Youth and Law Enforcement Grant (YLEG)

SFY 2025 Compliance Workshop

YLEG General Information

Congratulations on your approval for funding!

- Award documents were made available in WebGrants under "Award Documents – Need Signatures"

- The award must be signed and each page of the articles initialed by the organizations Authorized Official, 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 "Award Documents – Final"

- The status of your award will then change to "Underway," generating an automatic notification from WebGrants, this is when the procurement phase may begin

Key Dates

- October 1, 2024   Project Start

- November 14, 2024   Mandatory Compliance Training, 10:00 am

- May 31, 2025   Project End

- June 15, 2025   Final Claim Due

- June 15, 2025   Final Status Report Due

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

Life Cycle of a Grant

- Opportunity posted and project application submitted
- Applications reviewed and award determinations made
- Award letter and Compliance Workshop invitation sent
- Signed award documents and initialed Articles of Agreement returned to DPS
- Budget updated and approved
- Grant status changes to "Underway"
- Award executed and will be available in WebGrants
- Procurement phase, claims submitted
- Project progress and compliance monitoring
- Final status report and Close-Out
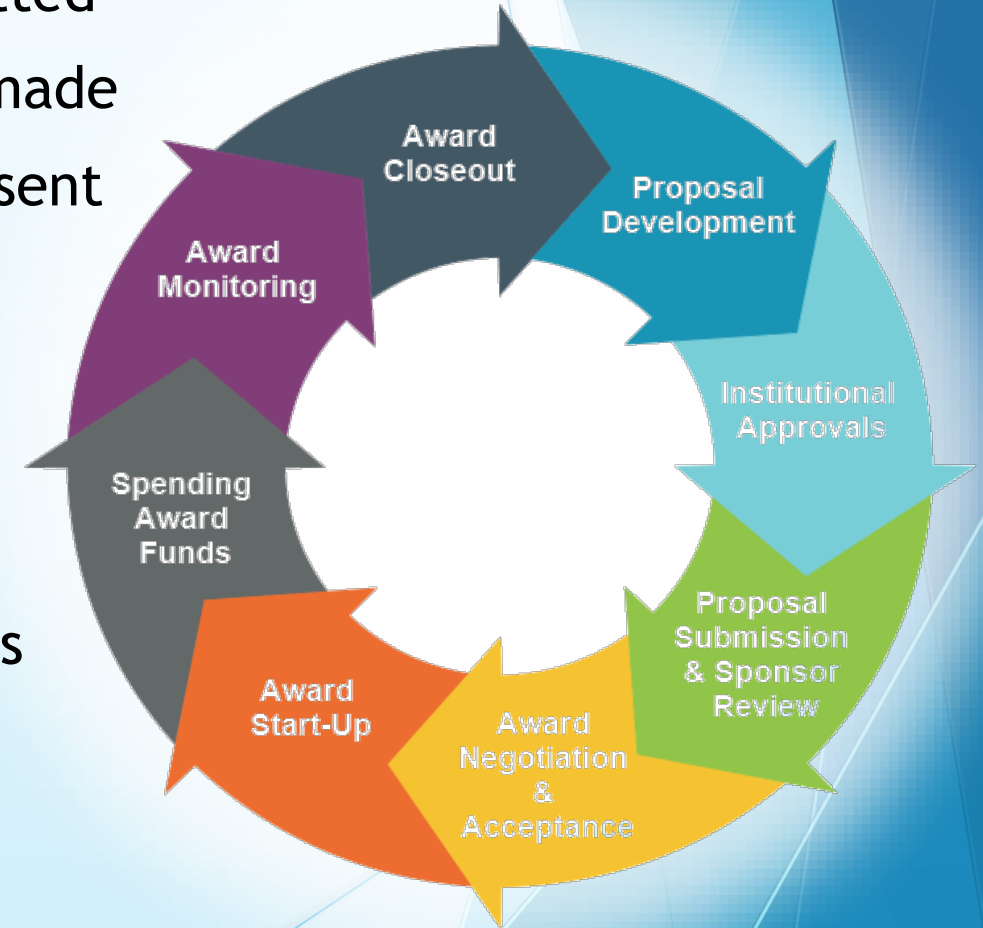
Overview

- Youth and Law Enforcement Grant (YLEG) is a reimbursement Grant

  - Reimbursement Claims must be submitted through the WebGrants System

  - Information Bulletins and the Administrative Guide can be found here: https://dps.mo.gov/dir/programs/dpsgrants/yleg.php

- State – administered and funded

  - The funds available for SFY 2025 is $727,500

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 a liens

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

Helpful Information

- WebGrants External User Manual
    - https://dps.mo.gov/dir/programs/dpsgrants/documents/webgrants-external-user-manual.pdf
- DPS Subrecipient Travel Guidelines
    - https://dps.mo.gov/dir/programs/dpsgrants/documents/travel-guidelines.pdf
- DPS Financial and Administrative Guidelines
    - https://dps.mo.gov/dir/programs/dpsgrants/documents/financial-admin-guidelines.pdf
- Information Bulletin #1 Policy on Advanced Payment and Cash Advances
    - https://dps.mo.gov/dir/programs/dpsgrants/documents/policy-on-advance-payment-and-cash-advances.pdf
- Information Bulletin #2 Policy on Claim Request Requirements
    - https://dps.mo.gov/dir/programs/dpsgrants/documents/policy-on-claim-request-requirements.pdf
- Information Bulletin #3 Policy on Subaward Adjustments, Scope of Work Changes and Program Changes
    - https://dps.mo.gov/dir/programs/dpsgrants/documents/policy-on-subaward-adjustments-scope-of-work-changes-and-program-changes.pdf

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, cont.

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, cont.

- 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 agencies or the State of Missouri's

- Funds must be obligated and expended by May 31, 2025

Travel Guidelines

- The Department of Public Safety, Director's Office (DO) has authority to establish guidelines concerning payment of travel and subsistence expenses

  - The DPS Subrecipient Travel Guidelines establishes guidance for recipients of grant funds who travel on official business related to their grant funding

  - Recipients are expected to exercise the same care in incurring expenses as a prudent person would exercise if traveling on personal business

- If an individual is attending a training/conference, the DPS Subrecipient Travel Guidelines , **MUST** be followed

Travel Guidelines, cont.

Lodging:

- Hotel, flight, meals, trains, and vehicle information: https://acct.oa.mo.gov/travel-portal
  - For Lodging, select CONUS Rates. It will take you to the GSA website. You will be able to search by city, state or zip code.

