



# FY 2024 State Crisis Intervention Program Compliance Workshop

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

# Purpose

- ▶ Prevent or reduce crime and violence, with a particular focus on gun related violence and the programs and initiatives that target the risk factors that are likely to lead to this kind of violence
- ▶ The grant will provide funding for communications, education and awareness for outreach to communities for state agencies regarding the creation and/or implementation of state crisis intervention court proceedings, and related gun violence reduction programs/initiatives

# Federal Grant Requirements

- ▶ BJA FY 2024 Byrne State Crisis Intervention Program State Formula Solicitation:
  - ▶ <https://bja.ojp.gov/funding/O-BJA-2024-172156.pdf>
- ▶ DOJ Grants Financial Guide:
  - ▶ <https://www.ojp.gov/funding/financialguidedoj/overview>

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

- ▶ FY 2024 SCIP Notice of Funding Opportunity
- ▶ DPS Financial and Administrative Guide
- ▶ Subaward Agreement Articles of Agreement
- ▶ Information Bulletins
  - ▶ Information Bulletin #1: Policy on Advanced Payment and Cash Advances
  - ▶ Information Bulletin #2: Policy on Claim Request Requirements including DPS Reimbursement Checklist
  - ▶ Information Bulletin #3: Policy on Budget Modifications, Program Changes, Scope of Work Changes, Status Reports, and Return of Fund
- ▶ All of the information above can be found at the link below:  
<https://dps.mo.gov/dir/programs/dpsgrants/scip.php>

# Audit Requirements

- ▶ Subrecipients must comply with the organizational audit requirements
  - ▶ [2 CFR Part 200 Subpart F, Audit Requirements](#)
  - ▶ Subrecipients who expend \$1,000,000 or more of federal funds during their fiscal year are required to submit a single organization wide financial and compliance audit report (single audit) to the [Federal Audit Clearinghouse \(fac.gov\)](#) within 9 months after the close of each fiscal year during the term of the award
  - ▶ Includes all federally expended funds, not just SCIP funds

# State Civil Rights

Agencies must comply with State Civil Rights

- [Section 213.055 RSMo](#) - Unlawful Employment Practices
- [Section 213.065 RSMo](#) - Discrimination in Public Accommodations
- [Section 285.530 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

# Federal Civil Rights

## Agencies must comply with Federal Civil Rights

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

# Equal Employment Opportunity Plan (EEOP)

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



# Office for Civil Right's EEOP Website:

- ▶ <https://ojp.gov/about/ocr/eeop.htm> (website has been changed)

## Equal Employment Opportunity Plans

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

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

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

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

**EEO Reporting Tool Login HERE**

- Overview
- Latest News
- Filing a Complaint
- Filing Tips
- Review Panel on Prison Rape
- OCR Initiatives
- Investigative Findings
- FAQs
- Equal Employment Opportunity Program FAQs
- VAWA FAQs
- Online Training
- Statutes & Regulations
- Guidance for Faith-based Organizations
- Advisory on Recipients' Use of Arrest and Conviction

Provides access to the "EEO Reporting Tool Job Aid"

# EEOP Certification Form

- ▶ The EEOP Certification Form must be prepared for the recipient (or subrecipient) of the federal funding (i.e., county, city, university/college, or state department); the EEOP Certification Form is not just for the project agency (i.e., Sheriff's Office, Police Department, State Division)
- ▶ Recipients (and subrecipients) exempt from the EEOP reporting requirement must claim such exemption
- ▶ Recipients (and subrecipients) required to prepare an EEOP Utilization Report must acknowledge such requirement
- ▶ Effective with the "EEO Reporting Tool", a "Notice of Acknowledgement of Requirement" form will populate and be submitted to OCR. The Form must be submitted each calendar year for which DOJ funding is received

# EEOP Certification Form Example

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

## CERTIFICATION FORM

### Compliance with the Equal Employment Opportunity Plan (Equal Employment Opportunity Program) Requirements

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

### Acknowledgement of EEOP Data Collection, Maintenance and Submission Requirements

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

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

John Smith, H.R. Director	<i>John Smith</i>	3/2/2017
Print or Type Name and Title	Signature	Date

# Non-Discrimination

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

# Non-Discrimination Findings

- ▶ Subrecipients must notify DPS of any findings of discrimination within 30 days of the court judgment
- ▶ Submit the court judgment with a cover letter to DPS; the cover letter should identify the DPS-assigned subaward number, as indicated on the subaward document
  - ▶ Missouri Department of Public Safety  
Attn: Director of Public Safety  
PO Box 749  
Jefferson City, MO 65102
- ▶ DPS must forward to the Office for Civil Rights (OCR)



# Minors - Individuals under 18 years of age

- ▶ In instances where some or all activities benefit a set of individuals under the age of 18, determinations of suitability must be made, prior to interacting with said participating minors
- ▶ Applies regardless of the individual's employment status
- ▶ Additional details can be found on the OJP website
  - ▶ <https://ojp.gov/funding/Explore/Interact-Minors.htm>

# Web Site Credits

- ▶ Any Web site that is funded in whole or in part using SCIP funds must include the following statement:
  - ▶ "This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."
- ▶ Must be clearly visible on the home page and on all major entry pages
- ▶ Full text of statement may be included through a link titled "Notice of Federal Funding and Federal Disclaimer"

# Time Records Requirement

- ▶ All project personnel funded through SCIP will maintain timesheets that detail 100% of their time along with the activities/services provided
- ▶ These timesheets must be signed by both the employee and the appropriate approving official
- ▶ Must be made available upon request



# Grant Set-Up

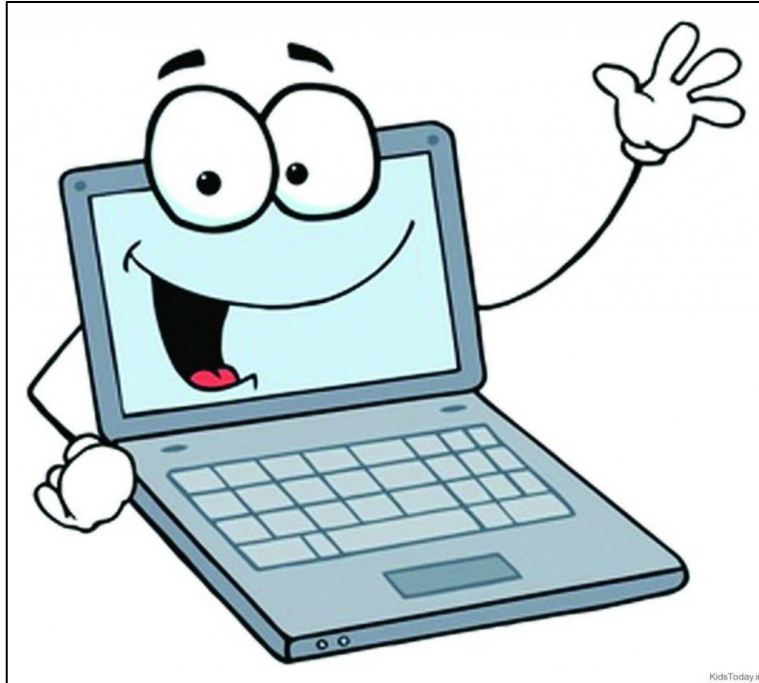
- ▶ The grant Subaward Agreement will be available in WebGrants under ‘Subaward Documents Need Signatures’
- ▶ The award must be signed by the authorized official
- ▶ Each page of the Articles of Agreement must be initialed by the authorized official
- ▶ The signed award needs to be submitted to the Missouri Department of Public Safety through the Correspondence component of WebGrants

# Spending Grant Dollars

- ▶ Funds must be obligated within the project period and expended within 45 days following the project period end date
- ▶ Project Period: October 1, 2025 - June 30, 2027
- ▶ Final claim due August 15, 2027

# Grant Reporting

- ▶ Program Income must be submitted monthly
- ▶ Claims must be submitted at least every 3 months
  - ▶ Can be submitted as frequently as needed
  - ▶ The previous claim must be in 'paid' status before submitting another to prevent the reimbursement form from reflecting inaccurately
- ▶ PMT Reports must be submitted every quarter



# WebGrants

Online Grants Management System

# Dashboard

- ▶ WebGrants will land on the “Dashboard” screen after logging in
- ▶ The home button is used to return to this screen as needed (bottom navigation bar)
- ▶ Please note it is recommended to use the browser back button of the embedded back button within the new system, where applicable

**TEST TEST**  
Tester  
Grantee, External Reviewer, Tester

**Work Assignment**  
All currently assigned work

[Dashboard](#) [Calendar](#) [Alerts](#) [My Reviews](#) [Document Repository](#)

[Print](#) [Online Help](#) [Log Out](#)

**Approaching Deadlines - Next 30 Days** [View Overdue Approaching Deadlines](#)

This section displays the documents with due dates arriving in the next 30 days or overdue.

