Welcome to the Webinar!!

- Thank you for joining us today. We will get started shortly.
- Sign into the chat box with your name and the agency that you are representing.
- Please review a few housekeeping rules:
  - Please mute your audio. This helps to minimize the sound and interruptions. You can do this by selecting "mute" on the meeting screen.
  - You are welcome to use the chat box throughout the presentation. We will have a chat box monitor that will try to answer any questions during the presentation.
  - When we are talking or sharing our screen, please write in the chat box if you are unable to hear or see something.

SFY 2025 Local Violent Crime Prevention (LVCP) Grant Compliance Workshop

Department of Public Safety Grants

LVCP General Information

Congratulations on your approval for funding!

- Award documents were made available in WebGrants under "Award Documents – Need Signatures"

- The award must be signed and each page of the articles initialed by the organizations Authorized Official, then sent back via the "Correspondence" component of WebGrants

- The Director of the Missouri Department of Public Safety must also sign the award before the contract is considered valid

- After all signatures are obtained a copy of the executed documents will be made available within WebGrants under "Award Documents – Final"

- The status of your award will then change to "Underway," generating an automatic notification from WebGrants, this is when the procurement phase may begin

Key Dates

- October 1, 2024   Project Start

- November 21, 2024   Mandatory Compliance Training, 9:00 am

- May 31, 2025   Project End

- June 10, 2025   Final Claim Due

- June 10, 2025   Final Status Report Due

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

Life Cycle of a Grant

- Opportunity posted and project application submitted

- Applications reviewed and award determinations made

- Award letter and Compliance Workshop invitation sent

- Signed award documents and initialed Articles of Agreement returned to DPS

- Budget updated and approved

- Grant status changes to "Underway"

- Award executed and will be available in WebGrants

- Procurement phase, claims submitted

- Project progress and compliance monitoring

- Final status report and Close-Out
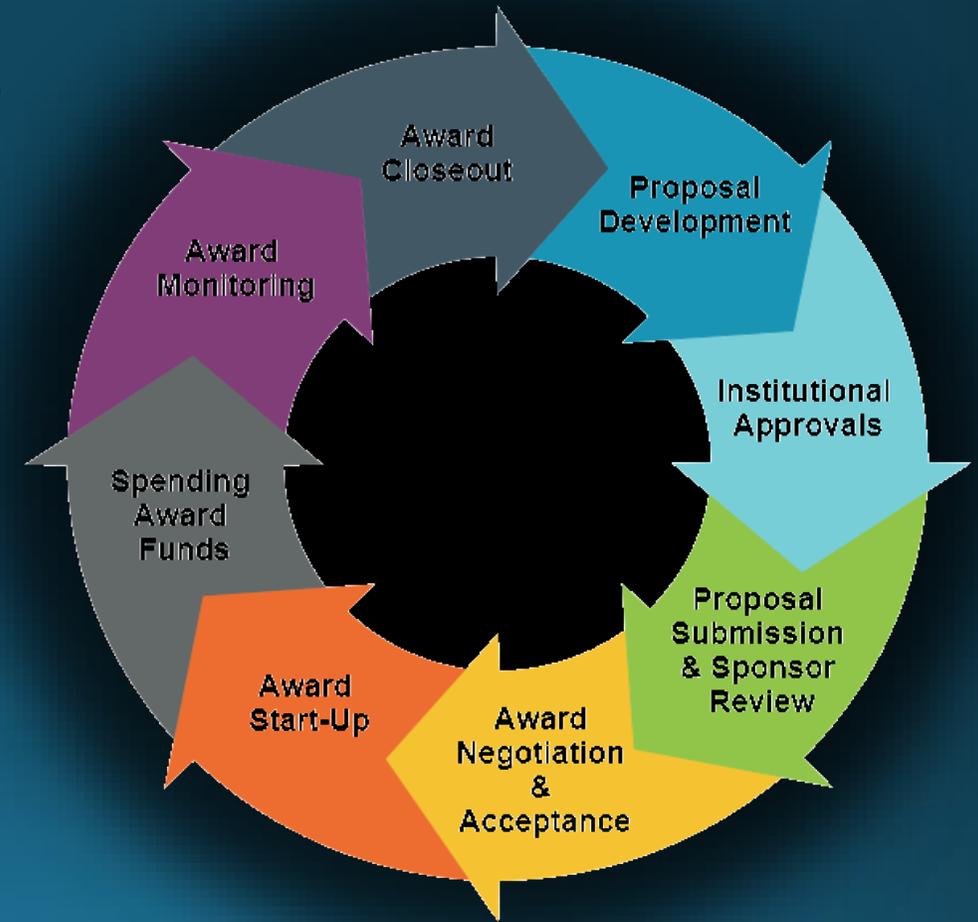
Overview

Local Violent Crime Prevention (LVCP) grant is a reimbursement Grant

- 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

State- administered and funded

- Max award amount is $25,000.00

State Civil Rights Requirements
Must comply with the following State Statutes

Section 213.055 RSMo
Unlawful employment practices
Non-Discrimination employment practices