Hotels	Flights	Trains	Vehicles	Travel Resources

- CONUS Rates (lodging only) ⧉
- Lodging Sales Tax Exemption
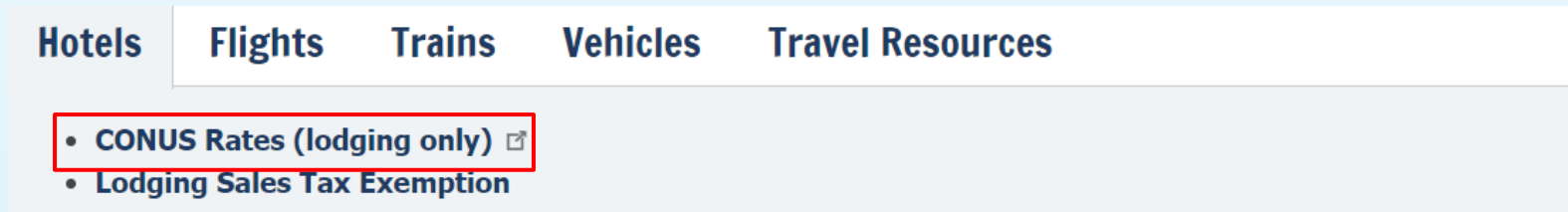
Travel Guidelines, cont.

- Once on the GSA website, you will be given different rates for different states. Also, you might need to change the fiscal year, depending on how far out your training is. You can also select "New Search" to change the information. The standard rate is for all locations with specified rates.

Change fiscal year: **2025** | **2024** | **2023** or **New Search**

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Primary Destination ⓘ	County ⓘ	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110
Kansas City	Jackson / Clay / Cass / Platte	$135	$135	$135	$135	$135	$135	$135	$135	$135	$135	$135	$135
St. Louis	St. Louis / St. Louis City / St. Charles	$150	$150	$150	$150	$150	$150	$150	$150	$150	$150	$150	$150

Travel Guidelines, cont.

Lodging, continued:

- The recipient is expected to select the location, type, and cost of lodging that best meets the traveler's work requirements

- Reasonable and necessary rates are allowed for the cost of lodging at the single room rate

- Every effort should be made to adhere to the federal GSA rates posted at https://www.gsa.gov/travel/plan-book/per-diem-rates/

  - In areas where comparable accommodations are available at significantly different prices, the recipient should seek prior approval before selecting higher priced lodging and document the reason(s) for selecting the higher priced lodging

- For lodging in Missouri, local lodging tax is reimbursable, but units of state and local government and non-profit organizations are exempt from Missouri sales tax and should not incur such expense

  - The recipient should ask the lodging provider to remove Missouri sales tax from the itemized statement

- An itemized statement furnished by the lodging provider and documentation of payment are required for lodging expenses to be reimbursed

Travel Guidelines, cont.

Meals:

- Meal per diem is also included on the same page as the lodging rates
  - Scroll down the page until you get to the section titled "Meals & Incidental Expenses (M&IE) rates and breakdowns

Meals & Incidental Expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See M&IE breakdowns for information related to the individual meal amounts.

Filter Results

Primary Destination ⓘ	County ⓘ	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	$68	$16	$19	$28	$5	$51.00
Kansas City	Jackson / Clay / Cass / Platte	$80	$20	$22	$33	$5	$60.00
St. Louis	St. Louis / St. Louis City / St. Charles	$86	$22	$23	$36	$5	$64.50

Travel Guidelines, cont.

Meals, continued:

- You can also find meal per diem rates here: https://acct.oa.mo.gov/state-employees/travel-portal/meals-per-diem

- This link will take you directly to the out-of-state meal per diem rates: https://acct.oa.mo.gov/media/pdf/out-state-diem-rates-effective-september-15-2022

Travel Guidelines, cont.

Meals, continued:

- When twelve (12) hour travel status or overnight lodging is indicated, recipients may be eligible for:

  - Breakfast – on the day of departure if travel status begins no later than 7:00 a.m. plus any other day until you return

  - Lunch – on the day of departure if travel status begins no later than 10:00 a.m. plus any other day where travel status continues past 2:00 p.m. until you return

  - Dinner – on the day of departure if travel status begins no later than 5:00 p.m. plus any other day where travel status continues past 7:00 p.m. until you return

- When attending a meeting or conference, the recipient may claim the applicable meal per diem for those mealtimes; however, the traveler must be in 12-hour travel status

Travel Guidelines, cont.

Air Travel:

- Every effort should be made to arrange airfare at the most reasonable rate possible
  - Coach fare is allowed
- Every effort should be made to secure airfare at least 21 days in advance
- Air travel arrangements should be made on the basis of what benefits the program
- Travel in privately owned aircraft is not eligible for reimbursement

Travel Guidelines, cont.

Vehicles:

- Recipients shall select the most cost-effective travel option for each travel event
    - Fuel
        - Recipients are eligible for either reimbursement of fuel costs or mileage reimbursement but not both
        - A receipt of the the fuel provider and documentation of payment (or a fuel card statement invoice) is required
    - Mileage
        - Mileage may be reimbursed per the state's mileage rates: https://oa.mo.gov/accounting/state-employees/travel-portal-information/mileage
            - Personal vehicles are reimbursable at the standard "state" rate
                - The standard "state" mileage reimbursement rate is deemed to represent the total cost to own and operate a personal vehicle and is generally tied to the mileage reimbursement rate established by the Internal Revenue Service (IRS)
            - Fleet vehicles are reimbursable at the "fleet" rate
                - The "fleet" mileage reimbursement rate reflects the average cost of operating a mid-size sedan in a vehicle fleet

Travel Guidelines, cont.

Vehicles, continued:

- Recipients traveling to the same destination are encouraged to carpool whenever possible

- Mileage is reimbursable based on documentation presented

  - Documentation may include record of the beginning and ending odometer readings

  - Online map directions (e.g., MapQuest, Google Maps, Trip Advisor, etc.) to document the total number of miles of travel

Travel Guidelines, cont.

Miscellaneous:

- The recipient may request reimbursement for other reasonable and necessary business expenses incurred related to travel, including:
  - Taxi or other ground transportation to or from the airport, to or from meetings/events away from the traveler's hotel and to get a meal
  - Parking (hotel, street, airport, etc.)
  - Tips for baggage handling; should be included as part of the baggage
  - Tips for taxis/shuttles; should be included as part of the cost of the taxi/shuttle
  - Toll charges for bridges and turnpikes
  - Incidental expenses such as postage, small emergency supplies, telephone, internet, fax, and other like charges when necessary for transacting business while traveling
- All of these costs must be supported by receipts, or substitute documentation when receipts are not available

Travel Guidelines, cont.

