

Missouri Crime Laboratory Upgrade Program (MCLUP) 2025 Compliance Training



Missouri Department of Public Safety
Office of the Director
DPS Grants

GENERAL GRANT INFORMATION



2025 MCCLUP GOAL

- ▶ The goal of the MCLUP Program is to provide financial assistance to defray expenses of Missouri crime laboratories
- ▶ Such funds are distributed to the crime laboratories serving the courts of the State of Missouri making analysis of a controlled substance or analysis of blood, breath, or urine in relation to court proceedings

FUNDING

- ▶ Section 488.029 RSMo
 - ▶ Requires a surcharge of \$150.00 be assessed and collected in all criminal cases for any violation of drug offenses (formerly Chapter 195, RSMo) in which a crime lab makes analysis of a controlled substance
 - ▶ A continual deposit is made to the State Forensic Laboratory Account from these collected fees
- ▶ Section 595.045 RSMo
 - ▶ Created the “Crime Victims Compensation Fund”
 - ▶ Requires a surcharge of \$7.50 be assessed and collected in all criminal cases including violations of any county ordinance or any violation of criminal or traffic laws of the state
 - ▶ An annual deposit of \$250,000 is made to the State Forensic Laboratory Account from these fees in July

GRANT REQUIREMENTS

- ▶ Project Period: June 1, 2024 to May 31, 2025
- ▶ Eligible budget categories:
 - ▶ Personnel
 - ▶ Personnel Benefits
 - ▶ Personnel Overtime
 - ▶ Personnel Overtime Benefits
 - ▶ Travel/Training
 - ▶ Equipment
 - ▶ Supplies/Operations
 - ▶ Contractual

GRANT REQUIREMENTS, continued

- ▶ Administrative Guide and Information Bulletins
- ▶ Financial & Administrative Guide for DPS Grants
 - ▶ <https://dps.mo.gov/dir/programs/dpsgrants/mclup.php>
 - ▶ Information Bulletins
 - ▶ CJ/LE-GT-2020-001, Policy on Advance Payment and Cash Advances
<https://dps.mo.gov/dir/programs/dpsgrants/mclup.php>
 - ▶ CJ/LE-GT-2020-002, Policy on Claim Request Requirements including DPS Reimbursement Checklist
<https://dps.mo.gov/dir/programs/dpsgrants/mclup.php>
 - ▶ CJ/LE-GT-2020-003, Policy on Budget Modifications, Program Changes, Scope of Work Changes, Status Reports, and Return of Funds <https://dps.mo.gov/dir/programs/dpsgrants/mclup.php>

GRANT REQUIREMENTS, continued

- ▶ Claims must be submitted at least every 3 months
 - ▶ Claims may be submitted as needed
 - ▶ Claims must be in “Paid” status before the next claim is submitted
 - ▶ Personnel Cost must be supported with official payroll records and time sheets/payroll certification, benefit rate sheets
 - ▶ Proof of Payment is required for all expenses (i.e., Cancelled check, credit card statements)
 - ▶ Requesting Advanced Payment
- ▶ Status Reports must be submitted every Quarter

TRAVEL POLICY

- ▶ The Department of Public Safety Subrecipient Travel Guidelines can be found
 - ▶ <https://dps.mo.gov/dir/programs/dpsgrants/mclup.php>
 - ▶ Mileage Reimbursement
 - ▶ <https://acct.oa.mo.gov/state-employees/travel-portal/mileage>
 - ▶ Effective January 1, 2024 - December 31, 2024, the State of Missouri mileage rate is \$0.65.5 per mile
- ▶ The State of Missouri Per Diem rates can be found
 - ▶ <https://acct.oa.mo.gov/state-employees/travel-portal/meals-per-diem>
 - ▶ Verify the per diem rate before reimbursement requests
- ▶ DPS will reimburse based on the most restrictive travel policy (i.e., State of Missouri or local)
- ▶ GSA lodging rates will be reimbursed
 - ▶ [Per Diem Rates | GSA](#)

EQUIPMENT

- ▶ Equipment is defined by the State of Missouri as non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit
 - ▶ Subrecipients may use their own definition of equipment provided that the definition would, at a minimum, include the equipment described above.
- ▶ Purchases must adhere to the most restrictive procurement policy
- ▶ Costs must be supported by a vendor invoice or receipt
- ▶ Equipment must be tagged and identifiable for its source of funds (e.g. subaward number)

SUPPLIES/OPERATIONS COSTS

- ▶ Includes non-expendable property with an acquisition cost less than \$5,000 per unit, expendable property, and non-contractual operating costs
- ▶ Costs must be directly attributable to the approved project
- ▶ Purchases for goods or services must adhere to the most restrictive procurement policy
- ▶ Costs must be supported by a vendor invoice or receipt
- ▶ Printed materials must acknowledge the funding source

CONTRACTUAL COSTS

- ▶ Includes contractual expenses and consultant fees
- ▶ All contractual and consultant services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be performed, as applicable
- ▶ A copy of all written contracts must be made available to DPS staff during monitoring (or upon request)
- ▶ Purchases for contractual services must adhere to the most restrictive procurement policy
- ▶ Costs must be supported by a vendor invoice or receipt
- ▶ Subrecipients should attempt to enter into contracts that occur within the grant's project period, where possible

ADMINISTRATIVE & FINANCIAL GUIDELINES



FUNDS

- ▶ Subrecipients must report, actual cash expenditures and request reimbursement
- ▶ Requests for reimbursement will be handled via a “Claim” report
- ▶ Funds must be obligated within the project period and should be expended within 10 days following the project period end date
 - ▶ Project Period: June 1, 2024 – May 31, 2025
 - ▶ 10 Days Following: June 10, 2025

FUNDS, continued

- ▶ Funds are “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
 - ▶ When a purchase order is issued, funds are considered obligated
 - ▶ **Travel expenses will only be allowed for events, training, and other activities held during the project period**
- ▶ Funds are “expended” when payment is made

INTERNAL CONTROLS

- ▶ Subrecipients must track, account for, and report on all funds separately from all other funds
- ▶ Grant funds may be used in conjunction with other funding as necessary to complete projects but tracking and reporting must be separate
- ▶ Subrecipients should ensure appropriate internal controls exist for the programmatic and financial aspects of the project
 - ▶ There should be separation of duties (or layers) when it comes to the approval of timesheets/payroll or purchase approvals and payments
 - ▶ Procurement/purchasing policies generally outline internal controls, such as the selection, award, and administration of purchases

PROCUREMENT

- ▶ All procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition
- ▶ All quotations and the rationale behind the selection of a source of supply must be retained, attached to the purchase order copy, and placed in the accounting files
- ▶ When only one bid or positive proposal is received, it is deemed to be sole source procurement
- ▶ Sole source procurement on purchases to a single vendor of \$10,000 or more requires prior approval from the Missouri Department of Public Safety
 - ▶ Request for approval shall be submitted via the “Correspondence” component of WebGrants with the rationale and, if available, a copy of the sole source certification letter from the vendor
 - ▶ Approval of the grant application does not constitute prior approval; must obtain separately

PROCUREMENT, continued

- ▶ State Procurement Policy:
- ▶ Purchases to a single vendor totaling less than \$10,000 may be purchased with prudence on the open market
- ▶ Purchases to a single vendor totaling \$10,000 but less than \$100,000 must be competitively bid; however, the bid need not be solicited by mail or advertisement
- ▶ Purchases to a single vendor totaling \$100,000 or over shall be advertised for bid in at least two daily newspapers of general circulation in such places as are most likely to reach prospective bidders at least five days before bids for such purchases are to be opened

ACCOUNTING/FINANCIAL RECORDS

- ▶ Subrecipients must establish and maintain accurate financial records and an adequate accounting system
- ▶ The records must be retained by the subrecipient for a period of five (5) years starting from the date of completion of the Closeout form within WebGrants or from the date of submission of the audit for the project period covered, whichever comes later
 - ▶ The records must be retained beyond a five (5) year period if an audit is in progress and/or the findings of a completed audit have not been resolved
 - ▶ Subrecipients must adhere to local policy if their local retention period is longer than those stated herein
- ▶ Records must be kept by the subrecipient in an orderly manner and be available for audit purposes to DPS and/or representatives from the government of the State of Missouri
- ▶ Subrecipients are responsible for protecting records against fire, theft, or other possible damages

PROPERTY RECORDS

- ▶ Subrecipients are required to maintain property management records
- ▶ A control system shall be in effect by the subrecipient to ensure adequate safeguards to prevent loss, damage, or theft to the property
 - ▶ Any loss, damage, or theft of non-expendable property shall be investigated, fully documented, and made part of the grant file
 - ▶ Subrecipients should take a physical inventory of the property and reconcile the results with the property records at least once every 2 years
- ▶ Adequate maintenance procedures shall be established by the subrecipient to keep the property in good condition

PROPERTY DISPOSITION

- ▶ Subrecipients are expected to use the approved equipment for the purpose for which it was acquired as long as needed
 - ▶ If a crime laboratory closes and there is still value in the property, DPS may request such property be made available for re-authorization to another state-funded agency
- ▶ Replacement: Subrecipients may use the equipment to be replaced as a trade-in or may sell the equipment and use the proceeds to offset the cost of the replacement equipment
 - ▶ The purchase of replacement property must take place soon enough after the sale of property to show that the sale and the purchase are related

PROPERTY DISPOSITION, continued

- ▶ Disposition: When original or replacement equipment acquired under an award is no longer needed for the original project, may dispose of the personal non-expendable property
 - ▶ Items with a current per unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to DPS
 - ▶ Items with a current per unit fair market value of \$5,000 or more may be retained or sold, but the Department of Public Safety (DPS) shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by DPS' share of the equipment
 - ▶ The seller is eligible for limited sale and handling costs of \$500 or 10% of the proceeds, whichever is less
- ▶ Records for non-expendable property acquired with grant funds shall be retained by the subrecipient for five (5) years after final disposition of property

AUDIT REQUIREMENTS

- ▶ An audit is required if the subrecipient expended \$375,000 or more in state funds (including pass-through subawards) within the organization's 12-month fiscal year
 - ▶ If the subrecipient is not required to have an audit, the agency is still responsible for monitoring activities to provide reasonable assurance that the agency administers state awards in compliance with state requirements
 - ▶ If the subrecipient is required to have an audit:
 - ▶ The audit must be performed organization-wide by an independent firm
 - ▶ The audit must be conducted with reasonable frequency, usually annually, but not less frequently than every two (2) years
 - ▶ Doesn't mean that the audit can include every other year though!

