

STATE HOMELAND SECURITY PROGRAM (SHSP)
**FY2022 ENHANCING COMMUNITY
PREPAREDNESS AND RESILIENCE (ECPR)**

COMPLIANCE WORKSHOP
NOVEMBER 3, 2022



AGENDA

- ▶ Roll Call
- ▶ Grant Requirements
- ▶ Inventory Management
- ▶ WebGrants
- ▶ Grant File
- ▶ Grant Closeout
- ▶ Monitoring

GRANT REQUIREMENTS



ENHANCING COMMUNITY PREPAREDNESS AND RESILIENCE (ECPR)

- ▶ The objective of the FY 2022 SHSP is to fund state and local efforts to prevent terrorism and prepare the Nation for threats and hazards that pose the greatest risk to the security of the United States
 - SHSP ECPR assists state and local efforts to build, sustain, and deliver capabilities necessary to prevent, prepare for, protect against, and respond to, acts of terrorism through projects that enhance community preparedness and resilience in Missouri.

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
- ▶ [U.S. Department of Homeland Security \(DHS\), Notice of Funding Opportunity \(NOFO\), Fiscal Year 2022 Homeland Security Grant Program \(HSGP\)](#)
 - Provides programmatic requirements specific to the State Homeland Security Program
- ▶ [Grant Programs Directorate \(GPD\) Information Bulletins \(IBs\)](#)
<https://www.fema.gov/grants/preparedness/about/informational-bulletins>
 - IBs provide administrative instructions and guidelines critical to supporting the effectiveness and efficient delivery of the grant

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

- ▶ [FY 2022 SHSP ECPR Grant Notice of Funding Opportunity \(NOFO\)](#)
- ▶ [Administrative Guide for Homeland Security Grants](#)
- ▶ Information Bulletins
 - [Information Bulletin 1: Policy on Monitoring](#)
 - [Information Bulletin 2: Policy on Advance Payment and Cash Advances](#)
 - [Information Bulletin 4: Policy on Food and/or Beverage Provided for Homeland Security Training/Exercise Sessions, Meetings, or Conferences](#)
 - [Information Bulletin 5: Policy on Reimbursement Requests](#)
 - [Information Bulletin 6: Policy on Utilization of the Training Request Form for Approved and Non-Approved Training](#)
 - [Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments](#)

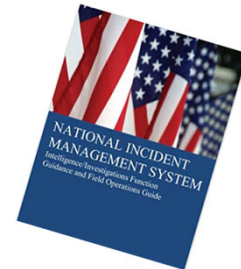
EMERGENCY OPERATIONS PLAN (EOP)

- ▶ All subrecipients that maintain an EOP
 - Must update EOP once every two years
 - Conform to guidelines outlined in [Comprehensive Preparedness Guide \(CPG\) 101 v2](#)



NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

- ▶ All subrecipients must strive to be NIMS compliant 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.



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](#)

If utilizing state contract, procurement documents (quotes/bids) and invoice must reference state contract number

PROCUREMENT REQUIREMENTS

State of Missouri Procurement Guidelines

Less than \$10,000	\$10,000 - \$99,999	Greater than \$100,000
<ul style="list-style-type: none"> Purchase with prudence on the open market 	<ul style="list-style-type: none"> Must be competitively bid Informal method is acceptable Minimum of 3 bids/quote Ex. Telephone quote, online pricing, request for quotation 	<ul style="list-style-type: none"> Formal solicitation required Advertised in at least two daily newspapers for general circulation at least 5 consecutive days before bids are to be opened May also advertise in at least 2 weekly minority newspapers & provide through an electronic medium available to general public Post a notice in a public area of your office Solicit by mail or other reasonable methods generally available to the public OHS must approve if less than 3 bids received

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
 - Single Feasible Source over \$10,000
 - Projects requiring an Environmental and Historic Preservation (EHP)
 - Items that require a federal waiver can be located in IBs
 - Examples
 - Boats
 - Unmanned Aerial Vehicles (Drones)
 - Explosives

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 SHSP funds

ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

► Projects that involve changes to the natural or built environment

- An EHP review is an analysis of pertinent project information to determine whether a project may have the potential to impact environmental or historical/cultural resources
- 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
- Any ground disturbances
- Includes project on interior of buildings and facilities



ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

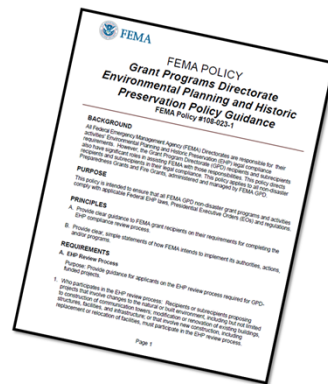
- The EHP review must be completed before initiating **ANY** work even if a previous award/year/program/project has an approved EHP review

NO RETROACTIVE APPROVALS



ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

[FEMA POLICY: Grant Programs Directorate Environmental Planning and Historic Preservation Policy Guidance](#)



ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

FEMA may be required to consult with the relevant State Historic Preservation Office (SHPO), the U.S. Fish and Wildlife Service (FWS), the U.S. Army Corps of Engineers (USACE), and others to determine impacts to sensitive resources



ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

- ▶ Purpose of EHP review is to ensure compliance – **NOT** to deny or approve projects
- ▶ Costs of environmental review (e.g., archeological surveys, reports, etc.) are the responsibility of and paid by the grant subrecipient



ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

The EHP form can be located on the DPS website in the [Grant Applications and Forms section](#):

Make sure your EHP Form includes

- ▶ Clear description of the project, including project location
- ▶ Labeled, ground-level photos of the project area
- ▶ Aerial photo(s)
- ▶ Includes the year built for any buildings/structures involved in the project
- ▶ Describes extent (length, width, depth) of any ground disturbance
- ▶ Includes any other pertinent EHP info (e.g., environmental studies/surveys, FCC info, permits in-hand, etc.)

