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
  - When we are talking or sharing our screen, please write in the chat box if you are unable to hear or see something

Missouri Department of Public Safety
DPS Grants

FY 2024 Local Law Enforcement Block Grant (LLEBG) Compliance Workshop

LLEBG General Information

Congratulations on your approval for funding!

- Subaward documents were made available in WebGrants under “Subaward Documents – Need Signatures”
- The Subaward Agreement must be signed and each page of the articles initialed by the organizations Authorized Official, then sent back via the “Correspondence” component of WebGrants
- The Director of the Missouri Department of Public Safety must also sign the Subaward Agreement before the contract is considered valid
- After all signatures are obtained, a copy of the executed documents will be made available within WebGrants under “Subaward Documents – Final”
- The status of your Subaward Agreement will then change to “Underway,” generating an automatic notification from WebGrants, this is when the procurement phase may begin

Key Dates

May 20, 2025	Mandatory Compliance Training, 2:00 pm
May 29, 2025	Mandatory Compliance Training, 9:00 am
May 1, 2025	Project Start
April 30, 2026	Project End
June 15, 2026	Final Claim Due
June 15, 2026	Final Status Report Due

Funding will not be available for claims that are not submitted on time with all required documentation

Overview

- LLEBG is part of the FY 2024 JAG Grant - <$10k allocations
  - Authorized by 34 U.S.C. §10151-10158
  - CFDA # 16.738
  - Subawarded 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

State Civil Rights Requirements
Must comply with the following State Statutes

Section 213.055 RSMo
Unlawful employment practices
Non-Discrimination employment practices

Section 285.530.1 RSMo
Employment of Unauthorized Aliens
Must not knowingly hire, employ or continue to employ unauthorized aliens

Section 290.502 RSMo
Fair Labor Standards Act
Must comply with minimum wage provisions and maximum hours provisions

Section 213.065 RSMo
Discrimination in public accommodations
Non-Discrimination in public accommodations

Section 34.350-34.359 RSMo
Buy American
Must purchase or lease goods manufactured or produced in the United States

Section 34.070 and 34.073 RSMo
Buy Missouri
Preference given to commerce transaction within the State of Missouri

Federal Civil Rights

- Agencies must comply with Federal 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 1685-860 U.S.C. § §)
  - Age Discrimination Act of 1975 (42 U.S.C. § § 6101-07)
  - U.S. Department of Justice Regulations – Non-Discrimination; Equal Employment Opportunity; Policies and Procedures (28 C.F.R. pt 42)
  - U.S. Department of Justice Regulations – Equal Treatment for Faith Based Organizations (28 C.F.R. pt 38)
  - U.S. Department of Justice Regulations – Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance (28 C.F.R. pt 54)
  - 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)

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 Subaward https://www.fac.gov

Equal Employment Opportunity Plan (EEOP)

- 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
- EEOPs 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 EEOP 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 EEOPs
- 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 citied 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

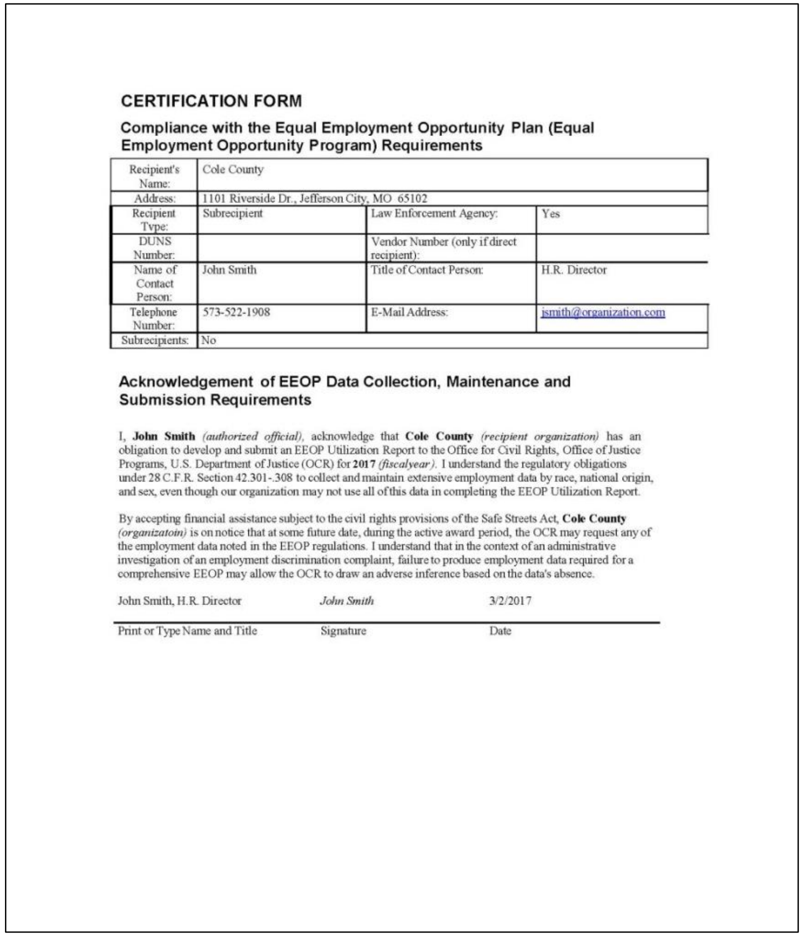
- Overview
- Latest News
- Filing a Complaint
- Filing Tips
- Review Panel on Prison Rape
- OCR Initiatives
- Investigative Findings
- FAQs
- Equal Employment Opportunity Program FAQs
- VAWA FAQs
- Online Training
- Statutes & Regulations
- Guidance for Faith-based Organizations
- Advisory on Recipients' Use of Arrest and Conviction

Provides access to the "EEO Reporting Tool Job Aid"

Equal Employment Opportunity (EEO) 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@organization.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** *(fiscalyear)*. 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.

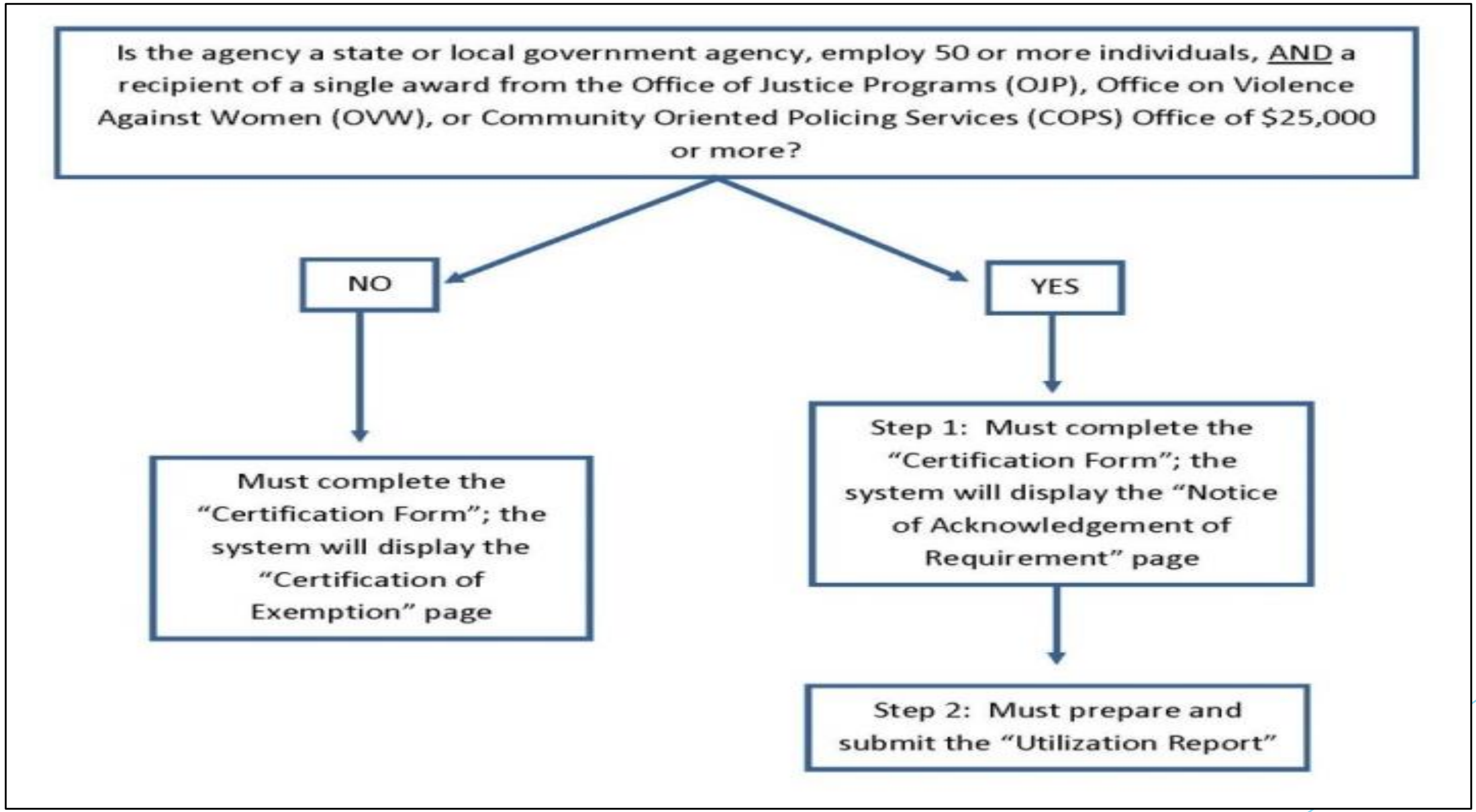
By accepting financial assistance subject to the civil rights provisions of the Safe Streets Act, **Cole County** *(organizatoin)* is on notice that at some future date, during the active award period, the OCR may request any of the employment data noted in the EEOP regulations. I understand that in 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

EEO Determination

- For calculating the total number of employees, include part-time and full-time workers but exclude seasonal employees, political appointees, and elected officials



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)

Procurement Requirements

- Purchases are made prior to request for reimbursement
- Expenditure must be an approved budget line at time of purchase
- Purchases must be made within the grant period of performance
- Sufficient funds must exist on the budget line for expenditure
- Funds must be obligated within the project period and expended with 10 days following the project period end date
- Vendors used for grant funded purchases cannot be on state suspended or debarment list
- Vendors used for grant funded purchases cannot be on Federal suspended or debarment list
- Additional prior approval must be obtained as applicable
    - Approval of the grant application does not constitute prior approval; must obtain separately
- Must ensure appropriate internal controls exist for programmatic and financial aspects of the project
- Project Period: May 1, 2025 – April 30, 2026
- Funds are considered “expended” when payment is made

State Procurement Policy

- All procurement transactions shall be carried out in a manner which provides maximum open and free competition
  - Whether negotiated or competitively bid
  - Without regard to dollar value
- All bids/quotes, and the rationale behind the selection of a source of supply must be retained
  - Attached to the purchase order copy
  - Should be placed in the accounting files

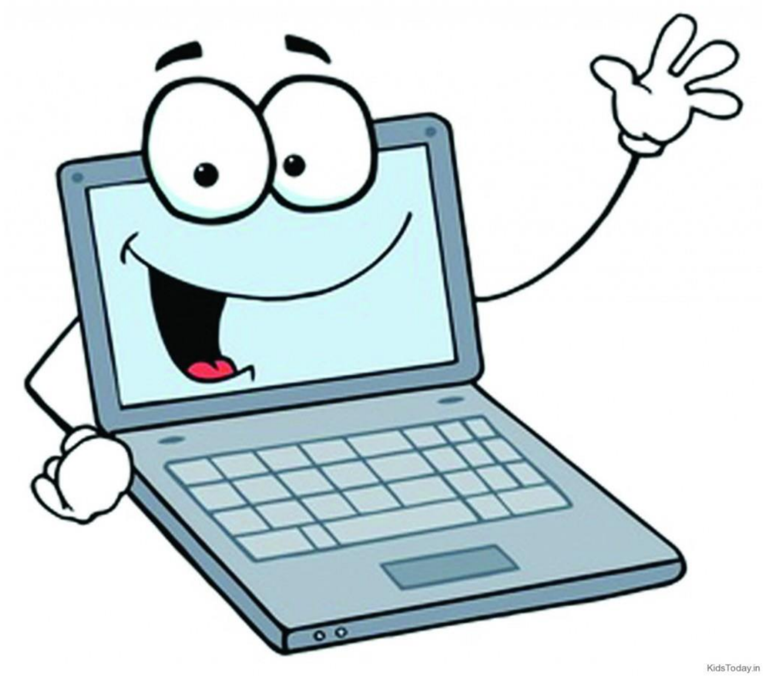
State Procurement Policy, cont.

