

SFY 2024 AMERICAN RESCUE PLAN ACT (ARPA)
STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF)
USE OF FORCE TRAINING GRANT (UOFTG)

COMPLIANCE WORKSHOP



AGENDA

- ▶ Grant Requirements
- ▶ Inventory Management
- ▶ WebGrants
 - Subaward Agreement
 - Budget
 - Reimbursement Request (Claims)
 - Subaward Adjustment
 - Status Report
 - Correspondence
- ▶ Grant File
- ▶ Grant Closeout
- ▶ Monitoring

GRANT REQUIREMENTS



ARPA SLFRF UOFTG

- ▶ The purpose of the ARPA SLFRF Use of Force Training Grant (UOFTG) is to provide grant funding for law enforcement training on the proper use of force, de-escalation, and constitutional policing provided by a basic training center or a continuing law enforcement education training provider licensed by the Director of the Missouri Department of Public Safety. Such training shall be made available to all Missouri law enforcement officers

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
- ▶ [ARPA SLFRF Final Rule](#)
Specific requirements to ARPA SLFRF funding
- ▶ [ARPA SLFRF Overview of Final Rule](#)
Summary of Final Rule provisions for informational purposes

MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS)/OFFICE OF HOMELAND SECURITY (OHS): GRANT REQUIREMENTS

- ▶ [ARPA SLFRF UOFTG Notice of Funding Opportunity](#)
- ▶ [Administrative Guide for Homeland Security Grants](#)
- ▶ Subaward Agreement Articles of Agreement
- ▶ 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](#)

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 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 OHS for clarification

PROCUREMENT REQUIREMENTS

- ▶ Subrecipient must follow their agency's procurement policy unless the State of Missouri policy is more restrictive
- ▶ If the subrecipient 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
 - State Contracts
 - NASPO
 - GSA
 - Sourcewell
 - Other cooperative contracts

****If utilizing a cooperative contract, procurement documents (quotes/bids) and invoice(s) must reference the contract utilized****

PROCUREMENT REQUIREMENTS

▶ State of Missouri Procurement Guidelines

Less than \$10,000	\$10,000 - \$99,999	Greater than \$100,000
<ul style="list-style-type: none">• Purchase with prudence on the open market	<ul style="list-style-type: none">• Must be competitively bid• Informal method is acceptable• Minimum of 3 bids/quote• Ex. Telephone quote, online pricing, request for quotation	<ul style="list-style-type: none">• 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

****Brand names should not be specified when seeking bids/quotes****

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:

- ▶ The item is available only from a single source
- ▶ The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
- ▶ The Missouri Department of Public Safety (DPS)/Office of Homeland Security (OHS) expressly authorizes noncompetitive proposals in response to a written request from the local agency
- ▶ After solicitation of a number of sources, competition is determined inadequate

WHO ARE YOU DOING BUSINESS WITH?

- ▶ Subrecipients are required to verify that vendors used for grant purchases are not on either the Federal Excluded Parties List System (EPLS) or State Suspended/Debarred Vendors List
 - [Federal System for Award Management](#)
 - [State of Missouri Office of Administration](#)

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



PRIOR APPROVAL

- ▶ Some items require prior approval from the DPS/OHS, including, but not limited to:
 - Contracts
 - Must contain Federal Contract Provisions required by [2 CFR 200 Appendix II](#), as applicable
 - Single Feasible Source over \$10,000

FEDERAL CONTRACT PROVISIONS

- ▶ All contracts must contain the Federal Contract Provisions as applicable
- ▶ Required by [2 CFR 200 Appendix II](#)
- ▶ During prior approval of contract, DPS/OHS will review contracts to ensure the required provisions are included

FEDERAL CONTRACT PROVISIONS

- ▶ A – Contracts more than the simplified acquisition threshold (\$250,000) must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- ▶ B - Contracts in excess of \$10,000 must address termination for cause and for convenience
- ▶ C - Contracts that meet the definition of federally assisted construction contract must include the equal opportunity clause
- ▶ D - All prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act
- ▶ E - All contracts in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#))
- ▶ F – If entering into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the agency must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

FEDERAL CONTRACT PROVISIONS

- ▶ G – Contracts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401-7671q](#)) and the Federal Water Pollution Control Act as amended
- ▶ H – A contract award must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.”
- ▶ I – Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#)) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification.
- ▶ J – [200.323 Procurement of recovered materials](#)
- ▶ K – [200.216 Prohibition on certain telecommunications and video surveillance services or equipment](#)
- ▶ L – [200.322 Domestic preferences for procurements](#)

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 \$750,000 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 ARPA SLFRF UOFTG funds

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 \$1,000 or more
- ▶ Entities may have a lower acquisition cost in their procurement policy. If so, they **MUST** use the most stringent policy

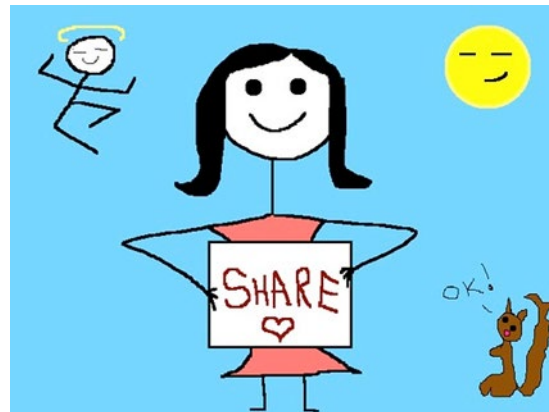
INVENTORY MANAGEMENT

- ▶ All equipment purchased with ARPA SLFRF UOFTG funds MUST be tagged
- ▶ All tags must state:

Purchased with U.S. Department of
Treasury Funds

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 non-Federal entity 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



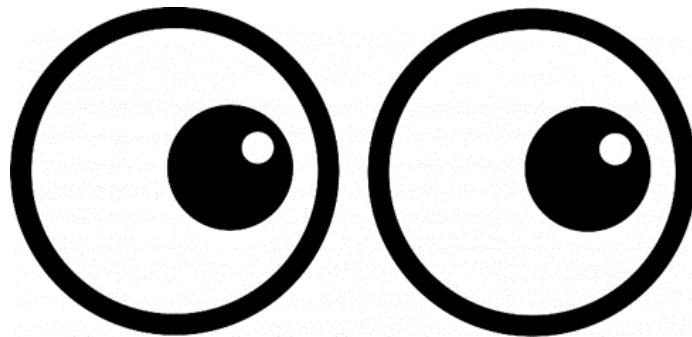
INVENTORY MANAGEMENT

- ▶ 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, which funded the original project
 - Activities under Federal awards from other Federal awarding agencies
- ▶ When acquiring replacement equipment, the non-Federal entity 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
- Have adequate maintenance procedures to keep property in good condition



INVENTORY MANAGEMENT

- ▶ Equipment must be protected against loss, damage and theft
 - Per [2 CFR 200.310](#): The non-Federal entity 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 non-Federal entity
- ▶ Investigate all incidents of loss, damage, theft, and report to the DPS/OHS within 30 days of the incident
- ▶ Equipment must be maintained to keep it in mission capable (operational) condition

INVENTORY MANAGEMENT

- ▶ Required to maintain inventory form for all equipment purchased with ARPA SLFRF UOFTG 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 **October 1, 2024**
 - DPS/OHS will send list of your agency's inventory for verification



INVENTORY MANAGEMENT

▶ Equipment inventory **MUST** be one item per line and include the following:

- 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
- % of Federal Participation in the Cost
- Date of Delivery
- Physical Location (MUST be the physical address)
- Use (Local, Regional, National, Statewide)
- Readiness Condition (Mission Capable/Not Mission Capable)
- Final Disposition
- Date of Final Disposition
- Final Disposition Sale Price
- Contact Name
- Contact Email
- Contact Phone Number

INVENTORY MANAGEMENT

- ▶ When original or replacement equipment acquired with ARPA SLFRF UOFTG 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 ARPA SLFRF UOFTG sponsored project or program
- ▶ Disposition requests should be submitted on a timely basis. Disposition requests should not be held and submitted for approval at the time of the bi-annual physical inventory

INVENTORY MANAGEMENT

- ▶ Subrecipients 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 Kelsey Saunders at Kelsey.Saunders@dps.mo.gov
- ▶ A copy of the approved Equipment Disposition Form must be maintained in the subrecipient grant file
- ▶ Equipment Disposition Form found on the DPS/OHS website in the [Grant Applications and Forms](#) section

INVENTORY MANAGEMENT

- ▶ Equipment with a per item fair market value of less than \$5,000 may be retained, sold, or disposed with no further obligation when approval is given by DPS/OHS
- ▶ Equipment with a per item fair market value of \$5,000 or more may be retained or sold



INVENTORY MANAGEMENT

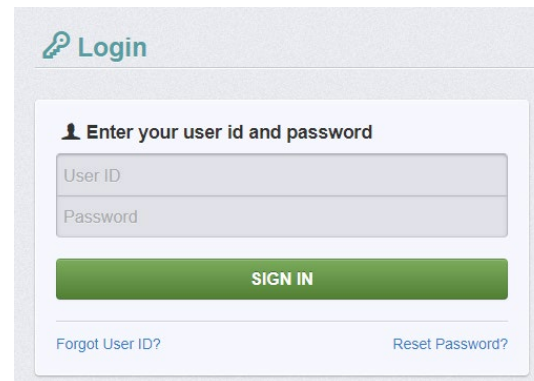
- ▶ If sold, the Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from the sale by the Federal awarding agency's percentage of participation
 - Example: Agency X wants to sell their 2009 FI50, which was 50% funded with ARPA SLFRF UOFTG funds and 50% funded with local funds. The fair market value for their 2009 FI50 was \$6,000.00. The Federal awarding agency would be entitled to \$3,000.00 of the proceeds and the local agency would be entitled to \$3,000.00



WEBGRANTS SYSTEM

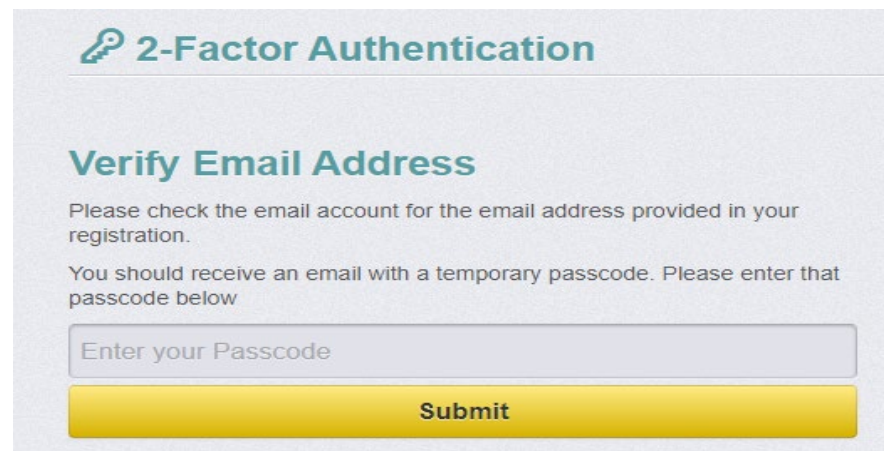
WEBGRANTS

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



The screenshot shows the 'Login' page of the WebGrants system. At the top left, there is a key icon followed by the word 'Login'. Below this, a heading reads 'Enter your user id and password' with a person icon. There are two input fields: 'User ID' and 'Password'. A green 'SIGN IN' button is positioned below the fields. At the bottom of the form, there are two links: 'Forgot User ID?' and 'Reset Password?'.

