

Missouri Crime Laboratory Upgrade Program (MCLUP) 2026 Compliance Training



Missouri Department of Public Safety
Office of the Director
DPS Grants

GENERAL GRANT INFORMATION



2026 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, 2025 to May 31, 2026
- ▶ 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 Recipient 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, 2025 - December 31, 2025, 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
 - ▶ Recipients 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
- ▶ Recipients should attempt to enter into contracts that occur within the grant's project period, where possible

ADMINISTRATIVE & FINANCIAL GUIDELINES



FUNDS

- ▶ Recipients 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, 2025 – May 31, 2026
 - ▶ 10 Days Following: June 10, 2026

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

- ▶ Recipients 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
- ▶ Recipients 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

- ▶ Recipients must establish and maintain accurate financial records and an adequate accounting system
- ▶ The records must be retained by the recipient 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
 - ▶ Recipients must adhere to local policy if their local retention period is longer than those stated herein
- ▶ Records must be kept by the recipient in an orderly manner and be available for audit purposes to DPS and/or representatives from the government of the State of Missouri
- ▶ Recipients are responsible for protecting records against fire, theft, or other possible damages

PROPERTY RECORDS

- ▶ Recipients are required to maintain property management records
- ▶ A control system shall be in effect by the recipient 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
 - ▶ Recipients 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 recipient to keep the property in good condition

PROPERTY DISPOSITION

- ▶ Recipients 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: Recipients 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 recipient for five (5) years after final disposition of property

AUDIT REQUIREMENTS

- ▶ An audit is required if the recipient expended \$375,000 or more in state funds (including pass-through subawards) within the organization's 12-month fiscal year
 - ▶ If the recipient 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 recipient 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

PRINTING AND PUBLICITY

- ▶ Recipients 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

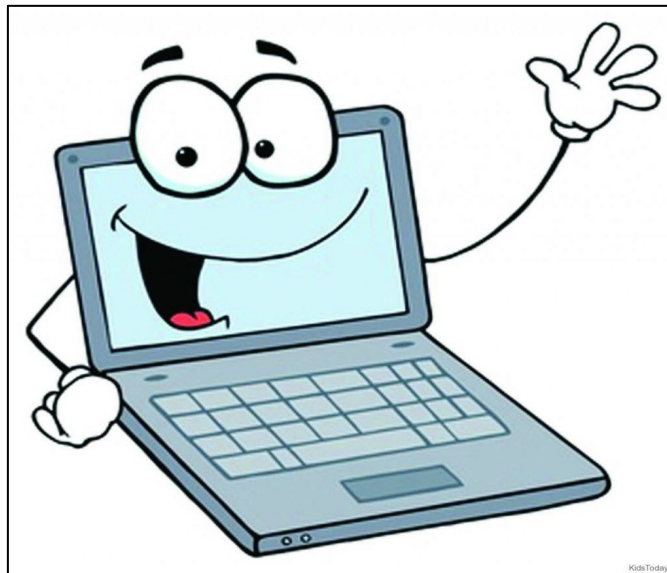
STATE CIVIL RIGHTS LAWS

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

STATE CIVIL RIGHTS LAWS, continued

- ▶ **Section 213.065 RSMo** – Discrimination in Public Accommodations
 - ▶ Recipients 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. The left sidebar contains navigation links: Dashboard, Work Assignment, Calendar, Alerts, My Reviews, Document Repository, Funding Opportunities, Applications, Grants, Reports, and My Profile. The main content area is titled 'Work Assignment' and shows 'All currently assigned work'. It includes a table of 'Approaching Deadlines - Next 30 Days' with columns for Due Date, Document, Sub-Type, ID, Status, Title, Program Area, and Funding Opportunity. The table lists three items, all with a status of 'Editing'.

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 table, there are sections for 'Recent Negotiations - Due Within 30 Days' and 'Recent Correspondence - Within the Last 30 Days'. The 'Recent Negotiations' section shows 'No data available in table'.

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

TEST TEST
Tester
Grantee, External Reviewer, Tester

Grant
List of all current grants

Back Print Online Help Log Out

Current Grants Closed Grants Search Claims

Current Grants

All active grants are listed below.

Search:

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**



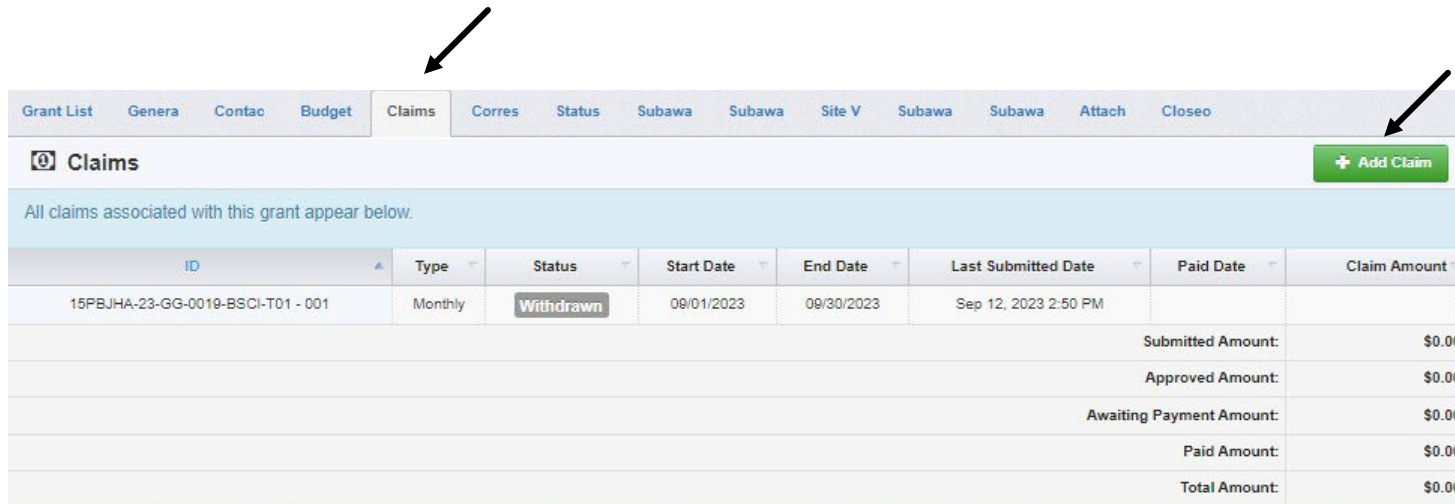
The grant forms appear below.

