

FY 2023 STATE HOMELAND SECURITY PROGRAM (SHSP) LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) COMPLIANCE WORKSHOP DECEMBER 8, 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

- Welcome
- Grant Requirements
- Environmental Historical Preservation
- Inventory
- WebGrants
- Monitoring

GRANT REQUIREMENTS



FEDERAL GRANT REQUIREMENTS

- Code of Federal Regulations 2 CFR Part 200 the 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 (SHSP)
- Grant Programs Directorate (GPD) Information Bulletins (IBs)
 - The 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) ADMINISTRATIVE GUIDE AND INFORMATION BULLETINS (IB)

- 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 Claim Request Requirements Including OHS Reimbursement Checklist
 - Information Bulletin 6: Policy on Utilization of the Training Request Form for Approved and Non-Approved Training
 - Information Bulletin 8: Policy on Budget Modifications, Scope of Work Changes, and Spending Plans

EMERGENCY OPERATIONS PLAN

- All subrecipients that maintain an Emergency Operations Plan (EOP)
 - Must update EOP once every two years
 - Conform to guidelines outlined in [Comprehensive Preparedness Guide \(CPG\) 101 v.2.0](#)
 - If an EOP is not currently in place, you do not have to create one, but if there is an EOP in place, it must be updated



NATIONAL CYBERSECURITY REVIEW (NCSR)

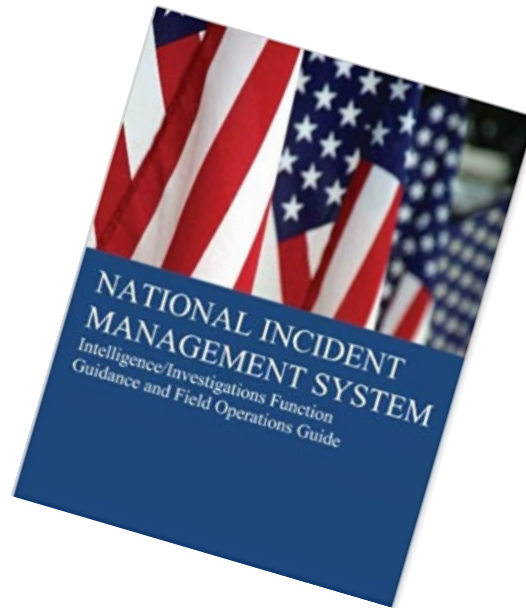
- All recipients of FY 2023 SHSP LETPA funds are required to complete the NCSR
 - Due December 31, 2023
 - **Failure to complete the review will result in loss of funding**



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 POLICY REQUIREMENT

- 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

STATE OF MISSOURI PROCUREMENT GUIDELINES

Less than \$10,000

- Purchase with prudence on the open market

\$10,000 - \$99,999

- Must be competitively bid
- Informal method is acceptable
- Minimum of 3 bids/quote
- Ex. Telephone quote, online pricing, request for quotation

Greater than \$100,000

- 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
- DPS/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 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:
 - Contracts – must contain Federal Contract Provisions located in [2 CFR 200 Appendix II Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#)
 - Single Feasible Source over \$10,000
 - Projects requiring an Environmental Planning and Historic Preservation (EHP)
 - Training/Exercise Requests
 - Generator purchases
 - Items that require a federal waiver can be located in the IB's, examples of some of these items:
 - Boats
 - Unmanned Aerial Vehicles (drones/remote operated vehicles)
 - DPS/OHS ONLY allows United States manufactured drones
 - Explosives

Approval Requests must be submitted via WebGrants Correspondence for the associated project

**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****

TRAINING REQUEST FORMS

- Information Bulletin OHS-GT-2012-006-03
- If attending or hosting a training, a Training Request Form must be submitted to the DPS/OHS via WebGrants Correspondence 30 business days before the anticipated training date
 - This includes training that was listed in your grant application budget
- The approved Training Request Form must be submitted as supporting documentation with claims containing expenses for the training

TRAVEL EXPENSES

- Reimbursements for mileage and meal expenses cannot exceed the state of Missouri approved rates
 - Approved mileage rates
 - Last updated 4/3/2023
 - Current approved rate is \$0.65.5 per mile
 - Approved meal per diem rates
 - Last updated 09/15/2022

****Mileage/M meal rates do change – it is a good idea to review this information often****

- Reimbursements for lodging cannot exceed the approved GSA approved rates
 - Exceptions do occur but you must verify it is acceptable with DPS/OHS

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 Homeland Security funds

ENVIRONMENTAL HISTORIC PRESERVATION (EHP)



PROJECTS NEEDING AN EHP

- Facility construction
- Modification/renovation of existing structures
- Physical security enhancements to buildings or structures
- Construction or modification of Communication towers
- All ground disturbances
- Training/exercises not a designated training facility (Ex. Water rescue training conducted on a river, lake, etc.)

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



EHP POLICY GUIDANCE

FEMA Policy: Grant Programs Directorate EHP Policy Guide



FEMA POLICY *Grant Programs Directorate* *Environmental Planning and Historic* *Preservation Policy Guidance* FEMA Policy #108-023-1

BACKGROUND

All Federal Emergency Management Agency (FEMA) Directorates are responsible for their activities' Environmental Planning and Historic Preservation (EHP) legal compliance requirements. However, the Grant Program Directorate (GPD) recipients and subrecipients also have significant roles in assisting FEMA with those responsibilities. This policy directs recipients and subrecipients in their legal compliance. This policy applies to all non-disaster Preparedness Grants and Fire Grants, administered and managed by FEMA GPD.

PURPOSE

This policy is intended to ensure that all FEMA GPD non-disaster grant programs and activities comply with applicable Federal EHP laws, Presidential Executive Orders (EOs) and regulations.

PRINCIPLES

- A. Provide clear guidance to FEMA grant recipients on their requirements for completing the EHP compliance review process.
- B. Provide clear, simple statements of how FEMA intends to implement its authorities, actions, and/or programs.

REQUIREMENTS

A. EHP Review Process

Purpose: Provide guidance for applicants on the EHP review process required for GPD-funded projects.

1. Who participates in the EHP review process: Recipients or subrecipients proposing projects that involve changes to the natural or built environment, including but not limited to construction of communication towers; modification or renovation of existing buildings, structures, facilities, and infrastructure; or that involve new construction, including replacement or relocation of facilities, must participate in the EHP review process.

EHP TIMEFRAME

- 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



EHP PLEASE NOTE!

- 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



EHP PACKET

The EHP form can be located on the DPS or FEMA website:

https://www.fema.gov/sites/default/files/documents/fema_ehp-screening_form_ff-207-fy-21-100_5-26-2021.pdf

- Make sure the 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.)

EHP PROJECT DESCRIPTION EXAMPLE

- 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.

EHP SUPPORTING PHOTOGRAPHS

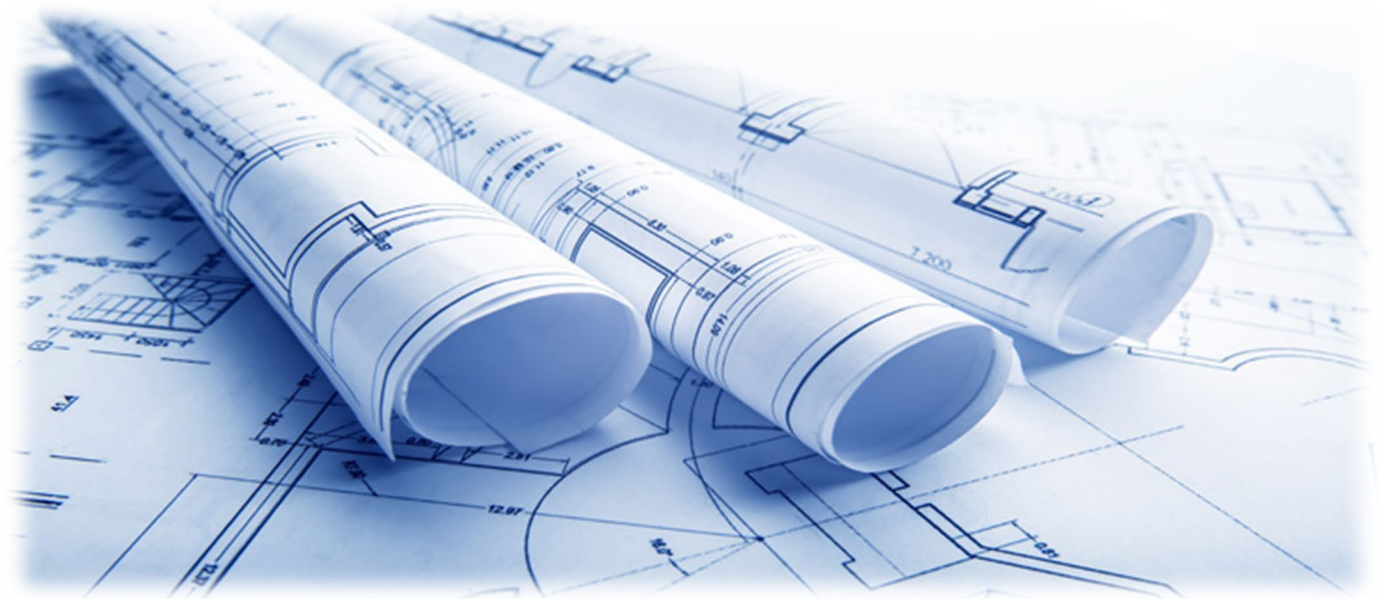
Required: site photographs, maps and drawings

