SFY 2027 Missouri Crime Laboratory Upgrade Program (MCLUP) Compliance Training

Missouri Department of Public Safety/Office of Homeland Security

Grant Requirements

Missouri Crime Laboratory Upgrade Program (MCLUP)

- The goal of the Missouri Crime Laboratory Upgrade Program (MCLUP) 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

Missouri Crime Laboratory Upgrade Program (MCLUP)

- Section 488.029 RSMo – Required 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 laboratory make analysis of a controlled substance
  - A continual deposit is made to the State Forensic Laboratory Account from the collections
- Section 595.045 RSMo – Created the "Crime Victims Compensation Fund", which requires a surcharge of $7.50 be assessed and collection in all criminal cases including violation of any county ordinance 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

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

- SFY 2027 MCLUP Notice of Funding Opportunity (NOFO)
- DPS Financial and Administrative Guide
- Award Agreement Articles of Agreement
- Information Bulletins
  - CJ/LE-GT-2020-001 – Policy on Advance Payment and Cash Advances
  - CJ/LE-GT-2020-002 – Policy on claim Request Requirements including DPS reimbursement checklist
  - CJ/LE-GT-2020-003 – Policy on Budget Modifications, Program Changes, Scope of Work Changes, Status Reports, and Return of Funds

NOTE: The Information Bulletins are in the process of being revised. Updated links will be provided when the revisions are complete

DPS Grants – State Requirements

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

- **Section 590.650 RSMo – Vehicle Stops Report:** Pursuant to Section 590.650.3 RSMo, each law enforcement agency shall compile the data described in subsection 2 for the calendar year into a report to the attorney general and each law enforcement agency shall submit the report to the attorney general no later than March first of the following calendar year.
- **Section 590.700 RSMo – Written Policy on Recording of Custodial Interrogations:** Pursuant to Section 590.700.4 RSMo, each law enforcement agency shall adopt a written policy to record custodial interrogations of persons suspected of committing or attempting to commit felony crimes as outlined in subsection 2.

DPS Grants – State Requirements

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

- **Section 43.544 RSMo – Written Policy on Forwarding Intoxication-Related Traffic Offenses:** Pursuant to Section 43.544.1 RSMo, each law enforcement agency shall adopt a policy requiring arrest information for all intoxication-related traffic offenses be forwarded to the central repository as required by Section 43.503 RSMo.
- **Section 590.1265 RSMo – Police Use of Force Transparency Act of 2021:** Pursuant to Section 590.1265 RSMo, each law enforcement agency shall report data submitted under subsection 3 of this section to the department of public safety.
  - *Law enforcement agencies will be considered non-compliant if they have not submitted Use of Force reports for three or more months in the previous 12 months.*

DPS Grants – State Requirements

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

- **Section 43.505 RSMo – Uniform Crime Reporting (UCR):** Pursuant to Section 43.505.3 RSMo, each law enforcement agency in the state shall: (1) Submit crime incident reports to the department of public safety on forms or in the format prescribed by the department; and (2) Submit any other crime incident information which may be required by the department of public safety.

- *Law enforcement agencies will be considered non-compliant if they have not submitted MIBRS reports for three or more months in the previous 12 months.*

- **Section 590.030 RSMo – Rap Back Program Participation:** Pursuant to Section 590.030 RSMo, all law enforcement agencies shall enroll in the state and federal Rap Back programs on or before January 1, 2022 and continue to remain enrolled. The law enforcement agency shall take all necessary steps to maintain officer enrollment for all officers commissioned with that agency in the Rap Back programs. An officer shall submit to being fingerprinted at any law enforcement agency upon commissioning and for as long as the officer is commissioned with that agency.

Procurement Requirements

- Expenditures must be an approved budget line item at the time of purchase
- Purchases must be made within the grant period of performance
  - June 1, 2026 – May 31, 2027
- Funds must be obligated within the project period (**June 1, 2026 – May 31, 2027**) and expended within 10 days following the grant period of performance end date (**June 10, 2027**)
  - Funds are considered "obligated" when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period
    - Purchase order is issued or order is placed with the vendor
  - Funds are considered "expended" when payment is made
    - Vendor is paid for goods/services
- Final claims are due **June 10, 2027**

Procurement Requirements

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

Procurement Requirements

State of Missouri Procurement Guidelines

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

Procurement Requirements

- Dollar thresholds for bidding requirements are per total purchase to a single vendor in the agency's fiscal year
- All procurement transactions shall be carried out in a manner which provides maximum and free competition
  - Whether negotiated or competitively bid
  - Without regard to dollar value
- All bids/quotes and the rationale behind the selection of a source of supply must be retained
  - Attached to the purchase order
  - Retained in grant and accounting files
- Brand names should not be specified when seeking bids/quotes

Procurement Requirements

- Cooperative Procurements – utilization of a cooperative or state contract
  - Can be used to satisfy procurement requirements without the requirement to obtain additional bids/quotes
  - Examples:
    - State contracts
    - NASPO
    - GSA
    - Sourcewell
  - **If you utilize a cooperative/state contract, ensure the procurement documents (bids/quotes) and invoice(s) list the contract number**
    - This documents the contract was utilized to meet procurement requirements
  - Example:
    - You are approved to purchase 10 laptops on your project and you estimate the cost to be approximately $15,000 for all 10 laptops
      - The traditional procurement method would require you to obtain at least 3 bids/quotes
    - ABC Vendor has a GSA contract that includes the laptops you are looking to purchase
    - You can obtain a quote from ABC vendor for the laptops through their GSA contract
    - If the quote is acceptable, you can purchase from ABC vendor without obtaining other bids/quotes
      - **REMINDER: Your bid/quote and invoice from ABC vendor must reference the contract number!**

Procurement Requirements

- When only one bid/quote or positive proposal is received, it is deemed a Single Feasible Source
  - **Single Feasible Source procurement on purchases to a single vendor of $10,000 or more requires prior approval from the DPS/OHS**
  - Submit request via the "Correspondence" component of WebGrants
    - Request should include:
      - Single Feasible Source Form
      - If available, a copy of a single feasible source certification letter from the vendor

Procurement Requirements

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

Inventory Management

Inventory Management

- Equipment is defined as tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of $5,000 or more
- Entities may have a lower acquisition cost in their procurement policy
  - If so, MUST use the most stringent policy

Inventory Management

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

> Purchased with Missouri Crime Laboratory Upgrade Program (MCLUP) Funds

- There are no specific requirements for the tag itself

Inventory Management

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

Inventory Management

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

Inventory Management

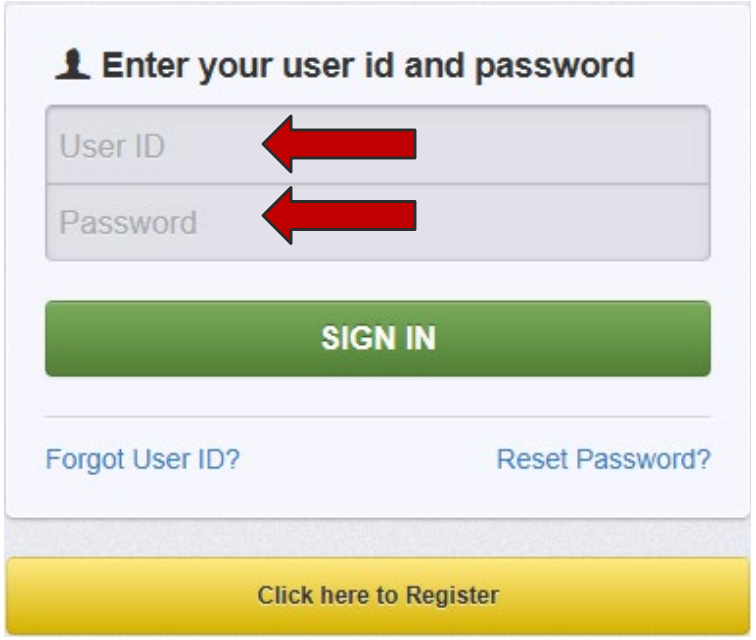
- Recipients must request disposition by submitting the Equipment Disposition Form to their Grant Specialist
- Equipment CANNOT be disposed of until the Equipment Disposition Form has been approved by the DPS/OHS
- Approved Equipment Disposition Forms must be maintained in your grant file



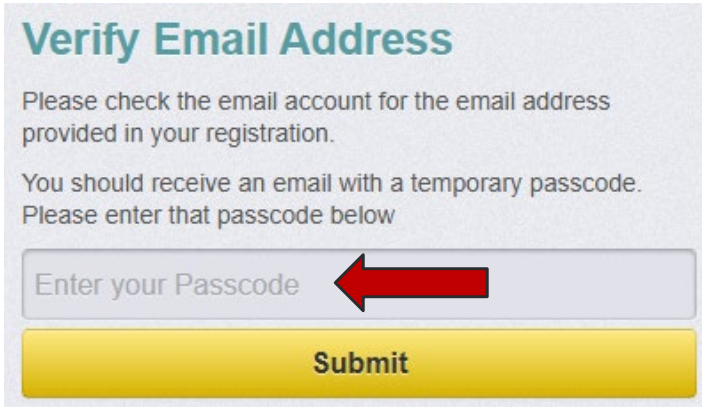
WebGrants

WebGrants

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

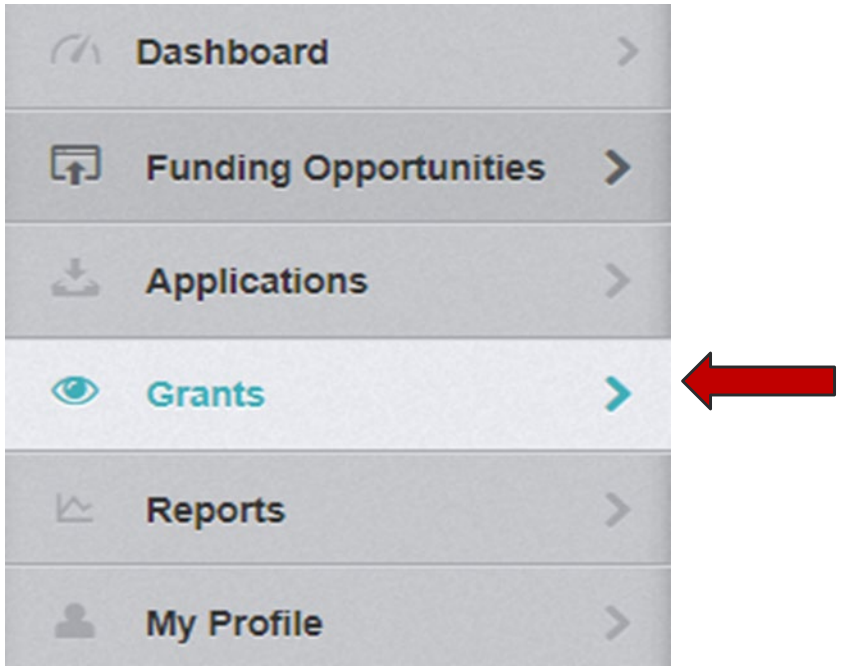


- Two-factor authentication: Enter the one-time passcode sent to your email by WebGrants and select, “Submit”



WebGrants

- Select “Grants”



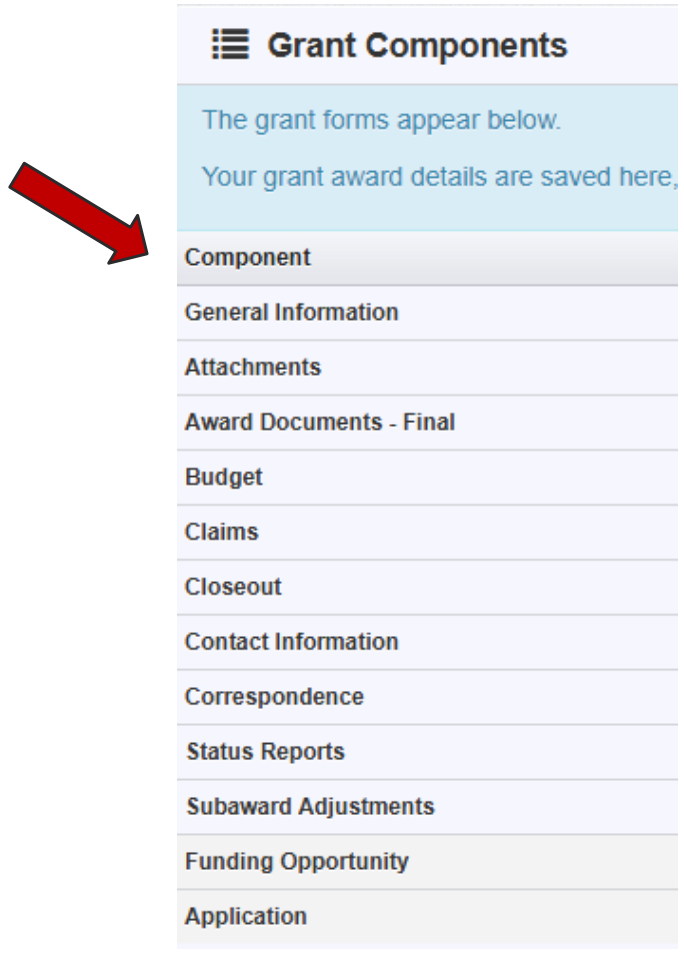
WebGrants

- Select project titled “SFY 2027 MCLUP”

Grant Number	Status	Year	Start Date	End Date	Grant Title	Organization	Grantee	Program Officer	Program Area	Funding Opportunity	Amount
2027-MCLUP-Test-1	Underway	2027	06/01/2026	05/31/2027	SFY 2027 MCLUP - Your agency	BaseLine Organization	TEST TEST	Chelsey Call	Missouri Crime Laboratory Upgrade Program	55093-SFY 2027 Missouri Crime Laboratory Upgrade Program (MCLUP) TEST	$173,864.68

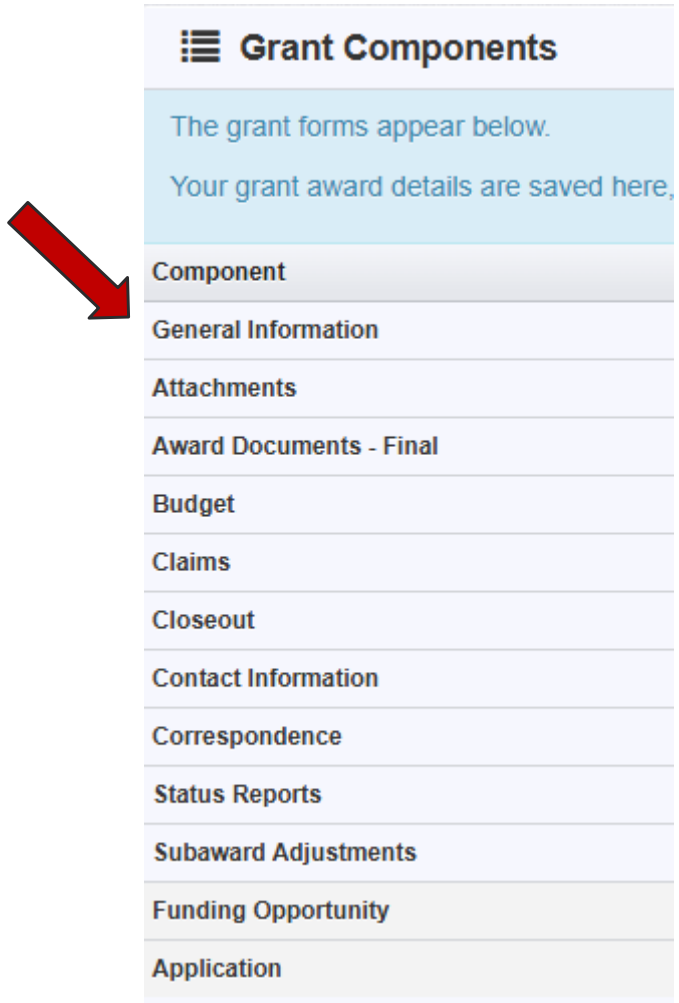
WebGrants

- WebGrants is comprised of “Grant Components”



