SFY 2024 AMERICAN RESCUE PLAN ACT (ARPA)
STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF)
FIRST RESPONDER EQUIPMENT GRANT (FREG)

COMPLIANCE WORKSHOP

APRIL 26, 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

SFY 2024 ARPA SLRF FREG

▶ The purpose of the ARPA SLRF FREG is to provide grant funding for first responder agencies located within third class counties to support equipment needs for first responder activities. First responder agencies include fire protection entities, law enforcement agencies employing peace officers, and emergency medical service providers

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

▶ [ARPA SLFRF Final Rule](#)

Specific requirements to ARPA SLFRF funding

▶ [ARPA SLFRF Overview of Final Rule](#)

Summary of Final Rule provisions for informational purposes

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

▶ ARPA SLFRF FREG Notice of Funding Opportunity

▶ 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 5: Policy on Reimbursement Requests

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

MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS)/OFFICE OF HOMELAND SECURITY (OHS):
FIRE PROTECTION ENTITIES REQUIREMENTS

▶ Fire Protection entities MUST be compliant with the following statutes:

- Section 320.271 RSMo – Fire Department Registration

  - Pursuant to section 320.271 RSMo, All fire protection districts, fire departments, and all volunteer fire protection associations as defined in section 320.300 shall complete and file with the state fire marshal within sixty days after January 1, 2008, and annually thereafter, a fire department registration form provided by the state fire marshal

MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS)/OFFICE OF HOMELAND SECURITY (OHS): EMERGENCY MEDICAL SERVICE PROVIDERS REQUIREMENTS

▶ Emergency Medical Service Providers MUST be compliant with the following statutes:

- Section 190.105 RSMo – Ambulance License

  - Pursuant to section 190.105 RSMo, No person, either as owner, agency or otherwise, shall furnish, operate, conduct, maintain, advertise, or otherwise be engaged in or profess to be engaged in the business or service of the transportation of patients by ambulance in the air, upon the streets, alleys, or any public way or place of the state of Missouri unless such person holds a currently valid license from the department for an ambulance service pursuant to the provisions of sections 190.001 RSMo to 190.245 RSMo.

- Section 190.133 RSMo – Emergency Medical Response Agency License

  - Pursuant to section 190.133(4) RSMo, No person or entity shall hold itself out as an emergency medical response agency that provides advanced life support or provide the services of an emergency medical response agency that provides advanced life support unless such person or entity is licensed by the state of Missouri Department of Health and Senior Services.

MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS)/OFFICE OF HOMELAND SECURITY (OHS): LAW ENFORCEMENT REQUIREMENTS

▶ Law enforcement agencies MUST be compliant with the following statutes:

- Section 590.650 RSMo – Vehicle Stops Report

  - The subrecipient assures, where the project agency is a law enforcement agency, its law enforcement agency is in compliance with the state provisions of Section 590.650 RSMo relating to vehicle stop reporting and will remain in full compliance for the duration of the project period

- Section 590.700 RSMo – Written Policy on Recording Custodial Interrogations

  - The subrecipient assures, where the project agency is a law enforcement agency, its law enforcement agency is in compliance with the state provisions of Section 590.700 RSMo relating to custodial interrogations and has adopted a written policy to record custodial interrogations of persons suspected of committing or attempting to commit the felony crimes described in subsection 2 of this section

- Section 43.544 RSMo – Written Policy on Forwarding Intoxication-Related Traffic Offenses

  - The subrecipient assures, where the project agency is a law enforcement agency, its law enforcement agency is in compliance with the state provisions of Section 43.544 RSMo relating to the "DWI Law" and has adopted a written policy to forward arrest information for all intoxication-related traffic offenses to the central repository as required by Section 43.503 RSMo

MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS)/OFFICE OF HOMELAND SECURITY (OHS): LAW ENFORCEMENT REQUIREMENTS

- **Section 590.1265 RSMo** – Police Use of Force Transparency Act of 2021

  - The subrecipient assures, where the project agency is a law enforcement agency, its law enforcement agency is in compliance with the state provisions of Section 590.1265 RSMo relating to use of force incidents reporting standards and procedures, and publication of report data, analysis report. Law enforcement agencies will be considered non-compliant if they have not submitted Use of Force reports for three or more months in the prior twelve month period. The subrecipient must maintain compliant with section 590.1265 RSMo for the duration of the grant period of performance

- **Section 43.505 RSMo** – National Incident-Based Reporting System (NIBRS)

  - The subrecipient assures, where the project agency is a law enforcement agency, its law enforcement agency is in compliance with the state provisions of Section 43.505 RSMo which states each law enforcement agency is required to submit crime incident reports to the Department of Public Safety on forms or in the format prescribed by the department, and submit any other crime incident information which may be required by the Department of Public Safety. Agencies that are not compliant at the time of application will only be eligible to apply for grant funds to assist the agency in becoming compliant with Section 43.505 RSMo. Law enforcement agencies will be considered non-compliant if they have not submitted MIBRs reports for three or more months in the prior twelve month period. The subrecipient must remain compliant with section 43.505 RSMo for the duration of the grant period of performance

- **Section 590.030 RSMo** – Rap Back Program Participation

  - The subrecipient assures, where the project agency is a law enforcement agency, its law enforcement agency is in compliance with the state provisions of Section 590.030 RSMo. The law enforcement agency shall enroll in the state and federal Rap Back programs on or before January 1, 2022 and will continue to remain enrolled. The law enforcement agency shall take all necessary steps to maintain officer enrollment for all officers commissioned with that agency in the Rap Back programs. An officer shall submit to being fingerprinted at any law enforcement agency upon commissioning and for as long as the officer is commissioned with that agency

MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS)/OFFICE OF HOMELAND SECURITY (OHS): EQUIPMENT REQUIREMENTS

▶ Some equipment items have specific requirements

■ Turnout Gear

Agencies purchasing turnout gear must have a policy to document cleaning and maintenance processes and procedures for turnout gear. Subrecipients of funding for turnout gear must supply the Missouri Department of Public Safety with a copy of such policy(s) and procedure(s) at the time of claim submission

■ Interoperability Equipment (Portables/Handhelds, Mobiles, Repeaters, Base Stations, etc.)

