



# SFY 2027 Missouri Blue Shield Grant Program (MBSGP) Compliance Workshop

Missouri Department of Public  
Safety/Office of Homeland Security



# Grant Requirements

# Missouri Blue Shield Grant Program (MBSGP)

- The purpose of the MBSGP is to provide funding to support the Missouri Blue Shield Program
- MBSGP is a collaborative initiative in Missouri that brings communities together to support the law enforcement agencies that serve and protect our cities and towns
- MBSGP 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 2027 MBSGP Notice of Funding Opportunity](#)
- [Administrative Guide for Homeland Security Grants](#)
- Award 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 Grants – State Requirements

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

- **[Section 590.650 RSMo](#) – Vehicle Stops Report:** Pursuant to [Section 590.650.3 RSMo](#), 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.
- **[Section 590.700 RSMo](#) – Written Policy on Recording of Custodial Interrogations:** Pursuant to [Section 590.700.4 RSMo](#), each law enforcement agency shall adopt a written policy to record custodial interrogations of persons suspected of committing or attempting to commit felony crimes as outlined in subsection 2.



# DPS Grants – State Requirements

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

- **[Section 43.544 RSMo](#) – Written Policy on Forwarding Intoxication-Related Traffic Offenses:** Pursuant to [Section 43.544.1 RSMo](#), each law enforcement agency shall adopt a policy requiring arrest information for all intoxication-related traffic offenses be forwarded to the central repository as required by [Section 43.503 RSMo](#).
- **[Section 590.1265 RSMo](#) – Police Use of Force Transparency Act of 2021:** Pursuant to [Section 590.1265 RSMo](#), 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 12 months.*



# DPS Grants – State 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 (UCR):** Pursuant to Section 43.505.3 RSMo, 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 reports for three or more months in the previous 12 months.*
- **Section 590.030 RSMo – Rap Back Program Participation:** Pursuant to Section 590.030 RSMo, 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.



# DPS/OHS Equipment Requirements

**Some equipment have specific requirements to be eligible!**

- **Body-Worn Cameras:**

- Agencies purchasing 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 with the application



# DPS/OHS Equipment Requirements

Some equipment have specific requirements to be eligible!

- **Body Armor:**

- Funds may be used to purchase body armor at any threat level designation, make or model from any distributor, 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/ballistic-resistant-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 with the application



# DPS/OHS Equipment Requirements

**Some equipment have specific requirements to be eligible!**

- **Interoperability Equipment (Portables/Handhelds, Mobiles, Repeaters, Base Stations, etc.):**
  - All interoperable communications equipment must meet applicable [SAFECON Guidance](#) and the Missouri Department of Public Safety (DPS), Office of the Director, DPS Grants [Radio Interoperability Guidelines](#)
- **Mobile Data Terminals (MDTs)/Mobile Data Computers (MDCs):**
  - Agencies purchase mobile data terminals (MDTs) should research the type of computer being requested
  - The DPS/OHS 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 have specific requirements to be eligible!**

- **License Plate Readers:**

- Agencies purchasing license plate reader (LPR) equipment and technology with grant funds administered by the DPS, 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](mailto: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 investigations 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 License Plate Reader (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 license plate reader 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)



# Procurement Requirements

- Expenditures must be an approved budget line item at the time of purchase
- Purchases must be made within the grant period of performance
  - September 1, 2026 – May 15, 2027
- Funds must be obligated within the project period (**September 1, 2026 – May 15, 2027**) and expended within 16 days following the grant period of performance end date (**May 31, 2027**)
  - 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
    - Purchase order is issued or order is placed with the vendor
  - Funds are considered “expended” when payment is made
    - Vendor is paid for goods/services
- Final claims are due **May 31, 2027**



# Procurement Requirements

- Recipients must follow their agency's procurement policy **unless the State of Missouri policy is more restrictive**
- If the recipient does not have a procurement policy, they **must follow the State of Missouri procurement 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Purchase with prudence on the open market</li></ul> | <ul style="list-style-type: none"><li>• Must be competitively bid</li><li>• Informal method is acceptable</li><li>• Minimum of three bids/quotes required</li><li>• Example: telephone quote, online pricing, request for quotation, etc.</li></ul> | <ul style="list-style-type: none"><li>• Formal solicitation is required</li><li>• Advertised in at least two daily newspapers for general circulation at least 5 days before bids are to be opened</li><li>• May also advertise in at least 2 weekly minority newspapers &amp; provide medium through an electronic medium available to the general public</li><li>• Post a notice in a public area of your office</li><li>• Solicit by mail or other reasonable method generally available to the public</li><li>• DPS/OHS must approve if less than 3 bids received</li></ul> |



# Procurement Requirements

- Dollar thresholds for bidding requirements are per total purchase to a single vendor in the agency's fiscal year
- All procurement transactions shall be carried out in a manner which provides maximum 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
  - Retained in grant and accounting files
- Brand names should not be specified when seeking bids/quotes



# Procurement Requirements

- [Cooperative Procurements](#) – utilization of 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 you utilize a cooperative/state contract, ensure the procurement documents (bids/quotes) and invoice(s) list the contract number**
    - This documents the contract was utilized to meet procurement requirements
  - Example:
    - You are approved to purchase 3 MDTs on your project and you estimate the cost to be approximately \$15,000 for all 3 MDTs
      - The traditional procurement method would require you to obtain at least 3 bids/quotes
    - ABC Vendor has a GSA contract that includes the MDTs you are looking to purchase
    - You can obtain a quote from ABC vendor for the MDTs through their GSA contract
    - If the quote is acceptable, you can purchase from ABC vendor without obtaining other bids/quotes
      - **REMINDER: Your bid/quote and invoice from ABC vendor must reference the contract number!**



# 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](#)
      - 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](#)
  - Maintain a copy in your grant file with your procurement documentation to verify this step was completed





# Inventory Management

# Inventory Management

- Equipment is defined as 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
- Entities may have a lower acquisition cost in their procurement policy
  - If so, MUST use the most stringent policy



# Inventory Management

- All equipment purchased with MBSGP funds MUST be tagged
- Tags must state:

Purchased with Missouri Blue  
Shield Grant Program (MBSGP)  
Funds

- There are no specific requirements for the tag itself



# Inventory Management

- Recipients MUST:
  - Have an inventory management system and maintain effective control
  - Have a control system in place to prevent, loss, damage, and theft
  - Investigate all incidents and report to the DPS/OHS within 30 days of the incident
  - Have adequate maintenance procedures to keep property in good condition
  - Keep equipment maintained to keep it in mission capable (operational) condition



# Inventory Management

- When equipment acquired with MBSGP funds is no longer needed, the equipment may be retained, sold, or disposed of but you must seek disposition approval from the DPS/OHS prior to disposition
- Equipment with a per item fair market value of less than \$5,000 may be retained, sold, or disposed of with no further obligation when approval is given by DPS/OHS
- Equipment with a per item fair market value of \$5,000 or more may be retained or sold
  - If sold, the awarding agency (DPS/OHS) is entitled to an amount calculated by multiplying the current market value or proceeds from the sale by the awarding agency's percentage of participation
    - Example: Agency X wants to sell their patrol vehicle, which was 70% funded with MBSGP funds and 30% funded with local funds. The fair market value for the patrol vehicle is \$6,000. The awarding agency would be entitled to \$4,200 of the proceeds and the local agency would be entitled to \$1,800



# Inventory Management

- Recipients must request disposition by submitting the [Equipment Disposition Form](#) to their Grant Specialist
- Equipment CANNOT be disposed of until the Equipment Disposition Form has been approved by the DPS/OHS
- Approved Equipment Disposition Forms must be maintained in your grant file





WebGrants

# WebGrants

- Login to the WebGrants System using the same User ID and Password used when submitting the application
- Two-factor authentication: Enter the one-time passcode sent to your email by WebGrants and select, “Submit”



**Enter your user id and password**

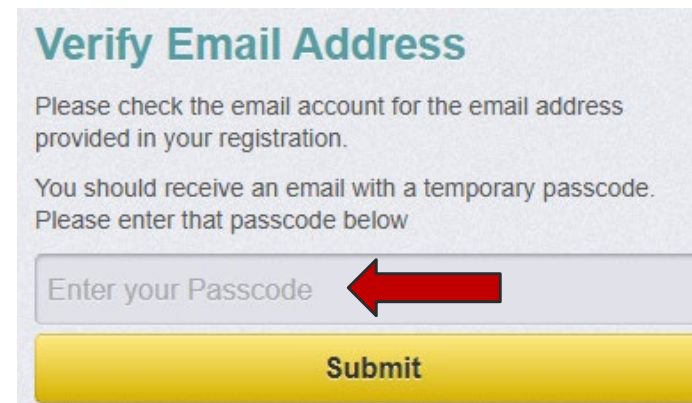
User ID 

Password 

**SIGN IN**

[Forgot User ID?](#) [Reset Password?](#)

[Click here to Register](#)



**Verify Email Address**

Please check the email account for the email address provided in your registration.

You should receive an email with a temporary passcode. Please enter that passcode below

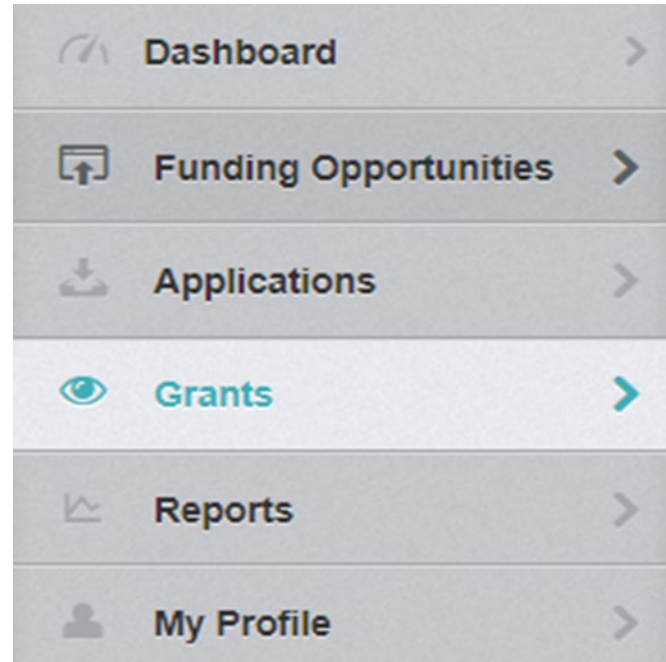
Enter your Passcode 

**Submit**



# WebGrants

- Select “Grants”



