



FY 2025 State Homeland Security Program (SHSP) Law Enforcement Terrorism Prevention Activities (LETPA) Compliance Workshop

Missouri Department of Public
Safety/Office of Homeland Security



Grant Requirements

SHSP LETPA

- SHSP aims to strengthen the ability of states to prevent, prepare for, protect against, and respond to acts of terrorism and other hazards
- The goal of SHSP is to support state and local governments in building, enhancing, and sustaining the capabilities needed to prevent, prepare for, protect against, and respond to acts of terrorism
- LETPA are initiatives funded through SHSP aimed at enhancing law enforcement's ability to prevent terrorist attacks
- These activities focus on building and sustaining capabilities in areas such as intelligence analysis, information sharing, threat recognition, and terrorist interdiction



Federal Grant Requirements

- [Code of Federal Regulations 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
 - Regulations provide the foundational requirements for federal financial assistance
- Subrecipients are required to comply with the programmatic requirements of the [U.S. Department of Homeland Security \(DHS\), Notice of Funding Opportunity \(NOFO\), Fiscal Year 2025 Homeland Security Grant Program \(HSGP\)](#)
 - Provides programmatic requirements specific to the State Homeland Security Program
- [Grant Programs Directorate \(GPD\) Information Bulletins \(IBs\)](#)
 - IBs provide administrative instructions and guidelines critical to supporting the effectiveness and efficient delivery of the grant



Missouri Department of Public Safety (DPS) Office of Homeland Security (OHS) DPS Grants – Grant Requirement

- [FY 2025 SHSP LETPA Grant Notice of Funding Opportunity \(NOFO\)](#)
- [Administrative Guide for Homeland Security Grants](#)
- Information Bulletins
 - [Information Bulletin 1: Policy on Monitoring](#)
 - [Information Bulletin 2: Policy on Advance Payment and Cash Advances](#)
 - [Information Bulletin 4: Policy on Food and/or Beverage Provided for Homeland Security Training/Exercise Sessions, Meetings, or Conferences](#)
 - [Information Bulletin 5: Policy on Reimbursement Requests](#)
 - [Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments](#)



DPS Grants – State Requirements

Law Enforcement Agencies **MUST** be compliant with the following requirements and must maintain compliance throughout the grant period of performance

- **[Section 590.650 RSMo](#) – Vehicle Stops Report:** Pursuant to [Section 590.650.3 RSMo](#), each law enforcement agency shall compile the data described in subsection 2 for the calendar year into a report to the attorney general and each law enforcement agency shall submit the report to the attorney general no later than March first of the following calendar year.
- **[Section 590.700 RSMo](#) – Written Policy on Recording of Custodial Interrogations:** Pursuant to [Section 590.700.4 RSMo](#), each law enforcement agency shall adopt a written policy to record custodial interrogations of persons suspected of committing or attempting to commit felony crimes as outlined in subsection 2.



DPS Grants – State Requirements

Law Enforcement Agencies MUST be compliant with the following requirements and must maintain compliance throughout the grant period of performance

- **[Section 43.544 RSMo](#) – Written Policy on Forwarding Intoxication-Related Traffic Offenses:** Pursuant to [Section 43.544.1 RSMo](#), each law enforcement agency shall adopt a policy requiring arrest information for all intoxication-related traffic offenses be forwarded to the central repository as required by [Section 43.503 RSMo](#).
- **[Section 590.1265 RSMo](#) – Police Use of Force Transparency Act of 2021:** Pursuant to [Section 590.1265 RSMo](#), each law enforcement agency shall report data submitted under subsection 3 of this section to the department of public safety.
 - *Law enforcement agencies will be considered non-compliant if they have not submitted Use of Force reports for three or more months in the previous 12 months.*



DPS Grants – State Requirements

Law Enforcement Agencies MUST be compliant with the following requirements and must maintain compliance throughout the grant period of performance

- **Section 43.505 RSMo – Uniform Crime Reporting (UCR):** Pursuant to Section 43.505.3 RSMo, each law enforcement agency in the state shall: (1) Submit crime incident reports to the department of public safety on forms or in the format prescribed by the department; and (2) Submit any other crime incident information which may be required by the department of public safety.
- *Law enforcement agencies will be considered non-compliant if they have not submitted MIBRS reports for three or more months in the previous 12 months.*
- **Section 590.030 RSMo – Rap Back Program Participation:** Pursuant to Section 590.030 RSMo, all law enforcement agencies shall enroll in the state and federal Rap Back programs on or before January 1, 2022 and continue to remain enrolled. The law enforcement agency shall take all necessary steps to maintain officer enrollment for all officers commissioned with that agency in the Rap Back programs. An officer shall submit to being fingerprinted at any law enforcement agency upon commissioning and for as long as the officer is commissioned with that agency.



DPS/OHS Equipment Requirements

Some equipment have specific requirements to be eligible!

- **Body-Worn Cameras:**

- Agencies purchasing body-worn cameras (BWCs) must have policies and procedures in place related to equipment usage, data storage and access, privacy considerations, and training
- Subrecipients of funding for BWCs must supply the DPS/OHS with a copy of such policy(s) and procedure(s) at the time of claim submission, if not already provided with the application



DPS/OHS Equipment Requirements

Some equipment have specific requirements to be eligible!

- **Body Armor:**

- Funds may be used to purchase body armor at any threat level designation, make or model from any distributor, as long as the body armor has been tested and found to comply with the latest applicable National Institute of Justice (NIJ) ballistic or stab standards, which can be found online at: <https://nij.ojp.gov/topics/equipment-and-technology/body-armor/ballistic-resistant-armor>
- Body armor or armor vests must also be uniquely fitted vests which means protective (ballistic or stab-resistant) armor vests that conform to the individual wearer to provide the best possible fit and coverage through a combination of:
 - Correctly sized panels and carrier, determined through appropriate measurement
 - Properly adjusted straps, harnesses, fasteners, flaps, or other adjustable features
 - The requirement that body armor be uniquely fitted does not require that it is individually manufactured based on the measurements of an individual wearer
- Body Armor must be made in the United States
- Agencies purchasing body armor are required to have a written “mandatory wear” policy in effect
 - There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty
 - Subrecipients of funding for body armor must supply the DPS/OHS with a copy of such policy at the time of claim submission, if not already provided with the application



DPS/OHS Equipment Requirements

Some equipment have specific requirements to be eligible!

- **Interoperability Equipment (Portables/Handhelds, Mobiles, Repeaters, Base Stations, etc.):**
 - All interoperable communications equipment must meet applicable [SAFECON Guidance](#) and the Missouri Department of Public Safety (DPS), Office of the Director, DPS Grants [Radio Interoperability Guidelines](#)
- **Mobile Data Terminals (MDTs)/Mobile Data Computers (MDCs):**
 - Agencies purchase mobile data terminals (MDTs) should research the type of computer being requested
 - The DPS/OHS is aware that non-ruggedized laptops and tablets are typically not durable enough for road patrol purposes and therefore not the best use of funds



DPS/OHS Equipment Requirements

Some equipment have specific requirements to be eligible!

- **License Plate Readers:**

- Agencies purchasing license plate reader (LPR) equipment and technology with grant funds administered by the DPS, must adhere to the following requirements:
 - LPR vendors chosen by an agency must have an MOU on file with the MSHP Central Vendor File as developed and prescribed by the Missouri Department of Public Safety pursuant to 11 CSR 30-17
 - Prior to purchasing LPR services, the agency should verify the vendor's MOU status with the MSHP CJIS Division by emailing mshphelpdesk@mshp.dps.mo.gov
 - Share LPR data through the MoDEx process with statewide sharing platforms (i.e., MULES)
 - Enable LPR data sharing with other Missouri Law Enforcement agencies and enforcement support entities within the selected vendor's software. Examples include, but are not limited to fusion centers, drug task forces, special investigations units, etc.
 - Connect to the Missouri State Highway Patrol's Automated License Plate Reader (ALPR) File Transfer Protocol Access Program. This program provides the information necessary to provide a NCIC and/or MULES hit when used in conjunction with a License Plate Reader (LPR) device. An MOU must be on file with the Access Integrity Unit (AIU) for the vendor and the law enforcement agency and a registration process must be completed
 - Agency shall have a license plate reader policy and operation guideline prior to the implementation of LPRs. Reimbursements will not be made on the project until the policy has been provided to the Missouri Department of Public Safety
 - If LPR will be installed on Missouri Department of Transportation right-of-way(s) agency must request installation through the Missouri Department of Public Safety. Once approved, agency must adhere to the Missouri Department of Transportation's guidelines regarding installation of LPR's on Missouri Department of Transportation right-of-way(s)



Emergency Operations Plan (EOP)

- All subrecipients that maintain an EOP
 - Must update EOP once every two years
 - [Conform to guidelines outlined in Comprehensive Preparedness Guide \(CPG\) 101 v3.1](#)



National Incident Management System (NIMS)

- All subrecipients must strive to be NIMS compliant and adhere to the prescribed mandates and principles
- [NIMS](#) is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations (NGO), and the private sector in working together seamlessly and managing incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life, loss of property, and harm to the environment.



Procurement Requirements

- Expenditures must:
 - Be an approved budget line item at the time of purchase
 - Prior approval has been obtained, if necessary
 - Sufficient funds are in the approved budget line
- Subrecipients must have their own written procedures for determining costs are allowable, reasonable, allocable and necessary in accordance with Subpart E –Cost Principles and the terms and conditions of the Federal award ([2 CFR Part 200.302 \(7\)](#)). Agencies that do not have their own written policy, may adopt the DPS/OHS' Appendix B found in the Administrative Guide for Homeland Security Grants



Procurement Requirements

- Purchases must be made within the grant period of performance
 - September 1, 2025 – August 31, 2028
- Funds must be obligated within the project period (**September 1, 2025 – August 31, 2028**) and expended within 16 days following the grant period of performance end date (**October 15, 2028**)
 - Funds are considered “obligated” when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period
 - Purchase order is issued or order is placed with the vendor
 - Funds are considered “expended” when payment is made
 - Vendor is paid for goods/services
- Final claims are due **October 15, 2028**



Procurement Requirements

- Subrecipients must follow their agency's procurement policy **unless the State of Missouri policy is more restrictive**
- If the recipient does not have a procurement policy, they **must follow the State of Missouri procurement policy**
 - [State of Missouri Revised Statutes Chapter 34, State Purchasing and Printing](#)
 - [Missouri Rules of Office of Administration Division 40 – Purchasing and Materials Management](#)



Procurement Requirements

State of Missouri Procurement Guidelines

Less than \$10,000	\$10,000 - \$99,999	Greater than \$100,000
• Purchase with prudence on the open market	• Must be competitively bid • Informal method is acceptable • Minimum of three bids/quotes required • Example: telephone quote, online pricing, request for quotation, etc.	• Formal solicitation is required • Advertised in at least two daily newspapers for general circulation at least 5 days before bids are to be opened • May also advertise in at least 2 weekly minority newspapers & provide medium through an electronic medium available to the general public • Post a notice in a public area of your office • Solicit by mail or other reasonable method generally available to the public • DPS/OHS must approve if less than 3 bids received



Procurement Requirements

- Dollar thresholds for bidding requirements are per total purchase to a single vendor in the agency's fiscal year
- All procurement transactions shall be carried out in a manner which provides maximum 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
 - Retained in grant and accounting files
- Brand names should not be specified when seeking bids/quotes



Procurement Requirements

- [Cooperative Procurements](#) – utilization of a cooperative or state contract
 - Can be used to satisfy procurement requirements without the requirement to obtain additional bids/quotes
 - Examples:
 - State contracts
 - NASPO
 - GSA
 - Sourcewell
 - **If you utilize a cooperative/state contract, ensure the procurement documents (bids/quotes) and invoice(s) list the contract number**
 - This documents the contract was utilized to meet procurement requirements
 - Example:
 - You are approved to purchase 3 MDTs on your project and you estimate the cost to be approximately \$15,000 for all 3 MDTs
 - The traditional procurement method would require you to obtain at least 3 bids/quotes
 - ABC Vendor has a GSA contract that includes the MDTs you are looking to purchase
 - You can obtain a quote from ABC vendor for the MDTs through their GSA contract
 - If the quote is acceptable, you can purchase from ABC vendor without obtaining other bids/quotes
 - **REMINDER: Your bid/quote and invoice from ABC vendor must reference the contract number!**



Procurement Requirements

- 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 requires prior approval from the DPS/OHS**
 - Submit request via the “Correspondence” component of WebGrants
 - Request should include:
 - [Single Feasible Source Form](#)
 - If available, a copy of a single feasible source certification letter from the vendor



Procurement Requirements

- Subrecipients are required to verify that vendors used for grant purchases are not on the [State Suspended/Debarred Vendors List](#) or the [Federal Excluded Parties List](#)
 - Maintain a copy in your grant file with your procurement documentation to verify this step was completed



Procurement Requirements

- With any expenditure, the subrecipient must ensure that:
 - The expenditure is an approved budget line item
 - Reimbursements will NOT be made for items that are not an approved budget line item at the time of purchase
 - Prior approval has been obtained, if necessary
 - Sufficient funds are in the approved budget line
- Subrecipients must have their own written procedures for determining costs are allowable, reasonable, allocable and necessary in accordance with Subpart E –Cost Principles and the terms and conditions of the Federal award ([2 CFR Part 200.302 \(7\)](#)). Agencies that do not have their own written policy, may adopt the DPS/OHS' Appendix B found in the Administrative Guide for Homeland Security Grants
- If a subrecipient is uncertain as to whether a cost meets these requirements, please contact the DPS/OHS for clarification



