FY 2023 Nonprofit Security Grant Program (NSGP)

Compliance Workshop

September 21, 2023

Agenda

- Grant Requirements
- Procurement
- Environmental and Historic Preservation (EHP)
- Inventory Management
- WebGrants
  - Subaward Agreement
  - Budget
  - Reimbursement Request (Claims)
  - Subaward Adjustment
  - Status Report
  - Correspondence
- Grant File
- Grant Closeout
- Monitoring

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 Nonprofit Security Grant Program (NSGP)
  - Provides programmatic requirements specific to the Nonprofit Security Grant Program (NSGP)
- 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 Office of Homeland Security, Division of Grants (OHS) Administrative Guide and Information Bulletins (IB)

- The Administrative Guide for Homeland Security Grants
- Information Bulletins:
  - OHS-GT-2012-001 - Policy on Monitoring Subrecipient Reporting, Recordkeeping and Internal Operation and Accounting Control Systems
  - OHS-GT-2012-002 - Policy on Advance Payment & Cash Advances
  - OHS-GT-2012-003 - Policy on Funding Restrictions for Management and Administration Costs

Missouri Office of Homeland Security, Division of Grants (OHS) Administrative Guide and Information Bulletins (IB)

- OHS-GT-2012-005 - Policy on Claim Request Requirements Including OHS Reimbursement Checklist
- OHS-GT-2018-008 - Policy on Budget Modifications, Scope of Work Changes, and Spending Plans

- The Administrative Guide for Homeland Security Grants and IBs are located on the Department of Public Safety (DPS) Grants Section website

Procurement Requirements

- With any expenditure, the subrecipient shall ensure that:
  - The expenditure is an approved budget line item
  - Prior approval has been obtained, if necessary
  - Sufficient funds are in the approved budget line
  - Subrecipients must have their own written procedures for determining costs are allowable, reasonable, allocable and necessary in accordance with Subpart E – Cost Principles and the terms and conditions of the Federal award (2 CFR Part 200.302 (7). Agencies that do not have their own written policy, may adopt the OHS' Appendix B found in the Administrative Guide for Homeland Security Grants
- If a subrecipient is uncertain as to whether a cost meets these requirements, please contact the OHS for clarification

Procurement Requirements

- If a subrecipient has a procurement policy, a copy must be submitted and accepted by the OHS
  - If the subrecipient does not have a procurement policy, or their policy is less restrictive than the State of Missouri policy, they must follow the State of Missouri's Procurement Guidelines
    - Submit statement indicating their agency is utilizing the State of Missouri Procurement Policy for this project
  - 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 a state, regional or national contract, procurement documents (quotes/bids) and invoice must reference the contract number

State of Missouri Procurement Requirements

Micro Purchases

Purchases less than $10,000

- Purchase with prudence on the open market
  - Price/Rate Quotations are not required
- Reasonableness of Price/Rate must be documented

Reasonableness can be determined by research, experience, purchase history or other information

Small Purchases

Purchases $10,000-$99,999.99

- **Obtaining 3** Price/Rate Quotations is Best Practice
- Informal method is acceptable
  - Telephone quote, online pricing, request for quote, etc.
- Maintain all procurement records, including
  - **WHO** – List of vendors solicited/researched
  - **When** – Dates
  - **What** – Quotes received
  - **Why** – Reason for vendor selection

Macro Purchases

$100,000 and higher

- Formal bid 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 or provide through an electronic medium available to general public
  - Post a notice in a public area of your office
  - Solicit by mail or other reasonable methods generally available to the public
  - OHS must approve vendor if less than 3 bids received
- Maintain all procurement records, including
  - **Bid Notice**
  - **Who** – List of vendors solicited
  - **When** – Dates
  - **What** – Quotes received
  - **Why** – Reason for vendor selection

A single feasible source procurement of $10,000.00 or more requires prior approval from OHS

Procurement Requirements

- Procurement policies must be followed to ensure all procurements are made in a fair and open manner
- Do not engage any vendors until you have an executed contract
  - You can start researching vendors and products
  - OHS must review all contracts to ensure the required federal provisions are present before they are signed
- Depending on specific costs, multiple quotes must be obtained to ensure best value
- Do not break projects (budget line in contract) into smaller pieces to circumvent the procurement rules
- When procuring items and/or services using the competitive bidding process, the goal is to receive at least three written bids of a high-quality project completed at a fair price
  - To achieve this goal - the invitation for bids can be solicited from an adequate number of sources once the Request for Proposal (RFP) has been advertised
  - Do not contact vendors before an RFP has been fairly advertised
- Vendor evaluation - all bids received should be evaluated

Procurement Requirements

Avoid Conflicts of Interest

- In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest. This applies to contractors that help an entity develop its grant application, project plans, or project budget.
- Example: Whoever completes your risk assessment cannot participate in the bidding process.
- Using state or local **geographic preferences** in evaluating bids or proposals **is prohibited**!
- **Additionally, the following situations are considered to be restrictive of competition. These situations must be avoided:**
  - Requiring unnecessary experience
  - Using brand names
  - Allowing non-competitive pricing practices
  - Using only contractors that are already on retainer
  - Allowing organizational conflicts of interest
  - Exhibiting arbitrary actions during the procurement process

Procurement Requirements

Example of a Bid Advertisement

A nonprofit organization in ____(your City) is seeking sealed bids for the sale and installation of security related enhancements. The project includes: (in general, list the equipment you wish to have installed, i.e.) installation of Closed-Circuit Television equipment). The selection criteria will be based on (include your selection criteria, i.e. knowledge of surveillance and security, adherence to projected work schedule, prior experience, references, and cost). Specifications and bid requirements can be obtained by contacting us at _____@gmail.com." (*Use a generic e-mail address so you don't attract unwanted attention).

This is a federally-funded project and all contracts must adhere to the applicable federal contract provisions listed in 2 CFR 200 Appendix II Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

Bids must be submitted by (explain how, i.e. mail, email, etc.) and will be accepted until ____ on _____.

Procurement Requirements

- **What Is an Appropriate Venue and Reasonable Period of Time to Advertise?**

Venue: when soliciting competitive bids or offers, you are encouraged to utilize more than one form of media to attract qualified bidders or offerors

  - Remember, if you are following State procurement guidelines and the cost exceeds $100,000, you must advertise in at least two daily newspapers for general circulation at least 5 consecutive days before bids are to be opened

Reasonable period of time: a minimum of 5 days is required as the intent of advertising is to promote open, fair advertisement of the opportunity to provide services

If a newspaper comes out once a week, that meets the 5-day requirement

- **What is not appropriate?**
  - **Advertising only:**
    - to special interest groups
    - in religious periodicals
    - in another language
    - through internally generated mailings and publications

Procurement Requirements

Evaluating the Bids

- Awards must be made in accordance with a pre-determined process - evaluation criteria and scoring methodology must be established **before** the bids are opened
- The same information must be provided to all interested parties
- You may award the contract to the lowest responsible bidder or on the basis of best value, which may include the following elements:
  - Cost
  - Experience/qualifications of vendor
  - References
  - Ability to conform with projected work schedule
  - Etc.
- Scoring methodology and bid evaluations must be in writing
- Bid costs must be detailed item by item (not a lump sum amount)

Single Feasible Source (SFS)

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

Single Feasible Source (SFS)

- Use of single feasible source procurement is discouraged. A single feasible source procurement exists when:
  - Federal Funds and Other Non-Federal Funds Used for Federal Match
    - The item is available only from a single source; or
    - The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or
    - The Office of Homeland Security expressly authorizes noncompetitive proposals in response to a written request from the local agency; or
    - After solicitation of a number of sources, competition is determined inadequate

Who Are You Doing Business With?

- Subrecipients are required to verify that vendors used for grant purchases are not on either the Federal Excluded Parties List System (EPLS) or State Suspended/Debarred Vendors List
  - Federal System for Award Management
  - State of Missouri Office of Administration Vendors Under Suspension/Debarment
  - *Maintain a copy of a screenshot in the grant file to verify this was completed*

Prior Approval

- Some items require prior approval from the OHS, including, but not limited to:
  - Contracts
    - MUST include Federal Contract Provisions located at 2 CFR 200 Appendix II Contract Provisions for Non-Federal Entity Contracts Under Federal Awards
    - Examples where contracts are needed include services for contracted security personnel, training, equipment installation, and construction
  - Single Feasible Source
  - Projects requiring an Environmental and Planning and Historic Preservation (EHP)
    - All NSGP projects

If prior approval is not received, the expense will not be paid!

No Retroactive Approvals!!

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 NSGP funds

Environmental and Historic Preservation (EHP)

- Projects that involve changes to the natural or built environment
  - An EHP review is an analysis of pertinent project information to determine whether a project may have the potential to impact environmental or historical/cultural resources
  - Including but not limited to: construction of communication towers; modification or renovation of existing buildings, structures, facilities, and infrastructure, new construction, replacement or relocation of facilities
  - Any ground disturbances
  - Projects funded with NSGP grant funds must comply
  - Includes projects on interior of buildings and facilities

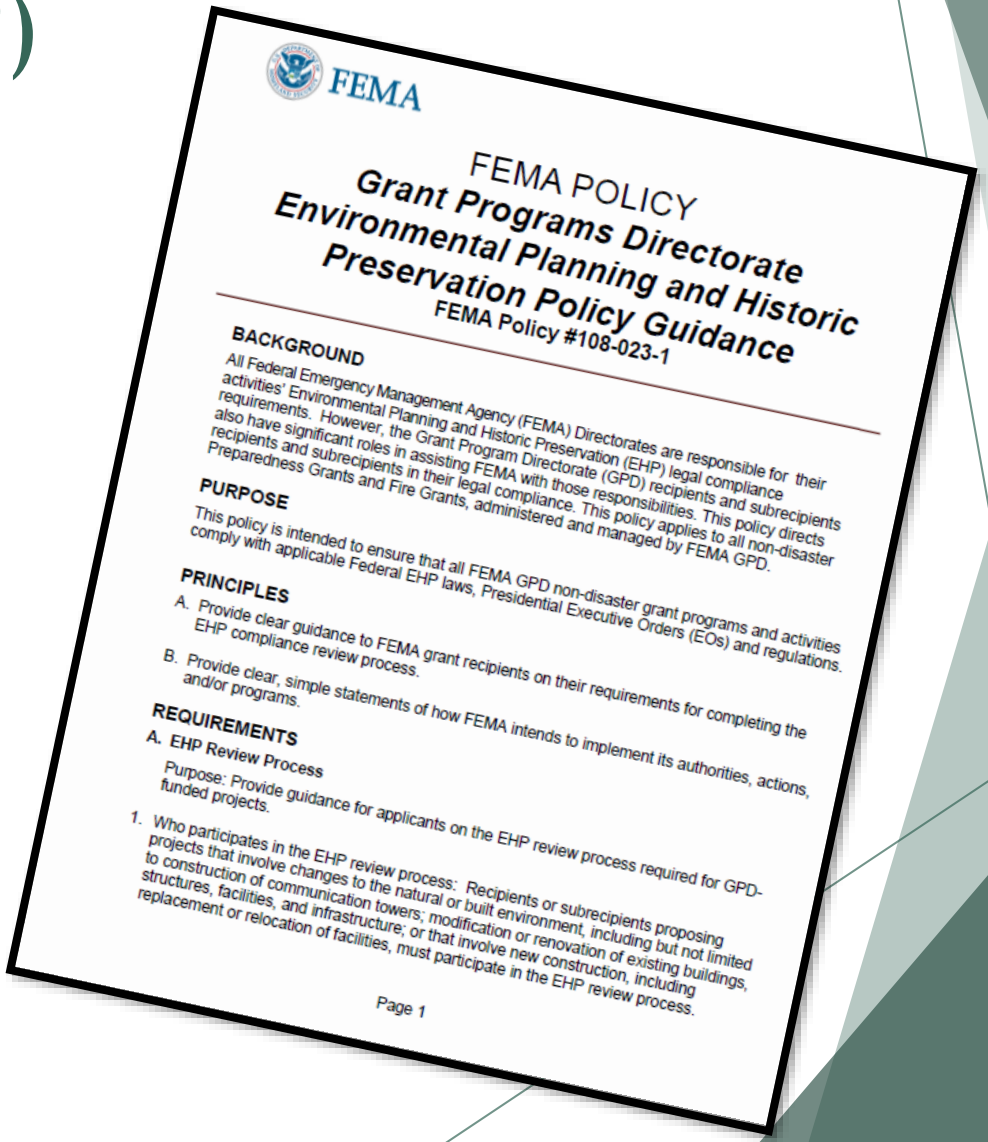
Environmental and Historic Preservation (EHP)

- If your project involves an EHP review, it must be completed, reviewed and approved by FEMA before initiating ***ANY*** work

No Retroactive Approvals

Environmental and Historic Preservation (EHP)

Environmental Planning and Historic Preservation Policy Guidance FEMA Policy #108-023-1



FEMA

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.

Page 1

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

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 responsibility of and paid by the grant subrecipient

EHP Packet

The EHP form can be located on the DPS website in the Grant Applications and Forms section:

Make sure your EHP Form includes

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

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

****We will be offering an optional training that will go into further detail on completing the EHP Form – September 28 at 9:30****

EHP Submission

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

Projects started before clearance is issued will NOT be reimbursed!

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

Inventory Management

- Equipment is defined as tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of $1,000 or more
- Entities may have a lower acquisition cost in their procurement policy. If so, they MUST use the most stringent policy

Inventory Management

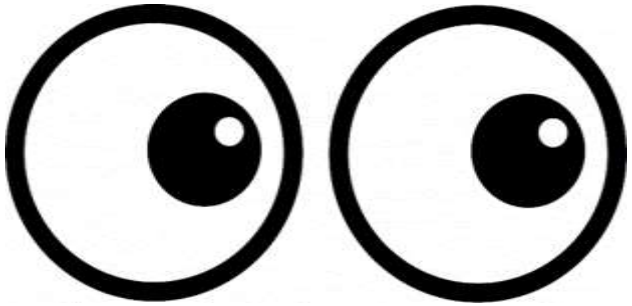
- All equipment purchased with Nonprofit Security Grant Program funds MUST be tagged*
- All tags must state:

Purchased with U.S. Department of Homeland Security Funds

- Tags are available from the OHS upon request. Contact Kelsey Saunders at Kelsey.Saunders@dps.mo.gov

Inventory Management

- Subrecipients MUST:
  - Have an inventory management system and maintain effective control
  - Have a control system in place to prevent loss, damage and theft
  - Investigate all incidents
  - Have adequate maintenance procedures to keep property in good condition



Inventory Management

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

Inventory Management

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

Inventory Management

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

- Requesting Organization
- Region
- County
- Fiscal Year - **2023**
- WebGrants Budget Line Number
- Manufacturer
- Model
- Description
- Identification number
- Source of Funding: **NSGP**
- Title holder
- Date of Delivery
- Quantity
- Individual Item Cost
- % of Federal Participation in the Cost
- Physical Location (MUST be the physical address)
- Contact Name
- Contact Phone Number
- Contact Email
- Contact Email
- Use (Local, Regional, National, Statewide)
- Readiness Condition (Mission Capable/Not Mission Capable)
- Final Disposition
- Date of Final Disposition
- Final Disposition Sale Price

Inventory Management

- When original or replacement equipment acquired with NSGP funds is no longer needed for the original project or program, the equipment may be retained, sold, or disposed, if it is not needed in any other Homeland Security sponsored project or program
- Disposition requests should be submitted on a timely basis. Disposition requests should not be held and submitted for approval at the time of the bi-annual physical inventory

Inventory Management

- Subrecipients must request approval from the OHS prior to disposing of equipment. Procedures in the OHS Administrative Guide for Homeland Security Grants must be followed to request equipment disposition approval. Email the Equipment Disposition Forms to Kelsey Saunders at Kelsey.Saunders@dps.mo.gov
- A copy of the approved Equipment Disposition Form must be maintained in the subrecipient grant file
- Equipment Disposition Form can be located on the DPS website in the Grant Applications and Forms section

