SFY 2023 AMERICAN RESCUE PLAN ACT (ARPA) STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF) FIRE PROTECTION GRANT (FPG)

COMPLIANCE WORKSHOP

APRIL 21, 2023

AGENDA

- ▶ Roll Call
- ▶ Grant Requirements
- ▶ Inventory Management
- ▶ WebGrants
  - ▪ Subaward Agreement
  - ▪ Budget
  - ▪ Reimbursement Request (Claims)
  - ▪ Subaward Adjustment
  - ▪ Status Report
  - ▪ Correspondence
- ▶ Grant File
- ▶ Grant Closeout
- ▶ Monitoring

GRANT REQUIREMENTS

ARPA SLFRF FPG

▶ The purpose of the ARPA SLFRF FPG is to provide grant funding for fire protection entities for fire protection/service activities. Fire protection entities include fire departments as defined in section 320.200(3) RSMo as an agency or organization that provides fire suppression and related activities, including, but not limited to, fire prevention, rescue, emergency medical services, hazardous material response, or special operation to a population within a fixed and legally recorded geographical area. The term fire department shall include any municipal fire department or any fire protection district as defined in section 321.010 RSMo, or voluntary fire protection association as defined in section 320.300 RSMo, engaging in this type of activity.

FEDERAL GRANT REQUIREMENTS

▶ [Code of Federal Regulations 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
Regulations provide the foundational requirements for federal financial assistance

▶ [ARPA SLFRF Final Rule](#)

  Specific requirements to ARPA SLFRF funding

▶ [ARPA SLFRF Overview of Final Rule](#)

  Summary of Final Rule provisions for informational purposes

MISSOURI OFFICE OF HOMELAND SECURITY: DIVISION OF GRANTS (OHS) GRANT REQUIREMENTS

▶ ARPA SLFRF FPG Notice of Funding Opportunity

▶ Administrative Guide for Homeland Security Grants

▶ Subaward Agreement Articles of Agreement

▶ Information Bulletins

- Information Bulletin 1: Policy on Monitoring

- Information Bulletin 2: Policy on Advance Payment and Cash Advances

- Information Bulletin 5: Policy on Reimbursement Requests

- Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments

MISSOURI OFFICE OF HOMELAND SECURITY: FIRE PROTECTION ENTITIES REQUIREMENTS

▶ Fire Protection entities MUST be compliant with the following statutes:

- Section 320.271 RSMo – Fire Department Registration Pursuant to section 320.271 RSMo, All fire protection districts, fire departments, and all volunteer fire protection associations as defined in section 320.300 shall complete and file with the state fire marshal within sixty days after January 1, 2008, and annually thereafter, a fire department registration form provided by the state fire marshal.

MISSOURI OFFICE OF HOMELAND SECURITY: EQUIPMENT REQUIREMENTS

▶ Some equipment items have specific requirements

- Turnout Gear

Agencies purchasing turnout gear must have a policy to document cleaning and maintenance processes and procedures for turnout gear. Subrecipients of funding for turnout gear must supply the Missouri Department of Public Safety with a copy of such policy(s) and procedure(s) at the time of claim submission.

- Interoperability Equipment (Portables/Handhelds, Mobiles, Repeaters, Base Stations, etc.)

Investments in emergency communications systems and equipment must meet applicable SAFECOM Guidance. All radios must meet the Missouri Department of Public Safety, Office of the Director, Criminal Justice/Law Enforcement (CJ/LE) Unit, Office of Homeland Security (OHS) Radio Interoperability Guidelines.

MISSOURI OFFICE OF HOMELAND SECURITY: MATCH REQUIREMENTS

▶ 50% Match Requirement – amount listed on Subaward Agreement

- Cash (Hard)

- In-Kind (Soft)

  - Can be retroactive to March 2020

  - CANNOT be utilized to fulfill match requirement on any other Federal grant

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 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 OHS for clarification

PROCUREMENT REQUIREMENTS

▶ Subrecipient must follow their agency's procurement policy unless the State of Missouri policy is more restrictive

▶ If the subrecipient does not have a procurement policy, they must follow the State of Missouri procurement policy

▶ State of Missouri Revised Statutes Chapter 34, State Purchasing and Printing

▶ Missouri Rules of Office of Administration Division 40 – Purchasing and Materials Management

▶ Cooperative Procurement Option

- State Contracts
- NASPO
- GSA
- Sourcewell
- Other cooperative contracts

If utilizing a cooperative contract, procurement documents (quotes/bids) and invoice(s) must reference the contract utilized

PROCUREMENT REQUIREMENTS

▶ State of Missouri Procurement Guidelines

Less than $10,000	$10,000 - $99,999	Greater than $100,000
• Purchase with prudence on the open market	• Must be competitively bid • Informal method is acceptable • Minimum of 3 bids/quote • Ex. Telephone quote, online pricing, request for quotation	• 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 • OHS must approve if less than 3 bids received

Brand names should not be specified when seeking bids/quotes

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

SINGLE FEASIBLE SOURCE

▶ Use of a single feasible source procurement of $10,000.00 or more requires prior approval from the 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, OHS has the right to refuse reimbursement

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

SINGLE FEASIBLE SOURCE

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

▶ The item is available only from a single source; or

▶ The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or

▶ The Office of Homeland Security expressly authorizes noncompetitive proposals in response to a written request from the local agency; or

▶ After solicitation 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 OHS, including, but not limited to:

- Contracts
  - Must contain Federal Contract Provisions required by [2 CFR 200 Appendix II](#), as applicable
- Single Feasible Source over $10,000

FEDERAL CONTRACT PROVISIONS

▶ All contracts must contain the Federal Contract Provisions as applicable

▶ Required by 2 CFR 200 Appendix II

▶ During prior approval of contract, OHS will review contracts to ensure the required provisions are included

FEDERAL CONTRACT PROVISIONS

- ▶ A – Contracts more than the simplified acquisition threshold ($250,000.00) must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

- ▶ B - Contracts in excess of $10,000 must address termination for cause and for convenience

- ▶ C - Contracts that meet the definition of federally assisted construction contract must include the equal opportunity clause

- ▶ D - All prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act

- ▶ E - All contracts in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5)

- ▶ F – If entering into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the agency must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

FEDERAL CONTRACT PROVISIONS

▶ G – Contracts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended

▶ H – A contract award must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension."

▶ I – Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding $100,000 must file the required certification.

▶ J – 200.323 Procurement of recovered materials

▶ K – 200.216 Prohibition on certain telecommunications and video surveillance services or equipment

▶ L – 200.322 Domestic preferences for procurements

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 ARPA SLFRF FPG funds

INVENTORY MANAGEMENT

▶ 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 $1,000 or more

▶ Entities may have a lower acquisition cost in their procurement policy. If so, they MUST use the most stringent policy

INVENTORY MANAGEMENT

▶ All equipment purchased with ARPA SLFRF FPG funds MUST be tagged

▶ All tags must state:

> Purchased with U.S. Department of Treasury Funds

INVENTORY MANAGEMENT

▶ 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
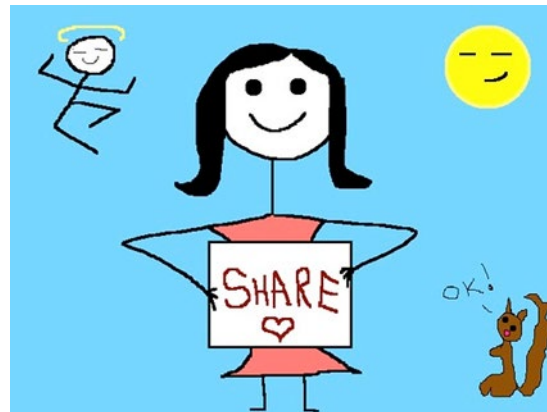
INVENTORY MANAGEMENT

