

SFY 2026 Missouri Blue Shield Grant Program (MBSGP) Compliance Workshop



Department of Public Safety Grants

Grant Requirements



Missouri Blue Shield Grant Program (MBSGP)

- The purpose of the MBSGP is to provide funding to support the Missouri Blue Shield Program
- This program is a collaborative initiative in Missouri that brings communities together to support the law enforcement agencies that serve and protect our cities and towns
- This program acknowledges local governments for their commitment to supporting local law enforcement efforts

Missouri Department of Public Safety (DPS)/Office of Homeland Security (OHS) Grant Requirements

- [SFY 2026 MBSGP Notice of Funding Opportunity](#)
- [Administrative Guide for Homeland Security Grants](#)
- Subaward Agreement Articles of Agreement
- Information Bulletins
 - [Information Bulletin 1: Policy on Monitoring](#)
 - [Information Bulletin 2: Policy on Advance Payment and Cash Advances](#)
 - [Information Bulletin 5: Policy on Reimbursement Requests](#)
 - [Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments](#)

DPS/OHS Law Enforcement Requirements

Law Enforcement Agencies MUST be compliant with the following requirements and MUST maintain compliance throughout the grant period of performance

- Section 43.505 RSMo – Uniform Crime Reporting
 - Each law enforcement agency in the state shall: (1) Submit crime incident reports to the department of public safety on forms or in the format prescribed by the department; and (2) Submit any other crime incident information which may be required by the department of public safety. Law enforcement agencies will be considered non-compliant if they have not submitted MIBRS report for three or more months in the previous 12 months
- Section 590.650 RSMo – Vehicle Stops Report
 - Each law enforcement agency shall compile the data described in subsection 2 for the calendar year into a report to the attorney general and each law enforcement agency shall submit the report to the attorney general no later than March first of the following calendar year

DPS/OHS Law Enforcement Requirements

Law Enforcement Agencies **MUST** be compliant with the following requirements and **MUST** maintain compliance throughout the grant period of performance

- Section 590.1265 RSMo – Police Use of Force Transparency Act of 2021
 - Each law enforcement agency shall report data submitted under subsection 3 of this section to the department of public safety. Law enforcement agencies will be considered non-compliant if they have not submitted Use of Force reports for three or more months in the previous twelve months
- Section 43.544 RSMo – Written Policy on Forwarding Intoxication-Related Traffic Offenses
 - Each law enforcement agency shall adopt a policy requiring arrest information for all intoxication-related traffic offenses be forwarded to the central repository as required by Section 43.503 RSMo

DPS/OHS Law Enforcement Requirements

Law Enforcement Agencies MUST be compliant with the following requirements and MUST maintain compliance throughout the grant period of performance

- Section 590.030 RSMo – Rap Back Program Participation
 - All law enforcement agencies shall enroll in the state and federal Rap Back programs on or before January 1, 2022, and continue to remain enrolled. The law enforcement agency shall take all necessary steps to maintain officer enrollment for all officers commissioned with that agency in the Rap Back programs. An officer shall submit to being fingerprinted at any law enforcement agency upon commissioning and for as long as the officer is commissioned with that agency
- Section 590.700 RSMo – Custodial Interrogations
 - Each law enforcement agency shall adopt a written policy to record custodial interrogations of persons suspected of committing or attempting to commit felony crimes as outlined in subsection 2

DPS/OHS Equipment Requirements

Some equipment items have specific requirements

- Interoperability Equipment
 - Investments in emergency communications systems and equipment must meet applicable [SAFECON Guidance](#)
 - All interoperability equipment MUST meet the Missouri Department of Public Safety (DPS), Office of the Director, DPS Grants [Radio Interoperability Guidelines](#)
- Mobile Data Terminals (MDTs)
 - Agencies purchase mobile data terminals (MDTs) should research the type of computer being requested
 - The DPS is aware that non-ruggedized laptops and tablets are typically not durable enough for road patrol purposes and therefore not the best use of funds

DPS/OHS Equipment Requirements

Some equipment items have specific requirements

- Body-Worn Cameras
 - Agencies purchased body-worn cameras (BWCs) must have policies and procedures in place related to equipment usage, data storage and access, privacy considerations, and training
 - Recipients of funding for BWCs must supply the DPS/OHS with a copy of such policy(s) and procedure(s) at the time of claim submission, if not already provided
- Body Armor
 - Funds may be used to purchase body armor at any threat level designation, make or model from any distributor or manufacturer, as long as the body armor has been tested and found to comply with the latest applicable National Institute of Justice (NIJ) ballistic or stab standards, which can be found online at: <https://nij.ojp.gov/topics/equipment-and-technology/body-armor>
 - Body armor or armor vests must also be uniquely fitted vests which means protective (ballistic or stab-resistant) armor vests that conform to the individual wearer to provide the best possible fit and coverage through a combination of:
 - Correctly sized panels and carrier, determined through appropriate measurement
 - Properly adjusted straps, harnesses, fasteners, flaps, or other adjustable features
 - The requirement that body armor be uniquely fitted does not require that it is individually manufactured based on the measurements of an individual wearer
 - Body armor must be made in the United States
 - Agencies purchasing body armor are required to have a written “mandatory wear” policy in effect
 - There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty
 - Recipients of funding for body armor must supply the DPS/OHS with a copy of such policy at the time of claim submission, if not already provided

DPS/OHS Equipment Requirements

Some equipment items have specific requirements

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

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

Procurement Requirements

- 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 16 days following the project period end date
- Project Period: October 1, 2025 - May 15, 2026
- Funds are considered “expended” when payment is made

Procurement Requirements

- Recipients must follow their agency's procurement policy unless the State of Missouri policy is more restrictive
- If recipient does not have a procurement policy, they must follow the State of Missouri procurement policy
- Links to State of Missouri policy:
 - [State of Missouri Revised Statutes Chapter 34, State Purchasing and Printing](#)
 - [Missouri Rules of Office of Administration Division 40 – Purchasing and Materials Management](#)

Procurement Requirements

- State of Missouri Procurement Guidelines

Less than \$10,000	\$10,000 - \$99,999	Greater than \$100,000
• Purchase with prudence on the open market	• Must be competitively bid • Informal method is acceptable • Example: telephone quote, online pricing, request for quotation	• Formal solicitation is required • Advertised in at least two daily newspapers for general circulation at least 5 consecutive days before bids are to be opened • May also advertise in at least 2 weekly minority newspapers & provide medium through an electronic medium available to general public • Post a notice in a public area of your office • Solicit by mail or other reasonable method generally available to the public • DPS/OHS must approve if less than 3 bids received

Procurement Requirements

- Cooperative Procurement Option – utilizing a cooperative or state contract
 - Can be used to satisfy procurement requirements without the requirement to obtain additional bids/quotes
 - Examples:
 - State Contracts
 - NASPO
 - GSA
 - Sourcewell
 - **If utilizing a cooperative contract, ensure procurement documents (bids/quotes) and invoice(s) list the contract number**
 - This documents the contract was utilized to meet procurement requirements

Procurement Requirements

- If you are purchasing more than one year of a subscription, service plan, etc. you must be able to demonstrate a cost savings through quotes to purchase more than one year
 - Examples:
 - 1 year vs. 3 year
 - 1 year vs. 5 year
 - Applies to annual reoccurring plans for license plate readers (LPRs), body-worn cameras (BWCs), etc.

Procurement Requirements

- Dollar thresholds for bidding requirements are per total purchases to a single vendor in the agency's fiscal year
- 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
- Brand names should not be specified when seeking bids/quotes

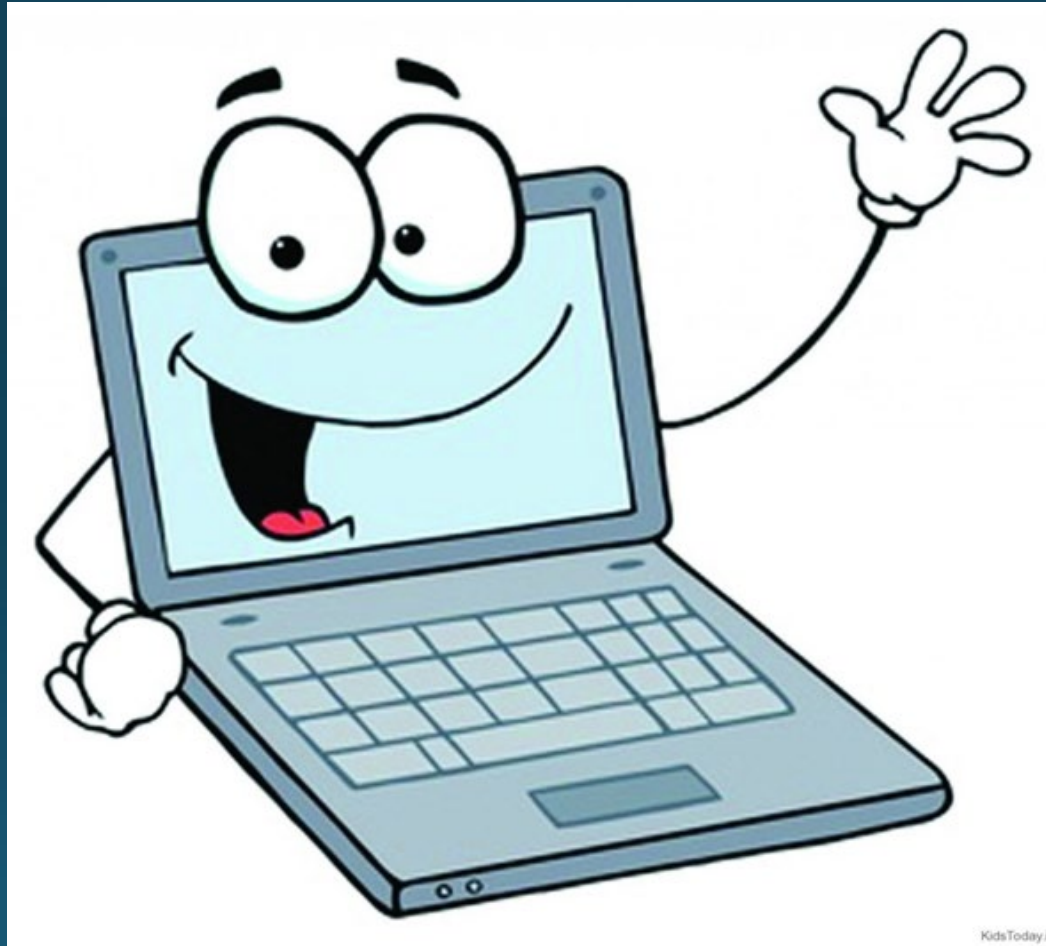
Procurement Requirements

- 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 requires prior approval from the DPS/OHS
 - Submit request via the “Correspondence” component of WebGrants
 - Request should include:
 - Single Feasible Source Form - located on the DPS website in the [Grant Applications and Forms](#) section
 - If available, a copy of a single feasible source certification letter from the vendor

Procurement Requirements

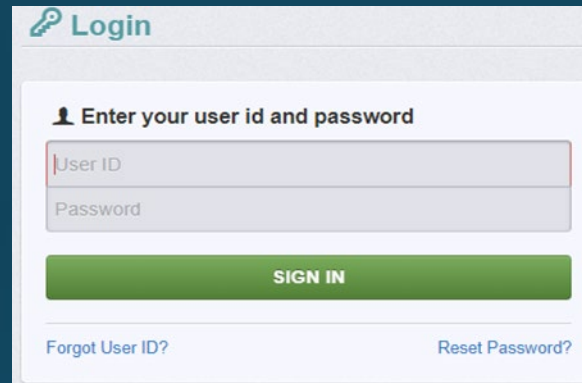
- Recipients are required to verify that vendors used for grant purchases are not on the State Suspended/Debarred Vendors List
 - [State Suspended/Debarred Vendors List](#)
 - Maintain a copy in your grant file with your procurement documentation to verify this step was completed

WebGrants System



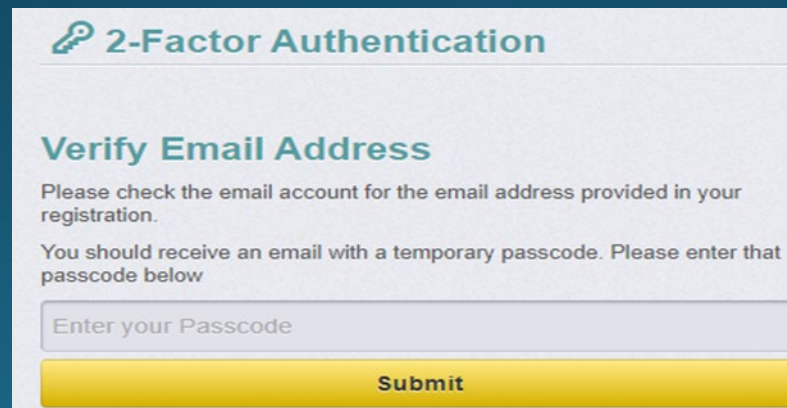
WebGrants System

- Login to the WebGrants System using the same User Id and Password used when submitting the application



The login form is titled "Login" with a key icon. It contains a heading "Enter your user id and password" with a user icon. Below this are two input fields: "User ID" and "Password". A green "SIGN IN" button is positioned below the fields. At the bottom, there are two links: "Forgot User ID?" and "Reset Password?".