- Purchases to a single vendor totaling:
  - Less than $10,000
    - May be purchased with prudence on the open market
  - $10,000 but less than $100,000
    - Must be competitively bid/quoted
    - Bid/quote does not need to be solicited by mail or advertisement
  - $100,000 or more
    - Should be advertised for bid in at least two daily newspapers of general circulation
    - Listed in places most likely to reach prospective bidders
    - Present at least five days before bids for such purchases are to be opened

Grant Reporting

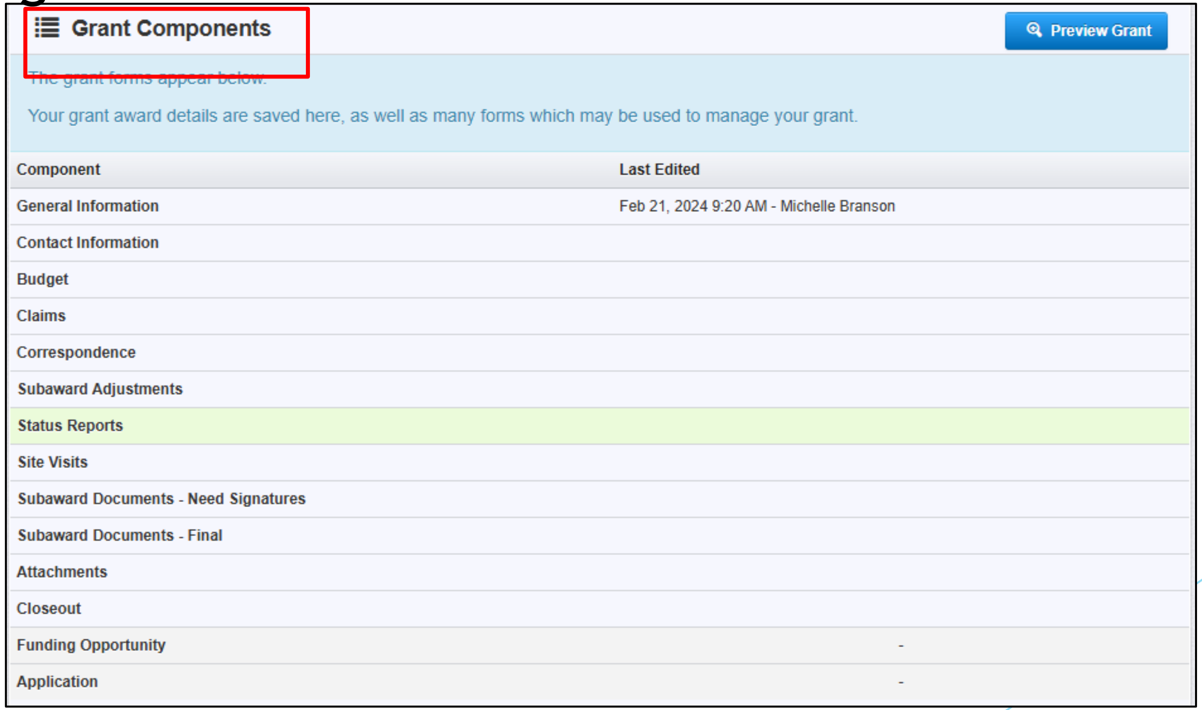
- Claims may be submitted as needed
  - Only one claim may be submitted at a time (i.e. the previous claims must be in “Paid” status before the next claim is submitted)
- Quarterly Status Reports are required:
  - Quarter 1 due August 10 (May 1 – July 31, 2025)
  - Quarter 2 due November 10 (August 1 – October 31, 2025)
  - Quarter 3 due February 10 (November 1 – January 31, 2026), if applicable
  - Quarter 4 due May 10, 2026 (February 1 – April 30, 2026), 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

WebGrants



WebGrants, cont.

- WebGrants is comprised of several navigation options referred to as "Components"
- Some components offer additional components within them
- Each screen is labeled in order to distinguish where you are within your award navigation



Grant Components

Preview Grant

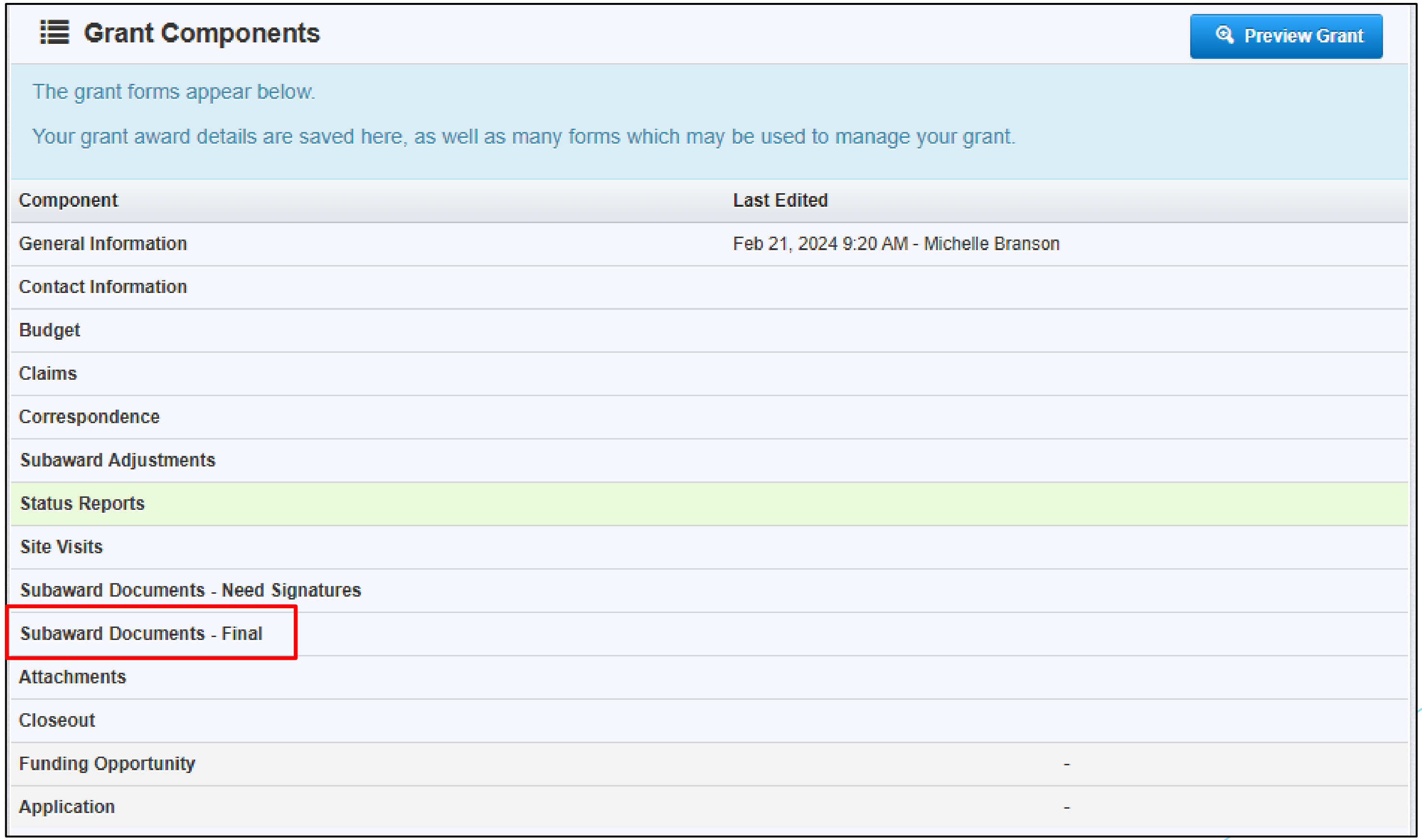
The grant forms appear below.

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 Documents – Final

- A copy of the signed Subaward Agreement can be found in the “Subaward Documents – Final” component in WebGrants after your grant has been changed to “Underway” status



Grant Components

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The grant forms appear below.

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Status Reports	
Site Visits	
Subaward Documents - Need Signatures	
Subaward Documents - Final	
Attachments	
Closeout	
Funding Opportunity	-
Application	-

Reimbursement Policies

- Claims for Reimbursement
  - Submit claims as needed
  - Only one claim may be submitted at a time (i.e. the previous claim(s) must be in “Paid” status before the next claim is submitted)
  - Final Claim **must** be submitted by June 15, 2026, for reimbursement
  - All required supporting documentation must be uploaded into “Other Attachments” component of the claim
  - Further information can be located in Information Bulletin #2-Policy on Claim Request Requirements https://dps.mo.gov/dir/programs/dpsgrants/documents/policy-on-claim-request-requirements.pdf
  - Proof of payment is required for all expenses (i.e. cancelled check, credit card statements)
  - Incomplete claims or lack of supporting documentation will result in a delay of reimbursement, and will be negotiated back if any of the above is not met

Claims Documentation Requirements

- Per policy, supporting documentation must be submitted with each claim, in one attachment, in same order as “Detail of Expenditure” form
- Invoice
  - Multiple invoices on one claim expenditure line will not be accepted
- Proof of payment
  - Cancelled check, or
  - Credit card statement with proof of payment to the card merchant
- Proof of delivery/completion
  - Signed packing slip, signed receipt, signed expense report (all items received and in working order)
  - Or, signed memo indicating when items were delivered or services performed
- If equipment, $5,000 or more, non-consumable, with a life of 1 year or more has been purchased, the “Equipment Inventory” form within claim components must be completed

Supplies vs. Equipment Definition

- Equipment
  - Any tangible, non-expendable (non-consumable) personal property, having a useful life of more than one (1) year, and an acquisition cost of $5,000 or more per unit
  - Must be recorded and tracked in an inventory control list throughout the life of the equipment
  - Must be tagged to reflect source of funding
    - Purchased with 2024 LLEBG Funds
    - Subaward number (top right corner of Subaward Document – “2024-LLEBG-###”)
    - Must include an asset number if no serial number is present
- Supplies
  - Any item that does not fit definition of equipment

Equipment - Radios

- Communication devices must adhere to the state's interoperability plan
- The Radio Interoperability Guidelines are available online at https://dps.mo.gov/dir/programs/ohs/documents/radio-interoperability-guidelines.pdf
- 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 – LPRs (License Plate Readers)

