

Criminal Justice/Law Enforcement Unit



SFY 2022 Local Violent Crime Prevention (LVCP) Grant Compliance Workshop

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Local Violent Crime Prevention (LVCP) Grant

- The Local Violent Crime Prevention (LVCP) grant is a state-administered and funded program
- The LVCP grant opportunity provides funding to support the establishment and enhancement of local violent crime prevention programs within local law enforcement, and improve the quality of crime data reporting in compliance with National Incident-Based Reporting System, including programs to expand law enforcement engagement activities with youth, churches and/or non-profit organizations
- Priority will be given to departments that demonstrate the greatest need.
- Max award amount is \$25,000.00

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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
- Missouri State Statutes: <https://revisor.mo.gov/main>

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Audit Requirements

- An audit is required if recipients expend \$375,000 or more in state funds within the organization's fiscal year from any state source (including, but not limited to LVCP)
 - If the recipient is required to have an audit
 - The audit must be performed organization-wide by an independent firm
 - The audit must be conducted with reasonable frequency, usually annually, but no less than every two (2) years
- If the recipient is not required to have an audit, the agency is still responsible for monitoring activities to provide reasonable assurance that the agency administers state awards in compliance with state requirements

This does not mean that the audit can include every other year!

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- 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

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Grant Life Cycle (cont.)

- Recipient applies and gets approval of application
- Recipient will receive the award documents and the Grant Folder
 - Award documents must be signed by the Authorized Official and Project Director and sent 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
 - Recipient 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

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Grant Set-up

- The grant Award Agreement will be mailed to each awarded recipient along with the grant folder
- The award must be signed by the Authorized Official
- Each page of the Articles of Agreement must be initialed by the Authorized Official
- The signed award needs to be submitted to Department of Public Safety
- If your project has been partially funded or the application has errors you may receive an email requesting revisions be made to the application or the budget

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Spending Grant Dollars

- Funds must be obligated within the project
- Period of Performance: 4 months
- Project Period: February 1, 2022 to May 30, 2022
- Final Claim and status Report is due June 15, 2022
- 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

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Grant Reporting

- A Quarterly Status Report is required to be completed
 - Status Report is due June 15, 2022
- Inventory logs should be updated and maintained

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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

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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

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- Equipment must be tagged and identifiable for its source of funds
- 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

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- 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

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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

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

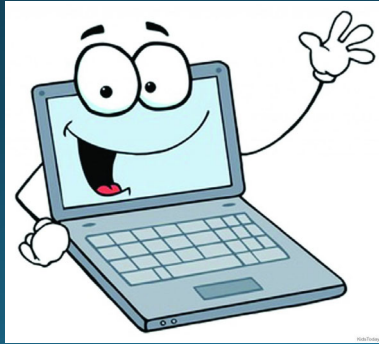


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– Information Links

- 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>

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

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- SFY 2022 Local Violent Crime Prevention (LVCP) is a reimbursement grant. Approved expenditures must be made within the grant period of performance
 - Advance Payments (\$1000.00 minimum) can be requested
- Claims MUST be submitted through the WebGrants System to request reimbursement



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- 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

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- Reimbursement Requirements
 - DPS recipients are required to follow the general reimbursement policies
 - All required information must be uploaded into the claim's attachment section in WebGrants when seeking reimbursement
 - Incomplete claims will result in a delay of payment and is the requesting agency's responsibility to complete
 - WebGrants claim submission requirements:
 - In the Claim Expenditure Form, a line must be completed for each individual expenditure. Multiple invoices on one expenditure line will not be accepted. Each line of an invoice does not need to be listed separately unless the items are on different line in the approved budget.

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- General Reimbursement Requirements for Claims
 - Submit the claim in WebGrants
 - Vendor Invoice(s)
 - Proof of Payment (i.e. copy of cancelled check, credit card statement with proof of payment)
 - Proof of delivery/completion (i.e. signed packing slip, receipt, approved expense report, or signed statement in writing indicating items delivered or services performed)
 - Purchase order, if one was created or referenced on an invoice
 - Equipment Inventory Form, if equipment is being reimbursed

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- 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 which should include, cancelled checks and/or credit card statements with proof of payment, signed proof of delivery, and invoices

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- 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 and payment, prior to submitting the next claim
- 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

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



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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		-

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Claims Entry (cont.)

