


# **FY 2021 State Homeland Security Program (SHSP) Combating Domestic Violent Extremism (CDVE)**

## **COMPLIANCE WORKSHOP**



# Agenda

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- Grant Requirements
  - Environmental Historical Preservation (EHP)
  - Inventory
  - WebGrants
  - Grant File
  - Grant Closeout
  - Monitoring
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# Grant Requirements



## SHSP Combating Domestic Violent Extremism (CDVE) Grant

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### PURPOSE

For FY2021, SHSP CDVE projects are to assist state and local efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to, acts of terrorism in domestic violent extremism through civil unrest training and equipment to protect critical infrastructure and ensure the protection and safety of the citizens' rights to peacefully assemble.



## Federal Grant Requirements

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- [Code of Federal Regulations 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)  
Regulations provide the foundational requirements for federal financial assistance
- Subrecipients are required to comply with the programmatic requirements of the [U.S. Department of Homeland Security \(DHS\), Notice of Funding Opportunity \(NOFO\), Fiscal Year 2021 Homeland Security Grant Program \(HSGP\)](#)  
Provides programmatic requirements specific to the State Homeland Security Program
- [Grant Programs Directorate \(GPD\) Information Bulletins \(IBs\)](#)  
IBs provide administrative instructions and guidelines critical to supporting the effectiveness and efficient delivery of the grant

# Missouri Office of Homeland Security: Division of Grants (OHS)

## Grant Requirements

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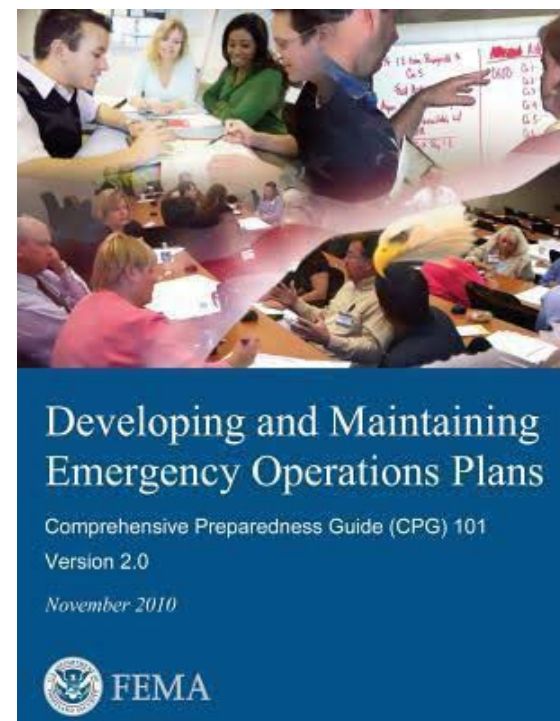
- [FY 2021 SHSP CDVE Grant Notice of Funding Opportunity \(NOFO\)](#)
- [Administrative Guide for Homeland Security Grants](#)
- Information Bulletins
  - [Information Bulletin 1: Policy on Monitoring](#)
  - [Information Bulletin 2: Policy on Advance Payment and Cash Advances](#)
  - [Information Bulletin 4: Policy on Food and/or Beverage](#)
  - [Information Bulletin 5: Policy on Reimbursement Requests](#)
  - [Information Bulletin 6: Policy on Utilization of the Training Request Form for Approved and Non-Approved Training](#)
  - [Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments](#)

# Emergency Operations Plan (EOP)

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All subrecipients that maintain an EOP

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



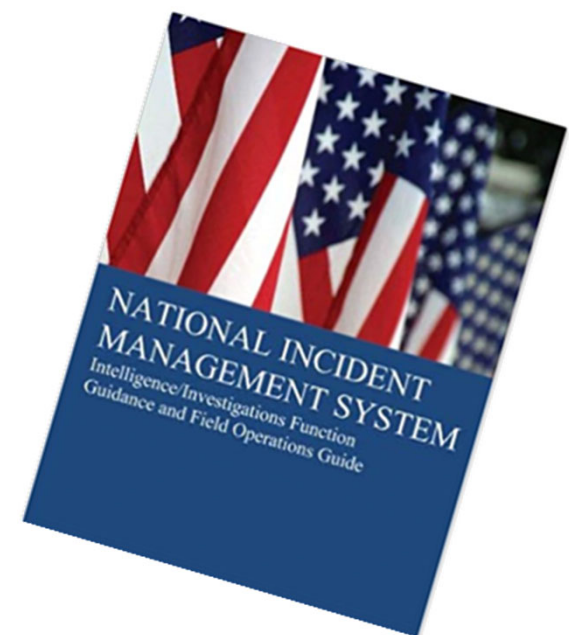
# National Incident Management System (NIMS)

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All subrecipients must strive to be NIMS compliant and adhere to the prescribed mandates and principles.

Detailed information can be found at:

- [National Incident Management System](#)
- [National Incident Management System Guide, 3<sup>rd</sup> edition](#)



# Procurement Requirements

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➤ With any expenditure, you must ensure that:

- The cost is an approved budget line item
  - Reimbursements will **NOT** be made for items that are not an approved budget line item at the time of purchase
- Prior approval has been obtained, if necessary
- Sufficient funds are in the approved budget line
- The cost is allowable, reasonable, allocable and necessary for the project
  - Per your written procedures, if you have them
  - If you do not have written procedures, use the OHS' policy

***If you are unsure if a cost meets these requirements, please contact the OHS for clarification***



## Procurement Requirements Continued

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- Subrecipients must follow their agency's procurement policy unless the State of Missouri's procurement policy is more restrictive
- If the agency does not have a procurement policy, you must follow the State of Missouri's procurement policy
  - [State of Missouri Revised Statutes Chapter 34, State Purchasing and Printing](#)
  - [Missouri Rules of Office of Administration Division 40 – Purchasing and Materials Management](#)
- [Cooperative Procurement Option](#)  
If using a state contract, procurement documents (quotes/bids) and invoices must reference the state contract number

# Procurement Requirements Continued

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## State of Missouri Procurement Guidelines

- Items that cost less than \$10,000 in the aggregate may be purchased with prudence on the open market



# Procurement Requirements Continued

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## State of Missouri Procurement Guidelines

All purchases estimated to total between \$10,000 but less than \$100,000 to a single vendor, must be competitively bid, but an informal method can be used.

- For example, a request for quotation, telephone quotes, online pricing, etc.



# Procurement Requirements Continued

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## State of Missouri Procurement Guidelines

All purchases with an estimated total expenditure of \$100,000 or over to a single vendor **must**:

- Advertised for bid in at least two daily newspapers for general circulation in places that are most likely to reach prospective bidders for at least 5 consecutive days before bids for the purchases are to be opened.
  - **May** advertise in at least 2 weekly minority newspapers and **may** provide bid information through an electronic medium available to the general public for at least 5 consecutive days before bids for the 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 the vendor selection prior to a purchase*



## Single Feasible Source

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- Use of a single feasible source procurement of \$10,000.00 or more requires prior approval from the OHS.
- The single feasible source form is on the DPS website  
<https://dps.mo.gov/dir/programs/ohs/grantstraining/>
- If a purchase is made as a single feasible source without prior approval, OHS has the right to refuse reimbursement
  - Non-compliance could result in the agency being listed as high risk





## Single Feasible Source Continued

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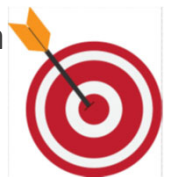
**Use of single feasible source procurement is discouraged.** A single feasible source procurement exists when:

### 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?

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- Subrecipients are required to verify that vendors used for grant purchases are not on either the Federal Excluded Parties List System (EPLS) or State Suspended/Debarred Vendors List
    - [Federal System for Award Management](#)
    - [State of Missouri Office of Administration](#)
- \*Maintain a copy of a screenshot in the grant file to verify this was completed\***



## Prior Approval

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Some items **require** prior approval from the OHS before purchasing, including, but not limited to:

- Contracts
- Generators
- Single Feasible Source over \$10,000
- Items that require a federal waiver can be found in Information Bulletins.

