

FY 2016 HSGP Subrecipient Award and Compliance Workshop

**Office of Homeland Security (OHS)
State Administrative Agency**



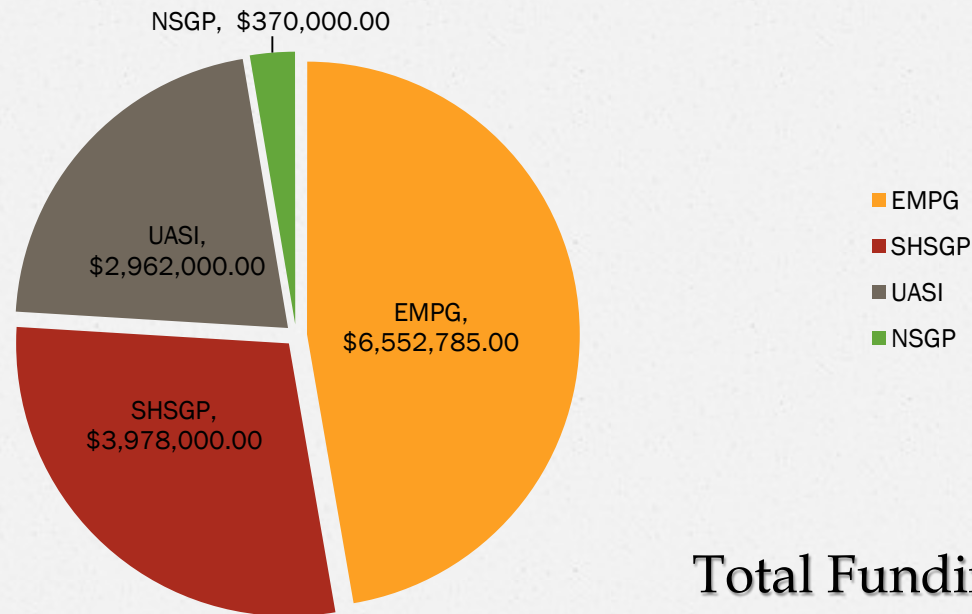
Agenda

- ☐ Welcome
- ☐ Compliance
- ☐ WebGrants
- ☐ Awards
- ☐ Success Factors
- ☐ Questions



Grants Administered FY 2016

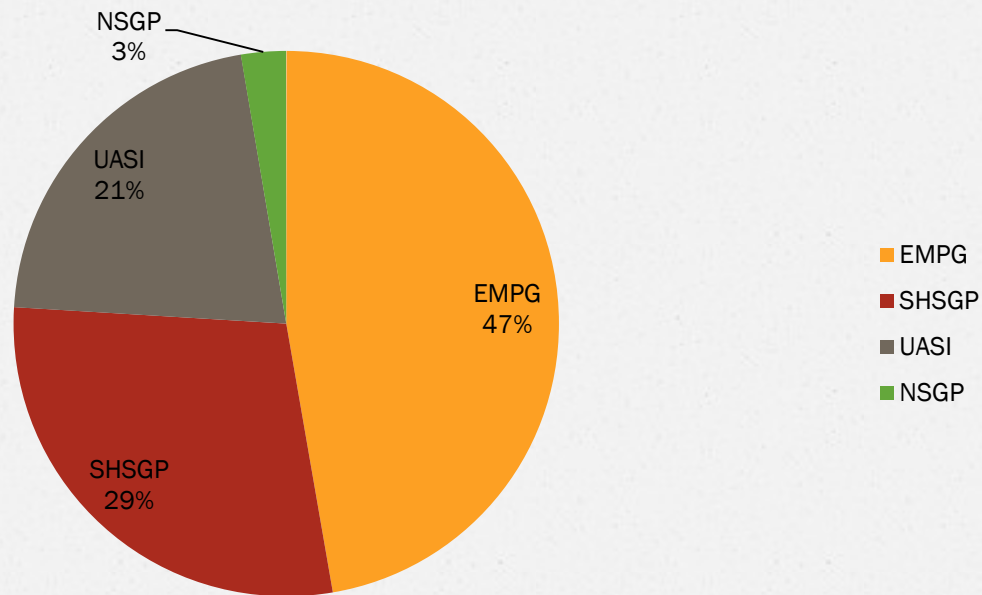
Grant Funding Amounts



Total Funding
\$13,862,785.00

Grants Administered FY 2016

Program Funding Breakdown



Administrative Guide and Information Bulletins (IB)

The Administrative Guide and Information Bulletins (IB) are available on the Missouri Department of Public Safety's website or by requesting a copy from your Grant Specialist

Electronic version location:
<http://dps.mo.gov/dir/programs/ohs/grantstraining/>



Grant Subawards

- ❑ Subaward Agreements from OHS will be distributed today
 - Sign date and initial each page of award documents and return to the OHS by 10/01/2016
- ❑ Create and provide subawards for each of your subrecipients as required in 2 CFR 200.331 Requirements for Pass-Through Entities part a
 - If needed OHS can provide an Subaward Agreement template
 - Do not start a project until the Subaward Agreements have been executed
- ❑ Complete a risk assessment as required in 2 CFR 200.331 part b

FY 2016 Threat Hazard Identification and Risk Analysis (THIRA)

