



FY 2022 Nonprofit Security Grant Program (NSGP)

Compliance Workshop
October 20, 2022

Agenda

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

Federal Grant Requirements

- ▶ [Code of Federal Regulations 2 CFR Part 200 the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
 - ▶ 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 2022 Nonprofit Security Grant Program \(NSGP\)](#)
 - ▶ Provides programmatic requirements specific to the Nonprofit Security Grant Program (NSGP)
- ▶ [Grant Programs Directorate \(GPD\) Information Bulletins \(IBs\)](#)
 - ▶ The IBs provide administrative instructions and guidelines critical to supporting the effectiveness and efficient delivery of the grant

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

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

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

- ▶ OHS-GT-2012-005 - [Policy on Claim Request Requirements Including OHS Reimbursement Checklist](#)
- ▶ OHS-GT-2012-006 - [Policy on Utilization of the Training Request Form for Approved and Non-Approved Training](#)
- ▶ OHS-GT-2018-008 - [Policy on Budget Modifications, Scope of Work Changes, and Spending Plans](#)
- ▶ The Administrative Guide for Homeland Security Grants and IBs are located on the [Department of Public Safety \(DPS\) Grants Section website](#)

Procurement Requirements

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

Procurement Requirements

- ▶ If a subrecipient has a procurement policy, a copy must be submitted and accepted by the OHS
 - ▶ If the subrecipient does not have a procurement policy, or their policy is less restrictive than the State of Missouri policy, they must follow the State of Missouri's Procurement Guidelines
 - ▶ Submit statement indicating their agency is utilizing the State of Missouri Procurement Policy for this project
 - ▶ [State of Missouri Revised Statutes Chapter 34, State Purchasing and Printing](#)
 - ▶ [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

State of Missouri Procurement Requirements

Less than \$10,000	\$10,000 - \$99,999	Greater than \$100,000
<ul style="list-style-type: none"> Purchase with prudence on the open market 	<ul style="list-style-type: none"> Must be competitively bid Informal method is acceptable Minimum of 3 bids/quote Ex. Telephone quote, online pricing, request for quotation 	<ul style="list-style-type: none"> Formal solicitation required Advertised in at least two daily newspapers for general circulation at least 5 consecutive days before bids are to be opened May also advertise in at least 2 weekly minority newspapers & provide through an electronic medium available to general public Post a notice in a public area of your office Solicit by mail or other reasonable methods generally available to the public OHS must approve if less than 3 bids received

A single feasible source procurement of \$10,000.00 or more requires prior approval from the OHS

Single Feasible Source (SFS)

- ▶ Use of a single feasible source procurement of \$10,000.00 or more requires prior approval from the OHS
 - ▶ A single feasible source form can be located on the DPS website in the [Grant Applications and Forms section](#)
 - ▶ 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

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

Who Are You Doing Business With?

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



Prior Approval

- ▶ Some items require prior approval from the OHS, including, but not limited to:
 - ▶ Contracts
 - ▶ MUST include Federal Contract Provisions located at [2 CFR 200 Appendix II Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#)
 - ▶ Examples where contracts are needed include services for contracted security personnel, training, equipment installation, and construction
 - ▶ Single Feasible Source
 - ▶ Projects requiring an Environmental Planning and Historic Preservation (EHP)
 - ▶ All NSGP projects

***If prior approval is not received, the expense will not be paid!
No Retroactive Approvals!!***

Audit Requirements

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

Environmental Historic Preservation (EHP) - All NSGP Projects

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



Environmental Historic Preservation (EHP)

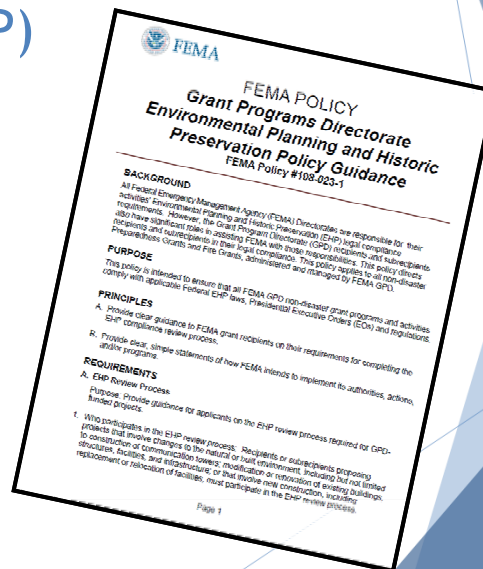
- ▶ The EHP review must be completed before initiating **ANY** work even if a previous award/year/program/project has an approved EHP review

No Retroactive Approvals



Environmental Historic Preservation (EHP)

[Environmental Planning and Historic Preservation Policy Guidance FEMA Policy #108-023-1](#)



EHP Timeframe

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



Please Note!

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



EHP Packet

The EHP form can be located on the DPS website in the [Grant Applications and Forms section](#):

Make sure your EHP Form includes

- ▶ 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.)

Be sure you are using the current form - look for the expiration date in the right-hand corner

****We will be offering an optional training that will go into further detail on completing the EHP Form - time and date TBD****

Project Description Example

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

EHP Supporting Photographs

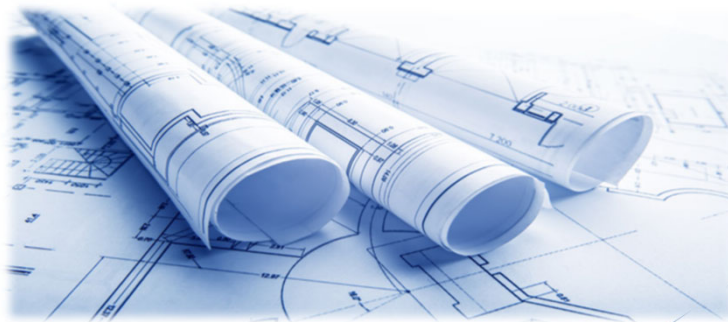
Required: site photographs, maps and drawings.

