

# FY 2022 State Homeland Security Program (SHSP) Counter Terrorism Officer (CTO) Equipment Grant



**COMPLIANCE WORKSHOP  
NOVEMBER 2, 2022**

## Agenda

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

# Grant Requirements



## SHSP Counter Terrorism Officer (CTO) Equipment Grant

- In 2019, the Missouri Office of Homeland Security (OHS) began a process of analyzing gaps in prevention, response, and mitigation acts of terrorism identified in the Threat and Hazard Identification and Risk Assessment (THIRA) across the 32 Core Capabilities.
  - OHS identified critical shortage of law enforcement officers trained to identify and plan for potential terrorist threats and vulnerabilities in local communities
  - Missouri CTO Program was designed to expand law enforcement capabilities in the areas of homeland security and to combat the rising threats of homegrown violent extremism and terrorist threats across the state of Missouri
  - For FY2022, SHSP CTO projects are to enhance the Missouri Counter Terrorism Officer Program's effectiveness at the local level by giving agencies the opportunity to acquire equipment uniquely focused on their terrorism prevention mission and locality

## Federal Grant Requirements

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- [Code of Federal Regulations 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)  
Regulations provide the foundational requirements for federal financial assistance
- Subrecipients are required to comply with the programmatic requirements of the [U.S. Department of Homeland Security \(DHS\), Notice of Funding Opportunity \(NOFO\), Fiscal Year 2022 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

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- [FY 2022 SHSP CTO 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)

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All subrecipients that maintain an EOP

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

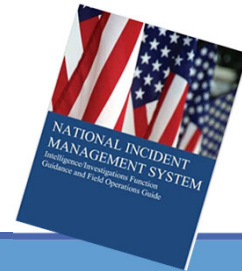


## National Incident Management System (NIMS)

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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.



## Procurement Requirements

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

## Procurement Requirements

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

**Use of a single feasible source procurement of \$10,000.00 or more 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 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

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

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

## Who Are You Doing Business With?

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

- [Federal System for Award Management](#)
- [State of Missouri Office of Administration](#)

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



## Prior Approval

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

- Single Feasible Source over \$10,000
- Items that require a federal waiver can be located in IBs
  - Examples
    - Boats
    - Unmanned Aerial Vehicles (Drones)
    - Explosives

## Audit Requirements

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State and local units of government, institutions of higher education, and other nonprofit institutions, must comply with the organizational audit requirements of [2 CFR Part 200 Subpart F](#), Audit Requirements

- Subrecipients who expend \$750,000 or more of federal funds\* during their fiscal year are required to submit a single organization wide financial and compliance audit report (single audit) to the [Federal Audit Clearinghouse](#) within 9 months after the close of each fiscal year during the term of the award

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



## Inventory

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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

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All equipment purchased with State Homeland Security Program funds **MUST** be tagged

All tags must state:

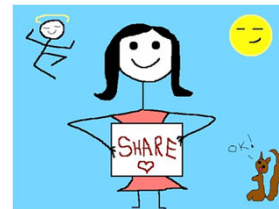
Purchased with U.S. Department of  
Homeland Security Funds

Tags are available upon request: contact Kelsey Saunders at  
[Kelsey.Saunders@dps.mo.gov](mailto:Kelsey.Saunders@dps.mo.gov)

## Inventory

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

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



## Inventory

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

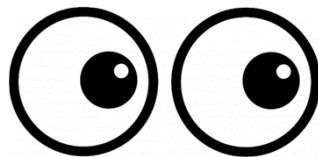
When acquiring replacement equipment, the non-Federal entity may use the equipment to be replaced as a trade in or sell the property and use the proceeds to offset the cost of the replacement property

## Inventory

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Subrecipients MUST:

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



## Inventory

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

## Inventory

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

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

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

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

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

## Inventory

### Correct Inventory Form

Region	County	Fiscal Year	Grant Program	Grant Award Number	Description of Equipment	EGAS/WebGrants Line Item Number	Manufacturer	Model	Identification Number	Title Holder	Quantity	Individual Item Cost	Total Cost	% of Federal Participation in the Cost	Date of Delivery	Physical Location	Use	Readiness Condition	Final Disposition	Date of Final Disposition	Final Disposition Sale Price	Contact Name	Contact Email	Contact Phone Number
C	Ste. Genevieve County	2018	SHSP	EHWP-2018-55-0044-04-07-001	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@gsco.com	(573) 883-5620

## Inventory

### Incorrect Inventory Form

Region	County	Fiscal Year	Grant Program	Grant Award Number	Description of Equipment	EGAS/WebGrants Line Item Number	Manufacturer	Model	Identification Number	Title Holder	Quantity	Individual Item Cost	Total Cost	% of Federal Participation in the Cost	Date of Delivery	Physical Location	Use	Readiness Condition	Final Disposition	Date of Final Disposition	Final Disposition Sale Price	Contact Name	Contact Email	Contact Phone Number
B	Marion County	2018	SHSP		MT94 ChemBio, Front Zip, Tan, WL Gore Chem pak, Ultra Barrier Fabric, 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

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

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

## Inventory

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Subrecipients must request approval from the OHS prior to disposing of equipment. Procedures in the OHS Administrative Guide for Homeland Security Grants must be followed to request equipment disposition approval. Email the Equipment Disposition Forms to Kelsey Saunders at [Kelsey.Saunders@dps.mo.gov](mailto:Kelsey.Saunders@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 in the [Grant Applications and Forms](#) section

