



FY 2022-2023 State Crisis Intervention Program

Department of Public Safety 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.

Grant Requirements

- ▶ FY 2022/2023 State Crisis Intervention Program
- ▶ Authorized by Bipartisan Safer Communities Supplemental Appropriations Act, 2022 (Pub. L. No. 117-159, 136 Stat. 1313, 1339); 28 U.S.C. 530C.
 - ▶ CFDA # 16.738
 - ▶ Awarded to Missouri by the U.S. Department of Justice (DOJ), Office of Justice Program (OJP), Bureau of Justice Systems (BJA)
 - ▶ Provides federal criminal justice funding

Grant Requirements, Cont.

- ▶ All of the below can be found at:
 - ▶ <https://dps.mo.gov/dir/programs/dpsgrants/documents/financial-admin-guidelines.pdf>
- ▶ [DPS Financial and Administrative Guide](#)
- ▶ Information Bulletins
 - ▶ [Policy on Advanced Payment and Cash Advances](#)
 - ▶ [Policy on Claim Request Requirements including DPS Reimbursement Checklist](#)
 - ▶ [Policy on Budget Modifications, Program Changes, Scope of Work Changes, Status Reports, and Return of Funds](#)
 - ▶ Policy on Monitoring Subrecipient Reporting, Recordkeeping, and Internal Operation and Accounting Control Systems
 - ▶ Policy for Requirements of Subrecipient Pass-Through Entities

Grant Requirements, Cont.

- ▶ BJA FY 2022 - 2023 Byrne State Crisis Intervention Program State Formula Solicitation:
 - ▶ <https://bja.ojp.gov/funding/awards/15pbja-23-gg-00019-bsci>
- ▶ Missouri State Statutes:
 - ▶ <http://revisor.mo.gov/main/>
- ▶ Office of Justice Programs (OJP) Financial Guide:
 - ▶ <https://www.ojp.gov/funding/financialguidedojo/overview>

Audit Requirements

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

Federal/State Civil Rights

Agencies must comply with Federal and State Civil Rights

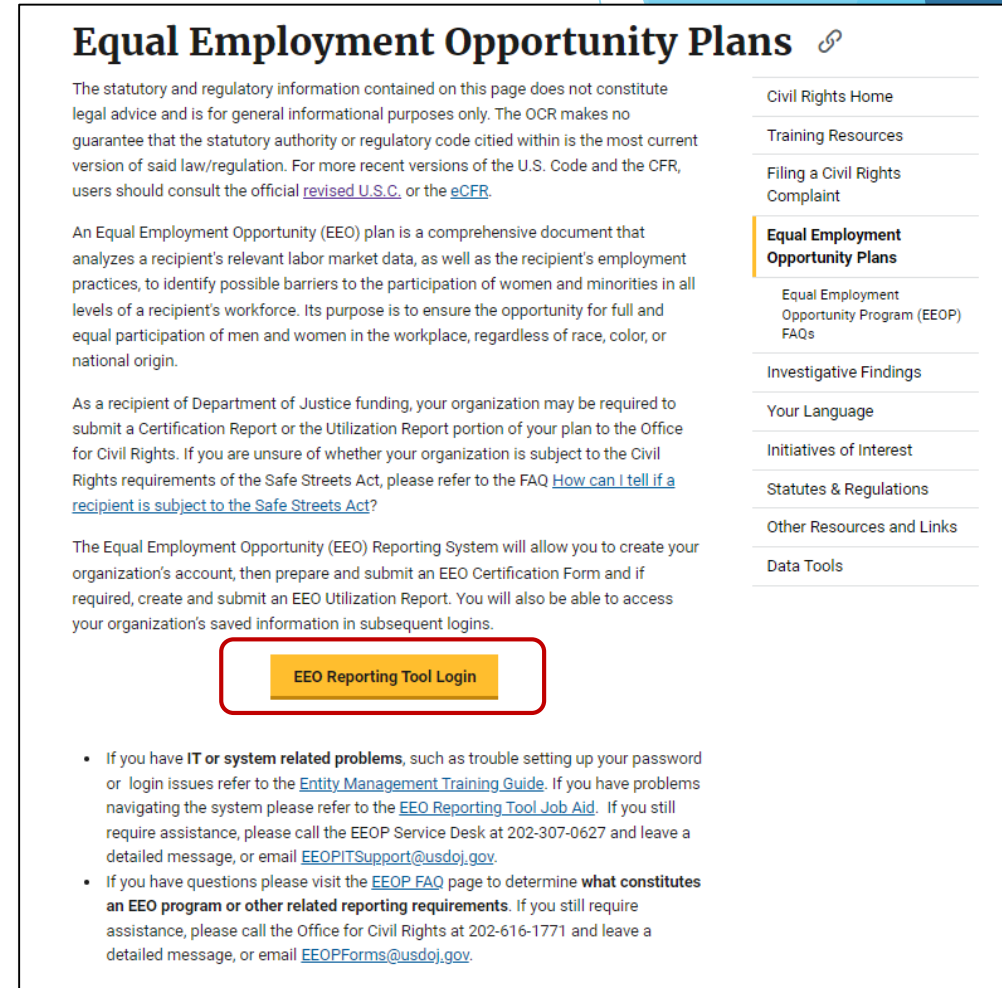
- ▶ Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d)
- ▶ Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794)
- ▶ Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34)
- ▶ Title IX of the Education Amendments of 1972 (21681, 1683, and U.S.C § 1685-860)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


Equal Employment Opportunity Plan (EEOP)

- ▶ Some organizations must complete a workforce report as a condition for receiving U.S. Department of Justice funding
 - ▶ Authorized by the Omnibus Crime Control and Safe Streets Act of 1968
 - ▶ The U.S. Department of Justice regulations pertaining to the development of a comprehensive EEOP can be found at 28 CFR § 42.301-42.308
- ▶ These EEOPs are collected, reviewed, and approved by the U.S. Department of Justice, Office for Civil Rights (OCR)
- ▶ EEOPs are intended to ensure federal funding recipients are providing equal employment opportunities to men and women regardless of sex, race, or national origin

Office for Civil Right's EEOP Website:

- ▶ 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
- ▶ Navigate to the OCR EEOP webpage
 - ▶ <https://ojp.gov/about/ocr/eeop.htm>



Equal Employment Opportunity Plans 

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

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

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

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

[EEO Reporting Tool Login](#)

- If you have **IT or system related problems**, such as trouble setting up your password or login issues refer to the [Entity Management Training Guide](#). If you have problems navigating the system please refer to the [EEO Reporting Tool Job Aid](#). If you still require assistance, please call the EEOP Service Desk at 202-307-0627 and leave a detailed message, or email EEOPITSupport@usdoj.gov.
- If you have questions please visit the [EEOP FAQ](#) page to determine **what constitutes an EEO program or other related reporting requirements**. If you still require assistance, please call the Office for Civil Rights at 202-616-1771 and leave a detailed message, or email EEOPForms@usdoj.gov.

