



Water Safety and Swim Lessons (WSSL) Grant

SFY 2023 Compliance Workshop

Provide your name and the name of the organization you are representing in the chat box.

Please mute your audio. You are welcome to use the chat box should you have questions throughout the presentation.

We will also have a Q&A forum after the presentation.

► Purpose

Provide funds to increase access to standardized water safety education and swim lessons for underserved populations, provided by a community based nonprofit.

WSSL General Information

Award Status

Congratulations on your approval for funding!

- Award documents must be signed and each page of the articles initialed by the organizations project director
- Next, send back to the Department of Public Safety
- The Director of the Missouri Department of Public Safety must also sign the award before the contract is considered valid
- After all signatures are obtained a copy of the executed documents will be made available within WebGrants under ‘Subaward Documents - Final’
- The status of your award will then change to ‘Underway’
- Once the ‘Underway’ notification is sent from WebGrants, the procurement phase can begin

Overview

Time Line For WSSL

- February 1, 2023 Project Start
- February 23, 2023 Award Letters Issued
- February 27, 2023 Mandatory Compliance Training, 9:30 am
- May 30, 2023 Project End
- June 15, 2023 Final Claim Due
- June 15, 2023 Final Status Report Due

***Funding will not be available for claims that are not submitted on time
with all required documentation***

Overview

High-Level Life Cycle of a Grant

- Opportunity Posted, Project Application Submitted
- Application Reviewed and Award Determinations Made
- Award Letter and Compliance Workshop Invitation sent
- Signed Award Documents and Initialed Articles Returned to DPS
- Budget Updated and Approved
- Grant Status Changes to 'Underway'
- Award Executed, Available in WebGrants
- Procurement Phase, Claims Submitted
- Project Progress and Compliance Monitoring
- Final Status Report and Close Out



Overview

Overview

- Water Safety and Swimming Lessons (WSSL) is a reimbursement Grant
 - Must be submitted through the WebGrants System
- State - administered and funded

Overview

Audit Requirements

- Required if recipients expend \$375,000 or more in state funds within the organization's fiscal year from any state source
 - Must be performed organization-wide by an independent firm
 - Must be conducted within reasonable frequency
 - Recommended annually, but no less than every two (2) years
 - If performed every two (2) years, must include both years
- If no Audit is required
 - Agency still responsible for monitoring activities
 - Must provide reasonable assurance state awards are administered in compliance with state requirements

Overview

State Civil Rights

Section 213.055 RSMo

Unlawful employment practices

Non-Discrimination employment practices

Section 285.530.1 RSMo

Employment of Unauthorized Aliens

Must not knowingly hire, employ or continue to employ unauthorized aliens

Section 290.502 RSMo

Fair Labor Standards Act

Must comply with minimum wage provisions and maximum hours provisions

Section 213.065 RSMo

Discrimination in public accommodations

Non-Discrimination in public accommodations

Section 34.350-34.359

Buy American

Must purchase or lease goods manufactured or produced in the United States

Section 34.070 and 34.073

Buy Missouri

Preference given to commerce transaction within the State of Missouri

WSSL General Information

Procurement Requirements

(continued)

- Purchases made prior to request for reimbursement
- Expenditure is an approved budget line at time of purchase
- Purchases made within the grant period of performance
- Reimbursement requested only for services provided in Missouri
- Sufficient funds exist on the budget line for expenditure
- Vendors used for grant funded purchases are not on state suspended or debarment list
- Any additional prior approval obtained as applicable
 - Approval of the grant application does not constitute prior approval; must obtain separately
- Ensure appropriate internal controls exist for programmatic and financial aspects of the project



WSSL General Information

State Procurement Policy

- All procurement transactions shall be carried out in a manner which provides maximum open and free competition
 - Whether negotiated or competitively bid
 - Without regard to dollar value
- All bids/quotes, and the rationale behind the selection of a source of supply, must be retained
 - Attached to the purchase order copy,
 - Place in the accounting files

WSSL General Information

State Procurement Policy

Purchases to a single vendor totaling -

- less than \$10,000
 - may be purchased with prudence on the open market
- \$10,000 but less than \$100,000
 - must be competitively bid/quoted
 - bid/quote does not need to be solicited by mail or advertisement
- \$100,000 or more
 - shall be advertised for bid in at least two daily newspapers of general circulation,
 - in such places as are most likely to reach prospective bidders
 - at least five days before bids for such purchases are to be opened

WSSL General Information

State Procurement Policy

- When only one bid/quote or positive proposal is received, it is deemed a Single Feasible Source
 - Single Feasible Source procurement on purchases to a single vendor of \$10,000 or more require prior approval
 - Request submitted via the 'Correspondence' component of WebGrants
 - Include a validating explanation (Justification) for request
 - If available, a copy of single feasible source certification letter from the vendor
- Agencies must follow the most restrictive policy, whether the agency's or State of Missouri

