



# SFY 2025 Drug Task Force Canine Grant (DTFC) Compliance Training

Department of Public Safety Grants

# SFY 2025 DTFC Grant Program Purpose

- ▶ The purpose of the Drug Task Force Canine (DTFC) Grant
  - ▶ The purpose of this funding opportunity is to provide support to the drug task forces by providing funding for canine programs. This funding opportunity is to pay for expenses associated with the purchase of supplies, equipment, certification, training, and travel related expenses for drug task force canine programs. The canine must be trained as a drug dog.

# Grant Requirements

- ▶ Administrative Guide and Information Bulletins
- ▶ Financial & Administrative Guide for DPS Grants
  - ▶ [DPS Financial and Administrative Guidelines \(mo.gov\)](https://dps.mo.gov/dir/programs/dpsgrants/documents/financial-admin-guidelines.pdf)
    - ▶ <https://dps.mo.gov/dir/programs/dpsgrants/documents/financial-admin-guidelines.pdf>
- ▶ Information Bulletins
  - ▶ CJ/LE-GT-2020-002, Policy on Claim Request Requirements including DPS Reimbursement Checklist
  - ▶ CJ/LE-GT-2020-003, Policy on Budget Modifications, Program Changes, Scope of Work Changes, Status Reports, and Return of Funds
- ▶ Missouri State Statutes: <http://revisor.mo.gov/main>

# State Civil Rights

- ▶ Agencies must comply with State Civil Rights
  - ▶ Section 213.055 RSMo - Unlawful Employment Practices
    - ▶ Recipient may not discriminate on the basis of race, color, religion, national origin, sex, ancestry, age, or disability in its employment practices (i.e. hiring, compensation, conditions, or privileges)
  - ▶ Section 213.065 RSMO - Discrimination in Public Accommodations
    - ▶ Recipient may not discriminate on the basis of race, color, religion, national origin, sex, ancestry, age, or disability in the use and enjoyment of any place or public accommodation
    - ▶ If is unlawful to refuse, withhold from, or deny any of the accommodations, advantages, facilities, services, or privileges made available in any place of public accommodations
  - ▶ Section 285.530.1 RSMO indicates that an agency will not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri

# Non-Discrimination Findings

- ▶ Recipients 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 Award Number, as indicated on the Award 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)



# Grant Set-Up

- ▶ The grant Award Agreement is available in WebGrants under Award 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 back to the Missouri Department of Public Safety

# Spending Grant Dollars

- ▶ Funds must be obligated within the project period and expended with 10 days following the project period end date
- ▶ Project Period: October 1, 2024 - May 31, 2025
- ▶ Final claim due: **June 10, 2025**

# Procurement

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

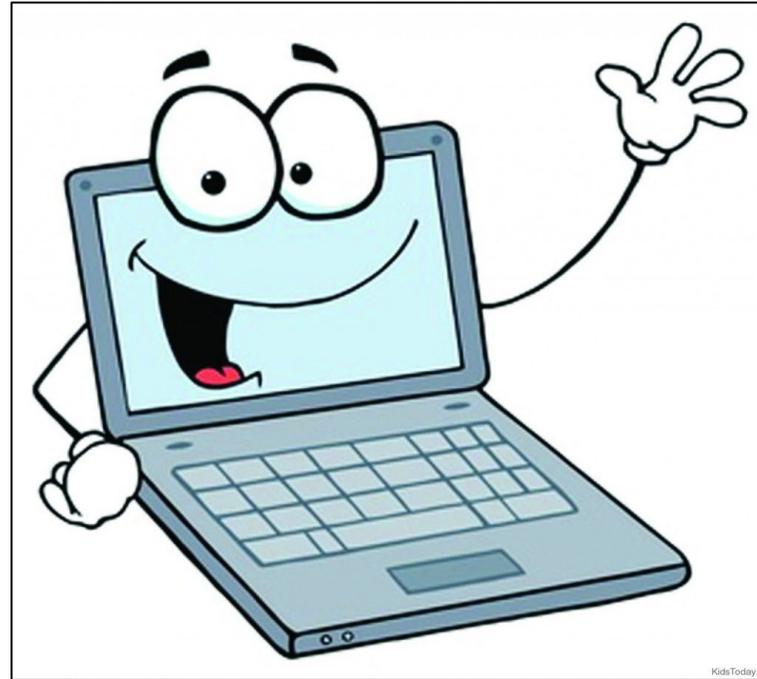
# Travel Policy/Mileage/Per Diem Rate

- ▶ The Department of Public Safety Subrecipient Travel Guidelines can be found
  - ▶ [Missouri Department of Public Safety | State Drug Task Force \(DTF\) Program \(mo.gov\)](#)
- ▶ Mileage Reimbursement
  - ▶ <https://acct.oa.mo.gov/state-employees/travel-portal/mileage>
  - ▶ Effective April 3, 2023, the State of Missouri mileage rate is \$0.655 per mile
- ▶ The State of Missouri Per Diem rates can be found
  - ▶ <https://acct.oa.mo.gov/state-employees/travel-portal/meals-per-diem>
  - ▶ Verify the per diem rate before reimbursement requests
- ▶ DPS will reimburse based on the most restrictive travel policy (i.e., State of Missouri or local)
- ▶ GSA lodging rates will be reimbursed
  - ▶ [Per Diem Rates | GSA](#)

# Grant Reporting

- ▶ Claims **must** be submitted by June 10, 2025, for reimbursement
  - ▶ Claims may be submitted as needed
  - ▶ **Only one claim may be submitted at a time (i.e. the previous claims must be in “Paid” status before the next claim is submitted)**
  - ▶ Proof of payment is required for all expenses (i.e. cancelled check, credit card statements)
- ▶ Status Report **must** be submitted by June 10, 2025

# WebGrants



# Grant Components

- ▶ Select “Canine Budget”

 Grant Components
The order of these forms has been set by the system. If you have added any new components, they will appear below.
The grant forms appear below. Your grant award details are saved here.
Component
General Information
Claims
Canine Budget 
Status Reports
Correspondence
Award Adjustments
Award Documents - Need Signatures
Award Documents - Final
Attachments
Closeout
Funding Opportunity
Application



# Canine Budget

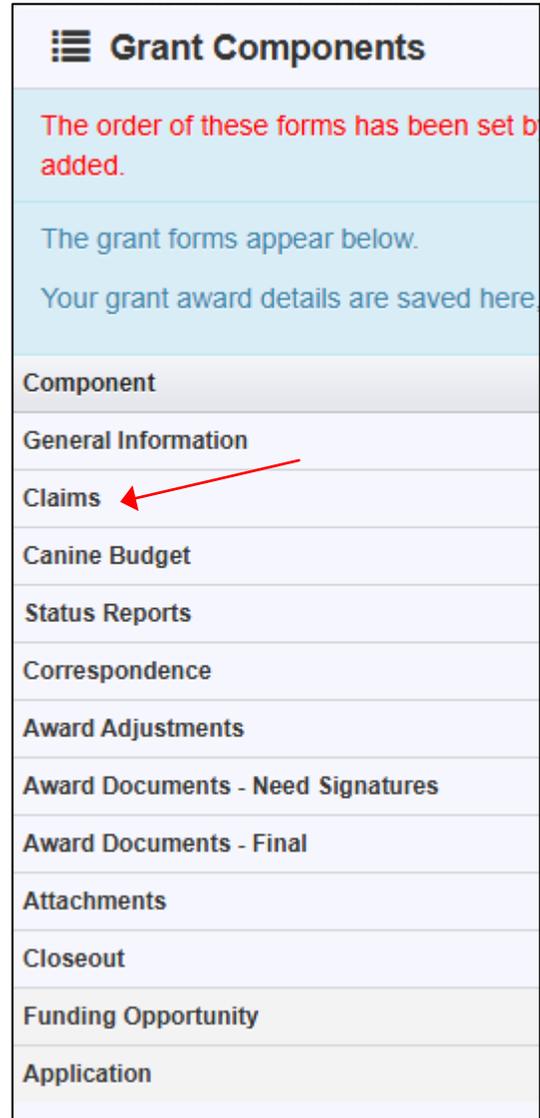
- ▶ View your budget for approved item(s)
- ▶ View your budget for the line item number(s)

# Budget Changes

- ▶ Budgets may have been changed to condense budget items
  - ▶ Example: all supplies may be on 1 budget line
  - ▶ Each piece of equipment will have its own individual budget line

# Claims Entry

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



**☰ Grant Components**

The order of these forms has been set by  
added.

The grant forms appear below.  
Your grant award details are saved here.

Component
General Information
Claims 
Canine Budget
Status Reports
Correspondence
Award Adjustments
Award Documents - Need Signatures
Award Documents - Final
Attachments
Closeout
Funding Opportunity
Application

# Claims Entry cont.

- ▶ Select “Add Claim”