Unallowable Travel Expenses:

- The following expenses are deemed unallowable, but are not limited to:
    - Any type of insurance
    - Credit card late payment fees or finance charges
    - Travel loan finance charges
    - Personal credit card fees or dues
    - Entertainment, including television or movie charges
    - Alcoholic beverages
    - Fitness membership fees
    - Extra meals or snacks
    - Bulk food/beverage purchases
    - Newspapers
    - Magazines

All the information listed above can be found in the DPS Subrecipient Travel Guidelines: https://dps.mo.gov/dir/programs/dpsgrants/documents/travel-guidelines.pdf
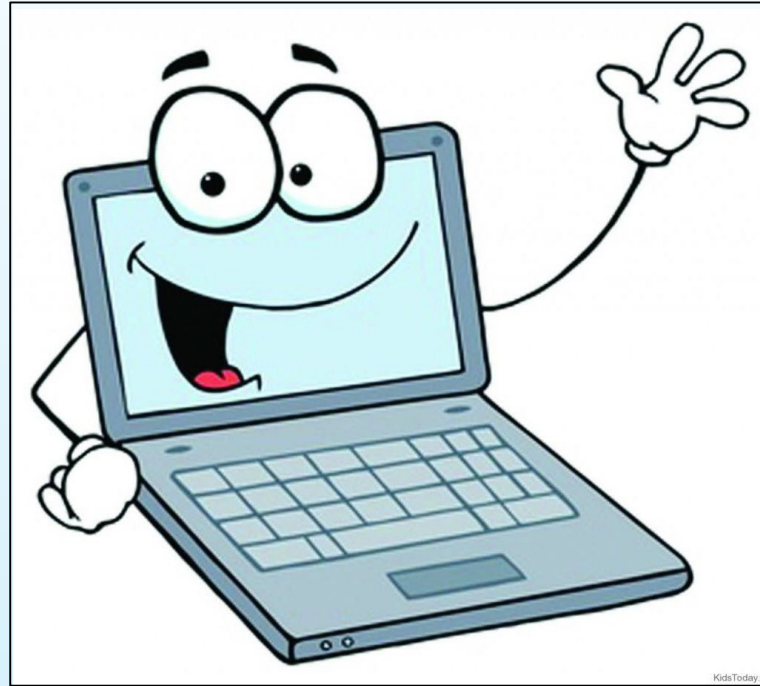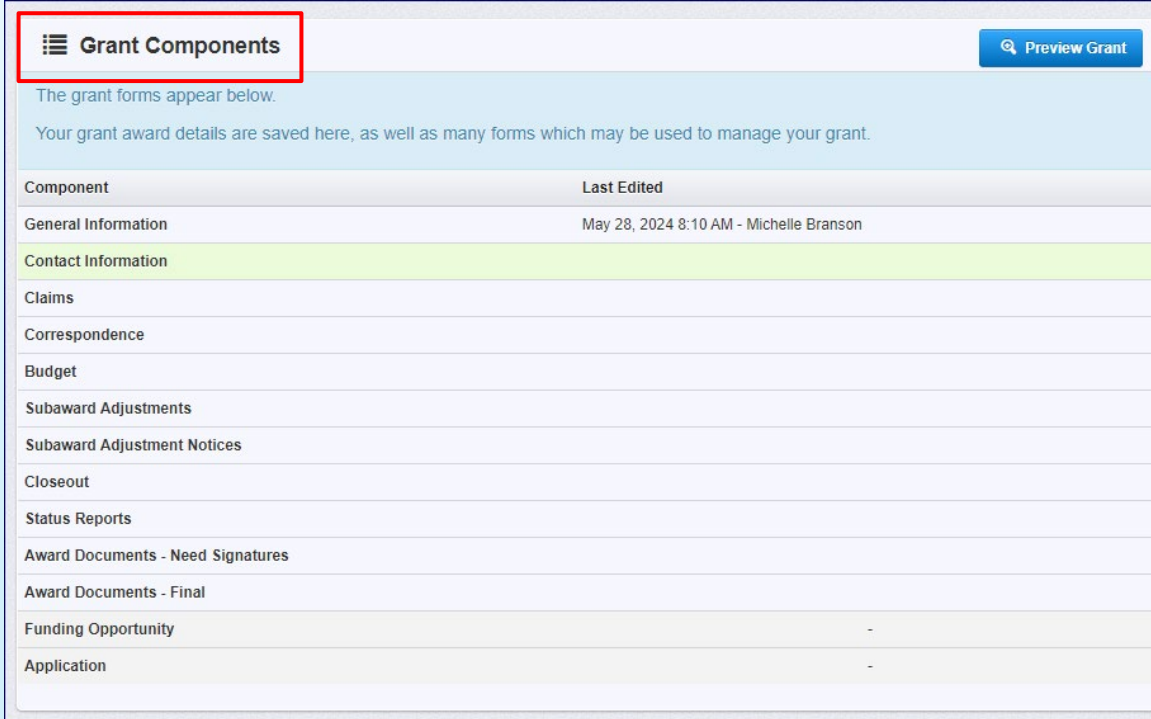
WebGrants

WebGrants, cont.

- WebGrants is composted 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
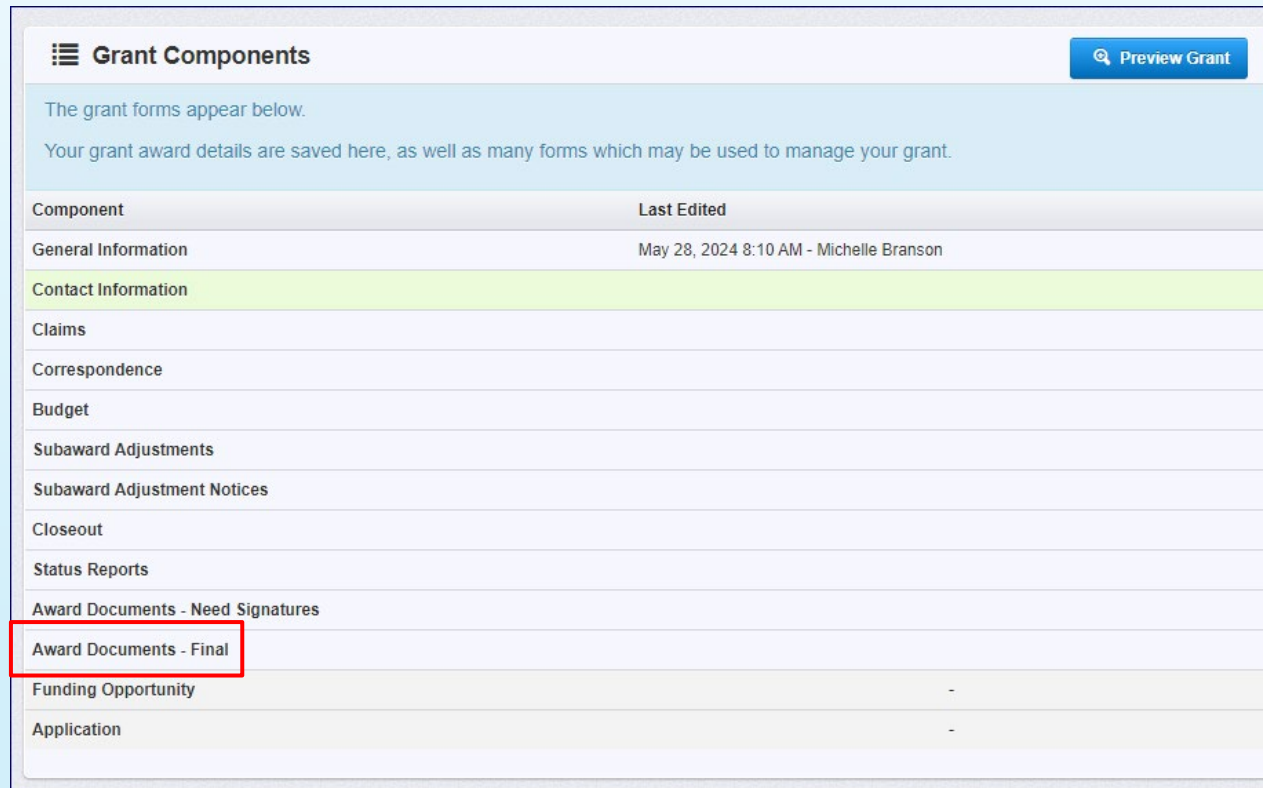
Award Documents – Final

