

FY 2019 State Homeland Security Program (SHSP) Counter Terrorism Officer (CTO) Equipment Grant

Compliance Workshop



Agenda

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

Grant Requirements



SHSP Counter Terrorism Officer Program (CTO)

- In 2019, the Missouri Office of Homeland Security (OHS) began a process of analyzing gaps in prevention, response, and mitigation acts of terrorism identified in the Threat and Hazard Identification and Risk Assessment (THIRA) across the 32 Core Capabilities
- OHS identified critical shortage of law enforcement officers trained to identify and plan for potential terrorist threats and vulnerabilities in local communities
- Missouri CTO Program was designed to expand law enforcement capabilities in the areas of homeland security and to combat the rising threats of homegrown violent extremism and terrorist threats across the state of Missouri

Federal Grant Requirements

- Code of Federal Regulations 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
 - Regulations provide the foundational requirements for federal financial assistance
- Subrecipients are required to comply with the programmatic requirements of the U.S. Department of Homeland Security (DHS), Notice of Funding Opportunity (NOFO), Fiscal Year 2019 Homeland Security Grant Program (HSGP) https://www.fema.gov/sites/default/files/2020-07/fy_2019_hsgp_nofo.pdf
 - Provides programmatic requirements specific to the State Homeland Security Program
- Grant Programs Directorate (GPD) Information Bulletins (IBs) <https://www.fema.gov/grants/preparedness/about/informational-bulletins>
 - IBs provide administrative instructions and guidelines critical to supporting the effectiveness and efficient delivery of the grant

Missouri Office of Homeland Security Division of Grants (OHS) Grant Requirements

- FY 2019 SHSP CTO Equipment Grant Notice of Funding Opportunity (NOFO)
- [Administrative Guide for Homeland Security Grants](#)
- Information Bulletins
 - [Information Bulletin 1: Policy on Monitoring](#)
 - [Information Bulletin 2: Policy on Advance Payment and Cash Advances](#)
 - [Information Bulletin 5: Policy on Reimbursement Requests](#)
 - [Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments](#)

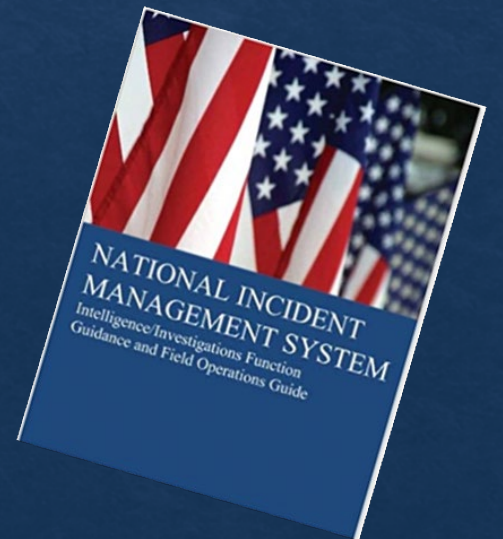
Emergency Operations Plan (EOP)

- ◇ All subrecipients that maintain an EOP
 - ◇ Must update EOP once every two years
 - ◇ Conform to guidelines outlined in [Comprehensive Preparedness Guide \(CPG\) 101 v2](#)



National Incident Management System (NIMS)

- ◆ All subrecipients must strive to be NIMS compliant and adhere to the prescribed mandates and principles
- ◆ NIMS is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations (NGO), and the private sector in working together seamlessly and managing incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life, loss of property, and harm to the environment. <http://www.fema.gov/national-incident-management-system>



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 (Cont.)

- 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
<http://revisor.mo.gov/main/OneChapter.aspx?chapter=34>
- Missouri Rules of Office of Administration Division 40 – Purchasing and Materials Management <https://www.sos.mo.gov/cmsimages/adrules/csr/current/1csr/1c40-1.pdf>
- Cooperative Procurement Option <https://oa.mo.gov/purchasing/cooperative-procurement-program>
 - If utilizing state contract, procurement documents (quotes/bids) and invoice must reference state contract number

Procurement Requirements (Cont.)

- ◆ State of Missouri Procurement Guidelines
 - ◆ Items costing less than \$10,000 may be purchased with prudence on the open market
 - ◆ All purchases estimated to total between \$10,000 but less than \$100,000 to a single vendor, must be competitively bid, but need not be solicited by mail or advertisement. An informal method is acceptable, for example: request for quotation, telephone quotes, online pricing, etc.
 - ◆ All purchases with an estimated total expenditure of \$100,000 or over to a single vendor shall:
 - ◆ Be advertised for bid in at least two daily newspapers for general circulation in such places as are most likely to reach prospective bidders (and may advertise in at least 2 weekly minority newspapers and may provide such information through an electronic medium available to the general public) at least 5 consecutive days before bids for such purchases are to be opened
 - ◆ Post a notice of the proposed purchase in a public area of the subrecipient's office
 - ◆ Solicit bids by mail or other reasonable methods generally available to the public from prospective supplies
 - ◆ If less than 3 bids are received OHS must approve prior to vendor selection
 - ◆ Use of single feasible source procurement of \$10,000 or over 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
<https://dps.mo.gov/dir/programs/ohs/grantstraining/>
- 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 (Cont.)

- Use of single feasible source procurement is discouraged. A single feasible source procurement exists when:
 - Non-Federal Funds
 - Supplies are proprietary and only available from the manufacturer or a single distributor; or
 - Based on past procurement experience, it is determined that only one (1) distributor services the region in which the supplies are needed; or
 - Supplies are available at a discount from a single distributor for a limited period of time
- Federal Funds and Other Non-Federal Funds Used for Federal Match
 - 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 <https://sam.gov/SAM/>
 - State of Missouri Office of Administration <http://oa.mo.gov/sites/default/files/suspven.pdf>
- *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:
 - ◆ Single Feasible Source over \$10,000
 - ◆ Items that require a federal waiver can be located in IBs
 - ◆ Examples
 - ◆ Boats
 - ◆ Unmanned Aerial Vehicles
 - ◆ Explosives

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
<https://harvester.census.gov/facweb/>
 - Expended funds include all Federal funds, not just SHSP funds

Inventory

- ◆ Equipment is defined as tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of \$1,000 or more
- ◆ Entities may have a lower acquisition cost in their procurement policy. If so, they MUST use the most stringent policy
- ◆ Equipment must be available for use on other projects or incidents provided it will not interfere with the work on the project for which it was originally acquired

Inventory (Cont.)

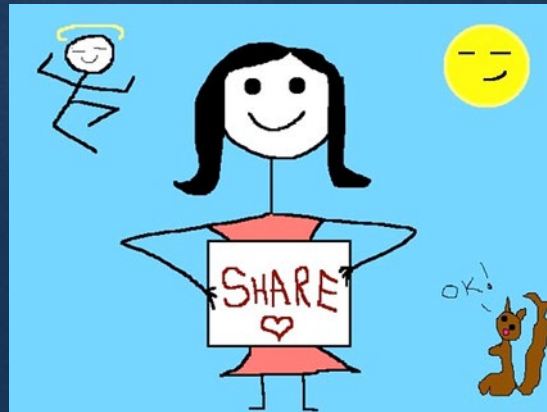
- ◇ All equipment purchased with State Homeland Security Program funds MUST be tagged*
- ◇ All tags must state:

Purchased with U.S. Department of
Homeland Security Funds

- ◇ Tags are available upon request
 - ◇ Contact Maggie Glick at Maggie.glick@dps.mo.gov

Inventory (Cont.)

- ◆ 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

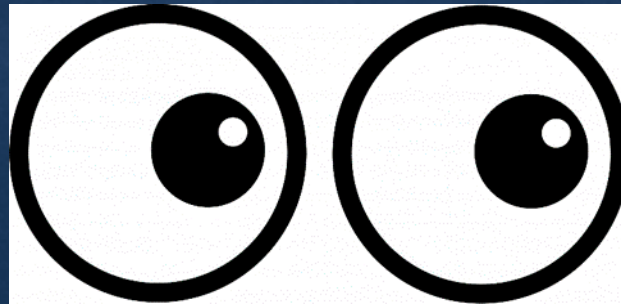


Inventory (Cont.)

- ◆ 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 (Cont.)

- ◆ 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 (Cont.)

- ◆ 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 (Cont.)

- ◆ Required to maintain inventory form for all equipment purchased with SHSP 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 31, 2022
 - ◆ OHS will send list of your agency's inventory for verification

Inventory (Cont.)

◆ 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 (Cont.)

◆ Correct Inventory Form

[illegible]

Inventory (Cont.)

