

SFY 2024 AMERICAN RESCUE PLAN ACT (ARPA)  
STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF)  
FIRST RESPONDER CAPITAL IMPROVEMENTS &  
INTEROPERABLE COMMUNICATIONS EQUIPMENT  
GRANT(CIIEG)

**COMPLIANCE WORKSHOP**  
**SEPTEMBER 5, 2024**



# AGENDA

- ▶ Roll Call
- ▶ Grant Requirements
- ▶ Inventory Management
- ▶ WebGrants
  - Subaward Agreement
  - Budget
  - Reimbursement Request (Claims)
  - Subaward Adjustment
  - Status Report
  - Correspondence
- ▶ Grant File
- ▶ Grant Closeout
- ▶ Monitoring

# GRANT REQUIREMENTS



# ARPA SLFRF CIIEG

- ▶ The purpose of the ARPA SLFRF CIIEG is to provide grant funding for first responder agency capital improvement projects and interoperability equipment projects.

# FEDERAL GRANT REQUIREMENTS

- ▶ [Code of Federal Regulations 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)  
Regulations provide the foundational requirements for federal financial assistance
- ▶ [ARPA SLFRF Final Rule](#)  
Specific requirements to ARPA SLFRF funding
- ▶ [ARPA SLFRF Overview of Final Rule](#)  
Summary of Final Rule provisions for informational purposes

# MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS) OFFICE OF HOMELAND SECURITY (OHS) GRANT REQUIREMENTS

- ▶ [ARPA SLFRF CIIEG Notice of Funding Opportunity](#)
- ▶ [Administrative Guide for Homeland Security Grants](#)
- ▶ Subaward Agreement Articles of Agreement
- ▶ Information Bulletins
  - [Information Bulletin 1: Policy on Monitoring](#)
  - [Information Bulletin 2: Policy on Advance Payment and Cash Advances](#)
  - [Information Bulletin 5: Policy on Reimbursement Requests](#)
  - [Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments](#)

# MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS) OFFICE OF HOMELAND SECURITY (OHS): FIRE PROTECTION ENTITIES REQUIREMENTS

- ▶ Fire Protection entities MUST be compliant with the following statutes:
  - Section [320.271 RSMo](#) – Fire Department Registration Pursuant to section 320.271 RSMo, All fire protection districts, fire departments, and all volunteer fire protection associations as defined in section 320.300 shall complete and file with the state fire marshal within sixty days after January 1, 2008, and annually thereafter, a fire department registration form provided by the state fire marshal.

# MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS) OFFICE OF HOMELAND SECURITY (OHS): EMERGENCY MEDICAL SERVICE PROVIDERS REQUIREMENTS

## ▶ Emergency Medical Service Providers MUST be compliant with the following statutes:

### ■ [Section 190.105 RSMo](#) – Ambulance License

Pursuant to section 190.105 RSMo, No person, either as owner, agency or otherwise, shall furnish, operate, conduct, maintain, advertise, or otherwise be engaged in or profess to be engaged in the business or service of the transportation of patients by ambulance in the air, upon the streets, alleys, or any public way or place of the state of Missouri unless such person holds a currently valid license from the department for an ambulance service pursuant to the provisions of sections [190.001 RSMo to 190.245 RSMo](#).

### ■ [Section 190.133 RSMo](#) – Emergency Medical Response Agency License

Pursuant to section [190.133\(4\) RSMo](#), No person or entity shall hold itself out as an emergency medical response agency that provides advanced life support or provide the services of an emergency medical response agency that provides advanced life support unless such person or entity is licensed by the state of Missouri Department of Health and Senior Services.



# MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS) OFFICE OF HOMELAND SECURITY (OHS): LAW ENFORCEMENT REQUIREMENTS

▶ Law enforcement agencies **MUST** be compliant with the following statutes:

■ [Section 590.650 RSMo](#) – Vehicle Stops Report

The subrecipient assures, where the project agency is a law enforcement agency, its law enforcement agency is in compliance with the state provisions of Section 590.650 RSMo relating to vehicle stop reporting and will remain in full compliance for the duration of the project period.

■ [Section 590.700 RSMo](#) – Written Policy on Recording Custodial Interrogations

The subrecipient assures, where the project agency is a law enforcement agency, its law enforcement agency is in compliance with the state provisions of Section 590.700 RSMo relating to custodial interrogations and has adopted a written policy to record custodial interrogations of persons suspected of committing or attempting to commit the felony crimes described in subsection 2 of this section.

■ [Section 43.544 RSMo](#) – Written Policy on Forwarding Intoxication-Related Traffic Offenses

Subrecipients that are a law enforcement agency, assure its agency is in compliance with the state provisions of Section 43.544 RSMo relating to forwarding intoxication-related offenses and has adopted a written policy to forward arrest information for all intoxication-related traffic offenses to the central repository as required by Section 43.503 RSMo.

# MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS) OFFICE OF HOMELAND SECURITY (OHS): LAW ENFORCEMENT REQUIREMENTS

- [Section 590.1265 RSMo](#) – Police Use of Force Transparency Act of 2021

The subrecipient assures, where the project agency is a law enforcement agency, its law enforcement agency is in compliance with the state provisions of Section 590.1265 RSMo relating to use of force incidents reporting standards and procedures, and publication of report data, analysis report. Law enforcement agencies will be considered non-compliant if they have not submitted Use of Force reports for three or more month in the prior twelve month period. The subrecipient must remain compliant with section 590.1265 RSMo for the duration of the grant period of performance.

- [Section 43.505 RSMo](#) – National Incident-Based Reporting System (NIBRS)

The subrecipient assures, where the project agency is a law enforcement agency, its law enforcement agency is in compliance with the state provisions of Section 43.505 RSMo which states each law enforcement agency is required to submit crime incident reports to the Department of Public Safety on forms or in the format prescribed by the department, and submit any other crime incident information which may be required by the Department of Public Safety. Agencies that are not compliant at the time of application will only be eligible to apply for grant funds to assist the agency in becoming compliant with Section 43.505 RSMo. Law enforcement agencies will be considered non-compliant if they have not submitted MIBRS reports for three or more months in the prior twelve month period. The subrecipient must remain compliant with section 43.505 RSMo for the duration of the grant period of performance.

- [Section 590.030 RSMo](#) – Rap Back Program Participation

The subrecipient assures, where the project agency is a law enforcement agency, its law enforcement agency is in compliance with the state provisions of Section 590.030 RSMo. The law enforcement agency shall enroll in the state and federal Rap Back programs on or before January 1, 2022 and will continue to remain enrolled. The law enforcement agency shall take all necessary steps to maintain officer enrollment for all officers commissioned with that agency in the Rap Back programs. An officer shall submit to being fingerprinted at any law enforcement agency upon commissioning and for as long as the officer is commissioned with that agency.

# MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS) OFFICE OF HOMELAND SECURITY (OHS): EQUIPMENT REQUIREMENTS

- Interoperability Equipment (Portables/Handhelds, Mobiles, Repeaters, Base Stations, etc.)

Investments in emergency communications systems and equipment must meet applicable [SAFECOM Guidance](#). All radios must meet the Missouri Department of Public Safety (DPS), Office of the Director, DPS Grants [Radio Interoperability Guidelines](#).

# MISSOURI OFFICE OF HOMELAND SECURITY: MATCH REQUIREMENTS

- ▶ 50% Match Requirement – amount listed on Subaward Agreement
  - Cash (Hard)
  - In-Kind (Soft)
    - Can be retroactive to March 2020
    - CANNOT be utilized to fulfill match requirement on any other Federal grant

# PROCUREMENT REQUIREMENTS

- ▶ With any expenditure, the subrecipient must ensure that:
  - The expenditure is an approved budget line item
    - Reimbursements will NOT be made for items that are not an approved budget line item at the time of purchase
  - Prior approval has been obtained, if necessary
  - Sufficient funds are in the approved budget line
- ▶ Subrecipients must have their own written procedures for determining costs are allowable, reasonable, allocable and necessary in accordance with Subpart E –Cost Principles and the terms and conditions of the Federal award ([2 CFR Part 200.302 \(7\)](#)). Agencies that do not have their own written policy, may adopt the DPS/OHS' Appendix B found in the Administrative Guide for Homeland Security Grants
- ▶ If a subrecipient is uncertain as to whether a cost meets these requirements, please contact the DPS/OHS for clarification

# PROCUREMENT REQUIREMENTS

- ▶ Subrecipient must follow their agency's procurement policy unless the State of Missouri policy is more restrictive
- ▶ If the subrecipient does not have a procurement policy, they must follow the State of Missouri procurement policy
- ▶ State of Missouri Revised Statutes Chapter 34, State Purchasing and Printing
- ▶ Missouri Rules of Office of Administration Division 40 – Purchasing and Materials Management
- ▶ Cooperative Procurement Option
  - State Contracts
  - NASPO
  - GSA
  - Sourcewell
  - Other cooperative contracts

**\*\*If utilizing a cooperative contract, procurement documents (quotes/bids) and invoice(s) must reference the contract utilized\*\***

# PROCUREMENT REQUIREMENTS

## ► State of Missouri Procurement Guidelines

Less than \$10,000	\$10,000 - \$99,999	Greater than \$100,000
<ul style="list-style-type: none"> <li>• Purchase with prudence on the open market</li> </ul>	<ul style="list-style-type: none"> <li>• Must be competitively bid</li> <li>• Informal method is acceptable</li> <li>• Minimum of 3 bids/quote</li> <li>• Ex. Telephone quote, online pricing, request for quotation</li> </ul>	<ul style="list-style-type: none"> <li>• Formal solicitation required</li> <li>• Advertised in at least two daily newspapers for general circulation at least 5 consecutive days before bids are to be opened</li> <li>• May also advertise in at least 2 weekly minority newspapers &amp; provide through an electronic medium available to general public</li> <li>• Post a notice in a public area of your office</li> <li>• Solicit by mail or other reasonable methods generally available to the public</li> <li>• OHS must approve if less than 3 bids received</li> </ul>

**\*\*Brand names should not be specified when seeking bids/quotes\*\***

**A single feasible source procurement of \$10,000.00 or more requires prior approval from the DPS/OHS**

# SINGLE FEASIBLE SOURCE

- ▶ Use of a single feasible source procurement of \$10,000.00 or more requires prior approval from the DPS/OHS.
- ▶ Single feasible source form can be located on the DPS website in the [Grant Applications and Forms](#) section
- ▶ If purchase is made using a single feasible source without prior approval, DPS/OHS has the right to refuse reimbursement

**Non-compliance could result in the agency being listed as high risk**





# SINGLE FEASIBLE SOURCE

Use of single feasible source procurement is discouraged. A single feasible source procurement exists when:

- ▶ The item is available only from a single source; or
- ▶ The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or
- ▶ The Missouri Department of Public Safety (DPS) Office of Homeland Security (OHS) expressly authorizes noncompetitive proposals in response to a written request from the local agency; or
- ▶ After solicitation of a number of sources, competition is determined inadequate

# WHO ARE YOU DOING BUSINESS WITH?

- ▶ Subrecipients are required to verify that vendors used for grant purchases are not on either the Federal Excluded Parties List System (EPLS) or State Suspended/Debarred Vendors List
  - [Federal System for Award Management](#)
  - [State of Missouri Office of Administration](#)

**\*Maintain a copy of a screenshot in the grant file to verify this was completed\***



# PRIOR APPROVAL

- ▶ Some items require prior approval from the DPS/OHS, including, but not limited to:
  - Single Feasible Source over \$10,000

# AUDIT REQUIREMENTS

- ▶ State and local units of government, institutions of higher education, and other nonprofit institutions, must comply with the organizational audit requirements of [2 CFR Part 200 Subpart F](#), Audit Requirements
  - Subrecipients who expend \$750,000 or more of federal funds during their fiscal year are required to submit a single organization wide financial and compliance audit report (single audit) to the [Federal Audit Clearinghouse](#) within 9 months after the close of each fiscal year during the term of the award
    - Expended funds include all Federal funds, not just ARPA SLFRF CIIEG funds

# INVENTORY MANAGEMENT

- ▶ Equipment is defined as tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of \$1,000 or more
- ▶ Entities may have a lower acquisition cost in their procurement policy. If so, they **MUST** use the most stringent policy

