SFY 2024 Economic Distress Zone (EDZ) Grant

COMPLIANCE WORKSHOP

Grant Requirements

Economic Distress Zone (EDZ) Grant

The goal of the Economic Distress Zone (EDZ) Grant is to provide funding to organizations registered with the United States Internal Revenue Service (IRS) as a 501(c) (3) corporation who provide services to residents of the State of Missouri in areas of high incidents of crime and deteriorating infrastructure for the purpose of deterring criminal behavior.

Grant Requirements

- [SFY 2024 EDZ 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 5: Policy on Reimbursement Requests](#)
  - [Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments](#)

- [Missouri State Statutes](#)

Audit Requirements

An audit is required if recipients expend $375,000 or more in state funds within the organization's fiscal year from any state source (including, but not limited to EDZ)

- If the recipient is required to have an audit:
  - The audit must be performed organization-wide by an independent firm
  - The audit must be conducted with reasonable frequency, usually annually, but no less than every two (2) years

If the recipient is not required to have an audit, the agency is still responsible for monitoring activities to provide reasonable assurance that the agency administers state awards in compliance with state requirements

This does not mean that the audit can include every other year!

State Civil Rights

Section 213.055 RSMo – Unlawful Employment Practices

- May not discriminate on the basis of race, color, religion, national origin, sex, ancestry, age, or disability in its employment practices (e.g. hiring, compensation, conditions, or privileges)

Section 213.065 RSMo – Discrimination in Public Accommodations

- May not discriminate on the basis of race, color, religion, national origin, sex, ancestry, or disability in the use and enjoyment of any place of public accommodation
- It is unlawful to refuse, withhold from, or deny any of the accommodations, advantages, facilities, services, or privileges made available in any place of public accommodations

Section 285.530.1 RSMo – Employment of Unauthorized Aliens Prohibited

- An agency will not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri

Grant Life Cycle

- Recipient submits an application

- Recipient receives an award letter and invitation to Compliance Workshop

- Recipient attends Compliance Workshop

- Recipient will receive the award documents via email
  - Award documents must be signed and each page of the Articles of Agreement initialed by the Authorized Official and sent to Department of Public Safety
  - Application will be negotiated via WebGrants to update budget to reflect partial awards and remove unallowable items
  - Once the signed documents are received and signed by the Director of Public Safety, and application budget corrections completed – the grant will be marked "Underway"

Grant Life Cycle

"Underway" Phase
- Recipient can now begin work on project: **REVIEW THE APPROVED BUDGET**
- Claims are to be submitted for Reimbursement or Advanced Payment
- Status Reports are submitted

Closeout
- Once all Claims and Status Reports have been submitted and approved the grant can be closed

Spending Grant Dollars

- Funds must be obligated within the project period of performance, expended, and submitted for reimbursement by June 15, 2024

- Project Period: October 1, 2023 to April 30, 2024

- 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

- Funds are considered "expended" when payment is made

Grant Reporting

- Status Reports **MUST** be completed
  - March 15, 2024: for October 1, 2023-February 29, 2024
  - June 15, 2024: for March 1, 2024-April 30, 2024

Procurement Requirements

- With any expenditure, the recipient 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

- If a recipient is uncertain as to whether a cost meets these requirements, please contact the DPS/OHS for clarification

Procurement Requirements

- Recipient 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](#)

- [Cooperative Procurement Option](#)
  If utilizing cooperative contract, procurement documents (quotes/bids) and invoice must reference cooperative contract number

Procurement Requirements

General Guidelines

- All procurement transactions, whether negotiated or competitively bid, and without regard to the dollar value, shall be conducted in a manner so as to provide maximum open and free competition
- All bids/quotes, and the rationale behind the selection of a source of supply, must be retained, attached to the purchase order copy, and placed in the accounting files

State of Missouri Procurement Guidelines

- **Items costing less than $10,000 may be purchased with prudence on the open market**
- All purchases estimated to total between $10,000 but less than $100,000 to a single vendor, must be competitively bid, but need not be solicited by mail or advertisement. An informal method is acceptable, for example: request for quotation, telephone quotes, online pricing, etc.
- All purchases with an estimated total expenditure of $100,000 or over to a single vendor shall:
    - Be advertised for bid in at least two daily newspapers for general circulation in such places as are most likely to reach prospective bidders (and may advertise in at least 2 weekly minority newspapers and may provide such information through an electronic medium available to the general public) at least 5 consecutive days before bids for such purchases are to be opened
    - Post a notice of the proposed purchase in a public area of the recipient's office
    - Solicit bids by mail or other reasonable methods generally available to the public from prospective supplies
    - If less than 3 bids are received DPS/OHS must approve prior to vendor selection

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 3 bids/quote • Ex. Telephone quote, online pricing, request for quotation	• Formal solicitation required • Advertised in at least two daily newspapers for general circulation at least 5 consecutive days before bids are to be opened • May also advertise in at least 2 weekly minority newspapers & provide through an electronic medium available to general public • Post a notice in a public area of your office • Solicit by mail or other reasonable methods generally available to the public • OHS must approve if less than 3 bids received

A single feasible source procurement of $10,000.00 or more requires prior approval from the DPS/OHS

Single Feasible Source

- Use of a single feasible source procurement of $10,000.00 or more requires prior approval from the DPS/OHS

- Single feasible source form can be located on the DPS website in the [Grant Applications and Forms](#) section

- If purchase is made using a single feasible source without prior approval, DPS/OHS has the right to refuse reimbursement

Non-compliance could result in the agency being listed as high risk

Single Feasible Source

Use of single feasible source procurement is discouraged. A single feasible source procurement exists when:

- Supplies are proprietary and only available from the manufacturer or a single distributor; or
- Based on past procurement experience, it is determined that only one (1) distributor services the region in which the supplies are needed; or
- Supplies are available at a discount from a single distributor for a limited period of time

Who Are You Doing Business With?

Recipients are required to verify that vendors used for grant purchases are not on either the State Suspended/Debarred Vendors List

- State of Missouri Office of Administration

Maintain a copy of a screenshot in the grant file to verify this was completed

Equipment vs. Supplies

Equipment

- Tangible, non-expendable (non-consumable) personal property having a useful life of more than one year and an acquisition cost of $1,000 or more per unit
- Equipment must be recorded and tracked in an inventory control list and tagged to reflect its source of funding
- Equipment must be "tagged" with the source of funds used to purchase the item(s)

Supplies

- Items that do not fit into the "Equipment" category

Equipment Records/Inventory

Records shall include an inventory control list for non-expendable property

Property must be tagged by the recipient; the tag should identify the item's source of funds, where feasible.

