
STATE HOMELAND SECURITY PROGRAM (SHSP) FY 2023 ENHANCING ELECTION SECURITY (EES) GRANT

COMPLIANCE WORKSHOP
NOVEMBER 9, 2023



AGENDA

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

GRANT REQUIREMENTS



SHSP ENHANCING ELECTION SECURITY (EES)

SHSP EES assists state and local efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism through projects that enhance election security. This program will provide funding for **physical security enhancements** to election infrastructure.

Election security projects should support long-term vulnerability reduction by building and sustaining resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.

The objective of the FY 2023 SHSP is to fund state and local efforts to prevent terrorism and prepare the Nation for threats and hazards that pose the greatest risk to the security of the United States.

FEDERAL GRANT REQUIREMENTS

- Code of Federal Regulations 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
Regulations provide the foundational requirements for federal financial assistance
- Subrecipients are required to comply with the programmatic requirements of the U.S. Department of Homeland Security (DHS), Notice of Funding Opportunity (NOFO), Fiscal Year 2023 Homeland Security Grant Program (HSGP) Provides programmatic requirements specific to the State Homeland Security Program
- Grant Programs Directorate (GPD) Information Bulletins (IBs)
<https://www.fema.gov/grants/preparedness/about/informational-bulletins>
 - IBs provide administrative instructions and guidelines critical to supporting the effectiveness and efficient delivery of the grant

MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS) OFFICE OF HOMELAND SECURITY (OHS): DPS GRANTS GRANT REQUIREMENTS

- FY 2023 SHSP EES Grant Notice of Funding Opportunity (NOFO)
- Administrative Guide for Homeland Security Grants
- **Information Bulletins**
 - Information Bulletin 1: Policy on Monitoring
 - Information Bulletin 2: Policy on Advance Payment and Cash Advances
 - Information Bulletin 5: Policy on Reimbursement Requests
 - Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments

EMERGENCY OPERATIONS PLAN

- All subrecipients that maintain an Emergency Operations Plan (EOP)
 - Must update EOP once every two years
 - Conform to guidelines outlined in CPG 101 v.2.0, developing and maintaining EOP
 - Subrecipients that are pass-through entities are required to monitor their subrecipients to verify EOP's are up to date
 - Maintain documentation showing this was verified (email, memo or copy of EOP)
- 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 Homeland Security Grant funds are required to complete the NCSR
 - Due December 31, 2023
 - **Failure to complete the review will result in loss of funding**
- Once all of your NCSR is complete, send all Completion Certificates via email to Debbie Musselman (Debbie.Musselman@dps.mo.gov)



PROCUREMENT REQUIREMENTS

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

PROCUREMENT REQUIREMENTS

- Subrecipient must follow their agency's procurement policy unless the State of Missouri policy is more restrictive
- If the subrecipient does not have a procurement policy, they must follow the State of Missouri procurement policy
- State of Missouri Revised Statutes Chapter 34, State Purchasing and Printing
- Missouri Rules of Office of Administration Division 40 – Purchasing and Materials Management
- Cooperative Procurement Option
If utilizing cooperative contract, procurement documents (quotes/bids) and invoice must reference cooperative contract number

STATE OF MISSOURI PROCUREMENT REQUIREMENTS

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

- Obtain 3 Price/Rate Quotations
- 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
 - DPS/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

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/OHS 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 Office of Homeland Security expressly authorizes noncompetitive proposals in response to a written request from the local agency; or
- After solicitation of a number of sources, competition is determined inadequate

WHO ARE YOU DOING BUSINESS WITH?

Subrecipients are required to verify that vendors used for grant purchases are not on either the Federal Excluded Parties List System (EPLS) or State Suspended/Debarred Vendors List

- Federal System for Award Management
- State of Missouri Office of Administration

****Maintain a copy of a screenshot in the grant file to verify this was completed****



PRIOR APPROVAL

Some items require prior approval from the DPS/OHS, including, but not limited to:

- Single Feasible Source over \$10,000
- Items that require a federal waiver can be located in IBs
 - Examples
 - Boats
 - Unmanned Aerial Vehicles (Drones)
 - Explosives

AUDIT REQUIREMENTS

State and local units of government, institutions of higher education, and other nonprofit institutions, must comply with the organizational audit requirements of 2 CFR Part 200 Subpart F, Audit Requirements

- Subrecipients who expend \$750,000 or more of federal funds* during their fiscal year are required to submit a single organization wide financial and compliance audit report (single audit) to the Federal Audit Clearinghouse within 9 months after the close of each fiscal year during the term of the award

***Expended funds include all Federal funds, not just SHSP funds**

ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

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



ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

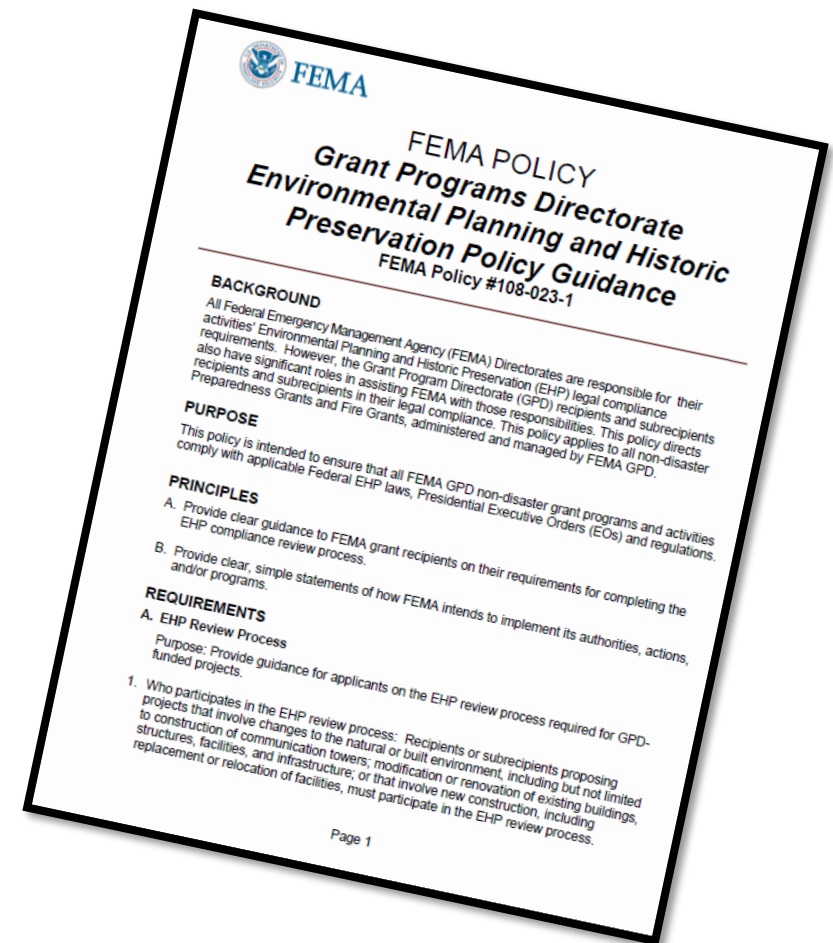
- The EHP review must be completed before initiating **ANY** work

No Retroactive Approvals



ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

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



EHP TIMEFRAME

- FEMA may be required to consult with the relevant State Historic Preservation Office (SHPO), the U.S. Fish and Wildlife Service (FWWS), 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/OHS 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 – November 16 at 9:30****

PROJECT DESCRIPTION EXAMPLE

- Bad
 - Install cameras in courthouse
- Good
 - Install 4 wall-mounted, motion-sensitive security cameras on the first floor of the 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

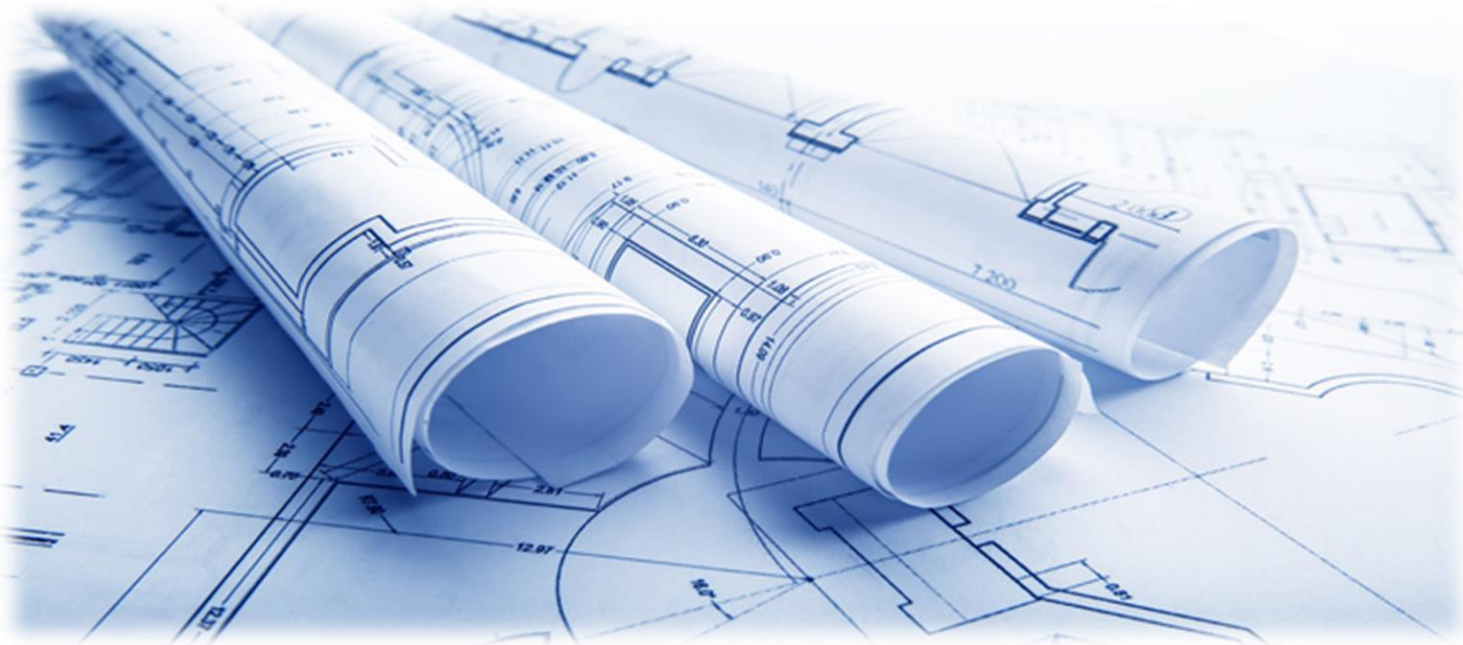
Required: site photographs, maps and drawings.

