

Missouri Department of Public Safety DPS Grants



FY 2024 Paul Coverdell National Forensic Science
Improvement Grant (PCNFS)

Project Performance Period

January 1, 2025 – June 30, 2026

Grant Requirements



PCNFS

- The PCNFS (or Coverdell) program is authorized by Title I of the Omnibus Crime Control and Safe Streets Act of 1968, Part BB, codified at 34 U.S.C. §§ 10561 – 10566 (the Coverdell law)
 - CFDA # 16.742
 - Awarded to Missouri by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA)

Grant Requirements (cont.)

- ▶ Recipients must comply with the following state statues in order to be eligible for state funds, to include at the time of application and for the duration of the project period
 - ▶ Section 43.505 RSMo: National Incident-Based Reporting System (NIBRS)
 - ▶ Section 590.650 RSMo: Vehicle Stops Reports
 - ▶ Section 513.653 RSMo: Federal Forfeiture Report
 - ▶ Section 590.700 RSMo: Written Policy on Recording Custodial Interrogations
 - ▶ Section 43.544 RSMo: (formerly 577.005 RSMo): Written Policy on Forwarding Intoxication-Related Arrest Information to the Central Repository
 - ▶ Section 43.1265 RSMo: Police Use of Force Transparency Act of 2021
 - ▶ Section 590.030 RSMo: Rap Back Program Participation
 - ▶ Section 513.653 RSMo: Federal Equitable Sharing Funds

Grant Requirements

- Administrative Guide and Information Bulletins
 - Financial & Administrative Guide for CJ/LE
 - <https://dps.mo.gov/dir/programs/dpsgrants/documents/financial-admin-guidelines.pdf>
 - Information Bulletins
 - [Policy on Advanced Payment and Cash Advances](#)
 - [Policy on Claim Request Requirements including DPS Reimbursement Checklist](#)
 - [Policy on Budget Modifications, Program Changes, Scope of Work Changes, Status Reports, and Return of Funds](#)

Grant Requirements (cont.)

- FY 2024 PCNFS Program State Formula Solicitation:
 - <https://bja.ojp.gov/funding/opportunities/o-bja-2024-172111>
 - Missouri State Statutes: <http://revisor.mo.gov/main>
 - Office of Justice Programs (OJP) Financial Guide: <https://ojp.gov/financialguide/doj/index.htm>

Audit Requirements

- State and local units of government, institutions of higher education, and other nonprofit institutions, must comply with the organizational audit requirements of [2 CFR Part 200 Subpart F, Audit Requirements](#)
- Subrecipients who expend \$750,000 or more of federal funds during their fiscal year are required to submit a single organization wide financial and compliance audit report (single audit) to the Federal Audit Clearinghouse within 9 months after the close of each fiscal year during the term of the award <https://harvester.census.gov/facweb/>
 - Expended funds include all Federal funds, not just PCNFS funds

Federal/State Civil Rights

Agencies must comply with Federal and State Civil Rights

- ▶ Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d)
- ▶ Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794)
- ▶ Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34)
- ▶ Title IX of the Education Amendments of 1972 (21681, 1683, and U.S.C § 1685-860)
- ▶ Age Discrimination Act of 1975 (42 U.S.C. § § 6101-07)
- ▶ Section 213.065 RSMo – Discrimination in Public Accommodations
- ▶ Section 213.055 RSMo – Unlawful Employment Practices
- ▶ U.S. Department of Justice Regulations –(28 CFR pt 38) Equal Treatment for Faith Based Organizations
- ▶ U.S. Department of Justice Regulations – (28 CFR pt 54) Non-discrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance Executive Order 13279 (equal protection of the laws for faith-based and community organizations)
- ▶ Executive Order 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and other neighborhood organizations)
- ▶ U.S. Department of Justice Regulations – (28 CFR pt 42) Non-Discrimination; Equal Employment Opportunity; Policies and Procedures

Equal Employment Opportunity Plan (EEO Plan)

- A workforce report that some organizations must complete as a condition for receiving U.S. Department of Justice funding authorized by the Omnibus Crime Control and Safe Streets Act of 1968
- EEO Plans are intended to ensure recipients (and subrecipients) of federal funding are providing equal employment opportunities to men and women regardless of sex, race, or national origin
- The U.S. Department of Justice regulations pertaining to the development of a comprehensive EEO Plan can be found at 28 C.F.R. § 42.301-42.308
- The U.S. Department of Justice, Office for Civil Rights (OCR) is the federal branch that collects, reviews, and approves EEO Plans
- Effective in December 2016, the OCR developed an Equal Employment Opportunity (EEO) Reporting Tool to streamline the EEO reporting process. The deployment of the EEO Reporting Tool, however, changed the reporting requirements for recipients of funding from the U.S. Department of Justice

Office for Civil Right's EEOP Website

<https://ojp.gov/about/ocr/eeop.htm>

Equal Employment Opportunity Plans

The statutory and regulatory information contained on this page does not constitute legal advice and is for general informational purposes only. The OCR makes no guarantee that the statutory authority or regulatory code cited within is the most current version of said law/regulation. For more recent versions of the U.S. Code and the CFR, users should consult the official [revised U.S.C.](#) or the [eCFR](#).

An Equal Employment Opportunity (EEO) plan is a comprehensive document that analyzes a recipient's relevant labor market data, as well as the recipient's employment practices, to identify possible barriers to the participation of women and minorities in all levels of a recipient's workforce. Its purpose is to ensure the opportunity for full and equal participation of men and women in the workplace, regardless of race, color, or national origin.

As a recipient of Department of Justice funding, your organization may be required to submit a Certification Report or the Utilization Report portion of your plan to the Office for Civil Rights. If you are unsure of whether your organization is subject to the Civil Rights requirements of the Safe Streets Act, please refer to the FAQ [How can I tell if a recipient is subject to the Safe Streets Act?](#)

The Equal Employment Opportunity (EEO) Reporting System will allow you to create your organization's account, then prepare and submit an EEO Certification Form and if required, create and submit an EEO Utilization Report. You will also be able to access your organization's saved information in subsequent logins.

[EEO Reporting Tool Login HERE](#)

[Overview](#)

[Latest News](#)

[Filing a Complaint](#)

[Filing Tips](#)

[Review Panel on Prison Rape](#)

[OCR Initiatives](#)

[Investigative Findings](#)

[FAQs](#)

[Equal Employment Opportunity Program FAQs](#)

[VAWA FAQs](#)

[Online Training](#)

[Statutes & Regulations](#)

[Guidance for Faith-based Organizations](#)

[Advisory on Recipients' Use of Arrest and Conviction](#)

Provides access to the "EEO Reporting Tool Job Aid"

Equal Employment Opportunity Plans Certification Form

- Recipients (and subrecipients) exempt from the EEO reporting requirements must claim such exemption
 - Effective with the “EEO Reporting Tool”, a “Certification of Exemption” form will populate and be submitted to OCR. The Form must be submitted each calendar year for which DOJ funding is received (and be updated in the event a new award is received within the same calendar year that changes the status to no longer being exempt from the EEO reporting requirement)
- Recipients (and subrecipients) required to prepare an EEO Utilization Report must acknowledge such requirement
 - Effective with the “EEO Reporting Tool”, a “Notice of Acknowledgement of Requirement” form will populate and be submitted to OCR. The Form must be submitted each calendar year for which DOJ funding is received
- The EEO Certification Form must be prepared for the recipient (or subrecipient) of the federal funding (i.e. county, city, university/college, or state department); the EEO Certification Form is not just for the project agency (i.e. Sheriff’s Office, Police Department, State Division)

Equal Employment Opportunity Plans Form Example

CERTIFICATION FORM
Compliance with the Equal Employment Opportunity Plan (Equal Employment Opportunity Program) Requirements

Recipient's Name:	Cole County		
Address:	1101 Riverside Dr., Jefferson City, MO 65102		
Recipient Type:	Subrecipient	Law Enforcement Agency:	Yes
DUNS Number:		Vendor Number (only if direct recipient):	
Name of Contact Person:	John Smith	Title of Contact Person:	H.R. Director
Telephone Number:	573-522-1908	E-Mail Address:	jsmith@organization.com
Subrecipients:	No		

Acknowledgement of EEOP Data Collection, Maintenance and Submission Requirements

I, **John Smith** (authorized official), acknowledge that **Cole County** (recipient organization) has an obligation to develop and submit an EEOP Utilization Report to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice (OCR) for **2017** (fiscal year). I understand the regulatory obligations under 28 C.F.R. Section 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

By accepting financial assistance subject to the civil rights provisions of the Safe Streets Act, **Cole County** (organization) is on notice that at some future date, during the active award period, the OCR may request any of the employment data noted in the EEOP regulations. I understand that in the context of an administrative investigation of an employment discrimination complaint, failure to produce employment data required for a comprehensive EEOP may allow the OCR to draw an adverse inference based on the data's absence.

