

FY 2021 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 (CTO) Equipment Grant

- 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
 - For FY2021, SHSP CTO projects are to enhance the Missouri Counter Terrorism Officer Program's effectiveness at the local level by giving agencies the opportunity to acquire equipment uniquely focused on their terrorism prevention mission and locality

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
- 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 2021 Homeland Security Grant Program (HSGP)
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 2021 SHSP CTO 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

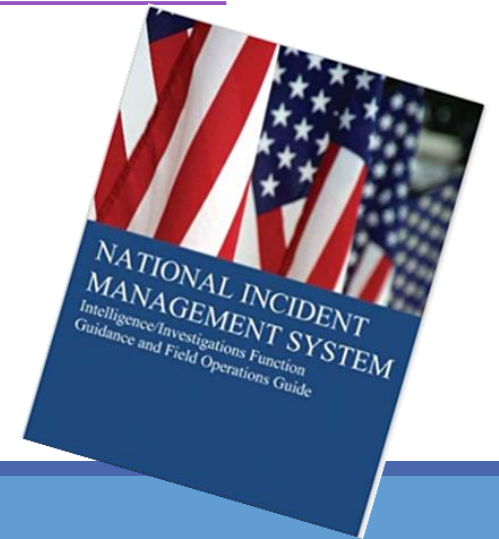
- Must update EOP once every two years
- Conform to guidelines outlined in [Comprehensive Preparedness Guide \(CPG\) 101 v2](#)



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 Continued

- 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
If utilizing cooperative contract, procurement documents (quotes/bids) and invoice must reference cooperative contract number

Procurement Requirements Continued

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 Continued

- 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](#)
 - [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:

- Single Feasible Source over \$10,000
- Items that require a federal waiver can be located in IBs
 - Examples
 - Boats
 - Unmanned Aerial Vehicles (Drones)
 - 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 Continued

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

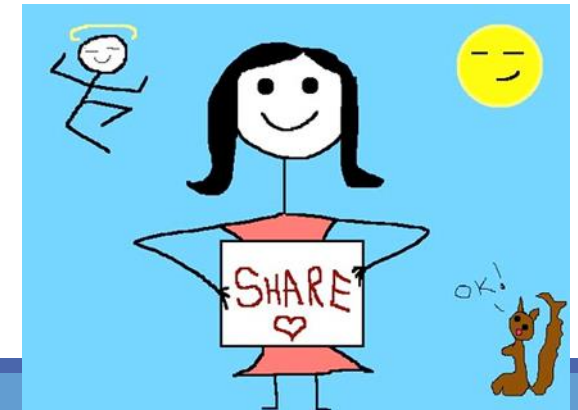
Tags are available upon request

- Contact Maggie Glick at Maggie.Glick@dps.mo.gov

Inventory Continued

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 Continued

When no longer needed, the equipment may be used in other activities supported by the Federal awarding agency, in the following priority:

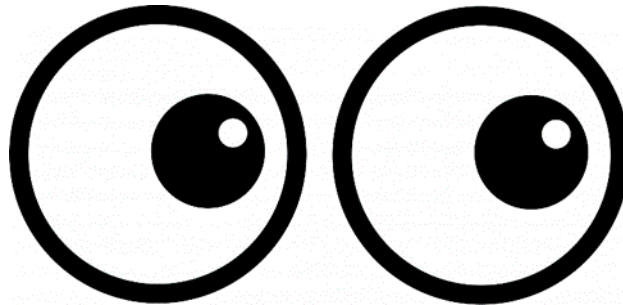
- Activities from the Federal awarding agency, which funded the original project
- Activities under Federal awards from other Federal awarding agencies

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 Continued

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 Continued

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 Continued

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 Continued

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

Correct Inventory Form

[illegible]

Inventory Continued

Incorrect Inventory Form

[illegible]

Inventory Continued

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 Continued

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](https://dps.mo.gov/dir/programs/ohs/documents/Equipment-Disposition-Request-Form-Other%2011-2-20.pdf)

Inventory Continued

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 Continued

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 Continued

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

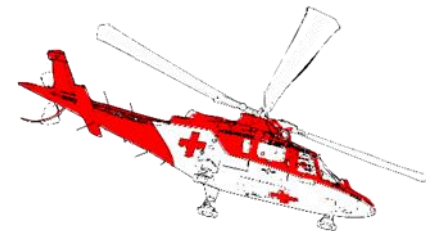


Inventory Continued

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 Continued

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

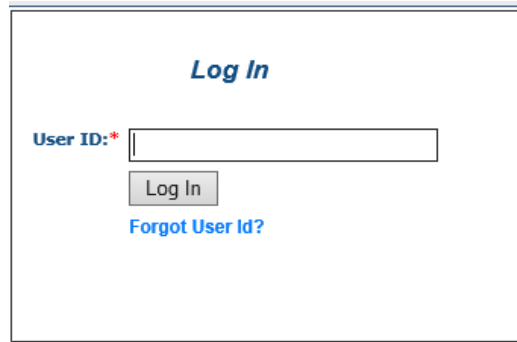
Be sufficiently interoperable or compatible to allow for deployment through a defined system for resource ordering as authorized under interstate mutual aid and assistance agreements

WebGrants System



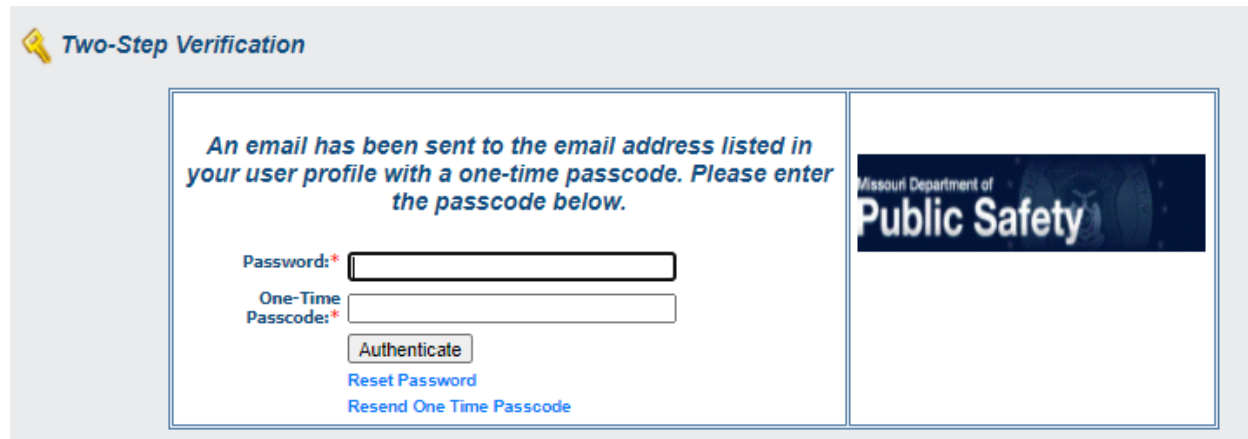
WebGrants

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



A screenshot of the WebGrants login page. It features a blue title "Log In" at the top. Below it, the text "User ID: *" is followed by a text input field. Under the input field is a grey "Log In" button. At the bottom, there is a blue link "Forgot User Id?".