WSSL General Information

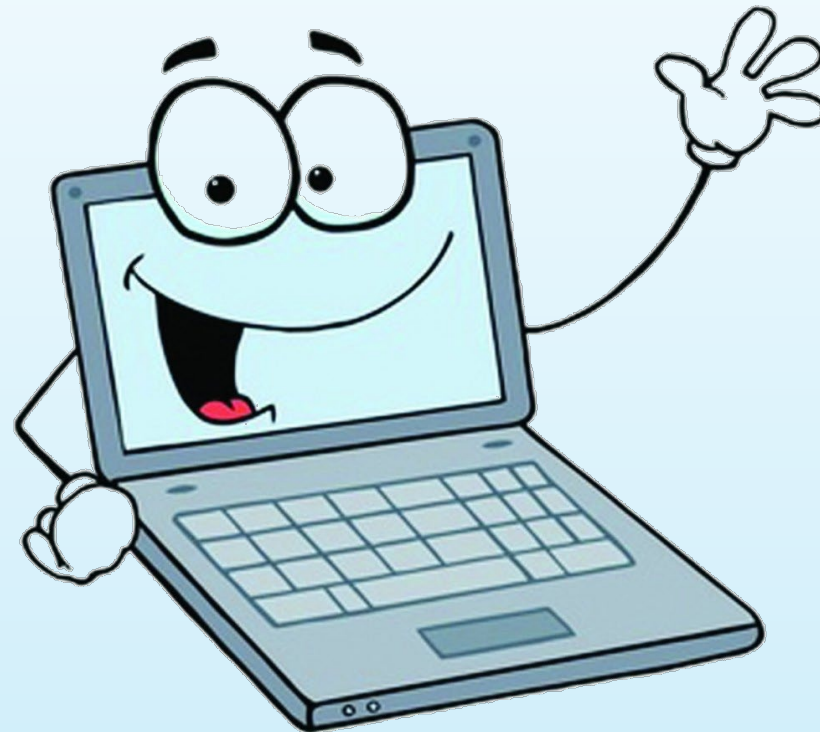
Expenses

- Funds must be obligated and expended by *May 30, 2023*
- Obligated defined as indebted
 - the legal liability to pay a determinable sum for services or goods is incurred, and requires payment during the same or future period
- Expended defined as when payment is made

WebGrants Introduction

Introduction

- WebGrants is used for the entirety of your award
- Sign in as you did to submit your application
- Select My Grants
- Select your project title



KidsToday.in

WebGrants Introduction

Introduction

- Award within WebGrants is composed of several navigation options
 - Referred to as ‘components’
- Some components offer additional components within them
- Each screen is labeled in order to distinguish where you are within your award navigation

Grant Components	
Component	Last Edited
General Information	02/24/2023
Claims	
Status Reports	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Site Visits	
Award Documents - Final	
Attachments	
Closeout	
Opportunity	-
Application	-

WSSL General Information

Grant Set up

- After your grant has been changed to Underway status a copy of the signed Award Agreement can be located in the Award Documents - Final component in WebGrants

Grant Components	
Component	Last Edited
General Information	02/24/2023
Claims	
Status Reports	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Site Visits	
Award Documents - Final	
Attachments	
Closeout	
Opportunity	-
Application	-

Claims Info

Reimbursement Policies

- Claims
 - Must be submitted through the WebGrants System
 - Any prior claims must be in an 'paid' status before next one is submitted
 - Will be negotiated back if above is not met
- All required supporting documentation must be uploaded into attachment component of the claim
 - Further information can be located in the [Policy on Claim Request Requirements](https://dps.mo.gov/dir/programs/cjle/documents/llebg/information-bulletin-2.pdf)
<https://dps.mo.gov/dir/programs/cjle/documents/llebg/information-bulletin-2.pdf>
- Incomplete claims or lack of supporting documentation will result in a delay of reimbursement

Claims Info

Claims Documentation

Per Policy, supporting documentation must be submitted with each claim, in one attachment, in same order as Expenditures Form

- Invoice -
 - Multiple invoices on one expenditure line will not be accepted
 - Personnel Costs must include official payroll records and time sheets
- Proof of payment
 - Cancelled check, or
 - Credit card statement with proof of payment
- Proof of delivery / completion
 - Signed packing slip or receipt, or
 - Approved expense report, or
 - Signed statement in writing indicating items were delivered or services performed
- If equipment, inventory form within claim components must be completed

Claims Info

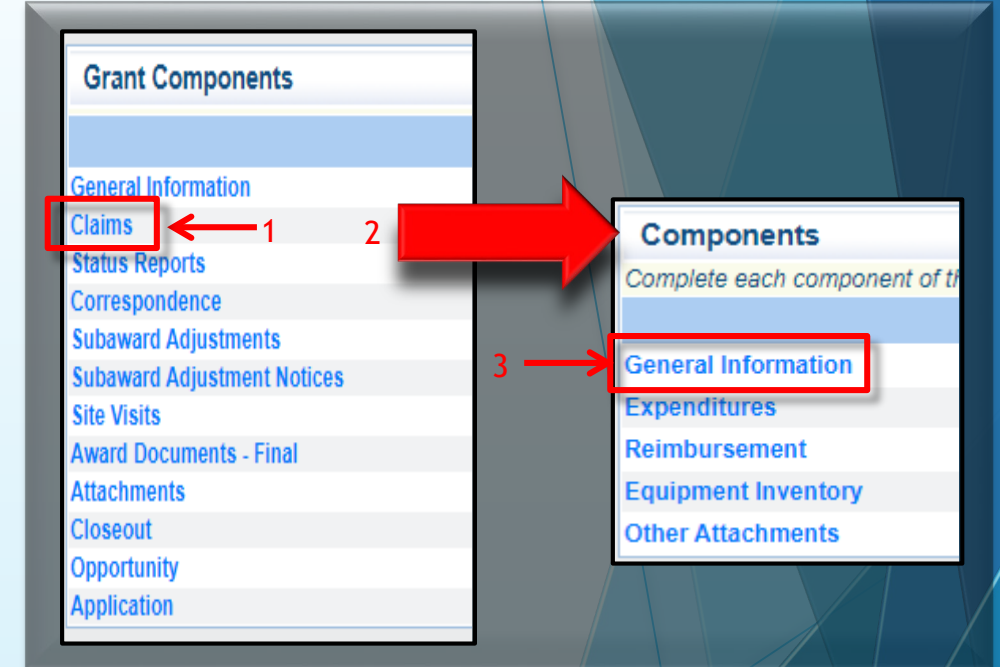
Inventory and Equipment

- Equipment
 - Any tangible, non-expendable (non-consumable) personal property, having a useful life of more than one (1) year, and an acquisition cost of \$1,000 or more per unit
 - Must be recorded and tracked in an inventory control list throughout the life of the equipment
 - Recipient must tag to reflect source of funding
 - Examples -
 - Purchased with SFY 2023 WSSL Funds
 - Award number (top right corner of Award Document - “2023-WSSL-###”)
- Supplies
 - Any item that does not fit definition of equipment

