

# 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 a questions before the end, please utilize the chat box.
  - When we are talking of sharing our screen, please write in the chat box if you are unable to hear or see something.

# Missouri Department of Public Safety, Criminal Justice/Law Enforcement Unit



FY 2022 Local Law Enforcement Block Grant  
(LLEBG) Compliance Workshop

# Grant Requirements



# Local Law Enforcement Equipment Block Grant (LLEBG)

- LLEBG is part of the FY2022 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)
  - Provided federal criminal justice funding
  - JAG streamlined the Byrne and LLEBG grant programs in FY 2015

# Law Enforcement Eligibility Requirements

- The following requirements must be maintained throughout the lifecycle of your grant:
  - Vehicle Stops Report
  - Written Policy on Recording of Custodial Interrogations
  - Written Policy on Forwarding Intoxication-Related Traffic Offenses
  - Police Use of Force
  - NIBRS/MIBRS
  - Rap Back Participation

# Law Enforcement Eligibility Requirements (cont.)

- **Section 590.650 RSMo– Vehicle Stops Report**
  - Pursuant to Section 590.650.3 RSMo, (1) every law enforcement agency shall compile the data described in subsection 2 for the calendar year into a report to the attorney general and (2) each law enforcement agency shall submit the report to the attorney general no later than March first of the following calendar year. *Agencies that submitted their report by March 1<sup>st</sup> will receive priority funding over agencies that met the late submission deadline of March 15<sup>th</sup>. Agencies that did not submit their report by the late submission deadline will not be eligible for funding.*
- **Section 590.700 RSMo – Written Policy on Recording of Custodial Interrogations**
  - Pursuant to Section 590.700.4 RSMo, each law enforcement agency shall adopt a written policy to record custodial interrogations of persons suspected of committing or attempting to commit felony crimes as outlined in subsection 2 of this section.
- **Section 43.544 RSMo – Written Policy on Forwarding Intoxication-Related Traffic Offenses**
  - Pursuant to Section 43.544.1 RSMo, each law enforcement agency shall adopt a policy requiring arrest information for all intoxication-related traffic offenses be forwarded to the central repository as required by Section 43.503 RSMo and shall certify adoption of such policy when applying for any grants administered by the department of public safety.

# Law Enforcement Eligibility Requirements (cont.)

- To be eligible for federal pass-thru funding, the project agency, must be compliant with the statutes listed below at the time of application and if awarded funding must maintain compliance throughout the grant period of performance.
  - **Section 590.1265 RSMo** – **Police Use of Force Transparency Act of 2021**  
Use of force incidents reporting standards and procedures, publication of report data, analysis report. Each law enforcement agency shall certify compliance with this statute when accepting any grants administered by the department of public safety. *For purposes of grant eligibility, law enforcement agencies will be considered non-compliant if they have not submitted MIBRS reports for three or more months since January 1, 2022*

# Law Enforcement Eligibility Requirements (cont.)

- **Section 590.030 RSMo** – Rap Back Program Participation Pursuant to Section RSMo 590.030, all law enforcement agencies shall enroll in the state and federal Rap Back programs on or before January 1, 2022 and continue to remain enrolled. The law enforcement agency shall take all necessary steps to maintain officer enrollment for all officers commissioned with that agency in the Rap Back programs. An officer shall submit to being fingerprinted at any law enforcement agency upon commissioning and for as long as the officer is commissioned with that agency.
- **Section 43.505 RSMo** – National Incident-Based Reporting System (NIBRS) *formerly Uniform Crime Reporting (UCR)* Pursuant to Section 43.505 RSMo Uniform Crime Reporting system – duties of department – violations, penalty: Each law enforcement agency is required to submit crime incident reports to the department of public safety on forms or in the format prescribed by the department and submit any other crime incident information which may be required by the Department of Public Safety. ***Agencies that are not compliant at the time of application will only be eligible to apply for grant funds to assist the agency in becoming compliant with Section 43.505 RSMo. For purposes of grant eligibility, law enforcement agencies will be considered non-compliant if they have not submitted MIBRS reports for three or more months since January 1, 2022***
  - NOTE: Show Me Crime Reporting provides a no cost option for agencies to comply with Section 43.505 RSMo. Agencies that are not currently compliant with Section 43.505 RSMo will not be eligible to apply until they have registered with Show Me Crime Reporting and have begun submitting MIBRS reports. <https://showmecrime.mo.gov/CrimeReporting/MIBRSRegistration.html>



# Grant Requirements

- Administrative Guide and Information Bulletins
  - Financial & Administrative Guide for CJ/LE
    - <https://dps.mo.gov/dir/programs/cjle/documents/financial-admin-guidelines.pdf>
  - Information Bulletins
    - CJ/LE-GT-2020-001, Policy on Advance Payment and Cash Advances
    - CJ/LE-GT-2020-002, Policy on Claim Request Requirements including DPS Reimbursement Checklist
    - CJ/LE-GT-2020-003, Policy on Budget Modifications, Program Changes, Scope of Work Changes, Status Reports, and Return of Funds

# Grant Requirements (cont.)

- FY 2022 Edward Byrne Memorial Justice Assistance Grant (JAG) Program State Formula Solicitation: <https://bja.ojp.gov/funding/opportunities/o-bja-2022-171322>
- 2 CFR Part 200 Subpart F, Audit Requirements: <https://facweb.census.gov/uploadpdf.aspx>
- Missouri State Statutes: <https://revisor.mo.gov/main>
- Office of Justice Programs (OJP) Financial Guide: <https://ojp.gov/financialguide/doj/index.htm>

# 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 Web Grants.

# 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 <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F>
  - 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 <https://facweb.census.gov/uploadpdf.aspx>
  - Expended funds include all Federal funds, not just LLEBG funds

# State Civil Rights

- Section 213.055 RSMo – Unlawful Employment Practices
  - May not discriminate on the basis of race, color, religion, national origin, sex, ancestry, age, or disability in its employment practices (e.g. hiring, compensation, conditions, or privileges)
- Section 213.065 RSMo – Discrimination in Public Accommodations
  - May not discriminate on the basis of race, color, religion, national origin, sex, ancestry, or disability in the use and enjoyment of any place of public accommodation
  - It is unlawful to refuse, withhold from, or deny any of the accommodations, advantages, facilities, services, or privileges made available in any place of public accommodations
- Section 285.530.1 RSMo
  - Indicates that an agency will not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri

# 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)

# 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 recipients (and 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 recipients 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

- Recipients (and 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)
- Recipients (and 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 recipient (or 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 Sample

## 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:	<a href="mailto:jsmith@organization.com">jsmith@organization.com</a>
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 EEO 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 EEO 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 EEO 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 EEO may allow the OCR to draw an adverse inference based on the data's absence.