- 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 disturbance

EHP SUPPORTING PHOTOGRAPHS

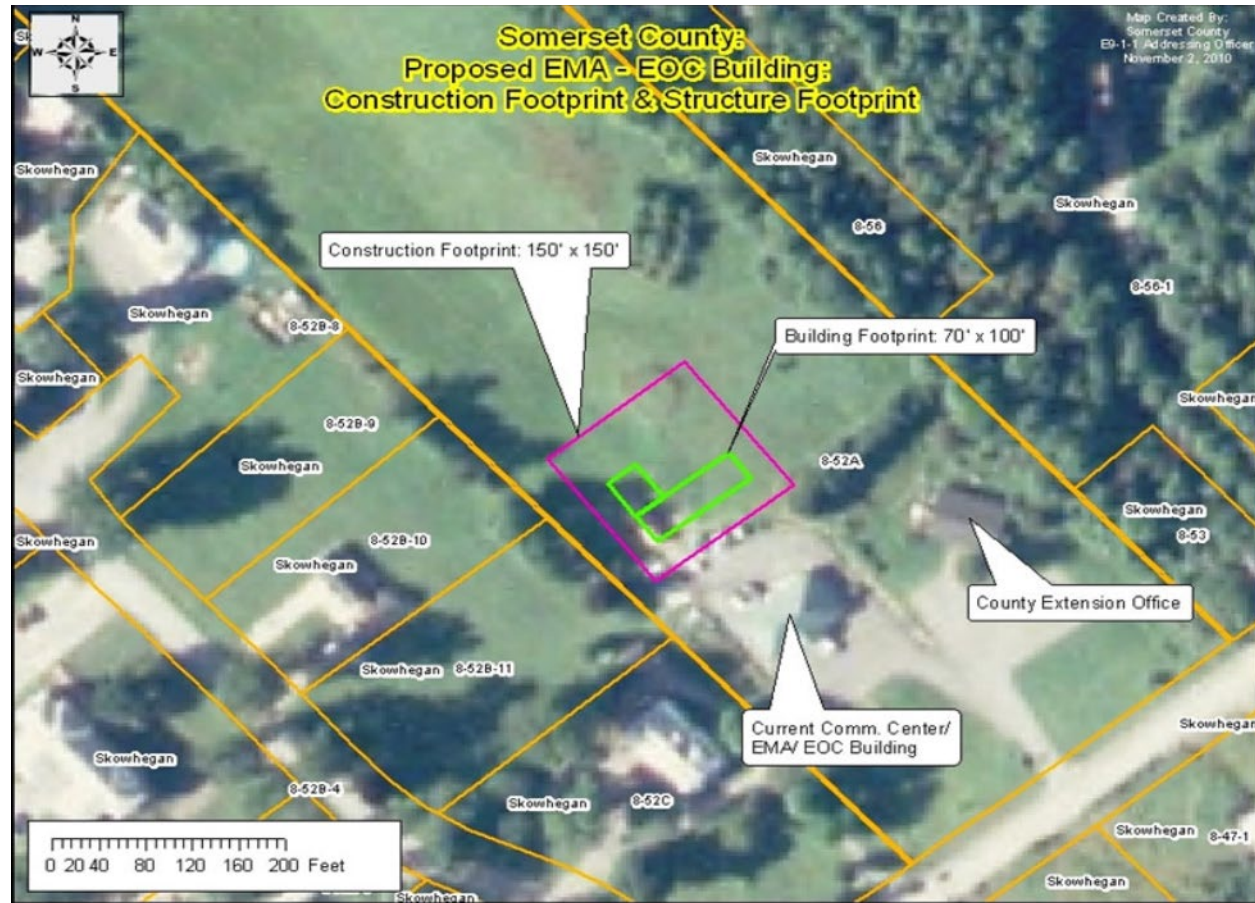
If Available:

- Labeled, ground-level, color photographs of the structure from each exterior side of the building/structure
 - Required if building/facility is more than 45 years old
- Technical drawings or site plans



EHP PHOTOGRAPHS EXAMPLES

- Aerial Photo



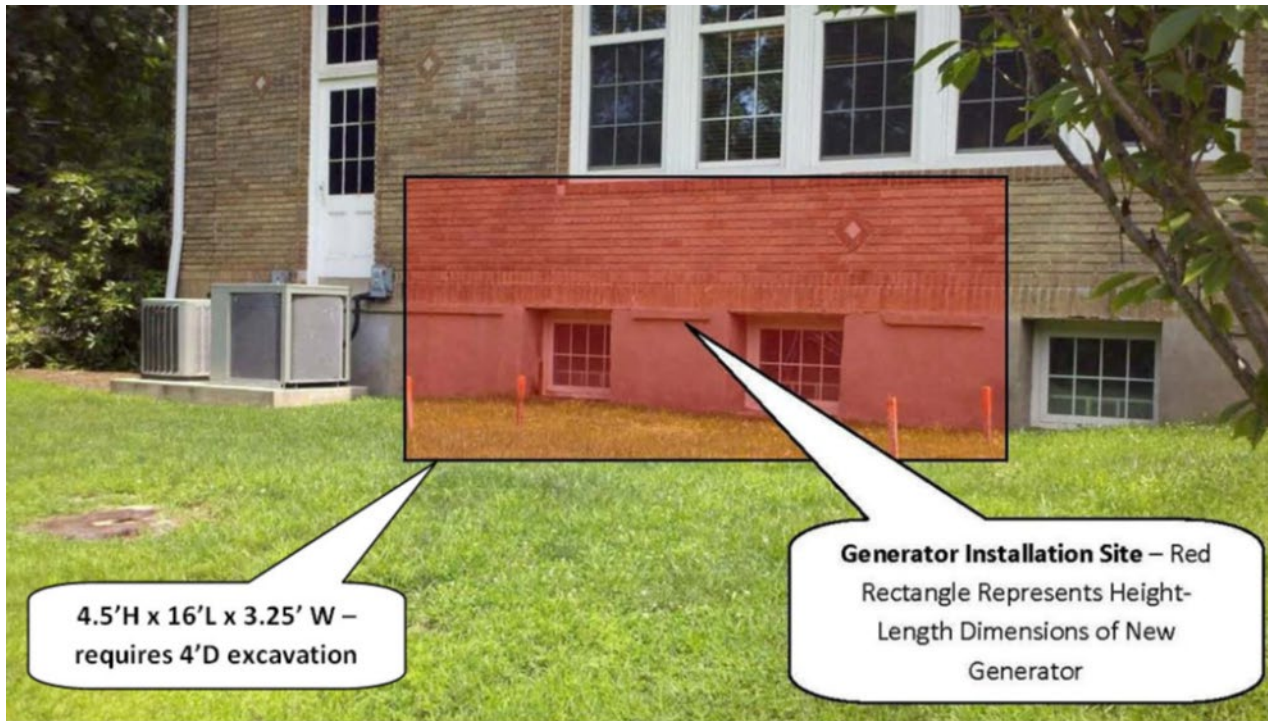
EHP PHOTOGRAPHS EXAMPLES

- Clear and complete ground level photos with captions



EHP PHOTOGRAPHS EXAMPLES

- Captioned Installation Mockup Photos



EHP PHOTOGRAPHS EXAMPLES

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 must 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
- EHP must include each building/area that will be touched
- Submit forms via Correspondence Component in WebGrants
- Questions: Maggie Glick, (573) 526-3510