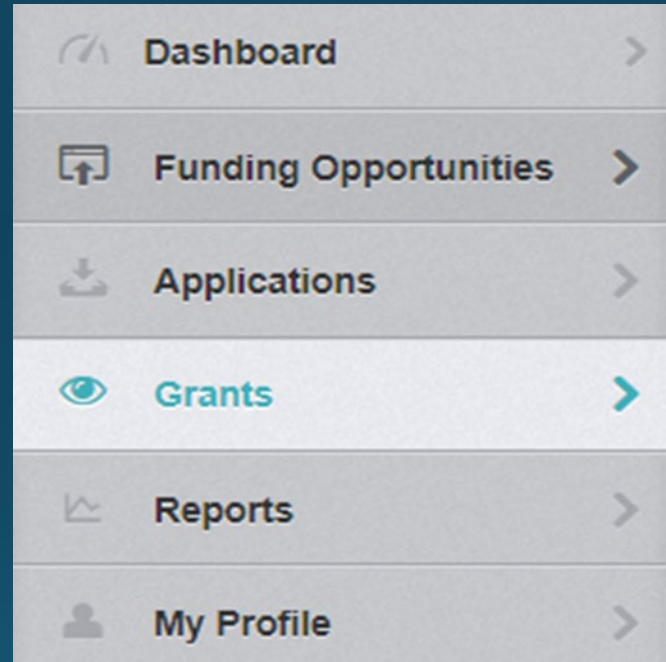
- Two-Factor authentication



The 2-Factor Authentication form is titled "2-Factor Authentication" with a key icon. It has a heading "Verify Email Address". Below this, it says "Please check the email account for the email address provided in your registration." and "You should receive an email with a temporary passcode. Please enter that passcode below". There is a text input field labeled "Enter your Passcode". A yellow "Submit" button is at the bottom.

WebGrants System

- Select "Grants"



WebGrants System

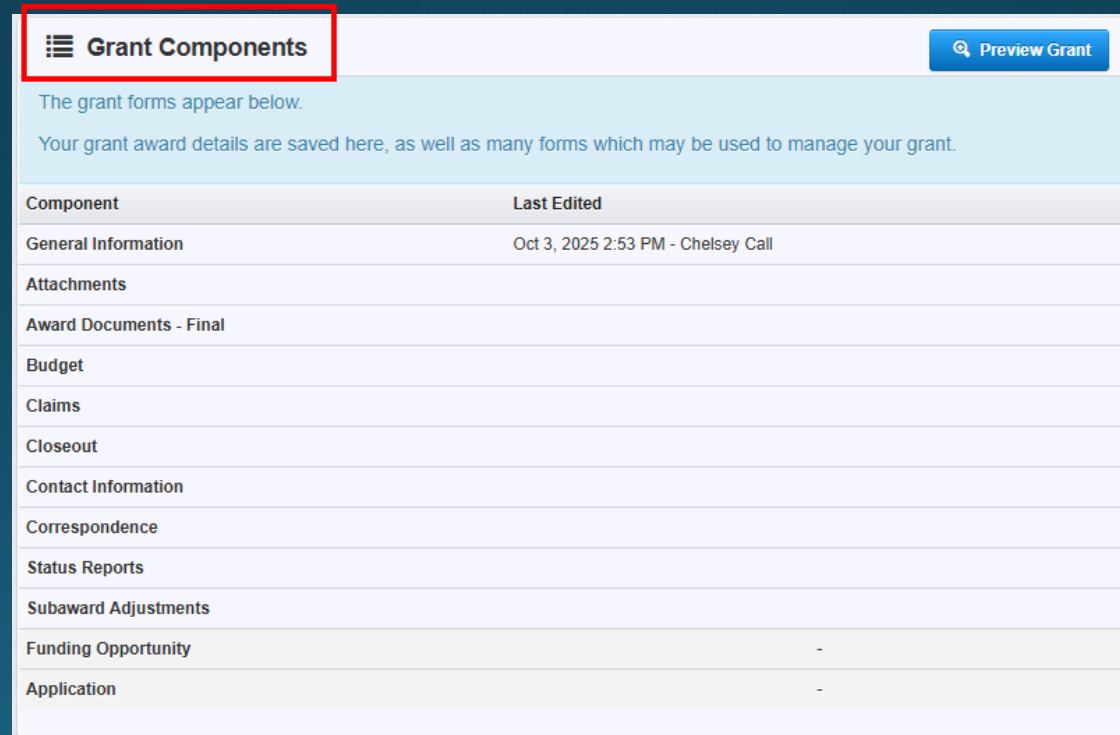
- Select project titled "SFY 2026 MBSGP"



ID ▲	Status ▼	Year ▼	Title ▼	Organization ▼	Program Area ▼	Funding Opportunity ▼	Start Date ▼	End Date ▼	Grant Amount ▼
44098	Underway	2026	SFY 2026 MBSGP - Baseline Organization	BaseLine Organization	MBSGP-Missouri Blue Shield Grant Program	42510-SFY 2026 Missouri Blue Shield Grant Program (MBSGP) TEST	10/01/2025	05/15/2026	\$50,000.00

WebGrants System

- WebGrants is comprised “Grant Components”
- Each screen is labeled in order to distinguish where you are within your award navigation

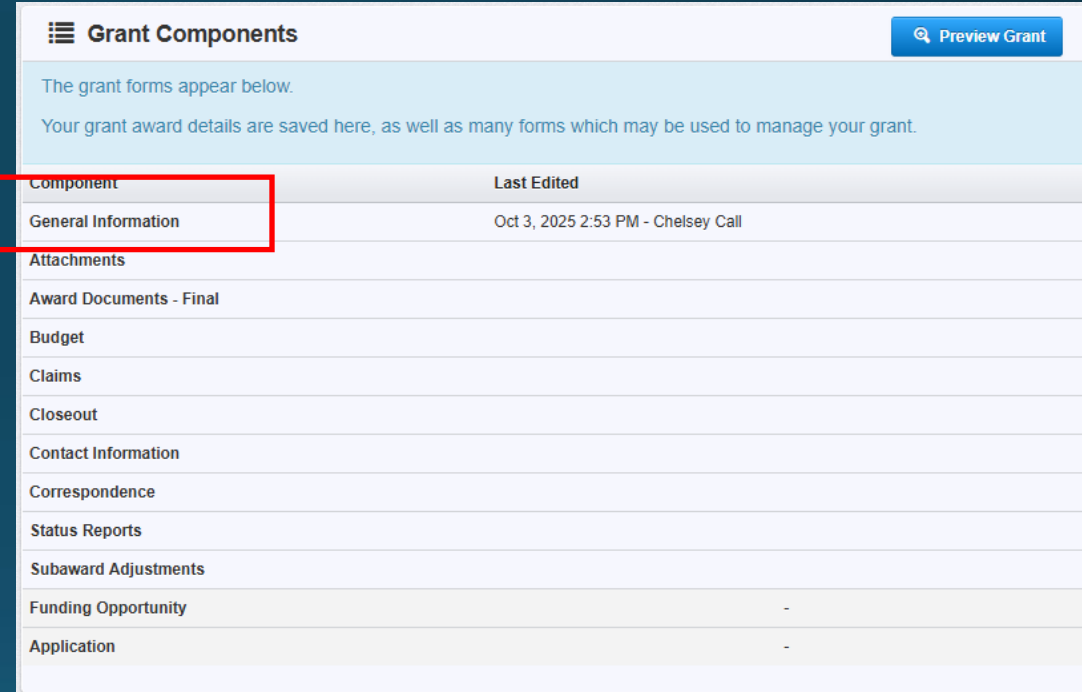


The screenshot displays the 'Grant Components' section of the WebGrants system. A red box highlights the 'Grant Components' header. Below the header, there is a 'Preview Grant' button. The main content area contains a table with two columns: 'Component' and 'Last Edited'. The table lists various grant components, including General Information, Attachments, Award Documents - Final, Budget, Claims, Closeout, Contact Information, Correspondence, Status Reports, Subaward Adjustments, Funding Opportunity, and Application. The 'Last Edited' column shows the date and time of the last edit, along with the user's name.

Component	Last Edited
General Information	Oct 3, 2025 2:53 PM - Chelsey Call
Attachments	
Award Documents - Final	
Budget	
Claims	
Closeout	
Contact Information	
Correspondence	
Status Reports	
Subaward Adjustments	
Funding Opportunity	-
Application	-

WebGrants System

- General Information Component – displays general information about the grant
 - Grant Title – title of the project as listed on the Award Agreement
 - Grant Status – Awarded/Underway/Closed
 - Grantee Organization – organization funds were awarded to
 - Grantee Contact – main grant contact from your agency
 - Additional Grantee Contacts – additional grant contacts from your agency
 - Program Officer – DPS/OHS Grants Supervisor
 - Additional Internal Contracts – DPS/OHS Grants Specialist
 - **This is your main DPS/OHS contact on the project**
 - Program Area – grant program
 - Grant Number – grant award number as listed on the Award Agreement
 - Award Year – year of grant program
 - Subaward Dates – dates the Award Agreement was sent and fully executed
 - Project Dates – grant period of performance dates



Grant Components		Preview Grant
The grant forms appear below.		
Your grant award details are saved here, as well as many forms which may be used to manage your grant.		
Component	Last Edited	
General Information	Oct 3, 2025 2:53 PM - Chelsey Call	
Attachments		
Award Documents - Final		
Budget		
Claims		
Closeout		
Contact Information		
Correspondence		
Status Reports		
Subaward Adjustments		
Funding Opportunity	-	
Application	-	

WebGrants System

The Grant general information data is listed below, this contains the high-level information about the Grant.