- "Purchased with SFY 2024 EDZ Funds"

Equipment Disposition
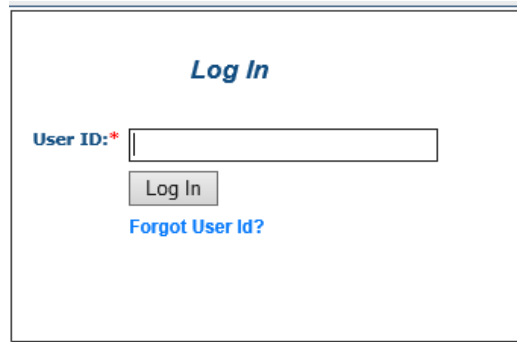
- Recipients must request approval from the DPS/OHS prior to disposing of equipment. Procedures in the OHS Administrative Guide for Homeland Security Grants must be followed to request equipment disposition approval. Email the Equipment Disposition Forms to Kelsey Saunders at Kelsey.Saunders@dps.mo.gov

- A copy of the approved Equipment Disposition Form must be maintained in the recipient grant file

- Equipment Disposition Form found on the DPS/OHS website

WebGrants System
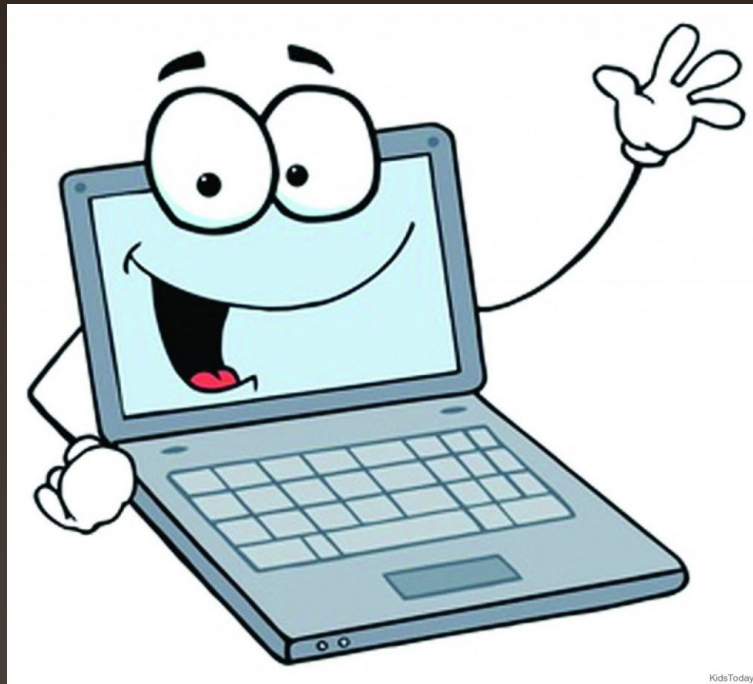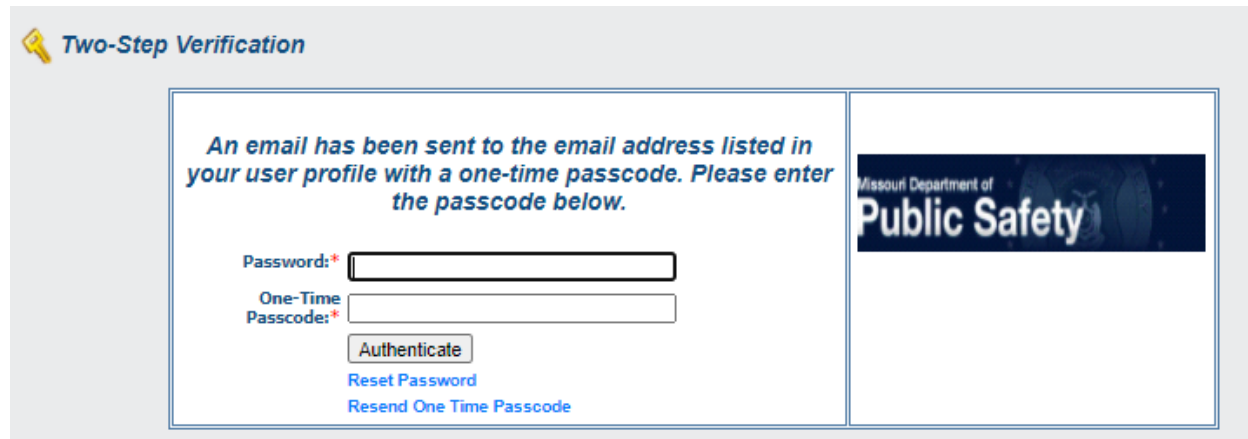
WebGrants

Login to the WebGrants using the same User ID and Password used when submitting the application

