

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



SFY 2023 Local Violent Crime Prevention (LVCP)
Grant
Compliance Workshop

Grant Requirements



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 (NIBRS), 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

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>

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!

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

Grant Life Cycle



Grant Life Cycle (cont.)

- Recipient applies and gets approval of application
- Recipient will receive the award documents
 - 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

Grant Set-up

- The grant Award Agreement can be located in the Subaward Documents component in WebGrants
- 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 and/or the budget

Spending Grant Dollars

- Funds must be obligated within the project period
- Period of Performance: 7.5 months
- Project Period: September 15, 2022 - April 30, 2023
- Final Claim and status Report is due May 30, 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
 - 1: September 15, 2022 – December 15, 2022 is due December 31, 2022
 - 2: December 16, 2022 – March 15, 2023 is due March 31, 2023
 - Final: March 16, 2023 – April 30, 2023 is due May 30, 2023

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
 - Agencies must follow the most restrictive policy, either the agency’s or the State of Missouri

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 Records/Inventory

- Records shall include an inventory control list for non-expendable property
- All equipment must be compatible with the current Interoperability Guidelines, as applicable (i.e. radios)
- 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 SFY 2023 LVCP Funds"
 - Award Number (e.g. 2023-LVCP-001)



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/lvcp.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

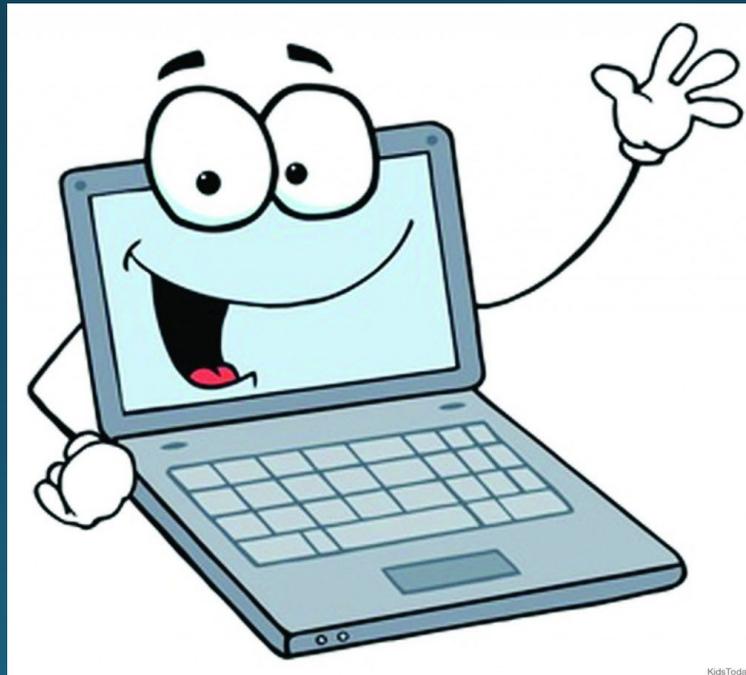
Equipment vs. Supplies

- 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 meet the “Equipment” threshold

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/lvcp.php>
- WebGrants: <https://dpsgrants.dps.mo.gov>
- WebGrants External User Manual:
<https://dps.mo.gov/dir/programs/cjle/documents/webgrants-external-user-manual.pdf>

WebGrants –



WebGrants (cont.)

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

Claims

- SFY 2023 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



Claims - Advanced Payment

- Advanced Payment Request
 - Vendor Invoice
 - Proof of delivery, signed packing slip, a receipt, or a statement in writing indicating the goods or services have been received
 - 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 proof of payment (i.e. copies of cancelled checks, bank statement) through the Correspondence Component in WebGrants

Claims (cont.)

- 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 lines in the approved budget.

Claims (cont.)

- 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

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 which must include
 - Invoice
 - Proof of payment, (i.e. cancelled checks, bank statements)
 - Proof of delivery, (i.e. signed packing slip, ect.)
 - Equipment Inventory

Grant Components

Grant Components	
Component	Last Edited
General Information	09/16/2022
Claims	
Budget	09/16/2022
Contact Information	09/16/2022
Correspondence	
Status Reports	
Subaward Adjustments	
Subaward Adjustment Notices	
Site Visits	
Award Documents - Need Signatures	
Award Documents - Final	
Closeout	
Opportunity	-
Application	-

