

STATE HOMELAND SECURITY PROGRAM (SHSP) FY 2024 ENHANCING ELECTION SECURITY (EES) GRANT

COMPLIANCE WORKSHOP
DECEMBER 3, 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 ENHANCING ELECTION SECURITY (EES)

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

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

The objective of the FY 2024 SHSP is to fund state and local efforts to prevent terrorism and prepare the Nation for threats and hazards that pose the greatest risk to the security of the United States.

FEDERAL GRANT REQUIREMENTS

- Code of Federal Regulations 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
Regulations provide the foundational requirements for federal financial assistance
- Subrecipients are required to comply with the programmatic requirements of the U.S. Department of Homeland Security (DHS), Notice of Funding Opportunity (NOFO), Fiscal Year 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 EES Grant Notice of Funding Opportunity (NOFO)
- Administrative Guide for Homeland Security Grants
- Information Bulletins
 - Information Bulletin 1: Policy on Monitoring
 - Information Bulletin 2: Policy on Advance Payment and Cash Advances
 - Information Bulletin 5: Policy on Reimbursement Requests
 - Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments

EMERGENCY OPERATIONS PLAN

- All subrecipients that maintain an Emergency Operations Plan (EOP)
 - Must update EOP once every two years
 - Conform to guidelines outlined in CPG 101 v.2.0, developing and maintaining EOP
 - If an EOP is not currently in place, you do not have to create one, but if there is an EOP in place, it must be updated



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)



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

Micro Purchases

Purchases less than \$10,000

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

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

Small Purchases

Purchases \$10,000-\$99,999.99

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

Macro Purchases

\$100,000 and higher

- Formal bid solicitation required
 - Advertised in at least two daily newspapers for general circulation at least 5 consecutive days before bids are to be opened
 - May also advertise in at least 2 weekly minority newspapers or provide through an electronic medium available to general public
 - Post a notice in a public area of your office
 - Solicit by mail or other reasonable methods generally available to the public
 - DPS/OHS must approve vendor if less than 3 bids received
- Maintain all procurement records, including:
 - **Bid Notice**
 - **Who** – List of vendors solicited
 - **When** – Dates
 - **What** – Quotes received
 - **Why** – Reason for vendor selection

SINGLE FEASIBLE SOURCE

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



SINGLE FEASIBLE SOURCE

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

- The item is available only from a single source; or
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or
- The Office of Homeland Security expressly authorizes noncompetitive proposals in response to a written request from the local agency; or
- After solicitation from 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
- Projects requiring completion of an Environmental Historic Preservation (EHP) review

AUDIT REQUIREMENTS

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

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

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

ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

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



ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

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

No Retroactive Approvals



ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

Environmental Planning and Historic Preservation Policy Guidance FEMA Policy #108-023-1, Revision 2



FEMA Policy: Grant Programs Directorate Environmental Planning and Historic Preservation

FEMA Policy #108-023-1, Revision 2

BACKGROUND

All Federal Emergency Management Agency (FEMA) Programs and Offices are responsible for the Environmental Planning and Historic Preservation (EHP) legal compliance requirements. However, recipients and subrecipients of Grant Programs Directorate (GPD) administered grants also have significant roles in assisting FEMA with those responsibilities. This policy will assist GPD recipients and subrecipients in meeting their legal compliance with EHP requirements and applies to all grants administered and managed by FEMA GPD. This policy supersedes FEMA Policy #108-023-1, Grant Programs Directorate Environmental Planning and Historic Preservation Policy Guidance (Revision 1) dated, July 26, 2018, and FEMA GPD Information Bulletin No. 404, Responsibility for Costs Incurred Implementing Environmental Planning and Historic Preservation Activities, April 13, 2015.

PURPOSE

This policy is intended to ensure that all FEMA GPD grant programs and activities, and FEMA GPD grant recipients and subrecipients comply with applicable federal EHP laws, Presidential Executive Orders and regulations.

PRINCIPLES

- A. Provide clear guidance to FEMA GPD grant recipients on their requirements for completing the EHP compliance review process.
- B. Provide clear, simple statements of how FEMA GPD intends to implement its authorities, actions and/or programs.

REQUIREMENTS

A. EHP Review Process

Outcome: FEMA GPD recipients and subrecipients have the information necessary to meet all EHP review process requirements for FEMA GPD-administered and managed projects.

1. Who is required to participate in the EHP review process: Recipients or subrecipients receiving funds administered or managed by GPD, with projects that involve changes to the natural or built environment, including but not limited to construction of communication towers; modification or renovation of existing buildings, structures, facilities and

ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

- FEMA may be required to consult with the relevant State Historic Preservation Office (SHPO), the U.S. Fish and Wildlife Service (FWS), the U.S. Army Corps of Engineers (USACE), and others to determine impacts to sensitive resources



ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

- Purpose of EHP review is to ensure compliance – **NOT** to deny or approve projects
- Costs of environmental review (e.g., archeological surveys, reports, etc.) are responsibility of and paid by the grant subrecipient



ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

The EHP form can be located on the DPS/OHS website in the [Grant Applications and Forms section](#):

Make sure your EHP Form includes

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

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

****We will be offering an optional training that will go into further detail on completing the EHP Form – December 9, 2024 9:30 am – 11:30 am****

ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

- **Project Description Example:**

- Bad

- Install cameras in courthouse

- Good

- Install 4 wall-mounted, motion-sensitive security cameras on the first floor of the 1898 county courthouse. Cameras will be installed opposite exit doors, 2 feet below drop ceiling (see diagram for location, position, and height). Wiring will use existing conduits..., etc.

ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

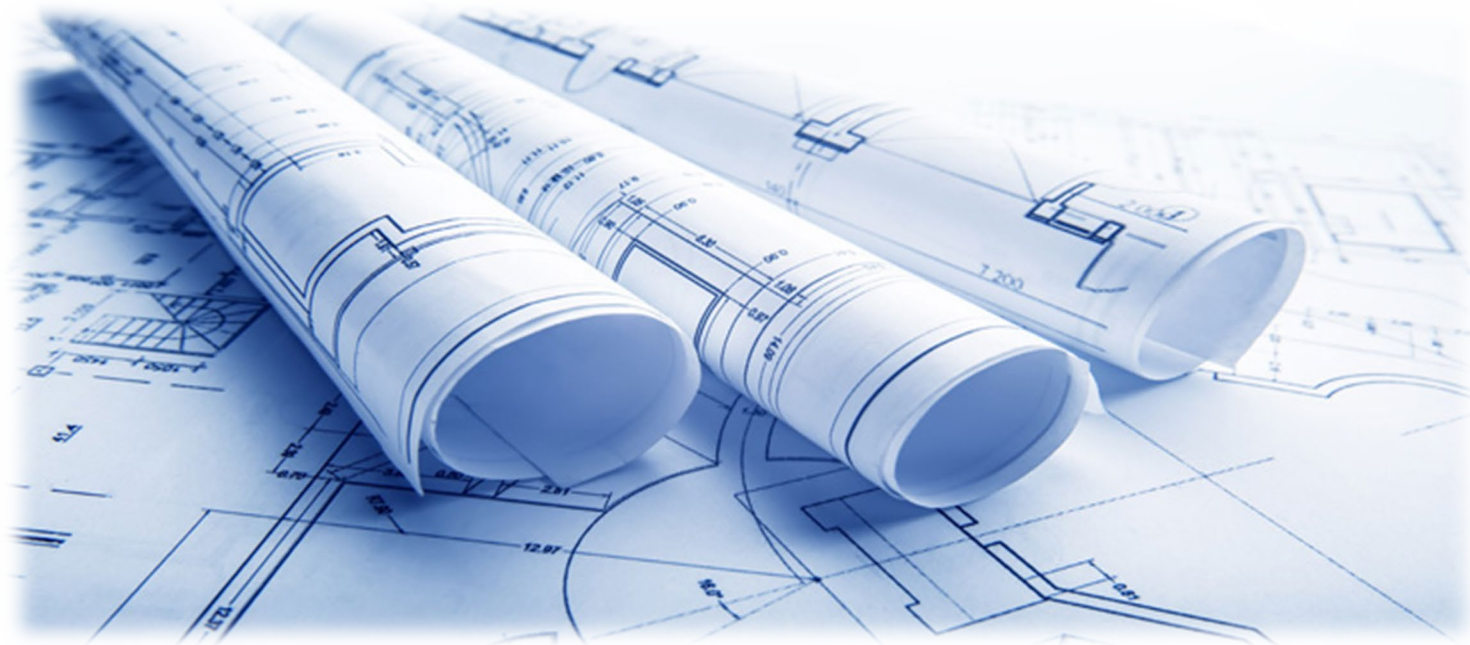
Required: site photographs, maps and drawings.

