

Welcome to the Webinar!!

- Thank you for joining us today. We will get started shortly.
- Sign into the chat box with your name and the agency that you are representing.
- Please review a few housekeeping rules:
 - Please mute your audio. This helps to minimize the sound and interruptions. You can do this by selecting “mute” on the meeting screen.
 - You are welcome to use the chat box throughout the presentation. We will have a chat box monitor that will try to answer any questions during the presentation.
 - We will have a question and answer forum at the end of the presentation. If you have questions before the end, please utilize the chat box.
 - When we are talking or sharing our screen, please write in the chat box if you are unable to hear or see something.
 - The Missouri Department of Public Safety is an equal opportunity employer and agency. Those with limited English proficiency or who need auxiliary aids or other services, can contact dpsinfo@dps.mo.gov. For Relay Missouri, please dial 711. For TTY/TDD, please dial 800-735-2966.

Missouri Department of Public Safety, DPS Grants



FY 2023 Local Law Enforcement Block Grant
(LLEBG) Compliance Workshop

Local Law Enforcement Block Grant (LLEBG)

- LLEBG is part of the FY 2023 JAG Grant - <\$10k allocations
 - Authorized by 34 U.S.C. § 10151-10158
 - CFDA # 16.738
 - Awarded to Missouri by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA)
 - Provides federal criminal justice funding
 - JAG streamlined the Byrne and LLEBG grant programs in FY 2015

Grant Requirements



Grant Requirements

- Subrecipients must comply with the following state statutes in order to be eligible for federal funds, at the time of application and must remain compliant throughout project period
 - Section 43.505 RSMo: National Incident-Based Reporting System (NIBRS)
 - Section 590.650 RSMo: Vehicle Stops Reports
 - Section 513.653 RSMo: Federal Forfeiture Report
 - Section 590.700 RSMo: Written Policy on Recording Custodial Interrogations
 - Section 43.544 RSMo(formerly 577.005 RSMo): Written Policy on Forwarding Intoxication-Related Arrest Information to the Central Repository
 - Section 43.1265 RSMo: Police Use of Force Transparency Act of 2021
 - Section 590.030 RSMo: Rap Back Program Participation
 - Section 513.653 RSMo: Federal Equitable Sharing Funds

Grant Requirements (cont.)

- Administrative Guide and Information Bulletins
- Financial & Administrative Guide for DPS Grants
 - [DPS Financial and Administrative Guidelines \(mo.gov\)](#)
- Information Bulletins
 - DPS Grants-GT-2020-001, Policy on Advance Payment and Cash Advances [CJ/LE-GT-2020-001](#)
 - DPS Grants-GT-2020-002, Policy on Claim Request Requirements including DPS Reimbursement Checklist [CJ/LE-GT-2020-002](#)
 - DPS Grants-GT-2020-003, Policy on Budget Modifications, Program Changes, Scope of Work Changes, Status Reports, and Return of Funds [CJ/LE-GT-2020-003](#)

Grant Requirements (cont.)

- FY 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program State Formula Solicitation: [FY 2022 Edward Byrne Memorial Justice Assistance Grant Program – State Solicitation | Bureau of Justice Assistance \(ojp.gov\)](#)
- 2 CFR Part 200 Subpart F, Audit Requirements: [Main Menu \(census.gov\)](#)
- Missouri State Statutes: [Missouri Revisor of Statutes - Revised Statutes of Missouri, RSMo, Missouri Law, MO Law, Joint Committee on Legislative Research](#)
- Office of Justice Programs (OJP) Financial Guide: [DOJ Grants Financial Guide 2022 | Welcome to the DOJ Grants Financial Guide | Office of Justice Programs \(ojp.gov\)](#)

Unique Entity Identifier (UEI)

- In April 2022, your DUNS number was replaced with a Unique Entity Identifier (UEI)
- An active SAM Account (SAM.gov) is required to do business with the federal government and to apply for funding opportunities.
- Take care to maintain your SAM registration. Your registration is valid for only 12 months from the date you last certified and submitted the Registration – in some cases sooner if your entity's information changes.
- Contact your Grant Specialist as your expiration date changes to maintain accurate information in WebGrants.

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 [The Federal Audit Clearinghouse \(fac.gov\)](https://www.fac.gov)
 - Expended funds include all Federal funds, not just LLEBG funds

Federal/State Civil Rights

Agencies must comply with Federal and State Civil Rights

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d)
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794)
- Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34)
- Title IX of the Education Amendments of 1972 (21681, 1683, and U.S.C § 1685-860)
- Age Discrimination Act of 1975 (42 U.S.C. § § 6101-07)
- Section 213.065 RSMo – Discrimination in Public Accommodations
- Section 213.055 RSMo – Unlawful Employment Practices
- U.S. Department of Justice Regulations – (28 CFR pt 38) Equal Treatment for Faith Based Organizations
- U.S. Department of Justice Regulations – (28 CFR pt 54) Non-discrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance Executive Order 13279 (equal protection of the laws for faith-based and community organizations)
- Executive Order 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and other neighborhood organizations)
- U.S. Department of Justice Regulations – (28 CFR pt 42) Non-Discrimination; Equal Employment Opportunity; Policies and Procedures

Equal Employment Opportunity Plan (EEO Plan)

- A workforce report that some organizations must complete as a condition for receiving U.S. Department of Justice funding authorized by the Omnibus Crime Control and Safe Streets Act of 1968
- EEO Plans are intended to ensure subrecipients of federal funding are providing equal employment opportunities to men and women regardless of sex, race, or national origin
- The U.S. Department of Justice regulations pertaining to the development of a comprehensive EEO Plan can be found at 28 C.F.R. § 42.301-42.308
- The U.S. Department of Justice, Office for Civil Rights (OCR) is the federal branch that collects, reviews, and approves EEO Plans
- Effective in December 2016, the OCR developed an Equal Employment Opportunity (EEO) Reporting Tool to streamline the EEO reporting process. The deployment of the EEO Reporting Tool, however, changed the reporting requirements for subrecipients of funding from the U.S. Department of Justice

Office for Civil Right's EEOP Website

<https://ojp.gov/about/ocr/eeop.htm>

Equal Employment Opportunity Plans

The statutory and regulatory information contained on this page does not constitute legal advice and is for general informational purposes only. The OCR makes no guarantee that the statutory authority or regulatory code cited within is the most current version of said law/regulation. For more recent versions of the U.S. Code and the CFR, users should consult the official [revised U.S.C.](#) or the [eCFR](#).

An Equal Employment Opportunity (EEO) plan is a comprehensive document that analyzes a recipient's relevant labor market data, as well as the recipient's employment practices, to identify possible barriers to the participation of women and minorities in all levels of a recipient's workforce. Its purpose is to ensure the opportunity for full and equal participation of men and women in the workplace, regardless of race, color, or national origin.

As a recipient of Department of Justice funding, your organization may be required to submit a Certification Report or the Utilization Report portion of your plan to the Office for Civil Rights. If you are unsure of whether your organization is subject to the Civil Rights requirements of the Safe Streets Act, please refer to the FAQ [How can I tell if a recipient is subject to the Safe Streets Act?](#)

The Equal Employment Opportunity (EEO) Reporting System will allow you to create your organization's account, then prepare and submit an EEO Certification Form and if required, create and submit an EEO Utilization Report. You will also be able to access your organization's saved information in subsequent logins.

[EEO Reporting Tool Login HERE](#)

[Overview](#)

[Latest News](#)

[Filing a Complaint](#)

[Filing Tips](#)

[Review Panel on Prison Rape](#)

[OCR Initiatives](#)

[Investigative Findings](#)

[FAQs](#)

[Equal Employment Opportunity Program FAQs](#)

[VAWA FAQs](#)

[Online Training](#)

[Statutes & Regulations](#)

[Guidance for Faith-based Organizations](#)

[Advisory on Recipients' Use of Arrest and Conviction](#)

Provides access to the "EEO Reporting Tool Job Aid"

Equal Employment Opportunity Plans Certification Form

- Subrecipients exempt from the EEO reporting requirements must claim such exemption
 - Effective with the “EEO Reporting Tool”, a “Certification of Exemption” form will populate and be submitted to OCR. The Form must be submitted each calendar year for which DOJ funding is received (and be updated in the event a new award is received within the same calendar year that changes the status to no longer being exempt from the EEO reporting requirement)
- Subrecipients required to prepare an EEO Utilization Report must acknowledge such requirement
 - Effective with the “EEO Reporting Tool”, a “Notice of Acknowledgement of Requirement” form will populate and be submitted to OCR. The Form must be submitted each calendar year for which DOJ funding is received
- The EEO Certification Form must be prepared for the subrecipient of the federal funding (i.e. county, city, university/college, or state department); the EEO Certification Form is not just for the project agency (i.e. Sheriff’s Office, Police Department, State Division)

Equal Employment Opportunity Plans Form Example

CERTIFICATION FORM
Compliance with the Equal Employment Opportunity Plan (Equal Employment Opportunity Program) Requirements

Recipient's Name:	Cole County		
Address:	1101 Riverside Dr., Jefferson City, MO 65102		
Recipient Type:	Subrecipient	Law Enforcement Agency:	Yes
DUNS Number:		Vendor Number (only if direct recipient):	
Name of Contact Person:	John Smith	Title of Contact Person:	H.R. Director
Telephone Number:	573-522-1908	E-Mail Address:	jsmith@ccorganization.com
Subrecipients:	No		

Acknowledgement of EEOP Data Collection, Maintenance and Submission Requirements

I, **John Smith** (authorized official), acknowledge that **Cole County** (recipient organization) has an obligation to develop and submit an EEOP Utilization Report to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice (OCR) for 2017 (fiscal year). I understand the regulatory obligations under 28 C.F.R. Section 42.301 - 308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

By accepting financial assistance subject to the civil rights provisions of the Safe Streets Act, **Cole County** (organization) is on notice that at some future date, during the active award period, the OCR may request any of the employment data noted in the EEOP regulations. I understand that in the context of an administrative investigation of an employment discrimination complaint, failure to produce employment data required for a comprehensive EEOP may allow the OCR to draw an adverse inference based on the data's absence.