Equal Employment Opportunity Plans

- Civil Rights Home
- Training Resources
- Filing a Civil Rights Complaint
- Equal Employment Opportunity Plans**
- Equal Employment Opportunity Program (EEO) FAQs
- Investigative Findings
- Your Language
- Initiatives of Interest
- Statutes & Regulations
- Other Resources and Links
- Data Tools

EEOP Certification Form

- ▶ Sign into the [EEO 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
 - ▶ See [EEO Reporting Tool Job Aid](#) for further instruction on how to designate this individual
- ▶ Once e-signed, the EEOP Certification Form is then submitted electronically, through the EEO Reporting Tool.
 - ▶ 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:	jsmith@organization.com
Subrecipients:	No		

Acknowledgement of EEOP Data Collection, Maintenance and Submission Requirements

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

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

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

Print or Type Name and Title Signature Date

EEOP Certification Form, Cont.

- ▶ The EEOP Certification Form must be submitted each calendar year for which DOJ funding is received
- ▶ The form must be prepared for the recipient (and subrecipients) of the federal funding
 - ▶ Example - County, City, University/College, State Department
- ▶ The form is not just for the project agency
 - ▶ Example - Sheriff's Office, Police Department, State Division

EEOP Certification Form, Cont.

- ▶ Recipients (and subrecipients) required to prepare an EEO Utilization Report must acknowledge such requirement
 - ▶ subcomponent of the EEOP
- ▶ Recipients (and subrecipients) exempt from the EEOP reporting requirement must claim such exemption
 - ▶ A “Notice of Acknowledgement of Requirement” form will populate within the EEO Reporting tool to be submitted to OCR.

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 individuals 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 entitled "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 Corresponded 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: June 1, 2023 - July 31, 2026
- ▶ Final claim due September 15, 2026

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
- ▶ Status Reports must be submitted every Quarter
- ▶ PMT Reports must be submitted every Quarter



WebGrants

Online Grants Management System

Budget

WebGrants Component

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



Budget, Cont.

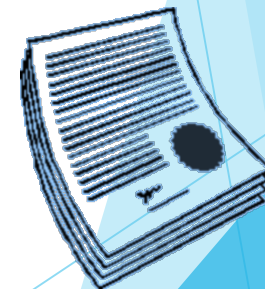
- ▶ Each piece of Equipment requested will have its own individual budget line
- ▶ All other expenses have been condensed to one line per category to decrease the number of budget adjustments.

Budget				Return to Components
<i>To include lines in your budget, select "Add". If the project includes more than one budget line, repeat this step for each budget line.</i>				
Line Item Code:	Budget Category:	Line Name:	Description:	Amount of Grant Funds Requested:
	1. Personnel	Employee Name	Title and if partial how much of their time 10% of time	\$20,000.00
				\$20,000.00
	2. Personnel Benefits	Benefit name example FICA/Medicare	In description include cost basis example 7.65%	\$1,530.00
				\$1,530.00
	3. Overtime Personnel	Employee Name	Title and if partial how much of their time example 50 hours	\$2,250.00
				\$2,250.00
	4. Overtime Benefits	Name of Benefit example FICA/Medicare	Cost basis 7.65%	\$172.12
				\$172.12
	5. Travel/Training	Enter Name of the training	Include dates and what costs are included (registration,Meals)	\$1,000.00
	5. Travel/Training	Mileage for work related meetings	Meetings for program, 500 miles, \$.62 per mile	\$310.00
				\$1,310.00
	6. Equipment	Name of Equipment	Additional details including quantity (2)	\$5,000.00
				\$5,000.00
	7. Supplies/Operations	Enter name of supplies or operations items	additional details including quantity (3)	\$800.00
				\$800.00
	8. Contractual	Enter brief contract description	Enter additional information including timeframe	\$9,000.00
				\$9,000.00
				\$40,062.12

Claims Component

Used to file for reimbursement of approved expenses

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



Claims Entry

- ▶ Select “Claims”, followed by “Add”

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

Grant Tracking

Grant: 152990 - DPS Cyber Task Force 1 - 2023

Status: Underway

Program Area: State Crisis Intervention Program (SCIP)

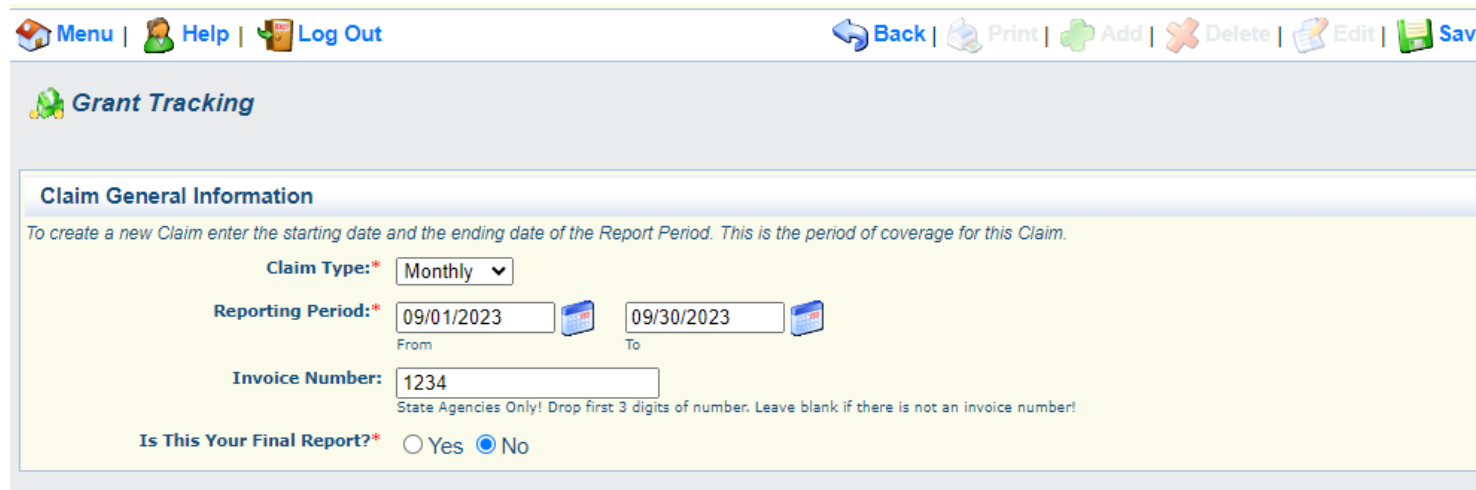
Grantee Organization: BaseLine Organization

Program Officer: Michelle Branson

Budget Total: \$40,062.12

Claims Entry, Cont.