- ▶ Labeled, color, aerial photograph of the project site
- ▶ 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 including Length x Width x Depth
 - ▶ Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities
 - ▶ Include details of any fill materials involved in ground disturbances

EHP Supporting Photographs

If Available:

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



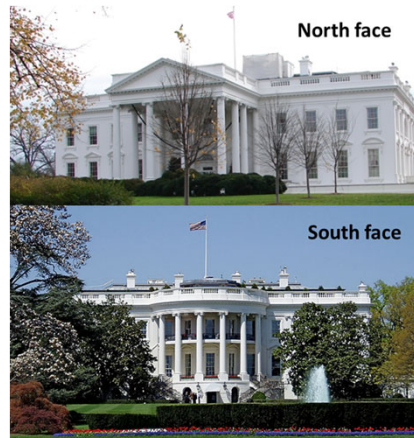
EHP Photographs Examples

► Aerial Photo



EHP PHOTOGRAPHS EXAMPLES

► Clear and complete ground level photos with captions



EHP Photographs Examples

► Captioned Installation Mockup Photos



EHP Photographs Examples

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.



EHP Submission

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

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

- ▶ If the project scope changes, another EHP form must be approved prior to work beginning
- ▶ Submit forms via Correspondence in WebGrants
- ▶ Questions: Debbie Musselman (573) 751-5997

Inventory Management

- ▶ Equipment is defined as tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of \$1,000 or more
- ▶ Entities may have a lower acquisition cost in their procurement policy. If so, they **MUST** use the most stringent policy

Inventory Management

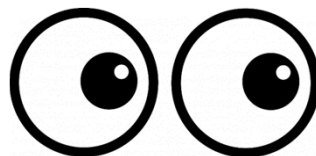
- ▶ All equipment purchased with Nonprofit Security Grant Program funds MUST be tagged*
- ▶ All tags must state:

Purchased with U.S. Department of
Homeland Security Funds

- ▶ Tags are available from the OHS upon request. Contact Maggie Glick at Maggie.Glick@dps.mo.gov

Inventory Management

- ▶ 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 Management

- ▶ 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 Management

- ▶ Required to maintain inventory form for all equipment purchased with NSGP funds
- ▶ Equipment is added to OHS inventory at the time of claim approval
- ▶ Physical inventory **MUST** be taken and results reconciled once every two years
 - ▶ Next inventory will be due October 1, 2024
 - ▶ OHS will send list of your agency's inventory for verification



Inventory Management

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

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

Inventory Management

- ▶ When original or replacement equipment acquired with Homeland Security 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 Management

- ▶ Subrecipients must request approval from the OHS prior to disposing of equipment. Procedures in the OHS Administrative Guide for Homeland Security Grants must be followed to request equipment disposition approval. Email the Equipment Disposition Forms to Maggie Glick at Maggie.Glick@dps.mo.gov
- ▶ A copy of the approved Equipment Disposition Form must be maintained in the subrecipient grant file
- ▶ Equipment Disposition Form can be located on the DPS website in the [Grant Applications and Forms](#) section

Inventory Management

- ▶ 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 Management

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

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

WebGrants

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



Log In

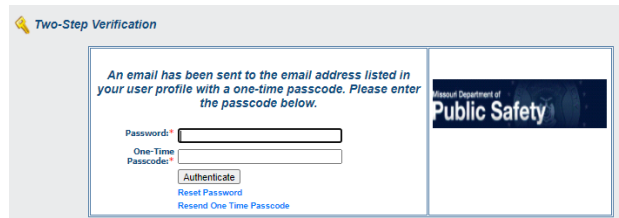
User ID:

Password:

[Forgot User ID?](#)

[Reset Password](#)

Two-factor authentication



Two-Step Verification

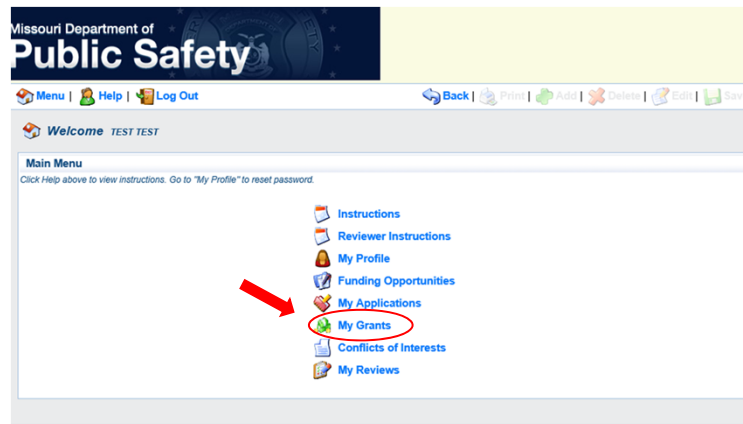
An email has been sent to the email address listed in your user profile with a one-time passcode. Please enter the passcode below.

[Reset Password](#)
[Resend One Time Passcode](#)

U.S. Department of
Public Safety

WebGrants

Select "My Grants"



WebGrants

Select project titled FY 2022 NSGP

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Search Criteria

Program Areas: Non Profit Security Grant Program (NSGP)

Grant Year: 2022

Showing 1 - 1 of 1

[Map](#) | [Mark as Underway](#)

The Grants that match your criteria appear below. You can click on the Grant title to view the details. You may also select multiple Grants at once and mark them all as Underway.

Select?	Grant Number	Status	Year	Grant Title	Program Area	Organization	Grantee	Program Officer	Funding Opportunity	Budget Total
<input type="checkbox"/>	130919	Awarded	2022	FY 2022 NSGP Target Hardening	Non Profit Security Grant Program (NSGP)	BaseLine Organization	TEST TEST	Joni McCarter	130917 - FY 2022 Nonprofit Security Grant Program (NSGP) TEST	\$500.00

WebGrants

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	05/18/2022	
Claims		
Contact Information	05/18/2022	
Correspondence		
Appropriations		
Status Reports		
Subaward Adjustments		
Budget - NSGP 2022	05/18/2022	
Subaward Adjustment Notices		
Named Attachments 2022	05/18/2022	
Subaward Documents - Final		
Attachments		
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

