



FY 2021 State Homeland Security Program Law Enforcement Terrorism Prevention Activities (LETPA)

Compliance Workshop

Agenda

- ▶ Welcome & Roll Call
- ▶ Grant Requirements
- ▶ Environmental Historical Preservation (EHP)
- ▶ Inventory
- ▶ WebGrants
- ▶ Monitoring



Grant Requirements

Federal Grant Requirements

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

Missouri Office of Homeland Security, Division of Grants (OHS) Administrative Guide and Information Bulletins (IB)

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

Missouri Office of Homeland Security, Division of Grants (OHS) Administrative Guide and Information Bulletins (IB)

- Information Bulletins Continued:
 - [Policy on Claim Request Requirements Including OHS Reimbursement Checklist](#)
 - [Policy on Utilization of the Training Request Form for Approved and Non-Approved Training](#)
 - [Policy on Budget Modifications, Scope of Work Changes, and Spending Plans](#)
 - [Policy for Requirements of Subrecipient Pass-through Entities](#)

Emergency Operations Plan

- ▶ All subrecipients that maintain an Emergency Operations Plan (EOP)
 - ▶ Must update EOP once every two years
 - ▶ Conform to guidelines outlined in CPG 101 v.2.0, developing and maintaining EOP
 - ▶ Subrecipients that are pass-through entities are required to monitor their subrecipients to verify EOP's are up to date
 - ▶ Maintain documentation showing this was verified (email, memo or copy of EOP)
- ▶ If an EOP is not currently in place, you do not have to create one, but if there is an EOP in place, it must be updated



Nationwide Cybersecurity Review (NCSR)

- ▶ All recipients of FY 2021 SHSP LETPA funds are required to complete the NCSR
 - Due December 31, 2021
 - Failure to complete the review will result in loss of funding



National Incident Management System (NIMS)

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



Procurement Requirements

- ▶ With any expenditure, the subrecipient must ensure that:
 - The expenditure is an approved budget line item
 - Reimbursements will **NOT** be made for items that are not an approved budget line item at the time of purchase
 - Prior approval has been obtained, if necessary
 - Sufficient funds are in the approved budget line
 - Subrecipients must have their own written procedures for determining costs are allowable, reasonable, allocable and necessary in accordance with Subpart E - Cost Principles and the terms and conditions of the Federal award (2 CFR Part 200.302 (7)). Agencies that do not have their own written policy, may adopt the OHS' Appendix B found in the Administrative Guide for Homeland Security Grants
- ▶ If a subrecipient is uncertain as to whether a cost meets these requirements, please contact the OHS for clarification

Procurement Policy Requirements Continued

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

Procurement Requirements Continued

State of Missouri Procurement Guidelines

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

Single Feasible Source

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



Single Feasible Source Continued

- ▶ Use of single feasible source procurement is discouraged. A single feasible source procurement exists when:
 - Non-Federal Funds
 - Supplies are proprietary and only available from the manufacturer or a single distributor; or
 - Based on past procurement experience, it is determined that only one (1) distributor services the region in which the supplies are needed; or
 - Supplies are available at a discount from a single distributor for a limited period of time
 - Federal Funds and Other Non-Federal Funds Used for Federal Match
 - The item is available only from a single source; or
 - The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or
 - The Office of Homeland Security expressly authorizes noncompetitive proposals in response to a written request from the local agency; or
 - After solicitation of a number of sources, competition is determined inadequate

Who Are You Doing Business With?

- Subrecipients are required to verify that vendors used for grant purchases are not on either the Federal Excluded Parties List System (EPLS) or State Suspended/Debarred Vendors List
 - [Federal System for Award Management](#)
 - [State of Missouri Office of Administration](#)

Maintain a copy of a screenshot in the grant file to verify this was completed



Prior Approval

- ▶ Some items require prior approval from the OHS, including, but not limited to:
 - Contracts
 - Generators
 - Single Feasible Source over \$10,000
 - Projects requiring an Environmental Planning and Historic Preservation (EHP)
 - Items that require a federal waiver can be located in the IB's, examples of some of these items:
 - Boats
 - Unmanned Aerial Vehicles (Drones)
 - Explosives

Audit Requirements

- ▶ State and local units of government, institutions of higher education, and other nonprofit institutions, must comply with the organizational audit requirements of
2 CFR Part 200 Subpart F, Audit Requirements
 - Subrecipients who expend \$750,000 or more of federal funds during their fiscal year are required to submit a single organization wide financial and compliance audit report (single audit) to the Federal Audit Clearinghouse within 9 months after the close of each fiscal year during the term of the award <https://harvester.census.gov/facweb/>
 - Expended funds include all Federal funds, not just SHSP funds

Environmental Historical Preservation (EHP)

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



Environmental Historical Preservation (EHP) Continued

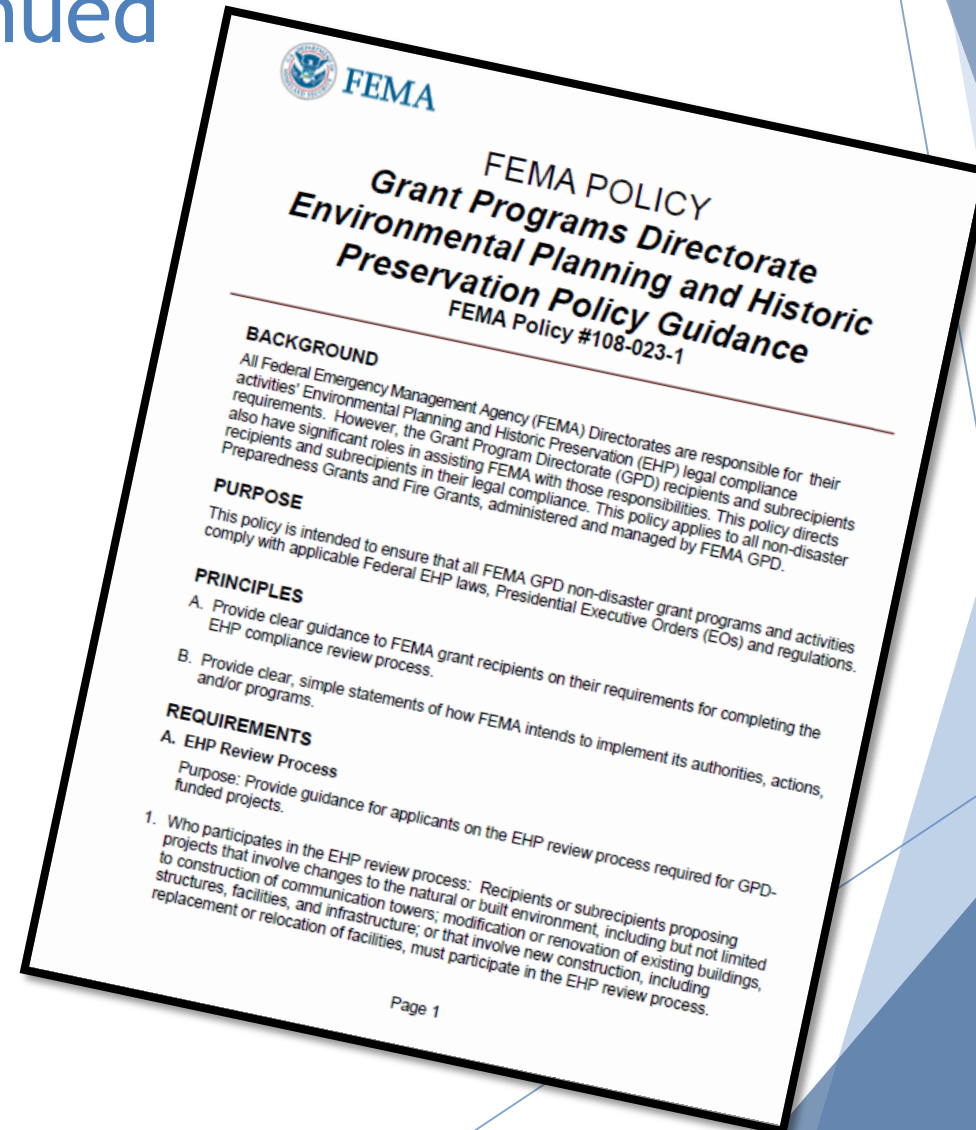
- ▶ The EHP review must be completed before initiating ANY work even if a previous award/year/program/project has an approved EHP review

NO RETROACTIVE APPROVALS



Environmental Historical Preservation (EHP) Continued

FEMA POLICY: Grant Programs Directorate Environmental Planning and Historic Preservation Policy Guidance



Environmental Historical Preservation (EHP) Continued

- ▶ 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 Historical Preservation (EHP) Continued

- ▶ 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 Historical Preservation (EHP) Continued

The EHP form can be 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

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

Environmental Historical Preservation (EHP) Continued

- ▶ 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 Historical Preservation (EHP) Continued

