

STATE HOMELAND SECURITY PROGRAM (SHSP) FY 2024 COUNTER TERRORISM OFFICER (CTO) EQUIPMENT GRANT

COMPLIANCE WORKSHOP
DECEMBER 2, 2024

The Missouri Department of Public Safety is an equal opportunity employer and agency. Those with limited English proficiency or who need auxiliary aids or other services, can contact dpsinfo@dps.mo.gov. For Relay Missouri, please dial 711. For TTY/TDD, please dial.800-735-2966.



AGENDA

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

GRANT REQUIREMENTS



SHSP COUNTER TERRORISM OFFICER (CTO) EQUIPMENT GRANT

In 2019, the Missouri Department of Public Safety (DPS)/Office of Homeland Security (OHS) began a process of analyzing gaps in prevention, response, and mitigation acts of terrorism identified in the Threat and Hazard Identification and Risk Assessment (THIRA) across the 32 Core Capabilities

- DPS/OHS identified critical shortage of law enforcement officers trained to identify and plan for potential terrorist threats and vulnerabilities in local communities
- Missouri CTO Program was designed to expand law enforcement capabilities in the areas of homeland security and to combat the rising threats of homegrown violent extremism and terrorist threats across the state of Missouri
- For FY 2024, SHSP CTO projects are to enhance the Missouri Counter Terrorism Officer Program's effectiveness at the local level by giving agencies the opportunity to acquire equipment uniquely focused on their terrorism prevention mission and locality

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 2024 Homeland Security Grant Program (HSGP) Provides programmatic requirements specific to the State Homeland Security Program
- Grant Programs Directorate (GPD) Information Bulletins (IBs)
<https://www.fema.gov/grants/preparedness/about/informational-bulletins>
 - IBs provide administrative instructions and guidelines critical to supporting the effectiveness and efficient delivery of the grant

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

- FY 2024 SHSP CTO Grant Notice of Funding Opportunity (NOFO)
- Administrative Guide for Homeland Security Grants
- Information Bulletins
 - Information Bulletin 1: Policy on Monitoring
 - Information Bulletin 2: Policy on Advance Payment and Cash Advances
 - Information Bulletin 5: Policy on Reimbursement Requests
 - Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments

EMERGENCY OPERATIONS PLAN (EOP)

- All subrecipients that maintain an EOP
 - Must update EOP once every two years
 - Conform to guidelines outlined in [Comprehensive Preparedness Guide \(CPG\) 101 v2](#)



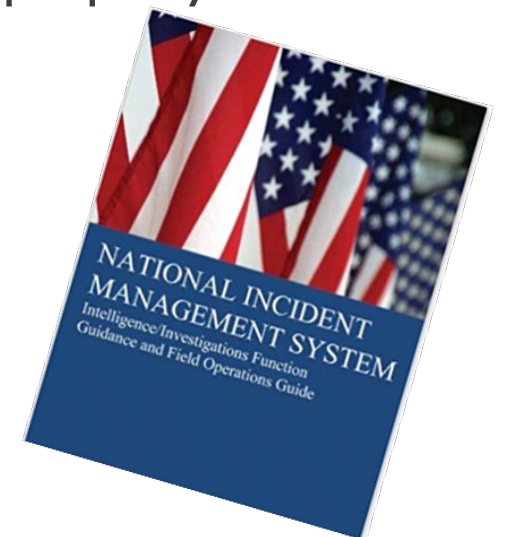
NATIONWIDE CYBERSECURITY REVIEW (NCSR)

- All recipients of FY 2024 Homeland Security Grant funds are required to complete the NCSR
 - Due December 31, 2024
 - **Failure to complete the review will result in loss of funding**
- Once all of your NCSR is complete, send all Completion Certificates via email to Ada Budean (Ada.Budean@dps.mo.gov)



NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

- All subrecipients must strive to be NIMS compliant and adhere to the prescribed mandates and principles
- NIMS is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations (NGO), and the private sector in working together seamlessly and managing incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life, loss of property, and harm to the environment.



PROCUREMENT REQUIREMENTS

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

PROCUREMENT REQUIREMENTS

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

STATE OF MISSOURI PROCUREMENT REQUIREMENTS

| 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 |

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

SINGLE FEASIBLE SOURCE

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



SINGLE FEASIBLE SOURCE

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

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

WHO ARE YOU DOING BUSINESS WITH?

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

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

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



PRIOR APPROVAL

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

- Single Feasible Source over \$10,000
- Items that require a federal waiver from DHS/FEMA can be located in IBs
 - Examples
 - Boats
 - Unmanned Aerial Systems (UAS)
 - DPS/OHS ONLY allows United States manufactured drones
 - Explosives

**If your project contains an item that requires a waiver, such as a UAS, DPS/OHS will be contacting you regarding additional information/documentation that is needed to request the waiver from DHS/FEMA

****DO NOT begin any work on your project until you have been notified the waiver from DHS/FEMA has been received****

AUDIT REQUIREMENTS

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

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

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

INVENTORY

- Equipment is defined as tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more
- Entities may have a lower acquisition cost in their procurement policy. If so, they **MUST** use the most stringent policy
- Equipment must be available for use on other projects or incidents provided it will not interfere with the work on the project for which it was originally acquired

INVENTORY

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

All tags must state:

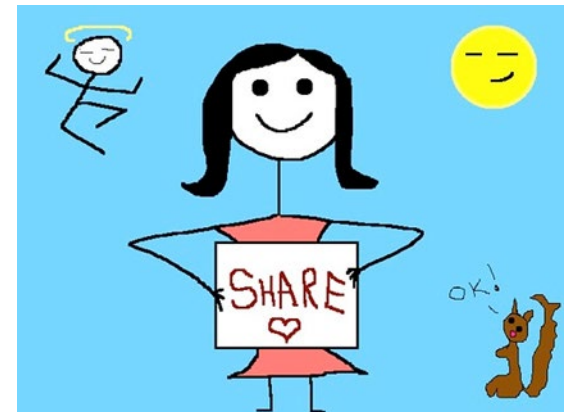


Purchased with U.S. Department of
Homeland Security Funds

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

INVENTORY

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



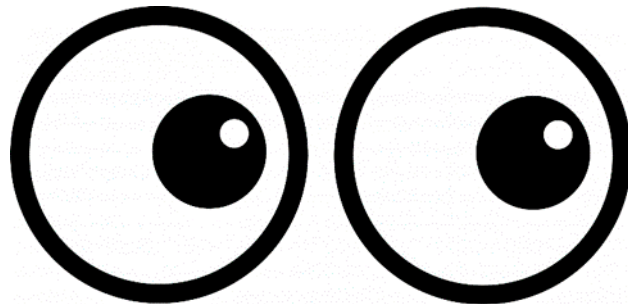
INVENTORY

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

INVENTORY

Subrecipients MUST:

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



INVENTORY

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

INVENTORY

- Required to maintain inventory form for all equipment purchased with SHSP funds
- Equipment is added to DPS/OHS inventory at the time of claim approval
- Physical inventory **MUST** be taken and results reconciled once every two years
 - Next inventory will be due October 1, 2026
 - DPS/OHS will send list of your agency's inventory for verification

INVENTORY

- Equipment inventory MUST be one item per line and include the following:
 - ▶ Region
 - ▶ County
 - ▶ Fiscal Year – 2024
 - ▶ Grant Program - CTO
 - ▶ Grant Award Number
 - ▶ Description of Equipment
 - ▶ WebGrants Line Item Number
 - ▶ Manufacturer
 - ▶ Model
 - ▶ Identification number
 - ▶ Title holder
 - ▶ Quantity
 - ▶ Individual Item Cost
 - ▶ % of Federal Participation in the Cost
 - ▶ Date of Delivery
 - ▶ Physical Location (MUST be the physical address)
 - ▶ Use (Local, Regional, National, Statewide)
 - ▶ Readiness Condition (Mission Capable/Not Mission Capable)
 - ▶ Final Disposition
 - ▶ Date of Final Disposition
 - ▶ Final Disposition Sale Price
 - ▶ Contact Name
 - ▶ Contact Email
 - ▶ Contact Phone Number

INVENTORY

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

INVENTORY

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

INVENTORY

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

INVENTORY

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



INVENTORY

- If sold, the Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from the sale by the Federal awarding agency's percentage of participation
 - Example: Agency X wants to sell their 2012 FI50, which was 75% funded with Homeland Security funds and 25% funded with local funds. The fair market value for their 2012 FI50 was \$9,000.00. The Federal awarding agency would be entitled to \$6,750.00 of the proceeds and the local agency would be entitled to \$2,250.00

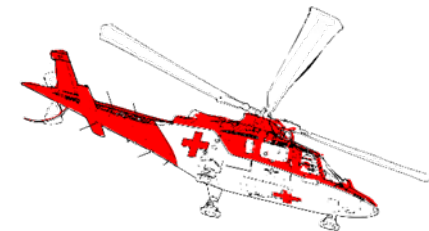
INVENTORY

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



INVENTORY

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



INVENTORY

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

WEBGRANTS SYSTEM



WEBGRANTS


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

 Enter your user id and password

SIGN IN

[Forgot User ID?](#) [Reset Password?](#)

Two-factor authentication

 **2-Factor Authentication**

Verify Email Address

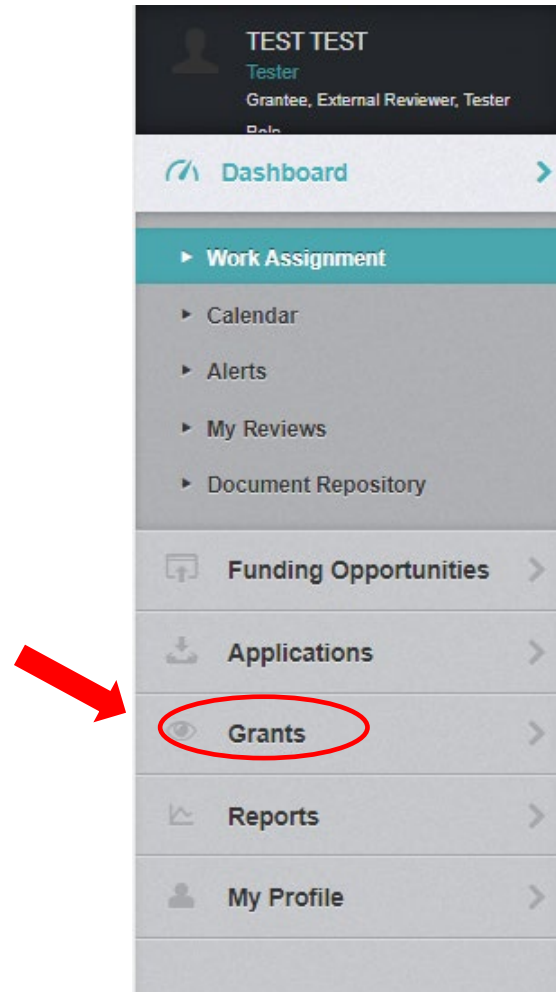
Please check the email account for the email address provided in your registration.