- Labeled, color, aerial photograph of the project site
- Labeled, color, ground-level photographs of the project site
- Labeled, color photograph of each location where equipment would be attached to a building or structure (interior and exterior)
- Label all photographs with the name of facility, location (city/county, state) and physical location (physical address or latitude-longitude)
- Identify ground disturbance including Length x Width x Depth
 - Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities
 - Include details of any fill materials involved in ground disturbances

ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

If Available:

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



ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

► Aerial Photo

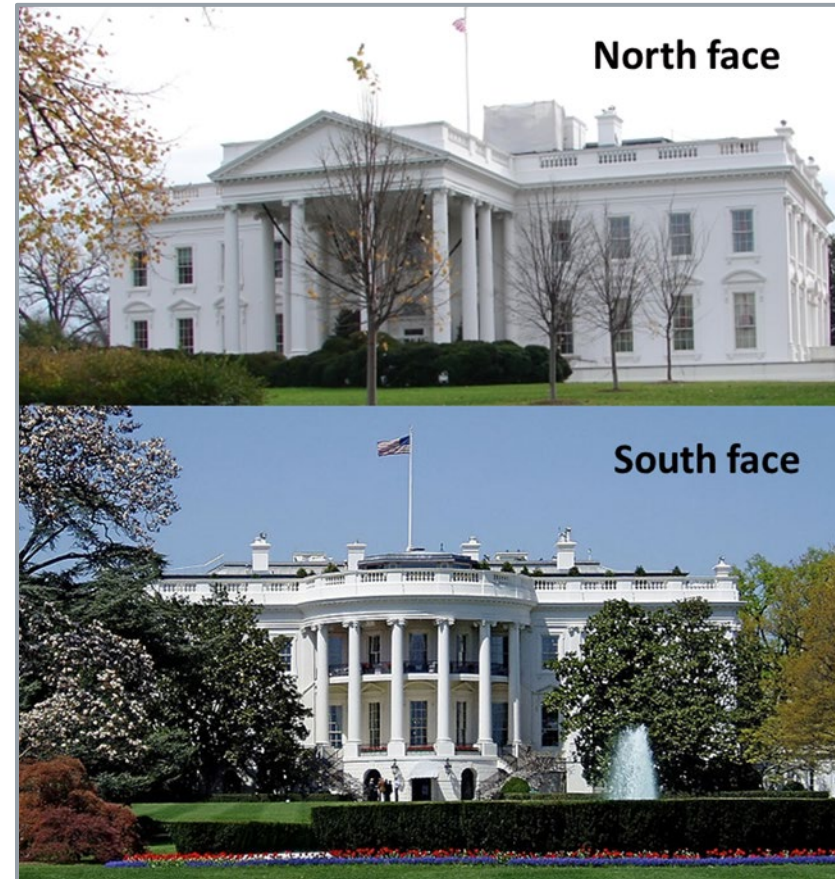


ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

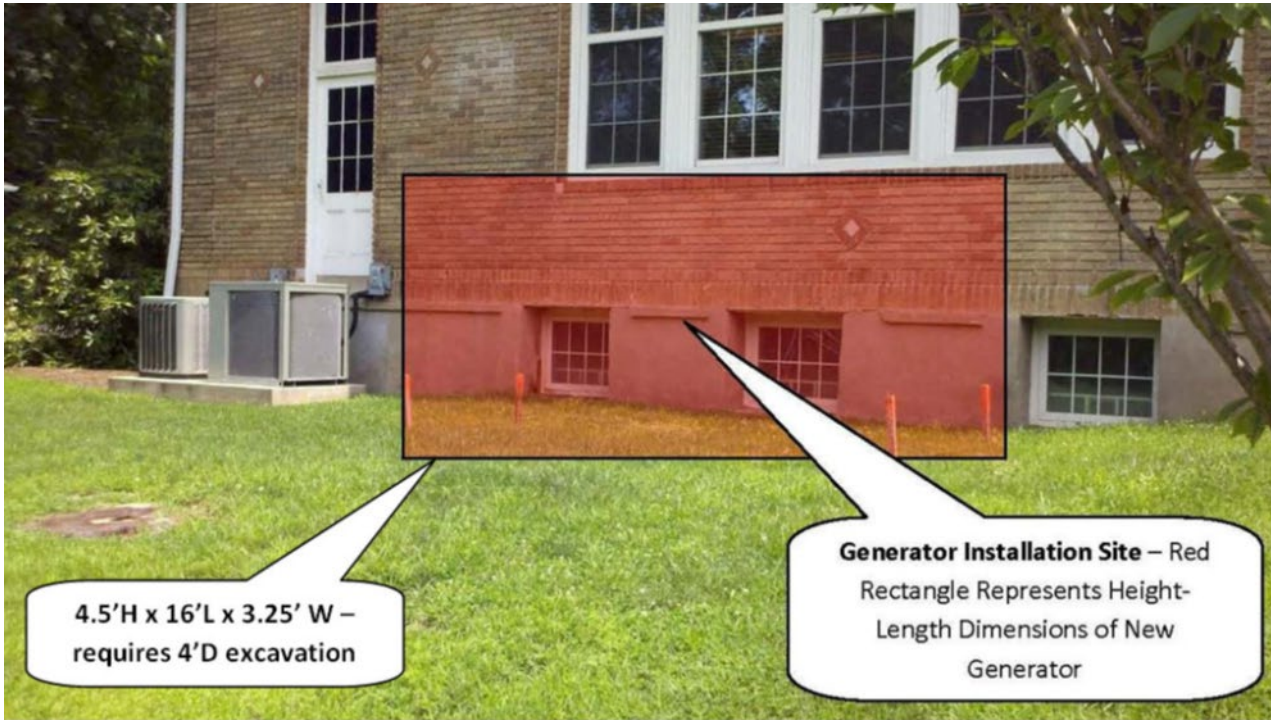
- Clear and complete ground level photos with captions



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



ENVIRONMENTAL HISTORIC PRESERVATION (EHP)



ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

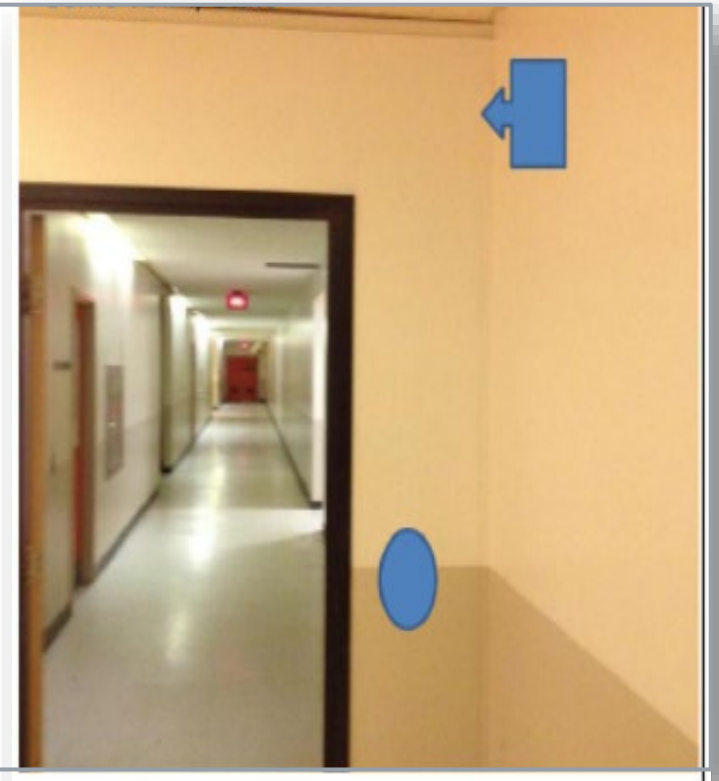
Interior Equipment Photographs

This example shows the use of graphic symbols to represent security features planned for a building

The same symbols are used in the other pictures where the same equipment would be installed at other locations in/on the building

Figure 1:

A camera will be added in the upper right corner and a proximity door access reader will be added for access control.



ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

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

Projects started before clearance is issued will
NOT be reimbursed!