General Information

[Edit Additional Contacts](#)

Grant Title: SFY 2026 MBSGP - Baseline Organization

Grant Status: Underway

Grantee Organization: BaseLine Organization

Grantee Contact: TEST TEST

Additional Grantee Contacts:

Program Officer: Chelsey Call

Additional Internal Contacts: Kelsey Saunders

Program Area: Missouri Blue Shield Grant Program

Grant Number: 2026-MBSGP-001

Award Year: 2026

Subaward Dates: 10/01/2025 10/01/2025 10/09/2025 10/09/2025
Contract Sent Contract Received Contract Legal Contract Executed

Project Dates: 10/01/2025 05/15/2026
Start Date End Date

Comments:

Award Agreement

- A copy of the fully executed Award Agreement can be found in the “Award Documents – Final” component in WebGrants after your grant has been moved to “Underway” status

Grant Components		Preview Grant
The grant forms appear below. Your grant award details are saved here, as well as many forms which may be used to manage your grant.		
Component	Last Edited	
General Information	Oct 3, 2025 2:53 PM - Chelsey Call	
Attachments		
Award Documents - Final		
Budget		
Claims		
Closeout		
Contact Information		
Correspondence		
Status Reports		
Subaward Adjustments		
Funding Opportunity		
Application		

Budget

- Approved budget is located in the “Budget” Component
 - Be sure to review approved budget before beginning procurement
 - Ensure you are only purchasing items that are on approved budget
 - Ensure you are purchasing the quantity of items that is on approved budget
 - Request Subaward Adjustment if you need to make changes to the budget (i.e., change in quantity)

Grant Components		Preview Grant
The grant forms appear below.		
Your grant award details are saved here, as well as many forms which may be used to manage your grant.		
Component	Last Edited	
General Information	Oct 3, 2025 2:53 PM - Chelsey Call	
Attachments		
Award Documents - Final		
Budget		
Claims		
Closeout		
Contact Information		
Correspondence		
Status Reports		
Subaward Adjustments		
Funding Opportunity		
Application		

Budget

- Example

 Equipment - Multi-List			
To include Equipment lines in your budget, select "Add Row". If the project includes more than one budget line, repeat this step for each budget line.			
Equipment items are defined as tangible property having an acquisition cost of \$5,000 or more, and a useful life of more than one year.			
Item Name	Quantity	Unit Cost	Amount of Grant Funds Requested
Mobile Radios	3.00	\$7,333.33	\$22,000.00
Portable Radios	2.00	\$8,000.00	\$16,000.00
Repeaters	2.00	\$6,000.00	\$12,000.00
			\$50,000.00

Budget

- Project Period of Performance: October 1, 2025 to May 15, 2026
- Funds must be obligated by **May 15, 2026**
 - Funds are considered “obligated” when a legal liability to pay a determinable sum for goods or services is incurred and will require payment during the same or future period (Goods/Services are purchased)
- Funds MUST be expended by **May 31, 2026**
 - Funds are considered “expended” when payment is made (Payment has been made for goods/services)
- Claim MUST be submitted for reimbursement by **May 31, 2026**

Reimbursement Requests (Claims)

- Information Bulletin 5: Policy on Reimbursement Requests discusses requirements for reimbursement requests
- Must incur an allowable expense, make payment, and seek reimbursement within 6 months of the invoice date
- Supporting documentation must be submitted with each claim
- In the Detail of Expenditure in WebGrants, a line must be completed for each individual expenditure
- Multiple invoices on one expenditure line will not be accepted
- Incomplete claims could result in a delay of payment. It is the requesting agency's responsibility to complete the necessary changes

Reimbursement Requests (Claims)

- Equipment Supporting Documentation – in the Equipment category of your budget
 - Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more
 - Must be recorded and tracked in an inventory control list throughout the life of the equipment
 - Must be tagged to reflect source of funding – SFY 2026 MBSGP
 - Claim in WebGrants
 - Vendor Invoice
 - Proof of payment (i.e., copy of cancelled check, bank statement)
 - NOTE: If invoice was paid via credit card, you MUST supply the credit card statement and bank statement demonstrating the credit card has been paid
 - Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)
 - Purchase order – only required if referenced on the invoice
 - Equipment Inventory Form in WebGrants must be completed for each piece of equipment
 - If you purchased more than one of the same item, they must be listed separately on the equipment inventory form

Reimbursement Requests (Claims)

- Supplies/Operations Supporting Documentation – in the Supplies/Operations category of your budget
 - Claim in WebGrants
 - Vendor Invoice
 - Proof of payment (i.e., copy of cancelled check, bank statement)
 - NOTE: If invoice was paid via credit card, you MUST supply the credit card statement and bank statement demonstrating the credit card has been paid
 - Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)

Reimbursement Requests (Claims)

- Travel/Training Supporting Documentation – in the Travel/Training category of your budget
 - Claim in WebGrants
 - Vendor Invoice
 - Proof of payment (i.e., copy of cancelled check, bank statement)
 - NOTE: If invoice was paid via credit card, you MUST supply the credit card statement and bank statement demonstrating the credit card has been paid
 - Agenda/Announcement
 - Proof of attendance (sign-in sheet/roster/completion certificate)
 - Meals, mileage, and lodging cannot exceed the state of Missouri rates established by the Missouri Office of Administration
 - Current rates can be found at: <https://acct.oa.mo.gov/travel-portal>

Reimbursement Requests (Claims)

- Advance Payment
 - [Information Bulletin 2: Policy on Advance Payment and Cash Advances](#) discusses requirements for advance payment requests
 - Advance payment is defined as funds given to a recipient in advance of the subrecipient incurring the debt
 - For example: If a recipient orders a piece of equipment and requests reimbursement prior to paying the vendor's invoice, receipt of funds would be considered an advance payment
 - Advance payment will not be provided to a recipient before costs have been incurred through an invoice from a vendor
 - Must have received goods/services to receive an advance payment
 - \$2,500 minimum for recipients requesting a reimbursement with an advance payment

Reimbursement Requests (Claims)

- Advance Payment Supporting Documentation
 - Claim in WebGrants
 - Vendor Invoice
 - Proof of delivery or completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)
 - Completed Equipment Detail Form in WebGrants, if applicable
- Required to submit proof of payment (i.e., copy of cancelled check, credit card statement, and/or bank statement) to the DPS/OHS within 30 days from receipt of payment
- To request, type “Advance Payment” in the Check/EFT Number and Check/EFT Date fields in the WebGrants claim

Reimbursement Requests (Claims)

- Select “Claims” component in WebGrants

 **Grant Components**

[Preview Grant](#)

The grant forms appear below.

Your grant award details are saved here, as well as many forms which may be used to manage your grant.

Component	Last Edited
General Information	Oct 3, 2025 2:53 PM - Chelsey Call
Attachments	
Award Documents - Final	
Budget	
Claims	
Closeout	
Contact Information	
Correspondence	
Status Reports	
Subaward Adjustments	
Funding Opportunity	-
Application	-

Reimbursement Requests (Claims)

- Select “Add Claim”

Claims

+ Add Claim

All claims associated with this grant appear below.

ID	Type	Status	Start Date	End Date	Last Submitted Date	Paid Date	Claim Amount
No data available in table							
Submitted Amount:							\$0.00
Approved Amount:							\$0.00
Awaiting Payment Amount:							\$0.00
Paid Amount:							\$0.00
Total Amount:							\$0.00

← Previous

Next →

Reimbursement Requests (Claims)

Complete claim General Information

- Claim Type: Monthly, Quarterly, or Other
- Reporting Period – Date range for expenses being requested
- 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”

General Information - Claim - Edit Save Form

In the form below, complete all required fields. Enter the report period of coverage for this claim. All expenses reported on this claim should have been incurred during this period of time. If this is the last claim that will be submitted for this grant, then the Final Request checkbox should be checked.

Examples Quarterly Reporting Period: 1/1 - 3/31, 4/1 - 6/30, 7/1 - 9/30, and 10/1 - 12/31

Status*:
Type*: Monthly

Due Date:
Report Period*: 10/01/2025 12/31/2025
Start Date End Date

Final Request?*: Yes No
Click Yes if this is the final request

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

Reimbursement Requests (Claims)

- Select “Detail of Expenditure” from the Claim Components

[Claim Preview](#) [Attachments](#) [Alert History](#) [Map](#)

 **Claim Details**

Claim cannot be Submitted Currently

- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Oct 16, 2024 10:49 AM - TEST TEST
Detail of Expenditure		-
Equipment Inventory		-
Other Attachments		-

Reimbursement Requests (Claims)

- For each expenditure, select “Add Row” in the corresponding budget category for the items that is being requested for reimbursement
 - For Example:
 - If the item you are requesting for reimbursement is located in the Equipment category of your budget, you will select “Add Row” under Equipment
 - If the item you are requesting for reimbursement is located in the Supplies/Operations category for your budget, you will select “Add Row” under Supplies/Operations

 **Equipment** - Multi-List



To include Equipment lines in your budget, select "Add Row". If the project includes more than one budget line, repeat this step for each budget line.

Equipment items are defined as tangible property having an acquisition cost of \$5,000 or more, and a useful life of more than one year.

Budget Line Label	Payee	Description	Quantity	Unit Cost	Expense Total	Grant Amount Requested	Invoice Number	Invoice Date	Check/EFT Number	Check/EFT Date
No Data for Table										
										

Reimbursement Requests (Claims)

- Completing the following to enter an expenditure for reimbursement:
 - Budget Line: Select the corresponding budget line for the item that is being requested for reimbursement
 - Payee: Enter the name of the vendor that the item was purchased from
 - Description: Description of item(s) purchased
 - Quantity: Number of items purchased
 - Unit Cost: Cost per 1 item each
 - Grant Amount Requested: The total amount you are requesting
 - Invoice Number: Invoice number on the invoice
 - Invoice Date: Date of the invoice
 - Check/EFT Number: Check/EFT number
 - If requesting advanced payment, enter "Advanced Payment"
 - Check/EFT Date: Check or EFT date
 - If requesting advanced payment, enter "Advanced Payment"

Reimbursement Requests (Claims)

- Example:

Equipment

Save Row

To include Equipment lines in your budget, select "Add Row". If the project includes more than one budget line, repeat this step for each budget line.

Equipment items are defined as tangible property having an acquisition cost of \$5,000 or more, and a useful life of more than one year.

Budget Line Label:

Budget Line*: Equipment-Mobile Radios

Payee*: Payee

Description*: Brief Description

Quantity*: 3

Unit Cost*: 7000.00

Expense Total:

Grant Amount Requested*: 21000.00

Invoice Number*: Invoice Number

Invoice Date*: Invoice Date

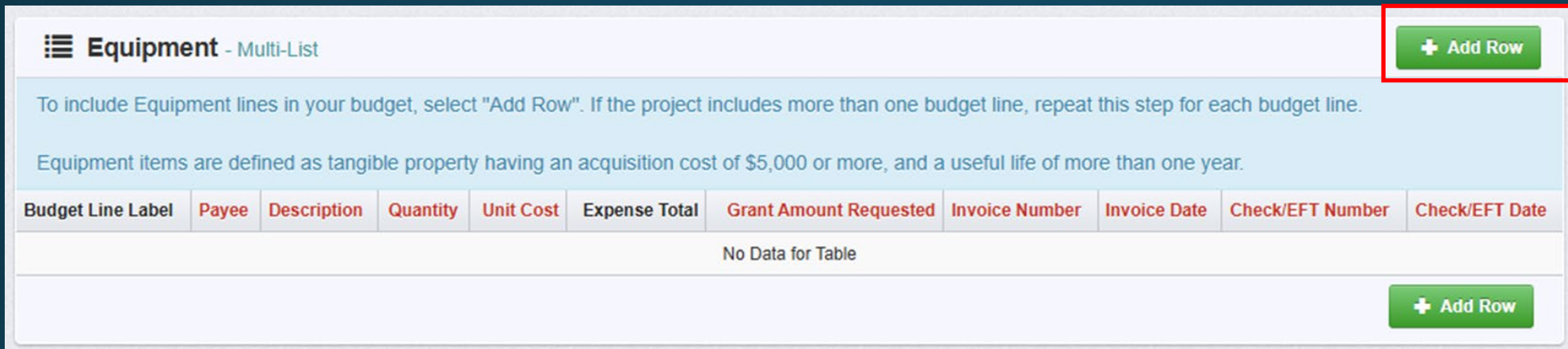
Check/EFT Number*: Check/EFT Number

Check/EFT Date*: Check/EFT Date

- Once completed, select "Save Row"

Reimbursement Requests

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



Equipment - Multi-List

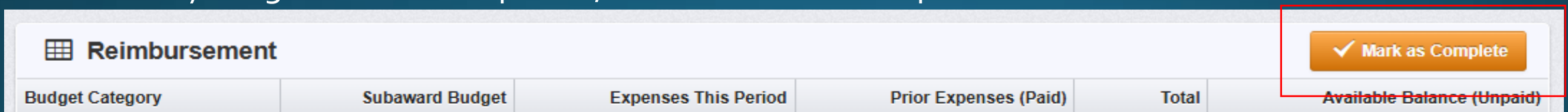
To include Equipment lines in your budget, select "Add Row". If the project includes more than one budget line, repeat this step for each budget line.