- 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 disturbances

EHP SUPPORTING PHOTOGRAPHS

If Available:

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



EHP PHOTOGRAPHS EXAMPLES

► Aerial Photo

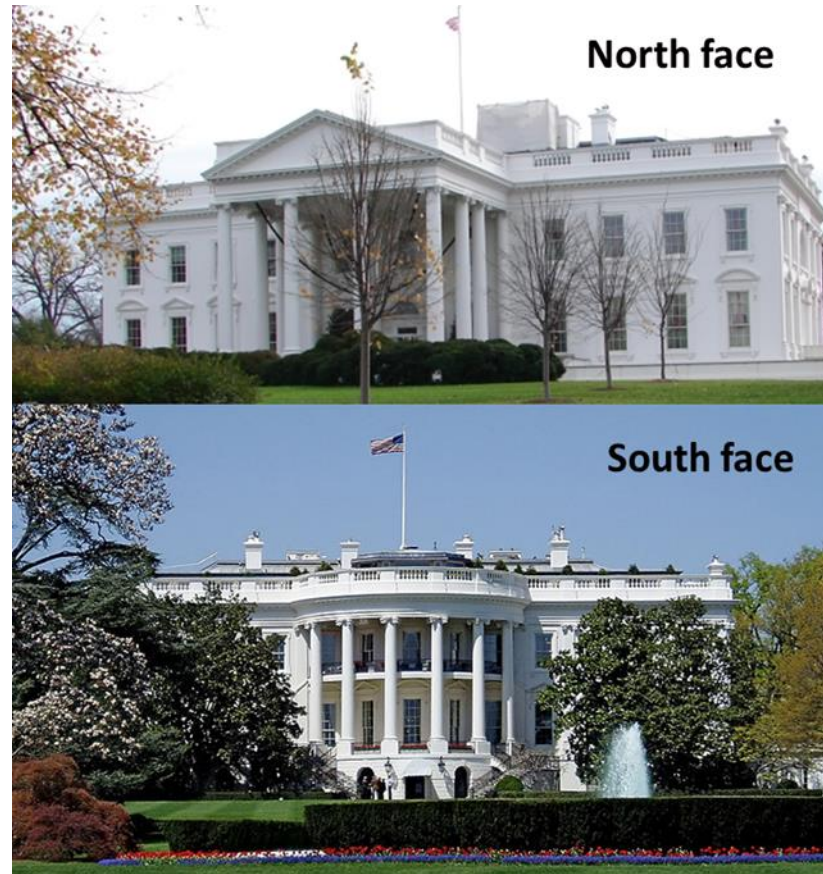


EHP PHOTOGRAPHS EXAMPLES

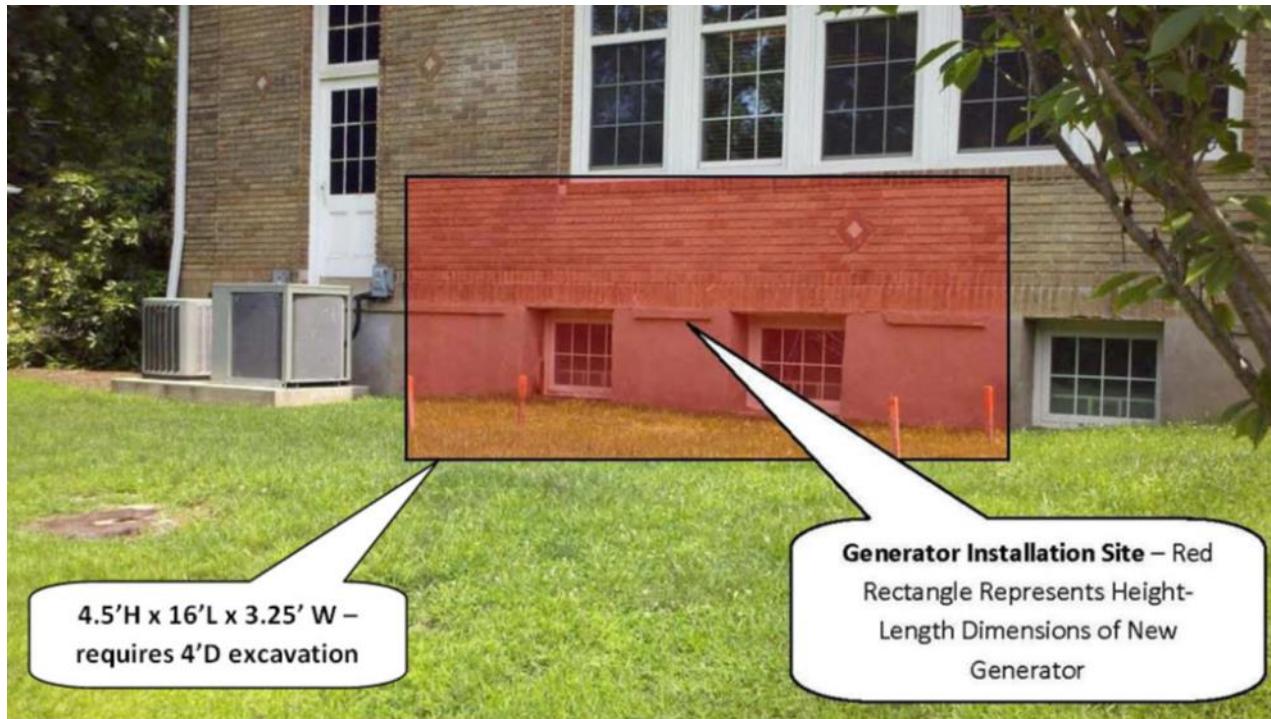
- Clear and complete ground level photos with captions



The caption on the photo above is difficult to read and would have been better placed under the photo or in a call-out.



EHP PHOTOGRAPHS EXAMPLES



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.



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

- Equipment is defined as tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of \$1,000 or more
- Entities may have a lower acquisition cost in their procurement policy. If so, they **MUST** use the most stringent policy
- Equipment must be available for use on other projects or incidents provided it will not interfere with the work on the project for which it was originally acquired

INVENTORY

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

All tags must state:

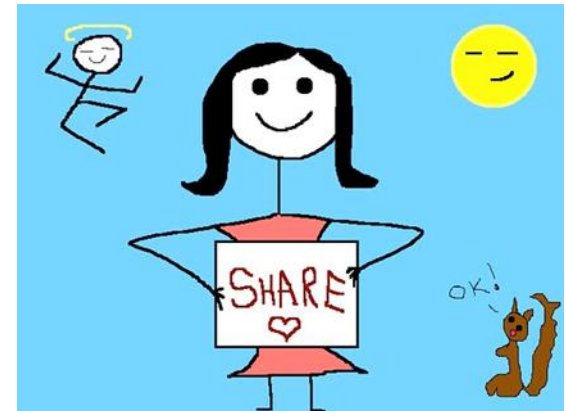


Purchased with U.S. Department of
Homeland Security Funds

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

INVENTORY

- Equipment must be used in the program or project it was acquired for as long as needed
- During the time that equipment is used on the project or program for which it was acquired, the non-Federal entity must make the equipment available for use on other projects or programs currently or previously supported by the Federal government, provided the use will not “interfere” with the work on the project or program for which it was originally acquired



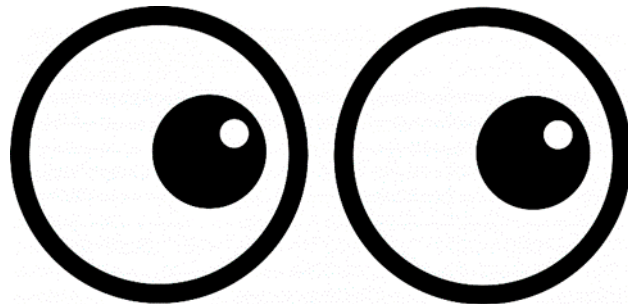
INVENTORY

- When no longer needed, the equipment may be used in other activities supported by the Federal awarding agency, in the following priority:
 - Activities from the Federal awarding agency, which funded the original project
 - Activities under Federal awards from other Federal awarding agencies
- When acquiring replacement equipment, the non-Federal entity may use the equipment to be replaced as a trade in or sell the property and use the proceeds to offset the cost of the replacement property

INVENTORY

Subrecipients MUST:

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



INVENTORY

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

INVENTORY

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

INVENTORY

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

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

INVENTORY

[illegible]

INVENTORY

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

INVENTORY

- Subrecipients must request approval from the DPS/OHS prior to disposing of equipment. Procedures in the 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 Form found on the DPS/OHS website in the [Grant Applications and Forms](#) section

INVENTORY

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



INVENTORY

- If sold, the Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from the sale by the Federal awarding agency's percentage of participation
 - Example: Agency 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 2012 F150 was \$9,000.00. The Federal awarding agency would be entitled to \$6,750.00 of the proceeds and the local agency would be entitled to \$2,250.00

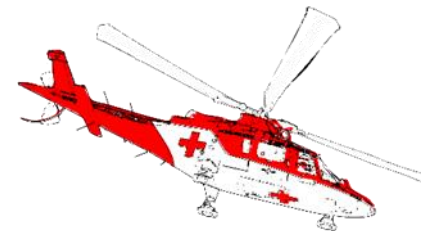
INVENTORY

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



INVENTORY

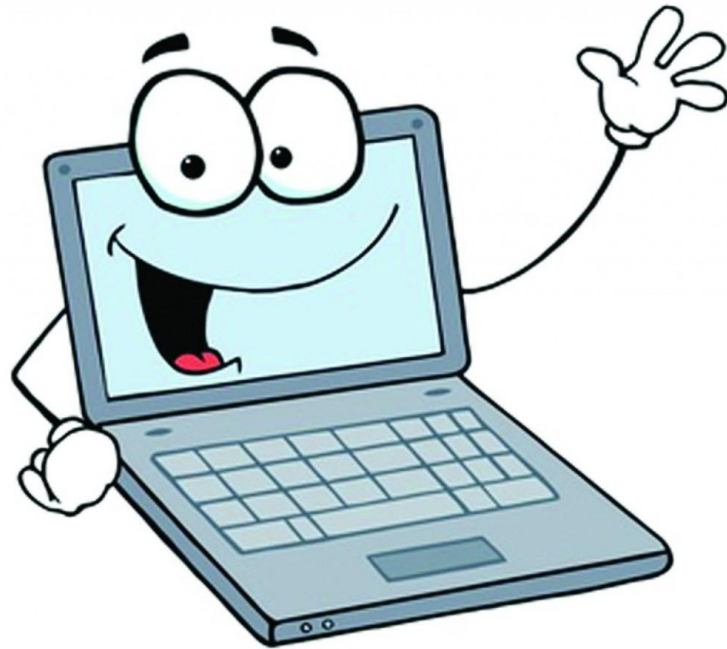
- Resource Typing: Assigning a standardized typing designation to each resource ensures responders get the right personnel and equipment. To meet the Tier I criteria for national resource typing definitions, the resource must already exist as a defined, deployable interstate response resource
- Kind: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