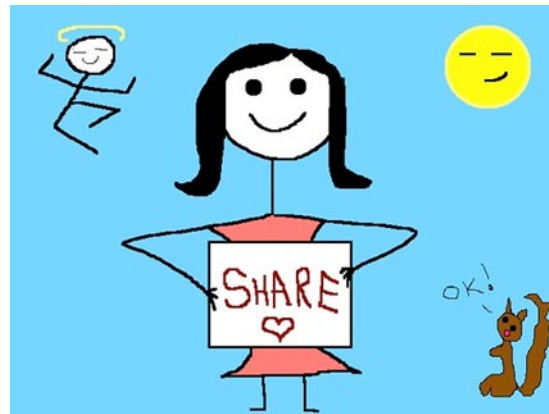
# INVENTORY MANAGEMENT

- ▶ All equipment purchased with ARPA SLFRF CIIEG funds **MUST** be tagged
- ▶ All tags must state:

Purchased with U.S. Department of  
Treasury Funds

# INVENTORY MANAGEMENT

- ▶ Equipment must be used in the program or project it was acquired for as long as needed
- ▶ During the time that equipment is used on the project or program for which it was acquired, the non-Federal entity must make the equipment available for use on other projects or programs currently or previously supported by the Federal government, provided the use will not “interfere” with the work on the project or program for which it was originally acquired



# INVENTORY MANAGEMENT

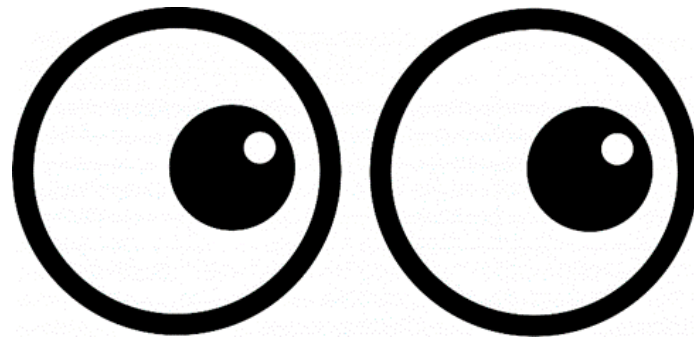
- ▶ When no longer needed, the equipment may be used in other activities supported by the Federal awarding agency, in the following priority:
  - Activities from the Federal awarding agency, which funded the original project
  - Activities under Federal awards from other Federal awarding agencies
- ▶ When acquiring replacement equipment, the non-Federal entity may use the equipment to be replaced as a trade in or sell the property and use the proceeds to offset the cost of the replacement property



# INVENTORY MANAGEMENT

## ▶ Subrecipients MUST:

- Have an inventory management system and maintain effective control
- Have a control system in place to prevent loss, damage and theft
- Investigate all incidents
- Have adequate maintenance procedures to keep property in good condition



# INVENTORY MANAGEMENT

- ▶ Equipment must be protected against loss, damage and theft
  - Per [2 CFR 200.310](#): The non-Federal entity must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity
- ▶ Investigate all incidents of loss, damage, theft, and report to the DPS/OHS within 30 days of the incident
- ▶ Equipment must be maintained to keep it in mission capable (operational) condition

# INVENTORY MANAGEMENT

- ▶ Required to maintain inventory form for all equipment purchased with ARPA SLFRF CIIEG funds
- ▶ Equipment is added to DPS/OHS inventory at the time of claim approval
- ▶ Physical inventory **MUST** be taken and results reconciled once every two years
  - Next inventory will be due **October 1, 2026**
  - DPS/OHS will send list of your agency's inventory for verification



# INVENTORY MANAGEMENT

▶ Equipment inventory **MUST** be one item per line and include the following:

- Region
- County
- Fiscal Year
- Grant Program
- Grant Award Number
- Description of Equipment
- EGMS/WebGrants Line Item Number
- Manufacturer
- Model
- Identification number
- Title holder
- Quantity
- Individual Item Cost
- % of Federal Participation in the Cost
- Date of Delivery
- Physical Location (MUST be the physical address)
- Use (Local, Regional, National, Statewide)
- Readiness Condition (Mission Capable/Not Mission Capable)
- Final Disposition
- Date of Final Disposition
- Final Disposition Sale Price
- Contact Name
- Contact Email
- Contact Phone Number

# INVENTORY MANAGEMENT

- ▶ When original or replacement equipment acquired with ARPA SLFRF CIIEG funds is no longer needed for the original project or program, the equipment may be retained, sold, or disposed, if it is not needed in any other ARPA SLFRF CIIEG sponsored project or program
- ▶ Disposition requests should be submitted on a timely basis. Disposition requests should not be held and submitted for approval at the time of the bi-annual physical inventory

# INVENTORY MANAGEMENT

- ▶ Subrecipients must request approval from the DPS/OHS prior to disposing of equipment. Procedures in the OHS Administrative Guide for Homeland Security Grants must be followed to request equipment disposition approval. Email the Equipment Disposition Forms to Kelsey Saunders at [Kelsey.Saunders@dps.mo.gov](mailto:Kelsey.Saunders@dps.mo.gov)
- ▶ A copy of the approved Equipment Disposition Form must be maintained in the subrecipient grant file
- ▶ Equipment Disposition Form found on the DPS/OHS website in the [Grant Applications and Forms](#) section

# INVENTORY MANAGEMENT

- ▶ Equipment with a per item fair market value of less than \$5,000 may be retained, sold, or disposed with no further obligation when approval is given by DPS/OHS
- ▶ Equipment with a per item fair market value of \$5,000 or more may be retained or sold



# INVENTORY MANAGEMENT

- ▶ If sold, the Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from the sale by the Federal awarding agency's percentage of participation
  - Example: Agency X wants to sell their 2009 FI50, which was 50% funded with ARPA SLFRF CIIEG funds and 50% funded with local funds. The fair market value for their 2009 FI50 was \$6,000.00. The Federal awarding agency would be entitled to \$3,000.00 of the proceeds and the local agency would be entitled to \$3,000.00

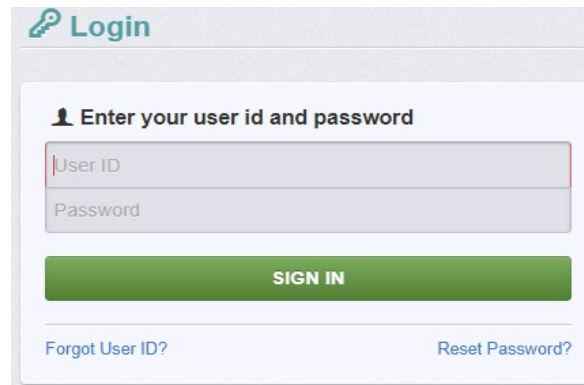




# WEBGRANTS SYSTEM

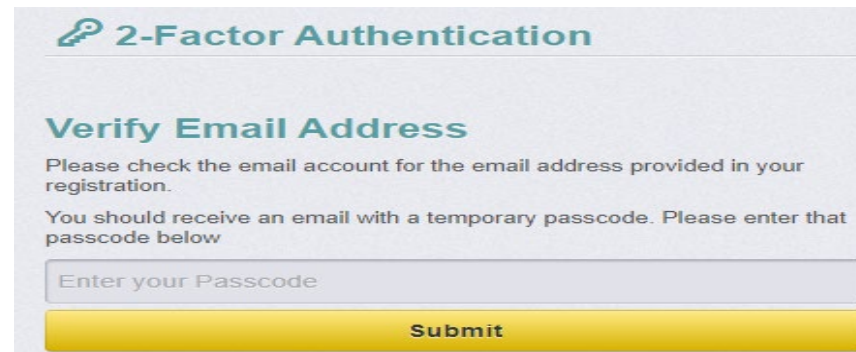
# WEBGRANTS

- ▶ Login to the WebGrants using the same User ID and Password used when submitting the application



The screenshot shows a login form titled "Login" with a key icon. Below the title is the instruction "Enter your user id and password" with a person icon. There are two input fields: "User ID" and "Password". A green "SIGN IN" button is positioned below the fields. At the bottom, there are two links: "Forgot User ID?" and "Reset Password?".

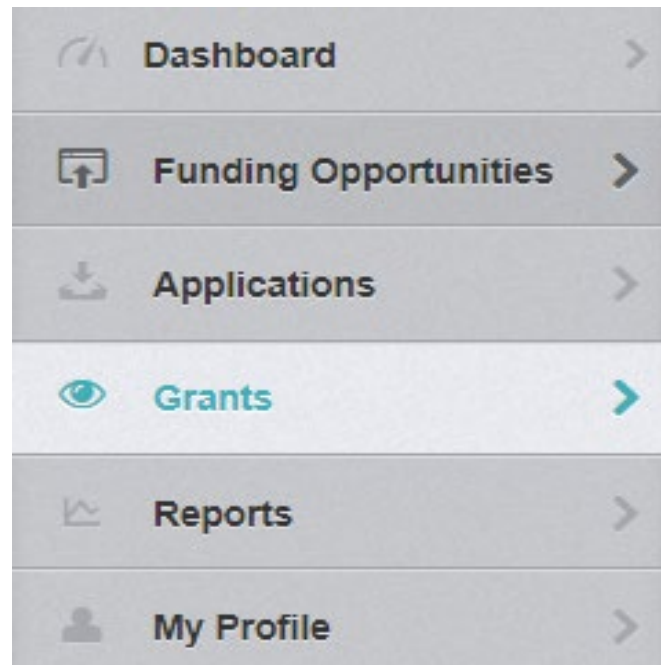
- ▶ Two-factor authentication



The screenshot shows a two-factor authentication page titled "2-Factor Authentication" with a key icon. The main heading is "Verify Email Address". Below this, there is a message: "Please check the email account for the email address provided in your registration. You should receive an email with a temporary passcode. Please enter that passcode below". There is a text input field labeled "Enter your Passcode" and a yellow "Submit" button.

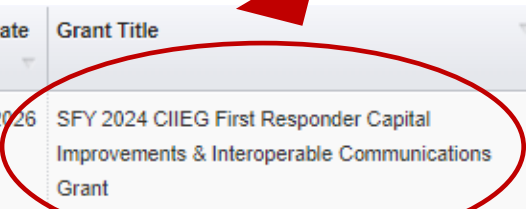
# WEBGRANTS

▶ Select “Grants”



# WEBGRANTS

- ▶ Select project titled “SFY 2024 American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) First Responder Capital Improvements & Interoperable Communications Equipment Grant (CIIEG)”



<input type="checkbox"/>	Grant Number ▲	Status ▼	Year ▼	Start Date ▼	End Date ▼	Grant Title ▼	Organization ▼	Grantee ▼	Program Officer ▼	Program Area ▼	Funding Opportunity ▼	Amount ▼
	164063	Underway	2024	02/01/2024	06/30/2026	SFY 2024 CIIEG First Responder Capital Improvements & Interoperable Communications Grant	BaseLine Organization	TEST TEST	Chelsey Call	American Rescue Plan ACT	163671-SFY 2024 ARPA SLFRF First Responders Capital Improvements & Interoperable Communications Equipment Grant (CIIEG) TEST	\$5,000.00

# WEBGRANTS

## ▶ Grant Components

☰ Grant Components	
Component	Form Type / Source / Security
General Information	  
Contact Information - FREG / CIIEG	  
Budget	  
Claims	  
Correspondence	  
Subaward Adjustments	  
Status Reports	  
Attachments	  
Project Package - CIIEG	  
Subaward Documents - Final	  
Appropriations	  
Named Attachments - CIIEG	  
Closeout	  
Funding Opportunity	  
Application	  

# WEBGRANTS

## ▶ General Information Component

Displays general information about the grant

- Grant Title – title of the grant project as listed on the Subaward Agreement
- Grant Status – Awarded/Underway/Closed
- Grantee Organization – organization funds were awarded to
- Grantee Contact – main grant contact from your agency
- Additional Grantee Contacts – additional grant contacts from your agency
- Program Officer – DPS/OHS Grants Supervisor
- Additional Internal Contacts – DPS/OHS Grants Specialist
  - **This is your main DPS/OHS contact on the project**
- Program Area – grant program
- Subaward Number – grant award number as listed on the Subaward Agreement
- Award Year – year of the grant program
- Subaward Dates – dates the Subaward Agreement was sent and fully executed
- Project Dates – grant period of performance dates

