

SFY 2025 Economic Distress Zone (EDZ) Grant

COMPLIANCE WORKSHOP



The Missouri Department of Public Safety is an equal opportunity employer and agency. Those with limited English proficiency or who need auxiliary aids or other services, can contact dpsinfo@dps.mo.gov. For Relay Missouri, please dial 711. For TTY/TDD, please dial.800-735-2966.

Grant Requirements



Economic Distress Zone (EDZ) Grant

The goal of the Economic Distress Zone (EDZ) Grant is to provide funding to organizations registered with the United States Internal Revenue Service (IRS) as a 501(c) (3) corporation who provide services to residents of the State of Missouri in areas of high incidents of crime and deteriorating infrastructure for the purpose of deterring criminal behavior.

Grant Requirements

- [SFY 2025 EDZ Notice of Funding Opportunity \(NOFO\)](#)
- [Administrative Guide for Homeland Security Grants](#)
- Information Bulletins
 - [Information Bulletin 1: Policy on Monitoring](#)
 - [Information Bulletin 2: Policy on Advance Payment and Cash Advances](#)
 - [Information Bulletin 5: Policy on Reimbursement Requests](#)
 - [Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments](#)
- [Missouri State Statutes](#)

Audit Requirements

An audit is required if recipients expend \$375,000 or more in state funds within the organization's fiscal year from any state source (including, but not limited to EDZ)

- If the recipient is required to have an audit:
 - The audit must be performed organization-wide by an independent firm
 - The audit must be conducted with reasonable frequency, usually annually, but no less than every two (2) years

If the recipient is not required to have an audit, the agency is still responsible for monitoring activities to provide reasonable assurance that the agency administers state awards in compliance with state requirements

This does not mean that the audit can include every other year!

State Civil Rights

[Section 213.055 RSMo – Unlawful Employment Practices](#)

- May not discriminate on the basis of race, color, religion, national origin, sex, ancestry, age, or disability in its employment practices (e.g. hiring, compensation, conditions, or privileges)

[Section 213.065 RSMo – Discrimination in Public Accommodations](#)

- May not discriminate on the basis of race, color, religion, national origin, sex, ancestry, or disability in the use and enjoyment of any place of public accommodation
- It is unlawful to refuse, withhold from, or deny any of the accommodations, advantages, facilities, services, or privileges made available in any place of public accommodations

[Section 285.530.1 RSMo – Employment of Unauthorized Aliens Prohibited](#)

- An agency will not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri

Grant Life Cycle

- Recipient submits an application
- Recipient receives an award letter and award documents via email and invitation to Compliance Workshop
 - Award documents must be signed and each page of the Articles of Agreement initialed by the Authorized Official and sent to Department of Public Safety
 - Application will be negotiated via WebGrants to update budget to reflect partial awards and remove unallowable items
 - Once the signed documents are received and signed by the Director of Public Safety, and application budget corrections completed – the grant will be marked “Underway”
- Recipient attends Compliance Workshop

Grant Life Cycle

“Underway” Phase

- Recipient can now begin work on project: **REVIEW THE APPROVED BUDGET**
- Claims are to be submitted for Reimbursement or Advanced Payment
- Status Reports are submitted

Closeout

- Once all Claims and Status Reports have been submitted and approved the grant can be closed

Spending Grant Dollars

- Funds must be obligated within the project period of performance, expended, and submitted for reimbursement by June 15, 2025
- Project Period: October 1, 2024 to April 30, 2025
- Funds are considered “obligated” when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period
- Funds are considered “expended” when payment is made

Grant Reporting

- Status Reports **MUST** be completed
 - March 15, 2025: for October 1, 2024-February 29, 2025
 - June 15, 2025: for March 1, 2025-April 30, 2025

Procurement Requirements

- With any expenditure, the recipient must ensure that:
 - The expenditure is an approved budget line item
 - ✓ Reimbursements will NOT be made for items that are not an approved budget line item at the time of purchase
 - Prior approval has been obtained, if necessary
 - Sufficient funds are in the approved budget line
- If a recipient is uncertain as to whether a cost meets these requirements, please contact the DPS/OHS for clarification

Procurement Requirements

- Recipient must follow their agency's procurement policy unless the State of Missouri policy is more restrictive
- If the recipient does not have a procurement policy, they must follow the State of Missouri procurement policy
- [State of Missouri Revised Statutes Chapter 34, State Purchasing and Printing](#)
- [Missouri Rules of Office of Administration Division 40 – Purchasing and Materials Management](#)
- [Cooperative Procurement Option](#)
If utilizing cooperative contract, procurement documents (quotes/bids) and invoice must reference cooperative contract number

Procurement Requirements

General Guidelines

- All procurement transactions, whether negotiated or competitively bid, and without regard to the dollar value, shall be conducted in a manner so as to provide maximum open and free competition
- All bids/quotes, and the rationale behind the selection of a source of supply, must be retained, attached to the purchase order copy, and placed in the accounting files

State of Missouri Procurement Guidelines

- **Items costing less than \$10,000 may be purchased with prudence on the open market**
- All purchases estimated to total between \$10,000 but less than \$100,000 to a single vendor, must be competitively bid, but need not be solicited by mail or advertisement. An informal method is acceptable, for example: request for quotation, telephone quotes, online pricing, etc.
- All purchases with an estimated total expenditure of \$100,000 or over to a single vendor shall:
 - Be advertised for bid in at least two daily newspapers for general circulation in such places that are most likely to reach prospective bidders (and may advertise in at least 2 weekly minority newspapers and may provide such information through an electronic medium available to the general public) at least 5 consecutive days before bids for such purchases are to be opened
 - Post a notice of the proposed purchase in a public area of the recipient's office
 - Solicit bids by mail or other reasonable methods generally available to the public from prospective suppliers
 - If less than 3 bids are received DPS/OHS must approve prior to vendor selection

Procurement Requirements

State of Missouri Procurement Guidelines

Less than \$10,000	\$10,000 - \$99,999	Greater than \$100,000
<ul style="list-style-type: none">• Purchase with prudence on the open market	<ul style="list-style-type: none">• Must be competitively bid• Informal method is acceptable• Minimum of 3 bids/quote• Ex. Telephone quote, online pricing, request for quotation	<ul style="list-style-type: none">• Formal solicitation required• Advertised in at least two daily newspapers for general circulation at least 5 consecutive days before bids are to be opened• May also advertise in at least 2 weekly minority newspapers & provide through an electronic medium available to general public• Post a notice in a public area of your office• Solicit by mail or other reasonable methods generally available to the public• OHS must approve if less than 3 bids received

A single feasible source procurement of \$10,000.00 or more requires prior approval from the DPS/OHS

Single Feasible Source

- Use of a single feasible source procurement of \$10,000.00 or more requires prior approval from the DPS/OHS
- Single feasible source form can be located on the DPS website in the [Grant Applications and Forms](#) section
- If purchase is made using a single feasible source without prior approval, DPS/OHS has the right to refuse reimbursement

Non-compliance could result in the agency being listed as high risk



Single Feasible Source

Use of single feasible source procurement is discouraged. A single feasible source procurement exists when:

- Supplies are proprietary and only available from the manufacturer or a single distributor; or
- Based on past procurement experience, it is determined that only one (1) distributor services the region in which the supplies are needed; or
- Supplies are available at a discount from a single distributor for a limited period of time

Who Are You Doing Business With?

Recipients are required to verify that vendors used for grant purchases are not on either the State Suspended/Debarred Vendors List

- [State of Missouri Office of Administration](#)

Maintain a copy of a screenshot in the grant file to verify this was completed



Equipment vs. Supplies

Equipment

- Tangible, non-expendable (non-consumable) personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit
- Equipment must be recorded and tracked in an inventory control list and tagged to reflect its source of funding
- Equipment must be “tagged” with the source of funds used to purchase the item(s)

Supplies

- Items that do not fit into the “Equipment” category

Equipment Records/Inventory

Records shall include an inventory control list for non-expendable property

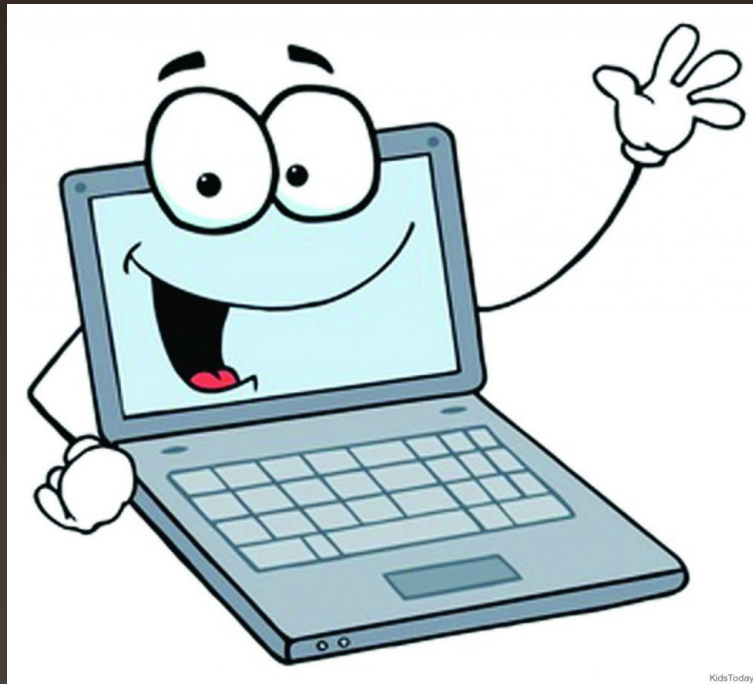
Property must be tagged by the recipient; the tag should identify the item's source of funds, where feasible.

- “Purchased with SFY 2025 EDZ Funds”

Equipment Disposition

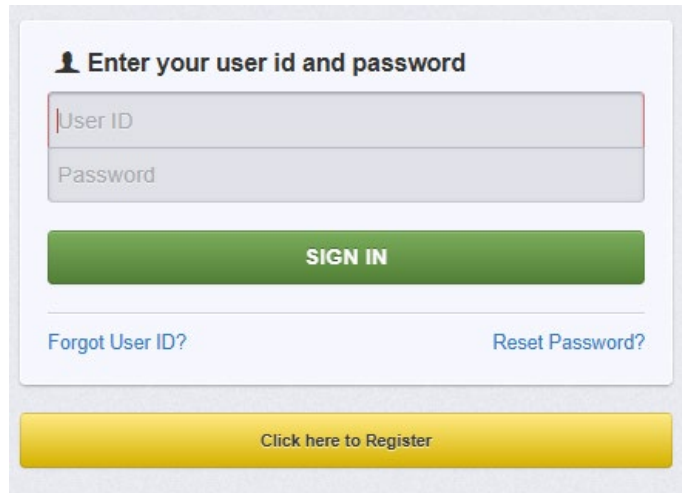
- Recipients must request approval from the DPS/OHS prior to disposing of equipment. Procedures in the OHS Administrative Guide for Homeland Security Grants must be followed to request equipment disposition approval. Email the Equipment Disposition Forms to Kelsey Saunders at Kelsey.Saunders@dps.mo.gov
- A copy of the approved [Equipment Disposition Form](#) must be maintained in the recipient grant file
- Equipment Disposition Form found on the DPS/OHS website

WebGrants System



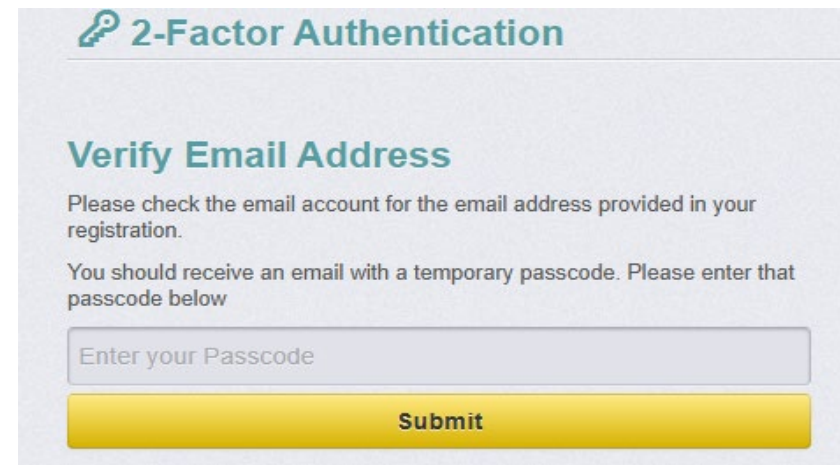
WebGrants

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



The login form is titled "Enter your user id and password" with a person icon. It contains two input fields: "User ID" and "Password". Below the fields is a green "SIGN IN" button. At the bottom of the form are two links: "Forgot User ID?" and "Reset Password?". Below the entire form is a yellow button labeled "Click here to Register".