INVENTORY



EQUIPMENT

- 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

EQUIPMENT TAGGING

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

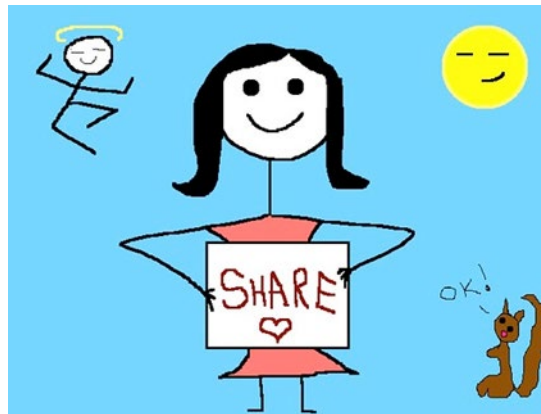


Purchased with U.S. Department of
Homeland Security Funds

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

EQUIPMENT USE

- 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

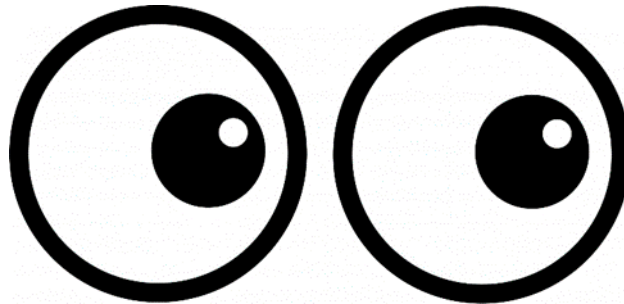


EQUIPMENT USE

- 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 DPS/OHS within 30 days of the incident
 - Equipment must be maintained to keep it in mission capable (operational) condition

INVENTORY MANAGEMENT

Equipment property records **MUST** be one item per line and include the following:

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

INVENTORY FORM EXAMPLES

- All required fields must be completed
- One piece of equipment per line

Region	County	Fiscal Year	Grant Program	Grant Award Number	Description of Equipment	EGMS /WebGrants Line Item Number	Manufacturer	Model	Identification Number	Title Holder	Quantity	Individual Item Cost	Total Cost	% of Federal Participation in the Cost	Date of Delivery	Physical Location	Use	Readiness Condition	Final Disposition	Date of Final Disposition	Final Disposition Sale Price	Contact Name	Contact Email	Contact Phone Number
C	Ste. Genevieve County	2018	SHSP	EMW-2018-SS-00044-04-07-001	Generator installed in portable trailer	10001	Honda	EU7000IS	86102-00473	Ste. Genevieve County Sheriff's Department	1	\$11,306.60	\$ 11,306.60	100.00%	5/25/2019	5 Basler Drive Ste. Genevieve, MO 63670	Regional	Mission Capable				Jason Schott	jschott@gcso.com	(573) 883-5820

INVENTORY MANAGEMENT

- New inventory will be added to DPS/OHS inventory at the time claims are approved
- Physical Inventory **MUST** be taken and results reconciled once every two years
- Next inventory due to DPS/OHS is on October 1, 2024



EQUIPMENT DISPOSITION

- 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 of, 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 biannual physical inventory

EQUIPMENT DISPOSITION

- Subrecipients must request approval from the DPS/OHS prior to disposing of equipment. Procedures in the DPS/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

- Equipment with a per item fair market value of less than \$5,000 may be retained, sold, or disposed of, 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



EQUIPMENT DISPOSITION

- 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 F150, which was 75% funded with Homeland Security funds and 25% funded with local funds. The fair market value for their 2023 F150 was \$9,000.00. The Federal awarding agency would be entitled to \$6,750 of the proceeds and the local agency would be entitled to \$2,250.00

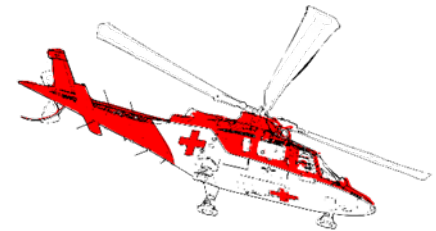
DEPLOYABLE ASSETS

- 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



RESOURCE TYPING

- 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](#)



TYPE I RESOURCES

- 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



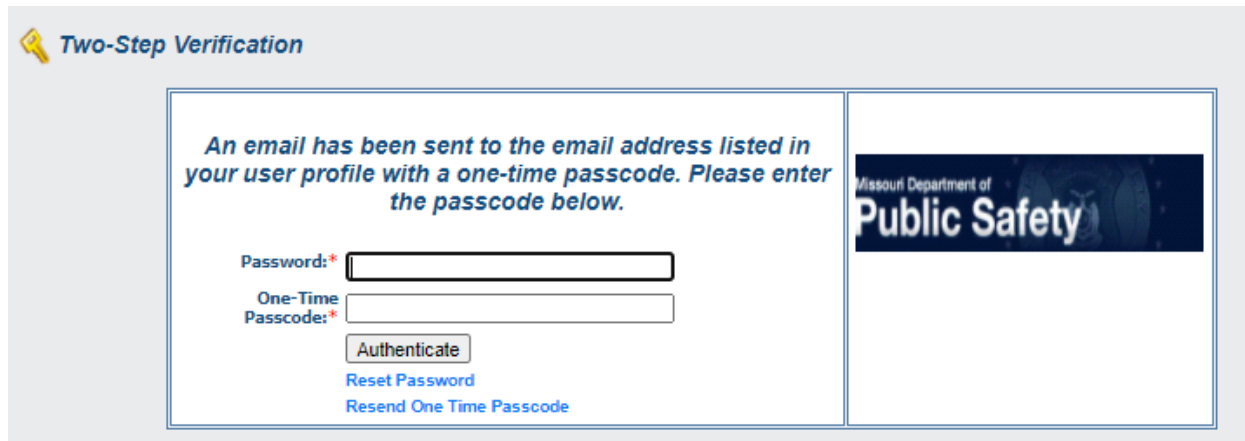
WEBGRANTS SYSTEM

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



A screenshot of the WebGrants login interface. It features a title "Log In" at the top. Below the title are two input fields: "User ID:" and "Password:", each followed by a red asterisk. Below these fields is a "Log In" button. At the bottom, there are two links: "Forgot User Id?" and "Reset Password".

