

STATE HOMELAND SECURITY PROGRAM (SHSP) FY 2023 COUNTER TERRORISM OFFICER (CTO) EQUIPMENT GRANT

COMPLIANCE WORKSHOP DECEMBER 6, 2023

The Missouri Department of Public Safety is an equal opportunity employer and agency. Those with limited English proficiency or who need auxiliary aids or other services, can contact dpsinfo@dps.mo.gov. For Relay Missouri, please dial 711. For TTY/TDD, please dial 800-735-2966.



AGENDA

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

GRANT REQUIREMENTS



SHSP COUNTER TERRORISM OFFICER (CTO) EQUIPMENT GRANT

In 2019, the Missouri Department of Public Safety (DPS)/Office of Homeland Security (OHS) began a process of analyzing gaps in prevention, response, and mitigation acts of terrorism identified in the Threat and Hazard Identification and Risk Assessment (THIRA) across the 32 Core Capabilities

- DPS/OHS identified critical shortage of law enforcement officers trained to identify and plan for potential terrorist threats and vulnerabilities in local communities
- Missouri CTO Program was designed to expand law enforcement capabilities in the areas of homeland security and to combat the rising threats of homegrown violent extremism and terrorist threats across the state of Missouri
- For FY 2023, SHSP CTO projects are to enhance the Missouri Counter Terrorism Officer Program's effectiveness at the local level by giving agencies the opportunity to acquire equipment uniquely focused on their terrorism prevention mission and locality

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
- Subrecipients are required to comply with the programmatic requirements of the U.S. Department of Homeland Security (DHS), Notice of Funding Opportunity (NOFO), Fiscal Year 2023 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 DEPARTMENT OF PUBLIC SAFETY (DPS) OFFICE OF HOMELAND SECURITY (OHS) DPS GRANTS GRANT REQUIREMENTS

- FY 2023 SHSP CTO 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 5: Policy on Reimbursement Requests
 - Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments

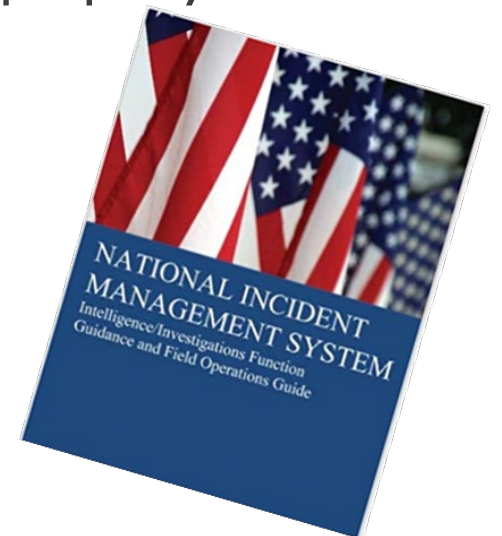
EMERGENCY OPERATIONS PLAN (EOP)

- 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 DPS/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 DPS/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 cooperative contract, procurement documents (quotes/bids) and invoice must reference cooperative contract number

STATE OF MISSOURI PROCUREMENT REQUIREMENTS

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

Use of a single feasible source procurement of \$10,000.00 or more requires prior approval from the DPS/OHS

SINGLE FEASIBLE SOURCE

- Use of a single feasible source procurement of \$10,000.00 or more requires prior approval from the DPS/OHS
- Single feasible source form can be located on the DPS website in the [Grant Applications and Forms](#) section
- If purchase is made using a single feasible source without prior approval, DPS/OHS has the right to refuse reimbursement
 - Non-compliance could result in the agency being listed as high risk



SINGLE FEASIBLE SOURCE

Use of single feasible source procurement is discouraged. A single feasible source procurement exists when:

- The item is available only from a single source; or
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or
- The DPS/OHS 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 DPS/OHS, including, but not limited to:

- Single Feasible Source over \$10,000
- Items that require a federal waiver from DHS/FEMA can be located in IBs
 - Examples
 - Boats
 - Unmanned Aerial Systems (UAS)
 - DPS/OHS ONLY allows United States manufactured drones
 - Explosives

****If your project contains an item that requires a waiver, such as a UAS, DPS/OHS will be contacting you regarding additional information/documentation that is needed to request the waiver from DHS/FEMA**

****DO NOT begin any work on your project until you have been notified the waiver from DHS/FEMA has been received****

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**

INVENTORY

- 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

All equipment purchased with State Homeland Security Program funds **MUST** be tagged

All tags must state:

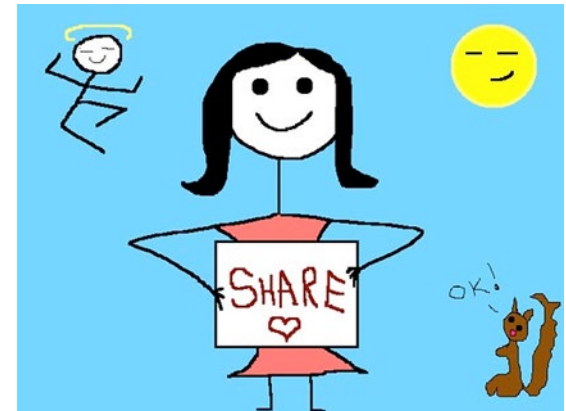


Purchased with U.S. Department of
Homeland Security Funds

- Tags are available upon request: contact Kelsey Saunders at Kelsey.Saunders@dps.mo.gov

INVENTORY

- 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



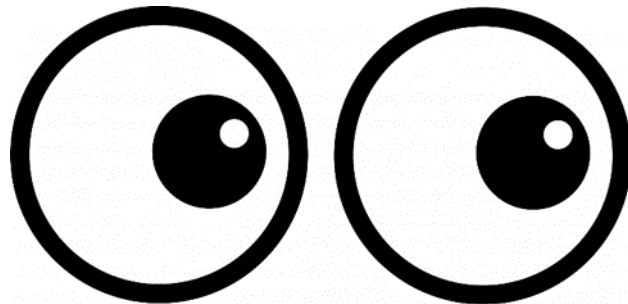
INVENTORY

- 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

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

- Equipment must be protected against loss, damage and theft
 - Per [2 CFR 200.310](#): The non-Federal entity must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity
- Investigate all incidents of loss, damage, theft, and report to the DPS/OHS within 30 days of the incident
- Equipment must be maintained to keep it in mission capable (operational) condition

INVENTORY

- Required to maintain inventory form for all equipment purchased with SHSP funds
- Equipment is added to DPS/OHS inventory at the time of claim approval
- Physical inventory **MUST** be taken and results reconciled once every two years
 - Next inventory will be due October 1, 2024
 - DPS/OHS will send list of your agency's inventory for verification

INVENTORY

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

- ▶ Region
- ▶ County
- ▶ Fiscal Year – 2023
- ▶ Grant Program - CTO
- ▶ Grant Award Number
- ▶ Description of Equipment
- ▶ WebGrants Line Item Number
- ▶ Manufacturer
- ▶ Model
- ▶ Identification number
- ▶ Title holder
- ▶ Quantity
- ▶ Individual Item Cost
- ▶ % of Federal Participation in the Cost
- ▶ Date of Delivery
- ▶ Physical Location (MUST be the physical address)
- ▶ Use (Local, Regional, National, Statewide)
- ▶ Readiness Condition (Mission Capable/Not Mission Capable)
- ▶ Final Disposition
- ▶ Date of Final Disposition
- ▶ Final Disposition Sale Price
- ▶ Contact Name
- ▶ Contact Email
- ▶ Contact Phone Number

INVENTORY

[illegible]