## Inventory

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

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



## Inventory

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

- Example: 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

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

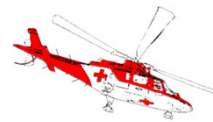


## Inventory

**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

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

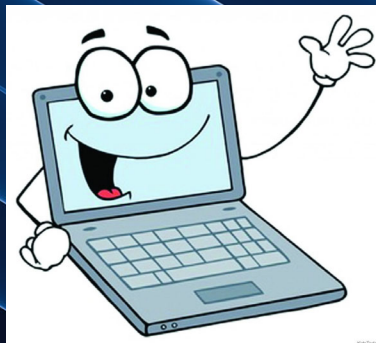
- Already exist as a defined, deployable interstate response resource
- Be exchanged and deployed with usage governed through interstate mutual aid agreements
- Be of sufficient capability to warrant being allocated and/or physically deployed nationally
- Have performance capability levels that can be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

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

Allow for command and control utilization under NIMS ICS

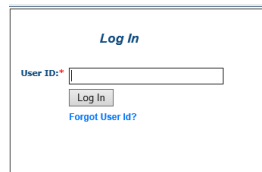
Be sufficiently interoperable or compatible to allow for deployment through a defined system for resource ordering as authorized under interstate mutual aid and assistance agreements

## WebGrants System



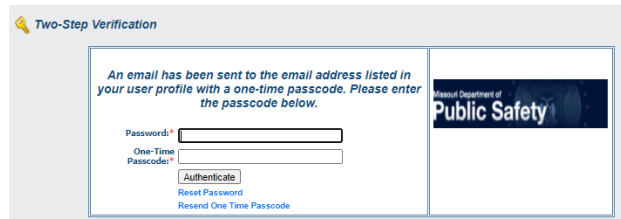
## WebGrants

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



The login form is titled "Log In". It contains a text input field labeled "User ID:" with a red asterisk. Below the input field is a "Log In" button. At the bottom of the form, there is a link that says "Forgot User ID?".

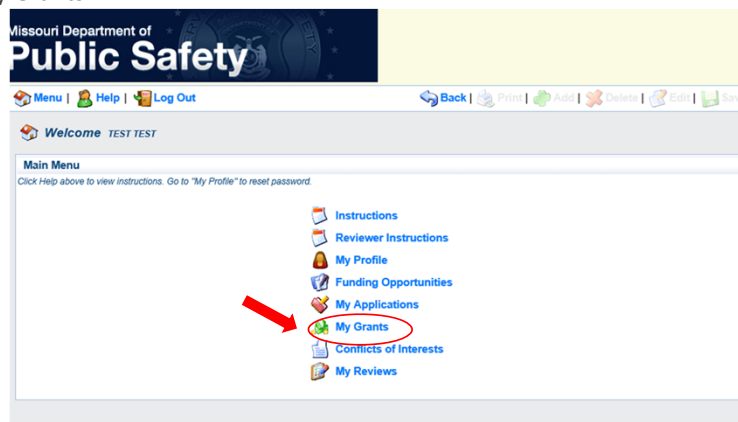
Two-factor authentication



The "Two-Step Verification" form has a header with a yellow bell icon and the text "Two-Step Verification". Below this, a message states: "An email has been sent to the email address listed in your user profile with a one-time passcode. Please enter the passcode below." The form includes two input fields: "Password:" and "One-Time Passcode:". Below these fields is an "Authenticate" button. At the bottom, there are links for "Reset Password" and "Resend One Time Passcode". On the right side of the form, there is a logo for the "Missouri Department of Public Safety".

## WebGrants

Select "My Grants"



The screenshot shows the "Main Menu" of the WebGrants system. At the top, there is a header for the "Missouri Department of Public Safety" with a logo. Below the header, there is a navigation bar with links for "Menu", "Help", and "Log Out". A toolbar contains icons for "Back", "Print", "Add", "Delete", "Edit", and "Save". The main content area is titled "Main Menu" and includes a sub-header "Welcome TEST TEST". Below this, a list of menu items is displayed: "Instructions", "Reviewer Instructions", "My Profile", "Funding Opportunities", "My Applications", "My Grants", "Conflicts of Interests", and "My Reviews". A red arrow points to the "My Grants" item, which is also circled in red.

## WebGrants

Select project titled "FY 2022 SHSP Counter Terrorism Officer (CTO) Equipment Grant"

Menu

Help

Log Out

Back

Print

Add

Delete

Edit

Save

Grant Tracking

Current Grants

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

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

ID	Status	Year	Project Title	Program Area	Grant Administrator	Budget Total
139964	Underway	2022	FY2022 CTO Equipment Grant	State Homeland Security Program (SHSP)	Joni McCarter	\$23,200.00

## WebGrants

### Grant Components

<b>Grant Components</b>		<a href="#">Alerts</a>   <a href="#">Copy</a>   <a href="#">Annotations (0)</a>   <a href="#">Export Grant Data</a>   <a href="#">Map</a>
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	09/23/2022	
Contact Information 2022	09/21/2022	
Budget - CTO	09/21/2022	
Claims		
Correspondence		
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments		
2022 CTO Project Package	09/21/2022	
Subaward Documents - Final		
Appropriations		
CTO Named Attachments 2022	09/21/2022	
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.