Inventory Management

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

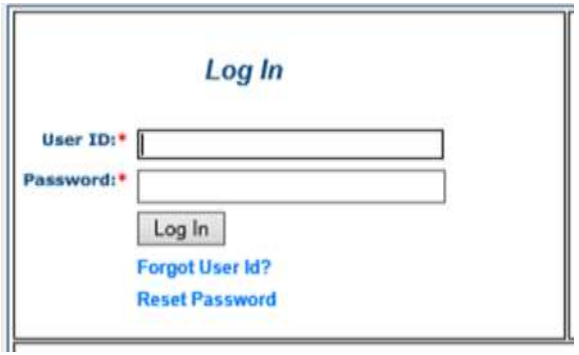
Inventory Management

If sold, the Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from the sale by the Federal awarding agency's percentage of participation

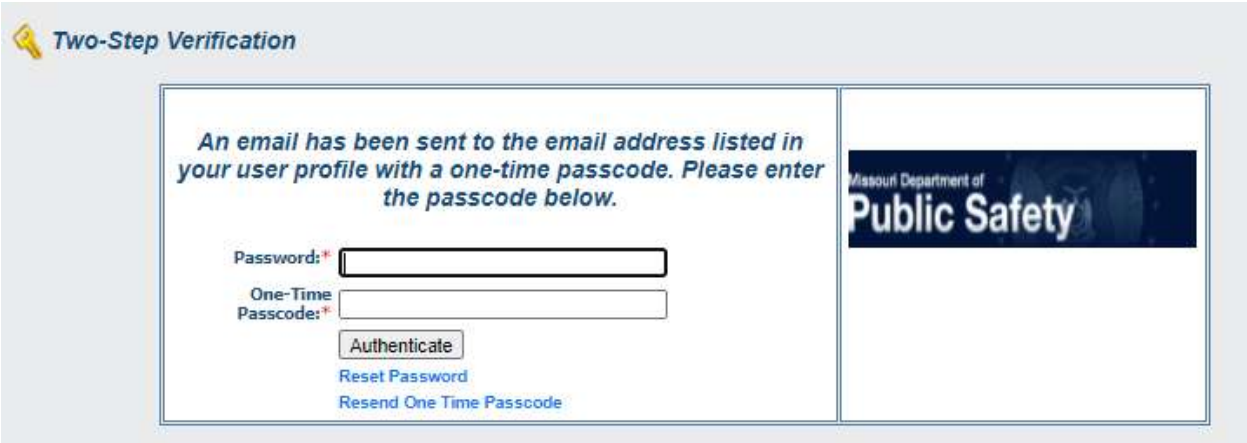
- Example: Agency X wants to sell their portable metal detector, which was 75% funded with NSGP funds and 25% funded with local funds. The fair market value for their metal detector is $9,000.00. The Federal awarding agency would be entitled to $6,750.00 of the proceeds and the local agency would be entitled to $2,250.00

WebGrants

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

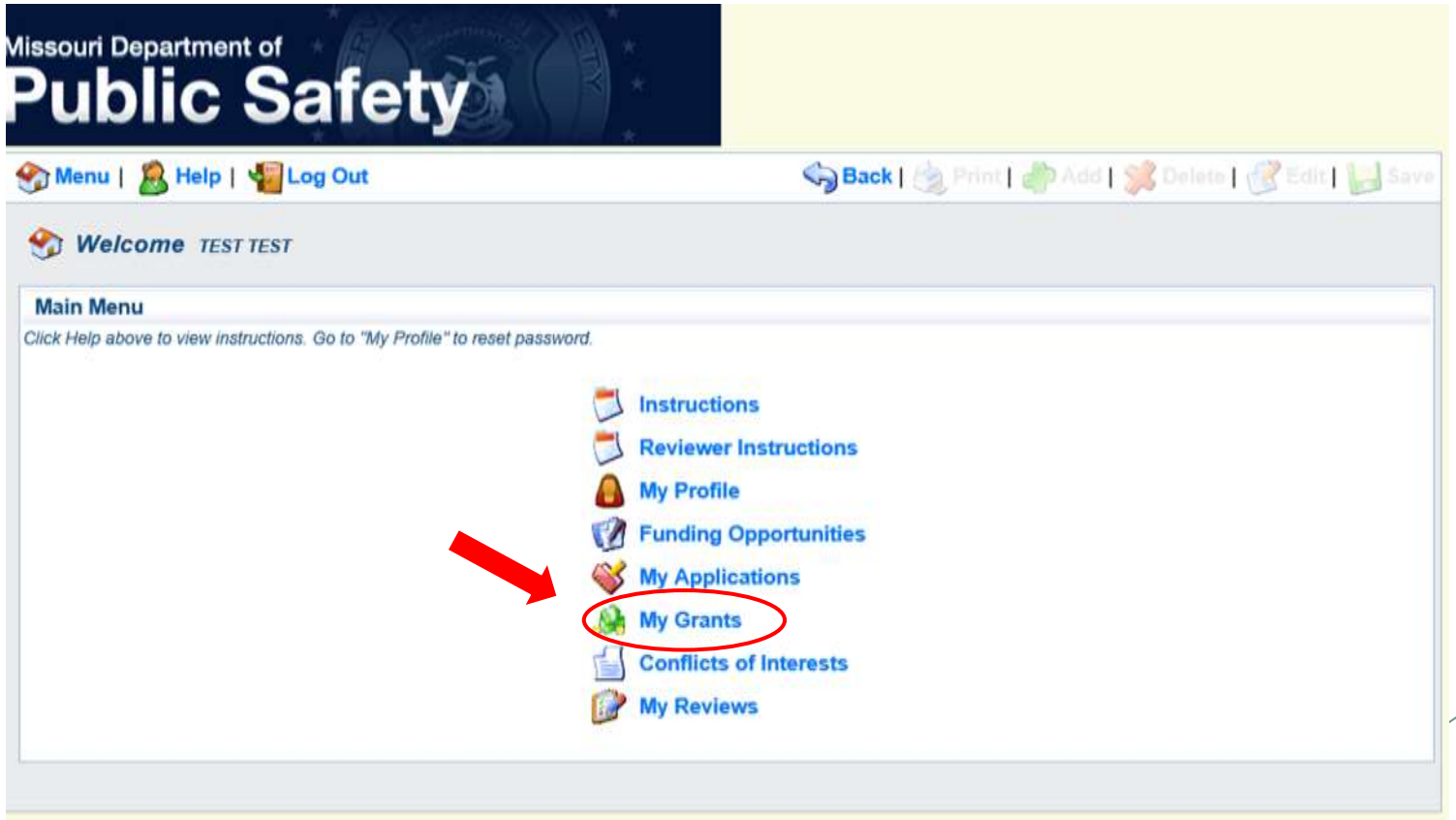


Two-factor authentication



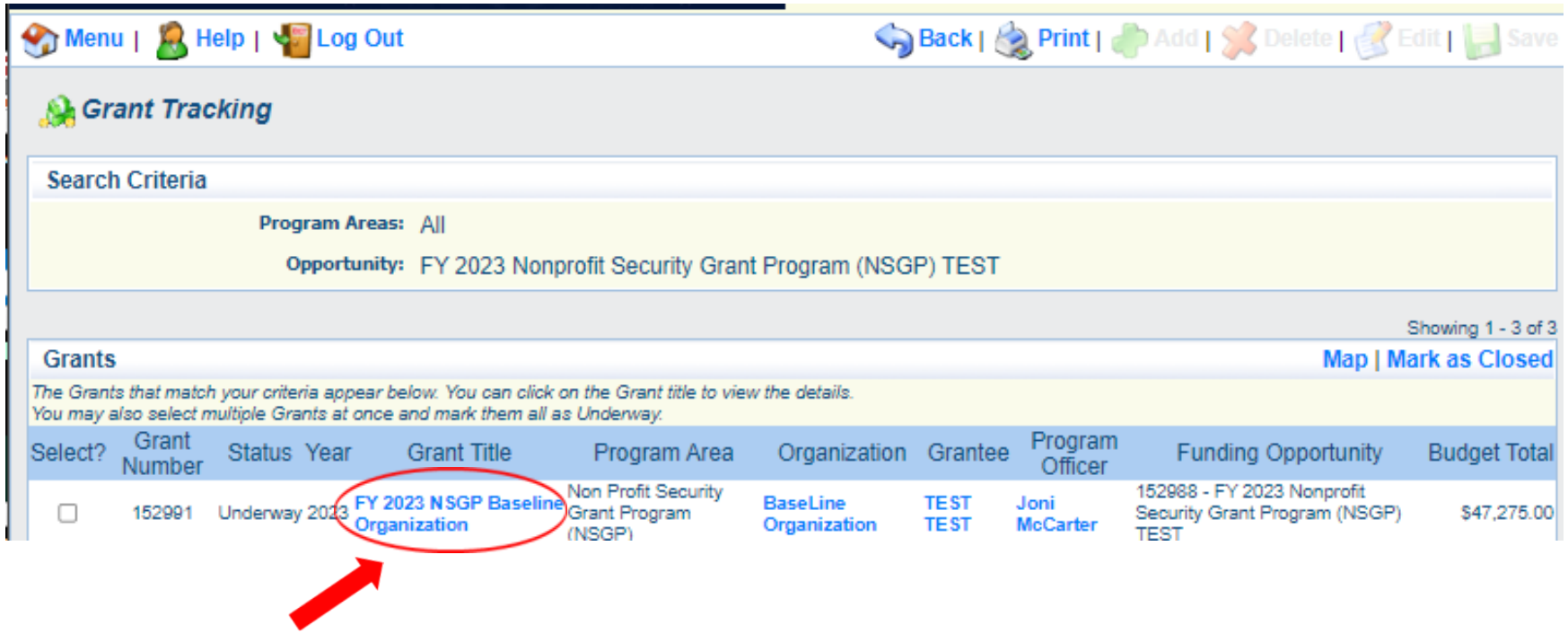
WebGrants

Select “My Grants”



WebGrants

Select project titled FY 2023 NSGP



WebGrants

Grant Components

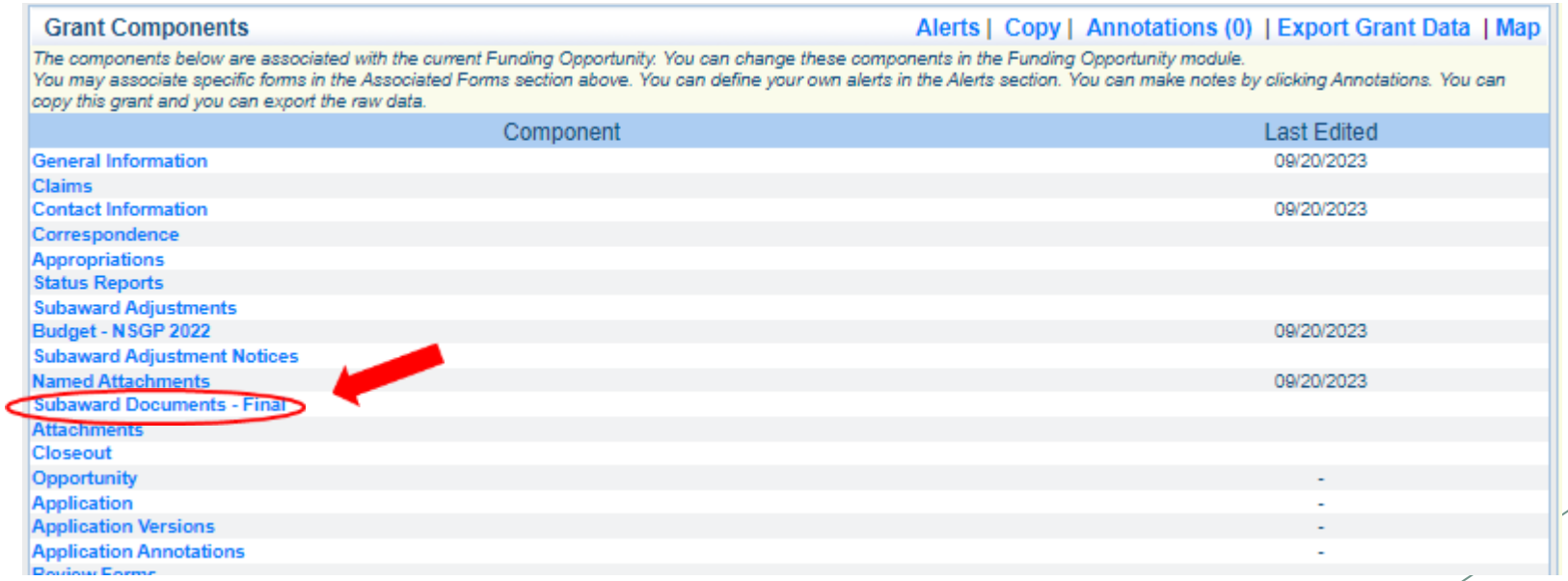
Grant Components Alerts | Copy | Annotations (0) | Export Grant Data | Map

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

Component	Last Edited
General Information	09/20/2023
Claims	
Contact Information	09/20/2023
Correspondence	
Appropriations	
Status Reports	
Subaward Adjustments	
Budget	
Subaward Adjustment Notices	
Named Attachments	09/20/2023
Subaward Documents - Final	
Attachments	
Closeout	
Opportunity	-
Application	-
Application Versions	-
Application Annotations	-
Review Forms	-

Subaward Agreement

- Subaward Agreements will be distributed via email
  - Authorized Official must review and initial each page of the Articles of Agreement
  - Original signed Subaward Agreement may be mailed OR emailed to the OHS
    - **Due November 30, 2023**
- Fully-executed Subaward Agreement is located in Subaward Documents – Final Component
  - Maintain the Subaward Agreement in your grant file



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Subaward Adjustment Notices	
Named Attachments	09/20/2023
Subaward Documents - Final	
Attachments	
Closeout	
Opportunity	-
Application	-
Application Versions	-
Application Annotations	-

Budget

- Approved budget is located in Budget Component
  - Approved budget is based upon approved items in the Investment Justification
  - 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 amount of funding on one budget line vs. another)

Budget

Equipment Negotiate Component | Create New Version | Return to Components | Add

Line Item Code:	Line Item Name:	AEL Category:	AEL #:	Qty:	Unit Cost:	Total:	Amount:	Description:
10001	Access Control System	14 Physical Security Enhancement Equipment	14SW-01-PACS	1.0	$5,000.00	$5,000.00	**$5,000.00**	Access Control System
10002	Metal Detectors	15 Inspection and Screening Systems	15SC-00-PPSS	2.0	$8,000.00	$8,000.00	**$8,000.00**	Metal Detectors

Equipment Justification

Equipment Justification

10001: Access Control System - 1 @ $5,000

10002: Metal Detectors - 2 @ $4,000 = $8,000

Expending Grant Funds

- Funds must be obligated within the project period of performance, expended, and submitted for reimbursement within 45 days following the project period of performance end date (October 15, 2025)
- Project Period: September 1, 2023 to August 31, 2025
- Funds are considered “obligated” when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period
- Funds are considered “expended” when payment is made

Expending Grant Funds

- **NO** work on the project can be started until all of the following are completed
  - Subaward Agreement fully executed
  - FEMA funding hold released, if applicable
    - OHS will contact you to let you know what information is needed
  - Environmental Historic Preservation Clearance has been received by DHS/FEMA

Contracts

- **All contracts MUST be approved by the OHS prior to signing**
  - **Submit contracts for review through WebGrants Correspondence**
- All contracts MUST contain the Federal Contract Provisions located in 2 CFR 200 Appendix II Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

Reimbursements

You must be registered as a vendor in the State's Fiscal System, MissouriBUYS, before you can receive any payments.