John Smith, H.R. Director *John Smith* 3/2/2017

Print or Type Name and Title Signature Date

- Navigate to the OCR EEOP webpage
- Sign into the EEO Reporting Tool
- The applicable EEO Certification Form will populate based on responses to the type of agency, number of employees, and single largest DOJ award
- When completed, the EEO Certification Form must be e-signed by the designated official (the "EEO Reporting Tool Job Aid" provides instruction on how to designate this individual)
- Once e-signed, the EEO Certification Form is then submitted electronically through the EEO Reporting Tool and a confirmation email will be received

Non-Discrimination

- If the subrecipient has 50 or more employees and receives OJP, OVW, or COPS funding of \$25,000 or more:
 - The subrecipient must have written policies or procedures in place to notify program participants and employees on how to file complaints alleging discrimination
 - The subrecipient must designate a person(s) to coordinate complaints alleging discrimination

Non-Discrimination Findings

- Subrecipients must notify DPS of any findings of discrimination within 30 days of the court judgment
- Submit the Court Judgment with a cover letter to DPS; the cover letter should identify the DPS-assigned subaward number, as indicated on the Subaward document

Missouri Department of Public Safety
Attn: Director of Public Safety
1101 Riverside Drive
P.O. Box 749
Jefferson City, MO 65102

- DPS must forward to the Office for Civil Rights (OCR)



Grant Life Cycle



Grant Life Cycle (cont.)

- Subrecipient applies and gets approval of application
- Subrecipient will receive the subaward documents
 - Subaward documents must be signed by the Authorized Official and sent back to Department of Public Safety
 - Once the signed documents are received and signed by the Director of Public Safety – the grant will be marked “Underway”
- “Underway” Phase
 - Subrecipient can now order equipment and/or supplies
 - Claims are to be submitted for Reimbursement or Advanced Payment and Cash Advances
 - Status Reports are submitted
- Closeout
 - Once all Claims and Status Reports have been submitted and approved, the grant can be closed

Grant Set-Up

- The grant subaward documents were uploaded to WebGrants under “Subaward Documents – Needs Signature”
- The subawards must be signed by the “Authorized Official”
- Each page of the “Articles of Agreement” must be initialed by the Authorized Official
- The signed Subaward documents with initialed pages of the Articles of Agreement must be returned to our office for signature from the Missouri Department of Public Safety Director prior to the grant going “Underway” in WebGrants
- The signed documents should be submitted through the “Correspondence” component in the WebGrants system
 - A copy of the signed subaward will be available in WebGrants under “Subaward Documents – Final”

Spending Grant Dollars

- Funds must be obligated within the project period and expended within 45 days following the project period end date
 - Project Period: January 1, 2024 to June 30, 2024
 - 45 days following: August 15, 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
- Funds are considered “expended” when payment is made

Grant Reporting

- Quarterly Status Reports are required:
 - Quarter 1 due April 10 (Jan. 1 – March 31, 2024)
 - Quarter 2 due July 10 (April 1 – June 30, 2024)
 - Quarter 3 due October 10 (July 1 – Sept. 30, 2024), if applicable
 - Quarter 4 due January 10, 2025 (Oct. 1 – Dec. 31, 2024), if applicable
- Final Status Report will need to be submitted
 - Due 45 days after the final claim or grant end date
- Inventory logs should be updated and maintained

Procurement

- General Grant Guidelines:
 - All procurement transactions, whether negotiated or competitively bid, and without regard to the dollar value, shall be conducted in a manner so as to provide maximum open and free competition
 - All bids/quotes, and the rationale behind the selection of a source of supply, must be retained, attached to the purchase order copy, and placed in the accounting files
 - Single Feasible Source procurement on purchases to a single vendor of \$10,000 or more requires prior approval from the Missouri Department of Public Safety
 - Request for approval shall be submitted via the “Correspondence” component of WebGrants with the rationale and, if available, a copy of the single feasible source certification letter from the vendor
 - Approval of the grant application does not constitute prior approval; it must be obtained separately

Procurement (cont.)

- State Procurement Policy:
 - Purchases to a single vendor totaling less than \$10,000 may be purchased with prudence on the open market
 - Purchases to a single vendor totaling \$10,000 but less than \$100,000 must be competitively bid/quoted, but the bid/quote need not be solicited by mail or advertisement
 - Purchases to a single vendor totaling \$100,000 or more shall be advertised for bid in at least two daily newspapers of general circulation, in such places as are most likely to reach prospective bidders, at least five days before bids for such purchases are to be opened

Equipment Information

- Equipment must be tagged and its source of funds identified (i.e. FY 2023 LLEBG)
- All equipment must be compatible with the current Interoperability Guidelines, as applicable (i.e., radios)
- Equipment inventory must be maintained throughout the life of the equipment

Equipment - Radios

- Communication devices must adhere to the state's interoperability plan
- The Radio Interoperability Guidelines are available online at: [Radio Interoperability Guidelines 7/2023](#)
- Contact Missouri Interoperability Center before making purchase!!
 - Phone: (573) 522-1714
 - 24/7 Help Desk Phone: (855) 4-MOSWIN
 - Fax: (573) 526-1632
 - Email: moswin.sysadmin@dps.mo.gov

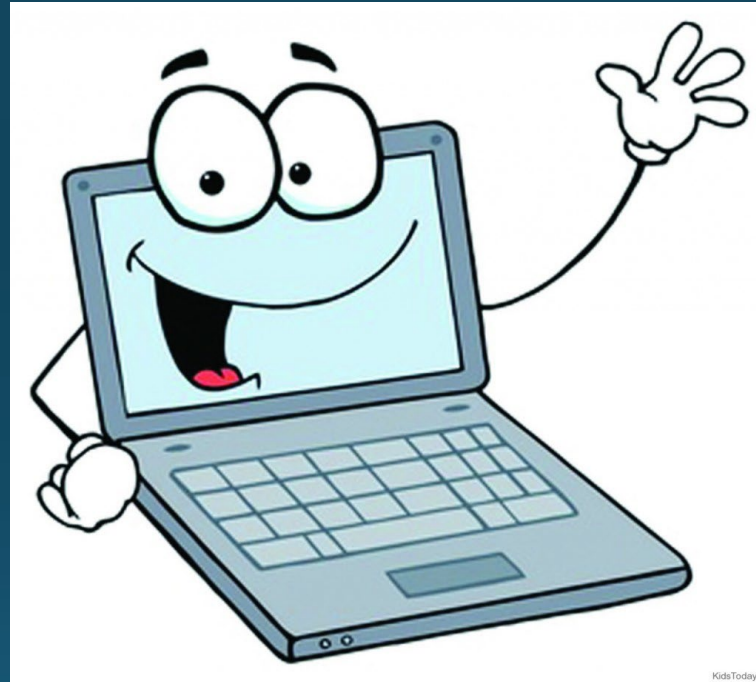
Equipment vs. Supplies

- Equipment
 - Tangible, non-expendable (non-consumable) personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit
 - Equipment must be recorded and tracked in an Inventory control list and tagged to reflect its source of funding
 - Equipment must be “tagged” with the source of funds used to purchase the item(s) Some examples of tag language include:
 - “Purchased with FY 2023 LLEBG Funds”
 - Subaward Number (e.g., 15PBJA-23-02992-MUMU-001)
- Supplies
 - Items that do not fit into the “Equipment” category

Grant Requirements – Information Links

- DPS Grant Website: [DPS Grants](#)
- Radio Interoperability Guidelines: [Radio Interoperability Guidelines 7/2023](#)
- WebGrants: [WebGrants](#)
- WebGrants External User Manual: [WebGrants External User Manual](#)
- Office of Justice Programs (OJP) Financial Guide: [DOJ Grants Financial Guide](#)
- Code of Federal Regulations (CFRs): [Code of Federal Regulations](#)
- United States Code (U.S.C.): [United States Code](#)
- Missouri State Statutes: [Missouri Revisor of Statutes](#)
- EEOP: [OJP Office for Civil Rights \(OCR\)](#)

WebGrants



WebGrants (cont.)

- Claims
- Correspondence
- Subaward Adjustments
- Status Reports
- Monitoring

Claims

- FY 2023 Local Law Enforcement Block Grant (LLEBG) is a reimbursement grant. Approved expenditures must be made within the grant period of performance: January 1, 2024 – June 30, 2024
 - Advance Payments (\$1,000.00 minimum) can be requested
- Claims **MUST** be submitted through the WebGrants System to request reimbursement



Claims - Advanced Payment

- Advanced Payment Request
 - Signed packing slip, a receipt, or a statement in writing indicating the goods or services have been received
 - Vendor Invoice
 - Equipment Detail Form – completed in WebGrants, if applicable
- Advanced Payments WILL NOT be made until the equipment or supplies have been received by the agency
- 30 days after receipt of an advanced payment the agency must submit copies of cancelled checks and/or credit card statements with proof of payment of that statement through the Correspondence component in WebGrants
- DPS IB #1 for Advanced Payments - [Policy on Advanced Payment and Cash Advances](#)

Claims (cont.)

- Supporting documentation must be submitted with each claim
 - Supporting documentation must be in one attachment AND in the same order as the Detail of Expenditure form
 - Supporting documentation should include cancelled check(s) and/or credit card statement(s) with proof of payment, signed proof of delivery, and invoice(s)

Claims (cont.)

- Claims must be submitted and paid one at a time. **A new claim must not be submitted until the prior claim is in paid status.**
 - Incomplete claims will be negotiated back to the subrecipient for necessary corrections. Subrecipients must make the necessary corrections and resubmit for approval
- In the Claim's Detail of Expenditure form, 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 different lines in the approved budget

Claims (cont.)

- Incomplete claims could result in a delay of payment. It is the requesting agency's responsibility to complete the necessary changes

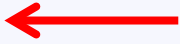


Grant Components

☰ Grant Components 🔍 Preview Grant

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	Last Edited
General Information	Feb 21, 2024 9:20 AM - Michelle Branson
Contact Information	
Budget	
Claims 	
Correspondence	
Subaward Adjustments	
Status Reports	
Site Visits	
Subaward Documents - Need Signatures	
Subaward Documents - Final	
Attachments	
Closeout	
Funding Opportunity	-
Application	-

Claims Entry

Grant List Genera Contac Budget **Claims** Corres Subawa Status Site V Subawa Subawa Attach Closeo

Claims for the LLEBG program are created by internal staff, using the Grant Document Scheduler. The claims should be created in "Approved" status at 100% award amount.

Claims + Add Claim


All claims associated with this grant appear below.

ID	Type	Status	Start Date	End Date	Last Submitted Date	Paid Date	Claim Amount
162691 - 001	Monthly	Editing	01/01/2024	02/28/2024			\$0.00
Submitted Amount:							\$0.00
Approved Amount:							\$0.00
Awaiting Payment Amount:							\$0.00
Paid Amount:							\$0.00
Total Amount:							\$0.00

To create a new Claim, select "Add Claim"

Created Claims will be listed in the Claims table

Claims Entry (cont.)



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*:

Type*: Monthly

Due Date:

Report Period*:
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!

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

Claims Entry (cont.)