Investments in emergency communications systems and equipment must meet applicable SAFECOM Guidance. All radios must meet the Missouri Department of Public Safety (DPS), Office of the Director, DPS Grants Radio Interoperability Guidelines

■ Mobile Data Terminals (MDTs)/Mobile Data Computers (MDCs) Requirements

Agencies purchasing mobile data terminals should research the type of computer being requested. The Missouri Department of Public Safety is aware that non-ruggedized laptops and tablets are typically not durable enough for road patrol purposes and therefore not the best use of funds

MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS)/OFFICE OF HOMELAND SECURITY (OHS): EQUIPMENT REQUIREMENTS

▶ Some equipment items have specific requirements

- Body-Worn Cameras

  Agencies purchasing Body-Worn Cameras (BWCs) must have policies and procedures in place related to equipment usage, data storage and access, privacy considerations, and training. Subrecipients of funding for Body-Worn Cameras must supply the Missouri Department of Public Safety with a copy of such policy(s) and procedure(s) at the time of claim submission

- Body Armor

  Funds may be used to purchase body armor at any threat level designation, make, or model from any distributor or manufacturer, as long as the body armor has been tested and found to comply with the latest applicable National Institute of Justice (NIJ) ballistic or stab standards, which can be found online at https://www.nij.gov/topics/technology/body-armor/Pages/standards.aspx

  Body armor or armor vests must also be "uniquely fitted vests" which means protective (ballistic or stab-resistant) armor vests that conform to the individual wearer to provide the best possible fit and coverage, through a combination of:

  (1) Correctly sized panels and carrier, determined through appropriate measurement

  (2) Properly adjusted straps, harnesses, fasteners, flaps, or other adjustable features

  The requirement that body armor be "uniquely fitted" does not require body armor that is individually manufactured based on the measurements of an individual wearer

  In addition, body armor purchased must be made in the United States

  Agencies purchasing body armor are required to have a written "mandatory wear" policy in effect. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty. Subrecipients of funding for body armor must supply the Missouri Department of Public Safety with a copy of such policy at the time of claim submission

MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS)/OFFICE OF HOMELAND SECURITY (OHS): EQUIPMENT REQUIREMENTS

▶ Some equipment items have specific requirements

- License Plate Readers

Agencies purchasing license plate reader (LPR) equipment and technology with grant funds administered by the Missouri Department of Public Safety, must adhere to the following requirements:

a) a. LPR vendors chosen by an agency must have an MOU on file with the MSHP Central Vendor File as developed and prescribed by the Missouri Department of Public Safety pursuant to 11 CSR 30-17

b) Prior to purchasing LPR services, the agency should verify the vendor's MOU status with the MSHP CJIS Division by emailing mshphelpdesk@mshp.dps.mo.gov

c) Share LPR data through the MoDEx process with statewide sharing platforms (i.e., MULES)

d) Enable LPR data sharing with other Missouri Law Enforcement agencies and enforcement support entities within the selected vendor's software. Examples include, but are not limited to fusion centers, drug task forces, special investigations units, etc.

e) Connect to the Missouri State Highway Patrol's Automated License Plate Reader (ALPR) File Transfer Protocol Access Program. This program provides the information necessary to provide a NCIC and/or MULES hit when used in conjunction with a License Plate Reader (LPR) device. An MOU must be on file with the Access Integrity Unit (AIU) for the vendor and the law enforcement agency and a registration process must be completed

f) Agency shall have a license plate reader policy and operation guideline prior to the implementation of LPRs. Reimbursements will not be made on the project until the policy has been provided to the Missouri Department of Public Safety

g) If LPR will be installed on Missouri Department of Transportation right-of-way(s) agency must request installation through the Missouri Department of Public Safety. Once approved, agency must adhere to the Missouri Department of Transportation's guidelines regarding installation of LPR's on Missouri Department of Transportation right-of-way(s)

MATCH REQUIREMENT

▶ 50% Match Requirement – amount listed on Subaward Agreement

- Cash (Hard)

- In-Kind (Soft)
  - Can be retroactive to March 2020
  - CANNOT be utilized to fulfill match requirement on any other Federal grant

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

PROCUREMENT REQUIREMENTS

► State of Missouri Procurement Guidelines

Less than $10,000	$10,000 - $99,999	Greater than $100,000
· Purchase with prudence on the open market	· Must be competitively bid · Informal method is acceptable · Minimum of 3 bids/quote · Ex. Telephone quote, online pricing, request for quotation	· 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

Brand names should not be specified when seeking bids/quotes

PROCUREMENT REQUIREMENTS

▶ Cooperative Procurement Option

Can be used to satisfy procurement requirements

- 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**

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:

  ▪ Single Feasible Source over $10,000

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 ARPA SLFRF FREG 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 ARPA SLFRF FREG funds MUST be tagged

▶ All tags must state:

Purchased with U.S. Department of Treasury Funds

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
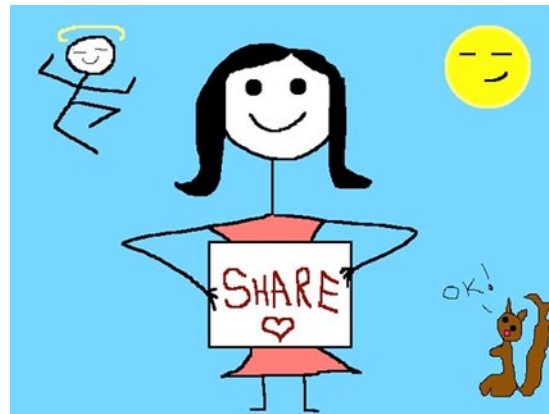
INVENTORY MANAGEMENT

▶ 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
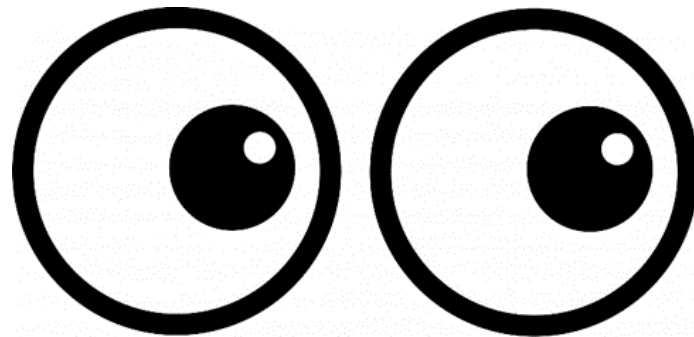
INVENTORY MANAGEMENT

▶ 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 ARPA SLFRF FREG 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

October 1

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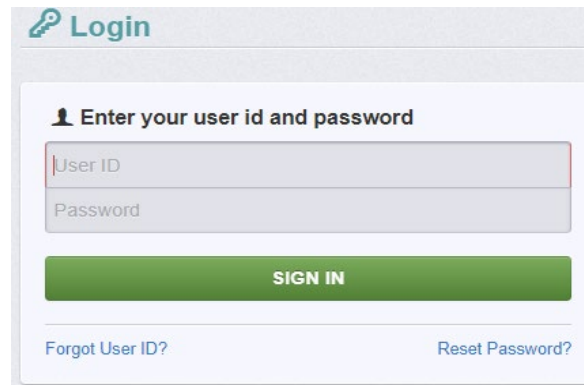
▶ If sold, the Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from the sale by the Federal awarding agency's percentage of participation

- Example: Agency X wants to sell their 2009 F150, which was 50% funded with ARPA SLFRF FREG funds and 50% funded with local funds. The fair market value for their 2009 F150 was $6,000.00. The Federal awarding agency would be entitled to $3,000.00 of the proceeds and the local agency would be entitled to $3,000.00