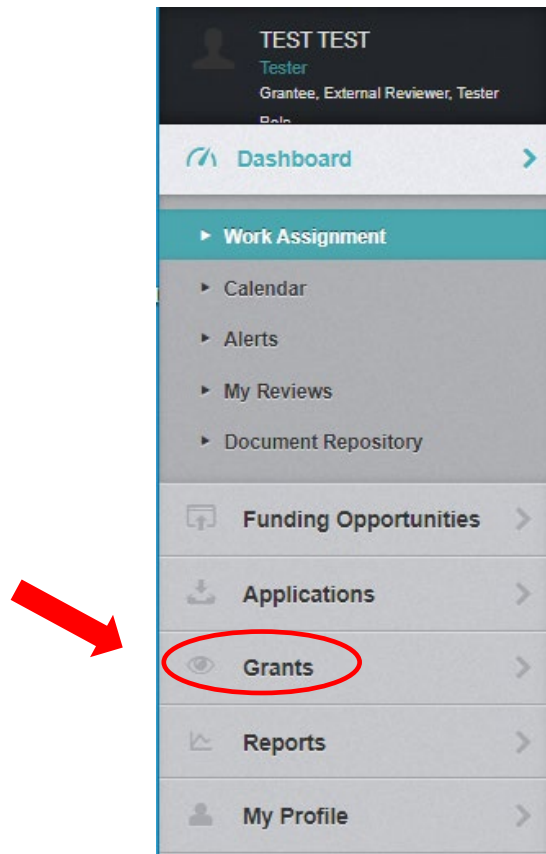
- ▶ Two-factor authentication



The screenshot shows the '2-Factor Authentication' page. At the top left, there is a key icon followed by the text '2-Factor Authentication'. Below this, the heading 'Verify Email Address' is displayed. The text below the heading reads: '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'. There is a single input field labeled 'Enter your Passcode'. A yellow 'Submit' button is located at the bottom of the form.

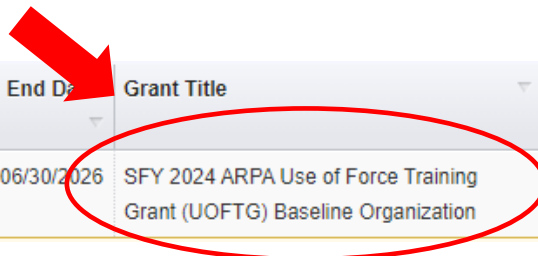
WEBGRANTS

▶ Select “My Grants”



WEBGRANTS

- ▶ Select project titled “SFY 2024 American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) Use of Force Training Grant (UOFTG)”



<input type="checkbox"/>	Grant Number ▲	Status ▼	Year ▼	Start Date ▼	End Date ▼	Grant Title ▼	Organization ▼	Grantee ▼	Program Officer ▼	Program Area ▼	Funding Opportunity ▼	Amount ▼
	164481	Underway	2024	01/01/2024	06/30/2026	SFY 2024 ARPA Use of Force Training Grant (UOFTG) Baseline Organization	BaseLine Organization	TEST TEST	Chelsey Call	American Rescue Plan ACT	164477-SFY 2024 ARPA SLFRF Use of Force Training Grant (UOFTG) TEST	\$12,600.00

WEBGRANTS

Grant Components

 [Preview Grant](#)

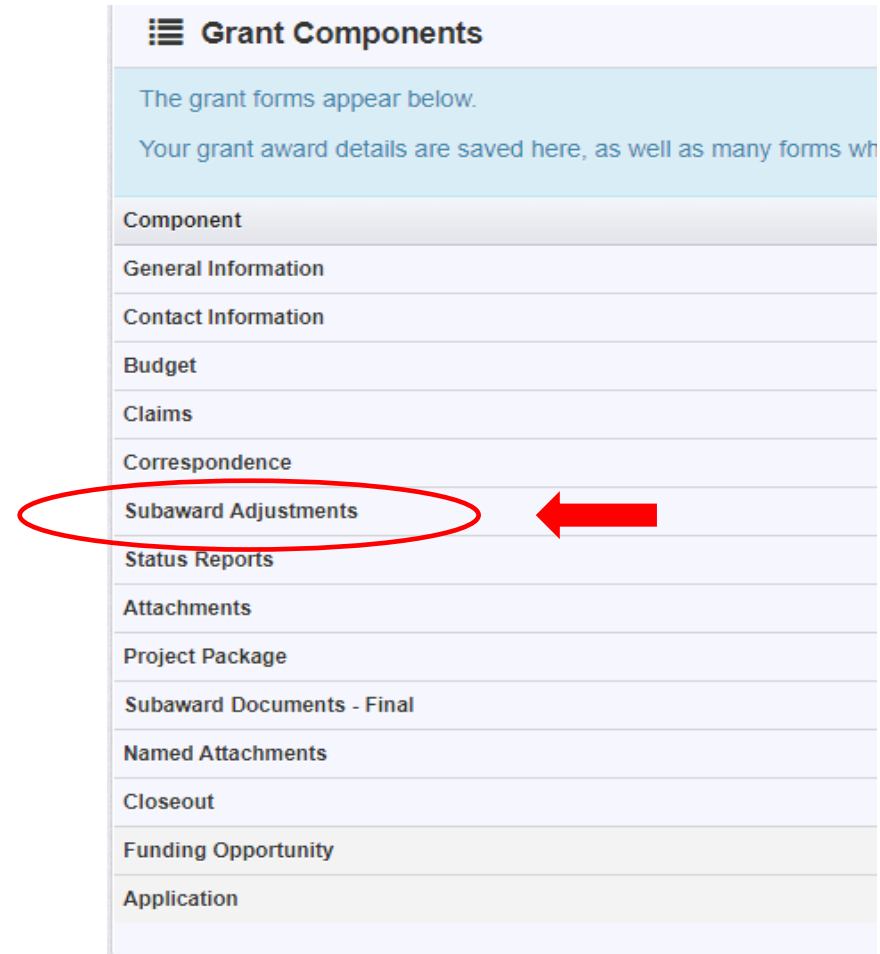
The grant forms appear below.

Your grant award details are saved here, as well as many forms which may be used to manage your grant.

Component	Last Edited
General Information	Feb 28, 2024 5:02 PM - Chelsey Call
Contact Information	
Budget	
Claims	
Correspondence	
Subaward Adjustments	
Status Reports	
Attachments	
Project Package	
Subaward Documents - Final	
Named Attachments	
Closeout	
Funding Opportunity	-
Application	-

SUBAWARD AGREEMENT

- ▶ Fully-executed Subaward Agreement is located in Subaward Documents – Final Component
 - Maintain the Subaward Agreement in your grant file





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

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
 - Ensure the goods/services you are purchasing are within the grant period of performance (including licenses)
 - If license spans outside the period of performance, costs will be prorated for those that fall within the period of performance
 - Request Subaward Adjustment if need to make changes to budget (i.e. change in quantity)

BUDGET

 **Budget** - Current Version [Negotiate Form](#) [Create New Version](#) [View Versions](#)

 **Personnel** - Multi-List [Mark as Complete](#) [Add Row](#) [Edit All Rows](#)

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

Name	Position Title	Position Status	Employment Status	Total Cost
Instructor Personnel	Instructor Personnel	New	Full Time	\$2,000.00
				\$2,000.00

Last Edited By: Chelsey Call - Apr 24, 2024 4:27 PM [+ Add Row](#)

BUDGET

- ▶ Project Period of Performance: January 1, 2024 to June 30, 2026
- ▶ Funds must be obligated by December 31, 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 (Goods/Services are purchased)
- ▶ Funds must be expended by June 30, 2026
 - Funds are considered “expended” when payment is made (Payment has been made for goods/services)
- ▶ Funds must be submitted for reimbursement within 45 days following the project period of performance by August 14, 2026

REIMBURSEMENT REQUESTS (CLAIMS)

CLAIMS
101

- ▶ [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
- ▶ 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, etc.)

*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**

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$1,000

- 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, 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 contract must be submitted with first claim**
- Other documentation required by contract (milestone reports, time and effort)
- ****If a contractor is requiring a down payment to begin project activities, the contract must reference this requirement for payment to be considered****

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
- Will not provide advance payment to a subrecipient 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 subrecipients as soon as a vendor submits their invoice and the subrecipient has received goods or services
- \$2,500 minimum for subrecipients requesting a reimbursement with an advance payment

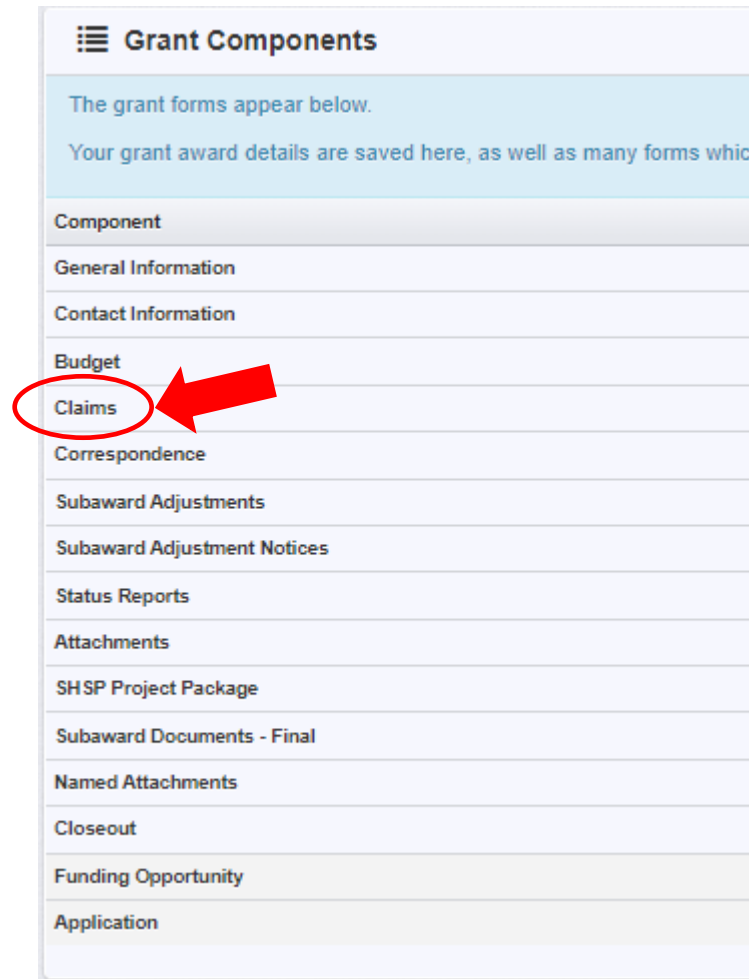
REIMBURSEMENT REQUESTS (CLAIMS)

▶ **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 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



Grant Components

The grant forms appear below.
Your grant award details are saved here, as well as many forms which

Component
General Information
Contact Information
Budget
Claims
Correspondence
Subaward Adjustments
Subaward Adjustment Notices
Status Reports
Attachments
SHSP Project Package
Subaward Documents - Final
Named Attachments
Closeout
Funding Opportunity
Application

REIMBURSEMENT REQUESTS (CLAIMS)

▶ Select “Add”

164481 - SFY 2024 ARPA Use of Force Training Grant (UOFTG) Baseline Organization - 2024

Status: **Underway**

Program Area: American Rescue Plan ACT

Funding Opportunity: 164477-SFY 2024 ARPA SLFRF Use of Force Training Grant (UOFTG) TEST

Organization: BaseLine Organization

Grantee Contact: TEST TEST

Program Officer: Chelsey Call


Awarded Amount: \$12,600.00

Grant List Genera Contac Budget **Claims** Corres Subawa Status Attach Projec Subawa Named Closeo

Claims [+ Add Claim](#)

All claims associated with this grant appear below.

