



Missouri Office of Homeland Security

Division of Grants

Information Bulletin

OHS-GT-2018-008-01

Subject: Policy on Budget Modifications, Scope of Work Changes, and Spending Plans

Applicable To: SHSP/NSGP/UASI/STOP/PSN/NG911

Effective Date: July 1, 2020

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I. Introduction

The Missouri Office of Homeland Security (OHS), Division of Grants, is providing this information bulletin to assist local governments, state agencies and nonprofits in understanding the requirements of the OHS subrecipients to request budget modifications and scope of work changes for existing grants.

This information bulletin replaces OHS-GT-2018-008 “Policy on Budget Modifications, Scope of Work Changes, and Spending Plans” dated September 18, 2018.

II. Budget Modifications

Prior written approval from the OHS is required for budget modifications. A budget modification is a transfer among existing budget lines within the grant budget (i.e., transferring funds from an existing training budget line-item to an existing equipment budget line-item).

A request for a budget modification must be submitted through WebGrants as a subaward adjustment and **must be** approved by the OHS prior to the subrecipient obligating or expending the grant funds.

III. Scope of Work Changes

A subrecipient requesting changes to the scope of work described in its grant award, must contact the OHS for approval to make this change. A change to a subrecipient’s scope of work means:

- Adding new projects to the grant award
- Adding new line-items to the approved project budget
- Changes in the quantity of an existing line item in the approved project budget
- Changes to the specifications of an existing line item in the approved project budget (for example, an equipment line item on the approved budget lists a 12’x20’ tent, in order to purchase a tent that is 10’x10’ instead of the listed equipment, prior approval would be required)

A request for a scope of work change must be submitted through WebGrants as a subaward adjustment at least 90 days prior to the end of the period of performance and **must be** approved by the OHS prior to the subrecipient obligating or expending grant funds.

IV. Subaward Adjustments

Subrecipients utilizing the WebGrants system to manage their grant may submit only one subaward adjustment request per quarter for each open grant. A subrecipient may request a waiver from their grant specialist for extenuating circumstances. The subrecipient should not

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submit additional subaward adjustment requests if prior subaward adjustment is in submitted status.

The grant projects that are overseen by the Regional Planning Commission (RPC)/Council of Governments (COG) on behalf of the Regional Homeland Security Oversight Committee (RHSOC) for the State Homeland Security Program (SHSP) must adhere to the following additional requirements:

- Subrecipients must have RHSOC approval prior to requesting a budget modification or scope of work change for any RHSOC awarded projects (**exception**: if the request is only to move funds between existing budget lines within a project to account for budget vs. actual costs and does not in any way change the scope of an approved project)
- Subaward adjustments must be submitted through the WebGrants system by the end of the month following the quarterly RHSOC meeting (Due dates: May 31st, August 31st, November 30th, and February 28th)
- The subrecipient must attach documentation to the subaward adjustment request indicating RHSOC approval of the budget modification or scope of work change

V. Spending Plan

Subrecipients are expected to have all funds obligated by the end of the grant period of performance. Each subrecipient must submit a spending plan, for each project, at least one hundred eighty (180) days prior to the end of the period of performance. The spending plan must outline the status of the project and any planned or known changes to the subrecipient's budget.

If needed, a subrecipient must submit subaward adjustments noted in the spending plan by the May 31st deadline, approximately ninety (90) days prior to the end of the grant period of performance.

VI. Return of Funds

The OHS may request the return of any funds when it appears funds may not be expended during the current period of performance.

If grant funds are de-obligated, a proportional amount of Management and Administration (M&A) funds taken as part of the grant, must also be returned to the OHS.

VII. 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>

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