John Smith, H.R. Director	<i>John Smith</i>	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
  - 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 Agreement has been attached in WebGrants
- The subaward must be signed by the Authorized Official
- Each page of the Articles of Agreement must be initialed by the Authorized Official
- The signed subaward needs to be submitted to Department of Public Safety

# 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, 2023 to June 30, 2023
- 45 days following: August 15, 2023
- 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 to be completed
  - Quarter 1 due April 10 (Jan. 1 – March 31, 2023)
  - Quarter 2 due July 10 (April 1 – June 30, 2023)
  - Quarter 3 due October 10 – (July 1 – Sept. 30, 2023), if applicable
  - Quarter 4 due January 10, 2024 – (Oct. 1 – Dec. 31, 2023), 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
  - When only one bid/quote or positive proposal is received, it is deemed to be Single Feasible Source
  - 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; must obtain 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 identifiable for its source of funds (i.e. FY 2022 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 <https://www.dps.mo.gov/dir/programs/cjle/llebg.php>
- 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](mailto: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)
- Supplies
  - Items that do not fit into the “Equipment” category

# Equipment Records/Inventory

- Records shall include an inventory control list for non-expendable property
- Property must be tagged by the Subrecipient; the tag should identify the item's source of funds, where feasible. Some examples of tag language include:
  - "Purchased with FY 2022 LLEBG Funds"
  - Subaward Number (e.g. 2022-MU-BX-0059-001)



# Grant Requirements – Information Links

- DPS – CJ/LE Website: <https://dps.mo.gov/dir/programs/cjle/>
- Radio Interoperability Guidelines:  
<https://www.dps.mo.gov/dir/programs/cjle/llebg.php>
- WebGrants: <https://dpsgrants.dps.mo.gov>
- WebGrants External User Manual:  
<https://dps.mo.gov/dir/programs/cjle/documents/webgrants-external-user-manual.pdf>
- Office of Justice Programs (OJP) Financial Guide: <https://ojp.gov/financialguide/doj/index.htm>
- Code of Federal Regulations (CFRs): <https://www.ecfr.gov/>
- United States Code (U.S.C.): <https://uscode.house.gov/>
- Missouri State Statutes: <https://revisor.mo.gov/main>
- EEOP: <https://ojp.gov/about/ocr/eeop.htm>



# WebGrants –



# WebGrants (cont.)

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

# Claims

- FY 2022 Local Law Enforcement Block Grant (LLEBG) is a reimbursement grant. Approved expenditures must be made within the grant period of performance. January 1, 2023 – June 30, 2023
  - Advance Payments (\$1000.00 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

# Claims (cont.)

- Supporting documentation must be submitted with each claim
  - Supporting documentation must be in one attachment AND in the same order as the Expenditures Form
    - Supporting documentation should include, cancelled checks and/or credit card statements with proof of payment, signed proof of delivery, and invoices

# 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 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	
Component	Last Edited
General Information	01/11/2023
Budget	01/11/2023
Claims 	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Site Visits	
Subaward Documents - Need Signatures	
Subaward Documents - Final	
Closeout	
Opportunity	-
Application	-



# Claims Entry

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

**Grant Tracking**

Grant: 2022-MUMU-BX-00259-TEST-1 - FY 2022-Whoville Police Department - 2023

Status: Underway

Program Area: Local Law Enforcement Block Grant

Grantee Organization: BaseLine Organization

Program Officer: Michelle Branson

Budget Total: \$7,295.00

**Instructions**

Claims for the LLEBG program are created by internal staff, using the Grant Document

**Claims** [Copy Existing Claim](#) | [Return to Components](#)

ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
<a href="#">2022-MUMU-BX-00259-TEST-1 - 001</a>	Monthly	Withdrawn			01/01/2023 - 02/28/2023	-
<a href="#">2022-MUMU-BX-00259-TEST-1 - 002</a>	Monthly	Submitted	01/11/2023		01/01/2023 - 02/28/2023	\$5,819.98
					Submitted Amount	\$5,819.98
					Approved Amount	\$0.00
					Paid Total	\$0.00
					Total	\$5,819.98


To create a new Claim, select "Add"

If this is not your first claim, and a previous claim is in "Paid" status, then the ability to select "Copy Existing Claim" is available (when using "Copy Existing Claim" errors are often made because updates are not all completed. It may be easier to use the "Add" option for each claim.)

Created Claims will be listed in the Claims table

# Claims Entry (cont.)



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

 Grant Tracking

### Claim General Information

To create a new Claim enter the starting date and the ending date of the Report Period. This is the period of coverage for this Claim.

Claim Type:\* Monthly ▾

Reporting Period:\*      
From To


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

Is This Your Final Report?\*  Yes  No

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
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" when complete
6. Review for accuracy; click "Edit" to make changes and then click "Save" to save those changes
7. Click "Return to Components" when complete

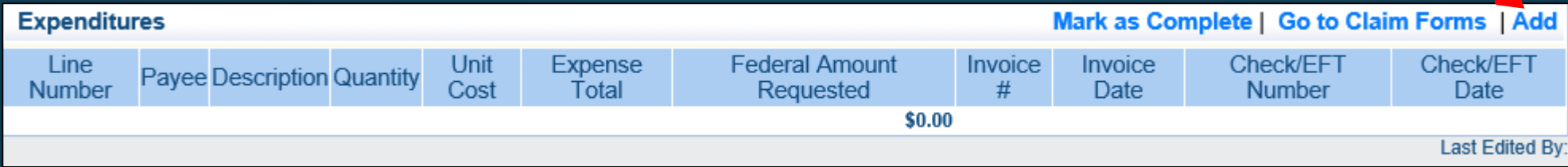
# Claims Entry (cont.)