WEBGRANTS SYSTEM
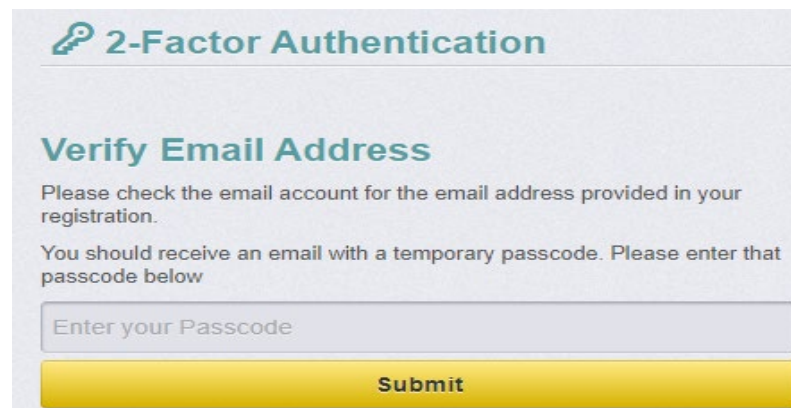
WEBGRANTS

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

▶ Two-factor authentication
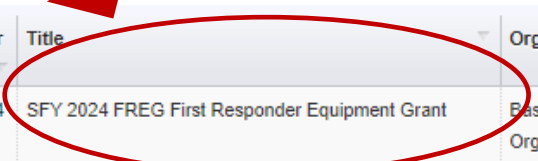
WEBGRANTS

▶ Select "Grants"
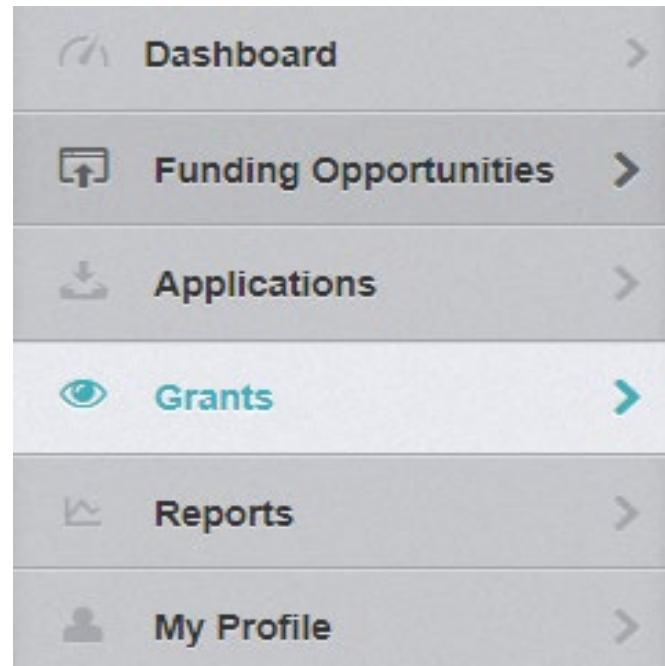
WEBGRANTS

▶ Select project titled "SFY 2024 American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) First Responder Equipment Grant (FREG)"

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Duration	Grant Amount
163687	Underway	2024	SFY 2024 FREG First Responder Equipment Grant	BaseLine Organization	ARPA-American Rescue Plan ACT	163670-SFY 2024 ARPA SLFRF First Responders Equipment Grant (FREG) TEST	-	$10,000.00

WEBGRANTS

▶ Grant Components

☰ Grant Components

The grant forms appear below.

Your grant award details are saved here, as well as many forms which may be used to manage your grant.

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

WEBGRANTS

▶ General Information Component

Displays general information about the grant

- Grant Title – title of the grant project as listed on the Subaward Agreement

- Grant Status – Awarded/Underway/Closed

- Grantee Organization – organization funds were awarded to

- Grantee Contact – main grant contact from your agency

- Additional Grantee Contacts – additional grant contacts from your agency

- Program Officer – DPS/OHS Grants Supervisor

- Additional Internal Contacts – DPS/OHS Grants Specialist

  - **<u>This is your main DPS/OHS contact on the project</u>**

- Program Area – grant program

- Subaward Number – grant award number as listed on the Subaward Agreement

- Award Year – year of the grant program

- Subaward Dates – dates the Subaward Agreement was sent and fully executed

- Project Dates – grant period of performance dates

WEBGRANTS

General Information

<div style="text-align: right;">[Edit Additional Contacts]</div>

Grant Title:	SFY 2024 FREG First Responder Equipment Grant
Grant Status:	Underway
Grantee Organization:	BaseLine Organization
Grantee Contact:	TEST TEST
Additional Grantee Contacts:	
Program Officer:	Chelsey Call
Additional Internal Contacts:	Joanne Talleur
Program Area:	American Rescue Plan ACT
Subaward Number:	SLFRP4542-FREG001
Award Year:	2024
Subaward Dates:	04/05/2024 04/05/2024 04/12/2024 04/12/2024
	Contract Sent Contract Received Contract Legal Contract Executed
Project Dates:	02/01/2024 06/30/2026
	Start Date End Date
Comments:	

Last Edited By: Chelsey Call - Apr 25, 2024 10:45 AM

SUBAWARD AGREEMENT

▶ Fully-executed Subaward Agreement is located in Subaward Documents – Final Component

- Maintain the Subaward Agreement in your grant file

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

BUDGET

☰ Equipment - Multi-List

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.

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

Item Name	Quantity	Unit Cost	Total Cost	Local Match Amount	Type of Match	Federal Amount
10001 Turnout Gear	2.00	$5,000.00	$10,000.00	$5,000.00	Cash	$5,000.00
			$10,000.00	$5,000.00		$5,000.00

Last Edited By: Chelsey Call - Apr 25, 2024 10:55 AM

📄 Narrative Justification - Equipment

Provide separate justifications for each line item being requested. Address why the requested item is necessary for the success of the proposed project. Indicate who will use the item, how the item will be used and where the item will be housed. Also provide a cost basis for the amount requested. For example: (3 mobile radios @ $5,500.00 each). Please Note: Per the Missouri Department of Public Safety Radio Interoperability Guidelines, a quote is required for all radio interoperability equipment.

Please provide justification for the 50% match requirement. If utilizing cash match, provide the source of the cash. If utilizing in-kind match, describe the source and how it directly relates to the project.

Turnout Gear:

2 sets of turnout gear at $5,000.00 each = $10,000.00. Cash match will be utilized.

5000 Character Limit

BUDGET

▶ Project Period of Performance: February 1, 2024 to June 30, 2026

▶ Funds must be obligated by December 31, 2024

■ 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 (Goods/Services are purchased)

▶ Funds must be expended by June 30, 2026

■ Funds are considered "expended" when payment is made (Payment has been made for goods/services)

▶ Funds must be submitted for reimbursement within 45 days following the project period of performance by August 14, 2026

REIMBURSEMENT REQUESTS (CLAIMS)

▶ [Information Bulletin 5: Policy on Reimbursement Requests](#) discusses requirements for reimbursement requests

▶ Must incur an allowable expense, make payment, and seek reimbursement within 6 months of the invoice date

▶ Supporting documentation must be submitted with each claim

  ▪ Must be in one attachment and in the same order as the Expenditures Form on the reimbursement request in WebGrants

▶ In the Expenditure Form in WebGrants, a line must be completed for each individual expenditure

▶ Multiple invoices on one expenditure line will not be accepted. However, each item purchased on an invoice does not need to be listed separately unless the items are on a different line in the approved budget

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

REIMBURSEMENT REQUESTS (CLAIMS)

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

- 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)

▶ **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, local cash flow makes payment for large equipment items difficult