Be sure you are using the current form – look for the expiration date in the right-hand corner

ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

▶ Bad

- Install cameras in courthouse

▶ Good

- Install 4 Panasonic VT-5 video cameras on first floor of 1898 county courthouse. Cameras will be installed opposite exit doors, 2 feet below drop ceiling (see diagram for location, position, and height). Wiring will use existing conduits..., etc.

ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

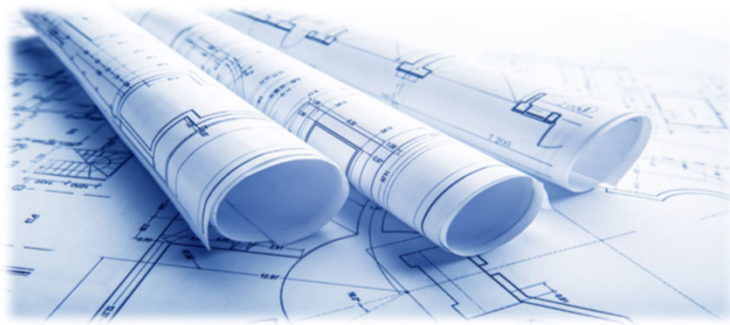
Required: site photographs, maps and drawings.

- ▶ Labeled, color, aerial photograph of the project site
- ▶ Labeled, color, ground-level photographs of the project site
- ▶ Labeled, color photograph of each location where equipment would be attached to a building or structure (interior and exterior)
- ▶ Label all photographs with the name of facility, location (city, county, state) and physical location (physical address or latitude-longitude)
- ▶ Identify ground disturbance including Length x Width x Depth
 - Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities
 - Include details of any fill materials involved in ground disturbances

EHP SUPPORTING PHOTOGRAPHS

If Available:

- Labeled, color ground-level color photographs of the structure from each exterior side of the building/structure
- Technical drawings or site plans



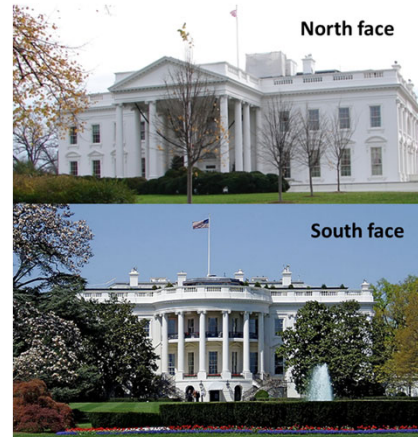
EHP SUPPORTING PHOTOGRAPHS

► Aerial Photo



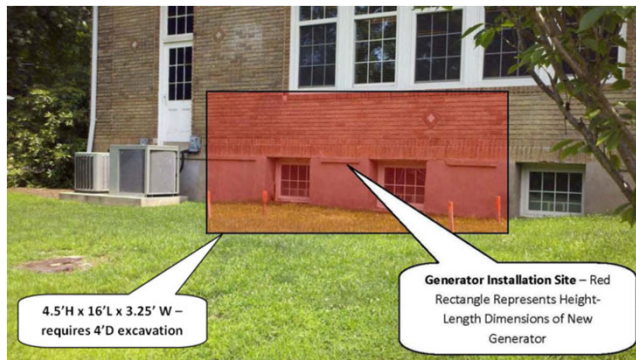
EHP SUPPORTING PHOTOGRAPHS

- ▶ Clear and complete ground level photos with captions



EHP SUPPORTING PHOTOGRAPHS

- ▶ Captioned Installation Mockup Photos



EHP SUPPORTING PHOTOGRAPHS

Interior equipment photographs. The example in Figure 6 shows the use of graphic symbols to represent security features planned for a building. The same symbols are used in the other pictures where the same equipment would be installed at other locations in/on the building. This example includes the name of the facility and its physical address.

A camera will be added in the upper right corner and a proximity door access reader will be added for access control



EHP SUBMISSION

The EHP packet needs to be completed and submitted early!!

Projects started before clearance is issued will
NOT be reimbursed!

- ▶ If the project scope changes, another EHP form must be approved prior to work beginning
- ▶ Submit forms via Correspondence in WebGrants
- ▶ Questions: Debbie Musselman (573) 751-5997

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

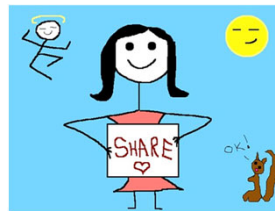
- ▶ All equipment purchased with State Homeland Security Program funds **MUST** be tagged
- ▶ All tags must state:

Purchased with U.S. Department of
Homeland Security Funds

- ▶ Tags are available upon request
 - Contact Kelsey Saunders at Kelsey.Saunders@dps.mo.gov

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



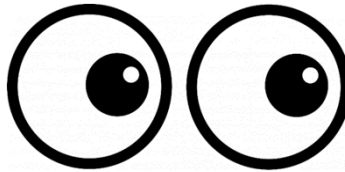
INVENTORY MANAGEMENT

- ▶ 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 SHSP 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:

<ul style="list-style-type: none"> ▪ Region ▪ County ▪ Fiscal Year ▪ Grant Program ▪ Grant Award Number ▪ Description of Equipment ▪ EGMS/WebGrants Line Item Number ▪ Manufacturer ▪ Model ▪ Identification number ▪ Title holder ▪ Quantity 	<ul style="list-style-type: none"> ▪ 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
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INVENTORY MANAGEMENT