John Smith, H.R. Director *John Smith* 3/2/2017

Print or Type Name and Title Signature Date

- Navigate to the OCR EEOP webpage
- Sign into the EEO Reporting Tool
- The applicable EEO Certification Form will populate based on responses to the type of agency, number of employees, and single largest DOJ award
- When completed, the EEO Certification Form must be e-signed by the designated official (the "EEO Reporting Tool Job Aid" provides instruction on how to designate this individual)
- Once e-signed, the EEO Certification Form is then submitted electronically through the EEO Reporting Tool and a confirmation email will be received

Non-Discrimination

- If the Subrecipient has 50 or more employees and receives OJP, OVW, or COPS funding of \$25,000 or more:
 - The Subrecipient must have written policies or procedures in place to notify program participants and employees on how to file complaints alleging discrimination
 - The Subrecipient must designate a person(s) to coordinate complaints alleging discrimination

Non-Discrimination Findings

- **Subrecipients must notify DPS of any findings of discrimination within 30 days of the court judgment**
- Submit the Court Judgment with a cover letter to DPS; the cover letter should identify the DPS-assigned subaward number, as indicated on the Subaward document

Missouri Department of Public Safety
Attn: Director of Public Safety
1101 Riverside Drive
P.O. Box 749
Jefferson City, MO 65102

- DPS must forward to the Office for Civil Rights (OCR)



Grant Reporting

- Bi-annual Status Reports are required to be completed:
 - Report 1 due July 10, 2025 (Jan. 1, 2025 – June 30, 2025)
 - Report 2 due January 10, 2026 (July 1, 2025 – Dec. 31, 2025)
 - Final Status Report due July 10, 2026 (Jan. 1, 2026 – June 30, 2026)

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)
- Equipment inventory must be maintained throughout the life of the equipment

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 \$5,000 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

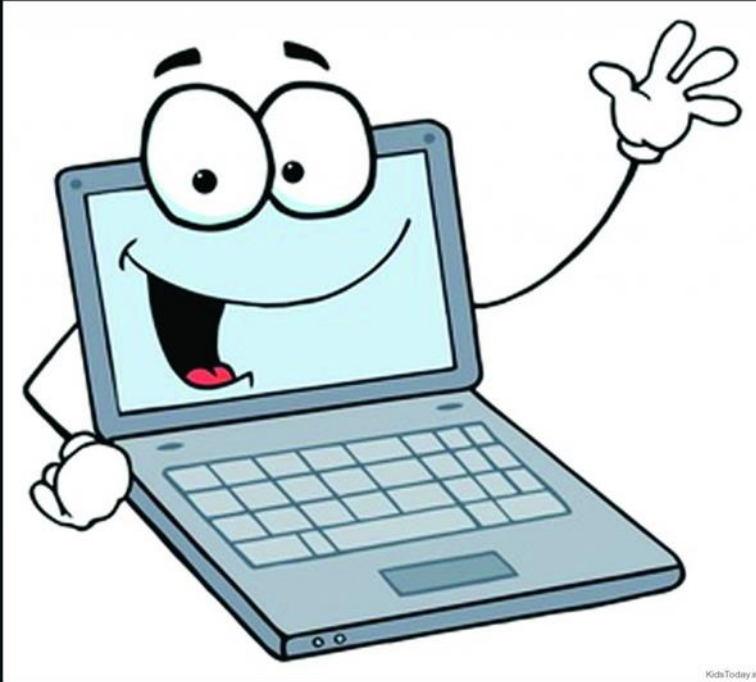
Equipment Records/Inventory

- Records shall include an inventory control list for non-expendable property
 - Property must be tagged by the Subrecipient; the tag should identify the item's source of funds, where feasible. Some examples of tag language include:
 - “Purchased with FY 2024 PCNFS Funds”
 - Subaward Number



Grant Requirements – Information Links

- DPS – DPS Grants Website: [Department of Public Safety DPS Grants\(mo.gov\)](http://www.dps.mo.gov/grants)
- WebGrants: <https://dpsgrants.dps.mo.gov/index.do>
- WebGrants External User Manual:
<https://dps.mo.gov/dir/programs/cjle/documents/webgrants-external-user-manual.pdf>
- Office of Justice Programs (OJP) Financial Guide: <https://ojp.gov/financialguide/doj/index.htm>
- Code of Federal Regulations (CFRs): <http://www.ecfr.gov/>
- United States Code (U.S.C.): <http://uscode.house.gov/>
- Missouri State Statutes: <http://revisor.mo.gov/main>
- EEOP: <https://ojp.gov/about/ocr/eeop.htm>

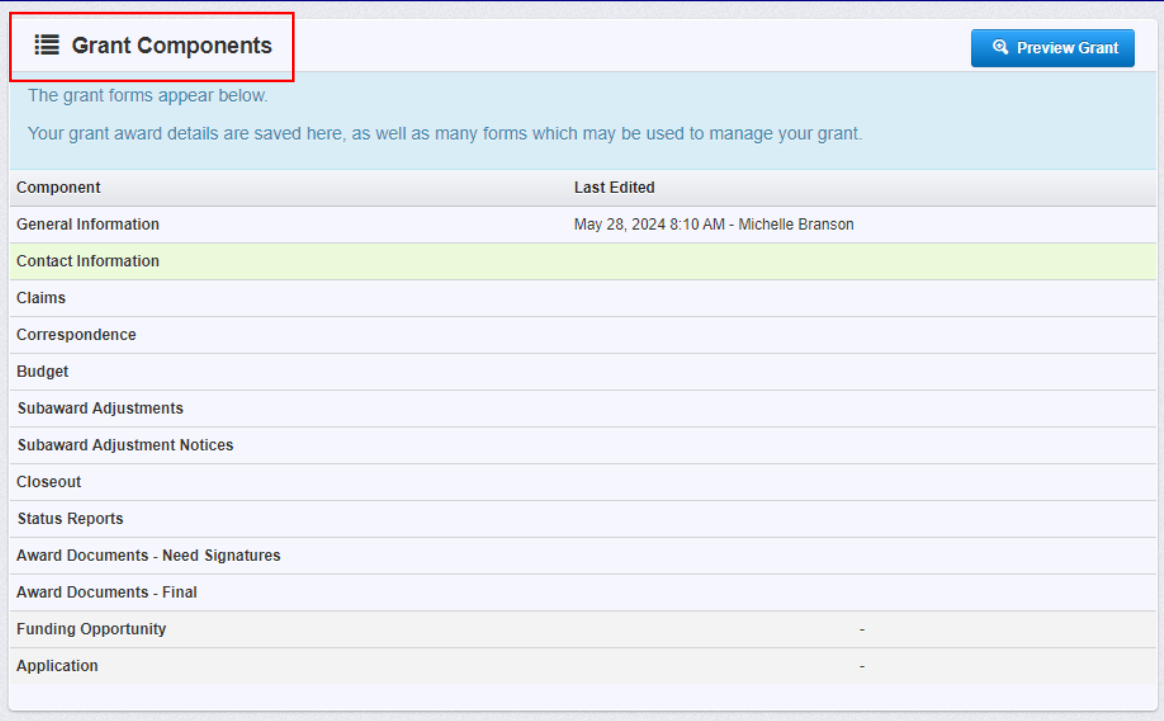


WebGrants

- Online Grants Management System

WebGrants, cont.

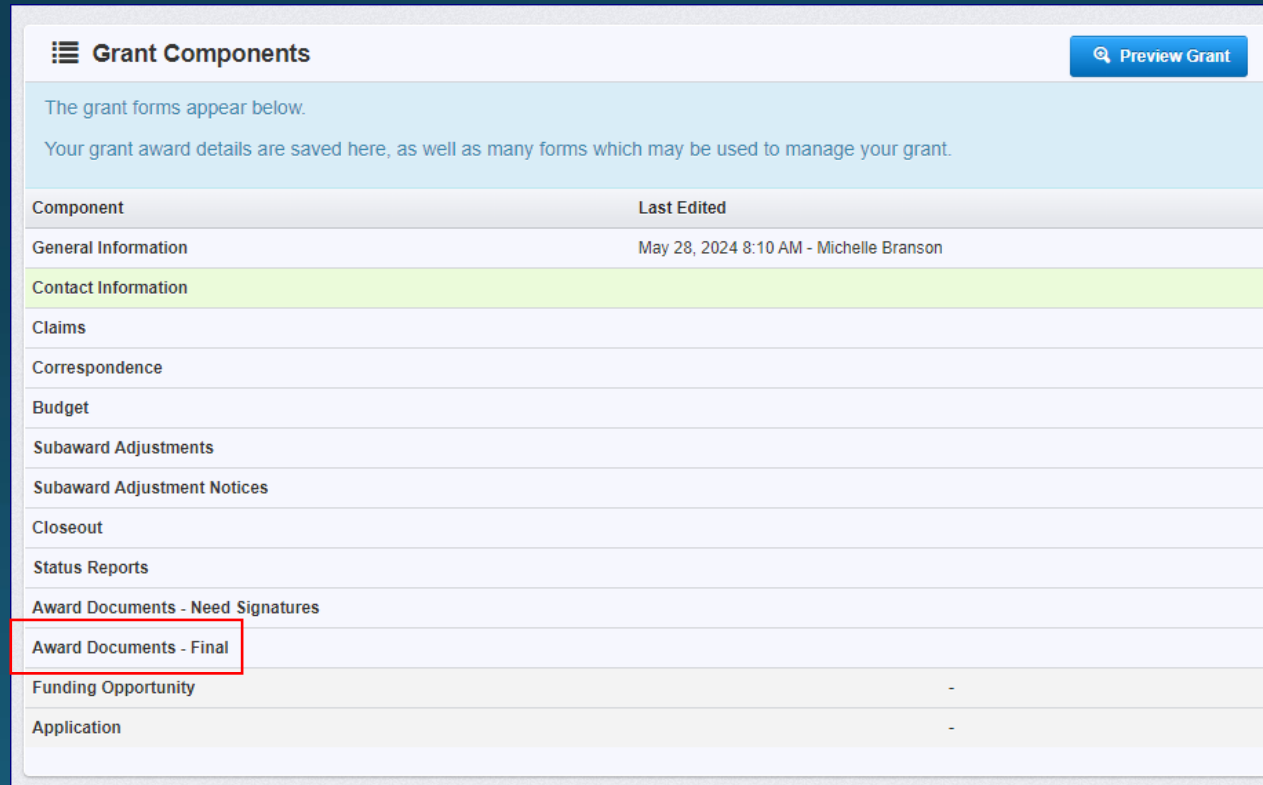
- WebGrants is composed of several navigation options referred to as “Components”
- Some components offer additional components within them
- Each screen is labeled in order to distinguish where you are within your award navigation



Component	Last Edited
General Information	May 28, 2024 8:10 AM - Michelle Branson
Contact Information	
Claims	
Correspondence	
Budget	
Subaward Adjustments	
Subaward Adjustment Notices	
Closeout	
Status Reports	
Award Documents - Need Signatures	
Award Documents - Final	
Funding Opportunity	-
Application	-

Award Documents – Final

- A copy of the signed Award Agreement can be found in the “Award Documents – Final” component in WebGrants after your grant has been changed to “Underway” status



The screenshot displays the 'Grant Components' section of a web application. At the top left, there is a hamburger menu icon and the text 'Grant Components'. At the top right, there is a blue button labeled 'Preview Grant'. Below this, a light blue banner contains the text: 'The grant forms appear below. Your grant award details are saved here, as well as many forms which may be used to manage your grant.'