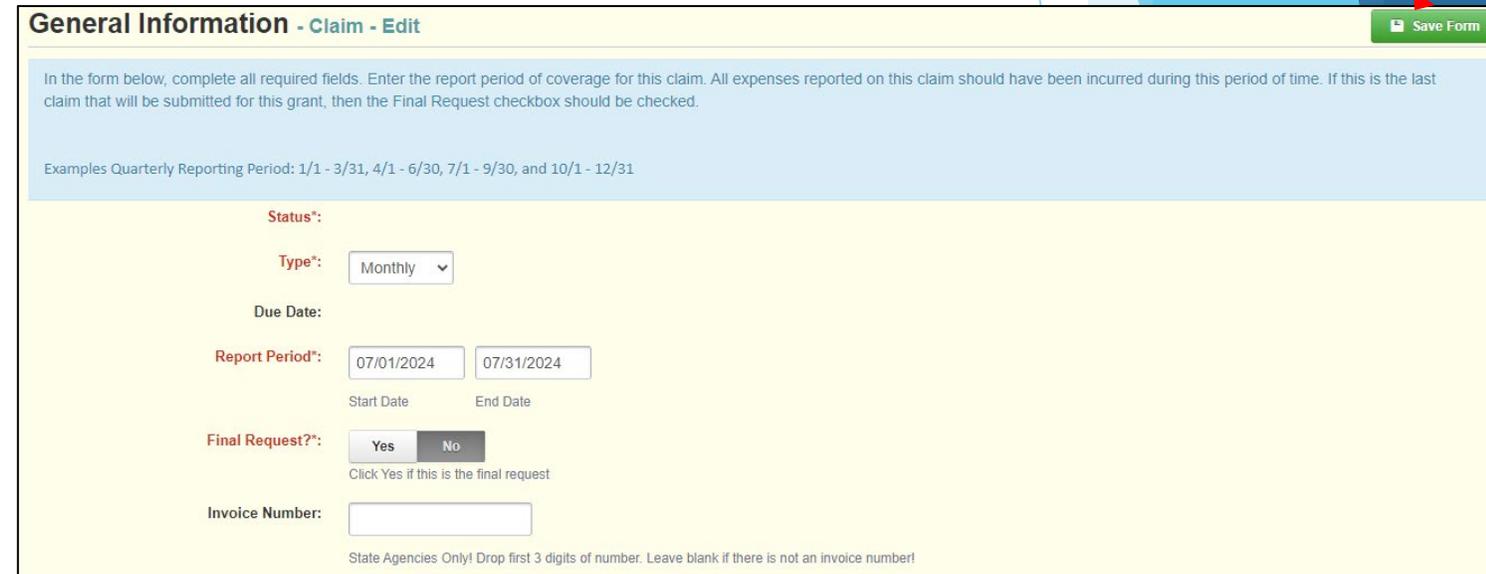
 **Claims** + Add Claim

All claims associated with this grant appear below.

ID	Type	Status	Start Date	End Date	Last Submitted Date	Paid Date	Claim Amount
----	------	--------	------------	----------	---------------------	-----------	--------------

# Claims Entry cont.

- ▶ Complete the Claim General Information
- ▶ Type - Monthly
- ▶ Reporting Period - Month(s) covered by the claim
- ▶ Final Request? - Is this your Final Report - Select “No” on all claims until the final claim
- ▶ Invoice Number - **LEAVE BLANK**
- ▶ Select “Save Form”



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

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

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

**Status\*:**

**Type\*:** Monthly

**Due Date:**

**Report Period\*:** 07/01/2024 07/31/2024  
Start Date End Date

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

**Invoice Number:**

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

# Claim components

- ▶ Select “Detail of Expenditure” from the components

Component	Complete?	Last Edited
General Information	✓	Oct 24, 2024 1:55 PM - TEST TEST
<b>Detail of Expenditure</b>	-	-
Equipment Inventory	-	-
Other Attachments	-	-

# Detail of Expenditure cont.

- ▶ For each expenditure, select “Add Row”, to add a line to the Expenditure form

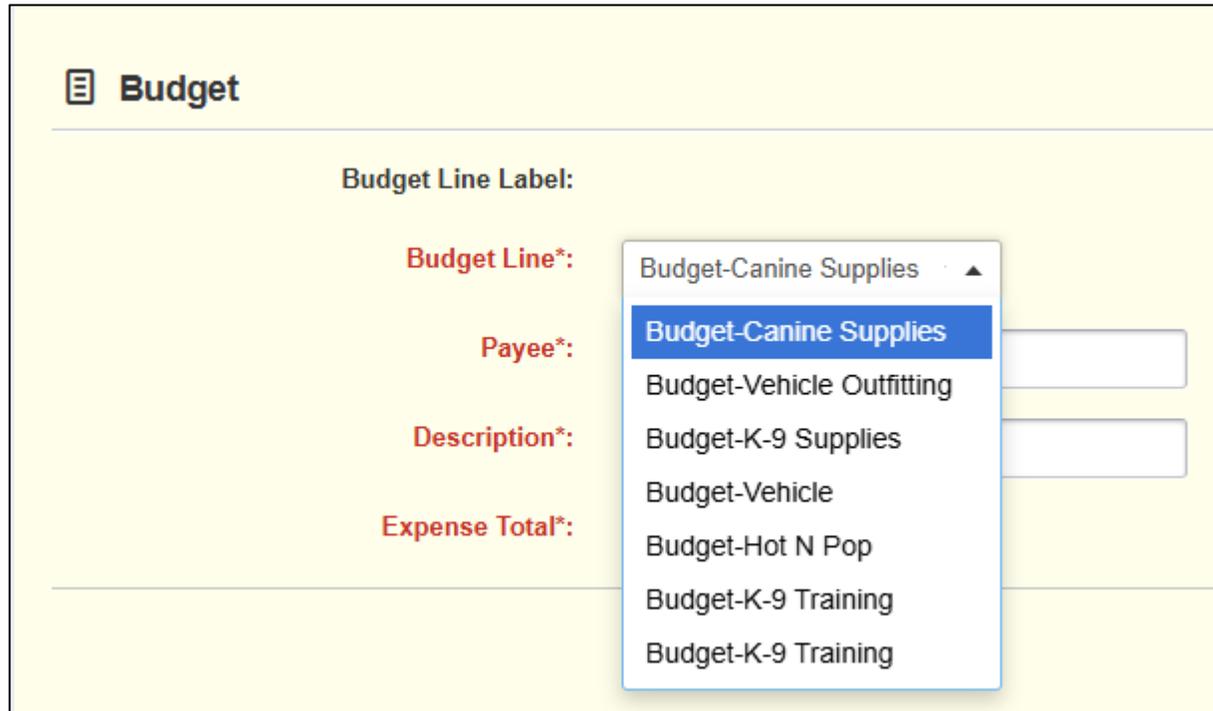


The screenshot displays a software interface for managing expenditures. At the top, there are navigation tabs: 'Claim List', 'Genera', 'Detail', 'Equipm', and 'Other'. Below these is a header for 'Detail of Expenditure - Current Version'. A sub-section titled 'Budget - Multi-List' contains a table with the following columns: 'Budget Line Label', 'Payee', 'Description', and 'Expense Total'. The table is currently empty, with the text 'No Data for Table' centered below the header. A green '+ Add Row' button is located in the bottom right corner of the table area. A red arrow points to this button, and a red circle highlights it.

Budget Line Label	Payee	Description	Expense Total
No Data for Table			

# Detail of Expenditure cont.

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



**Budget**

Budget Line Label:

**Budget Line\*:** Budget-Canine Supplies

**Payee\*:**

**Description\*:**

**Expense Total\*:**

- Budget-Canine Supplies
- Budget-Canine Supplies
- Budget-Vehicle Outfitting
- Budget-K-9 Supplies
- Budget-Vehicle
- Budget-Hot N Pop
- Budget-K-9 Training
- Budget-K-9 Training

# Expenditures cont.

- ▶ Budget Line
  - ▶ Select the corresponding budget line (i.e. Equipment, Supplies, Training)
- ▶ Payee
  - ▶ Add the name of the Company that is receiving the payment
- ▶ Description
  - ▶ Training expenses should include the dates of the training listed in Payee (i.e. K-9 Training (04/01/25 - 04/30/25))
  - ▶ Description of item purchased for other categories (i.e. K-9; Training; Supplies)
  - ▶ Add the quantity of the item, if there is more than 1
  - ▶ When purchasing equipment, it should list the actual number
- ▶ Expense Total
  - ▶ This is the amount being requested for reimbursement

# Expenditures cont.

- ▶ Federal Amount Requested
  - ▶ This is the total amount of funds being requested
  - ▶ NOTE: The number in unit cost multiplied by the quantity that is added needs to be equal to the Federal Amount requested
- ▶ Invoice #
  - ▶ Number of the invoice from the vendor
- ▶ Invoice Date
  - ▶ Date that is on the invoice
- ▶ Check/EFT Number
  - ▶ Number of the check/EFT used for payment(s) to the employee or the vendor
- ▶ Check/EFT Date
  - ▶ Date of the check/EFT used for the payment(s)

# Expenditures cont.

▶ Travel/Training Example

Expenditures	
Line Number*	9001 - Budget - Canine and handler training ▼
Payee*	K-9 training is us
Description*	March 3-6, 2023 K-9/Handler training
Quantity*	1
Unit Cost*	5000.00
Federal Amount Requested*	5000.00
Invoice #*	10234
Invoice Date*	03/03/2023
Check/EFT Number*	7894
Check/EFT Date*	03/03/2023

▶ Select “Save”

 Back |  Print |  Add |  Delete |  Edit |  Save

# Expenditures cont.

- ▶ Travel/Training cont.
- ▶ You may use the State of Missouri Expense Report to track/request mileage reimbursement, if your agency does not have one
  - ▶ [Monthly Expense Report \(Travel After March 1, 2023\) | Missouri Office of Administration](#)
  - ▶ You may also contact your Grant Specialist for a created expense report to submit with the claim
  - ▶ You may only claim expenses up to the State of Missouri rates, but **MUST** use the most restrictive rate if your agency's rate is less
    - ▶ <https://acct.oa.mo.gov/travel-portal> (Travel Resources)
  - ▶ You may only claim GSA rates for hotel costs
    - ▶ [FY 2025 per diem rates for Missouri | GSA](#)



# GSA website


U.S. General Services Administration

Per Diem Lookup

Buy Through Us Sell to Government Real Estate Policy & Regulations Small Business Travel Technology About Us

Home > Travel > Plan & Book > Per Diem Rates > Results

## FY 2023 Per Diem Rates for Missouri

I'm interested in:

Lodging Rates
Meals & Incidentals (M&IE) Rates
New Search



### Daily lodging rates (excluding taxes) | October 2022 - September 2023

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website \(a non-federal website\)](#).