▶ 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 MANAGEMENT

▶ 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
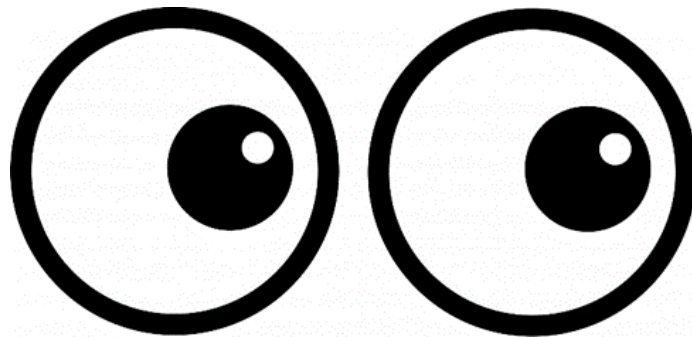
INVENTORY MANAGEMENT

▶ 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 OHS within 30 days of the incident

▶ Equipment must be maintained to keep it in mission capable (operational) condition

INVENTORY MANAGEMENT

▶ Required to maintain inventory form for all equipment purchased with ARPA **SLFRF** FPG funds

▶ Equipment is added to OHS inventory at the time of claim approval

▶ Physical inventory MUST be taken and results reconciled once every two years

- Next inventory will be due October 1, 2024

- OHS will send list of your agency's inventory for verification

October 1

INVENTORY MANAGEMENT

▶ Equipment inventory MUST be one item per line and include the following:

- 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
- % 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 MANAGEMENT

▶ When original or replacement equipment acquired with ARPA SLFRF FPG funds is no longer needed for the original project or program, the equipment may be retained, sold, or disposed, if it is not needed in any other ARPA SLFRF FPG sponsored project or program

▶ Disposition requests should be submitted on a timely basis. Disposition requests should not be held and submitted for approval at the time of the bi-annual physical inventory

INVENTORY MANAGEMENT

▶ Subrecipients must request approval from the OHS prior to disposing of equipment. Procedures in the OHS Administrative Guide for Homeland Security Grants must be followed to request equipment disposition approval. Email the Equipment Disposition Forms to Kelsey Saunders at Kelsey.Saunders@dps.mo.gov

▶ A copy of the approved Equipment Disposition Form must be maintained in the subrecipient grant file

▶ Equipment Disposition Form found on the OHS website in the Grant Applications and Forms section

INVENTORY MANAGEMENT

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

▶ Equipment with a per item fair market value of $5,000 or more may be retained or sold

INVENTORY MANAGEMENT

▶ 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 2009 F150, which was 50% funded with ARPA SLFRF FPG funds and 50% funded with local funds. The fair market value for their 2009 F150 was $6,000.00. The Federal awarding agency would be entitled to $3,000.00 of the proceeds and the local agency would be entitled to $3,000.00

WEBGRANTS SYSTEM
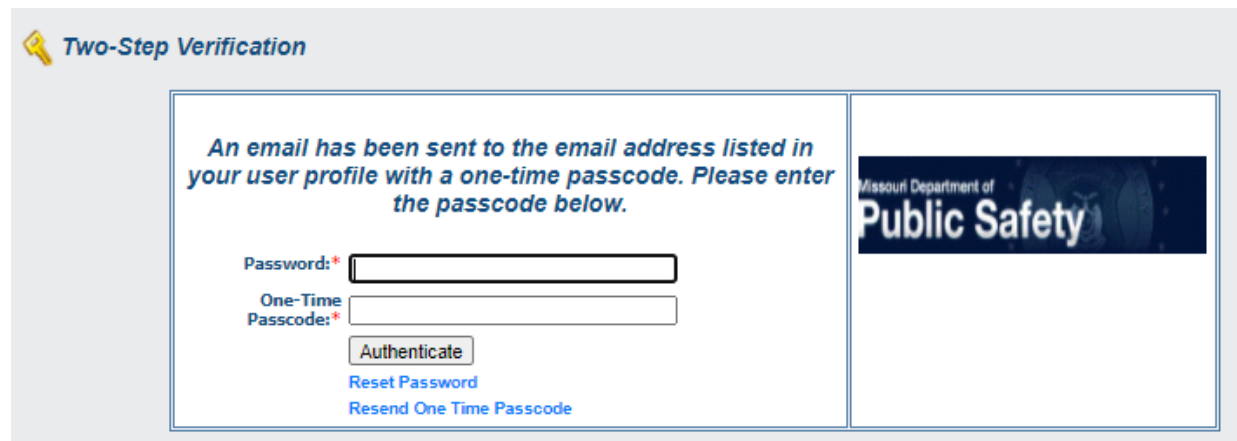
WEBGRANTS

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

▶ Two-factor authentication

WEBGRANTS

▶ Select "My Grants"
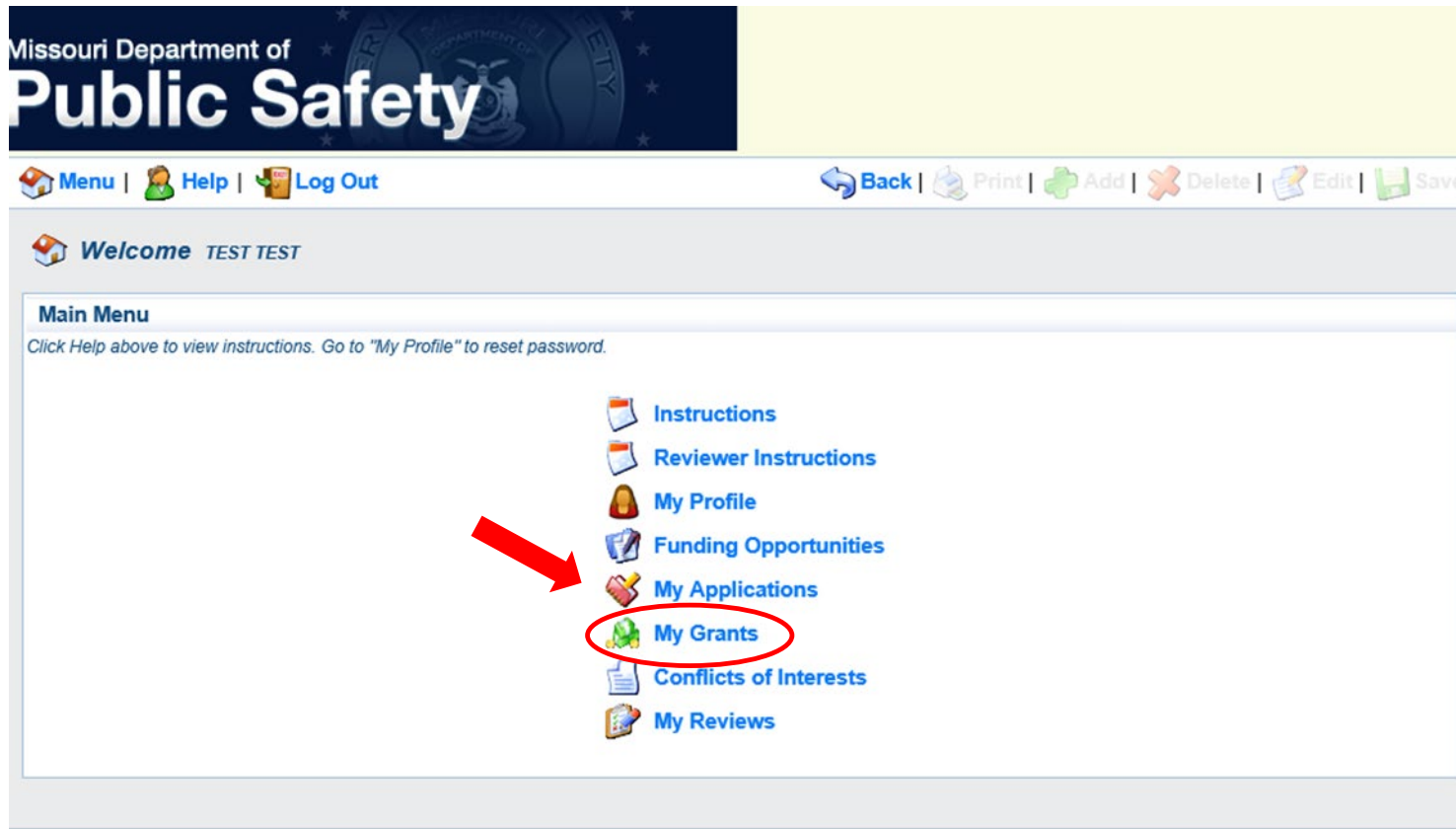
WEBGRANTS

▶ Select project titled "SFY 2023 American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) Fire Protection Grant (FPG)"

Grant Number	Status	Year	Grant Title	Program Area	Organization	Grantee	Program Officer	Funding Opportunity	Budget Total
146669	Underway	2023	**SFY 2023 FPG Interoperable Communications Equipment**	American Rescue Plan ACT	**BaseLine Organization**	**TEST TEST**	**Joni McCarter**	146626 - SFY 2023 ARPA SLFRF Fire Protection Grant (FPG) TEST	$20,000.00

WEBGRANTS

▶ Grant Components

Grant Components
Alerts | Copy | Annotations (0) | Export Grant Data | Map

The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module.
You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.