Claims

Grant Components	
Component	Last Edited
General Information	09/16/2022
Claims	
Budget	09/16/2022
Contact Information	09/16/2022
Correspondence	
Status Reports	
Subaward Adjustments	
Subaward Adjustment Notices	
Site Visits	
Award Documents - Need Signatures	
Award Documents - Final	
Closeout	
Opportunity	-
Application	-

Claims Entry

To create a new Claim, select "Add"

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

Grant Tracking

Grant: 2023-LVCP-TEST-1 - SFY 2023 LVCP - Your Agency's Name - 2023

Status: Underway
Program Area: Local Violent Crime Prevention Grant
Grantee Organization: BaseLine Organization
Program Officer: Joni McCarter
Budget Total: \$5,500.00

Claims **Copy Existing Claim** Return to Components

ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
2023-LVCP-TEST-1 - 001	Monthly	Withdrawn			07/15/2022 - 09/15/2022	-
2023-LVCP-TEST-1 - 002	Monthly	Editing			09/15/2022 - 11/30/2022	\$0.00
Submitted Amount						\$0.00
Approved Amount						\$0.00
Paid Total						\$0.00
Total						\$0.00

Last Edited By:

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
 - 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

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			Preview Submit
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>			
Name	Complete?	Last Edited	
General Information	✓	09/19/2022	
Expenditures		09/19/2022	
Reimbursement			
Equipment Inventory			
Other Attachments			

Expenditures Form (cont.)

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

Expenditures Form (cont.)

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

Expenditures

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

Dropdown Menu:

- 10001 - Budget - Portable Radios
- 10002 - Budget - Mortable Radio (2)
- 11001 - Budget - Radio Installation & Accesssories

Expenditures Form (cont.)

- 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 Form

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, 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

Expenditures Form (cont.)

- Equipment Example

Expenditures

Line Number*	10001 - Budget - Portable Radios
Payee*	Motorola
Description*	APX 8500
Quantity*	1.0
Unit Cost*	\$5,000.00
Federal Amount Requested*	\$5,000.00
Invoice #*	MOTO123
Invoice Date*	10/01/2022
Check/EFT Number*	1234
Check/EFT Date*	10/04/2022

- Select "Save"

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

Expenditures Form (cont.)

- Supplies Example

Expenditures

Line Number*	11001 - Budget - Radio Installation & Accessories ▼
Payee*	Motorola
Description*	Radio Installation
Quantity*	1.0
Unit Cost*	\$3,000.00
Federal Amount Requested*	\$3,000.00
Invoice #*	MOTO1234
Invoice Date*	10/01/2022
Check/EFT Number*	1235
Check/EFT Date*	10/05/2022

- 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											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	Motorola	APX 8500	1.0	\$5,000.00	\$5,000.00	\$5,000.00	MOTO123	10/01/2022	1234			10/04/2022	
11001	Motorola	Radio Installation	1.0	\$3,000.00	\$3,000.00	\$3,000.00	MOTO1234	10/01/2022	1235			10/05/2022	
						\$8,000.00							

Reimbursement Form

- Select “Reimbursement” from the Components section

Components			Preview Submit
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>			
Name	Complete?	Last Edited	
General Information	✓	09/19/2022	
Expenditures	✓	09/19/2022	
Reimbursement			
Equipment Inventory			
Other Attachments			

Reimbursement Form (cont.)

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

Reimbursement						Mark as Complete	Go to Claim Forms
Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)		
Budget							
Mortable Radio (2)	\$11,000.00	\$0.00	\$0.00	\$0.00	\$11,000.00		
Portable Radios	\$5,500.00	\$5,000.00	\$0.00	\$5,000.00	\$500.00		
Radio Installation & Accesssories	\$2,500.00	\$3,000.00	\$0.00	\$3,000.00	(\$500.00)		
Sub Total:	\$19,000.00	\$8,000.00	\$0.00	\$8,000.00	\$11,000.00		
Total Budget							
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total:	\$19,000.00	\$8,000.00	\$0.00	\$8,000.00	\$11,000.00		

- Select “Mark as Complete”

Equipment Inventory

- Select “Equipment Inventory”

Components			Preview Submit
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>			
Name	Complete?	Last Edited	
General Information	✓	09/19/2022	
Expenditures	✓	09/19/2022	
Reimbursement	✓	09/19/2022	
Equipment Inventory			
Other Attachments			

Equipment Inventory (cont.)