INVENTORY

- 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

- Subrecipients must request approval from the DPS/OHS prior to disposing of equipment. Procedures in the OHS Administrative Guide for Homeland Security Grants must be followed to request equipment disposition approval. Email the Equipment Disposition Forms 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 DPS/OHS website in the [Grant Applications and Forms](#) section

INVENTORY

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



INVENTORY

- If sold, the Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from the sale by the Federal awarding agency's percentage of participation
 - Example: Agency X wants to sell their 2012 FI50, which was 75% funded with Homeland Security funds and 25% funded with local funds. The fair market value for their 2012 FI50 was \$9,000.00. The Federal awarding agency would be entitled to \$6,750.00 of the proceeds and the local agency would be entitled to \$2,250.00

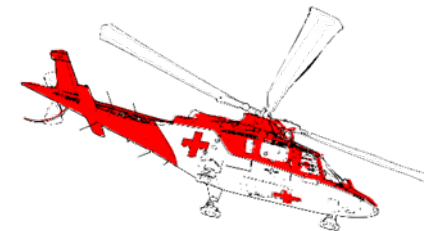
INVENTORY

- 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

- 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



INVENTORY

- 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

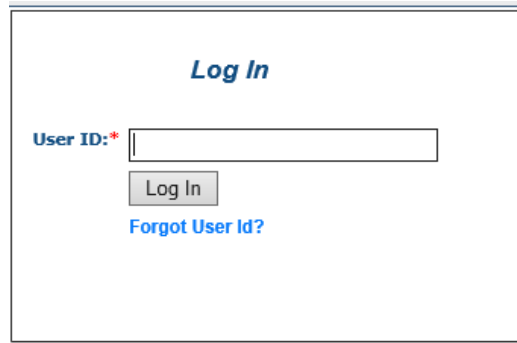
WEBGRANTS SYSTEM



KidsToday.in

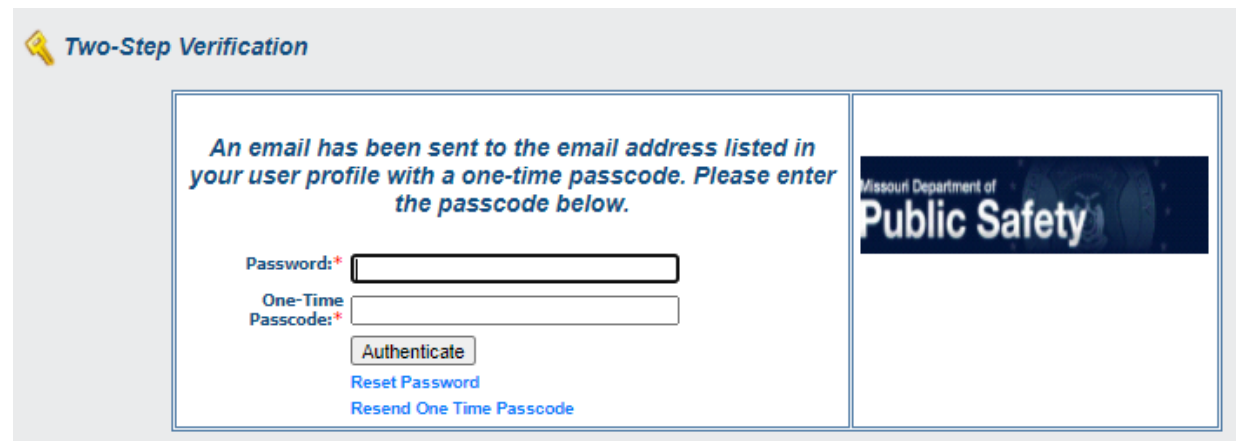
WEBGRANTS

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



A login form titled "Log In" in blue. It contains a "User ID:" label with a red asterisk, followed by a text input field. Below the input field is a "Log In" button. At the bottom, there is a blue link that says "Forgot User Id?".

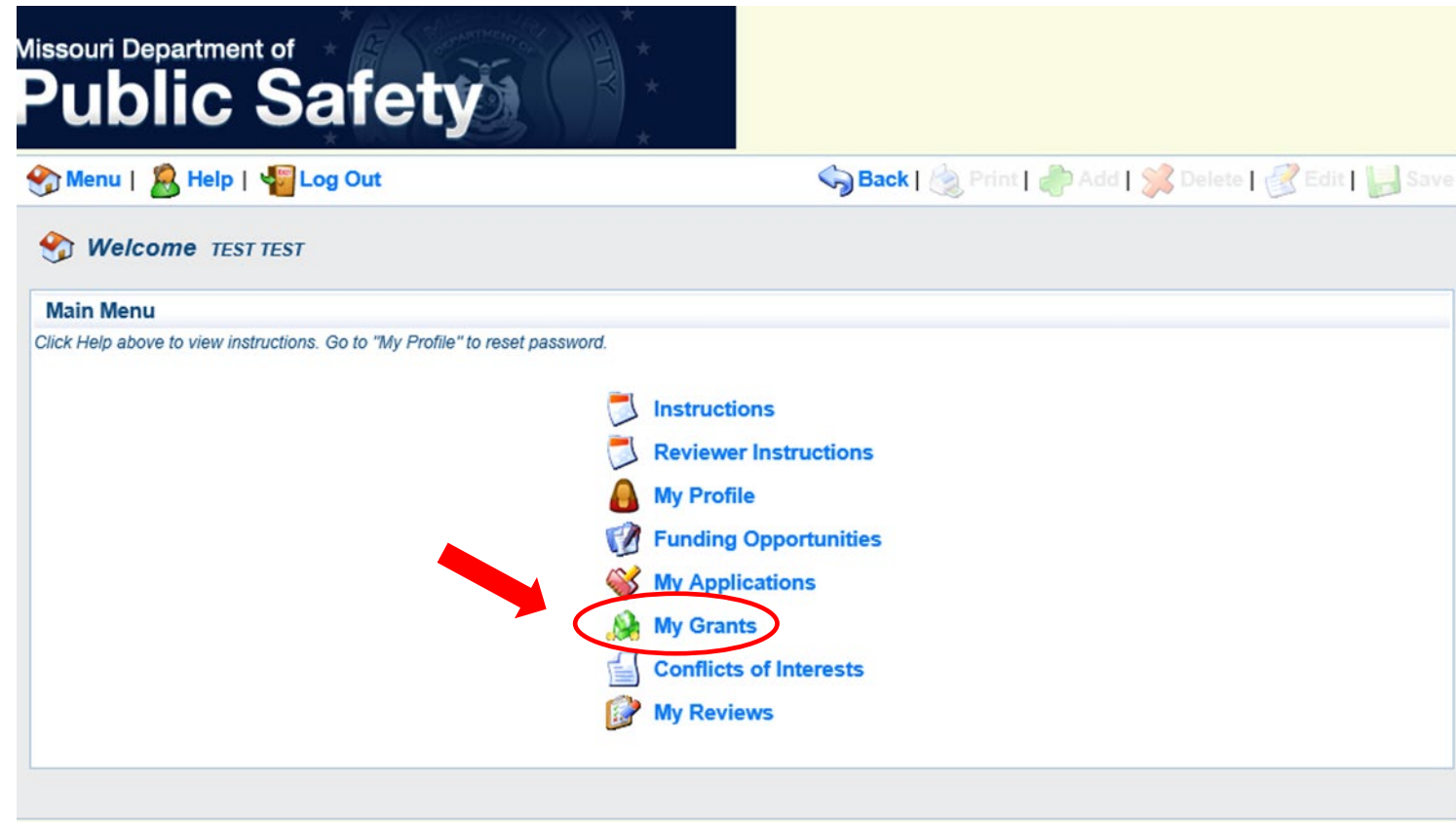
Two-factor authentication



A two-step verification form titled "Two-Step Verification" with a key icon. The main instruction reads: "An email has been sent to the email address listed in your user profile with a one-time passcode. Please enter the passcode below." Below this, there are two input fields: "Password:" with a red asterisk and "One-Time Passcode:" with a red asterisk. An "Authenticate" button is positioned below the passcode field. At the bottom, there are two blue links: "Reset Password" and "Resend One Time Passcode". On the right side of the form, there is a banner for the "Missouri Department of Public Safety" featuring a dark background with a blue and white pattern.