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General Information	09/23/2022
Contact Information 2022	09/21/2022
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Appropriations	09/21/2022
CTO Named Attachments 2022	
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

Equipment									
<a href="#">Negotiate Component</a>   <a href="#">Create New Version</a>   <a href="#">Return to Components</a>   <a href="#">Add</a>									
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 <a href="#">Authorized Equipment List (AEL)</a> .									
Equipment quotes may be uploaded in Names Attachment component of the application.									
Line Item Code:	Line Item Name:	AEL #:	Qty:	Unit Cost:	Total Cost:	Sustainment:	Discipline:	Function:	Allowable Activity:
10001	Mobile Data Terminal	04HW-01-MOBL	2.0	\$1,000.00	\$2,000.00	Yes	Law Enforcement	Equipment	Information Technology
					\$2,000.00				
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)									
Provide a justification for EACH line item being requested, explaining why it is necessary for the success of the project.									
Include a cost basis, such as 2 MDTs at a per unit cost of \$1,000 = \$2,000.									
5000 Character Limit									

## Budget

- Funds must be obligated within the project period of performance, expended, and submitted for reimbursement within 45 days following the project period of performance end date (October 15, 2023)
- Project Period: September 1, 2022 to August 31, 2023
- Funds are considered “obligated” when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period
- Funds are considered “expended” when payment is made



## Reimbursement 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 (Claims)

### 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, bank statement or credit card statement)
- Proof of delivery/completion (i.e., signed packing slip, signed receipt, or signed statement indicating the items were 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 (Claims)

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### 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, signed receipt, or signed statement in writing indicating items delivered)

## Reimbursement Request (Claims)

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### 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 (Claims)

### 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 the Check/EFT Date fields in the WebGrants claim

## Reimbursement Request (Claims)

### Submitting a claim in WebGrants


- Select "Claims" component in WebGrants

Grant Components		Alerts   Copy   Annotations (0)   Export Grant Data   Map
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CTO Named Attachments 2022	09/21/2022	
Closeout		
Opportunity		
Application		
Application Versions		
Application Annotations		
Review Forms		



## Reimbursement Request (Claims)

➤ Select "Add"



The screenshot shows the 'Grant Tracking' interface. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. A red arrow points to the 'Add' button. Below the navigation bar, the 'Grant Tracking' section displays information for 'Grant: 139964 - FY2022 CTO Equipment Grant - 2022'. The status is 'Underway', the program area is 'State Homeland Security Program (SHSP)', the grantee organization is 'BaseLine Organization', the program officer is 'Joni McCarter', and the budget total is '\$2,250.00'. Below this, there is a 'Claims' table with columns: ID, Type, Status, Date Submitted, Date Paid, Date From-To, and Claim Amount. The table is currently empty. At the bottom right, it says 'Last Edited By:'.

## Reimbursement Request (Claims)

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 (Claims)

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

**Grant Tracking**

**Claim General Information**

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

Claim Type: Other

Claim Status: Editing

Reporting Period: 01/01/2023 To 01/31/2023

Due Date:

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

Is This Your Final Report? ☐ Yes ☒ No

## Reimbursement Request (Claims)

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	
139964 - 001	Other	Editing			01/01/2023 - 01/31/2023		
						Submitted Amount	\$0.00
						Approved Amount	\$0.00
						Paid Total	\$0.00
						Total	\$0.00
Last Edited By:							

Select "Edit"

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

**Grant Tracking**

**Instructions**

Please use PDF to convert the claim plus any PDF attachments into a single PDF file. Edit Approval allows up to 5 levels of internal approval. View Worksheet 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. 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 registration 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

**139964-FY2022 CTO Equipment Grant**  
State Homeland Security Program (SHSP)

Award Year:	2022	Status:	Editing
Subaward Number:	139964	Approved By:	
Reporting Period:	01/01/2023 - 01/31/2023	Approved Date:	
Claim Number:	139964 - 001	Paid Date:	
Submitted By:		Vendor Number:	446000562
Submitted Date:		Invoice Number:	
Is This Your Final Report:	No	Check Number:	

## Reimbursement Request (Claims)

➤ 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: 139964 - 001

Grant: 139964-FY2022 CTO Equipment Grant

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

**Components**

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

Name	Complete?
General Information	✓
Expenditures	
Reimbursement	
Equipment Inventory	
Other Attachments	

## Reimbursement Request (Claims)

Expenditures Component

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

**Expenditures**

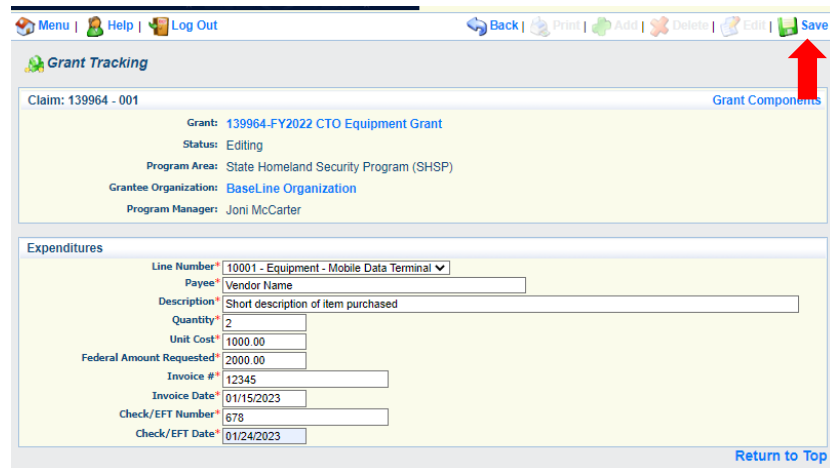
Create New Version | Mark as Complete | Go to Claim Forms | Add

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 (Claims)

- Select  
“Save”  
when  
complete



The screenshot shows the 'Grant Tracking' interface. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Save' button is highlighted with a red arrow. Below the navigation bar, the 'Grant Components' section displays the following information:

- Claim: 139964 - 001
- Grant: 139964-FY2022 CTO Equipment Grant
- Status: Editing
- Program Area: State Homeland Security Program (SHSP)
- Grantee Organization: BaseLine Organization
- Program Manager: Joni McCarter

Below the 'Grant Components' section is the 'Expenditures' section, which contains the following fields:

- Line Number\*: 10001 - Equipment - Mobile Data Terminal
- Payee\*: Vendor Name
- Description\*: Short description of item purchased
- Quantity\*: 2
- Unit Cost\*: 1000.00
- Federal Amount Requested\*: 2000.00
- Invoice #: 12345
- Invoice Date: 01/15/2023
- Check/EFT Number\*: 678
- Check/EFT Date\*: 01/24/2023

At the bottom right of the 'Expenditures' section, there is a 'Return to Top' link.

## Reimbursement Request (Claims)

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 (Claims)

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




Expenditures										<a href="#">Create New Version</a>   <a href="#">Mark as Complete</a>   <a href="#">Go to Claim Forms</a>   <a href="#">Add</a>	
Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date	
10001	Vendor Name	Short description of item purchased	2.0	\$1,000.00	\$2,000.00	\$2,000.00	12345	01/15/2023	678	01/24/2023	
						\$2,000.00					

## Reimbursement Request (Claims)

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							<a href="#">Create New Version</a>   <a href="#">Mark as Complete</a>   <a href="#">Go to Claim Forms</a>	
Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)			
Equipment								
Mobile Data Terminal	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00			
Sub Total:	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00			
Supplies/Operations								
Test	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00			
Sub Total:	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00			
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:	\$2,250.00	\$2,000.00	\$0.00	\$2,000.00	\$250.00			

## Reimbursement Request (Claims)

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

The screenshot shows the 'Grant Tracking' interface. At the top, there is a navigation bar with 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' on the right. The 'Add' button is highlighted with a red arrow. Below the navigation bar, the 'Grant Components' section displays 'Claim: 139964 - 001' and 'Grant: 139964-FY2022 CTO Equipment Grant'. The status is 'Editing', the program area is 'State Homeland Security Program (SHSP)', the grantee organization is 'BaseLine Organization', and the program manager is 'Joni McCarter'. Below this, the 'Equipment Detail' section is visible, with 'Create New Version', 'Mark as Complete', and 'Go to Claim Forms' buttons. The 'Mark as Complete' button is highlighted with a red arrow. At the bottom, there is a table header with columns: Requesting Organization, Region, County, Year, Budget Line #, Manufacturer, Model, Description, Identification # (s), Source of Funding, Title, Date of Holder, 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, and Readiness Condition.

## Reimbursement Request (Claims)

If equipment is requested (per unit cost \$1,000 or higher), complete all fields in the Equipment Detail Form

- Requesting Organization – Subrecipient's Organization
- Region – Subrecipient's Region (MSHP Troop Boundaries)
- 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., mobile radio, MDT)
- Identification # - Unique identification numbers such as a serial number (N/A should be annotated if there is not a unique identification number)
- Source of Funding – Federal Funding utilized (**SHSP CTO**)
- Title Holder – Subrecipient Organization who owns the equipment

## Reimbursement Request (Claims)

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 (Claims)

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

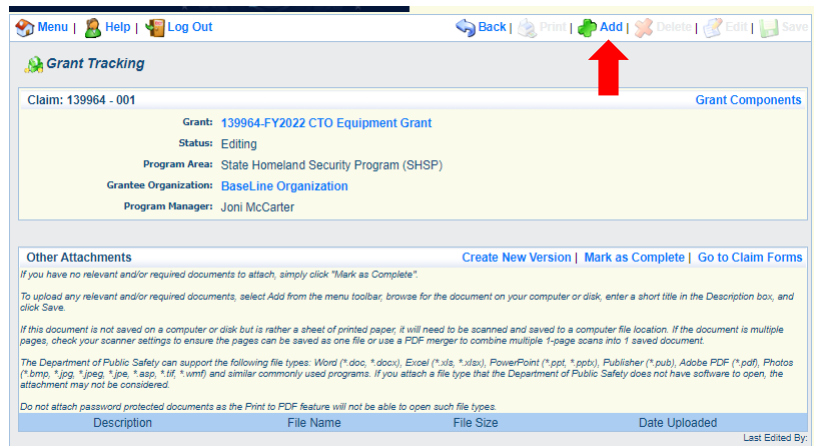


Equipment Detail														Create New Version   Mark as Complete   Go to Claim Forms						
Requesting Organization	Region	County	Year	Budget Line #	Manufacturer	Model	Description	Identification # (s)	Source of Funding	Title Holder	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost	Current Physical Location	Equipment Contact Person (ECP)	ECP Phone #	ECP Email Address	Use:	Readiness Condition:
Baseline Organization	F	Cole	2022	10001	Name of Manufacturer	Model	Short Description	1225	SHSP CTO	Baseline Organization	01/14/2022	2	\$1,000.00	100.0%	1101 Riverside Dr. Jefferson City, MO 65101	Debbie Musselman	573-751-5907	debbie.musselman@dps.mo.gov	Statewide	Mission capable

## Reimbursement Request (Claims)

### ➤ 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: 139964 - 001 Grant Components

Grant: 139964-FY2022 CTO Equipment Grant  
 Status: Editing  
 Program Area: State Homeland Security Program (SHSP)  
 Grantee Organization: BaseLine Organization  
 Program Manager: Joni McCarter

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

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

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

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


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

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

Description	File Name	File Size	Date Uploaded
Last Edited By:			

## Reimbursement Request (Claims)

- 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.

