SFY 2027 State Cyber Crime Grant (SCCG) Compliance Workshop

Missouri Department of Public Safety/Office of Homeland Security

Grant Requirements

State Cyber Crime Grant (SCCG)

- The goal of the SCCG Program is to make funds available to reduce internet sex crimes against children and improve public safety for children through investigations, forensics, and prevention
- This program provides support of the continue operation of multi-jurisdictional law enforcement cybercrime task forces

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

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

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

State Civil Rights Laws

- **Agencies must comply with State Civil Rights**
  - Section 213.055 RSMo – Unlawful Employment Practices
    - Recipient 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
    - Recipient may not discriminate on the basis of race, color, religion, national origin, sex ancestry, or disability in the use and enjoyment of any place or 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 withing the state of Missouri

DPS Grants – State Requirements

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

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

DPS Grants – State Requirements

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

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

DPS Grants – State Requirements

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

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

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

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

Procurement Requirements

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

Procurement Requirements

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

Procurement Requirements

State of Missouri Procurement Guidelines

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

Procurement Requirements

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

Procurement Requirements

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

Procurement Requirements

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

Procurement Requirements

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

Inventory Management

Inventory Management

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

Inventory Management

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

Purchased with State Cyber Crime Grant (SCCG) Funds

- There are no specific requirements for the tag itself

Inventory Management

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

Inventory Management

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

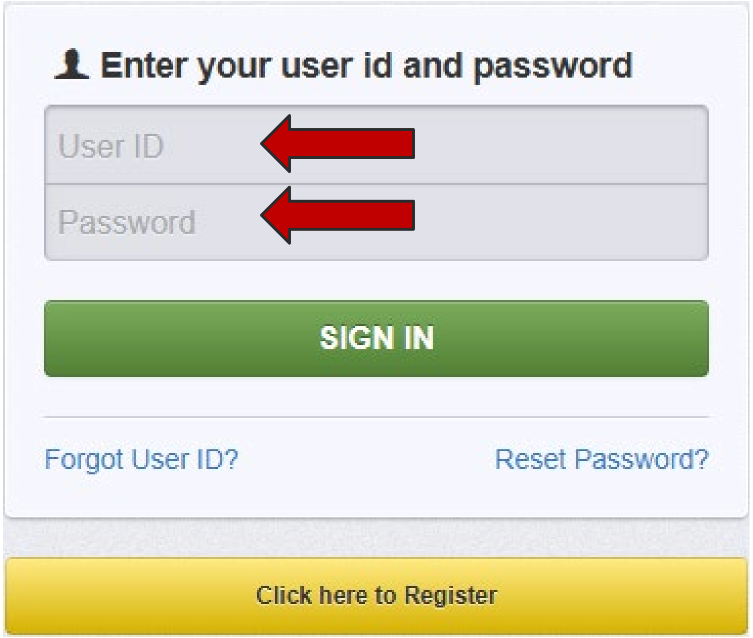
Inventory Management

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

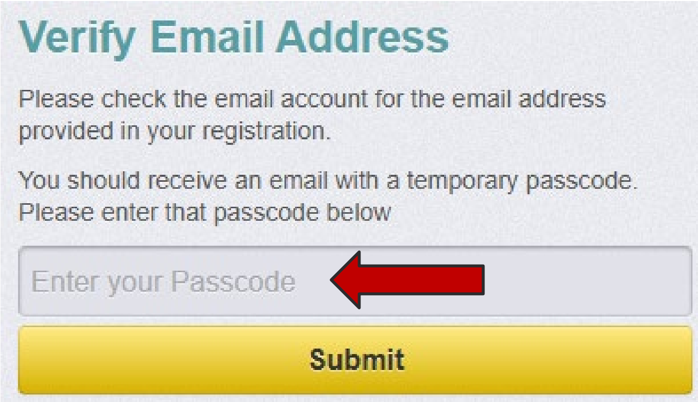
WebGrants

WebGrants

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

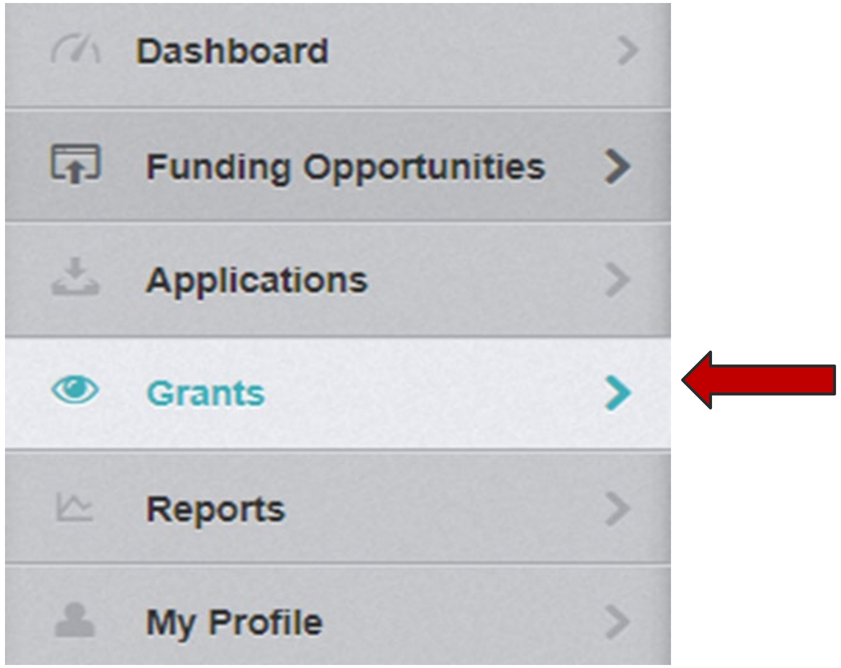


- Two-factor authentication: Enter the one-time passcode sent to your email by WebGrants and select, “Submit”



WebGrants

- Select "Grants"



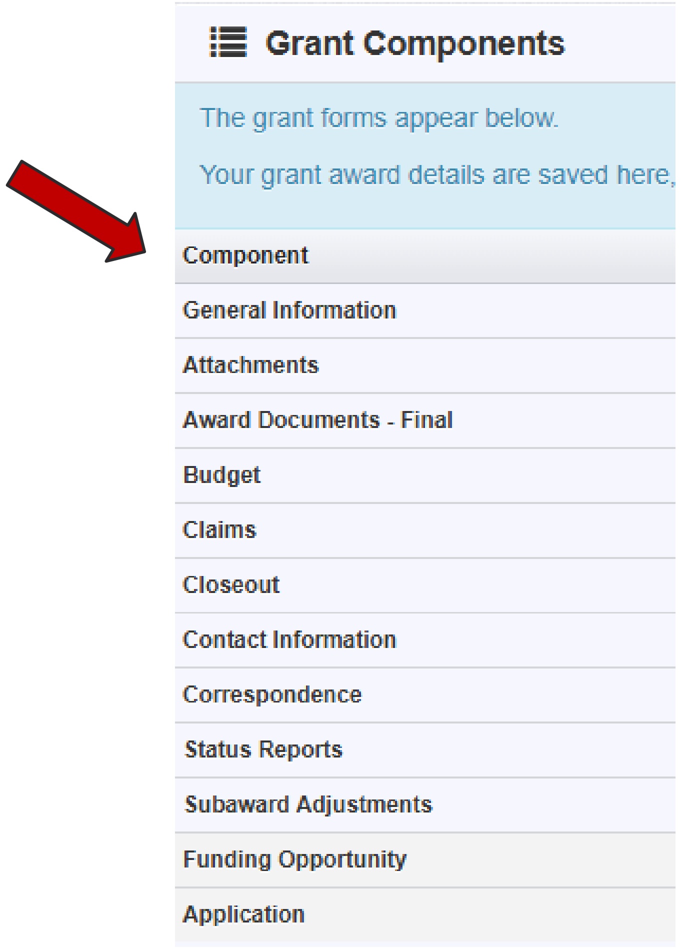
WebGrants

- Select project titled "SFY 2027 SCCG"

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Start Date	End Date	Grant Amount	Total Paid	Remaining Balance	Percent Spent
2027-SCCG-001	Underway	2027	SFY 2027 SCCG - Evergreen Task Force	BaseLine Organization	SCCG-State Cyber Crime Grant	56154-SFY 2027 State Cyber Crime Grant (SCCG) TEST	06/01/2026	05/31/2027	$159,545.00	$0.00	$159,545.00	.00%

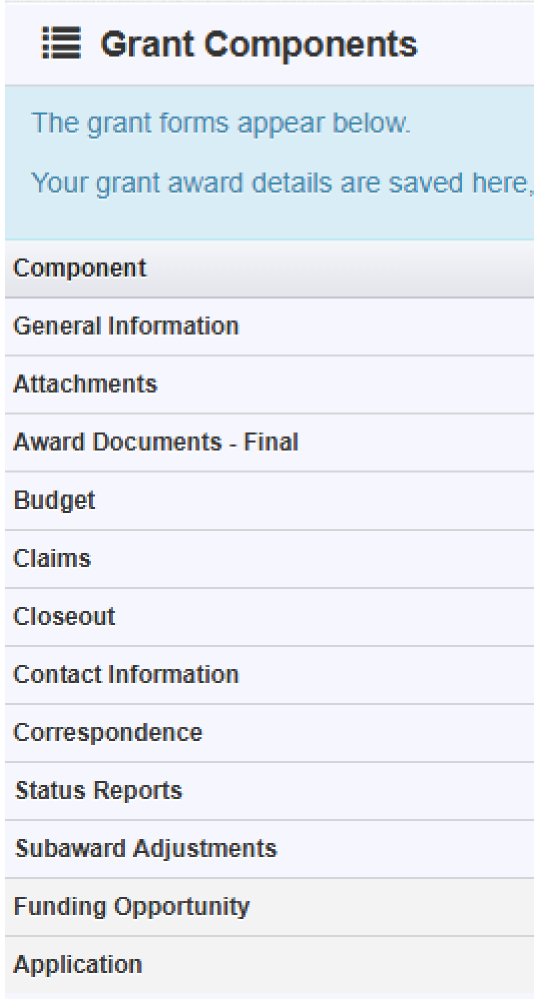
WebGrants

- WebGrants is comprised of "Grant Components"



WebGrants

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



WebGrants

- General Information Component Example

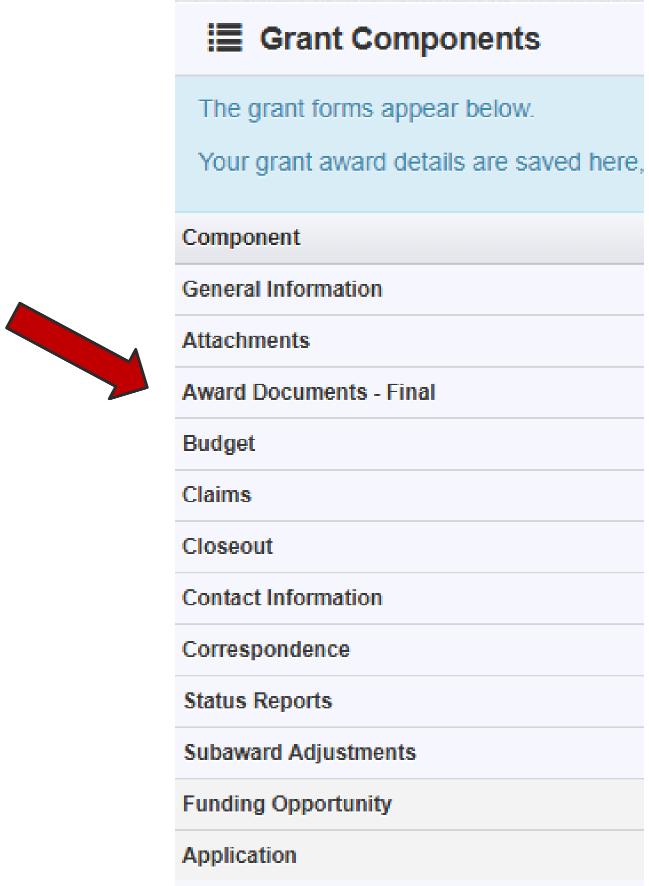
General Information

Edit Additional Contacts

Grant Title:	SFY 2027 SCCG - Evergreen Task Force
Grant Status:	Underway
Grantee Organization:	BaseLine Organization
Grantee Contact:	TEST TEST
Additional Grantee Contacts:	
Program Officer:	Chelsey Call
Additional Internal Contacts:	Sandy Kremer
Program Area:	State Cyber Crime Grant
Grant Number:	2027-SCCG-001
Award Year:	2027
Subaward Dates:	08/04/2026 Contract Sent; 08/04/2026 Contract Received; 08/15/2026 Contract Legal; 08/15/2026 Contract Executed
Project Dates:	06/01/2026 Start Date; 05/31/2027 End Date
Comments:	

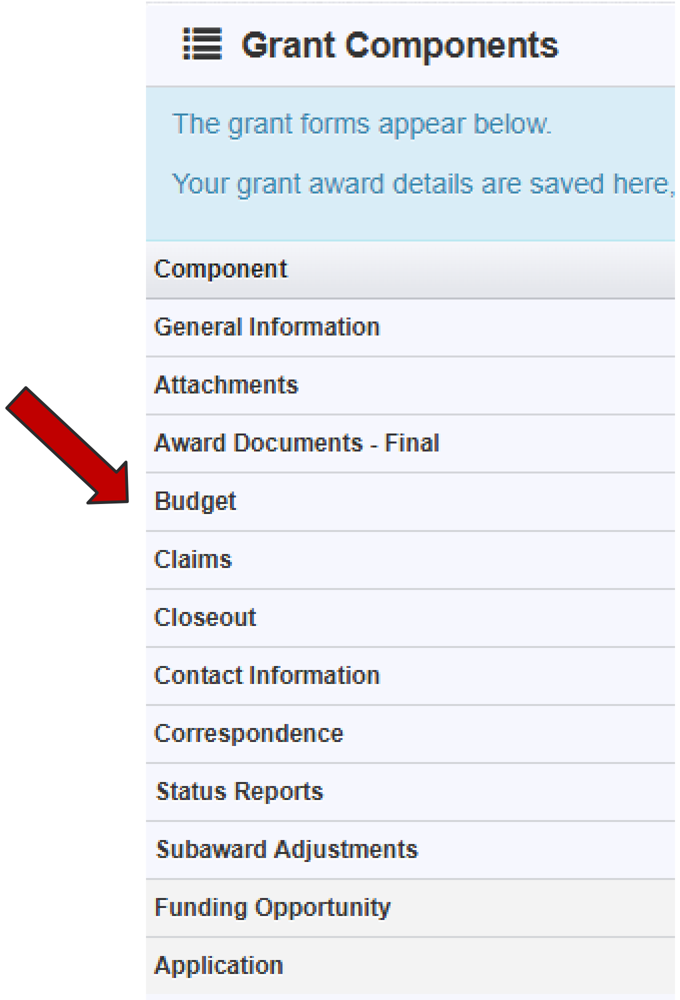
WebGrants

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



WebGrants

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



WebGrants

- Budget Component Example

Personnel - Multi-List

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

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

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

Reimbursement Requests (Claims)

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

Reimbursement Requests (Claims)

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

Reimbursement Requests (Claims)

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

Reimbursement Requests (Claims)

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

Reimbursement Requests (Claims)

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

Reimbursement Requests (Claims)

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

Reimbursement Requests (Claims)

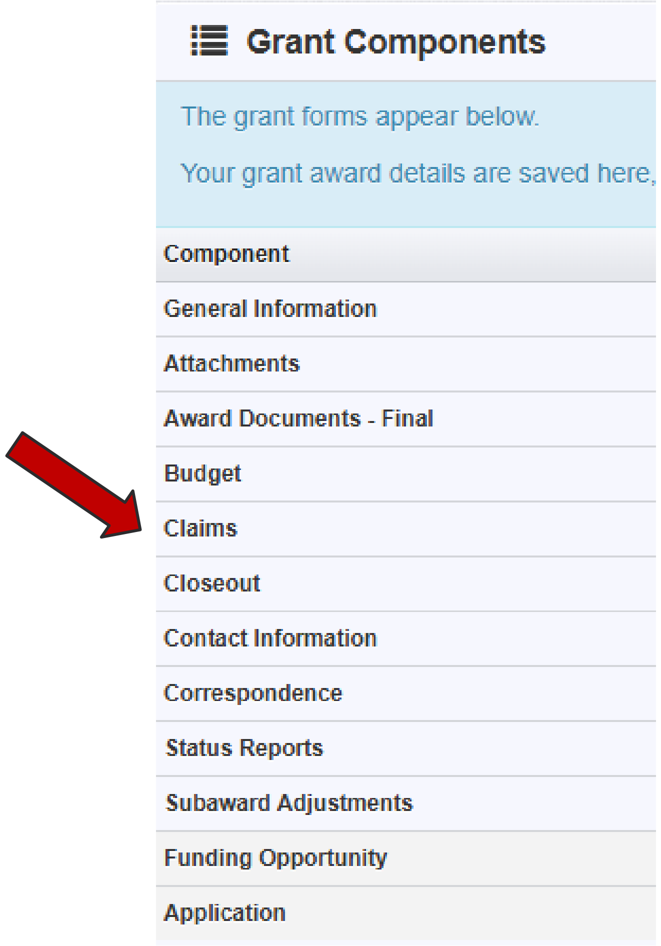
- Advance Payment
  - Information Bulletin 1: Policy on Advance Payment and Cash Advances discusses requirements for advance payment requests
  - Advance payment is defined as funds given to a recipient in advance of the recipient incurring the debt
    - For example: If a recipient orders a piece of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

Reimbursement Requests (Claims)

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

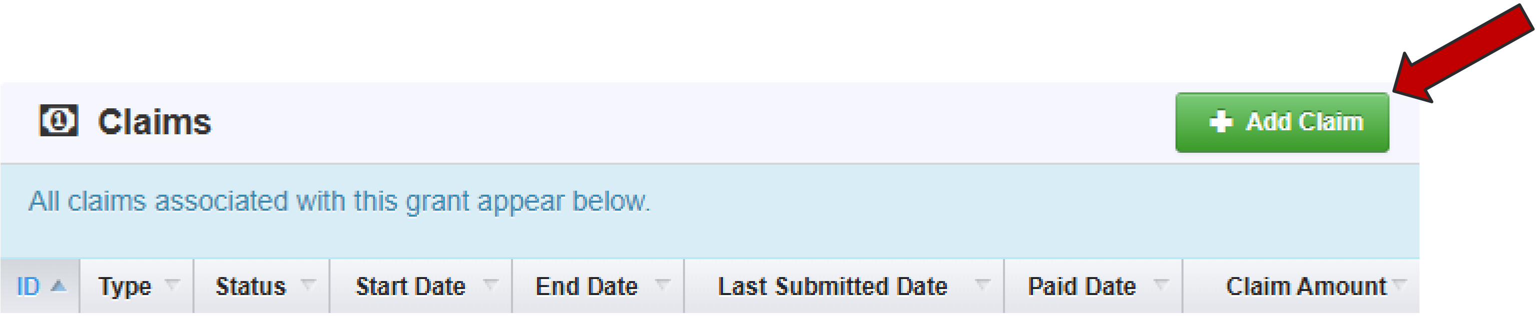
Reimbursement Requests (Claims)