Primary Destination 	County 	2022 Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Kansas City	Jackson / Clay / Cass / Platte	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123
St. Louis	St. Louis / St. Louis City / St. Charles	\$141	\$141	\$141	\$141	\$141	\$141	\$141	\$141	\$141	\$141	\$141	\$141
Standard Rate	Applies for all locations without specified rates	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98

Showing 1 to 3 of 3 entries

# Expenditures cont.

## ▶ Equipment Example

Expenditures	
Line Number*	10001 - Budget - K-9
Payee*	K-9s are us
Description*	K-9 Blue
Quantity*	1
Unit Cost*	7500.00
Federal Amount Requested*	7500.00
Invoice #*	54863
Invoice Date*	02/25/2023
Check/EFT Number*	34675
Check/EFT Date*	02/25/2023

## ▶ Select “Save”

 Back |  Print |  Add |  Delete |  Edit |  Save

# Expenditures cont.

▶ Supplies Example

Expenditures	
Line Number*	11001 - Budget - K-9 training supplies
Payee*	K-9s are us
Description*	Feed bowls (2), Collar (1), Harness (1), Leads (2)
Quantity*	1
Unit Cost*	500.00
Federal Amount Requested*	500.00
Invoice #*	75412
Invoice Date*	02/25/2023
Check/EFT Number*	46596
Check/EFT Date*	02/25/2023

▶ Select “Save”

Back | Print | Add | Delete | Edit | Save

# Detail of Expenditure cont.

- ▶ When all Expenditure lines have been entered, verify that the Expenditure amounts are in the Reimbursement table correctly
  - ▶ If the amounts do not match, contact your Grant Specialist for assistance
- ▶ Select, “Mark as Complete”

Budget Category	Details	Subaward Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)		
Budget-1.2 M&A Salary		Amelia Jaegers	M&A 07/01/24-07/31/24	1.00	\$500.00	\$500.00	\$500.00	N/A	07/31/24	4521	08/05/24
						\$500.00					
						\$23,571.26					
Last Edited By: TEST TEST - Oct 1, 2024 2:16 PM <span style="float: right;">+ Add Row</span>											
<b>Reimbursement</b> <span style="float: right;">✓ Mark as Complete</span>											
Budget Category	Details	Subaward Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)		
Budget											
1 Salary	1001 1.1 Salary	\$150,000.00	\$2,500.00	\$0.00	\$2,500.00	\$147,500.00	\$0.00	\$2,500.00	\$147,500.00		
2 M&A Salary	1001 1.2 M&A Salary	\$22,236.80	\$500.00	\$0.00	\$500.00	\$21,736.80	\$0.00	\$500.00	\$21,736.80		
1 Benefits	2001 2.1 Benefits	\$20,502.45	\$150.00	\$0.00	\$150.00	\$20,352.45	\$0.00	\$150.00	\$20,352.45		
2 M&A - Benefits	2002 2.2 M&A - Benefits	\$5,459.20	\$50.00	\$0.00	\$50.00	\$5,409.20	\$0.00	\$50.00	\$5,409.20		
1 Overtime	3001 3.1 Overtime	\$5,000.00	\$100.00	\$0.00	\$100.00	\$4,900.00	\$0.00	\$100.00	\$4,900.00		
1 Overtime Benefits	4001 4.1 Overtime Benefits	\$524.00	\$25.00	\$0.00	\$25.00	\$499.00	\$0.00	\$25.00	\$499.00		
1 Fuel	9001 5.1 Fuel	\$6,000.00	\$660.00	\$0.00	\$660.00	\$5,340.00	\$0.00	\$660.00	\$5,340.00		
2 Vehicle Maintenance	9002 5.2 Vehicle Maintenance	\$6,000.00	\$65.00	\$0.00	\$65.00	\$5,935.00	\$0.00	\$65.00	\$5,935.00		
1 Mobile Radio (2)	10001 6.1 Mobile Radio (2)	\$11,000.00	\$5,500.00	\$0.00	\$5,500.00	\$5,500.00	\$0.00	\$5,500.00	\$5,500.00		
2 Portable Radio (2)	10002 6.2 Portable Radio (2)	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00		
1 Office Supplies	11001 7.1 Office Supplies	\$1,000.00	\$156.26	\$0.00	\$156.26	\$843.74	\$0.00	\$156.26	\$843.74		
2 Field Supplies	11002 7.2 Field Supplies	\$1,000.00	\$175.00	\$0.00	\$175.00	\$825.00	\$0.00	\$175.00	\$825.00		
1 Vehicle Leases	12001 8.1 Vehicle Leases	\$60,000.00	\$3,750.00	\$0.00	\$3,750.00	\$56,250.00	\$0.00	\$3,750.00	\$56,250.00		
		\$298,722.45	\$23,631.26	\$0.00	\$23,631.26	\$275,091.19	\$0.00	\$23,631.26	\$275,091.19		
		\$298,722.45	\$23,631.26	\$0.00	\$23,631.26	\$275,091.19	\$0.00	\$23,631.26	\$275,091.19		

# Claim Forms

- ▶ Select “Equipment Inventory”

Claim Preview Attachments Alert History Map

**Claim Details** Withdraw Preview Claim

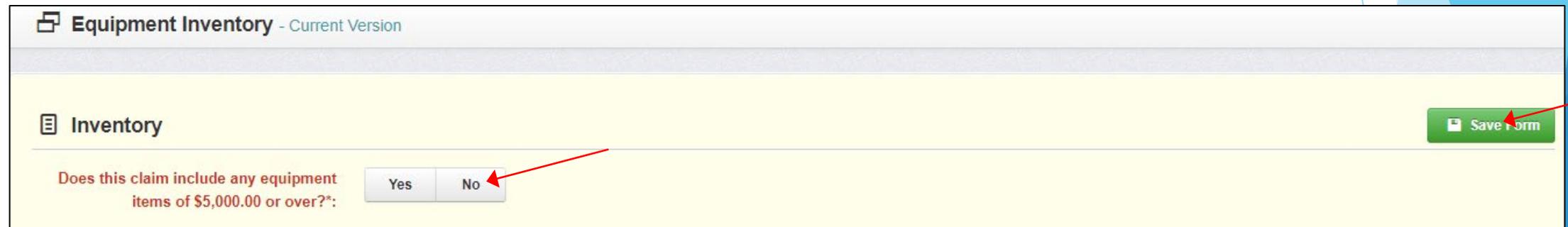
**Claim cannot be Submitted Currently**

- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Oct 24, 2024 2:10 PM - TEST TEST
Detail of Expenditure	✓	Oct 24, 2024 2:08 PM - TEST TEST
<b>Equipment Inventory</b>	-	-
Other Attachments	-	-

# Equipment Inventory

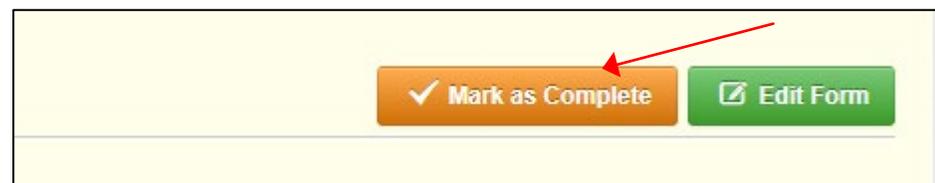
- ▶ If no Equipment is requested for reimbursement
  - ▶ Select “No”, to the question, then select “Save From”, and select “Mark as Complete”



Equipment Inventory - Current Version

Inventory Save Form

Does this claim include any equipment items of \$5,000.00 or over?\*:  Yes  No



# Equipment Inventory cont.

- ▶ If there is Equipment requested for reimbursement
  - ▶ Select “Yes” to the question, then select “Save Form”



Equipment Inventory - Current Version

Inventory

Does this claim include any equipment items of \$5,000.00 or over?\*

Yes No

Save Form

Detailed description: This is a screenshot of a web form titled 'Equipment Inventory - Current Version'. The form has a yellow background. At the top left, there is a header 'Equipment Inventory - Current Version'. Below that, there is a section titled 'Inventory'. In the center of the form, there is a question: 'Does this claim include any equipment items of \$5,000.00 or over?\*' with two radio button options: 'Yes' and 'No'. A red arrow points to the 'Yes' button. On the right side of the form, there is a green button labeled 'Save Form'. A red arrow points to this button.

- ▶ Select “Add Row” in the Equipment Detail section to add each individual piece of equipment



Equipment Detail - Multi-List

Mark as Complete Add Row

Detailed description: This is a screenshot of a web form titled 'Equipment Detail - Multi-List'. The form has a light blue header. Below the header, there is a table with multiple columns and rows. At the bottom right of the table, there are two buttons: an orange button labeled 'Mark as Complete' and a green button labeled 'Add Row'. A red arrow points to the 'Add Row' button.

# Equipment Inventory cont.

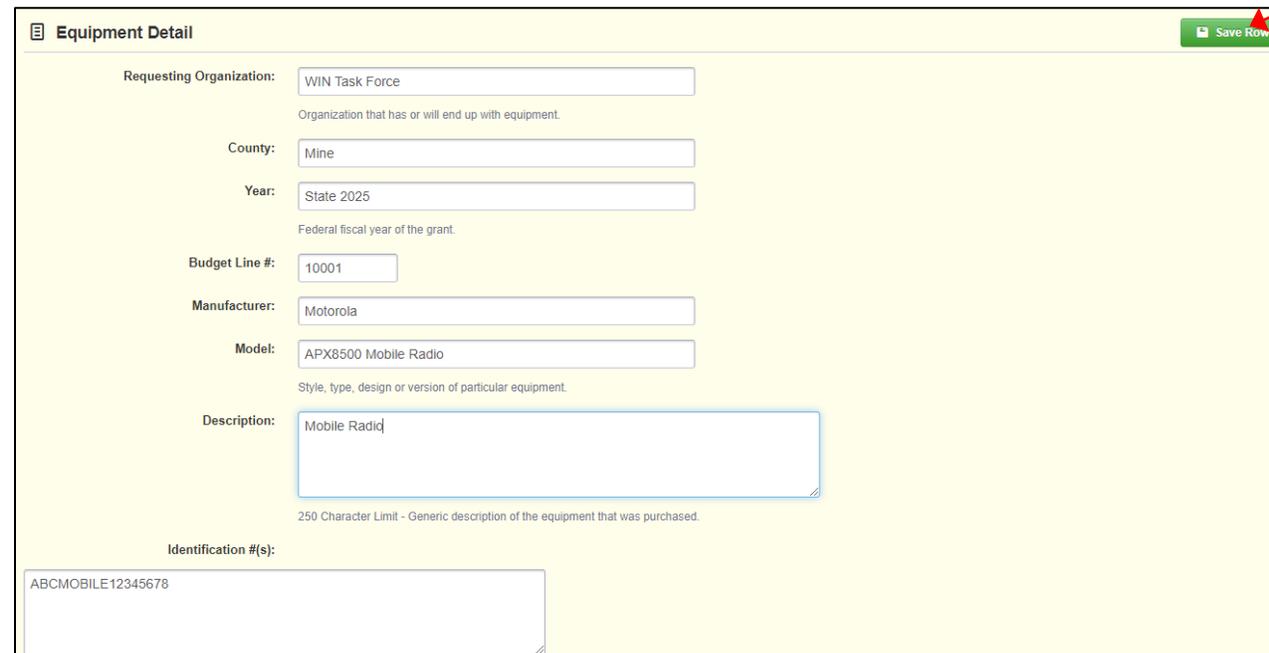
- ▶ If equipment is requested:
  - ▶ Requesting Organization - Recipient's Organization
  - ▶ County - Recipient's County
  - ▶ Year - Grant year that equipment was purchased: **State 2025 DTFC**
  - ▶ Manufacturer - Who made the equipment purchased
  - ▶ Model - Model number of equipment purchased
  - ▶ Description - Brief description (i.e. Canine ABC)
  - ▶ Identification # (s) - Unique string of characters used for identification, such as, serial number or vehicle identification number. If there is not unique identification number for the equipment, N/A should be annotated in the box.