Component	Last Edited
General Information	May 28, 2024 8:10 AM - Michelle Branson
Contact Information	
Claims	
Correspondence	
Budget	
Subaward Adjustments	
Subaward Adjustment Notices	
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Status Reports	
Award Documents - Need Signatures	
Award Documents - Final	
Funding Opportunity	-
Application	-

Reimbursement Policies

- Claims must be submitted by June 10, 2025, for reimbursement
 - Claims may be submitted as needed
 - **Only one claim may be submitted at a time (i.e. the previous claims must be in “Paid” status before the next claim is submitted)**
 - Further information can be located in Information Bulletin #2-Policy on Claim Request Requirements
<https://dps.mo.gov/dir/programs/dpsgrants/documents/policy-on-claim-request-requirements.pdf>
 - Proof of payment is required for all expenses (i.e. cancelled check, credit card statements)
 - Incomplete claims or lack of supporting documentation will result in a delay of reimbursement, and will be negotiated back if any of the above is not met

Claims Documentation Requirements

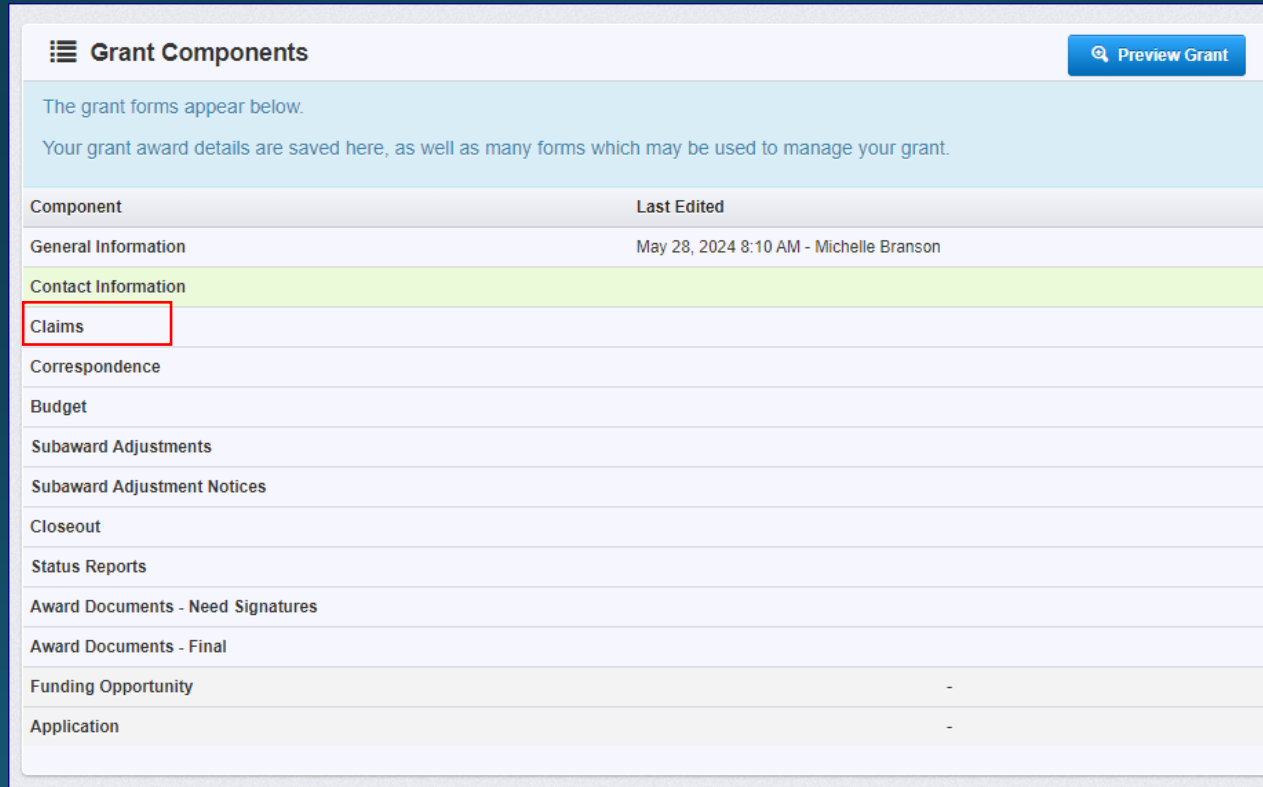
- Per Policy, supporting documentation must be submitted with each claim, in one attachment, in same order as “Expenditures” form
- Invoice
 - Multiple invoices on one claim expenditure line will not be accepted
- Proof of payment
 - Cancelled check, or
 - Credit card statement with proof of payment to the card merchant
- Proof of delivery/completion
 - Signed packing slip, signed receipt, signed expense report (all items received and in working order)
 - Or, signed memo indicating when items were delivered or services performed
- If equipment has been purchased, the “Equipment Inventory” form within claim components must be completed

Supplies vs. Equipment Definition

- **Equipment**
 - Any tangible, non-expendable (non-consumable) personal property, having a useful life of more than one (1) year, and an acquisition cost of \$5,000 or more per unit
 - Must be recorded and tracked in an inventory control list throughout the life of the equipment
 - Must be tagged to reflect source of funding
 - Purchased with SFY 2025 LVCP Funds
 - Award number (top right corner of Award Document – “2025-LVCP-###”)
 - Must include an asset number if no serial number is present
- **Supplies**
 - Any item that does not fit definition of equipment

Claims

- To create a new claim for reimbursement, select “Claims” from the “Grant Components” menu



The screenshot shows a web interface titled "Grant Components" with a "Preview Grant" button. Below the title, there is a light blue box with the text: "The grant forms appear below. Your grant award details are saved here, as well as many forms which may be used to manage your grant." Below this is a table with two columns: "Component" and "Last Edited". The "Component" column lists various grant-related categories, and the "Last Edited" column shows the date and time of the last edit for each component. The "Claims" component is highlighted with a red box.

Component	Last Edited
General Information	May 28, 2024 8:10 AM - Michelle Branson
Contact Information	
Claims	
Correspondence	
Budget	
Subaward Adjustments	
Subaward Adjustment Notices	
Closeout	
Status Reports	
Award Documents - Need Signatures	
Award Documents - Final	
Funding Opportunity	-
Application	-

Claims, cont.

- After selecting the "Claims" component, select "Add Claim"

Claims must be submitted at a minimum of 1 per quarter.

The final claim must include a payroll summary for the entire period of the grant. (Exception: if it is easier for your agency to submit a payroll summary monthly, quarterly, or biannually those reports will be accepted in lieu of annually)

Claims

All claims associated with this grant appear below.

[+ Add Claim](#)

ID ▲	Type ▼	Status ▼	Start Date ▼	End Date ▼	Last Submitted Date ▼	Paid Date ▼	Claim Amount ▼
No data available in table							
						Submitted Amount:	\$0.00
						Approved Amount:	\$0.00
						Awaiting Payment Amount:	\$0.00
						Paid Amount:	\$0.00
						Total Amount:	\$0.00

[← Previous](#) [Next →](#)

Claims, cont.

Complete the claim General Information

- Type: Monthly or Other
- Reporting Period – Month(s) covered by the claim
- Final Request? – Is this your final report? – Select “No” on all claims until the final claim is being submitted
- Invoice number – **LEAVE BLANK (only for State Agencies)**
- Select “Save Form”

General Information - Claim - Edit Save Form

In the form below, complete all required fields. Enter the report period of coverage for this claim. All expenses reported on this claim should have been incurred during this period of time. If this is the last claim that will be submitted for this grant, then the Final Request checkbox should be checked.

Examples Quarterly Reporting Period: 1/1 - 3/31, 4/1 - 6/30, 7/1 - 9/30, and 10/1 - 12/31

Status*:

Type*: Monthly

Due Date:

Report Period*: 07/01/2024 07/31/2024

Start Date End Date

Final Request?*: Yes No

Click Yes if this is the final request

Invoice Number: ~~XXXXXXXXXX~~

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

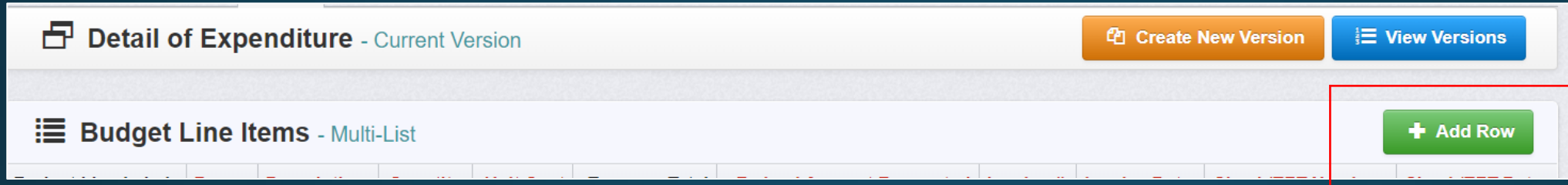
Claim, cont.

- Select "Detail of Expenditure" from the components section

Component	Complete?	Last Edited
General Information	✓	Oct 16, 2024 10:49 AM - TEST TEST
Detail of Expenditure	-	-
Equipment Inventory	-	-
Other Attachments	-	-

Claims, cont.