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

Components <span style="float: right;"><a href="#">Preview</a>   <a href="#">Submit</a></span>		
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>		
Name	Complete?	Last Edited
<a href="#">General Information</a>	✓ 	11/20/2020
<a href="#">Expenditures</a>		
<a href="#">Reimbursement</a>		
<a href="#">Equipment Inventory</a>		
<a href="#">Other Attachments</a>		

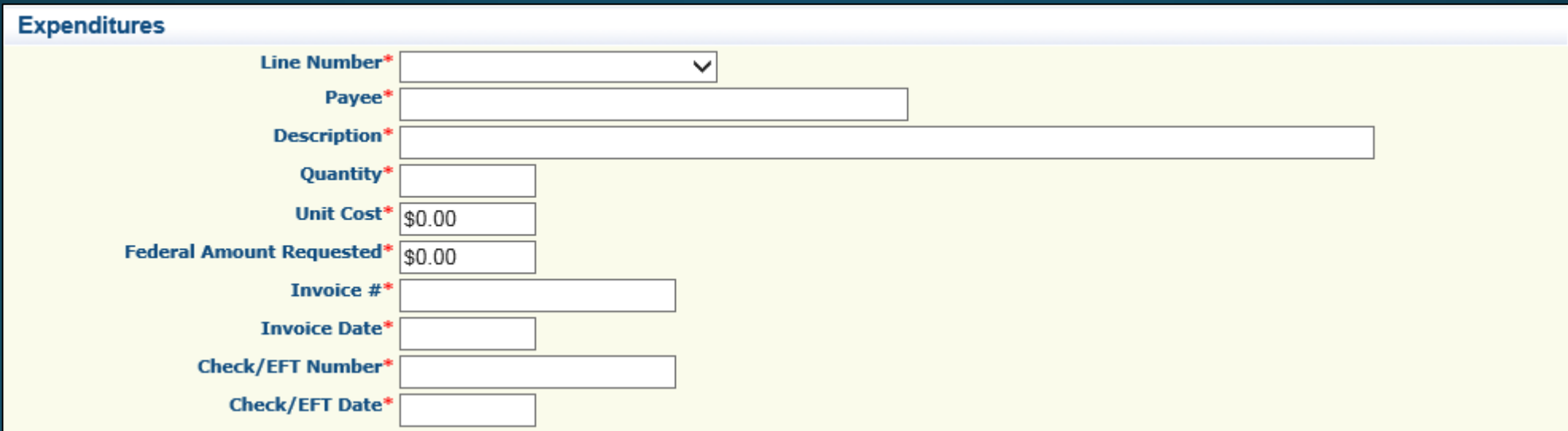
# Expenditures Form

- Expenditures
  - For each expenditure, select "Add," to add a line to the Expenditures Form



The screenshot shows a table titled "Expenditures" with a header row containing the following columns: Line Number, Payee, Description, Quantity, Unit Cost, Expense Total, Federal Amount Requested, Invoice #, Invoice Date, Check/EFT Number, and Check/EFT Date. The "Expense Total" column contains the value "\$0.00". In the top right corner of the table, there are three links: "Mark as Complete", "Go to Claim Forms", and "Add". A red arrow points to the "Add" link. Below the table, there is a text field labeled "Last Edited By:".

- Complete each line of the Expenditures Form



The screenshot shows the "Expenditures" form with the following fields and their current values:

- Line Number\*:
- Payee\*:
- Description\*:
- Quantity\*:
- Unit Cost\*:
- Federal Amount Requested\*:
- Invoice #\*:
- Invoice Date\*:
- Check/EFT Number\*:
- Check/EFT Date\*:

# Expenditures Form (cont.)

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

**Expenditures**

<b>Line Number*</b>	<input type="text"/>
<b>Payee*</b>	<input type="text"/>
<b>Description*</b>	<input type="text"/>
<b>Quantity*</b>	<input type="text"/>
<b>Unit Cost*</b>	<input type="text" value="\$0.00"/>
<b>Federal Amount Requested*</b>	<input type="text" value="\$0.00"/>
<b>Invoice #*</b>	<input type="text"/>
<b>Invoice Date*</b>	<input type="text"/>
<b>Check/EFT Number*</b>	<input type="text"/>
<b>Check/EFT Date*</b>	<input type="text"/>

**Line Number\*** dropdown menu options:  
10001 - Equipment - Mobile Radio  
11001 - Supplies - Road Flares  
11002 - Supplies - Traffic Cones  
11003 - Supplies - Ballistic Vest

# Expenditures 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 Chart

# Expenditures 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

# Expenditures Form (cont.)

- Equipment Example

**Expenditures**

Line Number*	10001 - Budget - Mobile Radio ▼
Payee*	Motorola
Description*	Motorola APX 8500
Quantity*	1
Unit Cost*	5500.00
Federal Amount Requested*	5500.00
Invoice #*	AD1234
Invoice Date*	01/04/2023
Check/EFT Number*	EFT
Check/EFT Date*	01/20/2023

- Select "Save"

 Menu |  Help |  Log Out

 Back |  Print |  Add |  Delete |  Edit |  Save





# Expenditures Form (cont.)

- Supplies Example

**Expenditures**

Line Number*	11001 - Budget - Supplies
Payee*	Galls
Description*	Road Flare Kit
Quantity*	2
Unit Cost*	159.99
Federal Amount Requested*	319.96
Invoice #*	1234
Invoice Date*	01/07/2023
Check/EFT Number*	8520
Check/EFT Date*	01/20/2023

- Select "Save"