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

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

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

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

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

Helpful Information

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

DPS Financial and Administrative Guidelines

https://dps.mo.gov/dir/programs/dpsgrants/documents/financial-admin-guidelines.pdf

- Information Bulletin #1 Policy on Advanced Payment and Cash Advances
  - https://dps.mo.gov/dir/programs/dpsgrants/documents/policy-on-advance-payment-and-cash-advances.pdf

- Information Bulletin #2 Policy on Claim Request Requirements
  - https://dps.mo.gov/dir/programs/dpsgrants/documents/policy-on-claim-request-requirements.pdf

- Information Bulletin #3 Policy on Subaward Adjustments, Scope of Work Changes and Program Changes
  - https://dps.mo.gov/dir/programs/dpsgrants/documents/policy-on-subaward-adjustments-scope-of-work-changes-and-program-changes.pdf

Procurement Requirements

- Purchases are made prior to request for reimbursement
- Expenditure must be an approved budget line at time of purchase
- Purchases must be made within the grant period of performance
- 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 must be obligated within the project period and expended with 10 days following the project period end date
- Project Period: October 1, 2024 - May 31, 2025
- Funds are considered "expended" when payment is made

State Procurement Policy

- All procurement transactions shall be carried out in a manner which provides maximum open and free competition

  - Whether negotiated or competitively bid

  - Without regard to dollar value

- All bids/quotes, and the rationale behind the selection of a source of supply must be retained

  - Attached to the purchase order copy

  - Should be placed in the accounting files

State Procurement Policy, cont.

Purchases to a single vendor totaling

- Less than $10,000

  - May be purchased with prudence on the open market

- $10,000 but less than $100,000

  - Must be competitively bid/quoted

  - Bid/quote does not need to be solicited by mail or advertisement

- $100,000 or more

  - Should be advertised for bid in at least two daily newspapers of general circulation

  - Listed in places most likely to reach prospective bidders

  - Present at least five days before bids for such purchases are to be opened

State Procurement Policy, cont.

- When only one bid/quote or positive proposal is received, it is deemed a Single Feasible Source

    - Single Feasible Source procurement on purchases to a single vendor of $10,000 or more require prior approval

    - Request submitted via the "Correspondence" component of WebGrants

    - Include a validating explanation ("Justification") for request

    - If available, a copy of single feasible source certification letter from the vendor

- Agencies must follow the most restrictive policy, whether the agencies or the State of Missouri's

- Funds must be obligated and expended by May 31, 2025

WebGrants –
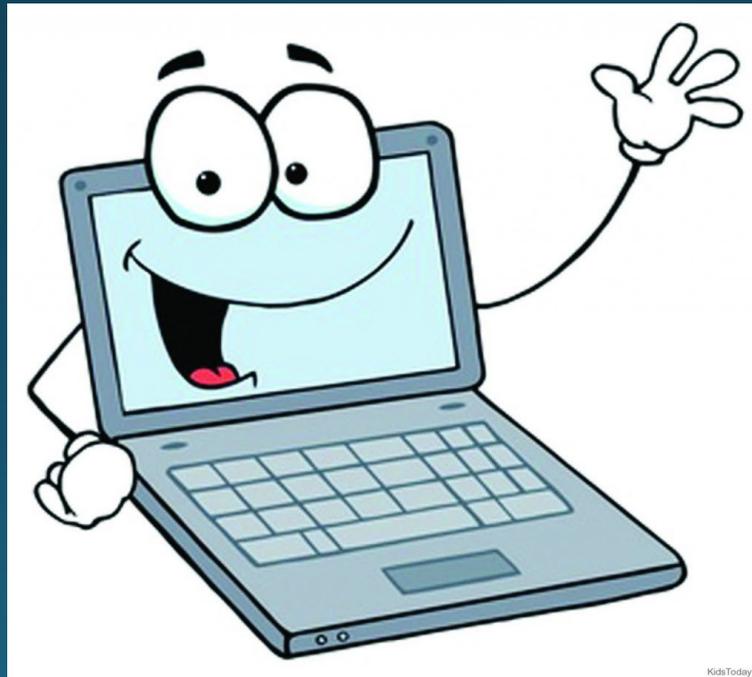
WebGrants, cont.