- If the project scope changes, another EHP form must be approved prior to work beginning
- Submit forms via Correspondence in WebGrants
- Questions: Ada Budean (573) 522-1800

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 [new for FY 2024]
- 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:

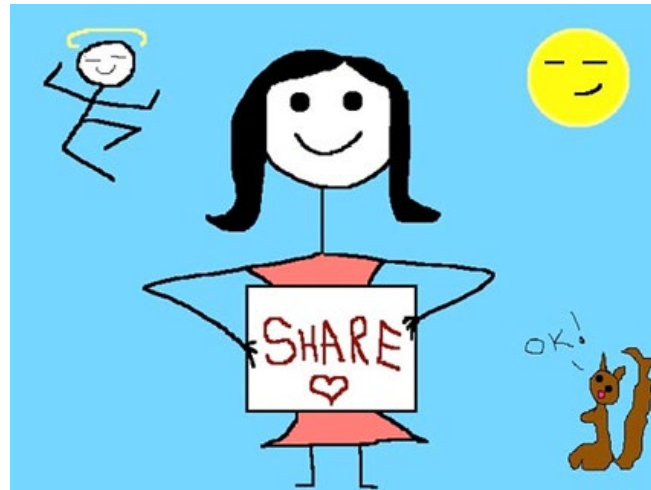


Purchased with U.S. Department of
Homeland Security Funds

- 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



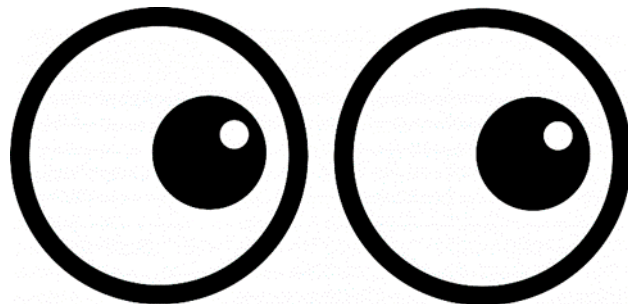
INVENTORY

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

INVENTORY

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

INVENTORY

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



INVENTORY

- If sold, the Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from the sale by the Federal awarding agency's percentage of participation
 - Example: Agency wants to sell their 2012 metal detector, which was 75% funded with Homeland Security funds and 25% funded with local funds. The fair market value for their metal detector 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

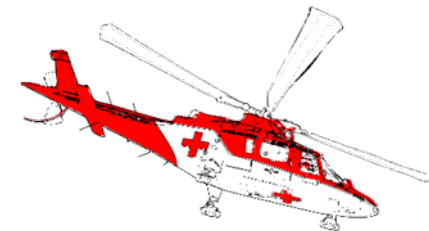
INVENTORY

- 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



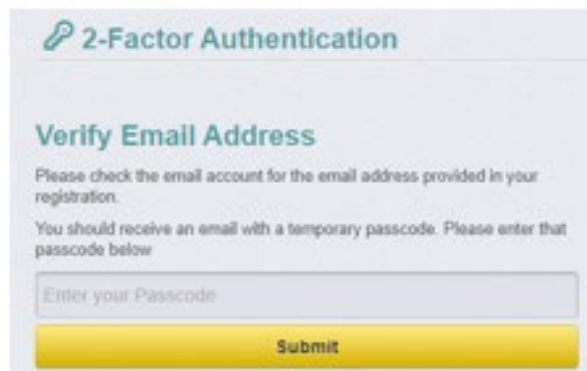
WEBGRANTS

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



The image shows a login form titled "Login" with a key icon. Below the title is a heading "Enter your user id and password". There are two input fields: "User ID" and "Password". Below the fields is a green button labeled "SIGN IN".

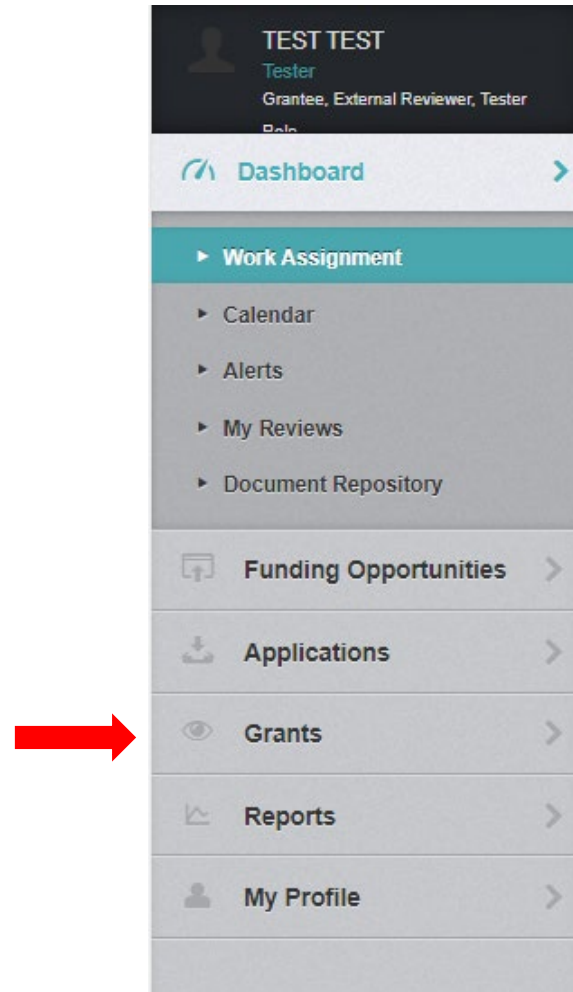
Two-factor authentication – this is a six-digit code that will be sent to you via email



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

WEBGRANTS

Select “Grants”



WEBGRANTS

- Select project titled FY24-SHSP-EES Grant

Current Grants Closed Grants Search Claims


☰ Current Grants

All active grants are listed below.

Search:

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Duration	Grant Amount
32986	Underway	2024	FY24-SHSP-EES-Baseline Organization	BaseLine Organization	SHSP-State Homeland Security Program	32961-FY 2024 SHSP Enhancing Election Security (EES) TEST	09/01/2024 - 08/31/2026	\$15,000.00

Showing 1 to 1 of 1 entries (filtered from 44 total entries)



WEBGRANTS

■ Grant Components

☰ Grant Components 🔍 Preview Grant	
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	Sep 20, 2024 10:54 AM - Debbie Musselman
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 the Subaward Documents – Final Component
 - Maintain the fully-signed Subaward Agreement in your grant file

☰ Grant Components 🔍 Preview Grant	
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	Sep 20, 2024 10:54 AM - Debbie Musselman
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 the Budget Component
 - Be sure to review approved budget before beginning procurement
 - Ensure you are only purchasing items that are on approved budget
 - Ensure you are purchasing the quantity of items that is on approved budget
 - Request Subaward Adjustment if need to make changes to budget (i.e. change in quantity)

BUDGET

☰ Equipment - 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
10001: Blast/Impact Resistant Laminate for Windows	14EX-00-BSIR	1.00	\$10,927.36	\$10,927.36	Not for Profit/Non-Profit	Equipment	Physical Security Enhancement Equipment
				\$10,927.36			

Last Edited By: Debbie Musselman - Sep 23, 2024 2:16 PM

☰ 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.

Baseline organization will install ballistic/impact resistant laminate on all first story windows of the polling location, thereby improving the safety and security of the area, the voters, and the polling personnel. Per quote, there will be 10 windows where laminate will be applied at a total cost of \$10,927.36, including laminate and installation fees.

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)

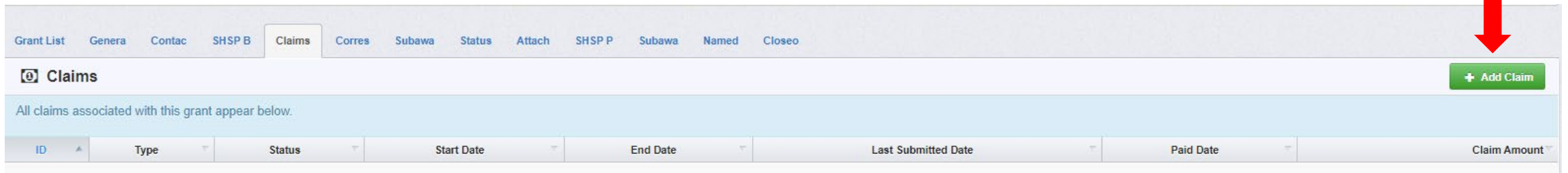
Submitting a claim in WebGrants

- Select the “Claims” component in WebGrants

Grant Components Preview Grant	
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	Sep 20, 2024 10:54 AM - Debbie Musselman
Contact Information	
SHSP Budget	
Claims	
Correspondence	
Subaward Adjustments	
Status Reports	
Attachments	
SHSP Project Package	
Subaward Documents - Final	
Named Attachments	
Closeout	
Funding Opportunity	-
Application	-

REIMBURSEMENT REQUEST (CLAIMS)

➤ Select “Add Claim”



The screenshot shows a navigation menu at the top with tabs: Grant List, Genera, Contac, SHSP B, Claims, Corres, Subawa, Status, Attach, SHSP P, Subawa, Named, and Closeo. The 'Claims' tab is selected. Below the navigation is a header for 'Claims' with a green '+ Add Claim' button. A red arrow points to this button. Below the header is a light blue banner with the text 'All claims associated with this grant appear below.' Below the banner is a table with the following columns: ID, Type, Status, Start Date, End Date, Last Submitted Date, Paid Date, and Claim Amount.