PRINTING AND PUBLICITY

- ▶ Subrecipients are encouraged to make the following results and accomplishments available to the public through printed publication or media release:
 - ▶ Award of funding
 - ▶ Major cases/investigations
 - ▶ Improvements in services provided as a result of equipment purchases
 - ▶ Educational training

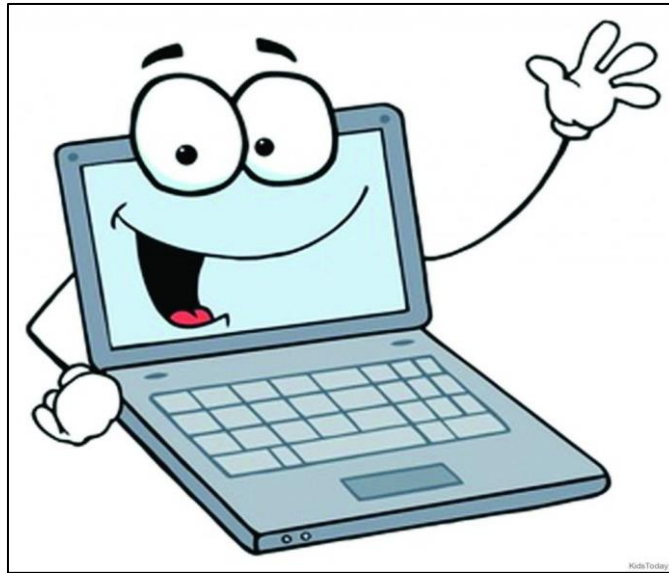
STATE CIVIL RIGHTS LAWS

- ▶ **Section 213.055 RSMo** – Unlawful Employment Practices
 - ▶ Subrecipients may not discriminate on the basis of race, color, religion, national origin, sex, ancestry, age, or disability in its employment practices (e.g. hiring, compensation, conditions, or privileges)

STATE CIVIL RIGHTS LAWS, continued

- ▶ **Section 213.065 RSMo** – Discrimination in Public Accommodations
 - ▶ Subrecipients may not discriminate on the basis of race, color, religion, national origin, sex, ancestry, or disability in the use and enjoyment of any place of public accommodation
 - ▶ It is unlawful to refuse, withhold from, or deny any of the accommodations, advantages, facilities, services, or privileges made available in any place of public accommodations

WebGrants



DASHBOARD

- ▶ WebGrants will land on the “Dashboard” screen after logging in
- ▶ The home button is used to return to this screen as needed (bottom navigation bar)
- ▶ Please note it is recommended to use the browser back button of the embedded back button within the new system, where applicable

The screenshot displays the WebGrants Dashboard for a user named 'TEST TEST'. The main content area is titled 'Work Assignment' and shows a section for 'Approaching Deadlines - Next 30 Days'. This section contains a table with the following data:

Due Date	Document	Sub-Type	ID	Status	Title	Program Area	Funding Opportunity
Apr 10, 2024 5:01 PM	Application	Final Application	26040	Editing	FINAL TEST - Copy	SSVF-State Services to Victims Fund	25130-2025 State Services to Victims Fund (SSVF)
Apr 10, 2024 5:01 PM	Application	Final Application	26015	Editing	TEST 2022 STOP VAWA - Copy	SSVF-State Services to Victims Fund	25130-2025 State Services to Victims Fund (SSVF)
Apr 10, 2024 5:01 PM	Application	Final Application	26013	Editing	2025 test - Copy	SSVF-State Services to Victims Fund	25130-2025 State Services to Victims Fund (SSVF)

Below the 'Approaching Deadlines' section is a 'Recent Negotiations - Due Within 30 Days' section, which currently shows 'No data available in table'. At the bottom, there is a 'Recent Correspondence - Within the Last 30 Days' section with a table structure including columns for Sent Date, Flag, From, To, Subject, and Message.

A black arrow points to the 'Dashboard' link in the left sidebar, which is highlighted in blue.

DASHBOARD, continued

- ▶ Select “Grants” to access a list of your current awards
- ▶ “Closed Grants” will provide a list of archived awards if needed
- ▶ Select the Award you wish to Access from your active list to enter the Grant

The screenshot displays the 'Grant' dashboard interface. On the left is a navigation sidebar with options: Dashboard, Funding Opportunities, Applications, Grants (highlighted with a black arrow), Reports, and My Profile. The main content area is titled 'Grant' and 'List of all current grants'. It features a search bar and tabs for 'Current Grants', 'Closed Grants', and 'Search Claims'. Below the tabs, a table lists active grants with columns for ID, Status, Year, Title, Organization, Program Area, Funding Opportunity, Duration, and Gr Amount. An arrow points from the 'Grants' menu item to the 'Current Grants' section of the dashboard.

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Duration	Gr Amount
119004	Underway	2020	Michelle's First Go	BaseLine Organization	Titell-Title II Formula Grant	118943-2020-2021 Title II Funding Opportunity	10/01/2020 - 09/30/2021	\$15,757
119076	Underway	2020	Service Dog Project	BaseLine Organization	Titell-Title II Formula Grant	118943-2020-2021 Title II Funding Opportunity	10/01/2020 - 09/30/2021	\$50,000
119102	Underway	2020	2021 Helping Hand SSVF	BaseLine Organization	SSVF-State Services to Victims Fund	118967-2021 SSVF Funding Opportunity	01/01/2021 - 12/31/2021	\$43,695
128943	Underway	2021	Let's Test Juvenile	BaseLine Organization	Titell-Title II Formula Grant	128757-FY22 Title II Funding Opportunity	10/01/2021 - 09/30/2022	\$74,000
130205	Underway	2022	2022 SSVF KKW Test	BaseLine Organization	SSVF-State Services to Victims Fund	130200-2022 State Services to Victims Fund (SSVF)	01/01/2022 - 12/31/2022	\$43,695

GRANT COMPONENTS

“Grant Components” are used to navigate each award individually within the system

Grant Components		Preview Grant
The grant forms appear below.		
Your grant award details are saved here, as well as many forms which may be used to manage your grant.		
Component	Last Edited	
General Information	Apr 3, 2024 8:30 AM - TEST TEST	
Claims		
Correspondence		
Contract Amendments		
Status Reports		
Site Visits		
Award Documents - Need Signatures		
Award Documents - Final		
Attachments		
Closeout		
Funding Opportunity		-
Application		-

Budget

30

Select “Budget” to view your current, approved budget specific to the award

Component	Last Edited
General Information	Apr 3, 2024 8:30 AM - TEST TEST
Claims	
Budget ←	Apr 29, 2024 1:41 PM - Amelia Jaegers
Correspondence	
Contract Amendments	
Status Reports	
Site Visits	
Award Documents - Need Signatures	
Award Documents - Final	
Attachments	
Closeout	
Funding Opportunity	
Application	

BUDGET, continued

- ▶ The budget will be broken down into “Budget Categories”
- ▶ Most budgets will be condensed into one line to decrease the number of budget adjustments
- ▶ Each piece of “Equipment, however, must be listed on its own line for purposes of inventory tracking and compliance thereof



Budget - Multi-List

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

Line Item Code	Budget Category	Line Name	Description	Amount of Grant Funds Requested
1000	1. Personnel	Personnel	Title and if partial how much of their time 10% of time	\$20,000.00
	Subtotal			\$20,000.00
2000	2. Personnel Benefits	Personnel Benefits	In description include cost basis example 7.65%	\$1,530.00
	Subtotal			\$1,530.00
3000	3. Overtime Personnel	Overtime Personnel	Title and if partial how much of their time example 50 hours	\$2,250.00
	Subtotal			\$2,250.00
4000	4. Overtime Benefits	Overtime Benefits	Cost basis 7.65%	\$172.12
	Subtotal			\$172.12
9000	5. Travel/Training	Travel/Training	Include dates and what costs are included (registration,Meals)/Meetings for program. 500 miles, \$ 62	\$1,310.00
	Subtotal			\$1,310.00
10000	6. Equipment	Equipment	Additional details including quantity (2)	\$5,000.00
	Subtotal			\$5,000.00
11000	7. Supplies/Operations	Supplies/Operations	additional details including quantity (3)	\$800.00
	Subtotal			\$800.00
12000	8. Contractual	Contractual	Enter additional information including timeframe	\$9,000.00
	Subtotal			\$9,000.00
				\$40,062.12

CLAIMS COMPONENT

Used to file for reimbursement of approved expenses

 **Grant Components** 

The grant forms appear below.

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

Component	Last Edited
General Information	Apr 3, 2024 8:30 AM - TEST TEST
Claims ←	
Correspondence	
Contract Amendments	
Status Reports	
Site Visits	
Award Documents - Need Signatures	
Award Documents - Final	
Attachments	
Closeout	
Funding Opportunity	-
Application	-

Claims Entry

- ▶ Select “Claims”, followed by “Add”

The screenshot shows a software interface with a navigation menu at the top. The 'Claims' tab is selected, indicated by an arrow. To the right of the navigation menu is a green button labeled '+ Add Claim', also indicated by an arrow. Below the navigation menu, the text 'Claims' is displayed. Underneath, a message states 'All claims associated with this grant appear below.' A table follows with the following data:

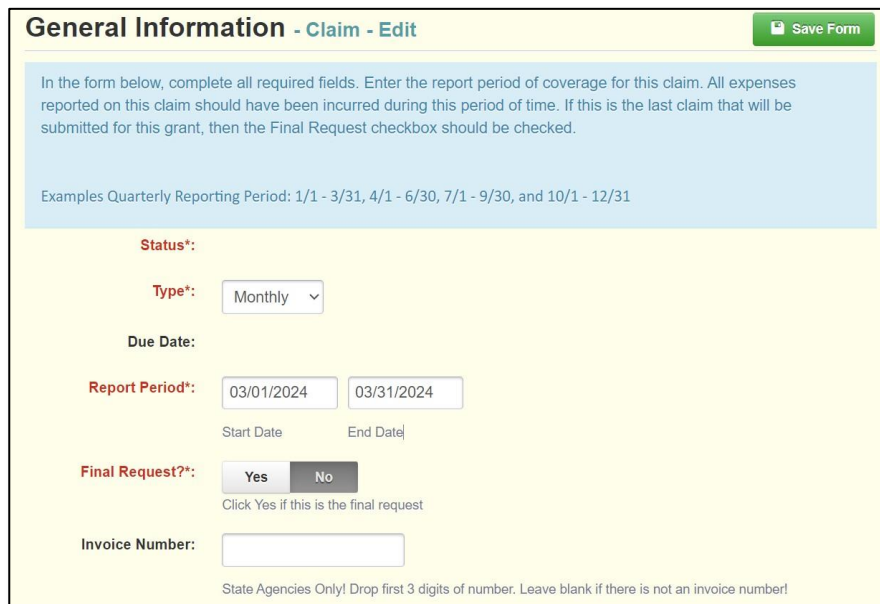
ID	Type	Status	Start Date	End Date	Last Submitted Date	Paid Date	Claim Amount
15PBJHA-23-GG-0019-BSCI-T01 - 001	Monthly	Withdrawn	09/01/2023	09/30/2023	Sep 12, 2023 2:50 PM		-

Below the table is a summary section with the following values:

Submitted Amount:	\$0.00
Approved Amount:	\$0.00
Awaiting Payment Amount:	\$0.00
Paid Amount:	\$0.00
Total Amount:	\$0.00