- ▶ Complete the Claim General Information
 - ▶ Claim Type - Monthly, Quarterly, other
 - ▶ Reporting Period - Month(s) covered by the claim
 - ▶ Invoice Number - Only applicable for State Agencies (DNR; MOPS)- LEAVE BLANK if not either of those agencies
 - ▶ Is this your Final Report - No on all claims until submitting your last claim for reimbursement



The screenshot displays a web application interface for 'Grant Tracking'. At the top, there is a navigation bar with links for 'Menu', 'Help', and 'Log Out'. To the right of the navigation bar are action buttons: 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. Below the navigation bar, the main content area is titled 'Grant Tracking' and contains a form for 'Claim General Information'. The form includes a sub-header 'Claim General Information' and a descriptive note: '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.' The form fields are: 'Claim Type:*' with a dropdown menu set to 'Monthly'; 'Reporting Period:*' with two date pickers, the first set to '09/01/2023' (labeled 'From') and the second set to '09/30/2023' (labeled 'To'); 'Invoice Number:' with a text input field containing '1234' and a note below it: 'State Agencies Only! Drop first 3 digits of number. Leave blank if there is not an invoice number!'; and 'Is This Your Final Report?*' with radio buttons for 'Yes' and 'No', where 'No' is selected.

Claims Entry, Cont.

- ▶ Select “Save”

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

Grant Tracking

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

Claim Type:* Monthly

Reporting Period:* 09/01/2023 To 09/30/2023

Invoice Number: 1234
State Agencies Only! Drop first 3 digits of number. Leave blank if there is not an invoice number!

Is This Your Final Report?* Yes No

- ▶ Select “Return to Components”

Claim: 152990 - 001 [Grant Components](#)

Grant: 152990-DPS Cyber Task Force 1

Status: Editing

Program Area: State Crisis Intervention Program (SCIP)

Grantee Organization: BaseLine Organization

Program Manager: Michelle Branson

Reporting Period [Return to Components](#)

Claim Type:* Monthly

Claim Status:* Editing

Reporting Period:* 09/01/2023 To 09/30/2023

Invoice Number: 1234

Is This Your Final Report?* No

Expenditures

- ▶ Select “Expenditures” from the Components Section

Components		Preview Submit
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>		
Name	Complete?	Last Edited
General Information	✓	09/11/2023
Expenditures		
Reimbursement		
Equipment Inventory		
Other Attachments		

Expenditures, Cont.

- ▶ Add a line for all expenditures within the claim by select “Add” for each

The screenshot shows a web application interface for 'Grant Tracking'. At the top, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add (highlighted with a red box), Delete, Edit, and Save. Below the navigation bar, the page title is 'Grant Tracking'. The main content area is divided into two sections. The first section, titled 'Claim: 152990 - 001', contains the following details: Grant: 152990-DPS Cyber Task Force 1, Status: Editing, Program Area: State Crisis Intervention Program (SCIP), Grantee Organization: BaseLine Organization, and Program Manager: Michelle Branson. The second section, titled 'Expenditures', contains a table with the following columns: Line Number, Payee, Description, Quantity, Unit Cost, Expense Total, Federal Amount Requested, Invoice #, Invoice Date, Check/EFT Number, and Check/EFT Date. The 'Expense Total' column shows a value of '\$0.00'. At the bottom right of the table, it says 'Last Edited By:'. Above the table, there are links for 'Mark as Complete', 'Go to Claim Forms', and 'Add'.

Expenditures, Cont.

- ▶ Line Number - a drop down section which allows you to select each line of an approved budget

Expenditures

Line Number*	<input type="text"/>
Payee*	<input type="text"/>
Description*	1000 - Budget - Employee Name 2000 - Budget - Benefit name example FICA/Medicare
Quantity*	3000 - Budget - Employee Name
Unit Cost*	4000 - Budget - Name of Benefit example FICA/Medicare
Federal Amount Requested*	9000 - Budget - Enter Name of the training / Mileage for work related meetings
Invoice #*	10000 - Budget - Name of Equipment
Invoice Date*	11000 - Budget - Enter name of supplies or operations items
Check/EFT Number*	12000 - Budget - Enter brief contract description
Check/EFT Date*	<input type="text"/>

Expenditures, Cont.

Line Number

Select Corresponding Budget Line Number

Payee

Name of Individual (Personnel) or Company that is receiving payment (Vendor)

Description

Brief description of item

Payroll / Benefits expenses should include the Payroll dates of the period claimed

Example -

- Payroll 01/01/2023 - 01/30/2023 Overtime Payroll 01/01/2023 - 01/31/2023
- Benefits 01/01/2023 - 01/30/2023 Overtime Benefits 01/01/2023 - 01/31/2023

Quantity

Enter Quantity

Personnel costs should be a quantity of 1

Expenditures, Cont.

Unit Cost	Cost per unit Personnel will be the payroll period amount per applicable line
Federal Amount Requested	Must be the amount requested for reimbursement (Automatically transfers to the reimbursement component)
Invoice #	Vendor Invoice # Personnel can be listed as N/A if no invoice number available
Invoice Date	Date on Vendor Invoice Personnel can be listed as N/A if no invoice number available
Check/EFT Number	Check or EFT Number used to pay invoice
Check/EFT Date	Date of Check or EFT Number used to pay invoice

Expenditures, Cont.

- ▶ Select “Save”

Menu | Help | Log Out

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

Grant Tracking

Claim: 152990 - 001 [Grant Components](#)

Grant: 152990-DPS Cyber Task Force 1
Status: Editing
Program Area: State Crisis Intervention Program (SCIP)
Grantee Organization: BaseLine Organization
Program Manager: Michelle Branson

Expenditures

Line Number*

Expenditures, Cont.

▶ Example Expenditures -

Expenditures										
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
1000	Brandy Boessen	Payroll 09/01/2023 - 09/30/2023	1.0	\$400.00	\$400.00	\$400.00	N/A	N/A	4321	10/15/2023
2000	Brandy Boessen	Benefits 09/01/2023 - 09/30/2023	1.0	\$30.60	\$30.60	\$30.60	N/A	N/A	4321	10/15/2023
9000	Dell Technologies	Dell 42" Computer Monitor	2.0	\$350.00	\$700.00	\$700.00	1234	09/27/2023	3836	10/12/2023
9000	Training	Domestic Violence Training for Brandy Boessen, 10/01/2023 - 10/03/2023 Registration Fee	120.0	\$1.00	\$120.00	\$120.00	16287	09/17/2023	984135	09/20/2023
10000	Dell Technologies	Dell Desktop Computer	1.0	\$1,200.00	\$1,200.00	\$0.00	1234	09/27/2023	3836	10/12/2023
12000	D&A and Associates	Attorney Services, 09/01/2023 - 09/30/2023	1.0	\$1,120.00	\$1,120.00	\$1,120.00	345	10/07/2023	900156316518354	10/8/2023
						\$2,370.60				

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

Reimbursement, Cont.