Component	Last Edited
General Information	04/17/2023
Contact Information	04/17/2023
Budget	04/17/2023
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
Project Package - FPG	04/17/2023
Subaward Documents - Final	
Appropriations	
Named Attachments - FPG	04/17/2023
Closeout	
Opportunity	-
Application	-

SUBAWARD AGREEMENT

▶ Fully-executed Subaward Agreement is located in Subaward Documents – Final Component

■ Maintain the Subaward Agreement in your grant file

Grant Components
Component
General Information
Contact Information
Budget
Claims
Correspondence
Subaward Adjustments
Subaward Adjustment Notices
Status Reports
Attachments
Project Package
Subaward Documents - Final
Named Attachments
Closeout
Opportunity
Application

BUDGET

▶ Approved budget is located in 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

- Ensure the goods/services you are purchasing are within the grant period of performance (including licenses)

  - If license spans outside the period of performance, costs will be prorated for those that fall within the period of performance

- Request Subaward Adjustment if need to make changes to budget (i.e. change in quantity)

BUDGET

Equipment   Add

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

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

Line Item Code:	Item Name:	Quantity:	Unit Cost:	Total Cost:	Local Match Amount:	Type of Match:	Federal Amount:
10001	Mobile Radios	6.0	$6,666.67	$40,000.00	$20,000.00	Cash	$20,000.00
				$40,000.00	**$20,000.00**		**$20,000.00**

Narrative Justification - Equipment

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.

Please provide justification for the 50% match requirement. If utilizing cash match, provide the source of the cash. If utilizing in-kind match, describe the source and how it directly relates to the project.

Testing

5000 Character Limit

BUDGET

▶ Project Period of Performance: December 1, 2022 to June 30, 2026

▶ Funds must be obligated by December 31, 2024

- 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 (Goods/Services are purchased)

▶ Funds must be expended by June 30, 2026

- Funds are considered "expended" when payment is made (Payment has been made for goods/services)

▶ Funds must be submitted for reimbursement within 45 days following the project period of performance by August 14, 2026

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 <u>within 6 months of the invoice date</u>

▶ Supporting documentation must be submitted with each claim

  ▪ Must be in one attachment and in the same order as the Expenditures Form on the reimbursement request in WebGrants

▶ In the Expenditure Form in WebGrants, a line must be completed for each individual expenditure

▶ Multiple invoices on one expenditure line will not be accepted. However, each item purchased on an invoice does not need to be listed separately unless the items are on a different line in the approved budget

▶ Incomplete claims could result in a delay of payment. It is the requesting agency's responsibility to complete the necessary changes

REIMBURSEMENT 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)

- Agenda/Announcement

- Proof of attendance (sign-in sheet/roster/certificate, etc.)

*Meals, mileage, and lodging cannot exceed the state of Missouri rates established by the Missouri Office of Administration. Current rates can be found at: https://acct.oa.mo.gov/travel-portal

REIMBURSEMENT REQUESTS (CLAIMS)

▶ **Equipment Supporting Documentation**
Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and <u>a per-unit acquisition cost</u> which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or <u>$1,000</u>

- 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 contact must be submitted with first claim

- Other documentation required by contract (milestone reports, time and effort)

- **If a contractor is requiring a down payment to begin project activities, the contract must reference this requirement for payment to be considered**

REIMBURSEMENT REQUESTS (CLAIMS)

▶ **In-Kind Match Supporting Documentation**

- Proof of expense (vendor invoice/salary documentation/fringe benefit documentation, etc.)

- Proof of payment (copy of cancelled check, credit card statement, bank statement, payroll journal, check stub, etc.)

- Proof of delivery (signed statement in writing indicating goods/services received, signed packing slip, timesheets)

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

  - 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 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 REQUESTS (CLAIMS)

▶ Submitting a claim in WebGrants

- Select "Claims" component in WebGrants

REIMBURSEMENT REQUESTS (CLAIMS)

▶ Select "Add"

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"

REIMBURSEMENT REQUESTS (CLAIMS)

🏠 **Menu** | 👤 **Help** | 🚪 **Log Out**   ↩ **Back** | 🖨 Print | ➕ Add | ✖ Delete | 📝 Edit | 💾 **Save** ⬅

💰 *Grant Tracking*

Claim General Information

To create a new Claim enter the starting date and the ending date of the Report Period. This is the period of coverage for this Claim.

Claim Type: * [Other ▾]

Reporting Period: * [04/01/2023] 📅 [05/31/2023] 📅
From   To

Invoice Number: [   ]
State Agencies Only! Drop first 3 digits of number. Leave blank if there is not an invoice number!

Is This Your Final Report? * ○ Yes ⦿ No

REIMBURSEMENT REQUESTS (CLAIMS)

▶ Select claim "ID" on the claim you just created

Claims					Copy Existing Claim | Scheduler | Annotations(0) | Return to Components	
ID	**Type**	**Status**	**Date Submitted**	**Date Paid**	**Date From-To**	**Claim Amount**
147151 - 001	Other	Editing			04/01/2023 - 05/31/2023	$0.00
					Submitted Amount	$0.00
					Approved Amount	$0.00
					Paid Total	$0.00
					Total	$0.00

"Select Edit"

🏠 **Menu** | 👤 **Help** | 📧 **Log Out**   ↩ Back | 🖨 Print | ➕ Add | ❌ Delete | 📝 **Edit** | 💾 Save

🐸 **Grant Tracking**

Instructions

Print to PDF will convert the claim plus any PDF attachments into a single PDF file. *Edit Approval* allows up to 5 levels of internal approval. *View Voucher* allows staff to allocate expenses to fund sources and finalize the claim for payment. *Void* allows staff to cancel a claim after it has been processed/paid. *Negotiation* will allow you to unlock one or more sections of the claim and route the claim back to the grantee for further editing. *Annotations* allow internal staff to add notes that are visible to internal staff only. The grantee cannot see these notes. *Versions* will display all component versions that were created as a result of the negotiation process. *Feedback* allows staff to enter feedback about the claim to the grantee. The feedback text will appear at the bottom of the claim and will be visible to anyone who has access to the claim. *Withdraw* changes the status of the claim to Withdrawn and removes the claim from the payment process.