Subaward Agreement

- ▶ Subaward Agreements will be distributed via email
 - ▶ Authorized Official must review and initial each page of the Articles of Agreement
 - ▶ Original signed Subaward Agreement may be mailed OR emailed to the OHS
 - ▶ Due **November 20, 2022**
- ▶ 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
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Named Attachments 2022	05/18/2022	
Subaward Documents - Final		
Attachments		
Closeout		
Opportunity	-	
Application	-	
Application Versions	-	
Application Annotations	-	
Review Forms	-	

Budget

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

Budget

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

Equipment Justification

Equipment Justification

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

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

Expending Grant Funds

- ▶ Funds must be obligated within the project period of performance, expended, and submitted for reimbursement within 45 days following the project period of performance end date (October 15, 2024)
- ▶ Project Period: September 1, 2022 to August 31, 2024
- ▶ Funds are considered “obligated” when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period
- ▶ Funds are considered “expended” when payment is made

Expending Grant Funds

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

Contracts

- ▶ **All contracts MUST be approved by the OHS prior to signing**
 - ▶ **Submit contracts for review through WebGrants Correspondence**
- ▶ All contracts MUST contain the Federal Contract Provisions located in [2 CFR 200 Appendix II Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#)

Reimbursement Requests

- ▶ [Information Bulletin 5: Policy on Reimbursement Requests](#) discusses requirements for reimbursement requests
- ▶ Vendor Input Form
 - ▶ If your agency is not setup with a vendor to receive payment from the State of Missouri this form will need to be completed approximately 30 days before you anticipate submitting your first claim
 - ▶ MUST be completed in order to receive payment
- ▶ Must incur an allowable expense, make payment, and seek reimbursement within 6 months of the invoice date
- ▶ Supporting documentation must be submitted with each claim
- ▶ Incomplete claims could result in a delay of payment. It is the requesting agency's responsibility to complete the necessary changes

Reimbursement Requests

► Equipment Supporting Documentation

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

Reimbursement Requests

► 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)

Reimbursement Requests

- ▶ **Management and Administration (M&A) Supporting Documentation - Goods/Services**
 - ▶ Claim in WebGrants
 - ▶ Invoice (example: temporary clerical support/invoice)
 - ▶ Proof of payment (copy of cancelled check or payroll journal)
 - ▶ Proof of delivery (signed packing slip, receipt, or statement in writing indicating goods/services received)

Reimbursement Requests

- ▶ **Management and Administration (M&A) Supporting Documentation - Personnel Costs**
 - ▶ Claim in WebGrants
 - ▶ Invoice (example: temporary clerical support/invoice)
 - ▶ Proof of payment (copy of cancelled check or payroll journal)
 - ▶ Timesheet(s)
 - ▶ Wage and benefit cost(s)
 - ▶ Signed salary certification

Reimbursement Request

► 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, 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

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

Reimbursement Requests

- Submitting a claim in WebGrants
 - Select “Claims” 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.

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Claims	
Contact Information	05/18/2022
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Closeout	
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Application Versions	-
Application Annotations	-
Review Forms	-

Reimbursement Requests

- Select “Add”

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

Grant Tracking

Grant: 139919 - FY 2022 NSGP Target Hardening - 2022

Status: Awarded

Program Area: Non Profit Security Grant Program (NSGP)

Grantee Organization: BaseLine Organization

Program Officer: Joni McCarter

Budget Total: \$500.00

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

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

► 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

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

Grant Tracking

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

Claim Type:

Claim Status:

Reporting Period: From To

Due Date:

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

Is This Your Final Report? ☐ Yes ☒ No

Reimbursement Requests

- ▶ 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	
139919 - 001	Other	Editing			01/01/2023 - 02/28/2023	\$0.00	
						Submitted Amount	\$0.00
						Approved Amount	\$0.00
						Paid Total	\$0.00
						Total	\$0.00

- ▶ Select "Edit"

Menu | Help | Log Out

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

Grant Tracking

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

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

139919-FY 2022 NSGP Target Hardening
Non Profit Security Grant Program (NSGP)

Award Year:	2022	Status:	Editing
Subaward Number:	139919	Approved By:	
Reporting Period:	01/01/2023 - 02/28/2023	Approved Date:	
Claim Number:	139919 - 001	Field Date:	
Submitted By:		Vendor Number:	446000582
Submitted Date:		Invoice Number:	
Is This Your Final Report:	No	Check Number:	

Reimbursement Request

- ▶ 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

Claim: 139919 - 001 [Grant Components](#)

Grant: **139919-FY 2022 NSGP Target Hardening**

Status: Editing

Program Area: Non Profit Security Grant Program (NSGP)

Grantee Organization: **BaseLine Organization**

Program Manager: Joni McCarter

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

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

Name	Complete?	Last Edited
General Information	<input checked="" type="checkbox"/>	09/16/2022
Expenditures	<input type="checkbox"/>	
Reimbursement	<input type="checkbox"/>	
Equipment Inventory 19+	<input type="checkbox"/>	
Other Attachments	<input type="checkbox"/>	

Reimbursement Request

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

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

Reimbursement Request

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

Grant Tracking

Claim: 139919 - 001
 [Grant Components](#)

Grant: 139919-FY 2022 NSGP Target Hardening
 Status: Editing
 Program Area: Non Profit Security Grant Program (NSGP)
 Grantee Organization: BaseLine Organization
 Program Manager: Joni McCarter

Expenditures

Line Number* 1001 - Budget - Test
 Payee* Vendor Name
 Description* Description of item purchased
 Quantity* 2
 Unit Cost* 150.00
 Federal Amount Requested* 300.00
 Invoice #* 1234
 Invoice Date* 1/12/2023
 Check/EFT Number* 56789
 Check/EFT Date* 1/24/2023

Reimbursement Request

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

Reimbursement Request

- ▶ 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
1001	Vendor Name	Description of item purchased	2.0	\$150.00	\$300.00	\$300.00	1234	1/12/2023	56789	1/24/2023
						\$300.00				

Reimbursement Request



- ▶ 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	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)
Budget						
Test	1001 (Line Number) Test (Line Name:)	\$500.00	\$300.00	\$0.00	\$300.00	\$200.00
	Sub Total:	\$500.00	\$300.00	\$0.00	\$300.00	\$200.00
Budget Total						
	Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total:	\$500.00	\$300.00	\$0.00	\$300.00	\$200.00