WebGrants, Claims Entry

Claim Components

- WebGrants Claim Component has several components
- Think of these as ‘sub’ components
- Only accessible after entering the Claim Component
 - General Information
 - Expenditures
 - Reimbursement
 - Equipment Inventory
 - Other Attachments
- Each ‘sub’ component must be marked completed before claim can be submitted



WebGrants, Claims Entry

Create New Claim

- To create a new claim, select Claims from Grant Components menu

Grant Components	
Component	Last Edited
General Information	02/24/2023
Claims	
Status Reports	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Site Visits	
Award Documents - Final	
Attachments	
Closeout	
Opportunity	-
Application	-

WebGrants, Claims Entry

Create New Claim

- If a claim has previously been created, will appear in Claims table
- If this is your first claim, select Add

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

Grant Tracking

Grant: 2023-WSSL-001-TEST - 2023 WSSL - Whooville Agency - 2023

Status: Underway
Program Area: Water Safety and Swim Lessons
Grantee Organization: BaseLine Organization
Program Officer: Michelle Branson
Budget Total: \$43,030.30

Claims [Copy Existing Claim](#) | [Return to Components](#)

ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
2023-WSSL-001-TEST - 001	Monthly	Editing			02/01/2023 - 02/28/2023	\$0.00
					Submitted Amount	\$0.00
					Approved Amount	\$0.00
					Paid Total	\$0.00
					Total	\$0.00

Last Edited By:

WebGrants, Claims Entry

Claim Component → General Information Component

- Fill in the following:

Claim Type	Monthly
Reporting period	Date range of expenses requested for this particular claim
Invoice Number	Leave Blank
Final Report	Select No unless last reimbursement request for this award in total

The screenshot shows the 'Claim General Information' form in the WebGrants system. At the top, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Save' button is highlighted with a red box. Below the navigation bar, the form title is 'Grant Tracking' and 'Claim General Information'. A note states: 'To create a new Claim enter the starting date and the ending date of the Report Period. This is the period of coverage for this Claim.' The form fields are: 'Claim Type:' with a dropdown menu set to 'Monthly'; 'Reporting Period:' with two date input fields labeled 'From' and 'To'; 'Invoice Number:' with a text input field and a note: 'State Agencies Only! Drop first 3 digits of number. Leave blank if there is not an invoice number!'; and 'Is This Your Final Report?*' with radio buttons for 'Yes' and 'No'.

- Select Save

WebGrants, Claims Entry

Claim Component → General Information Component

- Select the claim ID number
- Select Edit

The screenshot displays the 'Grant Tracking' interface. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area shows the following information:

Grant: 2023-WSSL-001-TEST - 2023 WSSL - Whooville Agency - 2023

Status: Underway

Program Area: Water Safety and Swim Lessons

Grantee Organization: BaseLine Organization

Program Officer: Michelle Branson

Budget Total: \$43,030.30

Below this is a 'Claims' table with the following data:

ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
2023-WSSL-001-TEST - 001	Monthly	Editing			02/01/2023 - 02/28/2023	\$0.00
					Submitted Amount	\$0.00
					Approved Amount	\$0.00
					Paid Total	\$0.00
					Total	\$0.00

At the bottom right of the table area, it says 'Last Edited By:'.

WebGrants, Claims Entry

Claim Component → Expenditure Component

- A list of claim components will appear
- Select Expenditures

Components			Preview Submit
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>			
Name	Complete?	Last Edited	
General Information	✓	02/24/2023	
Expenditures			
Reimbursement			
Equipment Inventory			
Other Attachments			

- Select Add

Expenditures										Mark as Complete Go to Claim Forms Add
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
						\$0.00				
										Last Edited By:

WebGrants, Claims Entry

Claim Component → Expenditure Component

- Fill in the following:

Line Number	Corresponding Budget line for reimbursement item requested
Payee	Vendor Name receiving payment
Description	Description of item(s) purchased, if personnel include pay period dates
Quantity	Number of items being purchased
Unity Cost	Cost per 1 each unit

- Example Personnel

Expenditures

Line Number* 1001 - Budget Line Items - Instructor

Payee* Joe Schmoe

Description* Salary 03/15/2023 - 3/31/2023

Quantity* 1

Unit Cost* 1250.00

Federal Amount Requested* 1250.00

Invoice #* N/A

Invoice Date* 04/03/2023

Check/EFT Number* 1234

Check/EFT Date* 04/03/2023

WebGrants, Claims Entry

Claim Component → Expenditure Component

- Example Travel / Training

Expenditures	
Line Number*	9001 - Budget Line Items - Swimming Lesson Fees
Payee*	North Aquatic Center
Description*	Fees for swimming lessons for eligible participants
Quantity*	10
Unit Cost*	250.00
Federal Amount Requested*	250.00
Invoice #*	5678
Invoice Date*	04/05/2023
Check/EFT Number*	983518
Check/EFT Date*	04/07/2023

- Example Equipment

Expenditures	
Line Number*	10001 - Budget Line Items - CPR Mannequin
Payee*	ABC Warehouse
Description*	CPR Mannequin
Quantity*	1
Unit Cost*	5000.00
Federal Amount Requested*	5000.00
Invoice #*	8912
Invoice Date*	04/05/2023
Check/EFT Number*	0567
Check/EFT Date*	04/20/2023

WebGrants, Claims Entry

Claim Component → Expenditure Component

- Example Supplies

Expenditures	
Line Number*	11001 - Budget Line Items - Floatation Devices
Payee*	Pool Floats
Description*	Floatation Devices
Quantity*	100
Unit Cost*	15.00
Federal Amount Requested*	150.00
Invoice #*	31561
Invoice Date*	04/07/2023
Check/EFT Number*	N/A
Check/EFT Date*	N/A