Details   Print to PDF | Withdraw | Annotations (0) | Versions | Feedback

146669-SFY 2023 FPG Interoperable Communications Equipment

American Rescue Plan ACT

REIMBURSEMENT REQUESTS (CLAIMS)

▶ Complete all Claim Components by selecting the component

- Expenditures
- Reimbursement
- Equipment Inventory
- Other Attachments

▶ All components must be marked "Complete" in order to submit the claim

REIMBURSEMENT REQUESTS (CLAIMS)

▶ Expenditures Component

- Select "Add" for each expenditure to add a line to the Expenditures Form

  • In-kind match costs will also be added as an expenditure

- Complete each line of the Expenditures Form

- Select "Save" when complete

Expenditures							Mark as Complete | Go to Claim Forms | Add				
Line Number	Payee	Description	Quantity	Unit Cost	Total	Expense Federal Total	Federal Amount Requested	Match Amount Claimed	Invoice #	Invoice Date	Check/EFT	Check/EFT Date
							$0.00					

REIMBURSEMENT REQUESTS (CLAIMS) CASH MATCH

- The example on the slide is demonstrating expenses entered if cash match is being utilized

REIMBURSEMENT REQUESTS (CLAIMS) IN-KIND MATCH

- The example on the slide is demonstrating expenses entered if in-kind match is being utilized

- If you are using in-kind match you will have two expenditure entries. One for the in-kind item and the other for the purchased item

  - This screenshot shows an expenditure entry for the item that you have purchased. Federal amount requested will be the full purchase price (only if you are using in-kind match)

REIMBURSEMENT REQUESTS (CLAIMS) IN-KIND MATCH

- The example on the slide is demonstrating expenses entered if in-kind match is being utilized

  - This screenshot shows an expenditure entry for the item that is being used as your in-kind match. Federal amount requested will be zero

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

▶ Federal Amount Requested – Total amount of funds being requested from the Federal Government

▶ 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

Expenditures							Create New Version	Mark as Complete	Go to Claim Forms	Add		
Line Number	Payee	Description	Quantity	Unit Cost	Total	Expense Federal Total	Federal Amount Requested	Match Amount Claimed	Invoice #	Invoice Date	Check/EFT	Check/EFT Date
10001	Vendor Name	Description of item purchased	5.0	$8,000.00	$40,000.00	$20,000.00	$20,000.00	$20,000.00	4567	02/15/2023	2052	02/28/2023
								$20,000.00				

Cash match example

Expenditures							Create New Version	Mark as Complete	Go to Claim Forms	Add		
Line Number	Payee	Description	Quantity	Unit Cost	Total	Expense Federal Total	Federal Amount Requested	Match Amount Claimed	Invoice #	Invoice Date	Check/EFT	Check/EFT Date
10002	Vendor Name	Description of Item Purchased	4.0	$5,000.00	$20,000.00	$0.00	$0.00	$20,000.00	4567	3/1/2023	1234	3/15/23
10003	Vendor Name	Description of Item Purchased	4.0	$5,000.00	$20,000.00	$20,000.00	$20,000.00	$0.00	12345	5/1/2023	5678	5/15/23
								$20,000.00				

In-kind match example

REIMBURSEMENT REQUESTS (CLAIMS) CASH MATCH

▶ Select the "Reimbursement" Claim Component

- ■ Verify the amounts entered on the Expenditures Form have been transferred to the Reimbursement Form correctly

▶ Select "Mark as Complete"

▶ Cash match example:

Reimbursement											Create New Version | Mark as Complete | Go to Claim Forms
Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage
Equipment												
Mobile Radios	10001 (Line Item Code:)	$20,000.00	$20,000.00	$0.00	$20,000.00	$0.00	$20,000.00	$20,000.00	$0.00	$20,000.00	$0.00	50.00%
Total:		$20,000.00	$20,000.00	$0.00	$20,000.00	$0.00	$20,000.00	$20,000.00	$0.00	$20,000.00	$0.00	50.00%

REIMBURSEMENT REQUESTS (CLAIMS) IN-KIND MATCH
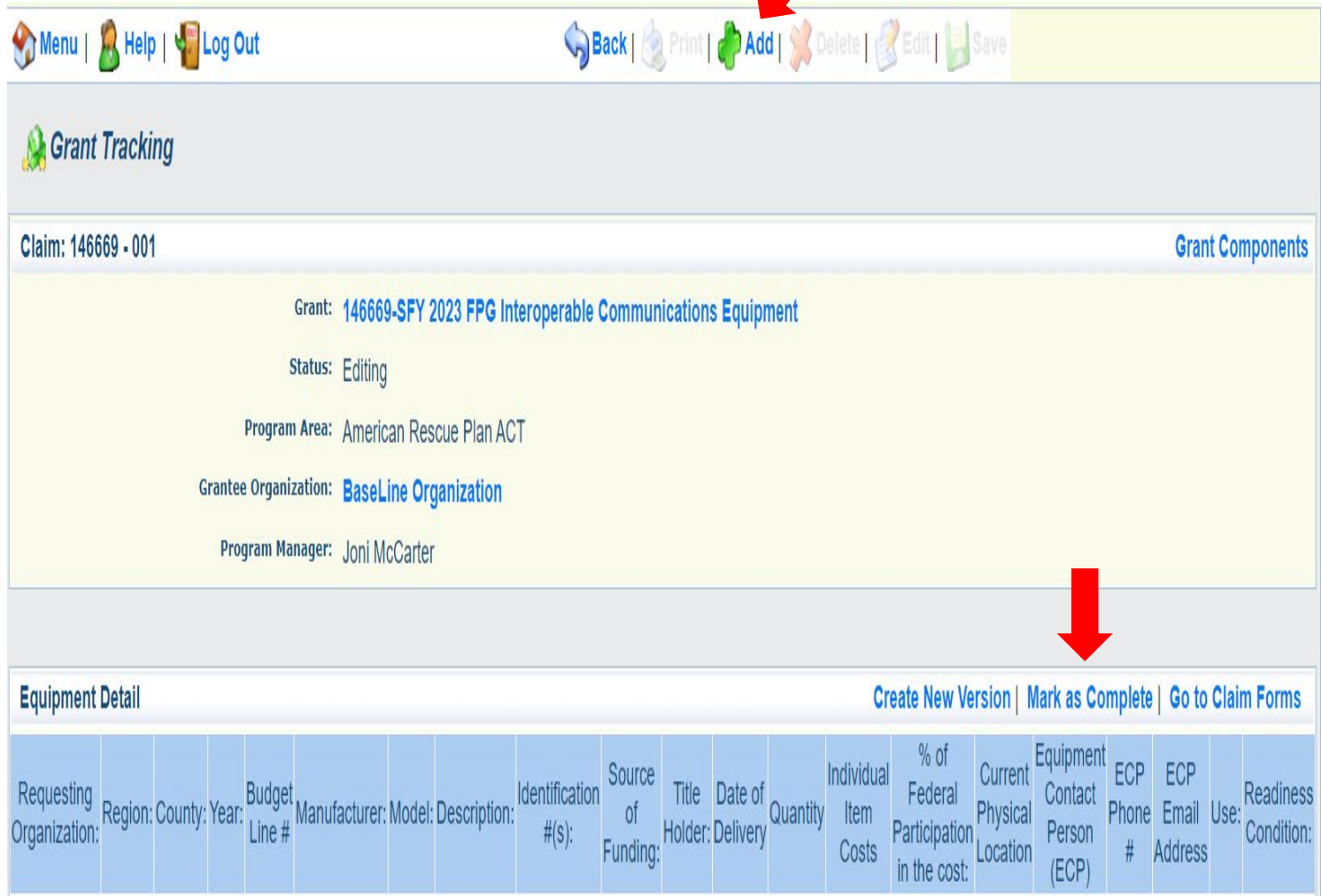
▶ Select the "Reimbursement" Claim Component

  ▪ Verify the amounts entered on the Expenditures Form have been transferred to the Reimbursement Form correctly

▶ Select "Mark as Complete"

▶ In-kind match example:

Reimbursement											Create New Version | Mark as Complete | Go to Claim Forms		
Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage
Equipment												
Mobile Radios	10003 (Line Item Code:)	$20,000.00	$20,000.00	$0.00	$20,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	.00%
Mobile Radios (In-Kind Match)	10002 (Line Item Code:)	$0.00	$0.00	$0.00	$0.00	$0.00	$20,000.00	$20,000.00	$0.00	$20,000.00	$0.00	--
Total:		$20,000.00	$20,000.00	$0.00	$20,000.00	$0.00	$20,000.00	$20,000.00	$0.00	$20,000.00	$0.00	50.00%

REIMBURSEMENT REQUESTS (CLAIMS)

▶ Select "Equipment Inventory" Claim Component

▶ Select "Add" for each equipment item

▶ Each item needs to be entered on its own line

  ▪ If you purchased two of the same item, there should be one line for each item

▶ Complete all fields in the Equipment Detail Form

▶ If no equipment is being requested for reimbursement, select "Mark as Complete"

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 (2023)