Reimbursement Request

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

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

Grant Tracking

Claim: 139919 - 001 Grant Components

Grant: 139919-FY 2022 NSGP Target Hardening
Status: Editing
Program Area: Non Profit Security Grant Program (NSGP)
Grantee Organization: BaseLine Organization
Program Manager: Joni McCarter

Equipment Detail

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

Requesting Organization	Region	County	Year	Budget Line #	Manufacturer	Model	Description	Identification #	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	ECP Use	Readiness Condition
-------------------------	--------	--------	------	---------------	--------------	-------	-------------	------------------	-------------------	--------------	------------------	----------	-----------------------	--	---------------------------	--------------------------------	-------------	-------------------	---------	---------------------

Reimbursement Request

- ▶ 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 (2022)
- ▶ Budget Line # - Budget line number associated with the equipment
- ▶ Manufacturer - Manufacturer of the equipment
- ▶ Model - Model number of the equipment
- ▶ Description - Description of the equipment (i.e., access control system, bollard, video surveillance system)
- ▶ Identification # - Unique identification numbers such as serial number. N/A should be annotated in there is not a serial number
- ▶ Source of Funding - Federal Funding utilized (NSGP)
- ▶ Title Holder - Subrecipient Organization who owns the equipment

Reimbursement Request

- ▶ 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

- 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	2022	10001	Manufacturer of the Equipment	Model of the Equipment	Brief description of the equipment	Serial or identification number of the equipment	NSGP	Baseline Organization	12/16/2022	1	\$4,000.00	100.0%	1101 Riverside Dr. Jefferson City, MO 65101	Debbie Musselman	573-751-5907	debbie.musselman@dps.mo.gov	Local	Mission Capable

Reimbursement Request

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



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Claim: 139919 - 001

Grant: 139919-FY 2022 NSGP Target Hardening

Status: Editing

Program Area: Non Profit Security Grant Program (NSGP)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

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

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

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

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

The Department of Public Safety can support the following file types: Word (*.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.jpe, *.aso, *.tif, *.tiff) 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
-------------	-----------	-----------	---------------

Reimbursement Request

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

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

Claim

Attach File

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

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

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

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

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

Upload File: Test File.docx

Description: Claim 1 Supporting Documentation

Reimbursement Request

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

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

Grant Tracking

Claim: 139919 - 001 [Grant Components](#)

Grant: 139919-FY 2022 NSGP Target Hardening

Status: Editing

Program Area: Non Profit Security Grant Program (NSGP)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

Other Attachments [Create New Version](#) [Mark as Complete](#) [Go to Claim Forms](#)

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

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

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

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

Description	File Name	File Size	Date Uploaded
Claim 1 Supporting Documentation	Test File.docx	12 KB	09/19/2022

Reimbursement Request

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

The screenshot shows the 'Grant Tracking' interface. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is the 'Grant Tracking' header. The main content area displays claim details for 'Claim: 139919 - 001'. The details include: Grant: 139919-FY 2022 NSGP Target Hardening, Status: Editing, Program Area: Non Profit Security Grant Program (NSGP), Grantee Organization: BaseLine Organization, and Program Manager: Joni McCarter. To the right of these details is a link for 'Grant Components'. Below the details is a table titled 'Components' with columns: Name, Complete?, and Last Edited. The table lists several components, all of which are marked as 'Complete?'. To the right of the table are links for 'Preview' and 'Submit'. A red arrow points to the 'Submit' button.

Name	Complete?	Last Edited
General Information	✓	09/16/2022
Expenditures	✓	09/16/2022
Reimbursement	✓	09/16/2022
Equipment Inventory 19+	✓	09/16/2022
Other Attachments	✓	09/16/2022

Subaward Adjustments

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

Subaward Adjustments

- ▶ Scope of Work Changes
 - ▶ Adding new line items to the approved budget
 - ▶ Changes in quantity of an existing line item in approved budget
 - ▶ Changes to specifications of existing line item (i.e., an equipment line item on the approved budget lists a 12'x 20' tent, in order to purchase a tent that is 10' x 10' instead of the listed equipment, prior approval is required)
- ▶ **Approval to change scope from approved Investment Justification is extremely rare**
 - ▶ NSGP is a competitive grant program. The expectation is that all components of the project in the original Investment Justification will be completed
 - ▶ **Contact your grant specialist immediately if there is a problem with the scope of the project**

Subaward Adjustments

- ▶ Submitting a Subaward Adjustment in WebGrants
- ▶ Select "Subaward Adjustments" component in WebGrants

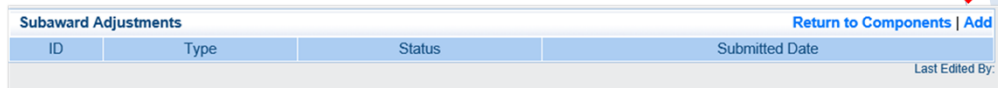
Grant Components [Alerts](#) | [Copy](#) | [Annotations \(0\)](#) | [Export Grant Data](#) | [Map](#)

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	05/18/2022
Claims	
Contact Information	05/18/2022
Correspondence	
Appropriations	
Status Reports	
Subaward Adjustments	
Budget - NSGP 2022	05/18/2022
Subaward Adjustment Notices	
Named Attachments 2022	05/18/2022
Subaward Documents - Final	
Attachments	
Closeout	
Opportunity	-
Application	-
Application Versions	-
Application Annotations	-
Review Forms	-

Subaward Adjustments

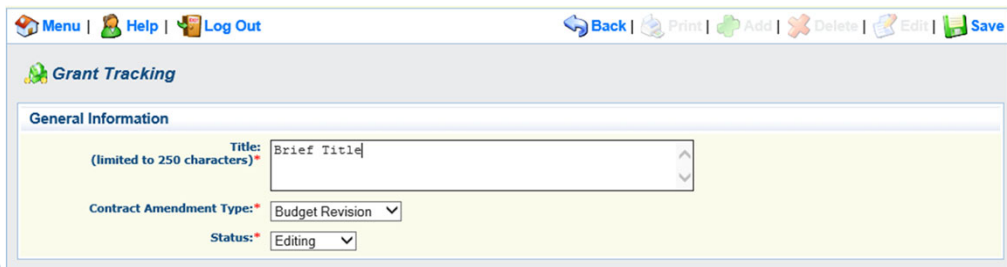
- ▶ Select “Add”



The screenshot shows a table titled "Subaward Adjustments" with columns: ID, Type, Status, Submitted Date, and Last Edited By. A red arrow points to the "Add" button in the top right corner of the table.