ID	Type	Status	Start Date	End Date	Last Submitted Date	Paid Date	Claim Amount
No data available in table							
Submitted Amount:							\$0.00
Approved Amount:							\$0.00
Awaiting Payment Amount:							\$0.00
Paid Amount:							\$0.00
Total Amount:							\$0.00



REIMBURSEMENT REQUESTS (CLAIMS)

▶ Complete Claim General Information

- Claim Type – Select corresponding claim type in the drop-down
- Reporting Period – Enter the date range for the expenses being requested
- Due Date – Leave field blank
- Invoice Number – Leave field blank
- Is this your Final Request
 - Select “Yes” if this is your last claim
 - Select “No” if this is not your last claim
- Select “Save”

REIMBURSEMENT REQUESTS (CLAIMS)

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*: Monthly

Due Date:

Report Period*: 03/01/2024 03/30/2024

Start Date End Date

Final Request?*: Yes No

Click Yes if this is the final request

Invoice Number:

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

REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Complete all Claim Components by selecting the component
 - Detail of Expenditure
 - Equipment Inventory
 - Other Attachments
- ▶ All components must be marked “Complete” in order to submit the claim

Claim Preview Attachments Alert History Map Versions

Claim Details [Preview Claim](#)

Claim cannot be Submitted Currently

- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Apr 24, 2024 4:33 PM - Chelsey Call
Detail of Expenditure	-	-
Equipment Inventory	-	-
Other Attachments	-	-

REIMBURSEMENT REQUESTS (CLAIMS)

▶ Select “Detail of Expenditure”

Claim Preview Attachments Alert History Map Versions

Claim Details Preview Claim

Claim cannot be Submitted Currently

- Claim components are not complete

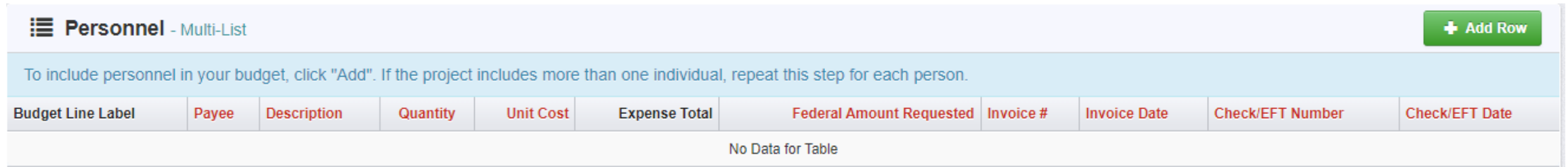
Component	Complete?	Last Edited
General Information	✓	Apr 24, 2024 4:33 PM - Chelsey Call
Detail of Expenditure	-	-
Equipment Inventory	-	-
Other Attachments	-	-

REIMBURSEMENT REQUESTS (CLAIMS)

▶ Select “Add Row” for each expenditure in the corresponding budget category for the item that is being requested for reimbursement

■ For Example:

- If the item you are requesting for reimbursement is located in the Personnel category of your budget, you will select “Add Row” under Personnel



Personnel - Multi-List + Add Row

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

Budget Line Label	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
No Data for Table										

- If the item you are requesting for reimbursement is located in the Travel category of your budget, you will select “Add Row” under Travel



Travel - Multi-List + Add Row

1. To include travel related costs in the budget, click "Add". Repeat this step to include each expense.
2. Enter total cost for each item. Cost includes all categories for the expense item. (ie. Conferences may include hotel, mileage, per diem, etc.)
3. Per diem is only allowed when persons are on 12 hour travel status.
4. Travel must be by the most direct, practical route. The amount of mileage allowance shall not exceed the state rates approved by the Missouri Office of Administration.
5. Lodging and meal expenses shall adhere to the State per diem rates, which can be found at Per Diem Rates. Incidentals will not be allowed.
6. Agency travel policy will apply if such is more restrictive than those mentioned herein.

Budget Line Label	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
No Data for Table										

REIMBURSEMENT REQUESTS (CLAIMS)

Personnel

Save Row

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

Budget Line Label:

Budget Line*: Personnel-Instructor Personnel

Payee*: Instructor Personnel

Description*: Instructor Personnel March 2024

Quantity*: 10

Unit Cost*: 30.00

Expense Total:

Federal Amount Requested*: 300.00

Invoice #: 0324

Invoice Date*: 03/30/2024

Check/EFT Number*: 5678

Check/EFT Date*: 03/30/2024

Save Row

- Select "Save Row" 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
- ▶ Federal Amount Requested – Total amount of funds being requested from the grant
- ▶ 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 Row” to add additional expenditures to the claim

Personnel - Multi-List ✓ Mark as Complete + Add Row

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

Budget Line Label	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
Personnel-Instructor Personnel	Instructor Personnel	Instructor Personnel March 2024	10.00	\$30.00	\$300.00	\$300.00	0324	03/30/2024	5678	03/30/2024
						\$300.00				
						\$300.00				

Last Edited By: Chelsey Call - Apr 24, 2024 4:48 PM + Add Row

Personnel Benefits - Multi-List ✓ Mark as Complete + Add Row

To include a fringe benefit in your budget, click "Add". If an individual is eligible for multiple benefits, repeat this step for each person.

Budget Line Label	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
No Data for Table										

Last Edited By: Chelsey Call - Apr 24, 2024 4:48 PM + Add Row



REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Verify the amounts entered on the Detail of Expenditure section have been transferred to the Reimbursement section correctly
- ▶ Select “Mark as Complete”

Reimbursement						<input checked="" type="button" value="Mark as Complete"/>
Budget Category	Subaward Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	
Personnel						
Instructor Personnel	\$2,000.00	\$300.00	\$0.00	\$300.00	\$1,700.00	
	\$2,000.00	\$300.00	\$0.00	\$300.00	\$1,700.00	
Personnel Benefits						
Instructor Benefits	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	
	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	
Travel						
Trainee Travel Costs	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	
	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	
Equipment						
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Supplies/Operations						
Training Supplies	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	
	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	
Contractual						
Instructor Fees	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	
	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	
	\$9,600.00	\$300.00	\$0.00	\$300.00	\$9,300.00	

REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Select “Equipment Inventory” Claim Component
- ▶ Select “Yes” if you have equipment within this reimbursement request (claim)
- ▶ Select “No” if you do NOT have equipment within this reimbursement request (claim)
- ▶ Select “Save Multi-List”

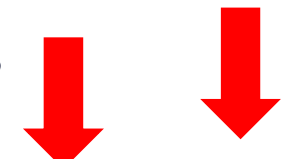


The screenshot shows a web form for 'Equipment Inventory'. At the top, there is a section titled 'Equipment' with a 'Save Form' button. Below this, a question 'Do you have any equipment?*' is followed by 'Yes' and 'No' radio buttons. A red arrow points to the 'Yes' button. Below the question is another 'Save Form' button. The main section is titled 'Equipment Detail - Edit' and contains a table with 20 columns. A red arrow points to the 'Save Multi-List' button located at the top right of this section. Below the table, there is a message 'No Data for Table' and another 'Save Multi-List' button at the bottom right.

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
No Data for Table																				

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
 - Complete all fields in the Equipment Detail Form
 - Verify Equipment Detail is correct and select “Mark as Complete”
- ▶ If no equipment is being requested for reimbursement, select “Mark as Complete”



☰ Equipment Detail - Multi-List																	✓ Mark as Complete	+ Add Row	✎ Edit All Rows
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	
Baseline Organization	F	Cole	2024	10001	ABC Company	XYZ Model	ABC Training Equipment	1234567	ARPA UOFTG	Baseline Organization	03/15/2024	1	\$3,000.00	100%	1101 Riverside Dr. Jefferson City, MO 65101	Chelsey Call	573-526-9203	chelsey.call@dps.mo.gov	

REIMBURSEMENT REQUESTS (CLAIMS)

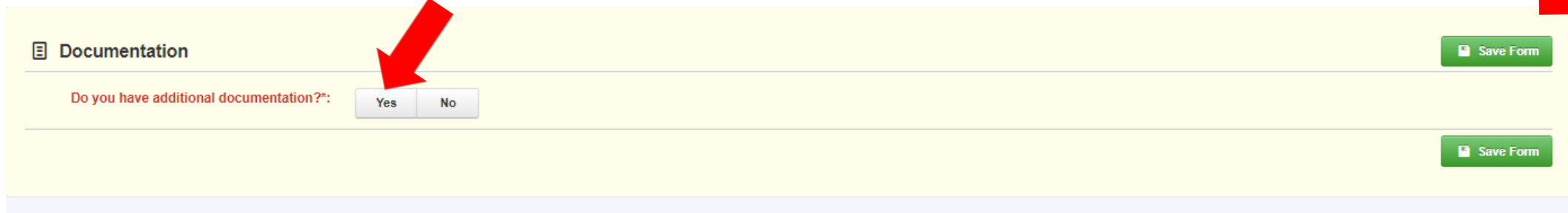
- ▶ If equipment is requested, complete all fields in the Equipment Detail Form
- ▶ Requesting Organization – Subrecipient’s Organization
- ▶ Region – Subrecipient’s Region (MSHP Troop Boundaries)
- ▶ County – Subrecipient’s County
- ▶ Year – Grant year the equipment was purchased (2024)
- ▶ Budget Line # - Budget line number associated with the equipment
- ▶ Manufacturer – Manufacturer of the equipment
- ▶ Model – Model number of the equipment
- ▶ Description – Description of the equipment
- ▶ Identification # - Unique identification numbers such as a serial number. (N/A should be annotated if there is not a unique identification number)
- ▶ Source of Funding – Federal Funding utilized (ARPA SLFRF UOFTG)
- ▶ Title Holder – Subrecipient 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
- ▶ 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)

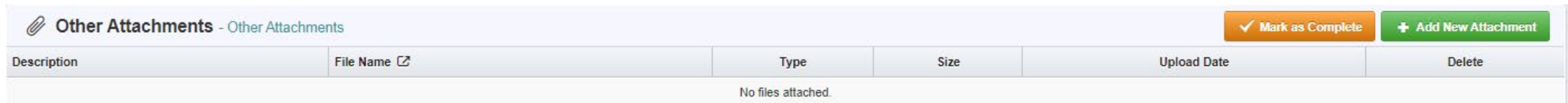
- ▶ Select “Other Attachments” Claim Component
 - Select “Yes” to the question if you have additional documentation
 - Select “Save Form”



Documentation

Do you have additional documentation?*:

- Select “Add New Attachment”

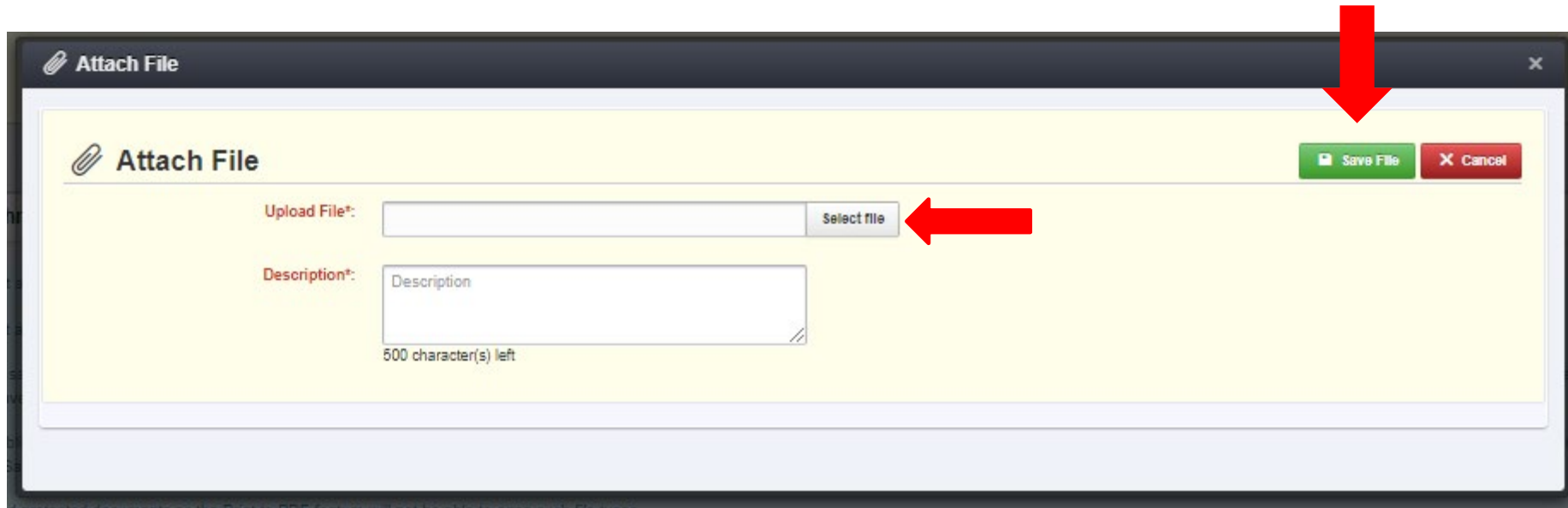


Other Attachments - Other Attachments

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

REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Select “Choose File” to locate supporting documentation on your computer
- ▶ Enter a description of the attachment
- ▶ Select “Save File”



The screenshot shows a dialog box titled "Attach File" with a close button (X) in the top right corner. Inside the dialog, there is a header area with a paperclip icon and the text "Attach File". Below this, there are two main sections: "Upload File*" and "Description*". The "Upload File*" section contains a text input field and a "Select file" button. The "Description*" section contains a text area with the placeholder text "Description" and a character count "500 character(s) left". In the top right corner of the dialog, there are two buttons: "Save File" (green) and "Cancel" (red). Two red arrows are overlaid on the image: one points to the "Select file" button, and the other points to the "Save File" button.

REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ When all attachments have been added, select “Mark as Complete”

Claim List Genera Detail Equipm **Other**

Other Attachments - Current Version

If you have no relevant and/or required documents to attach, simply click “Mark as Complete”.

To upload any relevant and/or required documents, select Add from the menu toolbar, browse for the document on your computer or disk, enter a short title in the Description box, and click Save.

If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use a PDF merger to combine multiple 1-page scans into 1 saved document.

The Department of Public Safety can support the following file types: Word (*.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.jpe, *.asp, *.tif, *.wmf) and similar commonly used programs. If you attach a file type that the Department of Public Safety does not have software to open, the attachment may not be considered.

Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.

Documentation

Other Attachments - Other Attachments

Mark as Complete **Add New Attachment**

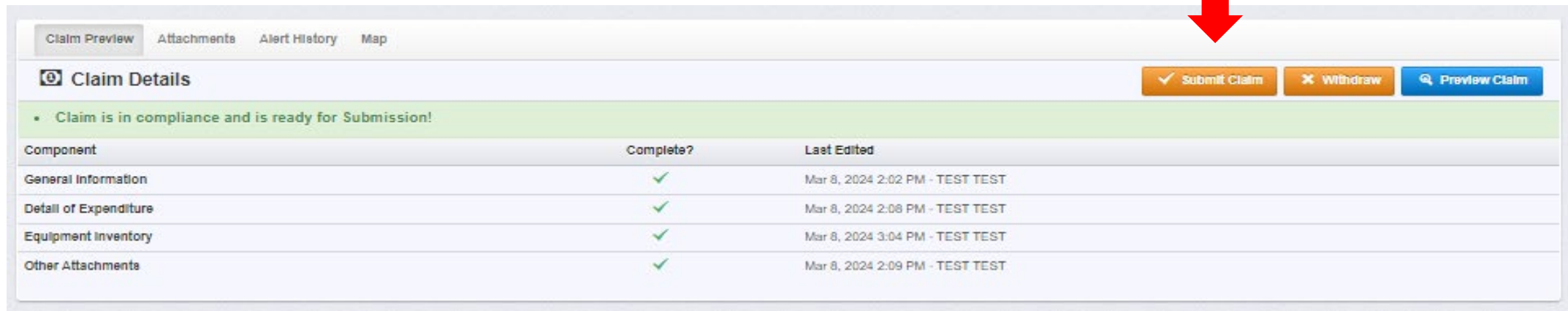
Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

Last Edited By: TEST TEST - Mar 8, 2024 3:12 PM

Previous

REIMBURSEMENT REQUESTS (CLAIMS)

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



The screenshot shows a web interface for claim management. At the top, there are tabs for 'Claim Preview', 'Attachments', 'Alert History', and 'Map'. Below the tabs is the 'Claim Details' section, which includes a green notification bar stating 'Claim is in compliance and is ready for Submission!'. To the right of this bar are three buttons: 'Submit Claim' (orange), 'Withdraw' (orange), and 'Preview Claim' (blue). A large red arrow points down to the 'Submit Claim' button. Below the notification bar is a table with three columns: 'Component', 'Complete?', and 'Last Edited'.

Component	Complete?	Last Edited
General Information	✓	Mar 8, 2024 2:02 PM - TEST TEST
Detail of Expenditure	✓	Mar 8, 2024 2:08 PM - TEST TEST
Equipment Inventory	✓	Mar 8, 2024 3:04 PM - TEST TEST
Other Attachments	✓	Mar 8, 2024 2:09 PM - TEST TEST

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 subrecipient obligating or expending the grant funds
 - Choose Budget Revision in the WebGrants System
- ▶ 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 subrecipient obligating or expending the grant funds
 - Program modifications include:
 - Changes in subrecipient staff (Authorized Officials, Project Directors, or Fiscal Officers)
 - Address change or other information in the organization component of WebGrants
 - Request to change project period of performance
 - Choose Program Revision in the WebGrants System

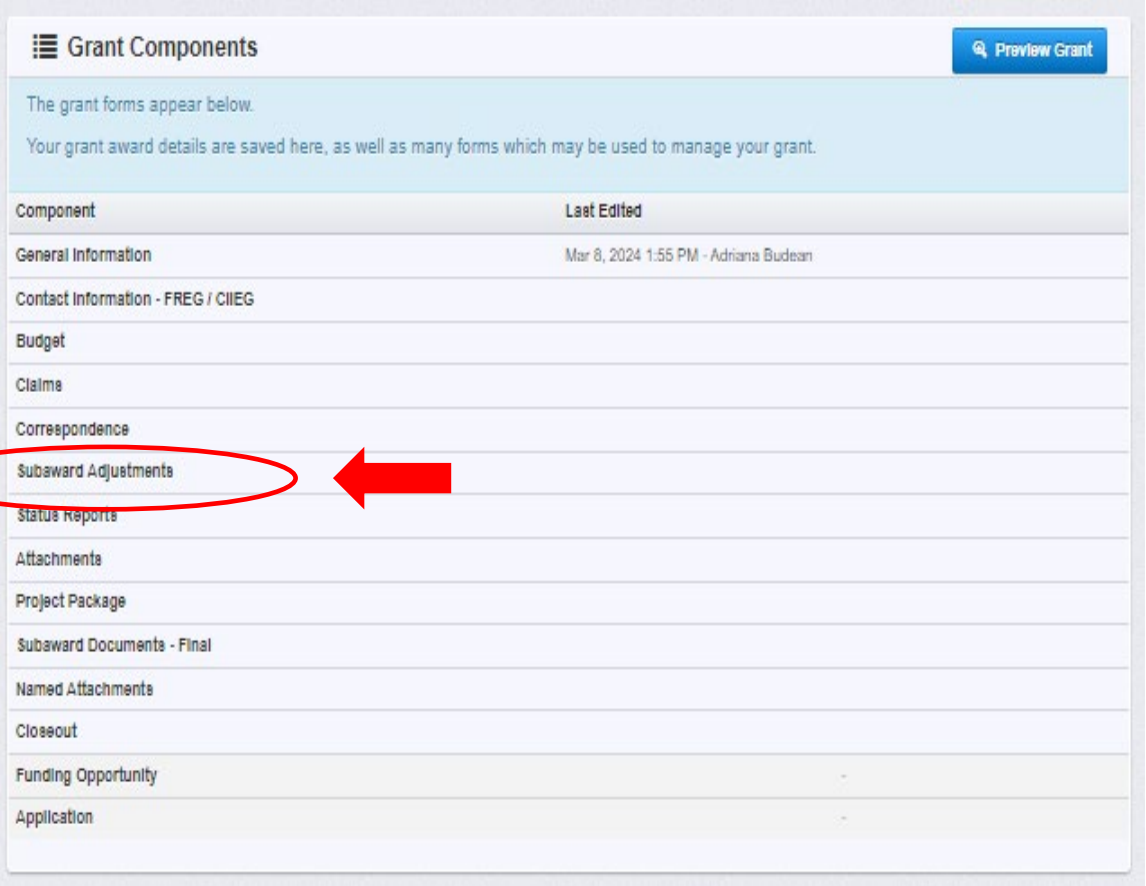


SUBAWARD ADJUSTMENTS

- ▶ 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)
 - Choose Budget Revision in the WebGrants System
- ▶ Request for scope changes must be submitted through WebGrants as a Subaward Adjustment and must be approved by the DPS/OHS prior to the subrecipient obligating or expending the grant funds

SUBAWARD ADJUSTMENTS

- ▶ Submitting a Subaward Adjustment in WebGrants
 - Select “Subaward Adjustments” component in WebGrants

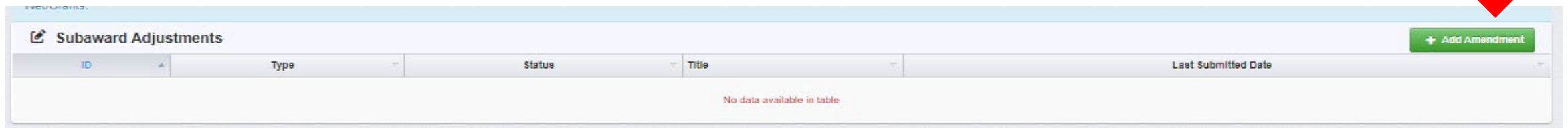


The screenshot shows the 'Grant Components' page in WebGrants. The page title is 'Grant Components' and there is a 'Preview Grant' button in the top right corner. Below the title, there is a light blue banner with the text: 'The grant forms appear below. Your grant award details are saved here, as well as many forms which may be used to manage your grant.' Below the banner is a table with two columns: 'Component' and 'Last Edited'. The table lists various components, and the 'Subaward Adjustments' component is highlighted with a red circle and a red arrow pointing to it.