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

Reimbursement Policies

- Claims for Reimbursement

  - Claims must be submitted through the WebGrants System

  - Prior claims must be in "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 Information Bulletin #2-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 signed 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 memo indicating when items were delivered or services performed

- If equipment has been purchased, the "Equipment Inventory" form within claim components must be completed
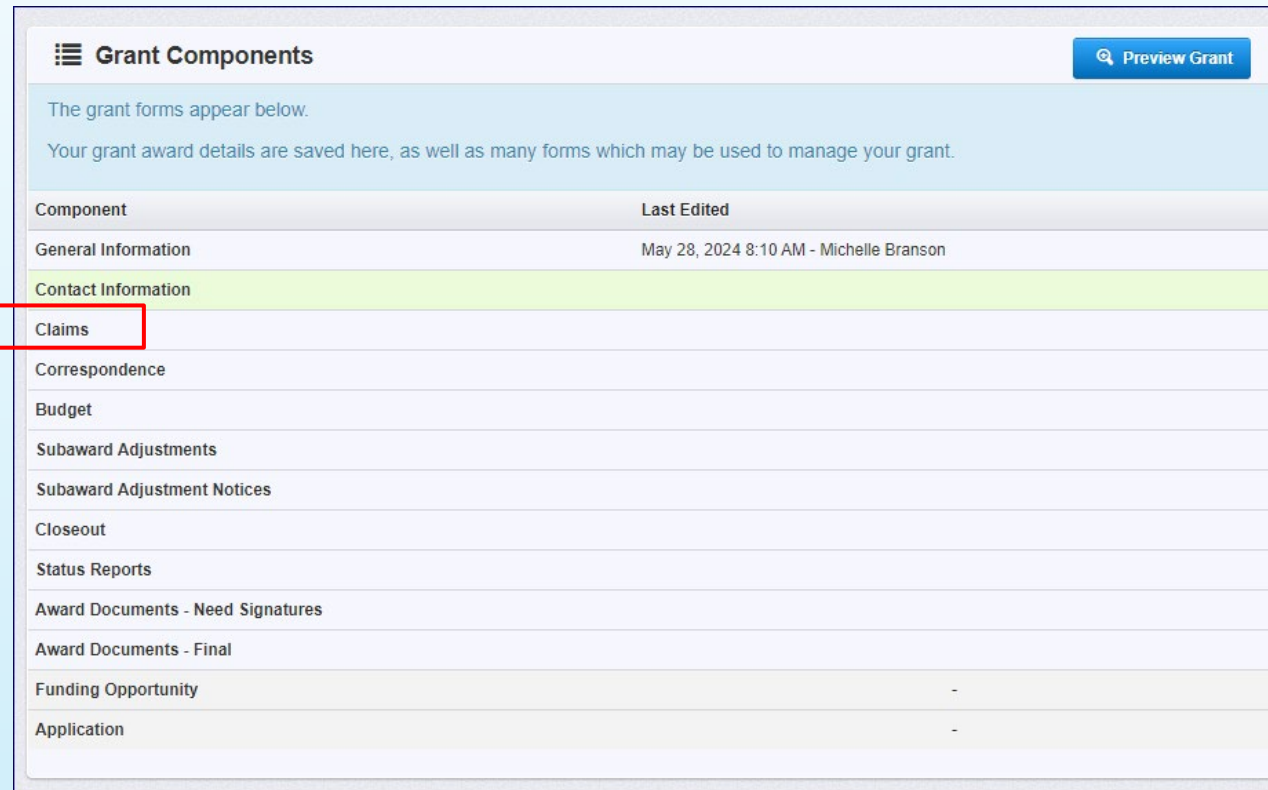
Supplies vs. Equipment Definition

- Equipment

  - Any tangible, non-expendable (non-consumable) personal property, having a useful life of more than one (1) year, and an acquisition cost of $5,000 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 2025 YLEG Funds

    - Award number (top right corner of Award Document – "2025-YLEG-###")

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

- Supplies

  - Any item that does not fit definition of equipment

Claims

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

Claims, cont.

- After selecting the "Claims" component, select "Add Claim"

Claims, cont.

Complete the claim General Information

- Type: Monthly or Other

- Select "No" on "Final Request?" on all claims until the final claim

- Reporting Period – Month(s) covered by the claim

- Final Request? – Is this your final report? – Select "No" on all claims until the final

- Invoice number – **LEAVE BLANK**

- Select "Save Form"

General Information - Claim - Edit

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

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

Status*:

Type*: Monthly

Due Date:

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

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

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

Save Form

Claim, cont.

- Select "Detail of Expenditure" from the components section

Claims, cont.

- For each expenditure, select "Add Row"

Claims, cont.