You should receive an email with a temporary passcode. Please enter that passcode below

Submit

WEBGRANTS

Select “Grants”



WEBGRANTS

- Grant Components

| Component | Last Edited |
|----------------------------|-------------------------------------|
| General Information | Nov 4, 2024 11:09 AM - Chelsey Call |
| Contact Information | |
| SHSP Budget | |
| Claims | |
| Correspondence | |
| Subaward Adjustments | |
| Status Reports | |
| Attachments | |
| SHSP Project Package | |
| Subaward Documents - Final | |
| Named Attachments | |
| Closeout | |
| Funding Opportunity | - |
| Application | - |

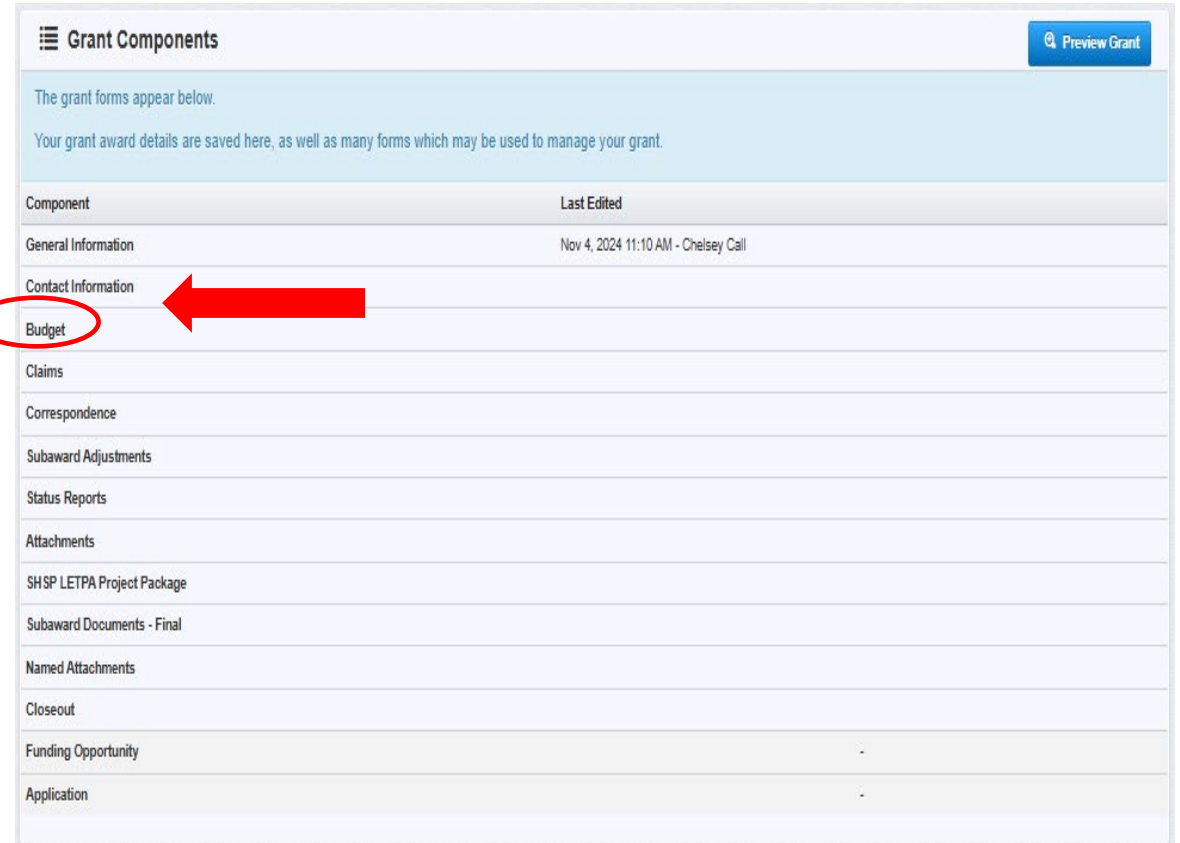
SUBAWARD AGREEMENT

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

| Component | Last Edited |
|-----------------------------------|-------------------------------------|
| General Information | Nov 4, 2024 11:09 AM - Chelsey Call |
| Contact Information | |
| SHSP Budget | |
| Claims | |
| Correspondence | |
| Subaward Adjustments | |
| Status Reports | |
| Attachments | |
| SHSP 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
 - Request Subaward Adjustment if need to make changes to budget (i.e. change in quantity)



The screenshot shows a web interface titled "Grant Components". At the top right, there is a "Preview Grant" button. Below the title, there is a light blue banner with the text: "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." Below this banner is a table with two columns: "Component" and "Last Edited". The table contains the following rows:

| Component | Last Edited |
|----------------------------|-------------------------------------|
| General Information | Nov 4, 2024 11:10 AM - Chelsey Call |
| Contact Information | |
| Budget | |
| Claims | |
| Correspondence | |
| Subaward Adjustments | |
| Status Reports | |
| Attachments | |
| SHSP LETPA Project Package | |
| Subaward Documents - Final | |
| Named Attachments | |
| Closeout | |
| Funding Opportunity | |
| Application | |

A red circle highlights the "Budget" row, and a red arrow points to it from the right.

BUDGET

Grant List Genera Contac **SHSP B** Claims Corres Subawa Status Attach SHSP P Subawa Named Closeo

SHSP Budget - Current Version

Equipment - Multi-List

All equipment items are defined as tangible property having an acquisition cost of \$5,000 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.

| Item Name | AEL# | Qty | Unit Cost | Total Cost | Discipline | Function | Allowable Activity |
|--------------|--------------|------|------------|-------------------|-----------------|-----------|--|
| Mobile Radio | 06CP-01-MOBL | 1.00 | \$5,000.00 | \$5,000.00 | Law Enforcement | Equipment | Interoperable Communications Equipment |
| | | | | \$5,000.00 | | | |

Last Edited By: Chelsey Call - Nov 27, 2024 8:44 AM

Narrative Justification - Equipment

Detailed narrative justification is required for all budget line(s). This justification should fully explain the need for acquisition. To provide the required justification for a budget line item(s), select "Edit Form".

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). 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.

Mobile Radio:
1 mobile radio at \$5,000.

BUDGET

- Funds must be obligated within the project period of performance, expended, and submitted for reimbursement within 45 days following the project period of performance end date (October 15, 2026)
- Project Period: September 1, 2024 to August 31, 2026
- 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

CLAIMS 101

REIMBURSEMENT REQUEST (CLAIMS)

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

REIMBURSEMENT REQUEST (CLAIMS)

Equipment Supporting Documentation

- Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000
- Claim in WebGrants
- Vendor Invoice
- Proof of payment (i.e., copy of cancelled check, bank statement or credit card statement)
- Proof of delivery/completion (i.e., signed packing slip, signed receipt, or signed statement indicating the items were delivered)
- Purchase order, if one was created or referenced on an invoice
- Equipment Inventory Form in WebGrants must be completed for each piece of equipment
 - If you purchased more than one of the same item, they must be listed separately on the equipment inventory form

REIMBURSEMENT REQUEST (CLAIMS)

Supplies Supporting Documentation

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

REIMBURSEMENT REQUEST (CLAIMS)

Advance Payment

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

REIMBURSEMENT REQUEST (CLAIMS)

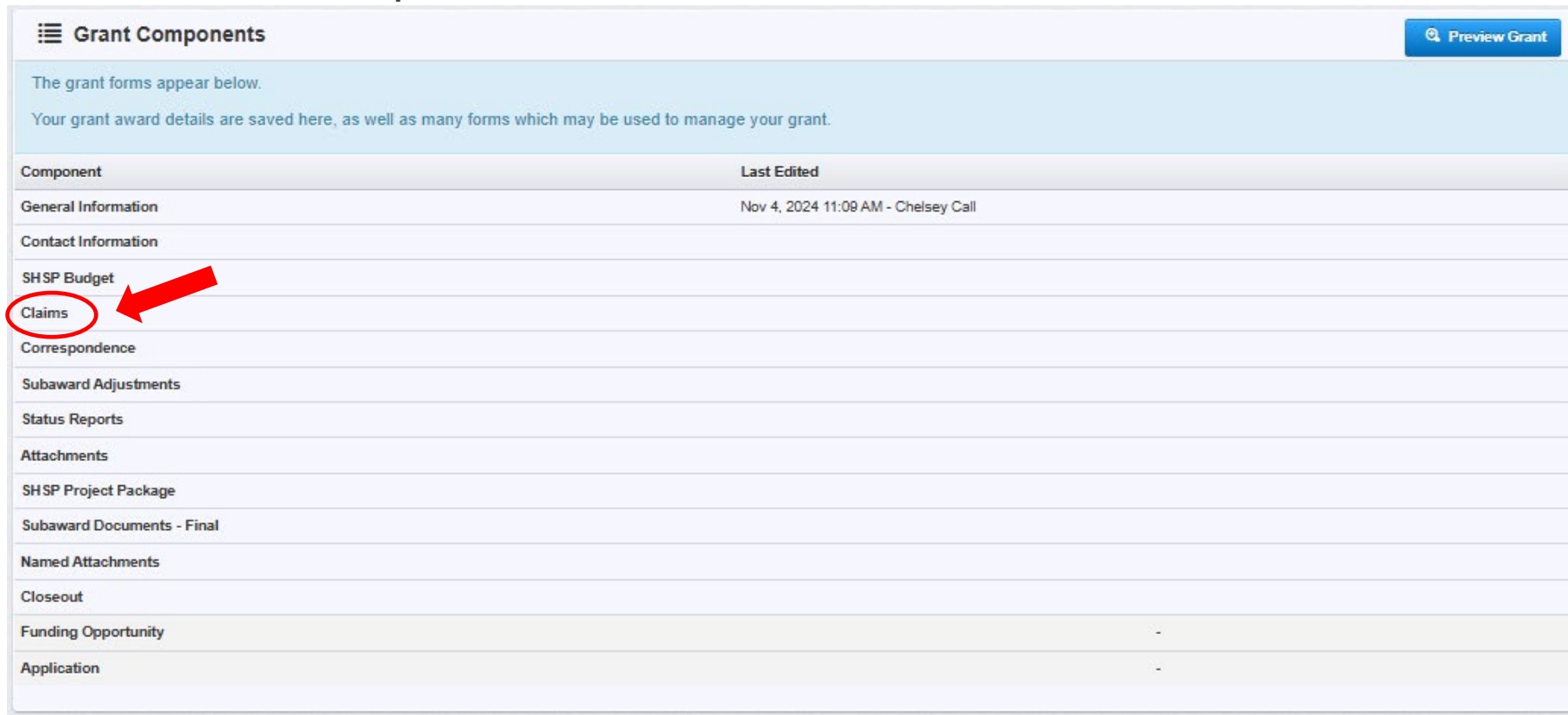
Advance Payment Supporting Documentation