- Claim Components
 - General Information
 - Detail of Expenditure
 - Equipment Inventory
 - Other Attachments
- Each option, within the Components Section, must have a “Check Mark” in the “Complete” column

The screenshot displays a web interface for claim management. At the top, there are navigation tabs: 'Claim Preview' (selected), 'Attachments', 'Alert History', and 'Map'. Below the tabs is a header section with a 'Claim Details' title, a 'Withdraw' button (orange with an 'X' icon), and a 'Preview Claim' button (blue with a magnifying glass icon). A red banner below the header contains the message: 'Claim cannot be Submitted Currently' followed by a bullet point: 'Claim components are not complete'. Below this banner is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The 'General Information' row has a green checkmark in the 'Complete?' column and the text 'Feb 21, 2024 9:32 AM - TEST TEST' in the 'Last Edited' column. The other rows ('Detail of Expenditure', 'Equipment Inventory', 'Other Attachments') have dashes in the 'Last Edited' column. A red arrow points from the top of the table down to the 'Complete?' column, and another red arrow points from the left side of the table to the 'General Information' row.

Component	Complete?	Last Edited
General Information	✓	Feb 21, 2024 9:32 AM - TEST TEST
Detail of Expenditure		-
Equipment Inventory		-
Other Attachments		-

Detail of Expenditure form

- Select “Detail of Expenditure”
 - For each expenditure, select “Add Row,” to add a line to the Detail of Expenditure form

Claim List Genera Detail Equipm Other

Detail of Expenditure - Current Version

Budget - Multi-List + Add Row

Maximum Budget Total must be less than or equal to \$9,999.99

Budget Line Label	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
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- Complete each line of the Detail of Expenditure form

Budget Save Row

Maximum Budget Total must be less than or equal to \$9,999.99

Budget Line Label:

Budget Line*: Budget-10001

Payee*:

Description*:

Quantity*:

Unit Cost*:

Expense Total*:

Federal Amount Requested*:

Invoice #*:

Invoice Date*:

Check/EFT Number*:

Check/EFT Date*:


Save Row

Detail of Expenditure form (cont.)

- Expenditures (cont.)
 - Line Number – this is a drop-down box, which will show each line of the approved budget

Maximum Budget Total must be less than or equal to \$9,999.99

Budget Line Label:

Budget Line*: 

Payee*:

Description*:

Quantity*:

Unit Cost*:

Expense Total:

Federal Amount Requested*:

Invoice #*:

Invoice Date*:

Check/EFT Number*:

Check/EFT Date*:

Detail of Expenditure form (cont.)

- Line Number
 - Select the appropriate budget line for the item that is requested for reimbursement
- Payee
 - Add the name of the vendor who received payment
- Description
 - Add a description of item(s) purchased
- Quantity
 - When purchasing equipment and/or supplies, list the actual number of items being purchased
- Unit Cost
 - The number, listed in the Unit Cost, multiplied by the quantity requested, should be the Federal Amount Requested. The Federal Amount Requested for each line will auto transfer to the Reimbursement Form.

Detail of Expenditure form (cont.)

- Federal Amount Requested
 - This is the total amount of funds being requested
 - NOTE: The number listed in the Unit Cost, multiplied by the quantity added should equal the Federal Amount Requested
- Invoice #
 - Enter the vendor's invoice number
- Invoice Date
 - For item(s) requested, enter the date shown on the vendor's invoice
- Check/EFT Number
 - Check number used for payment(s) to the vendor
 - If paid by EFT, the EFT number should be listed
- Check/EFT Date
 - Date of the check used for the payment(s) to the vendor
 - Date of EFT charge

Detail of Expenditure form (cont.)

- Equipment example

Maximum Budget Total must be less than or equal to \$9,999.99

Budget Line Label:

Budget Line*: Budget-10001

Payee*: Motorola

Description*: Motorola APX 8500

Quantity*: 1

Unit Cost*: 5500.00

Expense Total:


Federal Amount Requested*: 5500.00


Invoice #*: 123

Invoice Date*: 2/1/2024

Check/EFT Number*: 1234

Check/EFT Date*: 02/15/2024

 Save Row



- Select "Save Row"

Detail of Expenditure form (cont.)

- Supplies example

Maximum Budget Total must be less than or equal to \$9,999.99

Budget Line Label:

Budget Line*: Budget-11001

Payee*: Galls

Description*: Road Flare Kit

Quantity*: 2

Unit Cost*: 159.99

Expense Total:

Federal Amount Requested*: 319.98

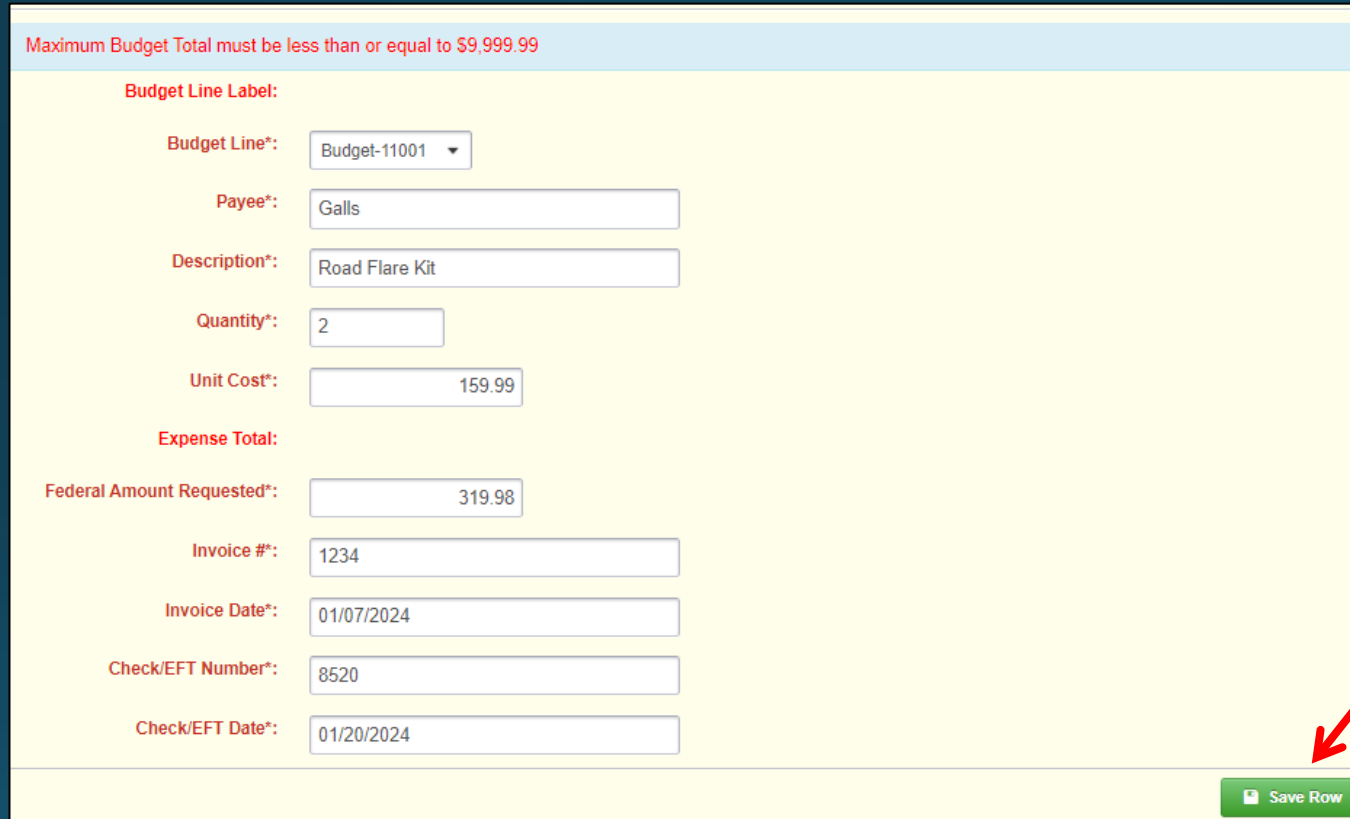
Invoice #: 1234

Invoice Date*: 01/07/2024

Check/EFT Number*: 8520

Check/EFT Date*: 01/20/2024

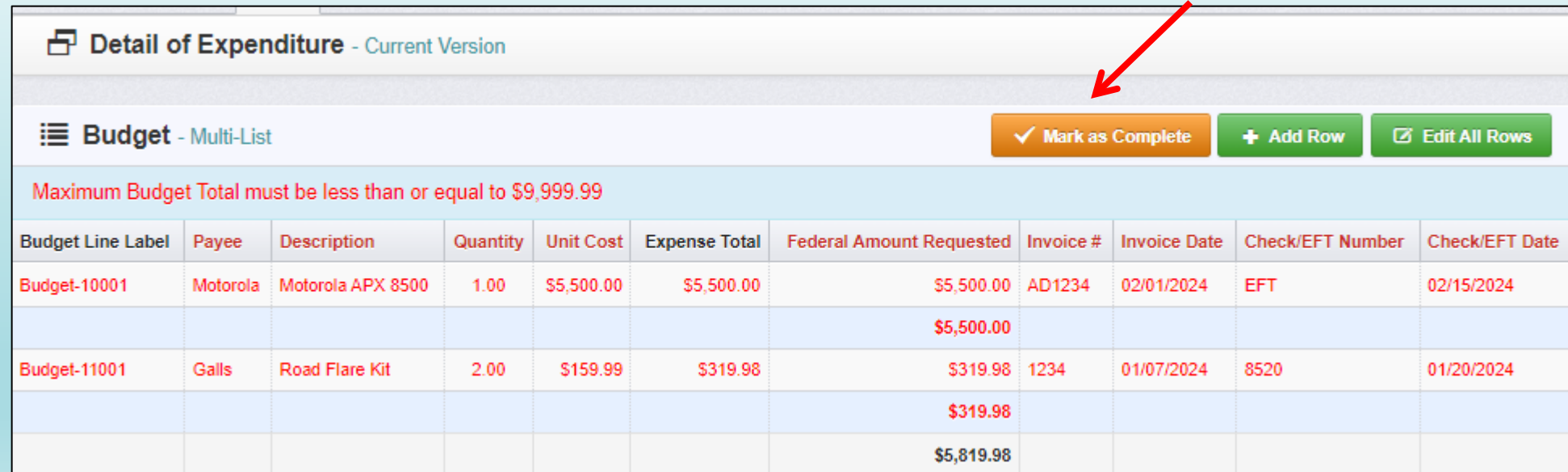
[Save Row](#)

A screenshot of a web-based expenditure form. The form is titled "Detail of Expenditure form (cont.)" and shows a "Supplies example". It includes fields for "Budget Line*", "Payee*", "Description*", "Quantity*", "Unit Cost*", "Expense Total:", "Federal Amount Requested*", "Invoice #:", "Invoice Date*", "Check/EFT Number*", and "Check/EFT Date*". A red arrow points to a green "Save Row" button at the bottom right of the form.

- Select "Save Row"

Detail of Expenditure form (cont.)