INVENTORY

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

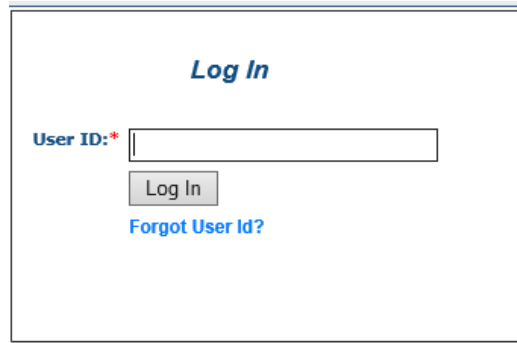
WEBGRANTS SYSTEM



KidsToday.in

WEBGRANTS

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

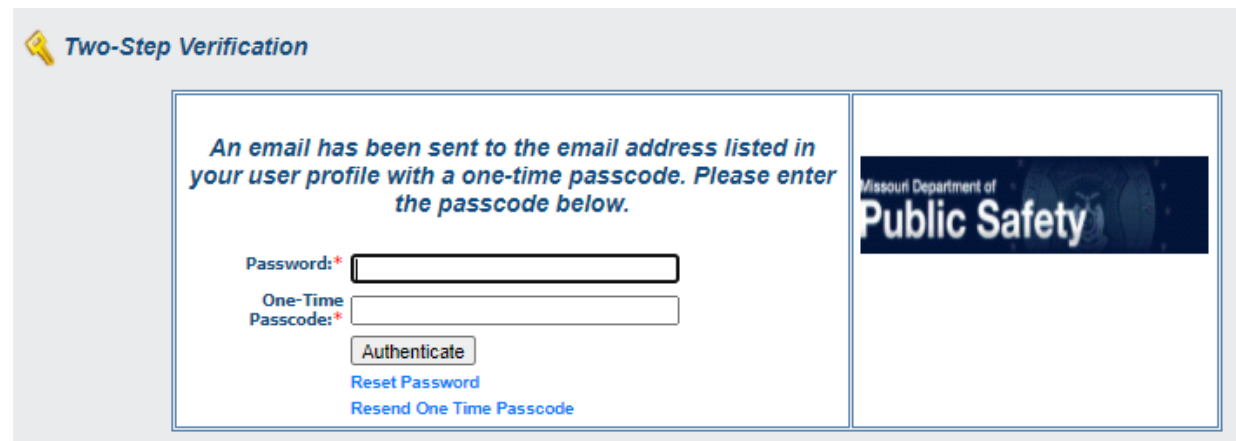



Log In

User ID:*

[Forgot User Id?](#)

Two-factor authentication



 **Two-Step Verification**


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

Password:*

One-Time Passcode:*

[Reset Password](#)

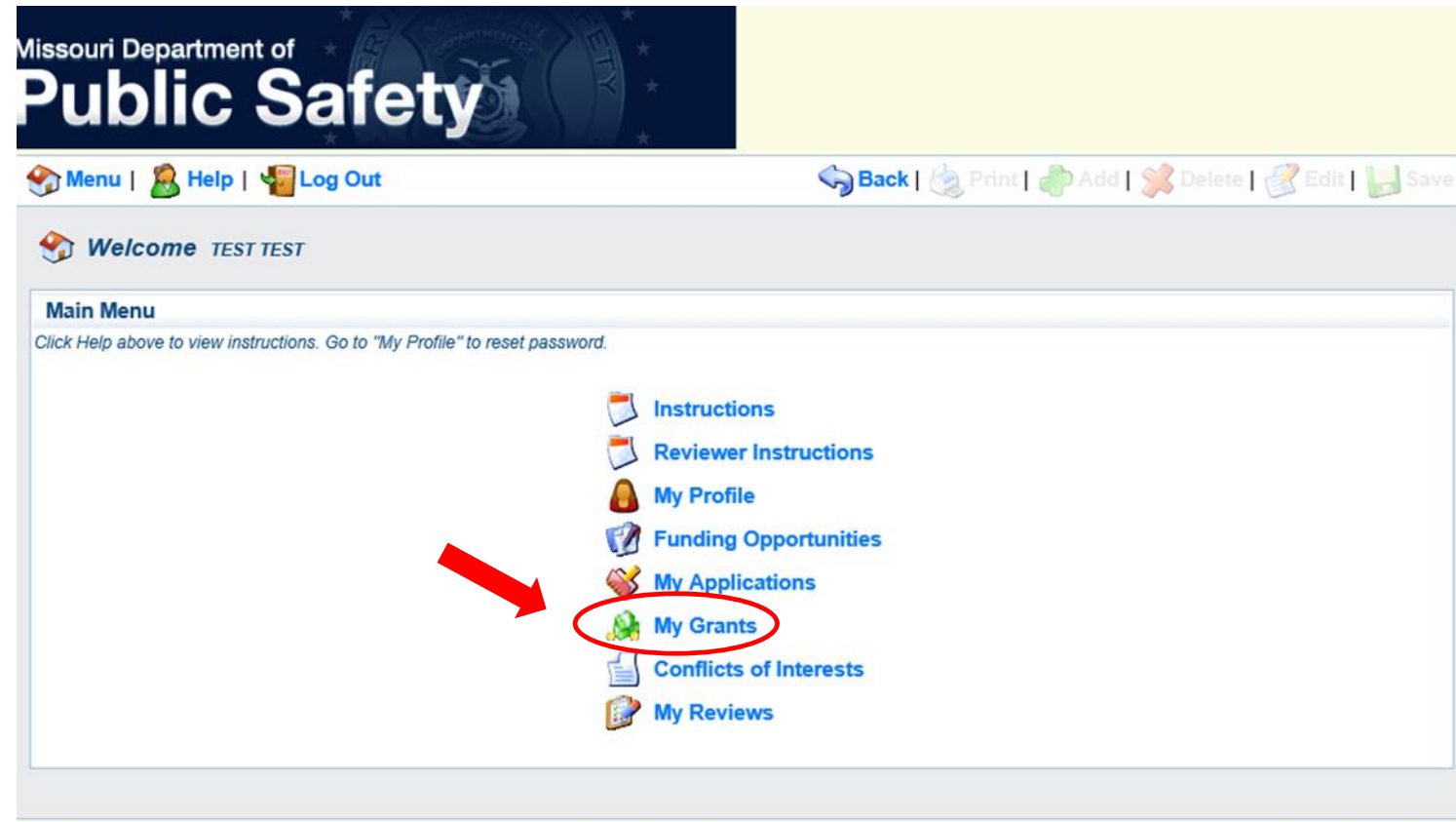
[Resend One Time Passcode](#)



Missouri Department of
Public Safety

WEBGRANTS

Select “My Grants”




WEBGRANTS

- Select project titled FY 2023 EES Grant

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

 **Grant Tracking**

Search Criteria

Program Areas: All

Opportunity: FY 2023 SHSP Enhancing Election Security (EES) TEST

Showing 1 - 2 of 2

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"/>	160789	Underway	2023	FY23-SHSP-EES-Baseline Organization	State Homeland Security Program (SHSP)	BaseLine Organization	TEST TEST	Chelsey Call	160685 - FY 2023 SHSP Enhancing Election Security (EES) TEST	\$7,595.93



WEBGRANTS

■ Grant Components

Grant Components		Alerts Copy Annotations (0) Export Grant Data Map
<i>The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.</i>		
Component	Last Edited	
General Information	11/08/2023	
Contact Information	11/08/2023	
Budget	11/08/2023	
Claims		
Correspondence		
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments		
SHSP Project Package	11/08/2023	
Subaward Documents - Final		
Appropriations		
Named Attachments	11/08/2023	
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

SUBAWARD AGREEMENT

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

Grant Components		Alerts Copy Annotations (0) Export Grant Data Map
<i>The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.</i>		
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SHSP Project Package	11/08/2023	
Subaward Documents - Final		
Appropriations		
Named Attachments	11/08/2023	
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

BUDGET

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

BUDGET

Equipment

[Negotiate Component](#) | [Create New Version](#) | [Return to Components](#) | [Add](#)

All equipment items are defined as tangible property having an acquisition cost of \$1,000 or more, and a useful life of more than one year.

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

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

Line Item Code:	Line Item Name:	AEL #:	Qty:	Unit Cost:	Total Cost:	Sustainment:	Discipline:	Function:	Allowable Activity:
10001	Ballistic film	14EX-00-BSIR	1.0	\$6,000.00	\$6,000.00	No	Governmental/Administrative	Equipment	Physical Security Enhancement Equipment
					\$6,000.00				

Narrative Justification - Equipment

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

Provide separate justifications for each line item being requested. Address why the requested item is necessary for the success of the proposed project. Indicate who will use the item, how the item will be used and where the item will be housed. Also provide a cost basis for the amount requested.

BALLISTIC FILM: Baseline organization will have ballistic laminate installed on all ground-level windows. The estimate for the film is \$4,000 and installation is expected to cost \$2,000 for a total cost of \$6,000.