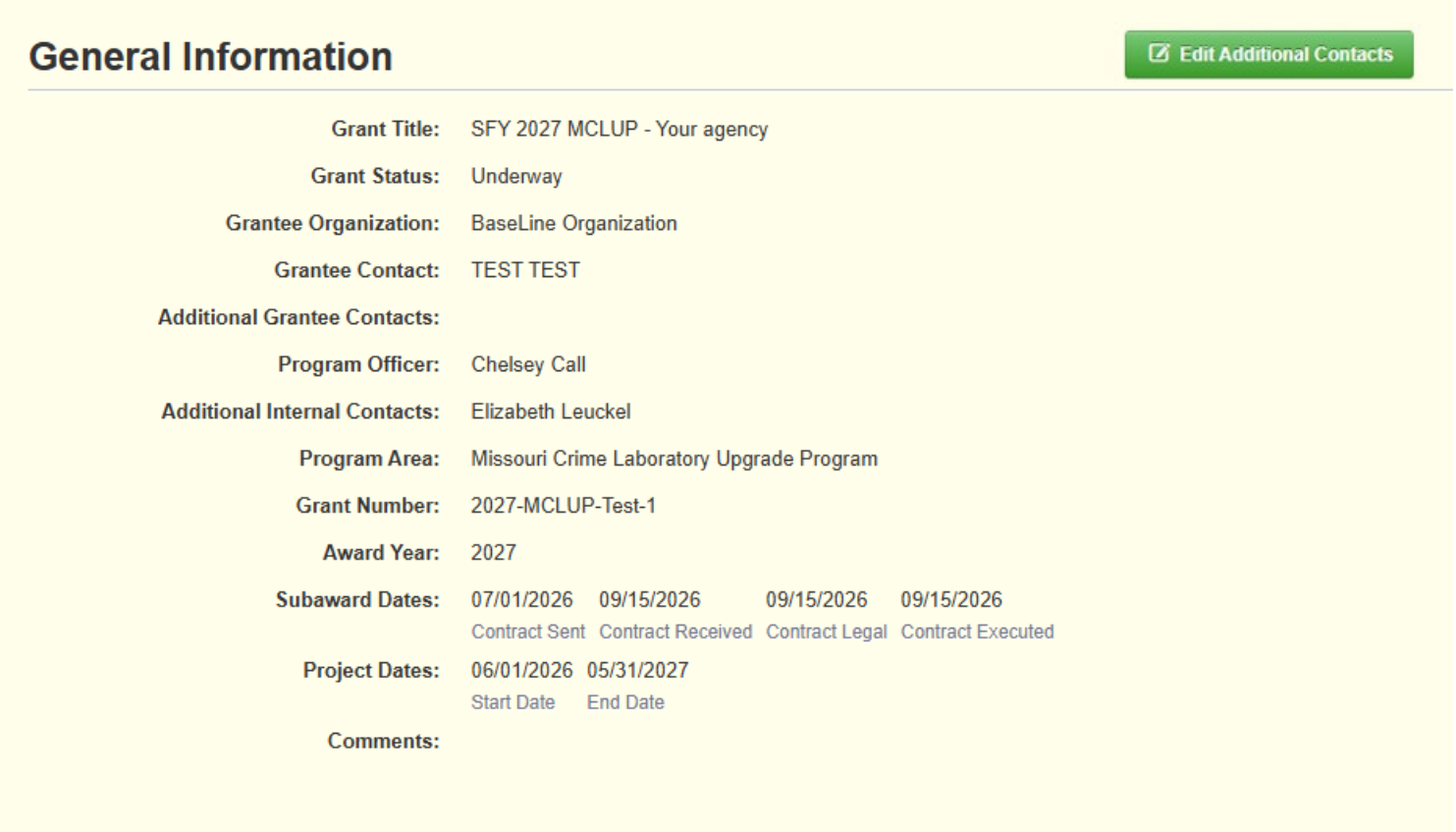
WebGrants

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



WebGrants

- General Information Component Example



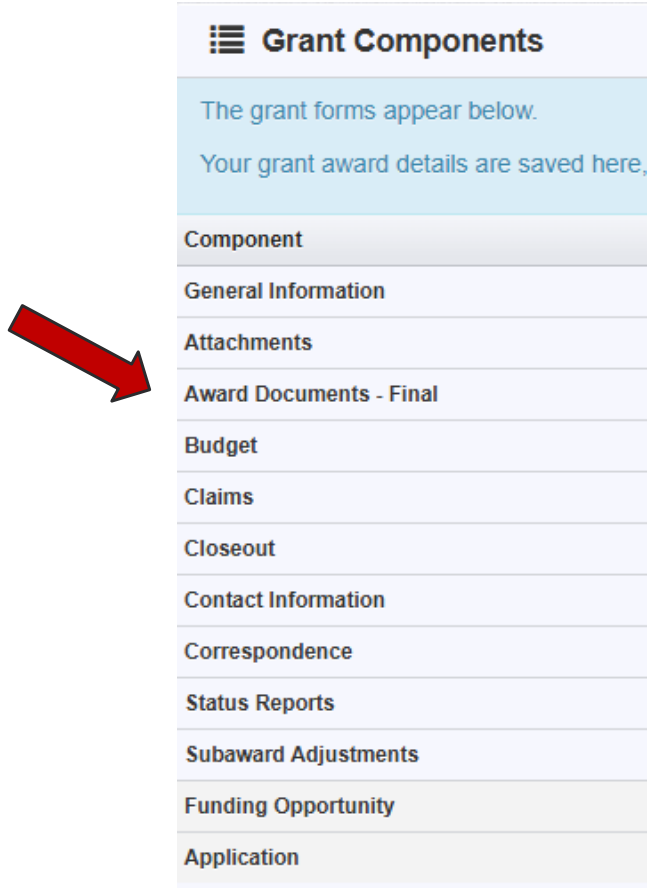
General Information

Edit Additional Contacts

Grant Title:	SFY 2027 MCLUP - Your agency
Grant Status:	Underway
Grantee Organization:	BaseLine Organization
Grantee Contact:	TEST TEST
Additional Grantee Contacts:	
Program Officer:	Chelsey Call
Additional Internal Contacts:	Elizabeth Leuckel
Program Area:	Missouri Crime Laboratory Upgrade Program
Grant Number:	2027-MCLUP-Test-1
Award Year:	2027
Subaward Dates:	07/01/2026 (Contract Sent) 09/15/2026 (Contract Received) 09/15/2026 (Contract Legal) 09/15/2026 (Contract Executed)
Project Dates:	06/01/2026 (Start Date) 05/31/2027 (End Date)
Comments:	

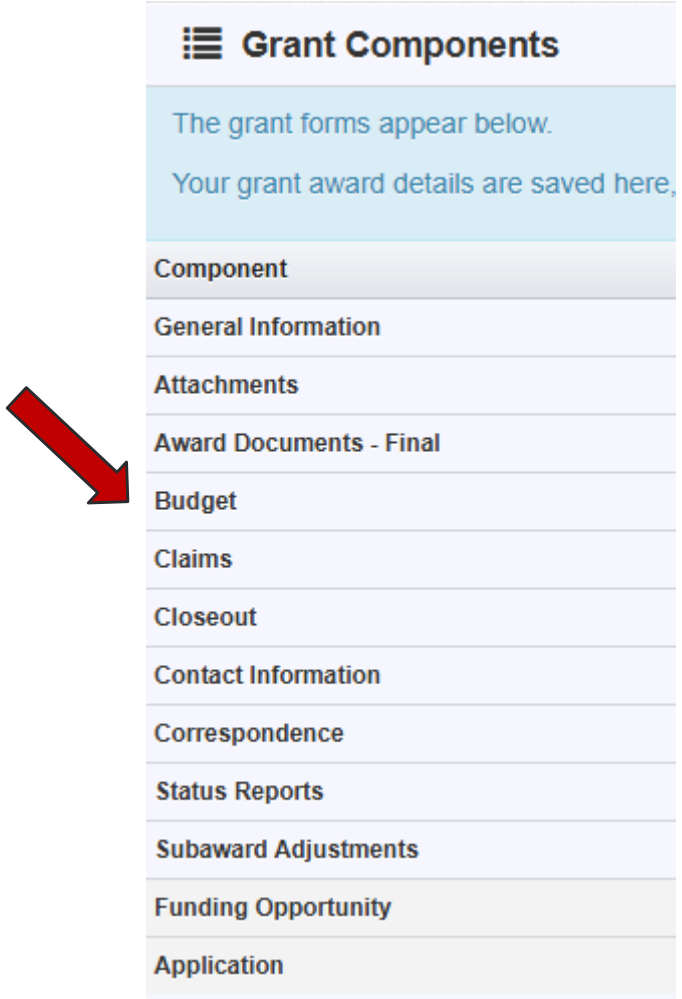
WebGrants

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



WebGrants

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



WebGrants

- Budget Component Example

Personnel - Multi-List

To include personnel in your budget, select "Add Row". If the project includes more than one individual, repeat this step for each person.

If personnel overtime costs are requested, please add as a separate line labeled accordingly as overtime.

Name	Position Title	Position Status	Employment Status	Requested Personnel Cost
1001 - Task Force Officer Salary	Task Force Officer (2)	Existing	Full Time	$100,000.00
				$100,000.00

Reimbursement Requests (Claims)

- Information Bulletin 2: Policy on Claim Request Requirements discusses requirements for reimbursement requests
- Claims may be submitted as needed but **must be submitted at least quarterly**
  - Must incur an allowable expense, make payment, and seek reimbursement within 6 months of the invoice date
  - Please do not hold invoices to submit for payment until the end of the grant period!
- Supporting documentation must be submitted with each claim
- A line must be completed for each individual expenditure
- Multiple invoices on one expenditure line will not be accepted
- Incomplete claims could result in a delay of payment
  - It is the requesting agency's responsibility to complete the necessary changes

Reimbursement Requests (Claims)

- Personnel and Personnel Benefits Supporting Documentation – Items in the Personnel and Personnel Benefits categories of your budget
  - Wage and benefit cost(s)
  - Timesheet(s) – should document all paid hours (including leave, overtime, etc.) and should be signed by the employee and authorizing supervisor
  - Signed personnel certification
  - Proof of payment (i.e., payroll journal/register, paystub)
  - For overtime:
    - Employee status
    - Timesheets showing overtime worked

Reimbursement Requests (Claims)

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

Reimbursement Requests (Claims)

- Equipment Supporting Documentation – Items in the Equipment category of your budget
  - Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of $5,000 or more
  - Must be recorded and tracked in an inventory control list throughout the life of the equipment
  - Must be tagged to reflect the source of the funding – SFY 2027 SCCG
  - Claim in WebGrants
  - Vendor Invoice
  - Proof of Payment (i.e., copy of cancelled check or bank statement)
    - If the invoice was paid via credit card, you MUST supply the credit card statement and bank statement demonstrating the credit card has been paid
  - Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items have been received)
  - Purchase order – only required if referenced on the invoice
  - Equipment Inventory Form in WebGrants must be completed for EACH piece of equipment
    - If you purchased more than one of the same item, they must be listed separately on the equipment inventory form

Reimbursement Requests (Claims)

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

Reimbursement Requests (Claims)

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

Reimbursement Requests (Claims)

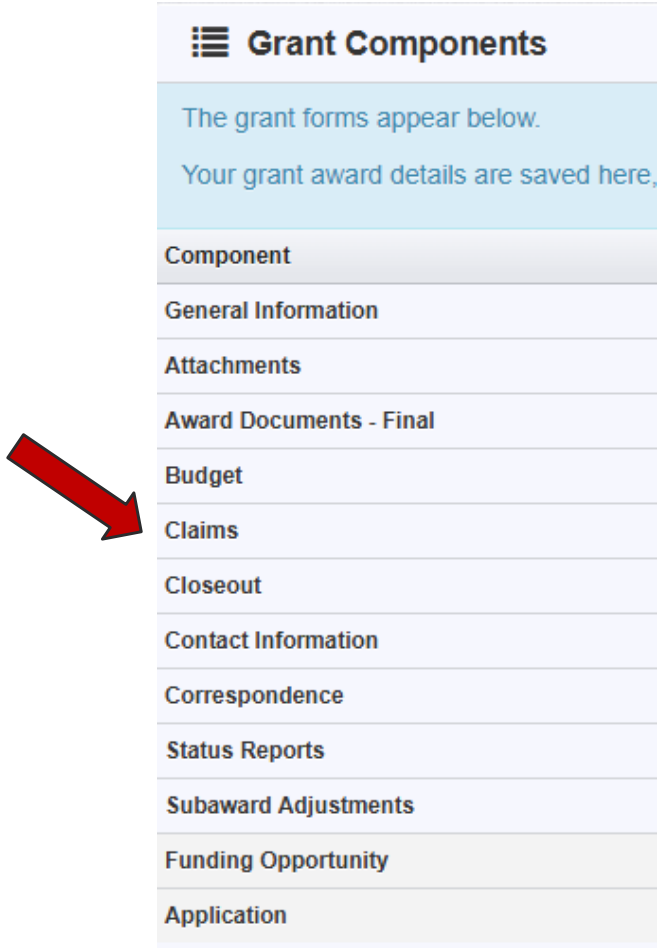
- Advance Payment
  - Information Bulletin 1: Policy on Advance Payment and Cash Advances discusses requirements for advance payment requests
  - Advance payment is defined as funds given to a recipient in advance of the recipient incurring the debt
    - For example: If a recipient orders a piece of equipment and requests reimbursement prior to paying the vendor's invoice, receipt of funds would be considered an advance payment
  - Advance payment will not be provided to a recipient before costs have been incurred through an invoice from a vendor
  - Must have received goods/services to receive an advance payment
  - $2,500 minimum for recipients requesting a reimbursement with an advance payment

Reimbursement Requests (Claims)

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

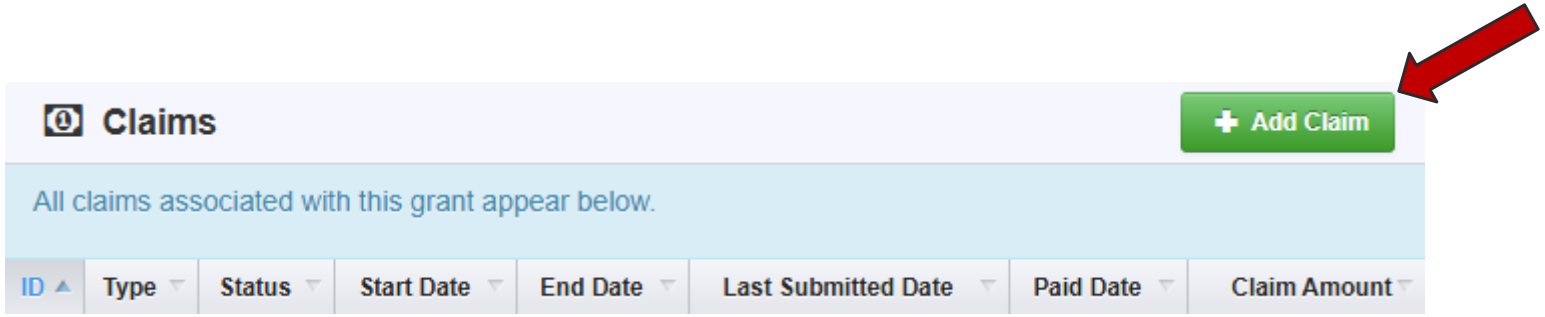
Reimbursement Requests (Claims)

- Select “Claims” Component in WebGrants



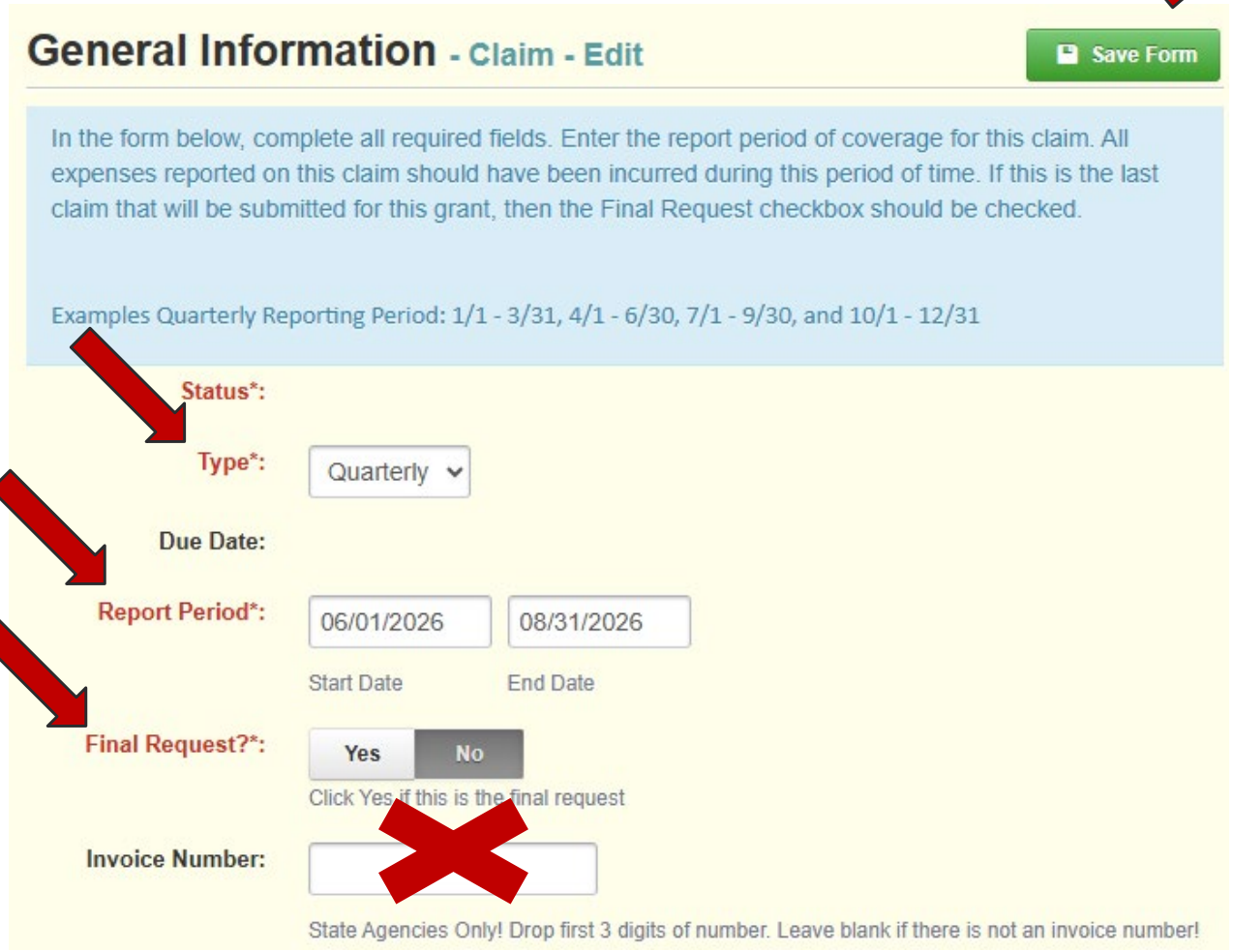
Reimbursement Requests (Claims)

