



Missouri Office of Homeland Security
Division of Grants, Local and State Assistance

Information Bulletin

OHS-GT-2012-005-04

Subject: Policy on Claim Request Requirements including OHS Reimbursement Checklist

Applicable To: SHSP/UASI/NSGP/PSN/STOP/CESF

Effective Date: April 1, 2021

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I. Introduction

This informational bulletin is provided to assist local governments, state agencies, and nonprofits when submitting claims for reimbursement to the Missouri Office of Homeland Security (OHS), Division of Grants.

This information bulletin replaces OHS-GT-2012-005-03 “Policy on Claim Request Requirements including the OHS Reimbursement Checklist” dated September 18, 2018.

II. Reimbursement Requirements

The OHS subrecipients are required to follow the general reimbursement policies below:

- The OHS grants are reimbursement grants. Approved expenditures must be made within the grant period of performance
- Subrecipients must incur an allowable expense, make payment, and seek reimbursement **within six (6) months of the invoice date. Invoices dated beyond six (6) months will not be reimbursed**
- All required information **must** be uploaded into the claims attachment section in WebGrants when seeking reimbursement
- Incomplete claims will result in a delay of payment and is the requesting agency’s responsibility to complete
- WebGrants claim submission requirements:
 - A claim may not be submitted until the prior claim has been paid (if corrections are necessary they must be completed and the claim paid prior to submitting the next claim)
 - In the Claim Expenditure Form, a line must be completed for each individual expenditure. Multiple invoices on one expenditure line will not be accepted. Each line of an invoice does not need to be listed separately unless the items are on different lines in the approved budget

a. General Reimbursement Requirements

When submitting claims for reimbursement requests to the OHS, subrecipients are required to provide the following documentation:

- Claim in WebGrants
- Vendor Invoice

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- Proof of payment (i.e., copy of cancelled check, credit card statement or payroll journal)
- Proof of delivery/completion (i.e., signed packing slip, receipt, approved expense report, or signed statement in writing indicating items delivered or services performed)

b. Equipment Reimbursement Requirements

When submitting claims for reimbursement requests to the OHS, subrecipients are required to provide the following documentation:

- Equipment Inventory Form in WebGrants must be completed for each piece of equipment
- Purchase order, if one was created or referenced on an invoice

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

c. Training Reimbursement Requirements

When submitting claims for reimbursement requests to the OHS, subrecipients are required to provide the following documentation:

- Ensure an approved Training or Exercise Request Form has been uploaded in the corresponding claims attachment in WebGrants
- Agenda/announcement
- Proof of attendance (i.e., participant sign in sheet, roster, or certificate)
- Food and beverage costs can only be reimbursed for pre-approved events involving field training and exercises. Please refer to the complete policy OHS Information Bulletin (IB) - Policy on Food and/or Beverage Provided for Homeland Security Training/Exercise Sessions, Meetings, or Conferences, as amended

d. Contract Reimbursement Requirements

When submitting claims for reimbursement requests to the OHS, subrecipients are required to provide the following documentation:

- A copy of the signed contract must be uploaded into the corresponding claim attachment in WebGrants when requesting your first reimbursement
- Other documentation required by the contract (i.e., milestone reports, time and effort)

e. Personnel Reimbursement Requirements

When submitting claims for reimbursement requests to the OHS, subrecipients are required to provide the following documentation:

- Wage and benefit cost(s)
- Timesheet(s)
- Signed personnel certification (examples are listed below)
- For overtime:
 - Employee status (exempt or non-exempt)
 - Timesheets showing overtime worked
- For backfill:
 - Employee status (exempt or non-exempt)
 - Timesheets documenting the backfill hours worked by the additional employee

Example: Employees that work solely on a single federal award or cost objective:

Certifications will be prepared at least bi-annually and will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee. Bi-annual certifications must be submitted to the OHS grants specialist on January 10 and July 10. (See example below.)