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

REIMBURSEMENT REQUEST (CLAIMS)

Submitting a claim in WebGrants

- Select “Claims” component in WebGrants



The screenshot shows the 'Grant Components' page in WebGrants. The page title is 'Grant Components' and there is a 'Preview Grant' button in the top right corner. Below the title, there is a light blue banner with the text: '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 | Last Edited |
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REIMBURSEMENT REQUEST (CLAIMS)

➤ Select “Add Claim”

32995 - CTO Equipment - 2024

Status: **Underway**

Program Area: State Homeland Security Program

Funding Opportunity: 32991-FY 2024 SHSP Counter Terrorism Officer (CTO) Equipment Grant TEST

Organization: BaseLine Organization

Grantee Contact: TEST TEST

Program Officer: Chelsey Call

Awarded Amount: \$5,609.99

Grant List Genera Contac SHSP B **Claims** Corres Subawa Status Attach SHSP P Subawa Named Closeo

Claims [+ Add Claim](#)

All claims associated with this grant appear below.

| ID | Type | Status | Start Date | End Date | Last Submitted Date | Paid Date | Claim Amount |
|----------------------------|------|--------|------------|----------|---------------------|-----------|--------------|
| No data available in table | | | | | | | |
| Submitted Amount: | | | | | | | \$0.00 |
| Approved Amount: | | | | | | | \$0.00 |
| Awaiting Payment Amount: | | | | | | | \$0.00 |
| Paid Amount: | | | | | | | \$0.00 |
| Total Amount: | | | | | | | \$0.00 |

REIMBURSEMENT REQUEST (CLAIMS)

Complete Claim General Information

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

REIMBURSEMENT REQUEST (CLAIMS)

General Information - Claim - Edit Save Form

In the form below, complete all required fields. Enter the report period of coverage for this claim. All expenses reported on this claim should have been incurred during this period of time. If this is the last claim that will be submitted for this grant, then the Final Request checkbox should be checked.

Examples Quarterly Reporting Period: 1/1 - 3/31, 4/1 - 6/30, 7/1 - 9/30, and 10/1 - 12/31

Status*:

Type*: Other

Due Date:

Report Period*: 09/01/2024 09/30/2024
Start Date End Date

Final Request?* Yes No
Click Yes if this is the final request

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

REIMBURSEMENT REQUEST (CLAIMS)

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

Claim: 001

Claim Status: **Editing**

Grant Title: 32995 - CTO Equipment

Program Area: State Homeland Security Program

Funding Opportunity: 32991-FY 2024 SHSP Counter Terrorism Officer (CTO) Equipment Grant TEST

Reporting Period: 09/01/2024 - 09/30/2024

Claim Type: Other

Submitted By: -

Claim Preview Attachments Alert History Map

Claim Details [Preview Claim](#)

Claim cannot be Submitted Currently

- Claim components are not complete

| Component | Complete? | Last Edited |
|-----------------------|-----------|----------------------------------|
| General Information | ✓ | Nov 4, 2024 11:58 AM - TEST TEST |
| Detail of Expenditure | - | - |
| Equipment Inventory | - | - |
| Other Attachments | - | - |

REIMBURSEMENT REQUEST (CLAIMS)

Expenditures Component

- Select “Detail of Expenditure”


Claim Preview Attachments Alert History Map

Claim Details [Preview Claim](#)

Claim cannot be Submitted Currently


- Claim components are not complete

| Component | Complete? | Last Edited |
|-----------------------|-----------|----------------------------------|
| General Information | ✓ | Nov 4, 2024 11:58 AM - TEST TEST |
| Detail of Expenditure | - | - |
| Equipment Inventory | - | - |
| Other Attachments | - | - |



REIMBURSEMENT REQUEST (CLAIMS)

- Select “Add Row” for each expenditure in the corresponding budget category for the item that is being requested for reimbursement
- 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 \$5,000 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 | Expense Total | Federal Amount Requested | Invoice Number | Invoice Date | Check/EFT Number | 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 less than \$5,000, or a useful life of less than one year.

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

| Budget Line Label | Payee | Description | Quantity | Unit Cost | Expense Total | Federal Amount Requested | Invoice Number | Invoice Date | Check/EFT Number | Check/EFT Date |
|-------------------|-------|-------------|----------|-----------|---------------|--------------------------|----------------|--------------|------------------|----------------|
| No Data for Table | | | | | | | | | | |

REIMBURSEMENT REQUEST (CLAIMS)

- Complete all fields for the expenditure you are requesting reimbursement for
- Select “Save Row” when complete

Equipment

[Save Row](#)

All equipment items are defined as tangible property having an acquisition cost of \$5,000 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*:

Expense Total:

Federal Amount Requested*:

Invoice Number*:

Invoice Date*:

Check/EFT Number*:

Check/EFT Date*:

[Save Row](#)

REIMBURSEMENT REQUEST (CLAIMS)

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

REIMBURSEMENT REQUEST (CLAIMS)

- Select “Add 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 ✎ Edit All Rows

All equipment items are defined as tangible property having an acquisition cost of \$5,000 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 | Expense Total | Federal Amount Requested | Invoice Number | Invoice Date | Check/EFT Number | Check/EFT Date |
|------------------------|-------------|-------------------------------|----------|------------|---------------|--------------------------|----------------|--------------|------------------|----------------|
| Equipment-Mobile Radio | Vendor Name | Description of item purchased | 1.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | 12345 | 11/04/2024 | 5678 | 11/09/2024 |
| | | | | | | \$5,000.00 | | | | |
| | | | | | | \$5,000.00 | | | | |

REIMBURSEMENT REQUEST (CLAIMS)

- Select “Equipment Inventory” Claim Component
- Answer the question “Do you have any equipment on the claim?": Yes/No
 - ****Only select “Yes” if the items you are requesting reimbursement for are in the equipment category of your budget****
- Select “Save Form”

Equipment

Do you have any equipment on this claim?*: Yes No

Save Form

Save Form

REIMBURSEMENT REQUEST (CLAIMS)

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

| Equipment Detail - Multi-List | | | | | | | | | | | | | | | | | | | ✓ Mark as Complete | + Add Row |
|--|-------------------------|--------|------|---------------|--------------|-------|-------------|---------------------|-------------------|--------------|------------------|----------|-----------------------|--|---------------------------|--------------------------------|-------------|-------------------|--------------------|---------------------|
| Region | Requesting Organization | 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 |
| No Data for Table | | | | | | | | | | | | | | | | | | | | |
| Last Edited By: TEST TEST - Nov 5, 2024 11:12 AM | | | | | | | | | | | | | | | | | | | | + Add Row |

REIMBURSEMENT REQUEST (CLAIMS)

If equipment is requested (per unit cost \$5,000 or higher), complete all fields in the Equipment Detail Form

- Requesting Organization – Subrecipient’s Organization
- Region – Subrecipient’s Region (MSHP Troop Boundaries)
- County – Subrecipient’s County
- Year – Grant year the equipment was purchased (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, MDT)
- Identification # - Unique identification numbers such as a serial number (N/A should be annotated if there is not a unique identification number)
- Source of Funding – Federal Funding utilized (SHSP CTO)
- Title Holder – Subrecipient Organization who owns the equipment

REIMBURSEMENT REQUEST (CLAIMS)

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

REIMBURSEMENT REQUEST (CLAIMS)


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



| ☰ Equipment Detail - Multi-List | | | | | | | | | | | | | | | | | | | ✓ Mark as Complete | + Add Row | ✎ Edit All Rows |
|---------------------------------|-------------------------|--------|------|---------------|----------------------|-------|-------------------|-----------------------------------|-------------------|-----------------------|------------------|----------|-----------------------|--|---|--------------------------------|--------------|--|--------------------|---------------------|-----------------|
| Region | Requesting Organization | 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 | |
| F | Baseline Organization | Cole | 2024 | 10001 | Name of manufacturer | Model | Brief description | ID or serial number on the device | SHSP CTO | Baseline Organization | 11/11/2024 | 1 | \$5,000.00 | 100% | 1101 Riverside Dr. Jefferson City, MO 65102 | Ada Budean | 573-522-1800 | ada.budean@dps.mo.gov | Statewide | Mission Capable | |

REIMBURSEMENT REQUEST (CLAIMS)

- Select “Other Attachments” Claim Component
 - Answer the question, “Do you have additional documentation?” Yes/No
 - ****The answer should ALWAYS be “Yes”**
 - Select “Save Form” – either button works

 **Other Attachments** - Current Version


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

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


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


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

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

 **Documentation**

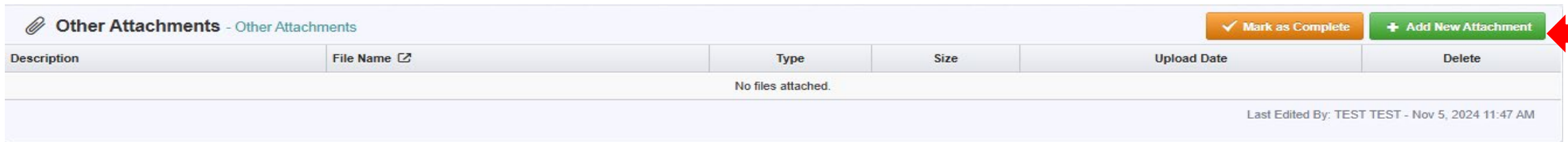
Do you have additional documentation?*: Yes No

 Save Form

 Save Form

REIMBURSEMENT REQUEST (CLAIMS)

- Select “Add New Attachment” to add the supporting documentation



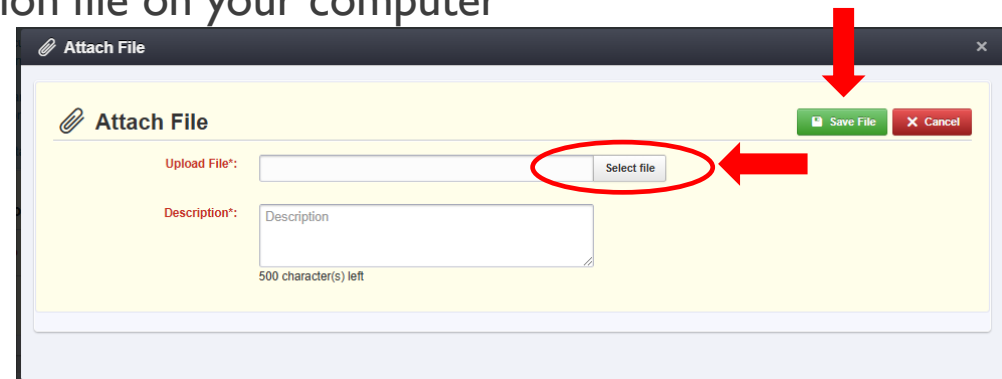
Other Attachments - Other Attachments

✓ Mark as Complete + Add New Attachment

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

Last Edited By: TEST TEST - Nov 5, 2024 11:47 AM

- Select “Select File” to locate the supporting documentation file on your computer
- Enter a brief description of the attachment
- Select “Save File”
- Select “Mark as Complete”