 Menu |  Help |  Log Out

 Back |  Print |  Add |  Delete |  Edit |  Save

# Expenditures Form (cont.)

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



Expenditures											<a href="#">Mark as Complete</a>	<a href="#">Go to Claim Forms</a>	<a href="#">Add</a>
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date			
10001	Motorola	Motorola APX 8500	1.0	\$5,500.00	\$5,500.00	\$5,500.00	AD1234	01/04/2023	EFT			01/20/2023	
11001	Galls	Road Flare Kit	2.0	\$159.99	\$319.98	\$319.96	1234	01/07/2023	8520			01/20/2023	
						\$5,819.96							

# Reimbursement Form

- Select “Reimbursement” from the Components section

Components			<a href="#">Preview</a>   <a href="#">Submit</a>
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>			
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	01/11/2023	
<a href="#">Expenditures</a>	✓	01/11/2023	
<a href="#">Reimbursement</a> ←			
<a href="#">Equipment Inventory</a>			
<a href="#">Other Attachments</a>			

# Reimbursement Form (cont.)

Reimbursement		<a href="#">Mark as Complete</a>   <a href="#">Go to Claim Forms</a>			
Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)
<b>Budget</b>					
Ballistic Vest	\$795.00	\$0.00	\$0.00	\$0.00	\$795.00
Mobile Radio	\$5,500.00	\$5,500.00	\$0.00	\$5,500.00	\$0.00
Supplies	\$500.00	\$319.98	\$0.00	\$319.98	\$180.02
Traffic Cones	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
<b>Total:</b>	<b>\$7,295.00</b>	<b>\$5,819.98</b>	<b>\$0.00</b>	<b>\$5,819.98</b>	<b>\$1,475.02</b>

- Verify the amounts entered on the Expenditures Form have been transferred to the Reimbursement Form. Do not alter the reimbursement form. If this does not match, contact your grant specialist.

# Equipment Inventory

- Select “Equipment Inventory”

Components			<a href="#">Preview</a>   <a href="#">Submit</a>
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>			
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	01/11/2023	
<a href="#">Expenditures</a>	✓	01/11/2023	
<a href="#">Reimbursement</a>	✓	01/11/2023	
<a href="#">Equipment Inventory</a> ←			
<a href="#">Other Attachments</a>			

# Equipment Inventory (cont.)

- If Equipment is being requested, select “Add”
- If no equipment is being requested for reimbursement, select “Mark as Complete”

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

**Grant Tracking**

Claim: 2022-MUMU-BX-00259-TEST-1 - 002 Grant Components

Grant: 2022-MUMU-BX-00259-TEST-1-FY 2022-Whoville Police Deptatment

Status: Editing

Program Area: Local Law Enforcement Block Grant (LLEBG)

Grantee Organization: BaseLine Organization

Program Manager: Michelle Branson


**Equipment Detail** Mark as Complete | Go to Claim Forms

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)	ECP Phone #	ECP Email Address	Use:	Readiness Condition:
--------------------------	---------	-------	---------------	---------------	--------	--------------	----------------------	--------------------	---------------	------------------	----------	-----------------------	---	---------------------------	--------------------------------	-------------	-------------------	------	----------------------

# Equipment Inventory (cont.)

- If Equipment is requested:
  - Requesting Organization – Subrecipient’s Organization
  - County – Subrecipient’s County
  - Year – Grant year that the Equipment was purchased
  - 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 a unique identification number for the equipment, N/A should be annotated in the box. Each individual piece of equipment will have its own separate Inventory, multiple ID #s should not be entered on the same line.
  - Source of Funding – FY 2022 LLEBG
  - Title Holder – Grantee Organization
  - Date of Delivery – Date that the Equipment was delivered
  - Quantity – Number of Items received
  - Individual Items Cost – Cost of each individual item
  - % of Federal Participation in the cost – Percentage of the cost of Equipment being requested
  - 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.
  - 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 mission.

# Equipment Inventory (cont.)

Equipment Detail	
<b>Requesting Organization:</b> *	<input type="text" value="Whoville Police Department"/> <small>Organization that has or will end up with equipment.</small>
<b>County:</b> *	<input type="text" value="Cole"/>
<b>Year:</b> *	<input type="text" value="2022"/> <small>Federal fiscal year of the grant.</small>
<b>Budget Line #</b> *	<input type="text" value="10001"/>
<b>Manufacturer:</b> *	<input type="text" value="Motorola"/>
<b>Model:</b> *	<input type="text" value="APX 8500"/> <small>Style, type, design or version of particular equipment.</small>
<b>Description:</b> *	<input type="text" value="Portable Radio"/> <small>250 Character Limit - Generic description of the equipment that was purchased.</small>
<b>Identification #(s):</b> *	<input type="text" value="S12347ERW183"/> <small>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.</small>
<b>Source of Funding:</b> *	<input type="text" value="2022 LLEBG"/>
<b>Title Holder:</b> *	<input type="text" value="Whoville Police Department"/> <small>If there is no title for the equipment, N/A should be annotated in the box.</small>
<b>Date of Delivery:</b> *	<input type="text" value="01/15/2023"/>  <small>Date you received possession of the equipment.</small>
<b>Quantity:</b> *	<input type="text" value="1"/>
<b>Individual Item Costs:</b> *	<input type="text" value="5500.00"/>
<b>% of Federal Participation in the cost:</b> *	<input type="text" value="100"/> <small>Percentage of federal funds used to purchase the equipment.</small>
<b>Current Physical Location:</b> *	<input type="text" value="1101 Riverside Drive, Jefferson City, MO 65102"/> <small>Place (address) where the equipment is located. A post office box address is not a physical location for the purpose of inventory.</small>
<b>Equipment Contact Person (ECP):</b> *	<input type="text" value="Cindy Lou Who"/>
<b>ECP Phone #</b> *	<input type="text" value="573-555-1234"/>
<b>ECP Email Address:</b> *	<input type="text" value="cindywho@dps.mo.gov"/>
<b>Use:</b> *	<input type="text" value="Regional"/> <small>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.</small>
<b>Readiness Condition:</b> *	<input type="text" value="Mission Capable"/> <small>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.</small>



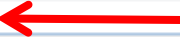
# Equipment Inventory (cont.)