Component	Last Edited
General Information	Mar 8, 2024 1:55 PM - Adriana Budean
Contact Information - FREG / CIIEG	
Budget	
Claims	
Correspondence	
Subaward Adjustments	
Status Reports	
Attachments	
Project Package	
Subaward Documents - Final	
Named Attachments	
Closeout	
Funding Opportunity	-
Application	-

SUBAWARD ADJUSTMENTS

- ▶ Select “Add Amendment”

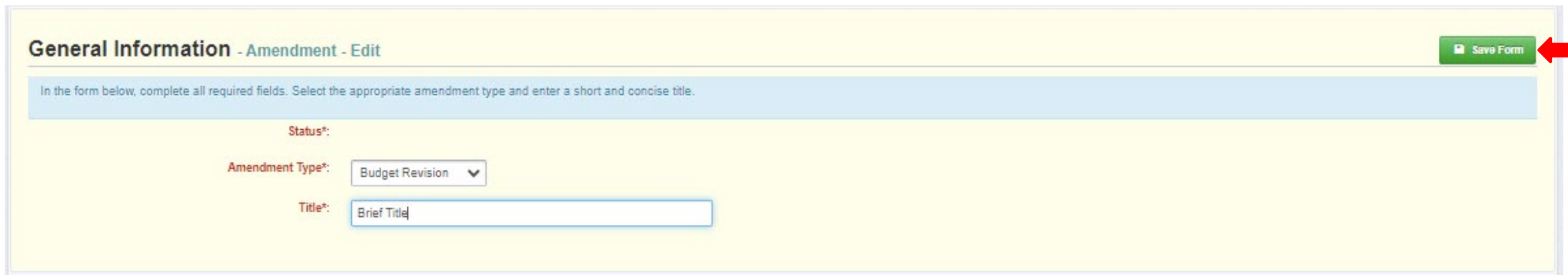


Subaward Adjustments

ID	Type	Status	Title	Last Submitted Date
No data available in table				

+ Add Amendment

- ▶ Complete General Information and select “Save”



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*: Budget Revision

Title*: Brief Title

Save Form

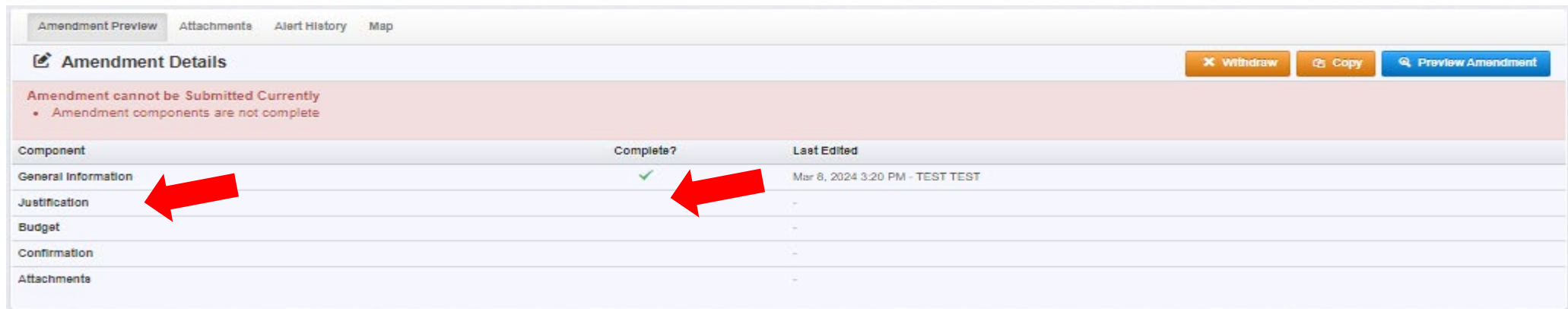
SUBAWARD ADJUSTMENTS

▶ General Information

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

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



The screenshot displays the 'Amendment Details' page. At the top, there are tabs for 'Amendment Preview', 'Attachments', 'Alert History', and 'Map'. On the right side, there are three buttons: 'Withdraw', 'Copy', and 'Preview Amendment'. A red banner message states: 'Amendment cannot be Submitted Currently' with a sub-message 'Amendment components are not complete'. Below this is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The 'General Information' row is marked as complete with a green checkmark. The other rows (Justification, Budget, Confirmation, Attachments) are marked as incomplete with dashes. Two red arrows point to the 'Justification' and 'Budget' rows, highlighting the components that need to be completed.

Component	Complete?	Last Edited
General Information	✓	Mar 8, 2024 3:20 PM - TEST TEST
Justification	-	-
Budget	-	-
Confirmation	-	-
Attachments	-	-

SUBAWARD ADJUSTMENTS

▶ Select the “Justification” Component of the Subaward Adjustment

Amendment Preview Attachments Alert History Map

Amendment Details Withdraw Copy Preview Amendment

Amendment cannot be Submitted Currently

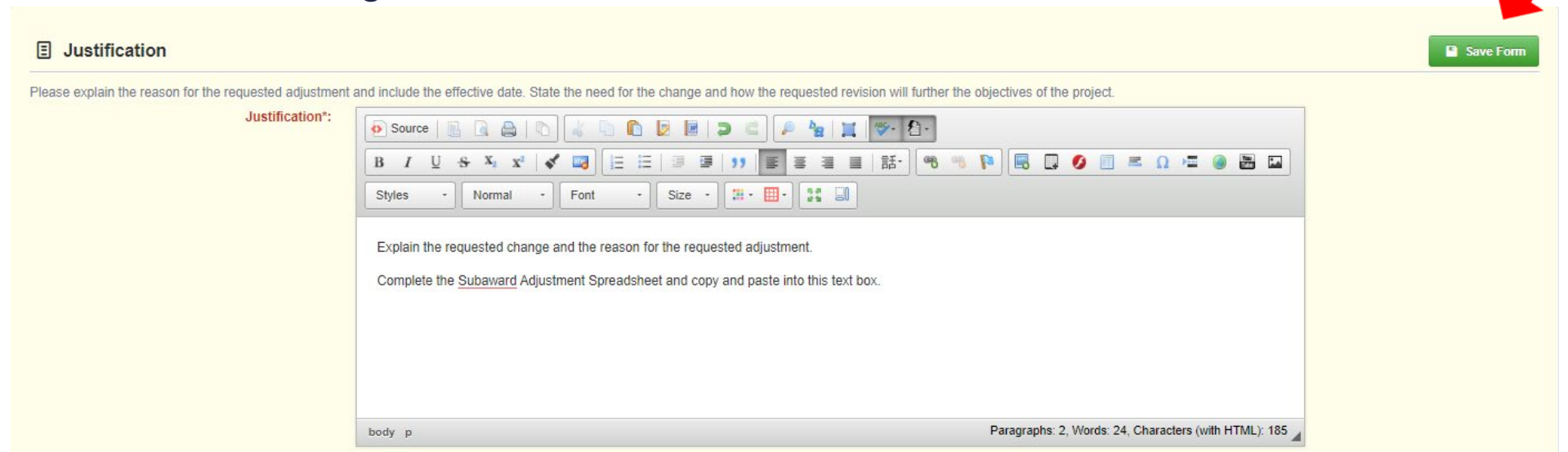
- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 8, 2024 3:20 PM - TEST TEST
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
 - Select “Save”



The screenshot shows a web form titled "Justification" with a "Save Form" button in the top right corner, indicated by a red arrow. The form contains a text area with the following instructions: "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." Below this, the text "Justification*:" is followed by a rich text editor toolbar and a text box containing the text: "Explain the requested change and the reason for the requested adjustment. Complete the Subaward Adjustment Spreadsheet and copy and paste into this text box." The status bar at the bottom of the text editor shows "body p" and "Paragraphs: 2, Words: 24, Characters (with HTML): 185".

SUBAWARD ADJUSTMENTS

Subaward Adjustment spreadsheet example

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”



Justification

✓ Mark as Complete

✎ Edit Form

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*:

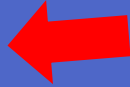
Explain the requested change and the reason for the requested adjustment.

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

SUBAWARD ADJUSTMENTS

- ▶ Select “Budget” for Budget Modifications
 - Adjust the budget to mirror the complete old and new budget
 - Make sure to update the Total Federal/State Share amounts
 - The Total Local Match Share will always be \$0.00
 - Select “Save Grid”

SUBAWARD ADJUSTMENTS



Budget - Edit

Save Grid

- The **Current Budget** column represents the total cost of the current subaward. Enter the total cost of each budget category as it is reflected in the current version of the Budget component. The sum of the Current Budget column should equal your current budget total.
- The **Revised Amount** column represents the requested, revised total cost of the budget as a result of the Subaward Adjustment. Therefore, enter the total cost of each budget category as it will be reflected in the revised version of the Budget component. The sum of the Revised Amount column should equal your revised budget total.

Row	Current Budget	Revised Amount	Net Change
Personnel	<input type="text" value="2000.00"/>	<input type="text" value="3500.00"/>	
Personnel Benefits	<input type="text" value="1000.00"/>	<input type="text" value="1500.00"/>	
Personnel Overtime	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Personnel Overtime Benefits	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Volunteer Match	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Travel/Training	<input type="text" value="700.00"/>	<input type="text" value="700.00"/>	
Equipment	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Supplies/Operations	<input type="text" value="900.00"/>	<input type="text" value="900.00"/>	
Contractual	<input type="text" value="5000.00"/>	<input type="text" value="3000.00"/>	
Renovation/Construction	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Indirect Costs	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Total	\$0.00	\$0.00	\$0.00

Save Grid

Federal/State and Local Match Share - Edit

Save 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.

Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	<input type="text" value="9600.00"/>		<input type="text" value="9600.00"/>		
Total Local Match Share	<input type="text" value="\$0"/>		<input type="text" value="\$0"/>		
Total					

SUBAWARD ADJUSTMENTS

▶ Ensure the “Budget” form is accurate and select “Mark as Complete”



 **Budget** - Grid


- The **Current Budget** column represents the total cost of the current subaward. Enter the total cost of each budget category as it is reflected in the current version of the Budget component. The sum of the Current Budget column should equal your current budget total.
- The **Revised Amount** column represents the requested, revised total cost of the budget as a result of the Subaward Adjustment. Therefore, enter the total cost of each budget category as it will be reflected in the revised version of the Budget component. The sum of the Revised Amount column should equal your revised budget total.

Row	Current Budget	Revised Amount	Net Change
Personnel	\$2,000.00	\$3,500.00	\$1,500.00
Personnel Benefits	\$1,000.00	\$1,500.00	\$500.00
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	\$700.00	\$700.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies/Operations	\$900.00	\$900.00	\$0.00
Contractual	\$5,000.00	\$3,000.00	\$-2,000.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
<i>Total</i>	\$9,600.00	\$9,600.00	\$0.00

SUBAWARD ADJUSTMENTS

▶ Select “Confirmation” form

- Complete with Authorized Official’s Name, Title, and Date
- Select “Save”

 **Amendment Details**

Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?
General Information	✓
Justification	✓
Budget	✓
Confirmation	
Attachments	



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*:

Title*:

Date*:

SUBAWARD ADJUSTMENTS

▶ Select “Mark as Complete”



Confirmation

✓ Mark as Complete

✎ Edit 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*: 03/30/2024

SUBAWARD ADJUSTMENTS

▶ Select “Attachments” form

- Select “Yes” or No” to indicate supporting documentation will be attached to the claim
- Attach Subaward Adjustment Spreadsheet
- Attachments may also include new/updated quote and other pertinent documentation
- Select “Save Form”

Amendment Details	
Amendment cannot be Submitted Currently <ul style="list-style-type: none">Amendment components are not complete	
Component	Complete?
General Information	✓
Justification	✓
Budget	✓
Confirmation	✓
Attachments	

Documentation

Do you have any documentation?*

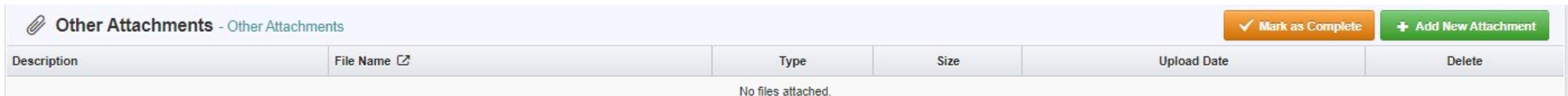
Yes

No

Save Form

SUBAWARD ADJUSTMENTS

- ▶ Select “Add New Attachment”