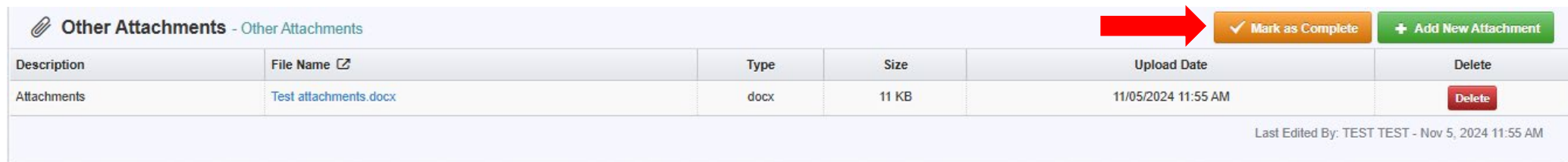
Attach File

Save File X Cancel

Upload File*: Select file

Description*:

500 character(s) left



Other Attachments - Other Attachments

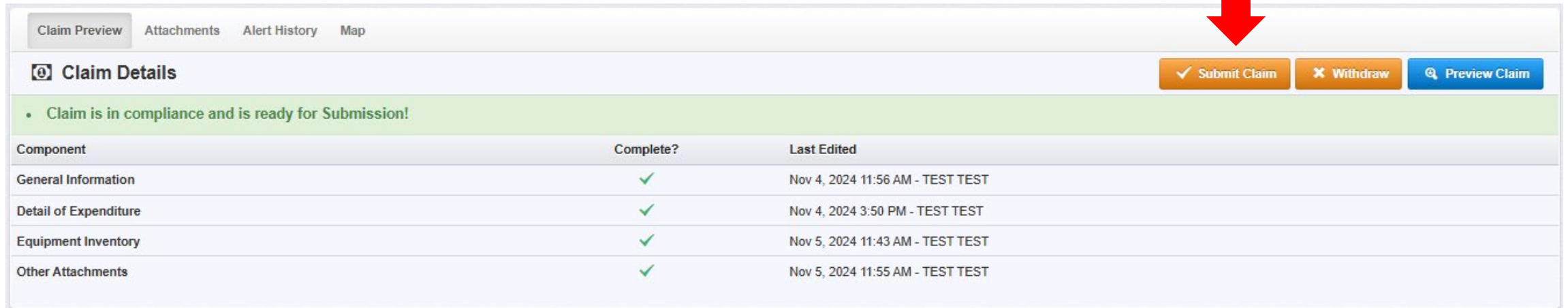
✓ Mark as Complete + Add New Attachment

| Description | File Name 🔗 | Type | Size | Upload Date | Delete |
|-------------|-----------------------------|------|-------|---------------------|--------|
| Attachments | Test attachments.docx | docx | 11 KB | 11/05/2024 11:55 AM | Delete |

Last Edited By: TEST TEST - Nov 5, 2024 11:55 AM

REIMBURSEMENT REQUEST (CLAIMS)

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



The screenshot shows a web interface for claim management. At the top, there are tabs for 'Claim Preview', 'Attachments', 'Alert History', and 'Map'. Below these is a section titled 'Claim Details' with a sub-header 'Claim is in compliance and is ready for Submission!'. To the right of this section are three buttons: 'Submit Claim' (orange with a checkmark), 'Withdraw' (orange with an 'X'), and 'Preview Claim' (blue with a magnifying glass). A large red arrow points down to the 'Submit Claim' button. Below the buttons is a table with three columns: 'Component', 'Complete?', and 'Last Edited'.

| Component | Complete? | Last Edited |
|-----------------------|-----------|----------------------------------|
| General Information | ✓ | Nov 4, 2024 11:56 AM - TEST TEST |
| Detail of Expenditure | ✓ | Nov 4, 2024 3:50 PM - TEST TEST |
| Equipment Inventory | ✓ | Nov 5, 2024 11:43 AM - TEST TEST |
| Other Attachments | ✓ | Nov 5, 2024 11:55 AM - TEST TEST |

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

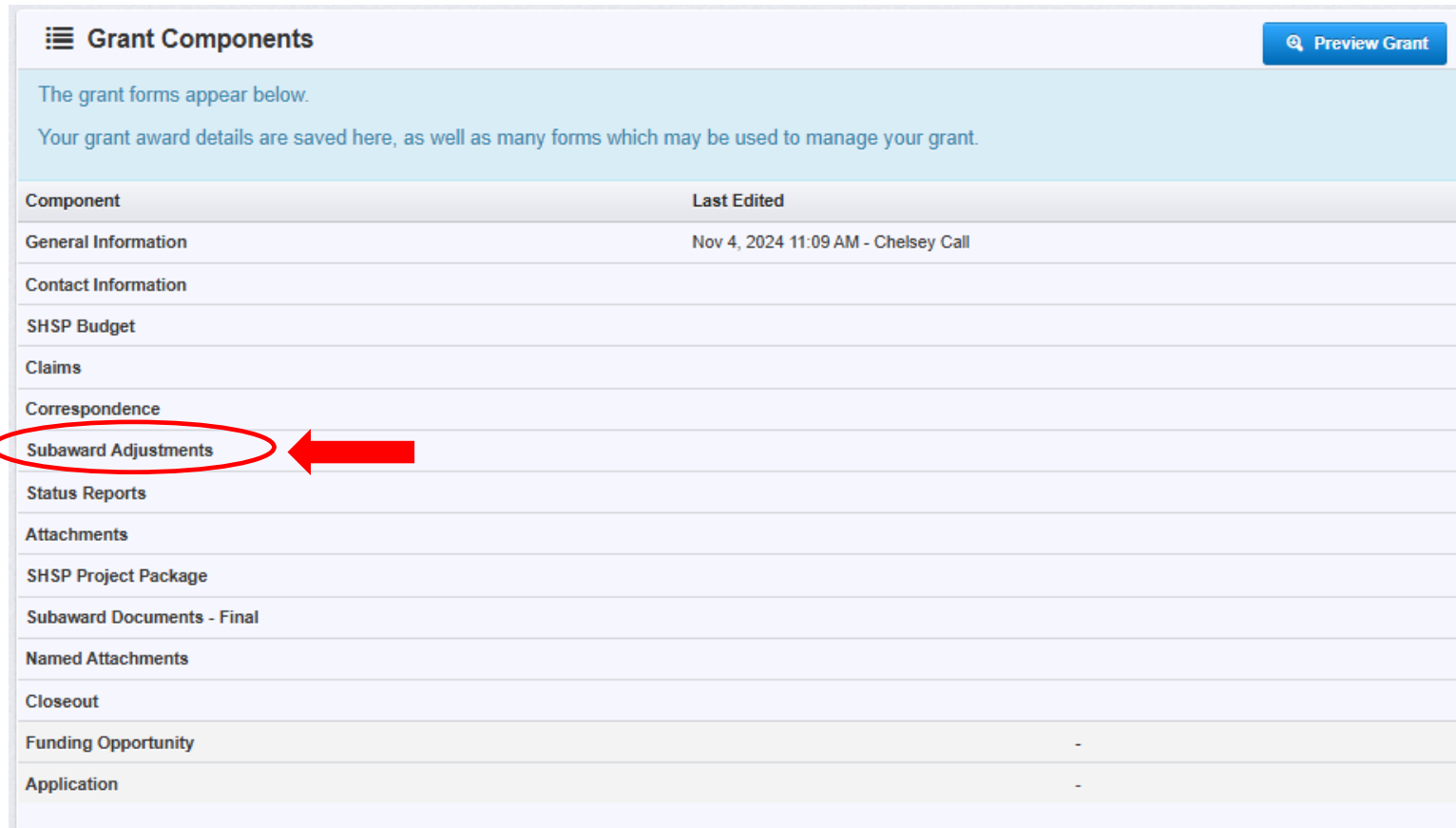


SUBAWARD ADJUSTMENTS

- 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

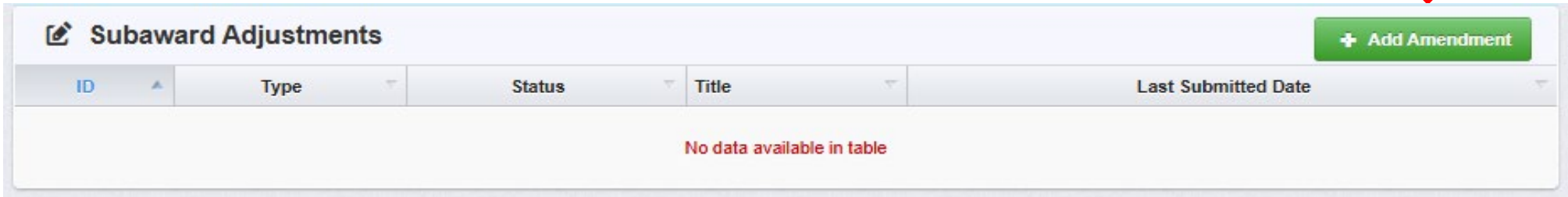


The screenshot shows the 'Grant Components' page in WebGrants. The page title is 'Grant Components' and there is a 'Preview Grant' button in the top right corner. Below the title, there is a light blue banner with the text: 'The grant forms appear below. Your grant award details are saved here, as well as many forms which may be used to manage your grant.'

| Component | Last Edited |
|-----------------------------|-------------------------------------|
| General Information | Nov 4, 2024 11:09 AM - Chelsey Call |
| Contact Information | |
| SHSP Budget | |
| Claims | |
| Correspondence | |
| Subaward Adjustments | |
| Status Reports | |
| Attachments | |
| SHSP Project Package | |
| Subaward Documents - Final | |
| Named Attachments | |
| Closeout | |
| Funding Opportunity | - |
| Application | - |