- ▶ When original or replacement equipment acquired with Homeland Security (HS) 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 HS 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 to Kelsey Saunders at Kelsey.Saunders@dps.mo.gov
- ▶ A copy of the approved Equipment Disposition Form must be maintained in the subrecipient grant file
- ▶ Equipment Disposition Form found on the 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: Region X wants to sell their 2009 FI 50, which was 75% funded with Homeland Security funds and 25% funded with local funds. The fair market value for their 2009 FI 50 was \$6,000.00. The Federal awarding agency would be entitled to \$4,500.00 of the proceeds and the local agency would be entitled to \$1,500.00

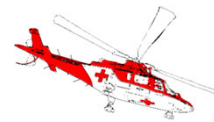
INVENTORY MANAGEMENT

- ▶ Homeland security funding should support deployable assets that can be used locally, regionally, across the State of Missouri or the Nation through automatic assistance and mutual aid agreements
- ▶ All assets supported in part or entirely with homeland security grant funding, **MUST** be readily deployable and NIMS kind and typed when possible. While it may not be physically deployable, GIS and interoperable communications systems are considered deployable assets



INVENTORY MANAGEMENT

- ▶ Resource Typing: Assigning a standardized typing designation to each resource ensures responders get the right personnel and equipment. To meet the Tier I criteria for national resource typing definitions, the resource must already exist as a defined, deployable interstate response resource
- ▶ Kind: Describes what the resource is (e.g., Medic, Firefighter, helicopter, bulldozer)
- ▶ Type: Describes the size, capability, and staffing qualifications of a specific kind of resource
- ▶ Website: [Resource Typing Library Tool](#)



INVENTORY MANAGEMENT

- ▶ Tier I represents resources that are included in the national resource typing definitions, the resource must:
 - Already exist as a defined, deployable interstate response resource
 - Be exchanged and deployed with usage governed through interstate mutual aid agreements
 - Be of sufficient capability to warrant being allocated and/or physically deployed nationally
 - Have performance capability levels that can be defined as to category, kind and type
- ▶ Be identified, inventoried, and tracked to determine availability status for response operations by the jurisdiction having authority
- ▶ Allow for command and control utilization under NIMS ICS
- ▶ Be sufficiently interoperable or compatible to allow for deployment through a defined system for resource ordering as authorized under interstate mutual aid and assistance agreements



WEBGRANTS SYSTEM

WEBGRANTS

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



Log In

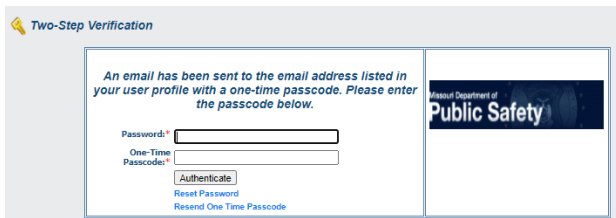
User ID:

Password:

[Forgot User ID?](#)

[Reset Password](#)

- ▶ Two-factor authentication



Two-Step Verification

An email has been sent to the email address listed in your user profile with a one-time passcode. Please enter the passcode below.

Password:

One-Time Passcode:

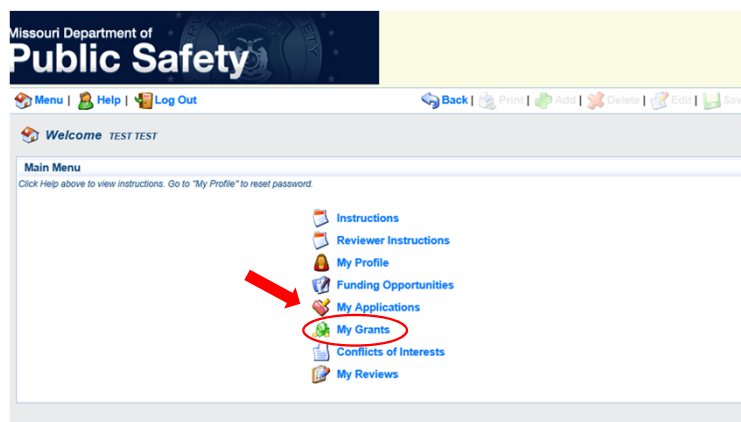
[Reset Password](#)

[Resend One Time Passcode](#)

Missouri Department of Public Safety

WEBGRANTS

- ▶ Select "My Grants"



Missouri Department of Public Safety

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Welcome TEST TEST

Main Menu

Click Help above to view instructions. Go to "My Profile" to reset password.

- Instructions
- Reviewer Instructions
- My Profile
- Funding Opportunities
- My Applications
- My Grants**
- Conflicts of Interests
- My Reviews

WEBGRANTS

- Select your FY22 SHSP Enhancing Community Preparedness and Resilience (ECPR) project



Grant Number	Status	Year	Grant Title	Program Area	Organization	Grantee	Program Officer	Funding Opportunity	Budget Total
144357	Underway	2022	FY22 ECPR Baseline Organization	State Homeland Security Program (SHSP)	BaseLine Organization	TEST TEST	Joni McCarter	144172 - FY 2022 SHSP Enhancing Community Preparedness & Resilience (ECPR) TEST	\$19,900.00

WEBGRANTS

- Grant Components

Grant Components

Alerts | Copy | Annotations (0) | Export Grant Data | Map

The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module.
You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.

Component	Last Edited
General Information	10/28/2022
Contact Information 2022	10/28/2022
Budget	10/28/2022
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
ECPR Project Package	10/28/2022
Subaward Documents - Final	
Appropriations	
Named Attachments 2022	10/28/2022
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		Alerts Copy Annotations (0) Export Grant Data Map
<small>The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.</small>		
Component	Last Edited	
General Information	11/09/2021	
Contact Information	11/09/2021	
Budget	11/09/2021	
Claims		
Correspondence		
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments		
SHSP Project Package	11/09/2021	
Subaward Documents - Final		
Appropriations		
Named Attachments	11/09/2021	
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

BUDGET

- ▶ Approved budget is located in Budget Component
 - Be sure to review approved budget before beginning procurement
 - Ensure you are only purchasing items that are on approved budget
 - Ensure you are purchasing the quantity of items that is on approved budget
 - Request Subaward Adjustment if need to make changes to budget (i.e. change in quantity)

BUDGET

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.

