

# Welcome To The Webinar!

Thank you for joining us today. We will get started shortly.

Please review a few housekeeping rules:

1. Please mute your audio. This helps to minimize the sound and interruptions. You can do this by selecting “mute” on the meeting screen.
2. You are welcome to use the chat box throughout the presentation. We will have a chat box monitor that will try to answer any questions during the presentation.
3. We will have a question and answer forum at the end of the presentation. If you have a question before the end, please utilize the chat box.
4. When we are talking or sharing our screen, please write in the chat box and let us know if you can't hear or see something.



Missouri Department of Public Safety  
Office of the Director  
Criminal Justice/Law Enforcement (CJ/LE) Unit

State Cyber Crime Grant Program  
(SCCG)  
2024 Compliance Training

June 28, 2023

# GENERAL GRANT INFORMATION



# 2024 SCCG Goal

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 continued operation of multi-jurisdictional law enforcement cybercrime task forces.

# Grant Requirements

- ▶ State Cyber Crime Grant (SCCG)
  - ▶ Funds come from Missouri's general revenue and are subject to legislative appropriation each year
  - ▶ Supports the continued operation of multi-jurisdictional law enforcement cyber crime task forces
  - ▶ Project Period: June 1, 2023 to May 31, 2024
  - ▶ Eligible budget categories:
    - ▶ Personnel
    - ▶ Personnel Benefits
    - ▶ Personnel Overtime
    - ▶ Personnel Overtime Benefits
    - ▶ Travel/Training
    - ▶ Equipment
    - ▶ Supplies/Operations
    - ▶ Contractual

# Grant Requirements cont.

## SOURCE OF INFORMATION

- ▶ 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
    - ▶ CJ/LE-GT-2020-002, Policy on Claim Request Requirements including DPS Reimbursement Checklist
    - ▶ CJ/LE-GT-2020-003, Policy on Budget Modifications, Program Changes, Scope of Work Changes, Status Reports, and Return of Funds
- ▶ Missouri State Statutes: <http://revisor.mo.gov/main>

# Administrative and Financial Guidelines

## ▶ Audit requirements

- ▶ An audit is required if recipients expend \$375,000 or more in state funds within the organization's fiscal year from any state source (including, but not limited to, SCCG)
  - ▶ If the recipient is required to have an audit:
    - ▶ The audit must be performed organization-wide by an independent firm
    - ▶ The Audit must be conducted with reasonable frequency, usually annually, but no less frequently than every two (2) years
  - ▶ If the recipient is not required to have an audit, the agency is still responsible for monitoring activities to provide reasonable assurance that the agency administers state awards in compliance with state requirements

Doesn't mean that the audit can include every other year though

# 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 within the State of Missouri.

# Grant Life Cycle

- ▶ Recipient applies and gets approval of application
- ▶ Recipient will receive the award documents and the Grant Folder
  - ▶ Once the signed documents are received and signed by the Director of Public Safety & the budget has been updated and approved - the grant will be marked “Underway”
- ▶ “Underway” Phase
  - ▶ Recipient can now order Equipment and/or Supplies
  - ▶ Claims may be submitted for Reimbursement
  - ▶ Quarterly Status Reports must be submitted
- ▶ Closeout
  - ▶ Once all Claims and Status Reports have been submitted and approved the grant can be closed

# Grant Set-Up

- ▶ The award must be signed by the Authorized Official
- ▶ Each page of the Articles of Agreement must be initialed by the Authorized Official
- ▶ The signed award needs to be submitted by mail to the Missouri Department of Public Safety
- ▶ The signed grant Award Agreement will be available in WebGrants under Subaward Documents - Final

# Expending Grant Funding

- ▶ Funds must be obligated within the project period and should be expended & submitted for reimbursement within 10 days following the project period end date.
- ▶ Project Period: June 1, 2023 - May 31, 2024
- ▶ Final claim due June 10, 2024

# Procurement

- ▶ Recipient assures that all procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner to provide maximum open and free competition
- ▶ Recipient assures that all procurement transactions will meet the minimum standards set forth by the “DPS Financial and Administrative Guidelines”
  - ▶ All quotes/bids and the rationale behind the selection of source of supply must be retained
  - ▶ Purchases to a single vendor that is less than \$10,000 may be purchased with prudence on the open market
  - ▶ Purchases estimated to be between \$10,000 but less than \$100,000 to a single vendor, must be competitively bid
  - ▶ Purchases with an estimate of \$100,000 or more to a single vendor must be advertised for bids in at least 2 daily newspapers of general circulation in places as are most likely to reach prospective bidders at least 5 days before bids for such purposes are to be opened
  - ▶ Where 1 bid or positive proposal is received, it is deemed to be sole source procurement
    - ▶ Sole sources procurement on purchases to a single vendor of \$10,000 and over requires PRIOR approval from the Missouri Department of Public Safety

# Travel Policy/Mileage/Per Diem Rate

- ▶ The Department of Public Safety Subrecipient Travel Guidelines can be found
  - ▶ <https://dps.mo.gov/dir/programs/dpsgrants/sccg.php>
- ▶ Mileage Reimbursement
  - ▶ <https://acct.oa.mo.gov/state-employees/travel-portal/mileage>
  - ▶ Effective March 1, 2023, the State of Missouri mileage rate is \$0.62 per mile
- ▶ The State of Missouri Per Diem rates can be found
  - ▶ <https://acct.oa.mo.gov/state-employees/travel-portal/meals-per-diem>
  - ▶ Verify the per diem rate before reimbursement requests
- ▶ DPS will reimburse based on the most restrictive travel policy (i.e. State of Missouri or local)
- ▶ GSA lodging rates will be reimbursed
  - ▶ [Per Diem Rates | GSA](#)

# Grant Requirements

- ▶ Claims must be submitted at least every 3 months
  - ▶ Claims may be submitted as needed
  - ▶ Claims must be in “**Paid**” status before the next claim is submitted
  - ▶ Personnel Cost must be supported with official payroll records and time sheets/payroll certification, benefit rate sheets.
  - ▶ Proof of Payment is required for all expenses (i.e. cancelled check, credit card statements)
  - ▶ Requesting Advanced Payment
- ▶ Status Reports must be submitted every Quarter

# WebGrants



# WebGrants cont.

- ▶ General Information (where to locate grant contacts)
- ▶ Budget
- ▶ Claims
  - ▶ Reimbursement Requirements
- ▶ Correspondence
- ▶ Subaward Adjustments
  - ▶ Programmatic
  - ▶ Budget
- ▶ Status Reports
- ▶ Monitoring

# Budget

Grant Components	
	Component
General Information	
Claims	
Budget	←
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Site Visits	
Subaward Documents - Final	
Attachments	
Closeout	
Opportunity	
Application	

# Budget, cont.

- ▶ View your budget for approved item(s)
- ▶ View your budget for line item number(s)

# Budget cont.

- ▶ Budgets will be adjusted to 1 line per category, (i.e. all Personnel on 1 line, all Personnel Benefits on 1 line, etc.), except for Equipment and Contractual, each piece of equipment and each contractual item must have their own individual budget lines
  - ▶ Justification will include detail of the budget lines

*To include lines in your budget, click "Add". If the project includes more than one budget line, repeat this step for each budget line.*

