

FY 2024 STATE HOMELAND SECURITY PROGRAM (SHSP)  
LAW ENFORCEMENT TERRORISM PREVENTION ACTIVITIES (LETPA) COMPLIANCE  
WORKSHOP  
DECEMBER 4, 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](mailto:dpsinfo@dps.mo.gov). For Relay Missouri, please dial 711. For TTY/TDD, please dial.800-735-2966.

# AGENDA

- Welcome
- Grant Requirements
- Environmental Historical Preservation
- Inventory
- WebGrants
- Monitoring

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# GRANT REQUIREMENTS



# FEDERAL GRANT REQUIREMENTS

- Code of Federal Regulations 2 CFR Part 200 the 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 (SHSP)
- Grant Programs Directorate (GPD) Information Bulletins (IBs)
  - The 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) ADMINISTRATIVE GUIDE AND INFORMATION BULLETINS (IB)

- 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 4: Policy on Food and/or Beverage Provided for Homeland Security Training/Exercise Sessions, Meetings, or Conferences
  - Information Bulletin 5: Policy on Claim Request Requirements Including OHS Reimbursement Checklist
  - Information Bulletin 6: Policy on Utilization of the Training Request Form for Approved and Non-Approved Training
  - Information Bulletin 8: Policy on Budget Modifications, Scope of Work Changes, and Spending Plans

# EMERGENCY OPERATIONS PLAN

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



# NATIONAL CYBERSECURITY REVIEW (NCSR)

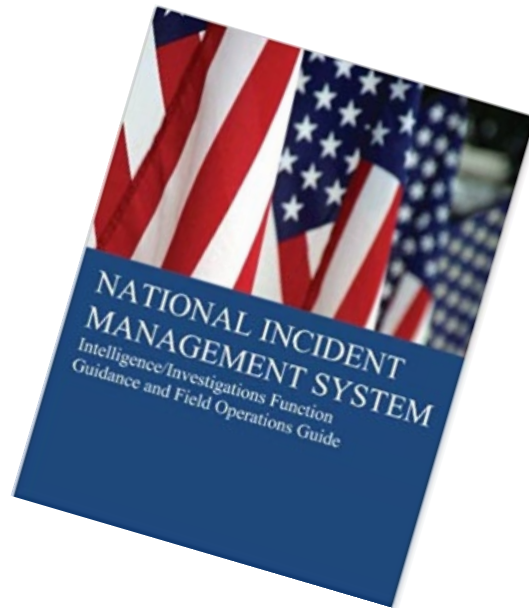
- All recipients of FY 2024 SHSP LETPA funds are required to complete the NCSR
  - Due December 31, 2024
  - **Failure to complete the review will result in loss of funding**
  - **Once you have completed the NCSR, send Completion Certificate via email to Ada Budean ([Ada.Budean@dps.mo.gov](mailto:Ada.Budean@dps.mo.gov))**



# 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 POLICY REQUIREMENT

- 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 state contract, procurement documents (quotes/bids) and invoice must reference state contract number**
  - **EX: NASPO, GSA, state contracts, etc.**

# STATE OF MISSOURI PROCUREMENT GUIDELINES

## Less than \$10,000

- Purchase with prudence on the open market

## \$10,000 - \$99,999

- Must be competitively bid
- Informal method is acceptable
- Minimum of 3 bids/quote
- Ex. Telephone quote, online pricing, request for quotation

## Greater than \$100,000

- 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
- DPS/OHS must approve if less than 3 bids received

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

# SINGLE FEASIBLE SOURCE

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

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



# SINGLE FEASIBLE SOURCE

- Use of single feasible source procurement is discouraged. A single feasible source procurement exists when:
  - The item is available only from a single source; or
  - The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or
  - The 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:
  - Contracts – must contain Federal Contract Provisions located in [2 CFR 200 Appendix II Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#)
  - Single Feasible Source over \$10,000
  - Projects requiring an Environmental Planning and Historic Preservation (EHP)
  - Training/Exercise Requests
  - Generator purchases
  - Items that require a federal waiver can be located in the IB's, examples of some of these items:
    - Boats
    - Unmanned Aerial Vehicles (drones/remote operated vehicles)
      - DPS/OHS ONLY allows United States manufactured drones
    - Explosives

**Approval Requests must be submitted via WebGrants Correspondence for the associated project**

\*\*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\*\***

# TRAINING REQUEST FORMS

- [Information Bulletin OHS-GT-2012-006-03](#)
- If attending or hosting a training, a [Training Request Form](#) must be submitted to the DPS/OHS via WebGrants Correspondence 30 business days before the anticipated training date
  - This includes training that was listed in your grant application budget
- The approved Training Request Form must be submitted as supporting documentation with claims containing expenses for the training



# TRAVEL EXPENSES

- Reimbursements for mileage and meal expenses cannot exceed the state of Missouri approved rates
  - Approved mileage rates
    - Current approved rate is \$0.655 per mile
  - Approved meal per diem rates
    - Last updated 09/15/2022

\*\*Mileage/Meal rates do change – it is a good idea to review this information often\*\*

- Reimbursements for lodging cannot exceed the approved GSA approved rates
  - Exceptions do occur but you must verify it is acceptable with DPS/OHS

# 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 Homeland Security funds

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# ENVIRONMENTAL HISTORIC PRESERVATION (EHP)



# ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

- Facility construction
- Modification/renovation of existing structures
- Physical security enhancements to buildings or structures
- Construction or modification of Communication towers
- All ground disturbances
- Training/exercises not a designated training facility (Ex. Water rescue training conducted on a river, lake, etc.)

**The EHP review must be completed before initiating ANY work even if a previous award/year/program/project has an approved EHP review**

**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 the responsibility of and paid by the grant subrecipient



# ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

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

- Make sure the 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 expiration date in the right-hand corner**



# ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

- Bad

- Install cameras in courthouse

- Good

- Install 4 Panasonic VT-5 video cameras on first floor of 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)

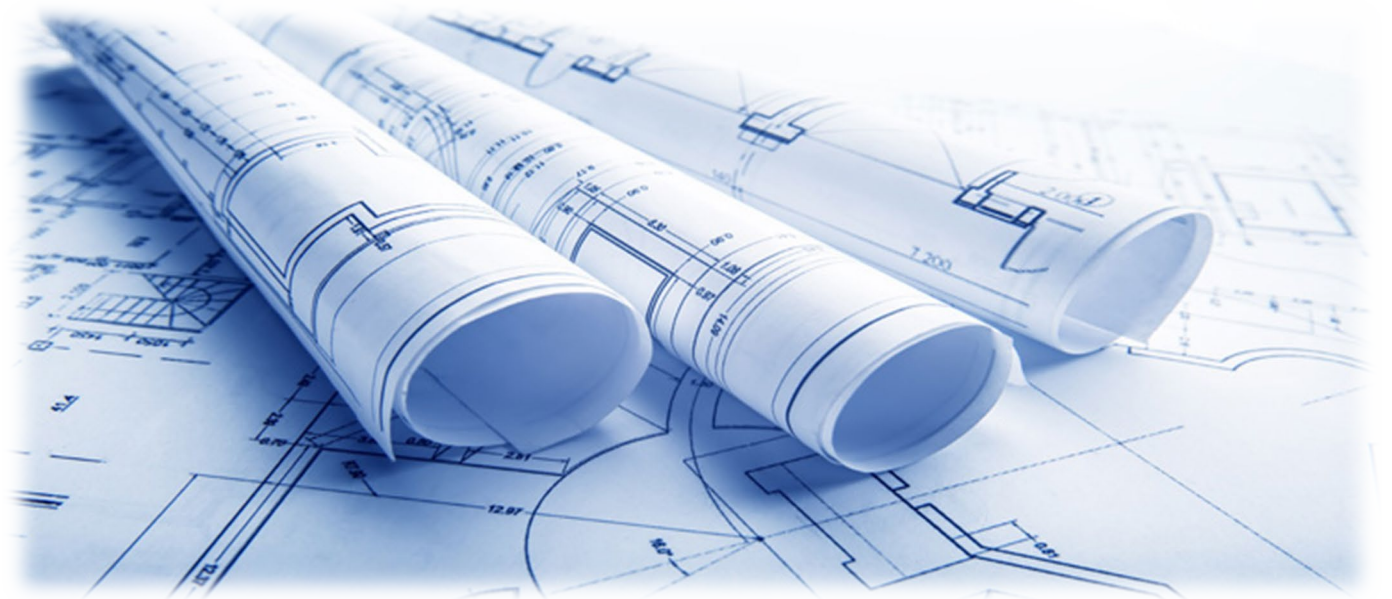
## **Required: site photographs, maps and drawings**

- 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 disturbance

# ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

## If Available:

- Labeled, ground-level, color photographs of the structure from each exterior side of the building/structure
  - Required if building/facility is more than 45 years old
- Technical drawings or site plans



# ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

- Aerial Photo



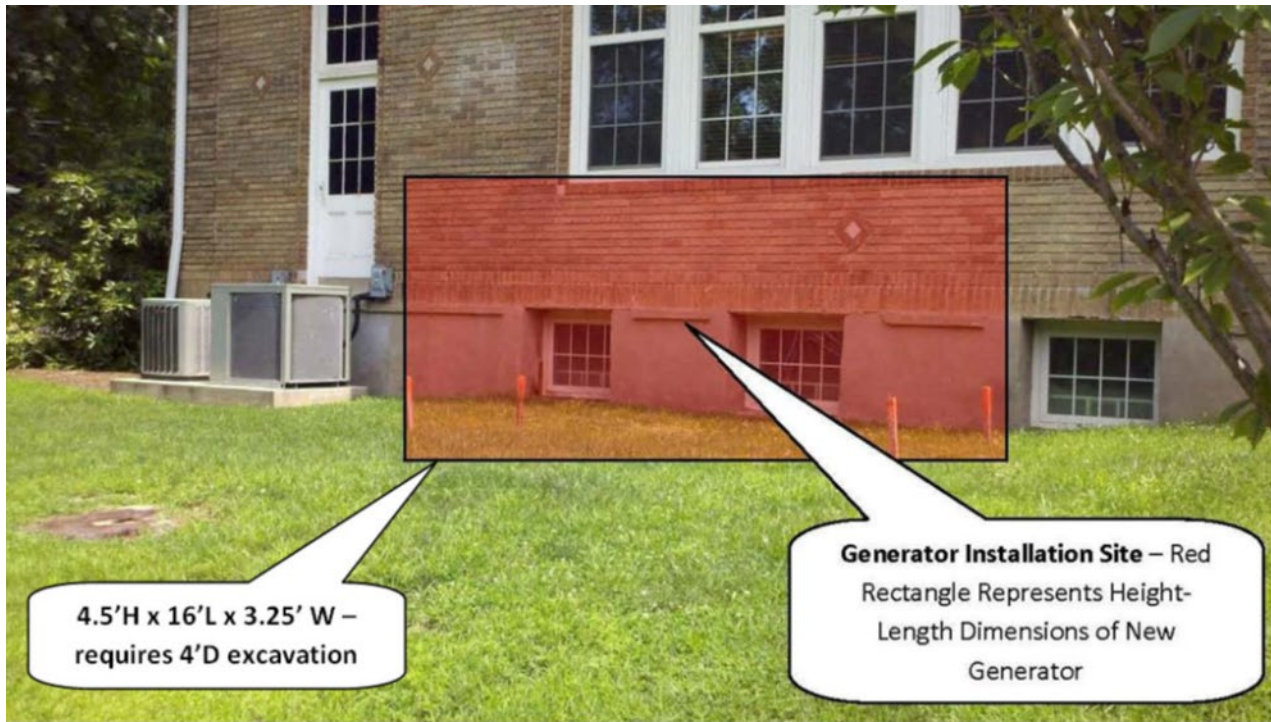
# ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

- Clear and complete ground level photos with captions



# ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

- Captioned Installation Mockup Photos



# ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

**Interior equipment photographs.** The example in Figure 6 shows the use of graphic symbols to represent security features planned for a building. The same symbols are used in the other pictures where the same equipment would be installed at other locations in/on the building. This example includes the name of the facility and its physical address.



# ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

The EHP packet must 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
- EHP must include each building/area that will be touched
- Submit forms via Correspondence Component in WebGrants
- Questions: Ada Budean, (573) 522-1800



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# INVENTORY



# 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

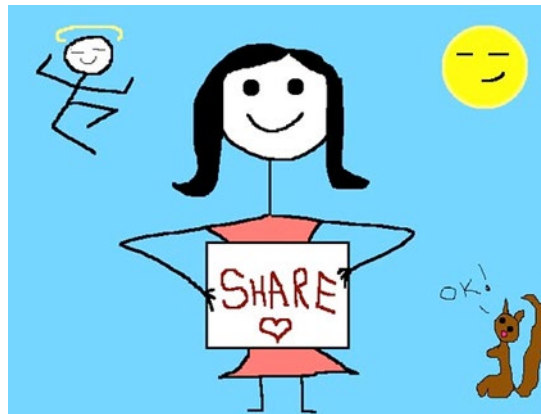
- All equipment purchased with State Homeland Security Program funds **MUST** be tagged\*
- All tags must state:

Purchased with U.S. Department of  
Homeland Security Funds

\*Tags are available upon request. Contact Kelsey Saunders at [Kelsey.Saunders@dps.mo.gov](mailto: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

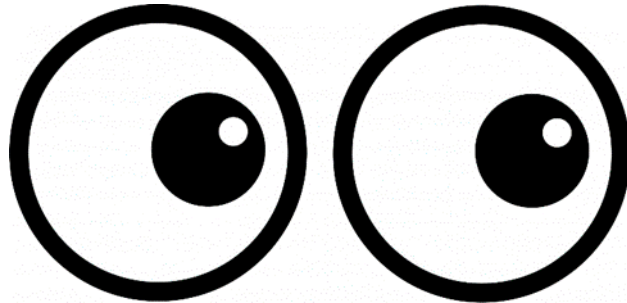


# INVENTORY

- 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

Equipment property records **MUST** be one item per line and include the following:

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



# INVENTORY

- All required fields must be completed
- One piece of equipment per line

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

- New inventory will be added to DPS/OHS inventory at the time claims are approved
- Physical Inventory **MUST** be taken and results reconciled once every two years
- Next inventory due to DPS/OHS is on October 1, 2026



# 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 of, 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 biannual 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](mailto:Kelsey.Saunders@dps.mo.gov)
- A copy of the approved Equipment Disposition Form must be maintained in the subrecipient grant file

# INVENTORY

- Equipment with a per item fair market value of less than \$5,000 may be retained, sold, or disposed of, 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 F150, which was 75% funded with Homeland Security funds and 25% funded with local funds. The fair market value for their 2023 F150 was \$9,000.00. The Federal awarding agency would be entitled to \$6,750 of the proceeds and the local agency would be entitled to \$2,250.00

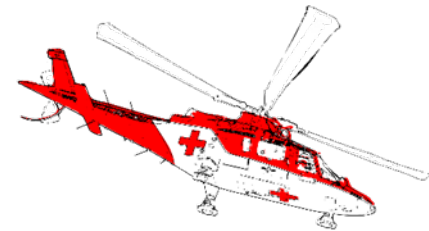
# INVENTORY

- 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
- Website: [Resource Typing Library Tool](#)





# INVENTORY

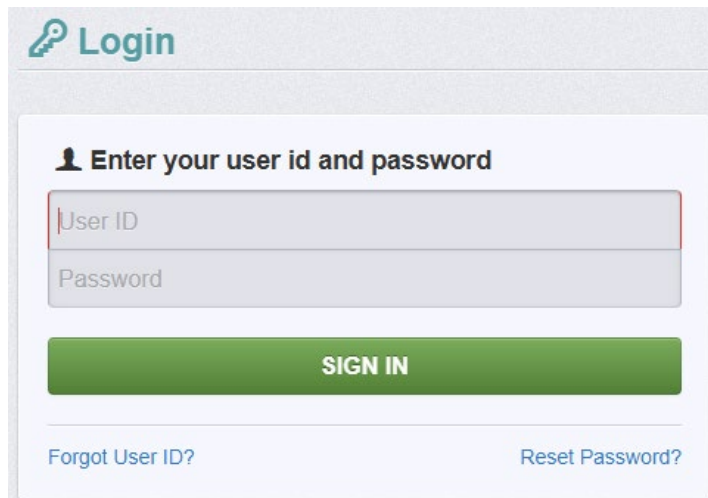
- Tier I represents resources that are included in the national resource typing definitions, the resource must:
  - Already exist as a defined, deployable interstate response resource
  - Be exchanged and deployed with usage governed through interstate mutual aid agreements
  - Be of sufficient capability 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



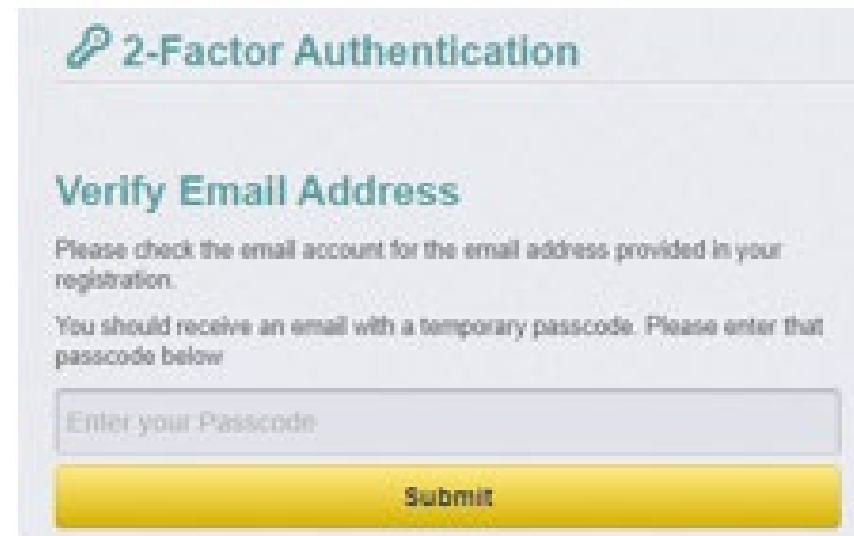
# WEBGRANTS SYSTEM

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



The screenshot shows the 'Login' page of the WebGrants system. At the top left, there is a key icon followed by the word 'Login'. Below this, a heading reads 'Enter your user id and password' with a person icon. There are two input fields: 'User ID' and 'Password'. A green 'SIGN IN' button is positioned below the fields. At the bottom, there are two links: 'Forgot User ID?' and 'Reset Password?'.

- Two-factor authentication



The screenshot shows the '2-Factor Authentication' page. At the top left, there is a key icon followed by the text '2-Factor Authentication'. Below this, the heading 'Verify Email Address' is displayed. The text below the heading 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'. A yellow 'Submit' button is located at the bottom of the form.

# WEBGRANTS SYSTEM

Select “Grants”



# WEBGRANTS SYSTEM

- Select project titled FY 2024 SHSP Law Enforcement Terrorism Prevention Activities (LETPA)

Current Grants Closed Grants Search Claims

☰ Current Grants

All active grants are listed below.

Search: 33609

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Start Date	End Date	Grant Amount
33609	Underway	2024	FY 2024 SHSP LETPA - Baseline Organization	BaseLine Organization	SHSP-State Homeland Security Program	33594-FY 2024 SHSP Law Enforcement Terrorism Prevention Activities (LETPA) TEST	09/01/2024	08/31/2026	\$10,000.00

