

Missouri Department of Public Safety, Criminal Justice/Law Enforcement Unit



SFY 2022 Officer Safety Equipment and
Technology (OSET) Compliance Workshop

Grant Requirements



Officer Safety Equipment and Technology Grant (OSET)

- OSET
 - The grant opportunity provides resources to increase officer safety by providing funding for equipment and technology to law enforcement agencies

Grant Requirements

Administrative Guide and Information Bulletins

- Financial & Administrative Guide for CJ/LE
 - <https://dps.mo.gov/dir/programs/cjle/documents/financial-admin-guidelines.pdf>
- 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
- Missouri State Statutes: <http://revisor.mo.gov/main>

Audit Requirements

- An audit is required if recipients expend \$375,000 or more in state funds within the organization's fiscal year from any state source (including, but not limited to OSET)
 - 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 no less than every two (2) years
- 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

This does not mean that the audit can include every other year!

State Civil Rights

- Section 213.055 RSMo – Unlawful Employment Practices
 - May not discriminate on the basis of race, color, religion, national origin, sex, ancestry, age, or disability in its employment practices (e.g. hiring, compensation, conditions, or privileges)
- Section 213.065 RSMo – Discrimination in Public Accommodations
 - 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
- Section 285.530.1 RSMo indicates that an agency will not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri

Grant Life Cycle



Grant Life Cycle (cont.)

- Recipient applies and gets approval of application
- Recipient will receive the award documents and the Grant Folder
 - Award documents must be signed by the Authorized Official and sent to Department of Public Safety
 - Once the signed documents are received and signed by the Director of Public Safety – the grant will be marked “Underway”
- “Underway” Phase
 - Recipient can now order Equipment and/or Supplies
 - Claims are to be submitted for Reimbursement or Advanced Payment
 - Status Reports are submitted
- Closeout
 - Once all Claims and Status Reports have been submitted and approved the grant can be closed

Grant Set-up

- The grant Award Agreement will be mailed to each awarded Recipient along with the grant folder
- The award must be signed by the Authorized Official
- Each page of the Articles of Agreement must be initialed by the Authorized Official
- The signed award needs to be submitted to Department of Public Safety
- If your project has been partially funded or the application has errors you may receive an email requesting revisions be made to the application or the budget

Spending Grant Dollars

- Funds must be obligated within the project period and expended within 30 days following the project period end date
- Project Period: November 1, 2021 to April 30, 2022
- 30 days following: May 31, 2022
- 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
- Funds are considered “expended” when payment is made

Grant Reporting

- Quarterly Status Reports are required to be completed
 - Quarter 1 (November 1, 2021-January 31, 2022) due February 10
 - Quarter 2 (February 1, 2022-April 30, 2022) due May 10
- Final Status Report will need to be submitted
 - Due 30 days after the final claim or grant end date
 - May 31, 2022

Procurement

- General Grant Guidelines:
 - All procurement transactions, whether negotiated or competitively bid, and without regard to the dollar value, shall be conducted in a manner so as to provide maximum open and free competition
 - All bids/quotes, 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/quote or positive proposal is received, it is deemed to be Single Feasible Source
 - Single Feasible 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 single feasible source certification letter from the vendor
 - Approval of the grant application does not constitute prior approval; must obtain separately

Procurement (cont.)



- 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/quoted, but the bid/quote need not be solicited by mail or advertisement
 - Purchases to a single vendor totaling \$100,000 or more 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

Equipment Information

- Equipment must be tagged and identifiable for its source of funds
- All equipment must be compatible with the current Interoperability Guidelines, as applicable (i.e. radios, repeaters)
- Equipment inventory must be maintained throughout the life of the equipment

Equipment - Radios

- Communication devices must adhere to the state's interoperability plan
- The Radio Interoperability Guidelines are available online at <https://www.dps.mo.gov/dir/programs/cjle/oset.php>
- Contact Missouri Interoperability Center before making purchase!!
 - Phone: (573) 522-1714
 - 24/7 Help Desk Phone: (855) 4-MOSWIN
 - Fax: (573) 526-1632
 - Email: moswin.sysadmin@dps.mo.gov

Equipment vs. Supplies

- Equipment
 - Tangible, non-expendable (non-consumable) personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit
 - Equipment must be recorded and tracked in an Inventory control list and tagged to reflect its source of funding
 - Equipment must be “tagged” with the source of funds used to purchase the item(s)
- Supplies
 - Items that do not fit into the “Equipment” category

Equipment Records/Inventory

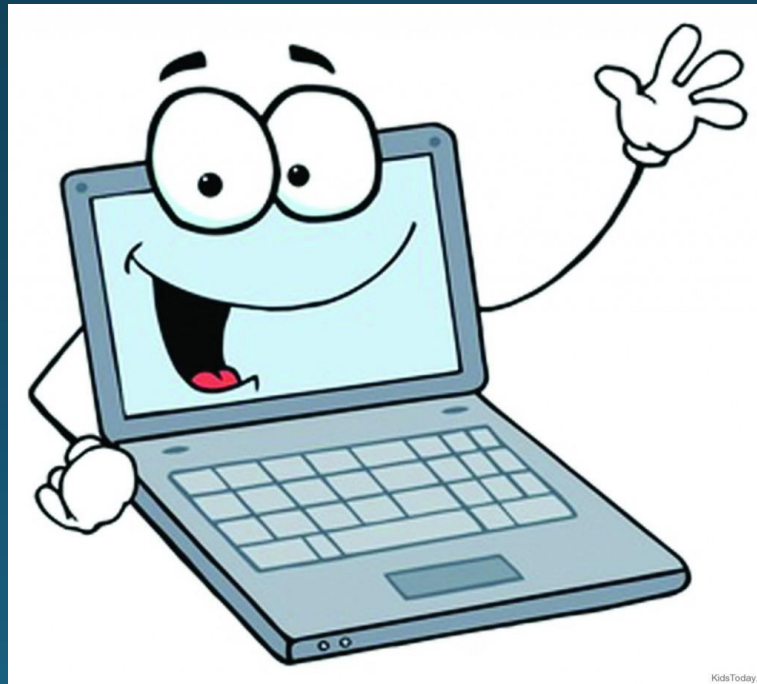
- Records shall include an inventory control list for non-expendable property
- Property must be tagged by the recipient; the tag should identify the item's source of funds, where feasible.
 - "Purchased with SFY 2022 OSET Funds"
 - Subaward Number (e.g. 2022-OSET-001)