Line Item Code:	Budget Line Category:	Line Name:	Description:	Amount of Grant Funds Requested:
1001	<b>1. Personnel</b>	Salary	(2) Salary - Full-time Examiners,( 2) Full-time Investigators	\$225,551.34
				<b>\$225,551.34</b>
2001	<b>2. Personnel Benefits</b>	Benefits	(4) FICA/Medicare/ Medical, Retirement, Workers Comp	\$90,813.85
				<b>\$90,813.85</b>
9001	<b>5. Travel/Training</b>	Travel/ Training	CAC Conference	\$1,600.00
				<b>\$1,600.00</b>
10001	<b>6. Equipment</b>	Equipment	(1) Forensic Disc Reader	\$12,995.00
10002	<b>6. Equipment</b>	Equipment	Desk Top Workstation (2)	\$4,127.00
10003	<b>6. Equipment</b>	Equipment	Storage (1)	\$2,770.00
				<b>\$19,892.00</b>
11001	<b>7. Supplies/Operations</b>	Supplies	(1) PCIe Write Blocker (5) USB3 External Hard Drives (2) USB SATA Write Blockers	\$2,387.00
				<b>\$2,387.00</b>
12001	<b>8. Contractual</b>	Contractual	Equipment Lease 6/1/22-6/1/23	\$500.00
				<b>\$500.00</b>
				<b>\$340,744.19</b>

# Budget cont.

- Justification should include detail of the budget lines

## Budget Justification

### Budget Justification\*

*(For each budget line requested please provide a separate justification.)*

**The Justification for each line should include the following:**

1. Justify why each requested budget line is necessary for the success of the proposed project.
2. Cost Basis for the budget line request.
3. Justify how each requested budget line item has a direct effect on combating and/or preventing cybercrimes.

**Specific information for budget lines in these categories should also include:**

**Personnel and Overtime Personnel** - Description of job responsibilities the individual will be expected to perform for this project/program.

**Benefit and Overtime Benefits** - List which benefits are included and the rate of each benefit.

**Travel/Training** - List each training separately in the budget and in the justification provide the cost breakdown for the training (Registration, hotel, per diem, etc.)

**Equipment** - In justification please include if the item is new or a replacement, and who will be using the equipment.

**Contractual** - Provide the dates of service for any contracts or contracted services.

### Personnel:

Personnel - Detective John Adams is an Investigator with Whoville Police Department and has been an investigator most of his career. He has been investigating Internet Crimes Against Children since 2010. Current Annual Salary is \$50273.60

Personnel - Detective Adam Smith - has been in law enforcement with Whoville Police Department. He has been working Internet Crimes Against Children. He is responsible for all forensic evidence intake and storage. Current Annual Salary is \$48,509.88

Personnel - Investigator Scott Smith has been in law enforcement with Whoville Police Department. He has been working Internet Crimes Against Children. He is responsible for all forensic evidence intake and storage. Current Annual Salary is \$48,509.88

Personnel - Investigator Chris Smith-has been in law enforcement with Whoville Police Department. He has been working Internet Crimes Against Children. He is responsible for all forensic evidence intake and storage. Current Annual Salary is \$48,509.88

### Personnel Benefits:

FICA/Medicare- All personnel rate is standard (7.65%) Cost basis see attached county current rate sheet

Medical Insurance - Chris Smith Medical Insurance is provided by City of Whoville \$300.00 for 24 periods. Cost basis see attached county medical benefit sheet

Medical Insurance - For Investigator John Adams Medical Insurance is provided by City of Whoville \$200.00 for 24 periods. Cost basis see attached Medical rate benefit sheet.

Pension - Retirement - All personnel Pension- Retirement is provided by City of Whoville at (16.4%) Cost basis see attached current county rate sheet

Workers Comp - All personnel Workers Comp is provided by the City of Whoville at (4.55%) Cost basis see attached county current rate sheet

### Equipment:

Equipment - Disc System - This is a replacement will be used by Investigator Scott Smith. This piece of equipment hashes and reports on CD's, DVDs and Blu-Ray discs that are seized during child exploitation search warrants. Cost Estimate \$13,028.47 see attached

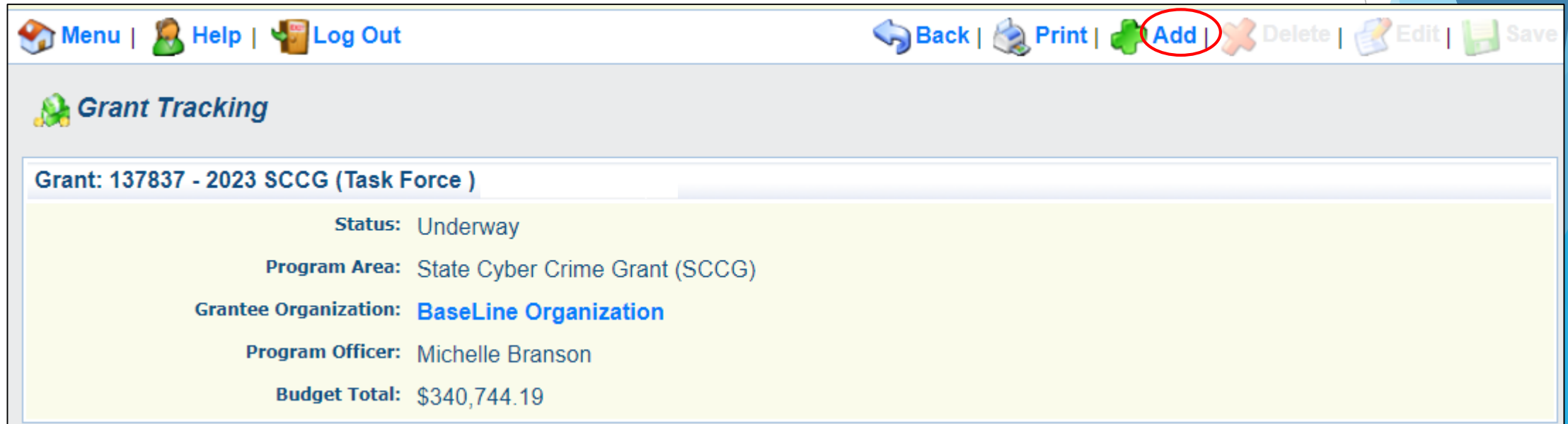
# Claims Entry

- ▶ Sign into the WebGrants System and select the applicable grant
- ▶ From Grant Components, select “Claims”


Grant Components	
	Component
General Information	
Claims	
Budget	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Site Visits	
Subaward Documents - Final	
Attachments	
Closeout	
Opportunity	
Application	