Due Date	Document	Sub-Type	ID	Status	Title	Program Area	Funding Opportunity
Apr 10, 2024 5:01 PM	Application	Final Application	26040	Editing	FINAL TEST - Copy	SSVF-State Services to Victims Fund	25130-2025 State Services to Victims Fund (SSVF)
Apr 10, 2024 5:01 PM	Application	Final Application	26015	Editing	TEST 2022 STOP VAWA - Copy	SSVF-State Services to Victims Fund	25130-2025 State Services to Victims Fund (SSVF)
Apr 10, 2024 5:01 PM	Application	Final Application	26013	Editing	2025 test - Copy	SSVF-State Services to Victims Fund	25130-2025 State Services to Victims Fund (SSVF)

**Recent Negotiations - Due Within 30 Days**

This section displays the documents that you negotiated in the last 30 days.

Due Date	Document Type	Sub Type/Round	ID	Status	Title	Organization	Program Area	Funding Opportunity
No data available in table								

**Recent Correspondence - Within the Last 30 Days**

Sent Date	Flag	From	To	Subject	Message
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[Home](#) [Refresh](#) [Help](#)

# Dashboard

- ▶ Select “Grants” to access a list of your current awards
- ▶ “Closed Grants” will provide a list of archived awards if needed
- ▶ Select the award you wish to access from your active list to enter the grant


The screenshot displays the 'Grant' dashboard interface. On the left, a sidebar menu includes 'Dashboard', 'Funding Opportunities', 'Applications', 'Grants' (highlighted with a red box and an eye icon), 'Reports', and 'My Profile'. The main content area is titled 'Grant' with the subtitle 'List of all current grants'. It features tabs for 'Current Grants' (highlighted with a red box), 'Closed Grants', and 'Search Claims'. Below the tabs, a section titled 'Current Grants' states 'All active grants are listed below.' and includes a search bar. A table lists the following grants:

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Duration	Gr Amount
119004	Underway	2020	Michelle's First Go	BaseLine Organization	TitleII-Title II Formula Grant	118943-2020-2021 Title II Funding Opportunity	10/01/2020 - 09/30/2021	\$15,757
119076	Underway	2020	Service Dog Project	BaseLine Organization	TitleII-Title II Formula Grant	118943-2020-2021 Title II Funding Opportunity	10/01/2020 - 09/30/2021	\$50,000
119102	Underway	2020	2021 Helping Hand SSVF	BaseLine Organization	SSVF-State Services to Victims Fund	118967-2021 SSVF Funding Opportunity	01/01/2021 - 12/31/2021	\$43,695
128943	Underway	2021	Let's Test Juvenile	BaseLine Organization	TitleII-Title II Formula Grant	128757-FY22 Title II Funding Opportunity	10/01/2021 - 09/30/2022	\$74,000
130205	Underway	2022	2022 SSVF KKW Test	BaseLine Organization	SSVF-State Services to Victims Fund	130200-2022 State Services to Victims Fund (SSVF)	01/01/2022 - 12/31/2022	\$43,695

At the bottom of the screen, a navigation bar shows icons for home, search, and other functions, along with the page number '22'.

# Grant Components

“Grant Components” are used to navigate each award individually within the system

 Grant Components

[Preview Grant](#)

The grant forms appear below.

Your grant award details are saved here, as well as many forms which may be used to manage your grant.


Component	Last Edited
General Information	Mar 14, 2024 7:29 AM - Brandy Boessen
Contact Information	Mar 14, 2024 8:27 AM - Brandy Boessen
Budget	Sep 11, 2023 3:13 PM - Brandy Boessen
Claims	
Correspondence	Sep 12, 2023 2:57 PM - TEST TEST
Status Reports	
Subaward Adjustments	
Subaward Adjustment Notices	
Site Visits	
Subaward Documents - Need Signatures	
Subaward Documents - Final	
Attachments	
Closeout	
Funding Opportunity	-
Application	-





# Budget

Select “Budget” to view your current, approved budget specific to the award

 Grant Components

[Preview Grant](#)

The grant forms appear below.

Your grant award details are saved here, as well as many forms which may be used to manage your grant.

Component	Last Edited
General Information	Mar 14, 2024 7:29 AM - Brandy Boessen
Contact Information	Mar 14, 2024 8:27 AM - Brandy Boessen
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Claims	
Correspondence	Sep 12, 2023 2:57 PM - TEST TEST
Status Reports	
Subaward Adjustments	
Subaward Adjustment Notices	
Site Visits	
Subaward Documents - Need Signatures	
Subaward Documents - Final	
Attachments	
Closeout	
Funding Opportunity	-
Application	-



# Budget

- ▶ The budget will be broken down into “Budget Categories”
- ▶ Most budgets will be condensed into one line to decrease the number of budget adjustments
- ▶ Each piece of equipment, however, must be listed on its own line for purposes of inventory tracking and compliance thereof

Budget - Multi-List				
To include lines in your budget, select "Add". If the project includes more than one budget line, repeat this step for each budget line				
Line Item Code	Budget Category	Line Name	Description	Amount of Grant Funds Requested
1000	1. Personnel	Personnel	Title and if partial how much of their time 10% of time	\$20,000.00
	Subtotal			\$20,000.00
2000	2. Personnel Benefits	Personnel Benefits	In description include cost basis example 7.65%	\$1,530.00
	Subtotal			\$1,530.00
3000	3. Overtime Personnel	Overtime Personnel	Title and if partial how much of their time example 50 hours	\$2,250.00
	Subtotal			\$2,250.00
4000	4. Overtime Benefits	Overtime Benefits	Cost basis 7.65%	\$172.12
	Subtotal			\$172.12
9000	5. Travel/Training	Travel/Training	Include dates and what costs are included (registration,Meals)/Meetings for program, 500 miles, \$.62	\$1,310.00
	Subtotal			\$1,310.00
10000	6. Equipment	Equipment	Additional details including quantity (2)	\$5,000.00
	Subtotal			\$5,000.00
11000	7. Supplies/Operations	Supplies/Operations	additional details including quantity (3)	\$800.00
	Subtotal			\$800.00
12000	8. Contractual	Contractual	Enter additional information including timeframe	\$9,000.00
	Subtotal			\$9,000.00
				\$40,062.12

# Claims

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

Grant Components		Preview Grant
The grant forms appear below.		
Your grant award details are saved here, as well as many forms which may be used to manage your grant.		
Component	Last Edited	
General Information	Mar 14, 2024 7:29 AM - Brandy Boessen	
Contact Information	Mar 14, 2024 8:27 AM - Brandy Boessen	
Budget	Sep 11, 2023 3:13 PM - Brandy Boessen	
Claims		
Correspondence	Sep 12, 2023 2:57 PM - TEST TEST	
Status Reports		
Subaward Adjustments		
Subaward Adjustment Notices		
Site Visits		
Subaward Documents - Need Signatures		
Subaward Documents - Final		
Attachments		
Closeout		
Funding Opportunity	-	
Application	-	

# Claims

- ▶ After selecting the “Claims” component, select “Add Claim”

**Claims** + Add Claim

All claims associated with this grant appear below.