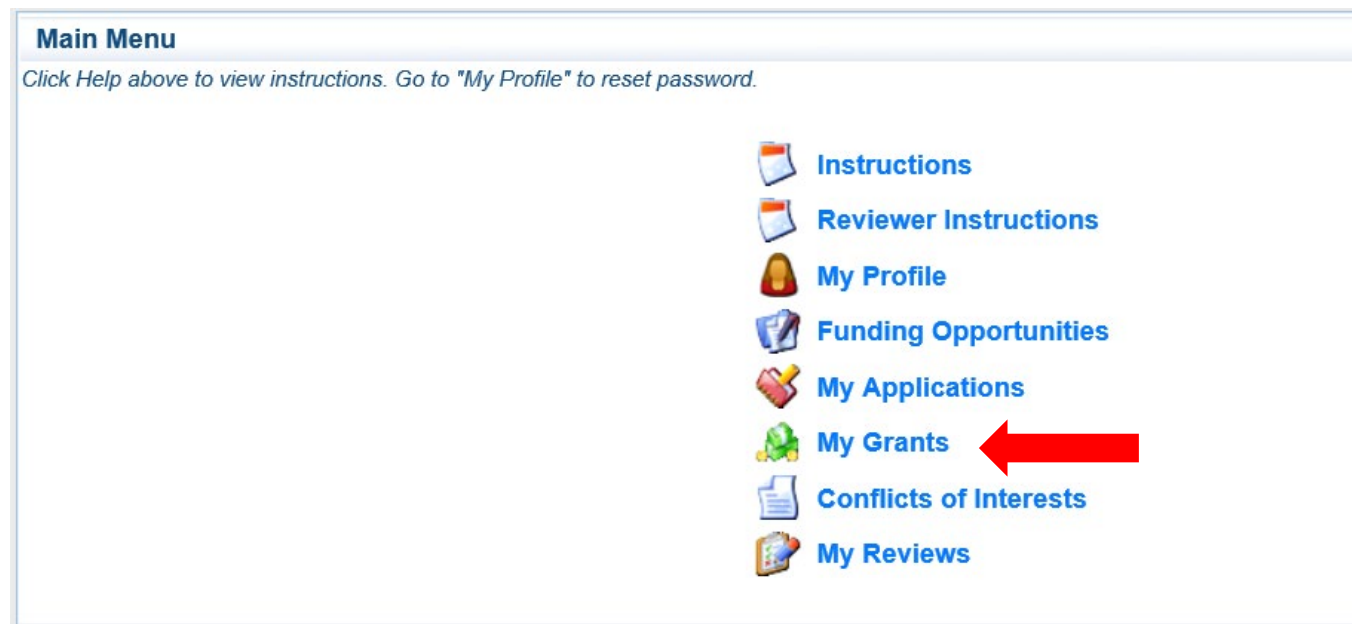
- Two-factor authentication



A screenshot of the Two-Step Verification interface. It features a title "Two-Step Verification" with a key icon. Below the title is a message: "An email has been sent to the email address listed in your user profile with a one-time passcode. Please enter the passcode below." Below this message are three input fields: "Password:" (with a red asterisk), "One-Time Passcode:" (with a red asterisk), and "Authenticate" (with a red asterisk). Below these fields are three links: "Reset Password", "Resend One Time Passcode", and "Authenticate". On the right side, there is a logo for the "Missouri Department of Public Safety".

WEBGRANTS SYSTEM

- Main Menu
- Select My Grants



WEBGRANTS SYSTEM

- Select project titled “FY 2023 - SHSP LETPA”

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 LETPA - Grant - Baseline Organization	State Homeland Security Program (SHSP)	BaseLine Organization	TEST TEST	Chelsey Call	160643 - FY 2023 SHSP Law Enforcement Terrorism Prevention Activities (LETPA) TEST	\$12,250.00

WEBGRANTS SYSTEM

- Once you open the project, you will see a list of components to choose from
- Click on the component you wish to access

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	12/06/2023
Contact Information	12/01/2023
Budget	12/06/2023
Claims	
Correspondence	12/06/2023
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 fully-executed 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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SHSP Project Package	12/01/2023	
Subaward Documents - Final		
Appropriations		
Named Attachments	12/01/2023	
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

BUDGET

- The approved budget is located in the 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)

Instructions	
The Grant forms appear below.	
Grant Components	
	Component
General Information	
Contact Information	
Budget	
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
SHSP Project Package	
Subaward Documents - Final	
Named Attachments	
Closeout	
Opportunity	
Application	

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	06-CP-01-MOBL	2.0	\$5,500.00	\$11,000.00	Yes	Law Enforcement	Equipment	Interoperable Communications Equipment
					\$11,000.00				

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

BUDGET

Supplies/Operations

[Add](#)

Supplies and Operations items are defined as property with acquisition cost of \$1,000 or less, or a useful life of less than one year.

To include a supply or operational expense in the budget, click "Add". To include more than one supply or operational expense, repeat this step for each budget item.

Line Item Code:	Supply/Operation Type:	Item Name:	Qty:	Unit Cost:	Total Supply or Operation Expense Cost:	Discipline:	Function:	Allowable Activity:
11001	Other (computer, projector, chair, etc.)	Supplies	1.0	\$2,000.00	\$2,000.00	Law Enforcement	Equipment	CBRNE Operational Search and Rescue Equipment
					\$2,000.00			

Narrative Justification - Supplies/Operations

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.

EXPENDING GRANT FUNDS

- Project Period: September 1, 2023 to August 31, 2025
- 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)
- 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)

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)

- DPS/OHS grants are reimbursement grants - approved expenditures must be made within the grant period of performance
- Claims must be submitted through WebGrants to request reimbursement
- Supporting documentation must be submitted with each claim
 - **Supporting Documentation should be in one attachment in the same order as the Expenditure form**
- Incomplete claims will result in a delay of payment; It is the requesting agency's responsibility to complete the necessary changes
- Reimbursements require proof of payment and proof of delivery

REIMBURSEMENT REQUESTS (CLAIMS)

- Claims must be submitted and paid one at a time - **a new claim must not be submitted until the prior claim is in paid status (if an exception is needed, let the Grant Specialist know)**
 - Incomplete claims will be negotiated for necessary corrections. Subrecipient must make the corrections and resubmit for approval and payment, prior to submitting the next claim.
- In the Claim Expenditure Form, 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 different lines in the approved budget.

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 DPS/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 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, credit card statement, bank statement)
- Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)
- Purchase order, if one was created or referenced on an invoice
- Equipment Inventory Form in WebGrants must be completed for each piece of equipment
 - If you purchased more than one of the same item, they must be listed separately on the equipment inventory form

REIMBURSEMENT REQUESTS (CLAIMS)

- **Supplies Supporting Documentation**

- Claim in WebGrants
- Vendor Invoice
- Proof of Payment (i.e., copy of cancelled check, credit card statement, or bank statement)
- Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)

REIMBURSEMENT REQUESTS (CLAIMS)

■ Contractual Services Supporting Documentation

- Claim in WebGrants
- Vendor Invoice
- Proof of payment (copy of cancelled check, credit card statement, bank statement)
- Proof of delivery (signed statement in writing indicating goods/services received)
- **Copy of signed contract must be submitted with first claim**
- Other documentation required by contract (milestone reports, time and effort)

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
 - 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 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 DPS/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

FINAL REIMBURSEMENT REQUEST (CLAIM)



- Due 45 days after grant period of performance end – October 15, 2025
- Mark “Yes” for Final Report on claim General Information Form

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)

- 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>		
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	-	

REIMBURSEMENT REQUESTS (CLAIMS)

- Select “Add”

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

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

Status: Underway

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: **BaseLine Organization**

Program Officer: Chelsey Call

Budget Total: \$12,250.00

Claims

[Copy Existing Claim](#) | [Scheduler](#) | [Annotations\(0\)](#) | [Return to Components](#)

ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
EMW-2023-SS-00085-01 - 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

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

[Grant Components](#)

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

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: [BaseLine Organization](#)



Program Manager: Chelsey Call

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:* Editing

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
EMW-2023-SS-00085-01 - 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](#) | [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](#)

EMW-2023-SS-00085-01-FY 2023 - SHSP LETPA - Grant - Baseline Organization
State Homeland Security Program (SHSP)

Award Year:	2023	Status:	Editing
Subaward Number:	EMW-2023-SS-00085-01	Approved By:	
Reporting Period:	02/01/2023 - 02/28/2023	Approved Date:	
Claim Number:	EMW-2023-SS-00085-01 - 001	Paid Date:	
Submitted By:		Vendor Number:	446000582

REIMBURSEMENT REQUESTS (CLAIMS)

- Complete all Claim
 - Expenditures
 - Reimbursement
 - Equipment Inventory
 - Other Attachments
- All components must be marked “Complete” in order to submit the claim

The screenshot displays the 'Grant Tracking' interface. At the top, there is a navigation bar with 'Menu', 'Help', and 'Log Out' links. To the right are action buttons: 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. Below this is the 'Grant Tracking' header. The main content area shows claim details for 'Claim: EMW-2023-SS-00085-01 - 002'. The grant is identified as 'EMW-2023-SS-00085-01-FY 2023 - SHSP LETPA - Grant - Baseline Organization' with a status of 'Editing'. The program area is 'State Homeland Security Program (SHSP)', the grantee organization is 'BaseLine Organization', and the program manager is 'Chelsey Call'. Below the details is a 'Components' table with columns for 'Name', 'Complete?', and 'Last Edited'. The 'General Information' row is highlighted in blue and has a checkmark in the 'Complete?' column. Other rows include 'Expenditures', 'Reimbursement', 'Equipment Inventory', and 'Other Attachments'. Two red arrows point to the 'Complete?' column header and the checkmark in the 'General Information' row.