- Select “Add Claim”



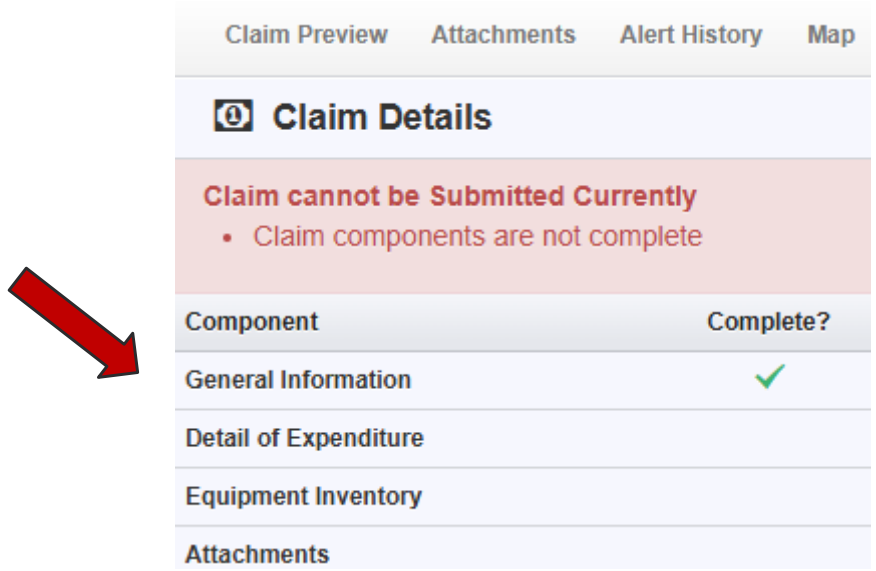
Reimbursement Requests (Claims)

- Complete the "General Information" form
  - Claim Type – Monthly, Quarterly, or Other
    - **Claims must be submitted at least quarterly!**
  - Reporting Period – Date range for expenses being requested
  - Final Request? – Select "Yes" if this is your final claim or Select "No" if you have additional claims to submit
  - Invoice Number – **LEAVE BLANK UNLESS YOU ARE A STATE AGENCY**
  - Select "Save Form"



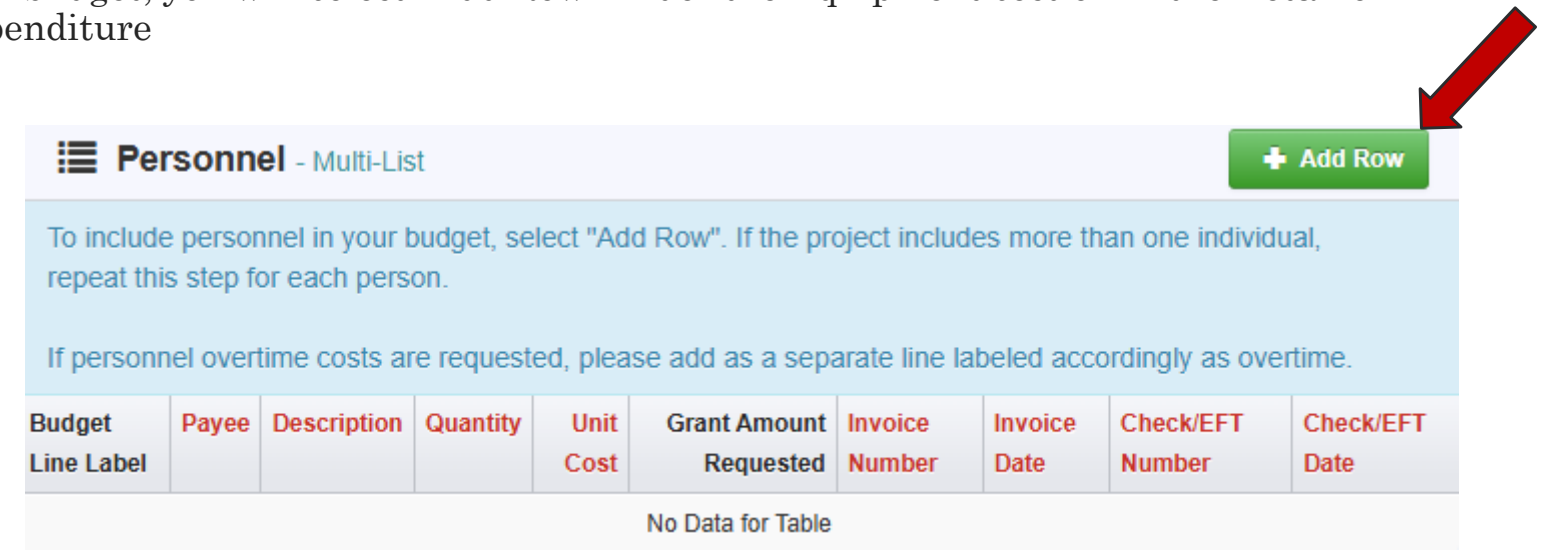
Reimbursement Requests (Claims)

- Select “Detail of Expenditure” from the Claim Components



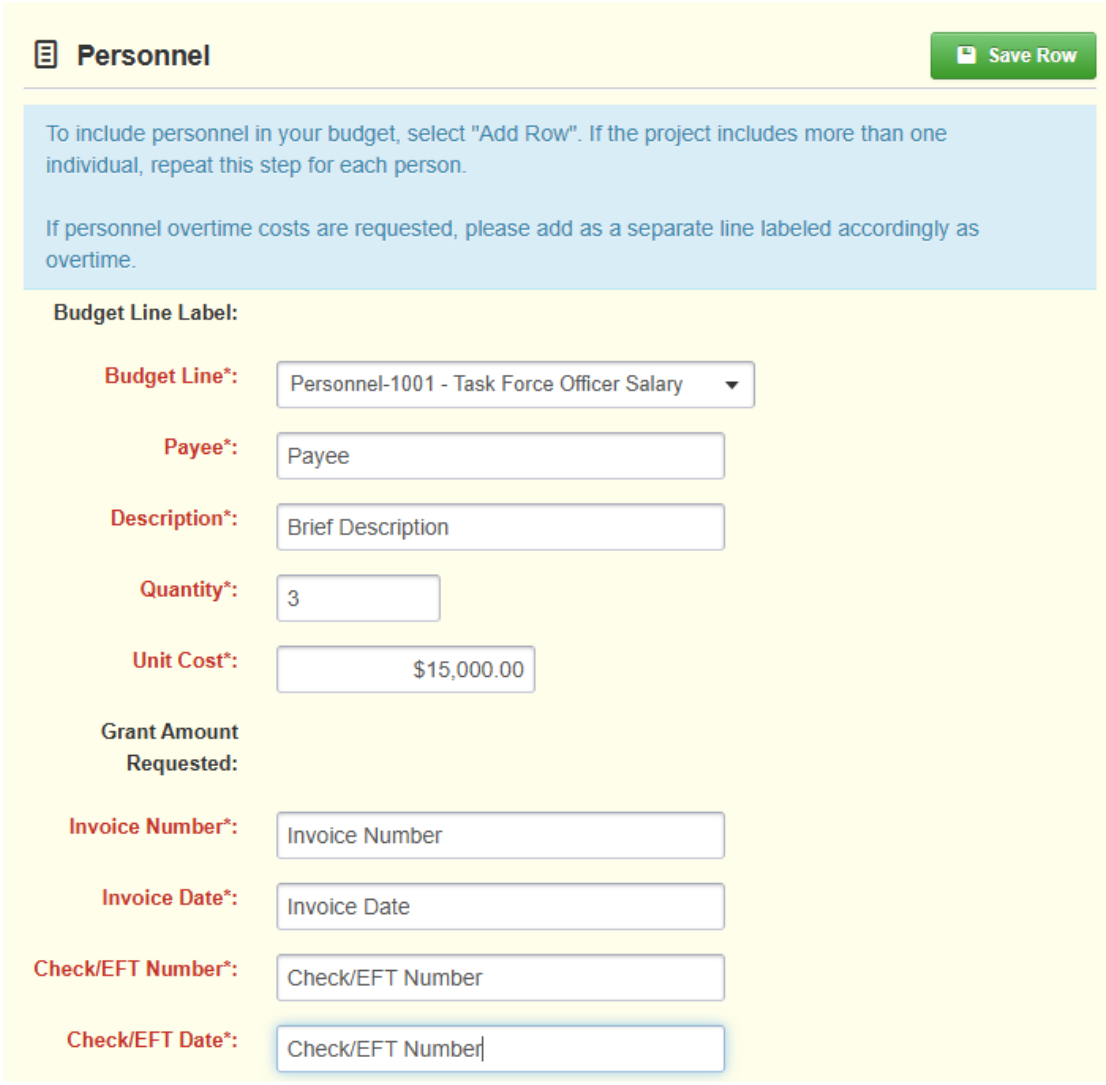
Reimbursement Requests (Claims)

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



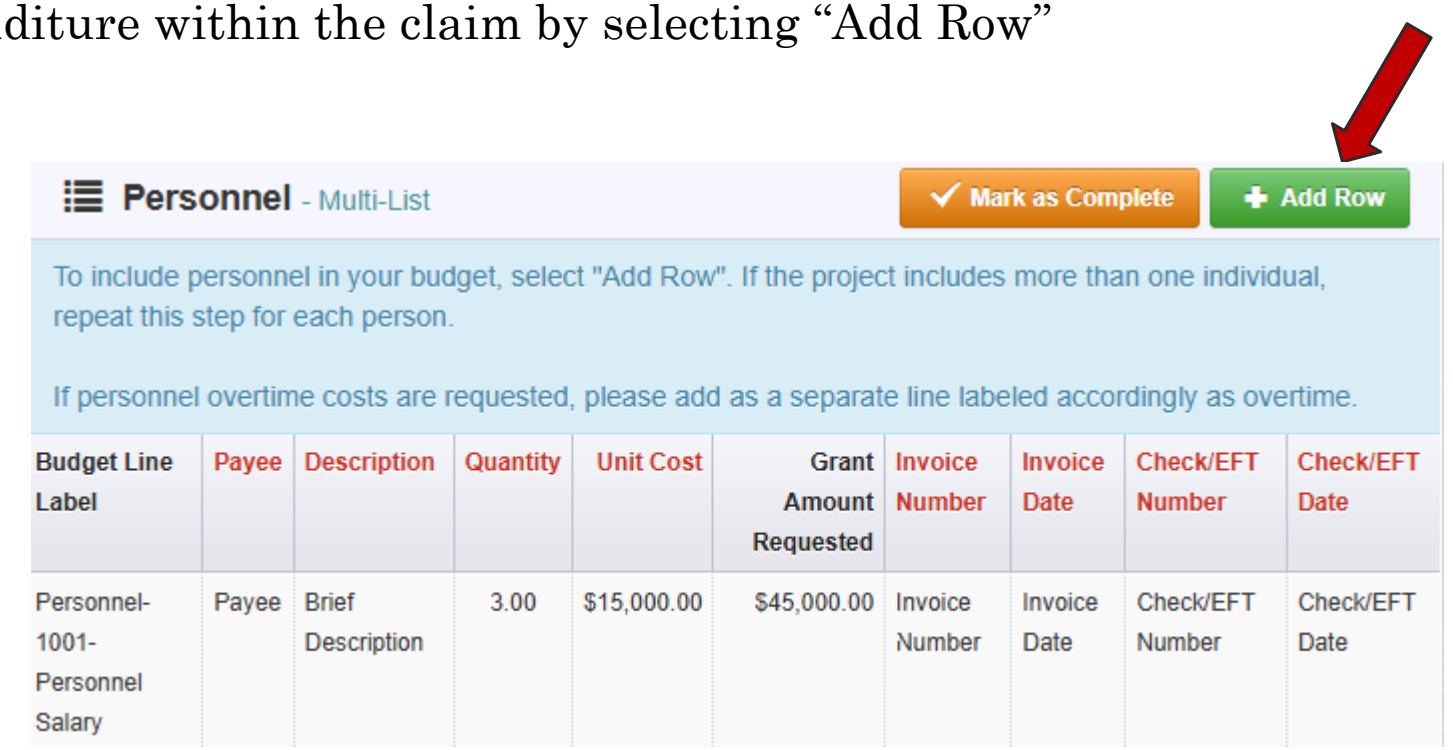
Reimbursement Requests (Claims)

- Complete the following to enter an expenditure for reimbursement
  - Budget Line – Select the corresponding budget line for the item that is being requested for reimbursement
  - Payee – Enter the name of the vendor the item was purchased from
  - Description – Enter a description of the item(s) purchased
  - Quantity – Enter the number of items purchased
  - Unit Cost – Enter the cost per 1 item each
  - Grant Amount Requested – Enter the total amount you are requesting reimbursement for
  - Invoice Number – Enter the invoice number on the vendor's invoice
  - Invoice Date – Enter the date of the vendor's invoice
  - Check/EFT Number – Enter the number of the check/EFT you paid the vendor with
    - If requesting advance payment, enter "Advance Payment"
  - Check/EFT Date – Enter the date of the check/EFT you paid the vendor with
    - If requesting advance payment, enter "Advance Payment"
  - Select "Save Row" when you have entered all information



Reimbursement Requests (Claims)

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



Personnel - Multi-List

Mark as Complete | Add Row

To include personnel in your budget, select "Add Row". If the project includes more than one individual, repeat this step for each person.

If personnel overtime costs are requested, please add as a separate line labeled accordingly as overtime.

