



FY 2021 Nonprofit Security Grant Program (NSGP)

Compliance Workshop
October 6, 2021

Agenda

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

Federal Grant Requirements

- ▶ Code of Federal Regulations 2 CFR Part 200 the 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 2021 Nonprofit Security Grant Program (NSGP) https://www.fema.gov/sites/default/files/documents/FEMA_FY2021_NSGP-NOFO_02_19_2021.pdf
 - ▶ Provides programmatic requirements specific to the Nonprofit Security Grant Program (NSGP)
- ▶ Grant Programs Directorate (GPD) Information Bulletins (IBs) <https://www.fema.gov/grants/preparedness/about/informational-bulletins>
 - ▶ The 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) Administrative Guide and Information Bulletins (IB)

- ▶ [The Administrative Guide for Homeland Security Grants](#)
- ▶ Information Bulletins:
 - ▶ OHS-GT-2012-001 - [Policy on Monitoring Subrecipient Reporting, Recordkeeping and Internal Operation and Accounting Control Systems](#)
 - ▶ OHS-GT-2012-002 - [Policy on Advance Payment & Cash Advances](#)
 - ▶ OHS-GT-2012-003 - [Policy on Funding Restrictions for Management and Administration Costs](#)
 - ▶ OHS-GT-2012-004 - [Policy on Food and/or Beverage Provided for Homeland Security Training/Exercise Sessions, Meetings, or Conferences](#)

Missouri Office of Homeland Security, Division of Grants (OHS)

Administrative Guide and Information Bulletins (IB) - Cont.

- ▶ OHS-GT-2012-005 - [Policy on Claim Request Requirements Including OHS Reimbursement Checklist](#)
- ▶ OHS-GT-2012-006 - [Policy on Utilization of the Training Request Form for Approved and Non-Approved Training](#)
- ▶ OHS-GT-2018-008 - [Policy on Budget Modifications, Scope of Work Changes, and Spending Plans](#)
- ▶ OHS-GT-2018-009 - [Policy for Requirements of Subrecipient Pass-through Entities](#)
- ▶ The Administrative Guide for Homeland Security Grants and IB's can be located on the Department of Public Safety (DPS) website
<https://dps.mo.gov/dir/programs/ohs/grantstraining/>

Procurement Requirements

- ▶ With any expenditure, the subrecipient shall ensure that:
 - ▶ The expenditure is an approved budget line item
 - ▶ 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.

- ▶ If a subrecipient has a procurement policy, a copy must be submitted and accepted by the OHS
 - ▶ If the subrecipient does not have a procurement policy, or their policy is less restrictive than the State of Missouri policy, they must follow the State of Missouri's Procurement Guidelines
 - ▶ Submit statement indicating their agency is utilizing the State of Missouri Procurement Policy for this project
- ▶ 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 suppliers
 - ▶ 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 (SFS)

- ▶ Use of a single feasible source procurement of \$10,000.00 or more requires prior approval from the OHS
 - ▶ A single feasible source form can be located on the DPS website at <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 - Keep Documentation Step Completed
 - ▶ 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:
 - ▶ Contracts
 - ▶ MUST include Federal Contract Provisions located at [2 CFR 200 Appendix II Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#)
 - ▶ Single Feasible Source
 - ▶ Projects requiring an Environmental Planning and Historic Preservation (EHP)
 - ▶ All NSGP projects

*If prior approval is not received it will **not** be paid!*

No Retroactive Approvals!!

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 NSGP funds

Environmental Historic Preservation (EHP) - All NSGP Projects

- ▶ Projects that involve changes to the natural or built environment
 - ▶ An EHP review is an analysis of pertinent project information to determine whether a project may have the potential to impact environmental or historical/cultural resources
 - ▶ Including but not limited to: construction of communication towers; modification or renovation of existing buildings, structures, facilities, and infrastructure, new construction, replacement or relocation of facilities
 - ▶ Any ground disturbances
 - ▶ Projects funded with HSGP Federal Grant dollars must comply
 - ▶ Includes project on interior of buildings and facilities



EHP (Cont.)

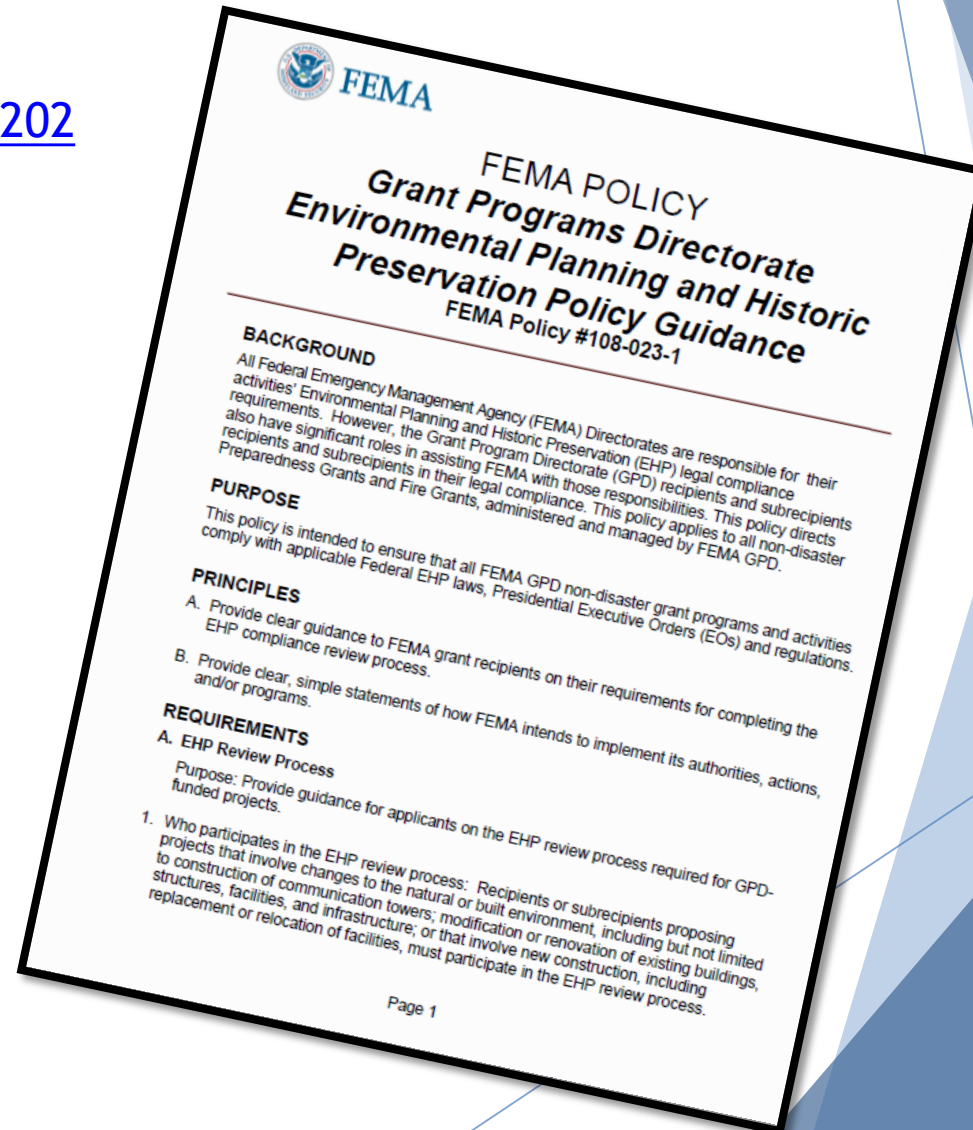
- ▶ The EHP review must be completed before initiating **ANY** work even if a previous award/year/program/project has an approved EHP review

No Retroactive Approvals



EHP (Cont.)

https://www.fema.gov/sites/default/files/2020-04/GPD_EHP_Policy_Final_3-17-17.pdf



Projects that will NOT Require EHP Review

When upgrading communications systems or otherwise implementing communications projects, FEMA's recipients or subrecipients carry out a wide range of activities, from replacing and retuning mobile and portable equipment to replacing or upgrading fixed equipment to constructing communication facilities. GPD has identified several communications projects that will NOT require the submission of the [EHP Screening Form](#) or any other documentation. Those activities are:

- a. Software upgrades and/or retuning/reprogramming of existing equipment.
- b. Purchase of mobile and portable or plug-in equipment where no equipment requires permanent installation in or on existing buildings or structures.
- c. Replacement of components within existing consoles, sirens or radios.

Projects that will NOT Require EHP Review (Cont.)

Purchase of Mobile and Portable Equipment (no installation): These are equipment devices that do not require any fixed installation and may be transported, such as hand-held radios, personal protective equipment (PPE), mobile/satellite phones, dive equipment, boats, response and mobile command vehicles, and other similar devices that do not require installation.



PLUG & PLAY



Projects that will NOT Require EHP Review (Cont.)

b. Construction Projects Inside Buildings Less than Forty-Three Years of Age

As with exercises, drills, and trainings, the approval of facilities for construction projects at buildings that are less than forty-three years of age is done on a case-by-case basis with each recipient or subrecipient in the following manner:

- i. After an EHP screening form has been submitted for construction on the interior of a building that is less than forty-three years of age, and that project has been approved by GPD EHP, that facility can be considered “previously approved” for subsequent interior construction projects at that location.
- ii. All “previously approved facilities” under this definition will remain valid for an individual recipient, and its subrecipients, for the year in which a project has been approved plus two additional calendar years.
- iii. All proposed activities at the location that include exterior changes or ground disturbance do require submittal of an EHP screening form.

