Agenda

➢Grant Requirements

➢Environmental Historical Preservation (EHP)

➢Inventory

➢WebGrants
- Subaward Agreement
- Budget
- Reimbursement Request (Claims)
- Subaward Adjustment
- Status Report
- Correspondence

➢Grant File

➢Grant Closeout

➢Monitoring

Grant Requirements

SHSP Protection of Soft Targets/Crowded Places (PSTCP) Grant

The objective of the FY 2021 SHSP is to fund state and local efforts to prevent terrorism and prepare the Nation for threats and hazards that pose the greatest risk to the security of the United States

➢ SHSP PSTCP assists state and local efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to, acts of terrorism in soft targets and crowded places through the use of mobile crowd control equipment

Federal Grant Requirements

➢ [Code of Federal Regulations 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
Regulations provide the foundational requirements for federal financial assistance

➢ Subrecipients are required to comply with the programmatic requirements of the [U.S. Department of Homeland Security (DHS), Notice of Funding Opportunity (NOFO), Fiscal Year 2021 Homeland Security Grant Program (HSGP)](#)
Provides programmatic requirements specific to the State Homeland Security Program

➢ [Grant Programs Directorate (GPD) Information Bulletins (IBs)](#)
https://www.fema.gov/grants/preparedness/about/informational-bulletins
IBs provide administrative instructions and guidelines critical to supporting the effectiveness and efficient delivery of the grant

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

➤ FY 2021 SHSP PSTCP Grant Notice of Funding Opportunity (NOFO)

➤ Administrative Guide for Homeland Security Grants

➤ Information Bulletins
  ▪ Information Bulletin 1: Policy on Monitoring
  ▪ Information Bulletin 2: Policy on Advance Payment and Cash Advances
  ▪ Information Bulletin 5: Policy on Reimbursement Requests
  ▪ Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments

Emergency Operations Plan (EOP)

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

National Incident Management System (NIMS)

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

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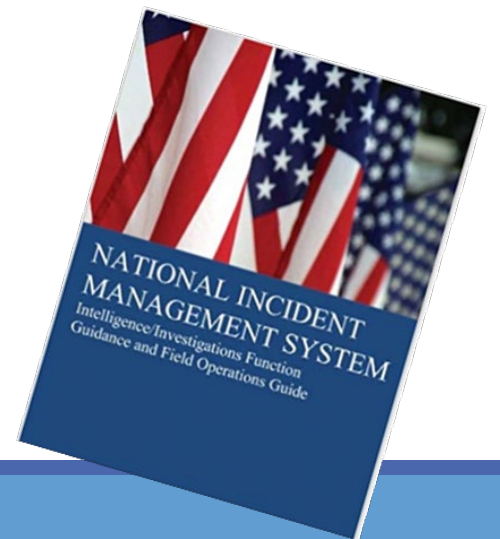
Procurement Requirements

➢ With any expenditure, the subrecipient must ensure that:

- The expenditure is an approved budget line item

  o Reimbursements will NOT be made for items that are not an approved budget line item at the time of purchase

- Prior approval has been obtained, if necessary

- Sufficient funds are in the approved budget line

➢ Subrecipients must have their own written procedures for determining costs are allowable, reasonable, allocable and necessary in accordance with Subpart E –Cost Principles and the terms and conditions of the Federal award (2 CFR Part 200.302 (7)). Agencies that do not have their own written policy, may adopt the OHS' Appendix B found in the Administrative Guide for Homeland Security Grants

➢ If a subrecipient is uncertain as to whether a cost meets these requirements, please contact the OHS for clarification

Procurement Requirements Continued

➢ Subrecipient must follow their agency's procurement policy unless the State of Missouri policy is more restrictive

➢ If the subrecipient does not have a procurement policy, they must follow the State of Missouri procurement policy

➢ State of Missouri Revised Statutes Chapter 34, State Purchasing and Printing

➢ Missouri Rules of Office of Administration Division 40 – Purchasing and Materials Management

➢ Cooperative Procurement Option
If utilizing 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.

➢ Single feasible source form can be located on the DPS website https://dps.mo.gov/dir/programs/ohs/grantstraining/

➢ If purchase is made using a single feasible source without prior approval, OHS has the right to refuse reimbursement

 ➢ Non-compliance could result in the agency being listed as high risk

Single Feasible Source Continued

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

  ➢ Non-Federal Funds
  - Supplies are proprietary and only available from the manufacturer or a single distributor; or
  - Based on past procurement experience, it is determined that only one (1) distributor services the region in which the supplies are needed; or
  - Supplies are available at a discount from a single distributor for a limited period of time

➢ Federal Funds and Other Non-Federal Funds Used for Federal Match
- The item is available only from a single source; or
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or
- The Office of Homeland Security expressly authorizes noncompetitive proposals in response to a written request from the local agency; or
- After solicitation of a number of sources, competition is determined inadequate

Who Are You Doing Business With?