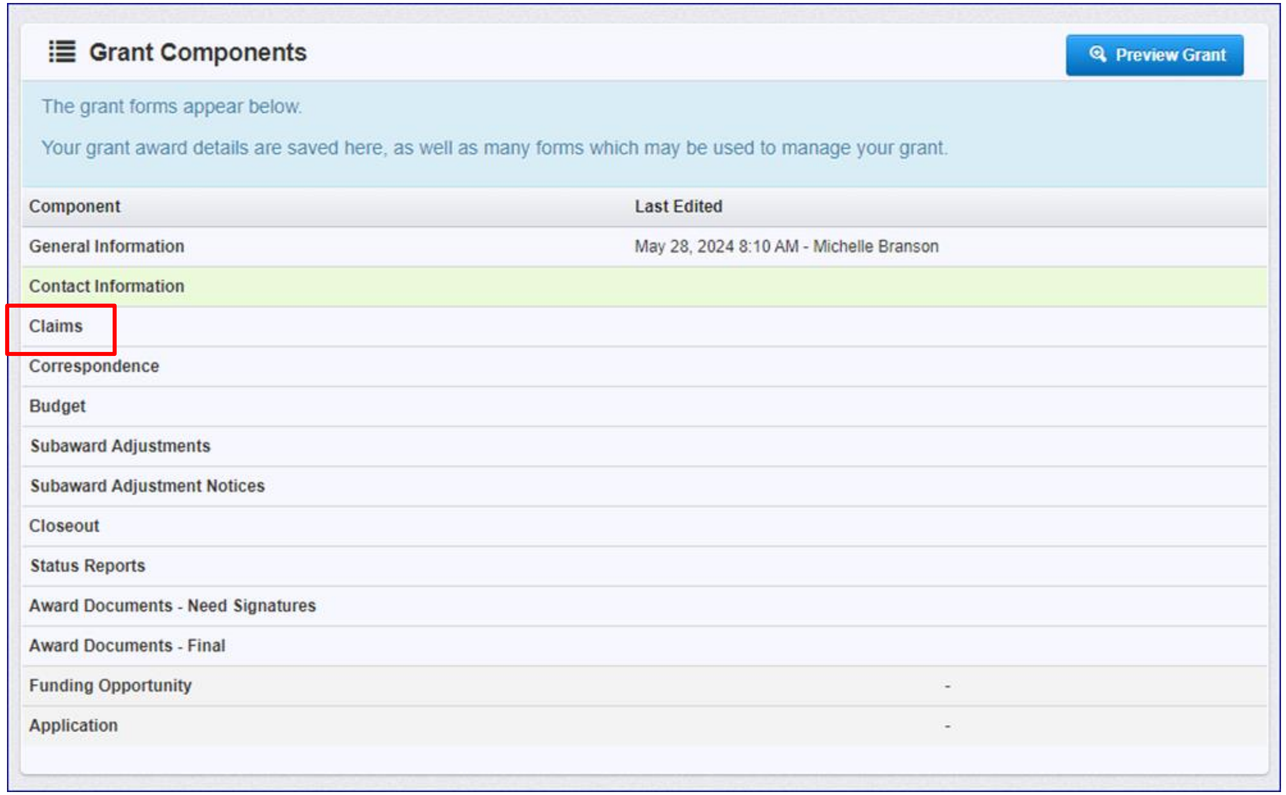
- LPRs
  - Agencies purchasing license place reader (LPR) equipment and technology with grant funds administered by the Missouri Department of Public Safety, must adhere to the following requirements:
    - LPR vendors chosen by an agency must have an MOU on file with the MSHP Central Vendor File as developed and prescribed by the Missouri Department of Public Safety pursuant to 11 CSR 30-17
    - Prior to purchasing LPR services, the agency should verify the vendor's MOU status with the MSHP CJIS Division by emailing mshphelpdesk@mshp.dps.mo.gov
    - Share LPR data through the MoDEx process with statewide sharing platforms (i.e. MULES)
    - Enable LPR data sharing with other Missouri Law Enforcement agencies and enforcement support entities within the selected vendor's software. Examples include but are not limited to fusion centers, drug task forces, special investigation units, etc.
    - Connect to the Missouri State Highway Patrol's Automated License Plate Reader (ALPR) File Transfer Protocol Access Program. This program provides the information necessary to provide a NCIC and/or MULES hit when used in conjunction with a License Plate Reader (LPR) device. An MOU must be on file with the Access Integrity Unit (AIU) for the vendor and the law enforcement agency and a registration process must be completed

Equipment – LPRs cont.

- LPR requirements cont.
  - Connect to the Missouri State Highway Patrol's Automated License Plate Reader (ALPR) File Transfer Protocol Access Program. This program provides the information necessary to provide a NCIC and/or MULES hit when used in conjunction with a License Plate Reader (LPR) device. An MOU must be on file with the Access Integrity Unit (AIU) for the vendor and the law enforcement agency and a registration process must be completed
  - Agency shall have a license plate ready policy and operation guideline prior to the implementation of LPRs. Reimbursement will not be made on the project until the policy has been provided to the Missouri Department of Public Safety
  - If LPR will be installed on Missouri Department of Transportation right-of-way(s) agency must request installation through the Missouri Department of Public Safety. Once approved, agency must adhere to the Missouri Department of Transportation's guidelines regarding installation of LPR's on Missouri Department of Transportation right-of-way(s)

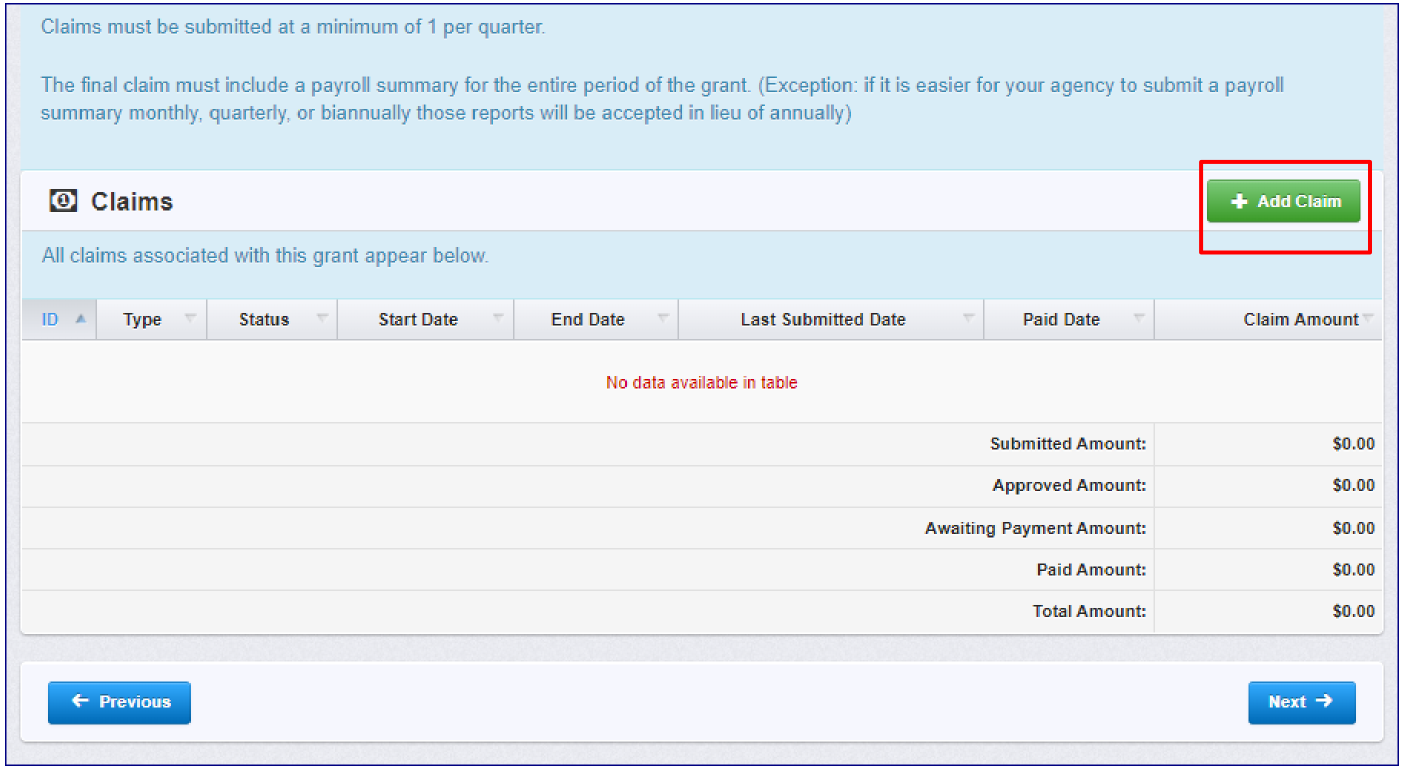
Claims

- To create a new claim for reimbursement, select “Claims” from the “Grant Components” menu



Claims, cont.

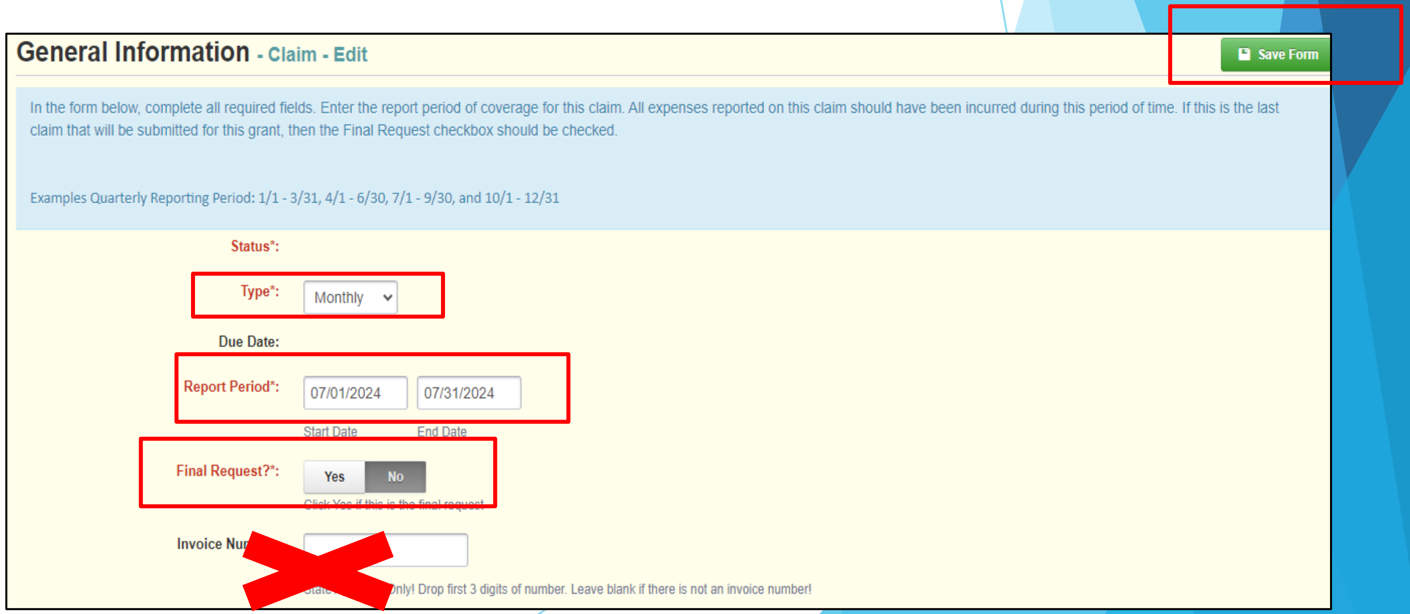
- After selecting the “Claims” component, select “Add Claim”



Claims, cont.