WEBGRANTS







Select “My Grants”




WEBGRANTS

- Select project titled FY 2023 SHSP CTO Equipment Grant

 Menu |  Help |  Log Out

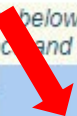
 Back |  Print |  Add |  Delete |  Edit |  Save

 **Grant Tracking**

Search Criteria
Program Areas: All
Grant Number: EMW-2023-SS-00085-01

Showing 1 - 1 of 1

Grants [Map](#) | [Mark as Closed](#)
*The Grants that match your criteria appear below. You can click on the Grant title to view the details.
You may also select multiple Grants at once and mark them all as Underway.*

Select?	Grant Number	Status	Year	Grant Title	Program Area	Organization	Grantee	Program Officer	Funding Opportunity	Budget Total
<input type="checkbox"/>	EMW-2023-SS-00085-01	Underway	2023	 FY 2023 - SHSP CTO Equipment Grant - Baseline Organization	State Homeland Security Program (SHSP)	BaseLine Organization	TEST TEST	Chelsey Call	157467 - FY 2023 SHSP Counter Terrorism Officer (CTO) Equipment Grant TEST	\$7,500.00

WEBGRANTS

■ Grant Components

Grant Components		Alerts Copy Annotations (0) Export Grant Data Map
<i>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.</i>		
Component	Last Edited	
General Information	12/05/2023	
Contact Information	12/01/2023	
Budget - CTO	12/01/2023	
Claims		
Correspondence		
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments		
SHSP Project Package	12/01/2023	
Subaward Documents - Final		
Appropriations		
Named Attachments	12/01/2023	
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

SUBAWARD AGREEMENT

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

Grant Components		Alerts Copy Annotations (0) Export Grant Data Map
<i>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.</i>		
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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

[Negotiate Component](#) | [Create New Version](#) | [Return to Components](#) | [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 Data Terminal	04HW-01-MOBL	2.0	\$1,000.00	\$2,000.00	Yes	Law Enforcement	Equipment	Information Technology
					\$2,000.00				

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)

Provide a justification for EACH line item being requested, explaining why it is necessary for the success of the project.

Include a cost basis, such as 2 MDTs at a per unit cost of \$1,000 = \$2,000.

5000 Character Limit

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, 2025)
- Project Period: September 1, 2023 to August 31, 2025
- 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 REQUEST (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 REQUEST (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, bank statement or credit card statement)
- Proof of delivery/completion (i.e., signed packing slip, signed receipt, or signed statement indicating the items were 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 REQUEST (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, signed receipt, or signed statement in writing indicating items delivered)

REIMBURSEMENT REQUEST (CLAIMS)

Advance Payment

- Information Bulletin 2: Policy on Advance Payment and Cash Advances discusses requirements for advance payment requests
- Advance payment is defined as funds given to a subrecipient in advance of the subrecipient incurring the debt. For example, if a subrecipient orders a piece of equipment and requests reimbursement prior to paying the vendor's invoice, receipt of funds would be considered an advance payment
- Will not provide advance payment to a subrecipient before costs have been incurred through an invoice from a vendor
 - Some situations, local cash flow makes payment for large equipment items difficult
 - DPS/OHS has agreed to accept requests for funds from subrecipients as soon as a vendor submits their invoice and the subrecipient has received goods or services
- \$2,500 minimum for subrecipients requesting a reimbursement with an advance payment

REIMBURSEMENT REQUEST (CLAIMS)

Advance Payment Supporting Documentation

- Claim in WebGrants
- Vendor Invoice
- Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)
- Completed Equipment Detail Form in WebGrants, if applicable
- Required to submit proof of payment (i.e., copy of cancelled check, credit card statement, or bank statement) to the DPS/OHS within 30 days from receipt of payment
- To request, will type “Advance Payment” in the Check/EFT Number AND the Check/EFT Date fields in the WebGrants claim

REIMBURSEMENT REQUEST (CLAIMS)

Submitting a claim in WebGrants


- Select “Claims” component in WebGrants

Grant Components		Alerts Copy Annotations (0) Export Grant Data Map
<i>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.</i>		
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REIMBURSEMENT REQUEST (CLAIMS)

➤ Select “Add”

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

 **Grant Tracking**

Grant: 157556 - Chelsey Test - 2023

Status: Underway

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: [BaseLine Organization](#)

Program Officer: Joni McCarter

Budget Total: \$7,500.00

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




Last Edited By:







REIMBURSEMENT REQUEST (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 REQUEST (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 REQUEST (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
157556 - 001	Monthly	Editing			02/01/2023 - 02/28/2023	\$0.00
Submitted Amount						\$0.00
Approved Amount						\$0.00
Paid Total						\$0.00
Total						\$0.00

- Select “Edit”

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

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](#)

EMW-2023-SS-00085-01-FY 2023 - SHSP CTO Equipment Grant - Baseline Organization

State Homeland Security Program (SHSP)

Award Year: 2023
Subaward Number: EMW-2023-SS-00085-01
Reporting Period: 02/01/2023 - 02/28/2023
Claim Number: EMW-2023-SS-00085-01 - 001
Submitted By:
Submitted Date:
Is This Your Final Report: No

Status: Editing
Approved By:
Approved Date:
Paid Date:
Vendor Number: 446000582
Invoice Number: 12345
Check Number:

REIMBURSEMENT REQUEST (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

Claim: EMW-2023-SS-00085-01 - 001

Grant Components

Grant: EMW-2023-SS-00085-01-FY 2023 - SHSP CTO Equipment Grant - Baseline Organization

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Manager: Chelsey Call

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	✓	12/01/2023
Expenditures		
Reimbursement		
Equipment Inventory		
Other Attachments		

REIMBURSEMENT REQUEST (CLAIMS)