► Open Reimbursement Form

Components Preview Submit		
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>		
Name	Complete?	Last Edited
General Information	✓	09/11/2023
Expenditures	✓	09/12/2023
Reimbursement		
Equipment Inventory		
Other Attachments		

Reimbursement

- ▶ Verify that the amounts entered on the Expenditure Form have carried over to the Reimbursement Form
- ▶ You should never need to edit the Reimbursement Form
- ▶ Select “Mark as Complete”

Reimbursement							Mark as Complete	Go to Claim Forms
Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)		
Budget								
1. Personnel	1001 (Line Item Code:)	\$54,600.00	\$6,000.00	\$0.00	\$6,000.00	\$48,600.00		
2. Benefits	2001 (Line Item Code:)	\$7,995.00	\$300.00	\$0.00	\$300.00	\$7,695.00		
3. Overtime	3001 (Line Item Code:)	\$1,950.00	\$0.00	\$0.00	\$0.00	\$1,950.00		
4. Overtime Benefits	4001 (Line Item Code:)	\$149.18	\$0.00	\$0.00	\$0.00	\$149.18		
5. Travel/Training	9001 (Line Item Code:)	\$4,680.00	\$200.00	\$0.00	\$200.00	\$4,480.00		
6. Mobile Radio(2)	10001 (Line Item Code:)	\$11,000.00	\$11,000.00	\$0.00	\$11,000.00	\$0.00		
6. Portable Radio(2)	10002 (Line Item Code:)	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00		
7. Office Supplies	11001 (Line Item Code:)	\$195.00	\$156.26	\$0.00	\$156.26	\$38.74		
8. Vehicle Leases	12001 (Line Item Code:)	\$25,272.00	\$2,250.00	\$0.00	\$2,250.00	\$23,022.00		
Total:		\$115,841.18	\$19,906.26	\$0.00	\$19,906.26	\$95,934.92		

Equipment Inventory

- ▶ Select “Equipment Inventory”

Components			Preview Submit
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>			
Name	Complete?	Last Edited	
General Information	✓	09/11/2023	
Expenditures	✓	09/12/2023	
Reimbursement	✓	09/12/2023	
Equipment Inventory			
Other Attachments			

Equipment Inventory, Cont.

- ▶ 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 \$1,000 or more per unit.
- ▶ If no Equipment is requested for reimbursement within the claim select “Mark as Complete”
- ▶ 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

Equipment Inventory, Cont.

- ▶ Select “Add”

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

[Back](#) | [Print](#) | **[Add](#)** | [Delete](#) | [Edit](#) | [Save](#)

Grant Tracking

Claim: 152990 - 001 [Grant Components](#)

Grant: 152990-DPS Cyber Task Force 1
Status: Editing
Program Area: State Crisis Intervention Program (SCIP)
Grantee Organization: BaseLine Organization
Program Manager: Michelle Branson

Equipment Detail [Mark as Complete](#) | [Go to Claim Forms](#)

Requesting Organization:	County:	Year:	Manufacturer:	Model:	Description:	Identification #s):	Source of Funding:	Title Holder:	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost:	Current Physical Location	Use:	Readiness Condition:
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Last Edited By:

Equipment Inventory, Cont.

Requesting Organization	Your Agency's Name
County	Your Agency's County
Year	Federal Fiscal Year of the Grant - 2022
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	2022-2023 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

Equipment Inventory, Cont.

% 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

Address of where equipment is currently stored

Use

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

1. Local - equipment will spend its lifecycle within the physical address provided
2. Regional - span of area
example - a task force that spans more than one county
3. Statewide - equipment can be found anywhere across the state of Missouri at any given time.
4. National - equipment can be found out of state

Readiness Condition

Enter either mission capable or not mission capable

1. Mission capable - material condition of equipment indicating it can perform at least one and potentially all of its designated missions
2. Not mission capable - material condition indicating that equipment is not capable of performing any of its designated missions.

Equipment Inventory, Cont.

- ▶ Enter each piece of information and select “Save”

The screenshot shows the 'Grant Tracking' interface. At the top, there is a navigation bar with 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' on the right. The 'Save' button is highlighted with a red box. Below the navigation bar, the 'Grant Components' section displays the following information: Claim: 152990 - 001, Grant: 152990-DPS Cyber Task Force 1, Status: Editing, Program Area: State Crisis Intervention Program (SCIP), Grantee Organization: BaseLine Organization, and Program Manager: Michelle Branson. The 'Equipment Detail' section contains the following fields: Requesting Organization: BaseLine Organization; County: BaseLine County; Year: 2022-2023; Manufacturer: Dell Technologies; Model: Inspiron 3910; Description: Desktop Computer; Identification #: A2K0924760K7HA0934; Source of Funding: 2022-2023 SCIP; Title Holder: BaseLine Organization; Date of Delivery: 09/21/2023; Quantity: 1; Individual Item Costs: \$1,200.00; % of Federal Participation in the cost: 100.0%; Current Physical Location: 23 Test St. Test, MO 11111; Use: Local; and Readiness Condition: Mission Capable.

Equipment Inventory, Cont.

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

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

Grant Tracking

Claim: 152990 - 001 Grant Components

Grant: 152990-DPS Cyber Task Force 1
 Status: Editing
 Program Area: State Crisis Intervention Program (SCIP)
 Grantee Organization: BaseLine Organization
 Program Manager: Michelle Branson

Equipment Detail Mark as Complete Go to Claim Forms

Requesting Organization:	County:	Year:	Manufacturer:	Model:	Description:	Identification #(s):	Source of Funding:	Title Holder:	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost:	Current Physical Location	Use:	Readiness Condition:
BaseLine Organization	BaseLine County	2022-2023	Dell Technologies	Inspiron 3910	Desktop Computer	A2K0924760KJHA0934	2022-2023 SCIP	BaseLine Organization	09/21/2023	1	\$1,200.00	100.0%	23 Test St. Test, MO 11111	Local	Mission Capable

Last Edited By: TEST TEST, 09/12/2023

Attachments

- ▶ Select “Other Attachments”

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	✓	09/11/2023	
Expenditures	✓	09/12/2023	
Reimbursement	✓	09/12/2023	
Equipment Inventory	✓	09/12/2023	
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.

Attachments, Cont.

- ▶ Select “Add”

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

Grant Tracking

Claim: 152990 - 001 Grant Components

Grant: 152990-DPS Cyber Task Force 1
Status: Editing
Program Area: State Crisis Intervention Program (SCIP)
Grantee Organization: BaseLine Organization
Program Manager: Michelle Branson

Other Attachments Mark as Complete | Go to Claim Forms

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

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.