- Verify the information is correct and select “Mark as Complete”

Equipment Detail													<a href="#">Mark as Complete</a>   <a href="#">Go to Claim Forms</a>						
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)	ECP Phone #	ECP Email Address	Use:	Readiness Condition:
Whoville Police Department	Cole	2022	10001	Motorola	APX 8500	Portable Radio	S12347ERW183	2022 LLEBG	Whoville Police Department	01/15/2023	1	\$5,500.00	100.0%	1101 Riverside Drive, Jefferson City, MO 65102	Cindy Lou Who	573-555-1234	cindywho@dps.mo.gov	Regional	Mission Capable

# Other Attachments

- Select “Other Attachments”
- Follow the instructions in the WebGrants System to attach the appropriate supporting documentation, which should include
  - Cancelled checks and/or credit card statements with proof of payment
  - Signed proof of delivery
  - Invoices


Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Complete each component of the Claim and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	01/11/2023	
<a href="#">Expenditures</a>	✓	01/11/2023	
<a href="#">Reimbursement</a>	✓	01/11/2023	
<a href="#">Equipment Inventory</a>	✓	01/11/2023	
<a href="#">Other Attachments</a>			

- When all supporting documentation has been uploaded, in the same order that is displayed on the Expenditures Form, select “Mark as Complete”

# Submit Claim

- When all forms listed in the Components section have been “Marked as Complete,” select “Submit”


Components			<a href="#">Preview</a>   <a href="#">Submit</a>
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>			
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	01/11/2023	
<a href="#">Expenditures</a>	✓	01/11/2023	
<a href="#">Reimbursement</a>	✓	01/11/2023	
<a href="#">Equipment Inventory</a>	✓	01/11/2023	
<a href="#">Other Attachments</a>	✓	01/11/2023	



- When the claim has been submitted, a confirmation will appear on your screen

# Correspondence

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

Grant Components	
Component	Last Edited
General Information	01/11/2023
Contact Information	
Budget	01/11/2023
Claims	
Correspondence 	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Site Visits	
Subaward Documents - Need Signatures	
Subaward Documents - Final	
Attachments	
Closeout	
Opportunity	-

# Correspondence (cont.)

- Create a new Correspondence

Inter-System Grantee Correspondence				<a href="#">Return to Components</a>   <a href="#">Add</a>	
Subject	From	To	Sent/Received	Attachments	

Correspondence [Send](#)

**To:\***

**CC:**   
CC addresses must be entered in a valid email format. Use a semicolon (;) to separate multiple CC email addresses.

**Subject:\***

**Message:**

**Attachments:**

- No file chosen
- No file chosen
- No file chosen
- No file chosen
- No file chosen

# Correspondence (cont.)

- Your Grant Officer 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](mailto: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



# Correspondence (cont.)

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

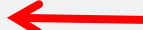
Inter-System Grantee Correspondence				<a href="#">Return to Components</a>   <a href="#">Add</a>
Subject	From	To	Sent/Received	Attachments
<a href="#">Grant 2022-MUMU-BX-00259-TEST-1 - FY 2022-Whoville Police Department: WebGrants Correspondence</a>	TEST TEST	TEST TEST	01/11/2023	

- In the open correspondence select “Reply”

Correspondence

 [Reply](#)

# Subaward Adjustments

Grant Components	
Component	Last Edited
General Information	01/11/2023
Contact Information	
Budget	01/11/2023
Claims	
Correspondence	01/11/2023
Subaward Adjustments 	
Subaward Adjustment Notices	
Status Reports	
Site Visits	
Subaward Documents - Need Signatures	
Subaward Documents - Final	
Attachments	
Closeout	
Opportunity	-



# Subaward Adjustments (cont.)

- Subaward Adjustments are required for:
  - Budget Modifications
    - Prior written approval from DPS is required for 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.)

- Program Revision
  - A request for a program revision must be submitted through WebGrants as a subaward adjustment and must be approved by DPS. Program Revisions include changes in Subrecipient staff, authorized officials, project directors, or fiscal officers. Additional changes may include address change or any other information in the organization component in WebGrants
  - A request to change the project period of performance

# 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)

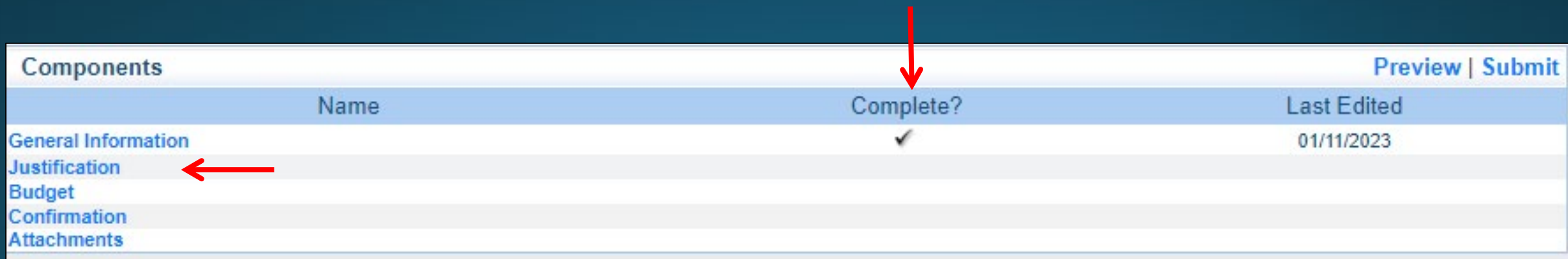
# Subaward Adjustments (cont.)

- General Information
  - Provide a brief title
  - Choose which type of Adjustment is being requested

**General Information**  
**Title:**  
**(limited to 250 characters)\***   
**Contract Amendment Type:\***  
 Budget Revision  
 Program Revision

# Subaward Adjustments (cont.)

- Subaward Components
  - General Information
  - Justification
  - Budget
  - Confirmation
  - Attachments
- Each component must have a "Check Mark" in the "Complete" column



Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	01/11/2023	
<a href="#">Justification</a>			
<a href="#">Budget</a>			
<a href="#">Confirmation</a>			
<a href="#">Attachments</a>			

# Budget Modifications/Scope of Work Changes

- Contact your Grant Officer 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 WebGrants Justification with the reason for the requested change

## Justification

[Create New Version](#) | [Return to Components](#)

### 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.*

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?