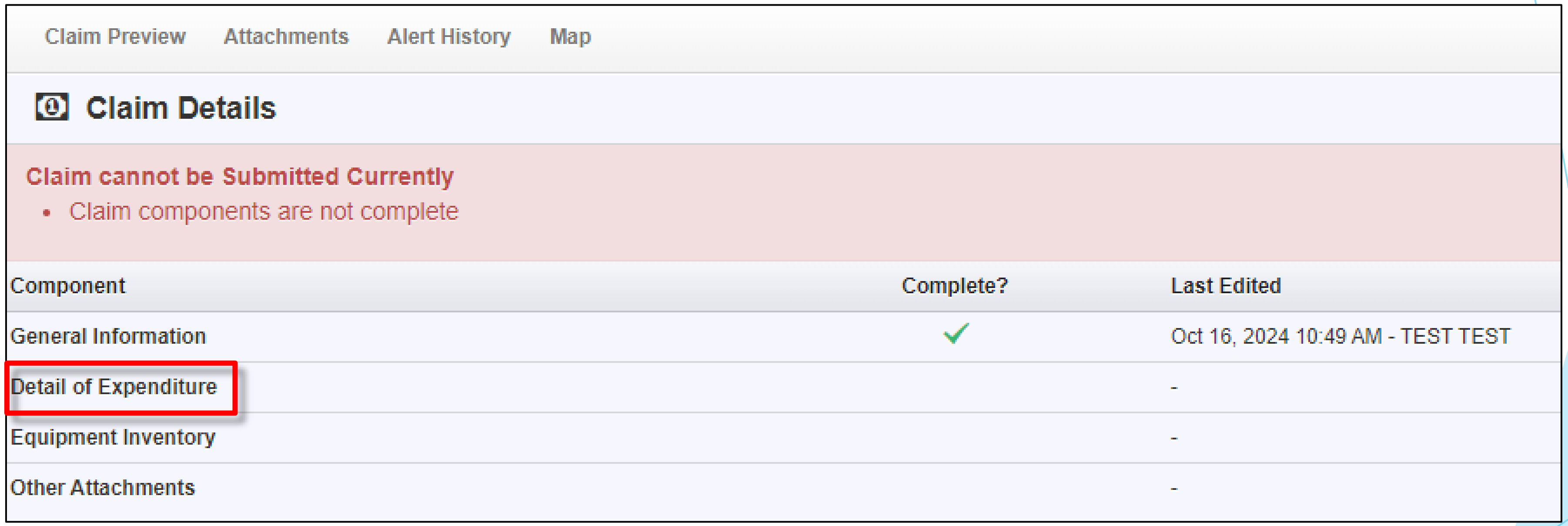
Complete the claim General Information

- Type: Monthly or Other
- Reporting Period – Month(s) covered by the claim
- Final Request? – Is this your final report? – Select “No” on all claims until the final claim is being submitted
- Invoice number – **LEAVE BLANK**
- Select “Save Form”



Claim, cont.

- Select “Detail of Expenditure” from the components section



Claims, cont.

- For each expenditure, select “Add Row”

Claims, cont.

- Fill in the following:
  - **Budget Line:** Select the drop-down box and select the appropriate item
  - **Payee:** Vendor name receiving the payment for that item
  - **Description:** Description of item(s) purchased
  - **Quantity:** Number of items being purchased
  - **Federal Amount Requested:** The total amount you are requesting for reimbursement
  - **Invoice Number:** Invoice number on the invoice
  - **Invoice Date:** Date of the invoice
  - **Check/EFT Number:** Put the check/EFT number here
    - If requesting advanced payment, put "Advanced Payment" in the box
  - **Check/EFT Date:** Put the check or EFT date here
    - If requesting advanced payment, put "Advanced Payment" in the box

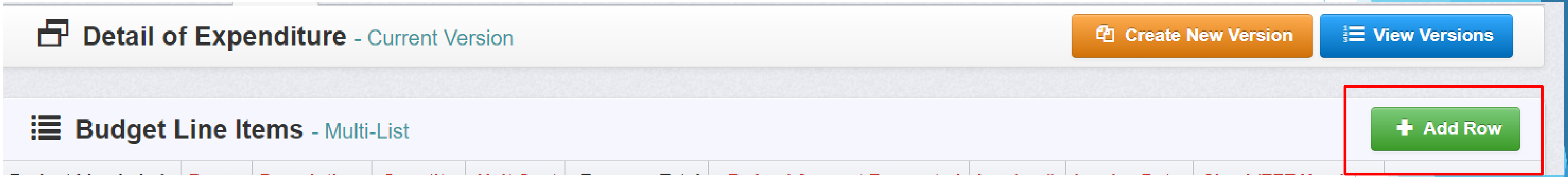
Claims, cont.

- Example:

- Once completed, select “Save Row”

Claims, cont.

- Continue adding expenditure lines and corresponding information for each expenditure within the claim by selecting “Add Row”



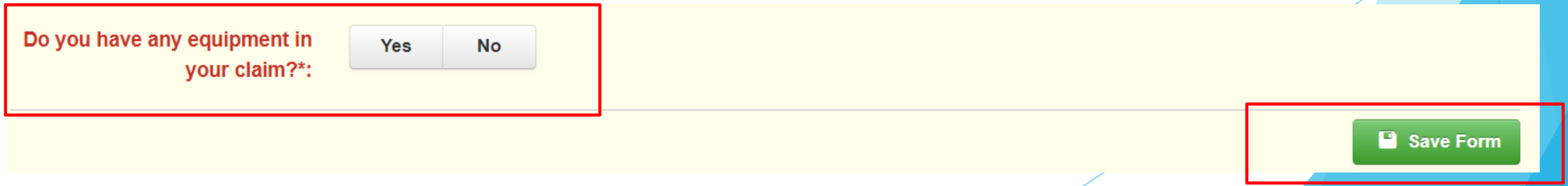
- “Expenditures” will automatically transfer to the “Reimbursement” table
  - If you see an error, please contact our office
- Once everything has been reviewed, select “Mark as Complete”

Claims, cont.

- Select “Equipment Inventory”

Component	Complete?	Last Edited
General Information	✓	Oct 10, 2024 9:22 AM - Maggie Glick
Detail of Expenditure	✓	Oct 10, 2024 9:48 AM - Maggie Glick
Equipment Inventory		-
Other Attachments		-

- Question 1 asks if there is any equipment in the claim
- If there is not any equipment that needs to be included, select “No”, select “Save Form” and then select “Mark as Complete”



Claims, cont.

- If equipment is included in request for reimbursement, select “Yes” select “Save Form”

Do you have any equipment in your claim?*: Yes No

Save Form

- Go to the Equipment Detail and select “Add Row”

Equipment Detail - Multi-List

Mark as Complete | Add Row

Requesting Organization	County	Year	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	Use	Readiness Condition

No Data for Table

Claims, cont.

Requesting Organization	Your organization’s name
County	Your organization’s county
Year	2024
Manufacturer	Manufacture of the equipment
Model	Model number of the equipment. If one is not available, put NA
Description	Brief description of the equipment
Identification #(s)	Unique string of characters used to for ID (example – vehicle VIN or serial number) IF no unique ID enter N/A
Source of Funding	2024 LLEBG
Title Holder	Your organizations name, unless there is not a title, then put NA
Date of Delivery	Date Equipment was delivered
Quantity	**Enter 1, each piece of equipment MUST be reported on it’s own line**
Individual Items Cost	Unit cost per 1 each
% of Federal Participation in the cost	**Percentage of the cost of Equipment being requested**
Current Physical Location	Physical location (address) of equipment. A post office box address will not be accepted
Use	Enter one only - Local, regional, statewide, national This is a progressive scale. If national use is indicated, it is assumed it is available at all preceding levels as well
Readiness Condition	Mission capable

Claims, cont.

- Verify each piece of equipment in “Equipment Detail” of the component within the claim has been entered in this section
  - Equipment is defined as a unit cost of $5,000.00 or more, non-consumable, life of 1 year or more
- If more than one of each piece of equipment was purchased, select “Add Row” for each piece of equipment
  - Each piece of equipment **MUST** have its own line
- When you are finished adding the equipment to this section, select “Mark as Complete”

Equipment Detail - Multi-List

Mark as Complete | Add Row | Edit All Rows

Requesting Organization	County	Year	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	Use	Readiness Condition
Your organization	Your County	2025	Manufacturer	Model	Brief Description	Add Serial Numbers	SFY 2025 WSSL	See note below	11/29/2024	1	$50.00	100.00%	Physical Address	Choose from one: Local, Regional, Statewide and National	Mission Capable

Last Edited By: Maggie Glick - Oct 10, 2024 11:39 AM

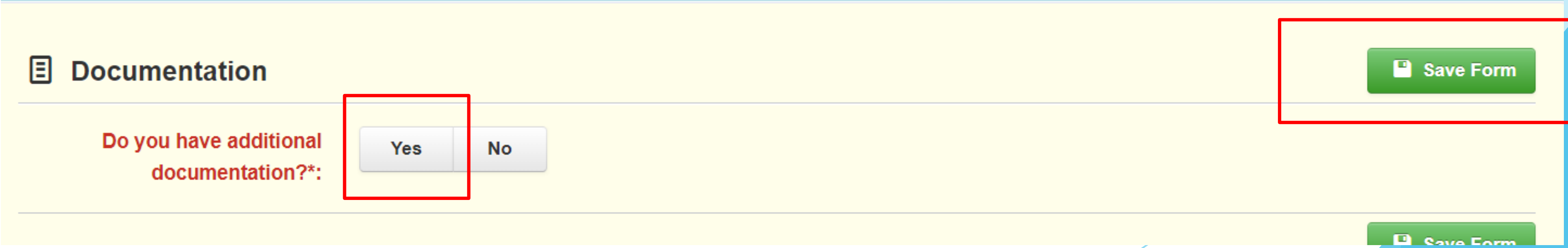
Add Row

Claims, cont.

- Select “Other Attachments”

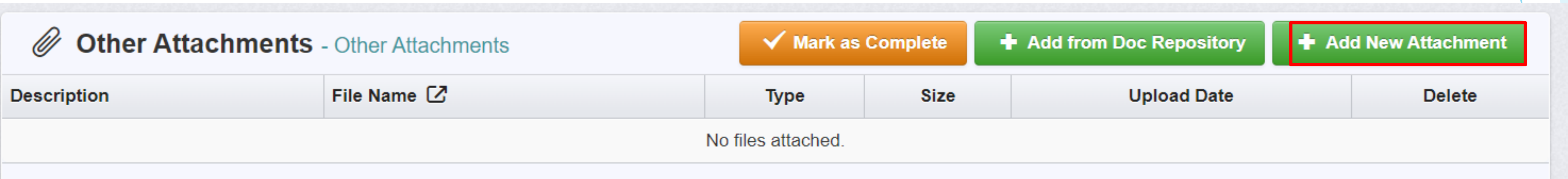
Component	Complete?	Last Edited
General Information	✓	Oct 10, 2024 9:22 AM - Maggie Glick
Detail of Expenditure	✓	Oct 10, 2024 9:48 AM - Maggie Glick
Equipment Inventory	✓	Oct 10, 2024 11:39 AM - Maggie Glick
Other Attachments		-

- Once in “Other Attachment,” there will be a question asking if you have additional documentation
  - Select “Yes” and then select “Save Form”

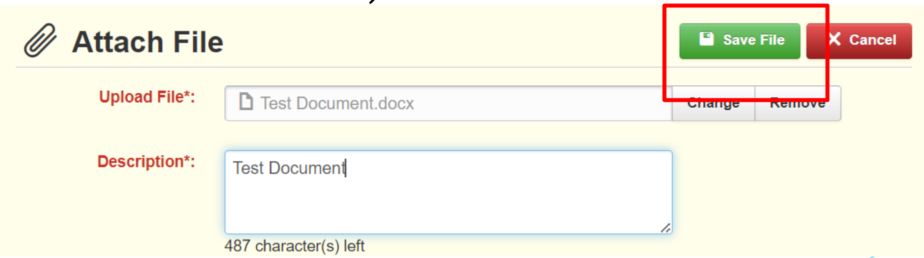


Claims, cont.