- For each expenditure, select “Add Row”



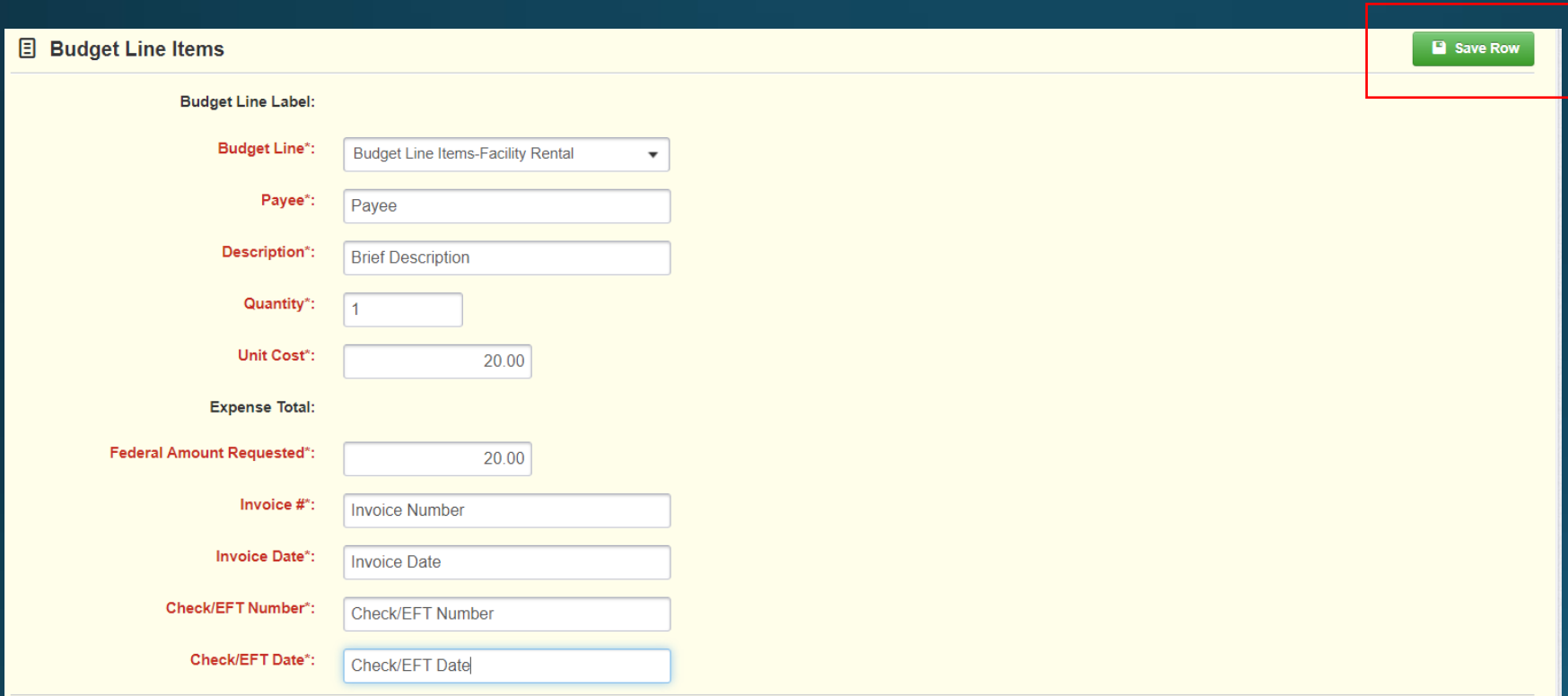
The screenshot displays a software interface with two main sections. The top section is titled "Detail of Expenditure - Current Version" and contains two buttons: "Create New Version" (orange) and "View Versions" (blue). The bottom section is titled "Budget Line Items - Multi-List" and features a table with several columns. A green button labeled "+ Add Row" is positioned at the end of the table, and this button is highlighted with a red rectangular border.

Claims, cont.

- Fill in the following:
 - Budget Line: Select the drop-down box and select the appropriate item
 - Payee: Vendor name receiving the payment for that item
 - Description: Description of item(s) purchased, Quantity: Number of items being purchased
 - Unit Cost: Cost per 1 item each
 - Expense Total: Will calculate once you save the information
 - Federal Amount Requested: The total amount you are requesting
 - Invoice Number: Invoice number on the invoice
 - Invoice Date: Date of the invoice
 - Check/EFT Number: Put the check/EFT number here. If requesting advanced payment, put "Advanced Payment" in the box
 - Check/EFT Date: Put the check or EFT date here. If requesting advanced payment, put "Advanced Payment" in the box

Claims, cont.

- Example:



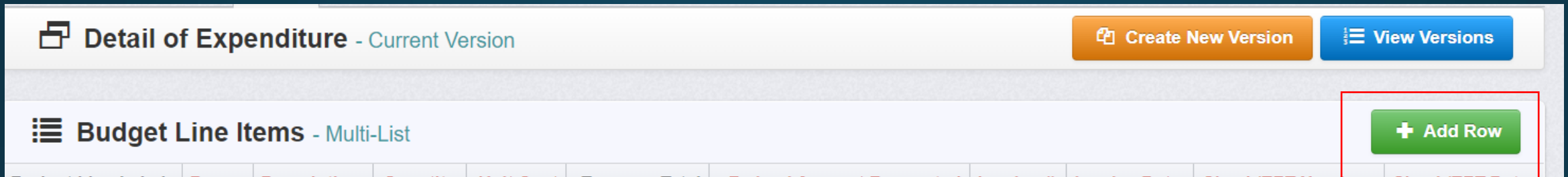
The screenshot shows a web form titled "Budget Line Items". The form contains several input fields and a dropdown menu. A red box highlights a green "Save Row" button in the top right corner of the form area. The form fields are as follows:

- Budget Line Label:** (Section header)
- Budget Line*:** Budget Line Items-Facility Rental (dropdown menu)
- Payee*:** Payee (text input)
- Description*:** Brief Description (text input)
- Quantity*:** 1 (text input)
- Unit Cost*:** 20.00 (text input)
- Expense Total:** (Section header)
- Federal Amount Requested*:** 20.00 (text input)
- Invoice #*:** Invoice Number (text input)
- Invoice Date*:** Invoice Date (text input)
- Check/EFT Number*:** Check/EFT Number (text input)
- Check/EFT Date*:** Check/EFT Date (text input)

- Once completed, select "Save Row"

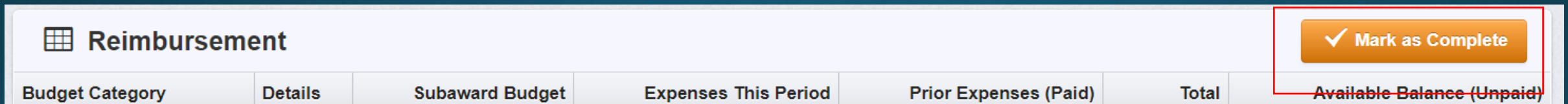
Claims, cont.

- Continue adding expenditure lines and corresponding information for each expenditure within the claim by selecting "Add Row"



The screenshot shows the 'Detail of Expenditure - Current Version' interface. At the top, there are two buttons: 'Create New Version' (orange) and 'View Versions' (blue). Below this, the 'Budget Line Items - Multi-List' section is visible. A green '+ Add Row' button is highlighted with a red box in the bottom right corner of the interface.

- "Expenditures" automatically transfer to the "Reimbursement" table
 - If you see an error, please contact our office
- Once everything has been reviewed, select "Mark as Complete"



The screenshot shows the 'Reimbursement' interface. At the top, there is a 'Mark as Complete' button (orange) with a checkmark icon, which is highlighted with a red box. Below the button is a table with the following columns: Budget Category, Details, Subaward Budget, Expenses This Period, Prior Expenses (Paid), Total, and Available Balance (Unpaid).

Budget Category	Details	Subaward Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)
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Claims, cont.

- Select "Equipment Inventory"

Component	Complete?	Last Edited
General Information	✓	Oct 10, 2024 9:22 AM - Maggie Glick
Detail of Expenditure	✓	Oct 10, 2024 9:48 AM - Maggie Glick
Equipment Inventory		-
Other Attachments		-

- Question 1 asks if there is any equipment in the claim
- If there is not any equipment that needs to be included, select "No", select "Save Form" and then select "Mark as Complete"

Do you have any equipment in your claim?*

Claims, cont.

- If equipment is included in request for reimbursement, select "Yes" select "Save Form"

Do you have any equipment in your claim?*:

- Go to the Equipment Detail and select "Add Row"

Equipment Detail - Multi-List

Requesting Organization	County	Year	Manufacturer	Model	Description	Identification #(s)	Source of Funding	Title Holder	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost	Current Physical Location	Use	Readiness Condition
No Data for Table															

Claims, cont.

Requesting Organization	Your organization's name
County	Your organization's county
Year	2024
Manufacturer	Manufacture of the equipment
Model	Model number of the equipment. If one is not available, put NA
Description	Brief description of the equipment
Identification #(s)	Unique string of characters used to for ID (example – vehicle VIN or serial number) IF no unique ID enter N/A
Source of Funding	2024 PCNFS
Title Holder	Your organizations name, unless there is not a title, then put NA
Date of Delivery	Date Equipment was delivered
Quantity	Enter 1, each piece of equipment MUST be reported on it's own line
Individual Items Cost	Unit cost per 1 each
% of Federal Participation in the cost	Percentage of the cost of Equipment being requested
Current Physical Location	Physical location (address) of equipment. A post office box address will not be accepted
Use	Enter one only - Local, regional, statewide, national This is a progressive scale. If national use is indicated, it is assumed it is available at all preceding levels as well
Readiness Condition	Mission capable

Claims, cont.