- Example Contractual

Expenditures	
Line Number*	12001 - Budget Line Items - Rental Van
Payee*	Enterprise
Description*	Rental Van
Quantity*	1
Unit Cost*	150.00
Federal Amount Requested*	150.00
Invoice #*	68546
Invoice Date*	03/20/2023
Check/EFT Number*	6843216
Check/EFT Date*	03/20/2023

WebGrants, Claims Entry

Claim Component → Expenditure Component

- After all expenditure lines have been entered, select Mark as Complete

Expenditures										
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
1001	Joe Schmoe	Salary 03/15/2023 - 3/31/2023	1.0	\$1,250.00	\$1,250.00	\$1,250.00	N/A	04/03/2023	1234	04/03/2023
2001	Joe Schmoe	Benefits 03/15/2023 - 03/31/2023	1.0	\$95.63	\$95.63	\$95.63	N/A	N/A	N/A	N/A
3001	Joe Schmoe	Overtime 03/15/2023 - 03/31/2023	1.0	\$17.50	\$17.50	\$17.50	N/A	04/03/2023	1234	04/03/2023
4001	Joe Schmoe	Benefits Overtime 03/15/2023 - 03/31/2023	1.0	\$1.34	\$1.34	\$1.34	N/A	N/A	NA	N/A
9001	North Aquatic Center	Fees for swimming lessons for eligible participants	10.0	\$250.00	\$2,500.00	\$250.00	5678	04/05/2023	983518	04/07/2023
10001	ABC Warehouse	CPR Mannequin	1.0	\$5,000.00	\$5,000.00	\$5,000.00	8912	04/05/2023	0567	04/20/2023
11001	Pool Floats	Floatation Devices	100.0	\$15.00	\$1,500.00	\$150.00	31561	04/07/2023	N/A	N/A
12001	Enterprise	Rental Van	1.0	\$150.00	\$150.00	\$150.00	68546	03/20/2023	6843216	03/20/2023
						\$6,914.47				

- Review for accuracy
 - If changes need made, select line number, edit, then select “Save”
- Select return to components

WebGrants, Claims Entry

Claim Component → Reimbursement Component

- Select Reimbursement

Components Preview Submit		
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>		
Name	Complete?	Last Edited
General Information	✓	09/09/2021
Expenditures	✓	09/09/2021
Reimbursement		
Equipment Inventory		
Program Income		
Other Attachments		

- Expenditures automatically transfer to Reimbursement component
- Verify everything transferred correctly, select Mark as Complete

Reimbursement Mark as Complete Go to Claim Forms					
Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)
Budget Line Items					
Benefits	\$765.00	\$95.63	\$0.00	\$95.63	\$669.37
CPR Mannequin	\$15,000.00	\$5,000.00	\$0.00	\$5,000.00	\$10,000.00
Floatation Devices	\$3,750.00	\$1,500.00	\$0.00	\$1,500.00	\$2,250.00
Instructor	\$10,000.00	\$1,250.00	\$0.00	\$1,250.00	\$8,750.00
Instructor Overtime	\$200.00	\$17.50	\$0.00	\$17.50	\$182.50
Instructor Overtime Benefits	\$15.30	\$1.34	\$0.00	\$1.34	\$13.96
Rental Van	\$800.00	\$150.00	\$0.00	\$150.00	\$650.00
Swimming Lesson Fees	\$12,500.00	\$2,500.00	\$0.00	\$2,500.00	\$10,000.00
Total:	\$43,030.30	\$10,514.47	\$0.00	\$10,514.47	\$32,515.83

WebGrants, Claims Entry

Claim Component → Equipment Component

- Select Equipment Inventory

Components Preview Submit		
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>		
Name	Complete?	Last Edited
General Information	✓	02/24/2023
Expenditures	✓	02/24/2023
Reimbursement	✓	02/24/2023
Equipment Inventory		
Other Attachments		

- If no equipment included in reimbursement request, select Mark as Complete
- If equipment included in request for reimbursement, select Add

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

Grant Tracking

Claim: 2023-LVCP-TEST-1 - 002 [Grant Components](#)

Grant: 2023-LVCP-TEST-1-SFY 2023 LVCP - Your Agency's Name
Status: Editing
Program Area: Local Violent Crime Prevention Grant
Grantee Organization: BaseLine Organization
Program Manager: Joni McCarter

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


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

Claim Component → Equipment Component

- See Next Slide,
- Fill in the following

Equipment Detail

Requesting Organization:*	Whooville Agency <small>Organization that has or will end up with equipment.</small>
County:*	Cole
Year:*	2023 <small>Federal fiscal year of the grant.</small>
Manufacturer:*	ABC Warehouse
Model:*	85C <small>Style, type, design or version of particular equipment.</small>
Description:*	sinking mannequin used for training <small>250 Character Limit - Generic description of the equipment that was purchased.</small>
Identification #(s):*	123456789A <small>500 Character Limit - Unique string of characters used for identification, such as, serial number or vehicle identification number. If there is not unique identification number for the equipment, N/A should be annotated in the box. When reporting multiple identification numbers please enter them into one cell and separate them with a comma.</small>
Source of Funding:*	2023 WSSL
Title Holder:*	Whooville Agency <small>If there is no title for the equipment, N/A should be annotated in the box.</small>
Date of Delivery:*	04/06/2023  <small>Date you received possession of the equipment.</small>
Quantity:*	1
Individual Item Costs:*	5000.00
% of Federal Participation in the cost:*	100.0% <small>Percentage of federal funds used to purchase the equipment.</small>
Current Physical Location:*	578 Main St. 1st Floor Stonesville Virginia 84111 <small>Place (address) where the equipment is located. A post office box address is not a physical location for the purpose of inventory.</small>
Use:*	LOCAL <small>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.</small>
Readiness Condition:*	MISSION CAPABLE <small>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.</small>

