

# FY 2022 STATE AND LOCAL CYBERSECURITY GRANT PROGRAM (SLCGP)

**COMPLIANCE WORKSHOP**

**APRIL 4, 2023**



# AGENDA

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

# GRANT REQUIREMENTS



# FY 2022 SLCGP

- ▶ The goal of SLCGP is to assist state and local governments with managing and reducing systemic cyber risk.
- ▶ Four Objectives:
  1. Develop and establish appropriate governance structures, including developing, implementing, or revising cybersecurity plans, to improve capabilities to respond to cybersecurity incidents and ensure continuity of operations
  2. Understand their current cybersecurity posture and areas for improvement based on continuous testing, evaluation, and structured assessments
  3. Implement security protections commensurate with risk
  4. Ensure organization personnel are appropriately trained in cybersecurity, commensurate with responsibility

# FEDERAL GRANT REQUIREMENTS

- ▶ Code of Federal Regulations 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards  
Regulations provide the foundational requirements for federal financial assistance
- ▶ Subrecipients are required to comply with the programmatic requirements of the U.S. Department of Homeland Security (DHS), Notice of Funding Opportunity (NOFO), Fiscal Year 2022 State and Local Cybersecurity Grant Program (SLCGP)  
Provides programmatic requirements specific to the State and Local Cybersecurity Grant Program
- ▶ Grant Programs Directorate (GPD) Information Bulletins (IBs)  
<https://www.fema.gov/grants/preparedness/about/informational-bulletins>
  - IBs provide administrative instructions and guidelines critical to supporting the effectiveness and efficient delivery of the grant

# MISSOURI OFFICE OF HOMELAND SECURITY: DIVISION OF GRANTS (OHS) GRANT REQUIREMENTS

- ▶ [FY 2022 SLCGP Grant Notice of Funding Opportunity \(NOFO\)](#)
- ▶ [Administrative Guide for Homeland Security Grants](#)
- ▶ Subaward Agreement Articles of Agreement
- ▶ Information Bulletins
  - [Information Bulletin 1: Policy on Monitoring](#)
  - [Information Bulletin 2: Policy on Advance Payment and Cash Advances](#)
  - [Information Bulletin 4: Policy on Food and/or Beverage Provided for Homeland Security Training/Exercise Sessions, Meetings, or Conferences](#)
  - [Information Bulletin 5: Policy on Reimbursement Requests](#)
  - [Information Bulletin 6: Policy on Utilization of the Training Request Form for Approved and Non-Approved Training](#)
  - [Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments](#)

# SUBAWARD AGREEMENT ARTICLES OF AGREEMENT CYBERSECURITY REQUIREMENTS

- ▶ Ensure you research critical vulnerabilities, data security, point of origin, overseas manufacturers and supply chain risks pertaining to the product/brand you wish to acquire when purchasing information technology and/or cybersecurity services and equipment with SLCGP funds. In 2020 DHS published the following Data Security Business Policy: [https://www.dhs.gov/sites/default/files/publications/20\\_1222\\_data-security-business-advisory.pdf](https://www.dhs.gov/sites/default/files/publications/20_1222_data-security-business-advisory.pdf). If you still have questions or need additional information call: 573-526-0153
- ▶ Required cybersecurity posture benchmarks
  - If the subrecipient's cybersecurity posture does not contain the benchmarks listed below, you must achieve these benchmarks during the grant period of performance
    1. Cybersecurity and/or data security policies
    2. Cybersecurity training awareness program
    3. Cybersecurity incident response plan
    4. Receive cybersecurity threat intelligence
  - Required to document work towards these benchmarks as part of the Narrative Project Progress component of each Status Report
  - OHS has resources available to assist with the benchmarks
    - Phone – 573-526-0153
    - Email – [securityintel@mshp.dps.mo.gov](mailto:securityintel@mshp.dps.mo.gov)

# SUBAWARD AGREEMENT ARTICLES OF AGREEMENT CYBERSECURITY REQUIREMENTS

- ▶ Must subscribe to the Missouri Office of Homeland Security (OHS) Cybersecurity Program and participate in information sharing with federal, state, and local agencies. (i.e., Missouri Office of Homeland Security (OHS), Missouri Information Analysis Center (MIAC), St Louis Fusion Center, Kansas City Regional Fusion Center)
  - Subscribe by emailing [securityintel@mshp.dps.mo.gov](mailto:securityintel@mshp.dps.mo.gov) with your name, agency/entity, title, desk phone, work phone, and email address
- ▶ Required to participate in the following free services by CISA:
  1. Web Application Scanning is an “internet scanning-as-a-service.” This service assess the “health” of your publicly accessible web applications by checking for known vulnerabilities and weak configurations. Additionally, CISA can recommend ways to enhance security in accordance with industry and government best practices and standards.
  2. Vulnerability Scanning evaluates external network presence by executing continuous scans of public, static, IPs for accessible services and vulnerabilities. This service provides weekly vulnerability reports and ad-hoc alerts.
    - To register for these services, email [vulnerability\\_info@cisa.dhs.gov](mailto:vulnerability_info@cisa.dhs.gov) with the subject line “Requesting Cyber Hygiene Services – SLCGP” to get started. Indicate in the body of your email that you are requesting this service as part of the SLCGP

# NATIONWIDE CYBERSECURITY REVIEW (NCSR)

- ▶ All subrecipients of FY 2022 SLCGP funds are required to complete the NCSR each year during the grant period of performance
  - Required by the FY 2022 State and Local Cybersecurity Grant Program (SLCGP) Notice of Funding Opportunity (NOFO)
- ▶ Due December 31, 2023, December 31, 2024, and December 31, 2025
  - \*\*If your agency did not complete the 2022 NCSR, you must complete the 2023 NCSR by December 1, 2023 rather than December 31, 2023\*\*
  - Send Completion Certificate to Chelse Dowell at [Chelse.Dowell@dps.mo.gov](mailto:Chelse.Dowell@dps.mo.gov)
- ▶ Failure to complete the NCSR will result in loss of funding

# FUNDING HOLD

- ▶ Funding for the FY 2022 SLCGP is on hold by DHS/FEMA
  - OHS will notify you when this funding hold has been released and project activities can begin
  - DO NOT begin project activities until you have been notified the funding hold has been released

# PROCUREMENT REQUIREMENTS

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

# PROCUREMENT REQUIREMENTS

- ▶ 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
  - State Contracts
  - NASPO
  - GSA
  - Sourcewell
  - Other cooperative contracts

**\*\*If utilizing a cooperative contract, procurement documents (quotes/bids) and invoice(s) must reference the contract utilized\*\***

# PROCUREMENT REQUIREMENTS

## ▶ State of Missouri Procurement Guidelines

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>

**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

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?