❖ Incorrect Inventory Form

Region	County	Fiscal Year	Grant Program	Grant Award Number	Description of Equipment	EGMS / WebGrants Line Item Number	Manufacturer	Model	Identification Number	Title Holder	Quantity	Individual Item Cost	Total Cost	% of Federal Participation in the Cost	Date of Delivery	Physical Location	Use	Readiness Condition	Final Disposition	Date of Final Disposition	Final Disposition Sale Price	Contact Name	Contact Email	Contact Phone Number
B	Marion County	2018	SHSP		MT94 ChemBio, Front Zip, Tan, WL Gore Chem pak, Ultra Barrier Fabrick Certified, Size Large and X-Large		Lion	MT94 ChemBio		Hannibal Fire Department	2	\$ 4,230.00	\$ 4,230.00	100.00%	8/5/2019	2333 Palmyra Road, Hannibal, MO 63401	National	Mission Capable						

Inventory (Cont.)

- ◆ When original or replacement equipment acquired with Homeland Security (HS) funds is no longer needed for the original project or program, the equipment may be retained, sold, or disposed, if it is not needed in any other HS sponsored project or program
- ◆ Disposition requests should be submitted on a timely basis. Disposition requests should not be held and submitted for approval at the time of the bi-annual physical inventory

Inventory (Cont.)

- ◆ 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 Maggie Glick at Maggie.Glick@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
https://dps.mo.gov/dir/programs/ohs/documents/Equipment-Disposition-Request-Form-Other_11-2-20.pdf

Inventory (Cont.)

- ◆ 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 (Cont.)

- ◆ 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: Region X wants to sell their 2009 F150, which was 75% funded with Homeland Security funds and 25% funded with local funds. The fair market value for their 2009 F150 was \$6,000.00. The Federal awarding agency would be entitled to \$4,500.00 of the proceeds and the local agency would be entitled to \$1,500.00

Inventory (Cont.)

- ◆ Homeland security funding should support deployable assets that can be used locally, regionally, across the State of Missouri or the Nation through automatic assistance and mutual aid agreements
- ◆ All assets supported in part or entirely with homeland security grant funding, MUST be readily deployable and NIMS kind and typed when possible. While it may not be physically deployable, GIS and interoperable communications systems are considered deployable assets



Inventory (Cont.)

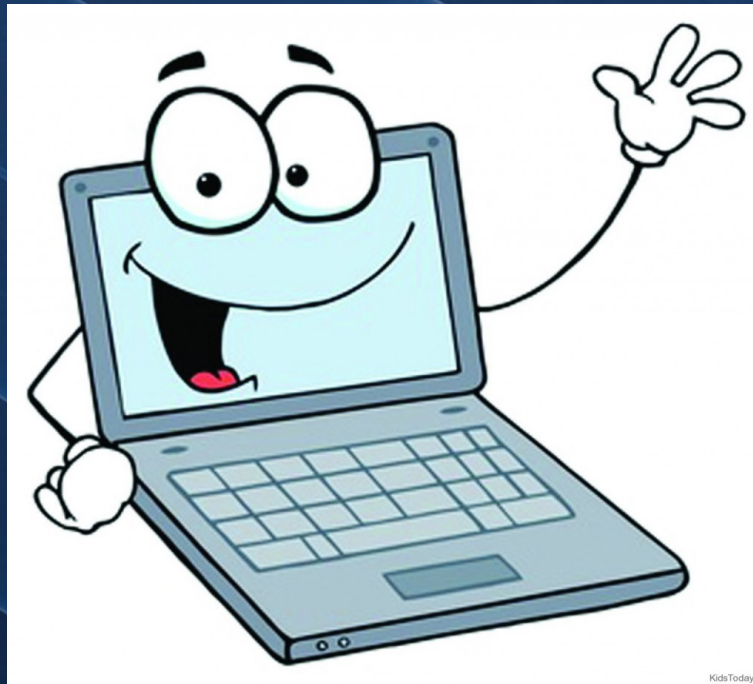
- ◆ Resource Typing: Assigning a standardized typing designation to each resource ensures responders get the right personnel and equipment. To meet the Tier I criteria for national resource typing definitions, the resource must already exist as a defined, deployable interstate response resource
- ◆ Kind: Describes what the resource is (e.g., Medic, Firefighter, helicopter, bulldozer)
- ◆ Type: Describes the size, capability, and staffing qualifications of a specific kind of resource



Inventory (Cont.)

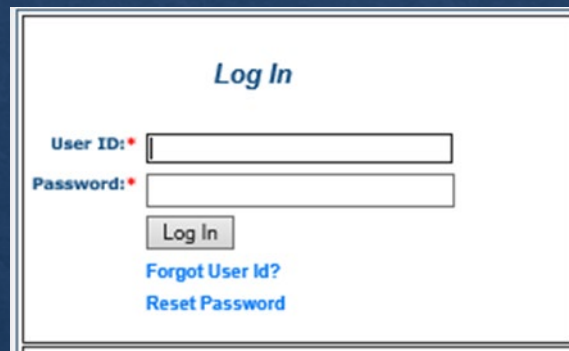
- ◆ Tier I represents resources that are included in the national resource typing definitions, the resource must:
 - ◆ Already exist as a defined, deployable interstate response resource
 - ◆ Be exchanged and deployed with usage governed through interstate mutual aid agreements
 - ◆ Be of sufficient capability to warrant being allocated and/or physically deployed nationally
 - ◆ Have performance capability levels that can be defined as to category, kind and type
- ◆ Be identified, inventoried, and tracked to determine availability status for response operations by the jurisdiction having authority
- ◆ Allow for command and control utilization under NIMS ICS
- ◆ Be sufficiently interoperable or compatible to allow for deployment through a defined system for resource ordering as authorized under interstate mutual aid and assistance agreements

WebGrants System



WebGrants

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



The image shows a login form titled "Log In" in a blue italicized font. Below the title, there are two input fields: "User ID:" and "Password:". Each label is followed by a red asterisk. The "User ID:" field is a single-line text box, and the "Password:" field is a single-line text box. Below these fields is a "Log In" button with a grey gradient. At the bottom of the form, there are two links: "Forgot User Id?" and "Reset Password", both in blue text.