Grant Tracking		
Claim: EMW-2023-SS-00085-01 - 002		
Grant: EMW-2023-SS-00085-01-FY 2023 - SHSP LETPA - Grant - Baseline Organization		
Status: Editing		
Program Area: State Homeland Security Program (SHSP)		
Grantee Organization: BaseLine Organization		
Program Manager: Chelsey Call		
Components		
Complete each component of the Claim and mark it as complete. Click Submit when you are done.		
Name	Complete?	Last Edited
General Information	✓	12/07/2023
Expenditures		
Reimbursement		
Equipment Inventory		
Other Attachments		

REIMBURSEMENT REQUESTS (CLAIMS)

■ Expenditures Component




- Select “Add” for each expenditure to add a line to the Expenditures Form
- 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 REQUEST (CLAIMS)

 Menu |  Help |  Log Out

 Back |  Print |  Add |  Delete |  Edit |  Save

 **Grant Tracking**

Claim: EMW-2023-SS-00085-01 - 002

Grant Components

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

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Manager: Chelsey Call

Expenditures

Line Number*

10001 - Equipment - Mobile Radios ▼

Payee*

Vendor Name

Description*

Description of Item(s) Purchased

Quantity*

3

Unit Cost*

6000.00

Federal Amount Requested*

18000.00

Invoice #*

12345

Invoice Date*

12/01/2023

Check/EFT Number*

1234

Check/EFT Date*

12/01/2023




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 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
10001	Vendor Name	Description of Item(s) Purchased	3.0	\$6,000.00	\$18,000.00	\$18,000.00	12345	12/01/2023	1234	12/01/2023
						\$18,000.00				

REIMBURSEMENT REQUESTS (CLAIMS)

- Reimbursement section:

- Every budget line item from approved budget will show in this section whether you are entering any costs to it on this claim or not
- Items/amounts listed in expenditures should match reimbursement section
- Verify listings:
 - Budget Category: Budget category & budget line names under each
 - Details: Budget line item numbers
 - Subaward Budget: Amount on budget line
 - Expenses This Period: Expenditures requested on current claim
 - Prior Expenses: Total of previous claims expenses that were paid towards budget line
 - Total: Total of current and previous claims expenses
 - Available Balance: Total amount of funds remaining
 - ✓ Parenthesis indicate a negative budget line will result on the claim as entered
 - Will need to complete subaward adjustment to move funds to cover cost BEFORE claim is submitted

REIMBURSEMENT REQUESTS (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 Radios	10001 (Line Item Code:)	\$18,000.00	\$18,000.00	\$0.00	\$18,000.00	\$0.00
Sub Total:		\$18,000.00	\$18,000.00	\$0.00	\$18,000.00	\$0.00
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:		\$18,000.00	\$18,000.00	\$0.00	\$18,000.00	\$0.00

REIMBURSEMENT REQUESTS (CLAIMS)

- Select “Equipment Inventory” Claim Component
- Select “Add” for each equipment item
- Each item needs to be entered on its own line
 - If you purchased two 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, Delete, Edit, and Save. A red arrow points to the 'Add' button. The main content area shows details for a specific claim: 'Claim: EMW-2023-SS-00085-01 - 001'. Below this, there is a section for 'Grant Components' with the following information: Grant: EMW-2023-SS-00085-01-FY 2023 - SHSP LETPA - Grant - Baseline Organization, Status: Editing, Program Area: State Homeland Security Program (SHSP), Grantee Organization: BaseLine Organization, and Program Manager: Chelsey Call. A red arrow points to the 'Mark as Complete' link in the bottom right corner. Below the main content area is a table titled 'Equipment Detail' with columns for various fields: 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, and Readiness Condition. The table is currently empty.

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 LETPA - 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	Readiness Condition
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REIMBURSEMENT REQUESTS (CLAIMS)

- If equipment is requested, complete all fields in the Equipment Detail Form
- Requesting Organization – Subrecipient's Organization
- Region – Subrecipient's Region (MSHP Troop Boundaries)
- County – Subrecipient's County
- Year – Grant year the equipment was purchased (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 if there is not a unique identification number)
- Source of Funding – Federal Funding utilized (LETPA)
- Title Holder – Subrecipient Organization who owns the equipment

REIMBURSEMENT REQUESTS (CLAIMS)

- Date of Delivery – Date equipment was delivered
- Quantity – Number of equipment items purchased (should only be one per line)
- Individual Item Costs – Cost of individual equipment item
- % of Federal Participation in the Cost – Percentage of cost of the equipment that is being requested
- Current Physical Location – Address where the equipment is located (P.O. Box is not a physical location for the inventory)
- Equipment Contact Person (ECP) – Name of person to contact regarding equipment
- ECP Phone # - Phone number for equipment contact person
- ECP Email Address – Email address for equipment contact person
- Use – Local, regional, statewide, or national. Progressive scale. If national use is entered, it is assumed it is available at all other levels
- Readiness Condition
 - Mission capable – material condition of equipment indicating it can perform at least one and potentially all of its designated missions
 - Not mission capable – material condition indicating that equipment is not capable of performing any of its designated mission

REIMBURSEMENT REQUESTS (CLAIMS)

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



Equipment Detail															Create New Version Mark as Complete Go to Claim Forms					
Requesting Organization:	Region:	County:	Year:	Budget Line #	Manufacturer:	Model:	Description:	Identification #s:	Source of Funding:	Title Holder:	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost:	Current Physical Location	Equipment Contact Person (ECP)	ECP Phone #	ECP Email Address	Use:	Readiness Condition:
Your agency	F	Cole	2023	10001	Company	Model	Brief description	Numbers	SHSP LETPA	Who owns it	12/06/2023	1	\$4,000.00	100.0%	Physical Location (PO Boxes not allowed)	Name	888-888-8888	maggie.glick@dps.mo.gov	Local	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: EMW-2023-SS-00085-01 - 001 [Grant Components](#)

Grant: [EMW-2023-SS-00085-01-FY 2023 - SHSP LETPA - 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”

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

Claim

Attach File

If you have no relevant and/or required documents to attach, simply click "Mark as Complete".

To upload any relevant and/or required documents, select Add from the menu toolbar, browse for the document on your computer or disk, enter a short title in the Description box, and click Save.

If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use a PDF merger to combine multiple 1-page scans into 1 saved document.

The Department of Public Safety can support the following file types: Word (.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.jpe, *.asp, *.tif, *.wmf) and similar commonly used programs. If you attach a file type that the Department of Public Safety does not have software to open, the attachment may not be considered.*

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

Upload File: Test Document.docx

Description:*

REIMBURSEMENT REQUESTS (CLAIMS)

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



The screenshot displays the 'Grant Tracking' interface. At the top, there is a navigation bar with 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' on the right. Below this, the 'Grant Tracking' section shows details for 'Claim: EMW-2023-SS-00085-01 - 001'. The 'Grant' is 'EMW-2023-SS-00085-01-FY 2023 - SHSP LETPA - Grant - Baseline Organization', the 'Status' is 'Editing', the 'Program Area' is 'State Homeland Security Program (SHSP)', the 'Grantee Organization' is 'BaseLine Organization', and the 'Program Manager' is 'Chelsey Call'. A red arrow points to the 'Mark as Complete' button in the 'Other Attachments' section. This section also includes instructions on how to upload documents and a table of existing attachments.

Grant Tracking

Claim: EMW-2023-SS-00085-01 - 001 [Grant Components](#)

Grant: [EMW-2023-SS-00085-01-FY 2023 - SHSP LETPA - 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 Supporting Document	Test Document.docx	12 KB	12/01/2023

REIMBURSEMENT REQUESTS (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	✓		12/07/2023
Expenditures	✓		12/07/2023
Reimbursement	✓		12/07/2023
Equipment Inventory	✓		12/07/2023
Other Attachments	✓		12/07/2023



COMMON CLAIM MISTAKES

- Entering more than one invoice per expenditure line
 - Each invoice should be entered as its own expenditure line
- Submitting a claim with insufficient funds on budget lines
 - The budget and available funds should be reviewed at the time of procurement to ensure there are available funds and there are no other necessary changes requiring completion of a subaward adjustment (i.e., quantity change)
- More than one piece of equipment listed per line in the Equipment Detail component of the claim
 - Only one piece of equipment should be listed per line.
 - For example, a claim for 4 mobile radios should have 4 entries to the Equipment Detail component (one for each radio)
- Missing proof of delivery
 - Please be sure to review the IB OHS-GT-2012-005 – Policy on Claim Request Requirements including OHS Reimbursement Checklist before submitting claims to ensure all documentation has been provided

STATUS REPORTS

■ Status Report Due Dates

- January 10, 2024
(September 1, 2023 – December 31, 2023)
- July 10, 2024
(January 1, 2024 – June 30, 2024)
- January 10, 2025
(July 1, 2024 – December 31, 2024)
- July 10, 2025
(January 1, 2025 – June 30, 2025)
- October 15, 2025 – Final Report
(July 1, 2025 – August 31, 2025)
 - Extensions would affect this final date and would be updated in the Status Report
- To submit Status Report, select “Status Report” component in WebGrants

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

- **Milestones** are used as a reporting mechanism in the Status Report
 - *DPS/OHS provides the milestone description: do not change or add to these*
- Milestone Progress
 - Enter the project name (FY23 LETPA Organization Name)
 - Enter the Estimated Date of Completion for all milestones
 - ✓ This should be a future date that allows for time to complete that milestone **OR**
 - ✓ The date the milestone was actually completed
 - Provide a brief narrative of the status of the current milestone
- Narrative Project Progress
 - What do you anticipate accomplishing over the next period?
 - Do you have any project accomplishments to highlight?
 - Are there any negative issues that should be noted?