# WebGrants

- Select project titled “SFY 2027 MBSGP”



| ID ▲           | Status ▼ | Year ▼ | Title ▼               | Organization ▼        | Program Area ▼                           | Funding Opportunity ▼                                          | Start Date ▼ | End Date ▼ | Grant Amount ▼ | Total Paid ▼ | Remaining Balance ▼ | Percent Spent ▼ |
|----------------|----------|--------|-----------------------|-----------------------|------------------------------------------|----------------------------------------------------------------|--------------|------------|----------------|--------------|---------------------|-----------------|
| 2027-MBSGP-001 | Underway | 2027   | SFY 2027 MBSGP Agency | BaseLine Organization | MBSGP-Missouri Blue Shield Grant Program | 57884-SFY 2027 Missouri Blue Shield Grant Program (MBSGP) TEST | 09/01/2026   | 05/15/2027 | \$29,069.76    | \$0.00       | \$29,069.76         | .00%            |



# WebGrants

- WebGrants is comprised of “Grant Components”



| ☰ Grant Components                                                        |  |
|---------------------------------------------------------------------------|--|
| The grant forms appear below.<br>Your grant award details are saved here, |  |
| Component                                                                 |  |
| General Information                                                       |  |
| Attachments                                                               |  |
| Award Documents - Final                                                   |  |
| Budget                                                                    |  |
| Claims                                                                    |  |
| Closeout                                                                  |  |
| Contact Information                                                       |  |
| Correspondence                                                            |  |
| Status Reports                                                            |  |
| Subaward Adjustments                                                      |  |
| Funding Opportunity                                                       |  |
| Application                                                               |  |



# WebGrants

- General Information Component – Displays general information about your 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 as listed on the application
  - Program Officer – DPS/OHS Grants Supervisor
  - Additional Internal Contacts – 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 the grant program
  - Subaward Dates – Dates the Award Agreement was sent and fully executed
  - Project Dates – Grant period of performance dates



|  Grant Components |
|------------------------------------------------------------------------------------------------------|
| The grant forms appear below.                                                                        |
| Your grant award details are saved here.                                                             |
| Component                                                                                            |
| General Information                                                                                  |
| Attachments                                                                                          |
| Award Documents - Final                                                                              |
| Budget                                                                                               |
| Claims                                                                                               |
| Closeout                                                                                             |
| Contact Information                                                                                  |
| Correspondence                                                                                       |
| Status Reports                                                                                       |
| Subaward Adjustments                                                                                 |
| Funding Opportunity                                                                                  |
| Application                                                                                          |



# WebGrants

- General Information Component Example

## General Information

Edit Additional Contacts

|                               |                                                                                                                             |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Grant Title:                  | SFY 2027 MBSGP Agency                                                                                                       |
| 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:                 | 2027-MBSGP-001                                                                                                              |
| Award Year:                   | 2027                                                                                                                        |
| Subaward Dates:               | 09/01/2026   09/01/2026   09/09/2026   09/09/2026<br>Contract Sent   Contract Received   Contract Legal   Contract Executed |
| Project Dates:                | 09/01/2026   05/15/2027<br>Start Date   End Date                                                                            |
| Comments:                     |                                                                                                                             |



# WebGrants

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



| ☰ Grant Components                                                        |  |
|---------------------------------------------------------------------------|--|
| The grant forms appear below.<br>Your grant award details are saved here. |  |
| Component                                                                 |  |
| General Information                                                       |  |
| Attachments                                                               |  |
| Award Documents - Final                                                   |  |
| Budget                                                                    |  |
| Claims                                                                    |  |
| Closeout                                                                  |  |
| Contact Information                                                       |  |
| Correspondence                                                            |  |
| Status Reports                                                            |  |
| Subaward Adjustments                                                      |  |
| Funding Opportunity                                                       |  |
| Application                                                               |  |



# WebGrants

- Budget Component – Your approved budget is found in this component
  - Be sure to review your approved budget before beginning procurement
  - Ensure you are only purchasing items that on the approved budget
  - Ensure you are purchasing the quantity of items that are on your approved budget
  - Request Subaward Adjustment if you need to make changes to the budget (i.e., change in quantity and/or move funds from one budget line to another)



| ☰ Grant Components                       |
|------------------------------------------|
| The grant forms appear below.            |
| Your grant award details are saved here. |
| Component                                |
| General Information                      |
| Attachments                              |
| Award Documents - Final                  |
| Budget                                   |
| Claims                                   |
| Closeout                                 |
| Contact Information                      |
| Correspondence                           |
| Status Reports                           |
| Subaward Adjustments                     |
| Funding Opportunity                      |
| Application                              |



# WebGrants

- Budget Component 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 |
| 10001 - Mobile Radios                                                                                                                                  | 2.00     | \$7,500.00 | \$15,000.00                     |
| 10002 - Portable Radios                                                                                                                                | 1.00     | \$8,000.00 | \$8,000.00                      |
| 10003 - Repeater                                                                                                                                       | 1.00     | \$6,069.76 | \$6,069.76                      |
|                                                                                                                                                        |          |            | \$29,069.76                     |



# 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
  - Please do not hold invoices to submit for payment until the end of the grant period!
- Supporting documentation must be submitted with each claim
- 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 – Items 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 the source of the funding – SFY 2027 MBSGP
  - Claim in WebGrants
  - Vendor Invoice
  - Proof of Payment (i.e., copy of cancelled check or bank statement)
    - If the 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 have been received)
  - 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 – Items in the Supplies/Operations category of your budget
  - Claim in WebGrants
  - Vendor Invoice
  - Proof of Payment (i.e., copy of cancelled check or bank statement)
    - If the 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 have been received)



# Reimbursement Requests (Claims)

- Training/Travel Supporting Documentation – Items in the Training/Travel category of your budget
  - Claim in WebGrants
  - Vendor Invoice
  - Proof of Payment (i.e., copy of cancelled check or bank statement)
    - If the 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)

- Contractual Supporting Documentation – Items in the Contractual category of your budget
  - Claim in WebGrants
  - Vendor Invoice
  - Proof of Payment (i.e., copy of cancelled check or bank statement)
    - If the 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 (signed statement in writing indicating goods/services have been received)
  - **Copy of signed contract MUST be submitted with the first claim with associated contract expenses**
  - Other documentation required by the contract (milestone reports, time and effort, etc.)



# 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 recipient 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/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items have been received)
  - Completed Equipment Detail Form in WebGrants, if applicable
- Required to submit proof of payment (i.e., copy of cancelled check or bank statement) to the DPS/OHS within 30 days from receipt of payment
  - Submit through WebGrants Correspondence
- To request, type “Advance Payment” in the Check/EFT Number and Check/EFT Date fields in the WebGrants claim



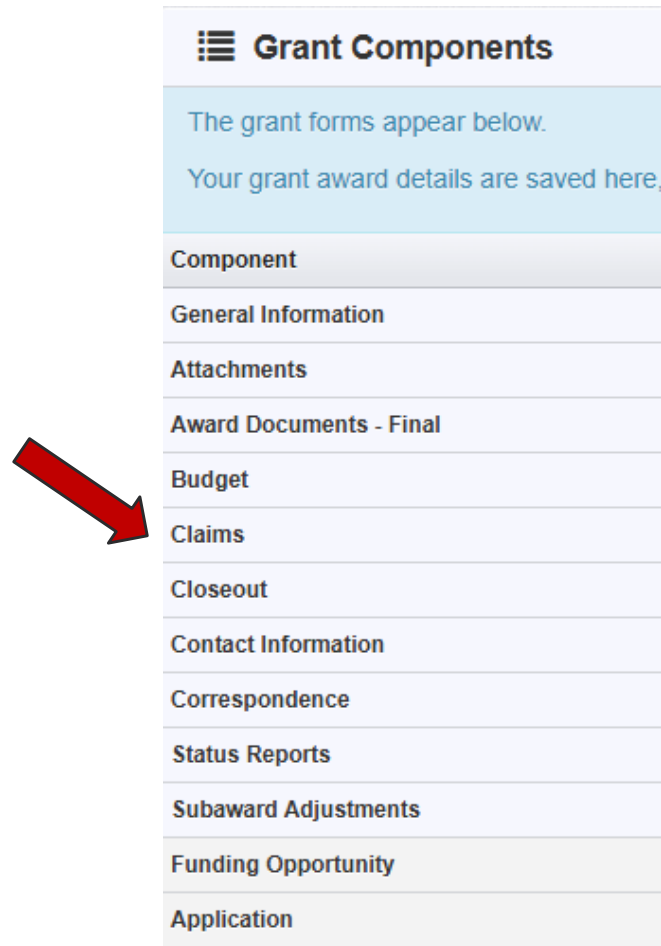
# Reimbursement Requests (Claims)

- MissouriBuys Powered by MOVERS
  - The state of Missouri is transitioning to a new financial system
  - To receive payment by the state of Missouri, all new registrations or changes to current registrations must be completed in the new MissouriBUYS Powered by MOVERS system
  - Registration Link: [MOVERS Registration](#)
  - Self-Help Guides to assist you through the process to create or edit a registration can be found here: <https://missouribuys.mo.gov/faqs>
  - Many agencies experience issues with the W-9 form
    - Your registration will not be processed without a W-9 form
    - Ensure you have the most updated version of the W-9 form
    - The W-9 form must be signed and cannot be a typed or digital signature
    - Ensure the agency name on the W-9 form matches the way it is entered in the MOVERS registration



# Reimbursement Requests (Claims)

- Select “Claims” Component in WebGrants



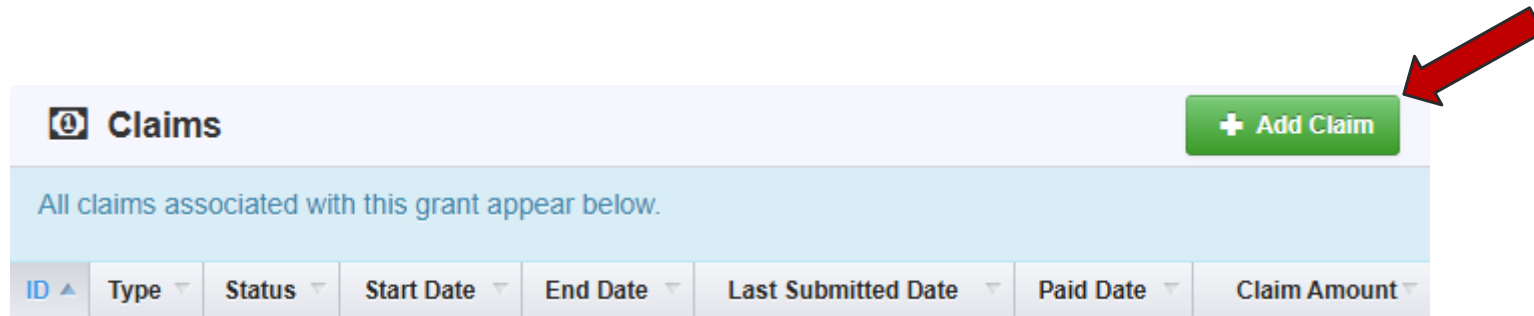
The screenshot shows a web application interface for 'Grant Components'. At the top, there is a header with a hamburger menu icon and the text 'Grant Components'. Below this, a light blue box contains the text: 'The grant forms appear below.' and 'Your grant award details are saved here,'. A table-like list of components follows, with 'Claims' highlighted in a darker shade and a red arrow pointing to it from the left. The components listed are: Component, General Information, Attachments, Award Documents - Final, Budget, Claims, Closeout, Contact Information, Correspondence, Status Reports, Subaward Adjustments, Funding Opportunity, and Application.