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

- ▶ Complete General Information and select “Save”



The screenshot shows the "Grant Tracking" interface. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is the "General Information" section with the following fields:

- Title:** (limited to 250 characters) *
- Contract Amendment Type:** *
- Status:** *

A red arrow points to the "Save" button in the top right corner of the form.

Subaward Adjustments

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

Subaward Adjustments

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

Subaward Adjustments			Return to Components Add
ID	Type	Status	Submitted Date
139919 - 01	Budget Revision	Editing	

- ▶ Select “Edit”

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Subaward Adjustments

Subaward Adjustment Details [Print to PDF](#) | [Withdraw](#) | [Feedback](#)

139919-FY 2022 NSGP Target Hardening

Non Profit Security Grant Program (NSGP)

Subaward Adjustment ID:	01	Submitted By:	
Subaward Adjustment Type:	Budget Revision	Submitted Date:	
Status:	Editing		
Organization:	BaseLine Organization		

Subaward Adjustments

- ▶ 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	✓	09/16/2022	
Justification			
Budget			
Confirmation			
Attachments			

Subaward Adjustments

- ▶ 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”

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

Subaward Adjustments

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

Subaward Adjustments

- ▶ 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	000.00	000.00
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	71000.00	72000.00
Supplies/Operations	13000.00	12000.00
Contractual	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00
Indirect Costs	\$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	\$4000.00	\$4000.00
Total Local Match Share	\$0.00	\$0.00

Subaward Adjustments

- ▶ 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	\$71,000.00	\$72,000.00	\$1,000.00
Supplies/Operations	\$13,000.00	\$12,000.00	(\$1,000.00)
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Totals	\$84,000.00	\$84,000.00	\$0.00

Federal/State and Local Match Share

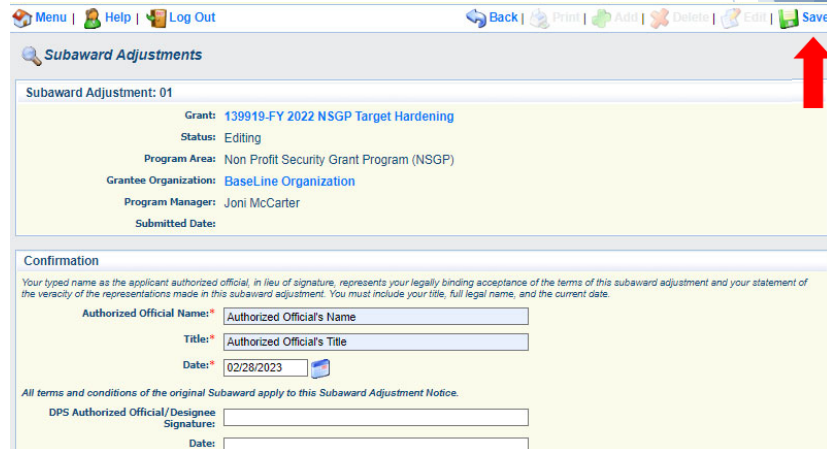
• The **Current Budget** column represents the current subaward. Enter the total federal/state share and total local match share as it is reflected in the current version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Current Budget 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	\$84,000.00	100.0%	\$84,000.00	100.0%	\$0.00
Total Local Match Share	\$0.00	0%	\$0.00	0%	\$0.00

Subaward Adjustments

- ▶ 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: 139919-FY 2022 NSGP Target Hardening
 Status: Editing
 Program Area: Non Profit Security Grant Program (NSGP)
 Grantee Organization: BaseLine Organization
 Program Manager: Joni McCarter
 Submitted Date:

Confirmation

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

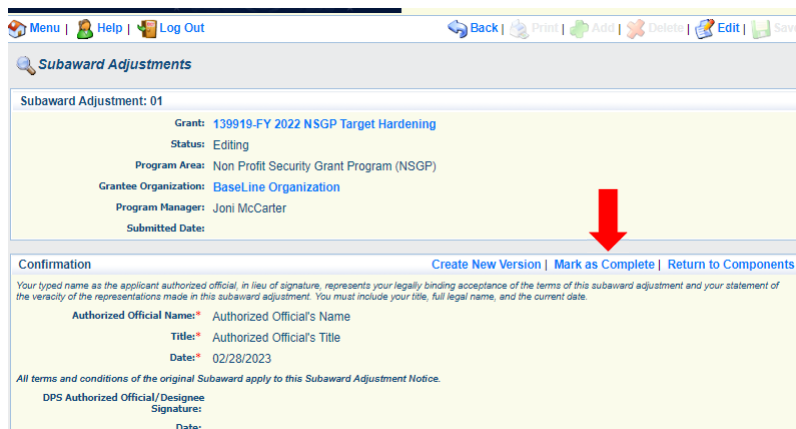
Authorized Official Name:
 Title:
 Date:

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

DPS Authorized Official/Designee
 Signature:
 Date:

Subaward Adjustments

- ▶ Select “Mark as Complete”



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

Subaward Adjustments

Subaward Adjustment: 01

Grant: 139919-FY 2022 NSGP Target Hardening
 Status: Editing
 Program Area: Non Profit Security Grant Program (NSGP)
 Grantee Organization: BaseLine Organization
 Program Manager: Joni McCarter
 Submitted Date:

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.