# WEBGRANTS SYSTEM

- 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	-

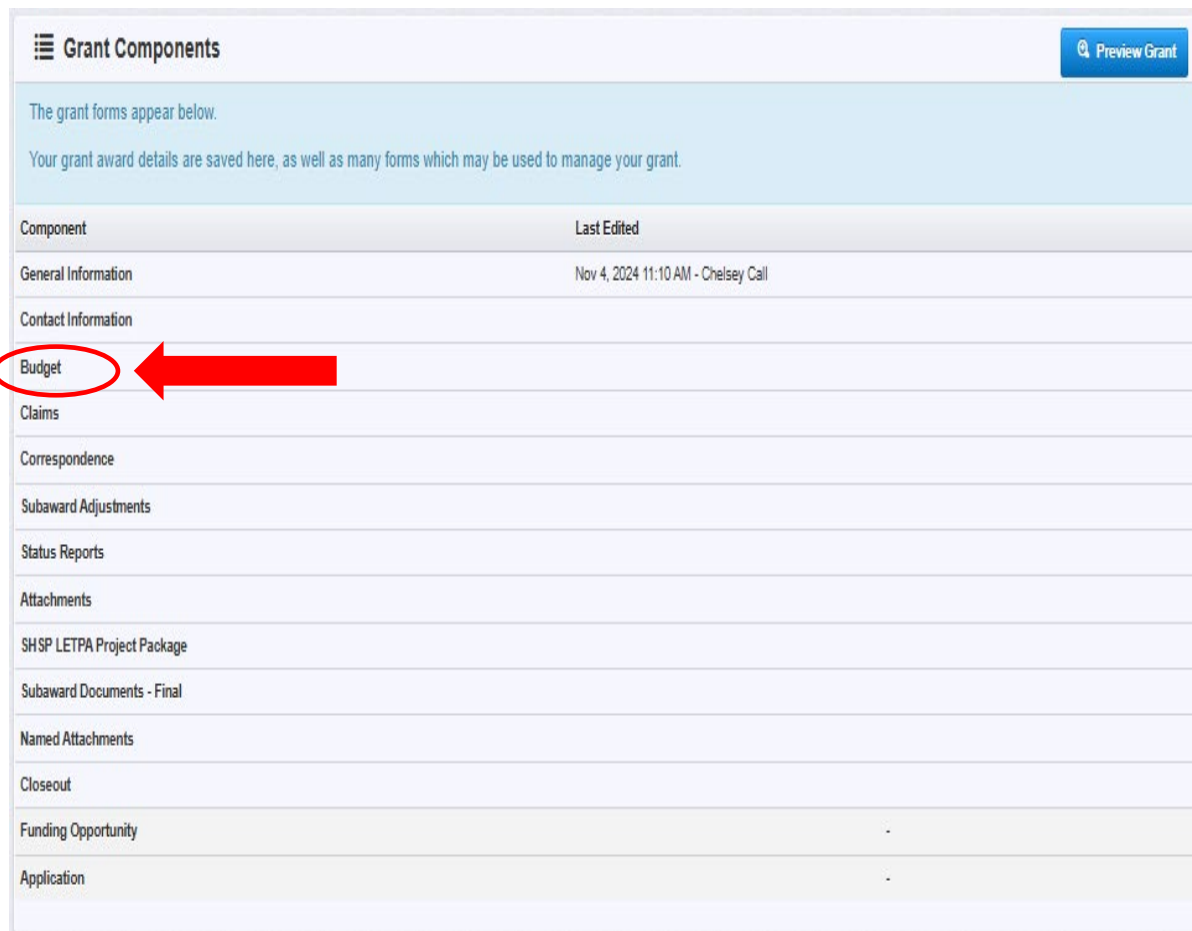
# SUBAWARD AGREEMENT

- Fully-executed Subaward Agreement is located in Subaward Documents – Final Component
  - Maintain the fully-executed 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	
<b>Subaward Documents - Final</b>	
Named Attachments	
Closeout	
Funding Opportunity	-
Application	-

# BUDGET

- The 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)



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	Nov 4, 2024 11:10 AM - Chelsey Call
Contact Information	
<b>Budget</b>	
Claims	
Correspondence	
Subaward Adjustments	
Status Reports	
Attachments	
SHSP LETPA Project Package	
Subaward Documents - Final	
Named Attachments	
Closeout	
Funding Opportunity	-
Application	-



# BUDGET

## ☰ Equipment - Multi-List

To include equipment in your budget, select "Add Row". If the project includes more than one equipment item, repeat this step for each person. 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 Names Attachment component of the application.

Line Item Name	AEL #	Qty	Unit Cost	Total Cost	Discipline	Function	Allowable Activity
Mobile Radios	06C-01-MOBL	2.00	\$6,000.00	\$12,000.00	Law Enforcement	Equipment	Interoperable Communications Equipment
				<b>\$12,000.00</b>			

Last Edited By: Chelsey Call - Dec 3, 2024 3:57 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). Please Note: Per the **Missouri Department of Public Safety Radio Interoperability Guidelines**, a quote is required for all radio interoperability equipment.

Baseline Organization will purchase two mobile radios for patrol cars. The cost estimate is 2 @ \$6,000 each for a total of \$12,000.00.

10000 Character Limit

# EXPENDING GRANT FUNDS

- Project Period: September 1, 2024 to August 31, 2026
- 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)
- Funds are considered “obligated” when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period
- Funds are considered “expended” when payment is made

# REIMBURSEMENT REQUESTS (CLAIMS)

Information Bulletin 5: Policy on Reimbursement Requests discusses requirements for reimbursement requests

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

# REIMBURSEMENT REQUESTS (CLAIMS)

- DPS/OHS grants are reimbursement grants - approved expenditures must be made within the grant period of performance
- Claims must be submitted through WebGrants to request reimbursement
- Supporting documentation must be submitted with each claim
- Incomplete claims will result in a delay of payment; it is the requesting agency's responsibility to complete the necessary changes
- Reimbursements require invoices, proof of payment and proof of delivery

# REIMBURSEMENT REQUESTS (CLAIMS)

- Incomplete claims will be negotiated for necessary corrections. Subrecipient must make the corrections and resubmit for approval and payment, prior to submitting the next claim
- In the Claims, Details of Expenditure Form, 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 different lines in the approved budget

# REIMBURSEMENT REQUESTS (CLAIMS)

- **Personnel/Benefits Supporting Documentation**
  - Claim in WebGrants
  - Wage and benefit costs
  - Proof of payment (payroll journal, check stub)
  - Timesheet(s)
  - Signed personnel certification(s)

# REIMBURSEMENT REQUESTS (CLAIMS)

## ■ **Travel/Training Supporting Documentation**

- Claim in WebGrants
- Vendor Invoice
- Proof of Payment (copy of cancelled check, credit card statement, bank statement)
- Approved Training Request Form
  - A Training Request Form must be submitted to the DPS/OHS 30 business days before the anticipated training date
- Agenda/Announcement
- Proof of attendance (sign-in sheet/roster/certificate)

\*Meals, mileage, and lodging cannot exceed the state of Missouri rates established by the Missouri Office of Administration.

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



# REIMBURSEMENT REQUESTS (CLAIMS)

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

# REIMBURSEMENT REQUESTS (CLAIMS)

## ■ Contractual Services Supporting Documentation

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

# REIMBURSEMENT REQUESTS (CLAIMS)

## ■ Advance Payment

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

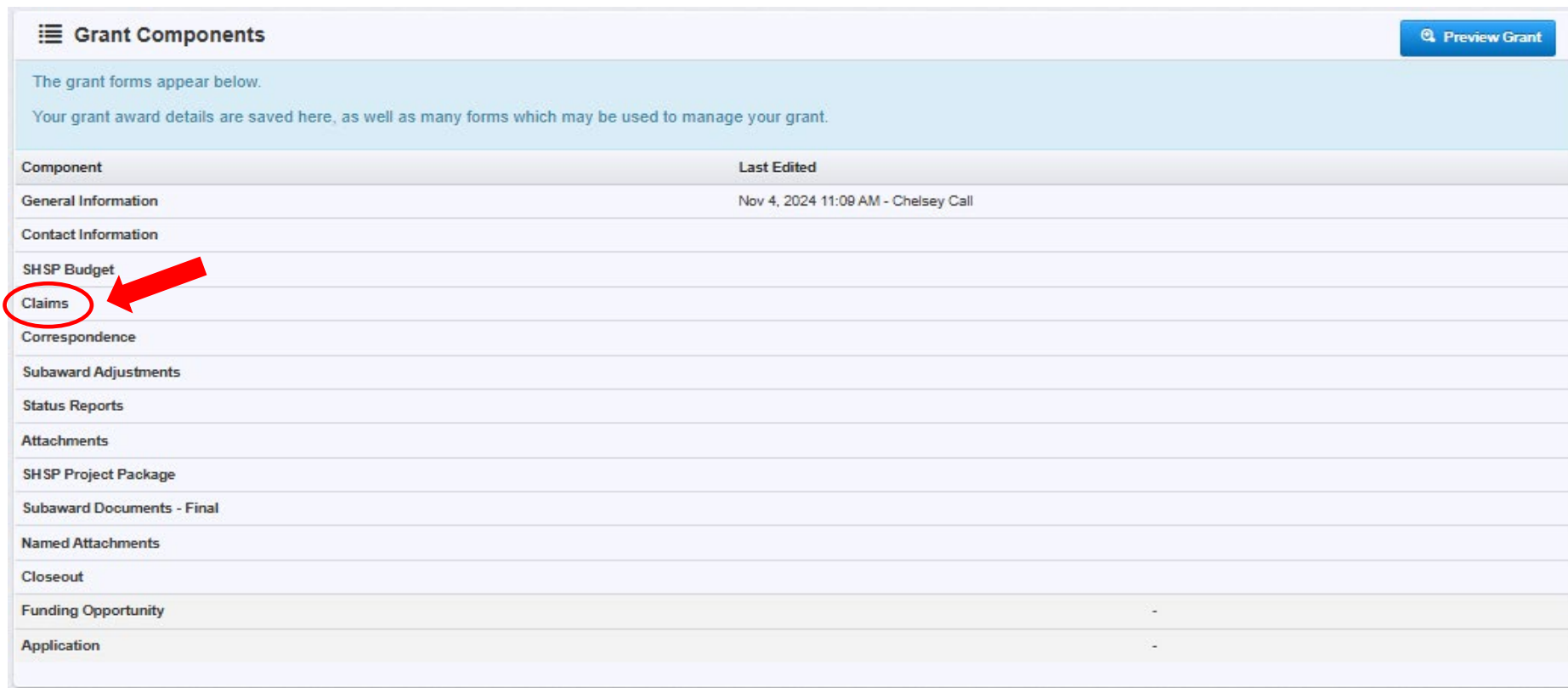
# REIMBURSEMENT REQUESTS (CLAIMS)

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

# REIMBURSEMENT REQUEST (CLAIM)

## 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
General Information	Nov 4, 2024 11:09 AM - Chelsey Call
Contact Information	
SHSP Budget	
<b>Claims</b>	
Correspondence	
Subaward Adjustments	
Status Reports	
Attachments	
SHSP Project Package	
Subaward Documents - Final	
Named Attachments	
Closeout	
Funding Opportunity	-
Application	-

# FINAL REIMBURSEMENT REQUEST (CLAIM)

- Select “Add Claim”

33609 - Interoperable Communication Sustainment - 2024

Status: **Underway**

Program Area: State Homeland Security Program

Funding Opportunity: 33594-FY 2024 SHSP Law Enforcement Terrorism Prevention Activities (LETPA) TEST

Organization: BaseLine Organization

Grantee Contact: TEST TEST

Program Officer: Chelsey Call


Awarded Amount: \$10,000.00

Grant List   Genera   Contac   Budget   **Claims**   Corres   Subawa   Status   Attach   SHSP L   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 REQUESTS (CLAIMS)

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

# REIMBURSEMENT REQUESTS (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\*:

10/31/2024

11/12/2024

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 REQUESTS (CLAIMS)

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

Claim: 001

Claim Status: **Editing**

Grant Title: 33609 - Interoperable Communication Sustainment

Program Area: State Homeland Security Program

Funding Opportunity: 33594-FY 2024 SHSP Law Enforcement Terrorism Prevention Activities (LETPA) TEST

Reporting Period: 10/31/2024 - 11/12/2024

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 13, 2024 8:52 AM - TEST TEST
Detail of Expenditure	-	-
Equipment Inventory	-	-
Other Attachments	-	-



# REIMBURSEMENT REQUESTS (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 13, 2024 8:52 AM - TEST TEST
<b>Detail of Expenditure</b> ←	-	-
Equipment Inventory	-	-
Other Attachments	-	-

# REIMBURSEMENT REQUESTS (CLAIMS)

- Select “Add Row” for each expenditure in the corresponding budget category for the item that is being requested for reimbursement
- 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  




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  

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 each line of the Detail of Expenditure Form
- Select “Save Row” when complete

**Equipment** Delete Row Save Row

To include equipment in your budget, select "Add Row". If the project includes more than one equipment item, repeat this step for each person. 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 Names Attachment component of the application.