# Claims Entry cont.

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



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

 **Grant Tracking**

**Grant: 137837 - 2023 SCCG (Task Force )**

**Status:** Underway

**Program Area:** State Cyber Crime Grant (SCCG)

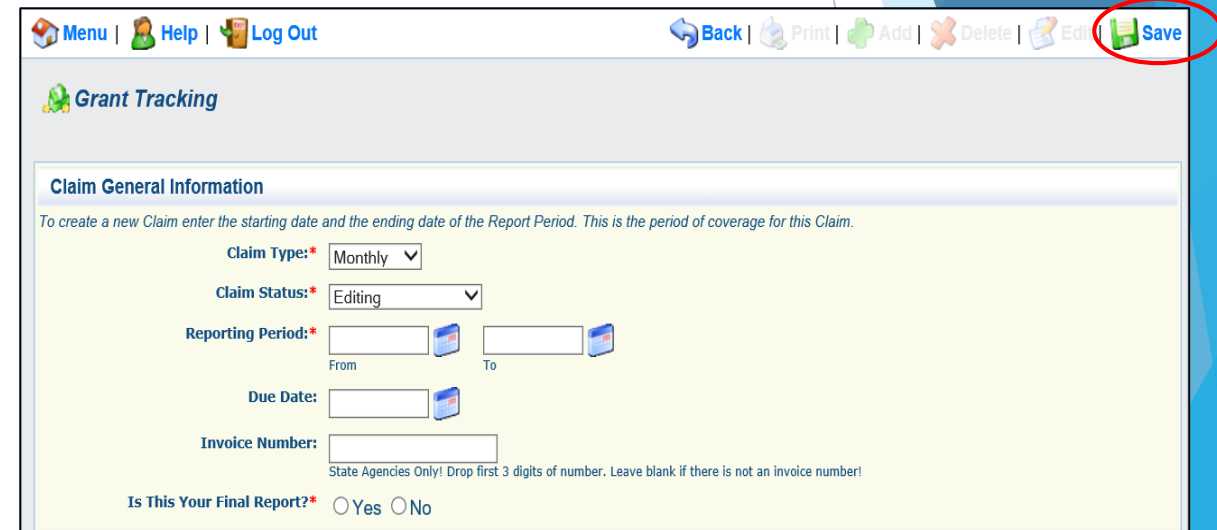
**Grantee Organization:** **BaseLine Organization**

**Program Officer:** Michelle Branson

**Budget Total:** \$340,744.19

# Claims Entry cont.

- ▶ Complete the Claim General Information
- ▶ Claim Type
- ▶ Claim Status - Editing
- ▶ Reporting Period - Timeframe covered by the claim
- ▶ Due Date - \*LEAVE BLANK\*
- ▶ Invoice Number - \*LEAVE BLANK\*
- ▶ Is this your Final Report - Select “No” on all claims until the final claim, then select “Yes”
- ▶ Select “Save”






The screenshot displays the 'Grant Tracking' web application interface. At the top, there is a navigation bar with links for 'Menu', 'Help', and 'Log Out'. On the right side of the navigation bar, there are icons for 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. The 'Save' button is highlighted with a red circle and a red arrow. Below the navigation bar, the main content area is titled 'Claim General Information'. It includes a sub-header 'To create a new Claim enter the starting date and the ending date of the Report Period. This is the period of coverage for this Claim.' followed by several form fields: 'Claim Type:' with a dropdown menu set to 'Monthly'; 'Claim Status:' with a dropdown menu set to 'Editing'; 'Reporting Period:' with two date pickers labeled 'From' and 'To'; 'Due Date:' with a date picker; 'Invoice Number:' with a text input field; and 'Is This Your Final Report?\*' with radio buttons for 'Yes' and 'No'. A note below the 'Invoice Number' field states: 'State Agencies Only! Drop first 3 digits of number. Leave blank if there is not an invoice number!'.







# Claims Entry cont.


- ▶ Select the new claim that was created

Claims							Copy Existing Claim   Scheduler   Annotations(0)   Return to Components	
ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount		
137818 - 001	Monthly	Editing			06/01/2023 - 06/30/2023	\$0.00		
137818 - 002	Monthly	Editing			07/01/2023 - 07/31/2023	\$0.00		

- ▶ Select “Edit” at the top right side of the claim

 Menu |  Help |  Log Out

 Back |  Print |  Add |  Delete |  Edit |  Save

 Grant Tracking

# Expenditures

- ▶ Select “Expenditures” from the Components Section

Components

Preview | Submit

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	04/27/2022
Expenditures		
Reimbursement		
Attachments		

# Expenditures Form cont.

- ▶ For each expenditure, select “Add” at the top right side to add a line to the Expenditures Form

Expenditures										<a href="#">Create New Version</a>	<a href="#">Mark as Complete</a>	<a href="#">Go to Claim Forms</a>	<a href="#">Add</a>
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date			
						\$0.00							
Last Edited By:													

# Expenditures cont.

- ▶ Complete each line of the Expenditures form
- ▶ Line Number - this is a drop down section, which will show each line of the approved budget

Expenditures

Line Number\*

Payee\*

Description\*

Quantity\*

Unit Cost\*

Federal Amount Requested\*

Invoice #\*

Invoice Date\*

1001 - Budget - Salary

2001 - Budget - Benefits

9001 - Budget - Travel/ Training

10001 - Budget - Equipment

10002 - Budget - Equipment

10003 - Budget - Equipment

11001 - Budget - Supplies

\$0.00

# Expenditures cont.

- ▶ Line Number
  - ▶ Select the corresponding budget line (i.e. Personnel, Benefits, etc.)
- ▶ Payee
  - ▶ Add the name of the Individual or Company that is receiving the payment, from your agency
- ▶ Description
  - ▶ Payroll and Benefits should include the dates of the payroll period for the person listed in Payee (i.e. Employee name Payroll (06/01/23 - 06/30/23); or Employee name with Benefit Type and Benefits Date (i.e. Health, Dental, Vision) (06/01/23 - 06/30/23))
  - ▶ Description of item purchased for other categories (i.e. computers; hardware)
- ▶ Quantity
  - ▶ Quantity for a pay period should be 1
  - ▶ When purchasing equipment it should list the actual number. Unit cost of item (this needs to be the amount if multiplied by the Quantity will equal the Amount Requested)
  - ▶ The Amount Requested for each line will then auto-transfer to the Reimbursement form

# Expenditures cont.

- ▶ Federal Amount Requested
  - ▶ This is the total amount of funds being requested
  - ▶ NOTE: The number in Unit Cost multiplied by the Quantity that is added needs to be equal to the Amount requested
- ▶ Invoice #
  - ▶ For payroll and benefits you may use the number of the claim being submitted, or the month(s), (i.e. 1 or July), can also be listed as N/A
  - ▶ For other items the invoice number from the vendor should be entered
- ▶ Invoice Date
  - ▶ For payroll the date that the employee is paid should be used
  - ▶ For purchases it should be the date listed on the invoice
- ▶ Check/EFT Number
  - ▶ Number of the check used for payment(s) to the employee or the vendor
- ▶ Check/EFT Date
  - ▶ Date of the check used for the payment(s)

# Expenditure cont.

## ► Example Payroll

**Expenditures**

Line Number*	1001 - Budget - Salary
Payee*	Archie Smith
Description*	Salary 6/1/23-6/30/23
Quantity*	1.0
Unit Cost*	\$2,349.49
Federal Amount Requested*	\$2,349.49
Invoice #*	1231
Invoice Date*	7/5/22
Check/EFT Number*	1234
Check/EFT Date*	7/5/22

## ► Select “Save”

 Back |  Print |  Add |  Delete |  Edit |  Save

# Expenditures cont.

## ► Benefit Example

**Expenditures**

Line Number*	2001 - Budget - Benefits ▼
Payee*	Archie Smith
Description*	Salary 6/1/23-6/30/23
Quantity*	1.0
Unit Cost*	179.73
Federal Amount Requested*	179.73
Invoice #*	1231
Invoice Date*	7/5/23
Check/EFT Number*	1234
Check/EFT Date*	7/12/23

## ► Select “Save”

 Back |  Print |  Add |  Delete |  Edit |  Save

# Expenditures cont.

## ► Travel Example

Expenditures	
Line Number*	9001 - Budget - Travel/ Training ▼
Payee*	CAC
Description*	CAC Conference 7/1/23-7/15/23
Quantity*	1.0
Unit Cost*	1600.00
Federal Amount Requested*	1600.00
Invoice #*	1231
Invoice Date*	8/1/23
Check/EFT Number*	1234
Check/EFT Date*	8/15/23