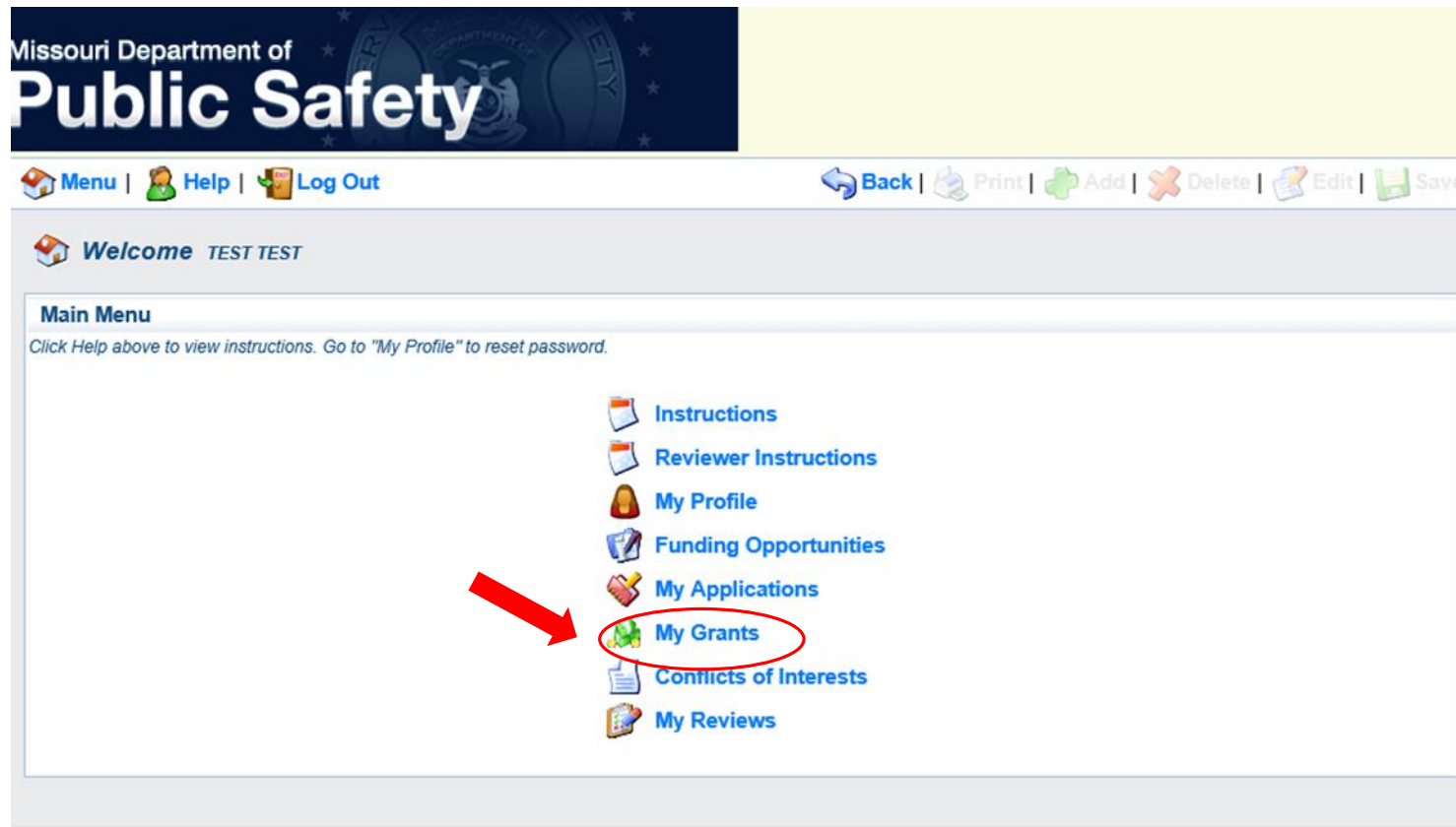
Two-factor authentication



A screenshot of the Two-Step Verification page. The title "Two-Step Verification" is accompanied by a yellow key icon. The main instruction reads: "An email has been sent to the email address listed in your user profile with a one-time passcode. Please enter the passcode below." Below this, there are three input fields: "Password: *" (with a grey "Authenticate" button below it), "One-Time Password: *" (with a grey "Authenticate" button below it), and "One-Time Password: *" (with a grey "Authenticate" button below it). At the bottom, there are three blue links: "Reset Password", "Resend One Time Passcode", and "Authenticate". On the right side, there is a banner for the "Missouri Department of Public Safety" with a dark blue background and white text.




WebGrants Continued







Select “My Grants”




WebGrants Continued

Select project titled “FY 2021 SHSP Counter Terrorism Officer (CTO) Equipment Grant

 [Menu](#) |  [Help](#) |  [Log Out](#)

 [Back](#) |  [Print](#) |  [Add](#) |  [Delete](#) |  [Edit](#) |  [Save](#)

 **Grant Tracking**

Current Grants

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

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

ID	Status	Year	Project Title	Program Area	Grant Administrator	Budget Total
128956	Underway	2021	FY 2021 CTO Equipment Grant	State Homeland Security Program (SHSP)	Joni McCarter	\$23,200.00

WebGrants Continued

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	11/09/2021	
Contact Information	11/09/2021	
Budget - CTO	11/09/2021	
Claims		
Correspondence		
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments		
SHSP Project Package	11/09/2021	
Subaward Documents - Final		
Appropriations		
Named Attachments	11/09/2021	
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>		
Component	Last Edited	
General Information	11/09/2021	
Contact Information	11/09/2021	
Budget - CTO	11/09/2021	
Claims		
Correspondence		
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments		
SHSP Project Package	11/09/2021	
Subaward Documents - Final		
Appropriations		
Named Attachments	11/09/2021	
Closeout		
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 Continued

Equipment

[Negotiate Component](#) | [Create New Version](#) | [Return to Components](#) | [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 Name:	AEL #:	Qty:	Unit Cost:	Total Cost:	Sustainment:	Discipline:	Function:	Allowable Activity:
Mobile Radio	06CP-01-MOBL	1.0	\$5,000.00	\$5,000.00	No	Law Enforcement	Equipment	Interoperable Communications Equipment
				\$5,000.00				

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 - 1 x \$5,000

5000 Character Limit

Budget Continued

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, 2022)

Project Period: September 1, 2021 to August 31, 2022

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)

[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 (Claims) Continued

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 (Claims) Continued

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, signed receipt, or signed statement in writing indicating items delivered)

Reimbursement Request (Claims) Continued

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 (Claims) Continued

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 (Claims) Continued

Submitting a claim in WebGrants


- Select “Claims” 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	11/09/2021	
Contact Information	11/09/2021	
Budget - CTO	11/09/2021	
Claims		
Correspondence		
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments		
SHSP Project Package	11/09/2021	
Subaward Documents - Final		
Appropriations		
Named Attachments	11/09/2021	
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

Reimbursement Request (Claims) Continued

Select “Add”