EHP Timeframe

- ▶ Complex projects typically require more information/time to reach a determination

Timelines for the completion of the EHP review for each project will vary depending on the proposed project's complexity, the project grant application and supporting documents' completeness and accuracy, and the project's potential to impact environmental resources and/or historic properties. An EHP review may take 30 to 45 working days for proposed activities having little potential to impact environmental resources and/or historic properties; whereas a project that has the potential for significant impacts may take up to one year or more to review. During the project planning phase, recipients and subrecipients should consider these timelines and allot sufficient time for their projects' EHP reviews. Inadequate project descriptions or documentation of the presence of environmental resources and historic properties in a project site and surrounding project area may significantly delay the review timeliness and delay project implementation.

EHP Timeframe (Cont.)

- ▶ FEMA may be required to consult with the relevant State Historic Preservation Office (SHPO), the U.S. Fish and Wildlife Service (FWS), the U.S. Army Corps of Engineers (USACE), and others to determine impacts to sensitive resources



Please Note!

- ▶ Purpose of EHP review is to ensure compliance - **NOT** to deny or approve projects
- ▶ Costs of environmental review (e.g., archeological surveys, reports, etc.) are responsibility of and paid by the grant subrecipient

COMPLIANCE

EHP Packet

The EHP form can be located on the DPS website **Be sure you are using the current form - expiration date of form is in the right hand corner**:

https://www.fema.gov/sites/default/files/documents/fema_ehp-screening_form_ff-207-fy-21-100_5-26-2021.pdf

- ▶ Clear description of the project, including project location
- ▶ Labeled, ground-level photos of the project area
- ▶ Aerial photo(s)
- ▶ Includes the year built for any buildings/structures involved in the project
- ▶ Describes extent (length, width, depth) of any ground disturbance
- ▶ Includes any other pertinent EHP info (e.g., environmental studies/surveys, FCC info, permits in-hand, etc.)

Project Description Example

- ▶ Bad

- ▶ Install cameras in courthouse

- ▶ Good

- ▶ Install 4 Panasonic VT-5 video cameras on first floor of 1898 county courthouse. Cameras will be installed opposite exit doors, 2 feet below drop ceiling (see diagram for location, position, and height). Wiring will use existing conduits..., etc.

EHP Supporting Photographs

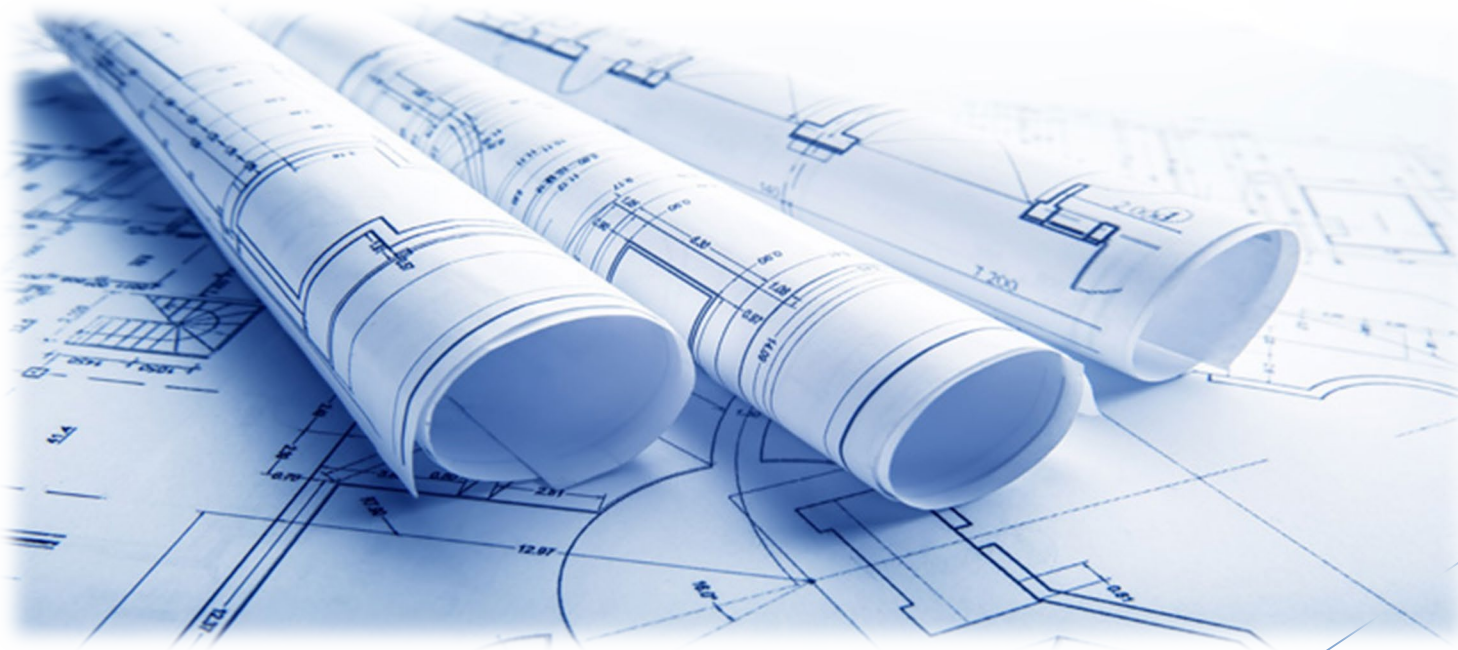
Required: site photographs, maps and drawings.

- ▶ Labeled, color, ground-level photographs of the project site
- ▶ Labeled, color photograph of each location where equipment would be attached to a building or structure
- ▶ Label all photographs with the name of facility, location (city/county, state) and physical location (physical address or latitude-longitude)
- ▶ Identify ground disturbance. Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities
- ▶ Labeled, color aerial photograph of the project site

EHP Supporting Photographs - Cont.

If Available:

- ▶ Labeled, color ground-level color photographs of the structure from each exterior side of the building/structure
- ▶ Technical drawings or site plans



EHP Photographs Examples

Example Photographs

Aerial Photographs. The example in Figure 1 provides the name of the site, physical address and proposed location for installing new equipment. This example of a labeled aerial photograph provides good context of the surrounding area.



Figure 1. Example of labeled, color aerial photograph.

EHP Photographs Examples (Cont.)

Ground-level photograph with excavation area close-up. The example in Figure 4 shows the proposed location for the concrete pad for a generator and the ground disturbance to connect the generator to the building's electrical service. This information can be illustrated with either an aerial or ground-level photograph, or both. This example has the name and physical address of the project site.



Figure 4. Ground-level photograph showing proposed ground disturbance area.

EHP Photographs Examples (Cont.)

Ground-level photographs.

The ground-level photograph in Figure 2 supplements the aerial photograph in Figure 1, above. Combined, they provide a clear understanding of the scope of the project.

This photograph has the name and address of the project site, and uses graphics to illustrate where equipment will be installed.



Figure 2. Example of ground-level photograph showing proposed attachment of new equipment

EHP Photographs Examples (Cont.)

Interior equipment photographs. The example in Figure 6 shows the use of graphic symbols to represent security features planned for a building. The same symbols are used in the other pictures where the same equipment would be installed at other locations in/on the building. This example includes the name of the facility and its physical address.

A camera will be added in the upper right corner and a proximity door access reader will be added for access control

Some County Sheriff Dept. 123 Elm Street,
Some Town, State



EHP Submission

The EHP packet needs to be completed and submitted early!!

**Projects started before clearance is issued will
NOT be reimbursed!**

- ▶ If the project scope changes, another EHP form must be approved prior to work beginning
- ▶ Submit forms via Correspondence in WebGrants
- ▶ Questions: Christina Strozier (573) 751-5951

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

Inventory (Cont.)

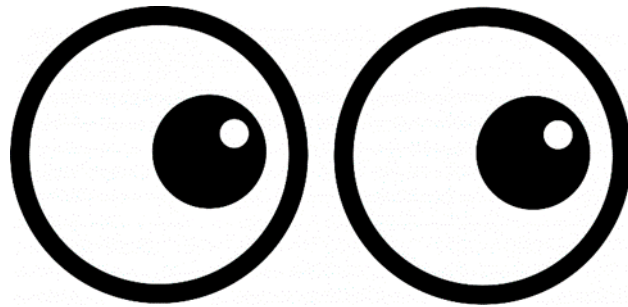
- ▶ All equipment purchased with State Homeland Security Program funds **MUST** be tagged*
- ▶ All tags must state:

Purchased with U.S. Department of
Homeland Security Funds

- ▶ Tags are available from the OHS upon request

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 NSGP 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 property records **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:

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
C	Ste. Genevieve County	2018	SHSP	EMW-2018-SS-00044-04-07-001	Generator installed in portable trailer	10001	Honda	EU7000IS	86102-00473	Ste. Genevieve County Sheriff's Department	1	\$11,306.60	\$ 11,306.60	100.00%	5/25/2019	5 Basler Drive Ste. Genevieve, MO 63670	Regional	Mission Capable				Jason Schott	jschott@gcso.com	(573) 883-5820

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.)