Examples include:

- Boats
- Unmanned Aerial Vehicles (Drones)
- Explosives

**PERMISSION  
REQUIRED**

## Audit Requirements

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- State and local units of government, institutions of higher education, and other nonprofit institutions, must comply with the organizational audit requirements of 2 CFR Part 200 Subpart F, Audit Requirements
  - Subrecipients who expend\* \$750,000 or more of federal funds during their fiscal year are required to submit a single organization wide financial and compliance audit report (single audit) to the [Federal Audit Clearinghouse](#) within 9 months after the close of each fiscal year during the term of the award

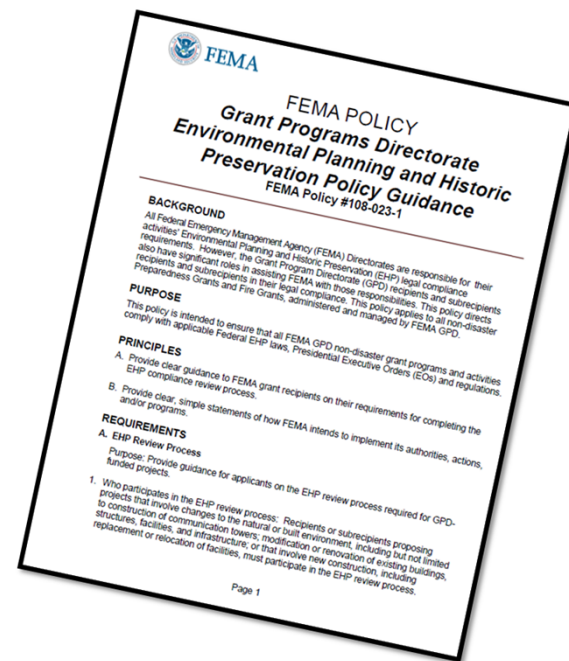
***\*Expended funds include all Federal funds, not just SHSP funds***



# Environmental Historical Preservation (EHP)

Projects that involve changes to the natural or built environment **require** completion of an Environmental Historical Preservation (EHP) review/clearance to determine if the project may impact environmental or historical/cultural resources

- Includes projects involving the interior of buildings and any ground disturbances
- The review **MUST** be completed before initiating **ANY** work on the project
- EHP Policy Guidance
- EHP Form





## Environmental Historic Preservation (EHP) Continued

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- Timeline for EHP Review and Clearance varies
  - 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



## Environmental Historic Preservation (EHP) Continued

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- 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 the responsibility of and paid by the grant subrecipient




## Environmental Historic Preservation (EHP) Continued

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The EHP form is located on the DPS website:

[https://www.fema.gov/sites/default/files/documents/fema\\_ehp-screening\\_form\\_ff-207-fy-21-100\\_5-26-2021.pdf](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) (Google Earth photos are acceptable)
  - 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.)
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# Environmental Historic Preservation (EHP) Continued

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## Project Description Examples

### ➤ 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.

## Environmental Historic Preservation (EHP) Continued

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**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 (Interior and exterior)
- 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



## Environmental Historic Preservation (EHP) Continued

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### If Available:

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

## Environmental Historic Preservation (EHP) Continued

### 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.

## Environmental Historic Preservation (EHP) Continued

**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.

## Environmental Historic Preservation (EHP) Continued

### 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.



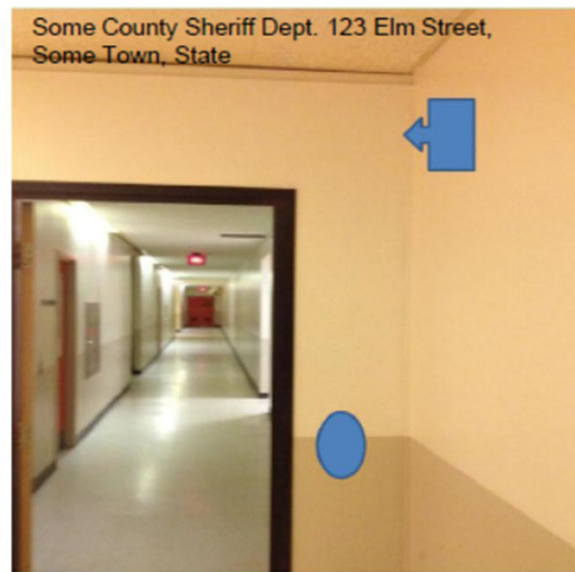
Figure 2. Example of ground-level photograph showing proposed attachment of new equipment

## Environmental Historic Preservation (EHP) Continued

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**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



## Environmental Historic Preservation (EHP) Continued

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The EHP packet must 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
- Email forms to: [Debbie.Musselman@dps.mo.gov](mailto:Debbie.Musselman@dps.mo.gov)
- Questions: [Debbie Musselman 573-751-5997](tel:573-751-5997)



# Inventory



# Inventory

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Equipment is a 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 with a lower acquisition cost in their procurement policy **MUST** use the most stringent policy





## Inventory Continued

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All equipment purchased with State Homeland Security Program funds MUST be tagged and state:

Purchased with U.S. Department of  
Homeland Security Funds

Tags are available upon request

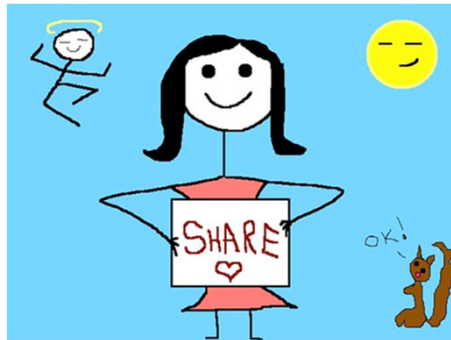
- Contact Maggie Glick at [Maggie.Glick@dps.mo.gov](mailto:Maggie.Glick@dps.mo.gov)

## Inventory Continued

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Equipment must be used in the program or project it was acquired for as long as it is needed

During the time that equipment is used on the project or program for which it was acquired, the non-Federal entity must make the equipment available for use on other projects or programs currently or previously supported by the Federal government, as long as the use will not “interfere” with the work on the project or program for which it was originally acquired

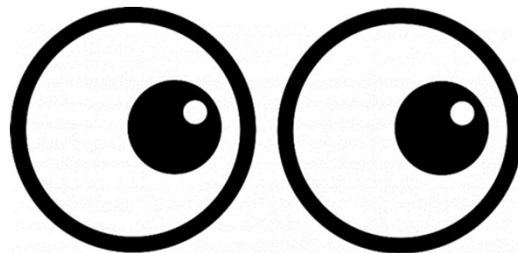


## Inventory Continued

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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 of loss, damage or theft
- Have adequate maintenance procedures to keep property in good condition



## Inventory Continued

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- Required to maintain inventory form for all equipment purchased with SHSP funds
- Equipment is added to OHS inventory at the time of claim approval
- A physical inventory MUST be taken and results reconciled once every two years
  - Next inventory will be due October 31, 2022
  - OHS will send list of your agency's inventory for verification



# Inventory Continued

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

- ▶ Region
- ▶ County
- ▶ Fiscal Year
- ▶ Grant Program
- ▶ Grant Award Number
- ▶ Description of Equipment
- ▶ EGMS/WebGrants Line Item Number
- ▶ Manufacturer
- ▶ Model
- ▶ Identification number
- ▶ Title holder
- ▶ Quantity
- ▶ Individual Item Cost
- ▶ % of Federal Participation in the Cost
- ▶ Date of Delivery
- ▶ Physical Location (MUST be the physical address)
- ▶ Use (Local, Regional, National, Statewide)
- ▶ Readiness Condition (Mission Capable/Not Mission Capable)
- ▶ Final Disposition
- ▶ Date of Final Disposition
- ▶ Final Disposition Sale Price
- ▶ Contact Name
- ▶ Contact Email
- ▶ Contact Phone Number

# Inventory Continued

## Correct 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
C	Ste. Genevieve County	2018	SHSP	EMW-2018-55-00044-04-07-001	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 Continued

## 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 Continued

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Homeland security funding should support deployable assets that can be used locally, regionally, across the State of Missouri or the Nation through automatic assistance and mutual aid agreements

All assets supported in part or entirely with homeland security grant funding, **MUST** be readily deployable and NIMS kind and typed when possible. While it may not be physically deployable, GIS and interoperable communications systems are considered deployable assets





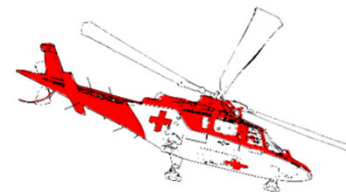
## Inventory Continued

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**Resource Typing:** Assigning a standardized typing designation to each resource ensures responders get the right personnel and equipment. To meet the Tier I criteria for national resource typing definitions, the resource must already exist as a defined, deployable interstate response resource

**Kind:** Describes what the resource is (e.g., Medic, Firefighter, helicopter, bulldozer)

**Type:** Describes the size, capability, and staffing qualifications of a specific kind of resource



## Inventory Continued

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Tier I represents resources that are included in the national resource typing definitions, the resource must:

- Already exist as a defined, deployable interstate response resource
- Be exchanged and deployed with usage governed through interstate mutual aid agreements
- Be of sufficient capability to warrant being allocated and/or physically deployed nationally
- Have performance capability levels that can be defined as to category, kind and type

Be identified, inventoried, and tracked to determine availability status for response operations by the jurisdiction having authority

Allow for command and control utilization under NIMS ICS

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

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## Inventory Continued

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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



## Inventory Continued

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

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



## Inventory Continued

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When original or replacement equipment acquired with Homeland Security (HS) funds is no longer needed for the original project or program, the equipment may be retained, sold, or disposed, if it is not needed in any other HS sponsored project or program

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



## Inventory Continued

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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](mailto:Maggie.Glick@dps.mo.gov)

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

✓ [Equipment Disposition Form](#)



## Inventory Continued

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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

When acquiring replacement equipment, the non-Federal entity may use the equipment to be replaced as a trade in or sell the property and use the proceeds to offset the cost of the replacement property



## Inventory Continued

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If sold, the Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from the sale by the Federal awarding agency's percentage of participation

- Example: Agency X wants to sell their 2009 F150, which was 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