▶ 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, SCBA)

▶ Identification # - Unique identification numbers such as a serial number. (N/A should be annotated if there is not a unique identification number)

▶ Source of Funding – Federal Funding utilized (ARPA SLFRF FPG)

▶ 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   Create New Version | **Mark as Complete** | Go to Claim Forms

Requesting Organization:	Region:	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:
Baseline Organization	F	Cole	2023	10001	Motorola	APX 8500	Mobile Radio	123456	ARPA SLFRF FPG	Baseline Organization	05/01/2023	1	$5,000.00	50.0%	1101 Riverside Dr Jefferson City, MO 65101	Chelsey Call	573-526-9203	chelsey.call@dps.mo.gov	Statewide	Mission Capable

REIMBURSEMENT REQUESTS (CLAIMS)

▶ Select "Other Attachments" Claim Component

  ■ Select "Add" to attach supporting documentation to claim

🏠 **Menu** | 👤 **Help** | 📒 **Log Out**   ↩ **Back** | 🖨 Print | ➕ **Add** | ❌ Delete | 📝 Edit | 💾 Save

💰 *Grant Tracking*

Claim: 146669 - 001   **Grant Components**

Grant: **146669-SFY 2023 FPG Interoperable Communications Equipment**

Status: Editing

Program Area: American Rescue Plan ACT

Grantee Organization: **BaseLine Organization**

Program Manager: Joni McCarter

Other Attachments   **Create New Version | Mark as Complete | Go to Claim Forms**

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, *.pptx), 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.

Description	File Name	File Size	Date Uploaded

REIMBURSEMENT REQUESTS (CLAIMS)

▶ Select "Choose File" to locate supporting documentation on your computer

▶ Enter a description of the attachment

▶ Select "Save"

REQUESTS (CLAIMS)

▶ When all attachments have been added, select "Mark as Complete"

REIMBURSEMENT REQUESTS (CLAIMS)

▶ When all Claim Components have been completed, select "Submit" to submit the claim to OHS

Components		Preview	Submit
Complete each component of the Claim and mark it as complete. Click Submit when you are done.			
Name	Complete?		Last Edited
General Information	✔		04/19/2023
Expenditures	✔		04/20/2023
Reimbursement	✔		04/20/2023
Equipment Inventory	✔		04/20/2023
Other Attachments	✔		04/20/2023

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 OHS **prior** to the subrecipient obligating or expending the grant funds
- Choose Budget Revision in the WebGrants System

▶ Program Modifications

- Request for program modifications 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
- 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
- Choose Program Revision in the WebGrants System

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

- Choose Budget Revision in the WebGrants System

▶ Request for scope changes 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

SUBAWARD ADJUSTMENTS

▶ Submitting a Subaward Adjustment in WebGrants

■ Select "Subaward Adjustments" component in WebGrants

SUBAWARD ADJUSTMENTS

▶ Select "Add"

Subaward Adjustments			Return to Components | Add
ID	Type	Status	Submitted Date
			Last Edited By:

▶ Complete General Information and select "Save"

🏠 Menu | 👤 Help | 🚪 Log Out   ↩ Back | 🖨 Print | ➕ Add | ❌ Delete | ✏ Edit | 💾 Save

💰 *Grant Tracking*

General Information

Title:
(limited to 250 characters)*   Brief Title

Contract Amendment Type:*   Budget Revision

SUBAWARD ADJUSTMENTS

▶ General Information

- ▪ Title – enter a brief title

- ▪ Contract Amendment Type – choose the type of adjustment being requested

  - • Budget Revision

  - • Program Revision

SUBAWARD ADJUSTMENTS

▶ Select the "ID" of the Subaward Adjustment you just created

Subaward Adjustments			Return to Components | Add
ID	Type	Status	Submitted Date
146669 - 01	Budget Revision	Editing	

▶ Select "Edit"

Menu | Help | Log Out   Back | Print | Add | Delete | Edit | Save

🔍 *Subaward Adjustments*

Subaward Adjustment Details	Print to PDF | Withdraw | Feedback

146669-SFY 2023 FPG Interoperable Communications Equipment

American Rescue Plan ACT

Subaward Adjustment ID:	01	Submitted By:
Subaward Adjustment Type:	Budget Revision	Submitted Date:
Status:	Editing	
Organization:	BaseLine Organization	

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

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"

SUBAWARD ADJUSTMENTS

Subaward Adjustment spreadsheet example

Line Number	Current Federal Budget	Requested Change	Updated Federal Budget	Notes
10001	$ 50,000.00	$ (10,000.00)	$ 40,000.00	Savings needed in another budget line of the project
10002	$ 2,000.00	$ 10,000.00	$ 12,000.00	Cost of equipment over original budget
	$ 52,000.00	$ -	$ 52,000.00	

Line Number	Current Local Match Budget	Requested Change	Updated Local Match Budget	Notes
10001	$ 50,000.00	$ (1,000.00)	$ 49,000.00	Savings needed in another budget line of the project
10002	$ 2,000.00	$ 1,000.00	$ 3,000.00	Cost of equipment over original budget
	$ 52,000.00	$ -	$ 52,000.00	

	Current Total Budget	Sum of Requested Change	Updated Total Budget
	$ 104,000.00	$ -	$ 104,000.00

Current Federal Share	Updated Federal Share	Current Local Match Share	Updated Local Match Share
50%	50%	50%	50%

SUBAWARD ADJUSTMENTS

▶ Review "Justification Form" to ensure it is complete and accurate

▶ Select "Mark as Complete"

Justification   Create New Version | **Mark as Complete** | Return to Components

Justification*

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.

Explain the requested change and the reason for the requested adjustment

Copy and paste Subaward Adjustment Spreadsheet here

Last Edited By: Chelsey Call, 04/19/2021

SUBAWARD ADJUSTMENTS

▶ Select "Budget" for Budget Modifications

- Adjust the budget to mirror the complete old and new budget

- Make sure to update the Total Federal/State Share amounts

- The Total Local Match Share is 50% of the total cost

- Select "Save"

Back | Print | Add | Delete | Edit | Save

Budget

- 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
Personnel	$0.00	$0.00
Personnel Benefits	$0.00	$0.00
Personnel Overtime	$0.00	$0.00
Personnel Overtime Benefits	$0.00	$0.00
PRN Time	$0.00	$0.00
PRN Benefits	$0.00	$0.00
Volunteer Match	$0.00	$0.00
Travel/Training	$0.00	$0.00
Equipment	20000.00	18000.00
Supplies/Operations	$0.00	2000.00
Contractual	$0.00	$0.00
Renovation/Construction	$0.00	$0.00
Indirect Costs	$0.00	$0.00

Federal/State and Local Match Share

- 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	Revised Amount
Total Federal/State Share	10000.00	10000.00
Total Local Match Share	10000.00	10000.00