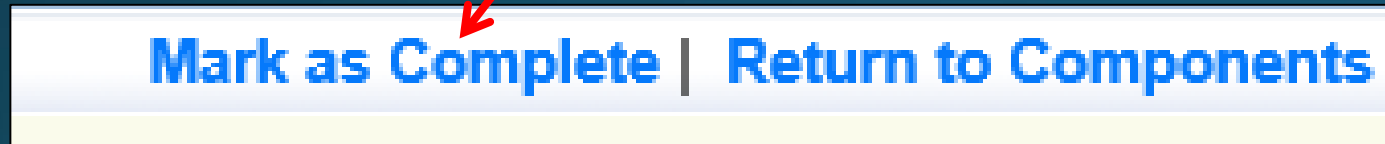
Line Number	Current Budget	Requested Change	Updated Budget	Description
10001	\$ 5,000.00	\$ (100.00)	\$ 4,900.00	Radios cost less than expected
11001	\$ 319.98	\$ 50.00	\$ 369.98	Flares were \$25.00 x2 more than originally quoted
11002		\$ 50.00	\$ 50.00	Shipping was not included
	\$ 5,319.98	\$ -	\$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

# Budget Modifications/Scope of Work Changes (cont.)

- Select "Save"



- Select "Mark as Complete"





# Budget Modifications/Scope of Work Changes (cont.)

- Budget

Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	01/11/2023	
<a href="#">Justification</a>	✓	01/11/2023	
<a href="#">Budget</a> ←			
<a href="#">Confirmation</a>			
<a href="#">Attachments</a>			

# Budget Modifications/Scope of Work Changes (cont.)

- Budget (cont.)
  - Adjust the budget line to mirror the changes that are to occur
  - Make sure to update the Total Federal/State Share amounts

<b>Budget</b>					
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		
PRN Time	\$0.00	\$0.00	\$0.00		
PRN Benefits	\$0.00	\$0.00	\$0.00		
Volunteer Match	\$0.00	\$0.00	\$0.00		
Travel/Training	\$0.00	\$0.00	\$0.00		
Equipment	\$5,000.00	\$4,900.00	(\$100.00)		
Supplies/Operations	\$319.98	\$419.98	\$100.00		
Contractual	\$0.00	\$0.00	\$0.00		
Renovation/Construction	\$0.00	\$0.00	\$0.00		
Indirect Costs	\$0.00	\$0.00	\$0.00		
<b>Totals</b>	<b>\$5,319.98</b>	<b>\$5,319.98</b>	<b>\$0.00</b>		

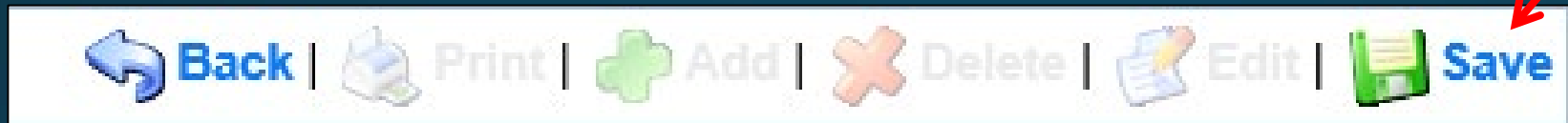
  

**Federal/State and Local Match Share**

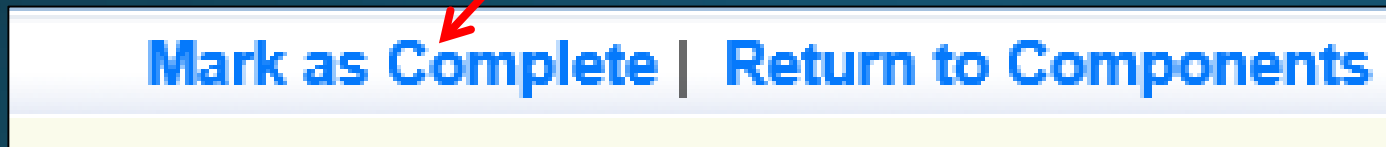
Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$5,319.98	100.0%	\$5,319.98	100.0%	\$0.00
Total Local Match Share	\$0.00	0%	\$0.00	0%	\$0.00

# Budget Modifications/Scope of Work Changes (cont.)

- Budget (cont.)
  - Select "Save"



- Select "Mark as Complete"



# Budget Modifications/Scope of Work Changes (cont.)

- Confirmation

Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	01/11/2023	
<a href="#">Justification</a>	✓	01/11/2023	
<a href="#">Budget</a>	✓	01/11/2023	
<a href="#">Confirmation</a> ←			
<a href="#">Attachments</a>			


- 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 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:\***  

# Budget Modifications/Scope of Work Changes (cont.)

- Confirmation (cont.)
  - Select "Save"



- Select "Mark as Complete"



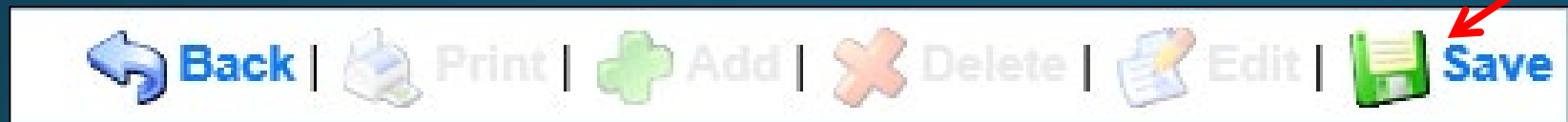
# Budget Modifications/Scope of Work Changes (cont.)

