies are not eligible for the DSSSF for periods of time in which they were not employed by the subrecipient, regardless of how many hours they are paid for the payroll period.
  - Refer to page 29-30 of the 2021 DSSSF Solicitation for examples.

Subrecipients have discretion on the payment of supplemental salary. If no local funds are expended, a reimbursement request of such nonexistent costs would be inappropriate.

PRO-RATING SUPPLEMENT cont'd

- Position Change
  - Deputies who change approved supplemental salary positions are only eligible for the approved supplemental salary for the position while they filled such approved position.
  - If the position change occurs during a payroll period, subrecipients must pro-rate the amount of supplemental salary issued to the deputy(s) based on the number of paid employment days worked in each position compared to the number of days that were scheduled (or would have been scheduled) during the payroll period, and then consequently report accordingly on the Claim.
  - Refer to page 30-31 of the 2021 DSSSF Solicitation for examples.

Subrecipients have discretion on the payment of supplemental salary. If no local funds are expended, a reimbursement request of such nonexistent costs would be inappropriate.

INTERNAL CONTROLS

- Subrecipients must track, account for, and report on all DSSSF monies separately from all other funds; this can be accomplished through, but not limited to, the following methods:
  - Having the supplementation clearly identified on the employee paycheck
  - Reconciling expenses with reimbursements
  - Performing an audit or financial review of records
  - Providing feedback on usage of supplementation funds

- Subrecipients should ensure appropriate internal controls exist for the programmatic and financial aspects of the project; this can be accomplished through, but not limited to, the following method:
  - Timesheets being reviewed by both the employee and a supervising official(s)

SUPPLANTING

- Supplanting is defined as taking the place of, or replacing with something else
- DSSSF monies may be used in conjunction with other funding but shall not supplant (or replace) local funds
  - Supplanting or shifting money to avoid the issue of supplanting is strictly prohibited
  - DSSSF monies are intended to increase the amount of funds available
  - DSSSF monies must be used to <u>supplement</u> existing funds for salaries

SUPPLANTING cont'd

Example of non-supplanting:

The County budgeted $200,000 in local funds to the Sheriff's Office for personnel costs, to include the salary and benefits for 5 deputies. The County is later awarded state DSSSF monies, which are used to provide supplemental salary to the 5 deputies. The County expends all of the $200,000 in local funds appropriated to the Sheriff's Office for personnel costs, in addition to the DSSSF monies awarded.

In this scenario, the County has not used DSSSF monies to supplant local funds, but rather has used the DSSSF monies to increase the amount of funds that would, in the absence of state funds, be made available for personnel costs.

Example of supplanting:

The County budgeted $250,000 in local funds to the Sheriff's Office for personnel costs, to include the salary and benefits for 5 deputies and a 2% salary increase for all Sheriff's Office employees. The County is awarded state DSSSF monies, which are used to provide supplemental salary to the 5 deputies, but in response to the availability of the state DSSSF funds, the County determines that it will only allow the 2% salary increase for employees not receiving supplemental salary from the DSSSF program.

In this scenario, there would have been a decrease in the amount of funds that would, in the absence of state DSSSF monies, be made available for personnel costs. The DSSSF monies are not increasing the amount of funds available for personnel costs but rather replacing the amount of funds available for personnel costs. The County has denied county-approved salary increases for individuals receiving supplemental salary for fear it would result in less financial assistance from the DSSSF program. This "shifting" of money is unallowable.

NOTE: Intentionally or willingly withholding salary increases from county deputies because of the DSSSF Program is considered supplanting and is unallowable!!

AUDIT REQUIREMENTS

- An audit is required if the subrecipient expended $375,000 or more in state funds within the organization's fiscal year from any state source (including but not limited to DSSSF)

  - If the subrecipient is not required to have an audit, the subrecipient is still responsible for monitoring activities to provide reasonable assurance that the agency manages state monies in compliance with state requirements

  - If the subrecipient is required to have an audit:
    - The audit must be performed organization-wide by an independent firm
    - The audit must be conducted with reasonable frequency, usually annually, but not less frequently than every two years
      - Doesn't mean that the audit can include every other year though!
    - Subrecipients must submit a copy of such audit to DPS via the "Correspondence" component of the grant within WebGrants, where possible
      - DPS determines which subrecipient must comply with this requirement based on the information provided on the "Audit Requirements" application form; if the State Share >= $375,000, then a copy of the Single Audit Report covering the dates identified as the Date(s) of Last Audit must be forwarded to DPS
      - Subrecipients can mail a copy of the audit to DPS if unable to scan and email the audit report
      - DPS will start contacting subrecipients if the required report is not submitted by 9/1/20

PRINTING AND PUBLICITY

- Subrecipients are encouraged to make the results and accomplishments of their activities available to the public through media release.

- All printed materials and/or press releases, however, must include an acknowledgement of the funding source.

For example:

Funding for this project was made available through the Deputy Sheriff Salary Supplementation Fund program administered by the State of Missouri and the MoSMART Board.

STATE CIVIL RIGHTS LAWS

- Section 213.055 RSMo – Unlawful Employment Practices
  - Subrecipients may not discriminate on the basis of race, color, religion, national origin, sex, ancestry, age, or disability in its employment practices (e.g. hiring, compensation, conditions, or privileges)

- Section 213.065 RSMo – Discrimination in Public Accommodations
  - Subrecipients may not discriminate on the basis of race, color, religion, national origin, sex, ancestry, or disability in the use and enjoyment of any place of public accommodation
  - It is unlawful to refuse, withhold from, or deny any of the accommodations, advantages, facilities, services, or privileges made available in any place of public accommodations

REPORTING OF SUPPLANTING

- Subrecipients, or employees of the subrecipient, must promptly notify the MoSMART Board and/or the Missouri Department of Public Safety of any credible evidence that a subrecipient has supplanted grant funds.

- Any credible evidence will be reviewed by the MoSMART Board.

- In the event it is determined the subrecipient has supplanted funds, the MoSMART Board may take action as deemed appropriate to recover any portion of the grant funds remaining and/or an amount equal to the portion of the grant funds wrongfully supplanted.
  - If circumstances raise a question of possible supplanting, the County should retain whatever documentation is produced during the ordinary course of government business that will help substantiate that supplanting has not occurred. Depending on the circumstances, relevant documents might include annual appropriations acts, executive orders directing broad reductions of operating budgets, or county commission resolutions or meeting minutes concerning budget cuts and layoffs.

REPORTING OF FRAUD

- Subrecipients, or employees of the subrecipient, must promptly notify the MoSMART Board and/or the Missouri Department of Public Safety of any credible evidence that an employee, contractor, or other person has either submitted a false claim for grant funds or has committed a criminal or civil violation of laws pertaining to the fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds.

- Any credible evidence will be reviewed by the MoSMART Board.

- In the event it is determined the subrecipient made false statements relating to a position and/or annual salary in order to receive funding, the MoSMART Board may take action as deemed appropriate to recover any portion of the grant funds remaining and/or an amount equal to the portion of the grant funds wrongfully used.

TERMINATION OF SUBAWARD

- The MoSMART Board reserves the right to terminate any subaward entered into as a result of the approved application at their sole discretion and without penalty or recourse by giving written notice to the subrecipient of the effective date of termination. In the event of termination, all documents, data, and reports prepared by the subrecipient under the subaward shall, at the option of the MoSMART Board, become property of the State of Missouri.

- In the event the MoSMART Board determines that a subrecipient is operating in a manner inconsistent with the provisions of the subaward or is failing to comply with the applicable state requirements governing the DSSSF monies, the MoSMART Board may permanently or temporarily terminate the subaward.

- In the event a subaward is permanently terminated, the MoSMART Board may take action as deemed appropriate to recover any portion of the funds remaining and/or an amount equal to the portion of the funds wrongfully used.

REPORTING REQUIREMENTS

REPORTING REQUIREMENT #1: CLAIMS

- Monies are disbursed on a reimbursement basis for actual subrecipient (employer) costs
  - May not request reimbursement for non-county (employee) costs
  - May not request reimbursement in excess of the approved budget
- Subrecipients must submit a "Claim" in WebGrants via the Claims component of the grant to report actual expenditures and to provide documentation to support costs
- Funds must be obligated within the project period
  - Funds are "obligated" when a legal liability to pay a determinable sum for personnel services is incurred and will require payment during the same or future period
- Funds must be expended no later than the last day of the pay period immediately following the end of the state fiscal year
  - Funds are "expended" when payment is made

CLAIM COMPONENTS

There are 4 components (forms) to the Claim report:

1. General Information: used to identify the reporting period and the type of report (Monthly)

2. Detail of Expenditure: used to identify the pay date, check number, payee, description, payroll period, total cost, percent of funding requested, and amount claimed to the grant for reimbursement per cost activity; this data is collected on an Excel spreadsheet and the file uploaded to the report form

3. Reimbursement: used to identify the State Share per budget line; the totals are aggregate totals from the "Detail of Expenditure Form"

4. Attachments: used to upload copies of documentation to support the expenditures; the following documentation is required:
   - Timesheet
   - Payroll Document or Pay Stub
   - Fringe Benefit Rate Sheet(s)

CLAIM REPORTS

- Claims are due the 10th of the month following the reporting period but is extended to the next business day if the 10th falls on a holiday or weekend.
- Must submit a Claim for each month of the project period, even if there are no expenditures to report (still have to report $0).
- Most subrecipients will submit 12 Claim reports, but subrecipients that budgeted for 13 (28-day timesheet cycle), 24 (semi-monthly), or 26 (bi-weekly) pay periods will be allowed to submit 13 Claim reports.

2021 DSSSF CLAIM SCHEDULE

Claim ID Number	Reporting Period	Due Date
001	07/01/2020 – 07/31/2020	08/10/2020
002	08/01/2020 – 08/31/2020	09/10/2020
003	09/01/2020 – 09/30/2020	10/13/2020
004	10/01/2020 – 10/31/2020	11/10/2020
005	11/01/2020 – 11/30/2020	12/10/2020
006	12/01/2020 – 12/31/2020	01/11/2021
007	01/01/2021 – 01/31/2021	02/10/2021
008	02/01/2021 – 02/28/2021	03/10/2021
009	03/01/2021 – 03/31/2021	04/12/2021
010	04/01/2021 – 04/30/2021	05/10/2020
011	05/01/2021 – 05/31/2021	06/10/2021
012	06/01/2021 – 06/30/2021	07/12/2021
013 (if applicable)	07/01/2021 – 07/31/2021	08/10/2021
014 (if applicable)	08/01/2021 – 08/31/2021	09/10/2021

Reminder emails will be sent by DPS staff from WebGrants approximately 1-2 weeks prior to the deadlines, but subrecipients are encouraged to mark their calendars in advance to plan accordingly.

CLAIM PAYMENTS

- Payments will be issued via electronic transfer (if the subrecipient is ACH capable) generally around the 25th of the month
  - Payment around the 25th is dependent on the timely submission of the monthly Claim report and dependent on the completeness and accuracy of the monthly Claim report
  - Payments can be tracked via the "Claims" component of the grant within WebGrants
  - Payments can be confirmed through the state's Vendor Services Portal: https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx
    - Click "Vendor Payment" in the green toolbar
    - Select FEIN and enter the agency's Federal Tax ID Number (FEIN)
    - Search for a payment by 1) Invoice Number, 2) Check/EFT Number, 3) Dollar Amount, or 4) Date/Location.
    - The prefix of a DSSSF Payment Number will be ER228

REPORTING REQUIREMENT #2: STATUS REPORT

- Subrecipients must submit an annual "Status Report" via the grant within WebGrants to provide feedback and program evaluation data for the MoSMART Board, the Missouri Department of Public Safety, and the State Legislature

- A reminder email will be sent by DPS staff from WebGrants approximately 1-2 weeks prior to the deadline

Report ID Number	Reporting Period	Due Date
01	07/01/2020 – 06/30/2021	7/12/2021

STATUS REPORT COMPONENTS

There are 2 components (forms) to the Status Report:

1. General Information: used to identify the reporting period and the type of report (Annual Report)

2. Evaluation: used to provide feedback and details for the following questions:

   - Did these grant monies assist your office in the recruitment of deputies?
   - Did these grant monies assist your office in retaining deputy sheriffs?
   - Did these grant monies assist in making your office more effective?
   - Did the DSSSF program help improve your ability to serve your citizens?

MONITORING

MONITORING

- The MO Department of Public Safety will conduct, on behalf of the MoSMART Board, monitoring of each subrecipient to ensure compliance with state laws and program guidelines.
  - Desk Monitoring – tracking telephone and email communication, as well as reviewing all grant documents and correspondence; could also consist of a request to have documentation submitted
  - Site Visit Monitoring – a visit to the subrecipient's office(s) to review policies, salary information, civil rights compliance, and other records
- The MoSMART Board may take appropriate action if determined the subrecipient is acting inappropriately, misusing money, has misrepresented the eligibility status of a personnel position, and/or is not meeting reporting requirements.
- Such action may result in the cancellation of the subaward and possibly legal action to recoup any funds disbursed to the subrecipient, as applicable.

SITE VISIT MONITORING CHECKLIST

Fiscal:

- salary verification records for each grant-funded position
- signed timesheets *(which are already submitted with the Claims)*
- payroll records *(which are already submitted with the Claims)*
- fringe benefit rate records *(which are already submitted with the Claims)*

Programmatic:

- personnel files for each grant-funded position
  - particularly resumes/applications
- training plan for personnel
- personnel manual
  - Sheriff's Office Standard Operating Procedures/General Orders
  - County's Employee/Personnel Handbook
- internal controls

SITE VISIT MONITORING CHECKLIST – STATE STATUTES FOR LEAs

- Section 43.505 RSMo - Uniform Crime Reports (UCRs)
  - Is the Sheriff's Office current with the monthly UCRs?
  - DPS will verify with MO State Highway Patrol
- Section 590.650 RSMo - Vehicle Stops Report
  - Is the Sheriff's Office current with the annual racial profiling report?
  - DPS will verify with the Attorney General's Office
- Section 513.653 RSMo - Federal Forfeiture Report
  - If required, is the Sheriff's Office current with the annual federal forfeiture report?
  - DPS will verify with the State Auditor's Office
- Section 590.700 RSMo - Recording of Custodial Interrogations
  - Does the Sheriff's Office have a written policy on the recording of custodial interrogations of persons suspected of committing or attempting to commit felony crimes?
  - Must present DPS with a copy of the department's written policy
- Section 43.544 RSMo - Forwarding Intoxication-Related Arrest Information
  - Does the Sheriff's Office have a written policy to require arrest information for all intoxication-related traffic offenses be forwarded to the central repository?
  - Must present DPS with a copy of the department's written policy

SITE VISIT MONITORING CHECKLIST – CIVIL RIGHTS

- Section 213.055 RSMo – Unlawful Employment Practices

  For example:

  - Does the County's job announcements/applications identify it as an "Equal Opportunity Employer"?
  - Does the County display the posters required by the MO Department of Labor (https://labor.mo.gov/posters)?
  - Does the County maintain a written policy on non-discrimination and/or non-harassment in the workplace?
  - Does the County maintain a written policy to notify employees on how to file complaints alleging discrimination?

- Section 213.065 RSMo – Discrimination in Public Accommodations

  For example:

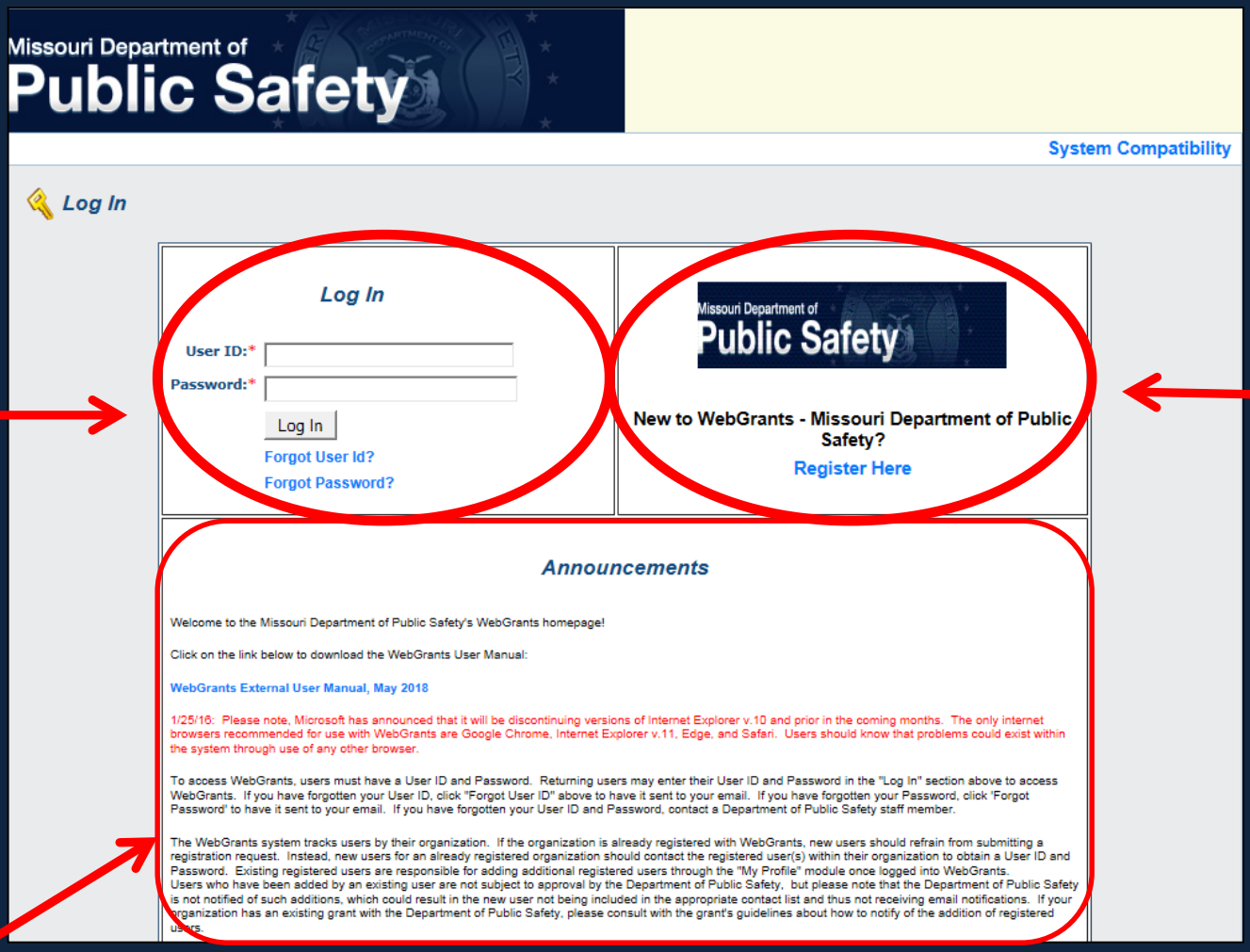
  - Does the County display the posters required by the MO Department of Labor (e.g. "Discrimination in Housing" and "Discrimination in Public Accommodations") (https://labor.mo.gov/posters)?
  - Does the County notify its citizens or program participants that it will not discriminate in the delivery of its services (e.g. brochures, posters, website, mission statement)?
  - Does the County ensure its facilities are ADA accessible?
  - Does the County maintain a written policy on ADA?
  - Does the County maintain a written policy to notify employees and/or citizens on how to file complaints alleging discrimination in public accommodations?

WEBGRANTS

https://dpsgrants.dps.mo.gov

WEBGRANTS HOME SCREEN

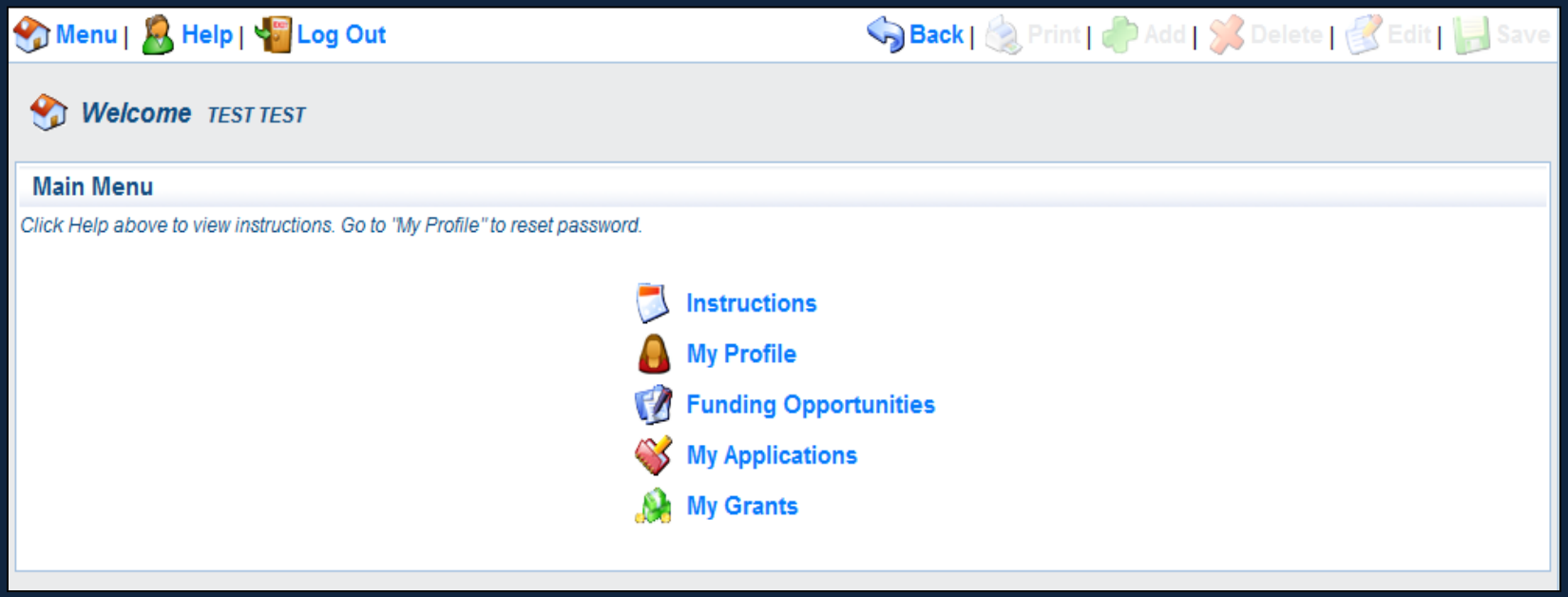
Log In: enter User ID and Password if already registered; also used to retrieve forgotten User IDs and Passwords



Register Here: used to register new agencies (not new users)

Announcements: provides a link to the WebGrants External User Manual and provides other helpful information, including any known internal errors that are occurring or any scheduled system outages; check this area before logging in!