Grant Requirements – Information Links

- DPS – CJ/LE Website: <https://dps.mo.gov/dir/programs/cjle/>
- Radio Interoperability Guidelines: <https://www.dps.mo.gov/dir/programs/cjlu/oset.php>
- WebGrants: <https://dpsgrants.dps.mo.gov>
- WebGrants External User Manual: <https://dps.mo.gov/dir/programs/cjle/documents/webgrants-external-user-manual.pdf>
- Missouri State Statutes: <http://revisor.mo.gov/main>

WebGrants –



WebGrants (cont.)

- Claims
- Correspondence
- Subaward Adjustments
- Status Reports
- Monitoring

Claims

- SFY 2022 Officer Safety and Technology Grant (OSET) is a reimbursement grant. Approved expenditures must be made within the grant period of performance
 - Advance Payments (\$1000.00 minimum) can be requested
- Claims **MUST** be submitted through the WebGrants System to request reimbursement



Claims - Advanced Payment

- Advanced Payment Request
 - Signed packing slip, a receipt, or a statement in writing indicating the goods or services have been received
 - Vendor Invoice
 - Equipment Detail Form – completed in WebGrants, if applicable
- Advanced Payments WILL NOT be made until the equipment or supplies have been received by the agency
- 30 days after receipt of an advanced payment the agency must submit copies of cancelled checks and/or credit card statements with proof of payment of that statement through the “Correspondence” component in WebGrants

Claims (cont.)

- Reimbursement Requirements
 - DPS recipients are required to follow the general reimbursement policies
 - All required information must be uploaded into the claim's attachment section in WebGrants when seeking reimbursement
 - Incomplete claims will result in a delay of payment and is the requesting agency's responsibility to complete
 - WebGrants claim submission requirements:
 - In the Claim Expenditure Form, a line must be completed for each individual expenditure. Multiple invoices on one expenditure line will not be accepted. Each line of an invoice does not need to be listed separately unless the items are on different lines in the approved budget.

Claims (cont.)

- General Reimbursement Requirements for Claims
 - Submit the claim in WebGrants
 - Vendor Invoice(s)
 - Proof of Payment (i.e. copy of cancelled check, credit card statement with proof of payment)
 - Proof of delivery/completion (i.e. signed packing slip, receipt, approved expense report, or signed statement in writing indicating items delivered or services performed)
 - Purchase order, if one was created or referenced on an invoice
 - Equipment Inventory Form, if equipment is being reimbursed

Claims (cont.)

- Equipment and Supplies/Operations Reimbursement Requirements
 - Supporting documentation must be submitted with each claim in the Claim component in WebGrants
 - Supporting documentation for must be in one attachment AND in the same order as the Expenditures Form
 - Supporting documentation should include
 - Proof of Payment (i.e. copy of cancelled check, credit card statement with proof of payment)
 - Proof of delivery/completion (i.e. signed packing slip, receipt, approved expense report, or signed statement in writing indicating items delivered or services performed)
 - Purchase order, if one was created or referenced on an invoice
 - Vendor Invoice(s)
 - If Equipment is purchased the Equipment Inventory must be completed

Claims (cont.)

- Incomplete claims could result in a delay of payment. It is the requesting agency's responsibility to complete the necessary changes



Claims Entry

Select "Claims" from the Grants Component Section

Grant Components	
Component	Last Edited
General Information	09/29/2021
Claims	
Budget	09/29/2021
Correspondence	
Status Reports	
Subaward Adjustments	
Subaward Adjustment Notices	
Award Documents - Need Signatures	
Award Documents - Final	
Attachments	
Site Visits	
Closeout	
Opportunity	-
Application	-

Claims Entry (cont.)

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

To create a new Claim, select "Add"

Grant Tracking

Grant: 2022-OSET-Test-001 - SFY 2022 OSET - Whoville Department - 2022

Status: Underway
Program Area: Officer Safety Equipment a
Grantee Organization: BaseLine Organization
Program Officer: Joni McCarter
Budget Total: \$6,751.58

If this is not your first claim, and a previous claim is in "Paid" status, then the ability to select "Copy Existing Claim" is available (when using "Copy Existing Claim" errors are often made because updates are not all completed. It may be easier to use the "Add" option for each claim.)

Claims

[Copy Existing Claim](#) | [Return to Components](#)


ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
2022-OSET-Test-001 - 001	Monthly	Withdrawn	10/01/2021		11/01/2021 - 11/30/2021	-
2022-OSET-Test-001 - 002	Monthly	Editing			11/01/2021 - 04/30/2021	\$0.00
					Submitted Amount	\$0.00
					Approved Amount	\$0.00
					Paid Total	\$0.00
					Total	\$0.00

Last Edited By:

Created Claims will be listed in the Claims table

Claims Entry (cont.)



Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

 **Grant Tracking**

Claim General Information

To create a new Claim enter the starting date and the ending date of the Report Period. This is the period of coverage for this Claim.