SUBAWARD ADJUSTMENTS

▶ Ensure the "Budget" form is accurate and select "Mark as Complete"
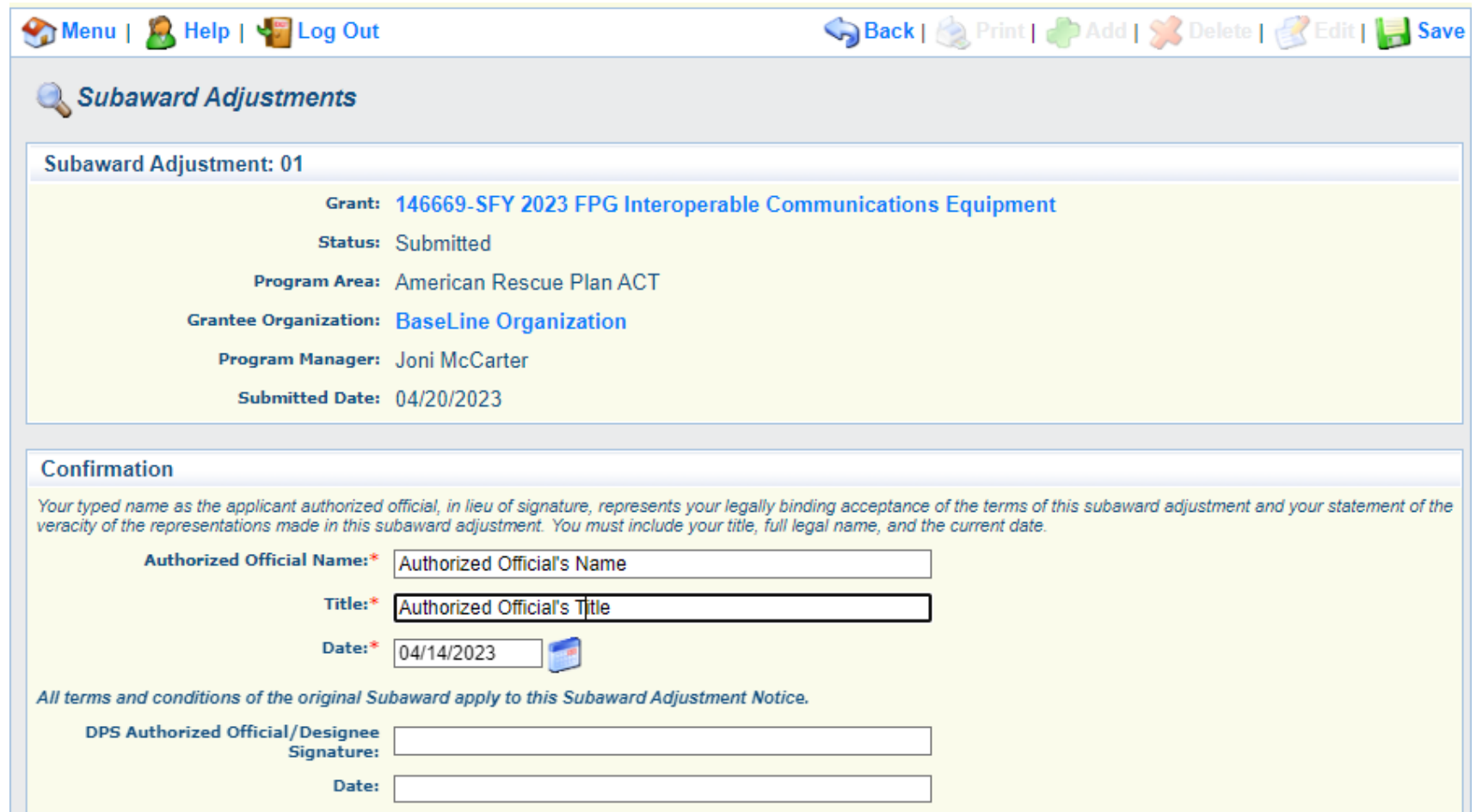
Budget   **Create New Version | Mark as Complete | Return to Components**

- 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
PRN Time	$0.00	$0.00	$0.00
PRN Benefits	$0.00	$0.00	$0.00
Volunteer Match	$0.00	$0.00	$0.00
Travel/Training	$0.00	$0.00	$0.00
Equipment	$20,000.00	$18,000.00	($2,000.00)
Supplies/Operations	$0.00	$2,000.00	$2,000.00
Contractual	$0.00	$0.00	$0.00
Renovation/Construction	$0.00	$0.00	$0.00
Indirect Costs	$0.00	$0.00	$0.00
Totals	**$20,000.00**	**$20,000.00**	**$0.00**

Federal/State and Local Match Share

- 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	50.0%	$10,000.00	50.0%	$0.00
Total Local Match Share	$10,000.00	50.0%	$10,000.00	50.0%	$0.00

SUBAWARD ADJUSTMENTS

▶ Select "Confirmation" form

- Complete with Authorized Official's Name, Title, and Date

- Select "Save"

SUBAWARD ADJUSTMENTS

▶ Select "Mark as Complete"

Confirmation   Mark as Complete | Return to Components

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:* Authorized Official's Name
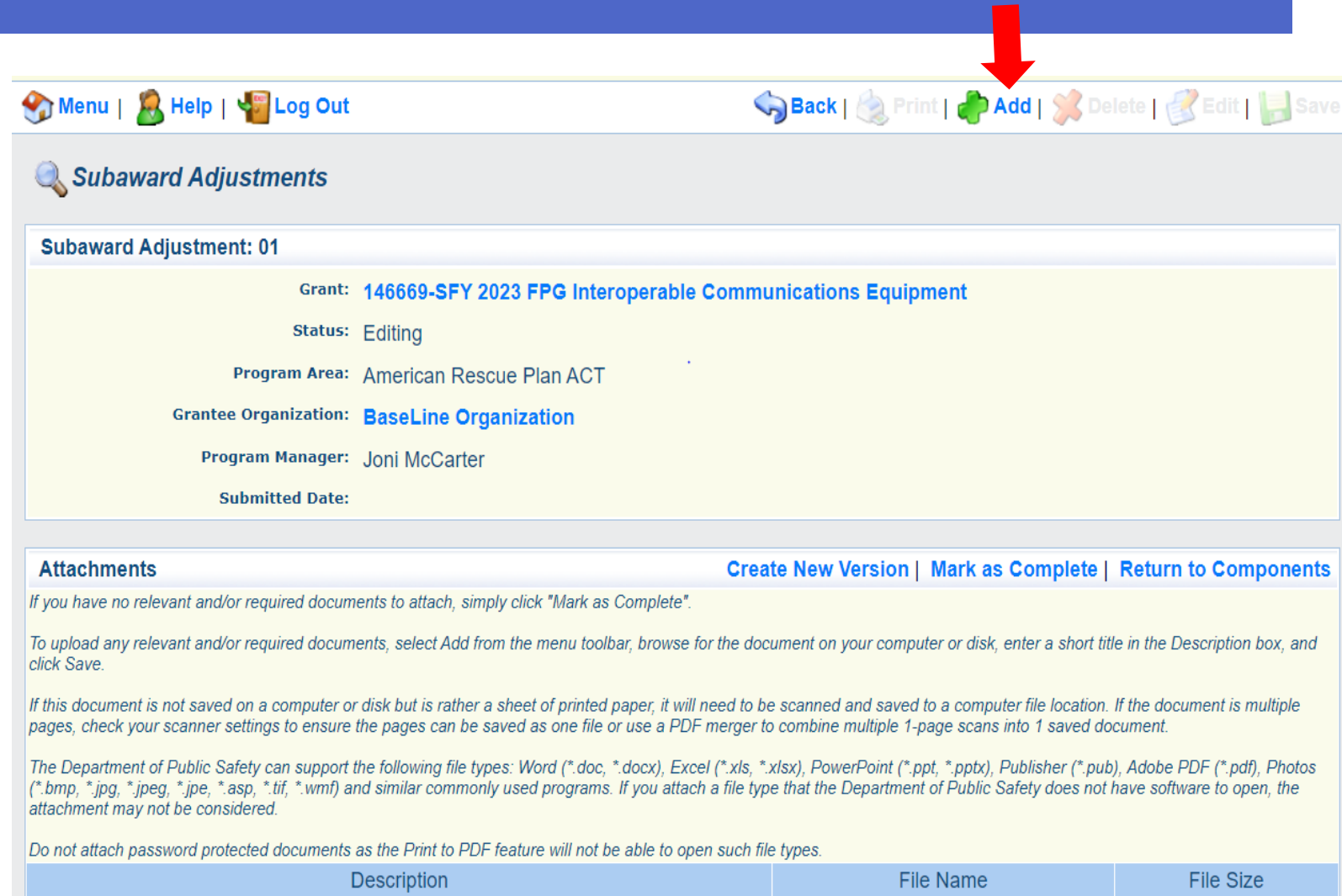
Title:* Authorized Official's Title

Date:* 05/01/2023

SUBAWARD ADJUSTMENTS

▶ Select "Attachments" form

- Select "Add"

- Attach Subaward Adjustment Spreadsheet

- Attachments may also include new/updated quote and other pertinent documentation

SUBAWARD ADJUSTMENTS

▶ Select "Choose File" to locate file on your computer

▶ Enter brief description of document

▶ Select "Save"

SUBAWARD ADJUSTMENTS

▶ Select "Mark as Complete"

Attachments   Create New Version | **Mark as Complete** | **Return to Components**

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, *.pptx), 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.