- WebGrants is composted of several navigation options referred to as "Components"

- Some components offer additional components within them

- Each screen is labeled in order to distinguish where you are within your award navigation

Award Documents – Final

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

Reimbursement Policies

- Claims **must** be submitted by June 10, 2025, for reimbursement
  - Claims may be submitted as needed
  - **Only one claim may be submitted at a time (i.e. the previous claims must be in "Paid" status before the next claim is submitted)**
  - Further information can be located in Information Bulletin #2-Policy on Claim Request Requirements
    https://dps.mo.gov/dir/programs/dpsgrants/documents/policy-on-claim-request-requirements.pdf
  - Proof of payment is required for all expenses (i.e. cancelled check, credit card statements)
  - Incomplete claims or lack of supporting documentation will result in a delay of reimbursement, and will be negotiated back if any of the above is not met

Claims Documentation Requirements

- Per Policy, supporting documentation must be submitted with each claim, in one attachment, in same order as "Expenditures" form

- Invoice
  - Multiple invoices on one claim expenditure line will not be accepted

- Proof of payment
  - Cancelled check, or
  - Credit card statement with proof of payment to the card merchant

- Proof of delivery/completion
  - Signed packing slip, signed receipt, signed expense report (all items received and in working order)
  - Or, signed memo indicating when items were delivered or services performed

- If equipment has been purchased, the "Equipment Inventory" form within claim components must be completed

Supplies vs. Equipment Definition

- Equipment

  - Any tangible, non-expendable (non-consumable) personal property, having a useful life of more than one (1) year, and an acquisition cost of $5,000 or more per unit

  - Must be recorded and tracked in an inventory control list throughout the life of the equipment

  - Must be tagged to reflect source of funding

    - Purchased with SFY 2025 LVCP Funds

    - Award number (top right corner of Award Document – "2025-LVCP-###")

    - Must include an asset number if no serial number is present

- Supplies

  - Any item that does not fit definition of equipment

Equipment - Radios

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

Claims

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

Claims, cont.

- After selecting the "Claims" component, select "Add Claim"

Claims, cont.

Complete the claim General Information

- Type: Monthly or Other

- Reporting Period – Month(s) covered by the claim

- Final Request? – Is this your final report? – Select "No" on all claims until the final claim is being submitted

- Invoice number – **LEAVE BLANK (only for State Agencies)**

- Select "Save Form"

Claim, cont.

- Select "Detail of Expenditure" from the components section

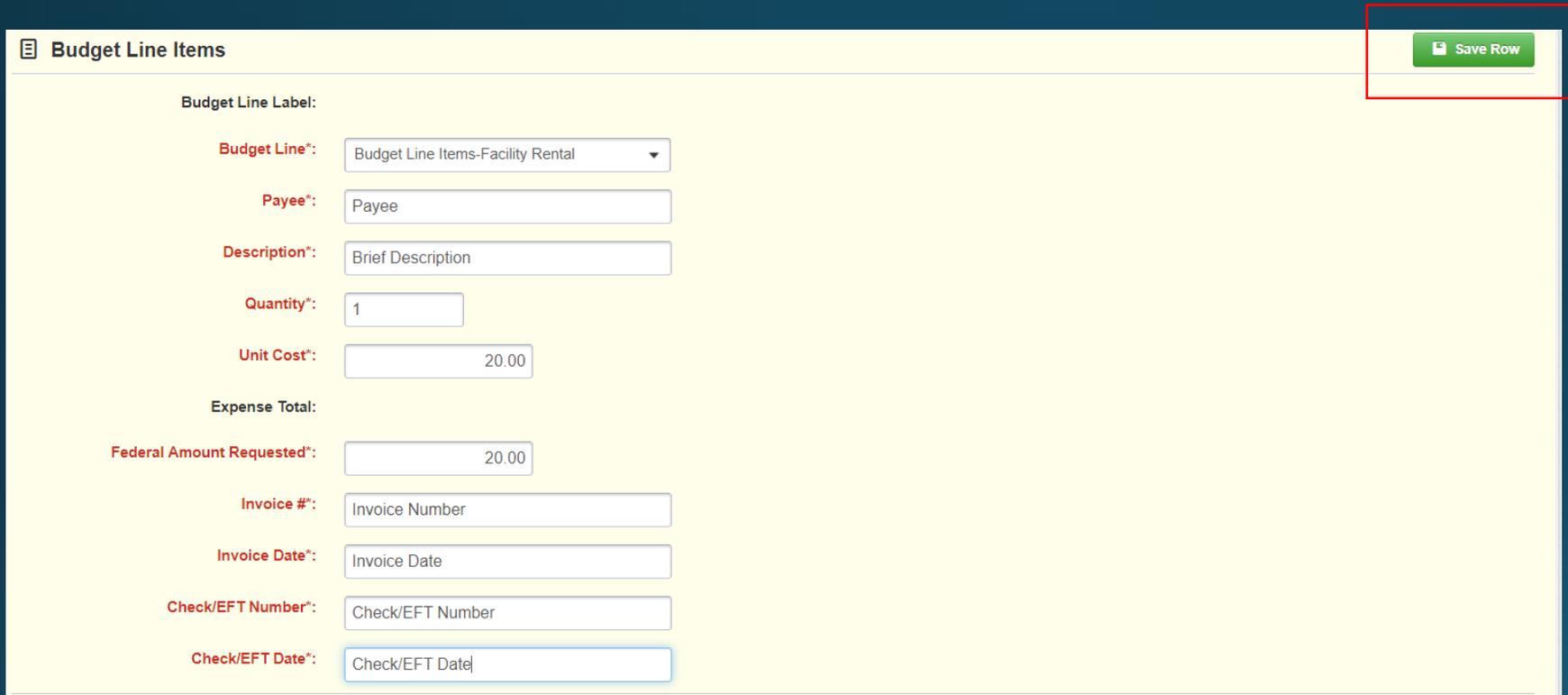# Claims, cont.