Two-factor authentication



The 2-Factor Authentication form is titled "2-Factor Authentication" with a key icon. Below the title is the section "Verify Email Address". The text reads: "Please check the email account for the email address provided in your registration. You should receive an email with a temporary passcode. Please enter that passcode below". There is an input field labeled "Enter your Passcode" and a yellow "Submit" button at the bottom.

WebGrants Continued

- Select “Grants”



TEST TEST
Tester
Grantee, External Reviewer, Tester

Work Assignment

All currently assigned work

[Work Assignment](#) [Calendar](#) [Alerts](#) [My Reviews](#) [Document Repository](#)

[Dashboard](#) [Back](#) [Print](#) [Online Help](#) [Saved Search](#) [Log Out](#)

Work Assignment

- Calendar
- Alerts
- My Reviews
- Document Repository

Funding Opportunities

Applications

Grants

Reports

My Profile

Approaching Deadlines - Next 30 Days

[View Overdue Approaching Deadlines](#)

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

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

Recent Negotiations - Due Within 30 Days

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

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

Recent Correspondence - Within the Last 30 Days

Sent Date	Flag	From	To	Subject	Message
No data available in table					

Organization Compliance


Status	Type	Due Date	Description	Compliance Date	Resolution	Duration	Attachment 1	Attachment 2	Attachment 3	Comments	Submitted By	Submitted Date
No data available in table												

WebGrants

- Select your project titled SFY 2025 Economic Distress Zone (EDZ) Grant

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Start Date	End Date	Grant Amount
34085	Underway	2025	Chelsey Final Test	BaseLine Organization	EDZ-Economic Distress Zone	33792-SFY 2025 Economic Distress Zone Grant (EDZ) TEST	10/01/2024	04/30/2025	\$59,000.00
39108	Underway	2025	SFY 2025 EDZ FINAL TEST	BaseLine Organization	EDZ-Economic Distress Zone	33792-SFY 2025 Economic Distress Zone Grant (EDZ) TEST	10/01/2024	04/30/2025	\$26,500.00
									\$85,500.00

Showing 1 to 2 of 2 entries (filtered from 60 total entries)



WebGrants



☰ Grant Components 🔍 Preview Grant

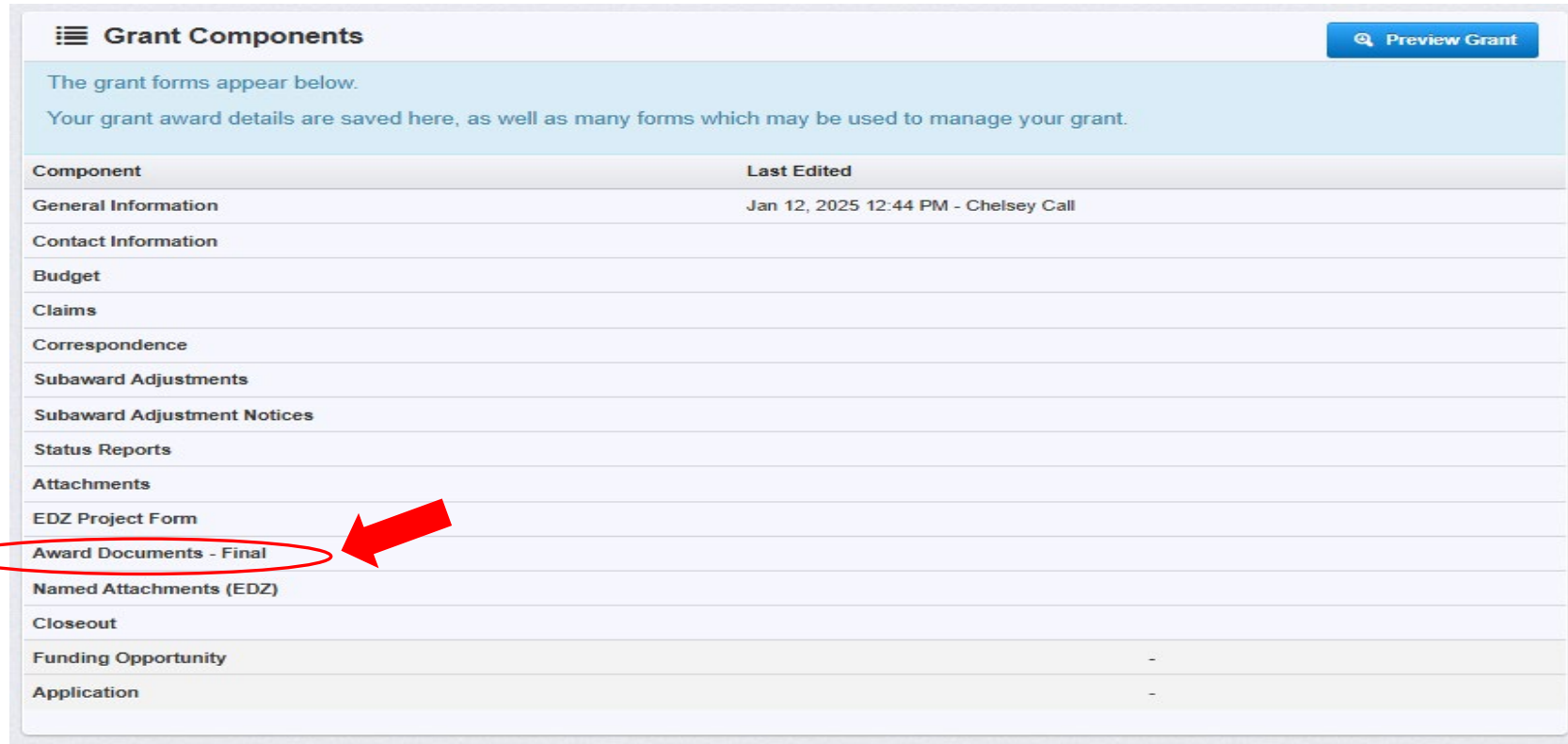
The grant forms appear below.
Your grant award details are saved here, as well as many forms which may be used to manage your grant.

Component	Last Edited
General Information	Jan 12, 2025 12:44 PM - Chelsey Call
Contact Information	
Budget	
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
EDZ Project Form	
Award Documents - Final	
Named Attachments (EDZ)	
Closeout	
Funding Opportunity	-
Application	-

Award Documents

The fully-executed Award Agreement is located in Award Documents – Final Component

- Be sure you have the fully-executed Award Agreement in your grant file



The screenshot shows a web interface for 'Grant Components'. At the top left is a hamburger menu icon and the text 'Grant Components'. At the top right is a blue button with a magnifying glass icon and the text 'Preview Grant'. Below this is a light blue informational box with the text: 'The grant forms appear below. Your grant award details are saved here, as well as many forms which may be used to manage your grant.' Below the box is a table with two columns: 'Component' and 'Last Edited'. The table contains the following rows:

Component	Last Edited
General Information	Jan 12, 2025 12:44 PM - Chelsey Call
Contact Information	
Budget	
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
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EDZ Project Form	
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Closeout	
Funding Opportunity	-
Application	-

A red circle highlights the 'Award Documents - Final' row, and a red arrow points to it from the right.

Budget

Approved budget is located in Budget Component

- Be sure to review approved budget before beginning procurement
- Ensure you are only purchasing items that are on approved budget
- Ensure you are purchasing the quantity of items that is on approved budget
- Request Subaward Adjustment if need to make changes to budget (i.e. change in quantity)

Budget



Grant List Genera Contac **Budget** Claims Corres Subawa Subawa Status Attach EDZ Pr Award Named Closeo

Budget - Current Version

Personnel - Multi-List

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

Position Title	Percentage of time spent on grant funded activities	Amount of Grant Funds Requested
Test	100.00	\$5,000.00
		\$5,000.00

Personnel Justification

Detailed narrative justification is required for all budget line(s). This justification should fully explain the need for acquisition. To provide the required justification for a budget line item(s), select "Edit" at top of page.

The justification for each budget line should include the following:

1. Justify why each requested budget line is necessary for the success of the proposed project.
2. Cost Basis for the budget line request.
3. Description of job responsibilities the individual will be expected to perform for this project/program.

Test



Reimbursement Requests (Claims)

[Information Bulletin 5: Policy on Reimbursement Requests](#) discusses requirements for reimbursement requests

- Must incur an allowable expense, make payment, and seek reimbursement within 6 months of the invoice date
- Supporting documentation must be submitted with each claim
 - Must be in one attachment and in the same order as the Expenditures Form on the reimbursement request in WebGrants
- In the Expenditure Form in WebGrants, a line must be completed for each individual expenditure
- Multiple invoices on one expenditure line will not be accepted. However, each item purchased on an invoice does not need to be listed separately unless the items are on a different line in the approved budget
- Incomplete claims could result in a delay of payment. It is the requesting agency's responsibility to complete the necessary changes

Reimbursement Requests (Claims)

Personnel/Benefits Supporting Documentation

- Claim in WebGrants
- Wage and benefit costs
- Proof of payment (payroll journal, check stub)
- Timesheet(s)
- Signed personnel certification(s)

Reimbursement Requests (Claims)

Travel/Training Supporting Documentation

- Claim in WebGrants
- Vendor Invoice
- Proof of Payment (copy of cancelled check, credit card statement, bank statement)
- Agenda/Announcement
- Proof of attendance (sign-in sheet/roster/certificate)

*Meals, mileage, and lodging cannot exceed the state of Missouri rates established by the Missouri Office of Administration. Current rates can be found at [Missouri Office of Administration-State of Employees](#)

Reimbursement Requests (Claims)

Equipment Supporting Documentation

- Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the agency for financial statement purposes, or \$5,000
- Claim in WebGrants
- Vendor Invoice
- Proof of payment (i.e., copy of cancelled check, credit card statement, bank statement)
- Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)
- Purchase order, if one was created or referenced on an invoice
- Equipment Inventory Form in WebGrants must be completed for each piece of equipment
 - If you purchased, more than one of the same item, they must be listed separately on the equipment inventory form

Reimbursement Requests (Claims)

Supplies Supporting Documentation

- Claim in WebGrants
- Vendor Invoice
- Proof of Payment (i.e., copy of cancelled check, credit card statement, or bank statement)
- Proof of delivery/completion (i.e., signed packing slip, signed receipt, or signed statement in writing indicating items delivered)

Reimbursement Requests (Claims)

Contractual Services Supporting Documentation

- Claim in WebGrants
- Vendor Invoice
- Proof of payment (copy of cancelled check, credit card statement, bank statement)
- Proof of delivery (signed statement in writing indicating goods/services received)
- **Copy of signed contract must be submitted with first claim**
- Other documentation required by contract (milestone reports, time and effort)

Reimbursement Requests (Claims)

Advance Payment

[Information Bulletin 2: Policy on Advance Payment and Cash Advances](#) discusses requirements for advance payment requests