WebGrants, Claims Entry

Claim Component → Equipment Component

Requesting Organization	Your Organization's Name
County	Your Organization's County
Year	2023
Manufacturer	Who made the equipment
Model	Model Number of Equipment
Description	What the Equipment is
Identification #(s)	Unique string of characters used to for ID (example - vehicle VIN or serial number) IF no unique ID enter N/A
Source of Funding	2023 WSSL
Title Holder	Your Organizations Name
Date of Delivery	Date Equipment was Delivered
Quantity	Enter 1, each piece of equipment MUST be reported on it's own line
Individual Items Cost	Unit cost per 1 each
% of Federal Participation in the cost	Percentage of the cost of Equipment being requested
Current Physical Location	physical location (address) of equipment. A post office box address will not be accepted
Use	Enter one only - Local, regional, statewide, national This is a progressive scale. If national use is indicated, it is assumed it is available at all preceding levels as well Readiness Condition
Readiness Condition	Mission capable material condition of equipment

WebGrants, Claims Entry

Claim Component → Equipment Component

- Verify each individual piece of equipment in request for reimbursement (claim) has been entered
- Select Mark as Complete

Equipment Detail														Mark as Complete	Go to Claim Forms
Requesting Organization:	County:	Year:	Manufacturer:	Model:	Description:	Identification #s):	Source of Funding:	Title Holder:	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost:	Current Physical Location	Use:	Readiness Condition:
Whooville Agency	Cole	2023	ABC Warehouse	85C	sinking mannequin used for training	987654321B	2023 WSSL	Whooville Agency	04/06/2023	1	\$5,000.00	100.0%	578 Main St. 1st Floor Stonesville Virginia 84111	LOCAL	MISSION CAPABLE
Whooville Agency	Cole	2023	ABC Warehouse	85C	sinking mannequin used for training	123456789A	2023 WSSL	Whooville Agency	04/06/2023	1	\$5,000.00	100.0%	578 Main St. 1st Floor Stonesville Virginia 84111	LOCAL	MISSION CAPABLE

WebGrants, Claims Entry

Claim Component → Other Attachments Component

- Select Other Attachments

Components			Preview Submit
Complete each component of the Claim and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	02/24/2023	
Expenditures	✓	02/24/2023	
Reimbursement	✓	02/24/2023	
Equipment Inventory	✓	02/24/2023	
Other Attachments			

- Select Add, followed by Choose File
- Attach required supporting documentation, in one attachment (file), same order as expenditure form
 - Proof of Payment
 - Signed Proof of Delivery
 - Invoices
- Mark as Complete
- Return to Grant Components

Attach File

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

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

If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use a PDF merger to combine multiple 1-page scans into 1 saved document.

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

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

Upload File: No file chosen

Description:

WebGrants, Claims Entry

Claim Component → Submit Claim

- When all forms have been 'Marked as Complete', select Submit

Components			Preview	Submit
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>				
Name	Complete?	Last Edited		
General Information	✓	02/24/2023		
Expenditures	✓	02/24/2023		
Reimbursement	✓	02/24/2023		
Equipment Inventory	✓	02/24/2023		
Other Attachments	✓	02/24/2023		

- Confirmation will appear
- The final claim is due no later than June 15, 2023
- If the final claim is submitted on the 15th but missing information, may not be able to reimburse
- Submit early to ensure time is allotted to correct errors as needed

Status Reports

General Info

- 2023 WSSL Grant is measured in Milestones
 - Recorded within Final Status Report component
 - Required Report, due June 15, 2023
 - Submitted within WebGrants
 - Project cannot be closed until completed

WebGrants

Status Reports Component

- Select Status Reports

Grant Components Alerts | Copy | Annotations (0) | Export Grant Data | Map

The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.

Component	Last Edited
General Information	02/24/2023
Contact Information	02/24/2023
Budget	02/24/2023
Claims	
Status Reports	

- Select Add

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

Grant Tracking

Grant: 2023-WSSL-001-TEST - 2023 WSSL - Whooville Agency - 2023

Status: Underway
Program Area: Water Safety and Swim Lessons
Grantee Organization: **BaseLine Organization**
Program Officer: Michelle Branson
Budget Total: \$43,030.30

Status Reports Scheduler | Return to Components

ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
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Last Edited By:

WebGrants

Status Reports Component

- Enter the following:

Due Date	6/15/2023
Status Report Type	Annual Report
Reporting Period From	02/01/2023
Reporting Period To	05/30/2023

- Select Save

The screenshot shows the WebGrants interface for entering status report information. At the top, there is a navigation bar with icons for Menu, Help, and Log Out. To the right of the navigation bar are action buttons: Back, Print, Add, Delete, Edit, and Save. The Save button is highlighted with a red box. Below the navigation bar is the 'Grant Tracking' section, which contains a 'General Information' form. The form includes a dropdown menu for 'Status Report Status' (set to 'Editing'), a text input for 'Due Date' (06/15/2023), a dropdown menu for 'Status Report Type' (set to 'Annual Report'), and two text inputs for 'Report Period' (From: 02/01/2023, To: 05/30/2023).

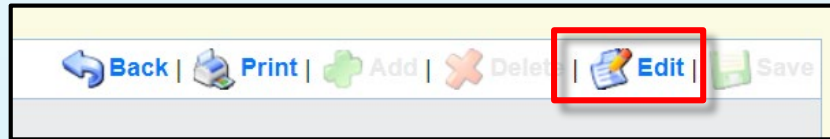
WebGrants

Status Reports Component → General Info Component

- Select the Status Report ID

Status Reports		Copy Existing Status Report Scheduler Return to Components				
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
2023-WSSL-001-TEST - 01	Annual Report	02/01/2023-05/31/2023	06/15/2023		-	Editing Last Edited By:

- Select Edit to add in formation to the Status Report



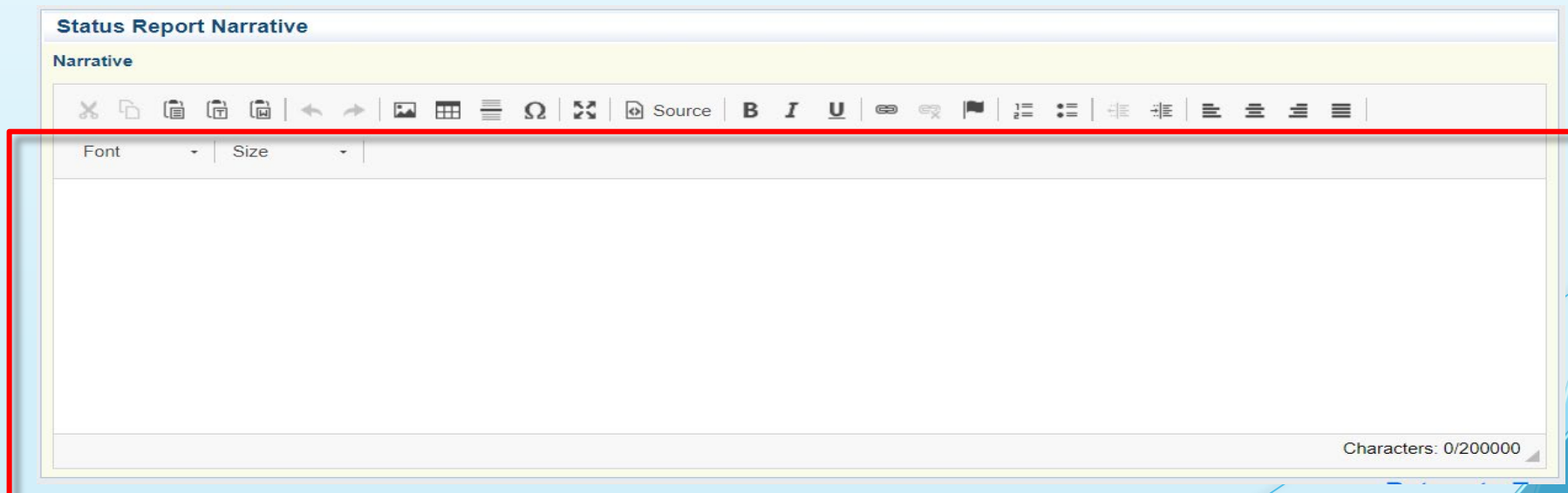
- Select Status Report Narrative

Components		Preview Submit
<i>Complete each component of the status report and mark it as complete. Click Submit when you are done.</i>		
Name	Complete?	Last Edited
General Information	✓	02/26/2023
Status Report Narrative		

WebGrants

Status Reports Component → Status Report Narrative

- In the free field text box:
 - Summarize your project
 - Project's achievements and accomplishments
 - Include the number of participants in your program
 - Include the number of trainings / lessons provided
 - Identify any other initiative which impacted/completed by this project



The screenshot shows a web form titled "Status Report Narrative". Below the title is a section labeled "Narrative" which contains a rich text editor. The editor has a toolbar with various icons for text formatting (bold, italic, underline), alignment, and other functions. Below the toolbar are dropdown menus for "Font" and "Size". The main text area is empty and is highlighted with a red rectangular border. At the bottom right of the text area, there is a character count: "Characters: 0/200000".

WebGrants

Status Reports Component

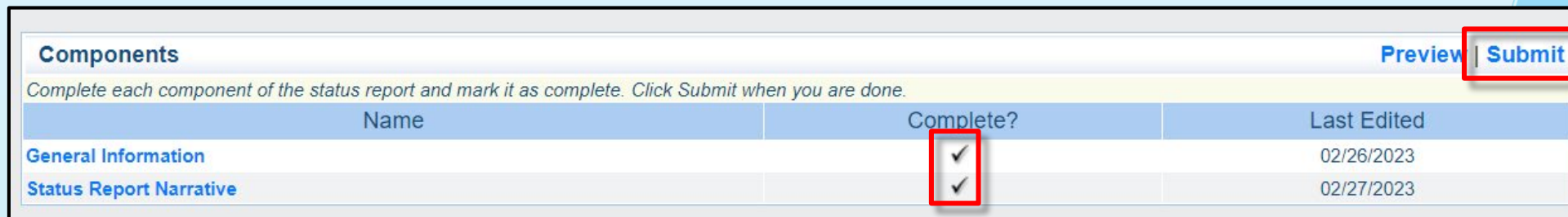
- When complete select Save



- Select Mark as Complete



- After each component has been marked complete, select Submit



A screenshot of a table titled "Components" with a "Preview" button and a "Submit" button (highlighted with a red box). Below the table is a yellow instruction bar: "Complete each component of the status report and mark it as complete. Click Submit when you are done." The table has three columns: Name, Complete?, and Last Edited. The first row is "General Information" with a checkmark in the Complete? column and the date 02/26/2023. The second row is "Status Report Narrative" with a checkmark in the Complete? column and the date 02/27/2023.

Name	Complete?	Last Edited
General Information	✓	02/26/2023
Status Report Narrative	✓	02/27/2023

Correspondence Info

General Information

- Correspondence sent through WebGrants automatically forwards to associated users' email, whether an internal or external user
- Email received will be from dpswebgrants@dpsgrants.dps.mo.gov
 - Generic email address
 - Not monitored regularly
- You must log in to WebGrants and reply within the system
- **DO NOT REPLY TO CORRESPONDENCE FROM YOUR EMAIL**
 - Will delay response time

WebGrants Correspondence Component

View or Reply to Existing Correspondence

- Select Correspondence from the Grant Components menu

Grant Components	
Component	Last Edited
General Information	02/24/2023
Claims	
Status Reports	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Site Visits	

- If correspondence was previously created, will appear in Correspondence table
- To reply to already existing correspondence, select hyperlinked subject of email to display message