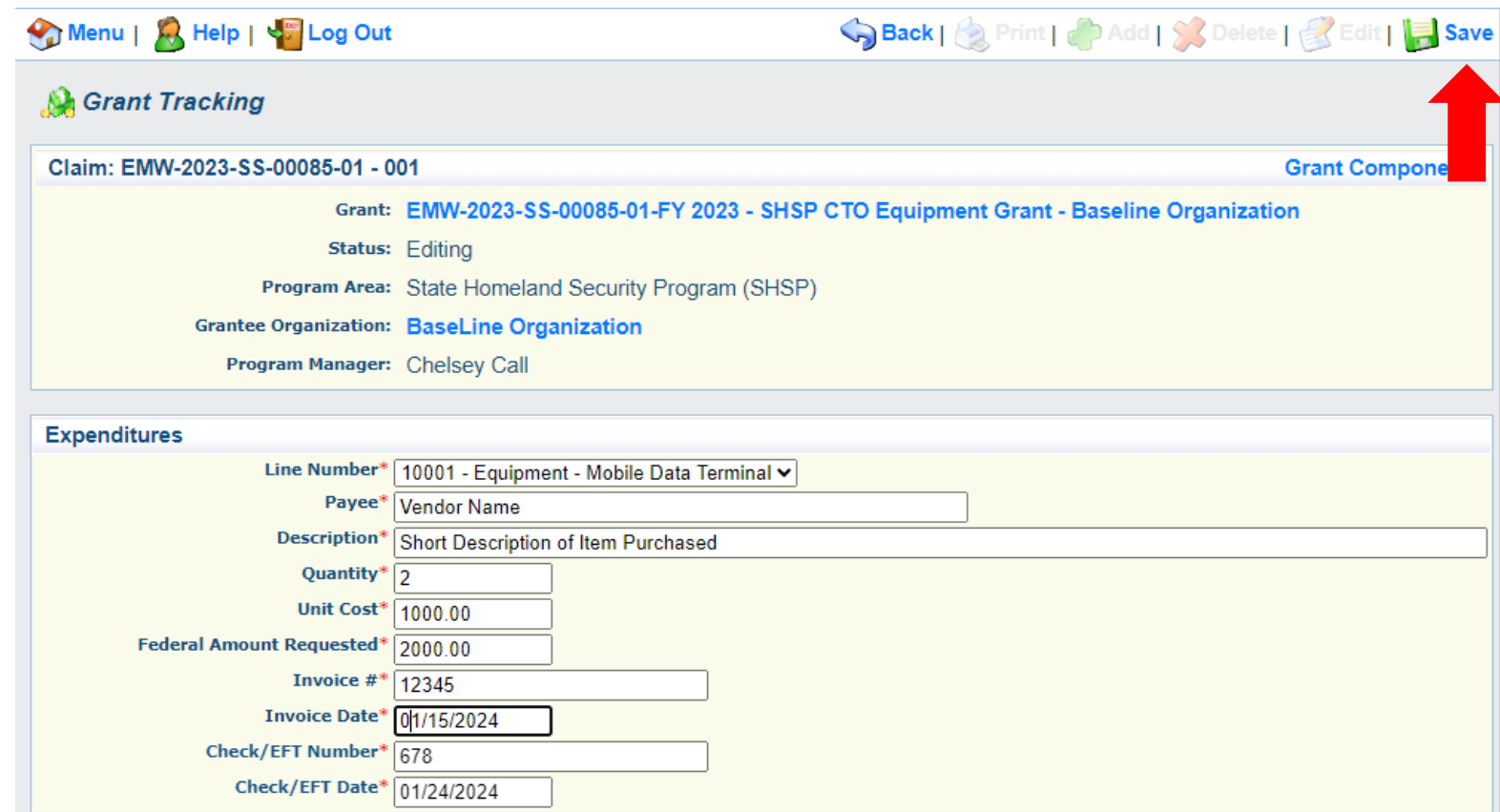
Expenditures Component

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

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 REQUEST (CLAIMS)

- Select “Save” when complete



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

- Claim: EMW-2023-SS-00085-01 - 001
- Grant: EMW-2023-SS-00085-01-FY 2023 - SHSP CTO Equipment Grant - Baseline Organization
- Status: Editing
- Program Area: State Homeland Security Program (SHSP)
- Grantee Organization: BaseLine Organization
- Program Manager: Chelsey Call

Below the grant details, the 'Expenditures' section contains the following fields:



- Line Number*: 10001 - Equipment - Mobile Data Terminal
- Payee*: Vendor Name
- Description*: Short Description of Item Purchased
- Quantity*: 2
- Unit Cost*: 1000.00
- Federal Amount Requested*: 2000.00
- Invoice #: 12345
- Invoice Date*: 01/15/2024
- Check/EFT Number*: 678
- Check/EFT Date*: 01/24/2024

REIMBURSEMENT REQUEST (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 REQUEST (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
10001	Vendor Name	Short description of item purchased	2.0	\$1,000.00	\$2,000.00	\$2,000.00	12345	01/15/2023	678	01/24/2023
						\$2,000.00				

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)
Equipment						
Mobile Data Terminal	10001 (Line Item Code:)	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Sub Total:		\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Supplies/Operations						
Mobile Data Terminal Supplies	11001 (Line Item Code:)	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Sub Total:		\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Total Budget						
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:		\$4,500.00	\$2,000.00	\$0.00	\$2,000.00	\$2,500.00

REIMBURSEMENT REQUEST (CLAIMS)

- Select “Equipment Inventory” Claim Component
- Select “Add” for each equipment item
- Each item needs to be entered on its own line
 - If you purchased two mobile radios, there should be one line for each radio
- Complete all fields in the Equipment Detail Form
- If no equipment is being requested for reimbursement, select “Mark as Complete”

The screenshot displays the 'Grant Tracking' interface. At the top, there is a navigation bar with links for Menu, Help, and Log Out. Below this, a toolbar contains icons for Back, Print, Add (highlighted with a red arrow), Delete, Edit, and Save. The main content area shows the 'Grant Components' section for a specific claim (EMW-2023-SS-00085-01 - 001). It includes details such as Grant: EMW-2023-SS-00085-01-FY 2023 - SHSP CTO Equipment Grant - Baseline Organization, Status: Editing, Program Area: State Homeland Security Program (SHSP), Grantee Organization: BaseLine Organization, and Program Manager: Chelsey Call. Below this, the 'Equipment Detail' section is visible, featuring a table with various fields for equipment entry. A red arrow points to the 'Mark as Complete' button in the top right corner of the 'Equipment Detail' section.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Claim: EMW-2023-SS-00085-01 - 001 Grant Components

Grant: EMW-2023-SS-00085-01-FY 2023 - SHSP CTO Equipment Grant - Baseline Organization

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Manager: Chelsey Call

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
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REIMBURSEMENT REQUEST (CLAIMS)

If equipment is requested (per unit cost \$1,000 or higher), complete all fields in the Equipment Detail Form

- Requesting Organization – Subrecipient's Organization
- Region – Subrecipient's Region (MSHP Troop Boundaries)
- County – Subrecipient's County
- Year – Grant year the equipment was purchased (2023)
- Budget Line # - Budget line number associated with the equipment
- Manufacturer – Manufacturer of the equipment
- Model – Model number of the equipment
- Description – Description of the equipment (i.e., mobile radio, MDT)
- Identification # - Unique identification numbers such as a serial number (N/A should be annotated if there is not a unique identification number)
- Source of Funding – Federal Funding utilized (CTO)
- Title Holder – Subrecipient Organization who owns the equipment

REIMBURSEMENT REQUEST (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 REQUEST (CLAIMS)

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




Equipment Detail															Create New Version Mark as Complete Go to Claim Forms					
Requesting Organization:	Region:	County:	Year:	Budget Line #	Manufacturer:	Model:	Description:	Identification #(s):	Source of Funding:	Title Holder:	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost:	Current Physical Location	Equipment Contact Person (ECP)	ECP Phone #	ECP Email Address	Use:	Readiness Condition:
Baseline Organization	F	Cole	2023	10001	Name of Manufacturer	Model	Short Description	1225	SHSP CTO	Baseline Organization	01/14/2023	1	\$1,000.00	100.0%	1101 Riverside Dr. Jefferson City, MO 65101	Maggie Glick	573-526-3510	maggie.glick@dps.mo.gov	Statewide	Mission Capable

REIMBURSEMENT REQUEST (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: EMW-2023-SS-00085-01 - 001

Grant Components

Grant: EMW-2023-SS-00085-01-FY 2023 - SHSP CTO Equipment Grant - Baseline Organization

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: **BaseLine Organization**

Program Manager: Chelsey Call

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.