All Equipment purchased has to be an allowable item on the [Authorized Equipment List \(AEL\)](#).

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

Line Item Code:	Line Item Name:	AEL #:	Qty:	Unit Cost:	Total Cost:	Sustainment:	Discipline:	Function:	Allowable Activity:
10001	Mobile Radio	08-CP-01-MOBL	1.0	\$6,000.00	\$6,000.00	No	Emergency Management	Equipment	Interoperable Communications Equipment
\$6,000.00									

Narrative Justification - Equipment

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

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.

BUDGET

Contractual

[Add](#)

To include Contractual in your budget, click "Add". If the project includes more than one contractual item, repeat this step for each contract.

Line Item Code:	Item Name:	Type of Contract:	Contract Amount:	Discipline:	Function:	Allowable Activity:
12001	CERT Trainer	Services	\$1,000.00	Emergency Management	Training	Training workshops and conferences
			\$1,000.00			

Narrative Justification - Contractual

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

BUDGET

- ▶ Funds must be obligated within the project period of performance, expended, and submitted for reimbursement within 45 days following the project period of performance end date (October 15, 2024)
- ▶ Project Period: September 1, 2022 to August 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
- ▶ Funds are considered “expended” when payment is made

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)
- Approved Training Request Form
 - A [Training Request Form](#) must be submitted to the OHS 30 business days before the anticipated training date
- Agenda/Announcement
- Proof of attendance (sign-in sheet/roster/certificate)

*Meals, mileage, and lodging cannot exceed the state of Missouri rates established by the [Missouri Office of Administration](#)

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 contact must be submitted with first claim**
- Other documentation required by contract (milestone reports, time and effort)

REIMBURSEMENT REQUESTS (CLAIMS)

► Advance Payment

- [Information Bulletin 2: Policy on Advance Payment and Cash Advances](#) discusses requirements for advance payment requests
- Advance payment is defined as funds given to a 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		Alerts Copy Annotations (0) Export Grant Data Map
The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.		
Component	Last Edited	
General Information	10/26/2022	
Contact Information 2022	10/26/2022	
Budget	10/26/2022	
Claims		
Correspondence		
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments		
ECPR Project Package	10/26/2022	
Subaward Documents - Final		
Appropriations		
Named Attachments 2022	10/26/2022	
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

REIMBURSEMENT REQUESTS (CLAIMS)

- Select “Add”



The screenshot shows the 'Grant Tracking' interface. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Add' button is highlighted with a red arrow. Below the navigation bar, the 'Grant Tracking' section displays the following information:

Grant: 144357 - FY22 ECPR Baseline Organization - 2022
 Status: Underway
 Program Area: State Homeland Security Program (SHSP)
 Grantee Organization: BaseLine Organization
 Program Officer: Joni McCarter
 Budget Total: \$19,900.00

Below this information is a table titled 'Claims' with the following columns: ID, Type, Status, Date Submitted, Date Paid, Date From-To, and Claim Amount. The table is currently empty. To the right of the table, there are links for 'Scheduler', 'Annotations(0)', and 'Return to Components'. Below the table, there is a summary section with the following values:

Claims		Scheduler Annotations(0) Return to Components
ID	Type	Claim Amount
	Submitted Amount	\$0.00
	Approved Amount	\$0.00
	Paid Total	\$0.00
	Total	\$0.00

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
- 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				Copy Existing Claim	Scheduler	Annotations(0)	Return to Components
ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount	
144357 - 001	Other	Editing			01/01/2023 - 01/31/2023		
						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](#)

144357-FY22 ECPR Baseline Organization
State Homeland Security Program (SHSP)

Award Year:	2022	Status:	Editing
Subaward Number:	144357	Approved By:	
Reporting Period:	01/01/2023 - 01/31/2023	Approved Date:	
Claim Number:	144357 - 001	Paid Date:	
Submitted By:		Vendor Number:	446000582
Submitted Date:		Invoice Number:	
Is This Your Final Report:	No	Check Number:	

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

Grant Tracking

Claim: 144357 - 001 [Grant Components](#)

Grant: [144357-FY22 ECPR Baseline Organization](#)

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: [BaseLine Organization](#)

Program Manager: Joni McCarter

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	<input checked="" type="checkbox"/>	10/28/2022
Expenditures	<input type="checkbox"/>	
Reimbursement	<input type="checkbox"/>	
Equipment Inventory	<input type="checkbox"/>	
Other Attachments	<input type="checkbox"/>	

REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Expenditures Component

- Select “Add” for each expenditure to add a line to the Expenditures Form
- Complete each line of the Expenditures Form
- Select “Save” when complete

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

Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
						\$0.00				

Last Edited By:

REIMBURSEMENT REQUESTS (CLAIMS)

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

Grant Tracking

Claim: 144357 - 001 [Grant Components](#)

Grant: 144357-FY22 ECPR Baseline Organization
 Status: Editing
 Program Area: State Homeland Security Program (SHSP)
 Grantee Organization: BaseLine Organization
 Program Manager: Joni McCarter

Expenditures

Line Number* 11001 - Supplies/Operations - CERT Supplies
 Payee* Vendor Name
 Description* Brief description of item(s) purchased
 Quantity* 3.0
 Unit Cost* \$50.00
 Federal Amount Requested* \$150.00
 Invoice # 1235
 Invoice Date* 1/15/2023
 Check/EFT Number* 5667
 Check/EFT Date* 1/25/2023

[Return to Top](#)

REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Line Number – select the corresponding budget line for the item that is being requested for reimbursement
- ▶ Payee – enter the name of the vendor that the item was purchased from
- ▶ Description – enter a description of the item purchased
- ▶ Quantity – enter the quantity of the item that was purchased
- ▶ Unit Cost – Cost per item
 - The number entered into the unit cost field, multiplied by the quantity entered, should be the Federal Amount Requested that you are seeking reimbursement for
- ▶ Federal Amount Requested – Total amount of funds being requested
- ▶ Invoice # - vendor's invoice number
- ▶ Invoice Date – date on vendor's invoice
- ▶ Check/EFT Number
 - Check number used for payment to vendor **OR** EFT number for payment to vendor
 - Advance Payment
- ▶ Check/EFT Date
 - Date of check used for payment to vendor **OR** Date of EFT for payment to vendor
 - Advance Payment

REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Select “Add” to add additional expenditures to the claim
- ▶ Select “Mark as Complete” after all expenditures have been added

Expenditures						Create New Version	Mark as Complete	Go to Claim Forms	Add	
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
11001	Vendor Name	Brief description of item(s) purchased	3.0	\$50.00	\$150.00	\$150.00	1235	1/15/2023	5667	1/25/2023
						\$150.00				

REIMBURSEMENT REQUEST (CLAIMS)

- ▶ Select the “Reimbursement” Claim Component
 - Verify the amounts entered on the Expenditures Form have been transferred to the Reimbursement Form correctly
- ▶ Select “Mark as Complete”

Reimbursement			Create New Version	Mark as Complete	Go to Claim Forms	
Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)
Personnel						
Community Outreach Specialist	1001 (Line Item Code:)	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
	Sub Total:	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Personnel Benefits						
Community Outreach Specialist	2001 (Line Item Code:)	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
	Sub Total:	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Travel						
Conference	9001 (Line Item Code:)	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
	Sub Total:	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Equipment						
Mobile Radio	10001 (Line Item Code:)	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00
	Sub Total:	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00
Supplies/Operations						
CERT Supplies	11001 (Line Item Code:)	\$400.00	\$150.00	\$0.00	\$150.00	\$250.00
	Sub Total:	\$400.00	\$150.00	\$0.00	\$150.00	\$250.00
Contractual						

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)

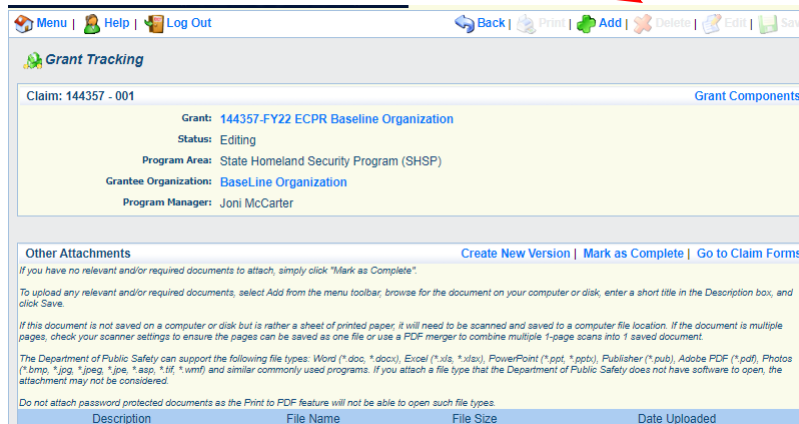
- ▶ Verify Equipment Detail is correct and select “Mark as Complete”



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	2022	10001	ABC Company	Model XF22	Brief Description	12356	SHOP ECPR	Baseline Organization	01/14/2023	1	\$1,500.00	100.0%	1101 Riverside Dr. Jefferson City, MO 65101	Debbie Musselman	573-751-5997	debbie.musselman@dps.mo.gov	Regional	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: 144357 - 001 [Grant Components](#)

Grants: 144357-FY22 ECPR Baseline Organization
 Status: Editing
 Program Area: State Homeland Security Program (SHSP)
 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”



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.

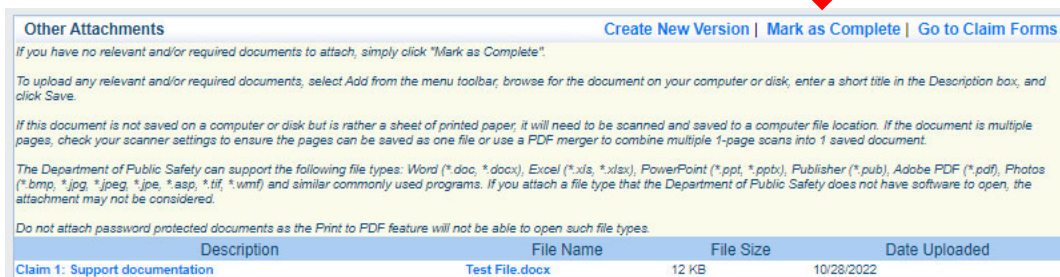
Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.

Upload File: **Choose File** | Test File.docx

Description*: claim 1: Support documentation

REIMBURSEMENT REQUESTS (CLAIMS)

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



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.