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

The screenshot displays a web application interface for Grant Tracking. At the top, there is a navigation bar with icons and text for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Add' button is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, the page title is 'Grant Tracking'. The main content area shows details for a claim: 'Claim: 2033-LVCP-TEST-1 - 002' and 'Grant Components'. The grant details include: Grant: 2033-LVCP-TEST-1-SFY 2023 LVCP - Your Agency's Name, Status: Editing, Program Area: Local Violent Crime Prevention Grant, Grantee Organization: BaseLine Organization, and Program Manager: Joni McCarter. At the bottom, there is a section titled 'Equipment Detail' with a table header. The table has 15 columns: 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, and Readiness Condition. The 'Mark as Complete' button is highlighted with a red box and a red arrow pointing to it.

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

Grant Tracking

Claim: 2033-LVCP-TEST-1 - 002 Grant Components

Grant: 2033-LVCP-TEST-1-SFY 2023 LVCP - Your Agency's Name
Status: Editing
Program Area: 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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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. When reporting multiple identification numbers, please enter them into one cell and separate them with a coma.
 - Source of Funding – Enter Federal Funding
 - Title Holder – Grantee Organization
 - Date of Delivery – Date that the Equipment was delivered
 - Quantity – Enter 1, each piece of equipment MUST be reported on it’s own line
 - 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 indicting 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	
Requesting Organization: *	<input type="text" value="BaseLine Organization"/> <small>Organization that has or will end up with equipment.</small>
County: *	<input type="text" value="Cole"/>
Year: *	<input type="text" value="SFY 2023"/> <small>Federal fiscal year of the grant.</small>
Manufacturer: *	<input type="text" value="Motorola"/>
Model: *	<input type="text" value="APX 8500"/> <small>Style, type, design or version of particular equipment.</small>
Description: *	<input type="text" value="Portable Radio"/> <small>250 Character Limit - Generic description of the equipment that was purchased.</small>
Identification #(s): *	<input type="text" value="SD158963D78341"/> <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>
Source of Funding: *	<input type="text" value="SFY 2023 LVCP"/>
Title Holder: *	<input type="text" value="BaseLine Orgazation"/> <small>If there is no title for the equipment, N/A should be annotated in the box.</small>
Date of Delivery: *	<input type="text" value="10/01/2022"/>  <small>Date you received possession of the equipment.</small>
Quantity: *	<input type="text" value="1"/>
Individual Item Costs: *	<input type="text" value="5000.00"/>
% of Federal Participation in the cost: *	<input type="text" value="100"/> <small>Percentage of federal funds used to purchase the equipment.</small>
Current Physical Location: *	<input type="text" value="12345 Main St, Whoville, MO 12354"/> <small>Place (address) where the equipment is located. A post office box address is not a physical location for the purpose of inventory.</small>
Use: *	<input type="text" value="Local"/> <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>
Readiness Condition: *	<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.)

- Select "Save"



- 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	SFY 2023	Motorola	APX 8500	Portable Radio	SD158963D78341	SFY 2023 LVCP	BaseLine Orgazation	10/01/2022	1	\$5,000.00	100.0%	12345 Main St, Whoville, MO 12354	Local	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			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	✓	09/19/2022	
Expenditures	✓	09/19/2022	
Reimbursement	✓	09/19/2022	
Equipment Inventory	✓	09/19/2022	
Other Attachments			

Other Attachments (cont.)

- Select "Add"



- Browse your computer for the documentation

Attach File

If you have no relevant and/or required documents to attach, simply click "Mark as Complete".

To upload any relevant and/or required documents, select Add from the menu toolbar, browse for the document on your computer or disk, enter a short title in the Description box, and click Save.

If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use a PDF merger to combine multiple 1-page scans into 1 saved document.

The Department of Public Safety can support the following file types: Word (.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.jpe, *.asp, *.tif, *.wmf) and similar commonly used programs. If you attach a file type that the Department of Public Safety does not have software to open, the attachment may not be considered.*

Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.

Upload File No file chosen

Description:*

Other Attachments (cont.)

- Select "Save"



- 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			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	✓		09/19/2022	
Expenditures	✓		09/19/2022	
Reimbursement	✓		09/19/2022	
Equipment Inventory	✓		09/19/2022	
Other Attachments	✓		09/19/2022	

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

Correspondence

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

Grant Components	
Component	Last Edited
General Information	09/16/2022
Claims	
Budget	09/16/2022
Contact Information	09/16/2022
Correspondence ←	
Status Reports	
Subaward Adjustments	
Subaward Adjustment Notices	
Site Visits	
Award Documents - Need Signatures	
Award Documents - Final	
Closeout	
Opportunity	-
Application	-

Correspondence (cont.)