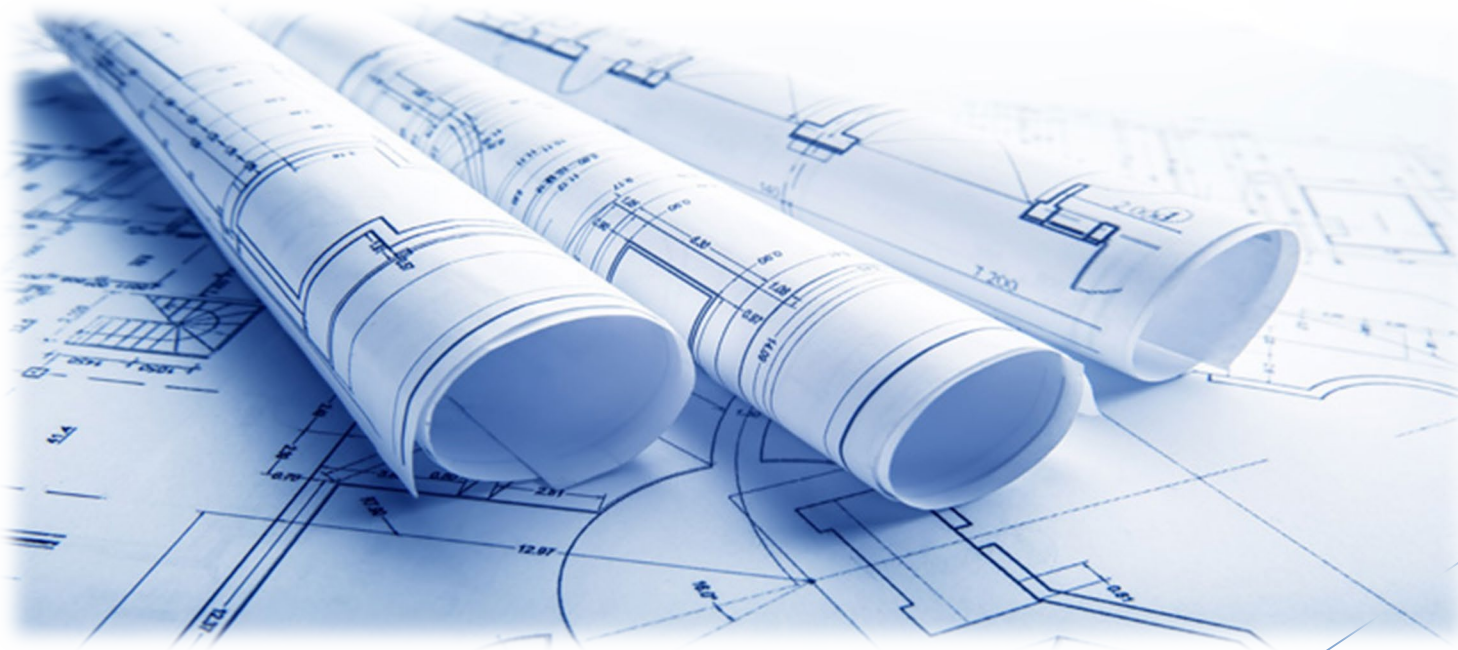
Required: site photographs, maps and drawings.

- ▶ 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 Historical Preservation (EHP) Continued

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 Historical 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 Historical 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 Historical 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.

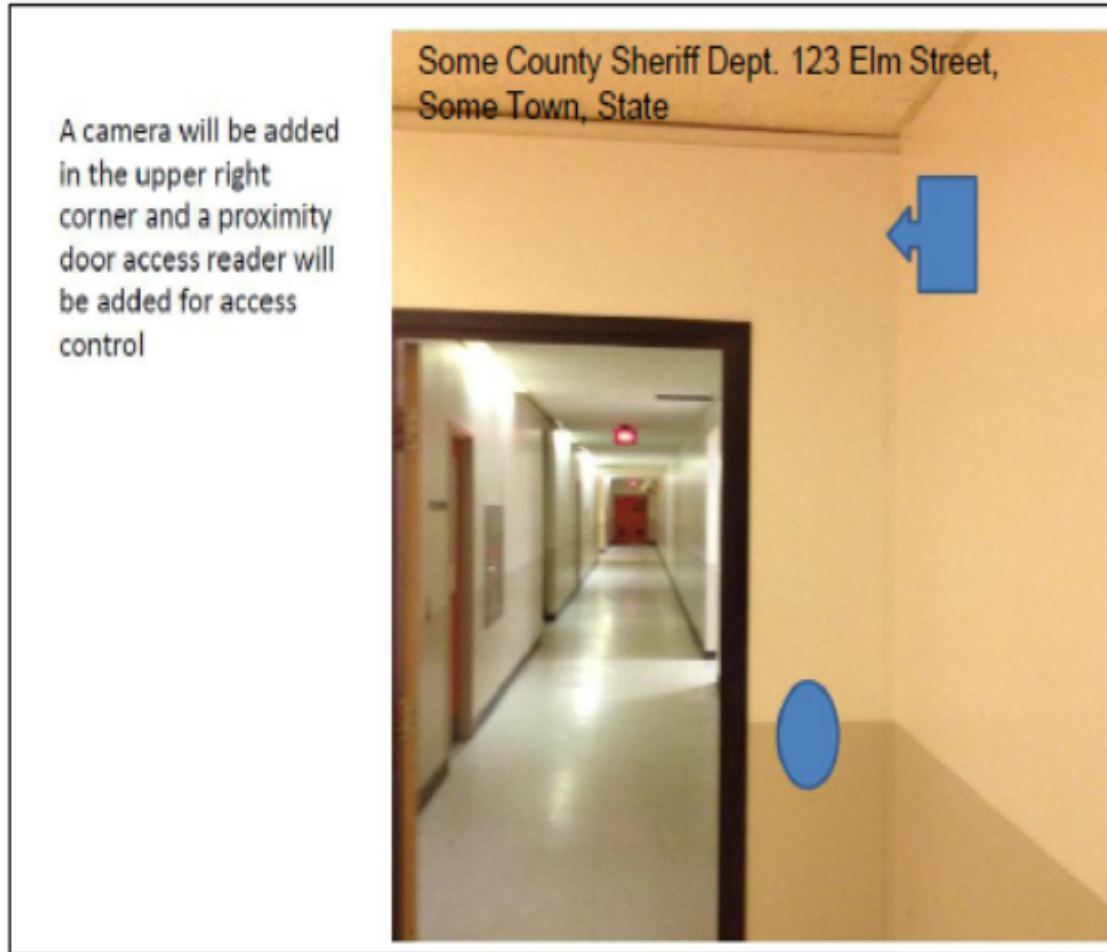
This photograph has the name and address of the project site, and uses graphics to illustrate where equipment will be installed.



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

Environmental Historical Preservation (EHP) Continued

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.



Environmental Historical Preservation (EHP) Continued

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
- ▶ Questions: [Debbie Musselman 573-751-5997](tel:573-751-5997)



Inventory

Inventory

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

Inventory Continued

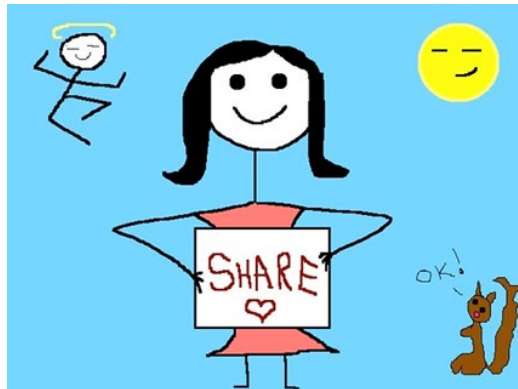
- ▶ All equipment purchased with State Homeland Security Program funds MUST be tagged*
- ▶ All tags must state:

Purchased with U.S. Department of
Homeland Security Funds

*Tags are available upon request. Contact Maggie Glick at Maggie.Glick@dps.mo.gov

Inventory Continued

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



Inventory Continued

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

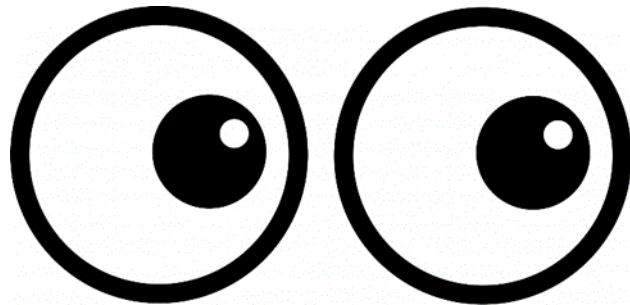
- ▶ Activities from the Federal awarding agency, which funded the original project
- ▶ Activities under Federal awards from other Federal awarding agencies

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

Inventory Continued

Subrecipients MUST:

- Have an inventory management system and maintain effective control
- Have a control system in place to prevent loss, damage and theft
- Investigate all incidents
- Have adequate maintenance procedures to keep property in good condition



Inventory Continued

- Equipment must be protected against loss, damage and theft
 - Per 2 CFR 200.310: The non-Federal entity must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity
- Investigate all incidents of loss, damage, theft, and report to the OHS within 30 days of the incident
- Equipment must be maintained to keep it in mission capable (operational) condition

Inventory Continued

▶ Equipment property records **MUST** be one item per line and include the following:

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

Correct Inventory Form

[illegible]

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

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

Next inventory due to OHS October 31, 2022



Inventory Continued

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

Inventory Continued

- ▶ Subrecipients must request approval from the OHS prior to disposing of equipment. Procedures in the OHS Administrative Guide for Homeland Security Grants must be followed to request equipment disposition approval. Email the Equipment Disposition Forms to Maggie Glick at Maggie.Glick@dps.mo.gov
- ▶ A copy of the approved Equipment Disposition Form must be maintained in the subrecipient grant file
- ▶ Equipment Disposition Form found on the OHS website [https://dps.mo.gov/dir/programs/ohs/documents/Equipment-Disposition-
Reques-%20Form-Other_11-2-20.pdf](https://dps.mo.gov/dir/programs/ohs/documents/Equipment-Disposition-Reques-%20Form-Other_11-2-20.pdf)

Inventory Continued

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



Inventory Continued

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

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

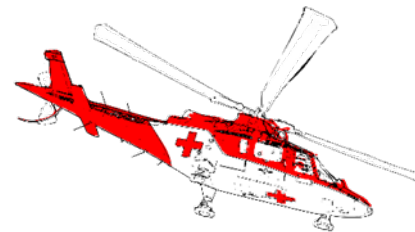
Inventory Continued

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



Inventory Continued

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



Inventory Continued

- ▶ Tier I represents resources that are included in the national resource typing definitions, the resource must:
 - Already exist as a defined, deployable interstate response resource
 - Be exchanged and deployed with usage governed through interstate mutual aid agreements
 - Be of sufficient capability to warrant being allocated and/or physically deployed nationally
 - Have performance capability levels that can be defined as to category, kind and type

Inventory Continued

- ▶ Be identified, inventoried, and tracked to determine availability status for response operations by the jurisdiction having authority
- ▶ Allow for command and control utilization under NIMS ICS
- ▶ Be sufficiently interoperable or compatible to allow for deployment through a defined system for resource ordering as authorized under interstate mutual aid and assistance agreements



WebGrants



KidsToday.in

WebGrants

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



The image shows a login form titled "Log In" in a blue italicized font. Below the title, there are two input fields. The first is labeled "User ID:" with a red asterisk, and the second is labeled "Password:" with a red asterisk. Both labels are in blue. Below the password field is a grey "Log In" button. At the bottom of the form, there are two blue links: "Forgot User Id?" and "Reset Password". The entire form is enclosed in a double-line border.