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

Grant Tracking

Grant: 134851 - LVCP - Your Agency's Name - 2022

Status: Underway

Program Area: Local Violent Crime Prevention Grant

Grantee Organization: **BaseLine Organization**

Program Officer: Michelle Branson

Budget Total: \$0.00

Claims | Copy Existing Claim | Scheduler | Annotations(0) | Return to Components

ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
134851 - 001	Monthly	Editing			02/01/2022 - 05/30/2022	\$0.00
134851 - 002	Monthly	Editing			02/01/2022 - 05/30/2022	\$0.00
Submitted Amount						\$0.00
Approved Amount						\$0.00
Paid Total						\$0.00
Total						\$0.00

Last Edited By:

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

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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
 - Will select No for each claim until such time that the report is final
 - Will 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

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- 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 Preview Submit		
Complete each component of the Claim and mark it as complete. Click Submit when you are done.		
Name	Complete?	Last Edited
General Information	✓ 	11/20/2020
Expenditures		
Reimbursement		
Equipment Inventory		
Other Attachments		

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

Expenditures							Mark as Complete Go to Claim Forms Add			
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
\$0.00										
Last Edited By:										

- Complete each line of the Expenditures Form

Expenditures	
Line Number*	<input type="text" value="1"/>
Payee*	<input type="text" value=""/>
Description*	<input type="text" value=""/>
Quantity*	<input type="text" value=""/>
Unit Cost*	<input type="text" value="\$0.00"/>
Federal Amount Requested*	<input type="text" value="\$0.00"/>
Invoice #*	<input type="text" value=""/>
Invoice Date*	<input type="text" value=""/>
Check/EFT Number*	<input type="text" value=""/>
Check/EFT Date*	<input type="text" value=""/>

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Form (cont.)

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

The screenshot shows the 'Expenditures' form with a dropdown menu open for the 'Line Number' field. The dropdown list contains the following items:

- 10001 - Equipment - Mobile Radio
- 11001 - Supplies - Road Flares
- 11002 - Supplies - Traffic Cones
- 11003 - Supplies - Ballistic Vest

The form fields and their current values are as follows:

Field	Value
Line Number*	[Dropdown Menu]
Payee*	[Empty Text Box]
Description*	[Empty Text Box]
Quantity*	[Empty Text Box]
Unit Cost*	\$0.00
Federal Amount Requested*	\$0.00
Invoice #	[Empty Text Box]
Invoice Date*	[Empty Text Box]
Check/EFT Number*	[Empty Text Box]
Check/EFT Date*	[Empty Text Box]

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- Line Number
 - Select the corresponding budget line for the item that is being requested for reimbursement
- Payee
 - Add the name of the vendor that will be receiving 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

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- **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, needs to be equal to the Federal Amount Requested
- **Invoice #**
 - For item(s) requested, 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

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• Equipment Example

The screenshot shows a web form titled "Expenditures" with the following fields and values:

Line Number*	10001 - Equipment - Mobile Radio
Payee*	Motorola
Description*	APX 8500
Quantity*	1
Unit Cost*	5000.00
Federal Amount Requested*	5000.00
Invoice #*	AD1234
Invoice Date*	11/15/20
Check/EFT Number*	EFT
Check/EFT Date*	11/20/20

- Select "Save"

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

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- Supplies Example

Expenditures

Line Number* 11001 - Supplies - Road Flares

Payee* Galls

Description* Road Flare Kit

Quantity* 2

Unit Cost* 159.99

Federal Amount Requested* 319.98

Invoice #* 1234

Invoice Date* 11/10/20

Check/EFT Number* 8520

Check/EFT Date* 11/12/20

- Select "Save"

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

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

Expenditures [Mark as Complete](#) | [Go to Claim Forms](#) | [Add](#)

Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
10001	Galls	Portable Radio Accessories	2.0	\$50.00	\$100.00	\$100.00	A12345	11/20/20	EFT	11/24/20
						\$100.00				

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- Select "Reimbursement" from the Components section

Components Preview Submit		
Complete each component of the Claim and mark it as complete. Click Submit when you are done.		
Name	Complete?	Last Edited
General Information	✓	11/20/2020
Expenditures	✓	11/24/2020
Reimbursement 		
Equipment Inventory		
Other Attachments		

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Reimbursement Form (cont.)


