

FY 2023 STATE AND LOCAL CYBERSECURITY GRANT PROGRAM (SLCGP)

COMPLIANCE WORKSHOP
MARCH 5, 2024



AGENDA

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

GRANT REQUIREMENTS



FY 2023 SLCGP

- ▶ The goal of SLCGP is to assist state and local governments with managing and reducing systemic cyber risk.
- ▶ Four Objectives:
 1. Develop and establish appropriate governance structures, including developing, implementing, or revising cybersecurity plans, to improve capabilities to respond to cybersecurity incidents and ensure continuity of operations
 2. Understand their current cybersecurity posture and areas for improvement based on continuous testing, evaluation, and structured assessments
 3. Implement security protections commensurate with risk
 4. Ensure organization personnel are appropriately trained in cybersecurity, commensurate with responsibility

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 State and Local Cybersecurity Grant Program (SLCGP)
Provides programmatic requirements specific to the State and Local Cybersecurity Grant 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) GRANT REQUIREMENTS

- ▶ [FY 2023 SLCGP Grant Notice of Funding Opportunity \(NOFO\)](#)
- ▶ [Administrative Guide for Homeland Security Grants](#)
- ▶ Subaward Agreement Articles of Agreement
- ▶ Information Bulletins
 - [Information Bulletin 1: Policy on Monitoring](#)
 - [Information Bulletin 2: Policy on Advance Payment and Cash Advances](#)
 - [Information Bulletin 4: Policy on Food and/or Beverage Provided for Homeland Security Training/Exercise Sessions, Meetings, or Conferences](#)
 - [Information Bulletin 5: Policy on Reimbursement Requests](#)
 - [Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments](#)

SUBAWARD AGREEMENT ARTICLES OF AGREEMENT CYBERSECURITY REQUIREMENTS

- ▶ Ensure you research critical vulnerabilities, data security, point of origin, overseas manufacturers and supply chain risks pertaining to the product/brand you wish to acquire when purchasing information technology and/or cybersecurity services and equipment with SLCGP funds. In 2020 DHS published the following Data Security Business Policy: https://www.dhs.gov/sites/default/files/publications/20_1222_data-security-business-advisory.pdf. If you still have questions or need additional information call: 573-526-0153
- ▶ Required cybersecurity posture benchmarks
 - If the subrecipient's cybersecurity posture does not contain the benchmarks listed below, you must achieve these benchmarks during the grant period of performance
 1. Cybersecurity and/or data security policies
 2. Cybersecurity training awareness program
 3. Cybersecurity incident response plan
 4. Receive cybersecurity threat intelligence
 - Required to document work towards these benchmarks as part of the Narrative Project Progress component of each Status Report
 - OHS has resources available to assist with the benchmarks
 - Phone – 573-526-0153
 - Email – securityintel@mshp.dps.mo.gov

SUBAWARD AGREEMENT ARTICLES OF AGREEMENT

CYBERSECURITY REQUIREMENTS

- ▶ Must subscribe to the Missouri Department of Public Safety (DPS)/Office of Homeland Security (OHS) Cybersecurity Program and participate in information sharing with federal, state, and local agencies. (i.e., Missouri Department of Public Safety (DPS)/Office of Homeland Security (OHS), Missouri Information Analysis Center (MIAC), St Louis Fusion Center, Kansas City Regional Fusion Center)
 - Subscribe by emailing securityintel@mshp.dps.mo.gov with your name, agency/entity, title, desk phone, work phone, and email address
- ▶ Required to participate in the following free services by CISA:
 - 1. Vulnerability Scanning evaluates external network presence by executing continuous scans of public, static, IPs for accessible services and vulnerabilities. This service provides weekly vulnerability reports and ad-hoc alerts.
 - To register for these services, email vulnerability_info@cisa.dhs.gov with the subject line “Requesting Cyber Hygiene Services – SLCGP” to get started. Indicate in the body of your email that you are requesting this service as part of the SLCGP

NATIONWIDE CYBERSECURITY REVIEW (NCSR)

- ▶ All subrecipients of FY 2023 SLCGP funds are required to complete the NCSR each year during the grant period of performance
 - Required by the FY 2023 State and Local Cybersecurity Grant Program (SLCGP) Notice of Funding Opportunity (NOFO)
- ▶ Due December 31, 2024, December 31, 2025, and December 31, 2026
 - Send Completion Certificate to:
 - Rural/State - Chelse Dowell at Chelse.Dowell@dps.mo.gov
 - Non-Rural – Sue Ann Surface at SueAnn.Surface@dps.mo.gov
 - **Failure to complete the NCSR will result in loss of funding**

PROCUREMENT REQUIREMENTS

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

****If utilizing a cooperative contract, procurement documents (quotes/bids) and invoice(s) must reference the contract utilized****

PROCUREMENT REQUIREMENTS

► State of Missouri Procurement Guidelines

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

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

SINGLE FEASIBLE SOURCE

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

Non-compliance could result in the agency being listed as high risk



SINGLE FEASIBLE SOURCE

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

- ▶ The item is available only from a single source; or
- ▶ The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or
- ▶ The Missouri Department of Public Safety (DPS)/Office of Homeland Security (OHS) expressly authorizes noncompetitive proposals in response to a written request from the local agency; or
- ▶ After solicitation of a number of sources, competition is determined inadequate

WHO ARE YOU DOING BUSINESS WITH?

- ▶ Subrecipients are required to verify that vendors used for grant purchases are not on either the Federal Excluded Parties List System (EPLS) or State Suspended/Debarred Vendors List
 - [Federal System for Award Management](#)
 - [State of Missouri Office of Administration](#)

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



PRIOR APPROVAL

- ▶ Some items require prior approval from the DPS/OHS, including, but not limited to:
 - Contracts
 - Must contain Federal Contract Provisions required by [2 CFR 200 Appendix II](#), as applicable
 - Single Feasible Source over \$10,000

FEDERAL CONTRACT PROVISIONS

- ▶ All contracts must contain the Federal Contract Provisions as applicable
- ▶ Required by [2 CFR 200 Appendix II](#)
- ▶ During prior approval of contract, DPS/OHS will review contracts to ensure the required provisions are included

FEDERAL CONTRACT PROVISIONS

- ▶ A – Contracts more than the simplified acquisition threshold must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.
- ▶ B - Contracts in excess of \$10,000 must address termination for cause and for convenience
- ▶ C - Contracts that meet the definition of federally assisted construction contract must include the equal opportunity clause
- ▶ D - All prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act
- ▶ E - All contracts in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#))
- ▶ F – If entering into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the agency must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

FEDERAL CONTRACT PROVISIONS

- ▶ G – Contracts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401-7671q](#)) and the Federal Water Pollution Control Act as amended
- ▶ H – A contract award must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.”
- ▶ I – Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#)) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification.
- ▶ J – [200.323 Procurement of recovered materials](#)
- ▶ K – [200.216 Prohibition on certain telecommunications and video surveillance services or equipment](#)
- ▶ L – [200.322 Domestic preferences for procurements](#)

PROHIBITIONS ON EXPENDING FEMA AWARD FUNDS FOR COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES

- ▶ Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019 \(FY 2019 NDAA\)](#), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.326, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.
- ▶ Guidance is available at [Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services \(Interim\) #405-143-1](#), or superseding document.
- ▶ Additional guidance is available at [Contract Provisions Guide: Navigating Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards \(fema.gov\)](#).

PROHIBITIONS ON EXPENDING FEMA AWARD FUNDS FOR COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES

- ▶ Effective August 13, 2020, FEMA recipients and subrecipients may not use any FEMA funds under open or new awards to:
 - ▶ Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
 - ▶ Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
 - ▶ Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

PROHIBITIONS ON EXPENDING FEMA AWARD FUNDS FOR COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES

- ▶ Replacement Equipment and Services
 - ▶ FEMA grant funding may be permitted to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO and the Preparedness Grants Manual.
- ▶ Definitions
 - ▶ Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:
 - ▶ Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
 - ▶ For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
 - ▶ Telecommunications or video surveillance services provided by such entities or using such equipment; or
 - ▶ Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.
 - ▶ Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of “covered telecommunications equipment or services.” See 2 C.F.R. § 200.471

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 SLCGP funds

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 State and Local Cybersecurity Grant Program (SLCGP) funds MUST be tagged

- ▶ All tags must state:

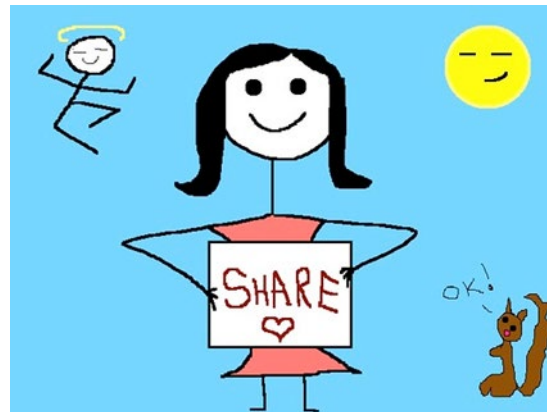
Purchased with U.S. Department of
Homeland Security Funds