- Create a new Correspondence

Inter-System Grantee Correspondence				Return to Components Add
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:

Correspondence (cont.)

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



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 2023-LVCP-TEST-1 - SFY 2023 LVCP - Your Agency's Name: Test	TEST TEST	Amelia Jaegers	09/16/2022		

- In the open correspondence select “Reply”



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	-



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 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

Subaward Adjustments (cont.)

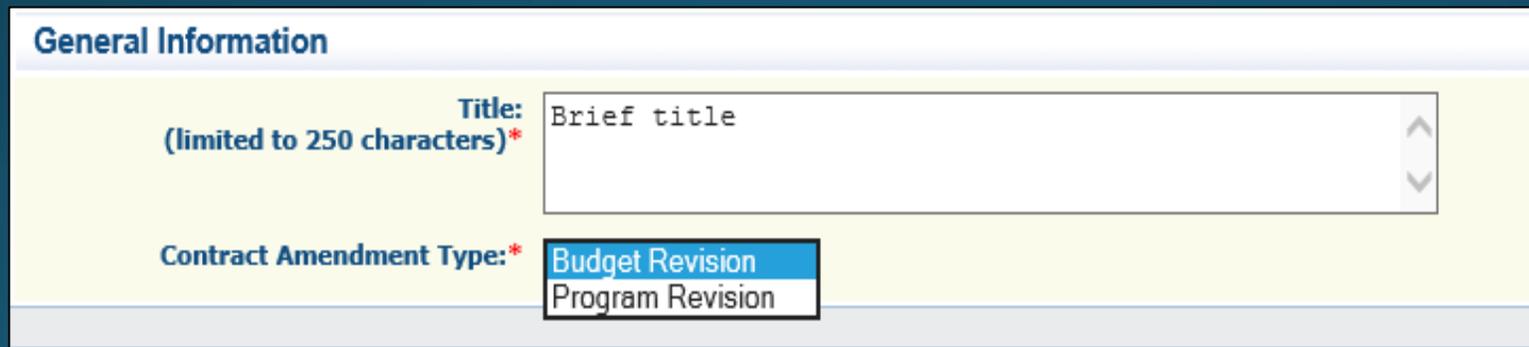
- Scope of Work Changes
 - A recipient requesting changes to the scope of work described in its grant award, must contact DPS for approval to make this change. A change to a recipient's scope of work means:
 - Adding new line items to the approved project budget
 - Changes in the quantity of an existing 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)

Subaward Adjustments (cont.)

- Select "Add"



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

A screenshot of a form titled "General Information". The form has a light yellow background. It contains two main sections. The first section is labeled "Title:" and has a text input field containing "Brief title". To the left of the input field is the text "(limited to 250 characters)*". The second section is labeled "Contract Amendment Type: *" and has a dropdown menu. The dropdown menu is open, showing two options: "Budget Revision" (which is highlighted in blue) and "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			Preview Submit
Name	Complete?	Last Edited	
General Information	✓	11/25/2020	
Justification			
Budget			
Confirmation			
Attachments			

Budget Modifications/Scope of Work Changes

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

Project	Line Number	Current Budget	Requested Change	Updated Budget	Description
1	10001	\$ 5,500.00	\$ (150.00)	\$ 5,350.00	Portable was less than expected
1	10002	\$ 11,000.00		\$ 11,000.00	
1	11001	\$ 2,500.00	\$ 150.00	\$ 2,650.00	Needing to add shipping costs.
		\$ 19,000.00	\$ -	\$ 19,000.00	

Budget Modifications/Scope of Work Changes (cont.)

- Example
 - Spreadsheet

Project	Line Number	Current Budget	Requested Change	Updated Budget	Description
1	10001	\$ 5,500.00	\$ (150.00)	\$ 5,350.00	Portable was less than expected
1	10002	\$ 11,000.00		\$ 11,000.00	
1	11001	\$ 2,500.00	\$ 150.00	\$ 2,650.00	Needing to add shipping costs.
		\$ 19,000.00	\$ -	\$ 19,000.00	

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

Justification [Mark as Complete](#) | [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.

We are needing to add shipping costs of \$150.00. The Portable Radios came in less than expected.

Project	Line Number	Current Budget	Requested Change	Updated Budget	Description
1	10001	\$ 5,500.00	\$ (150.00)	\$ 5,350.00	Portable was less than expected
1	10002	\$ 11,000.00		\$ 11,000.00	
1	11001	\$ 2,500.00	\$ 150.00	\$ 2,650.00	Needing to add shipping costs.
		\$ 19,000.00	\$ -	\$ 19,000.00	

Budget Modifications/Scope of Work Changes (cont.)