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							Copy 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](#) | [Cancel](#)

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 LETPA - Grant - Baseline Organization

State Homeland Security Program (SHSP)

Award Year: 2023

Subward Number: EMW-2023-SS-00085-01

Status Report Number: 01

Submitted By:

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	✓	12/07/2023	
Milestone Progress Report		12/06/2023	

STATUS REPORTS

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

[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 LETPA - 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?*

Milestone Progress [Add](#)

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



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 the Milestone Progress section

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 of needed equipment.			0%	
2. Procurement completed: bidding, vendor selection, and ordering of equipment.			0%	
3. Equipment received, installed, teste, and inventoried.			0%	
4. Vendor paid and receipt of proof of payment received.			0%	
5. WebGrants reimbursement completed with all necessary information.			0%	
6. Equipment Training completed.			0%	
7. Project final report submitted and closed out.			0%	

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


Milestone Progress

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications of needed equipment.	<input type="text" value="FY23 Baseline Organization LETPA Grant"/>	<input type="text" value="12/05/2023"/>	<input type="text" value="100%"/>	<input type="text" value="Specifications for equipment has been identified."/>

STATUS REPORTS

- Complete “Narrative Project Progress”

- Select “Add”



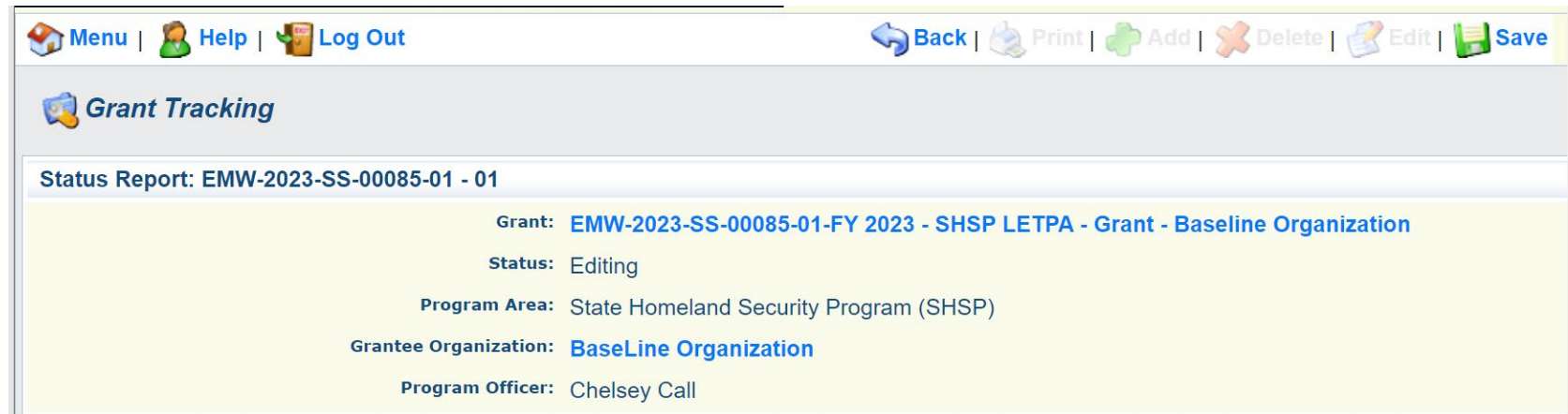
Narrative Project Progress		Add
Project Name:	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?	

- 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:*	<input type="text" value="FY23 Baseline Organization LETPA Grant"/>
What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?	<div>It is anticipated all items will be received, installed, tested, and inventoried; training will be completed; vendor payment will be made; <u>WebGrants</u> claim 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.</div>

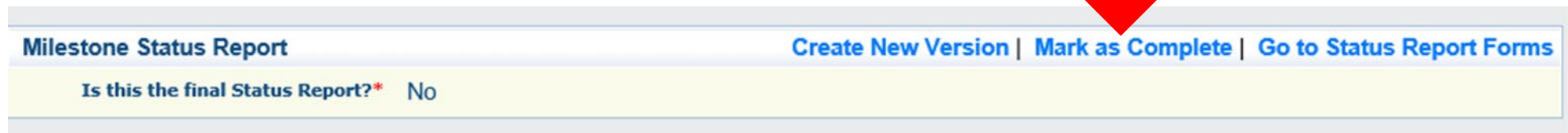
STATUS REPORTS

- Select “Save”



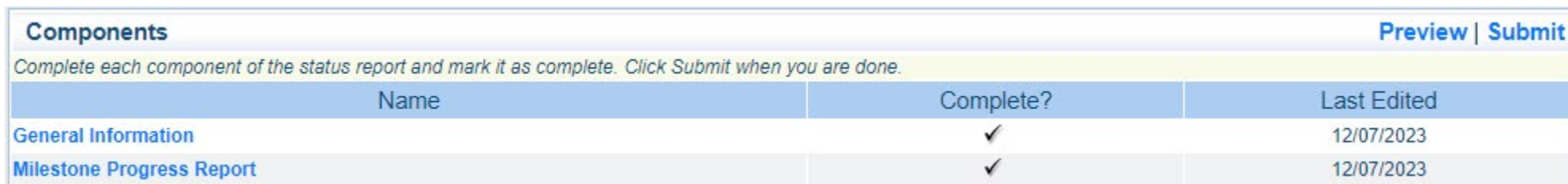
The screenshot shows the 'Grant Tracking' interface. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Save' button is highlighted with a red arrow. Below the navigation bar, the title 'Grant Tracking' is displayed. The main content area shows the 'Status Report: EMW-2023-SS-00085-01 - 01'. The details include: Grant: EMW-2023-SS-00085-01-FY 2023 - SHSP LETPA - Grant - Baseline Organization, Status: Editing, Program Area: State Homeland Security Program (SHSP), Grantee Organization: BaseLine Organization, and Program Officer: Chelsey Call.

- Select “Mark as Complete”



The screenshot shows the 'Milestone Status Report' interface. At the top, there is a navigation bar with links: Create New Version, Mark as Complete, and Go to Status Report Forms. The 'Mark as Complete' button is highlighted with a red arrow. Below the navigation bar, the title 'Milestone Status Report' is displayed. The main content area shows the question 'Is this the final Status Report?' with a 'No' button.

- Select “Submit” to submit Status Report to the DPS/OHS



The screenshot shows the 'Components' table. The table has three columns: Name, Complete?, and Last Edited. The 'Submit' button is highlighted with a red arrow. The table contains two rows of data.

Name	Complete?	Last Edited
General Information	✓	12/07/2023
Milestone Progress Report	✓	12/07/2023

FINAL STATUS REPORT

- A final Status Report must be completed to close out a project
 - All milestones need to be marked as final (updated completion date and marked as 100% completed)
 - The milestone that states “Project Final Report submitted and closed out” should have the completion date of the day you submitted the report
 - Narrative Project Progress should state the project is complete and include the de-obligation amount in the Narrative Project Progress
 - ✓ EX: Project Complete. \$0.00 de-obligated. **or** Project Complete. \$26.42 de-obligated.