Claim Type:*

Reporting Period:*  
From To


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

Is This Your Final Report?* Yes No

1. In the "Claim Type" drop-down field, select "Other"
2. In the "Reporting Period" fields, enter the date range for the expenses being requested
This date range does not limit you to claim expenses only for this period!!
3. Leave the Invoice Number field blank
4. For the "Is This Your Final Report?" field, select the radio button for Yes or No
 - Will select No for each claim until such time that the report is final
 - Will select Yes for the claim in which the final request for reimbursement is submitted
5. Click "Save" when complete
6. Review for accuracy; click "Edit" to make changes and then click "Save" to save those changes
7. Click "Return to Components" when complete

Claims Entry (cont.)

- Claim Components
 - General Information
 - Expenses
 - Reimbursement
 - Equipment Inventory
 - Other Attachments
- Each option, within the Components Section, must have a “Check Mark” in the “Complete” column

Components Preview Submit		
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>		
Name	Complete?	Last Edited
General Information	✓ 	10/01/2021
Expenditures		10/15/2021
Reimbursement		
Equipment Inventory		
Other Attachments		

Expenditures Form (cont.)

- Expenditures
 - For each expenditure, select "Add", to add a line to the Expenditures Form

Expenditures											Mark as Complete	Go to Claim Forms	Add
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date			
											\$0.00		
Last Edited By:													

- Complete each line of the Expenditures Form

Expenditures	
Line Number*	<input type="text"/>
Payee*	<input type="text"/>
Description*	<input type="text"/>
Quantity*	<input type="text"/>
Unit Cost*	<input type="text" value="\$0.00"/>
Federal Amount Requested*	<input type="text" value="\$0.00"/>
Invoice #*	<input type="text"/>
Invoice Date*	<input type="text"/>
Check/EFT Number*	<input type="text"/>
Check/EFT Date*	<input type="text"/>

Expenditures Form (cont.)

- Expenditures cont.
 - Line Number – this is a drop down box, which will show each line of the approved budget

Expenditures

Line Number*	<input type="text"/>
Payee*	<input type="text"/>
Description*	<input type="text"/>
Quantity*	<input type="text"/>
Unit Cost*	<input type="text" value="\$0.00"/>
Federal Amount Requested*	<input type="text" value="\$0.00"/>
Invoice #*	<input type="text"/>
Invoice Date*	<input type="text"/>
Check/EFT Number*	<input type="text"/>
Check/EFT Date*	<input type="text"/>

Line Number* dropdown menu options:
10001 - Equipment - Mobile Radio
11001 - Supplies - Road Flares
11002 - Supplies - Traffic Cones
11003 - Supplies - Ballistic Vest

Expenditures Form (cont.)

- Line Number
 - Select the corresponding budget line for the item that is being requested for reimbursement
- Payee
 - Add the name of the vendor that will be receiving payment
- Description
 - Add a description of item(s) purchased
- Quantity
 - When purchasing Equipment and/or Supplies, list the actual number of items being purchased
- Unit Cost
 - The number, listed in the Unit Cost, multiplied by the quantity requested, should be the Federal Amount Requested
 - The Federal Amount Requested for each line will auto transfer to the Reimbursement Chart

Expenditures Form (cont.)

- Federal Amount Requested
 - This is the total amount of **funds being requested**
 - NOTE: The number, listed in the Unit Cost, multiplied by the quantity added, needs to be equal to the Federal Amount Requested
- Invoice #
 - For item(s) requested, enter the vendor's invoice number
- Invoice Date
 - For item(s) requested, enter the date shown on the vendor's invoice
- Check/EFT Number
 - Check number used for payment(s) to the vendor
 - If paid by EFT, the EFT number should be listed
- Check/EFT Date
 - Date of the check used for the payment(s) to the vendor
 - Date of EFT charge

Expenditures Form (cont.)

- Equipment Example

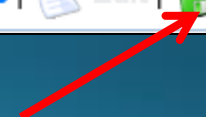
Expenditures

Line Number*	10001 - Equipment - Mobile Radio ▼
Payee*	Motorola
Description*	APX 8500
Quantity*	1
Unit Cost*	5000.00
Federal Amount Requested*	5000.00
Invoice #*	AD1234
Invoice Date*	11/15/20
Check/EFT Number*	EFT
Check/EFT Date*	11/20/20

- Select "Save"

 [Menu](#) |  [Help](#) |  [Log Out](#)

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Expenditures Form (cont.)

- Supplies Example

Expenditures	
Line Number*	11001 - Budget - Road Flares
Payee*	Galls
Description*	Road Flare Kits
Quantity*	2.0
Unit Cost*	\$159.99
Federal Amount Requested*	\$319.98
Invoice #*	2021-Oct12
Invoice Date*	12/10/2021
Check/EFT Number*	3564
Check/EFT Date*	12/15/2021

- Select "Save"

 Menu |  Help |  Log Out

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Expenditures Form (cont.)

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

Expenditures											Mark as Complete	Go to Claim Forms	Add
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date			
10001	Motorola	APX 8500 Mobile	1.0	\$4,500.00	\$4,500.00	\$4,500.00	2021-5246	10/10/2021	1234			10/10/2021	
11001	Galls	Road Flare Kits	2.0	\$159.99	\$319.98	\$319.98	2021-Oct12	12/10/2021	3564			12/15/2021	
						\$4,819.98							



Reimbursement Form

- Select “Reimbursement” from the Components section

Components		Preview Submit
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>		
Name	Complete?	Last Edited
General Information	✓	10/01/2021
Expenditures	✓	10/18/2021
Reimbursement ←		
Equipment Inventory		
Other Attachments		

Reimbursement Form (cont.)

