Water Safety and Swim Lessons (WSSL) Grant

SFY 2024 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.

WSSL General Information

Congratulations on your approval for funding!

- Award documents must be signed and each page of the articles initialed by the organizations project director, then sent back via the "Correspondence" component of WebGrants

- 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", generating an automatic notification form WebGrants. This is when the procurement phase may begin.

Purpose

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

Time Line

- November 1, 2023   Project Start

- October 20, 2023   Mandatory Compliance Training, 1:30 pm

- May 31, 2024   Project End

- June 15, 2024   Final Claim Due

- June 15, 2024   Final Status Report Due

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

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

- Water Safety and Swimming Lessons (WSSL) is a reimbursement Grant
    - Reimbursement Claims must be submitted through the WebGrants System
- State – administered and funded
    - Funds available for the 2024 Cycle: $140,399.00

Audit Requirements

- If Organization expends $375,000 or more in state funds within the organization's fiscal year from any state source, audit required
  - 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

State Civil Rights Requirements

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

Procurement Requirements

- Purchases are made prior to request for reimbursement

- Expenditure must be an approved budget line at time of purchase

- Purchases must be made within the grant period of performance

- Reimbursement can only be requested for services provided in Missouri

- Sufficient funds must exist on the budget line for expenditure

- Vendors used for grant funded purchases cannot be on state suspended or debarment list

- Additional prior approval must be obtained as applicable

  - Approval of the grant application does not constitute prior approval; must obtain separately

- Must ensure appropriate internal controls exist for programmatic and financial aspects of the project

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

    - Should be placed in the accounting files

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
    - Should be advertised for bid in at least two daily newspapers of general circulation
    - Listed in places most likely to reach prospective bidders
    - Present at least five days before bids for such purchases are to be opened

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

- Funds must be obligated and expended by May 31, 2024

WebGrants Introduction

- WebGrants administering system used for the entirety of your award

- Sign in as you did to submit your application

- Select "My Grants"

- Select your project title
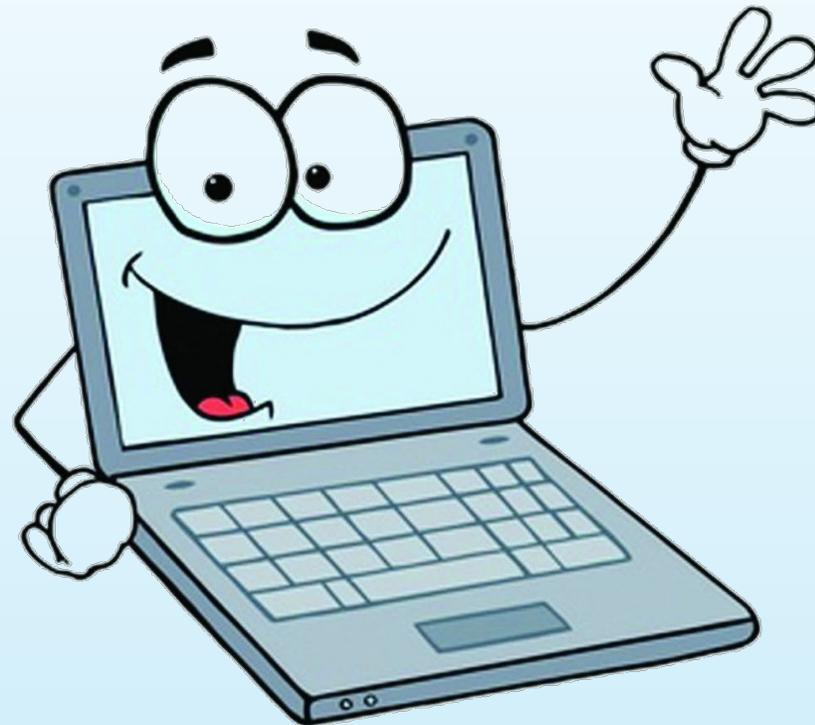
WebGrants Introduction

- WebGrants is composted of several navigation options referred to as "Components"

- Some components offer addition components within them

- Each screen is labeled in order to distinguish where you 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	-

Award Documents – Final (Component)

- A copy of the signed Award Agreement can be located in the "Award Documents – Final" component in WebGrants after your grant has been changed to "Underway" status