**Budget Line Label:**

**Budget Line\*:** Equipment-Mobile Radios

**Payee\*:** Vendor Name

**Description\*:** Description of Item(s) Purchased

**Quantity\*:** 2.00

**Unit Cost\*:** 6000.00

**Expense Total:** \$24,000.00

**Federal Amount Requested\*:** \$12,000.00

**Invoice Number\*:** 12345

**Invoice Date\*:** 11/10/2024

**Check/EFT Number\*:** 1234




**Check/EFT Date\*:** 11/12/2024

# REIMBURSEMENT REQUESTS (CLAIMS)

- Line Number – select the corresponding budget line for the item that is being requested for reimbursement
- Payee – enter the name of the vendor that the item was purchased from
- Description – enter a description of the item purchased
- Quantity – enter the quantity of the item that was purchased
- Unit Cost – Cost per item
  - The number entered into the unit cost field, multiplied by the quantity entered, should be the Federal Amount Requested 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 REQUESTS (CLAIMS)

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

 **Equipment** - Multi-List  

To include equipment in your budget, select "Add Row". If the project includes more than one equipment item, repeat this step for each person.  
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.

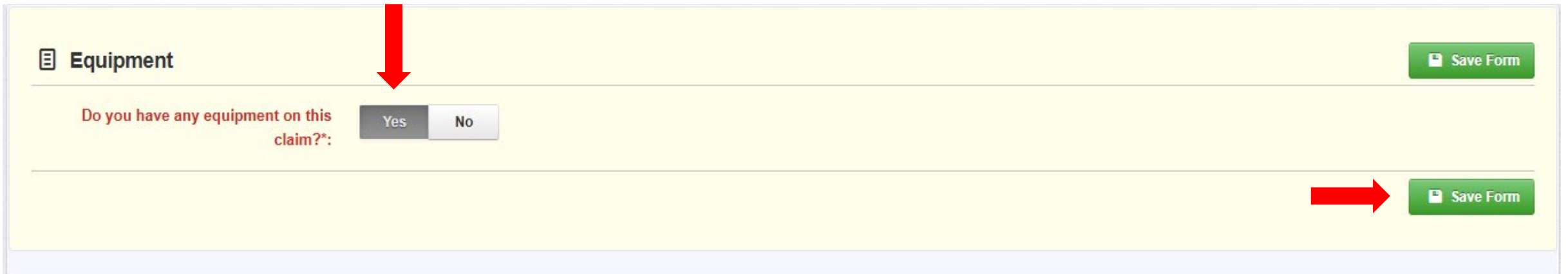
All Equipment purchased has to be an allowable item on the [Authorized Equipment List \(AEL\)](#).

Equipment quotes may be uploaded in Names 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 Radios	Vendor Name	Description of Item(s) Purchased	2.00	\$6,000.00	\$12,000.00	\$12,000.00	12345	11/10/2024	1234	11/12/2024
						\$12,000.00				
						\$12,000.00				

# REIMBURSEMENT REQUESTS (CLAIMS)

- Select “Equipment Inventory” Claim Component
- Answer the question “Do you have any equipment on the claim?”: Yes/No
- Select “Save Form”



Equipment

Do you have any equipment on this claim?\*

Yes No

Save Form

Save Form

- If you do not have any equipment to add to the inventory, select “Mark as Complete”



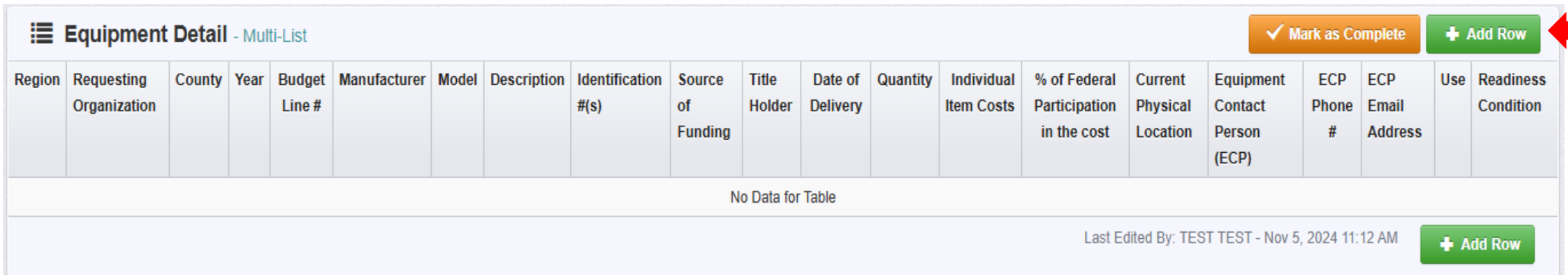
Equipment

Do you have any equipment on this claim?\*: Yes

Mark as Complete Edit Form

# REIMBURSEMENT REQUESTS (CLAIMS)

- If you do have equipment to add to the inventory, 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 REQUESTS (CLAIMS)

- If equipment is requested, complete all fields in the Equipment Detail Form
- Requesting Organization – Subrecipient’s Organization
- Region – Subrecipient’s Region (MSHP Troop Boundaries)
- County – Subrecipient’s County
- Year – Grant year the equipment was purchased (2024)
- Budget Line # - Budget line number associated with the equipment
- Manufacturer – Manufacturer of the equipment
- Model – Model number of the equipment
- Description – Description of the equipment (i.e., mobile radio, MDT)
- Identification # - Unique identification numbers such as a serial number (N/A if there is not a unique identification number)
- Source of Funding – Federal Funding utilized (SHSP LETPA)
- Title Holder – Subrecipient Organization who owns the equipment

# REIMBURSEMENT REQUESTS (CLAIMS)

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

# REIMBURSEMENT REQUESTS (CLAIMS)


- 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	Short Description	ID or Serial Number on the Item	SHSP LEPA	Baseline Organization	12/01/2024	1	\$6,000.00	100%	Physical Location (NO PO Boxes!)	Name	888-888-8888	<a href="mailto:ada.budean@dps.mo.gov">ada.budean@dps.mo.gov</a>	Statewide	Mission Capable

# REIMBURSEMENT REQUESTS (CLAIMS)

- Select “Other Attachments” Claim Component
  - Answer the question, “Do you have additional documentation?” Yes/No
    - The answer to this question 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, \*.ppx), 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.



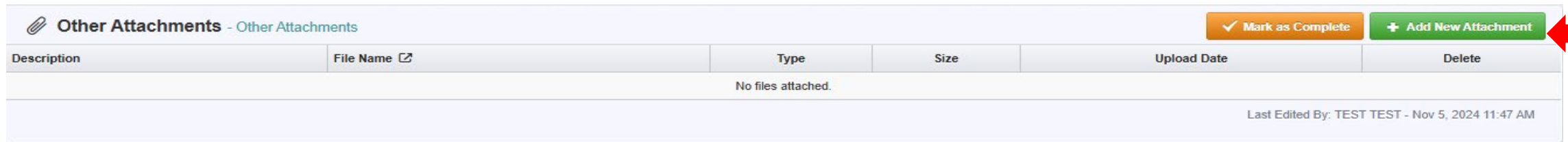
 Documentation 

Do you have additional documentation?\*:  Yes  No



# REIMBURSEMENT REQUEST (CLAIMS)

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



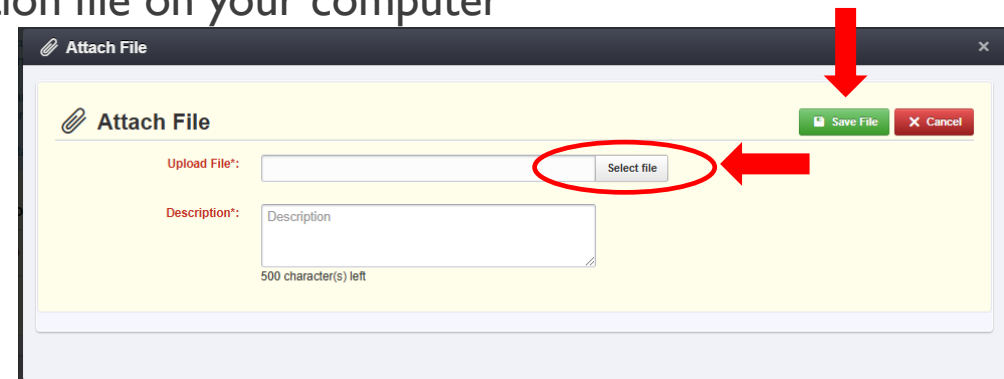
Other Attachments - Other Attachments

✓ Mark as Complete + Add New Attachment

Description	File Name <a href="#">↗</a>	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”  
– either button works



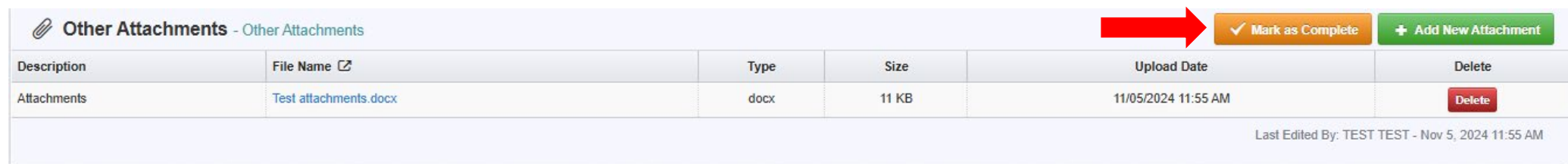
Attach File

Attach File

Upload File\*:

Description\*:

500 character(s) left



Other Attachments - Other Attachments

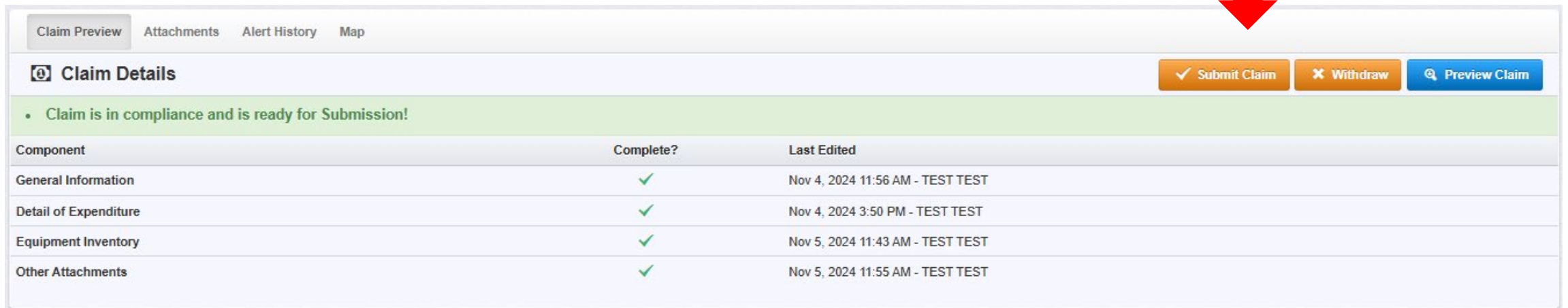
✓ Mark as Complete + Add New Attachment

Description	File Name <a href="#">↗</a>	Type	Size	Upload Date	Delete
Attachments	Test attachments.docx	docx	11 KB	11/05/2024 11:55 AM	<input type="button" value="Delete"/>

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

# REIMBURSEMENT REQUESTS (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', and 'Map'. Below these is a 'Claim Details' section with a red arrow pointing to the 'Submit Claim' button. A green notification bar states: 'Claim is in compliance and is ready for Submission!'. Below this is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The table lists four components, all of which are marked as complete with green checkmarks.