- Select "Claims" Component in WebGrants



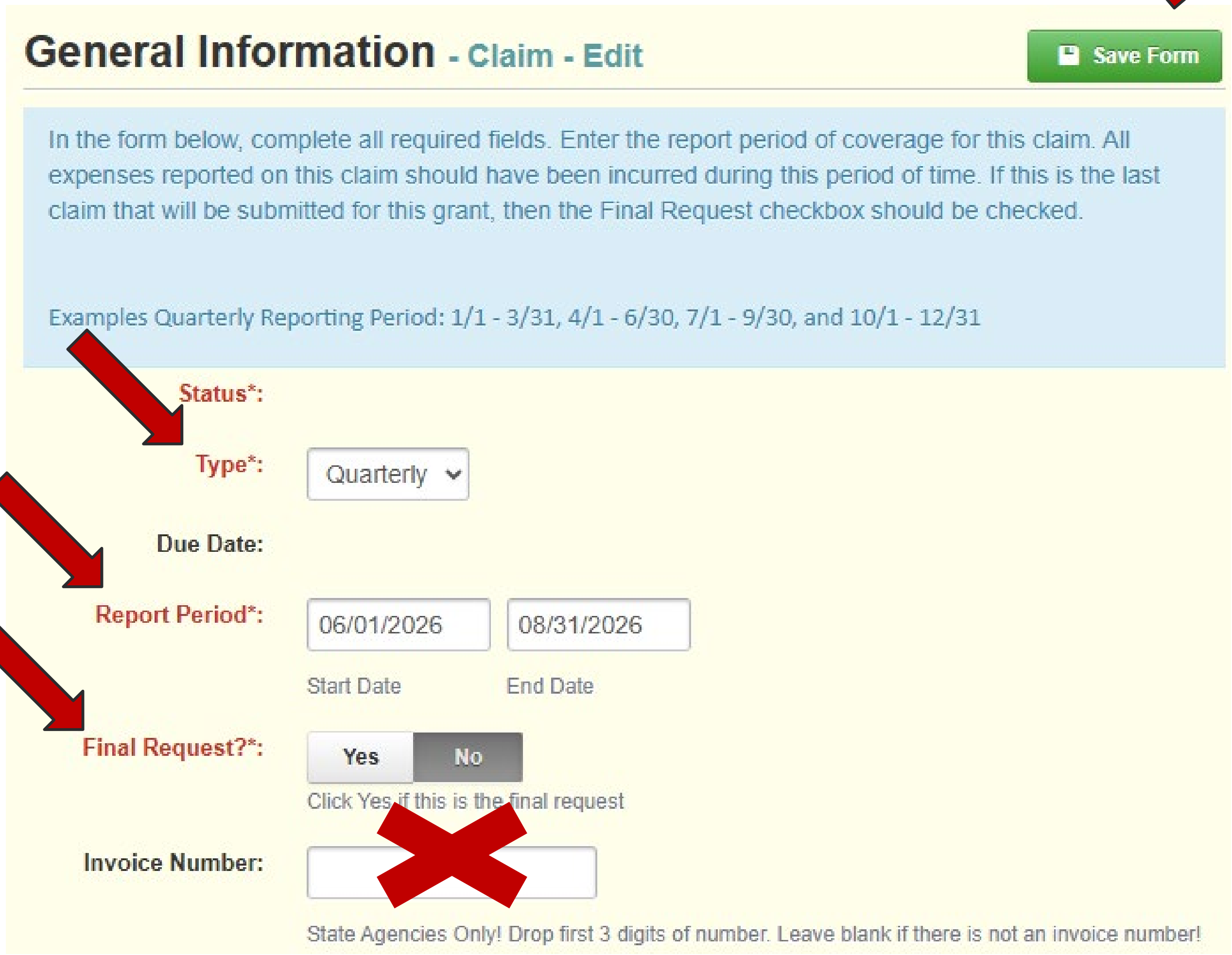
Reimbursement Requests (Claims)

- Select “Add Claim”



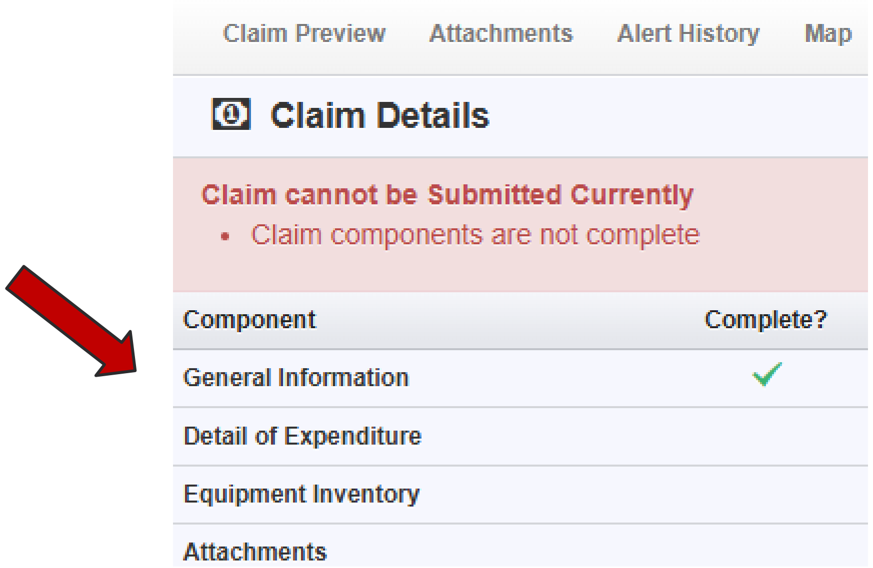
Reimbursement Requests (Claims)

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



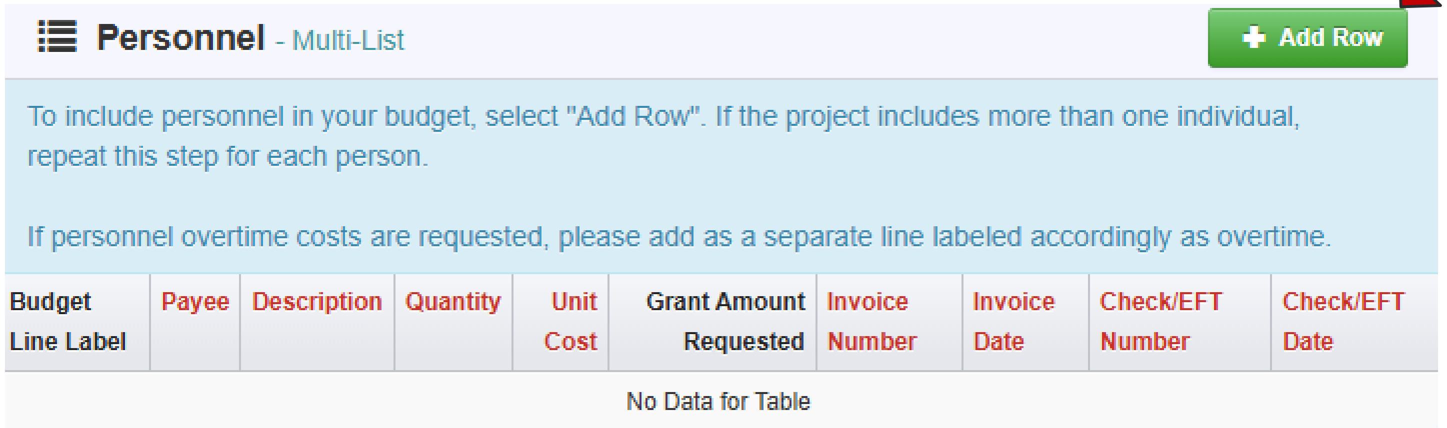
Reimbursement Requests (Claims)

- Select “Detail of Expenditure” from the Claim Components



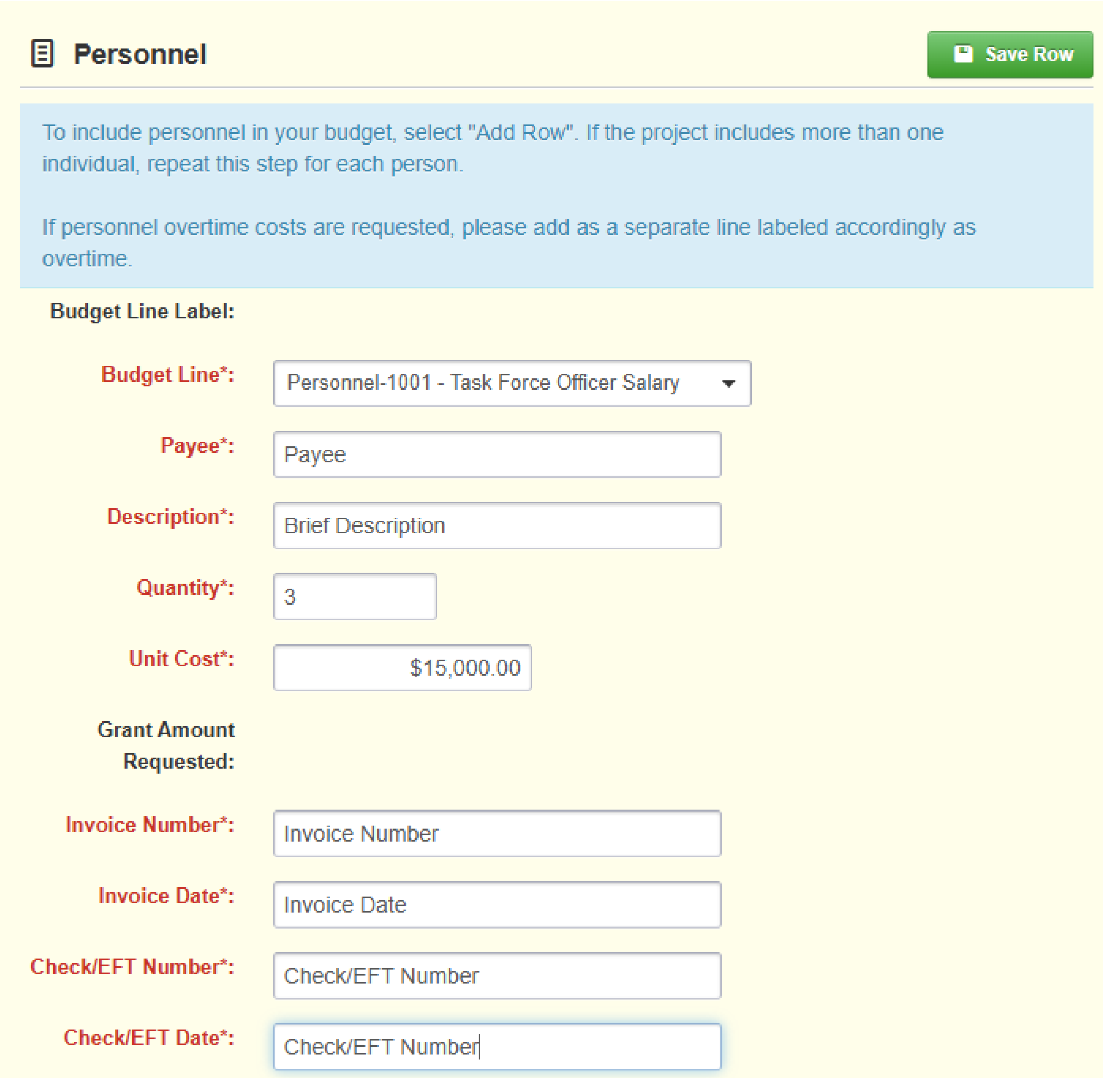
Reimbursement Requests (Claims)

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



Reimbursement Requests (Claims)

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



Reimbursement Requests (Claims)

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

Personnel - Multi-List

Mark as Complete | Add Row

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

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

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

Reimbursement Requests (Claims)

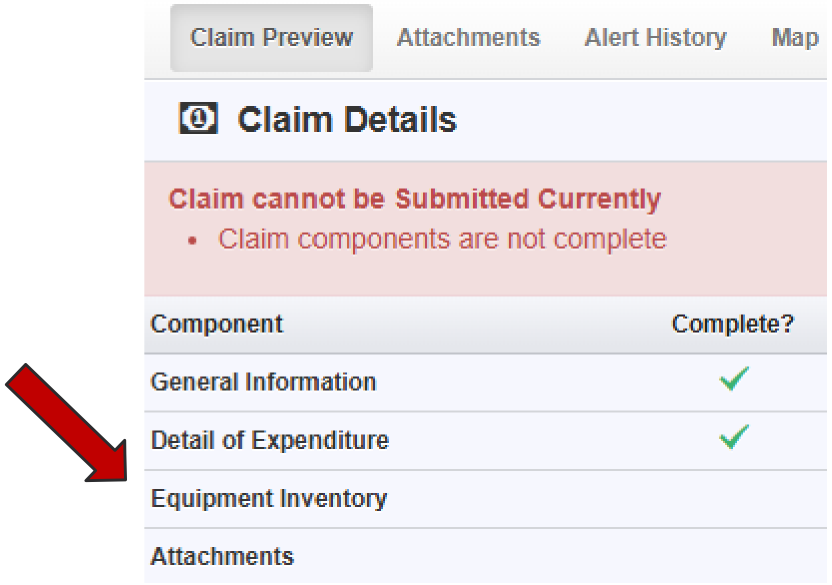
- Expenditures automatically transfer to the "Reimbursement" section of the claim
  - If you see an error, contact your Grant Specialist
- Select "Mark as Complete" after you have added all expenditures and verified they have transferred to the "Reimbursement" section correctly

Reimbursement — ✓ Mark as Complete

Budget Category	Subaward Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)
Personnel								
1001 - Task Force Officer Salary	$100,000.00	$45,000.00	$0.00	$45,000.00	$55,000.00	$0.00	$45,000.00	$55,000.00
	$100,000.00	**$45,000.00**	**$0.00**	**$45,000.00**	**$55,000.00**	**$0.00**	**$45,000.00**	**$55,000.00**
Personnel Benefits								
2001 - Task Force Officer Benefits	$50,000.00	$0.00	$0.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00
	$50,000.00	**$0.00**	**$0.00**	**$0.00**	**$50,000.00**	**$0.00**	**$0.00**	**$50,000.00**
Travel/Training								
9001 - Cyber Crime Task Force Training	$12,000.00	$0.00	$0.00	$0.00	$12,000.00	$0.00	$0.00	$12,000.00
	$12,000.00	**$0.00**	**$0.00**	**$0.00**	**$12,000.00**	**$0.00**	**$0.00**	**$12,000.00**
Equipment								
10001 - Workstation	$40,000.00	$0.00	$0.00	$0.00	$40,000.00	$0.00	$0.00	$40,000.00
	$40,000.00	**$0.00**	**$0.00**	**$0.00**	**$40,000.00**	**$0.00**	**$0.00**	**$40,000.00**
Supplies/Operations								
11001 - Cyber Crime Task Force Supplies	$25,000.00	$0.00	$0.00	$0.00	$25,000.00	$0.00	$0.00	$25,000.00
	$25,000.00	**$0.00**	**$0.00**	**$0.00**	**$25,000.00**	**$0.00**	**$0.00**	**$25,000.00**
Contractual								
	$0.00	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
	$227,000.00	**$45,000.00**	**$0.00**	**$45,000.00**	**$182,000.00**	**$0.00**	**$45,000.00**	**$182,000.00**

Reimbursement Requests (Claims)

- Select “Equipment Inventory”



Reimbursement Requests (Claims)

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

Reimbursement Requests (Claims)

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

Equipment Detail - Multi-List

Mark as Complete | Add Row

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

Reimbursement Requests (Claims)

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

Reimbursement Requests (Claims)

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

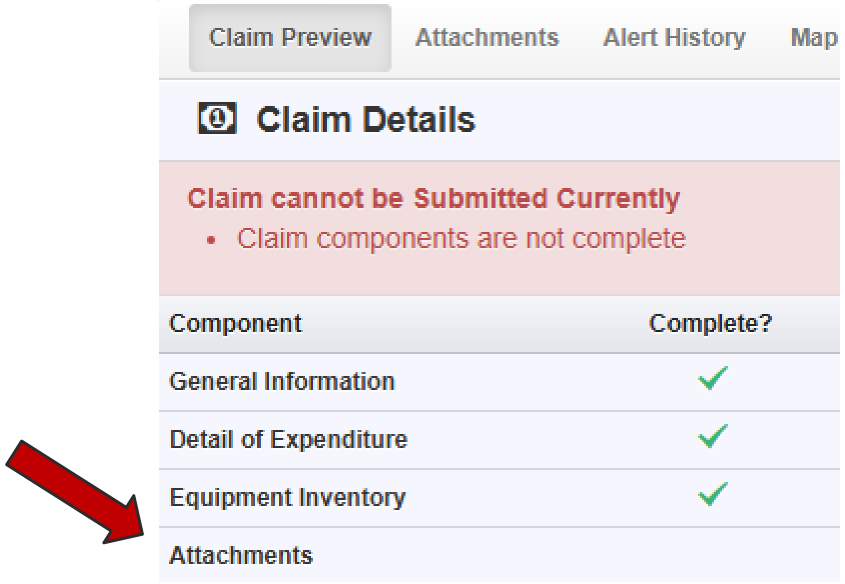
Equipment Detail - Multi-List

Mark as Complete | Add Row | Edit All Rows

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

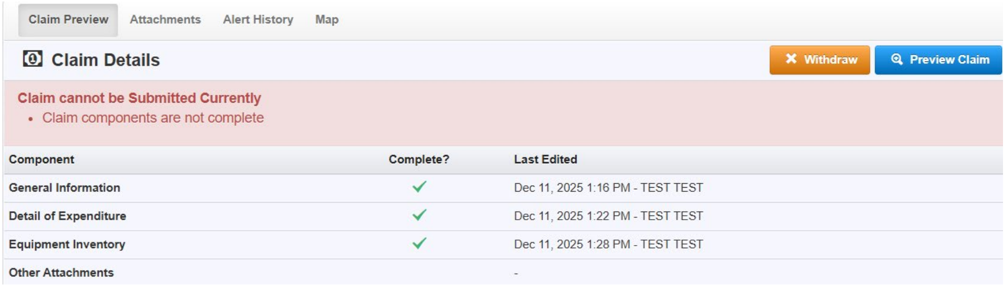
Reimbursement Requests (Claims)