➢ Subrecipients are required to verify that vendors used for grant purchases are not on either the Federal Excluded Parties List System (EPLS) or State Suspended/Debarred Vendors List

- Federal System for Award Management

- State of Missouri Office of Administration

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

Prior Approval

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

- ➤ Contracts
- ➤ Generators
- ➤ Single Feasible Source over $10,000
- ➤ Items that require a federal waiver can be located in IBs
  - ▪ Examples
    - o Boats
    - o Unmanned Aerial Vehicles (Drones)
    - o 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/

o Expended funds include all Federal funds, not just SHSP funds

Environmental Historical Preservation (EHP)

➢Projects that involve changes to the natural or built environment require completion of an Environmental Historical Preservation (EHP) review/clearance

➢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

➢EHP review includes projects on interior of buildings and facilities

➢EHP review **MUST** be completed before initiating **ANY** work on the project

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

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

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 asneeded

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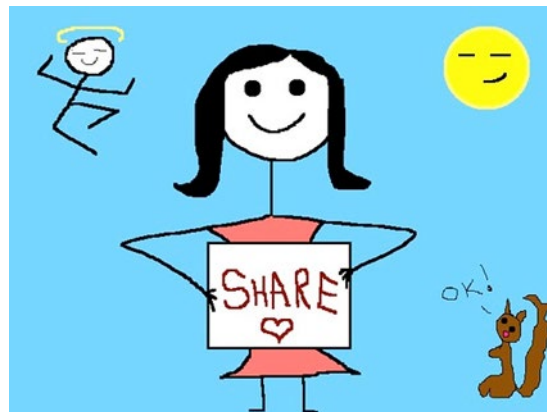
Inventory Continued

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

➢Activities from the Federal awarding agency, which funded the original project

➢Activities under Federal awards from other Federal awarding agencies

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

Inventory Continued

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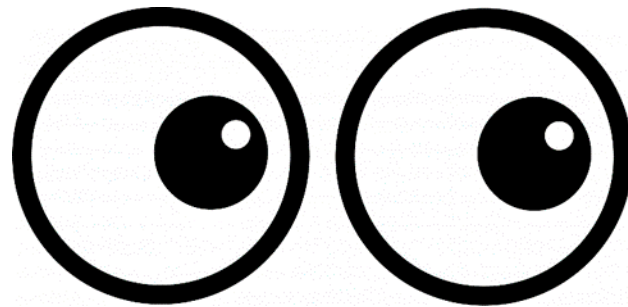
Inventory Continued

Equipment must be protected against loss, damage and theft

- Per 2 CFR 200.310: The non-Federal entity must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity

Investigate all incidents of loss, damage, theft, and report to the OHS within 30 days of the incident

Equipment must be maintained to keep it in mission capable (operational) condition

Inventory Continued

Required to maintain inventory form for all equipment purchased with SHSP funds

Equipment is added to OHS inventory at the time of claim approval

Physical inventory MUST be taken and results reconciled once every two years
- Next inventory will be due October 31, 2022
- OHS will send list of your agency's inventory for verification

Inventory Continued

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

- Region
- County
- Fiscal Year
- Grant Program
- Grant Award Number
- Description of Equipment
- EGMS/WebGrants Line Item Number
- Manufacturer
- Model
- Identification number
- Title holder
- Quantity

- Individual Item Cost
- % of Federal Participation in the Cost
- Date of Delivery
- Physical Location (MUST be the physical address)
- Use (Local, Regional, National, Statewide)
- Readiness Condition (Mission Capable/Not Mission Capable)
- Final Disposition
- Date of Final Disposition
- Final Disposition Sale Price
- Contact Name
- Contact Email
- Contact Phone Number

Inventory Continued

Correct Inventory Form

Region	County	Fiscal Year	Grant Program	Grant Award Number	Description of Equipment	EGMS /WebGrants Line Item Number	Manufacturer	Model	Idenification Number	Title Holder	Quantity	Individual Item Cost	Total Cost	% of Federal Participation in the Cost	Date of Delivery	Physical Location	Use	Readiness Condition	Final Disposition	Date of Final Disposition	Final Disposition Sale Price	Contact Name	Contact Email	Contact Phone Number
C	Ste. Genevieve County	2018	SHSP	EMW-2018-SS-00044-04-07-001	Generator installed in portable trailer	10001	Honda	EU7000IS	86102-00473	Ste. Genevieve County Sheriff's Department	1	$11,306.60	$ 11,306.60	100.00%	5/25/2019	5 Basler Drive Ste. Genevieve, MO 63670	Regional	Mission Capable				Jason Schott	jschott@sgcso.com	(573) 883-5820

Inventory Continued

Incorrect Inventory Form

Region	County	Fiscal Year	Grant Program	Grant Award Number	Description of Equipment	EGMS/WebGrants Line Item Number	Manufacturer	Model	Idenification 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

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

Inventory Continued

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

Equipment with a per item fair market value of $5,000 or more may be retained or sold

Inventory Continued

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

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

Inventory Continued

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

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

Inventory Continued

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

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

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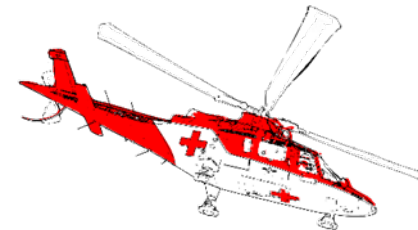
Inventory Continued