Log In

User ID: *

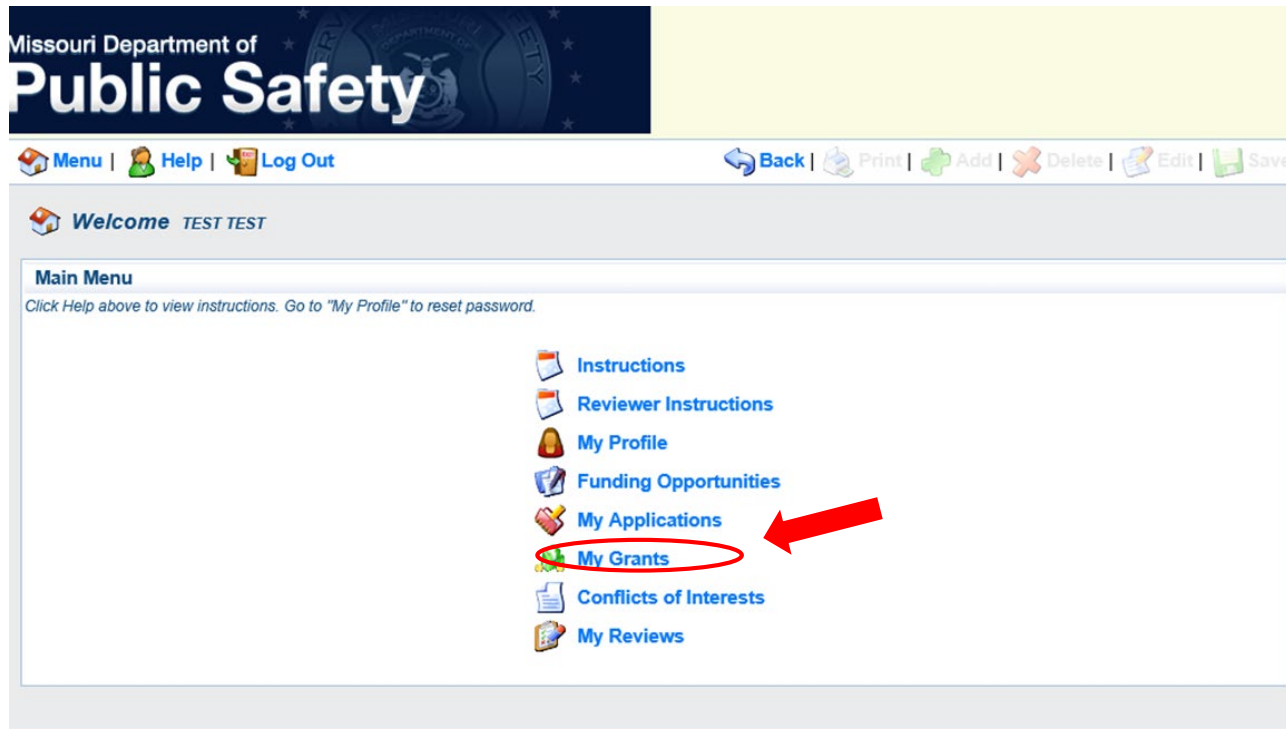
Password: *

[Forgot User Id?](#)

[Reset Password](#)

WebGrants Continued

- ▶ Select “My Grants”



WebGrants Continued

Select project titled “FY 2021 SHSP Law Enforcement Terrorism Prevention Activities”

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

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

 **Grant Tracking**

Current Grants

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

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

ID	Status	Year	Project Title	Program Area	Grant Administrator	Budget Total
128942	Underway	2021	Interoperable Communications Sustainment 2021	State Homeland Security Program (SHSP)	Joni McCarter	\$24,000.00

WebGrants Continued

Grant Components

Grant Components		Alerts Copy Annotations (0) Export Grant Data Map
<i>The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.</i>		
Component	Last Edited	
General Information	03/31/2021	
Contact Information	03/31/2021	
Budget	03/31/2021	
Claims		
Correspondence	03/31/2021	
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments	03/31/2021	
SHSP Project Package	03/31/2021	
Subaward Documents - Final	03/31/2021	
Appropriations		
Named Attachments	03/31/2021	
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

WebGrants Subaward Agreement

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

- Maintain the Subaward Agreement in your grant file

Grant Components		Alerts Copy Annotations (0) Export Grant Data Map
<i>The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.</i>		
Component	Last Edited	
General Information	03/31/2021	
Contact Information	03/31/2021	
Budget	03/31/2021	
Claims		
Correspondence	03/31/2021	
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments	03/31/2021	
SHSP Project Package	03/31/2021	
Subaward Documents - Final	03/31/2021	
Appropriations		
Named Attachments	03/31/2021	
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

WebGrants Budget

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

WebGrants Budget Continued

Equipment

[Add](#)

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

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

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

Line Item Code:	Line Item Name:	AEL #:	Qty:	Unit Cost:	Total Cost:	Sustainment:	Discipline:	Function:	Allowable Activity:
10001	Mobile Radios	06CP-01-MOBL	2.0	\$5,000.00	\$10,000.00	No	Law Enforcement	Equipment	Interoperable Communications Equipment
10002	In-Car Repeaters	06CP-01-REPT	2.0	\$2,500.00	\$5,000.00	No	Law Enforcement	Equipment	Interoperable Communications Equipment
10003	Portable Radios	06CP-01-PORT	2.0	\$4,500.00	\$9,000.00	No	Law Enforcement	Equipment	Interoperable Communications Equipment
					\$24,000.00				

Narrative Justification - Equipment

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

Provide separate justifications for each line item being requested. Address why the requested item is necessary for the success of the proposed project. Indicate who will use the item, how the item will be used and where the item will be housed. Also provide a cost basis for the amount requested. For example: (3 mobile radios @ \$5,500.00 each)

Mobile Radios - 2 x \$5,000 = \$10,000

In-Car Repeaters - 2 x \$2,500 = \$5,000

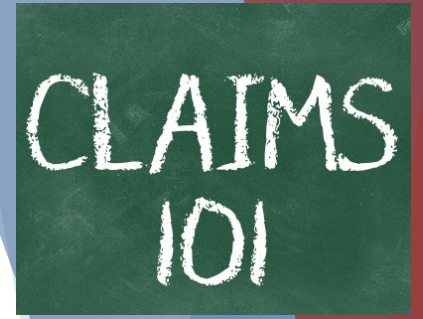
Portable Radios - 2 x \$4,500 = \$9,000

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, 2023)
- Project Period: September 1, 2021 to August 31, 2023
- Funds are considered “obligated” when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period
- Funds are considered “expended” when payment is made

Reimbursement Requests (Claims)



- ▶ [Information Bulletin 5: Policy on Reimbursement Requests](#) discusses requirements for reimbursement requests
- ▶ Must incur an allowable expense, make payment, and seek reimbursement 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

Claims Continued

- ▶ Personnel/Benefits Supporting Documentation
 - ▶ Claim in WebGrants
 - ▶ Wage and benefit costs
 - ▶ Proof of payment (payroll journal, check stub)
 - ▶ Timesheet(s)
 - ▶ Signed personnel certification(s)

Claims 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>

Claims Continued

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

Claims Continued

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

Claims Continued

- ▶ Contractual Supporting Documentation
 - ▶ Claim in WebGrants
 - ▶ Vendor Invoice
 - ▶ Proof of payment (copy of cancelled check, credit card statement, bank statement)
 - ▶ Proof of delivery (signed statement in writing indicating goods/services received)
 - ▶ Copy of signed contract must be submitted with first claim
 - ▶ Other documentation required by contract (milestone reports, time and effort)

Claims Continued

▶ Advance Payment

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

Claims Continued

- ▶ Advance Payment Supporting Documentation
 - ▶ Claim in WebGrants
 - ▶ Vendor Invoice
 - ▶ Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)
 - ▶ Completed Equipment Detail Form in WebGrants, if applicable
- ▶ Required to submit proof of payment (i.e., copy of cancelled check, credit card statement, or bank statement) to the OHS within 30 days from receipt of payment
- ▶ To request, will type “Advance Payment” in the Check/EFT Number and Check/EFT Date fields in the WebGrants claim

Claims Continued

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

Grant Components		Alerts Copy Annotations (0) Export Grant Data Map
<i>The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.</i>		
Component	Last Edited	
General Information	03/31/2021	
Contact Information	03/31/2021	
Budget - Soft Targets	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	-	

Claims Continued

- Select “Add”