BUDGET

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

REIMBURSEMENT REQUEST (CLAIMS)

- Information Bulletin 5: Policy on Reimbursement Requests discusses requirements for reimbursement requests
- Must incur an allowable expense, make payment, and seek reimbursement within 6 months of the invoice date
- Supporting documentation must be submitted with each claim
 - Must be in one attachment and in the same order as the Expenditures Form on the reimbursement request in WebGrants
- In the Expenditure Form in WebGrants, a line must be completed for each individual expenditure
- Multiple invoices on one expenditure line will not be accepted. However, each item purchased on an invoice does not need to be listed separately unless the items are on a different line in the approved budget
- Incomplete claims could result in a delay of payment. It is the requesting agency's responsibility to complete the necessary changes

REIMBURSEMENT REQUEST (CLAIMS)

Equipment Supporting Documentation

- Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$1,000
- Claim in WebGrants
- Vendor Invoice
- Proof of payment (i.e., copy of cancelled check, bank statement or credit card statement)
- Proof of delivery/completion (i.e., signed packing slip, signed receipt, or signed statement indicating the items were delivered)
- Purchase order, if one was created or referenced on an invoice
- Equipment Inventory Form in WebGrants must be completed for each piece of equipment
 - If you purchased more than one of the same item, they must be listed separately on the equipment inventory form

REIMBURSEMENT REQUEST (CLAIMS)

Supplies Supporting Documentation

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

REIMBURSEMENT REQUEST (CLAIMS)

Advance Payment

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

REIMBURSEMENT REQUEST (CLAIMS)

Advance Payment Supporting Documentation

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

REIMBURSEMENT REQUEST (CLAIMS)

Submitting a claim in WebGrants

- Select “Claims” component in WebGrants

Grant Components		Alerts Copy Annotations (0) Export Grant Data Map
<i>The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.</i>		
Component	Last Edited	
General Information	11/08/2023	
Contact Information	11/08/2023	
Budget	11/08/2023	
Claims		
Correspondence		
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments		
SHSP Project Package	11/08/2023	
Subaward Documents - Final		
Appropriations		
Named Attachments	11/08/2023	
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

REIMBURSEMENT REQUEST (CLAIMS)

➤ Select “Add”

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

 **Grant Tracking**

Grant: 160789 - FY23-SHSP-EES-Baseline Organization - 2023

Status: Underway

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: [BaseLine Organization](#)

Program Officer: Chelsey Call

Budget Total: \$7,595.93

Claims

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

ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
					Submitted Amount	\$0.00
					Approved Amount	\$0.00
					Paid Total	\$0.00
					Total	\$0.00




Last Edited By:







REIMBURSEMENT REQUEST (CLAIMS)


Complete Claim General Information

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

REIMBURSEMENT REQUEST (CLAIMS)

 Menu |  Help |  Log Out

 Back |  Print |  Add |  Delete |  Edit |  Save



 **Grant Tracking**


Claim General Information

To create a new Claim enter the starting date and the ending date of the Report Period. This is the period of coverage for this Claim.

Claim Type:*

Claim Status:*

Reporting Period:*  
From To

Due Date: 

Invoice Number:
State Agencies Only! Drop first 3 digits of number. Leave blank if there is not an invoice number!

Is This Your Final Report?* ☐ Yes ☒ No

REIMBURSEMENT REQUEST (CLAIMS)

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

Claims							Copy Existing Claim Scheduler Annotations(0) Return to Components
ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount	
160789 - 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	
							Last Edited By:

- Select “Edit”

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

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

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](#)

160789-FY23-SHSP-EES-Baseline Organization

State Homeland Security Program (SHSP)

Award Year:	2023	Status:	Editing
Subaward Number:	160789	Approved By:	
Reporting Period:	01/01/2024 - 02/29/2024	Approved Date:	
Claim Number:	160789 - 001	Paid Date:	
Submitted By:		Vendor Number:	446000582
Submitted Date:		Invoice Number:	LEAVE BLANK
Is This Your Final Report:	No	Check Number:	

REIMBURSEMENT REQUEST (CLAIMS)

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

Claim: 160789 - 001

Grant Components

Grant: 160789-FY23-SHSP-EES-Baseline Organization

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Manager: Chelsey Call

Components

Preview | Submit

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

Name	Complete?	Last Edited
General Information	✓	11/08/2023
Expenditures	✓	11/08/2023
Reimbursement	✓	11/08/2023
Equipment Inventory	✓	11/08/2023
Other Attachments	✓	11/08/2023



REIMBURSEMENT REQUEST (CLAIMS)

Expenditures Component

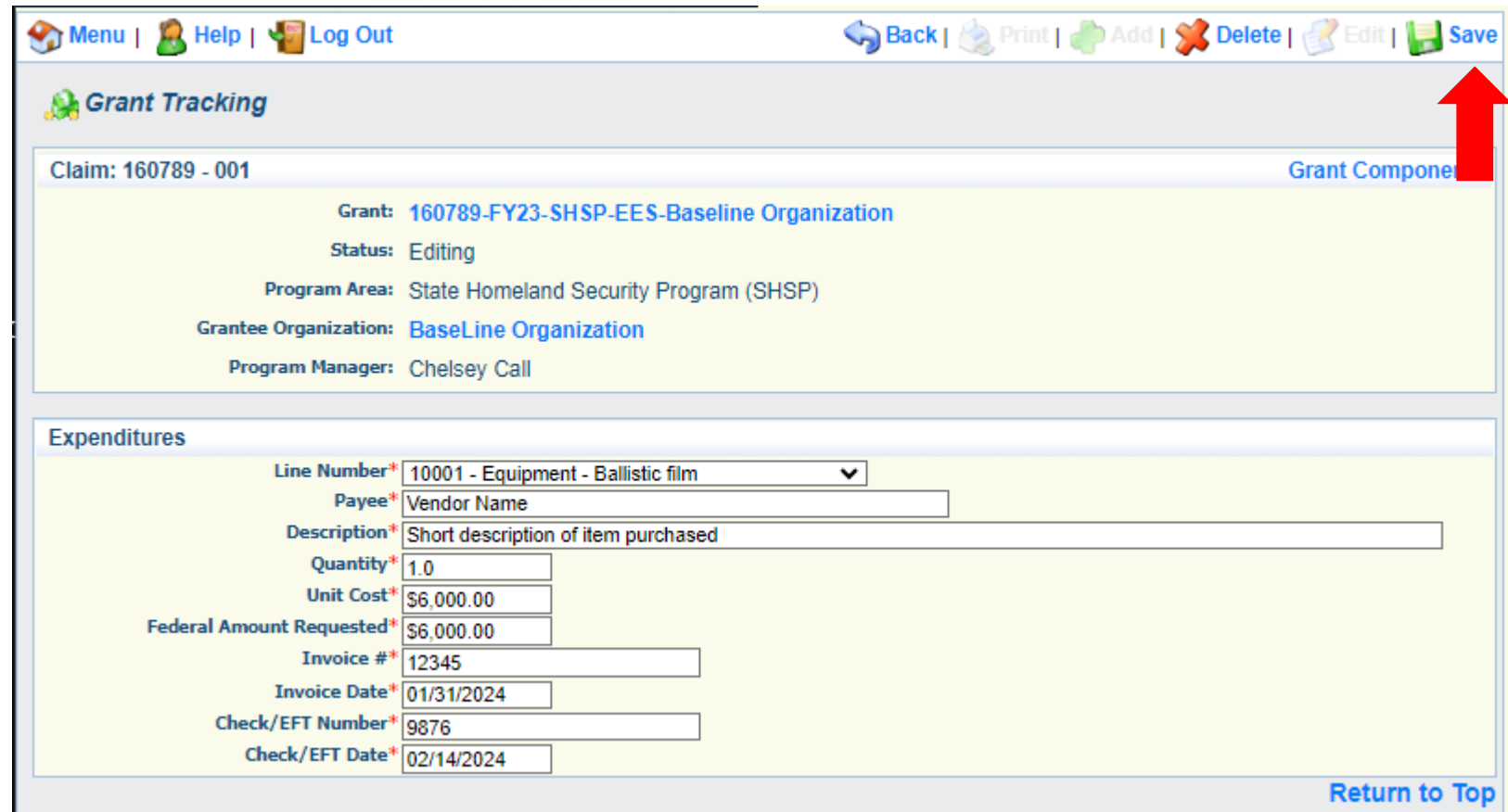
- Select “Add” for each expenditure to add a line to the Expenditures Form
- Complete each line of the Expenditures Form

Expenditures										Create New Version	Mark as Complete	Go to Claim Forms	Add
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date			
						\$0.00							

Last Edited By:

REIMBURSEMENT REQUEST (CLAIMS)

- Select “Save” when complete



The screenshot displays the 'Grant Tracking' interface. At the top, there is a navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Save' button is highlighted with a red arrow. Below the navigation bar, the 'Grant Tracking' header is visible. The main content area shows details for 'Claim: 160789 - 001'. The 'Grant' is '160789-FY23-SHSP-EES-Baseline Organization', 'Status' is 'Editing', 'Program Area' is 'State Homeland Security Program (SHSP)', 'Grantee Organization' is 'BaseLine Organization', and 'Program Manager' is 'Chelsey Call'. Below this, the 'Expenditures' section contains a form with the following fields: 'Line Number' (10001 - Equipment - Ballistic film), 'Payee' (Vendor Name), 'Description' (Short description of item purchased), 'Quantity' (1.0), 'Unit Cost' (\$6,000.00), 'Federal Amount Requested' (\$6,000.00), 'Invoice #' (12345), 'Invoice Date' (01/31/2024), 'Check/EFT Number' (9876), and 'Check/EFT Date' (02/14/2024). A 'Return to Top' link is located at the bottom right.