ID	Type	Status	Start Date	End Date	Last Submitted Date	Paid Date	Claim Amount
15PBJHA-23-GG-0019-BSCI-T01 - 001	Monthly	Withdrawn	09/01/2023	09/30/2023	Sep 12, 2023 2:50 PM		-
Submitted Amount:							\$0.00
Approved Amount:							\$0.00
Awaiting Payment Amount:							\$0.00
Paid Amount:							\$0.00
Total Amount:							\$0.00

# Claims

- ▶ Complete the Claim General Information
  - ▶ Claim Type - monthly, quarterly, other
  - ▶ Select “No” on “Final Request?” on all claims until the final claim
  - ▶ Reporting Period - Month(s) covered by the claim
  - ▶ Invoice Number - **Leave this blank if you are not a State Agency.**
  - ▶ Select “Save Form”

**General Information - Claim - Edit** Save Form

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

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

**Status\*:**

**Type\*:**

**Due Date:**

**Report Period\*:**    
Start Date End Date

**Final Request?\*** ☒ Yes ☐ No  
Click Yes if this is the final request

**Invoice Number:**

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

# Claims

- ▶ This will mark the “General Information” complete, advancing you to the “Claim Details” list

Program Area:

State Crisis Intervention Program

Funding Opportunity:

152982-Test 2022/2023 CIPG

Reporting Period:

03/01/2024 - 03/31/2024

Claim Type:

Monthly

Submitted By:

-

Claim PreviewAttachmentsAlert HistoryMap

Claim Details

Preview Claim

Claim cannot be Submitted Currently


• Claim components are not complete


Component	Complete?	Last Edited
General Information	✓	Mar 15, 2024 4:26 PM - TEST TEST
Detail of Expenditure	-	
Equipment Inventory	-	
Other Attachments	-	

# Claims

- ▶ Select “Detail of Expenditure” from the list of claim components

[Claim Preview](#) [Attachments](#) [Alert History](#) [Map](#)

 **Claim Details**

 **Preview Claim**

**Claim cannot be Submitted Currently**

- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 15, 2024 4:26 PM - TEST TEST
<b>Detail of Expenditure</b>	-	-
Equipment Inventory	-	-
Other Attachments	-	-



# Claims

- For each expenditure, select “Add Row”

Claim List

Genera

Detail

Equipm

Other

Detail of Expenditure - Current Version

Budget - Multi-List

+ Add Row

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

Budget Line Label	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
No Data for Table										
+ Add Row										

Reimbursement

Budget Category	Details	Subaward Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)
Budget						
Personnel	1000 Personnel	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00
Personnel Benefits	2000 Personnel Benefits	\$1,530.00	\$0.00	\$0.00	\$0.00	\$1,530.00
Overtime Personnel	3000 Overtime Personnel	\$2,250.00	\$0.00	\$0.00	\$0.00	\$2,250.00
Overtime Benefits	4000 Overtime Benefits	\$172.12	\$0.00	\$0.00	\$0.00	\$172.12
Travel/Training	9000 Travel/Training	\$1,310.00	\$0.00	\$0.00	\$0.00	\$1,310.00
Equipment	10000 Equipment	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Supplies/Operations	11000 Supplies/Operations	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00
Contractual	12000 Contractual	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00
		\$40,062.12	\$0.00	\$0.00	\$0.00	\$40,062.12
		\$40,062.12	\$0.00	\$0.00	\$0.00	\$40,062.12

# Claims

- ▶ Select the corresponding line number from the drop-down section
  - ▶ Only approved budget lines will appear within this list

Budget Line Label:

**Budget Line\*:**

**Payee\*:**

**Description\*:**

**Quantity\*:**

**Unit Cost\*:**

**Expense Total:**

**Federal Amount:**

Budget-Personnel

Budget-Personnel

Budget-Personnel Benefits

Budget-Overtime Personnel

Budget-Overtime Benefits

Budget-Travel/Training

Budget-Equipment

Budget-




# Claims


---


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

# Claims

- ▶ Select “Save Row”

 **Budget**

 Delete Row

 Save Row

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

**Budget Line Label:**

**Budget Line\*:**

Budget-Personnel

**Payee\*:**

Brandy Boessen

**Description\*:**

Payroll 03/01/2024 - 03/31/2024

**Quantity\*:**

1.00

**Unit Cost\*:**

\$400.00

**Expense Total:**

\$400.00

# Claims


## ► Example expenditures

Budget - Multi-List										
To include lines in your budget, select "Add". If the project includes more than one budget line, repeat this step for each budget line.										
Budget Line Label	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
Budget-Personnel	Brandy Boessen	Payroll 03/01/2024 - 03/31/2024	1.00	\$400.00	\$400.00	\$400.00	N/A	N/A	4321	04/15/2024
						\$400.00				
Budget-Personnel Benefits	Brandy Boessen	Payroll 03/01/2024 - 03/31/2024	1.00	\$30.60	\$30.60	\$30.60	NA	NA	4321	04/15/2024
						\$30.60				
Budget-Equipment	Dell Technologies	Dell 42" Computer Monitor	2.00	\$350.00	\$700.00	\$700.00	1234	03/01/2024	3836	03/12/2024
Budget-Equipment	Dell Technologies	Dell Desktop Computer	1.00	\$1,200.00	\$1,200.00	\$1,200.00	3836	03/18/2024	3546	03/18/2024
						\$1,900.00				
Budget-Supplies/Operations	Training Provider	Domestic Violence Training for Brandy Boessen 03/01/2024 - 03/03/2024	120.00	\$1.00	\$120.00	\$120.00	3336	03/01/2024	9814	03/15/2024
						\$120.00				
Budget-Contractual	D&A Associates	Attorney Services 03/01/2024 - 03/31/2024	1.00	\$1,120.00	\$1,120.00	\$1,120.00	8193	03/31/2024	9384	6584
						\$1,120.00				
						\$3,570.00				
Last Edited By: TEST TEST - Mar 18, 2024 6:29 AM										


## ► When all expenditure lines have been entered, select “Mark as Complete”

# Claims

- ▶ Select “Equipment Inventory”

 Claim Details

✕ Withdraw

 Preview Claim

Claim cannot be Submitted Currently

- Claim components are not complete

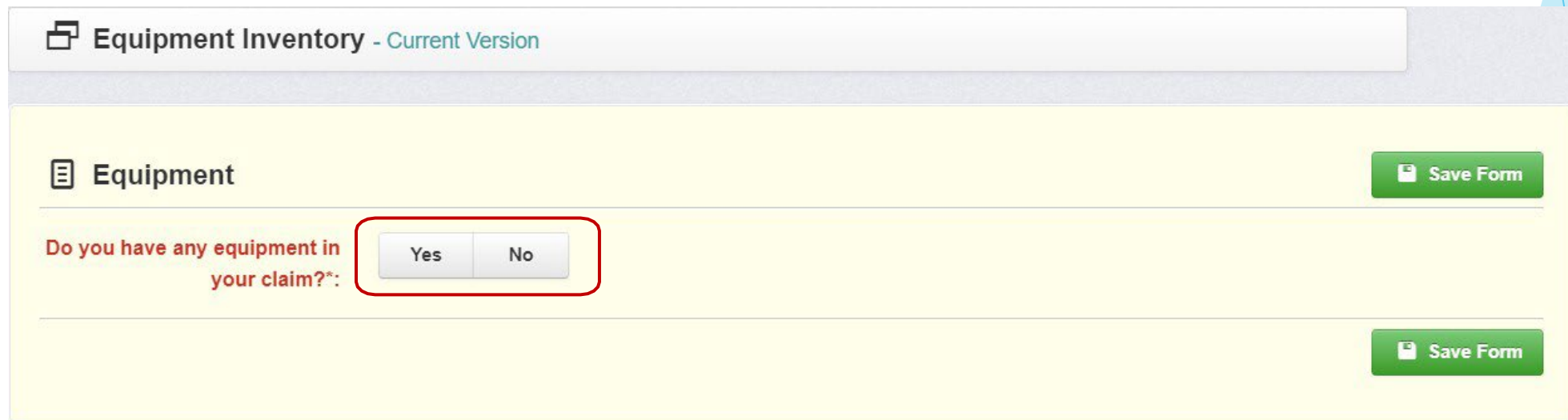
Component	Complete?	Last Edited
General Information	✓	Mar 15, 2024 4:26 PM - TEST TEST
Detail of Expenditure	✓	Mar 18, 2024 6:29 AM - TEST TEST
Equipment Inventory	-	-
Other Attachments	-	-