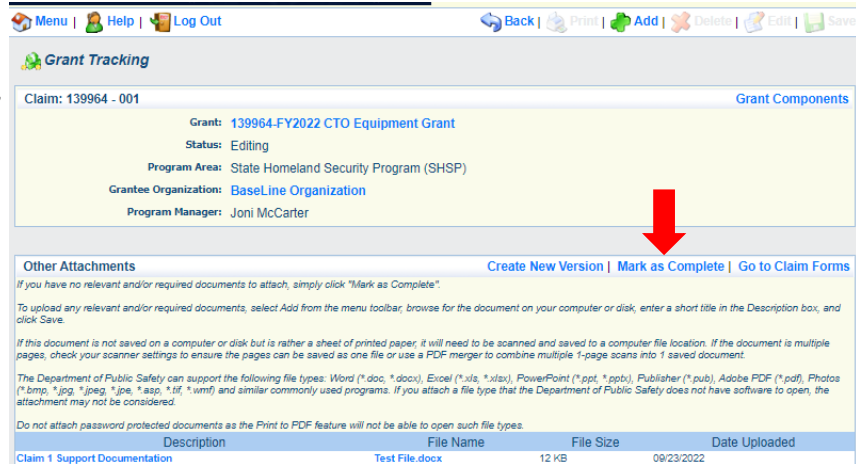
Upload Files: **Choose File** | Test File.docx

Description\*: Claim 1 Support Documentation



## Reimbursement Request (Claims)

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



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

**Grant Tracking**

Claim: 139964 - 001 [Grant Components](#)

Grant: 139964-FY2022 CTO Equipment Grant  
 Status: Editing  
 Program Area: State Homeland Security Program (SHSP)  
 Grantee Organization: BaseLine Organization  
 Program Manager: Joni McCarter

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

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

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

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

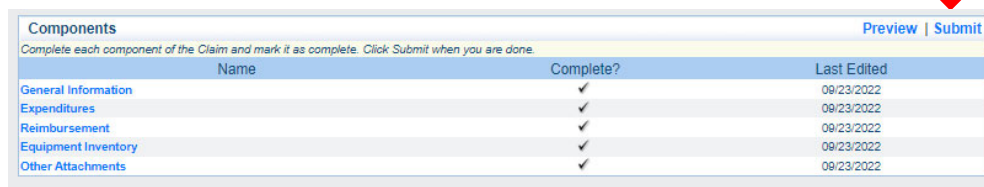
The Department of Public Safety can support the following file types: Word (\*.doc, \*.docx), Excel (\*.xls, \*.xlsx), PowerPoint (\*.ppt, \*.pptx), Publisher (\*.pub), Adobe PDF (\*.pdf), Photos (\*.bmp, \*.jpg, \*.jpeg, \*.jpe, \*.asp, \*.tif, \*.wmf) and similar commonly used programs. If you attach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

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

Description	File Name	File Size	Date Uploaded
Claim 1 Support Documentation	Test File.docx	12 KB	09/23/2022

## Reimbursement Request (Claims)

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



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

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

Name	Complete?	Last Edited
General Information	✓	09/23/2022
Expenditures	✓	09/23/2022
Reimbursement	✓	09/23/2022
Equipment Inventory	✓	09/23/2022
Other Attachments	✓	09/23/2022

## Subaward Adjustments

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

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

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

Program Modifications

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



## Subaward Adjustments

---

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

### 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	09/23/2022
Contact Information 2022	09/21/2022
Budget - CTO	09/23/2022
Claims	
Correspondence	
<b>Subaward Adjustments</b>	
Subaward Adjustment Notices	
Status Reports	
Attachments	
2022 CTO Project Package	09/21/2022
Subaward Documents - Final	
Appropriations	
CTO Named Attachments 2022	09/21/2022
Closeout	
Opportunity	-
Application	-
Application Versions	-
Application Annotations	-
Review Forms	-

## Subaward Adjustments

- Select “Add”

Subaward Adjustments [Return to Components](#) | [Add](#)

ID	Type	Status	Submitted Date	Last Edited By:

- Complete General Information and select “Save”

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

**Grant Tracking**

General Information

Title:   
(limited to 250 characters)\*

Contract Amendment Type\*:  ▼

Status\*:  ▼

## Subaward Adjustments

### 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				<a href="#">Return to Components</a>   <a href="#">Add</a>
ID	Type	Status	Submitted Date	
139964 - 01	Budget Revision	Editing		

Last Edited By:

- Select “Edit”

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

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

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[Subaward Adjustments](#)

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

---

**Subaward Adjustment Details**  
**139964-FY2022 CTO Equipment Grant**

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**State Homeland Security Program (SHSP)**

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

Submitted By:  
Submitted Date:

# 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”

**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.

✕ ☰ 📄 ↶ ⏪ ⏩ ↷ 🔍 🌐 🔄 Source

B I U T<sub>x</sub> | ☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷ Font · Size · A- A+ ✎

Explain the requested change and the reason for the requested adjustment  
  
Copy and paste Subaward Adjustment Spreadsheet here

body p

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

## Subaward Adjustments

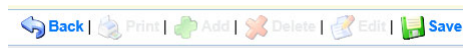
- Review “Justification Form” to ensure it is complete and accurate
- Select “Mark as Complete”



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

## 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”



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	\$5,000.00	\$4,800.00
Supplies/Operations	\$0.00	\$200.00
Contractual	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00