- Fill in the following:
  - Budget Line: Select the drop-down box and select the appropriate item
  - Payee: Vendor name receiving the payment for that item
  - Description: Description of item(s) purchased, if personnel include pay period dates
  - Quantity: Number of items being purchased
  - Unit Cost: Cost per 1 item each
  - Expense Total: Will calculate once you save the information
  - Federal Amount Requested: The total amount you are requesting
  - Invoice Number: Invoice number on the invoice
  - Invoice Date: Date of the invoice
  - Check/EFT Number: Put the check/EFT number here. If requesting advanced payment, put "Advanced Payment" in the box
  - Check/EFT Date: Put the check or EFT date here. If requesting advanced payment, put "Advanced Payment" in the box

Claims, cont.

- Example:

- Once completed, select "Save Row"

Claims, cont.

- Continue adding expenditure lines and corresponding information for each expenditure within the claim by selecting "Add Row"

- Expenditures" automatically transfer to the "Reimbursement" table
  - If you see an error, please contact our office
- Once everything has been reviewed, select "Mark as Complete"

Claims, cont.

- Select "Equipment Inventory"

Component	Complete?	Last Edited
General Information	✓	Oct 10, 2024 9:22 AM - Maggie Glick
Detail of Expenditure	✓	Oct 10, 2024 9:48 AM - Maggie Glick
Equipment Inventory		-
Other Attachments		-

- Question 1 asks if there is any equipment in the claim

- If there is not any equipment that needs to be included, select "No", select "Save Form" and then select "Mark as Complete"

Do you have any equipment in your claim?*:   Yes   No

💾 Save Form

Claims, cont.

- If equipment is included in request for reimbursement, select "Yes" select "Save Form"

- Go to the Equipment Detail and select "Add Row"

Claims, cont.

Requesting Organization	Your organization's name
County	Your organization's county
Year	2025
Manufacturer	Manufacture of the equipment
Model	Model number of the equipment. If one is not available, put NA
Description	Brief description of the equipment
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	2025 YLEG
Title Holder	Your organizations name, unless there is not a title, then put NA
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	Mission capable

Claims, cont.

- Verify each piece of equipment in "Equipment Detail" of the component within the claim has been entered in this section

  - Equipment is defined as a unit cost of $5,000.00 or more, non-consumable, life of 1 year or more

- If more than one of each piece of equipment was purchased, select "Add Row" for each piece of equipment

  - Each piece of equipment **MUST** have its own line

- When you are finished adding the equipment to this section, select "Mark as Complete"

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
Your organization	Your County	2025	Manufacturer	Model	Brief Description	Add Serial Numbers	SFY 2025 WSSL	See note below	11/29/2024	1	$50.00	100.00%	Physical Address	Choose from one: Local, Regional, Statewide and National	Mission Capable

Last Edited By: Maggie Glick - Oct 10, 2024 11:39 AM

Claims, cont.

- Select "Other Attachments"

Component	Complete?	Last Edited
General Information	✓	Oct 10, 2024 9:22 AM - Maggie Glick
Detail of Expenditure	✓	Oct 10, 2024 9:48 AM - Maggie Glick
Equipment Inventory	✓	Oct 10, 2024 11:39 AM - Maggie Glick
Other Attachments		-

- Once in "Other Attachment," there will be a question asking if you have additional documentation

    - Select "Yes" and then select "Save Form"

🗐 **Documentation**

Do you have additional documentation?*: [Yes] [No]

[💾 Save Form]

[💾 Save Form]

Claims, cont.

- Another section will open below the documentation questions, select "Add New Attachment"

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

  - Invoices

  - Proof of Payment (Cancelled Check)

  - Signed Proof of Delivery (Signed Proof of Delivery should have the following information: "Received, your name, and the date. Signing the invoice is acceptable)

- When all documentation has been added, select "Save File"
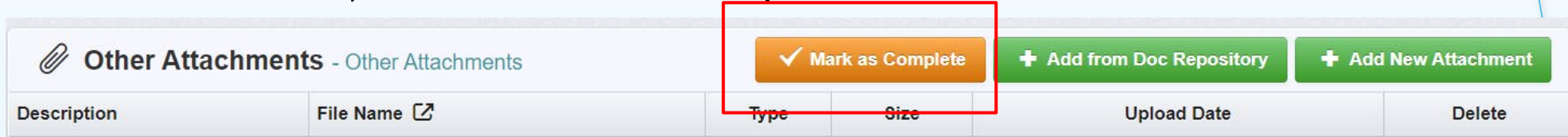
Claims, cont.

- When finished, select "Mark as Complete"

📎 **Other Attachments** - Other Attachments		✓ Mark as Complete	✚ Add from Doc Repository	✚ Add New Attachment	
Description	**File Name** 🔗	**Type**	**Size**	**Upload Date**	**Delete**

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

Component	Complete?	Last Edited
General Information	✓	Oct 10, 2024 9:22 AM - Maggie Glick
Detail of Expenditure	✓	Oct 10, 2024 9:48 AM - Maggie Glick
Equipment Inventory	✓	Oct 10, 2024 11:39 AM - Maggie Glick
Other Attachments	✓	Oct 10, 2024 11:57 AM - Maggie Glick

✓ Submit Claim   ✕ Withdraw   🔍 Preview Claim

Claims, cont.

- A pop-up box will ask if you are ready to submit the claim. If you are sure, select "Submit"
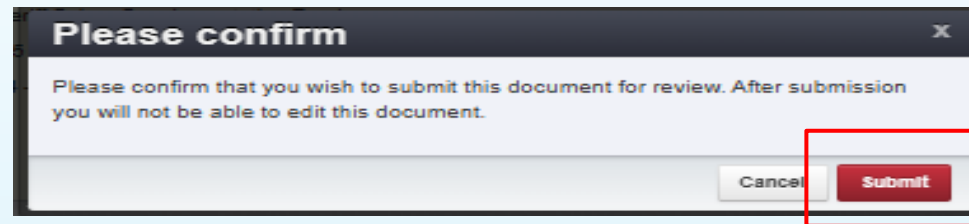
Claims, cont.

- The final claim is due no later than **June 15, 2025**

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

- The ability to submit multiple claims is available, but we will not review it until the claim is in "paid" status

- Submit claims **monthly** at minimum

- If an individual is attending a conference, the Missouri Per Diem guidelines, **MUST** be followed

  - This includes hotel stays and meals, if you are unsure about what can be claimed, please contact our office

Status Reports

- 2025 YLEG Grant is measured in Milestones

    - Recorded within "Status Report" component

    - Required Report, due June 15, 2025

    - Submitted within WebGrants

    - Project cannot be closed until completed

Status Reports, cont.