Log In

User ID: *

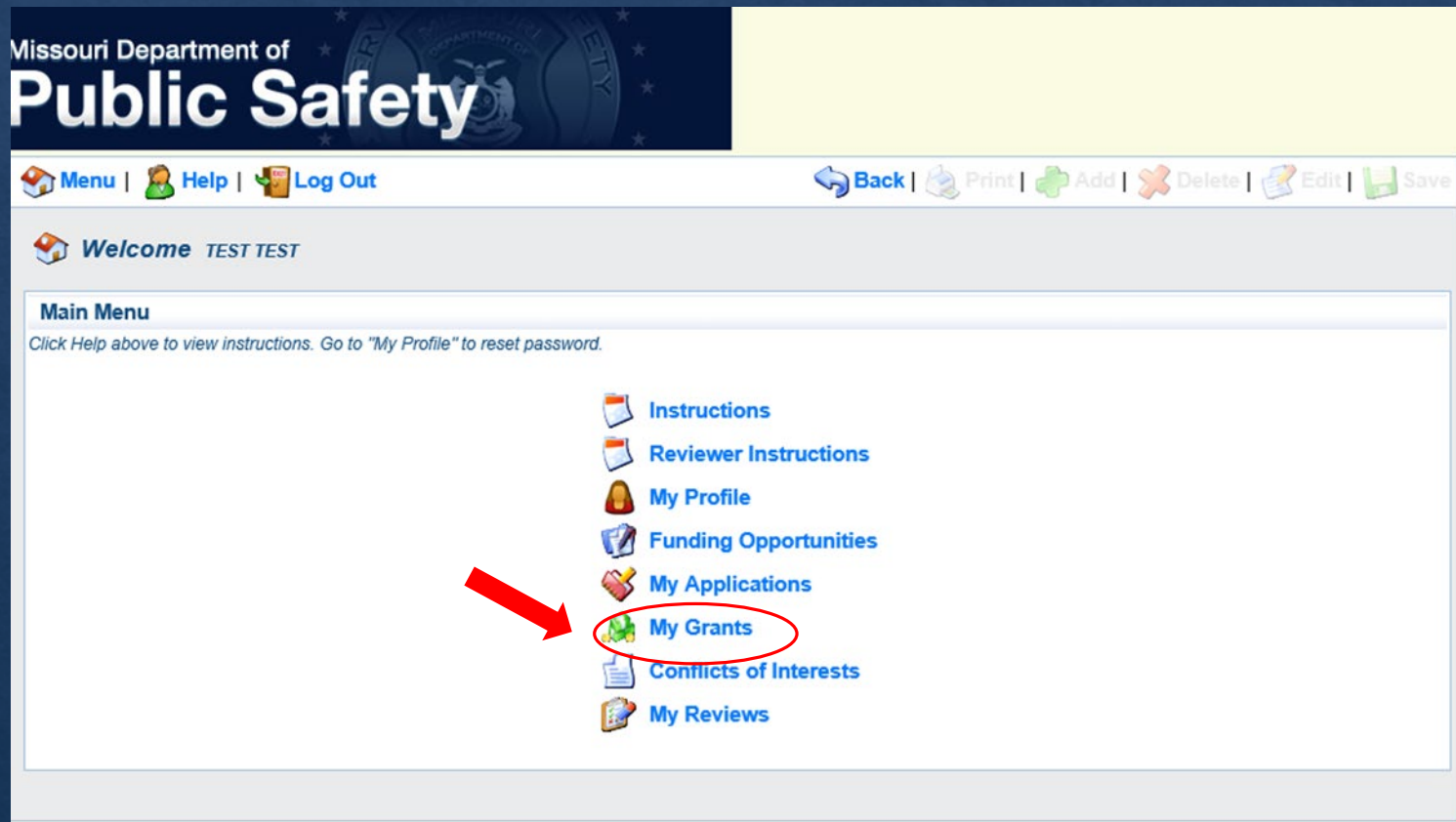
Password: *

[Forgot User Id?](#)

[Reset Password](#)

WebGrants (Cont.)

- ◆ Select “My Grants”



WebGrants (Cont.)

- ◆ Select project titled “FY 2019 SHSP CTO Equipment Grant”

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Grant Tracking

Current Grants

[Search My Grants](#)
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 [Closed Grants](#)
|
 [Claims](#)

Grants in the status Underway or Suspended appear in this list. To view other Grants, click the closed Grants link.

ID	Status	Year	Project Title	Program Area	Grant Administrator	Budget Total
124149	Underway	2021	Interoperable Communications Sustainment 2021	State Homeland Security Program (SHSP)	Joni McCarter	\$23,200.00

WebGrants (Cont.)

◆ Grant Components

Grant Components		Alerts Copy Annotations (0) Export Grant Data Map
<i>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.</i>		
Component	Last Edited	
General Information	03/31/2021	
Contact Information	03/31/2021	
Budget	03/31/2021	
Claims		
Correspondence	03/31/2021	
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments	03/31/2021	
SHSP Project Package	03/31/2021	
Subaward Documents - Final	03/31/2021	
Appropriations		
Named Attachments	03/31/2021	
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

Subaward Agreement

- ◆ Fully-executed Subaward Agreement is located in Subaward Documents – Final Component
- ◆ Maintain the Subaward Agreement in your grant file

Grant Components		Alerts Copy Annotations (0) Export Grant Data Map
<i>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.</i>		
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Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

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

Budget (Cont.)

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.

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

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

Line Item Code:	Line Item Name:	AEL #:	Qty:	Unit Cost:	Total Cost:	Sustainment:	Discipline:	Function:	Allowable Activity:
10001	Mobile Radio	06CP-01-MOBL	2.0	\$5,500.00	\$11,000.00	Yes	Law Enforcement	Equipment	Interoperable Communications Equipment
					\$11,000.00				

Narrative Justification - Equipment

Detailed narrative justification is required for all budget line(s). This justification should fully explain the need for acquisition. To provide the required justification for a budget line item(s), click 'Edit' at top of page

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)

Mobile Radio 2 x \$5,500.00 = \$11,000.00

5000 Character Limit

Budget (Cont.)

Supplies/Operations

[Add](#)

Supplies and Operations items are defined as property with acquisition cost of \$1,000 or less, or a useful life of less than one year.

To include a supply or operational expense in the budget, click "Add". To include more than one supply or operational expense, repeat this step for each budget item.

Line Item Code:	Supply/Operation Type:	Item Name:	Qty:	Unit Cost:	Total Supply or Operation Expense Cost:	Discipline:	Function:	Allowable Activity:
11001	Other (computer, projector, chair, etc.)	Mobile Radio Accessories	1.0	\$3,000.00	\$3,000.00	Law Enforcement	Equipment	Interoperable Communications Equipment
					\$3,000.00			

Narrative Justification - Supplies/Operations

Detailed narrative justification is required for all budget line(s). This justification should fully explain the need for acquisition. To provide the required justification for a budget line item(s), click 'Edit' at top of page.

Provide separate justifications for each line item being requested. Justifications should include specific items and cost basis. For example: (Office Supplies: pens, paper, ink cartridges, \$100.00 based on prior year expenses.)

For training, provide the name of the training, the anticipated date and location, estimated number of attendees, a brief overview of what the training will cover and a cost basis for the amount being requested. For example: (CERT training, estimated date of training, June 2017, estimated number of attendees 30, items to be purchased include: 30 student manuals @ \$2.00 ea., 15 instructor manuals @ \$2.00 ea., 30 student backpacks @ \$10.00 ea.)

Mobile Radio Accessories - \$3,000.00

5000 Character Limit

Expending Grant Funds

- ◆ Funds must be obligated within the project period of performance, expended, and submitted for reimbursement within 45 days following the project period of performance end date (October 15, 2021)
- ◆ Project Period: January 1, 2021 to August 31, 2021
- ◆ Funds are considered “obligated” when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period
- ◆ Funds are considered “expended” when payment is made

Reimbursement Request (Claims)

CLAIMS
101

- ◇ [Information Bulletin 5: Policy on Reimbursement Requests](#) discusses requirements for reimbursement requests
- ◇ Must incur an allowable expense, make payment, and seek reimbursement within 6 months of the invoice date
- ◇ Supporting documentation must be submitted with each claim
 - ◇ Must be in one attachment and in the same order as the 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 Request (Cont.)

◆ Equipment Supporting Documentation

- ◆ Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$1,000
- ◆ Claim in WebGrants
- ◆ Vendor Invoice
- ◆ Proof of payment (i.e., copy of cancelled check, credit card statement, bank statement)
- ◆ Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)
- ◆ Purchase order, if one was created or referenced on an invoice
- ◆ Equipment Inventory Form in WebGrants must be completed for each piece of equipment
 - ◆ If you purchased, more than one of the same item, they must be listed separately on the equipment inventory form

Reimbursement Request (Cont.)

- ◆ 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 Request (Cont.)

◆ 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 Request (Cont.)

- ◆ 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 Request (Cont.)

- ◆ Submitting a claim in WebGrants
 - ◆ Select “Claims” component in WebGrants

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Reimbursement Request (Cont.)

- ◇ Select “Add”

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 **Grant Tracking**

Grant: 125144 - Interoperable Communications Sustainment 2021 - 2021

Status: Underway

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: [BaseLine Organization](#)

Program Officer: Joni McCarter

Budget Total: \$14,000.00

Claims [Scheduler](#) | [Annotations\(0\)](#) | [Return to Components](#)




ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
					Submitted Amount	\$0.00
					Approved Amount	\$0.00
					Paid Total	\$0.00
					Total	\$0.00







Last Edited By:


Reimbursement Request (Cont.)

- ◆ 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 Request (Cont.)

 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:*

Claim Status:*

Reporting Period:*  
From To

Due Date: 

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 Request (Cont.)

- ◆ 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
125144 - 001	Other	Editing			01/01/2021 - 03/01/2021		\$0.00
					Submitted Amount		\$0.00
					Approved Amount		\$0.00
					Paid Total		\$0.00
					Total		\$0.00
Last Edited By:							

- ◆ 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](#)

125144-Interoperable Communications Sustainment 2021
State Homeland Security Program (SHSP)

Award Year: 2021
Subaward Number: 125144
Reporting Period: 01/01/2021 - 03/01/2021
Claim Number: 125144 - 001
Submitted By:
Submitted Date:
Is This Your Final Report: No

Status: Editing
Approved By:
Approved Date:
Paid Date:
Vendor Number: 446000582
Invoice Number: LEAVE BLANK
Check Number:

Reimbursement Request (Cont.)

- ◇ 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



Grant Tracking

Claim: 125144 - 001 [Grant Components](#)

Grant: [125144-Interoperable Communications Sustainment 2021](#)

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: [BaseLine Organization](#)

Program Manager: Joni McCarter

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	✓	04/19/2021
Expenditures		
Reimbursement		
Equipment Inventory		
Other Attachments		

Two red arrows point to the 'Complete?' column header and the 'Reimbursement' row, indicating the required action for each component.


Reimbursement Request (Cont.)