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

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



# PRIOR APPROVAL

- ▶ Some items require prior approval from the OHS, including, but not limited to:
  - Contracts
    - Must contain Federal Contract Provisions required by [2 CFR 200 Appendix II](#), as applicable
  - Single Feasible Source over \$10,000
  - Projects requiring an Environmental and Historic Preservation (EHP)

# FEDERAL CONTRACT PROVISIONS

- ▶ All contracts must contain the Federal Contract Provisions as applicable
- ▶ Required by [2 CFR 200 Appendix II](#)
- ▶ During prior approval of contract, OHS will review contracts to ensure the required provisions are included

# FEDERAL CONTRACT PROVISIONS

- ▶ A – Contracts more than the simplified acquisition threshold must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- ▶ B - Contracts in excess of \$10,000 must address termination for cause and for convenience
- ▶ C - Contracts that meet the definition of federally assisted construction contract must include the equal opportunity clause
- ▶ D - All prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act
- ▶ E - All contracts in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#))
- ▶ F – If entering into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the agency must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

# FEDERAL CONTRACT PROVISIONS

- ▶ G – Contracts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401-7671q](#)) and the Federal Water Pollution Control Act as amended
- ▶ H – A contract award must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.”
- ▶ I – Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#)) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification.
- ▶ J – [200.323 Procurement of recovered materials](#)
- ▶ K – [200.216 Prohibition on certain telecommunications and video surveillance services or equipment](#)
- ▶ L – [200.322 Domestic preferences for procurements](#)

# PROHIBITIONS ON EXPENDING FEMA AWARD FUNDS FOR COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES

- ▶ Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019 \(FY 2019 NDAA\)](#), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.326, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.
- ▶ Guidance is available at [Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services \(Interim\) #405-143-1](#), or superseding document.
- ▶ Additional guidance is available at [Contract Provisions Guide: Navigating Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards \(fema.gov\)](#).

# PROHIBITIONS ON EXPENDING FEMA AWARD FUNDS FOR COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES

- ▶ Effective August 13, 2020, FEMA recipients and subrecipients may not use any FEMA funds under open or new awards to:
  - ▶ Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
  - ▶ Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
  - ▶ Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

# PROHIBITIONS ON EXPENDING FEMA AWARD FUNDS FOR COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES

- ▶ Replacement Equipment and Services
  - ▶ FEMA grant funding may be permitted to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO and the Preparedness Grants Manual.
- ▶ Definitions
  - ▶ Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:
    - ▶ Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
    - ▶ For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
    - ▶ Telecommunications or video surveillance services provided by such entities or using such equipment; or
    - ▶ Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.
  - ▶ Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of “covered telecommunications equipment or services.” See 2 C.F.R. § 200.471

# 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 SLCGP funds**

# ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

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



# ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

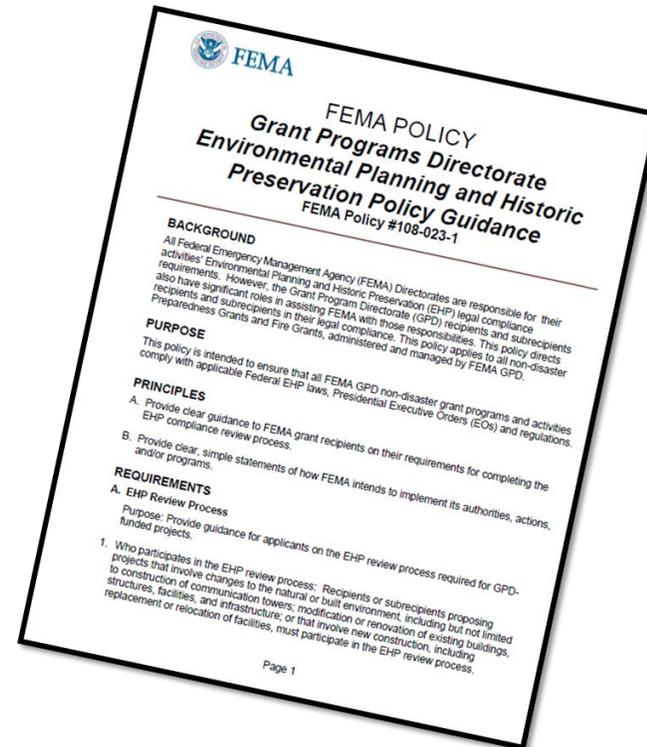
- ▶ The EHP review must be completed before initiating **ANY** work even if a previous award/year/program/project has an approved EHP review

## NO RETROACTIVE APPROVALS



# ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

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



# ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

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



# ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

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



# ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

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**

# ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

## ▶ Bad

- Install cameras in courthouse

## ▶ Good

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

# ENVIRONMENTAL HISTORIC PRESERVATION (EHP)

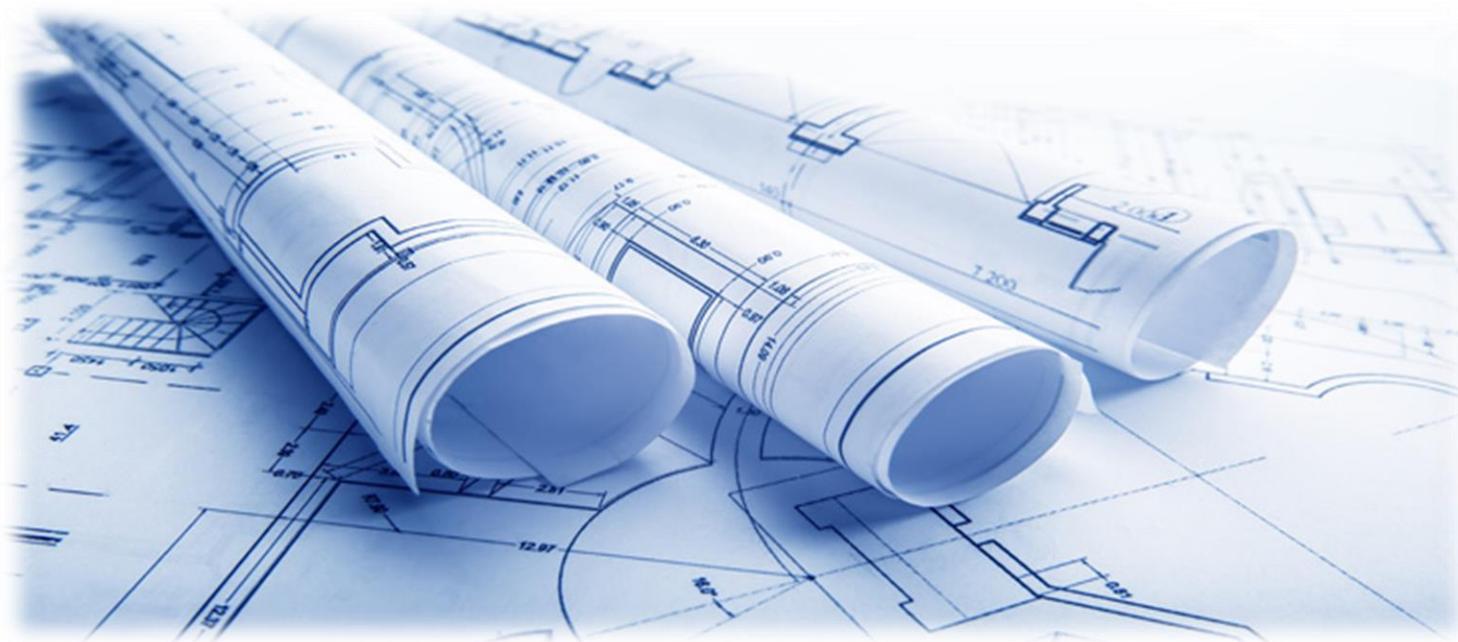
## **Required: site photographs, maps and drawings.**