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

REIMBURSEMENT REQUEST (CLAIMS)

- Complete all Claim Components by selecting the component
 - General Information
 - Detail of Expenditure
 - Equipment Inventory
 - Other Attachments
- All components must be marked “Complete” before you can submit the claim

Claim Preview	Attachments	Alert History	Map
📄 Claim Details			
Claim cannot be Submitted Currently			
• Claim components are not complete			
Component	Complete?	Last Edited	
General Information	✓	Sep 20, 2024 12:01 PM - TEST TEST	
Detail of Expenditure	-	-	
Equipment Inventory	-	-	
Other Attachments	-	-	

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”
- It will automatically be marked as complete

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*:

Due Date:

Report Period*:
Start Date End Date

Final Request?*:

Click Yes if this is the final request

Invoice Number:

[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	✓	Sep 20, 2024 12:01 PM - TEST TEST
Detail of Expenditure	-	-
Equipment Inventory	-	-
Other Attachments	-	-

REIMBURSEMENT REQUEST (CLAIMS)

- Select Detail of Expenditure on the claim you created

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	✓	Sep 20, 2024 12:01 PM - TEST TEST
Detail of Expenditure	-	-
Equipment Inventory	-	-
Other Attachments	-	-

REIMBURSEMENT REQUEST (CLAIMS)

- Select “Add Row” under the appropriate budget category – either button will work
 - If the items being claimed for reimbursement are in the equipment category of the budget, you will select “Add Row” under the equipment section
 - If the items being claimed for reimbursement are in the supplies/operations category of the budget, you will select “Add Row” under the supplies/operations section

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

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

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

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

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

+ Add Row



REIMBURSEMENT REQUEST (CLAIMS)

Detail of Expenditures Component

- Complete each line of the Detail of Expenditures Form
- Select “Save Row” when complete – either button works

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*: Equipment-10001: Blast/Impact Resistant Laminate for Windows

Payee*: Vendor Name

Description*: Short description of item purchased

Quantity*: 1

Unit Cost*: 6000.00

Expense Total:

Federal Amount Requested*: 6000.00

Invoice Number*: 12345

Invoice Date*: 01/15/2025

Check/EFT Number*: 9876

Check/EFT Date*: 01/24/2025

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
- Confirm the amount(s) listed under the Reimbursement section are correct
- Select “Mark as Complete” after all expenditures have been added



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.										
Budget Line Label	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice Number	Invoice Date	Check/EFT Number	Check/EFT Date
Equipment-10001: Blast/Impact Resistant Laminate for Windows	Vendor Name	Short description of item purchased	1.00	\$6,000.00	\$6,000.00	\$6,000.00	12345	01/15/2025	9876	01/24/2025
						\$6,000.00				
						\$6,000.00				

REIMBURSEMENT REQUEST (CLAIMS)

- Select the “Equipment Inventory” Claim Component
- Answer Yes/No to the question, “Do you have any equipment on this claim?”

Equipment Save Form

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

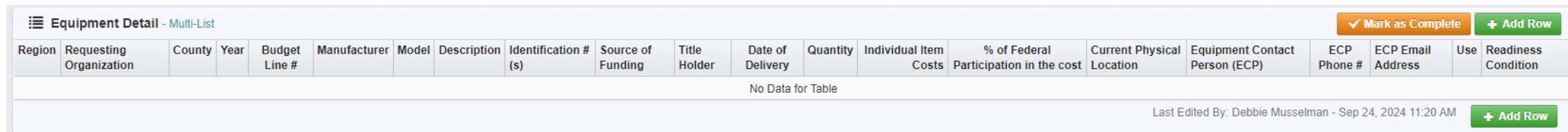
- Select “Save Form” – either button works
- If you do not have any equipment to add to the inventory, select “Mark as Complete”

Equipment ✓ Mark as Complete Edit Form

Do you have any equipment on this claim?: Yes

REIMBURSEMENT REQUEST (CLAIMS)

- If you do have equipment to add to the inventory, select “Add Row” – either button works



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: Debbie Musselman - Sep 24, 2024 11:20 AM + Add Row

- Each item needs to be entered on its own line
 - If you purchased two generators, there should be one line for each generator
- Complete all fields in the Equipment Detail Form

REIMBURSEMENT REQUEST (CLAIMS)

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

- Region – Subrecipient’s Region (MSHP Troop Boundaries)
- Requesting Organization – Subrecipient’s Organization
- 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., metal detector)
- Identification # - Unique identification numbers such as a serial number (N/A should be annotated if there is not a unique identification number)
- Source of Funding – Federal Funding utilized (SHSP EES)
- Title Holder – Subrecipient Organization who owns the equipment

REIMBURSEMENT REQUEST (CLAIMS)

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

REIMBURSEMENT REQUEST (CLAIMS)

- Verify Equipment Detail is correct and select “Save Row”

Source of Funding:

Title Holder:
Owner of the equipment.

Date of Delivery:
Date you received possession of the equipment.

Quantity:

Individual Item Costs:

Participation in the cost:
Percentage of federal funds used to purchase the equipment.

Current Physical Location:
Place (address) where the equipment is located. A post office box address is not a physical location for the purpose of inventory.

Contact Person (ECP):

ECP Phone #:

ECP Email Address:

Use:
Local, regional, statewide, national. This is a progressive scale. If national use is indicated, it is assumed it is available at the other levels as well.

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 missions.



REIMBURSEMENT REQUEST (CLAIMS)

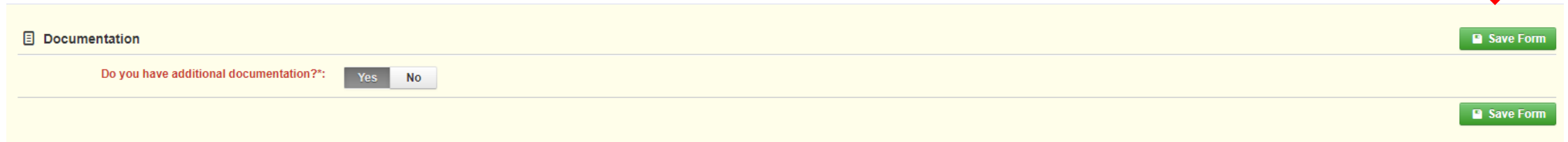
- Continue to add rows until all equipment information has been added to the inventory
- Verify the Equipment Detail is complete and correct and select “Mark As Complete”
- Remember, only 1 item per line and the per unit cost of that item should be \$5,000 or higher to meet the requirement to be added to the equipment inventory



☰ 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	Short Description	Serial number or property tax	SHSP EES	Baseline Organization	01/16/2025	1	\$5,621.33	100%	1101 Riverside Dr. Jefferson City, MO 65101	Debbie Musselman	573-751-5997	debbie.musselman@dps.mo.gov	Local	Mission capable		

REIMBURSEMENT REQUEST (CLAIMS)

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

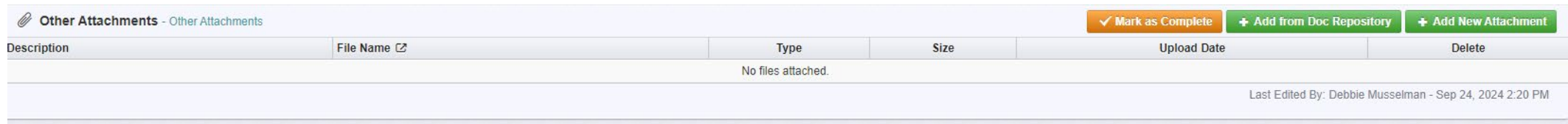


Documentation Save Form

Do you have additional documentation?*: Yes No Save Form

REIMBURSEMENT REQUEST (CLAIMS)