- Select "Attachments"



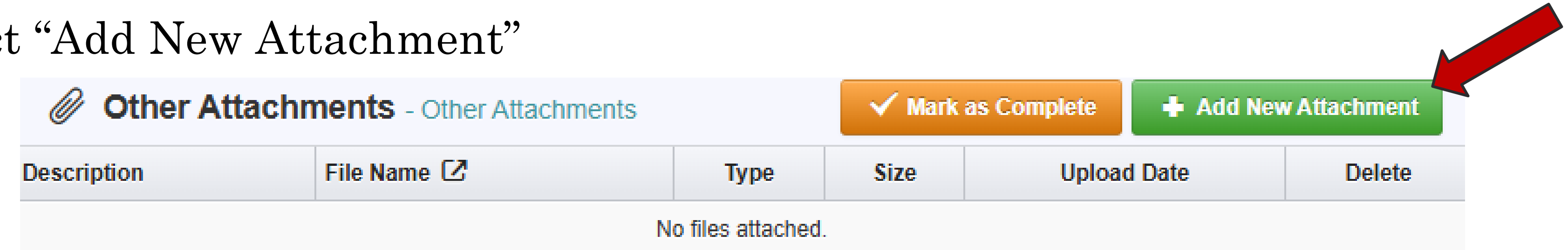
Reimbursement Requests (Claims)

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

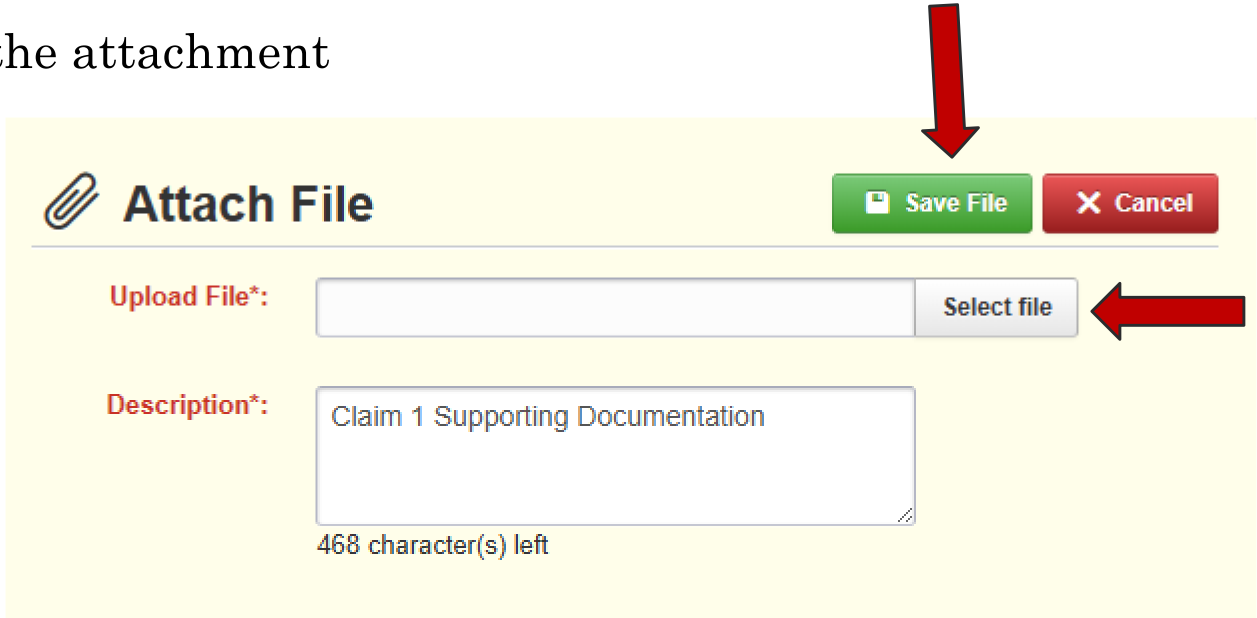


Reimbursement Requests (Claims)

- Select “Add New Attachment”



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



Reimbursement Requests (Claims)

- Select “Mark as Complete”

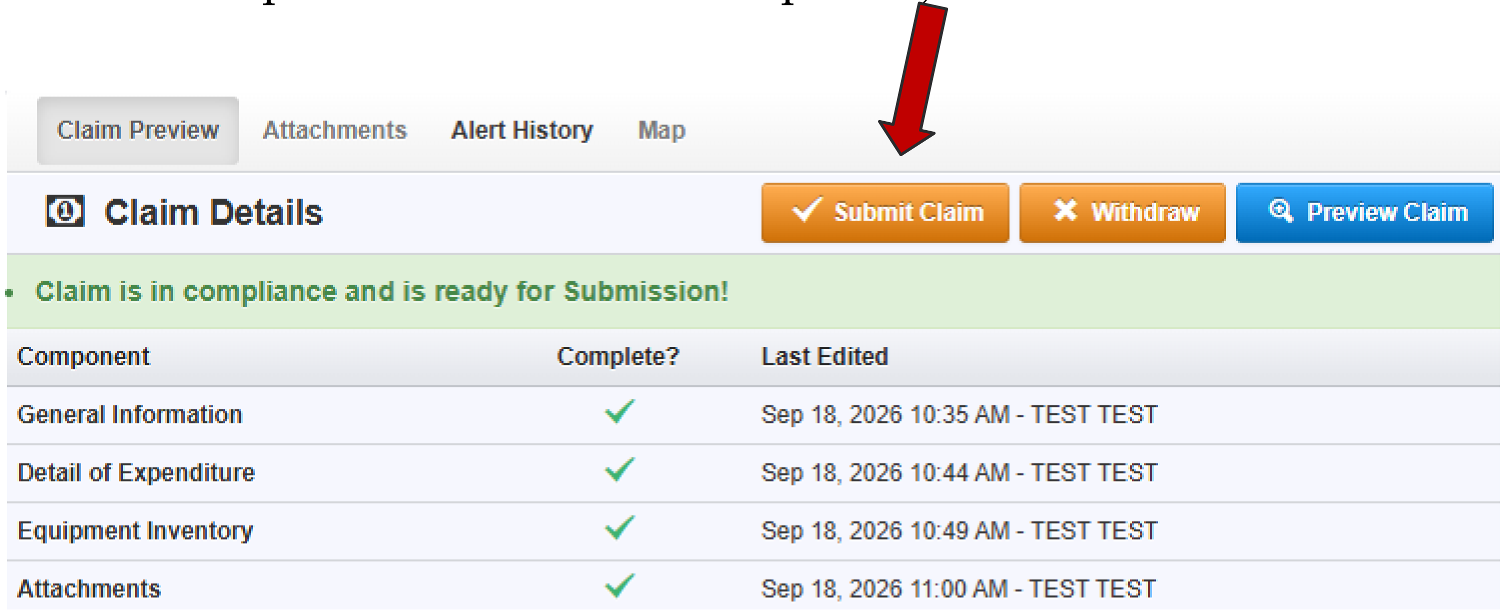
Other Attachments - Other Attachments

✓ Mark as Complete | ✚ Add New Attachment

Description	File Name	Type	Size	Upload Date	Delete
Claim 1 Supporting Documentation	Test File.docx	docx	11 KB	09/09/2026 09:58 AM	Delete

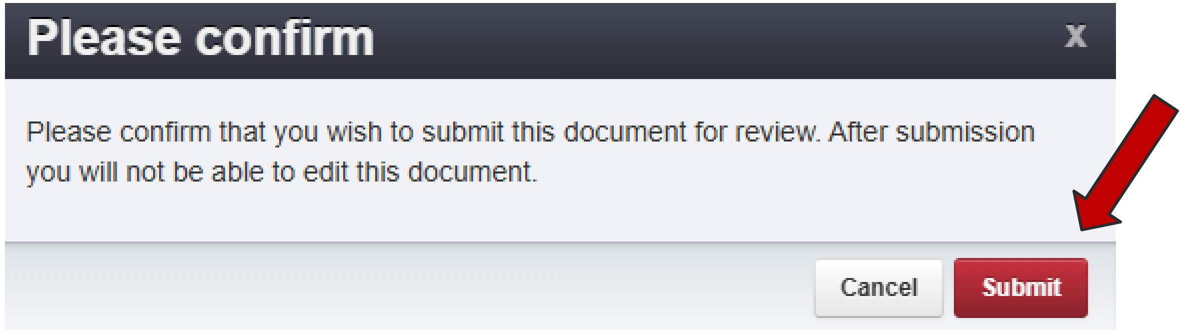
Reimbursement Requests (Claims)

- When all Claim Components have been completed, select "Submit Claim"



Reimbursement Requests (Claims)

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

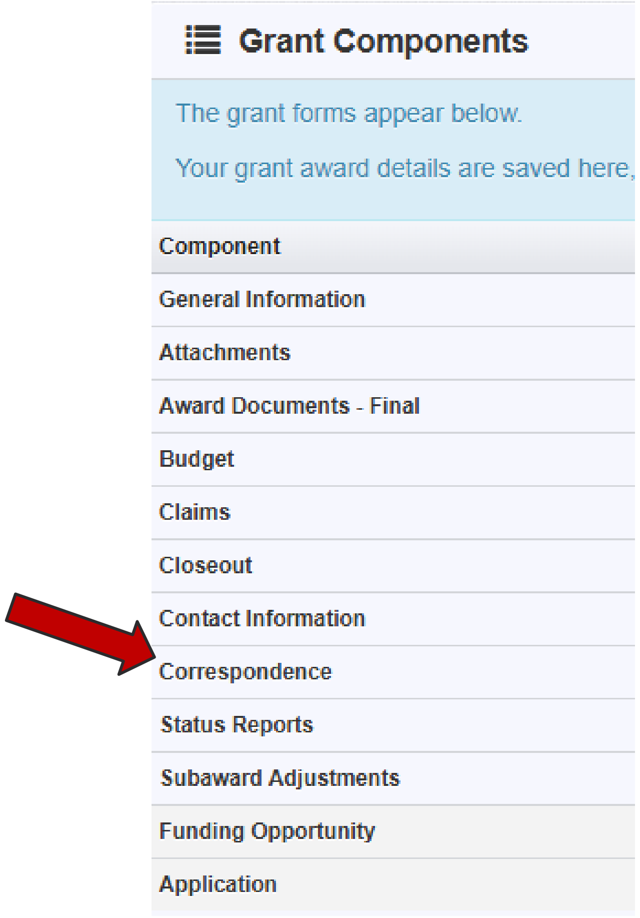


Reimbursement Requests (Claims)

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

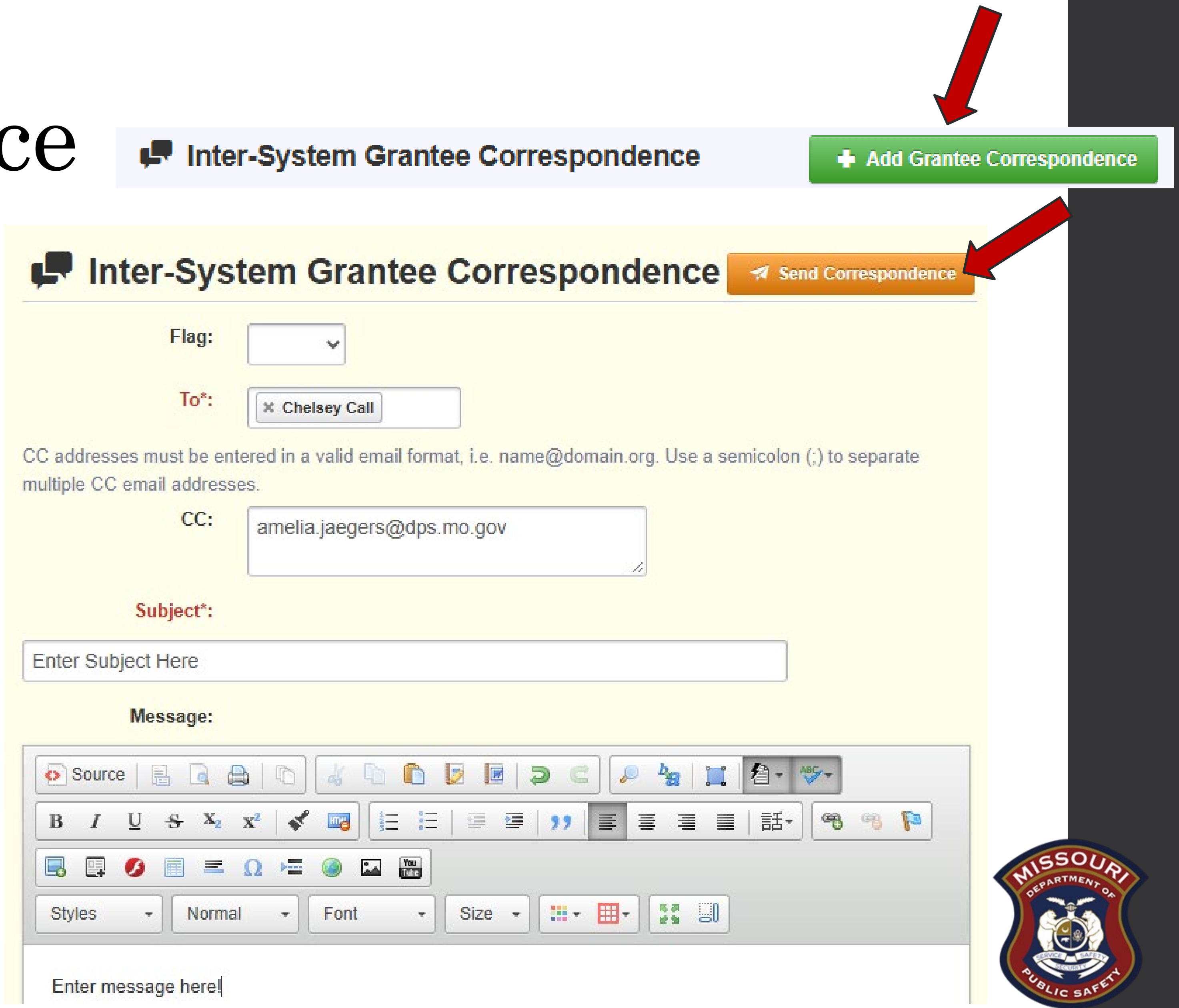
Correspondence

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



Correspondence

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



Correspondence

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

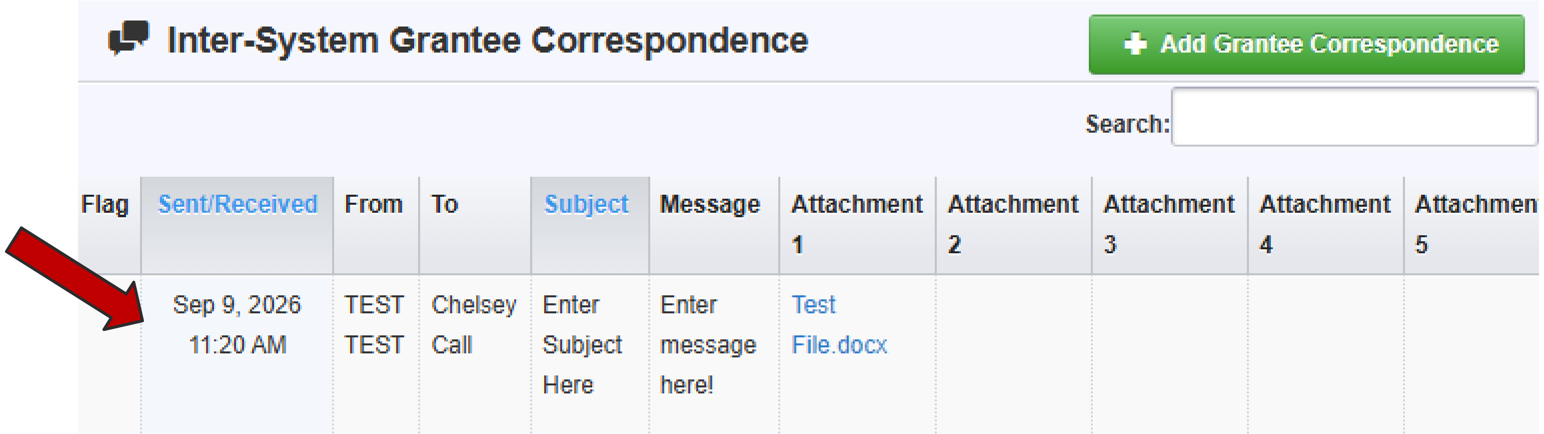
- When your message is complete, select “Send Correspondence”

Correspondence

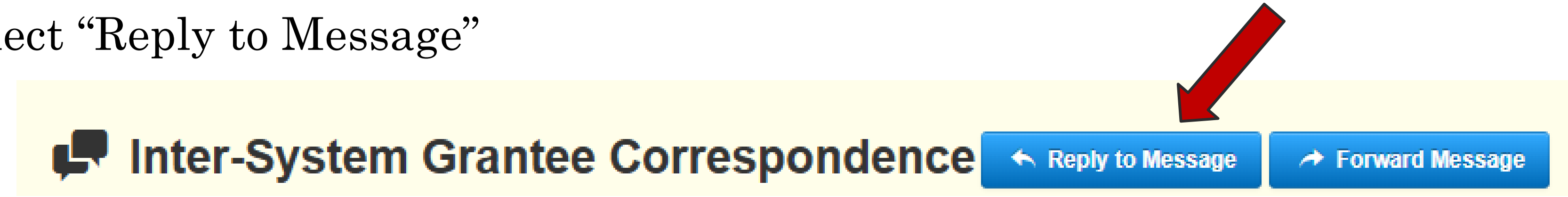
- Correspondence sent through WebGrants automatically forwards to the user's email associated with their WebGrants profile
- Correspondence will be received from dpswebgrants@dpsgrants.dps.mo.gov in your email
- To reply, you **MUST** login to WebGrants and reply through the Correspondence Component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

Correspondence

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



- Select "Reply to Message"

