

SFY 2023 AMERICAN RESCUE PLAN ACT (ARPA)  
STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF)  
EMERGENCY MEDICAL SERVICE PROVIDERS GRANT (EMSPG)

**COMPLIANCE WORKSHOP**  
**APRIL 25, 2023**



# AGENDA

- ▶ Roll Call
- ▶ 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 EMSPG

- ▶ The purpose of the ARPA SLFRF EMSPG is to provide grant funding for emergency service providers for emergency medical service activities. Emergency service providers include state licensed ambulance services, as referenced in section [190.105 RSMo](#), emergency medical response agencies (EMRA) as referenced in section [190.133 RSMo](#), and other fire and rescue departments that respond to emergency medical incidents and provide basic emergency medical care.

# 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 EMSPG funding
- ▶ ARPA SLFRF Overview of Final Rule  
Summary of Final Rule provisions for informational purposes

# MISSOURI OFFICE OF HOMELAND SECURITY: DIVISION OF GRANTS (OHS) GRANT REQUIREMENTS

- ▶ [ARPA SLFRF EMSPG 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](#)

# MISSOURI OFFICE OF HOMELAND SECURITY: EMERGENCY MEDICAL SERVICE PROVIDERS REQUIREMENTS

## ► Emergency Medical Service Providers MUST be compliant with the following statutes:

### ■ [Section 190.105 RSMo](#) – Ambulance License

Pursuant to section 190.105 RSMo, No person, either as owner, agency or otherwise, shall furnish, operate, conduct, maintain, advertise, or otherwise be engaged in or profess to be engaged in the business or service of the transportation of patients by ambulance in the air, upon the streets, alleys, or any public way or place of the state of Missouri unless such person holds a currently valid license from the department for an ambulance service pursuant to the provisions of sections [190.001 RSMo to 190.245 RSMo](#).

### ■ [Section 190.133 RSMo](#) – Emergency Medical Response Agency License

Pursuant to section [190.133\(4\) RSMo](#), No person or entity shall hold itself out as an emergency medical response agency that provides advanced life support or provide the services of an emergency medical response agency that provides advanced life support unless such person or entity is licensed by the state of Missouri Department of Health and Senior Services.

# MISSOURI OFFICE OF HOMELAND SECURITY: EQUIPMENT REQUIREMENTS

- ▶ Some equipment items have specific requirements

- Interoperability Equipment (Portables/Handhelds, Mobiles, Repeaters, Base Stations, etc.)

Investments in emergency communications systems and equipment must meet applicable [SAFECON Guidance](#). All radios must meet the Missouri Department of Public Safety, Office of the Director, Criminal Justice/Law Enforcement (CJ/LE) Unit, Office of Homeland Security (OHS) [Radio Interoperability Guidelines](#). The Missouri Interoperability Center (MIC) will review all communications equipment applications to ensure they comply with the [Radio Interoperability Guidelines](#).

.



# MISSOURI OFFICE OF HOMELAND SECURITY: MATCH REQUIREMENTS

- ▶ 50% Match Requirement – amount listed on Subaward Agreement
  - Cash (Hard)
  - In-Kind (Soft)
    - Can be retroactive to March 2020
    - CANNOT be utilized to fulfill match requirement on any other Federal grant

# 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"><li>• Purchase with prudence on the open market</li></ul>	<ul style="list-style-type: none"><li>• Must be competitively bid</li><li>• Informal method is acceptable</li><li>• Minimum of 3 bids/quote</li><li>• Ex. Telephone quote, online pricing, request for quotation</li></ul>	<ul style="list-style-type: none"><li>• Formal solicitation required</li><li>• Advertised in at least two daily newspapers for general circulation at least 5 consecutive days before bids are to be opened</li><li>• May also advertise in at least 2 weekly minority newspapers &amp; provide through an electronic medium available to general public</li><li>• Post a notice in a public area of your office</li><li>• Solicit by mail or other reasonable methods generally available to the public</li><li>• OHS must approve if less than 3 bids received</li></ul>

**\*\*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 OHS**

# SINGLE FEASIBLE SOURCE

- ▶ Use of a single feasible source procurement of \$10,000.00 or more requires prior approval from the 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, 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; or
- ▶ The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or
- ▶ The Office of Homeland Security expressly authorizes noncompetitive proposals in response to a written request from the local agency; or
- ▶ 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 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, 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 EMSPG 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
- ▶ Equipment must be available for use on other projects or incidents provided it will not interfere with the work on the project for which it was originally acquired

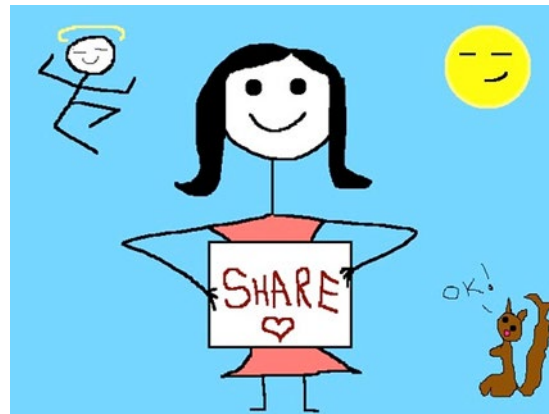
# INVENTORY MANAGEMENT

- ▶ All equipment purchased with ARPA SLFRF EMSPG 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

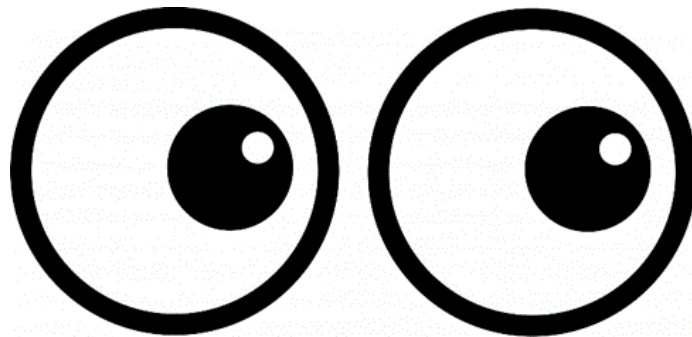
- ▶ When no longer needed, the equipment may be used in other activities supported by the Federal awarding agency, in the following priority:
  - Activities from the Federal awarding agency, which funded the original project
  - Activities under Federal awards from other Federal awarding agencies
- ▶ 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 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 EMSPG funds
- ▶ Equipment is added to 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**
  - 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 EMSPG 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 EMSPG 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 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](mailto: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 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 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 EMSPG 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

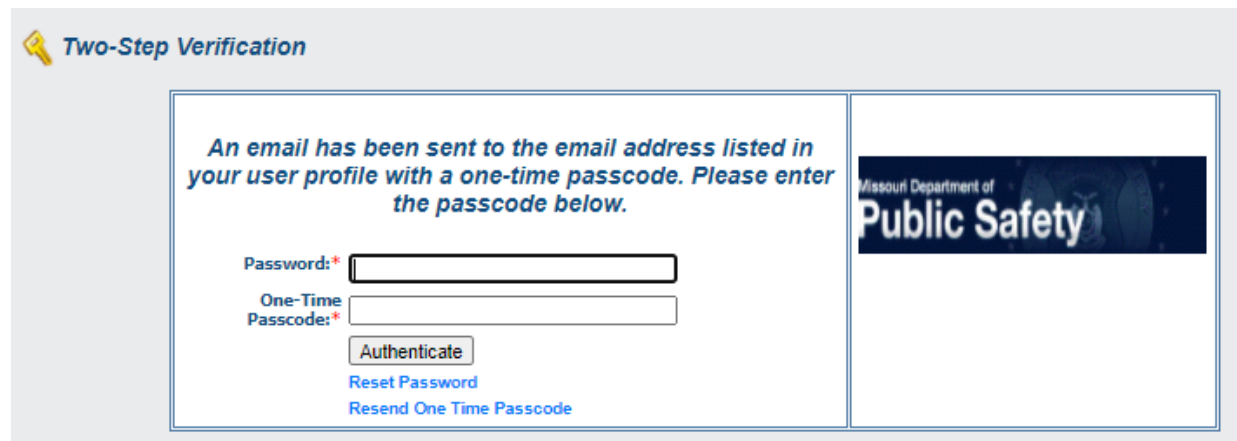
# WEBGRANTS

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



A screenshot of the WebGrants login interface. It features a title "Log In" at the top. Below the title are two input fields: "User ID:" and "Password:". Each field has a red asterisk to its left. Below the password field is a "Log In" button. At the bottom of the form are two links: "Forgot User Id?" and "Reset Password".