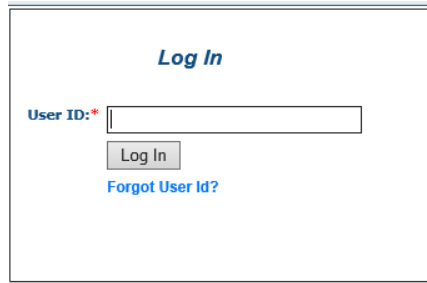


KidsToday.in

# WebGrants

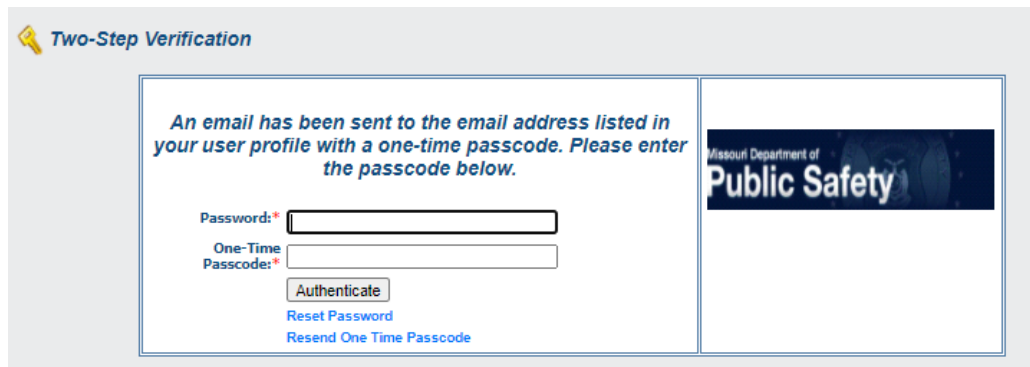
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Login to WebGrants using the same User ID and Password used when submitting the application



A login form titled "Log In" in blue. It contains a "User ID:\*" label, a text input field, a "Log In" button, and a blue link "Forgot User Id?" below the button.

Two-factor authentication

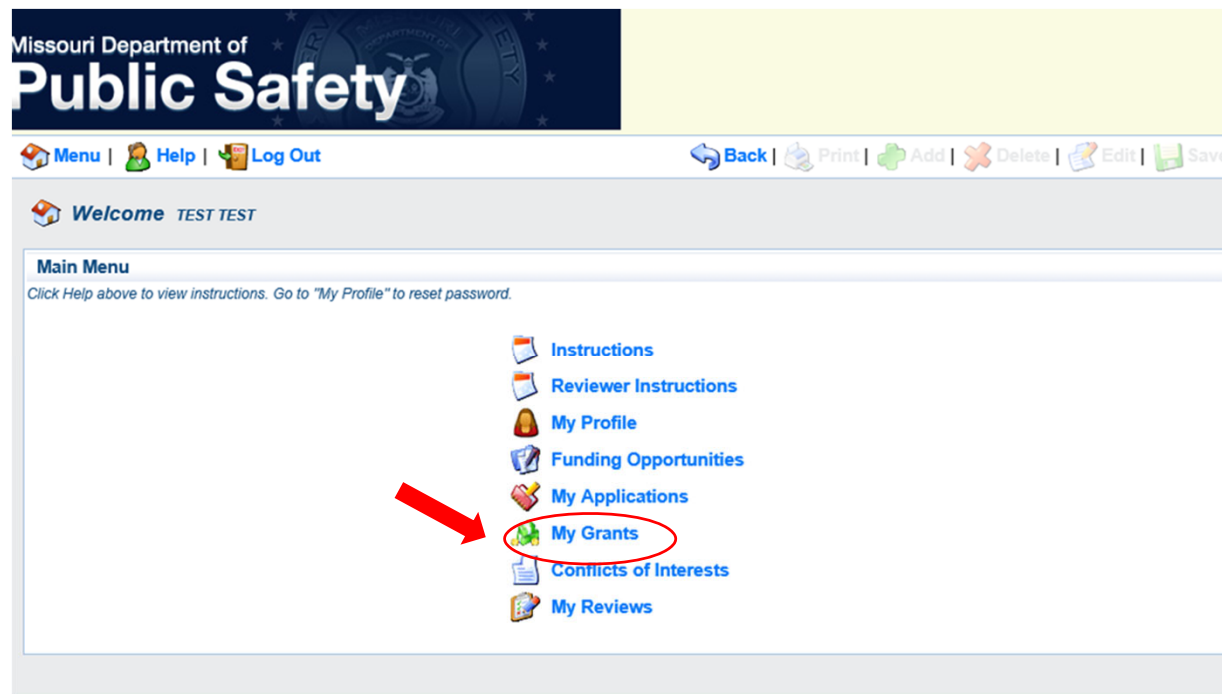


A two-step verification form titled "Two-Step Verification" with a key icon. The main instruction reads: "An email has been sent to the email address listed in your user profile with a one-time passcode. Please enter the passcode below." The form includes fields for "Password:\*", "One-Time Passcode:\*", and an "Authenticate" button. Below the button are links for "Reset Password" and "Resend One Time Passcode". On the right, there is a banner for the "Missouri Department of Public Safety".

# WebGrants Continued

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Select “My Grants”



## WebGrants Continued

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Select project titled “FY 2021 SHSP Combating Domestic Violent Extremism (CDVE)”



Grant Number	Status	Year	Grant Title	Program Area	Organization	Grantee	Program Officer	Funding Opportunity	Budget Total
124160	Underway	2021	FY 2021 Combating Domestic Violent Extremism	State Homeland Security Program (SHSP)	BaseLine Organization	TEST TEST	Joni McCarter	128969 - FY 2021 SHSP Combating Domestic Violent Extremism(CDVE) TEST	\$10,000.00

# WebGrants Continued

## Grant Components

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

# Subaward Agreement

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

- Make a copy of the Subaward Agreement for your grant file

Grant Components		<a href="#">Alerts</a>   <a href="#">Copy</a>   <a href="#">Annotations (0)</a>   <a href="#">Export Grant Data</a>   <a href="#">Map</a>
<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	
<a href="#">General Information</a>	03/31/2021	
<a href="#">Contact Information</a>	03/31/2021	
<a href="#">Budget - Soft Target</a>	03/31/2021	
<a href="#">Claims</a>		
<a href="#">Correspondence</a>	03/31/2021	
<a href="#">Subaward Adjustments</a>		
<a href="#">Subaward Adjustment Notices</a>	03/31/2021	
<a href="#">Status Reports</a>		
<a href="#">Attachments</a>	03/31/2021	
<a href="#">SHSP Project Package - Soft Targets 2021</a>	03/31/2021	
<a href="#">Subaward Documents - Final</a>	03/31/2021	
<a href="#">Appropriations</a>		
<a href="#">Named Attachments</a>	03/31/2021	
<a href="#">Closeout</a>		
<a href="#">Opportunity</a>	-	
<a href="#">Application</a>	-	
<a href="#">Application Versions</a>	-	
<a href="#">Application Annotations</a>	-	
<a href="#">Review Forms</a>	-	

# Budget

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The approved budget is located in Budget Component

- Be sure to review approved budget before beginning procurement
- Ensure you are only purchasing items that are on approved budget
- Ensure you are purchasing the quantity of items that is on approved budget
- Request Subaward Adjustment if needed to make changes to the budget (i.e. change in quantity)



# Budget Continued

## Supplies/Operations

[Add](#)

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

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

Line Item Code:	Supply/Operation Type:	Item Name:	Qty:	Unit Cost:	Total Supply or Operation Expense Cost:	Discipline:	Function:	Allowable Activity:
11001	Other (computer, projector, chair, etc.)	CDVE Personnel Protective Equipment	1.0	\$10,000.00	\$10,000.00	Law Enforcement	Equipment	Personal Protective Equipment
					\$10,000.00			

## Narrative Justification - Supplies/Operations

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

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

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

### CDVE Personnel Protective Equipment:

Ballistic helmets, vests, and gas masks for 25 officers to assist in combating domestic violent extremism

Ballistic Helmets -  $\$100 \times 25 = \$2,500$

Ballistic Vests -  $\$200.00 \times 25 = \$5,000$

Gas Masks -  $\$100 \times 25 = 2,500$

5000 Character Limit



## Expending Grant Funds

---

Funds must be obligated within the project period of performance, expended, and submitted for reimbursement within 45 days following the project period of performance end date (October 15, 2022)

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

Funds are considered “obligated” when a legal liability to pay a specific 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

A solid blue horizontal bar spanning the width of the page, located at the bottom of the content area.