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

# COMMON CLAIM MISTAKES

- Entering more than one invoice per expenditure line
  - Each invoice should be entered as its own expenditure line
- Submitting a claim with insufficient funds on budget lines
  - The budget and available funds should be reviewed at the time of procurement to ensure there are available funds and there are no other necessary changes requiring completion of a subaward adjustment (i.e., quantity change)
- More than one piece of equipment listed per line in the Equipment Detail component of the claim
  - Only one piece of equipment should be listed per line.
    - For example, a claim for 4 mobile radios should have 4 entries to the Equipment Detail component (one for each radio)
- Missing proof of delivery
  - Please be sure to review the IB OHS-GT-2012-005 – Policy on Claim Request Requirements including OHS Reimbursement Checklist before submitting claims to ensure all documentation has been provided

# 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



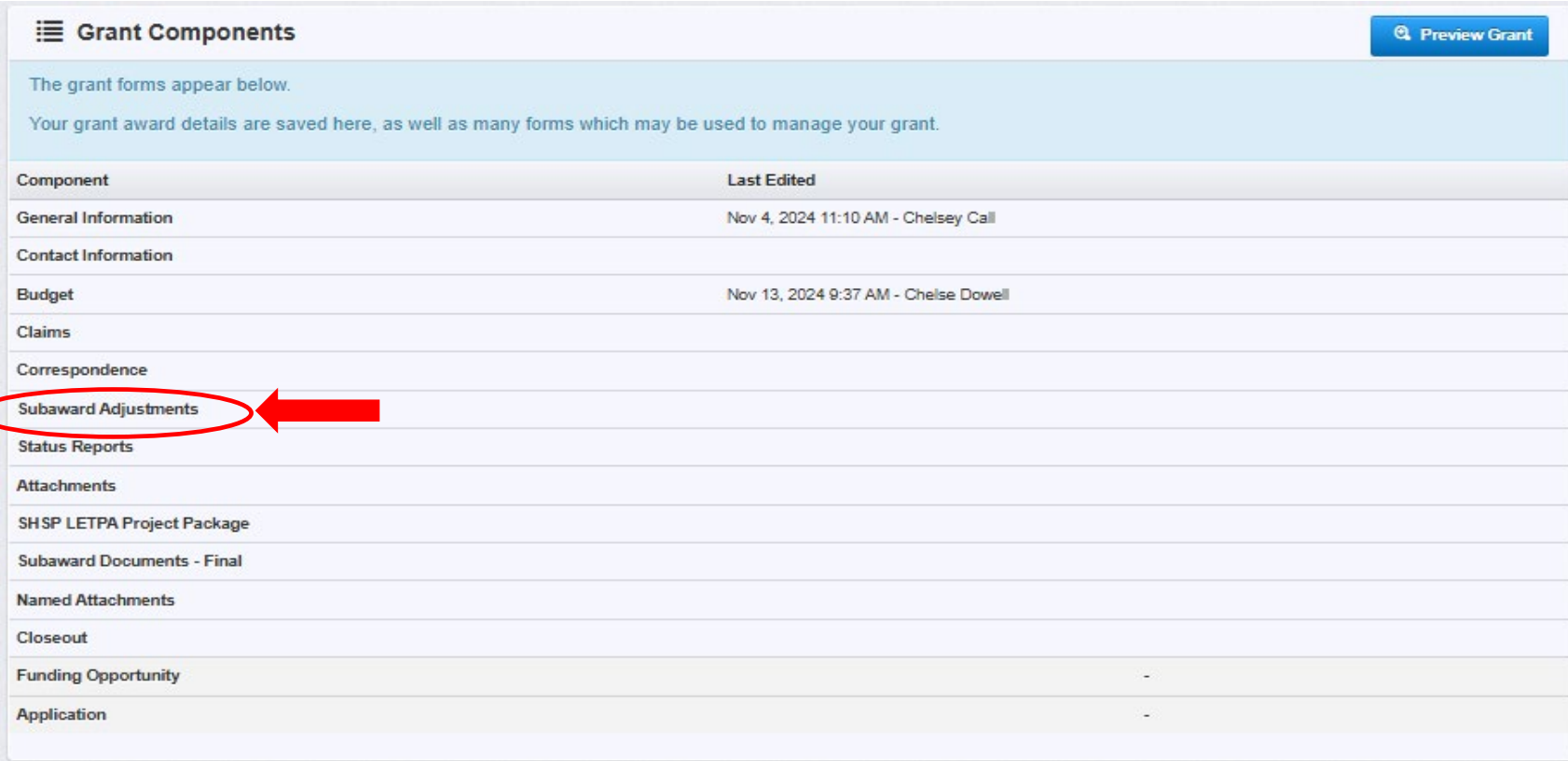


# SUBAWARD ADJUSTMENTS

- 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



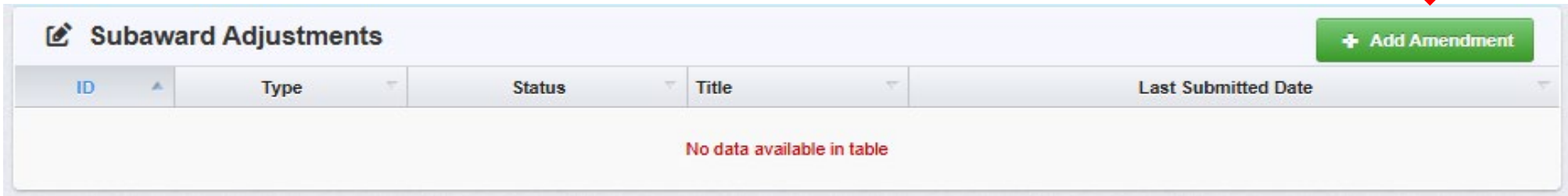
The screenshot shows the 'Grant Components' page in WebGrants. The page title is 'Grant Components' and there is a 'Preview Grant' button in the top right corner. Below the title, there is a light blue banner with the text: 'The grant forms appear below. Your grant award details are saved here, as well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

Component	Last Edited
General Information	Nov 4, 2024 11:10 AM - Chelsey Call
Contact Information	
Budget	Nov 13, 2024 9:37 AM - Chelse Dowell
Claims	
Correspondence	
<b>Subaward Adjustments</b>	
Status Reports	
Attachments	
SH SP LETPA Project Package	
Subaward Documents - Final	
Named Attachments	
Closeout	
Funding Opportunity	-
Application	-

The 'Subaward Adjustments' component is highlighted with a red circle, and a red arrow points to it from the right.

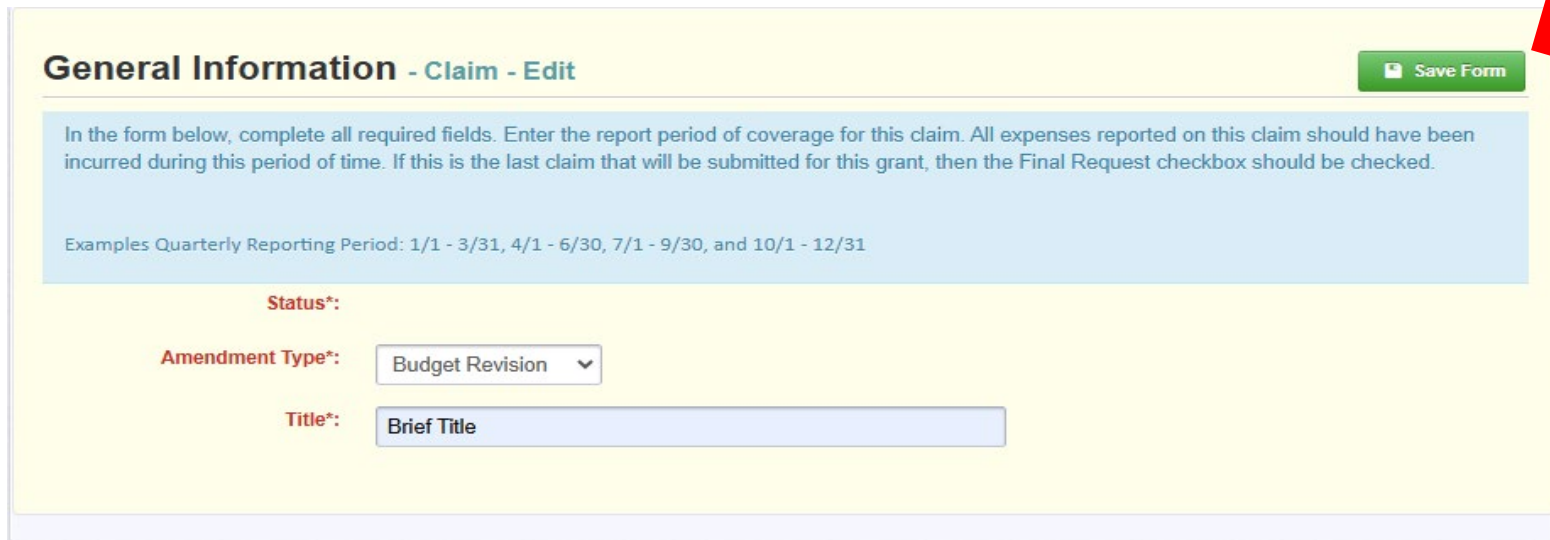
# SUBAWARD ADJUSTMENTS

- 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”