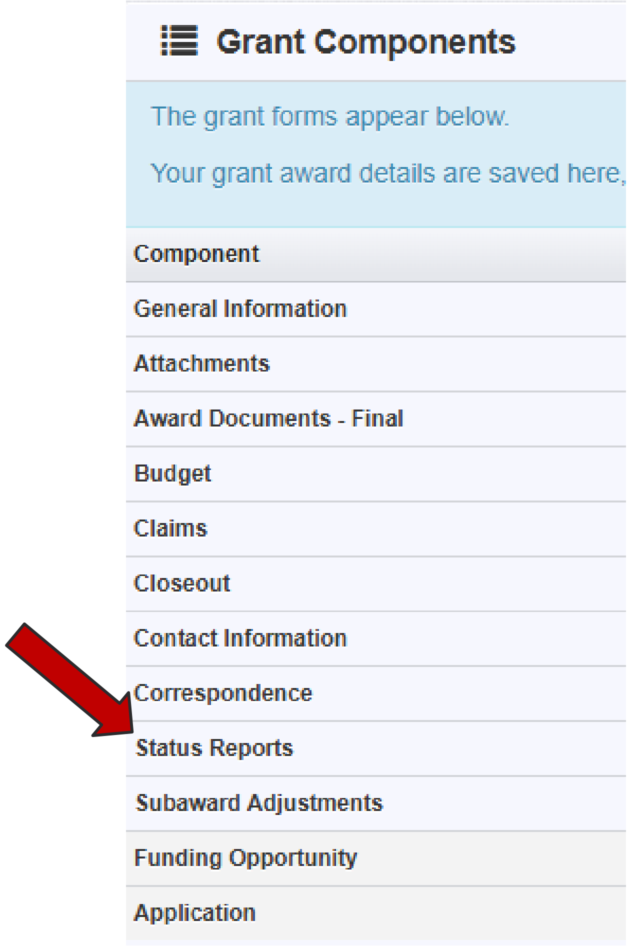


Status Reports

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

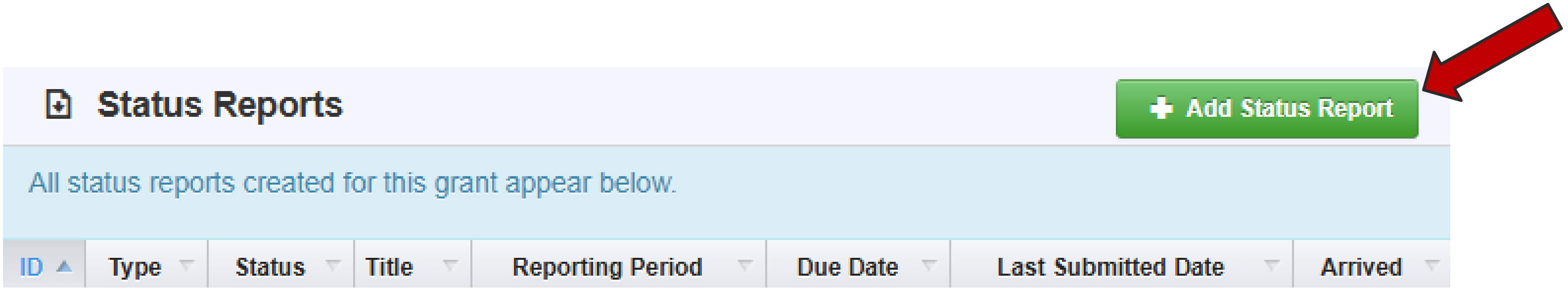
Status Reports

- Select "Status Reports"



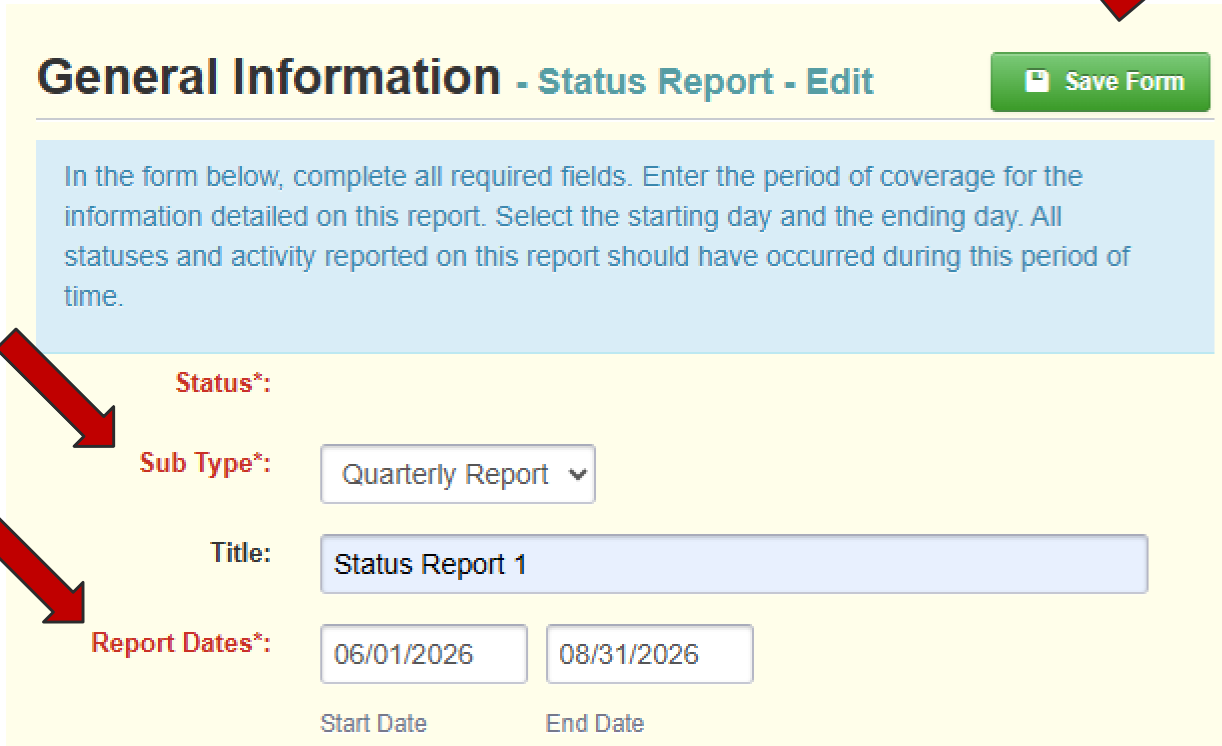
Status Reports

- Select “Add Status Report”



Status Reports

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



General Information - Status Report - Edit

Save Form

In the form below, complete all required fields. Enter the period of coverage for the information detailed on this report. Select the starting day and the ending day. All statuses and activity reported on this report should have occurred during this period of time.

Status*:

Sub Type*: Quarterly Report

Title: Status Report 1

Report Dates*: 06/01/2026 08/31/2026

Start Date End Date

Status Reports

- Select "Status Report"

Component	Complete?
General Information	✓
Status Report	

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

Status Reports

- Complete the “Organization/Investment” section of the Status Report
  - Number of agencies within the task force’s direct service area during the reporting period
  - Number of agencies within the task force area signing a MOU with the task force
  - Number of agencies within the task force provided resources (personnel, currency, equipment, etc.) to the task force
  - Do you have any other comments to add regarding the progress of

Number of agencies within the task force's direct service area during the reporting period:	City	County	State	Federal
Number of agencies within the task force area signing a MOU with the task force:	City	County	State	Federal
Number of agencies within the task force area providing resources (personnel, currency, equipment, etc) to the task force:	City	County	State	Federal

Status Reports

- Complete the "Employee Breakdown" section of the Status Report
  - Identify the number of employees directly assigned to the task force during the reporting period
  - Count each individual only once
  - After employees have been identified, identify the number of employees detached to a federal task force
    - Funded by DPS Grant = employees funded by a grant awarded from DPS
    - Funded by ICAC = employees funded by an Internet Crimes Against Children (ICAC) grant awarded from OJJDP and/or MO ICAC
    - Loaned to Task Force = employees assigned to (or on loan to) the task force from a member/associate agency whose salary is funded by said member/associate agency
    - Funded by Other Source = employees directly hired by the task force/pass-through agency and whose salary is funded by a source not identified above
    - Detached to a Federal Task Force = assigned to a federally-operated cyber crimes task force, unit, forensic laboratory, etc.

Employee Category	Full-Time Sworn	Full-Time Non-Sworn	Part-Time Sworn	Part-Time Non-Sworn	Total Employees	Detached to Federal Task Force
Funded by DPS Grant						
Funded by ICAC						
Loaned to Task Force						
Funded by Other Source						
Total	0	0	0	0	0	0

Status Reports

- Complete the “Employee Breakdown-Funded by Other Sources” section of the Status Report
  - If you identified employees that are in the “Funded by Other Source” category, identify the source(s) of funding relative to each identified position in this category
  - If you did not identify employees in the “Funded by Other Source” category, enter N/A


Employee Breakdown - Funded by Other Source

Save Form

If you did not identify employees "Funded by Other Source" in the above section, enter N/A.

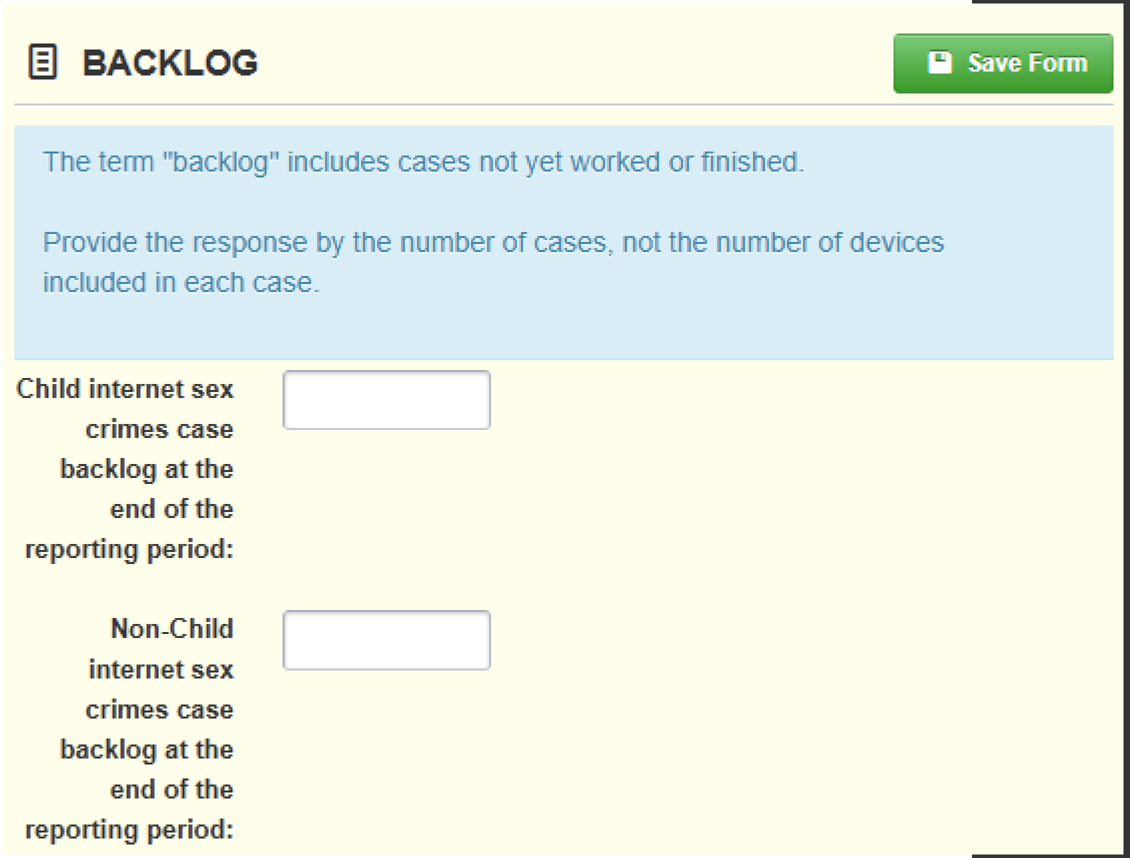
If you identified employees "Funded by Other Source" in the above section, identify the source(s) of funding relative to each identified position categorized as "Funded by Other Source".

Do not provide information for employees categorized as "Funded by DPS Grant", "Funded by ICAC", or "Loaned to Task Force".

If you identified employees that are in the “Funded by Other Source” category, identify the source(s) of funding relative to each identified position in this category

Status Reports

- Complete the “Backlog” section of the Status Report
  - Backlog includes cases not yet worked or finished
  - Provide the response by the number of cases, not the number of devices included in each case
    - Child internet sex crimes case backlog at the end of the reporting period
    - Non-Child internet sex crimes case backlog at the end of the reporting period



BACKLOG

Save Form

The term "backlog" includes cases not yet worked or finished.

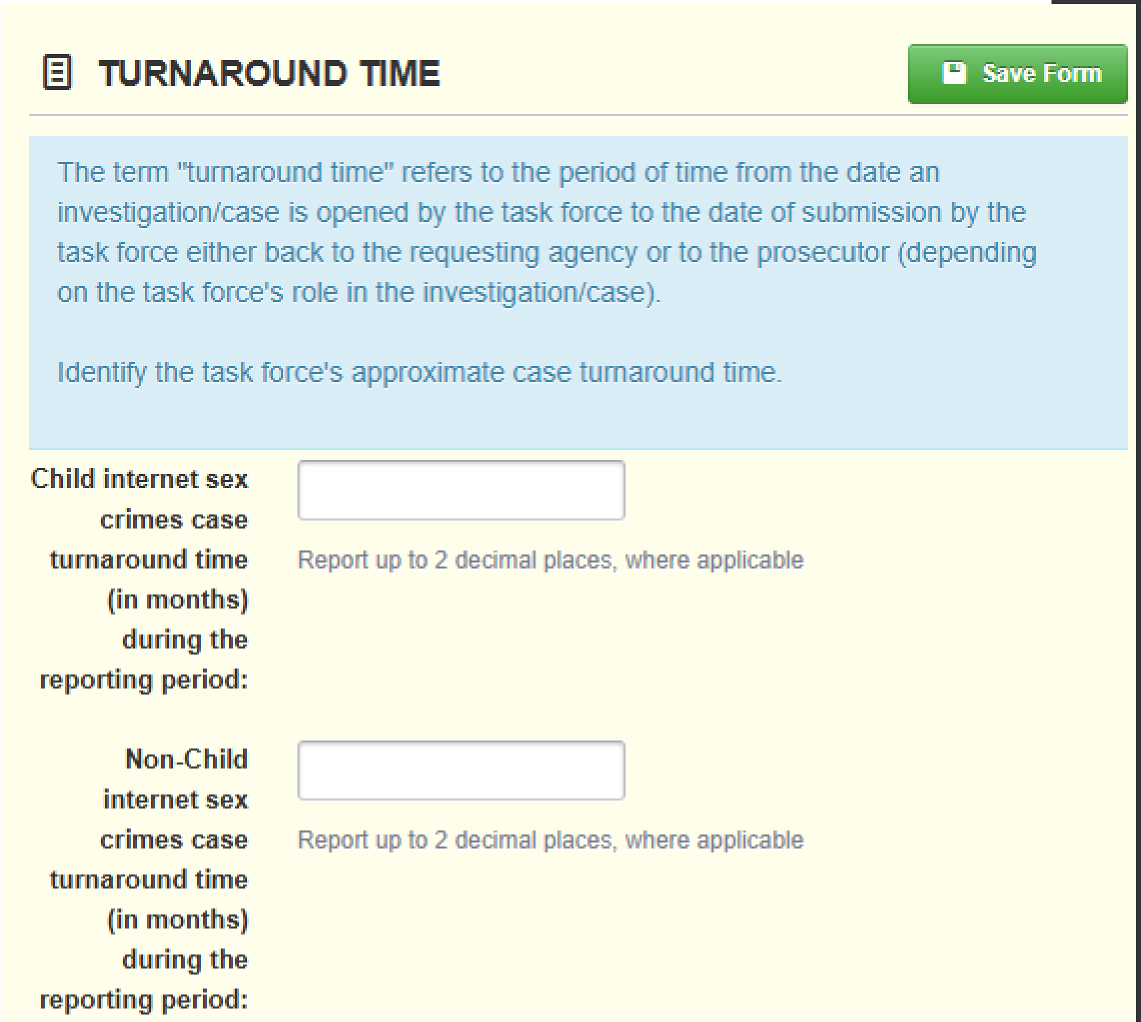
Provide the response by the number of cases, not the number of devices included in each case.

Child internet sex crimes case backlog at the end of the reporting period:

Non-Child internet sex crimes case backlog at the end of the reporting period:

Status Reports

- Complete the "Turnaround Time" section of the Status Report
  - Turnaround time refers to the period of time from the date an investigation/case is opened by the task force to the date of submission by the task force either back to the requesting agency or to the prosecutor (depending on the task force's role in the investigation/case)
  - Identify the task force's approximate case turnaround time
    - Child internet sex crimes case turnaround time (in months) during the reporting period
    - Non-Child internet sex crimes case turnaround time (in months) during the reporting period



TURNAROUND TIME

Save Form

The term "turnaround time" refers to the period of time from the date an investigation/case is opened by the task force to the date of submission by the task force either back to the requesting agency or to the prosecutor (depending on the task force's role in the investigation/case).

Identify the task force's approximate case turnaround time.

Child internet sex crimes case turnaround time (in months) during the reporting period:

Report up to 2 decimal places, where applicable

Non-Child internet sex crimes case turnaround time (in months) during the reporting period:

Report up to 2 decimal places, where applicable

Status Reports

- Complete the “Documented Complaints” section of the Status Report
  - List the number and type of complaint reviewed during the reporting period
    - Traveler
    - Enticement/Solicitation
    - Obscenity Directed to Minors
    - Child Sex Trafficking
    - Child Pornography Manufacture
    - Child Pornography Distribution
    - Child Pornography Possession

DOCUMENTED COMPLAINTS - Edit

Save Grid

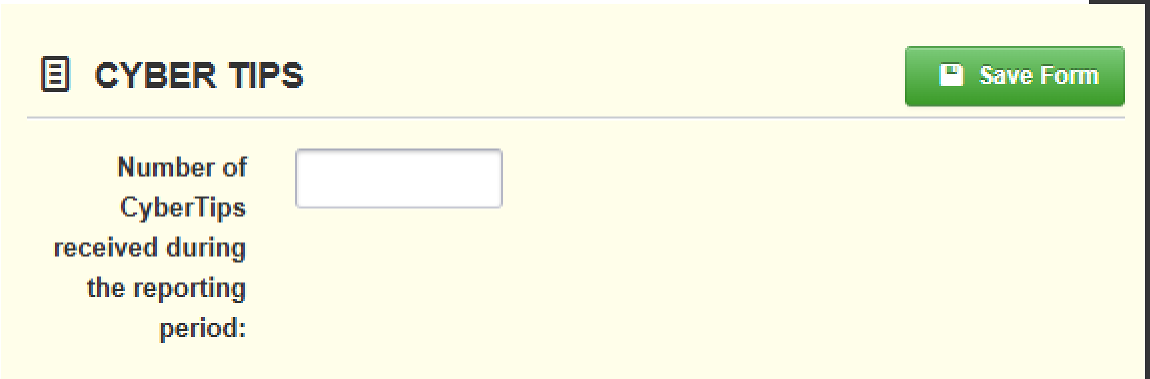
Information reviewed to determine investigative merit. Can be received through CyberTips, referrals, citizen complaints etc.