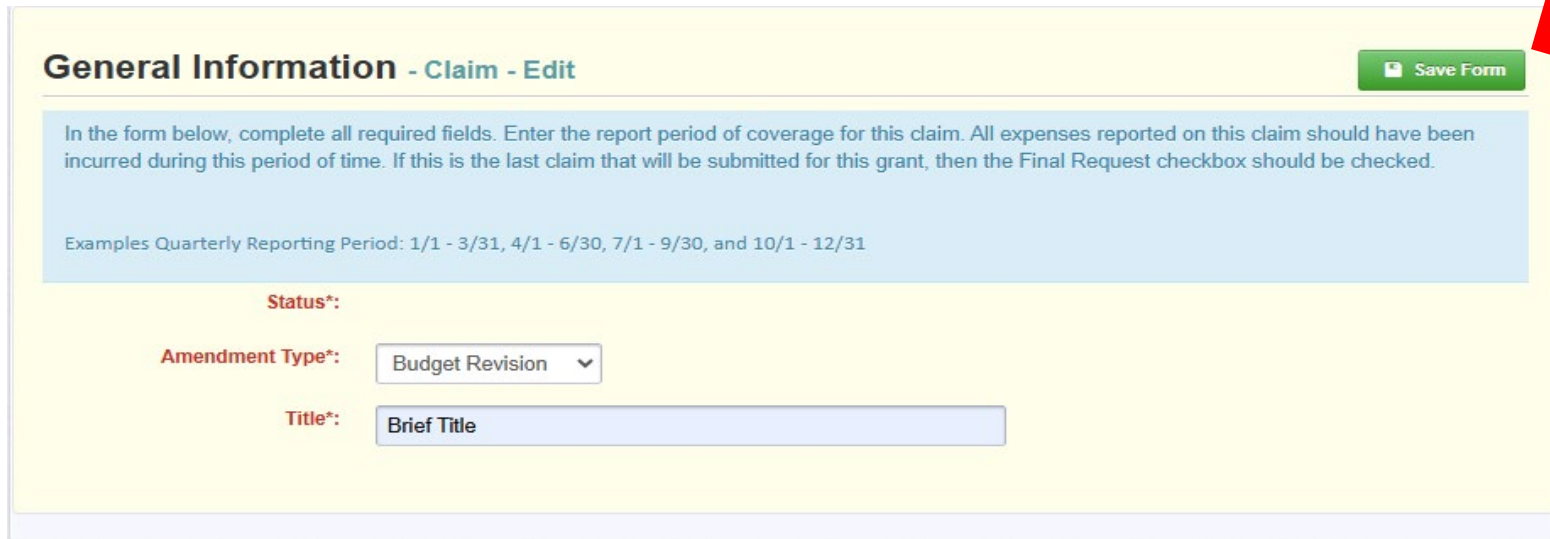
SUBAWARD ADJUSTMENTS

- Select “Add Amendment”



The screenshot shows a table titled "Subaward Adjustments" with columns for ID, Type, Status, Title, and Last Submitted Date. The table is currently empty, displaying the message "No data available in table". A green button labeled "+ Add Amendment" is located in the top right corner of the table interface. A red arrow points to this button.

- Complete General Information and select “Save Form”



The screenshot shows the "General Information - Claim - Edit" form. The form contains a text area with instructions: "In the form below, complete all required fields. Enter the report period of coverage for this claim. All expenses reported on this claim should have been incurred during this period of time. If this is the last claim that will be submitted for this grant, then the Final Request checkbox should be checked." Below the text area, there are several fields: "Status*", "Amendment Type*" (with a dropdown menu showing "Budget Revision"), and "Title*" (with a text input field containing "Brief Title"). A green button labeled "Save Form" is located in the top right corner of the form. A red arrow points to this button.

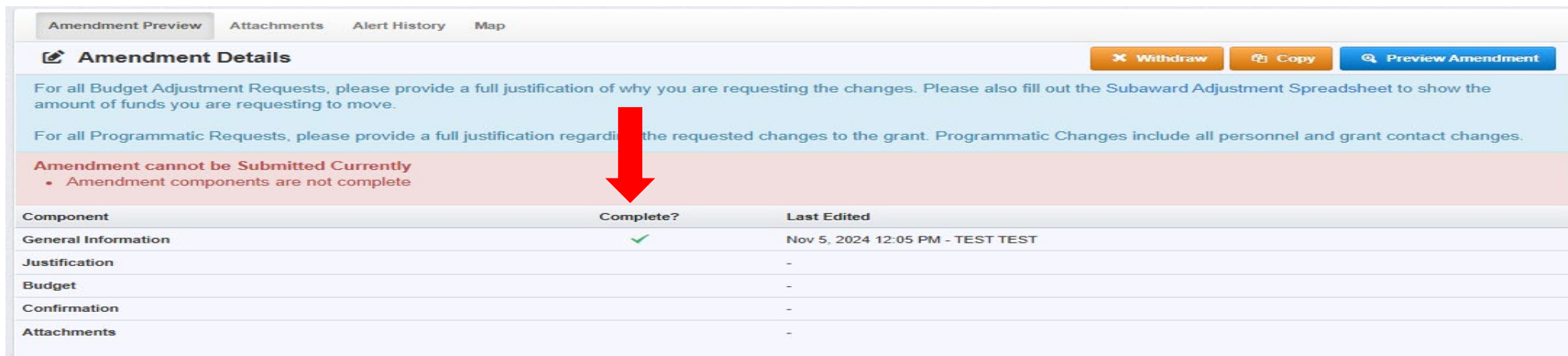
SUBAWARD ADJUSTMENTS

General Information

- Title – enter a brief title (EX: Subaward Adjustment #1)
- Contract Amendment Type – choose the type of adjustment being requested
 - Budget Revision
 - Program Revision

SUBAWARD ADJUSTMENTS

- Complete all Subaward Adjustment Components by selecting the Component
 - Justification
 - Budget (Only for Budget Modifications)
 - Confirmation
 - Attachments
- All components must be marked “Complete” before you can submit the Subaward Adjustment



The screenshot displays the 'Amendment Details' page. At the top, there are tabs for 'Amendment Preview', 'Attachments', 'Alert History', and 'Map'. Below the tabs are three buttons: 'Withdraw', 'Copy', and 'Preview Amendment'. A blue informational message states: 'For all Budget Adjustment Requests, please provide a full justification of why you are requesting the changes. Please also fill out the Subaward Adjustment Spreadsheet to show the amount of funds you are requesting to move. For all Programmatic Requests, please provide a full justification regarding the requested changes to the grant. Programmatic Changes include all personnel and grant contact changes.' Below this is a red error message: 'Amendment cannot be Submitted Currently' with a sub-bullet 'Amendment components are not complete'. A red arrow points to the 'Complete?' column in the table below.

| Component | Complete? | Last Edited |
|---------------------|-----------|----------------------------------|
| General Information | ✓ | Nov 5, 2024 12:05 PM - TEST TEST |
| Justification | - | - |
| Budget | - | - |
| Confirmation | - | - |
| Attachments | - | - |

SUBAWARD ADJUSTMENTS

Justification Component

- Explain the requested change and the reason for the requested adjustment
- Complete Subaward Adjustment Spreadsheet with requested changes for budget modification
 - Copy and paste Subaward Adjustment Spreadsheet into text box
 - Will be sent at conclusion of training
 - Select “Save”

Justification 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

Copy and paste Subaward Adjustment Spreadsheet into text box.

body p Paragraphs: 2, Words: 20, Characters (with HTML): 150

| Project Number | Line Number | Current Budget | Requested Change | Updated Budget | Notes |
|-----------------------|-------------|----------------|------------------|----------------|---|
| EMW-2024-SS-05013-001 | 10001 | \$ 5,000.00 | \$ 609.99 | \$ 5,609.99 | Cost of Equipment over original budget |
| EMW-2024-SS-05013-002 | 11001 | \$ 609.99 | \$(609.99) | - | Decrease number of supplies to cover overage in equipment |
| Total | | \$ 5,609.99 | - | \$ 5,609.99 | |

SUBAWARD ADJUSTMENTS

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

Amend List Genera **Justif** Budget Confir Attach

📄 Justification - Current Version


📄 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.
Copy and paste Subaward Adjustment Spreadsheet into text box.

| Project Number | Line Number | Current Budget | Requested Change | Updated Budget | Notes |
|-----------------------|-------------|----------------|------------------|----------------|---|
| EMW-2024-SS-05013-001 | 10001 | \$ 5,000.00 | \$ 609.99 | \$ 5,609.99 | Cost of Equipment over original budget |
| EMW-2024-SS-05013-002 | 11001 | \$ 609.99 | \$ (609.99) | \$ - | Decrease number of supplies to cover overage in equipment |
| Total | | \$ 5,609.99 | \$ - | \$ 5,609.99 | |



SUBAWARD ADJUSTMENTS

Budget Component

- Select “Budget” for Budget Modifications
 - Select “Edit Grid”
 - Adjust the budget to mirror the requested changes
 - The budget chart should reflect the TOTAL budget for your project, not just the budget categories impacted by the subaward adjustment, and equal the amount you were awarded unless you are de-obligating funds
 - Make sure to update the Total Federal/State Share amounts
 - Leave the Total Local Match Share at \$0.00 for both the Current Budget and Revised Amount as a match is not required for SHSP CTO Equipment grants
 - Select “Save Grid” – any button works

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="5000"/> | <input type="text" value="5609.99"/> | |
| Supplies/Operations | <input type="text" value="609.99"/> | <input type="text" value="\$0"/> | |
| 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="5609.99"/> | | <input type="text" value="5609.99"/> | | |
| Total Local Match Share | <input type="text" value="\$0"/> | | <input type="text" value="\$0"/> | | |
| Total | | | | | |



SUBAWARD ADJUSTMENTS

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

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 | \$5,000.00 | \$5,609.99 | \$609.99 |
| Supplies/Operations | \$609.99 | \$0.00 | -\$609.99 |
| Contractual | \$0.00 | \$0.00 | \$0.00 |
| Renovation/Construction | \$0.00 | \$0.00 | \$0.00 |
| Indirect Costs | \$0.00 | \$0.00 | \$0.00 |
| Total | \$5,609.99 | \$5,609.99 | \$0.00 |

Last Edited By: TEST TEST - Nov 5, 2024 12:30 PM Edit Grid

Federal/State and Local Match Share - Grid ✓ Mark as Complete Edit 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 | \$5,609.99 | 100.00% | \$5,609.99 | 100.00% | \$0.00 |
| Total Local Match Share | \$0.00 | 0.00% | \$0.00 | 0.00% | \$0.00 |

Last Edited By: TEST TEST - Nov 5, 2024 12:30 PM Edit Grid

SUBAWARD ADJUSTMENTS

Confirmation Component

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

 Confirmation Save 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*:

Title*:

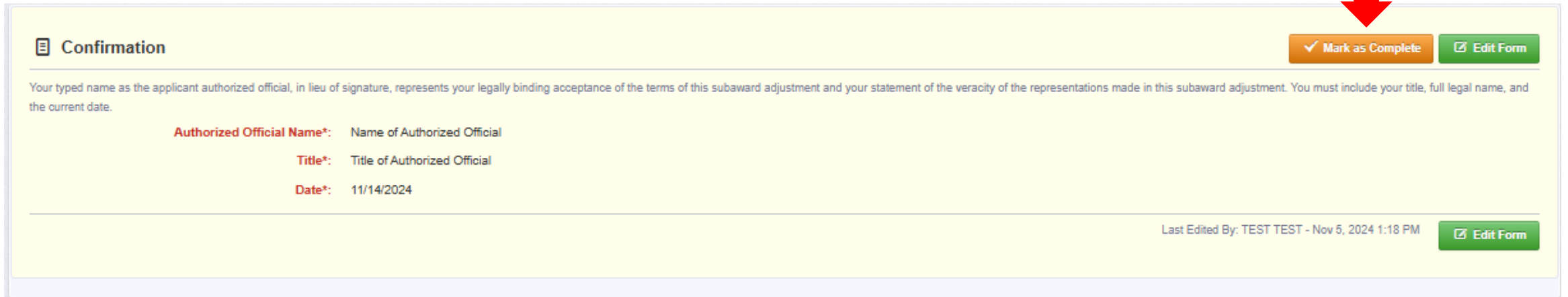
Date*:

Save Form



SUBAWARD ADJUSTMENTS

- Select “Mark as Complete”



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*: Name of Authorized Official

Title*: Title of Authorized Official

Date*: 11/14/2024

Last Edited By: TEST TEST - Nov 5, 2024 1:18 PM

[✓ Mark as Complete](#) [✎ Edit Form](#)

[✎ Edit Form](#)

SUBAWARD ADJUSTMENTS

Attachments Component

- Answer “Yes” or “No” to the question “Do you have any documentation?”
 - For budget revisions, always answer “Yes”
 - Select “Save Form”
- For budget revisions
 - Attach Subaward Adjustment Spreadsheet
 - Attachments may also include new/updated quote
- To add an attachment:
 - Select “Add New Attachment”
 - Select “Select File” to locate the file on your computer
 - Enter a brief description or document
 - Select “Save File”
- When finished adding attachments select “Mark as Complete”

Documentation

Do you have any documentation?*:

Attach File

Attach File

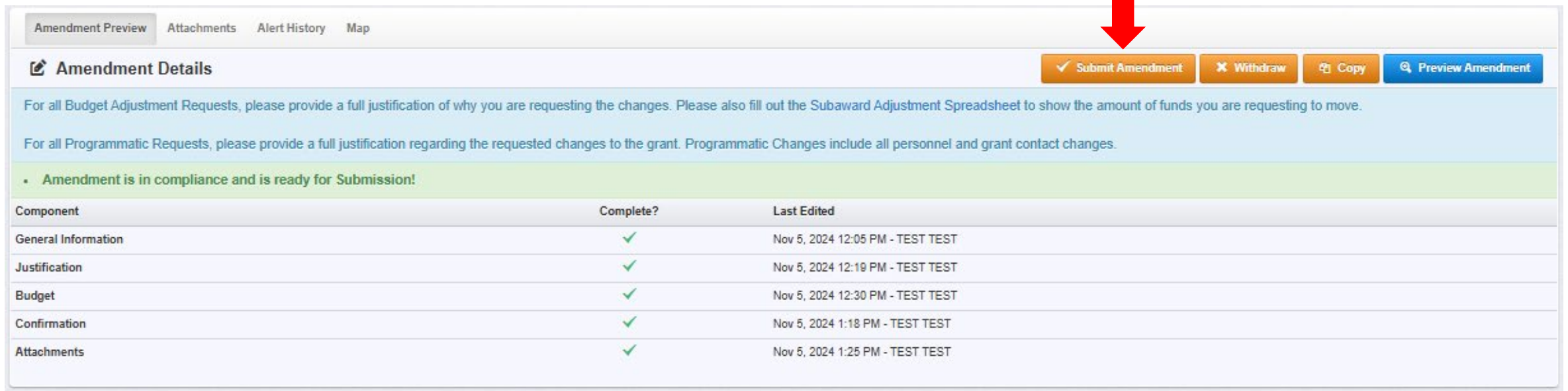
Upload File*:

Description*:

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



The screenshot displays the 'Amendment Details' page. At the top, there are navigation tabs: 'Amendment Preview', 'Attachments', 'Alert History', and 'Map'. Below these, the 'Amendment Details' section is visible, featuring a red arrow pointing to the 'Submit Amendment' button. Other buttons include 'Withdraw', 'Copy', and 'Preview Amendment'. A green banner indicates that the amendment is in compliance and ready for submission. Below this, a table lists the components and their completion status.

| Component | Complete? | Last Edited |
|---------------------|-----------|----------------------------------|
| General Information | ✓ | Nov 5, 2024 12:05 PM - TEST TEST |
| Justification | ✓ | Nov 5, 2024 12:19 PM - TEST TEST |
| Budget | ✓ | Nov 5, 2024 12:30 PM - TEST TEST |
| Confirmation | ✓ | Nov 5, 2024 1:18 PM - TEST TEST |
| Attachments | ✓ | Nov 5, 2024 1:25 PM - TEST TEST |

STATUS REPORTS

- Status Reports due:
 - 01/10/2025
 - 07/10/2025
 - 01/10/2026
 - 07/10/2026
 - 10/15/2026
- Reporting period:
 - 01/10/2025 Status Report 09/01/2024 – 12/31/2024
 - 07/10/2025 Status Report 01/01/2025 – 06/30/2025
 - 01/10/2026 Status Report 07/01/2025 – 12/31/2025
 - 07/10/2026 Status Report 01/01/2026 – 06/30/2026
 - 10/15/2026 Status Report 07/01/2026 – 08/31/2026
- To submit Status Report, select “Status Report” component in WebGrants

| Component | Last Edited |
|----------------------------|-------------------------------------|
| General Information | Nov 4, 2024 11:09 AM - Chelsey Call |
| Contact Information | |
| SHSP Budget | |
| Claims | |
| Correspondence | |
| Subaward Adjustments | |
| Status Reports | |
| Attachments | |
| SHSP Project Package | |
| Subaward Documents - Final | |
| Named Attachments | |
| Closeout | |
| Funding Opportunity | - |
| Application | - |

STATUS REPORTS

- **Milestones** are used as a reporting mechanism in the Status Report
 - *DPS/OHS provides the milestone description: do not change or add to these*
- Milestone Progress
 - Enter the project name (FY24 CTO Organization Name)
 - Enter the Estimated Date of Completion for all milestones
 - ✓ This should be a future date that allows for time to complete that milestone **OR**
 - ✓ The date the milestone was actually completed
 - Enter the % Milestone Completed for all milestones
 - ✓ Add estimated or actual completion % for each milestone at the time of the status report
 - Provide a brief narrative of the status of the current milestone
- Narrative Project Progress
 - What do you anticipate accomplishing over the next period?
 - Do you have any project accomplishments to highlight?
 - Are there any negative issues that should be noted?

STATUS REPORTS

- Status Report with milestones has already been setup and is ready to update
 - Select “ID” for Status Report that is due

| ID | Type | Status | Title | Reporting Period | Due Date | Last Submitted Date | Arrived |
|-------------|-------------|---------|-------|-------------------------|------------|---------------------|---------|
| 33086 - 001 | Semi-Annual | Editing | | 09/01/2024 - 12/31/2024 | 01/10/2025 | | |

- Select “Edit Status Report”

Status Report Preview Attachments Alert History Map

Status Report Details Withdraw Copy Edit Status Report

32995 - CTO Equipment - 2024

Status Report Details

| | |
|---|---|
| Funding Opportunity: 32991-FY 2024 SHSP Counter Terrorism Officer (CTO) Equipment Grant TEST | Initial Submit Date: Initially Submitted By: |
| Program Area: State Homeland Security Program | Last Submit Date: |
| Status: Editing | Last Submitted By: |
| Status Report Number: 001 | Approved Date: |
| Status Report Type: Semi-Annual | |
| Reporting Period: 09/01/2024 - 12/31/2024 | |

STATUS REPORTS

- Select “Milestone Progress Report”

Status Report Preview Attachments Alert History Map

Status Report Details

Withdraw **Copy** **Preview Status Report**

Status Report cannot be Submitted Currently

- Status Report components are not complete

| Component | Complete? | Last Edited |
|---------------------------|-----------|---------------------------------------|
| General Information | ✓ | Nov 6, 2024 10:02 AM - Adriana Budean |
| Milestone Progress Report | - | - |

STATUS REPORTS

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

☰ Milestone Status Report

Save Form

Is this the final Status Report?*

Yes

No

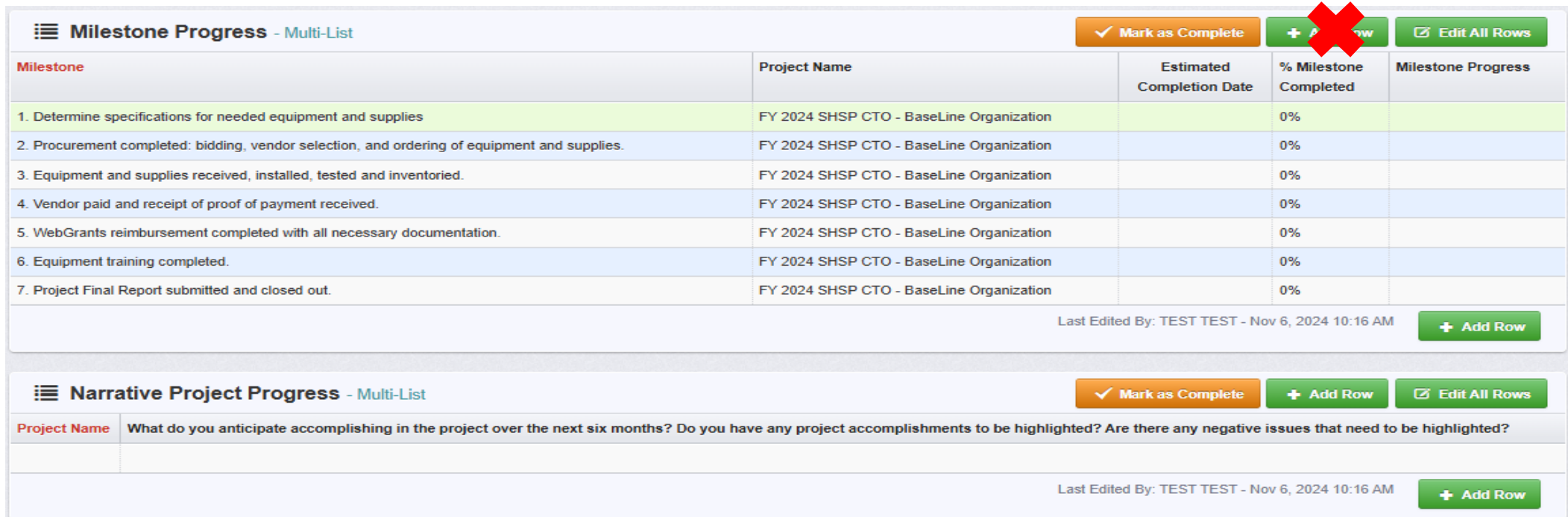
Save Form



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

STATUS REPORTS

- Select “Edit All Rows” to edit the entire Milestone Progress Report at once or select each milestone to edit individually
 - Do NOT select Add Row
 - Do NOT add or edit the text listed under the Milestone heading