- Advance payment is defined as funds given to a recipient in advance of the recipient incurring the debt. For example, if a recipient orders a piece of equipment and requests reimbursement prior to paying the vendor's invoice, receipt of funds would be considered an advance payment
- Will not provide advance payment to a recipient before costs have been incurred through an invoice from a vendor
 - Some situations, local cash flow makes payment for large equipment items difficult
 - DPS/OHS has agreed to accept requests for funds from recipients as soon as a vendor submits their invoice and the recipient has received goods or services
- \$2,500 minimum for recipients requesting a reimbursement with an advance payment

Reimbursement Requests (Claims)

Advance Payment Supporting Documentation

- Claim in WebGrants
- Vendor Invoice
- Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)
- Completed Equipment Detail Form in WebGrants, if applicable

Required to submit proof of payment (i.e., copy of cancelled check, credit card statement, or bank statement) to the DPS/OHS within 30 days from receipt of payment

To request, will type “Advance Payment” in the Check/EFT Number and Check/EFT Date fields in the WebGrants claim

Reimbursement Requests (Claims)

Submitting a claim in WebGrants

- Select “Claims” component in WebGrants

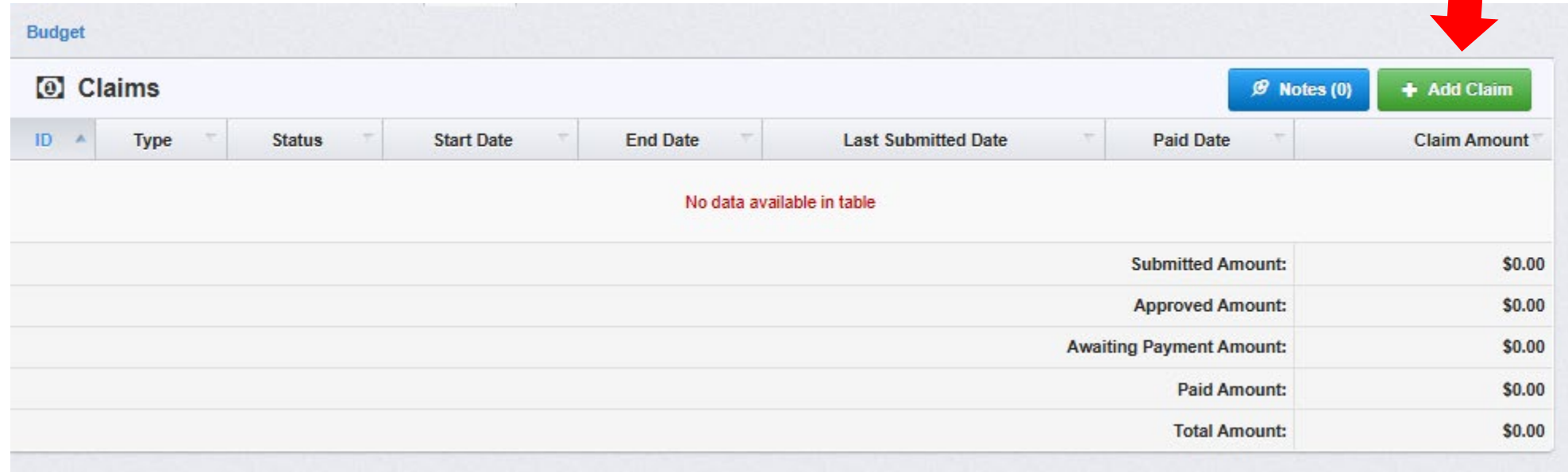


The screenshot shows the 'Grant Components' page in WebGrants. The page title is 'Grant Components' and there is a 'Preview Grant' button. Below the title, there is a light blue box with the text: 'The grant forms appear below. Your grant award details are saved here, as well as many forms which may be used to manage your grant.'

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Funding Opportunity	-
Application	-

Reimbursement Requests (Claims)

Select “Add Claim”



The screenshot shows a web interface for managing claims. At the top left, the word "Budget" is displayed. Below it, the "Claims" section is titled with a magnifying glass icon. To the right of the title are two buttons: "Notes (0)" and "+ Add Claim". A red arrow points to the "+ Add Claim" button. Below the buttons is a table with columns: ID, Type, Status, Start Date, End Date, Last Submitted Date, Paid Date, and Claim Amount. The table is currently empty, with a message "No data available in table" centered in the first row. Below the table is a summary section with five rows: Submitted Amount: \$0.00, Approved Amount: \$0.00, Awaiting Payment Amount: \$0.00, Paid Amount: \$0.00, and Total Amount: \$0.00.

ID	Type	Status	Start Date	End Date	Last Submitted Date	Paid Date	Claim Amount
No data available in table							
Submitted Amount:							\$0.00
Approved Amount:							\$0.00
Awaiting Payment Amount:							\$0.00
Paid Amount:							\$0.00
Total Amount:							\$0.00

Reimbursement Requests (Claims)

Complete Claim General Information

- Claim Type – Select “Monthly/Quarterly/Other” in the drop-down
- Reporting Period – Enter the date range for the expenses being requested
- Invoice Number – Leave field blank
- Is this your Final Report
 - Select “Yes” if this is your last claim
 - Select “No” if this is not your last claim
- Select “Save”

Reimbursement Requests (Claims)

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*: Editing

Type*: Monthly

Due Date:

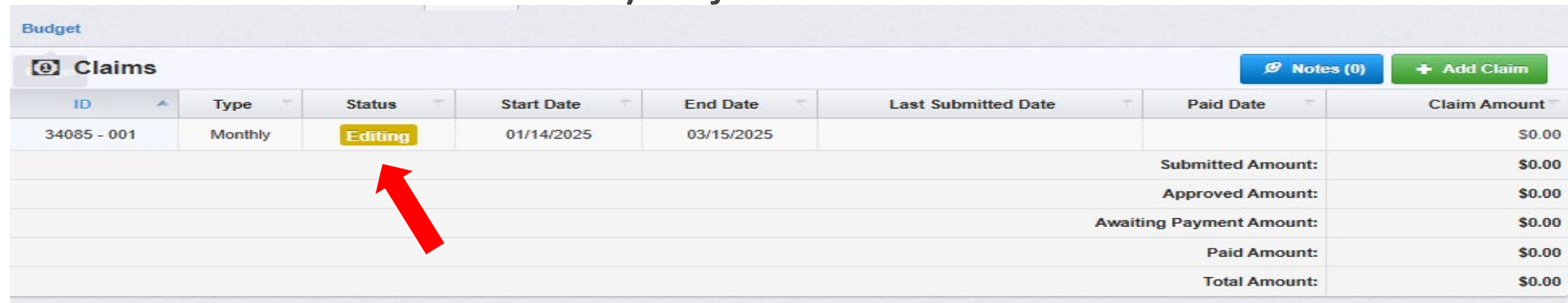
Report Period*:
Start Date End Date

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

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

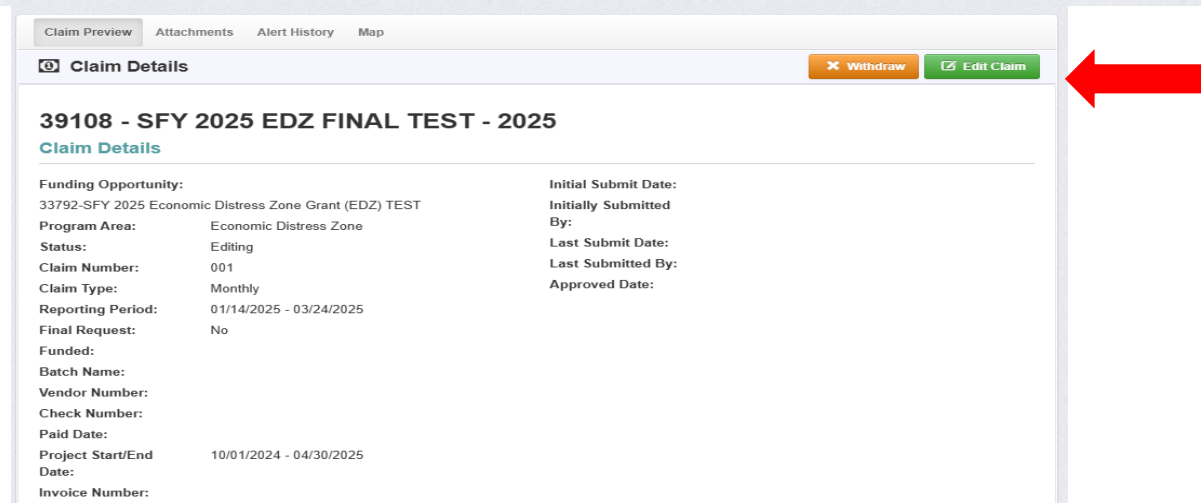
Reimbursement Requests (Claims)

- Select claim “ID” on the claim you just created



ID	Type	Status	Start Date	End Date	Last Submitted Date	Paid Date	Claim Amount
34085 - 001	Monthly	Editing	01/14/2025	03/15/2025			\$0.00
Submitted Amount:							\$0.00
Approved Amount:							\$0.00
Awaiting Payment Amount:							\$0.00
Paid Amount:							\$0.00
Total Amount:							\$0.00

- Select “Edit Claim”



Claim Preview Attachments Alert History Map

39108 - SFY 2025 EDZ FINAL TEST - 2025

Claim Details

Funding Opportunity: 33792-SFY 2025 Economic Distress Zone Grant (EDZ) TEST	Initial Submit Date: Initially Submitted By:
Program Area: Economic Distress Zone	Last Submit Date: Last Submitted By:
Status: Editing	Approved Date:
Claim Number: 001	
Claim Type: Monthly	
Reporting Period: 01/14/2025 - 03/24/2025	
Final Request: No	
Funded: No	
Batch Name:	
Vendor Number:	
Check Number:	
Paid Date:	
Project Start/End Date: 10/01/2024 - 04/30/2025	
Invoice Number:	

Reimbursement Requests (Claims)

- ▶ Complete all Claim Components by selecting the component
 - Detail of Expenditure
 - Equipment Inventory
 - Other Attachments
- ▶ All components must be marked “Complete” in order to submit the claim

Claim: 001

Claim Status: **Editing**

Grant Title: 34085 - Chelsey Final Test

Program Area: Economic Distress Zone

Funding Opportunity: 33792-SFY 2025 Economic Distress Zone Grant (EDZ) TEST

Reporting Period: 01/14/2025 - 03/15/2025

Claim Type: Monthly

Submitted By: -

Claim Preview | Attachments | Alert History | Map | Versions

Claim Details [Withdraw](#) [Notes \(0\)](#) [Feedback](#) [Preview Claim](#)

Claim cannot be Submitted Currently

- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Jan 13, 2025 10:54 AM - Les Martin
Detail of Expenditure		-
Equipment Inventory		-
Other Attachments		-

Reimbursement Requests (Claims)

Detail of Expenditure Component

- Select “Add Row” in the budget category for the item being requested to add a line to the Detail of Expenditure Form

 Personnel - Multi-List + Add Row

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

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

+ Add Row



Reimbursement Requests (Claims)

- Select “Save Row” when complete

Personnel Delete Row Save Row

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

Budget Line Label:

Budget Line*: Personnel-Test

Payee*: Test

Description*: Personnel

Quantity*: 40

Unit Cost*: \$50.00

Expense Total: \$2,000.00

Grant Amount Requested*: \$2,000.00


Invoice #*: NA

Invoice Date*: 30/20/2412

Check/EFT Number*: 123456

Check/EFT Date*: 30/20/2512

Save Row



Reimbursement Requests (Claims)

Line Number – select the corresponding budget line for the item that is being requested for reimbursement

Payee – enter the name of the vendor that the item was purchased from

Description – enter a description of the item purchased

Quantity – enter the quantity of the item that was purchased

Unit Cost – Cost per item

- The number entered into the unit cost field, multiplied by the quantity entered, should be the Federal Amount Requested that you are seeking reimbursement for

Grant Amount Requested – Total amount of funds being requested

Invoice # - vendor's invoice number

Invoice Date – date on vendor's invoice

Check/EFT Number

- Check number used for payment to vendor **OR** EFT number for payment to vendor
- Advance Payment


Check/EFT Date


- Date of check used for payment to vendor **OR** Date of EFT for payment to vendor
- Advance Payment

Reimbursement Requests (Claims)

- Select “Add Row” to add additional expenditures to the claim
- Select “Mark as Complete” after all expenditures have been added

Claim List Genera **Detail** Equipm Other


 **Detail of Expenditure** - Current Version

 **Equipment** - Multi-List Mark as Complete Edit All Rows

To include lines in your budget, select "Add". If the project includes more than one budget line, repeat this step for each budget line.
Equipment items are defined as tangible property having an acquisition cost of \$5,000 or more, and a useful life of more than one year.