- Another section will open below the documentation questions, select “Add New Attachment”

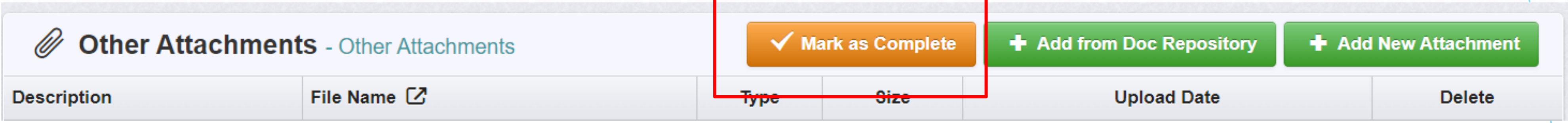


- Attach the required supporting documentation, in one attachment (file), in the same order as the “Expenditure” form
  - Invoices
  - Proof of Payment (Cancelled Check)
  - Signed Proof of Delivery (Signed Proof of Delivery should have the following information: “Received, your name, and the date, signing the invoice is acceptable)
- When all documentation has been added, select “Save File”

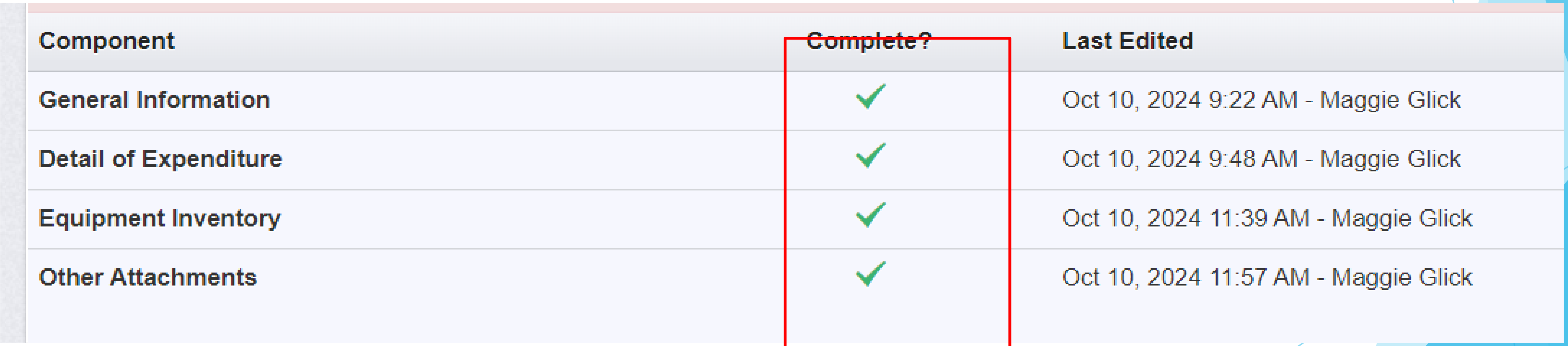


Claims, cont.

- When finished, select “Mark as Complete”



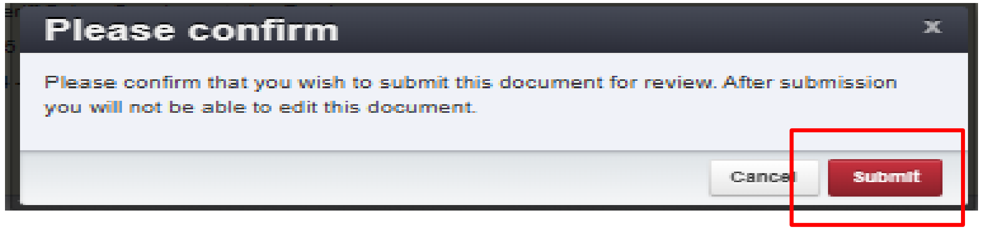
- When all forms have been marked as complete, select “Submit Claim”



Component	Complete?	Last Edited
General Information	✓	Oct 10, 2024 9:22 AM - Maggie Glick
Detail of Expenditure	✓	Oct 10, 2024 9:48 AM - Maggie Glick
Equipment Inventory	✓	Oct 10, 2024 11:39 AM - Maggie Glick
Other Attachments	✓	Oct 10, 2024 11:57 AM - Maggie Glick

Claims, cont.

- A pop-up box will ask if you are ready to submit the claim
- If you are sure, select “Submit”



Claims, cont.

- The final claim is due no later than **June 15, 2026**
- If the final claim is submitted on the 15th but is missing information, or requires corrections, it may hinder our ability to reimburse the expense
- The ability to submit multiple claims is available, but it will not be reviewed it until the previous claim is in “paid” status

Status Reports

- 2024 LLEBG Grant is measured in Milestones
  - Recorded within “Status Report” component in WebGrants
  - Status reports must be submitted quarterly
  - Project cannot be closed until all status reports are completed

Status Reports, cont.

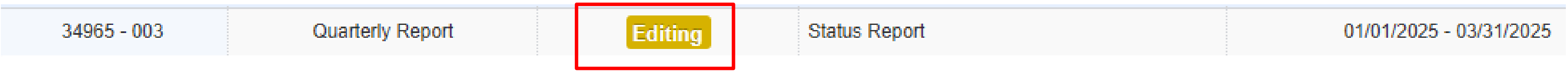
- Select “Status Reports”

Status Reports, cont.

- The status report has already been created for you
  - Each subrecipient must submit a final status report
  - When you have completed all reporting or at the end of the project period
  - Final required status report is due June 15, 2025

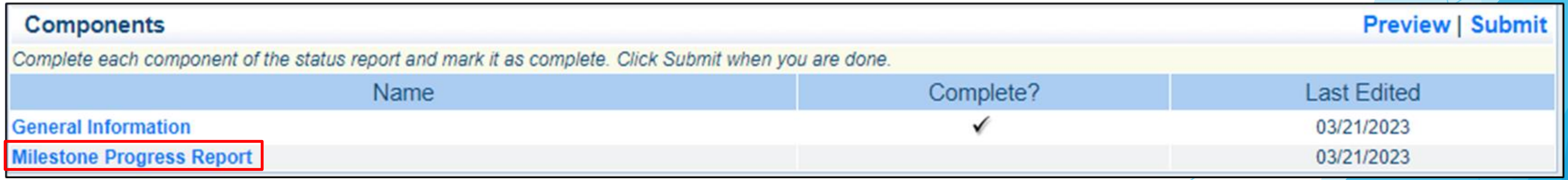
Status Reports, cont.

- Select the “Editing” status report in the status report component



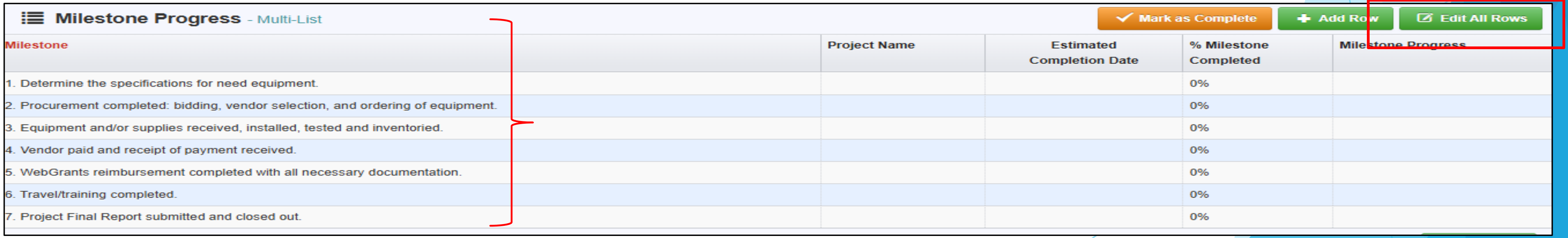
- Select “Edit Status Report”

- Select the “Milestone Progress Report”



Status Reports, cont.

- Milestones have already been added to the status report for you
  - If you want to remove or add a milestone, you MUST contact your Grant Specialist for approval to do so
- There are 2 ways to complete the report
  - Select “Edit All Rows” to edit all the milestones at one time
  - Or Select each milestone hyperlink to edit 1 row at a time



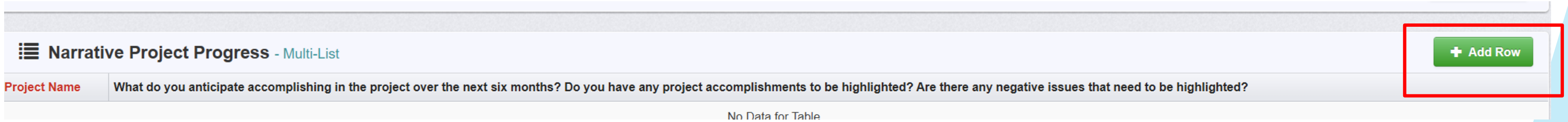
Milestone	Project Name	Estimated Completion Date	% Milestone Completed	Milestone Progress
1. Determine the specifications for need equipment.			0%	
2. Procurement completed: bidding, vendor selection, and ordering of equipment.			0%	
3. Equipment and/or supplies received, installed, tested and inventoried.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

Status Reports, cont.

- Complete each milestone with:
  - Estimated Completion Date (or what date was the milestone completed)
  - % Milestone Completed
  - Milestone Progress (explain the milestone progress over the reporting period in detail, which could include dates)
- Once the form has been updates, select “Save Multi-List”
  - You may have to use the scroll bar at the bottom of the screen to select “Save Multi-List”

Status Reports, cont.

- "Status Report Narrative"
  - Select "Add Row"
  - Narrative Project Progress should state if the project is complete and describe how the project has fulfilled the Equipment and/or Supplies Justification
  - Should identify any other initiatives, positive or negative, which have been impacted by this project (summary or project accomplishments)



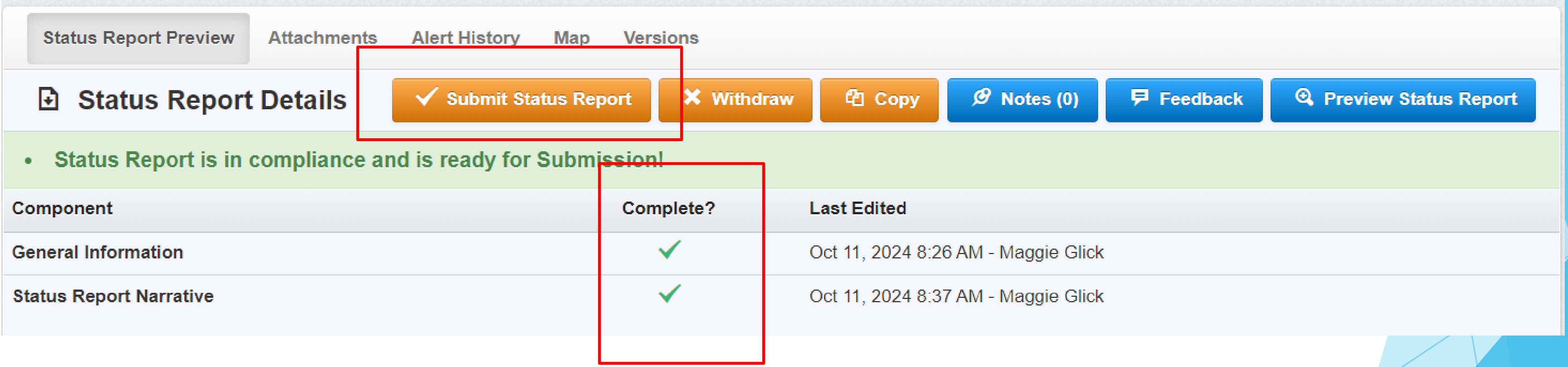
  - When completed, select "Save Form" and then select "Mark as Complete"

Status Report, cont.

- A final status report must be completed to close the project
  - The report will not say "Final" in the system
  - All milestones need to 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)

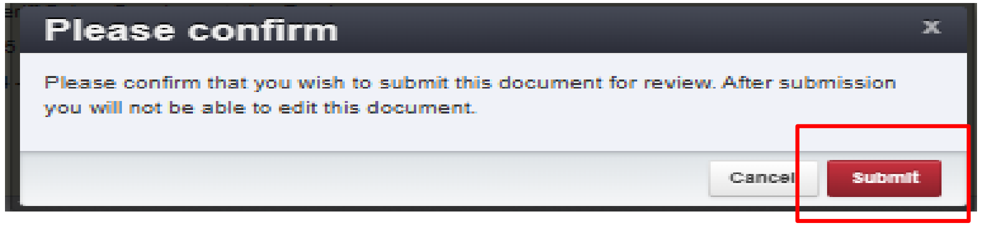
Status Reports, cont.

- After each component has been marked complete, select “Submit Status Report”



Status Report, cont.

- A pop-up box will ask if you are ready to submit the report
- If you are sure, select “Submit”



Correspondence

- Correspondence sent through WebGrants automatically forwards to the associated users' email
- This will be received from dpswebgrants@dpsgrants.dps.mo.gov
- To reply, you must log in to WebGrants and do so within the system
- **DO NOT REPLY TO CORRESPONDENCE FROM YOUR EMAIL**
  - Your reply will return to the generic email address rather than the intended recipient and will delay response time

Correspondence, cont.