Budget Line Label	Payee	Description	Quantity	Unit Cost	Grant Amount Requested	Invoice Number	Invoice Date	Check/EFT Number	Check/EFT Date
Personnel-1001-Personnel Salary	Payee	Brief Description	3.00	$15,000.00	$45,000.00	Invoice Number	Invoice Date	Check/EFT Number	Check/EFT Date

Reimbursement Requests (Claims)

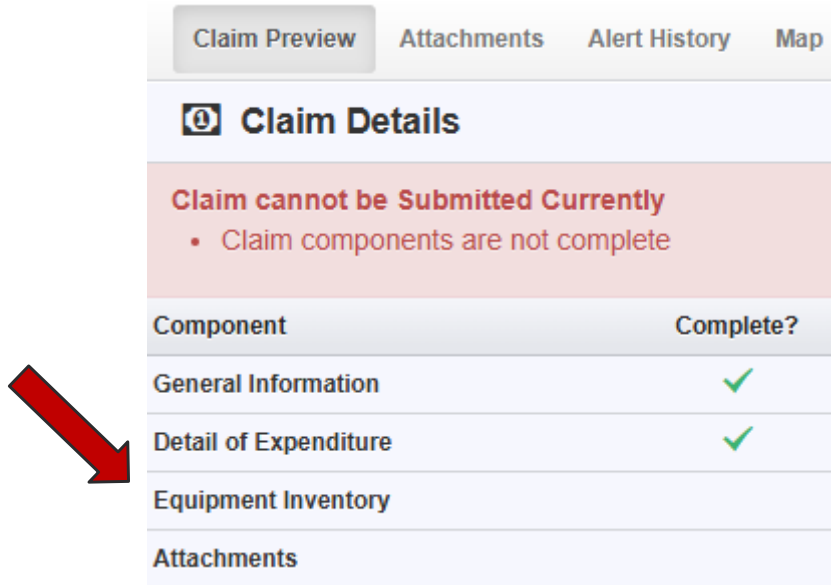
- Expenditures automatically transfer to the "Reimbursement" section of the claim
  - If you see an error, contact your Grant Specialist
- Select "Mark as Complete" after you have added all expenditures and verified they have transferred to the "Reimbursement" section correctly

Reimbursement — Mark as Complete

Budget Category	Subaward Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)
Personnel					
1001- Personnel Salary	$100,000.00	$45,000.00	$0.00	$45,000.00	$55,000.00
	$100,000.00	**$45,000.00**	**$0.00**	**$45,000.00**	**$55,000.00**
Personnel Benefits					
2001 - Name of Individual	$8,400.00	$0.00	$0.00	$0.00	$8,400.00
	$8,400.00	**$0.00**	**$0.00**	**$0.00**	**$8,400.00**
Travel/Training					
9001- Name of travel/training	$10,000.00	$0.00	$0.00	$0.00	$10,000.00
	$10,000.00	**$0.00**	**$0.00**	**$0.00**	**$10,000.00**
Equipment					
10001 - Lab equipment requested	$12,000.00	$0.00	$0.00	$0.00	$12,000.00
	$12,000.00	**$0.00**	**$0.00**	**$0.00**	**$12,000.00**
Supplies/Operations					
11001 - Supply/Operation item requested	$25,000.00	$0.00	$0.00	$0.00	$25,000.00
	$25,000.00	**$0.00**	**$0.00**	**$0.00**	**$25,000.00**
Contractual					
12001 - Contractual Cost	$3,980.72	$0.00	$0.00	$0.00	$3,980.72
	$3,980.72	**$0.00**	**$0.00**	**$0.00**	**$3,980.72**
	$159,380.72	**$45,000.00**	**$0.00**	**$45,000.00**	**$114,380.72**

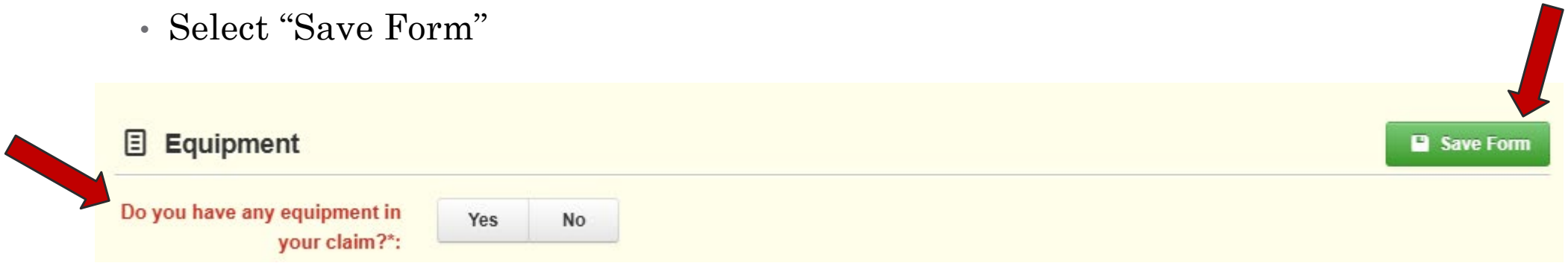
Reimbursement Requests (Claims)

- Select “Equipment Inventory”



Reimbursement Requests (Claims)

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



Reimbursement Requests (Claims)

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

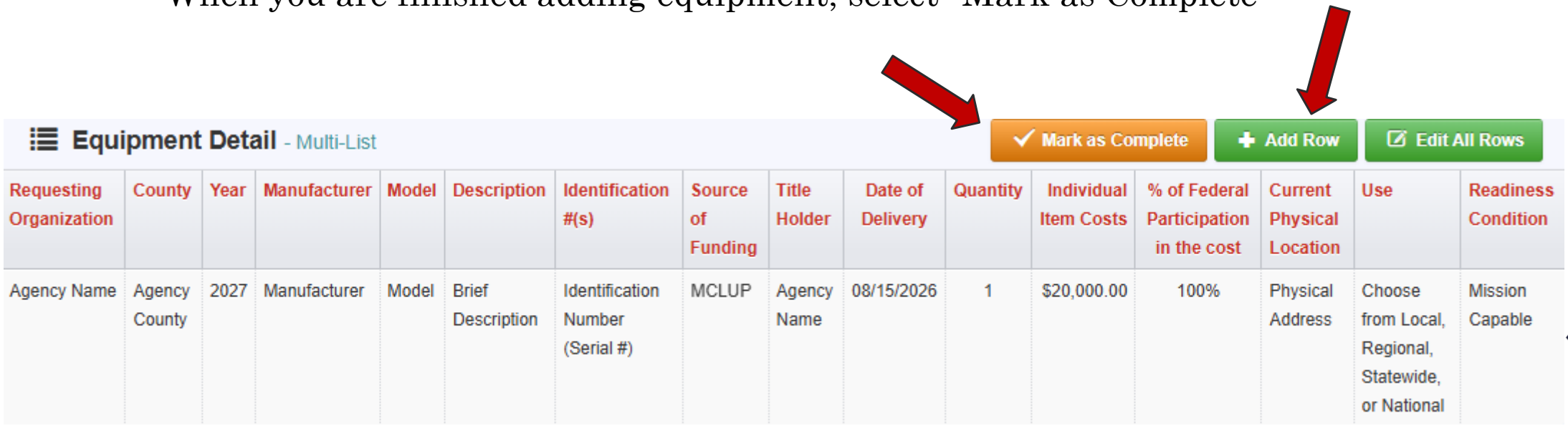


Reimbursement Requests (Claims)

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

Reimbursement Requests (Claims)

- Verify each piece of equipment being requested for reimbursement on this claim has been entered in the “Equipment Detail” component
- If more than one of each piece of equipment was purchased, select “Add Row” for each piece of equipment
- When you are finished adding equipment, select “Mark as Complete”



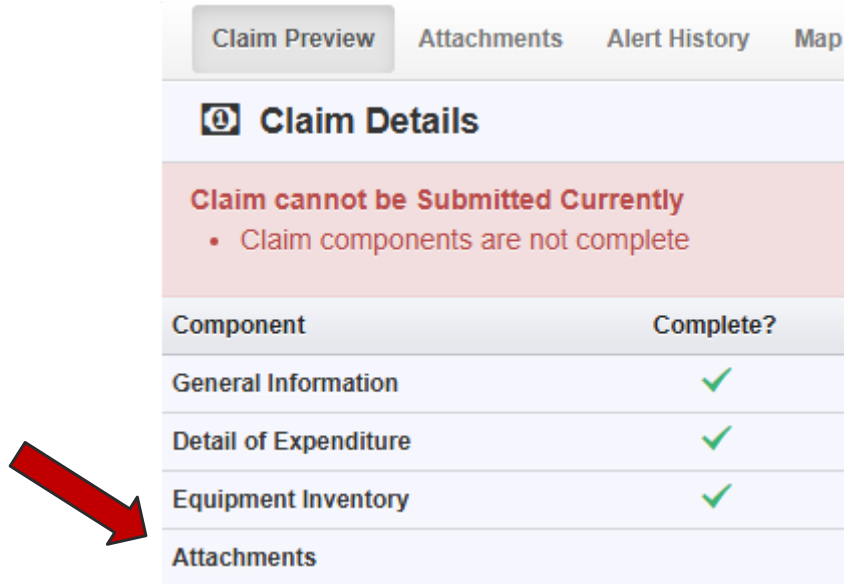
Equipment Detail - Multi-List

Mark as Complete | Add Row | Edit All Rows

Requesting Organization	County	Year	Manufacturer	Model	Description	Identification #(s)	Source of Funding	Title Holder	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost	Current Physical Location	Use	Readiness Condition
Agency Name	Agency County	2027	Manufacturer	Model	Brief Description	Identification Number (Serial #)	MCLUP	Agency Name	08/15/2026	1	$20,000.00	100%	Physical Address	Choose from Local, Regional, Statewide, or National	Mission Capable

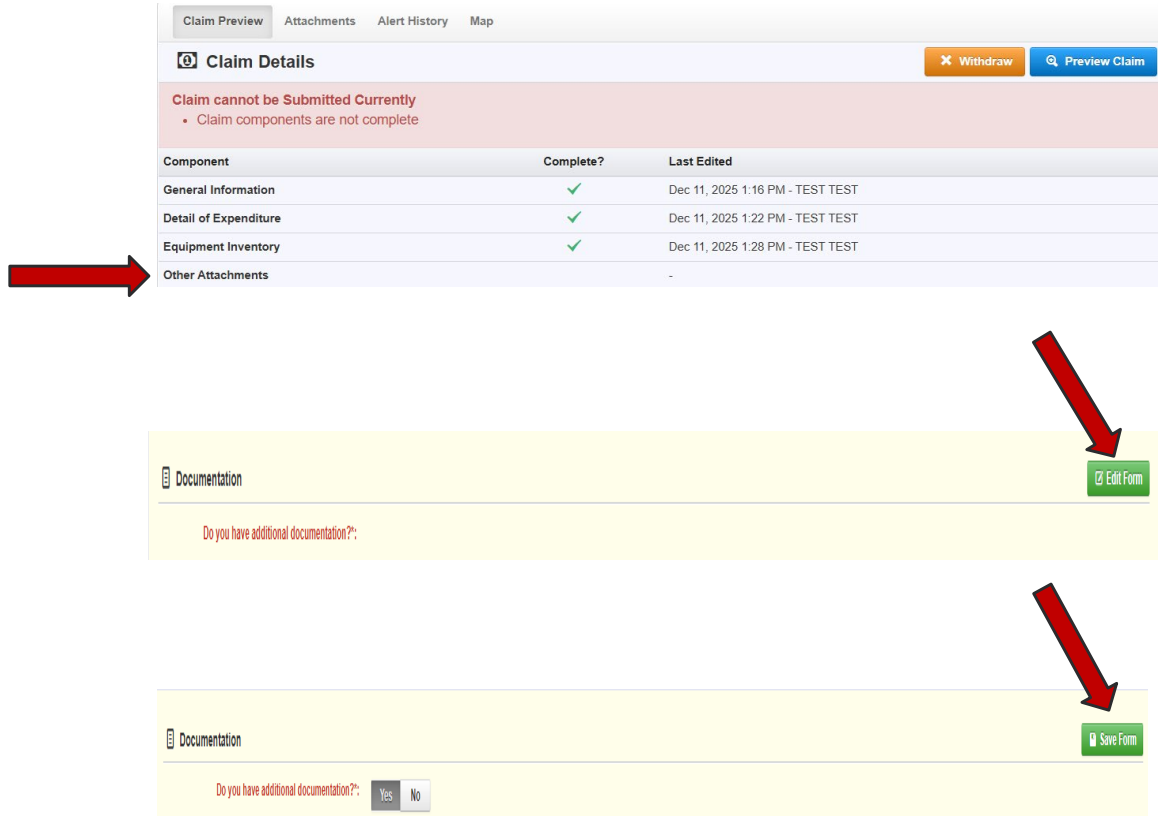
Reimbursement Requests (Claims)

- Select “Attachments”



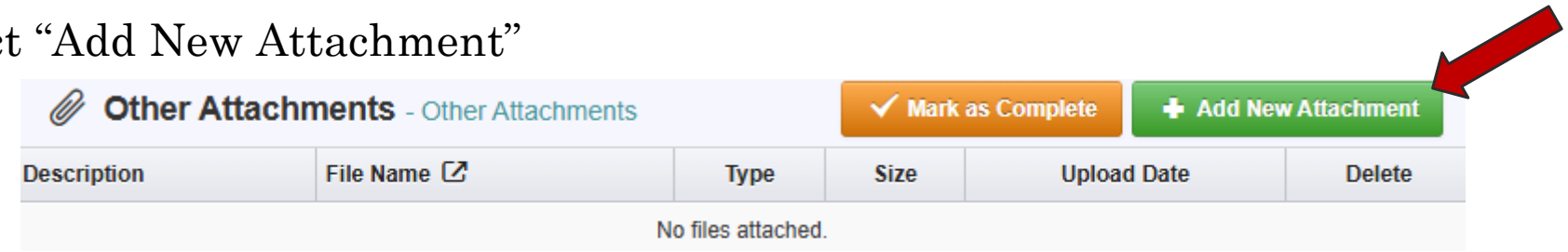
Reimbursement Requests (Claims)

- Select the "**Attachments**" Claim Component
  - Attachments could include: Payroll documentation (paycheck stubs), timesheets or payroll certification form, current fringe benefit rate sheets, additional documentation(i.e., cancelled checks, invoices, and signed proof of delivery, training certificates)
  - Select "Edit Form", to answer the question regarding additional documentation
  - Answer the question, "Do you have additional documentation?" Yes/No
  - Select "Save Form" – either button works

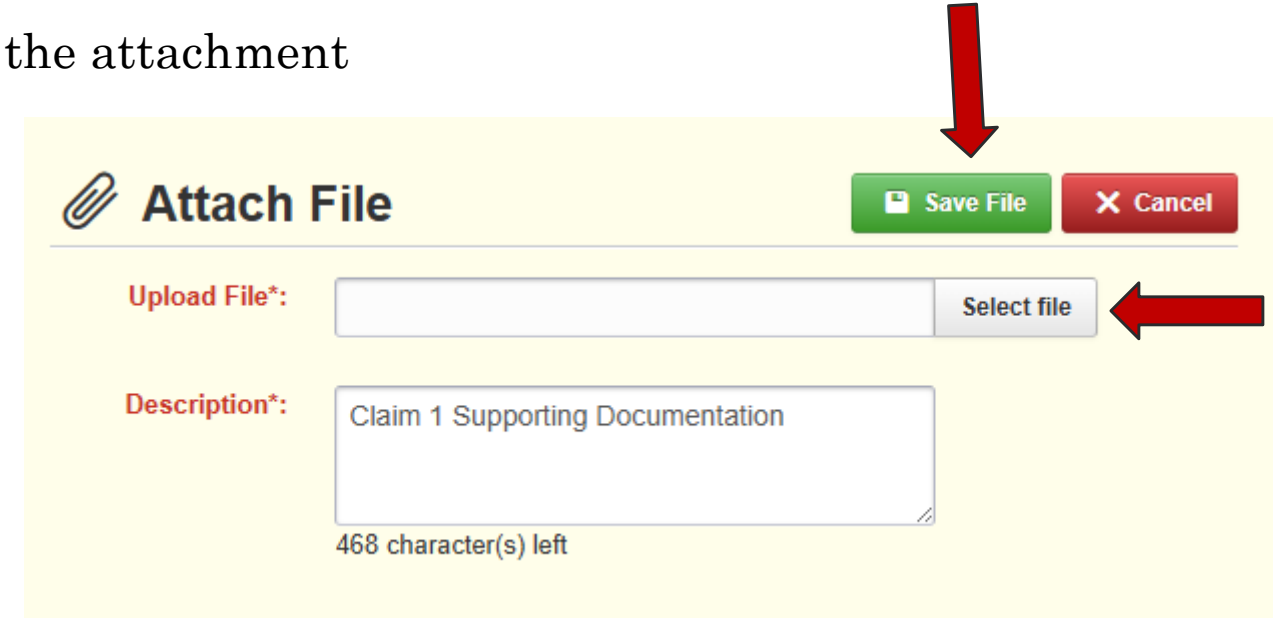


Reimbursement Requests (Claims)

- Select “Add New Attachment”

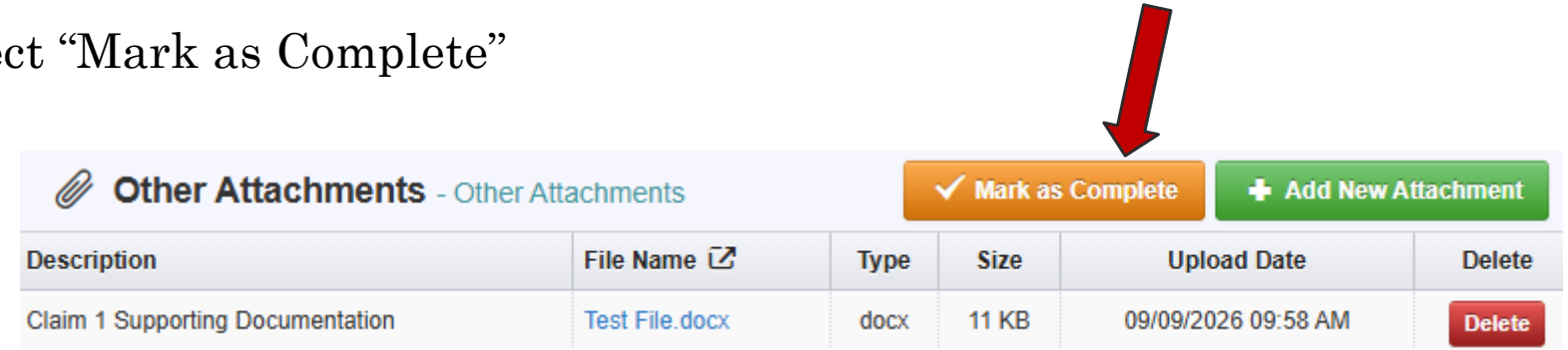


- Select “Select File” to locate the file on your computer
- Enter a description of the attachment
- Select “Save File”