- ▶ Tags are available upon request

- Contact Kelsey Saunders at Kelsey.Saunders@dps.mo.gov

INVENTORY MANAGEMENT

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



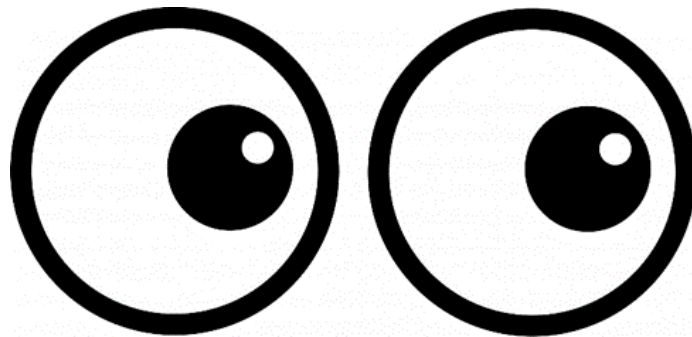
INVENTORY MANAGEMENT

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

INVENTORY MANAGEMENT

▶ Subrecipients MUST:

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



INVENTORY MANAGEMENT

- ▶ Equipment must be protected against loss, damage and theft
 - Per [2 CFR 200.310](#): The non-Federal entity must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity
- ▶ Investigate all incidents of loss, damage, theft, and report to the DPS/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 SLCGP 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 MANAGEMENT

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

- Region
- County
- Fiscal Year
- Grant Program
- Grant Award Number
- Description of Equipment
- EGMS/WebGrants Line Item Number
- Manufacturer
- Model
- Identification number
- Title holder
- Quantity
- Individual Item Cost
- % 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 MANAGEMENT

- ▶ When original or replacement equipment acquired with SLCGP 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 SLCGP 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 DPS/OHS prior to disposing of equipment. Procedures in the OHS Administrative Guide for Homeland Security Grants must be followed to request equipment disposition approval. Email the Equipment Disposition Forms to Kelsey Saunders at Kelsey.Saunders@dps.mo.gov
- ▶ A copy of the approved Equipment Disposition Form must be maintained in the subrecipient grant file
- ▶ Equipment Disposition Form found on the DPS/OHS website in the [Grant Applications and Forms](#) section

INVENTORY 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 DPS/OHS
- ▶ Equipment with a per item fair market value of \$5,000 or more may be retained or sold



INVENTORY MANAGEMENT

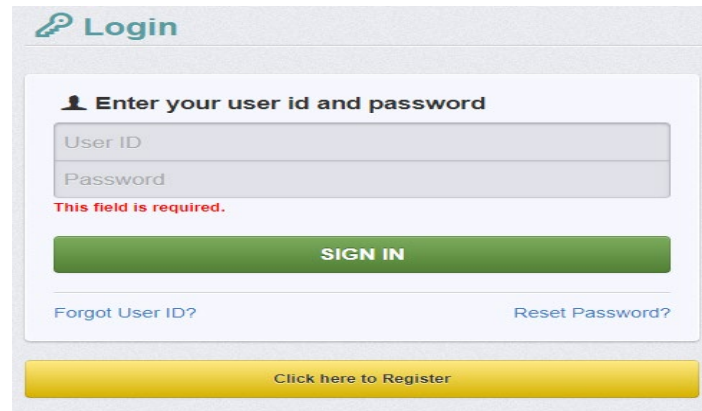
- ▶ If sold, the Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from the sale by the Federal awarding agency's percentage of participation
 - Example: Region X wants to sell their 2009 FI50, which was 80% funded with SLCGP funds and 20% funded with local funds. The fair market value for their 2009 FI50 was \$6,000.00. The Federal awarding agency would be entitled to \$4,800.00 of the proceeds and the local agency would be entitled to \$1,200.00



WEBGRANTS SYSTEM

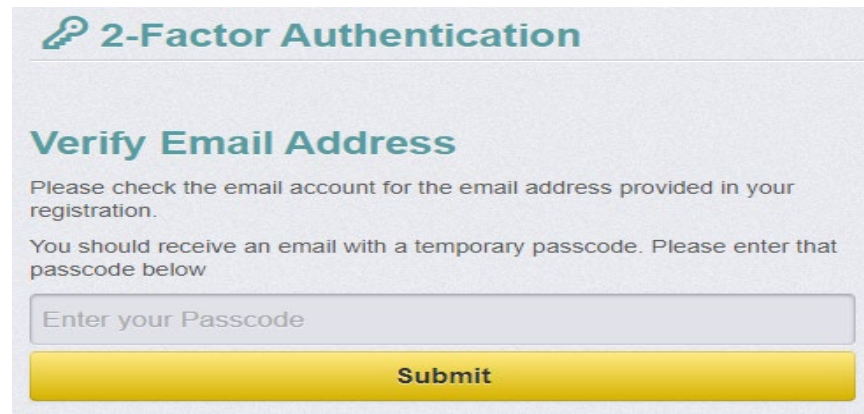
WEBGRANTS

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



The login form is titled "Login" with a key icon. It contains a heading "Enter your user id and password" with a user icon. Below this are two input fields: "User ID" and "Password". A red error message "This field is required." is displayed below the Password field. A green "SIGN IN" button is positioned below the input fields. At the bottom, there are two links: "Forgot User ID?" and "Reset Password?". A yellow button labeled "Click here to Register" is at the very bottom.

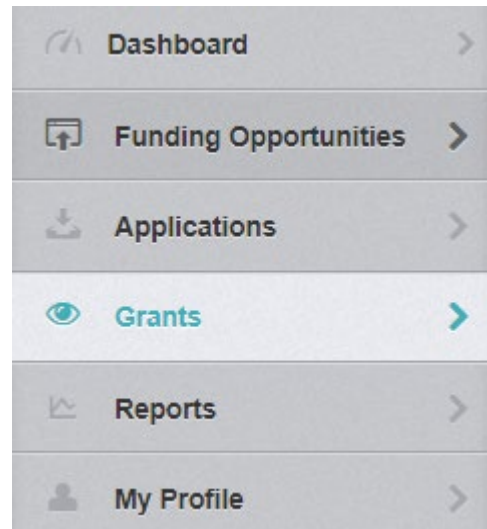
- ▶ Two-factor authentication



The form is titled "2-Factor Authentication" with a key icon. It has a heading "Verify Email Address". The text below reads: "Please check the email account for the email address provided in your registration. You should receive an email with a temporary passcode. Please enter that passcode below". There is a text input field labeled "Enter your Passcode". A yellow "Submit" button is at the bottom.

WEBGRANTS

► Select “Grants”




WEBGRANTS

- ▶ Select project titled “FY 2023 State and Local Cybersecurity Grant Program (SLCGP)”

<input type="checkbox"/>	Grant Number	Status ▾	Year	Start Date ▾	End Date ▾	Grant Title ▾	Organization ▾	Grantee ▾	Program Officer ▾	Program Area ▾	Funding Opportunity ▾	Amount ▾
	162720	Underway	2023			FY 2023 SLCGP	BaseLine Organization	TEST TEST	Chelsey Call	State and Local Cybersecurity Grant Program	162717-FY 2023 State and Local Cybersecurity Grant Program (SLCGP) TEST	\$45,000.00

WEBGRANTS

▶ Grant Components

 Grant Components
Component
General Information
Contact Information
Budget
Claims
Correspondence
Subaward Adjustments
Status Reports
Attachments
Project Package
Subaward Documents - Final
Appropriations
Named Attachments
Closeout
Funding Opportunity
Application
Application Versions
Application Notes
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	
The grant forms appear below.	
Component	
General Information	
Contact Information	
Budget	
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
Project Package	
Subaward Documents - Final	←
Named Attachments	
Closeout	
Funding Opportunity	
Application	

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
 - Ensure the goods/services you are purchasing are within the grant period of performance (**including licenses**)
 - If license spans outside the period of performance, costs will be prorated for those that fall within the period of performance
 - Request Subaward Adjustment if need to make changes to budget (i.e. change in quantity)

BUDGET



Equipment - Multi-List

✓ Mark as Complete

+ Add Row

✎ Edit All Rows

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 Named Attachment component of the application.