- When all Expenditure lines have been entered, select “Mark as Complete”



Detail of Expenditure - Current Version

Budget - Multi-List

Maximum Budget Total must be less than or equal to \$9,999.99

Budget Line Label	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
Budget-10001	Motorola	Motorola APX 8500	1.00	\$5,500.00	\$5,500.00	\$5,500.00	AD1234	02/01/2024	EFT	02/15/2024
						\$5,500.00				
Budget-11001	Galls	Road Flare Kit	2.00	\$159.99	\$319.98	\$319.98	1234	01/07/2024	8520	01/20/2024
						\$319.98				
						\$5,819.98				

- To edit an expenditure line, select the hyperlink to make the necessary changes

Reimbursement form

Budget - Multi-List
+ Add Row
Edit All Rows

Maximum Budget Total must be less than or equal to \$9,999.99

Budget Line Label	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
Budget-10001	Motorola	Motorola APX 8500	1.00	\$5,500.00	\$5,500.00	\$5,500.00	AD1234	02/01/2024	EFT	02/15/2024
						\$5,500.00				
Budget-11001	Galls	Road Flare Kit	2.00	\$159.99	\$319.98	\$319.98	1234	01/07/2024	8520	01/20/2024
						\$319.98				
						\$5,819.98				

Last Edited By: TEST TEST - Feb 21, 2024 9:59 AM + Add Row

Reimbursement

Budget Category	Details	Subaward Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)
Budget						
10001	0 10. Equipment	\$5,550.00	\$5,500.00	\$0.00	\$5,500.00	\$50.00
11001	0 11. Supplies	\$319.98	\$319.98	\$0.00	\$319.98	\$0.00
		\$5,869.98	\$5,819.98	\$0.00	\$5,819.98	\$50.00
		\$5,869.98	\$5,819.98	\$0.00	\$5,819.98	\$50.00

Last Edited By: TEST TEST - Feb 21, 2024 9:59 AM

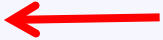
← Previous
Next →

- Verify the amounts entered on the Expenditures form have been transferred to the Reimbursement form. Do not alter the Reimbursement form. If these amounts do not match, contact your Grant Specialist.

- Select "Next"

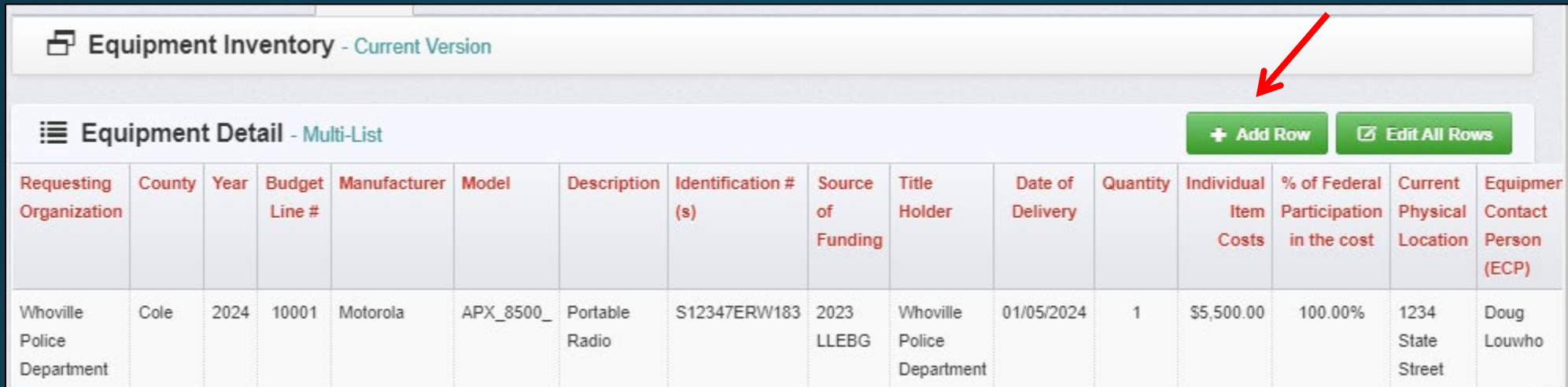
Equipment Inventory

- Select "Equipment Inventory"

Component	Complete?	Last Edited
General Information	✓	Feb 21, 2024 9:32 AM - TEST TEST
Detail of Expenditure	✓	Feb 21, 2024 9:59 AM - TEST TEST
Equipment Inventory 	✓	Feb 21, 2024 10:08 AM - TEST TEST
Other Attachments		-

Equipment Inventory

- If equipment is being requested, select “Add Row”



Requesting Organization	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)
Whoville Police Department	Cole	2024	10001	Motorola	APX_8500_	Portable Radio	S12347ERW183	2023 LLEBG	Whoville Police Department	01/05/2024	1	\$5,500.00	100.00%	1234 State Street	Doug Louwho

Equipment Inventory (cont.)

Equipment Detail

Requesting Organization:* Whoville Police Department
Organization that has or will end up with equipment.

County:* Cole

Year:* 2022
Federal fiscal year of the grant.

Budget Line #* 10001

Manufacturer:* Motorola

Model:* APX 8500
Style, type, design or version of particular equipment.

Description:* Portable Radio
250 Character Limit - Generic description of the equipment that was purchased.

Identification #(s):* S12347ERW183
500 Character Limit - Unique string of characters used for identification, such as, serial number or vehicle identification number. If there is not unique identification number for the equipment, N/A should be annotated in the box. When reporting multiple identification numbers please enter them into one cell and separate them with a comma.

Source of Funding:* 2022 LLEBG

Title Holder:* Whoville Police Department
If there is no title for the equipment, N/A should be annotated in the box.

Date of Delivery:* 01/15/2023
Date you received possession of the equipment.

Quantity:* 1

Individual Item Costs:* 5500.00

% of Federal Participation in the cost:* 100
Percentage of federal funds used to purchase the equipment.

Current Physical Location:* 1101 Riverside Drive, Jefferson City, MO 65102
Place (address) where the equipment is located. A post office box address is not a physical location for the purpose of inventory.

Equipment Contact Person (ECP):* Cindy Lou Who

ECP Phone #* 573-555-1234

ECP Email Address:* cindywho@dps.mo.gov

Use:* Regional
Local, regional, statewide, national. This is a progressive scale. If national use is indicated, it is assumed it is available at the other levels as well.

Readiness Condition:* Mission Capable
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 missions.

Equipment Inventory (cont.)

- If no equipment is requested for reimbursement – “Mark as Complete”
- If equipment is requested:
 - Requesting Organization – Subrecipient’s Organization
 - County – Subrecipient’s County
 - Year – Grant year that equipment was purchased; Federal 2023
 - Budget Line # - What is the Budget line number for the item
 - Manufacturer – Who made the equipment purchased
 - Model – Model Number of equipment purchased
 - Description – What the equipment is (i.e. Mobile Radio, Laptop or MDT)
 - Identification # (s) - Unique string of characters used for identification, such as, serial number or vehicle identification number. If there is not unique identification number for the equipment, N/A should be annotated in the box.
 - Source of Funding – FY2023 LLEBG
 - Title Holder – Grantee Organization

Equipment Inventory (cont.)

Continued:

- Date of Delivery – Date that equipment was delivered
- Quantity – Enter 1, as only 1 item per inventory
- Individual Items Cost – Cost of each individual item
- % of Federal Participation in the cost – Percentage of the cost of equipment being requested for reimbursement
- Current Physical Location – Place (address) where the equipment is located. A post office box address is not a physical location for the purpose of inventory
- Equipment Contact Person (ECP) – Primary contact for the equipment
- ECP Phone # – Phone number for the equipment contact person
- ECP Email – Email address for the equipment contact person
- Use – Local, regional, statewide, national. This is a progressive scale. If national use is indicated, it is assumed it is available at the other levels as well.
- 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 missions.

Equipment Inventory (cont.)

- Verify the information is correct and select “Mark as Complete”
- If no equipment is being requested for reimbursement, select “Mark as Complete”

Requesting Organization	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)
Whoville Police Department	Cole	2024	10001	Motorola	APX_8500_	Portable Radio	S12347ERW183	2023 LLEBG	Whoville Police Department	01/05/2024	1	\$5,500.00	100.00%	1234 State Street	Doug Louwho

Other Attachments

- Select “Other Attachments”
- Follow the instructions in the WebGrants System to attach the appropriate supporting documentation, which should include:
 - Cancelled check(s) and/or credit card statement(s) with proof of payment
 - Signed proof of delivery
 - Invoice(s)

Claim Preview Attachments Alert History Map

Claim Details Withdraw Preview Claim

Claim cannot be Submitted Currently

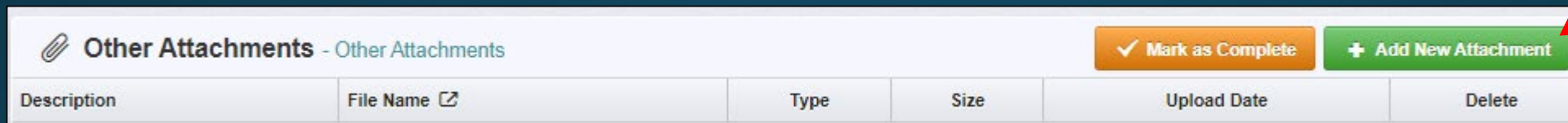
- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Feb 21, 2024 9:32 AM - TEST TEST
Detail of Expenditure	✓	Feb 21, 2024 9:59 AM - TEST TEST
Equipment Inventory	✓	Feb 21, 2024 10:08 AM - TEST TEST
Other Attachments ←		Feb 21, 2024 10:13 AM - TEST TEST

- Attach supporting documents as one attachment in the same order as the Detail of Expenditure form

Other Attachments (cont.)