# Claims

- ▶ Equipment is defined as tangible, non-expendable (non-consumable) personal property, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit
- ▶ If equipment is requested, each unit will require an entry, as each must be assigned their own unique identification number
  - ▶ If the unit already comes with a serial or unique identifying number, use this as the identifying number on the equipment inventory form
  - ▶ If no unique identifying number is present, this must be assigned and the unit tagged with the correlating number

# Claims

- ▶ Based on the definition of equipment on the previous slide, select “Yes” or “No”
- ▶ If you do not have any equipment to inventory, select “No” and then select “Save Form”. Mark this section as complete
- ▶ If you do have equipment to inventory, select “Yes” and then select “Save Form”



The screenshot shows a web form titled "Equipment Inventory - Current Version". Below the title bar, there is a section header "Equipment" with a list icon. To the right of this header is a green "Save Form" button. Below the header, there is a question: "Do you have any equipment in your claim?\*", which is highlighted with a red box. To the right of the question are two buttons: "Yes" and "No", also highlighted with a red box. Below the question and buttons, there is another green "Save Form" button. The form is set against a light yellow background.

# Claims

- ▶ Select “Add Row”

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
No Data for Table													

Last Edited By: TEST TEST - Mar 18, 2024 7:10 AM

+ Add Row

# Claims

Requesting Organization	Your Agency's Name
County	Your Agency's County
Year	2024
Manufacturer	Who made the equipment purchased
Model	Model number of equipment
Description	What is the equipment?
Identification #(s)	Unique string of characters used for identification such as a serial number  If there is no Unique Identifying Number for the equipment, one should be created using your Agency's Asset Tracking Procedure already in place, and affixed to the Equipment
Source of Funding	2024 SCIP
Title Holder	Your Agency's Name
Date of Delivery	Date Equipment was received
Quantity	Should always be 1 as each piece of equipment is entered on its own line
Individual Item Costs	Cost of each individual item



# Claims

% of Federal Participation in Cost	% of Grant SCIP Award funds used to purchase equipment. Example - If purchased entirely with SCIP money - 100%
Current Physical Location	Physical address of where equipment is currently stored
Use	<p>Enter one of the below on a progressive scale. If national use is indicated, it is assumed it is available at the other levels as well</p> <ol style="list-style-type: none"><li>1. Local - equipment will spend its lifecycle within the physical address provided</li><li>2. Regional - span of area. (Example - a task force that spans more than one county)</li><li>3. Statewide - equipment can be found anywhere across the state of Missouri at any given time.</li><li>4. National - equipment can be found out of state</li></ol>
Readiness Condition	<p>Enter either mission capable or not mission capable</p> <ol style="list-style-type: none"><li>1. Mission capable - material condition of equipment indicating it can perform at least one and potentially all of its designated missions</li><li>2. Not mission capable - material condition indicating that equipment is not capable of performing any of its designated missions</li></ol>

# Claims

- ▶ Create an entry for each individual piece of equipment purchased within the request for reimbursement
  - ▶ Quantity should always be 1
  - ▶ Each piece of equipment should have its own Identification Number
    - ▶ One should be created and included within the grant tag if no serial number is present

Equipment Detail

Save Row

Requesting Organization\*: DPS Test

Organization that has or will end up with equipment.

County\*: Cole

Year\*: 2022

Federal fiscal year of the grant.

Manufacturer\*: Dell Technologies

Model\*: Inspiron 3910

Style, type, design or version of particular equipment.

Description\*: Desktop Computer

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

Identification #s\*: A2K0924780KJHHA0934

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\*: 2022-2023 SCIP

Title Holder\*: DPS Test

If there is no title for the equipment, N/A should be annotated in the box.

Date of Delivery\*: 03/22/2024

Date you received possession of the equipment.

Quantity\*: 1

Individual Item Costs\*: 1200

% of Federal Participation in the cost\*: 100

Percentage of federal funds used to purchase the equipment.

Current Physical Location\*: 23 Test St., Test MO 11111

Place (address) where the equipment is located. A post office box address is not a physical location for the purpose of inventory.

Use\*: Local

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.

42

Save Row

# Claims

- ▶ If additional equipment inventory lines are needed, select “Add Row”
- ▶ After all equipment is added, select “Mark as Complete”

Equipment

Do you have any equipment in your claim?\*: Yes

Last Edited By: TEST TEST - Mar 18, 2024 7:23 AM

Mark as Complete Edit Form

Equipment Detail - Multi-List

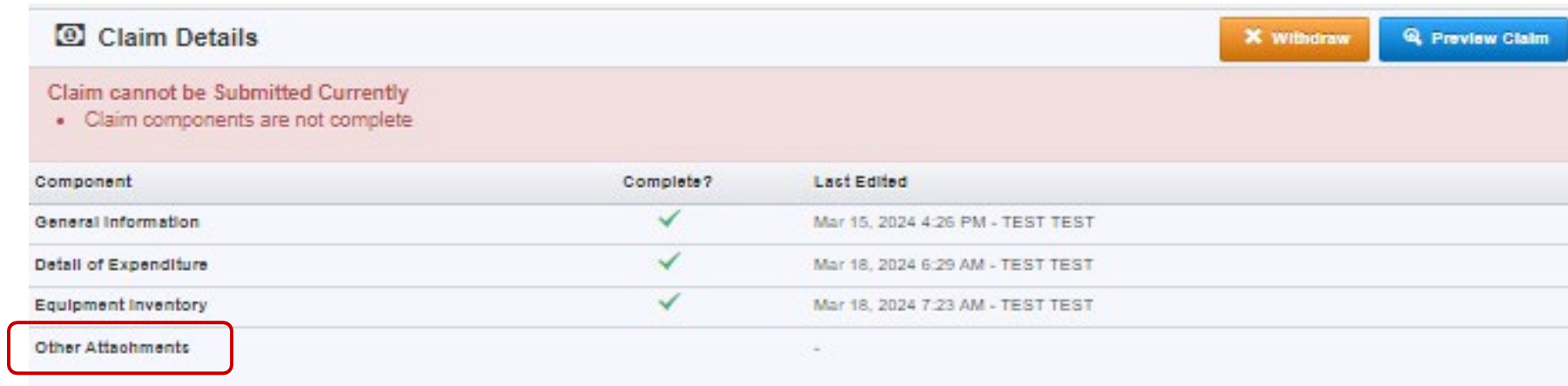
Mark as Complete + Add Row Edit All Rows

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
DPS Test	Cole	2022	Dell Technologies	Inspiron 3910	Desktop Computer	A2K0924760KJHHA0934	2022-2023 SCIP	DPS Test	03/22/2024	1	\$1,200.00	100.00%	23 Test St., Test MO 11111	Local	Mission Capable

Last Edited By: TEST TEST - Mar 18, 2024 7:23 AM + Add Row

# Claims

- ▶ Select “Other Attachments”



The screenshot shows a web interface for 'Claim Details'. At the top right are two buttons: 'Withdraw' (orange) and 'Preview Claim' (blue). Below them is a red error banner that reads 'Claim cannot be Submitted Currently' with a sub-message 'Claim components are not complete'. Underneath is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The table lists four components: 'General Information', 'Detail of Expenditure', 'Equipment Inventory', and 'Other Attachments'. The first three are marked as complete with green checkmarks, while 'Other Attachments' is marked as incomplete with a red 'X'. The 'Other Attachments' row is highlighted with a red rectangular border.