Description	File Name	File Size
subaward adjustment spreadsheet	Test adobe.pdf	33 KB

SUBAWARD ADJUSTMENTS

▶ After all Subaward Adjustment Components have been marked complete, select "Submit" to submit the Subaward Adjustment to the OHS

Components		Preview | Submit
Name	Complete?	Last Edited
General Information	✔	04/20/2023
Justification	✔	04/20/2023
Budget	✔	04/20/2023
Confirmation	✔	04/20/2023
Attachments	✔	04/20/2023

STATUS REPORTS

▶ Status Report Due Dates

- ▪ July 10, 2023
  (December 1, 2022 – June 30, 2023)

- ▪ January 10, 2024
  (July 1, 2023 – December 31, 2023)

- ▪ July 10, 2024
  (January 1, 2024 – June 30, 2024)

- ▪ January 10, 2025
  (July 1, 2024 – December 31, 2024)

- ▪ July 10, 2025
  (January 1, 2025 – June 30, 2025)

- ▪ January 10, 2026
  (July 1, 2025 – December 31, 2025)

- ▪ **August 14, 2026 – Final Report**
  (January 1, 2026 – June 30, 2026)

▶ To submit Status Report, select "Status Report" component in WebGrants

STATUS REPORTS

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

▶ Select "ID" for Status Report that is due

▶ Select "Edit"

STATUS REPORTS

▶ Select "Milestone Progress Report"

STATUS REPORTS

▶ Select "Edit" at the top of the screen to edit entire Status Report at once or select Milestone to edit each milestone one at a time

STATUS REPORTS

▶ 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

Instructions

The Status Report is required to demonstrate the progress of your grant for the prior six month period.

Milestone Status Report

Is this the final Status Report?* ○ Yes ◉ No

STATUS REPORTS

▶ Complete "Milestone Progress" section of Status Report

- Project Name – Brief project name (i.e., SFY 2023 Baseline Organization ARPA SLRF FPG)

- Estimated Completion Date – Estimated completion date for milestone at time of status report

- % Milestone Completed – Estimated % of milestone completed at time of status report

- Milestone Progress – Enter pertinent notes on milestone (i.e., Specifications for mobile radio complete)

STATUS REPORTS

Milestone Progress

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment.	SFY 2023 Baseline Organization ARPA SLFRF FPG	06/01/2023	100% ∨	Specifications for equipment determined
2.Procurement completed: bidding, vendor selection, and ordering of equipment.	SFY 2023 Baseline Organization ARPA SLFRF FPG	07/15/2023	20% ∨	Bidding is complete. Working on vendor selection and ordering of equipment
3. Equipment received, installed, tested and inventoried	SFY 2023 Baseline Organization ARPA SLFRF FPG	12/31/2023	0% ∨	It is anticipated that equipment will be received, installed, tested and inventoried by the end of the year.
4. Vendor paid and receipt of proof of payment received.	SFY 2023 Baseline Organization ARPA SLFRF FPG	01/15/2024	0% ∨	The vendor will be paid upon receipt of the goods/services and the invoice
5. WebGrants reimbursement completed with all necessary documentation.	SFY 2023 Baseline Organization ARPA SLFRF FPG	02/01/2024	0% ∨	The WebGrants reimbursement will be completed when proof of payment is received
6. Equipment training completed	SFY 2023 Baseline Organization ARPA SLFRF FPG	12/31/2024	0% ∨	Training on equipment will be completed when the items are received.
7. Project Final Report submitted and closed out	SFY 2023 Baseline Organization ARPA SLFRF FPG	03/01/2025	0% ∨	it is anticipated the Final Report will be completed by March 2025

STATUS REPORTS

▶ Select "Save"

🗃 **Menu** | 👤 **Help** | 🚪 **Log Out**　　　🔙 **Back** | 🖨 Print | ➕ Add | ❌ Delete | 📝 Edit | 💾 **Save**

🗂 *Grant Tracking*

Status Report: 146669 - 01

Grant:	**146669-SFY 2023 FPG Interoperable Communications Equipment**
Status:	Editing
Program Area:	American Rescue Plan ACT
Grantee Organization:	**BaseLine Organization**
Program Officer:	Joni McCarter

Instructions

The Status Report is required to demonstrate the progress of your grant for the prior six month period.

Milestone Status Report

Is this the final Status Report?* ○ Yes ● No

Milestone Progress

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment.	SFY 2023 Baseline Organization ARPA SLFRF FPG	06/01/2023 📅	20% ▾	Specifications for equipment determined

STATUS REPORTS

▶ Complete "Narrative Project Progress"

- Select "Add"

Narrative Project Progress	Add
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?

- Add 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?

Narrative Project Progress

Project Name:* SFY 2023 Baseline Organization ARPA SLFRF FPG

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?

The specifications have been determined and the bid process is complete. It is anticipated that the procurement will be completed, equipment received, vendor paid, WebGrants reimbursement submitted, and final report will be submitted within the next six months. There are no negative issues to report at this time.

STATUS REPORTS

▶ Select "Save"

Menu | Help | Log Out   Back | Print | Add | Delete | Edit | Save

Grant Tracking

Status Report: 146669 - 01	
Grant:	146669-SFY 2023 FPG Interoperable Communications Equipment
Status:	Editing
Program Area:	American Rescue Plan ACT
Grantee Organization:	BaseLine Organization
Program Officer:	Joni McCarter

▶ Select "Mark as Complete"

Milestone Status Report	Create New Version	Mark as Complete	Go to Status Report Forms
Is this the final Status Report?*	No

▶ Select "Submit" to submit Status Report to the OHS

Components		Preview	Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.		
Name	Complete?	Last Edited
General Information	✔	04/20/2023
Milestone Progress Report	✔	04/20/2023

CORRESPONDENCE

▶ Correspondence Component of the grant should be used for contacting the OHS with approval requests/questions/pertinent information regarding your grant

▶ Select "Correspondence" component in WebGrants

CORRESPONDENCE

▶ Select "Add" under Inter-System Grantee Correspondence

Inter-System Grantee Correspondence				Add
Subject	From	To	Sent/Received	Attachments
				Last Edited By:

To:*
Chelsey Call
Chelse Dowell
Joni McCarter

▶ Correspondence Component works similar to email

■ To: Select who you would like to send the message to

• You may select multiple people by using the Ctrl function on your keyboard

■ CC: Additional people can be added to the message

• Use a ";" between each email address added

CORRESPONDENCE

▶ Enter a "Subject" for the message

Subject: * SFY 23 ARPA FPG Contract for Review
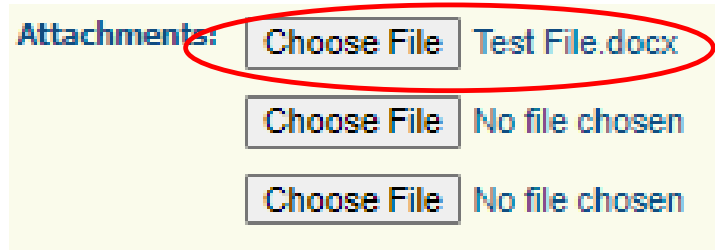
▶ Enter all necessary information in the "Message" section

Message: Enter all necessary information here

CORRESPONDENCE

▶ Attach any necessary documents in the Attachments section

- Select "Choose File" to locate document on your computer

▶ Select "Send" to send the message to the OHS

CORRESPONDENCE
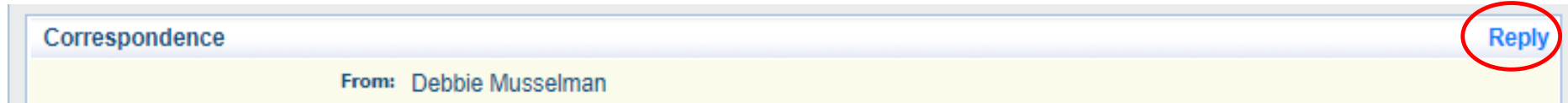
▶ When receiving emails from WebGrants, DO NOT reply from your email

▶ The reply will go to a generic inbox and will cause a delay in response

▶ To reply to a message, select the "Subject" section inside WebGrants for the message you want to reply to

Inter-System Grantee Correspondence				Add
Subject	From	To	Sent/Received	Attachments
Grant 146669 - SFY 2023 FPG Interoperable Communications Equipment: SFY 23 ARPA FPG Contract for Review	Joanne Talleur	Joni McCarter	04/20/2023	Test adobe.pdf

YOU'VE GOT MAIL!