# Equipment Inventory cont.

- ▶ Equipment Inventory cont.
  - ▶ Source of Funding - 2025 Drug Task Force Canine Grant (DTFC)
  - ▶ Title Holder - Grantee Organization
  - ▶ Date of Delivery - Date that equipment was delivered
  - ▶ Quantity - 1, each piece of equipment **MUST** be reported on a separate line
  - ▶ Individual Items Cost - Cost of individual item
  - ▶ % of Federal Participation in the cost - Percentage of the cost of equipment being requested
  - ▶ Current Physical Location - Place (address) where the equipment is located. A post office box address is not a physical location for the purpose of inventory
  - ▶ Use - Local, Regional, Statewide, National. This is a progressive scale, if national use is indicated, it is assumed it is available at the other levels as well
  - ▶ Readiness Condition - Mission capable = material condition of equipment indicating it can perform at least one and potentially all of its designated missions; Not mission capable = material condition indicating that equipment is not capable of performing any of its designated missions

# Equipment Inventory cont.

- ▶ Example
  - ▶ Each piece of equipment that is being requested for reimbursement must be completed separately
- ▶ Select “Save Row” when the form is completed



The screenshot shows a web form titled "Equipment Detail" with a yellow background. The form contains several input fields with the following values: "Requesting Organization" (WIN Task Force), "County" (Mine), "Year" (State 2025), "Budget Line #" (10001), "Manufacturer" (Motorola), "Model" (APX8500 Mobile Radio), "Description" (Mobile Radi), and "Identification #(s)" (ABCMOBILE12345678). A green "Save Row" button is located in the top right corner, with a red arrow pointing to it. The form also includes small text labels for each field: "Organization that has or will end up with equipment.", "Federal fiscal year of the grant.", "Style, type, design or version of particular equipment.", and "250 Character Limit - Generic description of the equipment that was purchased."

**Equipment Detail** Save Row

**Requesting Organization:** WIN Task Force  
Organization that has or will end up with equipment.

**County:** Mine

**Year:** State 2025  
Federal fiscal year of the grant.

**Budget Line #:** 10001

**Manufacturer:** Motorola

**Model:** APX8500 Mobile Radio  
Style, type, design or version of particular equipment.

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

**Identification #(s):** ABCMOBILE12345678

# Equipment Inventory cont.

## ▶ Example

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

**Equipment Detail**

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

**County\*:** Your Agency's County

**Year\*:** 2025  
Federal fiscal year of the grant.

**Manufacturer\*:** Chevrolet

**Model\*:** Tahoe  
Style, type, design or version of particular equipment.

**Description\*:** 2025 Chevy Tahoe Base Model  
250 Character Limit - Generic description of the equipment that was purchased.

**Identification #(s)\*:**  
VIN: 1234BJGUIKNB  
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, list multiple numbers separated by a comma.

**Source of Funding\*:** 2025 Drug Task Force Canine Grant (DTFC)

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

**Date of Delivery\*:** 03/31/2025  
Date you received possession of the equipment.

**Quantity\*:** 1

**Individual Item Costs\*:** 50000.00

**% of Federal Participation in the cost\*:** 100  
Percentage of federal funds used to purchase the equipment.

**Current Physical Location\*:** 12345 Main St, Whoville, MO 12354  
Place (address) where the equipment is located. A post office box address is not a physical location for the purposes of this form.

**Use\*:** Local  
Local, regional, statewide, national. This is a progressive scale. If national use is indicated, it is assumed it is available in all other areas.

**Readiness Condition\*:** Mission capable  
Mission capable is a material condition of equipment indicating it can perform at least one and potentially all of its designed functions.

# Claim Forms

- ▶ Select “Other Attachments”

Claim Preview Attachments Alert History Map

**Claim Details** Withdraw Preview Claim

**Claim cannot be Submitted Currently**

- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Oct 24, 2024 2:10 PM - TEST TEST
Detail of Expenditure	✓	Oct 24, 2024 2:08 PM - TEST TEST
Equipment Inventory	✓	Oct 24, 2024 4:19 PM - TEST TEST
<b>Other Attachments</b>	-	-

# Other Attachments

- ▶ If you have supporting documentation to attach, select “Yes,” if not select “No,” and then select “Save Form”
  - ▶ Appropriate supporting documents could include:
    - ▶ Invoices
    - ▶ Additional Supporting Documentation (i.e. cancelled checks and signed proof of delivery)
    - ▶ **SIGNED** proof of delivery or memo
    - ▶ Mileage record log
    - ▶ Hotel bills/invoice
    - ▶ Training Certificates

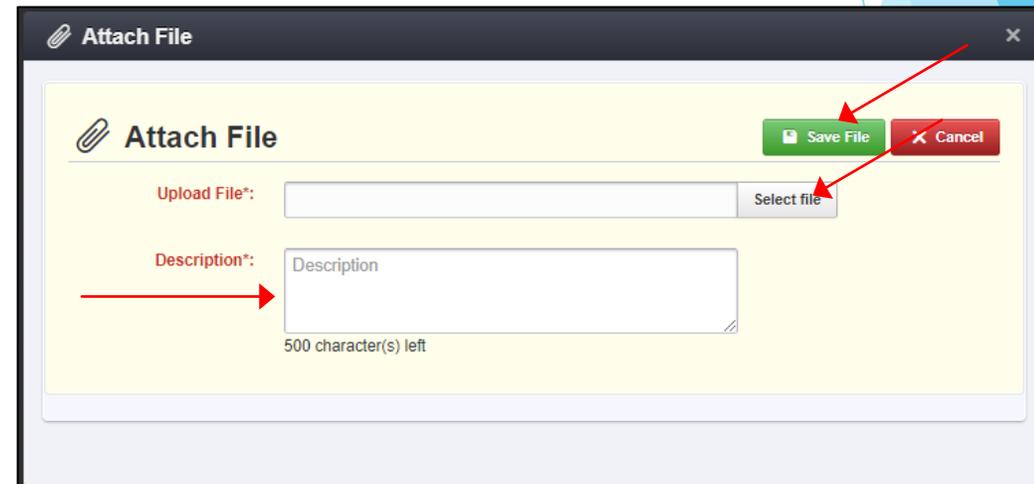
The screenshot shows a form section titled "Documentation" on a light yellow background. Below the title is a question: "Do you have additional documentation?\*" with two radio button options, "Yes" and "No". The "Yes" option is circled in red, and a red arrow points to it from the top right. In the top right corner of the form, there is a green "Save Form" button with a document icon, also circled in red. A red arrow points to this button from the top right. In the bottom right corner of the form, there is another green "Save Form" button with a document icon.

# Other Attachments cont.

- ▶ Select “ Add New Attachment”

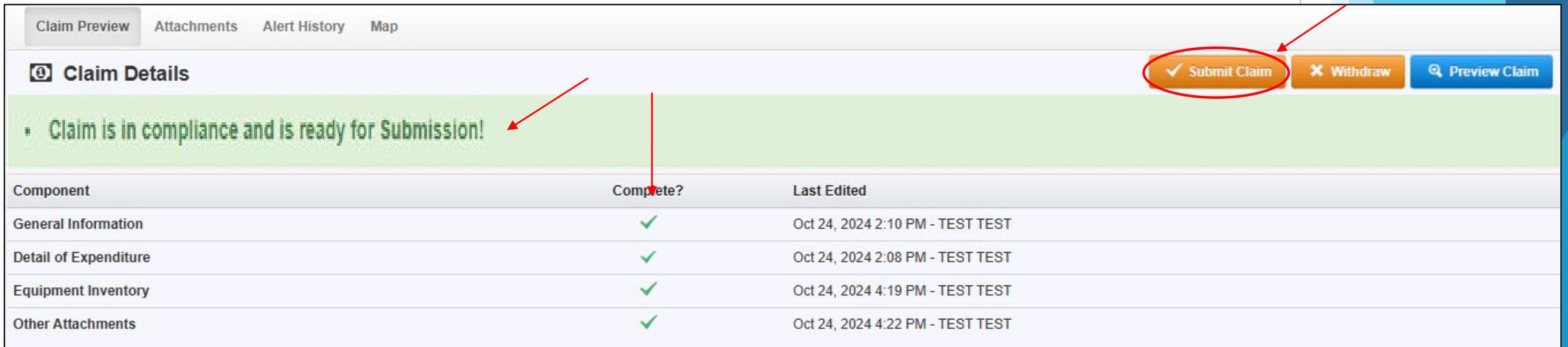


- ▶ Browse your computer for that attachment by selecting “Select file”
- ▶ Select “Save File”
- ▶ Give a brief description of the file
- ▶ Continue the steps if you have additional documentation to added
- ▶ Select “Mark as Complete” when all files have been uploaded