- Verify the amounts entered on the Expenditures Form have been transferred to the Reimbursement Form



- Select "Mark as Complete"

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- Select “Equipment Inventory”

Components			Preview Submit
Complete each component of the Claim and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	11/20/2020	
Expenditures	✓	11/24/2020	
Reimbursement	✓	11/24/2020	
Equipment Inventory 			
Other Attachments			

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- 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: 117972 - 002 Grant Components															
Grant: 117972-Amelia's Test Application Status: Editing Program Area: <input type="text" value="Local Violent Crime Prevention Grant"/> Grantee Organization: BaseLine Organization Program Manager: Joni McCarter															
Equipment Detail Mark as Complete Go to Claim Forms															
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

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- 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. When reporting multiple identification numbers, please enter them into one cell and separate them with a comma.
 - Source of Funding – Enter Federal Funding
 - 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.

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Equipment Detail

Requesting Organization:
Organization that has or will end up with equipment.

County:

Year:
Federal fiscal year of the grant.

Manufacturer:

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

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

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

Source of Funding:

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

Date of Delivery:
Date you received possession of the equipment.

Quantity:

Individual Item Costs:

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

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 missions.

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

Equipment Detail [Mark as Complete](#) | [Go to Claim Forms](#)

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:
BaseLine Organization	Cole	2020 (a)	Motorola	APX 8500	Portable Radio	S12347ERW183	2020(a) LLEBG	BaseLine Organization	11/24/2020	1	\$4,500.00	100.0%	1101 Riverside Dr, Jefferson City, MO 63102	Regional	Mission capable

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- 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 [Preview](#) | [Submit](#)

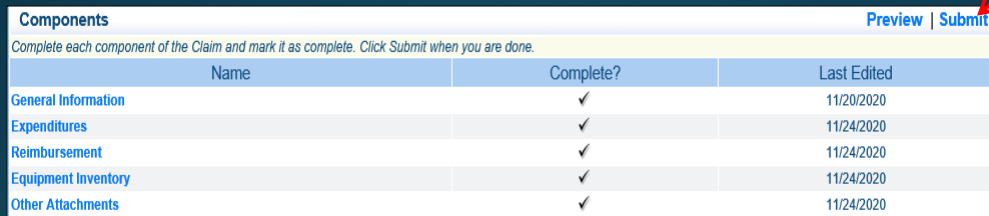
Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	11/20/2020
Expenditures	✓	11/24/2020
Reimbursement	✓	11/24/2020
Equipment Inventory	✓	11/24/2020
Other Attachments		

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

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

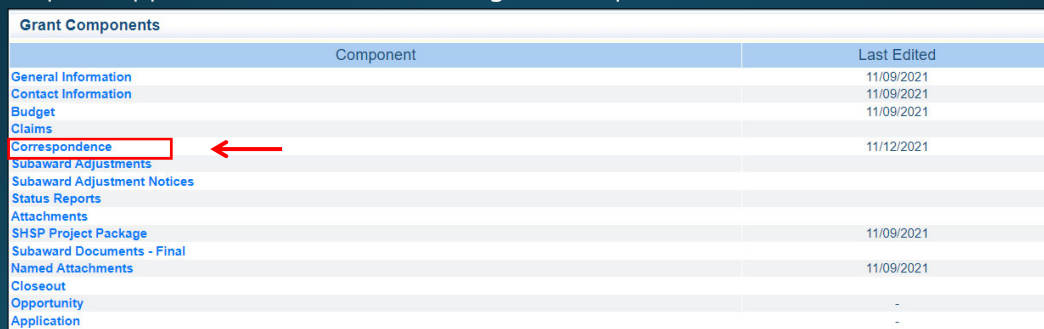


Components			Preview	Submit
Complete each component of the Claim and mark it as complete. Click Submit when you are done.				
Name	Complete?	Last Edited		
General Information	✓	11/20/2020		
Expenditures	✓	11/24/2020		
Reimbursement	✓	11/24/2020		
Equipment Inventory	✓	11/24/2020		
Other Attachments	✓	11/24/2020		

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

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- All requests must be submitted through Correspondence in the Grant Components of the WebGrants System
 - Request approvals will be sent through Correspondence as well



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	-

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Correspondence (cont.)

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Correspondence (cont.)