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



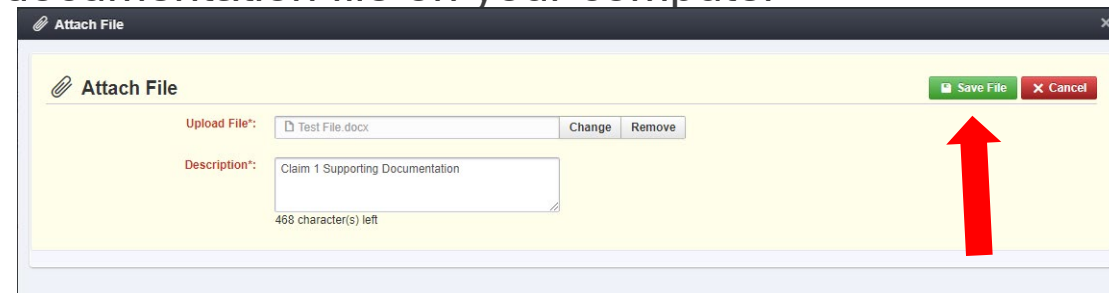
Other Attachments - Other Attachments

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

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

Last Edited By: Debbie Musselman - Sep 24, 2024 2:20 PM

- 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” – either button works



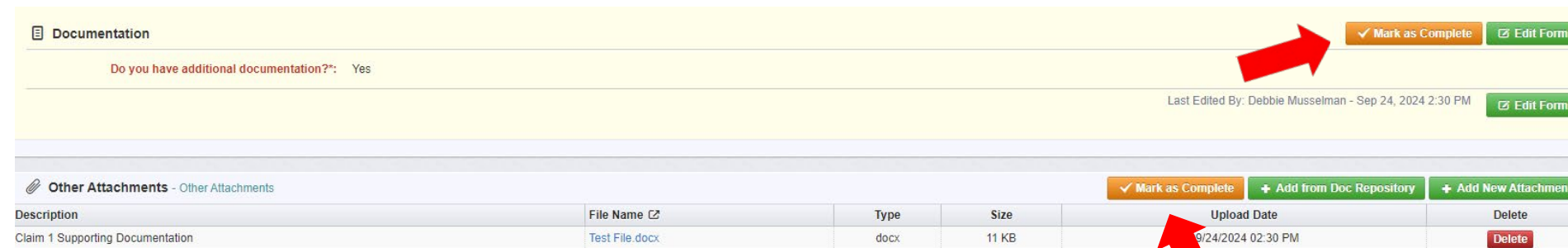
Attach File

Attach File

Upload File*: Test File.docx Change Remove

Description*: Claim 1 Supporting Documentation
468 character(s) left

Save File Cancel



Documentation

Do you have additional documentation?: Yes

✓ Mark as Complete Edit Form

Last Edited By: Debbie Musselman - Sep 24, 2024 2:30 PM Edit Form

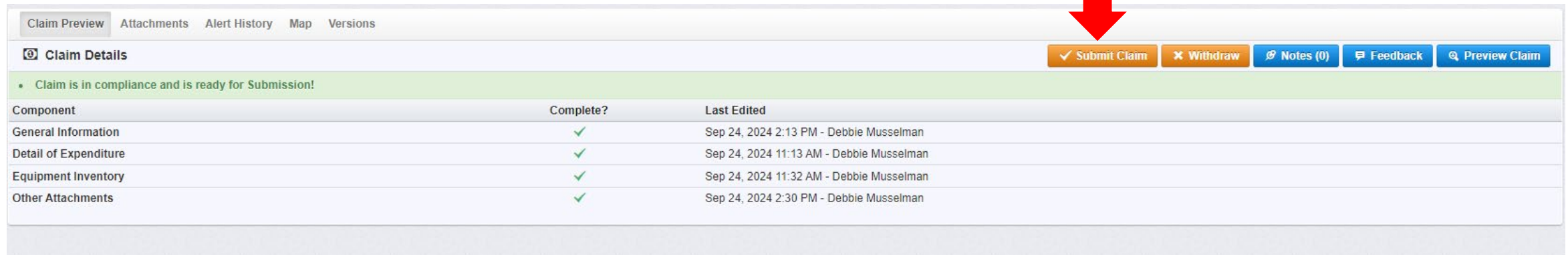
Other Attachments - Other Attachments

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

Description	File Name	Type	Size	Upload Date	Delete
Claim 1 Supporting Documentation	Test File.docx	docx	11 KB	9/24/2024 02:30 PM	Delete

REIMBURSEMENT REQUEST (CLAIMS)

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



The screenshot displays a web interface for claim management. At the top, there are navigation tabs: 'Claim Preview', 'Attachments', 'Alert History', 'Map', and 'Versions'. Below these is a 'Claim Details' section with a status message: 'Claim is in compliance and is ready for Submission!'. To the right of this message are several action buttons: 'Submit Claim' (highlighted with a red arrow), 'Withdraw', 'Notes (0)', 'Feedback', and 'Preview Claim'. Below the status message is a table with the following data:

Component	Complete?	Last Edited
General Information	✓	Sep 24, 2024 2:13 PM - Debbie Musselman
Detail of Expenditure	✓	Sep 24, 2024 11:13 AM - Debbie Musselman
Equipment Inventory	✓	Sep 24, 2024 11:32 AM - Debbie Musselman
Other Attachments	✓	Sep 24, 2024 2:30 PM - Debbie Musselman

SUBAWARD ADJUSTMENTS

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



SUBAWARD ADJUSTMENTS

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

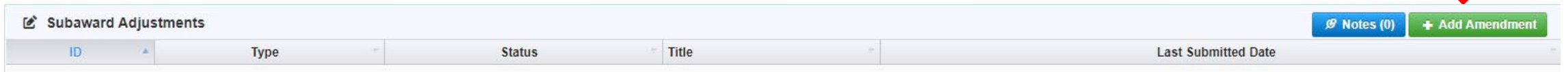
SUBAWARD ADJUSTMENTS

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

☰ Grant Components		🔍 Preview Grant
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	Sep 20, 2024 10:54 AM - Debbie Musselman	
Contact Information		
SHSP Budget	Sep 23, 2024 2:16 PM - Debbie Musselman	
Claims		
Correspondence		
Subaward Adjustments		
Status Reports		
Attachments		
SHSP Project Package		
Subaward Documents - Final		
Named Attachments		
Closeout		
Funding Opportunity		-
Application		-

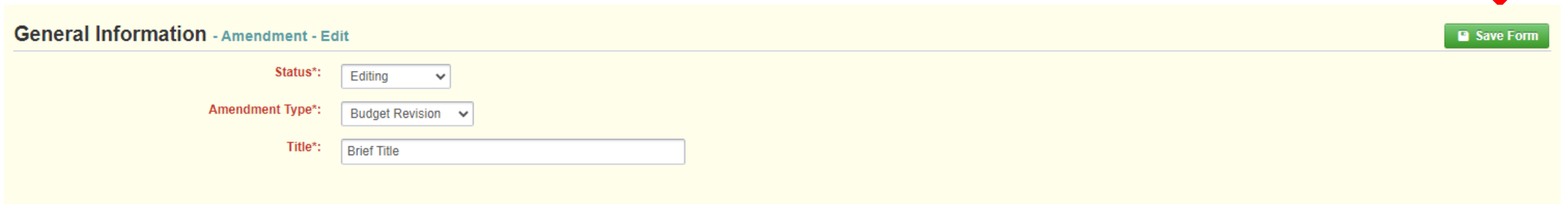
SUBAWARD ADJUSTMENTS

- Select “Add Amendment”



The screenshot shows the top of a web application interface. On the left, there is a header with a pencil icon and the text "Subaward Adjustments". Below this is a table with columns: "ID", "Type", "Status", "Title", and "Last Submitted Date". On the right side of the interface, there are two buttons: a blue button with a speech bubble icon and the text "Notes (0)", and a green button with a plus sign and the text "Add Amendment". A large red arrow points down from the top right towards the "Add Amendment" button.

- Complete General Information and select “Save Form”



The screenshot shows a form titled "General Information - Amendment - Edit". The form contains three fields: "Status*" with a dropdown menu showing "Editing", "Amendment Type*" with a dropdown menu showing "Budget Revision", and "Title*" with a text input field containing "Brief Title". In the top right corner of the form, there is a green button with a floppy disk icon and the text "Save Form". A large red arrow points down from the top right towards the "Save Form" 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
 - Confirmation
 - Attachments
- All components must be marked “Complete” before you can submit the Subaward Adjustment

Amendment Details [Preview Amendment](#)

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.

Amendment cannot be Submitted Currently

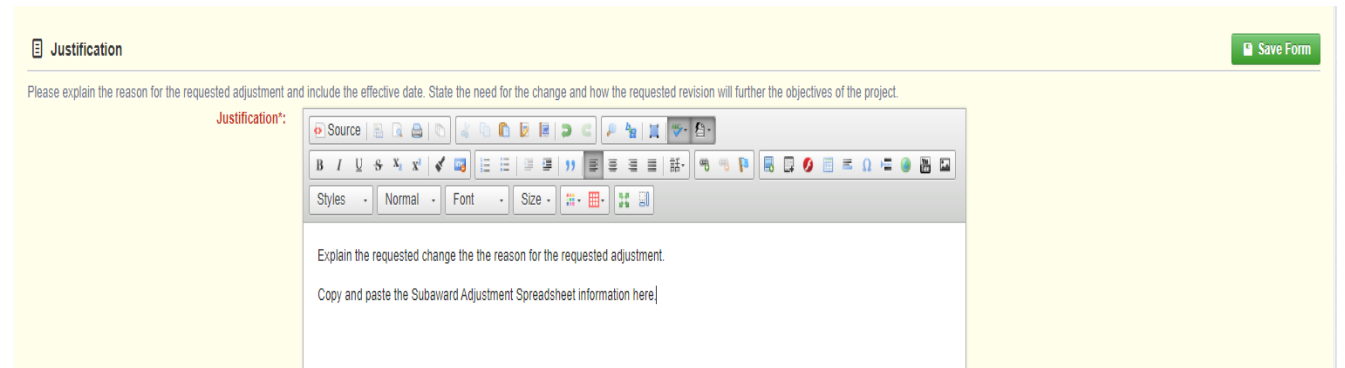
- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Sep 20, 2024 4:34 PM - Debbie Musselman
Justification	-	-
Budget	-	-
Confirmation	-	-
Attachments	-	-