## ► Select “Save”

 Back	 Print	 Add	 Delete	 Edit	 Save
--	---	---	--	--	--

# Expenditures cont.

## ► Equipment Example

**Expenditures**

Line Number*	10003 - Budget - Equipment ▼
Payee*	SHI Missouri State Vendor
Description*	Desk Top Workstation
Quantity*	2
Unit Cost*	2063.50
Federal Amount Requested*	4127.00
Invoice #*	1231
Invoice Date*	8/1/23
Check/EFT Number*	Advance Payment
Check/EFT Date*	Advance Payme

## ► Select “Save”

 Back |  Print |  Add |  Delete |  Edit |  Save

# Expenditures cont.

## ► Supplies Example

**Expenditures**

Line Number*	11001 - Budget - Supplies ▼
Payee*	SHI Missouri State Vendor
Description*	(1) PCIe Write Blocker
Quantity*	1
Unit Cost*	459.00
Federal Amount Requested*	459.00
Invoice #*	1231
Invoice Date*	9/5/23
Check/EFT Number*	1234
Check/EFT Date*	9/30/23

## ► Select “Save”

 Back |  Print |  Add |  Delete |  Edit |  Save

# Expenditures cont.

## ► Contractual Example

Expenditures	
Line Number*	12001 - Budget - Contractual ▼
Payee*	Acting Lease Company
Description*	Equipment Lease 6/1/23-8/1/23
Quantity*	1
Unit Cost*	600
Federal Amount Requested*	600
Invoice #*	1231
Invoice Date*	6/15/23
Check/EFT Number*	1234
Check/EFT Date*	6/30/23

## ► Select “Save”

 Back	 Print	 Add	 Delete	 Edit	 Save
--	---	---	--	--	---

# Expenditures cont.

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



The screenshot shows a software interface for managing expenditures. At the top right, there are three buttons: 'Create New Version', 'Mark as Complete', and 'Go to Claim Forms'. The 'Mark as Complete' button is circled in red, and a red arrow points to it from the top right. Below the buttons is a table titled 'Expenditures' with 11 columns: Line Number, Payee, Description, Quantity, Unit Cost, Expense Total, Federal Amount Requested, Invoice #, Invoice Date, Check/EFT Number, and Check/EFT Date. The table contains 8 rows of data, including salaries for Gary Smith, Archie Smith, and Danny Smith, FICA/Medicare for Archie Smith, a CAC Conference, and equipment purchases from SHI Missouri State Vendor. A total row at the bottom shows a total expense of \$12,812.45.

Expenditures										
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
1001	Gary Smith	Salary 06/01/2023 - 06/30/2023	1.0	\$2,349.49	<b>\$2,349.49</b>	\$2,349.49	1234	7/5/23	1234	07/05/23
1001	Archie Smith	Salary 06/01/2023 - 06/30/2023	1.0	\$2,349.49	<b>\$2,349.49</b>	\$2,349.49	1231	7/5/22	1234	7/5/22
1001	Danny Smith	Salary 6/1/23-6/15/23	1.0	\$1,747.74	<b>\$1,747.74</b>	\$1,747.74	1234	6/25/23	1234	06/25/23
2001	Archie Smith	FICA/Medicare (06/01/2023-06/30/2023)	1.0	\$179.73	<b>\$179.73</b>	\$179.73	1234	07/05/23	1234	07/05/23
9001	CAC	CAC Conference 7/1/15-7/7/23	1.0	\$1,600.00	<b>\$1,600.00</b>	\$1,600.00	1234	8/1/23	1234	8/15/23
10001	SHI Missouri State Vendor	Desk Top Workstation	2.0	\$2,063.50	<b>\$4,127.00</b>	\$4,127.00	1234	8/1/23	Advance Payment	Advance Payment
11001	SHI Missouri State Vendor	(1) PCIe Write Blocker	1.0	\$459.00	<b>\$459.00</b>	\$459.00	1234	9/5/23	1234	9/30/22
						<b>\$12,812.45</b>				

# Advanced Payment

- ▶ Information Bulletin #1: Policy on Advanced Payment and Cash Advances
  - ▶ Advance Payment can be requested on \$2,500 or more per Vendor invoice, not per claim invoice
- ▶ If your agency does not have funding to make payment upfront, Advanced Payment may be requested
  - ▶ Required documentation:
    - ▶ Official Payroll documentation, timesheets or Personnel Certification form
    - ▶ Invoice
    - ▶ Signed Proof of Delivery
- ▶ Advance Payment Recipients are required to submit Proof of Payment due to DPS Grants within (30) days of the claim being paid in WebGrants through the “Correspondence” component
- ▶ Contact your Grant Specialist prior to if you are needing Advanced Payment

# Advanced Payment cont.

## ► Example on how to report Advanced Payment

Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
10001	SHI Missouri State Vendor	Desk Top Workstation	2.0	\$2,063.50	\$4,127.00	\$4,127.00	1234	8/12/22	Advance Payment	Advance Payment
1001	Whoville County	07/01-07/15/22 (AG, BB, MW)	1.0	\$3,000.00	\$3,000.00	\$3,000.00	N/A	N/A	Advanced Payment	Advanced Payment

- Advanced Payment must be stated in the Check Number & Check Date fields of the Expenditure
- Payee must be reported as **Agency or Vendor** that is receiving the payment
- Description if requesting for payroll must report the name or initial of the task force officer & to include payroll periods

# Reimbursement Form

## ► Open Reimbursement Form

Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Complete each component of the Claim and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	07/07/2022	
<a href="#">Expenditures</a>	✓	07/07/2022	
<a href="#">Reimbursement</a>			
<a href="#">Attachments</a>			

# Reimbursement Form cont.

- ▶ Verify that the amounts entered on the Expenditure Form have carried over to the Reimbursement Form
  - ▶ If the amounts DO NOT match, contact your Grant Specialist

Reimbursement		Create New Version   <b>Mark as Complete</b>   Go to Claim Forms				
Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)
<b>Budget</b>						
Benefits	2001 (Line Item Code: ) Benefits (Line Name:)	\$90,813.85	\$179.73	\$0.00	\$179.73	\$90,634.12
Contractual	12001 (Line Item Code: ) Contractual (Line Name:)	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Equipment	10002 (Line Item Code: ) Equipment (Line Name:)	\$4,127.00	\$0.00	\$0.00	\$0.00	\$4,127.00
Equipment	10001 (Line Item Code: ) Equipment (Line Name:)	\$12,995.00	\$4,127.00	\$0.00	\$4,127.00	\$8,868.00
Equipment	10003 (Line Item Code: ) Equipment (Line Name:)	\$2,770.00	\$0.00	\$0.00	\$0.00	\$2,770.00
Salary	1001 (Line Item Code: ) Salary (Line Name:)	\$225,551.34	\$6,446.72	\$0.00	\$6,446.72	\$219,104.62
Supplies	11001 (Line Item Code: ) Supplies (Line Name:)	\$2,387.00	\$459.00	\$0.00	\$459.00	\$1,928.00
Travel/ Training	9001 (Line Item Code: ) Travel/ Training (Line Name:)	\$1,600.00	\$1,600.00	\$0.00	\$1,600.00	\$0.00
<b>Total:</b>		<b>\$340,744.19</b>	<b>\$12,812.45</b>	<b>\$0.00</b>	<b>\$12,812.45</b>	<b>\$327,931.74</b>

# Equipment Inventory

- ▶ Select “Equipment Inventory”

Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Complete each component of the Claim and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	07/21/2021	
<a href="#">Expenditures</a>	✓	07/23/2021	
<a href="#">Reimbursement</a>	✓	07/23/2021	
<a href="#">Equipment Inventory</a>			
<a href="#">Other Attachments</a>			


# Equipment Inventory cont.

- ▶ If no Equipment is requested for reimbursement - “Mark as Complete”
- ▶ If Equipment is requested, (enter each piece of equipment on a separate line):
  - ▶ Requesting Organization - Subrecipient’s Organization
  - ▶ County - Subrecipient’s County
  - ▶ Year - Grant year that Equipment was purchased: 2024
  - ▶ Manufacturer - Who made the Equipment purchased
  - ▶ Model - Model Number of Equipment purchased
  - ▶ Description - What the Equipment is (i.e. Mobile Radio, Laptop or MDT)
  - ▶ Identification # (s) - Unique string of characters used for identification, such as, serial number or vehicle identification number. If there is not unique identification number for the equipment, N/A should be annotated in the box. When reporting multiple identification numbers please enter them into one cell and separate them with a comma.
  - ▶ Source of Funding - SCCG
  - ▶ Title Holder - Grantee Organization
  - ▶ Date of Delivery - Date that Equipment was delivered
  - ▶ Quantity - 1 (may only have 1 equipment item per entry)
  - ▶ Individual Items Cost - Cost of each individual Item
  - ▶ Current Physical Location - Place (address) where the equipment is located. A post office box address is not a physical location for the purpose of inventory.
  - ▶ Use - Local, regional, statewide, national. This is a progressive scale. If national use is indicated, it is assumed it is available at the other levels as well.
  - ▶ Readiness Condition - Mission capable = material condition of equipment indicating it can perform at least one and potentially all of its designated missions. Not mission capable = material condition indicating that equipment is not capable of performing any of its designated missions.

# Equipment Inventory

## ► Example

- Each piece of equipment that is being requested for reimbursement must be listed and completed separately

 Grant Tracking

Claim: 2022 SCCG-001 - 002Grant Components

**Grant:** 2022 SCCG-001-2022 SCCG-01

**Status:** Editing

**Program Area:** State Cyber Crime Grant (SCCG)

**Grantee Organization:** BaseLine Organization

**Program Manager:** Michelle Branson

Equipment Detail

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

**County:** Case

**Year:** 2022  
Federal fiscal year of the grant.

**Manufacturer:** SHI

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

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

**Identification #(s):** 12345  
500 Character Limit - Unique string of characters used for identification, such as, serial number or vehicle identification number. If there is not unique identification number for the equipment, N/A should be annotated in the box. When reporting multiple identification numbers please enter them into one cell and separate them with a comma.

**Source of Funding:** FY 22 SCCG

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

**Date of Delivery:** 07/21/2021  
Date you received possession of the equipment.

**Quantity:** 1

**Individual Item Costs:** 3800

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

**Current Physical Location:** 12345 Main St  
Place (address) where the equipment is located. A post office box address is not a physical location for the purpose of inventory.

**Use:** Regional  
Local, regional, statewide, national. This is a progressive scale. If national use is indicated, it is assumed it is available at the other levels as well.

**Readiness Condition:** Mission Capable  
Mission capable = material condition of equipment indicating it can perform at least one and potentially all of its designated missions. Not mission capable = material condition indicating that equipment is not capable of performing any of its designated missions.

# Attachments

- ▶ Select “Attachments”

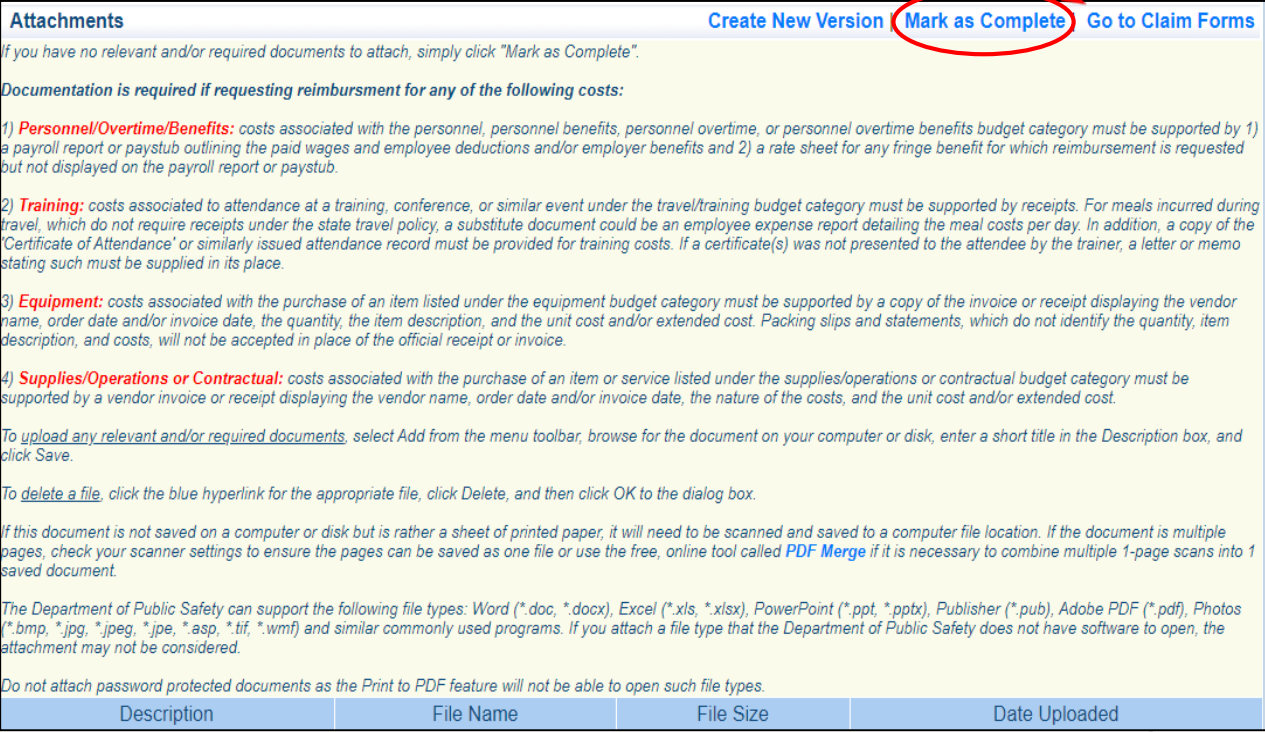
Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Complete each component of the Claim and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	<input type="text" value="07/01/2023"/>	
Expenditures	✓	<input type="text" value="07/07/2023"/>	
Reimbursement	✓	<input type="text" value="07/07/2023"/>	
Attachments			

# Attachments, cont.

- ▶ Follow the Instructions in the WebGrants System to attach the appropriate backup documentation, which 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)
  - ▶ See the CJ/LE Information Bulletins for additional information

# Attachments cont.

- After all documents have been attached, select “Mark as Complete”



**Attachments** [Create New Version](#) [Mark as Complete](#) [Go to Claim Forms](#)

If you have no relevant and/or required documents to attach, simply click "Mark as Complete".