Inter-System Grantee Correspondence					Return to Components Add
Subject	From	To	Sent/Received	Attachments	
Grant 2023-LVCP-TEST-1 - SFY 2023 LVCP - Your Agency's Name: Test	TEST TEST	Amelia Jaegers	09/16/2022		

- Select Reply

Correspondence	Reply
--------------------------------	-----------------------

WebGrants Correspondence Component

Create New Correspondence

- To create new correspondence, select add

Inter-System Grantee Correspondence					Return to Components Add
Subject	From	To	Sent/Received	Attachments	

- Select desired recipient and fill in the additional fields as appropriate
- Attach additional documentation as needed
- Select send

Correspondence [Send](#)

To:

CC:

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

Subject:

Message:

Attachments:

Subaward Adjustment Info

Budget Changes

- Defined as a transfer among existing budget lines within the award budget
 - example - transferring funds from existing equipment line item to existing Supplies line item
- Prior written approval from DPS is required
- Must be submitted through WebGrants as a subaward adjustment
- Must be approved by DPS prior to obligating or expending grant funds

Subaward Adjustment Info

Program Changes

- Defined as change in information directly listed within Award
- Examples include
 - Contact information
 - Address Change
 - Authorized officials
 - Project directors
 - Fiscal officers
 - Request to change the project period of performance
 - Request to change the Scope of Work changes
 - Adding new line items to the approved project budgets
 - Changes in the quantity of an existing line item in the approved budget item
 - Changes to the specifications of an approved budget item
- Must be submitted through WebGrants as a subaward adjustment
- Must be approved by DPS

WebGrants → Subaward Adjustment

Subaward Adjustment Component

- Subaward Adjustments

Grant Components	
Component	Last Edited
General Information	02/24/2023
Claims	
Status Reports	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Site Visits	
Award Documents - Final	
Attachments	
Closeout	
Opportunity	-
Application	-

WebGrants → Subaward Adjustment Request

General Information Component Adjustment Component

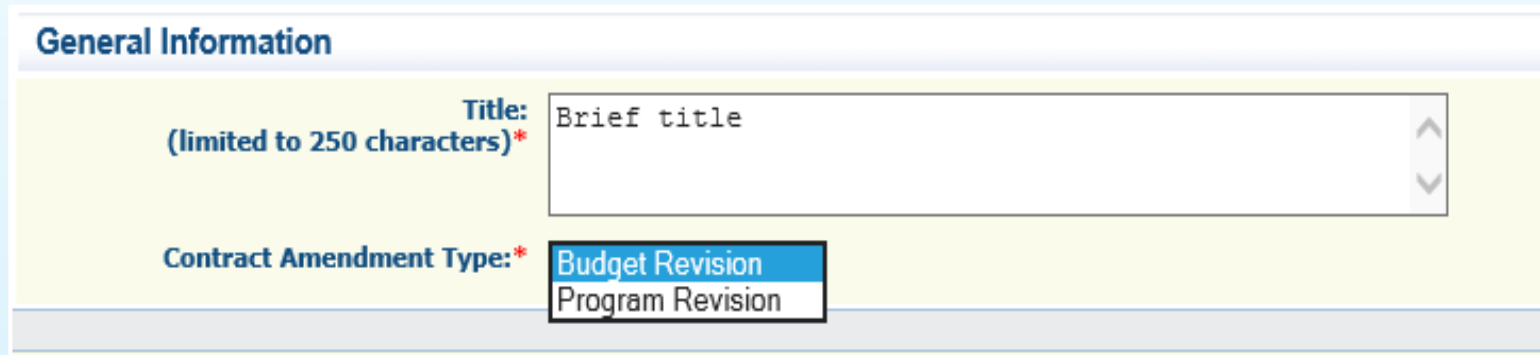
- Subaward Components include
 - General Information
 - Justification
 - Budget
 - Confirmation
 - Attachments
- Each component must have a “Check Mark” in the “Complete” column to submit
- Select General Information

Components			Preview Submit
Name	Complete?	Last Edited	
General Information	✓	11/25/2020	
Justification			
Budget			
Confirmation			
Attachments			

WebGrants → Subaward Adjustment Request

General Information Component

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



The screenshot shows a form titled "General Information" with a yellow background. It contains two main input fields:

- Title:** A text input field with the placeholder text "Brief title" and a note "(limited to 250 characters)*".
- Contract Amendment Type:*** A dropdown menu with two options: "Budget Revision" (highlighted in blue) and "Program Revision".

- When done, select save and mark as complete

WebGrants → Subaward Adjustment Request

Budget Modifications (for Budget Modifications)

- Contact your Grant Specialist for an excel spreadsheet template
- Or, create your own to mirror example below

Line	Current Budget	Requested Change	Updated Budget	Description
1 10001	\$ 5,500.00	\$ (150.00)	\$ 5,350.00	Portable was less than expected
1 10002	\$ 11,000.00		\$ 11,000.00	
1 11001	\$ 2,500.00	\$ 150.00	\$ 2,650.00	Needing to add shipping costs
	\$ 19,000.00	-	\$ 19,000.00	

WebGrants → Subaward Adjustment Request

Budget Modification

- Justification in the WebGrants System

Components		Preview Submit	
Name	Complete?	Last Edited	
General Information	✓	09/19/2022	
Justification	✓	09/19/2022	
Budget			
Confirmation			
Attachments			

- Copy spreadsheet into WebGrants' Justification
- Add text to include a detailed explanation for why change is needed
- Select Save, Mark as Complete

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

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

We are needing to add shipping costs of \$150.00. The Portable Radios came in less than expected.