- ◆ Expenditures Component
 - ◆ Select “Add” for each expenditure to add a line to the Expenditures Form
 - ◆ Complete each line of the Expenditures Form
 - ◆ Select “Save” when complete

Expenditures						Create New Version Mark as Complete Go to Claim Forms Add				
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
						\$0.00				
Last Edited By:										

Reimbursement Request (Cont.)

[Menu](#) | [Help](#) | [Log Out](#) | [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

 **Grant Tracking**

Claim: 125144 - 001 [Grant Components](#)

Grant: [125144-Interoperable Communications Sustainment 2021](#)

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: [BaseLine Organization](#)

Program Manager: Joni McCarter

Expenditures

Line Number*	10001 - Equipment - Mobile Radio
Payee*	Vendor Name
Description*	Description of the Item Purchased
Quantity*	1
Unit Cost*	4000.00
Federal Amount Requested*	4000.00
Invoice #*	12345
Invoice Date*	03/01/2021
Check/EFT Number*	56789
Check/EFT Date*	03/15/2021

[Return to Top](#)

Reimbursement Request (Cont.)

- ◇ Line Number – select the corresponding budget line for the item that is being requested for reimbursement
- ◇ Payee – enter the name of the vendor that the item was purchased from
- ◇ Description – enter a description of the item purchased
- ◇ Quantity – enter the quantity of the item that was purchased
- ◇ Unit Cost – Cost per item
 - ◇ The number entered into the unit cost field, multiplied by the quantity entered, should be the Federal Amount Requested that you are seeking reimbursement for
- ◇ Federal Amount Requested – Total amount of funds being requested
- ◇ Invoice # - vendor's invoice number
- ◇ Invoice Date – date on vendor's invoice
- ◇ Check/EFT Number
 - ◇ Check number used for payment to vendor
 - ◇ EFT number for payment to vendor
 - ◇ Advance Payment
- ◇ Check/EFT Date
 - ◇ Date of check used for payment to vendor
 - ◇ Date of EFT for payment to vendor
 - ◇ Advance Payment

Reimbursement Request (Cont.)

- ❖ 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	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
10001	Vendor Name	Description of the Item Purchased	1.0	\$4,000.00	\$4,000.00	\$4,000.00	12345	03/01/2021	56789	03/15/2021
						\$4,000.00				

Reimbursement Request (Cont.)

- ◇ 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”



Reimbursement						Create New Version Mark as Complete Go to Claim Forms	
Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)		
Equipment							
Mobile Radio	\$11,000.00	\$4,000.00	\$0.00	\$4,000.00	\$7,000.00		
Sub Total:	\$11,000.00	\$4,000.00	\$0.00	\$4,000.00	\$7,000.00		
Supplies/Operations							
Mobile Radio Accessories	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00		
Sub Total:	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00		
Total Budget							
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total:	\$14,000.00	\$4,000.00	\$0.00	\$4,000.00	\$10,000.00		
						Last Edited By:	

Reimbursement Request (Cont.)

- ◇ 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 mobile radios, there should be one line for each radio
- ◇ Complete all fields in the Equipment Detail Form
- ◇ If no equipment is being requested for reimbursement, select “Mark as Complete”

The screenshot displays the 'Grant Tracking' web application. At the top, there is a navigation bar with links for Menu, Help, and Log Out. Below this, a toolbar contains icons for Back, Print, Add (highlighted with a red arrow), Delete, Edit, and Save. The main content area shows details for 'Claim: 125144 - 001', including the Grant name '125144-Interoperable Communications Sustainment 2021', Status 'Editing', Program Area 'State Homeland Security Program (SHSP)', Grantee Organization 'BaseLine Organization', and Program Manager 'Joni McCarter'. A red arrow points from the 'Add' button to the 'Equipment Detail' section. This section features a table with 19 columns: 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, and Use. At the bottom right of the table, there are links for 'Create New Version', 'Mark as Complete', and 'Go to Claim Forms'.

Menu | Help | Log Out

Back | Print | **Add** | Delete | Edit | Save

Grant Tracking

Claim: 125144 - 001 Grant Components

Grant: **125144-Interoperable Communications Sustainment 2021**

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: **BaseLine Organization**

Program Manager: Joni McCarter

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:
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Reimbursement Request (Cont.)

- ◆ If equipment is requested, complete all fields in the Equipment Detail Form
- ◆ Requesting Organization – Subrecipient's Organization
- ◆ Region – Subrecipient's Region
- ◆ County – Subrecipient's County
- ◆ Year – Grant year the equipment was purchased (2019)
- ◆ Budget Line # - Budget line number associated with the equipment
- ◆ Manufacturer – Manufacturer of the equipment
- ◆ Model – Model number of the equipment
- ◆ Description – Description of the equipment (i.e., mobile radio, MDT)
- ◆ Identification # - Unique identification numbers such as serial number. N/A should be annotated in there is not a serial number
- ◆ Source of Funding – Federal Funding utilized (SHSP CTO)
- ◆ Title Holder – Subrecipient Organization who owns the equipment

Reimbursement Request (Cont.)

- ◇ 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

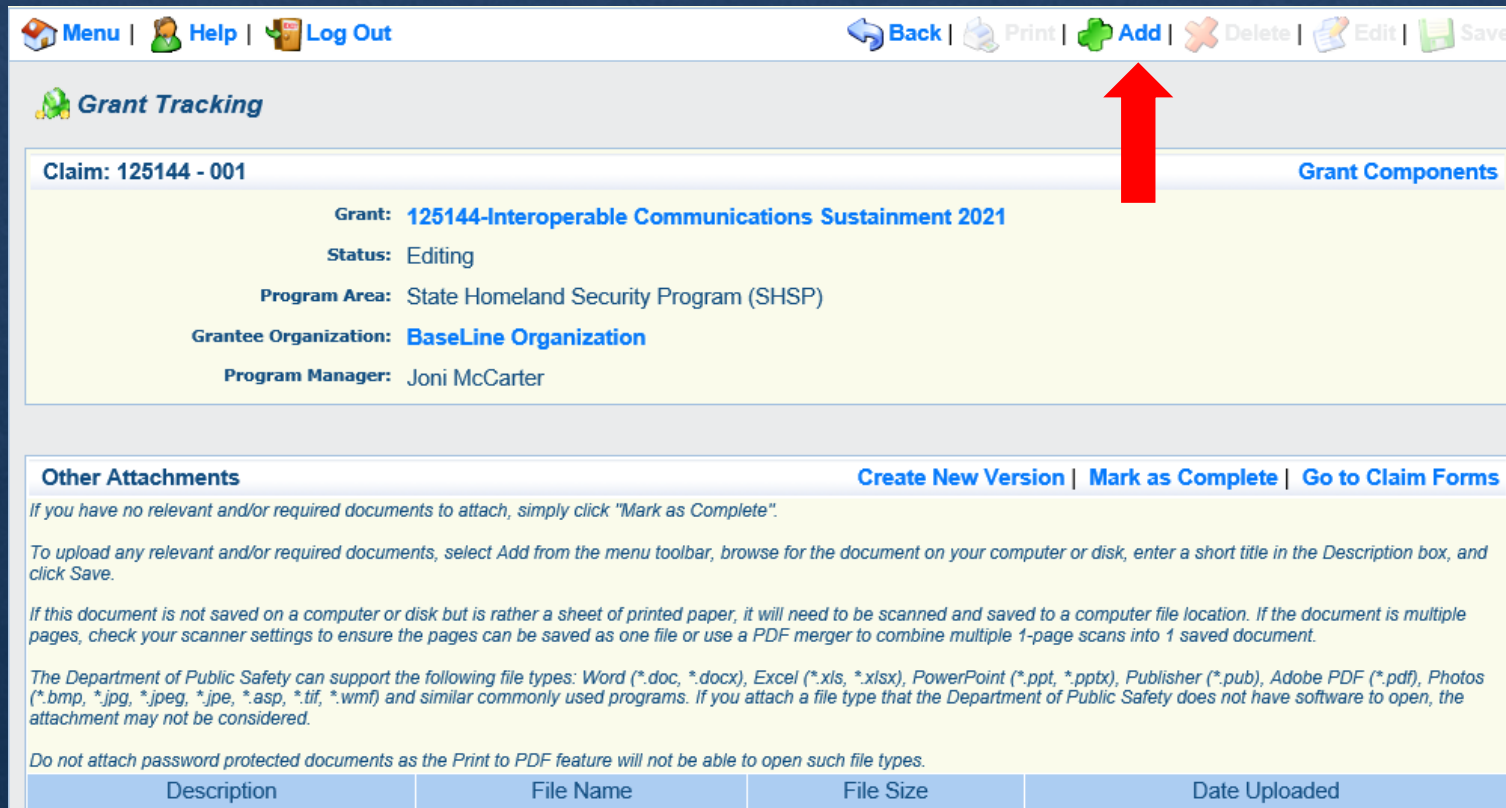
Reimbursement Request (Cont.)