- ▶ 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 SUPPORTING PHOTOGRAPHS

## ► Aerial Photo



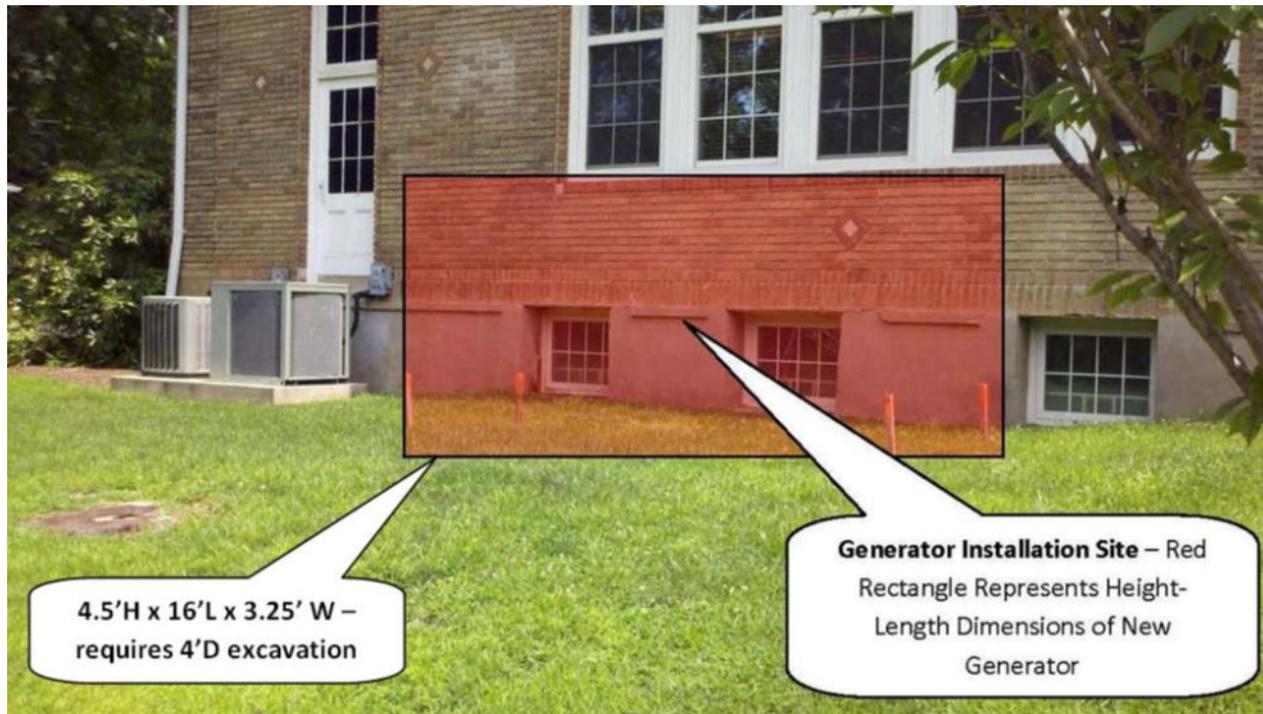
# EHP SUPPORTING PHOTOGRAPHS

- ▶ Clear and complete ground level photos with captions



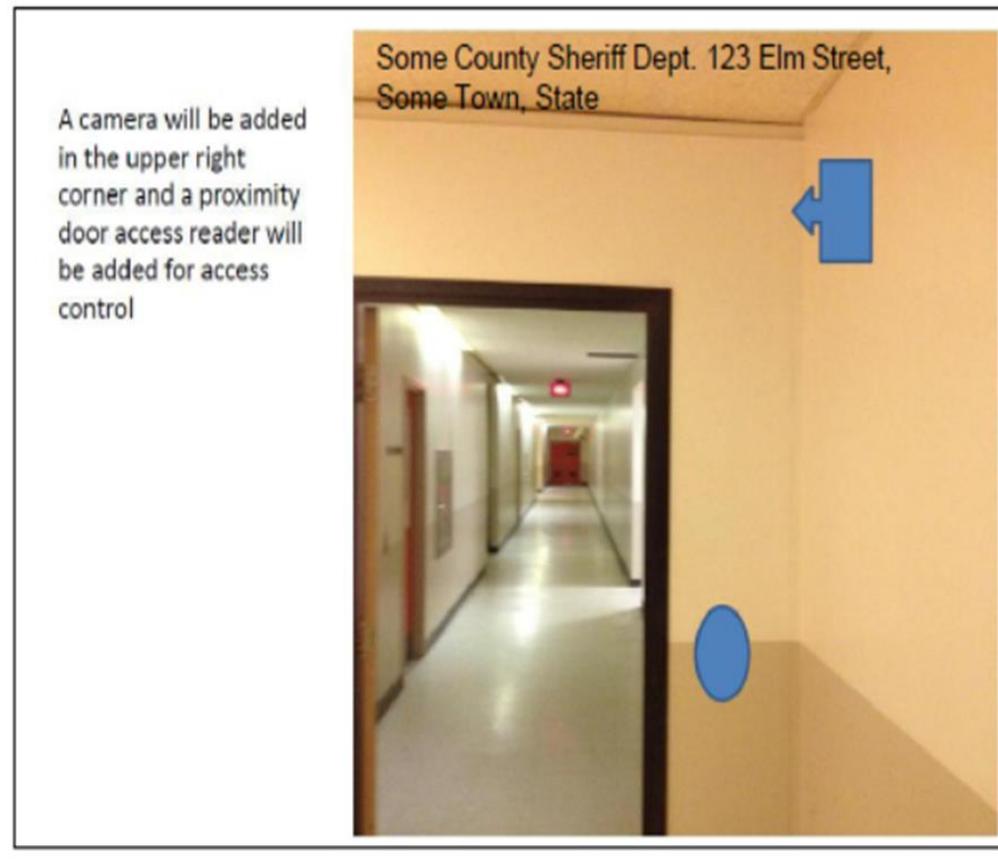
# EHP SUPPORTING PHOTOGRAPHS

## ▶ Captioned Installation Mockup Photos



# EHP SUPPORTING PHOTOGRAPHS

**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: Chelse Dowell (573) 751-3879

# 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 State and Local Cybersecurity Grant Program (SLCGP) funds MUST be tagged

- ▶ All tags must state:

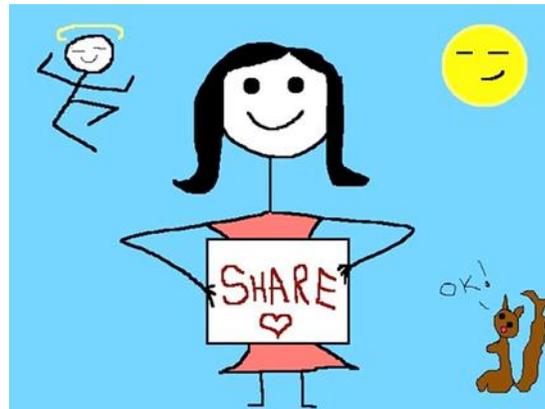
Purchased with U.S. Department of  
Homeland Security Funds