Instructions on how to register are available at https://missouribuys.mo.gov/media/pdf/vendor-registration-instructions

Registration may be completed online at https://missouribuys.mo.gov/registration

We recommend registering in MissouriBUYS one month prior to when you submit your first claim

MissouriBUYS
Statewide eProcurement System

Reimbursement Requests

- 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
- Incomplete claims could result in a delay of payment. It is the requesting agency's responsibility to complete the necessary changes

Reimbursement Requests

- **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**
  - Please submit pictures of the installed equipment if available

Reimbursement Requests

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

Reimbursement Requests

- **Management and Administration (M&A) Supporting Documentation – Goods/Services**
  - Claim in WebGrants
  - Invoice (example: temporary clerical support/invoice)
  - Proof of payment (copy of cancelled check or payroll journal)
  - Proof of delivery (signed packing slip, receipt, or statement in writing indicating goods/services received)

Reimbursement Requests

- **Management and Administration (M&A) Supporting Documentation – Personnel Costs**
  - Claim in WebGrants
  - Invoice (example: temporary clerical support/invoice)
  - Proof of payment (copy of cancelled check or payroll journal)
  - Timesheet(s)
  - Wage and benefit cost(s)
  - Signed salary certification

Reimbursement Request

- **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, cash flow makes payment for large equipment items difficult
  - OHS has agreed to accept requests for funds from subrecipients as soon as a vendor submits their invoice and the subrecipient has received goods or services
  - $2,500 minimum for subrecipients requesting a reimbursement with an advance payment

Reimbursement Request

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

Reimbursement Requests

- **Submitting a claim in WebGrants**
  - Select “Claims” component in WebGrants

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

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

Component	Last Edited
General Information	09/20/2023
Claims	
Contact Information	09/20/2023
Correspondence	
Appropriations	
Status Reports	
Subaward Adjustments	
Budget	
Subaward Adjustment Notices	
Named Attachments	09/20/2023
Subaward Documents - Final	
Attachments	
Closeout	
Opportunity	-
Application	-
Application Versions	-
Application Annotations	-
Review Forms	-

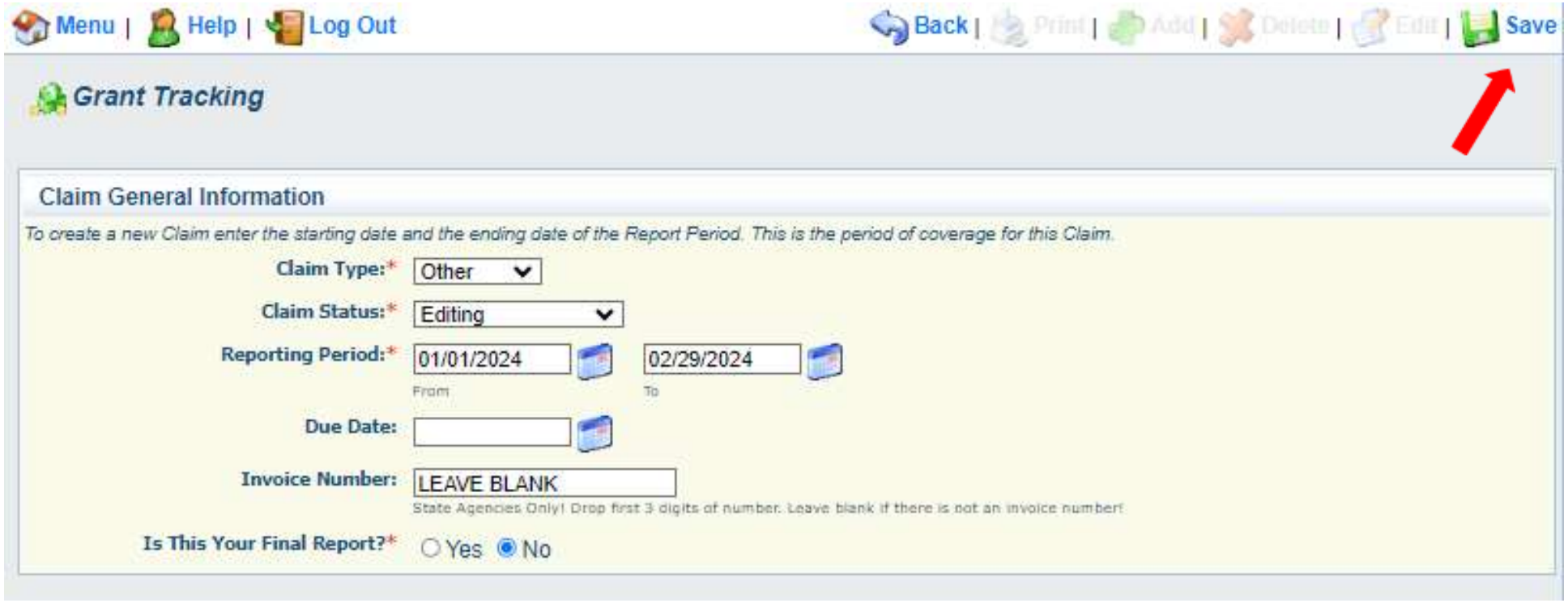
Reimbursement Requests

- Select “Add”

Reimbursement Request

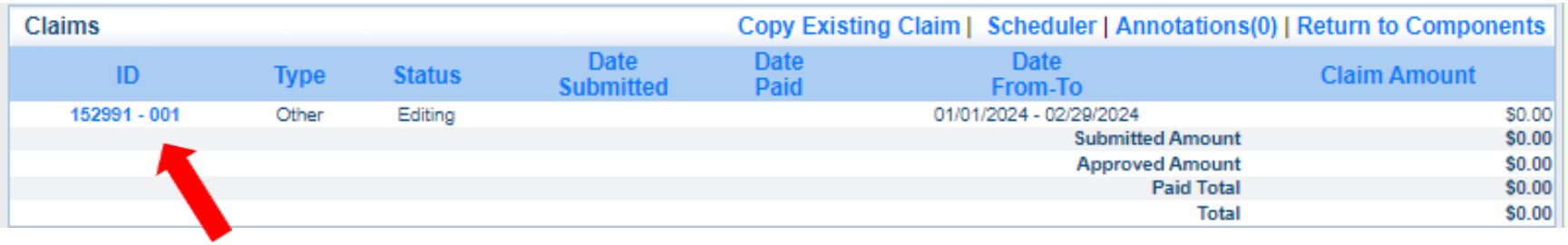
- **Complete Claim General Information**
  - Claim Type – Select “Other” in the drop-down
  - Reporting Period – Enter the date range for the expenses being requested
  - Invoice Number – Leave field blank
  - Is this your Final Report
    - Select “Yes” if this is your last claim
    - Select “No” if this is not your last claim
  - Select “Save”

Reimbursement Request



Reimbursement Requests

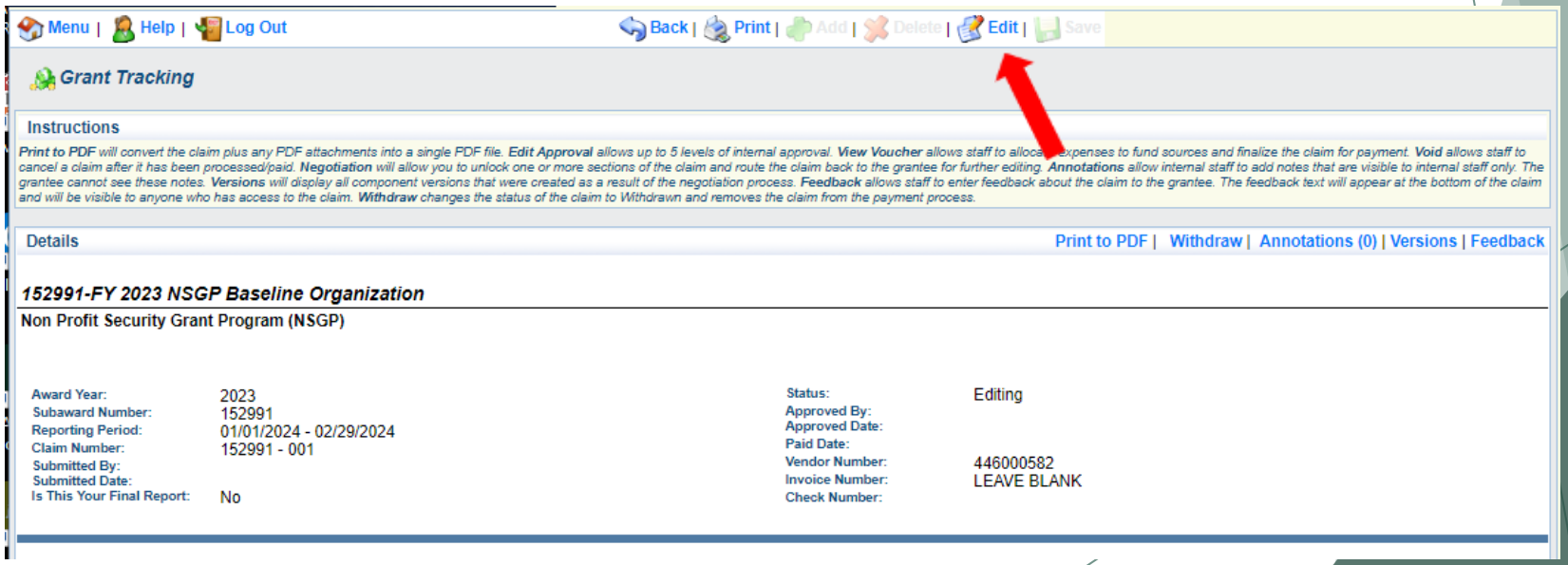
- Select claim “ID” on the claim you just created



Claims — Copy Existing Claim | Scheduler | Annotations(0) | Return to Components

ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
152991 - 001	Other	Editing			01/01/2024 - 02/29/2024	$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

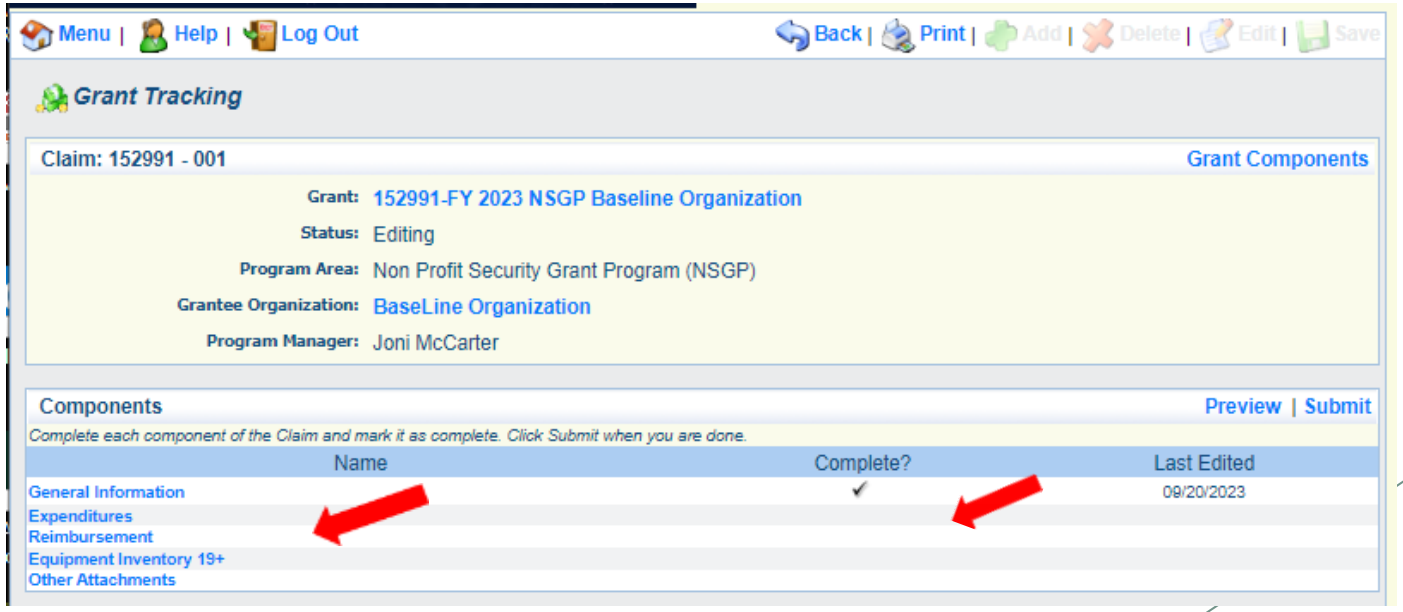
152991-FY 2023 NSGP Baseline Organization

Non Profit Security Grant Program (NSGP)

Award Year:	2023	Status:	Editing
Subaward Number:	152991	Approved By:	
Reporting Period:	01/01/2024 - 02/29/2024	Approved Date:	
Claim Number:	152991 - 001	Paid Date:	
Submitted By:		Vendor Number:	446000582
Submitted Date:		Invoice Number:	LEAVE BLANK
Is This Your Final Report:	No	Check Number:	

Reimbursement Request

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



Reimbursement Request

- 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

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

Grant Tracking

Claim: 152991 - 001 Grant Components

Grant:	152991-FY 2023 NSGP Baseline Organization
Status:	Editing
Program Area:	Non Profit Security Grant Program (NSGP)
Grantee Organization:	BaseLine Organization
Program Manager:	Joni McCarter

Expenditures

Line Number*	10001 - Budget - Doors
Payee*	Vendor Name - who you paid
Description*	Description of item purchased
Quantity*	2
Unit Cost*	1100
Federal Amount Requested*	2200
Invoice #*	1234
Invoice Date*	1/12/2024
Check/EFT Number*	56789
Check/EFT Date*	1/24/2024

Reimbursement Request

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

Reimbursement Request

- 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 - who you paid	Description of item purchased	2.0	$1,100.00	**$2,200.00**	$2,200.00	1234	1/12/2024	56789	1/24/2024
						$2,200.00				

Last Edited By: Debbie Musselman, 09/20/2023

Reimbursement Request

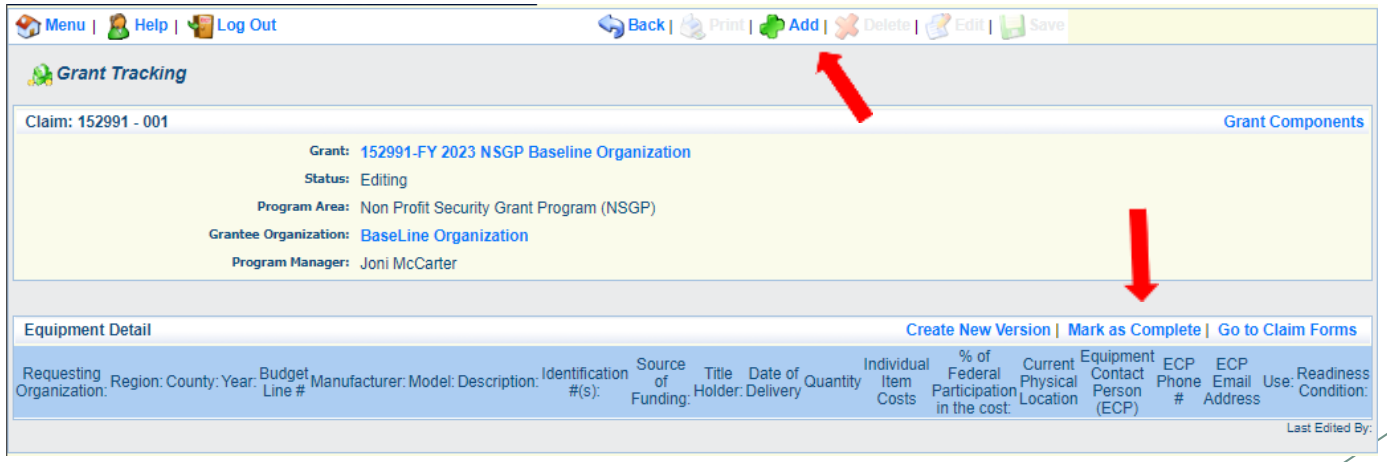
- Select the “Reimbursement” Claim Component
  - Verify the amounts entered on the Expenditures Form have been transferred to the Reimbursement Form correctly
- Select “Mark as Complete”