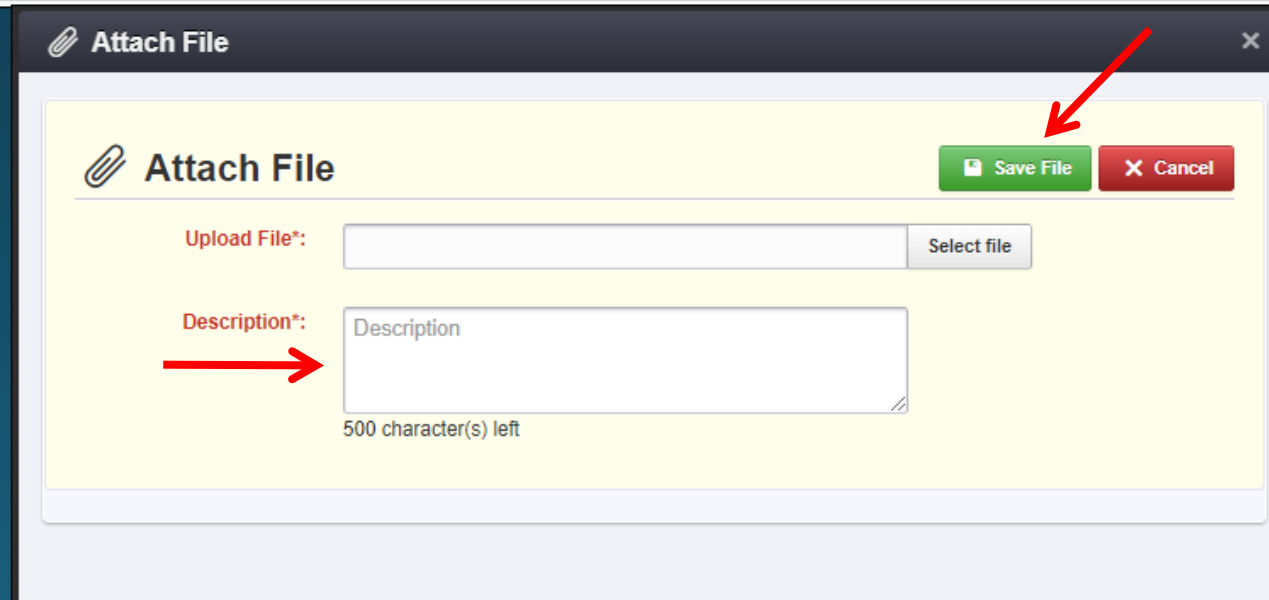
- Select "Add New Attachment" add a description of the attached document, select "Save File"
- Either "Add" additional documents by selecting "Save File," or select "Mark As Complete" when all documents have been uploaded



Other Attachments - Other Attachments

✓ Mark as Complete + Add New Attachment

Description	File Name ↗	Type	Size	Upload Date	Delete
-------------	-----------------------------	------	------	-------------	--------



Attach File

Save File Cancel

Upload File*: Select file

Description*:

500 character(s) left

Submit Claim

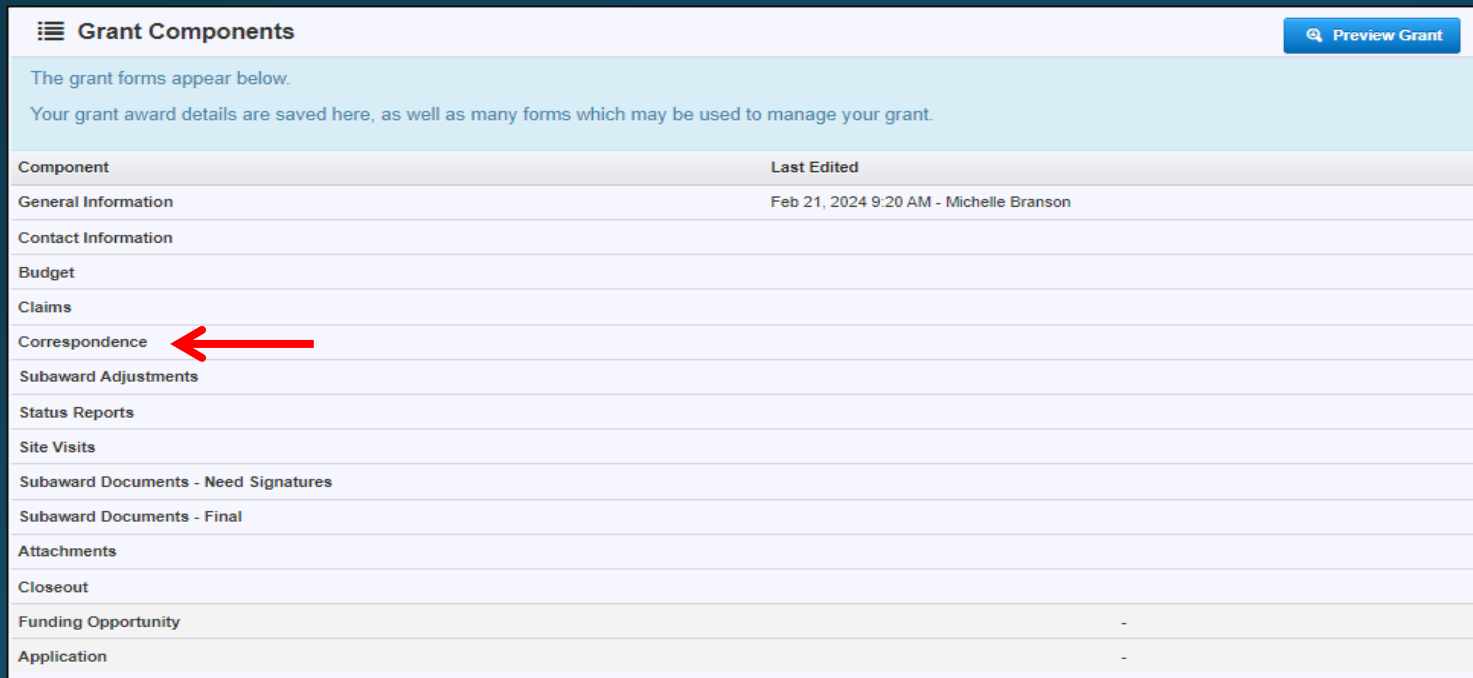
- After all components are marked “Complete,” there are 2 options
 - “Preview” can be used to print a copy of the claim for your files
 - “Submit” the claim to send to your Grant Specialist for processing

The screenshot displays a web application interface for managing a claim. At the top, there are navigation tabs: "Claim Preview" (selected), "Attachments", "Alert History", and "Map". Below the tabs, the "Claim Details" section is visible, featuring three action buttons: "Submit Claim" (orange), "Withdraw" (orange), and "Preview Claim" (blue). A green banner message states: "Claim is in compliance and is ready for Submission!". Below this, a table lists the components of the claim, their completion status, and the last edited date.

Component	Complete?	Last Edited
General Information	✓	Feb 21, 2024 9:32 AM - TEST TEST
Detail of Expenditure	✓	Feb 21, 2024 9:59 AM - TEST TEST
Equipment Inventory	✓	Feb 21, 2024 10:08 AM - TEST TEST
Other Attachments	✓	Feb 21, 2024 10:43 AM - TEST TEST

Correspondence

- Correspondence
- All requests must be submitted through the Correspondence component in WebGrants
 - Approvals will also be received through the Correspondence component



Component	Last Edited
General Information	Feb 21, 2024 9:20 AM - Michelle Branson
Contact Information	
Budget	
Claims	
Correspondence	
Subaward Adjustments	
Status Reports	
Site Visits	
Subaward Documents - Need Signatures	
Subaward Documents - Final	
Attachments	
Closeout	
Funding Opportunity	-
Application	-

Correspondence (cont.)

- To create a new correspondence, select “Add Grantee Correspondence” and follow corresponding selections and include attachment if necessary: Select “Send Correspondence”

Inter-System Grantee Correspondence										+ Add Grantee Correspondence
Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5

Inter-System Grantee Correspondence Send Correspondence

Flag:

To*:

CC addresses must be entered in a valid email format, i.e. name@domain.org. Use a semicolon (;) to separate multiple CC email addresses.

CC:

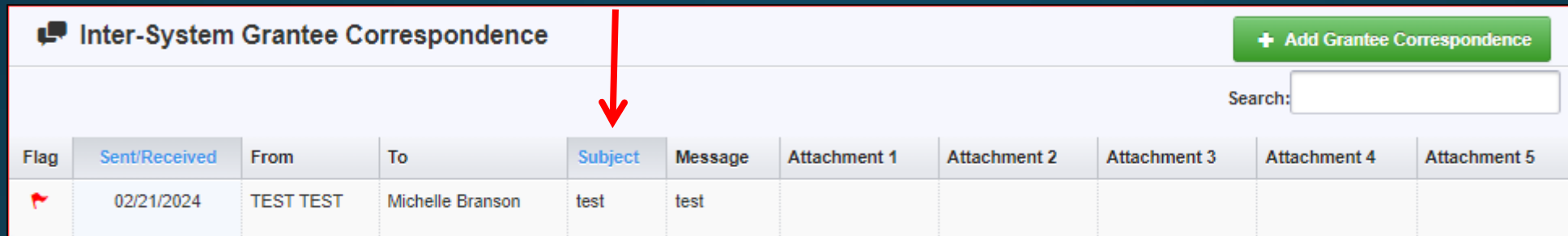
Subject*:

Message:

test

Correspondence (cont.)

- Reply to an email
 - Select the subject of the email in blue



Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5
	02/21/2024	TEST TEST	Michelle Branson	test	test					

- In the open correspondence select “Reply to Message”



Inter-System Grantee Correspondence

To: Michelle Branson
From: TEST TEST
CC: elizabeth.leuckel@dps.mo.gov
Subject: test
Sent/Received Date: 02/21/2024
Message:
test

Attachment 1:
Attachment 2:

[← Reply to Message](#)

Correspondence (cont.)

- Your Grant Specialist will receive an email alert when you send correspondence through the WebGrants System
- When you receive correspondence, it will be sent to your email from dpswebgrants@dpsgrants.dps.mo.gov
- Use the WebGrants System to reply to correspondence
 - *****DO NOT REPLY TO CORRESPONDENCE FROM YOUR EMAIL!!!*****
 - If you reply from your email the correspondence will go to a generic email box instead of your Grant Specialist, and this will delay the response



Subaward Adjustments

- Select “Subaward Adjustments”

Grant Components		Preview Grant
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	Last Edited	
General Information	Feb 21, 2024 9:20 AM - Michelle Branson	
Contact Information		
Budget		
Claims		
Correspondence		
Subaward Adjustments		
Status Reports		
Site Visits		
Subaward Documents - Need Signatures		
Subaward Documents - Final		
Attachments		
Closeout		
Funding Opportunity		-
Application		-

Subaward Adjustments (cont.)

- Subaward Adjustments are required for:
 - Budget Modifications
 - Prior written approval from DPS is required for all budget modifications. A budget modification is a transfer among existing budget lines within the grant budget (i.e., transferring funds from an existing equipment line item to an existing supplies budget line item)
 - A request for a budget modification must be submitted through WebGrants as a subaward adjustment and **must be** approved by DPS prior to the subrecipient obligating or expending the grant funds

Subaward Adjustments (cont.)