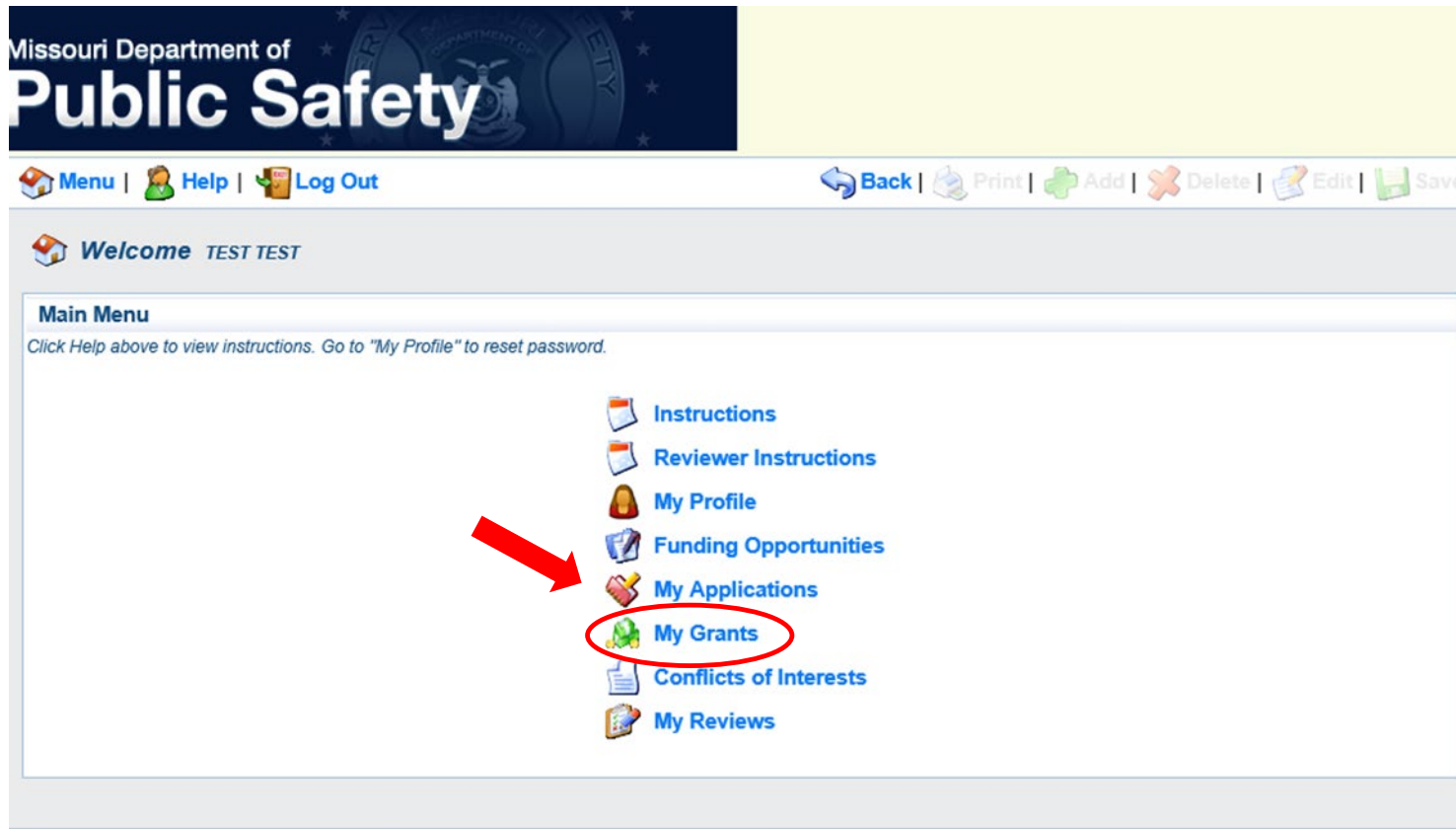
- ▶ Two-factor authentication



A screenshot of the Two-Step Verification interface. It features a key icon and the title "Two-Step Verification". Below the title is a message: "An email has been sent to the email address listed in your user profile with a one-time passcode. Please enter the passcode below." Below the message are two input fields: "Password:" and "One-Time Passcode:". Each field has a red asterisk to its left. Below the "One-Time Passcode:" field is an "Authenticate" button. At the bottom of the form are two links: "Reset Password" and "Resend One Time Passcode". To the right of the form is a sidebar with the text "Missouri Department of Public Safety" and a background image of a globe.


# WEBGRANTS

► Select “My Grants”



# WEBGRANTS

- ▶ Select project titled “SFY 2023 ARPA SLFRF EMSPG”



Grant Number	Status	Year	Grant Title	Program Area	Organization	Grantee	Program Officer	Funding Opportunity	Budget Total
146676	Underway	2023	SFY 2023 EMSPG Interoperable Communications Equipment	American Rescue Plan ACT	BaseLine Organization	TEST TEST	Joni McCarter	146672 - SFY 2023 ARPA SLFRF Emergency Medical Service Providers Grant (EMSPG) TEST	\$20,000.00

# WEBGRANTS

## ▶ Grant Components

Component	Last Edited
General Information	04/17/2023
Contact Information	04/17/2023
Budget	04/17/2023
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
Project Package - EMS	04/17/2023
Subaward Documents - Final	
Appropriations	
Named Attachments - EMSPG	04/17/2023
Closeout	
Opportunity	-
Application	-
Application Versions	-
Application Annotations	-
Review Forms	-

# SUBAWARD AGREEMENT

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

Grant Components	
	Component
General Information	
Contact Information	
Budget	
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
Project Package	
Subaward Documents - Final	
Named Attachments	
Closeout	
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

## Equipment

[Add](#)

All equipment items are defined as tangible property having an acquisition cost of \$1,000 or more, and a useful life of more than one year.

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

Line Item Code:	Item Name:	Quantity:	Unit Cost:	Total Cost:	Local Match Amount:	Type of Match:	Federal Amount:
10001	Mobile Radios	6.0	\$6,666.67	\$40,000.00	\$20,000.00	Cash	\$20,000.00
				\$40,000.00	\$20,000.00		\$20,000.00

## Narrative Justification - Equipment

Provide separate justifications for each line item being requested. Address why the requested item is necessary for the success of the proposed project. Indicate who will use the item, how the item will be used and where the item will be housed. Also provide a cost basis for the amount requested. For example: (3 mobile radios @ \$5,500.00 each). Please Note: Per the Missouri Department of Public Safety Radio Interoperability Guidelines, a quote is required for all radio interoperability equipment.

Please provide justification for the 50% match requirement. If utilizing cash match, provide the source of the cash. If utilizing in-kind match, describe the source and how it directly relates to the project.

Justify the items to be purchased, in accordance with the above listed instructions.

5000 Character Limit



# BUDGET

- ▶ Project Period of Performance: December 1, 2022 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)

## ► In-Kind Match Supporting Documentation

- Proof of expense (vendor invoice/salary documentation/fringe benefit documentation, etc.)
- Proof of payment (copy of cancelled check, credit card statement, bank statement, payroll journal, check stub, etc.)
- Proof of delivery (signed statement in writing indicating goods/services received, signed packing slip, timesheets)



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

# REIMBURSEMENT REQUESTS (CLAIMS)

► Select “Add”

[Menu](#) | [Help](#) | [Log Out](#)[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

 **Grant Tracking**

**Grant: 146721 - CHELSEY FINAL TEST - 2022**  
**Status:** Awarded  
**Program Area:** American Rescue Plan ACT  
**Grantee Organization:** [BaseLine Organization](#)  
**Program Officer:** Joni McCarter  
**Budget Total:** \$11,500.00

**Claims** [Scheduler](#) | [Annotations\(0\)](#) | [Return to Components](#)

ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
					Submitted Amount	\$0.00
					Approved Amount	\$0.00
					Paid Total	\$0.00
					Total	\$0.00

Last Edited By:

# REIMBURSEMENT REQUESTS (CLAIMS)

## ► Complete Claim General Information

- Claim Type – Select “Other” 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 Report
  - Select “Yes” if this is your last claim
  - Select “No” if this is not your last claim
- Select “Save”

# REIMBURSEMENT REQUESTS (CLAIMS)

 Menu |  Help |  Log Out

 Back |  Print |  Add |  Delete |  Edit |  Save





 Grant Tracking

## Claim General Information

To create a new Claim enter the starting date and the ending date of the Report Period. This is the period of coverage for this Claim.