Two-factor authentication

WebGrants Continued

- Select "My Grants"
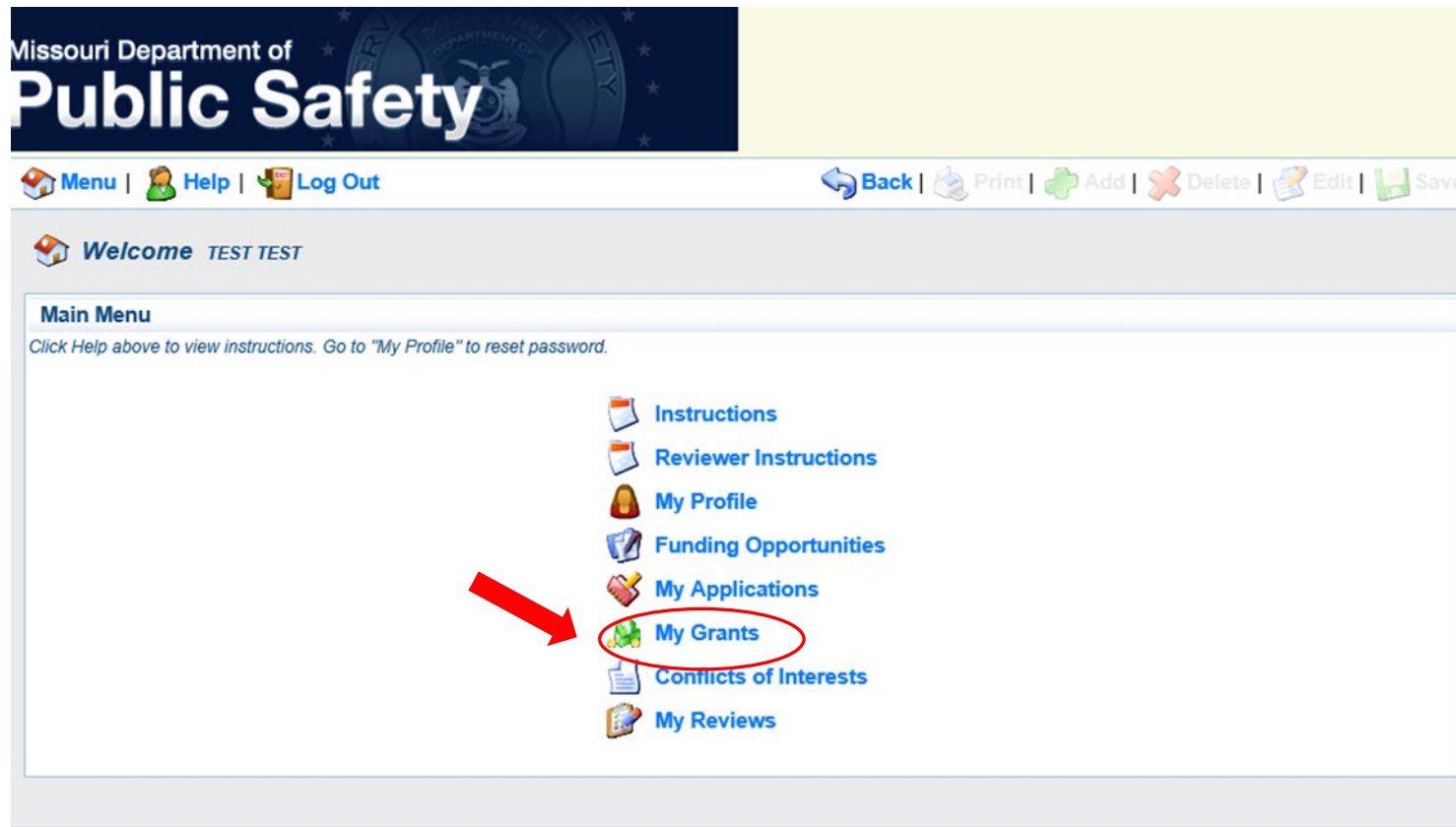
WebGrants

- Select your project titled SFY 2024 Economic Distress Zone (EDZ) Grant

Grant Number	Status	Year	Grant Title	Program Area	Organization	Grantee	Program Officer	Funding Opportunity	Budget Total
160994	Underway	2024	SFY 2024 EDZ - Baseline Organization	Economic Distress Zone	BaseLine Organization	TEST TEST	Chelsey Call	160738 - SFY 2024 Economic Distress Zone Grant (EDZ) TEST	$42,500.00

WebGrants

Grant Components		Alerts | Copy | Annotations (0) | Export Grant Data | Map
The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. *You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.*		
Component		**Last Edited**
General Information		12/11/2023
Contact Information		
Budget		
Claims		
Correspondence		
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments		
EDZ Project Form		11/22/2023
Award Documents - Final		
Appropriations		
Named Attachments (EDZ)		11/22/2023
Closeout		
Opportunity		-
Application		-
Application Versions		-
Application Annotations		-
Review Forms		-

Award Documents

The fully-executed Award Agreement is located in Award Documents – Final Component

- Be sure you have the fully-executed Award Agreement in your grant file

Budget

Approved budget is located in Budget Component

- Be sure to review approved budget before beginning procurement

- Ensure you are only purchasing items that are on approved budget

- Ensure you are purchasing the quantity of items that is on approved budget

- Request Subaward Adjustment if need to make changes to budget (i.e. change in quantity)

Budget

Personnel

Negotiate Component | Create New Version | Return to Components | Add

To include lines in your budget, click "Add". If the project includes more than one budget line, repeat this step for each budget line.

Line Item Code:	Line Item Name:	Description:	Amount of Grant Funds Requested:
1001	Project Director Salary	Project Director Salary - 50 hours	$2,500.00
1002	Project Manager Salary	Project Manager Salary - 150 hours	$3,750.00
			$6,250.00

Personnel Justification

Detailed narrative justification is required for all budget line(s). This justification should fully explain the need for acquisition. To provide the required justification for a budget line item(s), click 'Edit' at top of page.

The justification for each budget line should include the following:

1. Justify why each requested budget line is necessary for the success of the proposed project.

2. Cost Basis for the budget line request.

3. Description of job responsibilities the individual will be expected to perform for this project/program.

Personnel Benefits

Add

To include lines in your budget, click "Add". If the project includes more than one budget line, repeat this step for each budget line.

Line Item Code:	Line Item Name:	Description:	Amount of Grant Funds Requested:
2001	Project Manager Benefits	Project Manager Benefits - 50%	$1,250.00
2002	Project Director Benefits	Project Director Benefits - 50%	$1,875.00
			$3,125.00

Reimbursement Requests (Claims)

[Information Bulletin 5: Policy on Reimbursement Requests](#) discusses requirements for reimbursement requests

▪Must incur an allowable expense, make payment, and seek reimbursement <u>within 6 months of the invoice date</u>

▪Supporting documentation must be submitted with each claim
- Must be in one attachment and in the same order as the Expenditures Form on the reimbursement request in WebGrants

▪In the Expenditure Form in WebGrants, a line must be completed for each individual expenditure

▪Multiple invoices on one expenditure line will not be accepted. However, each item purchased on an invoice does not need to be listed separately unless the items are on a different line in the approved budget

▪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/Benefits Supporting Documentation

- Claim in WebGrants
- Wage and benefit costs
- Proof of payment (payroll journal, check stub)
- Timesheet(s)
- Signed personnel certification(s)

Reimbursement Requests (Claims)

Travel/Training Supporting Documentation

- Claim in WebGrants
- Vendor Invoice
- Proof of Payment (copy of cancelled check, credit card statement, bank statement)
- Agenda/Announcement
- Proof of attendance (sign-in sheet/roster/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 Missouri Office of Administration-State of Employees

Reimbursement Requests (Claims)