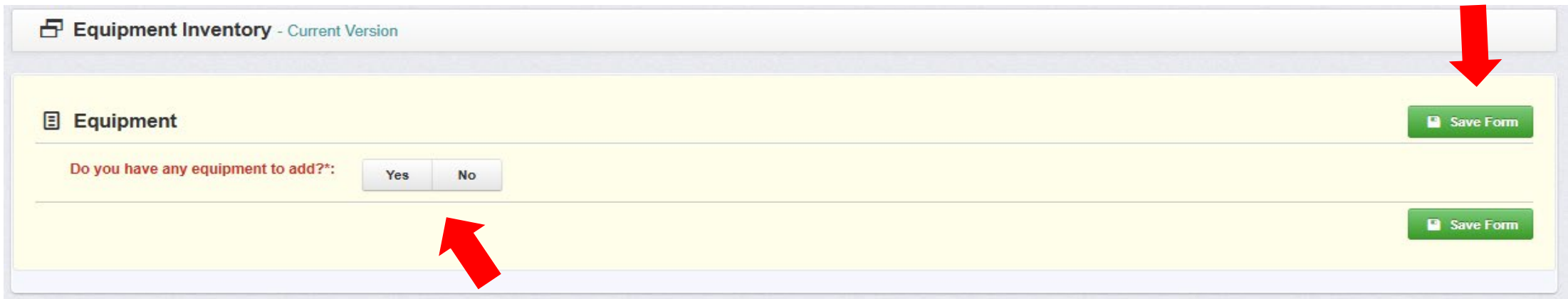
Budget Line Label	Payee	Description	Quantity	Unit Cost	Expense Total	Grant Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
Equipment-Test	Vendor Name	Description of Item Purchased	1	\$5,000.00	\$5,000.00	\$5,000.00	12345	Jan 14, 2025 12:00 AM	04567	Jan 30, 2025 12:00 AM
						\$5,000.00				
						\$5,000.00				

Last Edited By: TEST TEST - Jan 14, 2025 7:56 AM



Reimbursement Requests (Claims)

- Select “Equipment Inventory” Claim Component
- Answer the Equipment question “Do you have any equipment to add?” Yes/ No
- Select “Save Form”



The screenshot shows a web form titled "Equipment Inventory - Current Version". Below the title bar, there is a section labeled "Equipment". Inside this section, there is a question: "Do you have any equipment to add?*" with two radio button options: "Yes" and "No". To the right of the question, there are two green "Save Form" buttons. A red arrow points to the top-right "Save Form" button, and another red arrow points to the "Yes" radio button option.

Reimbursement Requests (Claims)

If equipment is requested, complete all fields in the Equipment Detail Form

Requesting Organization – Recipient’s Organization

Region – Recipient’s Region

County – Recipient’s County

Year – Grant year the equipment was purchased (2025)

Budget Line # - Budget line number associated with the equipment

Manufacturer – Manufacturer of the equipment

Model – Model number of the equipment

Description – Description of the equipment (i.e., Laptop, Printer)

Identification # - Unique identification numbers such as serial number. N/A should be annotated if there is not a serial number

Source of Funding – Source of funding utilized (EDZ)

Title Holder – Recipient Organization who owns the equipment

Reimbursement Requests (Claims)

Date of Delivery – Date equipment was delivered

Quantity – Number of equipment items purchased (*should only be one per line*)

Individual Item Costs – Cost of individual equipment item

% of Federal Participation in the Cost– Percentage of cost of the equipment that is being requested

Current Physical Location– Address where the equipment is located (P.O. Box is not a physical location for the inventory)

Equipment Contact Person (ECP) – Name of person to contact regarding equipment

ECP Phone # - Phone number for equipment contact person

ECP Email Address – Email address for equipment contact person

Reimbursement Requests (Claims)

Use – Local, regional, statewide, or national. Progressive scale. If national use is entered, it is assumed it is available at all other levels

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 mission



Reimbursement Requests (Claims)

- Each item needs to be entered on its own line
 - If you purchased two of the same item, there should be one line for each item
- Complete all fields in the Equipment Detail Form
- If no equipment is being requested for reimbursement, select “Mark as Complete”



Equipment ✓ Mark as Complete Edit Form

Do you have any equipment to add?*: Yes

Last Edited By: Chelsey Call - Jan 15, 2025 7:32 AM Edit Form

Equipment Detail - Multi-List ✓ Mark as Complete + Add Row Edit All Rows

Requesting Organization	Region	County	Year	Budget Line #	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	Equipment Contact Person (ECP)	ECP Phone #	ECP Email Address	Use	Readiness Condition
Baseline Organization	F	Cole	2025	10001	ABC Company	XYZ Model	Description of the item being inventoried	123456	Economic Distress Zone Grant	Baseline Organization	01/28/2024	1	\$5,000.00	100%	1101 Riverside Dr Jefferson City MO 65101	John Smith	573-999-9999	John.Smith@gmail.com	Local	Mission Capable

Reimbursement Requests (Claims)

Verify Equipment Detail is correct and select “Mark as Complete”



Equipment Detail - Multi-List																		✓ Mark as Complete	+ Add Row	✎ Edit All Rows
Requesting Organization	Region	County	Year	Budget Line #	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	Equipment Contact Person (ECP)	ECP Phone #	ECP Email Address	Use	Readiness Condition
Baseline Organization	F	Cole	2025	10001	ABC Company	XYZ Model	Description of the item being inventoried	123456	Economic Distress Zone Grant	Baseline Organization	01/28/2024	1	\$5,000.00	100%	1101 Riverside Dr Jefferson City MO 65101	John Smith	573-999-9999	John.Smith@gmail.com	Local	Mission Capable

Reimbursement Requests (Claims)

Select "Yes" to indicate documentation will be attached to the claim

Select "Save Form"

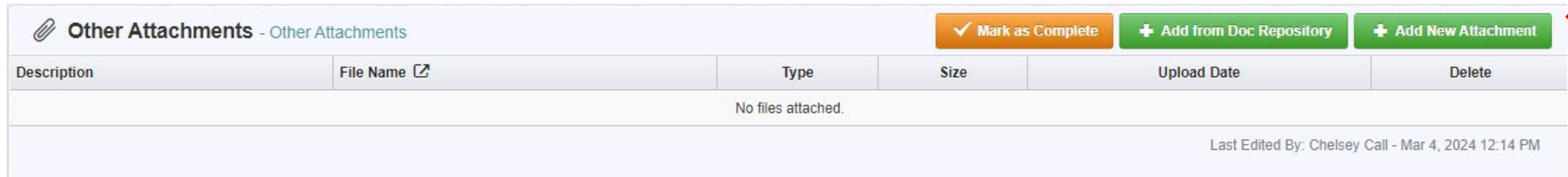
 Documentation Save Form

Do you have additional documentation?*:



Reimbursement Requests (Claims)

Select “Add New Attachment”



Other Attachments - Other Attachments

✓ Mark as Complete + Add from Doc Repository + Add New Attachment

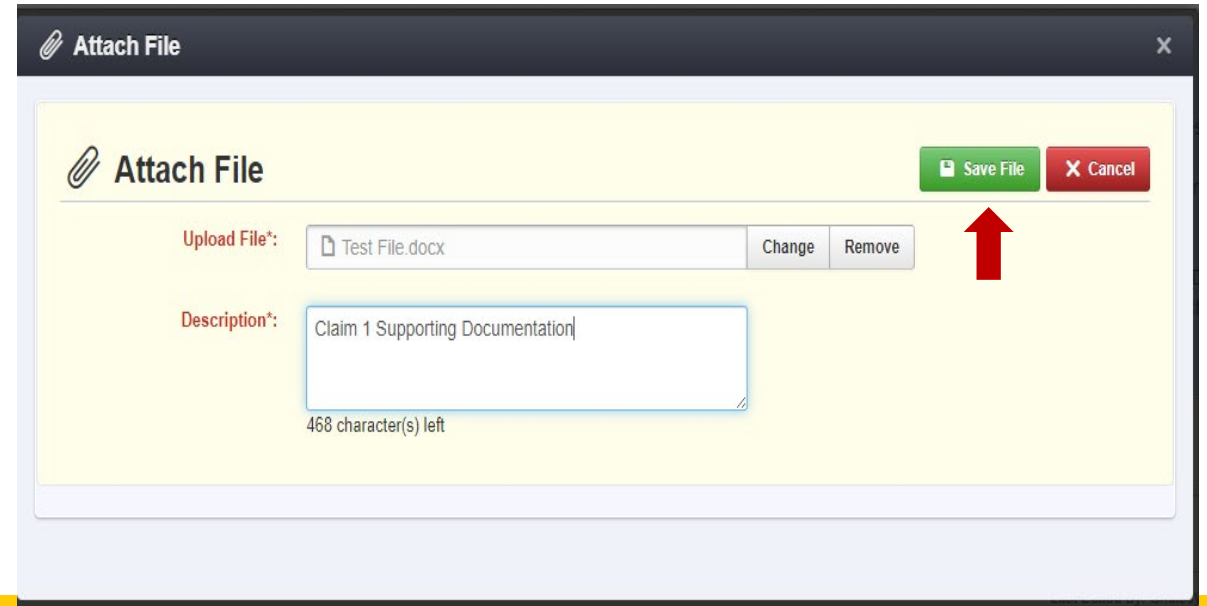
Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

Last Edited By: Chelsey Call - Mar 4, 2024 12:14 PM

Select file that is located on your computer

Enter a description of the attachment

Select “Save File”



Attach File

Attach File

Upload File*:


Description*:


468 character(s) left

Reimbursement Requests (Claims)

When all attachments have been added, select “Mark as Complete”

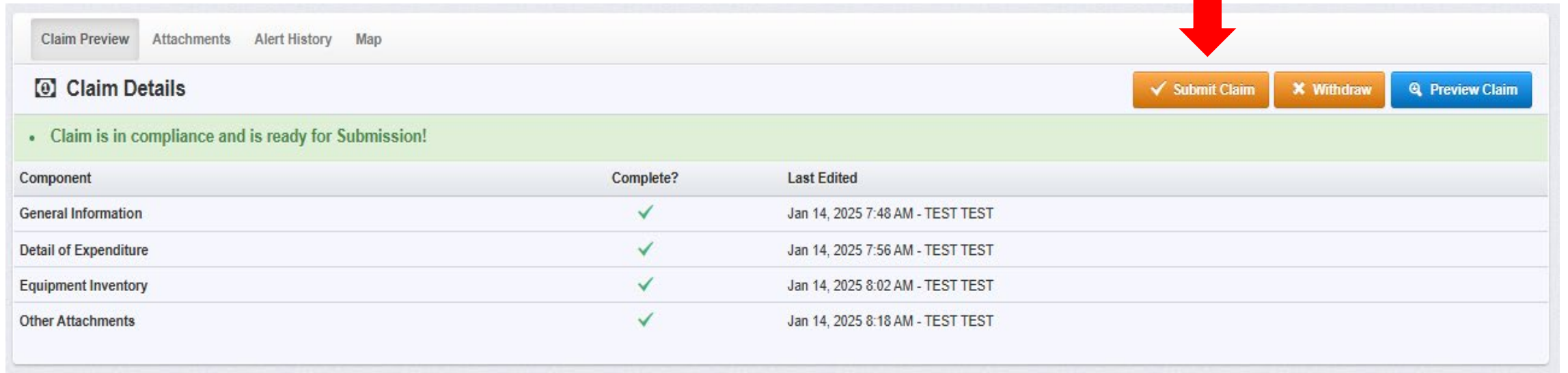


 **Other Attachments** - [Other Attachments](#)

Description	File Name 	Type	Size	Upload Date	Delete
Test	Test File.docx	docx	11 KB	04/25/2024 11:22 AM	<input type="button" value="Delete"/>