SUBAWARD ADJUSTMENTS

Justification Component

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

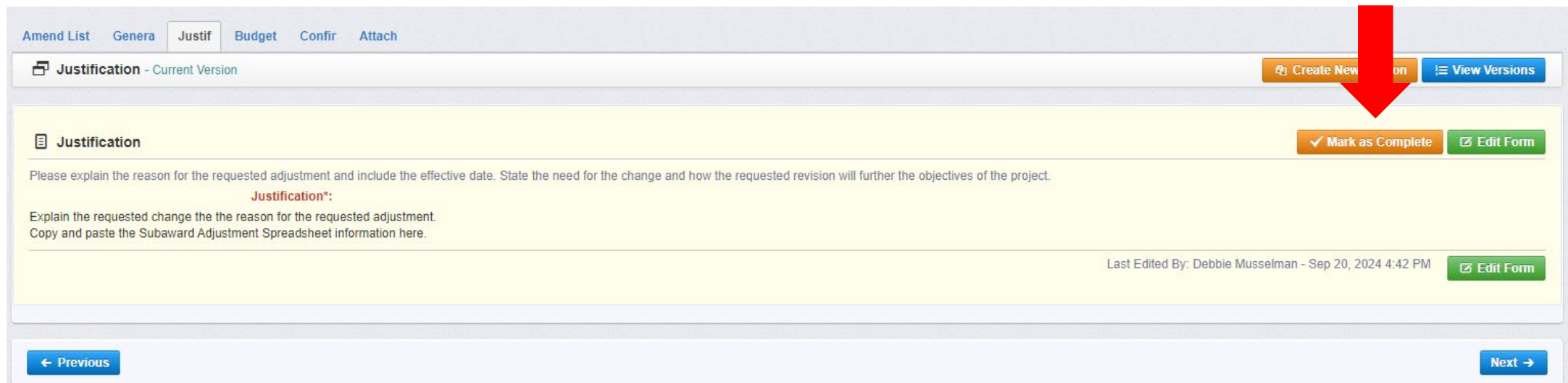


The screenshot shows a web form titled "Justification" with a "Save Form" button in the top right corner. A red arrow points to the button. The form contains a text area with a rich text editor toolbar and the following instructions: "Please explain the reason for the requested adjustment and include the effective date. State the need for the change and how the requested revision will further the objectives of the project." Below the text area, there are two lines of text: "Explain the requested change the the reason for the requested adjustment." and "Copy and paste the Subaward Adjustment Spreadsheet information here|".

Project Number	Line Number	Current Budget	Requested Change	Updated Budget	Notes
EMW-2024-SS-05013-001	10001	\$10,927.36	(\$1,012.37)	\$9,914.99	To reflect actual costs.
EMW-2024-SS-05013-001	11001	\$4,072.64	\$1,012.37	\$5,085.01	To reflect actual costs.
Total		\$15,000.00	\$0.00	\$15,000.00	

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 Create New Version View Versions

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 the the reason for the requested adjustment.
Copy and paste the Subaward Adjustment Spreadsheet information here.

Last Edited By: Debbie Musselman - Sep 20, 2024 4:42 PM Edit Form

← Previous Next →

SUBAWARD ADJUSTMENTS

Budget Component

- Select “Budget” for Budget Modifications
 - 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 Enhancing Election Security 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	\$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	\$12,500.00	\$13,000.50	\$500.50
Supplies/Operations	\$2,500.00	\$1,999.50	-\$500.50
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	\$15,000.00	100.00%	\$15,000.00	100.00%	\$0.00
Total Local Match Share	\$0.00	0.00%	\$0.00	0.00%	\$0.00
Total					

Save Grid

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 Version 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	\$12,500.00	\$13,000.50	\$500.50
Supplies/Operations	\$2,500.00	\$1,999.50	-\$500.50
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Total	\$15,000.00	\$15,000.00	\$0.00

Last Edited By: Debbie Musselman - Sep 20, 2024 4:54 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	\$15,000.00	100.00%	\$15,000.00	100.00%	\$0.00
Total Local Match Share	\$0.00	0.00%	\$0.00	0.00%	\$0.00

Last Edited By: Debbie Musselman - Sep 20, 2024 4:54 PM Edit Grid

Either button works

SUBAWARD ADJUSTMENTS

Confirmation Component

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

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*:

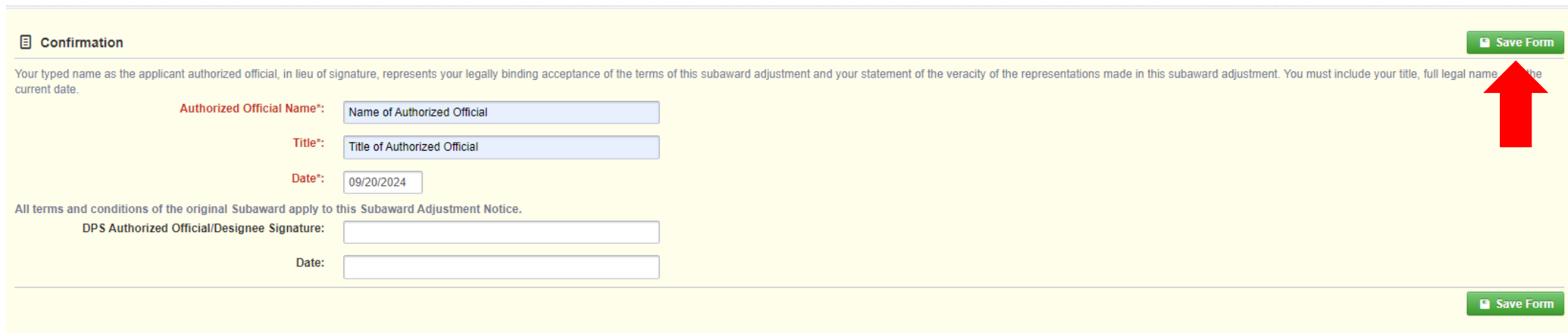
Date*:

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

DPS Authorized Official/Designee Signature:

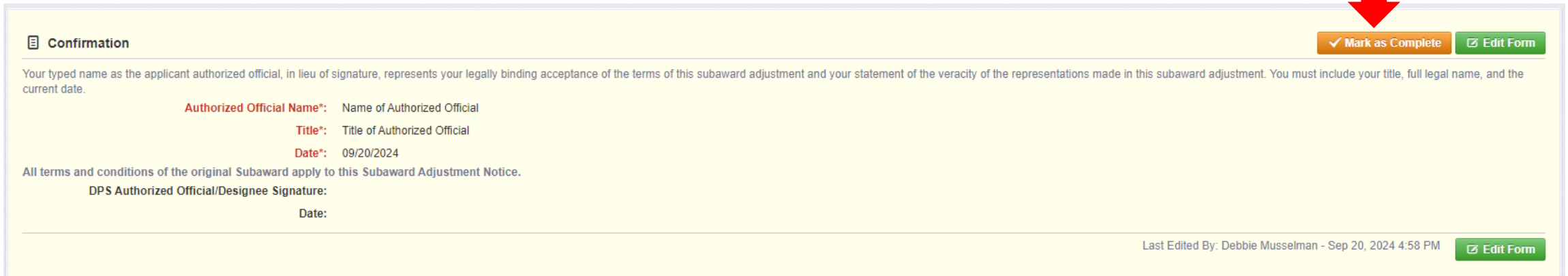
Date:

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*: 09/20/2024

All terms and conditions of the original Subaward apply to this Subaward Adjustment Notice.
DPS Authorized Official/Designee Signature:
Date:

✓ Mark as Complete Edit Form

Last Edited By: Debbie Musselman - Sep 20, 2024 4:58 PM 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

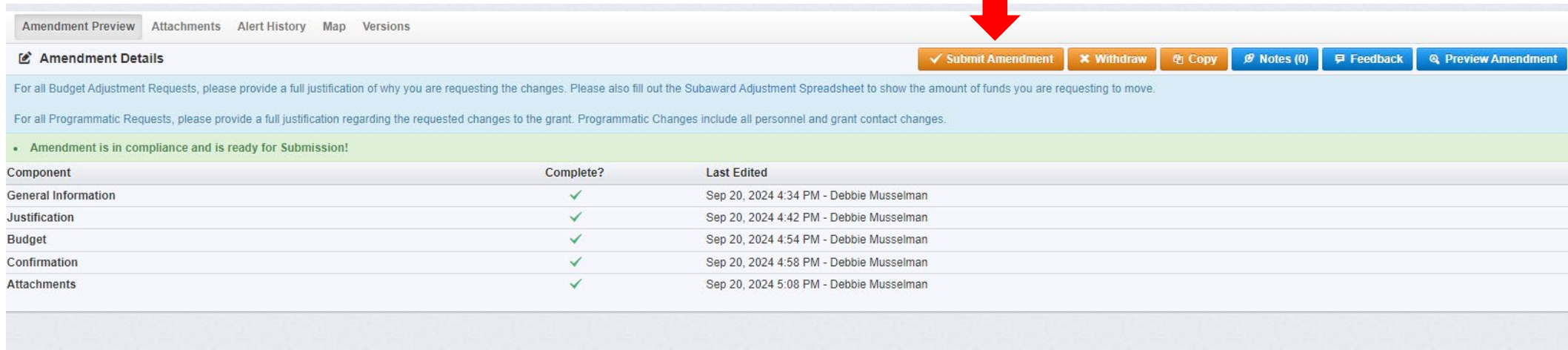
Upload File*:

Description*:

469 character(s) left

SUBAWARD ADJUSTMENTS

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



The screenshot shows the 'Amendment Details' page in a web application. At the top, there are navigation tabs: 'Amendment Preview', 'Attachments', 'Alert History', 'Map', and 'Versions'. Below these is a toolbar with several buttons: 'Submit Amendment' (highlighted in orange), 'Withdraw', 'Copy', 'Notes (0)', 'Feedback', and 'Preview Amendment'. A large red arrow points down to the 'Submit Amendment' button. Below the toolbar, there are two lines of instructional text: '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.' and '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 green banner with the text 'Amendment is in compliance and is ready for Submission!'. At the bottom, there is a table with three columns: 'Component', 'Complete?', and 'Last Edited'.