WEBGRANTS - MAIN MENU



The WebGrants toolbar will appear on all screens hereafter and contains certain command buttons.

- Menu: returns users to the Main Menu screen at any time
- Help: displays information regarding the screen displayed (but will not be helpful with DSSSF)
- Log Out: should be used to log out of the session; users are encouraged not to simply close the screen as it doesn't end the session – the more users logged into the session, the slower the system operates
- Back: returns the user back to the previous screen (so long as it doesn't re-execute a command from the previous screen, in which case it may revert back to a different screen)
- Print: allows users to print the content of the screen (will be greyed out if there is no content to print)
- Add: allows users to add lines and attachments (will be greyed out if there is nothing allowed to be added)
- Delete: allows users to delete lines and attachments (will be greyed out if there is nothing to be deleted)
- Edit: allows users to edit lines (will be greyed out if there are no lines allowed to be edited)
- Save: allows users to save data (will be greyed out if there is no data to be saved)

INSTRUCTIONS MODULE

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

Grantee Instructions

Grantee Instructions

Overview

This page is an overview of the functionality in the WebGrants grant management system. Please read these instructions before you begin using the system. After you begin using the system, you can refer back to these instructions or print them by clicking on the 'Print' button above. You can also click the 'Help' button on each page to get online help specific to the page you are on.

If you have any questions not answered on this page or need additional help please contact the Missouri Department of Public Safety by phone at (573) 751-4905 or by email at dpswebgrants@dps.mo.gov. Please be sure to include the name of the grant program in the subject line of any e-mail messages. This will ensure your email is handled promptly by the appropriate program staff.

General Navigation

Navigation in the system has been standardized where possible. At the top of each page is a white bar that contains the following buttons:

- Menu: Will take you to the Main Menu from any screen in the application.
- Help: Will bring up an online help window that is specific to the page you are currently on. This Help page will restate many of the instructions on this page, so it's a useful link to click on when you need help.
- Log Out: This link will log you out of the application and return you to the Login page.

These buttons are active only on some screens:

- Back: This is a very useful button. For the most part, it works similarly to the browser back button. But it will also return you to the main components page when you are creating Applications or down in a sub-screen. If you are feeling lost at any time hit the Back button until you return to a familiar screen.
- Print: This button is active on screens that can be printed. Clicking this button will bring up a new window that will display the current screen's contents in a printer friendly black and white format. To print the screen page instead, go to File-Print in the browser.
- Add: The Add button is available when new entries can be made. For example, use the Add button to create a new application, to add a new budget line item, or to add a new task.
- Delete: This link will delete items that you have created. Delete can be used to delete an application or a budget line item. Clicking delete will always result in a confirmation before the item is deleted.
- Edit: This link is available when the contents of the page you are on can be changed. For example, if you create a budget line item, you can edit it later with this link.
- Save: This link is available when you are creating or editing something. When you are finished, click the Save button to save it and return to the previous screen.

There are other buttons and links in the application that appear elsewhere besides in the top menu bar. These links will typically appear on the right-hand side of the page sections below the menu bar. These links are specific to the page you are on. Their function is described on the page-level help instructions on each page.

Main Menu

The Main Menu is the first screen of the system when you successfully log in to WebGrants. The Main Menu will take you to the modules of the application. Each module is explained below:

Instructions:

This link displays a high-level instructions page describing all the screens in the application.

Provides general system instructions – does not provide DSSSF instructions!

MY PROFILE MODULE

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

My Profile

My Profile Alert History | My Alerts | Reset Password

Feel free to edit your profile any time your information changes. Create your own personal alerts using My Alerts. Reset your password under Reset Password.

Name:* TTESTER1 (Title) TEST (First Name) TEST (Last Name)

Job Title:* TTESTER1

Email:* dpswebgrants@dps.mo.gov

Mailing Address:* 1234
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.

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

Street Address 2:

* St Louis (City) Missouri (State/Province) 12345 (Postal Code/Zip)

Phone:* 243-534-5356 Ext.

Fax:* 345-345-6654

Last Edited By: TEST TEST,

Associated Organization

Name	Type	Website	Phone	City	State
BaseLine Organization	Non-Profit	www.baselineorg.com	456-538-8700	Stonesville	Virginia
Kansas	Government		555-555-5555	Odessa	Kansas
Iowa	For Profit		573-751-5678	Imes	Iowa
Nebraska	For Profit		573-751-4512	Lincoln	Nebraska
Arkansas	For Profit		573-751-4609	Little Rock	Arkansas
Illinois	For Profit		574-751-1234	Chicago	Illinois

- Maintain personal contact information
  - Click “Edit” on the toolbar to update and then “Save” to save changes
  - Do not edit and re-use a person’s profile for a new employee; each user should have his or her own account and unique log-in

MY PROFILE MODULE cont'd

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

My Profile

My Profile Alert History | My Alerts | Reset Password

Feel free to edit your profile any time your information changes. Create your own personal alerts using My Alerts. Reset your password under Reset Password.

Name:* TTESTER1 (Title) TEST (First Name) TEST (Last Name)

Job Title:* TTESTER1

Email:* dpswebgrants@dps.mo.gov

Mailing Address:* 1234
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.

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

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* St Louis (City) Missouri (State/Province) 12345 (Postal Code/Zip)

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Arkansas	For Profit		573-751-4609	Little Rock	Arkansas
Illinois	For Profit		574-751-1234	Chicago	Illinois

- Access Alert History and create Alerts
  - "Alert History" will display all emails sent to the profile
  - "My Alerts" create alerts (as a grant contact, you will automatically receive all the alerts so this module is not beneficial)

ALERTS

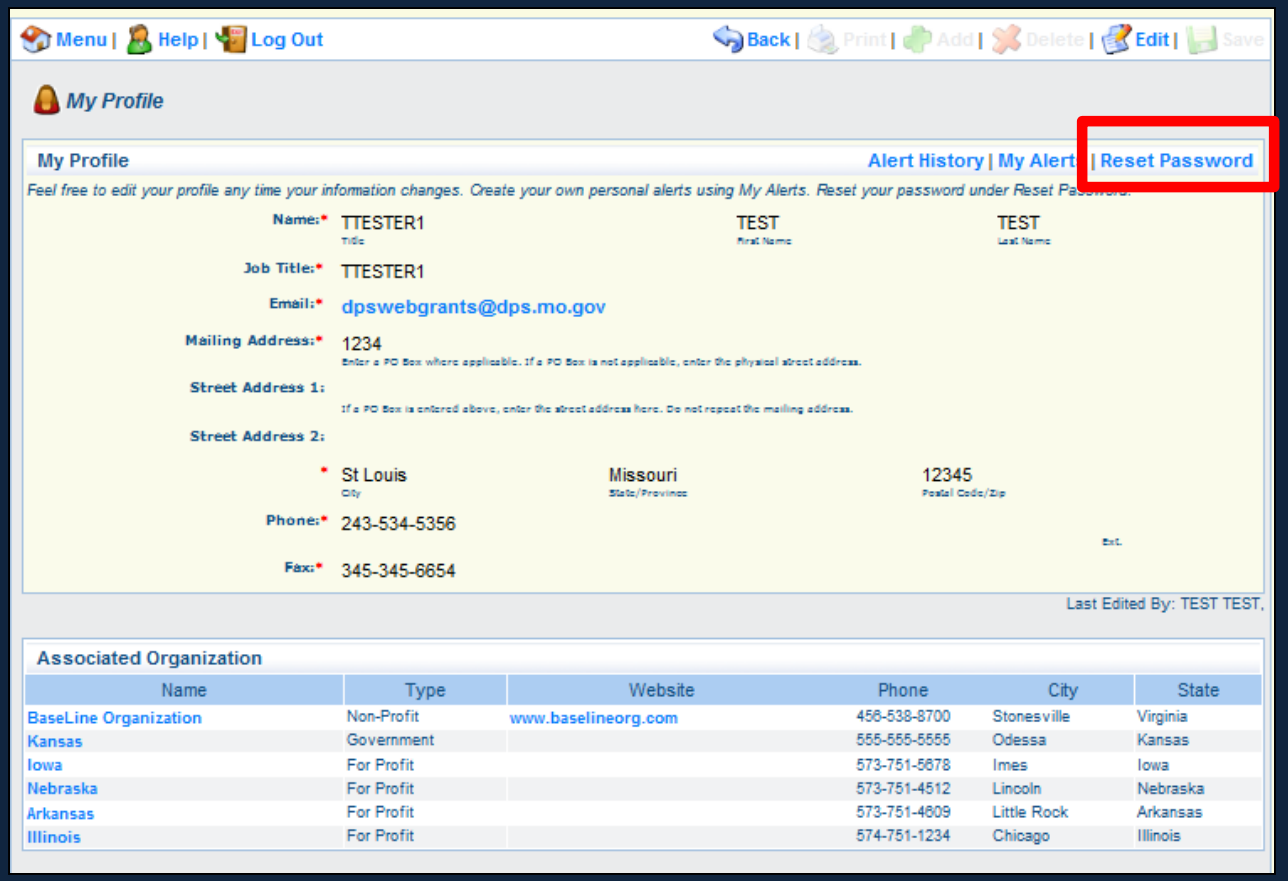
- Two types of notifications:
  - Automated alerts triggered on application and grant phases (e.g. status change, submission, negotiation, approval, not approved)
  - Mass distribution list emails from DPS staff (e.g. reminders, updates, training notices)

- Alerts/Notifications are sent from dpswebgrants@dps.mo.gov
  - Add to safe sender list or a contact list to avoid being treated as junk/spam
  - Do not overlook these alerts as they can contain important and time-sensitive information

- While the record is in the "My Applications" module, only the Primary Contact receives system-generated alerts

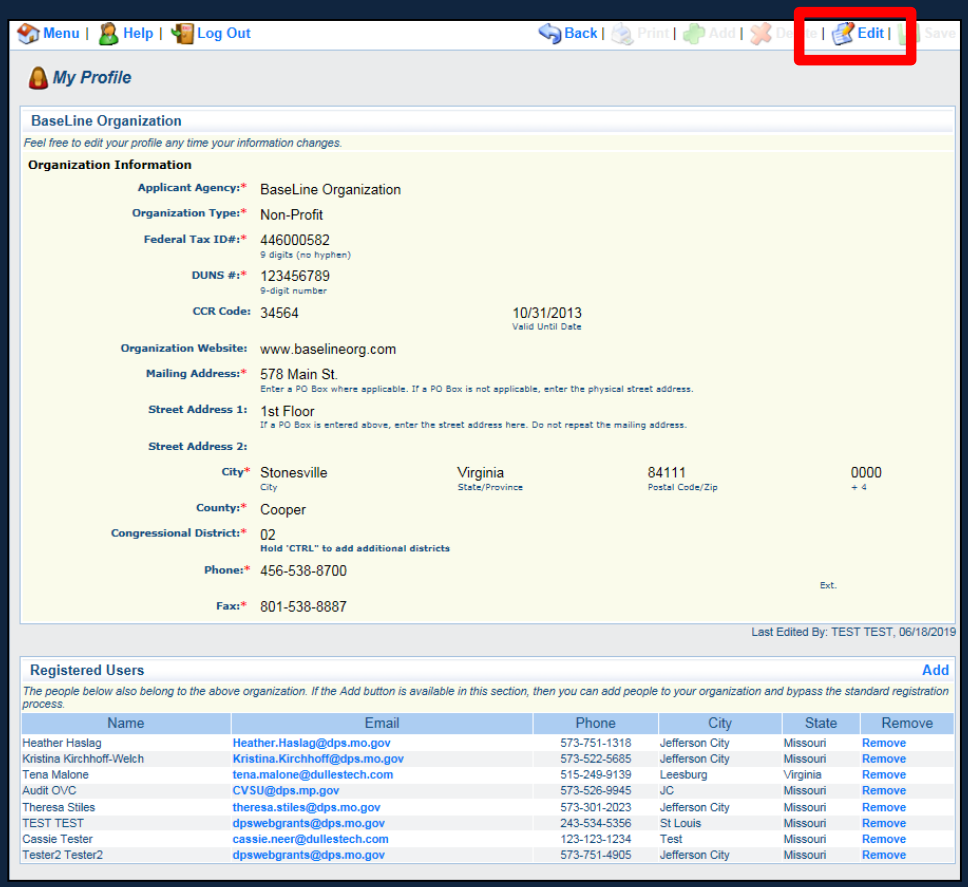
- While the record is in the "My Grants" module, the Primary Contact and Additional Grantee Contacts, as applicable, receive system-generated alerts

MY PROFILE MODULE cont'd



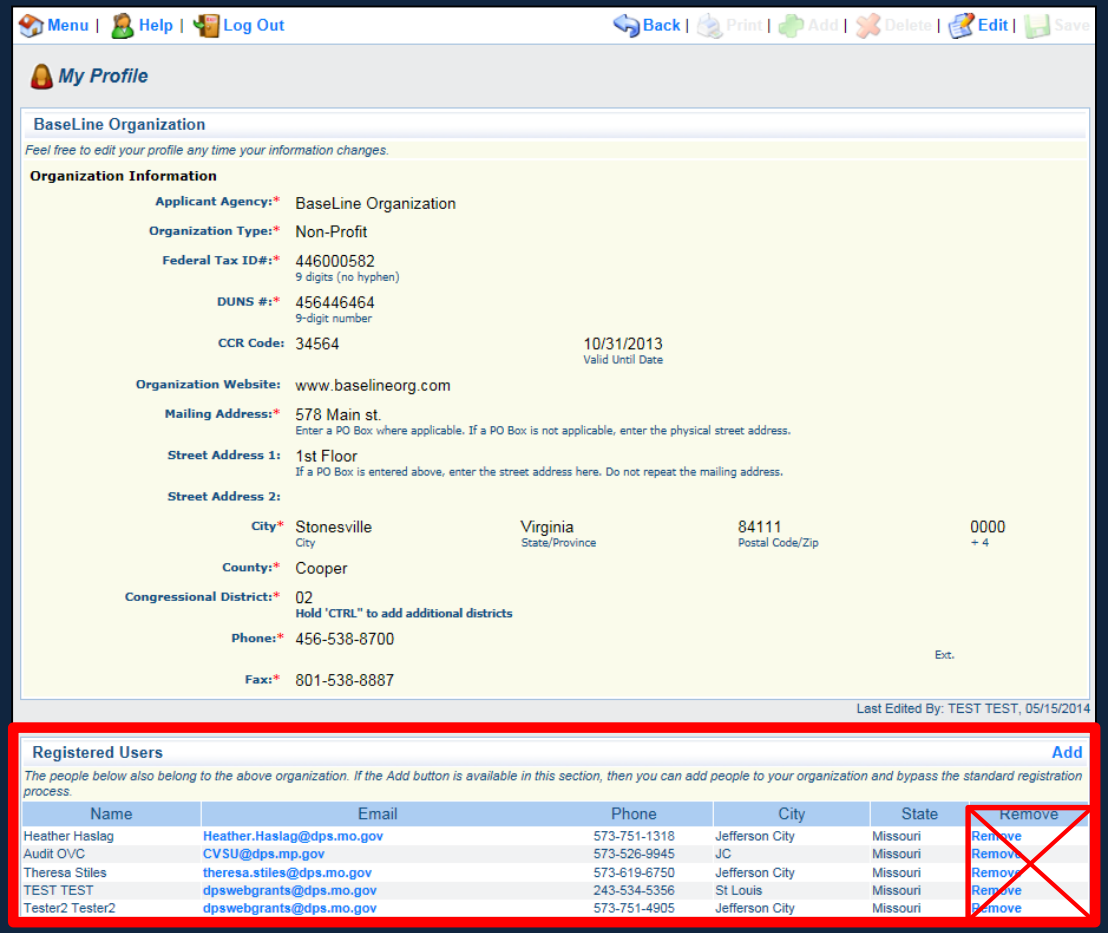
- Reset Password
  - Allows the user to change their password; recommended for registered users with unsecure passwords or difficult to remember passwords

MY PROFILE MODULE cont'd



- Maintain organization's information
  - Click the organization "Name" in the Associated Organizations table to access this page
  - Click "Edit" on the toolbar to update and then "Save" to save the changes
    - Do not change the Applicant Agency name as it affects *Subaward* documents and reports!
    - Do update the CCR (SAM) Expiration Date as applicable though because the SAM Registration is a requirement of applying for and continuing to receive grants and expires annually!

MY PROFILE MODULE cont'd



- Add Registered Users
  - Add only if the individual is not already a registered user of WebGrants
    - Notify DPS to add if the individual is already a user associated with a different organization (e.g. grant writer)
  - Notify DPS via the "Correspondence" component of WebGrants if you add a new individual; must use the *Change of Information Form*
- Remove Registered Users
  - Do not delete a registered user yourself
    - The individual is not automatically removed from the "General Information" component as a grantee contact or from the Distribution List
  - Notify DPS via the "Correspondence" component of WebGrants if you need an individual removed; must use the *Change of Information Form*

FUNDING OPPORTUNITIES MODULE

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

Funding Opportunities

Current Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.
Click on the title to open the Funding Opportunity summary.
Click on the column headers to sort list of Opportunities.

ID	Agency	Program	Opportunity Title	Application Deadline
113410	Missouri Office of Homeland Security Grants	911 Grant Program	Test Only- FY19 NG911 - 911 Grant Program	Final Application Deadline not Applicable
49117	Criminal Justice Law Enforcement	Edward Byrne Memorial Justice Assistance Grant (JAG)	2015 JAG - DTFs (Test for Meetings)	06/30/2017
113376	State Emergency Management Agency	Emergency Management Performance Grants (EMPG) Local	FY20 Emergency Management Performance Grant COVID-19 Supplemental (EMPG-S)	04/30/2020
105815	Missouri Office of Homeland Security Grants	School Violence Hotline (SSV)	SSV Testing	Final Application Deadline not Applicable
107642	Crime Victim Services Unit	Sexual Assault Services Program (SASP)	2020 SASP Funding Opportunity TEST (09/26/19)	10/09/2019
108267	Crime Victim Services Unit	Sexual Assault Services Program (SASP)	Copy - 2020 SASP Funding Opportunity TEST (09/26/19)	11/12/2019
110823	Criminal Justice Law Enforcement	State Cyber Crime Grant (SCCG)	2021 SCCG (Test)	03/10/2020
113046	Missouri Office of Homeland Security Grants	State Homeland Security Program (SHSP)	2020 - SHSP Testing - 2020 (Second Test)	Final Application Deadline not Applicable
112793	Missouri Office of Homeland Security Grants	State Homeland Security Program (SHSP)	2020 - SHSP Testing - 2020	Final Application Deadline not Applicable
107641	Crime Victim Services Unit	State Services to Victims Fund (SSVF)	2020 SSVF Funding Opportunity TEST (09/26/2019)	10/04/2019
86698	Crime Victim Services Unit	STOP Violence Against Women Grant (VAWA)	2018-2019 STOP VAWA Funding Opportunity (TEST)	10/27/2017
107529	Crime Victim Services Unit	STOP Violence Against Women Grant (VAWA)	2020 STOP VAWA Funding Opportunity TEST (9/19/2019)	10/07/2019
108647	Crime Victim Services Unit	STOP Violence Against Women Grant (VAWA)	Test	12/31/2019
97466	Juvenile Justice Program	Title II Formula Grant	2019 Title II Formula Grant (Test)	10/23/2018
107374	Juvenile Justice Program	Title II Formula Grant	2020 Title II TEST	12/31/2019

- Displays funding opportunities posted by the Department of Public Safety
  - Criminal Justice/Law Enforcement Unit
  - Crime Victim Services Unit
  - Juvenile Justice Unit
  - Office of Homeland Security
- Check the DPS website for a calendar of scheduled funding opportunity releases

MY APPLICATIONS MODULE

Consists of two "areas":

Current Applications:

- Editing – application has been started (but not yet submitted) by the applicant
- Submitted – application has been submitted by the applicant
- Under Review – application has been assigned for review
- Correcting – application is being revised by the applicant
- Approved – application has been approved, following any necessary revisions by the applicant

Archived Applications:

- Editing – application was started by the applicant but never submitted prior to the close of the funding opportunity
- Withdrawn – application was withdrawn from consideration by the applicant (or the grantor per request by the applicant)
- Awarded – application was approved
- Not Awarded – application was not approved (reasoning recorded in the "Feedback" section at the very bottom of the application)

MY GRANTS MODULE

Consists of three "areas":

Current Grants:

- Awarded – *Subaward* documents being signed by subrecipient and MoSMART Board Chair (or MoSMART Board Vice-Chair)
- Underway – application officially became a grant
- Suspended – grant has been "frozen" due to delinquent reporting and/or inappropriate activities

Closed Grants:

- Closed – grant has been closed
- Archived – grant has been archived

Claims:

- Displays all Claims that have been created but not yet submitted

DSSSF GRANT COMPONENTS

1. General Information
2. Contact Information
3. Budget
4. Claims
5. Correspondence
6. Subaward Adjustments
7. Subaward Adjustment Notices
8. Status Reports
9. Site Visits
10. Subaward Documents--Need Signatures
11. Subaward Documents – Final
12. Closeout
13. Opportunity
14. Application

COMPONENT #1: GENERAL INFORMATION

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

Grant Tracking

Grant: 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2021

Status: Underway
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Officer: Laura Robinson
Awarded Amount: $7,479.89

Instructions

The grant forms appear below.