Component	Complete?	Last Edited
General Information	✓	Mar 15, 2024 4:26 PM - TEST TEST
Detail of Expenditure	✓	Mar 18, 2024 6:29 AM - TEST TEST
Equipment Inventory	✓	Mar 18, 2024 7:23 AM - TEST TEST
Other Attachments	✗	-

- ▶ Each claim should include the supporting documentation
  - ▶ See [Information Bulletin #2 Policy on Claim Request Requirements](#) for detailed guidance on what documentation to include with your claim.

# Claims

- Once in “Other Attachments”, there will be a question asking if you have additional documentation (FYI - there should always be documentation attached to your claim)

Documentation

Do you have additional documentation?\*: ☐ Yes ☐ No

Save Form

- Select “Add New Attachment”

Other Attachments - Other Attachments

✓ Mark as Complete

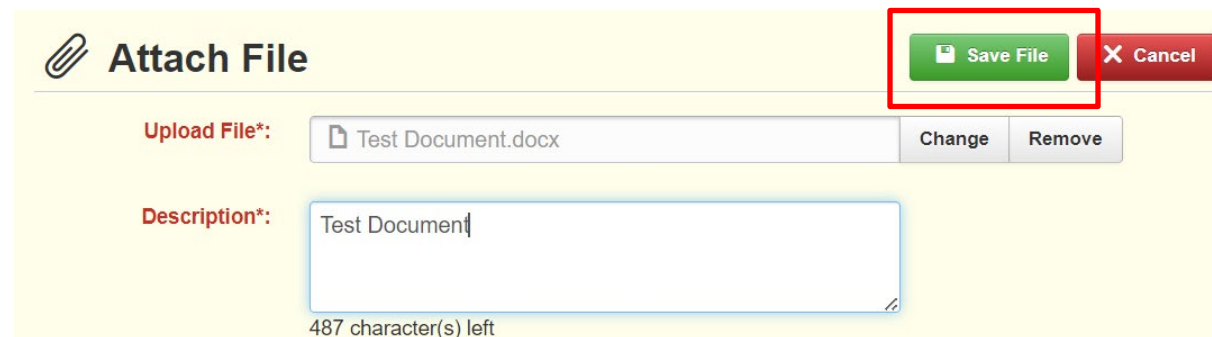
+ Add from Doc Repository

+ Add New Attachment

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

# Claims


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



The screenshot shows a web form titled "Attach File" with a paperclip icon. At the top right, there are two buttons: a green "Save File" button and a red "Cancel" button. The "Save File" button is highlighted with a red rectangular box. Below the title, there is a section for "Upload File\*" which contains a text input field showing "Test Document.docx" and two buttons, "Change" and "Remove". Below that is a section for "Description\*" with a text input field containing "Test Document". At the bottom of the description field, it says "487 character(s) left".

# Claims


- ▶ When finished, select “Mark as Complete”

 **Other Attachments** - Other Attachments

✓ Mark as Complete

+ Add from Doc Repository

+ Add New Attachment

Description	File Name 	Type	Size	Upload Date	Delete
-------------	---	------	------	-------------	--------

- ▶ When all forms have been marked as complete, select “Submit Claim”

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

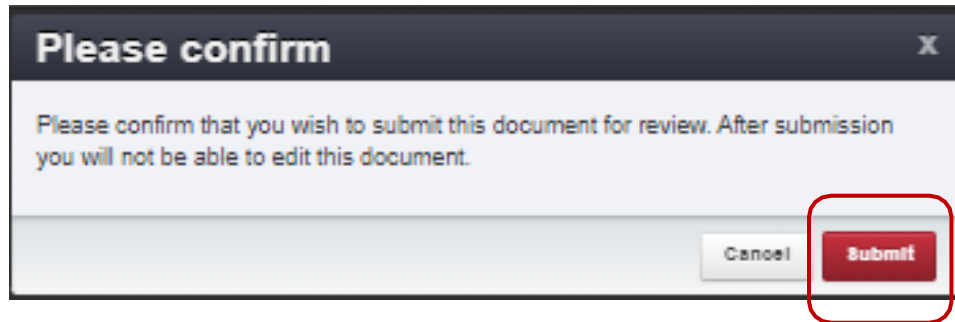
✓ Submit Claim

✕ Withdraw

 Preview Claim

# Claim

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






# Claim

- ▶ The final claim is due no later than August 15, 2027
- ▶ If the final claim is submitted on the 15<sup>th</sup>, but is missing information, or requires corrections, it may hinder our ability to reimburse the expense
- ▶ Submit claims **monthly** at minimum
- ▶ If an individual is attending a conference, the Missouri per diem guidelines, **MUST** be followed. This includes hotel stays and meals, if you are unsure about what can be claimed, please contact our office

<https://dps.mo.gov/dir/programs/dpsgrants/documents/travel-guidelines.pdf>

# Correspondence

## WebGrants Component

 Grant Components

[Preview Grant](#)

The grant forms appear below.

Your grant award details are saved here, as well as many forms which may be used to manage your grant.

Component	Last Edited
General Information	Mar 14, 2024 7:29 AM - Brandy Boessen
Contact Information	Mar 14, 2024 8:27 AM - Brandy Boessen
Budget	Sep 11, 2023 3:13 PM - Brandy Boessen
Claims	
Correspondence	Sep 12, 2023 2:57 PM - TEST TEST
Status Reports	
Subaward Adjustments	
Subaward Adjustment Notices	
Site Visits	
Subaward Documents - Need Signatures	
Subaward Documents - Final	
Attachments	
Closeout	
Funding Opportunity	-
Application	-



















# Correspondence

- ▶ Correspondence sent through WebGrants automatically forwards to the associated users' email
- ▶ This will be received from [dpswebgrants@dpsgrants.dps.mo.gov](mailto:dpswebgrants@dpsgrants.dps.mo.gov)
- ▶ To reply, you must log into WebGrants and respond within the system
- ▶ **\*\*\*DO NOT REPLY TO CORRESPONDENCE FROM YOUR EMAIL\*\*\***
  - ▶ Your reply will go to a generic email address rather than the intended recipient and will delay the response




# Correspondence

- ▶ Select “Correspondence” from the Grant Component menu

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


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

Inter-System Grantee Correspondence										
										<a href="#">+ Add Grantee Correspondence</a>
Search: <input type="text"/>										
Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5
	Test	Test	Test	Test	Test					

# Correspondence

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



- ▶ **Flag:** Click on the box and choose from the drop-down box
    - ▶ This is not a required field, so you can leave it blank.
  - ▶ **To:** Click on the box and it will give you a drop-down box to select from
  - ▶ **CC:** CC addresses must be entered in a valid email format, use a semicolon(;) to separate multiple CC email addresses
  - ▶ **Subject:** Enter the subject line
  - ▶ **Message:** Type the message
- 
- The screenshot shows a web form titled "Inter-System Grantee Correspondence". It contains several input fields: a "Flag:" dropdown menu, a "To:" field with a dropdown arrow, and a "CC:" field. Below the "To:" field, there is a note: "CC addresses must be entered in a valid email format, i.e. name@domain.org. Use a semicolon (;) to separate multiple CC email addresses." The "Message:" field is a large text area at the bottom.