| Component               |
|-------------------------|
| General Information     |
| Attachments             |
| Award Documents - Final |
| Budget                  |
| <b>Claims</b>           |
| Closeout                |
| Contact Information     |
| Correspondence          |
| Status Reports          |
| Subaward Adjustments    |
| Funding Opportunity     |
| Application             |



# Reimbursement Requests (Claims)

- Select “Add Claim”



The screenshot shows a web interface for managing claims. At the top, there is a header bar with a tab labeled 'Claims' and a green button labeled '+ Add Claim'. A red arrow points to this button. Below the header, a light blue banner states 'All claims associated with this grant appear below.' Underneath this banner is a table with the following columns: ID, Type, Status, Start Date, End Date, Last Submitted Date, Paid Date, and Claim Amount. Each column has a small dropdown arrow next to it.

| ID ▲ | Type ▼ | Status ▼ | Start Date ▼ | End Date ▼ | Last Submitted Date ▼ | Paid Date ▼ | Claim Amount ▼ |
|------|--------|----------|--------------|------------|-----------------------|-------------|----------------|
|------|--------|----------|--------------|------------|-----------------------|-------------|----------------|



# Reimbursement Requests (Claims) ↓

- Complete the “General Information” form
  - Claim Type – Monthly, Quarterly, or Other
  - Reporting Period – Date range for expenses being requested
  - Final Request? – Select “Yes” if this is your final claim or Select “No” if you have additional claims to submit
- Invoice Number – **LEAVE BLANK – this field is 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\*:**

**Due Date:**

**Report Period\*:**    
Start Date End Date

**Final Request?\***    
Click Yes if this is the final request

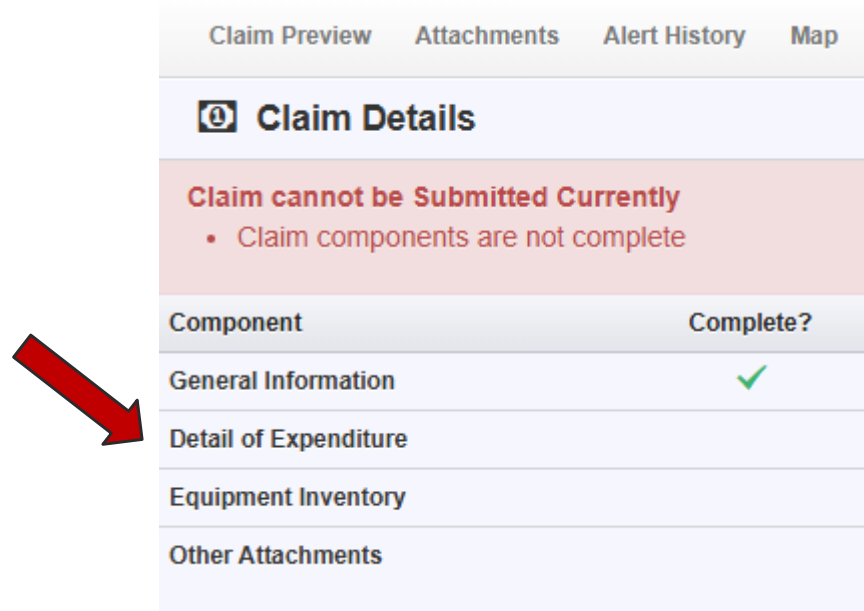
**Invoice Number:**

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



The screenshot displays a web interface for managing claims. At the top, there are tabs for 'Claim Preview', 'Attachments', 'Alert History', and 'Map'. Below these is a section titled 'Claim Details' with a sub-header 'Claim cannot be Submitted Currently' and a bullet point stating 'Claim components are not complete'. A table below lists the components and their completion status. A red arrow points to the 'Detail of Expenditure' row.

| Component             | Complete? |
|-----------------------|-----------|
| General Information   | ✓         |
| Detail of Expenditure |           |
| Equipment Inventory   |           |
| Other Attachments     |           |



# Reimbursement Requests (Claims)

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

 **Equipment** - Multi-List

 Add 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 | 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)



- Complete 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 the item was purchased from
  - Description – Enter a description of the item(s) purchased
  - Quantity – Enter the number of items purchased
  - Unit Cost – Enter the cost per 1 item each
  - Grant Amount Requested – Enter the total amount you are requesting reimbursement for
  - Invoice Number – Enter the invoice number on the vendor's invoice
  - Invoice Date – Enter the date of the vendor's invoice
  - Check/EFT Number – Enter the number of the check/EFT you paid the vendor with
    - If requesting advance payment, enter “Advance Payment”
  - Check/EFT Date – Enter the date of the check/EFT you paid the vendor with
    - If requesting advance payment, enter “Advance Payment”
  - Select “Save Row” when you have entered all information

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-10001 - Mobile Radios

Payee\*:

Payee

Description\*:

Brief Description

Quantity\*:

2

Unit Cost\*:

\$7,500.00

Expense Total:

Grant Amount Requested\*:

\$15,000.00

Invoice Number\*:

Invoice Number

Invoice Date\*:

Invoice Date

Check/EFT Number\*:

Check/EFT Number or Advance Payment

Check/EFT Date\*:

Check/EFT Date or Advance Payment



# Reimbursement Requests (Claims)

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



**Equipment - Multi-List** ☒ Mark as Complete

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                    |
|---------------------------------|-------|-------------------|----------|------------|---------------|------------------------|----------------|--------------|-------------------------------------|-----------------------------------|
| Equipment-10001 - Mobile Radios | Payee | Brief Description | 2.00     | \$7,500.00 | \$15,000.00   | \$15,000.00            | Invoice Number | Invoice Date | Check/EFT Number or Advance Payment | Check/EFT Date or Advance Payment |
|                                 |       |                   |          |            |               | \$15,000.00            |                |              |                                     |                                   |



# Reimbursement Requests (Claims)

- Expenditures automatically transfer to the “Reimbursement” section of the claim
  - If you see an error, contact your Grant Specialist
- Select “Mark as Complete” after you have added all expenditures and verified they have transferred to the “Reimbursement” section correctly

| Reimbursement           |                 |                      |                       |             | ✓ Mark as Complete         |
|-------------------------|-----------------|----------------------|-----------------------|-------------|----------------------------|
| Budget Category         | Subaward Budget | Expenses This Period | Prior Expenses (Paid) | Total       | Available Balance (Unpaid) |
| Training/Travel         |                 |                      |                       |             |                            |
|                         | \$0.00          | \$0.00               | \$0.00                | \$0.00      | \$0.00                     |
| Equipment               |                 |                      |                       |             |                            |
| 10001 - Mobile Radios   | \$15,000.00     | \$15,000.00          | \$0.00                | \$15,000.00 | \$0.00                     |
| 10002 - Portable Radios | \$8,000.00      | \$0.00               | \$0.00                | \$0.00      | \$8,000.00                 |
| 10003 - Repeater        | \$6,069.76      | \$0.00               | \$0.00                | \$0.00      | \$6,069.76                 |
|                         | \$29,069.76     | \$15,000.00          | \$0.00                | \$15,000.00 | \$14,069.76                |
| Supplies/Operations     |                 |                      |                       |             |                            |
|                         | \$0.00          | \$0.00               | \$0.00                | \$0.00      | \$0.00                     |
| Contractual             |                 |                      |                       |             |                            |
|                         | \$0.00          | \$0.00               | \$0.00                | \$0.00      | \$0.00                     |
|                         | \$29,069.76     | \$15,000.00          | \$0.00                | \$15,000.00 | \$14,069.76                |



# Reimbursement Requests (Claims)

- Select “Equipment Inventory”

Claim Preview

Attachments

Alert History

Map

Claim Details

Claim cannot be Submitted Currently

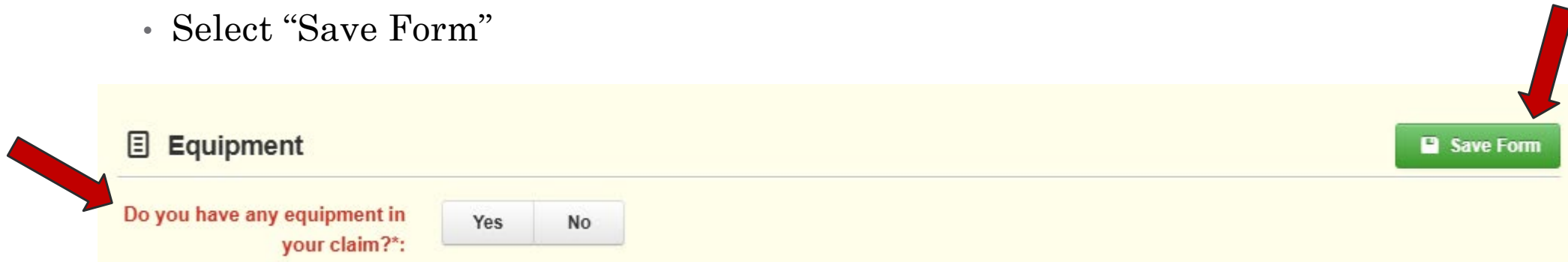
• Claim components are not complete

| Component             | Complete? |
|-----------------------|-----------|
| General Information   | ✓         |
| Detail of Expenditure | ✓         |
| Equipment Inventory   |           |
| Other Attachments     |           |



# Reimbursement Requests (Claims)

- Select “Yes” if you have Equipment you are requesting reimbursement for in this claim
  - REMINDER – Equipment items are listed in the Equipment category of your budget
- Select “No” if you do not have Equipment you are requesting reimbursement for in this claim
  - You do not have to complete Equipment Inventory for items within the Supplies/Operations budget category!
- Select “Save Form”



The screenshot shows a form section titled "Equipment" with a list icon to its left. Below the title is a question: "Do you have any equipment in your claim?\*" in red text. To the right of the question are two buttons: "Yes" and "No". In the top right corner of the form section is a green button labeled "Save Form". A red arrow points from the top right towards the "Save Form" button, and another red arrow points from the left towards the "Equipment" section header.