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 a PDF merger 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
-------------	-----------	-----------	---------------

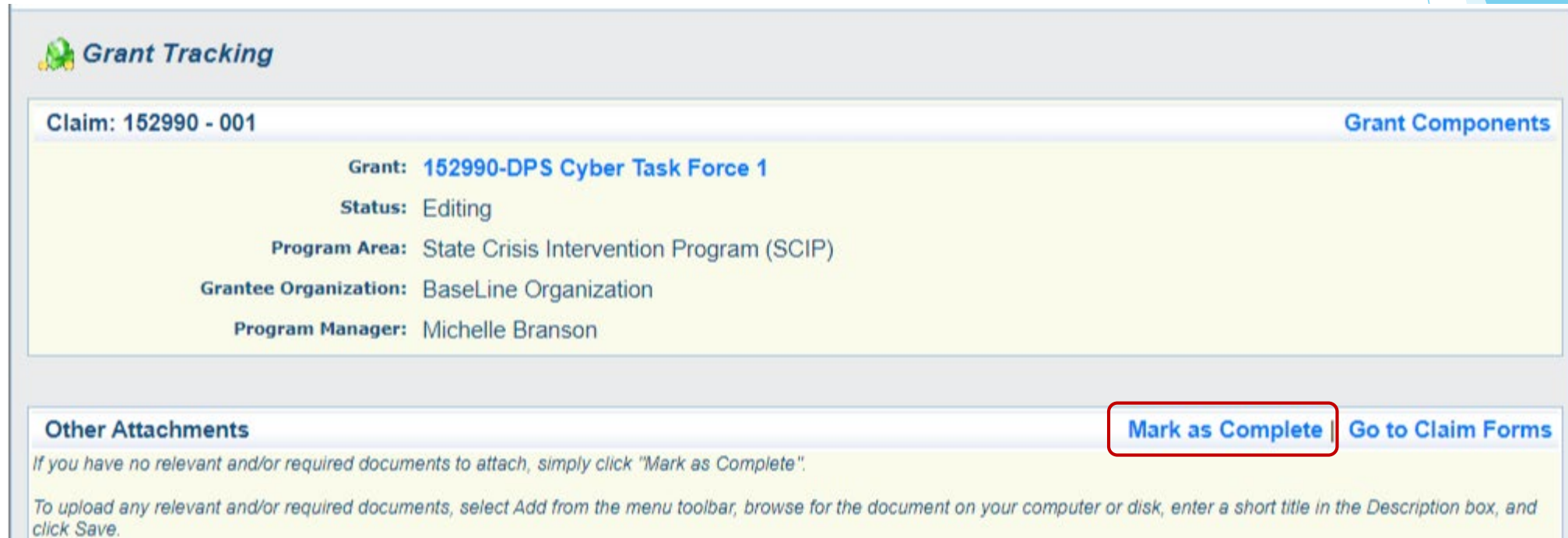
Last Edited By:

Attachments, Cont.

- ▶ Provide a brief description, and select “Choose File” to upload your saved file
- ▶ Follow the instructions in the WebGrants system to attach the appropriate backup documentation, which could include
 - ▶ Payroll Documentation (Pay Stub), Timesheets or Certification form
 - ▶ Fringe Benefit Rate Sheets
 - ▶ Invoices, Cancelled checks, and signed proof of delivery
 - ▶ Additional Supporting Documentation
- ▶ Further information on what attachments are required can be found on the [Information Bulletin #2 Policy on Claim Request Requirements](#)
- ▶ Select “Save” and Add additional documents as needed

Attachments, Cont.

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



Grant Tracking

Claim: 152990 - 001 Grant Components

Grant: 152990-DPS Cyber Task Force 1

Status: Editing

Program Area: State Crisis Intervention Program (SCIP)

Grantee Organization: BaseLine Organization

Program Manager: Michelle Branson

Other Attachments [Mark as Complete](#) | [Go to Claim Forms](#)

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

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.

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		
General Information	✓	09/11/2023		
Expenditures	✓	09/12/2023		
Reimbursement	✓	09/12/2023		
Equipment Inventory	✓	09/12/2023		
Other Attachments	✓	09/12/2023		

Correspondence

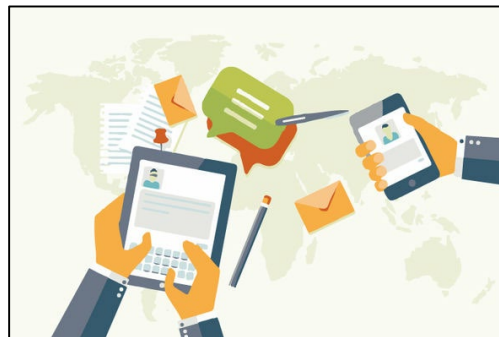
WebGrants Component

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



Correspondence, Cont.

- ▶ Your Grant Specialist will receive an email alert when you send correspondence through the WebGrants System
- ▶ When you receive correspondence, it will be sent to your email from dpswebgrants@dpsgrants.dps.mo.gov
- ▶ Use the WebGrants System to reply to correspondence
 - ▶ *****DO NOT REPLY TO CORRESPONDENCE FROM YOUR EMAIL*****
 - ▶ If you reply from your email the correspondence will go to a generic email box instead of your Grant Specialist, and will delay the response



Correspondence, Cont.

- ▶ All correspondence should be sent through the WebGrants system using the “Correspondence” Component
- ▶ Select “Add”

The screenshot displays the WebGrants system interface. At the top, there is a navigation bar with icons for Menu, Help, and Log Out on the left, and Back, Print, Add, Delete, Edit, and Save on the right. Below this is a section titled "Grant Tracking" with a green icon. The main content area shows details for a grant: "Grant: 152990 - DPS Cyber Task Force 1 - 2023". Below the grant title, there is a yellow background box containing the following information: Status: Underway, Program Area: State Crisis Intervention Program (SCIP), Grantee Organization: BaseLine Organization, Program Officer: Michelle Branson, and Budget Total: \$40,062.12. Below this box is a section titled "Inter-System Grantee Correspondence" with a table header. The table has five columns: Subject, From, To, Sent/Received, and Attachments. To the right of the table header, there are two links: "Return to Components" and "Add". The "Add" link is highlighted with a red box. At the bottom right of the interface, there is a label "Last Edited By:".