Component	Complete?	Last Edited
General Information	✓	Sep 20, 2024 4:34 PM - Debbie Musselman
Justification	✓	Sep 20, 2024 4:42 PM - Debbie Musselman
Budget	✓	Sep 20, 2024 4:54 PM - Debbie Musselman
Confirmation	✓	Sep 20, 2024 4:58 PM - Debbie Musselman
Attachments	✓	Sep 20, 2024 5:08 PM - Debbie Musselman

STATUS REPORTS

- Status Reports due:
 - 01/10/2025 and 7/10/2025
 - 01/10/2026 and 7/10/2026
 - 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- 6/30/2026
 - 10/15/2026 Status Report 07/01/2026 – 08/31/2026
- To submit Status Report, select “Status Report” 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

Component

General Information

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

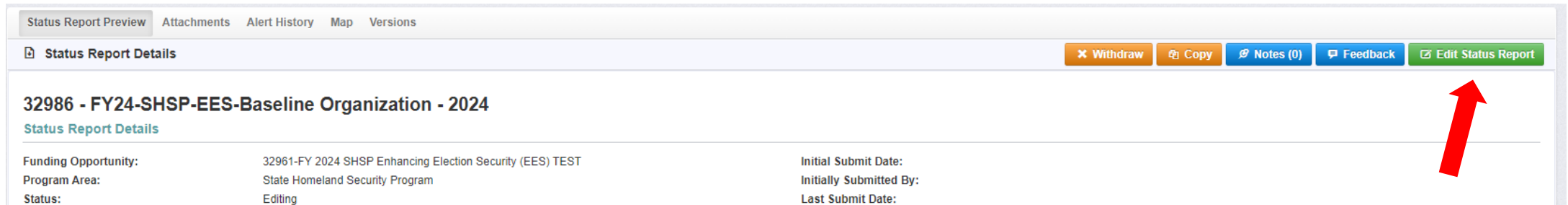
- Status Report with milestones has already been setup and is ready to update

- Select “ID” for Status Report that is due



ID	Type	Status	Title	Reporting Period	Due Date	Last Submitted Date	Arrived
32986 - 001	Semi-Annual	Editing	Status Report 1	09/01/2024 - 12/31/2024	01/10/2025		

- Select “Edit Status Report”



Status Report Preview Attachments Alert History Map Versions

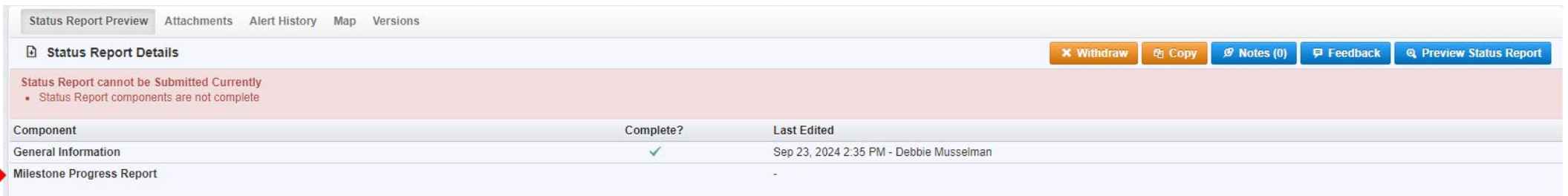
Status Report Details [Withdraw](#) [Copy](#) [Notes \(0\)](#) [Feedback](#) [Edit Status Report](#)

32986 - FY24-SHSP-EES-Baseline Organization - 2024

[Status Report Details](#)

Funding Opportunity:	32961-FY 2024 SHSP Enhancing Election Security (EES) TEST	Initial Submit Date:
Program Area:	State Homeland Security Program	Initially Submitted By:
Status:	Editing	Last Submit Date:

- Select “Milestone Progress Report”



Status Report Preview Attachments Alert History Map Versions

Status Report Details [Withdraw](#) [Copy](#) [Notes \(0\)](#) [Feedback](#) [Preview Status Report](#)

Status Report cannot be Submitted Currently

- Status Report components are not complete

Component	Complete?	Last Edited
General Information	✓	Sep 23, 2024 2:35 PM - Debbie Musselman
Milestone Progress Report		-

STATUS REPORTS

- 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”



The screenshot shows a web form titled "Milestone Status Report". At the top left, there is a tab icon and the title "Milestone Status Report". In the center, there is a question: "Is this the final Status Report?:". Below the question are two radio button options: "Yes" and "No". In the top right corner, there is a green button labeled "Save Form". A large red arrow points upwards towards the "Save Form" button.

STATUS REPORTS

- Select “Edit All Rows” to edit the Milestone Progress Report 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				
Milestone	Project Name	Estimated Completion Date	% Milestone Completed	Milestone Progress
1. Determine specifications for needed equipment and supplies.	FY24-SHSP-EES-Baseline Organization		0%	
2. Procurement completed: bidding, vendor selection, and ordering of equipment and supplies.	FY24-SHSP-EES-Baseline Organization		0%	
3. Equipment and supplies received, installed, tested, and inventoried.	FY24-SHSP-EES-Baseline Organization		0%	
4. Vendor paid and receipt of proof of payment received.	FY24-SHSP-EES-Baseline Organization		0%	
5. WebGrants reimbursement completed with all necessary documentation.	FY24-SHSP-EES-Baseline Organization		0%	
6. Equipment training completed.	FY24-SHSP-EES-Baseline Organization		0%	
7. Project Final Report submitted and closed out.	FY24-SHSP-EES-Baseline Organization		0%	

Last Edited By: Debbie Musselman - Sep 23, 2024 2:44 PM

Narrative Project Progress - Multi-List	
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?
No Data for Table	

Last Edited By: Debbie Musselman - Sep 23, 2024 2:44 PM

STATUS REPORTS

- Complete “Milestone Progress” and Narrative Project Progress sections of the Status Report
 - Milestone – Do **NOT** change any of the Milestone descriptions
 - Project Name – Has been added for you
 - 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 the time of status report
 - Milestone Progress – Enter pertinent notes on milestone (i.e., Specifications for mobile radio 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 Status Report Save Form

Is this the final Status Report?: Yes No

Save Form

Milestone Progress - Edit Save Multi-List

Milestone	Project Name	Estimated Completion Date	% Milestone Completed	Milestone Progress
1. Determine specifications for needed equipment and supplies.	FY24-SHSP-EES-Baseline Organization	12/27/2024	100%	EHP submitted to OHS on 11/21/2024 and approval from FEMA received 12/27/2024.
2. Procurement completed: bidding, vendor selection, and ordering of equipment and supplies.	FY24-SHSP-EES-Baseline Organization	12/30/2024	100%	All specifications for items and services determined.
3. Equipment and supplies received, installed, tested, and inventoried.	FY24-SHSP-EES-Baseline Organization	01/10/2025	50%	Requests for bids extended, we are waiting for responses to determine vendor.
4. Vendor paid and receipt of proof of payment received.	FY24-SHSP-EES-Baseline Organization	01/31/2025	0%	We will send the contract to OHS for review once the vendor has been determined.

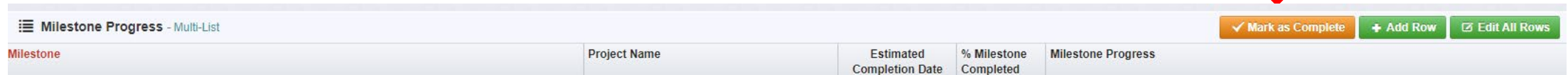
Narrative Project Progress - Edit Save Multi-List

Project Name: FY24-SHSP-EES-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?
In the next six months, vendor contracts will be awarded, and work will begin.