- Select "Save"



- Select "Mark as Complete"



Budget Modifications/Scope of Work Changes (cont.)

- Budget

Components		Preview Submit	
Name	Complete?	Last Edited	
General Information	✓	09/19/2022	
Justification	✓	09/19/2022	
Budget ←			
Confirmation			
Attachments			

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 [Mark as Complete](#) | [Return to Components](#)

- The **Current Budget** column represents the total cost of the current subaward. Enter the total cost of each budget category as it is reflected in the current version of the Budget component. The sum of the Current Budget column should equal your current budget total.
- The **Revised Amount** column represents the requested, revised total cost of the budget as a result of the Subaward Adjustment. Therefore, enter the total cost of each budget category as it will be reflected in the revised version of the Budget component. The sum of the Revised Amount column should equal your revised budget total.

Row	Current Budget	Revised Amount	Net Change
Personnel	\$0.00	\$0.00	\$0.00
Personnel Benefits	\$0.00	\$0.00	\$0.00
Personnel Overtime	\$0.00	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00	\$0.00
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	\$16,500.00	\$16,350.00	(\$150.00)
Supplies/Operations	\$2,500.00	\$2,650.00	\$150.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Totals	\$19,000.00	\$19,000.00	\$0.00

Federal/State and Local Match Share

- The **Current Budget** column represents the current subaward. Enter the total federal/state share and total local match share as it is reflected in the current version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Current Budget column above.
- The **Revised Amount** column represents the requested, revised total of the budget as a result of the Subaward Adjustment. Therefore, enter the total federal/state share and the total local match share as it will be reflected in the revised version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Revised Amount column above.

Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$19,000.00	100.0%	\$19,000.00	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		Preview Submit	
Name	Complete?	Last Edited	
General Information	✓	09/19/2022	
Justification	✓	09/19/2022	
Budget	✓	09/19/2022	
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:* 

Budget Modifications/Scope of Work Changes (cont.)

- Confirmation (cont.)
 - Select "Save"



- Select "Mark as Complete"

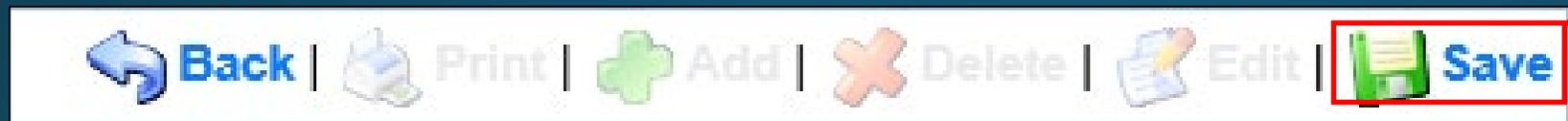


Budget Modifications/Scope of Work Changes (cont.)

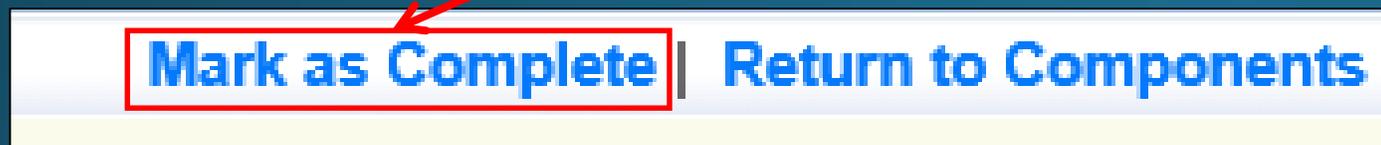
- Attachments

Components		Preview Submit	
Name	Complete?	Last Edited	
General Information	✓	09/19/2022	
Justification	✓	09/19/2022	
Budget	✓	09/19/2022	
Confirmation	✓	09/19/2022	
Attachments			

- Which could include new quotes
- Select "Save"