CLAIMS ENTRY, Continued

- ▶ Complete the Claim General Information
 - ▶ Claim Type - Monthly, Quarterly, other
 - ▶ Reporting Period - Month(s) within the claim
 - ▶ Invoice Number - **Leave this blank if you are not a State Agency.**
 - ▶ Final Request? - No on all claims until submitting your last claim for reimbursement
 - ▶ Select “Save Form”



General Information - Claim - Edit Save Form

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

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

Status*:

Type*: Monthly ▾

Due Date:

Report Period*: 03/01/2024 03/31/2024
Start Date End Date

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

Invoice Number:

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

CLAIMS ENTRY, continued

- ▶ This will mark the “General Information” complete, advancing you to the “Claim Details” list

Program Area: State Crisis Intervention Program

Funding Opportunity: 152982-Test 2022/2023 CIPG

Reporting Period: 03/01/2024 - 03/31/2024

Claim Type: Monthly

Submitted By: -

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

Claim Details [Preview Claim](#)

Claim cannot be Submitted Currently

- Claim components are not complete

Component	Complete?	Last Edited
General Information	→ ✓	Mar 15, 2024 4:26 PM - TEST TEST
Detail of Expenditure	-	-
Equipment Inventory	-	-
Other Attachments	-	-

EXPENDITURES

- ▶ Select “Detail of Expenditure” from the list of claim components

Claim Preview Attachments Alert History Map

Claim Details [Preview Claim](#)

Claim cannot be Submitted Currently


- Claim components are not complete


Component	Complete?	Last Edited
General Information	✓	Mar 15, 2024 4:26 PM - TEST TEST
Detail of Expenditure ←	-	-
Equipment Inventory	-	-
Other Attachments	-	-

EXPENDITURES, continued


- ▶ Add a line for all expenditures within the claim by select “Add Row” for each

Claim List Genera Detail Equipm Other

Detail of Expenditure - Current Version 

Budget - Multi-List 

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

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

Reimbursement

Budget Category	Details	Subaward Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)
Budget						
Personnel	1000 Personnel	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00
Personnel Benefits	2000 Personnel Benefits	\$1,530.00	\$0.00	\$0.00	\$0.00	\$1,530.00
Overtime Personnel	3000 Overtime Personnel	\$2,250.00	\$0.00	\$0.00	\$0.00	\$2,250.00
Overtime Benefits	4000 Overtime Benefits	\$172.12	\$0.00	\$0.00	\$0.00	\$172.12
Travel/Training	9000 Travel/Training	\$1,310.00	\$0.00	\$0.00	\$0.00	\$1,310.00
Equipment	10000 Equipment	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Supplies/Operations	11000 Supplies/Operations	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00
Contractual	12000 Contractual	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00
		\$40,062.12	\$0.00	\$0.00	\$0.00	\$40,062.12
		\$40,062.12	\$0.00	\$0.00	\$0.00	\$40,062.12

EXPENDITURES, continued

- ▶ Select the corresponding Line Number from the drop-down section
 - ▶ Only approved budget lines will appear within this list

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

Budget Line Label:

Budget Line*: Budget-Salary

Payee*: Budget-Salary

Description*: Budget-Travel/Training

Quantity*: Budget-Equipment

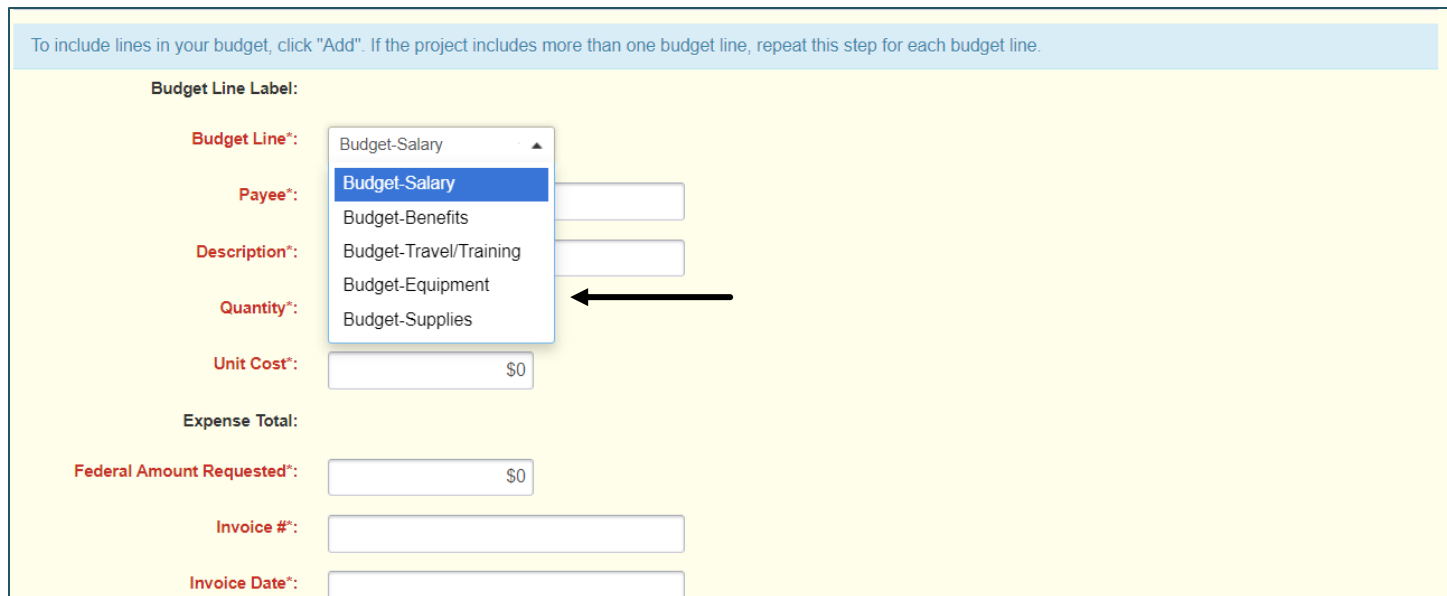
Unit Cost*: \$0

Expense Total:

Federal Amount Requested*: \$0

Invoice #*:

Invoice Date*:



EXPENDITURES, continued

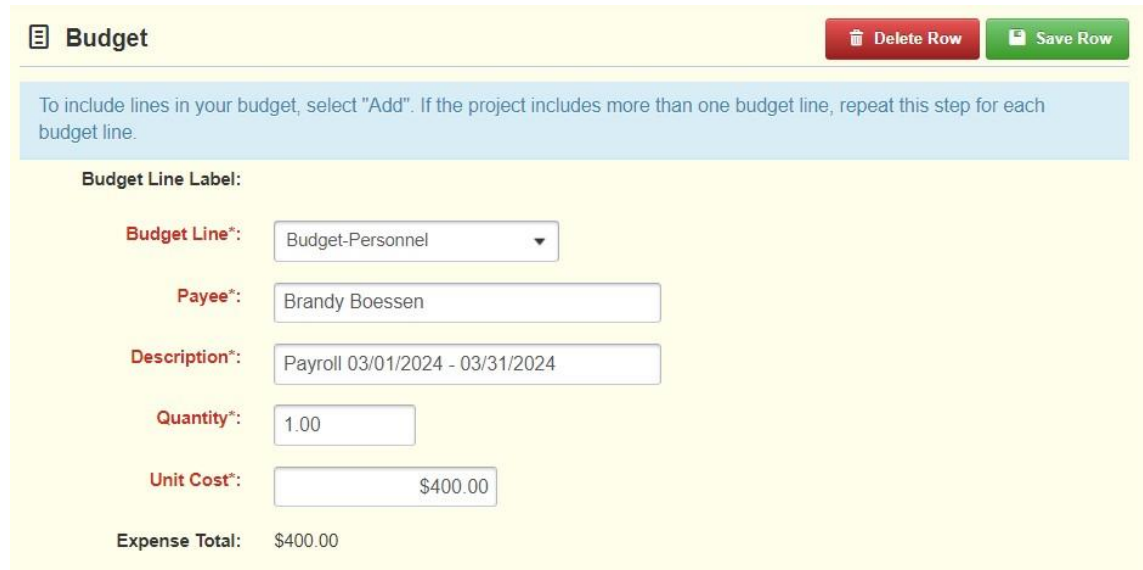
Line Number	Select Corresponding Budget Line Number
Payee	Name of Individual (Personnel) or Company that is receiving payment (Vendor)
Description	<p>Brief description of item</p> <p>Payroll / Benefits expenses should include the Payroll dates of the period claimed</p> <p>Example -</p> <ul style="list-style-type: none"> • Payroll 01/01/2023 - 01/30/2023 Overtime Payroll 01/01/2023 - 01/31/2023 • Benefits 01/01/2023 - 01/30/2023 Overtime Benefits 01/01/2023 - 01/31/2023
Quantity	<p>Enter Quantity</p> <p>Personnel costs should be a quantity of 1</p>

EXPENDITURES, continued

Unit Cost	Cost per unit Personnel will be the payroll period amount per applicable line
Federal Amount Requested	Must be the amount requested for reimbursement (Automatically transfers to the reimbursement component)
Invoice #	Vendor Invoice # Personnel can be listed as N/A if no invoice number available
Invoice Date	Date on Vendor Invoice Personnel can be listed as N/A if no invoice number available
Check/EFT Number	Check or EFT Number used to pay invoice
Check/EFT Date	Date of Check or EFT Number used to pay invoice

EXPENDITURES, continued

- ▶ Select “Save Row”



Budget Delete Row Save Row

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

Budget Line Label:

Budget Line*: Budget-Personnel

Payee*: Brandy Boessen

Description*: Payroll 03/01/2024 - 03/31/2024

Quantity*: 1.00

Unit Cost*: \$400.00

Expense Total: \$400.00

EXPENDITURES, continued

- ▶ Example Expenditures -
- ▶ When all Expenditure lines have been entered, select “Mark as Complete”



Budget - Multi-List ✓ Mark as Complete + Add Row

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

Budget Line Label	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
Budget-Personnel	Brandy Boessen	Payroll 03/01/2024 - 03/31/2024	1.00	\$400.00	\$400.00	\$400.00	N/A	N/A	4321	04/15/2024
						\$400.00				
Budget-Personnel Benefits	Brandy Boessen	Payroll 03/01/2024 - 03/31/2024	1.00	\$30.60	\$30.60	\$30.60	NA	NA	4321	04/15/2024
						\$30.60				
Budget-Equipment	Dell Technologies	Dell 42" Computer Monitor	2.00	\$350.00	\$700.00	\$700.00	1234	03/01/2024	3836	03/12/2024
Budget-Equipment	Dell Technologies	Dell Desktop Computer	1.00	\$1,200.00	\$1,200.00	\$1,200.00	3836	03/18/2024	3546	03/18/2024
						\$1,900.00				
Budget-Supplies/Operations	Training Provider	Domestic Violence Training for Brandy Boessen 03/01/2024 - 03/03/2024	120.00	\$1.00	\$120.00	\$120.00	3386	03/01/2024	9814	03/15/2024
						\$120.00				
Budget-Contractual	D&A Associates	Attorney Services 03/01/2024 - 03/31/2024	1.00	\$1,120.00	\$1,120.00	\$1,120.00	8193	03/31/2024	9384	6584
						\$1,120.00				
						\$3,570.60				

Last Edited By: TEST TEST - Mar 18, 2024 6:29 AM + Add Row

EQUIPMENT INVENTORY

- ▶ Select “Equipment Inventory”

Claim Preview Attachments Alert History Map Versions

Claim Details

[Withdraw](#) [Notes \(0\)](#) [Feedback](#) [Preview Claim](#)

A Claim Report consists of the following components: 1) General Information, 2) Expenditures, 3) Equipment Inventory, and 4) Attachments. All components of the Claim report must be marked complete before the Claim may be submitted. A form which has been marked complete can still be edited though up until the time the Claim is submitted.