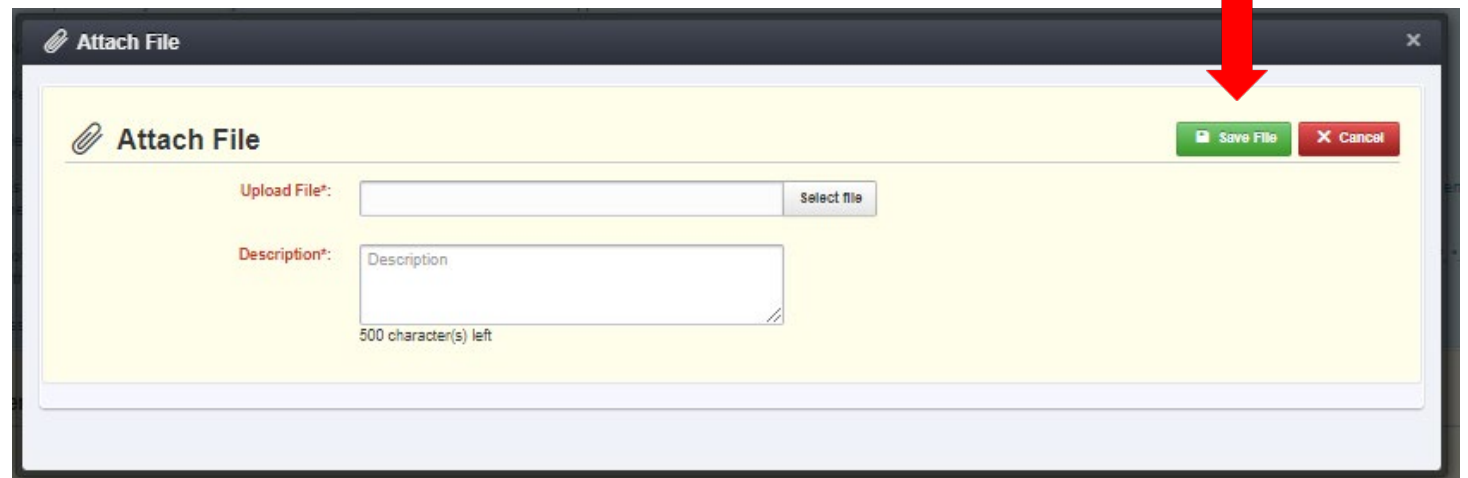


Other Attachments - Other Attachments

✓ Mark as Complete + Add New Attachment

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

- ▶ Select “Choose File” to locate file on your computer
- ▶ Enter brief description of document
- ▶ Select “Save”



Attach File

Attach File

Upload File*: Select file

Description*:

500 character(s) left

Save File Cancel

SUBAWARD ADJUSTMENTS

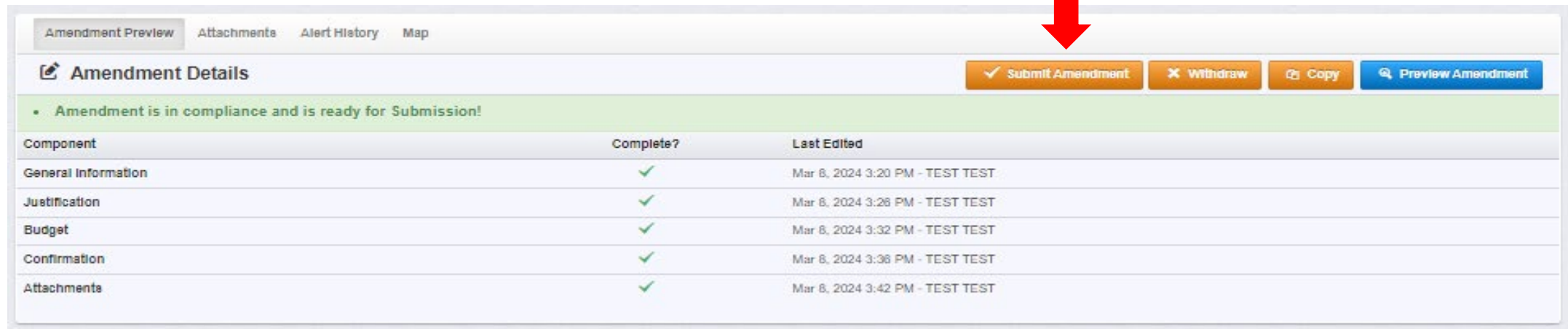
▶ Select “Mark as Complete”



Other Attachments - Other Attachments						✓ Mark as Complete	+ Add New Attachment
Description	File Name 	Type	Size	Upload Date	Delete		
Test	Test File.docx	docx	11 KB	04/25/2024 08:25 AM	Delete		

SUBAWARD ADJUSTMENTS

- ▶ After all Subaward Adjustment Components have been marked complete, select “Submit Amendment” to submit the Subaward Adjustment to the DPS/OHS



The screenshot displays the 'Amendment Details' page. At the top, there are tabs for 'Amendment Preview', 'Attachments', 'Alert History', and 'Map'. Below the tabs, the title 'Amendment Details' is shown. To the right of the title, there are four buttons: 'Submit Amendment' (orange with a checkmark icon), 'Withdraw' (orange with an X icon), 'Copy' (orange with a document icon), and 'Preview Amendment' (blue with a magnifying glass icon). A large red arrow points down to the 'Submit Amendment' button. Below the buttons, a green banner contains the message: 'Amendment is in compliance and is ready for Submission!'. Underneath the banner is a table with three columns: 'Component', 'Complete?', and 'Last Edited'.

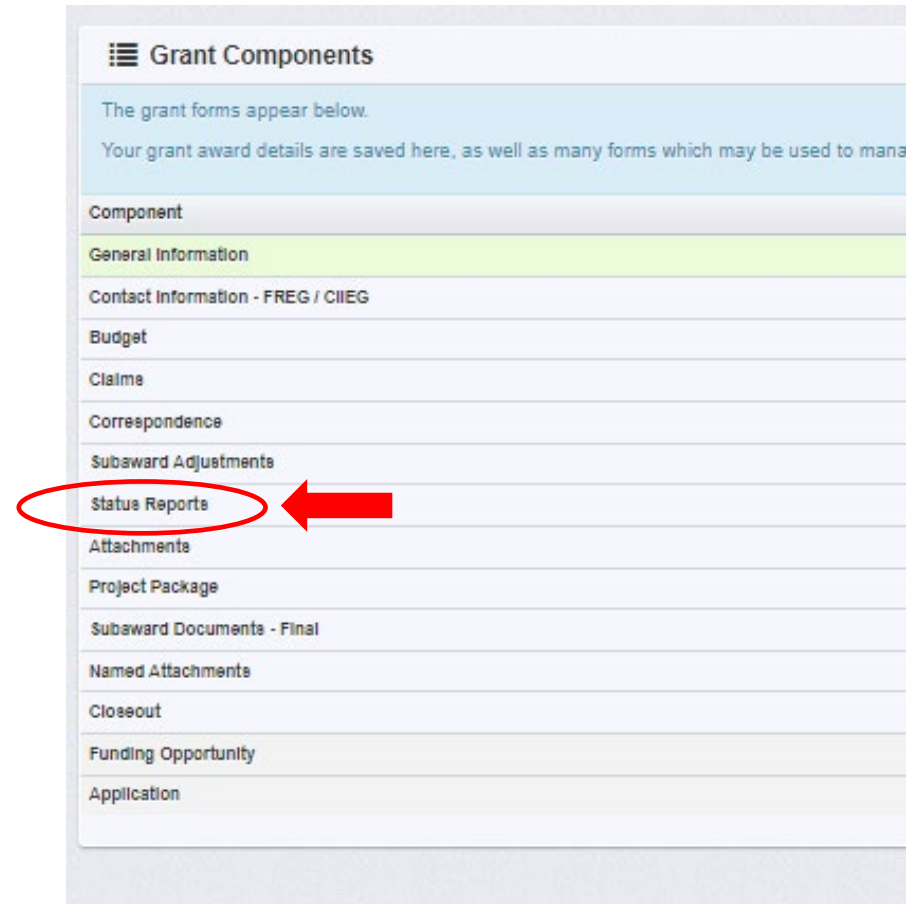
Component	Complete?	Last Edited
General Information	✓	Mar 8, 2024 3:20 PM - TEST TEST
Justification	✓	Mar 8, 2024 3:26 PM - TEST TEST
Budget	✓	Mar 8, 2024 3:32 PM - TEST TEST
Confirmation	✓	Mar 8, 2024 3:36 PM - TEST TEST
Attachments	✓	Mar 8, 2024 3:42 PM - TEST TEST

STATUS REPORTS

▶ Status Report Due Dates

- July 10, 2024
(January 1, 2024 – June 30, 2024)
- January 10, 2025
(July 1, 2024 – December 31, 2024)
- July 10, 2025
(January 1, 2025 – June 30, 2025)
- January 10, 2026
(July 1, 2025 – December 31, 2025)
- **August 14, 2026 – Final Report**
(January 1, 2026 – June 30, 2026)

- ▶ To submit Status Report, select “Status Report” component in WebGrants



STATUS REPORTS

- ▶ Status Report with milestones has already been setup and is ready to update
- ▶ Select Status Report that is due

Status Reports + Add Status Report

All status reports created for this grant appear below.

ID	Type	Status	Title	Reporting Period	Due Date	Last Submitted Date	Arrived
164481 - 001	Semi-Annual	Submitted		01/01/2024 - 06/30/2024	07/10/2024	Mar 11, 2024 11:58 AM	

- ▶ Select “Edit Status Report”

Status Report Preview Attachments Alert History Map

Status Report Details Withdraw Copy Edit Status Report

164481 - SFY 2024 ARPA Use of Force Training Grant (UOFTG) Baseline Organization - 2024

Status Report Details

Funding Opportunity:	164477-SFY 2024 ARPA SLFRF Use of Force Training Grant (UOFTG) TEST	Initial Submit Date:	
Program Area:	American Rescue Plan ACT	Initially Submitted By:	
Status:	Editing	Last Submit Date:	
Status Report Number:	001	Last Submitted By:	
Status Report Type:	Semi-Annual	Approved Date:	
Reporting Period:	01/01/2024 - 06/30/2024		

Contact Information

STATUS REPORTS

▶ Select “Milestone Progress Report”

Status Report Preview Attachments Alert History Map


Status Report Details

[Withdraw](#) [Copy](#) [Preview Status Report](#)

Status Report cannot be Submitted Currently

- Status Report components are not complete

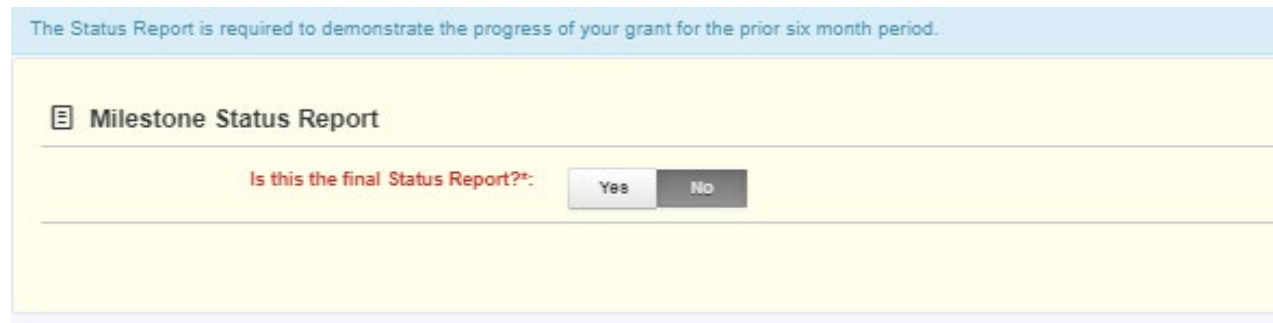
Component	Complete?	Last Edited
General Information	✓	Mar 8, 2024 3:48 PM - Adriana Budean
Milestone Progress Report		Mar 8, 2024 3:50 PM - Adriana Budean



STATUS REPORTS

▶ Is this the final Status Report?

- Select “Yes” if all project milestones have been completed and you are submitting the Final Status Report
- Select “No” if project activities are not complete and you are submitting the required semi-annual Status Report
- Select “Save Form”



The Status Report is required to demonstrate the progress of your grant for the prior six month period.