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

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

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

Allow for command and control utilization under NIMS ICS

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

WebGrants System

WebGrants

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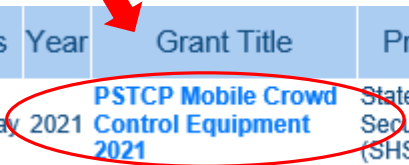
WebGrants Continued

Select "My Grants"
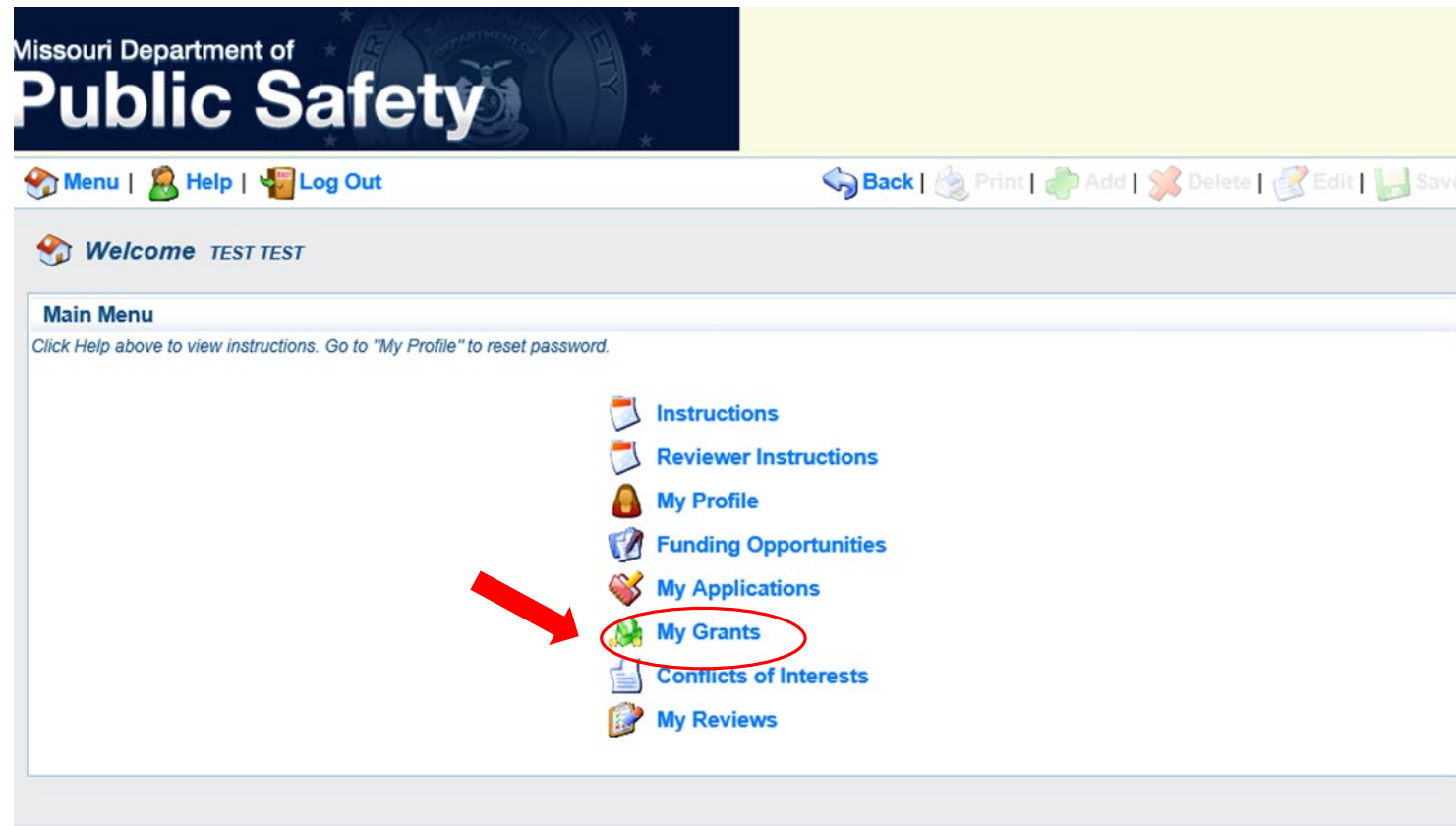
WebGrants Continued

Select project titled "FY 2021 SHSP Protection of Soft Targets/Crowded Places (PSTCP)

Grant Number	Status	Year	Grant Title	Program Area	Organization	Grantee	Program Officer	Funding Opportunity	Budget Total
124160	Underway	2021	PSTCP Mobile Crowd Control Equipment 2021	State Homeland Security Program (SHSP)	BaseLine Organization	TEST TEST	Joni McCarter	124141 - FY 2021 SHSP Protection of Soft Targets/Crowded Places TEST	$7,000.00