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

 **Grant Tracking**

Grant: 128956 - FY 2021 CTO Equipment Grant - 2021
Status: Underway
Program Area: State Homeland Security Program (SHSP)
Grantee Organization: [BaseLine Organization](#)
Program Officer: Joni McCarter
Budget Total: \$5,000.00

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 (Claims) Continued


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 (Claims) Continued

 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 (Claims) Continued

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	
128956 - 001	Other	Editing			01/01/2022 - 01/31/2022	\$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](#)

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](#)

128956-FY 2021 CTO Equipment Grant
State Homeland Security Program (SHSP)

Award Year:	2021	Status:	Editing
Subaward Number:	128956	Approved By:	
Reporting Period:	01/01/2022 - 01/31/2022	Approved Date:	
Claim Number:	128956 - 001	Paid Date:	
Submitted By:		Vendor Number:	446000582
Submitted Date:		Invoice Number:	LEAVE BLANK
Is This Your Final Report:	No	Check Number:	


Reimbursement Request (Claims) Continued

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: 128956 - 001

Grant: 128956-FY 2021 CTO Equipment Grant

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

Components

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

Name	Complete?
General Information	✓
Expenditures	
Reimbursement	
Equipment Inventory	
Other Attachments	

Two red arrows point to the 'Expenditures' and 'Reimbursement' rows in the Components table, indicating they need to be completed.

Reimbursement Request (Claims) Continued

Expenditures Component


- Select “Add” for each expenditure to add a line to the Expenditures Form
- Complete each line of the Expenditures Form

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 (Claims) Continued

Select “Save”
when complete

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

 **Grant Tracking**

Claim: 128956 - 001[Grant Components](#)

Grant: [128956-FY 2021 CTO Equipment Grant](#)

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: [BaseLine Organization](#)

Program Manager: Joni McCarter

Expenditures

Line Number*

Payee*

Description*

Quantity*

Unit Cost*

Federal Amount Requested*

Invoice #*

Invoice Date*

Check/EFT Number*

Check/EFT Date*

[Return to Top](#)

Reimbursement Request (Claims) Continued

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 **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 Request (Claims) Continued

Select "Add" to add additional expenditures to the claim

Select "Mark as Complete" after all expenditures have been added.

Expenditures					Create New Version Versions 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 Item Purchased	1.0	\$5,000.00	\$5,000.00	\$5,000.00	12345	1/15/2022	5667	1/25/2022
						\$5,000.00				

Last Edited By: Debbie Musselman, 11/10/2021

Reimbursement Request (Claims) Continued

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	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00
Sub Total:	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00
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:	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00
Last Edited By:					

Reimbursement Request (Claims) Continued

Select “Equipment Inventory” Claim Component

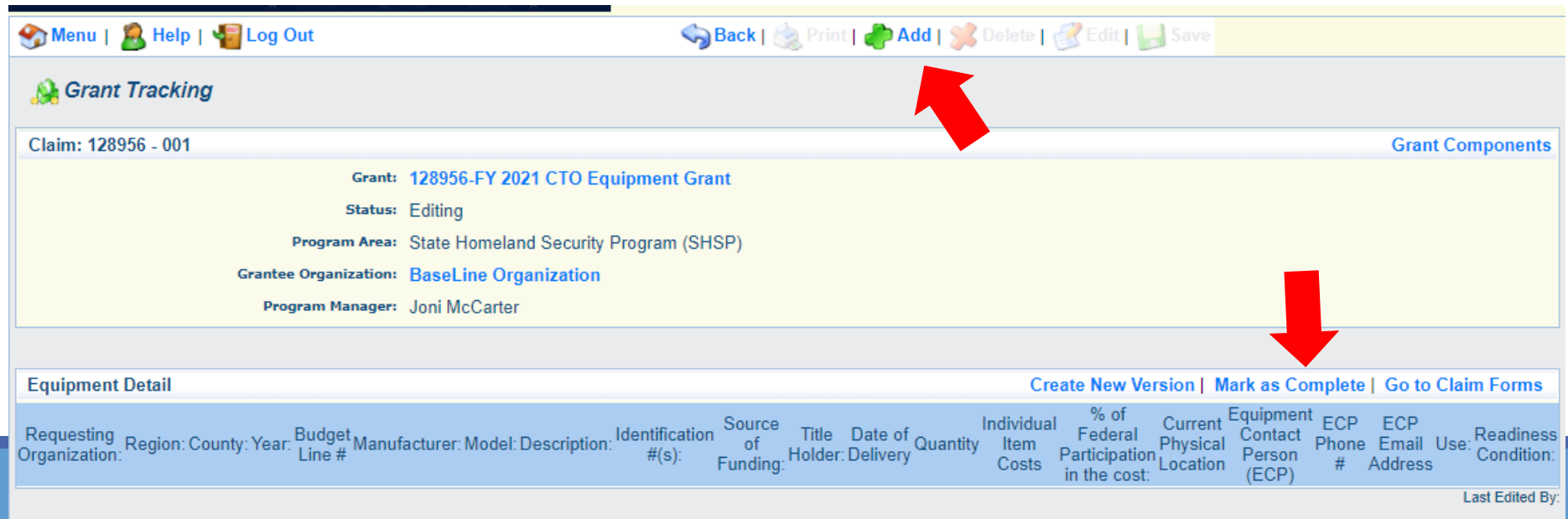
Select “Add” for each equipment item

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 system interface. At the top, there is a navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this, the 'Grant Tracking' section is visible, showing details for Claim: 128956 - 001. The 'Grant Components' section lists the following information:

- Grant: 128956-FY 2021 CTO Equipment Grant
- Status: Editing
- Program Area: State Homeland Security Program (SHSP)
- Grantee Organization: BaseLine Organization
- Program Manager: Joni McCarter

Below the 'Grant Components' section is the 'Equipment Detail' table. The table has columns for Requesting Organization, Region, County, Year, Budget Line #, Manufacturer, Model, Description, Identification #, Source of Funding, Title, 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 Readiness Condition. The table is currently empty. To the right of the table, there are links for 'Create New Version', 'Mark as Complete', and 'Go to Claim Forms'. A red arrow points to the 'Add' button in the top navigation bar, and another red arrow points to the 'Mark as Complete' link.