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 Row”

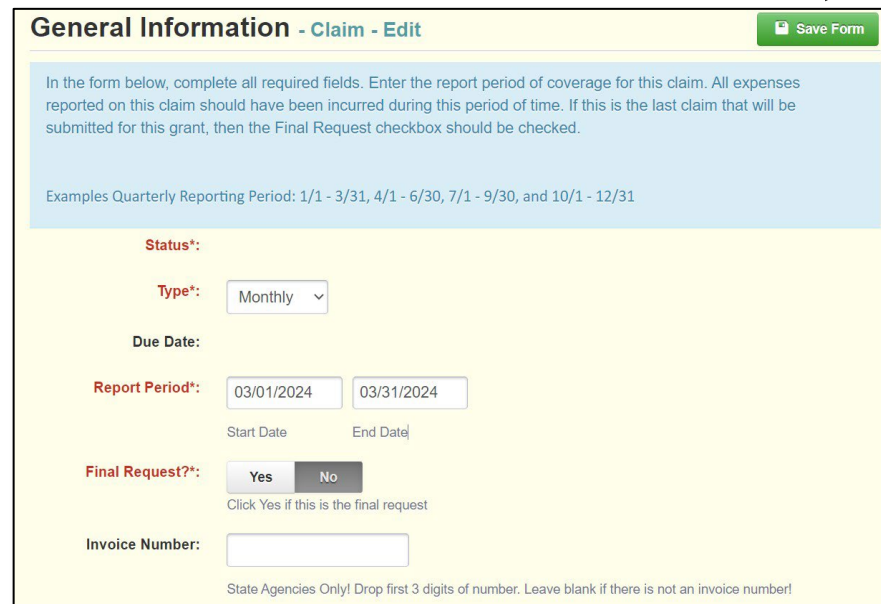


The screenshot shows a web application interface for Claims Entry. At the top, there is a navigation bar with tabs: Grant List, Genera, Contac, Budget, Claims, Corres, Status, Subawa, Subawa, Site V, Subawa, Subawa, Attach, and Closeo. An arrow points to the 'Claims' tab. Below the navigation bar, there is a section titled 'Claims' with a green '+ Add Claim' button. An arrow points to this button. Below the button, there is a message: 'All claims associated with this grant appear below.' Below this message is a table with the following columns: ID, Type, Status, Start Date, End Date, Last Submitted Date, Paid Date, and Claim Amount. The table contains one row with the following data: ID: 15PBJHA-23-GG-0019-BSCI-T01 - 001, Type: Monthly, Status: Withdrawn, Start Date: 09/01/2023, End Date: 09/30/2023, Last Submitted Date: Sep 12, 2023 2:50 PM, Paid Date: , and Claim Amount: -. Below the table, there is a summary section with the following rows: Submitted Amount: \$0.00, Approved Amount: \$0.00, Awaiting Payment Amount: \$0.00, Paid Amount: \$0.00, and Total Amount: \$0.00.

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”



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**



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 selecting “Add Row” for each

Claim List
Genera
Detail
Equipm
Other

Detail of Expenditure - Current Version

Budget - Multi-List
+ 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
No Data for Table										
+ Add Row										

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-Benefits

Quantity*: Budget-Travel/Training

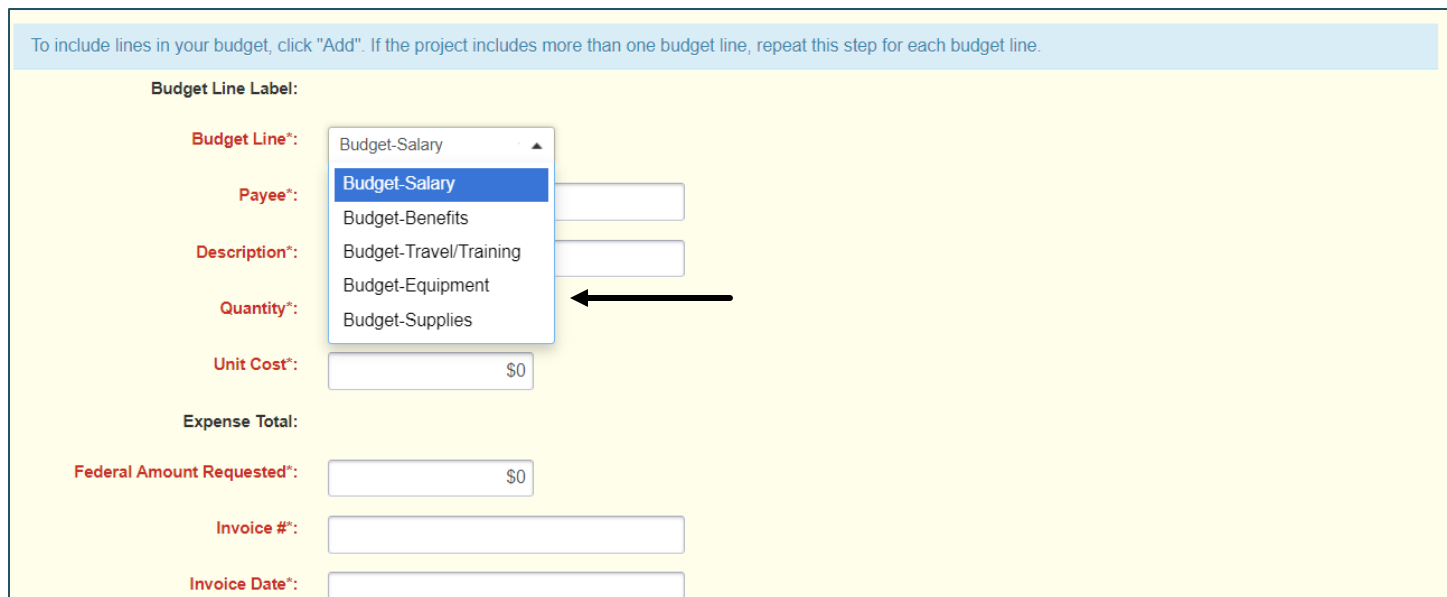
Unit Cost*: Budget-Equipment

Expense Total: Budget-Supplies

Federal Amount Requested*: \$0

Invoice #*:

Invoice Date*:



EXPENDITURES, continued

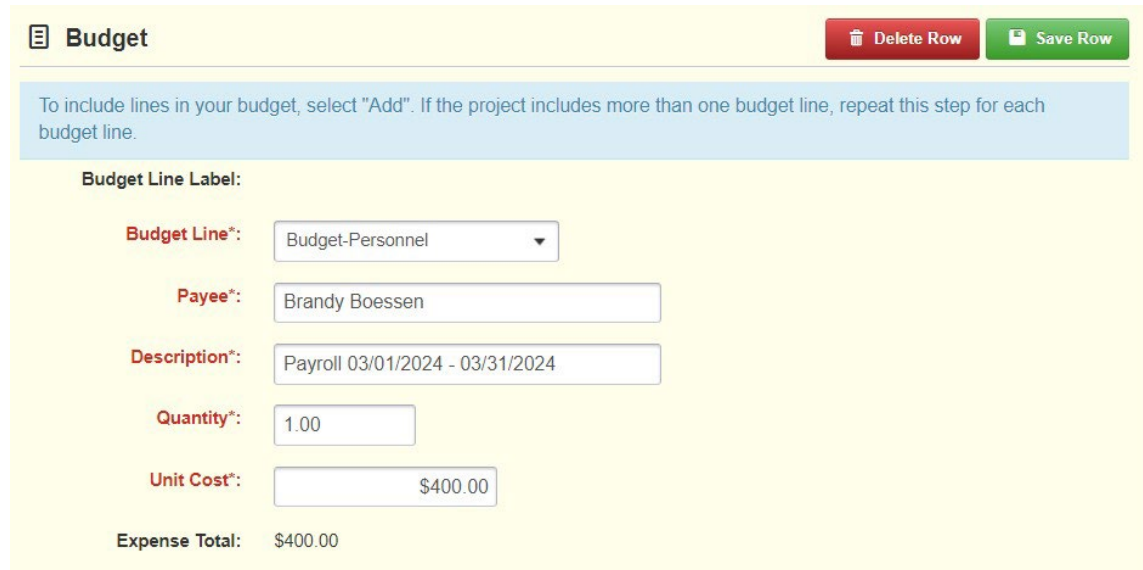
Line Number	Select Corresponding Budget Line Number
Payee	Name of Individual (Personnel) or Company that is receiving payment (Vendor)
Description	<p>Brief description of item</p> <p>Payroll / Benefits expenses should include the Payroll dates of the period claimed</p> <p>Example -</p> <ul style="list-style-type: none">• Payroll 01/01/2026 – 01/30/2026• Overtime Payroll 01/01/2026 – 01/31/2026• Benefits 01/01/2026 – 01/30/2026• Overtime Benefits 01/01/2026 – 01/31/2026
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”



The screenshot shows a web-based budget entry form. At the top, there is a yellow header bar with a document icon and the word 'Budget'. To the right of the header are two buttons: 'Delete Row' (red) and 'Save Row' (green). A black arrow points to the 'Save Row' button. Below the header is a light blue instruction box that reads: 'To include lines in your budget, select "Add". If the project includes more than one budget line, repeat this step for each budget line.' The main form area is yellow and contains several labeled input fields: 'Budget Line*' with a dropdown menu showing 'Budget-Personnel'; 'Payee*' with a text box containing 'Brandy Boessen'; 'Description*' with a text box containing 'Payroll 03/01/2024 - 03/31/2024'; 'Quantity*' with a text box containing '1.00'; and 'Unit Cost*' with a text box containing '\$400.00'. At the bottom left, it says 'Expense Total: \$400.00'.

Budget

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

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 

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 Blook
Detail of Expenditure	✓	Aug 29, 2024 11:15 AM - Becky Blook
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: 2025
 - ▶ 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?: Yes No 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

The screenshot shows the 'Equipment' form. At the top, there is a question: 'Do you have any equipment in your claim?'. Below this question are two buttons: 'Yes' and 'No'. An arrow points from the 'No' button to the 'Save Form' button on the right. Another arrow points from the 'Save Form' button to the 'Save Multi List' button below it. The form also includes a table with 15 columns: 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, and Readiness Condition.

The screenshot shows the 'Equipment Detail - Multi-List' table. At the top right of the table are two buttons: 'Mark as Complete' and 'Add Row'. Arrows point from these buttons to the 'Mark as Complete' and 'Add Row' buttons in the table header respectively. The table has 15 columns: 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, and Readiness Condition.

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: GE

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
60 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. If 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”


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.