Prior Approval

- Some items require prior approval from the DPS/OHS and/or DHS/FEMA, including, but not limited to:
 - Contracts – must contain the applicable Federal Contract Provisions located in [2 CFR 200 Appendix II Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#)
 - Single Feasible Source purchases over \$10,000
 - Projects requiring completion of an Environmental Planning and Historic Preservation Screening
 - Equipment items require completion and approval of a waiver from DHS/FEMA
 - Unmanned Aerial Systems (UAS)
 - Only United States manufactured drones are allowed
 - Boats
 - Explosives

****If your project contains an item that requires a waiver, such as a UAS, DPS/OHS will be contacting you regarding additional information/documentation that is needed to request the waiver from DHS/FEMA****

****DO NOT begin any work on your project until you have been notified the waiver from DHS/FEMA has been received****



Audit Requirements

- State and local units of government, institutions of higher education, and other nonprofit institutions, must comply with the organizational audit requirements of [2 CFR Part 200 Subpart F](#), Audit Requirements
- Subrecipients who expend \$1,000,000.00 or more of federal funds* during their fiscal year are required to submit a single organization wide financial and compliance audit report (single audit) to the [Federal Audit Clearinghouse](#) within 9 months after the close of each fiscal year during the term of the award

***Expended funds include all Federal funds, not just SHSP funds**





Environmental Planning and Historic Preservation (EHP)

Environmental Planning and Historic Preservation (EHP)

- Projects that require an EHP include:
 - Facility construction
 - Modification/renovation of existing structures
 - Physical security enhancements to buildings or structures
 - Construction or modification of communication towers
 - All ground disturbances
 - Includes pole installation for license plate readers (LPRs)
- **The EHP review MUST be completed before initiating ANY work even if a previous award/year/program/project has an approved EHP review**



Environmental Planning and Historic Preservation (EHP)

- DHS/FEMA may be required to consult with the relevant State Historic Preservation Office (SHPO), the U.S. Fish and Wildlife Service (FWS), the U.S. Army Corps of Engineers (USACE), and others to determine impacts to sensitive resources



Environmental Planning and Historic Preservation (EHP)

- Purpose of EHP review is to ensure compliance – NOT to deny or approve projects
- Costs of environmental review (e.g.: archeological surveys, reports, etc.) are the responsibility of and paid by the grant subrecipient



Environmental Planning and Historic Preservation (EHP)

- The EHP form can be located at the following link:
https://www.fema.gov/sites/default/files/documents/fema_ehp-screening_form_ff-207-fy-21-100_3-31-2026.pdf
- Complete the EHP form and submit it to DPS/OHS as early as possible
- Make sure the EHP Form includes:
 - Clear description of the project, including project location
 - Labeled, ground-level photos of the project area
 - Aerial photo(s)
 - Includes the year built for any buildings/structures involved in the project
 - Describes extent (length, width, depth) of any ground disturbance
 - Includes any other pertinent EHP info (e.g., environmental studies/surveys, FCC info, permits in-hand, etc.)



Environmental Planning and Historic Preservation (EHP)

- Required: site photographs, maps, and drawings
 - Labeled, color aerial photograph of the project site
 - Labeled, color, ground-level photographs of the project site
 - Labeled, color photograph of each location where equipment would be attached to a building or structure (Interior and exterior)
 - Label all photographs with the name of facility, location (city/county, state) and physical location (physical address or latitude-longitude)
 - Identify ground disturbance including L x W x Depth
 - Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities
 - Include details of any fill materials involved in ground disturbance



Environmental Planning and Historic Preservation (EHP)

- If Available:
 - Labeled, ground-level, color photographs of the structure from each exterior side of the building/structure
 - Required if building/facility is more than 45 years old
 - Technical drawings or site plans



Environmental Planning and Historic Preservation (EHP)

- The EHP packet must be completed and submitted early!!
- If the project scope changes, another EHP form must be approved prior to work beginning
- EHP must include each building/area that will be touched
- Submit forms via Correspondence Component to Adriana Budean in WebGrants

Projects started before clearance is issued will NOT be reimbursed!





Inventory Management

Inventory Management

- Equipment is defined as tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more
- Entities may have a lower acquisition cost in their procurement policy
 - If so, MUST use the most stringent policy
- Equipment must be available for use on other projects or incidents provided it will not interfere with the work on the project for which it was originally acquired



Inventory Management

- All equipment purchased with SHSP funds MUST be tagged
- Tags must state:

Purchased with U.S. Department
of Homeland Security Funds

- There are no specific requirements for the tag itself
- Tags are available upon request: contact Kelsey Saunders at Kelsey.Saunders@dps.mo.gov



Inventory Management

- Equipment must be used in the program or project it was acquired for as long as needed
- During the time that equipment is used on the project or program for which it was acquired, the subrecipient must make the equipment available for use on other projects or programs currently or previously supported by the Federal government, provided the use will not “interfere” with the work on the project or program for which it was originally acquired



Inventory Management

- When no longer needed, the equipment may be used in other activities supported by the Federal awarding agency, in the following priority:
 - Activities from the Federal awarding agency (DHS/FEMA), which funded the original project
 - Activities under Federal awards from other Federal awarding agencies
- When acquiring replacement equipment, the subrecipient may use the equipment to be replaced as a trade in or sell the property and use the proceeds to offset the cost of the replacement property



Inventory Management

- Subrecipients MUST:
 - Have an inventory management system and maintain effective control
 - Have a control system in place to prevent, loss, damage, and theft
 - Investigate all incidents and report to the DPS/OHS within 30 days of the incident
 - Have adequate maintenance procedures to keep property in good condition
 - Keep equipment maintained to keep it in mission capable (operational) condition



Inventory Management

- Equipment must be protected against loss, damage and theft
 - Per [2 CFR 200.310](#): The subrecipient must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the subrecipient



Inventory Management

- Required to maintain inventory for all equipment purchased with SHSP funds
- Equipment is added to DPS/OHS inventory at the time of claim approval
- Physical inventory **MUST** be taken and results reconciled once every two years
 - Next inventory will be due December 31, 2028
 - DPS/OHS will send a list of your agency's inventory for verification



Inventory Management

- Equipment inventory MUST only contain one item per line and include the following:
 - Region – MSHP Troop
 - County
 - Fiscal Year – 2025
 - Grant Program – SHSP LETPA
 - Grant Award Number
 - Description of Equipment
 - WebGrants Line Item Number
 - Manufacturer
 - Model
 - Identification Number
 - Title Holder
 - Quantity
 - Individual Item Cost
 - % Federal Participation in the Cost
 - Date of Delivery
 - Physical Location – Must be the physical address
 - Use (Local, Regional, Statewide, or National)
 - Readiness Condition (Mission Capable/Not Mission Capable)
 - Final Disposition
 - Date of Final Disposition
 - Contact Name
 - Contact Email
 - Contact Phone Number



Inventory Management

- Inventory Example:

Region	County	Fiscal Year	Grant Program	Grant Award Number	Description of Equipment	EGMS/WebGrants Line Item Number	Manufacturer	Model	Identification Number	Title Holder	Quantity	Individual Item Cost	Total Cost	% of Federal Participation in the Cost	Date of Delivery	Physical Location	Use	Readiness Condition	Final Disposition	Date of Final Disposition	Final Disposition Sale Price	Contact Name	Contact Email	Contact Phone Number
C	Ste. Genevieve County	2018	SHSP	EMW-2018-SS-00044-04-07-001	Generator installed in portable trailer	10001	Honda	EU7000IS	86102-00473	Ste. Genevieve County Sheriff's Department	1	\$11,306.60	\$ 11,306.60	100.00%	5/25/2019	5 Basler Drive Ste. Genevieve, MO 63670	Regional	Mission Capable				Jason Schott	jschott@gcso.com	(573) 883-5820



Inventory Management

- When original or replacement equipment acquired with DHS/FEMA funds is no longer needed for the original project or program, the equipment may be retained, sold, or disposed, if it is not needed in any other DHS/FEMA sponsored project or program
- You must first seek approval from the DPS/OHS prior to retaining, selling, or disposing of the equipment item
- Equipment with a per item fair market value of \$5,000 or more may be retained or sold
 - If sold, the awarding agency (DPS/OHS) is entitled to an amount calculated by multiplying the current market value or proceeds from the sale by the awarding agency's percentage of participation
 - Example: Agency X wants to sell their 2012 F150, which was 70% funded with SHSP funds and 30% funded with local funds. The fair market value for the patrol vehicle is \$6,000. The awarding agency would be entitled to \$4,200 of the proceeds and the local agency would be entitled to \$1,800



Inventory Management

- Subrecipients must request disposition by submitting the [Equipment Disposition Form](#) to their Grant Specialist as detailed in the OHS Administrative Guide
- Equipment CANNOT be disposed of until the Equipment Disposition Form has been approved by the DPS/OHS
- Approved Equipment Disposition Forms must be maintained in your grant file



Inventory Management

- Homeland security funding should support deployable assets that can be used locally, regionally, across the State of Missouri or the Nation through automatic assistance and mutual aid agreements
- All assets supported in part or entirely with homeland security grant funding, **MUST** be readily deployable and NIMS Kind and Typed when possible
 - While it may not be physically deployable, GIS and interoperable communications systems are considered deployable assets



Inventory Management

- Resource Typing – Assigning a standardized typing designation to each resource ensures responders get the right personnel and equipment
 - To meet the Tier I criteria for national resource typing definitions, the resource must already exist as a defined, deployable interstate response resource
- Kind – Describes what the resource is (e.g., Medic, Firefighter, helicopter, bulldozer)
- Type – Describes the size, capability, and staffing qualifications of a specific kind of resource
- Website – [Resource Typing Library Tool](#)



Inventory Management

- Tier I represents resources that are included in the national resource typing definitions, the resource must:
 - Already exist as a defined, deployable interstate response resource
 - Be exchanged and deployed with usage governed through interstate mutual aid agreements
 - Be of sufficient capability to warrant being allocated and/or physically deployed nationally
 - Have performance capability levels that can be defined as to category, kind and type
- Be identified, inventoried, and tracked to determine availability status for response operations by the jurisdiction having authority
- Allow for command and control utilization under NIMS ICS
- Be sufficiently interoperable or compatible to allow for deployment through a defined system for resource ordering as authorized under interstate mutual aid and assistance agreements





WebGrants

WebGrants

- Login to the WebGrants System using the same User ID and Password used when submitting the application
- Two-factor authentication: Enter the one-time passcode sent to your email by WebGrants and select, “Submit”



Enter your user id and password

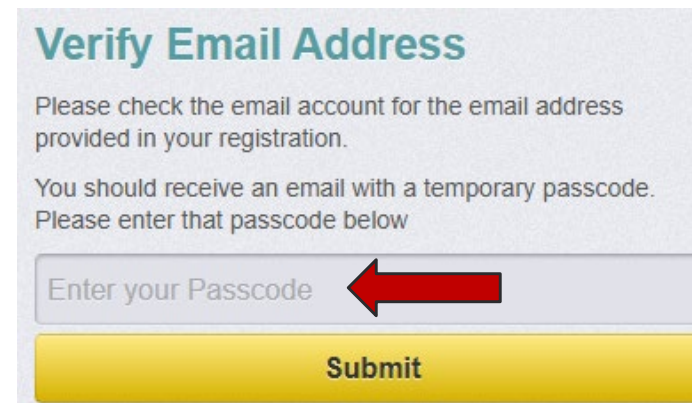
User ID 

Password 

SIGN IN

[Forgot User ID?](#) [Reset Password?](#)

[Click here to Register](#)



Verify Email Address

Please check the email account for the email address provided in your registration.

You should receive an email with a temporary passcode. Please enter that passcode below

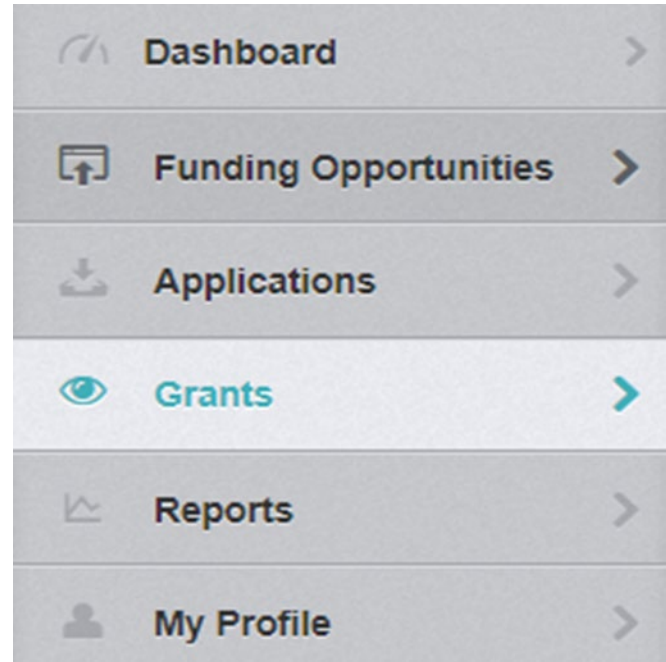
Enter your Passcode 

Submit



WebGrants

- Select “Grants”



WebGrants

- Select project titled “FY 2025 SHSP LETPA”

ID ▲	Status ▼	Year ▼	Title ▼	Organization ▼	Program Area ▼	Funding Opportunity ▼	Start Date ▼	End Date ▼	Grant Amount ▼	Total Paid ▼	Remaining Balance ▼	Percent Spent ▼
EMW-2025-SS-05151-LETPA-001	Underway	2026	FY25 - SHSP LETPA - ABC Agency	BaseLine Organization	SHSP-State Homeland Security Program	46448-FY 2025 SHSP Law Enforcement Terrorism Prevention Activities (LETPA) STATE AGENCIES ONLY - TEST	09/01/2025	08/31/2028	\$23,000.00	\$0.00	\$23,000.00	.00%