- Verify the amounts entered on the Expenditures Form have been transferred to the Reimbursement Form

Reimbursement		Mark as Complete Go to Claim Forms			
Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)
Budget					
Mobile Radio (2)	\$5,000.00	\$4,500.00	\$0.00	\$4,500.00	\$500.00
Road Flares	\$959.94	\$319.98	\$0.00	\$319.98	\$639.96
Traffic Cones	\$791.64	\$0.00	\$0.00	\$0.00	\$791.64
Sub Total:	\$6,751.58	\$4,819.98	\$0.00	\$4,819.98	\$1,931.60
Total Budget					
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$6,751.58	\$4,819.98	\$0.00	\$4,819.98	\$1,931.60

- Select "Mark as Complete"

Equipment Inventory

- Select “Equipment Inventory”

Components		Preview Submit	
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>			
Name	Complete?	Last Edited	
General Information	✓	10/01/2021	
Expenditures	✓	10/18/2021	
Reimbursement	✓	10/18/2021	
Equipment Inventory 			
Other Attachments			

Equipment Inventory (cont.)

- If Equipment is being requested, select “Add”
- If no equipment is being requested for reimbursement, select “Mark as Complete”

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Grant Tracking

Claim: 2022-OSET-Test-001 - 002 Grant Components

Grant: 2022-OSET-Test-001-SFY 2022 OSET - Whoville Department

Status: Editing

Program Area: Officer Safety Equipment and Technology

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

Equipment Detail Mark as Complete | Go to Claim Forms

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:
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Equipment Inventory (cont.)

- If Equipment is requested:
 - Requesting Organization – Subrecipient's Organization
 - County – Subrecipient's County
 - Year – Grant year that the Equipment was purchased
 - Manufacturer – Who made the Equipment purchased
 - Model – Model Number of Equipment purchased
 - Description – What the Equipment is (i.e. Mobile Radio, Laptop or MDT)
 - Identification #(s) – Unique string of characters used for identification, such as , serial number or vehicle identification number. If there is not a 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 coma.
 - Source of Funding – Enter Federal Funding
 - Title Holder – Grantee Organization
 - Date of Delivery – Date that the Equipment was delivered
 - Quantity – Number of Items received
 - Individual Items Cost – Cost of each individual item
 - % of Federal Participation in the cost – Percentage of the cost of Equipment being requested
 - 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 mission.

Equipment Inventory (cont.)

Equipment Detail

Requesting Organization:* BaseLine Organization
Organization that has or will end up with equipment.

County:* Cole

Year:* 2021
Federal fiscal year of the grant.

Manufacturer:* Motorola


Model:* APX 8500
Style, type, design or version of particular equipment.

Description:* Mobile Radio
250 Character Limit - Generic description of the equipment that was purchased.

Identification #(s):* S12347WNN18
500 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:* SFY 2022 OSET

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

Date of Delivery:* 10/10/2021 
Date you received possession of the equipment.

Quantity:* 1

Individual Item Costs:* \$4,500.00

% of Federal Participation in the cost:* 100.0%
Percentage of federal funds used to purchase the equipment.

Current Physical Location:* 1101 Riverside Dr, Jefferson City, MO 65102
Place (address) where the equipment is located. A post office box address is not a physical location for the purpose of inventory.

Use:* Regional
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
Mission capable = material condition of equipment indicating it can perform at least one and potentially all of its designated missions. Mission capable is not a condition indicating that equipment is not capable of performing any of its designated missions.

Equipment Inventory (cont.)

- Verify the information is correct and select “Mark as Complete”



Equipment Detail														Mark as Complete	Go to Claim Forms
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:
BaseLine Organization	Cole	2021	Motorola	APX 8500	Mobile Radio	S12347WMN18	SFY 2022 OSET	BaseLine Organization	10/10/2021	1	\$4,500.00	100.0%	1101 Riverside Dr, Jefferson City, MO 65102	Regional	Mission capable

Other Attachments

- Select “Other Attachments”
- Follow the instructions in the WebGrants System to attach the appropriate supporting documentation, which should include
 - Cancelled checks and/or credit card statements with proof of payment
 - Signed proof of delivery
 - Invoices

Components			Preview Submit
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>			
Name	Complete?	Last Edited	
General Information	✓	10/01/2021	
Expenditures	✓	10/18/2021	
Reimbursement	✓	10/18/2021	
Equipment Inventory	✓	10/18/2021	
Other Attachments			

- When all supporting documentation has been uploaded, in the same order that is displayed on the Expenditures Form, select “Mark as Complete”

Submit Claim

- When all forms listed in the Components section have been “Marked as Complete”, select “Submit”

Components			Preview Submit
Complete each component of the Claim and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	10/01/2021	
Expenditures	✓	10/18/2021	
Reimbursement	✓	10/18/2021	
Equipment Inventory	✓	10/18/2021	
Other Attachments	✓	10/18/2021	



When the claim has been submitted, a confirmation will appear on your screen

Subaward Adjustments

Grant Components	
Component	Last Edited
General Information	09/29/2021
Claims	
Budget	09/29/2021
Correspondence	
Status Reports	
Subaward Adjustments ←	
Subaward Adjustment Notices	
Award Documents - Need Signatures	
Award Documents - Final	
Attachments	
Site Visits	
Closeout	
Opportunity	-
Application	-

Subaward Adjustments (cont.)

- Subaward Adjustments are required for:
 - 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 equipment line item to a existing Supplies 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

Subaward Adjustments (cont.)

- 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, project directors, or fiscal officers. Additional changes may include address change or any other information in the organization component in WebGrants

Subaward Adjustments (cont.)