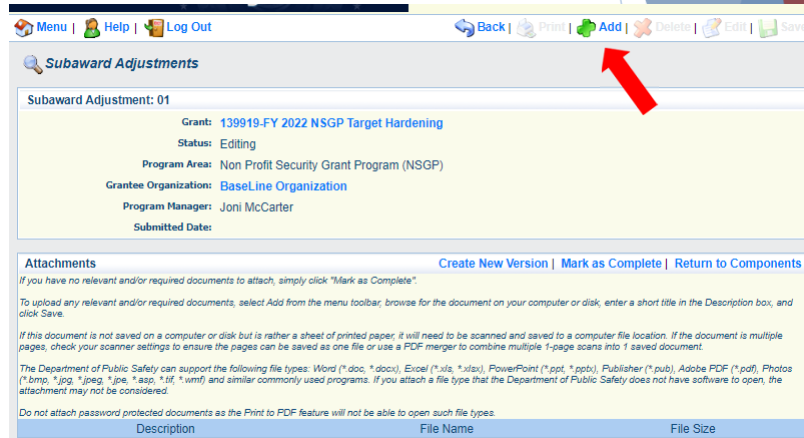
Authorized Official Name:
 Title:
 Date:

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

DPS Authorized Official/Designee
 Signature:
 Date:

Subaward Adjustments

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



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

Subaward Adjustments

Subaward Adjustment: 01

Grant: 139919-FY 2022 NSGP Target Hardening
 Status: Editing
 Program Area: Non Profit Security Grant Program (NSGP)
 Grantee Organization: BaseLine Organization
 Program Manager: Joni McCarter
 Submitted Date:

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

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

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

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

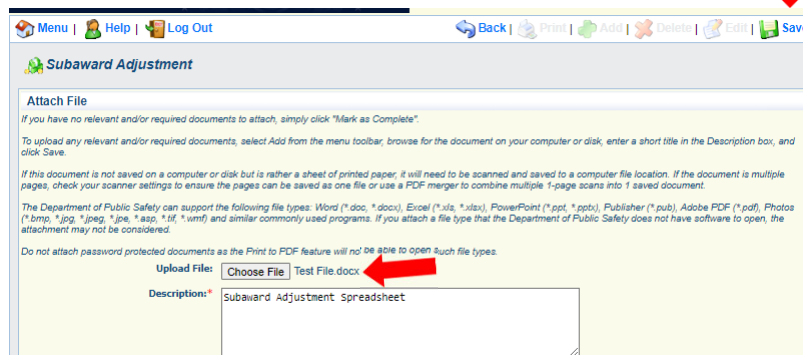
The Department of Public Safety can support the following file types: Word (*.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.jpe, *.asp, *.tif, *.wmf) and similar commonly used programs. If you attach a file type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

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

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

Subaward Adjustments

- ▶ Select “Choose File” 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: **Choose File** | Test File.docx

Description: Subaward Adjustment Spreadsheet

Subaward Adjustments

- ▶ Mark as complete

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

Subaward Adjustments

Subaward Adjustment: 01

Grant: 139919-FY 2022 NSGP Target Hardening
 Status: Editing
 Program Area: Non Profit Security Grant Program (NSGP)
 Grantee Organization: BaseLine Organization
 Program Manager: Joni McCarter
 Submitted Date:

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

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

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

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

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

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

Description	File Name	File Size
Subaward Adjustment Spreadsheet	Test File.docx	12 KB

Subaward Adjustments

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

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

Subaward Adjustment

Subaward Adjustment: 01

Grant: 139919-FY 2022 NSGP Target Hardening
 Status: Editing
 Program Area: Non Profit Security Grant Program (NSGP)
 Grantee Organization: BaseLine Organization
 Program Manager: Joni McCarter
 Submitted Date:

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

Name	Complete?	Last Edited
General Information	✓	09/16/2022
Justification	✓	09/16/2022
Budget	✓	09/16/2022
Confirmation	✓	09/16/2022
Attachments	✓	09/16/2022

Status Reports

- ▶ Status Reports due January 10 and July 10 of each year
- ▶ January 10 Status Report reporting period July 1 - December 31 (first status report will be September 1 - December 31)
- ▶ July 10 Status Report reporting period January 1 - June 30
- ▶ To submit Status Report, select “Status Report” component in WebGrants

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

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	05/18/2022
Claims	
Contact Information	05/18/2022
Correspondence	
Status Reports	
Subaward Adjustments	
Budget - NSGP 2022	05/18/2022
Subaward Adjustment Notices	
Named Attachments 2022	05/18/2022
Subaward Documents - Final	
Attachments	
Closeout	-
Opportunity	-
Application	-
Application Versions	-
Application Annotations	-
Review Forms	-

Status Reports

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

Status Reports [Copy Existing Status Report](#) | [Scheduler](#) | [Return to Components](#)

ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
139919 - 01	Monthly	09/01/2022-12/31/2022	01/10/2023		-	Editing

- ▶ Select “Edit”

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

Grant Tracking

Instructions

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

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

Status Report Details

139919-FY 2022 NSGP Target Hardening

Non Profit Security Grant Program (NSGP)

Award Year: 2022 Status: Editing
Subward Number: 139919 Approved By:

Status Reports

- 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	✓	09/18/2022
	Milestone Progress Report		

Status Reports

- 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: 139919 - 01						
Grant: 139919-FY 2022 NSGP Target Hardening						
Status: Editing						
Program Area: Non Profit Security Grant Program (NSGP)						
Grantee Organization: BaseLine Organization						
Program Officer: Joni McCarter						
Instructions						
As per NSGP grant guidance, the Status Report is required to demonstrate the progress of your grant for the prior six month period. Please update each milestone and narrative project progress.						
Milestone Progress						Create New Version Mark as Complete Go to Status Report Forms Add
Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:		
1. Determine specifications for needed equipment	FY2022 NSGP	12/31/2022	0%			
2. Submit completed EHP form to the OHS	FY2022 NSGP	01/31/2023	0%			
3. Receive EHP clearance from DHS/FEHA	FY2022 NSGP	03/31/2023	0%			
4. Procurement completed: bidding, vendor selection, OHS review of contract, and ordering of equipment	FY2022 NSGP	06/30/2023	0%			
5. Equipment received, installed, tested and inventoried	FY2022 NSGP	12/31/2023	0%			
6. Vendor paid and proof of payment received	FY2022 NSGP	01/31/2024	0%			
7. WebGrants reimbursement completed with all necessary documentation	FY2022 NSGP	02/28/2024	0%			
8. Equipment training completed	FY2022 NSGP	02/28/2024	0%			
9. Project Final Report completed and closed out	FY2022 NSGP	03/31/2024	0%			

