



Missouri Office of Homeland Security
Division of Grants, Local and State Assistance
Information Bulletin
OHS-GT-2012-005-01

Subject: Policy on Claim Request Requirements including OHS Reimbursement Checklist

Effective Date: November 1, 2016

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I. Introduction

This informational bulletin is provided to assist local governments, state agencies, and nonprofits when submitting requests for reimbursement to the Missouri Office of Homeland Security (OHS), Division of Grants.

This information bulletin replaces OHS-GT-2012-005 “Policy on Claim Request Requirements including the OHS Reimbursement Checklist” dated April 15, 2012.

II. Reimbursement for Equipment

When submitting reimbursement requests to the OHS, Division of Grants, for equipment expenses, subrecipients are required to submit:

- Claim in Webgrants
- Equipment Detail form in WebGrants
- Invoice
- Purchase order, if one was created or referenced on an invoice
- Proof of delivery (i.e., signed packing slip, receipt, or statement in writing indicating equipment was delivered)
- Proof of payment (i.e., copy of check or credit card statement)

III. Reimbursement for Personnel

When submitting reimbursement requests to the OHS, Division of Grants, for personnel expenses, subrecipients are required to submit:

- Claim in WebGrants
- Invoice (example: temporary clerical support/invoice)
- Proof of payment (i.e., copy of check or payroll journal)
- Wage and benefit cost(s)
- Timesheet(s)
- Signed salary certification (examples are listed below)

Example: Employees that work solely on a single federal award or cost objective:

Certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee. *If the subrecipient submits the certification semi-annually, it must be attached to the OHS Biannual Status Report due on June 10 and December 10. (See example below)*

PERSONNEL CERTIFICATION	
This is to certify that the following individuals have worked 100% of their time under the _____ (CFDA: _____) cost objective:	
From: _____ Through _____ (FY _____)	
This work supports the implementation of the State Homeland Security Strategies to address the identified planning, organization, equipment, training and exercise needs to prevent protect against, mitigate, respond to and recover from acts of terrorism and other catastrophic events.	
EMPLOYEE NAME	POSITION TITLE
I certify that I have first-hand knowledge of the work performed by these individuals.	
	Title: _____
Printed Name: _____	
	Date: _____
Signature _____	

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Example: Employees that work on multiple activities or those employees whose salaries and wages are used in meeting cost sharing or matching requirements of Federal awards:

Certifications will be prepared at least monthly that will reflect an after-the-fact distribution of the actual activity of each employee. The certification will account for the total activity for which each employee is compensated and will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee. *This certification must be included with the reimbursement request (See example below)*

Missouri Office of Homeland Security			
Monthly Personnel Certification Statement			
Employee's Name			
April 2012			
Grant Program	CFDA	Total Hours	% of Time
HSGP	97.067	147	83.5%
BZPP	97.078	13	7.4%
PSIC	11.555	0	0.0%
IECGP	97.055	0	0.0%
TSGP	97.075	0	0.0%
EOC	97.052	8	4.5%
EMPG	97.042	8	4.5%
NSGP	97.008	0	0.0%
Other	N/A	0	0.0%
Total Leave	N/A	0	0.0%
		176	100.0%
I hereby certify this report is an after-the-fact determination of the total activity and actual effort expended for the period indicated, and I have full knowledge of 100% of these activities.			
Employee Signature:			

- Wage and benefit cost(s)
- For overtime, please provide: 1) Employee status (exempt or non-exempt); 2) Timesheets showing overtime worked
- For backfill, please provide: 1) Employee status (exempt or non-exempt); 2) Timesheets documenting the backfill hours worked by the additional employee

IV. Reimbursement for Training

When submitting reimbursement requests to the OHS Division of Grants, for training expenses, subrecipients are required to submit:

- Claim in WebGrants
- Ensure an approved “Training or Exercise Request” form has been uploaded in Webgrants
- Invoice
- Proof of payment (i.e., copy of check or credit card statement)
- Agenda/announcement
- Proof of attendance (i.e., participant sign in sheet, roster, or certificate)
- **Food and beverage costs can only be reimbursed for pre-approved events involving field training and exercises. For example, food and beverage costs may be allowable for outdoor field events where extreme hot or cold weather could affect the safety of participants. For additional information please refer to the complete policy “Policy on Food and/or Beverage Provided for Homeland Security Training/Exercise Sessions, Meetings, or Conferences” OHS-GT-2012-004-01. If food is purchased, submit itemized receipts/ invoices, proof of payment and sign in sheet.**
- If supplies are purchased, submit itemized receipts/invoices, and proof of payment

V. Reimbursement for Contracts

When submitting reimbursement requests to the OHS, Division of Grants, for contract expenses, subrecipients are required to submit:

