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 <u>must</u> 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!

22

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
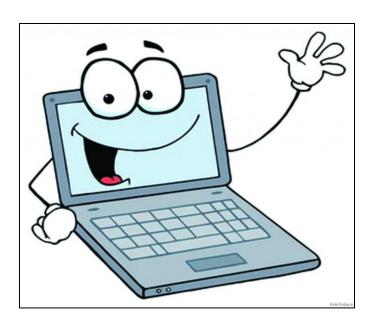
   ▶ Educational training

STATE CIVIL RIGHTS LAWS

- **<u>Section 213.055 RSMo</u>** – 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

- **<u>Section 213.065 RSMo</u>** – 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
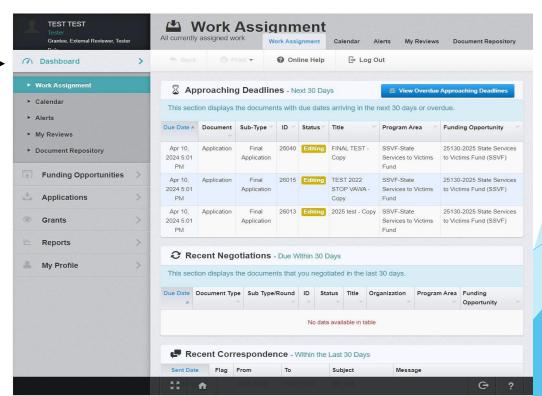
WebGrants

DASHBOARD

▶ WebGrants will land on the "Dashboard" screen after logging in

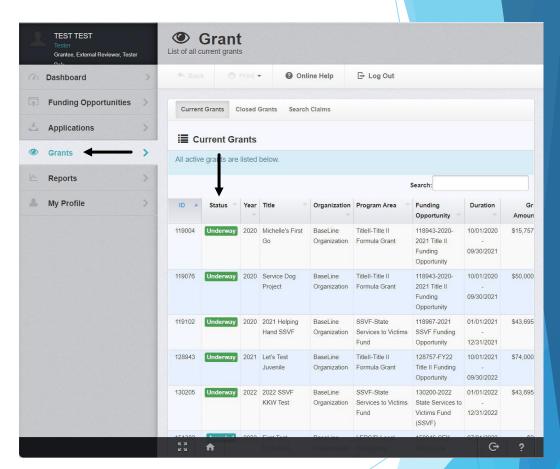▶ The home button is used to return to this screen as needed (bottom navigation bar)

▶ Pease note it is recommended to use the browser back button of the embedded back button within the new system, where applicable
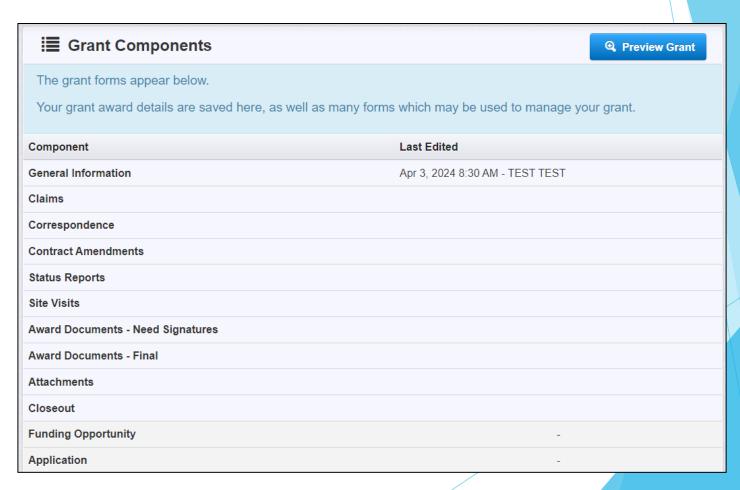
DASHBOARD, continued