Milestone Progress - Multi-List

Buttons: Mark as Complete, Edit All Rows

| Milestone | Project Name | Estimated Completion Date | % Milestone Completed | Milestone Progress |
|--|--|---------------------------|-----------------------|--------------------|
| 1. Determine specifications for needed equipment and supplies | FY 2024 SHSP CTO - BaseLine Organization | | 0% | |
| 2. Procurement completed: bidding, vendor selection, and ordering of equipment and supplies. | FY 2024 SHSP CTO - BaseLine Organization | | 0% | |
| 3. Equipment and supplies received, installed, tested and inventoried. | FY 2024 SHSP CTO - BaseLine Organization | | 0% | |
| 4. Vendor paid and receipt of proof of payment received. | FY 2024 SHSP CTO - BaseLine Organization | | 0% | |
| 5. WebGrants reimbursement completed with all necessary documentation. | FY 2024 SHSP CTO - BaseLine Organization | | 0% | |
| 6. Equipment training completed. | FY 2024 SHSP CTO - BaseLine Organization | | 0% | |
| 7. Project Final Report submitted and closed out. | FY 2024 SHSP CTO - BaseLine Organization | | 0% | |

Last Edited By: TEST TEST - Nov 6, 2024 10:16 AM

Narrative Project Progress - Multi-List

Buttons: Mark as Complete, Edit All Rows

| 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? |
|--------------|---|
| | |

Last Edited By: TEST TEST - Nov 6, 2024 10:16 AM

STATUS REPORTS

- Complete “Milestone Progress” section of Status Report
 - Milestone – Do **NOT** change any of the Milestone descriptions
 - Project Name – Add a brief project name (i.e., FY 2024 Baseline Organization CTO Grant)
 - Estimated Completion Date – Add estimated or actual completion date for each milestone at time of status report
 - % Milestone Completed – Add estimated % of milestone completed at time of status report
 - Milestone Progress – Enter pertinent notes on milestone (i.e., Specifications for mobile radio complete)
- Complete Narrative Project Progress
 - Include what you anticipate accomplishing the next six months, project accomplishments to highlight, and negative issues to highlight

STATUS REPORTS

- Select “Save Multi-List” when complete – either button works

Milestone Progress - Edit Save Multi-List

| Milestone | Project Name | Estimated Completion Date | % Milestone Completed | Milestone Progress |
|--|--|---------------------------|-----------------------|---|
| 1. Determine specifications for needed equipment and supplies | FY 2024 SHSP CTO - BaseLine Organization | 12/30/2024 | 100% | Specifications for equipment have been determined. |
| 2. Procurement completed: bidding, vendor selection, and ordering of equipment and supplies. | FY 2024 SHSP CTO - BaseLine Organization | 01/27/2025 | 70% | The bidding process is complete and the vendor selected. Equipment will be ordered in the next two weeks. |
| 3. Equipment and supplies received, installed, tested and inventoried. | FY 2024 SHSP CTO - BaseLine Organization | 02/17/2025 | 0% | We anticipate all equipment will be received, installed tested, and inventoried in the next 45 days. |
| 4. Vendor paid and receipt of proof of payment received. | FY 2024 SHSP CTO - BaseLine Organization | 03/03/2025 | 0% | Vendor payment will be processed after all equipment has been received, installed and tested. |
| 5. WebGrants reimbursement completed with all necessary documentation. | FY 2024 SHSP CTO - BaseLine Organization | 06/16/2025 | 0% | WebGrants reimbursement is estimated to be completed with all necessary documentation within the next six months. |
| 6. Equipment training completed. | FY 2024 SHSP CTO - BaseLine Organization | 03/17/2025 | 0% | We anticipate all training will be completed within 30 days of receipt of equipment |
| 7. Project Final Report submitted and closed out. | FY 2024 SHSP CTO - BaseLine Organization | 06/16/2025 | 0% | The final Status Report is estimated to be completed by 06/16/2025. |

Narrative Project Progress - Edit Save Multi-List

Project Name: FY 2024 SHSP CTO - BaseLine Organization

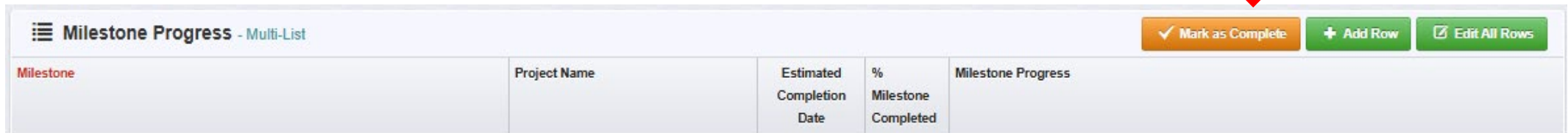
What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?

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



STATUS REPORTS

- Select “Mark as Complete”

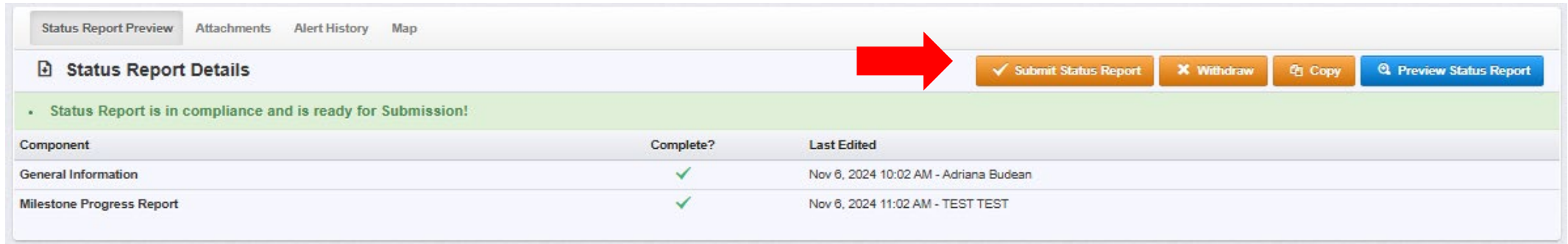


Milestone Progress - Multi-List

Buttons: [✓ Mark as Complete](#) [+ Add Row](#) [☑ Edit All Rows](#)

| Milestone | Project Name | Estimated Completion Date | % Milestone Completed | Milestone Progress |
|-----------|--------------|---------------------------|-----------------------|--------------------|
|-----------|--------------|---------------------------|-----------------------|--------------------|

- When all components are marked as completed, select “Submit Status Report”



Status Report Preview Attachments Alert History Map

Status Report Details

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

Buttons: [✓ Submit Status Report](#) [✕ Withdraw](#) [📄 Copy](#) [🔍 Preview Status Report](#)

| Component | Complete? | Last Edited |
|---------------------------|-----------|---------------------------------------|
| General Information | ✓ | Nov 6, 2024 10:02 AM - Adriana Budean |
| Milestone Progress Report | ✓ | Nov 6, 2024 11:02 AM - TEST TEST |

- Once approved, DPS/OHS will duplicate the report, to serve as the start of your next status report
 - Please update any existing text on the next status report, ensuring all information is accurate

STATUS REPORTS

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

STATUS REPORTS

Common Status Report Mistakes

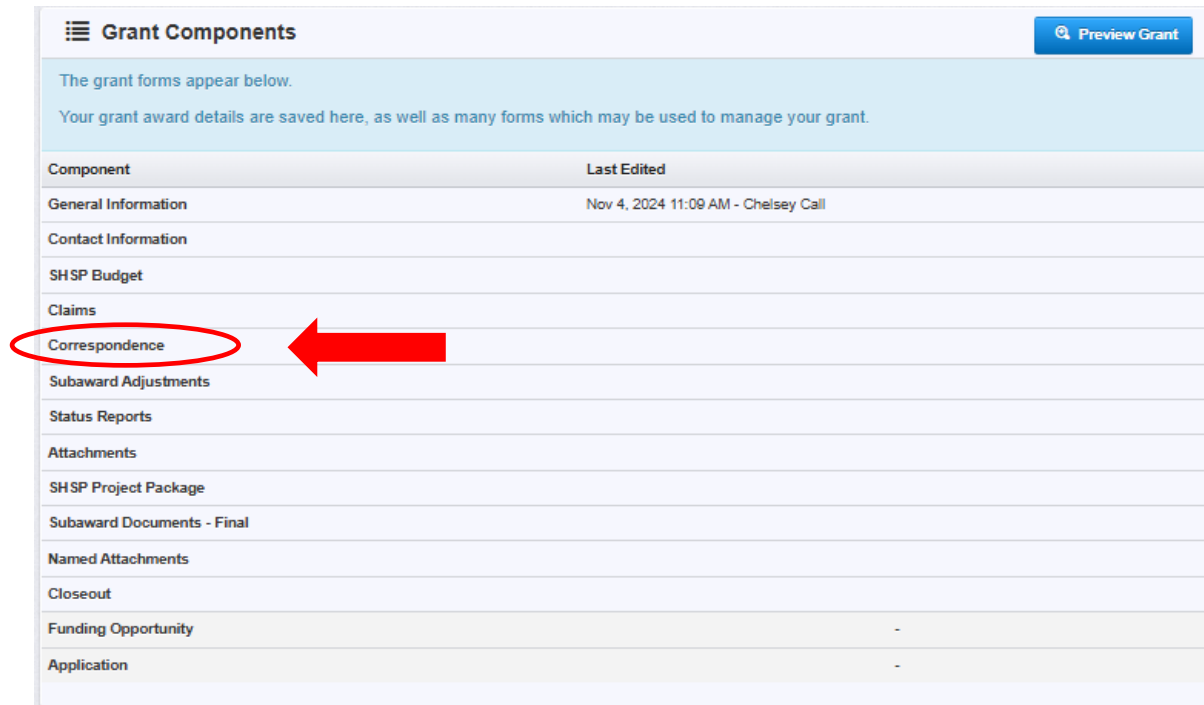
- Estimated completion date that is in the past with a milestone that is not 100% complete
 - Estimated completion date should be updated with each status report, unless the milestone is complete
- Estimated completion date that is in the future with a milestone that is marked 100% complete
 - The estimated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

Status Report Details

| | |
|-----------------------|---|
| Funding Opportunity: | 32991-FY 2024 SHSP Counter Terrorism Officer (CTO) Equipment Grant TEST |
| Program Area: | State Homeland Security Program |
| Status: | Editing |
| Status Report Number: | 001 |
| Status Report Type: | Semi-Annual |
| Reporting Period: | 09/01/2024 - 12/31/2024 |