- Attachments

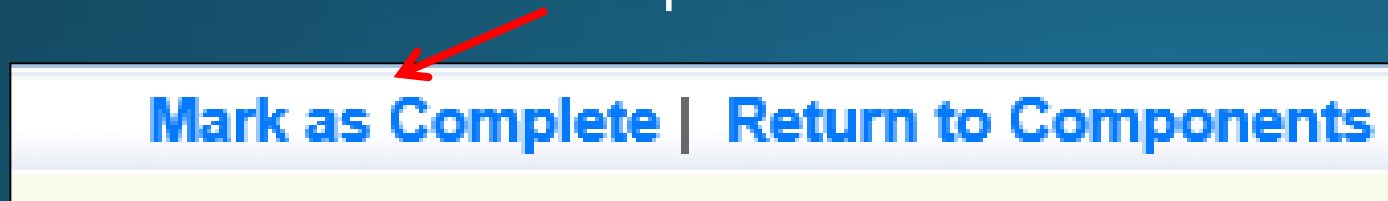
Components			Preview   Submit
Name	Complete?	Last Edited	
General Information	✓	01/11/2023	
Justification	✓	01/11/2023	
Budget	✓	01/11/2023	
Confirmation	✓	01/11/2023	
Attachments			

- Which could include new quotes

- Select "Save"



- Select "Mark as Complete"



# Budget Modifications/Scope of Work Changes (cont.)

Components			Preview   <a href="#">Submit</a>
Name	Complete?	Last Edited	
General Information	✓	01/11/2023	
Justification	✓	01/11/2023	
Budget	✓	01/11/2023	
Confirmation	✓	01/11/2023	
Attachments	✓	01/11/2023	



- Select “Submit” to submit the revision
- Your Grant Officer will receive notification that your revision has been submitted

# Reporting and Monitoring





# Status Reports

Grant Components	
Component	Last Edited
General Information	11/09/2021
Contact Information	11/09/2021
Budget	11/09/2021
Claims	
Correspondence	11/12/2021
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports 	
Attachments	
SHSP Project Package	11/09/2021
Subaward Documents - Final	
Named Attachments	11/09/2021
Closeout	
Opportunity	-
Application	-

# Status Reports

- 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
- Click the hyperlink to edit the Status Report

Status Reports		<a href="#">Copy Existing Status Report</a>   <a href="#">Return to Components</a>				
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
<a href="#">2022-MUMU-BX-00259-TEST-1 - 01</a>	Monthly	01/01/2023-03/31/2023			-	Editing

- The “Milestone Progress Report” component will appear

Components		<a href="#">Preview</a>	<a href="#">Submit</a>
<i>Complete each component of the status report and mark it as complete. Click Submit when you are done.</i>			
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	01/11/2023	
<a href="#">Milestone Progress Report</a>			


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

# Status Reports (cont.)


- Milestones are used as a reporting mechanism in the Status Report
- CJ/LE Unit will provide the initial milestones
  - Subrecipient may request a change to milestones, if necessary
- All Status Reports must include:
  - Updated estimated date of completion
  - 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

Estimated Completion Date:  

- % Milestone Completed should show what percentage of the milestone has been completed in 10% increments

% Milestone Completed    
Select the % this milestone is completed.

- Milestone Progress is for notes specific to that milestone

Milestone Progress:

Explain the milestone progress over the reporting period in detail.

- Status Reports will have the milestones completed for you. **Please do not change or update the milestones. Only update the Milestone Progress and Project Narrative 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

**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.)

- Completed Status Report Example:

Milestone Progress				<a href="#">Mark as Complete</a>   <a href="#">Go to Status Report Forms</a>   <a href="#">Add</a>
Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
<a href="#">Determine specifications for needed equipment</a>	Portable Radio	03/01/2023	100%	The specifications have already been determined for this product.
<a href="#">Procurement completed: bidding, vendor selection, and ordering of equipment.</a>	Portable Radio	03/01/2023	100%	The vendor used already has the state contract for this product. The order was placed on 1/7/2023
<a href="#">Equipment received, installed, tested, and inventoried.</a>	Portable Radio	03/01/2023	10%	Anticipated time frame for receipt is pending.
<a href="#">Vendor paid and receipt of proof of payment received.</a>	Portable Radio	03/01/2023	0%	The bill will be approved at the council meeting on 02/28/2023
<a href="#">WebGrants reimbursement completed with all necessary documentation.</a>	Portable Radio	03/10/2023	0%	Bill will be approved at council meeting on 2/28/2023.
<a href="#">Project Final Report submitted and closed out</a>	Portable Radio	04/10/2023	0%	The report will be finalized upon completion of all previous milestones.
<b>Narrative Project Progress</b>				<a href="#">Add</a>
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?			
<a href="#">2022 Whoville Police Department</a>	We hope to be able to receive radio within the time frame allotted and put them into use immediately. Negative issues include the company being unable to give a time frame for delivery because of current shipping problems in the country.			

# Status Reports (cont.)

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

Milestone Progress				<a href="#">Go to Status Report Forms</a>   <a href="#">Add</a>
Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
<a href="#">Determine specifications for needed equipment</a>	Portable Radio	03/01/2023	100%	The specifications have already been determined for this product.
<a href="#">Procurement completed: bidding, vendor selection, and ordering of equipment.</a>	Portable Radio	03/01/2023	100%	The vendor used already has the state contract for this product. The order was placed on 1/7/2023
<a href="#">Equipment received, installed, tested, and inventoried.</a>	Portable Radio	03/01/2023	10%	Anticipated time frame for receipt is pending.
<a href="#">Vendor paid and receipt of proof of payment received.</a>	Portable Radio	03/01/2023	0%	The bill will be approved at the council meeting on 02/28/2023
<a href="#">WebGrants reimbursement completed with all necessary documentation.</a>	Portable Radio	03/10/2023	0%	Bill will be approved at council meeting on 2/28/2023.
<a href="#">Project Final Report submitted and closed out</a>	Portable Radio	04/10/2023	0%	The report will be finalized upon completion of all previous milestones.