Claim Type:\*

Claim Status:\*

Reporting Period:\*      
From To

Due Date:  

Invoice Number:

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

Is This Your Final Report?\* ☐ Yes ☒ No

# REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Select claim “ID” on the claim you just created

Claims				<a href="#">Copy Existing Claim</a>   <a href="#">Scheduler</a>   <a href="#">Annotations(0)</a>   <a href="#">Return to Components</a>		
ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
146623 - 001	Other	Editing			04/01/2023 - 04/30/2023	\$0.00
					Submitted Amount	\$0.00
					Approved Amount	\$0.00
					Paid Total	\$0.00
					Total	\$0.00

- ▶ Select “Edit”

[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

**Grant Tracking**

**Instructions**

*Print to PDF* will convert the claim plus any PDF attachments into a single PDF file. **Edit Approval** allows up to 5 levels of internal approval. **View Voucher** allows staff to allocate expenses to fund sources and finalize the claim for payment. **Void** allows staff to cancel a claim after it has been processed/paid. **Negotiation** will allow you to unlock one or more sections of the claim and route the claim back to the grantee for further editing. **Annotations** allow internal staff to add notes that are visible to internal staff only. The grantee cannot see these notes. **Versions** will display all component versions that were created as a result of the negotiation process. **Feedback** allows staff to enter feedback about the claim to the grantee. The feedback text will appear at the bottom of the claim and will be visible to anyone who has access to the claim. **Withdraw** changes the status of the claim to Withdrawn and removes the claim from the payment process.

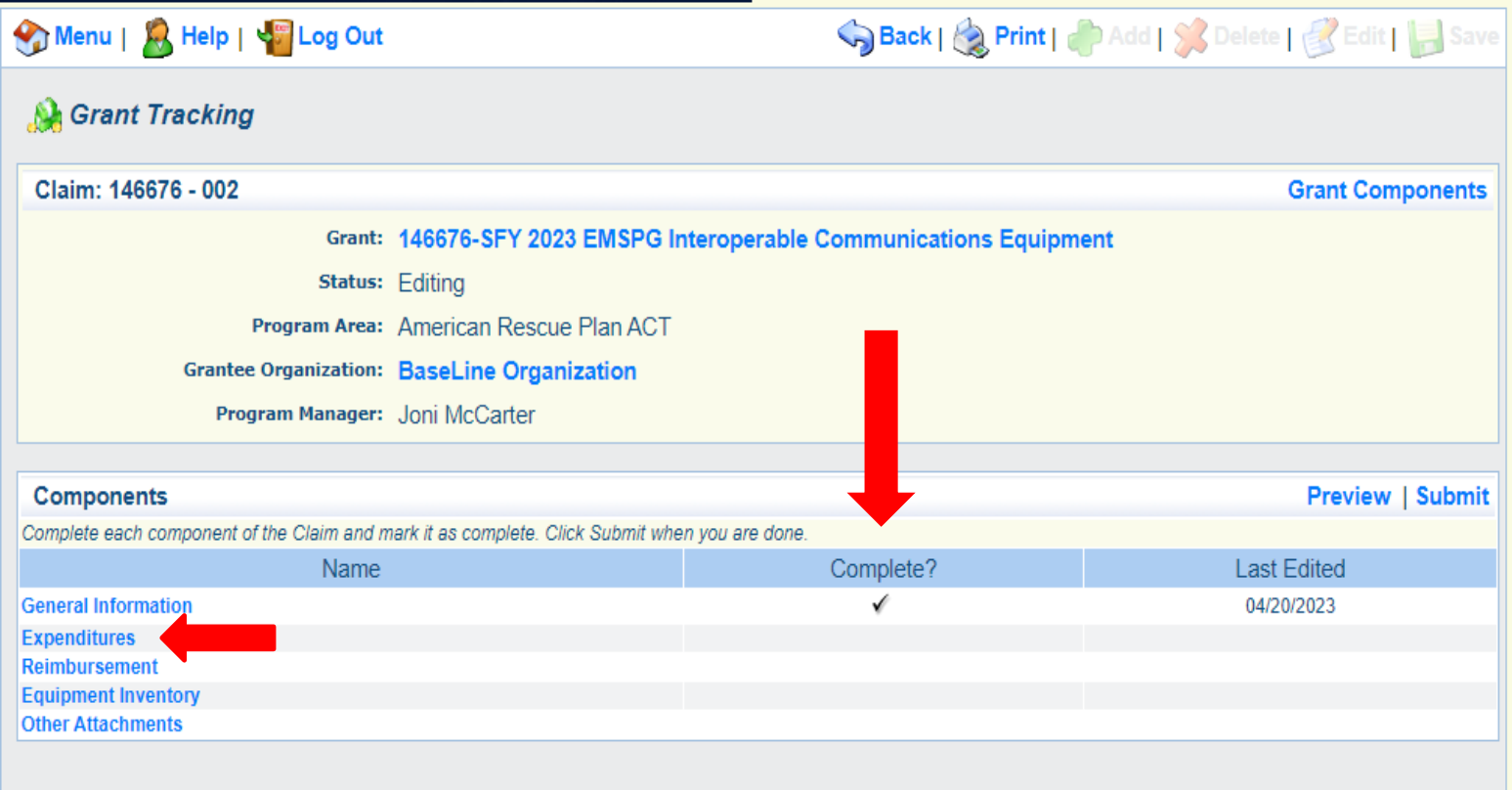
**Details**[Print to PDF](#) | [Withdraw](#) | [Annotations \(0\)](#) | [Versions](#) | [Feedback](#)

**146676-SFY 2023 EMSPG Interoperable Communications Equipment**

American Rescue Plan ACT

# 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



The screenshot displays the 'Grant Tracking' web application. At the top, there is a navigation bar with links for Menu, Help, and Log Out, and a secondary bar with Back, Print, Add, Delete, Edit, and Save icons. The main content area shows details for 'Claim: 146676 - 002' with a link to 'Grant Components'. The claim details include: Grant: 146676-SFY 2023 EMSPG Interoperable Communications Equipment, Status: Editing, Program Area: American Rescue Plan ACT, Grantee Organization: BaseLine Organization, and Program Manager: Joni McCarter. Below this is a table titled 'Components' with columns for Name, Complete?, and Last Edited. The table lists five components: General Information (marked complete with a checkmark), Expenditures, Reimbursement, Equipment Inventory, and Other Attachments. A red arrow points to the 'Expenditures' row in the table, and another red arrow points to the 'Expenditures' link in the left-hand navigation menu.

Name	Complete?	Last Edited
General Information	✓	04/20/2023
Expenditures		
Reimbursement		
Equipment Inventory		
Other Attachments		



# REIMBURSEMENT REQUESTS (CLAIMS)

## Expenditures Component

- Select “Add” for each expenditure to add a line to the Expenditures Form
  - In-kind match costs will also be added as an expenditure
- Complete each line of the Expenditures Form
- Select “Save” when complete

Expenditures										<a href="#">Mark as Complete</a>   <a href="#">Go to Claim Forms</a>   <a href="#">Add</a>		
Line Number	Payee	Description	Quantity	Unit Cost	Total	Expense Federal Total	Federal Amount Requested	Match Amount Claimed	Invoice #	Invoice Date	Check/EFT	Check/EFT Date
							\$0.00					

# REIMBURSEMENT REQUESTS (CLAIMS)

## CASH MATCH

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

Claim: 146676 - 002 [Grant Components](#)

Grant: 146676-SFY 2023 EMSPG Interoperable Communications Equipment

Status: Editing

Program Area: American Rescue Plan ACT

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

**Expenditures**

Line Number	10001 - Equipment - Mobile Radios
Payee*	Vendor Name
Description*	Description of Item Purchased
Quantity*	5
Unit Cost*	8000.00
Federal Amount Requested	20,000.00
Invoice #*	4567
Invoice Date*	02/15/2023
Check/EFT*	2052
Check/EFT Date*	022823

[Return to Top](#)

- The example on the slide is demonstrating expenses entered if cash match is being utilized

# REIMBURSEMENT REQUESTS (CLAIMS)

## IN-KIND MATCH

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

Claim: 146676 - 002 [Grant Components](#)

Grant: 146676-SFY 2023 EMSPG Interoperable Communications Equipment

Status: Editing

Program Area: American Rescue Plan ACT

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

**Expenditures**

Line Number	10003 - Equipment - Mobile Radios
Payee*	Vendor Name
Description*	Description of Item Purchased
Quantity*	4
Unit Cost*	5,000.00
Federal Amount Requested	20,000.00
Invoice #*	12345
Invoice Date*	05/01/2023
Check/EFT*	5678
Check/EFT Date*	05/15/2023

[Return to Top](#)

- The example on the slide is demonstrating expenses entered if in-kind match is being utilized
- If you are using in-kind match you will have two expenditure entries. One for the in-kind item and the other for the purchased item
  - This screenshot shows an expenditure entry for the item that you have purchased. Federal amount requested will be the full purchase price (only if you are using in-kind match)

# REIMBURSEMENT REQUESTS (CLAIMS) IN-KIND MATCH

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

Claim: 146676 - 002 [Grant Components](#)

Grant: 146676-SFY 2023 EMSPG Interoperable Communications Equipment  
Status: Editing  
Program Area: American Rescue Plan ACT  
Grantee Organization: BaseLine Organization  
Program Manager: Joni McCarter

**Expenditures**

Line Number	10002 - Equipment - Mobile Radios (In-Kind) ▼
Payee*	Vendor Name
Description*	Description of Item Purchased
Quantity*	4
Unit Cost*	5,000.00
Federal Amount Requested	0.00
Invoice #*	4567
Invoice Date*	05/01/2023
Check/EFT*	5678
Check/EFT Date*	05/15/2023

[Return to Top](#)

- The example on the slide is demonstrating expenses entered if in-kind match is being utilized
- This screenshot shows an expenditure entry for the item that is being used as your in-kind match. Federal amount requested will be zero.