- 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

GRANT COMPONENTS

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

Budget

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

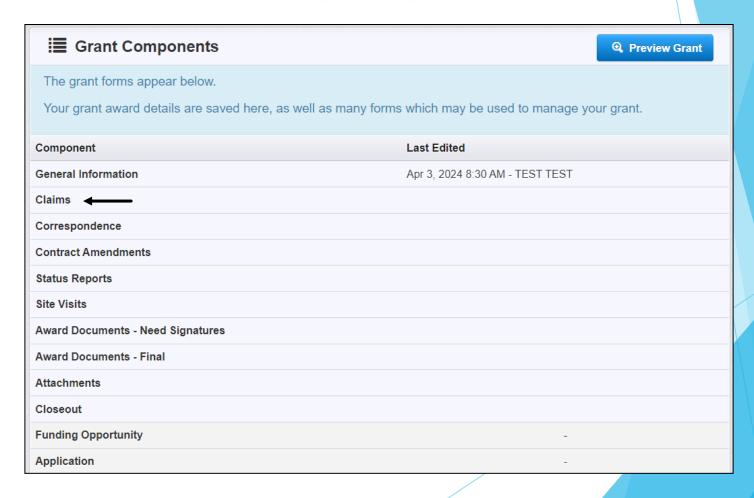| Component	Last Edited
General Information	Apr 3, 2024 8:30 AM - TEST TEST
Claims	
Budget	Apr 29, 2024 1:41 PM - Amelia Jaegers
Correspondence	
Contract Amendments	
Status Reports	
Site Visits	
Award Documents - Need Signatures	
Award Documents - Final	
Attachments	
Closeout	
Funding Opportunity	
Application	

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

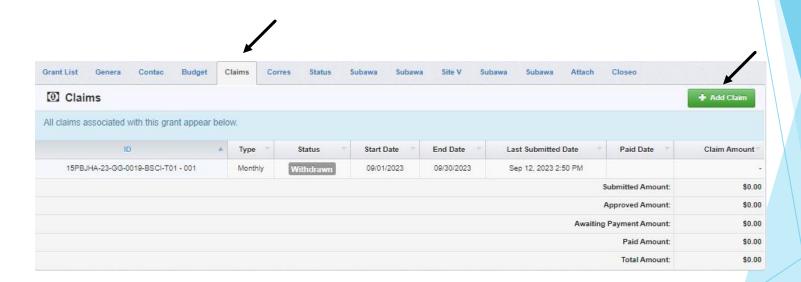# CLAIMS COMPONENT

Used to file for reimbursement of approved expenses

Claims Entry

▶ Select "Claims", followed by "Add"

Grant List	Genera	Contac	Budget	Claims	Corres	Status	Subawa	Subawa	Site V	Subawa	Subawa	Attach	Closeo

ⓞ Claims 　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　**+ Add Claim**

All claims associated with this grant appear below.

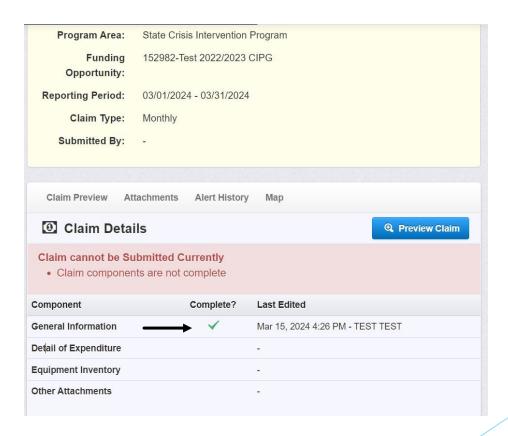| ID	Type	Status	Start Date	End Date	Last Submitted Date	Paid Date	Claim Amount
15PBJHA-23-GG-0019-BSCI-T01 - 001	Monthly	Withdrawn	09/01/2023	09/30/2023	Sep 12, 2023 2:50 PM		-
					Submitted Amount:		$0.00
					Approved Amount:		$0.00
					Awaiting Payment Amount:		$0.00
					Paid Amount:		$0.00
					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
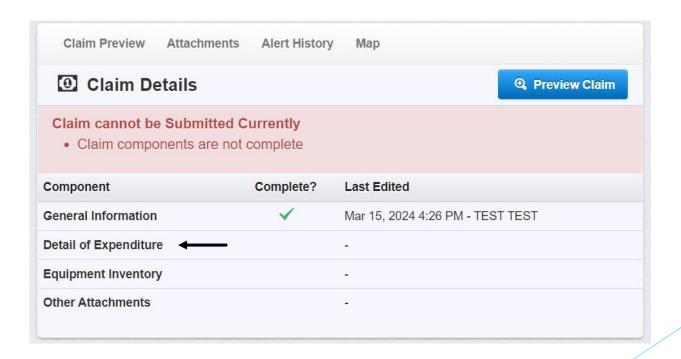
  - ▶ Select "Save Form"