Status Reports

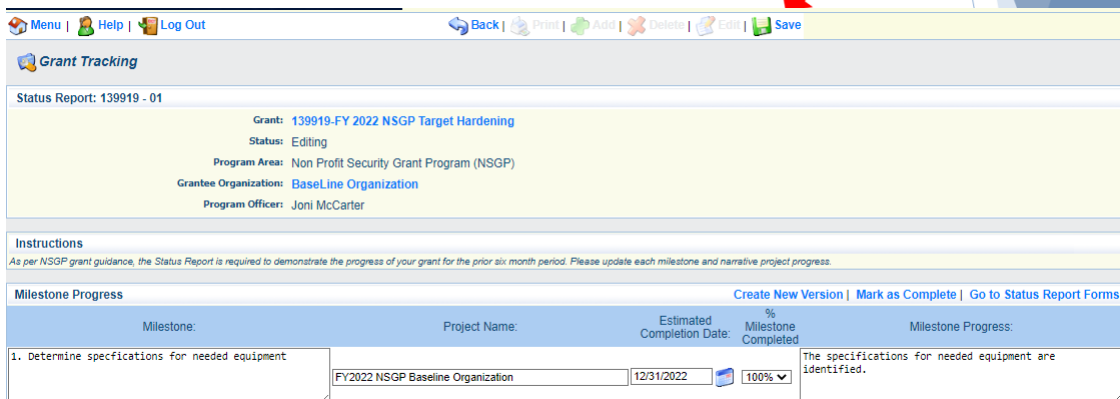
- ▶ Complete “Milestone Progress” section of Status Report
- ▶ Milestone - Do **NOT** change any of the Milestone descriptions and do **NOT** add any Milestone descriptions
- ▶ Project Name - Brief project name (i.e., FY 2022 Baseline Organization NSGP)
- ▶ Estimated Completion Date - Estimated completion date for milestone at time of status report
- ▶ % Milestone Completed - Estimated % of milestone completed at time of status report
- ▶ Milestone Progress - Enter pertinent notes on milestone (i.e., Specifications for equipment complete)

Status Reports

Milestone Progress					Create New Version Mark as Complete Go to Status Report Forms Add
Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:	
1. Determine specifications for needed equipment	FY2022 NSGP Baseline Organization	12/31/2022	100%	The specifications for needed equipment are identified. Completion of the EHP form is in process.	
2. Submit completed EHP form to the OHS	FY2022 NSGP Baseline Organization	01/31/2023	80%		
3. Receive EHP clearance from DHS/FEMA	FY2022 NSGP Baseline Organization	03/31/2023	0%		
4. Procurement completed: bidding, vendor selection, OHS review of contract, and ordering of equipment	FY2022 NSGP Baseline Organization	06/30/2023	0%		
5. Equipment received, installed, tested and inventoried	FY2022 NSGP Baseline Organization	12/31/2023	0%		
6. Vendor paid and proof of payment received	FY2022 NSGP Baseline Organization	01/31/2024	0%		
7. WebGrants reimbursement completed with all necessary documentation	FY2022 NSGP Baseline Organization	02/28/2024	0%		
8. Equipment training completed	FY2022 NSGP Baseline Organization	02/28/2024	0%		
9. Project Final Report completed and closed out	FY2022 NSGP Baseline Organization	03/31/2024	0%		

Status Reports

- Select “Save”



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

Grant Tracking

Status Report: 139919 - 01

Grant: 139919-FY 2022 NSGP Target Hardening
 Status: Editing
 Program Area: Non Profit Security Grant Program (NSGP)
 Grantee Organization: BaseLine Organization
 Program Officer: Joni McCarter

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

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

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment	FY2022 NSGP Baseline Organization	12/31/2022	100%	The specifications for needed equipment are identified.

Status Reports

- Complete “Narrative Project Progress”

- Select “Add”

Narrative Project Progress [Add](#)

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

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

Narrative Project Progress

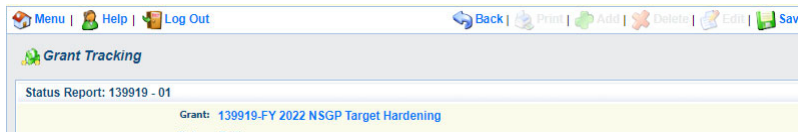
Project Name: FY2022 NSGP Baseline Organization

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 EHP form will be completed with clearance from DHS/FEWA and procurement will be completed within the next 6 months.

Status Reports

- ▶ Select "Save"



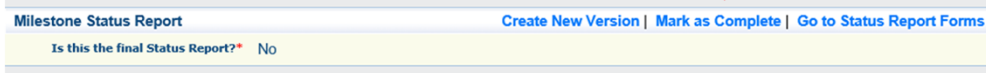
Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

Grant Tracking

Status Report: 139919 - 01

Grant: 139919-FY 2022 NSGP Target Hardening

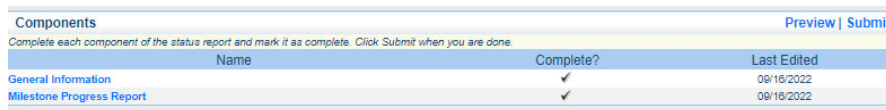
- ▶ Select "Mark as Complete"



Milestone Status Report [Create New Version](#) | [Mark as Complete](#) | [Go to Status Report Forms](#)

Is this the final Status Report? ☐ No

- ▶ Select "Submit" to submit Status Report to the OHS



Components [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	✓	08/16/2022
Milestone Progress Report	✓	08/16/2022

Status Reports

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

Correspondence

- ▶ Correspondence Component of the grant should be used for contacting the OHS with questions/pertinent information or approvals regarding your grant
- ▶ Select “Correspondence” 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	05/18/2022
Claims	
Contact Information	05/18/2022
Correspondence	
Appropriations	
Status Reports	
Subaward Adjustments	
Budget - NSGP 2022	05/18/2022
Subaward Adjustment Notices	
Named Attachments 2022	05/18/2022
Subaward Documents - Final	
Attachments	
Closeout	
Opportunity	-
Application	-
Application Versions	-
Application Annotations	-
Review Forms	-