- 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 line items to the approved project 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 12x20 tent, in order to purchase a tent that is 10x10 instead of the listed equipment, prior approval would be required)

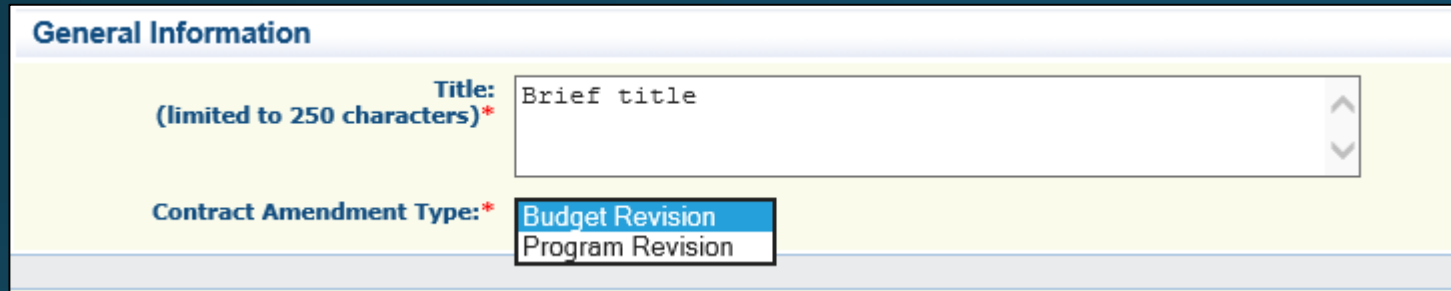
Subaward Adjustments (cont.)

- General Information
 - Provide a brief title
 - Choose which type of Adjustment is being requested

General Information

Title: Brief title
(limited to 250 characters)*

Contract Amendment Type:* Budget Revision
Program Revision



Subaward Adjustments (cont.)

- Subaward Components
 - General Information
 - Justification
 - Budget
 - Confirmation
 - Attachments
- Each component must have a “Check Mark” in the “Complete” column

Components			Preview Submit
Name	Complete?	Last Edited	
General Information	✓	11/25/2020	
Justification ←			
Budget			
Confirmation			
Attachments			

Budget Modifications/Scope of Work Changes

- Contact your Grant Officer for the excel spreadsheet that should be used or you can create your own to mirror the example

Line Number	Current Budget	Requested Change	Updated Budget	Notes
10001	\$ 5,000.00	\$ (100.00)	\$ 4,900.00	Radio cost less than expected
11001	\$ 319.98	\$ 50.00	\$ 369.98	Flares were \$25.00 more than originally quoted
11003	\$ 3,330.00	\$ 50.00	\$ 3,380.00	Shipping was not included
	\$ 5,319.98		\$ 5,269.98	

Budget Modifications/Scope of Work Changes (cont.)

- Example
 - Spreadsheet

Line Number	Current Budget	Requested Change	Updated Budget	Notes
10001	\$ 5,000.00	\$ (100.00)	\$ 4,900.00	Radio cost less than expected
11001	\$ 319.98	\$ 50.00	\$ 369.98	Flares were \$25.00 more than originally quoted
11003	\$ 3,330.00	\$ 50.00	\$ 3,380.00	Shipping was not included
	\$ 5,319.98		\$ 5,269.98	

- Justification in the WebGrants System
 - Copy the spreadsheet into WebGrants' Justification with the reason for the requested change

Justification

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.

Font Size

Radios came in less than expected and the flares and ballistic vests had unexpected increases in costs.

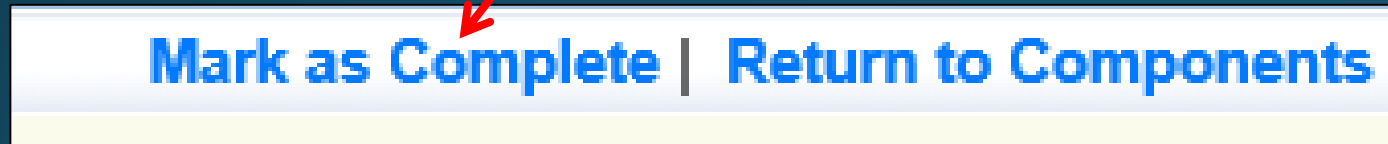
Line Number	Current Budget	Requested Change	Updated Budget	Notes
10001	\$ 5,000.00	\$ (100.00)	\$ 4,900.00	Radio cost less than expected
11001	\$ 319.98	\$ 50.00	\$ 369.98	Flares were \$25.00 more than originally quoted
11003	\$ 3,330.00	\$ 50.00	\$ 3,380.00	Shipping was not included
	\$ 5,319.98		\$ 5,269.98	

Budget Modifications/Scope of Work Changes (cont.)

- Select "Save"



- Select "Mark as Complete"



Budget Modifications/Scope of Work Changes (cont.)

- Budget

Components		Preview Submit	
Name	Complete?	Last Edited	
General Information	✓	11/25/2020	
Justification	✓	11/25/2020	
Budget ←			
Confirmation			
Attachments			

Budget Modifications/Scope of Work Changes (cont.)