- ▶ New inventory will be added to OHS inventory at the time claims are approved
- ▶ Physical Inventory **MUST** be taken and results reconciled once every two years

Next inventory due to OHS October 31, 2022



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 can be located on the DPS 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

WebGrants

- Login to the WebGrants system using the same User ID and Password used when submitting the application
- <https://dpsgrants.dps.mo.gov/index.do>

The screenshot shows the Missouri Department of Public Safety WebGrants homepage. At the top, there is a header with the Missouri Department of Public Safety logo and a 'System Compatibility' link. Below the header, there is a 'Log In' section with a 'Log In' button and links for 'Forgot User ID?' and 'Forgot Password?'. To the right of the login section, there is a 'New to WebGrants - Missouri Department of Public Safety?' section with a 'Register Here' link. Below the login section, there is an 'Announcements' section with a welcome message and several paragraphs of text regarding user registration and system compatibility. The text includes a note about Microsoft's discontinuation of Internet Explorer and instructions for new and returning users.

Missouri Department of Public Safety

System Compatibility

Log In

Log In

User ID:*

Password:*

Log In

[Forgot User ID?](#)

[Forgot Password?](#)

New to WebGrants - Missouri Department of Public Safety?

[Register Here](#)

Announcements

Welcome to the Missouri Department of Public Safety's WebGrants homepage!

New and returning users are encouraged to use our [WebGrants External User Manual](#) to navigate WebGrants.

1/25/16: Please note, Microsoft has announced that it will be discontinuing versions of Internet Explorer v 10 and prior in the coming months. The only internet browsers recommended for use with WebGrants are Google Chrome, Internet Explorer v 11, Edge, and Safari. Users should know that problems could exist within the system through use of any other browser.

To access WebGrants, users must have a User ID and Password. Returning users may enter their User ID and Password in the "Log In" section above to access WebGrants. If you have forgotten your User ID, click "Forgot User ID" above to have it sent to your email. If you have forgotten your Password, click "Forgot Password" to have it sent to your email. If you have forgotten your User ID and Password, contact a Department of Public Safety staff member.

The WebGrants system tracks users by their organization. If the organization is already registered with WebGrants, new users should refrain from submitting a registration request. Instead, new users for an already registered organization should contact the registered user(s) within their organization to obtain a User ID and Password. Existing registered users are responsible for adding additional registered users through the "My Profile" module once logged into WebGrants. Users who have been added by an existing user are not subject to approval by the Department of Public Safety, but please note that the Department of Public Safety is not notified of such additions, which could result in the new user not being included in the appropriate contact list and thus not receiving email notifications. If your organization has an existing grant with the Department of Public Safety, please consult with the grant's guidelines about how to notify of the addition of registered users.

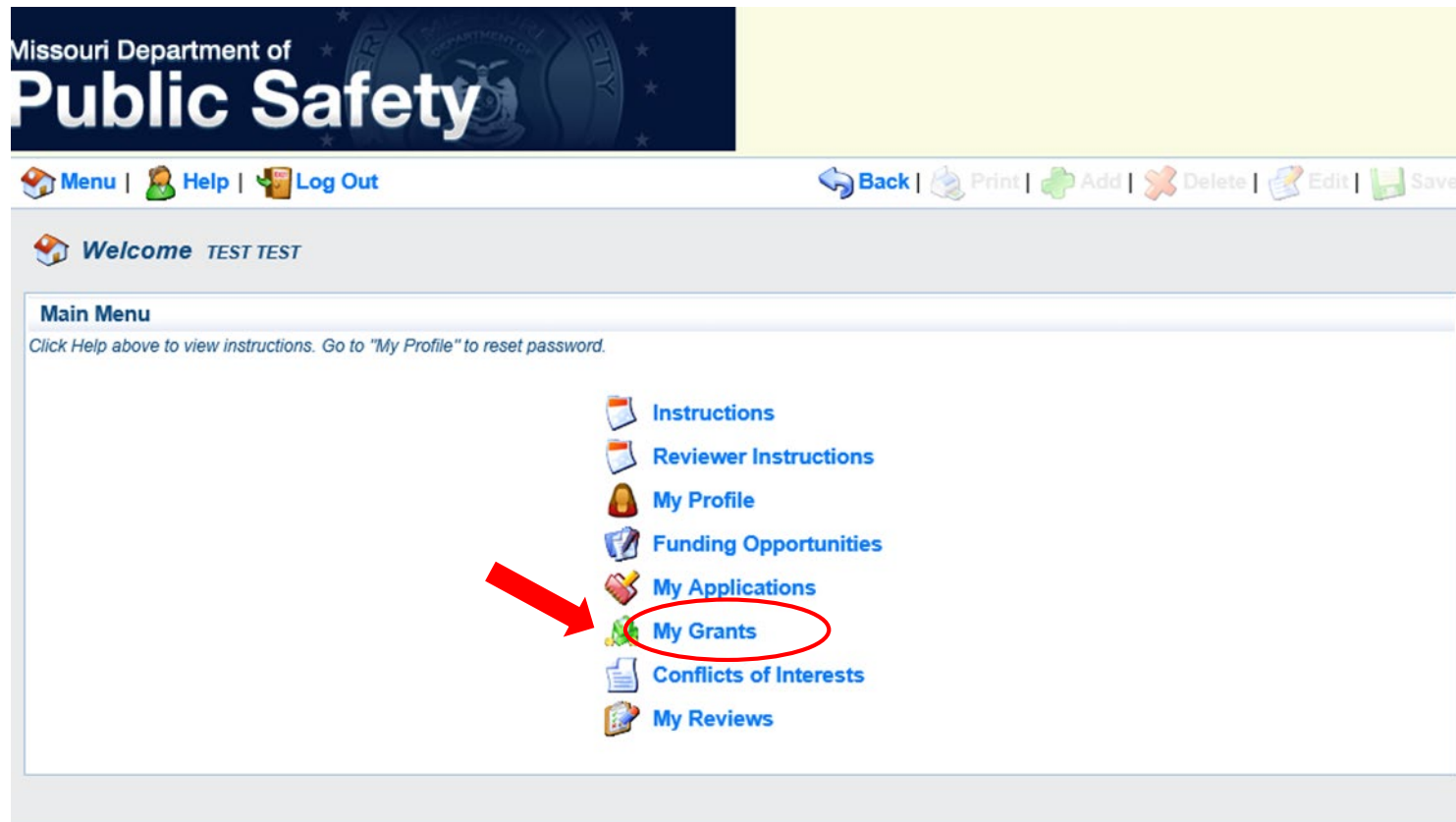
Only organizations not yet registered with WebGrants should use the "Register Here" section above. The "Register Here" section will register the organization and the user. Be sure the information provided is that of your applicant agency and work contact. Once completed, your registration will be subject to approval by the Department of Public Safety.

Users (e.g. grant writers) seeking access to multiple approved organizations within WebGrants should contact the Department of Public Safety to allow access to view each organization's grants. These users should not register in WebGrants more than once as each registration assigns a new login. The user would be unable to maintain all relevant grants under one login if registered more than once.

If you have questions or problems, please email dpswebgrants@dps.mo.gov or call (573) 751-4905. If you have questions about a particular grant program, please be sure to include the name of the grant program in the subject line of any e-mail messages. This will ensure your email is handled promptly by the appropriate program staff.

WebGrants (Cont.)

- ▶ Select “My Grants”



WebGrants (Cont.)

- Select project titled FY 2021 NSGP

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

Grant Tracking

Search Criteria
Program Areas: Non Profit Security Grant Program (NSGP)
Grant Year: 2021

Showing 1 - 2 of 2

Grants [Map](#) | [Mark as Underway](#) | [Mark as Closed](#)
The Grants that match your criteria appear below. You can click on the Grant title to view the details.
You may also select multiple Grants, once and mark them all as Underway.

Select?	Grant Number	Status	Year	Grant Title	Program Area	Organization	Grantee	Program Officer	Funding Opportunity	Budget Total
<input type="checkbox"/>	123735	Underway	2021	FY 2021 NSGP Target Hardening	Non Profit Security Grant Program (NSGP)	BaseLine Organization	TEST TEST	Joni McCarter	123707 - TEST - FY 2021 Nonprofit Security Grant Program - State (NSGP-S)	\$13,000.00

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	03/16/2021	
Claims		
Contact Information		
Correspondence		
Appropriations		
Status Reports		
Subaward Adjustments		
Budget	03/16/2021	
Subaward Adjustment Notices		
Named Attachments	03/16/2021	
Subaward Documents - Final		
Attachments		
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

Subaward Agreement

- ▶ Subaward Agreements will be distributed via email
 - ▶ Authorized Official must review and initial each page of the Articles of Agreement
 - ▶ Original signed Subaward Agreement must be mailed to the OHS
 - ▶ Due November 8, 2021
- ▶ 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	03/16/2021	
Claims		
Contact Information		
Correspondence		
Appropriations		
Status Reports		
Subaward Adjustments		
Budget	03/16/2021	
Subaward Adjustment Notices		
Named Attachments	03/16/2021	
Subaward Documents - Final		
Attachments		
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

Budget

- ▶ Approved budget is located in Budget Component
 - ▶ Approved budget is based upon approved items in the Investment Justification
 - ▶ 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 amount of funding on one budget line vs. another)

Budget, Cont.