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)
Budget						
Doors	10001 (Line Number) Doors (Line Name:)	$22,275.00	$2,200.00	$0.00	$2,200.00	$20,075.00
Video Assessment Security System	10002 (Line Number) Video Assessment Security System (Line Name:)	$25,000.00	$0.00	$0.00	$0.00	$25,000.00
Sub Total:		**$47,275.00**	**$2,200.00**	**$0.00**	**$2,200.00**	**$45,075.00**
Budget Total						

Reimbursement Request

- 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 of the same item, there should be one line for each item
- Complete all fields in the Equipment Detail Form
- If no equipment is being requested for reimbursement, select “Mark as Complete”



Reimbursement Request

- If equipment is requested, complete all fields in the Equipment Detail Form
- Requesting Organization – Subrecipient's Organization
- Region – Subrecipient's Region
- 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., access control system, bollard, video surveillance system)
- Identification # - Unique identification numbers such as serial number. N/A should be annotated in there is not a serial number
- Source of Funding – Federal Funding utilized (NSGP)
- Title Holder – Subrecipient Organization who owns the equipment

Reimbursement Request

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

Reimbursement Request

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

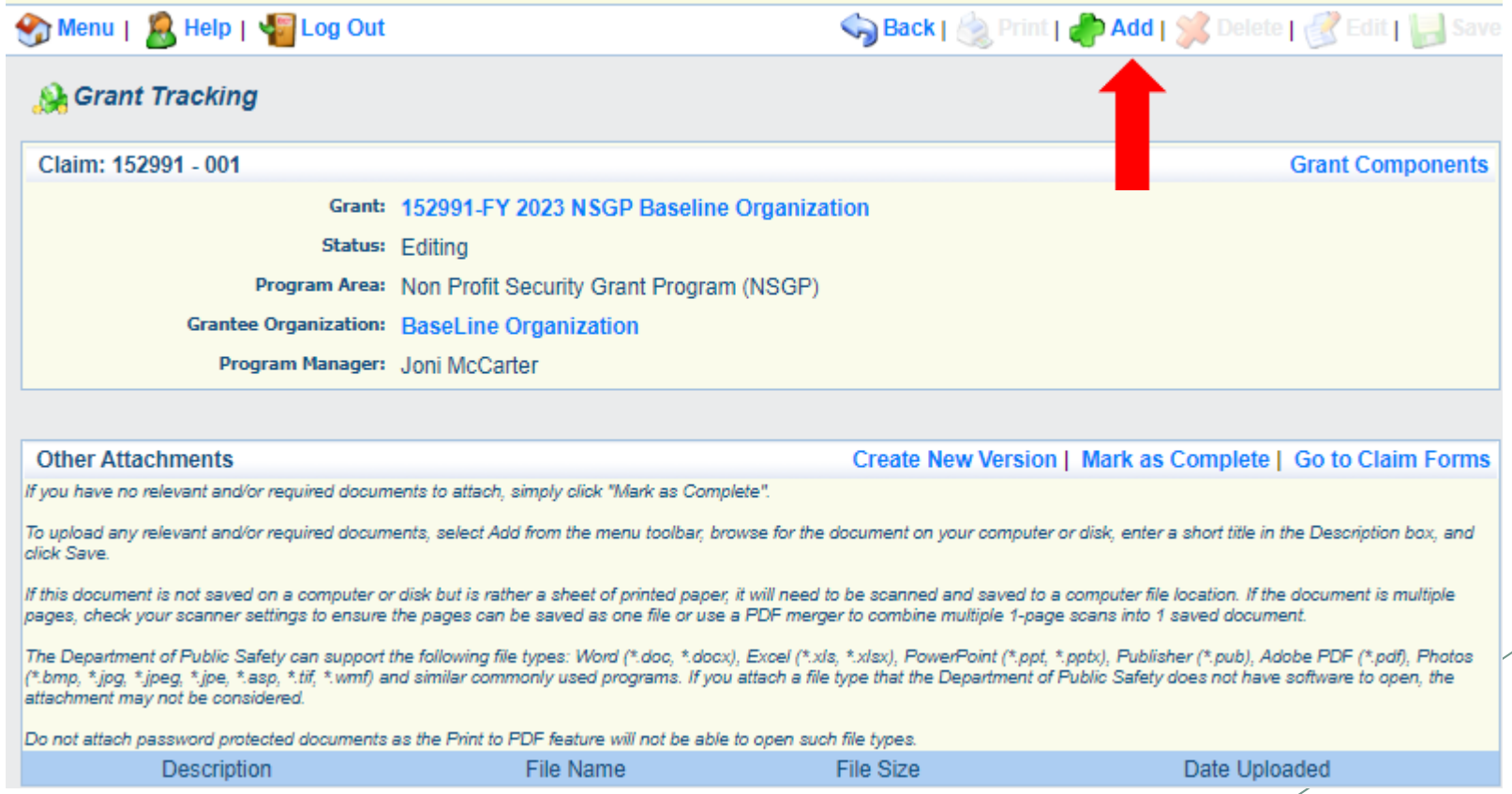
Equipment Detail

Create New Version | Mark as Complete | Go to Claim Forms

Requesting Organization:	Region:	County:	Year:	Budget Line #	Manufacturer:	Model:	Description:	Identification #(s):	Source of Funding:	Title Holder:	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost:	Current Physical Location	Equipment Contact Person (ECP)	ECP Phone #	ECP Email Address	Use:	Readiness Condition:
Baseline Organization	C	Cole	2023	10001	Manufacturer of the Equipment	Model of the Equipment	Brief description of the equipment	Serial or identification number of the equipment	NSGP	Baseline Organization	12/21/2023	1	$1,100.00	100.0%	1101 Riverside Dr. Jefferson City, MO 65101	Debbie Musselman	573-751-5997	debbie.musselman@dps.mo.gov	Local	Mission Capable

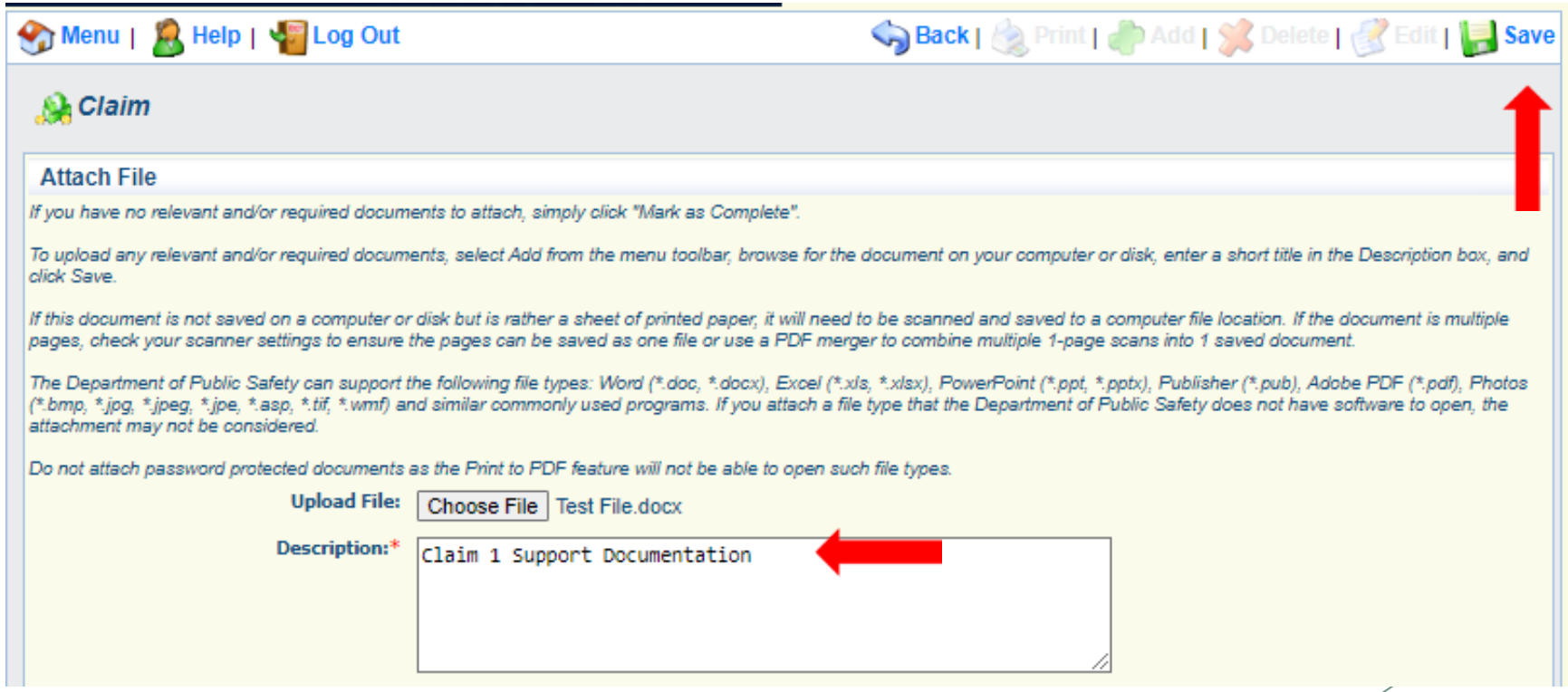
Reimbursement Request

- Select “Other Attachments” Claim Component
  - Select “Add” to attach supporting documentation to claim



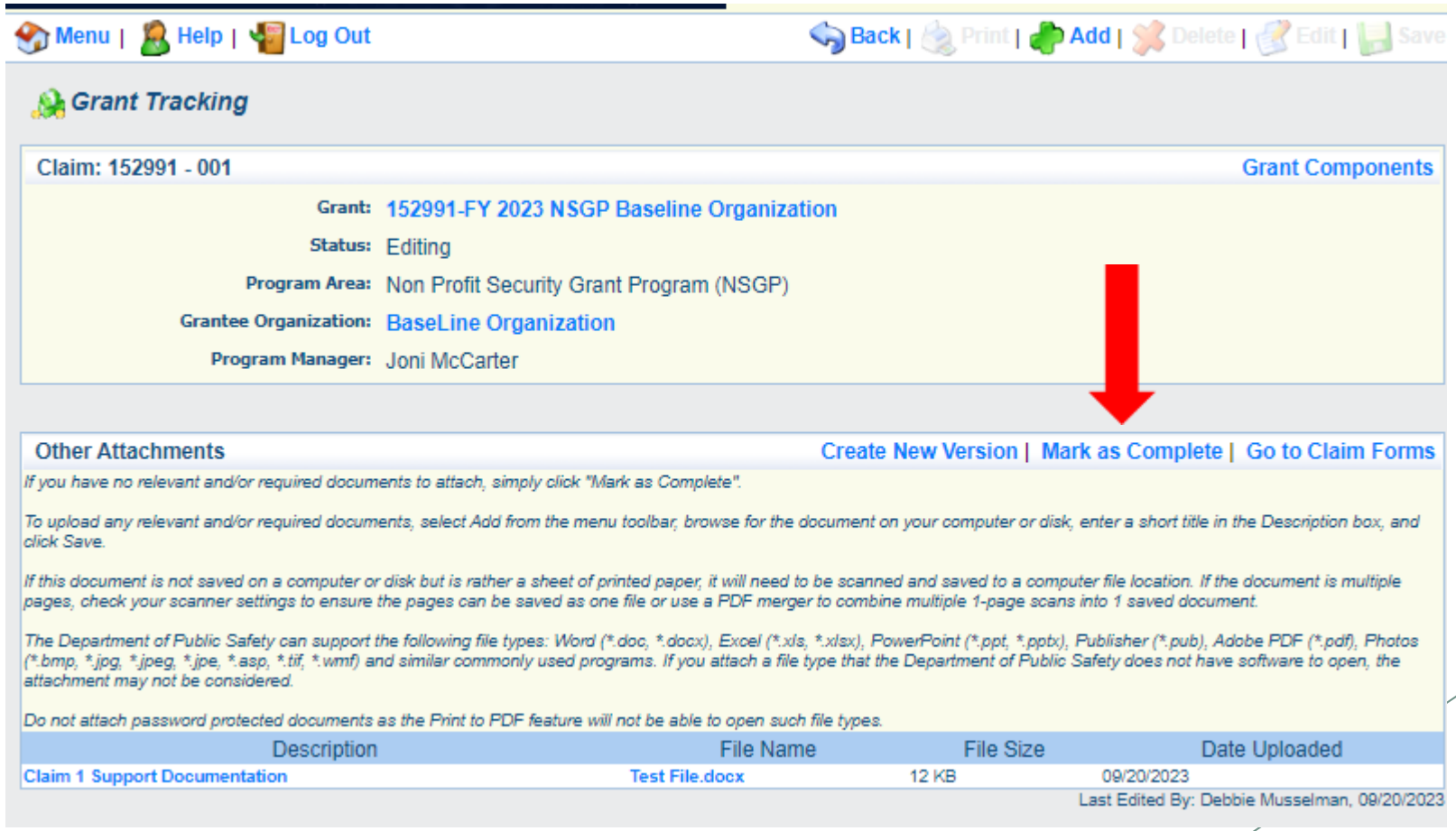
Reimbursement Request

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



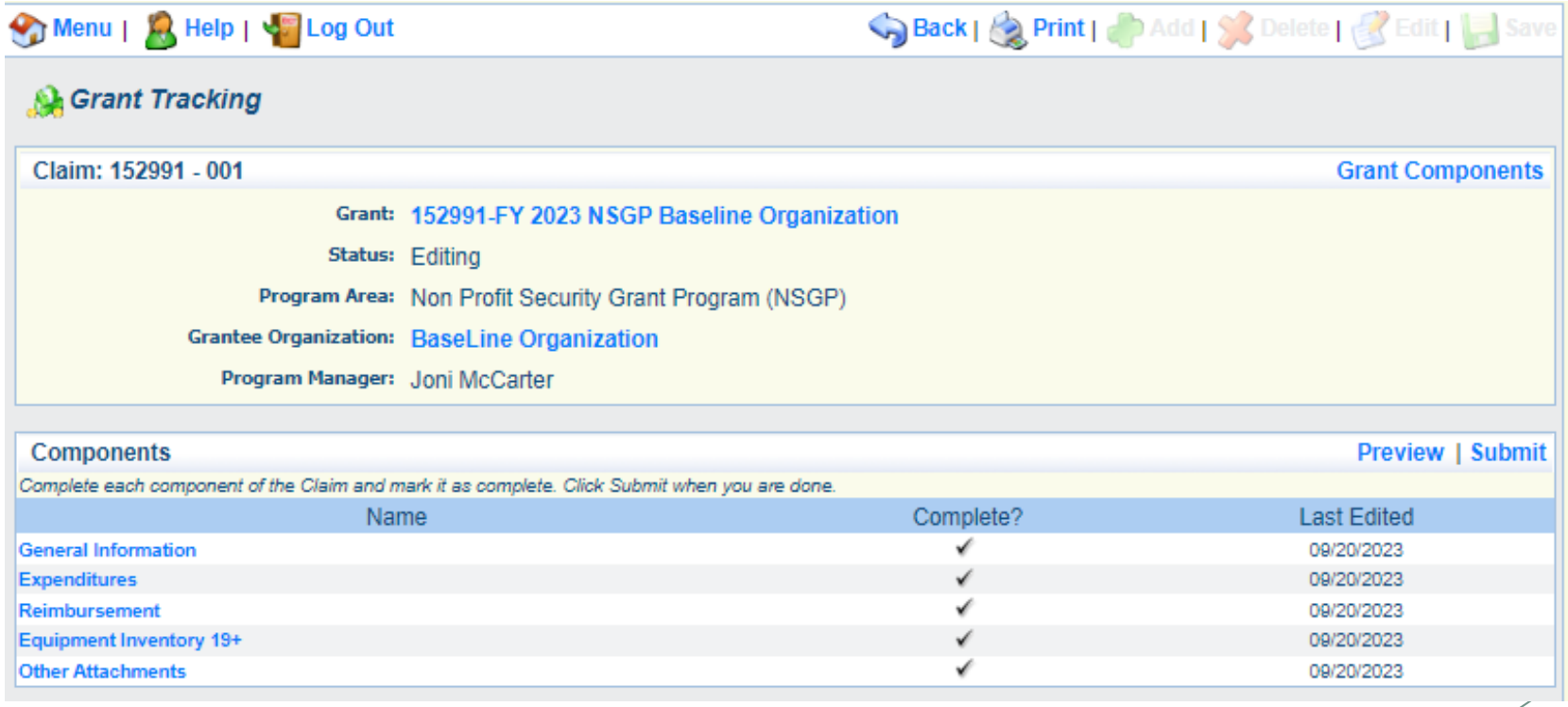
Reimbursement Request

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



Reimbursement Request

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



Subaward Adjustments

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

Subaward Adjustments

- Scope of Work Changes
  - Adding new line items to the approved budget
  - Changes in quantity of an existing line item in approved budget
  - Changes to specifications of existing line item (i.e., an equipment line item on the approved budget lists a 12’x 20’ tent, in order to purchase a tent that is 10’ x 10’ instead of the listed equipment, prior approval is required
- **Approval to change scope from approved Investment Justification is extremely rare**
  - **DHS/FEMA must approve scope changes on NSGP projects**
  - NSGP is a competitive grant program. The expectation is that all components of the project in the original Investment Justification will be completed
  - **Contact your grant specialist immediately if there is a problem with the scope of the project**