  - DPS/OHS has agreed to accept requests for funds from subrecipients as soon as a vendor submits their invoice and the subrecipient has received goods or services

- $2,500 minimum for subrecipients requesting a reimbursement with an advance payment
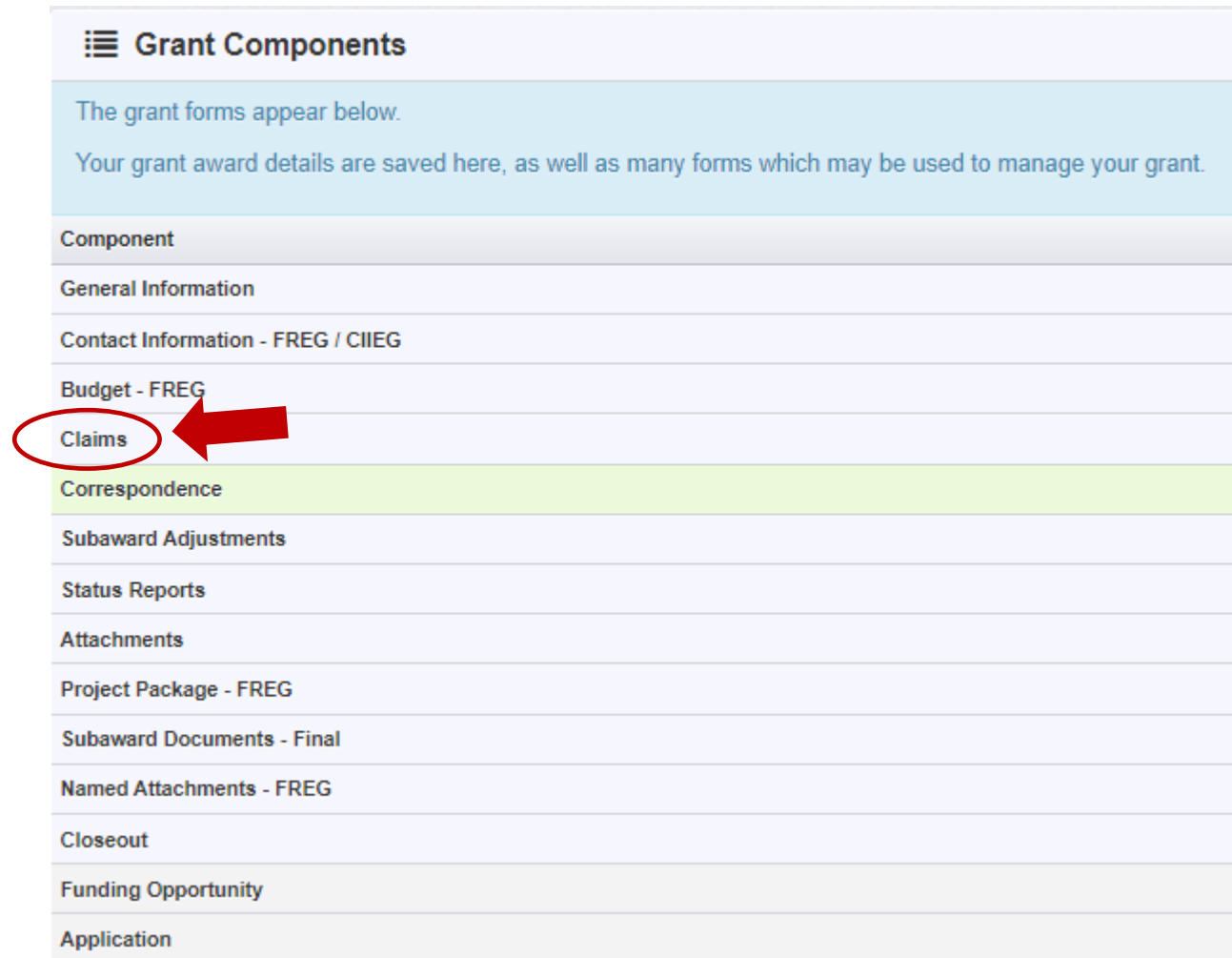
REIMBURSEMENT REQUESTS (CLAIMS)

▶ **Advance Payment Supporting Documentation**

- ▪ Claim in WebGrants

- ▪ Vendor Invoice

- ▪ Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)

- ▪ Completed Equipment Detail Form in WebGrants, if applicable

▶ Required to submit proof of payment (i.e., copy of cancelled check, credit card statement, or bank statement) to the DPS/OHS within 30 days from receipt of payment

▶ To request, will type "Advance Payment" in the Check/EFT Number and Check/EFT Date fields in the WebGrants claim

REIMBURSEMENT REQUESTS (CLAIMS)

▶ Submitting a claim in WebGrants

■ Select "Claims" component in WebGrants

≣ **Grant Components**

The grant forms appear below.

Your grant award details are saved here, as well as many forms which may be used to manage your grant.

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

REIMBURSEMENT REQUESTS (CLAIMS)

▶ Select "Add Claim"

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)

REIMBURSEMENT REQUESTS (CLAIMS)

▶ Complete all Claim Components

■ Detail of Expenditure

■ Equipment Inventory

■ Other Attachments

▶ All components must be marked "Complete" in order to submit the claim

REIMBURSEMENT REQUESTS (CLAIMS)

▶ Select "Detail of Expenditure"

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.											
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 Total**	**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 for 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 Total**	**Invoice #**	**Invoice Date**	**Check/EFT**	**Check/EFT Date**
						No Data for Table					

REIMBURSEMENT REQUESTS (CLAIMS) CASH MATCH

- The example on the slide is demonstrating expenses entered if cash match is being utilized

- Select "Save Row" when complete

REIMBURSEMENT REQUESTS (CLAIMS) IN-KIND MATCH

Equipment

Delete Row   **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.

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

Budget Line Label:	
Budget Line*:	Equipment-10001 Turnout Gear
Payee*:	Vendor Name
Description*:	Description of Item Purchased
Quantity*:	2.00
Unit Cost*:	$5,000.00
Total:	$10,000.00
Expense Federal Total:	$10,000.00
Federal Amount Requested:	$10,000.00
Match Total:	$0.00
Invoice #*:	12345
Invoice Date*:	04/01/2024
Check/EFT*:	5678
Check/EFT Date*:	04/09/2024

- The example on the slide is demonstrating expenses entered if in-kind match is being utilized

- If you are using in-kind match, you will have two expenditure entries
  - Expenditure entry for the item purchased
  - Expenditure entry for the in-kind item

- This screenshot shows an expenditure entry for the item that you have purchased
  - Federal amount requested will be the full purchase price
  - Select "Save Row"

REIMBURSEMENT REQUESTS (CLAIMS) IN-KIND MATCH

- 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" 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.