Equipment Supporting Documentation

- Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and <u>a per-unit acquisition cost</u> which equals or exceeds the lesser of the capitalization level established by the agency for financial statement purposes, or <u>$1,000</u>
- Claim in WebGrants
- Vendor Invoice
- Proof of payment (i.e., copy of cancelled check, credit card statement, bank statement)
- Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)
- Purchase order, if one was created or referenced on an 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 Supporting Documentation
- Claim in WebGrants
- Vendor Invoice
- Proof of Payment (i.e., copy of cancelled check, credit card statement, or bank statement)
- Proof of delivery/completion (i.e., signed packing slip, signed receipt, or signed statement in writing indicating items delivered)

Reimbursement Requests (Claims)

Contractual Services Supporting Documentation

- Claim in WebGrants
- Vendor Invoice
- Proof of payment (copy of cancelled check, credit card statement, bank statement)
- Proof of delivery (signed statement in writing indicating goods/services received)
- Copy of signed contact must be submitted with first claim
- Other documentation required by contract (milestone reports, time and effort)

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 recipient in advance of the recipient incurring the debt. For example, if a recipient orders a piece of equipment and requests reimbursement prior to paying the vendor's invoice, receipt of funds would be considered an advance payment

- Will not provide advance payment to a recipient before costs have been incurred through an invoice from a vendor
  - Some situations, local cash flow makes payment for large equipment items difficult
  - DPS/OHS has agreed to accept requests for funds from recipients as soon as a vendor submits their invoice and the recipient has received goods or services

- $2,500 minimum for recipients 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 delivered)
- Completed Equipment Detail Form in WebGrants, if applicable

Required to submit proof of payment (i.e., copy of cancelled check, credit card statement, or bank statement) to the DPS/OHS within 30 days from receipt of payment

To request, will type "Advance Payment" in the Check/EFT Number and Check/EFT Date fields in the WebGrants claim

Reimbursement Requests (Claims)

Submitting a claim in WebGrants
- Select "Claims" component in WebGrants

Reimbursement Requests (Claims)

Select "Add"

Reimbursement Requests (Claims)

Complete Claim General Information
- Claim Type – Select "Monthly/Quarterly/Other" in the drop-down
- Reporting Period – Enter the date range for the expenses being requested
- Invoice Number – Leave field blank
- Is this your Final Report
  - Select "Yes" if this is your last claim
  - Select "No" if this is not your last claim
- Select "Save"

Reimbursement Requests (Claims)

Reimbursement Requests (Claims)

▪Select claim "ID" on the claim you just created

▪Select "Edit"

Reimbursement Requests (Claims)

▶ Complete all Claim Components by selecting the component

- Expenditures
- Reimbursement
- Equipment Inventory
- Other Attachments

▶ All components must be marked "Complete" in order to submit the claim

Reimbursement Requests (Claims)

Expenditures Component

- Select "Add" for each expenditure to add a line to the Expenditures Form
- Complete each line of the Expenditures Form

Reimbursement Requests (Claims)

- Select "Save" when complete

Reimbursement Requests (Claims)

Line Number – select the corresponding budget line for the item that is being requested for reimbursement

Payee – enter the name of the vendor that the item was purchased from

Description – enter a description of the item purchased

Quantity – enter the quantity of the item that was purchased

Unit Cost – Cost per item
- The number entered into the unit cost field, multiplied by the quantity entered, should be the Federal Amount Requested that you are seeking reimbursement for

Federal Amount Requested– Total amount of funds being requested

Invoice # - vendor's invoice number

Invoice Date – date on vendor's invoice

Check/EFT Number
- Check number used for payment to vendor **OR** EFT number for payment to vendor
- Advance Payment

Check/EFT Date
- Date of check used for payment to vendor **OR** Date of EFT for payment to vendor
- Advance Payment

Reimbursement Requests (Claims)

- Select "Add" to add additional expenditures to the claim

- Select "Mark as Complete" after all expenditures have been added

Expenditures											Create New Version | Mark as Complete | Go to Claim Forms | Add
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date	
1001	Baseline Organization	Program Coordinator Salary - January	1.0	$400.00	$400.00	$400.00	001	01/31/2024	0001	01/31/2024	
					$400.00						

Reimbursement Requests (Claims)

Select the "Reimbursement" Claim Component

- Verify the amounts entered on the Expenditures Form have been transferred to the Reimbursement Form correctly

Select "Mark as Complete"

Reimbursement		Create New Version	Mark as Complete	Go to Claim Forms			
Budget Category		Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)
Personnel						
Project Director Salary		$2,500.00	$400.00	$0.00	$400.00	$2,100.00
Project Manager Salary		$3,750.00	$0.00	$0.00	$0.00	$3,750.00
	Sub Total:	$6,250.00	$400.00	$0.00	$400.00	$5,850.00
Personnel Benefits						
Project Director Benefits		$1,875.00	$0.00	$0.00	$0.00	$1,875.00
Project Manager Benefits		$1,250.00	$0.00	$0.00	$0.00	$1,250.00
	Sub Total:	$3,125.00	$0.00	$0.00	$0.00	$3,125.00
Training/Travel						

Reimbursement Requests (Claims)

- Select "Equipment Inventory" Claim Component

- Select "Add" for each equipment item

- 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

- Complete all fields in the Equipment Detail Form

- If no equipment is being requested for reimbursement, select "Mark as Complete"

Reimbursement Requests (Claims)

If equipment is requested, complete all fields in the Equipment Detail Form

Requesting Organization – Recipient's Organization

Region – Recipient's Region

County –Recipient's County

Year – Grant year the equipment was purchased (2024)

Budget Line # - Budget line number associated with the equipment

Manufacturer – Manufacturer of the equipment

Model – Model number of the equipment

Description – Description of the equipment (i.e., Laptop, Printer)

Identification # - Unique identification numbers such as serial number. N/A should be annotated if there is not a serial number

Source of Funding – Source of funding utilized (EDZ)

Title Holder – Recipient Organization who owns the equipment

Reimbursement Requests (Claims)

Date of Delivery – Date equipment was delivered

Quantity – Number of equipment items purchased (*should only be one per line*)

Individual Item Costs – Cost of individual equipment item

% of Federal Participation in the Cost – Percentage of cost of the equipment that is being requested

Current Physical Location – Address where the equipment is located (P.O. Box is not a physical location for the inventory)