# WEBGRANTS

## General Information

**Grant Title:** SFY 2024 CIIEG First Responder Capital Improvements & Interoperable Communications Grant

**Grant Status:** Underway

**Grantee Organization:** BaseLine Organization

**Grantee Contact:** TEST TEST

**Additional Grantee Contacts:**

**Program Officer:** Chelsey Call

**Additional Internal Contacts:** Joanne Talleur, Maria Robinett

**Program Area:** American Rescue Plan ACT

**Subaward Number:** 164063

**Award Year:** 2024

**Subaward Dates:** 07/31/2024 07/31/2024 08/09/2024 08/09/2024  
Contract Sent Contract Received Contract Legal Contract Executed

**Project Dates:** 02/01/2024 06/30/2026  
Start Date End Date

**Comments:**

# SUBAWARD AGREEMENT

- ▶ Fully-executed Subaward Agreement is located in Subaward Documents – Final Component
  - Maintain the Subaward Agreement in your grant file

Grant Components
The grant forms appear below. Your grant award details are saved here, as well as many forms which may be used to manage your grant.
Component
General Information
Contact Information - FREG / CIIEG
Budget
Claims
Correspondence
Subaward Adjustments
Status Reports
Attachments
Project Package - CIIEG
<b>Subaward Documents - Final</b>
Named Attachments - CIIEG
Closeout
Funding Opportunity
Application



# BUDGET

- ▶ Approved budget is located in Budget Component
  - Be sure to review approved budget before beginning procurement
  - Ensure you are only purchasing items that are on approved budget
  - Ensure you are purchasing the quantity of items that is on approved budget
  - Ensure the goods/services you are purchasing are within the grant period of performance (including licenses)
    - If license spans outside the period of performance, costs will be prorated for those that fall within the period of performance
  - Request Subaward Adjustment if need to make changes to budget (i.e. change in quantity)

# BUDGET

## ☰ Grant Components

The grant forms appear below.

Your grant award details are saved here, as well as many forms which may be used to manage your grant.

Component

General Information

Contact Information - FREG / CIIEG

Budget

Claims

Correspondence

Subaward Adjustments

Status Reports

Attachments

Project Package - CIIEG

Subaward Documents - Final

Named Attachments - CIIEG

Closeout

Funding Opportunity

Application



# BUDGET

## ☰ Equipment - Multi-List

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

Equipment quotes may be uploaded in Named Attachment component of the application.

Line Item Code	Item Name	Quantity	Unit Cost	Total Cost	Local Match Amount	Type of Match	Federal Amount
10001	10001 Mobile Radios	2.00	\$6,000.00	\$12,000.00	\$6,000.00	Cash	\$6,000.00
				<b>\$12,000.00</b>	<b>\$6,000.00</b>		<b>\$6,000.00</b>

Last Edited By: Chelsey Call - Sep 4, 2024 12:14 PM

## ☰ Narrative Justification - Equipment

Provide separate justifications for each line item being requested. Address why the requested item is necessary for the success of the proposed project. Indicate who will use the item, how the item will be used and where the item will be housed. Also provide a cost basis for the amount requested. For example: (3 mobile radios @ \$5,500.00 each). Please Note: Per the Missouri Department of Public Safety Radio Interoperability Guidelines, a quote is required for all radio interoperability equipment.

Please provide justification for the 50% match requirement. If utilizing cash match, provide the source of the cash. If utilizing in-kind match, describe the source and how it directly relates to the project.

### **Mobile Radios:**

2 Mobile Radios at \$6,000.00 each = \$12,000.00. Cash match will be utilized.

5000 Character Limit

# BUDGET

- ▶ Project Period of Performance: February 1, 2024 to June 30, 2026
- ▶ Funds must be obligated by **December 31, 2024**
  - Funds are considered “obligated” when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period (Goods/Services are purchased)
- ▶ Funds must be expended by June 30, 2026
  - Funds are considered “expended” when payment is made (Payment has been made for goods/services)
- ▶ Funds must be submitted for reimbursement within 45 days following the project period of performance by August 14, 2026

# REIMBURSEMENT REQUESTS (CLAIMS)

CLAIMS  
101

- ▶ [Information Bulletin 5: Policy on Reimbursement Requests](#) discusses requirements for reimbursement requests
- ▶ Must incur an allowable expense, make payment, and seek reimbursement within 6 months of the invoice date
- ▶ Supporting documentation must be submitted with each claim
  - Must be in one attachment and in the same order as the Expenditures Form on the reimbursement request in WebGrants
- ▶ In the Expenditure Form in WebGrants, a line must be completed for each individual expenditure
- ▶ Multiple invoices on one expenditure line will not be accepted. However, each item purchased on an invoice does not need to be listed separately unless the items are on a different line in the approved budget
- ▶ Incomplete claims could result in a delay of payment. It is the requesting agency's responsibility to complete the necessary changes

# REIMBURSEMENT REQUESTS (CLAIMS)

## ▶ **Equipment Supporting Documentation**

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$1,000

- Claim in WebGrants
- Vendor Invoice
- Proof of payment (i.e., copy of cancelled check, credit card statement, bank statement)
- Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)
- Purchase order, if one was created or referenced on an invoice
- Equipment Inventory Form in WebGrants must be completed for each piece of equipment
  - If you purchased more than one of the same item, they must be listed separately on the equipment inventory form

# REIMBURSEMENT REQUESTS (CLAIMS)

## ▶ **Supplies Supporting Documentation**

- Claim in WebGrants
- Vendor Invoice
- Proof of Payment (i.e., copy of cancelled check, credit card statement, or bank statement)
- Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)

# REIMBURSEMENT REQUESTS (CLAIMS)

## ▶ **In-Kind Match Supporting Documentation**

- Proof of expense (vendor invoice/salary documentation/fringe benefit documentation, etc.)
- Proof of payment (copy of cancelled check, credit card statement, bank statement, payroll journal, check stub, etc.)
- Proof of delivery (signed statement in writing indicating goods/services received, signed packing slip, timesheets)



# REIMBURSEMENT REQUESTS (CLAIMS)

## ▶ Advance Payment

- [Information Bulletin 2: Policy on Advance Payment and Cash Advances](#) discusses requirements for advance payment requests
- Advance payment is defined as funds given to a subrecipient in advance of the subrecipient incurring the debt. For example, if a subrecipient orders a piece of equipment and requests reimbursement prior to paying the vendor's invoice, receipt of funds would be considered an advance payment
- Will not provide advance payment to a subrecipient before costs have been incurred through an invoice from a vendor
  - Some situations, local cash flow makes payment for large equipment items difficult
  - DPS/OHS has agreed to accept requests for funds from subrecipients as soon as a vendor submits their invoice and the subrecipient has received goods or services
- \$2,500 minimum for subrecipients requesting a reimbursement with an advance payment

# REIMBURSEMENT REQUESTS (CLAIMS)

## ▶ **Advance Payment Supporting Documentation**

- Claim in WebGrants
  - Vendor Invoice
  - Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)
  - Completed Equipment Detail Form in WebGrants, if applicable
- ▶ Required to submit proof of payment (i.e., copy of cancelled check, credit card statement, or bank statement) to the DPS/OHS within 30 days from receipt of payment
- ▶ To request, will type “Advance Payment” in the Check/EFT Number and Check/EFT Date fields in the WebGrants claim

# REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Submitting a claim in WebGrants
  - Select “Claims” component in WebGrants

☰ Grant Components
The grant forms appear below. Your grant award details are saved here, as well as many forms which may be used to manage your grant.
Component
General Information
Contact Information - FREG / CIIEG
Budget
<b>Claims</b>
Correspondence
Subaward Adjustments
Status Reports
Attachments
Project Package - CIIEG
Subaward Documents - Final
Named Attachments - CIIEG
Closeout
Funding Opportunity
Application

# REIMBURSEMENT REQUESTS (CLAIMS)

Select "Add Claim"

164063 - SFY 2024 CIIEG First Responder Capital Improvements & Interoperable Communications Grant - 2024

Status: **Underway**  
Program Area: American Rescue Plan ACT  
Funding Opportunity: 163671-SFY 2024 ARPA SLFRF First Responders Capital Improvements & Interoperable Communications Equipment Grant (CIIEG) TEST  
Organization: BaseLine Organization  
Grantee Contact: TEST TEST  
Program Officer: Chelsey Call  
Awarded Amount: \$10,500.00



Grant List Genera Contac Budget **Claims** Corres Subawa Status Attach Projec Subawa Approp Named Closeo

Claims

Notes (0)

+ Add Claim

ID	Type	Status	Start Date	End Date	Last Submitted Date	Paid Date	Claim Amount
----	------	--------	------------	----------	---------------------	-----------	--------------

No data available in table

Submitted Amount:	\$0.00
Approved Amount:	\$0.00
Awaiting Payment Amount:	\$0.00
Paid Amount:	\$0.00
Total Amount:	\$0.00

← Previous

Next →

# REIMBURSEMENT REQUESTS (CLAIMS)

## ▶ Complete Claim General Information

- Claim Type – Select “Other” in the drop-down
- Reporting Period – Enter the date range for the expenses being requested
- Invoice Number – Leave field blank
- Is this your Final Report
  - Select “Yes” if this is your last claim
  - Select “No” if this is not your last claim
- Select “Save”

# REIMBURSEMENT REQUESTS (CLAIMS)



## General Information - Claim - Edit

Save Form

In the form below, complete all required fields. Enter the report period of coverage for this claim. All expenses reported on this claim should have been incurred during this period of time. If this is the last claim that will be submitted for this grant, then the Final Request checkbox should be checked.

Examples Quarterly Reporting Period: 1/1 - 3/31, 4/1 - 6/30, 7/1 - 9/30, and 10/1 - 12/31

Status\*: Editing

Type\*: Other

Due Date:

Report Period\*:

10/01/2024

10/31/2024

Start Date

End Date

Final Request?\*

Yes

No

Click Yes if this is the final request

Invoice Number:

State Agencies Only! Drop first 3 digits of number. Leave blank if there is not an invoice number!

# REIMBURSEMENT REQUESTS (CLAIMS)

## ▶ Complete all Claim Components

- Detail of Expenditure
- Equipment Inventory
- Other Attachments

## ▶ All components must be marked “Complete” in order to submit the claim

Claim: 001

Claim Status: **Editing**

Grant Title: 164063 - SFY 2024 CIIEG First Responder Capital Improvements & Interoperable Communications Grant

Program Area: American Rescue Plan ACT

Funding Opportunity: 163671-SFY 2024 ARPA SLFRF First Responders Capital Improvements & Interoperable Communications Equipment Grant (CIIEG) TEST

Reporting Period: 10/01/2024 - 10/31/2024

Claim Type: Other

Submitted By: -

Claim Preview Attachments Alert History Map

**Claim Details** [Preview Claim](#)

**Claim cannot be Submitted Currently**

- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Sep 4, 2024 12:28 PM - TEST TEST
Detail of Expenditure		Sep 3, 2024 7:42 AM - Chelse Dowell
Equipment Inventory		Jul 2, 2024 3:19 PM - Joanne Talleur
Other Attachments		-

# REIMBURSEMENT REQUESTS (CLAIMS)

▶ Select “Detail of Expenditure”

Claim Preview Attachments Alert History Map

**Claim Details** [Preview Claim](#)

**Claim cannot be Submitted Currently**

- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Sep 4, 2024 12:28 PM - TEST TEST
Detail of Expenditure		Sep 3, 2024 7:42 AM - Chelse Dowell
Equipment Inventory		Jul 2, 2024 3:19 PM - Joanne Talleur
Other Attachments		-



# REIMBURSEMENT REQUESTS (CLAIMS) CASH MATCH

Select “Add Row” for each expenditure in the corresponding budget category for the item that is being requested for reimbursement (Note: In-Kind Match will also be added as an expenditure)

For Example:

If the item you are requesting for reimbursement is located in the Equipment category of your budget, you will select “Add Row” under Equipment



## ☰ Equipment - Multi-List

+ Add Row

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

Equipment quotes may be uploaded in Named Attachment component of the application.