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 Total	Invoice #	Invoice Date	Check/EFT	Check/EFT Date
Equipment-10001 Turnout Gear	Vendor Name	Description of Item Purchased	2.00	$5,000.00	$10,000.00	$5,000.00	$5,000.00	$5,000.00	12345	04/01/2024	5678	04/09/2024
					$10,000.00		$5,000.00	$5,000.00				
					$10,000.00		$5,000.00	$5,000.00				

REIMBURSEMENT REQUESTS (CLAIMS) CASH MATCH

▶ Verify the amounts entered on the Detail of Expenditure section have been transferred to the Reimbursement section correctly

▶ Select "Mark as Complete"

▶ Cash match example:

🔲 Reimbursement												✓ Mark as Complete
Budget Category	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
Equipment												
10001 Turnout Gear	$5,000.00	$5,000.00	$0.00	$5,000.00	$0.00	$5,000.00	$5,000.00	$0.00	$5,000.00	$0.00	50.00%	$10,000.00
	$5,000.00	$5,000.00	$0.00	$5,000.00	$0.00	$5,000.00	$5,000.00	$0.00	$5,000.00	$0.00	50.00%	$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
	$5,000.00	$5,000.00	$0.00	$5,000.00	$0.00	$5,000.00	$5,000.00	$0.00	$5,000.00	$0.00	50.00%	$10,000.00

REIMBURSEMENT REQUESTS (CLAIMS) IN-KIND MATCH

▶ Verify the amounts entered on the Detail of Expenditure section have been transferred to the Reimbursement section correctly

▶ Select "Mark as Complete"

▶ In-kind match example:

Reimbursement												✓ Mark as Complete
Budget Category	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
Equipment												
10001 Turnout Gear	$10,000.00	$10,000.00	$0.00	$10,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$10,000.00
10002 Turnout Gear (In-Kind Match)	$0.00	$0.00	$0.00	$0.00	$0.00	$10,000.00	$10,000.00	$0.00	$10,000.00	$0.00	100.00%	$10,000.00
	$10,000.00	$10,000.00	$0.00	$10,000.00	$0.00	$10,000.00	$10,000.00	$0.00	$10,000.00	$0.00	50.00%	$20,000.00
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
	$10,000.00	$10,000.00	$0.00	$10,000.00	$0.00	$10,000.00	$10,000.00	$0.00	$10,000.00	$0.00	50.00%	$20,000.00

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"

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	Use	Readiness Condition
Baseline Organization	F	Cole	2024	10001	ABC Company	XYZ Model	Turnout Gear	1234567	ARPA SLFRF FREG	Baseline Organization	04/05/2024	1	$5,000.00	50%	1101 Riverside Dr Jefferson City, MO 65101	John Smith	573-999-9999	John.Smith@hotmail.com	regional	Mission capable

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 (2024)

- 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, SCBA)

- 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 (ARPA SLFRF FREG)

- 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 –

  - <u>Mission capable</u> – material condition of equipment indicating it can perform at least one and potentially all of its designated missions

  - <u>Not mission capable</u> – material condition indicating that equipment is not capable of performing any of its designated mission

REIMBURSEMENT REQUESTS (CLAIMS)
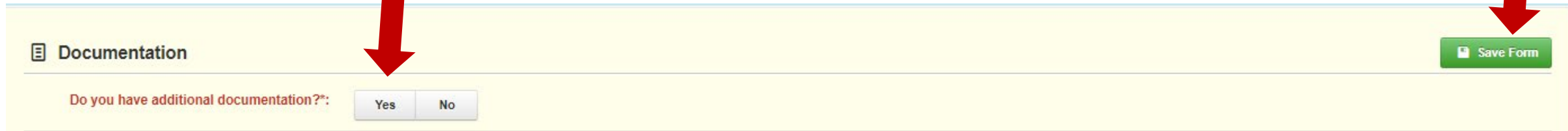
► Select "Yes" to indicate documentation will be attached to the claim

► Select "Save Form"

REIMBURSEMENT REQUESTS (CLAIMS)

▶ Select "Add New Attachment"

▶ Select file that is located on your computer

▶ Enter a description of the attachment

▶ Select "Save File"

REIMBURSEMENT REQUESTS (CLAIMS)

▶ When all attachments have been added, select "Mark as Complete"

REIMBURSEMENT REQUESTS (CLAIMS)

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

SUBAWARD ADJUSTMENTS

▶ <u>Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments</u> 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

- Choose Budget Revision in the WebGrants System

▶ 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

- Choose Program Revision in the WebGrants System

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

- Choose Budget Revision in the WebGrants System

▶ 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

SUBAWARD ADJUSTMENTS

▶ Select "Add Amendment"

▶ Complete General Information and select "Save Form"

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

SUBAWARD ADJUSTMENTS

▶ Select the "Justification" Component of the Subaward Adjustment

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"

SUBAWARD ADJUSTMENTS

Subaward Adjustment spreadsheet example

Line Number	Current Federal Budget	Requested Change	Updated Federal Budget	Notes
10001	$ 50,000.00	$ (10,000.00)	$ 40,000.00	Savings needed in another budget line of the project
10002	$ 2,000.00	$ 10,000.00	$ 12,000.00	Cost of equipment over original budget
	$ 52,000.00	$ -	$ 52,000.00	

Line Number	Current Local Match Budget	Requested Change	Updated Local Match Budget	Notes
10001	$ 50,000.00	$ (1,000.00)	$ 49,000.00	Savings needed in another budget line of the project
10002	$ 2,000.00	$ 1,000.00	$ 3,000.00	Cost of equipment over original budget
	$ 52,000.00	$ -	$ 52,000.00	

	Current Total Budget	Sum of Requested Change	Updated Total Budget
	$ 104,000.00	$ -	$ 104,000.00

Current Federal Share	Updated Federal Share	Current Local Match Share	Updated Local Match Share
50%	50%	50%	50%

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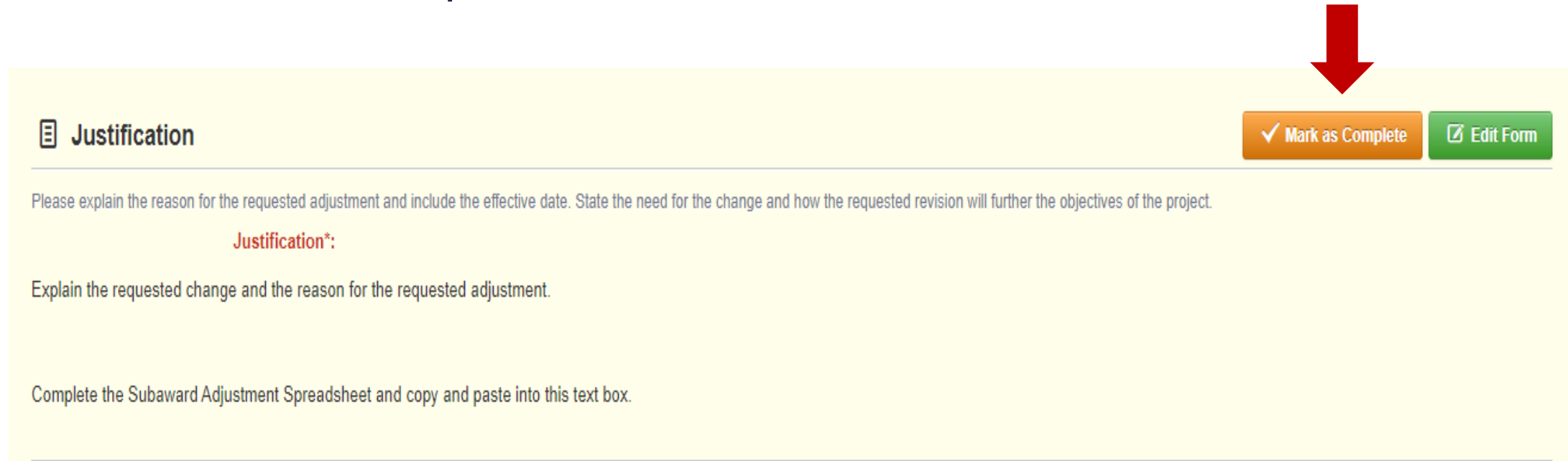
Complete the Subaward Adjustment Spreadsheet and copy and paste into this text box.