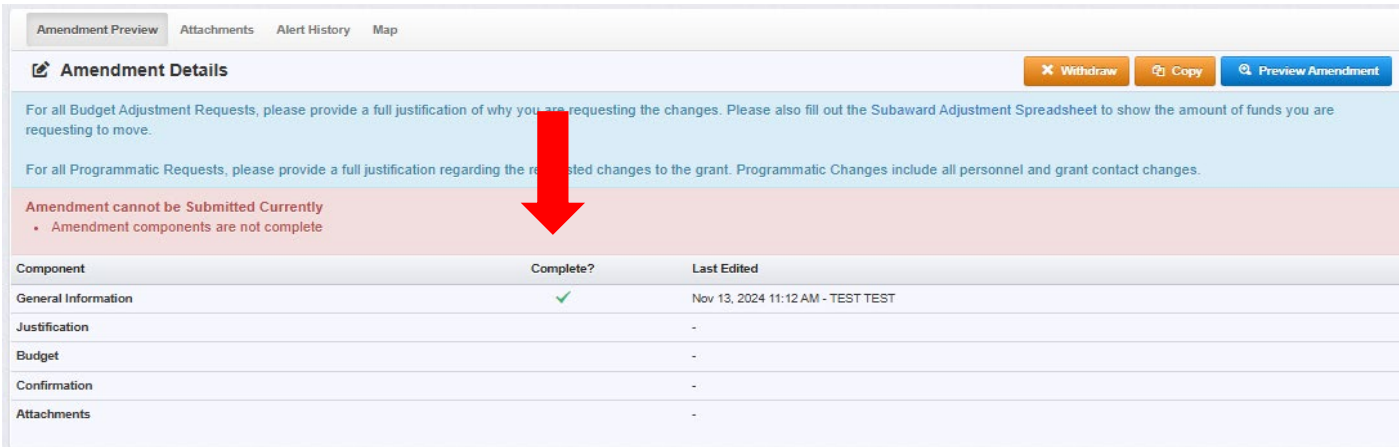
The screenshot shows the "General Information - Claim - Edit" form. It includes a "Save Form" button in the top right corner, which is highlighted by a red arrow. The form contains a text area with instructions: "In the form below, complete all required fields. Enter the report period of coverage for 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 this, there are examples of quarterly reporting periods: "Examples Quarterly Reporting Period: 1/1 - 3/31, 4/1 - 6/30, 7/1 - 9/30, and 10/1 - 12/31". The form also has fields for "Status\*", "Amendment Type\*" (set to "Budget Revision"), and "Title\*" (set to "Brief Title").

# 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” in order to 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, there are three buttons: 'Withdraw', 'Copy', and 'Preview Amendment'. The main content area contains instructions for Budget and Programmatic Requests. A red arrow points to a red error message: 'Amendment cannot be Submitted Currently' with a sub-message 'Amendment components are not complete'. Below this is a table with columns 'Component', 'Complete?', and 'Last Edited'.

Component	Complete?	Last Edited
General Information	✓	Nov 13, 2024 11:12 AM - 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 Form”

The screenshot shows a web form titled "Justification" with a "Save Form" button in the top right corner. Below the title is a text prompt: "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." A red label "Justification:" is positioned above a rich text editor. The editor's toolbar includes options for Source, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Font Size, and Font Color. The text area contains the instruction: "Explain the requested change and the reason for the requested adjustment" followed by "Copy and paste Subaward Adjustment Spreadsheet into text box." A status bar at the bottom indicates "body p" and "Paragraphs: 2, Words: 20, Characters (with HTML): 150".

Project Number	Line Number	Current Budget	Requested Change	Updated Budget	Notes
FY 2024 LETPA Baseline Organization	10001	\$ 10,000.00	\$ (10,000.00)	\$ -	Equipment is being changed to something entirely different.
FY 2024 LETPA Baseline Organization	10002	\$ -	\$ 6,500.00	\$ 6,500.00	New Equipment cost over \$5,000.00
FY 2024 LETPA Baseline Organization	11001	\$ -	\$ 3,500.00	\$ 3,500.00	New Supply cost under \$5,000.00
Total		\$ 10,000.00	\$ -	\$ 10,000.00	

# 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

📄 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 changed and the reason for the requested adjustment.  
Copy and paste Subaward Adjustment Spreadsheet into test box.

Project Number	Line Number	Current Budget	Requested Change	Updated Budget	Notes
FY LETPA BaseLine Organization	10001	\$ 10,000.00	\$ (10,000.00)	\$ -	Equipment is being changed to something entirely different.
FY LETPA BaseLine Organization	10002	\$ -	\$ 6,500.00	\$ 6,500.00	New Equipment cost over \$5,000.00
FY LETPA BaseLine Organization	11001	\$ -	\$ 3,500.00	\$ 3,500.00	New Supply cost under \$5,000.00
Total		\$ 10,000.00	\$ -	\$ 10,000.00	

Last Edited By: TEST TEST - Nov 13, 2024 11:26 AM Edit Form



# SUBAWARD ADJUSTMENTS

## Budget Component

- Select “Budget” for Budget Modifications
  - Select “Edit Grid” – any button works
  - 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 LETPA 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	\$10,000.00	\$6,500.00	-\$3,500.00
Supplies/Operations	\$0.00	\$3,500.00	\$3,500.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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	\$10,000.00	100.00%	\$10,000.00	100.00%	\$0.00
Total Local Match Share	\$0.00	0.00%	\$0.00	0.00%	\$0.00
<b>Total</b>					

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

Budget - Grid ✓ Mark as Complete Edit Grid

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

Row	Current Budget	Revised Amount	Net Change
Personnel	\$0.00	\$0.00	\$0.00
Personnel Benefits	\$0.00	\$0.00	\$0.00
Personnel Overtime	\$0.00	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00	\$0.00
Equipment	\$10,000.00	\$6,500.00	\$-3,500.00
Supplies/Operations	\$0.00	\$3,500.00	\$3,500.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>

Last Edited By: TEST TEST - Nov 13, 2024 11:59 AM 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.

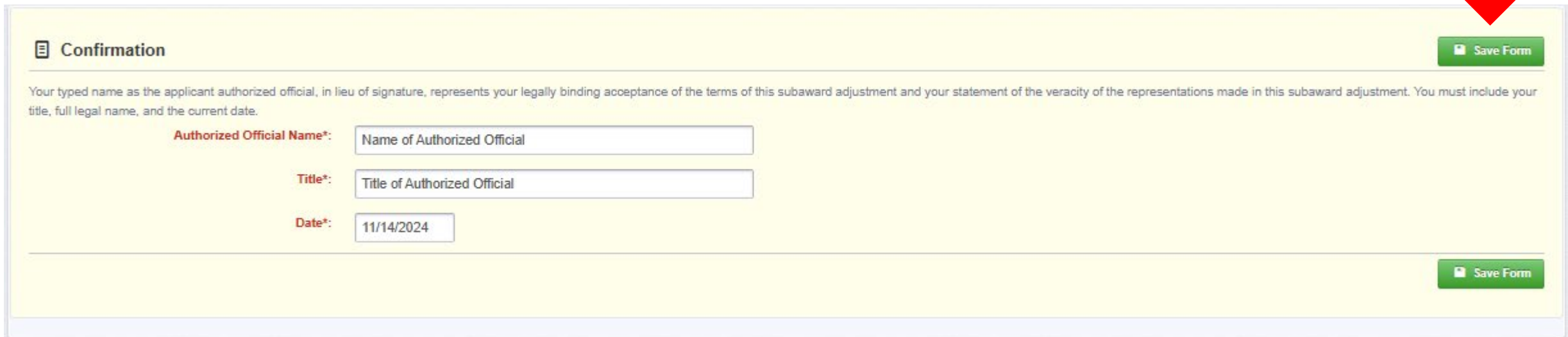
Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$10,000.00	100.00%	\$10,000.00	100.00%	\$0.00
Total Local Match Share	\$0.00	0.00%	\$0.00	0.00%	\$0.00

Last Edited By: TEST TEST - Nov 13, 2024 11:59 AM 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\*:**

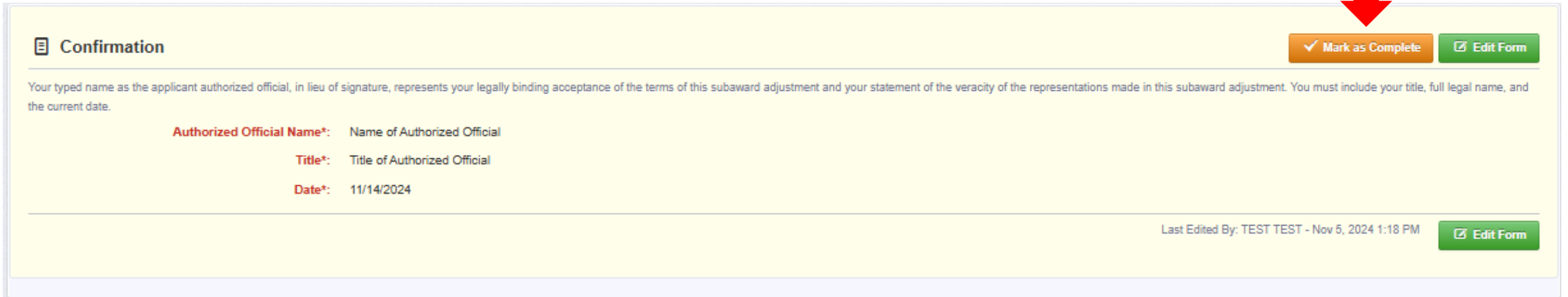
**Title\*:**

**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

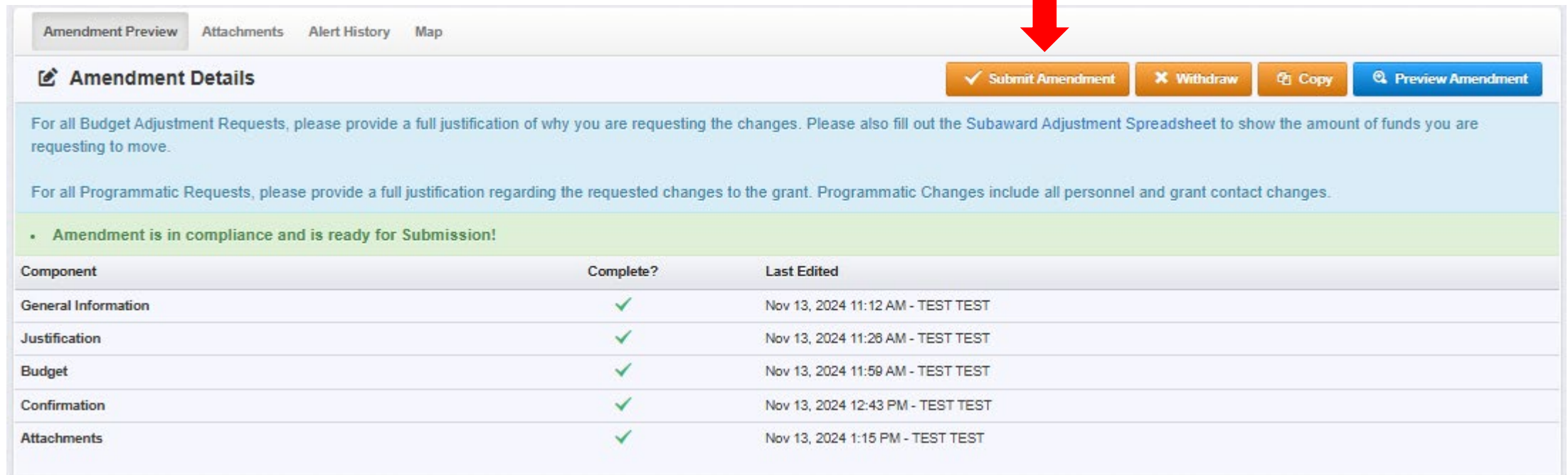
Upload File\*:

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

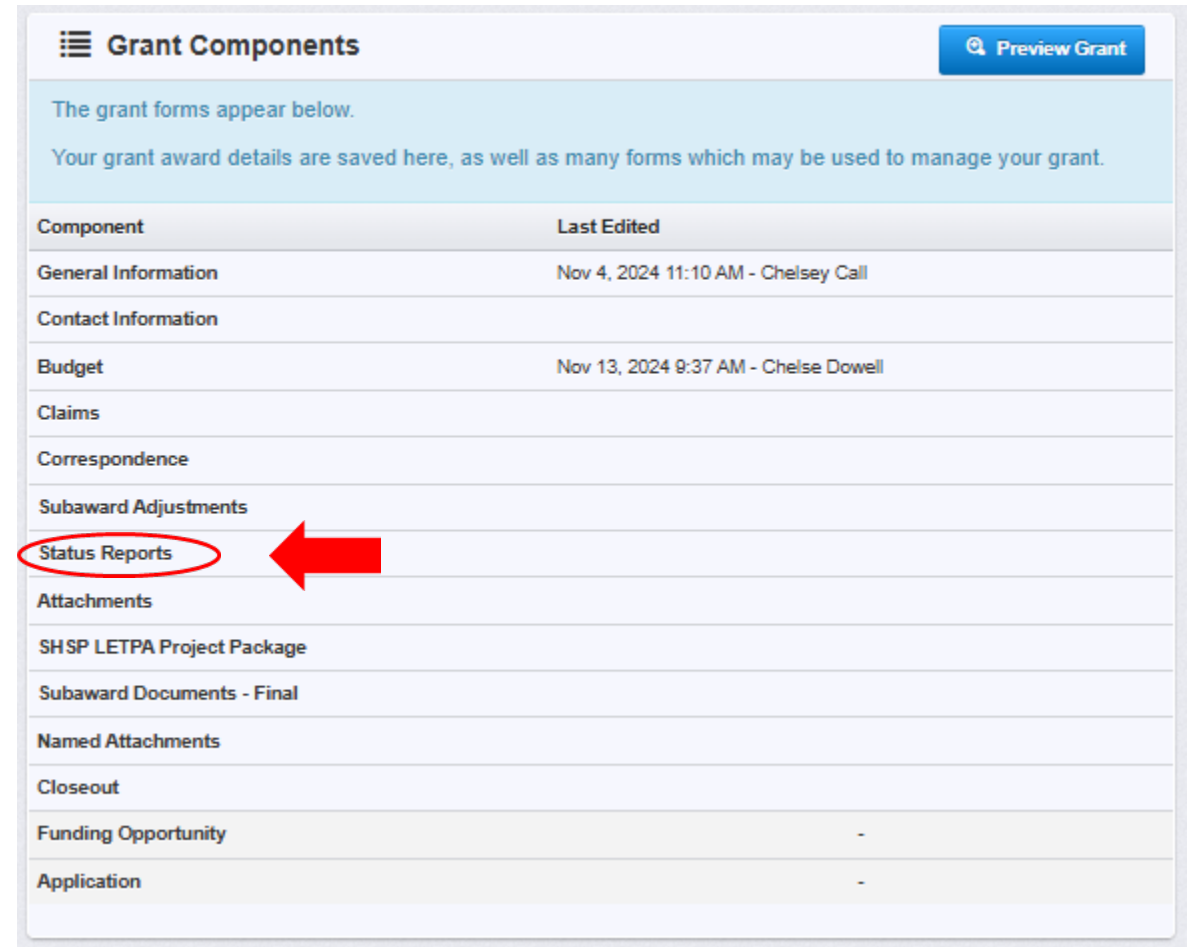


The screenshot displays the 'Amendment Details' page. At the top, there are tabs for 'Amendment Preview', 'Attachments', 'Alert History', and 'Map'. Below these, the 'Amendment Details' section is visible, featuring a red arrow pointing to the 'Submit Amendment' button. Other buttons include 'Withdraw',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

Component	Complete?	Last Edited
General Information	✓	Nov 13, 2024 11:12 AM - TEST TEST
Justification	✓	Nov 13, 2024 11:26 AM - TEST TEST
Budget	✓	Nov 13, 2024 11:59 AM - TEST TEST
Confirmation	✓	Nov 13, 2024 12:43 PM - TEST TEST
Attachments	✓	Nov 13, 2024 1:15 PM - TEST TEST

# STATUS REPORTS

- Status Report Due Dates
  - January 10, 2025  
(September 1, 2024 – December 31, 2024)
  - July 10, 2025  
(January 1, 2025 – June 30, 2025)
  - January 10, 2026  
(July 1, 2025 – December 31, 2025)
  - July 10, 2026  
(January 1, 2026 – June 30, 2026)
  - October 15, 2026 – Final Report  
(July 1, 2026 – August 31, 2026)
    - Extensions would affect this final date and would be updated in the Status Report
  - To submit Status Report, select “Status Reports” 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	Nov 4, 2024 11:10 AM - Chelsey Call
Contact Information	
Budget	Nov 13, 2024 9:37 AM - Chelse Dowell
Claims	
Correspondence	
Subaward Adjustments	
<b>Status Reports</b>	
Attachments	
SHSP LETPA Project Package	
Subaward Documents - Final	
Named Attachments	
Closeout	
Funding Opportunity	-
Application	-

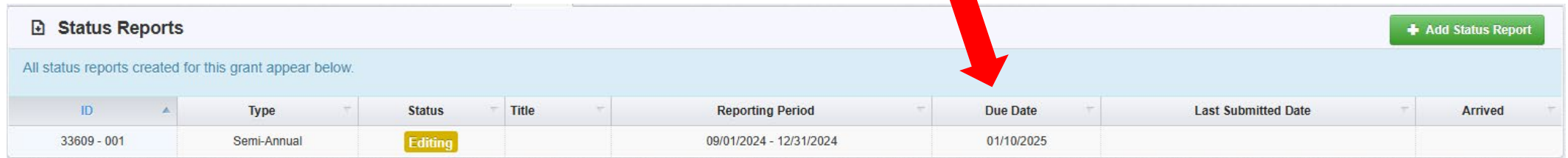
# STATUS REPORTS

- **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 LETPA 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
  - 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

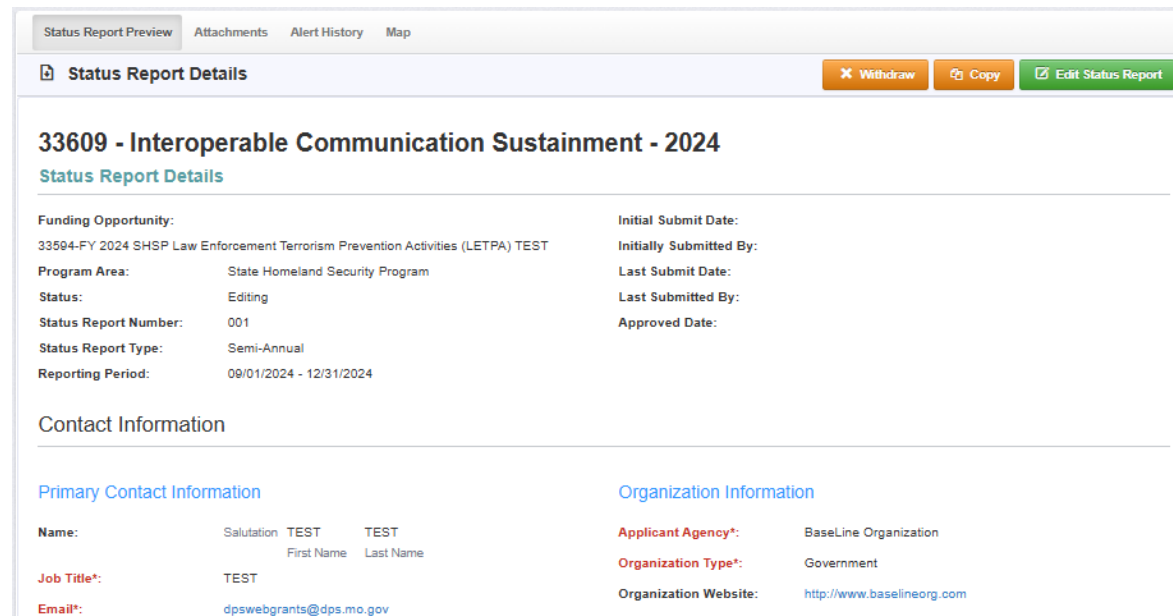
- Status Report with milestones has already been setup and is ready to update
- Select “ID” for Status Report that is due



ID	Type	Status	Title	Reporting Period	Due Date	Last Submitted Date	Arrived
33609 - 001	Semi-Annual	Editing		09/01/2024 - 12/31/2024	01/10/2025		

[+ Add Status Report](#)

- Select “Edit Status Report”



Status Report Preview Attachments Alert History Map

**Status Report Details** [Withdraw](#) [Copy](#) [Edit Status Report](#)

### 33609 - Interoperable Communication Sustainment - 2024

Status Report Details

<b>Funding Opportunity:</b> 33594-FY 2024 SHSP Law Enforcement Terrorism Prevention Activities (LETPA) TEST	<b>Initial Submit Date:</b>
<b>Program Area:</b> State Homeland Security Program	<b>Initially Submitted By:</b>
<b>Status:</b> Editing	<b>Last Submit Date:</b>
<b>Status Report Number:</b> 001	<b>Last Submitted By:</b>
<b>Status Report Type:</b> Semi-Annual	<b>Approved Date:</b>
<b>Reporting Period:</b> 09/01/2024 - 12/31/2024	

Contact Information

<b>Primary Contact Information</b>		<b>Organization Information</b>	
<b>Name:</b>	Salutation TEST TEST First Name Last Name	<b>Applicant Agency*:</b>	BaseLine Organization
<b>Job Title*:</b>	TEST	<b>Organization Type*:</b>	Government
<b>Email*:</b>	dpswebgrants@dps.mo.gov	<b>Organization Website:</b>	http://www.baselineorg.com

# 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 13, 2024 9:58 AM - Adriana Budean
Milestone Progress Report		Nov 13, 2024 10:01 AM - Adriana Budean



# 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
- When completed, select “Save Form”

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



# 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.	FY 2024 SHSP LETPA - Baseline Organization		0%	
2. Procurement completed: bidding, vendor selection, and ordering of equipment.	FY 2024 SHSP LETPA - Baseline Organization		0%	
3. Equipment received, installed, tested and inventoried.	FY 2024 SHSP LETPA - Baseline Organization		0%	
4. Vendor paid and receipt of proof of payment received.	FY 2024 SHSP LETPA - Baseline Organization		0%	
5. WebGrants reimbursement completed with all necessary documentation.	FY 2024 SHSP LETPA - Baseline Organization		0%	
6. Equipment training completed.	FY 2024 SHSP LETPA - Baseline Organization		0%	
7. Project Final Report submitted and closed out.	FY 2024 SHSP LETPA - Baseline Organization		0%	

Buttons: ✓ Mark as Complete, + Add Row (crossed out), Edit All Rows

Last Edited By: TEST TEST - Dec 3, 2024 4:25 PM

Bottom button: + Add Row (crossed out)

☰ 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?