Subaward Adjustments

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

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

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

Component	Last Edited
General Information	09/20/2023
Claims	
Contact Information	09/20/2023
Correspondence	
Appropriations	
Status Reports	
Subaward Adjustments	
Budget	
Subaward Adjustment Notices	
Named Attachments	09/20/2023
Subaward Documents - Final	
Attachments	
Closeout	
Opportunity	-
Application	-
Application Versions	-
Application Annotations	-
Review Forms	-

Subaward Adjustments

- Select “Add”

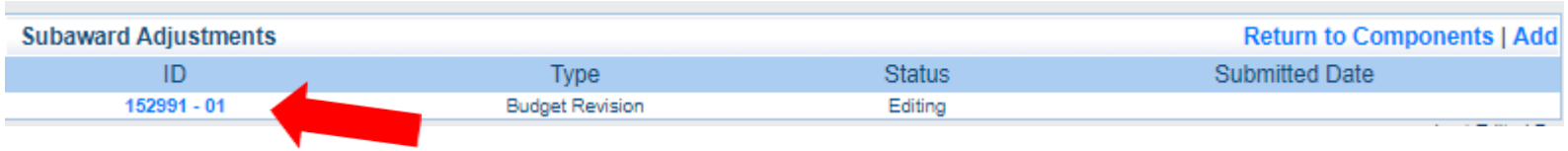
- Complete General Information and select “Save”

Subaward Adjustments

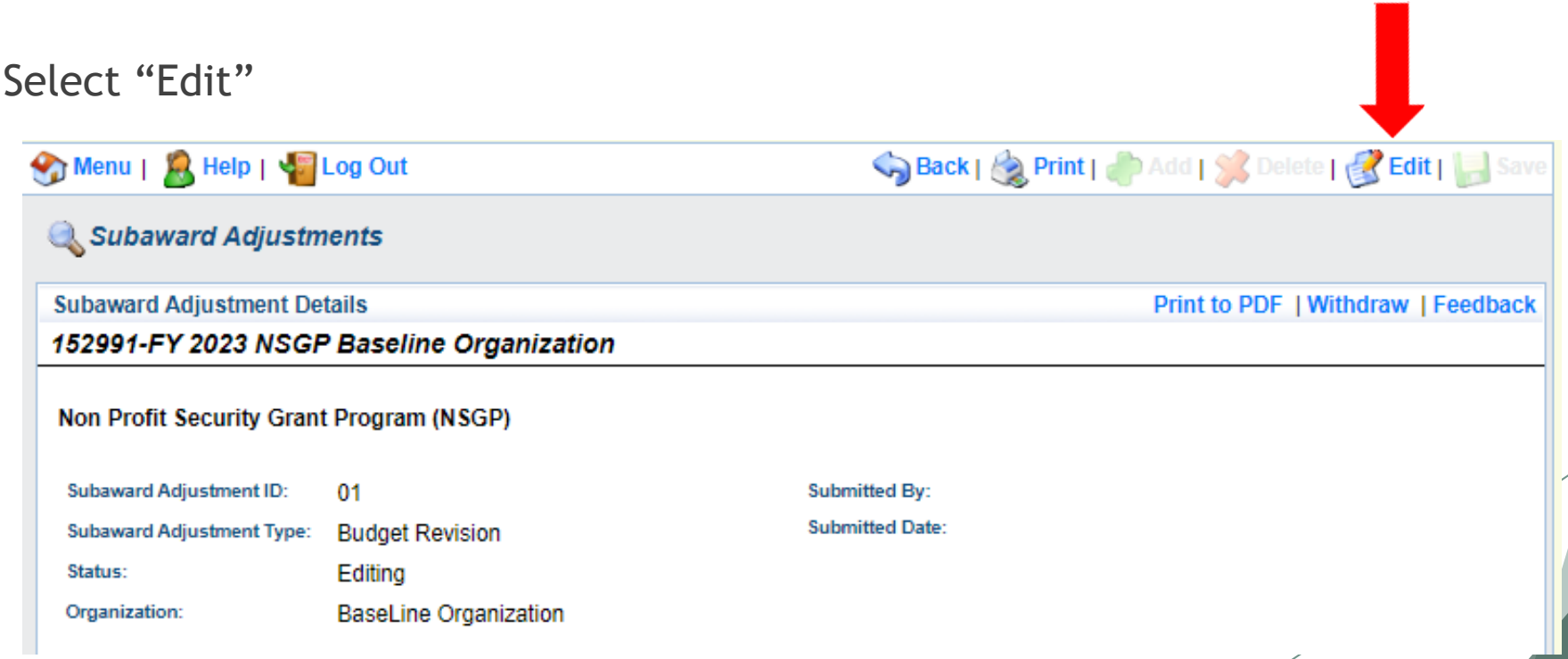
- General Information
  - Title – enter a brief title
  - Contract Amendment Type – choose the type of adjustment being requested
    - Budget Revision
    - Program Revision

Subaward Adjustments

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

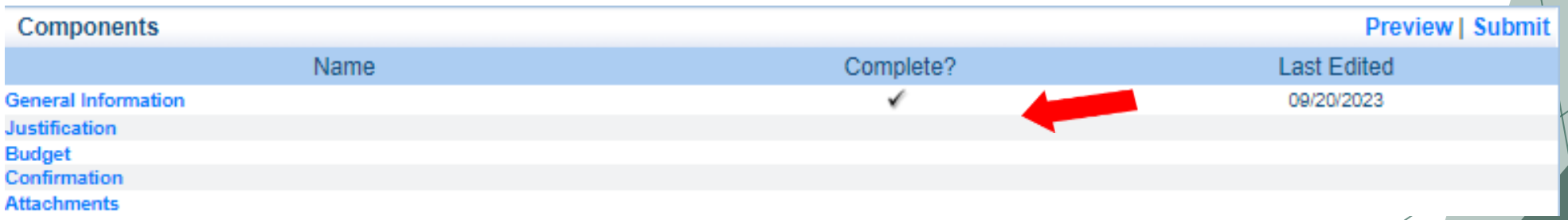


- Select “Edit”



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



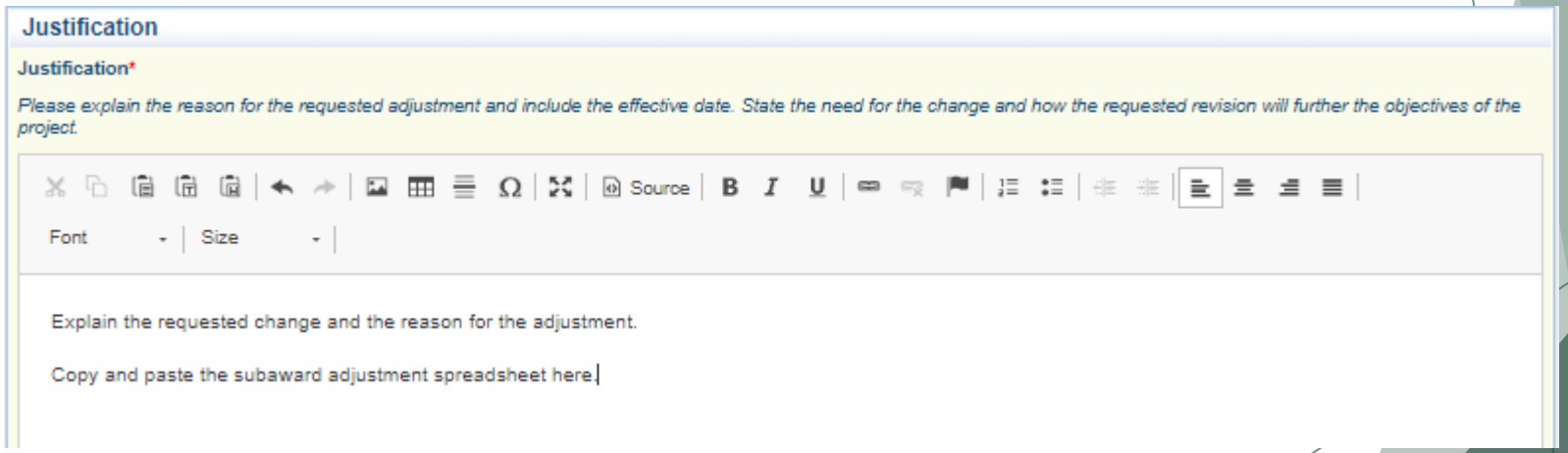
Components

Preview | Submit

Name	Complete?	Last Edited
General Information	✓	09/20/2023
Justification		
Budget		
Confirmation		
Attachments		

Subaward Adjustments

- Justification Component
  - Explain the requested change and the reason the adjustment is needed
  - 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"



Line Number	Current Budget	Requested Change	Updated Budget	Notes
10001	$ 5,000.00	$ (1,000.00)	$ 4,000.00	Cost of equipment under original budget
10002	$ 8,000.00	$ 1,000.00	$ 9,000.00	Cost of equipment over original budget
	$ 13,000.00	$ -	$ 13,000.00	

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*

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 adjustment.

Copy and paste the subaward adjustment spreadsheet here.

Subaward Adjustments

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

Budget

- *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	000.00	000.00
Personnel Benefits	$0.00	$0.00
Personnel Overtime	$0.00	$0.00
Personnel Overtime Benefits	$0.00	$0.00
PRN Time	$0.00	$0.00
PRN Benefits	$0.00	$0.00
Volunteer Match	$0.00	$0.00
Travel/Training	$0.00	$0.00
Equipment	71000.00	72000.00
Supplies/Operations	13000.00	12000.00
Contractual	$0.00	$0.00
Renovation/Construction	$0.00	$0.00
Indirect Costs	$0.00	$0.00

Federal/State and Local Match Share

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

Row	Current Budget	Revised Amount
Total Federal/State Share	84000.00	84000.00
Total Local Match Share	$0.00	$0.00

Subaward Adjustments

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

Budget Create New Version | Mark as Complete | Return to Components

- *The **Current Budget** column represents the total cost of the current subaward. Enter the total cost of each budget category as it is reflecte 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, e 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 get total.*

Row	Current Budget	Revised Amount	Net Change
Personnel	$0.00	$0.00	$0.00
Personnel Benefits	$0.00	$0.00	$0.00
Personnel Overtime	$0.00	$0.00	$0.00
Personnel Overtime Benefits	$0.00	$0.00	$0.00
PRN Time	$0.00	$0.00	$0.00
PRN Benefits	$0.00	$0.00	$0.00
Volunteer Match	$0.00	$0.00	$0.00
Travel/Training	$0.00	$0.00	$0.00
Equipment	$71,000.00	$72,000.00	$1,000.00
Supplies/Operations	$13,000.00	$12,000.00	($1,000.00)
Contractual	$0.00	$0.00	$0.00
Renovation/Construction	$0.00	$0.00	$0.00
Indirect Costs	$0.00	$0.00	$0.00
Totals	**$84,000.00**	**$84,000.00**	**$0.00**

Federal/State and Local Match Share

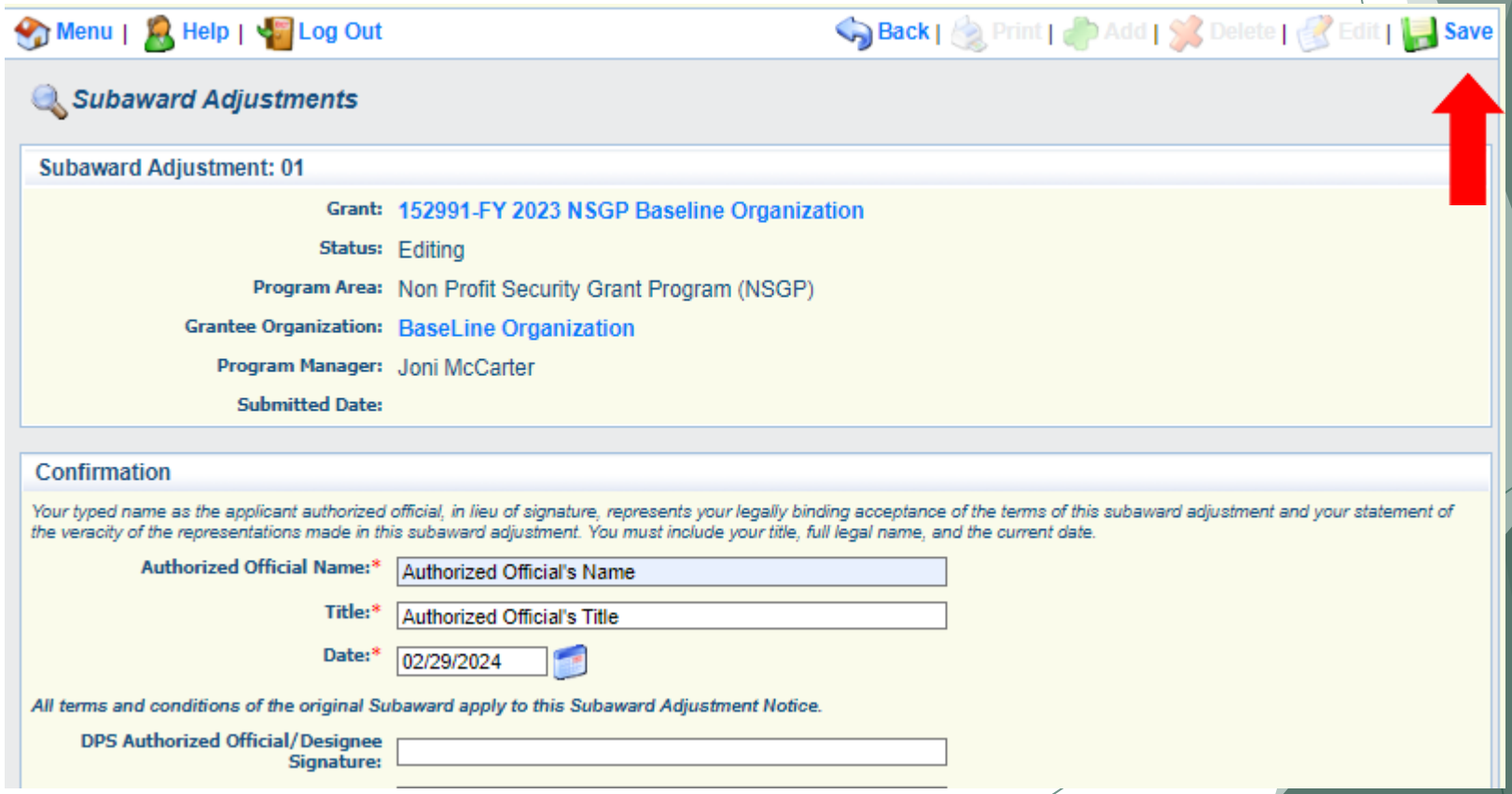
- *The **Current Budget** column represents the current subaward. Enter the total federal/state share and total local match share as it is reflected in the current version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Current Budget column above.*