CLAIMS ENTRY, continued

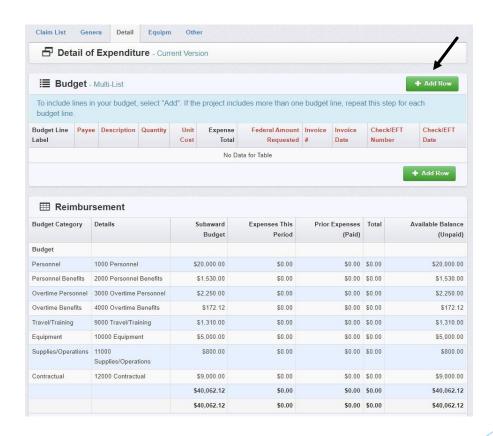▶ This will mark the "General Information" complete, advancing you to the "Claim Details" list
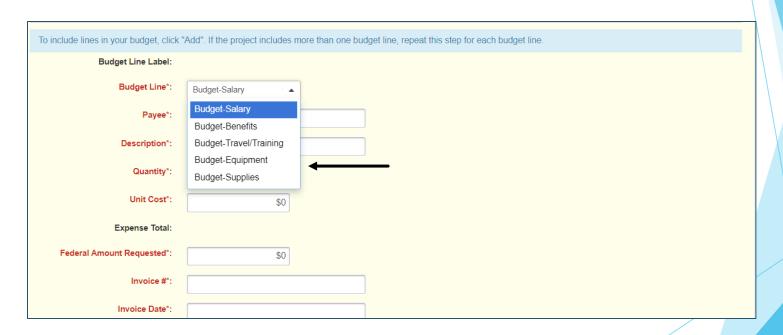
EXPENDITURES

▶ 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

EXPENDITURES, continued

▶ Select the corresponding Line Number from the drop-down section

   ▶ Only approved budget lines will appear within this list

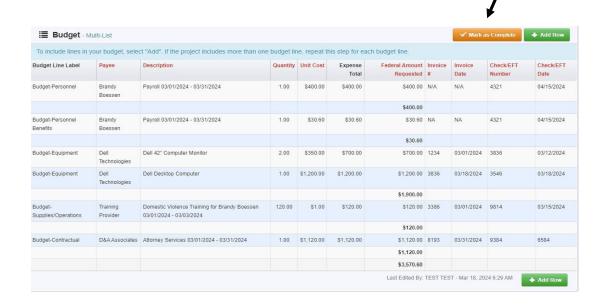To include lines in your budget, click "Add". If the project includes more than one budget line, repeat this step for each budget line.

Budget Line Label:

Budget Line*: Budget-Salary
- Budget-Salary
- Budget-Benefits
- Budget-Travel/Training
- Budget-Equipment
- Budget-Supplies

Payee*:

Description*:

Quantity*:

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	Brief description of item
	Payroll / Benefits expenses should include the Payroll dates of the period claimed
	Example -
	• 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	Enter Quantity
	Personnel costs should be a quantity of 1

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"

EXPENDITURES, continued

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

EQUIPMENT INVENTORY

▶ Select "Equipment Inventory"