Documentation is required if requesting reimbursement for any of the following costs:

- 1) **Personnel/Overtime/Benefits:** costs associated with the personnel, personnel benefits, personnel overtime, or personnel overtime benefits budget category must be supported by 1) a payroll report or paystub outlining the paid wages and employee deductions and/or employer benefits and 2) a rate sheet for any fringe benefit for which reimbursement is requested but not displayed on the payroll report or paystub.
- 2) **Training:** costs associated to attendance at a training, conference, or similar event under the travel/training budget category must be supported by receipts. For meals incurred during travel, which do not require receipts under the state travel policy, a substitute document could be an employee expense report detailing the meal costs per day. In addition, a copy of the 'Certificate of Attendance' or similarly issued attendance record must be provided for training costs. If a certificate(s) was not presented to the attendee by the trainer, a letter or memo stating such must be supplied in its place.
- 3) **Equipment:** costs associated with the purchase of an item listed under the equipment budget category must be supported by a copy of the invoice or receipt displaying the vendor name, order date and/or invoice date, the quantity, the item description, and the unit cost and/or extended cost. Packing slips and statements, which do not identify the quantity, item description, and costs, will not be accepted in place of the official receipt or invoice.
- 4) **Supplies/Operations or Contractual:** costs associated with the purchase of an item or service listed under the supplies/operations or contractual budget category must be supported by a vendor invoice or receipt displaying the vendor name, order date and/or invoice date, the nature of the costs, and the unit cost and/or extended cost.

To upload any relevant and/or required documents, select Add from the menu toolbar, browse for the document on your computer or disk, enter a short title in the Description box, and click Save.

To delete a file, click the blue hyperlink for the appropriate file, click Delete, and then click OK to the dialog box.

If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use the free, online tool called [PDF Merge](#) if it is necessary to combine multiple 1-page scans into 1 saved document.

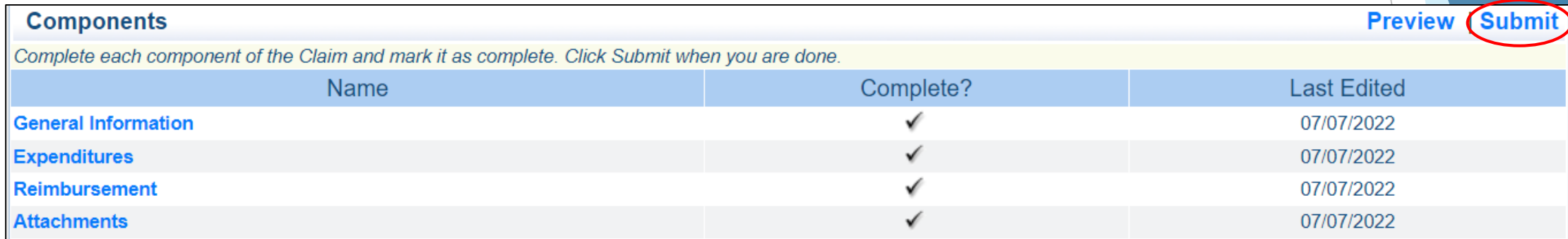
The Department of Public Safety can support the following file types: Word (\*.doc, \*.docx), Excel (\*.xls, \*.xlsx), PowerPoint (\*.ppt, \*.pptx), Publisher (\*.pub), Adobe PDF (\*.pdf), Photos (\*.bmp, \*.jpg, \*.jpeg, \*.jpe, \*.asp, \*.tif, \*.wmf) and similar commonly used programs. If you attach a file type that the Department of Public Safety does not have software to open, the attachment may not be considered.

Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.

Description	File Name	File Size	Date Uploaded
-------------	-----------	-----------	---------------

# Submit Claim

- ▶ After all forms on the claim have been “Marked as Complete”, select “Submit”



**Components** [Preview](#) [Submit](#)

*Complete each component of the Claim and mark it as complete. Click Submit when you are done.*

Name	Complete?	Last Edited
<a href="#">General Information</a>	✓	07/07/2022
<a href="#">Expenditures</a>	✓	07/07/2022
<a href="#">Reimbursement</a>	✓	07/07/2022
<a href="#">Attachments</a>	✓	07/07/2022

- ▶ A component can still be edited even if it is “Marked Complete”
- ▶ The claim cannot be submitted until each component is “Marked Complete”
- ▶ The “Preview” will allow users to preview, save, and/or print a copy of the claim report
- ▶ The “Submit” will allow users to submit the claim report
- ▶ Once submitted, a confirmation screen will appear stating the report has been submitted

# Correspondence

- ▶ All approval requests, (i.e. special conditions, single feasible source) must be submitted through Correspondence in the Grant Component of the WebGrants System
  - ▶ Cancelled check from any advanced payment requests
  - ▶ Request for approval will be sent through Correspondence as well
  - ▶ DO NOT send Change of Information forms for personnel changes, these changes will be submitted through the Subaward Adjustment process

Grant Components	
	Component
General Information	
Claims	
Budget	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Site Visits	
Subaward Documents - Final	
Attachments	
Closeout	
Opportunity	
Application	

# Correspondence cont.

- ▶ Create a new Correspondence
  - ▶ To create a email select, “Add”

Inter-System Grantee Correspondence					<a href="#">Return to Components</a> <a href="#">Add</a>
Subject	From	To	Sent/Received	Attachments	

**Correspondence** [Send](#)

**To:\***   
Michelle Branson  
Cassie Tester

**CC:**

CC addresses must be entered in a valid email format. Use a semicolon (;) to separate multiple CC email addresses.

**Subject:\***

**Message:**

# Correspondence cont.

► Reply to an email

Non-System Communication Log					<a href="#">Return to Components</a>   <a href="#">Add</a>		
Subject	Type	From	To	Sent/Received	Attachments		
Inter-System Grantee Correspondence					<a href="#">Add</a>		
Subject				From	To	Sent/Received	Attachments
Grant 137837 - 2023 SCCG (Task Force ): Correspondence				Becky Block	Cassie Tester	04/26/2022	

► In the open correspondence select “Reply”

154273 - 2024 State Cyber Crime Grant SCCG

Correspondence	<a href="#">Reply</a>
----------------	-----------------------

# Correspondence cont.

- ▶ The person(s) selected in the “To” & “CC” will receive an email alert when you send correspondence through the WebGrants System
- ▶ When you receive correspondence, it will be sent to your email from [dpswebgrants@dpsgrants.dps.mo.gov](mailto:dpswebgrants@dpsgrants.dps.mo.gov)
- ▶ Use the WebGrants System to reply to correspondence
  - ▶ **\*\*\*DO NOT REPLY TO CORRESPONDENCE FROM YOUR EMAIL\*\*\***
    - ▶ If you reply from your email the correspondence will go to a generic email box instead of your Grant Specialist, and will delay the response



# Subaward Adjustments

Grant Components	
	Component
General Information	
Claims	
Budget	
Correspondence	
Subaward Adjustments	←
Subaward Adjustment Notices	
Status Reports	
Site Visits	
Subaward Documents - Final	
Attachments	
Closeout	
Opportunity	
Application	

# Subaward Adjustments cont.

- ▶ Subaward Adjustment are required for:
  - ▶ Budget Modifications
    - ▶ Prior written approval from DPS is required for budget modifications. A budget modification is a transfer among existing budget lines within the grant budget (i.e. transferring funds from a existing budget line to another existing budget line)
    - ▶ A request for a budget modification must be submitted through WebGrants as a subaward adjustment and **must be** approved by DPS prior to the subrecipient obligating or expending the grant funds

# Subaward Adjustments cont.

## ▶ Program Changes

- ▶ A request for program changes must be submitted through WebGrants as a subaward adjustment and must be approved by DPS
- ▶ Program changes include changes in recipient grant paid staff, authorized officials, project directors, fiscal officers or officers in charge
  - ▶ Additional changes may include address, phone number or email changes in the organization component in WebGrants