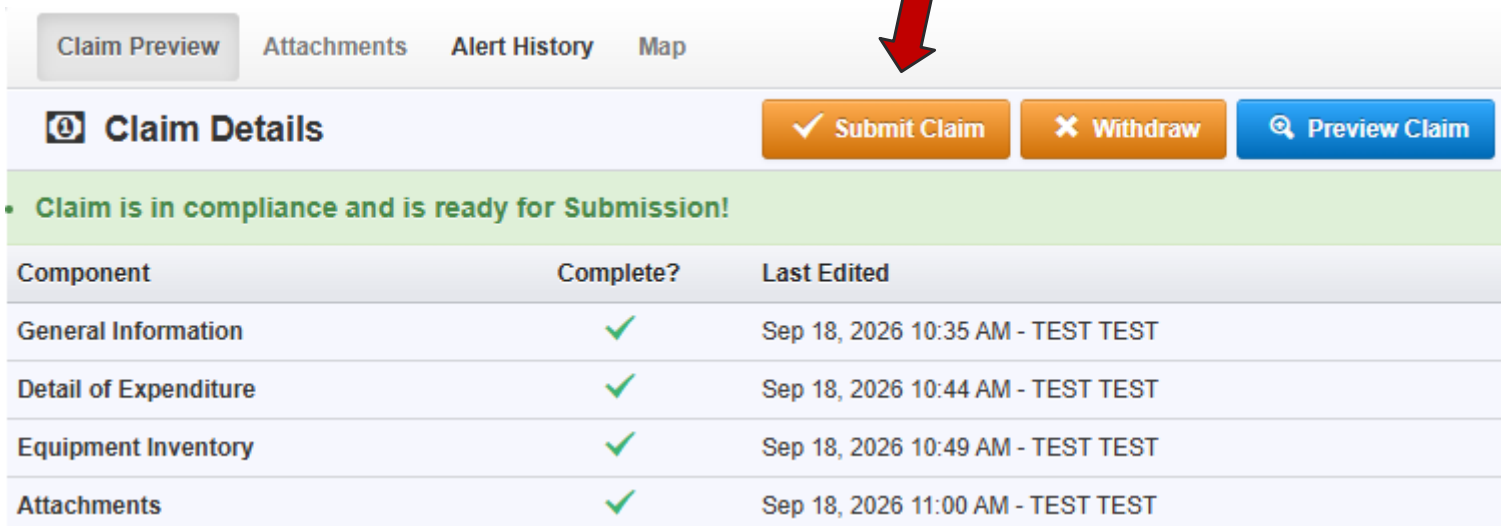
Reimbursement Requests (Claims)

- Select “Mark as Complete”



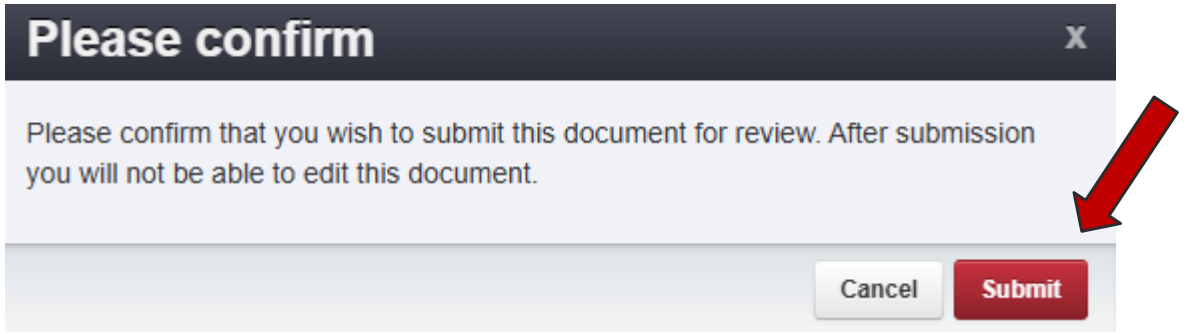
Reimbursement Requests (Claims)

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



Reimbursement Requests (Claims)

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

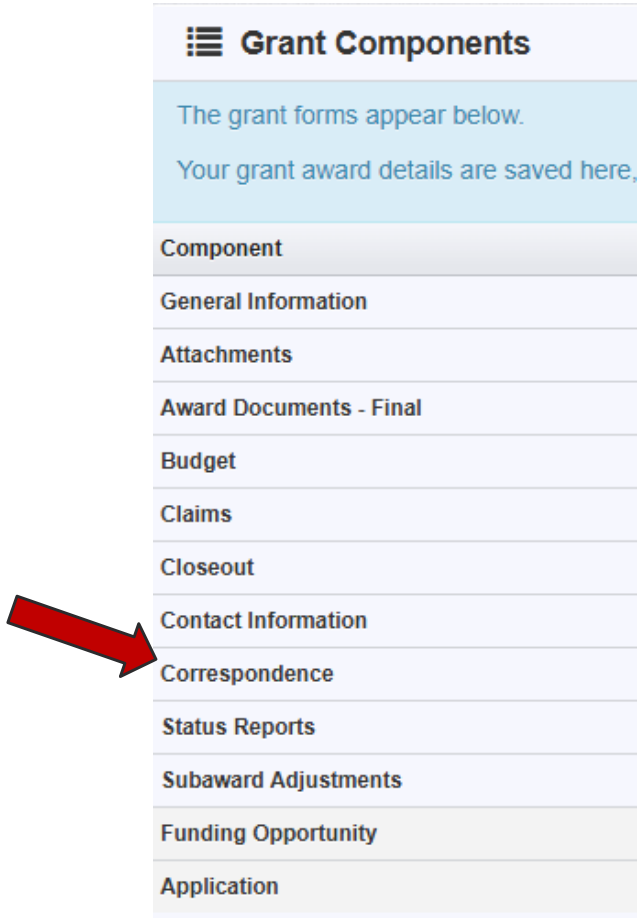


Reimbursement Requests (Claims)

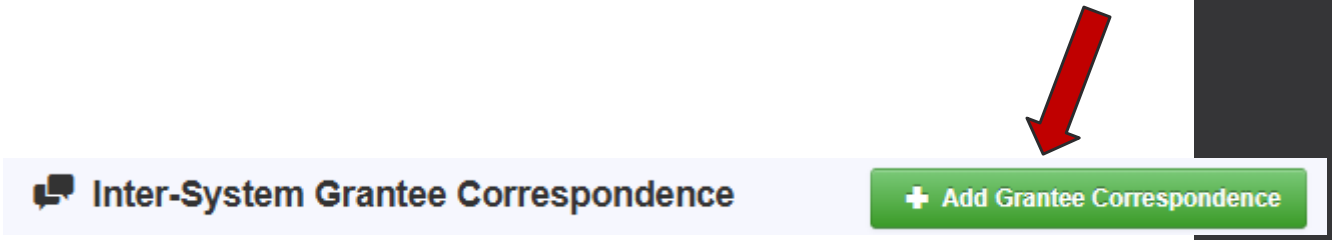
- Final claims are due no later than **June 10, 2027**
- **If the final claim is submitted on the 10th but is missing information, or requires corrections, it may hinder our ability to reimburse the expense**
  - **Funds must be reimbursed before the end of the state fiscal year!**

Correspondence

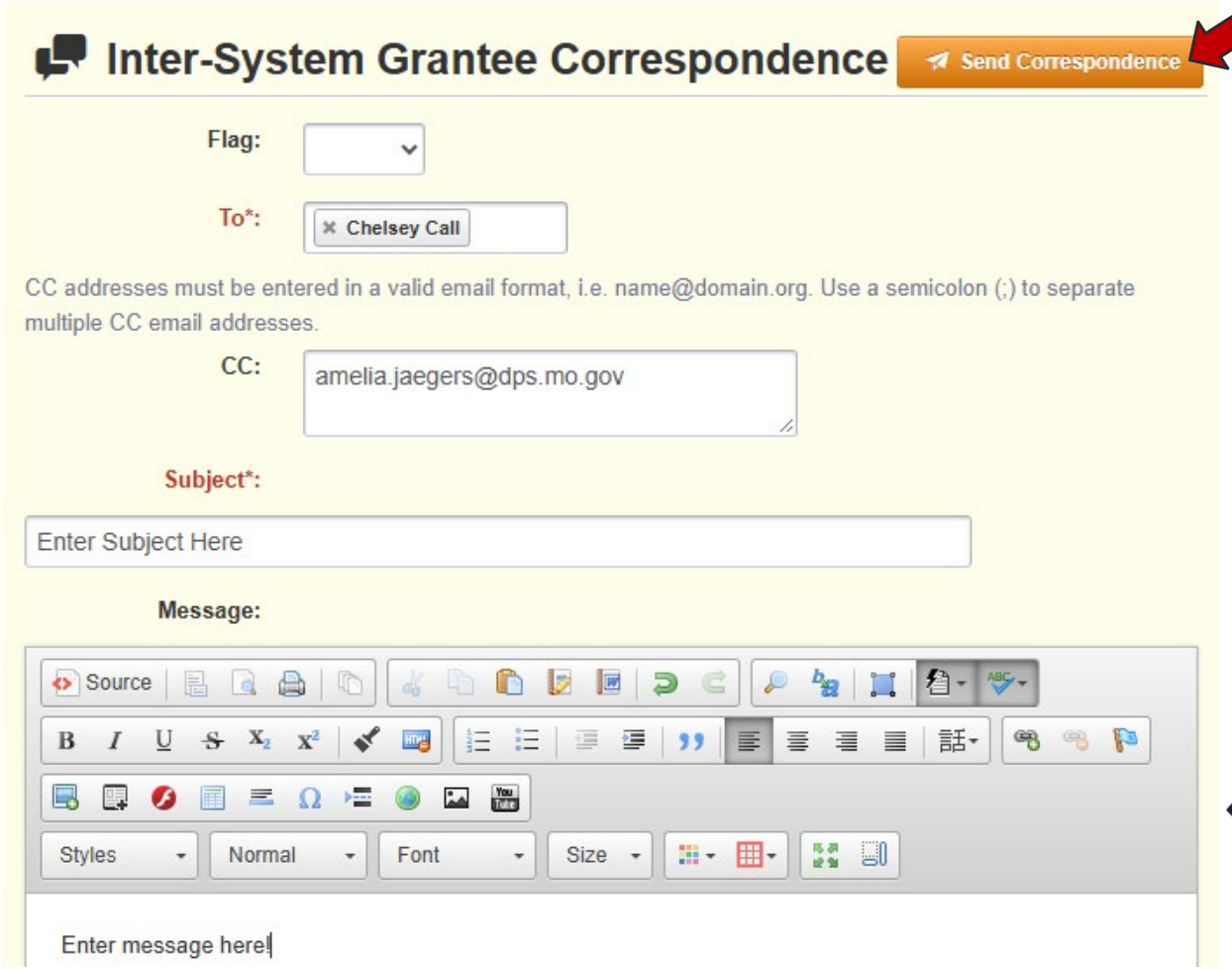
- Correspondence Component of the grant should be used for contacting the DPS/OHS with approval requests, questions, pertinent information, etc. regarding your grant
- Select “Correspondence” component in WebGrants



Correspondence



- To create new correspondence, select "Add Grantee Correspondence"
- To: Select who you would like to send the message to (multiple people can be selected)
- CC: Add any additional people you would like to include in the message
- Subject: Enter a subject for your message
- Message: Type your message

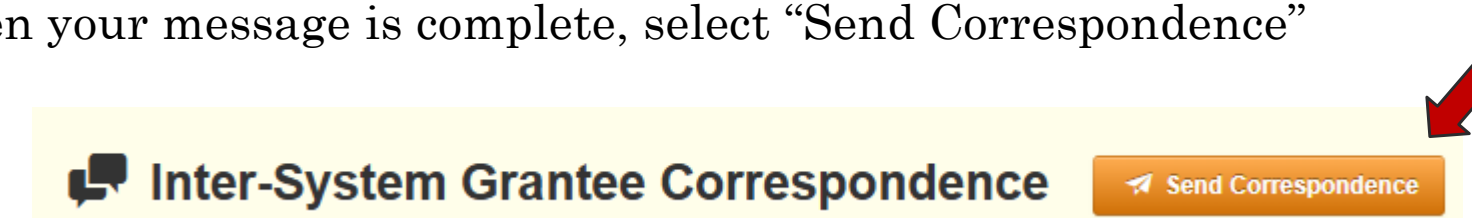


Correspondence

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



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

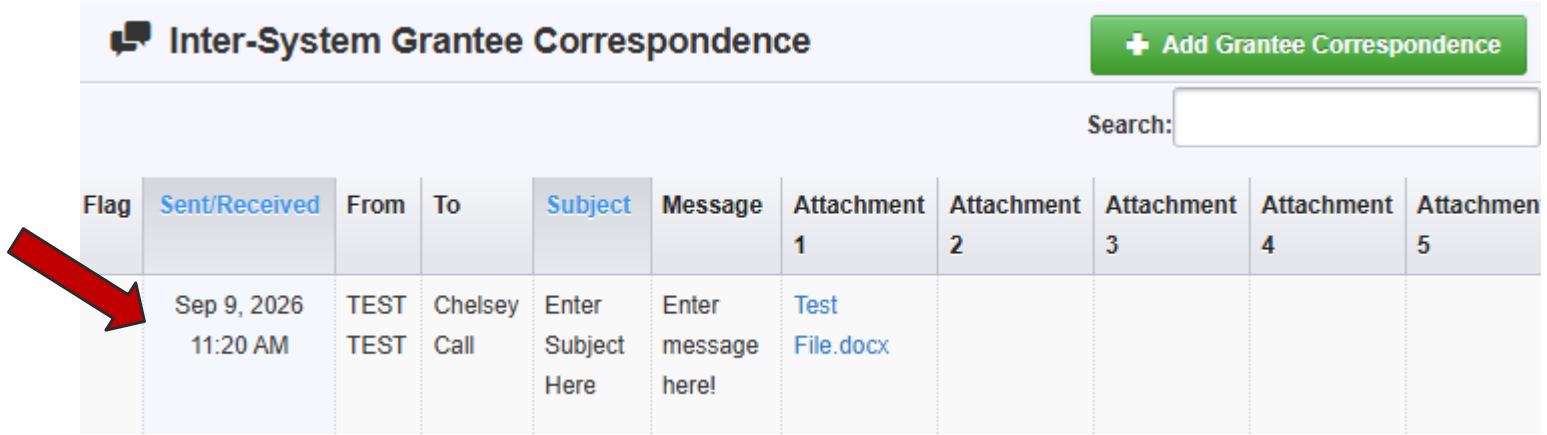


Correspondence

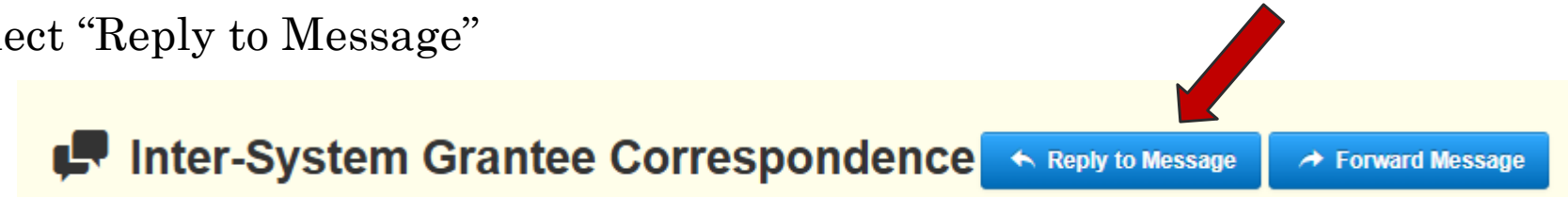
- Correspondence sent through WebGrants automatically forwards to the user's email associated with their WebGrants profile
- Correspondence will be received from dpswebgrants@dpsgrants.dps.mo.gov in your email
- To reply, you **MUST** login to WebGrants and reply through the Correspondence Component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

Correspondence

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



- Select “Reply to Message”