Claim cannot be Submitted Currently

- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Aug 29, 2024 10:48 AM - Becky Block
Detail of Expenditure	✓	Aug 29, 2024 11:15 AM - Becky Block
Equipment Inventory	-	-
Attachments	-	-

EQUIPMENT INVENTORY, continued

- ▶ If no Equipment is requested for reimbursement -“Mark as Complete”
- ▶ If Equipment is requested, (enter each piece of equipment on a separate line):
 - ▶ Requesting Organization - Subrecipient’s Organization
 - ▶ County - Subrecipient’s County
 - ▶ Year - Grant year that Equipment was purchased: 2024
 - ▶ Manufacturer - Who made the Equipment purchased
 - ▶ Model - Model Number of Equipment purchased
 - ▶ Description - What is the Equipment item
 - ▶ Identification # (s) - Unique string of characters used for identification, such as, serial number or vehicle identification number. If there is not unique identification number for the equipment, N/A should be annotated in the box. When reporting multiple identification numbers please enter them into one cell and separate them with a comma.
 - ▶ Source of Funding - MCLUP
 - ▶ Title Holder - Grantee Organization
 - ▶ Date of Delivery - Date that Equipment was delivered
 - ▶ Quantity - 1 (may only have 1 equipment item per entry)
 - ▶ Individual Items Cost - Cost of each individual Item
 - ▶ Current Physical Location - Place (address) where the equipment is located. A post office box address is not a physical location for the purpose of inventory
 - ▶ Use - Local, regional, statewide, national. This is a progressive scale. If national use is indicated, it is assumed it is available at the other levels as well
 - ▶ Readiness Condition - Mission capable = material condition of equipment indicating it can perform at least one and potentially all of its designated missions. Not mission capable = material condition indicating that equipment is not capable of performing any of its designated missions

EQUIPMENT INVENTORY, continued

- ▶ Equipment is defined as tangible, non-expendable (non-consumable) personal property, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit
- ▶ If Equipment is requested each unit will require an entry, as each must be assigned their own unique identification number
 - ▶ If the unit already comes with a Serial or Unique Identifying number, use this as the identifying number on the equipment inventory form
 - ▶ If no Unique Identifying number is present, this must be assigned and the unit tagged with the correlating number

EQUIPMENT INVENTORY, continued

- ▶ Answer the question then Select “Save Form”
 - ▶ If yes, Select “Add Row” if no equipment is being requested Select “Mark as Complete”
- ▶ Add each piece of equipment
- ▶ Example
 - ▶ Each piece of equipment that is being requested for reimbursement must be listed and completed separately

☰ Equipment
➔ Save Form

Do you have any equipment in your claim?:

←

Save Form

☰ Equipment Detail - Edit
Save Multi-List

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
-------------------------	--------	------	--------------	-------	-------------	--------------------	-------------------	--------------	------------------	----------	-----------------------	--	---------------------------	-----	---------------------

☰ 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
-------------------------	--------	------	--------------	-------	-------------	--------------------	-------------------	--------------	------------------	----------	-----------------------	--	---------------------------	-----	---------------------

EQUIPMENT INVENTORY, continued

- ▶ Answer the question then Select “Save Form”
 - ▶ If yes, Select “Add Row” if no equipment is being requested Select “Mark as Complete”
- ▶ Add each piece of equipment
- ▶ Example
 - ▶ Each piece of equipment that is being requested for reimbursement must be listed and completed separately

Equipment Save Form

Do you have any equipment in your claim?:: Save Form

Equipment Detail - Edit Save Multi-List

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
-------------------------	--------	------	--------------	-------	-------------	--------------------	-------------------	--------------	------------------	----------	-----------------------	--	---------------------------	-----	---------------------

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
-------------------------	--------	------	--------------	-------	-------------	--------------------	-------------------	--------------	------------------	----------	-----------------------	--	---------------------------	-----	---------------------

EQUIPMENT INVENTORY, continued

▶ Example of completed Equipment Form

Equipment Detail Save Form

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

County: Cole

Year: 2024
Federal fiscal year of the grant.

Manufacturer: SHI

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

Description: Workstation for Forensic Use
250 Character Limit - Generic description of the equipment that was purchased.

Identification #: 1234
600 Character Limit - Unique string of characters used for identification, such as serial number or vehicle identification number. If there is not unique identification number for the equipment, N/A should be annotated in the box. When reporting multiple identification numbers please enter them into one cell and separate them with a comma.

Source of Funding: FY 2025 SCOG

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

Date of Delivery: 07/21/2024
Date you received possession of the equipment.

Quantity: 1

Individual Item Cost: 3800.00

% of Federal Participation in the cost: 100
Percentage of federal funds used to purchase the equipment.

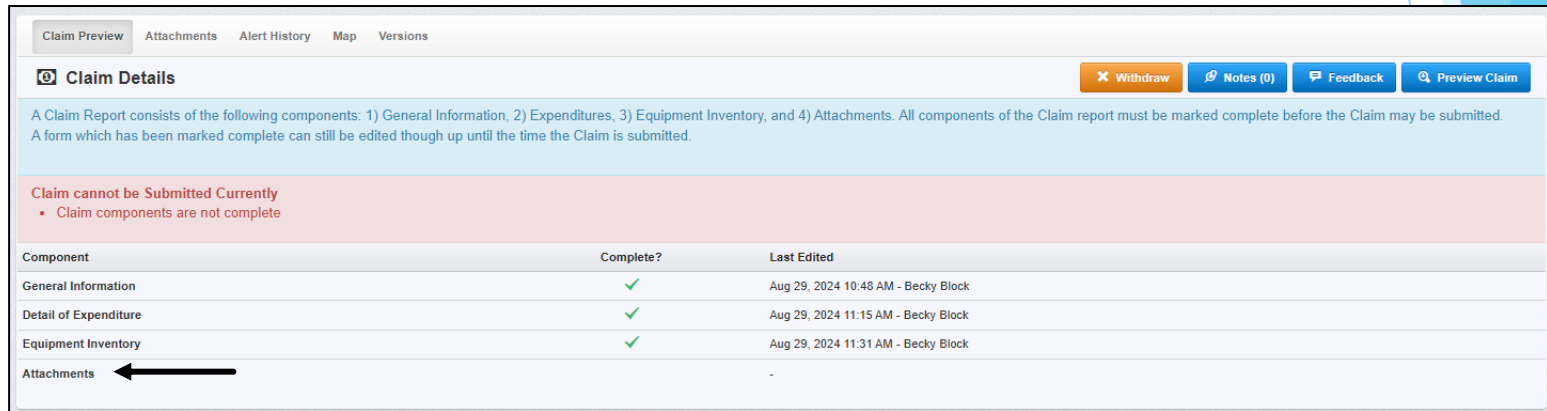
Current Physical Location: 12345 Main Street
Please address where the equipment is located. A post office box address is not a physical location for the purpose of inventory.

City: Local
Local, regional, statewide, national. This is a progressive scale. If national use is indicated, it is assumed it is available at the other levels as well.

Readiness Condition: Mission Capable

ATTACHMENTS

- ▶ Select “Attachments”

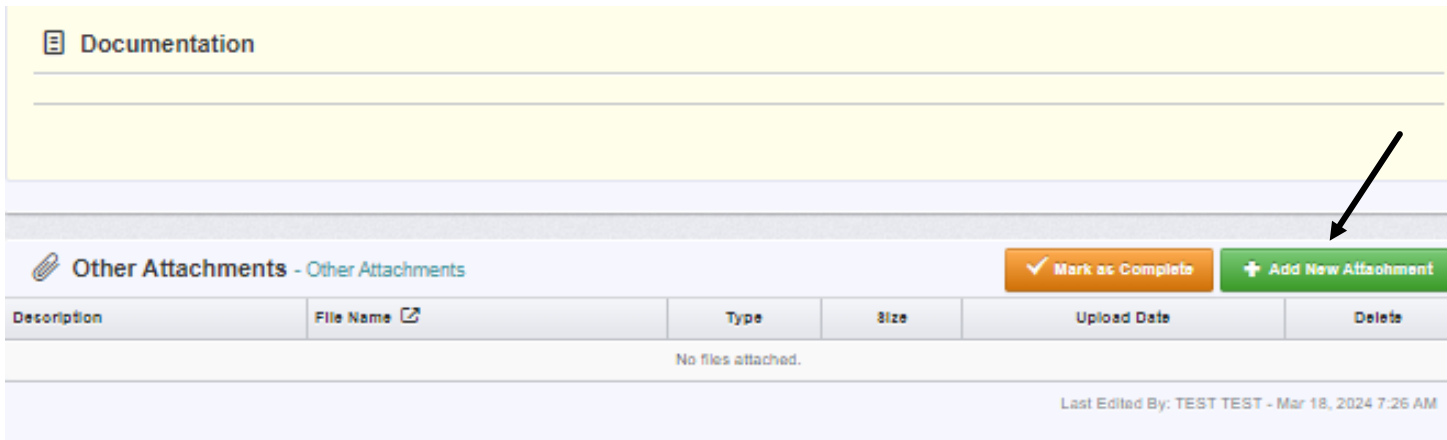


The screenshot displays a web interface for 'Claim Details'. At the top, there is a navigation bar with tabs for 'Claim Preview', 'Attachments', 'Alert History', 'Map', and 'Versions'. Below the navigation bar, there are several action buttons: 'Withdraw', 'Notes (0)', 'Feedback', and 'Preview Claim'. A text block explains that a Claim Report consists of four components: General Information, Expenditures, Equipment Inventory, and Attachments. A red warning banner states 'Claim cannot be Submitted Currently' with the reason 'Claim components are not complete'. Below this is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The 'Attachments' row is highlighted, and a black arrow points to it from the left. The table shows that 'General Information', 'Detail of Expenditure', and 'Equipment Inventory' are all marked as complete, while 'Attachments' is not.