Equipment									Negotiate Component	Create New Version	Return to Components	Add
Line Item Code:	Line Item Name:	AEL Category:	AEL #:	Qty:	Unit Cost:	Total:	Amount:	Description:				
10001	Access Control System	14 Physical Security Enhancement Equipment	14SW-01-PACS	1.0	\$5,000.00	\$5,000.00	\$5,000.00	Access Control System				
10002	Metal Detectors	15 Inspection and Screening Systems	15SC-00-PPSS	2.0	\$8,000.00	\$8,000.00	\$8,000.00	Metal Detectors				

Equipment Justification

Equipment Justification

10001: Access Control System - 1 @ \$5,000

10002: Metal Detectors - 2 @ \$4,000 = \$8,000

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, 2023)
- ▶ Project Period: September 1, 2021 to August 31, 2023
- ▶ 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

Expending Grant Funds, Cont.

- ▶ **NO** work on the project can be started until all of the following have been completed
 - ▶ Subaward Agreement fully executed
 - ▶ FEMA funding hold released, if applicable
 - ▶ OHS will contact you to let you know what information is needed
 - ▶ Environmental Historic Preservation Clearance has been received by DHS/FEMA

Contracts

- ▶ All contracts MUST be approved by the OHS prior to signing
- ▶ All contract MUST contain the Federal Contract Provisions located in 2 CFR 200 Appendix II Contract Provisions for Non-Federal Entity Contracts Under Federal Awards
- ▶ <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/appendix-Appendix%20II%20to%20Part%20200>

Reimbursement Requests (Claims)

- ▶ [Information Bulletin 5: Policy on Reimbursement Requests](#) discusses requirements for reimbursement requests
- ▶ Vendor Input Form
 - ▶ If your agency is not setup with a vendor to receive payment from the State of Missouri this form will need to be completed approximately 30 days before you anticipate submitting your first claim
 - ▶ MUST be completed in order to receive payment
- ▶ 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
- ▶ 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
- ▶ Please submit pictures of the installed equipment if available

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

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	03/16/2021	
Claims		
Contact Information		
Correspondence		
Appropriations		
Status Reports		
Subaward Adjustments		
Budget	10/05/2021	
Subaward Adjustment Notices		
Named Attachments	03/16/2021	
Subaward Documents - Final		
Attachments		
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

Reimbursement Request (Cont.)

- ▶ Select “Add”

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

 **Grant Tracking**

Grant: 123735 - FY 2021 NSGP Target Hardening - 2021

Status: Underway

Program Area: Non Profit Security Grant Program (NSGP)

Grantee Organization: [BaseLine Organization](#)

Program Officer: Joni McCarter

Budget Total: \$13,000.00




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







ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
----	------	--------	----------------	-----------	--------------	--------------


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 Requests (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		
123735 - 001	Monthly	Withdrawn	03/16/2021		01/01/2021 - 03/01/2021	-		
123735 - 002	Other	Editing			09/01/2021 - 12/31/2021	\$0.00		
						Submitted Amount	\$0.00	
						Approved Amount	\$0.00	
						Paid Total	\$0.00	
						Total	\$0.00	

- Select “Edit”

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

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

Grant Tracking

Instructions

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

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

123735-FY 2021 NSGP Target Hardening
Non Profit Security Grant Program (NSGP)

Award Year:	2021	Status:	Editing
Subaward Number:	123735	Approved By:	
Reporting Period:	09/01/2021 - 12/31/2021	Approved Date:	
Claim Number:	123735 - 002	Paid Date:	
Submitted By:		Vendor Number:	446000582
Submitted Date:		Invoice Number:	
Is This Your Final Report:	No	Check Number:	

Reimbursement Requests (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



The screenshot displays the 'Grant Tracking' interface. At the top, it shows 'Claim: 123735 - 002' and a 'Grant Components' link. Below this, a yellow box contains the following details: Grant: 123735-FY 2021 NSGP Target Hardening, Status: Editing, Program Area: Non Profit Security Grant Program (NSGP), Grantee Organization: BaseLine Organization, and Program Manager: Joni McCarter. A 'Components' section follows, with a 'Preview | Submit' link. A note states: 'Complete each component of the Claim and mark it as complete. Click Submit when you are done.' Below the note is a table with three columns: Name, Complete?, and Last Edited. The table lists five components: General Information, Expenditures, Reimbursement, Equipment Inventory 19+, and Other Attachments. The 'General Information' row has a checkmark in the 'Complete?' column and a date of 10/05/2021. Two red arrows point to the 'Complete?' column and the 'Expenditures' row.

Name	Complete?	Last Edited
General Information	✓	10/05/2021
Expenditures		
Reimbursement		
Equipment Inventory 19+		
Other Attachments		


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: 123735 - 002

[Grant Components](#)

Grant: 123735-FY 2021 NSGP Target Hardening

Status: Editing

Program Area: Non Profit Security Grant Program (NSGP)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

Expenditures

Line Number*	10002 - Equipment - Metal Detectors
Payee*	Vendor Name
Description*	Description of the items purchased
Quantity*	2
Unit Cost*	4000.00
Federal Amount Requested*	8000.00
Invoice #*	12345
Invoice Date*	12/31/2021
Check/EFT Number*	56789
Check/EFT Date*	0/15/2021 x



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
10002	Vendor Name	Description of the items purchased	2.0	\$4,000.00	\$8,000.00	\$8,000.00	12345	12/31/2021	56789	01/15/2021
						\$8,000.00				

Reimbursement Request (Cont.)

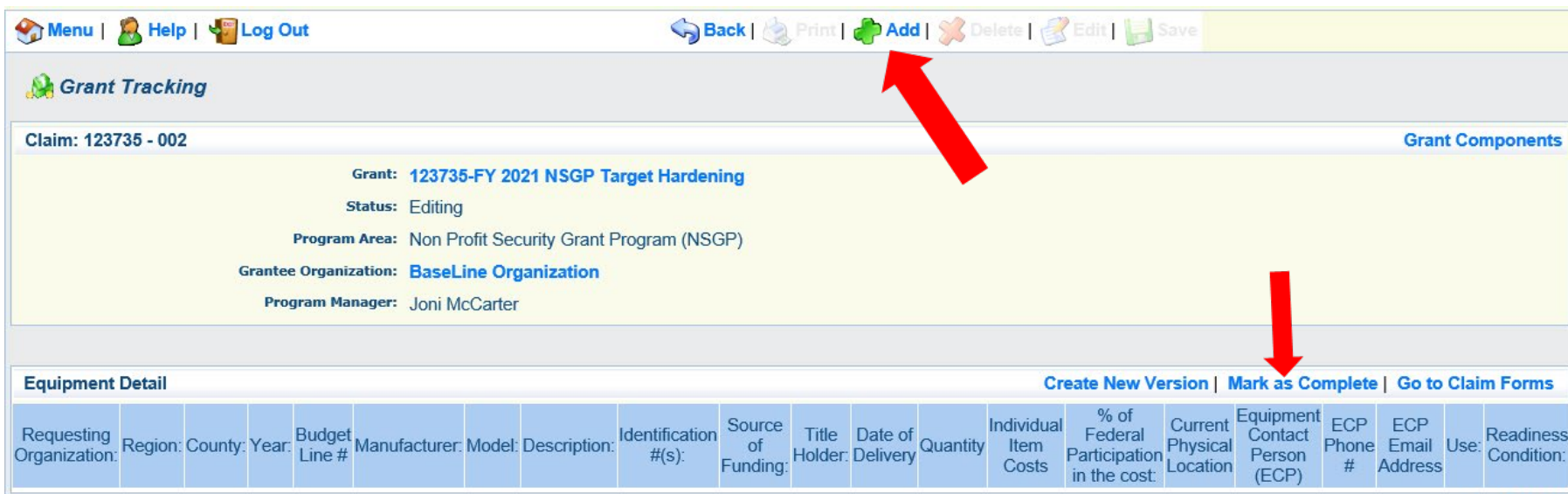
- ▶ Select the “Reimbursement” Claim Component
 - ▶ Verify the amounts entered on the Expenditures Form have been transferred to the Reimbursement Form correctly
- ▶ Select “Mark as Complete”



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								
Access Control System	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00			
Metal Detectors	\$8,000.00	\$8,000.00	\$0.00	\$8,000.00	\$0.00			
Total:	\$13,000.00	\$8,000.00	\$0.00	\$8,000.00	\$5,000.00			

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 of the same item, there should be one line for each item
- ▶ Complete all fields in the Equipment Detail Form
- ▶ If no equipment is being requested for reimbursement, select “Mark as Complete”



Menu | Help | Log Out

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

Grant Tracking

Claim: 123735 - 002

Grant: **123735-FY 2021 NSGP Target Hardening**

Status: Editing

Program Area: Non Profit Security Grant Program (NSGP)

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:
--------------------------	---------	---------	-------	---------------	---------------	--------	--------------	----------------------	--------------------	---------------	------------------	----------	-----------------------	---	---------------------------	--------------------------------	-------------	-------------------	------	----------------------

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 (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., access control system, bollard, video surveillance system)
- ▶ 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 (NSGP)
- ▶ 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”