- ☐ Maintain an up-to-date Threat and Hazard Identification and Risk Assessment (THIRA)
- ☐ Provide update annually
- ☐ Organize and facilitate all meetings necessary to update the THIRA
- ☐ Conforms to the guidelines outlined in CPG 201 v 2.0, Threat and Hazard Identification and Risk Assessment Guide

Emergency Operations Plan (EOP)

- ❑ All subrecipients that maintain an Emergency Operations Plan (EOP)
 - Must update EOP once every two years
 - Due in WebGrants October 1, 2017
 - Conforms to the guidelines outlined in CPG 101 v 2.0, Developing and Maintaining Emergency Operations Plans



Procurement Policy Requirements

Your procurement policy must be on file with OHS

- ❑ Submit your policy to your Grant Specialist through the Correspondence component in WebGrants before beginning procurement process
 - ❑ If you don't have a procurement policy or your policy is less restrictive than the state policy, you must follow the State of Missouri's Procurement Guidelines
 - ❑ State of Missouri's Revised Statutes
 - o <https://oa.mo.gov/purchasing>, select Procurement Authority
 - o Cooperative Procurement Option:
<http://oa.mo.gov/purchasing/cooperative-procurement-services>



Who are you doing business with?

Jurisdictions are required to verify that the vendors used for grant purchases are not on either the Federal or State Excluded Parties List (EPLS)

- o Federal: System for Award Management
<https://www.sam.gov/portal/public/SAM/>
- o State of Missouri: Office of Administration, can be located at
<http://oa.mo.gov/sites/default/files/suspven.pdf>

National Incident Management System (NIMS)

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

<http://www.fema.gov/national-incident-management-system>



NATIONAL INCIDENT MANAGEMENT SYSTEM

December 2008



Homeland
Security

Environmental and Historic Preservation (EHP) Form

EHP Screening Forms

- ☐ Projects that involve changes to the natural or built environment
 - o Including but not limited to: construction of communication towers; modification or renovation of existing buildings, structures, facilities, and infrastructure, new construction, replacement or relocation of facilities

Environmental and Historic Preservation (EHP) Form (cont.)

- ❑ The EHP form can be located on the Department of Public Safety website:

http://dps.mo.gov/dir/programs/ohs/documents/ohs-grant-application-forms/environmental_historical_protection_screening_form.docx

- ❑ The EHP form needs to be completed and submitted to the OHS by January 15, 2017. Email forms to: Michelle.Branson@dps.mo.gov
 - o Projects started before clearance is issued will not be reimbursed!
 - o If a subaward adjustment for a change in project scope or a new project is necessary another EHP form must be approved prior to work beginning

Financial and Government Audit Requirements

State and local units of government, institutions of higher education, and other nonprofit institutions must comply with the organizational audit requirements of the Federal Register, Part III, Office of Management and Budget, 2 CFR Part 200 Subpart F, Audit Requirements

Recipients 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 to the Federal Audit Clearinghouse within 9 months after the close of each fiscal year during the term of the award

<https://harvester.census.gov/facweb/>

M&A Activities

- ☐ Submitting Subaward Agreements to subrecipients
- ☐ Maintaining grant documentation
- ☐ Purchasing (Purchase orders, ordering)
- ☐ Submitting claims in WebGrants
- ☐ Maintaining accurate budget through submission of Subaward Adjustments in WebGrants
- ☐ Paying vendors
- ☐ Preparation and submission of grant status reports
- ☐ Equipment Inventory

M&A Activities (cont.)

- ☐ Provide timely response to requests for information from OHS
- ☐ Assures that all Federal/State requirements are being met
- ☐ Develops a monitoring policy and procedure
- ☐ Monitors subrecipients per agency policy and Federal/State regulations
- ☐ Serve as liaison between OHS and the agency subrecipients (locals)

Work Plan Activities

- ☐ Participate in the development of Kind and Typing Tier 1 resources in region
- ☐ Organize and facilitate a minimum of four quarterly RHSOC meetings
- ☐ Organize and facilitate other RHSOC meetings as needed
- ☐ Assist the RHSOC in the development of Homeland Security projects, inclusive of working groups
- ☐ Prepare agendas, record meeting minutes and maintain records for each RHSOC meeting
- ☐ Assist RHSOC members with all HSGP grant application processes

Work Plan Activities (cont.)

- ❑ Provide assistance to the OHS on data calls
- ❑ Update regional THIRA plans consistent with the State guidelines and template
- ❑ Assist local agencies with procurement (writing specifications and obtaining bids) *Advertising costs should be included in the cost of the project*
- ❑ The RPC shall keep the general public and specific interest groups, such as elected officials and community leaders, informed about regional homeland security issues through the use of news releases, public presentations, radio programs, newsletters, and other media

Work Plan Activities (cont.)

- ❑ The RPC shall provide a website for the RHSOC to include, at a minimum, the following:
 - RHSOC regional logo
 - Calendar of events
 - Contact information for the RHSOC members, chair and vice chair
 - Meeting Minutes
 - Press releases, if any
 - Links to DPS/OHS, FEMA and other sites such as, DNR, DHSS, MSHP, SEMA and local EMD's
 - Brief summary of the region and its priorities
 - List of major items and related planning/coordination initiatives
 - Information on the websites from each region will be reviewed and updated monthly

Claims - Personnel

- ❑ Types of documentation uploaded in WebGrants with a claim
 - Timesheets
 - Wage and benefit cost
 - Proof of payment
 - Certification of time and effort (signed)



Claims

Component
General Information
Contact Information
Claims ←
Subaward Adjustments
Subaward Adjustment Notices
Budget

Missouri Department of
Public Safety

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[Grant Tracking](#)

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[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: ←

Report Period:

Claim Status:

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 ←

Missouri Department of Public Safety

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WebGrants 6.1 - All Rights Reserved.