CORRESPONDENCE

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

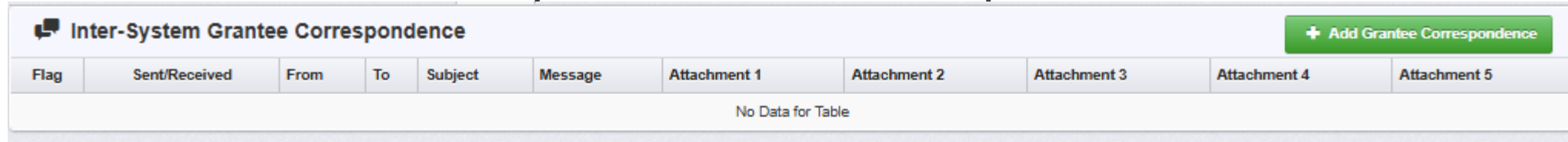


The screenshot shows the 'Grant Components' page. At the top, there is a header with a hamburger menu icon, the text 'Grant Components', and a 'Preview Grant' button. Below the header, there is a light blue box with the text: 'The grant forms appear below. Your grant award details are saved here, as well as many forms which may be used to manage your grant.' Below this box is a table with two columns: 'Component' and 'Last Edited'. The table lists various components, with 'Correspondence' circled in red and a red arrow pointing to it from the right.

| Component | Last Edited |
|----------------------------|-------------------------------------|
| General Information | Nov 4, 2024 11:09 AM - Chelsey Call |
| Contact Information | |
| SHSP Budget | |
| Claims | |
| Correspondence | |
| Subaward Adjustments | |
| Status Reports | |
| Attachments | |
| SHSP Project Package | |
| Subaward Documents - Final | |
| Named Attachments | |
| Closeout | |
| Funding Opportunity | - |
| Application | - |

CORRESPONDENCE

- Select “Add” under Inter-System Grantee Correspondence



The screenshot shows a web interface for "Inter-System Grantee Correspondence". At the top right, there is a green button labeled "+ Add Grantee Correspondence". Below this is a table with the following columns: Flag, Sent/Received, From, To, Subject, Message, Attachment 1, Attachment 2, Attachment 3, Attachment 4, and Attachment 5. The table is currently empty, with the text "No Data for Table" centered below the column headers.

- 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



The screenshot shows the "Inter-System Grantee Correspondence" form. It includes a "Flag" dropdown menu, a "To*" field with three selected recipients: "TEST TEST", "Chelsey Call", and "Adriana Budean". Below the "To*" field is a note: "CC addresses must be entered in a valid email format, i.e. name@domain.org. Use a semicolon (;) to separate multiple CC email addresses." The "CC:" field contains the email addresses "Clerk@newcounty.mo.gov;" and "emd@newcounty.mo.gov".

CORRESPONDENCE

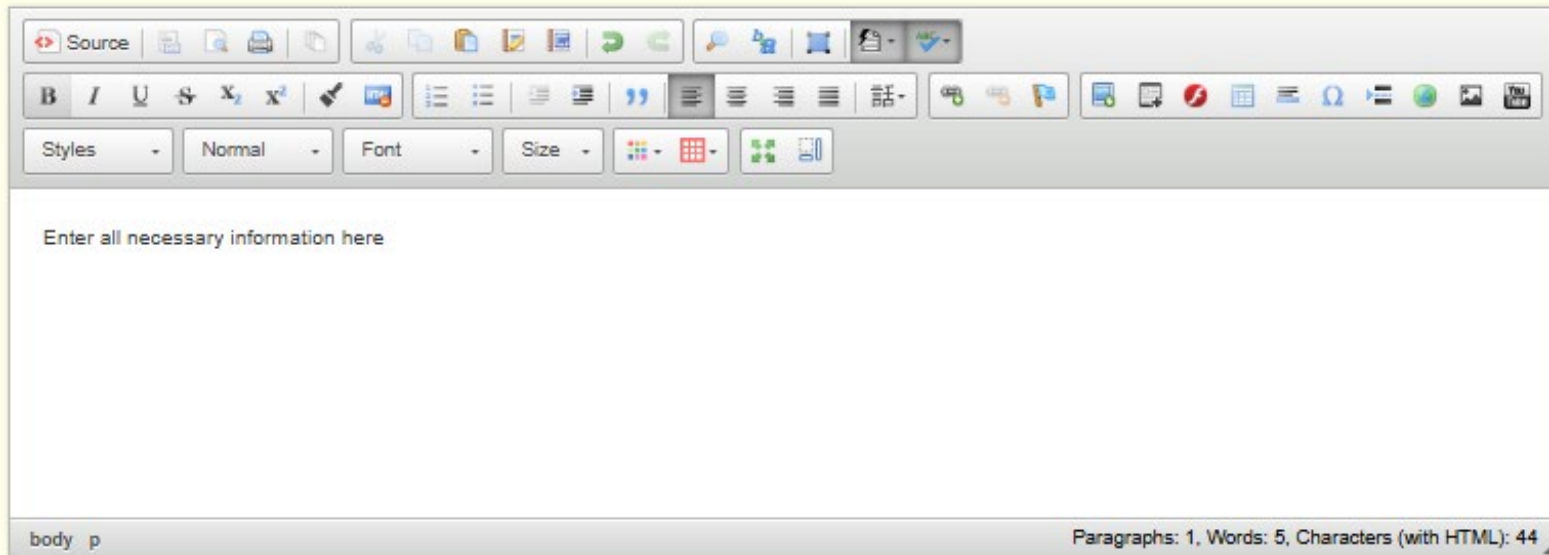
- Enter a “Subject” for the message

Subject:

FY 2024 SHSP CTO Equipment Grant Question

- Enter all necessary information in the “Message” section

Message:



The screenshot shows a message composition window with a rich text editor toolbar. The toolbar includes various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment (left, center, right, justified), bulleted and numbered lists, indentation, link, unlink, insert image, insert video, insert table, and insert link. Below the toolbar is a text area with the placeholder text "Enter all necessary information here". At the bottom of the window, there is a status bar that reads "body p" on the left and "Paragraphs: 1, Words: 5, Characters (with HTML): 44" on the right.

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](#)

CORRESPONDENCE


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

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 |
|------|----------------------|-----------|---------------------------|--|--------------------------------------|--------------|--------------|--------------|--------------|--------------|
| | Nov 13, 2024 1:31 PM | TEST TEST | TEST TEST, Adriana Budean | FY 2024 SHSP Law Enforcement Terrorism Prevention Activities (LETPA) | Enter sll necessary information here | | | | | |

Showing 1 to 1 of 1 entries



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:

Subject*:

Message:

From: TEST TEST, Date:

Enter all necessary information here

Attachment 1: Select file

Attachment 2: Select file

Paragraphs: 3, Words: 9, Characters (with HTML): 180

GRANT FILE

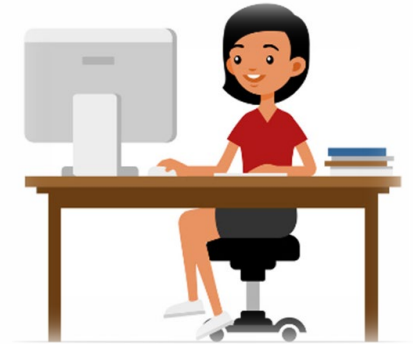
- All grant records shall be retained by the subrecipient for:
 - At least 5 years from the end of the state fiscal year in which the grant closes or following notification by the awarding agency that the grant has been programmatically and fiscally closed or at least 5 years following the closure of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

GRANT CLOSEOUT

- Grant Period of Performance ends 08/31/2026
- Final Claims and Final Status Report are due 45 days after the end of the period of performance (10/15/2026)
- 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 DPS/OHS acts as a pass-through entity and is subject to the requirements of pass-through entities guided by 2 CFR 200
- [2 CFR 200.332 \(e\)](#) states, “All pass-through entities must monitor the activities of a subrecipient as necessary to ensure that the subrecipient complies with Federal statutes, regulations, and the terms and conditions of the subaward. The pass-through entity is responsible for monitoring the overall performance of a subrecipient to ensure that the goals and objectives of the subaward are achieved.”
- Types of Monitoring
 - Desk – Review that is completed by the DPS/OHS at the DPS/OHS’ office
 - On-Site – Review that is conducted by the DPS/OHS at the subrecipient’s agency



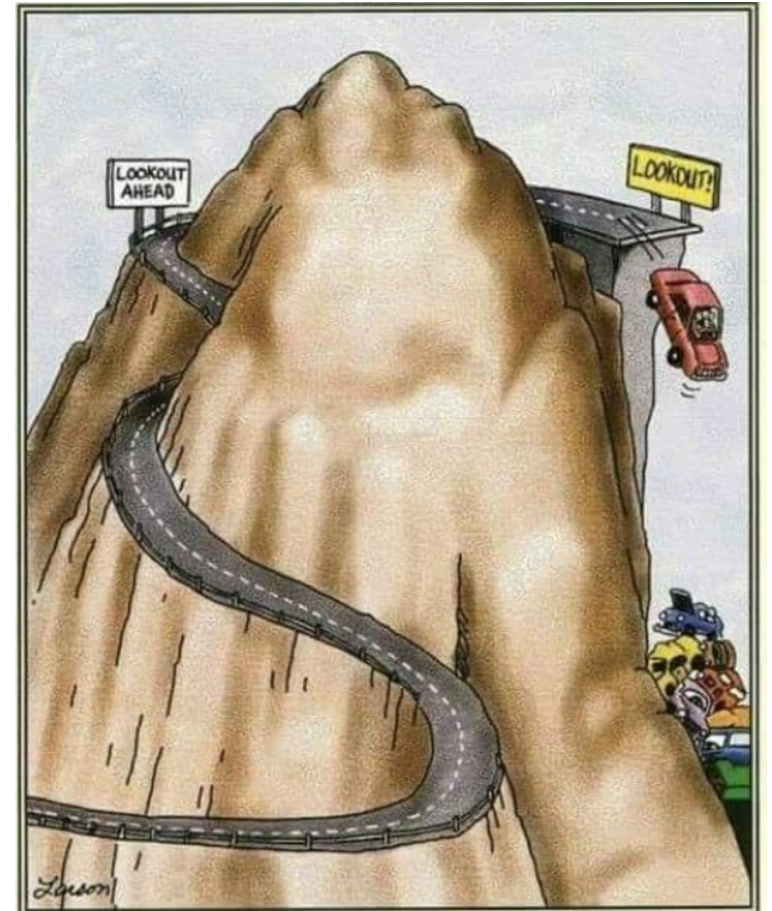
MONITORING

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



MONITORING

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



IMPORTANT DATES

Grant Period of Performance Begin – September 1, 2024

Compliance Workshop Acknowledgement Due – December 9, 2024

Subaward Agreements Due – December 4, 2024

Nationwide Cybersecurity Review (NCSR) Completed – December 31, 2024

Status Report Due Dates – January 10th and July 10th

Grant Period of Performance End – August 31, 2026

Final Claim and Final Status Report – October 15, 2026

QUESTIONS



DPS/OHS CONTACTS

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