# 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 Federal Government
- ▶ 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	Total	Expense Federal Total	Federal Amount Requested	Match Amount Claimed	Invoice #	Invoice Date	Check/EFT	Check/EFT Date				
10001	Vendor Name	Description of item purchased	5.0	\$8,000.00	\$40,000.00	\$20,000.00	\$20,000.00	\$20,000.00	4567	02/15/2023	2052	02/28/2023				
							\$20,000.00									

Cash match example

Expenditures													Create New Version   Mark as Complete   Go to Claim Forms   Add			
Line Number	Payee	Description	Quantity	Unit Cost	Total	Expense Federal Total	Federal Amount Requested	Match Amount Claimed	Invoice #	Invoice Date	Check/EFT	Check/EFT Date				
10002	Vendor Name	Description of Item Purchased	4.0	\$5,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	4567	3/1/2023	1234	3/15/23				
10003	Vendor Name	Description of Item Purchased	4.0	\$5,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	12345	5/1/2023	5678	5/15/23				
							\$20,000.00									

In-kind match example

# REIMBURSEMENT REQUESTS (CLAIMS)

## CASH MATCH

- ▶ 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”
- ▶ Cash match example:



Reimbursement		<a href="#">Create New Version</a>   <a href="#">Mark as Complete</a>   <a href="#">Go to Claim Forms</a>										
Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage
Equipment												
Mobile Radios	10001 (Line Item Code:)	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	50.00%
Total:		\$20,000.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	50.00%

# REIMBURSEMENT REQUESTS (CLAIMS)

## IN-KIND MATCH

- ▶ 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”
- ▶ In-kind match example:



Reimbursement		<a href="#">Create New Version</a>   <a href="#">Mark as Complete</a>   <a href="#">Go to Claim Forms</a>										
Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage
Equipment												
Mobile Radios	10003 (Line Item Code:)	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%
Mobile Radios (In-Kind Match)	10002 (Line Item Code:)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	--
Total:		\$20,000.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	50.00%



# 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”



Menu | Help | Log Out | Back | Print | **Add** | Delete | Edit | Save

**Grant Tracking**

Claim: 146676 - 002 Grant Components

Grant: 146676-SFY 2023 EMSPG Interoperable Communications Equipment

Status: Editing

Program Area: American Rescue Plan ACT

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

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

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:
--------------------------	---------	---------	-------	---------------	---------------	--------	--------------	---------------------	--------------------	---------------	------------------	----------	-----------------------	---	---------------------------	--------------------------------	-------------	-------------------	------	----------------------

# 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 (SFY 2023)
- ▶ 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., mobile radio, MDT)
- ▶ 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 EMSPG)
- ▶ 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)

- ▶ Verify Equipment Detail is correct and select “Mark as Complete”



Equipment Detail															Create New Version   Mark as Complete   Go to Claim Forms					
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	2023	10001	Motorola	APX 8500	Mobile Radio	123456	ARPA SLFRF EMSPG	Baseline Organization	05/01/2023	1	\$5,000.00	50.0%	1101 Riverside Dr Jefferson City MO 65101	Chelsey Call	573-526-9203	chelsey.call@dps.mo.gov	Statewide	Mission Capable

# REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Select “Other Attachments” Claim Component
  - Select “Add” to attach supporting documentation to claim



[Menu](#) | [Help](#) | [Log Out](#) | [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

**Grant Tracking**

Claim: 146676 - 002

Grant Components

**Grant:** 146676-SFY 2023 EMSPG Interoperable Communications Equipment

**Status:** Editing

**Program Area:** American Rescue Plan ACT

**Grantee Organization:** BaseLine Organization

**Program Manager:** Joni McCarter

Other Attachments

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

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.

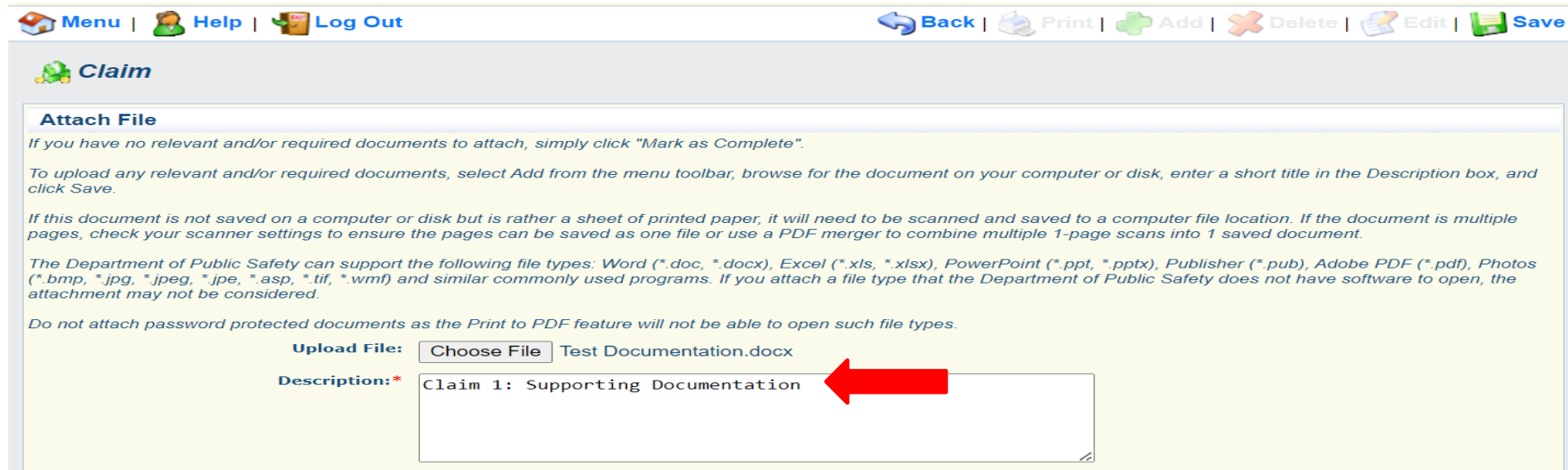
The Department of Public Safety can support the following file types: Word (\*.doc, \*.docx), Excel (\*.xls, \*.xlsx), PowerPoint (\*.ppt, \*.pptx), Publisher (\*.pub), Adobe PDF (\*.pdf), Photos (\*.bmp, \*.jpg, \*.jpeg, \*.jpe, \*.asp, \*.tif, \*.wmf) and similar commonly used programs. If you attach 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.

Description	File Name	File Size	Date Uploaded
-------------	-----------	-----------	---------------

# REIMBURSEMENT REQUESTS (CLAIMS)

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



The screenshot shows a web interface for submitting a claim. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a section titled 'Claim' with a green icon. The main content area is titled 'Attach File' and contains several paragraphs of instructions. The 'Upload File' section has a 'Choose File' button and a text box containing 'Test Documentation.docx'. The 'Description' section has a text box containing 'Claim 1: Supporting Documentation'. A red arrow points from the top right towards the 'Save' button, and another red arrow points from the right towards the description text box.

**Menu** | **Help** | **Log Out** | **Back** | **Print** | **Add** | **Delete** | **Edit** | **Save**

**Claim**

**Attach File**

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.

**Upload File:**  Test Documentation.docx

**Description:\***

# REIMBURSEMENT REQUESTS (CLAIMS)

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

[Menu](#) | [Help](#) | [Log Out](#)[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

 **Grant Tracking**

Claim: 146676 - 002

[Grant Components](#)

**Grant:** 146676-SFY 2023 EMSPG Interoperable Communications Equipment

**Status:** Editing

**Program Area:** American Rescue Plan ACT

**Grantee Organization:** BaseLine Organization

**Program Manager:** Joni McCarter

**Other Attachments**

[Create New Version](#) | [Mark as Complete](#) | [Go to Claim Forms](#)

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.