List the number of each type of complaint reviewed during the reporing period.

Complaints	Proactive	Reactive
Traveler		
Enticement/Solicitation		
Obscenity Directed to Minors		
Child Sex Trafficking		
Child Pornography Manufacture		
Child Pornography Distribution		
Child Pornography Possession		
Total	0	0

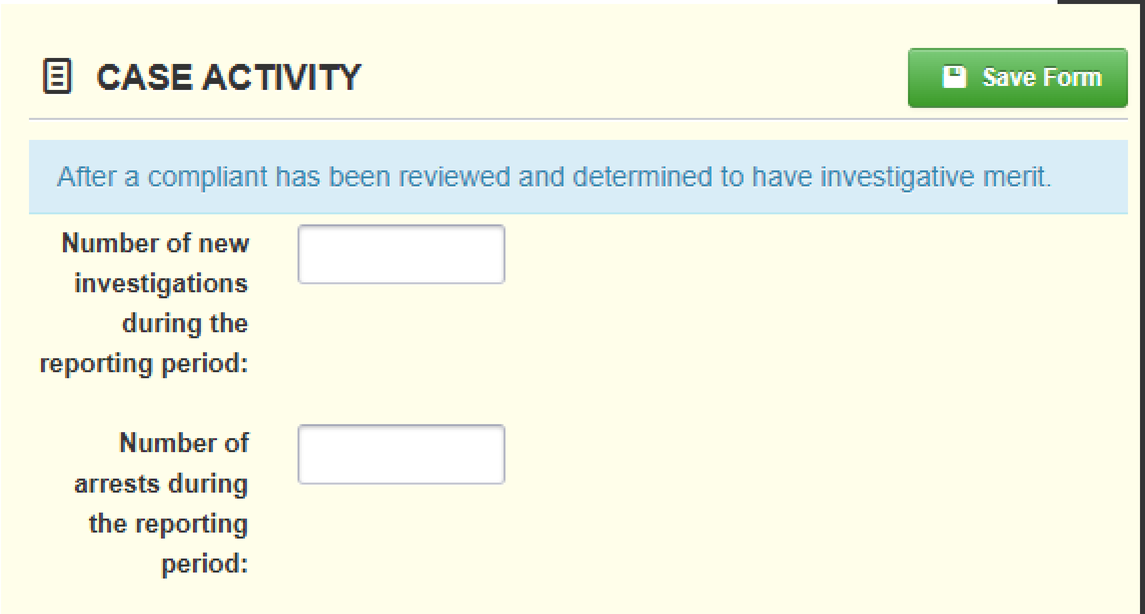
Status Reports

- Complete the "Cyber Tips" section of the Status Report
  - List the number of CyberTips received during the reporting period



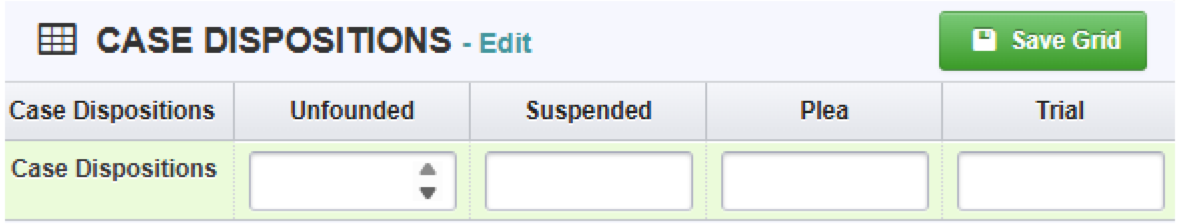
Status Reports

- Complete the “Case Activity” section of the Status Report
  - After a complaint has been reviewed and determined to have investigative merit list:
    - The number of new investigations during the reporting period
    - The number of arrests during the reporting period



Status Reports

- Complete the “Case Dispositions” section of the Status Report
  - Unfounded
  - Suspended
  - Plea
  - Trial



Status Reports

- Complete the "Case Referrals" section of the Status Report
  - Federal
  - State
  - Local

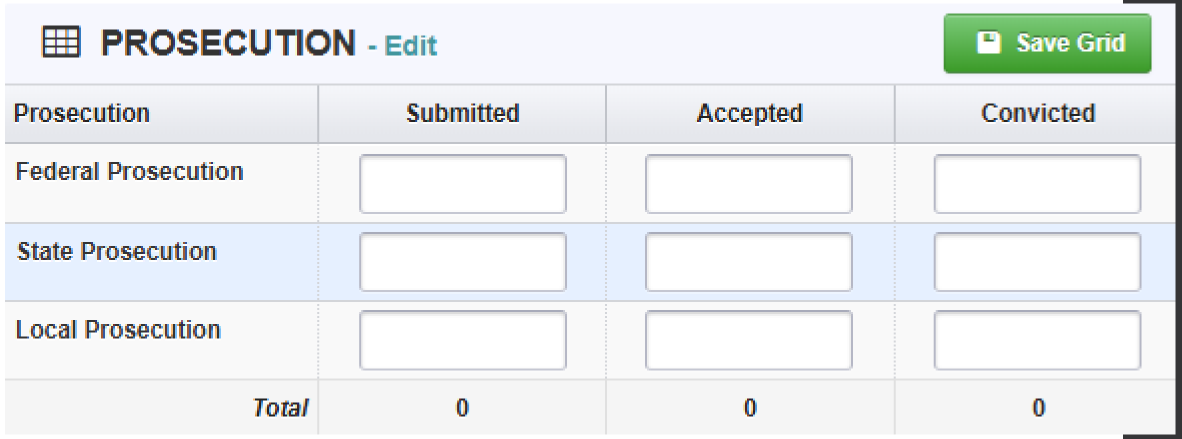
CASE REFERRALS - Edit

Save Grid

Cases	Federal	State	Local
Case Referrals:			

Status Reports

- Complete the “Prosecution” section of the Status Report
  - Enter the number submitted, accepted, and convicted
    - Federal Prosecution
    - State Prosecution
    - Local Prosecution



PROSECUTION - Edit

Save Grid

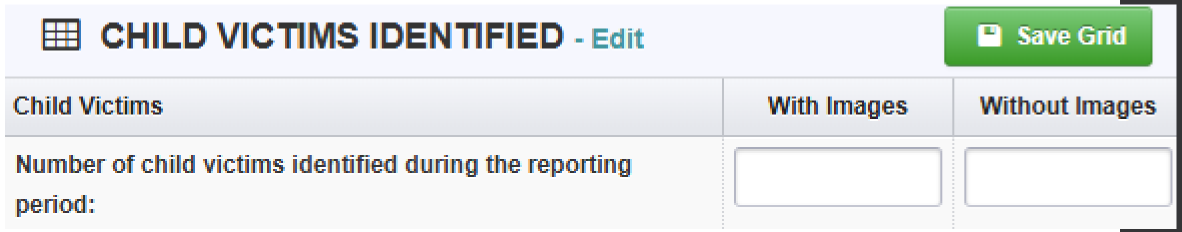
Prosecution	Submitted	Accepted	Convicted
Federal Prosecution			
State Prosecution			
Local Prosecution			
Total	0	0	0

Status Reports

- Complete the “Child Victims/Child Victim Identification Program (CVIP)” section of the Status Report
  - Enter the number of CVIP submissions during the reporting period (one per case)

Status Reports

- Complete the “Child Victims Identified” section of the Status Report
  - Enter the number of child victims identified with images and without images during the reporting period



Status Reports

- Complete the "Court Activity" section of the Status Report
  - Enter the number of court activities for Federal and State/Local
    - Subpoenas or Court Orders
    - Search Warrants

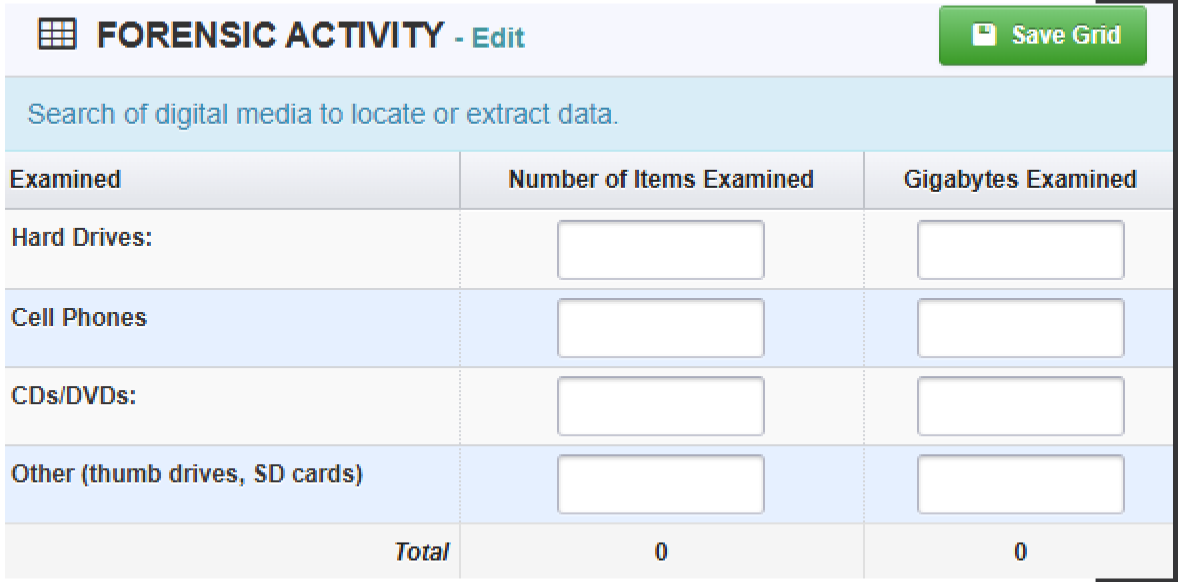
COURT ACTIVITY - Edit   Save Grid

Issued by the court(s) during the reporting period.
(Not requested or served)

Court Activities	Federal	State/Local
Subpoenas or Court Orders:		
Search Warrants:		
Total	0	0

Status Reports

- Complete the “Forensic Activity” section of the Status Report
  - From the search of digital media to locate or extract data, enter the number of items examined and the gigabytes examined
    - Hard Drives
    - Cell Phones
    - CDs/DVDs
    - Other (thumb drives, SD Cards)



FORENSIC ACTIVITY - Edit

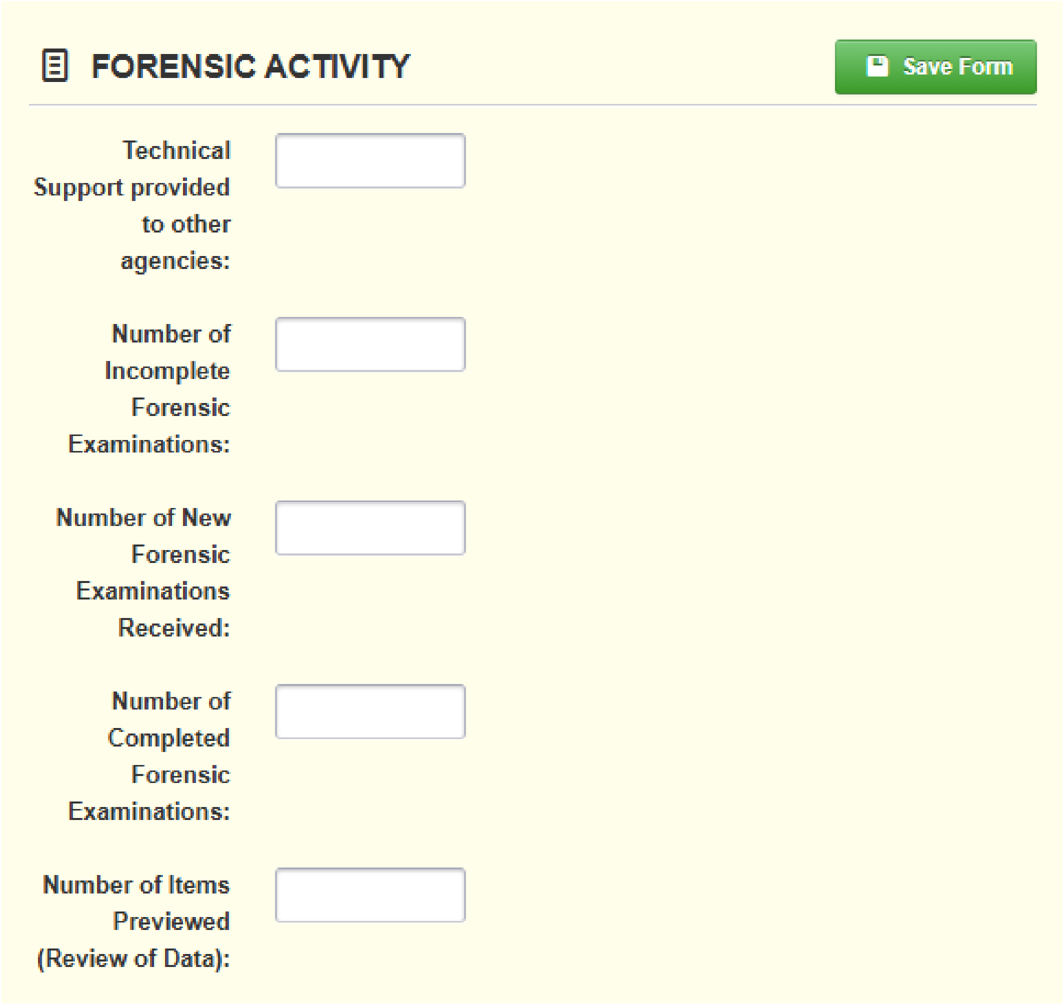
Save Grid

Search of digital media to locate or extract data.

Examined	Number of Items Examined	Gigabytes Examined
Hard Drives:		
Cell Phones		
CDs/DVDs:		
Other (thumb drives, SD cards)		
Total	0	0

Status Reports

- Complete the "Forensic Activity" section of the Status Report
  - Provide information on the following:
    - Technical support provided to other agencies
    - Number of incomplete forensic examinations
    - Number of new forensic examinations received
    - Number of completed forensic examinations
    - Number of items previewed (review of data)



FORENSIC ACTIVITY

Save Form

Technical Support provided to other agencies:

Number of Incomplete Forensic Examinations:

Number of New Forensic Examinations Received:

Number of Completed Forensic Examinations:

Number of Items Previewed (Review of Data):

Status Reports

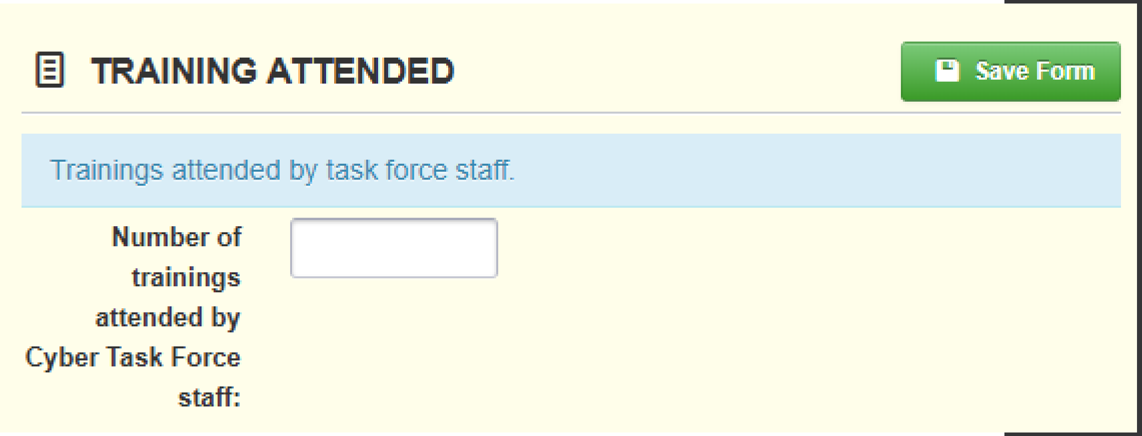
- Complete the "Training" section of the Status Report
  - Provide the number of attendees and number of trainings for the following:
    - Law Enforcement Trained
    - Prosecutors Trained
    - Other Prosecutors Trained

TRAINING - Edit   Save Grid

Trainings Provided	Number of Attendees	Number of Trainings
Law Enforcement Trained:		
Prosecutors Trained:		
Other Professions Trained:		
Total	0	0

Status Reports

- Complete the "Training Attended" section of the Status Report
  - Provide the number of trainings attended by Cyber Task Force staff


TRAINING ATTENDED

Save Form

Trainings attended by task force staff.