 **Equipment**

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 line for each item



 **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)

| Equipment Detail Field              | Description                                                                                                                                                              |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Requesting Organization             | Your agency's name                                                                                                                                                       |
| County                              | Your agency's county                                                                                                                                                     |
| Year                                | 2027                                                                                                                                                                     |
| Manufacturer                        | Manufacturer of the equipment                                                                                                                                            |
| Model                               | Model number of the equipment                                                                                                                                            |
| Description                         | Brief description of the equipment                                                                                                                                       |
| Identification #(s)                 | Unique string of characters for ID (Example: 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 its own line                                                                                                       |
| Individual Items Cost               | Unit cost per 1 item                                                                                                                                                     |
| % Federal Participation in the cost | Percentage of the cost of equipment that is being requested                                                                                                              |
| Current Physical Location           | Physical location (address) of the equipment – A PO Box will not be accepted                                                                                             |
| Use                                 | Enter only one – local, regional, statewide, national (This is a progressive scale. If national use is indicated, it is assumed it is available at all preceding levels) |
| Readiness Condition                 | Mission Capable                                                                                                                                                          |



# Reimbursement Requests (Claims)

- Verify each piece of Equipment being requested for reimbursement on this claim has been entered in the “Equipment Detail” component
- If more than one of each piece of Equipment was purchased, select “Add Row” for each piece of Equipment
- 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 Name             | Agency County | 2027 | Manufacturer | Model | Brief Description | Identification Number (Example: VIN/Serial #) | MBSGP             | Agency Name  | 11/01/2026       | 1        | \$7,500.00            | 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

Claim cannot be Submitted Currently

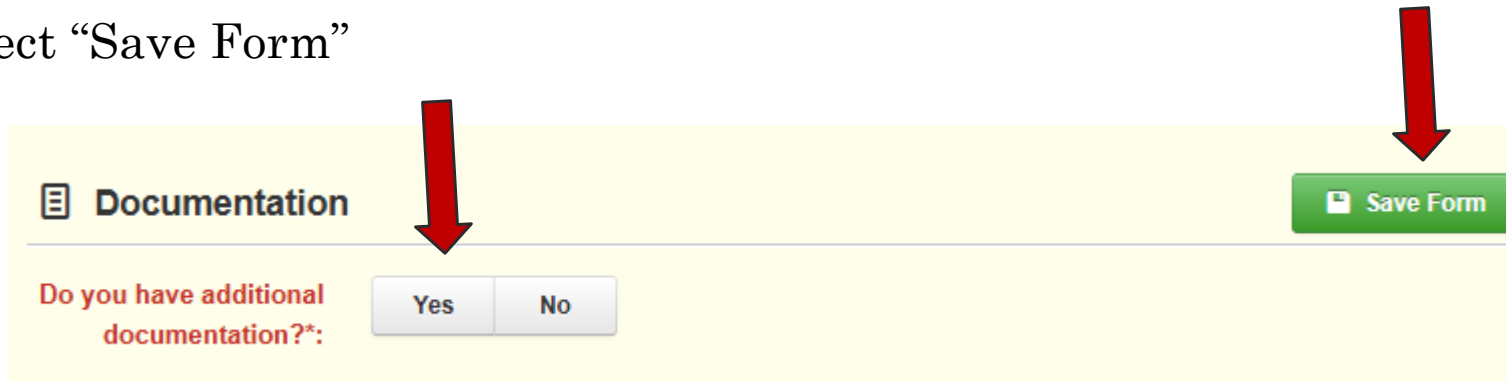
• Claim components are not complete

| Component             | Complete? |
|-----------------------|-----------|
| General Information   | ✓         |
| Detail of Expenditure | ✓         |
| Equipment Inventory   | ✓         |
| Other Attachments     |           |



# Reimbursement Requests (Claims)

- 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”

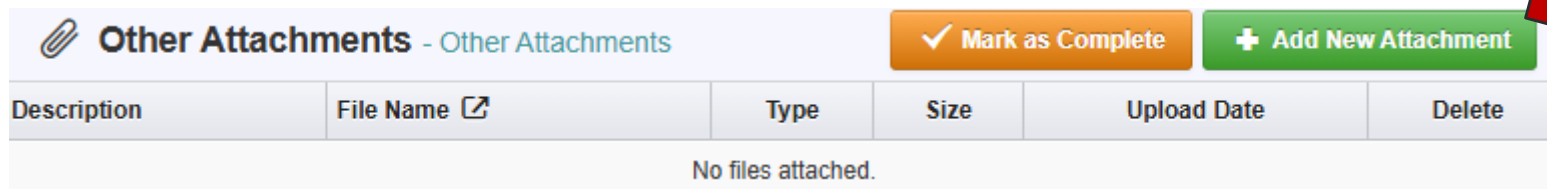


The screenshot shows a form section with a yellow background. At the top left is a tab labeled 'Documentation' with a document icon. Below it is the question 'Do you have additional documentation?\*' in red text. To the right of the question are two buttons: 'Yes' and 'No'. A red arrow points down to the 'Yes' button. At the top right of the section is a green button labeled 'Save Form' with a document icon. A red arrow points down to this button.



# Reimbursement Requests (Claims)

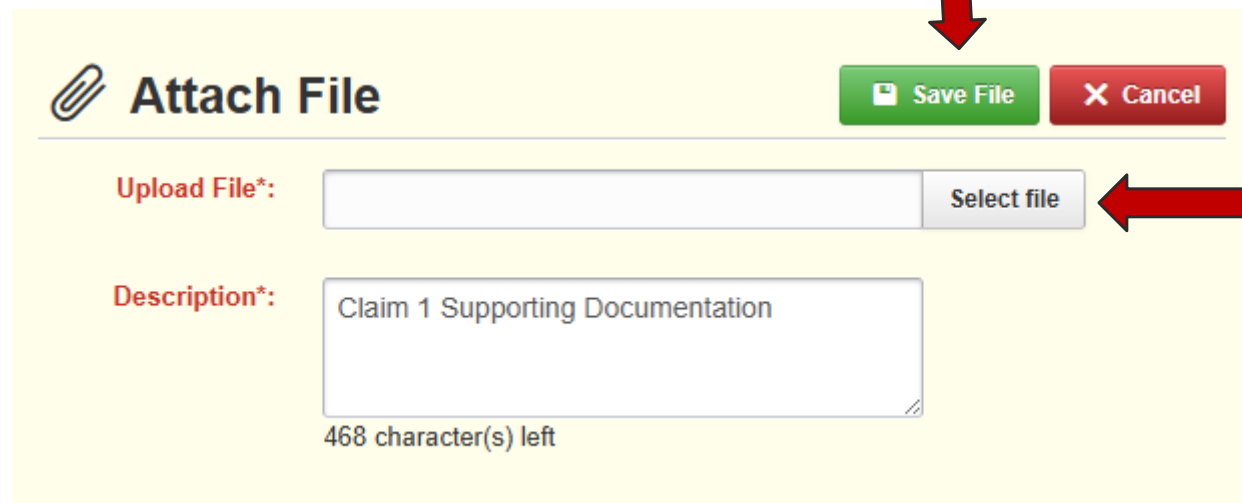
- Select “Add New Attachment”



 **Other Attachments** - Other Attachments ✓ Mark as Complete + Add New Attachment

| Description        | File Name  | Type | Size | Upload Date | Delete |
|--------------------|---------------------------------------------------------------------------------------------|------|------|-------------|--------|
| No files attached. |                                                                                             |      |      |             |        |

- Select “Select File” to locate the file on your computer
- Enter a description of the attachment
- Select “Save File”



 **Attach File** Save File Cancel

**Upload File\*:**  Select file

**Description\*:**

468 character(s) left



# Reimbursement Requests (Claims)

- Select “Mark as Complete”




**Other Attachments** - Other Attachments

✓ Mark as Complete
+ Add New Attachment

| Description                      | File Name  | Type | Size  | Upload Date         | Delete              |
|----------------------------------|-----------------------------------------------------------------------------------------------|------|-------|---------------------|---------------------|
| Claim 1 Supporting Documentation | <a href="#">Test File.docx</a>                                                                | docx | 11 KB | 09/09/2026 09:58 AM | <span>Delete</span> |



# Reimbursement Requests (Claims)

- When all Claim Components have been completed, select “Submit Claim”



Claim Preview Attachments Alert History Map

**Claim Details** ✓ Submit Claim ✕ Withdraw 🔍 Preview Claim

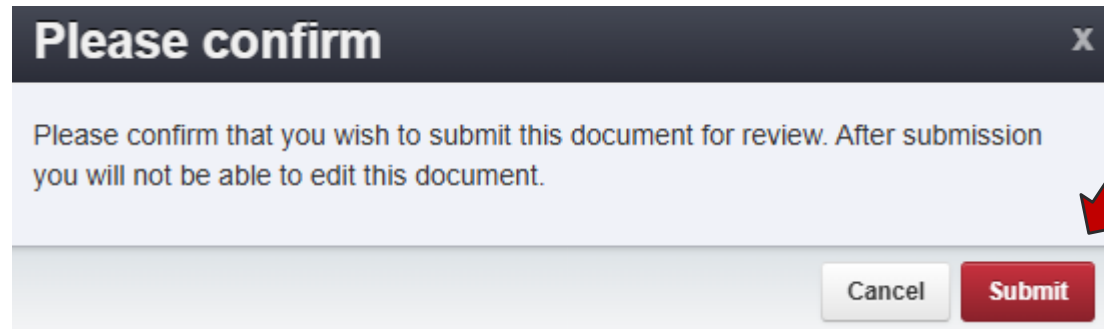
**Claim is in compliance and is ready for Submission!**

| Component             | Complete? | Last Edited                     |
|-----------------------|-----------|---------------------------------|
| General Information   | ✓         | Sep 9, 2026 9:02 AM - TEST TEST |
| Detail of Expenditure | ✓         | Sep 9, 2026 9:17 AM - TEST TEST |
| Equipment Inventory   | ✓         | Sep 9, 2026 9:46 AM - TEST TEST |
| Other Attachments     | ✓         | Sep 9, 2026 9:58 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, 2027**
- If the final claim is submitted on the 31<sup>st</sup> 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

- Status Reports for the MBSGP are measured via milestones
- Status Reports will be completed in the “Status Report” Component of WebGrants
- Status Reports will be submitted quarterly
  - Due: **January 10, 2027** (September 1, 2026 – December 31, 2026)
  - Due: **April 10, 2027** (January 1, 2027 – March 31, 2027)
  - Due: **May 31, 2027** (April 1, 2027 – May 15, 2027)
    - Final Status Report
- Final Status Report can be completed before May 31, 2027 if your project is completed prior to that date
  - For Example: If you complete your project in December 2026, you can complete your Final Status Report by the January 10, 2027 deadline and will not have to complete any further Status Reports



# Status Reports

- Select “Status Reports”

 **Grant Components**

The grant forms appear below.