- For each expenditure, select "Add Row"
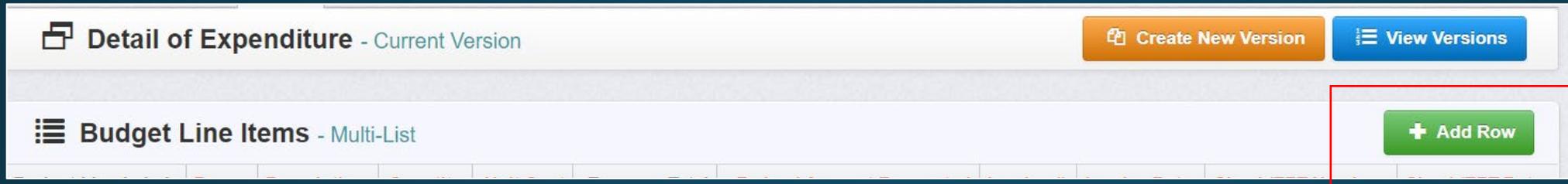
Claims, cont.

- Fill in the following:
  - Budget Line: Select the drop-down box and select the appropriate item
  - Payee: Vendor name receiving the payment for that item
  - Description: Description of item(s) purchased, Quantity: Number of items being purchased
  - Unit Cost: Cost per 1 item each
  - Expense Total: Will calculate once you save the information
  - Federal Amount Requested: The total amount you are requesting
  - Invoice Number: Invoice number on the invoice
  - Invoice Date: Date of the invoice
  - Check/EFT Number: Put the check/EFT number here. If requesting advanced payment, put "Advanced Payment" in the box
  - Check/EFT Date: Put the check or EFT date here. If requesting advanced payment, put "Advanced Payment" in the box

Claims, cont.

- Example:

- Once completed, select "Save Row"

Claims, cont.

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

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

Claims, cont.

- Select "Equipment Inventory"

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

- Question 1 asks if there is any equipment in the claim

- If there is not any equipment that needs to be included, select "No", select "Save Form" and then select "Mark as Complete"

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

💾 Save Form

Claims, cont.

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

- Go to the Equipment Detail and select "Add Row"

Claims, cont.

Requesting Organization	Your organization's name
County	Your organization's county
Year	2025
Manufacturer	Manufacture of the equipment
Model	Model number of the equipment. If one is not available, put NA
Description	Brief description of the equipment
Identification #(s)	Unique string of characters used to for ID (example – vehicle VIN or serial number) IF no unique ID enter N/A
Source of Funding	2025 LVCP
Title Holder	Your organizations name, unless there is not a title, then put NA
Date of Delivery	Date Equipment was delivered
Quantity	**Enter 1, each piece of equipment MUST be reported on it's own line**
Individual Items Cost	Unit cost per 1 each
% of Federal Participation in the cost	**Percentage of the cost of Equipment being requested**
Current Physical Location	physical location (address) of equipment. A post office box address will not be accepted

Use	Enter one only - Local, regional, statewide, national
	    This is a progressive scale. If national use is indicated, it is assumed it is available at all
	    preceding levels as well

Readiness Condition	Mission capable

Claims, cont.

- Verify each piece of equipment in "Equipment Detail" of the component within the claim has been entered in this section

  - Equipment is defined as a unit cost of $5,000.00 or more, non-consumable, life of 1 year or more

- If more than one of each piece of equipment was purchased, select "Add Row" for each piece of equipment

  - Each piece of equipment **MUST** have its own line

- When you are finished adding the equipment to this section, select "Mark as Complete"

Equipment Detail - Multi-List   ✓ Mark as Complete   + Add Row   ☑ Edit All Rows

Requesting Organization	County	Year	Manufacturer	Model	Description	Identification #(s)	Source of Funding	Title Holder	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost	Current Physical Location	Use	Readiness Condition
Your organization	Your County	2025	Manufacturer	Model	Brief Description	Add Serial Numbers	SFY 2025 WSSL	See note below	11/29/2024	1	$50.00	100.00%	Physical Address	Choose from one: Local, Regional, Statewide and National	Mission Capable

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

Claims, cont.

- Select "Other Attachments"

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

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

📄 **Documentation**   💾 **Save Form**

Do you have additional documentation?*:   [Yes]   [No]

💾 Save Form

Claims, cont.

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

- Attach the required supporting documentation, in one attachment (file), in the same order as the "Expenditure" form

  - Invoices

  - Proof of Payment (Cancelled Check)

  - Signed Proof of Delivery (Signed Proof of Delivery should have the following information: "Received, your name, and the date. Signing the invoice is acceptable)

- When all documentation has been added, select "Save File"

Claims, cont.