- ▶ Tags are available upon request

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

# INVENTORY MANAGEMENT

- ▶ 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



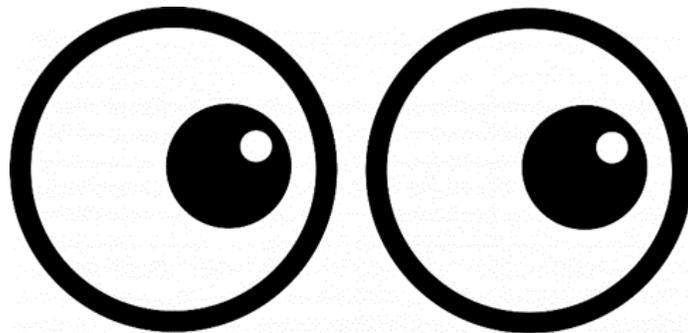
# INVENTORY MANAGEMENT

- ▶ 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 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 SLCGP 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 inventory **MUST** be one item per line and include the following:

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

# INVENTORY MANAGEMENT

- ▶ When original or replacement equipment acquired with SLCGP 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 SLCGP 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 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

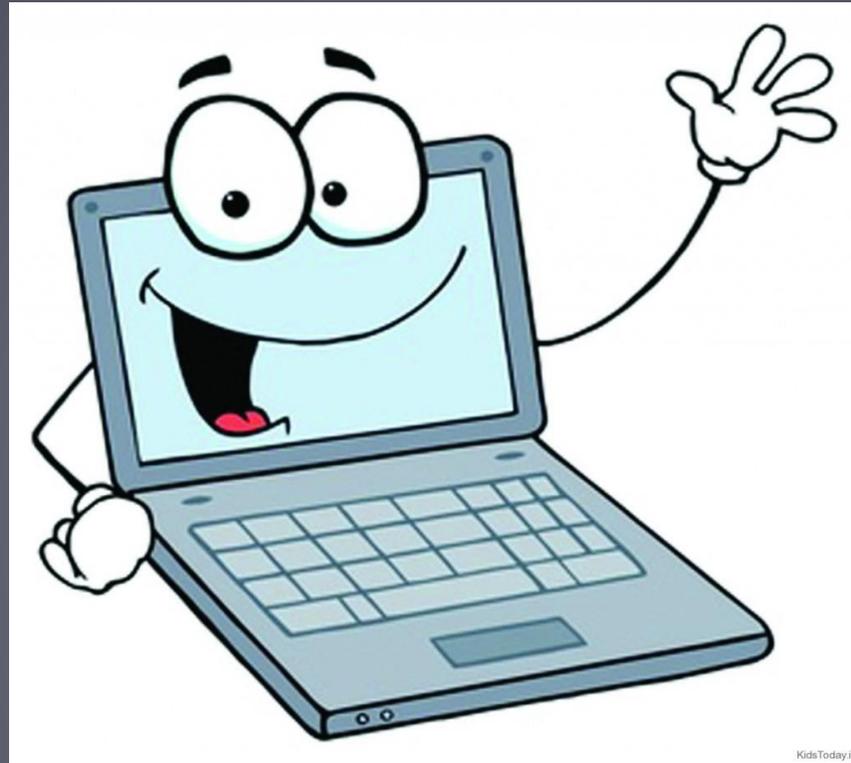
# INVENTORY MANAGEMENT

- ▶ 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 FI50, which was 75% funded with SLCGP funds and 25% funded with local funds. The fair market value for their 2009 FI50 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 SYSTEM

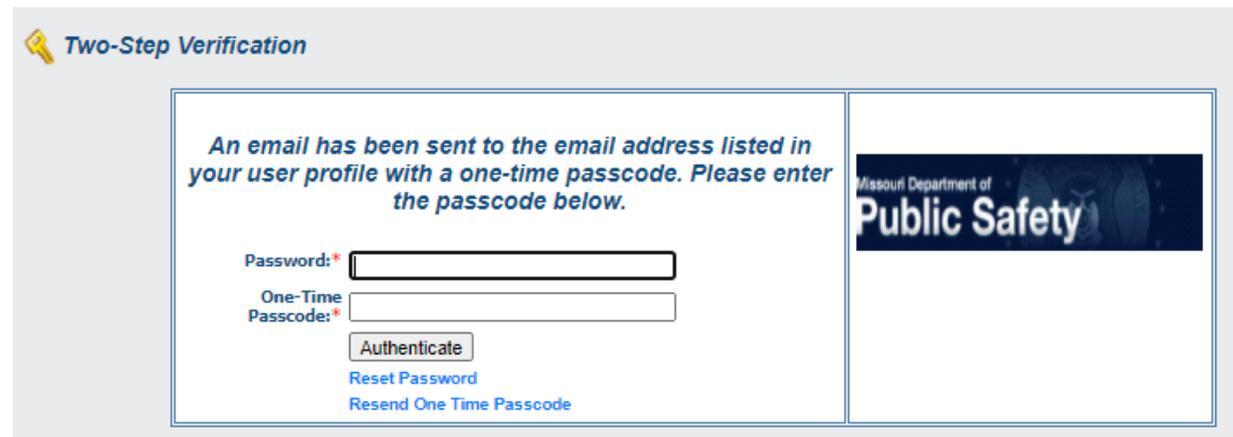
# WEBGRANTS

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



The screenshot shows a login form titled "Log In". It contains two input fields: "User ID:" and "Password:". Below the fields is a "Log In" button. At the bottom of the form, there are two links: "Forgot User Id?" and "Reset Password".

- ▶ Two-factor authentication



The screenshot shows a two-step verification page. At the top left, there is a key icon and the text "Two-Step Verification". The main content area contains a message: "An email has been sent to the email address listed in your user profile with a one-time passcode. Please enter the passcode below." Below this message are two input fields: "Password:" and "One-Time Passcode:". Below the fields is an "Authenticate" button. At the bottom of the form, there are two links: "Reset Password" and "Resend One Time Passcode". On the right side of the page, there is a logo for the "Missouri Department of Public Safety".