- Claim in WebGrants
- Invoice
- Proof of payment (i.e., copy of check or credit card statement)
- Copy of contract must be uploaded into Webgrants when requesting your first reimbursement
- Any other documents required by the contract (i.e. milestone reports, time and effort)

VI. Advance Payment

When submitting reimbursement requests to the OHS, Division of Grants, for advance payments (\$2,500 minimum/\$25,000 UASI minimum), subrecipients are required to submit:

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- Claim in WebGrants
- Equipment detail form in WebGrants (if requesting equipment)
- Invoice
- Proof that service has been rendered and/or product or equipment has been received. (i.e., signed packing slip, receipt, or statement in writing indicating the item has been received and inventoried)
- Proof of payment (i.e., copy of check or credit card statement) due to the OHS within 30 days

Note: For additional information, please refer to the complete policy on "Advance Payment and Cash Advances" OHS-GT-2012-002-01.

VII. General Policy

In addition to these requirements, the OHS Division of Grants, subrecipients are also responsible for the following general reimbursement policies:

- The OHS grants are reimbursement grants. Any approved expenditure must be made within the contract period. Subrecipients must incur an allowable expense, make payment, and seek reimbursement ***within six months of the invoice date. Invoices dated beyond six months will not be reimbursed.***
- All required information submitted **MUST** be uploaded into WebGrants when seeking reimbursement

VIII. Grant Contact Information

The OHS grant points of contact can be found online at:
<http://www.dps.mo.gov/dir/programs/ohs/grantstraining/?h=0>

Office of Homeland Security, Grants and Training, Local and State Assistance
P.O. Box 116
2302 Militia Drive
Jefferson City, Missouri 65102
Phone: 573-526-9011
Fax: 573-526-9012

OHS Reimbursement Checklist (Attachment A)**Reimbursement for Equipment**

- Claim in WebGrants
- Invoice
- Purchase order, if one was created or referenced on an invoice
- Proof of delivery (i.e., signed packing slip, receipt, or statement in writing indicating the item has been received and inventoried)
- Proof of payment (i.e., copy of check or credit card statement)

Reimbursement for Personnel

- Claim in WebGrants indicating the individual submitting the request
- Invoice (example: temporary clerical support/invoice)
- Proof of payment (i.e., copy of check or payroll journal)
- Timesheet(s)

- Employees that work solely on a single Federal award or cost objective:

Certifications are required to be prepared at least semi-annually and must be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee.

- Employees that work on multiple activities or those employees whose salaries and wages are used in meeting cost sharing or matching requirements of Federal awards:

Certifications are required to be prepared monthly that will reflect an after-the-fact distribution of the actual activity of each employee. The certification will account for the total activity for which each employee is compensated and must be signed by the employee.

- Wage and benefit cost(s)
- For overtime, please provide: 1) Employee status (exempt or non-exempt); 2) Timesheets showing overtime worked
- For backfill, please provide: 1) Employee status (exempt or non-exempt); 2) Timesheets documenting the backfill hours worked by the additional employee

Reimbursement for Training

- Claim in WebGrants
- Ensure approved "Training or Exercise Request" form has been uploaded in Webgrants
- Invoice
- Proof of payment (i.e., copy of check or credit card statement)
- Agenda/announcement
- Proof of attendance (i.e., participant sign in sheet or roster, certificate)

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- Food and beverage costs can only be reimbursed for events involving field training and exercises if the costs are reasonable, necessary, approved, and budgeted. For example, food and beverage costs are allowable for outdoor field events where extreme hot or cold weather could affect the safety of participants. Please refer to “OHS-GT-2012-004-01 “Policy on Food and/or Beverage provided for Homeland Security Training/Exercise Sessions, Meetings or Conferences” If food and beverage is purchased, submit itemized receipts/ invoices, proof of payment, and sign in sheet.

Reimbursement for Contracts

- Claim in WebGrants
- Invoice
- Proof of payment (i.e., copy of check or credit card statement)
- Contract must be uploaded into Webgrants when requesting your first reimbursement
- Any other documents required by the contract (i.e. milestone reports, time, and effort)

Advance Payment (\$2,500 minimum)

- Claim in WebGrants
- Invoice
- Proof services have been rendered and/or product or equipment has been received (i.e., signed packing slip, receipt, or statement in writing indicating the item has been received and inventoried)
- Proof of payment (i.e., copy of check or credit card receipt) due to OHS Division of Grants within 30 days

Note: For additional information, please refer to the complete policy on “Advance Payment and Cash Advances” OHS-GT-2012-002-01 as amended.

General Policy

- All required information listed above **MUST** be uploaded into Webgrants when seeking reimbursement
- Incomplete reimbursement requests will result in a delay of payment and is the requesting agency’s responsibility**