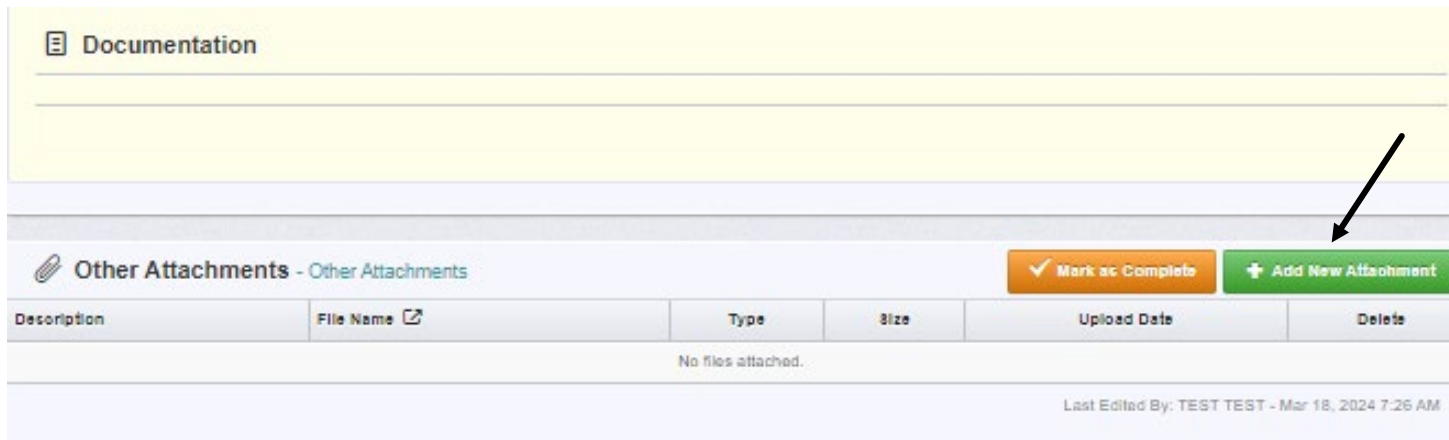
Claim cannot be Submitted Currently

- 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	✓	Aug 29, 2024 11:31 AM - Becky Block
Attachments		-

ATTACHMENTS, continued

- ▶ Select “Add New Attachment”



The screenshot displays a web interface for managing attachments. At the top, there is a yellow header bar with a document icon and the text 'Documentation'. Below this is a light blue section titled 'Other Attachments - Other Attachments' with a paperclip icon. To the right of this title are 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 the following columns: 'Description', 'File Name' (with a link icon), 'Type', 'Size', 'Upload Date', and 'Delete'. The table is currently empty, with the text 'No files attached.' centered below the column headers. At the bottom right of the interface, it says '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

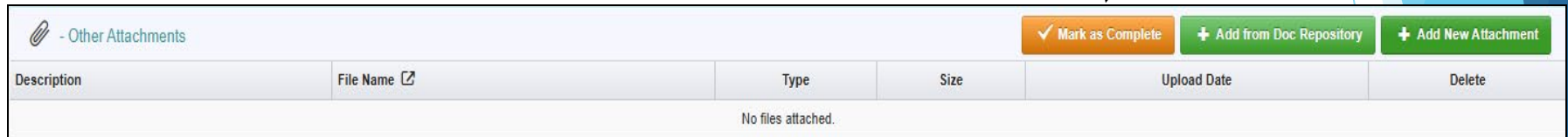
- ▶ Browse your computer to select a document, by selecting “Select File”
- ▶ Provide a description and Select “Save File”




The screenshot shows a dialog box titled "Attach File" with a close button (X) in the top right corner. Inside the dialog, there is a header section with a paperclip icon and 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 larger text input field with the placeholder text "Description" and a character count "500 character(s) left" at the bottom. Annotations with arrows point to the "Save File" button (green) and the "Cancel" button (red) in the top right, the "Select file" button, and the "Description" text input field.

ATTACHMENTS, continued

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



The screenshot shows a user interface for managing attachments. At the top, there is a header bar with a paperclip icon and the text "- Other Attachments". To the right of this header are three buttons: "✓ Mark as Complete" (orange), "+ Add from Doc Repository" (green), and "+ Add New Attachment" (green). Below the header is a table with the following columns: "Description", "File Name" (with a link icon), "Type", "Size", "Upload Date", and "Delete". The table is currently empty, and a message "No files attached." is displayed at the bottom.

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

ATTACHMENTS, continued

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

The screenshot shows a web application interface for managing attachments. At the top, there is a navigation bar with tabs: 'Claim List', 'General', 'Detail', 'Equipment', and 'Other'. The 'Claim List' tab is highlighted. Below the navigation bar, the main content area is titled 'Other Attachments - Current Version'. It contains instructional text about uploading documents and a list of supported file types. Below the text is a section labeled 'Documentation' with a text input field. At the bottom of the interface, there is a table titled 'Other Attachments - Other Attachments'. The table has columns: 'Description', 'File Name', 'Type', 'Size', 'Upload Date', and 'Delete'. The table is currently empty, with the text 'No files attached.' displayed below it. To the right of the table, there are two buttons: 'Mark as Complete' (orange) and 'Add New Attachment' (green). A black arrow points to the 'Mark as Complete' button. At the bottom right of the interface, there is a footer that reads 'Last Edited By: TEST TEST - Mar 18, 2024 7:26 AM'.

Claim List General Detail Equipment 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

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

Mark as Complete Add New Attachment

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.

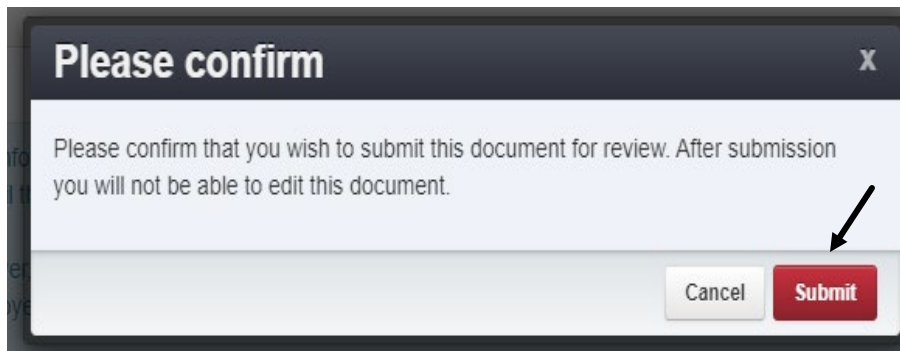
• Claim is in compliance and is ready for Submission!