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

Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	$84,000.00	100.0%	$84,000.00	100.0%	$0.00
Total Local Match Share	$0.00	0%	$0.00	0%	$0.00

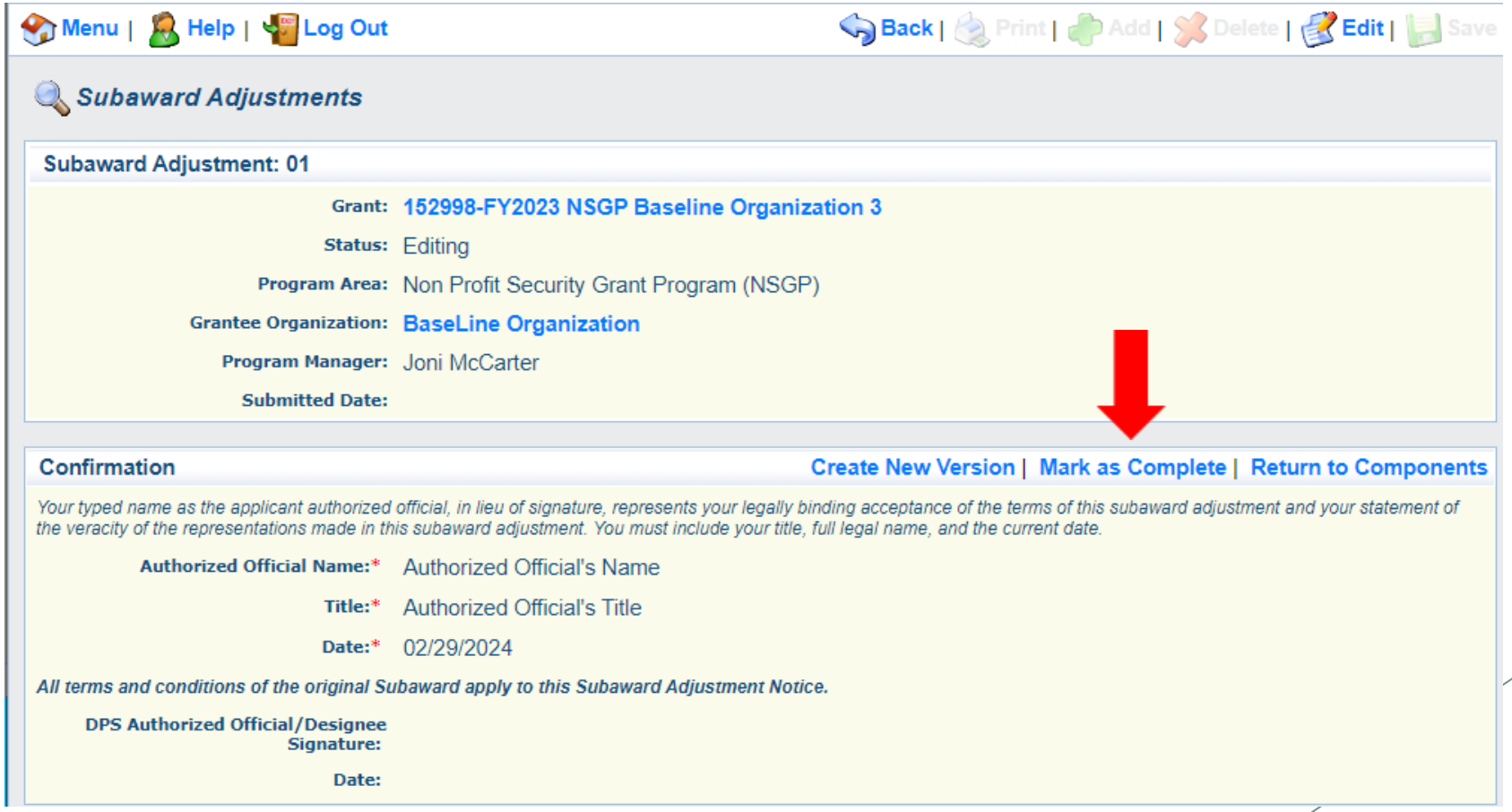
Subaward Adjustments

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



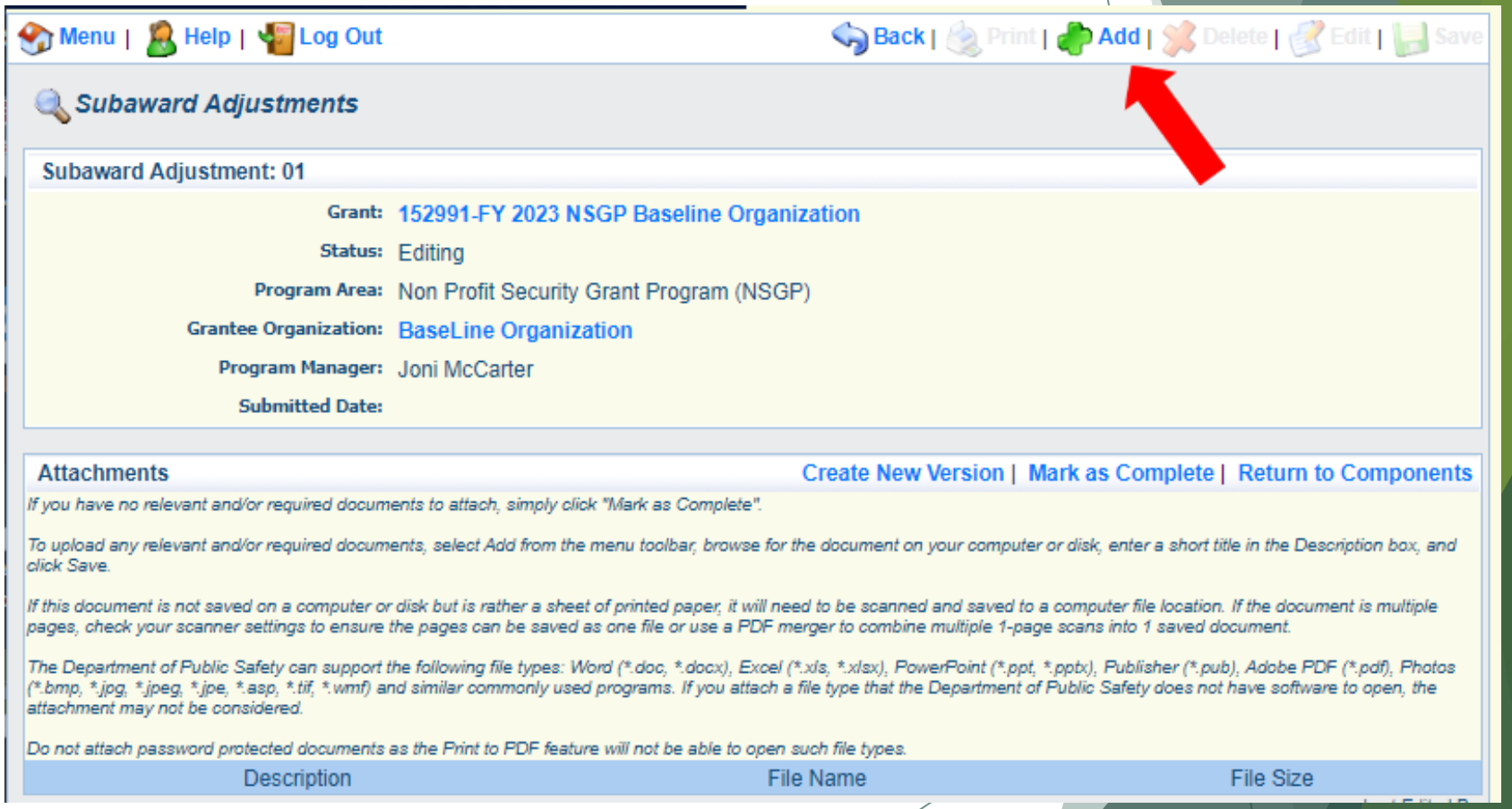
Subaward Adjustments

- Select “Mark as Complete”



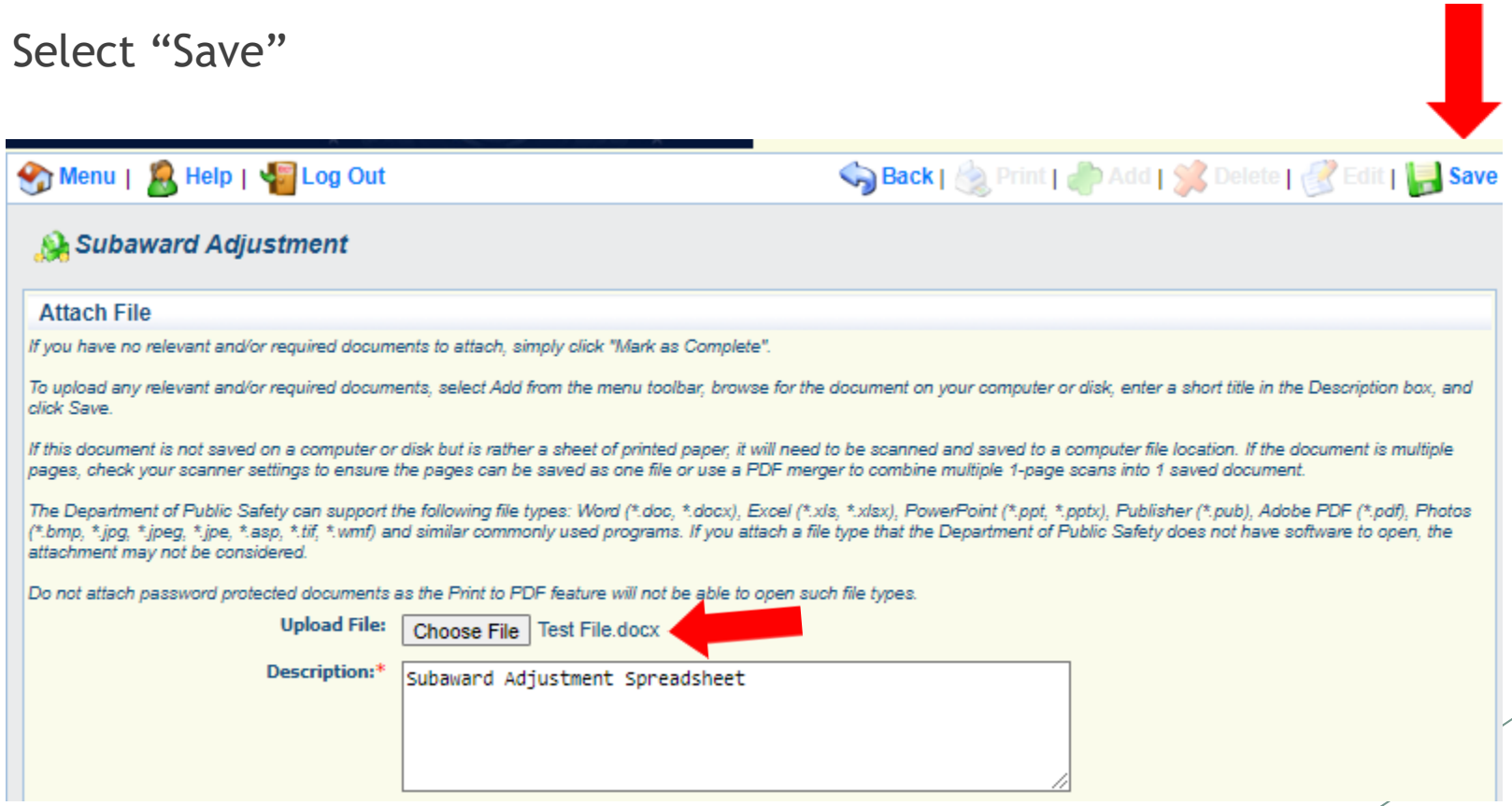
Subaward Adjustments

- Select “Attachments” form
  - Select “Add”
  - Attach Subaward Adjustment Spreadsheet
  - Attachments may also include other supporting documentation