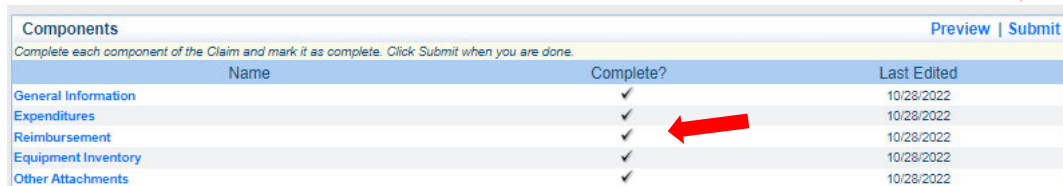
The Department of Public Safety can support the following file types: Word (*.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.jpe, *.asp, *.tif, *.wmf) and similar commonly used programs. If you attach a file type 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: Support documentation	Test File.docx	12 KB	10/28/2022

REIMBURSEMENT REQUESTS (CLAIMS)

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



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	✓	10/28/2022
Expenditures	✓	10/28/2022
Reimbursement	✓	10/28/2022
Equipment Inventory	✓	10/28/2022
Other Attachments	✓	10/28/2022

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
- ▶ 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



SUBAWARD ADJUSTMENTS

- ▶ Scope of Work Changes
 - Adding new line items to the approved budget
 - Changes in quantity of an existing line item in approved budget
 - Changes to specifications of existing line item (i.e., an equipment line item on the approved budget lists a 12'x 20' tent, in order to purchase a tent that is 10' x 10' instead of the listed equipment, prior approval is required)
- ▶ Request for scope changes must be submitted through WebGrants as a Subaward Adjustment and must be approved by the 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

The components below are associated with the current Funding Opportunity. You can change You may associate specific forms in the Associated Forms section above. You can define you copy this grant and you can export the raw data.

Component
General Information
Contact Information 2022
Budget
Claims
Correspondence
Subaward Adjustments
Subaward Adjustment Notices
Status Reports
Attachments
ECPR Project Package
Subaward Documents - Final
Appropriations
Named Attachments 2022
Closeout
Opportunity
Application
Application Versions
Application Annotations
Review Forms

SUBAWARD ADJUSTMENTS

- ▶ Select “Add”

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

- ▶ Complete General Information and select “Save”

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

Grant Tracking

General Information

Title:
 (limited to 250 characters)*

Contract Amendment Type: * Budget Revision ▼

Status: * Editing ▼

SUBAWARD ADJUSTMENTS

► General Information

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

SUBAWARD ADJUSTMENTS

- Select the “ID” of the Subaward Adjustment you just created

Subaward Adjustments			Return to Components Add
ID	Type	Status	Submitted Date
144357 - 01	Budget Revision	Editing	

- Select “Edit”

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

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

[Subaward Adjustments](#)

[Print to PDF](#) | [Withdraw](#) | [Feedback](#)

Subaward Adjustment Details

144357-FY22 ECPR Baseline Organization

State Homeland Security Program (SHSP)

Subaward Adjustment ID:	01	Submitted By:	
Subaward Adjustment Type:	Budget Revision	Submitted Date:	
Status:	Editing		
Organization:	BaseLine Organization		

Subaward Adjustment Approval

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		<input checked="" type="checkbox"/>	10/28/2022
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.

Explain the requested change and the reason for the requested adjustment
 Copy and paste Subaward Adjustment Spreadsheet here

body p

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

SUBAWARD ADJUSTMENTS

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



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

SUBAWARD ADJUSTMENTS

- ▶ Select “Budget” for Budget Modifications

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



- Adjust the budget to mirror the requested changes
- Make sure to update the Total Federal/State Share amounts
- The Total Local Match Share is \$0.00
- Select “Save”

Row	Current Budget	Revised Amount
Personnel	\$0.00	\$0.00
Personnel Benefits	\$0.00	\$0.00
Personnel Overtime	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00
PRN Time	\$0.00	\$0.00
PRN Benefits	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00
Equipment	11000.00	11000.00
Supplies/Operations	4000.00	5000.00
Contractual	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00

Row	Current Budget	Revised Amount
Total Federal/State Share	15000.00	15000.00
Total Local Match Share	\$0.00	\$0.00

SUBAWARD ADJUSTMENTS

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

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

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

Row	Current Budget	Revised Amount	Net Change
Personnel	\$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	\$11,000.00	\$10,000.00	(\$1,000.00)
Supplies/Operations	\$4,000.00	\$5,000.00	\$1,000.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Totals	\$15,000.00	\$15,000.00	\$0.00

Federal/State and Local Match Share

- The **Current Budget** column represents the current subaward. Enter the total federal/state share and total local match share as it is reflected in the current version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Current Budget column above.
- The **Revised Amount** column represents the requested, revised total of the budget as a result of the Subaward Adjustment. Therefore, enter the total federal/state share and the total local match share as it will be reflected in the revised version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Revised Amount column above.

Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$15,000.00	100.0%	\$15,000.00	100.0%	\$0.00
Total Local Match Share	\$0.00	0%	\$0.00	0%	\$0.00

SUBAWARD ADJUSTMENTS

- Select “Confirmation” form

- Complete with Authorized Official's Name, Title, and Date
- The DPS Authorized Official section remains blank
- Select “Save”

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

Subaward Adjustments

Subaward Adjustment: 01

Grant: [144357-FY22 ECPR Baseline Organization](#)

Status: Editing

Program Area: State Homeland Security Program (SHSP)

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

Your typed name as the applicant authorized official, in lieu of signature, represents your legally binding acceptance of the terms of this subaward adjustment and your statement of the veracity of the representations made in this subaward adjustment. You must include your title, full legal name, and the current date.

Authorized Official Name:* Authorized Official's Name
Title:* Authorized Official's Title
Date:* 04/15/2023

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

DPS Authorized Official/Designee Signature:
Date:

SUBAWARD ADJUSTMENTS

- Select “Attachments” form

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

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

Subaward Adjustments

Subaward Adjustment: 01

Grant: 144357-FY22 ECPR Baseline Organization
Status: Editing
Program Area: State Homeland Security Program (SHSP)
Grantee Organization: BaseLine Organization
Program Manager: Joni McCarter
Submitted Date:

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

Attachments

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.