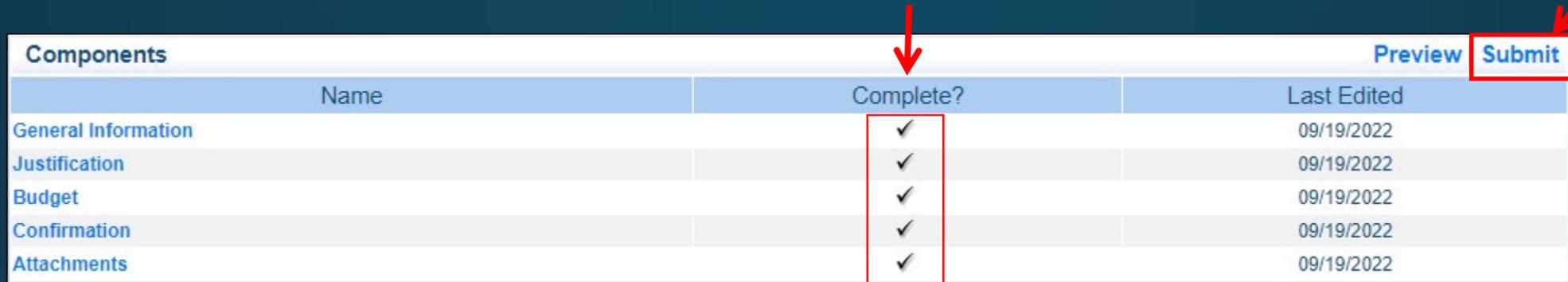


- Select "Mark as Complete"



Budget Modifications/Scope of Work Changes (cont.)

- Select "Submit" to submit the revision



The screenshot shows a table with the following structure:

Components			Preview	Submit
Name	Complete?	Last Edited		
General Information	✓	09/19/2022		
Justification	✓	09/19/2022		
Budget	✓	09/19/2022		
Confirmation	✓	09/19/2022		
Attachments	✓	09/19/2022		

Red arrows point to the 'Submit' button and the 'Complete?' column. A red box highlights the 'Submit' button and the 'Complete?' column.

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

Program Revision

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

General Information

Title: Program Revision
(limited to 250 characters)*

Contract Amendment Type:* Budget Revision ▼
Budget Revision
Program Revision

Missouri Department of Public Safety

Program Revision (cont.)

- Justification

Components		Preview Submit
Name	Complete?	Last Edited
General Information	✓	09/19/2022
Justification		
Confirmation		
Attachments		

- Add text to explain what change(s) is being requested

✂ 📄 📄 📄 📄 | ↶ ↷ | 🖼️ 📄 ☰ Ω 🔄 📄 Source | **B** *I* U | 🔗 🗨️ 🚩 | 📄 📄 📄 📄 | ☰ ☰ ☰ ☰ |

Font ▾ | Size ▾ |

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

Program Revision (cont.)

- Justification cont.
 - Select "Save"



- Select "Mark as Complete"



Program Revision (cont.)

- Confirmation

Components		Preview Submit
Name	Complete?	Last Edited
General Information	✓	09/19/2022
Justification	✓	09/19/2022
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:* 

Program Revision (cont.)

- Confirmation (cont.)
 - Select "Save"



- Select "Mark as Complete"



Program Revision (cont.)

- Attachments

Components		Preview Submit	
Name	Complete?	Last Edited	
General Information	✓	09/19/2022	
Justification	✓	09/19/2022	
Confirmation	✓	09/19/2022	
Attachments			

- Select "Save"

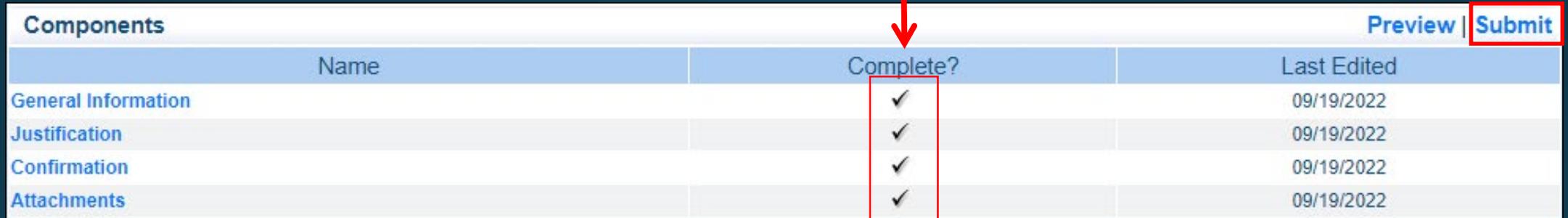


- Select "Mark as Complete"



Program Revision (cont.)

- Select "Submit" to submit the revision



The screenshot shows a table with the following structure:

Components			Preview Submit
Name	Complete?	Last Edited	
General Information	✓	09/19/2022	
Justification	✓	09/19/2022	
Confirmation	✓	09/19/2022	
Attachments	✓	09/19/2022	

Red arrows in the original image point to the 'Complete?' column and the 'Submit' button. A red box highlights the 'Submit' button.