# Submit Claim

- ▶ After all forms on the claim have been marked as complete, select “Submit Claim”

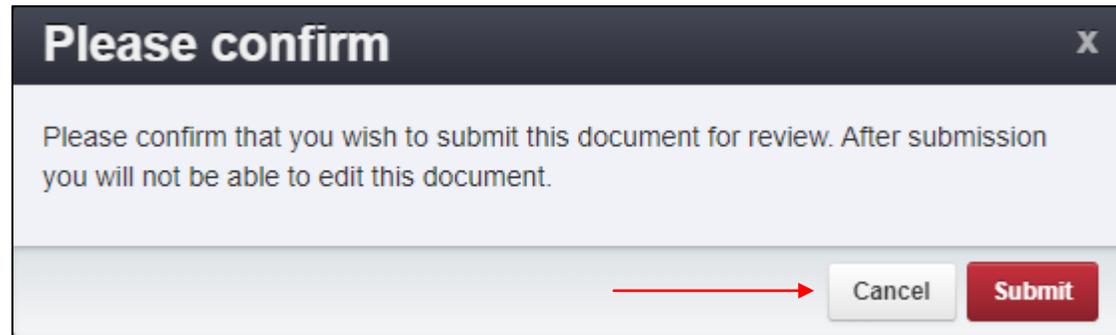


The screenshot displays a web interface for claim management. At the top, there are navigation tabs: 'Claim Preview', 'Attachments', 'Alert History', and 'Map'. Below these is a 'Claim Details' section with a red circle around the 'Submit Claim' button. A green notification bar indicates that the claim is ready for submission. Below the notification is a table with columns for 'Component', 'Complete?', and 'Last Edited'. All components are marked as complete with green checkmarks.

Component	Complete?	Last Edited
General Information	✓	Oct 24, 2024 2:10 PM - TEST TEST
Detail of Expenditure	✓	Oct 24, 2024 2:08 PM - TEST TEST
Equipment Inventory	✓	Oct 24, 2024 4:19 PM - TEST TEST
Other Attachments	✓	Oct 24, 2024 4:22 PM - TEST TEST

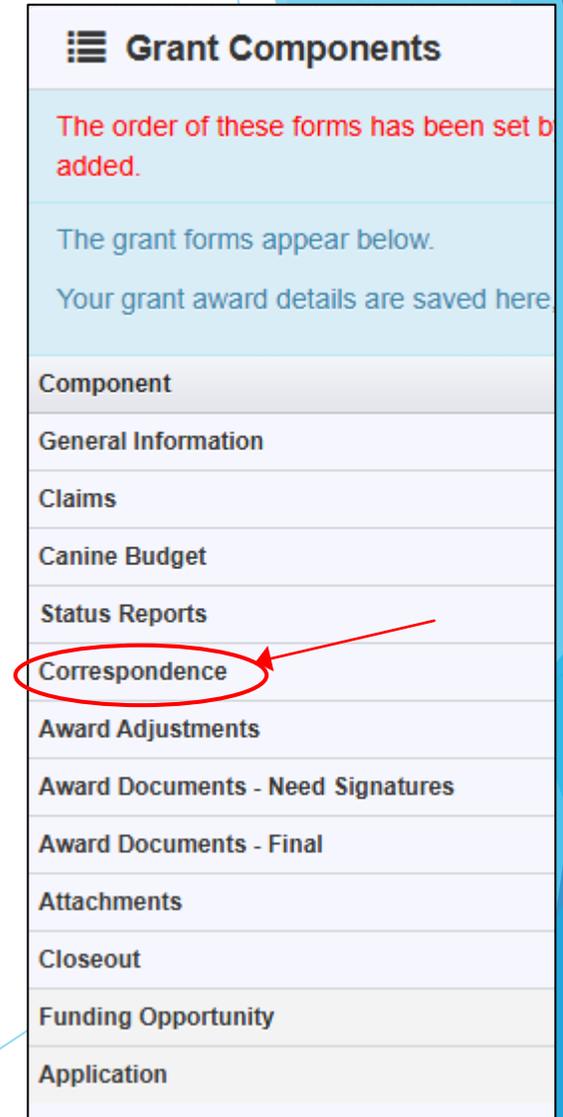
# Submit Claim cont.

- ▶ You will receive a pop-up to confirm you want to submit the claim, select “Submit” or “Cancel”



# Correspondence

- ▶ All requests must be submitted through Correspondence in the Grant Component of the WebGrants System
  - ▶ Request approval will be sent through correspondence as well
- ▶ Things that would be sent in through correspondence
  - ▶ Questions pertaining to the grant
- ▶ Select “Correspondence”



The screenshot shows a mobile application interface for 'Grant Components'. At the top, there is a header with a hamburger menu icon and the text 'Grant Components'. Below the header, there are two lines of red text: 'The order of these forms has been set b' and 'added.'. This is followed by two lines of blue text: 'The grant forms appear below.' and 'Your grant award details are saved here.'. Below this is a list of components, each in a separate row with a light blue background. The components are: 'Component', 'General Information', 'Claims', 'Canine Budget', 'Status Reports', 'Correspondence', 'Award Adjustments', 'Award Documents - Need Signatures', 'Award Documents - Final', 'Attachments', 'Closeout', 'Funding Opportunity', and 'Application'. The 'Correspondence' row is circled in red, and a red arrow points to it from the right.

Component
General Information
Claims
Canine Budget
Status Reports
Correspondence
Award Adjustments
Award Documents - Need Signatures
Award Documents - Final
Attachments
Closeout
Funding Opportunity
Application

# Correspondence cont.

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



Inter-System Grantee Correspondence										
Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5
No Data for Table										

# Correspondence cont.

- ▶ Complete the correspondence form as you would an email
  - ▶ You can attach up to 5 attachments

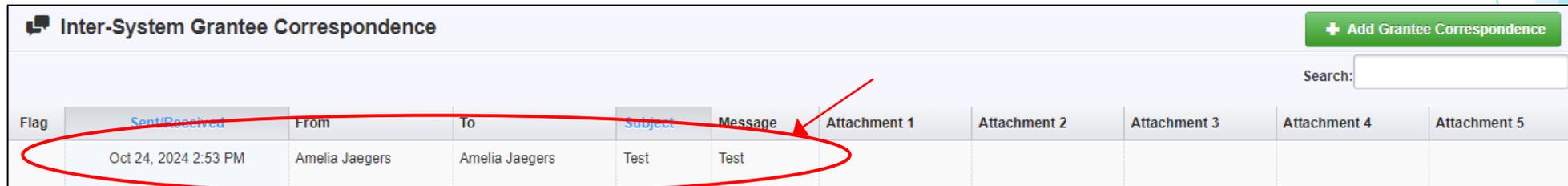
The screenshot shows a web form titled "Inter-System Grantee Correspondence" with a "Send Correspondence" button in the top right corner. The form contains several input fields and a rich text editor, all highlighted with red arrows:

- Flag:** A small dropdown menu.
- To\*:** A text input field containing the word "To".
- CC:** A text input field.
- Subject\*:** A text input field containing the word "Subject".
- Message:** A rich text editor with a toolbar containing icons for source, undo, redo, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert image, insert video, insert audio, insert table, insert link, and insert document. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main text area is empty.
- Attachment 1:** A text input field followed by a "Select file" button.

At the bottom right of the message editor, the text "Paragraphs: 0, Words: 0, Characters (with HTML): 0" is visible.

# Correspondence cont.

- ▶ Reply to an email
  - ▶ Select the email you want to reply to



Inter-System Grantee Correspondence + Add Grantee Correspondence

Search:

Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5
	Oct 24, 2024 2:53 PM	Amelia Jaegers	Amelia Jaegers	Test	Test					

- ▶ In the open correspondence select “Reply to Message”



# 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](mailto:dpswebgrants@dpsgrants.dps.mo.gov)
- ▶ Use the WebGrants System to reply to correspondence
  - ▶ **\*\*\*DO NOT REPLY TO CORRESPONDENCE FROM YOUR EMAIL\*\*\***
    - ▶ If you reply from your email the correspondence will go to a generic email box instead of your Grant Specialist, and will delay the response



# Award Adjustments

 <b>Grant Components</b>
The order of these forms has been set by added.
The grant forms appear below. Your grant award details are saved here
<b>Component</b>
General Information
Claims
Canine Budget
Status Reports
Correspondence
<b>Award Adjustments</b>
Award Documents - Need Signatures
Award Documents - Final
Attachments
Closeout
Funding Opportunity
Application

# Award Adjustments cont.

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

# Award Adjustments cont.

## ▶ Program Revisions

- ▶ Requests for program changes must be submitted through WebGrants as a subaward adjustment and must be approved by DPS
  - ▶ Program changes include changes in recipient staff, authorized officials, project directors, fiscal officers or officers in charge
  - ▶ Additional changes may include address change or any other information in the organization component in WebGrants
  - ▶ A requested change to the project period of performance

# Award Adjustments cont.

## ▶ Scope of Work Changes

- ▶ A recipient requesting changes to the scope of work described in its grant award, must contact DPS for approval to make this change. A change to a recipient's scope of work means:
  - ▶ Adding new line items to the approved budget
  - ▶ Changes in the quantity of an existing line item in the approved budget
  - ▶ Changes to the specifications of an existing line item in the approved project budget (i.e. an equipment line item on the approved budget lien lists a 12x20 tent, in order to purchase a tent that is 10x10 instead of the listed equipment, prior approval would be required)

# Award Adjustments cont.

- ▶ Select “Award Adjustments”

Grant Components
The order of these forms has been set b added.
The grant forms appear below. Your grant award details are saved here.
Component
General Information
Claims
Canine Budget
Status Reports
Correspondence
<b>Award Adjustments</b>
Award Documents - Need Signatures
Award Documents - Final
Attachments
Closeout
Funding Opportunity
Application

# Award Adjustments cont.

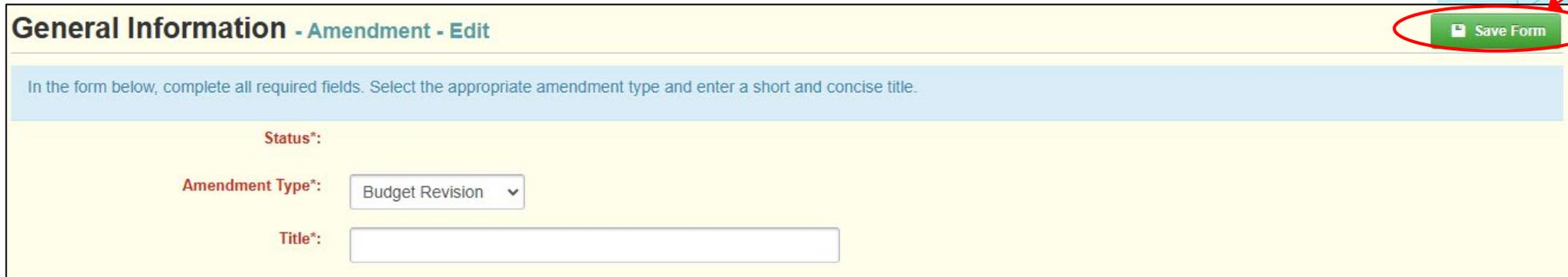
- ▶ Select “Add Amendment”



Award Adjustments + Add Amendment

This screenshot shows the top navigation bar of the system. On the left, there is a breadcrumb trail labeled 'Award Adjustments' with a pencil icon. On the right, there is a green button with a white plus sign and the text 'Add Amendment'. A red circle highlights the button, and a red arrow points to it from the right side of the slide.