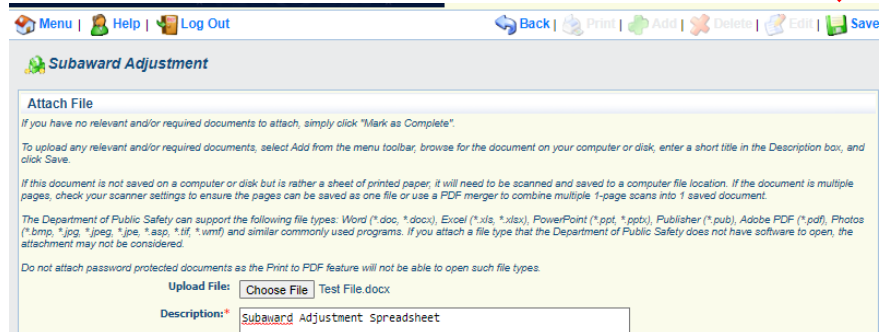
The Department of Public Safety can support the following file types: Word (*.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.png, *.eps, *.tif, *.tiff) and similar commonly used programs. If you attach a file type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



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.

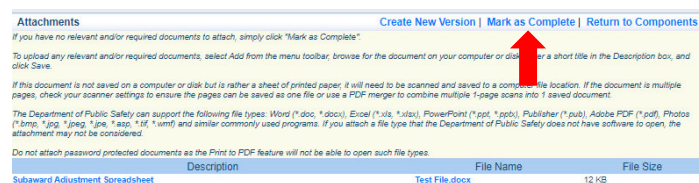
Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.

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.

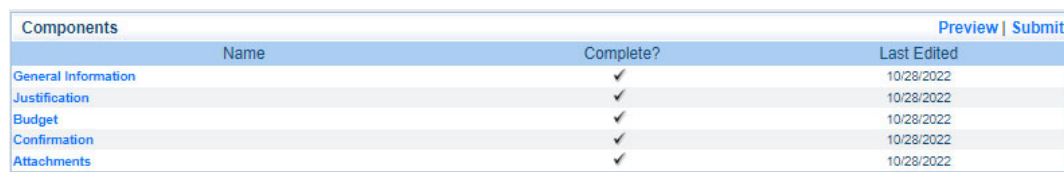
If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use a PDF merger to combine multiple 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
Subaward Adjustment Spreadsheet	Test File.docx	12 KB

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



Components	Name	Complete?	Last Edited
General Information		✓	10/28/2022
Justification		✓	10/28/2022
Budget		✓	10/28/2022
Confirmation		✓	10/28/2022
Attachments		✓	10/28/2022

[Preview](#) | [Submit](#)

STATUS REPORTS

► Status Report Due Dates

- January 10, 2023
(September 1, 2022 – December 31, 2022)
- July 10, 2023
(January 1, 2023 – June 30, 2023)
- January 10, 2024
(July 1, 2023 – December 31, 2023)
- July 10, 2024
(January 1, 2024 – June 30, 2024)
- October 15, 2024 – Final Report
(July 1, 2024 – August 31, 2024)

- To submit a Status Report, select the “Status Reports” component in WebGrants

Grant Components

The components below are associated with the current Funding Opportunity. You can change the components in the Associated Forms section above. You can define your own components for this grant and you can export the raw data.

Component
General Information
Contact Information 2022
Budget
Claims
Correspondence
Subaward Adjustments
Subaward Adjustment Notices
Status Reports
Attachments
ECPR Project Package
Subaward Documents - Final
Appropriations
Named Attachments 2022
Closeout
Opportunity
Application
Application Versions
Application Annotations
Review Forms

STATUS REPORT

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

ID	Type	Date From-To	Date	Submitted Date	Arrived?	Status
144357 - 01	Semi-Annual	09/01/2022-12/31/2022	01/10/2023		-	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 unlock 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

144357-FY22 ECPR Baseline Organization

State Homeland Security Program (SHSP)

Award Year: 2022 Status: Editing

Subward Number: 144357 Approved By:

Status Report Number: 01 Approved Date:

STATUS REPORT

- ▶ Select “Milestone Progress Report”

Components			Preview Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information		10/28/2022	
Milestone Progress Report	✓		

STATUS REPORT

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

Menu | Help | Log Out

Back | Print | Add | Delete | **Edit** | Save

Grant Tracking

Status Report: 144357 - 01

Grant: 144357-FY22 ECPR Baseline Organization

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Officer: Joni McCarter

Instructions

As per HSGIP grant guidance, the Status Report is required to demonstrate the progress of your grant for the prior six month period. The OHS staff will report the information provided to the Regional Homeland Security Committee (RHSCC) and Homeland Security Advisory Committee (HSAC).

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

Is this the final Status Report? *

Milestone Progress [Add](#)

Milestone	Project Name	Estimated Completion Date	% Milestone Completed	Milestone Progress
1. Determine specifications for needed equipment			0%	
2. Procurement completed: bidding, vendor selection, and ordering of equipment			0%	
3. Equipment received, installed, tested, and inventoried			0%	
4. Vendor paid and receipt of proof of payment received			0%	
5. WebGrants reimbursement completed with all necessary documentation			0%	
6. Equipment training completed			0%	
7. Project final report submitted and closed out			0%	

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?