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Grant: 152990 - DPS Cyber Task Force 1 - 2023

Status: Underway

Program Area: State Crisis Intervention Program (SCIP)

Grantee Organization: BaseLine Organization

Program Officer: Michelle Branson

Budget Total: \$40,062.12

Inter-System Grantee Correspondence

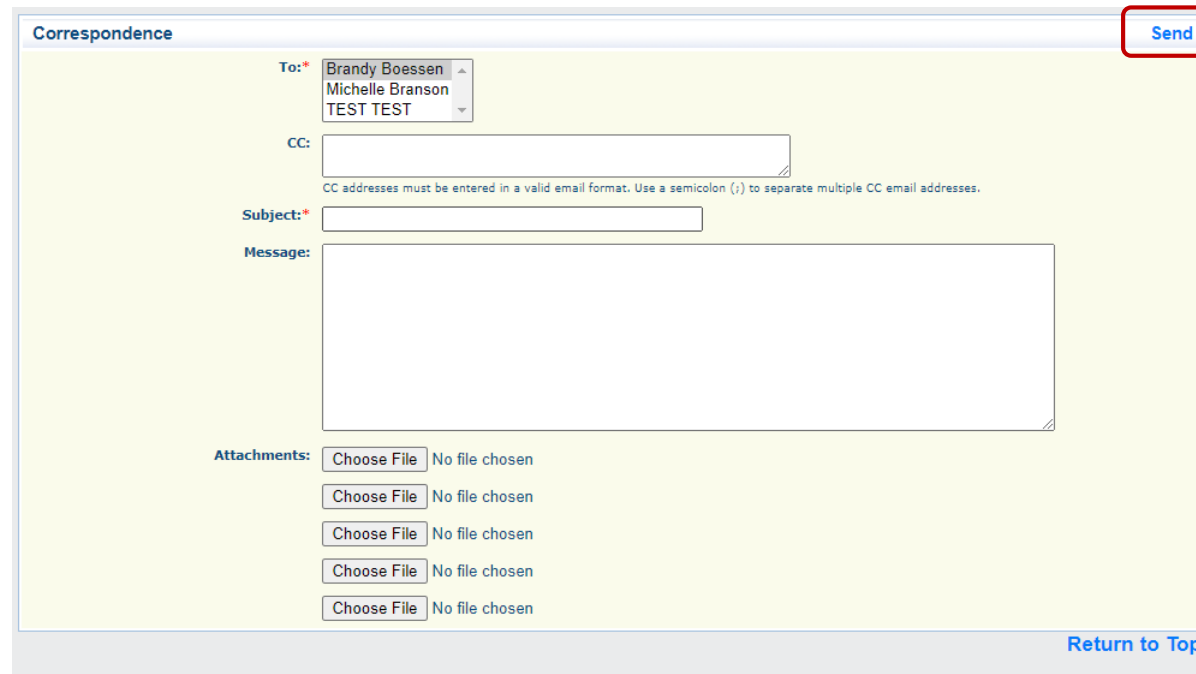
Return to Components | **Add**

Subject	From	To	Sent/Received	Attachments
---------	------	----	---------------	-------------

Last Edited By:

Correspondence, Cont.

- ▶ Select multiple people in the “To” field by holding down Control on your keyboard before selecting
- ▶ Additional contacts can be added in the “CC” field as needed
- ▶ When your correspondence is complete, select “Send”



The screenshot shows a web form titled "Correspondence". The form includes the following fields and elements:

- To:** A dropdown menu with three selected items: Brandy Boessen, Michelle Branson, and TEST TEST.
- CC:** An empty text input field. Below it, a note reads: "CC addresses must be entered in a valid email format. Use a semicolon (;) to separate multiple CC email addresses."
- Subject:** An empty text input field.
- Message:** A large empty text area for the message body.
- Attachments:** Five "Choose File" buttons, each followed by the text "No file chosen".
- Send:** A blue button in the top right corner, highlighted with a red rectangular box.
- Return to Top:** A blue link in the bottom right corner.

Correspondence, Cont.

- ▶ To reply a correspondence, select the subject of the email

Grant: 152990 - DPS Cyber Task Force 1 - 2023

Status: Underway

Program Area: State Crisis Intervention Program (SCIP)

Grantee Organization: BaseLine Organization

Program Officer: Michelle Branson

Budget Total: \$40,062.12

Inter-System Grantee Correspondence [Return to Components](#) | [Add](#)

Subject	From	To	Sent/Received	Attachments
Grant 152990 - DPS Cyber Task Force 1: Test	TEST TEST	Brandy Boessen	09/12/2023	

Last Edited By: TEST TEST, 09/12/2023

- ▶ Next, select “Reply”

Correspondence [Reply](#)

From: TEST TEST

To: Brandy Boessen

CC:

Subject:* Grant 152990 - DPS Cyber Task Force 1: Test

Message:
Test

Date Sent: 09/12/2023

Attachments:

Correspondence, Cont.

- ▶ Example items that are sent through correspondence
 - ▶ Questions pertaining to the grant
 - ▶ Personnel training certifications
 - ▶ Signed Award Documents
 - ▶ MOU's
- ▶ Request for approval
 - ▶ Contracts (Cannot be signed until they are reviewed by DPS)

Subaward Adjustments

WebGrants Component

Grant Components	
	Component
General Information	
Contact Information	
Budget	
Claims	
Correspondence	
Status Reports	
Subaward Adjustments	
Subaward Adjustment Notices	
Site Visits	
Subaward Documents - Need Signatures	
Subaward Documents - Final	
Attachments	
Closeout	
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 money between budget lines)

Subaward Adjustments, Cont.

▶ 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, Cont.

▶ 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, Cont.

- ▶ Open the Subaward Adjustments component and select “Add”
- ▶ Choose which type of Adjustment is being requested
 - ▶ If the approved budget will be affected, a budget revision is required
- ▶ Select “Safe”

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

Grant Tracking

General Information

Title: (limited to 250 characters)* Test Title

Contract Amendment Type:* Budget Revision ▼

Subaward Adjustments, Cont.

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

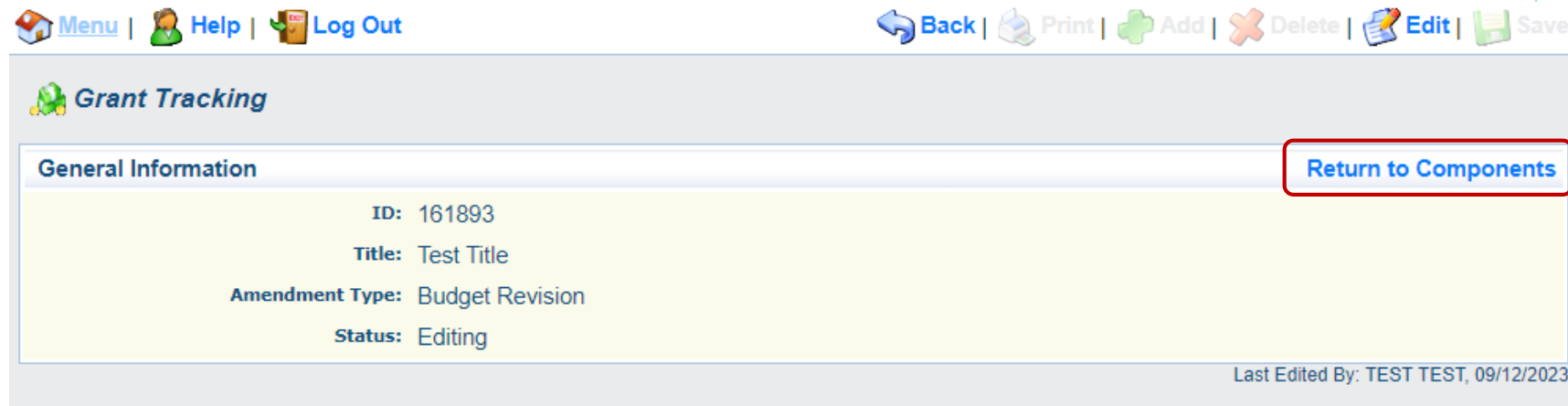
General Information

Title: Brief title
(limited to 250 characters)*

Contract Amendment Type:* Budget Revision
Program Revision

Subaward Adjustments, Cont.