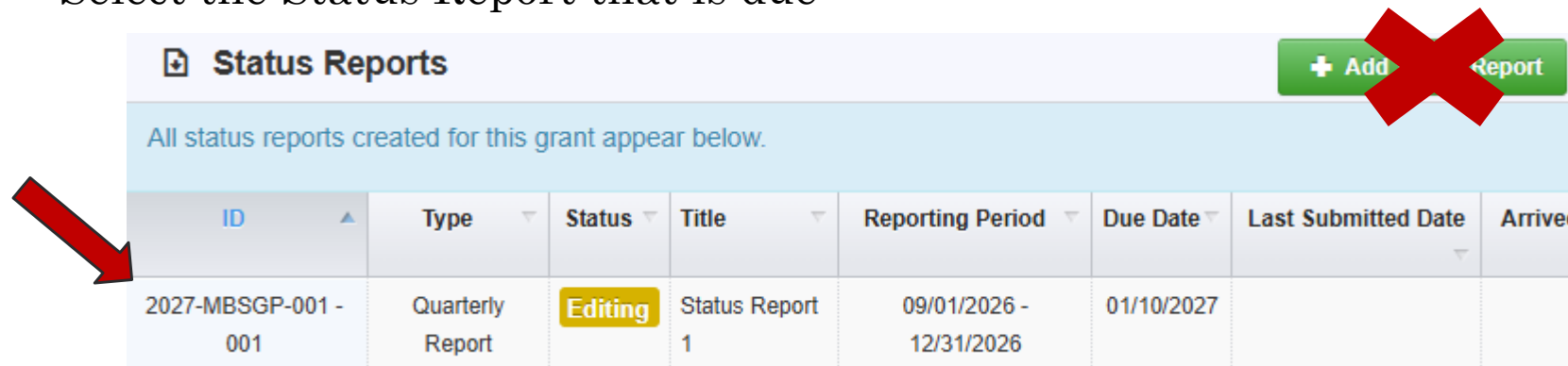
Your grant award details are saved here,

| Component               |
|-------------------------|
| General Information     |
| Attachments             |
| Award Documents - Final |
| Budget                  |
| Claims                  |
| Closeout                |
| Contact Information     |
| Correspondence          |
| <b>Status Reports</b>   |
| Subaward Adjustments    |
| Funding Opportunity     |
| Application             |



# Status Reports

- The Status Report has already been created for you
  - DO NOT CREATE YOUR OWN STATUS REPORT!
- Select the Status Report that is due



**Status Reports** + Add Report

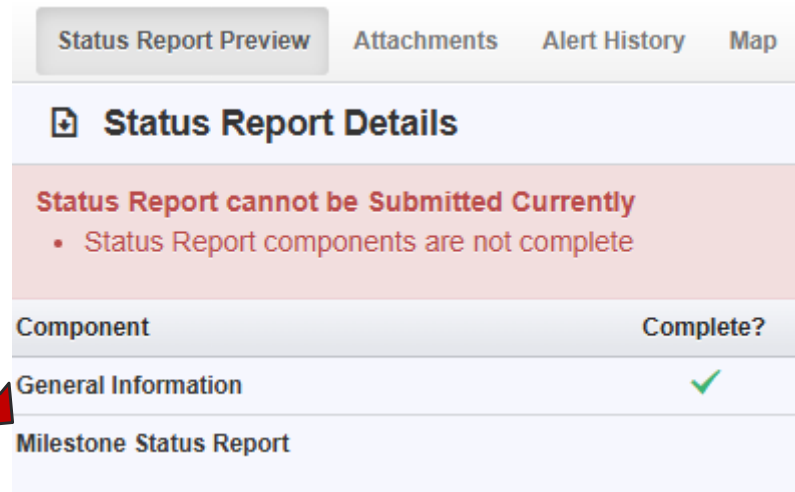
All status reports created for this grant appear below.

| ID ▲                 | Type ▼           | Status ▼ | Title ▼         | Reporting Period ▼      | Due Date ▼ | Last Submitted Date ▼ | Arrived ▼ |
|----------------------|------------------|----------|-----------------|-------------------------|------------|-----------------------|-----------|
| 2027-MBSGP-001 - 001 | Quarterly Report | Editing  | Status Report 1 | 09/01/2026 - 12/31/2026 | 01/10/2027 |                       |           |



# Status Reports

- Select “Edit Status Report”
- Select “Milestone Status Report”



# Status Reports

- Complete the “Milestone Progress” section of the Status Report
  - Select “Edit All Rows” to edit all milestones at one time
  - Select each milestone to edit 1 milestone at a time



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



# Status Reports

- Update the “Milestone Status” for each milestone by selecting the dropdown the option (Not Started, In Progress, Completed) that best fits the milestone at the end of the reporting period for the Status Report

 **Milestone Progress** - Edit

Save Multi-List

DO NOT add new milestones!

| Milestone                                                                       | Milestone Status:        |
|---------------------------------------------------------------------------------|--------------------------|
| 1. Determine specifications for needed equipment.                               | <div>Not Started ▾</div> |
| 2. Procurement completed: bidding, vendor selection, and ordering of equipment. | <div>Not Started ▾</div> |
| 3. Equipment received, installed, tested and inventoried.                       | <div>In Progress ▾</div> |
| 4. Vendor paid and receipt of proof of payment received.                        | <div>Completed ▾</div>   |
| 5. WebGrants reimbursement completed with all necessary documentation.          | <div>Not Started ▾</div> |
| 6. Equipment training completed.                                                | <div>Not Started ▾</div> |
| 7. Project Final Report submitted and closed out.                               | <div>Not Started ▾</div> |



# Status Reports

- Select “Save Multi-List” after you have updated the “Milestone Progress”

 **Milestone Progress - Edit**

 Save Multi-List

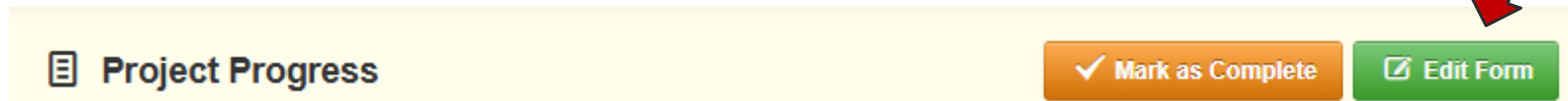
DO NOT add new milestones!

| Milestone                                                                       | Milestone Status: |
|---------------------------------------------------------------------------------|-------------------|
| 1. Determine specifications for needed equipment.                               | Completed ▾       |
| 2. Procurement completed: bidding, vendor selection, and ordering of equipment. | Completed ▾       |
| 3. Equipment received, installed, tested and inventoried.                       | In Progress ▾     |
| 4. Vendor paid and receipt of proof of payment received.                        | Not Started ▾     |
| 5. WebGrants reimbursement completed with all necessary documentation.          | Not Started ▾     |
| 6. Equipment training completed.                                                | Not Started ▾     |
| 7. Project Final Report submitted and closed out.                               | Not Started ▾     |



# Status Reports

- Complete the “Project Progress” section of the Status Report
- Select “Edit Form”



The screenshot shows a horizontal bar with a light yellow background. On the left, there is a document icon followed by the text "Project Progress". To the right of this, 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". A large red arrow points from the top right towards the "Edit Form" button.



# Status Reports

- Complete Questions #1-7

1. Do you anticipate any changes to the scope of the project? **Yes/No**

**If YES:**

1a. Please explain the scope changes you anticipate will be necessary for your project.

2. Do you anticipate any budget changes that will be necessary for your project? **Yes/No**

**If YES:**

2a. Please explain the budget changes that will be necessary for your project.

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

Yes

No

1a. Please explain the scope changes you anticipate will be necessary for your project. :

Explain the scope changes you anticipate will be necessary for your project.

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

2. Do you anticipate any budget changes that will be necessary for your project?:

Yes

No

2a. Please explain the budget changes that will be necessary for your project. :

Explain the budget changes that will be necessary for your project.

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



# Status Reports

- Complete Questions #1-7

3. Do you anticipate any issues completing project activities by the end of the grant period of performance? **Yes/No**

**If YES:**

3a. Please explain why you anticipate not being able to complete the project by the end of the grant period of performance.

4. Do you anticipate returning any unused funds on your project? **Yes/No**

**If YES:**

4a. Please indicate the amount of funds you anticipate returning on the project.

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

Yes

No

3a. Please explain why you anticipate not being able to complete the project by the end of the grant period of performance. :

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

4. Do you anticipate returning any unused funds on your project? \*:

Yes

No

4a. Please indicate the amount of funds you anticipate returning on the project. :

Please indicate the amount of funds you anticipate returning on the project. |



# Status Reports

- Complete Questions #1-7

5. Do you have any positive accomplishments to report for your project? **Yes/No**

**If YES:**

5a. Please explain the positive accomplishments.

6. Do you have any negative issues to report on your project? **Yes/No**

**If YES:**

6a. Please explain the negative issues on your project.

|                                                                            |                                                                      |
|----------------------------------------------------------------------------|----------------------------------------------------------------------|
| 5. Do you have any positive accomplishments to report for your project? *: | <input type="button" value="Yes"/> <input type="button" value="No"/> |
| 5a. Please explain the positive accomplishments. :                         | <div>Please explain the positive accomplishments.</div>              |
| 6. Do you have any negative issues to report on your project? *:           | <input type="button" value="Yes"/> <input type="button" value="No"/> |
| 6a. Please explain the negative issues on your project. :                  | <div>Please explain the negative issues on your project.</div>       |



# Status Reports

- Complete Questions #1-7

7. Do you have any other comments to add regarding the progress of your project?

**Yes/No**

**If YES:**

7a. Please add any additional comments regarding the progress of your project.

7. Do you have any other comments to add regarding the progress of your project?\*

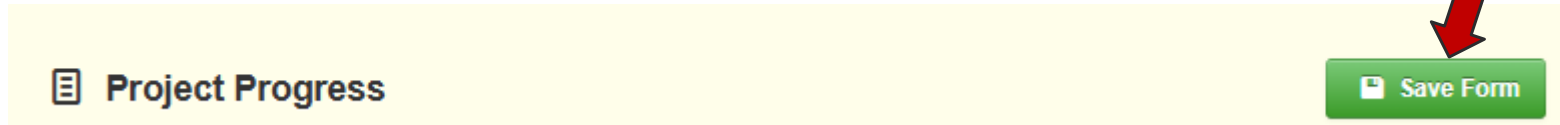
7a. Please add any additional comments regarding the progress of your project. :

Please add any additional comments regarding the progress of your project.