- Select “Correspondence” from the Grant Component menu

Component	Form Type / Source / Security
General Information	
Contact Information	
Budget	
Claims	
Status Reports	
Correspondence	

- If correspondence was previously created, it will appear in the “Correspondence” table
- To reply to already existing correspondence, put your mouse cursor on the line you want to respond to and then click on the row

Inter-System Grantee Correspondence

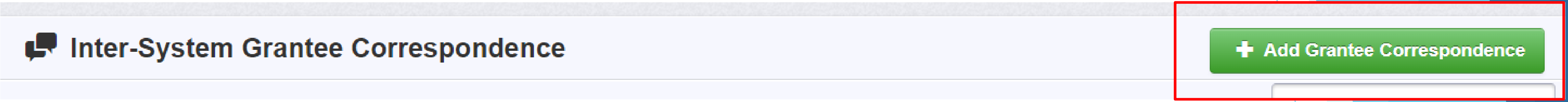
+ Add Grantee Correspondence

Search:

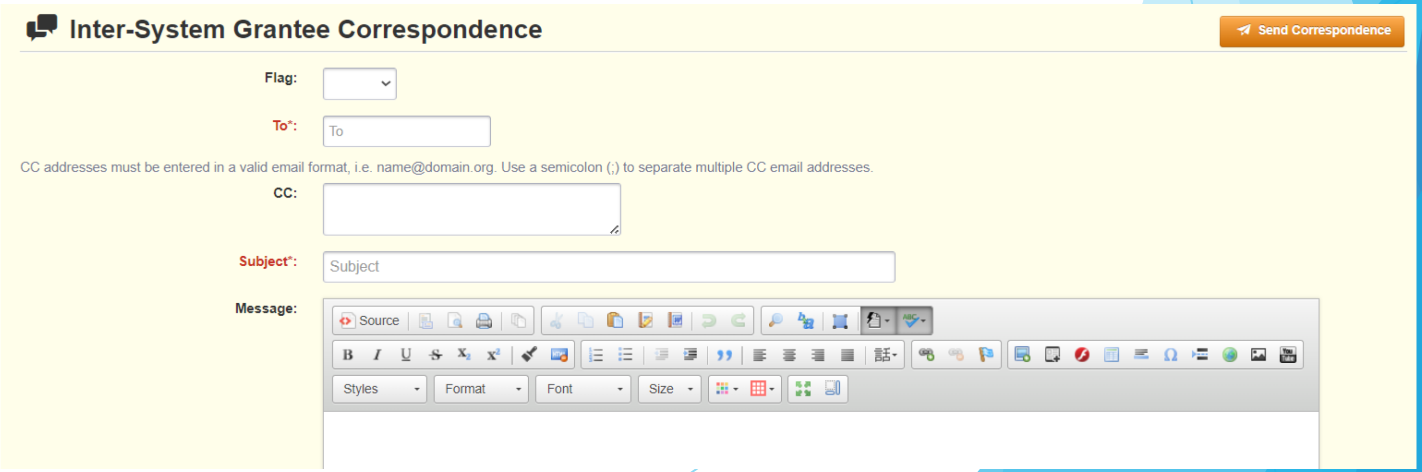
Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5
	Test	Test	Test	Test	Test					

Correspondence, cont.

- To create new correspondence, select “Add Grantee Correspondence”



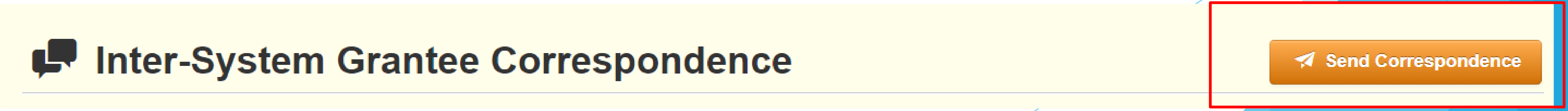
- Flag: Click on the box and choose from the drop-down box
  - This is not a required field, so you can leave it blank
- To: Click on the box and it will give you a drop-down box to select from
- CC: CC addresses must be entered in a valid email format, use a semicolon (;) to separate multiple CC email addresses
- Subject: Enter the subject line
- Message: Type the message



Correspondence, cont.

- Attachment(s) can be included on the correspondence
- If there is an attachment select “Select File”
    - Attach the item to be attached by browsing your computer
        - If you added an attachment by mistake, select “Remove”

- Once the message is completed, select “Send Correspondence”



Subaward Adjustments

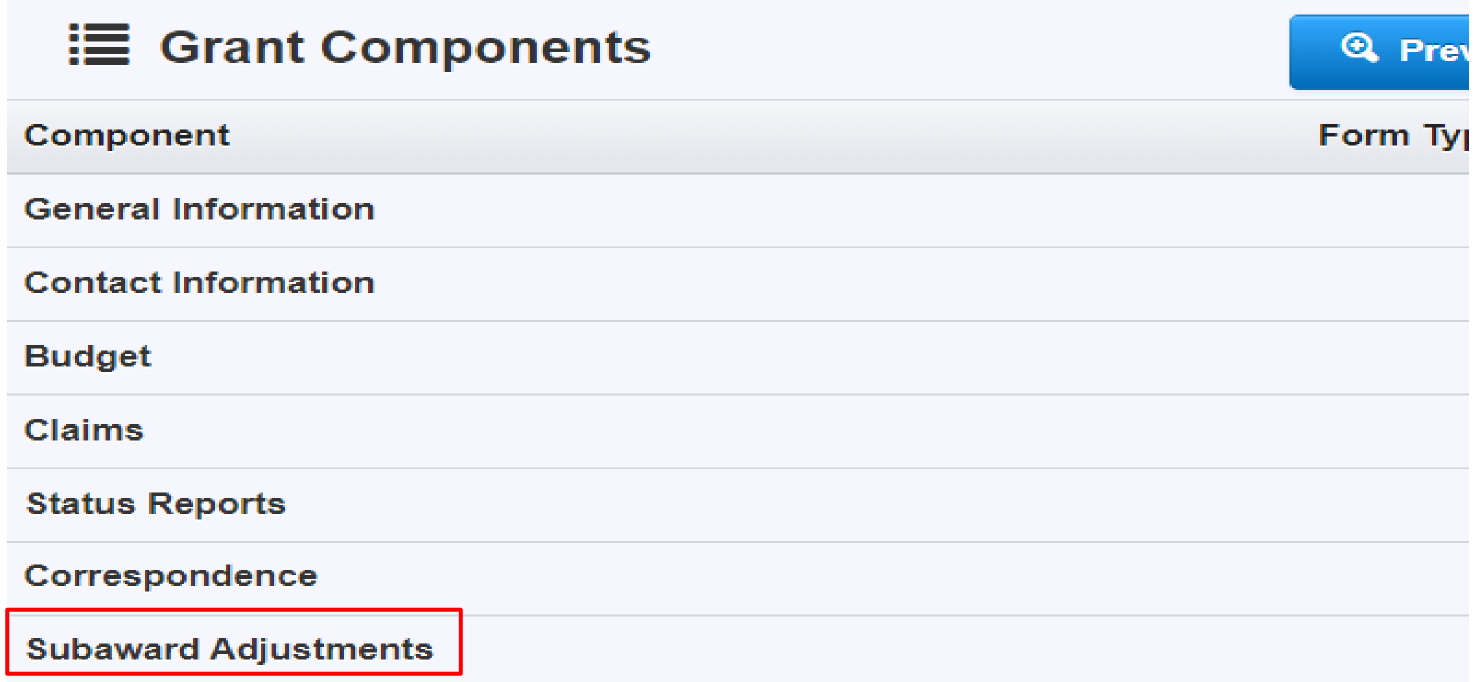
- Prior approval from DPS is required to diverge in any way from the approved budget or project scope
- Approval is sought by submitting a subaward adjustment through WebGrants
- The subaward adjustment must be approved by DPS prior to obligating or expending grant funds

Subaward Adjustments, cont.

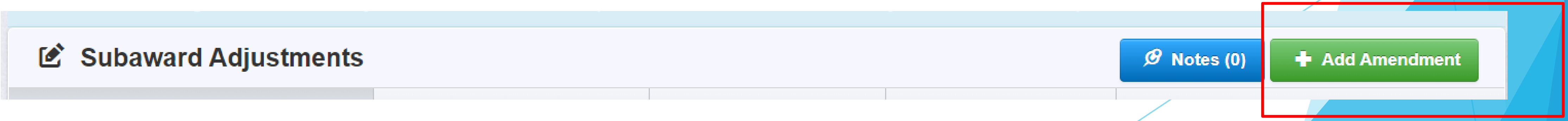
- Examples:
  - Contact information (Program Revision)
    - Address Change
    - Authorized officials
    - Project directors
    - Fiscal officers
  - Scope of Work changes (Budget Revision)
  - Adding new line items to the approved project budgets (Budget Revision)
  - Changes in the quantity of an existing line item in the approved budget item
  - Changes to the specifications of an approved budget item
  - Period of performance changes (Program Revision)

Subaward Adjustments, cont.

- Select “Subaward Adjustments”

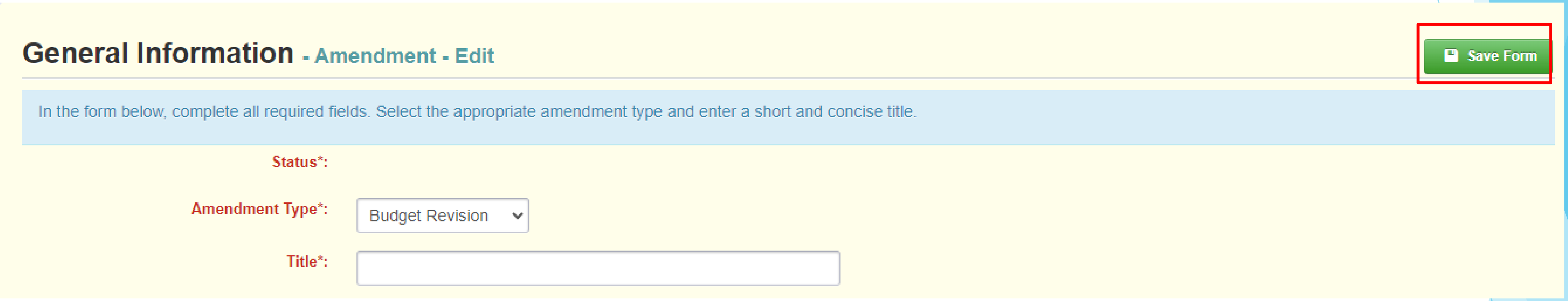


- Select “Add Amendment”



Subaward Adjustments, cont.

- Once “Add Amendment” has been selected, it will open the “General Information” form



- Amendment Type: This is a drop-down box with two options:
  - Budget Revision – Changes in the quantity of an existing line item in the approved budget item or changes to the specifications of an approved budget item
  - Program Revision – Change in the contact information, period of performance, etc.
- Title: Generic description of the request
- Once completed, select “Save Form”

Subaward Adjustments, cont.

Budget Revision:

- Once the “General Information” has been saved, WebGrants will open the the “Amendment Details”
- There are five components to the budget revision subaward adjustment, and each component will need to be marked as complete before it can be submitted
  - General Information
  - Justification
  - Budget
  - Confirmation
  - Attachments

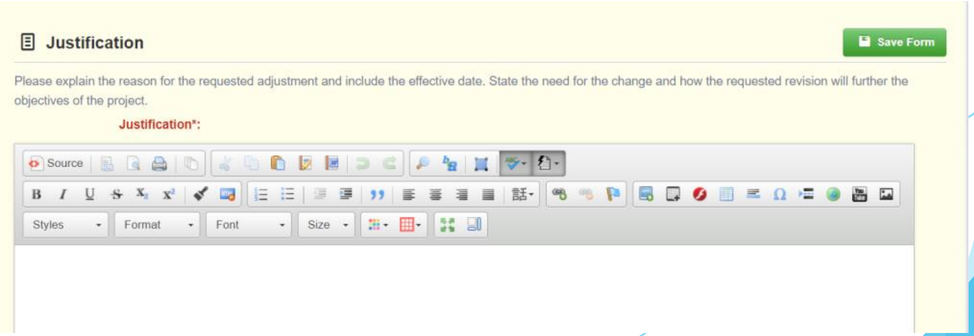
Component	Complete?	Last Edited
General Information	✓	Oct 11, 2024 9:47 AM - Maggie Glick
Justification		-
Budget		-
Confirmation		-
Attachments		-

Subaward Adjustments, cont.