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

 **Grant Tracking**

Grant: 128942 - Interoperable Communications Sustainment 2021 - 2021
Status: Underway
Program Area: State Homeland Security Program (SHSP)
Grantee Organization: [BaseLine Organization](#)
Program Officer: Joni McCarter
Budget Total: \$24,000.00

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:

Claims Continued

- ▶ Complete Claim General Information
 - Claim Type - Select “Monthly/Quarterly/Other” in the drop-down
 - Reporting Period - Enter the date range for the expenses being requested
 - Invoice Number - Only complete if you are a state agency
 - Is this your Final Report
 - ▶ Select “Yes” if this is your last claim
 - ▶ Select “No” if this is not your last claim
- ▶ Select “Save”

Claims Continued

 Menu |  Help |  Log Out

 Back |  Print |  Add |  Delete |  Edit |  Save

 **Grant Tracking**





Claim General Information

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

Claim Type:* Other ▼

Claim Status:* Editing ▼

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

Claims Continued

- Select claim “ID” on the claim you just created

Claims				Copy Existing Claim	Scheduler	Annotations(0)	Return to Components	
ID	Type	Status	Date Submitted	Date Paid	Date From-To		Claim Amount	
128942 - 001	Other	Editing			01/01/2022 - 01/30/2022		\$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](#)

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

Award Year:	2021	Status:	Editing
Subaward Number:	125144	Approved By:	
Reporting Period:	01/01/2021 - 03/01/2021	Approved Date:	
Claim Number:	125144 - 001	Paid Date:	
Submitted By:		Vendor Number:	446000582
Submitted Date:		Invoice Number:	LEAVE BLANK
Is This Your Final Report:	No	Check Number:	

Claims Continued

- ▶ Complete all Claim Components by selecting the component
 - ▶ Expenditures
 - ▶ Reimbursement
 - ▶ Equipment Inventory
 - ▶ Other Attachments
- ▶ All components must be marked “Complete” in order to submit the claim

The screenshot displays the 'Grant Tracking' web application. At the top, there is a navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this, the 'Grant Tracking' header is visible. The main content area shows details for 'Claim: 128942 - 001'. The details include: Grant: 128942-Interoperable Communications Sustainment 2021, Status: Editing, Program Area: State Homeland Security Program (SHSP), Grantee Organization: BaseLine Organization, and Program Manager: Joni McCarter. Below the details, there is a 'Components' section with a table. The table has columns for Name, Complete?, and Last Edited. The 'Complete?' column has a checkmark in the first row. Two red arrows point to the 'Expenditures' and 'Reimbursement' rows in the 'Name' column.

Name	Complete?	Last Edited
General Information	✓	11/12/2021
Expenditures		
Reimbursement		
Equipment Inventory		
Other Attachments		

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


Last Edited By:



Claims Continued

 Menu |  Help |  Log Out

 Back |  Print |  Add |  Delete |  Edit |  Save

 **Grant Tracking**

Claim: 128942 - 001

[Grant Components](#)

Grant: [128942-Interoperable Communications Sustainment 2021](#)

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: [BaseLine Organization](#)

Program Manager: Joni McCarter

Expenditures

Line Number*	10001 - Equipment - Mobile Radios ▼
Payee*	Vendor Name
Description*	Description of Item Purchased
Quantity*	2
Unit Cost*	5000
Federal Amount Requested*	10000
Invoice #*	12345
Invoice Date*	01/15/2022
Check/EFT Number*	56789
Check/EFT Date*	1/25/2022

[Return to Top](#)





Claims Continued

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

Claims Continued

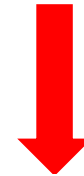
- ▶ Select “Add” to add additional expenditures to the claim
- ▶ Select “Mark as Complete” after all expenditures have been added



Expenditures						Create New Version Mark as Complete Go to Claim Forms Add				
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
10001	Vendor Name	Description of Item Purchased	2.0	\$5,000.00	\$10,000.00	\$10,000.00	12345	01/15/2022	56789	1/25/2022
						\$10,000.00				

Claims Continued

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



Reimbursement

Budget Category	Details	Subaward Budget	Expenses This Period	Prior Expenses	Total	Available Balance
Equipment						
In-Car Repeaters	10002 (Line Item Code:)	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Mobile Radios	10001 (Line Item Code:)	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00
Portable Radios	10003 (Line Item Code:)	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00
Sub Total:		\$24,000.00	\$10,000.00	\$0.00	\$10,000.00	\$14,000.00
Total Budget						
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:		\$24,000.00	\$10,000.00	\$0.00	\$10,000.00	\$14,000.00

Claims Continued

- ▶ Select “Equipment Inventory” Claim Component
- ▶ Select “Add” for each equipment item
- ▶ Each item needs to be entered on its own line
 - ▶ If you purchased two mobile radios, there should be one line for each radio
- ▶ Complete all fields in the Equipment Detail Form
- ▶ If no equipment is being requested for reimbursement, select “Mark as Complete”

The screenshot displays the 'Grant Tracking' web application. At the top, there is a navigation bar with links for 'Menu', 'Help', and 'Log Out'. To the right of these links are action buttons: 'Back', 'Print', 'Add' (highlighted with a red arrow), 'Delete', 'Edit', and 'Save'. Below the navigation bar, the main content area is titled 'Grant Tracking' and shows details for 'Claim: 128942 - 001'. The details include: Grant: 128942-Interoperable Communications Sustainment 2021, Status: Editing, Program Area: State Homeland Security Program (SHSP), Grantee Organization: BaseLine Organization, and Program Manager: Joni McCarter. A red arrow points to the 'Add' button in the top navigation bar. Another red arrow points to the 'Grant Components' link in the top right corner. Below the details section, there is a table titled 'Equipment Detail' with columns for various fields: Requesting Organization, Region, County, Year, Budget Line #, Manufacturer, Model, Description, Identification #, Source of Funding, Title, Date of Delivery, Quantity, Individual Item Costs, % of Federal Participation in the cost, Current Physical Location, Equipment Contact Person (ECP), ECP Phone #, ECP Email Address, and Readiness Condition. At the bottom right of the table, there are links for 'Create New Version', 'Mark as Complete', and 'Go to Claim Forms'.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Claim: 128942 - 001

Grant: 128942-Interoperable Communications Sustainment 2021

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

[Grant Components](#)

Equipment Detail

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

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

Claims Continued

- ▶ If equipment is requested, complete all fields in the Equipment Detail Form
- ▶ Requesting Organization - Subrecipient's Organization
- ▶ Region - Subrecipient's Region
- ▶ County - Subrecipient's County
- ▶ Year - Grant year the equipment was purchased (2021)
- ▶ Budget Line # - Budget line number associated with the equipment
- ▶ Manufacturer - Manufacturer of the equipment
- ▶ Model - Model number of the equipment
- ▶ Description - Description of the equipment (i.e., mobile radio, MDT)
- ▶ Identification # - Unique identification numbers such as serial number. N/A should be annotated if there is not a serial number
- ▶ Source of Funding - Federal Funding utilized (SHSP LETPA)
- ▶ Title Holder - Subrecipient Organization who owns the equipment

Claims Continued

- ▶ Date of Delivery - Date equipment was delivered
- ▶ Quantity - Number of equipment items purchased (should only be one per line)
- ▶ Individual Item Costs - Cost of individual equipment item
- ▶ % of Federal Participation in the Cost - Percentage of cost of the equipment that is being requested
- ▶ Current Physical Location - Address where the equipment is located (P.O. Box is not a physical location for the inventory)
- ▶ Equipment Contact Person (ECP) - Name of person to contact regarding equipment
- ▶ ECP Phone # - Phone number for equipment contact person
- ▶ ECP Email Address - Email address for equipment contact person
- ▶ Use - Local, regional, statewide, or national. Progressive scale. If national use is entered, it is assumed it is available at all other levels
- ▶ Readiness Condition
 - ▶ Mission capable - material condition of equipment indicating it can perform at least one and potentially all of its designated missions
 - ▶ Not mission capable - material condition indicating that equipment is not capable of performing any of its designated mission