Equipment items are defined as tangible property having an acquisition cost of \$5,000 or more, and a useful life of more than one year.

Budget Line Label	Payee	Description	Quantity	Unit Cost	Expense Total	Grant Amount Requested	Invoice Number	Invoice Date	Check/EFT Number	Check/EFT Date
No Data for Table										

+ Add Row

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



Reimbursement

Budget Category	Subaward Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)
-----------------	-----------------	----------------------	-----------------------	-------	----------------------------

✓ Mark as Complete

Reimbursement Requests (Claims)

- Select “Equipment Inventory”

Component	Complete?	Last Edited
General Information	✓	Oct 6, 2025 10:46 AM - TEST TEST
Detail of Expenditure	✓	Oct 6, 2025 10:59 AM - TEST TEST
Equipment Inventory		-
Other Attachments		-

- Select “Yes” if you have equipment within this reimbursement request (claim)
- Select “No” if you do not have equipment within this request
- Select “Save Form”

Do you have any equipment in your claim?*:

Reimbursement Requests (Claims)

- Select “Add Row” to add equipment items to the Equipment Detail
 - Each item needs to be entered on its own line
 - If you purchased two of the same item, there should be one item for each item
 - Complete all fields

Equipment Detail - Multi-List

✓ Mark as Complete

+ Add Row

Requesting Organization	County	Year	Manufacturer	Model	Description	Identification #s)	Source of Funding	Title Holder	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost	Current Physical Location	Use	Readiness Condition
No Data for Table															

Reimbursement Requests (Claims)

Requesting Organization	Your agency's name
County	Your agency's county
Year	2026
Manufacturer	Manufacturer of the equipment
Model	Model number of the equipment. If one is not available, enter N/A
Description	Brief description of the equipment
Identification #(s)	Unique string of characters used to for ID (example – vehicle VIN or serial number)
Source of Funding	MBSGP
Title Holder	Your agency's name
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

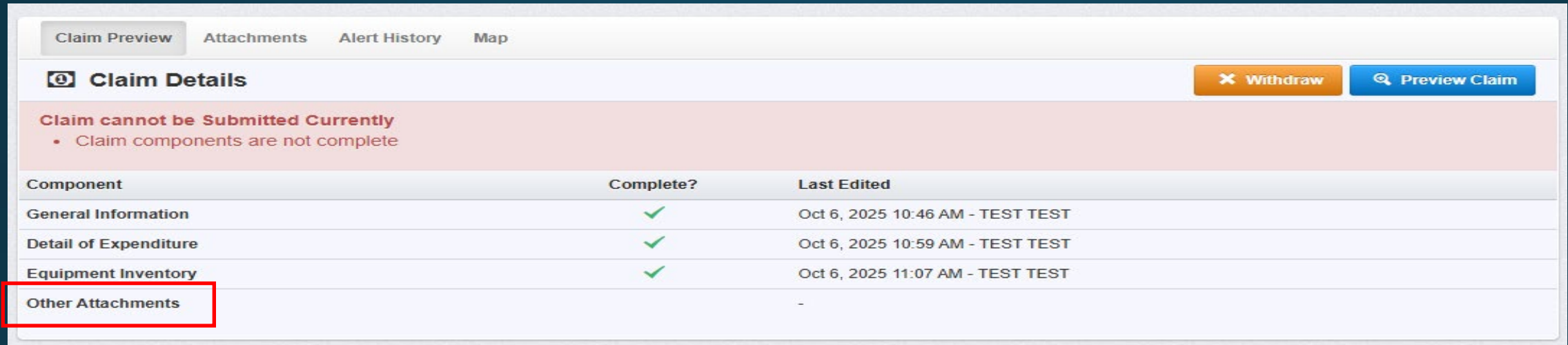
Reimbursement Requests (Claims)

- 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 equipment, 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
Agency	County	2026	Manufacturer	Model	Brief Description	Serial Number	MBSGP	Agency	10/06/2025	1	\$7,000.00	100%	Physical Address	Choose from Local, Regional, Statewide or National	Mission Capable

Reimbursement Requests (Claims)

- Select “Other Attachments”



Claim Preview Attachments Alert History Map

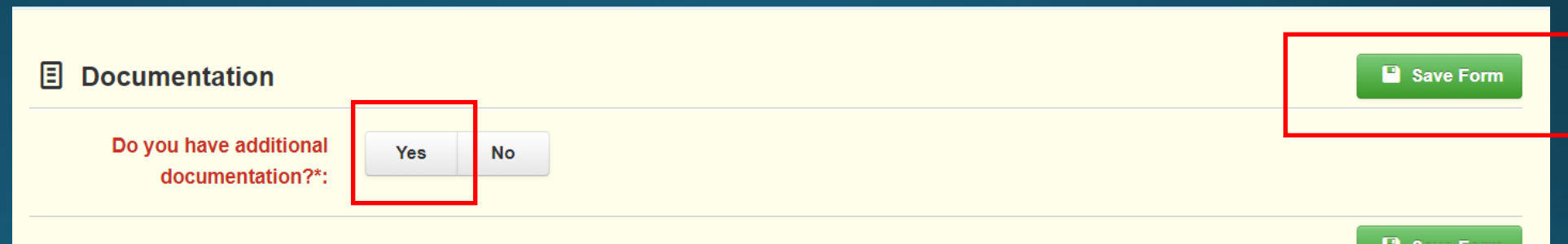
Claim Details Withdraw Preview Claim

Claim cannot be Submitted Currently

- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Oct 6, 2025 10:46 AM - TEST TEST
Detail of Expenditure	✓	Oct 6, 2025 10:59 AM - TEST TEST
Equipment Inventory	✓	Oct 6, 2025 11:07 AM - TEST TEST
Other Attachments	-	-

- Select “Yes” to indicate documentation will be attached to the claim – this is where you will attach your supporting documentation (i.e., invoice, proof of payment, proof of delivery)
- Select “Save Form”



Documentation

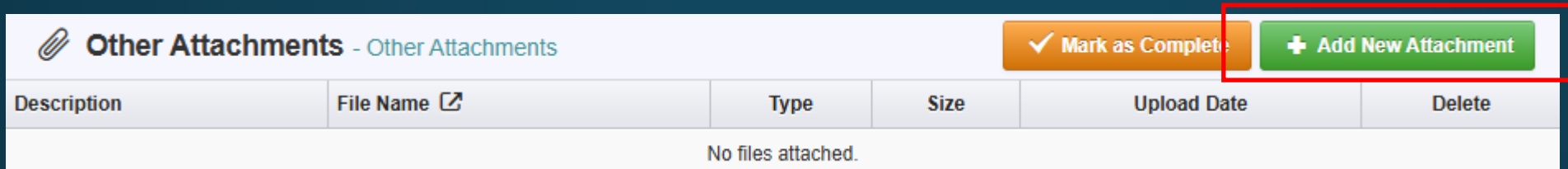
Do you have additional documentation?*

Save Form

Save Form

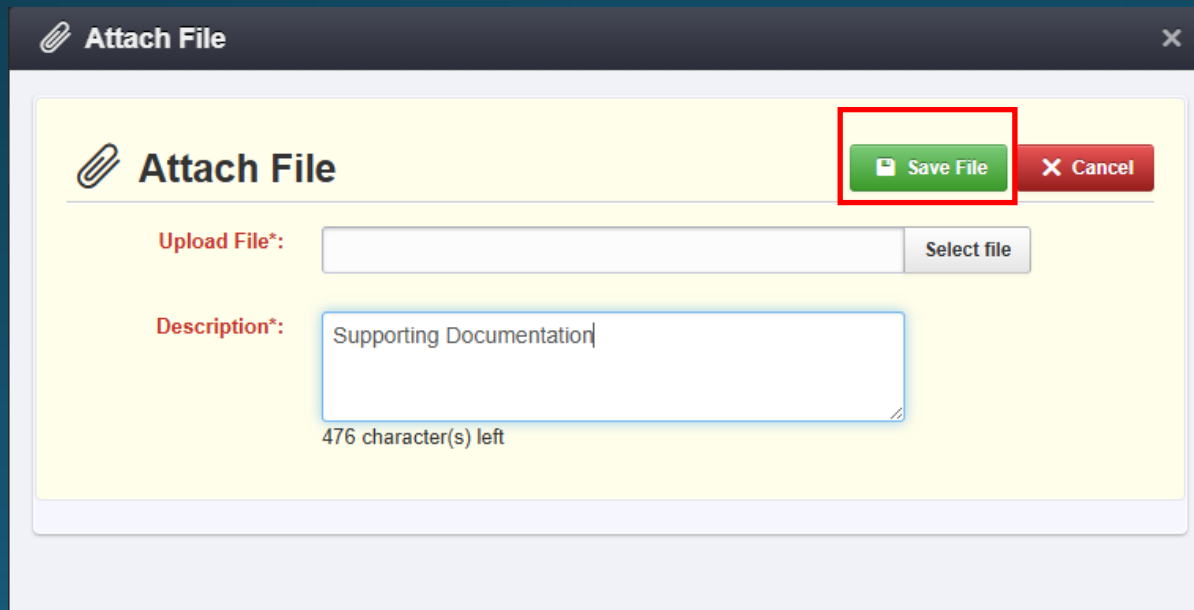
Reimbursement Requests (Claims)

- Select "Add New Attachment"



The screenshot shows the 'Other Attachments' section of a web application. At the top, there is a header bar with a paperclip icon, the text 'Other Attachments - Other Attachments', and two buttons: 'Mark as Complete' (orange) and 'Add New Attachment' (green). The 'Add New Attachment' button is highlighted with a red rectangular box. Below the header is a table with columns: 'Description', 'File Name' (with a link icon), 'Type', 'Size', 'Upload Date', and 'Delete'. The table is currently empty, displaying the text 'No files attached.'

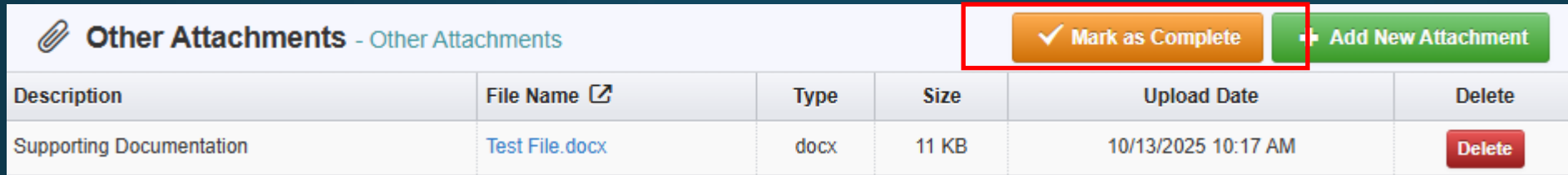
- Attach the required supporting documentation
- When all documentation has been added, select "Save File"



The screenshot shows a modal window titled 'Attach File' with a close button (X) in the top right corner. Inside the modal, there is a header bar with a paperclip icon and the text 'Attach File'. Below this, there are two buttons: 'Save File' (green) and 'Cancel' (red). The 'Save File' button is highlighted with a red rectangular box. Below the buttons, there is a form with two fields: 'Upload File*' and 'Description*'. The 'Upload File*' field has a 'Select file' button next to it. The 'Description*' field contains the text 'Supporting Documentation' and has a character count '476 character(s) left' below it.