# Subaward Adjustment cont.

## ▶ Scope of Work Changes

- ▶ A recipient requesting changes to the scope of work described in its grant award, must contact DPS for approval to make this change. A change to a recipient's scope of work means:
  - ▶ Adding new line items to the approved budget
  - ▶ Changes in the quantity of an existing line item in the approved budget
  - ▶ Changes to the specifications of an existing line item in the approved project budget (i.e. an equipment line item on the approved budget line lists a Forensic Work Station, in order to purchase a Forensic Laptop instead of the listed equipment, prior approval would be required)
  - ▶ Changes to the budget justification (i.e. different supplies other than what was listed)

# Subaward Adjustment cont.

- ▶ To create a new Subaward Adjustment, select “Add”
- ▶ Subaward Adjustment will be listed in the Subaward Adjustment’s section

[Menu](#) | [Help](#) | [Log Out](#) [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

**Grant Tracking**

**Grant:** 137818 - 2023 SCCG (task force name)

**Status:** Underway

**Program Area:** State Cyber Crime Grant (SCCG)

**Grantee Organization:** [BaseLine Organization](#)

**Program Officer:** Michelle Branson

**Budget Total:** \$0.00

**Instructions**

Subrecipients shall submit a **Subaward Adjustment** request to the MO Department of Public Safety for any program revisions or budget revisions within 30 days prior to the proposed change taking effect, and at least 30 to 60 days prior to the end of the subaward (depending on the program area).

**Program revisions** may include, but not be limited to:

- 1) Change in project site or service area
- 2) Change in scope of programmatic activities or purpose of the project
- 3) Change in applicant agency
- 4) Other changes that may affect the approved program

**Budget revisions** may include, but not be limited to:

- 1) Changes that increase or decrease the cost and/or number of units of an item within a budget category
- 2) Addition of a new line item in any budget category
- 3) Change in expenditure amounts from budget category to budget category

There are multiple forms to complete for a Subaward Adjustment. All applicable forms must be marked complete before the request may be submitted. Once the request is submitted, the appropriate person(s) at DPS will be notified to review the request. Follow-up action will depend on the type of request submitted but the Subrecipient will be notified accordingly.

**Prior approval** in the form of a Subaward Adjustment Notice form must be received from the MO Department of Public Safety for any program or budget revisions. Final, signed Subaward Adjustment Notices will be uploaded under the **Subaward Adjustment Notice** component of WebGrants.

**Subaward Adjustments** [Return to Components](#) | [Add](#)

ID	Type	Status	Submitted Date
<a href="#">137818 - 01</a>	Budget Revision	Editing	

# Subaward Adjustments cont.

- ▶ General Information
  - ▶ Provide a brief title
  - ▶ Choose which type of Adjustment is being requested
  - ▶ Click “Save” when complete

**General Information**

**Title:**  
(limited to 250 characters)\*

Brief title

**Contract Amendment Type:\***

Budget Revision

Program Revision

# Subaward Adjustments cont.

- ▶ Subaward Components
  - ▶ General Information
  - ▶ Justification
  - ▶ Budget (will not show up for a program revision)
  - ▶ Confirmation
  - ▶ Attachments
- ▶ Each component must have a “Check Mark” in the “Complete” column

Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	07/07/2022	
<a href="#">Justification</a>			
<a href="#">Budget</a>			
<a href="#">Confirmation</a>			
<a href="#">Attachments</a>			

# Subaward Adjustments cont.

- ▶ Justification
  - ▶ For all Budget Adjustment requests, please provide a full justification of why you are requesting the changes
  - ▶ The Subaward Adjustment Spreadsheet is required and can be located in the “Instructions” of the Subaward Adjustments screen
- ▶ 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

# Budget Modifications/Scope of Work Changes cont.

## ► Example of a Budget Revision

**Justification**[Create New Version](#) | [Versions](#) | [Return to Components](#)

**Justification\***

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

Archie Smith left employment on 07/01/2022, we need to adjust personnel and personnel benefits to reflect the requested changes.

CAC Conference registration increased..

Increased USB3 External Hard Drives from 3 to 6 due to increased amounts of images and videos that can run into hundreds of gigabytes.

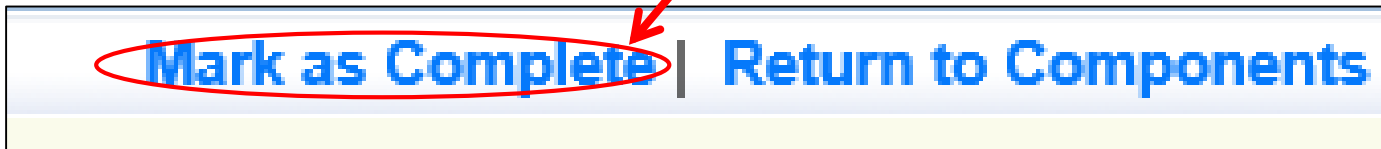
Line Number	Current Budget	Requested Change	Updated Budget	Description of Change
1001	\$ 225,551.34	\$ (10,000.00)	\$ 215,551.34	Loss of employee
2001	\$ 90,813.85	\$ (765.00)	\$ 90,048.85	Loss of employee
9001	\$ 1,600.00	\$ 2,000.00	\$ 3,600.00	Registration higher than expected
10001	\$ 12,995.00		\$ 12,995.00	
10002	\$ 4,127.00		\$ 4,127.00	
10003	\$ 2,770.00		\$ 2,770.00	
11001	\$ 2,387.00	\$ 8,765.00	\$ 11,152.00	Added additional USB3 External Hard Drives, due to increased amounts of images and videos.

# Budget Modifications/Scope of Work Changes cont.

- ▶ Select “Save”



- ▶ Select “Mark as Complete”



# Budget Modifications/Scope of Work Changes cont.

## ► Budget

Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	07/07/2022	
<a href="#">Justification</a>	✓	07/07/2022	
<a href="#">Budget</a>			
<a href="#">Confirmation</a>			
<a href="#">Attachments</a>			

# Budget Modifications/Scope of Work Changes cont.

- ▶ Budget cont.
  - ▶ Adjust the budget line to mirror the changes
  - ▶ Make sure to update the Total Federal/State Share Amounts

**Budget**[Create New Version](#) | [Return to Components](#)

- 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	\$225,551.34	\$215,551.34	(\$10,000.00)
Personnel Benefits	\$90,813.85	\$90,048.85	(\$765.00)
Personnel Overtime	\$0.00	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00	\$0.00
PRN Time	\$0.00	\$0.00	\$0.00
PRN Benefits	\$0.00	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00	\$0.00
Travel/Training	\$1,600.00	\$3,600.00	\$2,000.00
Equipment	\$19,892.00	\$19,892.00	\$0.00
Supplies/Operations	\$2,387.00	\$11,152.00	\$8,765.00
Contractual	\$500.00	\$500.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>\$340,744.19</b>	<b>\$340,744.19</b>	<b>\$0.00</b>

**Federal/State and Local Match Share**

- 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.