- Select “Justification”

Component	Complete?	Last Edited
General Information	✓	Oct 11, 2024 9:47 AM - Maggie Glick
Justification		-
Budget		-
Confirmation		-
Attachments		-

- Once inside the “Justification” component, in the narrative please explain the reason for the requested adjustment and include the effective date
- State the need for the change and how the required revision will further the objectives of the project



Subaward Adjustments, cont.

- An Excel spreadsheet will also need to be completed for budget revisions, and then copied and pasted into the justification narrative
    - Contact your Grant Specialist for a copy of the Excel spreadsheet
- All budget lines need to be included in the spreadsheet
- Example:

Project	Budget Line Number	Current Line Amount	Requested Change +/-	Updated Budget	Description
15PBJA-24-GG-02992-MUMU-079	10001	$ 9,635.00	$ (9,635.00)	$ -	Hard Armor Ballistic Shield
	11001		$ 9,635.00	$ 9,635.00	Alternative could significantly enhance the safety and efficiency of our officers than a single shield. (10) Mini Shields rather than a single shield.
				$ -	
	Totals	$ 9,635.00	$ -	$ 9,635.00	

Subaward Adjustments, cont.

Spreadsheet:

- Project Number (1st Column): Insert the project number (your Subaward number)

Subaward Number: 2024 LLEBG -Test001

- Line number (2nd Column): This is the budget line number, which is found in the "Budget" component

Line Item Code	Line Name	Budget Category	Line Description	Quantity	Unit Cost	Award Amount
10001	Brief Description	10. Equipment	Additional brief description about the item	1.00	$0.00	$0.00
		Subtotal				
11001	Brief Description	11. Supplies	Additional brief description about the item	1.00	$9,635.00	$9,635.00
		Subtotal				

- Current Budget (3rd Column): Insert the "Subaward Amount"

Budget Totals

Budget Total : $9,635.00

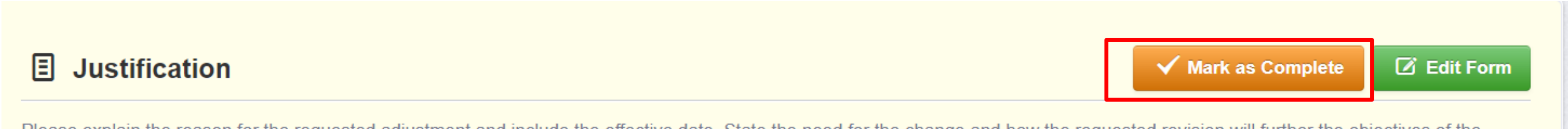
Subaward Adjustments, cont.

- Requested Change (4th Column): This is where the funds need to be added or subtracted from the budget lines, to reflect the dollar amount change
- Updated Budget (5th Column): This should automatically total the updated budget
- Notes (6th Column): Give a brief explanation of why funds are being reallocated

Project	Budget Line Number	Current Line Amount	Requested Change +/-	Updated Budget	Description
15PBJA-24-GG-02992-MUMU-079	10001	$ 9,635.00	$ (9,635.00)	$ -	Hard Armor Ballistic Shield
	11001		$ 9,635.00	$ 9,635.00	Alternative could significantly enhance the safety and efficiency of our officers than a single shield. (10) Mini Shields rather than a single shield.
				$ -	
	Totals	$ 9,635.00	$ -	$ 9,635.00	

Subaward Adjustments, cont.

- Once the justification has been completed, select “Save Form” and then select “Mark as Complete”

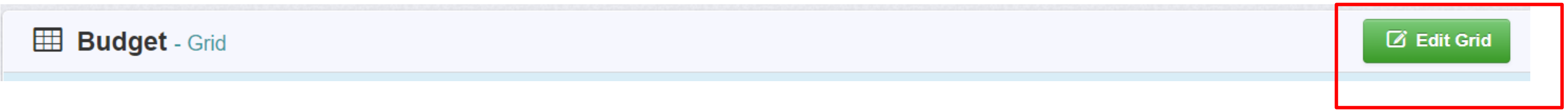


Subaward Adjustments, cont.

- Select the “Budget” component

Component	Complete?
General Information	✓
Justification	✓
Budget	
Confirmation	
Attachments	

- Once inside the component, select “Edit Grid”



Subaward Adjustments, cont.

- Adjust the Budget form lines to mirror the changes that are to occur
  - 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 will equal your current budget total
- The revised amount column represents the requested budget amount, revised total cost of the budget as a result of the Subaward Adjustment
  - Enter the total cost of each budget category as it will be reflected in the revised version of the budget component
  - The sum of the Revised Amount column will equal your revised budget total

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	$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	$9,635.00	0	$0.00
Supplies/Operations	$0.00	9635.00	$0.00
Contractual	$0.00	$0.00	$0.00
Renovation/Construction	$0.00	$0.00	$0.00
Indirect Costs	$0.00	$0.00	$0.00
Total	$0.00	$0.00	$0.00

Subaward Adjustments, cont.

- Next, enter the totals into the "Federal/State and Local Match Share"
  - Only put the information in the "Total Federal/State Share" column
  - The totals should match your spreadsheet and the budget amounts from above
- Select, "Save Grid"

Federal/State and Local Match Share - Edit

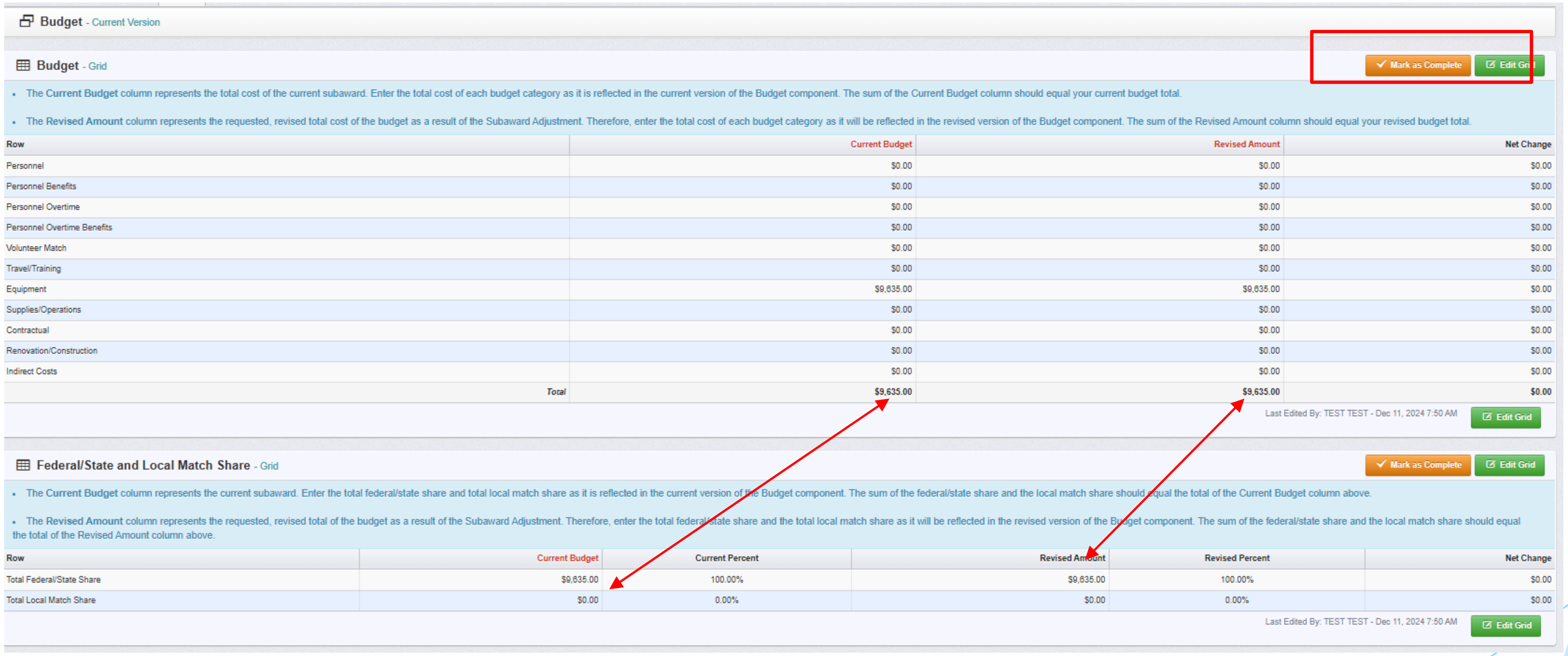
Save Grid

- 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	$9,635.00	0.00%	$9,635.00	0.00%	$0.00
Total Local Match Share	$0.00	0.00%	$0.00	0.00%	$0.00

Subaward Adjustments, cont.

- Review and if everything is correct, select “Mark as Complete”



Budget - Current Version

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	$9,635.00	$9,635.00	$0.00
Supplies/Operations	$0.00	$0.00	$0.00
Contractual	$0.00	$0.00	$0.00
Renovation/Construction	$0.00	$0.00	$0.00
Indirect Costs	$0.00	$0.00	$0.00
Total	$9,635.00	$9,635.00	$0.00

Last Edited By: TEST TEST - Dec 11, 2024 7:50 AM | 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	$9,635.00	100.00%	$9,635.00	100.00%	$0.00
Total Local Match Share	$0.00	0.00%	$0.00	0.00%	$0.00

Last Edited By: TEST TEST - Dec 11, 2024 7:50 AM | Edit Grid

Subaward Adjustments, cont.

- Select “Confirmation”

Component	Complete?	Last Edited
General Information	✓	Oct 11, 2024 9:47 AM - Maggie Glick
Justification	✓	Oct 11, 2024 11:52 AM - Maggie Glick
Budget	✓	Oct 11, 2024 12:16 PM - Maggie Glick
Confirmation		-
Attachments		-

- Complete the 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 a subaward adjustment. You must include your title, full legal name, and the current date.

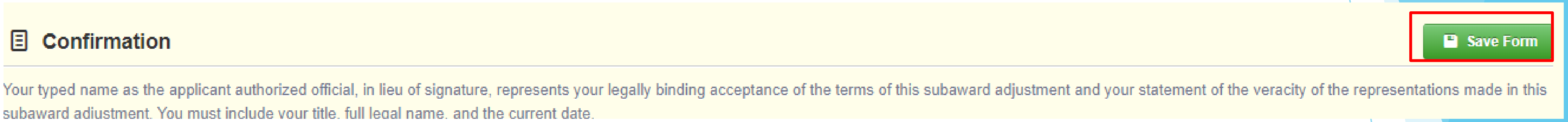
Authorized Official Name*:

Title*:

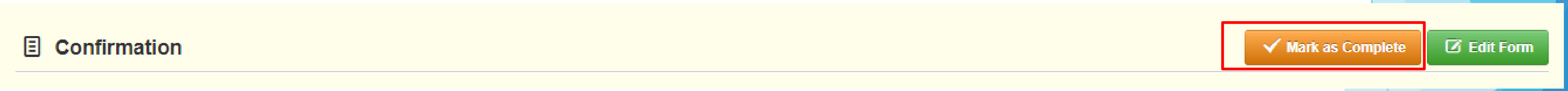
Date*:

Subaward Adjustments, cont.

- Select “Save Form”



- “Mark as Complete”



Subaward Adjustments, cont.