Equipment Contact Person (ECP) – Name of person to contact regarding equipment

ECP Phone # - Phone number for equipment contact person

ECP Email Address – Email address for equipment contact person

Reimbursement Requests (Claims)

Use – **Local, regional, statewide, or national**. Progressive scale. If national use is entered, it is assumed it is available at all other levels

Readiness Condition

- **Mission capable** – material condition of equipment indicating it can perform at least one and potentially all of its designated missions

- **Not mission capable** – material condition indicating that equipment is not capable of performing any of its designated mission

Reimbursement Requests (Claims)
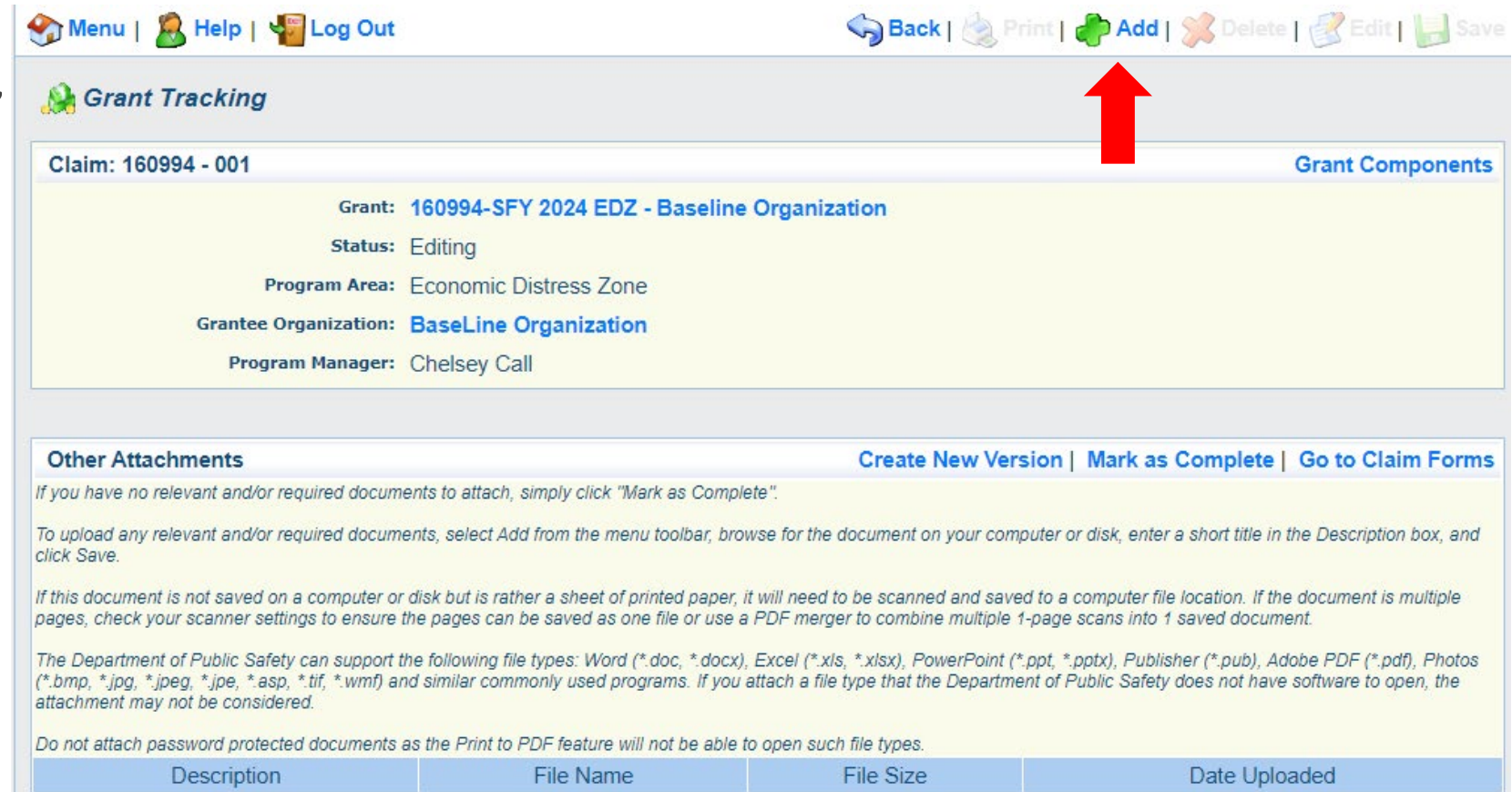
Verify Equipment Detail is correct and select "Mark as Complete"

Requesting Organization:	Region:	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:
Baseline Organization	F	Cole	2024	10001	Dell	ABCD	Laptop	1234	EDZ	Baseline Organization	01/15/2024	1	$1,200.00	100.0%	1101 Riverside Dr. Jefferson City, MO 65101	Les Martin	573-526-8719	les.martin@dps.mo.gov	Local	Mission Capable

Equipment Detail   Create New Version | Mark as Complete | Go to Claim Forms

Reimbursement Requests (Claims)

- Select "Other Attachments" Claim Component
  - Select "Add" to attach supporting documentation to claim

Reimbursement Requests (Claims)

- Select "Choose File" to locate supporting documentation on your computer

- Enter a description of the attachment

- Select "Save"

Reimbursement Requests (Claims)

- When all attachments have been added, select "Mark as Complete"

Reimbursement Requests (Claims)

- When all Claim Components have been completed, select "Submit" to submit the claim to DPS/OHS

Subaward Adjustments

[Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments](#) discusses Subaward Adjustments

- Budget Modifications – transfer among existing budget lines within the grant budget
  - Request for budget modification must be submitted through WebGrants as a Subaward Adjustment and **must** be approved by the DPS/OHS **prior** to the recipient obligating or expending the grant funds

- Program Modifications
  - Request for program modifications must be submitted through WebGrants as a Subaward Adjustment and must be approved by the DPS/OHS prior to the recipient obligating or expending the grant funds
  - Program modifications include:
    - ✓ Changes in recipient staff (Authorized Officials, Project Directors, or Fiscal Officers)
    - ✓ Address change or other information in the organization component of WebGrants

Subaward Adjustments

- Scope of Work Changes
  - Adding new line items to the approved budget
  - Changes in quantity of an existing line item in approved budget
  - Changes to specifications of existing line item (i.e., an equipment line item on the approved budget lists a 12'x 20' tent, in order to purchase a tent that is 10' x 10' instead of the listed equipment, prior approval is required)