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 50% of the total cost
- Select "Save Grid"

⊞ 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	$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
Volunteer Match	$0.00	$0.00	$0.00
Travel/Training	$0.00	$0.00	$0.00
Equipment	$10,000.00	$9,000.00	$-1,000.00
Supplies/Operations	$0.00	$1,000.00	$1,000.00
Contractual	$0.00	$0.00	$0.00
Renovation/Construction	$0.00	$0.00	$0.00
Indirect Costs	$0.00	$0.00	$0.00
Total	$0.00	$0.00	$0.00

Save Grid

⊞ 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	$5,000.00	50.00%	$5,000.00	50.00%	$0.00
Total Local Match Share	$5,000.00	50.00%	$5,000.00	50.00%	$0.00

SUBAWARD ADJUSTMENTS

▶ Ensure the "Budget" form is accurate and select "Mark as Complete"

Amend List   Genera   Justif   **Budget**   Confir   Attach

🖿 **Budget** - Current Version   🗇 Create New V...on   ☰ View Versions

⊞ **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
Personnel Overtime Benefits	$0.00	$0.00	$0.00
Volunteer Match	$0.00	$0.00	$0.00
Travel/Training	$0.00	$0.00	$0.00
Equipment	$10,000.00	$9,000.00	$-1,000.00
Supplies/Operations	$0.00	$1,000.00	$1,000.00
Contractual	$0.00	$0.00	$0.00
Renovation/Construction	$0.00	$0.00	$0.00
Indirect Costs	$0.00	$0.00	$0.00
Total	$10,000.00	$10,000.00	$0.00

SUBAWARD ADJUSTMENTS

▶ Select "Confirmation" Component
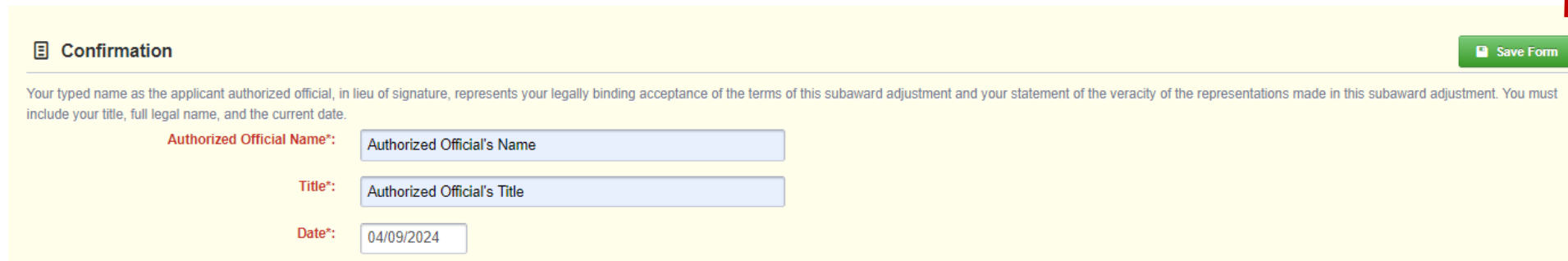
▶ Complete with Authorized Official's Name, Title, and Date

▶ Select "Save Form"

SUBAWARD ADJUSTMENTS

▶ Select "Mark as Complete"

| ≡ **Confrmation** | ☑ Edit Form | ✓ 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*: 04/09/2024

SUBAWARD ADJUSTMENTS

▶ Select "Attachments" form

- Select "Yes" or "No" to indicate if you have any supporting documentation to attach
  - Attach Subaward Adjustment Spreadsheet
  - Attachments may also include new/updated quote and other pertinent documentation
- Select "Save Form"
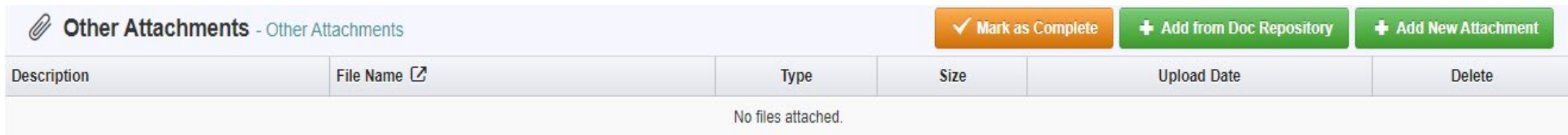
SUBAWARD ADJUSTMENTS

▶ Select "Add New Attachment"
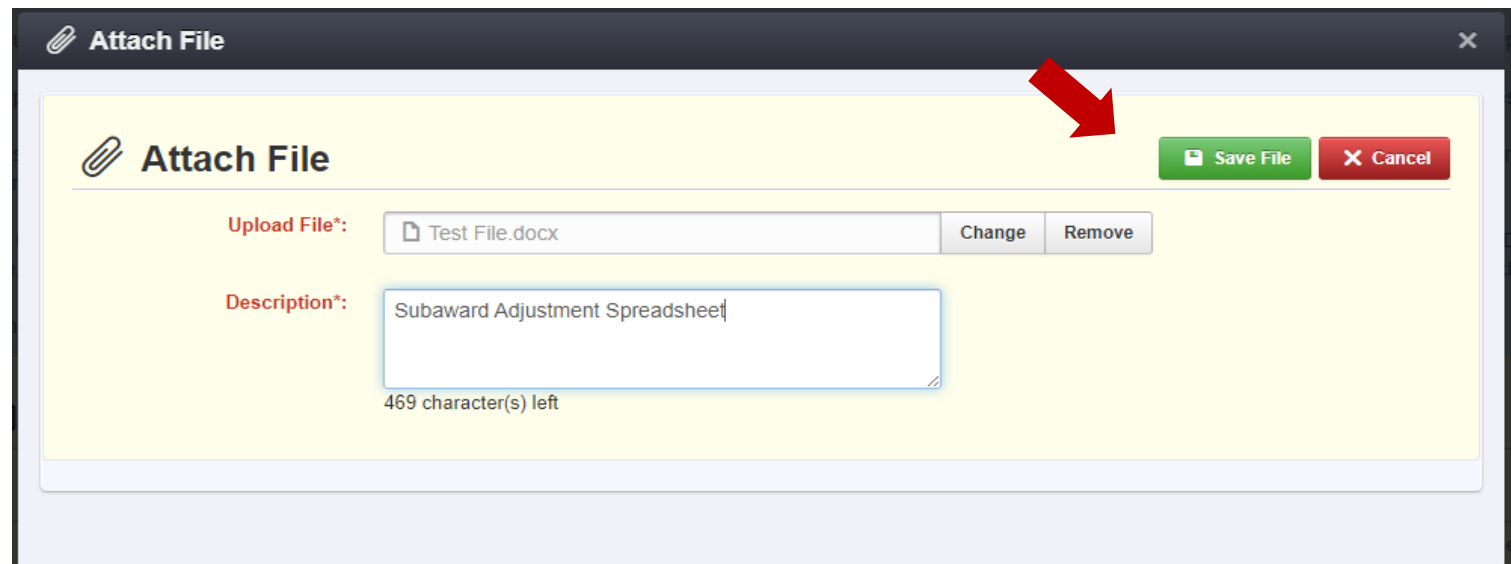
📎 **Other Attachments** - Other Attachments	✓ Mark as Complete	+ Add from Doc Repository	+ Add New Attachment
Description	File Name ⬀	Type	Size	Upload Date	Delete
No files attached.					

