



Missouri Department of Public Safety
Criminal Justice/Law Enforcement Unit
Information Bulletin
CJ/LE-GT-2020-003

Subject: Policy on Budget Modifications, Program Changes, Scope of Work Changes, Subaward Adjustments, Status Reports and Return of Funds

Applicable To: DSSSF, JAG, LLEBG, MCLUP, OSET, PCNFS, RSAT, and SCCG

Effective Date: November 10, 2021

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I. Introduction

The Missouri Department of Public Safety Criminal Justice/Law Enforcement Unit (DPS), is providing this information bulletin to assist local governments, state agencies and nonprofits in understanding the requirements of DPS subrecipients to request budget modifications and scope of work changes for existing grants.

II. Budget Modifications

Prior written approval from DPS is required for budget modifications. A budget modification is a transfer among existing budget lines within the grant budget (i.e., transferring funds from an existing training budget line-item to an existing equipment budget line-item).

A request for a budget modification must be submitted through WebGrants as a subaward adjustment and **must be** approved by DPS prior to the subrecipient obligating or expending the grant funds.

III. Program Changes

A request for program changes must be submitted through WebGrants as a subaward adjustment and **must be** approved by DPS. Program changes include changes in subrecipient staff, authorized officials, fiscal officers, or project directors. Additional changes may include address change or any other information in the organization component in WebGrant

IV. Scope of Work Changes

A subrecipient 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 subrecipient's scope of work means:

- Adding new projects to the grant award
- Adding new line-items to the approved project budget
- Changes in the quantity of an existing line item in the approved project budget
- Changes to the specifications of an existing line item in the approved project budget (for example, an equipment line item on the approved budget lists a 12'x20' tent, in order to purchase a tent that is 10'x10' instead of the listed equipment, prior approval would be required)

A request for a scope of work change must be submitted through WebGrants as a subaward adjustment at least 90 days prior to the end of the period of performance and **must be** approved by DPS prior to the subrecipient obligating or expending grant funds.

V. Subaward Adjustments

Subrecipients utilizing the WebGrants system to manage their grant may submit only one subaward adjustment request per quarter for each open grant. A subrecipient may request a waiver from their grant specialist for extenuating circumstances. The subrecipient should not submit additional subaward adjustment requests if prior subaward adjustment is in submitted status.

VI. Status Reports (at 3 month mark)

Subrecipients are expected to have all funds obligated by the end of the grant period of performance. Each subrecipient must submit a status report at the 3 month mark. The status report must outline the status of the project and any planned or known changes to the subrecipient's budget.

VII. Return of Funds

DPS may request the return of any funds when it appears funds may not be expended during the current period of performance.

If grant funds are de-obligated, a proportional amount of Management and Administration (M&A) funds taken as part of the grant, must also be returned to DPS.

VIII. Grant Contact Information

The Department of Public Safety Criminal Justice/Law Enforcement Unit (DPS) grant points of contact can be located at the following link:
<https://dps.mo.gov/dir/programs/cjle/llebg.php>

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