Status Reports cont.

▶ Status Reports must be submitted through the WebGrants System

▶ Subrecipient must submit Status Report(s)

   ▶ Due Dates

      ▶ July 10, 2022 (Report period October 1, 2021– June 30, 2022)

      ▶ December 15, 2022 (Report period July 1 – October 1, 2022)

   ▶ *Note if the project and all claims are complete by June 30, 2022 the report due July 10, 2022 will be the final report

Status Reports

- Select Status Reports

Grant Components

	Component
General Information	
Contact Information	
Budget	
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
Subaward Documents - Need Signatures	
Subaward Documents - Final	
Closeout	
Opportunity	
Application	

Status Reports cont.

▶ To create a Status Report, select "Add"

🏠 **Menu** | 👤 **Help** | 🚪 **Log Out**   ↩ **Back** | 🖨 **Print** | ➕ **Add**

▶ Complete the General Information

General Information

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

Status Report Type: * [Monthly ▾]

Report Period: * [10/01/2021] 📅   [06/30/2022] 📅
                         From   To

▶ Select "Save"

↩ **Back** | 🖨 Print | ➕ Add | ✖ Delete | 📝 Edit | 💾 **Save**

▶ Select "Status Report"

Components		**Preview** | **Submit**
Complete each component of the status report and mark it as complete. Click Submit when you are done.		
Name	Complete?	Last Edited
General Information	✓	03/15/2022
Status Report		

Status Reports cont.

- Milestones
  - Complete each Milestone

Status Report

Milestones

Milestone 1: Determine Specifications for needed supplies/equipment/services. Complete Yes/No? ◉ Yes ○ No

Milestone 1: Progress made on this milestone during the reporting period?
> The awarded items have been selected as of 12/01/2021.

Milestone 2: Procurement: bidding, vendor/contractor selection, ordering of supplies/equipment, contract execution. Complete Yes/No? ◉ Yes ○ No

Milestone 2: Progress made on this milestone during the reporting period?
> Our agency has selected the vendor and ordered the awarded items as of 01/05/2022.

Milestone 3: Supplies/equipment/services received. Supplies/equipment installed, tested and inventoried. Complete Yes/No? ○ Yes ◉ No

Milestone 3: Progress made on this milestone during the reporting period?
> The items that were ordered are on backorder until 03/30/2022.

Status Reports cont.

▶ Milestones cont.

Milestone 4: Vendor/contractor paid and receipt of proof of payment received. Complete Yes/No? ○ Yes ◉ No

Milestone 4: Progress made on this milestone during the reporting period?
Once the items are received, we will pay the vendor within 30 days of the Invoice.

Milestone 5: WebGrants reimbursement (claim(s)) completed and submitted with all necessary documentation. Complete Yes/No? ○ Yes ◉ No

Milestone 5: Progress made on this milestone during the reporting period?
Once the items are received, we will pay the vendor within 30 days of the Invoice, once the cancelled check is received, the agency will submit a claim for reimbursement.

Milestone 6: Project complete, all necessary information submitted. Complete Yes/No? ○ Yes ◉ No

Note Milestone 6 should only be marked yes on the final report

Status Reports cont.

- Narrative Questions
  - Answer each question

Narrative Questions:

1. What were your accomplishments during the reporting period?
List the accomplishments the agency has had during the reporting period.

2. What goals were accomplished as they relate to your application?
List the goals the agency has had during the reporting period, that relate to the agency's application.

3. What problems/barriers did you encounter, if any within the reporting period that prevented you from reaching your goals or milestones?
List any problems or barriers that your agency had encountered within the reporting period, that has preventing the agency from reaching any goals or milestones.

4. Are you on track to fiscally and programmatically complete your program as outlined in your grant application?
Is your agency on track fiscally and programmatically to complete the program?

5. What major activities are planned for the next 6 months?
List any or all major activates that are planned for the next 6 months.

Status Reports cont.

▶ Select "Save"

▶ Select "Mark as Complete"

▶ Select "Submit"

Components		Preview	Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.		
Name	Complete?	Last Edited
General Information	✔	03/15/2022
Status Report	✔	03/15/2022

Final Status Report

- When your agency has completed your project a Final Status Report will need to be completed and submitted
  - Final Status Report Due 45 days after the grant has been completed or the end of the Period of Performance, whichever date comes first
  - December 15, 2022 is the latest the final status report must be submitted

Questions/Contact Information

- For assistance, please contact:

  - Michelle Branson – Grant Program Supervisor

    Michelle.Branson@dps.mo.gov

    (573) 526-9014