WebGrants Continued

Grant Components

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

Subaward Agreement

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

- Maintain the Subaward Agreement in your grant file

Grant Components   Alerts | Copy | Annotations (0) | Export Grant Data | Map

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

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

Budget

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

Budget Continued

Equipment

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	Crowd Control Barricade	14SW-01-WALL	5.0	$1,200.00	$6,000.00	No	Emergency Management	Equipment	Physical Security Enhancement Equipment
					$6,000.00				

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)

Crowd Control Barricade 5 X $1,200 = $6,000

5000 Character Limit

Budget Continued

Supplies/Operations   Add

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

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

Line Item Code:	Supply/Operation Type:	Item Name:	Qty:	Unit Cost:	Total Supply or Operation Expense Cost:	Discipline:	Function:	Allowable Activity:
11001	Other (computer, projector, chair, etc.)	Crowd Control Panels	10.0	$100.00	$1,000.00	Emergency Management	Equipment	Physical Security Enhancement Equipment
					$1,000.00			

Narrative Justification - Supplies/Operations

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

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

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

Crowd Control Panels 10 X $100 = $1,000

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, 2022)

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

Funds are considered "obligated" when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period

Funds are considered "expended" when payment is made

Reimbursement Request (Claims)

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

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

Supporting documentation must be submitted with each claim
◦ Must be in one attachment and in the same order as the Expenditures Form on the reimbursement request in WebGrants

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

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

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

Reimbursement Request Continued

Equipment Supporting Documentation

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

Reimbursement Request Continued

Supplies Supporting Documentation

- Claim in WebGrants

- Vendor Invoice

- Proof of Payment (i.e., copy of cancelled check, credit card statement, or bank statement)

- Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)

Reimbursement Request Continued

Advance Payment

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

Reimbursement Request Continued

Advance Payment Supporting Documentation

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

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

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

Reimbursement Request Continued

Submitting a claim in WebGrants

◦ Select "Claims" component in WebGrants

Reimbursement Request Continued

Select "Add"

Reimbursement Request Continued

Complete Claim General Information

- Claim Type – Select "Other" in the drop-down
- Reporting Period – Enter the date range for the expenses being requested
- Invoice Number – Leave field blank
- Is this your Final Report
  - Select "Yes" if this is your last claim
  - Select "No" if this is not your last claim
- Select "Save"

Reimbursement Request Continued

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

Select "Edit"

Reimbursement Request Continued

Complete all Claim Components by selecting the component

◦ Expenditures

◦ Reimbursement

◦ Equipment Inventory

◦ Other Attachments

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

Reimbursement Request Continued

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

Reimbursement Request Continued

Reimbursement Request Continued

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

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

Description – enter a description of the item purchased

Quantity – enter the quantity of the item that was purchased

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

Federal Amount Requested – Total amount of funds being requested

Invoice # - vendor's invoice number

Invoice Date – date on vendor's invoice

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

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

Reimbursement Request Continued

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	5.0	$1,200.00	$6,000.00	$6,000.00	12345	1/15/2022	56789	1/25/2022
						$6,000.00				
								Last Edited By: Debbie Musselman, 11/09/2021		

Reimbursement Request Continued

Select the "Reimbursement" Claim Component

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

Select "Mark as Complete"

Reimbursement		Create New Version | Mark as Complete | Go to Claim Forms			
Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)
Equipment					
Crowd Control Barricade	$6,000.00	$6,000.00	$0.00	$6,000.00	$0.00
Sub Total:	$6,000.00	$6,000.00	$0.00	$6,000.00	$0.00
Supplies/Operations					
Crowd Control Panels	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
Sub Total:	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
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:	$7,000.00	$6,000.00	$0.00	$6,000.00	$1,000.00
					Last Edited By:

Reimbursement Request Continued

Select "Equipment Inventory" Claim Component

Select "Add" for each equipment item

Each item needs to be entered on its own line
◦ If you purchased two mobile radios, there should be one line for each radio

Complete all fields in the Equipment Detail Form

If no equipment is being requested for reimbursement, select "Mark as Complete"

Reimbursement Request Continued

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

Requesting Organization – Subrecipient's Organization

Region – Subrecipient's Region

County – Subrecipient's County

Year – Grant year the equipment was purchased (2021)

Budget Line # - Budget line number associated with the equipment

Manufacturer – Manufacturer of the equipment

Model – Model number of the equipment

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

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

Source of Funding – Federal Funding utilized (SHSP PSTCP)

Title Holder – Subrecipient Organization who owns the equipment

Reimbursement Request Continued

Date of Delivery – Date equipment was delivered

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

Individual Item Costs – Cost of individual equipment item

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

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

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

ECP Phone # - Phone number for equipment contact person

ECP Email Address – Email address for equipment contact person

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

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

Reimbursement Request Continued

Verify Equipment Detail is correct and select "Mark as Complete"

Reimbursement Request Continued

Select "Other Attachments" Claim Component
- Select "Add" to attach supporting documentation to claim

Reimbursement Request Continued

Select browse to locate supporting documentation on your computer

Enter a description of the attachment

Select "Save"

Reimbursement Request Continued

When all attachments have been added, select "Mark as Complete"