## Reimbursement Request (Claims)

---

[Information Bulletin 5: Policy on Reimbursement Requests](#) discusses requirements for reimbursement requests

Must incur an allowable expense, make payment, and seek reimbursement within 6 months of the invoice date

Supporting documentation must be submitted with each claim

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

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

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

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

# Reimbursement Request Continued

---

## Travel/Training Supporting Documentation

- Claim in WebGrants
- Vendor Invoice
- Proof of Payment (copy of cancelled check, credit card statement, bank statement)
- Approved Training Request Form
  - Training Request Form must be submitted to the OHS 30 business days before the anticipated training date
  - Training Request Form link: <https://dps.mo.gov/dir/programs/ohs/documents/TrainingRequestForm.pdf>
- Agenda/Announcement
- Proof of attendance (sign-in sheet/roster/certificate)

\*Meals, mileage, and lodging cannot exceed the state of Missouri rates established by the Missouri Office of Administration. Current rates can be found at: <https://oa.mo.gov/state-employees-new#mini-panel-state-employees-tabs6>



## Reimbursement Request Continued

---

### Equipment Supporting Documentation

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



## Reimbursement Request Continued

---

### Supplies Supporting Documentation

- Claim in WebGrants
- Vendor Invoice
- Proof of Payment (i.e., copy of cancelled check, credit card statement, or bank statement)
- Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)



## Reimbursement Request Continued

---

### Advance Payment

- [Information Bulletin 2: Policy on Advance Payment and Cash Advances](#) discusses requirements for advance payment requests
- Advance payment is defined as funds given to a subrecipient in advance of the subrecipient incurring the debt. For example, if a subrecipient orders a piece of equipment and requests reimbursement prior to paying the vendor's invoice, receipt of funds would be considered an advance payment
- Will not provide advance payment to a subrecipient before costs have been incurred through an invoice from a vendor
  - Some situations, local cash flow makes payment for large equipment items difficult
  - OHS has agreed to accept requests for funds from subrecipients as soon as a vendor submits their invoice and the subrecipient has received goods or services
- \$2,500 minimum for subrecipients requesting a reimbursement with an advance payment



## Reimbursement Request Continued

---

### Advance Payment Supporting Documentation

- Claim in WebGrants
- Vendor Invoice
- Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)
- Completed Equipment Detail Form in WebGrants, if applicable

Required to submit proof of payment (i.e., copy of cancelled check, credit card statement, or bank statement) to the OHS within 30 days from receipt of payment

To request, will type “Advance Payment” in the Check/EFT Number and Check/EFT Date fields in the WebGrants claim



## Reimbursement Request Continued

### Submitting a claim in WebGrants

- Select “Claims” component in WebGrants

Grant Components		<a href="#">Alerts</a>   <a href="#">Copy</a>   <a href="#">Annotations (0)</a>   <a href="#">Export Grant Data</a>   <a href="#">Map</a>
<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	
<a href="#">General Information</a>	03/31/2021	
<a href="#">Contact Information</a>	03/31/2021	
<a href="#">Budget - Soft Targets</a>	03/31/2021	
<a href="#">Claims</a>		
<a href="#">Correspondence</a>	03/31/2021	
<a href="#">Subaward Adjustments</a>		
<a href="#">Subaward Adjustment Notices</a>	03/31/2021	
<a href="#">Status Reports</a>		
<a href="#">Attachments</a>	03/31/2021	
<a href="#">SHSP Project Package - Soft Targets 2021</a>	03/31/2021	
<a href="#">Subaward Documents - Final</a>	03/31/2021	
<a href="#">Appropriations</a>		
<a href="#">Named Attachments</a>	03/31/2021	
<a href="#">Closeout</a>		
<a href="#">Opportunity</a>	-	
<a href="#">Application</a>	-	
<a href="#">Application Versions</a>	-	
<a href="#">Application Annotations</a>	-	
<a href="#">Review Forms</a>	-	





## Reimbursement Request Continued

Select “Add”

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

**Grant Tracking**

Grant: 128970 - FY 2021 Combating Domestic Violent Extremism - 2021

Status: Awarded

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: [BaseLine Organization](#)

Program Officer: Joni McCarter

Budget Total: \$10,000.00

Claims Scheduler | Annotations(0) | Return to Components

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

Last Edited By:



## Reimbursement Request Continued

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### 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 Continued

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

**Claim General Information**

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

Claim Type:\* Other ▼

Claim Status:\* Editing ▼

Reporting Period:\* 01/01/2022 From 01/31/2022 To

Due Date:

Invoice Number: LEAVE BLANK

State Agencies Only! Drop first 3 digits of number. Leave blank if there is not an invoice number!

Is This Your Final Report?\* ☐ Yes ☒ No



## Reimbursement Request Continued

Select claim “ID” on the claim you just created

Claims							<a href="#">Copy Existing Claim</a>   <a href="#">Scheduler</a>   <a href="#">Annotations(0)</a>   <a href="#">Return to Components</a>
ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount	
128970 - 001	Other	Editing			01/01/2022 - 01/31/2022	\$0.00	
					Submitted Amount	\$0.00	
					Approved Amount	\$0.00	
					Paid Total	\$0.00	
					Total	\$0.00	
							Last Edited By:

Select “Edit”

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

**128970-FY 2021 Combating Domestic Violent Extremism**  
State Homeland Security Program (SHSP)

Award Year:	2021	Status:	Editing
Subaward Number:	128970	Approved By:	
Reporting Period:	01/01/2022 - 01/31/2022	Approved Date:	
Claim Number:	128970 - 001	Paid Date:	
Submitted By:		Vendor Number:	446000582
Submitted Date:		Invoice Number:	LEAVE BLANK
Is This Your Final Report:	No	Check Number:	



## Reimbursement Request Continued

Complete all Claim Components by selecting the component

- Expenditures
- Reimbursement
- Equipment Inventory
- Other Attachments

All components must be marked “Complete” in order to submit the claim

 **Grant Tracking**

**Claim: 128970 - 001** [Grant Components](#)

**Grant:** [128970-FY 2021 Combating Domestic Violent Extremism](#)

**Status:** Editing

**Program Area:** State Homeland Security Program (SHSP)

**Grantee Organization:** [BaseLine Organization](#)

**Program Manager:** Joni McCarter

**Components** [Preview](#) | [Submit](#)

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

Name	Complete?	Last Edited
General Information	✓	01/21/2022
Expenditures		
Reimbursement		
Equipment Inventory		
Other Attachments		



## Reimbursement Request Continued

### 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					<a href="#">Create New Version</a>   <a href="#">Mark as Complete</a>   <a href="#">Go to Claim Forms</a>   <a href="#">Add</a>				
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 Continued

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

---

**Grant Tracking**

Claim: 128970 - 001 [Grant Components](#)

Grant: 128970-FY 2021 Combating Domestic Violent Extremism

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: [BaseLine Organization](#)

Program Manager: Joni McCarter

---

**Expenditures**

Line Number*	11001 - Supplies/Operations - CDVE Personnel Protective Equipment ▼
Payee*	Vendor Name
Description*	Description of Item Purchased
Quantity*	1
Unit Cost*	10000.00
Federal Amount Requested*	10000.00
Invoice #*	1245
Invoice Date*	2/15/2022
Check/EFT Number*	55555
Check/EFT Date*	2/28/2022

[Return to Top](#)





## Reimbursement Request Continued

---

Line Number – select the corresponding budget line for the item that is being requested for reimbursement

Payee – enter the name of the vendor that the item was purchased from

Description – enter a description of the item purchased

Quantity – enter the quantity of the item that was purchased

Unit Cost – Cost per item

- The number entered into the unit cost field, multiplied by the quantity entered, should be the Federal Amount Requested that you are seeking reimbursement for

Federal Amount Requested – Total amount of funds being requested

Invoice # - vendor's invoice number

Invoice Date – date on vendor's invoice

Check/EFT Number

- Check number used for payment to vendor **OR** EFT number for payment to vendor
- Advance Payment

Check/EFT Date

- Date of check used for payment to vendor **OR** Date of EFT for payment to vendor
- Advance Payment





## Reimbursement Request Continued

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



Reimbursement		Create New Version   Mark as Complete   Go to Claim Forms				
Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)
Supplies/Operations						
SDVE Personnel Protective Equipment	11001 (Line Item Code:)	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00
	Sub Total:	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00
Total Budget						
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total:	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00
Last Edited By:						



## Reimbursement Request Continued

Select “Equipment Inventory” Claim Component

Select “Add” for each equipment item

Each item needs to be entered on its own line

- If you purchased two mobile radios, there should be one line for each radio

Complete all fields in the Equipment Detail Form

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

---

**Grant Tracking**

---

Claim: 128970 - 001 [Grant Components](#)

Grant: [128970-FY 2021 Combating Domestic Violent Extremism](#)

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: [BaseLine Organization](#)

Program Manager: Joni McCarter

---

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

Requesting Organization:	Region:	County:	Year:	Budget Line #	Manufacturer:	Model:	Description:	Identification #s):	Source of Funding:	Title Holder:	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost:	Current Physical Location	Equipment Contact Person (ECP)	ECP Phone #	ECP Email Address	Use:	Readiness Condition:
Last Edited By:																				



## Reimbursement Request Continued

---

➤ If equipment is requested, complete all fields in the Equipment Detail Form

Requesting Organization – Subrecipient’s Organization

Region – Subrecipient’s Region

County – Subrecipient’s County

Year – Grant year the equipment was purchased (2021)

Budget Line # - Budget line number associated with the equipment

Manufacturer – Manufacturer of the equipment

Model – Model number of the equipment

Description – Description of the equipment (i.e., mobile radio, MDT)

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

Source of Funding – Federal Funding utilized (SHSP CDVE)

Title Holder – Subrecipient Organization who owns the equipment



## Reimbursement Request Continued

---

Date of Delivery – Date equipment was delivered

Quantity – Number of equipment items purchased (should only be one per line)

Individual Item Costs – Cost of individual equipment item

% of Federal Participation in the Cost – Percentage of cost of the equipment that is being requested

Current Physical Location – Address where the equipment is located (P.O. Box is not a physical location for the inventory)

Equipment Contact Person (ECP) – Name of person to contact regarding equipment

ECP Phone # - Phone number for equipment contact person

ECP Email Address – Email address for equipment contact person

Use – Local, regional, statewide, or national. Progressive scale. If national use is entered, it is assumed it is available at all other levels