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	-

Reimbursement Policies

- Claims for Reimbursement

  - Must be submitted through the WebGrants System

  - Prior claims must be in an paid status before next one is submitted

- All required supporting documentation must be uploaded into "Attachments" component of the claim

  - Further information can be located in the Policy on Claim Request Requirements
    https://dps.mo.gov/dir/programs/dpsgrants/documents/policy-on-claim-request-requirements.pdf

- Incomplete claims or lack of supporting documentation will result in a delay of reimbursement, and will be negotiated back if any of the above is not met

Claims Documentation Requirements

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

- Invoice –
  - Multiple invoices on one claim 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 to the Card Merchant

- Proof of delivery / completion
  - Signed packing slip, signed receipt, signed expense report,
  - Or, signed statement in writing indicating items were delivered or services performed

- If equipment, the "Equipment Inventory" form within claim components must be completed

Supplies vs Equipment Definition

- 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

  - Must be tagged to reflect source of funding.

    - Purchased with SFY 2024 WSSL Funds

    - Award number (top right corner of Award Document – "2024-WSSL-###")

    - Must include an asset number if no serial number is present

- Supplies

  - Any item that does not fit definition of equipment

WebGrants, Claims Entry

- To create a new claim for reimbursement, select "Claims" from the "Grant Components" menu

WebGrants, Claims Entry

- WebGrants Claim Component consists of several additional components

- Only accessible after entering the "Claims" Component

  - General Information

  - Expenditures

  - Reimbursement

  - Equipment Inventory

  - Other Attachments

- Each 'sub' component must be marked completed before claim can be submitted
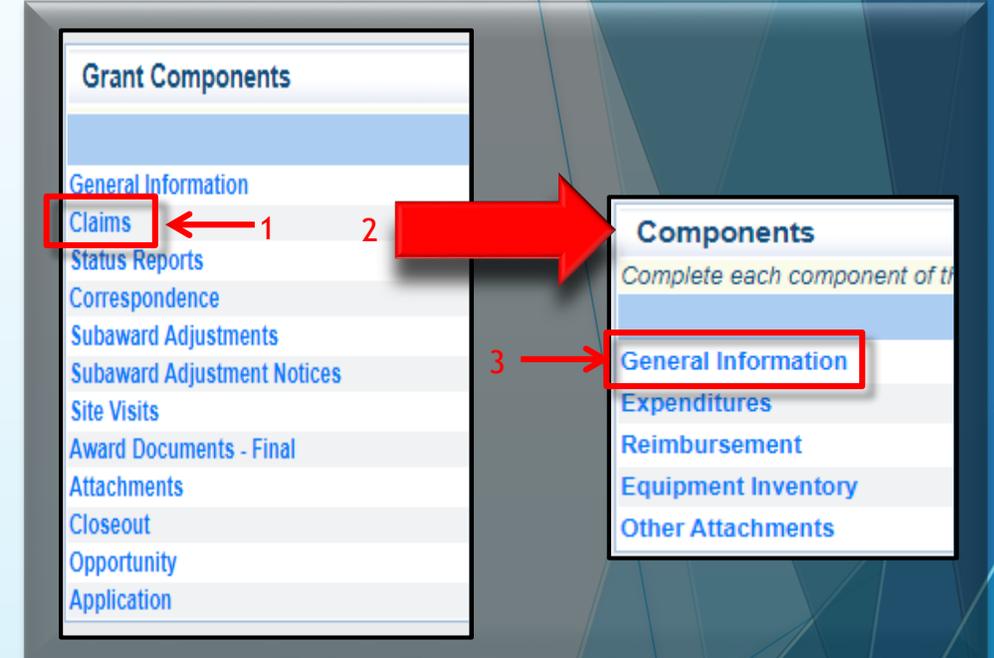
WebGrants, Claims Entry

- If a claim has previously been created, will appear in the "Claims" table

- If this is your first claim, select "Add"

WebGrants, Claims Entry

- 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

- Select "Save"

WebGrants, Claims Entry

- Select the claim ID number, followed by "Edit" in the top right corner on the following screen

WebGrants, Claims Entry

- A list of claim components will appear

- Select "Expenditures"

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			
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

- Fill in the following:

Line Number	Corresponding Budget line for reimbursement item requested
Payee	Vendor Name receiving payment for that particular item
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