- Verify each piece of equipment in “Equipment Detail” of the component within the claim has been entered in this section
 - Equipment is defined as a unit cost of \$5,000.00 or more, non-consumable, life of 1 year or more
- If more than one of each piece of equipment was purchased, select “Add Row” for each piece of equipment
 - Each piece of equipment **MUST** have its own line
- When you are finished adding the equipment to this section, 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
Your organization	Your County	2025	Manufacturer	Model	Brief Description	Add Serial Numbers	SFY 2025 WSSL	See note below	11/29/2024	1	\$50.00	100.00%	Physical Address	Choose from one: Local, Regional, Statewide and National	Mission Capable

Last Edited By: Maggie Glick - Oct 10, 2024 11:39 AM

[+ Add Row](#)

Claims, cont.

- Select "Other Attachments"

Component	Complete?	Last Edited
General Information	✓	Oct 10, 2024 9:22 AM - Maggie Glick
Detail of Expenditure	✓	Oct 10, 2024 9:48 AM - Maggie Glick
Equipment Inventory	✓	Oct 10, 2024 11:39 AM - Maggie Glick
Other Attachments		-

- Once in "Other Attachment," there will be a question asking if you have additional documentation
 - Select "Yes" and then select "Save Form"

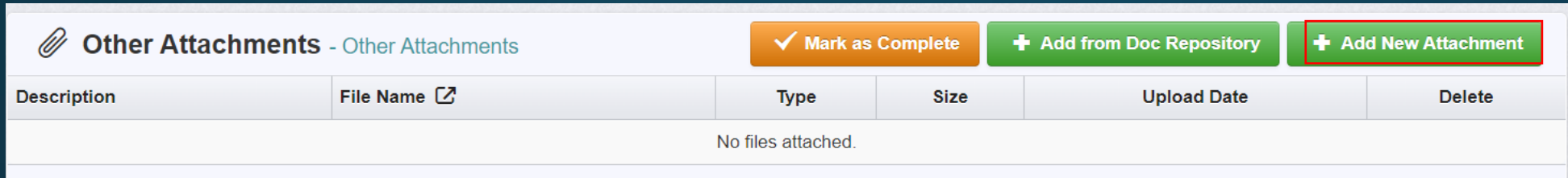
Documentation

Do you have additional documentation?*

Yes No

Claims, cont.

- Another section will open below the documentation questions, select “Add New Attachment”

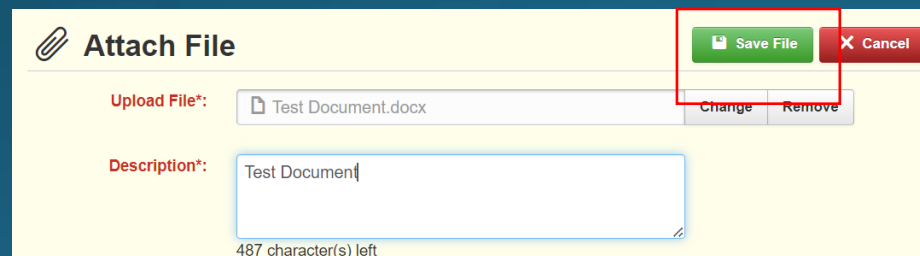


Other Attachments - Other Attachments

✓ Mark as Complete + Add from Doc Repository + Add New Attachment

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

- Attach the required supporting documentation, in one attachment (file), in the same order as the “Expenditure” form
 - Invoices
 - Proof of Payment (Cancelled Check)
 - Signed Proof of Delivery (Signed Proof of Delivery should have the following information: “Received, your name, and the date. Signing the invoice is acceptable)
- When all documentation has been added, select “Save File”



Attach File

Upload File*: Change Remove

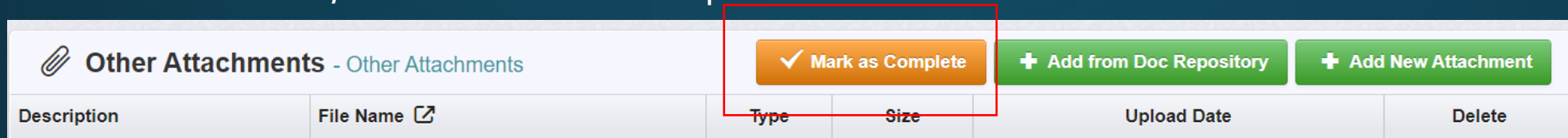
Description*:

487 character(s) left

Save File Cancel

Claims, cont.

- When finished, select "Mark as Complete"



The screenshot shows the 'Other Attachments' section of a software interface. At the top, there is a breadcrumb trail 'Other Attachments - Other Attachments'. Below this are three buttons: 'Mark as Complete' (orange with a checkmark), 'Add from Doc Repository' (green with a plus sign), and 'Add New Attachment' (green with a plus sign). Below the buttons is a table header with columns: 'Description', 'File Name' (with an external link icon), 'Type', 'Size', 'Upload Date', and 'Delete'. The 'Mark as Complete' button is highlighted with a red rectangular box.

- When all forms have been marked as complete, select "Submit Claim"

Component	Complete?	Last Edited
General Information	✓	Oct 10, 2024 9:22 AM - Maggie Glick
Detail of Expenditure	✓	Oct 10, 2024 9:48 AM - Maggie Glick
Equipment Inventory	✓	Oct 10, 2024 11:39 AM - Maggie Glick
Other Attachments	✓	Oct 10, 2024 11:57 AM - Maggie Glick



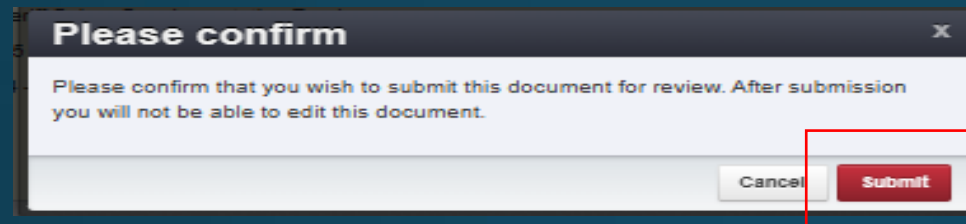
The screenshot shows three buttons: 'Submit Claim' (orange with a checkmark), 'Withdraw' (orange with an 'X'), and 'Preview Claim' (blue with a magnifying glass icon). The 'Submit Claim' button is highlighted with a red rectangular box.

Status Reports

- Status Reports must be completed through the WebGrants System
- Each Subrecipient must submit bi-annual Status Reports
- Due Dates
 - Report 1 due July 10, 2025 (Jan. 1, 2025 – June 30, 2025)
 - Report 2 due January 10, 2026 (July 1, 2025 – December 31, 2025)
 - Final Status Report due July 10, 2026 (Jan. 1, 2026 – June 30, 2026)

Claims, cont.

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



Claims, cont.

- The final claim is due no later than **June 10, 2026**
- **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**
- The ability to submit multiple claims is available, but we will not review it until the claim is in “paid” status

Status Reports, cont.

- Select "Status Reports"

 Grant Components
Component
General Information
Contact Information
Budget
Claims
Status Reports
Correspondence

Status Reports, cont.

- The Status Report has already been created for you
 - If the Status Report is missing in WebGrants, contact your Grant Specialist to get it added!!!
- Each recipient must submit a Final Status Report
 - When you have completed all reporting or at the end of the project period
 - Final Required Status Report is due June 10, 2025

Status Reports (cont.)

1. Did your agency have grant activity during the reporting period? * Yes No

2. As of the first day of the reporting period, what is the average number of days between submission of evidence to a forensic lab or medical examiner's/coroner's office funded under this award and delivery of test results to a requesting office or agency?[Carry forward](this number is your baseline and should remain the same throughout your project period)*

3. As of the last day of this reporting period, what is the average number of days between submission of evidence to a forensic lab or medical examiner's/coroner's office funded under this award and delivery of test results to requesting office or agency? *

4. Prior to the start of the award, what is the average number of days between submission of evidence to be tested for the presence of a controlled substance and the delivery of test results?[Carry forward](this number is your baseline and should remain the same throughout your project period)*

5. As of the last day of this reporting period, what is the average number of days between submission of evidence to be test for the presence of a controlled substance and the delivery of test results? *

Status Reports (cont.)

6. Of the cases completed during the reporting period, how many were sent for testing to identify any possible seized drugs?*	<input type="text"/>
7. Of those sent to identify any possible seized drugs, how many identified the presence of controlled substances?*	<input type="text"/>
8. For the grant period to date, what is the total number of forensic personnel in your forensic lab using funding from this grant to seek certification?*	<input type="text"/>
9. As of the last day of this reporting period, what is the total number of forensic personnel in your forensic labs that are receiving funding from this grant?*	<input type="text"/>
10. As of the last day of this reporting period, what is the total number of currently certified forensic personnel in your forensic lab that are receiving funding from this grant?*	<input type="text"/>
11. As of the last day of this reporting period, how many forensic science personnel initiated certification using funding from this grant? *	<input type="text"/>
12. As of the last day of this reporting period, how many forensic personnel completed certification using funding from this grant?*	<input type="text"/>

Status Reports (cont.)

13. As of the last day of this reporting period, what is the total number of medicolegal death investigators in all of the forensic labs that are receiving funding from this grant?*

14. As of the first day of this reporting period, what is the total number of currently certified medicolegal death investigators in your forensic labs that are receiving funding from this grant?*

15. As of the last day of this reporting period, what is the total number of currently certified medicolegal death investigators in your forensic labs that are receiving funding from this grant?*

16. For the grant period to date, what is the total number of medicolegal death investigators in your forensic labs using funding from this grant to seek certification?*

17. As of the last day of this reporting period, how many medicolegal death investigators initiated certification using funding from this grant?*

18. As of the last day of the reporting period, did you implement new technology or equipment using Coverdell funding?*

Yes No

Status Reports (cont.)

19. If Yes, please describe any success stories related to the new technology/equipment.

20. If Yes, please describe any challenges related to implementing the new technology/equipment.

21. As of the first day of this reporting period, what is the total number of backlogged cases in all agencies funded under this award (Baseline)? [Carry forward](this number is your baseline and should remain the same throughout your project period)*

22. As of the last day of this reporting period, what is the total number of backlogged cases in all agencies funded under this award?*

23. As of the last day of the reporting period, how many forensic personnel attended training?*

24. As of the last day of the reporting period, how many hours of training were completed in total? *

Status Reports (cont.)