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 it is 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
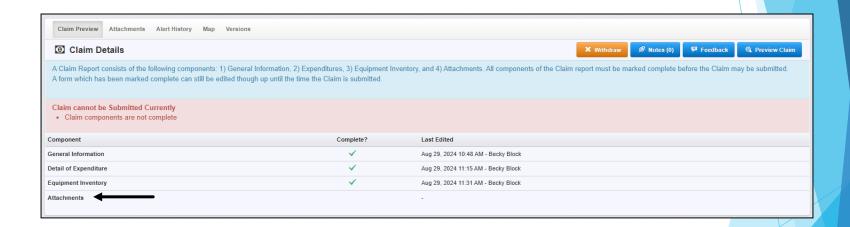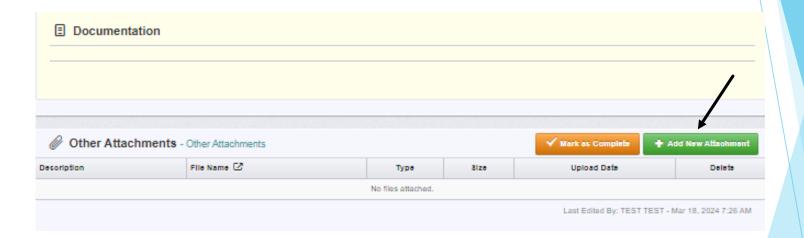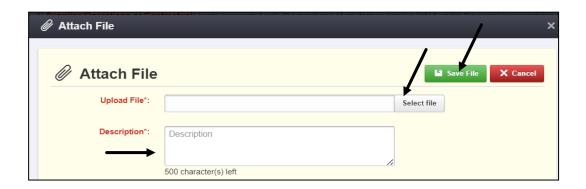
EQUIPMENT INVENTORY, continued

- 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 INVENTORY, continued

▶ Example of completed Equipment Form

ATTACHMENTS

▶ Select "Attachments"

ATTACHMENTS, continued

▶ Select "Add New Attachment"

ATTACHMENTS, continued

- ► Browse your computer to select a document, by selecting "Select File"

- ► Provide a description and Select "Save File"

ATTACHMENTS, continued

▶ Even if no attachment was added, the form must be "Marked as Complete"

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

Other Attachments · ✓ Mark as Complete · + Add from Doc Repository · + Add New Attachment

ATTACHMENTS, continued

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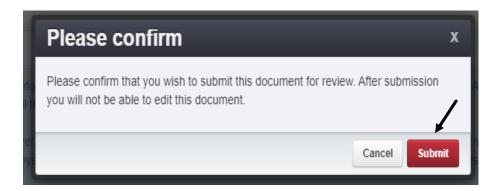
▶ Select "Claim List" to return the Claim Details

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
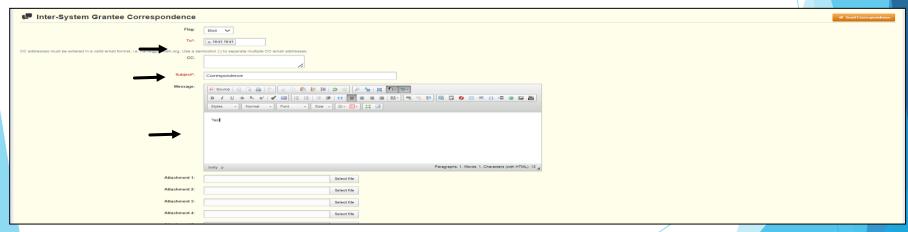
SUBMIT CLAIM, continued

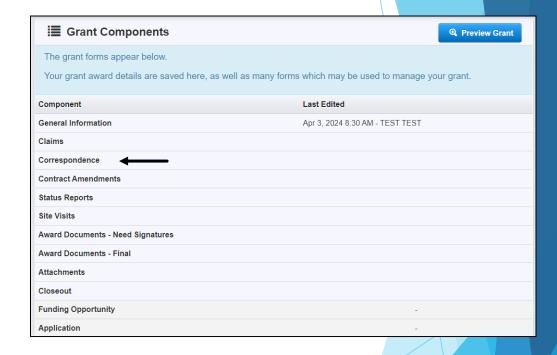▶ You will then receive a confirmation pop-up

CORRESPONDENCE

- Create a new Correspondence

  - To create an email, Select, "Add Grantee Correspondence"
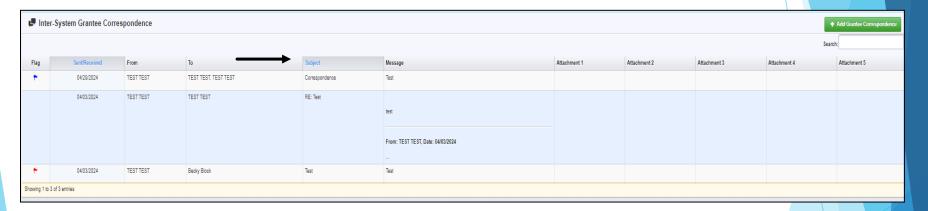
CORRESPONDENCE, continued