- When finished, select "Mark as Complete"
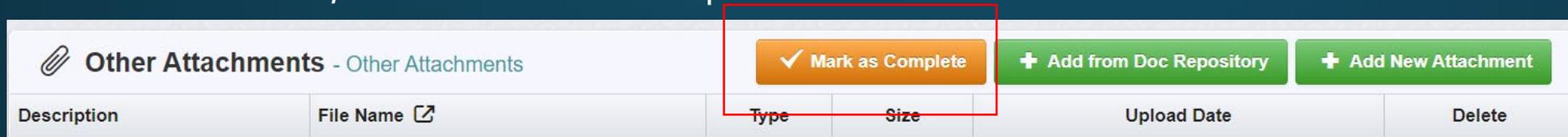
- When all forms have been marked as complete, select "Submit Claim"

Claims, cont.

- A pop-up box will ask if you are ready to submit the claim. If you are sure, select "Submit"
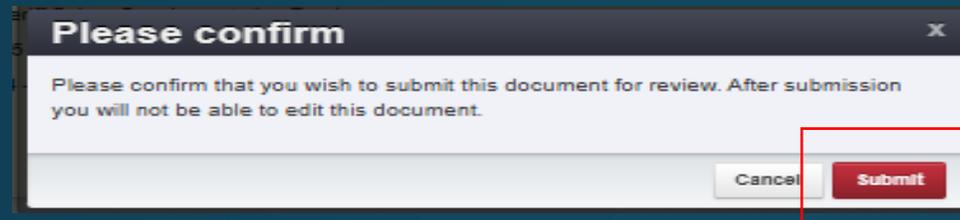
Claims, cont.

- The final claim is due no later than **June 10, 2025**

- If the final claim is submitted on the 10th but is missing information, or requires corrections, it may hinder our ability to reimburse the expense

- The ability to submit multiple claims is available, but we will not review it until the claim is in "paid" status

Status Reports

- 2025 LVCP Grant is measured in Milestones

    - Recorded within "Status Report" component in WebGrants

    - Status Reports will be submitted quarterly

    - Final Required Status Report is due June 10, 2025

    - Project cannot be closed until completed

Status Reports, cont.

- Status Report periods and due dates

  - 10/01/2024-12/31/2024 **due 01/10/2025**

  - 01/01/2025-03/31/2025, **due 04/10/2025**

  - 04/01/2025-05/31/2025, **due 06/10/2025**

  - Final Required Status Report is due June 10, 2025

  - Project cannot be closed until completed

Status Reports, cont.

- Select "Status Reports"

Status Reports, cont.

- The Status Report has already been created for you

  - If the Status Report is missing in WebGrants, contact you Grant Specialist to get it added!!!

- Each recipient must submit a Final Status Report

  - When you have completed all reporting or at the end of the project period

  - Final Required Status Report is due June 10, 2025

Status Reports, cont.

- Select the hyperlink for the Status Report

Status Reports					Copy Existing Status Report | Return to Components	
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
2023-CRGP-001-TEST - 01	Semi-Annual	07/01/2022-05/31/2023			-	Editing

- Select the "Milestone Progress Report"

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	✓		03/21/2023
Milestone Progress Report			03/21/2023

Status Reports, cont.

- Milestones have already been added to the Status Report for you

  - If you want to remove or add a milestone, you MUST contact your Grant Specialist for approval to do so

- There are 2 ways to complete the report

- Select "Edit All Rows" to edit all the milestones at one time

- Or Select each milestone hyperlink to edit 1 row at a time

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

Status Reports, cont.

- Complete each milestone with:

  - Project Name

  - Estimated Completion Date (or what date was the milestone completed)

  - % Milestone Completed

  - Milestone Progress (explain the milestone progress over the reporting period in detail, which could include dates)

- Once the form has been updates, select "Save Multi-List"

  - You may have to use the scroll bar at the bottom of the screen to select "Save Multi-List"
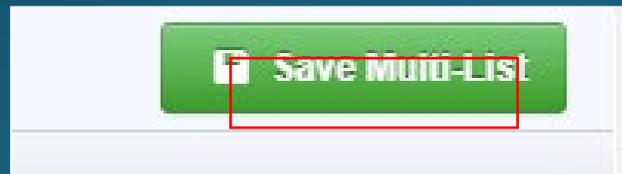
Status Reports, cont.

- "Status Report Narrative"
  - Select "Add Row"
  - Narrative Project Progress should state 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)

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

Status Report, cont.

A final Status Report must be completed to close the project

- The report will not say "Final" in the system
- All milestones need to be **100%** completed

Narrative Project Progress should state the project is complete and describe how the project has fulfilled the Equipment and/or Supplies Justification and should identify any other initiatives, which have been impacted by this project (summary or project accomplishments)

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Status Reports, cont.

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

Status Report, cont.