# Status Reports

- Select “Save Form” when you completed the “Project Progress” section of the Status Report



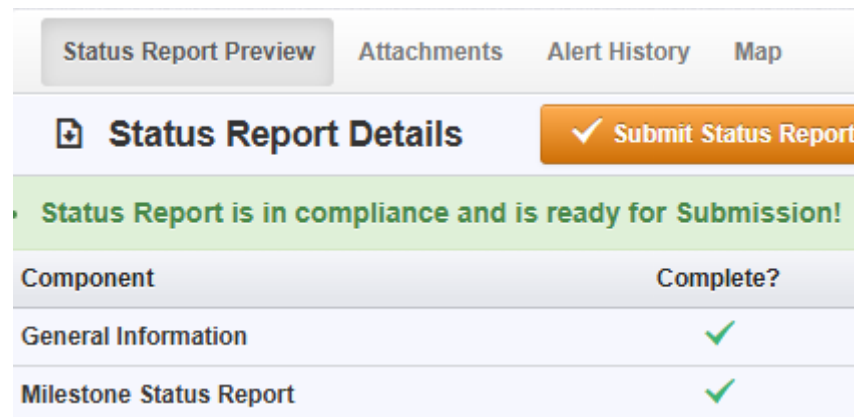
 **Project Progress** 

- Select “Mark as Complete”



 **Milestone Progress** - Multi-List   

- Select “Submit Status Report”



 **Status Report Preview**  **Attachments**  **Alert History**  **Map**

 **Status Report Details** 

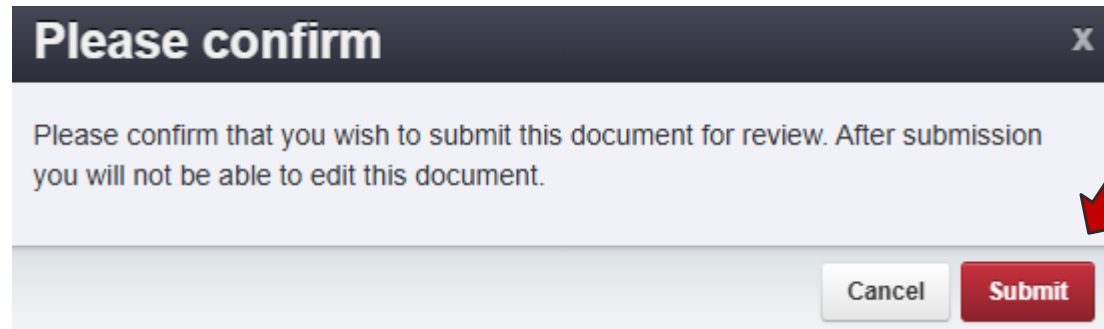
**Status Report is in compliance and is ready for Submission!**

| Component               | Complete? |
|-------------------------|-----------|
| General Information     | ✓         |
| Milestone Status Report | ✓         |



# Status Reports

- A pop-up box will ask if you are ready to submit the Status Report
  - If you are sure, select “Submit”



# Correspondence

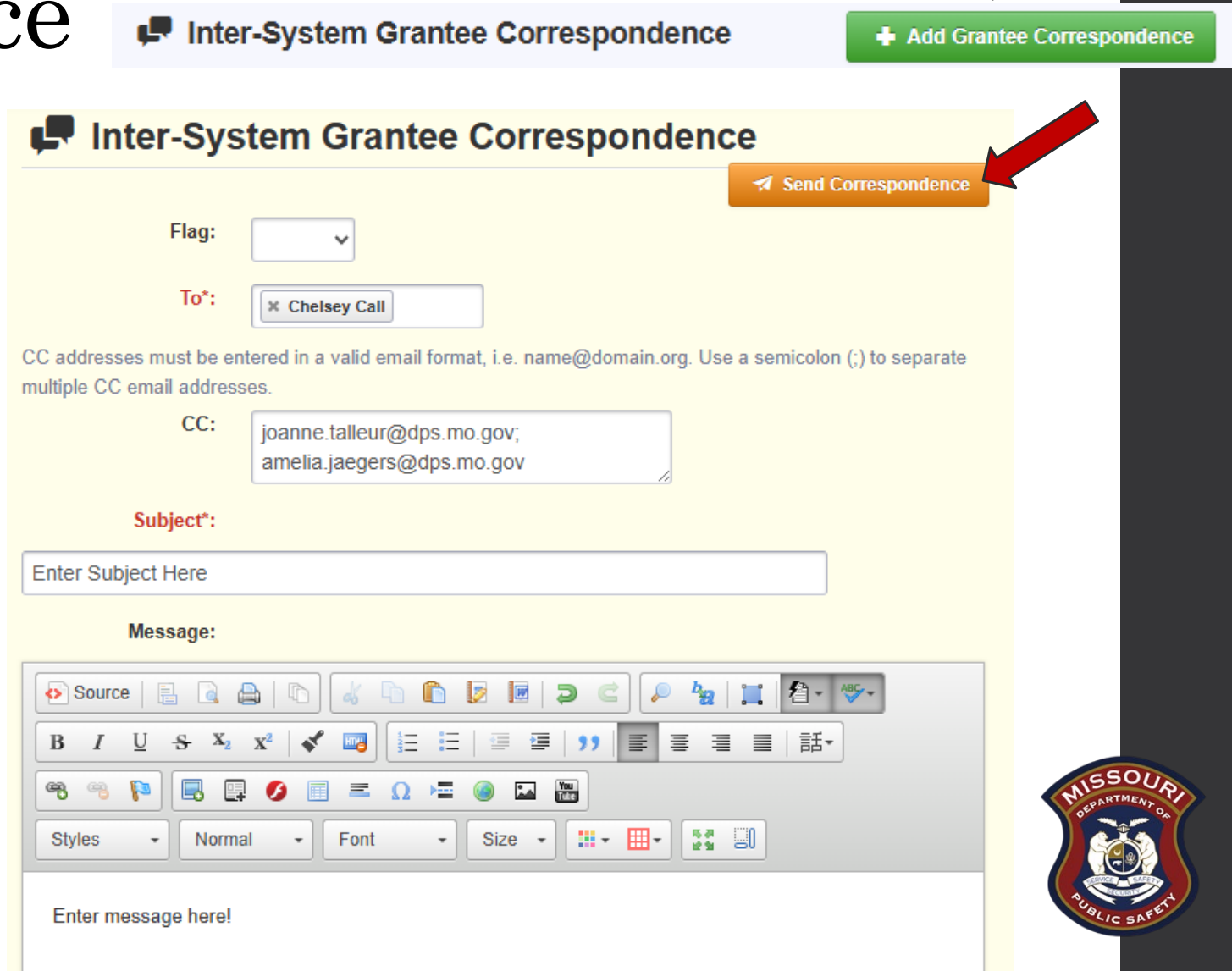
- Correspondence Component of the grant should be used for contacting the DPS/OHS with approval requests, questions, pertinent information, etc. regarding your grant
- Select “Correspondence” component in WebGrants

| Grant Components                                                          |  |
|---------------------------------------------------------------------------|--|
| The grant forms appear below.<br>Your grant award details are saved here, |  |
| Component                                                                 |  |
| General Information                                                       |  |
| Attachments                                                               |  |
| Award Documents - Final                                                   |  |
| Budget                                                                    |  |
| Claims                                                                    |  |
| Closeout                                                                  |  |
| Contact Information                                                       |  |
| Correspondence                                                            |  |
| Status Reports                                                            |  |
| Subaward Adjustments                                                      |  |
| Funding Opportunity                                                       |  |
| Application                                                               |  |



# Correspondence

- To create new correspondence, select “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 a subject for your message
- Message: Type your message



The screenshot shows the 'Inter-System Grantee Correspondence' interface. At the top, there is a header bar with a speech bubble icon, the text 'Inter-System Grantee Correspondence', and a green button labeled '+ Add Grantee Correspondence'. A red arrow points to this button. Below the header, the main form area has a yellow background. It features a 'Flag:' dropdown menu, a 'To\*:' field with a search icon and the text 'Chelsey Call', and a 'CC:' field containing two email addresses: 'joanne.talleur@dps.mo.gov;' and 'amelia.jaegers@dps.mo.gov'. Below these fields is a 'Subject\*:' label and a text input field with the placeholder 'Enter Subject Here'. To the right of the 'To\*' and 'CC' fields is an orange button labeled 'Send Correspondence' with a paper plane icon, which is pointed to by another red arrow. Below the subject field is a 'Message:' label and a rich text editor with a toolbar containing various icons for text formatting, alignment, and linking. At the bottom of the form is a text input field with the placeholder 'Enter message here!'. In the bottom right corner of the slide, there is a circular logo for the 'MISSOURI DEPARTMENT OF PUBLIC SAFETY'.

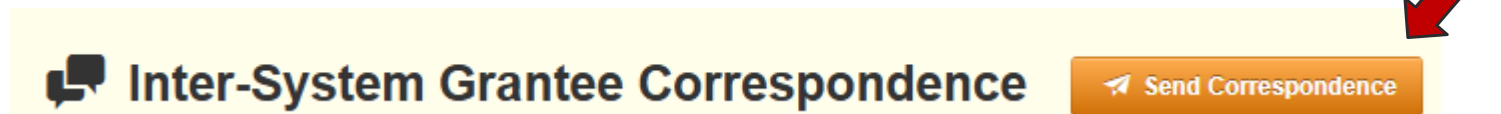
# Correspondence

- Attachment(s) can be included in your correspondence
- If you would like to add an attachment, select “Select File”
  - Locate and select the file you would like to attach on your computer



A screenshot of a web interface for adding attachments. It features two rows, each with a label ('Attachment 1:' and 'Attachment 2:'), a text input field, and a 'Select file' button. A red arrow points to the 'Select file' button for Attachment 1.

- When your message is complete, select “Send Correspondence”



A screenshot of a web interface for sending correspondence. It shows a yellow bar with a speech bubble icon, the text 'Inter-System Grantee Correspondence', and an orange button labeled 'Send Correspondence' with a paper plane icon. A red arrow points to the 'Send Correspondence' button.



# Correspondence

- Correspondence sent through WebGrants automatically forwards to the user's email associated with their WebGrants profile
- Correspondence will be received from [dpswebgrants@dpsgrants.dps.mo.gov](mailto:dpswebgrants@dpsgrants.dps.mo.gov) in your email
- To reply, you **MUST** login to WebGrants and reply through the Correspondence Component
  - **DO NOT REPLY TO CORRESPONDENCE FROM YOUR EMAIL**
    - Your reply will return to a general inbox rather than the intended recipient and will delay response time



# Correspondence

- To reply to correspondence, select the correspondence you want to reply to

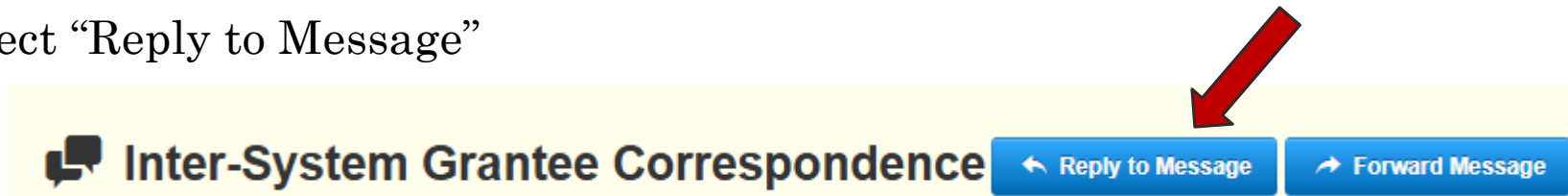
Inter-System Grantee Correspondence

Add Grantee Correspondence

Search:

| Flag | Sent/Received           | From         | To              | Subject                  | Message                   | Attachment 1      | Attachment 2 | Attachment 3 | Attachment 4 | Attachment 5 |
|------|-------------------------|--------------|-----------------|--------------------------|---------------------------|-------------------|--------------|--------------|--------------|--------------|
|      | Sep 9, 2026<br>11:20 AM | TEST<br>TEST | Chelsey<br>Call | Enter<br>Subject<br>Here | Enter<br>message<br>here! | Test<br>File.docx |              |              |              |              |