Line Item Code	Item Name	AEL #	Quantity	Unit Cost	Total Cost	Match Amount	Type of Match	Function	Federal Amount
10001	Firewall	05NP-00-FWAL	1.00	\$10,000.00	\$10,000.00	\$2,000.00	Cash	Equipment	\$8,000.00
					\$10,000.00	\$2,000.00			\$8,000.00

Last Edited By: Chelsey Call - Mar 4, 2024 11:12 AM

+ Add Row

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 (March 17, 2027)
- ▶ Project Period: February 1, 2024 to January 31, 2027
- ▶ Funds are considered “obligated” when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period
- ▶ Funds are considered “expended” when payment is made

REIMBURSEMENT REQUESTS (CLAIMS)

CLAIMS
101

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

REIMBURSEMENT REQUESTS (CLAIMS)

▶ **Personnel/Benefits Supporting Documentation**

- Claim in WebGrants
- Wage and benefit costs
- Proof of payment (payroll journal, check stub)
- Timesheet(s)
- Signed personnel certification(s)

REIMBURSEMENT REQUESTS (CLAIMS)

▶ Travel/Training Supporting Documentation

- Claim in WebGrants
- Vendor Invoice
- Proof of Payment (copy of cancelled check, credit card statement, bank statement)
- Agenda/Announcement
- Proof of attendance (sign-in sheet/roster/certificate, etc.)

*Meals, mileage, and lodging cannot exceed the state of Missouri rates established by the Missouri Office of Administration. Current rates can be found at: <https://acct.oa.mo.gov/travel-portal>

REIMBURSEMENT REQUESTS (CLAIMS)

► Equipment Supporting Documentation

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$1,000

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

REIMBURSEMENT REQUESTS (CLAIMS)

► **Supplies Supporting Documentation**

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

REIMBURSEMENT REQUESTS (CLAIMS)

▶ Contractual Services Supporting Documentation

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

REIMBURSEMENT REQUESTS (CLAIMS)

► In-Kind Match Supporting Documentation

- Proof of expense (vendor invoice/salary documentation/fringe benefit documentation, etc.)
- Proof of payment (copy of cancelled check, credit card statement, bank statement, payroll journal, check stub, etc.)
- Proof of delivery (signed statement in writing indicating goods/services received, signed packing slip, timesheets)

REIMBURSEMENT REQUESTS (CLAIMS)

► Advance Payment

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

REIMBURSEMENT REQUESTS (CLAIMS)

▶ **Advance Payment Supporting Documentation**

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

REIMBURSEMENT REQUESTS (CLAIMS)

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

Grant Components	
Component	
General Information	
Contact Information	
Budget	
Claims	
Correspondence	
Subaward Adjustments	
Status Reports	
Attachments	
Project Package	
Subaward Documents - Final	
Appropriations	
Named Attachments	
Closeout	
Funding Opportunity	
Application	
Application Versions	
Application Notes	
Review Forms	

REIMBURSEMENT REQUESTS (CLAIMS)

► Select “Add Claim”

162908 - TEST - 2023

Status: Underway

Program Area: State and Local Cybersecurity Grant Program

Funding Opportunity: 162717-FY 2023 State and Local Cybersecurity Grant Program (SLCGP) TEST

Organization: BaseLine Organization

Grantee Contact: TEST TEST

Program Officer: Chelsey Call

Awarded Amount: \$50,000.00

Grant List

Genera

Contac

Budget

Claims

Corres

Subawa

Status

Attach

Projec

Subawa

Approp

Named

Closeo

Claims

Notes (0)

+ Add Claim

ID	Type	Status	Start Date	End Date	Last Submitted Date	Paid Date	Claim Amount
----	------	--------	------------	----------	---------------------	-----------	--------------

REIMBURSEMENT REQUESTS (CLAIMS)

► Complete Claim General Information

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

REIMBURSEMENT REQUESTS (CLAIMS)



General Information - Claim - Edit

 Save Form

Status*: Editing

Type*: Other

Due Date:

Report Period*:

Start Date

End Date

Final Request?*: ☒ Yes ☐ No

Click Yes if this is the final request

Invoice Number:

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

REIMBURSEMENT REQUESTS (CLAIMS)

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

[Claim Preview](#) [Attachments](#) [Alert History](#) [Map](#) [Versions](#)

Claim Details

[Withdraw](#) [Notes \(0\)](#) [Feedback](#) [Preview Claim](#)

Claim cannot be Submitted Currently


- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 4, 2024 11:15 AM - Chelsey Call
Detail of Expenditure		Mar 4, 2024 10:40 AM - Sue Ann Surface
Equipment Inventory		-
Other Attachments		Mar 4, 2024 10:38 AM - Sue Ann Surface

REIMBURSEMENT REQUESTS (CLAIMS)

► Select “Detail of Expenditure”

[Claim Preview](#) [Attachments](#) [Alert History](#) [Map](#) [Versions](#)

 **Claim Details**

[Preview Claim](#)

Claim cannot be Submitted Currently

- Claim components are not complete


Component	Complete?	Last Edited
General Information	✓	Mar 4, 2024 11:16 AM - Chelsey Call
Detail of Expenditure	-	-
Equipment Inventory	-	-
Other Attachments	-	-

REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Select “Add Row” for each expenditure in the corresponding budget category for the item that is being requested for reimbursement (Note: In-Kind Match will also be added as an expenditure)

- For Example:

- If the item you are requesting for reimbursement is located in the Equipment category of your budget, you will select “Add Row” under Equipment

 **Equipment** - Multi-List + Add Row


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 Named Attachment component of the application.

Budget Line Label	Payee	Description	Quantity	Unit Cost	Total	Expense Federal Total	Federal Amount Requested	Match Amount Claimed	Invoice #	Invoice Date	Check/EFT	Check/EFT Date
No Data for Table												

- If the item you are requesting for reimbursement is located in the Supplies/Operations category of your budget, you will select “Add Row” under Supplies/Operations

 **Supplies/Operations** - Multi-List + Add Row

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

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

Budget Line Label	Payee	Description	Quantity	Unit Cost	Total	Expense Federal Total	Federal Amount Requested	Match Amount Claimed	Invoice #	Invoice Date	Check/EFT	Check/EFT Date
No Data for Table												

REIMBURSEMENT REQUESTS (CLAIMS)

CASH MATCH



Equipment

Save Row

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 Named Attachment component of the application.

Budget Line Label:

Budget Line*: Equipment-Firewall

Payee*: Vendor Name

Description*: Description of Item Purchased

Quantity*: 1

Unit Cost*: 10000.00

Total:

Expense Federal Total:

Federal Amount Requested: 8000.00

Match Amount Claimed:

Invoice #*: 12345

Invoice Date*: 02/15/2024

Check/EFT*: 5678


Check/EFT Date*: 02/20/2024


Save Row

- The example on the slide is demonstrating expenses entered if cash match is being utilized
- Select “Save” when complete

REIMBURSEMENT REQUESTS (CLAIMS)

IN-KIND MATCH

 **Equipment**



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 Named Attachment component of the application.

Budget Line Label:

Budget Line*:

Payee*:

Description*:

Quantity*:

Unit Cost*:

Total:

Expense Federal Total:

Federal Amount Requested:

Match Amount Claimed:

Invoice #*:


Invoice Date*:


Check/EFT*:

Check/EFT Date*:

- The example on the slide is demonstrating expenses entered if in-kind match is being utilized
- This screenshot shows an expenditure entry for the item that you have purchased. Federal amount requested will be the full purchase price (only if you are using in-kind match). If you are using in-kind match you will have two expenditure entries. One for the in-kind item and the other for the purchased item.
- Select “Save Row”

REIMBURSEMENT REQUESTS (CLAIMS) IN-KIND MATCH

 **Equipment**



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 Named Attachment component of the application.

Budget Line Label:

Budget Line*:

Payee*:

Description*:

Quantity*:

Unit Cost*:

Total:

Expense Federal Total:

Federal Amount Requested:

Match Amount Claimed:

Invoice #*:

Invoice Date*:

Check/EFT*:

Check/EFT Date*:

- The example on the slide is demonstrating expenses entered if in-kind match is being utilized
- This screenshot shows an expenditure entry for the item that is being used as your in-kind match. Federal amount requested will be zero.
- Select “Save Row”

REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Line Number – select the corresponding budget line for the item that is being requested for reimbursement
- ▶ Payee – enter the name of the vendor that the item was purchased from
- ▶ Description – enter a description of the item purchased
- ▶ Quantity – enter the quantity of the item that was purchased
- ▶ Unit Cost – Cost per item
- ▶ Federal Amount Requested – Total amount of funds being requested from the Federal Government
- ▶ Invoice # - vendor's invoice number
- ▶ Invoice Date – date on vendor's invoice
- ▶ Check/EFT Number
 - Check number used for payment to vendor **OR** EFT number for payment to vendor
 - Advance Payment
- ▶ Check/EFT Date
 - Date of check used for payment to vendor **OR** Date of EFT for payment to vendor
 - Advance Payment

REIMBURSEMENT REQUESTS (CLAIMS)

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



Equipment - Multi-List

✓ Mark as Complete

+ Add Row

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 Named Attachment component of the application.