Number of trainings attended by Cyber Task Force staff:

Status Reports

- Complete the “Community Outreach” section of the Status Report
  - Provide the number of events and attendees for the following:
    - Presentations (School, PTO, Scouts, etc.)
    - Public Events (Non-speaking: Fairs or Expos)
    - Public Awareness (Advertisements, Media Interviews)

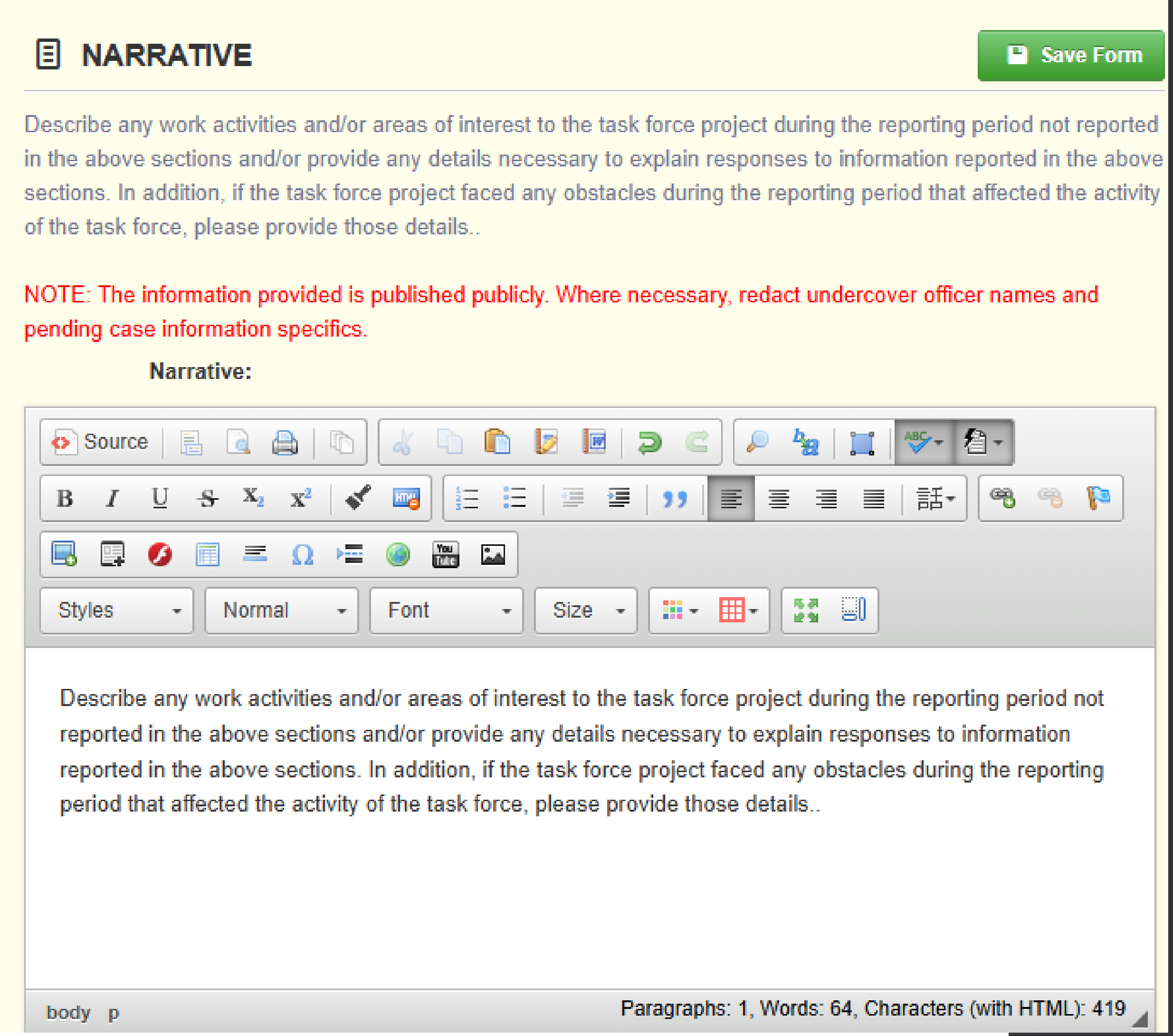
COMMUNITY OUTREACH - Edit

Save Grid

Community Outreach	Number of Events	Number of Attendees
Presentations (School, PTO, Scouts, etc.):		
Public Events (Non-speaking: Fairs or Expos):		
Public Awareness (Advertisements, Media Interviews):		
Total	0	0

Status Reports

- Complete the "Narrative" section of the Status Report
  - Describe any work activities and/or areas of interest to the task force project during the reporting period not reported other sections of the status report and/or provide any details necessary to explain responses to information reported in other sections of the status report
  - In addition, provide details if the task force project faced any obstacles during the reporting period that affected activity of the task force



NARRATIVE

Save Form

Describe any work activities and/or areas of interest to the task force project during the reporting period not reported in the above sections and/or provide any details necessary to explain responses to information reported in the above sections. In addition, if the task force project faced any obstacles during the reporting period that affected the activity of the task force, please provide those details..

NOTE: The information provided is published publicly. Where necessary, redact undercover officer names and pending case information specifics.

Narrative:

Source

Styles | Normal | Font | Size

Describe any work activities and/or areas of interest to the task force project during the reporting period not reported in the above sections and/or provide any details necessary to explain responses to information reported in the above sections. In addition, if the task force project faced any obstacles during the reporting period that affected the activity of the task force, please provide those details..

body p

Paragraphs: 1, Words: 64, Characters (with HTML): 419

Status Reports

- Complete the "Project Progress" section of the Status Report
  1. Do you anticipate any changes to the scope of the project? **Yes/No**

If YES:

1a. Please explain the scope changes you anticipate will be necessary for your project.

2. Do you anticipate any budget changes that will be necessary for your project? **Yes/No**

If YES:

2a. Please explain the budget changes that will be necessary for your project.

1. Do you anticipate any changes to the scope of your project?: Yes No

1a. Please explain the scope changes you anticipate will be necessary for your project. : Explain the scope changes you anticipate will be necessary for your project

REMINDER: Scope changes require prior approval through completion of a Subaward Adjustment.

2. Do you anticipate any budget changes that will be necessary for your project?: Yes No

2a. Please explain the budget changes that will be necessary for your project. : Explain the budget changes that will be necessary for your project.

REMINDER: Budget changes require prior approval through completion a Subaward Adjustment.

Status Reports

- Complete the "Project Progress" section of the Status Report

3. Do you anticipate any issues completing project activities by the end of the grant period of performance? **Yes/No**

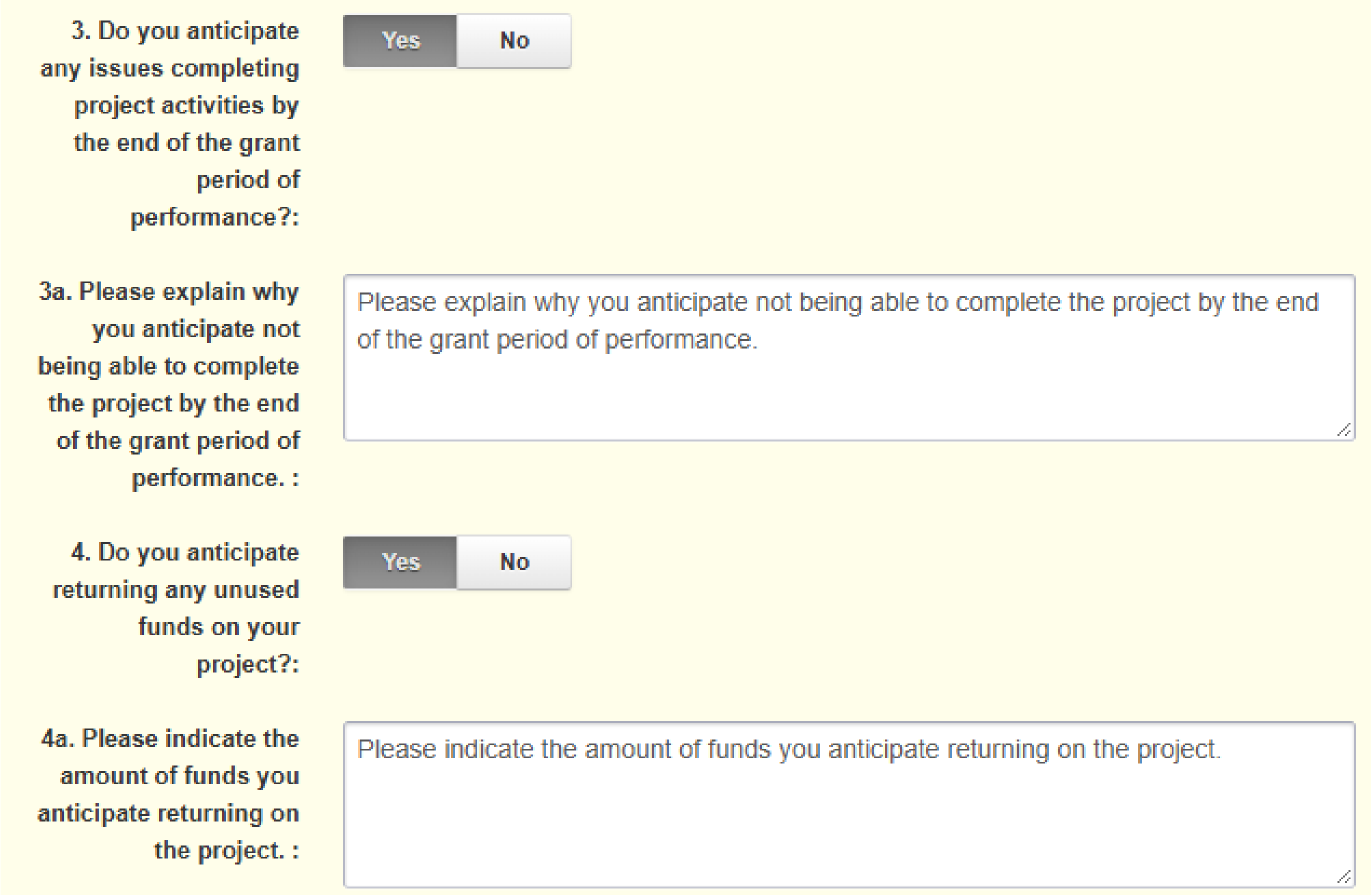
If YES:

3a. Please explain why you anticipate not being able to complete the project by the end of the grant period of performance.

4. Do you anticipate returning any unused funds on your project? **Yes/No**

If YES:

4a. Please indicate the amount of funds you anticipate returning on the project.



3. Do you anticipate any issues completing project activities by the end of the grant period of performance?:	Yes No
3a. Please explain why you anticipate not being able to complete the project by the end of the grant period of performance. :	Please explain why you anticipate not being able to complete the project by the end of the grant period of performance.
4. Do you anticipate returning any unused funds on your project?:	Yes No
4a. Please indicate the amount of funds you anticipate returning on the project. :	Please indicate the amount of funds you anticipate returning on the project.

Status Reports

- Complete the “Project Progress” section of the Status Report
  5. Do you have any positive accomplishments to report for your project? **Yes/No**

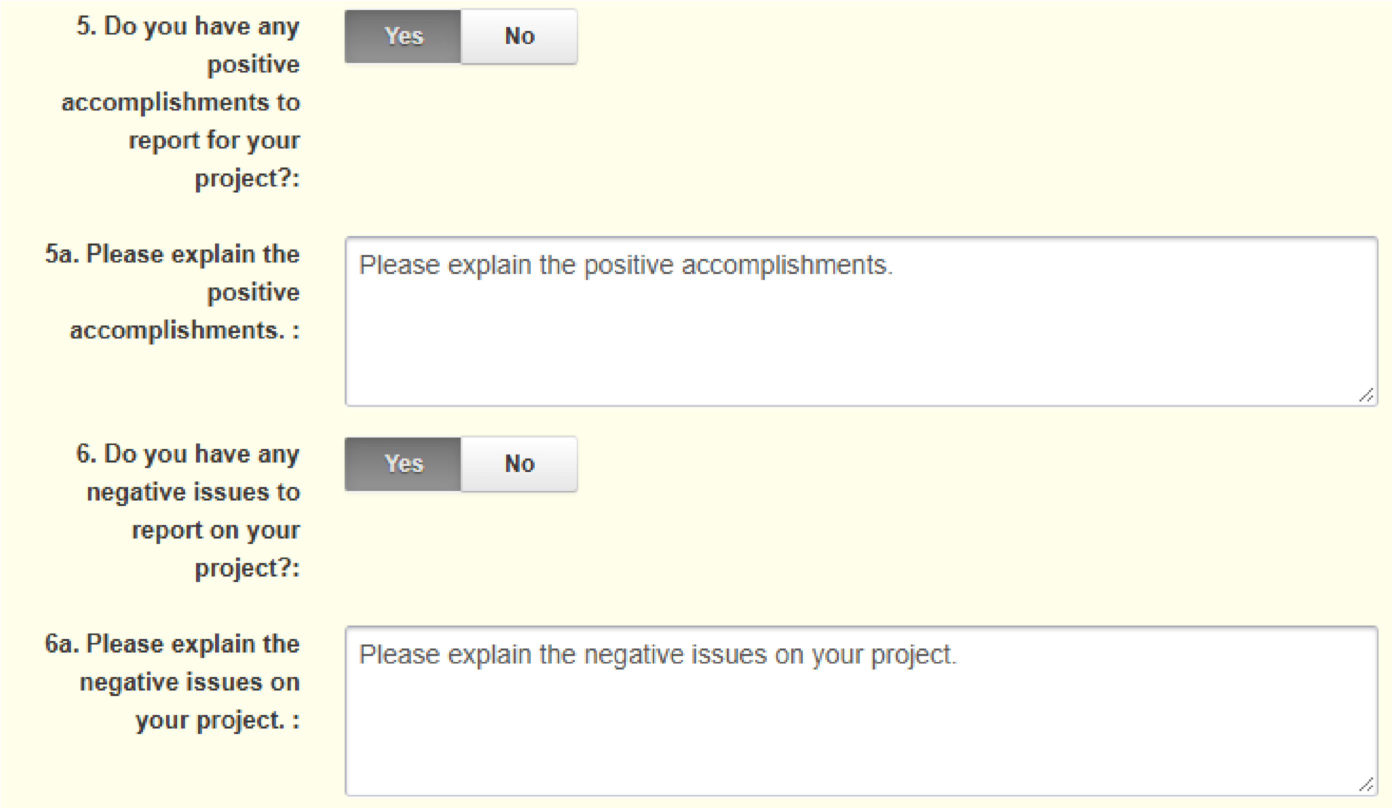
  If YES:

  5a. Please explain the positive accomplishments.

  6. Do you have any negative issues to report on your project? **Yes/No**

  If YES:

  6a. Please explain the negative issues on your project.


5. Do you have any positive accomplishments to report for your project?: Yes No

5a. Please explain the positive accomplishments. : Please explain the positive accomplishments.

6. Do you have any negative issues to report on your project?: Yes No

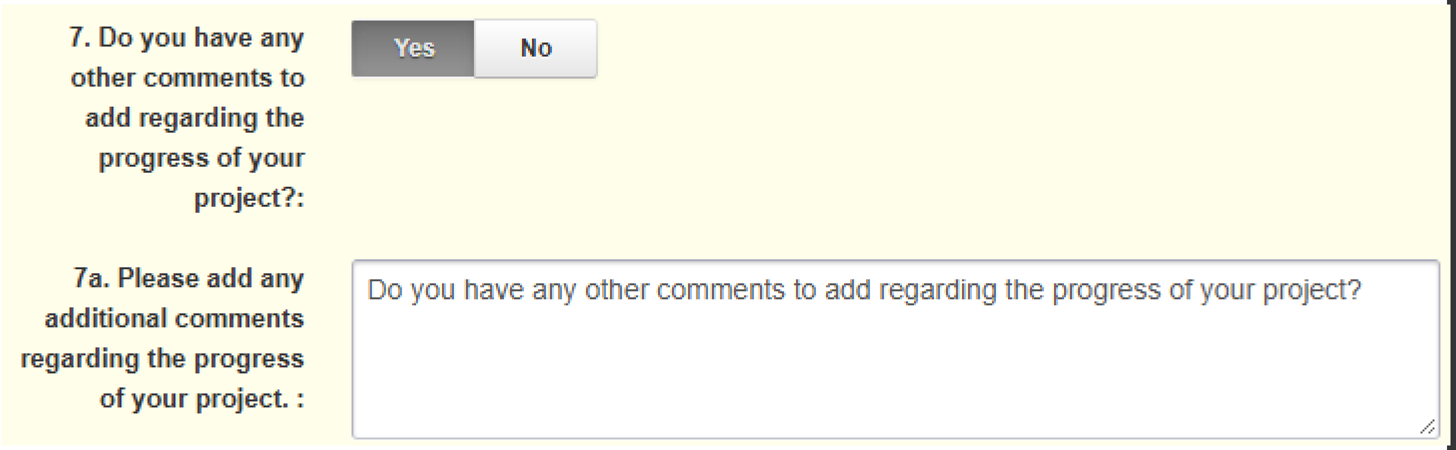
6a. Please explain the negative issues on your project. : Please explain the negative issues on your project.

Status Reports

- Complete the "Project Progress" section of the Status Report
  7. Do you have any other comments to add regarding the progress of your project? **Yes/No**

If YES:

7a. Please add any additional comments regarding the progress of your project.

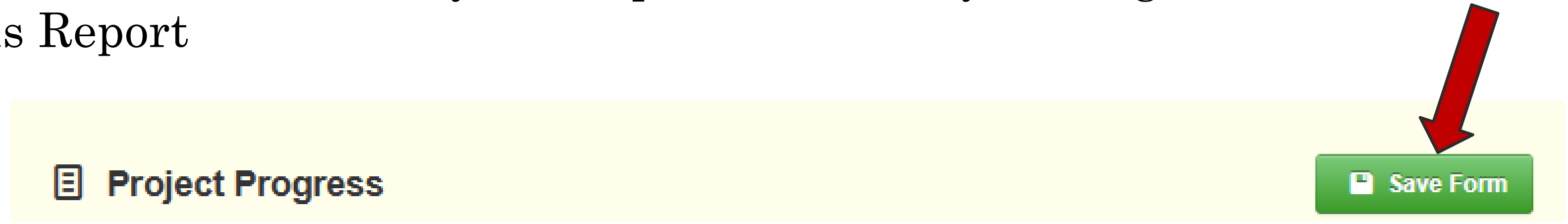


7. Do you have any other comments to add regarding the progress of your project?: Yes No

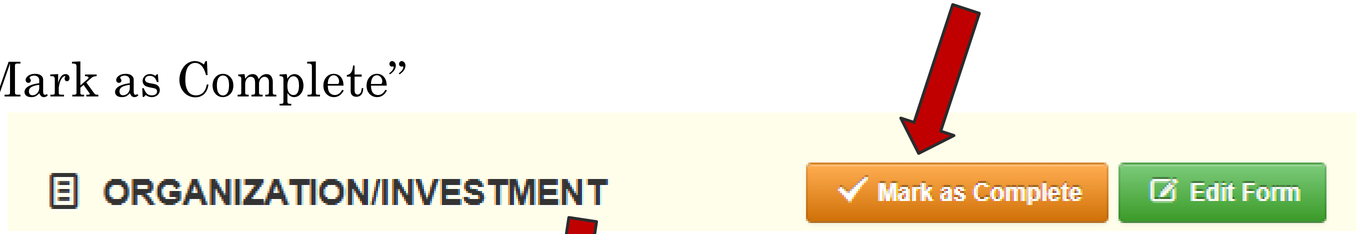
7a. Please add any additional comments regarding the progress of your project. : Do you have any other comments to add regarding the progress of your project?