Milestone Status Report

Is this the final Status Report?*

Yes No

STATUS REPORTS

- ▶ Select “Edit” at the top of the screen to edit entire Status Report at once or select Milestone to edit each milestone one at a time

Milestone Status Report ✓ Mark as Complete ✎ Edit Form

Is this the final Status Report?: No Save

Last Edited By: TEST TEST - Apr 25, 2024 8:40 AM ✎ Edit Form

Milestone Progress - Multi-List ✓ Mark as Complete + Add Row ✎ Edit All Rows

Milestone	Project Name	Estimated Completion Date	% Milestone Completed	Milestone Progress
1. Determine specifications for needed supplies, travel/training, and personnel.	ARPA UOFTG		0%	
2. Procurement completed: bidding, vendor selection, and arrangements completed for training/travel.	ARPA UOFTG		0%	
3. Staff hired for new positions.	ARPA UOFTG		0%	
4. Training/travel completed.	ARPA UOFTG		0%	
5. Personnel assigned tasks completed.	ARPA UOFTG		0%	
6. Vendor/personnel paid and receipt of proof of payment received.	ARPA UOFTG		0%	
7. WebGrants reimbursement completed with all necessary documentation.	ARPA UOFTG		0%	
8. Project Final Report submitted and closed out.	ARPA UOFTG		0%	

Last Edited By: TEST TEST - Apr 25, 2024 8:40 AM + Add Row

Narrative Project Progress - Multi-List ✓ Mark as Complete + Add Row

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 REPORTS

▶ Complete “Milestone Progress” section of Status Report

- Project Name – Brief project name (i.e., SFY 2024 Baseline Organization ARPA SLFRF UOFTG)
- 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 REPORTS

▶ Select “Save Multi-List”



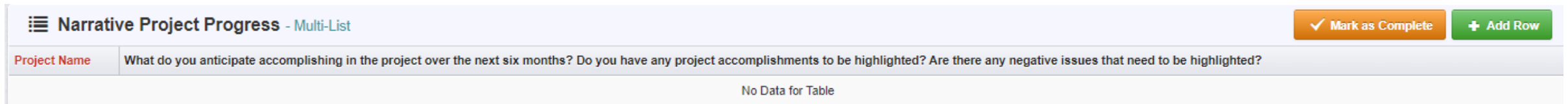
Milestone Progress - Edit Save Multi-List

Milestone	Project Name	Estimated Completion Date	% Milestone Completed	Milestone Progress
1. Determine specifications for needed supplies, travel/training, and personnel.	ARPA UOFTG	05/01/2024	100%	Completed.
2. Procurement completed: bidding, vendor selection, ordering of supplies and arrangements completed for training/travel.	ARPA UOFTG	12/31/2025	20%	Supplies have been ordered. Some of training/travel arrangements have been made.
3. Staff hired for new positions.	ARPA UOFTG	06/03/2024	100%	Staff hired for project.
4. Training/travel completed.	ARPA UOFTG	04/30/2026	0%	Travel/training has not begun yet.
5. Personnel assigned tasks completed.	ARPA UOFTG	06/30/2026	10%	Personnel have begun work on the project but will continue to work on the project throughout the grant period.
6. Vendor/personnel paid and receipt of proof of payment received.	ARPA UOFTG	06/30/2026	10%	Personnel have been paid for the time worked on the project so far but will continue to work on the project throughout the grant period.
7. WebGrants reimbursement completed with all necessary documentation.	ARPA UOFTG	06/30/2026	0%	No reimbursements have been submitted yet but will occur throughout the grant period.
8. Project Final Report submitted and closed out.	ARPA UOFTG	06/30/2026	0%	

STATUS REPORTS

▶ Complete “Narrative Project Progress”

- Select “Add Row”



☰ Narrative Project Progress - Multi-List

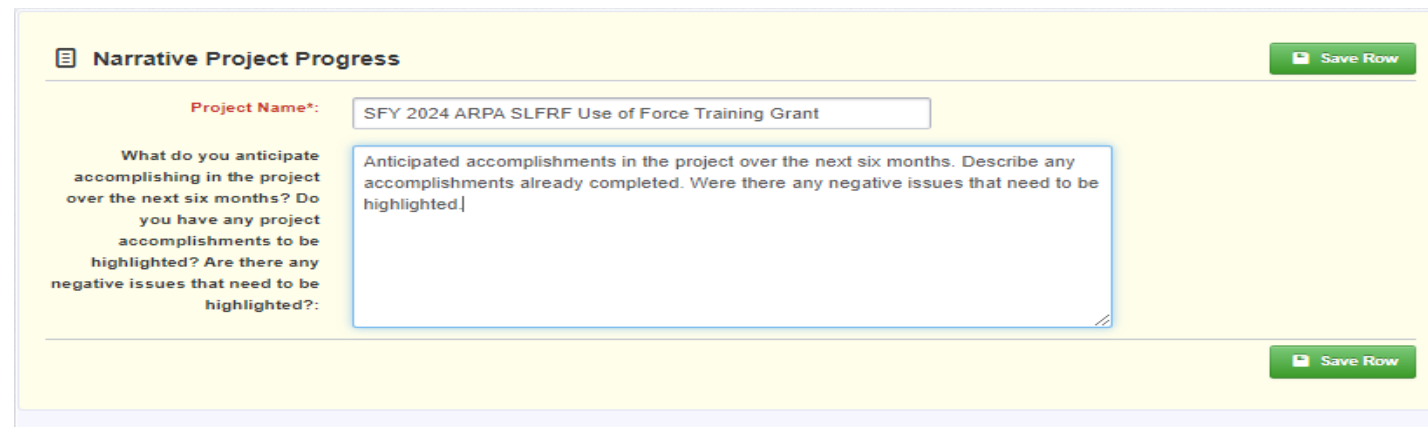
✓ Mark as Complete + Add Row

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?

No Data for Table

- 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?

▶ Select “Save Row”



☰ Narrative Project Progress

Project Name*: SFY 2024 ARPA SLFRF Use of Force Training Grant

Save Row

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?:

Anticipated accomplishments in the project over the next six months. Describe any accomplishments already completed. Were there any negative issues that need to be highlighted.

Save Row

STATUS REPORTS

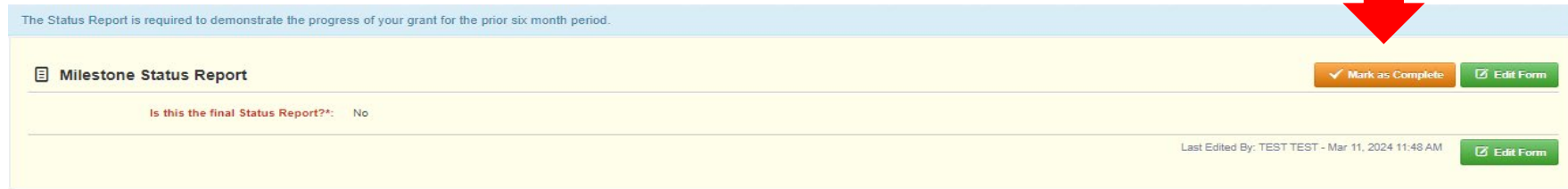
- ▶ Select “Mark as Complete”

The Status Report is required to demonstrate the progress of your grant for the prior six month period.

Milestone Status Report ✓ Mark as Complete Edit Form

Is this the final Status Report?: No

Last Edited By: TEST TEST - Mar 11, 2024 11:48 AM Edit Form



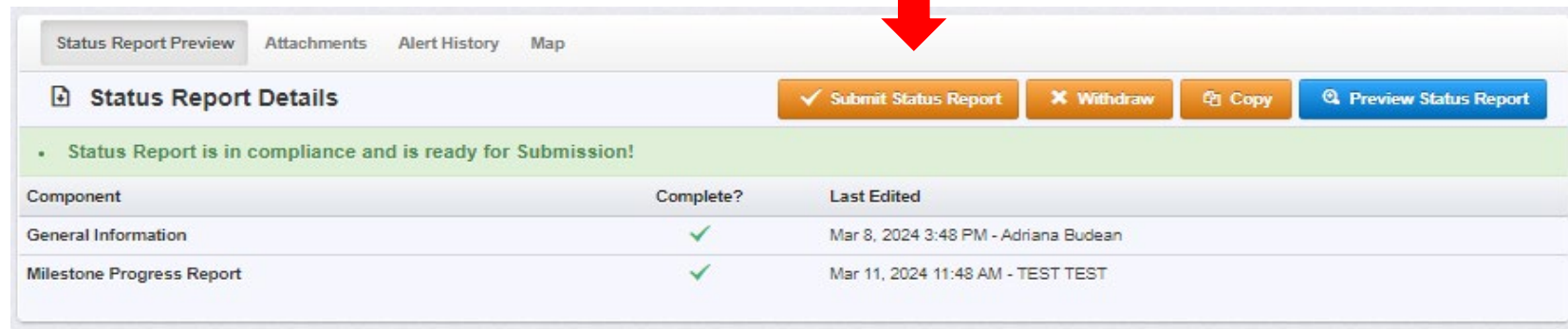
- ▶ Select “Submit Status Report” to submit Status Report to the DPS/OHS

Status Report Preview Attachments Alert History Map

Status Report Details ✓ Submit Status Report ✗ Withdraw Copy Preview Status Report

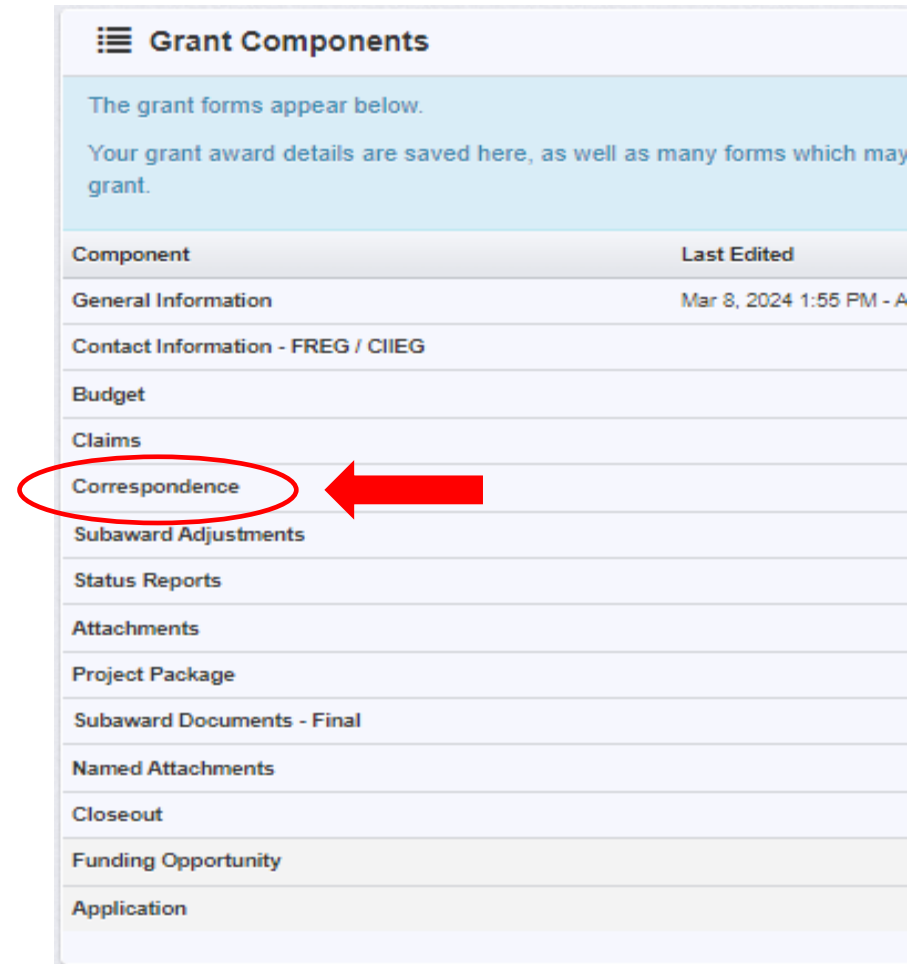
- Status Report is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Mar 8, 2024 3:48 PM - Adriana Budean
Milestone Progress Report	✓	Mar 11, 2024 11:48 AM - TEST TEST



CORRESPONDENCE

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



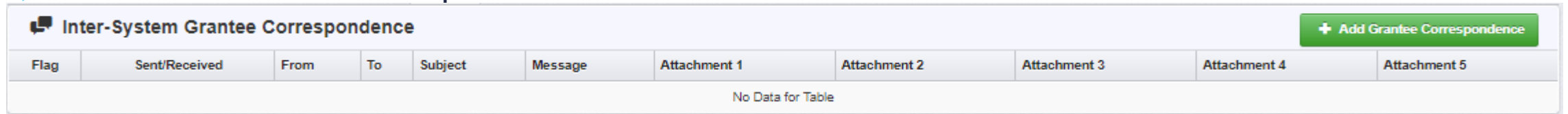
Grant Components

The grant forms appear below.
Your grant award details are saved here, as well as many forms which may grant.