STATUS REPORTS

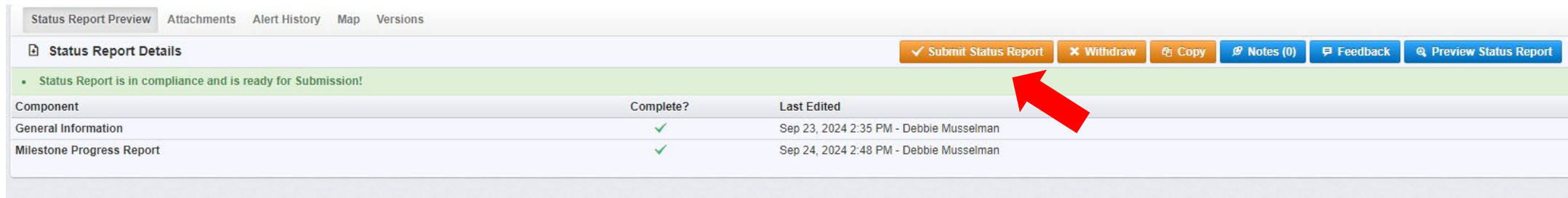
- Select “Mark as Complete”



The screenshot shows a table titled "Milestone Progress - Multi-List". The table has columns for "Milestone", "Project Name", "Estimated Completion Date", "% Milestone Completed", and "Milestone Progress". In the top right corner, there are three buttons: "✓ Mark as Complete" (highlighted with a red arrow), "+ Add Row", and "✎ Edit All Rows".

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

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



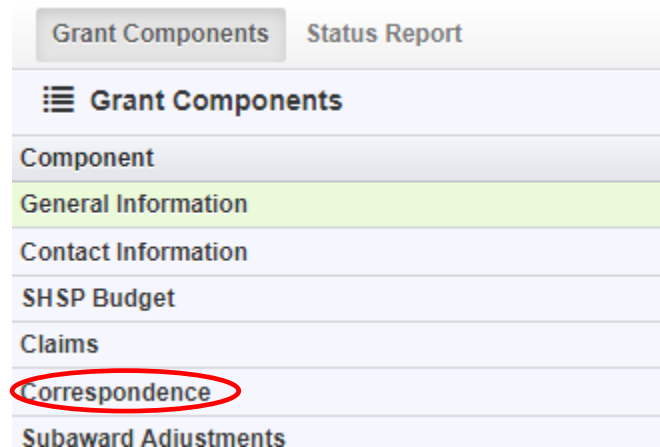
The screenshot shows the "Status Report Details" page. At the top, there are tabs for "Status Report Preview", "Attachments", "Alert History", "Map", and "Versions". Below the tabs, there is a "Status Report Details" section with a green message: "Status Report is in compliance and is ready for Submission!". In the top right corner, there are several buttons: "✓ Submit Status Report" (highlighted with a red arrow), "✕ Withdraw", "📄 Copy", "🗨 Notes (0)", "🗨 Feedback", and "🔍 Preview Status Report". Below this, there is a table with columns for "Component", "Complete?", and "Last Edited".

Component	Complete?	Last Edited
General Information	✓	Sep 23, 2024 2:35 PM - Debbie Musselman
Milestone Progress Report	✓	Sep 24, 2024 2:48 PM - Debbie Musselman

- 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

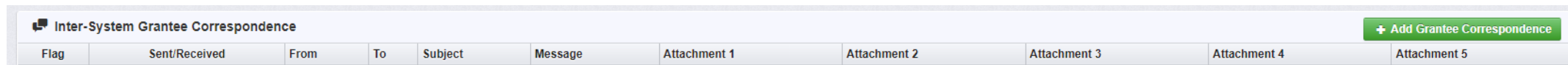
CORRESPONDENCE

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



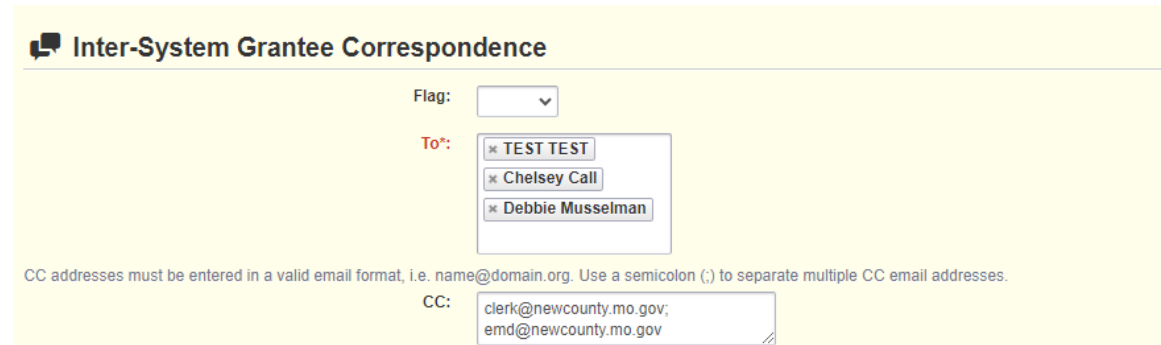
CORRESPONDENCE

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



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

- The Correspondence component works similar to email
 - To: Select who you would like to send the message to
 - You may select multiple people
 - CC: Additional people can be added to the message
 - Use a “;” between each email address added



Inter-System Grantee Correspondence

Flag:

To:

CC:

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

CORRESPONDENCE

- Enter a “Subject” for the message

Subject*:

EHP Documents

- Enter all necessary information in the “Message” section

Message:



The image shows a rich text editor toolbar with various icons for text formatting and insertion. The icons include: Source, Undo, Redo, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, Unlink, Table, Table of Contents, Mail Merge, Spell Check, and a Help icon. Below the toolbar, there are dropdown menus for Styles (Normal), Font, and Size, followed by a grid icon and a link icon.

Enter all necessary information here.

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](#)

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

CORRESPONDENCE

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

Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2
	Sep 24, 2024 3:28 PM	Debbie Musselman	TEST TEST, Chelsey Call, Debbie Musselman	EHP Documentation	Enter all necessary information here.	Test File.docx	



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
 - If there is an attachment already present, please select the next attachment below
- Select “Send Correspondence”

Inter-System Grantee Correspondence

Send Correspondence

Flag:

To:

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

CC:

Subject:

Message:

Source

Styles - Normal - Font - Size -

Add reply to message here.

From: Debbie Musselman, Date:
Enter all necessary information here.

body p Paragraphs: 3, Words: 14, Characters (with HTML): 188

Attachment 1: Test File.docx

Attachment 2:



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



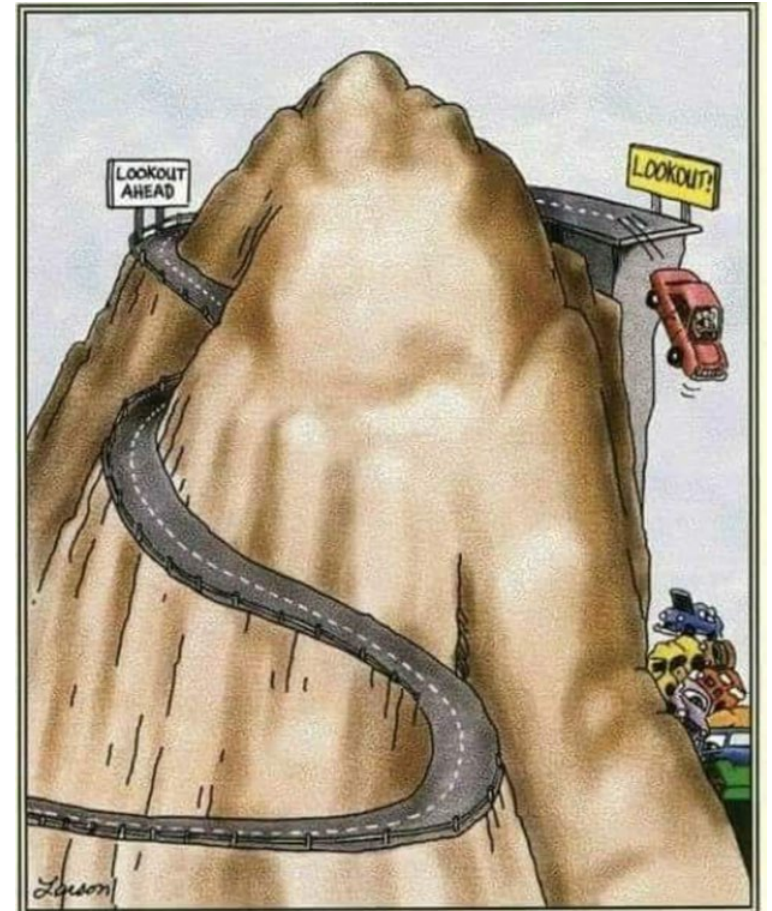
MONITORING

- 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

EHP Webinar – December 9, 2024

Compliance Workshop & Grant Award Acknowledgement Due – December 10, 2024

Subaward Agreements Due – December 4, 2024

NCSR Due – December 31, 2024

Completed EHP Submitted to DPS/OHS – February 28, 2025

Status Report Dues – January 10, 2025, July 10, 2025, January 10, 2026, and July 10, 2026

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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Chelsey Call

Grant Supervisor

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Joni.McCarter@dps.mo.gov