Description	File Name	File Size	Date Uploaded
Claim 1: Supporting Documentation	Test File.docx	12 KB	04/24/2023

# REIMBURSEMENT REQUESTS (CLAIMS)

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



Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Complete each component of the Claim and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	02/27/2023	
<a href="#">Expenditures</a>	✓	02/27/2023	
<a href="#">Reimbursement</a>	✓	02/27/2023	
<a href="#">Equipment Inventory</a>	✓	02/27/2023	
<a href="#">Other Attachments</a>	✓	02/27/2023	



# 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 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 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 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




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







# SUBAWARD ADJUSTMENTS


▶ Select “Add”

Subaward Adjustments				<a href="#">Return to Components</a>   <a href="#">Add</a>
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)\*

**Contract Amendment Type:**\*

**Status:**\*

# 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

Subaward Adjustments				<a href="#">Return to Components</a>   <a href="#">Add</a>
ID	Type	Status	Submitted Date	
146623 - 01	Budget Revision	Editing		

- ▶ Select “Edit”

 [Menu](#) |  [Help](#) |  [Log Out](#)

 [Back](#) |  [Print](#) |  [Add](#) |  [Delete](#) |  [Edit](#) |  [Save](#)

 **Subaward Adjustments**

**Subaward Adjustment Details** [Print to PDF](#) | [Withdraw](#) | [Feedback](#)

**146676-SFY 2023 EMSPG Interoperable Communications Equipment**

**American Rescue Plan ACT**

Subaward Adjustment ID: 01

Submitted By:

Subaward Adjustment Type: Budget Revision

Submitted Date:

Status: Editing

Organization: BaseLine Organization

# 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		✓	10/26/2022
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”

### 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.*

✂

📄

📋

📌

🔄

↶

↷

ABC

🔗

💬

🚫

🖼

📊

☰

Ω

🔍

📄

Source

**B**

*I*

U

I<sub>x</sub>

≡

≡

≡

≡

≡

≡

Font

▼

Size

▼

A

Ⓜ

Explain the requested change and the reason for the requested adjustment

Copy and paste Subaward Adjustment Spreadsheet here

body p



# SUBAWARD ADJUSTMENTS

## Subaward Adjustment spreadsheet example

Line Number	Current Federal Budget	Requested Change	Updated Federal Budget	Notes
10001	\$ 50,000.00	\$ (10,000.00)	\$ 40,000.00	Savings needed in another budget line of the project
10002	\$ 2,000.00	\$ 10,000.00	\$ 12,000.00	Cost of equipment over original budget
	\$ 52,000.00	\$ -	\$ 52,000.00	
Line Number	Current Local Match Budget	Requested Change	Updated Local Match Budget	Notes
10001	\$ 50,000.00	\$ (1,000.00)	\$ 49,000.00	Savings needed in another budget line of the project
10002	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00	Cost of equipment over original budget
	\$ 52,000.00	\$ -	\$ 52,000.00	
	Current Total Budget	Sum of Requested Change	Updated Total Budget	
	\$ 104,000.00	\$ -	\$ 104,000.00	
Current Federal Share	Updated Federal Share	Current Local Match Share	Updated Local Match Share	
50%	50%	50%	50%	

# SUBAWARD ADJUSTMENTS

- ▶ Review “Justification Form” to ensure it is complete and accurate
- ▶ Select “Mark as Complete”



Justification	<a href="#">Create New Version</a>   <a href="#">Mark as Complete</a>   <a href="#">Return to Components</a>
<b>Justification*</b> <i>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.</i>	
Explain the requested change and the reason for the requested adjustment	
Copy and paste Subaward Adjustment Spreadsheet here	
Last Edited By: Chelsey Call, 04/19/2021	

# 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 is 50% of the total cost
  - Select “Save”



Budget		
<ul style="list-style-type: none"><li>The <b>Current Budget</b> 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.</li><li>The <b>Revised Amount</b> 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.</li></ul>		
Row	Current Budget	Revised Amount
Personnel	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Personnel Benefits	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Personnel Overtime	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Personnel Overtime Benefits	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
PRN Time	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
PRN Benefits	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Volunteer Match	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Travel/Training	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="20000.00"/>	<input type="text" value="18000.00"/>
Supplies/Operations	<input type="text" value="\$0.00"/>	<input type="text" value="2000.00"/>
Contractual	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Renovation/Construction	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Indirect Costs	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Federal/State and Local Match Share		
<ul style="list-style-type: none"><li>The <b>Current Budget</b> 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.</li><li>The <b>Revised Amount</b> 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.</li></ul>		
Row	Current Budget	Revised Amount
Total Federal/State Share	<input type="text" value="10000.00"/>	<input type="text" value="10000.00"/>
Total Local Match Share	<input type="text" value="10000.00"/>	<input type="text" value="10000.00"/>

# SUBAWARD ADJUSTMENTS

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



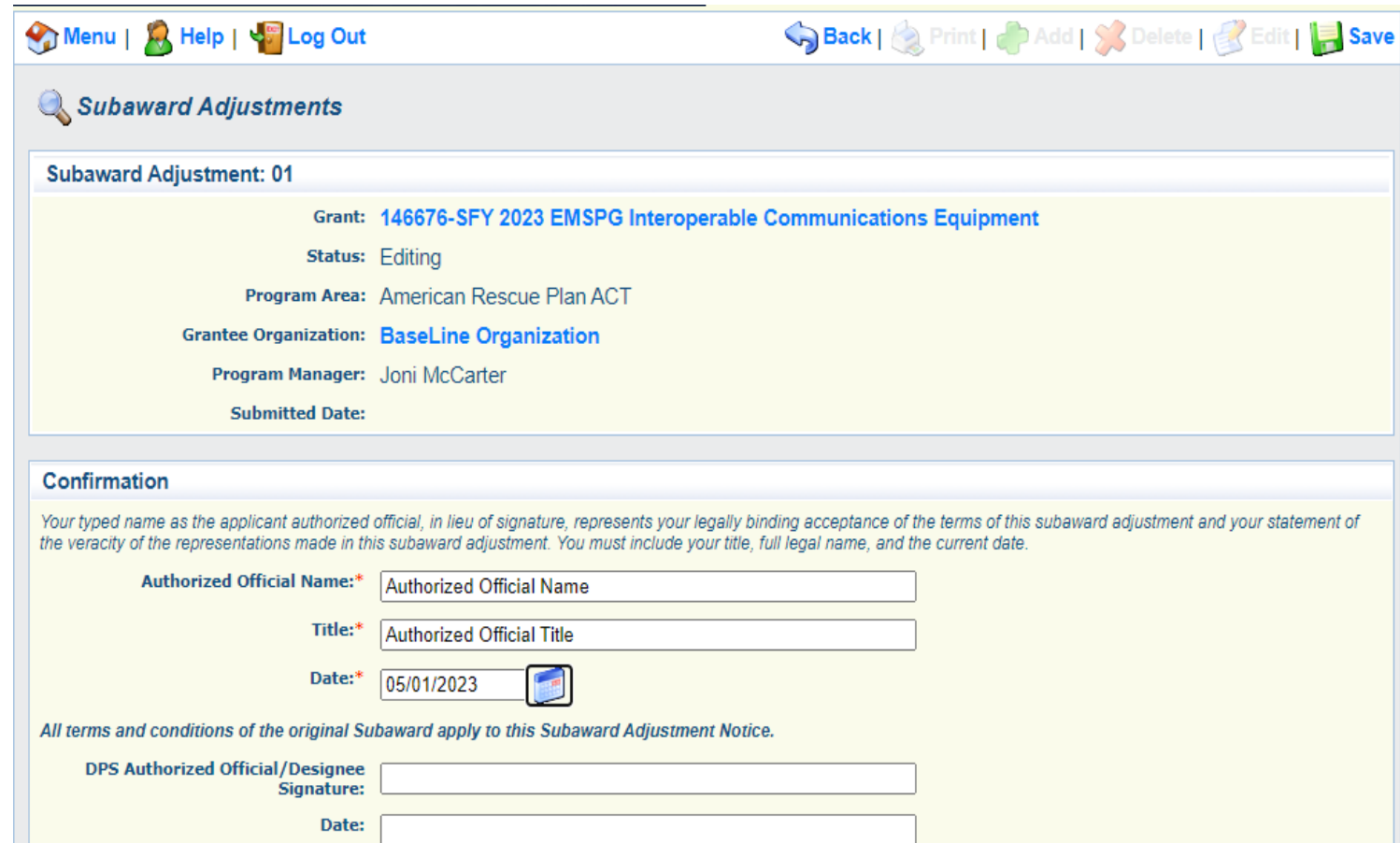
Budget		<a href="#">Create New Version</a>   <a href="#">Mark as Complete</a>   <a href="#">Return to Components</a>		
<ul style="list-style-type: none"><li>The <b>Current Budget</b> column represents the total cost of the current subaward. Enter the total cost of each budget category as it is reflected in the current version of the Budget component. The sum of the Current Budget column should equal your current budget total.</li><li>The <b>Revised Amount</b> 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.</li></ul>				
Row	Current Budget	Revised Amount	Net Change	
Personnel	\$0.00	\$0.00	\$0.00	
Personnel Benefits	\$0.00	\$0.00	\$0.00	
Personnel Overtime	\$0.00	\$0.00	\$0.00	
Personnel Overtime Benefits	\$0.00	\$0.00	\$0.00	
PRN Time	\$0.00	\$0.00	\$0.00	
PRN Benefits	\$0.00	\$0.00	\$0.00	
Volunteer Match	\$0.00	\$0.00	\$0.00	
Travel/Training	\$0.00	\$0.00	\$0.00	
Equipment	\$20,000.00	\$18,000.00	(\$2,000.00)	
Supplies/Operations	\$0.00	\$2,000.00	\$2,000.00	
Contractual	\$0.00	\$0.00	\$0.00	
Renovation/Construction	\$0.00	\$0.00	\$0.00	
Indirect Costs	\$0.00	\$0.00	\$0.00	
Totals	\$20,000.00	\$20,000.00	\$0.00	