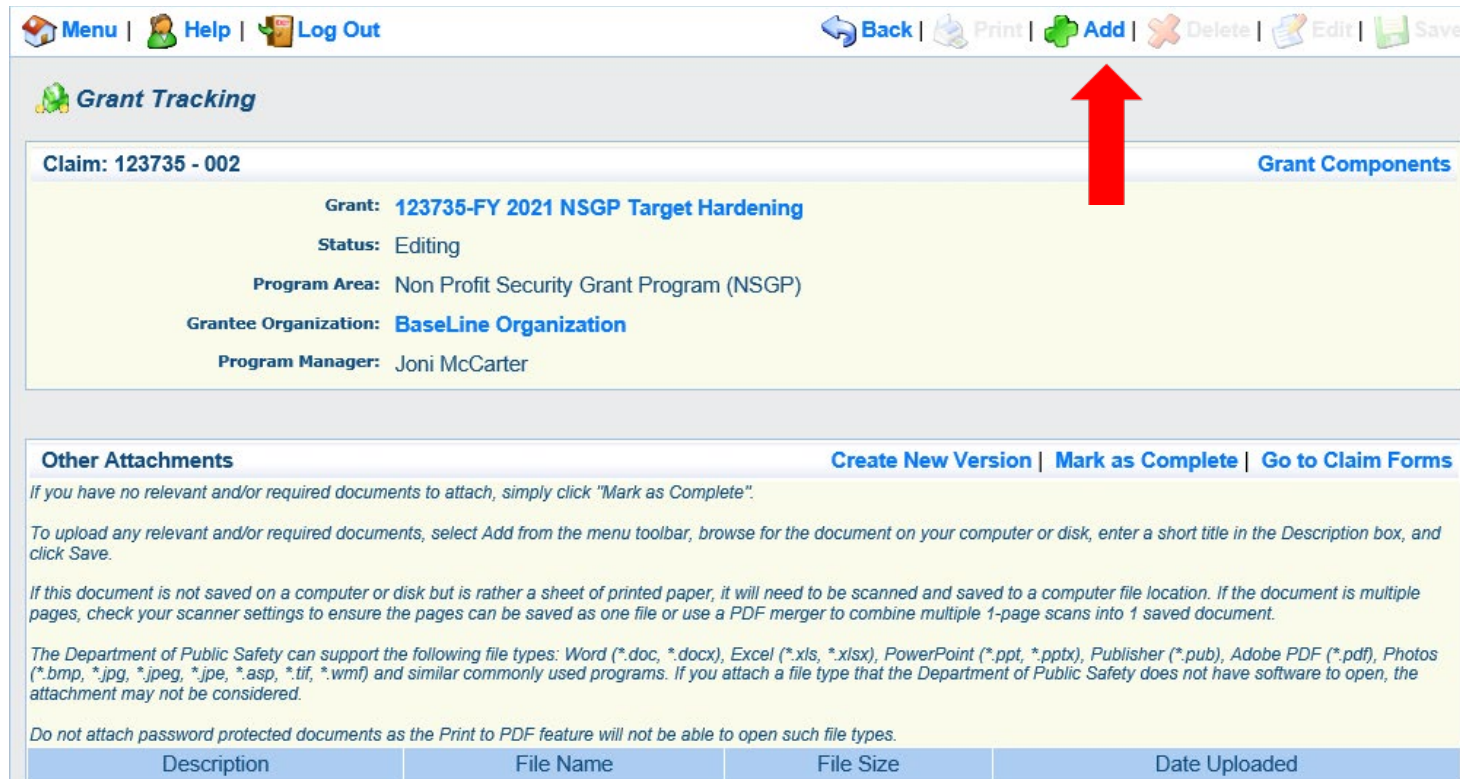


Equipment Detail															Create New Version Mark as Complete Go to Claim Forms						
Requesting Organization:	Region:	County:	Year:	Budget Line #	Manufacturer:	Model:	Description:	Identification #(s):	Source of Funding:	Title Holder:	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost:	Current Physical Location	Equipment Contact Person (ECP)	ECP Phone #	ECP Email Address	Use:	Readiness Condition:	
Baseline Organization	F	Cole	2021	10002	Manufacturer of Equipment	Model of Equipment	Brief description of equipment	Serial or identification number	NSGP	Baseline Organization	12/01/2021	1	\$4,000.00	100.0%	1101 Riverside Dr. Jefferson City, MO 65101	Chelsey Call	573-526-9203	chelsey.call@dps.mo.gov	Local	Mission Capable	
Last Edited By: Chelsey Call 12/05/2022																					

Last Edited By: Chelsey Call 10/05/2021

Reimbursement Request (Cont.)

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



The screenshot displays the 'Grant Tracking' 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 'Grant Tracking' section is visible. It includes a 'Claim: 123735 - 002' and a 'Grant Components' tab. The main content area shows the following details:

- Grant:** 123735-FY 2021 NSGP Target Hardening
- Status:** Editing
- Program Area:** Non Profit Security Grant Program (NSGP)
- Grantee Organization:** BaseLine Organization
- Program Manager:** Joni McCarter

Below this information, there is a section titled 'Other Attachments' with a 'Create New Version | Mark as Complete | Go to Claim Forms' link. The section contains instructions for uploading 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.

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: 123735 - 002

Grant Components

Grant: 123735-FY 2021 NSGP Target Hardening

Status: Editing

Program Area: Non Profit Security Grant Program (NSGP)

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 Documentation	Test File.docx	12 KB	10/05/2021

Reimbursement Request (Cont.)

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



Components			Preview Submit
Complete each component of the Claim and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	10/05/2021	
Expenditures	✓	10/05/2021	
Reimbursement	✓	10/05/2021	
Equipment Inventory 19+	✓	10/05/2021	
Other Attachments	✓	10/05/2021	

Subaward Adjustments

- ▶ [Information Bulletin 8: Policy on Budget Modifications, Scope of work Changes, and Spending Plan](#) 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)
- ▶ **Approval to change scope from approved Investment Justification is extremely rare**
 - ▶ NSGP is a competitive grant program. The expectation is that all components of the project in the original Investment Justification will be completed
 - ▶ **Contact your grant specialist immediately if there is a problem with the scope of the project**

Subaward Adjustments (Cont.)

- ▶ 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	03/16/2021	
Claims		
Contact Information		
Correspondence		
Appropriations		
Status Reports		
Subaward Adjustments		
Budget	10/05/2021	
Subaward Adjustment Notices		
Named Attachments	03/16/2021	
Subaward Documents - Final		
Attachments		
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	
123735 - 01	Budget Revision	Withdrawn	03/16/2021	
123735 - 02	Budget Revision	Editing		

- ▶ Select “Edit”

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

 **Subaward Adjustments**

Subaward Adjustment Details

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

123735-FY 2021 NSGP Target Hardening

Non Profit Security Grant Program (NSGP)

Subaward Adjustment ID:

02

Subaward Adjustment Type:

Budget Revision

Status:

Editing

Organization:

BaseLine Organization

Submitted By:

Submitted Date:

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	✓	10/05/2021	
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.

Explain the requested change and the reason for the requested adjustment

Copy and paste Subaward Adjustment Spreadsheet here

Line Number	Current Budget	Requested Change	Updated Budget	Notes
10001	\$ 5,000.00	\$ (1,000.00)	\$ 4,000.00	Cost of equipment under original budget
10002	\$ 8,000.00	\$ 1,000.00	\$ 9,000.00	Cost of equipment over original budget
	\$ 13,000.00	\$ -	\$ 13,000.00	

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*

Please explain the reason for the requested adjustment and include the effective date. State the need for the change and how the requested revision will further the objectives of the project.

Explain the requested change and the reason for the requested adjustment

Copy and paste Subaward Adjustment Spreadsheet here

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

Subaward Adjustments (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

The **Current Budget** column represents the total cost of the current subaward. Enter the total cost of each budget category as it is reflected in the current version of the Budget component. The sum of the Current Budget column should equal your current budget total.

The **Revised Amount** column represents the requested, revised total cost of the budget as a result of the Subaward Adjustment. Therefore, enter the total cost of each budget category as it will be reflected in the revised version of the Budget component. The sum of the Revised Amount column should equal your revised budget total.

Row	Current Budget	Revised Amount
Personnel	<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="13000.00"/>	<input type="text" value="12000.00"/>
Supplies/Operations	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>
Contractual	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Renovation/Construction	<input type="text" value="7000.00"/>	<input type="text" value="8000.00"/>

Federal/State and Local Match Share

The **Current Budget** column represents the current subaward. Enter the total federal/state share and total local match share as it is reflected in the current version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Current Budget column above.

The **Revised Amount** column represents the requested, revised total of the budget as a result of the Subaward Adjustment. Therefore, enter the total federal/state share and the total local match share as it will be reflected in the revised version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Revised Amount column above.

Row	Current Budget	Revised Amount
Total Federal/State Share	<input type="text" value="20000.00"/>	<input type="text" value="20000.00"/>
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	\$13,000.00	\$12,000.00	(\$1,000.00)
Supplies/Operations	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$7,000.00	\$8,000.00	\$1,000.00
Totals	\$20,000.00	\$20,000.00	\$0.00

Federal/State and Local Match Share

The **Current Budget** column represents the current subaward. Enter the total federal/state share and total local match share as it is reflected in the current version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Current Budget column above.

The **Revised Amount** column represents the requested, revised total of the budget as a result of the Subaward Adjustment. Therefore, enter the total federal/state share and the total local match share as it will be reflected in the revised version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Revised Amount column above.

Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$20,000.00	100.0%	\$20,000.00	100.0%	\$0.00
Total Local Match Share	\$0.00	0%	\$0.00	0%	\$0.00

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: 02

Grant: 123735-FY 2021 NSGP Target Hardening

Status: Editing

Program Area: Non Profit Security Grant Program (NSGP)

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

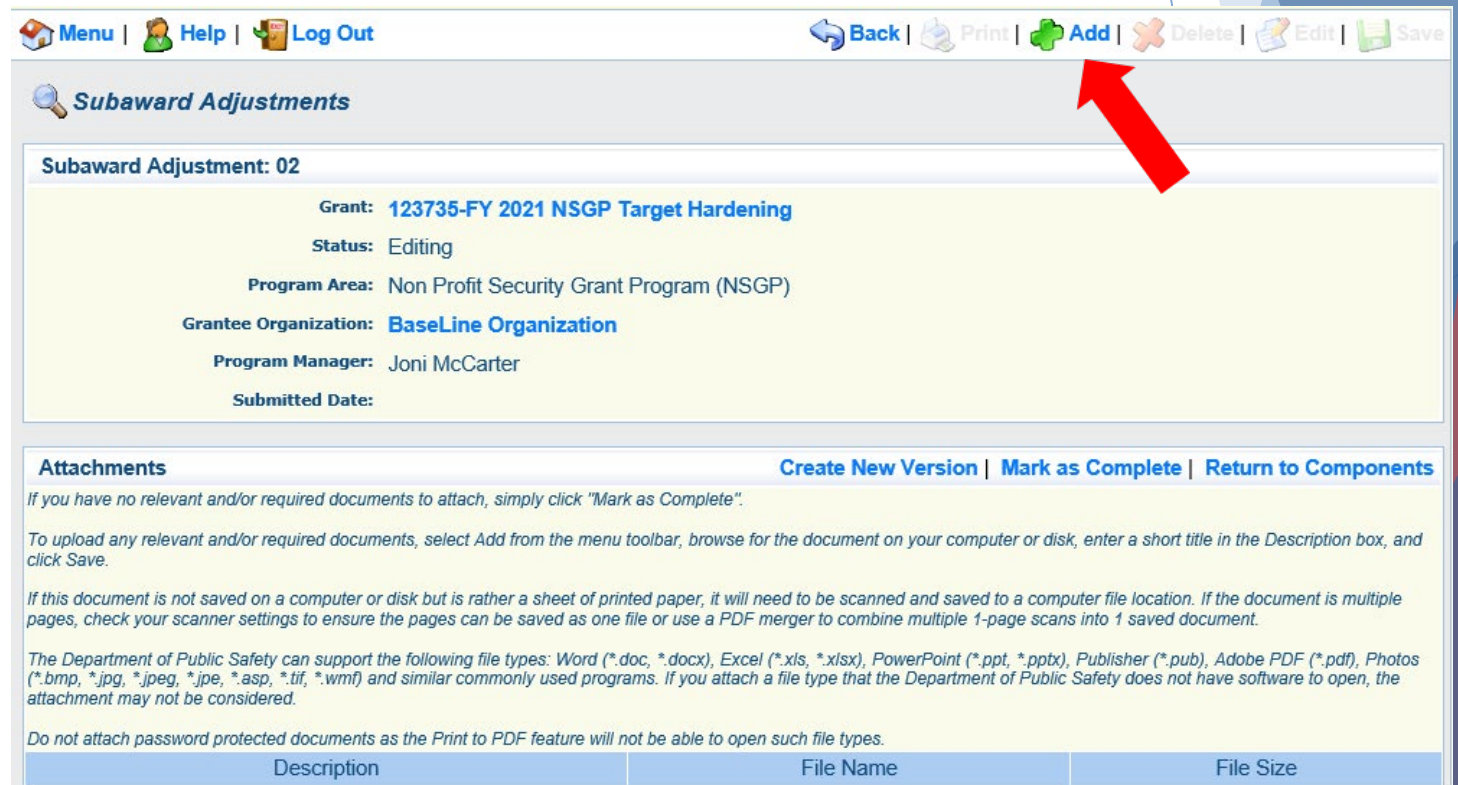
All terms and conditions of the original Subaward apply to this Subaward Adjustment Notice.

DPS Authorized Official/Designee Signature:

Date:

Subaward Adjustments (Cont.)

- ▶ Select “Attachments” form
 - ▶ Select “Add”
 - ▶ Attach Subaward Adjustment Spreadsheet
 - ▶ Attachments may also include other supporting documentation



The screenshot shows a web application interface for 'Subaward Adjustments'. At the top, there is a menu bar with icons 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: 02', including Grant (123735-FY 2021 NSGP Target Hardening), Status (Editing), Program Area (Non Profit Security Grant Program (NSGP)), Grantee Organization (BaseLine Organization), Program Manager (Joni McCarter), and Submitted Date. Below this, there is an 'Attachments' section with instructions on how to upload documents and a list of supported file types. At the bottom, there is a table with columns for Description, File Name, and File Size.

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

Subaward Adjustments

Subaward Adjustment: 02

Grant: 123735-FY 2021 NSGP Target Hardening

Status: Editing

Program Area: Non Profit Security Grant Program (NSGP)

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.

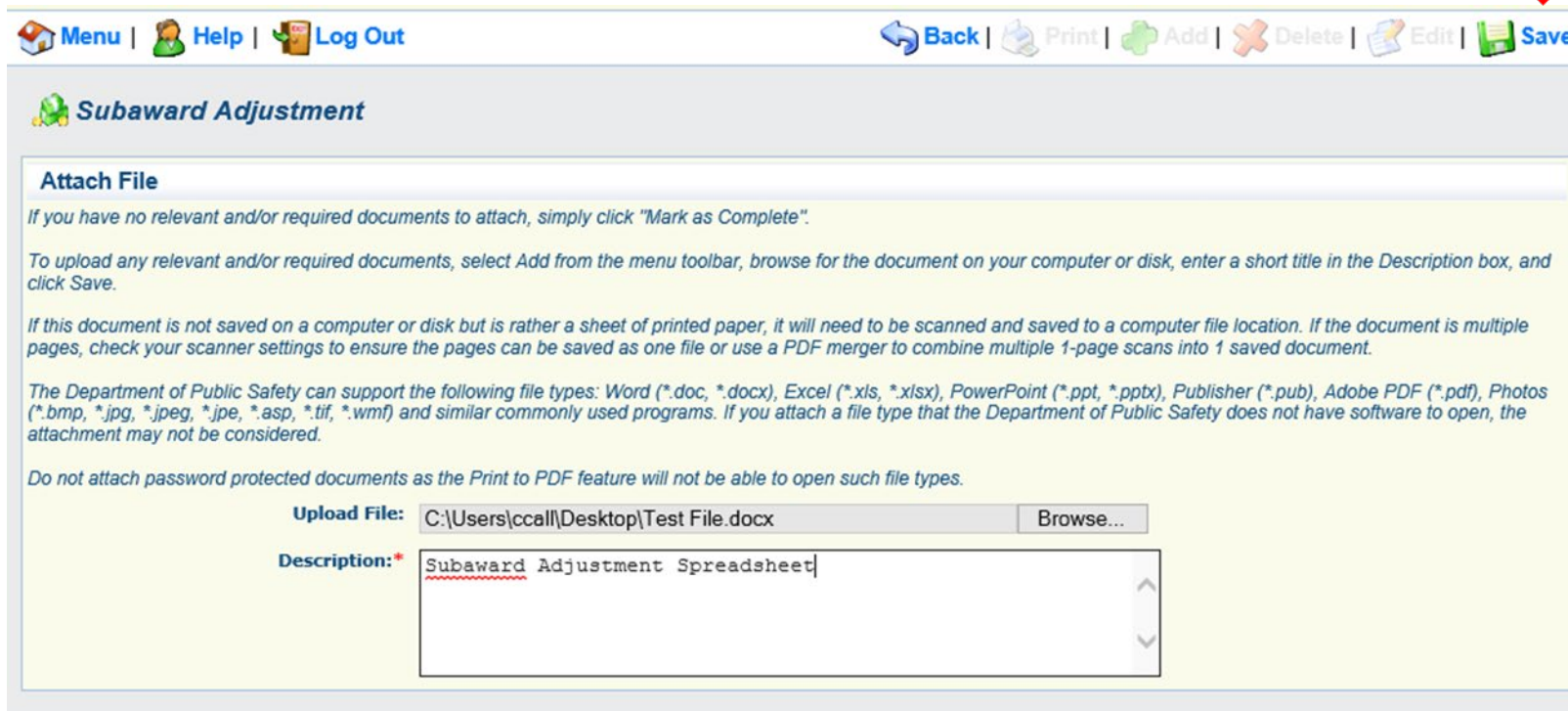
The Department of Public Safety can support the following file types: Word (*.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.jpe, *.asp, *.tif, *.wmf) and similar commonly used programs. If you attach a file type 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”



The screenshot shows a web application interface for 'Subaward Adjustment'. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. A large red arrow points to the 'Save' button. Below the navigation bar, the page title is 'Subaward Adjustment'. The main content area is titled 'Attach File' and contains several paragraphs of instructions. The 'Upload File' section shows a text box with the file path 'C:\Users\ccall\Desktop\Test File.docx' and a 'Browse...' button. The 'Description' section has a text box with the text 'Subaward Adjustment Spreadsheet'.

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 (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 Reports

- ▶ Status Reports due January 10 and July 10 of each year
- ▶ January 10 Status Report reporting period July 1 - December 31 (first status report will be September 1 - December 31)
- ▶ July 10 Status Report reporting period January 1 - June 30
- ▶ 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	03/16/2021	
Claims		
Contact Information		
Correspondence		
Appropriations		
Status Reports		
Subaward Adjustments		
Budget	10/05/2021	
Subaward Adjustment Notices		
Named Attachments	03/16/2021	
Subaward Documents - Final		
Attachments		
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

Status Reports (Cont.)