Budget Line Label	Payee	Description	Quantity	Unit Cost	Total	Expense Federal Total	Federal Amount Requested	Match Amount Claimed	Invoice #	Invoice Date	Check/EFT	Check/EFT Date
Equipment-Firewall	Vendor Name	Description of Item Purchased	1.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	12345	02/15/2024	5678	02/20/2024
					\$10,000.00		\$10,000.00	\$0.00				
Equipment-Server (In-Kind Match)	Vendor Name	Description of Item Purchased	1.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	45678	02/01/2024	12345	02/05/2024
					\$2,500.00		\$0.00	\$2,500.00				
					\$12,500.00		\$10,000.00	\$2,500.00				

- ▶ Select “Mark as Complete”
- ▶ Cash match example:

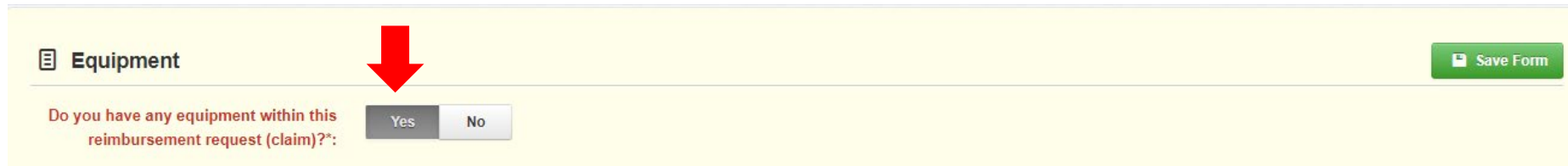
Reimbursement													Mark as Complete	
Budget Category	Details	Subaward Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Subaward Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage	Total Claim Amount	
Personnel														
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$0.00	
Personnel Benefits														
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$0.00	
Travel														
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$0.00	
Equipment														
Firewall	10001	\$8,000.00	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	20.00%	\$10,000.00	
		\$8,000.00	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	20.00%	\$10,000.00	
Supplies/Operations														
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$0.00	
Contractual														
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$0.00	
		\$8,000.00	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	20.00%	\$10,000.00	
Last Edited By: Chelsey Call - Mar 4, 2024 11:50 AM														


- ▶ Select “Mark as Complete”
- ▶ In-kind match example:

Last Edited By: Chelsey Call - Mar 4, 2024 11:44 AM


REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Select “Equipment Inventory” Claim Component
- ▶ Select “Yes” if you have equipment within this reimbursement request (claim)
- ▶ Select “No” if you do NOT have equipment within this reimbursement request (claim)
- ▶ Select “Save Form”



 **Equipment**

Do you have any equipment within this reimbursement request (claim)?*: ☒ Yes ☐ No



The screenshot shows a form titled "Equipment" with a question: "Do you have any equipment within this reimbursement request (claim)?*:". There are two radio buttons, "Yes" and "No", with "Yes" selected. A green "Save Form" button is in the top right corner. Red arrows point to the "Yes" button and the "Save Form" button.

REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ Select “Add Row” to add equipment items to the Equipment Detail
 - 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
 - Verify Equipment Detail is correct and select “Mark as Complete”
- ▶ If no equipment is being requested for reimbursement, select “Mark as Complete”

Equipment Detail - Multi-List

✓ Mark as Complete

+ Add Row

✎ Edit All Rows

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
Baseline Organization	F	Cole	2023	10001	ABC Company	XYZ Model	Firewall	1234567	SLCGP	Baseline Organization	02/15/2024	1	\$10,000.00	80%	1101 Riverside Dr. Jefferson City, MO 65101	Sue Ann Surface	573-751-5951	sueann.surface@dps.mo.gov

REIMBURSEMENT REQUESTS (CLAIMS)

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

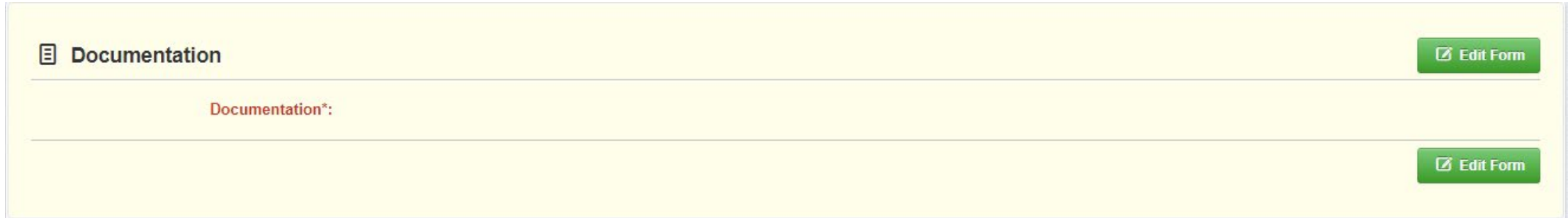
REIMBURSEMENT REQUESTS (CLAIMS)

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

REIMBURSEMENT REQUESTS (CLAIMS)

▶ Select “Other Attachments” Claim Component

- Select Edit Form”



This screenshot shows a form titled 'Documentation' with a list icon on the left. The form contains a label 'Documentation*:' followed by a text input field. To the right of the input field is a green button labeled 'Edit Form' with a pencil icon. A red arrow points to this button from the top right.

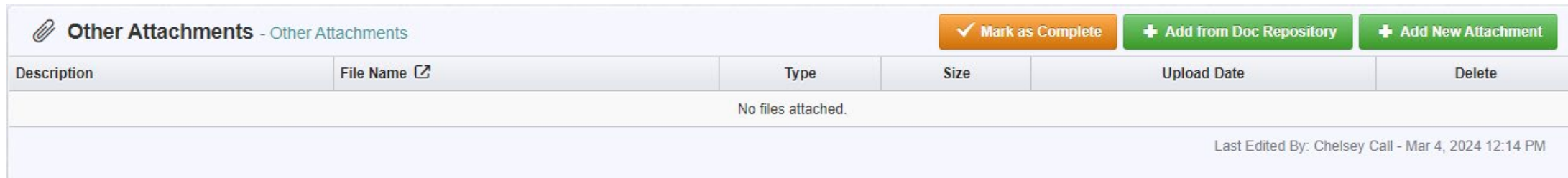
- Select “Yes” to indicate supporting documentation will be attached to the claim
- Select “Save Form”





This screenshot shows the same 'Documentation' form, but now it includes a 'Yes' or 'No' selection area next to the 'Documentation*:' label. The 'Yes' button is selected. To the right of the form is a green button labeled 'Save Form' with a floppy disk icon. A red arrow points to this button from the top right.

REIMBURSEMENT REQUESTS (CLAIMS)

▶ Select “Add New Attachment”

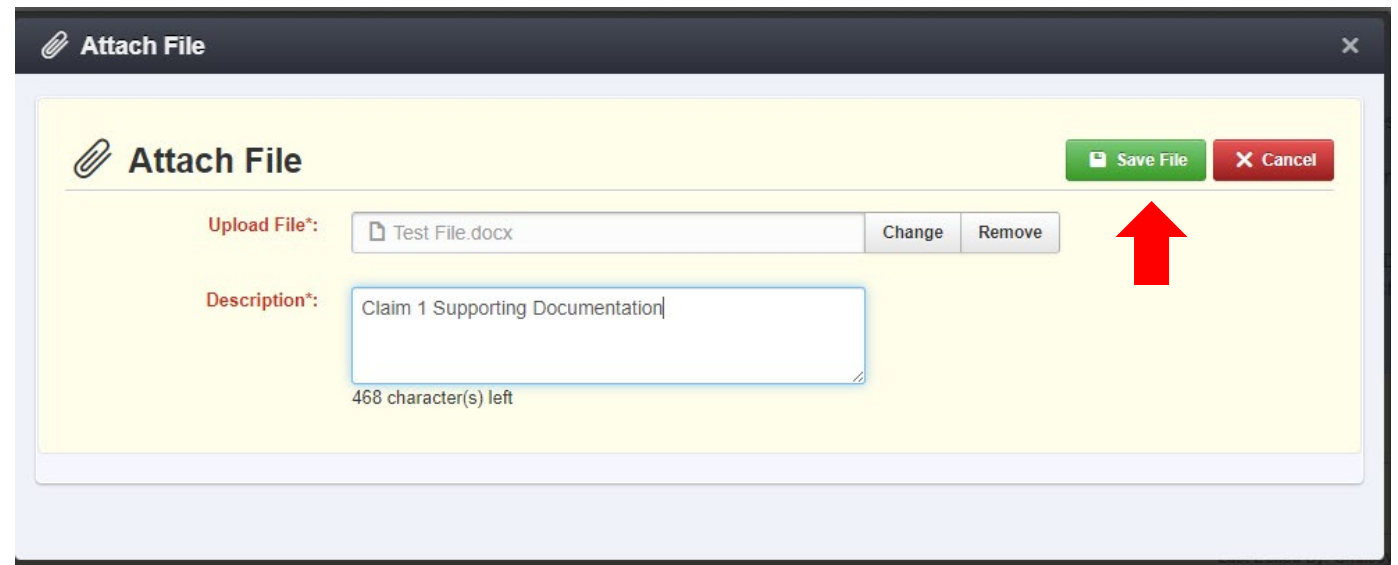



 **Other Attachments** - [Other Attachments](#)

Description	File Name 	Type	Size	Upload Date	Delete
No files attached.					