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

Inter-System Grantee Correspondence					Return to Components Add	
Subject		From	To	Sent/Received	Attachments	
Grant 117972 - Amelia's Test Application: WebGrants Correspondence		TEST TEST	Amelia Hentges	11/24/2020		

- In the open correspondence select "Reply"

Correspondence	Reply
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Subaward Adjustments

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		-

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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

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Subaward Adjustments (cont.)

- Program Changes
 - A request for program changes must be submitted through WebGrants as a subaward adjustment and must be approved by DPS. Program changes 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

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Subaward Adjustments (cont.)

- Scope of Work Changes
 - A recipient 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 recipient'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)

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Subaward Adjustments (cont.)

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

General Information	
Title: (limited to 250 characters)*	<input type="text" value="Brief title"/>
Contract Amendment Type:*	<div> <input checked="" type="radio"/> Budget Revision <input type="radio"/> Program Revision </div>

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Subaward Adjustments (cont.)

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

Components			Preview Submit
	Name	Complete?	Last Edited
General Information		✓	11/25/2020
Justification			
Budget			
Confirmation			
Attachments			

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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	

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Budget Modifications/Scope of Work Changes (cont.)

- Example

- Spreadsheet

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	

- Justification in the WebGrants System

- Copy the spreadsheet into WebGrants' Justification with the reason for the requested change

Justification*

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

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	

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Budget Modifications/Scope of Work Changes (cont.)

- Select "Save"



- Select "Mark as Complete"



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Budget Modifications/Scope of Work Changes (cont.)

- Budget

Components			Preview Submit
Name	Complete?	Last Edited	
General Information	✓	11/25/2020	
Justification	✓	11/25/2020	
Budget ←			
Confirmation			
Attachments			

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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

Budget			
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
Totals	\$5,319.98	\$5,319.98	\$0.00

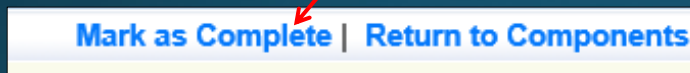
Federal/State and Local Match Share					
Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$5,319.98	100.0%	\$5,319.98	100.0%	\$0.00
Total Local Match Share	\$0.00	0%	\$0.00	0%	\$0.00

Budget Modifications/Scope of Work Changes (cont.)

- Budget (cont.)
 - Select "Save"



- Select "Mark as Complete"



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Budget Modifications/Scope of Work Changes (cont.)

- Confirmation

Components			Preview Submit
	Name	Complete?	Last Edited
General Information		✓	01/04/2022
Justification		✓	01/04/2022
Budget		✓	01/04/2022
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 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: *

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Budget Modifications/Scope of Work Changes (cont.)

- Confirmation (cont.)

- Select "Save"



- Select "Mark as Complete"



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Budget Modifications/Scope of Work Changes (cont.)

- Attachments

Components			Preview Submit
Name	Complete?	Last Edited	
General Information	✓	11/25/2020	
Justification	✓	11/25/2020	
Budget	✓	11/25/2020	
Confirmation	✓	11/25/2020	
Attachments			

- Which could include new quotes

- Select "Save"



- Select "Mark as Complete"



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Budget Modifications/Scope of Work Changes (cont.)

- Select "Submit" to submit the revision

Components			Preview Submit
Name	Complete?	Last Edited	
General Information	✓	11/25/2020	
Justification	✓	11/25/2020	
Budget	✓	11/25/2020	
Confirmation	✓	11/25/2020	
Attachments	✓	11/25/2020	

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

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Reporting and Monitoring,



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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	-

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Status Reports

- Status Reports must be completed through the WebGrants System
- Each recipient must submit a Status Reports
- Due Date
 - June 15, 2022
- Final Status Report must be completed upon project completion

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Status Reports (cont.)

- Status Report(s) will already be created for your agency
- Click the hyperlink to edit the Status Report

Status Reports		Copy Existing Status Report Return to Components				
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
134851 - 01	Monthly	02/01/2022-05/30/2022			-	Editing

- The "Milestone Progress Report" component will appear

Components			Preview Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	11/25/2020	
Milestone Progress Report			

- Click the hyperlink to complete the "Milestone Progress Report"

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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

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Status Reports (cont.)

- Estimated Completion Date should provide a date each milestone will be completed
- % Milestone Completed should show what percentage of the milestone has been completed in 10% increments

Estimated Completion Date: 

- Milestone Progress is for notes specific to that milestone

% Milestone Completed
 Select the % this milestone is completed.