Readiness Condition

- Mission capable – material condition of equipment indicating it can perform at least one and potentially all of its designated missions
- Not mission capable – material condition indicating that equipment is not capable of performing any of its designated mission





## Reimbursement Request Continued

Select “Other Attachments” Claim Component

- Select “Add” to attach supporting documentation to claim

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

**Grant Tracking**

Claim: 128970 - 001 Grant Components

Grant: 128970-FY 2021 Combating Domestic Violent Extremism  
Status: Editing  
Program Area: State Homeland Security Program (SHSP)  
Grantee Organization: BaseLine Organization  
Program Manager: Joni McCarter

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

*If you have no relevant and/or required documents to attach, simply click "Mark as Complete".*

*To upload any relevant and/or required documents, select Add from the menu toolbar, browse for the document on your computer or disk, enter a short title in the Description box, and click Save.*

*If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use a PDF merger to combine multiple 1-page scans into 1 saved document.*

*The Department of Public Safety can support the following file types: Word (\*.doc, \*.docx), Excel (\*.xls, \*.xlsx), PowerPoint (\*.ppt, \*.pptx), Publisher (\*.pub), Adobe PDF (\*.pdf), Photos (\*.bmp, \*.jpg, \*.jpeg, \*.jpe, \*.asp, \*.tif, \*.wmf) and similar commonly used programs. If you attach a file type that the Department of Public Safety does not have software to open, the attachment may not be considered.*

*Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.*

Description	File Name	File Size	Date Uploaded
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Last Edited By:





## Reimbursement Request Continued

Select browse to locate supporting documentation on your computer

Enter a description of the attachment

Select “Save”

The screenshot shows a web interface for submitting a claim. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Save' button is highlighted with a red arrow. Below the navigation bar is a section titled 'Claim'. Underneath, there is a section titled 'Attach File' with instructions on how to upload documents. The instructions state that users should click 'Add' from the menu toolbar, browse for the document, enter a short title in the 'Description' box, and click 'Save'. A red arrow points to the 'Save' button in the navigation bar. Below the instructions, there is a form with two fields: 'Upload File:' and 'Description:\*'. The 'Upload File:' field has a 'Choose File' button and the text 'Test File.docx'. The 'Description:\*' field has a text box containing the text 'Claim #1 Supporting Documentation'. A red arrow points to the 'Description:\*' field.

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: Choose File Test File.docx

Description:\* Claim #1 Supporting Documentation





## Reimbursement Request Continued

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

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

---

**Grant Tracking**

---

Claim: 128970 - 001 Grant Components

Grant: 128970-FY 2021 Combating Domestic Violent Extremism

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: [BaseLine Organization](#)

Program Manager: Joni McCarter

---

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

*If you have no relevant and/or required documents to attach, simply click "Mark as Complete".*

*To upload any relevant and/or required documents, select Add from the menu toolbar, browse for the document on your computer or disk, enter a short title in the Description box, and click Save.*

*If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use a PDF merger to combine multiple 1-page scans into 1 saved document.*

*The Department of Public Safety can support the following file types: Word (\*.doc, \*.docx), Excel (\*.xls, \*.xlsx), PowerPoint (\*.ppt, \*.pptx), Publisher (\*.pub), Adobe PDF (\*.pdf), Photos (\*.bmp, \*.jpg, \*.jpeg, \*.jpe, \*.asp, \*.tif, \*.wmf) and similar commonly used programs. If you attach a file type that the Department of Public Safety does not have software to open, the attachment may not be considered.*

*Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.*

Description	File Name	File Size	Date Uploaded
Claim #1 Supporting Documentation	Test File.docx	12 KB	01/21/2022

Last Edited By: Debbie Musselman, 01/21/2022



## Reimbursement Request Continued

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



Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Complete each component of the Claim and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	01/21/2022	
<a href="#">Expenditures</a>	✓	01/21/2022	
<a href="#">Reimbursement</a>	✓	01/21/2022	
<a href="#">Equipment Inventory</a>	✓	01/21/2022	
<a href="#">Other Attachments</a>	✓	01/21/2022	

# Subaward Adjustments

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[Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments](#) discusses Subaward Adjustments

Budget Modifications – transfer among existing budget lines within the grant budget

- Request for budget modification must be submitted through WebGrants as a Subaward Adjustment and **must** be approved by the OHS **prior** to the subrecipient obligating or expending the grant funds

Program Modifications

- Request for program modifications must be submitted through WebGrants as a Subaward Adjustment and must be approved by the OHS prior to the subrecipient obligating or expending the grant funds
- Program modifications include:
  - Changes in subrecipient staff (Authorized Officials, Project Directors, or Fiscal Officers)
  - Address change or other information in the organization component of WebGrants
  - Request to change project period of performance



## Subaward Adjustments Continued

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### Scope of Work Changes

- Adding new line items to the approved budget
- Changes in quantity of an existing line item in approved budget
- Changes to specifications of existing line item (i.e., an equipment line item on the approved budget lists a 12'x 20' tent, in order to purchase a tent that is 10' x 10' instead of the listed equipment, prior approval is required)

Request for scope changes must be submitted through WebGrants as a Subaward Adjustment and must be approved by the OHS prior to the subrecipient obligating or expending the grant funds



# Subaward Adjustments Continued

## Submitting a Subaward Adjustment in WebGrants

### Select “Subaward Adjustments” component in WebGrants

Grant Components		<a href="#">Alerts</a>   <a href="#">Copy</a>   <a href="#">Annotations (0)</a>   <a href="#">Export Grant Data</a>   <a href="#">Map</a>
<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	
<a href="#">General Information</a>	03/31/2021	
<a href="#">Contact Information</a>	03/31/2021	
<a href="#">Budget - Soft Target</a>	03/31/2021	
<a href="#">Claims</a>		
<a href="#">Correspondence</a>	03/31/2021	
<a href="#">Subaward Adjustments</a>		
<a href="#">Subaward Adjustment Notices</a>	03/31/2021	
<a href="#">Status Reports</a>		
<a href="#">Attachments</a>	03/31/2021	
<a href="#">SHSP Project Package - Soft Targets 2021</a>	03/31/2021	
<a href="#">Subaward Documents - Final</a>	03/31/2021	
<a href="#">Appropriations</a>		
<a href="#">Named Attachments</a>	03/31/2021	
<a href="#">Closeout</a>		
<a href="#">Opportunity</a>	-	
<a href="#">Application</a>	-	
<a href="#">Application Versions</a>	-	
<a href="#">Application Annotations</a>	-	
<a href="#">Review Forms</a>	-	

## Subaward Adjustments Continued

Select "Add"



Subaward Adjustments				<a href="#">Return to Components</a>   <a href="#">Add</a>
ID	Type	Status	Submitted Date	Last Edited By:

Complete General Information and select "Save"



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

**Grant Tracking**

**General Information**  

Title:  
(limited to 250 characters)\*

Brief Title

Contract Amendment Type:\*

Budget Revision

Status:\*

Editing

## Subaward Adjustments Continued

---

### General Information

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



## Subaward Adjustments Continued

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

Subaward Adjustments				<a href="#">Return to Components</a>   <a href="#">Add</a>
ID	Type	Status	Submitted Date	
128970 - 01	Budget Revision	Editing		
				Last Edited By:

Select “Edit”

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

[Subaward Adjustments](#)

Subaward Adjustment Details

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

**128970-FY 2021 Combating Domestic Violent Extremism**

State Homeland Security Program (SHSP)

Subaward Adjustment ID: 01

Submitted By:

Subaward Adjustment Type: Budget Revision

Submitted Date:

Status: Editing

Organization: BaseLine Organization

**Subaward Adjustment Approval**



## Subaward Adjustments Continued

---

Complete all Subaward Adjustment Components by selecting the Component

- Justification
- Budget
- Confirmation Attachments

All components must be marked “Complete” in order to submit the Subaward Adjustment

Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	04/19/2021	
<a href="#">Justification</a>			
<a href="#">Budget</a>			
<a href="#">Confirmation</a>			
<a href="#">Attachments</a>			

# Subaward Adjustments Continued


## Justification Component

- Explain the requested change and the reason for the requested adjustment
- Complete Subaward Adjustment Spreadsheet with requested changes for budget modification
  - Copy and paste Subaward Adjustment Spreadsheet into text box
  - Will be sent at conclusion of training
  - Select “Save”

**Justification**

**Justification\***

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



Explain the requested change and the reason for the requested adjustment

Copy and paste Subaward Adjustment Spreadsheet here

body p

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

## Subaward Adjustments Continued

---

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

Select “Mark as Complete”



Justification	<a href="#">Create New Version</a>   <a href="#">Mark as Complete</a>   <a href="#">Return to Components</a>
<b>Justification*</b> <i>Please explain the reason for the requested adjustment and include the effective date. State the need for the change and how the requested revision will further the objectives of the project.</i>  Explain the requested change and the reason for the requested adjustment Copy and paste Subaward Adjustment Spreadsheet here	
Last Edited By: Chelsey Call, 04/19/2021	

# Subaward Adjustments Continued

Select “Budget” for Budget Modifications

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

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

## 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	\$10,000.00	\$9,000.00	(\$1,000.00)
Supplies/Operations	\$0.00	\$1,000.00	\$1,000.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>