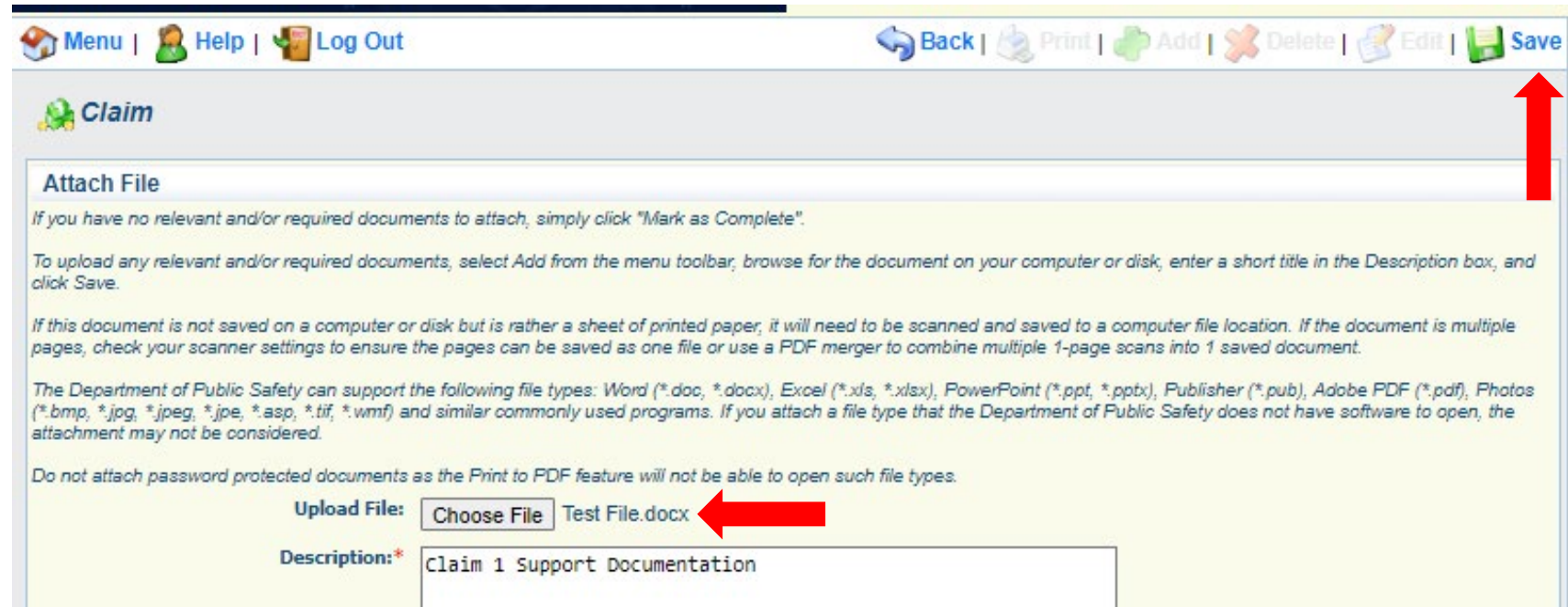
The Department of Public Safety can support the following file types: Word (*.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.jpe, *.asp, *.tif, *.wmf) and similar commonly used programs. If you attach a file type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

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



The screenshot shows a web interface for submitting a claim. At the top, there is a navigation bar with links for Menu, Help, and Log Out. To the right of these links is a toolbar containing icons for Back, Print, Add, Delete, Edit, and Save. Below the navigation bar is a section titled 'Claim' with a green icon. Underneath this is a section titled 'Attach File' with instructions on how to upload documents. The instructions state that users should click 'Add' from the menu toolbar, browse for the document, enter a short title in the Description box, and click Save. It also mentions that documents must be saved on a computer or disk and that password-protected documents cannot be attached. At the bottom of the 'Attach File' section, there is a form with two fields: 'Upload File:' and 'Description:*'. The 'Upload File:' field has a 'Choose File' button and a text input field containing 'Test File.docx'. The 'Description:*' field has a text input field containing 'Claim 1 Support Documentation'. A red arrow points to the 'Choose File' button, and another red arrow points to the 'Save' button in the top toolbar.

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 REQUEST (CLAIMS)

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

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

 **Grant Tracking**

Claim: EMW-2023-SS-00085-01 - 001

Grant Components

Grant: [EMW-2023-SS-00085-01-FY 2023 - SHSP CTO Equipment Grant - Baseline Organization](#)

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: [BaseLine Organization](#)

Program Manager: Chelsey Call

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	12/05/2023

REIMBURSEMENT REQUEST (CLAIMS)

- When all Claim Components have been completed, select “Submit” to submit the claim to DPS/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	✓	12/01/2023	
Expenditures	✓	12/05/2023	
Reimbursement	✓	12/05/2023	
Equipment Inventory	✓	12/05/2023	
Other Attachments	✓	12/05/2023	

SUBAWARD ADJUSTMENTS

- Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments discusses Subaward Adjustments
- Budget Modifications – transfer among existing budget lines within the grant budget
 - Request for budget modification must be submitted through WebGrants as a Subaward Adjustment and **must** be approved by the DPS/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 DPS/OHS prior to the subrecipient obligating or expending the grant funds
 - Program modifications include:
 - Changes in subrecipient staff (Authorized Officials, Project Directors, or Fiscal Officers)
 - Address change or other information in the organization component of WebGrants
 - Request to change project period of performance



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 DPS/OHS prior to the subrecipient obligating or expending the grant funds


SUBAWARD ADJUSTMENTS

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

Grant Components		Alerts Copy Annotations (0) Export Grant Data Map
<i>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.</i>		
Component	Last Edited	
General Information	12/05/2023	
Contact Information	12/01/2023	
Budget - CTO	12/05/2023	
Claims		
Correspondence		
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments		
SHSP Project Package	12/01/2023	
Subaward Documents - Final		
Appropriations		
Named Attachments	12/01/2023	
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:*

Status:*

SUBAWARD ADJUSTMENTS

General Information

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

SUBAWARD ADJUSTMENTS

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

Subaward Adjustments				Return to Components Add
ID	Type	Status	Submitted Date	
157556 - 01	Budget Revision	Editing		

- Select “Edit”

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

[Subaward Adjustments](#)

Subaward Adjustment Details

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

EMW-2023-SS-00085-01-FY 2023 - SHSP CTO Equipment Grant - 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 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	✓	12/01/2023
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.

CutCopyPasteUndoRedoABCFontLinkImageTableListOmegaFullscreenSource

BBIUTextDecrease Increase Bulleted Numbered ListGrouping Font Size A A

Explain the requested change and the reason for the requested adjustment

Copy and paste Subaward Adjustment Spreadsheet here

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><i>Please explain the reason for the requested adjustment and include the effective date. State the need for the change and how the requested revision will further the objectives of the project.</i></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

Budget Component

- Select “Budget” for Budget Modifications
 - Adjust the budget to mirror the requested changes
 - Make sure to update the Total Federal/State Share amounts
 - Select “Save”



Row	Current Budget	Revised Amount
Personnel	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Personnel Benefits	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Personnel Overtime	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Personnel Overtime Benefits	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
PRN Time	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
PRN Benefits	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Volunteer Match	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Travel/Training	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="\$5,000.00"/>	<input type="text" value="\$4,800.00"/>
Supplies/Operations	<input type="text" value="\$0.00"/>	<input type="text" value="\$200.00"/>
Contractual	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Renovation/Construction	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Row	Current Budget	Revised Amount
Total Federal/State Share	<input type="text" value="\$5,000.00"/>	<input type="text" value="\$5,000.00"/>
Total Local Match Share	<input type="text" value="\$0.00"/>	<input type="text" value="\$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	\$5,000.00	\$4,800.00	(\$200.00)
Supplies/Operations	\$0.00	\$200.00	\$200.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Totals	\$5,000.00	\$5,000.00	\$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	\$5,000.00	100.0%	\$5,000.00	100.0%	\$0.00
Total Local Match Share	\$0.00	0%	\$0.00	0%	\$0.00