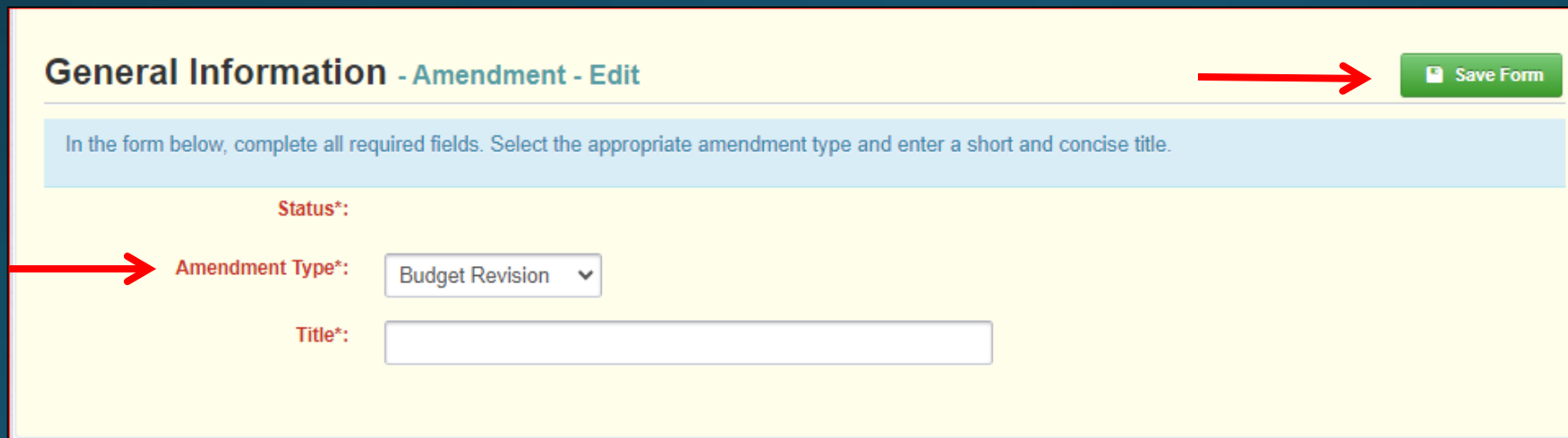
- Budget Modifications/Scope of Work Changes
 - A Subrecipient requesting changes to the scope of work described in its grant award, must contact DPS for approval to make this change. A change to a subrecipient's scope of work means:
 - Adding new line items to the approved project budget
 - Changes in the quantity of an existing line item in the approved budget
 - Changes to the specifications of an existing line item in the approved project budget (i.e., an equipment line item on the approved budget line lists a 12x20 tent, in order to purchase a tent that is 10x10 instead of the listed equipment, prior approval would be required)

Subaward Adjustments (cont.)

- Select “Subaward Adjustments,” followed by “Add Amendment”
 - General Information
 - Provide a brief title
 - Choose which type of Adjustment is being requested:
 - Budget or Program Revision



Subaward Adjustments					+ Add Amendment
ID	Type	Status	Title	Last Submitted Date	



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*:

Title*:

Subaward Adjustments (cont.)

- Subaward Adjustment – Budget Revision components
 - General Information
 - Justification
 - Budget
 - Confirmation
 - Attachments
- Each component must have a “Check Mark” in the “Complete” column

Amendment Details Preview Amendment		
For all Budget Adjustment Requests, please provide a full justification of why you are requesting the changes. Please also fill out the Subaward Adjustment Spreadsheet to show the amount of funds you are requesting to move.		
For all Programmatic Requests, please provide a full justification regarding the requested changes to the grant. Programmatic Changes include all personnel and grant contact changes.		
Amendment cannot be Submitted Currently <ul style="list-style-type: none">• Amendment components are not complete		
Component	Complete?	Last Edited
General Information	✓	Feb 21, 2024 11:53 AM - TEST TEST
Justification	-	-
Budget	-	-
Confirmation	-	-
Attachments	-	-

Budget Modifications/Scope of Work Changes

- Contact your Grant Specialist for the excel spreadsheet that should be used, or you can create your own to mirror the example

Line Number	Current Budget	Requested Change	Updated Budget	Description of Change
10001	\$5,000.00	-\$100.00	\$4,900.00	Radios cost less than expected
11001	\$319.98	\$50.00	\$369.98	Flares were \$25.00 x2 more then orginally quoted
11002		\$50.00	\$50.00	Shipping was not included
	\$5,319.98		\$5,319.98	

Budget Modifications/Scope of Work Changes (cont.)

- Example
 - Justification in the WebGrants System
 - Explain the reason for the requested change
 - Copy the spreadsheet into the Justification with the reason for the requested change

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*:

Source

Styles Normal Font Size

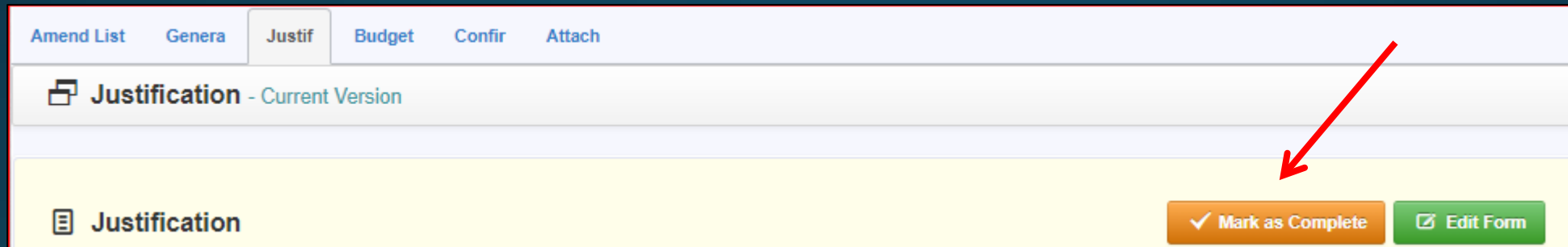
Explain the reason for the requested change(s).
What are the item(s) that are being requested? How will they be used? Who will use them? Is the item(s) replacement, if so why, or are they new to the department, or are they in addition to current equipment, why the additional need? What is the cost for the item?

Line Number	Current Budget	Requested Change	Updated Budget	Description
10001	\$ 5,000.00	\$ (100.00)	\$ 4,900.00	Radios cost less than expected
11001	\$ 319.98	\$ 50.00	\$ 369.98	Flares were \$25.00 x2 more than originally quoted
11002	\$	\$ 50.00	\$ 50.00	Shipping was not included
	\$ 5,319.98	\$ -	\$ 5,319.98	

Once complete, Select "Save Form"

Budget Modifications/Scope of Work Changes (cont.)

- Select "Mark as Complete"



Budget Modifications/Scope of Work Changes (cont.)

- Budget

Amendment Details

[Withdraw](#) [Copy](#) [Preview Amendment](#)

For all Budget Adjustment Requests, please provide a full justification of why you are requesting the changes. Please also fill out the Subaward Adjustment Spreadsheet to show the amount of funds you are requesting to move.

For all Programmatic Requests, please provide a full justification regarding the requested changes to the grant. Programmatic Changes include all personnel and grant contact changes.

Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Feb 21, 2024 11:53 AM - TEST TEST
Justification	✓	Feb 21, 2024 12:00 PM - TEST TEST
Budget	-	-
Confirmation	-	-
Attachments	-	-

Budget Modifications/Scope of Work Changes (cont.)

- Budget (cont.)
 - Adjust the budget line to mirror the changes that are to occur then click "Save Grid"
 - To update the Total Federal/State Share Amount at the bottom click "Edit Grid" then click "Save Grid"

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	\$5,500.00	\$5,000.00	\$-500.00
Supplies/Operations	\$319.98	\$819.98	\$500.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
	\$5,819.98	\$5,819.98	\$0.00

Last Edited By: TEST TEST - Feb 21, 2024 12:45 PM [Edit Grid](#)


Federal/State and Local Match Share - Grid [Mark as Complete](#) [Edit 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	\$5,819.98	0.00%	\$5,819.98	0.00%	\$0.00
Total Local Match Share	\$0.00	0.00%	\$0.00	0.00%	\$0.00

Budget Modifications/Scope of Work Changes (cont.)

- Budget - Grid
 - Select "Mark as Complete"

 Budget - Grid

 Mark as Complete

 Edit Grid



Budget Modifications/Scope of Work Changes (cont.)

- Confirmation

Amendment Details Withdraw Copy Preview Amendment

For all Budget Adjustment Requests, please provide a full justification of why you are requesting the changes. Please also fill out the Subaward Adjustment Spreadsheet to show the amount of funds you are requesting to move.

For all Programmatic Requests, please provide a full justification regarding the requested changes to the grant. Programmatic Changes include all personnel and grant contact changes.

Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Feb 21, 2024 11:53 AM - TEST TEST
Justification	✓	Feb 21, 2024 12:00 PM - TEST TEST
Budget	✓	Feb 21, 2024 12:45 PM - TEST TEST
Confirmation	-	-
Attachments	-	-

- Complete the form; Select "Save Form" and Select "Mark as Complete"

Confirmation Save 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*:

Title*:

Date*:

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.

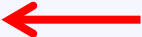
Authorized Official Name*: Elizabeth Leuckel

Title*: Grant Specialist


Date*: 02/20/2024

Budget Modifications/Scope of Work Changes (cont.)

- Attachments

Component	Complete?	Last Edited
General Information	✓	Feb 21, 2024 11:53 AM - TEST TEST
Justification	✓	Feb 21, 2024 12:00 PM - TEST TEST
Budget	✓	Feb 21, 2024 12:45 PM - TEST TEST
Confirmation	✓	Feb 21, 2024 12:57 PM - TEST TEST
Attachments 	-	-



- Documentation: Answer question and Select "Save Form"






Documentation 

Do you have any documentation?:



- Select "Mark as Complete" and "Submit Amendment" 

Other Attachments - Other Attachments  

Description	File Name 	Type	Size	Upload Date	Delete
   					

Subaward Adjustment - Program Revision (cont.)

- Program Revisions will be used for changes in Contact Information
 - Authorized Official, Project Director, Fiscal Officer or Officer in Charge
 - Address/Phone Number/Fax Number/Email changes
 - 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*:

Title*:

Subaward Adjustment - Program Revision (cont.)

- Select "Justification"

Amendment Details Preview Amendment

For all Budget Adjustment Requests, please provide a full justification of why you are requesting the changes. Please also fill out the Subaward Adjustment Spreadsheet to show the amount of funds you are requesting to move.

For all Programmatic Requests, please provide a full justification regarding the requested changes to the grant. Programmatic Changes include all personnel and grant contact changes.

Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Feb 21, 2024 1:16 PM - TEST TEST
Justification	-	-
Confirmation	-	-
Attachments	-	-

- Add text to explain what change(s) is being requested click "Save Form"

Justification Save Form


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*:

We are requesting to change the Fiscal Officer from Elizabeth Leuckel to Rebecca Block. The address, phone and fax numbers will remain the same. Her email should be: Rebecca.Block@dps.mo.gov|

Subaward Adjustment - Program Revision (cont.)

- 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*:

We are requesting to change the Fiscal Officer from Elizabeth Leuckel to Rebecca Block. The address, phone and fax numbers will remain the same. Her email should be Rebecca.Block@dps.mo.gov



Subaward Adjustment - Program Revision (cont.)