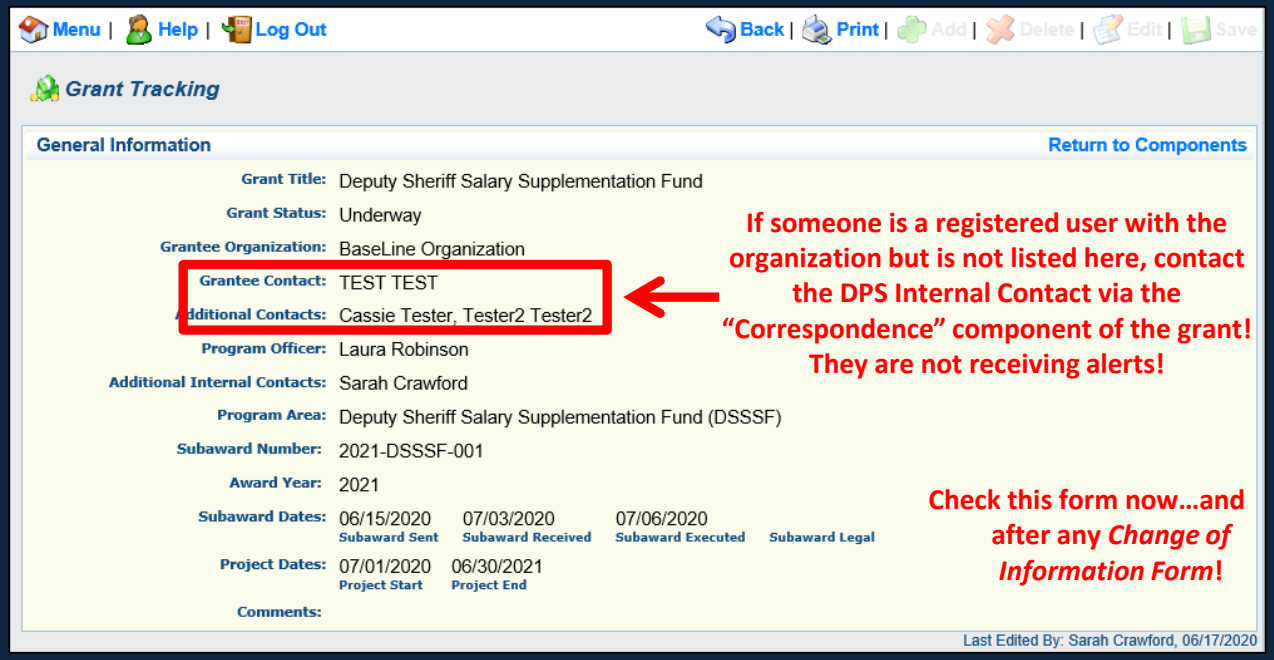
Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	06/17/2020
Contact Information	06/10/2020
Budget	06/17/2020
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	06/17/2020
Status Reports	
Site Visits	
Subaward Documents - Need Signatures	06/17/2020
Subaward Documents - Final	06/17/2020
Closeout	
Opportunity	-
Application	-

GENERAL INFORMATION

- Contains information relating to your subaward to include:
  - Grant Title (the title of the project)
  - Grant Status (reflects if the grant is active or inactive)
  - Grantee Organization (the subrecipient name as it should appear on all documents and reports – do not edit this name at any time during the grant period)
  - Grantee Contact and Additional Contacts (the subrecipient contacts; emails will send to these persons throughout the life of the grant)
  - Program Officer (the CJ/LE Program Manager; this is NOT your DPS point of contact)
  - Additional Internal Contact (the DPS staff person responsible for overseeing the grant)
  - Program Area (the funding opportunity area under which the grant was awarded)
  - Subaward Number (the subrecipient number as it should appear on all documents and reports)
  - Subaward Dates (the dates when the *Subaward* was sent for signature, received back, and executed)
  - Project Dates (the grant project period during which funds must be obligated)



COMPONENT #2: CONTACT INFORMATION

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

Grant Tracking

Grant: 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2021

Status:	Underway
Program Area:	Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization:	BaseLine Organization
Program Officer:	Laura Robinson
Awarded Amount:	$7,479.89

Instructions

The grant forms appear below.

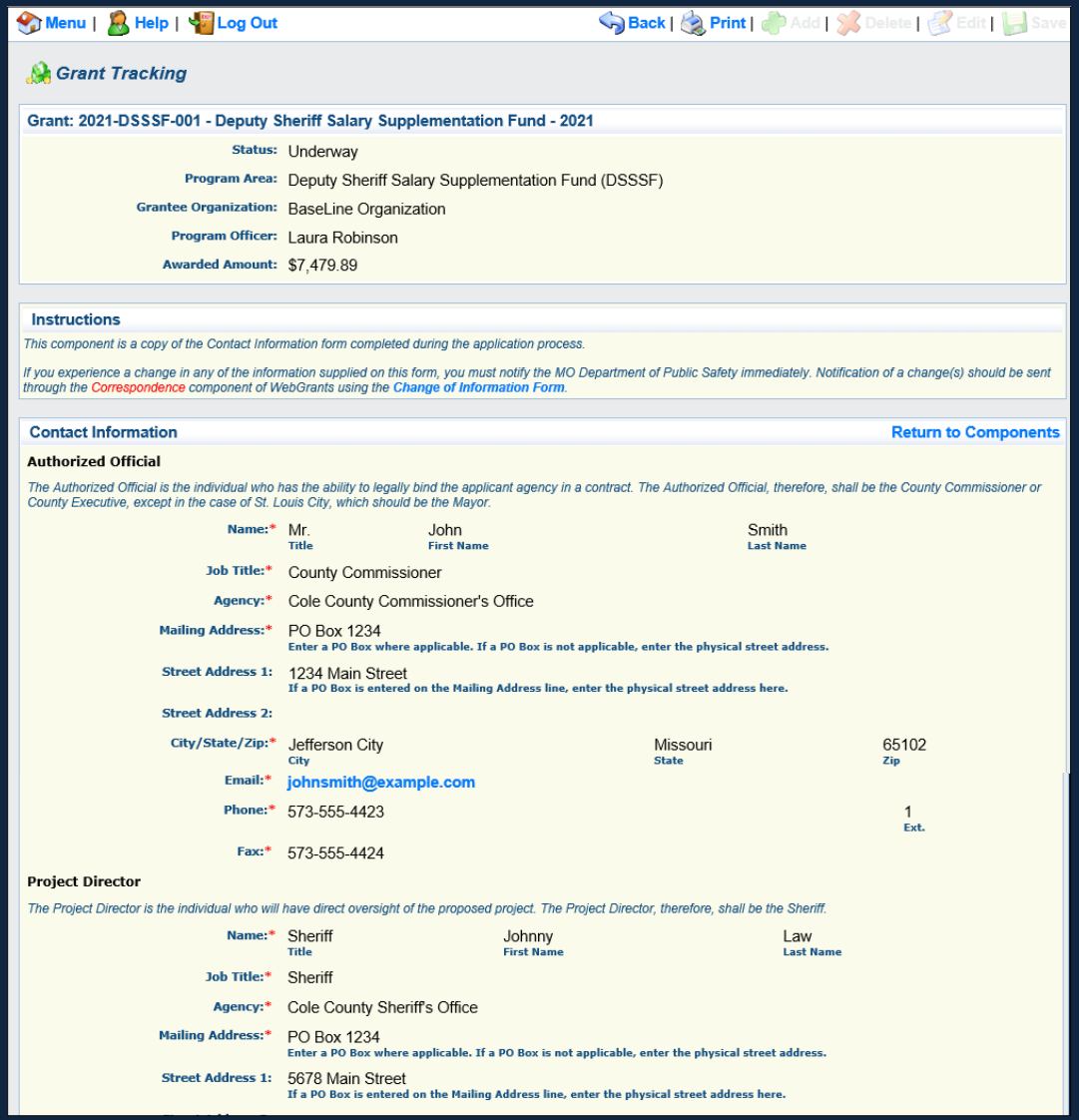
Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	06/17/2020
Contact Information	06/10/2020
Budget	06/17/2020
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	06/17/2020
Status Reports	
Site Visits	
Subaward Documents - Need Signatures	06/17/2020
Subaward Documents - Final	06/17/2020
Closeout	
Opportunity	-
Application	-

CONTACT INFORMATION

- Copy of the "Contact Information" form completed during the application process.
- If changes need to be made to the Contact Information component any time during the project period, need to submit a *Change of Information Form* to the DPS Internal Contact via the "Correspondence" component of the grant within WebGrants, within a timely manner.
- DPS will make the changes based on the email and will notify when such has been completed.



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

Grant Tracking

Grant: 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2021

Status: Underway
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Officer: Laura Robinson
Awarded Amount: $7,479.89

Instructions

This component is a copy of the Contact Information form completed during the application process.

If you experience a change in any of the information supplied on this form, you must notify the MO Department of Public Safety immediately. Notification of a change(s) should be sent through the Correspondence component of WebGrants using the Change of Information Form.

Contact Information — Return to Components

Authorized Official

The Authorized Official is the individual who has the ability to legally bind the applicant agency in a contract. The Authorized Official, therefore, shall be the County Commissioner or County Executive, except in the case of St. Louis City, which should be the Mayor.

Name:* Mr. (Title) John (First Name) Smith (Last Name)
Job Title:* County Commissioner
Agency:* Cole County Commissioner's Office
Mailing Address:* PO Box 1234
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.
Street Address 1: 1234 Main Street
If a PO Box is entered on the Mailing Address line, enter the physical street address here.
Street Address 2:
City/State/Zip:* Jefferson City (City) Missouri (State) 65102 (Zip)
Email:* johnsmith@example.com
Phone:* 573-555-4423 1 (Ext.)
Fax:* 573-555-4424

Project Director

The Project Director is the individual who will have direct oversight of the proposed project. The Project Director, therefore, shall be the Sheriff.

Name:* Sheriff (Title) Johnny (First Name) Law (Last Name)
Job Title:* Sheriff
Agency:* Cole County Sheriff's Office
Mailing Address:* PO Box 1234
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.
Street Address 1: 5678 Main Street
If a PO Box is entered on the Mailing Address line, enter the physical street address here.

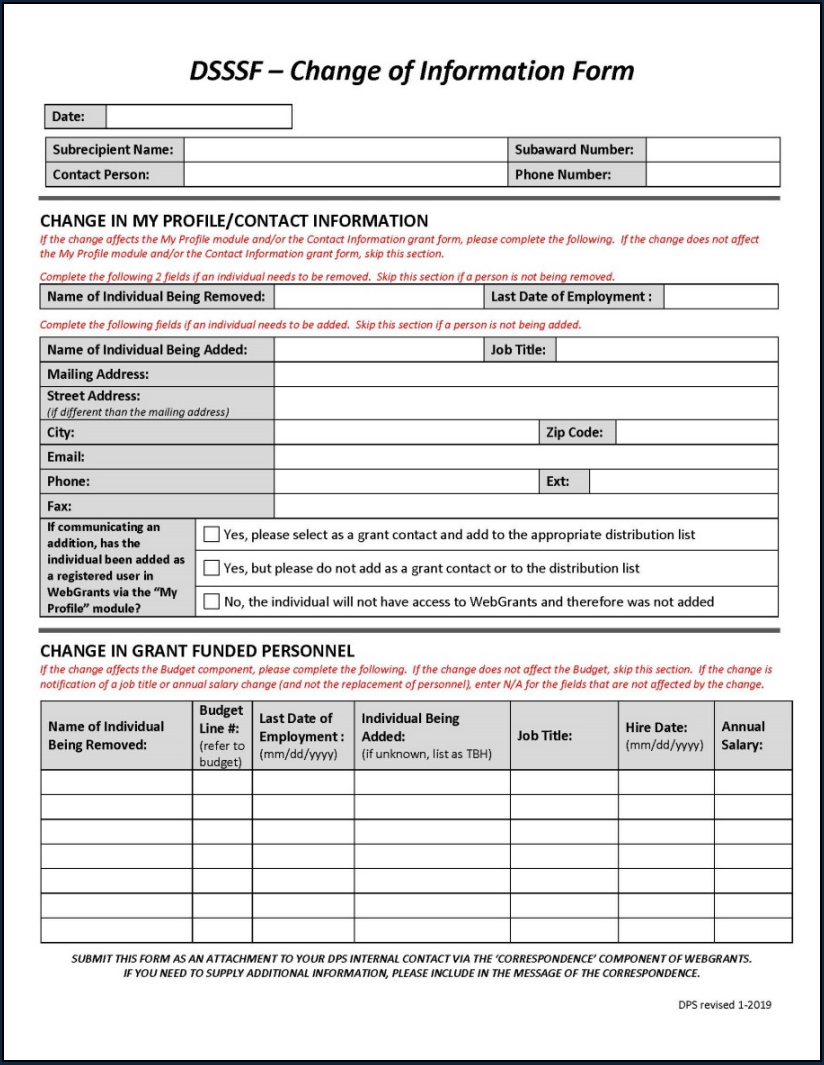
CONTACT INFORMATION cont'd

- The *Change of Information Form* contains 3 sections:

  1. Header: must be completed by all agencies using the form.

  2. Change in My Profile/Contact Information: must be completed if the personnel change affects either the My Profile and/or Contact Information component (i.e. registered user, Authorized Official, Project Director, Fiscal Officer, and Claims Point of Contact).

  3. Change in Grant Funded Personnel: must be completed if the personnel change affects the Budget component.



DSSSF – Change of Information Form

Date:	

Subrecipient Name:		Subaward Number:	
Contact Person:		Phone Number:	

CHANGE IN MY PROFILE/CONTACT INFORMATION

If the change affects the My Profile module and/or the Contact Information grant form, please complete the following. If the change does not affect the My Profile module and/or the Contact Information grant form, skip this section.

Complete the following 2 fields if an individual needs to be removed. Skip this section if a person is not being removed.

Name of Individual Being Removed:		Last Date of Employment :	

Complete the following fields if an individual needs to be added. Skip this section if a person is not being added.

Name of Individual Being Added:		Job Title:	
Mailing Address:			
Street Address: *(if different than the mailing address)*			
City:		Zip Code:	
Email:			
Phone:		Ext:	
Fax:			
If communicating an addition, has the individual been added as a registered user in WebGrants via the "My Profile" module?	☐ Yes, please select as a grant contact and add to the appropriate distribution list		
	☐ Yes, but please do not add as a grant contact or to the distribution list		
	☐ No, the individual will not have access to WebGrants and therefore was not added		

CHANGE IN GRANT FUNDED PERSONNEL

If the change affects the Budget component, please complete the following. If the change does not affect the Budget, skip this section. If the change is notification of a job title or annual salary change (and not the replacement of personnel), enter N/A for the fields that are not affected by the change.

Name of Individual Being Removed:	Budget Line #: (refer to budget)	Last Date of Employment : (mm/dd/yyyy)	Individual Being Added: (if unknown, list as TBH)	Job Title:	Hire Date: (mm/dd/yyyy)	Annual Salary:

SUBMIT THIS FORM AS AN ATTACHMENT TO YOUR DPS INTERNAL CONTACT VIA THE 'CORRESPONDENCE' COMPONENT OF WEBGRANTS. IF YOU NEED TO SUPPLY ADDITIONAL INFORMATION, PLEASE INCLUDE IN THE MESSAGE OF THE CORRESPONDENCE.

DPS revised 1-2019

Reminder: When the form is completed, save it to your computer and submit it to the DPS Internal Contact via the "Correspondence" component.

COMPONENT #3: BUDGET

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

Grant Tracking

Grant: 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2021

Status: Underway
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Officer: Laura Robinson
Awarded Amount: $7,479.89

Instructions

The grant forms appear below.

Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	06/17/2020
Contact Information	06/10/2020
Budget	06/17/2020
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	06/17/2020
Status Reports	
Site Visits	
Subaward Documents - Need Signatures	06/17/2020
Subaward Documents - Final	06/17/2020
Closeout	
Opportunity	-
Application	-

BUDGET

- Copy of the “Budget” form completed during the application process.
- Each budget line has been numbered; the line numbers track the history of each budget line. Each budget category has a different classification of numbers.
- If changes in grant-funded personnel need to be made to the Budget component any time during the project period, need to submit a *Change of Information Form* to the Internal Contact via the “Correspondence” component of the grant within WebGrants, within a timely manner.
- DPS will make the changes based on the email and notify when such has been completed.

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

Grant Tracking

Grant: 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2021

Status: Underway
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Officer: Laura Robinson
Awarded Amount: $7,479.89

Instructions

This component contains the names of each position approved for funding.

CHANGE IN GRANT-FUNDED PERSONNEL:
*If you experience a change in grant-funded personnel or a change in the annual salary of a grant-funded position, you must notify the MO Department of Public Safety immediately. Notification of the change(s) should be sent through the Correspondence component of WebGrants using the **Change of Information Form**.*

BUDGET REVISION:
If your grant has excess funds as a result of a vacant position and/or lower than anticipated fringe benefit rates, you may submit a budget revision request through the Subaward Adjustment component of WebGrants to transfer the excess monies toward other "shortfall" areas of your budget. The excess monies may be approved to provide funding for positions unintentionally left out of the original application, to cover differences in annual salary (where appropriate), and/or to cover increases in fringe benefit rates, where applicable.

Once you have submitted the Subaward Adjustment and the MO Department of Public Safety has reviewed and approved the request, your Budget component will be negotiated for editing. The "Grant Component Negotiation" alert will be sent indicating your Budget component has been unlocked. Once this alert is received, navigate to this component and click "Correcting Version" to make the necessary edits.

To edit an existing line item, either click on the budget line's blue hyperlink to open the specific budget line or click Edit to open all budget lines. To add a new budget line item, click the Add button for the applicable budget category. Once complete, click "Submit Component" to send back to the MO Department of Public Safety for further review.

Please note that you will be unable to delete a budget line item. If no longer needed and no monies have been claimed against the budget line, the item may be zeroed out and will be deleted by MO Department of Public Safety staff as deemed appropriate.

*Once the Budget component is re-submitted, the MO Department of Public Safety will review the revised budget. **Prior** approval in the form of a Subaward Adjustment Notice form must be received for any budget revision. The signed Subaward Adjustment Notice will be uploaded under the Subaward Adjustment Notice component of WebGrants. The revised budget will not become the current version until final approval is obtained by the Authorized Official of the MOSMART Board.*

Personnel — Return to Components

1. Include all personnel to be funded on the proposed project.
2. The Total Cost will automatically calculate as "Supplemental Salary per Pay Period" x "Number of Pay Periods".

Line Number	Name	Job Title	Employment Status	Licensed	Commissioned	Hire Date	Annual Salary	Supplemental Salary per Pay Period	Number of Pay Periods	Total Cost
1001	Callaway, John	Sergeant	FT	Yes	Yes	09/04/2003	$31,500.00	$46.16	13.0	$600.08
1002	Davis, Mark	Road Deputy	FT	Yes	Yes	08/15/2002	$29,000.00	$83.34	12.0	$1,000.08
1003	Doe, Jane	Road Deputy	FT	Yes	Yes	03/01/2014	$26,500.00	$134.61	26.0	$3,499.86
1004	Hill, Eric	Lietenant	FT	Yes	Yes	01/01/2002	$42,000.00	$50.00	24.0	$1,200.00
										$6,300.02

Personnel Benefits

1. Identify the fringe benefits for which funds are requested.
*2. For assistance with the workers comp calculation for MAC, MPR, MEM, or MRS, please use the **Workers Comp Calculator**.*
3. The Total Cost will automatically calculate as "Supplemental Salary" x "Rate".