SUBAWARD ADJUSTMENTS

Confirmation Component

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

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Subaward Adjustments

Subaward Adjustment: 01

Grant: [EMW-2023-SS-00085-01-FY 2023 - SHSP CTO Equipment Grant - Baseline Organization](#)

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: [BaseLine Organization](#)

Program Manager: Chelsey Call

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:* Name of Authorized Official

Title:* Title of Authorized Official

Date:* 01/14/2024

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

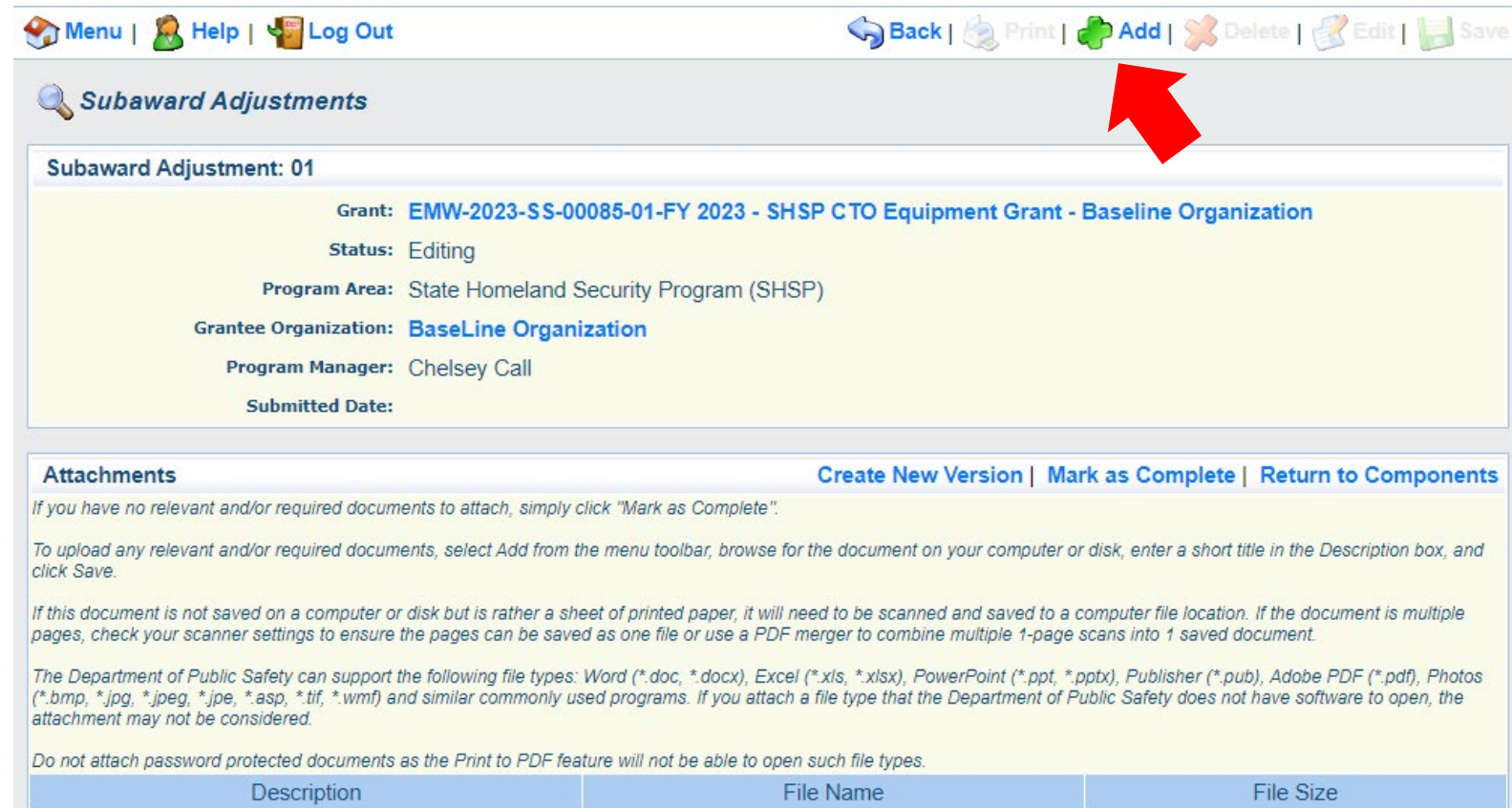
DPS Authorized Official/Designee
Signature:

Date:

SUBAWARD ADJUSTMENTS

Attachments Component

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



The screenshot shows the 'Subaward Adjustments' web application. At the top, there is a navigation bar with links for Menu, Help, and Log Out. To the right of these are action buttons: Back, Print, Add (highlighted with a red arrow), Delete, Edit, and Save. Below the navigation bar is a section titled 'Subaward Adjustments' with a magnifying glass icon. This section contains details for 'Subaward Adjustment: 01':

- Grant: EMW-2023-SS-00085-01-FY 2023 - SHSP CTO Equipment Grant - Baseline Organization
- Status: Editing
- Program Area: State Homeland Security Program (SHSP)
- Grantee Organization: BaseLine Organization
- Program Manager: Chelsey Call
- Submitted Date:

Below this information is an 'Attachments' section. It includes links for 'Create New Version', 'Mark as Complete', and 'Return to Components'. The section contains instructions on how to upload documents and a list of supported 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. It also notes that password-protected documents cannot be attached.

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

SUBAWARD ADJUSTMENTS

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

A screenshot of a web application interface for 'Subaward Adjustment'. The top navigation bar includes links for Menu, Help, and Log Out on the left, and Back, Print, Add, Delete, Edit, and Save on the right. The main content area is titled 'Subaward Adjustment' and contains an 'Attach File' section. This section includes instructions on how to upload documents, supported file types (Word, Excel, PowerPoint, Publisher, Adobe PDF, Photos), and a warning about password-protected documents. At the bottom, there is an 'Upload File:' section with a 'Choose File' button and a text input field containing 'Test File.docx'. Below this is a 'Description:*' label followed by a text area containing 'Subaward Adjustment Spreadsheet'.

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 ADJUSTMENTS

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



Components		Preview Submit	
Name	Complete?	Last Edited	
General Information	✓	12/01/2023	
Justification	✓	12/05/2023	
Budget	✓	12/05/2023	
Confirmation	✓	12/05/2023	
Attachments	✓	12/05/2023	

STATUS REPORTS

- Status Reports due:
 - 01/10/2024
 - 07/10/2024
 - 01/10/2025
 - 07/10/2025
 - 10/15/2025
- Reporting period:
 - 01/10/2024 Status Report 09/01/2023 – 12/31/2023
 - 07/10/2024 Status Report 01/01/2024 – 06/30/2024
 - 01/10/2025 Status Report 07/01/2024 – 12/31/2024
 - 07/10/2025 Status Report 01/01/2025 – 06/30/2025
 - 10/15/2025 Status Report 07/01/2025 – 08/31/2025
- To submit Status Report, select “Status Report” 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. You copy this grant and you can export the raw data.	
	Component
General Information	
Contact Information	
Budget - CTO	
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
SHSP Project Package	
Subaward Documents - Final	
Appropriations	
Named Attachments	
Closeout	
Opportunity	
Application	
Application Versions	
Application Annotations	
Review Forms	