- Select "Status Reports"

- Select "Add Status Report"
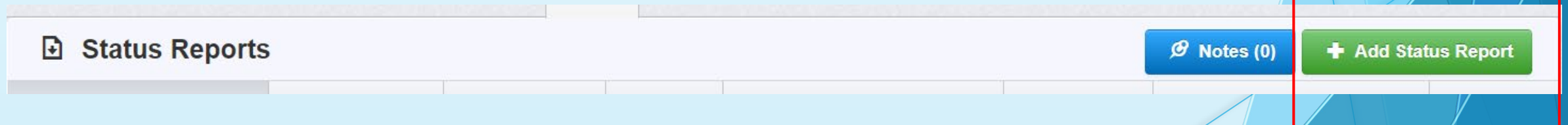
Status Reports, cont.

- Enter the required information and then select "Save Form"
  - Sub Type: Annual
  - Project Dates: 10/01/2024-05/31/2025

General Information - Status Report - Edit   💾 Save Form

In the form below, complete all required fields. Enter the period of coverage for the information detailed on this report. Select the starting day and the ending day. All statuses and activity reported on this report should have occurred during this period of time.

Status*:

Sub Type*:   Annual Report ▾

Title: [   ]

Report Dates*:   [10/01/2024]   [05/31/2025]
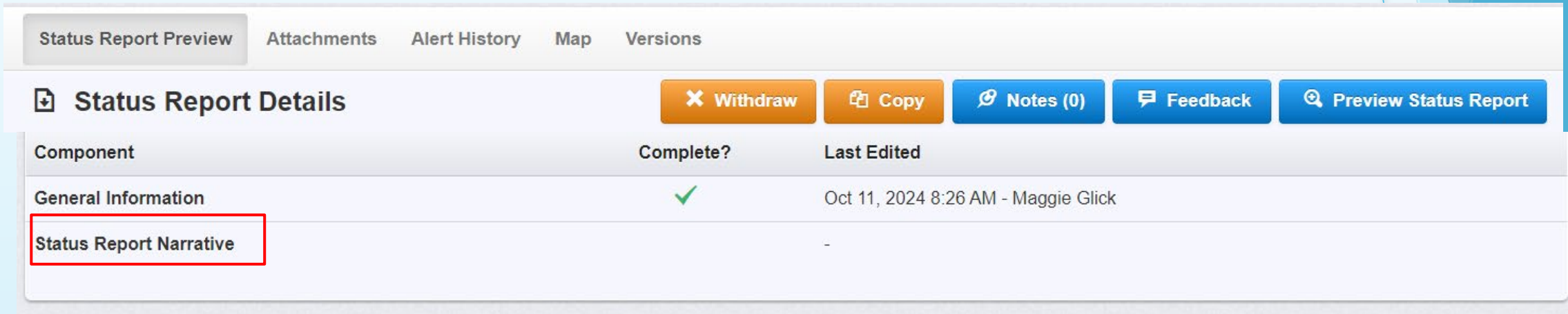
          Start Date   End Date

Status Reports, cont.

- After saving the "General Information", WebGrants will take you to the "Status Report Narrative"

Status Reports, cont.

- Select "Status Report Narrative"
  - Complete the narrative
    - List goals and objectives of your project
    - Provide the status of all goals and objectives as of the last day of the performance period
- When completed, select "Save Form" and then select "Mark as Complete"

Status Reports, cont.

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

Correspondence

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

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

- 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 and will delay response time

Correspondence, cont.

- Select "Correspondence" from the Grant Component menu

Component	Form Type / Source / Security
General Information	⚙ ⚙ ✏
Contact Information	📝 👁 ✏
Budget	💵 👁 ✏
Claims	📄 ⚙ 🔓
Status Reports	📄 ⚙ 🔓
Correspondence	⚙ ⚙ 🔓

- If correspondence was previously created, it will appear in the "Correspondence" table

- To reply to already existing correspondence, put your mouse cursor on the line you want to respond to and then click on the row

💬 **Inter-System Grantee Correspondence**   **➕ Add Grantee Correspondence**

Search: [_____]

Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5
🚩	Test	Test	Test	Test	Test					
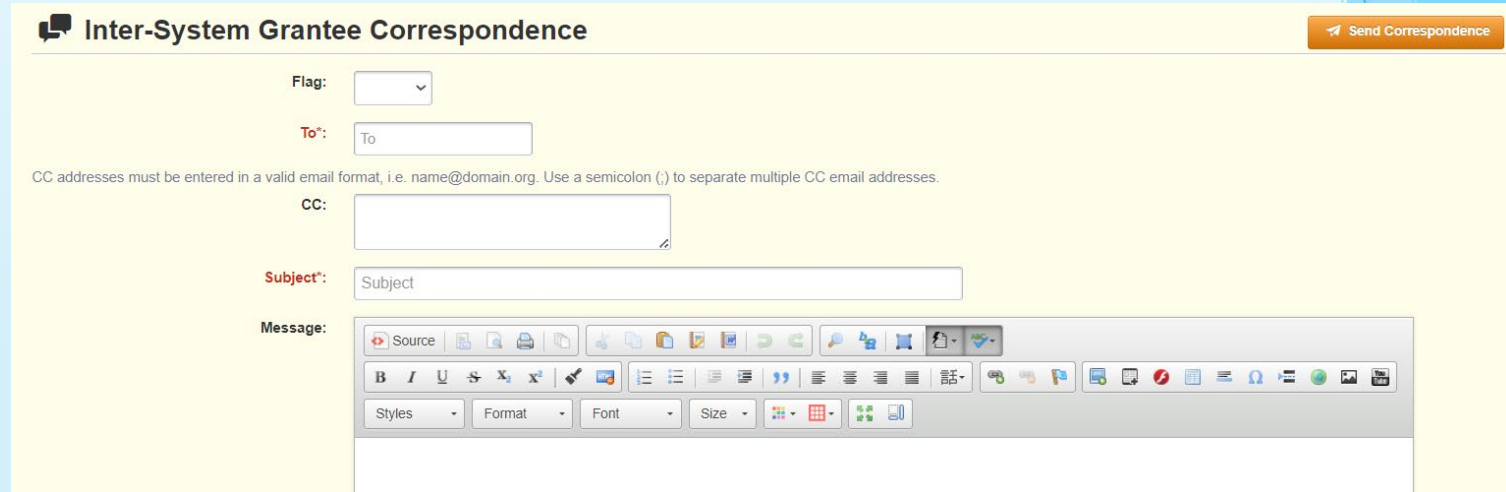
Correspondence, cont.

- To create new correspondence, select "Add Grantee Correspondence"

Inter-System Grantee Correspondence   **+ Add Grantee Correspondence**

- Flag: Click on the box and choose from the drop-down box
    - This is not a required field, so you can leave it blank.
- To: Click on the box and it will give you a drop-down box to select from
- CC: CC addresses must be entered in a valid email format, use a semicolon (;) to separate multiple CC email addresses
- Subject: Enter the subject line
- Message: Type the message

Inter-System Grantee Correspondence   **Send Correspondence**

Flag:

To*: 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*: Subject

Message:

Correspondence, cont.