Budget Line Label	Payee	Description	Quantity	Unit Cost	Total	Expense Federal Total	Federal Amount Requested	Match Total	Invoice #	Invoice Date	Check/EFT	Check/EFT Date
-------------------	-------	-------------	----------	-----------	-------	-----------------------	--------------------------	-------------	-----------	--------------	-----------	----------------

No Data for Table

If the item you are requesting for reimbursement is located in the Supplies/Operations category for your budget, you will select “Add Row” under Supplies/Operations



## ☰ Supplies/Operations - Multi-List

+ Add Row

Supplies and Operations items are defined as property with acquisition cost of \$1,000 or less, or a useful life of less than one year.

To include a supply or operational expense in the budget, click “Add”. To include more than one supply or operational expense, repeat this step for each budget item.

Budget Line Label	Payee	Description	Quantity	Unit Cost	Total	Expense Federal Total	Federal Amount Requested	Match Total	Invoice #	Invoice Date	Check/EFT	Check/EFT Date
-------------------	-------	-------------	----------	-----------	-------	-----------------------	--------------------------	-------------	-----------	--------------	-----------	----------------

No Data for Table

# REIMBURSEMENT REQUESTS (CLAIMS) CASH MATCH

Save Row

## Equipment

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

Equipment quotes may be uploaded in Named Attachment component of the application.

### Budget Line Label:

Budget Line\*:

Payee\*:

Description\*:

Quantity\*:

Unit Cost\*:

Total:

Expense Federal Total:

Federal Amount Requested:

Match Amount Claimed:

Invoice #:

Invoice Date\*:

Check/EFT\*:

Check/EFT Date\*:

- The example on the slide is demonstrating expenses entered if cash match is being utilized
- Select “Save Row” when complete

# REIMBURSEMENT REQUESTS (CLAIMS) IN-KIND MATCH



**Equipment** Save Row

All equipment items are defined as tangible property having an acquisition cost of \$1,000 or more, and a useful life of more than one year.  
Equipment quotes may be uploaded in Named Attachment component of the application.

**Budget Line Label:**

**Budget Line\*:** Equipment-10001 Mobile Radios

**Payee\*:** Vendor Name

**Description\*:** Description of Item Purchased

**Quantity\*:** 2

**Unit Cost\*:** 6000.00

**Total:**

**Expense Federal Total:**

**Federal Amount Requested:** 12000.00

**Match Amount Claimed:**

**Invoice #\*:** 12345

**Invoice Date\*:** 10/15/2024

**Check/EFT\*:** 5678

**Check/EFT Date\*:** 10/21/2024

- The example on the slide is demonstrating expenses entered if in-kind match is being utilized
- If you are using in-kind match, you will have two expenditure entries
  - Expenditure entry for the item purchased
  - Expenditure entry for the in-kind item
- This screenshot shows an expenditure entry for the item that you have purchased
  - Federal amount requested will be the full purchase price
  - Select “Save Row”

# REIMBURSEMENT REQUESTS (CLAIMS) IN-KIND MATCH



**Equipment** Save Row

All equipment items are defined as tangible property having an acquisition cost of \$1,000 or more, and a useful life of more than one year.  
Equipment quotes may be uploaded in Named Attachment component of the application.

**Budget Line Label:**

**Budget Line\*:** Equipment-10002 Mobile Radios (In-Kind Match) ▾

**Payee\*:** Vendor Name

**Description\*:** Description of Item Purchased

**Quantity\*:** 2

**Unit Cost\*:** 6000.00

**Total:**

**Expense Federal Total:**

**Federal Amount Requested:** 0.00

**Match Amount Claimed:**

**Invoice #\*:** 45678

**Invoice Date\*:** 04/01/2024

**Check/EFT\*:** 12345

**Check/EFT Date\*:** 04/09/2024

- This screenshot shows an expenditure entry for the item that is being used as your in-kind match
  - Federal amount requested will be zero.
  - Select “Save Row”

# REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Line Number – select the corresponding budget line for the item that is being requested for reimbursement
- ▶ Payee – enter the name of the vendor that the item was purchased from
- ▶ Description – enter a description of the item purchased
- ▶ Quantity – enter the quantity of the item that was purchased
- ▶ Unit Cost – Cost per item
- ▶ Federal Amount Requested – Total amount of funds being requested from the Federal Government
- ▶ Invoice # - vendor's invoice number
- ▶ Invoice Date – date on vendor's invoice
- ▶ Check/EFT Number
  - Check number used for payment to vendor **OR** EFT number for payment to vendor
  - Advance Payment
- ▶ Check/EFT Date
  - Date of check used for payment to vendor **OR** Date of EFT for payment to vendor
  - Advance Payment

# REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Select “Add” to add additional expenditures to the claim
- ▶ Select “Mark as Complete” after all expenditures have been added

Equipment - Multi-List												✓ Mark as Complete	+ Add Row	
All equipment items are defined as tangible property having an acquisition cost of \$1,000 or more, and a useful life of more than one year.														
Equipment quotes may be uploaded in Named Attachment component of the application.														
Budget Line Label	Payee	Description	Quantity	Unit Cost	Total	Expense Federal Total	Federal Amount Requested	Match Amount Claimed	Invoice #	Invoice Date	Check/EFT	Check/EFT Date		
Equipment-10001 Mobile Radios	Vendor Name	Description of Item Purchased	2.00	\$6,000.00	\$12,000.00	\$6,000.00	\$6,000.00	\$6,000.00	12345	10/15/2024	5678	10/21/2024		
					\$12,000.00		\$6,000.00	\$6,000.00						
					\$12,000.00		\$6,000.00	\$6,000.00						

# REIMBURSEMENT REQUESTS (CLAIMS)

## CASH MATCH

- ▶ Verify the amounts entered on the Detail of Expenditure section have been transferred to the Reimbursement section correctly
- ▶ Select “Mark as Complete”
- ▶ Cash match example:



Reimbursement													Mark as Complete
Budget Category	Details	Subaward Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Subaward Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage	Total Claim Amount
Personnel													
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$0.00
Personnel Benefits													
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$0.00
Travel													
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$0.00
Equipment													
10001 Mobile Radios	10001	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00	\$0.00	50.00%	\$12,000.00
		\$6,000.00	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00	\$0.00	50.00%	\$12,000.00

# REIMBURSEMENT REQUESTS (CLAIMS)

## IN-KIND MATCH

- ▶ Verify the amounts entered on the Detail of Expenditure section have been transferred to the Reimbursement section correctly
- ▶ Select “Mark as Complete”
- ▶ In-kind match example:



Reimbursement													✓ Mark as Complete	
Budget Category	Details	Subaward Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Subaward Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage	Total Claim Amount	
Personnel														
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$0.00	
Personnel Benefits														
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$0.00	
Travel														
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$0.00	
Equipment														
10001 Mobile Radios	10001	\$12,000.00	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$12,000.00	
10002 Mobile Radios (In-Kind Match)	10002	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00	\$0.00	\$12,000.00	\$0.00	100.00%	\$12,000.00	
		\$12,000.00	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$12,000.00	\$12,000.00	\$0.00	\$12,000.00	\$0.00	50.00%	\$24,000.00	



# REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Select “Equipment Inventory” Claim Component
- ▶ Select “Yes” if you have equipment within this reimbursement request (claim)
- ▶ Select “No” if you do NOT have equipment within this reimbursement request (claim)
- ▶ Select “Save Form”



Equipment

Do you have any equipment?\*:  Yes  No

Save Form

# REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Select “Add Row” to add equipment items to the Equipment Detail
  - Each item needs to be entered on its own line
    - If you purchased two of the same item, there should be one line for each item
  - Complete all fields in the Equipment Detail
  - Verify Equipment Detail is correct and select “Mark as Complete”
- ▶ If no equipment is being requested for reimbursement, select “Mark as Complete”



Equipment Detail - Multi-List																			✓ Mark as Complete	+ Add Row	☑ Edit All Rows
Requesting Organization	Region	County	Year	Budget Line #	Manufacturer	Model	Description	Identification #(s)	Source of Funding	Title Holder	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost	Current Physical Location	Equipment Contact Person (ECP)	ECP Phone #	ECP Email Address	Use	Readiness Condition	
Baseline Organization	F	Cole	2024	10001	Motorola	APX 8500	Mobile Radio	1234567	ARPA SLFRF CIIEG	Baseline Organization	10/15/2024	1	\$6,000.00	50%	1101 Riverside Dr Jefferson City, MO 65101	John Smith	573-999-9999	John.Smith@hotmail.com	Regional	Mission Capable	

# REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ If equipment is requested, complete all fields in the Equipment Detail Form
- ▶ Requesting Organization – Subrecipient’s Organization
- ▶ Region – Subrecipient’s Region (MSHP Troop Boundaries)
- ▶ County – Subrecipient’s County
- ▶ Year – Grant year the equipment was purchased (2024)
- ▶ Budget Line # - Budget line number associated with the equipment
- ▶ Manufacturer – Manufacturer of the equipment
- ▶ Model – Model number of the equipment
- ▶ Description – Description of the equipment (i.e., mobile radio)
- ▶ Identification # - Unique identification numbers such as a serial number. (N/A should be annotated if there is not a unique identification number)
- ▶ Source of Funding – Federal Funding utilized (ARPA SLFRF CIIEG)
- ▶ Title Holder – Subrecipient Organization who owns the equipment

# REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Date of Delivery – Date equipment was delivered
- ▶ Quantity – Number of equipment items purchased (**should only be one per line**)
- ▶ Individual Item Costs – Cost of individual equipment item
- ▶ % of Federal Participation in the Cost – Percentage of cost of the equipment that is being requested
- ▶ Current Physical Location – Address where the equipment is located (P.O. Box is not a physical location for the inventory)
- ▶ Equipment Contact Person (ECP) – Name of person to contact regarding equipment
- ▶ ECP Phone # - Phone number for equipment contact person
- ▶ ECP Email Address – Email address for equipment contact person
- ▶ Use – Local, regional, statewide, or national. Progressive scale. If national use is entered, it is assumed it is available at all other levels
- ▶ Readiness Condition –
  - Mission capable – material condition of equipment indicating it can perform at least one and potentially all of its designated missions
  - Not mission capable – material condition indicating that equipment is not capable of performing any of its designated mission

# REIMBURSEMENT REQUESTS (CLAIMS)

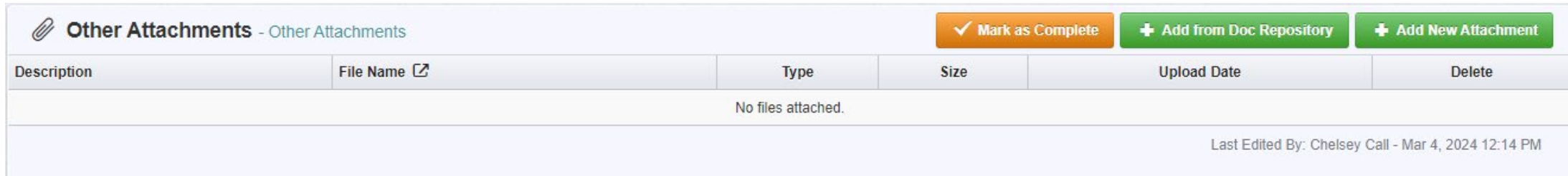
- ▶ Select “Yes” to indicate documentation will be attached to the claim
- ▶ Select “Save Form”



The screenshot shows a form section titled "Documentation" with a document icon. Below the title is a question: "Do you have additional documentation?\*" with two radio button options: "Yes" and "No". A large red arrow points down to the "Yes" button. In the top right corner of the form section, there is a green button labeled "Save Form".

# REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Select “Add New Attachment”



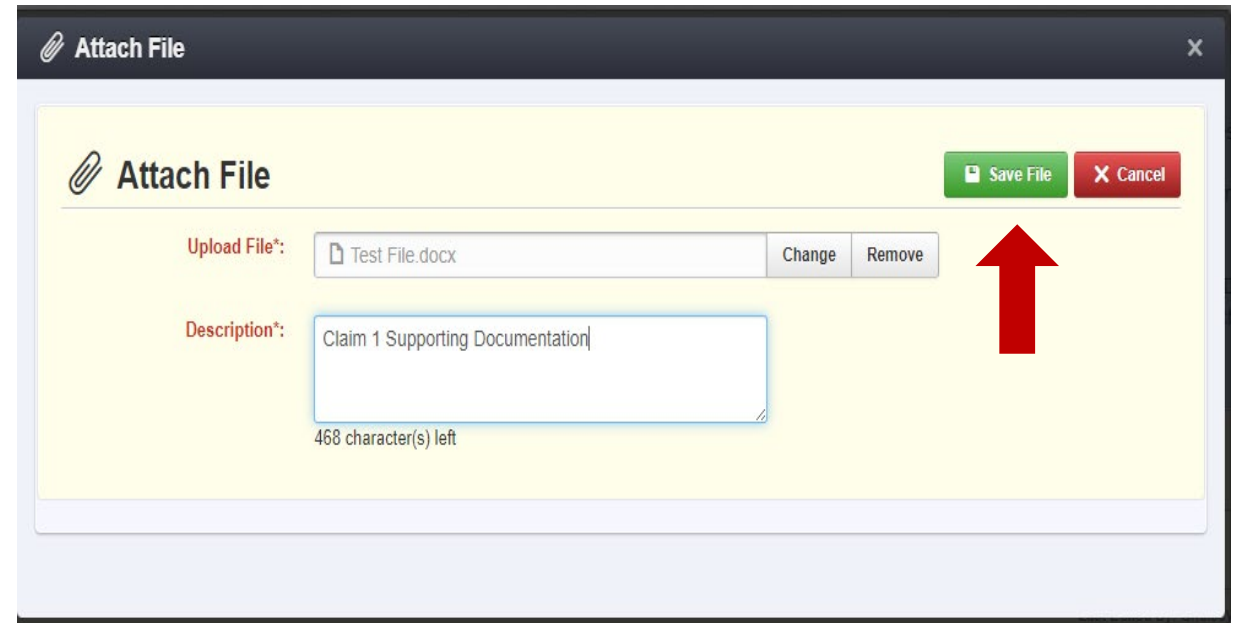
Other Attachments - Other Attachments

✓ Mark as Complete + Add from Doc Repository + Add New Attachment

Description	File Name <a href="#">↗</a>	Type	Size	Upload Date	Delete
No files attached.					

Last Edited By: Chelsey Call - Mar 4, 2024 12:14 PM

- ▶ Select file that is located on your computer
- ▶ Enter a description of the attachment
- ▶ Select “Save File”



Attach File

Attach File

Upload File\*: Test File.docx Change Remove

Description\*: Claim 1 Supporting Documentation

468 character(s) left

Save File Cancel

# REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ When all attachments have been added, select “Mark as Complete”



Other Attachments - Other Attachments						✓ Mark as Complete	+ Add New Attachment
Description	File Name <a href="#">↗</a>	Type	Size	Upload Date	Delete		
Test	<a href="#">Test File.docx</a>	docx	11 KB	04/25/2024 11:22 AM	<a href="#">Delete</a>		

# REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ When all Claim Components have been completed, select “Submit Claim” to submit the claim to DPS/OHS



**Claim Details** ✓ Submit Claim ✗ Withdraw 🔍 Preview Claim

- Claim is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Sep 4, 2024 12:28 PM - TEST TEST
Detail of Expenditure	✓	Sep 4, 2024 2:40 PM - TEST TEST
Equipment Inventory	✓	Sep 4, 2024 2:44 PM - TEST TEST
Other Attachments	✓	Sep 4, 2024 2:46 PM - TEST TEST



# SUBAWARD ADJUSTMENTS

- ▶ [Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments](#) discusses Subaward Adjustments
- ▶ Budget Modifications – transfer among existing budget lines within the grant budget
  - Request for budget modification must be submitted through WebGrants as a Subaward Adjustment and **must** be approved by the DPS/OHS **prior** to the subrecipient obligating or expending the grant funds
  - Choose Budget Revision in the WebGrants System
- ▶ Program Modifications
  - Request for program modifications must be submitted through WebGrants as a Subaward Adjustment and must be approved by the DPS/OHS prior to the subrecipient obligating or expending the grant funds
  - Program modifications include:
    - Changes in subrecipient staff (Authorized Officials, Project Directors, or Fiscal Officers)
    - Address change or other information in the organization component of WebGrants
    - Request to change project period of performance
  - Choose Program Revision in the WebGrants System

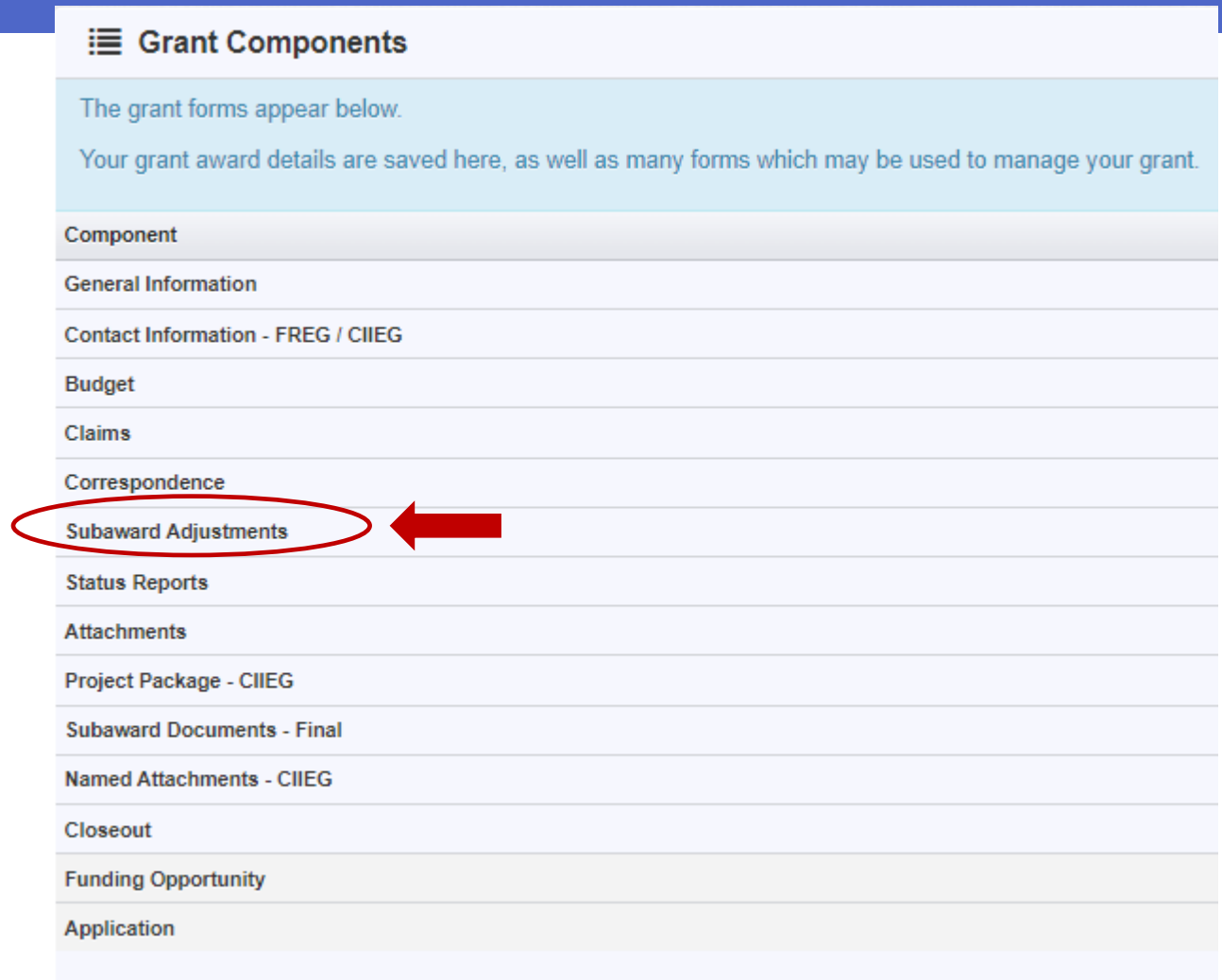


# SUBAWARD ADJUSTMENTS

- ▶ Scope of Work Changes
  - Adding new line items to the approved budget
  - Changes in quantity of an existing line item in approved budget
  - Changes to specifications of existing line item (i.e., an equipment line item on the approved budget lists a 12'x 20' tent, in order to purchase a tent that is 10' x 10' instead of the listed equipment, prior approval is required
  - Choose Budget Revision in the WebGrants System
- ▶ Request for scope changes must be submitted through WebGrants as a Subaward Adjustment and must be approved by the DPS/OHS prior to the subrecipient obligating or expending the grant funds

# SUBAWARD ADJUSTMENTS

- ▶ Submitting a Subaward Adjustment in WebGrants
  - Select “Subaward Adjustments” component in WebGrants



**Grant Components**

The grant forms appear below.  
Your grant award details are saved here, as well as many forms which may be used to manage your grant.

Component
General Information
Contact Information - FREG / CIEG
Budget
Claims
Correspondence
<b>Subaward Adjustments</b>
Status Reports
Attachments
Project Package - CIEG
Subaward Documents - Final
Named Attachments - CIEG
Closeout
Funding Opportunity
Application

# SUBAWARD ADJUSTMENTS

- ▶ Select “Add Amendment”



Subaward Adjustments + Add Amendment

ID	Type	Status	Title	Last Submitted Date
----	------	--------	-------	---------------------

- ▶ Complete General Information and select “Save Form”



## General Information - Amendment - Edit

Save Form

In the form below, complete all required fields. Select the appropriate amendment type and enter a short and concise title.

Status\*:

Amendment Type\*:

Budget Revision

Title\*:

Brief Title

# SUBAWARD ADJUSTMENTS

## ▶ General Information


- Amendment Type – choose the type of adjustment being requested
  - Budget Revision
  - Program Revision
- Title – enter a brief title

# SUBAWARD ADJUSTMENTS

▶ Complete all Subaward Adjustment Components by selecting each Component

- Justification
- Budget
- Confirmation
- Attachments

Amendment Preview Attachments Alert History Map

 Amendment Details Withdraw Copy Preview Amendment

Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Jul 3, 2024 9:43 AM - Joanne Talleur
Justification		-
Budget		-
Confirmation		-
Attachments		Jul 3, 2024 9:44 AM - Joanne Talleur