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

Grant Tracking

Claim: 160789 - 001 Grant Component

Grant: 160789-FY23-SHSP-EES-Baseline Organization
Status: Editing
Program Area: State Homeland Security Program (SHSP)
Grantee Organization: BaseLine Organization
Program Manager: Chelsey Call

Expenditures

Line Number*: 10001 - Equipment - Ballistic film
Payee*: Vendor Name
Description*: Short description of item purchased
Quantity*: 1.0
Unit Cost*: \$6,000.00
Federal Amount Requested*: \$6,000.00
Invoice #*: 12345
Invoice Date*: 01/31/2024
Check/EFT Number*: 9876
Check/EFT Date*: 02/14/2024


Return to Top

REIMBURSEMENT REQUEST (CLAIMS)

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

REIMBURSEMENT REQUEST (CLAIMS)

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



Expenditures						Create New Version Mark as Complete Go to Claim Forms Add				
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
10001	Vendor Name	Short description of item purchased	1.0	\$6,000.00	\$6,000.00	\$6,000.00	12345	01/31/2024	9876	02/14/2024
						\$6,000.00				

Last Edited By: Debbie Musselman, 11/08/2023

REIMBURSEMENT REQUEST (CLAIMS)

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



Reimbursement			Create New Version Mark as Complete Go to Claim Forms			
Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)
Equipment						
Ballistic film	10001 (Line Item Code:)	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00	\$0.00
Sub Total:		\$6,000.00	\$6,000.00	\$0.00	\$6,000.00	\$0.00
Supplies/Operations						
Security Cameras	11001 (Line Item Code:)	\$1,595.93	\$0.00	\$0.00	\$0.00	\$1,595.93
Sub Total:		\$1,595.93	\$0.00	\$0.00	\$0.00	\$1,595.93
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:		\$7,595.93	\$6,000.00	\$0.00	\$6,000.00	\$1,595.93
Last Edited By:						

REIMBURSEMENT REQUEST (CLAIMS)

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

Menu | Help | Log Out

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

Grant Tracking

Claim: 160789 - 001 Grant Components

Grant: 160789-FY23-SHS-EES-Baseline Organization

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Manager: Chelsey Call

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

Requesting Organization:	Region:	County:	Year:	Budget Line #	Manufacturer:	Model:	Description:	Identification #s:	Source of Funding:	Title Holder:	Date of Delivery:	Quantity	Individual Item Costs	% of Federal Participation in the cost:	Current Physical Location	Equipment Contact Person (ECP)	ECP Phone #	ECP Email Address	Use:	Readiness Condition:
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Last Edited By:

REIMBURSEMENT REQUEST (CLAIMS)

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

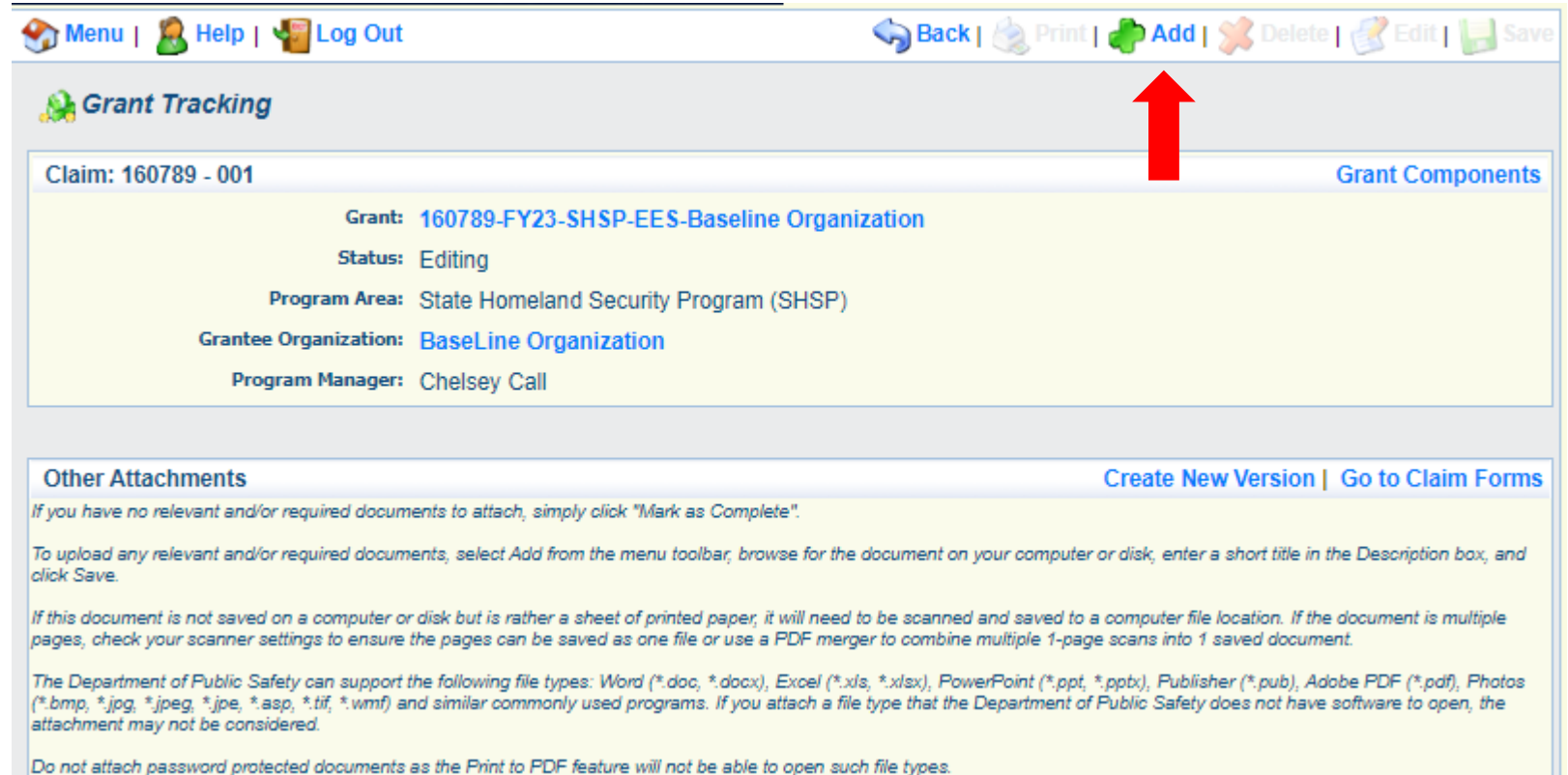
- Requesting Organization – Subrecipient's Organization
- Region – Subrecipient's Region (MSHP Troop Boundaries)
- County – Subrecipient's County
- Year – Grant year the equipment was purchased (2023)
- Budget Line # - Budget line number associated with the equipment
- Manufacturer – Manufacturer of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

REIMBURSEMENT REQUEST (CLAIMS)

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

REIMBURSEMENT REQUEST (CLAIMS)

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



The screenshot displays the 'Grant Tracking' web application interface. At the top, there is a navigation bar with links for 'Menu', 'Help', and 'Log Out'. To the right of these links is a toolbar containing icons for 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. A red arrow points to the 'Add' button in this toolbar. Below the navigation bar, the main content area is titled 'Grant Tracking' and shows details for a specific claim: 'Claim: 160789 - 001'. The details include 'Grant: 160789-FY23-SHSP-EES-Baseline Organization', 'Status: Editing', 'Program Area: State Homeland Security Program (SHSP)', 'Grantee Organization: BaseLine Organization', and 'Program Manager: Chelsey Call'. Below this information, there is a section titled 'Other Attachments' with a link to 'Create New Version | Go to Claim Forms'. The 'Other Attachments' section contains instructions on how to upload documents and a list of supported file types: Word (*.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.jpe, *.asp, *.tif, *.wmf), and similar commonly used programs. It also includes a warning not to attach password-protected documents.

REIMBURSEMENT REQUEST (CLAIMS)

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

The screenshot displays a web interface for submitting a claim. At the top, there is a navigation bar with links for Menu, Help, and Log Out, and a toolbar with icons for Back, Print, Add, Delete, Edit, and Save. The main content area is titled 'Claim' and contains an 'Attach File' section. This section includes instructions on how to upload documents, supported file types (Word, Excel, PowerPoint, Publisher, Adobe PDF, Photos), and a warning about password-protected documents. Below the instructions, there is a 'Upload File' section with a 'Choose File' button and a text input field containing 'Test File.docx'. A 'Description:' label is followed by a text input field containing 'Claim 1 Support Documentation'. A red arrow points to the 'Save' button in the top toolbar, and another red arrow points to the 'Choose File' button in the 'Upload File' section.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Claim

Attach File

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

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

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

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

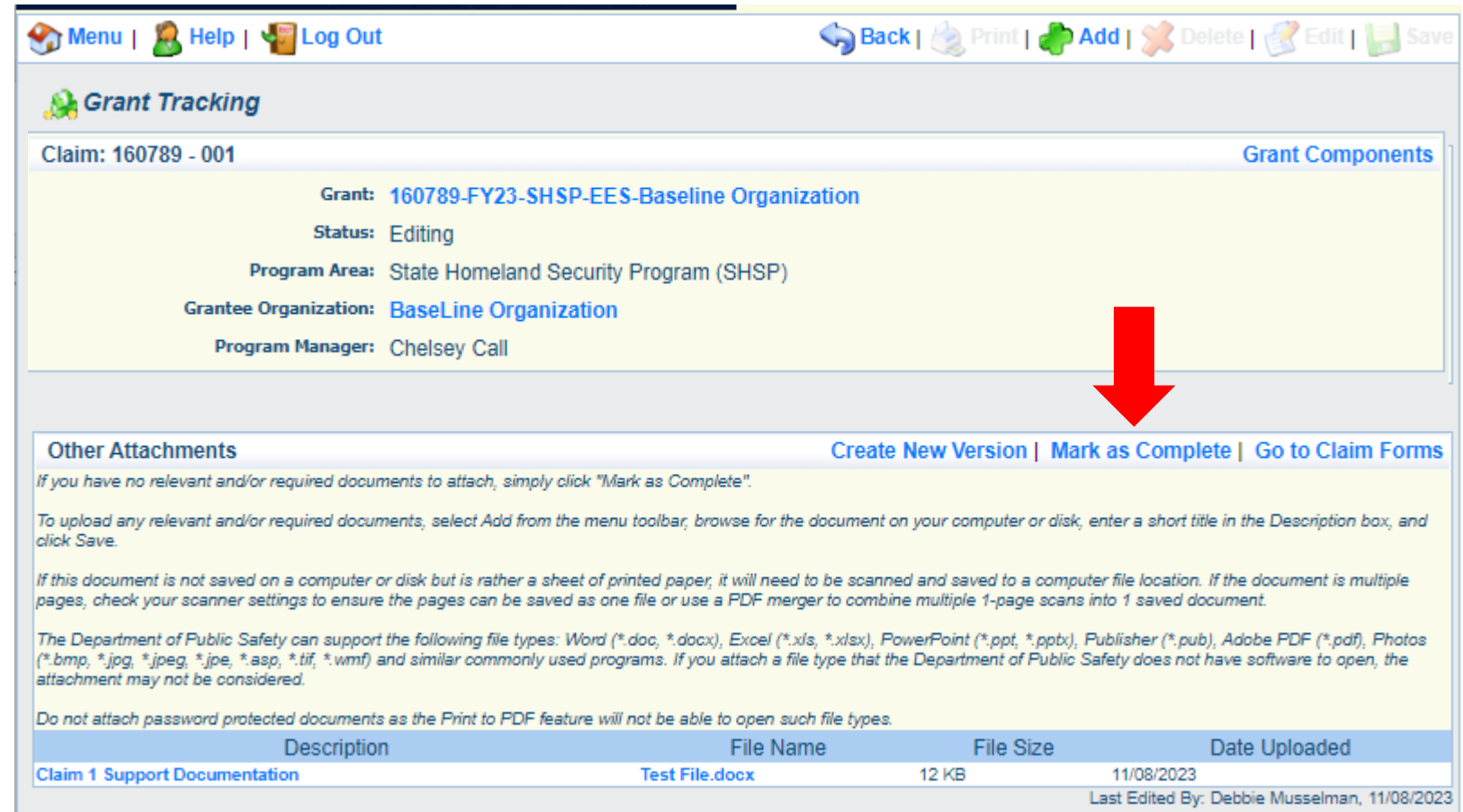
Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.