- ◆ 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	2019	10001	Motorola	APX8500	Mobile Radio	1234567	SHSP CTO	Baseline Organization	03/01/2021	1	\$4,000.00	100.0%	1101 Riverside Dr. Jefferson City, MO 65101	Chelsey Call	573-526-9203	chelsey.call@dps.mo.gov	Statewide	Mission Capable
Last Edited By: Chelsey Call, 04/19/2021																				

Reimbursement Request (Cont.)

- ◇ Select “Other Attachments” Claim Component
 - ◇ Select “Add” to attach supporting documentation to claim



The screenshot displays the 'Grant Tracking' web application. At the top, there is a navigation bar with links for Menu, Help, and Log Out. A secondary toolbar contains icons for Back, Print, Add, Delete, Edit, and Save. A red arrow points to the 'Add' button. Below the navigation bar, the 'Grant Tracking' header is visible. The main content area shows details for 'Claim: 125144 - 001' and a 'Grant Components' tab. The grant details include: Grant: 125144-Interoperable Communications Sustainment 2021, Status: Editing, Program Area: State Homeland Security Program (SHSP), Grantee Organization: BaseLine Organization, and Program Manager: Joni McCarter. Below this, the 'Other Attachments' section is active, featuring links for 'Create New Version', 'Mark as Complete', and 'Go to Claim Forms'. It includes instructions on how to upload documents and a list of supported file types. At the bottom, a table header is visible with columns for Description, File Name, File Size, and Date Uploaded.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Claim: 125144 - 001 [Grant Components](#)

Grant: **125144-Interoperable Communications Sustainment 2021**

Status: Editing

Program Area: State Homeland Security Program (SHSP)

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 Request (Cont.)

- ❖ Select browse to locate supporting documentation on your computer
- ❖ Enter a description of the attachment
- ❖ Select “Save”

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

Claim

Attach File

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.

Upload File: C:\Users\ccall\Desktop\Test File.docx **Browse...**

Description:* Claim #1 Supporting Documentation

Reimbursement Request (Cont.)

- ◆ When all attachments have been added, select “Mark as Complete”

[Menu](#) | [Help](#) | [Log Out](#) [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

 **Grant Tracking**

Claim: 125144 - 001 [Grant Components](#)

Grant: 125144-Interoperable Communications Sustainment 2021

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: [BaseLine Organization](#)

Program Manager: Joni McCarter

[Create New Version](#) | [Mark as Complete](#) | [Go to Claim Forms](#)

Other Attachments

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
Claim #1 Supporting Documentation	Test File.docx	12 KB	04/19/2021

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

Reimbursement Request (Cont.)


- ◆ When all Claim Components have been complete, 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	✓	04/19/2021
Expenditures	✓	04/19/2021
Reimbursement	✓	04/19/2021
Equipment Inventory	✓	04/19/2021
Other Attachments	✓	04/19/2021



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
- ◆ 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



Subaward Adjustments (Cont.)

- ◆ Scope of Work Changes
 - ◆ Adding new line items to the approved budget
 - ◆ Changes in quantity of an existing line item in approved budget
 - ◆ Changes to specifications of existing line item (i.e., an equipment line item on the approved budget lists a 12'x 20' tent, in order to purchase a tent that is 10' x 10' instead of the listed equipment, prior approval is required)
- ◆ Request for scope changes must be submitted through WebGrants as a Subaward Adjustment and must be approved by the OHS prior to the subrecipient obligating or expending the grant funds

Subaward Adjustments (Cont.)

- ◇ Submitted a Subaward Adjustment in WebGrants
- ◇ Select “Subaward Adjustments” component in WebGrants

Grant Components		Alerts Copy Annotations (0) Export Grant Data Map
<i>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.</i>		
Component	Last Edited	
General Information	04/19/2021	
Contact Information	04/19/2021	
Budget	04/19/2021	
Claims		
Correspondence		
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments		
SHSP Project Package	04/19/2021	
Subaward Documents - Final		
Appropriations		
Named Attachments	04/19/2021	
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

Subaward Adjustments (Cont.)

- ◇ 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)*
Contract Amendment Type:* ▼
Status:* ▼

Subaward Adjustments (Cont.)

- ◆ General Information
 - ◆ Title – enter a brief title
 - ◆ Contract Amendment Type – choose the type of adjustment being requested
 - ◆ Budget Revision
 - ◆ Program Revision

Subaward Adjustments (Cont.)

- ◆ Select the “ID” of the Subaward Adjustment you just created

Subaward Adjustments				Return to Components Add
ID	Type	Status	Submitted Date	
125144 - 01	Budget Revision	Editing		
				Last Edited By:

- ◆ Select “Edit”

[Menu](#) | [Help](#) | [Log Out](#)Back | Print | Add | Delete | Edit | Save

 **Subaward Adjustments**

Subaward Adjustment Details

[Print to PDF](#) | [Withdraw](#) | [Feedback](#)

125144-Interoperable Communications Sustainment 2021

State Homeland Security Program (SHSP)

Subaward Adjustment ID: 01

Submitted By:

Subaward Adjustment Type: Budget Revision

Submitted Date:

Status: Editing

Organization: BaseLine Organization

Subaward Adjustment Approval

Subaward Adjustments (Cont.)

- ◆ 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

Components			Preview Submit
Name	Complete?	Last Edited	
General Information	✓	04/19/2021	
Justification			
Budget			
Confirmation			
Attachments			

Subaward Adjustments (Cont.)

- ◇ 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”

Justification

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.

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Explain the requested change and the reason for the requested adjustment

Copy and paste Subaward Adjustment Spreadsheet here

body p

Line Number	Current Budget	Requested Change	Updated Budget	Notes
10001	\$ 400.00	\$ (150.00)	\$ 250.00	Savings needed in another budget line of the project
10002	\$ 3,000.00	\$ 300.00	\$ 3,300.00	Cost of equipment over original budget
11003	\$ 20,000.00	\$ (150.00)	\$ 19,850.00	Decrease number of supplies to purchase equipment
Total	\$ 23,400.00	\$ -	\$ 23,400.00	

Subaward Adjustments (Cont.)

- ◇ 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*	
<i>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.</i>	
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 (Cont.)

- ◆ Select “Budget” for Budget Modifications
 - ◆ Adjust the budget to mirror the requested changes
 - ◆ Make sure to update the Total Federal/State Share amounts
 - ◆ Select “Save”



Budget		
<i>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.</i>		
<i>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.</i>		
Row	Current Budget	Revised Amount
Personnel	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Personnel Benefits	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Personnel Overtime	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Personnel Overtime Benefits	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
PRN Time	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
PRN Benefits	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Volunteer Match	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Travel/Training	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="11000.00"/>	<input type="text" value="10000.00"/>
Supplies/Operations	<input type="text" value="4000.00"/>	<input type="text" value="5000.00"/>
Contractual	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Renovation/Construction	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Federal/State and Local Match Share		
<i>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.</i>		
<i>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.</i>		
Row	Current Budget	Revised Amount
Total Federal/State Share	<input type="text" value="15000.00"/>	<input type="text" value="15000.00"/>
Total Local Match Share	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Subaward Adjustments (Cont.)

- ◆ 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	\$11,000.00	\$10,000.00	(\$1,000.00)
Supplies/Operations	\$4,000.00	\$5,000.00	\$1,000.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Totals	\$15,000.00	\$15,000.00	\$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	\$15,000.00	100.0%	\$15,000.00	100.0%	\$0.00
Total Local Match Share	\$0.00	0%	\$0.00	0%	\$0.00

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

Subaward Adjustments (Cont.)

- ◇ Select “Confirmation” form
 - ◇ Complete with Authorized Official’s Name, Title, and Date
 - ◇ Select “Save”

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

Subaward Adjustments

Subaward Adjustment: 01

Grant: [125144-Interoperable Communications Sustainment 2021](#)

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: [BaseLine Organization](#)

Program Manager: Joni McCarter

Submitted Date:

Confirmation

Your typed name as the applicant authorized official, in lieu of signature, represents your legally binding acceptance of the terms of this subaward adjustment and your statement of the veracity of the representations made in this subaward adjustment. You must include your title, full legal name, and the current date.

Authorized Official Name:

Title:

Date:

All terms and conditions of the original Subaward apply to this Subaward Adjustment Notice.

DPS Authorized Official/Designee Signature:

Date:

Subaward Adjustments (Cont.)