Component	Complete?	Last Edited
General Information	✓	Aug 29, 2024 10:48 AM - Becky Block
Detail of Expenditure	✓	Aug 29, 2024 11:15 AM - Becky Block
Equipment Inventory	✓	Aug 29, 2024 11:31 AM - Becky Block
Attachments	-	-

ATTACHMENTS, continued

- ▶ Select “Add New Attachment”



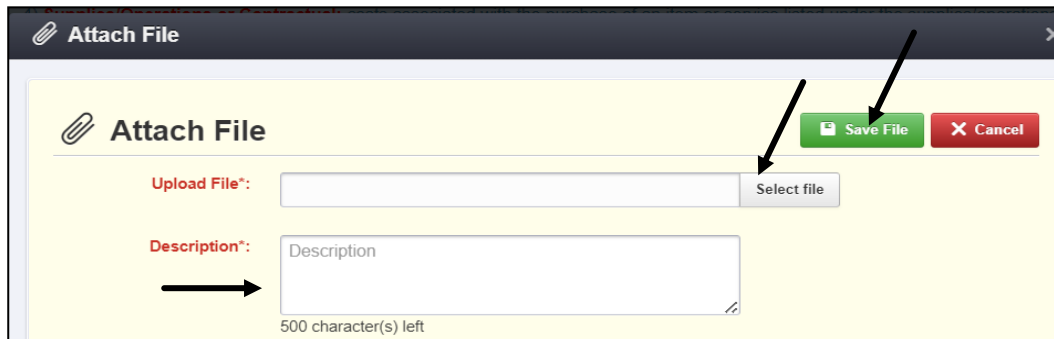
The screenshot displays a software interface with a yellow header area labeled 'Documentation'. Below this is a section titled 'Other Attachments - Other Attachments' which includes two buttons: 'Mark as Complete' (orange) and 'Add New Attachment' (green). A black arrow points to the 'Add New Attachment' button. Below the buttons is a table with columns for Description, File Name, Type, Size, Upload Date, and Delete. The table currently contains the text 'No files attached.' and a footer indicating 'Last Edited By: TEST TEST - Mar 18, 2024 7:26 AM'.

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

Last Edited By: TEST TEST - Mar 18, 2024 7:26 AM

ATTACHMENTS, continued

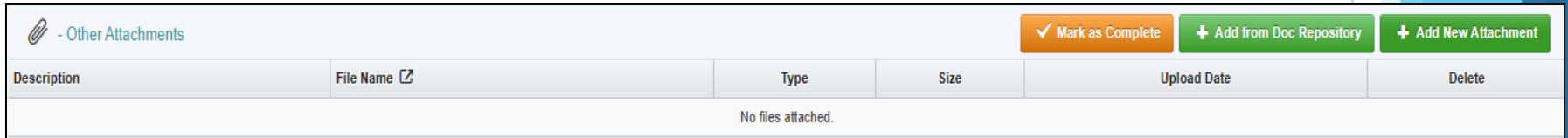
- ▶ Browse your computer to select a document, by selecting “Select File”
- ▶ Provide a description and Select “Save File”



The screenshot shows a dialog box titled "Attach File" with a close button (X) in the top right corner. The dialog has a yellow background and a dark header bar. Inside the dialog, there is a paperclip icon followed by the text "Attach File". Below this, there are two main sections: "Upload File*" and "Description*". The "Upload File*" section contains a text input field and a "Select file" button. The "Description*" section contains a text input field with the placeholder text "Description" and a character count "500 character(s) left" below it. At the bottom right of the dialog, there are two buttons: a green "Save File" button and a red "Cancel" button. Three black arrows point to the "Select file" button, the "Save File" button, and the "Description" input field.

ATTACHMENTS, continued

- ▶ Even if no attachment was added, the form must be “Marked as Complete”



- Other Attachments						✓ Mark as Complete	+ Add from Doc Repository	+ Add New Attachment
Description	File Name 🔗	Type	Size	Upload Date	Delete	No files attached.		
						No files attached.		

ATTACHMENTS, continued

- ▶ After all documents have been uploaded, select “Mark as Complete”
- ▶ Select “Claim List” to return the Claim Details

Claim List General Detail Equipm Other

Other Attachments - Current Version

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

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

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

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

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

Documentation

Other Attachments - Other Attachments

Mark as Complete Add New Attachment

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

Last Edited By: TEST TEST - Mar 18, 2024 7:26 AM

SUBMIT CLAIM

- ▶ After all forms on the claim have been “Marked as Complete,” Select “Submit Claim”
- ▶ A component can still be edited even if it is “Marked Complete”
- ▶ The claim cannot be submitted until each component is “Marked Complete”
- ▶ The “Preview Claim” will allow users to preview, save, and/or print a copy of the claim report
- ▶ The “Submit” will allow users to submit the claim report

Claim Details ✓ Submit Claim ✗ Withdraw 🔍 Preview Claim

A Claim Report consists of the following components: 1) General Information, 2) Expenditures, 3) Reimbursement, 4) Equipment Inventory, and 5) Attachments. All components of the Claim report must be marked complete before the Claim may be submitted. A form which has been marked complete can still be edited though up until the time the Claim is submitted.

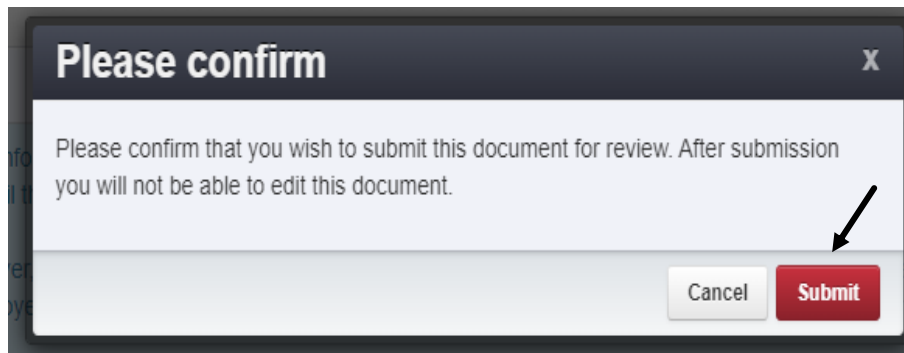
For assistance in calculating the Workers Comp cost to the employer, please use the Workers Comp Calculator (revised 7-1-2015) created by the MO Department of Public Safety. This tool is designed for employers that utilize the Missouri Association of Counties (MAC), the Midwest Public Risk (MPR) of Missouri, Missouri Employers Mutual (MEM), or Missouri Rural Services (MRS) as their insurance company. Employers that utilize any other company will need to utilize their own means to calculate the workers comp expense.

- Claim is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Apr 29, 2024 11:03 AM - TEST TEST
Detail of Expenditure	✓	May 1, 2024 12:42 PM - TEST TEST
Equipment Inventory	✓	May 1, 2024 12:46 PM - TEST TEST
Attachments	✓	May 1, 2024 1:32 PM - TEST TEST

SUBMIT CLAIM, continued

- ▶ You will then receive a confirmation pop-up



CORRESPONDENCE

- ▶ Create a new Correspondence
 - ▶ To create an email, Select, “Add Grantee Correspondence”



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
	04/03/2024	TEST TEST	TEST TEST	RE: Test	test From: TEST TEST, Date: 04/03/2024					

Inter-System Grantee Correspondence Send Correspondence

Flag:

To:

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

CC:

Subject:

Message:

Text

Attachment 1:

Attachment 2:

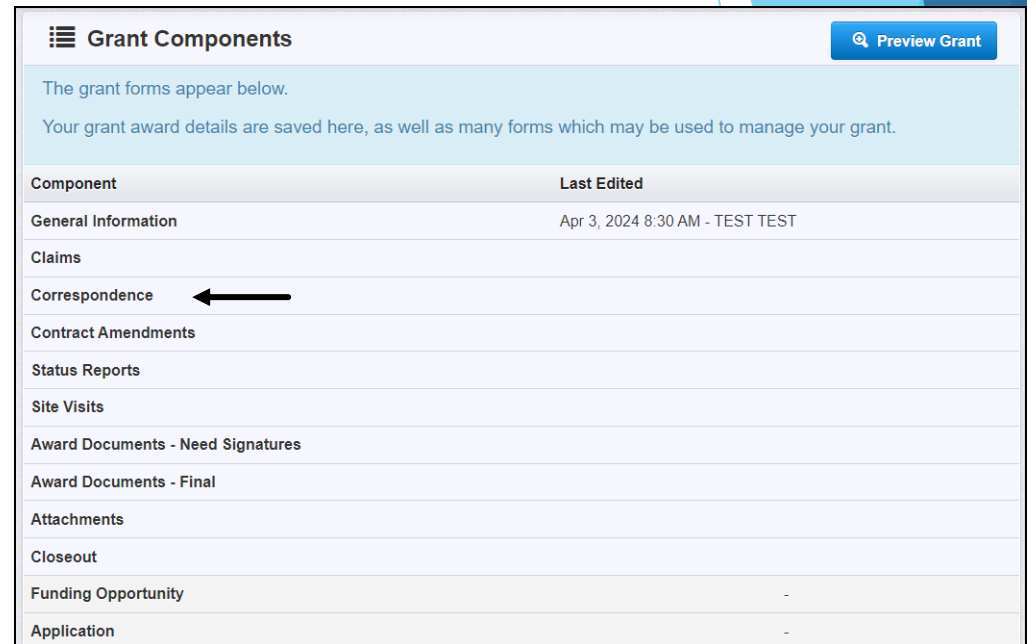
Attachment 3:

Attachment 4:

Paragraphs: 1, Words: 1, Characters (with HTML): 12

CORRESPONDENCE, continued

- ▶ All approval requests, (i.e., special conditions, single feasible source) must be submitted through Correspondence in the Grant component of the WebGrants System
 - ▶ Cancelled Check from any advanced payment requests
 - ▶ Request for approval will be sent through Correspondence as well
 - ▶ DO NOT send Change of Information forms for personnel changes, these changes will be submitted through the Subaward Adjustment process



The screenshot shows the 'Grant Components' interface. At the top right is a 'Preview Grant' button. Below it, a light blue box contains the text: 'The grant forms appear below. Your grant award details are saved here, as well as many forms which may be used to manage your grant.' Below this is a table with two columns: 'Component' and 'Last Edited'.