- ▶ Select “Return to Components”



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

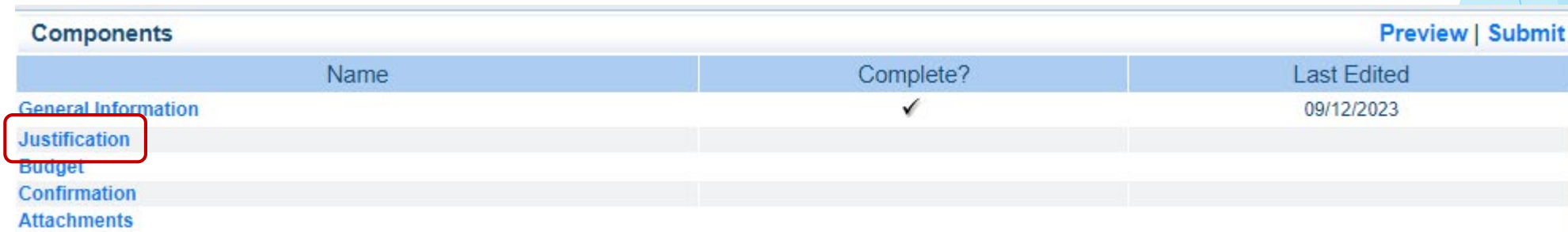
Grant Tracking

General Information [Return to Components](#)

ID: 161893
Title: Test Title
Amendment Type: Budget Revision
Status: Editing

Last Edited By: TEST TEST, 09/12/2023

- ▶ Select “Justification”



Components		Preview Submit
Name	Complete?	Last Edited
General Information	✓	09/12/2023
Justification		
Budget		
Confirmation		
Attachments		

Subaward Adjustments, Cont.

- ▶ 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	

Subaward Adjustments, Cont.

- ▶ Select “Save”

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

Subaward Adjustments

Subaward Adjustment: 01

Grant: 152990-DPS Cyber Task Force 1
Status: Editing
Program Area: State Crisis Intervention Program (SCIP)
Grantee Organization: BaseLine Organization
Program Manager: Michelle Branson
Submitted Date:

Justification

Justification*

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

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	

body table tbody tr td span span Characters: 450/40000

[Return to Top](#)

Subaward Adjustments, Cont.

- ▶ Select “Mark as Complete”

Justification [Mark as Complete](#) | [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.

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

Line Number		Current Budget	Requested Change	Updated Budget	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	

Subaward Adjustments, Cont.

▶ Budget

Components		Preview Submit	
Name	Complete?	Last Edited	
General Information	✓	09/12/2023	
Justification	✓	09/12/2023	
Budget			
Confirmation			
Attachments			

Subaward Adjustments, Cont.

- ▶ Adjust the budget lines to mirror the changes that are to occur
- ▶ Make sure to update the Total Federal/State Share amounts (bottom)
- ▶ Select “Save”

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

Subaward Adjustments

Subaward Adjustment: 01

Grant: 152990-DPS Cyber Task Force 1

Status: Editing

Program Area: State Crisis Intervention Program (SCIP)

Grantee Organization: BaseLine Organization

Program Manager: Michelle Branson

Submitted Date:

Budget

- 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
Personnel	\$20,000.00	\$20,000.00
Personnel Benefits	\$1,530.00	\$1,530.00
Personnel Overtime	\$2,250.00	\$2,250.00
Personnel Overtime Benefits	\$172.12	\$172.12
PRN Time	\$0.00	\$0.00
PRN Benefits	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00
Travel/Training	\$1,310.00	\$1,310.00
Equipment	\$5,000.00	\$5,070.26
Supplies/Operations	\$800.00	\$729.74
Contractual	\$9,000.00	\$9,000.00
Renovation/Construction	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00

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	Revised Amount
Total Federal/State Share	\$40,062.12	\$40,062.12
Total Local Match Share	\$0.00	\$0.00

[Return to Top](#)

Subaward Adjustments, Cont.

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

Mark as Complete
Return to Components

Budget

- 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	\$20,000.00	\$20,000.00	\$0.00
Personnel Benefits	\$1,530.00	\$1,530.00	\$0.00
Personnel Overtime	\$2,250.00	\$2,250.00	\$0.00
Personnel Overtime Benefits	\$172.12	\$172.12	\$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	\$1,310.00	\$1,310.00	\$0.00
Equipment	\$5,000.00	\$5,070.26	\$70.26
Supplies/Operations	\$800.00	\$729.74	(\$70.26)
Contractual	\$9,000.00	\$9,000.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Totals	\$40,062.12	\$40,062.12	\$0.00

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	\$40,062.12	100.0%	\$40,062.12	100.0%	\$0.00
Total Local Match Share	\$0.00	0%	\$0.00	0%	\$0.00

Last Edited By: TEST TEST, 09/12/2023

Subaward Adjustments, Cont.

► Confirmation

Components			Preview Submit
Name	Complete?	Last Edited	
General Information	✓	09/12/2023	
Justification	✓	09/12/2023	
Budget	✓	09/12/2023	
Confirmation			
Attachments			


► Complete the form

Confirmation

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

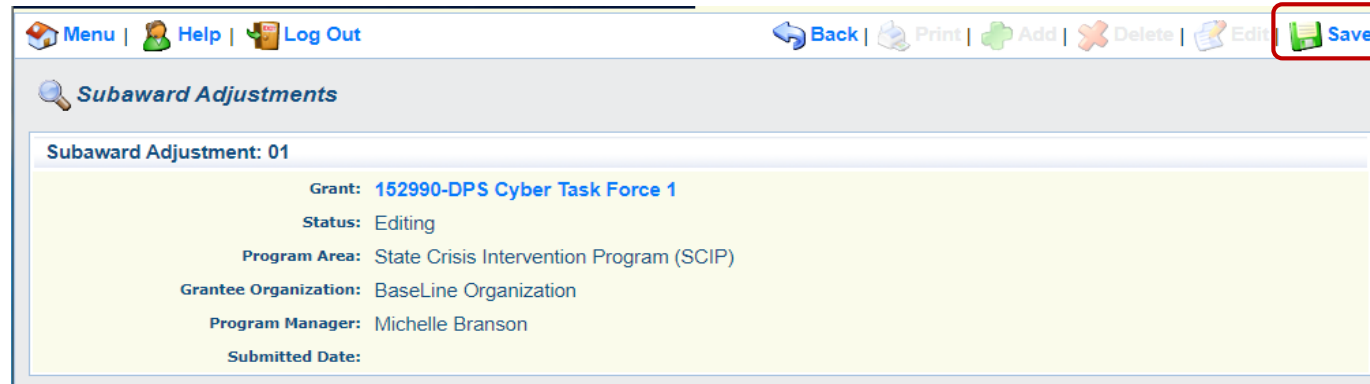
Authorized Official Name:*

Title:*

Date:* 

Subaward Adjustments, Cont.