Claims Continued

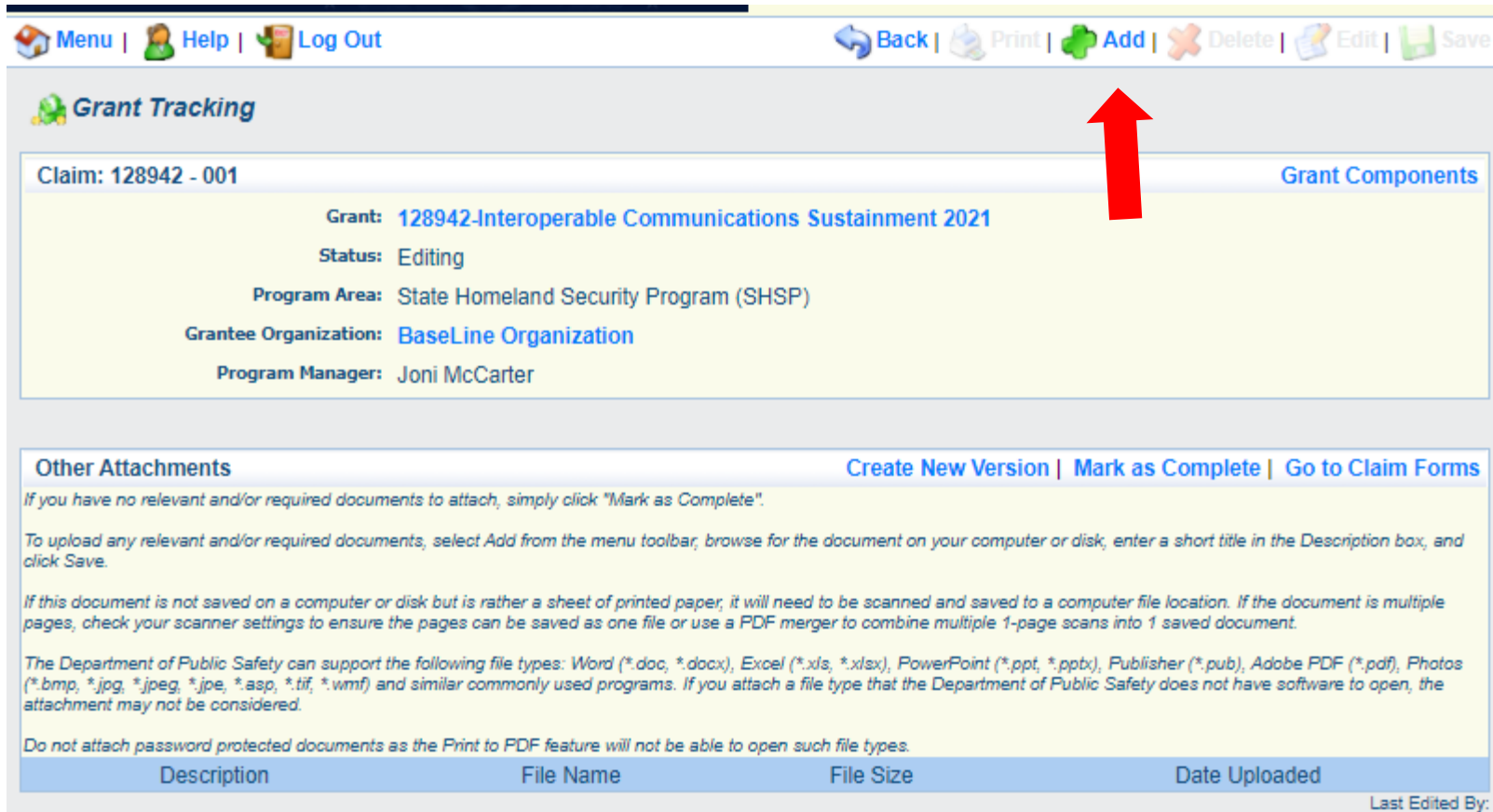
- Verify Equipment Detail is correct and select “Mark as Complete”

Equipment Detail														Create New Version			Mark as Complete		Go to Claim Forms	
Requesting Organization:	Region:	County:	Year:	Budget Line #	Manufacturer:	Model:	Description:	Identification # (s):	Source of Funding:	Title Holder:	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost:	Current Physical Location	Equipment Contact Person (ECP)	ECP Phone #	ECP Email Address	Use:	Readiness Condition:
Baseline Organization	F	Cole	2021	10001	ABC Company	AX-111	Mobile Radio	12345	SHSP-LETPA	Baseline Organization	01/14/2022	1	\$5,000.00	100.0%	1101 Riverside Dr. Jefferson City, MO 65101	Debbie Musselman	573-751-5997	debbie.musselman@dps.mo.gov	Statewide	Mission capable

Last Edited By: Debbie Musselman, 11/12/2021

Claims Continued

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



The screenshot displays the 'Grant Tracking' web application. At the top, there is a navigation bar with links for Menu, Help, and Log Out, and a toolbar with icons for Back, Print, Add, Delete, Edit, and Save. The 'Add' button is highlighted with a red arrow. Below the navigation bar, the 'Grant Tracking' header is visible. The main content area shows details for a specific claim: Claim: 128942 - 001, Grant: 128942-Interoperable Communications Sustainment 2021, Status: Editing, Program Area: State Homeland Security Program (SHSP), Grantee Organization: BaseLine Organization, and Program Manager: Joni McCarter. Below this, the 'Other Attachments' section is displayed, featuring a 'Create New Version | Mark as Complete | Go to Claim Forms' link. The section includes instructions on how to upload documents and a list of supported file types. At the bottom, there is a table with columns for Description, File Name, File Size, and Date Uploaded, and a 'Last Edited By:' field.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Claim: 128942 - 001

Grant: 128942-Interoperable Communications Sustainment 2021

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

Other Attachments

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

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

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

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

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

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

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

Last Edited By:

Claims Continued

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

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

Claim

Attach File

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

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

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

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

Description: Claim #1 Supporting Documentation

Claims Continued

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



The screenshot shows the 'Grant Tracking' web application. At the top, there is a navigation bar with links for Menu, Help, and Log Out, and a toolbar with icons for Back, Print, Add, Delete, Edit, and Save. The main content area displays the details for 'Claim: 128942 - 001'. The details include: Grant: 128942-Interoperable Communications Sustainment 2021, Status: Editing, Program Area: State Homeland Security Program (SHSP), Grantee Organization: BaseLine Organization, and Program Manager: Joni McCarter. Below the details, there is a section titled 'Other Attachments' with a toolbar containing 'Create New Version', 'Mark as Complete', and 'Go to Claim Forms'. A red arrow points to the 'Mark as Complete' button. Below the toolbar, there is instructional text about attaching documents and a table of attachments.

Grant Tracking

Claim: 128942 - 001 Grant Components

Grant: 128942-Interoperable Communications Sustainment 2021

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

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

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

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

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

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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	11/12/2021

Claims Continued

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



Components			Preview Submit
Complete each component of the Claim and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	04/19/2021	
Expenditures	✓	04/19/2021	
Reimbursement	✓	04/19/2021	
Equipment Inventory	✓	04/19/2021	
Other Attachments	✓	04/19/2021	

Claims Continued

- ▶ Expenditure form
 - ▶ Incorrect Claim

Expenditures										
Create New Version Go to Claim Forms Add										
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
1001	RPC/COG	M&A Personnel May - June (all staff)	1.0	\$5,000.00	\$5,000.00	\$5,000.00	1	07/01/2018	Multiple	Multiple
						\$5,000.00				

- ▶ Correct Claim

Expenditures										
Create New Version Go to Claim Forms Add										
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
1001	RPC/COG	Jane Smith May	1.0	\$1,500.00	\$1,500.00	\$1,500.00	1	07/01/2018	123	05/30/2018
1001	RPC/COG	Jane Smith June	1.0	\$1,500.00	\$1,500.00	\$1,500.00	3	06/30/2018	125	06/30/2018
1001	RPC/COG	Jack Jones May	1.0	\$1,000.00	\$1,000.00	\$1,000.00	6	05/30/2018	124	05/30/2018
1001	RPC/COG	Jack Jones June	1.0	\$1,000.00	\$1,000.00	\$1,000.00	7	06/30/2018	126	06/30/2018
						\$5,000.00				

Claims Continued

- ▶ Expenditure Form
 - ▶ Incorrect Claim

Expenditures										
Create New Version Mark as Complete Go to Claim Forms Add										
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
10001	ACME Inc.	SCBA Tanks	10.0	\$1,000.00	\$10,000.00	\$10,000.00	123/456	06/01/2018 and 07/03/2018	130	07/05/2018
						\$10,000.00				

- ▶ Correct Claim

Expenditures										
Create New Version Go to Claim Forms Add										
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
10001	Acme Inc	SCBA Tanks	6.0	\$1,000.00	\$6,000.00	\$6,000.00	456	7/3/18	130	7/5/18
10001	Acme Inc.	SCBA Tanks	4.0	\$1,000.00	\$4,000.00	\$4,000.00	123	6/1/2018	130	07/05/2018
						\$10,000.00				

Common Claim Mistakes

- ▶ Entering more than one invoice per expenditure line
 - Each invoice should be entered as its own expenditure line
- ▶ Submitting a claim with insufficient funds on budget lines
 - The budget and available funds should be reviewed at the time of procurement to ensure there are available funds and there are no other necessary changes requiring completion of a subaward adjustment (i.e., quantity change)
- ▶ More than one piece of equipment listed per line in the Equipment Detail component of the claim
 - Only one piece of equipment should be listed per line.
 - For example, a claim for 4 mobile radios should have 4 entries to the Equipment Detail component (one for each radio)
- ▶ Missing proof of delivery
 - Please be sure to review the IB OHS-GT-2012-005 - Policy on Claim Request Requirements including OHS Reimbursement Checklist before submitting claims to ensure all documentation has been provided
 - IB OHS-GT-2012-005 contains a checklist to help verify you have all required documentation

Status Reports

► Status Reports Due Dates

- January 10, 2022 (September 1, 2021 - December 31, 2021)
- July 10, 2022 (January 1, 2022 - June 30, 2022)
- January 10, 2023 (July 1, 2022 - December 31, 2022)
- July 10, 2023 (January 1, 2023 - June 30, 2023)
- October 15, 2023 - Final Report (July 1, 2023 - August 31, 2023)

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

Grant Components		Alerts Copy Annotations (0) Export Grant Data Map
The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can 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 Reports Continued

- ▶ Status Report with milestones has already been setup and is ready to update
- ▶ Select “ID” for Status Report that is due

Status Reports							Copy Existing Status Report Scheduler Return to Components	
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status		
128942 - 01	Semi-Annual	09/01/2021-12/31/2021	01/10/2022		-	Editing	Last Edited By:	

- ▶ Select “Edit”

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

Grant Tracking

Instructions

Print to PDF will convert the Status Report plus any PDF attachments into a single PDF file. **Edit Approval** allows internal approval. **Negotiation** will allow you to mark 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](#)

128942-Interoperable Communications Sustainment 2021

State Homeland Security Program (SHSP)

Award Year: 2021
Subward Number: 128942
Status Report Number: 01

Status: Editing
Approved By:
Approved Date:

Status Reports Continued

- ▶ Select “Milestone Progress Report”