- Attachment(s) can be included on the correspondence
- If there is an attachment select "Select File"
    - Attach the item to be attached by browsing your computer
        - If you added an attachment by mistake, select "Remove"

- Once the message is completed, select "Send Correspondence"

Subaward Adjustments

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

- Approval is sought by submitting a subaward adjustment through WebGrants

- The subaward adjustment must be approved by DPS prior to obligating or expending grant funds
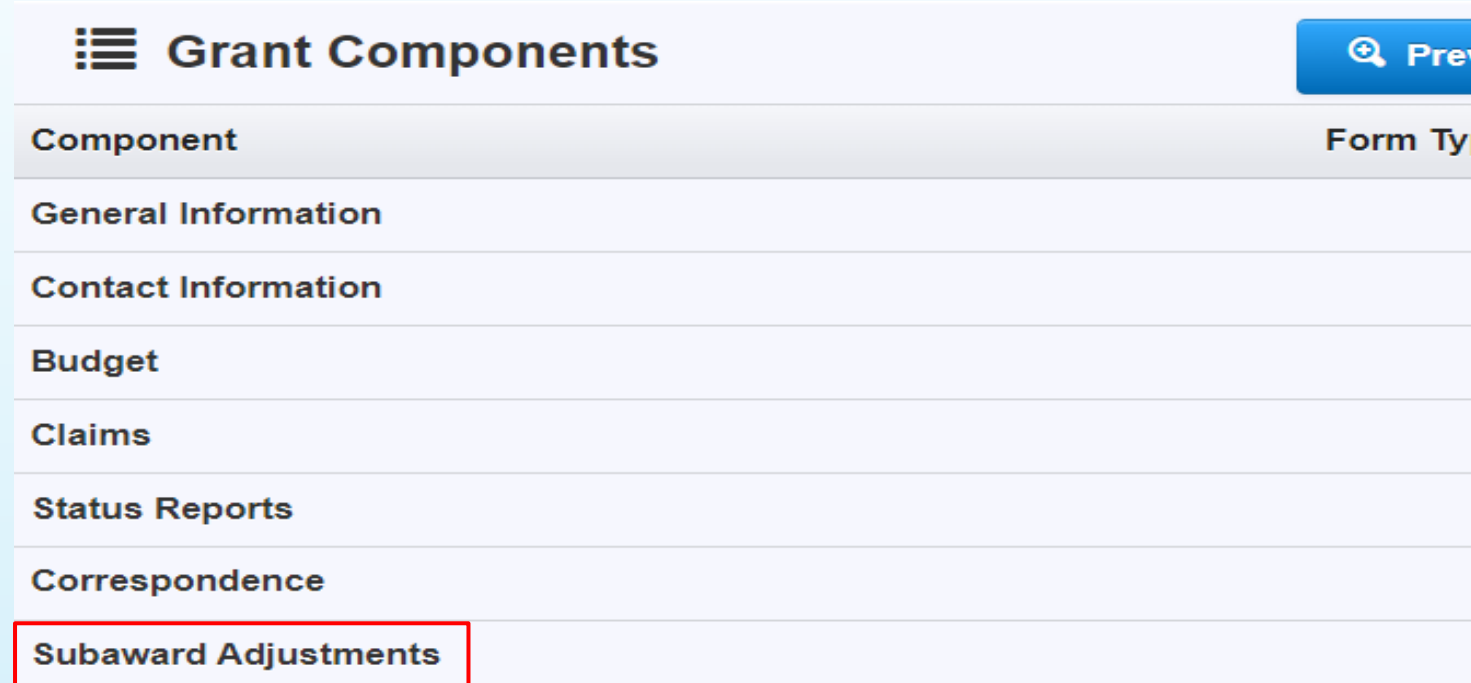
Subaward Adjustments, cont.

- Examples:

  - Contact information (Program Revision)
    - Address Change
    - Authorized officials
    - Project directors
    - Fiscal officers

- Scope of Work changes (Budget Revision)

- Adding new line items to the approved project budgets (Budget Revision)

- 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 (Program Revision)

Subaward Adjustments, cont.

- Select "Subaward Adjustments"

- Select "Add Amendment"

Subaward Adjustments, cont.

- Once "Add Amendment" has been selected, it will open the "General Information" form

General Information - **Amendment** - **Edit**   💾 Save Form

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

Status*:

Amendment Type*:   Budget Revision ▾

Title*:   [   ]

- Amendment Type: This is a drop-down box with two options:
    - Budget Revision – Changes in the quantity of an existing line item in the approved budget item or changes to the specifications of an approved budget item
    - Program Revision – Change in the contact information, period of performance, etc.
- Title: Generic description of the request
- Once completed, select "Save Form"

Subaward Adjustments, cont.

Budget Revision:

- Once the "General Information" has been saved, WebGrants will open the the "Amendment Details"

- There are five components to the budget revision subaward adjustment and each component will need to be marked as complete before it can be submitted

  - General Information
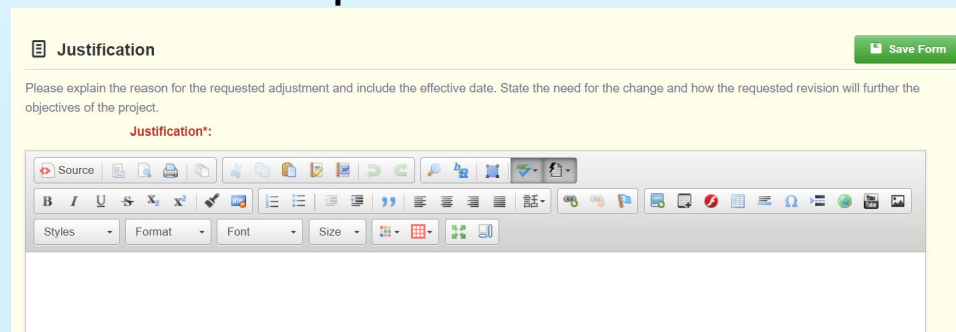
  - Justification

  - Budget

  - Confirmation

  - Attachments

Component		Complete?	Last Edited
General Information		✓	Oct 11, 2024 9:47 AM - Maggie Glick
Justification			-
Budget			-
Confirmation			-
Attachments			-

Subaward Adjustments, cont.

- Select "Justification"

Component	Complete?	Last Edited
General Information	✔	Oct 11, 2024 9:47 AM - Maggie Glick
Justification		-
Budget		-
Confirmation		-
Attachments		-

- Once inside the "Justification" component, in the narrative please explain the reason for the requested adjustment and include the effective date

- State the need for the change and how the required revision will further the objectives of the project

Subaward Adjustments, cont.