- ## 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

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WebGrants, Claims Entry

- Example Supplies

Expenditures

Field	Value
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

Field	Value
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

- Continue adding expenditure lines and corresponding information for each expenditure within the claim

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
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					

WebGrants, Claims Entry

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

| 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
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

- Select "Reimbursement"

WebGrants, Claims Entry

- "Expenditures" automatically transfer to "Reimbursement" component
- Do not edit these. If incorrect, the prior "Expenditures" component needs correcting.
  - Do so by selecting "Go to Claims Forms" and return to "Expenditures"
- Once you 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

- If you have any issues, please contact our office for assistance

WebGrants, Claims Entry

- Select "Equipment Inventory"

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

- If equipment included in request for reimbursement, select "Add"

WebGrants, Claims Entry

- See next slide, and fill in the following -

Equipment Detail

Field	Value
Requesting Organization:*	Whooville Agency
	Organization that has or will end up with equipment.
County:*	Cole
Year:*	2023
	Federal fiscal year of the grant.
Manufacturer:*	ABC Warehouse
Model:*	85C
	Style, type, design or version of particular equipment.
Description:*	sinking mannequin used for training
	250 Character Limit – Generic description of the equipment that was purchased.
Identification #(s):*	123456789A
	500 Character Limit – Unique string of characters used for identification, such as, serial number or vehicle identification number. If there is not unique identification number for the equipment, N/A should be annotated in the box. When reporting multiple identification numbers please enter them into one cell and separate them with a comma.
Source of Funding:*	2023 WSSL
Title Holder:*	Whooville Agency
	If there is no title for the equipment, N/A should be annotated in the box.
Date of Delivery*	04/06/2023
	Date you received possession of the equipment.
Quantity*	1
Individual Item Costs*	5000.00
% of Federal Participation in the cost:*	100.0%
	Percentage of federal funds used to purchase the equipment.
Current Physical Location*	578 Main St. 1st Floor Stonesville Virginia 84111
	Place (address) where the equipment is located. A post office box address is not a physical location for the purpose of inventory.
Use:*	LOCAL
	Local, regional, statewide, national. This is a progressive scale. If national use is indicated, it is assumed it is available at the other levels as well.
Readiness Condition:*	MISSION CAPABLE
	Mission capable = material condition of equipment indicating it can perform at least one and potentially all of its designated missions. Not mission capable = material condition indicating that equipment is not capable of performing any of its designated missions.

WebGrants, Claims Entry

Requesting Organization	Your Organization's Name
County	Your Organization's County
Year	2024
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	2024 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

- Verify each piece of equipment in the reimbursement request ("Claim") has been entered

  - (unit cost of $1,000.00 or more, non-consumable, life of 1 year or more)

- If more than one of each piece of equipment was purchased, must each have its own line

- 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

- 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"

WebGrants, Claims Entry

- Attach required supporting documentation, in one attachment (file), same order as the "Expenditure" form

  - Proof of Payment

  - Signed Proof of Delivery

  - Invoices

- "Save" and "Mark as Complete" when finished

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: [Choose File] No file chosen

Description:*

WebGrants, Claims Entry

- When all forms have been marked as complete, select "Submit"

Components		Preview | Submit
Complete each component of the Claim and mark it as complete. Click Submit when you are done.		

Name	Complete?	Last Edited
General Information	✓	02/24/2023
Expenditures	✓	02/24/2023
Reimbursement	✓	02/24/2023
Equipment Inventory	✓	02/24/2023
Other Attachments	✓	02/24/2023

- A confirmation will appear

WebGrants, Claims Entry

- The final claim is due no later than **June 15, 2024**

- If the final claim is submitted on the 15th but is missing information, or requires corrections, may hinder our ability to reimburse the expense

- Ability to submit multiple claims is available, so long as prior claim is in paid status

- Do not wait to submit claims, submit **monthly** at minimum

- Submit final claim early to ensure time is allotted to correct errors as needed

Status Reports

- 2024 WSSL Grant is measured in Milestones

  - Recorded within "Final Status Report" component

  - Required Report, due June 15, 2024

  - Submitted within WebGrants

  - Project cannot be closed until completed

Status Reports

- Select "Status Reports"

- Select "Add"

Status Reports

- Enter the following:

Due Date	6/15/2024
Status Report Type	Annual Report
Reporting Period From	11/01/2023
Reporting Period To	05/31/2024

- Select "Save"
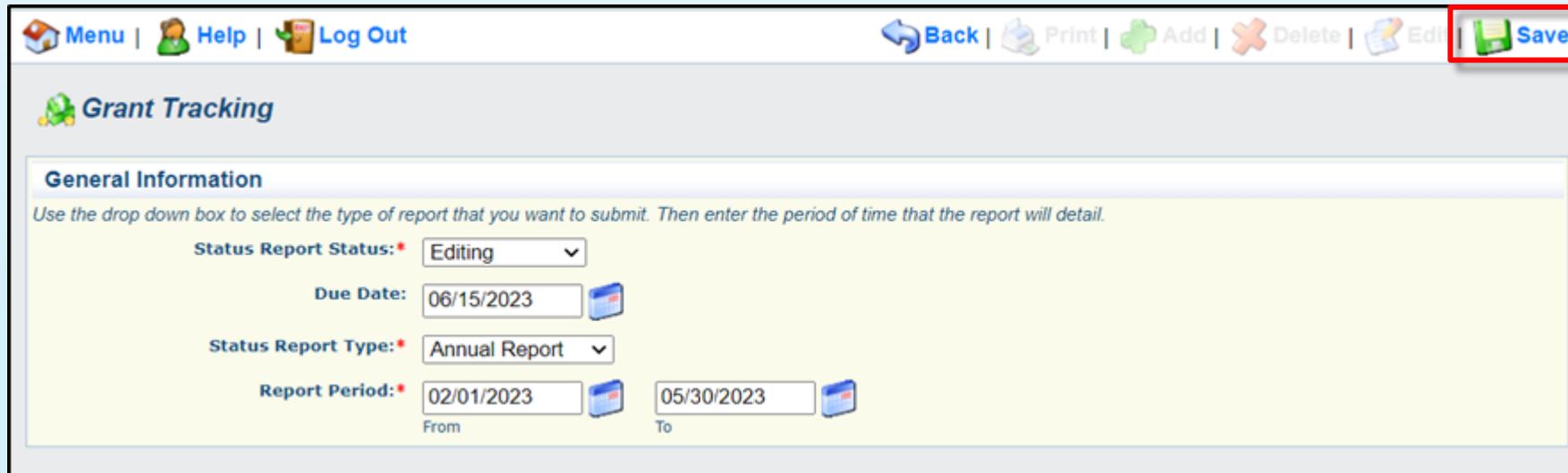
Status Reports

- Select the Status Report ID

- Select "Edit", followed by "Status Report Narrative" on the following screen

Status Reports

- Summarize your project in the free field text box:
    - 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

Status Reports

- When complete select "Save", followed by "Mark as Complete" on the following screen

- After each component has been marked complete, select "Submit"

Correspondence Component

- Correspondence sent through WebGrants automatically forwards to the associated users' email

- This will be received from dpswebgrants@dpsgrants.dps.mo.gov

  - Generic email address, which is not monitored regularly

- To reply, you must log in to WebGrants and do so within the system

- **DO NOT REPLY TO CORRESPONDENCE FROM YOUR EMAIL**

  - Your reply will return to the generic email address rather than the intended recipient

  - Will delay response time

Correspondence Component

- Select "Correspondence" from the Grant Components menu

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

- Select "Reply"

Correspondence Component

- To create new correspondence, select "Add"

- Select desired recipient and fill in the additional fields as appropriate

- Attach additional documentation as needed

- Select "Send"

Subaward Adjustments

- Prior written approval from DPS is required to diverge in any way from the approved budget or project scope

- Approval is sought by submitting through WebGrants as a subaward adjustment

- Must be approved by DPS prior to obligating or expending grant funds

Subaward Adjustments – Examples

- Contact information
  - Address Change
  - Authorized officials
  - Project directors
  - Fiscal officers

- Scope of Work changes

- Adding new line items to the approved project budges
  - Changes in the quantity of an existing line item in the approved budget item
  - Changes to the specifications of an approved budget item

- Period of performance changes

Subaward Adjustments

- Subaward 'sub' components include
  - General Information
  - Justification
  - Budget
  - Confirmation
  - Attachments