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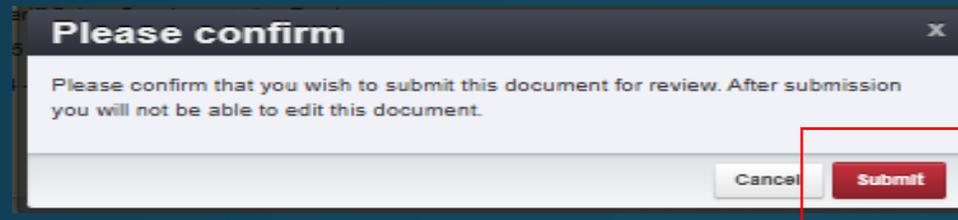
Correspondence

- Correspondence sent through WebGrants automatically forwards to the associated users' email

- This will be received from dpswebgrants@dpsgrants.dps.mo.gov

- To reply, you must log in to WebGrants and do so within the system

- **DO NOT REPLY TO CORRESPONDENCE FROM YOUR EMAIL**

  - Your reply will return to the generic email address rather than the intended recipient and will delay response time

Correspondence, cont.

- Select "Correspondence" from the Grant Component menu

- If correspondence was previously created, it will appear in the "Correspondence" table

- To reply to already existing correspondence, put your mouse cursor on the line you want to respond to and then click on the row

Correspondence, cont.

- To create new correspondence, select "Add Grantee Correspondence"

- Flag: Click on the box and choose from the drop-down box

    - This is not a required field, so you can leave it blank.

- To: Click on the box and it will give you a drop-down box to select from

- CC: CC addresses must be entered in a valid email format, use a semicolon (;) to separate multiple CC email addresses

- Subject: Enter the subject line

- Message: Type the message

Correspondence, cont.

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

- Once the message is completed, select "Send Correspondence"

Subaward Adjustments

- Prior approval from DPS is required to diverge in any way from the approved budget or project scope

- Approval is sought by submitting a subaward adjustment through WebGrants

- The subaward adjustment must be approved by DPS prior to obligating or expending grant funds

Subaward Adjustments, cont.

- Examples:

  - Contact information (Program Revision)

    - Address Change

    - Authorized officials

    - Project directors

    - Fiscal officers

  - Scope of Work changes (Budget Revision)

  - Adding new line items to the approved project budgets (Budget Revision)

  - Changes in the quantity of an existing line item in the approved budget item

  - Changes to the specifications of an approved budget item

  - Period of performance changes (Program Revision)

Subaward Adjustments, cont.

- Select "Subaward Adjustments"

- Select "Add Amendment"
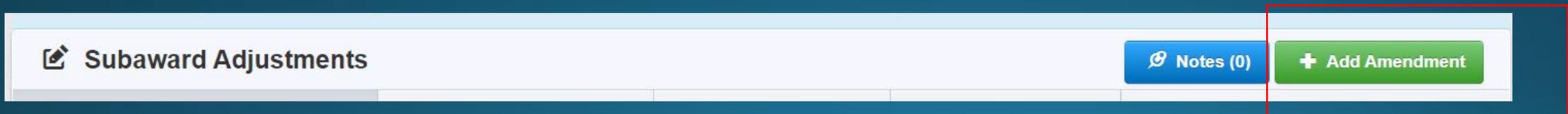
Subaward Adjustments, cont.

- Once "Add Amendment" has been selected, it will open the "General Information" form
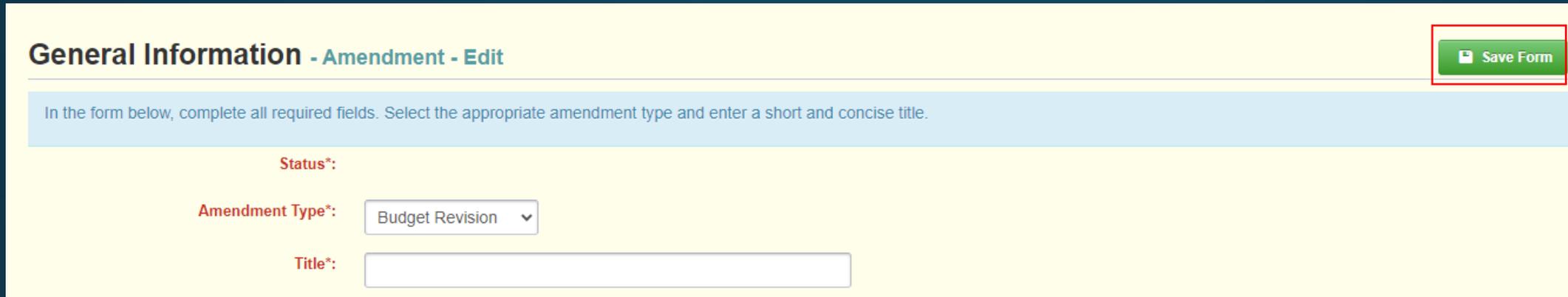
Amendment Type: This is a drop-down box with two options:
  - Budget Revision – Changes in the quantity of an existing line item in the approved budget item or changes to the specifications of an approved budget item
  - Program Revision – Change in the contact information, period of performance, etc.
- Title: Generic description of the request
- Once completed, select "Save Form"

Subaward Adjustments, cont.