WebGrants

- WebGrants is comprised of “Grant Components”



☰ Grant Components	
The grant forms appear below. Your grant award details are saved here,	
Component	
General Information	
Attachments	
Budget	
Claims	
Closeout	
Contact Information	
Correspondence	
Status Reports	
Subaward Adjustments	
Subaward Documents - Final	
Funding Opportunity	
Application	



WebGrants

- General Information Component – Displays general information about your grant
 - Grant Title – Title of the project as listed on the Award Agreement
 - Grant Status – Awarded/Underway/Closed
 - Grantee Organization – Organization funds were awarded to
 - Grantee Contact – Main grant contact from your agency
 - Additional Grantee Contacts – additional grant contacts from your agency as listed on the application
 - Program Officer – DPS/OHS Grants Supervisor
 - Additional Internal Contacts – DPS/OHS Grants Specialist
 - **This is your main DPS/OHS contact on the project**
 - Program Area – Grant program
 - Grant Number – Grant award number as listed on the Subaward Agreement
 - Award Year – Year of the grant program
 - Subaward Dates – Dates the Subaward Agreement was sent and fully executed
 - Project Dates – Grant period of performance dates



☰ Grant Components
The grant forms appear below.
Your grant award details are saved here.
Component
General Information
Attachments
Budget
Claims
Closeout
Contact Information
Correspondence
Status Reports
Subaward Adjustments
Subaward Documents - Final
Funding Opportunity
Application



WebGrants

- General Information Component Example

General Information		Edit Additional Contacts	
Grant Title:	FY25 - SHSP LETPA - ABC Agency		
Grant Status:	Underway		
Grantee Organization:	BaseLine Organization		
Grantee Contact:	TEST TEST		
Additional Grantee Contacts:			
Program Officer:	Chelsey Call		
Additional Internal Contacts:	Adriana Budean		
Program Area:	State Homeland Security Program		
Grant Number:	EMW-2025-SS-05151-LETPA-001		
Award Year:	2026		
Subaward Dates:	08/07/2026	08/07/2026	08/15/2026 08/15/2026
	Contract Sent	Contract Received	Contract Legal Contract Executed
Project Dates:	09/01/2025	08/31/2028	
	Start Date	End Date	
Comments:			



WebGrants

- Subaward Documents Final Component – A copy of the fully executed Subaward Agreement can be found in this component after your grant has been moved to “Underway” status

 Grant Components
The grant forms appear below.
Your grant award details are saved here.
Component
General Information
Attachments
Budget
Claims
Closeout
Contact Information
Correspondence
Status Reports
Subaward Adjustments
Subaward Documents - Final
Funding Opportunity
Application



WebGrants

- Budget Component – Your approved budget is found in this component
 - Be sure to review your approved budget before beginning procurement
 - Ensure you are only purchasing items that on the approved budget
 - Ensure you are purchasing the quantity of items that are on your approved budget
 - Request Subaward Adjustment if you need to make changes to the budget (i.e., change in quantity and/or move funds from one budget line to another)



 Grant Components
The grant forms appear below.
Your grant award details are saved here.
Component
General Information
Attachments
Budget
Claims
Closeout
Contact Information
Correspondence
Status Reports
Subaward Adjustments
Subaward Documents - Final
Funding Opportunity
Application



WebGrants

- Budget Component Example

☰ Equipment - Multi-List							
To include equipment in your budget, select "Add Row". If the project includes more than one equipment item, repeat this step for each person. All equipment items are defined as tangible property having an acquisition cost of \$5,000 or more, and a useful life of more than one year. All Equipment purchased has to be an allowable item on the Authorized Equipment List (AEL). Equipment quotes may be uploaded in Names Attachment component of the application.							
Line Item Name	AEL #	Qty	Unit Cost	Total Cost	Discipline	Function	Allowable Activity
10001 - Mobile Radio	06CP-01-MOBL	1.00	\$5,500.00	\$5,500.00	Law Enforcement	Equipment	Interoperable Communications Equipment
10002 - Portable Radio	06C-01-PORT	1.00	\$6,500.00	\$6,500.00	Law Enforcement	Equipment	Interoperable Communications Equipment
				\$12,000.00			



Reimbursement Request (Claims)

- [Information Bulletin 5: Policy on Reimbursement Requests](#) discusses requirements for reimbursement requests
- Must incur an allowable expense, make payment, and seek reimbursement **within 6 months** of the invoice date
 - Please do not hold invoices to submit for payment until the end of the grant period!
- Supporting documentation must be submitted with each claim
- A line must be completed for each individual expenditure
- Multiple invoices on one expenditure line will not be accepted
- Incomplete claims could result in a delay of payment
 - It is the requesting agency's responsibility to complete the necessary changes



Reimbursement Requests (Claims)

- Personnel and Personnel Benefits Supporting Documentation – Items in the Personnel and Personnel Benefits categories of your budget
 - Wage and benefit cost(s)
 - Timesheet(s) – should document all paid hours (including leave, overtime, etc.) and should be signed by the employee and authorizing supervisor
 - Signed personnel certification
 - Proof of payment (i.e., payroll journal/register, paystub)
 - For overtime:
 - Employee status
 - Timesheets showing overtime worked



Reimbursement Requests (Claims)

- Travel/Training Supporting Documentation – Items in the Travel/Training category of your budget
 - Claim in WebGrants
 - Vendor Invoice
 - Proof of Payment (i.e., copy of cancelled check or bank statement)
 - If the invoice was paid via credit card, you MUST supply the credit card statement and bank statement demonstrating the credit card has been paid
 - Agenda/Announcement
 - Proof of attendance (sign-in sheet/roster/completion certificate)
 - **Meals, mileage, and lodging cannot exceed the state of Missouri rates established by the Missouri Office of Administration**
 - **Current rates can be found at:** <https://acct.oa.mo.gov/travel-portal>



Reimbursement Requests (Claims)

- Equipment Supporting Documentation – Items in the Equipment category of your budget
 - Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more
 - Must be recorded and tracked in an inventory control list throughout the life of the equipment
 - Must be tagged to reflect the source of the funding – “Purchased with U.S. Department of Homeland Security Funds”
 - Claim in WebGrants
 - Vendor Invoice
 - Proof of Payment (i.e., copy of cancelled check or bank statement)
 - If the invoice was paid via credit card, you MUST supply the credit card statement and bank statement demonstrating the credit card has been paid
 - Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items have been received)
 - Purchase order – only required if referenced on the invoice
 - Equipment Inventory Form in WebGrants must be completed for EACH piece of equipment
 - If you purchased more than one of the same item, they must be listed separately on the equipment inventory form



Reimbursement Requests (Claims)

- Supplies/Operations Supporting Documentation – Items in the Supplies/Operations category of your budget
 - Claim in WebGrants
 - Vendor Invoice
 - Proof of Payment (i.e., copy of cancelled check or bank statement)
 - If the invoice was paid via credit card, you MUST supply the credit card statement and bank statement demonstrating the credit card has been paid
 - Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items have been received)



Reimbursement Requests (Claims)

- Contractual Supporting Documentation – Items in the Contractual category of your budget
 - Claim in WebGrants
 - Vendor Invoice
 - Proof of Payment (i.e., copy of cancelled check or bank statement)
 - If the invoice was paid via credit card, you MUST supply the credit card statement and bank statement demonstrating the credit card has been paid
 - Proof of delivery (signed statement in writing indicating goods/services have been received)
 - **Copy of signed contract MUST be submitted with the first claim with associated contract expenses**
 - Other documentation required by the contract (milestone reports, time and effort, etc.)



Reimbursement Requests (Claims)

- Advance Payment
 - [Information Bulletin 2: Policy on Advance Payment and Cash Advances](#) discusses requirements for advance payment requests
 - Advance payment is defined as funds given to a subrecipient in advance of the subrecipient incurring the debt
 - For example: If a subrecipient orders a piece of equipment and requests reimbursement prior to paying the vendor's invoice, receipt of funds would be considered an advance payment
 - Advance payment will not be provided to a subrecipient before costs have been incurred through an invoice from a vendor
 - Must have received goods/services to receive an advance payment
 - \$2,500 minimum for subrecipients requesting a reimbursement with an advance payment



Reimbursement Requests (Claims)

- Advance Payment Supporting Documentation
 - Claim in WebGrants
 - Vendor Invoice
 - Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items have been received)
 - Completed Equipment Detail Form in WebGrants, if applicable
- Required to submit proof of payment (i.e., copy of cancelled check or bank statement) to the DPS/OHS within 30 days from receipt of payment
 - Submit through WebGrants Correspondence
- To request, type “Advance Payment” in the Check/EFT Number and Check/EFT Date fields in the WebGrants claim



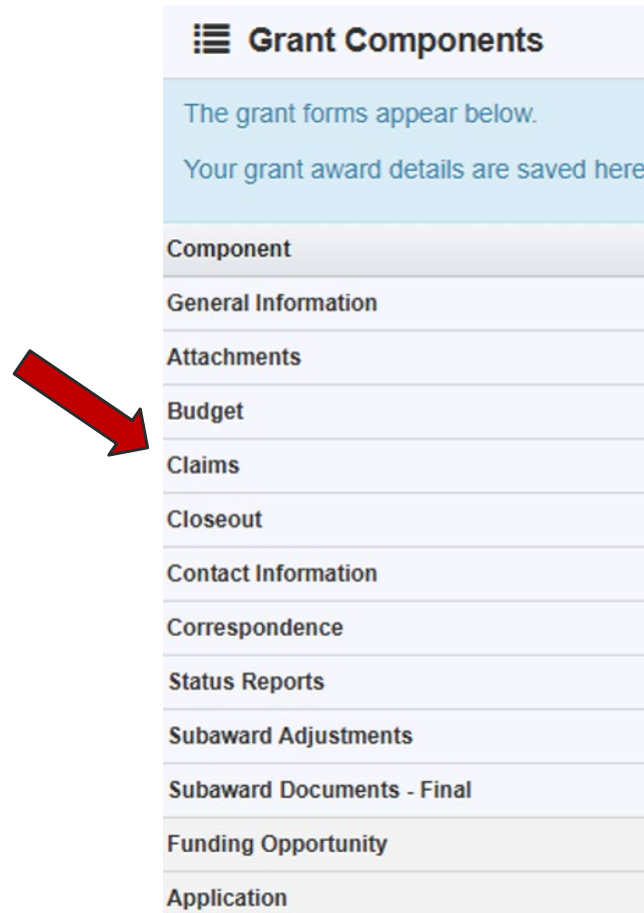
Reimbursement Requests (Claims)

- MissouriBuys Powered by MOVERS
 - The state of Missouri is transitioning to a new financial system
 - To receive payment by the state of Missouri, all new registrations or changes to current registrations must be completed in the new MissouriBUYS Powered by MOVERS system
 - Registration Link: [MOVERS Registration](#)
 - Self-Help Guides to assist you through the process to create or edit a registration can be found here: <https://missouribuys.mo.gov/faqs>
 - Many agencies experience issues with the W-9 form
 - Your registration will not be processed without a W-9 form
 - Ensure you have the most updated version of the W-9 form
 - The W-9 form must be signed and cannot be a typed or digital signature
 - Ensure the agency name on the W-9 form matches the way it is entered in the MOVERS registration



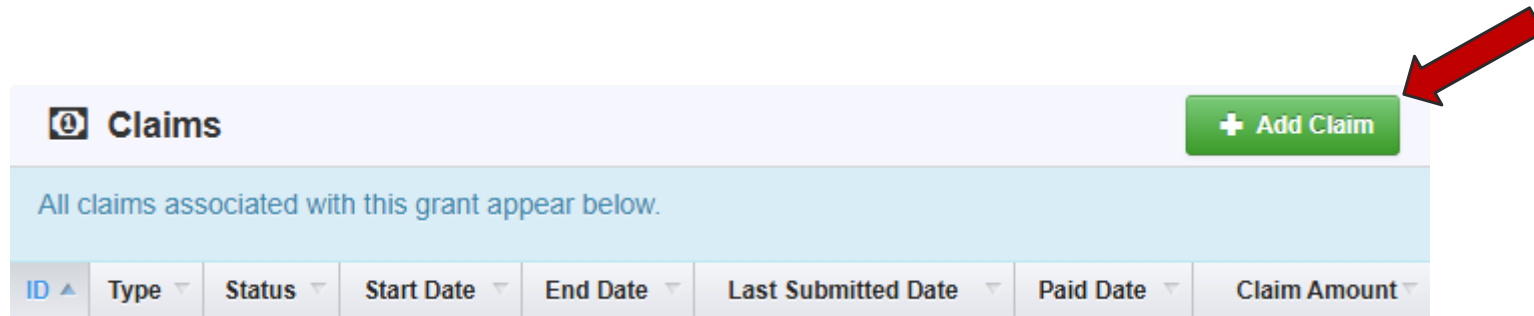
Reimbursement Requests (Claims)

- Select “Claims” Component in WebGrants



Reimbursement Requests (Claims)

- Select “Add Claim”



The screenshot shows a web interface for managing claims. At the top, there is a header bar with a tab labeled "Claims" and a green button labeled "+ Add Claim". A red arrow points to this button. Below the header, a light blue banner states "All claims associated with this grant appear below." Underneath the banner is a table with the following columns: ID, Type, Status, Start Date, End Date, Last Submitted Date, Paid Date, and Claim Amount. Each column has a small dropdown arrow next to it.