## Federal/State and Local Match Share

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

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

Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$10,000.00	100.0%	\$10,000.00	100.0%	\$0.00
Total Local Match Share	\$0.00	0%	\$0.00	0%	\$0.00

Last Edited By: Debbie Musselman, 01/21/2022

# Subaward Adjustments Continued

Ensure the “Budget” form is accurate and select “Mark as Complete”

**Budget**

[Create New Version](#) | 
 [Mark as Complete](#) | 
 [Return to Components](#)

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

Row	Current Budget	Revised Amount	Net Change
Personnel	\$0.00	\$0.00	\$0.00
Personnel Benefits	\$0.00	\$0.00	\$0.00
Personnel Overtime	\$0.00	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00	\$0.00
PRN Time	\$0.00	\$0.00	\$0.00
PRN Benefits	\$0.00	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00	\$0.00
Equipment	\$10,000.00	\$9,000.00	(\$1,000.00)
Supplies/Operations	\$0.00	\$1,000.00	\$1,000.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Totals	\$10,000.00	\$10,000.00	\$0.00

**Federal/State and Local Match Share**

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

Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$10,000.00	100.0%	\$10,000.00	100.0%	\$0.00
Total Local Match Share	\$0.00	0%	\$0.00	0%	\$0.00

Last Edited By: Debbie Musselman, 01/21/2022

# Subaward Adjustments Continued

Select “Confirmation” form

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

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

### Subaward Adjustments

Subaward Adjustment: 01

Grant: 128970-FY 2021 Combating Domestic Violent Extremism

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

Submitted Date:

### Confirmation

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

Authorized Official Name:

Title:

Date:

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

DPS Authorized Official/Designee Signature:

Date:

# Subaward Adjustments Continued

---

Select “Mark as Complete”

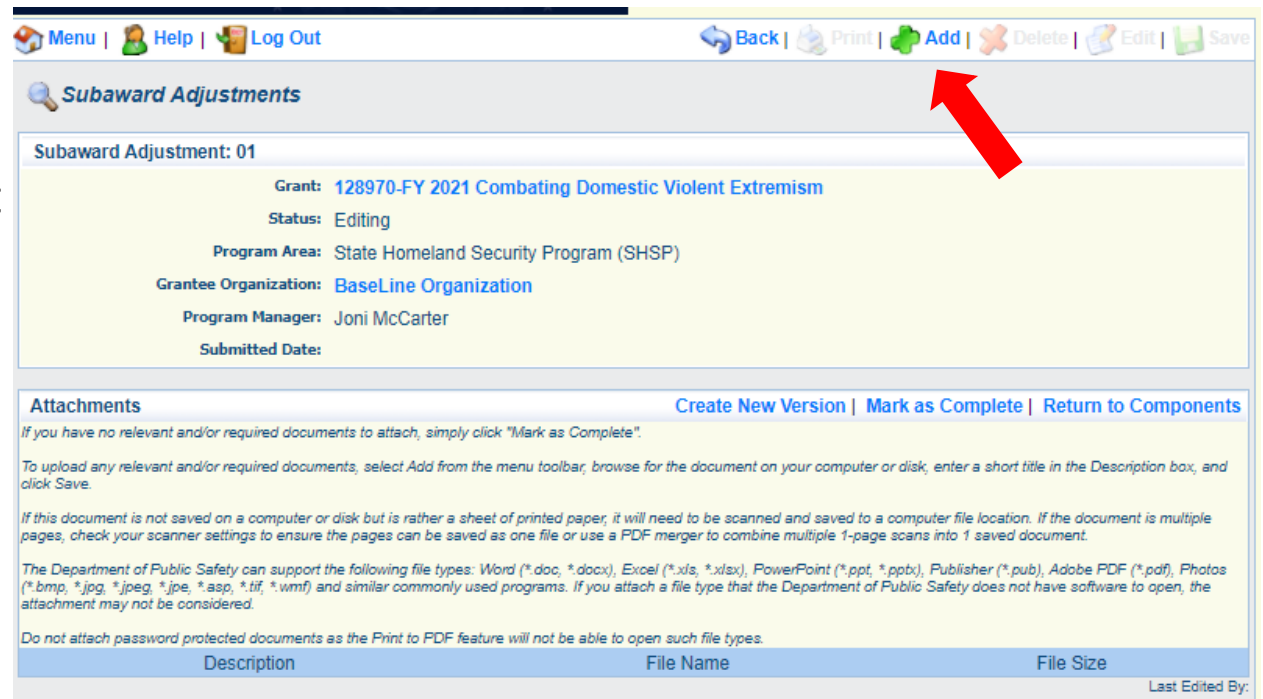


Confirmation	<a href="#">Create New Version</a>   <a href="#">Mark as Complete</a>   <a href="#">Return to Components</a>
<i>Your typed name as the applicant authorized official, in lieu of signature, represents your legally binding acceptance of the terms of this subaward adjustment and your statement of the veracity of the representations made in this subaward adjustment. You must include your title, full legal name, and the current date.</i>	
<b>Authorized Official Name:*</b>	Authorized Official's Name
<b>Title:*</b>	Authorized Official's Title
<b>Date:*</b>	01/14/2022
<i>All terms and conditions of the original Subaward apply to this Subaward Adjustment Notice.</i>	
DPS Authorized Official/Designee	
Signature:	
Date:	

# Subaward Adjustments Continued

Select “Attachments” form

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



The screenshot shows the 'Subaward Adjustments' web application. At the top, there is a menu bar with links: 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 is 'Subaward Adjustments'. The main content area displays details for 'Subaward Adjustment: 01':

- Grant: 128970-FY 2021 Combating Domestic Violent Extremism
- Status: Editing
- Program Area: State Homeland Security Program (SHSP)
- Grantee Organization: BaseLine Organization
- Program Manager: Joni McCarter
- Submitted Date:

Below this information is the 'Attachments' section. It includes links: Create New Version | Mark as Complete | Return to Components. A note states: 'If you have no relevant and/or required documents to attach, simply click "Mark as Complete".' Another note explains the upload process: '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.' A third note provides supported file types: '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.' A final note says: '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
-------------	-----------	-----------

Last Edited By:



# Subaward Adjustments Continued

Select “Browse” to locate file on your computer

Enter brief description of document

Select “Save”



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

### Subaward Adjustment

#### Attach File

If you have no relevant and/or required documents to attach, simply click “Mark as Complete”.

To upload any relevant and/or required documents, select Add from the menu toolbar, browse for the document on your computer or disk, enter a short title in the Description box, and click Save.

If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use a PDF merger to combine multiple 1-page scans into 1 saved document.

The Department of Public Safety can support the following file types: Word (\*.doc, \*.docx), Excel (\*.xls, \*.xlsx), PowerPoint (\*.ppt, \*.pptx), Publisher (\*.pub), Adobe PDF (\*.pdf), Photos (\*.bmp, \*.jpg, \*.jpeg, \*.jpe, \*.asp, \*.tif, \*.wmf) and similar commonly used programs. If you attach a file type that the Department of Public Safety does not have software to open, the attachment may not be considered.


Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.

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

**Description:\*** Subaward Adjustment Spreadsheet

## Subaward Adjustments Continued

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



Components		<a href="#">Preview</a>   <a href="#">Submit</a>
Name	Complete?	Last Edited
<a href="#">General Information</a>	✓	04/19/2021
<a href="#">Justification</a>	✓	04/19/2021
<a href="#">Budget</a>	✓	04/19/2021
<a href="#">Confirmation</a>	✓	04/19/2021
<a href="#">Attachments</a>	✓	04/19/2021

# Status Report

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

Reporting period:

- 07/10/2022 Status Report  
9/01/2021 – 06/30/2022
- 10/15/2022 Status Report  
07/01/2022 – 08/31/2022

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

## Grant Components

[Alerts](#) | [Copy](#) | [Annotations \(0\)](#) | [Export Grant Data](#) | [Map](#)

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

Component	Last Edited
General Information	03/31/2021
Contact Information	03/31/2021
Budget - Soft Target	03/31/2021
Claims	
Correspondence	03/31/2021
Subaward Adjustments	
Subaward Adjustment Notices	03/31/2021
Status Reports	
Attachments	03/31/2021
SHSP Project Package - Soft Targets 2021	03/31/2021
Subaward Documents - Final	03/31/2021
Appropriations	
Named Attachments	03/31/2021
Closeout	
Opportunity	-
Application	-
Application Versions	-
Application Annotations	-
Review Forms	-

## Status Report Continued

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

Select “ID” for Status Report that is due

Status Reports							<a href="#">Copy Existing Status Report</a>   <a href="#">Scheduler</a>   <a href="#">Return to Components</a>
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status	
128970 - 01	Semi-Annual	09/01/2021-08/30/2022	07/10/2022		-	Editing	Last Edited By:

Select “Edit”

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

**Grant Tracking**

**Instructions**

*Print to PDF* will convert the Status Report plus any PDF attachments into a single PDF file. *Edit Approval* allows internal approval. *Negotiation* will allow you to unlock one or more sections of the Status Report and route the Status Report back to the grantee for further editing. *Annotations* allow internal staff to add notes that are visible to internal staff only. The grantee cannot see these notes. *Versions* will display all component versions that were created as a result of the negotiation process. *Feedback* allows staff to enter feedback about the Status Report to the grantee. The feedback text will appear at the bottom of the Status Report and will be visible to anyone who has access to the Status Report. *Withdraw* changes the status of the Status Report to Withdrawn and removes the Status Report from further processing.