Federal/State and Local Match Share					
<ul style="list-style-type: none"><li>The <b>Current Budget</b> 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.</li><li>The <b>Revised Amount</b> 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.</li></ul>					
Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$10,000.00	50.0%	\$10,000.00	50.0%	\$0.00
Total Local Match Share	\$10,000.00	50.0%	\$10,000.00	50.0%	\$0.00

# SUBAWARD ADJUSTMENTS

## ► Select “Confirmation” form

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



The screenshot shows a web application for 'Subaward Adjustments'. The top navigation bar includes 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' on the right. The main content area is titled 'Subaward Adjustments' and displays details for 'Subaward Adjustment: 01'. The details include: Grant: 146676-SFY 2023 EMSPG Interoperable Communications Equipment, Status: Editing, Program Area: American Rescue Plan ACT, Grantee Organization: BaseLine Organization, Program Manager: Joni McCarter, and Submitted Date: (empty). Below this is the 'Confirmation' section, which contains a disclaimer: '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.' The form fields for 'Confirmation' are: 'Authorized Official Name:' (text input), 'Title:' (text input), and 'Date:' (date input with a calendar icon). At the bottom, there are fields for 'DPS Authorized Official/Designee Signature:' and 'Date:'. A red arrow points to the 'Confirmation' section.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

**Subaward Adjustments**

Subaward Adjustment: 01

Grant: 146676-SFY 2023 EMSPG Interoperable Communications Equipment

Status: Editing

Program Area: American Rescue Plan ACT

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter


Submitted Date:

**Confirmation**

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: \*  

All terms and conditions of the original Subaward apply to this Subaward Adjustment Notice.

DPS Authorized Official/Designee Signature:

Date:

# SUBAWARD ADJUSTMENTS

► Select “Mark as Complete”




Confirmation	<a href="#">Mark as Complete</a>   <a href="#">Return to Components</a>
<i>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.</i>	
<b>Authorized Official Name:*</b>	Authorized Official's Name
<b>Title:*</b>	Authorized Official's Title
<b>Date:*</b>	03/01/2023



# SUBAWARD ADJUSTMENTS

## ► Select “Attachments” form

- Select “Add”
- Attach Subaward Adjustment Spreadsheet
- Attachments may also include new/updated quote and other pertinent documentation



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

### Subaward Adjustments

Subaward Adjustment: 01

Grant: 146676-SFY 2023 EMSPG Interoperable Communications Equipment

Status: Editing

Program Area: American Rescue Plan ACT

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

Submitted Date:

#### Attachments

[Create New Version](#) | [Mark as Complete](#) | [Return to Components](#)

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.

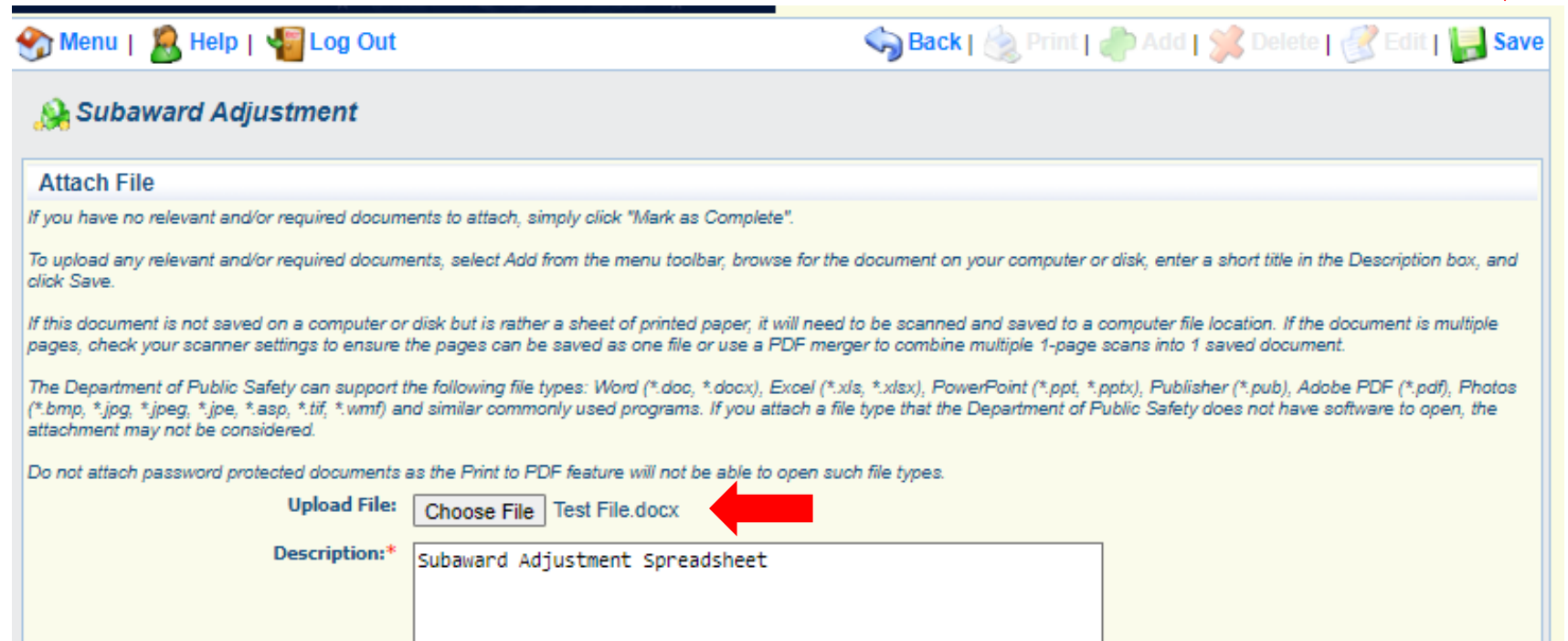
The Department of Public Safety can support the following file types: Word (\*.doc, \*.docx), Excel (\*.xls, \*.xlsx), PowerPoint (\*.ppt, \*.pptx), Publisher (\*.pub), Adobe PDF (\*.pdf), Photos (\*.bmp, \*.jpg, \*.jpeg, \*.jpe, \*.asp, \*.tif, \*.wmf) and similar commonly used programs. If you attach 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.

Description	File Name	File Size
-------------	-----------	-----------

# SUBAWARD ADJUSTMENTS

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



The screenshot shows a web application interface for 'Subaward Adjustment'. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a header section with the title 'Subaward Adjustment'. The main content area is titled 'Attach File' and contains several paragraphs of instructions. At the bottom, there is a form with two fields: 'Upload File:' and 'Description:'. The 'Upload File:' field has a 'Choose File' button and a text input containing 'Test File.docx'. The 'Description:' field has a text input containing 'Subaward Adjustment Spreadsheet'. A red arrow points to the 'Choose File' button, and another red arrow points to the 'Save' button in the top navigation bar.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

### Subaward Adjustment

#### Attach File

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.