▶ 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

CORRESPONDENCE, continued

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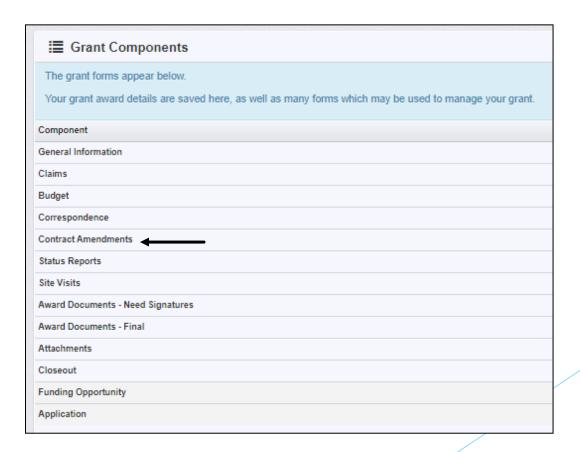 - Select the subject of the email in blue

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

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
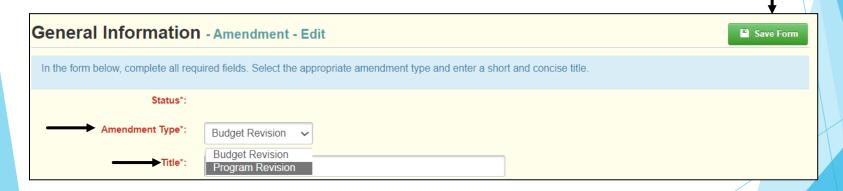
SUBAWARD ADJUSTMENTS, continued

- 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)
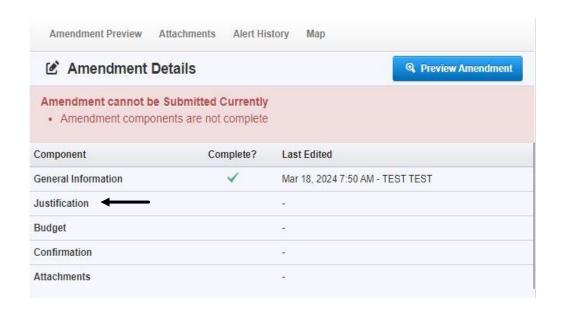
SUBAWARD ADJUSTMENTS, continued

▶ To create a new Subaward Adjustment, Select "Add Amendment"

▶ Subaward Adjustment will be listed in the Subaward Adjustment's section

SUBAWARD ADJUSTMENTS, continued

▶ General Information

  ▶ Provide a brief title

  ▶ Choose which type of Adjustment is being requested

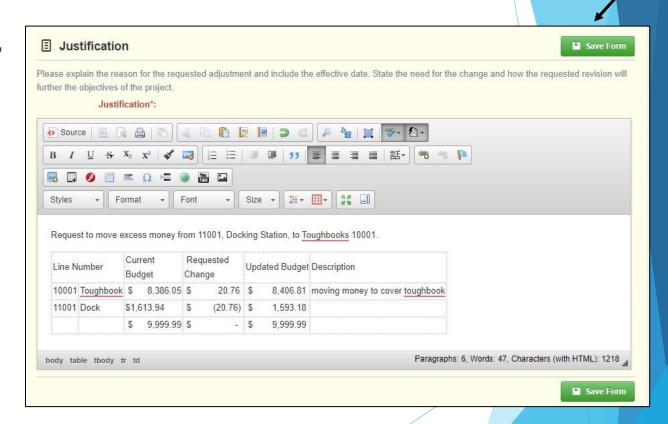 ▶ Select "Save Form" when complete

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   ▼]