Requesting Organization	Region	County	Year	Budget Line #	Manufacturer	Model	Description	Identification #	Source of Funding	Title	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	Readiness Condition
-------------------------	--------	--------	------	---------------	--------------	-------	-------------	------------------	-------------------	-------	------------------	----------	-----------------------	--	---------------------------	--------------------------------	-------------	-------------------	---------------------

Reimbursement Request (Claims) Continued

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 (2021)

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 if there is not a serial number

Source of Funding – Federal Funding utilized (SHSP CTO)

Title Holder – Subrecipient Organization who owns the equipment

Reimbursement Request (Claims) Continued

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 (Claims) Continued

Verify Equipment Detail is correct and select “Mark as Complete”

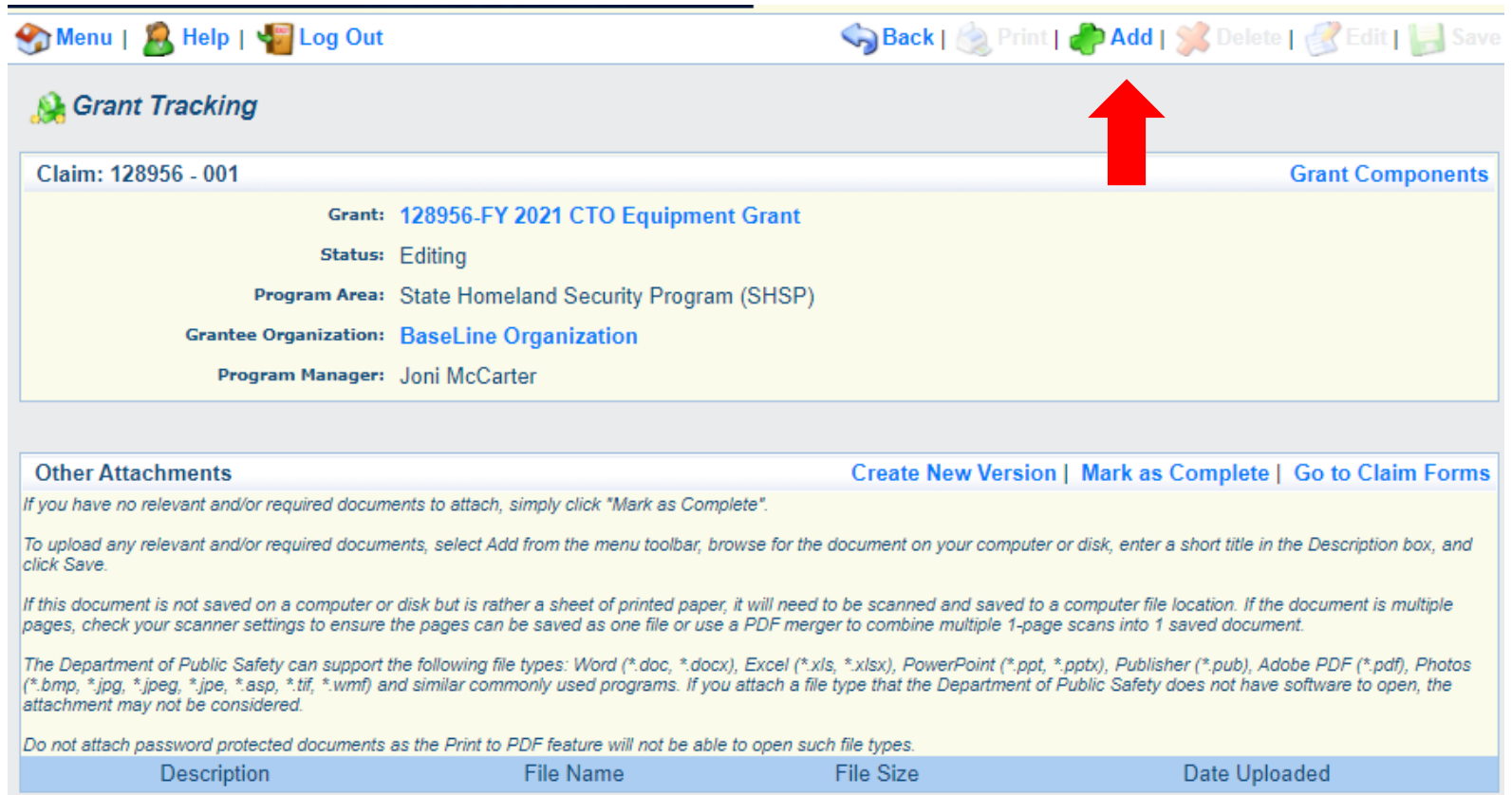


Equipment Detail														Create New Version Mark as Complete Go to Claim Forms						
Requesting Organization:	Region:	County:	Year:	Budget Line #	Manufacturer:	Model:	Description:	Identification # (s):	Source of Funding:	Title Holder:	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost:	Current Physical Location	Equipment Contact Person (ECP)	ECP Phone #	ECP Email Address	Use:	Readiness Condition:
Baseline Organization	F	Cole	2021	10001	ABC Company	AX-111	Mobile Radio	123459	SHSP-CTO	Baseline Organization	01/14/2022	1	\$5,000.00	100.0%	1101 Riverside Dr. Jefferson City, MO 65101	Debbie Musselman	573-751-5997	debbie.musselman@dps.mo.gov	Statewide	Mission capable

Reimbursement Request (Claims) Continued

Select “Other Attachments”
Claim Component

- Select “Add” to attach supporting documentation to claim



The screenshot shows the 'Grant Tracking' web application interface. At the top, there is a navigation bar with links for 'Menu', 'Help', and 'Log Out'. To the right of these links is a toolbar containing icons for 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. A red arrow points to the 'Add' button in this toolbar.

Below the navigation bar, the main content area is titled 'Grant Tracking'. It displays the following information:

- Claim: 128956 - 001
- Grant: 128956-FY 2021 CTO Equipment Grant
- Status: Editing
- Program Area: State Homeland Security Program (SHSP)
- Grantee Organization: BaseLine Organization
- Program Manager: Joni McCarter

Below this information, there is a section titled 'Other Attachments'. This section includes instructions on how to upload documents and a list of supported file types. At the bottom of this section, there is a table with the following headers:

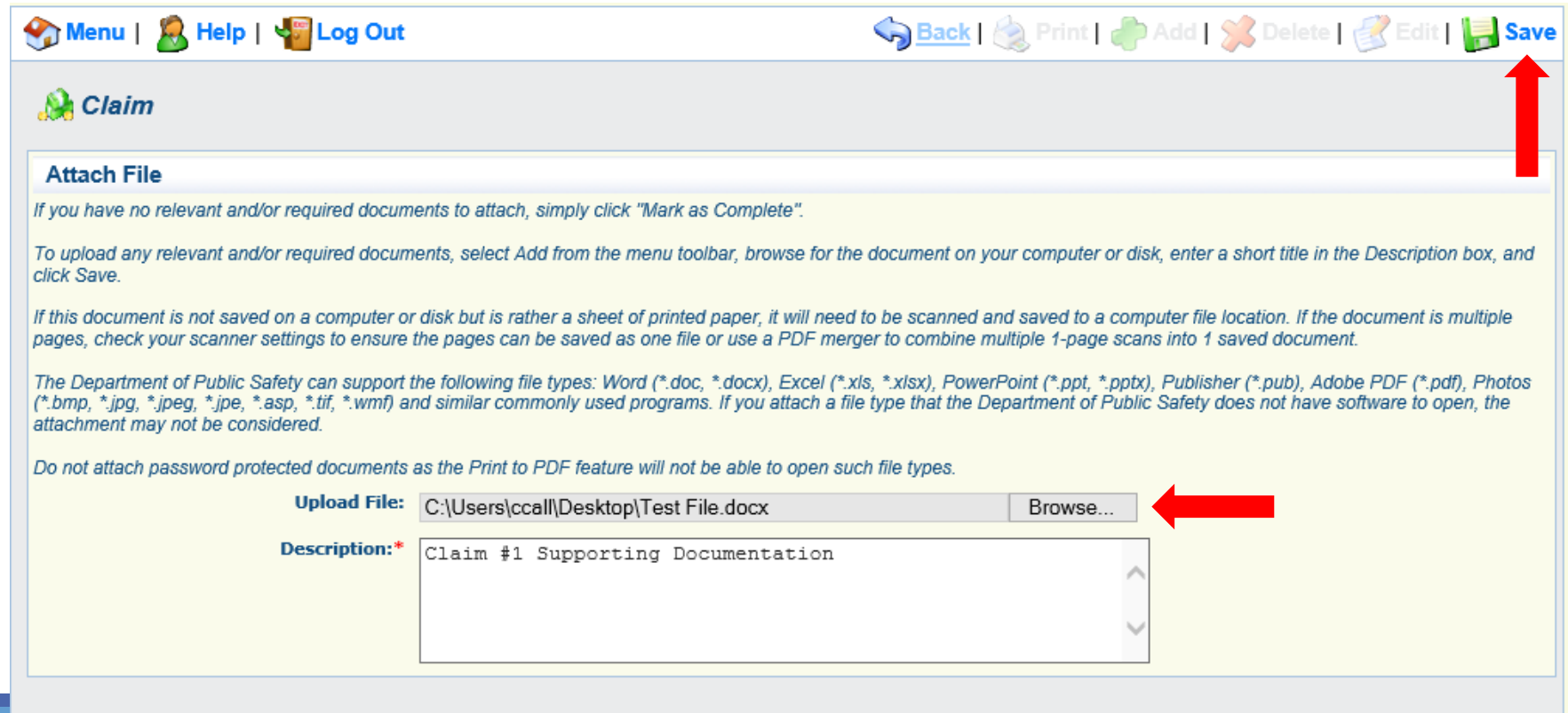
Description	File Name	File Size	Date Uploaded
-------------	-----------	-----------	---------------