Reimbursement Requests (Claims)

- When all Claim Components have been completed, select “Submit Claim” to submit the claim to DPS/OHS



Claim Preview Attachments Alert History Map

Claim Details ✓ Submit Claim ✗ Withdraw 🔍 Preview Claim

- Claim is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Jan 14, 2025 7:48 AM - TEST TEST
Detail of Expenditure	✓	Jan 14, 2025 7:56 AM - TEST TEST
Equipment Inventory	✓	Jan 14, 2025 8:02 AM - TEST TEST
Other Attachments	✓	Jan 14, 2025 8:18 AM - TEST TEST

Subaward Adjustments

[Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments](#) discusses Subaward Adjustments

- Budget Modifications – transfer among existing budget lines within the grant budget
 - Request for budget modification must be submitted through WebGrants as a Subaward Adjustment and **must** be approved by the DPS/OHS **prior** to the recipient obligating or expending the grant funds
- Program Modifications
 - Request for program modifications must be submitted through WebGrants as a Subaward Adjustment and must be approved by the DPS/OHS prior to the recipient obligating or expending the grant funds
 - Program modifications include:
 - ✓ Changes in recipient staff (Authorized Officials, Project Directors, or Fiscal Officers)
 - ✓ Address change or other information in the organization component of WebGrants



Subaward Adjustments

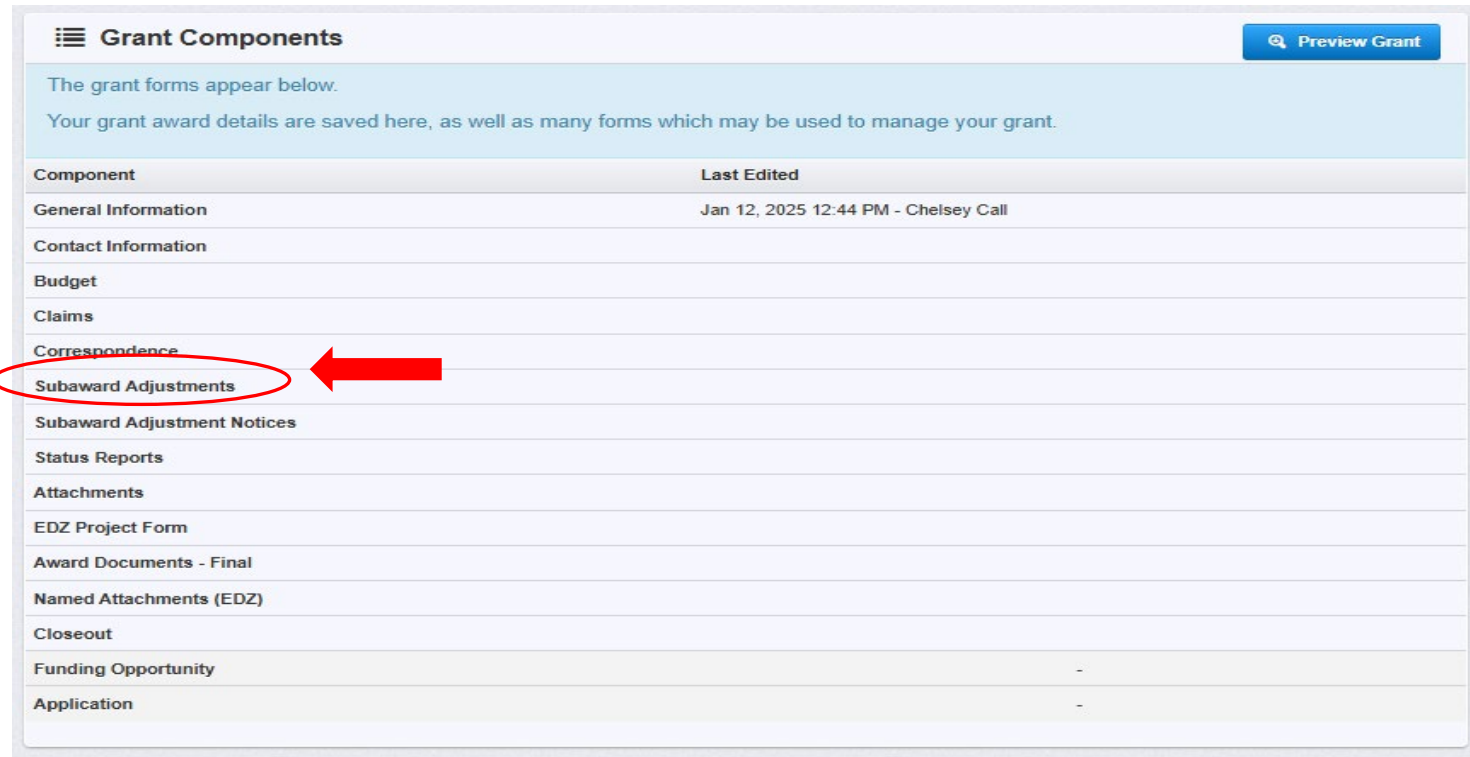
- Scope of Work Changes
 - Adding new line items to the approved budget
 - Changes in quantity of an existing line item in approved budget
 - Changes to specifications of existing line item (i.e., an equipment line item on the approved budget lists a 12'x 20' tent, in order to purchase a tent that is 10' x 10' instead of the listed equipment, prior approval is required)

- Request for scope changes must be submitted through WebGrants as a Subaward Adjustment and must be approved by the DPS/OHS prior to the recipient obligating or expending the grant funds

Subaward Adjustments

Submitting a Subaward Adjustment in WebGrants

- Select “Subaward Adjustments” component in WebGrants

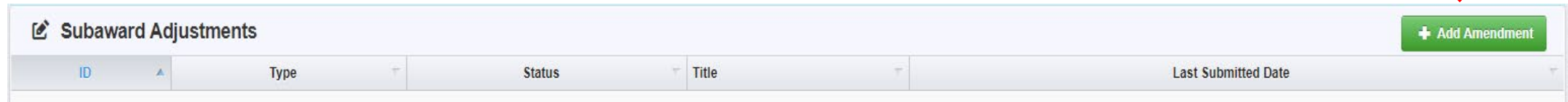


The screenshot shows a table titled "Grant Components" with a "Preview Grant" button in the top right corner. The table lists various components and their last edited dates. The "Subaward Adjustments" row is highlighted with a red circle and a red arrow pointing to it from the right.

Component	Last Edited
General Information	Jan 12, 2025 12:44 PM - Chelsey Call
Contact Information	
Budget	
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
EDZ Project Form	
Award Documents - Final	
Named Attachments (EDZ)	
Closeout	
Funding Opportunity	-
Application	-

Subaward Adjustments

- Select “Add Amendment”

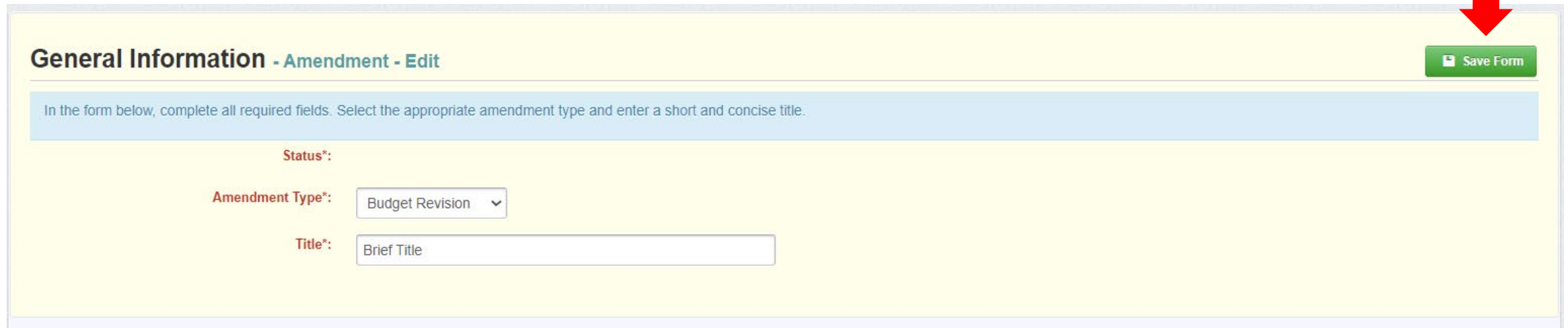


Subaward Adjustments

ID	Type	Status	Title	Last Submitted Date
----	------	--------	-------	---------------------

[+ Add Amendment](#)

- Complete General Information and select “Save Form”



General Information - Amendment - Edit

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

Status*:

Amendment Type*:

Title*:

[Save Form](#)

Subaward Adjustments

General Information

- Amendment Type – choose the type of adjustment being requested
 - Budget Revision
 - Program Revision
- Title – enter a brief title

Subaward Adjustments

- Select the “ID” of the Subaward Adjustment you just created

ID	Type	Status	Title	Last Submitted Date
39108 - 001	Budget Revision	Editing	Brief Title	

- Select “Edit Amendment”

Amendment Preview Attachments Alert History Map

Amendment Details [Withdraw](#) [Copy](#) [Edit Amendment](#)


39108 - SFY 2025 EDZ FINAL TEST - 2025

Amendment Details

Funding Opportunity: 33792-SFY 2025 Economic Distress Zone Grant (EDZ) TEST	Initial Submit Date:
Program Area: Economic Distress Zone	Initially Submitted By:
Status: Editing	Last Submit Date:
Amendment Number: 001	Last Submitted By:
Amendment Type: Budget Revision	Approved Date:
Amendment Title: Brief Title	

Contact Information

[Primary Contact Information](#) [Organization Information](#)



Subaward Adjustments

- Complete all Subaward Adjustment Components by selecting the Component
 - Justification
 - Budget
 - Confirmation
 - Attachments

All components must be marked “Complete” in order to submit the Subaward Adjustment

Amendment Preview Attachments Alert History Map Versions

Amendment Details [Preview Amendment](#)

Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Jan 15, 2025 7:39 AM - Chelsey Call
Justification	-	-
Budget	-	-
Confirmation	-	-
Attachments	-	-

Subaward Adjustments

Justification Component

- Explain the requested change and the reason for the requested adjustment
- Complete Subaward Adjustment Spreadsheet with requested changes for budget modification
 - Copy and paste Subaward Adjustment Spreadsheet into text box
 - Will be sent at conclusion of training

Justification Save Form

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

Justification*:

Source

B I U X₂ X² [Color] [Align] [List] [Text] [Link] [Image] [Table] [Code]

Styles Normal Font Size [Grid] [Table]

Explain the requested change and the reason for the requested adjustment.