Budget Revision:

- Once the "General Information" has been saved, WebGrants will open the the "Amendment Details"

- There are five components to the budget revision subaward adjustment and each component will need to be marked as complete before it can be submitted

  - General Information

  - Justification

  - Budget

  - Confirmation

  - Attachments

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

Subaward Adjustments, cont.

- Select "Justification"

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

- Once inside the "Justification" component, in the narrative please explain the reason for the requested adjustment and include the effective date

- State the need for the change and how the required revision will further the objectives of the project

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Subaward Adjustments, cont.

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

Example:

Project Number **(column 1)**	Line Number **(column 2)**	Current Budget **(column 3)**	Requested Change **(column 4)**	Updated Budget **(column 5)**	Notes **(column 6)**
2025-LVCP-001-001	1001	$ 1,280.00	$ (495.72)	$ 784.28	Insert notes to explain why you need a revision
	1002	$ 6,535.00	$ 1,181.46	$ 7,716.46	Insert notes to explain why you need a revision
	12001	$ 3,500.00	$ (685.74)	$ 2,814.26	Insert notes to explain why you need a revision
	12002	$ 1,600.00	$ -	$ 1,600.00	No Change.
Totalr		$ 12,915.00	$ -	$ 12,915.00	

Subaward Adjustments, cont.

Spreadsheet:

- Project Number (1st Column): Insert the project number (your award number)
- Line number (2nd Column): This is the budget line number, which is found in the "Budget" component

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

Subaward Adjustments, cont.

- Requested Change (4th Column): This is where the funds need to be added or subtracted from the budget lines, to reflect the dollar amount change

- Updated Budget (5th Column): This should automatically total the updated budget

- Notes (6th Column): Give a brief explanation of why funds are being reallocated

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

Subaward Adjustments, cont.

- Select the "Budget" component

Component	Complete?
General Information	✓
Justification	✓
Budget	
Confirmation	
Attachments	

- Once inside the component, select "Edit Grid"

⊞ **Budget** - Grid   [☑ Edit Grid]

Subaward Adjustments, cont.

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

Row		Current Budget		Revised Amount	Net Change
Personnel		1280.00		784.28	
Personnel Benefits		6535.00		7716.46	
Personnel Overtime				$0	

Subaward Adjustments, cont.

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

Subaward Adjustments, cont.

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

Subaward Adjustments, cont.

- Select "Confirmation"

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

- Complete the form

▤ Confirmation

Your typed name as the applicant authorized official, in lieu of signature, represents your legally binding acceptance of the terms of this subaward a⟨
subaward adjustment. You must include your title, full legal name, and the current date.

Authorized Official Name*:

Title*:

Date*:

Subaward Adjustments, cont.

- Select "Save Form"

- "Mark as Complete"

Subaward Adjustments, cont.

- If there are attachments, select "Yes"

- Select the "Attachments" Component

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

- If there are not any attachments, select "No", then select "Save Form"

Documentation

Save Form

Do you have any documentation?*: Yes No

Subaward Adjustments, cont.

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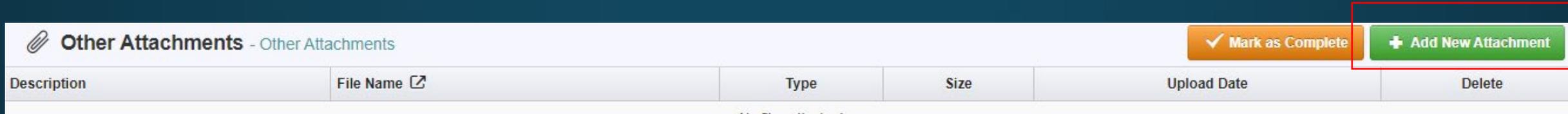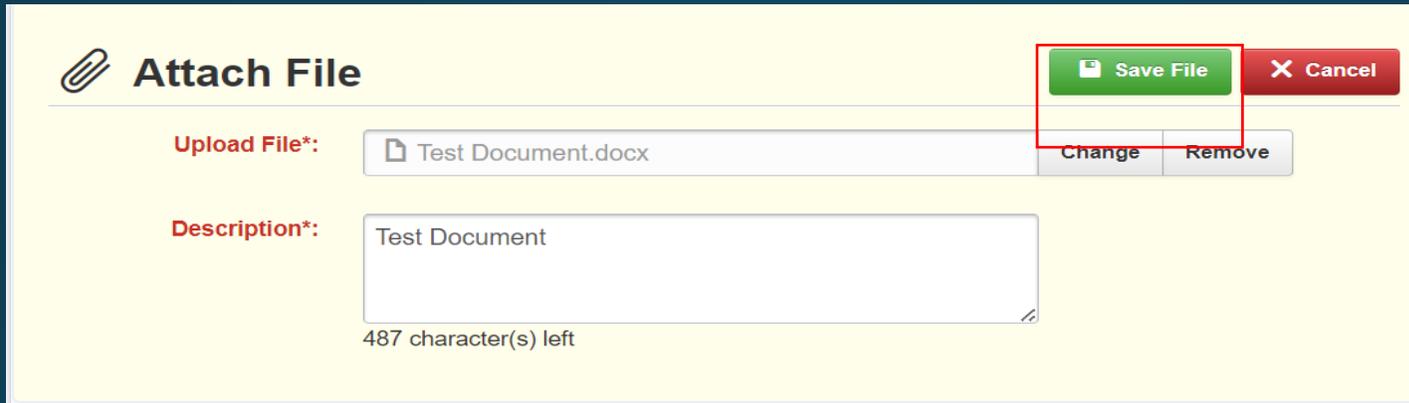