25. What topics were covered in training? (can select multiple options by using the Ctrl key)*

26. During the reporting period, were there any processes implemented or revised?*

27. If Yes, Please Describe the processes that were implemented or revised. (Forensic Personnel) and (Medical Examiner/Coroners) in Seperate Paragraphs

28. As of the last day of the reporting period, how many medical examiners/coroners attended training?*

29. As of the last day of the reporting period, how many hours of training were completed intotal? (Medical Examiner/ Coroner Trainings)*

30. As of the last day of the reporting period, how many forensic pathologists attended training?*

Status Reports (cont.)

31. As of the last day of the reporting period, how many hours of training were completed in total? (Forensic Pathologists)*

32. During the reporting period, how many forensic science personnel were hired with grant funds? *

33. During the reporting period, how many medical examiners/coroners were hired with grant funds? *

34. During the reporting period, how many forensic pathologists were hired with grant funds? *

35. Is your agency/organization currently accredited? * Yes No

36. Is your agency/organization applying for initial accreditation with Coverdell funding? * Yes No

37. Which agency are you using for accreditation? *

38. Has your office applied for accreditation with an appropriate accrediting agency during the reporting period? * Yes No

39. Was accreditation obtained from an appropriate accrediting agency using Coverdell funding during the reporting period? (If so, upload accreditation documentation from the accrediting agency in the attachments section). * Yes No

Status Reports (cont.)

40. Is your agency using Coverdell funding for fees to maintain accreditation.* Yes No

41. During this reporting period, what is the number of backlogged cases analyzed with Coverdell funds?*

42. Please indicate if you used, or plan to use, funds to conduct forensic genetic genealogical DNA analysis FGG and/or forensic genetic genealogical DNA analysis and searching FGGS.* Yes No

43. If you answered yes to 42, Please enter the amount of federal funding used to conduct FGG/FGGS since the beginning of the grant program

If you answer yes to this question please answer questions 44 - 53, if you answered no please move on to question 54.

44. If you answered yes to 42, Since the beginning of the grant program, how many new forensic samples were subjected to FGG?

45. If you answered yes to 42, Since the beginning of the grant program, how many new reference samples were subjected to FGG?

46. If you answered yes to 42, Since the beginning of the grant program, how many investigations began utilizing grant funds for FGG/FGGS?

47. If you answered yes to 42, Since the beginning of the grant program, how many cases resulted in searchable profiles obtained from FGG?

Status Reports (cont.)

48. If you answered yes to question 42, Please enter the number investigations initiated since the beginning of the grant program for each type of crime:

A. Homicide

B. Sexual Assault

C. Unidentified human remains

D. Other

If you provided a response in the other category, please explain:

49. If you answered yes to question 42, Since the beginning of the grant program, how many investigations resulted in a new arrest that relied, in part, on the use of FGG/FGGS?

50. If you answered yes to question 42, Since the beginning of the grant program, how many suspects identified through the use of FGG/FGGS were prosecuted?

51. If you answered yes to question 42, Please identify the vendor laboratory/laboratories used to conduct FGG:

Status Reports (cont.)

52. If you answered yes to question 42, Please provide the names of any genetic genealogy service(s) used to search the FGG profile(s):

53. If you answered yes to question 42, Since the beginning of the grant program, how many cases were closed or cleared by exceptional means through the use of FGG/FGGS? To be cleared by exceptional means, the agency must have identified the offender and gathered enough evidence to support an arrest/conviction. Examples may include the identification of a deceased offender or the identification of offender who is already serving a life sentence for an unrelated conviction, and it is determined that prosecution will not be pursued.

54. What were your accomplishments during reporting period? *

55. What goals were accomplished, as they relate to your grant application? *

Status Reports (cont.)

56. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones? *

57. Are you on track to fiscally and programmatically complete your program as outlined in your grant application?*

Yes No

If No, please explain

58. What major activities are planned for the next 6 months?*

Status Reports (cont.)

59. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with DPS?

*



Please indicate any allegation of serious negligence as well as serious misconduct referred to an independent external entity for this reporting period. Such allegations would have substantially affected the integrity of the forensic results committed by employees or contractors of any forensic laboratory system that receives a portion of the grant amount. Indicate the following:

- 1) Number and nature of allegation*
- 2) General information about the referral (e.g. name of entity and date referred)*
- 3) Outcomes of the referral (e.g. remediation, suspension, termination)*

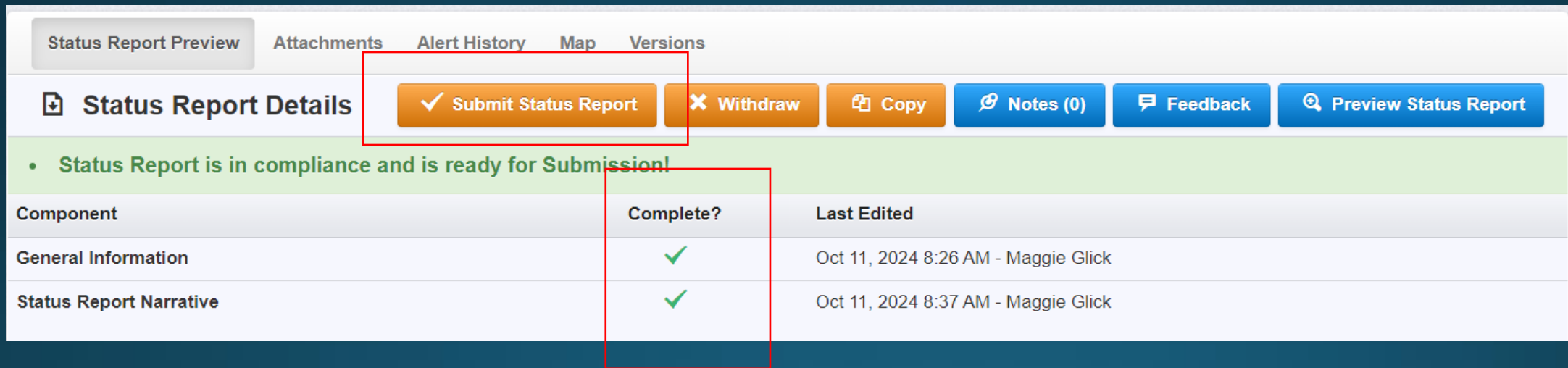
If an allegation was not responded to, you must indicate the reasoning. Attach additional pages if necessary.

60. Allegations*



Status Reports, cont.

- After each component has been marked complete, select "Submit Status Report"

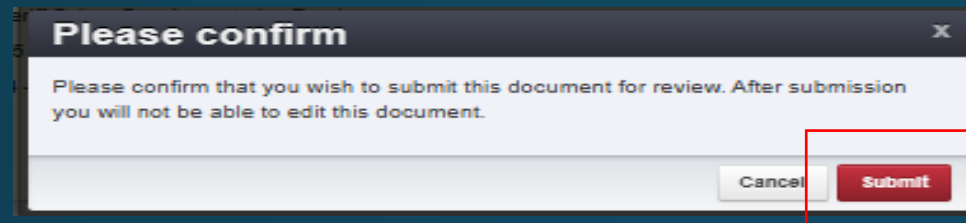


The screenshot shows a web interface for "Status Report Details". At the top, there are tabs for "Status Report Preview", "Attachments", "Alert History", "Map", and "Versions". Below the tabs is a row of action buttons: "Submit Status Report" (orange with a checkmark), "Withdraw" (orange with an X), "Copy" (orange with a document icon), "Notes (0)" (blue with a speech bubble icon), "Feedback" (blue with a speech bubble icon), and "Preview Status Report" (blue with a magnifying glass icon). The "Submit Status Report" button is highlighted with a red box. Below the buttons is a green banner with the text "Status Report is in compliance and is ready for Submission!". Below the banner is a table with three columns: "Component", "Complete?", and "Last Edited". The table has two rows: "General Information" and "Status Report Narrative". Both rows have a green checkmark in the "Complete?" column and a timestamp in the "Last Edited" column.

Component	Complete?	Last Edited
General Information	✓	Oct 11, 2024 8:26 AM - Maggie Glick
Status Report Narrative	✓	Oct 11, 2024 8:37 AM - Maggie Glick

Status Report, cont.

- A pop-up box will ask if you are ready to submit the report. If you are sure, select "Submit"




Correspondence


- Correspondence sent through WebGrants automatically forwards to the associated users' email
- This will be received from dpswebgrants@dpsgrants.dps.mo.gov
- To reply, you must log in to WebGrants and do so within the system
- **DO NOT REPLY TO CORRESPONDENCE FROM YOUR EMAIL**
 - Your reply will return to the generic email address rather than the intended recipient and will delay response time

Correspondence, cont.

- Select "Correspondence" from the Grant Component menu

Component	Form Type / Source / Security
General Information	  
Contact Information	  
Budget	  
Claims	  
Status Reports	  
Correspondence	  

- If correspondence was previously created, it will appear in the "Correspondence" table
- To reply to already existing correspondence, put your mouse cursor on the line you want to respond to and then click on the row

Inter-System Grantee Correspondence										
Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5
	Test	Test	Test	Test	Test					

Correspondence, cont.

- To create new correspondence, select “Add Grantee Correspondence”

Inter-System Grantee Correspondence

+ Add Grantee Correspondence

- Flag: Click on the box and choose from the drop-down box
 - This is not a required field, so you can leave it blank.
- To: Click on the box and it will give you a drop-down box to select from
- CC: CC addresses must be entered in a valid email format, use a semicolon (;) to separate multiple CC email addresses
- Subject: Enter the subject line
- Message: Type the message

Inter-System Grantee Correspondence

Send Correspondence

Flag:

To*:

CC:

Subject*:

Message:

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

Correspondence, cont.