## Inter-System Grantee Correspondence

[Send Correspondence](#)

**Flag:**

**To\*:**

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

**CC:**

**Subject\*:**

**Message:**

Source
Image
Video
Audio
Text
Link
Table
Code
Quote
Bullet
Numbered
Indent
Outdent
Align Left
Align Center
Align Right
Justify
Undo
Redo
Print

**B**
*I*
U
~~S~~
x<sub>2</sub>
x<sup>2</sup>
[Color Picker]
[List Icon]
[List Icon]
[List Icon]
[List Icon]
[List Icon]
[List Icon]
[List Icon]
[List Icon]
[List Icon]
[List Icon]
[List Icon]
[List Icon]

Styles
Format
Font
Size
[Grid Icon]
[Grid Icon]
[Grid Icon]

# Correspondence


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

Attachment 1:

Attachment 2:

Attachment 1:


- ▶ Once the message is completed, select “Send Correspondence”

 **Inter-System Grantee Correspondence**

 **Send Correspondence**

# Subaward Adjustments

## WebGrants Component

 Grant Components

[Preview Grant](#)

The grant forms appear below.

Your grant award details are saved here, as well as many forms which may be used to manage your grant.

Component	Last Edited
General Information	Mar 14, 2024 7:29 AM - Brandy Boessen
Contact Information	Mar 14, 2024 8:27 AM - Brandy Boessen
Budget	Sep 11, 2023 3:13 PM - Brandy Boessen
Claims	
Correspondence	Sep 12, 2023 2:57 PM - TEST TEST
Status Reports	
Subaward Adjustments	
Subaward Adjustment Notices	
Site Visits	
Subaward Documents - Need Signatures	
Subaward Documents - Final	
Attachments	
Closeout	
Funding Opportunity	-
Application	-

# Subaward Adjustments

- ▶ Must have prior written approval from DPS before deviating from the approved budget or program scope
  - ▶ In some instances, must also have prior approval by the DOJ
- ▶ These changes are requested via Subaward Adjustments
- ▶ This includes changes from one budget line to another (transfer of funds between budget lines)



# Subaward Adjustments

## ▶ Budget Modifications:

- ▶ 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
- ▶ Includes Scope of Work Changes
- ▶ Examples
  - ▶ Transferring funds between existing approved budget lines
  - ▶ Quantity modifications of an approved item/approved budget
  - ▶ Adding new lines items to the approved budget
  - ▶ Substituting items/Specification changes
    - ▶ Example, approved for a 12'x20' tent but wish to purchase a 10'x10' instead



# Subaward Adjustments

## ▶ Program Changes

- ▶ A request for program changes must be submitted through WebGrants as a subaward adjustment and must be approved by DPS
- ▶ Examples
  - ▶ Changes in subrecipient staff which are listed directly within the award
    - ▶ Authorized officials, project directors, fiscal officers or officers in charge
  - ▶ Organizational or contact address changes
  - ▶ Any information changed the organization component in WebGrants
  - ▶ A request to change the project period of performance (extension)

# Subaward Adjustments

- ▶ Open the Subaward Adjustments component and select “Add Amendment”

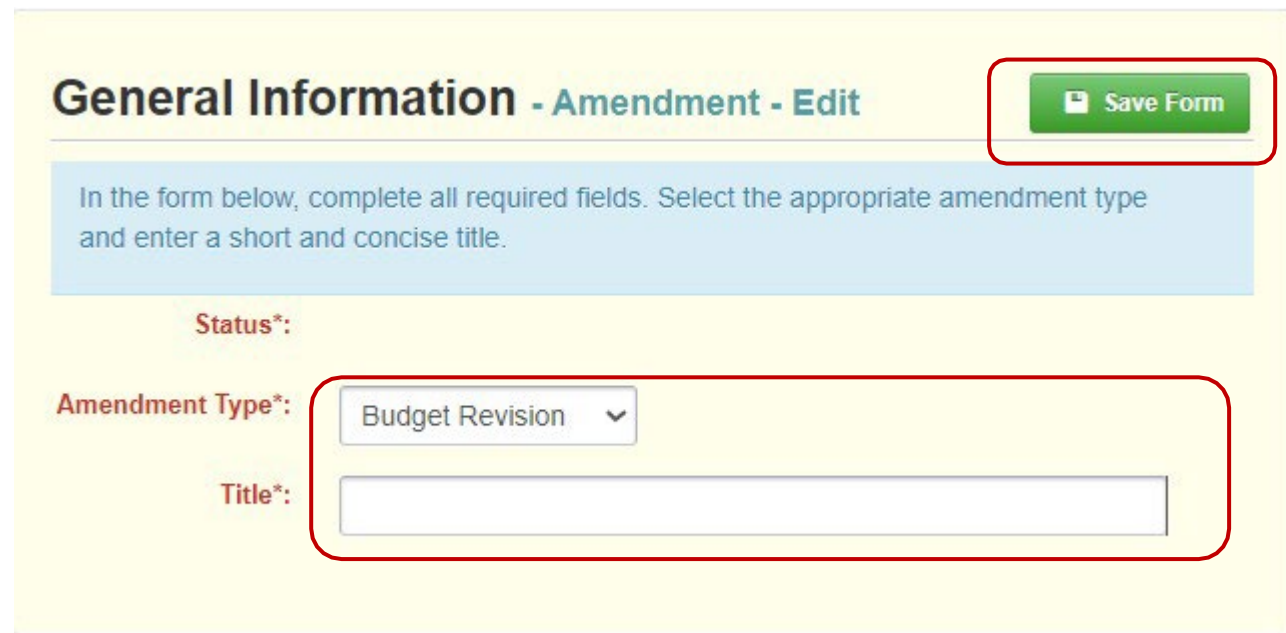
 **Subaward Adjustments** 

ID ▲	Type ▼	Status ▼	Title ▼	Last Submitted Date ▼
15PBJHA-23-GG-0019-BSCI-T01 - 001	Budget Revision	Withdrawn		Sep 12, 2023 3:56 PM

← PreviousNext →

# Subaward Adjustments

- ▶ Choose which type of adjustment is being requested (Budget or Program)
  - ▶ If the approved budget will be affected, a budget revision is required
- ▶ Enter a title
- ▶ Select “Save Form”



**General Information - Amendment - Edit**

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

Status\*:


Amendment Type\*: Budget Revision ▼


Title\*:

# Subaward Adjustments

- ▶ Select “Justification”

[Amendment Preview](#) [Attachments](#) [Alert History](#) [Map](#)

 **Amendment Details**

 **Preview Amendment**

**Amendment cannot be Submitted Currently**

- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 18, 2024 7:50 AM - TEST TEST
<b>Justification</b>	-	-
Budget	-	-
Confirmation	-	-
Attachments	-	-

# Subaward Adjustments

- ▶ Within the text field, provide details for the requested change
- ▶ If requesting budget modifications, a mirrored example of the below excel sheet should be copied into the justification field denoting the changes
- ▶ Contact your grant specialist for the excel spreadsheet that should be used or copy and use the below

Line Number	Current Budget	Requested Change	Updated Budget	Description
				Moving money from Equipment & Supplies/Operations to Personnel, Personnel Benefits & Travel/Training to account for Budget vs. Actual
1001	\$ 54,600.00	\$ 307.62	\$ 54,907.62	
2001	\$ 7,995.00	\$ 139.16	\$ 8,134.16	
3001	\$ 1,950.00	\$ -	\$ 1,950.00	
4001	\$ 149.18	\$ -	\$ 149.18	
9001	\$ 4,680.00	\$ 1,000.00	\$ 5,680.00	
10001	\$ 11,000.00	\$ (1,000.00)	\$ 10,000.00	
10001	\$ 10,000.00	\$ (446.78)	\$ 9,553.22	
11001	\$ 195.00	\$ (100.00)	\$ 95.00	
12001	\$ 25,272.00	\$ 100.00	\$ 25,372.00	
	\$ 115,841.18		\$ 115,841.18	

▶ Select “Save Form”

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# Subaward Adjustments

- ▶ Select “Mark as Complete”

☰ Justification

✓ Mark as Complete

✎ Edit Form

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

**Justification\*:**

Request to move excess money from 11001, Docking Station, to Toughbooks 10001.