- Browse your computer to attach any applicable supporting documentation
  - Select "Select File"

Subaward Adjustments, cont.

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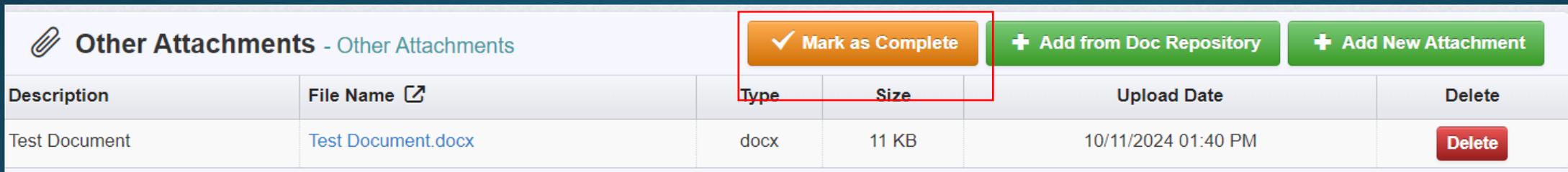   - Select "Save File"

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

Subaward Adjustments, cont.

- Review for accuracy

- When all sections have been marked complete, select "Submit Amendment"

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Subaward Adjustments, cont.

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

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

Subaward Adjustments, cont.

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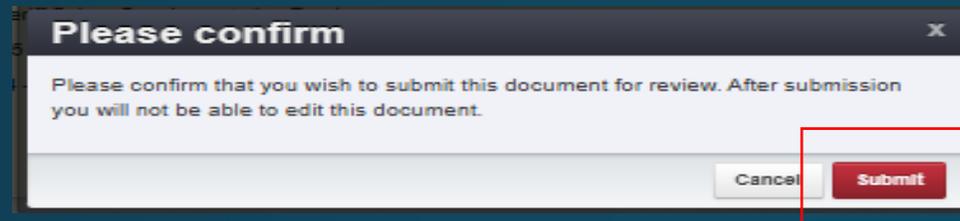
Monitoring

- DPS will provide Monitoring via electronic methods, as well as on-site:

- Goal of Monitoring

  - Assist in areas of non-compliance areas to prevent audit findings

  - Provide technical assistance, at times on site

- Monitoring program structure is guided by:

  - Applicable State of Missouri statutes and regulations

  - DPS Financial and Administrative Guidelines

  - DPS Information Bulletins

  - SFY2025 LVCP Notice of Funding Opportunity

  - SFY2025 LVCPCertified Assurances

  - SFY2025 LVCP Subaward Agreement

Monitoring, cont.

- Examples of on-site Monitoring include:

  - Policy review

  - Property records

  - Equipment maintenance records

  - Inventory logs (from Equipment component of Claim Reimbursement Requests)

- Examples of desk Monitoring include:

  - Email

  - Grant document review

  - Reports

  - Correspondence

Monitoring, cont.

Required Items (as applicable):

- Equipment

- Inventory control (such as required asset tags on equipment)

- Inventory control lists (serial numbers, quantity, etc.)

- Policies & Procedures

- Project Implementation

- State Civil Rights Compliance

- Program Implementation

- Personnel and Standard Operating Procedures Manual(s)

- Local procurement/purchasing policy

- Bid/quote records

- Sole source letters

- Non-Discrimination Policies & Procedures

- Civil Rights Training

- Labor Law Poster displayed as required by federal and state law

- Additional info and posters can be found at https://labor.mo.gov/posters

Monitoring, cont.

- Common Areas of Non-Compliance (as applicable):

    - Advance Payment, and timeliness for providing proof thereof (30 days)

    - Statutory Requirements

    - Equipment

        - Missing equipment

        - No inventory information

        - Usage log, lack of required information

    - Labor Law posters not displayed or displayed properly

Resources and Helpful Links

- [LVCP Specific Grant Information](#)

- [Notice of Funding Opportunity](#)

- [Certified Assurances](#)

- [WebGrants](#)

- [DPS Financial and Administrative Guidelines](#)

- [Policy on Advanced Payment and Cash Advances](#)

- [Policy on Claim Request Requirements](#)

- [Policy on Subaward Adjustments, Scope of Work Changes and Program Changes](#)

- [Missouri State Statutes](#)

- [Labor Law Posters and Information](#)

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