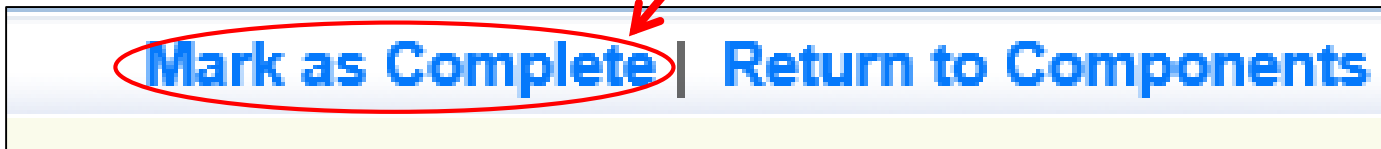
Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$340,744.19	100.0%	\$340,744.19	100.0%	\$0.00
Total Local Match Share	\$0.00	0%	\$0.00	0%	\$0.00

# Budget Modifications/Scope of Work Changes cont.

- ▶ Budget cont.
  - ▶ Select “Save”



- ▶ Select “Mark as Complete”




# Budget Modifications/Scope of Work Changes cont.

## ► Confirmation

Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	07/07/2022	
<a href="#">Justification</a>	✓	07/07/2022	
<a href="#">Budget</a>	✓	07/07/2022	
<a href="#">Confirmation</a>			
<a href="#">Attachments</a>			

## ► Complete the form

- Ensure that your Authorized Official is aware of the changes and you are approved to submit the change request

Confirmation	
<i>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.</i>	
Authorized Official Name:*	<input type="text" value="Becky Block"/>
Title:*	<input type="text" value="Mayor"/>
Date:*	<input type="text" value="07/29/2022"/> 

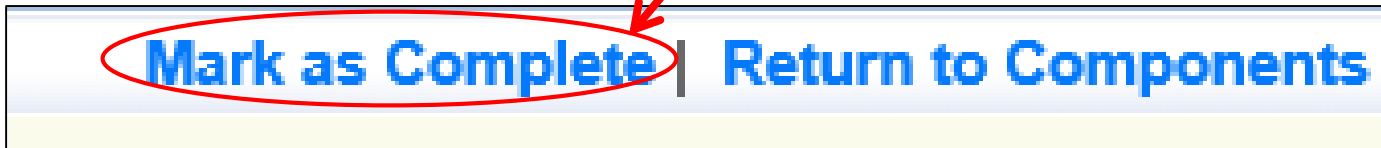
# Budget Modifications/Scope of Work Changes cont.

- ▶ Confirmation cont.

- ▶ Select “Save”



- ▶ Select “Mark as Complete”



# Budget Modifications/Scope of Work Changes cont.

- ▶ Attachments
  - ▶ Which could include new quotes

Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	07/07/2022	
<a href="#">Justification</a>	✓	07/07/2022	
<a href="#">Budget</a>	✓	07/07/2022	
<a href="#">Confirmation</a>	✓	07/07/2022	
<a href="#">Attachments</a>			

Select “Save”


 **Back** |  **Print** |  **Add** |  **Delete** |  **Edit** |  **Save**

Select “Mark as Complete”

**Mark as Complete** | **Return to Components**

# Budget Modifications/Scope of Work Changes cont.

- ▶ Select “Submit” to submit the revision



Components			Preview	Submit
Name	Complete?	Last Edited		
General Information	✓	07/07/2022		
Justification	✓	07/07/2022		
Budget	✓	07/07/2022		
Confirmation	✓	07/07/2022		
Attachments	✓	07/07/2022		

- ▶ A component can still be edited even if it is “marked complete”
- ▶ The Subaward Adjustment cannot be submitted until each component is “marked complete”
- ▶ The “Preview” will allow users to preview, save, and/or print a copy of the Subaward Adjustment.
- ▶ The “Submit” will allow users to submit the Subaward Adjustment
- ▶ Once submitted, a confirmation screen will appear and an email will be sent to all grantee contacts when the Subaward Adjustment is submitted
- ▶ Your Grant Specialist will receive notification that your revision has been submitted

# Status Reports

Grant Components	
	Component
General Information	
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Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Site Visits	
Subaward Documents - Final	
Attachments	
Closeout	
Budget 2021+	
Opportunity	
Application	



# Status Reports cont.

- ▶ Status Reports are currently being revised
  - ▶ An additional training will be provided once the status report revisions are complete, prior to Status Report #01 being due
- ▶ Each Status Reports must be completed through the WebGrants System
- ▶ Each subrecipient must submit a Quarterly Status Report
  - ▶ Due Dates
    - ▶ Status Report #01: 06/01/2023-08/31/2023: due 09/12/2023
    - ▶ Status Report #02: 09/01/2023-11/30/2023: due 12/12/2023
    - ▶ Status Report #03: 12/01/2023-02/28/2024: due 03/10/2024
    - ▶ Status Report #04: 03/01/2024-05/31/2024: due 06/12/2024

# Monitoring

- ▶ We will no longer be Site Visiting 100% of subrecipients every year
- ▶ You will be notified when your agency is chosen for Site Visit Monitoring
- ▶ Key things to remember
  - ▶ Monitoring is NOT an audit
  - ▶ CJ/LE is to help correct area of noncompliance to prevent audit findings
  - ▶ Chance to provide technical assistance and answer questions

# What Documents Guide Monitoring

- ▶ Applicable State of Missouri statutes and regulations
- ▶ DPS Financial and Administrative Guidelines
- ▶ CJ/LE Information Bulletins
- ▶ SFY 2024 SCCG Notice of Funding Opportunity
- ▶ SFY 2024 SCCG Certified Assurances
- ▶ SFY 2024 SCCG Award Agreement & Articles of Agreement

# Types of Monitoring

## ▶ Desk Monitoring

- ▶ Review which is completed by CJ/LE Unit - telephone and email communication, grant document review, reports and correspondence



## ▶ On-Site Monitoring

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



# What to Expect During Monitoring

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

# What to Expect During Monitoring - LEA Statutory Requirements

- ▶ Section 43.505 RSMo - Uniform Crime Reports (UCRs)
  - ▶ DPS will receive the report from MO Hwy Patrol
  - ▶ On January 1, 2021, the FBI retired the UCR Program Summary System and replaced it solely with the National Incident Based Reporting System (NIBRS). To comply with section 43.505 RSMo, all MO law enforcement data must adhere to the state specific Missouri Incident Based Reporting System (MIBRS)
- ▶ Section 590.650 RSMo - Vehicle Stops Reporting
  - ▶ DPS will verify with the Attorney General's Office
- ▶ Section 590.700 RSMo - Recording of Custodial Interrogations
  - ▶ Must present DPS with a copy of the written policy
- ▶ Section 43.544 RSMo - Forwarding Intoxication-Related Offences
  - ▶ Must present DPS with a copy of the written policy

# What to Expect During Monitoring - Programmatic

- ▶ Project Implementation
- ▶ Personnel/Standard Operating Procedures Manual, if applicable
- ▶ Equipment inventory control list, if applicable

# What to Expect During Monitoring - Financial

- ▶ Local procurement/purchasing policy, if applicable
- ▶ Bid/quote records, if applicable
- ▶ Sole source documentation, if applicable

# What to Expect During Monitoring -State Civil Rights

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

# Common Areas of Non-Compliance and Recommendations

- ▶ LEA Statutory Requirements
  - ▶ Missing report submissions
  - ▶ Missing copies of written policies
- ▶ Equipment
  - ▶ Missing equipment inventory information
  - ▶ Equipment items missing tags/labels
  - ▶ Usage logs not containing all required information

# Common Areas of Non-Compliance and Recommendations cont.

- ▶ State Civil Rights
  - ▶ No display of labor posters
  - ▶ Missing policies

# Contact

For assistance, please contact your Grant Specialist

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# QUESTIONS?