- ▶ General Information
  - ▶ Select from the drop-down which type of adjustment you will be completing
  - ▶ Provide a brief title
  - ▶ Select “Save Form”



General Information - Amendment - Edit Save Form

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

Status\*:

Amendment Type\*: Budget Revision ▼

Title\*:

This screenshot shows the 'General Information' section of the amendment form. The title bar reads 'General Information - Amendment - Edit' and has a green 'Save Form' button on the right, which is circled in red with an arrow pointing to it. Below the title bar is a light blue instruction box. The form fields include a 'Status\*' label, an 'Amendment Type\*' dropdown menu currently set to 'Budget Revision', and a 'Title\*' text input field.

# Award Adjustments Forms

- ▶ Award components (Budget Revisions)
  - ▶ General Information
  - ▶ Justification
  - ▶ Budget
  - ▶ Confirmation
  - ▶ Attachments
- ▶ Each component must have a “Check Mark” in the “Completed” column
- ▶ Select “Justification”

<b>Amendment cannot be Submitted Currently</b> <ul style="list-style-type: none"><li>• Amendment components are not complete</li></ul>	
Component	Complete?
General Information	✓
Justification	
Budget	
Confirmation	
Attachments	

# Budget Modifications/Scope of Work Changes

- ▶ Contact your Grant Specialist for the excel spreadsheet that should be used, or you can create your own to mirror the example
- ▶ All budget lines need to be included in the spreadsheet

Project	Line Number	Current Budget	Requested Change	Updated Budget	Description
Test	1001	\$ 140,000.00	\$ -	\$ 140,000.00	
Test	2001	\$ 25,000.00	\$ -	\$ 25,000.00	
Test	3001	\$ 20,000.00	\$ -	\$ 20,000.00	
Test	4001	\$ 5,000.00	\$ -	\$ 5,000.00	
Test	9001	\$ 45,000.00	\$ -	\$ 45,000.00	
Test	9002	\$ 5,000.00	\$ -	\$ 5,000.00	
Test	9003	\$ 5,700.00	\$ -	\$ 5,700.00	
Test	10001	\$ 7,000.00	\$ (2,000.00)	\$ 5,000.00	Moving funds from the Portable to Mobile to cover actual costs
Test	10002	\$ 5,000.00	\$ 2,000.00	\$ 7,000.00	
Test	11001	\$ 1,000.00	\$ -	\$ 1,000.00	
Test	12001	\$ 12,000.00	\$ -	\$ 12,000.00	
		\$ 270,700.00		\$ 270,700.00	

# Budget Modifications/Scope of Work Changes cont.

## ▶ Justification in WebGrants System

- ▶ In the narrative, please explain the reason for the requested adjustment and include any effective date(s)
- ▶ State the need for the change and how the required revision will further the objective of the project

▶ Copy the spreadsheet into WebGrants' Justification with the reason(s) for the requested change

[Mark as Complete](#) | [Return to Components](#)

**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.*

List the reason for the requested budget revision.

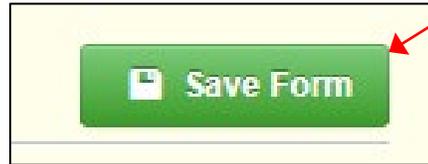
If wanting to add a NEW budget line, be sure to include the Justification for the NEW items.

If wanting to adjust the quantities of items awarded, be sure to include the reasoning for the quantity change.

Project	Line Number	Current Budget	Requested Change	Updated Budget	Description
Test	1001	\$ 140,000.00	\$ -	\$ 140,000.00	
Test	2001	\$ 25,000.00	\$ -	\$ 25,000.00	
Test	3001	\$ 20,000.00	\$ -	\$ 20,000.00	
Test	4001	\$ 5,000.00	\$ -	\$ 5,000.00	
Test	9001	\$ 45,000.00	\$ -	\$ 45,000.00	
Test	9002	\$ 5,000.00	\$ -	\$ 5,000.00	
Test	9003	\$ 5,700.00	\$ -	\$ 5,700.00	
Test	10001	\$ 7,000.00	\$ (2,000.00)	\$ 5,000.00	Moving funds from the Portable to Mobile to cover actual costs
Test	10002	\$ 5,000.00	\$ 2,000.00	\$ 7,000.00	
Test	11001	\$ 1,000.00	\$ -	\$ 1,000.00	
Test	12001	\$ 12,000.00	\$ -	\$ 12,000.00	
		\$ 270,700.00		\$ 270,700.00	

# Budget Modifications/Scope of Work Changes cont.

- ▶ Select “Save Form”



- ▶ Select “Mark as Complete”



# Award Adjustments Forms cont.

- ▶ Select “Budget”

<b>Amendment cannot be Submitted Currently</b>	
• Amendment components are not complete	
Component	Complete?
General Information	✓
Justification	✓
<b>Budget</b>	
Confirmation	
Attachments	

# Budget Modifications/Scope of Work Changes cont.

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

Budget		
<ul style="list-style-type: none"> <li>The <b>Current Budget</b> 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.</li> <li>The <b>Revised Amount</b> 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.</li> </ul>		
Row	Current Budget	Revised Amount
Personnel	140000.00	140000.00
Personnel Benefits	25000.00	25000.00
Personnel Overtime	20000.00	20000.00
Personnel Overtime Benefits	5000.00	5000.00
PRN Time	\$0.00	\$0.00
PRN Benefits	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00
Travel/Training	50000.00	50000.00
Equipment	13000.00	13000.00
Supplies/Operations	1000.00	1000.00
Contractual	12000.00	12000.00
Renovation/Construction	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00
Federal/State and Local Match Share		
<ul style="list-style-type: none"> <li>The <b>Current Budget</b> 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.</li> <li>The <b>Revised Amount</b> 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.</li> </ul>		
Row	Current Budget	Revised Amount
Total Federal/State Share	270700.00	270700.00
Total Local Match Share	\$0.00	\$0.00

# Budget Modifications/Scope of Work Changes cont.

- ▶ Budget cont.

- ▶ Select “Save Grid”



- ▶ Select “Mark as Complete”



# Award Adjustments Forms cont.

- ▶ Select “Confirmation”

<b>Amendment cannot be Submitted Currently</b>	
• Amendment components are not complete	
Component	Complete?
General Information	✓
Justification	✓
Budget	✓
<b>Confirmation</b>	
Attachments	

# Budget Modifications/Scope of Work Changes cont.

- ▶ Confirmation cont.
  - ▶ Complete the form
  - ▶ Select “Save 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\*:**

**Save Form**

- ▶ Select “Mark as Complete”

**Mark as Complete** **Edit Form**

# Budget Modifications/Scope of Work Changes cont.

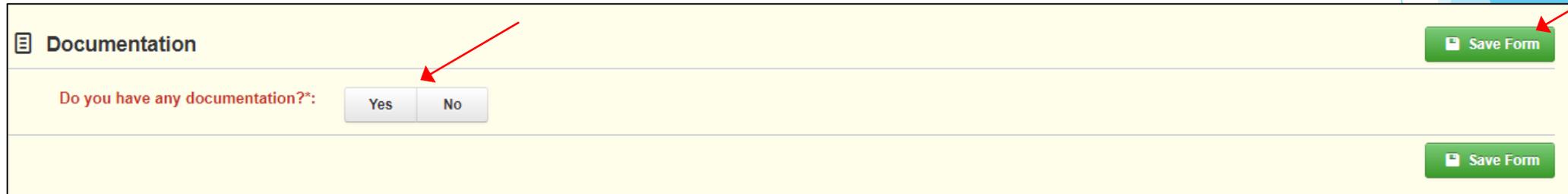
- ▶ Select “Attachments”
  - ▶ Which could include new quotes

The screenshot shows a web interface for 'Amendment Preview'. It has tabs for 'Amendment Preview', 'Attachments', 'Alert History', and 'Map'. The main content area is titled 'Amendment Details' and contains instructions for providing justification for budget and programmatic requests. A red error message states 'Amendment cannot be Submitted Currently' with the reason 'Amendment components are not complete'. Below this is a table with two columns: 'Component' and 'Complete?'. The table lists five components: General Information, Justification, Budget, Confirmation, and Attachments. The 'Attachments' component is circled in red, and a red arrow points to it from the left.