# WEBGRANTS

▶ Select “My Grants”

Missouri Department of  
**Public Safety**

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Welcome TEST TEST

**Main Menu**  
Click Help above to view instructions. Go to "My Profile" to reset password.

- Instructions
- Reviewer Instructions
- My Profile
- Funding Opportunities
- My Applications
- My Grants**
- Conflicts of Interests
- My Reviews

# WEBGRANTS

- ▶ Select project titled “FY 2022 State and Local Cybersecurity Grant Program (SLCGP)”



Grant Number	Status	Year	Grant Title	Program Area	Organization	Grantee	Program Officer	Funding Opportunity	Budget Total
147151	Awarded	2022	<b>FY 2022 SLCGP</b>	State and Local Cybersecurity Grant Program (SLCGP)	<b>BaseLine Organization</b>	<b>TEST TEST</b>	<b>Joni McCarter</b>	147047 - FY 2022 State and Local Cybersecurity Grant Program (SLCGP) TEST	\$57,825.00

# WEBGRANTS

## ▶ Grant Components

Grant Components	
Component	Last Edited
General Information	02/27/2023
Contact Information	11/16/2022
Budget	02/27/2023
Claims	
Correspondence	02/27/2023
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
Project Package	11/16/2022
Subaward Documents - Final	
Named Attachments	11/16/2022
Closeout	
Opportunity	-
Application	-

# SUBAWARD AGREEMENT

- ▶ Fully-executed Subaward Agreement is located in Subaward Documents – Final Component
  - Maintain the Subaward Agreement in your grant file

Grant Components	
	Component
General Information	
Contact Information	
Budget	
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
Project Package	
Subaward Documents - Final	←
Named Attachments	
Closeout	
Opportunity	
Application	

# 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
  - Ensure the goods/services you are purchasing are within the grant period of performance (including licenses)
    - If license spans outside the period of performance, costs will be prorated for those that fall within the period of performance
  - Request Subaward Adjustment if need to make changes to budget (i.e. change in quantity)

# BUDGET

## Equipment

[Add](#)

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

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

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

Item Name:	AEL #:	Quantity:	Unit Cost:	Total Cost:	Match Amount:	Type of Match:	Function:	Federal Amount:
<a href="#">Firewall</a>	05NP-00-FWAL	1.0	\$10,000.00	\$10,000.00	\$1,000.00	Cash	Equipment	\$9,000.00
				<b>\$10,000.00</b>	<b>\$1,000.00</b>			<b>\$9,000.00</b>

## 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 laptops @ \$1,500.00 each)

Please provide justification for the 10% match requirement. If utilizing cash match, provide the source of the cash. If utilizing in-kind match, describe the source and how it relates to the project.

# 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 (January 14, 2026)
- ▶ Project Period: December 1, 2022 to November 30, 2025
- ▶ Funds are considered “obligated” when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period
- ▶ Funds are considered “expended” when payment is made

# REIMBURSEMENT REQUESTS (CLAIMS)

CLAIMS  
101

- ▶ [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 REQUESTS (CLAIMS)

## ▶ Personnel/Benefits Supporting Documentation

- Claim in WebGrants
- Wage and benefit costs
- Proof of payment (payroll journal, check stub)
- Timesheet(s)
- Signed personnel certification(s)

# REIMBURSEMENT REQUESTS (CLAIMS)

## ▶ Travel/Training Supporting Documentation

- Claim in WebGrants
- Vendor Invoice
- Proof of Payment (copy of cancelled check, credit card statement, bank statement)
- Agenda/Announcement
- Proof of attendance (sign-in sheet/roster/certificate, etc.)

\*Meals, mileage, and lodging cannot exceed the state of Missouri rates established by the Missouri Office of Administration. Current rates can be found at: <https://acct.oa.mo.gov/travel-portal>

# REIMBURSEMENT REQUESTS (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, credit card statement, bank statement)
- Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)
- Purchase order, if one was created or referenced on an invoice
- Equipment Inventory Form in WebGrants must be completed for each piece of equipment
  - If you purchased more than one of the same item, they must be listed separately on the equipment inventory form

# REIMBURSEMENT REQUESTS (CLAIMS)

## ▶ **Supplies Supporting Documentation**

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

# REIMBURSEMENT REQUESTS (CLAIMS)

## ▶ Contractual Services 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 (CLAIMS)

## ▶ **In-Kind Match Supporting Documentation**

- Proof of expense (vendor invoice/salary documentation/fringe benefit documentation, etc.)
- Proof of payment (copy of cancelled check, credit card statement, bank statement, payroll journal, check stub, etc.)
- Proof of delivery (signed statement in writing indicating goods/services received, signed packing slip, timesheets)

# REIMBURSEMENT REQUESTS (CLAIMS)

## ▶ 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 REQUESTS (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 Check/EFT Date fields in the WebGrants claim

# REIMBURSEMENT REQUESTS (CLAIMS)

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

Grant Components	
	Component
General Information	
Contact Information	
Budget	
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
Project Package	
Subaward Documents - Final	
Named Attachments	
Closeout	
Opportunity	
Application	

# REIMBURSEMENT REQUESTS (CLAIMS)

▶ Select “Add”

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

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

 **Grant Tracking**

**Grant: 147151 - FY 2022 SLCGP - 2022**

**Status:** Awarded

**Program Area:** State and Local Cybersecurity Grant Program (SLCGP)

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

**Program Officer:** Joni McCarter

**Budget Total:** \$57,825.00

**Claims**

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

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

Last Edited By:

# REIMBURSEMENT REQUESTS (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 REQUESTS (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:\*

Reporting Period:\*      
From To

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 (CLAIMS)

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

Claims							<a href="#">Copy Existing Claim</a>	<a href="#">Scheduler</a>	<a href="#">Annotations(0)</a>	<a href="#">Return to Components</a>
ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount				
147151 - 001	Other	Editing			04/01/2023 - 05/31/2023	\$0.00				
							Submitted Amount			\$0.00
							Approved Amount			\$0.00
							Paid Total			\$0.00
							Total			\$0.00

# REIMBURSEMENT REQUESTS (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

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

**Grant Tracking**

Claim: 147151 - 001 Grant Components

Grant: 147151-FY 2022 SLCGP  
Status: Editing  
Program Area: State and Local Cybersecurity Grant Program (SLCGP)  
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	✓	02/27/2023
Expenditures		
Reimbursement		
Equipment Inventory		
Other Attachments		

# REIMBURSEMENT REQUESTS (CLAIMS)

## ► Expenditures Component

- Select “Add” for each expenditure to add a line to the Expenditures Form
  - In-kind match costs will also be added as an expenditure
- Complete each line of the Expenditures Form
- Select “Save” when complete

Expenditures												<a href="#">Mark as Complete</a>   <a href="#">Go to Claim Forms</a>   <a href="#">Add</a>		
Line Number	Payee	Description	Quantity	Unit Cost	Total	Expense Federal Total	Federal Amount Requested	Match Amount Claimed	Invoice #	Invoice Date	Check/EFT	Check/EFT Date		
\$0.00														

# REIMBURSEMENT REQUESTS (CLAIMS) CASH MATCH

 Menu |  Help |  Log Out

 Back |  Print |  Add |  Delete |  Edit |  Save

## Grant Tracking

Claim: 147151 - 001

[Grant Components](#)

Grant: 147151-FY 2022 SLCGP

Status: Editing

Program Area: State and Local Cybersecurity Grant Program (SLCGP)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

## Expenditures

Line Number

Payee\*

Description\*

Quantity\*

Unit Cost\*

Federal Amount Requested

Invoice #\*

Invoice Date\*

Check/EFT\*

Check/EFT Date\*

- The example on the slide is demonstrating expenses entered if cash match is being utilized

# REIMBURSEMENT REQUESTS (CLAIMS) IN-KIND MATCH

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

## Grant Tracking

Claim: 147151 - 002

Grant Components

Grant: 147151-FY 2022 SLCGP

Status: Editing

Program Area: State and Local Cybersecurity Grant Program (SLCGP)

Grantee Organization: Baseline Organization

Program Manager: Joni McCarter

## Expenditures

Line Number: 1004 - Equipment - Firewall

Payee\*: Vendor Name

Description\*: Description of Item Purchased

Quantity\*: 1.0

Unit Cost\*: \$10,000.00

Federal Amount Requested: \$10,000.00

Invoice #: 1234

Invoice Date\*: 05/01/2023

Check/EFT\*: 5678

Check/EFT Date\*: 04/25/2023



- The example on the slide is demonstrating expenses entered if in-kind match is being utilized
- This screenshot shows an expenditure entry for the item that you have purchased. Federal amount requested will be the full purchase price (only if you are using in-kind match). If you are using in-kind match you will have two expenditure entries. One for the in-kind item and the other for the purchased item.