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



Reimbursement Requests (Claims) ↓

- Complete the “General Information” form
 - Claim Type – Monthly, Quarterly, or Other
 - Reporting Period – Date range for expenses being requested
 - Final Request? – Select “Yes” if this is your final claim or Select “No” if you have additional claims to submit
- Invoice Number – **LEAVE BLANK – this field is only for State Agencies**
- Select “Save Form”

General Information - Claim - Edit Save Form

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

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

Status*:

Type*:

Due Date:

Report Period*:
Start Date End Date

Final Request?*
Click Yes if this is the final request

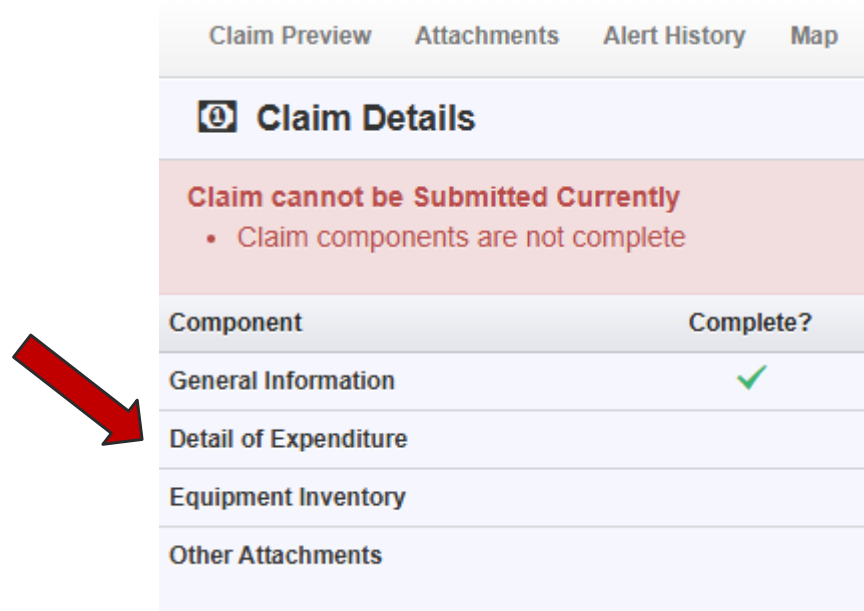
Invoice Number:

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



Reimbursement Requests (Claims)

- Select “Detail of Expenditure” from the Claim Components



The screenshot shows a web interface for 'Claim Details'. At the top, there are tabs: 'Claim Preview', 'Attachments', 'Alert History', and 'Map'. Below the tabs is a section titled 'Claim Details' with a sub-header 'Claim cannot be Submitted Currently' and a bullet point 'Claim components are not complete'. Below this is a table with two columns: 'Component' and 'Complete?'. The table lists four components: 'General Information' (marked as complete with a green checkmark), 'Detail of Expenditure', 'Equipment Inventory', and 'Other Attachments'. A red arrow points to the 'Detail of Expenditure' row.

Component	Complete?
General Information	✓
Detail of Expenditure	
Equipment Inventory	
Other Attachments	



Reimbursement Requests (Claims)

- For each expenditure, select “Add Row” in the corresponding budget category for the items that are being requested for reimbursement
 - Example:
 - If the item you are requesting reimbursement for is located in the Equipment category of your budget, you will select “Add Row” under the Equipment section in the Detail of Expenditure
 - If the item you are requesting reimbursement for is located in the Supplies/Operations category of your budget, you will select “Add Row” under the Supplies/Operations section in the Detail of Expenditure

 **Equipment** - Multi-List 

To include equipment in your budget, select "Add Row". If the project includes more than one equipment item, repeat this step for each person.

All equipment items are defined as tangible property having an acquisition cost of \$5,000 or more, and a useful life of more than one year.

All Equipment purchased has to be an allowable item on the **Authorized Equipment List (AEL)**.

Equipment quotes may be uploaded in Names Attachment component of the application.

Budget Line Label	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice Number	Invoice Date	Check/EFT Number	Check/EFT Date
----------------------	-------	-------------	----------	--------------	------------------	-----------------------------	-------------------	-----------------	---------------------	-------------------



Reimbursement Requests (Claims)



- Complete the following to enter an expenditure for reimbursement
 - Budget Line – Select the corresponding budget line for the item that is being requested for reimbursement
 - Payee – Enter the name of the vendor the item was purchased from
 - Description – Enter a description of the item(s) purchased
 - Quantity – Enter the number of items purchased
 - Unit Cost – Enter the cost per 1 item each
 - Federal Amount Requested – Enter the total amount you are requesting reimbursement for
 - Invoice Number – Enter the invoice number on the vendor's invoice
 - Invoice Date – Enter the date of the vendor's invoice
 - Check/EFT Number – Enter the number of the check/EFT you paid the vendor with
 - If requesting advance payment, enter “Advance Payment”
 - Check/EFT Date – Enter the date of the check/EFT you paid the vendor with
 - If requesting advance payment, enter “Advance Payment”
 - Select “Save Row” when you have entered all information

Equipment

Save Row

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

All Equipment purchased has to be an allowable item on the [Authorized Equipment List \(AEL\)](#).

Equipment quotes may be uploaded in Names Attachment component of the application.

Budget Line Label:

Budget Line*:

Equipment-10001 - Mobile Radio

Payee*:

Payee

Description*:

Description

Quantity*:

1

Unit Cost*:

\$5,500.00

Expense Total:

Federal Amount Requested*:

\$5,500.00

Invoice Number*:

Invoice Number

Invoice Date*:

Invoice Date

Check/EFT Number*:

Check/EFT Number or Advance Payment

Check/EFT Date*:

Check/EFT Number or Advance Payment



Reimbursement Requests (Claims)

- Continue adding expenditure lines and required information for each expenditure within the claim by selecting “Add Row”



 **Equipment** - Multi-List

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

All Equipment purchased has to be an allowable item on the **Authorized Equipment List (AEL)**.

Equipment quotes may be uploaded in Names Attachment component of the application.

Budget Line Label	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice Number	Invoice Date	Check/EFT Number	Check/EFT Date
Equipment-10001 - Mobile Radio	Payee	Description	1.00	\$5,500.00	\$5,500.00	\$5,500.00	Invoice Number	Invoice Date	Check/EFT Number or Advance Payment	Check/EFT Number or Advance Payment
						\$5,500.00				



Reimbursement Requests (Claims)

- Expenditures automatically transfer to the “Reimbursement” section of the claim
 - If you see an error, contact your Grant Specialist
- Select “Mark as Complete” after you have added all expenditures and verified they have transferred to the “Reimbursement” section correctly

 Reimbursement ✓ Mark as Complete								
Budget Category	Subaward Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)
Personnel								
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Personnel Benefits								
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel								
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment								
10001 - Mobile Radio	\$5,500.00	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$0.00	\$5,500.00	\$0.00
10002 - Portable Radio	\$6,500.00	\$0.00	\$0.00	\$0.00	\$6,500.00	\$0.00	\$0.00	\$6,500.00
	\$12,000.00	\$5,500.00	\$0.00	\$5,500.00	\$6,500.00	\$0.00	\$5,500.00	\$6,500.00
Supplies/Operations								
11001 - Ballistic Vests	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00
11002 - Repeater	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00
	\$11,000.00	\$0.00	\$0.00	\$0.00	\$11,000.00	\$0.00	\$0.00	\$11,000.00
Contractual								
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$23,000.00	\$5,500.00	\$0.00	\$5,500.00	\$17,500.00	\$0.00	\$5,500.00	\$17,500.00



Reimbursement Requests (Claims)

- Select “Equipment Inventory”

Claim Preview

Attachments

Alert History

Map

Claim Details

Claim cannot be Submitted Currently

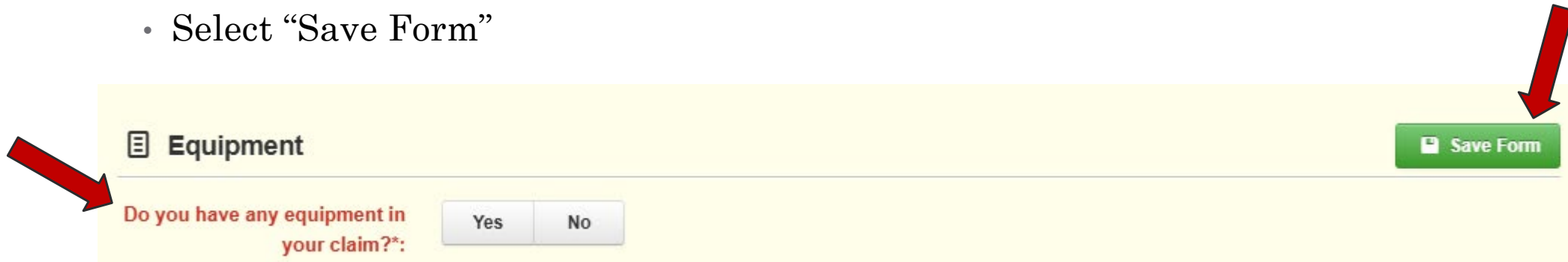
• Claim components are not complete

Component	Complete?
General Information	✓
Detail of Expenditure	✓
Equipment Inventory	
Other Attachments	



Reimbursement Requests (Claims)

- Select “Yes” if you have equipment you are requesting reimbursement for in this claim
 - REMINDER – Equipment items are listed in the Equipment category of your budget
- Select “No” if you do not have equipment you are requesting reimbursement for in this claim
 - You do not have to complete Equipment Inventory for items within the Supplies/Operations budget category!
- Select “Save Form”



The screenshot shows a form titled "Equipment" with a green "Save Form" button. Below the title, there is a question: "Do you have any equipment in your claim?*" with two radio button options, "Yes" and "No". A red arrow points to the "Equipment" title, and another red arrow points to the "Save Form" button.

Equipment Save Form

Do you have any equipment in your claim?*

☐ Yes ☐ No



Reimbursement Requests (Claims)

- Select “Add Row” to add Equipment items to the Equipment Detail
 - Each item needs to be entered on its own line
 - If you purchased two of the same item, there should be one line for each item



Equipment Detail - Multi-List

✓ Mark as Complete

+ Add Row

Region	Requesting Organization	County	Year	Budget Line #	Manufacturer	Model	Description	Identification #(s)	Source of Funding	Title Holder	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost	Current Physical Location	Equipment Contact Person (ECP)	ECP Phone #	ECP Email Address	Use	Readiness Condition
--------	-------------------------	--------	------	---------------	--------------	-------	-------------	---------------------	-------------------	--------------	------------------	----------	-----------------------	--	---------------------------	--------------------------------	-------------	-------------------	-----	---------------------



Reimbursement Requests (Claims)

Equipment Detail Field	Description
Region	MSHP troop your agency is located in
Requesting Organization	Your agency's name
County	Your agency's county
Year	2025
Budget Line #	WebGrants Budget Line Number
Manufacturer	Manufacturer of the equipment
Model	Model number of the equipment
Description	Brief description of the equipment
Identification #(s)	Unique string of characters for ID (Example: VIN or serial number)
Source of Funding	SHSP LETPA
Title Holder	Your agency's name



Reimbursement Requests (Claims)

Equipment Detail Field	Description
Date of Delivery	Date equipment was delivered
Quantity	Enter 1 – EACH piece of equipment must be reported on its own line
Individual Items Cost	Unit cost per 1 item
% Federal Participation in the cost	Percentage of the cost of equipment that is being requested
Current Physical Location	Physical location (address) of the equipment – A PO Box will not be accepted
Equipment Contact Person (ECP)	Name of person to contact regarding equipment
ECP Phone #	Phone number of contact person
ECP Email Address	Email address of contact person
Use	Enter only one – local, regional, statewide, national (This is a progressive scale. If national use is indicated, it is assumed it is available at all preceding levels)
Readiness Condition	Mission Capable



Reimbursement Requests (Claims)

- Verify each piece of Equipment being requested for reimbursement on this claim has been entered in the “Equipment Detail” component
- If more than one of each piece of Equipment was purchased, select “Add Row” for each piece of Equipment
- When you are finished adding Equipment, select “Mark as Complete”

Equipment Detail - Multi-List

✓ Mark as Complete

+ Add Row

✎ Edit All Rows

Region	Requesting Organization	County	Year	Budget Line #	Manufacturer	Model	Description	Identification #s)	Source of Funding	Title Holder	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost	Current Physical Location	Equipment Contact Person (ECP)	ECP Phone #	ECP Email Address	Use	Readiness Condition
MSHP Troop agency is located in	Agency Name	Agency County	2025	10001	Manufacturer	Model	Brief description	Identification Number (Example: VIN/Serial#)	SHSP LETPA	Agency Name	11/01/2026	1	\$5,500.00	100%	Physical Address	Contact Person Name	573-522-6125	john.doe@dps.mo.gov	Choose from local, regional, statewide, or national	Mission Capable



Reimbursement Requests (Claims)

- Select “Other Attachments”