Component	Complete?
General Information	✓
Justification	✓
Budget	✓
Confirmation	✓
Attachments	

# Attachments

- ▶ If you have supporting documentation to attach, select “Yes,” if not select “No,” and then select “Save Form”



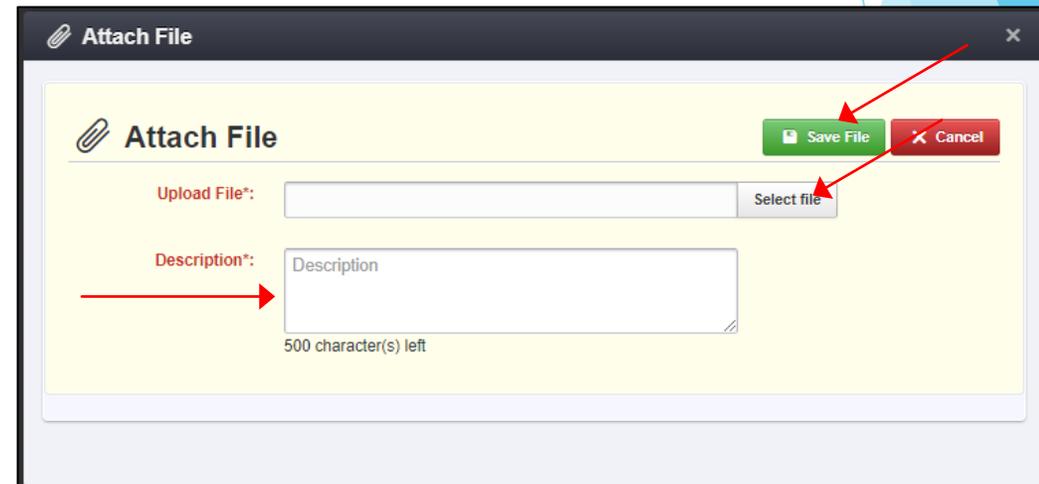
The screenshot shows a form section with a yellow background. At the top left, there is a header "Documentation" with a list icon. In the center, there is a question "Do you have any documentation?\*" followed by two buttons: "Yes" and "No". At the top right, there is a green button labeled "Save Form". At the bottom right, there is another green button labeled "Save Form". Red arrows point to the "Yes" button and the top-right "Save Form" button.

# Attachments cont.

- ▶ Select “ Add New Attachment”



- ▶ Browse your computer for that attachment, by selecting “Select file”
- ▶ Select “Save File”
- ▶ Give a brief description of the file
- ▶ Continue the steps if you have additional documentation to added
- ▶ Select “Mark as Complete” when all files have been uploaded



# Submit Award Adjustment

- ▶ Select “Submit Amendment” to submit the revision

Amendment Preview Attachments Alert History Map

### Amendment Details

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

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

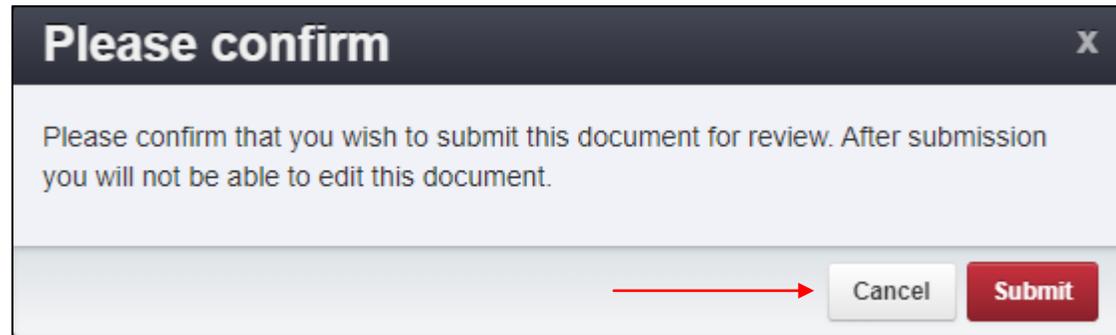
- Amendment is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Oct 24, 2024 3:04 PM - TEST TEST
Justification	✓	Oct 24, 2024 3:10 PM - TEST TEST
Budget	✓	Oct 24, 2024 3:15 PM - TEST TEST
Confirmation	✓	Oct 24, 2024 3:19 PM - TEST TEST
Attachments	✓	Oct 24, 2024 3:29 PM - TEST TEST

- ▶ Your Grant Specialist will receive notification that your revision has been submitted

# Submit Award Adjustment cont.

- ▶ You will receive a pop-up to confirm you want to submit the subaward adjustment, select “Submit” or “Cancel”



# Status Report

- ▶ Select “Status Reports”

☰ Grant Components
The order of these forms has been set by added.
The grant forms appear below. Your grant award details are saved here
Component
General Information
Claims
Canine Budget
<b>Status Reports</b>
Correspondence
Award Adjustments
Award Documents - Need Signatures
Award Documents - Final
Attachments
Closeout
Funding Opportunity
Application



# Status Report cont.

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

# Status Report cont.

- ▶ Select the hyperlink for the Status Report

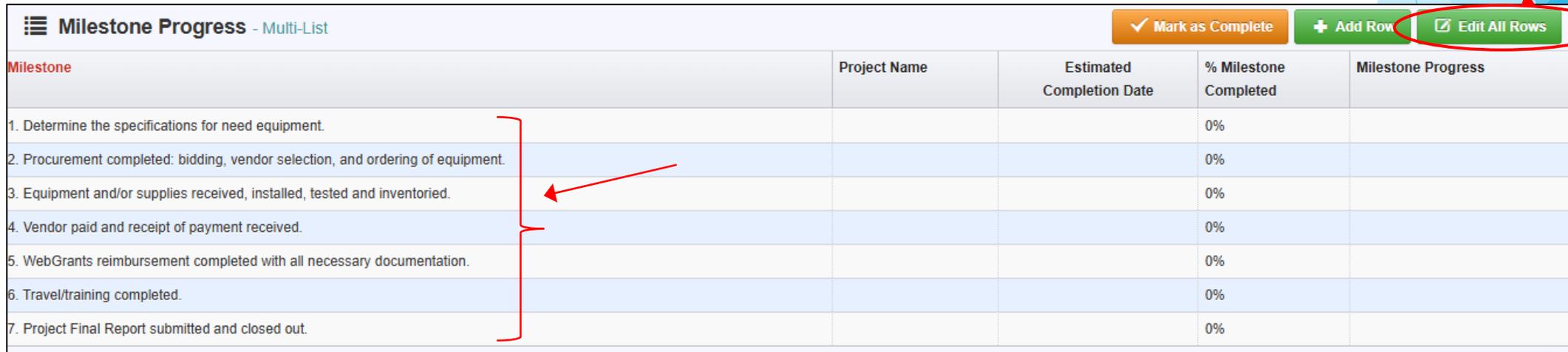
Status Reports				Copy Existing Status Report   Return to Components		
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
2023-CRGP-001-TEST - 01	Semi-Annual	07/01/2022-05/31/2023			-	Editing

- ▶ Select the “Milestone Progress Report”

Components			Preview   Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	03/21/2023	
Milestone Progress Report		03/21/2023	

# Status Report cont.

- ▶ Milestones have already been added to the Status Report for you
  - ▶ If you want to remove or add a milestone, you **MUST** contact your Grant Specialist for approval
- ▶ There are 2 ways to complete the report
- ▶ Select “Edit All Rows” to edit all the milestones at one time
- ▶ Or select each milestone hyperlink to edit 1 at a time



The screenshot shows a web interface for 'Milestone Progress - Multi-List'. At the top right, there are three buttons: 'Mark as Complete' (orange), 'Add Row' (green), and 'Edit All Rows' (green). The 'Edit All Rows' button is circled in red. Below the buttons is a table with five columns: 'Milestone', 'Project Name', 'Estimated Completion Date', '% Milestone Completed', and 'Milestone Progress'. The table contains seven rows of milestones, all with 0% completion. A red bracket on the left side of the table groups the first six rows, with an arrow pointing to the 'Edit All Rows' button. The seventh row is not included in the bracket.

Milestone	Project Name	Estimated Completion Date	% Milestone Completed	Milestone Progress
1. Determine the specifications for need equipment.			0%	
2. Procurement completed: bidding, vendor selection, and ordering of equipment.			0%	
3. Equipment and/or supplies received, installed, tested and inventoried.			0%	
4. Vendor paid and receipt of payment received.			0%	
5. WebGrants reimbursement completed with all necessary documentation.			0%	
6. Travel/training completed.			0%	
7. Project Final Report submitted and closed out.			0%	

# Status Report cont.

- ▶ Complete each milestone with
  - ▶ Project Name
  - ▶ Estimated Completion Date (or what date was the milestone completed)
  - ▶ % Milestone Completed (each Milestone should be 100% when submitted, as the project should be completed when the status report is being submitted)
  - ▶ Milestone Progress (explain the milestone progress over the reporting period in detail, which could include dates)
- ▶ Once the form has been updated, select “Save Multi-List”
  - ▶ You may have to use the scroll bar at the bottom of the screen to select “Save Multi-List”



# Status Report cont.

## ► Milestone Progress example

☰ Milestone Progress - Multi-List					✓ Mark as Complete	+ Add Row	✎ Edit All Rows
Milestone	Project Name	Estimated Completion Date	% Milestone Completed	Milestone Progress			
1. Determine the specifications for need equipment.	SFY 25 DTFC - Your Agency Name	11/30/2024	40%	Explain the milestone progress over the reporting period in detail.			
2. Procurement completed: bidding, vendor selection, and ordering of equipment.	SFY 25 DTFC - Your Agency Name	12/31/2024	20%	Explain the milestone progress over the reporting period in detail.			
3. Equipment and/or supplies received, installed, tested and inventoried.	SFY 25 DTFC - Your Agency Name	02/15/2025	0%	Explain the milestone progress over the reporting period in detail.			
4. Vendor paid and receipt of payment received.	SFY 25 DTFC - Your Agency Name	03/31/2025	0%	Explain the milestone progress over the reporting period in detail.			
5. WebGrants reimbursement completed with all necessary documentation.	SFY 25 DTFC - Your Agency Name	05/15/2025	0%	Explain the milestone progress over the reporting period in detail.			
6. Travel/training completed.	SFY 25 DTFC - Your Agency Name	04/30/2025	0%	Explain the milestone progress over the reporting period in detail.			
7. Project Final Report submitted and closed out.	SFY 25 DTFC - Your Agency Name	05/31/2025	0%	Explain the milestone progress over the reporting period in detail.			
					Last Edited By: TEST TEST - Oct 24, 2024 3:48 PM		
					+ Add Row		

# Status Report cont.

- ▶ Narrative Project Progress

- ▶ Select “Add Row”



- ▶ Complete the “Narrative Project Progress”

- ▶ Project Name
- ▶ Complete the 3 questions for the narrative
- ▶ Select

“Save Row”

A screenshot of a web form titled "Narrative Project Progress". The form has a light yellow background. At the top left, there is a list icon and the title "Narrative Project Progress". At the top right, there is a green button with a white floppy disk icon and the text "Save Row", which is circled in red. Below the title, there is a red label "Project Name\*" followed by a white text input field. Below that is a large white text area with the question: "What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?". A red arrow points from the top right of the slide towards the "Save Row" button.