Reimbursement Request Continued

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

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

Subaward Adjustments Continued

Select "Add"

Complete General Information and select "Save"

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
125144 - 01	Budget Revision	Editing	
			Last Edited By:

Select "Edit"

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

🔍 **Subaward Adjustments**

Subaward Adjustment Details   Print to PDF | Withdraw | Feedback

124160-PSTCP Mobile Crowd Control Equipment 2021

State Homeland Security Program (SHSP)

Subaward Adjustment ID:	02	Submitted By:	
Subaward Adjustment Type:	Budget Revision	Submitted Date:	
Status:	Editing		
Organization:	BaseLine Organization		

Subaward Adjustment Approval

Subaward Adjustments Continued

Complete all Subaward Adjustment Components by selecting the Component
- ◦ Justification
- ◦ Budget
- ◦ Confirmation Attachments

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

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

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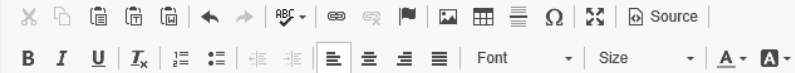
Justification Component
- Explain the requested change and the reason for the requested adjustment
- Complete Subaward Adjustment Spreadsheet with requested changes for budget modification
  - Copy and paste Subaward Adjustment Spreadsheet into text box
  - Will be sent at conclusion of training
  -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

Justification

Justification*

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

Explain the requested change and the reason for the requested adjustment

Copy and paste Subaward Adjustment Spreadsheet here

body   p

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

Subaward Adjustments Continued

Review "Justification Form" to ensure it is complete and accurate

Select "Mark as Complete"

Subaward Adjustments Continued

Select "Budget" for Budget Modifications

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

Back | Print | Add | Delete | Edit | Save

Budget

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

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

Row	Current Budget	Revised Amount
Personnel	$0.00	$0.00
Personnel Benefits	$0.00	$0.00
Personnel Overtime	$0.00	$0.00
Personnel Overtime Benefits	$0.00	$0.00
PRN Time	$0.00	$0.00
PRN Benefits	$0.00	$0.00
Volunteer Match	$0.00	$0.00
Travel/Training	$0.00	$0.00
Equipment	11000.00	10000.00
Supplies/Operations	4000.00	5000.00
Contractual	$0.00	$0.00
Renovation/Construction	$0.00	$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.
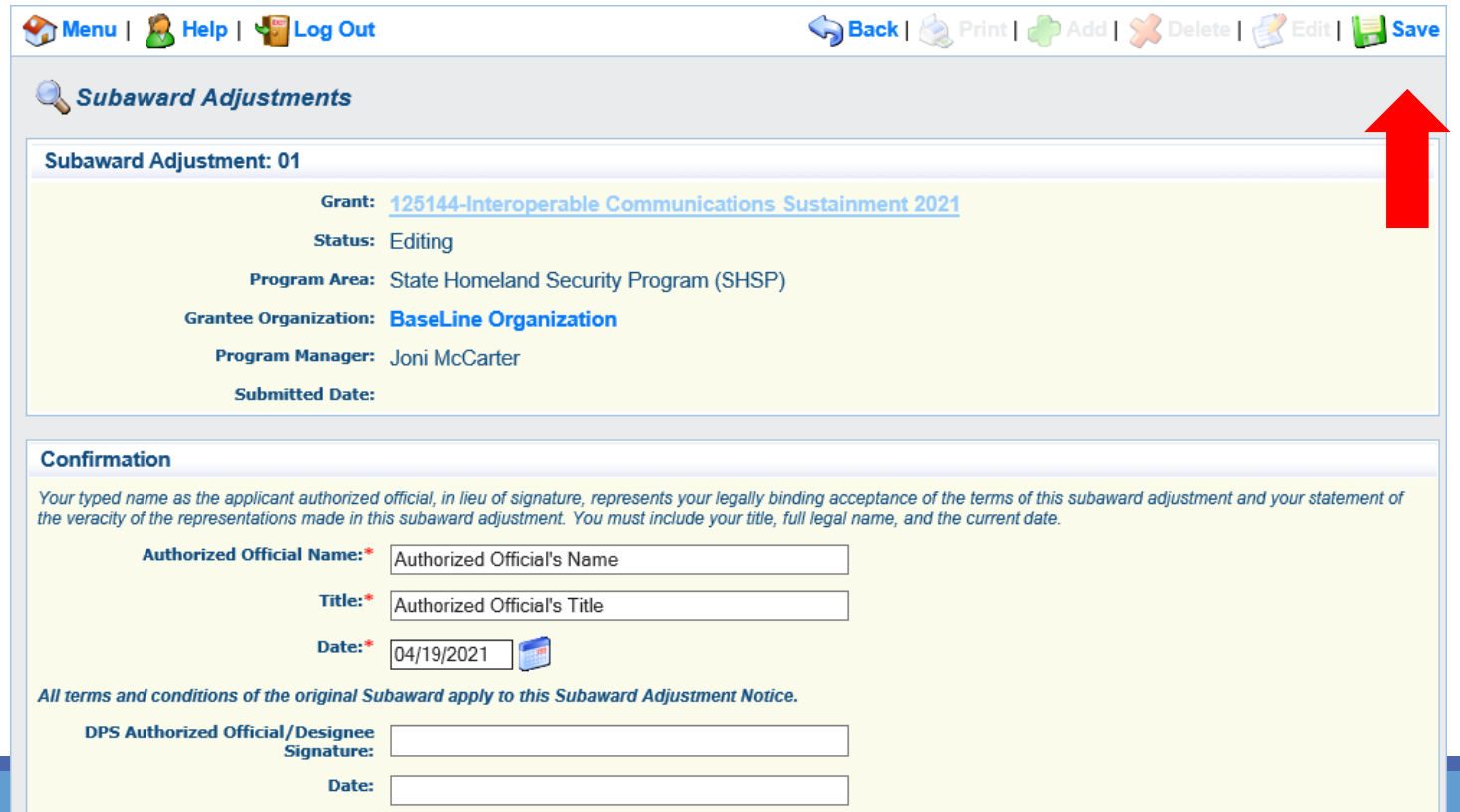
Row	Current Budget	Revised Amount
Total Federal/State Share	15000.00	15000.00
Total Local Match Share	$0.00	$0.00