Claims (cont.)

Claims							
Copy Existing Claim Scheduler Annotations(0) Return to Components							
ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount	
EMW-2016-SS-00049-014 - 001	Other	Editing			09/01/2016 - 09/30/2016	\$0.00	
						Submitted Amount	\$0.00
						Approved Amount	\$0.00
						Paid Total	\$0.00
						Total	\$0.00
Last Edited By:							

Missouri Department of
Public Safety

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Grant Tracking

Instructions

Components			Preview Submit
Complete each component of the Claim and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	09/08/2016	
Expenditures			
Reimbursement			
Equipment Inventory			
Other Attachments			

Claims – Travel/Training

- ❑ Types of documentation uploaded in WebGrants with a claim
 - Invoices
 - Training certificate
 - Copy of expense report
 - Proof of payment
 - Other applicable travel documentation



Claims – Travel/Training (cont.)

- ❑ Travel claims will follow the most restrictive policy between local policy and the State of Missouri

- State of Missouri meal per diem rates can be found at:

<http://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>

- State of Missouri mileage rates can be found at:

<http://oa.mo.gov/accounting/state-employees/travel-portal-information/mileage>



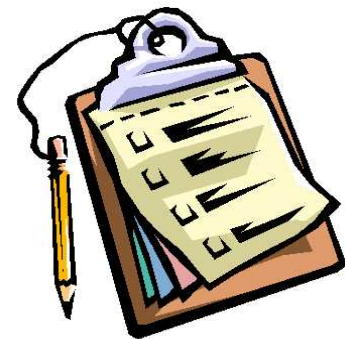
Claims – Equipment & Supplies/Operations

- ❑ Documentation uploaded in WebGrants with claim
 - Invoice
 - Purchase order, if applicable
 - Proof of delivery (signed packing slip or receipt form)
 - Proof of payment
 - Equipment inventory form

- ❑ Equipment is defined as tangible property, including information technology systems, having a useful life of more than 1 year and a per-unit cost of \$1,000 or more

Claims – Equipment & Supplies/Operations (cont.)

- ☐ All equipment must be tagged.
- ☐ All tags must state “Purchased with U.S. Department of Homeland Security Funds”
- ☐ Vehicle logs are required to be maintained and available for review
- ☐ Complete inventory is required every two years



Claims - Contractual Services

- ❑ Documentation uploaded in WebGrants with claim
 - Personnel
 - Services
 - Cooperative Purchases
 - Contract with State entities
 - ❖ Memorandum of Understanding (MOU)
 - ❖ Memorandum of Agreement (MOA)

Claims - Contractual Services (cont.)

❑ Documentation uploaded in WebGrants with claim

- All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation and length of time over which the services will be provided, which shall not exceed the length of the grant period
- All contracts made by the non-Federal entity under the Federal award must contain the required Federal Provisions (see Articles of Agreement)
- All contracts \$25,000 or more must be reviewed by the Office of Homeland Security (OHS) prior to execution

Advance Payment

- ❑ Advance Payment

- Exception, not the rule
- \$2,500 minimum (UASI \$25,000)
- Proof of Payment due to OHS within 30 days

DO NOT request Advance Payment until you are ready to pay the vendor

Subaward Adjustments

Component
General Information
Contact Information
Claims
Subaward Adjustments
Subaward Adjustment Notices
Budget

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

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

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

Grant Tracking

General Information

Subaward Adjustment Type:

Subaward Adjustments				Return to Components Add
ID	Type	Status	Submitted Date	Last Edited By:
EMW-2016-SS-00049-014 - 01	Budget Revision	Editing		

Subaward Adjustment (cont.)



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Subaward Adjustments

Components			Preview Submit
Name	Complete?	Last Edited	
General Information	✓	09/08/2016	
Justification			
Budget			
Confirmation			

Subaward Adjustments

Subaward Adjustments:

- o Submit subaward adjustments through WebGrants
- o The subaward adjustment **MUST** be approved before making a purchase

Note - Claims:

- o To avoid over-spending on a budget line, please ensure that you are tracking your expenditures in your own system separately (Excel spreadsheet is acceptable)

WebGrants Questions

The screenshot shows the login interface for the Missouri Department of Public Safety's WebGrants system. At the top left is a dark blue header with the department's name and seal. To the right is a yellow banner. Below the header, a light blue bar contains a 'System Compatibility' link. The main content area has a 'Log In' link with a key icon. The login form is divided into two columns. The left column contains fields for 'User ID' and 'Password', a 'Log In' button, and links for 'Forgot User Id?' and 'Forgot Password?'. The right column features a smaller department logo, a heading for new users, and a 'Register Here' link. At the bottom, an 'Announcements' section is visible.