Project	Line Number	Current Budget	Requested Change	Updated Budget	Description
1	10001	\$ 5,500.00	\$ (150.00)	\$ 5,350.00	Portable was less than expected
1	10002	\$ 11,000.00		\$ 11,000.00	
1	11001	\$ 2,500.00	\$ 150.00	\$ 2,650.00	Needing to add shipping costs.
		\$ 19,000.00	\$ -	\$ 19,000.00	

WebGrants → Subaward Adjustment Request

Budget Modification

- If a budget revision, budget component will become available
- If a program revision, proceed to the next slide

Components			Preview Submit
Name	Complete?	Last Edited	
General Information	✓	09/19/2022	
Justification	✓	09/19/2022	
Budget			
Confirmation			
Attachments			

- Adjust the budget line to mirror requested changes, save and mark as complete

Budget				Mark as Complete Return to Components
<ul style="list-style-type: none">• The Current Budget column represents the total cost of the current subaward. Enter the total cost of each budget category as it is reflected in the current version of the Budget component. The sum of the Current Budget column should equal your current budget total.• The Revised Amount column represents the requested, revised total cost of the budget as a result of the Subaward Adjustment. Therefore, enter the total cost of each budget category as it will be reflected in the revised version of the Budget component. The sum of the Revised Amount column should equal your revised budget total.				
Row	Current Budget	Revised Amount	Net Change	
Personnel	\$0.00	\$0.00	\$0.00	
Personnel Benefits	\$0.00	\$0.00	\$0.00	
Personnel Overtime	\$0.00	\$0.00	\$0.00	
Personnel Overtime Benefits	\$0.00	\$0.00	\$0.00	
PRN Time	\$0.00	\$0.00	\$0.00	
PRN Benefits	\$0.00	\$0.00	\$0.00	
Volunteer Match	\$0.00	\$0.00	\$0.00	
Travel/Training	\$0.00	\$0.00	\$0.00	
Equipment	\$16,500.00	\$16,350.00	(\$150.00)	
Supplies/Operations	\$2,500.00	\$2,650.00	\$150.00	
Contractual	\$0.00	\$0.00	\$0.00	
Renovation/Construction	\$0.00	\$0.00	\$0.00	
Indirect Costs	\$0.00	\$0.00	\$0.00	
Totals	\$19,000.00	\$19,000.00	\$0.00	

WebGrants → Subaward Adjustment Request

Subaward Adjustment Component → Confirmation Component

- Select the Confirmation Component

Components			Preview Submit
Name	Complete?	Last Edited	
General Information	✓	09/19/2022	
Justification	✓	09/19/2022	
Budget	✓	09/19/2022	
Confirmation		09/19/2022	
Attachments			


- Complete form
- Select save, Mark as Complete

Confirmation

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

Authorized Official Name:*

Title:*

Date:* 

WebGrants → Subaward Adjustment Request

Subaward Adjustment Component → Attachments Component

- Select the Attachments Component

Components			Preview Submit
Name	Complete?	Last Edited	
General Information	✓	09/19/2022	
Justification	✓	09/19/2022	
Budget	✓	09/19/2022	
Confirmation	✓	09/19/2022	
Attachments			

- Browse your computer to attach all applicable supporting documentation
 - Example - New Quotes
- When done, select 'save' and mark as complete

WebGrants → Subaward Adjustment Request

Submit

- Review for accuracy
- When all sections have been marked complete, select submit

Components			Preview	Submit
Name	Complete?	Last Edited		
General Information	✓	09/19/2022		
Justification	✓	09/19/2022		
Budget	✓	09/19/2022		
Confirmation	✓	09/19/2022		
Attachments				

- Your grant Specialist will receive notification of your revision request

Monitoring Info

What to Expect

- DPS will provide Monitoring via both on site and electronic methods:
- Each claim requires you to complete an Equipment Inventory Control Form
 - This is used as your inventory control list
- Goal of Monitoring
 - Catch and help non compliance areas to prevent audit findings
 - Provide technical assistance, at times on site
- Monitoring program structure is guided by
 - Applicable State of Missouri statutes and regulations
 - DPS Financial and Administrative Guidelines
 - DPS Information Bulletins
 - SFY2023 WSSL Notice of Funding Opportunity
 - SFY2023 WSSL Certified Assurances
 - SFY2023 WSSL Subaward Agreement

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

Monitoring Info

Examples of Monitoring

- Examples of on site Monitoring include
 - Policy review
 - Property records
 - Equipment maintenance records
 - Inventory logs
- Examples of desk Monitoring include
 - Email
 - Grant document review
 - Reports
 - Correspondence

Monitoring Info

Required Monitoring Items

(as applicable)

- Equipment
- Inventory control (such as required asset tags on equipment)
- Inventory control lists (serial numbers, quantity, etc)
- Policies & Procedures
- Project Implementation
- State Civil Rights Compliance
- Program Implementation
- Personnel and Standard Operating Procedures Manual(s)
- Local procurement/purchasing policy
- Bid/quote records
- Sole source letters
- Non-Discrimination Policies & Procedures
- Civil Rights Training
- Labor Law Poster displayed as required by federal and state law
- Additional info and posters can be found at <https://labor.mo.gov/posters>

Monitoring Info

Common Areas of Non-Compliance

(as applicable)

- Advance Payment, and timeliness for providing proof thereof (30 days)
- Statutory Requirements
- Equipment
 - Missing equipment
 - No inventory information
 - **Usage log, lack of required information**
- Labor Law posters not displayed or displayed properly

Resources

Helpful Links

- [WSSL Specific Grant Information](#)
- [Notice of Funding Opportunity](#)
 - [Attachment A - Income Eligibility Criteria](#)
 - [Attachment B - Application for Free Water Safety or Swim Lessons](#)
- [Certified Assurances](#)
- [WebGrants](#)
- [DPS Financial and Administrative Guidelines](#)
- [Travel Guidelines](#)
- [Policy on Advanced Payment and Cash Advances](#)
- [Policy on Claim Request Requirements](#)
- [Policy on Subaward Adjustments, Scope of Work Changes and Program Changes](#)
- [Missouri State Statutes](#)
- [Labor Law Posters and Information](#)

Resources

Contacts

Contacts for the 2023 Water Safety and Swim Lessons award:

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