Last Edited By: Chelsey Call - Mar 4, 2024 12:14 PM

- ▶ Select file that is located on your computer
- ▶ Enter a description of the attachment
- ▶ Select “Save File”



 **Attach File**

Upload File*:

Description*:

468 character(s) left

REIMBURSEMENT REQUESTS (CLAIMS)

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



Other Attachments - Other Attachments						✓ Mark as Complete	+ Add from Doc Repository	+ Add New Attachment
Description	File Name 	Type	Size	Upload Date		Delete		
Claim 1 Supporting Documentation	Test File.docx	docx	11 KB	03/04/2024 12:17 PM		<div>Delete</div>		

REIMBURSEMENT REQUESTS (CLAIMS)

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



[Claim Preview](#) [Attachments](#) [Alert History](#) [Map](#) [Versions](#)

Claim Details

[✓ Submit Claim](#) [✗ Withdraw](#) [🗒 Notes \(0\)](#) [💬 Feedback](#) [🔍 Preview Claim](#)

- Claim is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Mar 4, 2024 11:15 AM - Chelsey Call
Detail of Expenditure	✓	Mar 4, 2024 11:50 AM - Chelsey Call
Equipment Inventory	✓	Mar 4, 2024 12:05 PM - Chelsey Call
Other Attachments	✓	Mar 4, 2024 12:17 PM - Chelsey Call

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

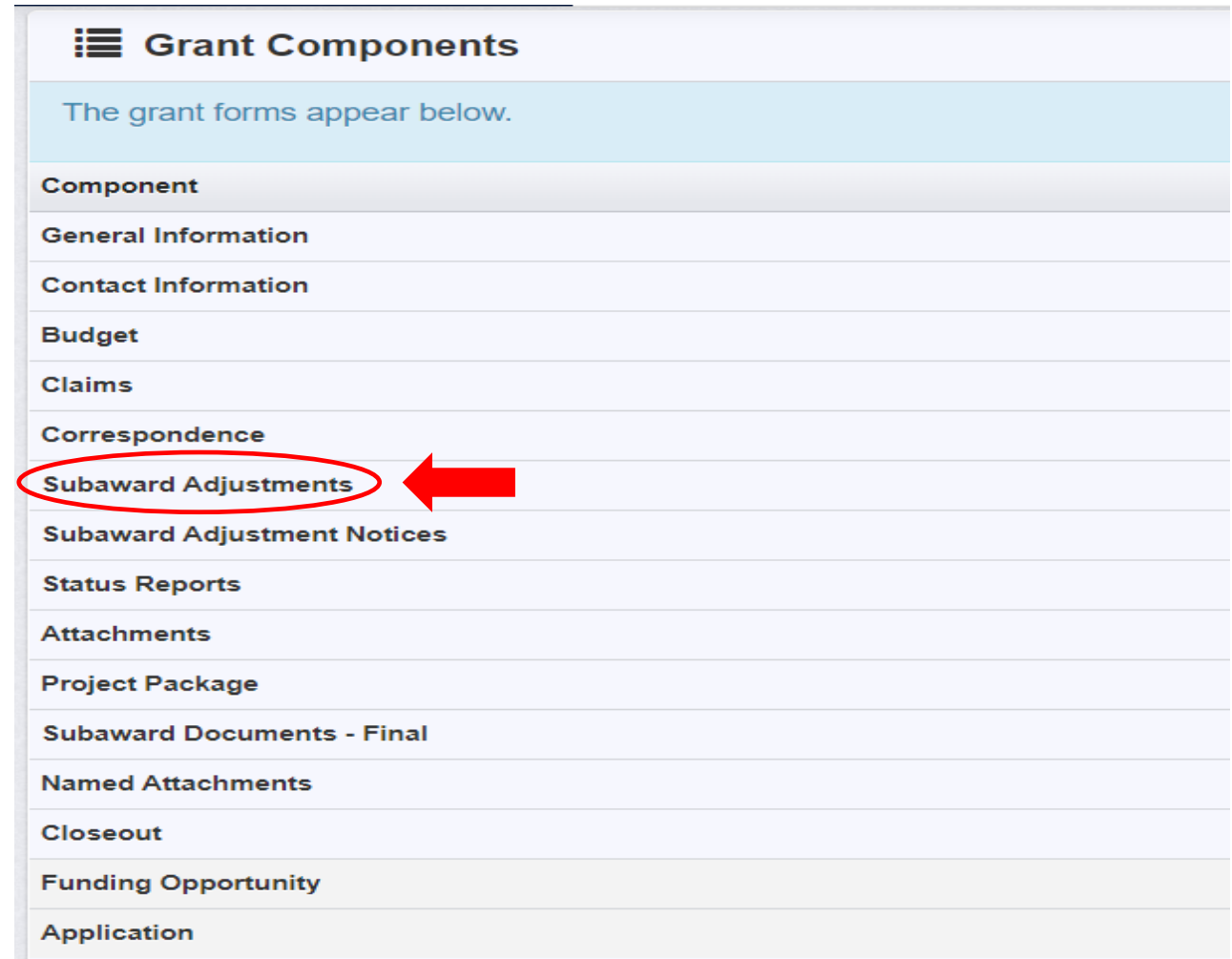
► Scope of Work Changes

- 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

The grant forms appear below.

Component
General Information
Contact Information
Budget
Claims
Correspondence
Subaward Adjustments
Subaward Adjustment Notices
Status Reports
Attachments
Project Package
Subaward Documents - Final
Named Attachments
Closeout
Funding Opportunity
Application

SUBAWARD ADJUSTMENTS

- ▶ Select “Add Amendment”




Subaward Adjustments

+ Add Amendment

ID	Type	Status	Title	Last Submitted Date
----	------	--------	-------	---------------------

- ▶ Complete General Information and select “Save Form”



General Information - Amendment - Edit

Save Form

In the form below, complete all required fields. Select the appropriate amendment type and enter a short and concise title.

Status*:

Amendment Type*: Budget Revision

Title*: Brief Title

SUBAWARD ADJUSTMENTS

▶ General Information

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

SUBAWARD ADJUSTMENTS

► Complete all Subaward Adjustment Components by selecting each Component

- Justification
- Budget
- Confirmation
- Attachments

[Amendment Preview](#) [Attachments](#) [Alert History](#) [Map](#)

Amendment Details

[Withdraw](#) [Copy](#) [Preview Amendment](#)

Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Dec 22, 2023 11:24 AM - TEST TEST
Justification		-
Budget		-
Confirmation		-
Attachments		-

SUBAWARD ADJUSTMENTS

▶ Select the “Justification” Component of the Subaward Adjustment

[Amendment Preview](#) [Attachments](#) [Alert History](#) [Map](#) [Versions](#)