Line Number	Category	Item	Supplemental Salary	Rate	Total Cost
2001	FICA/Medicare	FICA/Medicare	$6,300.02	0.0765	$481.95
					$481.95
2002	Pension	LAGERS (Jul-Dec)	$3,150.01	0.053	$166.95
2003	Pension	LAGERS (Jan-Jun)	$3,150.01	0.055	$173.25
2004	Pension	CERF (All but E.H.)	$5,100.02	0.04	$204.00
					$544.20
2005	Workers Comp	Workers Comp	$6,300.02	0.0244	$153.72
					$153.72
					$1,179.87

Total Budget

Total Project Cost: $7,479.89

Blank field to edit

Last Edited By: Sarah Crawford, 06/17/2020

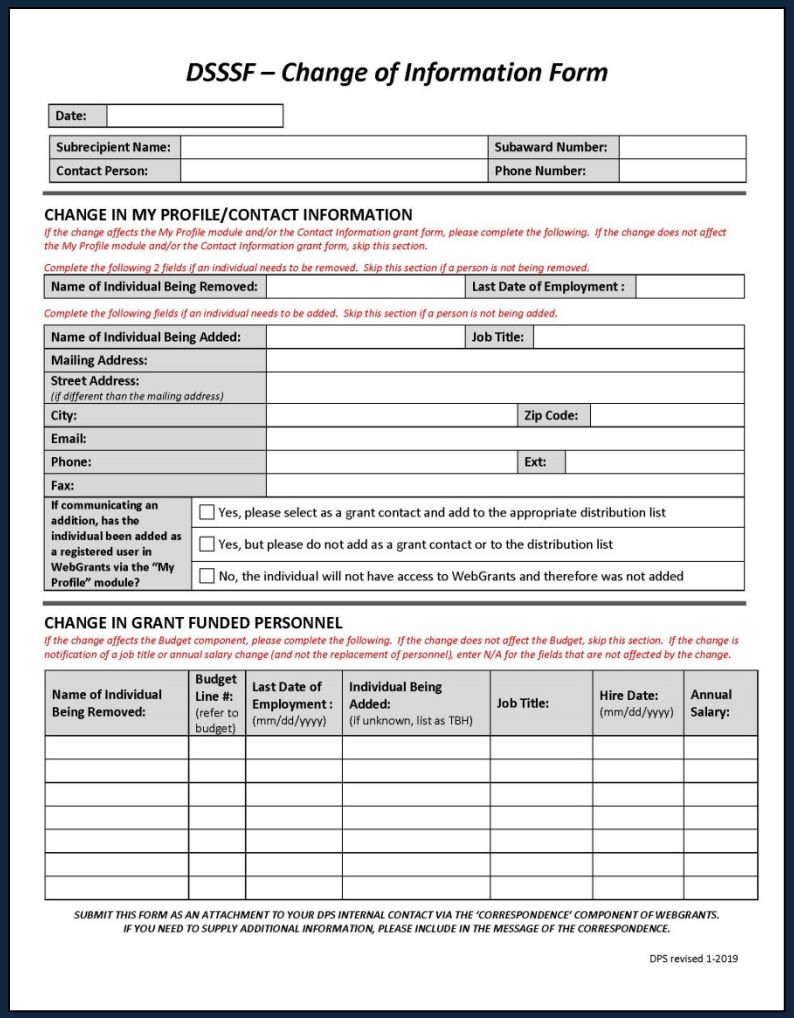
BUDGET cont'd

- The *Change of Information Form* contains 3 sections:

  1. Header: must be completed by <u>all</u> agencies using the form.

  2. Change in My Profile/Contact Information: must be completed <u>if</u> the personnel change affects either the My Profile and/or Contact Information component (i.e. registered user, Authorized Official, Project Director, Fiscal Officer, and Claims Point of Contact).

  3. Change in Grant Funded Personnel: must be completed <u>if</u> the personnel change affects the Budget component.



DSSSF – Change of Information Form

Date:	

Subrecipient Name:		Subaward Number:	
Contact Person:		Phone Number:	

CHANGE IN MY PROFILE/CONTACT INFORMATION

If the change affects the My Profile module and/or the Contact Information grant form, please complete the following. If the change does not affect the My Profile module and/or the Contact Information grant form, skip this section.

Complete the following 2 fields if an individual needs to be removed. Skip this section if a person is not being removed.

Name of Individual Being Removed:		Last Date of Employment :	

Complete the following fields if an individual needs to be added. Skip this section if a person is not being added.

Name of Individual Being Added:		Job Title:	
Mailing Address:			
Street Address: *(if different than the mailing address)*			
City:		Zip Code:	
Email:			
Phone:		Ext:	
Fax:			
If communicating an addition, has the individual been added as a registered user in WebGrants via the "My Profile" module?	☐ Yes, please select as a grant contact and add to the appropriate distribution list		
	☐ Yes, but please do not add as a grant contact or to the distribution list		
	☐ No, the individual will not have access to WebGrants and therefore was not added		

CHANGE IN GRANT FUNDED PERSONNEL

If the change affects the Budget component, please complete the following. If the change does not affect the Budget, skip this section. If the change is notification of a job title or annual salary change (and not the replacement of personnel), enter N/A for the fields that are not affected by the change.

Name of Individual Being Removed:	Budget Line #: (refer to budget)	Last Date of Employment : (mm/dd/yyyy)	Individual Being Added: (if unknown, list as TBH)	Job Title:	Hire Date: (mm/dd/yyyy)	Annual Salary:

SUBMIT THIS FORM AS AN ATTACHMENT TO YOUR DPS INTERNAL CONTACT VIA THE 'CORRESPONDENCE' COMPONENT OF WEBGRANTS. IF YOU NEED TO SUPPLY ADDITIONAL INFORMATION, PLEASE INCLUDE IN THE MESSAGE OF THE CORRESPONDENCE.

DPS revised 1-2019

Reminder: When the form is completed, save it to your computer and submit it to the DPS Internal Contact via the "Correspondence" component.

BUDGET COSTS

- Funding for the 'Supplemental Salary per Pay Period' column was based on the position's annual salary as identified in the Budget form of the application
  - Annual salary < $30,000 = funding calculated to increase annual salary to $30,000 (if requested), with minimum $1,200/year
    - For example: a position with annual salary of $25,000 would have been approved for $5,000 whereas a position with an annual salary of $29,000 would have been approved for $1,200, unless the subrecipient requested less than these amounts
  - Annual salary > = $30,000 but < $47,500 = funding awarded at $1,200/year (if requested)
    - For example: a position with annual salary of $35,000 would have been approved for $1,200, unless the subrecipient requested less than this amount

- Funding for the 'Rate' column was based on the fringe benefit rate as identified in the Budget form of the application

BUDGET COSTS cont'd

- "Excess" monies can be reallocated to cover shortfalls – not to increase supplementation above what the MoSMART Board would have approved based on the approved funding formula.
  - Excess money from vacant position(s) can be reallocated to cover higher than budgeted fringe benefits = a "Subaward Adjustment" to edit budget lines
  - Excess money from vacant position(s) and/or lower than budgeted fringe benefit(s) can be reallocated to a deputy filling a vacant position at a lower annual salary than the position was originally budgeted for = a "Subward Adjustment" to edit budget lines
  - Award from each position can be decreased to allow for funding for positions left out of the budget at time of application = a "Subaward Adjustment" to edit budget lines and to add an additional line
  - Award for fringe benefits can be decreased to allow for funding for positions left out of the budget at time of application = a "Subaward Adjustment" to edit budget lines and to add an additional line

COMPONENT #4: CLAIMS

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

Grant Tracking

Grant: 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2021

Status: Underway
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Officer: Laura Robinson
Awarded Amount: $7,479.89

Instructions

The grant forms appear below.

Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	06/17/2020
Contact Information	06/10/2020
Budget	06/17/2020
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	06/17/2020
Status Reports	
Site Visits	
Subaward Documents - Need Signatures	06/17/2020
Subaward Documents - Final	06/17/2020
Closeout	
Opportunity	-
Application	-

CLAIMS SCREEN

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

Grant Tracking

Grant: 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2021

Status: Underway
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Officer: Laura Robinson
Awarded Amount: $7,479.89

Instructions

Recipients of DSSSF funds are required to submit a monthly Claim Report to verify actual cash expenditures and request reimbursement of those expenditures. Reimbursement will be granted for the supplementation amount paid to eligible positions and the employer share of related fringe benefits.

A Claim must be submitted each month even if there are no expenditures to claim. Only one Claim may be submitted per month. The reporting period of the Claim merely identifies the month of the report being submitted - - it does not prohibit expenditures incurred outside of this reporting period to be claimed. Claim Reports are due on or before the 10th day of each month. This deadline is subject to change if the 10th falls on a weekend or state holiday.

Do not use the "Copy Existing Claim" feature as it will only copy form types labeled as "standard". There are no "standard" forms included in the DSSSF Claims so it is not applicable to this funding opportunity.

*Funds will be disbursed approximately the 25th day of each month. Recipients may access payment information within the WebGrants system or at the **State of Missouri Vendor Services Portal**. Click "Vendor Payment" in the green toolbar. Select FEIN and enter your agency's Federal Tax ID Number (FEIN). You may then search for a payment by 1) Invoice Number, 2) Check/EFT Number, 3) Dollar Amount, or 4) Date/Location. The prefix of a Payment Number for DSSSF payments will be ER228.*

Create only 1 Claim each month. Each time you add a Claim report, it is assigned a sequential number. 001 should be for July. 002 should be for August and so forth. If you accidentally create too many Claims, use the correct template and save the others for future months.

If it is determined that revisions are necessary, the MO Department of Public Safety will negotiate the Claim by unlocking the form(s) that need corrections. These edits should be made in the Claim with a status of "correcting". Do not add a new Claim and start over!

Claims Copy Existing Claim | Return to Components

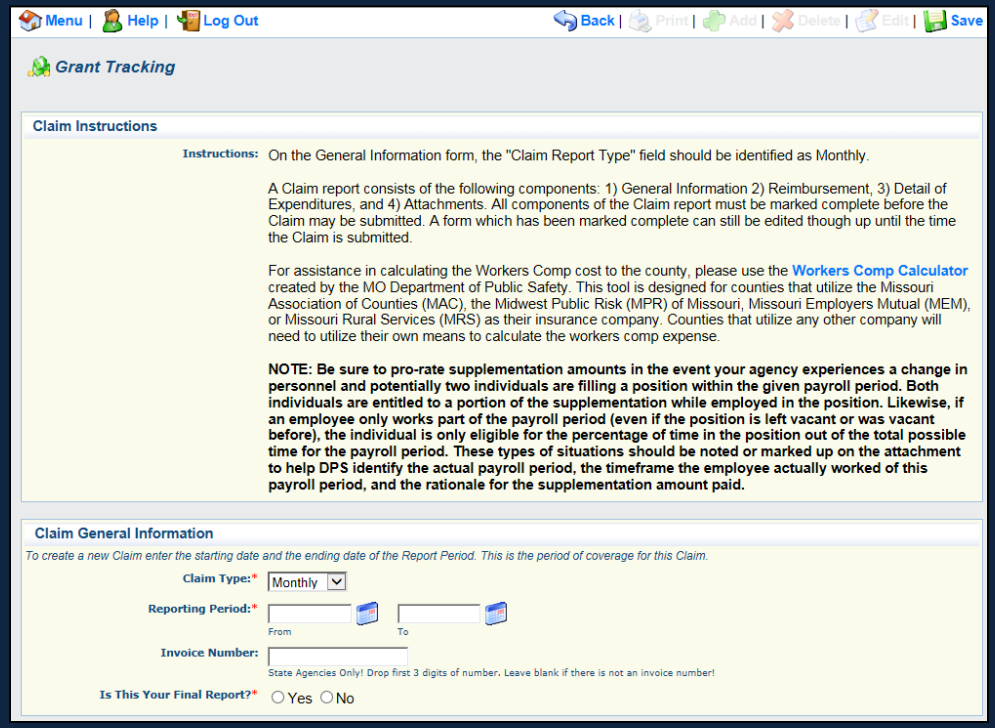
ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
2021-DSSSF-001 - 001	Monthly	Editing			07/01/2020 - 07/31/2020	$350.00
					Submitted Amount	**$0.00**
					Approved Amount	**$0.00**
					Paid Total	**$0.00**
					Total	**$350.00**

Last Edited By:

To create a new Claim, click "Add"

Created Claims will be listed in the Claims table

CLAIMS – FORM #1 - GENERAL INFORMATION



1. In the Claim Type drop-down field, select "Monthly"
2. In the "Reporting Period" fields, enter the date range for the month
   - This date range does not limit you to claim expenses only for this period!!
3. Leave the Invoice Number field blank
4. For the "Is This Your Final Report?" field, select the radio button for Yes or No
   - Will select No for each month until such time that the report is final
   - Will select Yes for the month in which the final request for reimbursement is submitted
5. Click "Save" when complete
6. Review for accuracy; click "Edit" to make changes and then click "Save" to save those changes
7. Click "Return to Components" when complete

CLAIMS COMPONENTS SCREEN

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

Grant Tracking

Claim: 2021-DSSSF-001 - 001 Grant Components

Grant: 2021-DSSSF-001-Deputy Sheriff Salary Supplementation Fund
Status: Editing
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Manager: Laura Robinson

Instructions

On the General Information form, the "Claim Report Type" field should be identified as Monthly.

A Claim report consists of the following components: 1) General Information, 2) Detail of Expenditure, 3) Reimbursement, and 4) Attachments. All components of the Claim report must be marked complete before the Claim may be submitted. A form which has been marked complete can still be edited though up until the time the Claim is submitted.

*For assistance in calculating the Workers Comp cost to the county, please use the **Workers Comp Calculator** created by the MO Department of Public Safety. This tool is designed for counties that utilize the Missouri Association of Counties (MAC), the Midwest Public Risk (MPR) of Missouri, Missouri Employers Mutual (MEM), or Missouri Rural Services (MRS) as their insurance company. Counties that utilize any other company will need to utilize their own means to calculate the workers comp expense.*

NOTE: Be sure to pro-rate supplementation amounts in the event your agency experiences a change in personnel and potentially two individuals are filling a position within the given payroll period. Both individuals are entitled to a portion of the supplementation while employed in the position. Likewise, if an employee only works part of the payroll period (even if the position is left vacant or was vacant before), the individual is only eligible for the percentage of time in the position out of the total possible time for the payroll period. These types of situations should be noted or marked up on the attachment to help DPS identify the actual payroll period, the timeframe the employee actually worked of this payroll period, and the rationale for the supplementation amount paid.

Components Preview | Submit

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	06/17/2020
Detail of Expenditure		
Reimbursement		06/17/2020
Attachments		

This screen displays all the Claim components.
The ‘Complete’ column will track the completion of each component.
The ‘Last Edited’ column will track any changes to each component.

Multiple people can work on a Claim so long as they don’t work on the same component at the same time.

CLAIMS – FORM #2 – DETAIL OF EXPENDITURE

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

Grant Tracking

Claim: 2021-DSSSF-001 - 001 — Grant Components

Grant: 2021-DSSSF-001-Deputy Sheriff Salary Supplementation Fund
Status: Editing
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Manager: Laura Robinson

Instructions

Download the Detail of Expenditure form (revised 7-1-2016) and save it to your computer.

Once the Detail of Expenditure spreadsheet is completed and saved to your computer, select the blue "Detail of Expenditure" hyperlink below to attach the file. When entering the description, enter brief information to identify the file. It is not necessary to go into extensive information to describe the file and its contents. Once the file is uploaded, click the "Mark as Complete" button.

Transfer the numbers included on your Detail of Expenditure form to the Reimbursement form based on the approved budget line item.

If your Detail of Expenditure form is negotiated for changes:
1. Open the original version of the Detail of Expenditures;
2. Make the necessary changes;
3. Save the revised Detail of Expenditures to your computer;
4. Delete the existing file from WebGrants;
5. Attach the revised file.
If you just open the attachment, make the changes, and click Save, the changes will not actually be saved.

NOTE: PLEASE DO NOT ALTER THE APPEARANCE, FORMAT, OR PAGE MARGINS OF THE THE DETAIL OF EXPENDITURE FORM! PLEASE DO NOT REMOVE THE BORDERS, ADD ROWS, OR DELETE ROWS! PLEASE DO NOT REMOVE THE COLUMN AND PAGE FORMULAS, AND PLEASE DO NOT ADD YOUR OWN FORMULAS!

Detail of Expenditure — Mark as Complete | Go to Claim Forms

Attachment	Description	File Name	File Size	Type	Delete?
Detail of Expenditures					

Last Edited By:

1. Download the *Detail of Expenditure Form* from the Instructions
2. Complete the form as appropriate (use the example on the following slide to assist in completion of the form)

Re-download the *Detail of Expenditure Form* for the new grant year to ensure the file is formatted properly!

CLAIMS - FORM #2 – DETAIL OF EXPENDITURE (example)

MISSOURI DEPARTMENT OF PUBLIC SAFETY
DETAIL OF EXPENDITURES FORM - DSSSF

Effective 7/1/2016

INSTRUCTIONS
1) **Reporting Period:** enter the Reporting Period (mm/dd/yyyy - mm/dd/yyyy) for the Claim report as it appears on the General Information form of the Claim report
2) **Subrecipient Name:** enter the Subrecipient Name as it appears on your Subaward document or on the General Information component of WebGrants
3) **Subaward Number:** enter the Subaward Number that appears on your Subaward document or on the General Information component of WebGrants
4) **Pay Date:** enter the date the funds were expended
5) **Check #:** enter the check number associated to the payment to the payee; if funds were electronically transferred to the payee and no check number is drawn by the payroll system, enter DD (for Direct Deposit)
6) **Payee:** enter the name of the employee/payee to which payment was made
7) **Description:** enter a brief description of the expense as it corresponds to the budget line item
8) **Payroll Period:** enter the payroll period corresponding to the expense
9) **Total Cost to County:** enter the total cost as issued on the identified check number (or as related to the issued check)
10) **% of Funding Requested:** this field will auto-calculate based on Total Cost divided by State Share (do not change formula)
11) **State Share (Expenses):** enter the state share of the total cost that is requested to be reimbursed

REPORTING PERIOD: 07/01/2020 - 07/31/2020

SUBRECIPIENT NAME: Baseline Organization **SUBAWARD NUMBER:** 2021-DSSSF-001

Pay Date	Check #	Payee	Description	Payroll Period	Total Cost to County	% of Funding Requested	State Share (Expenses)
7/31/20	1234	Callaway, John	Salary	6/25/2020-7/22/2020	46.16	100.00%	46.16
			FICA/Medicare		3.53	100.00%	3.53
			LAGERS		2.45	100.00%	2.45
			Workers Comp		1.13	88.50%	1.00
			CERF		1.85	100.00%	1.85
7/31/20	1235	Davis, Mark	Salary	6/25/2020-7/22/2020	83.34	100.00%	83.34
			FICA/Medicare		6.38	100.00%	6.38
			LAGERS		4.42	100.00%	4.42
			Workers Comp		3.33	88.59%	2.95
			CERF		2.03	100.00%	2.03
7/31/20	1236	Doe, Jane	Salary	6/25/2020-7/22/2020	134.62	100.00%	134.62
			FICA/Medicare		10.30	100.00%	10.30
			LAGERS		7.14	100.00%	7.14
			Workers Comp		3.28	88.41%	2.90
			CERF		5.38	100.00%	5.38
				PAGE TOTALS:	$ 315.34		$ 314.45

REMEMBER: Actual Expenditures are Required!

Page 1

Group by Payee or Group by Pay Date…these numbers have to be transferred to the Reimbursement form (form #3); so enter in a way that is easiest for you (and DPS) to complete the next component and match up payroll documents.

CLAIMS – FORM #2 – DETAIL OF EXPENDITURE cont'd

- Reimbursement for benefits cannot be higher than the amount on the approved budget line.

CLAIMS – FORM #2 – DETAIL OF EXPENDITURE cont'd

When a Claim is submitted, DPS will print the *Detail of Expenditure Form* and use the spreadsheet to double-check the salary and benefit costs reported against the attached supporting documentation. Therefore, please keep the following in mind:

- Do not alter the format, borders, page orientation, margins, etc of this form!
  - Do a print preview before attaching to ensure the sheet(s) will print on 1 page.
- Multiple tabs have been created to allow for extra rows.
  - Do not add rows to add more room.
  - Do not delete rows and make the form smaller either.
- Do not change the formulas that have been set-up for the "Page Totals".
  - Use the lower right-hand corner Page Total to ensure the Reimbursement figures equal the *Detail of Expenditure Form* figures.
- Do not add formulas to the "Total Cost to County" or "State Share (Expenses)" column to aid in calculating the costs as it skews the column totals.
  - Any formulas should be calculated elsewhere.

CLAIMS – FORM #2 – DETAIL OF EXPENDITURE cont'd

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

Grant Tracking

Claim: 2021-DSSSF-001 - 001 Grant Components

Grant: 2021-DSSSF-001-Deputy Sheriff Salary Supplementation Fund
Status: Editing
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Manager: Laura Robinson

Instructions

*Download the **Detail of Expenditure** form (revised 7-1-2016) and save it to your computer.*

Once the Detail of Expenditure spreadsheet is completed and saved to your computer, select the blue "Detail of Expenditure" hyperlink below to attach the file. When entering the description, enter brief information to identify the file. It is not necessary to go into extensive information to describe the file and its contents. Once the file is uploaded, click the "Mark as Complete" button.

Transfer the numbers included on your Detail of Expenditure form to the Reimbursement form based on the approved budget line item.

If your Detail of Expenditure form is negotiated for changes:
1. Open the original version of the Detail of Expenditures;
2. Make the necessary changes;
3. Save the revised Detail of Expenditures to your computer;
4. Delete the existing file from WebGrants;
5. Attach the revised file.
If you just open the attachment, make the changes, and click Save, the changes will not actually be saved.

NOTE: PLEASE DO NOT ALTER THE APPEARANCE, FORMAT, OR PAGE MARGINS OF THE THE DETAIL OF EXPENDITURE FORM! PLEASE DO NOT REMOVE THE BORDERS, ADD ROWS, OR DELETE ROWS! PLEASE DO NOT REMOVE THE COLUMN AND PAGE FORMULAS, AND PLEASE DO NOT ADD YOUR OWN FORMULAS!

Detail of Expenditure Mark as Complete | Go to Claim Forms

Attachment	Description	File Name	File Size	Type	Delete?
Detail of Expenditures					

Last Edited By:

NOTE: If changes are needed to be made the form prior to submission, or the form is negotiated by the DPS Internal Contact for changes, you cannot simply open the attached file, make the changes, and click Save. Instead, you will need to make the changes, re-save the form to your computer, delete the attached file, and attach the corrected file.