- ◆ Select “Mark as Complete”



Confirmation[Create New Version](#) | [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:* 04/19/2021

All terms and conditions of the original Subaward apply to this Subaward Adjustment Notice.

DPS Authorized Official/Designee

Signature:

Date:

Subaward Adjustments (Cont.)

- ◇ Select “Attachments” form
 - ◇ Select “Add”
 - ◇ Attach Subaward Adjustment Spreadsheet
 - ◇ Attachments may also include new/updated quote



The screenshot shows a web application interface for 'Subaward Adjustments'. At the top, there is a menu bar with icons and labels for 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. A red arrow points to the 'Add' button. Below the menu bar, the page title 'Subaward Adjustments' is displayed. The main content area shows details for 'Subaward Adjustment: 01', including 'Grant: 125144-Interoperable Communications Sustainment 2021', 'Status: Editing', 'Program Area: State Homeland Security Program (SHSP)', 'Grantee Organization: BaseLine Organization', 'Program Manager: Joni McCarter', and 'Submitted Date:'. Below this, there is an 'Attachments' section with links for 'Create New Version', 'Mark as Complete', and 'Return to Components'. Instructions for attaching documents are provided, including a note about file types supported by the Department of Public Safety.

Subaward Adjustments

Subaward Adjustment: 01

Grant: 125144-Interoperable Communications Sustainment 2021

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

Submitted Date:

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 Adjustments (Cont.)

- ❖ Select “Browse” to locate file on your computer
- ❖ Enter brief description of document
- ❖ Select “Save”



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Subaward Adjustment

Attach File

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.

Upload File: C:\Users\ccall\Desktop\Test File.docx Browse...

Description: Subaward Adjustment Spreadsheet

Subaward Adjustments (Cont.)

- ◇ 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	✓	04/19/2021	
Justification	✓	04/19/2021	
Budget	✓	04/19/2021	
Confirmation	✓	04/19/2021	
Attachments	✓	04/19/2021	

Status Report

- ◇ Status Report due 07/10/2021
- ◇ Reporting period 01/01/2021 – 06/30/2021
- ◇ To submit Status Report, select “Status Report” component in WebGrants

Grant Components		Alerts Copy Annotations (0) Export Grant Data Map
<i>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.</i>		
Component	Last Edited	
General Information	04/19/2021	
Contact Information	04/19/2021	
Budget	04/19/2021	
Claims		
Correspondence		
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments		
SHSP Project Package	04/19/2021	
Subaward Documents - Final		
Appropriations		
Named Attachments	04/19/2021	
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

Status Report (Cont.)

- ◇ Status Report with milestones has already been setup and is ready to update
- ◇ Select “ID” for Status Report that is due 07/10/2021

Status Reports							Copy Existing Status Report Scheduler Return to Components	
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status		
125144 - 01	Semi-Annual	01/01/2021-06/30/2021	07/10/2021		-	Editing	Last Edited By:	

- ◇ Select “Edit”

[Menu](#) | [Help](#) | [Log Out](#) [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Grant Tracking

Instructions

Print to PDF will convert the Status Report plus any PDF attachments into a single PDF file. *Edit Approval* allows internal approval. *Negotiation* will allow you to unlock one or more sections of the Status Report and route the Status Report 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 Status Report to the grantee. The feedback text will appear at the bottom of the Status Report and will be visible to anyone who has access to the Status Report. *Withdraw* changes the status of the Status Report to Withdrawn and removes the Status Report from further processing.

Status Report Details [Print to PDF](#) | [Withdraw](#) | [Negotiation](#) | [Annotations\(0\)](#) | [Versions](#) | [Feedback](#)

125144-Interoperable Communications Sustainment 2021

State Homeland Security Program (SHSP)

Award Year: 2021
Subward Number: 125144
Status Report Number: 01

Status: Editing
Approved By:
Approved Date:

Status Report (Cont.)

- ◆ Select “Milestone Progress Report”

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	✓	04/19/2021	
Milestone Progress Report		04/19/2021	

Status Report (Cont.)

- ◆ 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

[Menu](#) | [Help](#) | [Log Out](#) [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Grant Tracking

Status Report: 125144 - 01

Grant: **125144-Interoperable Communications Sustainment 2021**

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: **BaseLine Organization**

Program Manager: Joni McCarter

Instructions

As per HSGP grant guidance, the Status Report is required to demonstrate the progress of your grant for the prior six month period. The OHS staff will report the information provided to the Regional Homeland Security Committee (RHSC) and Homeland Security Advisory Committee (HSAC).

Milestone Status Report [Create New Version](#) | [Mark as Complete](#) | [Go to Status Report Forms](#)

Is this the final Status Report?*

Milestone Progress [Add](#)

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment.			0%	
2. Procurement completed: bidding, vendor selection, and ordering of equipment.			0%	
3. Equipment received, installed, tested and inventoried.			0%	
4. Vendor paid and receipt of proof of payment received.			0%	
5. WebGrants reimbursement completed with all necessary documentation.			0%	
6. Equipment training completed.			0%	
7. Project Final Report submitted and closed out.			0%	

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?
---------------	---

Status Report (Cont.)

- ◇ 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

As per HSGP grant guidance, the Status Report is required to demonstrate the progress of your grant for the prior six month period. The OHS staff will report the information provided to the Regional Homeland Security Committee (RHSOC) and Homeland Security Advisory Committee (HSAC).








Milestone Status Report

Is this the final Status Report?* ☐ Yes ☐ No

Status Report (Cont.)

- ◆ Complete “Milestone Progress” section of Status Report
 - ◆ Project Name – Brief project name (i.e., FY 2019 Baseline Organization CTO Equipment)
 - ◆ 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 Report (Cont.)

Milestone Progress				
Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment.	FY 2019 Baseline Organization CTO Equipment	06/01/2021 	100% ▼	Specification for equipment have been determined.
2. Procurement completed: bidding, vendor selection, and ordering of equipment.	FY 2019 Baseline Organization CTO Equipment	06/10/2021 	100% ▼	Procurement completed and equipment ordered.
3. Equipment received, installed, tested and inventoried.	FY 2019 Baseline Organization CTO Equipment	06/15/2021 	100% ▼	Equipment received, installed, tested, and inventoried.
4. Vendor paid and receipt of proof of payment received.	FY 2019 Baseline Organization CTO Equipment	07/15/2021 	30% ▼	Vendor payment is in process and is estimated to be made by 07/15/2021
5. WebGrants reimbursement completed with all necessary documentation.	FY 2019 Baseline Organization CTO Equipment	07/30/2021 	0% ▼	WebGrants reimbursement is estimated to be completed by 07/30/2021
6. Equipment training completed.	FY 2019 Baseline Organization CTO Equipment	06/15/2021 	100% ▼	Equipment training was completed upon receipt of equipment
7. Project Final Report submitted and closed out.	FY 2019 Baseline Organization CTO Equipment	08/31/2021 	0% ▼	Final Status Report is estimated to be submitted by 08/31/2021

Status Report (Cont.)

◇ Select “Save”



[Menu](#) | [Help](#) | [Log Out](#) | [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Grant Tracking

Status Report: 125144 - 01

Grant: 125144-Interoperable Communications Sustainment 2021

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

Instructions

As per HSGP grant guidance, the Status Report is required to demonstrate the progress of your grant for the prior six month period. The OHS staff will report the information provided to the Regional Homeland Security Committee (RHSC) and Homeland Security Advisory Committee (HSAC).

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.	FY 2019 Baseline Organization CTO Equipment	06/01/2021	100%	Specification for equipment have been determined.

Status Report (Cont.)

◆ 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?	