Claim Preview

Attachments

Alert History

Map

Claim Details

Claim cannot be Submitted Currently

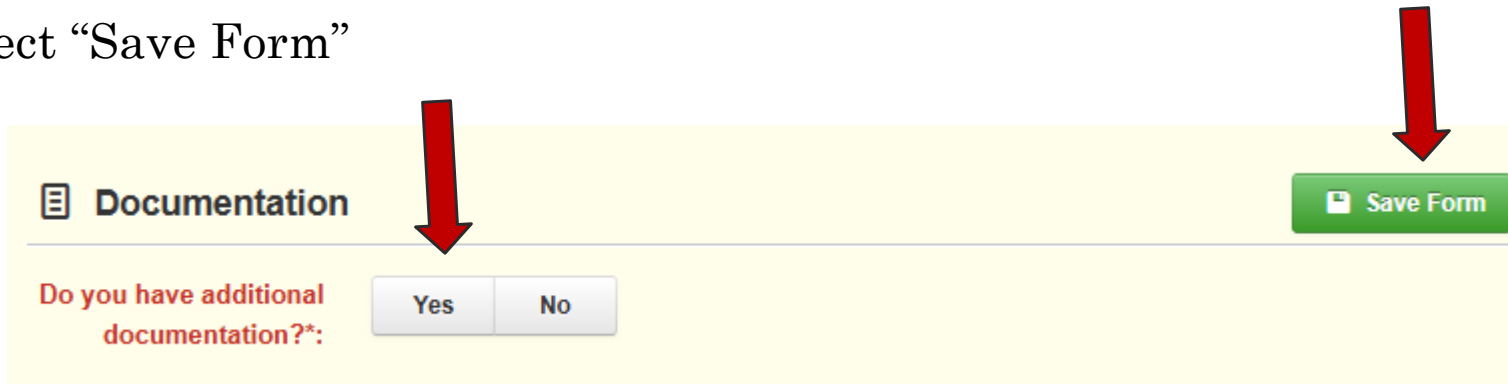
• Claim components are not complete

Component	Complete?
General Information	✓
Detail of Expenditure	✓
Equipment Inventory	✓
Other Attachments	



Reimbursement Requests (Claims)

- Select “Yes” to indicate documentation will be attached to the claim
 - This is where you will attach your supporting documentation (i.e., invoice, proof of payment, proof of delivery)
- Select “Save Form”

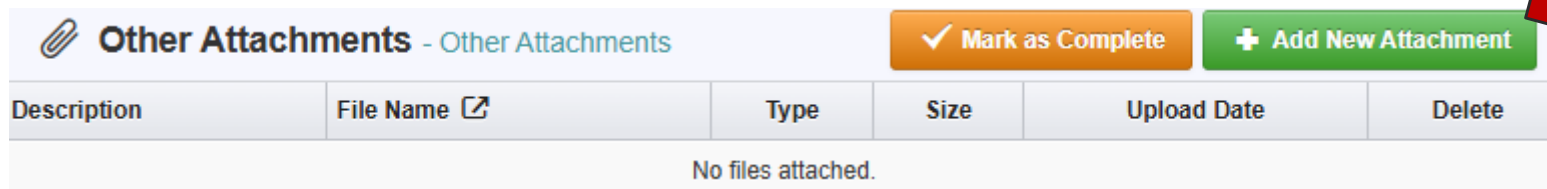


The screenshot shows a form section with a yellow background. At the top left is a tab labeled 'Documentation' with a document icon. Below it is the question 'Do you have additional documentation?*' in red text. To the right of the question are two buttons: 'Yes' and 'No'. A red arrow points down to the 'Yes' button. At the top right of the section is a green button labeled 'Save Form' with a document icon. A red arrow points down to this button.



Reimbursement Requests (Claims)

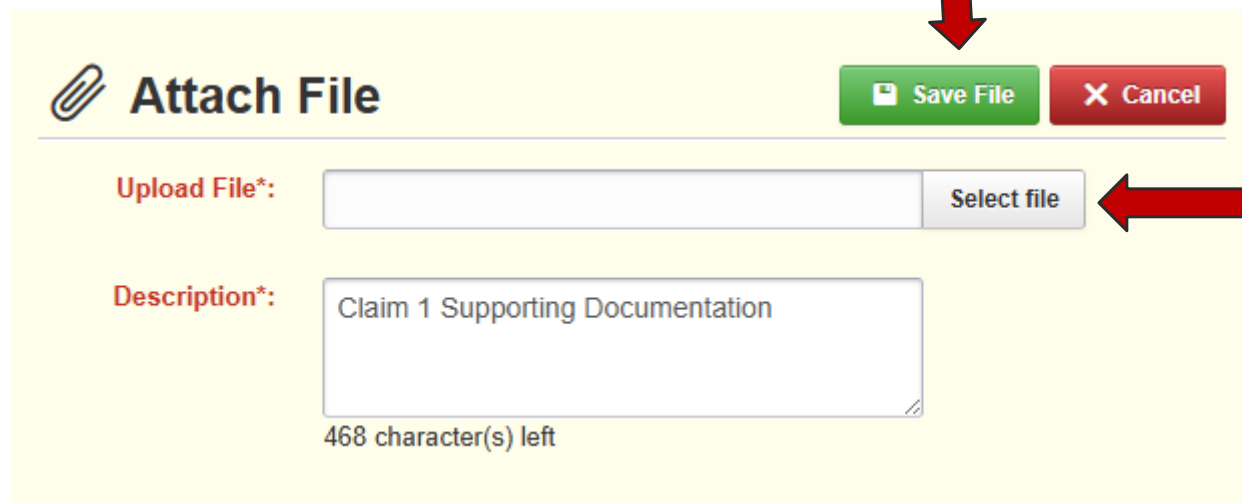
- Select “Add New Attachment”



 **Other Attachments** - Other Attachments ✓ Mark as Complete + Add New Attachment

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

- Select “Select File” to locate the file on your computer
- Enter a description of the attachment
- Select “Save File”



 **Attach File** Save File Cancel

Upload File*: Select file

Description*:

468 character(s) left



Reimbursement Requests (Claims)

- Select “Mark as Complete”



Other Attachments - Other Attachments					
Description	File Name 	Type	Size	Upload Date	Delete
Claim 1 Supporting Documentation	Test File.docx	docx	11 KB	09/09/2026 09:58 AM	Delete



Reimbursement Requests (Claims)

- When all Claim Components have been completed, select “Submit Claim”



Claim Preview Attachments Alert History Map

Claim Details ✓ Submit Claim ✕ Withdraw 🔍 Preview Claim

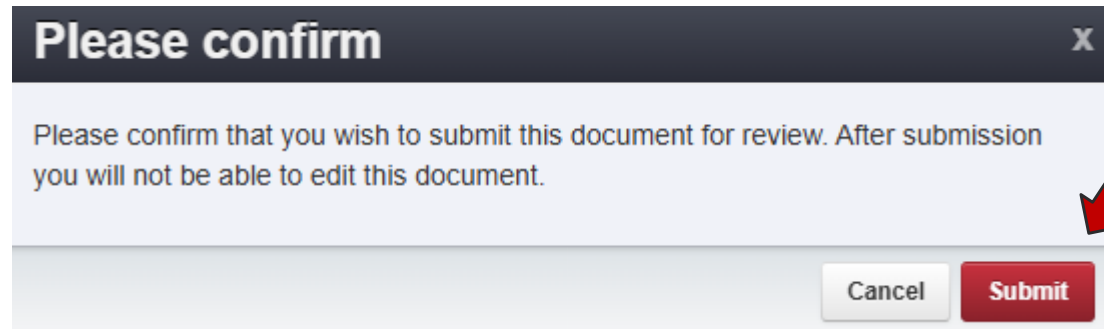
Claim is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Sep 9, 2026 9:02 AM - TEST TEST
Detail of Expenditure	✓	Sep 9, 2026 9:17 AM - TEST TEST
Equipment Inventory	✓	Sep 9, 2026 9:46 AM - TEST TEST
Other Attachments	✓	Sep 9, 2026 9:58 AM - TEST TEST



Reimbursement Requests (Claims)

- A pop-up box will ask if you are ready to submit the claim
 - If you are sure, select “Submit”



Correspondence

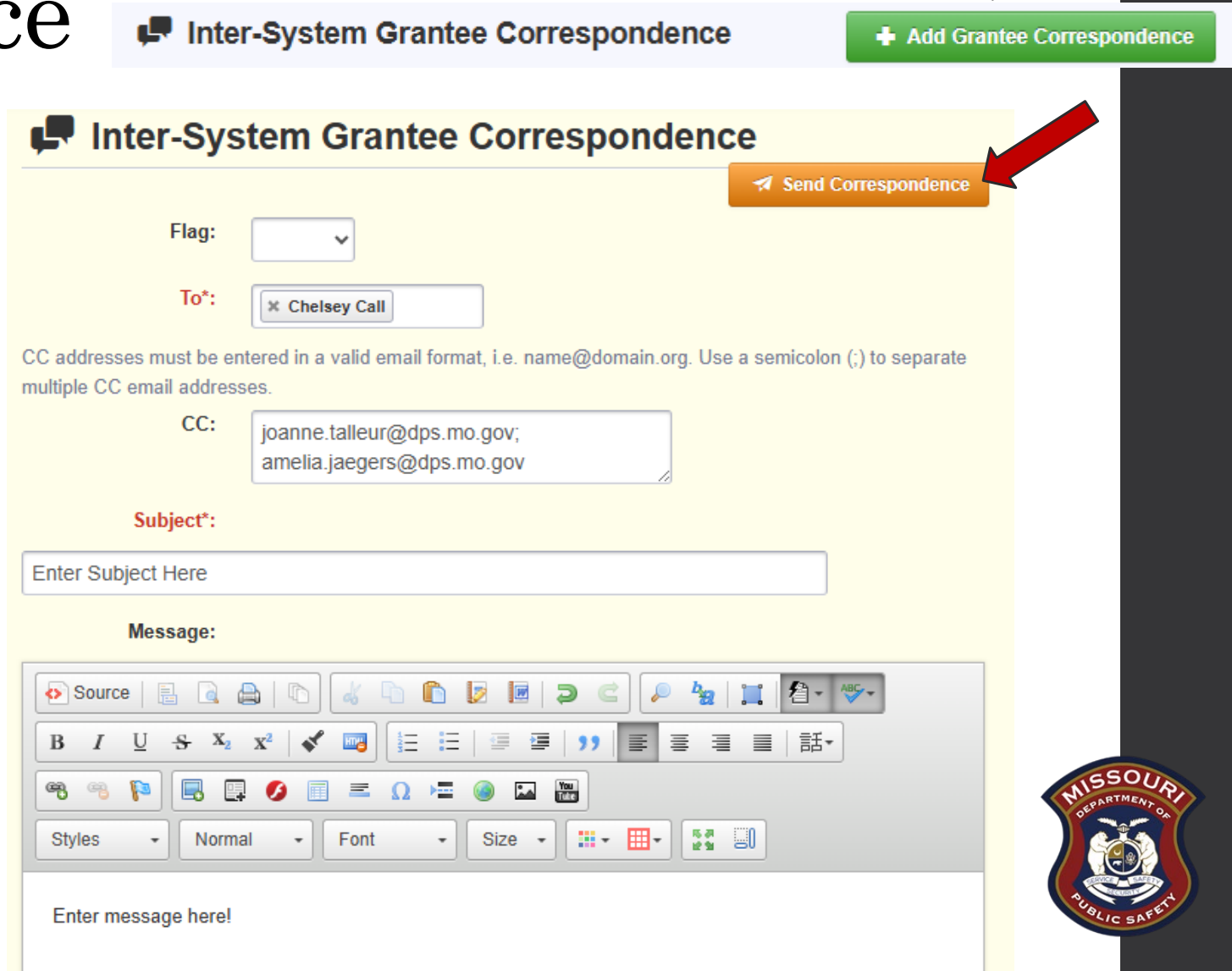
- Correspondence Component of the grant should be used for contacting the DPS/OHS with approval requests, questions, pertinent information, etc. regarding your grant
- Select “Correspondence” component in WebGrants

☰ Grant Components	
The grant forms appear below. Your grant award details are saved here,	
Component	
General Information	
Attachments	
Budget	
Claims	
Closeout	
Contact Information	
Correspondence	
Status Reports	
Subaward Adjustments	
Subaward Documents - Final	
Funding Opportunity	
Application	



Correspondence

- To create new correspondence, select “Add Grantee Correspondence”
- To: Select who you would like to send the message to (multiple people can be selected)
- CC: Add any additional people you would like to include in the message
- Subject: Enter a subject for your message
- Message: Type your message



The screenshot shows the 'Inter-System Grantee Correspondence' form. At the top, there is a header bar with the title 'Inter-System Grantee Correspondence' and a green button labeled '+ Add Grantee Correspondence'. A red arrow points to this button. Below the header, the form has a yellow background. It includes a 'Flag' dropdown menu, a 'To*' field with a search icon and the text 'Chelsey Call', and a 'CC' field with the email addresses 'joanne.talleur@dps.mo.gov;' and 'amelia.jaegers@dps.mo.gov'. A note states: 'CC addresses must be entered in a valid email format, i.e. name@domain.org. Use a semicolon (;) to separate multiple CC email addresses.' Below this is a 'Subject*' field with the placeholder text 'Enter Subject Here'. An orange button labeled 'Send Correspondence' with a paper plane icon is located to the right of the 'To*' field. A red arrow points to this button. At the bottom, there is a 'Message:' section with a rich text editor toolbar containing various icons for text formatting, alignment, and insertion. Below the toolbar is a text area with the placeholder text 'Enter message here!'. In the bottom right corner of the slide, there is a Missouri Department of Public Safety logo.

Inter-System Grantee Correspondence

+ Add Grantee Correspondence

Inter-System Grantee Correspondence

Send Correspondence

Flag:

To*:

CC:

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

Subject*:

Message:

Enter message here!