Subaward Adjustments Continued

Ensure the "Budget" form is accurate and select "Mark as Complete"

Subaward Adjustments Continued

Select "Confirmation" form
- Complete with Authorized Official's Name, Title, and Date
- Select "Save"

Subaward Adjustments Continued

Select "Mark as Complete"

Subaward Adjustments Continued

Select "Attachments" form

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

Subaward Adjustments Continued

Select "Browse" to locate file on your computer

Enter brief description of document

Select "Save"

Subaward Adjustments Continued

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

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

Status Report

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

Reporting period:

- 01/10/2022 Status Report 09/01/2021 – 12/31/2021

- 07/10/2022 Status Report 01/01/2022 – 06/30/2022

- 10/15/2022 Status Report 07/01/2022 – 08/31/2022

To submit Status Report, select "Status Report" component in WebGrants

Grant Components   Alerts | Copy | Annotations (0) | Export Grant Data | Map

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

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

Status Report Continued

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

Select "ID" for Status Report that is due

Select "Edit"

Status Report Continued

Select "Milestone Progress Report"

Status Report Continued

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

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

Grant Tracking

Status Report: 124160 - 02

Grant:	124160-PSTCP Mobile Crowd Control Equipment 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. Jurisdictional Threat Assessment Submitted to OHS			0%	
2. Determine specifications for needed equipment.			0%	
3. Procurement completed bidding, vendor selection, and ordering of equipment			0%	
4. Equipment received, installed, tested and inventoried.			0%	
5. Vendor paid and receipt of proof of payment received.			0%	
6. WebGrants reimbursement completed with all necessary documentation.			0%	
7. Equipment training completed.			0%	
8. 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?

Last Edited By: Debbie Musselman, 11/09/2021

Status Report Continued

Is this the final Status Report?

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

Instructions

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

Milestone Status Report

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

Status Report Continued

Complete "Milestone Progress" section of Status Report

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

- Estimated Completion Date – Estimated completion date for milestone at time of status report

- % Milestone Completed – Estimated % of milestone completed at time of status report

- Milestone Progress – Enter pertinent notes on milestone (i.e., Specifications for mobile radio complete)

Status Report Continued

Milestone Progress

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Jurisdictional Threat Assessment Submitted to OHS	FY 2021 Baseline Organization PSTCP Equipment	12/31/2021	100%	Threat assessment submitted to OHS
2. Determine specifications for needed equipment.	FY 2021 Baseline Organization PSTCP Equipment	01/15/2022	30%	Working on specifications for equipment.
3. Procurement completed bidding, vendor selection, and ordering of equipment	FY 2021 Baseline Organization PSTCP Equipment	01/31/2022	0%	
4. Equipment received, installed, tested and inventoried.	FY 2021 Baseline Organization PSTCP Equipment	02/12/2022	0%	
5. Vendor paid and receipt of proof of payment received.	FY 2021 Baseline Organization PSTCP Equipment	02/28/2022	0%	
6. WebGrants reimbursement completed with all necessary documentation.	FY 2021 Baseline Organization PSTCP Equipment	03/30/2022	0%	
7. Equipment training completed.	FY 2021 Baseline Organization PSTCP Equipment	02/12/2022	0%	
8. Project final report submitted and closed out.	FY 2021 Baseline Organization PSTCP Equipment	05/01/2022	0%	

Status Report Continued

Select "Save"

Status Report Continued

Complete "Narrative Project Progress"

- Select "Add"

Narrative Project Progress	**Add**
Project Name:	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?
	Last Edited By: Chelsey Call, 04/19/2021

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

Narrative Project Progress

Project Name:* `FY 2021 Baseline Organization PSTCP Equipment`

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

`It is anticipated that 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 Report Continued

Select "Save"

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

Grant Tracking

Status Report: 124160 - 02

Grant:	124160-PSTCP Mobile Crowd Control Equipment 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