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

The screenshot shows a web interface for submitting a claim. At the top, there are three buttons: 'Submit Claim' (orange with a checkmark), 'Withdraw' (orange with an X), and 'Preview Claim' (blue with a magnifying glass). Below these buttons is a paragraph explaining the claim components and a note about the Workers Comp Calculator. A green banner states 'Claim is in compliance and is ready for Submission!'. Below this is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The table lists four components: 'General Information', 'Detail of Expenditure', 'Equipment Inventory', and 'Attachments'. Each component has a green checkmark in the 'Complete?' column and a timestamp in the 'Last Edited' column. Arrows from the text above point to the 'Submit Claim' button, the 'Preview Claim' button, and the 'Claim is in compliance...' banner.

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										
<div>Search: <input type="text"/></div>										
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:

Blue

To:

TEST TEST

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

CC:

Subject:

Correspondence

Message:

Source

Styles: Normal Font Size 24

Text

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

Attachment 1:

Select file

Attachment 2:

Select file

Attachment 3:

Select file

Attachment 4:

Select file

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

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	-	

CORRESPONDENCE, continued

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

Inter-System Grantee Correspondence

Search:

+ Add Grantee Correspondence

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	Becky Block	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 recipient 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 recipient 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 recipient 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

Grant List

Genera

Claims

Budget

Corres

Contra

Status

Site V

Award

Award

Attach

Closeo

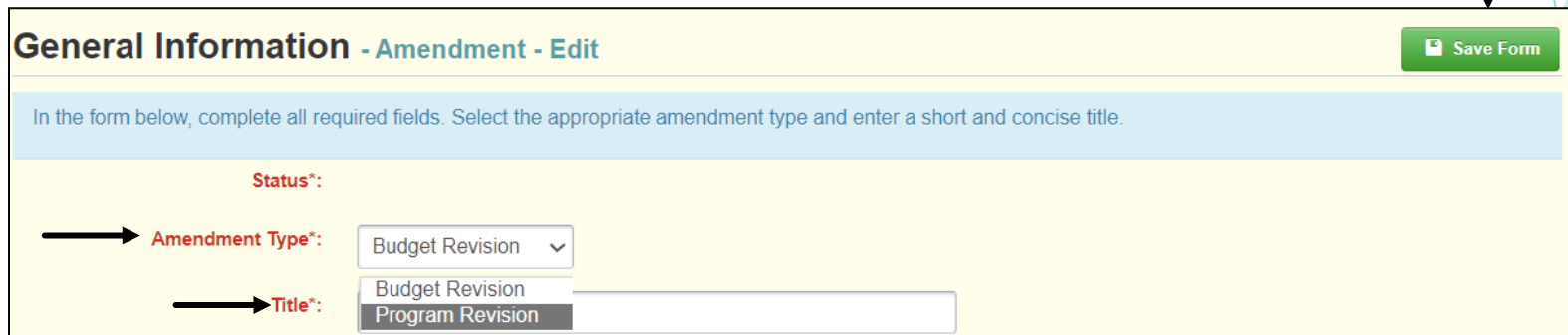
Contract Amendments

+ Add Amendment

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

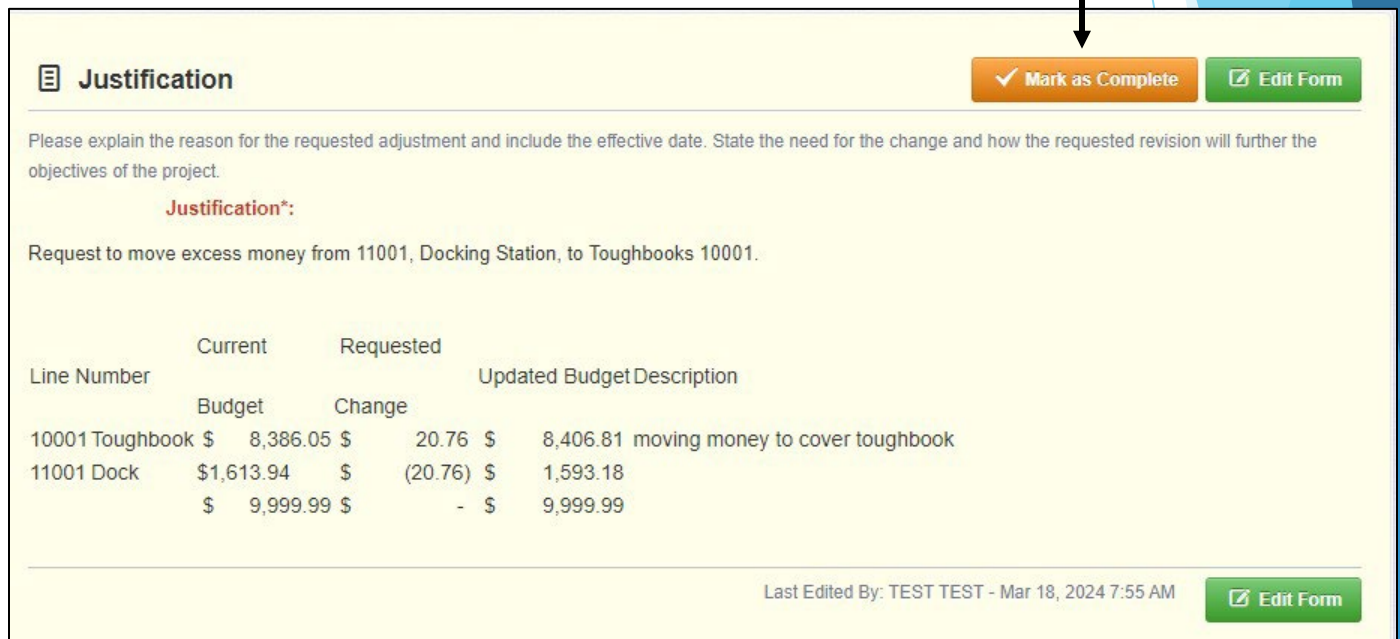
Component	Complete?	Last Edited
General Information	✓	Mar 18, 2024 7:50 AM - TEST TEST
Justification ←	-	-
Budget	-	-
Confirmation	-	-
Attachments	-	-