Upload File:  Test File.docx

Description: Subaward Adjustment Spreadsheet



# SUBAWARD ADJUSTMENTS

## ► Select “Mark as Complete”



**Attachments**[Create New Version](#) | [Mark as Complete](#) | [Return to Components](#)

*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.*

Description	File Name	File Size
<a href="#">Subaward Adjustment Spreadsheet</a>	Test File.docx	12 KB

# SUBAWARD ADJUSTMENTS

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



Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	10/26/2022	
<a href="#">Justification</a>	✓	10/26/2022	
<a href="#">Budget</a>	✓	10/26/2022	
<a href="#">Confirmation</a>	✓	10/26/2022	
<a href="#">Attachments</a>	✓	10/26/2022	

# STATUS REPORTS

## ► Status Report Due Dates

- July 10, 2023  
(December 1, 2022 – June 30, 2023)
- January 10, 2024  
(July 1, 2023 – December 31, 2023)
- 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

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

# STATUS REPORTS

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

Status Reports		<a href="#">Copy Existing Status Report</a>   <a href="#">Scheduler</a>   <a href="#">Return to Components</a>				
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
146623 - 01	Semi-Annual	12/01/2022-06/30/2023	07/10/2023		-	Editing

- ▶ Select “Edit”

[Menu](#) | [Help](#) | [Log Out](#) [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

**Grant Tracking**

**Instructions**  
*Print to PDF* will convert the Status Report plus any PDF attachments into a single PDF file. *Edit Approval* allows internal approval. *Negotiation* will allow you to unlink one or more sections of the Status Report and route the Status Report back to the grantee for further editing. *Annotations* allow internal staff to add notes that are visible to internal staff only. The grantee cannot see these notes. *Versions* will display all component versions that were created as a result of the negotiation process. *Feedback* allows staff to enter feedback about the Status Report to the grantee. The feedback text will appear at the bottom of the Status Report and will be visible to anyone who has access to the Status Report. *Withdraw* changes the status of the Status Report to Withdrawn and removes the Status Report from further processing.

**Status Report Details** [Print to PDF](#) | [Withdraw](#) | [Negotiation](#) | [Annotations\(0\)](#) | [Versions](#) | [Feedback](#)

**146676-SFY 2023 EMSPG Interoperable Communications Equipment**

**American Rescue Plan ACT**

Award Year:	2023	Status:	Editing
Subward Number:	146676	Approved By:	
Status Report Number:	01	Approved Date:	
Submitted By:			
Submitted Date:			
Status Report Type:	Semi-Annual		
Report Period:	12/01/2022 06/30/2023		
	From To		

# STATUS REPORTS

- ▶ Select “Milestone Progress Report”

Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	10/26/2022	
<a href="#">Milestone Progress Report</a>			

# 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



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

### Grant Tracking

Status Report: 146676 - 01

Grant: 146676-SFY 2023 EMSPG Interoperable Communications Equipment

Status: Editing

Program Area: American Rescue Plan ACT

Grantee Organization: BaseLine Organization

Program Officer: Joni McCarter

#### Instructions

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

#### Milestone Status Report

Create New Version | Mark as Complete | Go to Status Report Forms

Is this the final Status Report?\* No

#### Milestone Progress

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment	SFY2023 Baseline Organization ARPA SLFRF EMSPG	06/01/2023	100%	Specifications for equipment determined
2. Procurement completed: bidding, vendor selection, and ordering of equipment	SFY2023 Baseline Organization ARPA SLFRF EMSPG	07/15/2023	30%	Bidding is complete. Working on vendor selection and ordering of equipment.
3. Equipment received, installed, tested and inventoried	SFY2023 Baseline Organization ARPA SLFRF EMSPG	12/31/2023	0%	It is anticipated that equipment will be received, installed, tested and inventoried by the end of the year.
4. Vendor paid and receipt of proof of payment received	SFY2023 Baseline Organization ARPA SLFRF EMSPG	01/15/2024	0%	The vendor will be paid upon receipt of the good/services and the invoice.
5. WebGrants reimbursement completed with all necessary documentation	SFY2023 Baseline Organization ARPA SLFRF EMSPG	02/01/2024	0%	The WebGrants reimbursement will be completed when proof of payment is received.
6. Equipment training completed	SFY2023 Baseline Organization ARPA SLFRF EMSPG	12/31/2023	0%	Training on equipment will be completed when the items are received.
7. Project Final Report submitted and closed out	SFY2023 Baseline Organization ARPA SLFRF EMSPG	03/01/2024	0%	It is anticipated the Final Report will be completed by March 2024.

# 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

<b>Instructions</b>
<i>The Status Report is required to demonstrate the progress of your grant for the prior six month period.</i>
<b>Milestone Status Report</b>
Is this the final Status Report?* <input type="radio"/> Yes <input checked="" type="radio"/> No








# STATUS REPORTS

## ► Complete “Milestone Progress” section of Status Report

- Project Name – Brief project name (i.e., SFY 2023 Baseline Organization ARPA SLFRF EMSPG Grant)
- 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

Milestone Progress				
Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment	SFY2023 Baseline Organization ARPA SLFRF EMSPG	06/01/2023	100% 	Specifications for equipment determined
2. Procurement completed: bidding, vendor selection, and ordering of equipment	SFY2023 Baseline Organization ARPA SLFRF EMSPG	07/15/2023	30% 	Bidding is complete. Working on vendor selection and ordering of equipment.
3. Equipment received, installed, tested and inventoried	SFY2023 Baseline Organization ARPA SLFRF EMSPG	12/31/2023	0% 	It is anticipated that equipment will be received, installed, tested and inventoried by the end of the year.
4. Vendor paid and receipt of proof of payment received	SFY2023 Baseline Organization ARPA SLFRF EMSPG	01/15/2024	0% 	The vendor will be paid upon receipt of the good/services and the invoice.
5. WebGrants reimbursement completed with all necessary documentation	SFY2023 Baseline Organization ARPA SLFRF EMSPG	02/01/2024	0% 	The WebGrants reimbursement will be completed when proof of payment is received.
6. Equipment training completed	SFY2023 Baseline Organization ARPA SLFRF EMSPG	12/31/2023	0% 	Training on equipment will be completed when the items are received.
7. Project Final Report submitted and closed out	SFY2023 Baseline Organization ARPA SLFRF EMSPG	03/01/2024	0% 	It is anticipated the Final Report will be completed by March 2024.

# STATUS REPORTS

► Select “Save”



Menu | Help | Log Out      Back | Print | Add | Delete | Edit | **Save**

---

**Grant Tracking**

---

Status Report: 146676 - 01

Grant: 146676-SFY 2023 EMSPG Interoperable Communications Equipment  
Status: Editing  
Program Area: American Rescue Plan ACT  
Grantee Organization: BaseLine Organization  
Program Officer: Joni McCarter

---

**Instructions**  
*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

---

**Milestone Progress**

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Pr
1. Determine specifications for needed equipment	SFY2023 Baseline Organization ARPA SLFRF EMSPG	06/01/2023	100% ▼	Specifications for equipment d

# STATUS REPORTS

## ► 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 2023 Baseline Organization ARPA SLFRF EMSPG
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?	<div>The specifications have been determined and the bid process is complete. It is anticipated that the procurement will be completed, equipment received, vendor paid, <u>WebGrants</u> reimbursement submitted, and final report will be submitted within the next six months. There are no negative issues to report at this time.</div>

# STATUS REPORTS

- ▶ Select “Save”

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

Status Report: 146676 - 01

Grant: 146676-SFY 2023 EMSPG Interoperable Communications Equipment

Status: Editing

Program Area: American Rescue Plan ACT

Grantee Organization: BaseLine Organization

Program Officer: Joni McCarter

- ▶ Select “Mark as Complete”

**Milestone Status Report** [Create New Version](#) | [Mark as Complete](#) | [Go to Status Report Forms](#)

Is this the final Status Report?\* No

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

Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	03/31/2023	
Milestone Progress Report	✓	03/31/2023	

# CORRESPONDENCE

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

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

# 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: 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

To:\*  
Chelsey Call  
Chelse Dowell  
Joni McCarter

# CORRESPONDENCE

- ▶ Enter a “Subject” for the message

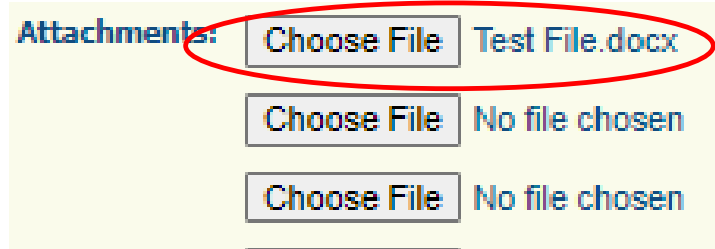
Subject:\*

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

Message:

# CORRESPONDENCE

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



Attachments:

Choose File	Test File.docx
Choose File	No file chosen
Choose File	No file chosen

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



Correspondence

To:\* Chelsey Call  
Chelse Dowell  
Joni McCarter

Send



# CORRESPONDENCE

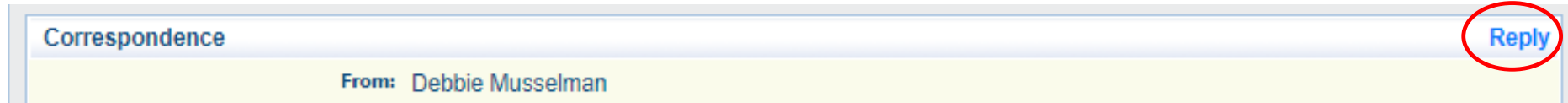
- ▶ When receiving emails from WebGrants, DO NOT reply from your email
- ▶ The reply will go to a generic inbox and will cause a delay in response
- ▶ To reply to a message, select the “Subject” section inside WebGrants for the message you want to reply to

Inter-System Grantee Correspondence					<a href="#">Add</a>
Subject		From	To	Sent/Received	Attachments
Grant 146676 - SFY 2023 EMSPG Interoperable Communications Equipment: SFY 2023 ARPA EMSPG Contract for Review		Sue Ann Surface	Chelsey Call	04/21/2023	
Last Edited By: Sue Ann Surface, 04/21/2023					



# CORRESPONDENCE

- ▶ Select “Reply”

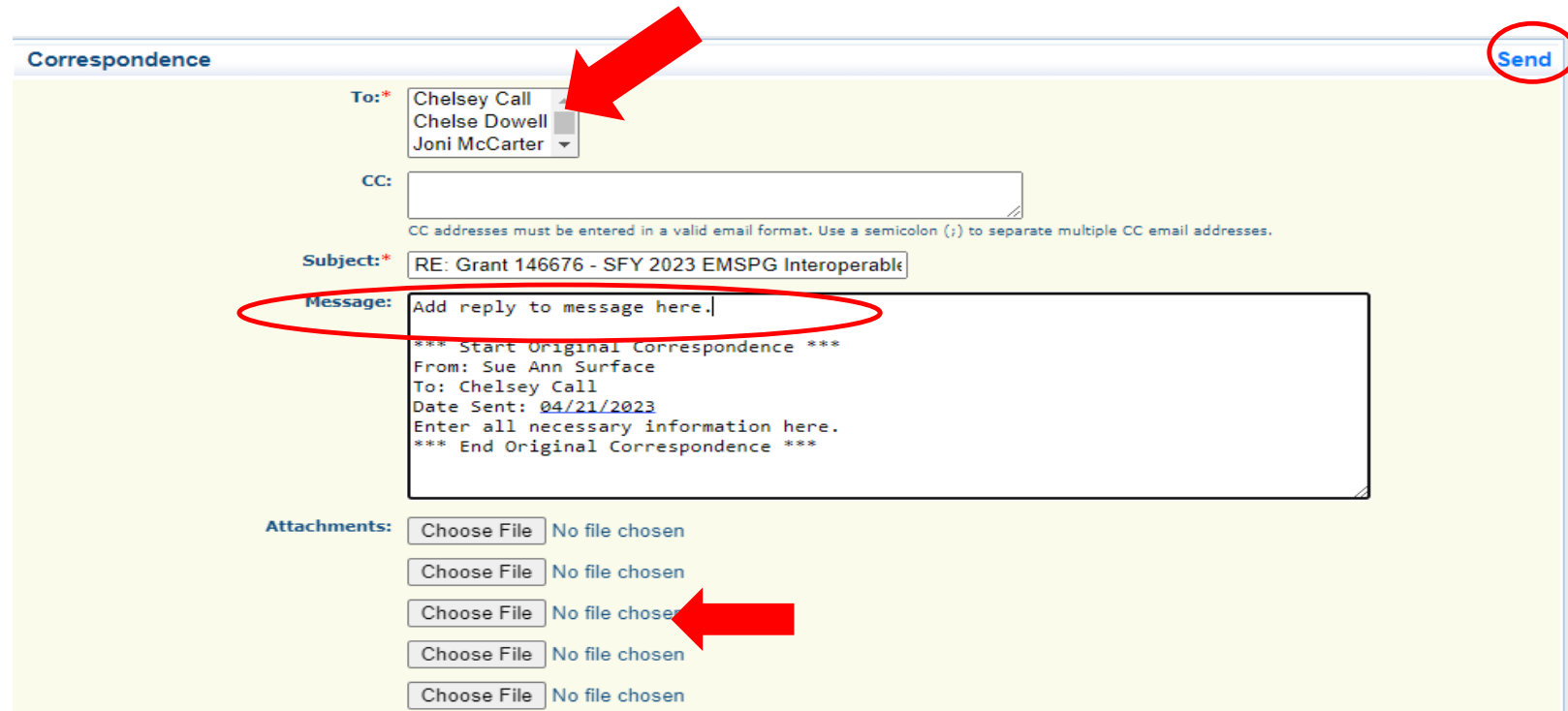


Correspondence

From: Debbie Musselman

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”



Correspondence

To:\* Chelsey Call  
Chelse Dowell  
Joni McCarter

CC:

Subject:\* RE: Grant 146676 - SFY 2023 EMSPG Interoperable

Message: Add reply to message here.

\*\*\* Start Original Correspondence \*\*\*  
From: Sue Ann Surface  
To: Chelsey Call  
Date Sent: 04/21/2023  
Enter all necessary information here.  
\*\*\* End Original Correspondence \*\*\*

Attachments: Choose File No file chosen  
Choose File No file chosen  
Choose File No file chosen  
Choose File No file chosen  
Choose File No file chosen

Send

# 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
  6. Final Status Report
  7. Monitoring Reports
  8. Relevant Grant Correspondence
  9. Procurement Documents
  10. Disposition of Equipment Forms
  11. 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 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 OHS at the OHS’ office
  - On-Site – Review that is conducted by the OHS at the subrecipient’s agency



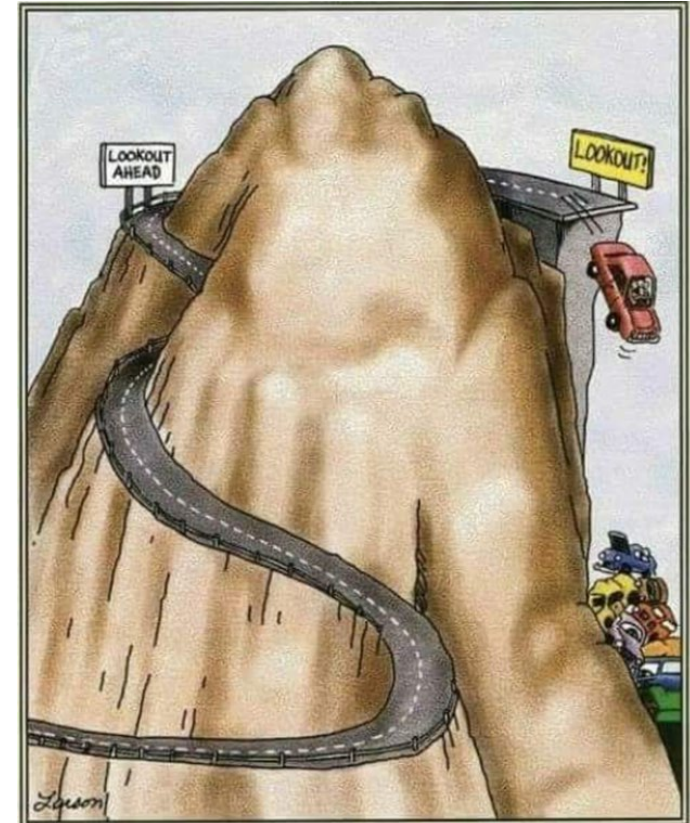
# MONITORING

- ▶ Scheduling
  - Agreed upon date between 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
- ▶ 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 – December 1, 2022

Compliance Workshop Acknowledgement Due – May 2, 2023

Subaward Agreements Due – 30 days from receipt

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

## **Sue Ann Surface**

Grants Specialist

(573) 751-5951

[Sueann.Surface@dps.mo.gov](mailto:Sueann.Surface@dps.mo.gov)

## **Chelsey Call**

Grant Supervisor

(573) 526-9203

[Chelsey.Call@dps.mo.gov](mailto:Chelsey.Call@dps.mo.gov)

## **Joni McCarter**

Program Manager

(573) 526-9020

[Joni.Mccarter@dps.mo.gov](mailto:Joni.Mccarter@dps.mo.gov)

## **Kelsey Saunders**

DPS Grants Support Specialist

(573) 522-6125

[Kelsey.Saunders@dps.mo.gov](mailto:Kelsey.Saunders@dps.mo.gov)