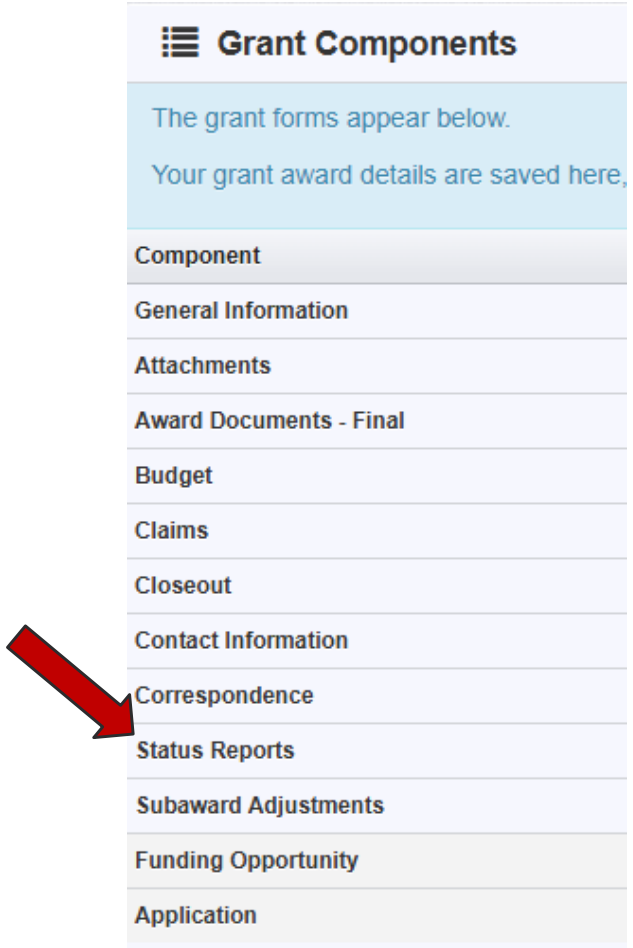


Status Reports

- Status Reports must be submitted quarterly
- Status Reports will be completed in the "Status Report" Component of WebGrants
- Status Reports will be submitted quarterly
  - Due: **October 10, 2026** (June 1, 2026 – August 31, 2026)
  - Due: **December 10, 2026** (September 1, 2026 – November 30, 2026)
  - Due: **March 10, 2027** (December 1, 2026 – February 28, 2027)
  - Due: **June 10, 2027** (March 1, 2027 – May 31, 2027)
    - Final Status Report

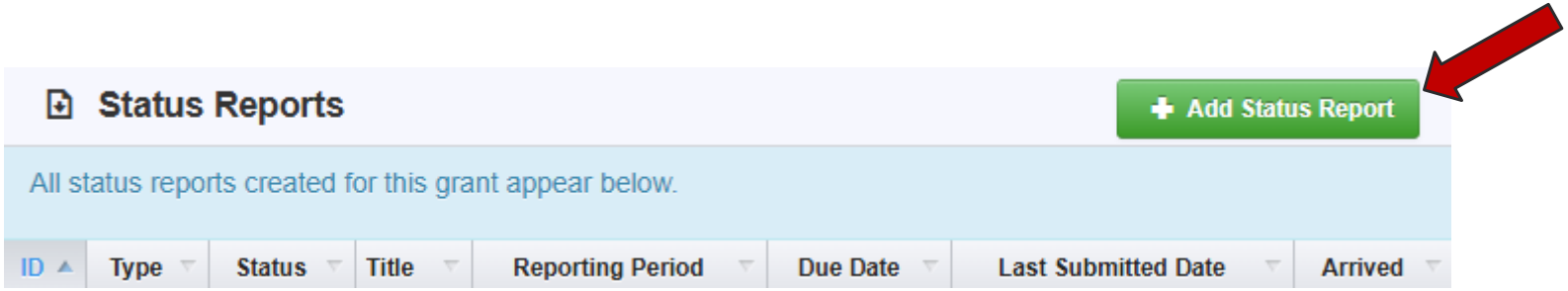
Status Reports

- Select “Status Reports”



Status Reports

- Select “Add Status Report”



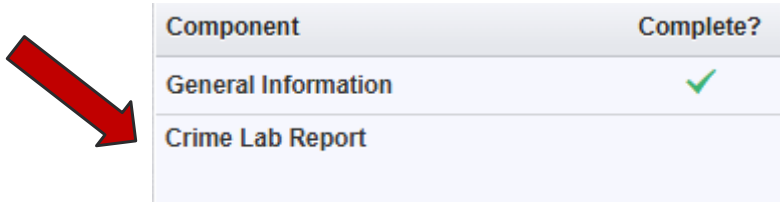
Status Reports

- Complete the “General Information” form
  - Sub Type – Select “Quarterly Report”
  - Title – Enter Status Report Number (Example: Status Report 1)
  - Report Dates – Enter the reporting period dates
  - Select “Save Form”



Status Reports

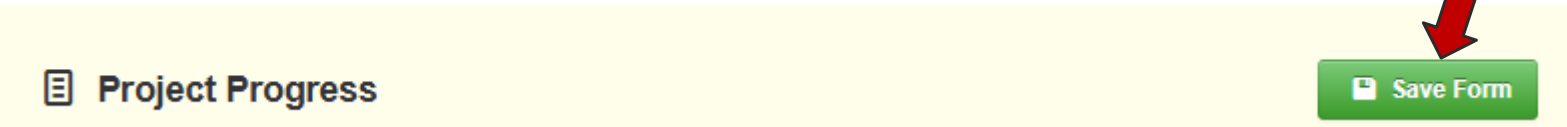
- Select “Crime Lab Report”



- All data in the “Status Report” should correspond to activities occurring within the reporting period, unless specifically stated otherwise
- DO NOT duplicate statistical data that has or will be reported by another agency

Status Reports

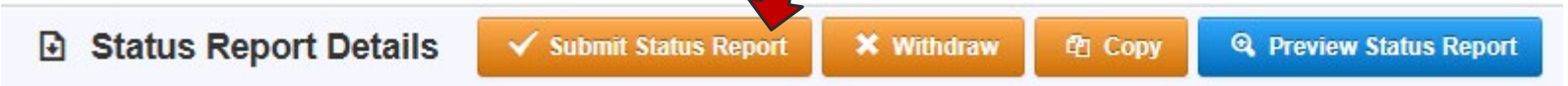
- Select “Save Form” when you completed the “Project Progress” section of the Status Report



- Select “Mark as Complete”

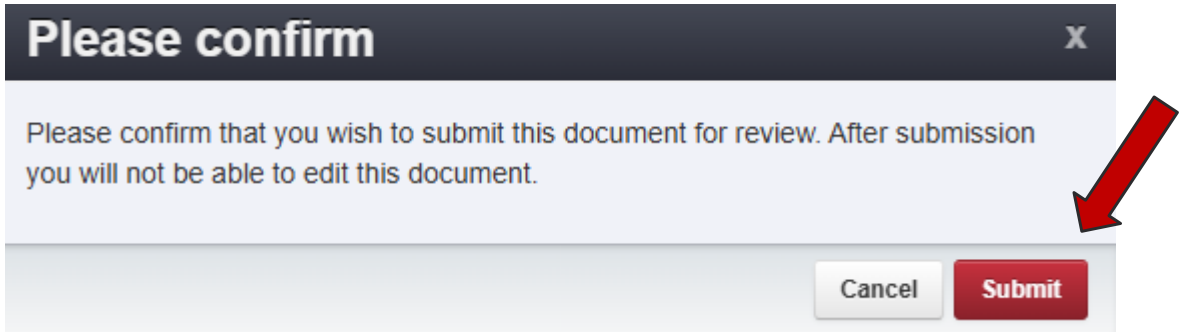


- Select “Submit Status Report”



Status Reports

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



Subaward Adjustments

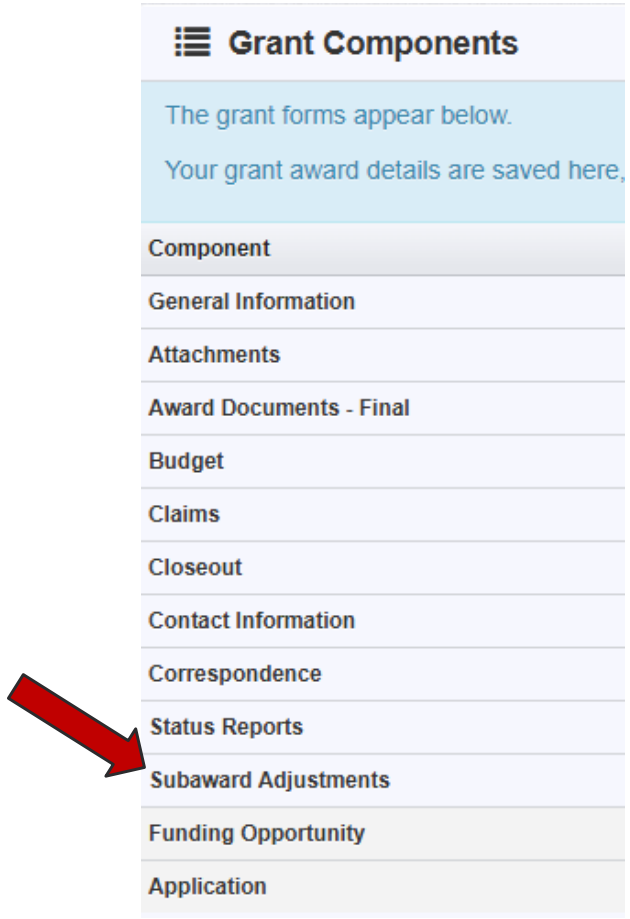
- Information Bulletin 3: Policy on Budget Modifications, Program Changes, Subaward Adjustments, Status Reports and Return of Funds discusses Subaward Adjustments

- Two types of revisions
  1. Budget Revisions – Choose Budget Revision in WebGrants
     - Transfer of funds between existing budget lines
     - Adding new budget lines
     - Changes in the quantity of an existing budget line item
     - Changes to the specifications of an existing budget line item
  2. Program Revisions – Choose Program Revision in WebGrants
     - Changes in key personnel (Authorized Official, Project Director, Fiscal Officer, or Project Contact Person)
     - Change in period of performance (extensions to the grant period)

- Both budget and program revisions must be submitted through WebGrants as a Subaward Adjustment and must be approved by the DPS/OHS prior to obligating or expending the grant funds

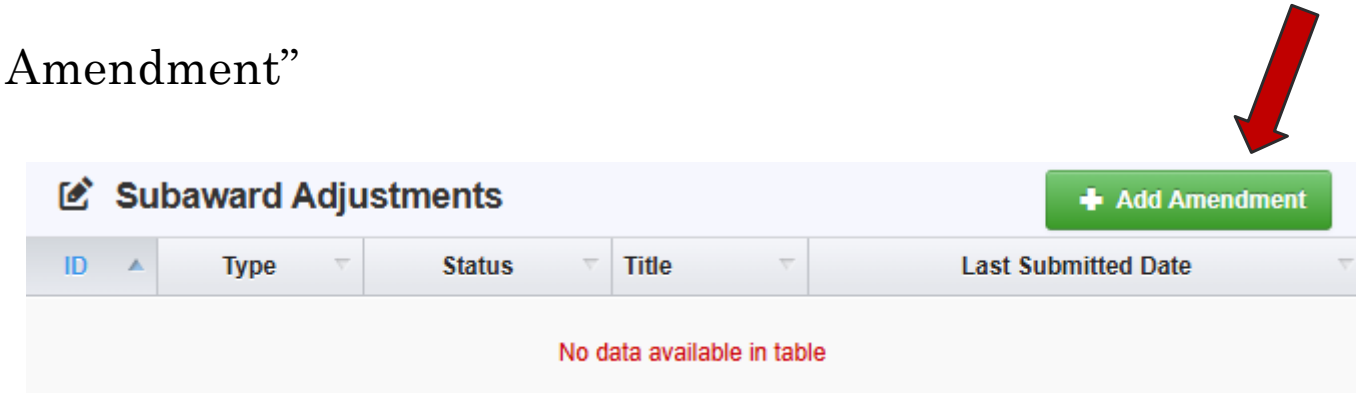
Subaward Adjustments

- Select “Subaward Adjustments”



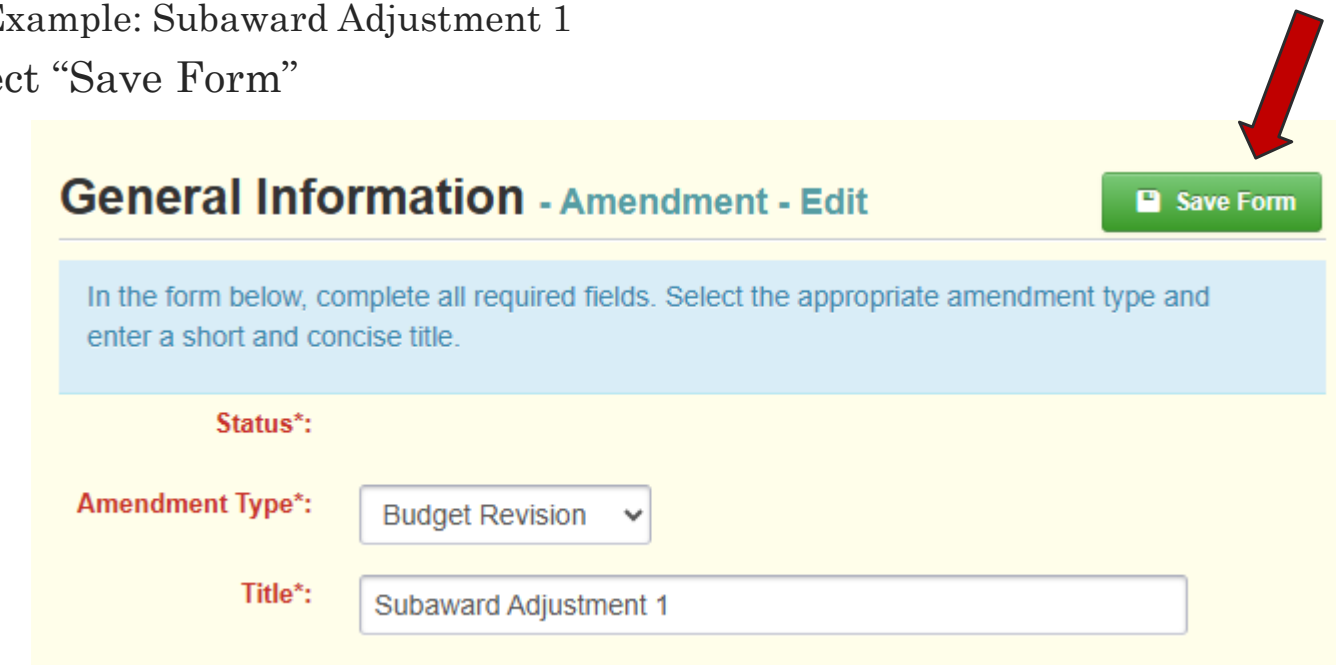
Subaward Adjustments

- Select “Add Amendment”