Milestone Progress:
 Explain the milestone progress over the reporting period in detail.

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment.	Toughbook Computer Tablets	02/04/2022	100%	The specifications have already been determined for this product.
2. Procurement completed: bidding, vendor selection, and ordering of equipment.	Toughbook Computer Tablets	02/04/2022	100%	The vendor used already has the state contract for this product. The order was placed on 01-12-2022.
3. Equipment received, installed, tested and inventoried.	Toughbook Computer Tablets	03/01/2022	0%	There is no definite time for receipt of this product.
4. Vendor paid and receipt of proof of payment received.	Toughbook Computer Tablets	04/18/2022	0%	The bill will be approved at the council meeting on 04-11-2022.
5. WebGrants reimbursement completed with all necessary documentation.	Toughbook Computer Tablets	04/12/2022	0%	Bill approval will be on 04-11-2022 at council meeting.
6. Equipment training completed.	Toughbook Computer Tablets	04/11/2022	0%	This is replacing aging equipment and there should be no changes in the operation of said product.
7. Project Final Report submitted and closed out.	Toughbook Computer Tablets	04/22/2022	0%	The report will be finalized upon completion of all previous milestones.

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?
Toughbook Computer Tablets	We hope to be able to receive the tablets within the time frame allotted and put them into service immediately. We have ordered the tablets and are prepared to put them into service as soon as they are received and the software is loaded. Negative issues include the company being unable to give a time frame for delivery because of the current shipping problems in the country.

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.)

Milestone Progress		Create New Version Mark as Complete Go to Status Report Forms Add		
Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
Milestone Example	Project Name Example	01/31/2021	100%	Milestone Progress Example
Milestone Example	Project Name Example	03/31/2021	10%	Milestone Progress Example
Narrative Project Progress				Add
Project Name:	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?			
Project Name Example	Narrative Project Progress Example			

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Status Report (cont.)

Milestone Progress		Create New Version Mark as Complete Go to Status Report Forms Add		
Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
Milestone Example	Project Name Example	01/31/2021	100%	Milestone Progress Example
Milestone Example	Project Name Example	03/31/2021	10%	Milestone Progress Example
Narrative Project Progress				Add
Project Name:	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?			
Project Name Example	Narrative Project Progress Example			

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Status Report (cont.)

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



- Select "Submit"



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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 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)

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Subrecipient Monitoring

- Key things to remember
 - Monitoring is **NOT** an audit
 - CJ/LE is **NOT** monitoring to catch errors – we are monitoring to **HELP** correct areas of noncompliance to prevent audit findings
 - Chance to provide technical assistance and answer questions



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Status Reports (cont.)

Milestone Progress		Create New Version Mark as Complete Go to Status Report Forms Add		
Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
Milestone Example	Project Name Example	01/31/2021	100%	Milestone Progress Example
Milestone Example	Project Name Example	03/31/2021	10%	Milestone Progress Example

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

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Status Reports (cont.)

Milestone Progress		Create New Version Mark as Complete Go to Status Report Forms Add		
Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
Milestone Example	Project Name Example	01/31/2021	100%	Milestone Progress Example
Milestone Example	Project Name Example	03/31/2021	10%	Milestone Progress Example
Narrative Project Progress				Add
Project Name:	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?			
Project Name Example	Narrative Project Progress Example			

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What Documents Guide Monitoring

- Applicable State of Missouri statutes and regulations
- DPS Financial and Administrative Guidelines
- FY2022 LVCP Notice of Funding Opportunity
- FY2022 LVCP Certified Assurances
- FY2022 LVCP Subaward Agreement

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Types of Monitoring

Desk Monitoring

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



On-Site Monitoring

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



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What to Expect During Monitoring

- The CJ/LE Unit is required to monitor the following, as applicable
 - Equipment (inventory control, tags/labels)
 - Policies & Procedures
 - Project Implementation
 - State Civil Rights Compliance

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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 data must adhere to the state specific Missouri Incident Based Reporting System (MIBRS)
 - Any agency that is not compliant after December 31, 2021, may be ineligible to receive state funds
- Section 590.650 RSMo - Vehicle Stops Reporting
 - DPS will verify with the Attorney General's Office
<http://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
<http://revisor.mo.gov/main/OneSection.aspx?section=590.700>
- Section 43.544 RSMo - Forwarding Intoxication-Related Offenses
- Must present DPS with a copy of the written policy
<http://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>

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What to Expect During Monitoring - Programmatic

- Project Implementation
- Personnel/Standard Operating Procedures Manual, where applicable
- Equipment Inventory control list , if applicable
 - Tags/Labels on equipment
 - The Equipment Inventory component within your Claim can be used as an inventory control list

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What to Expect During Monitoring - Programmatic (cont.)