# REIMBURSEMENT REQUESTS (CLAIMS) IN-KIND MATCH

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

## Grant Tracking

Claim: 147151 - 002

[Grant Components](#)

Grant: 147151-FY 2022 SLCGP

Status: Editing

Program Area: State and Local Cybersecurity Grant Program (SLCGP)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

## Expenditures

Line Number 1002 - Equipment - Server

Payee\* Vendor Name

Description\* Description of item purchase for in-kind match

Quantity\* 1.0

Unit Cost\* \$1,111.11

Federal Amount Requested \$0.00

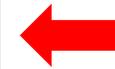
Invoice # 4321

Invoice Date\* 01/15/2022

Check/EFT\* 8765

Check/EFT Date\* 01/30/2022

- The example on the slide is demonstrating expenses entered if in-kind match is being utilized
- This screenshot shows an expenditure entry for the item that is being used as your in-kind match. Federal amount requested will be zero.



# REIMBURSEMENT REQUESTS (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
- ▶ Federal Amount Requested – Total amount of funds being requested from the Federal Government
- ▶ 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 REQUESTS (CLAIMS)

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



Expenditures													<a href="#">Mark as Complete</a>   <a href="#">Go to Claim Forms</a>   <a href="#">Add</a>		
Line Number	Payee	Description	Quantity	Unit Cost	Total	Expense Federal Total	Federal Amount Requested	Match Amount Claimed	Invoice #	Invoice Date	Check/EFT	Check/EFT Date			
10004	Vendor Name	Description of Item Purchased	1.0	\$10,000.00	\$10,000.00	\$9,000.00	\$9,000.00	\$1,000.00	12345	02/15/2023	5678	2/30/2023			
							\$9,000.00								

# REIMBURSEMENT REQUESTS (CLAIMS)

## CASH MATCH

- ▶ 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”
- ▶ Cash match example:



Reimbursement											<a href="#">Mark as Complete</a>   <a href="#">Go to Claim Forms</a>	
Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage
Equipment												
Firewall	10004 (Line Item Code:)	\$9,000.00	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	10.00%
Sub Total:		\$9,000.00	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	10.00%

# REIMBURSEMENT REQUESTS (CLAIMS) IN-KIND MATCH

- ▶ 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”
- ▶ In-kind match example:



Reimbursement							<a href="#">Create New Version</a>   <a href="#">Mark as Complete</a>   <a href="#">Go to Claim Forms</a>					
Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage
<b>Equipment</b>												
Firewall	1004 (Line Item Code:)	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%
Server	1002 (Line Item Code:)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111.11	\$1,111.11	\$0.00	\$1,111.11	\$0.00	--
<b>Sub Total:</b>		<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$1,111.11</b>	<b>\$1,111.11</b>	<b>\$0.00</b>	<b>\$1,111.11</b>	<b>\$0.00</b>	<b>10.00%</b>

# REIMBURSEMENT REQUESTS (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 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: 147151 - 001 Grant Components

Grant: 147151-FY 2022 SLCGP  
Status: Editing  
Program Area: State and Local Cybersecurity Grant Program (SLCGP)  
Grantee Organization: BaseLine Organization  
Program Manager: Joni McCarter

**Equipment Detail** Mark as Complete | Go to Claim Forms

Requesting Organization:	County:	Year:	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:	Use:	Readiness Condition:
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Last Edited By:

# REIMBURSEMENT REQUESTS (CLAIMS)

- ▶ If equipment is requested, 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 (SLCGP)
- ▶ Title Holder – Subrecipient Organization who owns the equipment

# REIMBURSEMENT REQUESTS (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 REQUESTS (CLAIMS)

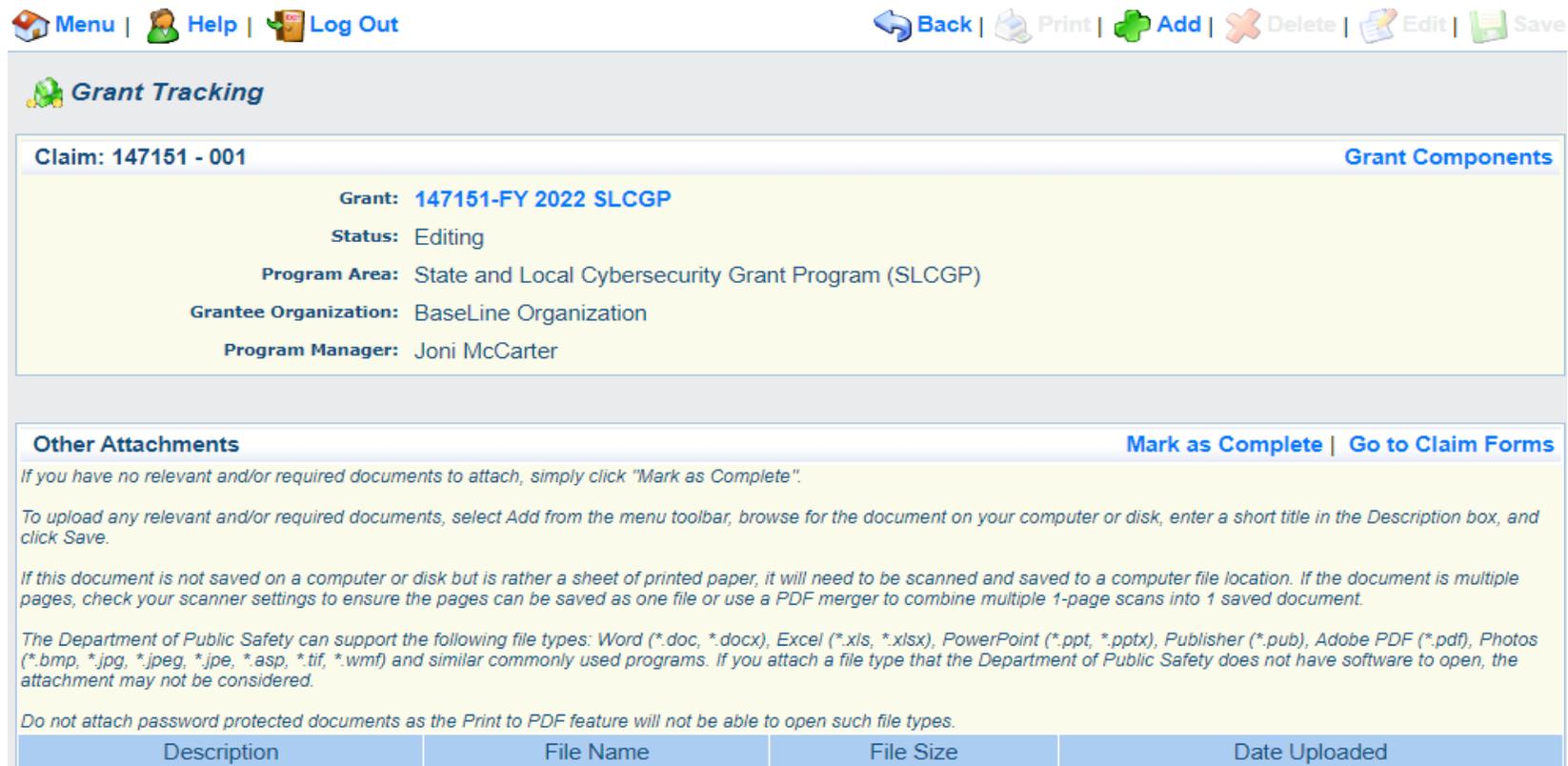
▶ Verify Equipment Detail is correct and select “Mark as Complete”