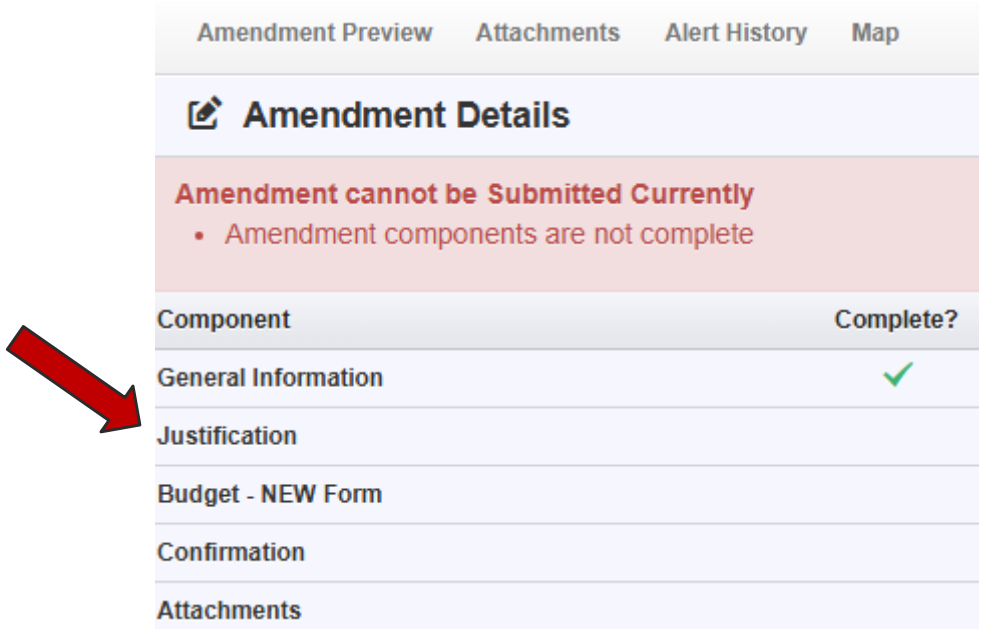
Subaward Adjustments

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



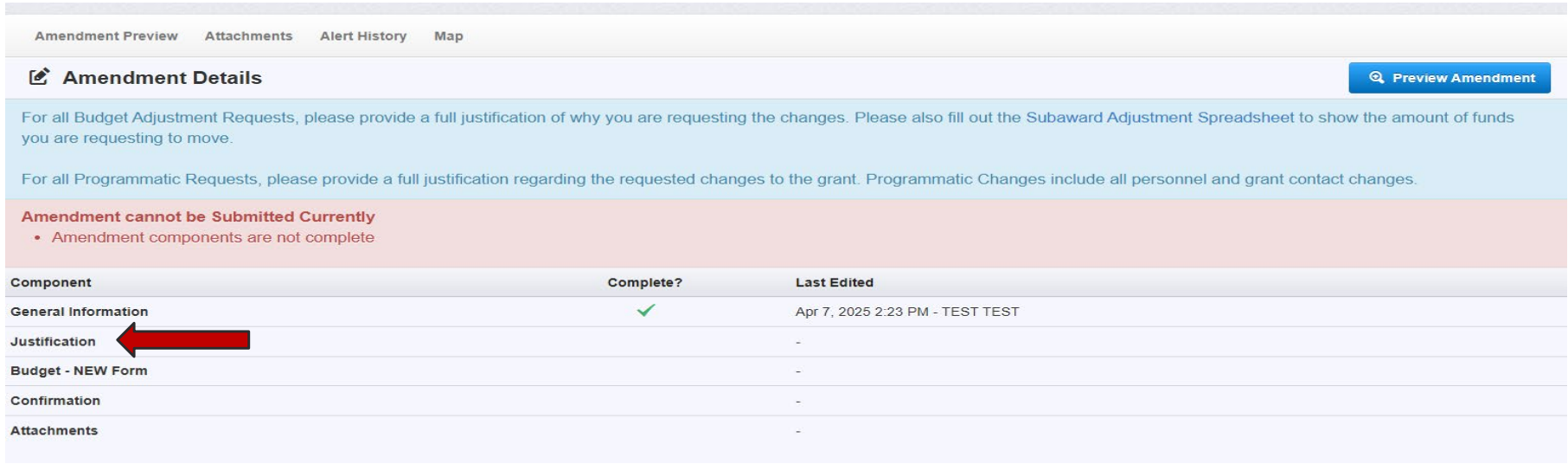
Subaward Adjustments

- Select “Justification” from the Subaward Adjustment Components



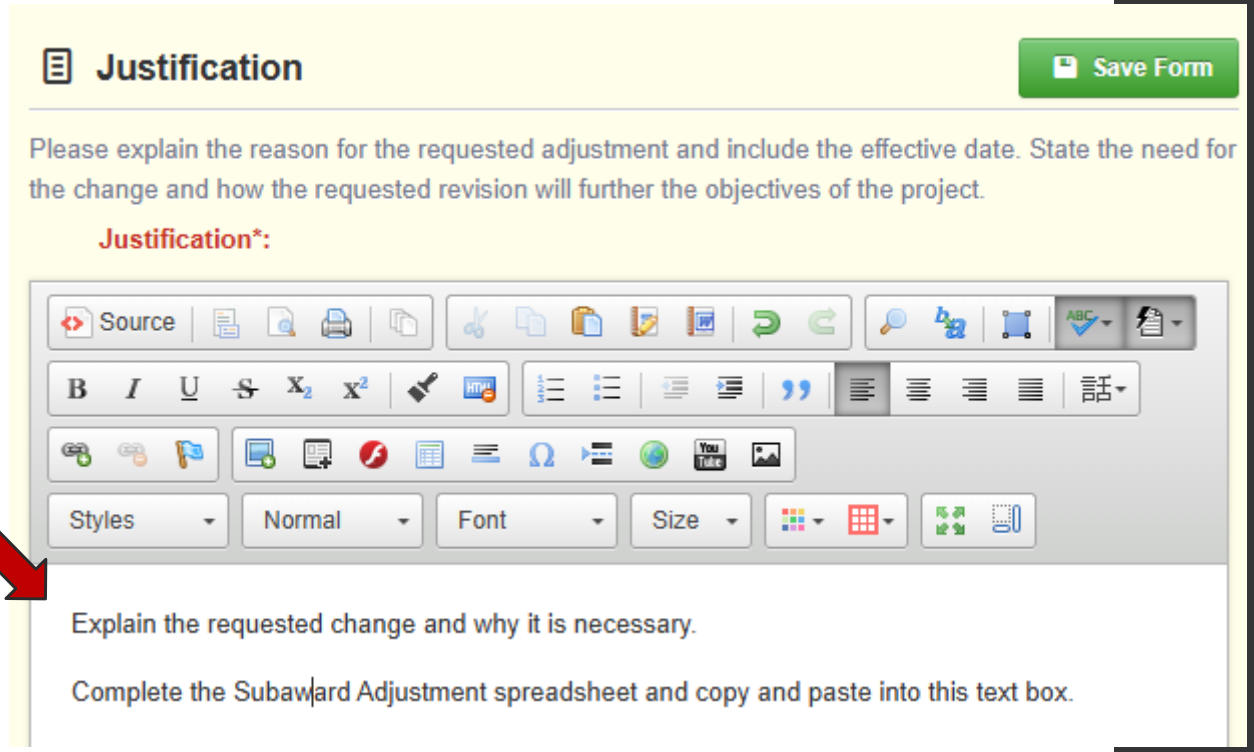
Subaward Adjustments

- Complete all Subaward Adjustment Components by selecting the Component
  - Justification
  - Budget
  - Confirmation
  - Attachments
- All components must be marked “Complete” before you can submit the Subaward Adjustment



Subaward Adjustments

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



Subaward Adjustments

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

Name	Position Title	Position Status	Employment Status	Requested Personnel Cost
1001- Personnel Salary	Crime Lab Technicians	Existing	Full Time	$100,000.00
				$100,000.00

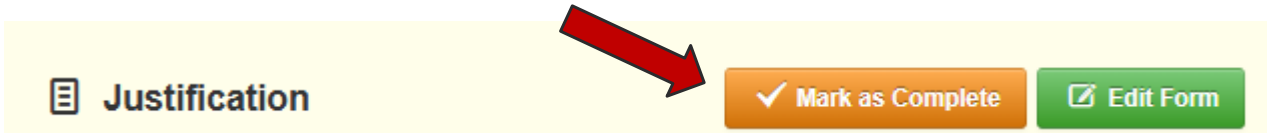
Subaward Adjustments

- Subaward Adjustment Spreadsheet Example

Project Number	Line Number	Current Budget	Requested Change	Updated Budget	Notes
2027-MCLUP-01	1001	$100,000.00	$2,000.00	$102,000.00	Insert notes to explain to revision for this budget line
2027-MCLUP-01	2001	$50,000.00	($1,500.00)	$48,500.00	Insert notes to explain to revision for this budget line
2027-MCLUP-01	10001	$40,000.00	($500.00)	$39,500.00	Insert notes to explain to revision for this budget line
TOTAL		$190,000.00	$0.00	$190,000.00	

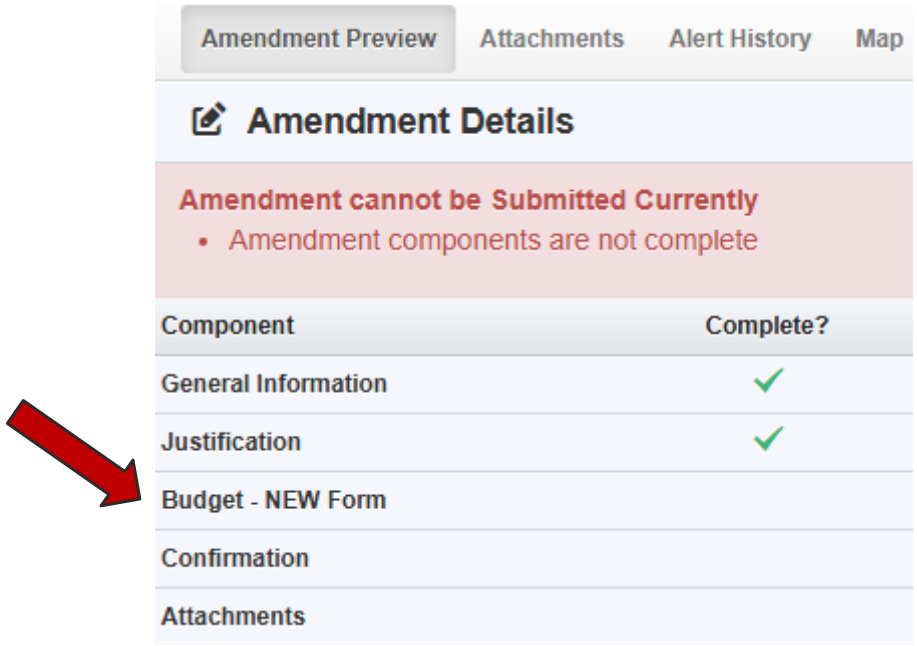
Subaward Adjustments

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



Subaward Adjustments

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



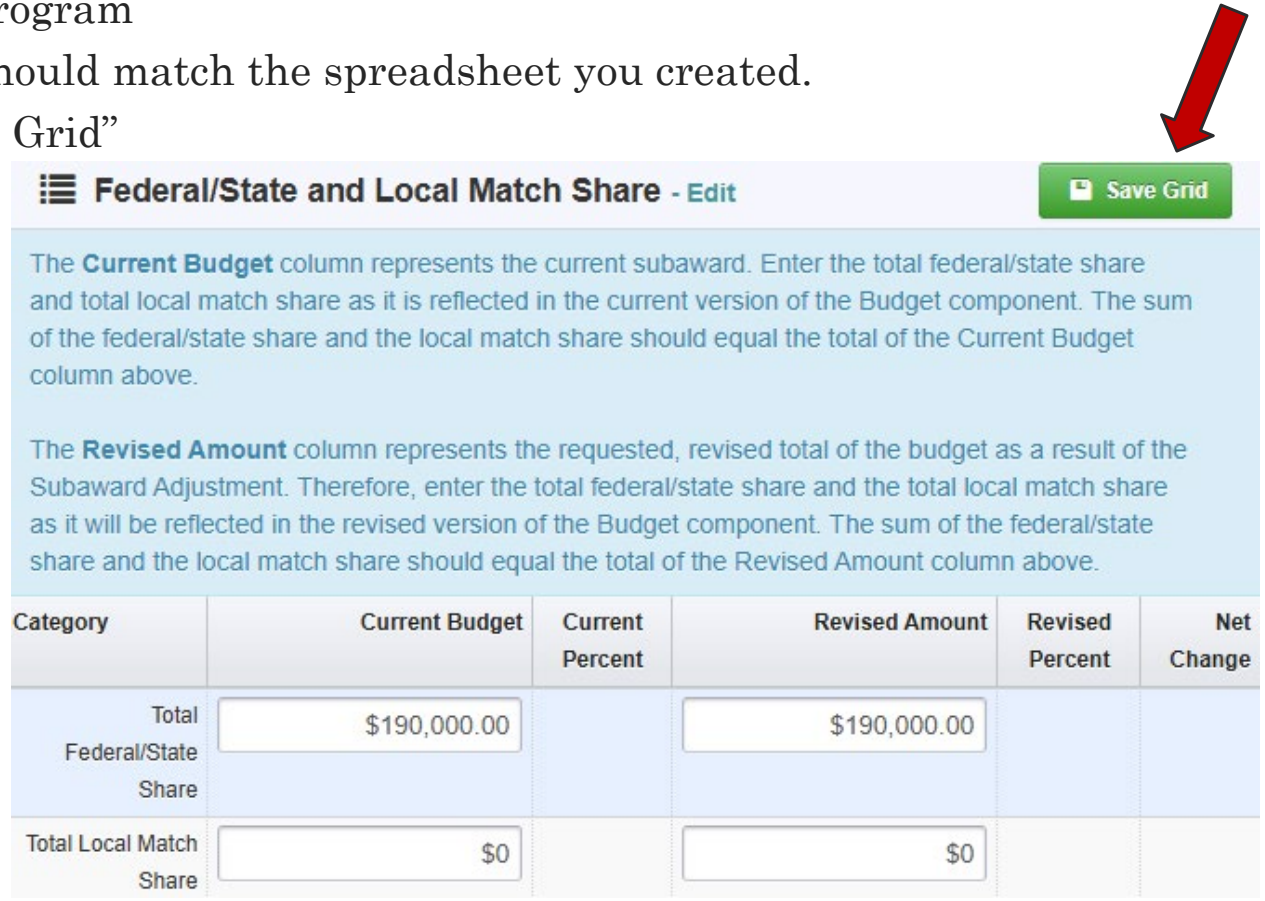
Subaward Adjustments

- Adjust the "Budget" form lines to mirror the changes that are requested
  - Enter the total cost of each budget category as it is reflected in the current version of your "Budget"
  - The sum of the Current Budget column will equal your current budget total
- The Revised Amount column represents the requested budget amount for each budget category after the requested changes are made
  - Enter the total cost of each budget category after the requested changes are made
  - The sum of the Revised Amount column will equal the total of your budget after the requested changes

Category	Current Budget	Revised Amount	Net Change
Personnel	$100,000.00	$102,000.00	
Personnel Benefits	$50,000.00	$48,500.00	
Personnel Overtime	$0	$0	
Personnel Overtime Benefits	$0	$0	
Volunteer Match	$0	$0	
Travel/Training	$0	$0	
Equipment	$40,000.00	$39,500.00	
Supplies/Operations	$0	$0	
Contractual	$0	$0	
Renovation/Construction	$0	$0	
Indirect Costs	$0	$0	

Subaward Adjustments

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



Federal/State and Local Match Share - Edit

Save Grid

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

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

Category	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	$190,000.00		$190,000.00		
Total Local Match Share	$0		$0		

Subaward Adjustments

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

Category	Current Budget	Revised Amount	Net Change
Personnel	$100,000.00	$102,000.00	$2,000.00
Personnel Benefits	$50,000.00	$48,500.00	$-1,500.00
Personnel Overtime	$0.00	$0.00	$0.00
Personnel Overtime Benefits	$0.00	$0.00	$0.00
Volunteer Match	$0.00	$0.00	$0.00
Travel/Training	$0.00	$0.00	$0.00
Equipment	$40,000.00	$39,500.00	$-500.00
Supplies/Operations	$0.00	$0.00	$0.00
Contractual	$0.00	$0.00	$0.00
Renovation/Construction	$0.00	$0.00	$0.00
Indirect Costs	$0.00	$0.00	$0.00
TOTAL	$190,000.00	$190,000.00	$0.00

Last Edited By: TEST TEST - Sep 18, 2026 2:10 PM

Edit Grid

Federal/State and Local Match Share - Grid

Mark as Complete | Edit Grid

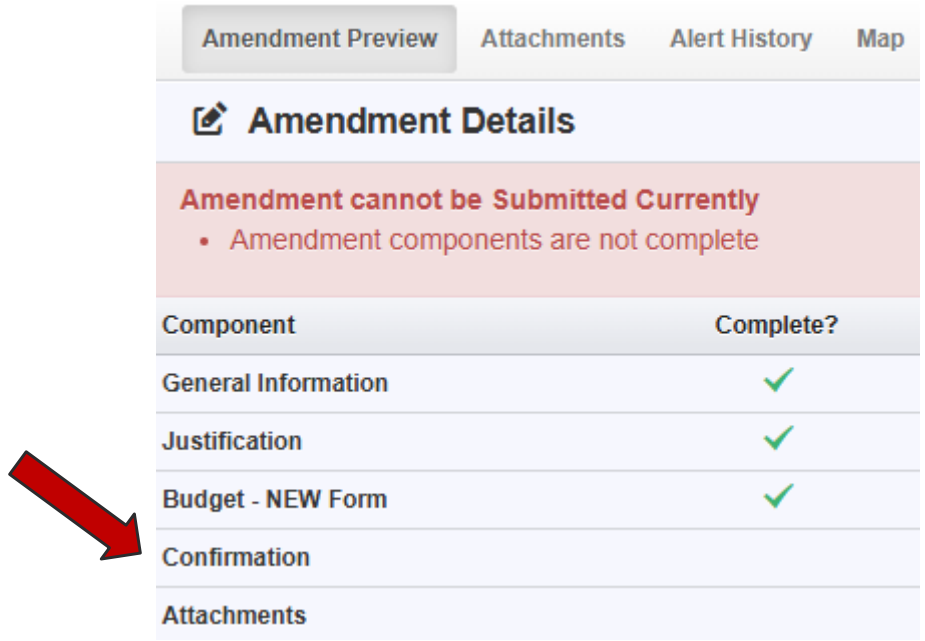
The **Current Budget** column represents the current subaward. Enter the total federal/state share and total local match share as it is reflected in the current version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Current Budget column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