- Budget (cont.)
 - Adjust the budget line to mirror the changes that are to occur
 - Make sure to update the Total Federal/State Share amounts

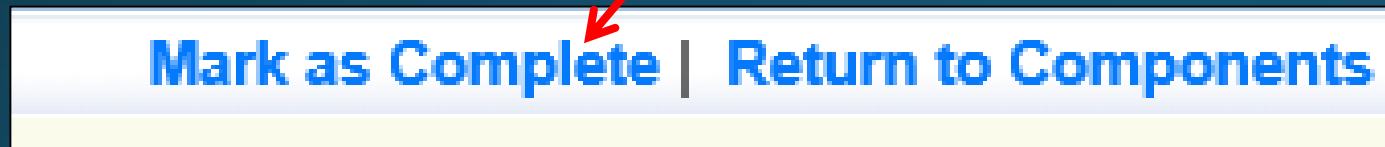
Budget		
<p><i>The Current Budget column represents the total cost of the current subaward. Enter the total cost of each budget category as it is reflected in the current version of the Budget component. The sum of the Current Budget column should equal your current budget total.</i></p> <p><i>The Revised 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.</i></p>		
Row	Current Budget	Revised Amount
Personnel	\$0.00	\$0.00
Personnel Benefits	\$0.00	\$0.00
Personnel Overtime	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00
PRN Time	\$0.00	\$0.00
PRN Benefits	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00
Equipment	\$5,000.00	\$4,900.00
Supplies/Operations	\$3,781.92	\$3,881.92
Contractual	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00
Federal/State and Local Match Share		
<p><i>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.</i></p> <p><i>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.</i></p>		
Row	Current Budget	Revised Amount
Total Federal/State Share	\$8,781.92	\$8,781.92
Total Local Match Share	\$0.00	\$0.00

Budget Modifications/Scope of Work Changes (cont.)

- Budget (cont.)
 - Select "Save"



- Select "Mark as Complete"



Budget Modifications/Scope of Work Changes (cont.)

- Confirmation

Components			Preview Submit
Name	Complete?	Last Edited	
General Information	✓	11/25/2020	
Justification	✓	11/25/2020	
Budget	✓	11/25/2020	
Confirmation ←			
Attachments			


- Complete the form

Confirmation

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:*

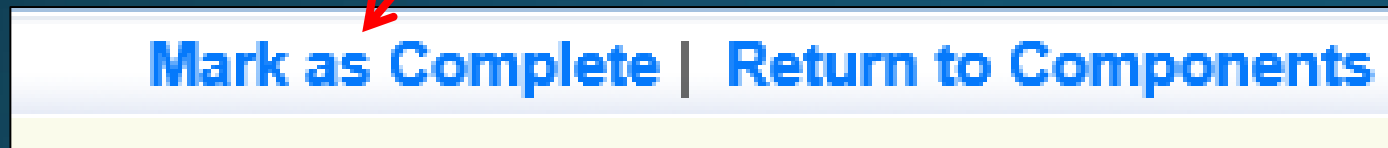
Date:* 

Budget Modifications/Scope of Work Changes (cont.)

- Confirmation (cont.)
 - Select "Save"



- Select "Mark as Complete"



Budget Modifications/Scope of Work Changes (cont.)

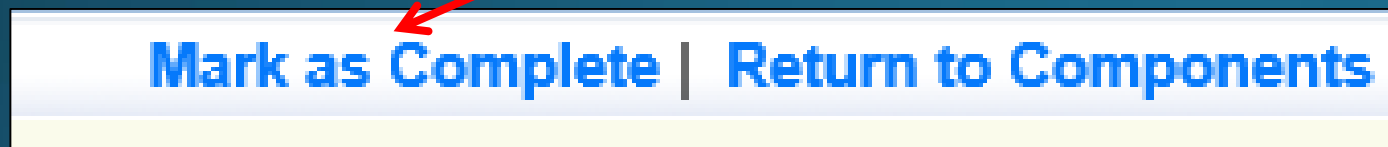
- Attachments

Components			Preview Submit
Name	Complete?	Last Edited	
General Information	✓	11/25/2020	
Justification	✓	11/25/2020	
Budget	✓	11/25/2020	
Confirmation ←	✓	11/25/2020	
Attachments			

- Which could include new quotes
- Select "Save"




- Select "Mark as Complete"



Budget Modifications/Scope of Work Changes (cont.)

- Select "Submit" to submit the revision

Components			Preview Submit
Name	Complete?	Last Edited	
General Information	✓	11/25/2020	
Justification	✓	11/25/2020	
Budget	✓	11/25/2020	
Confirmation	✓	11/25/2020	
Attachments	✓	11/25/2020	



- Your Grant Officer will receive notification that your revision has been submitted

Correspondence

- All requests must be submitted through Correspondence in the Grant Components of the WebGrants System
 - Request approvals will be sent through Correspondence as well

Grant Components	
Component	Last Edited
General Information	11/20/2020
Contact Information	08/21/2020
Claims	
Subaward Adjustments	
Status Reports	
Attachments	
Budget	08/21/2020
Subaward Adjustment Notices	
Correspondence	
Site Visits	
Subaward Documents - Need Signatures	
Subaward Documents - Final	
Closeout	
Named Attachments	08/21/2020
Opportunity	-
Application	-

Correspondence (cont.)

- Create a new Correspondence

Inter-System Grantee Correspondence					Return to Components Add
Subject	From	To	Sent/Received	Attachments	

Correspondence [Send](#)

To:* Amelia Hentges
Joni McCarter
TEST TEST

CC: alecia.cameron@dps.mo.gov
CC addresses must be entered in a valid email format. Use a semicolon (;) to separate multiple CC email addresses.

Subject:* WebGrants Correspondence

Message:

Attachments:

Browse...
Browse...
Browse...
Browse...
Browse...

Correspondence (cont.)

- Reply to an email
 - Select the subject of the email in blue

Inter-System Grantee Correspondence		Return to Components Add		
Subject	From	To	Sent/Received	Attachments
Grant 117972 - Amelia's Test Application: WebGrants Correspondence	TEST TEST	Amelia Hentges	11/24/2020	

- In the open correspondence select "Reply"

Correspondence	Reply
----------------	-----------------------

Correspondence (cont.)

- Your Grant Officer 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 this will delay the response



Reporting and Monitoring



Status Reports

- Status Reports must be completed through the WebGrants System
- Each subrecipient must submit quarterly Status Reports
- Due Dates
 - February 10 (November 1 – January 31)
 - May 10 (February 1 – April 30)
- Final Status Reports must be completed upon project completion, but no later than May 31, 2022

Status Reports (cont.)