Equipment Detail																			<a href="#">Mark as Complete</a>   <a href="#">Go to Claim Forms</a>	
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	ABC Company	XYZ Model	Firewall	1234	SLCGP	Baseline Organization	02/08/2023	1	\$10,000.00	90.0%	1101 Riverside Dr, Jefferson City, MO 65010	Chelse Dowell	555-555-5555	<a href="mailto:chelse.dowell@dps.mo.gov">chelse.dowell@dps.mo.gov</a>	Local	Mission capable

# REIMBURSEMENT REQUESTS (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: 147151 - 001 Grant Components

Grant: 147151-FY 2022 SLCGP

Status: Editing

Program Area: State and Local Cybersecurity Grant Program (SLCGP)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

**Other Attachments** 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
-------------	-----------	-----------	---------------

# REIMBURSEMENT REQUESTS (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 File:**  test.docx

**Description:\***

# REIMBURSEMENT REQUESTS (CLAIMS)

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

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

**Grant Tracking**

**Claim: 147151 - 001** [Grant Components](#)

**Grant:** 147151-FY 2022 SLCGP  
**Status:** Editing  
**Program Area:** State and Local Cybersecurity Grant Program (SLCGP)  
**Grantee Organization:** BaseLine Organization  
**Program Manager:** Joni McCarter



**Other Attachments** [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.docx	12 KB	02/27/2023

# REIMBURSEMENT REQUESTS (CLAIMS)

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



Components			<a href="#">Preview</a>   <a href="#">Submit</a>
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>			
Name	Complete?	Last Edited	
General Information	✓	02/27/2023	
Expenditures	✓	02/27/2023	
Reimbursement	✓	02/27/2023	
Equipment Inventory	✓	02/27/2023	
Other Attachments	✓	02/27/2023	

# SUBAWARD ADJUSTMENTS

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



# SUBAWARD ADJUSTMENTS

- ▶ 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	
	Component
General Information	
Contact Information	
Budget	
Claims	
Correspondence	
<b>Subaward Adjustments</b>	
Subaward Adjustment Notices	
Status Reports	
Attachments	
Project Package	
Subaward Documents - Final	
Named Attachments	
Closeout	
Opportunity	
Application	

# SUBAWARD ADJUSTMENTS

- ▶ Select “Add”

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

- ▶ Complete General Information and select “Save”

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

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

 **Grant Tracking**

## General Information

**Title:**  
(limited to 250 characters)\*

Brief Title

**Contract Amendment Type:**\* Budget Revision ▼

# 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
<a href="#">147151 - 01</a>	Budget Revision	Editing	

- ▶ Select “Edit”

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

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

 [Subaward Adjustments](#)

**Subaward Adjustment Details**

[Print to PDF](#)

**147151-FY 2022 SLCGP**

## State and Local Cybersecurity Grant Program (SLCGP)

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			<a href="#">Preview</a>   <a href="#">Submit</a>
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	10/28/2022	
<a href="#">Justification</a>			
<a href="#">Budget</a>			
<a href="#">Confirmation</a>			
<a href="#">Attachments</a>			

# 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”

The screenshot shows a web form titled "Justification" with a yellow header. Below the title, there is a red asterisk and the word "Justification". A blue italicized instruction reads: "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." Below this is a rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink, insert image, insert table, insert link, insert unlink, and source. The text area contains the text: "Explain the requested change and the reason for the requested adjustment" and "Copy and paste Subaward Adjustment Spreadsheet here". At the bottom left of the text area, it says "body p".

# SUBAWARD ADJUSTMENTS

Subaward Adjustment spreadsheet example

Line Number	Current Federal Budget	Requested Change	Updated Federal Budget	Notes
10001	\$ 100,000.00	\$ (10,000.00)	\$ 90,000.00	Savings needed in another budget line of the project
10002	\$ 20,000.00	\$ 10,000.00	\$ 30,000.00	Cost of equipment over original budget
	\$ 120,000.00	\$ -	\$ 120,000.00	
Line Number	Current Local Match Budget	Requested Change	Updated Local Match Budget	Notes
10001	\$ 11,333.33	\$ (1,000.00)	\$ 10,333.33	Savings needed in a bother budget line of the project
10002	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00	Cost of equipment over original budget
	\$ 13,333.33	\$ -	\$ 13,333.33	
	<b>Current Total Budget</b>	<b>Sum of Requested Change</b>	<b>Updated Total Budget</b>	
	\$ 133,333.33	\$ -	\$ 133,333.33	
Current Federal Share	Updated Federal Share	Current Local Match Share	Updated Local Match Share	
90%	90%	10%	10%	

# SUBAWARD ADJUSTMENTS

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



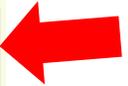
Justification	<a href="#">Create New Version</a>   <a href="#">Mark as Complete</a>   <a href="#">Return to Components</a>
<p data-bbox="242 825 394 853"><b>Justification*</b></p> <p data-bbox="242 875 2150 932"><i>Please explain the reason for the requested adjustment and include the effective date. State the need for the change and how the requested revision will further the objectives of the project.</i></p> <p data-bbox="242 982 1212 1018">Explain the requested change and the reason for the requested adjustment</p> <p data-bbox="242 1043 983 1079">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 complete old and new budget
- Make sure to update the Total Federal/State Share amounts
- The Total Local Match Share is 10% of the total cost
- Select “Save”

 Back | 
  Print | 
  Add | 
  Delete | 
  Edit | 
  Save



### Budget

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

Row	Current Budget	Revised Amount
Personnel	\$0.00	\$0.00
Personnel Benefits	\$0.00	\$0.00
Personnel Overtime	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00
PRN Time	\$0.00	\$0.00
PRN Benefits	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00
Equipment	\$10,000.00	\$12,000.00
Supplies/Operations	\$0.00	\$0.00
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	\$9,000.00	\$10,800.00
Total Local Match Share	\$1,000.00	\$1,200.00