Missouri Department of
Public Safety

[System Compatibility](#)

[Log In](#)

<p>Log In</p> <p>User ID:* <input type="text"/></p> <p>Password:* <input type="password"/></p> <p><input type="button" value="Log In"/></p> <p>Forgot User Id?</p> <p>Forgot Password?</p>	<p></p> <p>New to WebGrants - Missouri Department of Public Safety?</p> <p>Register Here</p>
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[Announcements](#)

Milestones

- ❑ A set of milestones needs to be set up for each project
- ❑ A form will be sent out that will need to be completed
- ❑ Updates to milestones in application are being developed to match Federal reporting requirements



Milestones (cont.)

- ❑ Milestones track all the necessary steps to complete a project.
- ❑ Milestones will be used in your Status Reports to capture progress of each project



Progress/Status Report

- ❑ Progress/Status Reports:
 - Due December 10th (06/01 – 11/30)
 - Due June 10th (12/01 – 05/31)
- ❑ Provide the status of each milestone and dates they were started/completed
- ❑ In additional comments provide any areas of concern

Mandatory Grant Monitoring

- ❑ Purpose of monitoring:

- Ascertaining compliance with all fiscal and programmatic responsibilities
- Fiscal compliance with regulations included in Articles of Agreement in the Grant Award of Contract
- Programmatic compliance focuses towards achievement of goals and objectives, and operations, including equipment deployment, for project implementation and execution

- ❑ If an on-site monitoring is necessary, OHS will notify your agency before the monitoring is conducted

Grant Monitoring (cont.)

- ❑ As a pass-through agency you are required to monitor per 2 CFR 200.331 Requirements for Pass-Through Entities part d
- ❑ Required to adopt a monitoring policy and supply it to OHS by January 30, 2017
 - May use OHS Information Bulletin 1: Policy on Monitoring as a guide for your policy
- ❑ Will be required to monitor subrecipients for HSGP 2016 funds according to your monitoring policy
 - OHS Monitoring questionnaire template available upon request

Reconciliation and Closeout

- ❑ Final Report must be submitted within 45 days after the end of the award period of performance
- ❑ Final office based review of the award
 - All outstanding monitoring corrections must be completed before closing out the grant



Record Retention

- ❑ Must maintain grant files for a period of 5 years from the end of the state fiscal year in which the grant closes. These files include all funded applications, supporting documentation, contracts, agreements, and routine reports submitted by the grant recipient
- ❑ Project completion has not occurred until all reporting requirements are satisfied and final payments have been made
- ❑ Retention period for equipment records starts from the date of the equipment disposition

Avoid Being Derailed

- ☐ Return all required documents with original signatures
- ☐ Verify NIMS compliance
- ☐ Verify LE, EMS and Fire reporting compliance (if applicable)
- ☐ Submit required reports accurately and on time



Key Dates

October 1, 2016 – Executed award documents submitted



Signed contracts from all subrecipients before starting projects



Annually - December 10 & June 10 - Status Reports due



January 15, 2017 – Completed EHP due, if applicable



January 30, 2017 – Monitoring Policy due



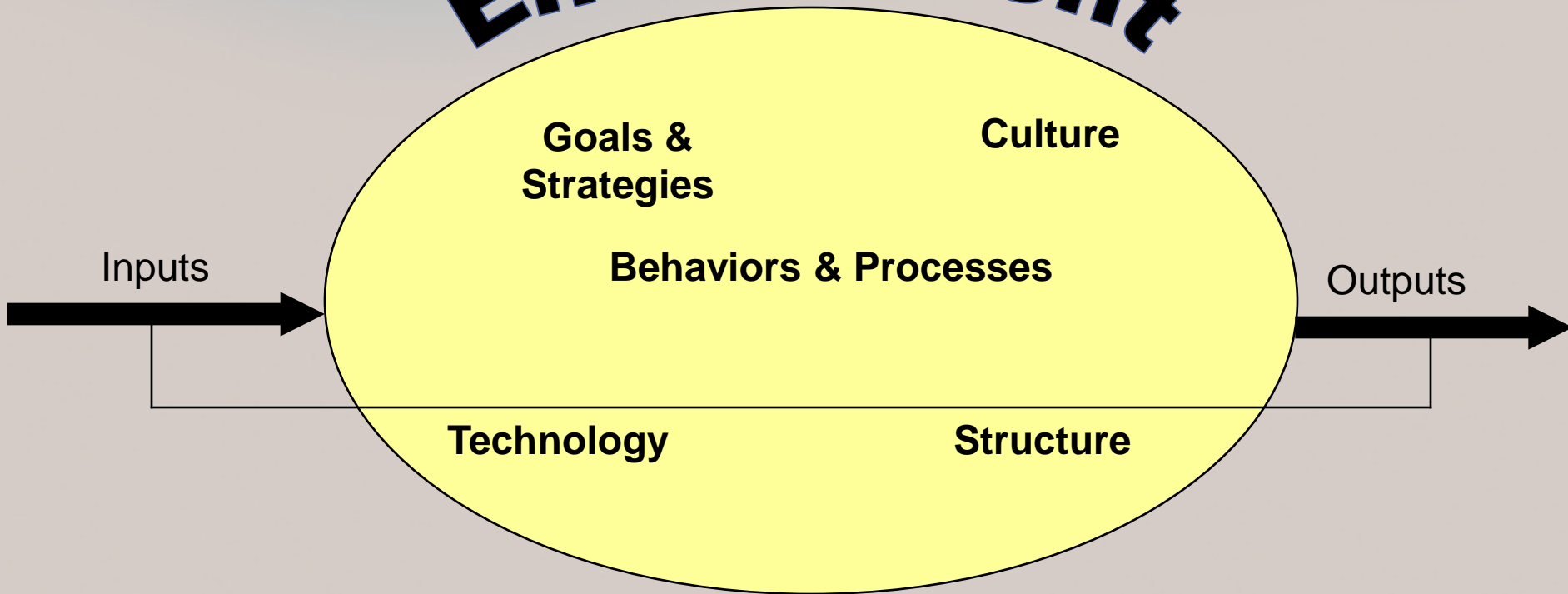
October 15, 2018 or within 45 days of project completed – Final Reports submitted