- Your Grant Specialist 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 recipient must submit a Status Reports
- Due Dates
 - December 31, 2022
 - March 31, 2023
 - May 30, 2023
- Final Status Report must be completed upon project completion

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
2023-LVCP-TEST-1 - 01	Monthly	09/15/2022-12/15/2022			-	Editing

- The “Milestone Progress Report” component will appear

Components		Preview Submit
<i>Complete each component of the status report and mark it as complete. Click Submit when you are done.</i>		
Name	Complete?	Last Edited
General Information	✓	09/16/2022
Milestone Progress Report		

- 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
- % 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 Progress				
Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed supplies.	SFY 2023 LVCP - Radio Upgrade	09/16/2022	100%	Define the progress of Milestone
2. Procurement completed: bidding, vendor selection, and ordering of supplies.	SFY 2023 LVCP - Radio Upgrade	09/30/2022	100%	Define the progress of Milestone
3. Equipment received, installed, tested and inventoried.	SFY 2023 LVCP - Radio Upgrade	12/31/2022	100%	Define the progress of Milestone
4. Vendor paid and receipt of proof of payment received.	SFY 2023 LVCP - Radio Upgrade	01/31/2023	100%	Define the progress of Milestone
5. WebGrants reimbursement completed with all necessary documentation.	SFY 2023 LVCP - Radio Upgrade	02/15/2023	100%	Define the progress of Milestone
6. Equipment training completed.	SFY 2023 LVCP - Radio Upgrade	01/31/2023	100%	Define the progress of Milestone
7. Project Final Report submitted and closed out.	SFY 2023 LVCP - Radio Upgrade	02/28/2023	100%	Define the progress of Milestone

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?
SFY 2023 LVCP - Radio Upgrade	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? The agency has completed the project.

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

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed supplies.	SFY 2023 LVCP - Radio Upgrade	09/16/2022	100%	Define the progress of Milestone
2. Procurement completed: bidding, vendor selection, and ordering of supplies.	SFY 2023 LVCP - Radio Upgrade	09/30/2022	100%	Define the progress of Milestone
3. Equipment received, installed, tested and inventoried.	SFY 2023 LVCP - Radio Upgrade	12/31/2022	100%	Define the progress of Milestone
4. Vendor paid and receipt of proof of payment received.	SFY 2023 LVCP - Radio Upgrade	01/31/2023	100%	Define the progress of Milestone
5. WebGrants reimbursement completed with all necessary documentation.	SFY 2023 LVCP - Radio Upgrade	02/15/2023	100%	Define the progress of Milestone
6. Equipment training completed.	SFY 2023 LVCP - Radio Upgrade	01/31/2023	100%	Define the progress of Milestone
7. Project Final Report submitted and closed out.	SFY 2023 LVCP - Radio Upgrade	02/28/2023	100%	Define the progress of Milestone

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?
SFY 2023 LVCP - Radio Upgrade	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? The agency has completed the project.

Status Report (cont.)

Milestone Progress

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed supplies.	SFY 2023 LVCP - Radio Upgrade	09/16/2022	100%	Define the progress of Milestone
2. Procurement completed: bidding, vendor selection, and ordering of supplies.	SFY 2023 LVCP - Radio Upgrade	09/30/2022	100%	Define the progress of Milestone
3. Equipment received, installed, tested and inventoried.	SFY 2023 LVCP - Radio Upgrade	12/31/2022	100%	Define the progress of Milestone
4. Vendor paid and receipt of proof of payment received.	SFY 2023 LVCP - Radio Upgrade	01/31/2023	100%	Define the progress of Milestone
5. WebGrants reimbursement completed with all necessary documentation.	SFY 2023 LVCP - Radio Upgrade	02/15/2023	100%	Define the progress of Milestone
6. Equipment training completed.	SFY 2023 LVCP - Radio Upgrade	01/31/2023	100%	Define the progress of Milestone
7. Project Final Report submitted and closed out.	SFY 2023 LVCP - Radio Upgrade	02/28/2023	100%	Define the progress of Milestone

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?
SFY 2023 LVCP - Radio Upgrade	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? The agency has completed the project.