Component	Last Edited
General Information	Apr 3, 2024 8:30 AM - TEST TEST
Claims	
Correspondence	
Contract Amendments	
Status Reports	
Site Visits	
Award Documents - Need Signatures	
Award Documents - Final	
Attachments	
Closeout	
Funding Opportunity	-
Application	-

CORRESPONDENCE, continued

- ▶ To reply to an email
 - ▶ Select the subject of the email in blue

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
▶	04/29/2024	TEST TEST	TEST TEST, TEST TEST	Correspondence	Test					
	04/03/2024	TEST TEST	TEST TEST	RE: Test	test From: TEST TEST, Date: 04/03/2024 ...					
▶	04/03/2024	TEST TEST	Seokj Blook	Test	Test					

Showing 1 to 3 of 3 entries

Inter-System Grantee Correspondence ➔ Reply to Message

To: TEST TEST
From: TEST TEST
CC:
Subject: RE: Test
Sent/Received Date: 04/03/2024
Message:

test

CORRESPONDENCE, continued

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



SUBAWARD ADJUSTMENTS

WebGrants Component

☰ Grant Components	
The grant forms appear below.	
Your grant award details are saved here, as well as many forms which may be used to manage your grant.	
Component	
General Information	
Claims	
Budget	
Correspondence	
Contract Amendments	←
Status Reports	
Site Visits	
Award Documents - Need Signatures	
Award Documents - Final	
Attachments	
Closeout	
Funding Opportunity	
Application	

SUBAWARD ADJUSTMENTS, continued

- ▶ Subaward Adjustments are required for:
 - ▶ Budget Modifications
 - ▶ Prior written approval from DPS is required for budget modifications. A budget modification is a transfer amount existing budget lines within the grant budget (i.e., transferring funds from an existing budget line to another existing budget line)
 - ▶ A request for a budget modification must be submitted through WebGrants as a subaward adjustment and must be approved by DPS prior to the subrecipient obligating or expending the grant funds

SUBAWARD ADJUSTMENTS, continued

▶ Budget Modifications:

- ▶ A request for a budget modification must be submitted through WebGrants as a subaward adjustment and **must be** approved by DPS prior to the subrecipient obligating or expending the grant fund
- ▶ Includes Scope of Work Changes
- ▶ Examples -
 - ▶ Transferring funds between existing approved budget lines
 - ▶ Quantity modifications of an approved item / approved budget
 - ▶ Adding New lines items to the approved budget
 - ▶ Substituting items / Specification changes
 - ▶ Example, approved for a 17” monitor but wish to purchase a 19” monitor instead

SUBAWARD ADJUSTMENTS, continued

- ▶ Program Changes

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

- ▶ Examples


- ▶ changes in subrecipient staff which are listed directly within the award -
 - ▶ authorized officials, project directors, fiscal officers or officers in charge
- ▶ Organizational or Contact Address changes
- ▶ Any information changed the organization component in WebGrants
- ▶ A request to change the project period of performance (Extension)

SUBAWARD ADJUSTMENTS, continued

- ▶ Scope of Work Changes
 - ▶ A recipient requesting changes to the scope of work described in its grant award, must contact DPS for approval to make this change. A change to a recipient's scope of work means:
 - ▶ Adding new line items to the approved budget
 - ▶ Changes in the quantity of an existing line item in the approved budget
 - ▶ Changes to the specifications of an existing line item in the approved project budget (i.e., an equipment line item on the approved budget line lists a Forensic Workstation, to purchase a Forensic Laptop instead of the listed equipment, prior approval would be required)
 - ▶ Changes to the budget justification (i.e., different supplies other than what was listed)

SUBAWARD ADJUSTMENTS, continued

- ▶ To create a new Subaward Adjustment, Select “Add Amendment”
- ▶ Subaward Adjustment will be listed in the Subaward Adjustment's section



The screenshot displays a software interface for managing Contract Amendments. At the top, there is a navigation bar with tabs: Grant List, Genera, Claims, Budget, Corres, Contra, Status, Site V, Award, Attach, and Closeo. Below the navigation bar, the section is titled "Contract Amendments" and includes a green "+ Add Amendment" button. A table below lists the amendments:

ID	Type	Status	Title	Last Submitted Date
26725-001	Budget Revision	Editing	test	
26725-002	Program Revision	Withdrawn	TEST	Apr 3, 2024 9:15 AM
26725-003	Program Revision	Withdrawn	Test 3	Apr 3, 2024 9:10 AM

SUBAWARD ADJUSTMENTS, continued

- ▶ General Information
 - ▶ Provide a brief title
 - ▶ Choose which type of Adjustment is being requested
 - ▶ Select “Save Form” when complete

General Information - Amendment - Edit Save Form

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

Status*



Amendment Type*: Budget Revision

Title*: Budget Revision
Program Revision

SUBAWARD ADJUSTMENTS, continued

- ▶ Select “Justification”

Amendment Preview Attachments Alert History Map

 **Amendment Details**  Preview Amendment

Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 18, 2024 7:50 AM - TEST TEST
Justification ←	-	-
Budget	-	-
Confirmation	-	-
Attachments	-	-

SUBAWARD ADJUSTMENTS, continued

- ▶ Within the text field, provide details for the requested change
- ▶ If requesting Budget Modifications, a mirrored example of the below excel sheet should be copied into the justification field denoting the changes
- ▶ Contact your Grant Specialist for the excel spreadsheet that should be used or copy and use the below

SUBAWARD ADJUSTMENTS, continued

- ▶ Select “Save Form”

Justification

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

Justification*:

Request to move excess money from 11001, Docking Station, to Toughbooks 10001.

Line Number		Current Budget	Requested Change	Updated Budget	Description
10001	<u>Toughbook</u>	\$ 8,386.05	\$ 20.76	\$ 8,406.81	moving money to cover <u>toughbook</u>
11001	Dock	\$1,613.94	\$ (20.76)	\$ 1,593.18	
		\$ 9,999.99	\$ -	\$ 9,999.99	

body table tbody tr td

Paragraphs: 6, Words: 47, Characters (with HTML): 1218

SUBAWARD ADJUSTMENTS, continued

- ▶ Select “Mark as Complete”

Justification ✓ Mark as Complete Edit 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*:

Request to move excess money from 11001, Docking Station, to Toughbooks 10001.


Line Number	Current Budget	Requested Change	Updated Budget Description
10001 Toughbook	\$ 8,386.05	\$ 20.76	\$ 8,406.81 moving money to cover toughbook
11001 Dock	\$1,613.94	\$ (20.76)	\$ 1,593.18
	\$ 9,999.99	-	\$ 9,999.99

Last Edited By: TEST TEST - Mar 18, 2024 7:55 AM Edit Form

SUBAWARD ADJUSTMENTS, continued

- ▶ Select "Budget"

Amendment Preview Attachments Alert History Map

 **Amendment Details** Withdraw Copy Preview Amendment

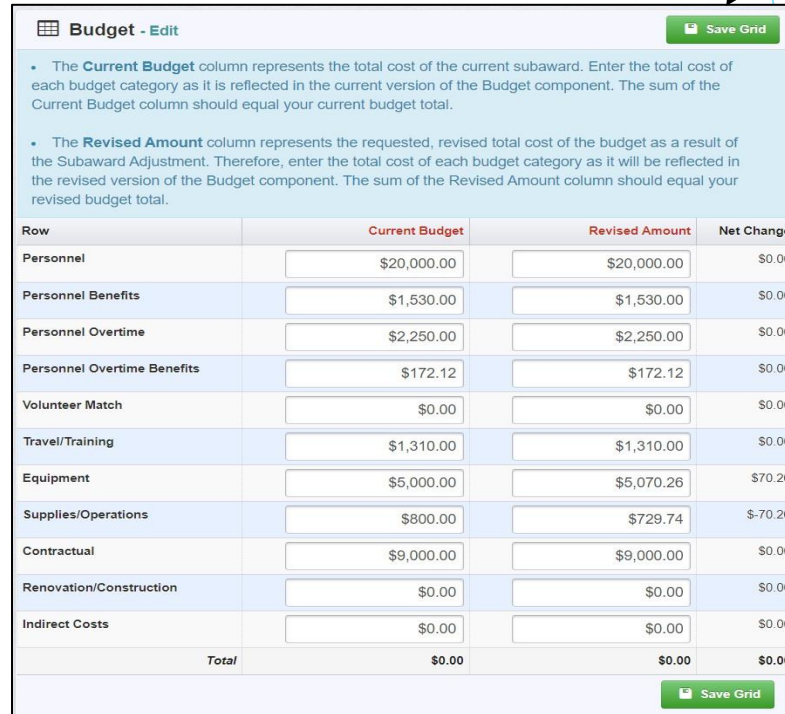
Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 18, 2024 7:50 AM - TEST TEST
Justification	✓	Mar 18, 2024 7:55 AM - TEST TEST
Budget ←	-	-
Confirmation	-	-
Attachments	-	-

SUBAWARD ADJUSTMENTS, continued

- ▶ Adjust the budget lines to mirror the changes that are to occur
- ▶ Make sure to update the Total Federal/State Share amounts (bottom)
- ▶ Select “Save Grid”



Budget - Edit Save Grid

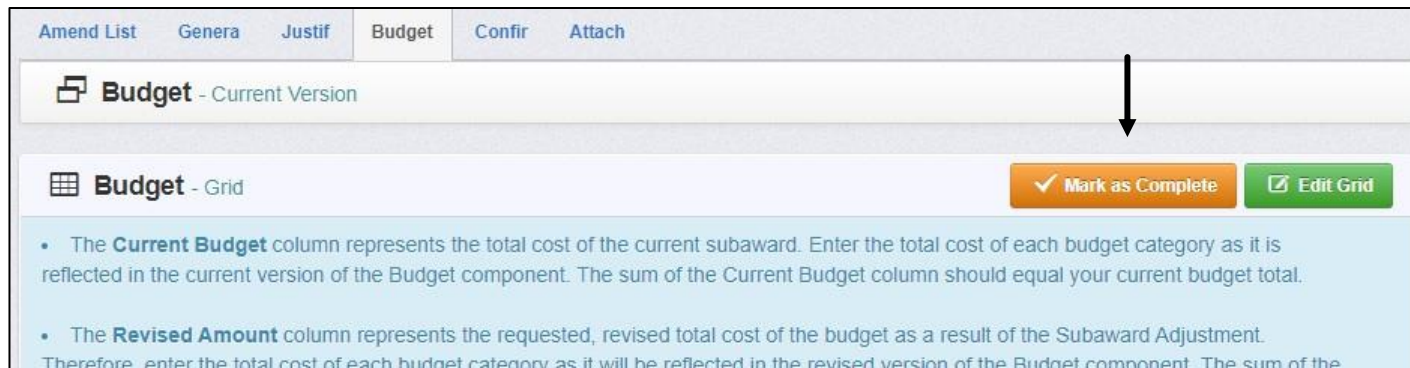
- The **Current Budget** column represents the total cost of the current subaward. Enter the total cost of each budget category as it is reflected in the current version of the Budget component. The sum of the Current Budget column should equal your current budget total.
- The **Revised Amount** column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

Row	Current Budget	Revised Amount	Net Change
Personnel	\$20,000.00	\$20,000.00	\$0.00
Personnel Benefits	\$1,530.00	\$1,530.00	\$0.00
Personnel Overtime	\$2,250.00	\$2,250.00	\$0.00
Personnel Overtime Benefits	\$172.12	\$172.12	\$0.00
Volunteer Match	\$0.00	\$0.00	\$0.00
Travel/Training	\$1,310.00	\$1,310.00	\$0.00
Equipment	\$5,000.00	\$5,070.26	\$70.26
Supplies/Operations	\$800.00	\$729.74	-\$70.26
Contractual	\$9,000.00	\$9,000.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