MISSOURI
DEPARTMENT OF
PUBLIC SAFETY

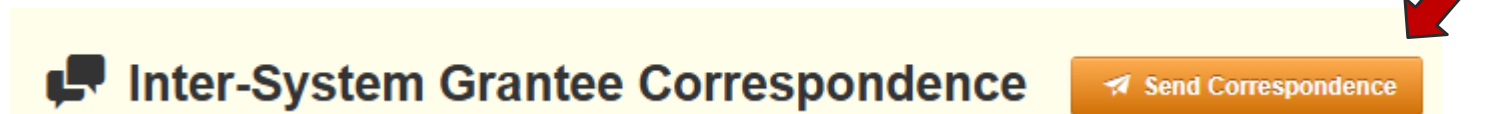
Correspondence

- Attachment(s) can be included in your correspondence
- If you would like to add an attachment, select “Select File”
 - Locate and select the file you would like to attach on your computer



A screenshot of a web interface for adding attachments. It features two rows, each with a label ('Attachment 1:' and 'Attachment 2:'), a text input field, and a 'Select file' button. A red arrow points to the 'Select file' button for Attachment 1.

- When your message is complete, select “Send Correspondence”



A screenshot of a web interface for sending correspondence. It shows a yellow bar with a speech bubble icon, the text 'Inter-System Grantee Correspondence', and an orange button labeled 'Send Correspondence' with a paper plane icon. A red arrow points to the 'Send Correspondence' button.



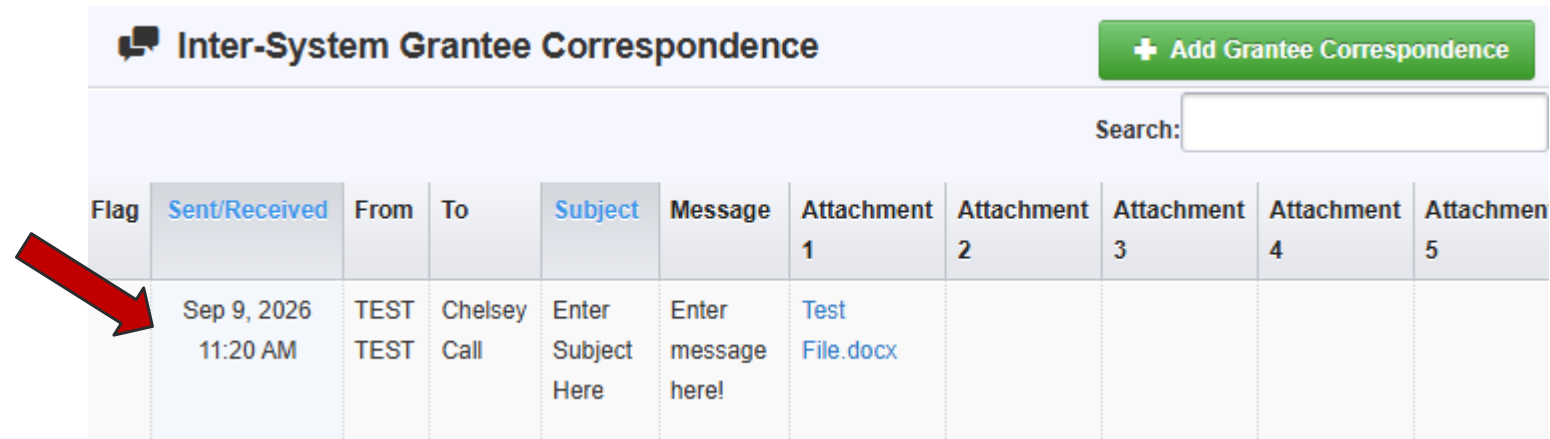
Correspondence

- Correspondence sent through WebGrants automatically forwards to the user's email associated with their WebGrants profile
- Correspondence will be received from dpswebgrants@dpsgrants.dps.mo.gov in your email
- To reply, you **MUST** login to WebGrants and reply through the Correspondence Component
 - **DO NOT REPLY TO CORRESPONDENCE FROM YOUR EMAIL**
 - Your reply will return to a general inbox rather than the intended recipient and will delay response time



Correspondence

- To reply to correspondence, select the correspondence you want to reply to

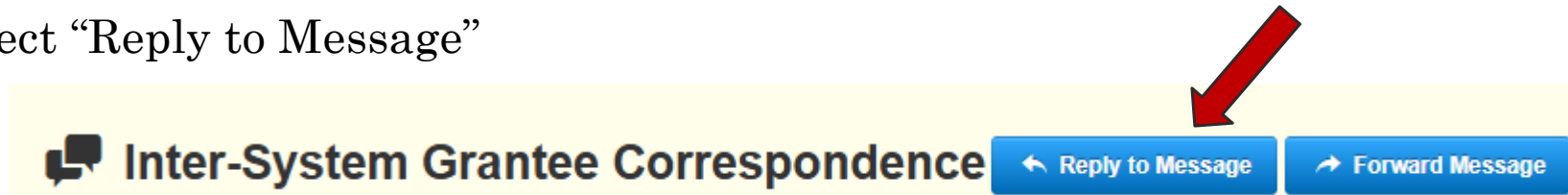


Inter-System Grantee Correspondence [+ Add Grantee Correspondence](#)

Search:

Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5
	Sep 9, 2026 11:20 AM	TEST TEST	Chelsey Call	Enter Subject Here	Enter message here!	Test File.docx				

- Select “Reply to Message”



Status Reports

- Status Reports for the SHSP LETPA are measured via milestones
- Status Reports will be completed in the “Status Report” Component of WebGrants
- Status Reports will be submitted semi-annually
 - Due: **January 10, 2027** (September 1, 2025 – December 31, 2026)
 - Due: **July 10, 2027** (January 1, 2027 – June 30, 2027)
 - Due: **January 10, 2028** (July 1, 2027 – December 31, 2027)
 - Due: **July 10, 2028** (January 1, 2028 – June 30, 2028)
 - Due: **October 15, 2028** (July 1, 2028 – August 31, 2028)
 - Final Status Report
- Final Status Report can be completed before October 15, 2028 if your project is completed prior to that date
 - For Example: If you complete your project in December 2026, you can complete your Final Status Report by the January 10, 2027 deadline and will not have to complete any further Status Reports



Status Reports

- Select “Status Reports”

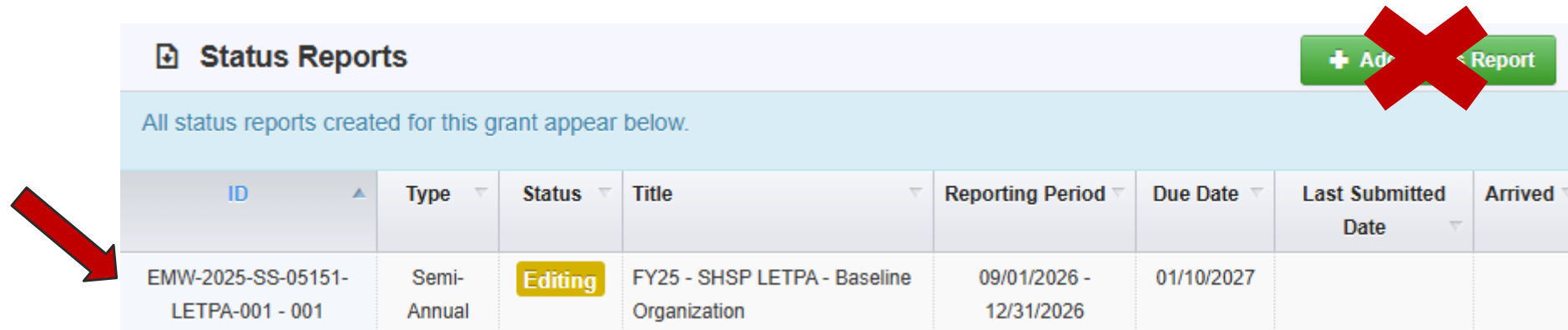


☰ Grant Components	
The grant forms appear below.	
Your grant award details are saved here,	
Component	
General Information	
Attachments	
Budget	
Claims	
Closeout	
Contact Information	
Correspondence	
Status Reports	
Subaward Adjustments	
Subaward Documents - Final	
Funding Opportunity	
Application	



Status Reports

- The Status Report has already been created for you
 - DO NOT CREATE YOUR OWN STATUS REPORT!
- Select the Status Report that is due



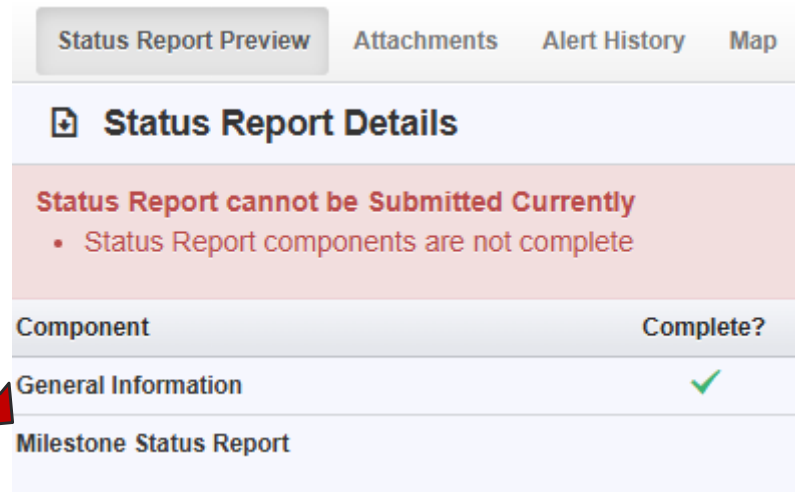
The screenshot shows a web interface for 'Status Reports'. At the top right, there are two green buttons: '+ Add' and '< Report'. A large red 'X' is drawn over both buttons. Below the buttons is a light blue banner with the text 'All status reports created for this grant appear below.' Underneath the banner is a table with the following columns: ID, Type, Status, Title, Reporting Period, Due Date, Last Submitted Date, and Arrived. A red arrow points to the first row of the table. The first row contains the following data: ID: EMW-2025-SS-05151-LETPA-001 - 001, Type: Semi-Annual, Status: Editing (in a yellow box), Title: FY25 - SHSP LETPA - Baseline Organization, Reporting Period: 09/01/2026 - 12/31/2026, Due Date: 01/10/2027, Last Submitted Date: (empty), and Arrived: (empty).

ID	Type	Status	Title	Reporting Period	Due Date	Last Submitted Date	Arrived
EMW-2025-SS-05151-LETPA-001 - 001	Semi-Annual	Editing	FY25 - SHSP LETPA - Baseline Organization	09/01/2026 - 12/31/2026	01/10/2027		



Status Reports

- Select “Edit Status Report”
- Select “Milestone Status Report”



Status Reports

- Complete the “Milestone Progress” section of the Status Report
 - Select “Edit All Rows” to edit all milestones at one time
 - Select each milestone to edit 1 milestone at a time



☰ Milestone Progress - Multi-List		✓ Mark as Complete	+ Add Row	✍ Edit All Rows
DO NOT add new milestones!				
Milestone			Milestone Status:	
1. Determine specifications for needed equipment.			Not Started	
2. Procurement completed: bidding, vendor selection, and ordering of equipment.			Not Started	
3. Equipment received, installed, tested and inventoried.			Not Started	
4. Vendor paid and receipt of proof of payment received.			Not Started	
5. WebGrants reimbursement completed with all necessary documentation.			Not Started	
6. Equipment training completed.			Not Started	
7. Project Final Report submitted and closed out.			Not Started	



Status Reports

- Update the “Milestone Status” for each milestone by selecting the dropdown the option (Not Started, In Progress, Completed) that best fits the milestone at the end of the reporting period for the Status Report

 **Milestone Progress** - Edit

Save Multi-List

DO NOT add new milestones!

Milestone	Milestone Status:
1. Determine specifications for needed equipment.	Not Started ▾
2. Procurement completed: bidding, vendor selection, and ordering of equipment.	Not Started ▾
3. Equipment received, installed, tested and inventoried.	In Progress ▾
4. Vendor paid and receipt of proof of payment received.	Completed ▾
5. WebGrants reimbursement completed with all necessary documentation.	Not Started ▾
6. Equipment training completed.	Not Started ▾
7. Project Final Report submitted and closed out.	Not Started ▾



Status Reports

- Select “Save Multi-List” after you have updated the “Milestone Progress”

 **Milestone Progress - Edit**

 Save Multi-List

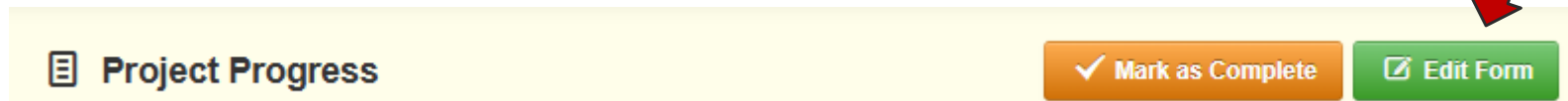
DO NOT add new milestones!

Milestone	Milestone Status:
1. Determine specifications for needed equipment.	Completed ▾
2. Procurement completed: bidding, vendor selection, and ordering of equipment.	Completed ▾
3. Equipment received, installed, tested and inventoried.	In Progress ▾
4. Vendor paid and receipt of proof of payment received.	Not Started ▾
5. WebGrants reimbursement completed with all necessary documentation.	Not Started ▾
6. Equipment training completed.	Not Started ▾
7. Project Final Report submitted and closed out.	Not Started ▾



Status Reports

- Complete the “Project Progress” section of the Status Report
- Select “Edit Form”



A screenshot of a web interface for status reports. It features a light yellow header bar. On the left, there is a tab labeled 'Project Progress' with a document icon. On the right, there are two buttons: an orange button labeled 'Mark as Complete' with a checkmark icon, and a green button labeled 'Edit Form' with a pencil icon. A large red arrow points from the top right towards the 'Edit Form' button.