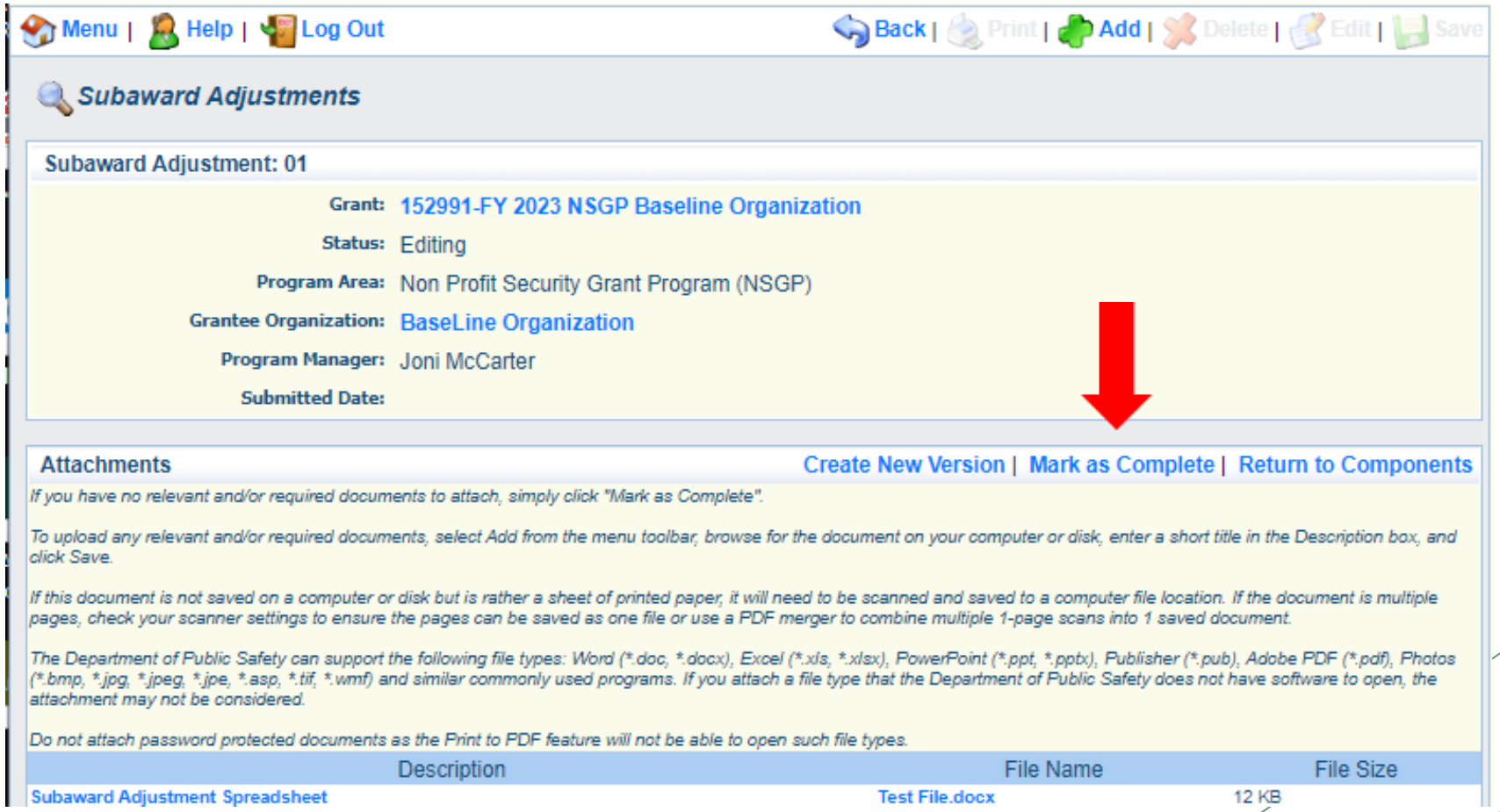
Subaward Adjustments

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



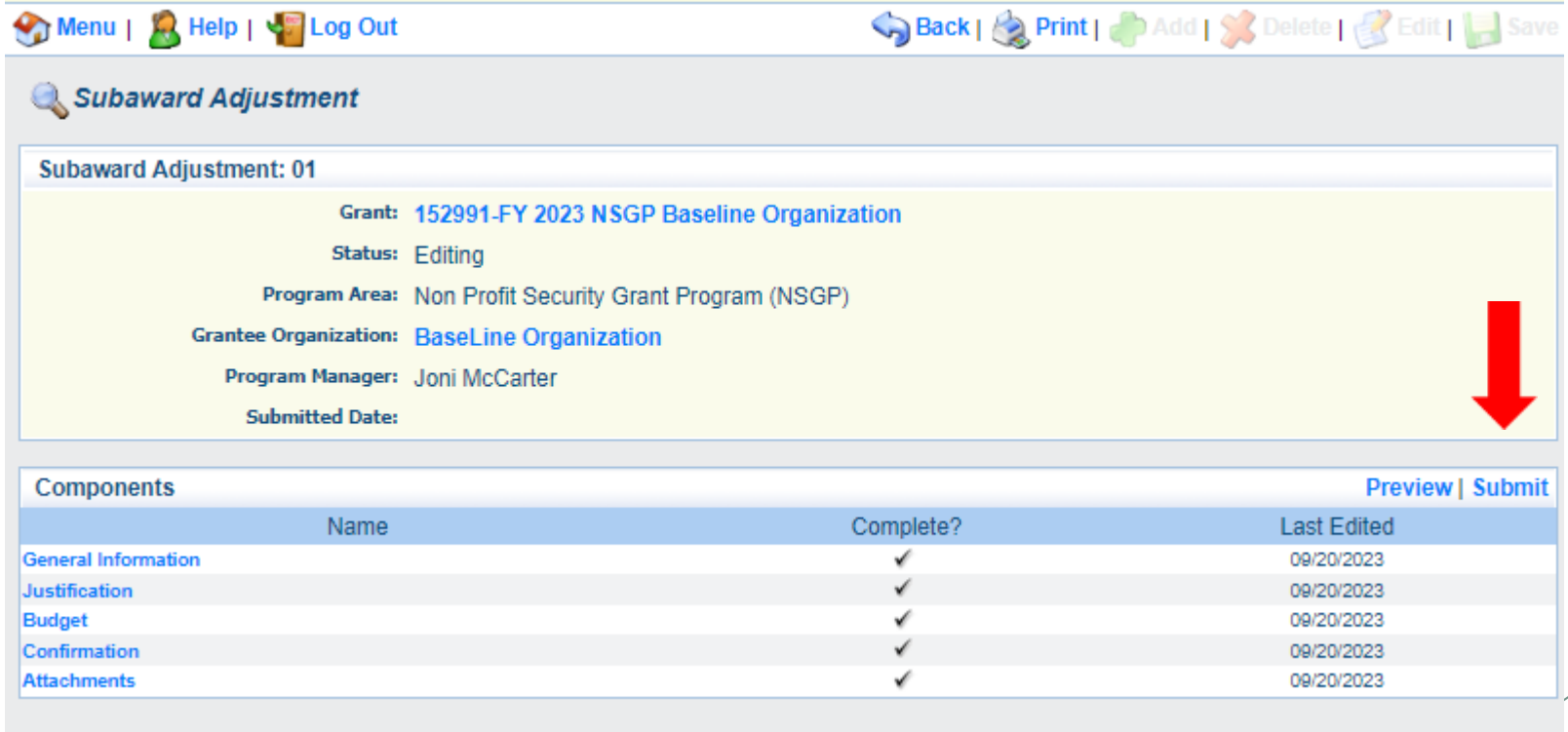
Subaward Adjustments

- Select “Mark as Complete”



Subaward Adjustments

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



Status Reports

- Status Reports due January 10 and July 10 of each year
- January 10 Status Report reporting period is July 1 – December 31 (first status report will be September 1 – December 31)
- July 10 Status Report reporting period is January 1 – June 30
- To submit Status Report, select “Status Report” component in WebGrants

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

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

Component	Last Edited
General Information	09/20/2023
Claims	
Contact Information	09/20/2023
Correspondence	
Appropriations	
Status Reports	
Subaward Adjustments	
Budget	
Subaward Adjustment Notices	
Named Attachments	09/20/2023
Subaward Documents - Final	
Attachments	
Closeout	
Opportunity	-
Application	-
Application Versions	-
Application Annotations	-
Review Forms	-

Status Reports

- Status Reports with milestones will already be setup and ready to update
- Select Status Report ID for the report due date that you are completing

Status Reports

Copy Existing Status Report | Scheduler | Return to Components

ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
152993 - 01	Semi-Annual	09/01/2023-12/31/2023	01/10/2024		-	Editing

- Select "Edit"

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Instructions

Print to PDF will convert the Status Report plus any PDF attachments into a single PDF file. Edit Approval allows internal approval. Negotiation will allow you to unlock one or more sections of the Status Report and route the Status Report back to the grantee for further editing. Annotations allow internal staff to add notes that are visible to internal staff only. The grantee cannot see these notes. Versions will display all component versions that were created as a result of the negotiation process. Feedback allows staff to enter feedback about the Status Report to the grantee. The feedback text will appear at the bottom of the Status Report and will be visible to anyone who has access to the Status Report. Withdraw changes the status of the Status Report to Withdrawn and removes the Status Report from further processing.

Status Report Details

Print to PDF | Withdraw | Negotiation | Annotations(0) | Versions | Feedback

152991-FY 2023 NSGP Baseline Organization

Non Profit Security Grant Program (NSGP)

Award Year: 2023

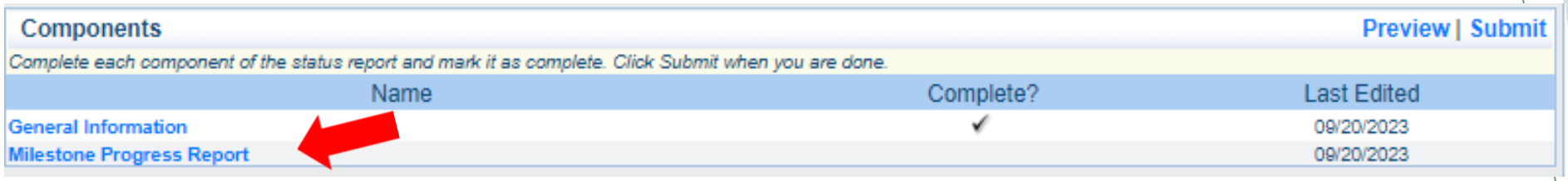
Subward Number: 152991

Status: Editing

Approved By:

Status Reports

- Select “Milestone Progress Report”



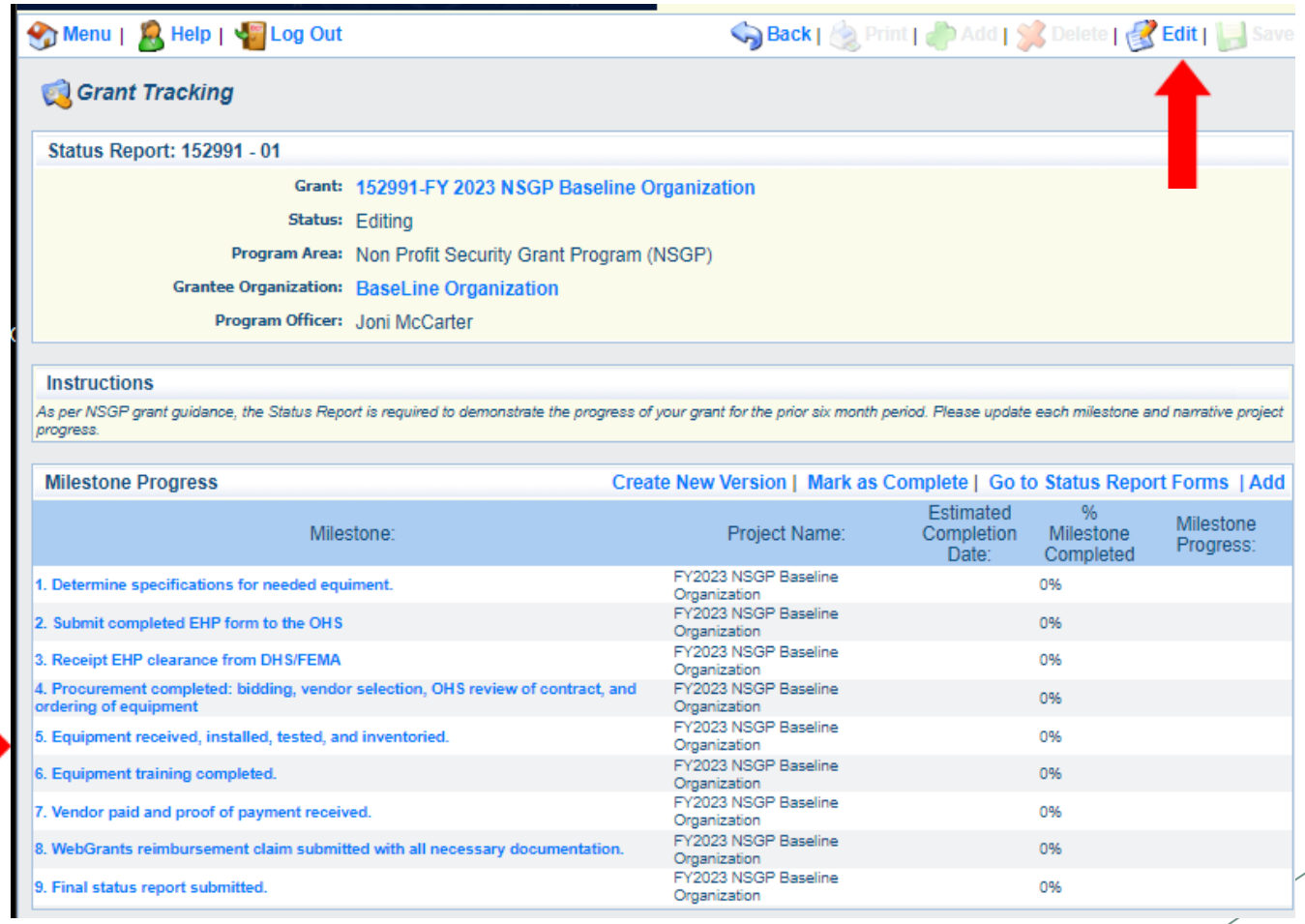
Components Preview | Submit

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	09/20/2023
Milestone Progress Report		09/20/2023

Status Reports

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



Status Reports

- Complete “Milestone Progress” section of Status Report
- Milestone - Do **NOT** change any of the Milestone descriptions and do **NOT** add any Milestone descriptions
- Project Name – Brief project name (i.e., FY 2023 Baseline Organization NSGP)
- Estimated Completion Date – Estimated completion date for milestone at time of status report
- % Milestone Completed – Estimated % of milestone completed at time of status report
- Milestone Progress – Enter pertinent notes on milestone (i.e., Specifications for equipment complete)

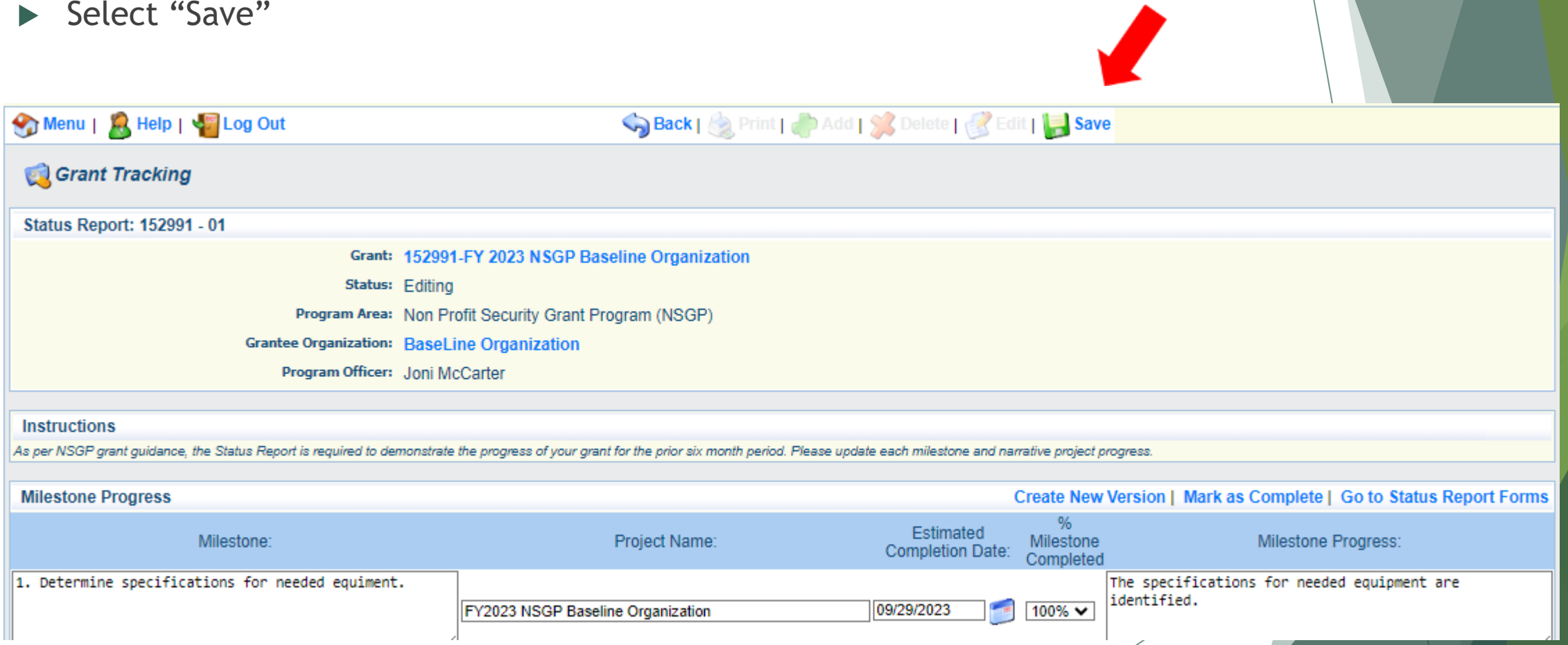
Status Reports

Milestone Progress Create New Version | Mark as Complete | Go to Status Report Forms | Add

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equiment.	FY2023 NSGP Baseline Organization	09/29/2023	100%	The specifications for needed equipment are identified.
2. Submit completed EHP form to the OHS	FY2023 NSGP Baseline Organization	01/23/2024	60%	We are working on the EHP form.
3. Receipt EHP clearance from DHS/FEMA	FY2023 NSGP Baseline Organization	03/31/2024	0%	
4. Procurement completed: bidding, vendor selection, OHS review of contract, and ordering of equipment	FY2023 NSGP Baseline Organization	06/28/2024	0%	
5. Equipment received, installed, tested, and inventoried.	FY2023 NSGP Baseline Organization	01/31/2025	0%	
6. Equipment training completed.	FY2023 NSGP Baseline Organization	02/28/2025	0%	
7. Vendor paid and proof of payment received.	FY2023 NSGP Baseline Organization	02/28/2025	0%	
8. WebGrants reimbursement claim submitted with all necessary documentation.	FY2023 NSGP Baseline Organization	03/17/2025	0%	
9. Final status report submitted.	FY2023 NSGP Baseline Organization	04/30/2025	0%	

Status Reports

- Select “Save”



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:* FY2023 NSGP Baseline Organization

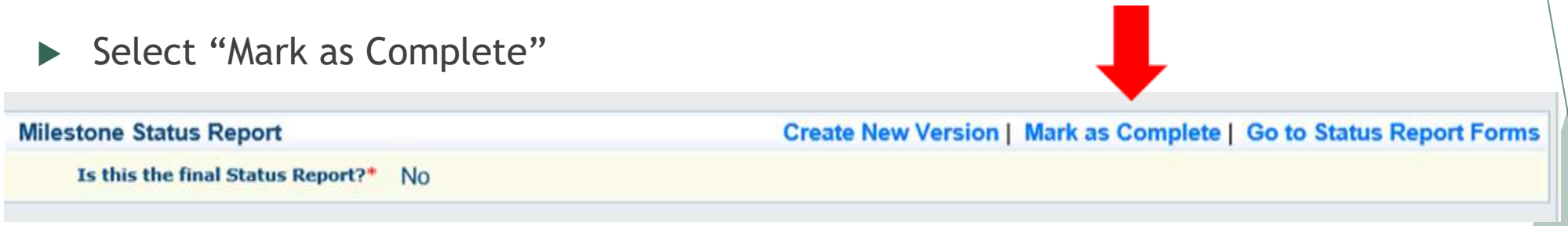
What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?