# SUBAWARD ADJUSTMENTS

- ▶ Select the “Justification” Component of the Subaward Adjustment

Amendment Preview Attachments Alert History Map

**Amendment Details** Withdraw Copy Preview Amendment

**Amendment cannot be Submitted Currently**

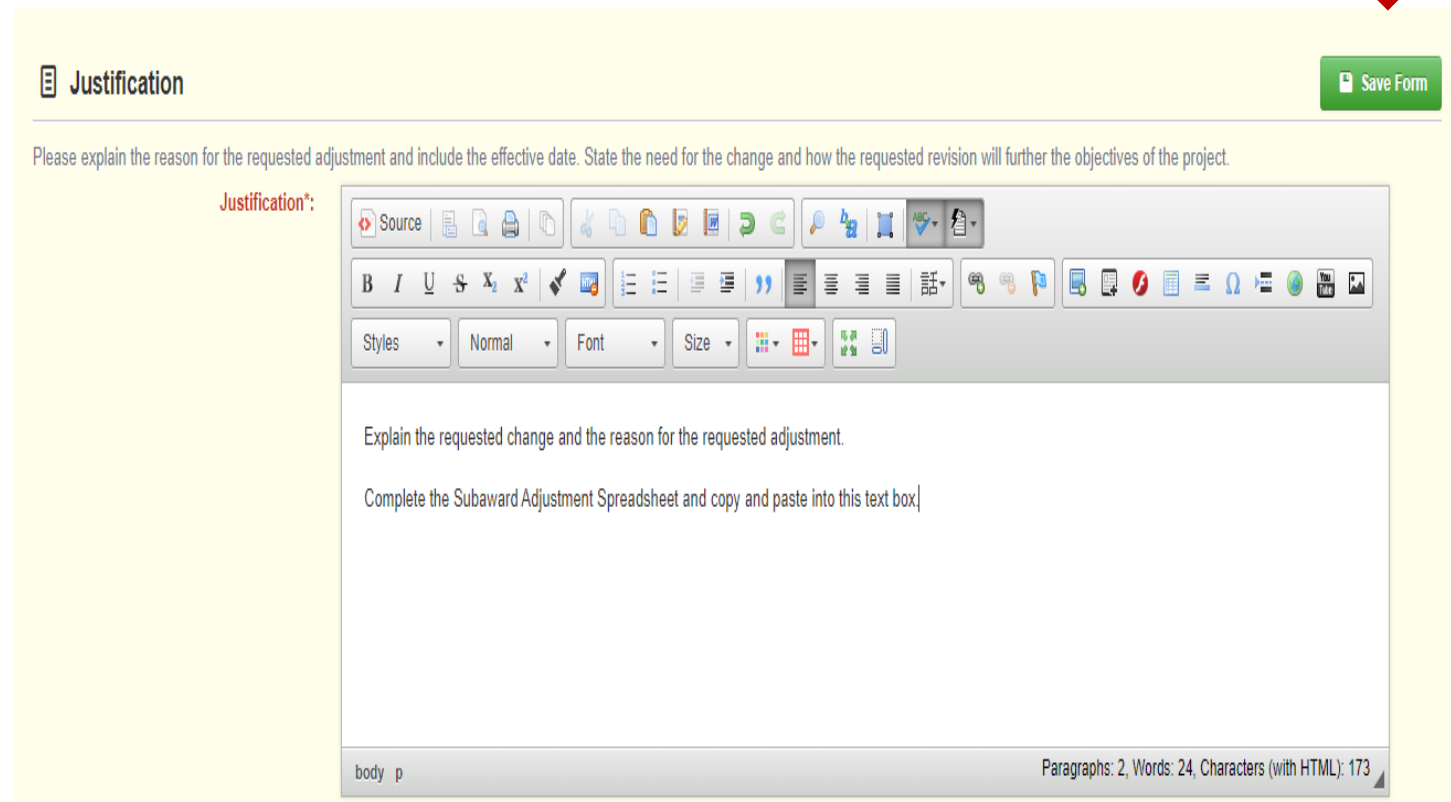
- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Jul 3, 2024 9:43 AM - Joanne Talleur
Justification	-	-
Budget	-	-
Confirmation	-	-
Attachments	-	Jul 3, 2024 9:44 AM - Joanne Talleur

# SUBAWARD ADJUSTMENTS

## ► Justification Component

- Explain the requested change and the reason for the requested adjustment
- Complete Subaward Adjustment Spreadsheet with requested changes for budget modification
  - Copy and paste Subaward Adjustment Spreadsheet into text box
  - Will be sent at conclusion of training
  - Select “Save Form”



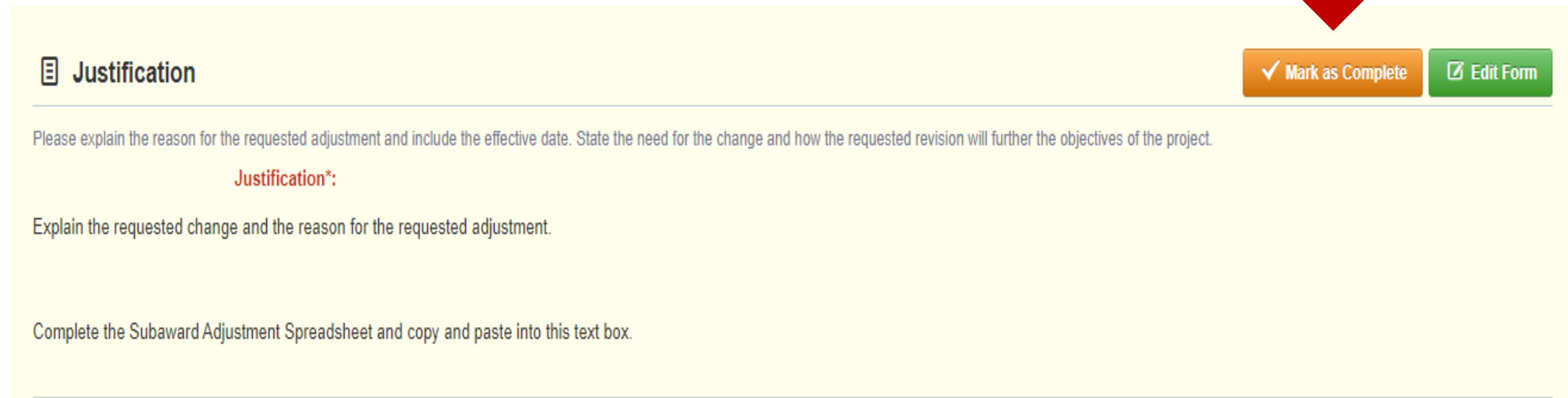
The screenshot shows a web form titled "Justification" with a "Save Form" button in the top right corner. A red arrow points to the "Save Form" button. Below the title, there is a instruction: "Please explain the reason for the requested adjustment and include the effective date. State the need for the change and how the requested revision will further the objectives of the project." The form contains a rich text editor with a toolbar and a text area. The text area contains the following text: "Explain the requested change and the reason for the requested adjustment." and "Complete the Subaward Adjustment Spreadsheet and copy and paste into this text box". The status bar at the bottom indicates "body p" and "Paragraphs: 2, Words: 24, Characters (with HTML): 173".






# SUBAWARD ADJUSTMENTS

- ▶ Review “Justification Form” to ensure it is complete and accurate
- ▶ Select “Mark as Complete”



 **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.

**Justification\*:**

Explain the requested change and the reason for the requested adjustment.

Complete the Subaward Adjustment Spreadsheet and copy and paste into this text box.

# SUBAWARD ADJUSTMENTS



## ▶ Select “Budget” for Budget Modifications

- Adjust the budget to mirror the complete old and new budget
- Make sure to update the Total Federal/State Share amounts
- The Total Local Match Share is 50% of the total cost
- Select “Save Grid”

**Budget - Edit** Save Grid

- 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	Net Change
Personnel	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Personnel Benefits	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Personnel Overtime	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Personnel Overtime Benefits	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Volunteer Match	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Travel/Training	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Equipment	<input type="text" value="\$10,000.00"/>	<input type="text" value="\$9,000.00"/>	-\$1,000.00
Supplies/Operations	<input type="text" value="\$0.00"/>	<input type="text" value="\$1,000.00"/>	\$1,000.00
Contractual	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Renovation/Construction	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Indirect Costs	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Save Grid

**Federal/State and Local Match Share - Edit** Save Grid

- 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	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	<input type="text" value="\$5,000.00"/>	50.00%	<input type="text" value="\$5,000.00"/>	50.00%	\$0.00
Total Local Match Share	<input type="text" value="\$5,000.00"/>	50.00%	<input type="text" value="\$5,000.00"/>	50.00%	\$0.00

# SUBAWARD ADJUSTMENTS

- ▶ Ensure the “Budget” form is accurate and select “Mark as Complete”

Amend List   Genera   Justif   **Budget**   Confir   Attach

 **Budget** - Current Version  Create New Version  View Versions

 **Budget** - Grid  Mark as Complete  Edit Grid

- 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	Net Change
Personnel	\$0.00	\$0.00	\$0.00
Personnel Benefits	\$0.00	\$0.00	\$0.00
Personnel Overtime	\$0.00	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00	\$0.00
Equipment	\$10,000.00	\$9,000.00	\$-1,000.00
Supplies/Operations	\$0.00	\$1,000.00	\$1,000.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
<i>Total</i>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>

# SUBAWARD ADJUSTMENTS

- ▶ Select “Confirmation” Component

Amendment Preview Attachments Alert History Map

### Amendment Details

Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?
General Information	✓
Justification	✓
Budget	✓
Confirmation	
Attachments	

Complete with Authorized Official’s Name, Title, and Date

- ▶ Select “Save Form”

### Confirmation

Your typed name as the applicant authorized official, in lieu of signature, represents your legally binding acceptance of the terms of this subaward adjustment and your statement of the veracity of the representations made in this subaward adjustment. You must include your title, full legal name, and the current date.

**Authorized Official Name\*:**

**Title\*:**

**Date\*:**

# SUBAWARD ADJUSTMENTS

▶ Select “Mark as Complete”



## Confirmation

✓ Mark as Complete

✕ Edit Form

Your typed name as the applicant authorized official, in lieu of signature, represents your legally binding acceptance of the terms of this subaward adjustment and your statement of the veracity of the representations made in this subaward adjustment. You must include your title, full legal name, and the current date.

**Authorized Official Name\*:** Authorized Official's Name

**Title\*:** Authorized Official's Title

**Date\*:** 10/15/2024

# SUBAWARD ADJUSTMENTS

## Select “Attachments” form

- Select “Yes” or “No” to indicate if you have any supporting documentation to attach
  - Attach Subaward Adjustment Spreadsheet
  - Attachments may also include new/updated quote and other pertinent documentation
- Select “Save Form”



Documentation

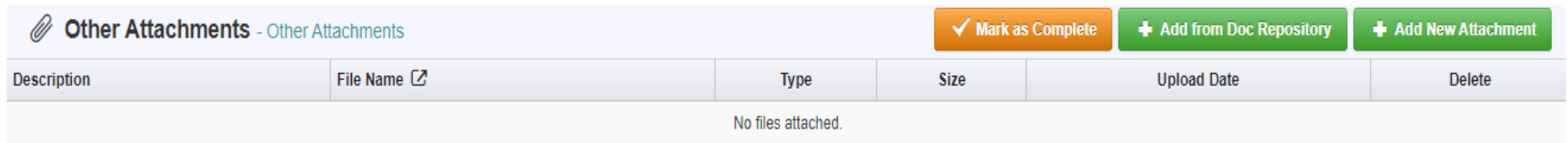
Do you have any documentation?\*

Yes No

Save Form

# SUBAWARD ADJUSTMENTS

- ▶ Select “Add New Attachment”

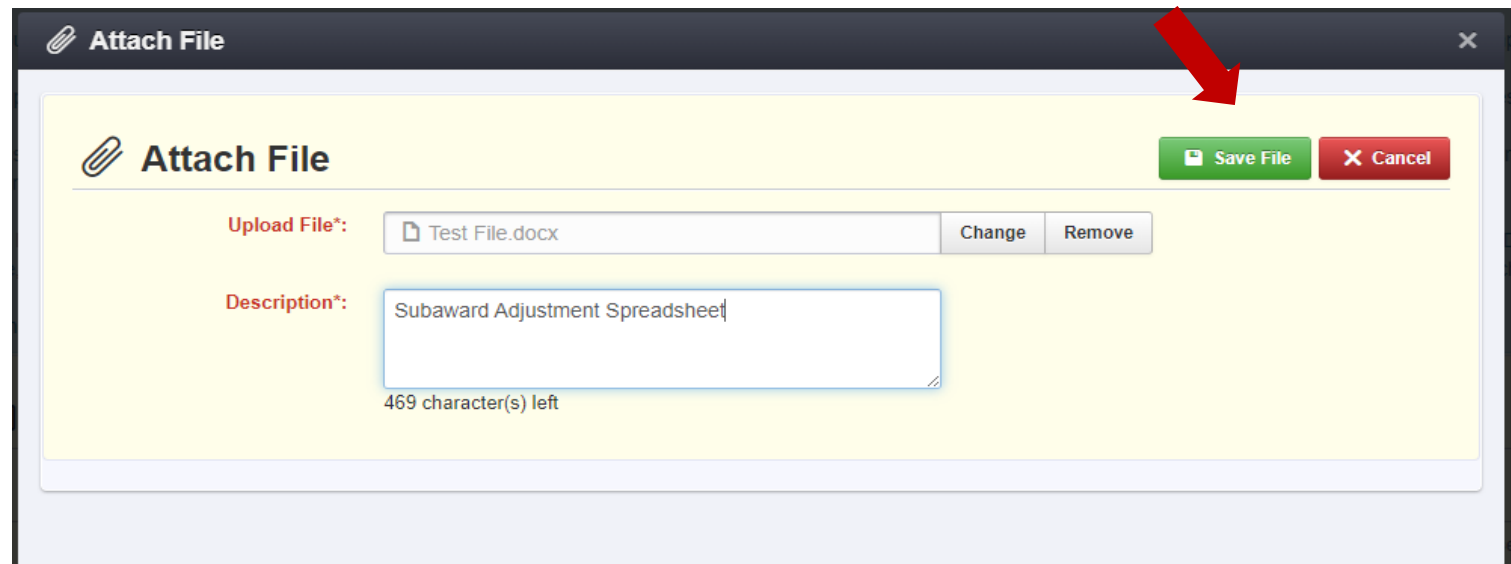


Other Attachments - Other Attachments

✓ Mark as Complete + Add from Doc Repository + Add New Attachment

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

- ▶ Save file that is located on your computer
- ▶ Enter brief description of document
- ▶ Select “Save File”