- Request for scope changes must be submitted through WebGrants as a Subaward Adjustment and must be approved by the DPS/OHS prior to the recipient obligating or expending the grant funds

Subaward Adjustments

Submitting a Subaward Adjustment in WebGrants

- Select "Subaward Adjustments" component in WebGrants

Subaward Adjustments

▪Select "Add"

Subaward Adjustments			Return to Components | Add
ID	Type	Status	Submitted Date
			Last Edited By:

▪Complete General Information and select "Save"

🏠 Menu | 👤 Help | 🚪 Log Out   ↩ Back | 🖨 Print | ➕ Add | ❌ Delete | ✏ Edit | 💾 Save

🦗 *Grant Tracking*

General Information

Title: (limited to 250 characters)*	Brief Title
Contract Amendment Type:*	Budget Revision ▾
Status:*	Editing ▾

Subaward Adjustments

General Information

- Title – enter a brief title
- Contract Amendment Type – choose the type of adjustment being requested
  - Budget Revision
  - Program Revision

Subaward Adjustments

- Select the "ID" of the Subaward Adjustment you just created

- Select "Edit"

Subaward Adjustments

▪Complete all Subaward Adjustment Components by selecting the Component
- Justification
- Budget
- Confirmation
- Attachments

All components must be marked "Complete" in order to submit the Subaward Adjustment

Components		Preview | Submit
Name	Complete?	Last Edited
General Information	✓	12/11/2023
Justification		
Budget		
Confirmation		
Attachments		

Subaward Adjustments

Justification Component

- Explain the requested change and the reason for the requested adjustment
- Complete Subaward Adjustment Spreadsheet with requested changes for budget modification
  - Copy and paste Subaward Adjustment Spreadsheet into text box
  - Will be sent at conclusion of training

Justification

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.

Explain the requested change and the reason for the requested adjustment

Copy and paste Subaward Adjustment Spreadsheet here

body p

Line Number	Current Budget	Requested Change	Updated Budget	Notes
10001	$ 400.00	$ (150.00)	$ 250.00	Savings needed in another budget line of the project
10002	$ 3,000.00	$ 300.00	$ 3,300.00	Cost of equipment over original budget
11003	$ 20,000.00	$ (150.00)	$ 19,850.00	Decrease number of supplies to purchase equipment
Total	$ 23,400.00	$ -	$ 23,400.00	

Subaward Adjustments

- Review "Justification Form" to ensure it is complete and accurate

- Select "Mark as Complete"

Subaward Adjustments

- Select "Budget" for Budget Modifications
  - Adjust the budget to mirror the requested changes
  - Make sure to update the Total Federal/State Share amounts
  - Select "Save"

Subaward Adjustments

- Ensure the "Budget" form is accurate and select "Mark as Complete"

Subaward Adjustments

- Select "Confirmation" form
  - Complete with Authorized Official's Name, Title, and Date
  - Select "Save"
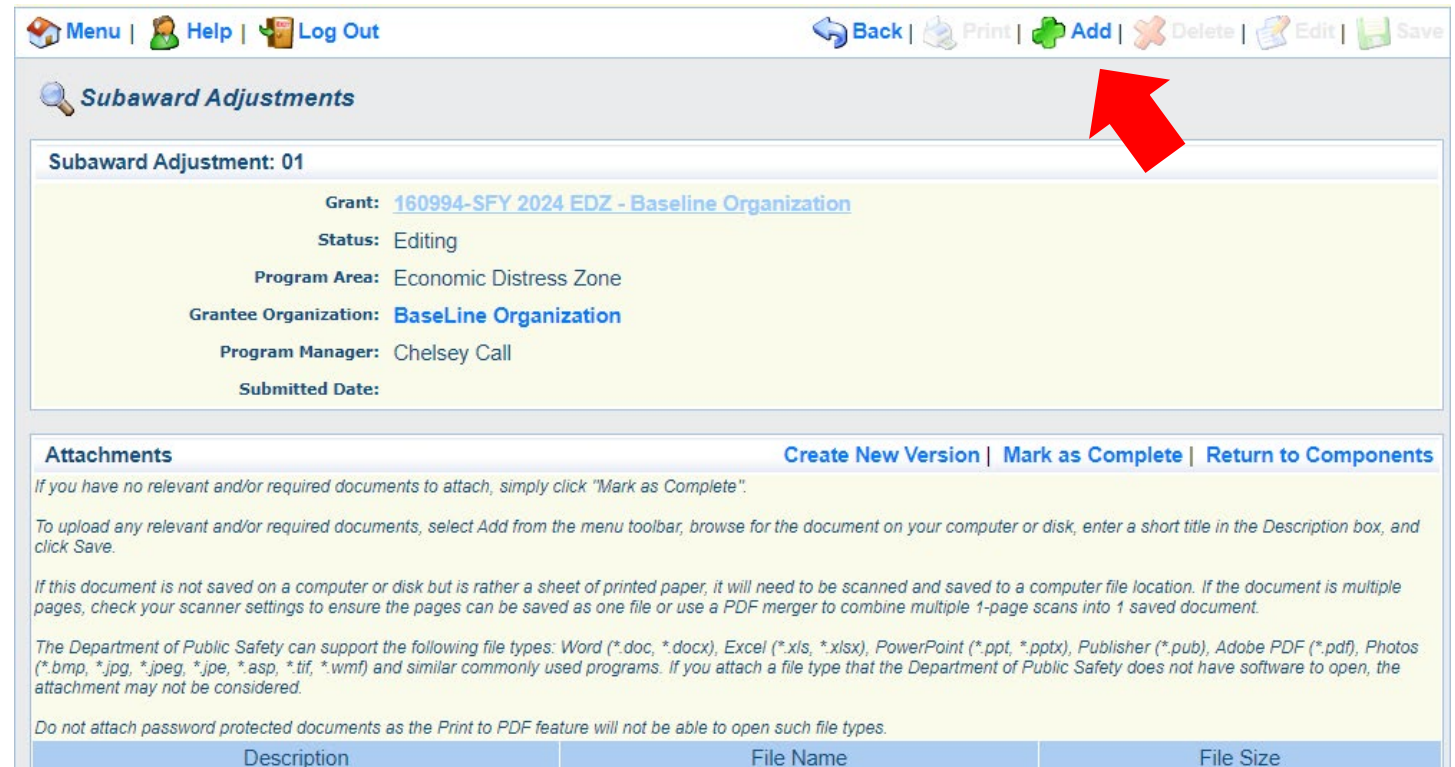
Subaward Adjustments