Correspondence

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

Select "Correspondence" component in WebGrants

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: * FY 2021 PSTCP Grant Question
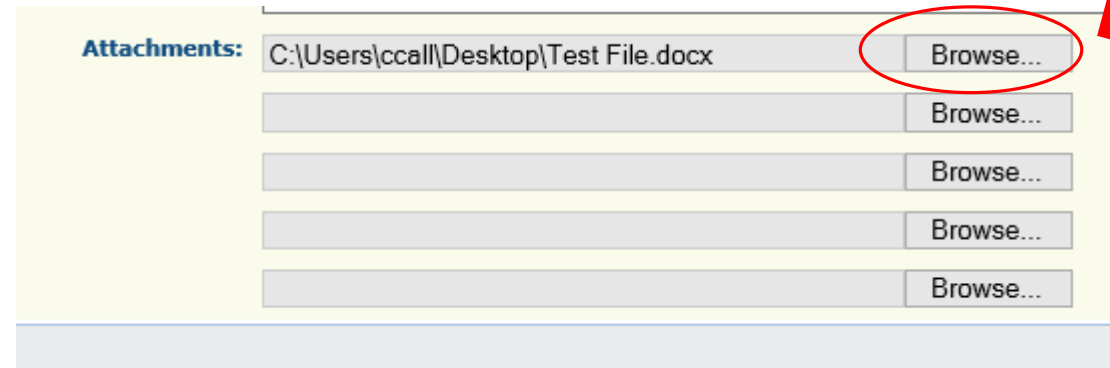
Enter all necessary information in the "Message" section

Message: Enter all necessary information here

Correspondence Continued

Attach any necessary documents in the Attachments section
- ◦ Select "Browse" to locate document on your computer

Select "Send" to send the message to the OHS

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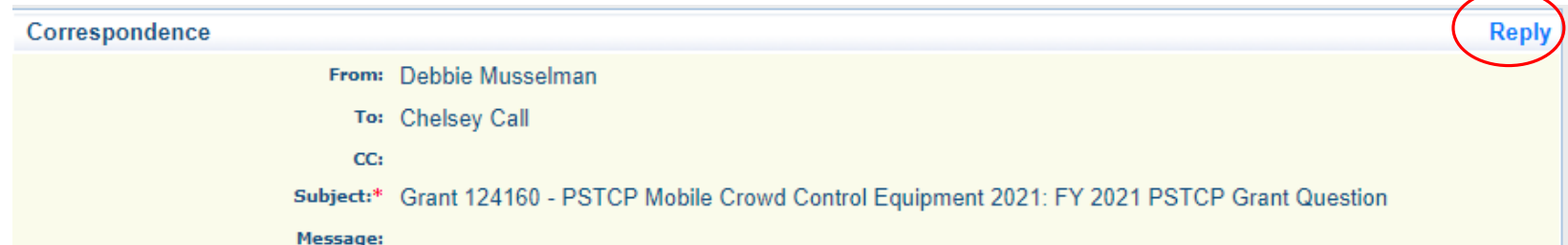
To reply to a message, select the "Subject" section of the message you want to reply to

Correspondence Continued

Select "Reply"

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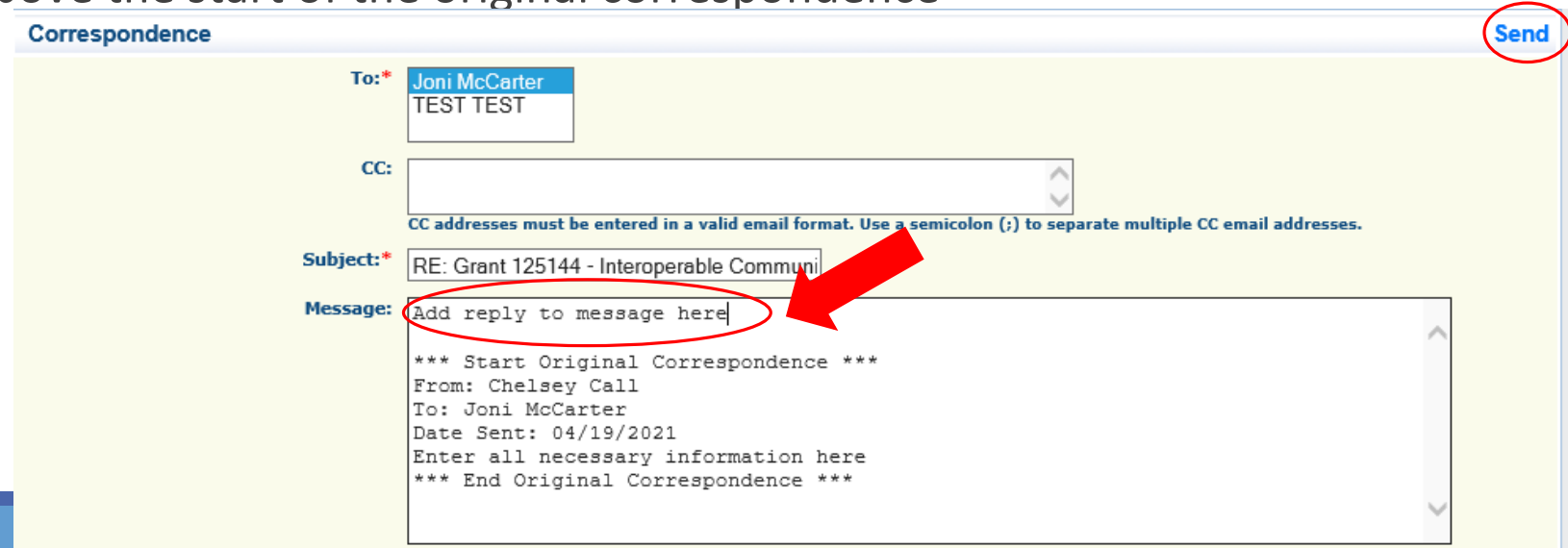
From: Debbie Musselman
To: Chelsey Call
CC:
Subject:* Grant 124160 - PSTCP Mobile Crowd Control Equipment 2021: FY 2021 PSTCP Grant Question
Message:

Select who you want the reply to be sent to

Add "Message" above the start of the original correspondence

Select "Send"

Correspondence   **Send**

To:* Joni McCarter
     TEST TEST

CC:

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

Subject:* RE: Grant 125144 - Interoperable Communi

Message: Add reply to message here

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

Grant File

All grant records shall be retained by the subrecipient for:

- At least 5 years from the end of the state fiscal year in which the grant closes or following notification by the awarding agency that the grant has been programmatically and fiscally closed or at least 5 years following the closure of the subrecipient's audit report covering the entire award period, whichever is later

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

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

Grant Closeout

Grant Period of Performance ends 08/31/2022

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

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

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

Monitoring

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

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

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

Types of Monitoring
◦ Desk – Review that is completed by the OHS at the OHS' office
◦ On-Site – Review that is conducted by the OHS at the subrecipient's agency

Monitoring Continued

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

Topics Covered
- See Monitoring Information Bulletin

Corrective Actions
- If observations are made, at least 30 days will be allowed to complete and submit necessary corrective actions

Monitoring Continued

- Monitoring is NOT an audit

- OHS is NOT out to catch you doing something wrong – we are there to HELP correct areas of noncompliance to prevent audit findings

- Chance to provide technical assistance and answer questions
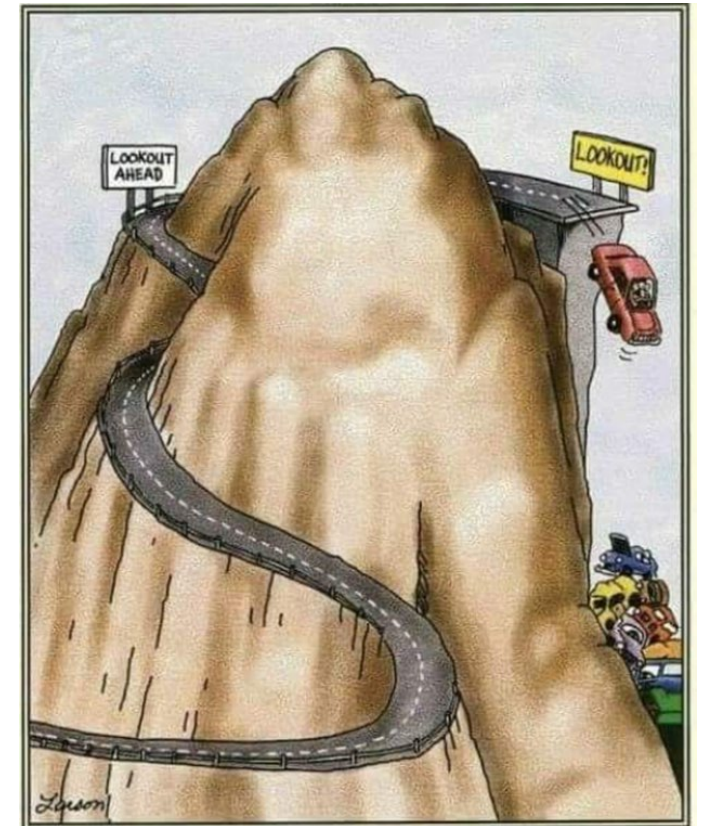
Important Dates

Grant Period of Performance Begin – September 1, 2021

Compliance Workshop Acknowledgement Due – November 23, 2021

Jurisdictional Threat Assessment – December 31, 2021

Status Reports Due – January 10, 2022 and July 10, 2022

Grant Period of Performance End – August 31, 2022

Final Claim and Final Status Report – October 15, 2022

Questions?

OHS Contacts

Chelsey Call

Grants Supervisor

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Chelsey.Call@dps.mo.gov

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Program Manager

573-526-9020

Joni.McCarter@dps.mo.gov

Maggie Glick

Administrative Office Support Assistant

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Maggie.Glick@dps.mo.gov

Debbie Musselman

Grants Officer

573-751-5997

Debbie.Musselman@dps.mo.gov