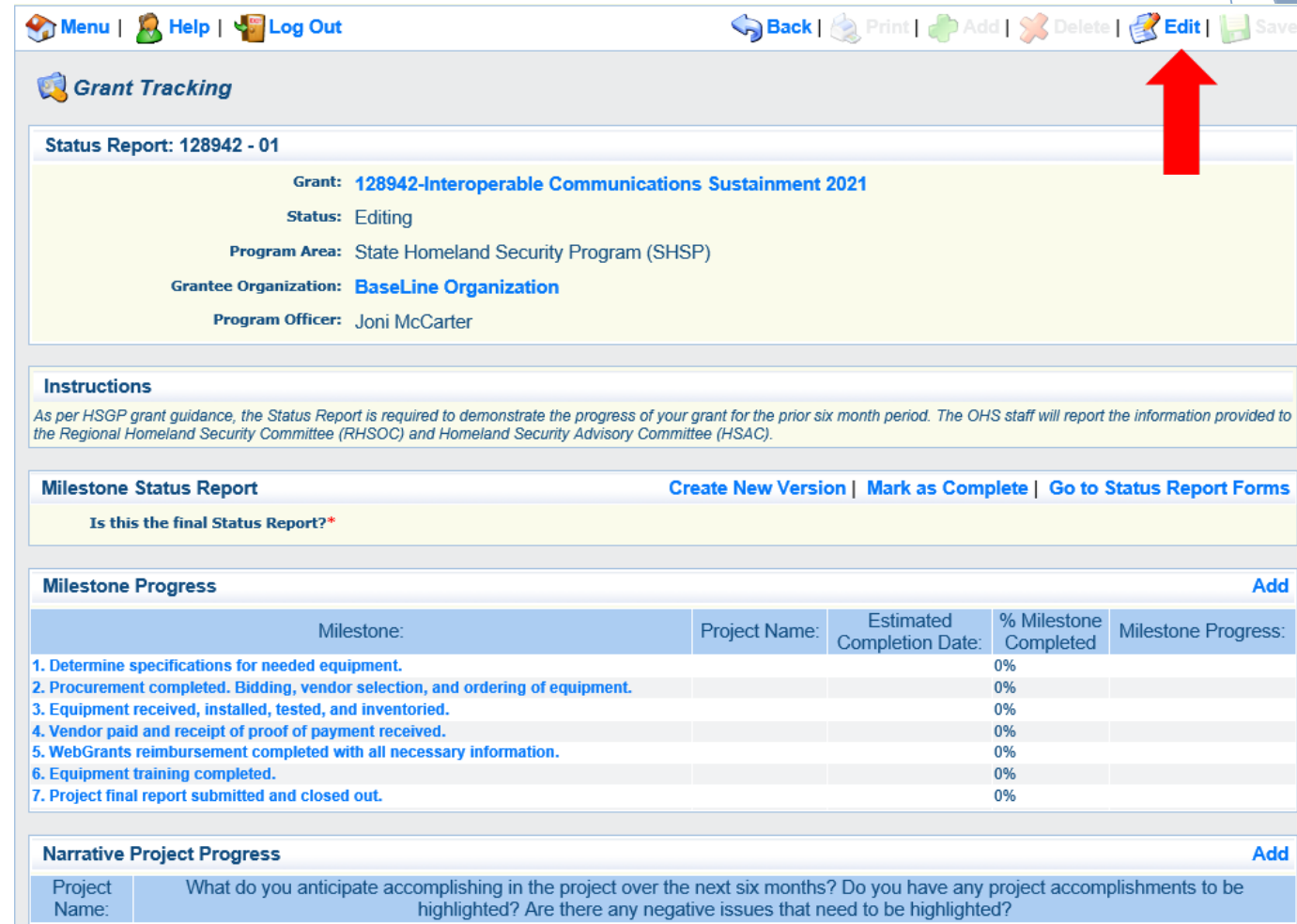
Components[Preview](#) | [Submit](#)

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

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

Status Reports 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



Grant Tracking

Status Report: 128942 - 01

Grant: **128942-Interoperable Communications Sustainment 2021**
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 [Create New Version](#) | [Mark as Complete](#) | [Go to Status Report Forms](#)

Is this the final Status Report?*

Milestone Progress [Add](#)

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

Narrative Project Progress [Add](#)

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

Status Reports Continued

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

Instructions

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

Milestone Status Report

Is this the final Status Report? ☐ Yes ☐ No

Status Reports Continued

- ▶ Complete “Milestone Progress” section of Status Report
- ▶ Project Name - Brief project name (i.e., FY 2021 Baseline Organization LETPA Grant)
- ▶ Estimated Completion Date - Estimated completion date for milestone at time of status report
- ▶ % Milestone Completed - Estimated % of milestone completed at time of status report
- ▶ Milestone Progress - Enter pertinent notes on milestone (i.e., Specifications for mobile radio complete)

Status Reports Continued

Milestone Progress				
Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment.	FY 2021 Baseline Organization LETPA	01/15/2022	30% ▼	Working on specifications for equipment
2. Procurement completed. Bidding, vendor selection, and ordering of equipment.	FY 2021 Baseline Organization LETPA	01/31/2022	0% ▼	
3. Equipment received, installed, tested, and inventoried.	FY 2021 Baseline Organization LETPA	02/12/2022	0% ▼	
4. Vendor paid and receipt of proof of payment received.	FY 2021 Baseline Organization LETPA	02/28/2022	0% ▼	
5. WebGrants reimbursement completed with all necessary information.	FY 2021 Baseline Organization LETPA	03/30/2022	0% ▼	
6. Equipment training completed.	FY 2021 Baseline Organization LETPA	02/12/2022	0% ▼	
7. Project final report submitted and closed out.	FY 2021 Baseline Organization LETPA	05/01/2022	0% ▼	

Status Reports Continued

► Select “Save”



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

Grant Tracking

Status Report: 128942 - 01
Grant: 128942-Interoperable Communications Sustainment 2021
Status: Editing
Program Area: State Homeland Security Program (SHSP)
Grantee Organization: BaseLine Organization
Program Officer: Joni McCarter

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

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

Milestone Progress

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment.	FY 2021 Baseline Organization LETPA	01/15/2022	30%	Working on specifications for equipment

Status Reports Continued

- ▶ Complete “Narrative Project Progress”
 - ▶ Select “Add”

Narrative Project Progress

Project Name:*

FY 2021 Baseline Organization LETPA

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

It is anticipated that the specifications will be determined, procurement completed, equipment received, vendor paid, WebGrants reimbursement submitted and final report will be submitted in the next six months. There are no negative issues to highlight at this time.

Status Reports Continued

- Select “Save”

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

Grant Tracking

Status Report: 128942 - 01

Grant: 128942-Interoperable Communications Sustainment 2021

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

Common Status Report Mistakes

- ▶ Estimated completion date that is in the past with a milestone that is not 100% complete
 - Estimated completion date should be updated with each status report, unless the milestone is complete
- ▶ Estimated completion date that is in the future with a milestone that is marked 100% complete
 - The estimated completion date should reflect the date the milestone is completed
- ▶ Narrative Project Progress not updated from the last status report

Subaward Adjustments

- ▶ [Information Bulletin 8: Policy on Budget and Program Revisions](#) - Subaward Adjustments discusses Subaward Adjustments
- ▶ Budget Modifications - transfer among existing budget lines within the grant budget
 - ▶ Request for budget modification must be submitted through WebGrants as a Subaward Adjustment and must be approved by the OHS prior to the subrecipient obligating or expending the grant funds
- ▶ Program Modifications
 - ▶ Request for program modifications must be submitted through WebGrants as a Subaward Adjustment and must be approved by the OHS prior to the subrecipient obligating or expending the grant funds
 - ▶ Program modifications include:
 - ▶ Changes in subrecipient staff (Authorized Officials, Project Directors, or Fiscal Officers)
 - ▶ Address change or other information in the organization component of WebGrants
 - ▶ Request to change project period of performance



Subaward Adjustments Continued

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

Subaward Adjustments Continued

- ▶ Submitting a Subaward Adjustment in WebGrants
- ▶ Select “Subaward Adjustments” component in WebGrants










Grant Components		Alerts Copy Annotations (0) Export Grant Data Map
<i>The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.</i>		
Component	Last Edited	
General Information	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	-	


Subaward Adjustments Continued

- ▶ Select “Add”

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

- ▶ Complete General Information and select “Save”

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

 **Grant Tracking**

General Information

Title:
(limited to 250 characters)*

Brief Title

Contract Amendment Type:*

Budget Revision

Status:*

Editing

Subaward Adjustments Continued

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

Subaward Adjustments Continued

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

Subaward Adjustments			Return to Components Add
ID	Type	Status	Submitted Date
128942 - 01	Budget Revision	Editing	
			Last Edited By:

- ▶ Select “Edit”

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

Subaward Adjustments

Subaward Adjustment Details

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

128942-Interoperable Communications Sustainment 2021

State Homeland Security Program (SHSP)

Subaward Adjustment ID: 01

Submitted By:

Subaward Adjustment Type: Budget Revision

Submitted Date:

Status: Editing

Organization: BaseLine Organization

Subaward Adjustment Approval

Level	Approved By	Approved Date	Approval	Comments
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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

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

Subaward Adjustments Continued

► Justification Component

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

Justification

Justification*

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

✂ 📄 📋 📌 ↶ ↷ ABC 🔗 🔗 🚩 🖼️ 📊 📑 Ω 🔗 📄 Source

B I U I_x | = : = | = | **Font** **Size** **A** **A**

Explain the requested change and the reason for the requested adjustment

Copy and paste Subaward Adjustment Spreadsheet here

body p

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

Subaward Adjustments Continued

- ▶ Review “Justification Form” to ensure it is complete and accurate
- ▶ Select “Mark as Complete”