STATUS REPORTS

- Status Report with milestones has already been setup and is ready to update

- Select “ID” for Status Report that is due

Status Reports							Existing Status Report Scheduler Return to Components	
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status		
EMW-2023-SS-00085-01 - 01	Semi-Annual	09/01/2023-12/31/2023	01/10/2024		-	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](#)

EMW-2023-SS-00085-01-FY 2023 - SHSP CTO Equipment Grant - Baseline Organization

State Homeland Security Program (SHSP)

Award Year: 2023
Subward Number: EMW-2023-SS-00085-01
Status Report Number: 01

Status: Editing
Approved By:
Approved Date:

STATUS REPORTS

- 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	✓	12/05/2023	
Milestone Progress Report			

STATUS REPORTS

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

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

Grant Tracking

Status Report: EMW-2023-SS-00085-01 - 01

Grant: **EMW-2023-SS-00085-01-FY 2023 - SHSP CTO Equipment Grant - Baseline Organization**
Status: Editing
Program Area: State Homeland Security Program (SHSP)
Grantee Organization: **BaseLine Organization**
Program Officer: Chelsey Call

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 (RHSOC) 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?* No

Milestone Progress [Add](#)

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment.	FY 2023 SHSP CTO Baseline Organization		0%	
2. Procurement completed: bidding, vendor selection, and ordering of equipment.	FY 2023 SHSP CTO Baseline Organization		0%	
3. Equipment received, installed, tested and inventoried.	FY 2023 SHSP CTO Baseline Organization		0%	
4. Vendor paid and receipt of proof of payment received.	FY 2023 SHSP CTO Baseline Organization		0%	
5. WebGrants reimbursement completed with all necessary documentation.	FY 2023 SHSP CTO Baseline Organization		0%	
6. Equipment training completed.	FY 2023 SHSP CTO Baseline Organization		0%	
7. Project Final Report submitted and closed out.	FY 2023 SHSP CTO Baseline Organization		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 REPORTS

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

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

STATUS REPORTS















- Complete “Milestone Progress” section of Status Report
 - Milestone – Do **NOT** change any of the Milestone descriptions
 - Project Name – Add a brief project name (i.e., FY 2023 Baseline Organization CTO Grant)
 - Estimated Completion Date – Add estimated or actual completion date for each milestone at time of status report
 - % Milestone Completed – Add estimated % of milestone completed at time of status report
 - Milestone Progress – Enter pertinent notes on milestone (i.e., Specifications for mobile radio complete)

STATUS REPORTS

Milestone 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.	FY 2023 SHSP CTO Baseline Organization	12/30/2023 	100% 	Specifications for equipment have been determined.
2. Procurement completed: bidding, vendor selection, and ordering of equipment.	FY 2023 SHSP CTO Baseline Organization	01/27/2024 	70% 	The bidding process is <u>complete</u> and the vendor selected. Equipment will be ordered in the next two weeks.
3. Equipment received, installed, tested and inventoried.	FY 2023 SHSP CTO Baseline Organization	02/17/2024 	0% 	We anticipate all equipment will be received, installed, tested, and inventoried in the next 45 days.
4. Vendor paid and receipt of proof of payment received.	FY 2023 SHSP CTO Baseline Organization	03/03/2024 	0% 	Vendor payment will be processed after all equipment has been received, installed, and tested.
5. <u>WebGrants</u> reimbursement completed with all necessary documentation.	FY 2023 SHSP CTO Baseline Organization	06/16/2024 	0% 	<u>WebGrants</u> reimbursement is estimated to be completed with all necessary documentation within the next <u>six</u> months.
6. Equipment training completed.	FY 2023 SHSP CTO Baseline Organization	03/17/2024 	0% 	We anticipate all training will be completed within 30 days of receipt of equipment.
7. Project Final Report submitted and closed out.	FY 2023 SHSP CTO Baseline Organization	06/16/2024 	0% 	The <u>Final</u> Status Report is estimated to be completed by <u>6/16/2024</u> .

STATUS REPORTS

- Select “Save”



The screenshot shows a web application interface for 'Grant Tracking'. At the top, there is a navigation bar with links for Menu, Help, and Log Out. To the right of these links are action buttons: Back, Print, Add, Delete, Edit, and Save. A red arrow points to the 'Save' button. Below the navigation bar, the main content area is titled 'Grant Tracking'. It displays the 'Status Report: EMW-2023-SS-00085-01 - 01'. The report details include: Grant: EMW-2023-SS-00085-01-FY 2023 - SHSP CTO Equipment Grant - Baseline Organization; Status: Editing; Program Area: State Homeland Security Program (SHSP); Grantee Organization: BaseLine Organization; and Program Officer: Chelsey Call. Below this, there is an 'Instructions' section with a paragraph of text. The 'Milestone Status Report' section contains a question: 'Is this the final Status Report?*' with radio buttons for 'Yes' and 'No', where 'No' is selected. The 'Milestone Progress' section is a table with columns for Milestone, Project Name, Estimated Completion Date, % Milestone Completed, and a final column for additional details. The first row of the table shows: Milestone: 1. Determine specifications for needed equipment.; Project Name: FY 2023 SHSP CTO Baseline Organization; Estimated Completion Date: 12/30/2023; % Milestone Completed: 100% (with a dropdown arrow); and a final column with the text 'Specifications fo'.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Status Report: EMW-2023-SS-00085-01 - 01

Grant: EMW-2023-SS-00085-01-FY 2023 - SHSP CTO Equipment Grant - Baseline Organization

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Officer: Chelsey Call

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 Advisory Committee (HSAC).

Milestone Status Report

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


Milestone Progress

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	
1. Determine specifications for needed equipment.	FY 2023 SHSP CTO Baseline Organization	12/30/2023	100% ▼	Specifications fo

STATUS REPORTS

- Complete “Narrative Project Progress”

- Select “Add”



Narrative Project Progress		Add
Project Name:	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?	

- Add Project Name

- What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?

Narrative Project Progress	
Project Name:*	FY 2023 SHSP CTO Baseline Organization
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?	It is anticipated that all items will be received, installed, tested, and inventoried; training will be completed; vendor payment will be made; <u>WebGrants</u> claim, with required documentation will be submitted; and Final Status Report will be completed within the next six months. There are no negative issues to report at this time.

STATUS REPORTS

- Select “Save”

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Status Report: EMW-2023-SS-00085-01 - 01

Grant: EMW-2023-SS-00085-01-FY 2023 - SHSP CTO Equipment Grant - Baseline Organization

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Officer: Chelsey Call

- 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 DPS/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	✓	12/05/2023	
Milestone Progress Report	✓	12/05/2023	

CORRESPONDENCE

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

Grant Components		Alerts	Copy	Annotations (0)	Export Grant Data	Map
<i>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.</i>						
Component					Last Edited	
General Information					12/05/2023	
Contact Information					12/01/2023	
Budget - CTO					12/05/2023	
Claims						
Correspondence						
Subaward Adjustments						
Subaward Adjustment Notices						
Status Reports						
Attachments						
SHSP Project Package					12/01/2023	
Subaward Documents - Final						
Appropriations						
Named Attachments					12/01/2023	
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:*
Chelsey Call ▲
Maggie Glick
TEST TEST ▼