1. Once completed, save the form on your computer
2. Navigate back to this WebGrants component
3. Select the blue hyperlink under the "Attachment" column
4. "Browse" for the file on your computer
5. Enter a "Description"
6. Click "Save"
7. Review for accuracy
8. Click "Mark as Complete" when complete

CLAIMS - FORM #3 – REIMBURSEMENT

1. Use the completed *Detail of Expenditure Form* to complete the "Expenses This Period" column on the Reimbursement form; aggregate like costs together and record the total cost on the appropriate line on the Reimbursement form.

MISSOURI DEPARTMENT OF PUBLIC SAFETY
DETAIL OF EXPENDITURES FORM - DSSSF

Effective 7/1/2016

INSTRUCTIONS
1) **Reporting Period:** enter the Reporting Period (mm/dd/yyyy - mm/dd/yyyy) for the Claim report as it appears on the General Information form of the Claim report
2) **Subrecipient Name:** enter the Subrecipient Name as it appears on your Subaward document or on the General Information component of WebGrants
3) **Subaward Number:** enter the Subaward Number that appears on your Subaward document or on the General Information component of WebGrants
4) **Pay Date:** enter the date the funds were expended
5) **Check #:** enter the check number associated to the payment to the payee; if funds were electronically transferred to the payee and no check number is drawn by the payroll system, enter DD (for Direct Deposit)
6) **Payee:** enter the name of the employee/payee to which payment was made
7) **Description:** enter a brief description of the expense as it corresponds to the budget line item
8) **Payroll Period:** enter the payroll period corresponding to the expense
9) **Total Cost to County:** enter the total cost as issued on the identified check number (or as related to the issued check)
10) **% of Funding Requested:** this field will auto-calculate based on Total Cost divided by State Share (do not change formula)
11) **State Share (Expenses):** enter the state share of the total cost that is requested to be reimbursed

REPORTING PERIOD: 07/01/2020 - 07/31/2020

SUBRECIPIENT NAME: Baseline Organization

SUBAWARD NUMBER: 2021-DSSSF-001

Pay Date	Check #	Payee	Description	Payroll Period	Total Cost to County	% of Funding Requested	State Share (Expenses)
7/31/20	1234	Callaway, John	Salary	6/25/2020-7/22/2020	46.16	100.00%	46.16
			FICA/Medicare		3.53	100.00%	3.53
			LAGERS		2.45	100.00%	2.45
			Workers Comp		1.13	88.50%	1.00
			CERF		1.85	100.00%	1.85
7/31/20	1235	Davis, Mark	Salary	6/25/2020-7/22/2020	83.34	100.00%	83.34
			FICA/Medicare		6.38	100.00%	6.38
			LAGERS		4.42	100.00%	4.42
			Workers Comp		3.33	88.59%	2.95
			CERF		2.03	100.00%	2.03
7/31/20	1236	Doe, Jane	Salary	6/25/2020-7/22/2020	134.62	100.00%	134.62
			FICA/Medicare		10.30	100.00%	10.30
			LAGERS		7.14	100.00%	7.14
			Workers Comp		3.28	88.41%	2.90
			CERF		5.38	100.00%	5.38
				PAGE TOTALS:	$ 315.34		$ 314.45

REMEMBER: Actual Expenditures are Required!

Page 1

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

Grant Tracking

Claim: 2021-DSSSF-001 - 001 Grant Components

Grant: 2021-DSSSF-001-Deputy Sheriff Salary Supplementation Fund
Status: Editing
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Manager: Laura Robinson

Instructions

The "Expenses This Period" represents the state share requested for reimbursement from the DSSSF grant. The sum of the "Expenses This Period" should equal the total(s) reported on the Detail of Expenditure form under "State Share (Expenses)".

Reimbursement Mark as Complete | Go to Claim Forms

Budget Category	Details	Subaward Budget	Prior Expenses	Available Balance	Expenses This Period	Total Expenses To Date
Personnel						
Callaway, John	1001(Line Number), Sergeant(Job Title), 46.16(Supplemental Salary per Pay Period), 13.0000(Number of Pay Periods),	$600.08	$0.00	$600.08	$0.00	$0.00
Davis, Mark	1002(Line Number), Road Deputy(Job Title), 83.34(Supplemental Salary per Pay Period), 12.0000(Number of Pay Periods),	$1,000.08	$0.00	$1,000.08	$0.00	$0.00
Doe, Jane	1003(Line Number), Road Deputy(Job Title), 134.61(Supplemental Salary per Pay Period), 26.0000(Number of Pay Periods),	$3,499.86	$0.00	$3,499.86	$350.00	$350.00
Hill, Eric	1004(Line Number), Lietenant(Job Title), 50.00(Supplemental Salary per Pay Period), 24.0000(Number of Pay Periods),	$1,200.00	$0.00	$1,200.00	$0.00	$0.00
	Sub Total:	**$6,300.02**	**$0.00**	**$6,300.02**	**$350.00**	**$350.00**
Personnel Benefits						
CERF (All but E.H.)	0.0400(Rate),	$204.00	$0.00	$204.00	$0.00	$0.00
FICA/Medicare	0.0765(Rate),	$481.95	$0.00	$481.95	$0.00	$0.00
LAGERS (Jan-Jun)	0.0550(Rate),	$173.25	$0.00	$173.25	$0.00	$0.00
LAGERS (Jul-Dec)	0.0530(Rate),	$166.95	$0.00	$166.95	$0.00	$0.00
Workers Comp	0.0244(Rate),	$153.72	$0.00	$153.72	$0.00	$0.00
	Sub Total:	**$1,179.87**	**$0.00**	**$1,179.87**	**$0.00**	**$0.00**
	Totals:	**$7,479.89**	**$0.00**	**$7,479.89**	**$350.00**	**$350.00**

Last Edited By: TEST TEST, 06/17/2020

2. Click "Save" when complete

CLAIMS - FORM #3 – REIMBURSEMENT cont'd

3. Review for accuracy; click "Edit" to make changes and then click "Save" to save those changes
4. Verify the "State Share (Expenses)" column total on the Detail of Expenditure form equals the total for the "Expenses This Period" on the Reimbursement form. If these two totals do not equal, edits are necessary before the Claim should be submitted.

MISSOURI DEPARTMENT OF PUBLIC SAFETY
DETAIL OF EXPENDITURES FORM - DSSSF

Effective 7/1/2016

INSTRUCTIONS
1) **Reporting Period:** enter the Reporting Period (mm/dd/yyyy - mm/dd/yyyy) for the Claim report as it appears on the General Information form of the Claim report
2) **Subrecipient Name:** enter the Subrecipient Name as it appears on your Subaward document or on the General Information component of WebGrants
3) **Subaward Number:** enter the Subaward Number that appears on your Subaward document or on the General Information component of WebGrants
4) **Pay Date:** enter the date the funds were expended
5) **Check #:** enter the check number associated to the payment to the payee; if funds were electronically transferred to the payee and no check number is drawn by the payroll system, enter DD (for Direct Deposit)
6) **Payee:** enter the name of the employee/payee to which payment was made
7) **Description:** enter a brief description of the expense as it corresponds to the budget line item
8) **Payroll Period:** enter the payroll period corresponding to the expense
9) **Total Cost to County:** enter the total cost as issued on the identified check number (or as related to the issued check)
10) **% of Funding Requested:** this field will auto-calculate based on Total Cost divided by State Share (do not change formula)
11) **State Share (Expenses):** enter the state share of the total cost that is requested to be reimbursed

REPORTING PERIOD: 07/01/2020 - 07/31/2020

SUBRECIPIENT NAME: Baseline Organization **SUBAWARD NUMBER:** 2021-DSSSF-001

Pay Date	Check #	Payee	Description	Payroll Period	Total Cost to County	% of Funding Requested	State Share (Expenses)
7/31/20	1234	Callaway, John	Salary	6/25/2020-7/22/2020	46.16	100.00%	46.16
			FICA/Medicare		3.53	100.00%	3.53
			LAGERS		2.45	100.00%	2.45
			Workers Comp		1.13	88.50%	1.00
			CERF		1.85	100.00%	1.85
7/31/20	1235	Davis, Mark	Salary	6/25/2020-7/22/2020	83.34	100.00%	83.34
			FICA/Medicare		6.38	100.00%	6.38
			LAGERS		4.42	100.00%	4.42
			Workers Comp		3.33	88.59%	2.95
			CERF		2.03	100.00%	2.03
7/31/20	1236	Doe, Jane	Salary	6/25/2020-7/22/2020	134.62	100.00%	134.62
			FICA/Medicare		10.30	100.00%	10.30
			LAGERS		7.14	100.00%	7.14
			Workers Comp		3.28	88.41%	2.90
			CERF		5.38	100.00%	5.38
				PAGE TOTALS:	$ 315.34		$ 314.45

REMEMBER: Actual Expenditures are Required!

Page 1

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

Grant Tracking

Claim: 2021-DSSSF-001 - 001 Grant Components

Grant: 2021-DSSSF-001-Deputy Sheriff Salary Supplementation Fund
Status: Editing
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Manager: Laura Robinson

Instructions

The "Expenses This Period" represents the state share requested for reimbursement from the DSSSF grant. The sum of the "Expenses This Period" should equal the total(s) reported on the Detail of Expenditure form under "State Share (Expenses)".

Reimbursement Mark as Complete | Go to Claim Forms

Budget Category	Details	Subaward Budget	Prior Expenses	Available Balance	Expenses This Period	Total Expenses To Date
Personnel						
Callaway, John	1001(Line Number), Sergeant(Job Title), 46.16(Supplemental Salary per Pay Period), 13.0000(Number of Pay Periods),	$600.08	$0.00	$600.08	$0.00	$0.00
Davis, Mark	1002(Line Number), Road Deputy(Job Title), 83.34(Supplemental Salary per Pay Period), 12.0000(Number of Pay Periods),	$1,000.08	$0.00	$1,000.08	$0.00	$0.00
Doe, Jane	1003(Line Number), Road Deputy(Job Title), 134.61(Supplemental Salary per Pay Period), 26.0000(Number of Pay Periods),	$3,499.86	$0.00	$3,499.86	$350.00	$350.00
Hill, Eric	1004(Line Number), Lietenant(Job Title), 50.00(Supplemental Salary per Pay Period), 24.0000(Number of Pay Periods),	$1,200.00	$0.00	$1,200.00	$0.00	$0.00
	Sub Total:	**$6,300.02**	**$0.00**	**$6,300.02**	**$350.00**	**$350.00**
Personnel Benefits						
CERF (All but E.H.)	0.0400(Rate),	$204.00	$0.00	$204.00	$0.00	$0.00
FICA/Medicare	0.0765(Rate),	$481.95	$0.00	$481.95	$0.00	$0.00
LAGERS (Jan-Jun)	0.0550(Rate),	$173.25	$0.00	$173.25	$0.00	$0.00
LAGERS (Jul-Dec)	0.0530(Rate),	$166.95	$0.00	$166.95	$0.00	$0.00
Workers Comp	0.0244(Rate),	$153.72	$0.00	$153.72	$0.00	$0.00
	Sub Total:	**$1,179.87**	**$0.00**	**$1,179.87**	**$0.00**	**$0.00**
	Totals:				**$350.00**	**$350.00**

Last Edit [illegible] 06/17/2020

5. If the totals do not equal, click "Edit", adjust accordingly, and click "Save" again; if the totals equal, click "Mark as Complete" to continue.

CLAIMS – FORM #4 – ATTACHMENTS

The following documents must be provided with each request for reimbursement:

1. Timesheets: document must be provided for each employee receiving supplemental salary funding and must include all days in the reported payroll period; must be signed by the employee and the supervising official
2. Payroll Document or Pay Stub: a payroll report or copies of pay stubs must be provided to identify the payee, pay date, check number, supplemental salary amount, etc.
3. Fringe Benefit Rate Sheet(s): a document supporting the benefit rate must be provided if the payroll report or pay stub doesn't identify the fringe costs
   - FICA/Medicare: the rate is 7.65% and no documentation is necessary for reimbursement
   - Pension: each month, attach supporting documentation showing the county's rate (%) at which it pays into their employees' retirement (e.g. LAGERS and/or CERF)
   - Workers Comp: each month, attach supporting documentation showing the rate at which the county pays into workers comp
     - Utilize the "Workers Comp Calculator" provided in the instructions of the Claim Components screen to calculate costs to any of the following:
       - Missouri Association of Counties (MAC)
       - Midwest Public Risk (MPR)
       - Missouri Employers Mutual (MEM)
       - Missouri Rural Services (MRS)

CLAIMS – FORM #4 – ATTACHMENTS cont'd

Missouri Department of
Public Safety

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

Grant Tracking

Claim: 2021-DSSSF-001 - 001 Grant Components

Grant: 2021-DSSSF-001-Deputy Sheriff Salary Supplementation Fund
Status: Editing
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Manager: Laura Robinson

Attachments Mark as Complete | Go to Claim Forms

If you are not requesting reimbursement, simply click "Mark as Complete".

If you are requesting reimbursement, the following documentation is required:

1) Timesheets: a document that identifies the daily hours worked (including paid leave hours) for the employee receiving supplemental salary funding. The timesheet must include all days in the reported payroll period and should be signed by both the employee and a supervising official. If your agency does not collect daily log activity sheets or a timesheet for the payroll period of its employees, download the Timesheet Template for DSSSF form and save it to your computer. This template is very basic but can be altered to include your agency's name and the appropriate payroll period in the Days column. Please note that agencies are encouraged to submit their existing form of timesheet where such is available and should only use this timesheet template if an alternative method is uncondusive or unavailable.

2) Payroll Document or Pay Stub: a payroll report or copy of the pay stub that identifies the supplemental salary amount paid to the employee during the reported payroll period. The payroll document or pay stub should clearly identify the supplementation amount and any fringe benefits paid by the employer, if such are captured on the payroll document or pay stub.

3) Fringe Benefit Rate Sheets: where the payroll document or pay stub does not support the fringe benefit rate or amount contributed by the county (the employer), a document identifying or supporting the benefit rate should be provided in addition to the payroll document.

To upload any relevant and/or required documents, select Add from the menu toolbar, browse for the file on your computer or disk, enter a short title in the Description box, and click Save.

To delete a file, click the blue hyperlink for the appropriate file, click Delete, and then click OK to the dialog box.

If the document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use the free, online tool called PDF Merge if it is necessary to combine multiple 1-page scans into 1 saved document.

The MO Department of Public Safety can support the following file types: Word (.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.jpe, *.asp, *.tif, *.wmf) and similar commonly used programs. If you attach a file type that the MO Department of Public Safety does not have software to open, the attachment cannot be opened and the Claim cannot be processed.*

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

Description	File Name	File Size	Date Uploaded

Last Edited By:

Please minimize the number of scanned files, where possible; scan like items together. Please also make sure the documents in the scan are sorted in the order of the *Detail of Expenditures Form* to expedite processing.

To attach supporting documentation:

1. Click "Add"
2. "Browse" for the document on your computer
3. Enter a short, but meaningful, "Description"
4. Click "Save"
5. Repeat for each additional attachment, as applicable

To delete supporting documentation:

1. Click the blue hyperlink under "Description"
2. Click "Delete"
3. Click "OK" to the dialog box

When finished or if you have no supporting documentation to provide:

1. Click "Mark as Complete" when complete

CLAIMS – PREVIEW/PRINT/SUBMIT

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

Grant Tracking

Claim: 2021-DSSSF-001 - 001 — Grant Components

Grant: 2021-DSSSF-001-Deputy Sheriff Salary Supplementation Fund
Status: Editing
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Manager: Laura Robinson

Instructions

On the General Information form, the "Claim Report Type" field should be identified as Monthly.

A Claim report consists of the following components: 1) General Information, 2) Detail of Expenditure, 3) Reimbursement, and 4) Attachments. All components of the Claim report must be marked complete before the Claim may be submitted. A form which has been marked complete can still be edited though up until the time the Claim is submitted.

*For assistance in calculating the Workers Comp cost to the county, please use the **Workers Comp Calculator** created by the MO Department of Public Safety. This tool is designed for counties that utilize the Missouri Association of Counties (MAC), the Midwest Public Risk (MPR) of Missouri, Missouri Employers Mutual (MEM), or Missouri Rural Services (MRS) as their insurance company. Counties that utilize any other company will need to utilize their own means to calculate the workers comp expense.*

NOTE: Be sure to pro-rate supplementation amounts in the event your agency experiences a change in personnel and potentially two individuals are filling a position within the given payroll period. Both individuals are entitled to a portion of the supplementation while employed in the position. Likewise, if an employee only works part of the payroll period (even if the position is left vacant or was vacant before), the individual is only eligible for the percentage of time in the position out of the total possible time for the payroll period. These types of situations should be noted or marked up on the attachment to help DPS identify the actual payroll period, the timeframe the employee actually worked of this payroll period, and the rationale for the supplementation amount paid.

Components — Preview | Submit

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	06/17/2020
Detail of Expenditure	✓	06/18/2020
Reimbursement	✓	06/18/2020
Attachments	✓	06/18/2020

- A component can still be edited even if it is “marked complete”.
- The Claim cannot be submitted until each component is “marked complete”.
- The “Preview” link will allow users to preview, save, and/or print a copy of the Claim report.
- The “Submit” link will allow users to submit the Claim report.
- Once submitted, a confirmation screen will appear stating the report has been submitted (but an email will NOT send to the grantee contacts).

COMPONENT #5: CORRESPONDENCE

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

Grant Tracking

Grant: 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2021

Status: Underway
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Officer: Laura Robinson
Awarded Amount: $7,479.89

Instructions

The grant forms appear below.

Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	06/17/2020
Contact Information	06/10/2020
Budget	06/17/2020
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	06/17/2020
Status Reports	
Site Visits	
Subaward Documents - Need Signatures	06/17/2020
Subaward Documents - Final	06/17/2020
Closeout	
Opportunity	-
Application	-

CORRESPONDENCE

- For use in communicating to the DPS Internal Contact for:
  - Changes to the "Contact Information" component for the Authorized Official, Project Director, Fiscal Officer, or Claims Point of Contact
    - Must complete a *Change of Information Form* and attach to the email.
  - Changes to the "Budget" component for grant-funded staff
    - Must complete a *Change of Information Form* and attach to the email.
  - Adding/deleting additional registered users to the "My Profile" module
    - Must complete a *Change of Information Form* and attach to the email.
    - DO NOT remove/delete registered users yourself!!!!
  - Submitting a copy of the organization's report
    - Subrecipients that have expended $375,000 or more in state funds within the organization's fiscal year are required by grant guidelines to receive an independent audit and to submit a copy of such audit to DPS.

CORRESPONDENCE SCREEN

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

Grant Tracking

Grant: 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2021

Status: Underway
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Officer: Laura Robinson
Awarded Amount: $7,479.89

Instructions

The Correspondence component of WebGrants allows you to communicate to your DPS Internal Contact and/or for the MO Department of Public Safety (DPS) to communicate to you. The Correspondence component should be used for communication that should be documented with the grant. Any emails sent through Correspondence remain permanent records of the grant. Grantees are unable to delete emails but the grantor can delete emails as needed, or as requested.

To send a Correspondence, click Add, select the To recipient(s) from the pre-populated list of grant contacts, enter a Subject to title your email, type your Message, and upload an Attachment (where applicable). When complete, click Send.

To reply to a Correspondence, select the applicable email, select Reply, select the To recipient(s) from the pre-populated list of grant contacts, type your message at th top of the text box, and upload an Attachment (where applicable). When complete, click Send.