Upload File: Choose File Test File.docx

Description:* Claim 1 Support Documentation

REIMBURSEMENT REQUEST (CLAIMS)

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



The screenshot shows the 'Grant Tracking' web application. At the top, there is a navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this, the 'Grant Tracking' header is visible. The main content area displays details for 'Claim: 160789 - 001'. A red arrow points to the 'Mark as Complete' link in the 'Other Attachments' section.

Grant Tracking

Claim: 160789 - 001 [Grant Components](#)

Grant: 160789-FY23-SHSP-EES-Baseline Organization
Status: Editing
Program Area: State Homeland Security Program (SHSP)
Grantee Organization: BaseLine Organization
Program Manager: Chelsey Call

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

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

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

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

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

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

Description	File Name	File Size	Date Uploaded
Claim 1 Support Documentation	Test File.docx	12 KB	11/08/2023

Last Edited By: Debbie Musselman, 11/08/2023

REIMBURSEMENT REQUEST (CLAIMS)

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



Components			Preview Submit
Complete each component of the Claim and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	11/08/2023	
Expenditures	✓	11/08/2023	
Reimbursement	✓	11/08/2023	
Equipment Inventory	✓	11/08/2023	
Other Attachments	✓	11/08/2023	

SUBAWARD ADJUSTMENTS

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



SUBAWARD ADJUSTMENTS

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

SUBAWARD ADJUSTMENTS

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

Grant Components		Alerts Copy Annotations (0) Export Grant Data Map
<i>The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.</i>		
Component	Last Edited	
General Information	11/08/2023	
Contact Information	11/08/2023	
Budget	11/08/2023	
Claims		
Correspondence		
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments		
SHSP Project Package	11/08/2023	
Subaward Documents - Final		
Appropriations		
Named Attachments	11/08/2023	
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
160789 - 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](#)

160789-FY23-SHSP-EES-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	✓	11/08/2023	
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.

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*

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

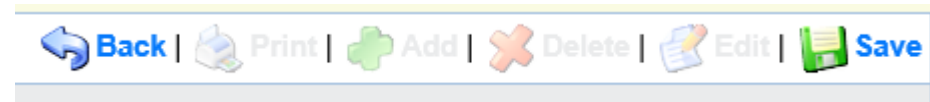
Copy and paste Subaward Adjustment Spreadsheet here

Last Edited By: Chelsey Call, 04/19/2021

SUBAWARD ADJUSTMENTS

Budget Component

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



Row	Current Budget	Revised Amount
Personnel	\$0.00	\$0.00
Personnel Benefits	\$0.00	\$0.00
Personnel Overtime	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00
PRN Time	\$0.00	\$0.00
PRN Benefits	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00
Equipment	\$5,000.00	\$4,800.00
Supplies/Operations	\$0.00	\$200.00
Contractual	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00

Row	Current Budget	Revised Amount
Total Federal/State Share	\$5,000.00	\$5,000.00
Total Local Match Share	\$0.00	\$0.00

SUBAWARD ADJUSTMENTS

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

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

• The **Current Budget** column represents the total cost of the current subaward. Enter the total cost of each budget category as it is reflected in the current version of the Budget component. The sum of the Current Budget column should equal your current budget total.

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

Row	Current Budget	Revised Amount	Net Change
Personnel	\$0.00	\$0.00	\$0.00
Personnel Benefits	\$0.00	\$0.00	\$0.00
Personnel Overtime	\$0.00	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00	\$0.00
PRN Time	\$0.00	\$0.00	\$0.00
PRN Benefits	\$0.00	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00	\$0.00
Equipment	\$5,000.00	\$4,800.00	(\$200.00)
Supplies/Operations	\$0.00	\$200.00	\$200.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Totals	\$5,000.00	\$5,000.00	\$0.00

Federal/State and Local Match Share

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

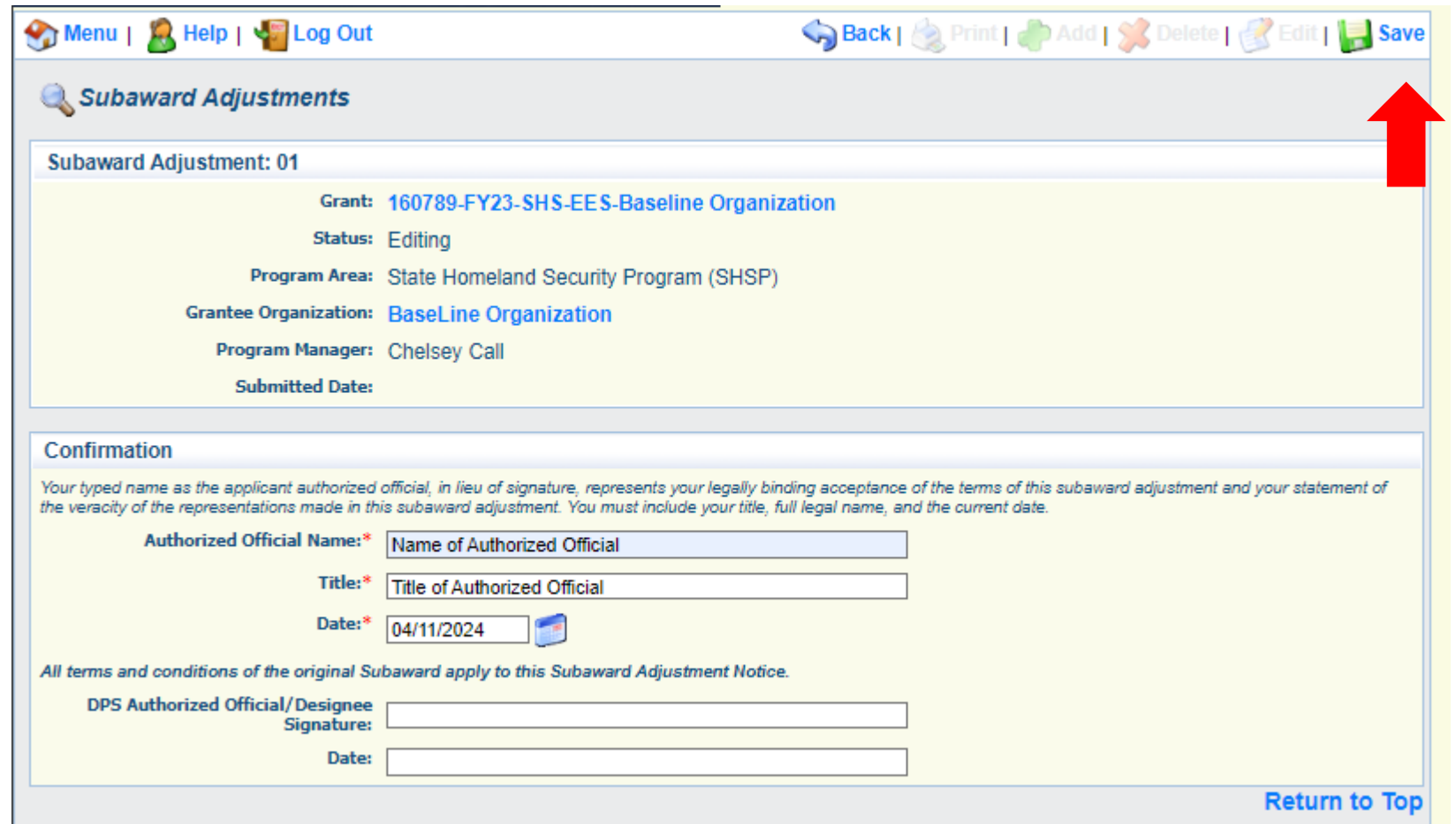
The **Revised Amount** column represents the requested, revised total of the budget as a result of the Subaward Adjustment. Therefore, enter the total federal/state share and the total local match share as it will be reflected in the revised version of the Budget component. The sum of the federal/state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

Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$5,000.00	100.0%	\$5,000.00	100.0%	\$0.00
Total Local Match Share	\$0.00	0%	\$0.00	0%	\$0.00

SUBAWARD ADJUSTMENTS

Confirmation Component

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



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Subaward Adjustments

Subaward Adjustment: 01

Grant: 160789-FY23-SHS-EES-Baseline Organization

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Manager: Chelsey Call


Submitted Date:

Confirmation

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

Authorized Official Name:*

Title:*

Date:* 

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

DPS Authorized Official/Designee Signature:

Date:

[Return to Top](#)

SUBAWARD ADJUSTMENTS

- Select “Mark as Complete”