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 “Mark as Complete”



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 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

Mark as Complete **Edit Form**

SUBAWARD ADJUSTMENTS, continued

- ▶ Select "Budget"

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

 **Amendment Details** [Withdraw](#) [Copy](#) [Preview Amendment](#)

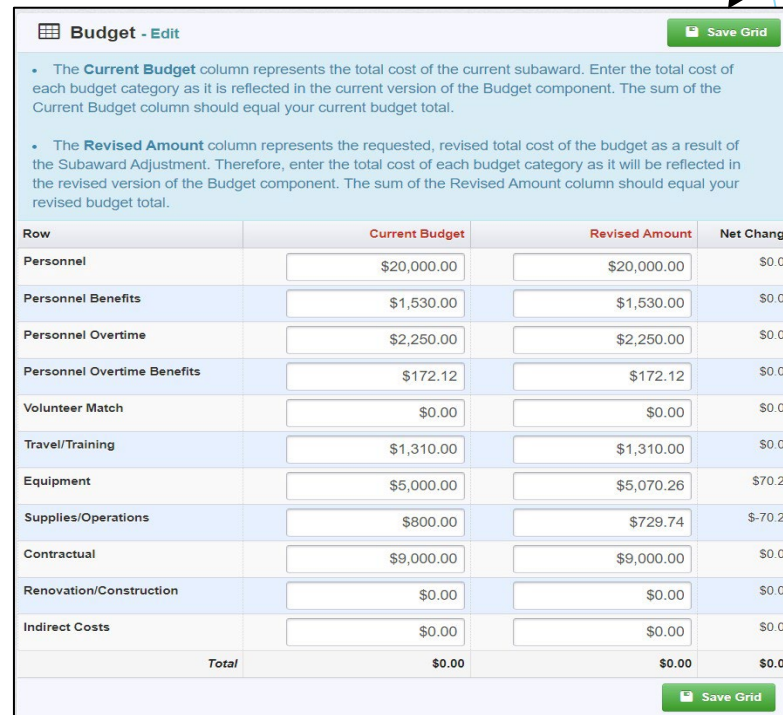
Amendment cannot be Submitted Currently

- 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

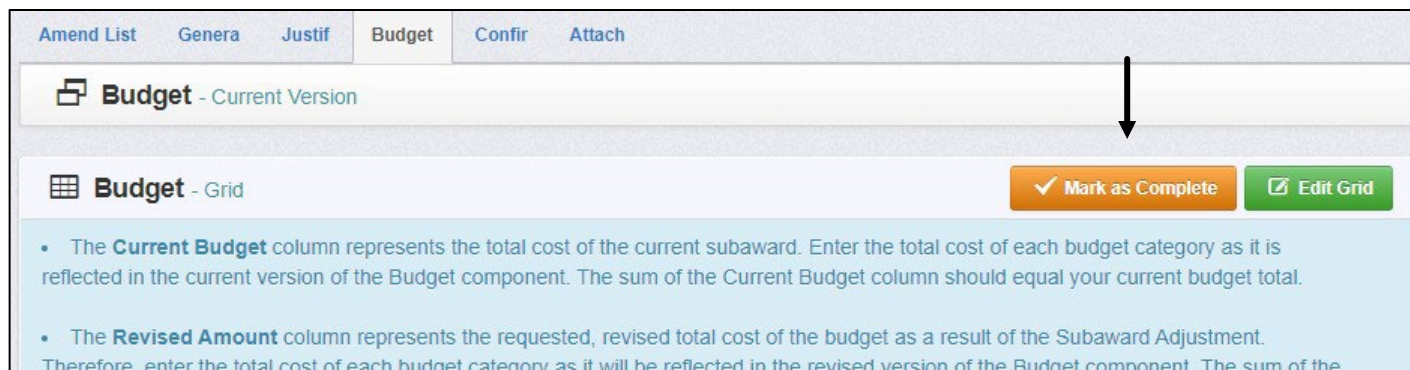
- The **Current Budget** column represents the total cost of the current subaward. Enter the total cost of each budget category as it is reflected in the current version of the Budget component. The sum of the Current Budget column should equal your current budget total.
- The **Revised Amount** column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

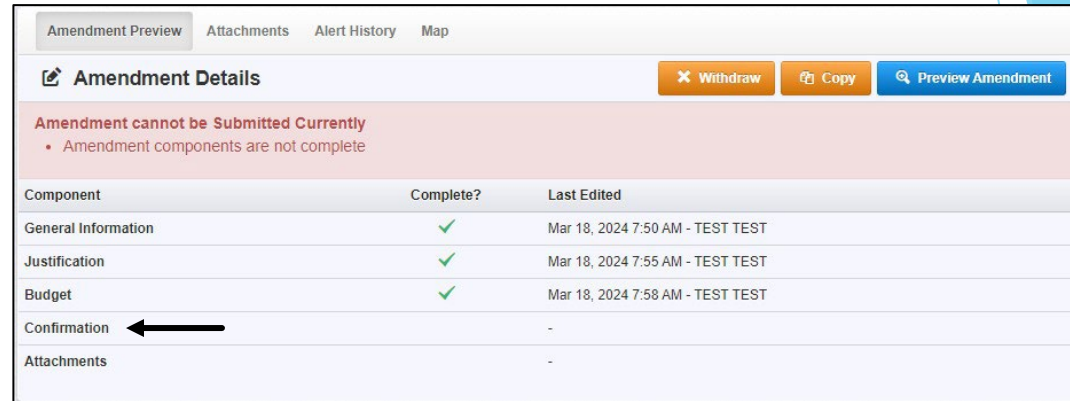
- ▶ Review changes and amounts
- ▶ Select “Mark as Complete”