Correspondence

- ▶ 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: Chelsey Call

CC: debbie.muselman@dps.mo.gov

Correspondence

- ▶ Enter a “Subject” for the message

Subject:

- ▶ Enter all necessary information in the “Message” section

Message:

Correspondence

- ▶ Attach any necessary documents in the Attachments section
- ▶ Select “Choose File” to locate document on your computer

Attachments: Test File.docx
 No file chosen
 No file chosen
 No file chosen
 No file chosen

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

Correspondence [Send](#)

To:

Correspondence

- ▶ 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 139919 - FY 2022 NSGP Target Hardening: FY2022 NSGP Contract	Debbie Musselman	Chelsey Call, TEST TEST	09/16/2022	Test File.docx	



Correspondence

- ▶ Select “Reply”

Correspondence

From: Debbie Musselman

To: Chelsey Call, TEST TEST

CC: debbie.musselman@dps.mo.gov

Subject: Grant 139919 - FY 2022 NSGP Target Hardening: FY2022 NSGP Contract

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 McCarler, Christina Strozier

CC: debbie.musselman@dps.mo.gov

Subject: RE: Grant 139919 - FY 2022 NSGP Target Hardening: FY2022 NSGP Contract

Message: Add reply to message here.

*** Start Original Correspondence ***

From: Debbie Musselman

To: Chelsey Call, TEST TEST

Date Sent: 09/16/2022

Enter all necessary information here

*** End Original Correspondence ***

Send

Grant File

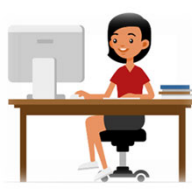
- ▶ All grant records shall be retained by the subrecipient for:
 - ▶ At least 5 years from the end of the state fiscal year in which the grant closes or following notification by the awarding agency that the grant has been programmatically and fiscally closed or at least 5 years following the closure 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) - WebGrants submission with Investment Justification, Risk/Vulnerability Assessment, etc.
 - ▶ Subaward Agreement (Fully Executed)
 - ▶ EHP Submission and Clearance documentation
 - ▶ Fully Executed Contracts
 - ▶ Approved Claims
 - ▶ Approved Subaward Adjustments
 - ▶ Approved Status Reports
 - ▶ Final Status Report
 - ▶ Monitoring Reports
 - ▶ Relevant Grant Correspondence
 - ▶ Procurement Documents
 - ▶ Disposition of Equipment Forms
 - ▶ Inventory

Grant Closeout

- ▶ Grant Period of Performance ends 08/31/2024
- ▶ Final Claims and Final Status Report are due 45 days after the end of the period of performance (10/15/2024)
- ▶ Final Claim - Select "Yes" in "General Information" on the question "Is this your Final Report"
- ▶ Final Status Report
 - ▶ In the "Narrative Project Progress" section indicate that the project is complete and this submission is the Final Status Report.
 - ▶ Include amount of de-obligated funds, if applicable, in the Narrative Project Progress section

Monitoring

- ▶ Information Bulletin 1: Policy on Monitoring discusses monitoring
- ▶ The OHS acts as a pass-through entity and is subject to the requirements of pass-through entities guided by 2 CFR 200
- ▶ 2 CFR 200.332 (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

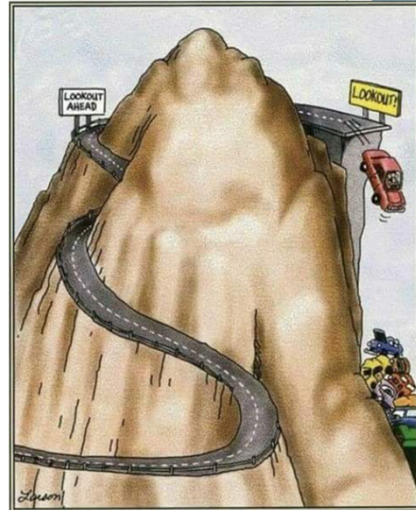


Monitoring

- ▶ 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

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



Key Dates

Submit Compliance Workshop and Award Acknowledgement - October 27, 2022

Signed Subaward Agreements Due - November 20, 2022

Submit Procurement Policy or Formal Adoption of State of Missouri's - December 31, 2022

Status Reports - January 10th and July 10th

Completed EHP Submitted to OHS - January 31, 2023

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

Period of Performance - September 1, 2022 - August 31, 2024

Follow-up Information

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

Next Steps

You will receive a very detailed checklist for your project - below are just the first steps

Funding Hold

- ▶ Return your Subaward Agreement, signed by the correct Authorized Official, the 501c3 paperwork, and the Award and Compliance Workshop Confirmation Acknowledgement
- ▶ The Subaward Agreement will then be fully executed by the Missouri Department of Public Safety and uploaded into WebGrants
- ▶ We will reach out to you for the follow-up information needed by FEMA in order for your funding hold to be released
- ▶ ****DO NOT COMPLETE ANY WORK ON THE PROJECT UNTIL YOU HAVE BEEN NOTIFIED THE FUNDING HOLD HAS BEEN RELEASED****

No Funding Hold

- ▶ Return your Subaward Agreement, signed by the correct Authorized Official, the 501c3 paperwork, and the Award and Compliance Workshop Confirmation Acknowledgement
- ▶ The Subaward Agreement will then be fully executed by the Missouri Department of Public Safety and uploaded into WebGrants
- ▶ Your project will be marked "Underway" in WebGrants and you will be able to view it
- ▶ Begin gathering items for the EHP submission

Do NOT sign any contracts or place any orders until you have been instructed!!

Questions



OHS Contacts

Debbie Musselman

Grants Specialist

(573) 751-5997

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Joni McCarter

Program Manager

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Joni.Mccarter@dps.mo.gov

Chelsey Call

Grant Supervisor

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Chelsey.Call@dps.mo.gov

Maggie Glick

Grants Specialist

(573) 522-6125

Maggie.Glick@dps.mo.gov