Status Reports

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



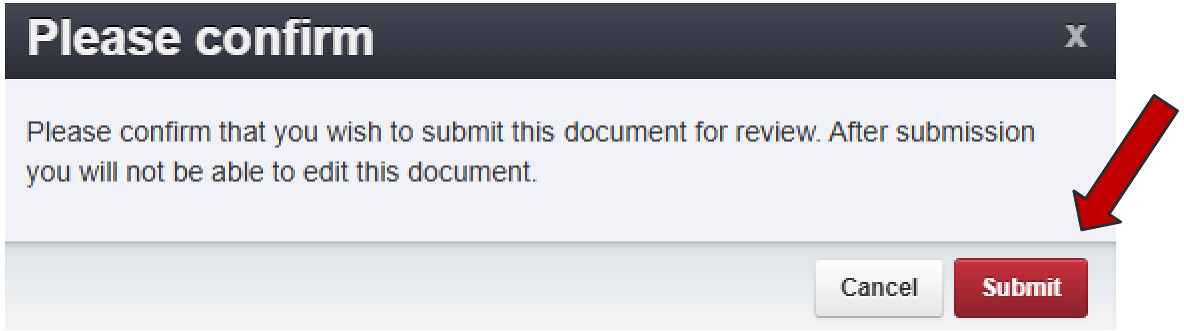
- Select "Mark as Complete"



- Select "Submit Status Report"

Status Reports

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

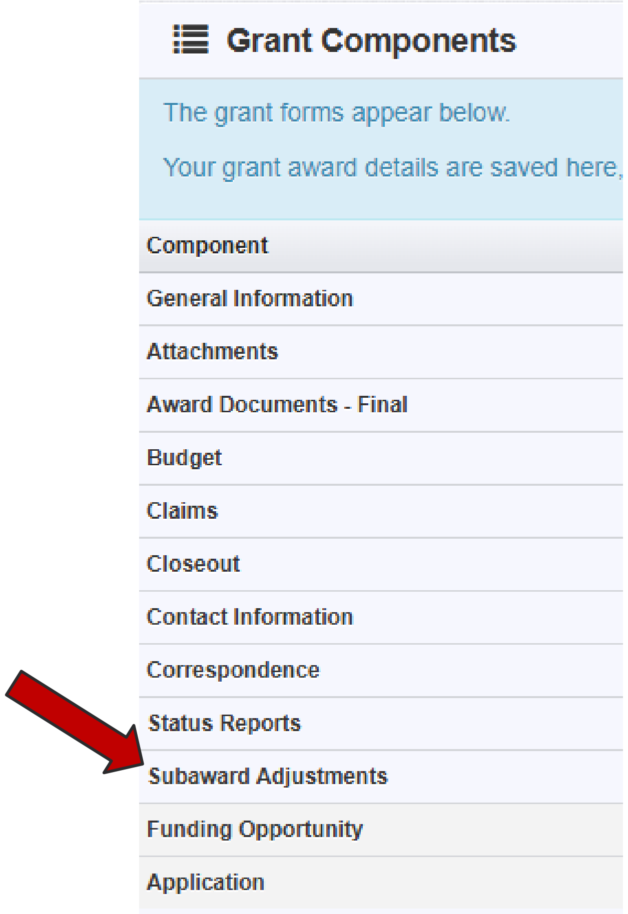


Subaward Adjustments

- Information Bulletin 3: Policy on Budget Modifications, Program Changes, Subaward Adjustments, Status Reports and Return of Funds discusses Subaward Adjustments
- Two types of revisions
  1. Budget Revisions – Choose Budget Revision in WebGrants
     - Transfer of funds between existing budget lines
     - Adding new budget lines
     - Changes in the quantity of an existing budget line item
     - Changes to the specifications of an existing budget line item
  2. Program Revisions – Choose Program Revision in WebGrants
     - Changes in key personnel (Authorized Official, Project Director, Fiscal Officer, or Project Contact Person)
     - Change in period of performance (extensions to the grant period)
- Both budget and program revisions must be submitted through WebGrants as a Subaward Adjustment and must be approved by the DPS/OHS prior to obligating or expending the grant funds

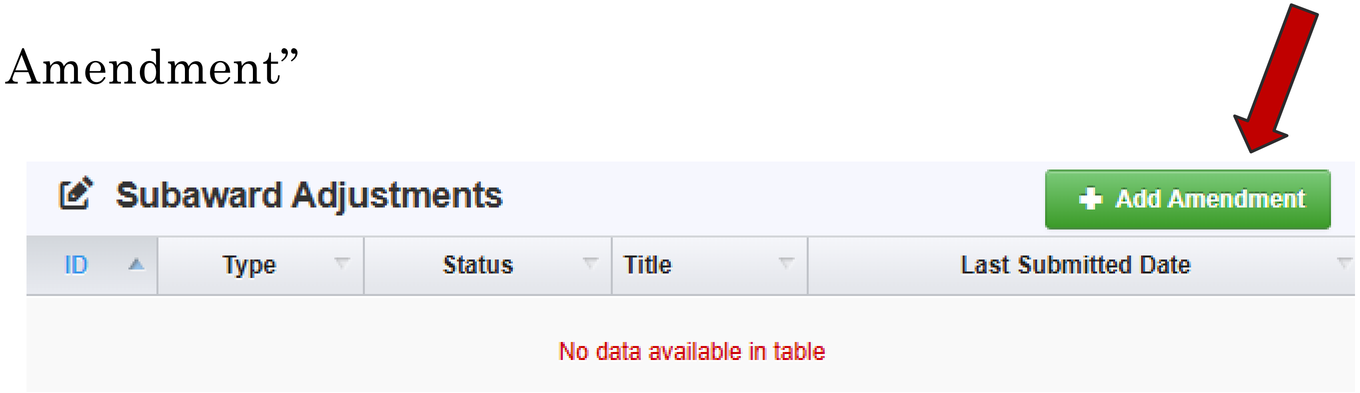
Subaward Adjustments

- Select “Subaward Adjustments”



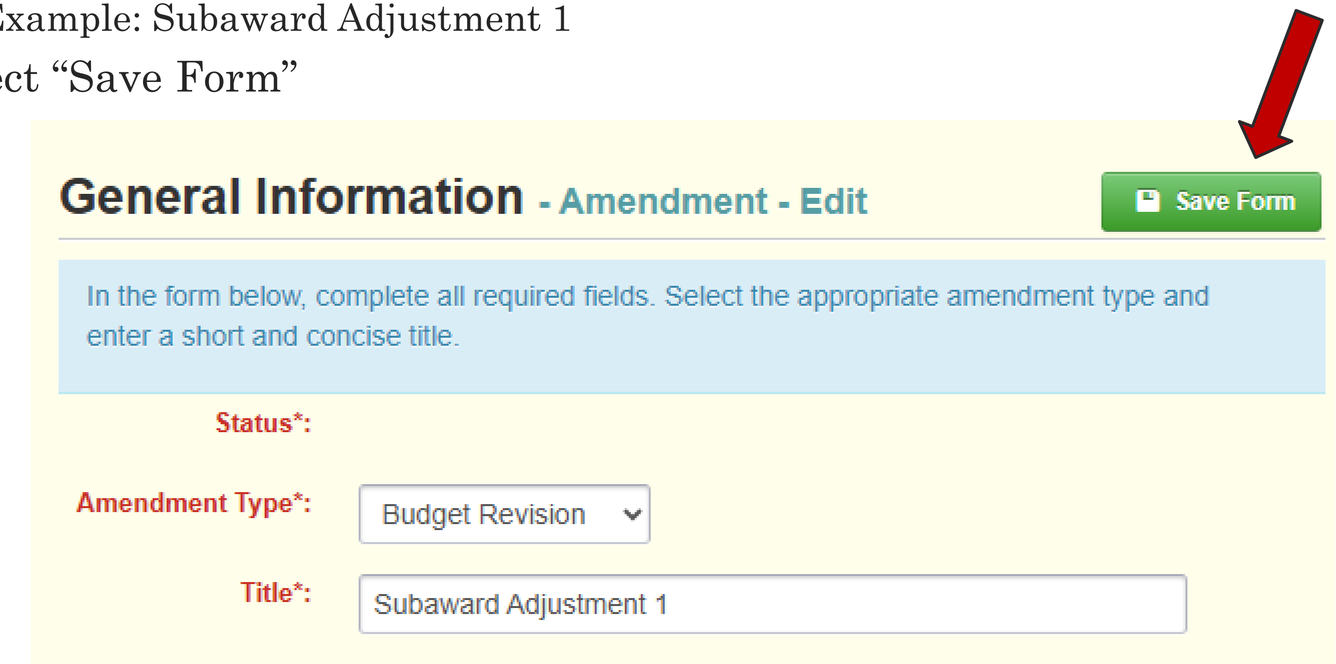
Subaward Adjustments

- Select “Add Amendment”



Subaward Adjustments

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

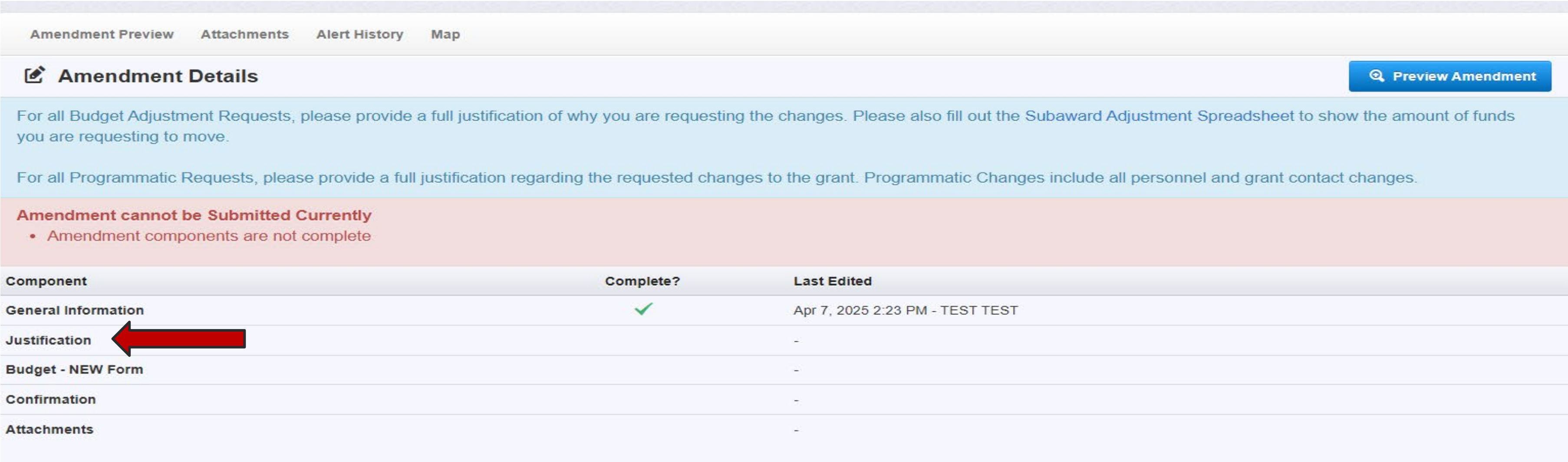


Subaward Adjustments

- Select “Justification” from the Subaward Adjustment Components

Subaward Adjustments

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



Amendment Preview   Attachments   Alert History   Map

Amendment Details   Preview Amendment

For all Budget Adjustment Requests, please provide a full justification of why you are requesting the changes. Please also fill out the Subaward Adjustment Spreadsheet to show the amount of funds you are requesting to move.

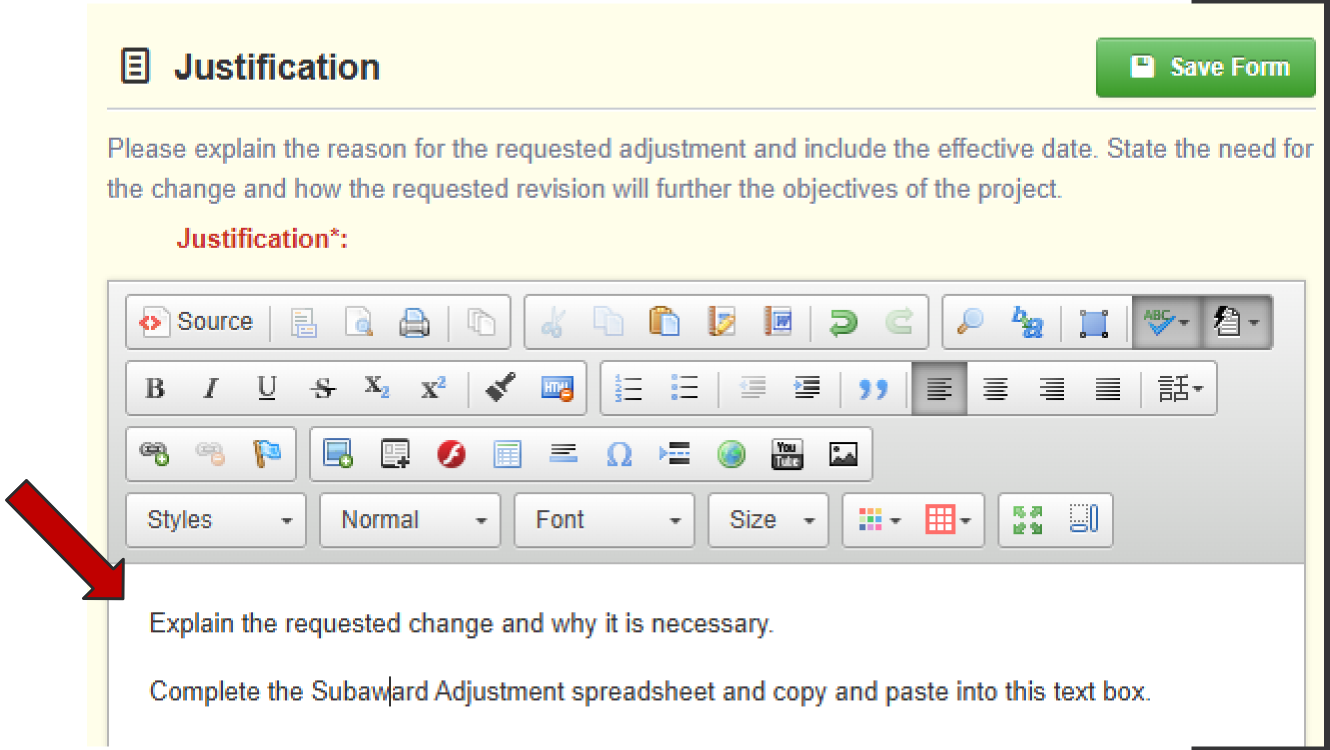
For all Programmatic Requests, please provide a full justification regarding the requested changes to the grant. Programmatic Changes include all personnel and grant contact changes.

Amendment cannot be Submitted Currently
- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Apr 7, 2025 2:23 PM - TEST TEST
Justification		-
Budget - NEW Form		-
Confirmation		-
Attachments		-

Subaward Adjustments

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



Subaward Adjustments

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

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

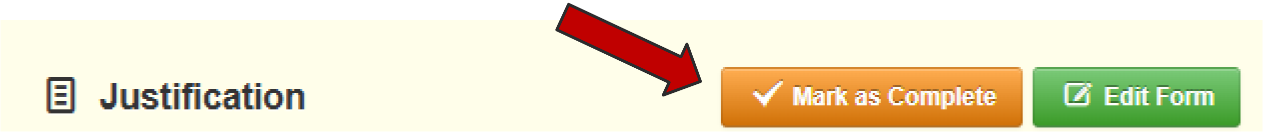
Subaward Adjustments

- Subaward Adjustment Spreadsheet Example

Project Number	Line Number	Current Budget	Requested Change	Updated Budget	Notes
2027-SCCG-001	1001	$100,000.00	$2,000.00	$102,000.00	Insert notes to explain to revision for this budget line
2027-SCCG-001	2001	$50,000.00	($1,500.00)	$48,500.00	Insert notes to explain to revision for this budget line
2027-SCCG-001	10001	$40,000.00	($500.00)	$39,500.00	Insert notes to explain to revision for this budget line
TOTAL		$190,000.00	$0.00	$190,000.00	

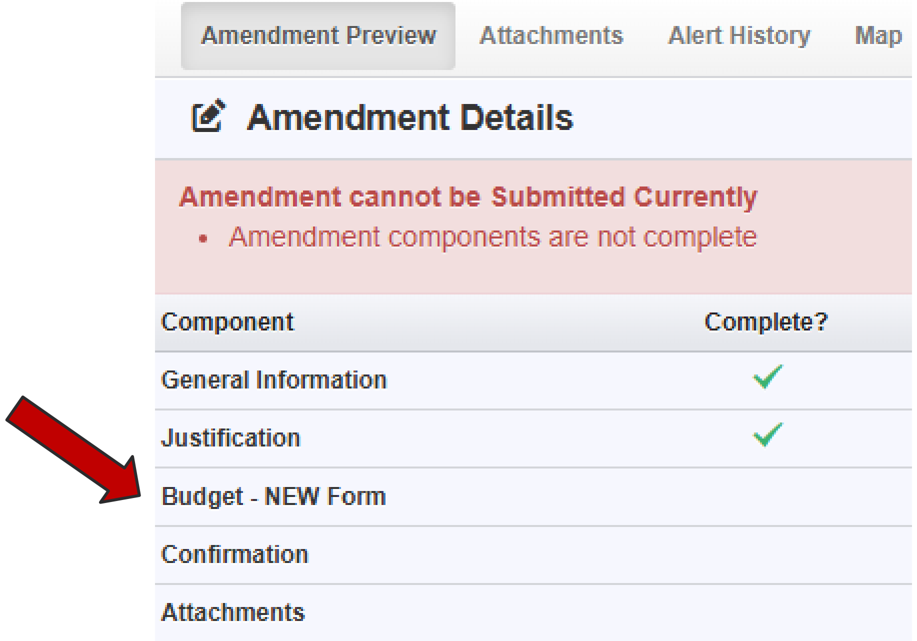
Subaward Adjustments

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



Subaward Adjustments

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



Subaward Adjustments

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

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

Subaward Adjustments

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

Federal/State and Local Match Share - Edit

Save Grid

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

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

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

Subaward Adjustments

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

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

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

Edit Grid

Federal/State and Local Match Share - Grid

Mark as Complete

Edit Grid

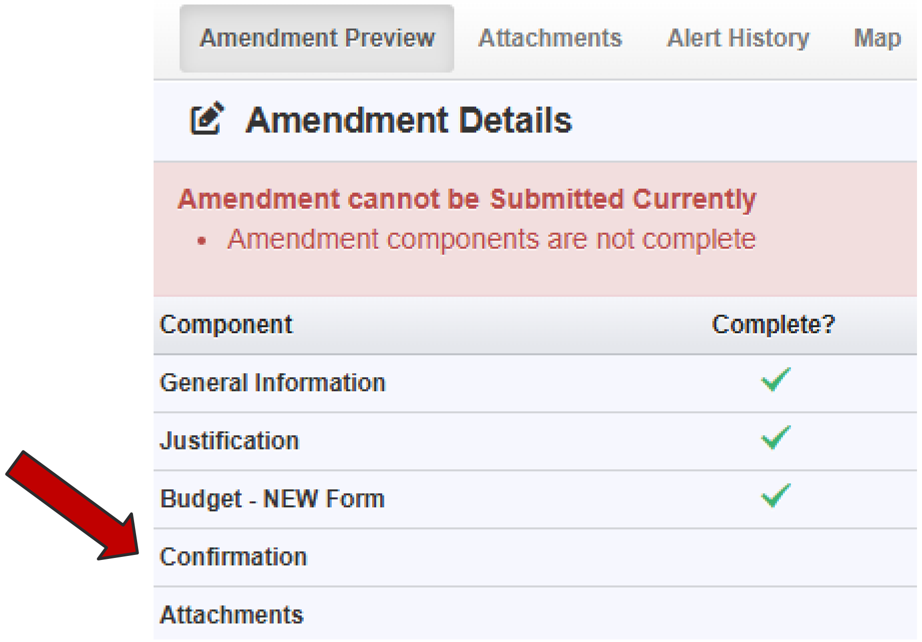
The **Current Budget** column represents the current subaward. Enter the total federal/state share and total local match share as it is reflected in the current version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Current Budget column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