A Correspondence should be sent to DPS for any of the following:
*1) **Contact Information component**- if you experience a change in an individual or an individual's contact information and need DPS to update this component, submit a **Change of Information Form** to your Internal Contact.*
*2) **Budget component**- if you experience a change in grant-funded personnel and need DPS to update this component to reflect the new name, submit a **Change of Information Form** to your Internal Contact.*
*3) **My Profile** - if you added a new registered user to the Organization profile (or need to remove a registered user from the Organization profile) and need DPS to add (or remove) the individual as a grantee contact on the General Information form and to the appropriate distribution list to ensure emails are sent to the newly added individual, submit a **Change of Information Form** to your Internal Contact.*
*4) **Audit** - if your organization has expended $375,000 or more in state funds within the organization's fiscal year and is therefore required by grant guidelines to receive an independent audit and to submit the findings from that audit to DPS, attach a copy of the audit report to the email to your Internal Contact. If the audit is not in an electronic format or cannot be scanned into an electronic format, the audit report will instead need to be mailed to DPS.*

Inter-System Grantee Correspondence Return to Components | Add

Subject	From	To	Sent/Received	Attachments
Grant 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund: Grant 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund: Test	TEST TEST	TEST TEST	06/17/2020	Change of Information Form - DSSSF (revised 1-2019).jpg

Last Edited By: TEST TEST, 06/17/2020

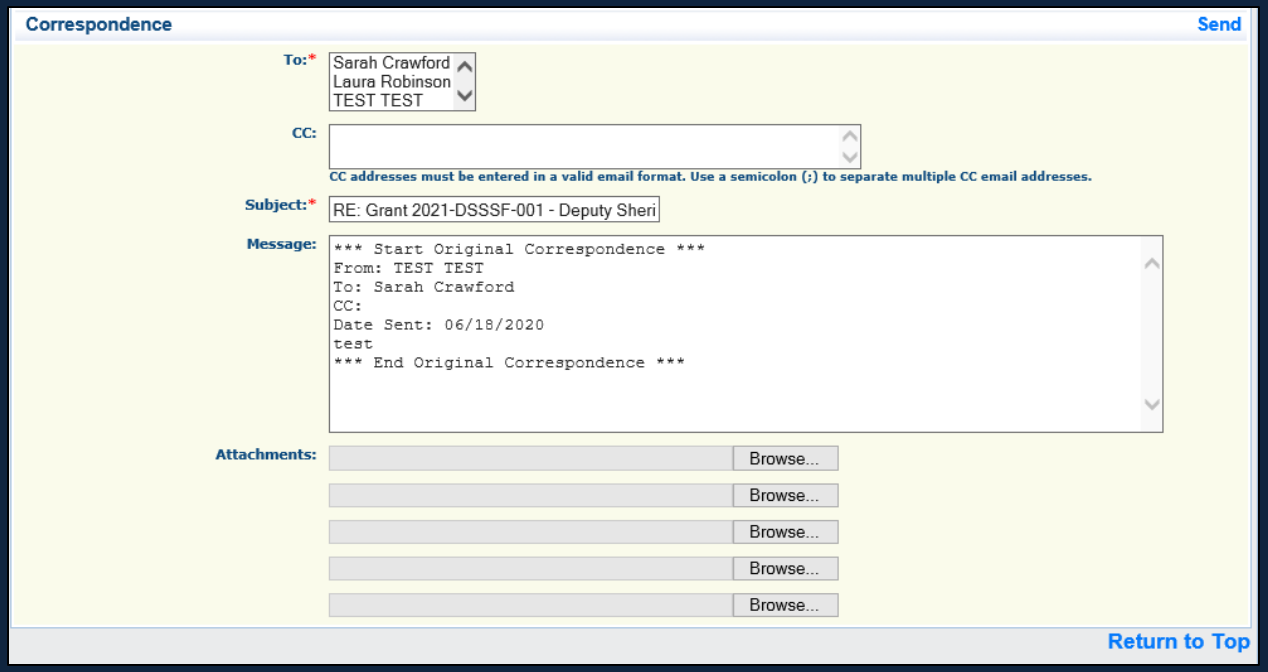
Link to "Change of Information Form"

To create a new email, click "Add"

Sent emails will be listed in the Correspondence table

SENDING A CORRESPONDENCE

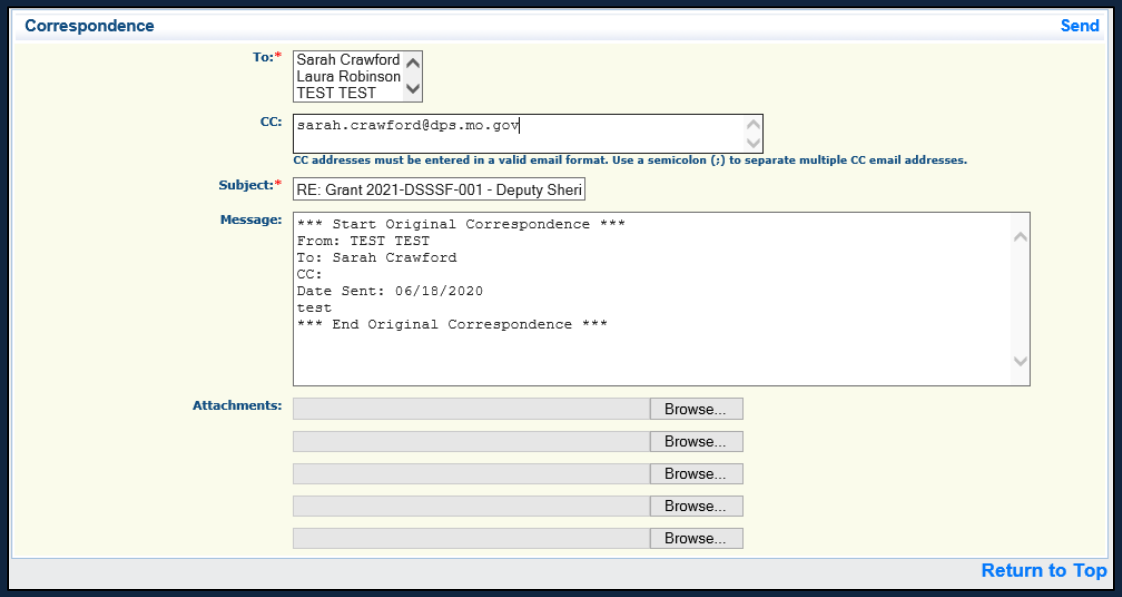
1. Select “Add”



2. In the “To” drop-down field, select the individual(s) you wish to send the email to (hold CTRL on your keyboard and click with your mouse to select multiple names)
3. In the “CC” field, enter the email address of any additional contact(s)
4. Type a short, meaningful title in the “Subject” field
5. Type your message in the “Message” field
6. In the “Attachments” field, browse for the attachment(s), as applicable
7. Click “Send” when completed

REPLYING TO A CORRESPONDENCE

1. Select the email in the "Subject" column; a copy of the email will pre-populate
2. Select "Reply"



NOTE: Only reply to messages while in the WebGrants system. Messages replied to via regular email will go to dpswebgrants@dps.mo.gov and will not be immediately sent to staff for action!

3. In the "To" drop-down field, select the individual(s) you wish to send the email to (hold CTRL on your keyboard and click with your mouse to select multiple names)
4. The "CC" field will auto-populate as a reply to the last CC'd contacts but you can enter the email address of any additional contact(s), as applicable
5. Place your cursor at the start of the "Message" field and type your reply message
6. In the "Attachments" field, browse for the attachment(s), as applicable
7. Click "Send" when completed

COMPONENT #6: SUBAWARD ADJUSTMENTS

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

Grant Tracking

Grant: 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2021

Status: Underway
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Officer: Laura Robinson
Awarded Amount: $7,479.89

Instructions

The grant forms appear below.

Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	06/17/2020
Contact Information	06/10/2020
Budget	06/17/2020
Claims	
Correspondence	06/18/2020
Subaward Adjustments	
Subaward Adjustment Notices	06/17/2020
Status Reports	
Site Visits	
Subaward Documents - Need Signatures	06/17/2020
Subaward Documents - Final	06/17/2020
Closeout	
Opportunity	-
Application	-

SUBAWARD ADJUSTMENTS

The Subaward Adjustment component is available to subrecipients to submit requests to revise the program or budget.

1. Program Revisions (should not occur)
   - Change in legal name of the applicant agency
   - Change in project site or service area
   - Change in the purpose of the project

2. Budget Revisions (no additional monies are awarded)
   - Need to add a line item that doesn't exist in your current budget
   - Need to move money from one line item to another line item

Should be submitted at least 30 days prior to the proposed change!

Must be submitted no later than April 30, 2020!

SUBAWARD ADJUSTMENT STEPS

1. You will add, complete, and submit the Subaward Adjustment via the Subaward Adjustment component of the grant within WebGrants.
2. The DPS Internal Contact will review the Subaward Adjustment (will negotiate back if revisions are necessary).
3. The DPS Internal Contact will negotiate the Budget component if the Subaward Adjustment is allowable.
4. Once notified, you will then need to login to WebGrants and make the necessary changes to your Budget and re-submit the revised Budget for final approval.
5. The DPS Internal Contact will then review the entire revision request. (If necessary, the DPS Internal Contact may re-negotiate the Subaward Adjustment and/or Budget for additional changes.)
6. The DPS Internal Contact will prepare a *Subaward Adjustment Notice* and submit to the Authorized Official of the MoSMART Board for final approval.
7. You will be notified if and when the request is approved. The revised Budget will become the new version of the Budget and will display in the Budget component.

SUBAWARD ADJUSTMENTS SCREEN

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

Grant Tracking

Grant: 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2021

Status:	Underway
Program Area:	Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization:	BaseLine Organization
Program Officer:	Laura Robinson
Awarded Amount:	$7,479.89

Instructions

Subrecipients shall submit a Subaward Adjustment request to the MO Department of Public Safety for any program revisions or budget revisions within 30 days prior to the proposed change taking effect, and at least 30 to 60 days prior to the end of the subaward (depending on the program area).

***Program revisions** may include, but not be limited to:*
1) Change in project site or service area
2) Change in scope of programmatic activities or purpose of the project
3) Change in applicant agency
4) Other changes that may affect the approved program

***Budget revisions** may include, but not be limited to:*
1) Changes that increase or decrease the cost and/or number of units of an item within a budget category
2) Addition of a new line item in any budget category
3) Change in expenditure amounts from budget category to budget category

There are multiple forms to complete for a Subaward Adjustment. All applicable forms must be marked complete before the request may be submitted. Once the request is submitted, the appropriate person(s) at DPS will be notified to review the request. Follow-up action will depend on the type of request submitted but the Subrecipient will be notified accordingly.

***Prior approval** in the form of a Subaward Adjustment Notice form must be received from the MO Department of Public Safety for any program or budget revisions. Final, signed Subaward Adjustment Notices will be uploaded under the Subaward Adjustment Notice component of WebGrants.*

Subaward Adjustments Return to Components | Add

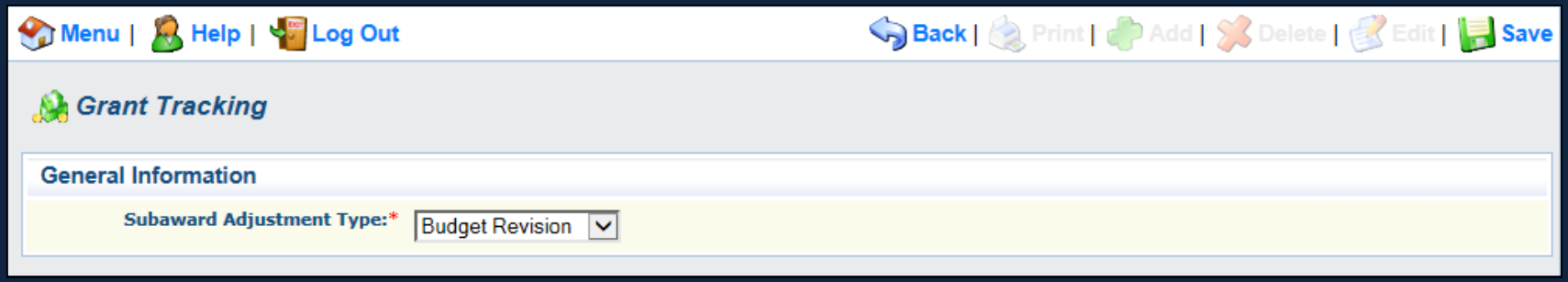
ID	Type	Status	Submitted Date
2021-DSSSF-001 - 01	Budget Revision	Editing	

Last Edited By:

To create a new Subaward Adjustment, click "Add"

Created Subaward Adjustments will be listed in the Subaward Adjustments table

SUBAWARD ADJUSTMENTS – FORM #1 – GENERAL INFORMATION



1. In the Subaward Adjustment Type drop-down field, select "Budget Revision"
2. Click "Save" when complete
3. Review for accuracy; click "Edit" to make changes and then click "Save" to save those changes
4. Click "Return to Components" when complete

SUBAWARD ADJUSTMENT COMPONENTS SCREEN

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

Subaward Adjustment

Subaward Adjustment: 01

Grant: 2021-DSSSF-001-Deputy Sheriff Salary Supplementation Fund
Status: Editing
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Manager: Laura Robinson
Submitted Date:

Components Preview | Submit

Name	Complete?	Last Edited
General Information	✓	06/18/2020
Justification		
Budget		
Confirmation		
Attachments		

This screen displays all the Subaward Adjustment components.
The 'Complete' column will track the completion of each component.
The 'Last Edited' column will track any changes to each component.

Multiple people can work on a Subaward Adjustment so long as they don't work on the same component at the same time.

SUBAWARD ADJUSTMENTS – FORM #2 – JUSTIFICATION

The purpose of the *Justification* form is to explain why a request is needed and to provide general information regarding what the request entails.

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

Subaward Adjustments

Subaward Adjustment: 01

Grant: 2021-DSSSF-001-Deputy Sheriff Salary Supplementation Fund
Status: Editing
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Manager: Laura Robinson
Submitted Date:

Justification

Justification*

Please explain the reason for the requested adjustment and include the effective date. State the need for the change and how the requested revision will further the objectives of the project.

Arial | 3 (12pt)

Example 1

When our agency originally applied, there was one position left out of the request. We would like to decrease the amount of monies awarded to each deputy to allow supplemental salary to be awarded to this position so that all full-time, licensed, commissioned deputies are benefitting from the program.

Example 2

Sine the time of application, one position has been vacant for approximately 4 months, resulting in unused monies in that position line. The County was recently notified that effective January 1, the LAGERS rate will increase from 4% to 5%. We would like to reallocate the unused monies from the vacant position to cover the increase in LAGERS.

Path: p » span Words:104

Return to Top

1. Explain the proposed change and why you are requesting a budget revision
2. Click "Save" when complete
3. Review for accuracy; click "Edit" to make changes and then click "Save" to save those changes
4. Click "Mark as Complete" when complete

Avoid providing dollar amounts; focus on the requested change and the reasons. You will be asked to provide details for each budget line when revising the Budget component.

SUBAWARD ADJUSTMENTS – FORM #3 – BUDGET

The purpose of the *Budget* form is to identify how the current budget will change, if it even changes. Enter the totals for each budget category and the total state share.

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

Subaward Adjustments

Subaward Adjustment: 01

Grant: 2021-DSSSF-001-Deputy Sheriff Salary Supplementation Fund
Status: Editing
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Manager: Laura Robinson
Submitted Date:

Budget

- *The **Current Budget** column represents the total cost of the current subaward. Enter the total cost of each budget category as it is reflected in the current version of the Budget component. The sum of the Current Budget column should equal your current budget total.*
- *The **Revised Amount** column represents the requested, revised total cost of the budget as a result of the Subaward Adjustment. Therefore, enter the total cost of each budget category as it will be reflected in the revised version of the Budget component. The sum of the Revised Amount column should equal your revised budget total.*

Row	Current Budget	Revised Amount
Personnel	$0.00	$0.00
Personnel Benefits	$0.00	$0.00
Personnel Overtime	$0.00	$0.00
Personnel Overtime Benefits	$0.00	$0.00
PRN Time	$0.00	$0.00
PRN Benefits	$0.00	$0.00
Volunteer Match	$0.00	$0.00
Travel/Training	$0.00	$0.00
Equipment	$0.00	$0.00
Supplies/Operations	$0.00	$0.00
Contractual	$0.00	$0.00
Renovation/Construction	$0.00	$0.00

Federal/State and Local Match Share

- *The **Current Budget** column represents the current subaward. Enter the total federal/state share and total local match share as it is reflected in the current version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Current Budget column above.*
- *The **Revised Amount** column represents the requested, revised total of the budget as a result of the Subaward Adjustment. Therefore, enter the total federal/state share and the total local match share as it will be reflected in the revised version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Revised Amount column above.*

Row	Current Budget	Revised Amount
Total Federal/State Share	$0.00	$0.00
Total Local Match Share	$0.00	$0.00

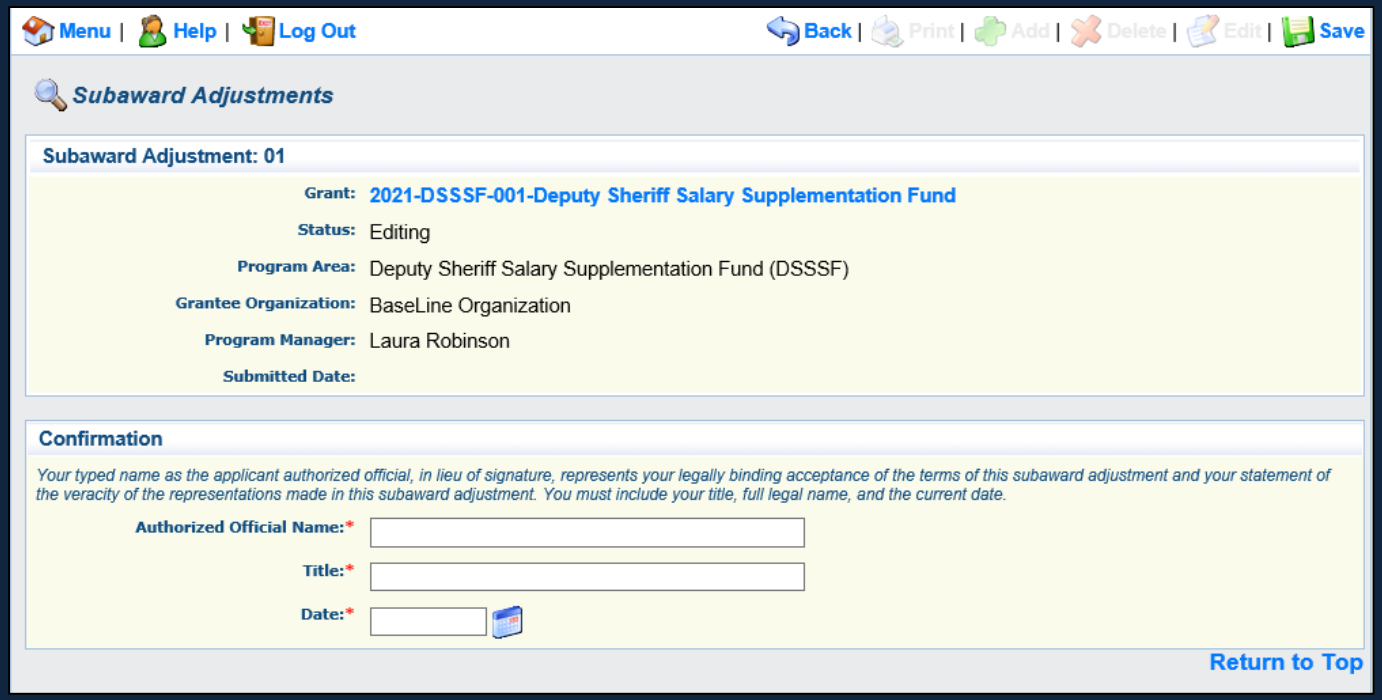
Return to Top

1. Complete the form as applicable
   - Current Budget: represents the total cost of the current subaward; enter the total cost of each budget category as it is reflected in the current version of the Budget component
   - Revised Amount: represents the requested, revised total cost of the budget as a result of the Subaward Adjustment; enter the total cost of each budget category as it will be reflected in the revised version of the Budget component
2. Click "Save" when complete
3. Review for accuracy; click "Edit" to make changes and then click "Save" to save those changes

   NOTE: There may or may not be a net change as a result of the revision.
4. Click "Mark as Complete" when complete

SUBAWARD ADJUSTMENTS – FORM #4 – CONFIRMATION

The purpose of the *Confirmation* form is to have the Authorized Official (i.e. County Commissioner, County Executive, or in the case of St. Louis City, the Mayor) certify acceptance of the terms of the Subaward Adjustment and verify the representation of the request.



1. Enter the "Authorized Official Name" and "Title", as identified on the "Contact Information" component
2. Enter the "Date" of the Authorized Official's approval
3. Click "Save" when complete
4. Review for accuracy; click "Edit" to make changes and then click "Save" to save those changes
5. Click "Mark as Complete" when complete

SUBAWARD ADJUSTMENTS – FORM #5 – ATTACHMENTS

The purpose of the *Attachments* form is to upload any necessary documents to support the request or to further justify the request.

For DSSSF, the only likely attachment that you may have, where applicable, is a new rate sheet for a fringe benefit.