Line Number	Current Budget	Requested Change	Updated Budget Description
10001 Toughbook	\$ 8,386.05	\$ 20.76	\$ 8,406.81 moving money to cover toughbook
11001 Dock	\$1,613.94	\$ (20.76)	\$ 1,593.18
	\$ 9,999.99	\$ -	\$ 9,999.99

Last Edited By: TEST TEST - Mar 18, 2024 7:55 AM

✎ Edit Form



# Subaward Adjustments

► Select Budget

Amendment PreviewAttachmentsAlert HistoryMap

Amendment Details

Withdraw

Copy

Preview Amendment


Amendment cannot be Submitted Currently


Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 18, 2024 7:50 AM - TEST TEST
Justification	✓	Mar 18, 2024 7:55 AM - TEST TEST
Budget		-
Confirmation		-
Attachments		-

# Subaward Adjustments


- ▶ Adjust the budget lines to mirror the changes that are to occur
- ▶ Update the total Federal/State Share amounts (bottom)
- ▶ Select “Save Grid”

 **Budget - Edit**



- 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	<input type="text" value="\$20,000.00"/>	<input type="text" value="\$20,000.00"/>	\$0.00
Personnel Benefits	<input type="text" value="\$1,530.00"/>	<input type="text" value="\$1,530.00"/>	\$0.00
Personnel Overtime	<input type="text" value="\$2,250.00"/>	<input type="text" value="\$2,250.00"/>	\$0.00
Personnel Overtime Benefits	<input type="text" value="\$172.12"/>	<input type="text" value="\$172.12"/>	\$0.00
Volunteer Match	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Travel/Training	<input type="text" value="\$1,310.00"/>	<input type="text" value="\$1,310.00"/>	\$0.00
Equipment	<input type="text" value="\$5,000.00"/>	<input type="text" value="\$5,070.26"/>	\$70.26
Supplies/Operations	<input type="text" value="\$800.00"/>	<input type="text" value="\$729.74"/>	-\$70.26
Contractual	<input type="text" value="\$9,000.00"/>	<input type="text" value="\$9,000.00"/>	\$0.00
Renovation/Construction	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Indirect Costs	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



# Subaward Adjustments

- ▶ Review changes and amounts
- ▶ Select “Mark as Complete”

The screenshot shows a software interface with a top navigation bar containing tabs: Amend List, General, Justif, Budget, Confir, and Attach. The 'Budget' tab is selected. Below the navigation bar, there is a section titled 'Budget - Current Version' with a folder icon. Below this, there is a section titled 'Budget - Grid' with a grid icon. To the right of the 'Budget - Grid' title, there are two buttons: '✓ Mark as Complete' (orange) and 'Edit Grid' (green). The 'Mark as Complete' button is highlighted with a red rectangular box. Below the buttons, there is a light blue box containing two bullet points:

- 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

# Subaward Adjustments

- ▶ Select “Confirmation”
- ▶ Complete and select “Save Form”

[Amendment Preview](#) [Attachments](#) [Alert History](#) [Map](#)

**Amendment Details** [Withdraw](#) [Copy](#) [Preview Amendment](#)

**Amendment cannot be Submitted Currently**

- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 18, 2024 7:50 AM - TEST TEST
Justification	✓	Mar 18, 2024 7:55 AM - TEST TEST
Budget	✓	Mar 18, 2024 7:58 AM - TEST TEST
<b>Confirmation</b>	-	-
Attachments	-	-

**Confirmation** [Save Form](#)

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

**Authorized Official Name\*:**


**Title\*:**

**Date\*:**

[Save Form](#)

# Subaward Adjustments

- ▶ Select “Mark as Complete”

 **Confirmation**

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

**Authorized Official Name\*:** Test, Tester

**Title\*:** Test

**Date\*:** 03/01/2024

---

Last Edited By: TEST TEST - Mar 18, 2024 8:02 AM

# Subaward Adjustments


## ► Select “Attachments”

Amendment Preview


Attachments


Alert History

Map

 Amendment Details

✕ Withdraw

 Copy

 Preview Amendment

Amendment cannot be Submitted Currently

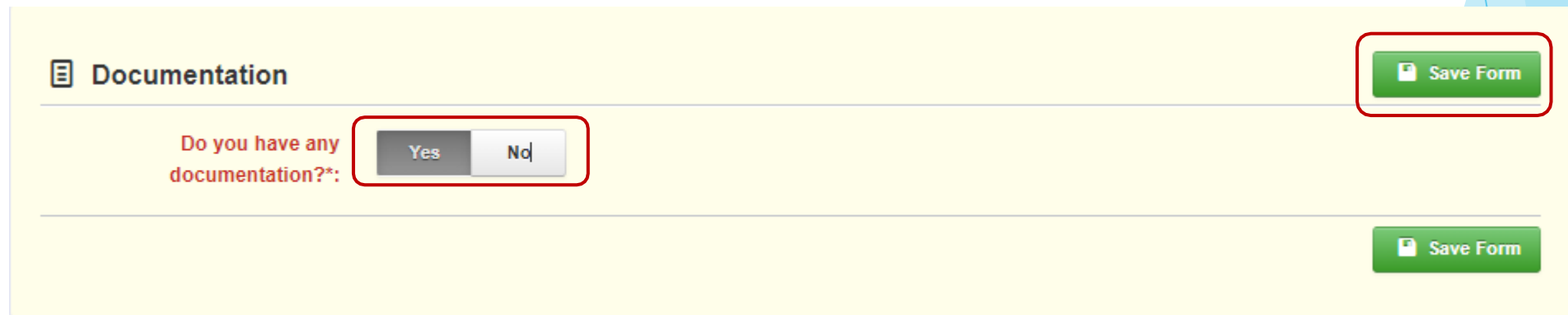
- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 18, 2024 7:50 AM - TEST TEST
Justification	✓	Mar 18, 2024 7:55 AM - TEST TEST
Budget	✓	Mar 18, 2024 7:58 AM - TEST TEST
Confirmation	✓	Mar 18, 2024 8:02 AM - TEST TEST
Attachments		-



# Subaward Adjustments

- ▶ If you wish to add supporting documentation select “Yes”, if not, select “No”
  - ▶ Examples
    - ▶ Quotes to support budget line modifications
    - ▶ Letters from vendors stating a product may not be available until a certain date, a substitute may be needed
- ▶ Select “Save Form”



The screenshot shows a web form with a yellow background. At the top left, there is a tab icon and the text "Documentation". Below this, a question "Do you have any documentation?\*" is displayed in red text. To the right of the question are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red border. At the top right of the form is a green button with a document icon and the text "Save Form", also highlighted with a red border. At the bottom right of the form is another green button with a document icon and the text "Save Form".

# Subaward Adjustments

- ▶ If you selected “Yes”, select “Add New Attachment” on the next screen
  - ▶ Complete the onscreen prompts in the pop-up quotes to support budget line modifications
  - ▶ Letters from vendors stating a product may not be available until a certain date, a substitute may be needed
- ▶ Select “Mark as Complete”

The screenshot displays a web interface for Subaward Adjustments. It features two main sections: 'Documentation' and 'Other Attachments'.

**Documentation Section:**

- Header: Documentation
- Form: A text input field with the label "Do you have any documentation?\*" and a "Yes" radio button selected.
- Buttons: "✓ Mark as Complete" (highlighted with a red box) and "✎ Edit Form".
- Footer: "Last Edited By: TEST TEST - Mar 18, 2024 8:05 AM" and "✎ Edit Form".