Status Reports

- Complete Questions #1-7

1. Do you anticipate any changes to the scope of the project? **Yes/No**

If YES:

1a. Please explain the scope changes you anticipate will be necessary for your project.

2. Do you anticipate any budget changes that will be necessary for your project? **Yes/No**

If YES:

2a. Please explain the budget changes that will be necessary for your project.

1. Do you anticipate any changes to the scope of your project?*

Yes

No

1a. Please explain the scope changes you anticipate will be necessary for your project. :

Explain the scope changes you anticipate will be necessary for your project.

REMINDER: Scope changes require prior approval through completion of a Subaward Adjustment.

2. Do you anticipate any budget changes that will be necessary for your project?*

Yes

No

2a. Please explain the budget changes that will be necessary for your project. :

Explain the budget changes that will be necessary for your project.

REMINDER: Budget changes require prior approval through completion a Subaward Adjustment.



Status Reports

- Complete Questions #1-7

3. Do you anticipate any issues completing project activities by the end of the grant period of performance? **Yes/No**

If YES:

3a. Please explain why you anticipate not being able to complete the project by the end of the grant period of performance.

4. Do you anticipate returning any unused funds on your project? **Yes/No**

If YES:

4a. Please indicate the amount of funds you anticipate returning on the project.

3. Do you anticipate any issues completing project activities by the end of the grant period of performance?*:

Yes

No

3a. Please explain why you anticipate not being able to complete the project by the end of the grant period of performance. :

Please explain why you anticipate not being able to complete the project by the end of the grant period of performance.

4. Do you anticipate returning any unused funds on your project? *:

Yes

No

4a. Please indicate the amount of funds you anticipate returning on the project. :

Please indicate the amount of funds you anticipate returning on the project. |



Status Reports

- Complete Questions #1-7

5. Do you have any positive accomplishments to report for your project? **Yes/No**

If YES:

5a. Please explain the positive accomplishments.

6. Do you have any negative issues to report on your project? **Yes/No**

If YES:

6a. Please explain the negative issues on your project.

5. Do you have any positive accomplishments to report for your project? *	Yes No
5a. Please explain the positive accomplishments. :	Please explain the positive accomplishments.
6. Do you have any negative issues to report on your project? *	Yes No
6a. Please explain the negative issues on your project. :	Please explain the negative issues on your project.



Status Reports

- Complete Questions #1-7

7. Do you have any other comments to add regarding the progress of your project?

Yes/No

If YES:

7a. Please add any additional comments regarding the progress of your project.

7. Do you have any other comments to add regarding the progress of your project?*

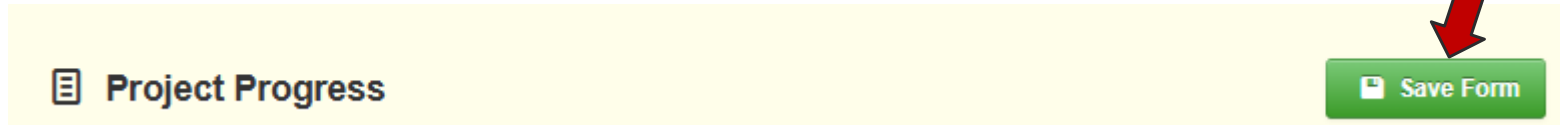
7a. Please add any additional comments regarding the progress of your project. :

Please add any additional comments regarding the progress of your project.



Status Reports

- Select “Save Form” when you completed the “Project Progress” section of the Status Report



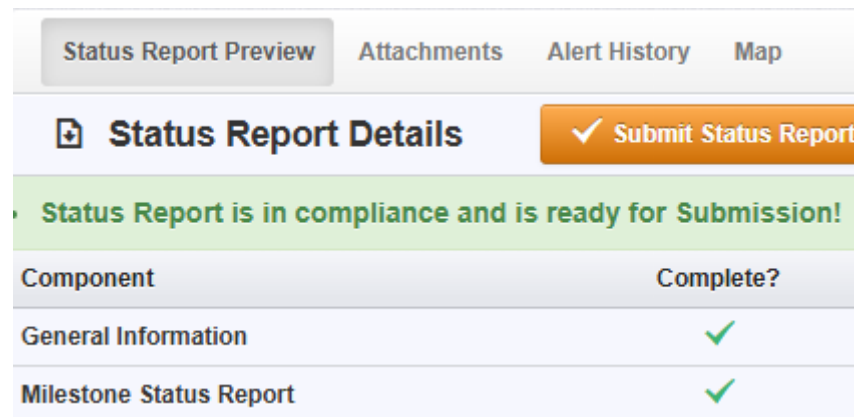
 **Project Progress** 

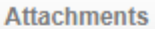
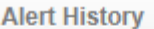
- Select “Mark as Complete”



 **Milestone Progress - Multi-List**   

- Select “Submit Status Report”



 **Status Report Details** 

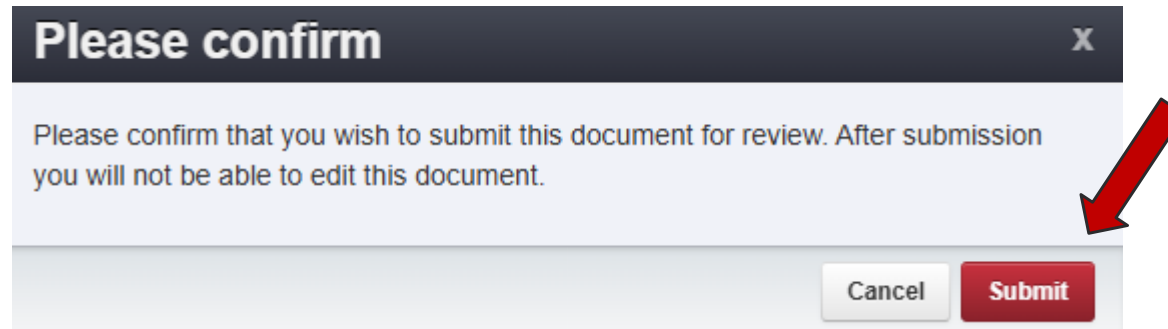
Status Report is in compliance and is ready for Submission!

Component	Complete?
General Information	✓
Milestone Status Report	✓



Status Reports

- A pop-up box will ask if you are ready to submit the Status Report
 - If you are sure, select “Submit”



Subaward Adjustments

- [Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments](#) discusses Subaward Adjustments
- Two types of revisions
 1. Budget Revisions – Choose Budget Revision in WebGrants
 - Transfer of funds between existing budget lines
 - Adding new budget lines
 - Changes in the quantity of an existing budget line item
 - Changes to the specifications of an existing budget line item
 2. Program Revisions – Choose Program Revision in WebGrants
 - Changes in key personnel (Authorized Official, Project Director, Fiscal Officer, or Project Contact Person)
 - Change in period of performance (extensions to the grant period)
- Both budget and program revisions must be submitted through WebGrants as a Subaward Adjustment and must be approved by the DPS/OHS prior to obligating or expending the grant funds



Subaward Adjustments

- Select “Subaward Adjustments”

 **Grant Components**

The grant forms appear below.

Your grant award details are saved here,

Component
General Information
Attachments
Budget
Claims
Closeout
Contact Information
Correspondence
Status Reports
Subaward Adjustments
Subaward Documents - Final
Funding Opportunity
Application



Subaward Adjustments

- Select “Add Amendment”



Subaward Adjustments					+ Add Amendment
ID	Type	Status	Title	Last Submitted Date	
No data available in table					



Subaward Adjustments

- Complete the “General Information” form
 - Amendment Type – Select from dropdown the type of revision you are submitting (Budget Revision or Program Revision)
 - Title – Enter the number of the revision as the title
 - Example: Subaward Adjustment 1
 - Select “Save Form”



General Information - Amendment - Edit

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

Status*:

Amendment Type*:

Title*:

Save Form



Subaward Adjustments

- Select “Justification” from the Subaward Adjustment Components

Amendment Preview Attachments Alert History Map

 **Amendment Details**

Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?
General Information	✓
Justification	
Budget - NEW Form	
Confirmation	
Attachments	



Subaward Adjustments

- Utilizing the text box, provide a justification for the requested revision
 - Explain the changes that are requested and why they are necessary
 - If you are requesting a Budget Revision, a Subaward Adjustment spreadsheet will need to be completed and copied into the justification
 - The Subaward Adjustment spreadsheet details the budget of the current project and provides a breakdown of the requested changes (The spreadsheet will be sent at the conclusion of the Compliance Workshop)
 - Please include all budget lines in the spreadsheet

Justification

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

Justification*:

A rich text editor toolbar containing various icons for editing text, such as bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, undo, redo, search, replace, print, insert link, insert image, insert video, insert document, insert table, insert code, and others. A red arrow points from the left margin towards the first paragraph below the toolbar.

Explain the requested change and why it is necessary.

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



Subaward Adjustments

- Subaward Adjustment Spreadsheet Instructions
 - Utilizing information from your project and the “Budget” as shown in WebGrants, complete the spreadsheet
 - Project Number – Insert the project number (your award number)
 - Line Number – Insert the budget line numbers found in the Item Name field of the “Budget”
 - Current Budget – Insert the amounts for each budget line in the Total Cost field of the “Budget”
 - Requested Change – This is where you will demonstrate the change that is being requested. For each budget line, you will either add, subtract, or reflect a \$0.00 amount based on where you are requesting to move funds on your project
 - Updated Budget – This field will automatically calculate based on the Current Budget amounts and the Requested Change amounts that have been entered
 - Notes – Provide a brief explanation to explain the revision for each budget line



Line Item Name	AEL #	Qty	Unit Cost	Total Cost	Discipline	Function	Allowable Activity
10001 - Mobile Radio	06CP-01-MOBL	1.00	\$5,500.00	\$5,500.00	Law Enforcement	Equipment	Interoperable Communications Equipment
10002 - Portable Radio	06C-01-PORT	1.00	\$6,500.00	\$6,500.00	Law Enforcement	Equipment	Interoperable Communications Equipment



Subaward Adjustments

- Subaward Adjustment Spreadsheet Example

Project Number	Line Number	Current Budget	Requested Change	Updated Budget	Notes
EMW-2025-SS-05151-LETPA-001	10001	\$5,500.00	\$500.00	\$6,000.00	Insert notes to explain to revision for this budget line
EMW-2025-SS-05151-LETPA-001	10002	\$6,500.00	(\$200.00)	\$6,300.00	Insert notes to explain to revision for this budget line
EMW-2025-SS-05151-LETPA-001	11001	\$8,000.00	(\$300.00)	\$7,700.00	Insert notes to explain to revision for this budget line
TOTAL		\$20,000.00	\$0.00	\$20,000.00	



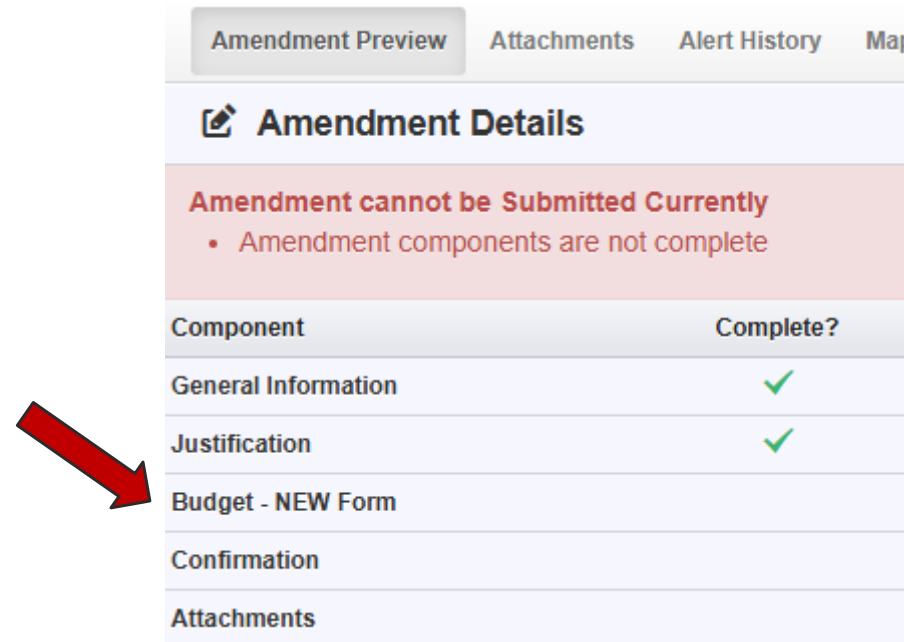
Subaward Adjustments

- When you have completed the “Justification”, select “Mark as Complete”



Subaward Adjustments

- Select “Budget” from the Subaward Adjustment Components
 - This will only show and be required for “Budget Revisions”



The screenshot displays a web interface for Subaward Adjustments. At the top, there are four tabs: "Amendment Preview" (selected), "Attachments", "Alert History", and "Map". Below the tabs is a section titled "Amendment Details" with a red warning message: "Amendment cannot be Submitted Currently" and a bullet point: "Amendment components are not complete". Below this is a table with two columns: "Component" and "Complete?". The table lists five components: "General Information", "Justification", "Budget - NEW Form", "Confirmation", and "Attachments". The "General Information" and "Justification" rows have green checkmarks in the "Complete?" column. A red arrow points to the "Budget - NEW Form" row.