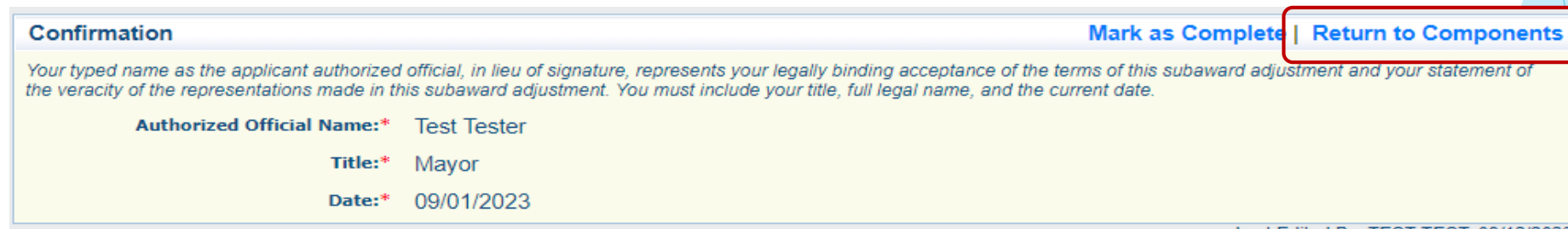
- ▶ Select “Save”



The screenshot shows a web application interface for 'Subaward Adjustments'. At the top, there is a navigation bar with links for 'Menu', 'Help', and 'Log Out'. To the right of this bar are action buttons: 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. The 'Save' button is highlighted with a red box. Below the navigation bar, the main content area is titled 'Subaward Adjustments' and contains a form for 'Subaward Adjustment: 01'. The form fields are as follows:

Grant:	152990-DPS Cyber Task Force 1
Status:	Editing
Program Area:	State Crisis Intervention Program (SCIP)
Grantee Organization:	BaseLine Organization
Program Manager:	Michelle Branson
Submitted Date:	

- ▶ Select “Mark as Complete”



The screenshot shows a 'Confirmation' form. At the top right, there are two buttons: 'Mark as Complete' and 'Return to Components'. The 'Mark as Complete' button is highlighted with a red box. Below the buttons, there is a paragraph of text: '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.' Below this text are three form fields:

Authorized Official Name:*	Test Tester
Title:*	Mayor
Date:*	09/01/2023

Subaward Adjustments, Cont.

- ▶ Select “Attachments”

Components			Preview Submit
Name	Complete?	Last Edited	
General Information	✓	09/12/2023	
Justification	✓	09/12/2023	
Budget	✓	09/12/2023	
Confirmation	✓	09/12/2023	
Attachments			

Subaward Adjustments, Cont.

- ▶ If you wish to add supporting documentation select “Add”
 - ▶ Examples include
 - ▶ 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 shows the 'Subaward Adjustments' web application interface. At the top, there is a navigation bar with links for 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' on the right. The 'Add' button is highlighted with a red box. Below the navigation bar, the main content area is titled 'Subaward Adjustments' and displays details for 'Subaward Adjustment: 01'. The details include: Grant: 152990-DPS Cyber Task Force 1, Status: Editing, Program Area: State Crisis Intervention Program (SCIP), Grantee Organization: BaseLine Organization, Program Manager: Michelle Branson, and Submitted Date. Below the details, there is an 'Attachments' section with a 'Mark as Complete' button highlighted by a red box and a 'Return to Components' link. The 'Attachments' section contains instructions for uploading documents and a list of supported file types. At the bottom, there is a table with columns for 'Description', 'File Name', and 'File Size', and a 'Last Edited By:' field.

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

Subaward Adjustments

Subaward Adjustment: 01

Grant: 152990-DPS Cyber Task Force 1
Status: Editing
Program Area: State Crisis Intervention Program (SCIP)
Grantee Organization: BaseLine Organization
Program Manager: Michelle Branson
Submitted Date:

Attachments | Mark as Complete | Return to Components

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

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.

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 a PDF merger 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
-------------	-----------	-----------

Last Edited By:

Subaward Adjustments, Cont.

- ▶ Select “Submit” to submit the revision

Components			Preview Submit
Name	Complete?	Last Edited	
General Information	✓	09/12/2023	
Justification	✓	09/12/2023	
Budget	✓	09/12/2023	
Confirmation	✓	09/12/2023	
Attachments	✓	09/12/2023	

- ▶ Your Grant Specialist will receive notification that your revision has been submitted
- ▶ The status of the claim under the “Claims” grant component will update to “submitted”

Subaward Adjustments				Return to Components Add
ID	Type	Status	Submitted Date	
152990 - 01	Budget Revision	Submitted	09/12/2023	

Status Reports

Webgrants Component

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



Status Reports

- ▶ Each subrecipient must submit a Quarterly Status Report
 - ▶ Due Dates
 - ▶ October 10, 2023 (July 1 - September 30, 2023)
 - ▶ January 10, 2024 (October 1 - December 31, 2023)
 - ▶ April 11, 2024 (January 1 - March 31, 2024)
 - ▶ July 11, 2024 (April 1 - June 30, 2024)
- ▶ Each Status Reports must be completed through the Office of Justice Performance Measurement Platform, found at <https://ojpsso.ojp.gov/>
- ▶ Final Status Reports must be completed upon the project completion

Monitoring

(Site Visits) WebGrants Component

DPS Will provide PMT Training next month

Grant Components	
	Component
General Information	
Contact Information	
Budget	
Claims	
Correspondence	
Status Reports	
Subaward Adjustments	
Subaward Adjustment Notices	
Site Visits	
Subaward Documents - Need Signatures	
Subaward Documents - Final	
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Application	



Monitoring, Cont

- ▶ DPS Will provide
- ▶ You will be notified when 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, Cont

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

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 2022-2023 SCIP Certified Assurances
- ▶ FY 2022-2023 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 MO Hwy 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 Officer
- ▶ **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

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



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

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

Common Areas of Non-Compliance & Recommendations

▶ 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

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