To attach supporting documentation:

1. Click "Add"
2. "Browse" for the document on your computer
3. Enter a short, but meaningful, "Description"
4. Click "Save"
5. Repeat for each additional attachment, as applicable

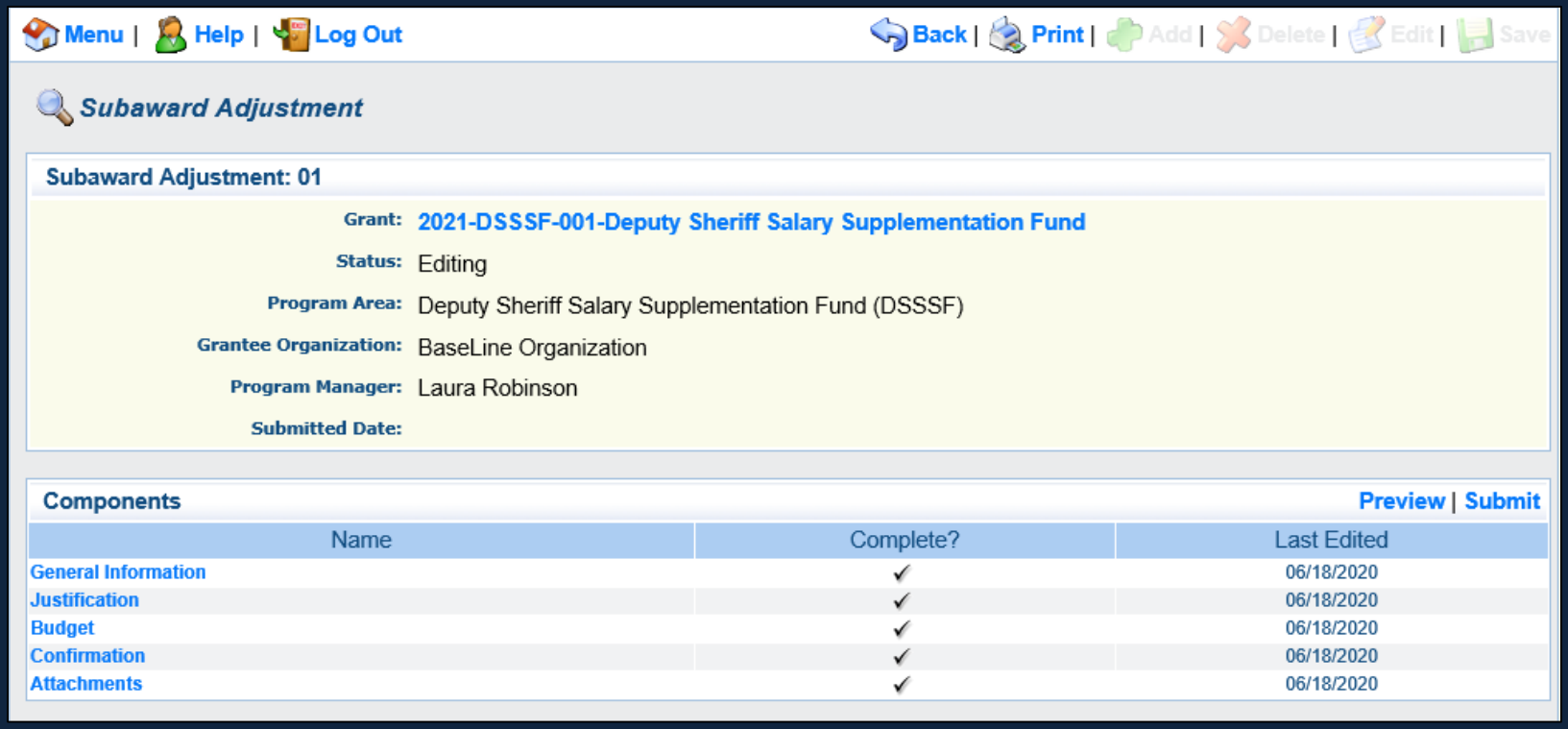
To delete supporting documentation:

1. Click the blue hyperlink under "Description"
2. Click "Delete"
3. Click "OK" to the dialog box

When finished or if you have no supporting documentation to provide:

1. Click "Mark as Complete" when complete

SUBAWARD ADJUSTMENTS – PREVIEW/PRINT/SUBMIT



- A component can still be edited even if it is “marked complete”.
- The Subaward Adjustment cannot be submitted until each component is “marked complete”.
- The “Preview” link will allow users to preview, save, and/or print a copy of the Subaward Adjustment.
- The “Submit” link will allow users to submit the Subaward Adjustment.
- Once submitted, a confirmation screen will appear and an email will be sent to all grantee contacts when the Subaward Adjustment is submitted.

COMPONENT #7: SUBAWARD ADJUSTMENT NOTICES

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

Grant Tracking

Grant: 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2021

Status:	Underway
Program Area:	Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization:	BaseLine Organization
Program Officer:	Laura Robinson
Awarded Amount:	$7,479.89

Instructions

The grant forms appear below.

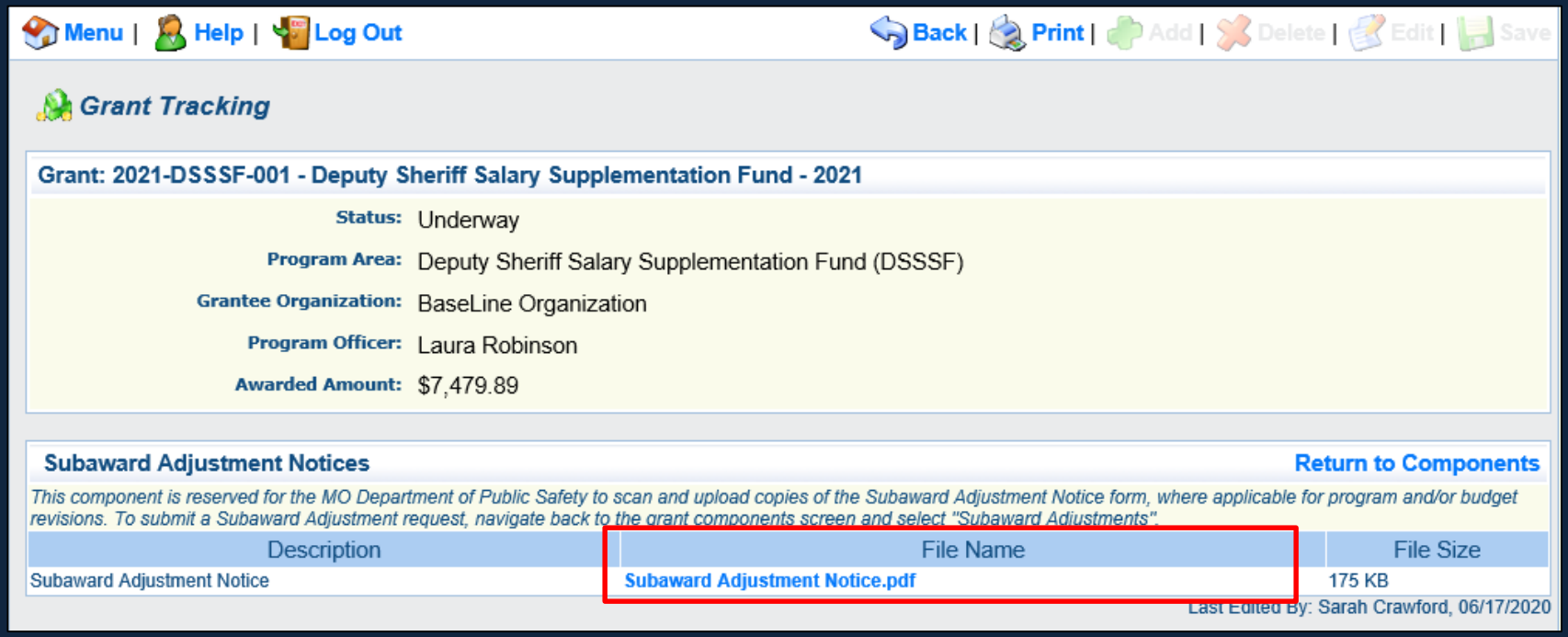
Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	06/17/2020
Contact Information	06/10/2020
Budget	06/17/2020
Claims	
Correspondence	06/18/2020
Subaward Adjustments	
Subaward Adjustment Notices	06/17/2020
Status Reports	
Site Visits	
Subaward Documents - Need Signatures	06/17/2020
Subaward Documents - Final	06/17/2020
Closeout	
Opportunity	-
Application	-

SUBAWARD ADJUSTMENT NOTICES

- Final, signed *Subaward Adjustment Notice* will be uploaded here for your grant records (if applicable).
- Click the blue hyperlink in the File Name column to open the *Subaward Adjustment Notice.*



COMPONENT #8: STATUS REPORTS

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

Grant Tracking

Grant: 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2021

Status: Underway
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Officer: Laura Robinson
Awarded Amount: $7,479.89

Instructions

The grant forms appear below.

Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	06/17/2020
Contact Information	06/10/2020
Budget	06/17/2020
Claims	
Correspondence	06/18/2020
Subaward Adjustments	
Subaward Adjustment Notices	06/17/2020
Status Reports	
Site Visits	
Subaward Documents - Need Signatures	06/17/2020
Subaward Documents - Final	06/17/2020
Closeout	
Opportunity	-
Application	-

STATUS REPORTS SCREEN

The Status Reports component is necessary to provide feedback to the MoSMART Board, the MO Department of Public Safety, and the State Legislature on the benefits of the DSSSF monies.

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

Grant Tracking

Grant: 2020-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2020

Status:	Underway
Program Area:	Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization:	BaseLine Organization
Program Officer:	Heather Haslag
Awarded Amount:	$7,480.21
Last Site Visit:	06/24/2019

Instructions

An Annual Status Report is due based on the following schedule:

ID #01: 07/01/2019 to 06/30/2020 - due 07/10/2020

Create only 1 Status Report! Each time you add a Status Report, it is assigned a sequential number. If you accidentally create too many Status Reports, please use the Withdraw feature (or DPS will with withdraw it for you).

Once submitted, a Status Report cannot be edited. If corrections are necessary, please contact your designated DPS Internal Contact. If DPS determines that corrections or additional information is necessary, the report will be negotiated by unlocking the form(s) that need revisions. Correct the form accordingly and re-submit for further review.

Status Reports Copy Existing Status Report | Return to Components

ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
2020-DSSSF-001 - 01	Annual Report	07/01/2019-06/30/2020			-	Editing

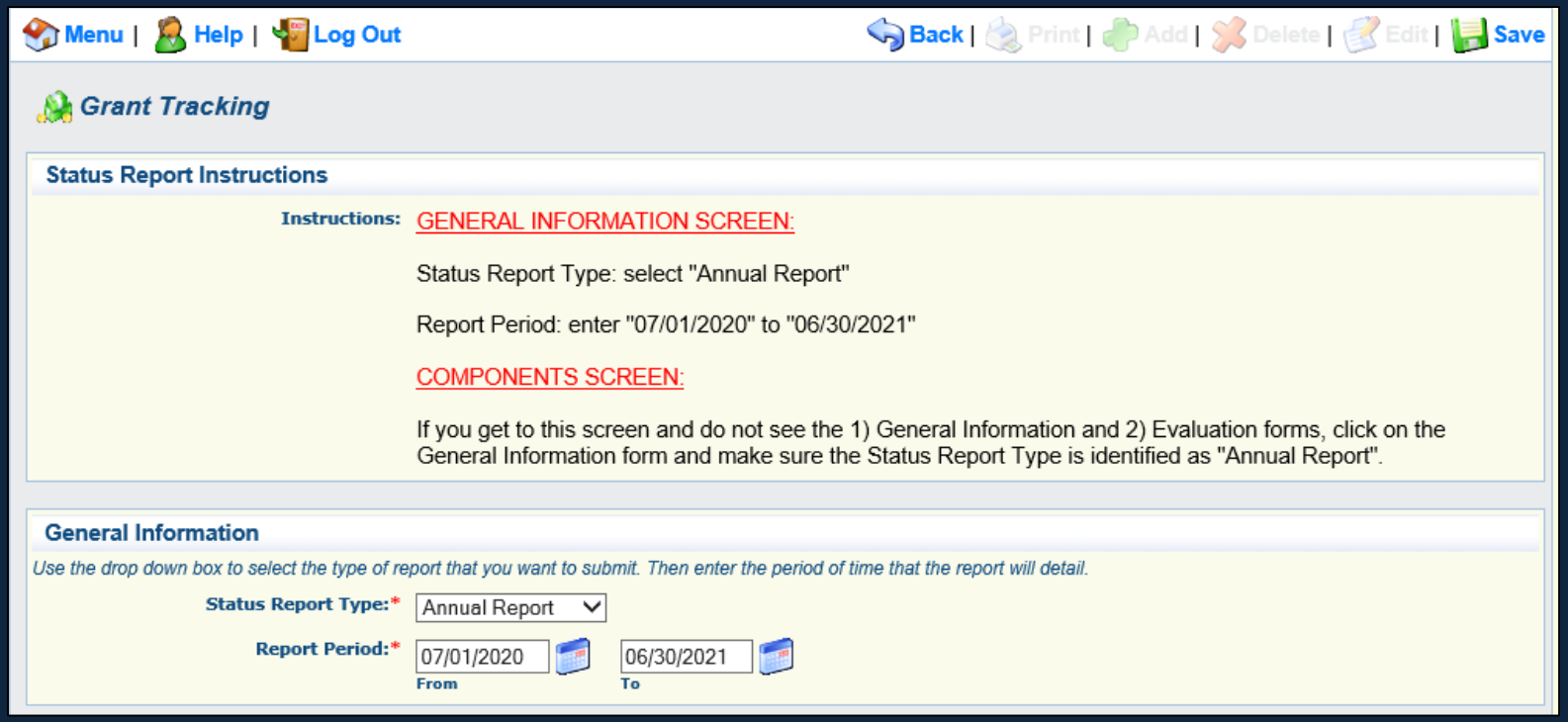
Last Edited By:

To create a Status Report, click "Add"

NOTE: Do not create or submit more than 1 Status Report!

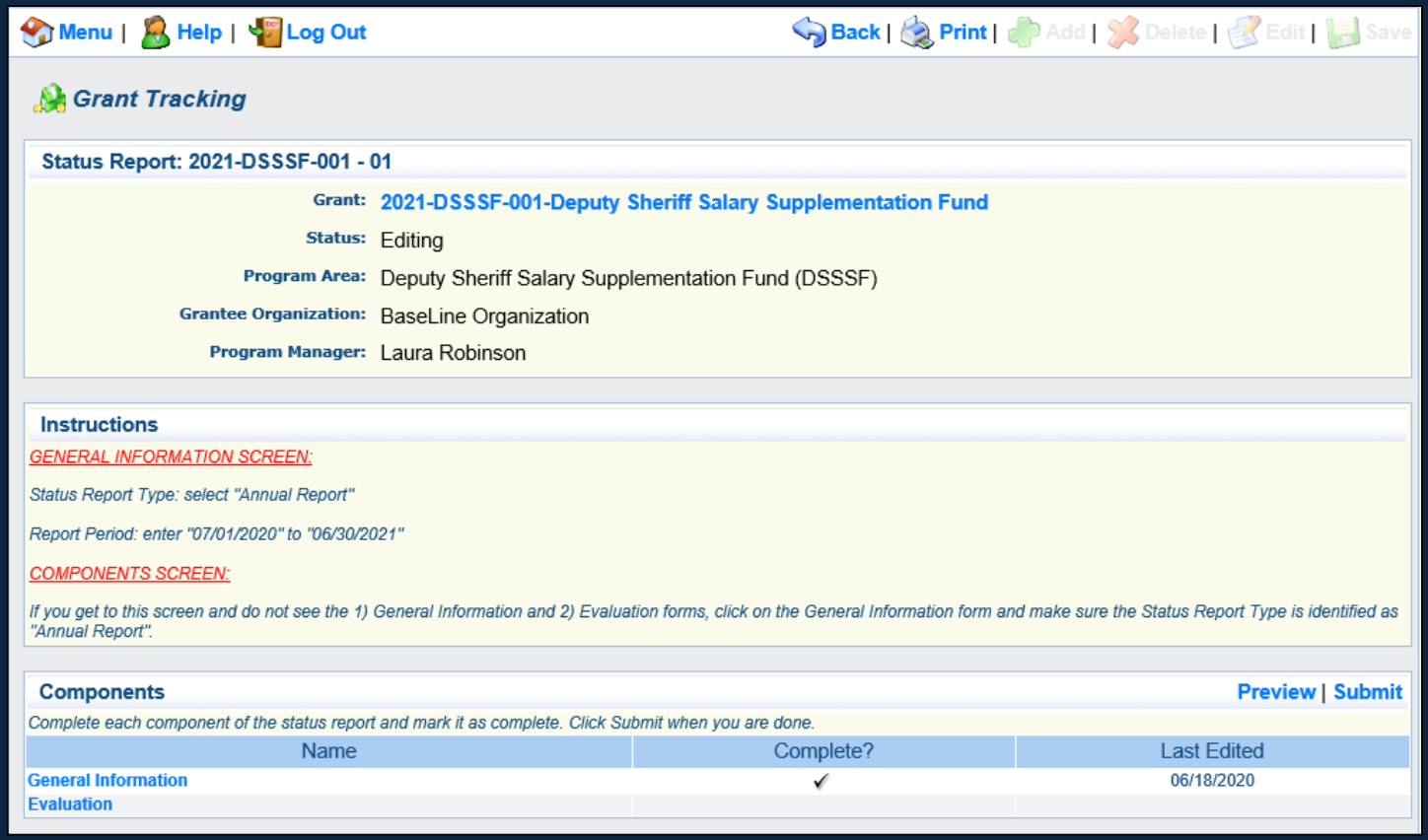
Created Status Reports will be listed in the Status Reports table

STATUS REPORTS - FORM #1 – GENERAL INFORMATION



1. In the "Status Report Type" drop-down field, select "Annual Report"
2. In the "Report Period" fields, enter the annual reporting period
3. Click "Save" when complete
4. Review for accuracy; click "Edit" to make changes and then click "Save" to save those changes
5. Click "Return to Components" when complete

STATUS REPORTS COMPONENTS SCREEN



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

Grant Tracking

Status Report: 2021-DSSSF-001 - 01

Grant: 2021-DSSSF-001-Deputy Sheriff Salary Supplementation Fund
Status: Editing
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Manager: Laura Robinson

Instructions

GENERAL INFORMATION SCREEN:

Status Report Type: select "Annual Report"

Report Period: enter "07/01/2020" to "06/30/2021"

COMPONENTS SCREEN:

If you get to this screen and do not see the 1) General Information and 2) Evaluation forms, click on the General Information form and make sure the Status Report Type is identified as "Annual Report".

Components Preview | Submit

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	06/18/2020
Evaluation		

This screen displays all the Status Report components.
The 'Complete' column will track the completion of each component.
The 'Last Edited' column will track any changes to each component.

Multiple people can work on a Status Report so long as they don't work on the same component at the same time

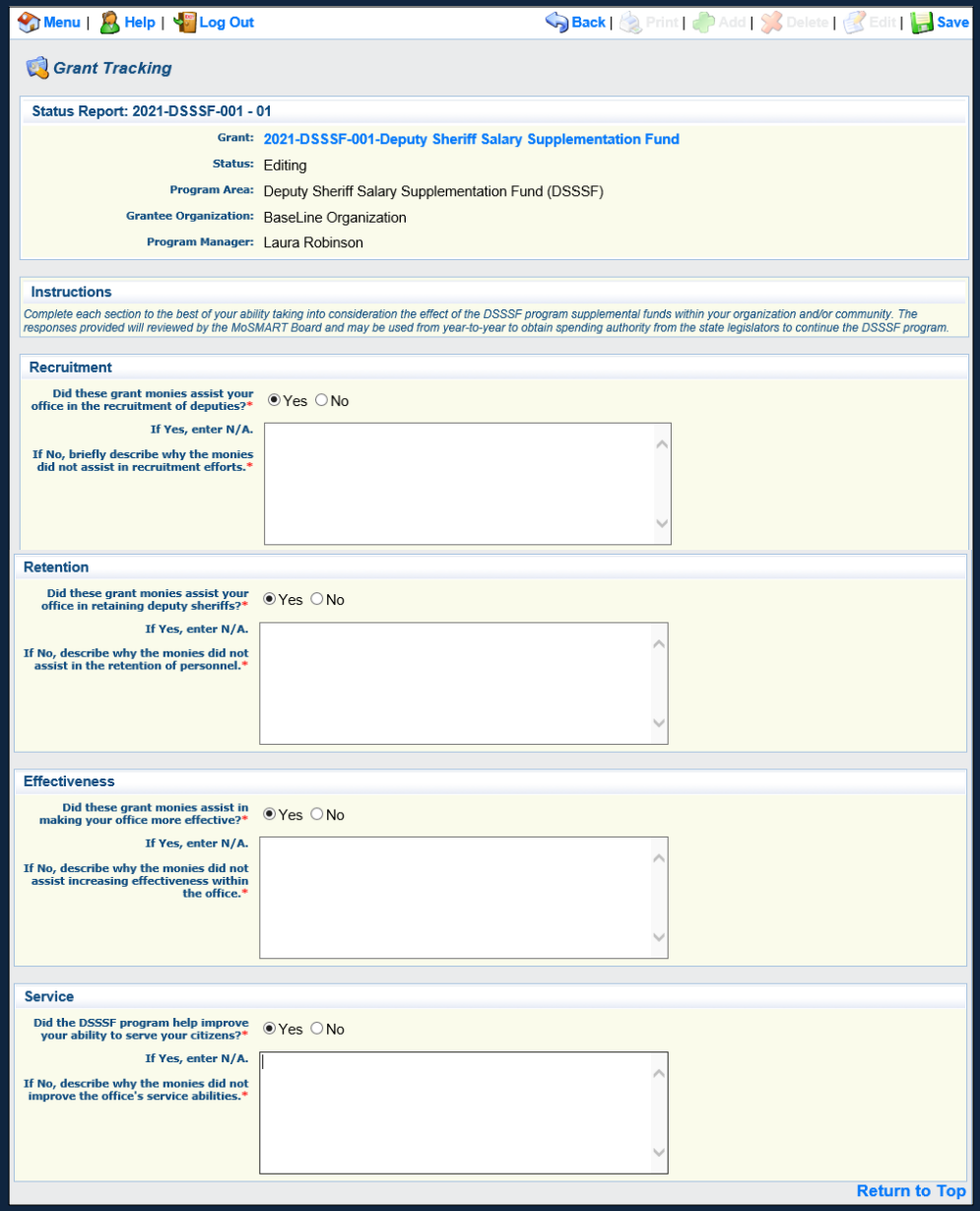
STATUS REPORTS - FORM #2 – EVALUATION

Q1: Did these grant monies assist your office in the recruitment of deputies?

Q2: Did these grant monies assist your office in retaining deputy sheriffs?