- Select “Reply to Message”



# Subaward Adjustments

- [Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments](#) discusses Subaward Adjustments
- Two types of revisions
  1. Budget Revisions – Choose Budget Revision in WebGrants
    - Transfer of funds between existing budget lines
    - Adding new budget lines
    - Changes in the quantity of an existing budget line item
    - Changes to the specifications of an existing budget line item
  2. Program Revisions – Choose Program Revision in WebGrants
    - Changes in key personnel (Authorized Official, Project Director, Fiscal Officer, or Project Contact Person)
    - Change in period of performance (extensions to the grant period)
- Both budget and program revisions 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



# Subaward Adjustments

- Select “Subaward Adjustments”

|  Grant Components |
|------------------------------------------------------------------------------------------------------|
| The grant forms appear below.<br>Your grant award details are saved here,                            |
| Component                                                                                            |
| General Information                                                                                  |
| Attachments                                                                                          |
| Award Documents - Final                                                                              |
| Budget                                                                                               |
| Claims                                                                                               |
| Closeout                                                                                             |
| Contact Information                                                                                  |
| Correspondence                                                                                       |
| Status Reports                                                                                       |
| <b>Subaward Adjustments</b>                                                                          |
| Funding Opportunity                                                                                  |
| Application                                                                                          |



# Subaward Adjustments

- Select “Add Amendment”



| Subaward Adjustments       |      |        |       |                     | + Add Amendment |
|----------------------------|------|--------|-------|---------------------|-----------------|
| ID                         | Type | Status | Title | Last Submitted Date |                 |
| No data available in table |      |        |       |                     |                 |



# Subaward Adjustments

- Complete the “General Information” form
  - Amendment Type – Select from dropdown the type of revision you are submitting (Budget Revision or Program Revision)
  - Title – Enter the number of the revision as the title
    - Example: Subaward Adjustment 1
  - Select “Save Form”



**General Information - Amendment - Edit**

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

**Status\*:**

**Amendment Type\*:**

**Title\*:**

**Save Form**



# Subaward Adjustments

- Select “Justification” from the Subaward Adjustment Components

Amendment Preview   Attachments   Alert History   Map

 **Amendment Details**

**Amendment cannot be Submitted Currently**

- Amendment components are not complete

| Component           | Complete? |
|---------------------|-----------|
| General Information | ✓         |
| Justification       |           |
| Budget - NEW Form   |           |
| Confirmation        |           |
| Attachments         |           |



# Subaward Adjustments

- Utilizing the text box, provide a justification for the requested revision
  - Explain the changes that are requested and why they are necessary
  - If you are requesting a Budget Revision, a Subaward Adjustment spreadsheet will need to be completed and copied into the justification
    - The Subaward Adjustment spreadsheet details the budget of the current project and provides a breakdown of the requested changes (The spreadsheet will be sent at the conclusion of the Compliance Workshop)
    - Please include all budget lines in the spreadsheet

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

Styles

Normal

Font

Size

Explain the requested change and why it is necessary.

Complete the Subaward Adjustment spreadsheet and copy and paste into this text box.



# Subaward Adjustments

- Subaward Adjustment Spreadsheet Instructions
  - Utilizing information from your project and the “Budget” as shown in WebGrants, complete the spreadsheet
    - Project Number – Insert the project number (your award number)
    - Line Number – Insert the budget line numbers found in the Item Name field of the “Budget”
    - Current Budget – Insert the amounts for each budget line in the Amount of Grant Funds Requested field of the “Budget”
    - Requested Change – This is where you will demonstrate the change that is being requested. For each budget line, you will either add, subtract, or reflect a \$0.00 amount based on where you are requesting to move funds on your project
    - Updated Budget – This field will automatically calculate based on the Current Budget amounts and the Requested Change amounts that have been entered
    - Notes – Provide a brief explanation to explain the revision for each budget line



| Item Name               | Quantity | Unit Cost  | Amount of Grant Funds Requested |
|-------------------------|----------|------------|---------------------------------|
| 10001 - Mobile Radios   | 2.00     | \$7,500.00 | \$15,000.00                     |
| 10002 - Portable Radios | 1.00     | \$8,000.00 | \$8,000.00                      |
| 10003 - Repeater        | 1.00     | \$6,069.76 | \$6,069.76                      |
|                         |          |            | \$29,069.76                     |



# Subaward Adjustments

- Subaward Adjustment Spreadsheet Example

| Project Number | Line Number | Current Budget | Requested Change | Updated Budget | Notes                                                    |
|----------------|-------------|----------------|------------------|----------------|----------------------------------------------------------|
| 2027-MBSGP-001 | 10001       | \$15,000.00    | \$950.70         | \$15,950.70    | Insert notes to explain to revision for this budget line |
| 2027-MBSGP-001 | 10002       | \$8,000.00     | (\$500.00)       | \$7,500.00     | Insert notes to explain to revision for this budget line |
| 2027-MBSGP-001 | 10003       | \$6,069.76     | (\$450.70)       | \$5,619.06     | Insert notes to explain to revision for this budget line |
| <b>TOTAL</b>   |             | \$29,069.76    | \$0.00           | \$29,069.76    |                                                          |



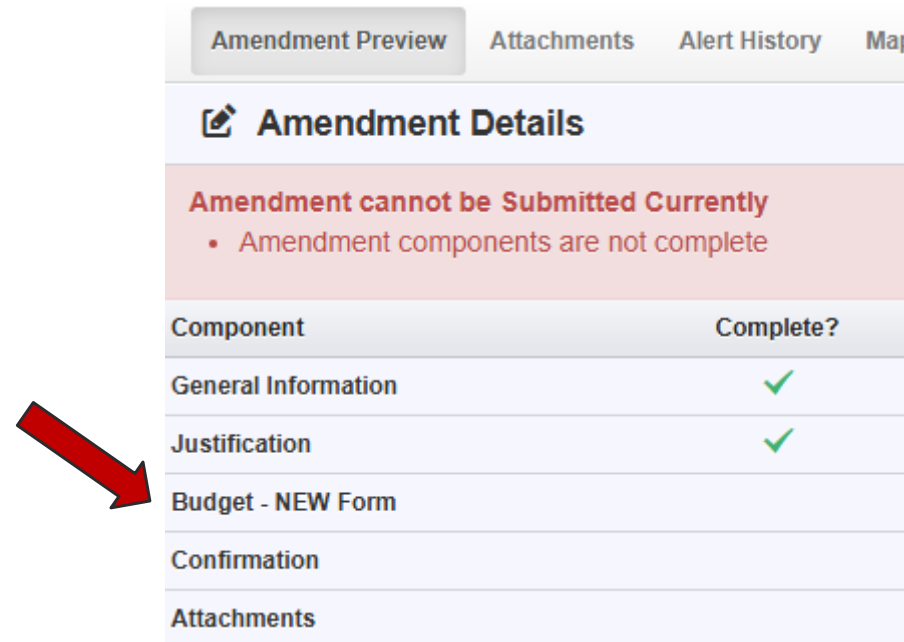
# Subaward Adjustments

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



# Subaward Adjustments

- Select “Budget” from the Subaward Adjustment Components
  - This will only show and be required for “Budget Revisions”



The screenshot displays a web interface for Subaward Adjustments. At the top, there are four tabs: "Amendment Preview" (selected), "Attachments", "Alert History", and "Map". Below the tabs is a section titled "Amendment Details" with a pencil icon. A red banner message states: "Amendment cannot be Submitted Currently" with a sub-bullet: "Amendment components are not complete". Below this is a table with two columns: "Component" and "Complete?". The table lists five components: "General Information" (checked), "Justification" (checked), "Budget - NEW Form" (highlighted by a red arrow), "Confirmation", and "Attachments".

| Component           | Complete? |
|---------------------|-----------|
| General Information | ✓         |
| Justification       | ✓         |
| Budget - NEW Form   |           |
| Confirmation        |           |
| Attachments         |           |



# 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 your “Budget”
  - The sum of the Current Budget column will equal your current budget total
- The Revised Amount column represents the requested budget amount for each budget category after the requested changes are made
  - Enter the total cost of each budget category after the requested changes are made
  - 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                   | \$29,069.76    | \$29,069.76    |            |
| Supplies/Operations         | \$0.00         | \$0.00         |            |
| Contractual                 | \$0            | \$0            |            |



# Subaward Adjustments

- Enter budget totals into the “Federal/State and Local Match Share” section
  - Only complete the “Total Federal/State Share” column as there is no match with this grant program
  - The totals should match the spreadsheet you created.
  - Select “Save Grid”



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

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 | <input type="text" value="\$29,069.76"/> |                 | <input type="text" value="\$29,069.76"/> |                 |            |
| Total Local Match Share   | <input type="text" value="\$0"/>         |                 | <input type="text" value="\$0"/>         |                 |            |



# Subaward Adjustments

- Review the “Budget” Component and if everything looks correct, select “Mark as Complete”

| 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                   | \$29,069.76        | \$27,069.76        | \$-2,000.00   |
| Supplies/Operations         | \$0.00             | \$2,000.00         | \$2,000.00    |
| Contractual                 | \$0.00             | \$0.00             | \$0.00        |
| Renovation/Construction     | \$0.00             | \$0.00             | \$0.00        |
| Indirect Costs              | \$0.00             | \$0.00             | \$0.00        |
| <b>TOTAL</b>                | <b>\$29,069.76</b> | <b>\$29,069.76</b> | <b>\$0.00</b> |

Last Edited By: TEST TEST - Sep 9, 2026 12:24 PM

[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 | \$29,069.76    | 100.00%         | \$29,069.76    | 100.00%         | \$0.00     |
| Total Local Match Share   | \$0.00         | 0.00%           | \$0.00         | 0.00%           | \$0.00     |



# Subaward Adjustments

- Select “Confirmation” from the Subaward Adjustment Components

Amendment Preview Attachments Alert History Map

 **Amendment Details**

**Amendment cannot be Submitted Currently**

- Amendment components are not complete

| Component           | Complete? |
|---------------------|-----------|
| General Information | ✓         |
| Justification       | ✓         |
| Budget - NEW Form   | ✓         |
| Confirmation        |           |
| Attachments         |           |



# Subaward Adjustments

- Complete with the Authorized Official's Name, Title, and Date certifying they approve of the requested Subaward Adjustment
- Select "Save Form"



 **Confirmation**

Save Form

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

Authorized Official Name\*:

Authorized Official's Name

Title\*:

Authorized Official's Title

Date\*:

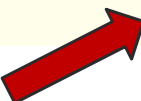
11/01/2026

- Select "Mark as Complete"

 **Confirmation**

✓ Mark as Complete

Edit Form



# Subaward Adjustments

- Select “Attachments” from the Subaward Adjustment Components

| Amendment Preview   Attachments   Alert History   Map                                                                                  |           |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------|
|  <b>Amendment Details</b>                             |           |
| <b>Amendment cannot be Submitted Currently</b> <ul style="list-style-type: none"><li>• Amendment components are not complete</li></ul> |           |
| Component                                                                                                                              | Complete? |
| General Information                                                                                                                    | ✓         |
| Justification                                                                                                                          | ✓         |
| Budget - NEW Form                                                                                                                      | ✓         |
| Confirmation                                                                                                                           | ✓         |
| Attachments                                                                                                                            |           |



# Subaward Adjustments

- Select “Yes” if you have documentation to attach (i.e., updated quote, Subaward Adjustment spreadsheet, etc.)
- Select “No” if you don’t have any documentation to attach
- Select “Save Form”



The screenshot shows a form section titled "Documentation" with a document icon. Below the title is a question: "Do you have any documentation?:". There are two buttons, "Yes" and "No", for the answer. To the right of the question is a green button labeled "Save Form". Two red arrows are overlaid on the image: one points to the "Documentation" section header, and the other points to the "Save Form" button.