Reimbursement Request (Claims)

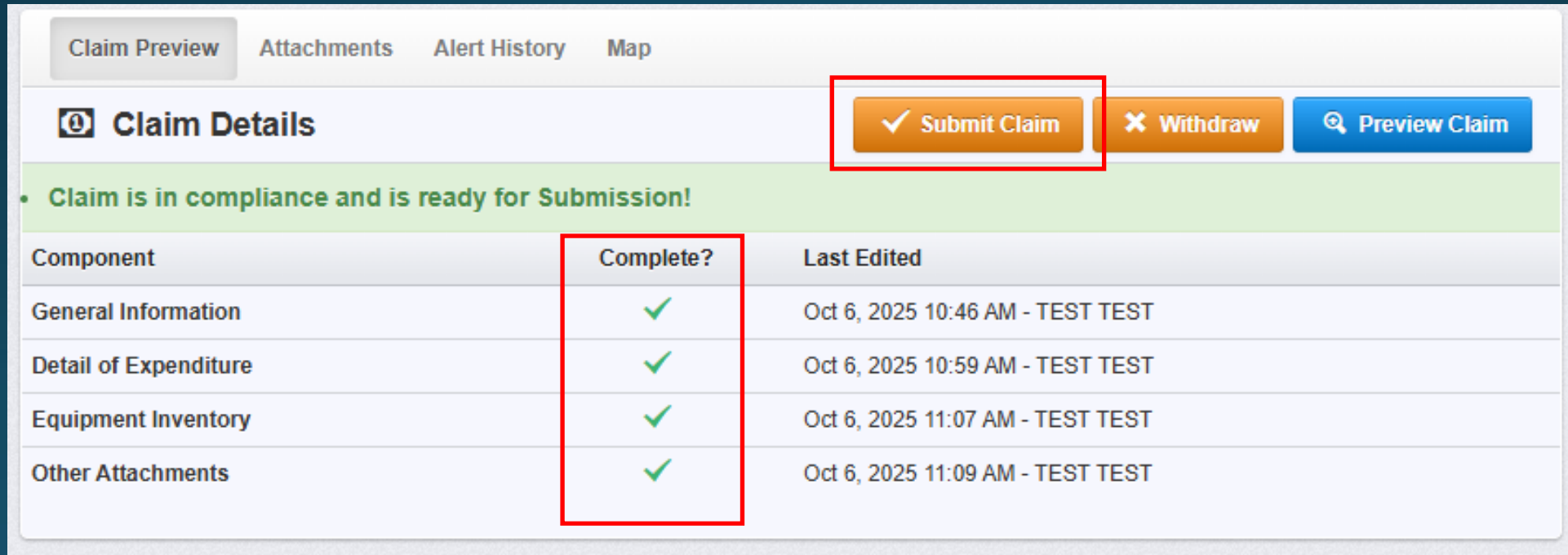
- When finished, select “Mark as Complete”



 **Other Attachments** - [Other Attachments](#)

Description	File Name 	Type	Size	Upload Date	Delete
Supporting Documentation	Test File.docx	docx	11 KB	10/13/2025 10:17 AM	Delete

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



[Claim Preview](#) [Attachments](#) [Alert History](#) [Map](#)

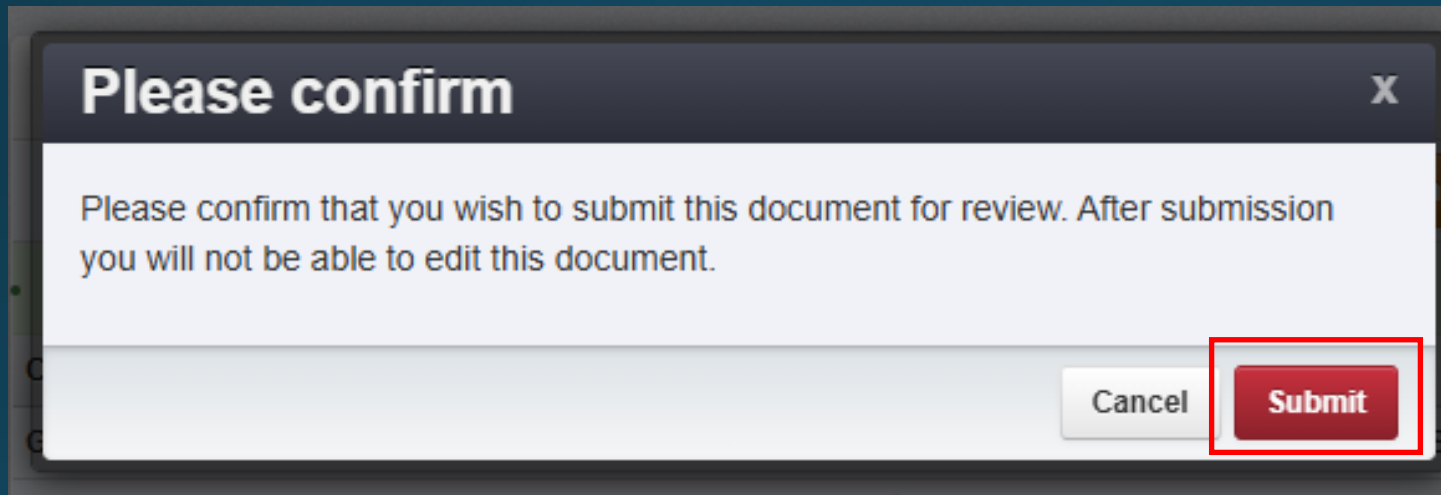
 **Claim Details**

• Claim is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Oct 6, 2025 10:46 AM - TEST TEST
Detail of Expenditure	✓	Oct 6, 2025 10:59 AM - TEST TEST
Equipment Inventory	✓	Oct 6, 2025 11:07 AM - TEST TEST
Other Attachments	✓	Oct 6, 2025 11:09 AM - TEST TEST

Reimbursement Requests (Claims)

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



Reimbursement Requests (Claims)

- Final claims are due no later than **May 31, 2026**
- If the final claim is submitted on the 31st but is missing information, or requires corrections, it may hinder our ability to reimburse the expense
 - Funds have to be reimbursed before the end of the state fiscal year

Status Reports

- States Reports for MBSGP are measured via milestones
 - State Reports will be completed in the “Status Report” component of WebGrants
 - Status Reports will be submitted quarterly
 - Due: **January 10, 2026** (October 1, 2025 – December 31, 2025)
 - Due: **April 10, 2026** (January 1, 2026 – March 31, 2026)
 - Due: **May 31, 2026** (April 1, 2026 – May 15, 2026)
 - Final Status Report
 - Final Status Report can be completed before May 31, 2026 if your project is completed earlier than this time period
 - For Example: If you complete your project by in December 2025, you can complete your Final Status Report by the January 10, 2026 deadline and will not have to complete any further Status Reports

Status Reports

- Select "Status Reports"

 **Grant Components**

The grant forms appear below.

Your grant award details are saved here, as well as many forms which may be used to r

Component
General Information
Attachments
Award Documents - Final
Budget
Claims
Closeout
Contact Information
Correspondence
Status Reports
Subaward Adjustments

Status Reports

- The Status Report has already been created for you
- Select the Status Report that is due

Status Reports						
All status reports created for this grant appear below.						
ID	Type	Status	Title	Reporting Period	Due Date	Last Submitted Date
44102 - 001	Quarterly Report	Editing	Status Report 1	10/01/2025 - 12/31/2025		

- Select “Milestone Status Report”

Status Report Details			Withdraw	Copy	Preview Status Report
Status Report cannot be Submitted Currently Status Report components are not complete					
Component	Complete?	Last Edited			
General Information	✓	Oct 13, 2025 10:30 AM - Chelsey Call			
Milestone Status Report		Oct 13, 2025 10:31 AM - Chelsey Call			

Status Reports

- **DO NOT create your own or add additional milestones!**
- There are 2 ways to complete the report
 - Select “Edit All Rows” to edit all the milestones at one time
 - Select each milestone to edit 1 row at a time

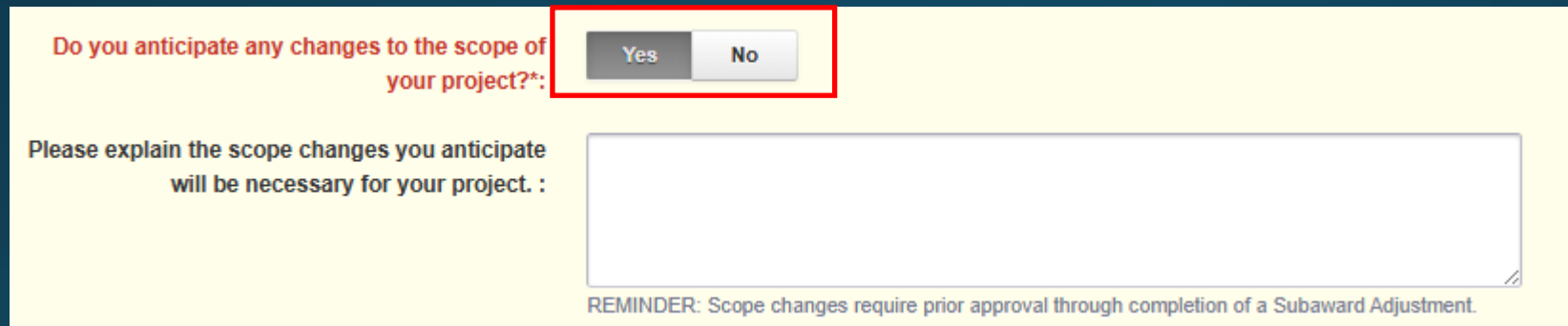
Milestone Progress - Multi-List				✓ Mark as Complete	+ Add Row	Edit All Rows
DO NOT add new milestones!						
Milestone	Estimated Completion Date	Percent Milestone Completed	Milestone Progress Notes			
1. Determine specifications for needed equipment.		0%				
2. Procurement completed: bidding, vendor selection, and ordering of equipment.		0%				
3. Equipment received, installed, tested and inventoried.		0%				
4. Vendor paid and receipt of proof of payment received.		0%				
5. WebGrants reimbursement completed with all necessary documentation.		0%				
6. Equipment training completed.		0%				
7. Project Final Report submitted and closed out.		0%				

Status Reports

- Complete each milestone with:
 - Estimated Completion Date (or what date was the milestone completed)
 - % Milestone Completed
 - Milestone Progress (explain the milestone progress over the reporting period)
- When complete, select “Save Multi-List”

Status Reports

- Complete the “Project Progress” section by answering each question
 - Do you anticipate any changes to the scope of your project? **Yes or No**
 - If yes, please explain the scope changes you anticipate will be necessary for your project:



Do you anticipate any changes to the scope of your project?*:

Please explain the scope changes you anticipate will be necessary for your project. :

REMINDER: Scope changes require prior approval through completion of a Subaward Adjustment.

Status Reports

- Do you anticipate any budget changes that will be necessary for your project? **Yes or No**
- If yes, please explain the budget changes that will be necessary for your project:

Do you anticipate any budget changes that will be necessary for your project?*: ☐ Yes ☐ No

Please explain the budget changes that will be necessary for your project. :

REMINDER: Budget changes require prior approval through completion a Subaward Adjustment.