Amendment Details

Preview Amendment

Amendment cannot be Submitted Currently

- Amendment components are not complete

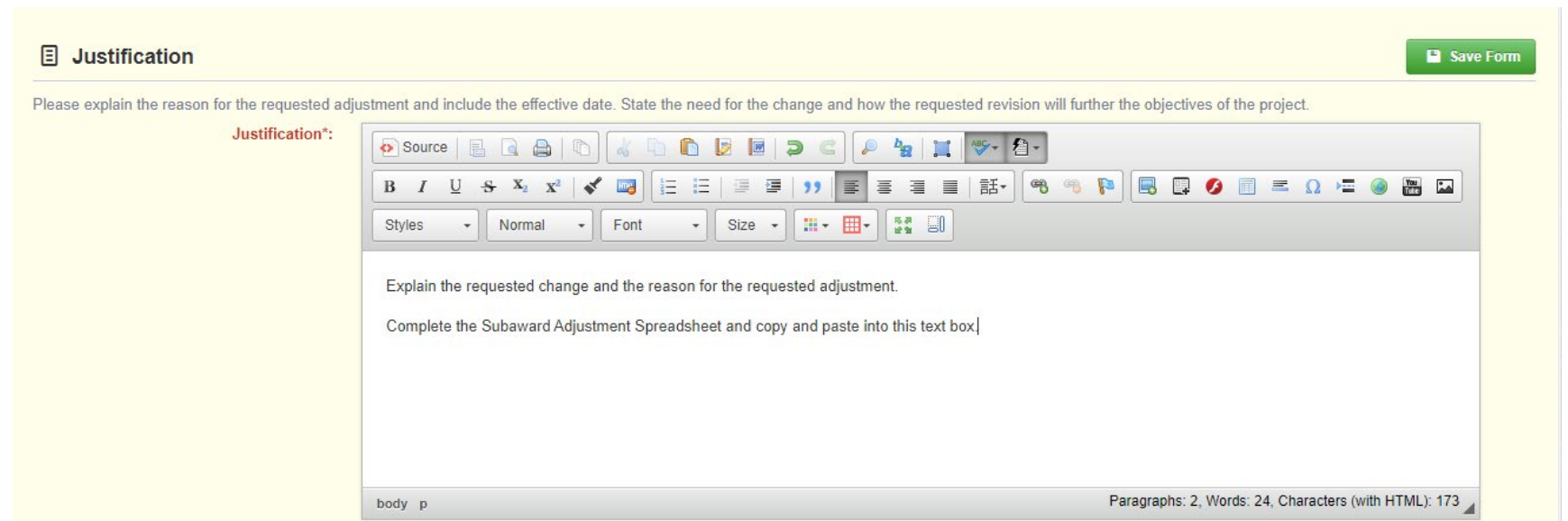
Component	Complete?	Last Edited
General Information	✓	Mar 4, 2024 1:09 PM - Chelsey Call
Justification		-
Budget		-
Confirmation		-
Attachments		-



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 Form”



Justification Save Form

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.

Justification*:

Explain the requested change and the reason for the requested adjustment.

Complete the Subaward Adjustment Spreadsheet and copy and paste into this text box.

body p

Paragraphs: 2, Words: 24, Characters (with HTML): 173

SUBAWARD ADJUSTMENTS


Subaward Adjustment spreadsheet example


Line Number	Current Federal Budget	Requested Change	Updated Federal Budget	Notes
10001	\$ 100,000.00	\$ (10,000.00)	\$ 90,000.00	Savings needed in another budget line of the project
10002	\$ 20,000.00	\$ 10,000.00	\$ 30,000.00	Cost of equipment over original budget
	\$ 120,000.00	\$ -	\$ 120,000.00	
Line Number	Current Local Match Budget	Requested Change	Updated Local Match Budget	Notes
10001	\$ 25,000.00	\$ (2,500.00)	\$ 22,500.00	Savings needed in a bother budget line of the project
10002	\$ 5,000.00	\$ 2,500.00	\$ 7,500.00	Cost of equipment over original budget
	\$ 30,000.00	\$ -	\$ 30,000.00	
	Current Total Budget	Sum of Requested Change	Updated Total Budget	
	\$ 150,000.00	\$ -	\$ 150,000.00	
Current Federal Share	Updated Federal Share	Current Local Match Share	Updated Local Match Share	
80%	80%	20%	20%	


SUBAWARD ADJUSTMENTS

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



 **Justification**

 **Mark as Complete**

 **Edit Form**

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.

Justification*:

Explain the requested change and the reason for the requested adjustment.

Complete the Subaward Adjustment Spreadsheet and copy and paste into this text box.

SUBAWARD ADJUSTMENTS

- ▶ Select “Budget” for Budget Modifications
 - Adjust the budget to mirror the complete old and new budget
 - Make sure to update the Total Federal/State Share amounts
 - The Total Local Match Share is 20% of the total cost
 - Select “Save Grid”

SUBAWARD ADJUSTMENTS

Budget - Edit

[Save Grid](#)

- 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	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Personnel Benefits	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Personnel Overtime	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Personnel Overtime Benefits	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Volunteer Match	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Travel/Training	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Equipment	<input type="text" value="10000.00"/>	<input type="text" value="9000.00"/>	
Supplies/Operations	<input type="text" value="0"/>	<input type="text" value="1000.00"/>	
Contractual	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Renovation/Construction	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Indirect Costs	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Total	\$0.00	\$0.00	\$0.00

Federal/State and Local Match Share - Edit

[Save Grid](#)

- 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	<input type="text" value="8000.00"/>		<input type="text" value="8000.00"/>		
Total Local Match Share	<input type="text" value="2000.00"/>		<input type="text" value="2000.00"/>		
Total					

SUBAWARD ADJUSTMENTS

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

Amendment: 001

Amendment Status: Editing

Grant Title: 147151 - FY 2022 SLCGP Test

Program Area: State and Local Cybersecurity Grant Program (SLCGP)

Funding Opportunity: 147047-FY 2022 State and Local Cybersecurity Grant Program (SLCGP) TEST

Reporting Period: -

Amendment Type: Budget Revision

Submitted By: -

Amend ListGeneraJustifBudgetConfirAttach

Budget - Current Version

Budget - Grid

✓ Mark as Complete

Edit Grid

- 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

SUBAWARD ADJUSTMENTS

► Select “Confirmation” form

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

Amendment: 001

Amendment Status: Editing

Grant Title: 147151 - FY 2022 SLCGP Test

Program Area: State and Local Cybersecurity Grant Program (SLCGP)

Funding Opportunity: 147047-FY 2022 State and Local Cybersecurity Grant Program (SLCGP) TEST

Reporting Period: -

Amendment Type: Budget Revision

Submitted By: -

Confirmation - Current Version

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*:

Save Form

SUBAWARD ADJUSTMENTS

► Select “Mark as Complete”

[Amend List](#) [Genera](#) [Justif](#) [Budget](#) [Confir](#) [Attach](#)

Confirmation - Current Version

Confirmation

✓ Mark as Complete

Edit Form

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

Authorized Official Name*: Authorized Official's Name

Title*: Authorized Official's Title

Date*: 05/01/2024

Last Edited By: TEST TEST - Dec 22, 2023 11:47 AM

Edit Form

SUBAWARD ADJUSTMENTS

▶ Select “Attachments” form

- Select “Edit Form”



 Documentation Edit Form

Do you have any documentation?*

- Select “Yes” or “No” to indicate supporting documentation will be attached to the claim
 - Attach Subaward Adjustment Spreadsheet
 - Attachments may also include new/updated quote and other pertinent documentation
- Select “Save Form”

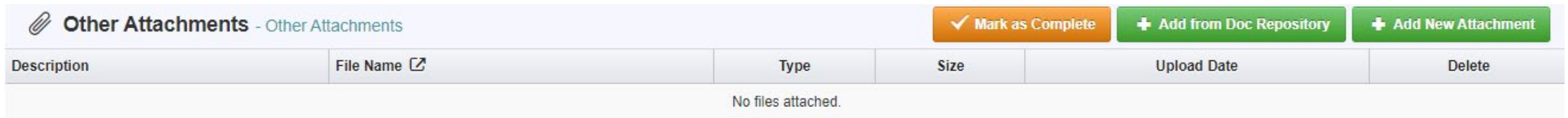


 Documentation Save Form

Do you have any documentation?*

SUBAWARD ADJUSTMENTS

- ▶ Select “Add New Attachment”