- Select "Mark as Complete"

Subaward Adjustments

- Select "Attachments" form
  - Select "Add"
  - Attach Subaward Adjustment Spreadsheet
  - Attachments may also include new/updated quote

Subaward Adjustments

- Select "Browse" to locate file on your computer

- Enter brief description of document

- Select "Save"

Subaward Adjustments

▪After all Subaward Adjustment Components have been marked complete, select "Submit" to submit the Subaward Adjustment to the DPS/OHS

Components			Preview	Submit
Name	Complete?	Last Edited
General Information	✓	12/11/2023
Justification	✓	12/11/2023
Budget	✓	12/11/2023
Confirmation	✓	12/11/2023
Attachments	✓	12/11/2023

Status Report

Status Reports due:

03/15/2024
06/15/2024 (Final)

Reporting period:
- 03/15/2024 Status Report
  10/01/2023 – 02/29/2024
- 06/15/2024 Final Status Report
  03/01/2024 – 04/30/2024

To submit Status Report, select "Status Report" component in WebGrants

Status Report

- A Status Report with milestones has already been setup and is ready to update

- Select "ID" for Status Report that is due

- Select "Edit"

Status Report

▪Select "Milestone Status Report"

Status Report

- Select "Edit" at the top of the screen to edit the entire Status Report at once

    OR

- Select a milestone to edit each milestone one at a time

Status Report

- Complete "Milestone Progress" section of Status Report
  - Project Name – Brief project name (i.e., SFY 2024 Baseline Organization EDZ)
  - Estimated Completion Date – Estimated completion date for milestone at time of status report
  - % Milestone Completed – Estimated % of milestone completed at time of status report
  - Milestone Progress – Enter pertinent notes on milestone (i.e., Specifications for mobile radio complete)

Status Report

	Milestone Progress			Create New Version | Mark as Complete | Go to Status Report Forms
Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed supplies	SFY2024 EDZ	12/31/2023	100%	Specifications determined
2. Procurement completed: bidding, vendor selection, and ordering of supplies.	SFY2024 EDZ	12/31/2023	100%	Supplies ordered.
3. Supplies received, installed, tested, and inventoried.	SFY2024 EDZ	12/31/2023	100%	Supplies received.
4. Vendor paid and proof of payment received	SFY2024 EDZ		0%	
5. WebGrants reimbursement completed with all necessary documentation.	SFY2024 EDZ		0%	
6. Project Final Report submitted and closed out.	SFY2024 EDZ		0%	

Status Report

- Select "Save"

Status Report

- Complete "Narrative Project Progress"
  - Select "Add"

Narrative Project Progress	Add
Project Name:	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?

  - Add Project Name
  - What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted

Status Report

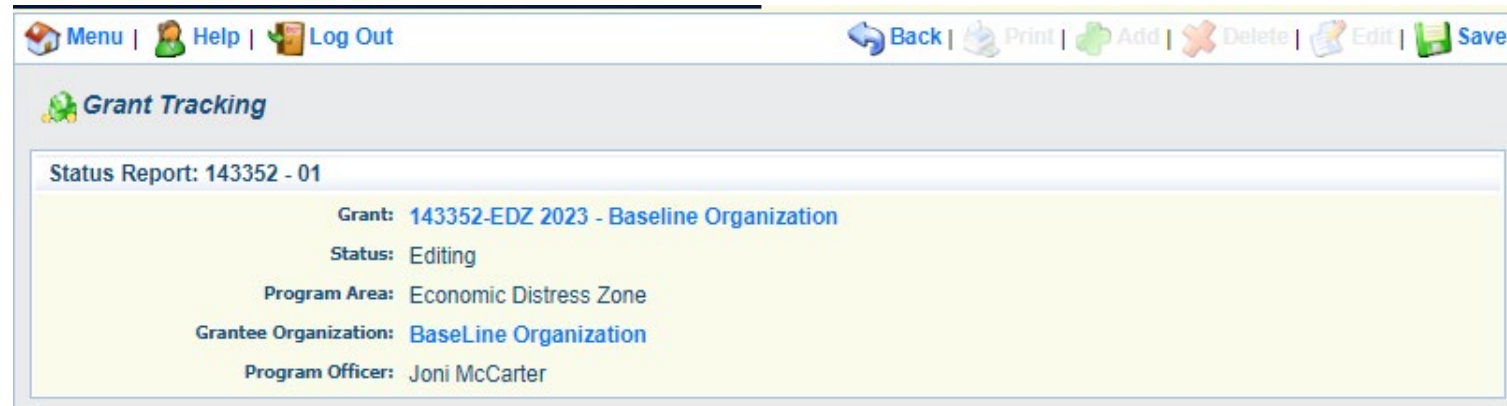- Complete "Narrative Project Progress"
  - Select "Add"

Narrative Project Progress	Add
Project Name:	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?

  - Add Project Name
  - What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted

Narrative Project Progress

Project Name:* `SFY 2024 EDZ`

What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?

`It is anticipated the vendor will be paid, WebGrants reimbursement completed, and Final Status Report will be submitted by next status report deadline.`
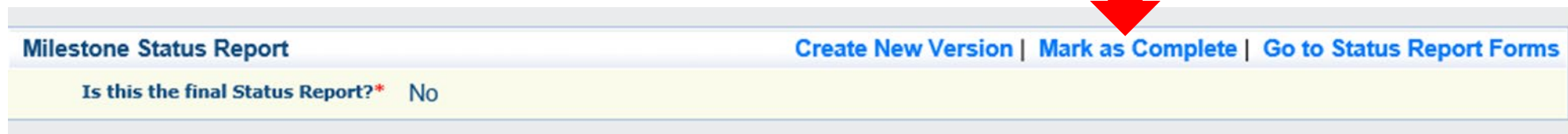
Status Report

- Select "Save"

- Select "Mark as Complete"

- Select "Submit" to submit Status Report to the DPS/OHS

Correspondence

Correspondence Component of the grant should be used for contacting the DPS/OHS with questions/pertinent information regarding your grant

- Select "Correspondence" component in WebGrants

Correspondence

- Select "Add" under Inter-System Grantee Correspondence

Inter-System Grantee Correspondence				Add
Subject	From	To	Sent/Received	Attachments
				Last Edited By:

Correspondence Component works similar to email

To:* | Joni McCarter |
| TEST TEST |

- To: Select who you would like to send the message to
  - You may select multiple people by using the Ctrl function on your keyboard
- CC: Additional people can be added to the message
  - Use a ";" between each email address added

CC: Chelsey.call@dps.mo.gov

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

Correspondence

- Enter a "Subject" for the message

Subject:* `SFY 2024 EDZ Contract Question`

- Enter all necessary information in the "Message" section

Message: `Enter all necessary information here`

Correspondence

- Attach any necessary documents in the Attachments section
  - Select "Choose File" to locate document on your computer

Attachments: [Choose File] Test File.docx
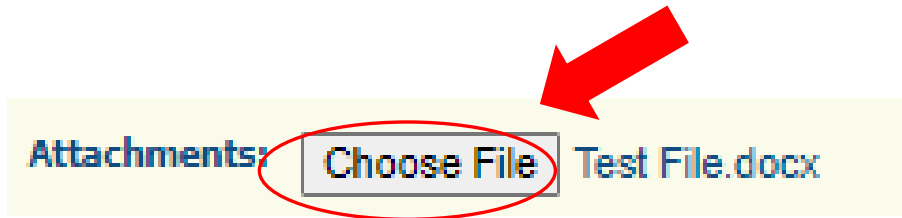
- Select "Send" to send the message to the DPS/OHS

Correspondence   Send

To:* Joni McCarter
     TEST TEST
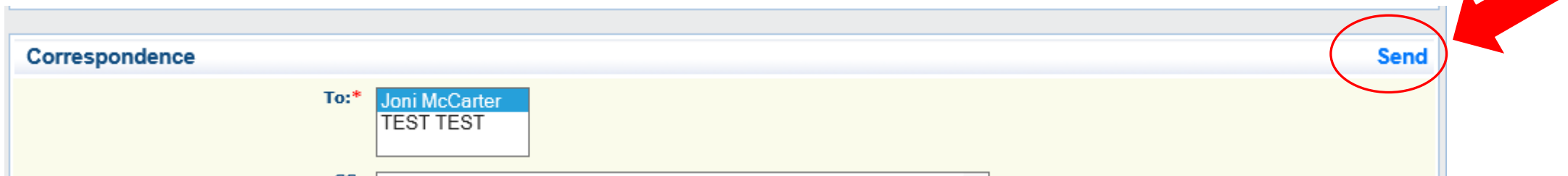
Correspondence

When receiving emails from WebGrants, DO NOT reply from your email

The reply will go to a generic inbox and will cause a delay in response

- To reply to a message, select the "Subject" section of the message you want to reply to

Correspondence

- Select "Reply"

- Select who you want the reply to be sent to

- Add "Message" above the start of the original correspondence

- Add attachments, as applicable

- Select "Send"

Grant File

All grant records shall be retained by the recipient 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 that the grant has been programmatically and fiscally closed or at least 5 years following the closure of the recipient's audit report covering the entire award period, whichever is later

Recipient should maintain grant file with grant documentation including but not limited to:

1. Copy of grant application(s)
2. Award
3. Approved Claims
4. Approved Subaward Adjustments
5. Approved Status Reports
6. Final Status Report
7. Monitoring Reports
8. Relevant Grant Correspondence
9. Procurement Documents
10. Disposition of Equipment Forms
11. Equipment Inventory

Grant Closeout

- Grant Period of Performance ends 04/30/2024

- Final Claims and Final Status Report are due 06/15/2024

- Final Claim – Select "**Yes**" in "General Information" on the question "Is this your Final Report"

- Final Status Report
  - In the "Narrative Project Progress" section indicate that the project is complete and this submission is the Final Status Report.
  - Include amount of de-obligated funds, if applicable, in the Narrative Project Progress section

Monitoring

[Information Bulletin 1: Policy on Monitoring](#) discusses monitoring

Types of Monitoring
- Desk – Review completed by the DPS/OHS at the OHS' office
- On-Site – Review conducted by the DPS/OHS at the recipient's agency

Monitoring

- Scheduling
  - Agreed upon date between DPS/OHS and recipient
  - 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

- Chance to provide technical assistance and answer questions
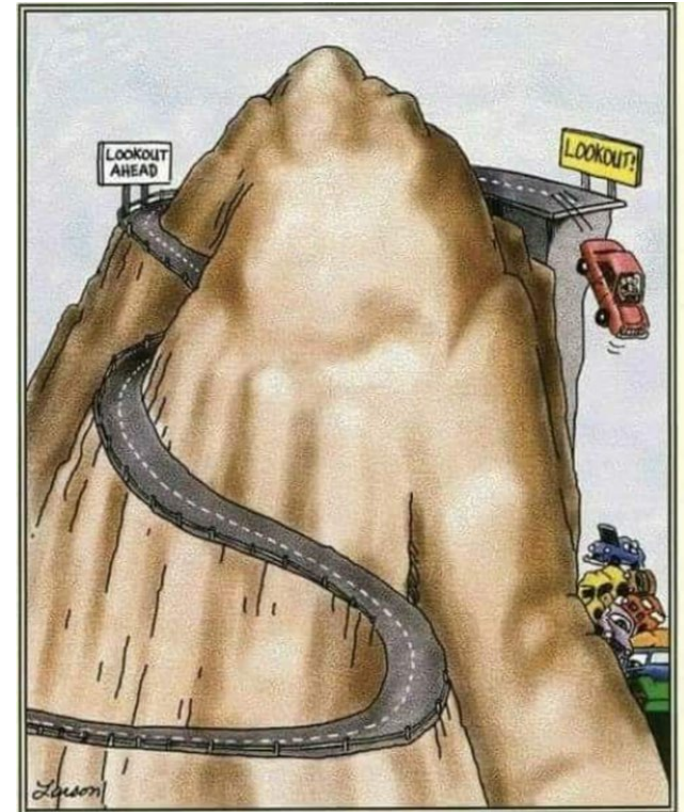
Important Dates

Grant Period of Performance Begin – October 1, 2023

Compliance Workshop Acknowledgement Due – December 19, 2023

Signed Subaward Agreement Due – December 29, 2023

Status Report Due – March 15, 2024

Grant Period of Performance End – April 30, 2024

Final Claim and Final Status Report – June 15, 2024

Questions

DPS/OHS Contacts

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