Success Factors

- o Understand your environment
- o Understand the Grant Life Cycle & Tasks
- o Embrace Teamwork
- o Use Project Management Tools
- o Hold People Accountable
- o Invest in Training
- o Strong Contract Management
- o Use Program Evaluation
- o Ask for OHS Grants for help – We are partners!

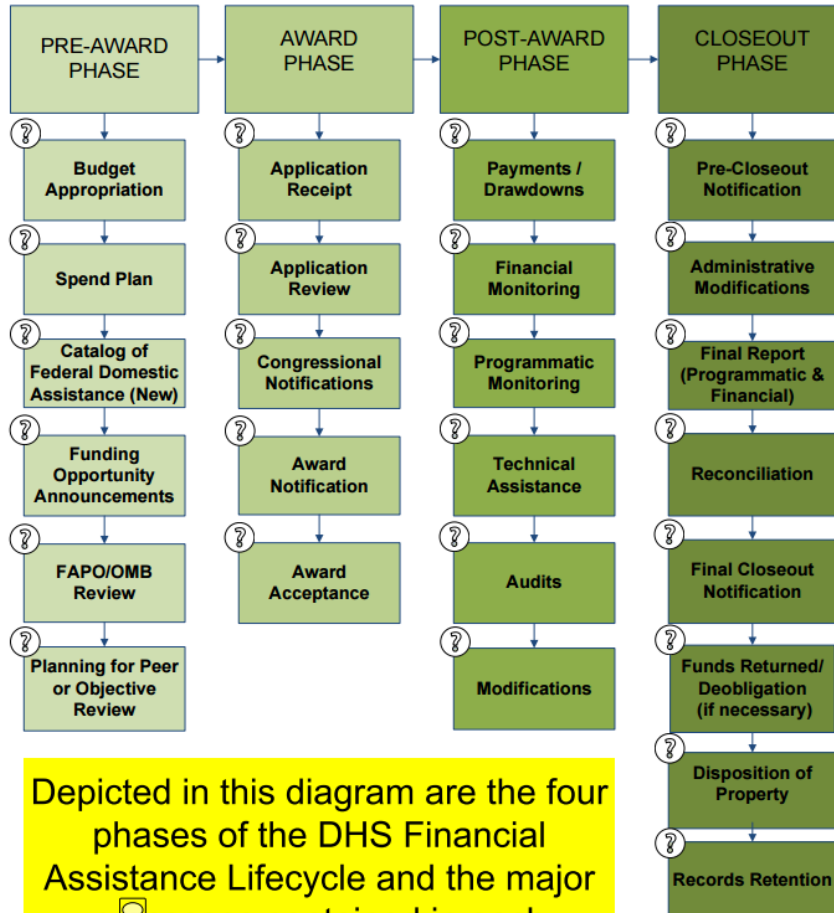
Organizational Assessment

Environment



Open Systems Model by Harrison

DHS FINANCIAL ASSISTANCE LIFECYCLE



Depicted in this diagram are the four phases of the DHS Financial Assistance Lifecycle and the major processes contained in each lifecycle phase.

DHS Grant Life Cycle Hand Out

Grant Work (Implementation) Team – Based Approach

- No more than 5-7 members
- Grant manager
- Grant writer
- Departmental directors /managers
- Program officers
- Program evaluators or research staff
- Fiscal agents / accountants
- Auditors
- Procurement officers
- Clients



Project Management Software Basecamp.com



Basecamp 2

Projects

Calendar

Everything

Progress

Everyone

Me

Jump to a project, person, label, or search...

Capitol Masquerade Ball 12.12.15

To-do lists

[Add a to-do list](#)

Program 2 comments

- ☐ 1. Agenda 3 comments Wed, Nov 18, 2015
- ☐ 4. Sponsor List/logos 1 comment Jeff Barlow · Wed, Nov 18, 2015
- ☐ 5. Auction: Silent/Live Dana Rademan Miller · Wed, Nov 18, 2015
- ☐ 6. Thank yous Wed, Nov 18, 2015
- ☐ Program Proof Laura Paulus · Wed, Nov 25, 2015
- ☐ Proof OK and PRINT Laura Paulus · Tue, Dec 1, 2015

[Add a to-do](#)

Touch Point Marketing with Event Posters 4 comments

[Add a to-do](#)

Governance - Project Steering Committee Items

- ☐ Determine meeting/conference call schedule from now until the event.
3 comments

[Add a to-do](#)

Show to-dos assigned to

Anyone ▼

Show to-dos that are due

Anytime ▼

[See completed to-dos](#)

Current to-do lists

[Auction \(Dana Miller and Jeff Barlow\)](#)

[Connected Activities \(Dana Miller\)](#)

[Details, details - Becky Britton](#)

[Entertainment \(Dana Miller\)](#)

[Governance - Project Steering Committee Items](#)

[Logistics at the Capitol for the Event \(Heidi Lucas\)](#)

[Marketing - August/September](#)

[Marketing - Upcoming](#)

Project Management Software

Asana.com

The screenshot displays the Asana web interface. On the left is a dark sidebar with navigation links. The main area shows a project titled 'Missouri CAN Name Change' with a list of tasks categorized into 'Legal Name Change Tasks' and 'Financial Name Change Tasks'. Each task has a status icon (a circle with a checkmark) and a color-coded assignee or category label.