**Other Attachments Section:**

- Header: Other Attachments - Other Attachments
- Buttons: "✓ Mark as Complete" and "+ Add New Attachment".
- Table:

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

Footer: Last Edited By: TEST TEST - Mar 18, 2024 8:05 AM



# Subaward Adjustments

- ▶ Select “Submit Amendment” to submit the subaward adjustment

Amendment Preview

Attachments

Alert History

Map

Amendment Details

✓ Submit Amendment

✗ Withdraw

Copy

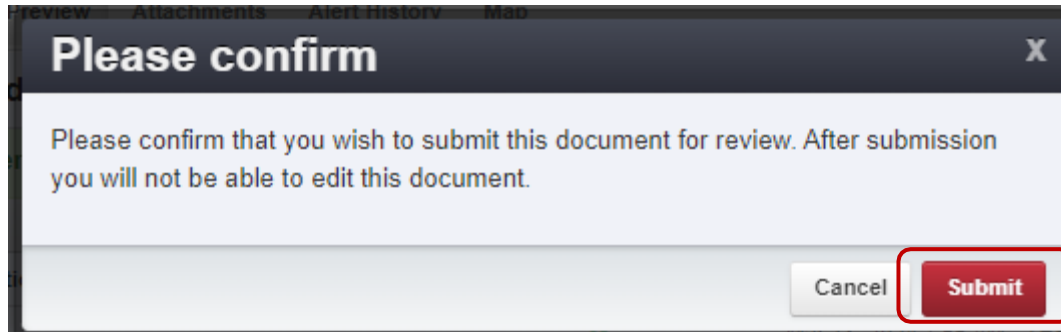
Preview Amendment

• Amendment is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Mar 18, 2024 7:50 AM - TEST TEST
Justification	✓	Mar 18, 2024 7:55 AM - TEST TEST
Budget	✓	Mar 18, 2024 7:58 AM - TEST TEST
Confirmation	✓	Mar 18, 2024 8:02 AM - TEST TEST
Attachments	✓	Mar 18, 2024 8:05 AM - TEST TEST

# Subaward Adjustments, cont.

- ▶ Select “Submit” in the pop-up confirmation box



- ▶ Your grant specialist will receive notification that your revision has been submitted
- ▶ The status of the adjustment under the “Subaward Adjustments” component will update to “Submitted”

Subaward Adjustments					<a href="#">+ Add Amendment</a>
ID	Type	Status	Title	Last Submitted Date	
15PBJHA-23-GG-0019-BSCI-T01 - 001	Budget Revision	Withdrawn		Sep 12, 2023 3:56 PM	
15PBJHA-23-GG-0019-BSCI-T01 - 002	Budget Revision	Submitted	Test	Mar 18, 2024 8:09 AM	

# Status Reports

## WebGrants Component

Grant Components

Preview Grant

The grant forms appear below.

Your grant award details are saved here, as well as many forms which may be used to manage your grant.

Component	Last Edited
General Information	Mar 14, 2024 7:29 AM - Brandy Boessen
Contact Information	Mar 14, 2024 8:27 AM - Brandy Boessen
Budget	Sep 11, 2023 3:13 PM - Brandy Boessen
Claims	
Correspondence	Sep 12, 2023 2:57 PM - TEST TEST
Status Reports	
Subaward Adjustments	
Subaward Adjustment Notices	
Site Visits	
Subaward Documents - Need Signatures	
Subaward Documents - Final	
Attachments	
Closeout	
Funding Opportunity	-
Application	-

Submitted Under PMT  
for SCIP Funding



# Status Reports

- ▶ Each status report must be completed through the Office of Justice Performance Measurement Platform, found at <https://ojpssso.ojp.gov/>
- ▶ Due Dates
  - ▶ October 1 - December 31 - due January 10
  - ▶ January 1 - March 31 - due April 10
  - ▶ April 1 - June 30 - due July 10
  - ▶ July 1 - September 30 - due October 10

# Monitoring

## (Site Visits) WebGrants Component

Grant Components		Preview Grant
The grant forms appear below.		
Your grant award details are saved here, as well as many forms which may be used to manage your grant.		
Component	Last Edited	
General Information	Mar 14, 2024 7:29 AM - Brandy Boessen	
Contact Information	Mar 14, 2024 8:27 AM - Brandy Boessen	
Budget	Sep 11, 2023 3:13 PM - Brandy Boessen	
Claims		
Correspondence	Sep 12, 2023 2:57 PM - TEST TEST	
Status Reports		
Subaward Adjustments		
Subaward Adjustment Notices		
Site Visits		
Subaward Documents - Need Signatures		
Subaward Documents - Final		
Attachments		
Closeout		
Funding Opportunity	-	
Application	-	



# Monitoring

- ▶ DPS will conduct
- ▶ You will be notified if your agency is chosen for site visit monitoring
- ▶ Key things to remember
  - ▶ Monitoring is NOT an audit
  - ▶ DPS is NOT monitoring to catch error - we are monitoring to help correct area of noncompliance to prevent audit findings
  - ▶ Chance to provide technical assistance and answer questions

# Monitoring

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

# Documents Which Guide Monitoring

- ▶ [2 CFR part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
- ▶ Applicable State of Missouri statutes and regulations
- ▶ [DPS Financial and Administrative Guidelines](#)
- ▶ [DPS Grants Information Bulletins](#)
- ▶ [FY 2024 SCIP Certified Assurances](#)
- ▶ FY 2024 SCIP Subaward Agreement



# Types of Monitoring

- ▶ Desk Monitoring
  - ▶ Review which is completed by DPS Grants - telephone and email communication, grant document review, reports and correspondence
- ▶ On-Site Monitoring
  - ▶ Review which is conducted by the DPS Grants at the subrecipient's agency - policy review, property records, etc.



# Monitoring - What to Expect

- ▶ DPS is required to monitor the following, as applicable
  - ▶ LEA Statutory Requirements
  - ▶ Equipment (inventory control, tags/labels)
  - ▶ Policies and Procedures
  - ▶ Project Implementation
  - ▶ Federal Civil Rights Compliance
  - ▶ State Civil Rights Compliance

# Monitoring - LEA Statutory Requirements

- ▶ [Section 43.505 RSMo](#) - National Incident-Based Reporting System (NIMBRS) *Formerly Uniform Crime Reports (UCRs)*
  - ▶ 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)
  - ▶ DPS will check compliance against a report received from the Missouri Highway Patrol
  - ▶ Any agency that is not compliant after December 31, 2021, may be ineligible to receive state or federal funds
- ▶ [Section 590.650 RSMo](#) - Vehicle Stops Reporting
  - ▶ DPS will verify with the Attorney General's Office
- ▶ [Section 590.700 RSMo](#) - Recording of Custodial Interrogations
  - ▶ Must present DPS with a copy of the written policy
- ▶ [Section 43.544 RSMo](#) - Forwarding Intoxication-Related Offences
  - ▶ Must present DPS with a copy of the written policy

# Monitoring - Programmatic

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

# Monitoring - Financial

- ▶ Local procurement/purchasing policy, if applicable
- ▶ Bid/quote records, if applicable
- ▶ Sole source approval letters, if applicable
- ▶ Contract approval, if applicable

# Monitoring - Federal and State Civil Rights

- ▶ EEO Plan
  - ▶ Even if your agency is not chosen for monitoring, this report needs to be completed EVERY year
- ▶ Non-Discrimination Policies and Procedures
- ▶ Access to Limited English Proficiency (LEP) Services
- ▶ Civil Rights Training
- ▶ Labor posters must be displayed as required by Federal and State law
  - ▶ These can be found at <https://labor.mo.gov/posters>

# Common Areas of Non-Compliance & 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

## ▶ Federal Civil Rights

- ▶ Missing policies
- ▶ EEO Plan not complete
- ▶ EEO Certification Form not complete

## ▶ State Civil Rights

- ▶ No display of labor posters

# Contact

For assistance, please contact your grant specialist

- ▶ Maggie Glick - Grant Specialist  
[Maggie.Glick@dps.mo.gov](mailto:Maggie.Glick@dps.mo.gov)  
(573) 526-3510
- ▶ Chelsey Call - Grant Supervisor  
[Chelsey.Call@dps.mo.gov](mailto:Chelsey.Call@dps.mo.gov)  
(573) 526-9203
- ▶ Joni McCarter - Program Manager  
[Joni.McCarter@dps.mo.gov](mailto:Joni.McCarter@dps.mo.gov)  
(573) 526-9020