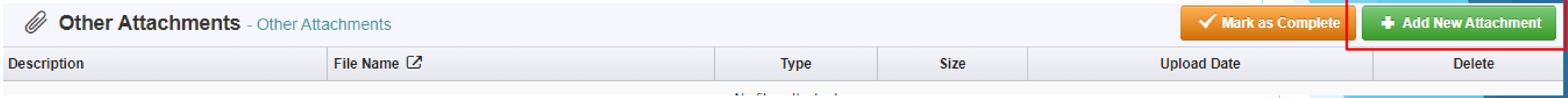
- Select the “Attachments” Component

Component	Complete?	Last Edited
General Information	✓	Oct 11, 2024 9:47 AM - Maggie Glick
Justification	✓	Oct 11, 2024 11:52 AM - Maggie Glick
Budget	✓	Oct 11, 2024 12:16 PM - Maggie Glick
Confirmation	✓	Oct 11, 2024 12:24 PM - Maggie Glick
Attachments		-

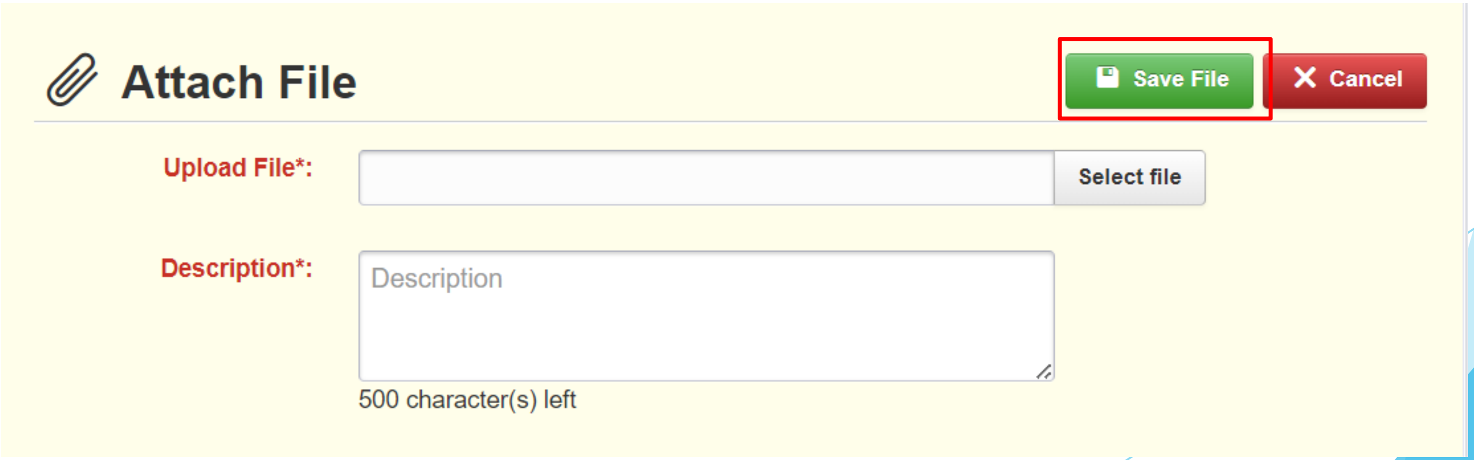
- If there are attachments, select “Yes”
- If there are not any attachments, select “No”, then select “Save Form”

Subaward Adjustments, cont.

- If yes is the answer for documentation, select the “Add New Attachment”

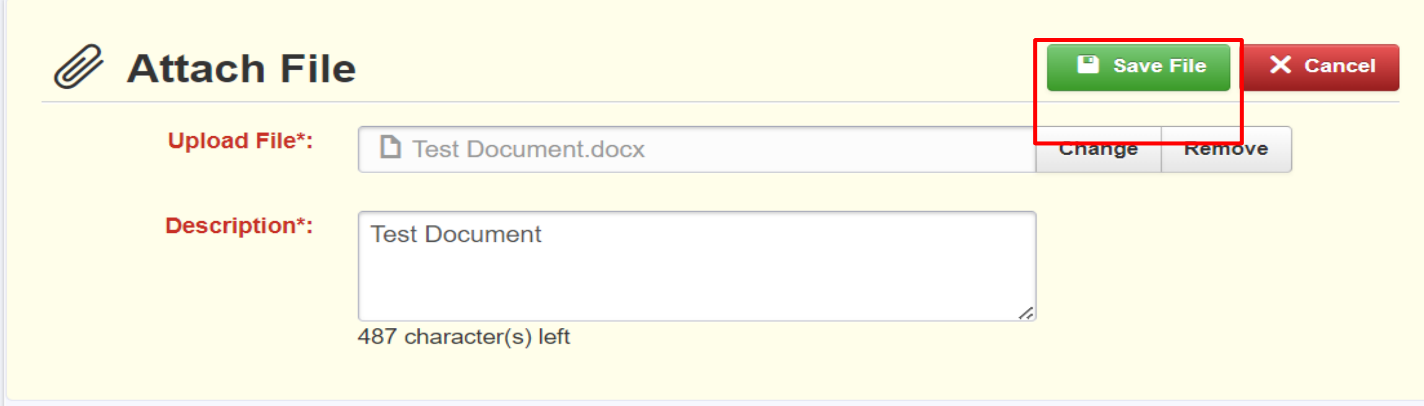


- Browse your computer to attach any applicable supporting documentation
  - Select “Select File”

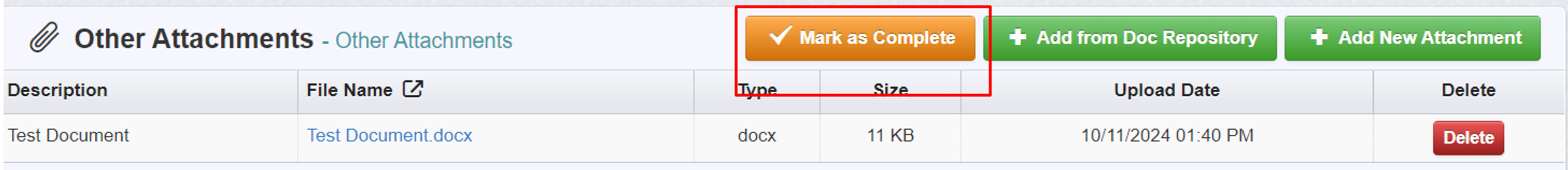


Subaward Adjustments, cont.

- The description of your attached file is the name of the file itself
  - Select “Save File”



- When all documentation has been added, select “Mark as Complete”



Subaward Adjustments, cont.

- Review for accuracy
- When all sections have been marked complete, select “Submit Amendment”

Amendment Details

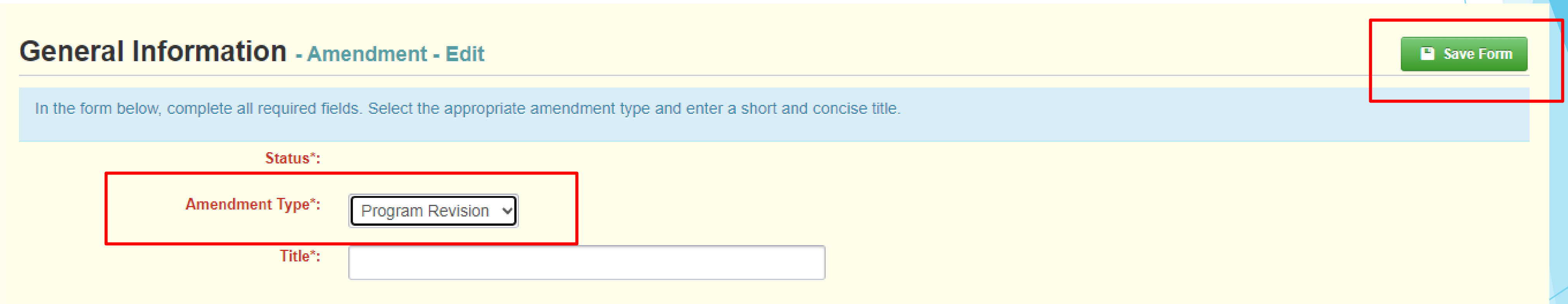
Submit Amendment | Withdraw | Copy | Preview Amendment

- Amendment is in compliance and is ready for Submission!

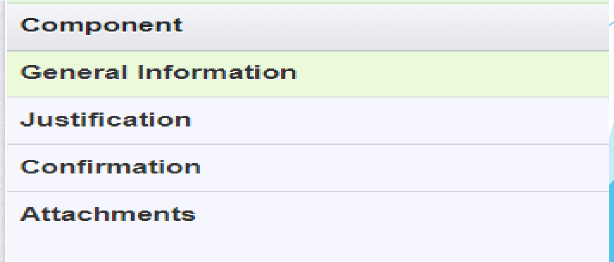
Component	Complete?	Last Edited
General Information	✓	Oct 16, 2024 4:35 PM - TEST TEST
Justification	✓	Oct 17, 2024 1:26 PM - TEST TEST
Budget	✓	Oct 17, 2024 1:07 PM - TEST TEST
Confirmation	✓	Oct 17, 2024 1:26 PM - TEST TEST
Attachments	✓	Oct 17, 2024 1:23 PM - TEST TEST

Subaward Adjustments, cont.

- If you have a program revision, follow the same steps listed for a Budget Revision, except choose from the amendment type drop-down box “Program Revision”
  - Select “Save Form”

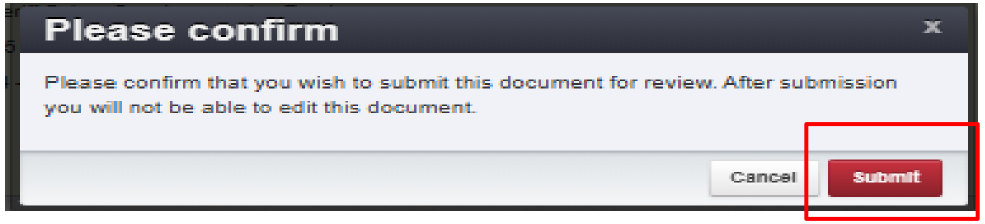


- There will not be a “Budget” component for a Program Revision, and the Excel spreadsheet is not needed



Subaward Adjustments, cont.

- A pop-up box will ask if you are ready to submit the Subaward Adjustment
- If you are sure, select "Submit"



Monitoring

- DPS will provide Monitoring via electronic methods, as well as on-site:
- Goal of Monitoring
  - Assist in areas of non-compliance areas to prevent audit findings
  - Provide technical assistance, at times on site
- Monitoring program structure is guided by:
  - Applicable State of Missouri statutes and regulations
  - DPS Financial and Administrative Guidelines
  - DPS Information Bulletins
  - 2024 LLEBG Notice of Funding Opportunity
  - 2004 LLEBG Certified Assurances
  - 2004 LLEBG Subaward Agreement

Monitoring, cont.

- Examples of on-site Monitoring include:
  - Policy review
  - Property records
  - Equipment maintenance records
  - Inventory logs (from Equipment component of Claim Reimbursement Requests)

- Examples of desk Monitoring include:
  - Email
  - Grant document review
  - Reports
  - Correspondence

Monitoring, cont.

Required Items (as applicable):

- Equipment
- Inventory control (such as required asset tags on equipment)
- Inventory control lists (serial numbers, quantity, etc.)
- Policies & Procedures
- Project Implementation
- Civil Rights Compliance
- Program Implementation
- Personnel and Standard Operating Procedures Manual(s)

- Local procurement/purchasing policy
- Bid/quote records
- Sole source letters
- Non-Discrimination Policies & Procedures
- Civil Rights Training
- Labor Law Poster displayed as required by federal and state law
- Additional info and posters can be found at https://labor.mo.gov/posters

Monitoring, cont.

- Common Areas of Non-Compliance (as applicable):
  - Advance Payment, and timeliness for providing proof thereof (30 days)
  - Statutory Requirements
  - Equipment
    - Missing equipment
    - No inventory information
    - Usage log, lack of required information
  - Labor Law posters not displayed or displayed properly

Resources and Helpful Links

- LLEBG Specific Grant Information
- Notice of Funding Opportunity
- Certified Assurances
- WebGrants
- DPS Financial and Administrative Guidelines
- Policy on Advanced Payment and Cash Advances
- Policy on Claim Request Requirements
- Policy on Subaward Adjustments, Scope of Work Changes and Program Changes
- Missouri State Statutes
- Labor Law Posters and Information

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