▶ Select file that is located on your computer

▶ Enter brief description of document

▶ Select "Save File"

📎 Attach File ✕

📎 **Attach File**

💾 Save File   ✕ Cancel

Upload File*:   📄 Test File.docx   Change   Remove

Description*:   Subaward Adjustment Spreadsheet
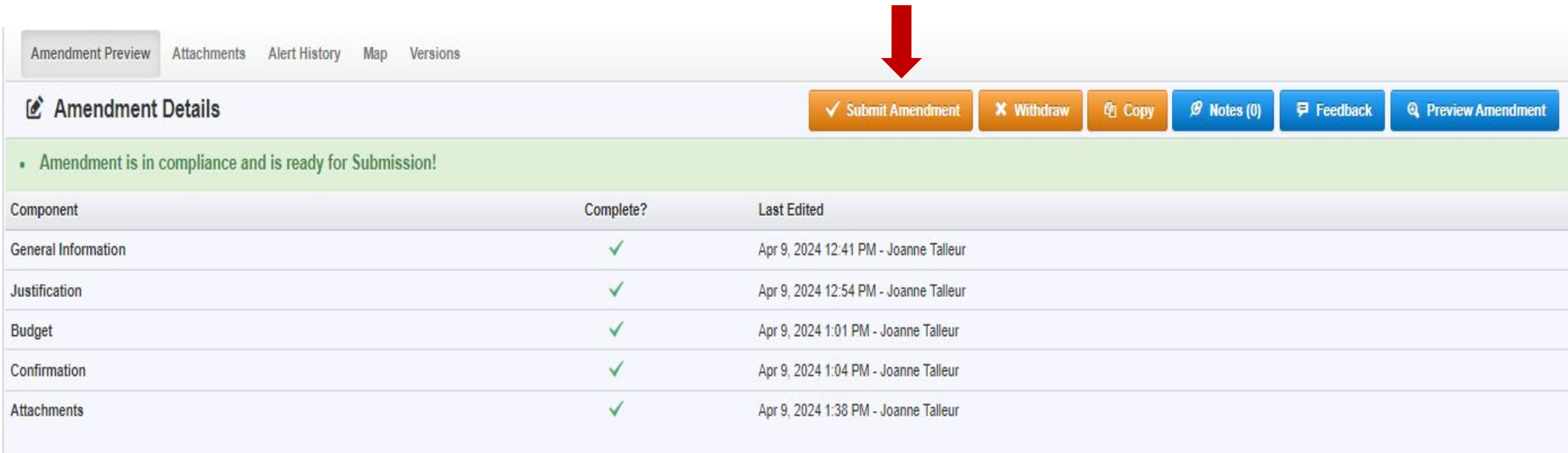
469 character(s) left

SUBAWARD ADJUSTMENTS

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

Component	Complete?	Last Edited
General Information	✓	Apr 9, 2024 12:41 PM - Joanne Talleur
Justification	✓	Apr 9, 2024 12:54 PM - Joanne Talleur
Budget	✓	Apr 9, 2024 1:01 PM - Joanne Talleur
Confirmation	✓	Apr 9, 2024 1:04 PM - Joanne Talleur
Attachments	✓	Apr 9, 2024 1:38 PM - Joanne Talleur

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)

- **August 14, 2026 – Final Report**
  (January 1, 2026 – June 30, 2026)

▶ To submit Status Report, select "Status Report" component in WebGrants

STATUS REPORTS

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

▶ Select Status Report that is due

▶ Select "Edit Stats Report"

STATUS REPORTS

▶ Select "Milestone Progress Report"

Component	Complete?	Last Edited
General Information	✓	Apr 9, 2024 1:48 PM - Joanne Talleur
Milestone Progress Report		Apr 9, 2024 1:50 PM - Joanne Talleur

STATUS REPORTS

▶ Is this the final Status Report?

- Select "Yes" or No"
  - 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
- Select "Save Form"
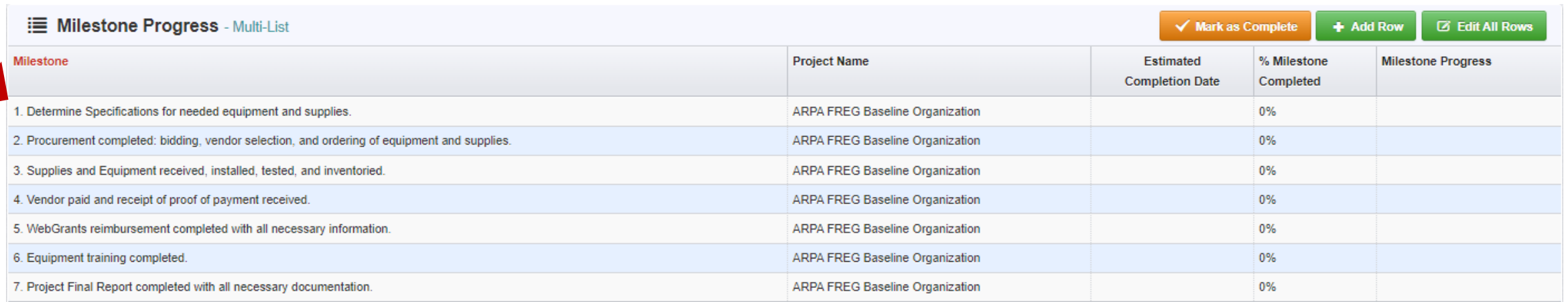
STATUS REPORTS

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

STATUS REPORTS

▶ Example completed Milestone Progress:

STATUS REPORTS

▶ Complete "Milestone Progress" section of Status Report

- Project Name – Brief project name (i.e., SFY 2024 Baseline Organization ARPA FREG)

- 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)

DO NOT remove or add milestones to the Status Report

DO NOT create your own Status Report

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?

- Select "Save Row"

📄 **Narrative Project Progress**   💾 Save Row

Project Name*: SFY 2024 Baseline Organization ARPA FREG 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 completed. It is anticipated that the procurement will be completed, equipment received, vendor paid, WebGrants reimbursement submitted, and the final report will be submitted within the next six months. There are no negative issues to report at this time.

STATUS REPORTS

▶ Select "Mark as Complete"

▶ Select "Submit Status Report" to submit Status Report to the DPS/OHS

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

The grant forms appear below.