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

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

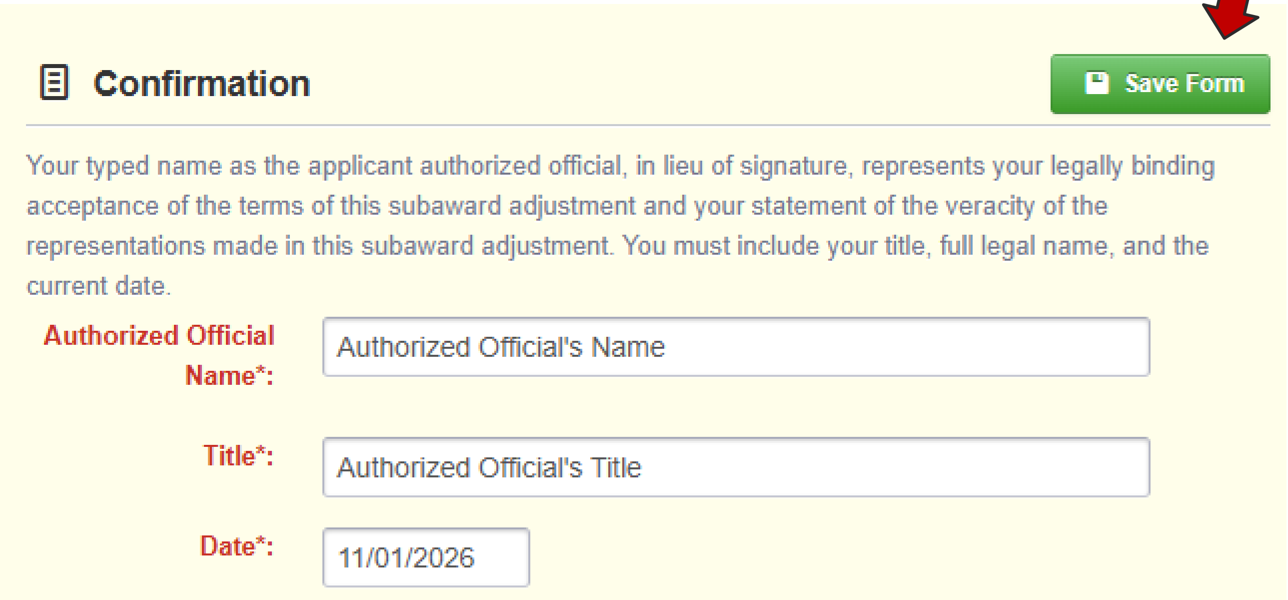
Subaward Adjustments

- Select “Confirmation” from the Subaward Adjustment Components



Subaward Adjustments

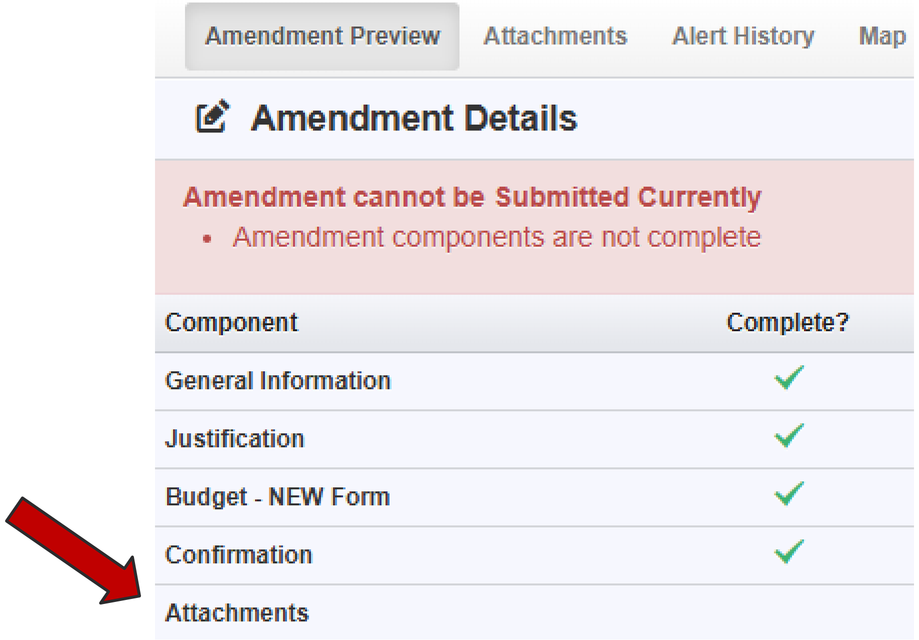
- Complete with the Authorized Official's Name, Title, and Date certifying they approve of the requested Subaward Adjustment
- Select "Save Form"



- Select "Mark as Complete"

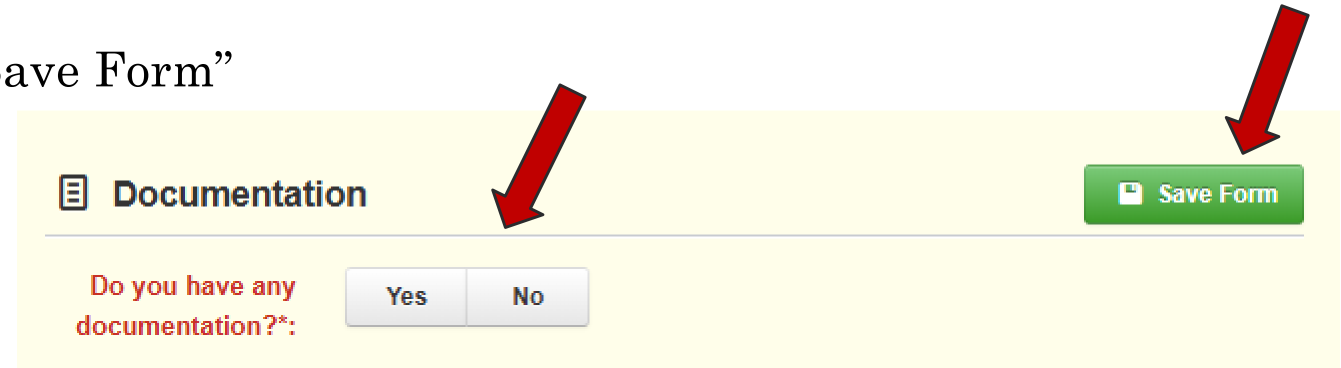
Subaward Adjustments

- Select “Attachments” from the Subaward Adjustment Components



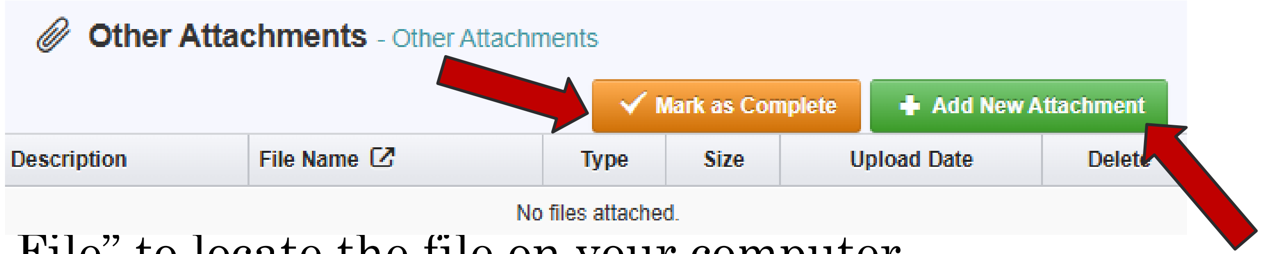
Subaward Adjustments

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

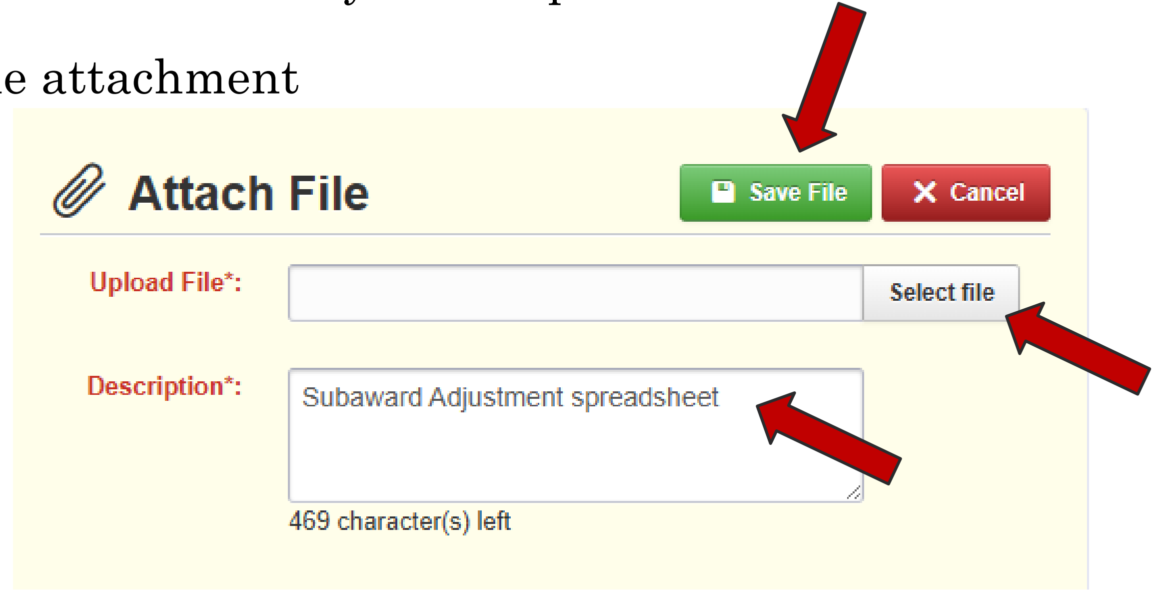


Subaward Adjustments

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

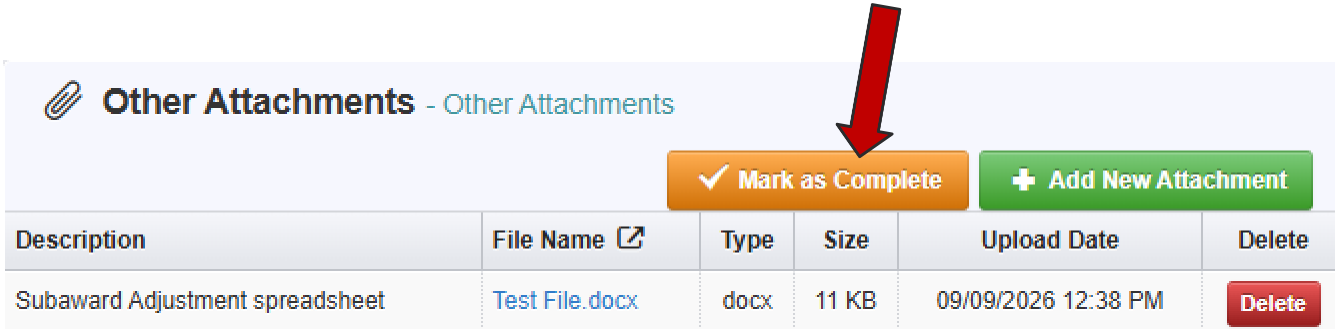


- Select, “Select File” to locate the file on your computer
- Enter a description of the attachment
- Select “Save File”



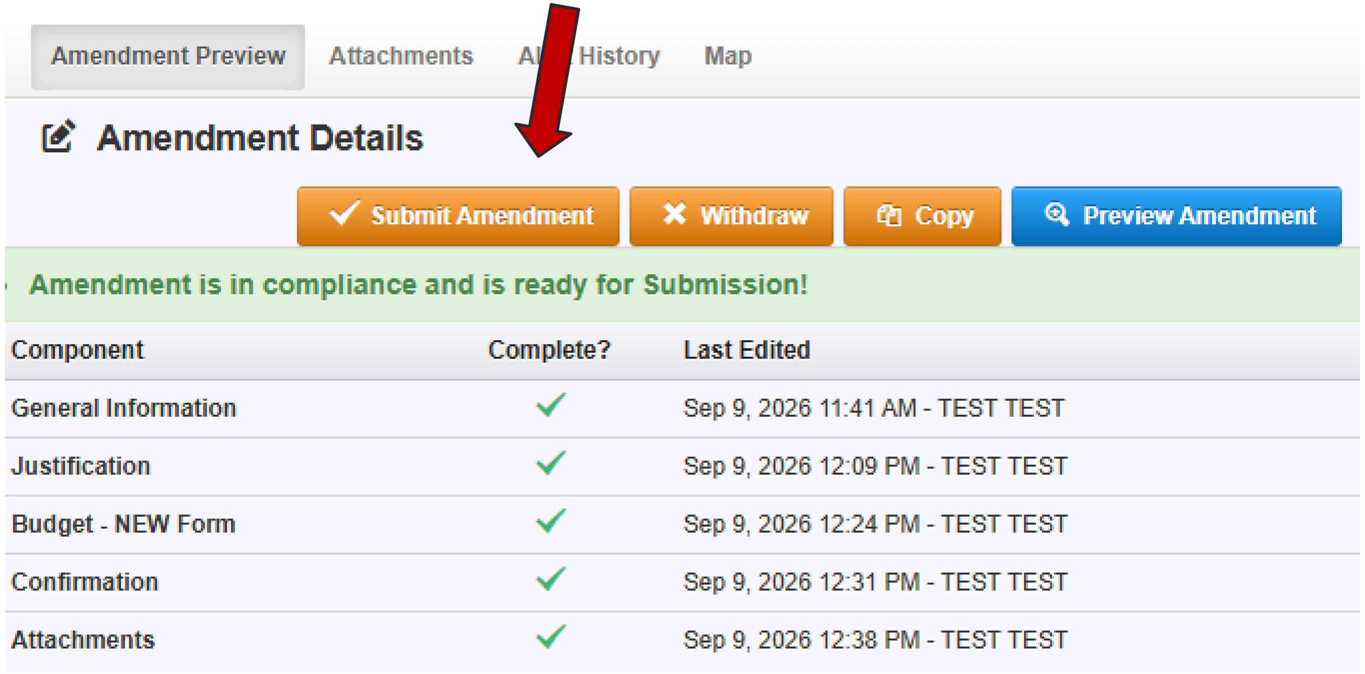
Subaward Adjustments

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



Subaward Adjustments

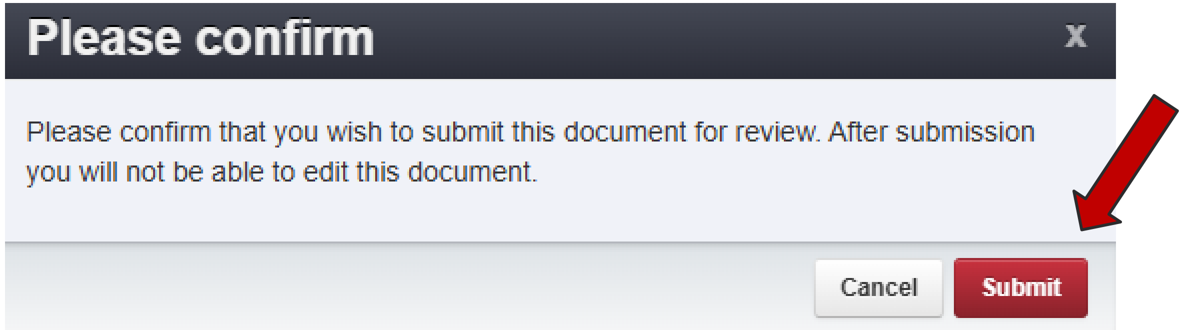
- When all Subaward Adjustment Components have been completed, select "Submit Amendment"



Component	Complete?	Last Edited
General Information	✓	Sep 9, 2026 11:41 AM - TEST TEST
Justification	✓	Sep 9, 2026 12:09 PM - TEST TEST
Budget - NEW Form	✓	Sep 9, 2026 12:24 PM - TEST TEST
Confirmation	✓	Sep 9, 2026 12:31 PM - TEST TEST
Attachments	✓	Sep 9, 2026 12:38 PM - TEST TEST

Subaward Adjustment

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



Grant File

Grant File

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

Grant File

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

Monitoring

Monitoring

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

Monitoring

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

Next Steps

- Return Compliance Workshop Acknowledgement via email to your Grant Specialist
- Complete Status Report by the due date of October 10, 2026 for the reporting period of 06/01/2026 – 08/31/2026
- Submit claims as needed but on a quarterly basis at the minimum

Key Dates

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

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