Reimbursement Request (Claims) Continued

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 (Claims) Continued

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

Menu

Help

Log Out

Back

Print

Add

Delete

Edit

Save

Grant Tracking

Claim: 128956 - 001

Grant Components

Grant: 128956-FY 2021 CTO Equipment Grant

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
Claim #1 Supporting Documents	Test File.docx	12 KB	11/10/2021

Last Edited By: Debbie Musselman, 11/10/2021

Reimbursement Request (Claims) Continued

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 Continued

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 Continued

Submitting 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	11/09/2021	
Contact Information	11/09/2021	
Budget - CTO	11/09/2021	
Claims		
Correspondence		
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments		
SHSP Project Package	11/09/2021	
Subaward Documents - Final		
Appropriations		
Named Attachments	11/09/2021	
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

Subaward Adjustments Continued

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

Status:*

Editing

Subaward Adjustments Continued

General Information

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


Subaward Adjustments Continued

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

Subaward Adjustments			Return to Components Add
ID	Type	Status	Submitted Date
128956 - 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](#)

128956-FY 2021 CTO Equipment Grant

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 Continued

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 Continued

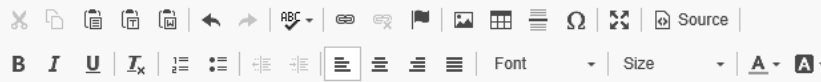
Justification Component

- 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.



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 Continued

Review “Justification Form” to ensure it is complete and accurate

Select “Mark as Complete”



Justification	Create New Version Mark as Complete Return to Components
<p>Justification*</p> <p><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></p> <p>Explain the requested change and the reason for the requested adjustment</p> <p>Copy and paste Subaward Adjustment Spreadsheet here</p>	
Last Edited By: Chelsey Call, 04/19/2021	

Subaward Adjustments Continued

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="\$5,000.00"/>	<input type="text" value="\$4,800.00"/>
Supplies/Operations	<input type="text" value="\$0.00"/>	<input type="text" value="\$200.00"/>
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="\$5,000.00"/>	<input type="text" value="\$5,000.00"/>
Total Local Match Share	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Subaward Adjustments Continued

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	\$5,000.00	\$4,800.00	(\$200.00)
Supplies/Operations	\$0.00	\$200.00	\$200.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Totals	\$5,000.00	\$5,000.00	\$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	\$5,000.00	100.0%	\$5,000.00	100.0%	\$0.00
Total Local Match Share	\$0.00	0%	\$0.00	0%	\$0.00

Subaward Adjustments Continued

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:	128956-FY 2021 CTO Equipment Grant
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:*	<input type="text" value="John Smith"/>
Title:*	<input type="text" value="Mayor"/>
Date:*	<input type="text" value="01/13/2022"/> 

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

DPS Authorized Official/Designee Signature:	<input type="text"/>
Date:	<input type="text"/>

[Return to Top](#)

Subaward Adjustments Continued

Select “Mark as Complete”