Status Reports

- Do you anticipate any issues completing the project activities by the end of the grant period of performance? **Yes or No**
- If yes, please explain why you anticipate not being able to complete the project by the end of the grant period of performance:

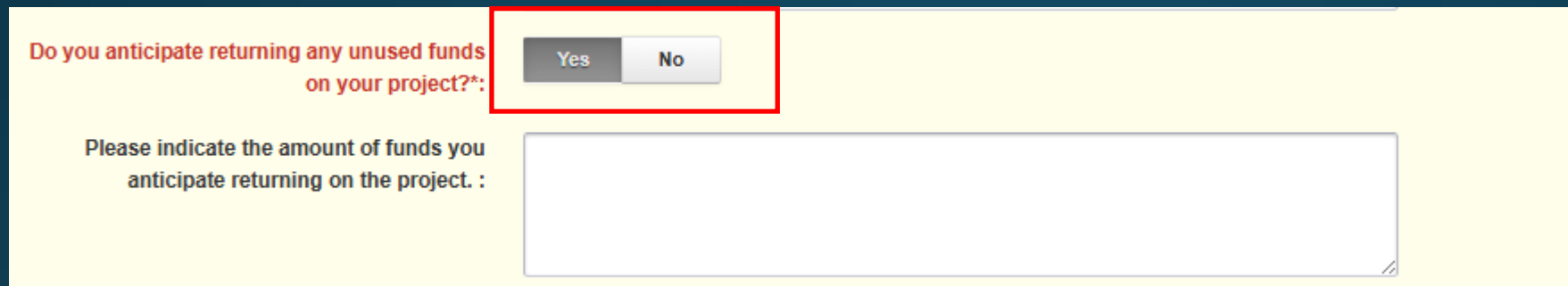
Do you anticipate any issues completing project activities by the end of the grant period of performance?*

☐ Yes ☐ No

Please explain why you anticipate not being able to complete the project by the end of the grant period of performance. :

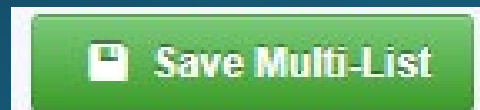
Status Reports

- Do you anticipate returning any unused funds on your project? **Yes or No**
 - If yes, please indicate the amount of funds you anticipate returning on the project:



The screenshot shows a web form with a yellow background. The first question is "Do you anticipate returning any unused funds on your project?*", with "Yes" and "No" radio buttons. The "Yes" button is highlighted with a red box. Below this is a text input field for the amount of funds to be returned, with the label "Please indicate the amount of funds you anticipate returning on the project. :".

- When complete with the Project Progress questions, select "Save Multi-List" or "Save Form"



Status Reports

- When you have completed the Status Report, select “Mark as Complete”

The Status Report is required to demonstrate the progress of your grant during the reporting period. Complete the Milestone Progress and Project Progress questions.

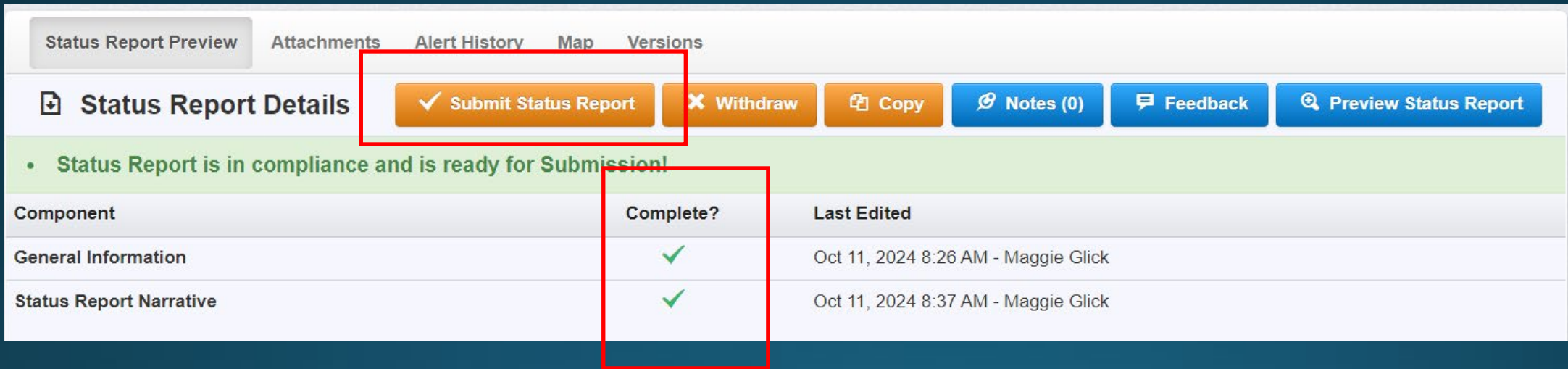
 **Milestone Progress** - Multi-List

✓ Mark as Complete

DO NOT add new milestones!

Status Reports

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

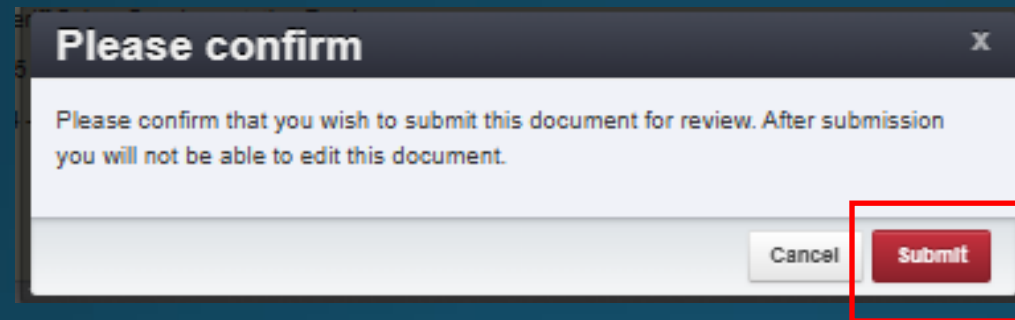


The screenshot displays the 'Status Report Details' page. At the top, there are tabs for 'Status Report Preview', 'Attachments', 'Alert History', 'Map', and 'Versions'. Below the tabs, a row of action buttons is visible: 'Submit Status Report' (highlighted with a red box), 'Withdraw', 'Copy', 'Notes (0)', 'Feedback', and 'Preview Status Report'. A green banner below the buttons states: 'Status Report is in compliance and is ready for Submission!'. Below this banner is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The table contains two rows: 'General Information' and 'Status Report Narrative', both of which are marked as 'Complete' with a green checkmark. The 'Last Edited' column shows the date and time of the last edit for each component.

Component	Complete?	Last Edited
General Information	✓	Oct 11, 2024 8:26 AM - Maggie Glick
Status Report Narrative	✓	Oct 11, 2024 8:37 AM - Maggie Glick

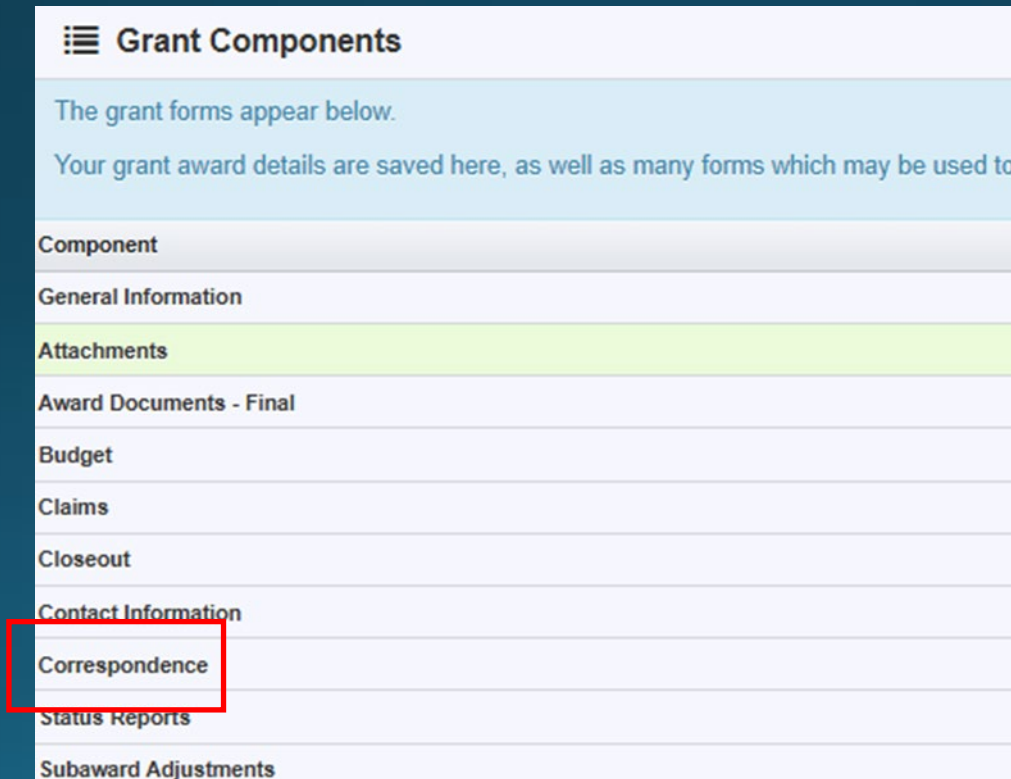
Status Report

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



Correspondence

- Correspondence Component of the grant should be used for contacting the DPS/OHS will approval requests/questions/pertinent information regarding your grant
- Select “Correspondence” component in WebGrants



The screenshot shows a web interface titled "Grant Components". Below the title, there are two lines of text: "The grant forms appear below." and "Your grant award details are saved here, as well as many forms which may be used to r". Below this text is a list of components. The "Correspondence" component is highlighted with a red box.

Component
General Information
Attachments
Award Documents - Final
Budget
Claims
Closeout
Contact Information
Correspondence
Status Reports
Subaward Adjustments

Correspondence

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

 **Inter-System Grantee Correspondence**

+ Add Grantee Correspondence

- To: Select who you would like to send the message to (multiple people can be selected)
- CC: Add any additional people you would like to include in the message
- Subject: Enter the subject line
- Message: Type the message

 **Inter-System Grantee Correspondence**

Send Correspondence

Flag:

To*:

CC addresses must be entered in a valid email format, i.e. name@domain.org. Use a semicolon (;) to separate multiple CC email addresses.

CC:

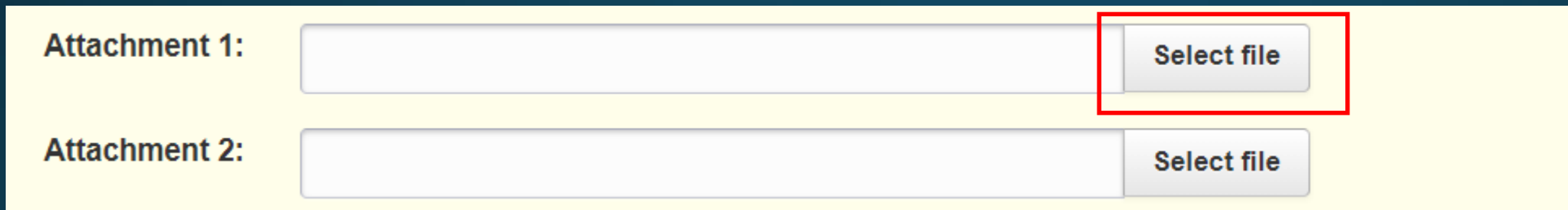
Subject*:

Message:

Rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, link, unlink, insert image, insert video, insert table, insert link, and other standard word processing tools.