Row	Current Budget	Revised Amount
Total Federal/State Share	\$5,000.00	\$5,000.00
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	\$5,000.00	\$4,800.00	(\$200.00)
Supplies/Operations	\$0.00	\$200.00	\$200.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>

**Federal/State and Local Match Share**

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

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

Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$5,000.00	100.0%	\$5,000.00	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: 139964-FY2022 CTO Equipment Grant  
Status: Editing  
Program Area: State Homeland Security Program (SHSP)  
Grantee Organization: [BaseLine Organization](#)  
Program Manager: Joni McCarter  
Submitted Date:

**Confirmation**

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

Authorized Official Name:   
Title:   
Date:  01/13/2023

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

DPS Authorized Official/Designee  
Signature:   
Date:

[Return to Top](#)

## Subaward Adjustments

➤ Select "Mark as Complete"



Confirmation		<a href="#">Create New Version</a>   <a href="#">Mark as Complete</a>   <a href="#">Return to Components</a>
<i>Your typed name as the applicant authorized official, in lieu of signature, represents your legally binding acceptance of the terms of this subaward adjustment and your statement of the veracity of the representations made in this subaward adjustment. You must include your title, full legal name, and the current date.</i>		
<b>Authorized Official Name:</b>	Name of Authorized Official	
<b>Title:</b>	Title of Authorized Official	
<b>Date:</b>	01/13/2023	
All terms and conditions of the original Subaward apply to this Subaward Adjustment Notice.		
<b>DPS Authorized Official/Designee Signature:</b>		
<b>Date:</b>		

## Subaward Adjustments

➤ Select "Attachments" form

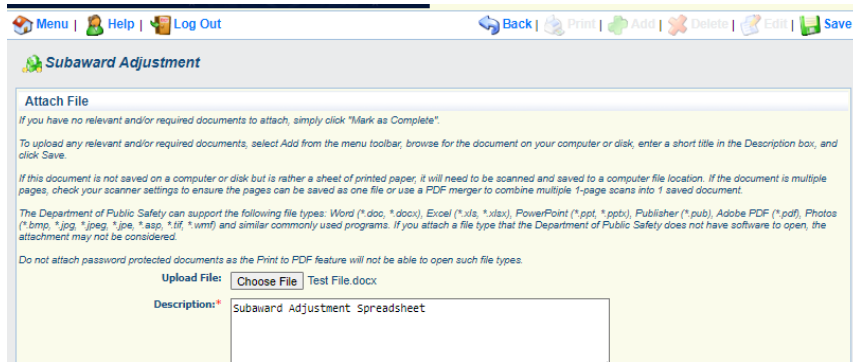
- Select "Add"
- Attach Subaward Adjustment Spreadsheet
- Attachments may also include new/updated quote

Menu   Help   Log Out		<a href="#">Back</a>   <a href="#">Print</a>   <a href="#">Add</a>   <a href="#">Delete</a>   <a href="#">Edit</a>   <a href="#">Save</a>
<b>Subaward Adjustments</b>		
Subaward Adjustment: 01		
Grant: 139964-FY2022 CTO Equipment Grant		
Status: Editing		
Program Area: State Homeland Security Program (SHSP)		
Grantee Organization: BaseLine Organization		
Program Manager: Joni McCarter		
Submitted Date:		
<b>Attachments</b>		<a href="#">Create New Version</a>   <a href="#">Mark as Complete</a>   <a href="#">Return to Components</a>
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, *.gif, *.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



## Subaward Adjustments

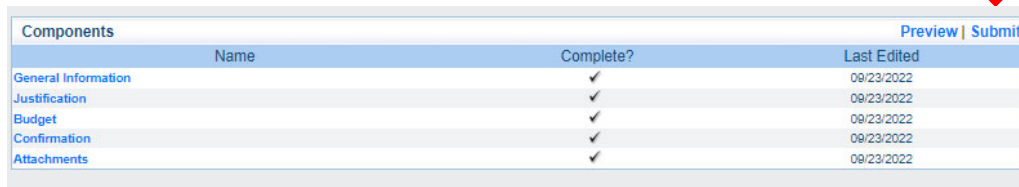
- Select “Choose File” to locate file on your computer
- Enter brief description of document
- Select “Save”



The screenshot shows the 'Subaward Adjustment' form. At the top, there is a navigation bar with 'Menu', 'Help', and 'Log Out' links. To the right of the navigation bar are icons for 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. The 'Save' icon is highlighted with a red arrow. Below the navigation bar, the form title 'Subaward Adjustment' is displayed. The main section is titled 'Attach File' and contains instructions for uploading documents. It includes a 'Choose File' button and a 'Description' field with the text 'Subaward Adjustment Spreadsheet'.

## Subaward Adjustments

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



The screenshot shows a table with the following components and their completion status:

Components	Name	Complete?	Last Edited
General Information		✓	09/23/2022
Justification		✓	09/23/2022
Budget		✓	09/23/2022
Confirmation		✓	09/23/2022
Attachments		✓	09/23/2022

At the top right of the table, there are links for 'Preview' and 'Submit'. A red arrow points to the 'Submit' link.