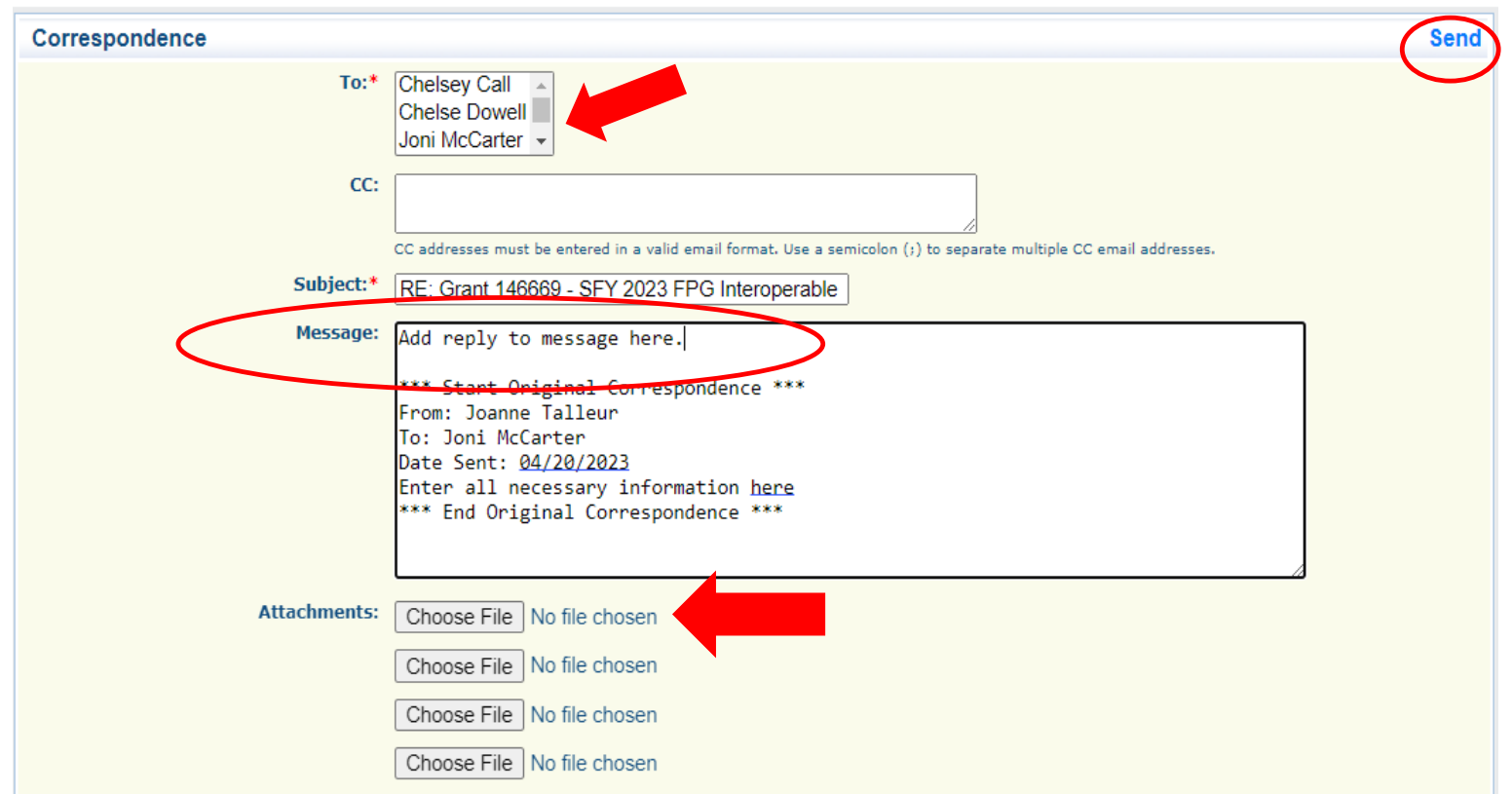# CORRESPONDENCE

▶ Select "Reply"

▶ 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"

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(s)
2. Fully-executed Subaward Agreement
3. Approved Claims
4. Approved Subaward Adjustments
5. Approved Status Reports
6. Final Status Report

7. Monitoring Reports
8. Relevant Grant Correspondence
9. Procurement Documents
10. Disposition of Equipment Forms
11. Inventory

► **Grant files can be electronic – WebGrants CANNOT serve as your grant file**

GRANT CLOSEOUT

▶ Grant Period of Performance ends 06/30/2026

▶ Final Claims and Final Status Report are due 45 days after the end of the period of performance (08/14/2026)

▶ 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 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 (d) states, "All pass-through entities must monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved"

▶ Types of Monitoring

- Desk – Review that is completed by the OHS at the OHS' office

- On-Site – Review that is conducted by the OHS at the subrecipient's agency

MONITORING

▶ Scheduling

- ▪ Agreed upon date between OHS and subrecipient

- ▪ Given at least 30 days notice

▶ Topics Covered

- ▪ See Monitoring Information Bulletin

▶ Corrective Actions

- ▪ If observations are made, at least 30 days will be allowed to complete and submit necessary corrective actions

MONITORING

▶ Monitoring is NOT an audit

▶ OHS is NOT out to catch you doing something wrong – we are there to HELP correct areas of noncompliance to prevent audit findings

▶ Chance to provide technical assistance and answer questions
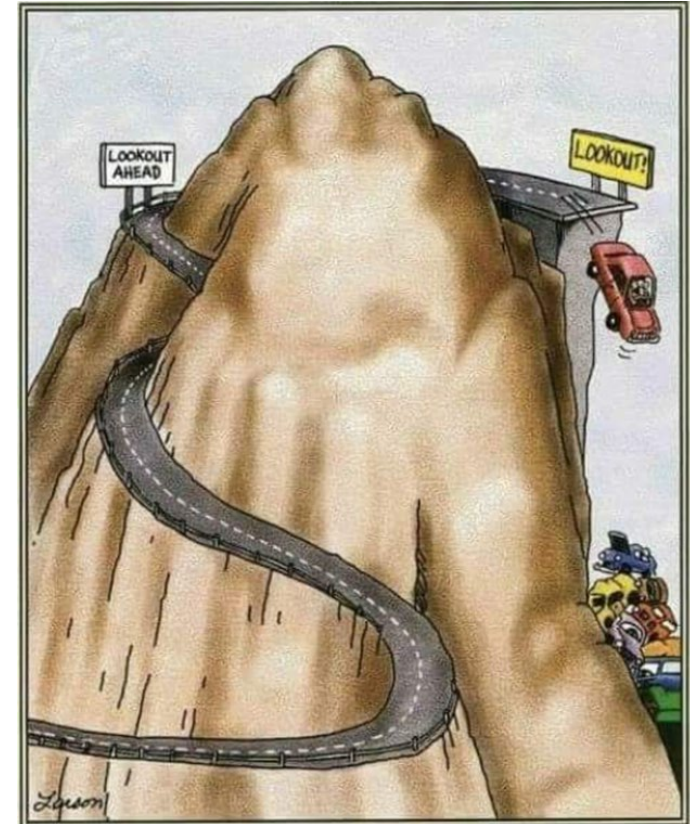
IMPORTANT DATES

Grant Period of Performance Begin – December 1, 2022

Compliance Workshop Acknowledgement Due – April 28, 2023

Subaward Agreements Due – 30 days from receipt

Status Reports Due – January 10 and July 10

Grant Period of Performance End – June 30, 2026

Final Claim and Final Status Report – **August 14, 2026**

QUESTIONS?

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