PERSONNEL CERTIFICATION	
This is to certify that the following individuals have worked 100% of their time under the _____ (CFDA: _____) cost objective:	
From: _____ Through _____ (FY _____)	
This work supports the implementation of the State Homeland Security Strategies to address the identified planning, organization, equipment, training and exercise needs to prevent protect against, mitigate, respond to and recover from acts of terrorism and other catastrophic events.	
EMPLOYEE NAME	POSITION TITLE
I certify that I have first-hand knowledge of the work performed by these individuals.	
	Title: _____
Printed Name: _____	
	Date: _____
Signature _____	

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Example: Employees that work on multiple activities or those employees whose salaries and wages are used in meeting cost sharing or matching requirements of Federal awards:

Certifications will be prepared at least monthly that will reflect an after-the-fact distribution of the actual activity of each employee. The certification will account for the total activity for which each employee is compensated and will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee. This certification must be included with the reimbursement request. (See example below.)

Missouri Office of Homeland Security			
Monthly Personnel Certification Statement			
Employee's Name			
April 2012			
Grant Program	CFDA	Total Hours	% of Time
HSGP	97.067	147	83.5%
BZPP	97.078	13	7.4%
PSIC	11.555	0	0.0%
IECGP	97.055	0	0.0%
TSGP	97.075	0	0.0%
EOC	97.052	8	4.5%
EMPG	97.042	8	4.5%
NSGP	97.008	0	0.0%
Other	N/A	0	0.0%
Total Leave	N/A	0	0.0%
		176	100.0%
I hereby certify this report is an after-the-fact determination of the total activity and actual effort expended for the period indicated, and I have full knowledge of 100% of these activities.			
Employee Signature:			

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III. Advance Payment (Only applicable to UASI/SHSP/NSGP)

When submitting reimbursement requests to the OHS for advance payments (\$2,500 minimum/\$25,000 UASI minimum), subrecipients are required to submit all required information as well as:

- Proof of payment (i.e., copy of cancelled check or credit card statement) due to the OHS within thirty (30) days of the claim paid date in WebGrants

Note: For additional information, please refer to the complete policy OHS IB OHS-GT-2012-002 - Advance Payment and Cash Advances, as amended.

IV. Grant Contact Information

The OHS grant points of contact can be located at the following link:

<http://www.dps.mo.gov/dir/programs/ohs/grantstraining/?h=0>

Office of Homeland Security, Grants and Training

Lewis & Clark State Office Building

1101 Riverside Drive

P.O. Box 749

Jefferson City, Missouri 65102

Phone: 573-526-9020

Fax: 573-526-9012

OHS Reimbursement Checklist (Attachment A) – SHSP, NSGP, PSN, STOP**General Reimbursement Requirements**

- All required information **must** be uploaded into the claims attachment section in WebGrants when seeking reimbursement
- Subrecipients must incur an allowable expense, make payment, and seek reimbursement **within six (6) months of the invoice date. Invoices dated beyond six months (6) will not be reimbursed**
- The OHS grants are reimbursement grants. Any approved expenditure must be made within the grant period of performance
- **Incomplete claims will result in a delay of payment and is the requesting agency's responsibility to complete**
- A claim may not be submitted until the prior claim has been paid (if corrections are necessary they must be completed and the claim paid prior to submitting the next claim)
- In the Claim Expenditure Form, a line must be completed for each individual expenditure. Multiple invoices on one expenditure line will not be accepted. Each line of an invoice does not need to be listed separately unless there are items on different budget lines

Equipment Reimbursement Requirements

- Claim in WebGrants
- Vendor Invoice
- Purchase order, if one was created or referenced on an invoice
- Proof of delivery/completion (i.e., signed packing slip, receipt, approved expense report, or signed statement in writing indicating items delivered or services performed)
- Proof of payment (i.e., copy of cancelled check, credit card statement or payroll journal)
- Equipment Detail Form in WebGrants must be completed for each piece of equipment (i.e., If two (2) radios were purchased they must be entered separately)