The screenshot displays a web interface for budget management. At the top, a navigation bar includes tabs: 'Amend List', 'General', 'Justif', 'Budget' (selected), 'Confir', and 'Attach'. Below this, a section titled 'Budget - Current Version' is shown. A black arrow points from this section down to a 'Budget - Grid' section. The 'Budget - Grid' section features a table with two columns: 'Current Budget' and 'Revised Amount'. To the right of the table are two buttons: '✓ Mark as Complete' (orange) and '✎ Edit Grid' (green). Below the table, there are two bullet points explaining the columns: '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.' and '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

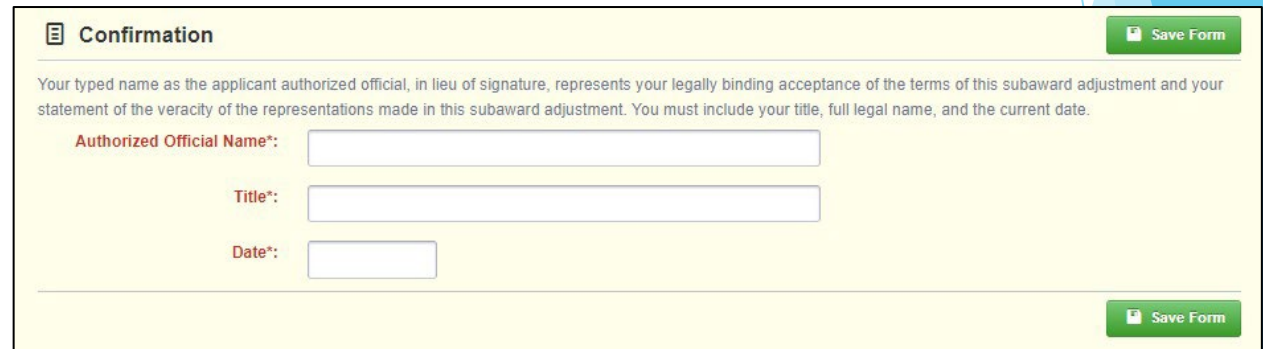
Amendment Details [Withdraw](#) [Copy](#) [Preview Amendment](#)

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		-

► 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*:

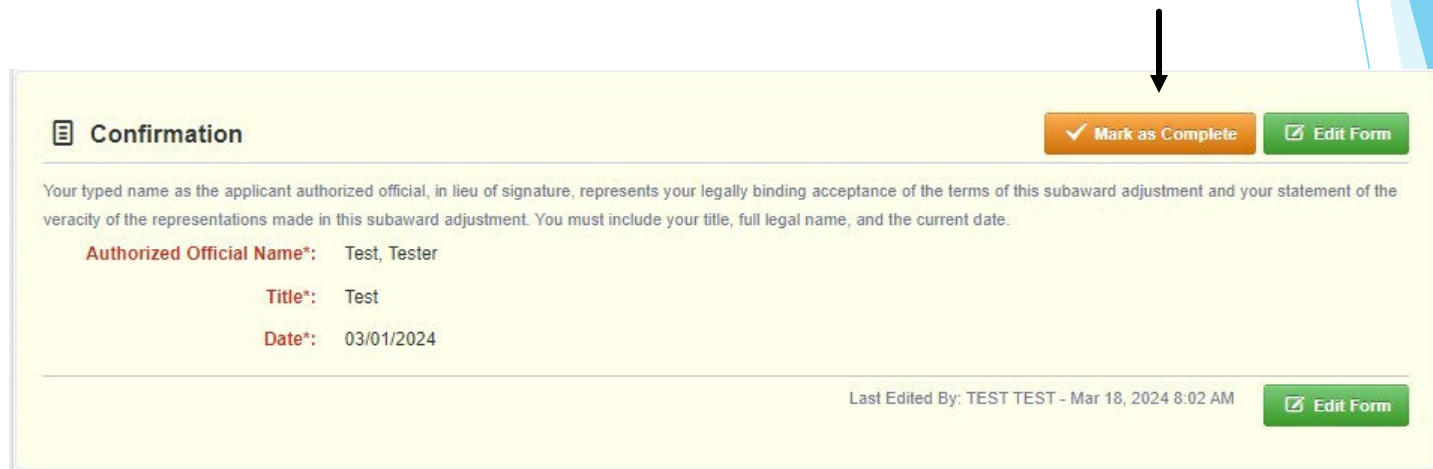
Title*:

Date*:

[Save Form](#)

SUBAWARD ADJUSTMENTS, continued

- Select “Mark as Complete”



The screenshot shows a web form titled "Confirmation" with a yellow background. In the top right corner, there are two buttons: an orange button labeled "✓ Mark as Complete" and a green button labeled "✎ Edit Form". A black arrow points down to the "Mark as Complete" button. Below the title, there is a paragraph of text: "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." Below this text are three fields: "Authorized Official Name*: Test, Tester", "Title*: Test", and "Date*: 03/01/2024". At the bottom right, there is a green button labeled "✎ Edit Form" and text that reads "Last Edited By: TEST TEST - Mar 18, 2024 8:02 AM".