- Select "Subaward Adjustments" followed by "Add" in the top right corner

Subaward Adjustments

- Complete the "General Information" for the request

  - Provide brief title

  - Choose which type of Adjustment is being requested
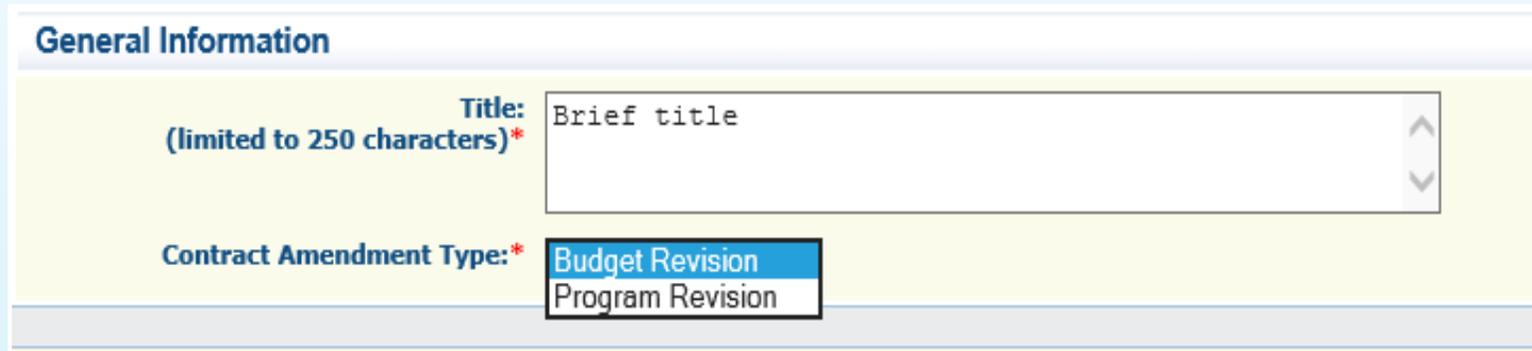
- When done, select "Save". This will automatically mark this section as complete

Subaward Adjustments

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

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	

Subaward Adjustments

- Select the "Justification" component

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

- Add a narrative which includes a detailed explanation for why change is needed

Subaward Adjustments

- If a "Budget Revision" was selected, an excel sheet will need to be obtained from your Grant Specialist, which lists

  - the approved lines on your budget

  - the requested change

  - and description of the change

- Copy the spreadsheet from your Grant Specialist into the free text field of the "Justification"

- Select "Save", followed by "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	

Subaward Adjustments

- If "Budget Revision" was selected in step one, the "Budget" component will become available.

    - Select "Budget"

- If "Program Revision" was selected, "Budget" will not be an available option.

    - Proceed to "Confirmation"

Subaward Adjustments

("Budget" continued)

- Adjust the budget line to mirror requested changes

- Select "Save" and "Mark as Complete"

Budget		Mark as Complete	Return to Components	
• 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

Subaward Adjustments

- Select the "Confirmation" Component

- Complete form

- Select "Save", followed by "Mark as Complete"

Subaward Adjustments

- 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"

Subaward Adjustments

- Review for accuracy

- When all sections have been marked complete, select "Submit"

- Your Grant Specialist will receive notification of your revision request

Monitoring - What to Expect

- DPS will provide Monitoring via electronic methods, as well as on-site:

- 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

    - SFY2024 WSSL Notice of Funding Opportunity

    - SFY2024 WSSL Certified Assurances

    - SFY2024 WSSL Subaward Agreement

Components

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name
General Information
Expenditures
Reimbursement
Equipment Inventory
Other Attachments

Monitoring - Examples

- Examples of on site Monitoring include

  - Policy review

  - Property records

  - Equipment maintenance records

  - Inventory logs (from Equipment component of Claim Reimbursement Requests)

- Examples of desk Monitoring include

  - Email

  - Grant document review

  - Reports

  - Correspondence

Monitoring - Required 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 - 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 and Helpful Links

- WSSL Specific Grant Information

- Notice of Funding Opportunity

  - Attachment A – Income Eligibility Criteria (within Notice of Funding)

  - Attachment B - Application for Free Water Safety or Swim Lessons (within Notice of Funding)

- 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

Contacts

Contacts for the 2024 Water Safety and Swim
Lessons award:

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