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

Subaward Adjustments Continued

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



Budget		
<p>• 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.</p> <p>• 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.</p>		
Row	Current Budget	Revised Amount
Personnel	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Personnel Benefits	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Personnel Overtime	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Personnel Overtime Benefits	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
PRN Time	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
PRN Benefits	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Volunteer Match	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Travel/Training	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="24000"/>	<input type="text" value="22000"/>
Supplies/Operations	<input type="text" value="0"/>	<input type="text" value="2000"/>
Contractual	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Renovation/Construction	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Federal/State and Local Match Share		
<p>• 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.</p> <p>• 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.</p>		
Row	Current Budget	Revised Amount
Total Federal/State Share	<input type="text" value="24000"/>	<input type="text" value="24000"/>
Total Local Match Share	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Subaward Adjustments Continued

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

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

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

Row	Current Budget	Revised Amount	Net Change
Personnel	\$0.00	\$0.00	\$0.00
Personnel Benefits	\$0.00	\$0.00	\$0.00
Personnel Overtime	\$0.00	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00	\$0.00
PRN Time	\$0.00	\$0.00	\$0.00
PRN Benefits	\$0.00	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00	\$0.00
Equipment	\$24,000.00	\$22,000.00	(\$2,000.00)
Supplies/Operations	\$0.00	\$2,000.00	\$2,000.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Totals	\$24,000.00	\$24,000.00	\$0.00

Federal/State and Local Match Share

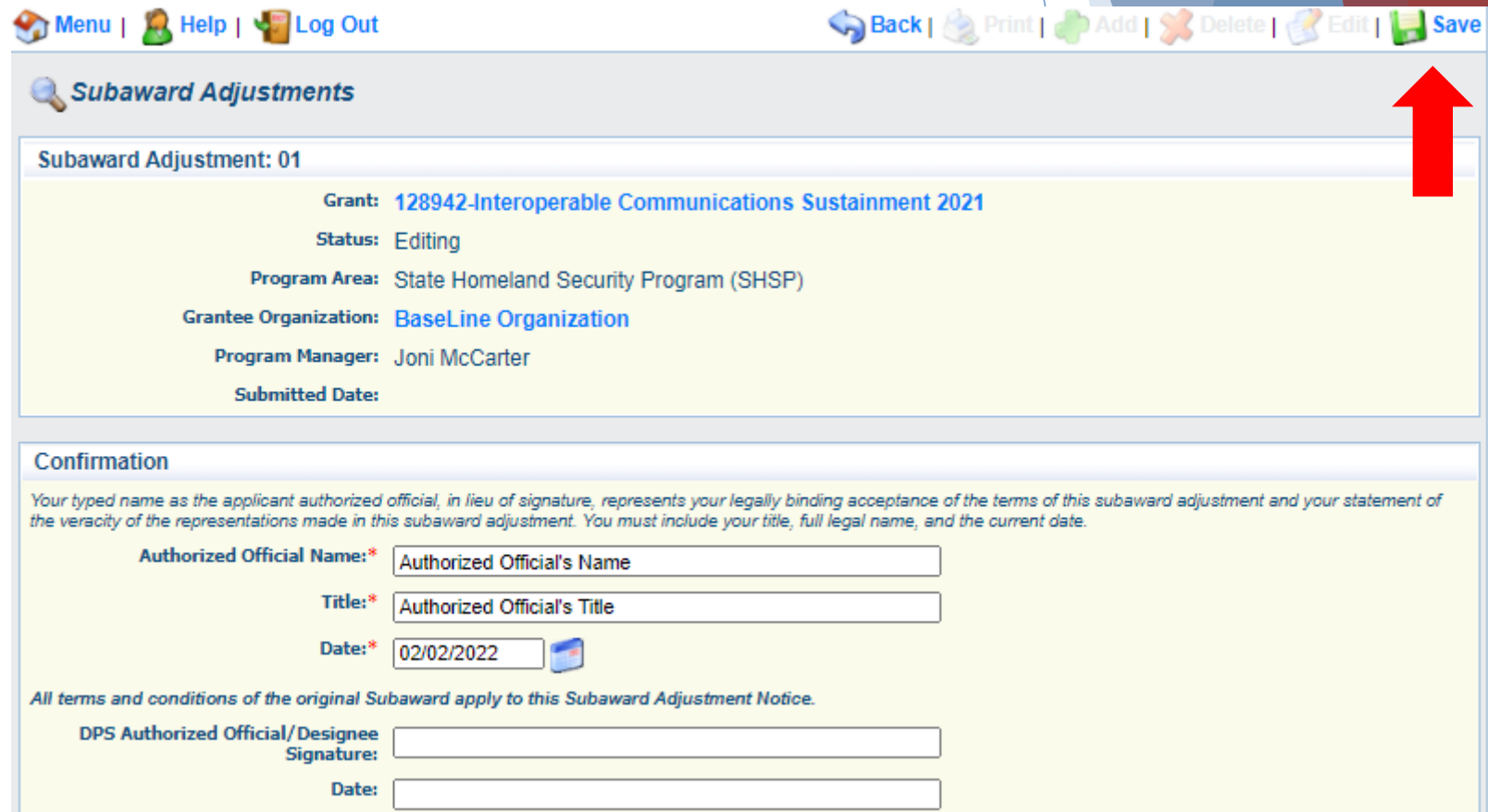
- The **Current Budget** column represents the current subaward. Enter the total federal/state share and total local match share as it is reflected in the current version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Current Budget 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	\$24,000.00	100.0%	\$24,000.00	100.0%	\$0.00
Total Local Match Share	\$0.00	0%	\$0.00	0%	\$0.00

Last Edited By: Debbie Musselman, 11/12/2021

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: 128942-Interoperable Communications Sustainment 2021

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter


Submitted Date:

Confirmation

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

Authorized Official Name: *

Title: *

Date: * 

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

DPS Authorized Official/Designee Signature:

Date:

Subaward Adjustments Continued

- Select “Mark as Complete”



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

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

Authorized Official Name:* Authorized Official's Name

Title:* Authorized Official's Title

Date:* 04/19/2021

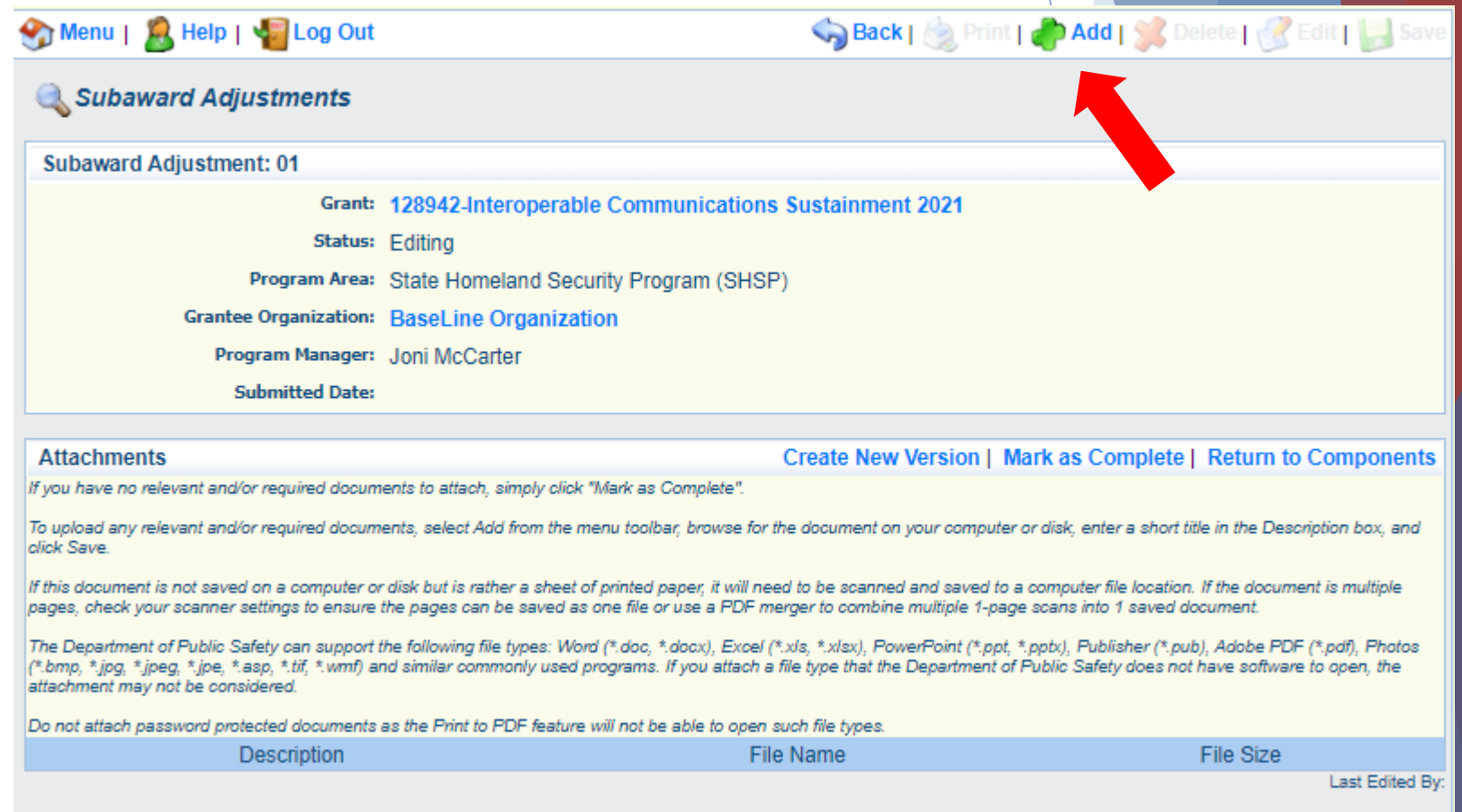
All terms and conditions of the original Subaward apply to this Subaward Adjustment Notice.