Sidebar Navigation:

- Poverty Report
- Communication Planning
- Future Project Ideas
- Poverty Summit
- Show Recents and more...
- Teams**
 - MIS
 - Team Conversations
 - Team Calendar
 - PROJECTS
 - New 'MIS' project plan
- MACA Communications ...**
 - Team Conversations
 - Team Calendar
- PROJECTS**
 - Communication Planning
 - Future Project Ideas
 - Poverty Report
 - Community Action Website
- Missouri CAN Name Change**
- Conferences & Events T...**
 - Team Conversations
 - Team Calendar
- PROJECTS**

Main Content Area:

☆ Missouri CAN Name Change ▾

List Conversations Calendar Progress Files

View: Incomplete Tasks ▾

Add Task

New Section:

Legal Name Change Tasks:

- ✓ Change Name Federally with IRS BB
- ✓ File for Service Mark for Missouri CAN BB
- ✓ Notify Regional CAP agencies for Region 7 CK
- ✓ Notify National CAP of Name Change CK
- ✓ Post Office Notification BB
- ✓ Change phone system message KB
- ✓ Board Paperwork/Bylaws to be changed BB

Financial Name Change Tasks:

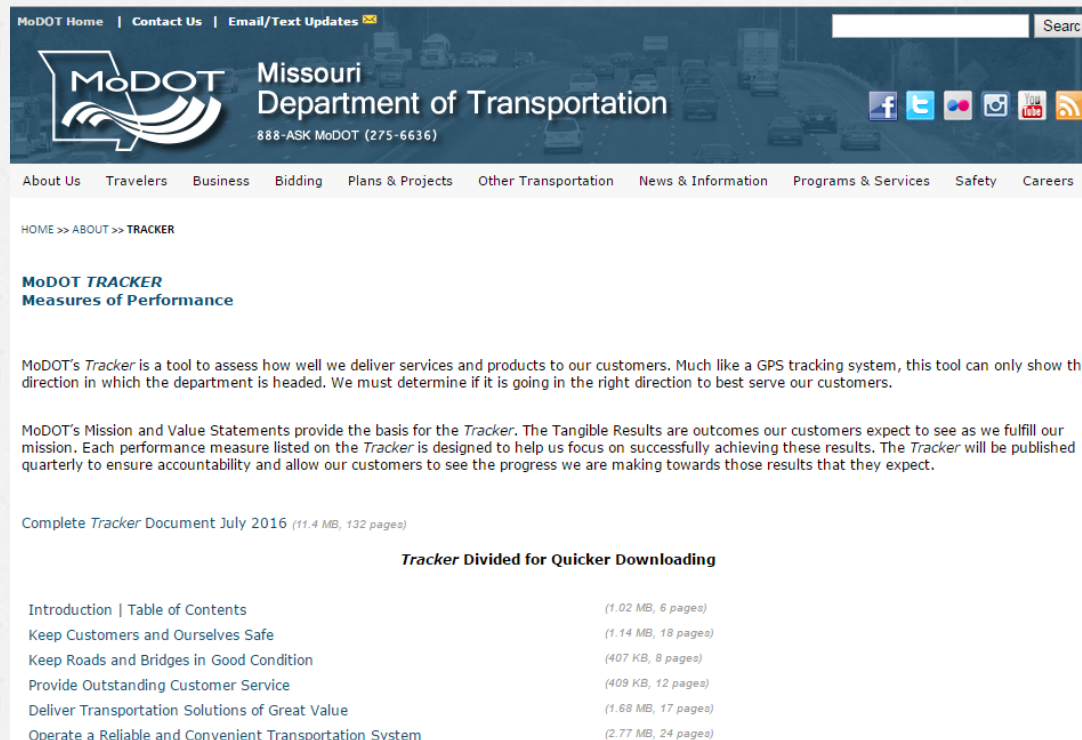
- ✓ Change Name on Organization Investment Funds BB
- ✓ Change Name on Mutual of America Accounts BB
- ✓ All Bank Accounts BB
- ✓ State/Federal Grant Accounts (state/Federal vendor registration/ACH Payments) BB
- ✓ Missouri Foundation for Health Grant BB
- ✓ Car/Property Titles BB
- ✓ Insurance policies BB
- ✓ Copyright/Ownership on Poverty Simulation Kits BB
- ✓ Change Name of Company Credit Cards BB
- ✓ Motor Vehicle Licenses BB
- ✓ Membership Benefit Partnerships/agreements such as Columbia College BB
- ✓ Change SAM System and Grants.gov registrations BB

Project Management

- o Office of Administration Project Management Training:
- o <http://www.training.oa.mo.gov/motec/classes/ProjectManagement90hr.htm>
- o Participants will begin their journey into project management concepts, theories, and foundational processes. The focus in this course is on scheduling, creating a work breakdown structure and planning for human resource needs. In planning for human resource needs, participants will study behavioral skills that will help motivate, equip, and keep project team members accountable and on task. This is the foundational course specifically designed to align with the Project Management Institute's nine knowledge areas of PMBOK. Each course will utilize both new content as well as best practices which will be taught from the Best Practice Manual.