Personnel Reimbursement Requirements

- Claim in WebGrants
- Wage and benefit cost(s)
- Timesheet(s)
- Signed personnel certification
- Timesheet(s)
 - Employees that work solely on a single Federal award or cost objective:
 - Certifications will be prepared at least bi-annually and will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee. Bi-annual certifications must be submitted to the OHS grants specialist on January 10 and July 10. (See example below.)
 - Employees that work on multiple activities or those employees whose salaries and wages are used in meeting cost sharing or matching requirements of Federal awards:
 - Certifications will be prepared at least monthly that will reflect an after-the-fact distribution of the actual activity of each employee. The certification will account for the total activity for which each employee is compensated and will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee. This certification must be included with the reimbursement request.
- For overtime:
 - Employee status (exempt or non-exempt)
 - Timesheets showing overtime worked
- For backfill:
 - Employee status (exempt or non-exempt)
 - Timesheets documenting the backfill hours worked by the additional employee

Training Reimbursement Requirements

- Ensure an approved Training or Exercise Request Form has been uploaded in the corresponding claims attachment in WebGrants
- Invoice
- Proof of payment (i.e., copy of cancelled check or credit card statement)
- Agenda/announcement
- Proof of attendance (i.e., participant sign in sheet or roster, certificate)
- Food and beverage costs can only be reimbursed for pre-approved events involving field training and exercises. Please refer to the complete policy OHS Information Bulletin (IB) - Policy on Food and/or Beverage Provided for Homeland Security Training/Exercise Sessions, Meetings, or Conferences, as amended

Contract Reimbursement Requirements

- Invoice
- Proof of payment (i.e., copy of cancelled check or credit card statement)
- A copy of the signed contract must be uploaded into the corresponding claim attachment in WebGrants when requesting your first reimbursement
- Other documentation required by the contract (i.e., milestone reports, time and effort)

Advance Payment (\$2,500 minimum/\$25,000 UASI minimum)

- Claim in WebGrants
- Invoice
- Proof services have been rendered and/or product or equipment has been received (i.e., signed packing slip, receipt, or statement in writing indicating the item has been received and inventoried)
- Proof of payment (i.e., copy of cancelled check or credit card statement) due to the OHS within 30 days of the claim paid date in WebGrants

Note: For additional information, please refer to the complete policy OHS IB OHS-GT-2012-002 - Advance Payment and Cash Advances, as amended.

OHS Reimbursement Checklist (Attachment B) – CESF

General Reimbursement Requirements

- All required information **must** be uploaded into the claims attachment section in WebGrants when seeking reimbursement
- Subrecipients must incur an allowable expense, make payment, and seek reimbursement **within six (6) months of the invoice date. Invoices dated beyond six months (6) will not be reimbursed without OHS approval**
- The CESF grants are reimbursement grants. Any approved expenditure must be made within the grant period of performance
- Incomplete claims will result in a delay of payment and is the requesting agency's responsibility to complete**
- In the Claim Expenditure Form, a line must be completed for each individual expenditure. Multiple invoices on one expenditure line will not be accepted. Each line of an invoice does not need to be listed separately unless there are items on different budget lines

Personnel Overtime Reimbursement Requirements

- Claim in WebGrants
- Proof of participation in vaccination event(s)
- Wage and benefit cost(s)
- For overtime:
 - Employee status (exempt or non-exempt)
 - Timesheets showing overtime worked

Equipment Reimbursement Requirements

- Claim in WebGrants
- Proof of participation in vaccination event(s)
- Prior approval from OHS needs to be attached to the claim
- Vendor Invoice
- Purchase order, if one was created or referenced on an invoice

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- Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered or services performed)
- Proof of payment (i.e., copy of cancelled check, credit card statement or payroll journal)
- Equipment Detail Form in WebGrants must be completed for each piece of equipment (i.e., If two (2) radios were purchased they must be entered separately)

Supply Reimbursement Requirements

- Proof of participation in vaccination event(s)
- Justification for supplies at vaccination event(s)
- Claim in WebGrants
- Vendor Invoice
- Purchase order, if one was created or referenced on an invoice
- Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered or services performed)
- Proof of payment (i.e., copy of cancelled check, credit card statement or payroll journal)

Travel Reimbursement Requirements

- Proof of participation in vaccination event(s)
- Mileage log or report that documents the number of miles to/from the vaccination event
- Claim in WebGrants