                    Budget Revision
Title*:   Program Revision

SUBAWARD ADJUSTMENTS, continued

▶ Select "Justification"
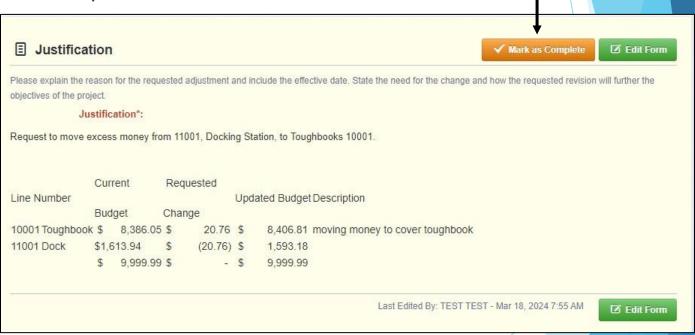
SUBAWARD ADJUSTMENTS, continued

- ▶ 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
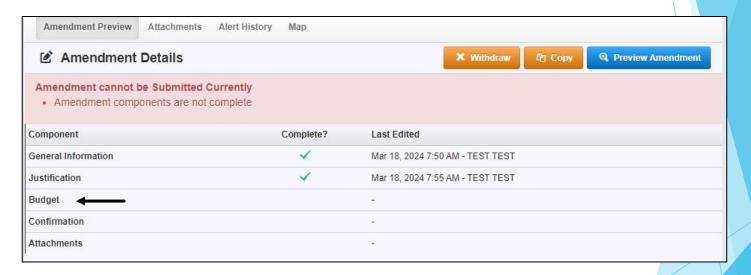
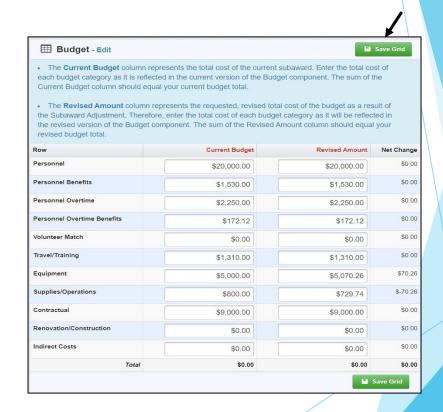# SUBAWARD ADJUSTMENTS, continued

▶ Select "Save Form"

SUBAWARD ADJUSTMENTS, continued

▶ Select "Mark as Complete"

SUBAWARD ADJUSTMENTS, continued
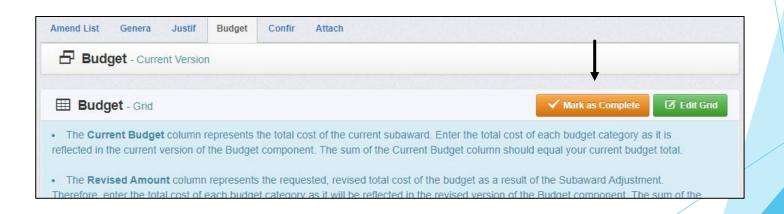
▶ Select "Budget"

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"
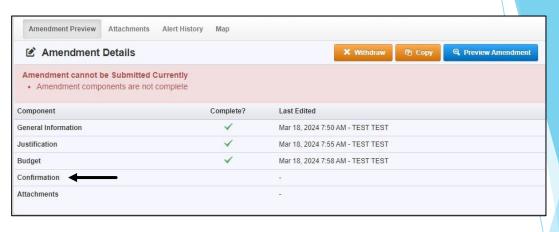
SUBAWARD ADJUSTMENTS, continued

▶ Review changes and amounts
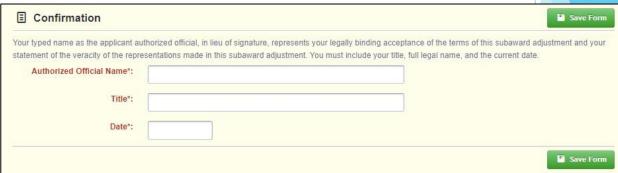
▶ Select "Mark as Complete"