- ▶ Status Reports with milestones will already be setup and ready to update
- ▶ Select Status Report ID for the report due date that you are completing

Status Reports						
Copy Existing Status Report Scheduler Return to Components						
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
123735 - 01	Semi-Annual	09/01/2021-12/31/2021	01/10/2022	03/16/2021	On Time	Editing

- ▶ 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](#)

123735-FY 2021 NSGP Target Hardening

Non Profit Security Grant Program (NSGP)

Award Year: 2021

Subward Number: 123735

Status: Editing

Approved By:

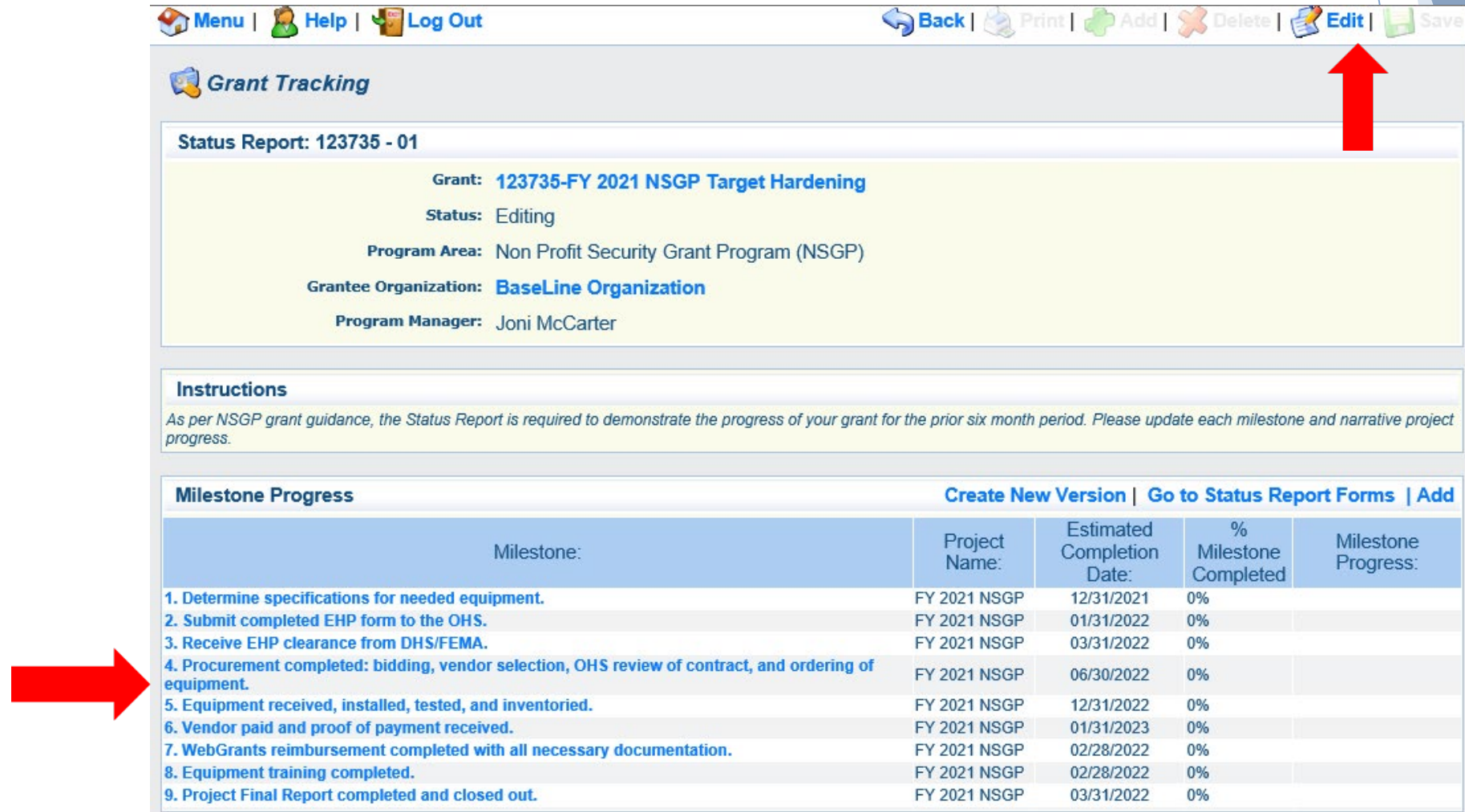
Status Reports (Cont.)

- 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 Reports (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: 123735 - 01

Grant: 123735-FY 2021 NSGP Target Hardening

Status: Editing

Program Area: Non Profit Security Grant Program (NSGP)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

Instructions

As per NSGP grant guidance, the Status Report is required to demonstrate the progress of your grant for the prior six month period. Please update each milestone and narrative project progress.

Milestone Progress [Create New Version](#) | [Go to Status Report Forms](#) | [Add](#)

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment.	FY 2021 NSGP	12/31/2021	0%	
2. Submit completed EHP form to the OHS.	FY 2021 NSGP	01/31/2022	0%	
3. Receive EHP clearance from DHS/FEMA.	FY 2021 NSGP	03/31/2022	0%	
4. Procurement completed: bidding, vendor selection, OHS review of contract, and ordering of equipment.	FY 2021 NSGP	06/30/2022	0%	
5. Equipment received, installed, tested, and inventoried.	FY 2021 NSGP	12/31/2022	0%	
6. Vendor paid and proof of payment received.	FY 2021 NSGP	01/31/2023	0%	
7. WebGrants reimbursement completed with all necessary documentation.	FY 2021 NSGP	02/28/2022	0%	
8. Equipment training completed.	FY 2021 NSGP	02/28/2022	0%	
9. Project Final Report completed and closed out.	FY 2021 NSGP	03/31/2022	0%	

Status Reports (Cont.)

- ▶ Complete “Milestone Progress” section of Status Report
- ▶ Project Name - Brief project name (i.e., FY 2021 Baseline Organization NSGP)
- ▶ 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 equipment complete)

Status Reports (Cont.)

Milestone Progress		Create New Version Go to Status Report Forms Add		
Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment.	FY 2021 NSGP	11/30/2021	100%	Specifications for equipment determined.
2. Submit completed EHP form to the OHS.	FY 2021 NSGP	01/31/2022	30%	Completion of EHP form in process.
3. Receive EHP clearance from DHS/FEMA.	FY 2021 NSGP	03/31/2022	0%	
4. Procurement completed: bidding, vendor selection, OHS review of contract, and ordering of equipment.	FY 2021 NSGP	06/30/2022	0%	
5. Equipment received, installed, tested, and inventoried.	FY 2021 NSGP	12/31/2022	0%	
6. Vendor paid and proof of payment received.	FY 2021 NSGP	01/31/2023	0%	
7. WebGrants reimbursement completed with all necessary documentation.	FY 2021 NSGP	02/28/2022	0%	
8. Equipment training completed.	FY 2021 NSGP	02/28/2022	0%	
9. Project Final Report completed and closed out.	FY 2021 NSGP	03/31/2022	0%	

Status Reports (Cont.)

- Select “Save”

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

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

Grant Tracking

Status Report: 123735 - 01

Grant: [123735-FY 2021 NSGP Target Hardening](#)

Status: Editing

Program Area: Non Profit Security Grant Program (NSGP)

Grantee Organization: [BaseLine Organization](#)

Program Manager: Joni McCarter

Instructions

As per NSGP grant guidance, the Status Report is required to demonstrate the progress of your grant for the prior six month period. Please update each milestone and narrative project progress.

Milestone Progress

[Create New Version](#) | [Go to Status Report](#)

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment.	<input type="text" value="FY 2021 NSGP"/>	<input type="text" value="11/30/2021"/>	<input type="text" value="100%"/>	Specifications for equipment determined.

Status Reports (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?	

- ▶ 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:*	<input type="text" value="FY 2021 NSGP"/>
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 EHP form will be completed with clearance from DHS/FEMA and procurement will be completed within the next 6 months.</div>

Status Reports (Cont.)

- ▶ Select “Save”

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Status Report: 123735 - 01

Grant: 123735-FY 2021 NSGP Target Hardening

- ▶ 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

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

Preview | Submit

Status Reports (Cont.)

- ▶ After submission of a Status Report
 - ▶ OHS will review the report and either negotiate back for corrections or approve the report
 - ▶ Upon approval of the report, the OHS will setup the copy the approved status report and setup the next report submission that will be due

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	03/16/2021	
Claims		
Contact Information		
Correspondence		
Appropriations		
Status Reports		
Subaward Adjustments		
Budget	10/05/2021	
Subaward Adjustment Notices		
Named Attachments	03/16/2021	
Subaward Documents - Final		
Attachments		
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:

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

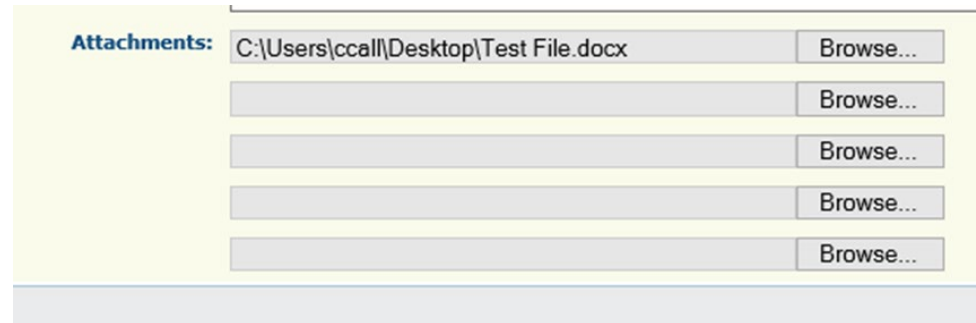
Subject:* x

- ▶ 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 form. It has a yellow background. On the left, the word 'Attachments:' is in blue. To its right, there are five rows. The first row contains a text box with the path 'C:\Users\ccall\Desktop\Test File.docx' and a 'Browse...' button to its right. The other four rows each have an empty text box and a 'Browse...' button. A large red arrow points from the right towards the 'Browse...' button of the first row.