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

Category	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	$190,000.00	100.00%	$190,000.00	100.00%	$0.00
Total Local Match Share	$0.00	0.00%	$0.00	0.00%	$0.00

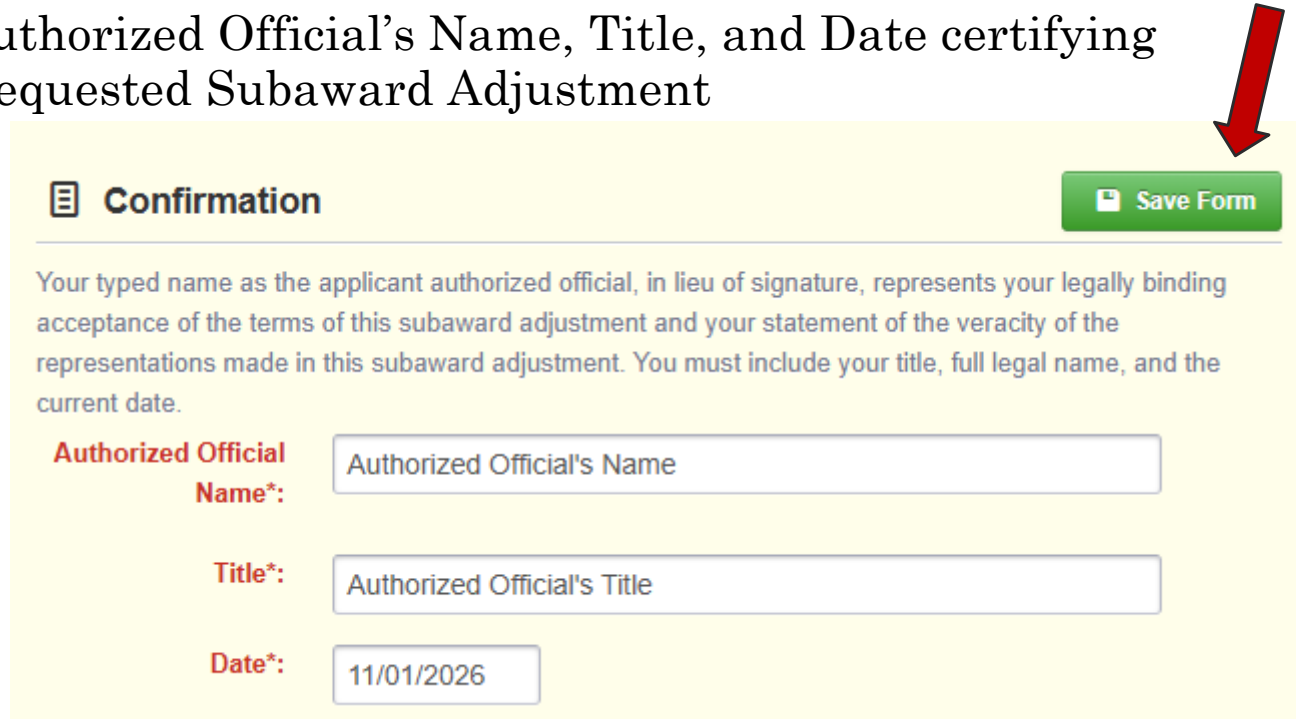
Subaward Adjustments

- Select “Confirmation” from the Subaward Adjustment Components

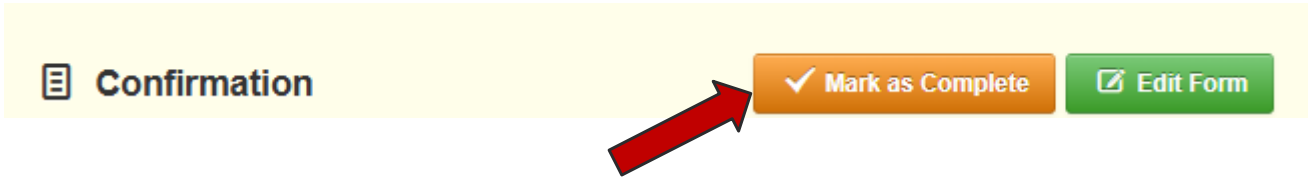


Subaward Adjustments

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

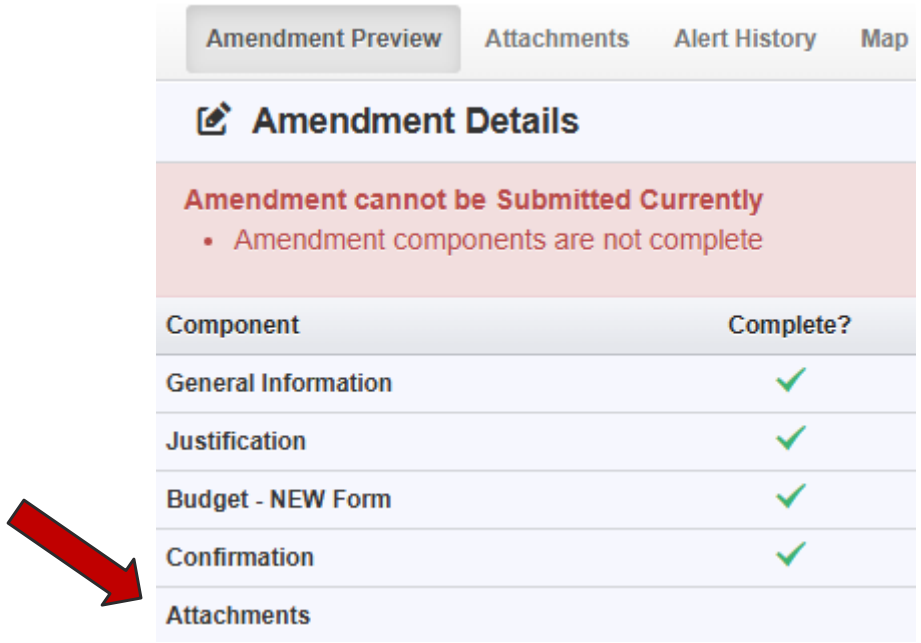


- Select "Mark as Complete"



Subaward Adjustments

- Select “Attachments” from the Subaward Adjustment Components



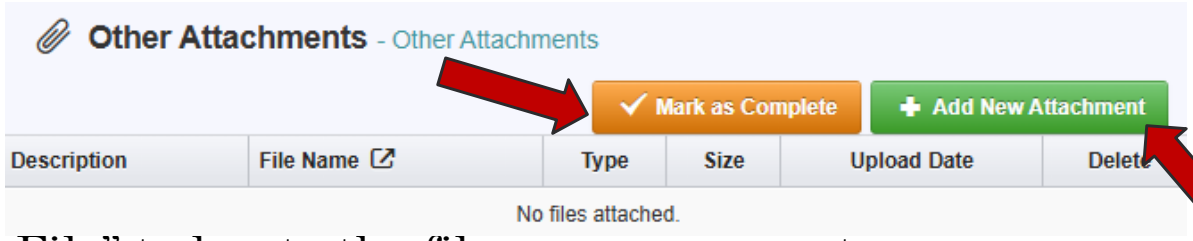
Subaward Adjustments

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

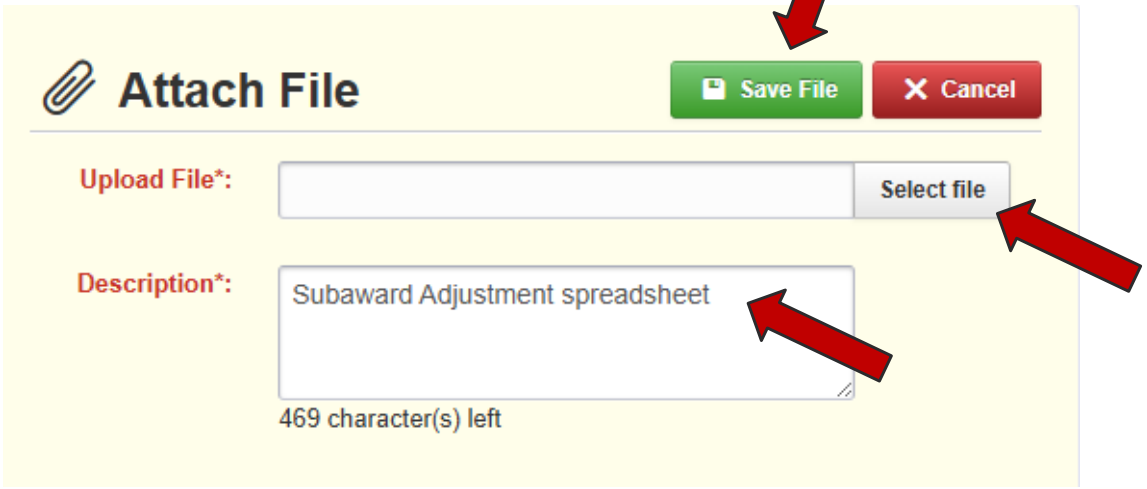


Subaward Adjustments

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

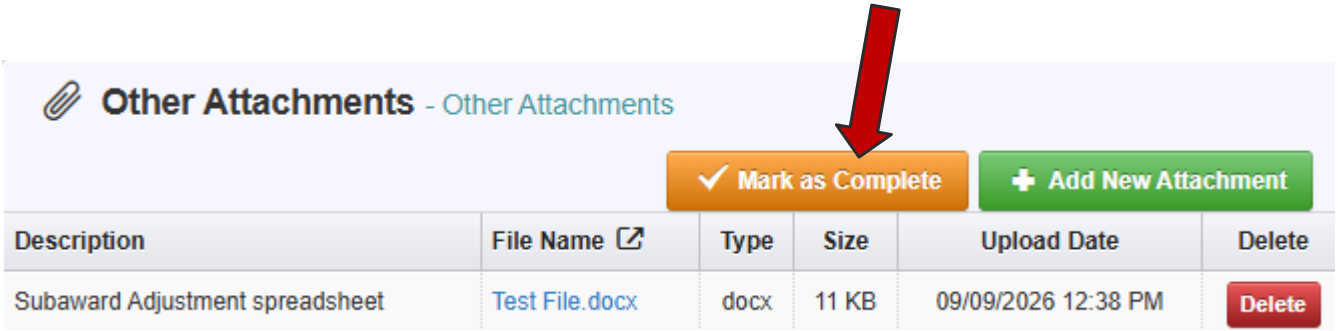


- Select, “Select File” to locate the file on your computer
- Enter a description of the attachment
- Select “Save File”



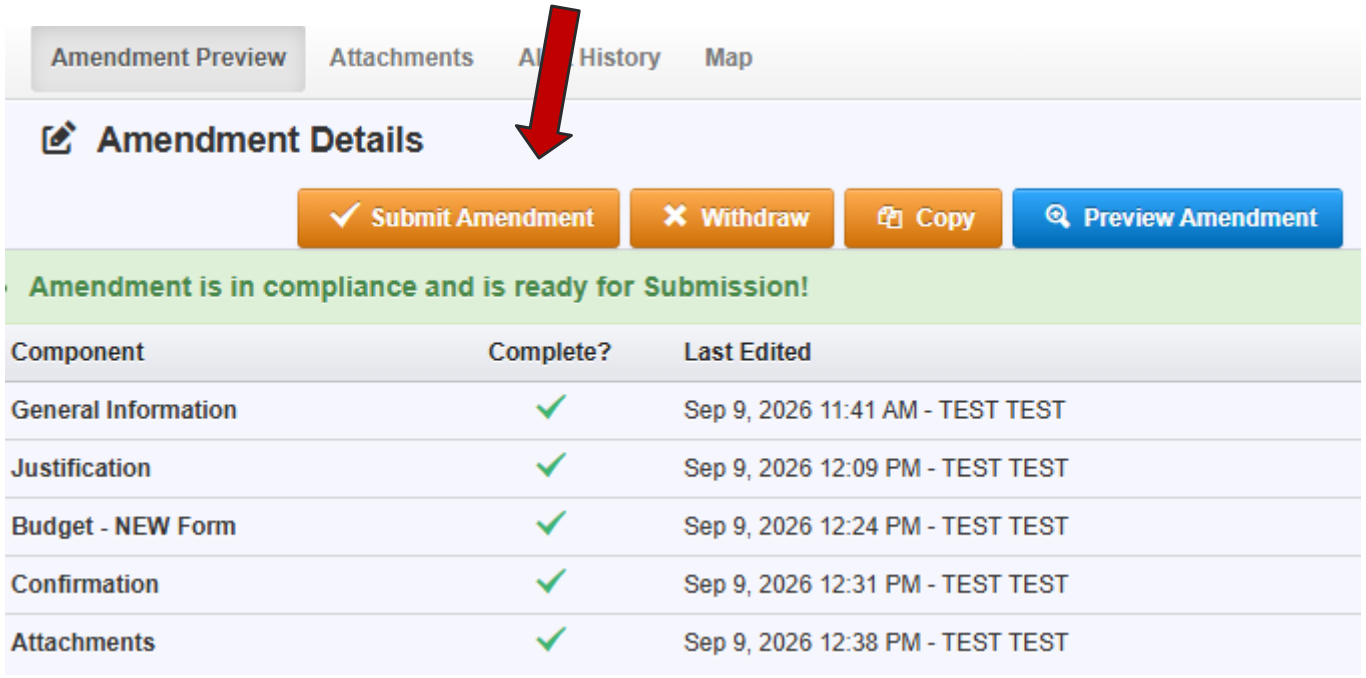
Subaward Adjustments

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



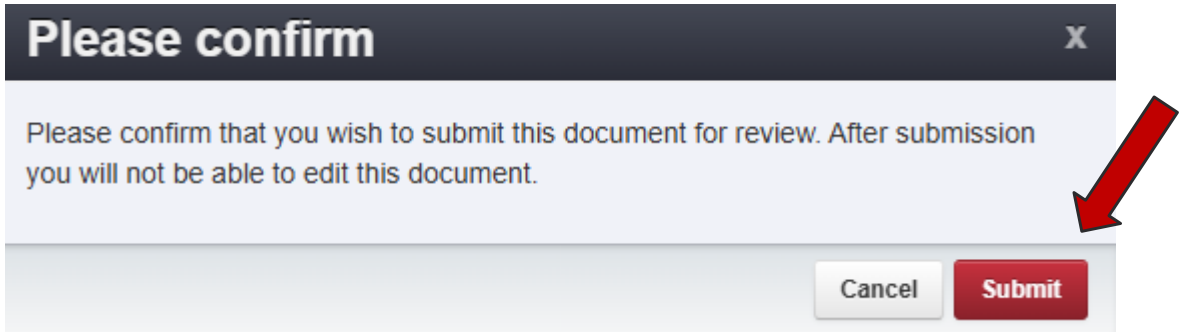
Subaward Adjustments

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



Subaward Adjustment

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





Grant File

Grant File

- Record Retention
  - All grant records should be retained by the recipient for at least 5 years from the end of the state fiscal year in which the grant closes or following notification by the awarding agency (DPS/OHS) that the grant has been programmatically and fiscally **OR** at least 5 years following the closure of the recipient's audit report covering the entire award period, whichever is later
  - Records can be paper or electronic
  - WebGrants cannot serve as your record retention system

Grant File

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

Monitoring

Monitoring

- Types of Monitoring
  - Desk – Review that is completed by the DPS/OHS at the DPS/OHS' office
  - On-Site – Review that is completed by the DPS/OHS at the recipient's agency
- Scheduling
  - Agreed upon date between DPS/OHS and recipient
  - Given at least 30 days notice
- Documents Guiding Monitoring
  - Applicable State of Missouri statutes and regulations
  - DPS Financial and Administrative Guidelines
  - Information Bulletins
  - SFY 2027 MCLUP Notice of Funding
  - SFY 2027 Award Agreement & Articles of Agreement
- Corrective Actions
  - If observations are made, at least 30 days will be allowed to complete and submit necessary corrective actions

Monitoring

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

Next Steps

- Return Compliance Workshop Acknowledgement via email to your Grant Specialist
- Submit claims as needed but on a quarterly basis at the minimum

Key Dates

June 1, 2026	Period of Performance Start
November 13, 2026	Compliance Workshop Acknowledgement Due
September 10, 2026	Status Report 1 Due
December 10, 2026	Status Report 2 Due
March 10, 2027	Status Report 3 Due
May 31, 2027	Period of Performance End
June 10, 2027	Final Claim & Status Report Due

Contact Information

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