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 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)

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



What Documents Guide Monitoring

- Applicable State of Missouri statutes and regulations
- DPS Financial and Administrative Guidelines
- DPS Information Bulletins
- SFY2023 LVCP Notice of Funding Opportunity
- SFY2023 LVCP Certified Assurances
- SFY2023 LVCP Subaward Agreement

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 recipient's agency – policy review, property records, etc.



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

What to Expect During Monitoring – LEA Statutory Requirements

- Section 43.505 RSMo - National Incident-Based Reporting System (NIBRS), Uniform Crime Reporting (UCRs):
 - DPS will receive the report from MSHP on monthly compliance
 - Any agency that is not compliant (3 months of not reporting), may be ineligible to receive state funds
- 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 program. 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 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%0U2044>

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

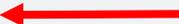
- Section 590.650 RSMo - Vehicle Stops Reporting
 - DPS will verify with the Attorney General's Office
<http://revisor.mo.gov/main/OneSection.aspx?section=590.650>
- Section 590.700 RSMo - Recording of Custodial Interrogations
 - Must present DPS with a copy of the written policy
<http://revisor.mo.gov/main/OneSection.aspx?section=590.700>
- 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>

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

What to Expect During Monitoring - Programmatic (cont.)

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

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

What to Expect During Monitoring - Programmatic (cont.)

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 the identification number 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.

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 – 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>

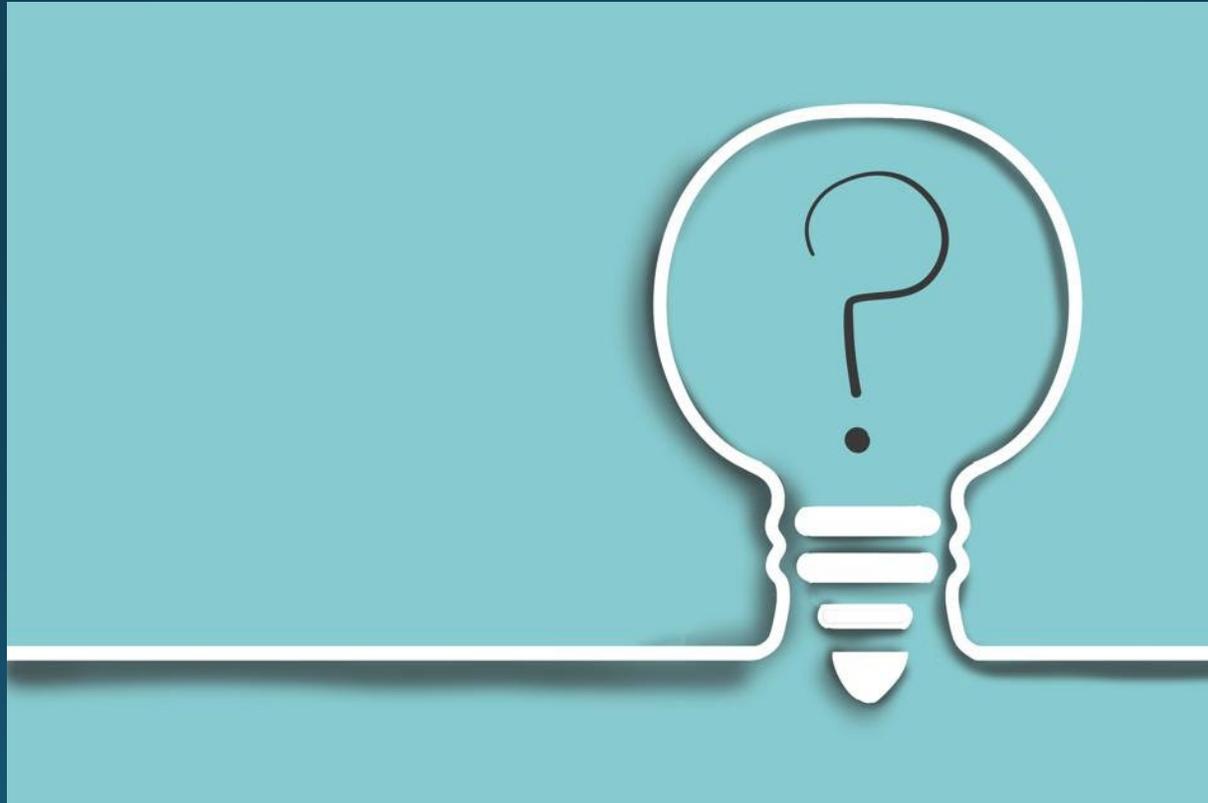
Common Areas of Non-Compliance & Recommendations

- 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

Questions



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