- Select “Confirmation”

Amendment Details Withdraw Copy Preview Amendment

For all Budget Adjustment Requests, please provide a full justification of why you are requesting the changes. Please also fill out the Subaward Adjustment Spreadsheet to show the amount of funds you are requesting to move.

For all Programmatic Requests, please provide a full justification regarding the requested changes to the grant. Programmatic Changes include all personnel and grant contact changes.

Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Feb 21, 2024 1:16 PM - TEST TEST
Justification	✓	Feb 21, 2024 1:21 PM - TEST TEST
Confirmation	-	-
Attachments	-	-

- Complete the form
- and Select “Save Form”

Confirmation Save 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*:

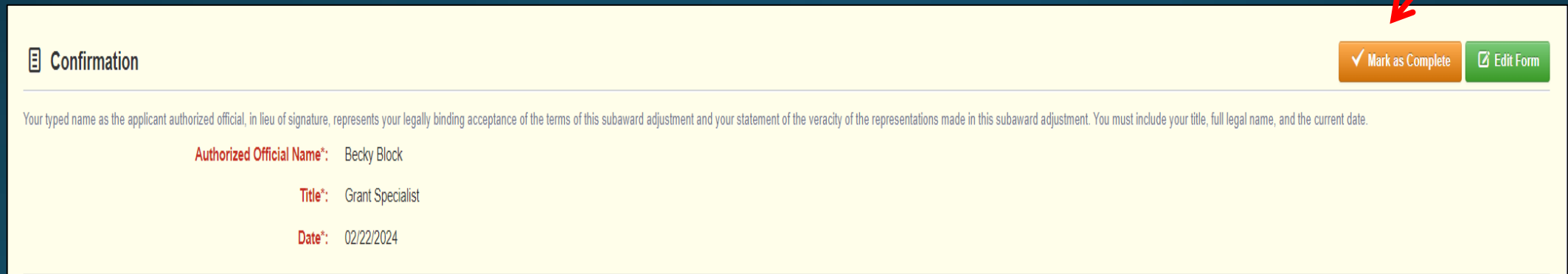
Title*:

Date*:

Save Form

Subaward Adjustment - Program Revision (cont.)

- Confirmation (cont.)
 - 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*: Becky Block

Title*: Grant Specialist

Date*: 02/22/2024

Subaward Adjustment - Program Revision (cont.)

- Select "Attachments"

Amendment Details Withdraw Copy Preview Amendment

For all Budget Adjustment Requests, please provide a full justification of why you are requesting the changes. Please also fill out the Subaward Adjustment Spreadsheet to show the amount of funds you are requesting to move.

For all Programmatic Requests, please provide a full justification regarding the requested changes to the grant. Programmatic Changes include all personnel and grant contact changes.

Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Feb 21, 2024 1:16 PM - TEST TEST
Justification	✓	Feb 21, 2024 1:21 PM - TEST TEST
Confirmation	✓	Feb 21, 2024 1:34 PM - TEST TEST
Attachments		-

- Documentation; Answer question; Select "Save Form"

Documentation Save Form

Do you have any documentation?*

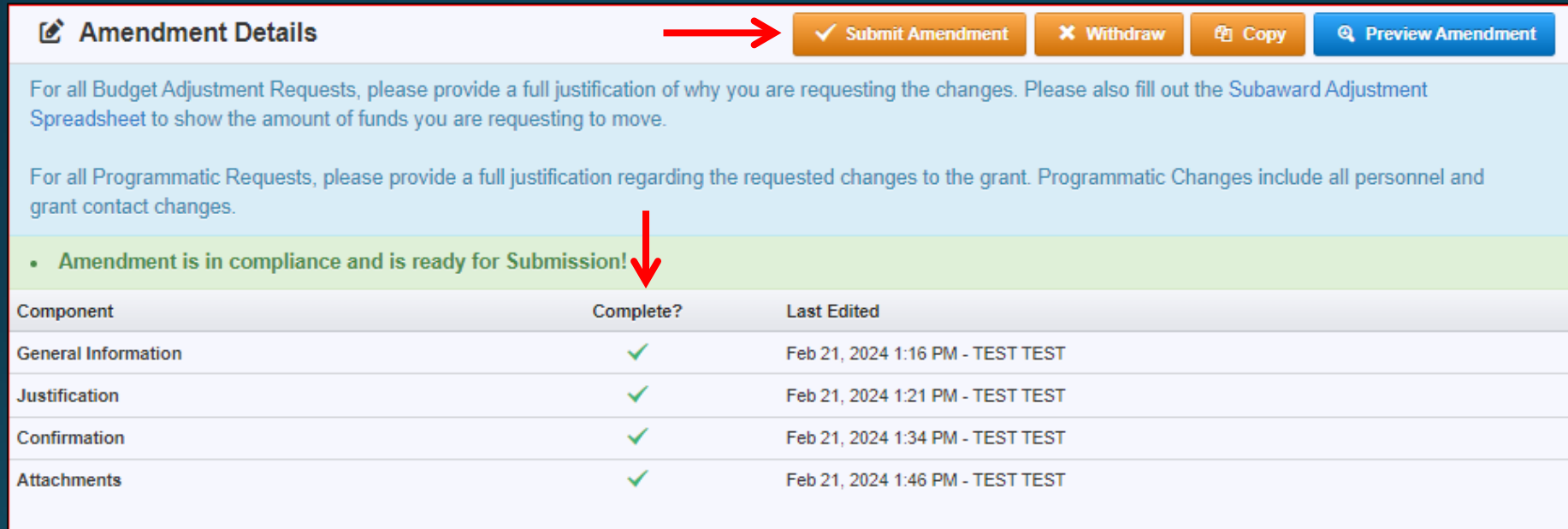
Yes No

- Select "Mark as Complete"

Documentation Mark as Complete Edit Form

Subaward Adjustment - Program Revision (cont.)

- Once all components have been marked “Complete,” select “Submit Amendment” to submit the revision



Amendment Details → [✓ Submit Amendment](#) [✗ Withdraw](#) [📄 Copy](#) [🔍 Preview Amendment](#)

For all Budget Adjustment Requests, please provide a full justification of why you are requesting the changes. Please also fill out the Subaward Adjustment Spreadsheet to show the amount of funds you are requesting to move.

For all Programmatic Requests, please provide a full justification regarding the requested changes to the grant. Programmatic Changes include all personnel and grant contact changes.

• **Amendment is in compliance and is ready for Submission!** ↓

Component	Complete?	Last Edited
General Information	✓	Feb 21, 2024 1:16 PM - TEST TEST
Justification	✓	Feb 21, 2024 1:21 PM - TEST TEST
Confirmation	✓	Feb 21, 2024 1:34 PM - TEST TEST
Attachments	✓	Feb 21, 2024 1:46 PM - TEST TEST

- Your Grant Specialist will receive notification that your revision has been submitted

Reporting and Monitoring



Status Reports

☰ Grant Components		🔍 Preview Grant
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	Last Edited	
General Information	Feb 21, 2024 9:20 AM - Michelle Branson	
Contact Information		
Budget		
Claims		
Correspondence		
Subaward Adjustments		
Status Reports		
Site Visits		
Subaward Documents - Need Signatures		
Subaward Documents - Final		
Attachments		
Closeout		
Funding Opportunity		-
Application		-

Status Reports (cont.)

- Status Reports must be completed through the WebGrants system
- Each subrecipient must submit quarterly Status Reports
- Due Dates
 - April 10 (January 1 – March 31)
 - July 10 (April 1 – June 30)
 - October 10 (July 1-September 30), if applicable
 - January 10 (October 1 – December 31), if applicable
- Final Status Reports must be completed upon 45 days of the project completion

Status Reports (cont.)

- Status Report(s) will be created for your agency
- Select the hyperlink to edit the Status Report
- The “Status Report” component will appear

Component	Complete?	Last Edited
General Information	✓	Feb 21, 2024 2:13 PM - TEST TEST
Milestone Progress Report		-

- Select the hyperlink to complete the “Milestone Progress Report”

Status Reports (cont.)

- Milestones are used as a reporting mechanism in the Status Report
- DPS Grants will provide the initial milestones
 - Subrecipient may request a change to milestones if necessary
 - **Do not add, delete, or alter** the Milestones provided for you
- All Status Reports must include:
 - Updated estimated completion date
 - Percentage of each milestone completed
 - Milestone progress notes
 - Narrative project progress

Status Reports (cont.)


- Estimated Completion Date should provide a date each milestone will be completed
- % Milestone Completed should show what percentage of the milestone has been completed in 10% increments
- Milestone Progress is for notes specific to that milestone

Milestone	Estimated Completion Date	% Milestone Completed	Milestone Progress
1. Determine specifications for needed equipment & supplies.	03/31/2024	100%	example

- Status Reports will have the milestones completed for you. Do not change or update the milestones. Only update the Estimated Completion Date, % of Milestone Complete, and Milestone Progress.

Status Reports (cont.)

- Narrative Project Progress section should include:
 - Anticipated accomplishments within the grant period
 - Project accomplishments to be highlighted
 - Negative issues that need to be highlighted
 - This should include why any milestone estimated completion dates have changed

 **Narrative Project Progress** 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 (cont.)

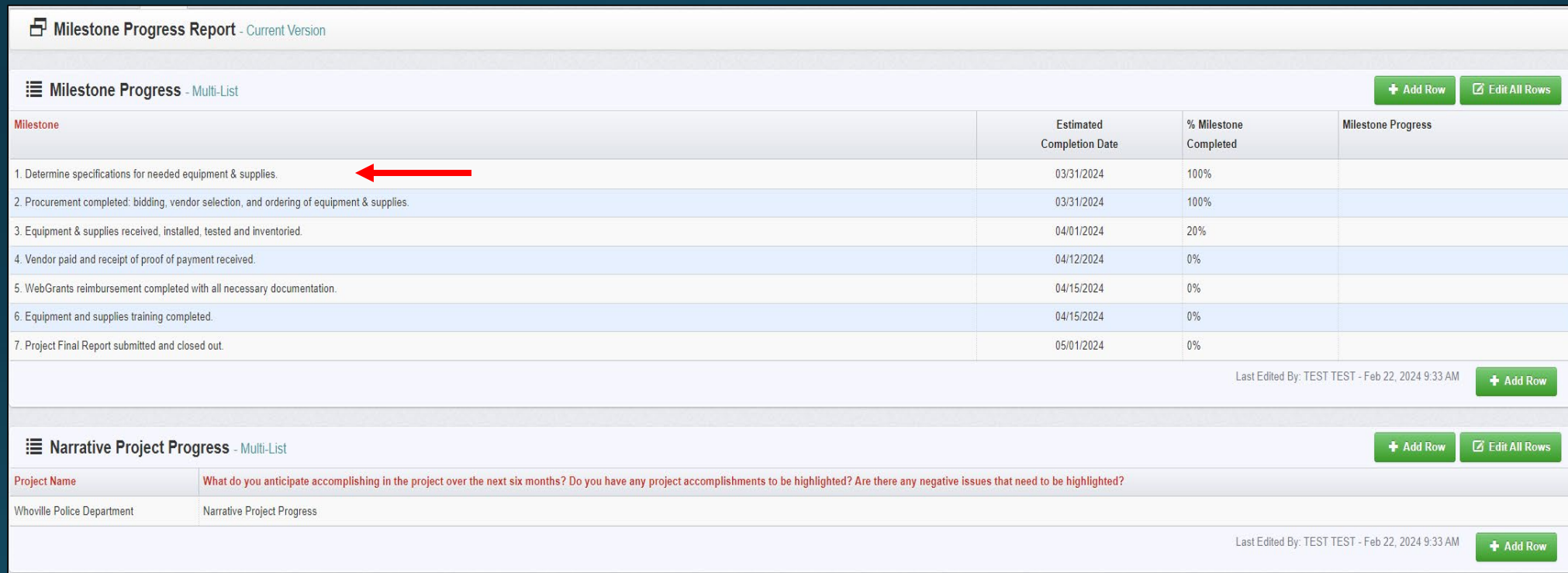
- Status Report example:

Milestone	Estimated Completion Date	% Milestone Completed	Milestone Progress
1. Determine specifications for needed equipment & supplies.	03/31/2024	100%	
2. Procurement completed: bidding, vendor selection, and ordering of equipment & supplies.	03/31/2024	100%	
3. Equipment & supplies received, installed, tested and inventoried.	04/01/2024	20%	
4. Vendor paid and receipt of proof of payment received.	04/12/2024	0%	
5. WebGrants reimbursement completed with all necessary documentation.	04/15/2024	0%	
6. Equipment and supplies training completed.	04/15/2024	0%	
7. Project Final Report submitted and closed out.	05/01/2024	0%	

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?
Project Name Example i.e. Whoville Police Dept.	Narrative Project Progress Example

Status Reports (cont.)

- To edit/update a Milestone
 - Select the hyperlink that you want to edit and make all necessary changes



Milestone Progress Report - Current Version

Milestone Progress - Multi-List [+ Add Row](#) [Edit All Rows](#)

Milestone	Estimated Completion Date	% Milestone Completed	Milestone Progress
1. Determine specifications for needed equipment & supplies.	03/31/2024	100%	
2. Procurement completed: bidding, vendor selection, and ordering of equipment & supplies.	03/31/2024	100%	
3. Equipment & supplies received, installed, tested and inventoried.	04/01/2024	20%	
4. Vendor paid and receipt of proof of payment received.	04/12/2024	0%	
5. WebGrants reimbursement completed with all necessary documentation.	04/15/2024	0%	
6. Equipment and supplies training completed.	04/15/2024	0%	
7. Project Final Report submitted and closed out.	05/01/2024	0%	

Last Edited By: TEST TEST - Feb 22, 2024 9:33 AM [+ Add Row](#)

Narrative Project Progress - Multi-List [+ Add Row](#) [Edit All Rows](#)

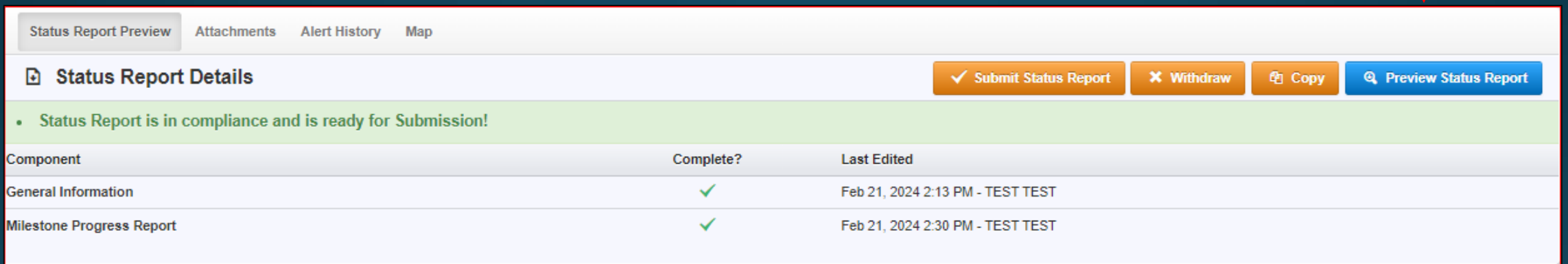
Project Name	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?
Whoville Police Department	Narrative Project Progress

Last Edited By: TEST TEST - Feb 22, 2024 9:33 AM [+ Add Row](#)

- “Edit” in the top right-hand corner will allow you to do a mass edit of the form

Status Report (cont.)

- Once the Status Report is completed
 - Select "Status Report Preview" and "Submit Status Report"



The screenshot displays a web interface for a status report. At the top, there are navigation tabs: "Status Report Preview" (selected), "Attachments", "Alert History", and "Map". Below the tabs is a section titled "Status Report Details" with four action buttons: "Submit Status Report" (orange), "Withdraw" (orange), "Copy" (orange), and "Preview Status Report" (blue). A green banner below the buttons contains the message: "Status Report is in compliance and is ready for Submission!". Below the banner is a table with three columns: "Component", "Complete?", and "Last Edited".

Component	Complete?	Last Edited
General Information	✓	Feb 21, 2024 2:13 PM - TEST TEST
Milestone Progress Report	✓	Feb 21, 2024 2:30 PM - TEST TEST

Final Status Report

- A final Status Report must be completed to close the project
 - The report will not state “Final” in the system
 - All milestones must be 100% completed
- Narrative Project Progress should state the project is complete and describe how the project has fulfilled the Equipment and/or Supplies justification and should identify any other initiatives, which have been impacted by this project (summary or project accomplishments)

Subrecipient Monitoring

- Key things to remember
 - Monitoring is **not** an audit
 - DPS Grants is not monitoring to catch errors – The purpose of monitoring is to help correct areas of non-compliance to prevent audit findings
 - Chance to provide technical assistance and answer questions

Subrecipient Monitoring (cont.)

- Why do we have to monitor?
 - 2 CFR 200.328 (a) states, “The non-Federal entity is responsible for oversight of the operations of the Federal award supported activities. The non-Federal entity must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved.”
 - 2 CFR 200.331 (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.”

What Documents Guide Monitoring

- 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Applicable State of Missouri statutes and regulations
- DPS Financial and Administrative Guidelines
- DPS Grants CJ/LE Information Bulletins
- FY 2023 LLEBG Notice of Funding Opportunity
- FY 2023 LLEBG Certified Assurances
- FY 2023 LLEBG Subaward Agreement

Types of Monitoring

Desk Monitoring

- Review completed by the DPS Grants Unit – telephone & email communication, grant document review, reports, correspondence



On-Site Monitoring

- Review conducted by the DPS Grants Unit at the Subrecipient's agency – policy review, property records, etc.



What to Expect During Monitoring

- DPS Grants Unit is required to monitor the following, as applicable
 - LEA Statutory Requirements
 - Equipment Inventory control list, if applicable
 - Tags/Labels on equipment
 - The Equipment Inventory component with your claim can be used as an Inventory Control list
 - Policies & Procedures
 - Project Implementation
 - Federal Civil Rights Compliance
 - State Civil Rights Compliance

What to Expect During Monitoring – LEA Statutory Requirements (cont.)

- Section 43.505 RSMo: National Incident-Based Reporting System (NIBRS)
- Section 590.650 RSMo: Vehicle Stops Reports
- Section 513.653 RSMo: Federal Forfeiture Report
- Section 590.700 RSMo: Written Policy on Recording Custodial Interrogations
- Section 43.544 RSMo(formerly 577.005 RSMo): Written Policy on Forwarding Intoxication-Related Arrest Information to the Central Repository
- Section 43.1265 RSMo: Police Use of Force Transparency Act of 2021
- Section 590.030 RSMo: Rap Back Program Participation
- Section 513.653 RSMo: Federal Equitable Sharing Funds

What to Expect During Monitoring - Programmatic

- Project Implementation
- Personnel/Standard Operating Procedures Manual, as applicable
- Equipment Inventory control list
- Tags/labels on equipment

What to Expect During Monitoring - Programmatic (cont.)

- The Equipment Inventory component within your claim will be used as an inventory control list

Equipment Detail ←

													Equipment							
Requesting		Budget		Identification #		Source		Date of		Individual	% of Federal	Current	Contact	ECP	Readiness					
Organization	County	Year	Line #	Manufacturer	Model	Description	(s)	Funding	Title Holder	Delivery	Quantity	Costs	Participation	in the cost	Physical	Person	Phone	ECP Email Address	Use	Condition
Whoville Police Department	Cole	2024	10001	Motorola	APX_8500_	Portable Radio	S12347ERW183	2023 LLEBG	Whoville Police Department	01/05/2024	1	\$5,500.00	100.00%	1234 State Street	Doug Louwho	573-555-1234	dlouwho@gmail.com	Local	Mission Capable	

What to Expect During Monitoring - Financial

- Local procurement/purchasing policy
- Bid/quote records, where applicable
- Sole source letters, where applicable

What to Expect During Monitoring – Federal and State Civil Rights

- EEO Plan
- Non-Discrimination Policies & Procedures
- Access to Limited English Proficiency (LEP) services
- Civil Rights Training
- Subrecipients are required by federal and state law to display labor posters regarding these statutes, which can be found at: [Labor Posters](#)

Common Areas of Non-Compliance & Recommendations

- Advanced Payment
 - Timeliness for providing proof of payment (30 days)
- LEA Statutory Requirements
 - Missing report submissions
 - Missing copies of written policies
- Equipment
 - Missing Equipment Inventory information
 - Equipment items missing tags/labels

Common Areas of Non-Compliance & Recommendations (cont.)

- Federal Civil Rights
 - Missing policies
 - EEO Plan is not complete
 - EEO Certification Form is not complete
- State Civil Rights
 - No display of labor law posters

Key Reminders

- Period of Performance
 - January 1, 2024 – June 30, 2024
- Final Claim due
 - August 15, 2024
- Status Reports
 - Quarter 1 due April 10 (Jan. 1 – March 31, 2024)
 - Quarter 2 due July 10 (April 1 – June 30, 2024)
 - Quarter 3 due October 10 (July 1 – Sept. 30, 2024), if applicable
 - Quarter 4 due January 10, 2025 (Oct. 1 – Dec. 31, 2024), if applicable
 - Final Report: MUST BE submitted within 45 days of project completion –example: (end June 30, 2024), due August 15, 2024

****If your agency was awarded body armor or body cameras – the mandatory wear policy MUST be received before those items will be reimbursed****

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Questions