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

**128970-FY 2021 Combating Domestic Violent Extremism**

**State Homeland Security Program (SHSP)**

Award Year:	2021	Status:	Editing
Subward Number:	128970	Approved By:	
Status Report Number:	01	Approved Date:	

## Status Report Continued

---

Select “Milestone Progress Report”

Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	01/21/2022	
<a href="#">Milestone Progress Report</a>			

# Status Report Continued

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: 128970 - 01**  
**Grant:** 128970-FY 2021 Combating Domestic Violent Extremism  
**Status:** Editing  
**Program Area:** State Homeland Security Program (SHSP)  
**Grantee Organization:** BaseLine Organization  
**Program Officer:** Joni McCarter

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

**Milestone Status Report** [Create New Version](#) | [Versions](#) | [Mark as Complete](#) | [Go to Status Report Forms](#)  
**Is this the final Status Report?\***

**Milestone Progress** [Add](#)

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Equipment specifications determined.			0%	
2. Procurement completed: bidding, vendor selection, and ordering of equipment.			0%	
3. Equipment received, installed, tested and inventoried.			0%	
4. Vendor paid and receipt of proof of payment received.			0%	

**Narrative Project Progress** [Add](#)

Project Name:	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?

Last Edited By: Debbie Musselman, 01/21/2022

## Status Report Continued

---

Is this the final Status Report?


- Select “Yes” if all project milestones have been completed and you are submitting the Final Status Report
- Select “No” if project activities are not complete and you are submitting the required semi-annual Status Report

<b>Instructions</b>
<small>As per HSGP grant guidance, the Status Report is required to demonstrate the progress of your grant for the prior six month period. The OHS staff will report the information provided to the Regional Homeland Security Committee (RHSOC) and Homeland Security Advisory Committee (HSAC).</small>
<b>Milestone Status Report</b>
Is this the final Status Report? * <input type="radio"/> Yes <input type="radio"/> No

## Status Report Continued

---

Complete “Milestone Progress” section of Status Report

- Project Name – Brief project name (i.e., FY 2021 Baseline Organization CDVE Grant)
  - Estimated Completion Date – Estimated completion date for milestone at time of status report
  - % Milestone Completed – Estimated % of milestone completed at time of status report
  - Milestone Progress – Enter pertinent notes on milestone (i.e., Specifications for mobile radio complete)
- 
- A solid blue horizontal bar spanning the width of the slide, located at the bottom of the page.



# Status Report Continued

## Milestone Progress

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Equipment specifications determined.	FY2 Baseline Organization CDVE	01/25/2022	100%	Completed.
2. Procurement completed: bidding, vendor selection, and ordering of equipment.	FY2 Baseline Organization CDVE	02/14/2022	100%	The procurement process is complete.
3. Equipment received, installed, tested and inventoried.	FY2 Baseline Organization CDVE	07/28/2022	0%	Item are on backorder, but anticipated to ship mid-July.
4. Vendor paid and receipt of proof of payment received.	FY2 Baseline Organization CDVE	08/18/2022	0%	Vendor will be paid after items are received, installed and tested.

# Status Report Continued

Select "Save"



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

## Grant Tracking

Status Report: 128970 - 01

Grant: 128970-FY 2021 Combating Domestic Violent Extremism  
Status: Editing  
Program Area: State Homeland Security Program (SHSP)  
Grantee Organization: BaseLine Organization  
Program Officer: Joni McCarter

### Instructions

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

### Milestone Status Report

Is this the final Status Report? ☐ Yes ☒ No

### Milestone Progress

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Equipment specifications determined.	FY2 Baseline Organization CDVE	01/25/2022	100%	Completed.
2. Procurement completed: bidding, vendor selection,				The procurement process is complete.

# Status Report Continued

Complete “Narrative Project Progress”

- Select “Add”

Narrative Project Progress		Add
Project Name:	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?	

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

- Add Project Name
- What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted

Narrative Project Progress	
Project Name:*	FY21 Baseline Organization CDVE
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?	All equipment will be mission capable within the next six months. The vendor will be paid, WebGrants reimbursement submitted and final report will be completed by the end of the grant period. The only negative issue at this time is the equipment is in backorder status.

## Status Report Continued

Select “Save”

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

Status Report: 128970 - 01

Grant: 128970-FY 2021 Combating Domestic Violent Extremism

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Officer: Joni McCarter

Select “Mark as Complete”

Milestone Status Report

Create New Version | Mark as Complete | Go to Status Report Forms

Is this the final Status Report?\* No

Select “Submit” to submit Status Report to the OHS

Components

Preview | Submit

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

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

# Correspondence

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

Select “Correspondence” component in WebGrants

Grant Components		<a href="#">Alerts</a>   <a href="#">Copy</a>   <a href="#">Annotations (0)</a>   <a href="#">Export Grant Data</a>   <a href="#">Map</a>
<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	
<a href="#">General Information</a>	03/31/2021	
<a href="#">Contact Information</a>	03/31/2021	
<a href="#">Budget - Soft Target</a>	03/31/2021	
<a href="#">Claims</a>		
<a href="#">Correspondence</a>	03/31/2021	
<a href="#">Subaward Adjustments</a>		
<a href="#">Subaward Adjustment Notices</a>	03/31/2021	
<a href="#">Status Reports</a>		
<a href="#">Attachments</a>	03/31/2021	
<a href="#">SHSP Project Package - Soft Targets 2021</a>	03/31/2021	
<a href="#">Subaward Documents - Final</a>	03/31/2021	
<a href="#">Appropriations</a>		
<a href="#">Named Attachments</a>	03/31/2021	
<a href="#">Closeout</a>		
<a href="#">Opportunity</a>	-	
<a href="#">Application</a>	-	
<a href="#">Application Versions</a>	-	
<a href="#">Application Annotations</a>	-	
<a href="#">Review Forms</a>	-	

## Correspondence Continued

Select “Add” under Inter-System Grantee Correspondence

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

Correspondence Component works similar to email

- To: Select who you would like to send the message to
  - You may select multiple people by using the Ctrl function on your keyboard
- CC: Additional people can be added to the message
  - Use a “;” between each email address added

To:\*

Joni McCarter
TEST TEST

CC:

Chelsey.call@dps.mo.gov
-------------------------

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

## Correspondence Continued

---

Enter a “Subject” for the message

**Subject:**\*

Enter all necessary information in the “Message” section

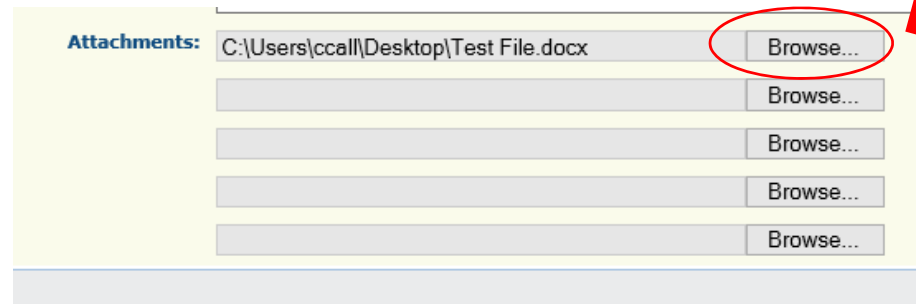
**Message:**

## Correspondence Continued

---


Attach any necessary documents in the Attachments section

- Select “Browse” to locate document on your computer



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

Select “Send” to send the message to the OHS



**Correspondence**

To: Joni McCarter  
TEST TEST

Send



## Correspondence Continued

---

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

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

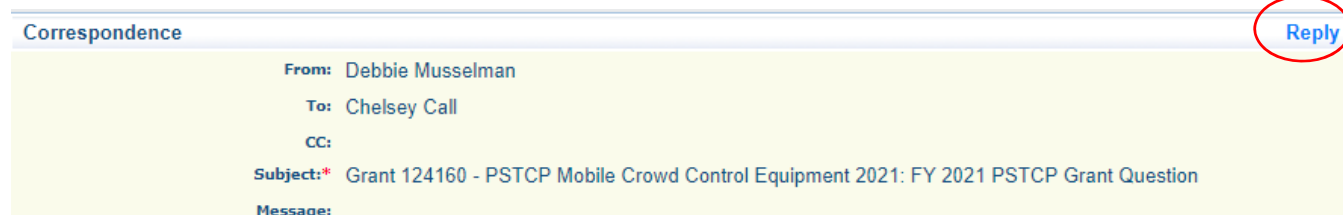
To reply to a message, select the “Subject” section of the message you want to reply to

Inter-System Grantee Correspondence					Add
Subject	From	To	Sent/Received	Attachments	
Grant 128970 - FY 2021 Combating Domestic Violent Extremism: CDVE Procurement Question	Debbie Musselman	Chelsey Call	01/21/2022	Test File.docx	
Last Edited By: Debbie Musselman, 01/21/2022					



## Correspondence Continued

Select “Reply”