Correspondence

- Attachment(s) can be included on the correspondence
- If there is an attachment select "Select File"
 - Browse your computer and select the file to attach



Attachment 1: Select file

Attachment 2: Select file

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



Inter-System Grantee Correspondence

 **Send Correspondence**

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

- 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 select the row

Inter-System Grantee Correspondence										
Search:										
Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5
	Test	Test	Test	Test	Test					

- Select “Reply to Message”

Inter-System Grantee Correspondence

Delete Correspondence

Reply to Message

Subaward Adjustments

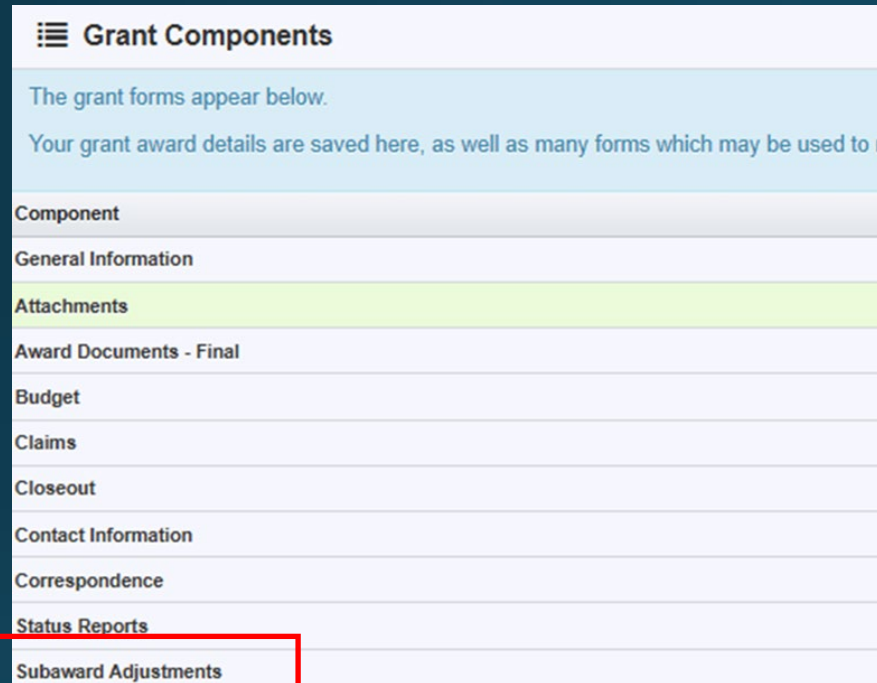
- [Information Bulletin 8: Policy on Budget and Program Revision – Subaward Adjustments](#) discusses Subaward Adjustments
- Budget Modifications – transfer among existing budget lines within the grant budget
 - Request for budget modification must be submitted through WebGrants as a Subaward Adjustment and must be approved by the DPS/OHS prior to obligating or expending the grant funds
 - Choose Budget Revision in the WebGrants System
- Program Modifications
 - Request for program modifications must be submitted through WebGrants as a Subaward Adjustment and must be approved by the DPS/OHS prior to obligating or expending the grant funds
 - Program Modifications include:
 - Changes in subrecipient staff (Authorized Official, Project Directors, or Fiscal Officers)
 - Address Change or other information in the organization component of WebGrants
 - Choose Program Revision in the WebGrants System

Subaward Adjustments

- Scope of Work Changes
 - Adding new line items to the approved budget
 - Changes in quantity of an existing line item in approved budget
 - Changes to specifications of existing line item
 - Choose Budget Revision in the WebGrants System
- Request for scope changes must be submitted through WebGrants as a Subaward Adjustment and must be approved by the DPS/OHS prior to obligating or expending grant funds

Subaward Adjustments

- Select “Subaward Adjustments”



The screenshot shows a sidebar menu titled "Grant Components". Below the title, there is a light blue informational box with the text: "The grant forms appear below. Your grant award details are saved here, as well as many forms which may be used to r". Below this box is a list of menu items: "Component", "General Information", "Attachments", "Award Documents - Final", "Budget", "Claims", "Closeout", "Contact Information", "Correspondence", "Status Reports", and "Subaward Adjustments". The "Subaward Adjustments" item at the bottom is highlighted with a red rectangular box.

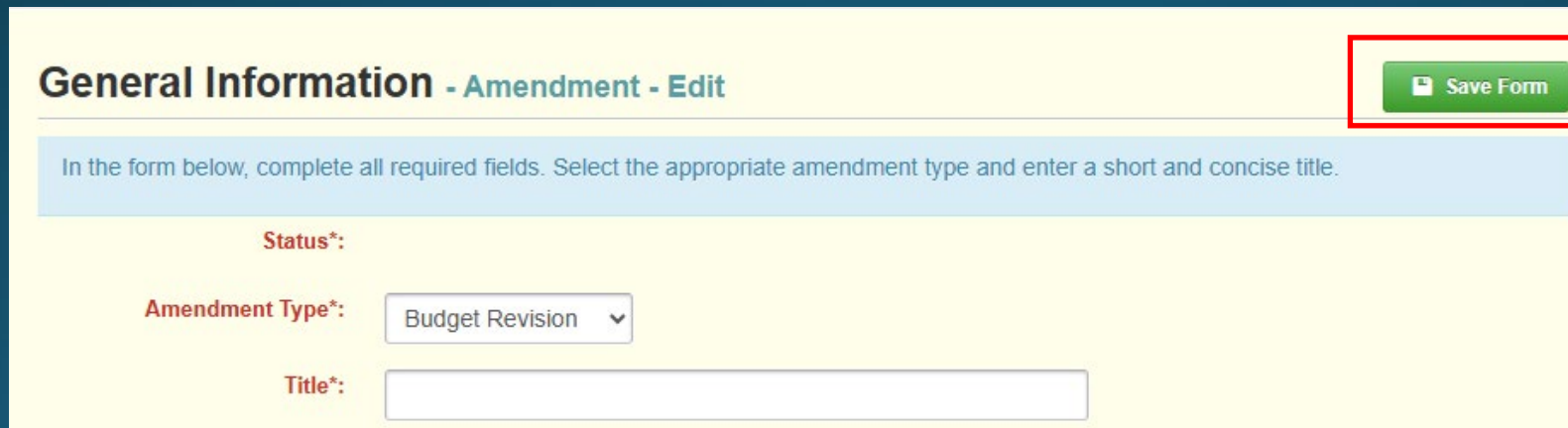
- Select “Add Amendment”



The screenshot shows the "Subaward Adjustments" interface. At the top left, there is a header "Subaward Adjustments" with a pencil icon. Below this is a table with the following columns: "ID", "Type", "Status", "Title", and "Last Submitted Date". The table is currently empty, and a red message "No data available in table" is displayed at the bottom. In the top right corner, there is a green button with a plus icon and the text "Add Amendment", which is highlighted with a red rectangular box.

Subaward Adjustments

- Complete General Information and select “Save 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
- Select “Save Form”



General Information - Amendment - Edit Save Form

In the form below, complete all required fields. Select the appropriate amendment type and enter a short and concise title.

Status*: [REDACTED]

Amendment Type*: Budget Revision ▼

Title*: [REDACTED]

Subaward Adjustments

- Complete remaining Subaward Adjustment Components
 - Justification
 - Budget (Only for Budget Revisions)
 - Confirmation
 - Attachments

Component	Complete?	Last Edited
General Information	✓	Oct 10, 2025 3:11 PM - TEST TEST
Justification		-
Budget - NEW Form		-
Confirmation		-
Attachments		-

- Select "Justification"

Justification

- Justification

Save Form

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.

Justification*:

Source | [Icons]

[Rich Text Icons]

[Media Icons]

Styles | Format | Font | Size | [Color Picker] | [Table Icon]

Subaward Adjustments

- An Excel spreadsheet will also need to be completed for budget revisions, and then copied and pasted into the justification narrative
 - Spreadsheet details the current project and the requested changes
 - Spreadsheet will be sent at the conclusion of the training
- 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)
2026-MBSGP-001	10001	\$ 1,280.00	\$ (495.72)	\$ 784.28	Insert notes to explain why you need a revision
	10002	\$ 6,535.00	\$ 1,181.46	\$ 7,716.46	Insert notes to explain why you need a revision
	11001	\$ 3,500.00	\$ (685.74)	\$ 2,814.26	Insert notes to explain why you need a revision
	11002	\$ 1,600.00	\$ -	\$ 1,600.00	No Change.
	Total	\$ 12,915.00	\$ -	\$ 12,915.00	

Subaward Adjustments

Spreadsheet Instructions:

- 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

Equipment - Multi-List			
To include Equipment lines in your budget, select "Add Row". If the project includes more than one budget line, repeat this step for each budget line.			
Equipment items are defined as tangible property having an acquisition cost of \$5,000 or more, and a useful life of more than one year.			
Item Name	Quantity	Unit Cost	Amount of Grant Funds Requested
10001 Mobile Radios	3.00	\$7,333.33	\$22,000.00

- Current Budget (3rd Column): Insert the “Amount of Grant Funds” for the budget line

Subaward Adjustments

- Requested Change (4th Column): This is where the funds need to be added or subtracted from the budget lines, to reflect the change you are requesting
- Updated Budget (5th Column): This should automatically calculate
- Notes (6th Column): Give a brief explanation of why funds adjustment of funds is being requested
- Once the justification has been completed, select “Save Form” and then select “Mark as Complete”



The screenshot shows a web interface for 'Subaward Adjustments'. At the top right, there is a green button with a floppy disk icon and the text 'Save Form', which is enclosed in a red rectangular box. Below this, there is a light yellow section titled 'Justification' with a list icon. To the right of the 'Justification' title, there are two buttons: an orange button with a checkmark icon and the text 'Mark as Complete', and a green button with a pencil icon and the text 'Edit Form'. The 'Mark as Complete' button is also enclosed in a red rectangular box. Below the 'Justification' title, there is a line of small, partially visible text: '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'.

Subaward Adjustments

- Select the “Budget” component

Component	Complete?
General Information	✓
Justification	✓
Budget	
Confirmation	
Attachments	

- Select “Edit Grid”

 **Budget** - Grid



Subaward Adjustments

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

Category	Current Budget	Revised Amount	Net Change
Personnel	\$0	\$0	
Personnel Benefits	\$0	\$0	
Personnel Overtime	\$0	\$0	
Personnel Overtime Benefits	\$0	\$0	
Volunteer Match	\$0	\$0	
Travel/Training	\$0	\$0	
Equipment	7815.00	8500.74	

Subaward Adjustments

- Enter the totals into the “Federal/State and Local Match Share”
 - Only complete the “Total Federal/State Share” column as there is no match as part of the MBSGP
 - The totals should match your spreadsheet and the budget amounts from above
- Select, “Save Grid”

 **Federal/State and Local Match Share** - Edit

Save Grid

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

Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	12915		12915		

Subaward Adjustments

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

Budget - Grid

✓ Mark as Complete

Edit Grid

The **Current Budget** column represents the total cost of the current subaward. Enter the total cost of each budget category as it is reflected in the current version of the Budget component. The sum of the Current Budget column should equal your current budget total.

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

Category	Current Budget	Revised Amount	Net Change
Personnel	\$0.00	\$0.00	\$0.00
Personnel Benefits	\$0.00	\$0.00	\$0.00
Personnel Overtime	\$0.00	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00	\$0.00
Equipment	\$7,815.00	\$8,500.74	\$685.74
Supplies/Operations	\$5,100.00	\$4,414.26	-\$685.74
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
TOTAL	\$12,915.00	\$12,915.00	\$0.00

Last Edited By: Chelsey Hill - Oct 13, 2025 11:28 AM

Edit Grid

Federal/State and Local Match Share - Grid

✓ Mark as Complete

Edit Grid

The **Current Budget** column represents the current subaward. Enter the total federal/state share and total local match share as it is reflected in the current version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Current Budget column above.

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

Category	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$12,915.00	100.00%	\$12,915.00	100.00%	\$0.00

Subaward Adjustments

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

Authorized Official Name*:

Title*:

Date*:

Subaward Adjustments

- Select “Save 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.