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

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		-

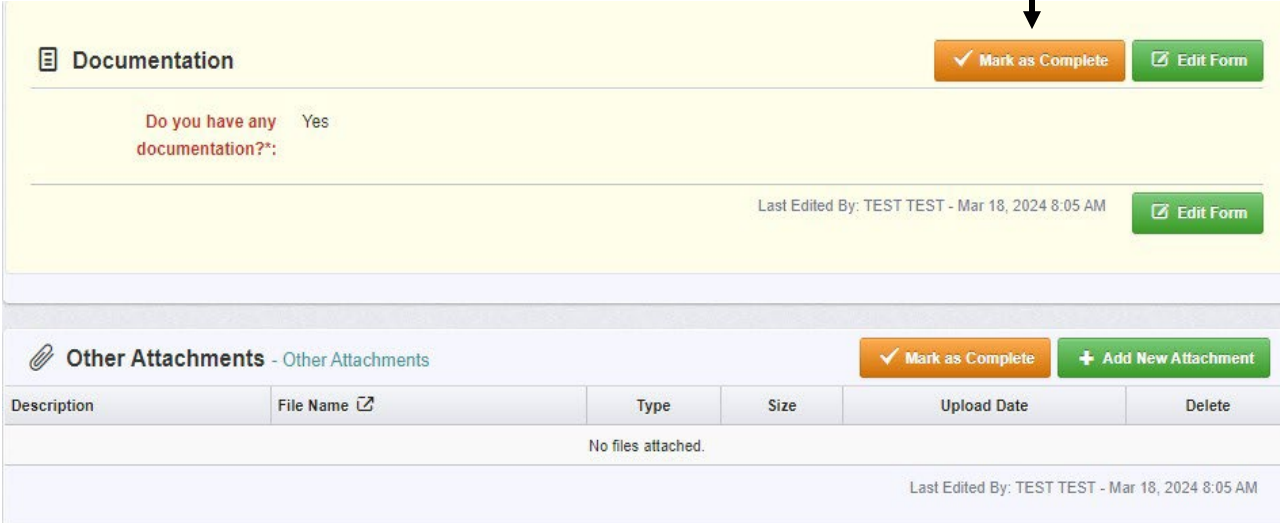
ATTACHMENTS, continued

- ▶ 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 followed by the text 'Documentation'. Below this, a question is displayed: 'Do you have any documentation?*' in red text. To the right of the question are two buttons: 'Yes' and 'No'. The 'No' button is highlighted with a black arrow pointing to it from the left. To the right of the question area, there is a green button with a document icon and the text 'Save Form'. A black arrow points to this button from the top right. Below the question area, there is another identical green 'Save Form' button.

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 web application interface with two main sections: 'Documentation' and 'Other Attachments'.

Documentation Section:

- Header: Documentation
- Form: A text input field with the label "Do you have any documentation?*" and a "Yes" radio button.
- Buttons: "Mark as Complete" (orange) and "Edit Form" (green).
- Footer: "Last Edited By: TEST TEST - Mar 18, 2024 8:05 AM" and "Edit Form" (green).

Other Attachments Section:

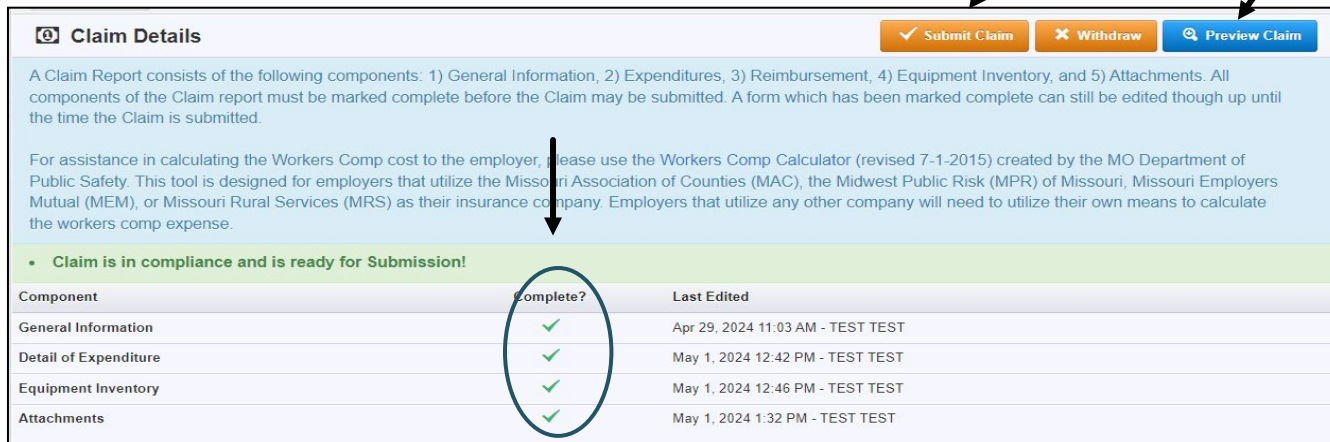
- Header: Other Attachments - Other Attachments
- Buttons: "Mark as Complete" (orange) and "+ Add New Attachment" (green).
- Table:

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

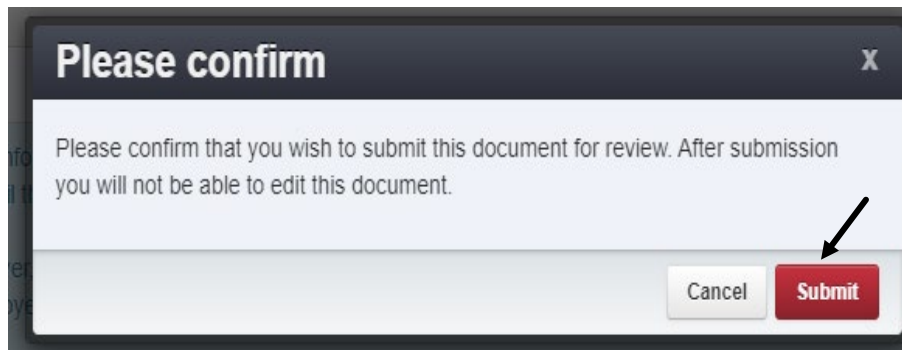


The screenshot displays the 'Claim Details' page. At the top right, there are three buttons: 'Submit Claim' (orange), 'Withdraw' (orange), and 'Preview Claim' (blue). Below these buttons, a text block explains the claim report components and the submission process. A green banner indicates 'Claim is in compliance and is ready for Submission!'. Below this, a table lists the components and their completion status. A green circle highlights the 'Complete?' column, and a black arrow points to the 'Submit Claim' button.

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	
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 Recipient must submit a Quarterly Status Report
 - ▶ Due Dates:
 - ▶ Status Report #01: 06/01-08/31: due 9/10
 - ▶ Status Report #02: 09/01-11/30: due 12/12
 - ▶ Status Report #03: 12/01-02/28: due 3/10
 - ▶ Status Report #04: 03/01-05/31: due 6/10

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 09/30/2022

From To

- ▶ Select “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”



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 Recipients 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
- ▶ Recipients 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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