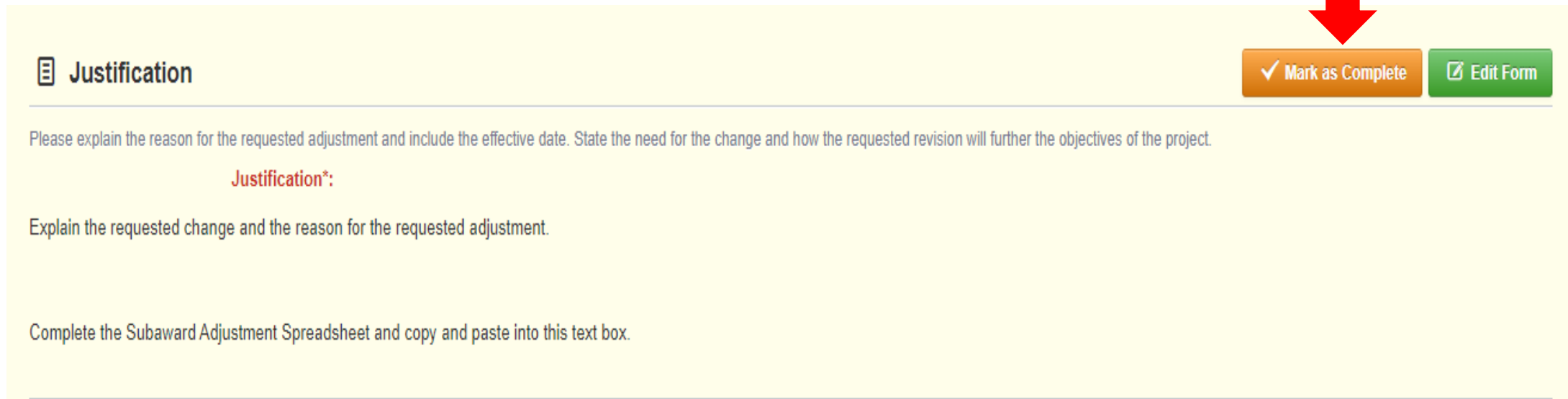
Complete the Subaward Adjustment Spreadsheet and copy and paste into this text box|


body p Paragraphs: 2, Words: 24, Characters (with HTML): 173

Line Number	Current Budget	Requested Change	Updated Budget	Notes
10001	\$ 400.00	\$ (150.00)	\$ 250.00	Savings needed in another budget line of the project
10002	\$ 3,000.00	\$ 300.00	\$ 3,300.00	Cost of equipment over original budget
11003	\$ 20,000.00	\$ (150.00)	\$ 19,850.00	Decrease number of supplies to purchase equipment
Total	\$ 23,400.00	\$ -	\$ 23,400.00	

Subaward Adjustments

- Review “Justification Form” to ensure it is complete and accurate
- Select “Mark as Complete”





 **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.

Justification*:

Explain the requested change and the reason for the requested adjustment.

Complete the Subaward Adjustment Spreadsheet and copy and paste into this text box.

 Mark as Complete  Edit Form

Subaward Adjustments

- Select “Budget” for Budget Modifications
 - Adjust the budget to mirror the requested changes
 - Make sure to update the Total Federal/State Share amounts
 - Select “Save”

☰ Budget - Edit
Save Grid

• 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.

Category	Current Budget	Revised Amount	Net Change
Personnel	\$5,000.00	\$5,000.00	\$0.00
Personnel Benefits	\$2,500.00	\$2,500.00	\$0.00
Personnel Overtime	\$0.00	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00	\$0.00
Travel/Training	\$5,000.00	\$4,000.00	-\$1,000.00
Equipment	\$10,000.00	\$10,000.00	\$0.00
Supplies/Operations	\$1,000.00	\$2,000.00	\$1,000.00
Contractual	\$3,000.00	\$3,000.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
TOTAL	\$26,500.00	\$26,500.00	\$0.00

Save Grid

☰ Federal/State and Local Match Share - Edit
Save Grid

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

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

Category	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$26,500.00	100.00%	\$26,500.00	100.00%	\$0.00
Total Local Match Share	\$0.00	0.00%	\$0.00	0.00%	\$0.00

Save Grid

Subaward Adjustments

- Ensure the “Budget” form is accurate and select “Mark as Complete”

Budget - Grid ✓ Mark as Complete Edit Grid

- 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.

Category	Current Budget	Revised Amount	Net Change
Personnel	\$5,000.00	\$5,000.00	\$0.00
Personnel Benefits	\$2,500.00	\$2,500.00	\$0.00
Personnel Overtime	\$0.00	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00	\$0.00
Travel/Training	\$5,000.00	\$4,000.00	\$-1,000.00
Equipment	\$10,000.00	\$10,000.00	\$0.00
Supplies/Operations	\$1,000.00	\$2,000.00	\$1,000.00
Contractual	\$3,000.00	\$3,000.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
TOTAL	\$28,500.00	\$28,500.00	\$0.00

Last Edited By: TEST TEST - Jan 14, 2025 8:32 AM Edit Grid

Federal/State and Local Match Share - Grid ✓ Mark as Complete Edit Grid

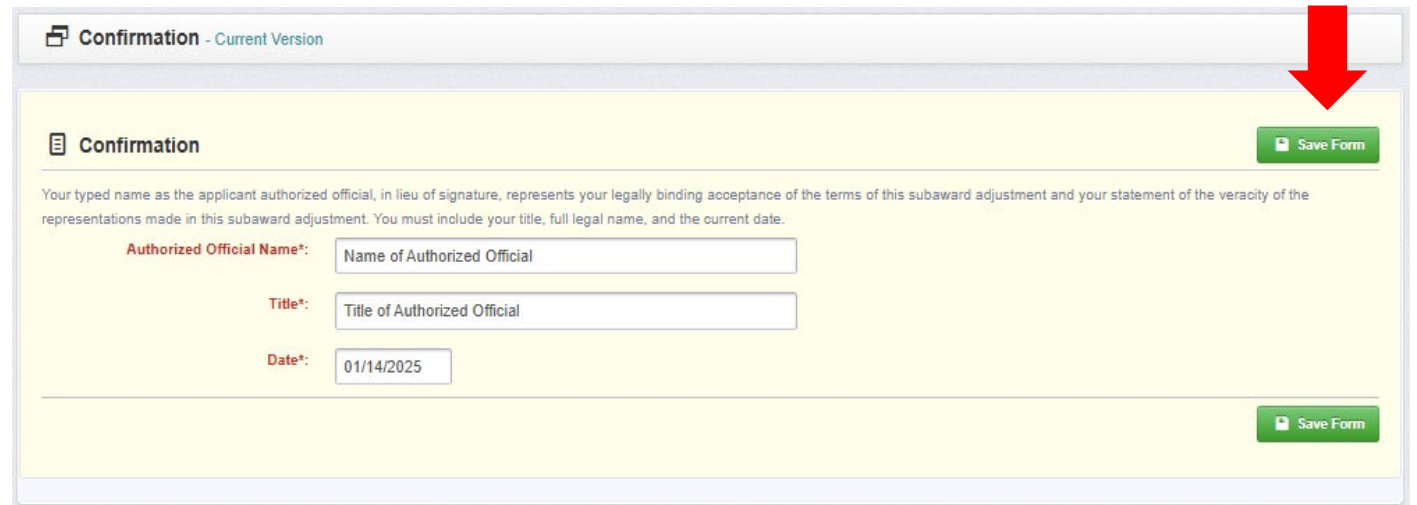
- The **Current Budget** column represents the current subaward. Enter the total federal/state share and total local match share as it is reflected in the current version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Current Budget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

Category	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$28,500.00	100.00%	\$28,500.00	100.00%	\$0.00
Total Local Match Share	\$0.00	0.00%	\$0.00	0.00%	\$0.00

Last Edited By: TEST TEST - Jan 14, 2025 8:32 AM Edit Grid

Subaward Adjustments

- Select “Confirmation” form
 - Complete with Authorized Official’s Name, Title, and Date
 - Select “Save Form”



The screenshot shows a web interface for a "Confirmation" form. At the top, there is a header bar with a document icon and the text "Confirmation - Current Version". Below this is a yellow panel with a document icon and the title "Confirmation". In the top right corner of this panel, there is a green "Save Form" button. A large red arrow points down to this button. Below the title, 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 input fields: "Authorized Official Name*" with the placeholder "Name of Authorized Official", "Title*" with the placeholder "Title of Authorized Official", and "Date*" with the value "01/14/2025". At the bottom right of the yellow panel, there is another green "Save Form" button.

Subaward Adjustments

- Select “Mark as Complete”

Amendment: 001

Amendment Status: **Editing**

Grant Title: 39108 - SFY 2025 EDZ FINAL TEST

Program Area: Economic Distress Zone

Funding Opportunity: 33792-SFY 2025 Economic Distress Zone Grant (EDZ) TEST

Reporting Period: -

Amendment Type: Budget Revision

Submitted By: -

Amend List Genera Justif Budget **Confir** Attach

Confirmation - Current Version

Confirmation ✓ Mark as Complete Edit Form


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

Authorized Official Name*: Name of Authorized Official

Title*: Title of Authorized Official

Date*: 01/14/2025

Last Edited By: TEST TEST - Jan 14, 2025 8:34 AM Edit Form



Subaward Adjustments

- Select “Attachments” form
 - Select “Yes” or “No” to indicate if you have any supporting documentation to attach
 - Attach Subaward Adjustment Spreadsheet
 - Attachments may also include new/updated quote and other pertinent documentation
 - Select “Save Form”



Documentation

Do you have any documentation?*

Yes No

Save Form

Subaward Adjustments

- Select “Add New Attachment”

Other Attachments - Other Attachments

✓ Mark as Complete + Add from Doc Repository + Add New Attachment

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

- Select file that is located on your computer
- Enter brief description of document
- Select “Save File”

Attach File

Save File Cancel

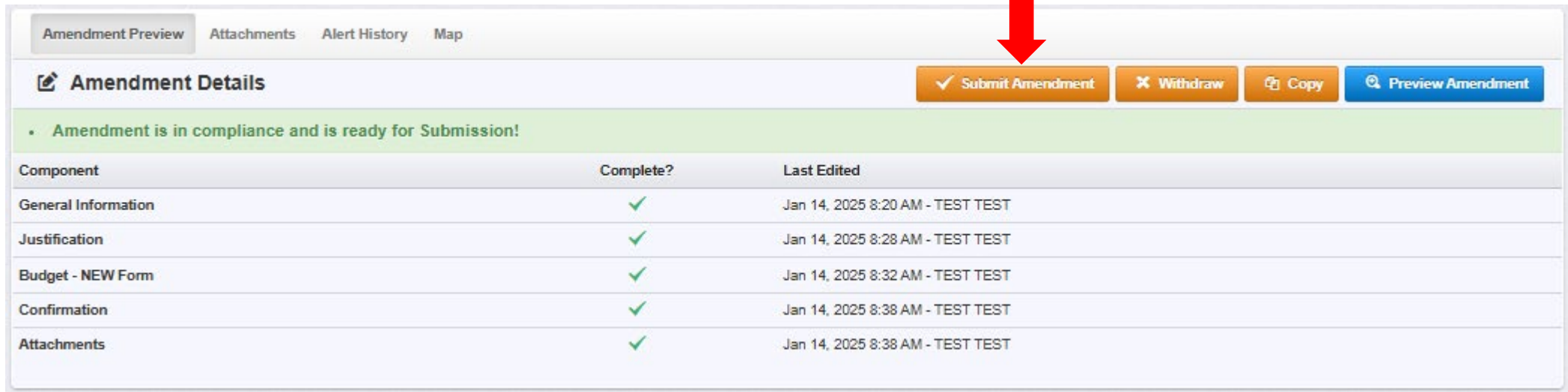
Upload File*: Test File.docx Change Remove

Description*: Subaward Adjustment Spreadsheet

469 character(s) left

Subaward Adjustments

- After all Subaward Adjustment Components have been marked complete, select “Submit” to submit the Subaward Adjustment to the DPS/OHS



The screenshot displays the 'Amendment Details' page. At the top, there are navigation tabs: 'Amendment Preview', 'Attachments', 'Alert History', and 'Map'. Below these, the 'Amendment Details' section is visible, featuring a green notification bar that reads: 'Amendment is in compliance and is ready for Submission!'. To the right of this notification are four buttons: 'Submit Amendment' (orange with a checkmark), 'Withdraw' (orange with an X), 'Copy' (orange with a document icon), and 'Preview Amendment' (blue with a magnifying glass icon). A large red arrow points directly to the 'Submit Amendment' button. Below the notification is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The table lists five components, all of which are marked as 'Complete?' with a green checkmark.