- Status Report(s) will already be created for your agency
- Click the hyperlink to edit the Status Report

Status Reports		Copy Existing Status Report Return to Components				
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
2022-OSET-Test-001 - 01	Monthly	11/01/2021-01/31/2022			-	Editing

- The “Milestone Progress Report” component will appear

Components		Preview Submit
<i>Complete each component of the status report and mark it as complete. Click Submit when you are done.</i>		
Name	Complete?	Last Edited
General Information	✓	11/25/2020
Milestone Progress Report		


- Click the hyperlink to complete the “Milestone Progress Report”

Status Reports (cont.)

- Milestones are used as a reporting mechanism in the Status Report
- CJ/LE Unit will provide the initial milestones
 - Subrecipient may request a change to milestones, if necessary
- All Status Reports must include:
 - Updated estimated date of completion
 - Percentage of each milestone completed
 - Milestone progress notes
 - Narrative project progress

Status Reports (cont.)

- Estimated Completion Date should provide a date each milestone will be completed

Estimated Completion Date: 

- % Milestone Completed should show what percentage of the milestone has been completed in 10% increments

% Milestone Completed 
Select the % this milestone is completed.

- Milestone Progress is for notes specific to that milestone

Milestone Progress:

Explain the milestone progress over the reporting period in detail.

Status Reports (cont.)

- Narrative Project Progress section should include
 - Anticipated accomplishments within the grant period
 - Project accomplishments to be highlighted
 - Negative issues that need to be highlighted
 - This should include why any milestone estimated completion dates have changed

Narrative Project Progress

Project Name:*

What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?

Status Reports (cont.)

Milestone Progress		Create New Version Mark as Complete Go to Status Report Forms Add		
Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
Milestone Example	Project Name Example	01/31/2021	100%	Milestone Progress Example
Milestone Example	Project Name Example	03/31/2021	10%	Milestone Progress Example
Narrative Project Progress Add				
Project Name:	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?			
Project Name Example	Narrative Project Progress Example			

Final Status Report

- A final Status Report must be completed to close the project
 - The report will not say “Final” in the system
 - All milestones need to be 100% completed
- Narrative Project Progress should state the project is complete and describe how the project has fulfilled the Equipment and/or Supplies Justification and should identify any other initiatives, which have been impacted by this project (summary or project accomplishments)

Final Status Report (cont.)

Milestone Progress		Create New Version Mark as Complete Go to Status Report Forms Add			
Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:	
Milestone Example	Project Name Example	01/31/2021	100%	Milestone Progress Example	
Milestone Example	Project Name Example	03/31/2021	10%	Milestone Progress Example	

Narrative Project Progress		Add
Project Name:	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?	
Project Name Example	Narrative Project Progress Example	



Subrecipient Monitoring

- Key things to remember
 - Monitoring is **NOT** an audit
 - CJ/LE is **NOT** monitoring to catch errors – we are monitoring to **HELP** correct areas of noncompliance to prevent audit findings
 - Chance to provide technical assistance and answer questions



Subrecipient Monitoring (cont.)

- Why do we have to monitor?
 - 2 CFR 200.328 (a) states, “The non-Federal entity is responsible for oversight of the operations of the Federal award supported activities. The non-Federal entity must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved.”
 - 2 CFR 200.331 (d) states, “all pass-through entities must monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.”

What Documents Guide Monitoring

- Applicable State of Missouri statutes and regulations
- DPS Financial and Administrative Guidelines
- CJ/LE Information Bulletins
- SFY2022 OSET Notice of Funding Opportunity
- SFY2022 OSET Certified Assurances
- SFY2022 OSET Subaward Agreement

Types of Monitoring

Desk Monitoring

- Review which is completed by the CJ/LE Unit – telephone & email communication, grant document review, reports, correspondence



On-Site Monitoring

- Review which is conducted by the CJ/LE Unit at the subrecipient's agency – policy review, property records, etc.



What to Expect During Monitoring

- The CJ/LE Unit is required to monitor the following, as applicable
 - Equipment (inventory control, tags/labels)
 - Policies & Procedures
 - Project Implementation
 - State Civil Rights Compliance

What to Expect During Monitoring – LEA Statutory Requirements

- Section 43.505 RSMo - National Incident-Based Reporting System (NIBRS) *formerly Uniform Crime Reporting (UCRs)*
 - DPS will receive the report from MSHP on monthly compliance
 - On January 1, 2021 the FBI retired the UCR Program Summary System and replaced it solely with the National Incident Based Reporting System (NIBRS). To comply with section 43.505 RSMo, all MO law enforcement date must adhere to the state specific Missouri Incident Based Reporting System (MIBRS)
 - Any agency that is not compliant after December 31, 2021, may be ineligible to receive state funds
- Section 590.650 RSMo - Vehicle Stops Reporting
 - DPS will verify with the Attorney General's Office
- Section 590.700 RSMo - Recording of Custodial Interrogations
 - Must present DPS with a copy of the written policy
- Section 43.544 RSMo - Forwarding Intoxication-Related Offenses
 - Must present DPS with a copy of the written policy
- Section 590-1265 RSMO – Police Use of Force Transparency Act of 2021

What to Expect During Monitoring - Programmatic

- Project Implementation
- Personnel/Standard Operating Procedures Manual, if applicable
- Equipment Inventory control list , if applicable
 - Tags/Labels on equipment
 - The Equipment Inventory component within your Claim can be used as an inventory control list

What to Expect During Monitoring - Programmatic (cont.)