- Attachment(s) can be included on the correspondence
- If there is an attachment select "Select File"
 - Attach the item to be attached by browsing your computer
 - If you added an attachment by mistake, select "Remove"

Attachment 1:

Attachment 2:

Attachment 1:

- Once the message is completed, select "Send Correspondence"

 **Inter-System Grantee Correspondence**

Subaward Adjustments

- Prior approval from DPS is required to diverge in any way from the approved budget or project scope
- Approval is sought by submitting a subaward adjustment through WebGrants
- The subaward adjustment must be approved by DPS prior to obligating or expending grant funds

Subaward Adjustments, cont.

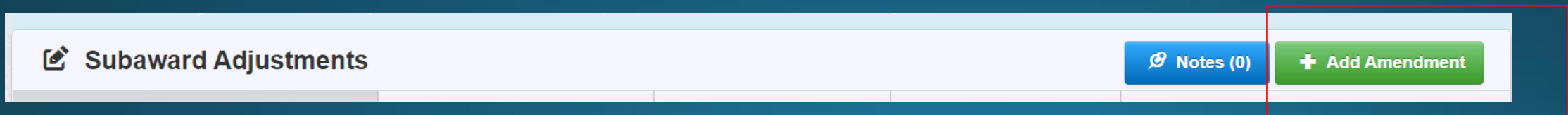
- Examples:
 - Contact information (Program Revision)
 - Address Change
 - Authorized officials
 - Project directors
 - Fiscal officers
 - Scope of Work changes (Budget Revision)
 - Adding new line items to the approved project budgets (Budget Revision)
 - Changes in the quantity of an existing line item in the approved budget item
 - Changes to the specifications of an approved budget item
 - Period of performance changes (Program Revision)

Subaward Adjustments, cont.

- Select "Subaward Adjustments"

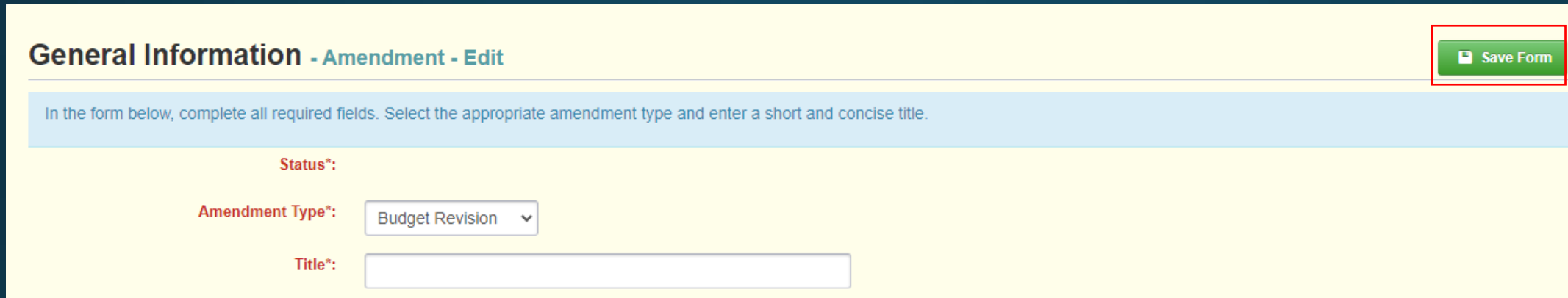


- Select "Add Amendment"



Subaward Adjustments, cont.

- Once “Add Amendment” has been selected, it will open the “General Information” form



General Information - Amendment - Edit Save Form

In the form below, complete all required fields. Select the appropriate amendment type and enter a short and concise title.

Status*:

Amendment Type*: Budget Revision ▾

Title*:

Amendment Type: This is a drop-down box with two options:

- Budget Revision – Changes in the quantity of an existing line item in the approved budget item or changes to the specifications of an approved budget item
- Program Revision – Change in the contact information, period of performance, etc.
- Title: Generic description of the request
- Once completed, select “Save Form”

Subaward Adjustments, cont.

Budget Revision:

- Once the “General Information” has been saved, WebGrants will open the the “Amendment Details”
- There are five components to the budget revision subaward adjustment and each component will need to be marked as complete before it can be submitted

- General Information
- Justification
- Budget
- Confirmation
- Attachments

Component	Complete?	Last Edited
General Information	✓	Oct 11, 2024 9:47 AM - Maggie Glick
Justification		-
Budget		-
Confirmation		-
Attachments		-

Subaward Adjustments, cont.

- Select "Justification"

Component	Complete?	Last Edited
General Information	✓	Oct 11, 2024 9:47 AM - Maggie Glick
Justification		-
Budget		-
Confirmation		-
Attachments		-

- Once inside the "Justification" component, in the narrative please explain the reason for the requested adjustment and include the effective date
- State the need for the change and how the required revision will further the objectives of the project

Justification Save Form

Please explain the reason for the requested adjustment and include the effective date. State the need for the change and how the requested revision will further the objectives of the project.

Justification*:

Source

Rich text editor toolbar with options: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and others.

Subaward Adjustments, cont.

- An Excel spreadsheet will also need to be completed for budget revisions, and then copied and pasted into the justification narrative
 - Contact your Grant Specialist for a copy of the Excel spreadsheet
- All budget lines need to be included in the spreadsheet



Example:

Project Number (column 1)	Line Number (column 2)	Current Budget (column 3)	Requested Change (column 4)	Updated Budget (column 5)	Notes (column 6)
Grant #					Insert notes to explain why you need a revision
	1001	\$ 1,280.00	\$ (495.72)	\$ 784.28	Insert notes to explain why you need a revision
	1002	\$ 6,535.00	\$ 1,181.46	\$ 7,716.46	Insert notes to explain why you need a revision
	12001	\$ 3,500.00	\$ (685.74)	\$ 2,814.26	Insert notes to explain why you need a revision
	12002	\$ 1,600.00	\$ -	\$ 1,600.00	No Change.
Totalr		\$ 12,915.00	\$ -	\$ 12,915.00	

Subaward Adjustments, cont.

Spreadsheet:

- Project Number (1st Column): Insert the project number (your award number)
- Line number (2nd Column): This is the budget line number, which is found in the “Budget” component

 Budget - Edit 

Maximum Budget Total must be less than or equal to \$9,999.99


Line Item Code	Line Name	Budget Category	Line Description	Quantity	Unit Cost	Award Amount
10001	Brief description of the item	10. Equipment ▼	Additional brief description about the item	10.00	\$500.00	\$5,000.00
10002	Brief description of the item	10. Equipment ▼	Additional brief description about the item	10.00	\$400.00	\$4,000.00



- Current Budget (3rd Column): Insert the “Award Amount”

Subaward Adjustments, cont.

- Requested Change (4th Column): This is where the funds need to be added or subtracted from the budget lines, to reflect the dollar amount change
- Updated Budget (5th Column): This should automatically total the updated budget
- Notes (6th Column): Give a brief explanation of why funds are being reallocated
- Once the justification has been completed, select “Save Form” and then select “Mark as Complete”



 **Justification**


Please explain the reason for the requested adjustment and include the effective date. State the need for the change and how the requested revision will further the objectives of the

Subaward Adjustments, cont.

- Select the "Budget" component

Component	Complete?
General Information	✓
Justification	✓
Budget	
Confirmation	
Attachments	

- Once inside the component, select "Edit Grid"

 Budget - Grid

 Edit Grid



Subaward Adjustments, cont.

- Adjust the Budget form lines to mirror the changes that are to occur
 - 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 will equal your current budget total
- The revised amount column represents the requested budget amount, revised total cost of the budget as a result of the Subaward Adjustment
 - 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 will equal your revised budget total

Row	Current Budget	Revised Amount	Net Change
Personnel	1280.00	784.28	
Personnel Benefits	6535.00	7716.46	
Personnel Overtime		\$0	

Subaward Adjustments, cont.

- Next, enter the totals into the “Federal/State and Local Match Share”
 - Only put the information in the “Total Federal/State Share” column
 - The totals should match your spreadsheet and the budget amounts from above
- Select, “Save Grid”

 **Federal/State and Local Match Share - Edit** 

• 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.

Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	<input type="text" value="12915"/>		<input type="text" value="12915"/>		

Subaward Adjustments, cont.

- Review and if everything is correct, select "Mark as Complete"

Budget - Grid

✓ Mark as Complete
✎ Edit Grid

- The **Current Budget** column represents the total cost of the current subaward. Enter the total cost of each budget category as it is reflected in the current version of the Budget component. The sum of the Current Budget column should equal your current budget total.
- The **Revised Amount** column represents the requested, revised total cost of the budget as a result of the Subaward Adjustment. Therefore, enter the total cost of each budget category as it will be reflected in the revised version of the Budget component. The sum of the Revised Amount column should equal your revised budget total.

Row	Current Budget	Revised Amount	Net Change
Personnel	\$7,315.00	\$8,500.74	\$1,185.74
Personnel Benefits	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00
Supplies/Operations	\$0.00	\$0.00	\$0.00
Contractual	\$5,100.00	\$4,414.26	-\$685.74
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Total	\$12,415.00	\$12,915.00	\$500.00

Last Edited By: TEST TEST - Oct 17, 2024 1:07 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.

Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$12,915.00	104.03%	\$12,915.00	100.00%	\$0.00
Total Local Match Share	\$0.00	0.00%	\$0.00	0.00%	\$0.00

Last Edited By: TEST TEST - Oct 17, 2024 1:07 PM
✎ Edit Grid

77

Subaward Adjustments, cont.

- Select "Confirmation"

Component	Complete?	Last Edited
General Information	✓	Oct 11, 2024 9:47 AM - Maggie Glick
Justification	✓	Oct 11, 2024 11:52 AM - Maggie Glick
Budget	✓	Oct 11, 2024 12:16 PM - Maggie Glick
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. You must include your title, full legal name, and the current date.