Component	Complete?	Last Edited
General Information	✓	Jan 14, 2025 8:20 AM - TEST TEST
Justification	✓	Jan 14, 2025 8:28 AM - TEST TEST
Budget - NEW Form	✓	Jan 14, 2025 8:32 AM - TEST TEST
Confirmation	✓	Jan 14, 2025 8:38 AM - TEST TEST
Attachments	✓	Jan 14, 2025 8:38 AM - TEST TEST

Status Report

Status Reports due:

03/15/2025

06/15/2025 (Final)

Reporting period:

- 03/15/2025 Status Report
10/01/2024 – 02/29/2025
- 06/15/2025 Final Status Report
03/01/2025 – 04/30/2025

To submit Status Report, select
“Status Report” component in
WebGrants



Grant Components Preview Grant

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

Component	Last Edited
General Information	Jan 12, 2025 12:44 PM - Chelsey Call
Contact Information	
Budget	
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
EDZ Project Form	
Award Documents - Final	
Named Attachments (EDZ)	
Closeout	
Funding Opportunity	-
Application	-

Status Report

- A Status Report with milestones has already been setup and is ready to update
- Select “ID” for Status Report that is due

Status Reports								Notes (0)	+ Add Status Report
ID	Type	Status	Title	Reporting Period	Due Date	Last Submitted Date	Arrived		
34085 - 001	Semi-Annual	Editing	Status Report	10/01/2024 - 03/01/2025					

- Select “Edit”

Status Report Preview Attachments Alert History Map Versions

Status Report Details Withdraw Copy Notes (0) Feedback Edit Status Report

34085 - Chelsey Final Test - 2025

Status Report Details

Funding Opportunity:	33792-SFY 2025 Economic Distress Zone Grant (EDZ) TEST	Initial Submit Date:	
Program Area:	Economic Distress Zone	Initially Submitted By:	
Status:	Editing	Last Submit Date:	
Status Report Number:	001	Last Submitted By:	
Status Report Type:	Semi-Annual	Approved Date:	
Reporting Period:	10/01/2024 - 03/01/2025	Approved By:	

Status Report

- Select “Milestone Status Report”

Status Report Preview Attachments Alert History Map

Status Report Details Withdraw Copy Preview Status Report

Status Report cannot be Submitted Currently

- Status Report components are not complete

Component	Complete?	Last Edited
General Information	✓	Jan 13, 2025 9:59 AM - TEST TEST
Milestone Status Report	-	-

Status Report

- Select “Edit All Rows” at the top of the screen to edit the entire Status Report at once

OR

- Select a milestone to edit each milestone one at a time



The screenshot displays a software interface for a 'Milestone Status Report'. At the top, there are tabs for 'Report List', 'Genera', and 'Milest'. Below the tabs is a header for 'Milestone Status Report - Current Version'. The main content area is titled 'Milestone Progress - Multi-List' and features a table with the following columns: Milestone, Project Name, Estimated Completion Date, % Milestone Completed, and Milestone Progress. The table contains six rows of milestones, all with 0% completion. To the right of the table are three buttons: 'Mark as Complete', 'Add Row', and 'Edit All Rows'. A red arrow points to the 'Edit All Rows' button. Below the table, it says 'Last Edited By: TEST TEST - Jan 13, 2025 10:09 AM' and 'Add Row'. Below the table is another section titled 'Narrative Project Progress - Multi-List' with a similar layout and a red arrow pointing to its 'Edit All Rows' button.

Milestone	Project Name	Estimated Completion Date	% Milestone Completed	Milestone Progress
1. Determine specifications for needed supplies.			0%	
2. Procurement completed: bidding, vendor selection, and ordering of supplies.			0%	
3. Supplies received, installed, tested, and inventoried.			0%	
4. Vendor paid and proof of payment received.			0%	
5. WebGrants reimbursement completed with all necessary documentation.			0%	
6. Project Final Report submitted and closed out.			0%	

Status Report

- Complete “Milestone Progress” section of Status Report
 - Project Name – Brief project name (i.e., SFY 2025 Baseline Organization EDZ)
 - Estimated Completion Date – Estimated completion date for milestone at time of status report
 - % Milestone Completed – Estimated % of milestone completed at time of status report
 - Milestone Progress – Enter pertinent notes on milestone (i.e., Specifications for mobile radio complete)

Status Report

- Select “Save Multi-List”

☰ Milestone Progress - Edit Save Multi-List				
Milestone	Project Name	Estimated Completion Date	% Milestone Completed	Milestone Progress
1. Determine specifications for needed supplies.	SFY 2025 EDZ	12/31/2025	100% ▼	Specifications determined
2. Procurement completed: bidding, vendor selection, and ordering of supplies.	SFY 2025 EDZ	12/31/2025	100% ▼	Supplies ordered
3. Supplies received, installed, tested, and inventoried.	SFY 2025 EDZ	03/01/2025	100% ▼	Supplies received
4. Vendor paid and proof of payment received.	SFY 2025 EDZ	04/01/2025	0% ▼	
5. WebGrants reimbursement completed with all necessary documentation.	SFY 2025 EDZ	04/01/2025	0% ▼	
6. Project Final Report submitted and closed out.	SFY 2025 EDZ	04/01/2025	0% ▼	

Status Report

- Complete “Narrative Project Progress”
 - Select “Add Row”

☰ Narrative Project Progress - Multi-List		✓ Mark as Complete	+ Add Row	✎ Edit All Rows
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?			

- 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

Status Report

- Complete “Narrative Project Progress”
 - Select “Add Row”



☰ Narrative Project Progress - Multi-List		✓ Mark as Complete	+ Add Row	✎ Edit All Rows
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?			

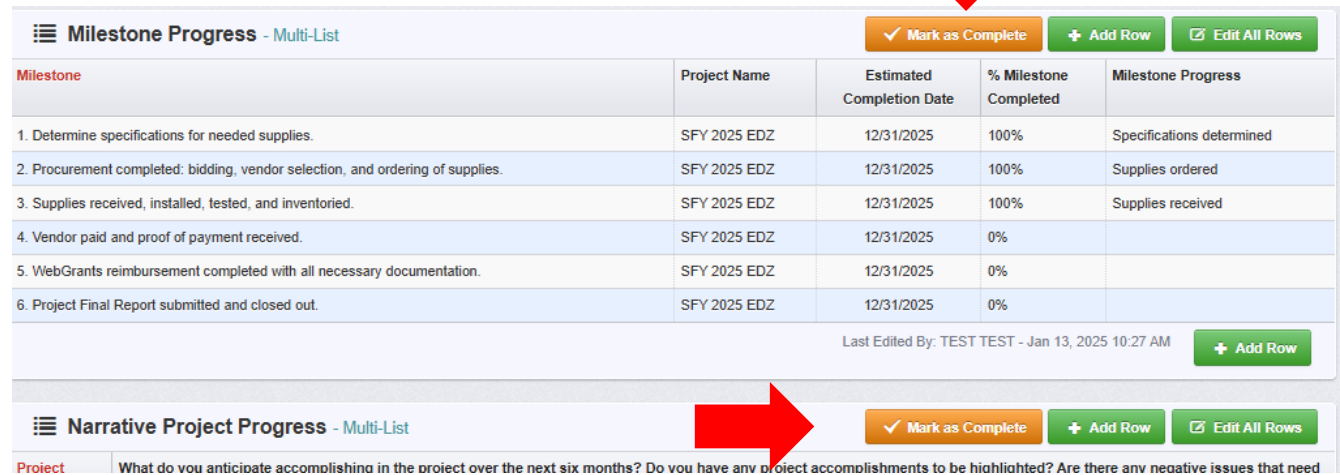
- Add Project Name
- What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?
- Select “Save Row”

☰ Narrative Project Progress		Delete Row	Save Row
Project Name*:	<input type="text" value="SFY 2025 EDZ"/>		
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?:	<input type="text" value="It is anticipated the vendor will be paid, WebGrants reimbursement completed, and Final Status Report will be submitted by next status report deadline."/>		
		Save Row	



Status Report

- Select “Mark as Complete”

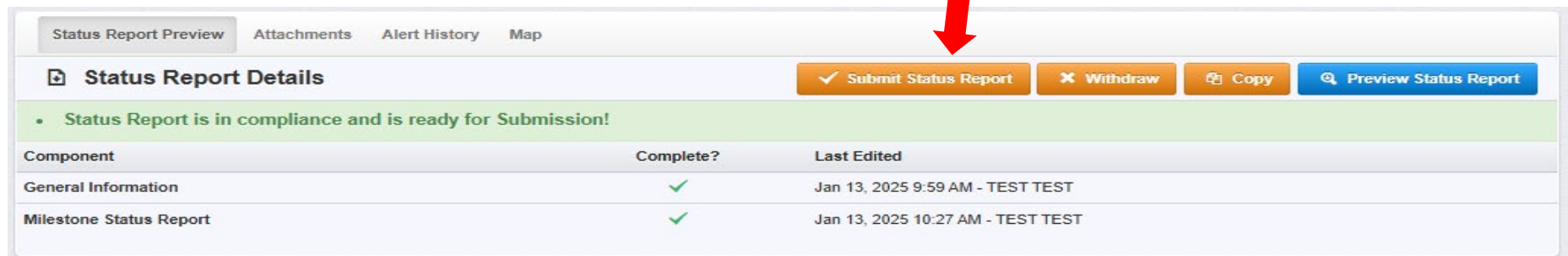


The screenshot shows two sections of a project management interface. The top section is titled "Milestone Progress - Multi-List" and contains a table with the following data:

Milestone	Project Name	Estimated Completion Date	% Milestone Completed	Milestone Progress
1. Determine specifications for needed supplies.	SFY 2025 EDZ	12/31/2025	100%	Specifications determined
2. Procurement completed: bidding, vendor selection, and ordering of supplies.	SFY 2025 EDZ	12/31/2025	100%	Supplies ordered
3. Supplies received, installed, tested, and inventoried.	SFY 2025 EDZ	12/31/2025	100%	Supplies received
4. Vendor paid and proof of payment received.	SFY 2025 EDZ	12/31/2025	0%	
5. WebGrants reimbursement completed with all necessary documentation.	SFY 2025 EDZ	12/31/2025	0%	
6. Project Final Report submitted and closed out.	SFY 2025 EDZ	12/31/2025	0%	

Below the table, it says "Last Edited By: TEST TEST - Jan 13, 2025 10:27 AM" and has an "Add Row" button. The bottom section is titled "Narrative Project Progress - Multi-List" and has a text input field with the prompt: "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...". Both sections have a "Mark as Complete" button, which is highlighted with a red arrow.