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

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

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What to Expect During Monitoring - Programmatic (cont.)

Equipment Detail	
Requesting Organization:*	BaseLine Organization <small>Organization that has or will end up with equipment.</small>
County:*	Cole
Year:*	2022 Local Violent Crime Prevention (LVCP) Grant <small>Federal fiscal year of the grant.</small>
Manufacturer:*	Motorola
Model:*	APX 8500 <small>Style, type, design or version of particular equipment.</small>
Description:*	Portable Radio <small>250 Character Limit - Generic description of the equipment that was purchased.</small>
Identification #(s):*	S12347ERW183 <small>500 Character Limit - Unique string of characters used for identification, such as, serial number or vehicle id is not unique identification number for the equipment, N/A should be annotated in the box. When reporting numbers please enter them into one cell and separate them with a comma.</small>

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What to Expect During Monitoring - Financial

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

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What to Expect During Monitoring – State Civil Rights

- Non-Discrimination Policies & Procedures
- 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>

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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
 - Usage logs not containing all required information

State Civil Rights

- No display of labor posters

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Grant Folders

- Subrecipients will be issued folders for their awarded grant
- These folders will help to keep records of all relative information pertaining to the grant
- These folders can also be used to help assist with monitoring site visits
- Folders will be mailed out



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Grant Folders (cont.)

- **Section One: Application Documents** – this section should include the following, if applicable:
 - Approved applications and attachments
 - Certification regarding debarment and suspension (FAPIS & SAM search)
 - Risk assessment
 - Budget

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Grant Folders (cont.)

- **Section Two: Award/Adjustments/Modifications** – this section should include the following, if applicable:
 - Signed Subaward agreement and Certified Assurances
 - Approved grant adjustment notices
 - Approved Subaward adjustments
 - Signed Memorandum of Understanding
 - Closeout

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Grant Folders –(cont.)

- **Section Three: Correspondence** – this section should include the following, if applicable:
 - All correspondence (i.e. emails, letters to subrecipients, letters from subrecipients, documentation of phone calls, notes to file, letters to and from OJP, etc.)
 - Training/Exercise approvals
 - External OJP approvals
 - Single feasible source approvals
 - Equipment disposition forms
 - Contract(s) for services

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Grant Folders (cont.)

- **Section Four: Financial Information** – this section should include the following, if applicable:
 - Claims
 - Bid records/price quotes

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Grant Folders (cont.)

- **Section Five: Reports** – this section should include the following, if applicable:
 - Timelines
 - Monitoring reports and documentation
 - Grant status reports
 - Final status report
 - Audit reports/financial statements
 - Spending plans

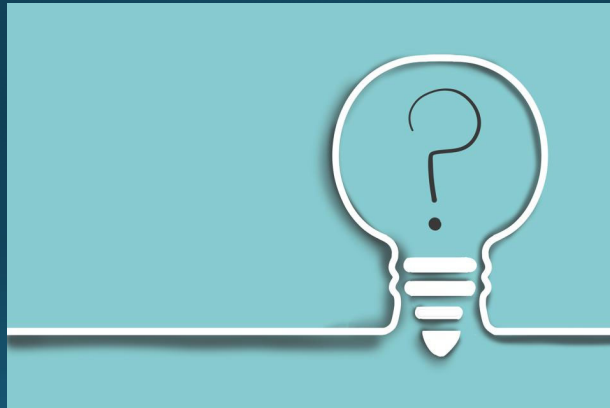
97

Grant Folders – (cont.)

- **Section Six: Miscellaneous** – this section should include the following, if applicable:
 - Miscellaneous – other documents pertinent to the grant
 - Local policy
 - Other local policies (if applicable) i.e. Mandatory Wear policy
 - Newspaper coverage, press releases, photos, etc.

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Questions



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