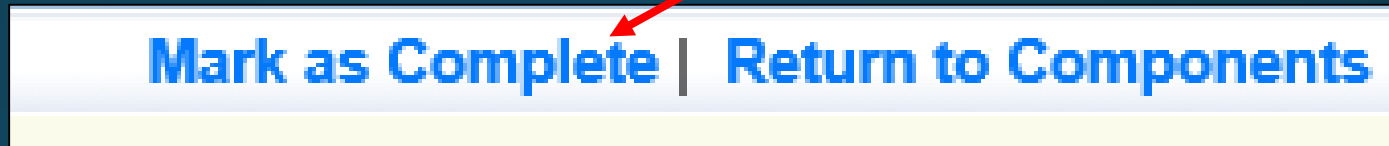
  

Narrative Project Progress		<a href="#">Add</a>
Project Name:	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?	
<a href="#">2022 Whoville Police Department</a>	We hope to be able to receive radio within the time frame allotted and put them into use immediately. Negative issues include the company being unable to give a time frame for delivery because of current shipping problems in the country.	

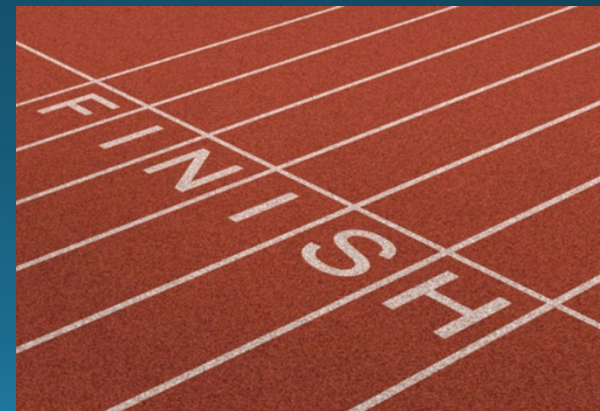


# Status Report (cont.)

- Once the Status Report is completed
  - Select "Mark as Complete"



- Select "Submit"



# Final Status Report

- A final Status Report must be completed to close the project
  - The report will not say “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
  - CJ/LE 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
- CJ/LE Information Bulletins
- FY2022 LLEBG Notice of Funding Opportunity
- FY2022 LLEBG Certified Assurances
- FY2022 LLEBG Subaward Agreement

# Types of Monitoring

## Desk Monitoring

- Review completed by the CJ/LE Unit – telephone & email communication, grant document review, reports, correspondence



## On-Site Monitoring

- Review conducted by the CJ/LE Unit at the Subrecipient's agency – policy review, property records, etc.



# What to Expect During Monitoring

- The CJ/LE 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

- Section 43.505 RSMo - National Incident-Based Reporting System (NIBRS) *formerly Uniform Crime Reporting (UCRs)*
  - DPS will receive the report from MSHP on monthly compliance
  - On January 1, 2021 the FBI retired the UCR Program Summary System and replaced it solely with the National Incident Based Reporting System (NIBRS). To comply with section 43.505 RSMo, all MO law enforcement date must adhere to the state specific Missouri Incident Based Reporting System (MIBRS)
    - Any agency that is not compliant after December 1, 2022, may be ineligible to receive state funds
- Section 590.650 RSMo - Vehicle Stops Reporting
  - DPS will verify with the Attorney General's Office:  
<https://revisor.mo.gov/main/OneSection.aspx?section=590.650>
- Section 590.700 RSMo - Recording of Custodial Interrogations
  - Must present DPS with a copy of the written policy:  
<https://revisor.mo.gov/main/OneSection.aspx?section=590.700>



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

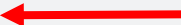
- Section 43.544 RSMo - Forwarding Intoxication-Related Offenses
  - Must present DPS with a copy of the written policy:  
<https://revisor.mo.gov/main/OneSection.aspx?section=43.544>
- Section 590.1265 RSMo – Police Use of Force Transparency Act of 2021 - Use of force incidents reporting standards and procedures, publication of report data, analysis report. Each law enforcement agency shall certify compliance with this statute when accepting any grants administered by the department of public safety.  
<https://revisor.mo.gov/main/OneSection.aspx?section=590.1265&bid=50096&hl=590.1265%u2044>
- **Section 590.030 RSMo** – Rap Back Program Participation - Pursuant to Section RSMo 590.030, all law enforcement agencies shall enroll in the state and federal Rap Back programs on or before January 1, 2022 and continue to remain enrolled. The law enforcement agency shall take all necessary steps to maintain officer enrollment for all officers commissioned with that agency in the Rap Back programs. An officer shall submit to being fingerprinted at any law enforcement agency upon commissioning and for as long as the officer is commissioned with that agency.

# 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

<b>Components</b>	
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>	
Name	
<b>General Information</b>	
<b>Expenditures</b>	
<b>Reimbursement</b>	
<b>Equipment Inventory</b>	
<b>Other Attachments</b>	

# 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: <https://labor.mo.gov/posters>

# Common Areas of Non-Compliance & Recommendations

- Advance 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, 2023 – June 30, 2023
- Final Claim due
  - August 15, 2023
- Status Reports
  - #1 – April 11, 2023 (January 1, 2023 – March 31, 2023)
  - #2 – July 10, 2023 (April 1, 2023 – June 30, 2023)
  - Final: within 45 days of project completion
    - \*\*If your agency was awarded body armor or body cameras – the wear policy MUST be received before those items will be reimbursed\*\*



# Contacts

- Becky Block, Grant Specialist  
[Rebecca.Block@dps.mo.gov](mailto:Rebecca.Block@dps.mo.gov)  
(573) 522-3455
- Elizabeth Leuckel, Grant Specialist  
[Elizabeth.Leuckel@dps.mo.gov](mailto:Elizabeth.Leuckel@dps.mo.gov)  
(573) 751-1318
- Brandy Boessen, Grant Specialist  
[Brandy.Boessen@dps.mo.gov](mailto:Brandy.Boessen@dps.mo.gov)  
(573) 751-5289
- Amelia Jaegers, Lead Grant Specialist  
[Amelia.Jaegers@dps.mo.gov](mailto:Amelia.Jaegers@dps.mo.gov)  
(573) 522-4094
- Michelle Branson, Grant Program Supervisor  
[Michelle.Branson@dps.mo.gov](mailto:Michelle.Branson@dps.mo.gov)  
(573) 526-9014
- Joni McCarter, Program Manager  
[Joni.McCarter@dps.mo.gov](mailto:Joni.McCarter@dps.mo.gov)  
(573) 526-9020

# Questions