COMMON STATUS REPORT MISTAKES

- Estimated completion date that is in the past with a milestone that is not 100% complete
 - Estimated completion date should be updated with each status report, unless the milestone is complete
- Estimated completion date that is in the future with a milestone that is marked 100% complete
 - The estimated completion date should reflect the date the milestone is completed
- The Narrative Project Progress is not updated from the last status report
- REMEMBER: your progress report is for the report period listed on the Status Report

Status Report
Type:

Semi-Annual

Report Period:

09/01/2023 12/31/2023
From To

SUBAWARD ADJUSTMENTS

- Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments
- Budget Modifications
- Program Modifications

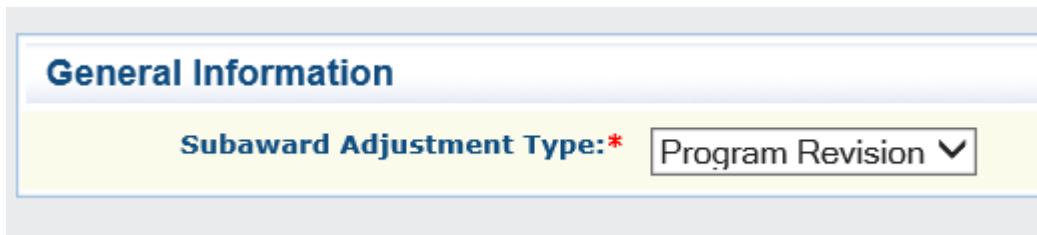


SUBAWARD ADJUSTMENT

- **Budget Revision Subaward Adjustments** are required for:
 - Budget modifications
 - Updates to reflect budgeted vs. actual costs
 - Scope of Work Changes
 - Adding a new project to the grant award
 - Adding new line items to the approved project budget
 - Changes in the quantity of an existing line item in the approved project budget
 - Changes to the specifications of an existing line item in the approved project budget
 - All scope of work changes must be requested at least 90 days prior to the end of the grant period of performance
- ***Subaward Adjustments must be submitted through WebGrants and approved by the DPS/OHS prior to grant funds being obligated***

SUBAWARD ADJUSTMENT

- **Program Revision Subaward Adjustments** include, but are not limited to:
 - Project updates (change in training from one to another)
 - Changes in Key Personnel (Project Director, Authorized Official, Executive Director, New Fiscal Staff)
 - Change in Period of Performance (Extensions)
 - Period of Performance Extensions – extension is needed to finish project activities (purchasing of items/completion of training)
 - Closeout Extensions – extension is only needed to submit Final Claim/Status Report



The screenshot shows a web form with a tab labeled "General Information". Below the tab, there is a label "Subaward Adjustment Type:" followed by a red asterisk. To the right of the label is a dropdown menu with "Program Revision" selected and a downward arrow.

- If both a **Program Revision** and **Budget Revision** are needed within the same **Subaward Adjustment**, select **Budget Revision** as the **Type**

SUBAWARD ADJUSTMENTS

- 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	12/06/2023	
Contact Information	12/01/2023	
Budget	12/07/2023	
Claims		
Correspondence	12/06/2023	
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	
EMW-2023-SS-00085-01 - 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 LETPA - 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	✓	12/07/2023
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.

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
Justification* <i>Please explain the reason for the requested adjustment and include the effective date. State the need for the change and how the requested revision will further the objectives of the project.</i>	
Explain the requested change and the reason for the requested adjustment.	
Copy and paste Subaward Adjustment Spreadsheet here.	

SUBAWARD ADJUSTMENT

- Example of the budget section – the **WHOLE** budget is represented, not just the categories you are changing
- Total Local Match Share is \$0.00

Budget		
<ul style="list-style-type: none">• 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
Personnel	\$12,614.99	\$12,614.99
Personnel Benefits	\$4,916.38	\$4,916.38
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	\$202.92	\$72.92
Equipment	\$0.00	\$0.00
Supplies/Operations	\$31.26	\$161.26
Contractual	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00

Federal/State and Local Match Share		
<ul style="list-style-type: none">• 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	Revised Amount
Total Federal/State Share	\$17,765.55	\$17,765.55
Total Local Match Share	\$0.00	\$0.00

SUBAWARD ADJUSTMENT

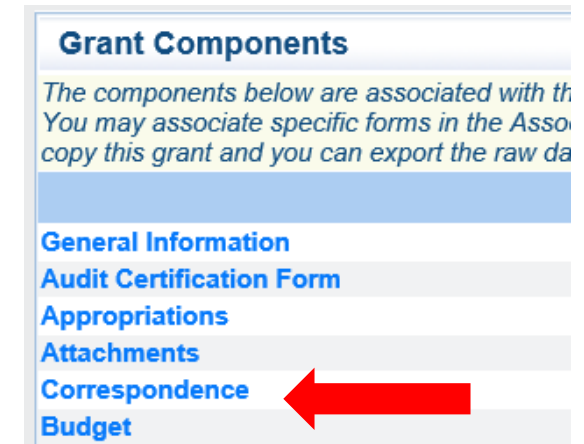
- Confirmation Form:
 - This should be your Authorized Official's information:
 - Authorized Official Name
 - Title
 - Date
- Do not complete anything in the **DPS Authorized Official/Designee Signature** section
- Attachment Form:
 - Add documentation separately and name accordingly
 - If budget revision: attach budget spreadsheet
 - If quotes are required: attach
- Mark each component complete as you finish it

SPENDING PLAN

- A spending plan, for each open project, must be submitted to the DPS/OHS 180 days prior to the end of the grant period of performance
 - In February, DPS/OHS will send out an email with the spending plan template attached
- Spending plan must outline the status of the project and any planned or known changes to the project budget
- Changes identified in the Spending Plan must be submitted through a Subaward Adjustment by June 2, approximately 90 days, prior to the end of the grant period of performance
- Scope of work changes must be submitted 90 days prior to the end of the grant period
- Spending plan will be submitted through the Correspondence Component in WebGrants
 - You will receive the approved spending plan from DPS/OHS through WebGrants Correspondence

CORRESPONDENCE

- **All approval requests** must be submitted through the Correspondence Component in WebGrants
 - Training/Exercise Requests
 - Single Feasible Source (SFS) Requests
 - Equipment Approvals (i.e. Generators)
 - Contract Reviews
 - Spending Plans
 - EHP's
 - Special Conditions Approvals
- Approval for requests will be sent through this Correspondence component
- Correspondence is best used for all communications with DPS/OHS – easier to track



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	▲
Maggie Glick	
TEST TEST	▼

CC:

Chelsey.call@dps.mo.gov	▲ ▼
-------------------------	--------

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

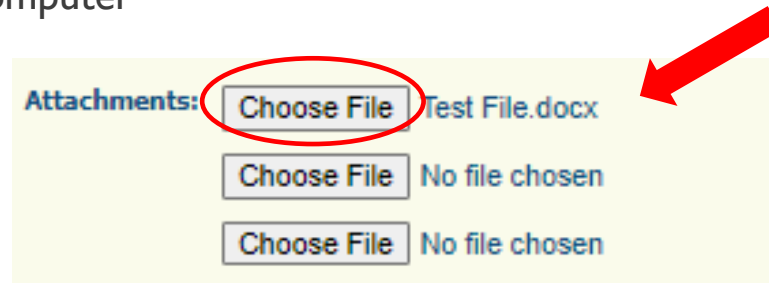
Subject:*

- Enter all necessary information in the “Message” section

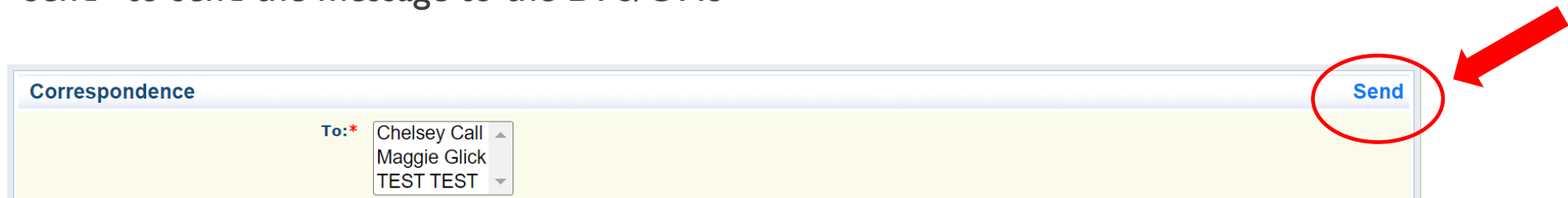
Message:

CORRESPONDENCE

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



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



CORRESPONDENCE

- Your Grant Specialist will receive an email alert when you send correspondence through WebGrants
 - Correspondence is the only WebGrants alert DPS/OHS receives
- When you receive correspondence, it will be sent to your email from dpswebgrants@dpsgrants.dps.mo.gov
- **Use WebGrants to reply to Correspondence**
 - *** DO NOT REPLY TO CORRESPONDENCE FROM YOUR EMAIL ***
 - If you reply from your email it goes to a generic email box instead of to your Grant Specialist, this will cause a delay in response



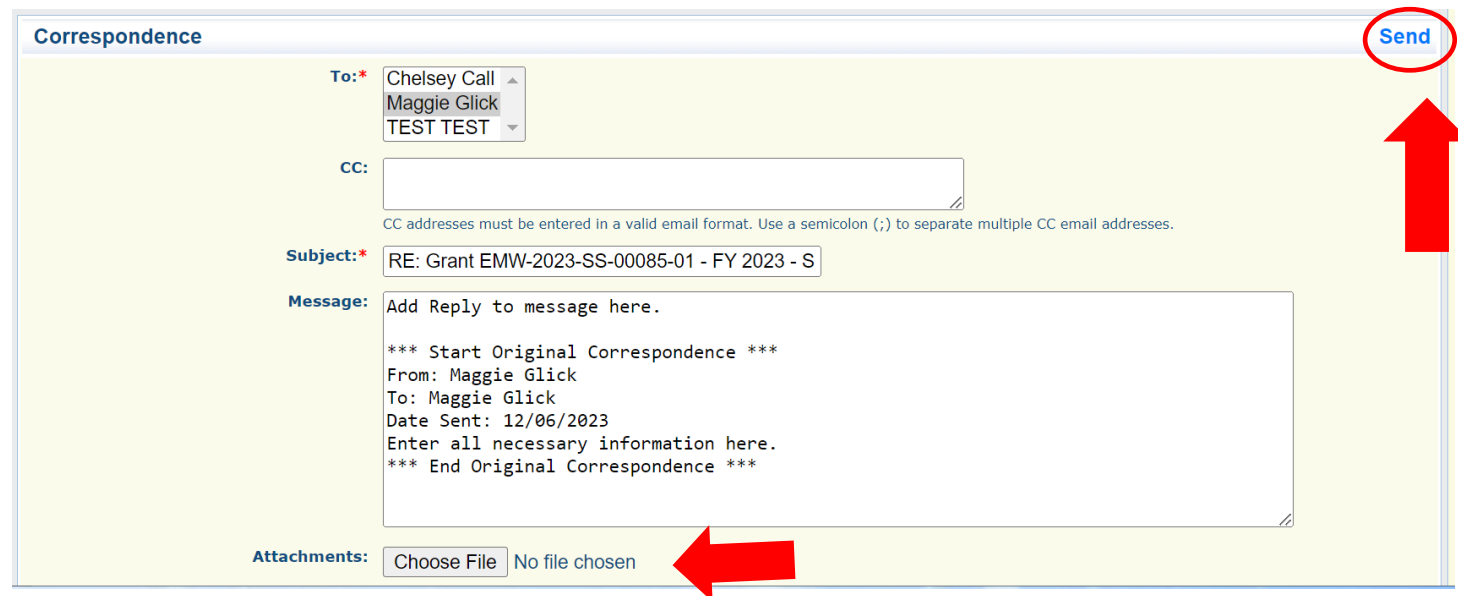
CORRESPONDENCE

- Select “Reply”



A screenshot of a software window titled "Correspondence". The window has a light blue header bar with the title. Below the header, there is a yellow area with the text "From: Maggie Glick". In the top right corner of the window, there is a blue button labeled "Reply", which is circled in red. A large red arrow points from the right side of the slide towards the "Reply" button.

- Select who you want the reply to be sent to
- Add “Message” above the start of the original correspondence
- Add attachments, if applicable
- Select “Send”



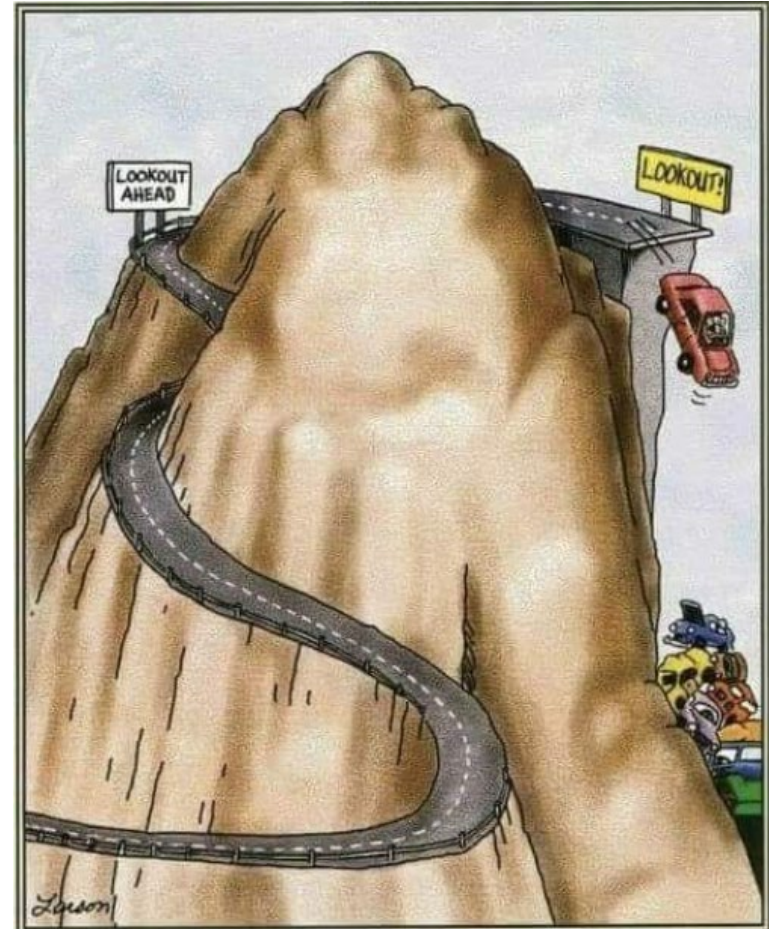
A screenshot of the same "Correspondence" window, now showing the full form. The "To:" field is a dropdown menu with "Chelsey Call", "Maggie Glick", and "TEST TEST" as options. The "CC:" field is an empty text box. The "Subject:" field contains "RE: Grant EMW-2023-SS-00085-01 - FY 2023 - S". The "Message:" field is a large text area containing the text: "Add Reply to message here.", followed by a separator line, and then "*** Start Original Correspondence ***", "From: Maggie Glick", "To: Maggie Glick", "Date Sent: 12/06/2023", "Enter all necessary information here.", and "*** End Original Correspondence ***". At the bottom, there is an "Attachments:" section with a "Choose File" button and the text "No file chosen". In the top right corner, there is a blue button labeled "Send", which is circled in red. A large red arrow points from the right side of the slide towards the "Send" button.

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

MONITORING

- Why do we monitor?
 - 2 CFR 200.329 (a) states, “The non-Federal entity is responsible for oversight of the operations of the Federal award supported activities. The non-Federal entity must monitor its activities under Federal awards to assure compliance with applicable with applicable Federal requirements and performance expectations are being achieved.”
- Key things to remember about monitoring:
 - Monitoring is **NOT** an audit
 - DPS/OHS is **NOT** out to catch you doing something wrong – we are there to **HELP** you to correct areas of noncompliance to prevent audit findings
 - Chance to provide technical assistance and answer questions



TYPES OF MONITORING

- **Desk Monitoring**

- Review that is completed by the DPS/OHS or pass-through entity's office



- **On-Site Monitoring**

- Review that is conducted by the DPS/OHS or pass-through entity at the subrecipient's agency



WHAT TO EXPECT ON 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



IMPORTANT DATES

Subaward Agreements Due – December 1, 2023

Award & Compliance Workshop Acknowledgement – December 15, 2023

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

Required EHP's - January 31, 2024

Status Reports - January 10th and July 10th

Spending Plan - March 4, 2025

Final Scope of Work Change Subaward Adjustment - June 2, 2025

Period of Performance - September 1, 2023 – August 31, 2025

Final Claim and Final Status Report – October 15, 2025

QUESTIONS?



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