Project Governance & Accountability-MODOT Example

o <http://www.modot.org/about/Tracker.htm>



The screenshot shows the MoDOT website header with navigation links: MoDOT Home, Contact Us, Email/Text Updates, and a search bar. The MoDOT logo and name are prominently displayed, along with the phone number 888-ASK MoDOT (275-6636). Social media icons for Facebook, Twitter, YouTube, and RSS are also present. The main navigation menu includes links for About Us, Travelers, Business, Bidding, Plans & Projects, Other Transportation, News & Information, Programs & Services, Safety, and Careers. The breadcrumb trail reads: HOME >> ABOUT >> TRACKER. The page title is "MoDOT TRACKER Measures of Performance". The main content area contains two paragraphs explaining the Tracker tool and its purpose. Below the text, there is a link to the "Complete Tracker Document July 2016" with a file size of 11.4 MB and 132 pages. A section titled "Tracker Divided for Quicker Downloading" lists five categories of documents with their respective file sizes and page counts.

MoDOT Home | Contact Us | Email/Text Updates

MoDOT Missouri Department of Transportation 888-ASK MoDOT (275-6636)

About Us Travelers Business Bidding Plans & Projects Other Transportation News & Information Programs & Services Safety Careers

HOME >> ABOUT >> TRACKER

MoDOT TRACKER
Measures of Performance

MoDOT's *Tracker* is a tool to assess how well we deliver services and products to our customers. Much like a GPS tracking system, this tool can only show the direction in which the department is headed. We must determine if it is going in the right direction to best serve our customers.

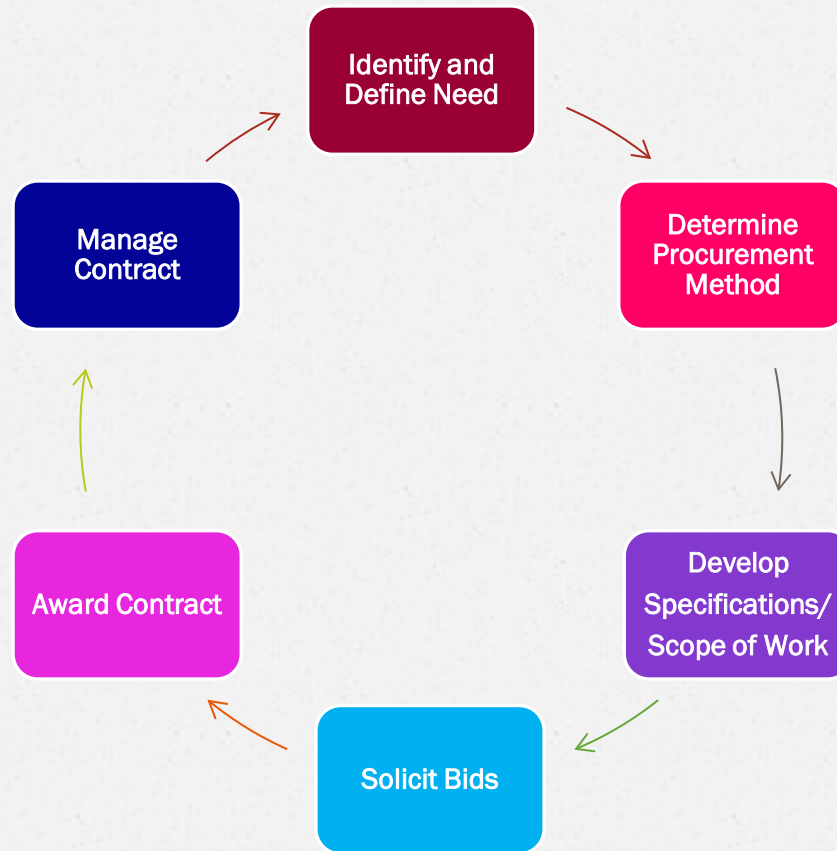
MoDOT's Mission and Value Statements provide the basis for the *Tracker*. The Tangible Results are outcomes our customers expect to see as we fulfill our mission. Each performance measure listed on the *Tracker* is designed to help us focus on successfully achieving these results. The *Tracker* will be published quarterly to ensure accountability and allow our customers to see the progress we are making towards those results that they expect.