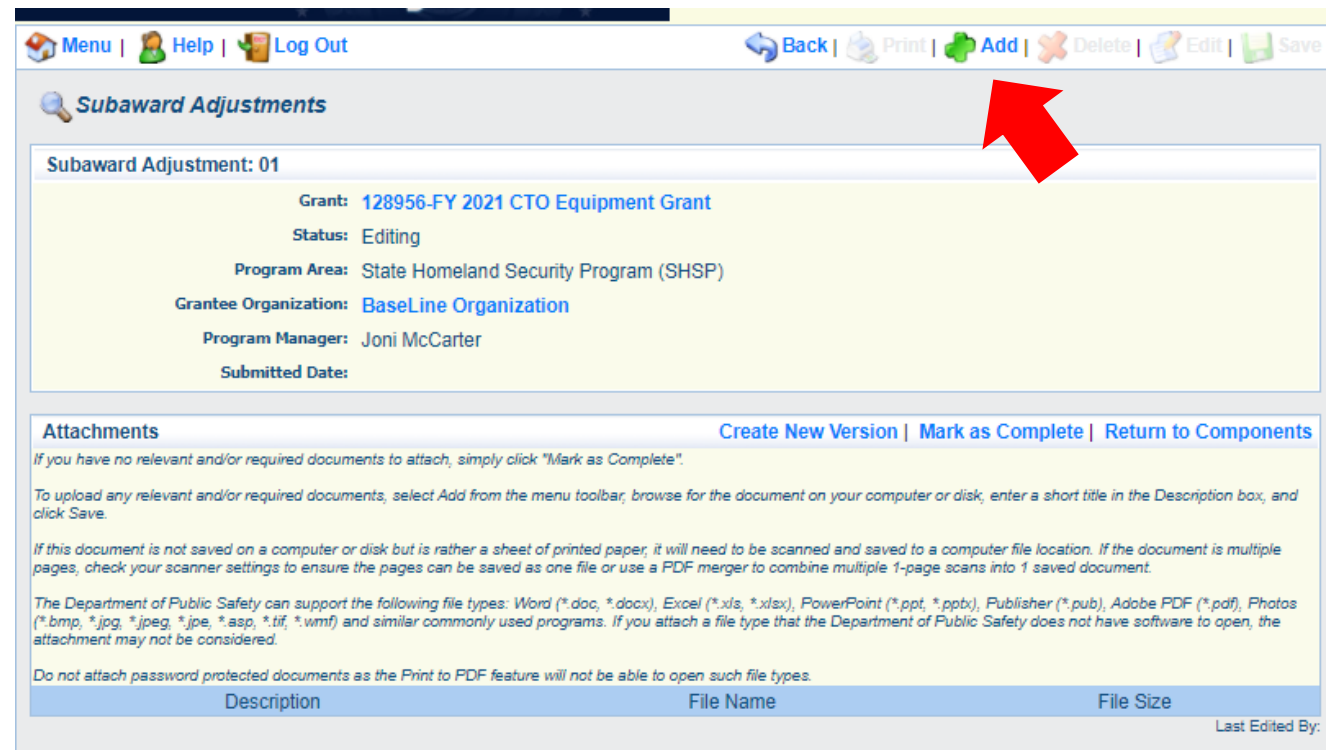


Confirmation	Create New Version Mark as Complete Return to Components
<i>Your typed name as the applicant authorized official, in lieu of signature, represents your legally binding acceptance of the terms of this subaward adjustment and your statement of the veracity of the representations made in this subaward adjustment. You must include your title, full legal name, and the current date.</i>	
Authorized Official Name:* John Smith	
Title:* Mayor	
Date:* 01/13/2022	
<i>All terms and conditions of the original Subaward apply to this Subaward Adjustment Notice.</i>	
DPS Authorized Official/Designee	
Signature:	
Date:	
Last Edited By: Debbie Musselman, 11/10/2021	

Subaward Adjustments Continued

Select “Attachments” form

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



The screenshot shows the 'Subaward Adjustments' web application. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Add' button is highlighted with a red arrow. Below the navigation bar, the main content area displays details for 'Subaward Adjustment: 01'. The details include: Grant: 128956-FY 2021 CTO Equipment Grant, Status: Editing, Program Area: State Homeland Security Program (SHSP), Grantee Organization: BaseLine Organization, Program Manager: Joni McCarter, and Submitted Date: (blank). Below the details, there is an 'Attachments' section with links: Create New Version, Mark as Complete, and Return to Components. The 'Attachments' section contains instructions on how to upload documents and a list of supported 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. It also states that password-protected documents cannot be attached. At the bottom, there is a table with columns: Description, File Name, File Size, and Last Edited By.

Description	File Name	File Size	Last Edited By:
-------------	-----------	-----------	-----------------

Subaward Adjustments Continued

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

Description: * Subaward Adjustment Spreadsheet

Subaward Adjustments Continued

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 Reports due: 01/10/2022, 07/10/2022, 10/15/2022 (Final Status Report)

Reporting period:

- 01/10/2022 Status Report 09/01/2021 – 12/31/2021
- 07/10/2022 Status Report 01/01/2022 – 06/30/2022
- 10/15/2022 Status Report 07/01/2022 – 08/31/2022

To submit Status Report, select “Status Report” component in WebGrants

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	11/09/2021
Contact Information	11/09/2021
Budget - CTO	11/09/2021
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
SHSP Project Package	11/09/2021
Subaward Documents - Final	
Appropriations	
Named Attachments	11/09/2021
Closeout	
Opportunity	-
Application	-
Application Versions	-
Application Annotations	-
Review Forms	-

Status Report Continued

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

Select “ID” for Status Report that is due

Status Reports			Copy Existing Status Report Scheduler Return to Components			
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
128956 - 01	Semi-Annual	09/01/2021-12/31/2021	01/10/2022		-	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 DetailsPrint to PDF | Withdraw | Negotiation | Annotations(0) | Versions | Feedback

128956-FY 2021 CTO Equipment Grant

State Homeland Security Program (SHSP)

Award Year:

2021

Subward Number:

128956

Status Report Number:

01

Submitted By:

Status:

Editing

Approved By:

Approved Date:

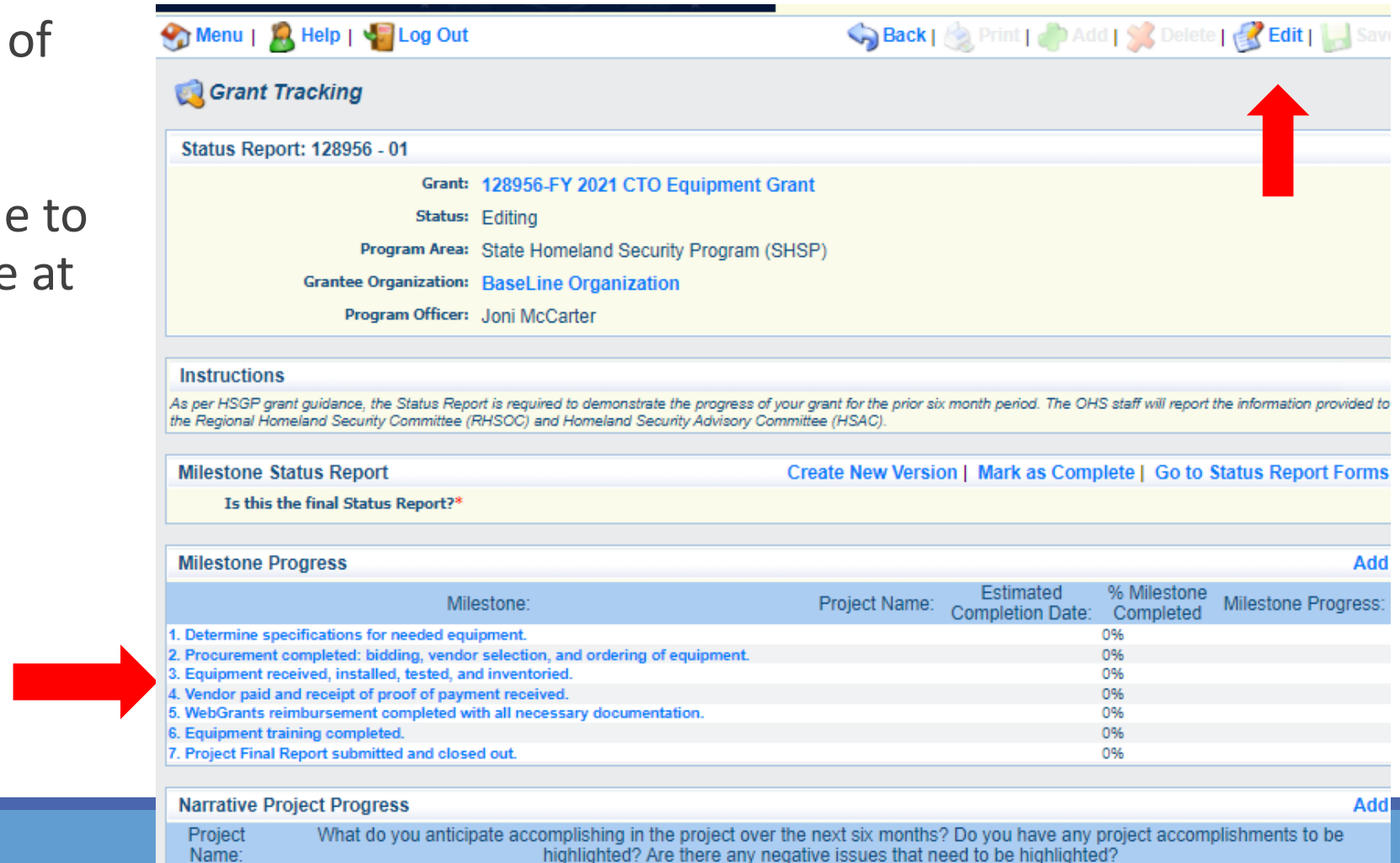
Status Report Continued

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 Continued

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



The screenshot displays the 'Grant Tracking' interface. At the top, there is a navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Edit' link is highlighted with a red arrow. Below the navigation bar, the 'Grant Tracking' section shows the 'Status Report: 128956 - 01' with details: Grant: 128956-FY 2021 CTO Equipment Grant, Status: Editing, Program Area: State Homeland Security Program (SHSP), Grantee Organization: BaseLine Organization, and Program Officer: Joni McCarter. The 'Instructions' section provides guidance on the report's purpose. The 'Milestone Status Report' section includes a question 'Is this the final Status Report?*' and links for 'Create New Version', 'Mark as Complete', and 'Go to Status Report Forms'. The 'Milestone Progress' section features a table with columns for Milestone, Project Name, Estimated Completion Date, % Milestone Completed, and Milestone Progress. A red arrow points to the first milestone: '1. Determine specifications for needed equipment.' The 'Narrative Project Progress' section at the bottom prompts the user to describe future project accomplishments and challenges.

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%	

Status Report Continued

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 Continued

Complete “Milestone Progress” section of Status Report

- Project Name – Brief project name (i.e., FY 2021 Baseline Organization CTO Grant)
- 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 Continued

Milestone Progress

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment.	FY 2021 Baseline Organization CTO Equipment	12/31/2021	100% 	Specifications for equipment have been identified.
2. Procurement completed: bidding, vendor selection, and ordering of equipment.	FY 2021 Baseline Organization CTO Equipment	01/28/2022	40% 	The bidding process is complete and the vendor selected. Equipment will be ordered in the next 30 days.
3. Equipment received, installed, tested, and inventoried.	FY 2021 Baseline Organization CTO Equipment	02/18/2022	0% 	We anticipate all equipment will be received, installed, tested, and inventoried in the next 45 days.
4. Vendor paid and receipt of proof of payment received.	FY 2021 Baseline Organization CTO Equipment	02/25/2022	0% 	Vendor payment will be processed after all equipment has been received, installed, and tested.
5. WebGrants reimbursement completed with all necessary documentation.	FY 2021 Baseline Organization CTO Equipment	06/16/2022	0% 	WebGrants reimbursement is estimated to be completed with all necessary documentation within the next six months.
6. Equipment training completed.	FY 2021 Baseline Organization CTO Equipment	03/18/2022	0% 	We anticipate all training will be completed within 30 days of receipt of equipment.
7. Project Final Report submitted and closed out.	FY 2021 Baseline Organization CTO Equipment	06/16/2022	0% 	The Final Status Report is estimated to be completed by 6/16/2022.

Status Report Continued

Select “Save”



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Status Report: 128956 - 01

Grant: 128956-FY 2021 CTO Equipment Grant

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Officer: 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 (RHSOC) 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 2021 Baseline Organization CTO Equipment	12/31/2021	100% ▼	Specifications for equipment have been identified.

Status Report Continued

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

Status Report Continued

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 2021 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?	It is anticipated that all items will be received, installed, tested and inventoried; training will be completed; vendor payment will be made; <u>WebGrants</u> claim, with required documentation will be submitted; and Final Status Report will be completed within the next six months. There are no negative issues to report at this time.

Status Report Continued

Select “Save”

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Status Report: 128956 - 01

Grant: 128956-FY 2021 CTO Equipment Grant

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Officer: Joni McCarter

Instructions

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	✓	04/19/2021	
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	11/09/2021	
Contact Information	11/09/2021	
Budget - CTO	11/09/2021	
Claims		
Correspondence		
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments		
SHSP Project Package	11/09/2021	
Subaward Documents - Final		
Appropriations		
Named Attachments	11/09/2021	
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

Correspondence Continued

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:

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

Correspondence Continued

Enter a “Subject” for the message

Subject:*

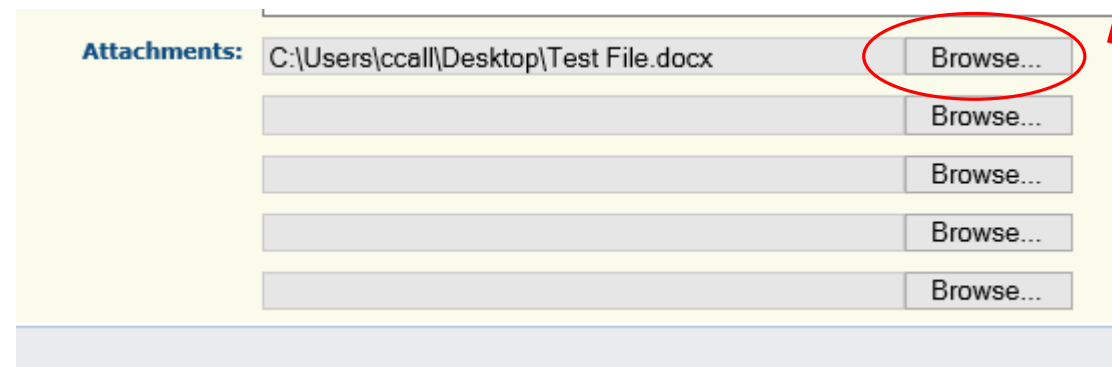
Enter all necessary information in the “Message” section

Message:

Correspondence Continued

Attach any necessary documents in the Attachments section

- Select “Browse” to locate document on your computer



Attachments:

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

Select “Send” to send the message to the OHS



Correspondence

To: * Joni McCarter
TEST TEST

Send

Correspondence Continued

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

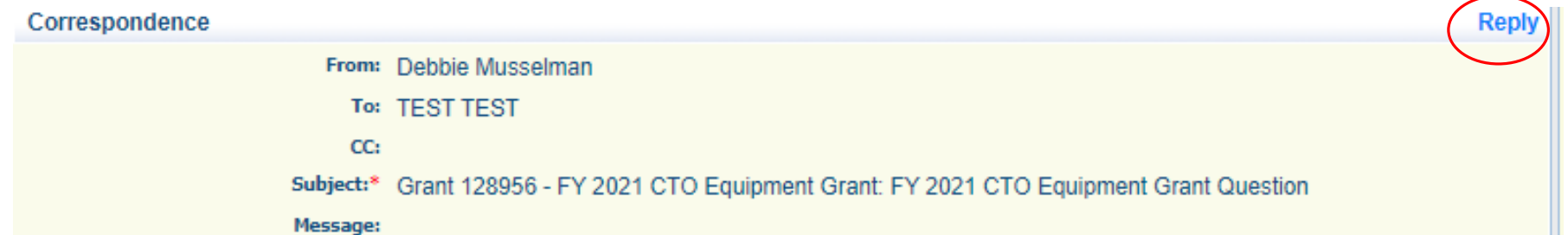
To reply to a message, select the “Subject” section of the message you want to reply to