## Status Reports

### ➤ Status Reports due:

- 01/10/2023
- 07/10/2023
- 10/15/2023

### ➤ Reporting period:

- 01/10/2023 Status Report  
09/01/2022 – 12/31/2022
- 07/10/2023 Status Report  
01/01/2023 – 06/30/2023
- 10/15/2023 Status Report  
07/01/2023 – 08/31/2023

### ➤ To submit Status Report, select “Status Report” component in WebGrants

Component
General Information
Contact Information 2022
Budget - CTO
Claims
Correspondence
Subaward Adjustments
Subaward Adjustment Notices
<b>Status Reports</b>
Attachments
2022 CTO Project Package
Subaward Documents - Final
Appropriations
CTO Named Attachments 2022
Closeout
Opportunity
Application
Application Versions
Application Annotations
Review Forms

## Status Reports

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

### ➤ Select “ID” for Status Report that is due

ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
139964 - 01	Semi-Annual	09/01/2022-12/31/2022	01/10/2023		-	Editing Last Edited By:

### ➤ Select “Edit”

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

**Grant Tracking**

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

Status Report Details
Print to PDF | Withdraw | Negotiation | Annotations(0) | Versions | Feedback

**139964-FY2022 CTO Equipment Grant**

State Homeland Security Program (SHSP)

Award Year: 2022  
Subaward Number: 139964  
Status Report Number: 01

Status: Editing  
Approved By:  
Approved Date:

## Status Reports

➤ Select "Milestone Progress Report"

Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	09/23/2022	
Milestone Progress Report			

## Status Reports

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

Menu   Help   Log Out					Back   Print   Add   Delete   <b>Edit</b>   Save
<b>Grant Tracking</b>					
Status Report: 139964 - 01					
Grant: 139964-FY2022 CTO Equipment Grant					
Status: Editing					
Program Area: State Homeland Security Program (SHSP)					
Grantee Organization: BaseLine Organization					
Program Officer: Joni McCarter					
Instructions					
As per HSGP grant guidance, the Status Report is required to demonstrate the progress of your grant for the prior six month period. The OHS staff will report the information provided to the Regional Homeland Security Committee (RHSCC) and Homeland Security Advisory Committee (HSAC).					
Milestone Status Report <a href="#">Create New Version</a>   <a href="#">Mark as Complete</a>   <a href="#">Go to Status Report Forms</a>					
Is this the final Status Report?*					
Milestone Progress <a href="#">Add</a>					
Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:	
1. Determine specifications for needed equipment.			0%		
2. Procurement completed: bidding, vendor selection, and ordering of equipment.			0%		
3. Equipment received, installed, tested and inventoried.			0%		
4. Vendor paid and receipt of proof of payment received.			0%		
5. WebGrants reimbursement completed with all necessary documentation.			0%		
6. Equipment training completed.			0%		
7. Project Final Report submitted and closed out.			0%		
Narrative Project Progress <a href="#">Add</a>					
Project Name:	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?				

## Status Reports

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

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

## Status Reports

- Complete “Milestone Progress” section of Status Report
  - Milestone – Do **NOT** change any of the Milestone descriptions
  - Project Name – Add a brief project name (i.e., FY 2022 Baseline Organization CTO Grant)
  - Estimated Completion Date – Add estimated or actual completion date for each milestone at time of status report
  - % Milestone Completed – Add estimated % of milestone completed at time of status report
  - Milestone Progress – Enter pertinent notes on milestone (i.e., Specifications for mobile radio complete)

## Status Reports

**Milestone Status Report**

Is this the final Status Report? ☐ Yes ☒ No

**Milestone Progress**

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment.	FY22 CTO Baseline Organization	11/30/2022	100%	Specifications for equipment have been identified.
2. Procurement completed: bidding, vendor selection, and ordering of equipment.	FY22 CTO Baseline Organization	01/27/2023	70%	The bidding process is complete and the vendor selected. Equipment will be ordered in the next two weeks.
3. Equipment received, installed, tested and inventoried.	FY22 CTO Baseline Organization	02/17/2023	0%	We anticipate all equipment will be received, installed, tested, and inventoried in the next 45 days.
4. Vendor paid and receipt of proof of payment received.	FY22 CTO Baseline Organization	03/03/2023	0%	Vendor payment will be processed after all equipment has been received, installed, and tested.
5. Webgrants reimbursement completed with all necessary documentation.	FY22 CTO Baseline Organization	06/16/2023	0%	Webgrants reimbursement is estimated to be completed with all necessary documentation within the next six months.
6. Equipment training completed.	FY22 CTO Baseline Organization	03/17/2023	0%	We anticipate all training will be completed within 30 days of receipt of equipment.
7. Project Final Report submitted and closed out.	FY22 CTO Baseline Organization	06/16/2023	0%	The Final Status Report is estimated to be completed by 6/16/2023.

## Status Reports

➤ Select "Save"

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

**Grant Tracking**

Status Report: 139964 - 01

Grant: 139964-FY2022 CTO Equipment Grant  
 Status: Editing  
 Program Area: State Homeland Security Program (SHSP)  
 Grantee Organization: BaseLine Organization  
 Program Officer: Joni McCarter

**Instructions**  
 As per HSOP 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 (RHSC) and Homeland Security Advisory Committee (HSAC).

**Milestone Status Report**

Is this the final Status Report? ☐ Yes ☒ No

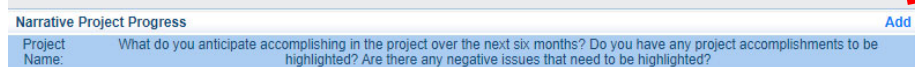
**Milestone Progress**

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment.	FY22 CTO Baseline Organization	11/30/2022	100%	Specifications for equipment have been identified.