Save Grid

SUBAWARD ADJUSTMENTS, continued

- ▶ Review changes and amounts
- ▶ Select “Mark as Complete”



The screenshot shows a software interface with a navigation bar at the top containing the following tabs: Amend List, Genera, Justif, Budget, Confir, and Attach. The 'Budget' tab is currently selected. Below the navigation bar, there are two main sections:

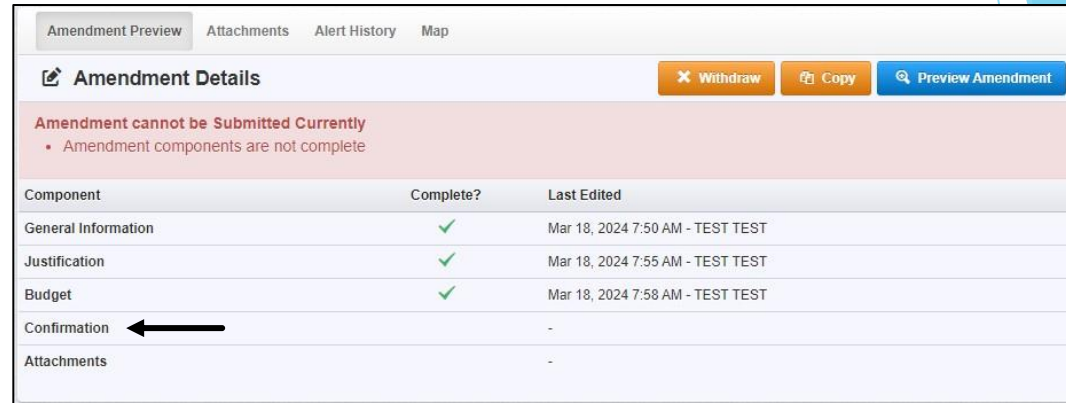
- Budget - Current Version**: This section is highlighted in a light yellow color. A black arrow points down from the top of this section towards the 'Mark as Complete' button.
- Budget - Grid**: This section is highlighted in a light blue color. It contains two buttons: a green button with a checkmark icon labeled 'Mark as Complete' and a green button with a grid icon labeled 'Edit Grid'.

Below the 'Budget - Grid' section, there are two bullet points providing instructions:

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

SUBAWARD ADJUSTMENTS, continued

► Confirmation



Amendment Preview Attachments Alert History Map

Amendment Details Withdraw Copy Preview Amendment

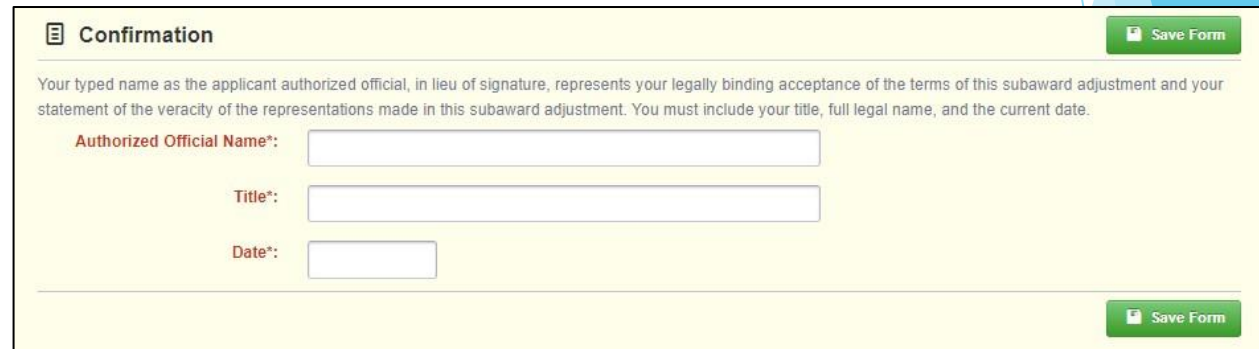
Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 18, 2024 7:50 AM - TEST TEST
Justification	✓	Mar 18, 2024 7:55 AM - TEST TEST
Budget	✓	Mar 18, 2024 7:58 AM - TEST TEST
Confirmation		-
Attachments		-

Save Form

► Complete, the 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*:

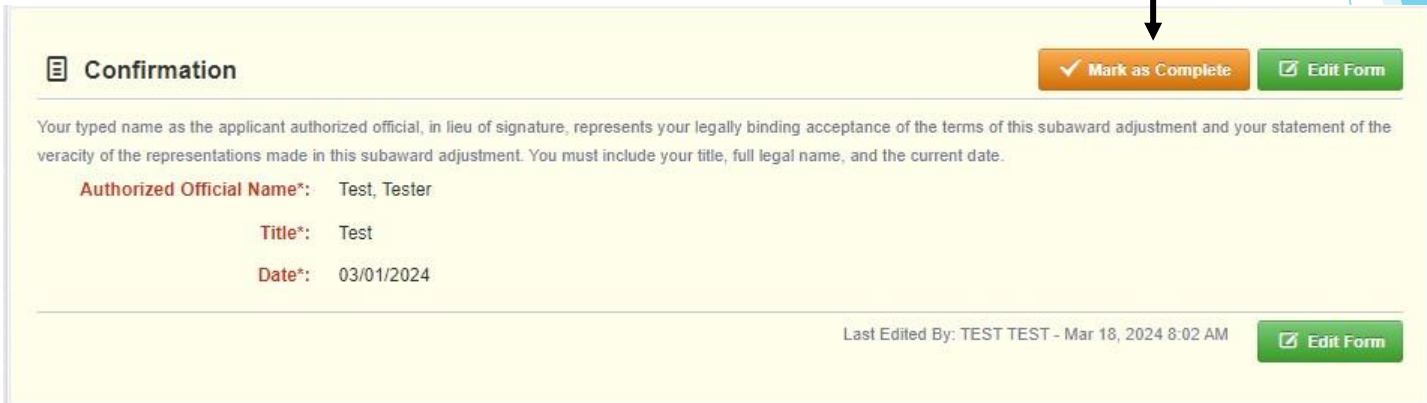
Title*:

Date*:

Save Form

SUBAWARD ADJUSTMENTS, continued

- ▶ Select “Mark as Complete”



Confirmation ✓ Mark as Complete ✎ Edit 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*: Test, Tester

Title*: Test

Date*: 03/01/2024

Last Edited By: TEST TEST - Mar 18, 2024 8:02 AM ✎ Edit Form

The image shows a screenshot of a web form titled "Confirmation". At the top right of the form, there are two buttons: "Mark as Complete" (orange with a checkmark icon) and "Edit Form" (green with a pencil icon). A black arrow points down to the "Mark as Complete" button. Below the buttons, there is a paragraph of text explaining that the typed name represents a legally binding acceptance. Underneath, there are three fields: "Authorized Official Name*" with the value "Test, Tester", "Title*" with the value "Test", and "Date*" with the value "03/01/2024". At the bottom right of the form, there is a text label "Last Edited By: TEST TEST - Mar 18, 2024 8:02 AM" and another "Edit Form" button.

ATTACHMENTS

▶ Select “Attachments”

Amendment Preview Attachments Alert History Map

Amendment Details Withdraw Copy Preview Amendment

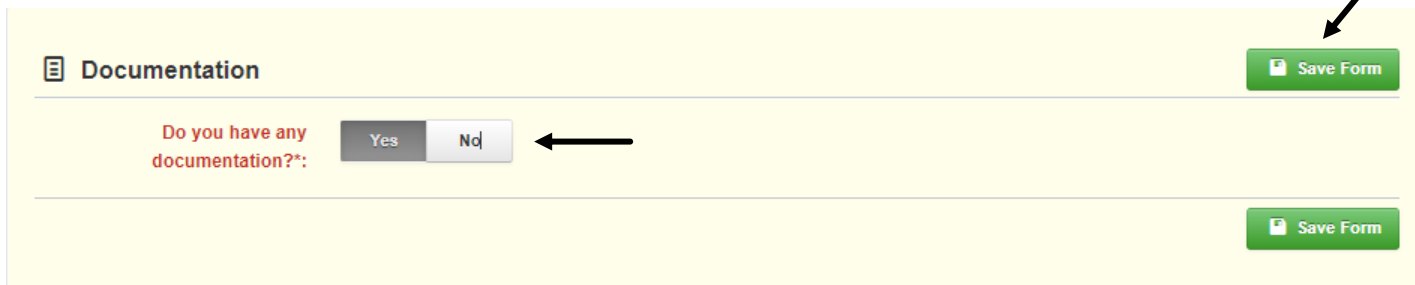
Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 18, 2024 7:50 AM - TEST TEST
Justification	✓	Mar 18, 2024 7:55 AM - TEST TEST
Budget	✓	Mar 18, 2024 7:58 AM - TEST TEST
Confirmation	✓	Mar 18, 2024 8:02 AM - TEST TEST
Attachments ←	-	-

ATTACHMENTS, continued

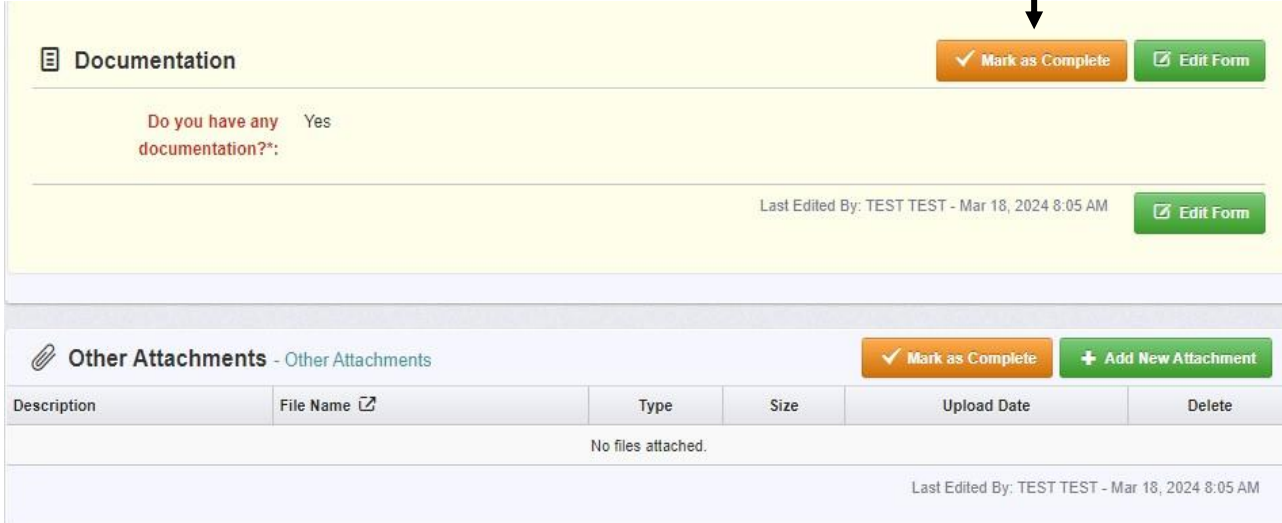
- ▶ If you wish to add supporting documentation select “Yes”, if not select “No”
 - ▶ Examples include
 - ▶ Quotes to support budget line modifications
 - ▶ Letters from vendors stating a product may not be available until a certain date, a substitute may be needed
- ▶ Select “Save Form”



The screenshot shows a web form with a yellow background. At the top left, there is a tab icon and the text "Documentation". Below this, there is a question: "Do you have any documentation?:". To the right of the question are two buttons: "Yes" and "No". An arrow points to the "No" button. At the top right of the form, there is a green button with a document icon and the text "Save Form". An arrow points to this button. At the bottom right of the form, there is another green button with a document icon and the text "Save Form".