Inter-System Grantee Correspondence					Add
Subject	From	To	Sent/Received	Attachments	
Grant 128956 - FY 2021 CTO Equipment Grant: FY 2021 CTO Equipment Grant Question	Debbie Musselman	TEST TEST	11/10/2021	Test File.docx	
Last Edited By: Debbie Musselman, 11/10/2021					



Correspondence Continued

Select “Reply”



Correspondence

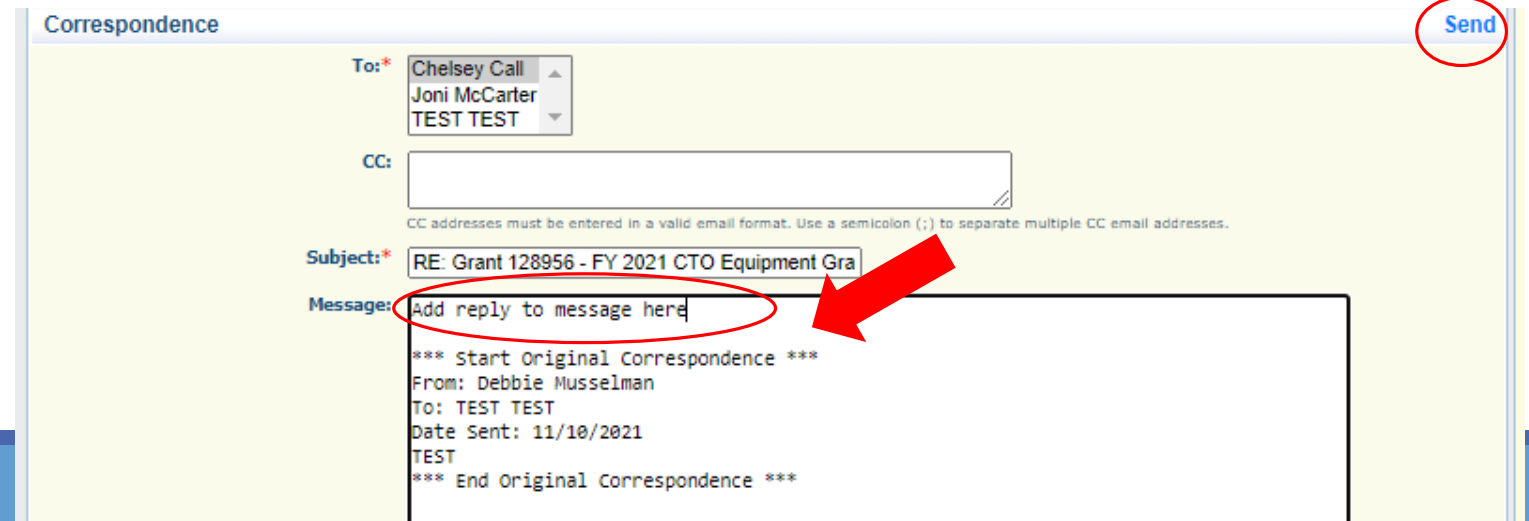
From: Debbie Musselman
To: TEST TEST
CC:
Subject*: Grant 128956 - FY 2021 CTO Equipment Grant: FY 2021 CTO Equipment Grant Question
Message:

Reply

Select who you want the reply to be sent to

Add “Message” above the start of the original correspondence

Select “Send”



Correspondence

To*: Chelsey Call
Joni McCarter
TEST TEST

CC:

Subject*: RE: Grant 128956 - FY 2021 CTO Equipment Gra

Message: Add reply to message here

*** Start Original Correspondence ***
From: Debbie Musselman
To: TEST TEST
Date Sent: 11/10/2021
TEST
*** End Original Correspondence ***

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 grant application(s)
2. Nationwide Cybersecurity Review (NCSR) Completion Certificate
3. Subaward Agreement
4. Approved Claims
5. Approved Subaward Adjustments
6. Approved Status Reports
7. Final Status Report
8. Monitoring Reports
9. Relevant Grant Correspondence
10. Procurement Documents
11. Disposition of Equipment Forms
12. Inventory

Grant Closeout

Grant Period of Performance ends 08/31/2022

Final Claims and Final Status Report are due 45 days after the end of the period of performance (10/15/2022)

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 Continued

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

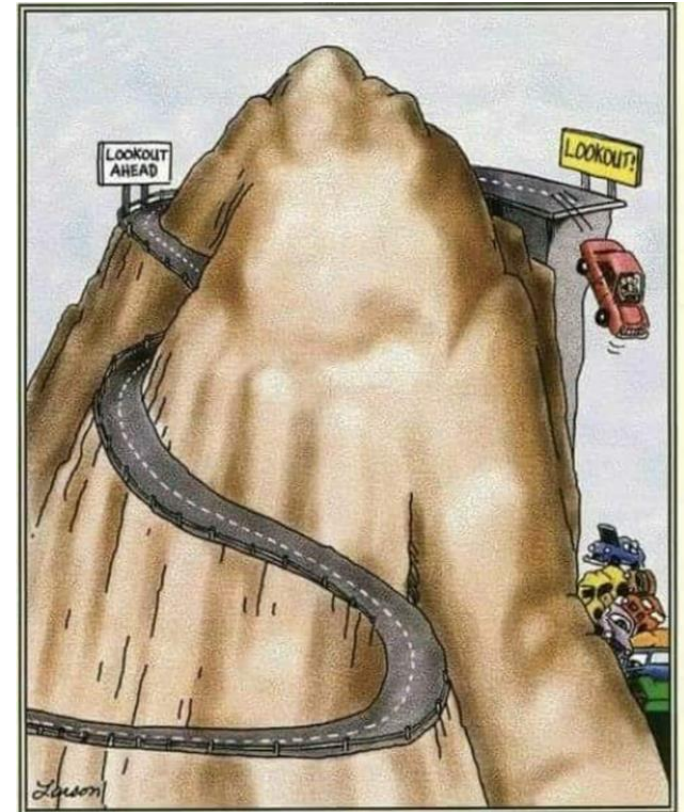


Monitoring Continued

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



Funding Hold

Per Article XLIII – Special Conditions: Funding for CTO Equipment Grant is on hold by DHS/FEMA

NO activity on the project can begin until the funding hold is released by DHS/FEMA

The OHS will contact you when this funding hold has been released and project activities can begin

Important Dates

Grant Period of Performance Begin – September 1, 2021

Compliance Workshop Acknowledgement Due – December 7, 2021

Status Report Dues – January 10, 2022 and July 10, 2022

Grant Period of Performance End – August 31, 2022

Final Claim and Final Status Report – October 15, 2022

Questions?

OHS Contacts

Chelsey Call

Grants Supervisor

573-526-9203

Chelsey.Call@dps.mo.gov

Joni McCarter

Program Manager

573-526-9020

Joni.McCarter@dps.mo.gov

Maggie Glick

Administrative Office Support Assistant

573-522-6125

Maggie.Glick@dps.mo.gov

Debbie Musselman

Grants Specialist

573-751-5997

Debbie.Musselman@dps.mo.gov