 **Documentation**

Do you have any documentation?:





# Subaward Adjustments

- If you do have attachments, select “Add New Attachment”
- If you do not have attachments, select “Mark as Complete”

**Other Attachments** - Other Attachments

✓ Mark as Complete + Add New Attachment

| Description        | File Name | Type | Size | Upload Date | Delete |
|--------------------|-----------|------|------|-------------|--------|
| No files attached. |           |      |      |             |        |

- Select, “Select File” to locate the file on your computer
- Enter a description of the attachment
- Select “Save File”

**Attach File**

Save File Cancel

Upload File\*:  Select file

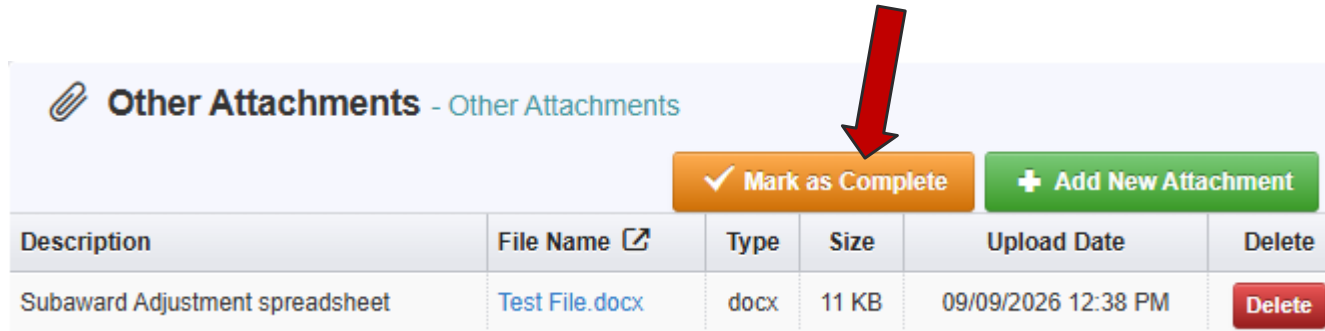
Description\*: Subaward Adjustment spreadsheet

469 character(s) left



# Subaward Adjustments

- After attachments have been added, select “Mark as Complete”



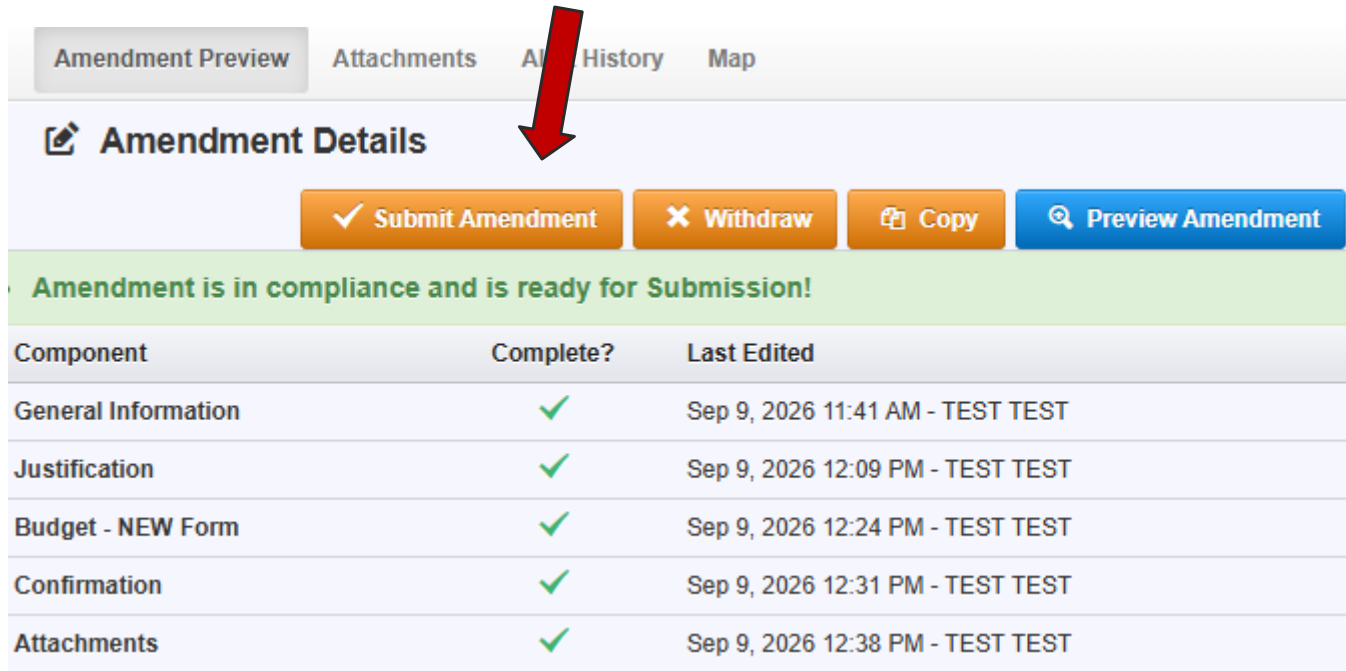
The screenshot shows a web interface for managing attachments. At the top, there is a header with a paperclip icon, the text "Other Attachments", and a link "- Other Attachments". Below the header are two buttons: an orange button with a checkmark icon and the text "Mark as Complete", and a green button with a plus icon and the text "Add New Attachment". A large red arrow points down to the "Mark as Complete" button. Below the buttons is a table with the following columns: Description, File Name (with a link icon), Type, Size, Upload Date, and Delete. The table contains one row of data.

| Description                     | File Name  | Type | Size  | Upload Date         | Delete                 |
|---------------------------------|-----------------------------------------------------------------------------------------------|------|-------|---------------------|------------------------|
| Subaward Adjustment spreadsheet | <a href="#">Test File.docx</a>                                                                | docx | 11 KB | 09/09/2026 12:38 PM | <a href="#">Delete</a> |



# Subaward Adjustments

- When all Subaward Adjustment Components have been completed, select “Submit Amendment”



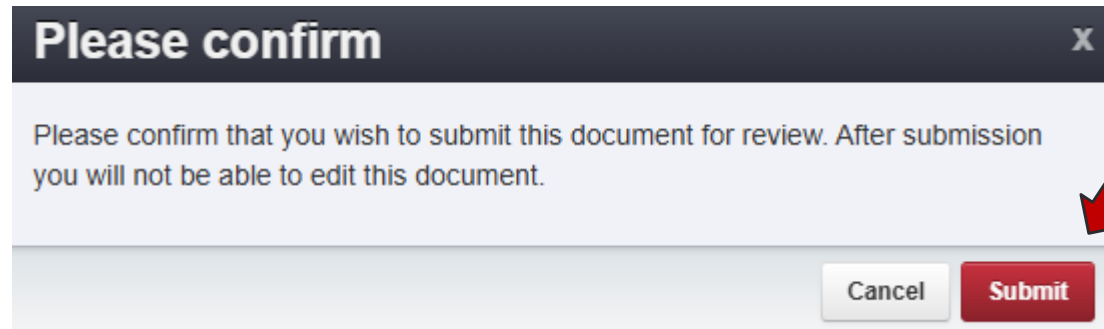
The screenshot displays the 'Amendment Details' section of a web application. At the top, there are tabs for 'Amendment Preview', 'Attachments', 'All', 'History', and 'Map'. Below these tabs, the 'Amendment Details' section is active, showing a red arrow pointing to the 'Submit Amendment' button. Other buttons include 'Withdraw', 'Copy', and 'Preview Amendment'. A green banner below the buttons states: 'Amendment is in compliance and is ready for Submission!'. Below the banner is a table with three columns: 'Component', 'Complete?', and 'Last Edited'.

| Component           | Complete? | Last Edited                      |
|---------------------|-----------|----------------------------------|
| General Information | ✓         | Sep 9, 2026 11:41 AM - TEST TEST |
| Justification       | ✓         | Sep 9, 2026 12:09 PM - TEST TEST |
| Budget - NEW Form   | ✓         | Sep 9, 2026 12:24 PM - TEST TEST |
| Confirmation        | ✓         | Sep 9, 2026 12:31 PM - TEST TEST |
| Attachments         | ✓         | Sep 9, 2026 12:38 PM - TEST TEST |



# Subaward Adjustment

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





# Grant File

# Grant File

- Record Retention
  - 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 (DPS/OHS) that the grant has been programmatically and fiscally **OR** at least 5 years following the closure of the recipient's audit report covering the entire award period, whichever is later
  - Records can be paper or electronic
  - WebGrants cannot serve as your record retention system



# Grant File

- Recipients should maintain files with grant documentation including but not limited to:
  - Copy of final grant application
  - Fully Executed Award Agreement
  - Approved Claims
  - Approved Subaward Adjustments
  - Approved Status Reports
  - Final Status Report
  - Monitoring Reports
  - Relevant Grant Correspondence
  - Procurement Documents (Contracts/Quotes)
  - Disposition of Equipment Forms
  - Inventory





# Monitoring

# 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
- Monitoring is to provide technical assistance and answer questions



# Next Steps

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



# Key Dates

|                    |                                                                                      |
|--------------------|--------------------------------------------------------------------------------------|
| September 1, 2026  | Period of Performance Start                                                          |
| September 10, 2026 | Compliance Workshop #1                                                               |
| September 16, 2026 | Compliance Workshop #2                                                               |
| October 1, 2026    | Signed Award Agreements Due (if possible)<br>Compliance Workshop Acknowledgement Due |
| January 10, 2027   | Status Report 1 Due                                                                  |
| April 10, 2027     | Status Report Due                                                                    |
| May 15, 2027       | Period of Performance End                                                            |
| May 31, 2027       | Final Claim & Status Report Due                                                      |



# Contact Information

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- (573) 522-6125
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Les Martin

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- [Les.Martin@dps.mo.gov](mailto:Les.Martin@dps.mo.gov)

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