Buttons: ✓ Mark as Complete, + Add Row, Edit All Rows

# STATUS REPORTS

- Complete “Milestone Progress” section of Status Report
  - Milestone – Do **NOT** change any of the Milestone descriptions
  - 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)
  - 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.	FY 2024 SHSP LETPA - Baseline Organization	09/25/2024	100%	Specifications for equipment have been determined
2. Procurement completed: bidding, vendor selection, and ordering of equipment.	FY 2024 SHSP LETPA - Baseline Organization	01/14/2025	70%	The bidding process is complete and the vendor selected. Equipment will be ordered in the next two weeks.
3. Equipment received, installed, tested and inventoried.	FY 2024 SHSP LETPA - Baseline Organization	03/01/2025	0%	We anticipate 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 LETPA - Baseline Organization	03/30/2025	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 LETPA - Baseline Organization	06/30/2025	0%	WebGrants reimbursement is estimated to be completed with all necessary documentation within the next six months.
6. Equipment training completed.	FY 2024 SHSP LETPA - Baseline Organization	04/01/2025	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 LETPA - Baseline Organization	08/31/2025	0%	The final Status Report is estimated to be completed by 08/31/2025

**Narrative Project Progress - Edit** Save Multi-List

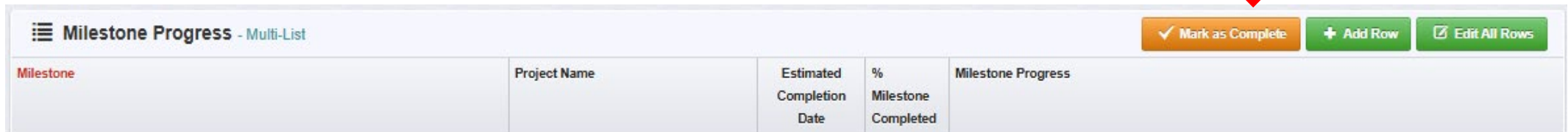
Project Name: FY 2024 SHSP LETPA - Baseline Organization

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, we anticipate the equipment will be ordered, received, installed, tested, and inventoried and the vendor payment will be issued and WebGrants reimbursement submitted.

# STATUS REPORTS

- Select “Mark as Complete”

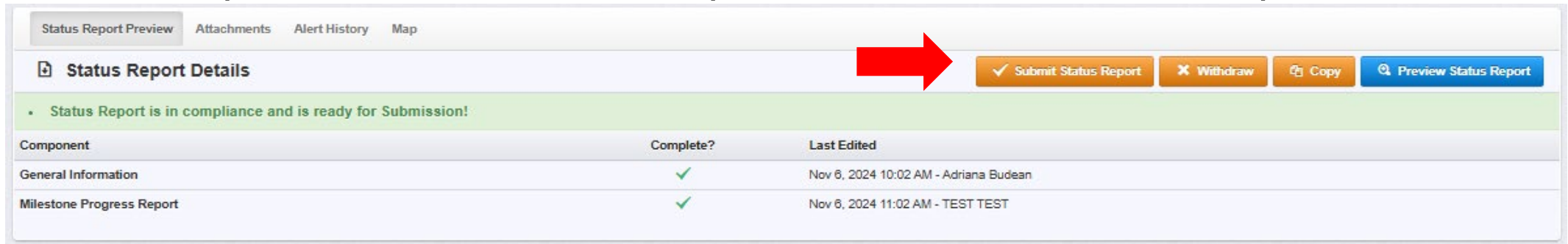


Milestone Progress - Multi-List

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

# FINAL STATUS REPORT

- 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.



# 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

<b>Report Number:</b>	001
<b>Status*:</b>	Editing
<b>Sub Type*:</b>	Semi-Annual
<b>Title:</b>	
<b>Due Date:</b>	01/10/2024
<b>Report Dates*:</b>	09/01/2024 12/31/2024
	Start Date End Date

# CORRESPONDENCE

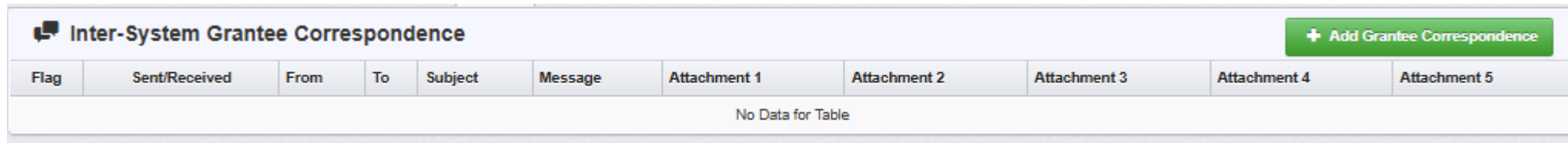
- **All approval requests** must be submitted through the Correspondence Component in WebGrants
  - Training/Exercise Requests
  - Single Feasible Source (SFS) Requests
  - Equipment Approvals (i.e. Generators)
  - Contract Reviews
  - Spending Plans
  - EHP's
- Approval for requests will be sent through this Correspondence component
- Correspondence is best used for all communications with DPS/OHS – easier to track

# CORRESPONDENCE

☰ 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	Nov 4, 2024 11:10 AM - Chelsey Call	
Contact Information		
Budget	Nov 13, 2024 9:37 AM - Chelse Dowell	
Claims		
Correspondence		
Subaward Adjustments		
Status Reports		
Attachments		
SHSP LETPA Project Package		
Subaward Documents - Final		
Named Attachments		
Closeout		
Funding Opportunity		-
Application		-

# CORRESPONDENCE

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



Inter-System Grantee Correspondence

Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5
No Data for Table										

+ Add Grantee Correspondence

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

CC:

# CORRESPONDENCE

- Enter a “Subject” for the message

Subject\*:

FY 2024 SHSP Law Enforcement Terrorism Prevention Activities (LETPA)

- Enter all necessary information in the “Message” section

Message:

Enter all necessary information here

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

# CORRESPONDENCE

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



Attachment 1:  [Select file](#)


Attachment 2:  [Select file](#)


Attachment 3:  [Select file](#)

Attachment 4:  [Select file](#)

Attachment 5:  [Select file](#)

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



 Inter-System Grantee Correspondence [Send Correspondence](#)

# 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](mailto: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

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

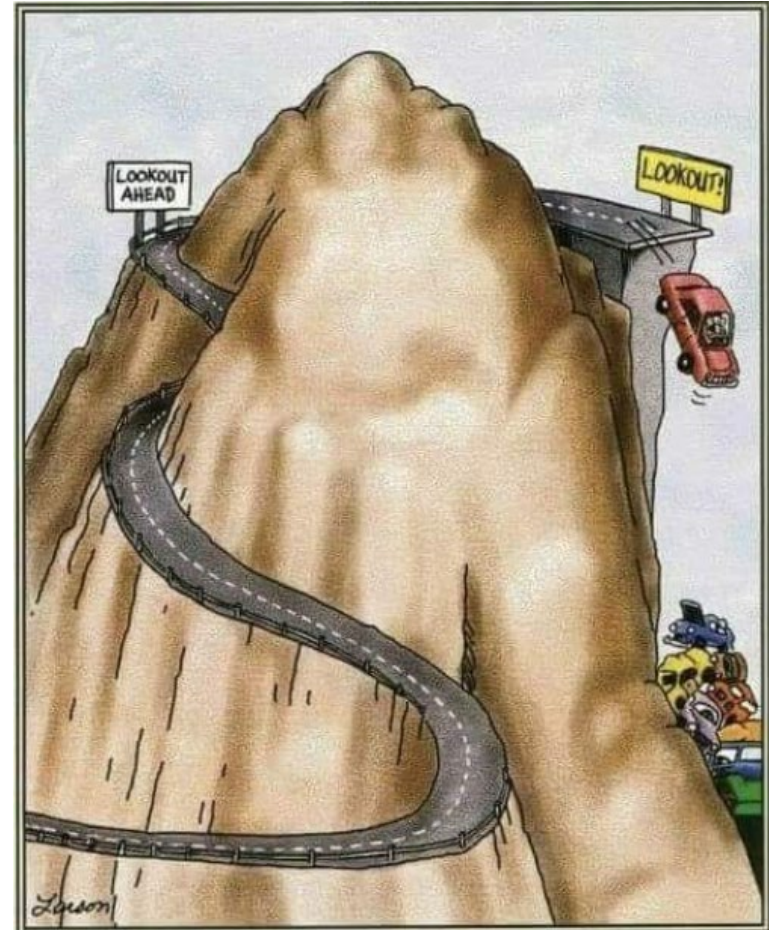
- All grant records shall be retained by the subrecipient for:
  - At least 5 years from the end of the state fiscal year in which the grant closes or following notification by the awarding agency that the grant has been programmatically and fiscally closed or at least 5 years following the closure of 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.”
- Key things to remember about monitoring:
  - Monitoring is NOT an audit
  - DPS/OHS is NOT out to catch you doing something wrong – we are there to HELP you to correct areas of noncompliance to prevent audit findings
  - Chance to provide technical assistance and answer questions



# MONITORING

- **Desk Monitoring**

- Review that is completed by the DPS/OHS or pass-through entity's office



- **On-Site Monitoring**

- Review that is conducted by the DPS/OHS or pass-through entity 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



# IMPORTANT DATES

Subaward Agreements Due – December 5, 2024

Award & Compliance Workshop Acknowledgement – December 11, 2024

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

Required EHP's - January 31, 2025

Status Reports - January 10<sup>th</sup> and July 10<sup>th</sup>

Period of Performance - September 1, 2024 – August 31, 2026

Final Claim and Final Status Report – October 15, 2026

# QUESTIONS?



# DPS/OHS CONTACTS

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