ATTACHMENTS, continued

- ▶ If you selected “Yes” select “Add New Attachment” on the next screen
 - ▶ Complete the onscreen prompts in the pop-up Quotes to support budget line modifications
 - ▶ Letters from vendors stating a product may not be available until a certain date, a substitute may be needed
- ▶ Select “Mark as Complete”



The screenshot displays a software interface with two main sections: 'Documentation' and 'Other Attachments'.

Documentation Section:

- Header: Documentation
- Form: Do you have any documentation? Yes
- Buttons: Mark as Complete (orange), Edit Form (green)
- Footer: Last Edited By: TEST TEST - Mar 18, 2024 8:05 AM, Edit Form (green)

Other Attachments Section:

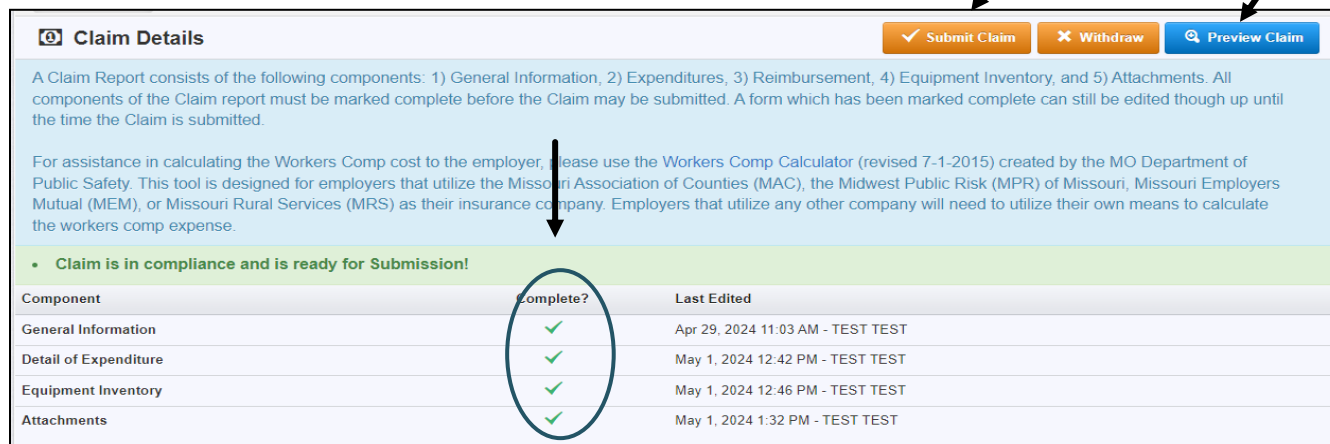
- Header: Other Attachments - Other Attachments
- Buttons: Mark as Complete (orange), Add New Attachment (green)
- Table:

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

Footer: Last Edited By: TEST TEST - Mar 18, 2024 8:05 AM

SUBMIT CLAIM

- ▶ After all forms on the claim have been “Marked as Complete,” Select “Submit Claim”
- ▶ A component can still be edited even if it is “Marked Complete”
- ▶ The claim cannot be submitted until each component is “Marked Complete”
- ▶ The “Preview Claim” will allow users to preview, save, and/or print a copy of the claim report
- ▶ The “Submit” will allow users to submit the claim report

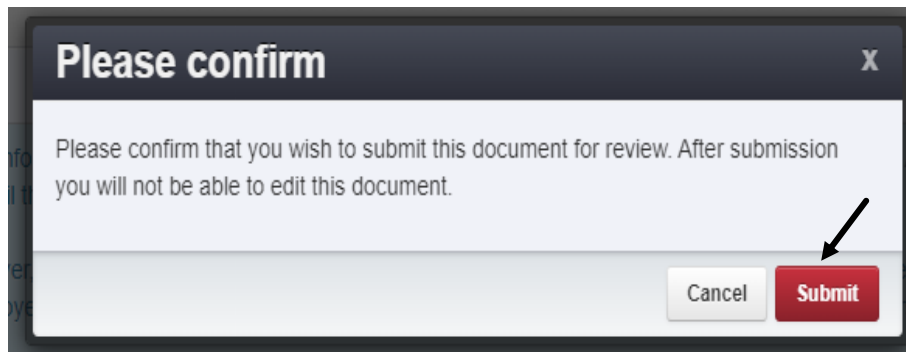


The screenshot displays the 'Claim Details' page. At the top right, there are three buttons: 'Submit Claim' (orange), 'Withdraw' (orange), and 'Preview Claim' (blue). Below these buttons is a text block explaining the claim report components and providing assistance with calculating workers comp costs. A green banner below the text states: 'Claim is in compliance and is ready for Submission!'. Below the banner is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The 'Complete?' column contains green checkmarks for all components, which are circled in blue. Arrows point from the 'Submit Claim' and 'Preview Claim' buttons in the original image to their respective positions in the screenshot.

Component	Complete?	Last Edited
General Information	✓	Apr 29, 2024 11:03 AM - TEST TEST
Detail of Expenditure	✓	May 1, 2024 12:42 PM - TEST TEST
Equipment Inventory	✓	May 1, 2024 12:46 PM - TEST TEST
Attachments	✓	May 1, 2024 1:32 PM - TEST TEST

SUBMIT CLAIM, continued

- ▶ You will then receive a confirmation pop-up
- ▶ Select “Submit”



STATUS REPORTS

☰ Grant Components 🔍 Preview Grant

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

Component	Last Edited
General Information	Apr 3, 2024 8:30 AM - TEST TEST
Claims	
Correspondence	
Contract Amendments	
Status Reports ←	
Site Visits	
Award Documents - Need Signatures	
Award Documents - Final	
Attachments	
Closeout	
Funding Opportunity	-
Application	-

STATUS REPORTS, continued

- ▶ Status Reports
- ▶ Each Status Report must be completed through the WebGrants System
- ▶ Each Subrecipient must submit a Quarterly Status Report
 - ▶ Due Dates:
 - ▶ Status Report #01: 06/01/2024-08/31/2024: due 9/12/24
 - ▶ Status Report #02: 09/01/2024-11/30/2024: due 12/12/24
 - ▶ Status Report #03: 12/01/2024-02/28/2025: due 3/10/25
 - ▶ Status Report #04: 03/01/2025-05/31/2025: due 6/12/25

STATUS REPORTS, continued

- ▶ To create a Status Report, select “Add”



- ▶ Complete the General Information

General Information

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

Status Report Type:* Quarterly Report ▼ ←

Report Period:* 07/01/2022 [calendar icon] 09/30/2022 [calendar icon] ←

From To

- ▶ Select “Save”



STATUS REPORTS, continued

- ▶ Complete the “Crime Lab Report” component

Components Preview Submit		
<i>Complete each component of the status report and mark it as complete. Click Submit when you are done.</i>		
Name	Complete?	Last Edited
General Information	✓	05/28/2020
Crime Lab Report ←		

- ▶ Select “Save”



STATUS REPORTS, continued

- ▶ Select “Mark as Complete”



[Mark as Complete](#) | [Go to Status Report Forms](#)

- ▶ Once complete, select “Submit”



Components			Preview Submit
<i>Complete each component of the status report and mark it as complete. Click Submit when you are done.</i>			
Name	Complete?	Last Edited	
General Information			
Crime Lab Report	✓	05/28/2020	

Reporting and Monitoring



Types of Monitoring

Desk Monitoring

- ▶ Review which is completed by the DPS Grants – telephone & email communication, grant document review, reports, correspondence



On-Site Monitoring

- ▶ Review which is conducted by the DPS Grants at the Subrecipients agency – policy review, property records, etc.



What to expect during monitoring

- ▶ The DPS Grant Unit is required to monitor the following, as applicable
 - ▶ Compliance with state laws, regulations, and guidelines
- ▶ Key things to remember:
 - ▶ Monitoring is not an audit
 - ▶ The DPS Grant Unit is not monitoring to catch errors – we are monitoring to help correct areas of noncompliance to prevent audit findings

What to Expect During Monitoring LEA Statutory Requirements

- ▶ [Section 43.505 RSMo](#): National Incident-Based Reporting System (NIBRS)
- ▶ [Section 590.650 RSMo](#): Vehicle Stops Reports
- ▶ [Section 513.653 RSMo](#): Federal Forfeiture Report
- ▶ [Section 590.700 RSMo](#): Written Policy on Recording Custodial Interrogations
- ▶ [Section 43.544 RSMo](#) (formerly 577.005 RSMo): Written Policy on Forwarding Intoxication-Related Arrest Information to the Central Repository
- ▶ [Section 43.1265 RSMo](#): Police Use of Force Transparency Act of 2021
- ▶ [Section 590.030 RSMo](#): Rap Back Program Participation
- ▶ [Section 513.653 RSMo](#): Federal Equitable Sharing Funds

What to Expect During Monitoring Programmatic

- ▶ Project Implementation
- ▶ Personnel/Standard Operating Procedures Manual, as applicable
- ▶ Equipment Inventory control list
- ▶ Tags/labels on equipment

What to Expect During Monitoring - Financial

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

Common Areas of Non-Compliance & Recommendations

- ▶ **Advanced Payment**
 - ▶ Timeliness for providing proof of payment (30 days)
- ▶ **LEA Statutory Requirements**
 - ▶ Missing report submissions
 - ▶ Missing copies of written policies
- ▶ **Equipment**
 - ▶ Missing Equipment Inventory information
 - ▶ Equipment items missing tags/labels

Common Areas of Non-Compliance & Recommendations, continued

- ▶ Non-Discrimination Policies and Procedures
- ▶ Subrecipients are required by federal and state law to display labor poster regarding these statutes, which can be found at <https://labor.mo.gov/posters>

CLOSEOUT

- Once all Claims and Status Reports have been submitted and approved, the grant can be closed by the DPS Grants Department
- The Grantee Contact and Additional Contacts will receive an alert notifying them of the grant status change
- Reminder: the 5-year record retention period begins from the date of this form (unless there is an open audit covering the period of this grant to extend such period)

DPS GRANTS CONTACT INFORMATION

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