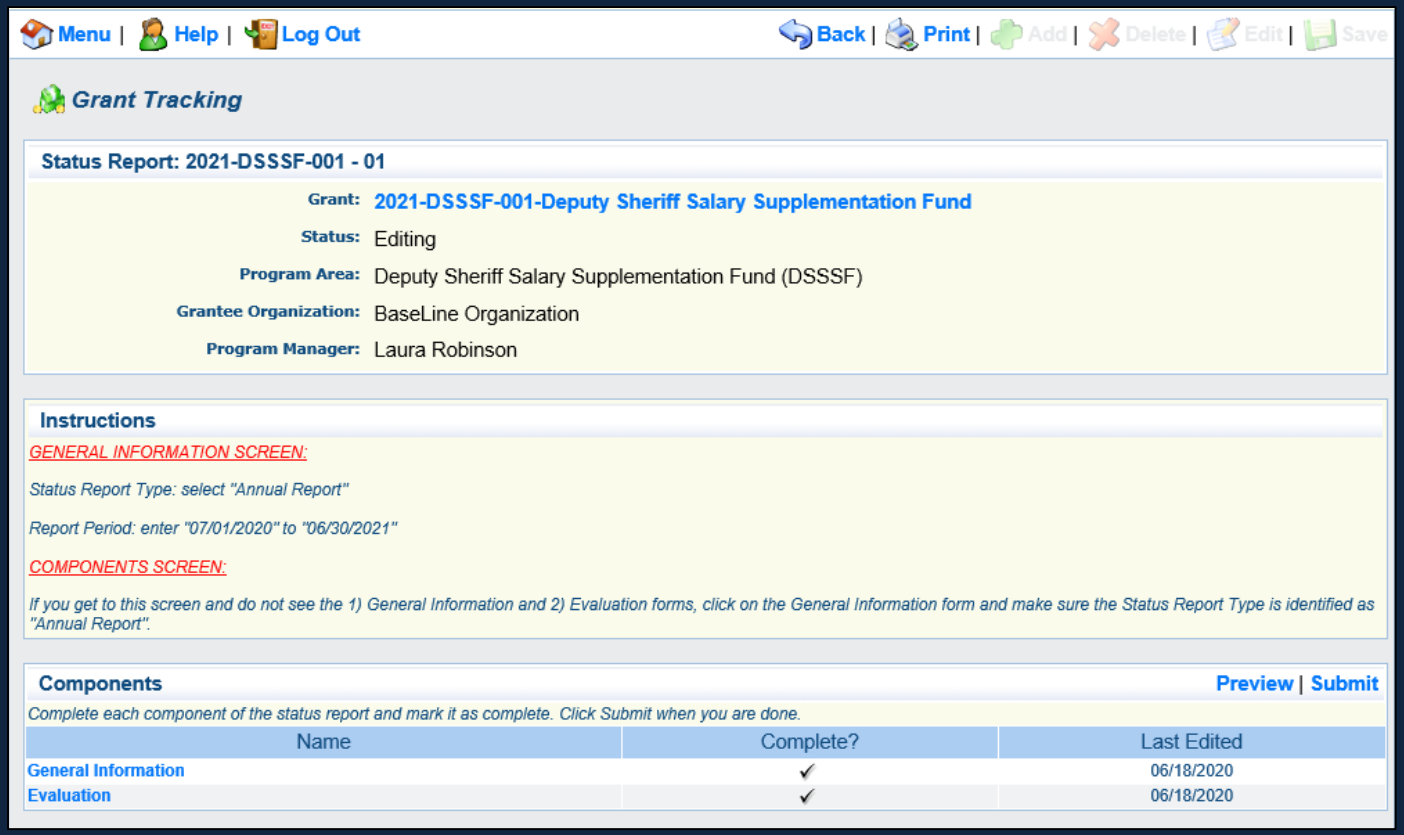
Q3: Did these grant monies assist in making your office more effective?

Q4: Did the DSSSF program help improve your ability to serve your citizens?



1. Complete the form as appropriate
2. Click "Save" when complete
3. Review for accuracy; click "Edit" to make changes and then click "Save" to save those changes
4. Click "Mark as Complete" when complete

STATUS REPORTS – PREVIEW/PRINT/SUBMIT



- A component can still be edited even if it is “marked complete”.
- The Status Report cannot be submitted until each component is “marked complete”.
- The “Preview” link will allow users to preview, save, and/or print a copy of the Status Report.
- The “Submit” link will allow users to submit the Status Report.
- Once submitted, a confirmation screen will appear stating the report has been submitted (but an email will NOT send to the grantee contacts).

COMPONENT #9: SITE VISITS

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

Grant Tracking

Grant: 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2021

Status: Underway

Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)

Grantee Organization: BaseLine Organization

Program Officer: Laura Robinson

Awarded Amount: $7,479.89

Instructions

The grant forms appear below.

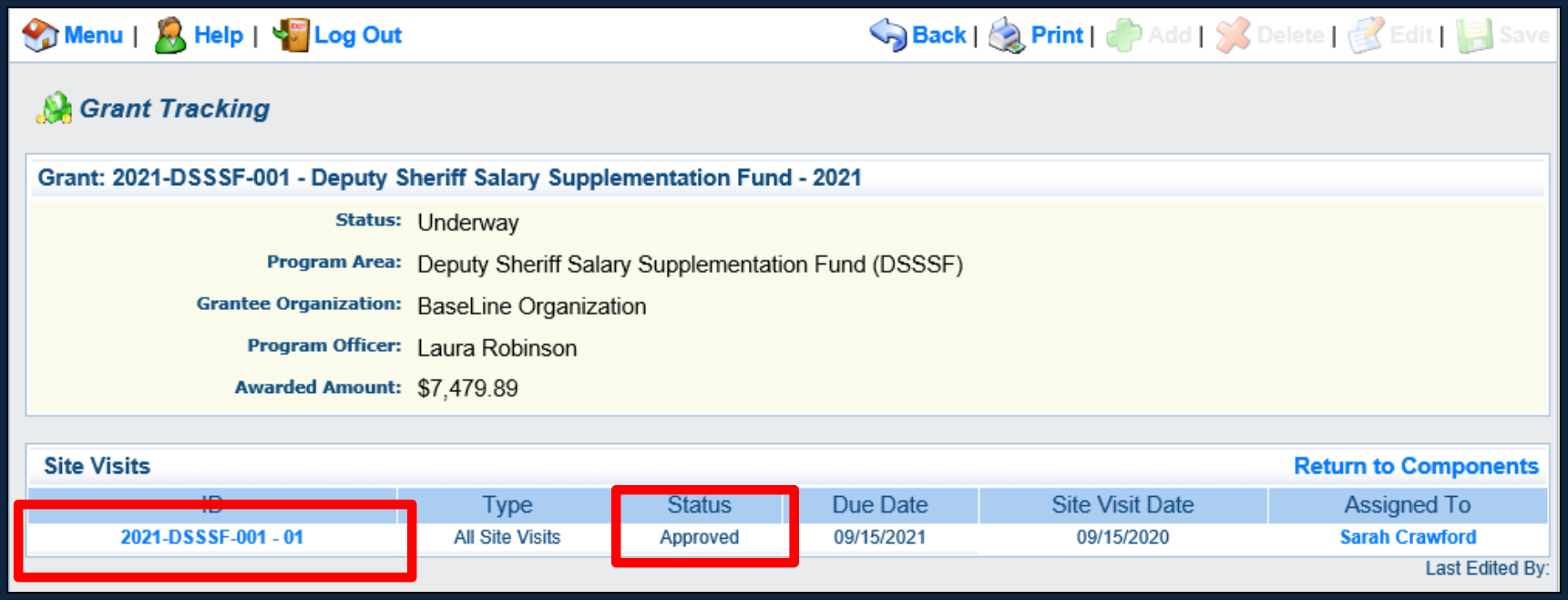
Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	06/17/2020
Contact Information	06/10/2020
Budget	06/17/2020
Claims	
Correspondence	06/18/2020
Subaward Adjustments	
Subaward Adjustment Notices	06/17/2020
Status Reports	
Site Visits	
Subaward Documents - Need Signatures	06/17/2020
Subaward Documents - Final	06/17/2020
Closeout	
Opportunity	-
Application	-

SITE VISITS

- The Site Visit monitoring report will be displayed here once the report status is “approved”.
  - The report status is “approved” after any corrective action is completed, if applicable, and the report has been proofed.
- Click the blue hyperlink in the ID column to open the Site Visit report.



COMPONENT #10:
SUBAWARD DOCUMENTS – NEED SIGNATURE

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

Grant Tracking

Grant: 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2021

Status: Underway
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Officer: Laura Robinson
Awarded Amount: $7,479.89

Instructions

The grant forms appear below.

Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	06/17/2020
Contact Information	06/10/2020
Budget	06/17/2020
Claims	
Correspondence	06/18/2020
Subaward Adjustments	
Subaward Adjustment Notices	06/17/2020
Status Reports	
Site Visits	
Subaward Documents - Need Signatures	06/17/2020
Subaward Documents - Final	06/17/2020
Closeout	
Opportunity	-
Application	-

SUBAWARD DOCUMENTS – NEED SIGNATURES

- Contains the *Subaward* documents to be signed by the subrecipient Authorized Official and the subrecipient Project Director.
- Once these documents are obtained, signed, and returned, disregard this component.

COMPONENT #11: SUBAWARD DOCUMENTS – FINAL

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

Grant Tracking

Grant: 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2021

Status: Underway
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Officer: Laura Robinson
Awarded Amount: $7,479.89

Instructions

The grant forms appear below.

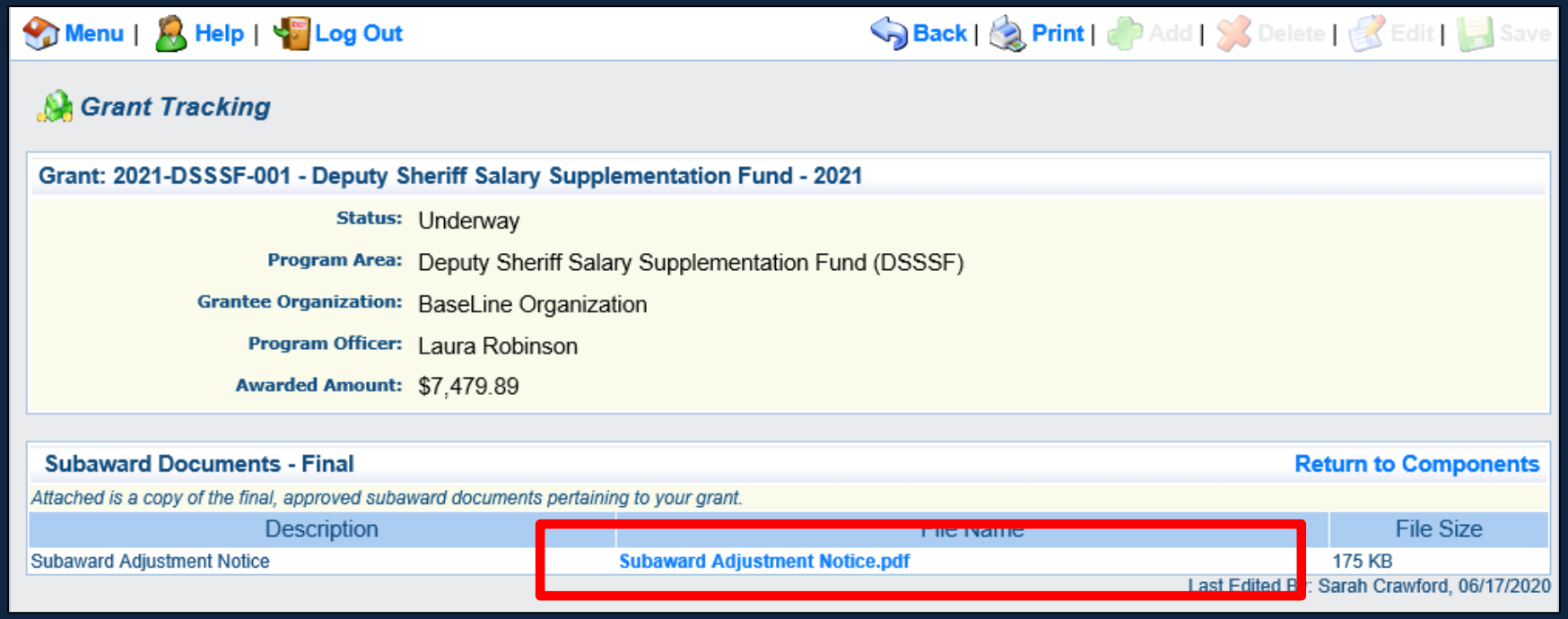
Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	06/17/2020
Contact Information	06/10/2020
Budget	06/17/2020
Claims	
Correspondence	06/18/2020
Subaward Adjustments	
Subaward Adjustment Notices	06/17/2020
Status Reports	
Site Visits	
Subaward Documents - Need Signatures	06/18/2020
Subaward Documents - Final	06/17/2020
Closeout	
Opportunity	-
Application	-

SUBAWARD DOCUMENTS – FINAL

- Contains the final *Subaward* documents signed by both the subrecipient and the Authorized Official of MoSMART.
- Click the blue hyperlink in the File Name to open the file.



COMPONENT #12: CLOSEOUT

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

Grant Tracking

Grant: 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2021

Status:	Underway
Program Area:	Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization:	BaseLine Organization
Program Officer:	Laura Robinson
Awarded Amount:	$7,479.89

Instructions

The grant forms appear below.

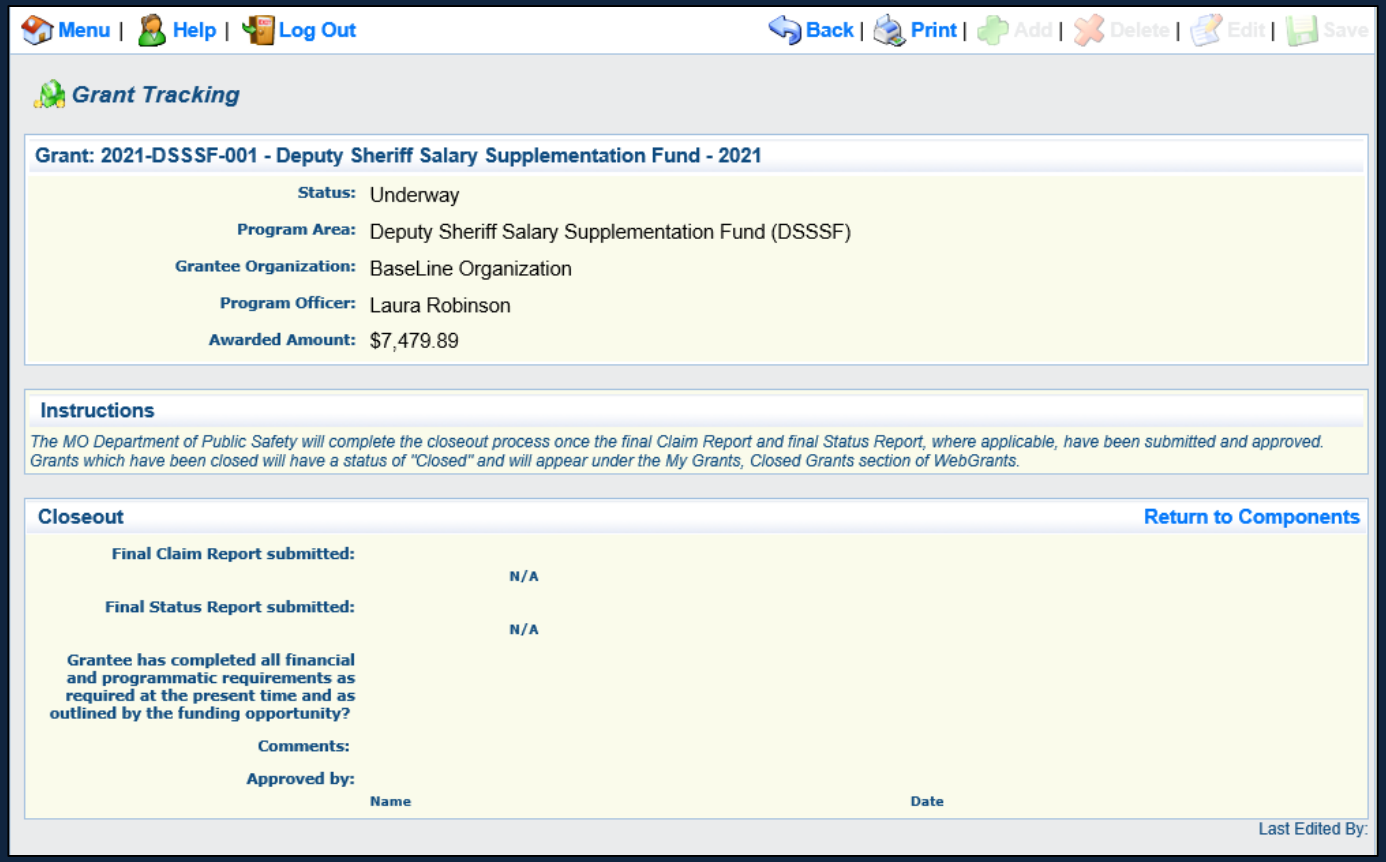
Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	06/17/2020
Contact Information	06/10/2020
Budget	06/17/2020
Claims	
Correspondence	06/18/2020
Subaward Adjustments	
Subaward Adjustment Notices	06/17/2020
Status Reports	
Site Visits	
Subaward Documents - Need Signatures	06/18/2020
Subaward Documents - Final	06/17/2020
Closeout	
Opportunity	-
Application	-

CLOSEOUT

- Will be completed by the CJ/LE Program Officer/Manager when the final Claim and Status Report has been submitted and the grant is ready to be "closed".
- The Grantee Contact and Additional Contacts will receive an alert notifying of the grant status change.
- Reminder: the 5-year record retention period begins from the date of this form (unless there is an open audit covering the period of this grant to extend such period).



COMPONENT #13: OPPORTUNITY

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

Grant Tracking

Grant: 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2021

Status: Underway
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Officer: Laura Robinson
Awarded Amount: $7,479.89

Instructions

The grant forms appear below.

Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	06/17/2020
Contact Information	06/10/2020
Budget	06/17/2020
Claims	
Correspondence	06/18/2020
Subaward Adjustments	
Subaward Adjustment Notices	06/17/2020
Status Reports	
Site Visits	
Subaward Documents - Need Signatures	06/18/2020
Subaward Documents - Final	06/17/2020
Closeout	
Opportunity	-
Application	-

OPPORTUNITY

- Copy of Funding Opportunity posted in WebGrants from which funding was requested and awarded

Missouri Department of
Public Safety

Funding Opportunity

112594-2021 DSSSF (Test)

Deputy Sheriff Salary Supplementation Fund (DSSSF)
Application Deadline: 04/30/2020 5:00 PM

Award Amount Range:	Not Applicable	**Program Officer:**	Heather Luebbert
Project Start Date:	07/01/2020	**Phone:**	573-751-1318 x
Project End Date:	06/30/2021	**Email:**	Heather.Luebbert@dps.mo.gov
Award Announcement Date:			
Maximum Status Report Approval Levels			
CFDA Number:	N/A		

Description

Background:

The Deputy Sheriff Salary Supplementation Fund (DSSSF) was created pursuant to Section 57.278 RSMo. The Fund consists of monies collected from charges for service received by county sheriffs under subsection 4 of Section 57.280 RSMo and deposited into the state treasury.

Purpose:

DSSSF monies shall be used solely to supplement the salaries, and employee benefits resulting from such salary increases, of county deputy sheriffs.

Eligible Applicants:

A County Sheriff's Office may apply for monies from the DSSSF to supplement the salaries and subsequent benefits of its full-time county deputy sheriffs.

A County Police Department may apply for monies from the DSSSF to supplement the salaries and subsequent benefits of its full-time officers so long as the officers have all the powers and the ability to perform all of the duties of the county's sheriff.

The applicant agency for DSSSF must be its respective unit of local government.

To be eligible for state funds, the applicant agency must be in compliance with the following state statutes as outlined in the 2021 DSSSF Solicitation.

COMPONENT #14 – APPLICATION

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

Grant Tracking

Grant: 2021-DSSSF-001 - Deputy Sheriff Salary Supplementation Fund - 2021

Status: Underway
Program Area: Deputy Sheriff Salary Supplementation Fund (DSSSF)
Grantee Organization: BaseLine Organization
Program Officer: Laura Robinson
Awarded Amount: $7,479.89

Instructions

The grant forms appear below.

Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	06/17/2020
Contact Information	06/10/2020
Budget	06/17/2020
Claims	
Correspondence	06/18/2020
Subaward Adjustments	
Subaward Adjustment Notices	06/17/2020
Status Reports	
Site Visits	
Subaward Documents - Need Signatures	06/18/2020
Subaward Documents - Final	06/17/2020
Closeout	
Opportunity	-
Application	-

APPLICATION

- Copy of the approved application

Missouri Department of Public Safety

Application

112594 - 2021 DSSSF (Test) - Final Application

113252 - Deputy Sheriff Salary Supplementation Fund
Deputy Sheriff Salary Supplementation Fund (DSSSF)

Status: Awarded **Submitted Date:** 04/07/2020 3:06 PM

Applicant Information

Primary Contact:

Name:*	TEST (Title)	TEST (First Name)	TEST (Last Name)
Job Title:*	TEST		
Email:*	dpswebgrants@dps.mo.gov		
Mailing Address:*	PO Box 1234		
Street Address 1:	1234 Main Street		
Street Address 2:			
*	St Louis (City)	Missouri (State/Province)	12345 (Postal Code/Zip)
Phone:*	243-534-5356		Ext.
Fax:*	345-345-6654		

Organization Information

Applicant Agency:*	BaseLine Organization	
Organization Type:*	Non-Profit	
Federal Tax ID#:*	446000582	
DUNS #:*	123456789	
SAM/CCR CAGE Code:	34564	10/31/2020 (Valid Until Date)
Organization Website:	www.baselineorg.com	
Mailing Address:*	578 Main St.	
Street Address 1:	1st Floor	
Street Address 2:		

Will not include changes that occur with the grant throughout the lifecycle of the grant (e.g. personnel changes, budget revisions). This is a static copy at the time the record changed from an application to a grant.

QUESTIONS?