Within the next 6 months, we anticipate the EHP form will be completed with clearance from DHS/FEMA, and procurement will be completed.

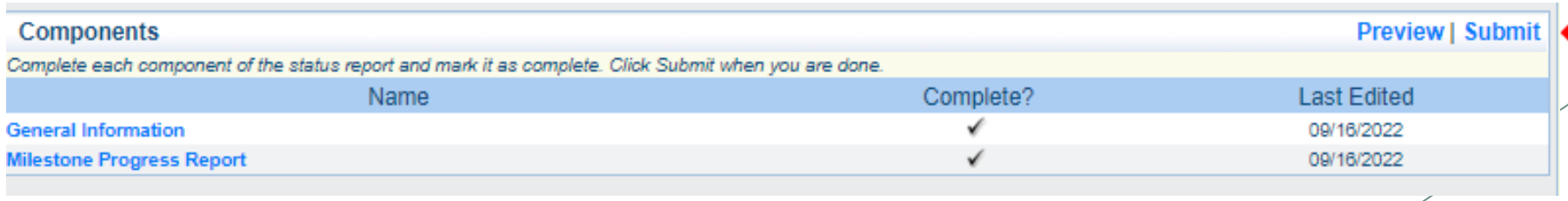
Status Reports

- Select “Save”

- Select “Mark as Complete”



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



Status Reports

- After submission of a Status Report
  - OHS will review the report and either negotiate back for corrections or approve the report
  - Upon approval of the report, the OHS will copy the approved status report and generate the next report submission that will be due

Correspondence

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

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

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

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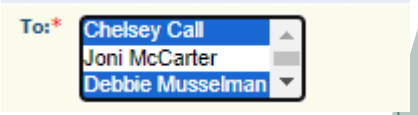
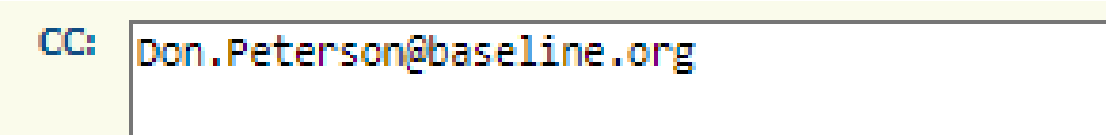
Budget	
Subaward Adjustment Notices	
Named Attachments	09/20/2023
Subaward Documents - Final	
Attachments	
Closeout	
Opportunity	-
Application	-
Application Versions	-
Application Annotations	-
Review Forms	-

Correspondence

- Select “Add” under Inter-System Grantee Correspondence

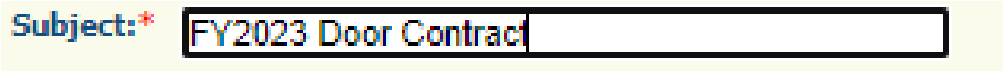
- Correspondence Component works similar to email
  - To: Select who you would like to send the message to
    - You may select multiple people by using the Ctrl function on your keyboard
  - CC: Additional people can be added to the message
    - Use a “;” between each email address added



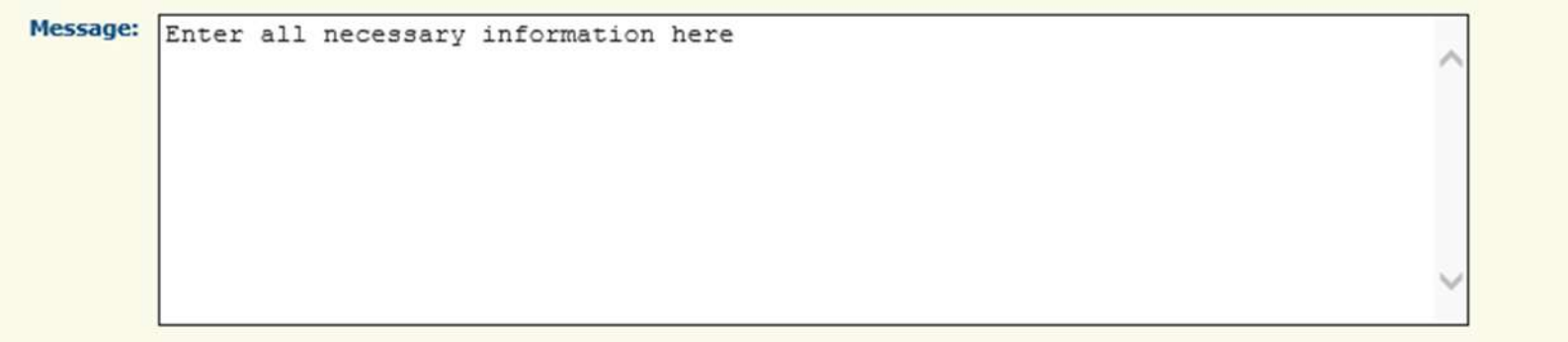


Correspondence

- Enter a “Subject” for the message

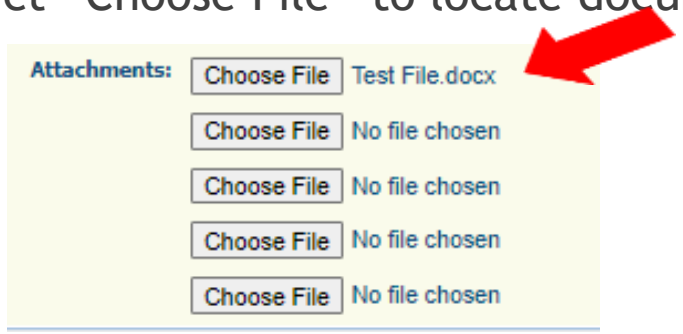


- Enter all necessary information in the “Message” section

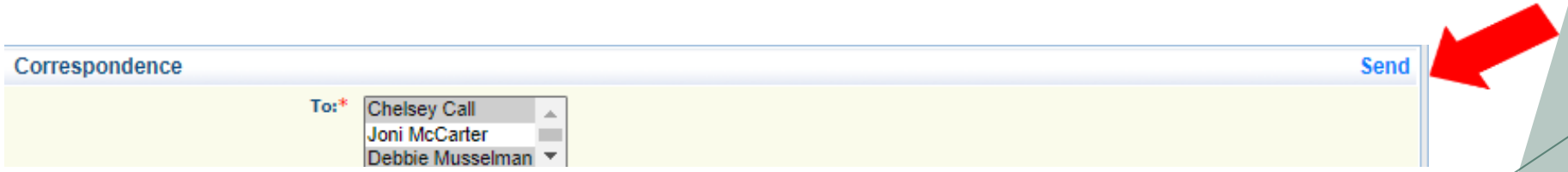


Correspondence

- 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 OHS



Correspondence

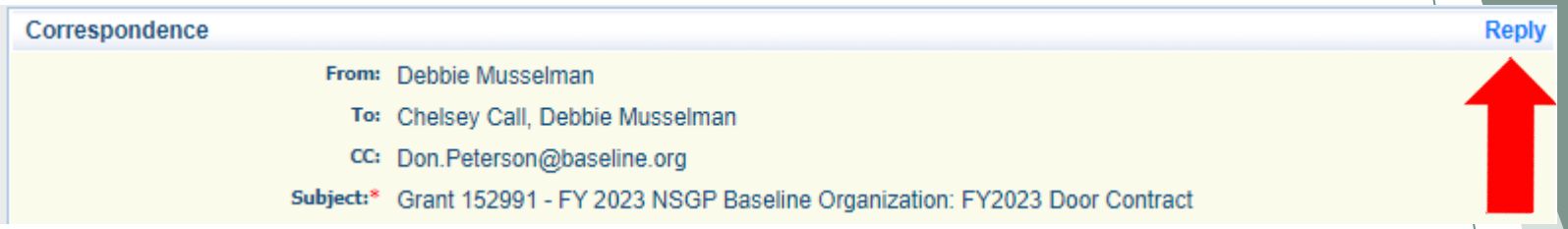
- When receiving emails from WebGrants, DO NOT reply from your email
- The reply will go to a generic inbox and will cause a delay in response
- To reply to a message, select the “Subject” section of the message you want to reply to

Inter-System Grantee Correspondence Add

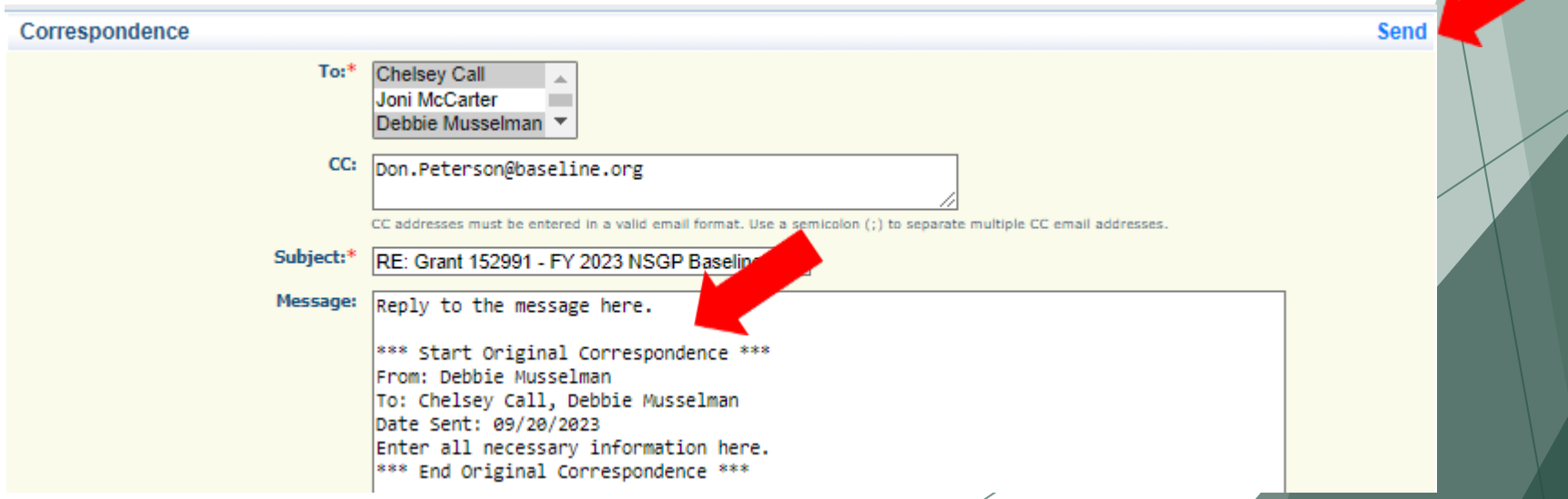
Subject	From	To	Sent/Received	Attachments
Grant 152991 - FY 2023 NSGP Baseline Organization: FY2023 Door Contract	Debbie Musselman	Chelsey Call, Debbie Musselman	09/20/2023	Test File.docx

Correspondence

- Select “Reply”



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



Grant File

- All grant records shall be retained by the subrecipient for:
  - At least 5 years from the end of the state fiscal year in which the grant closes or following notification by the awarding agency that the grant has been programmatically and fiscally closed or at least 5 years following the closure of the subrecipient's audit report covering the entire award period, whichever is later
- Subrecipient should maintain grant file with grant documentation including but not limited to:
  - Copy of grant application(s) – WebGrants submission with Investment Justification, Risk/Vulnerability Assessment, etc.
  - Subaward Agreement (Fully Executed)
  - EHP Submission and Clearance documentation
  - Fully Executed Contracts
  - Approved Claims
  - Approved Subaward Adjustments
  - Approved Status Reports
  - Final Status Report
  - Monitoring Reports
  - Relevant Grant Correspondence
  - Procurement Documents
  - Disposition of Equipment Forms
  - Inventory

Grant Closeout

- Grant Period of Performance ends 08/31/2025
- Final Claims and Final Status Report are due 45 days after the end of the period of performance (10/15/2025)
- Final Claim – Select “Yes” in “General Information” on the question “Is this your Final Report”
- Final Status Report
  - In the “Narrative Project Progress” section indicate that the project is complete and this submission is the Final Status Report.
  - Include amount of de-obligated funds, if applicable, in the Narrative Project Progress section

Monitoring

- Information Bulletin 1: Policy on Monitoring discusses monitoring
- The OHS acts as a pass-through entity and is subject to the requirements of pass-through entities guided by 2 CFR 200
- 2 CFR 200.332 (d) states, “All pass-through entities must monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved”
- Types of Monitoring
  - Desk – Review that is completed by the OHS at the OHS’ office
  - On-Site – Review that is conducted by the OHS at the subrecipient’s agency

Monitoring

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

Monitoring

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

Key Dates

- Submit Compliance Workshop and Award Acknowledgement – September 28, 2023
- Signed Subaward Agreements Due – November 30, 2023
- Submit Procurement Policy or Formal Adoption of State of Missouri's – November 30, 2023
- Status Reports - January 10th and July 10th
- Completed EHP Submitted to OHS – January 31, 2024
- SAM II Vendor Registration – completed 1 month prior to submission of first claim
- Period of Performance – September 1, 2023 – August 31, 2025

Follow-up Information

- Each subrecipient will be sent the following items via email:
  - Subaward Agreement
  - Award and Compliance Workshop Confirmation Acknowledgement
  - Link to Compliance Workshop PowerPoint
  - Links to Administrative Guide and Information Bulletins
  - Link to EHP form
  - Link to Single Feasible Source (SFS) Form
  - Grant Checklist

Next Steps

You will receive a very detailed checklist for your project – below are just the first steps

Funding Hold

- Return your Subaward Agreement, signed by the correct Authorized Official, the 501c3 paperwork, and the Award and Compliance Workshop Confirmation Acknowledgement
- The Subaward Agreement will then be fully executed by the Missouri Department of Public Safety and uploaded into WebGrants
- We will reach out to you for the follow-up information needed by FEMA in order for your funding hold to be released
- **DO NOT COMPLETE ANY WORK ON THE PROJECT UNTIL YOU HAVE BEEN NOTIFIED THE FUNDING HOLD HAS BEEN RELEASED**

No Funding Hold

- Return your Subaward Agreement, signed by the correct Authorized Official, the 501c3 paperwork, and the Award and Compliance Workshop Confirmation Acknowledgement
- The Subaward Agreement will then be fully executed by the Missouri Department of Public Safety and uploaded into WebGrants
- Your project will be marked "Underway" in WebGrants and you will be able to view it
- Begin gathering items for the EHP submission

Do NOT sign any contracts or place any orders until you have been instructed!!

Questions

OHS Contacts

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Grant Support Specialist

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