## Status Reports

### ➤ Complete “Narrative Project Progress”

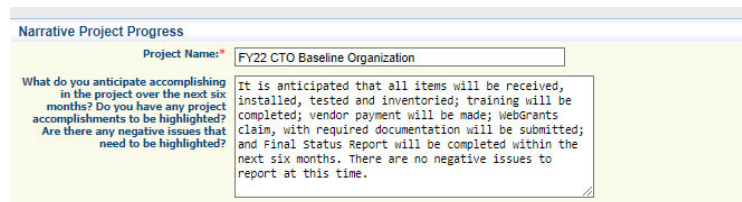
- Select “Add”



**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:

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 all items will be received, installed, tested and inventoried; training will be completed; vendor payment will be made; WebGrants claim, with required documentation will be submitted; and Final Status Report will be completed within the next six months. There are no negative issues to report at this time.

## Status Reports

### ➤ Select “Save”



**Grant Tracking**

Status Report: 139964 - 01

Grant: 139964-FY2022 CTO Equipment Grant

Status: Editing

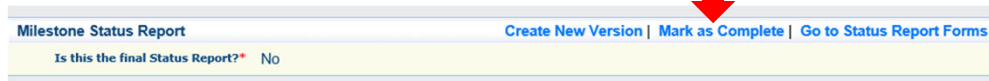
Program Area: State Homeland Security Program (SHSP)

Grantee Organization: [BaseLine Organization](#)

Program Officer: Joni McCarter

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

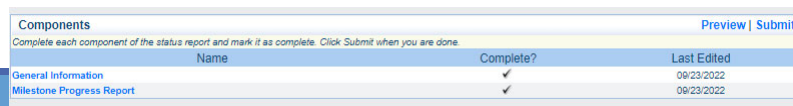
### ➤ Select “Mark as Complete”



**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	<input checked="" type="checkbox"/>	09/23/2022
Milestone Progress Report	<input checked="" type="checkbox"/>	09/23/2022

## Correspondence

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

Select “Correspondence” component in WebGrants

Grant Components		Alerts   Copy   Annotations (0)   Export Grant Data   Map
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	09/23/2022	
Contact Information 2022	09/21/2022	
Budget - CTO	09/23/2022	
Claims		
<b>Correspondence</b>		
Subaward Adjustments		
Subaward Adjustment Notices		
Status Reports		
Attachments		
2022 CTO Project Package	09/21/2022	
Subaward Documents - Final		
Appropriations		
CTO Named Attachments 2022	09/21/2022	
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: Joni McCarter  
Debbie Musselman  
TEST TEST

CC: Tim.Owens@baselineorganization.org;  
Jamie.Summers@baselineorganization.org

## 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  
 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 139964 - FY2022 CTO Equipment Grant: FY22 CTO Equipment Grant Contract	Debbie Musselman	Debbie Musselman, TEST TEST	09/23/2022	Test File.docx	



## Correspondence

- Select "Reply"

Correspondence

From: Debbie Musselman

Reply

Send

To: Chelsey Call, Joni McCarter, [Redacted]

CC:

Subject: RE: Grant 139964 - FY2022 CTO Equipment Grant

Message: Add reply to message here.

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

- Select who you want the reply to be sent to
- Add "Message" above the start of the original correspondence
- Add attachments, as applicable
- Select "Send"

## Grant File

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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 FINAL grant application                               | 7. Final Status Report             |
| 2. Nationwide Cybersecurity Review (NCSR) Completion Certificate | 8. Monitoring Reports              |
| 3. Fully-executed Subaward Agreement                             | 9. Relevant Grant Correspondence   |
| 4. Approved Claims   | 10. Procurement Documents          |
| 5. Approved Subaward Adjustments                                 | 11. Disposition of Equipment Forms |
| 6. Approved Status Reports                                       | 12. Inventory                      |

## Grant Closeout

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- Grant Period of Performance ends 08/31/2023
- Final Claims and Final Status Report are due 45 days after the end of the period of performance (10/15/2023)
- Final Claim – Select “Yes” in “General Information” on the question “Is this your Final Report”
- Final Status Report
  - Select “Yes” on Status Report question “Is this the Final Status Report”
  - In the “Narrative Project Progress” section indicate that the project is complete and this submission is the Final Status Report.
  - Include amount of de-obligated funds, if applicable, in the Narrative Project Progress section

## Monitoring

[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



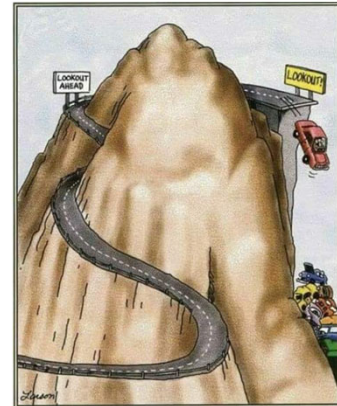
## Monitoring

- 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
- It IS a chance to provide technical assistance and answer questions



## Important Dates

Grant Period of Performance Begin – September 1, 2022
Compliance Workshop Acknowledgement Due – November 9, 2022
Subaward Agreements Due – November 22, 2022
Nationwide Cybersecurity Review (NCSR) Completed – December 31, 2022
Status Report Dues – January 10, 2023 and July 10, 2023
Grant Period of Performance End – August 31, 2023
Final Claim and Final Status Report – October 15, 2023

## Questions

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## OHS Contacts

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**Debbie Musselman**

Grants Specialist

573-751-5997

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Grants Supervisor

573-526-9203

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

Program Manager

573-526-9020

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

Administrative Assistant

573-522-6125

[Kelsey.Saunders@dps.mo.gov](mailto:Kelsey.Saunders@dps.mo.gov)