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

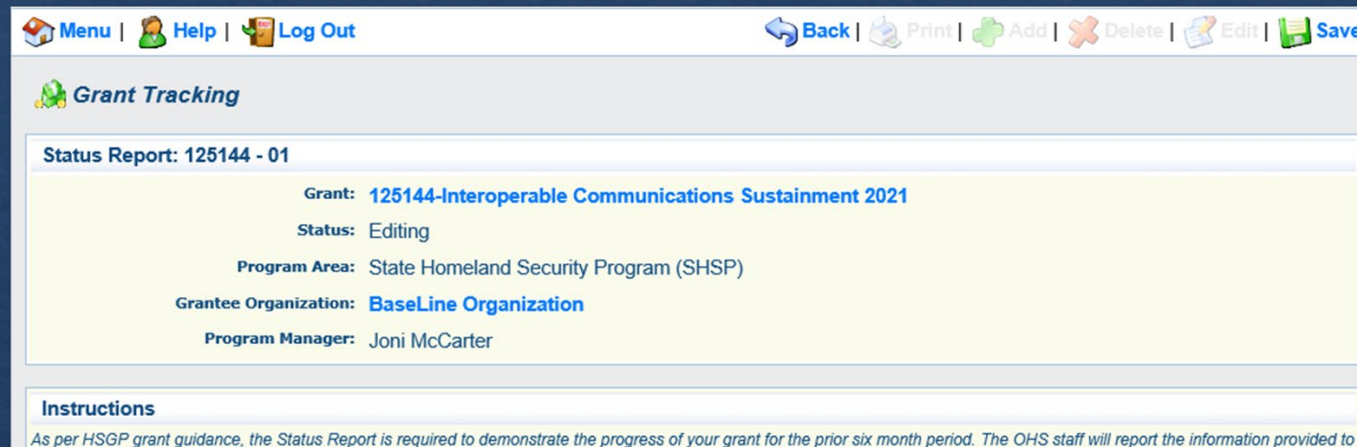
◆ Add Project Name

◆ 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:*	FY 2019 Baseline Organization CTO Equipment
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?	<div>It is anticipated that the vendor will be paid, <u>WebGrants</u> reimbursement will be completed, and final status report will be submitted in the next 6 months. There are no negative issues to highlight at this time.</div>

Status Report (Cont.)

- ◆ Select “Save”



The screenshot shows the 'Grant Tracking' interface. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Save' button is highlighted with a red arrow. Below the navigation bar, the 'Grant Tracking' section displays the following information:

Status Report: 125144 - 01

Grant: [125144-Interoperable Communications Sustainment 2021](#)

Status: Editing

Program Area: State Homeland Security Program (SHSP)

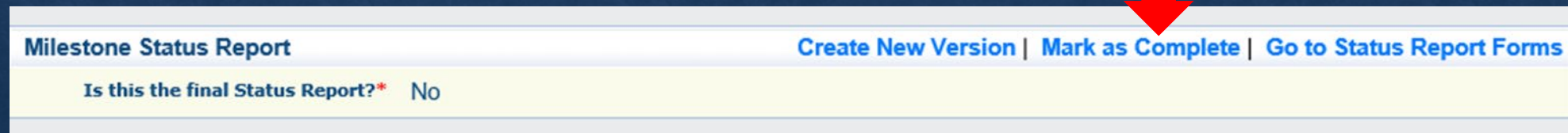
Grantee Organization: [BaseLine Organization](#)

Program Manager: Joni McCarter

Instructions

As per HSGP grant guidance, the Status Report is required to demonstrate the progress of your grant for the prior six month period. The OHS staff will report the information provided to

- ◆ Select “Mark as Complete”

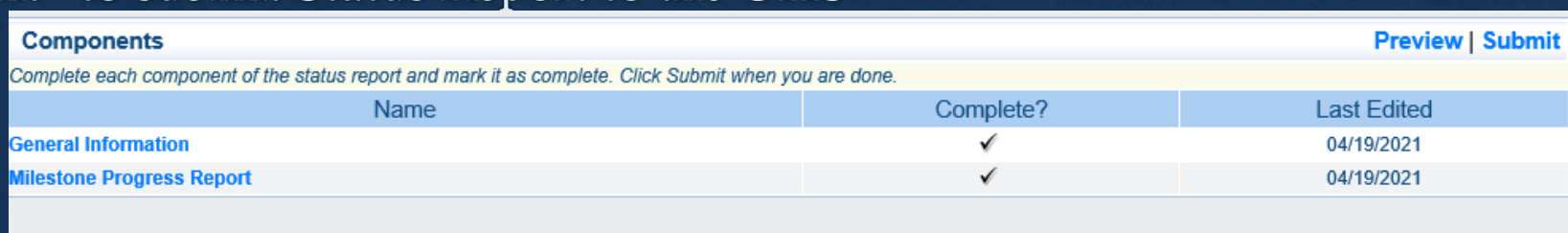


The screenshot shows the 'Milestone Status Report' interface. At the top, there is a navigation bar with links: Create New Version, Mark as Complete, and Go to Status Report Forms. The 'Mark as Complete' button is highlighted with a red arrow. Below the navigation bar, the 'Milestone Status Report' section displays the following information:

Milestone Status Report

Is this the final Status Report?* No

- ◆ Select “Submit” to submit Status Report to the OHS



The screenshot shows the 'Components' table. At the top, there is a navigation bar with links: Preview and Submit. The 'Submit' button is highlighted with a red arrow. Below the navigation bar, the 'Components' section displays the following information:

Components

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	04/19/2021
Milestone Progress Report	✓	04/19/2021

Correspondence

- ❖ Correspondence Component of the grant should be used for contacting the OHS with questions/pertinent information regarding your grant
- ❖ Select “Correspondence” component in WebGrants

Grant Components		Alerts Copy Annotations (0) Export Grant Data Map
<i>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.</i>		
Component	Last Edited	
General Information	04/19/2021	
Contact Information	04/19/2021	
Budget	04/19/2021	
Claims		
Correspondence		
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments		
SHSP Project Package	04/19/2021	
Subaward Documents - Final		
Appropriations		
Named Attachments	04/19/2021	
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

Correspondence (Cont.)

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

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

- ◆ 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

To:*

Joni McCarter
TEST TEST

CC: Chelsey.call@dps.mo.gov

CC addresses must be entered in a valid email format. Use a semicolon (;) to separate multiple CC email addresses.

Correspondence (Cont.)

- ◆ Enter a “Subject” for the message

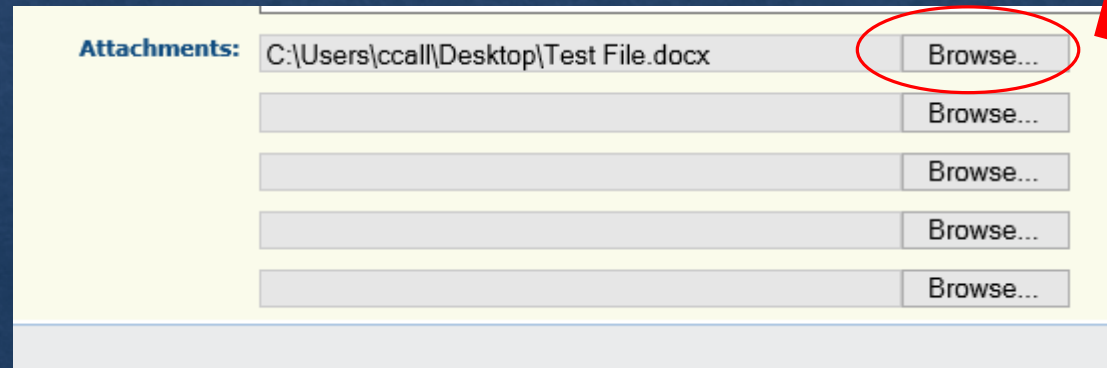
Subject:

- ◆ Enter all necessary information in the “Message” section

Message:

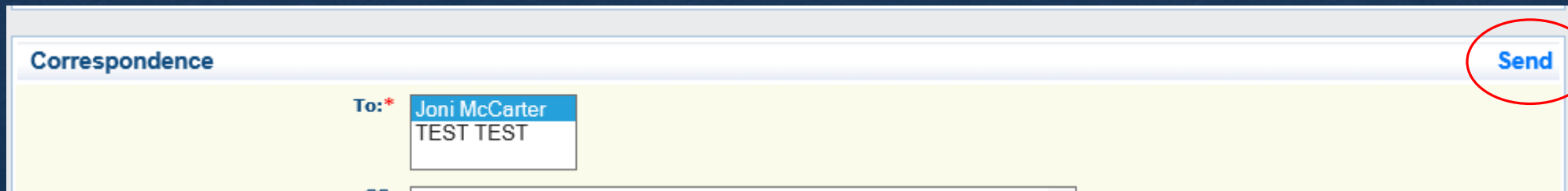
Correspondence (Cont.)

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



The screenshot shows the 'Attachments' section of a software interface. It features a list of five attachment entries. The first entry is 'C:\Users\ccall\Desktop\Test File.docx' and has a 'Browse...' button next to it. The other four entries are empty text boxes, each also followed by a 'Browse...' button. A red circle highlights the 'Browse...' button for the first attachment, and a red arrow points to it from the right.

- ◆ Select “Send” to send the message to the OHS



The screenshot shows the 'Correspondence' form in a software interface. The 'To:' field is populated with 'Joni McCarter' and 'TEST TEST'. The 'Send' button is located in the top right corner of the form. A red circle highlights the 'Send' button, and a red arrow points to it from the right.

Correspondence (Cont.)