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



The screenshot shows the bottom portion of a correspondence form. At the top left of this section is the word 'Correspondence' in blue. Below it, on the left, is a 'To:' label with a red asterisk, followed by a dropdown menu showing 'Joni McCarter' and 'TEST TEST'. On the right side of this section is a blue 'Send' button. A large red arrow points from the right towards the 'Send' button.

Correspondence (Cont.)

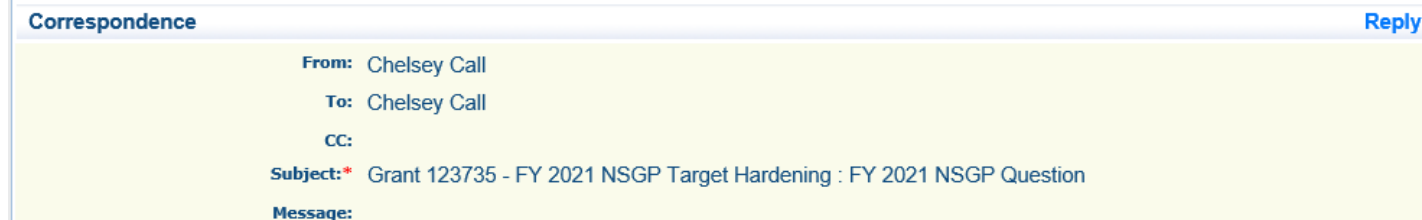
- ▶ When receiving emails from WebGrants, DO NOT reply from your email
- ▶ The reply will go to a generic inbox and will cause a delay in response
- ▶ To reply to a message, select the “Subject” section of the message you want to reply to

Inter-System Grantee Correspondence					Add
Subject	From	To	Sent/Received	Attachments	
Grant 123735 - FY 2021 NSGP Target Hardening : FY 2021 NSGP Question	Chelsey Call	Chelsey Call	10/05/2021	Test File.docx	<small>Last Edited By: Chelsey Call, 10/05/2021</small>



Correspondence (Cont.)

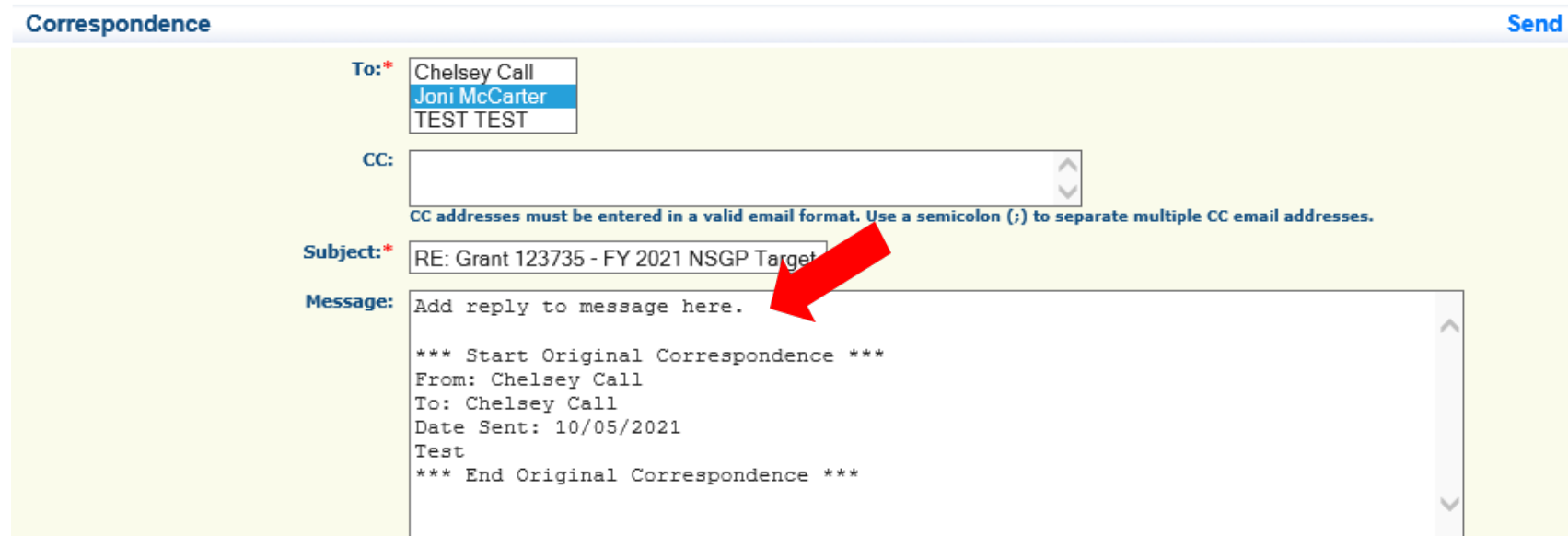
- ▶ Select “Reply”



The screenshot shows a window titled "Correspondence" with a "Reply" button in the top right corner. The window contains the following text:

From: Chelsey Call
To: Chelsey Call
CC:
Subject: * Grant 123735 - FY 2021 NSGP Target Hardening : FY 2021 NSGP 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 "Correspondence" window with the "Send" button in the top right corner. The window contains the following text:

To: * Chelsey Call
Joni McCarter
TEST TEST

CC: [Empty field]

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

Subject: * RE: Grant 123735 - FY 2021 NSGP Target

Message: Add reply to message here.

*** Start Original Correspondence ***
From: Chelsey Call
To: Chelsey Call
Date Sent: 10/05/2021
Test
*** End Original Correspondence ***

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) - WebGrants submission with Investment Justification, Risk/Vulnerability Assessment, etc.
 - ▶ Subaward Agreement (Fully Executed)
 - ▶ EHP Submission and Clearance documentation
 - ▶ Fully Executed Contracts
 - ▶ 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 08/31/2023
- ▶ Final Claims and Final Status Report are due 45 days after the end of the period of performance (10/15/2023)
- ▶ Final Claim - Select “Yes” in “General Information” on the question “Is this your Final Report”
- ▶ 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

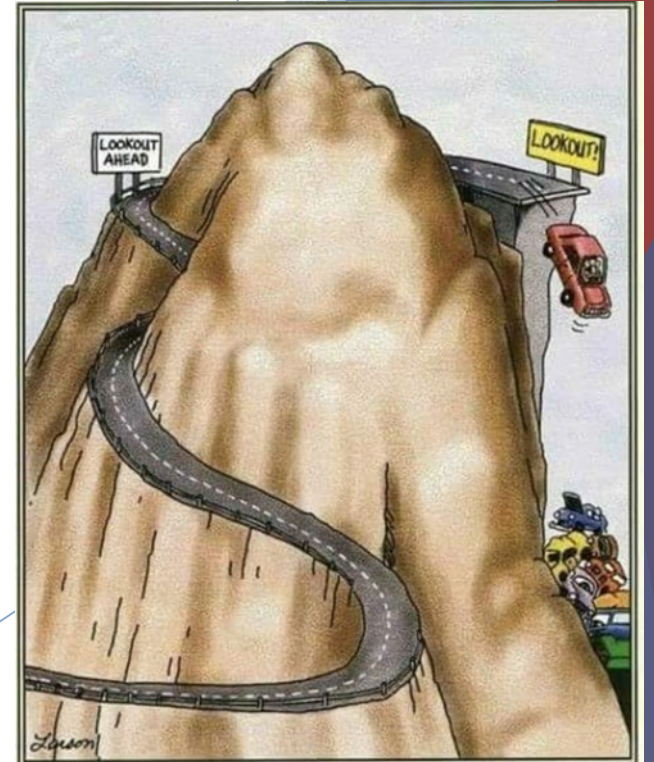


Monitoring (Cont.)

- ▶ 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



Key Dates

Submit Compliance Workshop and Award Acknowledgement - October 14, 2021

Signed Subaward Agreements Due - November 8, 2021

Submit Procurement Policy or Formal Adoption of State of Missouri's - December 31, 2021

Status Reports - January 10th and July 10th

Completed EHP Submitted to OHS - January 31, 2022

SAM II Vendor Input Form - submitted 1 month prior to submission of first claim

Period of Performance - September 1, 2021 - August 31, 2023

Follow-up Information

- ▶ Each subrecipient will be sent the following items via email:
 - ▶ Subaward Agreement
 - ▶ Award and Compliance Workshop Confirmation Acknowledgement
 - ▶ Link to Compliance Workshop PowerPoint
 - ▶ Links to Administrative Guide and Information Bulletins
 - ▶ Link to EHP form
 - ▶ Link to Single Feasible Source (SFS) Form
 - ▶ Grant Check List

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Questions?