Authorized Official Name*:

Title*:

Date*:


Subaward Adjustments, cont.

- Select “Save Form”

 **Confirmation** Save Form

Your typed name as the applicant authorized official, in lieu of signature, represents your legally binding acceptance of the terms of this subaward adjustment and your statement of the veracity of the representations made in this subaward adjustment. You must include your title, full legal name, and the current date.

- “Mark as Complete”



 **Confirmation** ✓ Mark as Complete ✎ Edit Form

Subaward Adjustments, cont.

- Select the “Attachments” Component
- If there are attachments, select “Yes”

Component	Complete?	Last Edited
General Information	✓	Oct 11, 2024 9:47 AM - Maggie Glick
Justification	✓	Oct 11, 2024 11:52 AM - Maggie Glick
Budget	✓	Oct 11, 2024 12:16 PM - Maggie Glick
Confirmation	✓	Oct 11, 2024 12:24 PM - Maggie Glick
Attachments		-

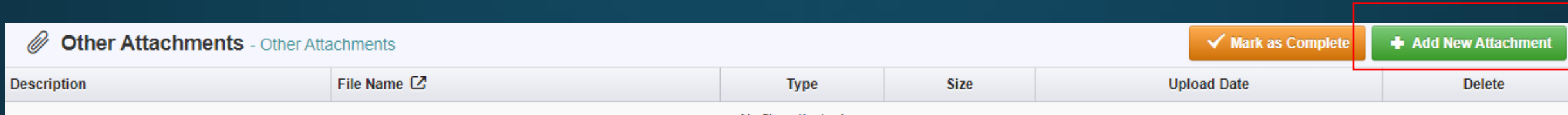
- If there are not any attachments, select “No”, then select “Save Form”

 Documentation 

Do you have any documentation?*:

Subaward Adjustments, cont.

- If yes is the answer for documentation, select the “Add New Attachment”

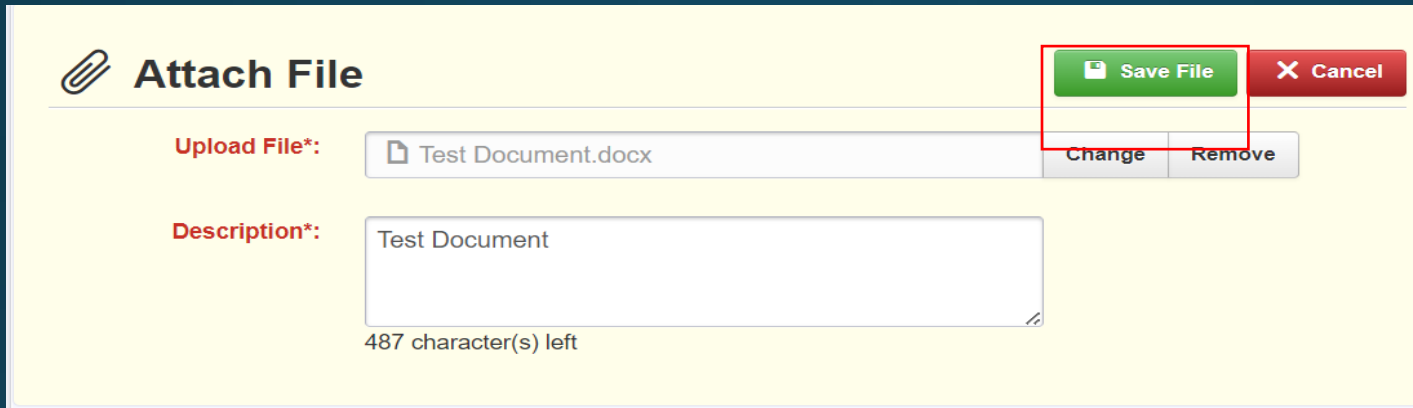


- Browse your computer to attach any applicable supporting documentation
 - Select “Select File”

The screenshot shows a form titled 'Attach File' with a paperclip icon. At the top right of the form are two buttons: 'Save File' (green) and 'Cancel' (red). Below the title, there are two main sections. The first section is labeled 'Upload File*:' and contains a text input field and a 'Select file' button. The 'Select file' button is highlighted with a red rectangular box. The second section is labeled 'Description*:' and contains a text area with the placeholder text 'Description'. Below the text area, it says '500 character(s) left'.

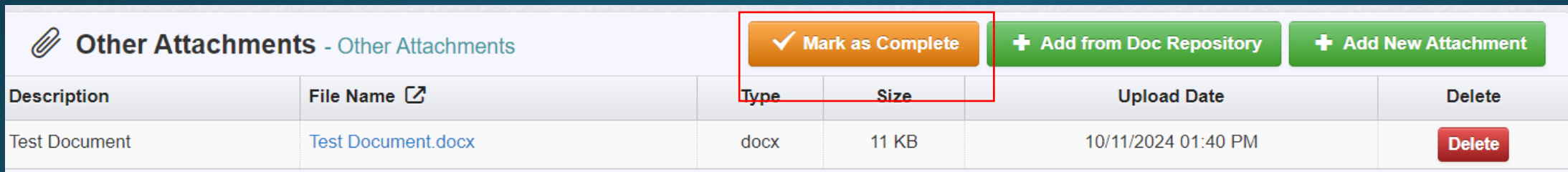
Subaward Adjustments, cont.

- The description of your attached file is the name of the file itself
 - Select "Save File"




The screenshot shows the 'Attach File' interface. At the top right, there are two buttons: a green 'Save File' button and a red 'Cancel' button. The 'Save File' button is highlighted with a red box. Below the title, there is a section for 'Upload File*' with a text input field containing 'Test Document.docx' and two buttons: 'Change' and 'Remove'. Below that is a section for 'Description*' with a text area containing 'Test Document' and a character count of '487 character(s) left'.

- When all documentation has been added, select "Mark as Complete"



The screenshot shows the 'Other Attachments' table. At the top right, there are three buttons: an orange 'Mark as Complete' button, a green '+ Add from Doc Repository' button, and a green '+ Add New Attachment' button. The 'Mark as Complete' button is highlighted with a red box. Below the buttons is a table with the following data:

Description	File Name 	Type	Size	Upload Date	Delete
Test Document	Test Document.docx	docx	11 KB	10/11/2024 01:40 PM	Delete

Subaward Adjustments, cont.

- Review for accuracy
- When all sections have been marked complete, select "Submit Amendment"

Amendment Details

• Amendment is in compliance and is ready for Submission!

Submit Amendment Withdraw Copy Preview Amendment

Component	Complete?	Last Edited
General Information	✓	Oct 16, 2024 4:35 PM - TEST TEST
Justification	✓	Oct 17, 2024 1:26 PM - TEST TEST
Budget	✓	Oct 17, 2024 1:07 PM - TEST TEST
Confirmation	✓	Oct 17, 2024 1:26 PM - TEST TEST
Attachments	✓	Oct 17, 2024 1:23 PM - TEST TEST

Subaward Adjustments, cont.

- If you have a program revision, follow the same steps listed for a Budget Revision, except chose from the amendment type drop-down box “Program Revision”
 - Select “Save Form”

General Information - Amendment - Edit

In the form below, complete all required fields. Select the appropriate amendment type and enter a short and concise title.

Status*:

Amendment Type*:

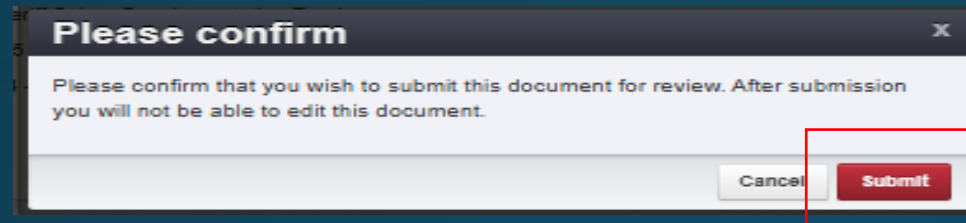
Title*:

- There will not be a “Budget” component for a Program Revision, and the Excel spreadsheet is not needed

Component
General Information
Justification
Confirmation
Attachments

Subaward Adjustments, cont.

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



Monitoring

- DPS will provide Monitoring via electronic methods, as well as on-site:
- Goal of Monitoring
 - Assist in areas of non-compliance areas to prevent audit findings
 - Provide technical assistance, at times on site
- Monitoring program structure is guided by:
 - Applicable State of Missouri statutes and regulations
 - [DPS Financial and Administrative Guidelines](#)
 - [DPS Information Bulletins](#)
 - [SFY2025 LVCP Notice of Funding Opportunity](#)
 - [SFY2025 LVCP Certified Assurances](#)
 - [SFY2025 LVCP Subaward Agreement](#)

Monitoring, cont.

- Examples of on-site Monitoring include:
 - Policy review
 - Property records
 - Equipment maintenance records
 - Inventory logs (from Equipment component of Claim Reimbursement Requests)

- Examples of desk Monitoring include:
 - Email
 - Grant document review
 - Reports
 - Correspondence

Monitoring, cont.

Required Items (as applicable):

- Equipment
- Inventory control (such as required asset tags on equipment)
- Inventory control lists (serial numbers, quantity, etc.)
- Policies & Procedures
- Project Implementation
- State Civil Rights Compliance
- Program Implementation
- Personnel and Standard Operating Procedures Manual(s)
- Local procurement/purchasing policy
- Bid/quote records
- Sole source letters
- Non-Discrimination Policies & Procedures
- Civil Rights Training
- Labor Law Poster displayed as required by federal and state law
- Additional info and posters can be found at <https://labor.mo.gov/posters>

Monitoring, cont.

- Common Areas of Non-Compliance (as applicable):
 - Advance Payment, and timeliness for providing proof thereof (30 days)
 - Statutory Requirements
 - Equipment
 - Missing equipment
 - No inventory information
 - Usage log, lack of required information
 - Labor Law posters not displayed or displayed properly

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