- 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

CC: Tim.Owens@baselineorganization.org;
Jamie.Summers@baselineorganization.org

CORRESPONDENCE

- Enter a “Subject” for the message

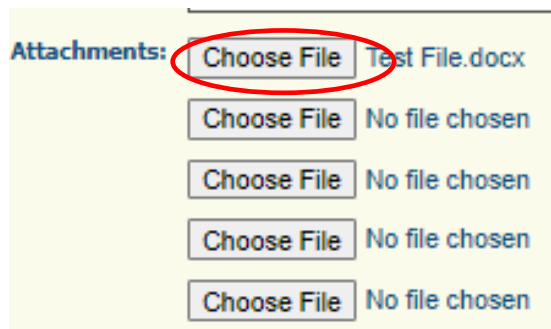
Subject:*

- Enter all necessary information in the “Message” section

Message:

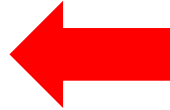
CORRESPONDENCE

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

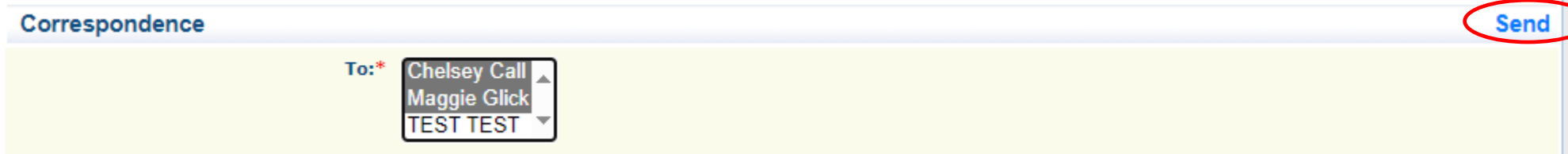


Attachments:

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



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



Correspondence

To:* Chelsey Call
Maggie Glick
TEST TEST

Send



CORRESPONDENCE

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

Inter-System Grantee Correspondence					Add
Subject					
Grant EMW-2023-SS-00085-01 - FY 2023 - SHSP CTO Equipment Grant - Baseline Organization: FY 2023 SHSP CTO Equipment Grant Question					
From		To	Sent/Received	Attachments	
Chelsey Call		Chelsey Call	12/05/2023		



CORRESPONDENCE

- Select “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

From: Chelsey Call

Reply

Correspondence

To:* Chelsey Call
Maggie Glick
TEST TEST

CC:

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

Subject:* RE: Grant EMW-2023-SS-00085-01 - FY 2023 - SH

Message: Add reply to message here.

*** Start Original Correspondence ***
From: Chelsey Call
To: Chelsey Call
Date Sent: 12/05/2023
Enter necessary information here.
*** End Original Correspondence ***

Attachments: Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Send

GRANT FILE

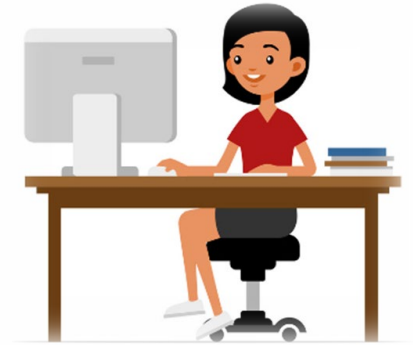
- All grant records shall be retained by the subrecipient for:
 - At least 5 years from the end of the state fiscal year in which the grant closes or following notification by the awarding agency that the grant has been programmatically and fiscally closed or at least 5 years following the closure of the subrecipient's audit report covering the entire award period, whichever is later
- Subrecipient should maintain grant file with grant documentation including but not limited to:
 1. Copy of FINAL grant application
 2. Nationwide Cybersecurity Review (NCSR) Completion Certificate
 3. Fully-executed Subaward Agreement
 4. Approved Claims
 5. Approved Subaward Adjustments
 6. Approved Status Reports
 7. Final Status Report
 8. Monitoring Reports
 9. Relevant Grant Correspondence
 10. Procurement Documents
 11. Disposition of Equipment Forms
 12. Inventory

GRANT CLOSEOUT

- Grant Period of Performance ends 08/31/2025
- Final Claims and Final Status Report are due 45 days after the end of the period of performance (10/15/2025)
- 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 DPS/OHS at the DPS/OHS’ office
 - On-Site – Review that is conducted by the DPS/OHS at the subrecipient’s agency



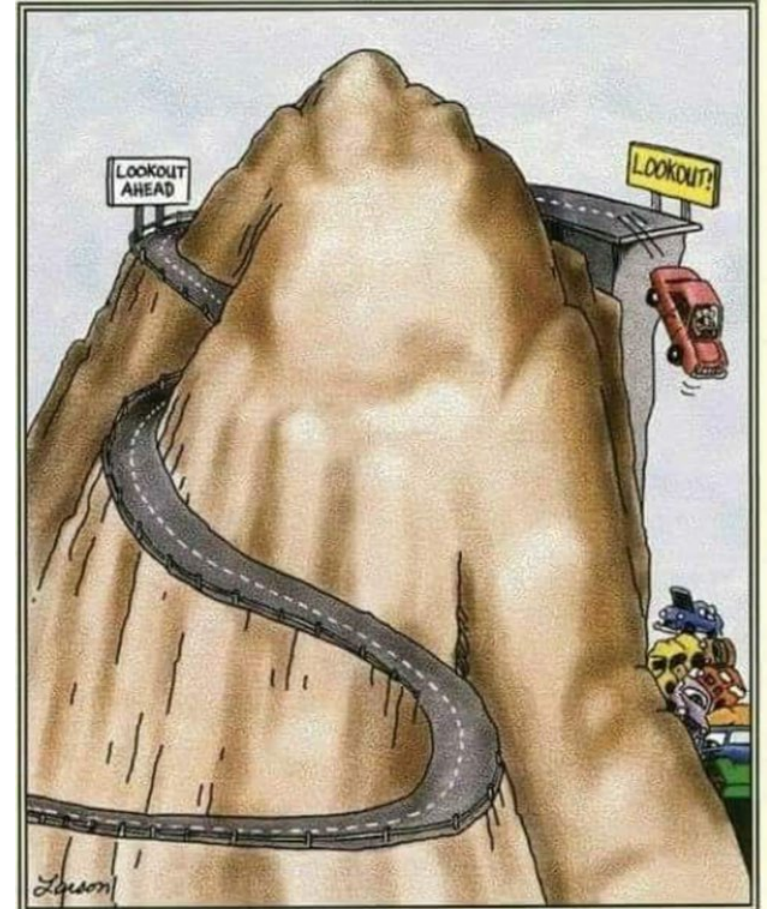
MONITORING

- Scheduling
 - Agreed upon date between DPS/OHS and subrecipient
 - Given at least 30 days notice
- Topics Covered
 - See Monitoring Information Bulletin
- Corrective Actions
 - If observations are made, at least 30 days will be allowed to complete and submit necessary corrective actions



MONITORING

- Monitoring is NOT an audit
- DPS/OHS is NOT out to catch you doing something wrong – we are there to HELP correct areas of noncompliance to prevent audit findings
- It IS a chance to provide technical assistance and answer questions



IMPORTANT DATES

▶ Grant Period of Performance Begin – September 1, 2023

▶ Compliance Workshop Acknowledgement Due – December 13, 2023

▶ Subaward Agreements Due – December 1, 2023

▶ Nationwide Cybersecurity Review (NCSR) Completed – December 31, 2023

▶ Status Report Due Dates – January 10th and July 10th

▶ Grant Period of Performance End – August 31, 2025

▶ Final Claim and Final Status Report – October 15, 2025

QUESTIONS



OHS CONTACTS

Maggie Glick

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Chelsey Call

Grants Supervisor

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Joni McCarter

Program Manager

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Kelsey Saunders

Grants Support Specialist

573-522-6125

Kelsey.Saunders@dps.mo.gov