



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

OHS-GT-2020-010-001

Subject: Policy on Next Generation 911 Grant Program (NG911) Claim Request Requirements Including OHS Reimbursement Checklist

Applicable To: NG911

Effective Date: July 1, 2020

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I. Introduction

This informational bulletin is provided to assist local governments, state agencies, and nonprofits when submitting NG911 claims for reimbursement to the Missouri Office of Homeland Security (OHS), Division of Grants.

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
 - The Claim Expenditure Form must include the correct 60/40 breakout of federal and local match amounts

a. General Reimbursement Requirements (*Not applicable to equipment grants*)

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 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
HS GP	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. Grant Match Requirements

NG911 requires a 40% local match on all grant funds. Grant funds cannot be reimbursed prior to the match being met. Claims may be submitted throughout the grant process as portions of the project are completed. If a claim is submitted for a portion of the project it may only be reimbursed with federal funds at 60% of the submitted expenses.

For example: A subrecipient receives an award for \$100,000.00 (\$60,000.00 federal, \$40,000.00 match). The first portion of the project is completed and a claim is submitted in the amount of \$50,000.00. The claim cannot be federally reimbursed for the whole \$50,000.00 even though it is less than the full federal award it will be reimbursed at 60% or \$30,000.00.

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)

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
- In the Claim Expenditure Form must include the correct 60/40 breakout of federal and local match amounts

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)