STATUS REPORT

► 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

<p>Instructions</p> <p><small>As per HSOP grant guidance, the Status Report is required to demonstrate the progress of your grant for the prior six month period. The OHS staff will report the information provided to the Regional Homeland Security Committee (RHSC) and Homeland Security Advisory Committee (HSAC).</small></p>
<p>Milestone Status Report</p> <p>Is this the final Status Report? <input type="radio"/> Yes <input type="radio"/> No</p>

STATUS REPORT

► Complete “Milestone Progress” section of Status Report

- Milestone – Do **NOT** change any of the Milestone descriptions
- Project Name – Brief project name (i.e., FY 2022 Baseline Organization ECPR Grant)
- Estimated Completion Date – Add estimated or actual completion date for each milestone at time of status report
- % Milestone Completed – Estimated % of milestone completed at time of status report
- Milestone Progress – Enter pertinent notes on milestone (i.e., Specifications for mobile radio complete)

STATUS REPORT

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment	FY22 Baseline Organization ECPR	12/31/2022	100%	Specifications for equipment determined.
2. Procurement completed: bidding, vendor selection, and ordering of equipment	FY22 Baseline Organization ECPR	01/15/2023	30%	Bidding is complete, working on vendor selection and ordering of equipment.
3. Equipment received, installed, tested, and inventoried	FY22 Baseline Organization ECPR		0%	
4. Vendor paid and receipt of proof of payment received	FY22 Baseline Organization ECPR		0%	
5. WebGrants reimbursement completed with all necessary documentation	FY22 Baseline Organization ECPR		0%	
6. Equipment training completed	FY22 Baseline Organization ECPR		0%	
7. Project final report submitted and closed out	FY22 Baseline Organization ECPR		0%	

STATUS REPORT

► Select "Save"

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | **Save**

Grant Tracking

Status Report: 144357 - 01

Grant: 144357-FY22 ECPR Baseline Organization
 Status: Editing
 Program Area: State Homeland Security Program (SHSP)
 Grantee Organization: BaseLine Organization
 Program Officer: Joni McCarter

Instructions
 As per HSGP grant guidance, the Status Report is required to demonstrate the progress of your grant for the prior six month period. The OHS staff will report the information provided to the Regional Homeland Security Committee (RHSC) and Homeland Security Advisory Committee (HSAC).

Milestone Status Report
 Is this the final Status Report? ☐ Yes ☒ No

Milestone Progress

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment	FY22 Baseline Organization ECPR	12/31/2022	100%	Specifications for equipment determined.

STATUS REPORT

► Complete “Narrative Project Progress”

▪ Select “Add”

Narrative Project Progress		Add
Project Name:	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?	
Last Edited By: Chelsey Call, 04/19/2021		

▪ 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:	FY22 Baseline Organization ECPR
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?	Specifications have been determined and the bid process is complete. We anticipate all remaining milestones will be completed by 8/31/2023, including the final claim and final report submission.

STATUS REPORT

► Select “Save”

Grant Tracking	
Status Report: 144357 - 01	
Grant: 144357-FY22 ECPR Baseline Organization	
Status: Editing	
Program Area: State Homeland Security Program (SHSP)	
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			Preview Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	10/28/2022	
Milestone Progress Report	✓	10/28/2022	

CORRESPONDENCE

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

Grant Components

The components below are associated with the current Funding Opportunity. You may associate specific forms in the Associated Forms section above, copy this grant and you can export the raw data.

Component
General Information
Contact Information 2022
Budget
Claims
Correspondence
Subaward Adjustments
Subaward Adjustment Notices
Status Reports
Attachments
ECPR Project Package
Subaward Documents - Final
Appropriations
Named Attachments 2022
Closeout
Opportunity
Application
Application Versions
Application Annotations
Review Forms

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
Joni McCarter
Debbie Musselman

CC:

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

CORRESPONDENCE

- ▶ Enter a "Subject" for the message

Subject:*

- ▶ 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: Test File.docx

No file chosen

No file chosen

No file chosen

No file chosen

- ▶ Select "Send" to send the message to the OHS

Correspondence

To:*

CC:

CORRESPONDENCE

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

Inter-System Grantee Correspondence					Add
Subject	From	To	Sent/Received	Attachments	
Grant 144357 - FY22 ECPR Baseline Organization: FY22 ECPR Contract Review	Debbie Musselman	Debbie Musselman	10/28/2022	Test File.docx	
Last Edited By: Debbie Musselman, 10/28/2022					



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, Joni McCarter, Debbie Musselman

CC:

Subject: RE: Grant 144357 - FY22 ECPR Baseline Organization

Message: Add reply to message here

Attachments: Choose File Test File.docx, 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:

<ol style="list-style-type: none"> 1. Copy of FINAL grant application 2. Nationwide Cybersecurity Review (NCSR) Completion Certificate 3. Fully-executed Subaward Agreement 4. Approved Claims 5. Approved Subaward Adjustments 6. Approved Status Reports 	<ol style="list-style-type: none"> 7. Final Status Report 8. Monitoring Reports 9. Relevant Grant Correspondence 10. Procurement Documents 11. Disposition of Equipment Forms 12. Inventory
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GRANT CLOSEOUT

- ▶ Grant Period of Performance ends 08/31/2024
- ▶ Final Claims and Final Status Report are due 45 days after the end of the period of performance (10/15/2024)
- ▶ 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



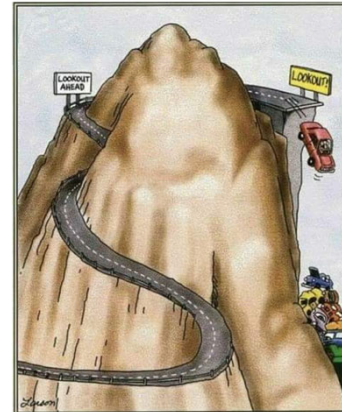
MONITORING

- ▶ 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 – September 1, 2022

Compliance Workshop Acknowledgement Due – November 10, 2022

Subaward Agreements – Due November 20, 2022

Status Reports Due – January 10 and July 10

Grant Period of Performance End – August 31, 2024

Final Claim and Final Status Report – October 15, 2024

QUESTIONS?



OHS CONTACTS

Debbie Musselman

Grants Specialist

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Debbie.Musselman@dps.mo.gov**Joni McCarter**

Program Manager

(573) 526-9020

Joni.Mccarter@dps.mo.gov**Chelsey Call**

Grant Supervisor

(573) 526-9203

Chelsey.Call@dps.mo.gov**Kelsey Saunders**

Administrative Assistant

(573) 522-6125

Kelsey.Saunders@dps.mo.gov