Complete *Tracker* Document July 2016 (11.4 MB, 132 pages)

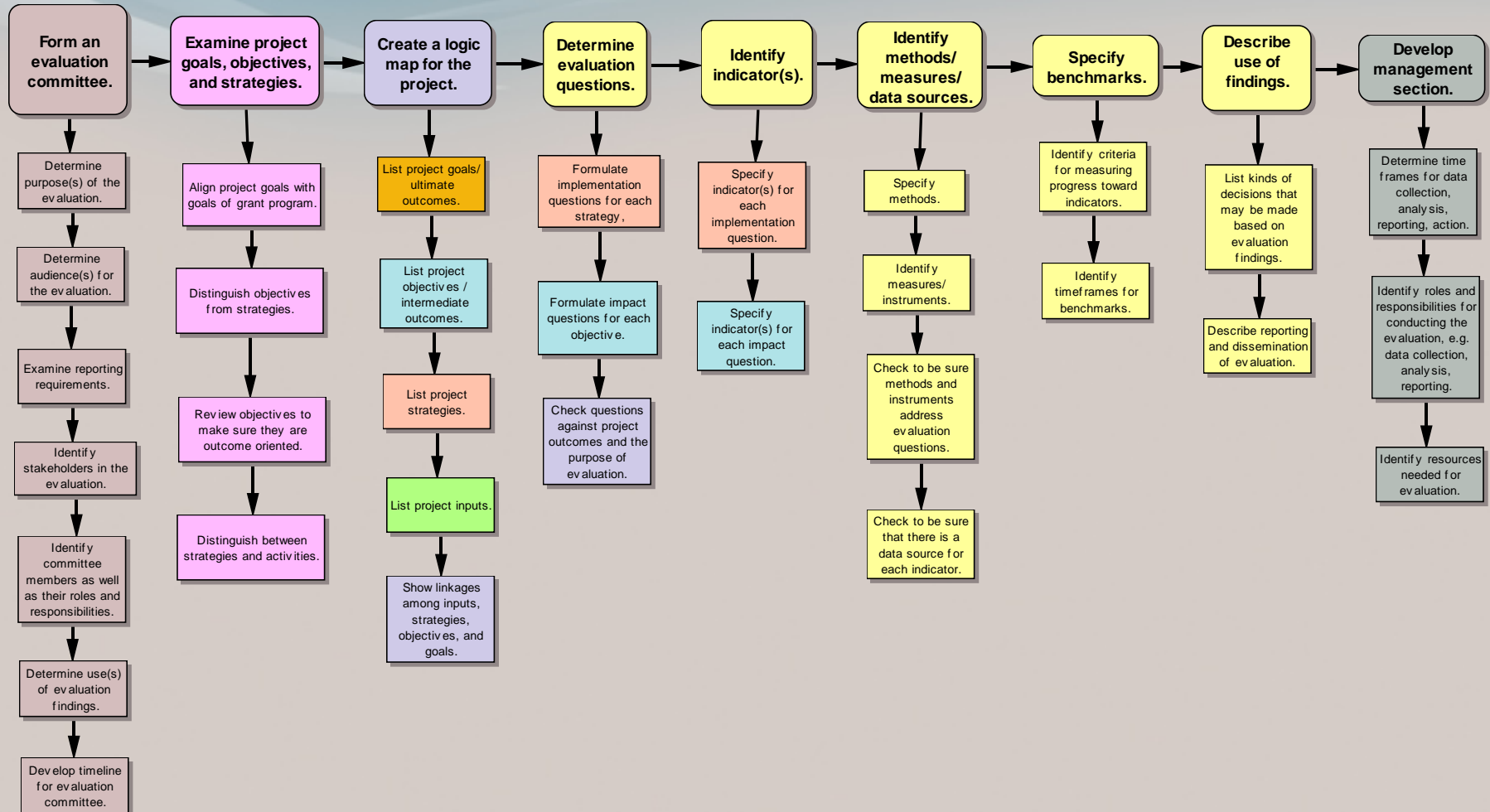
Tracker Divided for Quicker Downloading

Introduction Table of Contents	(1.02 MB, 6 pages)
Keep Customers and Ourselves Safe	(1.14 MB, 18 pages)
Keep Roads and Bridges in Good Condition	(407 KB, 8 pages)
Provide Outstanding Customer Service	(409 KB, 12 pages)
Deliver Transportation Solutions of Great Value	(1.68 MB, 17 pages)
Operate a Reliable and Convenient Transportation System	(2.77 MB, 24 pages)

Contract Management



How to Develop a Project Evaluation Plan



Other Resources

- o To learn more about current federal grant policies, click below for summaries of the laws and their intended impact, beginning with the most recent:
- o [Office of Management and Budget Uniform Guidance \(2014\)](#)
- o [DATA Act \(2014\)](#)
- o [Executive Order 13576 \(2011\)](#)
- o [American Recovery and Reinvestment Act \(2009\)](#)
- o [Federal Funding Accountability and Transparency Act \(2006\)](#)
- o [Public Law 106-107 \(1999\)](#)
- o [Single Audit Act Amendments of 1996](#)
- o [Lobbying Disclosure Act \(1995\)](#)
- o [Federal Grant and Cooperative Agreement Act \(1977\)](#)

Other Resources

- o DHS Financial Assistance Resources: <https://www.dhs.gov/dhs-financial-assistance>
- o Online Uniform Guidance Webcast Training Free: <https://cfo.gov/2014/01/27/january-2014-training-webcast-for-uniform-guidance/>
- o GRANTS.GOV: The grant process follows a linear lifecycle that includes creating the funding opportunity, applying, making award decisions, and successfully implementing the award. The specific actions along the lifecycle are grouped into three main phases. Each of the three phases has its own page that provides a more detailed look at the process:
 - o [Pre-Award Phase - Funding Opportunities and Application Review](#)
 - o [Award Phase - Award Decisions and Notifications](#)
 - o [Post Award - Implementation, Reporting, and Closeout](#)

Questions?



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Grant Specialist