 Save Form

- Select “Mark as Complete”

 **Confirmation**

 Mark as Complete  Edit Form

Subaward Adjustments

- Select the “Attachments” Component

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

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

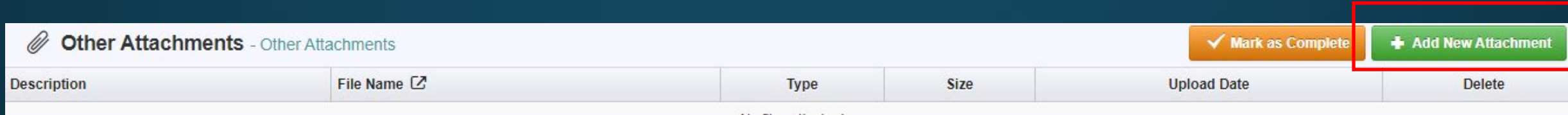
 Documentation

Do you have any documentation?*:

 Save Form

Subaward Adjustments

- If there are attachments, select “Add New Attachment”

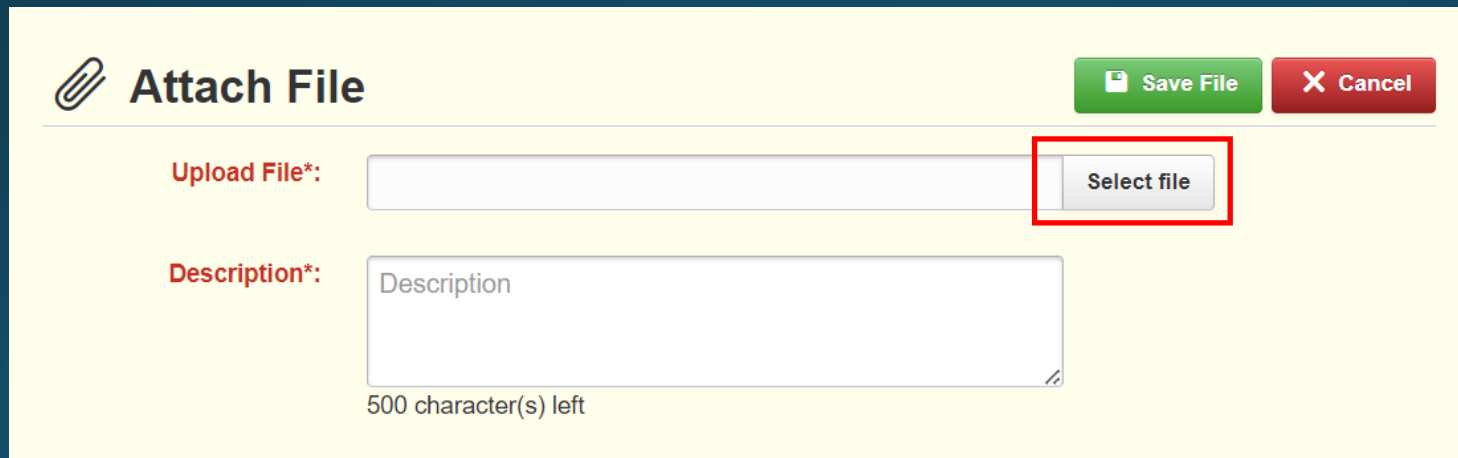


 **Other Attachments** - Other Attachments

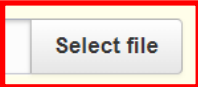
✓ Mark as Complete **+ Add New Attachment**

Description	File Name 	Type	Size	Upload Date	Delete
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- Browse your computer to attach any applicable supporting documentation
 - Select “Select File”



 **Attach File**  

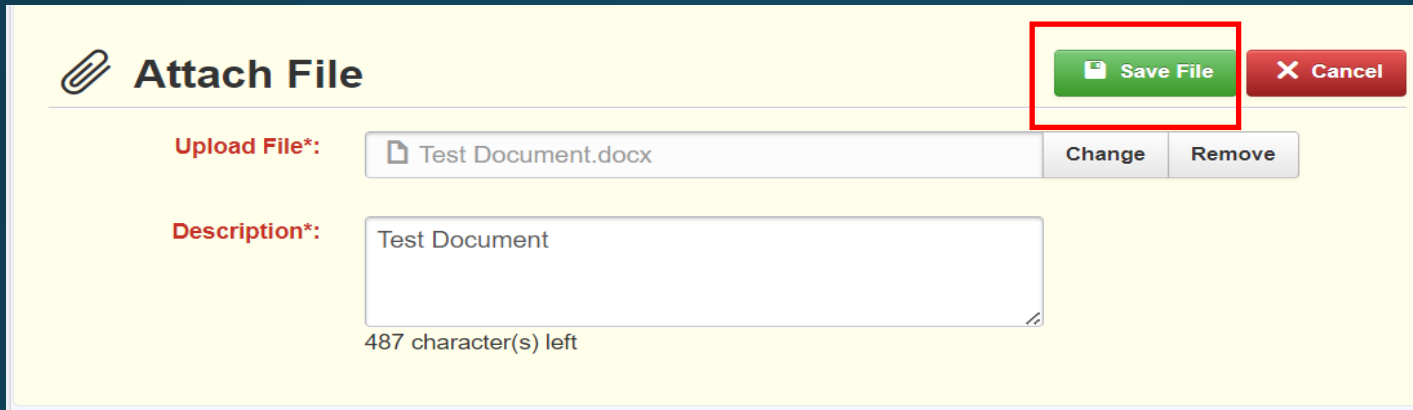
Upload File*: 

Description*:

500 character(s) left

Subaward Adjustments

- Enter a description for the file
 - Select "Save File"



The "Attach File" form is displayed on a light yellow background. At the top left is a paperclip icon and the title "Attach File". In the top right corner, there are two buttons: a green "Save File" button with a document icon and a red "Cancel" button with an 'X' icon. Below the title, the "Upload File*" section shows a file named "Test Document.docx" with "Change" and "Remove" buttons. The "Description*" section has a text area containing "Test Document" and a character count of "487 character(s) left".

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

Other Attachments - Other Attachments					
✓ Mark as Complete + Add from Doc Repository + Add New Attachment					
Description	File Name 	Type	Size	Upload Date	Delete
Test Document	Test Document.docx	docx	11 KB	10/11/2024 01:40 PM	Delete

Subaward Adjustments

- When all components have been marked complete, select “Submit Amendment”

 Amendment Details

✓ Submit Amendment

✗ Withdraw

📄 Copy

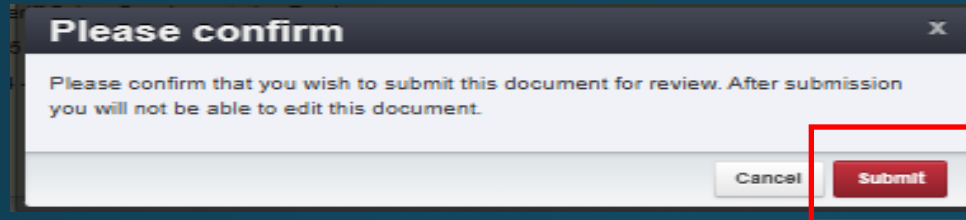
🔍 Preview Amendment

• Amendment is in compliance and is ready for Submission!

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

Subaward Adjustments

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



Grant File

- All grant records should be retained by the recipient for:
 - At least 5 years from the end of the state fiscal year in which the grant closes or following notification by the awarding agency that the grant has been programmatically and fiscally closed or at least 5 years following the closure of the recipient's audit report covering the entire award period, whichever is later
- Recipient should maintain grant file with grant documentation including but not limited to:
 - Copy of final grant application
 - Fully Executed Subaward Agreement
 - Approved Claims
 - Approved Subaward Adjustments
 - Approved Status Reports
 - Final Status Report
 - Monitoring Reports
 - Relevant Grant Correspondence
 - Procurement Documents
 - Disposition of Equipment Forms
 - Inventory

Monitoring

- [Information Bulletin 1: Policy on Monitoring](#) discusses monitoring
- Types of Monitoring
 - Desk – Review that is completed by the DPS/OHS at the DPS/OHS' office
 - On-Site – Review that is completed by the DPS/OHS at the recipient's agency
- Scheduling
 - Agreed upon date between DPS/OHS and recipient
 - Given at least 30 days notice
- Topics Covered
 - See Monitoring Information Bulletin
- Corrective Actions
 - If observations are made, at least 30 days will be allowed to complete and submit necessary corrective actions

Monitoring

- Monitoring is NOT an audit
- DPS/OHS is NOT out to catch you doing something wrong
- We are there to HELP correct areas of noncompliance to prevent audit findings
- Opportunity to provide technical assistance and answer questions

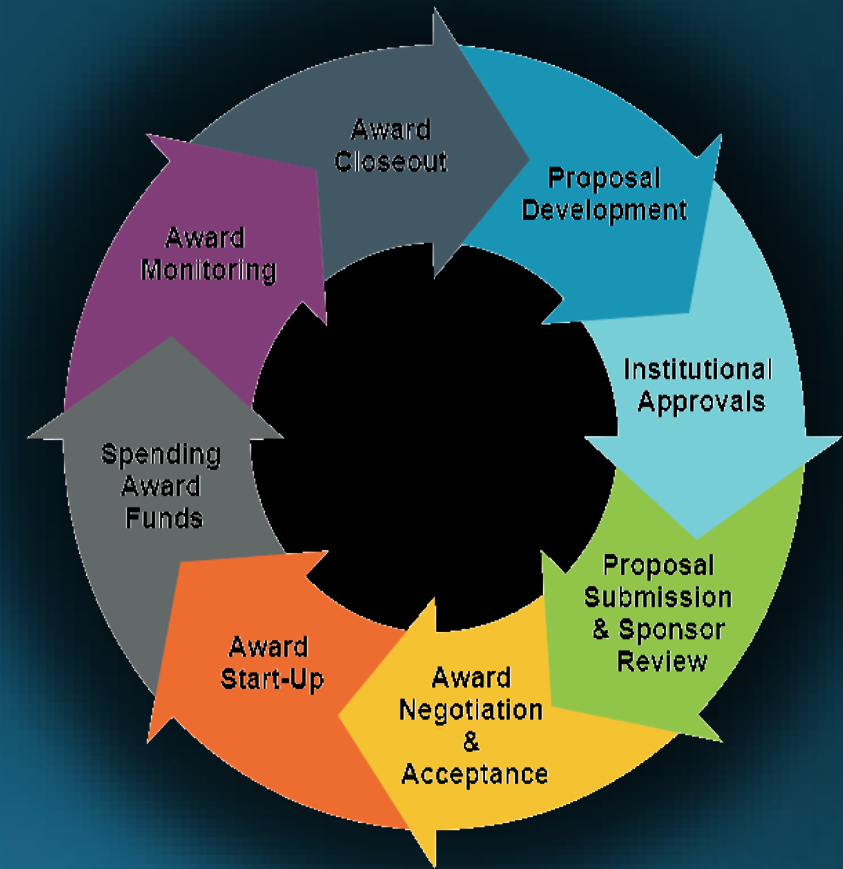
Key Dates

October 1, 2025	Project Start
October 14, 2025	Compliance Workshop
October 31, 2025	Compliance Workshop Acknowledgement Due
January 10, 2026	Status Report Due
April 10, 2026	Status Report Due
May 15, 2026	Project End
May 31, 2026	Final Claim & Status Report Due

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

What is Next?

- Follow-Up email will be sent at the conclusion of the Compliance Workshop with link to the presentation and Acknowledgement form to complete
- Return signed Award Agreements via email if you have not already done so
- Return Compliance Workshop Acknowledgement via email
- Upon return of Award Agreement and Compliance Workshop Acknowledgement, grant status will change to “Underway”
- Once project is “Underway” you can begin procurement activities and purchase approved items



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