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

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

Authorized Official Name:* Name of Authorized Official

Title:* Title of Authorized Official

Date:* 04/11/2024

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

DPS Authorized Official/Designee

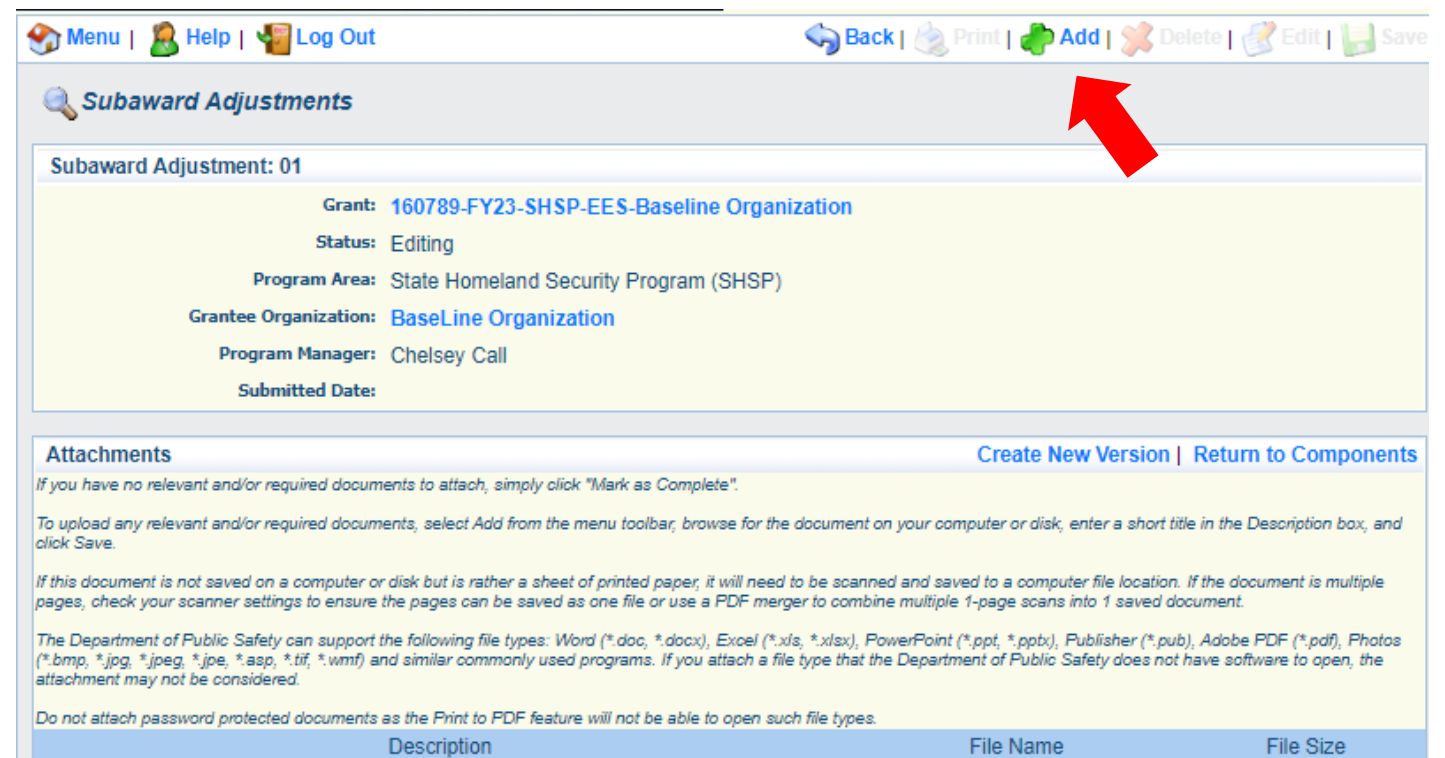
Signature:

Date:

SUBAWARD ADJUSTMENTS

Attachments Component

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



The screenshot shows the 'Subaward Adjustments' web application. At the top, there is a navigation bar with links for Menu, Help, and Log Out. To the right of these are action buttons: Back, Print, Add (highlighted with a red arrow), Delete, Edit, and Save. Below the navigation bar is a section titled 'Subaward Adjustments' with a magnifying glass icon. Under this title, it says 'Subaward Adjustment: 01'. The main content area displays details for this adjustment: Grant: 160789-FY23-SHSP-EES-Baseline Organization, Status: Editing, Program Area: State Homeland Security Program (SHSP), Grantee Organization: BaseLine Organization, Program Manager: Chelsey Call, and Submitted Date: (blank). Below this is an 'Attachments' section with a 'Create New Version | Return to Components' link. The 'Attachments' section contains instructions on how to upload documents and a list of supported file types: Word (*.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.jpe, *.asp, *.tif, *.wmf) and similar commonly used programs. It also notes that password-protected documents cannot be attached. At the bottom, there is a table header with columns for Description, File Name, and File Size.

Menu | Help | Log Out

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

Subaward Adjustments

Subaward Adjustment: 01

Grant: 160789-FY23-SHSP-EES-Baseline Organization

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Manager: Chelsey Call

Submitted Date:

Attachments [Create New Version](#) | [Return to Components](#)

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

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

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

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

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

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

SUBAWARD ADJUSTMENTS

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



The screenshot shows a web application interface for 'Subaward Adjustment'. At the top, there is a navigation bar with links for Menu, Help, and Log Out. To the right of these links is a toolbar containing icons for Back, Print, Add, Delete, Edit, and Save. A large red arrow points from the top of the page down to the Save button in this toolbar. Below the navigation bar, the page title 'Subaward Adjustment' is displayed. The main content area is titled 'Attach File' and contains several paragraphs of instructions. The first paragraph states that if no documents are to be attached, the user should click 'Mark as Complete'. The second paragraph explains how to upload documents, including the need to provide a description and click 'Save'. The third paragraph provides information about supported file types (Word, Excel, PowerPoint, Publisher, Adobe PDF, and Photos) and notes that password-protected documents cannot be attached. At the bottom of the form, there is an 'Upload File:' section with a 'Choose File' button and a text input field containing 'Test File.docx'. Below this is a 'Description:*' label followed by a text input field containing 'Subaward Adjustment Spreadsheet'.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Subaward Adjustment

Attach File

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

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

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

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

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

Upload File: Test File.docx

Description:*

SUBAWARD ADJUSTMENTS

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



Components			Preview Submit
	Name	Complete?	Last Edited
General Information		✓	11/08/2023
Justification		✓	11/08/2023
Budget		✓	11/08/2023
Confirmation		✓	11/08/2023
Attachments		✓	11/08/2023

STATUS REPORTS

- Status Reports due:
 - 01/10/2024 and 1/10/2025
 - 07/10/2024 and 7/10/2025
 - 10/15/2025
- Reporting period:
 - 01/10/2024 Status Report 09/01/2023 – 12/31/2023
 - 07/10/2024 Status Report 01/01/2024 – 06/30/2024
 - 01/10/2025 Status Report 07/01/2024-12/31/2024
 - 07/10/2025 Status Report 01/01/2025-6/30/2025
 - 10/15/2025 Status Report 07/01/2025 – 08/31/2025
- To submit Status Report, select “Status Report” component in WebGrants

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

- 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
160789 - 01	Semi-Annual	09/01/2023-12/31/2023	01/10/2024		-	Editing
Last Edited By:						

- 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](#)

160789-FY23-SHSP-EES-Baseline Organization

State Homeland Security Program (SHSP)

Award Year: 2023
Subward Number: 160789
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	✓	11/08/2023	
Milestone Progress Report		11/08/2023	

STATUS REPORTS

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

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

Grant Tracking

Status Report: 160789 - 01

Grant: 160789-FY23-SHSP-EES-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](#) | [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. EHP submitted and approval received.	FY23-SHSP-EES-Baseline Organization	12/27/2023	100%	EHP submitted to OHS on 11/30/2023 and approval from FEMA received 12/27/2023.
2. Determine specifications needed for items and services.	FY23-SHSP-EES-Baseline Organization	12/29/2023	100%	All specifications for items and services determined.
3. Procurement completed: bidding and vendor selection.	FY23-SHSP-EES-Baseline Organization	01/08/2024	50%	Bid notice posted, we are waiting for responses to determine vendor.
4. OHS contract review and approval completed. Items and services ordered.	FY23-SHSP-EES-Baseline Organization	01/31/2024	0%	We will send the contract to OHS for review once the vendor has been determined.
5. Items received, installed, tested, and inventoried, and services delivered.	FY23-SHSP-EES-Baseline Organization		0%	
6. Equipment training completed.	FY23-SHSP-EES-Baseline Organization		0%	
7. Vendor paid and proof of payment received.	FY23-SHSP-EES-Baseline Organization		0%	
8. WebGrants reimbursement claim(s) submitted with all necessary documentation.	FY23-SHSP-EES-Baseline Organization		0%	
9. Final status report submitted.	FY23-SHSP-EES-Baseline Organization		0%	

Narrative Project Progress [Add](#)

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

STATUS REPORTS

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

Instructions

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

Milestone Status Report

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

STATUS REPORTS

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

STATUS REPORTS

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. EHP submitted and approval received.	FY23-SHS-EES-Baseline Organization	12/27/2023	100% ▼	EHP submitted to OHS on 11/30/2023 and approval from FEMA received 12/27/2023.
2. Determine specifications needed for items and services.	FY23-SHS-EES-Baseline Organization	12/29/2023	100% ▼	All specifications for items and services determined.
3. Procurement completed: bidding and vendor selection.	FY23-SHS-EES-Baseline Organization	01/08/2024	50% ▼	Bid notice posted, we are waiting for responses to determine vendor.
4. OHS contract review and approval completed. Items and services ordered.	FY23-SHS-EES-Baseline Organization	01/31/2024	0% ▼	We will send the contract to OHS for review once the vendor has been determined.

STATUS REPORTS

- Select “Save”



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

Grant Tracking

Status Report: 160789 - 01

Grant: 160789-FY23-SHSP-EES-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 (RHSC) and Homeland Security Advisory Committee (HSAC).

Milestone Status Report

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


Milestone Progress

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. EHP submitted and approval received.	<input type="text" value="FY23-SHSP-EES-Baseline Organization"/>	<input type="text" value="12/27/2023"/>	<input type="text" value="100%"/>	EHP submitted to OHS on 11/30/2023 and approval from FEMA received 12/27/2023.

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?	