Correspondence

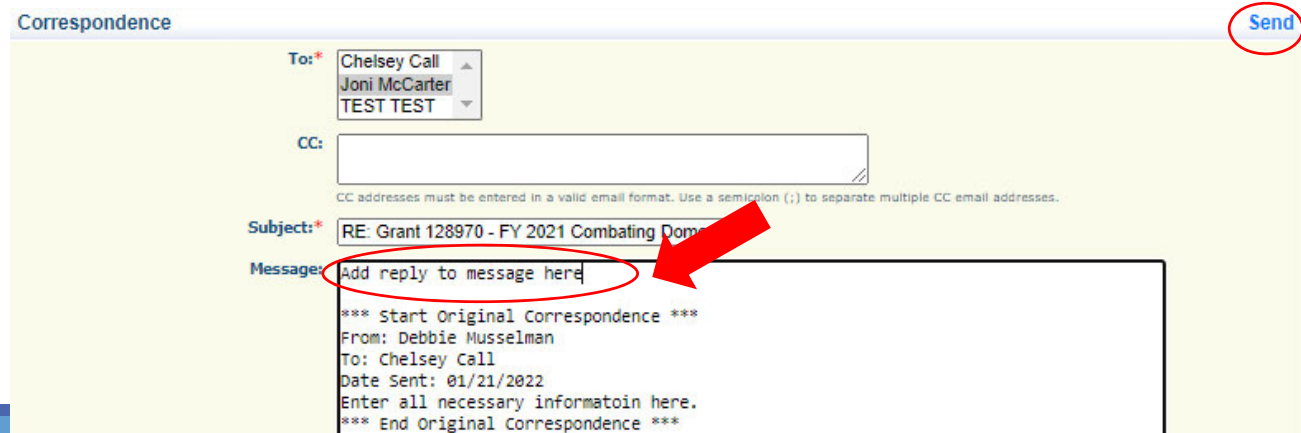
**From:** Debbie Musselman  
**To:** Chelsey Call  
**CC:**  
**Subject:** Grant 124160 - PSTCP Mobile Crowd Control Equipment 2021: FY 2021 PSTCP Grant Question  
**Message:**

Reply

Select who you want the reply to be sent to

Add “Message” above the start of the original correspondence

Select “Send”



Correspondence

**To:** Chelsey Call  
Joni McCarter  
TEST TEST

**CC:**

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

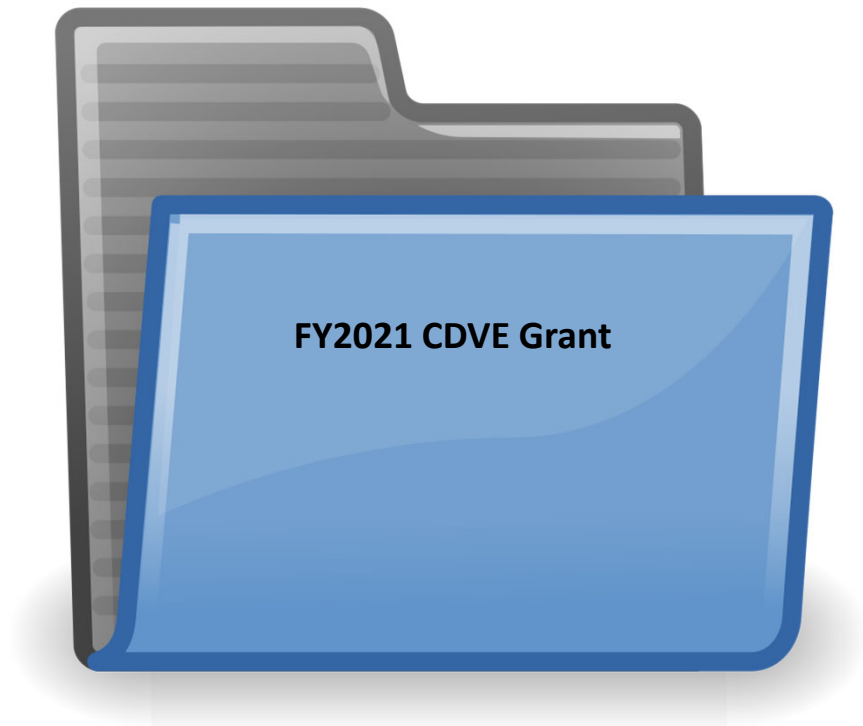
**Subject:** RE: Grant 128970 - FY 2021 Combating Dom

**Message:** Add reply to message here

\*\*\* Start Original Correspondence \*\*\*  
From: Debbie Musselman  
To: Chelsey Call  
Date Sent: 01/21/2022  
Enter all necessary informatoin here.  
\*\*\* End Original Correspondence \*\*\*

Send

# Grant File and Record Retention

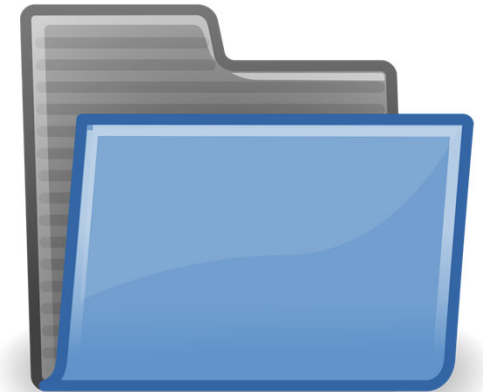


# Grant File and Record Retention

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Subrecipient should maintain grant file with grant documentation including but not limited to:

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



## Grant File and Record Retention Continued

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All grant records must be retained by the subrecipient for whichever is later:

- Five 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
- Five years following the closure of the ***subrecipient's audit report*** covering the entire award period



Grant Closeout



**FINISHED**

# Grant Closeout

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Grant Period of Performance ends 08/31/2022

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

Final Claim – Select “Yes” in “General Information” on the question “Is this your Final Report”

## Final Status Report

- Select “Yes” on Status Report question “Is this the Final Status Report”
- In the “Narrative Project Progress” section indicate that the project is complete and this submission is the Final Status Report.
- Include amount of de-obligated funds, if applicable, in the Narrative Project Progress section

# Monitoring





# Monitoring

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[Information Bulletin 1: Policy on Monitoring](#) discusses monitoring

The OHS acts as a pass-through entity and is subject to the requirements of pass-through entities guided by 2 CFR 200

2 CFR 200.331 (d) states, “All pass-through entities must monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved”

## Types of Monitoring

- Desk – Review that is completed by the OHS at the OHS’ office
- On-Site – Review that is conducted by the OHS at the subrecipient’s agency



# Monitoring Continued

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## Scheduling

- Agreed upon date between OHS and subrecipient
- Given at least 30 days notice

## Topics Covered

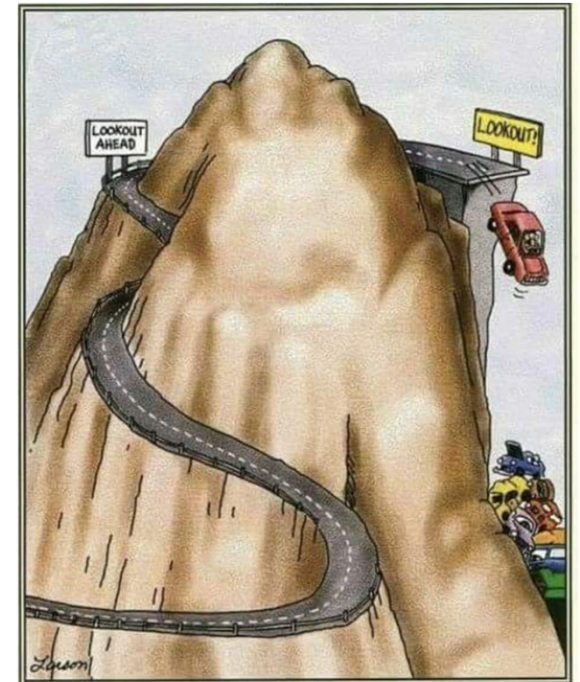
- See [Information Bulletin 1: Policy on Monitoring](#)
- Corrective Actions
- If observations are made, at least 30 days will be allowed to complete and submit necessary corrective actions



## Monitoring Continued

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- Monitoring is NOT an audit
- OHS is NOT out to catch you doing something wrong – we are there to HELP correct areas of noncompliance to prevent audit findings
- Chance to provide technical assistance and answer questions



Due Dates



## Important Dates

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Grant Period of Performance Begin – September 1, 2021

Compliance Workshop Acknowledgement Due – February 15, 2022

Status Report Due – July 10, 2022

Grant Period of Performance End – August 31, 2022

Final Claim and Final Status Report – October 15, 2022

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# Questions?

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## OHS Contacts

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**Chelsey Call**

Grants Supervisor

573-526-9203

[Chelsey.Call@dps.mo.gov](mailto:Chelsey.Call@dps.mo.gov)

**Joni McCarter**

Program Manager

573-526-9020

[Joni.McCarter@dps.mo.gov](mailto:Joni.McCarter@dps.mo.gov)

**Maggie Glick**

Administrative Office Support Assistant

573-522-6125

[Maggie.Glick@dps.mo.gov](mailto:Maggie.Glick@dps.mo.gov)

**Debbie Musselman**

Grants Specialist

573-751-5997

[Debbie.Musselman@dps.mo.gov](mailto:Debbie.Musselman@dps.mo.gov)