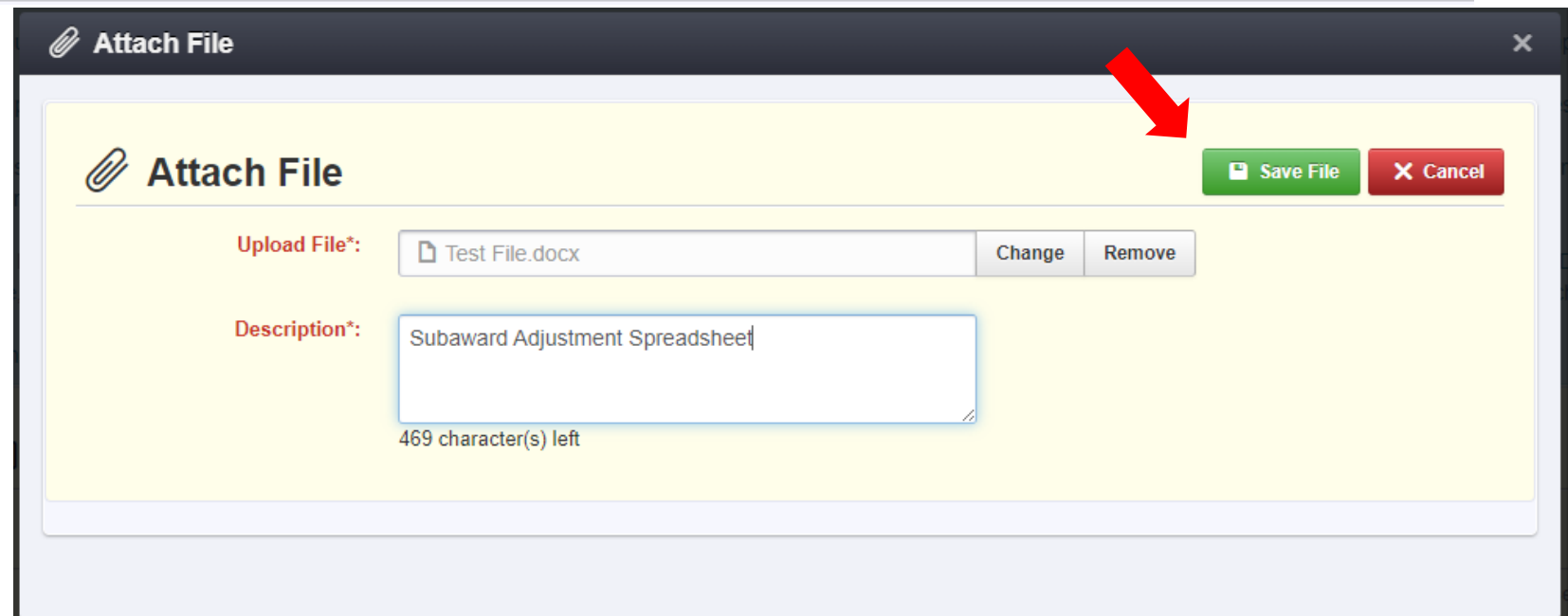


Other Attachments - Other Attachments

✓ Mark as Complete + Add from Doc Repository + Add New Attachment

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

- ▶ Select file that is located on your computer
- ▶ Enter brief description of document
- ▶ Select “Save File”



Attach File

Attach File

Upload File*: Change Remove


Description*:

469 character(s) left


Save File Cancel



SUBAWARD ADJUSTMENTS

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



Amendment Preview Attachments Alert History Map

 Amendment Details

✓ Submit Amendment ✕ Withdraw  Copy  Preview Amendment

- Amendment is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Dec 22, 2023 11:24 AM - TEST TEST
Justification	✓	Dec 22, 2023 11:36 AM - TEST TEST
Budget	✓	Dec 22, 2023 11:44 AM - TEST TEST
Confirmation	✓	Dec 22, 2023 11:47 AM - TEST TEST
Attachments	✓	Dec 22, 2023 12:21 PM - TEST TEST

STATUS REPORTS

► Status Report Due Dates

- July 10, 2024
(February 1, 2024 – June 30, 2024)
- January 10, 2025
(July 1, 2024 – December 31, 2024)
- July 10, 2025
(January 1, 2025 – June 30, 2025)
- January 10, 2026
(July 1, 2025 – December 31, 2025)
- July 10, 2026
(January 1, 2026 – June 30, 2026)
- January 10, 2027
(July 1, 2026 – December 31, 2026)
- March 17, 2027 – Final Report
(January 1, 2027 – January 31, 2027)

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

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

STATUS REPORTS

- ▶ Status Report with milestones has already been setup and is ready to update
- ▶ Select Status Report that is due



The screenshot shows a table titled 'Status Reports'. The 'Status' column for the first row contains a yellow 'Editing' button. The 'Due Date' column for the first row contains '07/10/2024'. Two red arrows point to the 'Status' and 'Due Date' headers.

ID	Type	Status	Title	Reporting Period	Due Date	Last Submitted Date	Arrived
163103 - 001	Semi-Annual	Editing		02/01/2024 - 06/30/2024	07/10/2024		

- ▶ Select “Edit”



The screenshot shows the 'Status Report Details' page. The 'Edit Status Report' button is highlighted with a red arrow.

Status Report Preview Attachments Alert History Map Versions

Status Report Details Withdraw Copy Notes (0) Feedback Edit Status Report

STATUS REPORTS

▶ Select “Milestone Progress Report”

Component	Complete?	Last Edited
General Information	✓	Nov 21, 2023 2:37 PM - Chelse Dowell
Milestone Progress Report		Nov 28, 2023 1:19 PM - TEST TEST

STATUS REPORTS

► Is this the final Status Report?

- Select “Edit Form”
- 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

☰ Milestone Status Report

✓ Mark as Complete

✎ Edit Form


Is this the final Status Report?: No

Last Edited By: TEST TEST - Nov 28, 2023 1:19 PM


✎ Edit Form

STATUS REPORTS

- ▶ Select “Edit All Rows” to edit entire Status Report at once or select Milestone to edit each milestone one at a time



☰ Milestone Progress - Multi-List					✓ Mark as Complete	+ Add Row	✎ Edit All Rows
Milestone	Project Name	Estimated Completion Date	% Milestone Completed	Milestone Progress			
1. Determine specifications for needed equipment.	FY23 Baseline Organization SLCGP	03/01/2024	100%	Specifications for equipment determined.			
2. Procurement completed: bidding, vendor selection, and ordering of equipment.	FY23 Baseline Organization SLCGP	04/15/2024	50%	Bidding is complete. Working on vendor selection and ordering equipment.			
3. Equipment received, installed, tested and inventoried.	FY23 Baseline Organization SLCGP	07/01/2024	0%				
4. Vendor paid and receipt of proof of payment received.	FY23 Baseline Organization SLCGP	07/15/2024	0%				
5. WebGrants reimbursement completed with all necessary documentation.	FY23 Baseline Organization SLCGP	08/01/2024	0%				
6. Equipment training completed.	FY23 Baseline Organization SLCGP	07/01/2024	0%				
7. Project Final Report submitted and closed out.	FY23 Baseline Organization SLCGP	08/31/2024	0%				



STATUS REPORTS

► Complete “Milestone Progress” section of Status Report

- Project Name – Brief project name (i.e., FY 2023 Baseline Organization SLCGP Grant)
- 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 mobile radio complete)

STATUS REPORTS

- ▶ Complete “Narrative Project Progress”
 - Select “Add Row”



Narrative Project Progress - Multi-List		✓ Mark as Complete	+ Add Row
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? What progress are you making on meeting cybersecurity and data security benchmarks?

Narrative Project Progress

Save Row

Project Name*:

FY23 Baseline Organization SLCGP Grant

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

The specifications have been determined and the bid process is complete. It is anticipated that the procurement will be completed, equipment received, vendor paid, WebGrants reimbursement submitted, and final report will be submitted within the next six months. There are no negative issues to report at this time.

Save Row

STATUS REPORTS

► Select “Mark as Complete”



Milestone Status Report ✓ Mark as Complete Edit Form

Is this the final Status Report?: No

Last Edited By: Chelsey Call - Mar 4, 2024 2:02 PM Edit Form

Milestone Progress - Multi-List ✓ Mark as Complete + Add Row Edit All Rows

Milestone	Project Name	Estimated Completion Date	% Milestone Completed	Milestone Progress
1. Determine specifications for needed equipment	EV22 Baseline Organization SLOGP	03/01/2024	100%	Specifications for equipment determined.

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



Status Report Details ✓ Submit Status Report ✕ Withdraw Copy Notes (0) Feedback Preview Status Report

• Status Report is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Nov 21, 2023 2:37 PM - Chelse Dowell
Milestone Progress Report	✓	Mar 1, 2024 2:41 PM - Sue Ann Surface

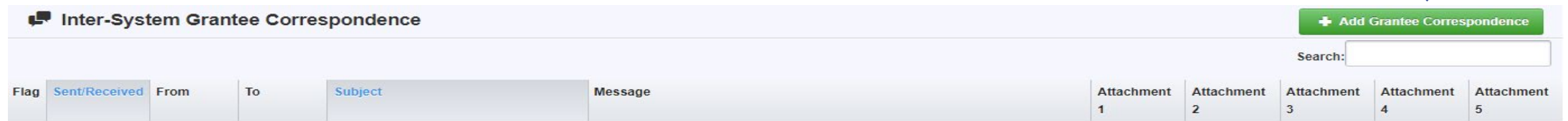
CORRESPONDENCE

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

☰ Grant Components	
Component	
General Information	
Contact Information	
Budget	
Claims	
Correspondence	←
Subaward Adjustments	
Status Reports	
Attachments	
Project Package	
Subaward Documents - Final	
Appropriations	
Named Attachments	
Closeout	
Funding Opportunity	
Application	
Application Versions	
Application Notes	
Review Forms	

CORRESPONDENCE

- ▶ Select “Add” under Inter-System Grantee Correspondence



Inter-System Grantee Correspondence

+ Add Grantee Correspondence

Search:

Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5
------	---------------	------	----	---------	---------	--------------	--------------	--------------	--------------	--------------