Attach File

Attach File

Upload File\*:  Change Remove

Description\*:   
469 character(s) left

Save File Cancel



# SUBAWARD ADJUSTMENTS

▶ Select “Mark as Complete”

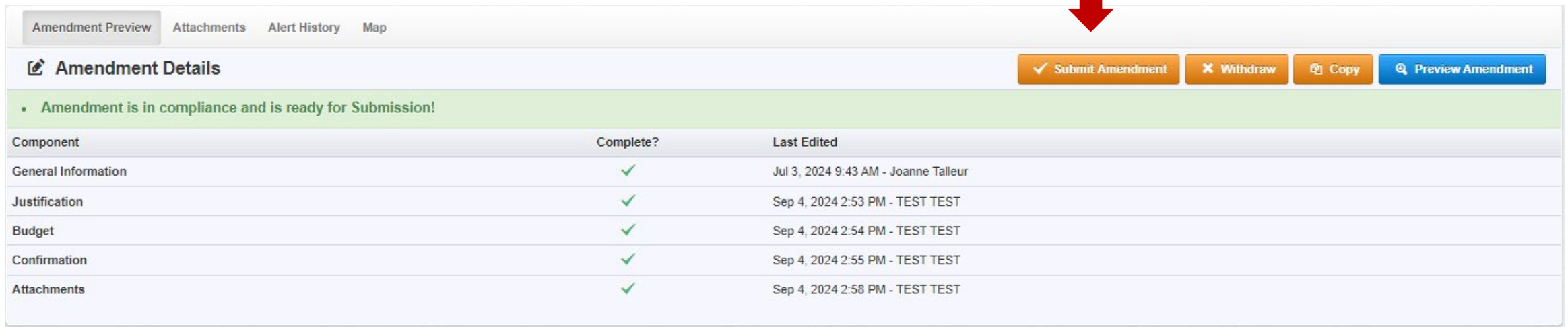


Other Attachments - Other Attachments					✓ Mark as Complete	+ Add New Attachment
Description	File Name <a href="#">↗</a>	Type	Size	Upload Date	Delete	
subaward adjustment spreadsheet	<a href="#">Test adobe.pdf</a>	pdf	32 KB	07/03/2024 09:44 AM	<a href="#">Delete</a>	

Last Edited By: Joanne Talleur - Jul 3, 2024 9:44 AM

# SUBAWARD ADJUSTMENTS

- ▶ After all Subaward Adjustment Components have been marked complete, select “Submit Amendment” to submit the Subaward Adjustment to the DPS/OHS



The screenshot displays the 'Amendment Details' page. At the top, there are navigation tabs: 'Amendment Preview' (selected), 'Attachments', 'Alert History', and 'Map'. Below the tabs, the page title is 'Amendment Details'. To the right of the title, there are four buttons: 'Submit Amendment' (orange with a checkmark), 'Withdraw' (orange with an X), 'Copy' (orange with a document icon), and 'Preview Amendment' (blue with a magnifying glass icon). A large red arrow points down to the 'Submit Amendment' button. Below the buttons, a green banner contains the message: 'Amendment is in compliance and is ready for Submission!'. Underneath the banner is a table with three columns: 'Component', 'Complete?', and 'Last Edited'.

Component	Complete?	Last Edited
General Information	✓	Jul 3, 2024 9:43 AM - Joanne Talleur
Justification	✓	Sep 4, 2024 2:53 PM - TEST TEST
Budget	✓	Sep 4, 2024 2:54 PM - TEST TEST
Confirmation	✓	Sep 4, 2024 2:55 PM - TEST TEST
Attachments	✓	Sep 4, 2024 2:58 PM - TEST TEST

# STATUS REPORTS

## ▶ Status Report Due Dates

- January 10, 2025  
(July 1, 2024 – December 31, 2024)
- July 10, 2025  
(January 1, 2025 – June 30, 2025)
- January 10, 2026  
(July 1, 2025 – December 31, 2025)
- **August 14, 2026 – Final Report**  
(January 1, 2026 – June 30, 2026)

## ▶ To submit Status Report, select “Status Report” component in WebGrants

☰ Grant Components
The grant forms appear below. Your grant award details are saved here, as well as many forms which may be used to manage your grant.
Component
General Information
Contact Information - FREG / CIEG
Budget
Claims
Correspondence
Subaward Adjustments
<b>Status Reports</b>
Attachments
Project Package - CIEG
Subaward Documents - Final
Named Attachments - CIEG
Closeout
Funding Opportunity
Application


# STATUS REPORTS

- ▶ Status Report with milestones has already been setup and is ready to update
- ▶ Select Status Report that is due

Status Reports + Add Status Report

All status reports created for this grant appear below.


ID	Type	Status	Title	Reporting Period	Due Date	Last Submitted Date	Arrived
164063 - 001	Semi-Annual	Editing		02/01/2024 - 12/31/2024	01/10/2025		



- ▶ Select “Edit Status Report”

Status Report Preview Attachments Alert History Map

Status Report Details Withdraw Copy Edit Status Report



# STATUS REPORTS

▶ Select “Milestone Progress Report”

Component	Complete?	Last Edited
General Information	✓	Jul 2, 2024 2:20 PM - Joanne Talleur
Milestone Progress Report		Jul 2, 2024 2:21 PM - Joanne Talleur

# STATUS REPORTS

## ► Is this the final Status Report?

- Select “Yes” or No”
  - Select “Yes” if all project milestones have been completed and you are submitting the Final Status Report
  - Select “No” if project activities are not complete and you are submitting the required semi-annual Status Report
- Select “Save Form”



Milestone Status Report

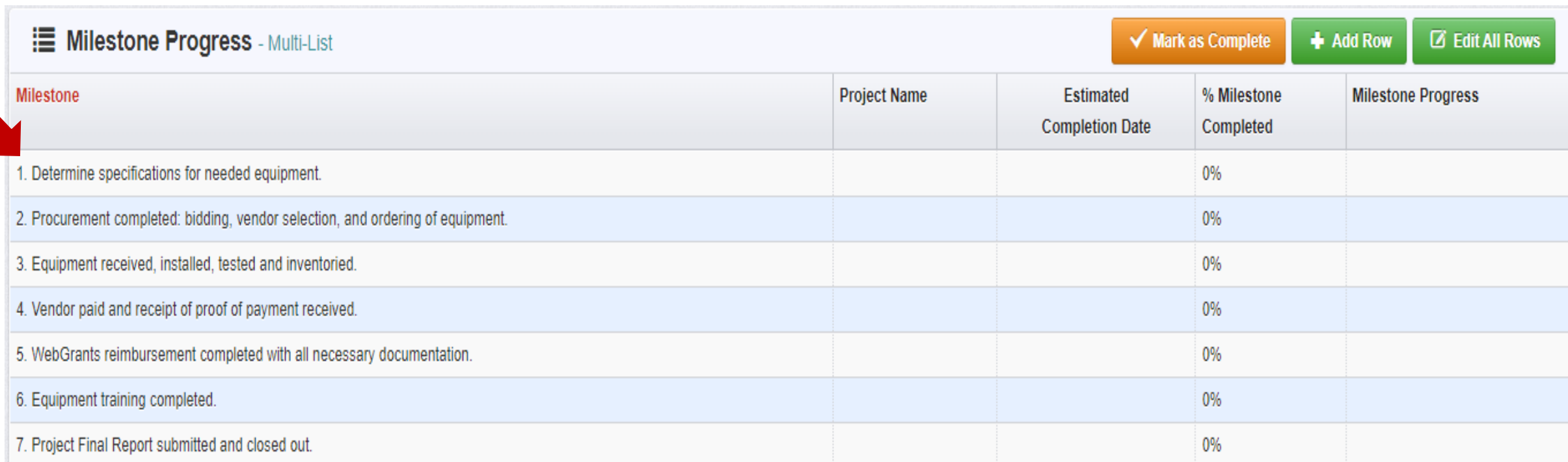
Save Form

Is this the final Status Report?\*

Yes No

# STATUS REPORTS

- ▶ Select “Edit All Rows” to edit entire Status Report at once or select Milestone to edit each milestone one at a time



The screenshot shows a web interface for managing milestones. At the top right, there are three buttons: 'Mark as Complete' (orange), 'Add Row' (green), and 'Edit All Rows' (green). A red arrow points down to the 'Edit All Rows' button. Below the buttons is a table with the following columns: 'Milestone', 'Project Name', 'Estimated Completion Date', '% Milestone Completed', and 'Milestone Progress'. A red arrow points to the 'Milestone' column header. The table contains seven rows of milestones, all with 0% completion.

Milestone	Project Name	Estimated Completion Date	% Milestone Completed	Milestone Progress
1. Determine specifications for needed equipment.			0%	
2. Procurement completed: bidding, vendor selection, and ordering of equipment.			0%	
3. Equipment received, installed, tested and inventoried.			0%	
4. Vendor paid and receipt of proof of payment received.			0%	
5. WebGrants reimbursement completed with all necessary documentation.			0%	
6. Equipment training completed.			0%	
7. Project Final Report submitted and closed out.			0%	

# STATUS REPORTS

## ▶ Example completed Milestone Progress:

☰ Milestone Progress - Multi-List <span>+ Add Row</span> <span>✎ Edit All Rows</span>				
Milestone	Project Name	Estimated Completion Date	% Milestone Completed	Milestone Progress
1. Determine specifications for needed equipment.	ARPA CIIIEG Baseline Organization	09/30/2024	100%	Specifications have been determined.
2. Procurement completed: bidding, vendor selection, and ordering of equipment.	ARPA CIIIEG Baseline Organization	10/31/2024	100%	Procurement on all equipment and supplies has been completed.
3. Equipment received, installed, tested and inventoried.	ARPA CIIIEG Baseline Organization	12/15/2024	100%	Equipment has been received.
4. Vendor paid and receipt of proof of payment received.	ARPA CIIIEG Baseline Organization	01/31/2025	20%	Some of the vendors have been paid and proof of payment received.
5. WebGrants reimbursement completed with all necessary documentation.	ARPA CIIIEG Baseline Organization	02/28/2025	0%	Anticipate submitting for reimbursement by the end of the year.
6. Equipment training completed.	ARPA CIIIEG Baseline Organization	12/15/2024	100%	Training was completed when equipment was received.
7. Project Final Report submitted and closed out.	ARPA CIIIEG Baseline Organization	03/15/2025	0%	Anticipate closing project early next year.

Last Edited By: TEST TEST - Sep 4, 2024 3:06 PM + Add Row





## Complete “Milestone Progress” section of Status Report

- Project Name – Brief project name (i.e., SFY 2024 Baseline Organization ARPA CIIEG)
- Estimated Completion Date – Estimated completion date for milestone at time of status report
- % Milestone Completed – Estimated % of milestone completed at time of status report
- Milestone Progress – Enter pertinent notes on milestone (i.e., Specifications for mobile radio complete)

**\*\*DO NOT remove or add milestones to the Status Report\*\***  
**\*\*DO NOT create your own Status Report\*\***

# STATUS REPORTS

## ▶ Complete “Narrative Project Progress”

- Select “Add Row”



☰ Narrative Project Progress - Multi-List ✓ Mark as Complete + Add Row

Project Name
What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?