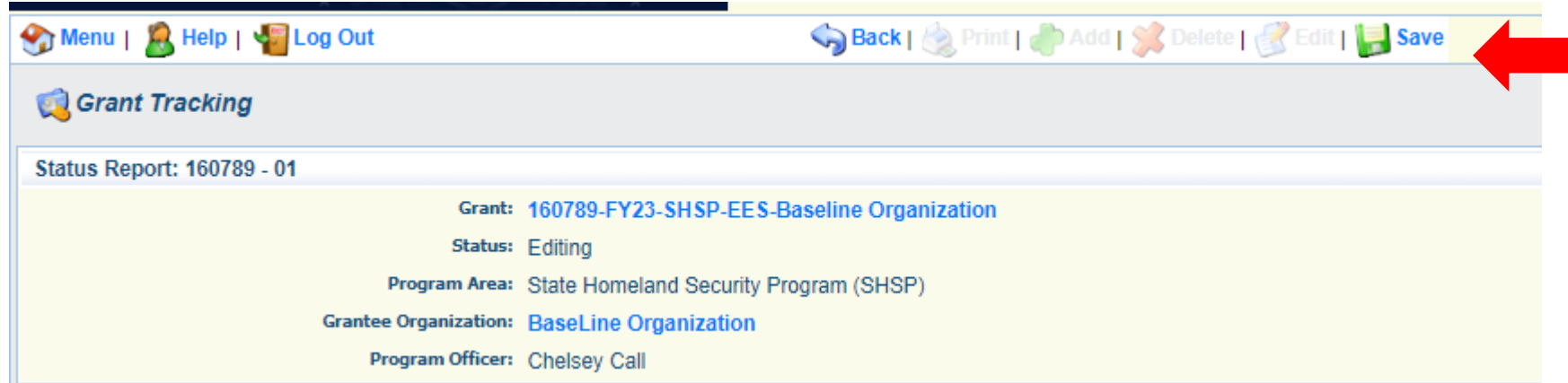
- Add Project Name, if not already present

- 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		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?	
FY23-SHSP-EES-Baseline Organization	It is anticipated that all items will be received, installed, tested and inventoried; training will be completed; vendor payment will be made; WebGrants claim, with required documentation will be submitted; and Final Status Report will be completed within the next six months. There are no negative issues to report at this time.	

STATUS REPORTS

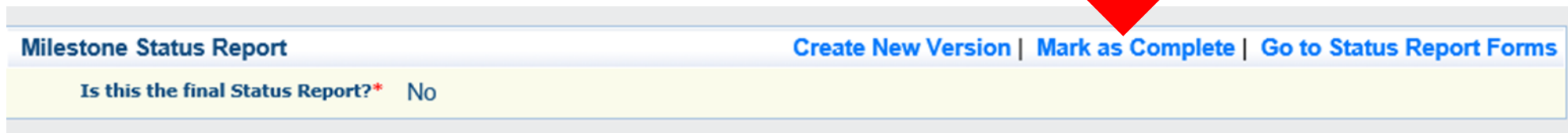
- Select “Save”



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 'Grant Tracking' section is visible. It displays the following information:

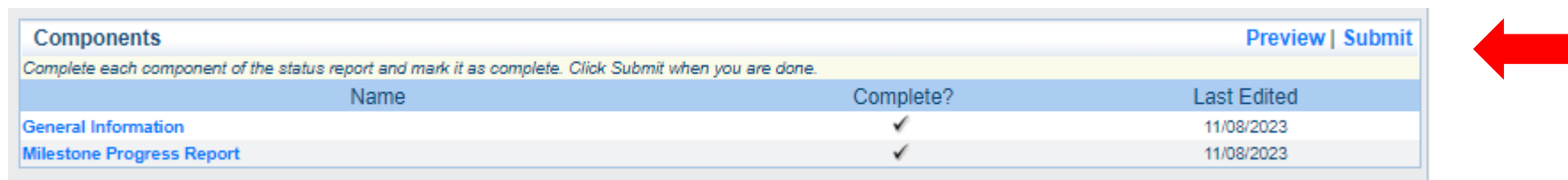
- Status Report: 160789 - 01
- Grant: 160789-FY23-SHSP-EES-Baseline Organization
- Status: Editing
- Program Area: State Homeland Security Program (SHSP)
- Grantee Organization: BaseLine Organization
- Program Officer: Chelsey Call

- Select “Mark as Complete”



The screenshot shows the 'Milestone Status Report' interface. It includes 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, there is a section titled '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. It has a header row with columns: Name, Complete?, and Last Edited. Below the header, there are two rows of data. The 'Submit' button is highlighted with a red arrow.

Name	Complete?	Last Edited
General Information	✓	11/08/2023
Milestone Progress Report	✓	11/08/2023

CORRESPONDENCE

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

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

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

Correspondence	
To:*	<div>Chelsey Call Debbie Musselman TEST TEST</div>
CC:	<div>Tim.Owens@baselineorganization.org</div>

CORRESPONDENCE

- Enter a “Subject” for the message

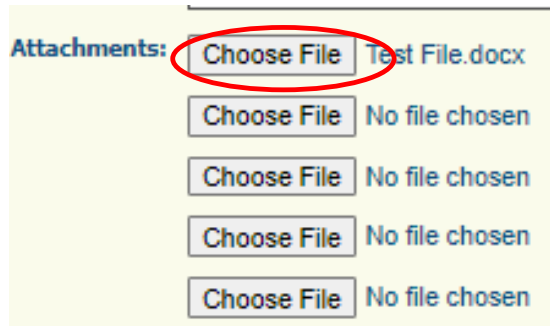
Subject:*

- Enter all necessary information in the “Message” section

Message:

CORRESPONDENCE

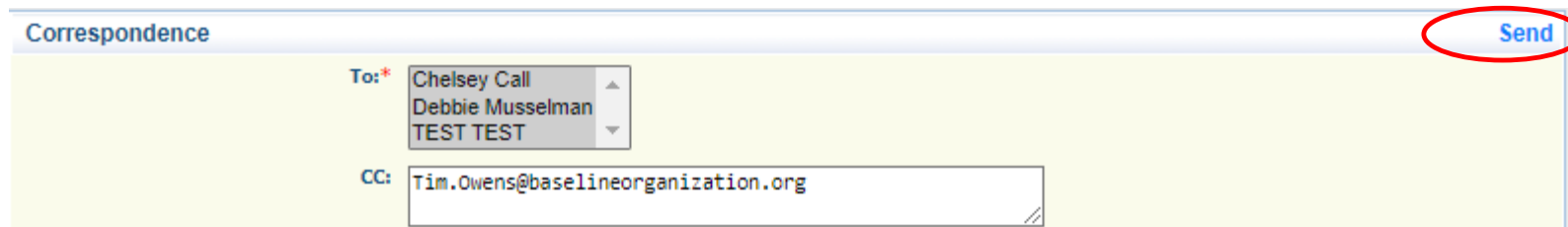
- Attach any necessary documents in the Attachments section
 - Select “Choose File” to locate document on your computer



Attachments:

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

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



Correspondence

To:* Chelsey Call
Debbie Musselman
TEST TEST

CC: Tim.Owens@baselineorganization.org

Send

CORRESPONDENCE

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

Inter-System Grantee Correspondence					Add
Subject	From	To	Sent/Received	Attachments	
Grant 160789 - FY23-SHSP-EES-Baseline Organization: EHP Documents	Debbie Musselman	Debbie Musselman, TEST TEST	11/08/2023	Test File.docx	
Last Edited By: Debbie Musselman, 11/08/2023					



CORRESPONDENCE

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

Correspondence Reply

From: Debbie Musselman

Correspondence Send

To: Chelsey Call
Debbie Musselman
TEST TEST

CC:

Subject: RE: Grant 160780 - FY23-SHSP-EES-Baseline OI

Message: Add reply to message here.

*** Start Original Correspondence ***
From: Debbie Musselman
To: Debbie Musselman, TEST TEST
Date Sent: 11/08/2023
*** End Original Correspondence ***

Attachments: Test File.docx
 No file chosen

GRANT FILE

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

GRANT CLOSEOUT

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

MONITORING

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



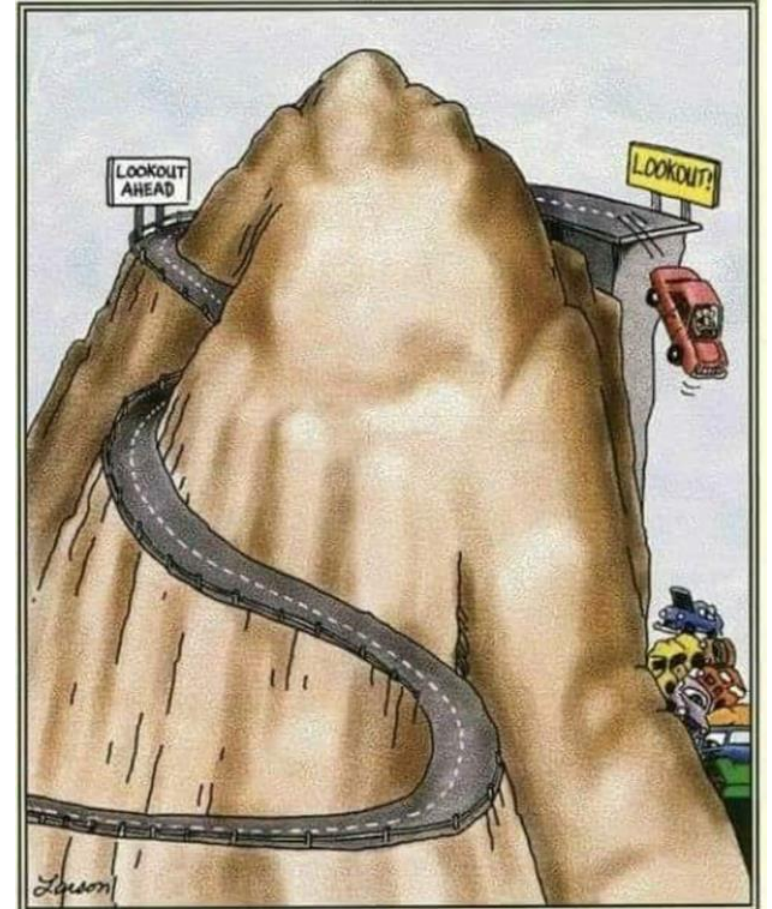
MONITORING

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



MONITORING

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



IMPORTANT DATES

Grant Period of Performance Begin – September 1, 2023

Compliance Workshop & Grant Award Acknowledgement Due – November 15, 2023

EHP Webinar – November 16, 2023

Subaward Agreements Due – December 1, 2023

NCSR Due – December 31, 2023

Completed EHP Submitted to DPS/OHS – February 28, 2024

Status Report Dues – January 10, 2024, July 10, 2024, January 10, 2025 and July 10, 2025

Grant Period of Performance End – August 31, 2025

Final Claim and Final Status Report – October 15, 2025

QUESTIONS



DPS/OHS CONTACTS

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Grants Specialist

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Chelsey Call

Grants Supervisor

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Chelsey.Call@dps.mo.gov

Joni McCarter

Program Manager

573-526-9020

Joni.McCarter@dps.mo.gov

Kelsey Saunders

Grants Support Specialist

573-522-6125

Kelsey.Saunders@dps.mo.gov