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

To*:

- ✕ Chelsey Call
- ✕ Chelse Dowell
- ✕ Sue Ann Surface |

CC:

Additional.people@dps.mo.gov

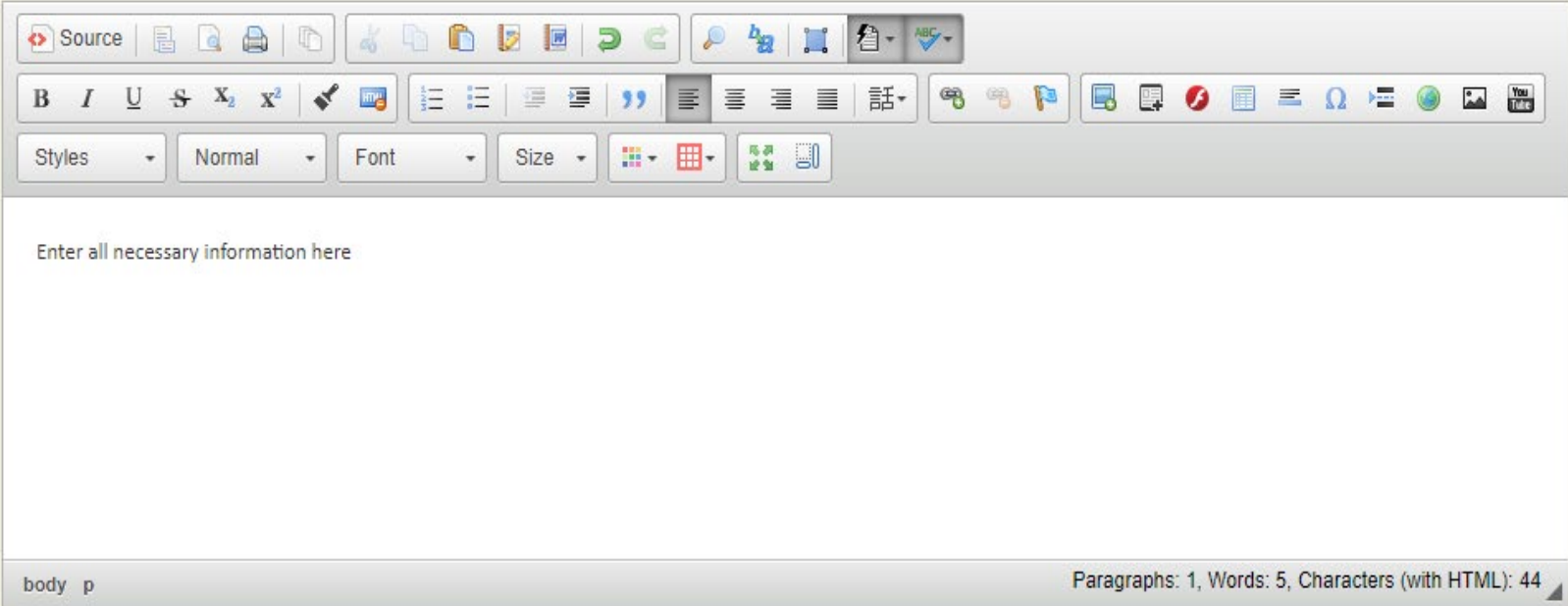
CORRESPONDENCE

- ▶ Enter a “Subject” for the message

Subject*: FY 2023 SLCGP

- ▶ Enter all necessary information in the “Message” section

Message:



Enter all necessary information here

body p Paragraphs: 1, Words: 5, Characters (with HTML): 44

CORRESPONDENCE

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



The screenshot shows a form with five rows, each labeled 'Attachment 1:' through 'Attachment 5:'. Each row has a text input field and a 'Select file' button to its right. A red circle highlights the 'Select file' button for Attachment 1, and a red arrow points to it from the right.

Attachment 1:	<input type="text"/>	Select file
Attachment 2:	<input type="text"/>	Select file
Attachment 3:	<input type="text"/>	Select file
Attachment 4:	<input type="text"/>	Select file
Attachment 5:	<input type="text"/>	Select file

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



The screenshot shows the 'Inter-System Grantee Correspondence' form. It has a title bar with a speech bubble icon and the text 'Inter-System Grantee Correspondence'. Below the title bar, there is a 'Flag:' dropdown menu and a 'To*:' field with a search icon and the text 'Sue Ann Surface'. In the top right corner, there is an orange button labeled 'Send Correspondence'. A red arrow points to this button from the right.

Inter-System Grantee Correspondence

Flag:

To*:

Send Correspondence

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 inside WebGrants for the message you want to reply to




Inter-System Grantee Correspondence											
Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5	
	11/28/2023	Chelse Dowell	Chelse Dowell	Grant 162720 - FY 2023 SLCGP: FY 2023 SLCGP	Add reply to message here. *** Start Original Correspondence *** From: TEST TEST To: Chelse D...						



CORRESPONDENCE


- ▶ Select “Reply to Message”

 Inter-System Grantee Correspondence

 Delete Correspondence

 Reply to Message

- ▶ 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”

 Inter-System Grantee Correspondence

 Send Correspondence

Flag:

To*:

CC addresses must be entered in a valid email format, i.e. name@domain.org. Use a semicolon (,) to separate multiple CC email addresses.

CC:

Subject*:

Message:



Add reply to message here.

From: Chelse Dowell, Date: 11/28/2023 Add reply to message here. *** Start Original Correspondence *** From: TEST TEST To: Chelse Dowell Date Sent: 01/01/2024 Enter all necessary information here. *** End Original Correspondence ***

body p

Paragraphs: 3, Words: 38, Characters (with HTML): 343

Attachment 1:

Select file

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(s)
 2. Nationwide Cybersecurity Review (NCSR) Completion Certificates
 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 files can be electronic**

GRANT CLOSEOUT

- ▶ Grant Period of Performance ends **01/31/2027**
- ▶ Final Claims and Final Status Report are due 45 days after the end of the period of performance (**03/17/2027**)
- ▶ Final Claim – Select “Yes” in “General Information” on the question “Is this your Final Report”
- ▶ Final Status Report
 - Select “Yes” on Status Report question “Is this the Final Status Report”
 - In the “Narrative Project Progress” section indicate that the project is complete and this submission is the Final Status Report.
 - Include amount of de-obligated funds, if applicable, in the Narrative Project Progress section

MONITORING

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



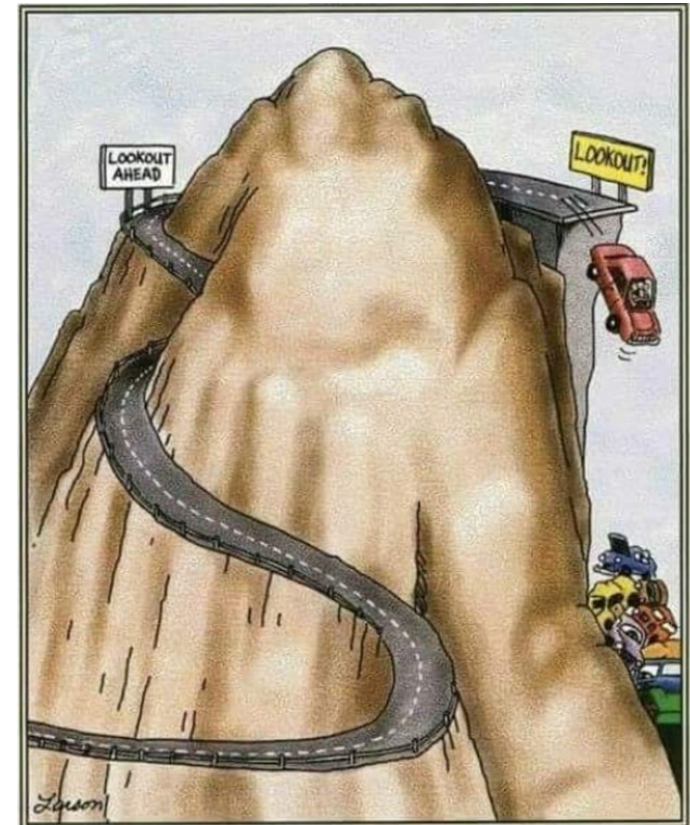
MONITORING

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



MONITORING

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



IMPORTANT DATES

Grant Period of Performance Begin – February 1, 2024

Compliance Workshop Acknowledgement Due – March 12, 2024

Subaward Agreements Due – March 1, 2024

Nationwide Cybersecurity Review Completed – December 31, 2024, 2025 and 2026

Status Reports Due – January 10 and July 10

Grant Period of Performance End – January 31, 2027

Final Claim and Final Status Report – March 17, 2027

QUESTIONS?



OHS CONTACTS

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