DPS Authorized Official/Designee Signature:

Date:

Subaward Adjustments Continued

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



The screenshot shows the 'Subaward Adjustments' web application. At the top, there is a navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Add' button is highlighted with a red arrow. Below the navigation bar, the page title is 'Subaward Adjustments'. The main content area displays details for 'Subaward Adjustment: 01':

- Grant: 128942-Interoperable Communications Sustainment 2021
- Status: Editing
- Program Area: State Homeland Security Program (SHSP)
- Grantee Organization: BaseLine Organization
- Program Manager: Joni McCarter
- Submitted Date:

Below the details, there is an 'Attachments' section with links for 'Create New Version', 'Mark as Complete', and 'Return to Components'. The section contains instructions on how to attach documents and a list of supported file types.

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

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

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

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

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


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

Description	File Name	File Size
-------------	-----------	-----------

Last Edited By:

Subaward Adjustments Continued

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



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Subaward Adjustment

Attach File

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

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

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

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


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

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

Description:* Subaward Adjustment Spreadsheet

Subaward Adjustments Continued

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



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

Spending Plan

- ▶ A spending plan, for each open project, must be submitted to the OHS 180 days prior to the end of the grant period of performance
- ▶ Spending plan must outline the status of the project and any planned or known changes to the project budget
- ▶ Changes identified in the Spending Plan must be submitted through a Subaward Adjustment by June 2, approximately 90 days, prior to the end of the grant period of performance
- ▶ Scope of work changes must be submitted 90 days prior to the end of the grant period
- ▶ Spending plan will be submitted thru the Correspondence Component in WebGrants



Correspondence

- ▶ Correspondence Component of the grant should be used for contacting the OHS with questions/pertinent information regarding your grant
- ▶ All approval requests must be submitted through the Correspondence Component in WebGrants
 - ▶ Training Requests
 - ▶ Single Feasible Source (SFS) Requests
 - ▶ Equipment Approvals (i.e. Generators)
 - ▶ EHP's
 - ▶ Contract Reviews
 - ▶ Spending Plan
- ▶ Approval for requests will be sent through this component

Grant Components

The components below are associated with the grant. You may associate specific forms in the Association of Forms. You can copy this grant and you can export the raw data.

General Information

Audit Certification Form

Appropriations

Attachments

Correspondence

Budget



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

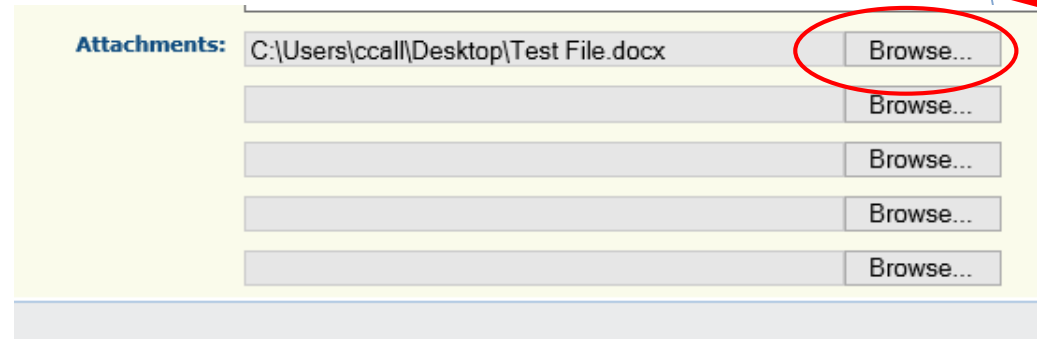
Subject:

- ▶ 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 128942 - Interoperable Communications Sustainment 2021: FY 2021 LETPA Grant Question	Debbie Musselman	Chelsey Call	11/12/2021		



Correspondence Continued

- ▶ Select “Reply”

Correspondence

From: Debbie Musselman
To: Chelsey Call
CC:
Subject: Grant 128942 - Interoperable Communications Sustainment 2021: FY 2021 LETPA 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 128942 - Interoperable Communication

Message: Add reply to message here.

*** Start Original Correspondence ***
From: Debbie Musselman
To: Chelsey Call
Date Sent: 11/12/2021
Type message here.
*** End Original Correspondence ***

Send

Grant File

- ▶ All grant records shall be retained by the subrecipient for:
- ▶ At least 5 years from the end of the state fiscal year in which the grant closes or following notification by the awarding agency that the grant has been programmatically and fiscally closed or at least 5 years following the closure of the subrecipient's audit report covering the entire award period, whichever is later
- ▶ Subrecipient should maintain grant file with grant documentation including but not limited to:
 - ▶ Copy of grant application(s)
 - ▶ Nationwide Cybersecurity Review (NCSR) Completion Certificate
 - ▶ Subaward Agreement
 - ▶ Approved Claims
 - ▶ Approved Subaward Adjustments
 - ▶ Approved Status Reports
 - ▶ Final Status Report
 - ▶ Monitoring Reports
 - ▶ Relevant Grant Correspondence
 - ▶ Procurement Documents
 - ▶ Disposition of Equipment Forms
 - ▶ Inventory

Grant Closeout

- ▶ Grant Period of Performance ends 08/31/2023
- ▶ Final Claims and Final Status Report are due 45 days after the end of the period of performance (10/15/2023)
- ▶ Final Claim - Select “Yes” in “General Information” on the question “Is this your Final Report”
- ▶ Final Status Report
 - ▶ 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

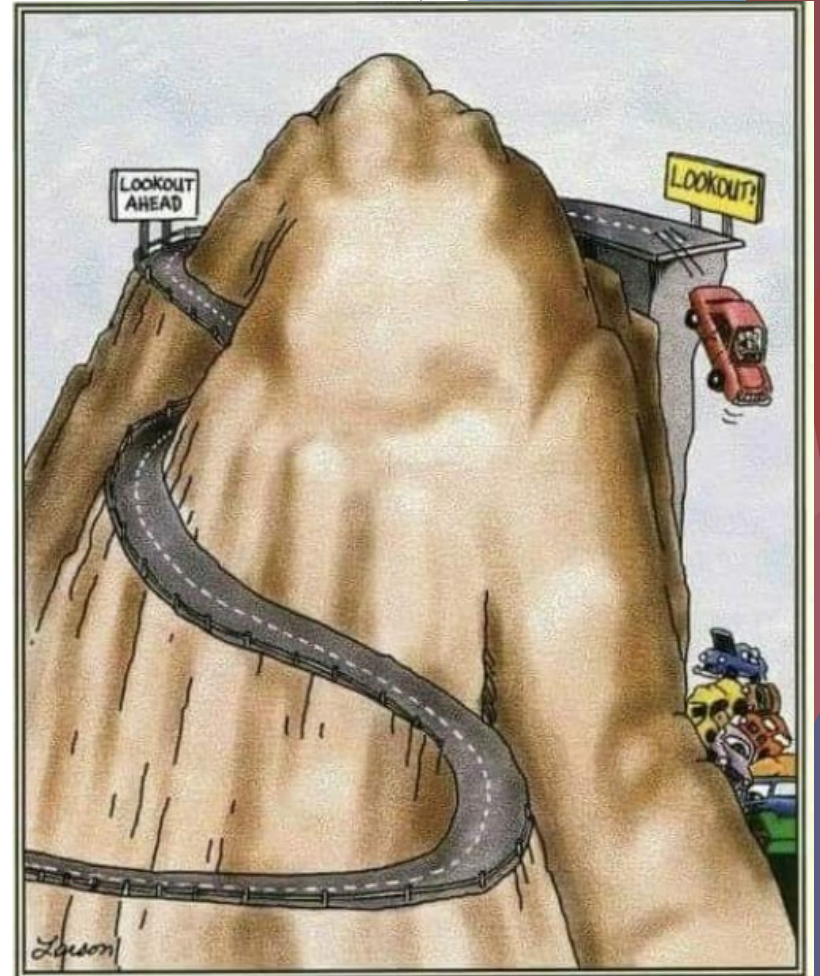
- ▶ [Information Bulletin 1: Policy on Monitoring](#) discusses monitoring
- ▶ The OHS acts as a pass-through entity and is subject to the requirements of pass-through entities guided by 2 CFR 200
- ▶ 2 CFR 200.331 (d) states, “All pass-through entities must monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved”
- ▶ Types of Monitoring
 - ▶ Desk - Review that is completed by the OHS at the OHS’ office
 - ▶ On-Site - Review that is conducted by the OHS at the subrecipient’s agency

Monitoring Continued

- ▶ Scheduling
 - ▶ Agreed upon date between OHS and subrecipient
 - ▶ Given at least 30 days notice
- ▶ Topics Covered
 - ▶ See Monitoring Information Bulletin
- ▶ Corrective Actions
 - ▶ If observations are made, at least 30 days will be allowed to complete and submit necessary corrective actions

Subrecipient Monitoring

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



Important Due Dates

Signed Awards Due - November 29, 2021

Award & Compliance Workshop Acknowledgement - November 29, 2021

NCSR Completion Certificates Due - December 31, 2021

Status Reports - January 10th and July 10th

Spending Plan - March 4, 2023

Final Scope of Work Change Subaward Adjustment - June 2, 2023

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

Final Claim and Final Status Report - October 15, 2023

Questions?

OHS Contacts

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