Component	Complete?
General Information	✓
Justification	✓
Budget - NEW Form	
Confirmation	
Attachments	



Subaward Adjustments



- Adjust the “Budget” form lines to mirror the changes that are requested
 - Enter the total cost of each budget category as it is reflected in the current version of your “Budget”
 - The sum of the Current Budget column will equal your current budget total
- The Revised Amount column represents the requested budget amount for each budget category after the requested changes are made
 - Enter the total cost of each budget category after the requested changes are made
 - The sum of the Revised Amount column will equal the total of your budget after the requested changes

Category	Current Budget	Revised Amount	Net Change
Personnel	\$0	\$0	
Personnel Benefits	\$0	\$0	
Personnel Overtime	\$0	\$0	
Personnel Overtime Benefits	\$0	\$0	
Volunteer Match	\$0	\$0	
Travel/Training	\$0	\$0	
Equipment	\$12,000.00	\$12,300.00	
Supplies/Operations	\$8,000.00	\$7,700.00	
Contractual	\$0	\$0	



Subaward Adjustments

- Enter budget totals into the “Federal/State and Local Match Share” section
 - Only complete the “Total Federal/State Share” column as there is no match with this grant program
 - The totals should match the spreadsheet you created.
 - Select “Save Grid”



 **Federal/State and Local Match Share - Edit** 

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

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

Category	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$20,000.00		\$20,000.00		
Total Local Match Share	\$0		\$0		



Subaward Adjustments

- Review the “Budget” Component and if everything looks correct, select “Mark as Complete”

Category	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
Volunteer Match	\$0.00	\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00	\$0.00
Equipment	\$12,000.00	\$12,300.00	\$300.00
Supplies/Operations	\$8,000.00	\$7,700.00	\$-300.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
TOTAL	\$20,000.00	\$20,000.00	\$0.00

Last Edited By: TEST TEST - Sep 22, 2024 2:19 PM [Edit Grid](#)

Federal/State and Local Match Share - Grid [Mark as Complete](#) [Edit Grid](#)

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

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

Category	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$20,000.00	100.00%	\$20,000.00	100.00%	\$0.00
Total Local Match Share	\$0.00	0.00%	\$0.00	0.00%	\$0.00



Subaward Adjustments

- Select “Confirmation” from the Subaward Adjustment Components

Amendment Preview

Attachments

Alert History

Map

Amendment Details

Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?
General Information	✓
Justification	✓
Budget - NEW Form	✓
Confirmation	
Attachments	



Subaward Adjustments

- Complete with the Authorized Official's Name, Title, and Date certifying they approve of the requested Subaward Adjustment
- Select "Save Form"



 **Confirmation**

Save Form

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

Authorized Official Name*:

Authorized Official's Name

Title*:

Authorized Official's Title

Date*:

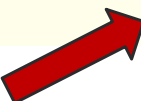
11/01/2026

- Select "Mark as Complete"

 **Confirmation**

✓ Mark as Complete

Edit Form



Subaward Adjustments

- Select “Attachments” from the Subaward Adjustment Components

Amendment Preview Attachments Alert History Map	
 Amendment Details	
Amendment cannot be Submitted Currently • Amendment components are not complete	
Component	Complete?
General Information	✓
Justification	✓
Budget - NEW Form	✓
Confirmation	✓
Attachments	



Subaward Adjustments

- Select “Yes” if you have documentation to attach (i.e., updated quote, Subaward Adjustment spreadsheet, etc.)
- Select “No” if you don’t have any documentation to attach
- Select “Save Form”



The screenshot shows a web form titled "Documentation" with a document icon. Below the title is a question: "Do you have any documentation?:". There are two buttons, "Yes" and "No", for the answer. To the right of the question is a green button labeled "Save Form". Two red arrows are overlaid on the image: one points to the "Documentation" header, and the other points to the "Save Form" button.

 **Documentation**

Do you have any documentation?:





Subaward Adjustments

- If you do have attachments, select “Add New Attachment”
- If you do not have attachments, select “Mark as Complete”

Other Attachments - Other Attachments

✓ Mark as Complete + Add New Attachment

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

- Select, “Select File” to locate the file on your computer
- Enter a description of the attachment
- Select “Save File”

Attach File

Save File Cancel

Upload File*: Select file

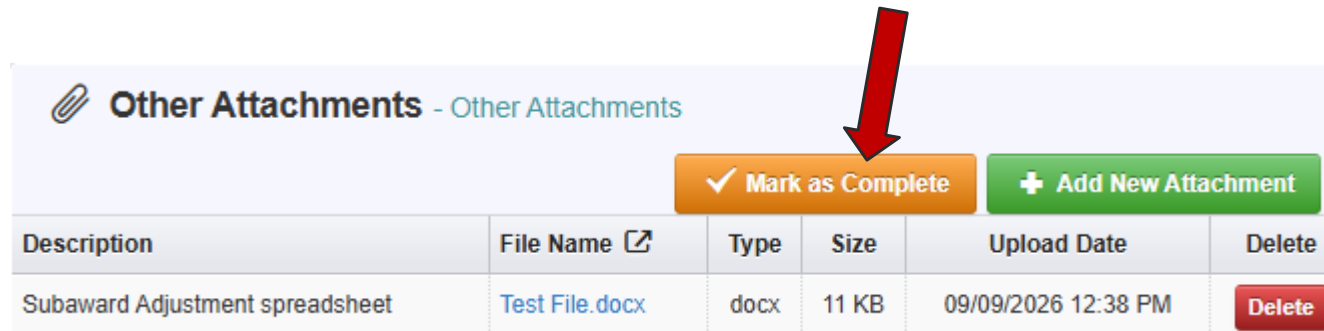
Description*: Subaward Adjustment spreadsheet

469 character(s) left



Subaward Adjustments

- After attachments have been added, select “Mark as Complete”



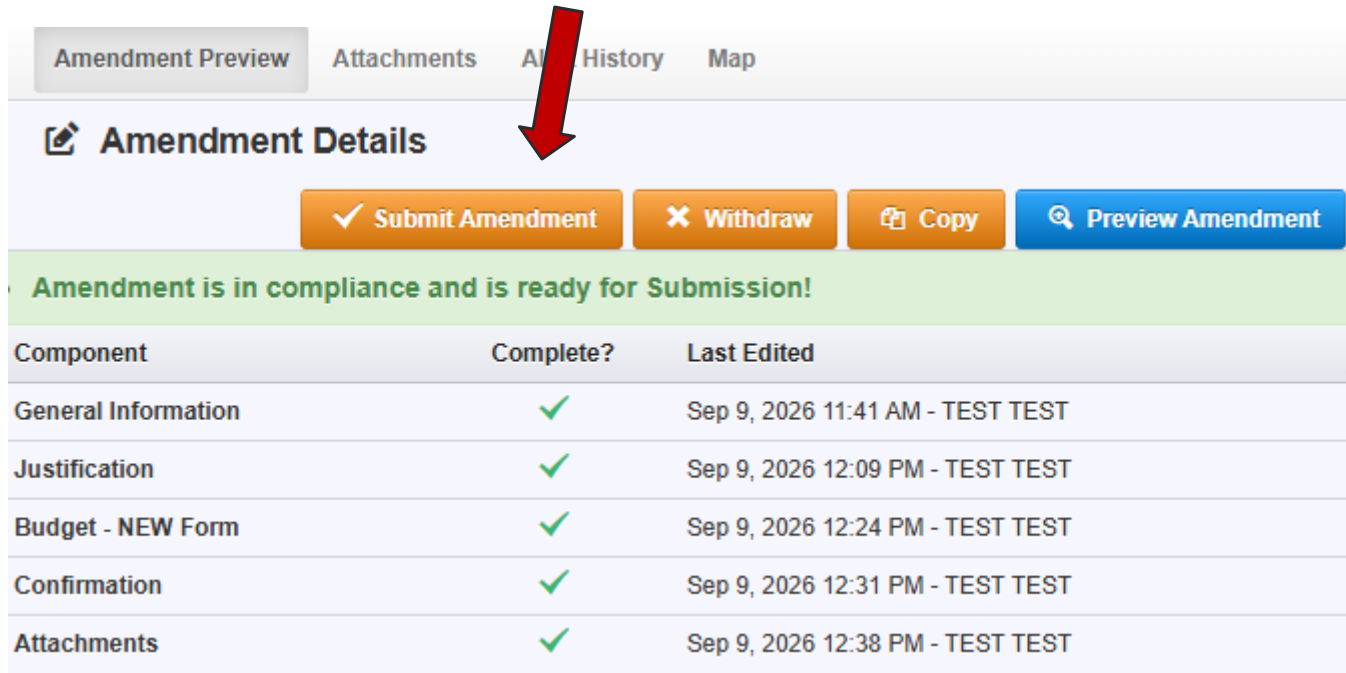
The screenshot shows a web interface for managing attachments. At the top, there is a header with a paperclip icon, the text "Other Attachments", and a link "- Other Attachments". Below the header are two buttons: an orange button with a checkmark icon and the text "Mark as Complete", and a green button with a plus icon and the text "Add New Attachment". A large red arrow points down to the "Mark as Complete" button. Below the buttons is a table with the following columns: Description, File Name (with a link icon), Type, Size, Upload Date, and Delete. The table contains one row of data.

Description	File Name 	Type	Size	Upload Date	Delete
Subaward Adjustment spreadsheet	Test File.docx	docx	11 KB	09/09/2026 12:38 PM	Delete



Subaward Adjustments

- When all Subaward Adjustment Components have been completed, select “Submit Amendment”



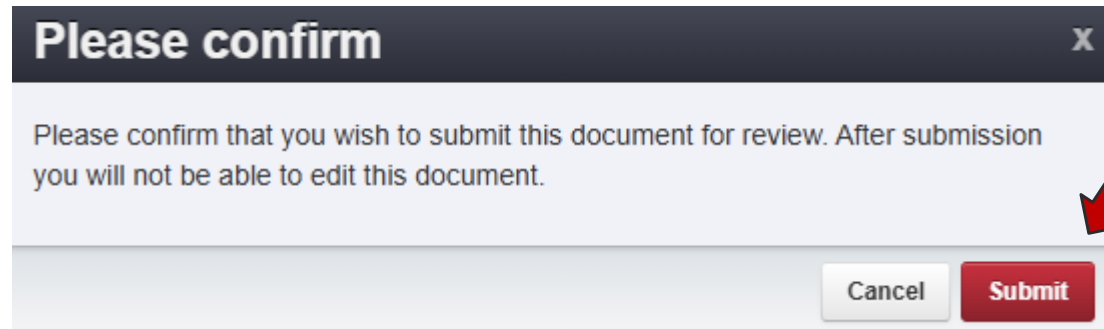
The screenshot displays the 'Amendment Details' section of a web application. At the top, there are tabs for 'Amendment Preview', 'Attachments', 'All', 'History', and 'Map'. Below these tabs, the 'Amendment Details' title is followed by four action buttons: 'Submit Amendment' (orange with a checkmark), 'Withdraw' (orange with an X), 'Copy' (orange with a document icon), and 'Preview Amendment' (blue with a magnifying glass icon). A red arrow points to the 'Submit Amendment' button. Below the buttons, a green banner states 'Amendment is in compliance and is ready for Submission!'. Underneath the banner is a table with three columns: 'Component', 'Complete?', and 'Last Edited'.

Component	Complete?	Last Edited
General Information	✓	Sep 9, 2026 11:41 AM - TEST TEST
Justification	✓	Sep 9, 2026 12:09 PM - TEST TEST
Budget - NEW Form	✓	Sep 9, 2026 12:24 PM - TEST TEST
Confirmation	✓	Sep 9, 2026 12:31 PM - TEST TEST
Attachments	✓	Sep 9, 2026 12:38 PM - TEST TEST



Subaward Adjustment

- A pop-up box will ask if you are ready to submit the Subaward Adjustment
 - If you are sure, select “Submit”





Grant File

Grant File

- Record Retention
 - All grant records should be retained by the subrecipient for at least 5 years from the end of the state fiscal year in which the grant closes or following notification by the awarding agency (DPS/OHS) that the grant has been programmatically and fiscally **OR** at least 5 years following the closure of the subrecipient's audit report covering the entire award period, whichever is later
 - Records can be paper or electronic
 - WebGrants cannot serve as your record retention system



Grant File

- Subrecipients should maintain files with grant documentation including but not limited to:
 - Copy of final grant application
 - Fully Executed Subaward Agreement
 - Approved Claims
 - Approved Subaward Adjustments
 - Approved Status Reports
 - Final Status Report
 - Monitoring Reports
 - Relevant Grant Correspondence
 - Procurement Documents (Contracts/Quotes)
 - Disposition of Equipment Forms
 - Inventory





Monitoring

Monitoring

- [Information Bulletin 1: Policy on Monitoring](#) discusses monitoring
- Types of Monitoring
 - Desk – Review that is completed by the DPS/OHS at the DPS/OHS' office
 - On-Site – Review that is completed by the DPS/OHS at the subrecipient's agency
- Scheduling
 - Agreed upon date between DPS/OHS and subrecipient
 - Given at least 30 days notice
- Topics Covered
 - See Monitoring Information Bulletin
- Corrective Actions
 - If observations are made, at least 30 days will be allowed to complete and submit necessary corrective actions



Monitoring

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



Key Dates

September 1, 2025	Period of Performance Start
September 7, 2026	Signed Subaward Agreements Due (return ASAP if you have not already done so)
October 7, 2026	Compliance Workshop Acknowledgement Due
January 10, 2027	Status Report 1 Due
July 10, 2027	Status Report 2 Due (unless your project was complete with Status Report 1)
January 10, 2028	Status Report 3 Due (unless your project was complete with Status Report 1 or 2)
July 10, 2028	Status Report 4 Due (unless your project was complete with Status Report 1, 2, or 3)
August 31, 2028	Period of Performance End
October 15, 2028	Final Claim & Status Report Due (Final Claim & Status Report due ONLY if you haven't already submitted)



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