Amend List	Genera	Justif	Budget	Confir	Attach

🗗 **Budget** - Current Version

⊞ **Budget** - Grid   ✓ Mark as Complete   ☑ Edit Grid

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

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

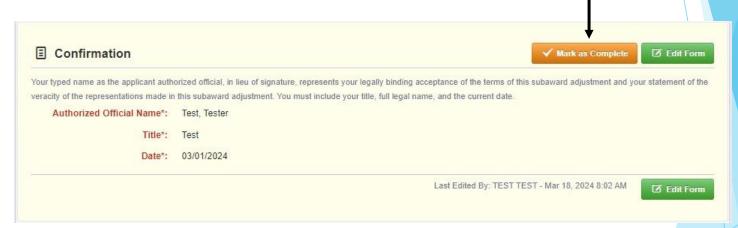# SUBAWARD ADJUSTMENTS, continued

▶ Confirmation

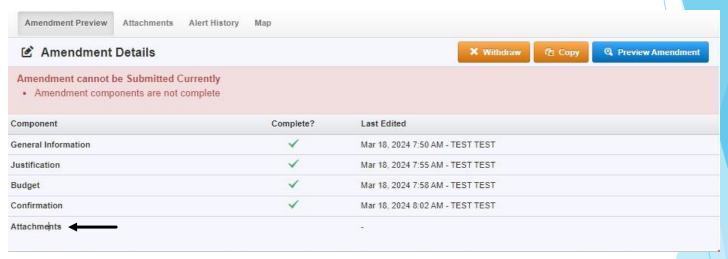▶ Complete, the select "Save Form"

SUBAWARD ADJUSTMENTS, continued

▶ Select "Mark as Complete"

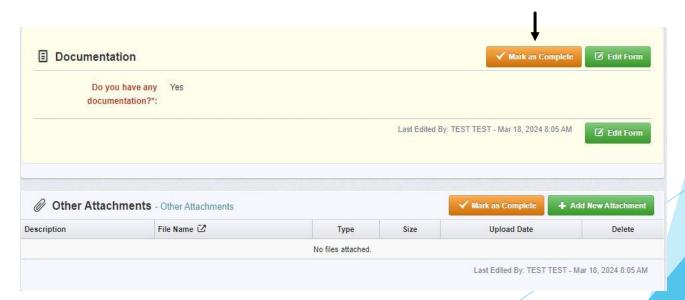# ATTACHMENTS

► Select "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
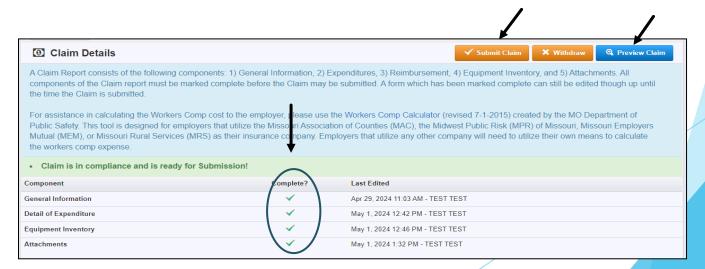
- Select "Save Form"

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"

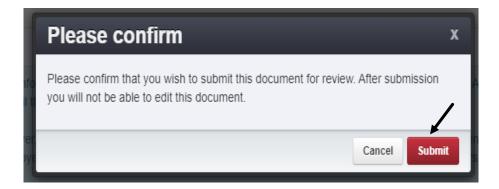# SUBMIT CLAIM

▶ 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

SUBMIT CLAIM, continued

▶ You will then receive a confirmation pop-up

▶ Select "Submit"

STATUS REPORTS

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"

Menu | Help | Log Out   Back | Print | 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]   [09/30/2022]
                 From   To

▶ Select "Save"

Back | Print | Add | Delete | Edit | Save

STATUS REPORTS, continued

▶ Complete the "Crime Lab Report" component

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

▶ Select "Save"

Back \| Print \| Add \| Delete \| Edit \| Save

STATUS REPORTS, continued

▶ Select "Mark as Complete"

Mark as Complete | Go to Status Report Forms

▶ Once complete, select "Submit"

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

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 re 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

➢ Elizabeth Leuckel, Grant Specialist
  ➢ (573) 751-1318
  ➢ Elizabeth.Leuckel@dps.mo.gov

➢ Michelle Branson, Grants Program Supervisor
  ➢ (573) 526-9014
  ➢ Michelle.Branson@dps.mo.gov

➢ Joni McCarter, Program Manager
  ➢ (573) 526-9020
  ➢ Joni.McCarter@dps.mo.gov