# Status Report cont.

► Narrative Project Progress example

Narrative Project Progress		Add
Project Name:	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?	
Your Project Name	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?	

# Status Report cont.

- ▶ Completed Status Report example
- ▶ Select “Mark as Complete”

☰ Milestone Progress - Multi-List				
Milestone	Project Name	Estimated Completion Date	% Milestone Completed	Milestone Progress
1. Determine the specifications for need equipment.	SFY 25 DTFC - Your Agency Name	11/30/2024	40%	Explain the milestone progress over the reporting period in detail.
2. Procurement completed: bidding, vendor selection, and ordering of equipment.	SFY 25 DTFC - Your Agency Name	12/31/2024	20%	Explain the milestone progress over the reporting period in detail.
3. Equipment and/or supplies received, installed, tested and inventoried.	SFY 25 DTFC - Your Agency Name	02/15/2025	0%	Explain the milestone progress over the reporting period in detail.
4. Vendor paid and receipt of payment received.	SFY 25 DTFC - Your Agency Name	03/31/2025	0%	Explain the milestone progress over the reporting period in detail.
5. WebGrants reimbursement completed with all necessary documentation.	SFY 25 DTFC - Your Agency Name	05/15/2025	0%	Explain the milestone progress over the reporting period in detail.
6. Travel/training completed.	SFY 25 DTFC - Your Agency Name	04/30/2025	0%	Explain the milestone progress over the reporting period in detail.
7. Project Final Report submitted and closed out.	SFY 25 DTFC - Your Agency Name	05/31/2025	0%	Explain the milestone progress over the reporting period in detail.

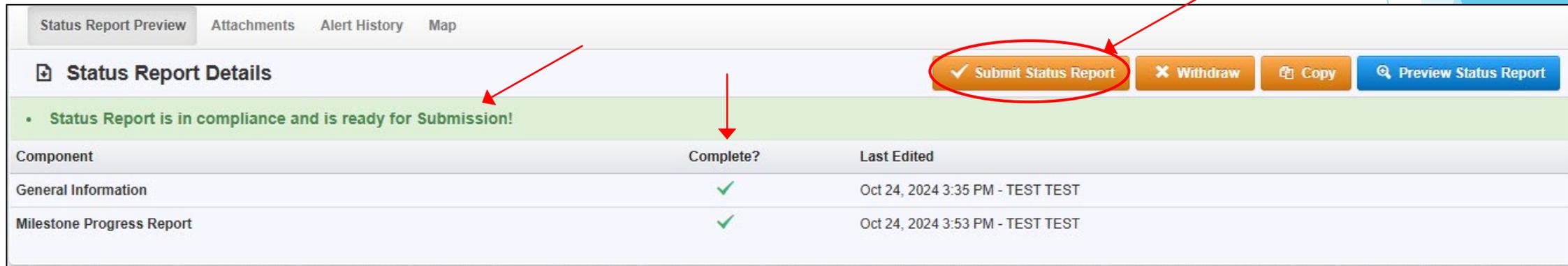
Last Edited By: TEST TEST - Oct 24, 2024 3:53 PM + Add Row

☰ Narrative Project Progress - Multi-List	
Project Name	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?
SFY 25 DTFC - Your Agency	Answered the 3 questions.

Last Edited By: TEST TEST - Oct 24, 2024 3:53 PM + Add Row

# Submit Status Report

- ▶ After the Status Report has been completed, select “Submit Status Report”

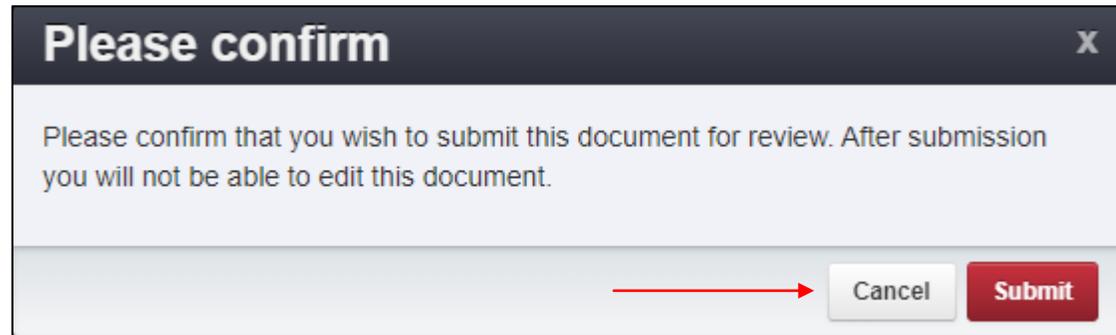


The screenshot displays a web application interface for a status report. At the top, there are navigation tabs: "Status Report Preview" (selected), "Attachments", "Alert History", and "Map". Below the tabs is a section titled "Status Report Details" with a sub-header "Status Report Details". A green message bar contains the text: "• Status Report is in compliance and is ready for Submission!". Below this is a table with three columns: "Component", "Complete?", and "Last Edited". The table contains two rows of data. The "Submit Status Report" button is circled in red, and a red arrow points to it from the top right. Another red arrow points to the green message bar from the top left. A third red arrow points to the "Complete?" column header from the top center.

Component	Complete?	Last Edited
General Information	✓	Oct 24, 2024 3:35 PM - TEST TEST
Milestone Progress Report	✓	Oct 24, 2024 3:53 PM - TEST TEST

# Submit Status Report cont.

- ▶ You will receive a pop-up to confirm you want to submit the subaward adjustment, select “Submit” or “Cancel”



# Status Report Dates

- ▶ Important Status Report dates
  - ▶ October 1, 2024 - December 31, 2024 - Due January 10, 2025
  - ▶ January 1, 2025 - March 31, 2025 - Due April 10, 2025
  - ▶ April 1, 2025 - May 31, 2025 - Due June 10, 2025
- ▶ If you complete your project prior to the end of the grant period of performance, you will only need to submit status reports through that time

# Monitoring

- ▶ We will not be Site Visiting 100% of recipients every year
- ▶ You will be notified when your agency is chosen for site visit monitoring
- ▶ Key things to remember
  - ▶ Monitoring is NOT an audit
  - ▶ DPS Grants is NOT monitoring to catch error - we are monitoring to help correct area of noncompliance to prevent audit findings
  - ▶ Change to provide technical assistance and answer questions

# What Documents Guide Monitoring

- ▶ Applicable State of Missouri statutes and regulations
- ▶ DPS Financial and Administrative Guidelines
- ▶ DPS Subrecipient Travel Guidelines
- ▶ DPS Grants, CJ/LE Information Bulletins
- ▶ SFY 2025 Drug Task Force Canine Grant Funding Opportunity
- ▶ SFY 2025 Drug Task Force Canine Grant Certified Assurances
- ▶ SFY 2025 Drug Task Force Canine Grant Award Agreement

# Types of Monitoring

## ▶ Desk Monitoring

- ▶ Review which is completed by DPS Grants Unit - telephone and email communication, grant document review, reports and correspondence



## ▶ On-Site Monitoring

- ▶ Review which is conducted by the DPS Grants Unit at the recipient's agency - policy review, property records, etc.



# What to Expect During Monitoring

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

# What to Expect During Monitoring - LEA Statutory Requirements

- ▶ 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
- ▶ Section 590.1265 RSMo - Police Use of Force Transparent Act of 2021
  - ▶ DPS will receive the report form MO Hwy Patrol
- ▶ Section 43.505 RSMo - National Incident-Based Reporting System (NIBRS)  
*formerly Uniform Crime Reporting (UCR)*
  - ▶ DPS will receive the report form MO Hwy Patrol

# What to Expect During 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

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

# What to Expect During Monitoring - Financial

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

# What to Expect During Monitoring - State Civil Rights

- ▶ Non-Discrimination policies and procedures
- ▶ Recipients are required by federal and state law to display labor posters regarding these statues
  - ▶ Posters can be found here: <https://labor.mo.gov/posters>

# Common Areas of Non-Compliance and Recommendations

- ▶ LEA Statutory Requirements
  - ▶ Missing report submissions
  - ▶ Missing copies of written policies
- ▶ Equipment
  - ▶ Missing equipment inventory information
  - ▶ Equipment items missing tags/labels
  - ▶ Usage logs not containing all required information
- ▶ State Civil Rights
  - ▶ No display of labor posters

# Key Date Reminders

- ▶ Period of Performance:
  - ▶ October 1, 2024 - May 31, 2025
- ▶ Final Claim due:
  - ▶ June 10, 2025
- ▶ Status Reports:
  - ▶ Final: June 10, 2025

# Contact

For assistance, please contact your Grant Specialist

- ▶ Amelia Jaegers - Lead Grant Specialist

[Amelia.Jaegers@dps.mo.gov](mailto:Amelia.Jaegers@dps.mo.gov)

(573) 522-4094

- ▶ Maggie Glick - Grant Specialist

[Masggie.Glick@dps.mo.gov](mailto:Masggie.Glick@dps.mo.gov)

(573) 526-3510

- ▶ Michelle Branson - Grant Program Supervisor

[Michelle.Branson@dps.mo.gov](mailto:Michelle.Branson@dps.mo.gov)

(573) 526-9014

- ▶ Joni McCarter - Grant Program Manager

[Joni.McCarter@dps.mo.gov](mailto:Joni.McCarter@dps.mo.gov)

(573) 526-9020