Component	Last Edited
General Information	Mar 8, 2024 1:55 PM - A
Contact Information - FREG / CIIEG	
Budget	
Claims	
Correspondence	
Subaward Adjustments	
Status Reports	
Attachments	
Project Package	
Subaward Documents - Final	
Named Attachments	
Closeout	
Funding Opportunity	
Application	

CORRESPONDENCE

▶ Select “Add Grantee Correspondence”

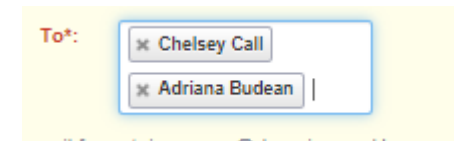


The screenshot shows a table titled "Inter-System Grantee Correspondence". The table has columns for "Flag", "Sent/Received", "From", "To", "Subject", "Message", "Attachment 1", "Attachment 2", "Attachment 3", "Attachment 4", and "Attachment 5". The table is currently empty, with the text "No Data for Table" centered below the header. A green button labeled "+ Add Grantee Correspondence" is located in the top right corner of the table area. A red arrow points from the top right of the slide towards this button.

Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5
No Data for Table										

▶ Correspondence Component works similar to email

- 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



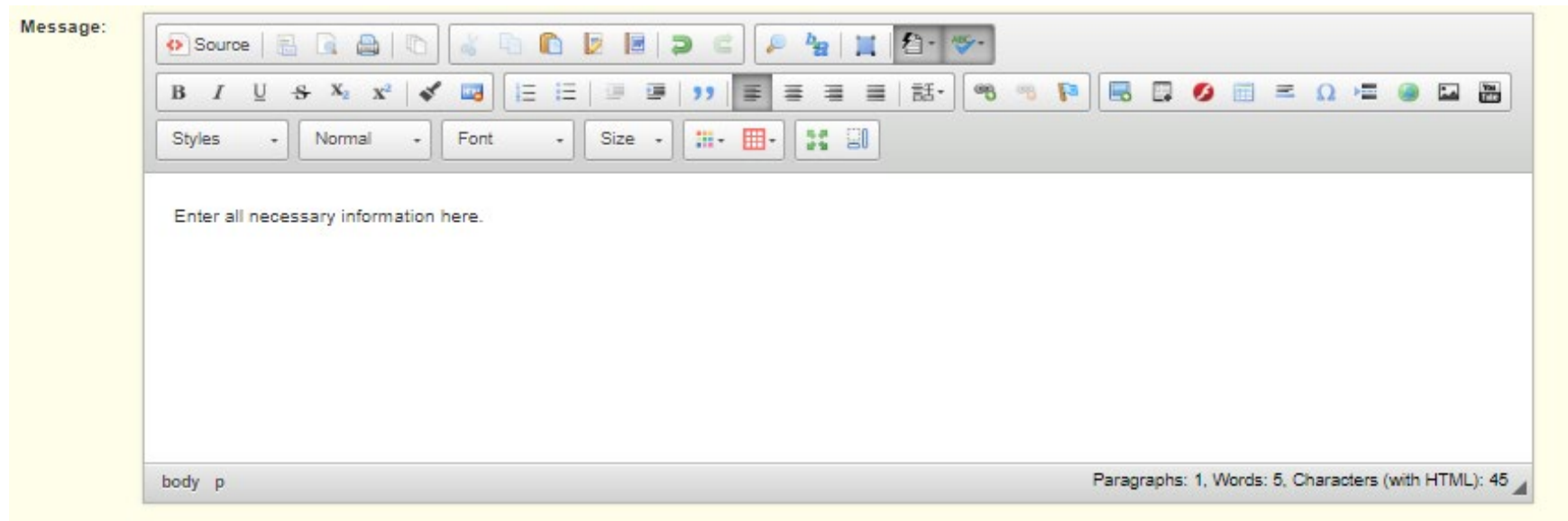
CORRESPONDENCE

- ▶ Enter a “Subject” for the message

Subject*: SFY 2024 ARPA UOFTG Contract for Review

- ▶ Enter all necessary information in the “Message” section

Message:



The screenshot shows a message composition window with a rich text editor toolbar. The toolbar includes various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript, text color, background color), alignment (left, center, right, justified), bulleted and numbered lists, indentation, link, unlink, insert link, insert image, insert video, insert table, insert table of contents, and other functions. Below the toolbar, there are dropdown menus for Styles (set to Normal), Font, and Size. The main message body area is a large text box containing the placeholder text "Enter all necessary information here." At the bottom of the window, there is a status bar showing "body p" on the left and "Paragraphs: 1, Words: 5, Characters (with HTML): 45" on the right.

Enter all necessary information here.

body p Paragraphs: 1, Words: 5, Characters (with HTML): 45

CORRESPONDENCE

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



Attachment 1:

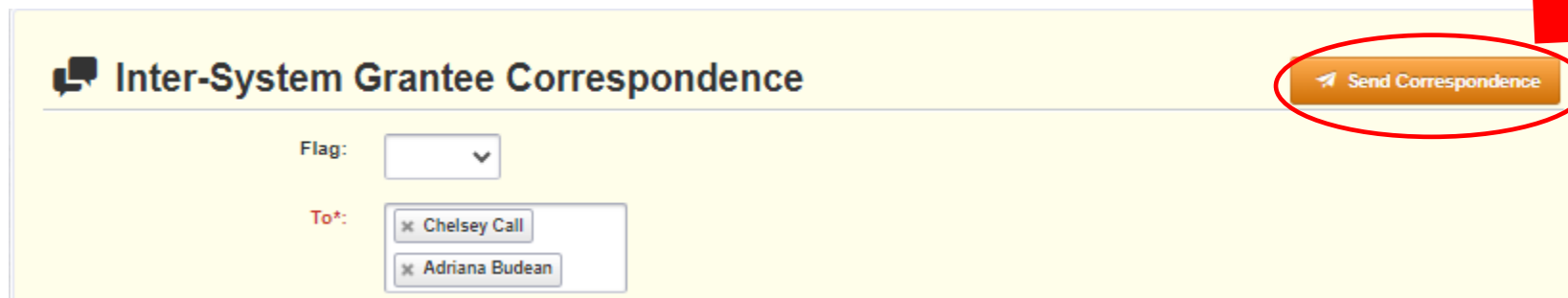
Attachment 2:

Attachment 3:

Attachment 4:

Attachment 5:

- ▶ Select “Send” to send the message to the DPS/OHS



Inter-System Grantee Correspondence

Flag:

To:

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 message you want to reply to

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

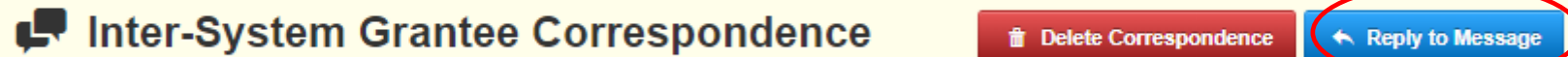
Search:

Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5
	04/25/2024	TEST TEST	Chelsey Call	SFY 2024 ARPA UOFTG Contract for Review	Enter all necessary information here.					



CORRESPONDENCE

- ▶ Select “Reply to Message”



- ▶ 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 Correspondence”

Inter-System Grantee Correspondence

Flag:

To*:

CC:

Subject*:

Message:

From: TEST TEST, Date: 04/25/2024

Enter all necessary information here.

body p Paragraphs: 3, Words: 13, Characters (with HTML): 186

Attachment 1:

Attachment 2:

Attachment 3:

Attachment 4:

Attachment 5:

GRANT FILE

- ▶ All grant records shall 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 that the grant has been programmatically and fiscally closed or at least 5 years following the closure of the subrecipient's audit report covering the entire award period, whichever is later
- ▶ Subrecipient should maintain grant file with grant documentation including but not limited to:
 1. Copy of FINAL grant application(s)
 2. Fully-executed Subaward Agreement
 3. Approved Claims
 4. Approved Subaward Adjustments
 5. Approved Status Reports
 7. Final Status Report
 8. Monitoring Reports
 9. Relevant Grant Correspondence
 10. Procurement Documents
 11. Disposition of Equipment Forms
 12. Inventory
- ▶ **Grant files can be electronic – WebGrants CANNOT serve as your grant file**

GRANT CLOSEOUT

- ▶ Grant Period of Performance ends 06/30/2026
- ▶ Final Claims and Final Status Report are due 45 days after the end of the period of performance (08/14/2026)
- ▶ Final Claim – Select “Yes” in “General Information” on the question “Is this your Final Report”
- ▶ Final Status Report
 - Select “Yes” on Status Report question “Is this the 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
- ▶ The DPS/OHS acts as a pass-through entity and is subject to the requirements of pass-through entities guided by 2 CFR 200
- ▶ [2 CFR 200.332 \(d\)](#) states, “All pass-through entities must monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved”
- ▶ Types of Monitoring
 - Desk – Review that is completed by the DPS/OHS at the DPS/OHS’ office
 - On-Site – Review that is conducted by the DPS/OHS at the subrecipient’s agency



MONITORING

▶ Scheduling

- Agreed upon date between DPS/OHS and subrecipient
- Given at least 30 days notice

▶ Topics Covered

- See Monitoring Information Bulletin

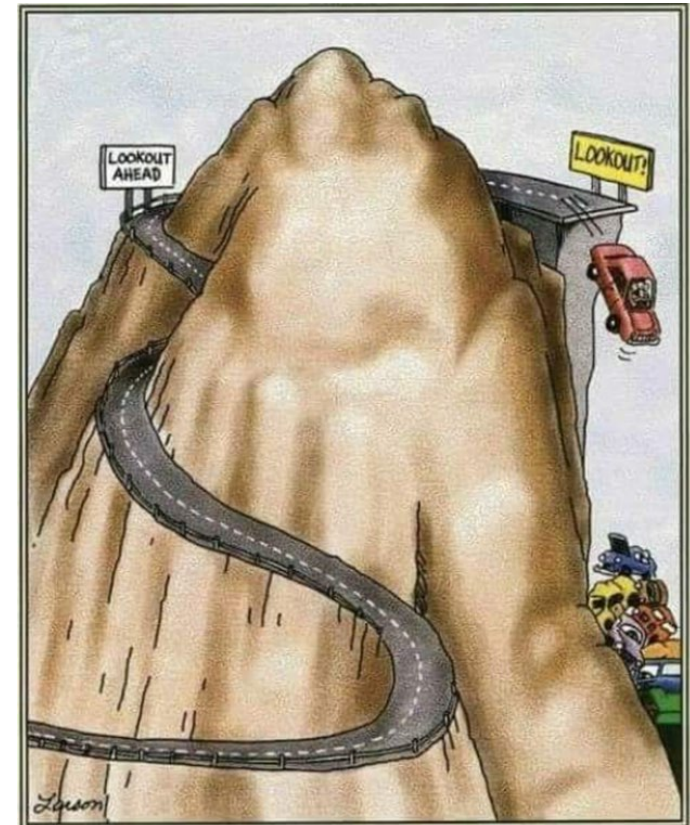
▶ Corrective Actions

- 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
- ▶ Chance to provide technical assistance and answer questions



IMPORTANT DATES

Grant Period of Performance Begin – January 1, 2024

Compliance Workshop Acknowledgement Due – May 2, 2024

Status Reports Due – January 10 and July 10

Grant Period of Performance End – June 30, 2026

Final Claim and Final Status Report – August 14, 2026

QUESTIONS?



OHS CONTACTS

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