Your grant award details are saved here, as well as many forms which may be used to manage your grant.

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

CORRESPONDENCE

▶ Select "Add Grantee Correspondence" under Inter-System Grantee Correspondence

▶ Correspondence Component works similar to email

- To: Select who you would like to send the message to

  • You may select multiple people by using the Ctrl function on your keyboard

- CC: Additional people can be added to the message

  • Use a ";" between each email address added

CORRESPONDENCE
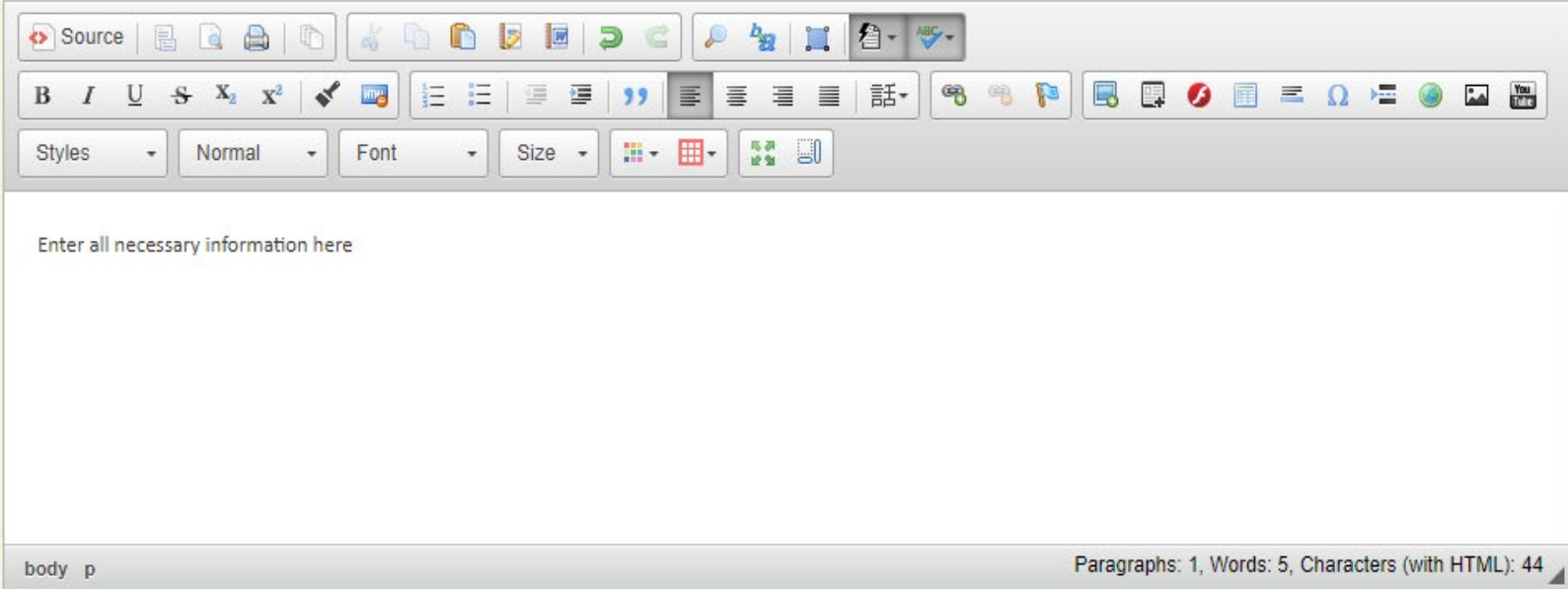
▶ Enter a "Subject" for the message

Subject*: SFY 2024 FREG

▶ 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

Attachment 1:		Select file
Attachment 2:		Select file
Attachment 3:		Select file
Attachment 4:		Select file
Attachment 5:		Select file

▶ Select "Send Correspondence" to send the message to the DPS/OHS

Inter-System Grantee Correspondence   ⚘ Send Correspondence

Flag: [▾]

To*: [✕ Joanne Talleur |]

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

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*: [× Chelsey Call]

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*: [RE: SFY 2024 FREG]

Message:

Source | B I U S x₂ x² | Styles | Normal | Font | Size

Add reply to message here.

From: Joanne Talleur, Date: 04/09/2024

Enter all necessary information here

body p   Paragraphs: 3, Words: 15, Characters (with HTML): 195

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. Fully-executed Subaward Agreement
3. Approved Claims
4. Approved Subaward Adjustments
5. Approved Status Reports
6. Final Status Report

7. Monitoring Reports
8. Relevant Grant Correspondence
9. Procurement Documents
10. Disposition of Equipment Forms
11. Inventory

▶ **Grant files can be electronic – WebGrants CANNOT serve as your grant file**

GRANT CLOSEOUT

▶ Grant Period of Performance ends 06/30/2026

▶ Final Claims and Final Status Report are due 45 days after the end of the period of performance (08/14/2026)

▶ 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
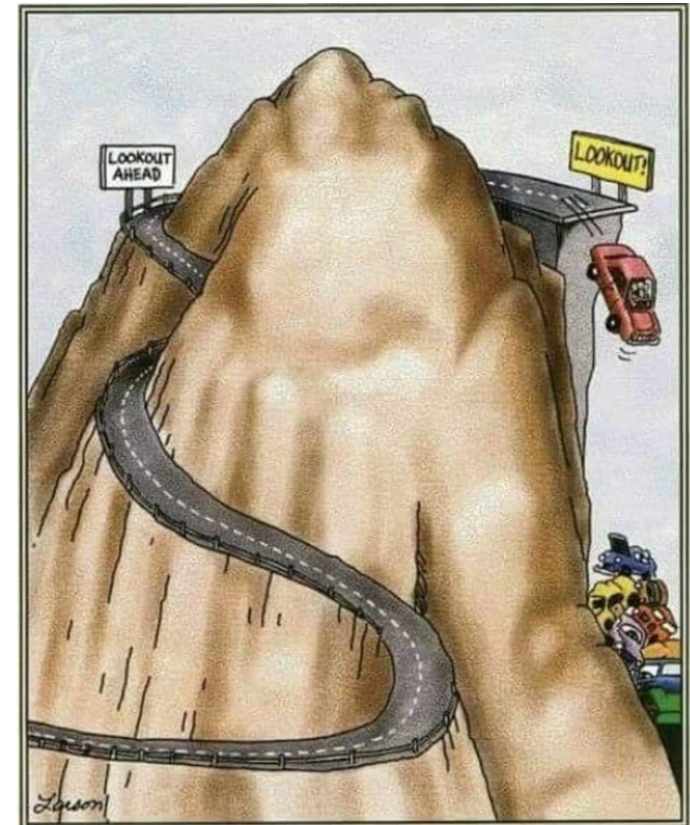
IMPORTANT DATES

Grant Period of Performance Begin – February 1, 2024

Compliance Workshop Acknowledgement Due – May 10, 2024

Subaward Agreements Due – 30 days from receipt

Status Reports Due – January 10 and July 10

Grant Period of Performance End – June 30, 2026

Final Claim and Final Status Report – **August 14, 2026**

QUESTIONS?

DPS/OHS CONTACTS

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