- The Equipment Inventory component within your Claim will be used as an inventory control list

Components	
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>	
Name	
General Information	
Expenditures	
Reimbursement	
Equipment Inventory	
Other Attachments	

What to Expect During Monitoring - Programmatic (cont.)

Equipment Detail

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

County:*

Year:*
Federal fiscal year of the grant.

Manufacturer:*

Model:*
Style, type, design or version of particular equipment.

Description:*
250 Character Limit - Generic description of the equipment that was purchased.

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

What to Expect During Monitoring - Financial

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

What to Expect During Monitoring - State Civil Rights

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

Common Areas of Non-Compliance & Recommendations

- Advance 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
 - Usage logs not containing all required information
- State Civil Rights
 - No display of labor posters

Grant Folders

- Subrecipients will be issued folders for their awarded grant
- These folders will help to keep records of all relative information pertaining to the grant
- These folders can also be used to help assist with monitoring site visits
- Folders will be mailed out next week along with your award



Grant Folders (cont.)

- **Section One: Application Documents** – this section should include the following, if applicable:
 - Approved applications and attachments
 - Certification regarding debarment and suspension (FAPIS & SAM search)
 - Risk assessment
 - Budget

Grant Folders (cont.)

- **Section Two: Award/Adjustments/Modifications** – this section should include the following, if applicable:
 - Signed Subaward agreement and Certified Assurances
 - Approved grant adjustment notices
 - Approved Subaward adjustments
 - Signed Memorandum of Understanding
 - Closeout

Grant Folders – Cont.

- **Section Three: Correspondence** – this section should include the following, if applicable:
 - All correspondence (i.e. emails, letters to subrecipients, letters from subrecipients, documentation of phone calls, notes to file, letters to and from OJP, etc.)
 - Training/Exercise approvals
 - External OJP approvals
 - Single feasible source approvals
 - Equipment disposition forms
 - Contract(s) for services

Grant Folders (cont.)

- **Section Four: Financial Information** – this section should include the following, if applicable:
 - Claims
 - Bid records/price quotes

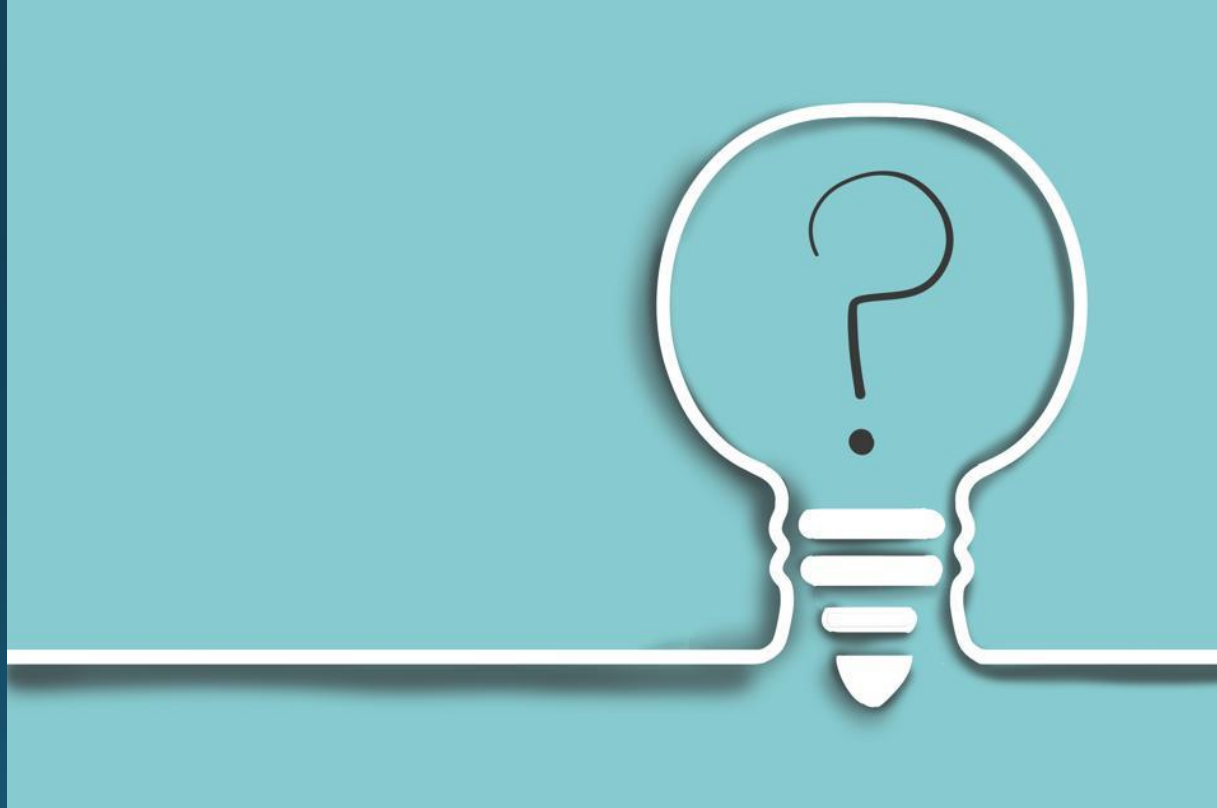
Grant Folders (cont.)

- **Section Five: Reports** – this section should include the following, if applicable:
 - Timelines
 - Monitoring reports and documentation
 - Grant status reports
 - Final status report
 - Audit reports/financial statements
 - Spending plans

Grant Folders – (cont.)

- **Section Six: Miscellaneous** – this section should include the following, if applicable:
 - Miscellaneous – other documents pertinent to the grant
 - Local policy
 - Other local policies (if applicable)
 - Newspaper coverage, press releases, photos, etc.

Questions



Contacts

- Amelia Jaegers, Grant Officer
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