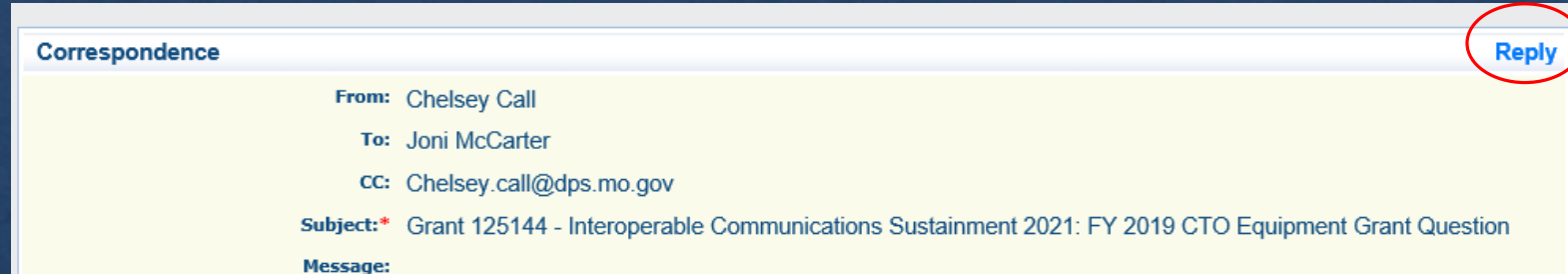
- ◇ When receiving emails from WebGrants, DO NOT reply from your email
- ◇ The reply will go to a generic inbox and will cause a delay in response
- ◇ To reply to a message, select the “Subject” section of the message you want to reply to

Inter-System Grantee Correspondence				Add
Subject	From	To	Sent/Received	Attachments
Grant 125144 - Interoperable Communications Sustainment 2021: FY 2019 CTO Equipment Grant Question	Chelsey Call	Joni McCarter	04/19/2021	Test File.docx
Last Edited By: Chelsey Call, 04/19/2021				



Correspondence (Cont.)

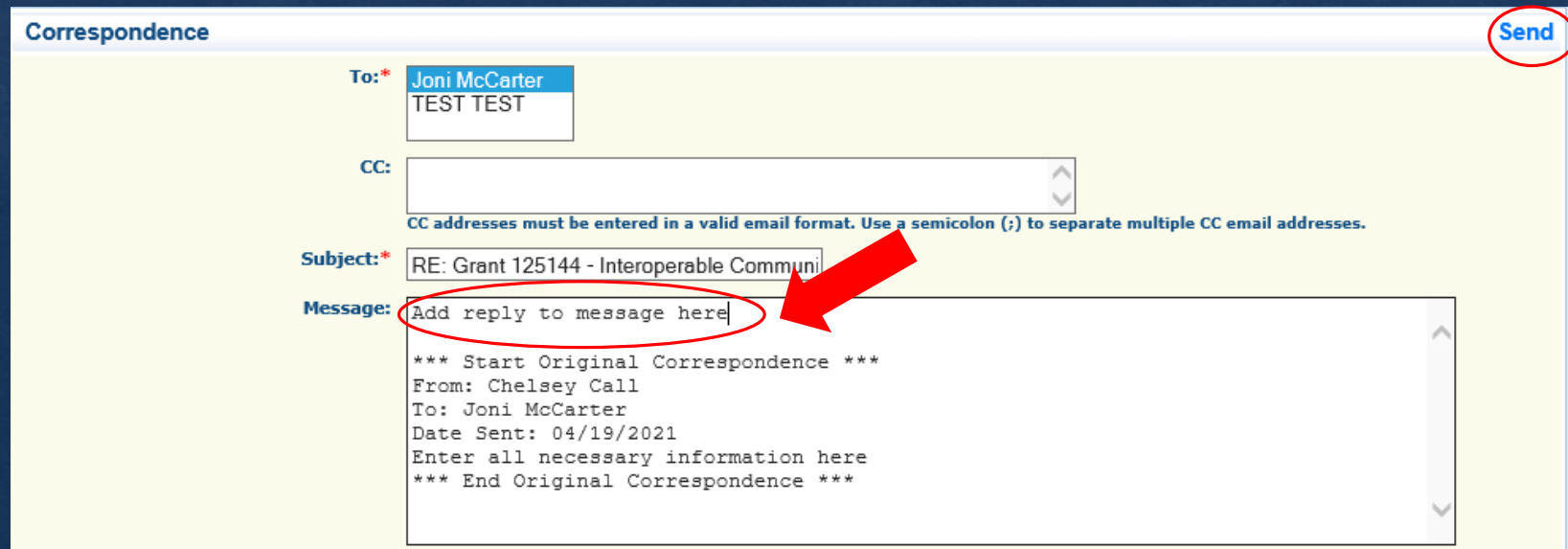
- ◆ Select “Reply”



The screenshot shows a window titled "Correspondence". In the top right corner, there is a blue button labeled "Reply", which is circled in red. A large red arrow points from the top right towards this button. The main area of the window contains the following text:

From: Chelsey Call
To: Joni McCarter
CC: Chelsey.call@dps.mo.gov
Subject:* Grant 125144 - Interoperable Communications Sustainment 2021: FY 2019 CTO Equipment Grant Question
Message:

- ◆ Select who you want the reply to be sent to
- ◆ Add “Message” above the start of the original correspondence
- ◆ Select “Send”



The screenshot shows the same "Correspondence" window, but now it is in edit mode. The "To:" field is populated with "Joni McCarter" and "TEST TEST". The "CC:" field is empty. The "Subject:" field is populated with "RE: Grant 125144 - Interoperable Communi". The "Message:" field is highlighted with a red circle, and a red arrow points to it. The "Message:" field contains the following text:

Add reply to message here

*** Start Original Correspondence ***
From: Chelsey Call
To: Joni McCarter
Date Sent: 04/19/2021
Enter all necessary information here
*** End Original Correspondence ***

In the top right corner, there is a blue button labeled "Send", which is circled in red. A large red arrow points from the top right towards this button.

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:
 - ◇ Copy of grant application(s)
 - ◇ Nationwide Cybersecurity Review (NCSR) Completion Certificate
 - ◇ Subaward Agreement
 - ◇ Approved Claims
 - ◇ Approved Subaward Adjustments
 - ◇ Approved Status Reports
 - ◇ Final Status Report
 - ◇ Monitoring Reports
 - ◇ Relevant Grant Correspondence
 - ◇ Procurement Documents
 - ◇ Disposition of Equipment Forms
 - ◇ Inventory

Grant Closeout

- ◆ Grant Period of Performance ends 08/31/2021
- ◆ Final Claims and Final Status Report are due 45 days after the end of the period of performance (10/15/2021)
- ◆ 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 200.331 (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



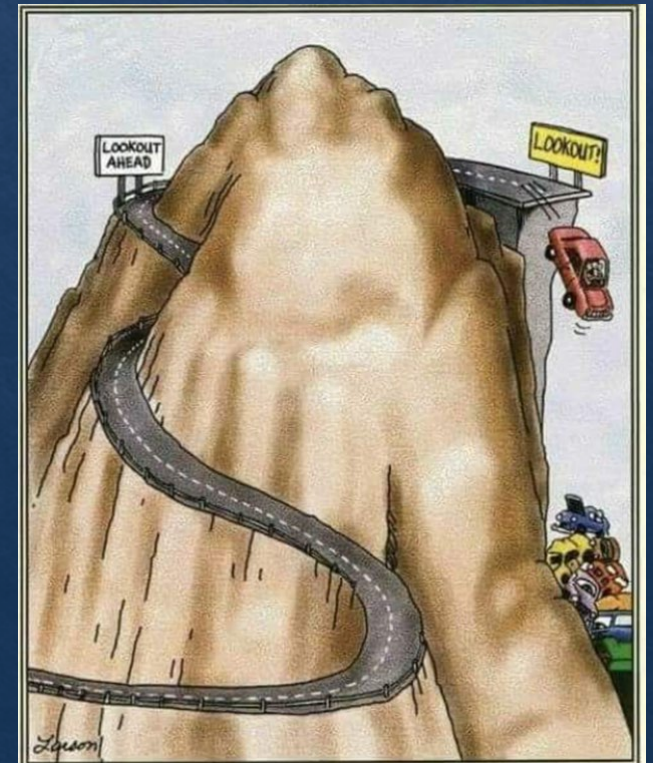
Monitoring (Cont.)

- ◆ 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 (Cont.)

- ◆ 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
- ◆ Change to provide technical assistance and answer questions



Important Dates

Grant Period of Performance Begin – January 1, 2021

Compliance Workshop Acknowledgement Due – April 30, 2021

Status Report Due – July 10, 2021

Grant Period of Performance End – August 31, 2021

Final Claim and Final Status Report – October 15, 2021

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