- Add Project Name
- What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?
- Select “Save Row”



☰ Narrative Project Progress 🗑 Delete Row 💾 Save Row

**Project Name\*:**


**What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?:**

# STATUS REPORTS

- ▶ Select “Mark as Complete”

☰ Milestone Status Report ✓ Mark as Complete ✎ Edit Form

Is this the final Status Report?: Yes




- ▶ Select “Submit Status Report” to submit Status Report to the DPS/OHS

Status Report Preview Attachments Alert History Map

☰ Status Report Details ✓ Submit Status Report ✕ Withdraw 📄 Copy 🔍 Preview Status Report

• Status Report is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Jul 2, 2024 2:20 PM - Joanne Talleur
Milestone Progress Report	✓	Sep 4, 2024 3:07 PM - TEST TEST



# CORRESPONDENCE

- ▶ Correspondence Component of the grant should be used for contacting the DPS/OHS with approval requests/questions/pertinent information regarding your grant
- ▶ Select “Correspondence” component in WebGrants

## ☰ Grant Components

The grant forms appear below.

Your grant award details are saved here, as well as many forms which may be used to manage your grant.

Component
General Information
Contact Information - FREG / CIIEG
Budget
Claims
Correspondence
Subaward Adjustments
Status Reports
Attachments
Project Package - CIIEG
Subaward Documents - Final
Named Attachments - CIIEG
Closeout
Funding Opportunity
Application

# CORRESPONDENCE

- ▶ Select “Add Grantee Correspondence” under Inter-System Grantee Correspondence



Inter-System Grantee Correspondence + Add Grantee Correspondence

Search:

Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5
------	---------------	------	----	---------	---------	--------------	--------------	--------------	--------------	--------------

- ▶ Correspondence Component works similar to email
  - To: Select who you would like to send the message to
    - You may select multiple people by using the Ctrl function on your keyboard
  - CC: Additional people can be added to the message
    - Use a “;” between each email address added

To\*:

- ✕ Chelsey Call
- ✕ Adriana Budean
- ✕ Joanne Talleur
- ✕ Maria Robinett

CC:

Additional.people@dps.mo.gov

# CORRESPONDENCE

- ▶ Enter a “Subject” for the message

Subject\*:

SFY 2024 ARPA CIIEG

- ▶ Enter all necessary information in the “Message” section

Message:

Enter all necessary information here

body p Paragraphs: 1, Words: 5, Characters (with HTML): 44


# CORRESPONDENCE

- ▶ Attach any necessary documents in the Attachments section
  - Select “Select File” to locate document on your computer



Attachment 1:	<input type="text"/>	Select file
Attachment 2:	<input type="text"/>	Select file
Attachment 3:	<input type="text"/>	Select file
Attachment 4:	<input type="text"/>	Select file
Attachment 5:	<input type="text"/>	Select file

- ▶ Select “Send Correspondence” to send the message to the DPS/OHS

 Inter-System Grantee Correspondence

 Send Correspondence

Flag:

To\*:

# CORRESPONDENCE

- ▶ When receiving emails from WebGrants, DO NOT reply from your email
- ▶ The reply will go to a generic inbox and will cause a delay in response
- ▶ To reply to a message, select the “Subject” section inside WebGrants for the message you

## Inter-System Grantee Correspondence

+ Add Grantee Correspondence

Search:

Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5
	07/03/2024	Joanne Talleur	Joanne Talleur	SFY 2024 ARPA CIIEG	Enter all necessary information here	<a href="#">Test adobe.pdf</a>				



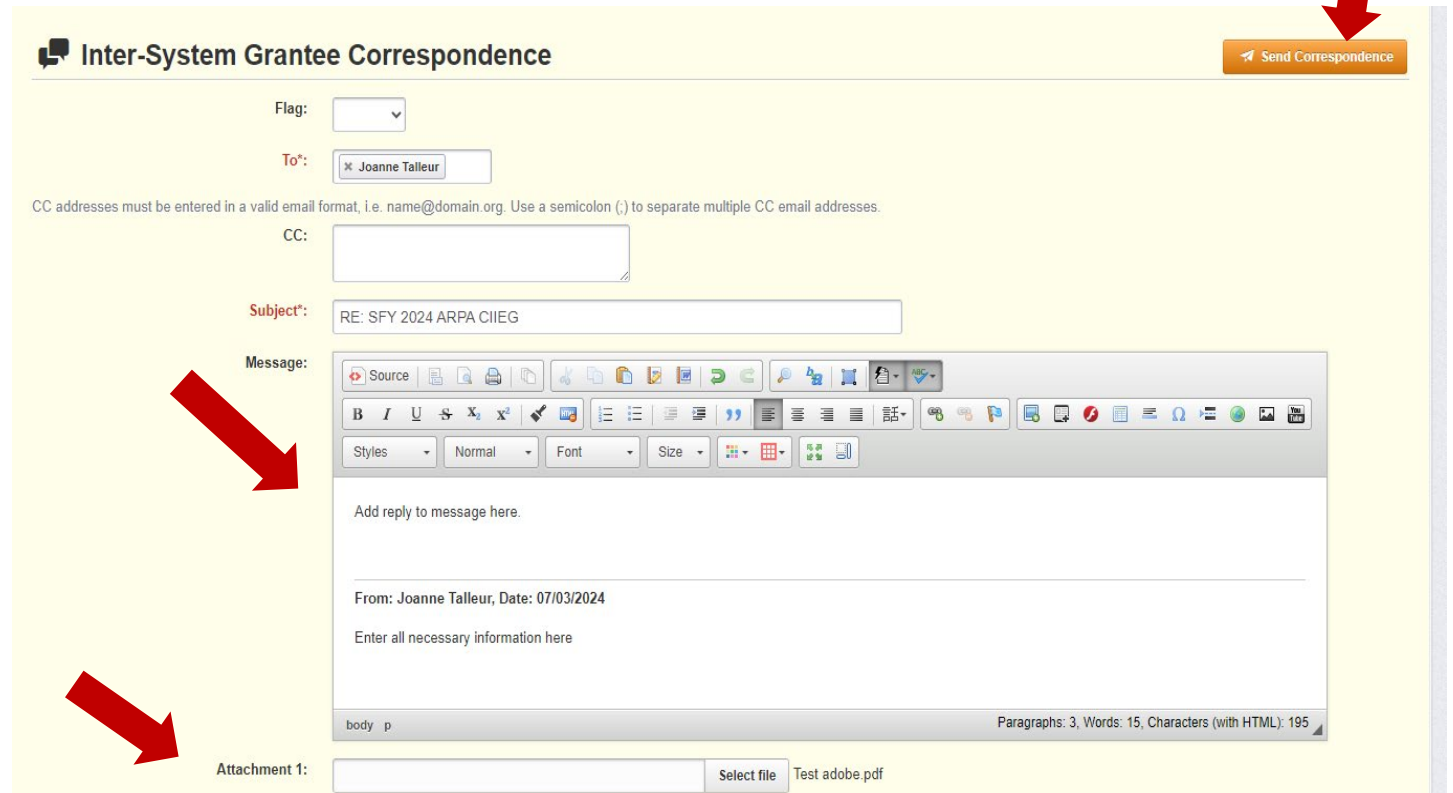


# CORRESPONDENCE

- ▶ Select “Reply to Message”



- ▶ Select who you want the reply to be sent to
- ▶ Add “Message” above the start of the original correspondence
- ▶ Add attachments, as applicable
- ▶ Select “Send Correspondence”



# GRANT FILE

- ▶ All grant records shall be retained by the subrecipient for:
  - At least 5 years from the end of the state fiscal year in which the grant closes or following notification by the awarding agency that the grant has been programmatically and fiscally closed or at least 5 years following the closure of the subrecipient's audit report covering the entire award period, whichever is later
- ▶ Subrecipient should maintain grant file with grant documentation including but not limited to:
  1. Copy of FINAL grant application(s)
  2. Fully-executed Subaward Agreement
  3. Approved Claims
  4. Approved Subaward Adjustments
  5. Approved Status Reports
  6. Final Status Report
  7. Monitoring Reports
  8. Relevant Grant Correspondence
  9. Procurement Documents
  10. Disposition of Equipment Forms
  11. Inventory
- ▶ **Grant files can be electronic – WebGrants CANNOT serve as your grant file**

# GRANT CLOSEOUT

- ▶ Grant Period of Performance ends 06/30/2026
- ▶ Final Claims and Final Status Report are due 45 days after the end of the period of performance (08/14/2026)
- ▶ Final Claim – Select “Yes” in “General Information” on the question “Is this your Final Report”
- ▶ Final Status Report
  - Select “Yes” on Status Report question “Is this the Final Status Report”
  - In the “Narrative Project Progress” section indicate that the project is complete and this submission is the Final Status Report
  - Include amount of de-obligated funds, if applicable, in the Narrative Project Progress section

# MONITORING

- ▶ [Information Bulletin 1: Policy on Monitoring](#) discusses monitoring
- ▶ The DPS/OHS acts as a pass-through entity and is subject to the requirements of pass-through entities guided by 2 CFR 200
- ▶ [2 CFR 200.332 \(d\)](#) states, “All pass-through entities must monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved”
- ▶ Types of Monitoring
  - Desk – Review that is completed by the DPS/OHS at the DPS/OHS’ office
  - On-Site – Review that is conducted by the DPS/OHS at the subrecipient’s agency



# MONITORING

## ▶ Scheduling

- Agreed upon date between DPS/OHS and subrecipient
- Given at least 30 days notice

## ▶ Topics Covered

- See Monitoring Information Bulletin

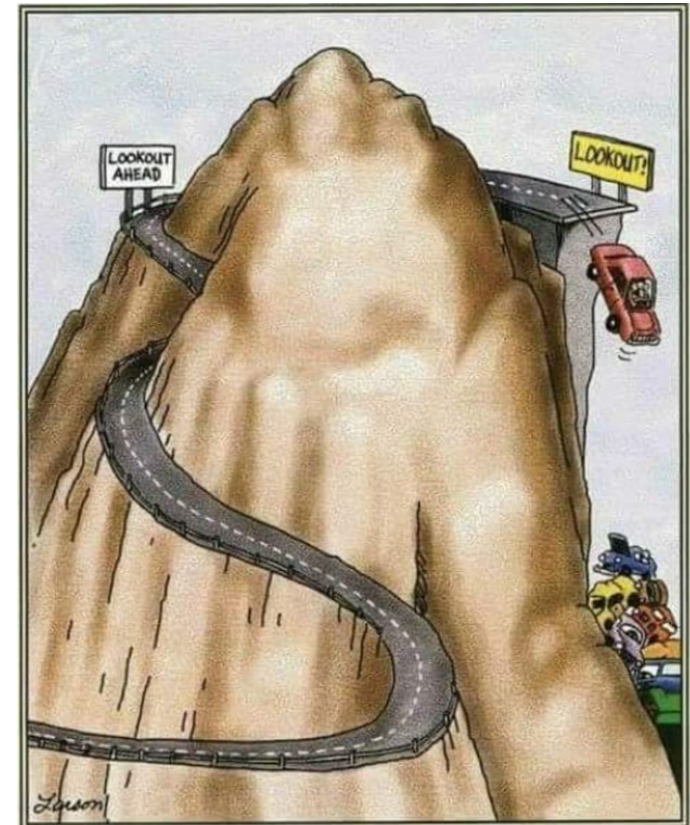
## ▶ Corrective Actions

- If observations are made, at least 30 days will be allowed to complete and submit necessary corrective actions



# MONITORING

- ▶ Monitoring is NOT an audit
- ▶ DPS/OHS is NOT out to catch you doing something wrong – we are there to HELP correct areas of noncompliance to prevent audit findings
- ▶ Chance to provide technical assistance and answer questions



# IMPORTANT DATES

Grant Period of Performance Begin – February 1, 2024

Compliance Workshop Acknowledgement Due – September 13, 2024

Subaward Agreements Due – 30 days from receipt

Status Reports Due – January 10 and July 10

Grant Period of Performance End – June 30, 2026

Final Claim and Final Status Report – **August 14, 2026**

# QUESTIONS?





# DPS/OHS CONTACTS

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