- A spreadsheet will also need to be completed and then copied and pasted into the justification narrative

  - Contact your Grant Specialist for a copy of the spreadsheet

- All budget lines need to be included in the spreadsheet

Example:

Project Number	Line Number	Current Budget	Requested Change	Updated Budget	Notes
2025-YLEGL-001-001	1001	$ 1,280.00	$ (495.72)	$ 784.28	Insert notes to explain why you need a revision
	1002	$ 6,535.00	$ 1,181.46	$ 7,716.46	Insert notes to explain why you need a revision
	12001	$ 3,500.00	$ (685.74)	$ 2,814.26	Insert notes to explain why you need a revision
	12002	$ 1,600.00	$ -	$ 1,600.00	No Change.
Total		$ 12,915.00	$ -	$ 12,915.00	

Subaward Adjustments, cont.

Spreadsheet:

- Project Number (1st Column): Insert the project number (your award number)

- Line number (2nd Column): This is the budget line number, which is found in the "Budget" component

- Current Budget (3rd Column): Insert the "Requested Grant Amount"

Subaward Adjustments, cont.

- Requested Change (4th Column): This is where the funds need to be added or subtracted from the budget lines, to reflect the dollar amount change

- Updated Budget (5th Column): This should automatically total the updated budget

- Notes (6th Column): Give a brief explanation of why funds are being reallocated

- Once the justification has been completed, select "Save Form" and then select "Mark as Complete"

Subaward Adjustments, cont.

- Select the "Budget" component

Component	Complete?
General Information	✓
Justification	✓
Budget	
Confirmation	
Attachments	

- Once inside the component, select "Edit Grid"

⊞ **Budget** - Grid   ☑ Edit Grid

Subaward Adjustments, cont.

- Adjust the Budget form lines to mirror the changes that are to occur
  - 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 will equal your current budget total
- The revised amount column represents the requested budget amount, revised total cost of the budget as a result of the Subaward Adjustment
  - 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 will equal your revised budget total

Row		Current Budget		Revised Amount	Net Change
Personnel		1280.00		784.28	
Personnel Benefits		6535.00		7716.46	
Personnel Overtime				$0	

Subaward Adjustments, cont.

- Next, enter the totals into the "Federal/State and Local Match Share"
  - Only put the information in the "Total Federal/State Share" column
  - The totals should match your spreadsheet and the budget amounts from above
- Select, "Save Grid"

Subaward Adjustments, cont.

- Review and if everything is correct, select "Mark as Complete"

Subaward Adjustments, cont.

- Select "Confirmation"

Component	Complete?	Last Edited
General Information	✓	Oct 11, 2024 9:47 AM - Maggie Glick
Justification	✓	Oct 11, 2024 11:52 AM - Maggie Glick
Budget	✓	Oct 11, 2024 12:16 PM - Maggie Glick
Confirmation		-
Attachments		-

- Complete the form

Confirmation

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

Authorized Official Name*:

Title*:

Date*:

Subaward Adjustments, cont.

- Select "Save Form"

- "Mark as Complete"

Subaward Adjustments, cont.

- Select the "Attachments" Component

Component	Complete?	Last Edited
General Information	✓	Oct 11, 2024 9:47 AM - Maggie Glick
Justification	✓	Oct 11, 2024 11:52 AM - Maggie Glick
Budget	✓	Oct 11, 2024 12:16 PM - Maggie Glick
Confirmation	✓	Oct 11, 2024 12:24 PM - Maggie Glick
Attachments		-

- If there are attachments, select "Yes"
- If there are not any attachments, select "No", then select "Save Form"

📄 **Documentation**   💾 Save Form

Do you have any documentation?*:   Yes   No

Subaward Adjustments, cont.

- If yes is the answer for documentation, select the "Add New Attachment"
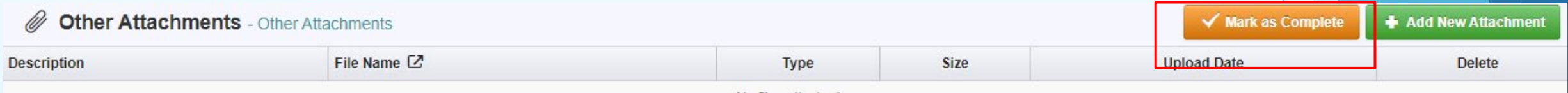
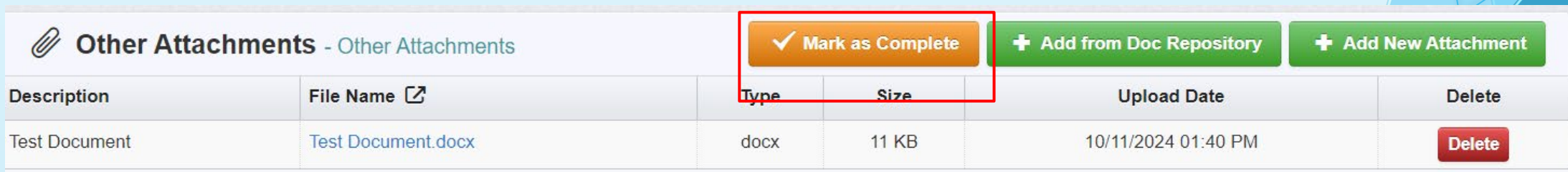- Browse your computer to attach any applicable supporting documentation

  - Select "Select File"

Subaward Adjustments, cont.

- The description of your attached file is the name of the file itself
  - Select "Save File"

- When all documentation has been added, select "Mark as Complete"

Subaward Adjustments, cont.

- Review for accuracy

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

Subaward Adjustments, cont.

- If you have a program revision, follow the same steps listed for a Budget Revision, except chose from the amendment type drop-down box "Program Revision"
    - Select "Save Form"

- There will not be a "Budget" component for a Program Revision, and the Excel spreadsheet is not needed

Monitoring

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

- Goal of Monitoring
  - Assist in areas of 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
  - SFY2025 YLEG Notice of Funding Opportunity
  - SFY2025 YLEG Certified Assurances
  - SFY2025 YLEG Subaward Agreement

Monitoring, cont.

- 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, cont.

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, cont.

- 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

- YLEG Specific Grant Information

- Notice of Funding Opportunity

- 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 SFY 2025 Youth and Law Enforcement Grant (YLEG) award:

Maggie Glick

Grants Specialist

(573) 526-3510

Maggie.Glick@dps.mo.gov

Joni McCarter

Program Manager

(573) 526-9020

Joni.McCarter@dps.mo.gov

Michelle Branson

Grants Program Supervisor

(573) 526-9014

Michelle.Branson@dps.mo.gov