- Select “Submit Status Report” to submit Status Report to the DPS/OHS



The screenshot shows the "Status Report Details" page. At the top, there are tabs for "Status Report Preview", "Attachments", "Alert History", and "Map". Below the tabs, there are four buttons: "Submit Status Report", "Withdraw", "Copy", and "Preview Status Report". A green banner below the buttons says "Status Report is in compliance and is ready for Submission!". Below the banner is a table with the following data:

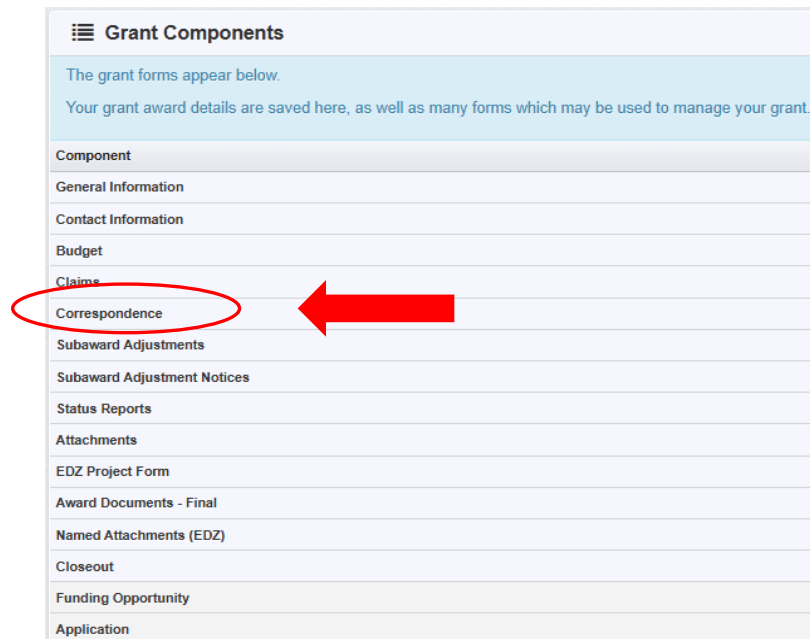
Component	Complete?	Last Edited
General Information	✓	Jan 13, 2025 9:59 AM - TEST TEST
Milestone Status Report	✓	Jan 13, 2025 10:27 AM - TEST TEST

A red arrow points to the "Submit Status Report" button.

Correspondence

Correspondence Component of the grant should be used for contacting the DPS/OHS with questions/pertinent information regarding your grant

- Select “Correspondence” component in WebGrants



Correspondence

Select “Add Grantee Correspondence” under Inter-System Grantee Correspondence

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

Correspondence Component works similar to email

- To: Select who you would like to send the message to
 - You may select multiple people by using the Ctrl function on your keyboard
- CC: Additional people can be added to the message
 - Use a “;” between each email address added

To:

- External Contacts
- TEST TEST**
- Internal Contacts
- Chelsey Call
- Les Martin

CC:

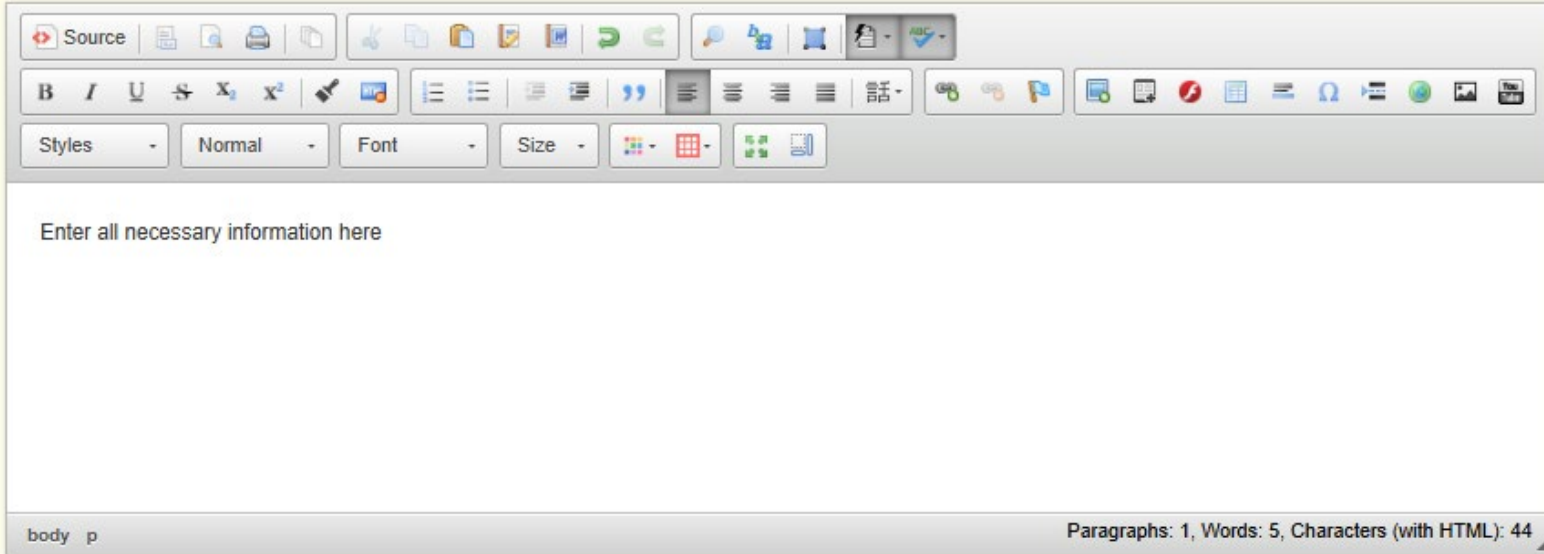
Correspondence

- Enter a “Subject” for the message

Subject*: SFY 2025 EDZ Contract Question|

- Enter all necessary information in the “Message” section

Message:



The screenshot shows an email composition window. At the top, there is a toolbar with various icons for source, attachments, and other functions. Below the toolbar is a second row of icons for text formatting, including bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, quote, and link. A third row contains dropdown menus for Styles (set to Normal), Font, and Size, along with color and grid selection tools. The main message body area is a large white text box with the placeholder text "Enter all necessary information here". At the bottom of the window, a status bar displays "body p" on the left and "Paragraphs: 1, Words: 5, Characters (with HTML): 44" on the right.

body p Paragraphs: 1, Words: 5, Characters (with HTML): 44

Correspondence

- Attach any necessary documents in the Attachments section
 - Select “Select File” to locate document on your computer



Attachment 1:

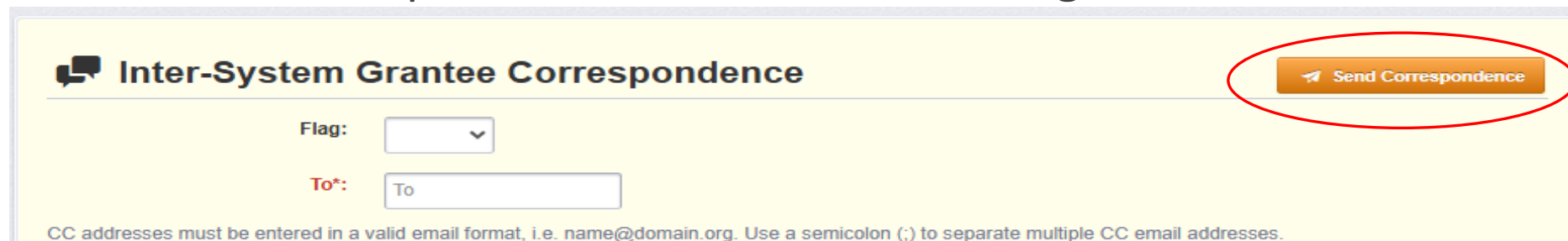
Attachment 2:

Attachment 3:

Attachment 4:

Attachment 5:

- Select “Send Correspondence” to send the message to the DPS/OHS



Inter-System Grantee Correspondence

Flag:

To*:

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

Correspondence

When receiving emails from WebGrants, DO NOT reply from your email

The reply will go to a generic inbox and will cause a delay in response

- To reply to a message, select the “Subject” section of the message you want to reply to

Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5
	Jan 13, 2025 9:49 AM	TEST TEST	Les Martin	Grant 160994 - SFY 2025 EDZ - Baseline Organization: SFY 2024 EDZ Contract Question	Enter all necessary information here					

Showing 1 to 1 of 1 entries



Correspondence

- Select “Reply to Message”
- Select who you want the reply to be sent to
- Add “Message” above the start of the original correspondence
- Add attachments, as applicable
- Select “Send Correspondence”

Attachment 1:

Attachment 2:

Attachment 3:

Attachment 4:

Attachment 5:

Send a message or respond to a message on this screen. To reply to the message below, click the Reply to Message button

Inter-System Grantee Correspondence

Inter-System Grantee Correspondence

Flag:

To*:

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

CC:

Subject*:

Message:

Styles - Normal - Font - Size -

Apply reply to message here|

From: TEST TEST, Date:

Enter all necessary information here

body p Paragraphs: 3, Words: 14, Characters (with HTML): 182

Grant File

All grant records shall be retained by the recipient for:

- At least 5 years from the end of the state fiscal year in which the grant closes or following notification by the awarding agency that the grant has been programmatically and fiscally closed or at least 5 years following the closure of the recipient's audit report covering the entire award period, whichever is later

Recipient should maintain grant file with grant documentation including but not limited to:

1. Copy of grant application(s)
2. Award
3. Approved Claims
4. Approved Subaward Adjustments
5. Approved Status Reports
6. Final Status Report
7. Monitoring Reports
8. Relevant Grant Correspondence
9. Procurement Documents
10. Disposition of Equipment Forms
11. Equipment Inventory

Grant Closeout

- Grant Period of Performance ends 04/30/2025
- Final Claims and Final Status Report are due 06/15/2025
- Final Claim – Select “Yes” in “General Information” on the question “Is this your Final Report”
- Final Status Report
 - In the “Narrative Project Progress” section indicate that the project is complete, and this submission is the Final Status Report.
 - Include amount of de-obligated funds, if applicable, in the Narrative Project Progress section

Monitoring

[Information Bulletin 1: Policy on Monitoring](#) discusses monitoring

Types of Monitoring

- Desk – Review completed by the DPS/OHS at the OHS' office
- On-Site – Review conducted by the DPS/OHS at the recipient's agency



Monitoring

■ Scheduling

- Agreed upon date between DPS/OHS and recipient
- Given at least 30 days notice

■ Topics Covered

- See Monitoring Information Bulletin

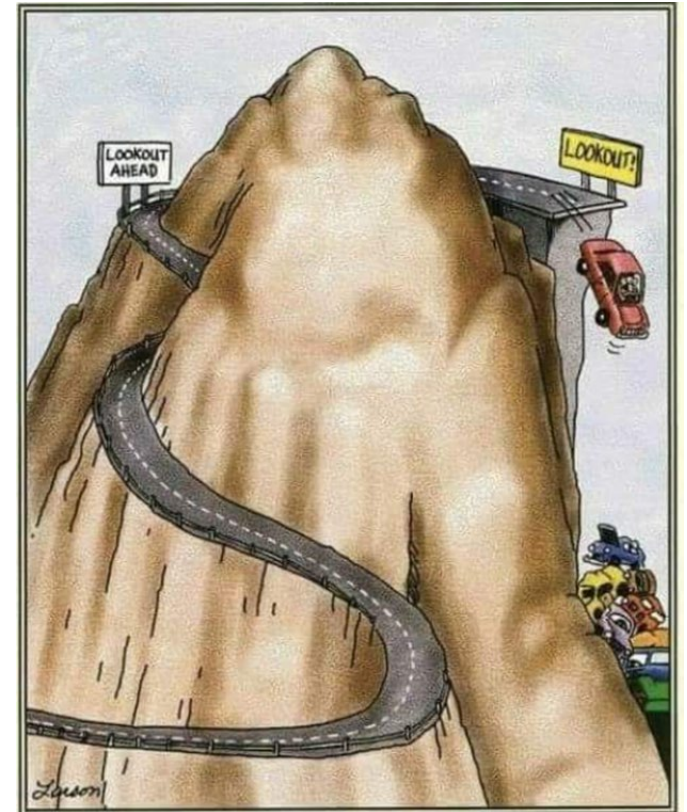
■ Corrective Actions

- If observations are made, at least 30 days will be allowed to complete and submit necessary corrective actions



Monitoring

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



Important Dates

Grant Period of Performance Begin – October 1, 2024

Signed Subaward Agreement Due – January 17, 2025

Compliance Workshop Acknowledgement Due – January 22, 2025

Status Report Due – March 15, 2025

Grant Period of Performance End – April 30, 2025

Final Claim and Final Status Report – June 15, 2025

Questions



DPS/OHS Contacts

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