# SUBAWARD ADJUSTMENTS

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

**Budget**
[Mark as Complete](#) | [Return to Components](#)

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

Row	Current Budget	Revised Amount	Net Change
Personnel	\$0.00	\$0.00	\$0.00
Personnel Benefits	\$0.00	\$0.00	\$0.00
Personnel Overtime	\$0.00	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00	\$0.00
PRN Time	\$0.00	\$0.00	\$0.00
PRN Benefits	\$0.00	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00	\$0.00
Equipment	\$10,000.00	\$12,000.00	\$2,000.00
Supplies/Operations	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>\$10,000.00</b>	<b>\$12,000.00</b>	<b>\$2,000.00</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	\$9,000.00	90.0%	\$10,800.00	90.0%	\$1,800.00
Total Local Match Share	\$1,000.00	10.0%	\$1,200.00	10.0%	\$200.00

# 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: 147151-FY 2022 SLCGP  
Status: Editing  
Program Area: State and Local Cybersecurity Grant Program (SLCGP)  
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:\*  



# SUBAWARD ADJUSTMENTS

▶ Select “Mark as Complete”



## Confirmation

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

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

**Authorized Official Name:\*** Authorized Official's Name

**Title:\*** Authorized Official's Title

**Date:\*** 03/01/2023

# SUBAWARD ADJUSTMENTS

## ▶ Select “Attachments” form

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

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

**Subaward Adjustments**

Subaward Adjustment: 01

Grant: 147151-FY 2022 SLCGP

Status: Editing

Program Area: State and Local Cybersecurity Grant Program (SLCGP)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

Submitted Date:

**Attachments** [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:  Test File.docx

Description:\*

# SUBAWARD ADJUSTMENTS

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



Components			<a href="#">Preview</a>   <a href="#">Submit</a>
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	10/26/2022	
<a href="#">Justification</a>	✓	10/26/2022	
<a href="#">Budget</a>	✓	10/26/2022	
<a href="#">Confirmation</a>	✓	10/26/2022	
<a href="#">Attachments</a>	✓	10/26/2022	

# STATUS REPORTS

## ▶ Status Report Due Dates

- July 10, 2023  
(December 1, 2022 – June 30, 2023)
- January 10, 2024  
(July 1, 2023 – December 31, 2023)
- July 10, 2024  
(January 1, 2024 – June 30, 2024)
- January 10, 2025  
(July 1, 2024 – December 31, 2024)
- July 10, 2025  
(January 1, 2025 – June 30, 2025)
- January 14, 2026 – Final Report  
(July 1, 2025 – November 30, 2025)

- ▶ To submit Status Report, select “Status Report” component in WebGrants

Grant Components	
	Component
General Information	
Contact Information	
Budget	
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
Project Package	
Subaward Documents - Final	
Named Attachments	
Closeout	
Opportunity	
Application	

# STATUS REPORTS

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

Status Reports							<a href="#">Copy Existing Status Report</a>   <a href="#">Scheduler</a>   <a href="#">Return to Components</a>
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status	
147151 - 01	Semi-Annual	12/01/2022-06/30/2023	07/10/2023		-	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.*

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

**147151-FY 2022 SLCGP**

**State and Local Cybersecurity Grant Program (SLCGP)**

Award Year:	2022	Status:	Editing
Subward Number:	147151	Approved By:	
Status Report Number:	01	Approved Date:	
Submitted By:			
Submitted Date:			
Status Report Type:	Semi-Annual		
Report Period:	12/01/2022 To 11/30/2025		

# STATUS REPORTS

- ▶ Select “Milestone Progress Report”

Components			<a href="#">Preview</a>   <a href="#">Submit</a>
<i>Complete each component of the status report and mark it as complete. Click Submit when you are done.</i>			
	Name	Complete?	Last Edited
<a href="#">General Information</a>		✓	10/26/2022
<a href="#">Milestone Progress Report</a>			

# 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: 147151 - 01

Grant: 147151-FY 2022 SLCGP  
Status: Editing  
Program Area: State and Local Cybersecurity Grant Program (SLCGP)  
Grantee Organization: BaseLine Organization  
Program Officer: Joni McCarter

**Instructions**  
*The Status Report is required to demonstrate the progress of your grant for the prior six month period.*

**Milestone Status Report** Create New Version | Go to Status Report Forms

Is this the final Status Report?\* No

**Milestone Progress** Add

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for contractual agreement.	FY22 Baseline Organization SCLGP Grant	06/01/2023	100%	Specification for equipment determined.
2. Prior approval received from OHS on contract.	FY22 Baseline Organization SCLGP Grant	07/15/2023	30%	Bidding is complete. Working on vendor selection and ordering of equipment
3. Execute contract.	FY22 Baseline Organization SCLGP Grant	08/18/2023	0%	It is anticipated that equipment will be received, installed, tested and inventoried within 30 days of receipt.
4. Contractual agreement tasks completed.	FY22 Baseline Organization SCLGP Grant	08/25/2023	0%	The vendor will be paid within 14 days of confirmation that the equipment is operational.
5. Vendor paid and proof of payment received.	FY22 Baseline Organization SCLGP Grant	07/25/2023	0%	The WebGrants reimbursement will be completed with all necessary documentation within four months.
6. WebGrants reimbursement completed with all necessary documentation.	FY22 Baseline Organization SCLGP Grant	09/01/2023	0%	Training will be completed within 30 days of installation of the equipment.
7. Project Final Report submitted and closed out.	FY22 Baseline Organization SCLGP Grant	12/21/2023	0%	The final report will be finished by December 21, 2023

**Narrative Project Progress** Add

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



# STATUS REPORTS

- ▶ 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>
<i>The Status Report is required to demonstrate the progress of your grant for the prior six month period.</i>
<b>Milestone Status Report</b>
Is this the final Status Report?* <input type="radio"/> Yes <input checked="" type="radio"/> No

# STATUS REPORTS

## ▶ Complete “Milestone Progress” section of Status Report

- Project Name – Brief project name (i.e., FY 2022 Baseline Organization SLCGP Grant)
- Estimated Completion Date – Estimated completion date for milestone at time of status report
- % Milestone Completed – Estimated % of milestone completed at time of status report
- Milestone Progress – Enter pertinent notes on milestone (i.e., Specifications for mobile radio complete)

# STATUS REPORTS

## Milestone Progress

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for contractual agreement.	FY22 Baseline Organization SLCGP Grant	06/01/2023 	100% 	Specification for equipment determined.
2. Prior approval received from OHS on contract.	FY22 Baseline Organization SLCGP Grant	07/15/2023 	30% 	Bidding is complete. Working on vendor selection and ordering of equipment
3. Execute contract.	FY22 Baseline Organization SLCGP Grant	08/18/2023 	0% 	It is anticipated that equipment will be received, installed, tested and inventoried within 30 days of receipt.
4. Contractual agreement tasks completed.	FY22 Baseline Organization SLCGP Grant	08/25/2023 	0% 	The vendor will be paid within 14 days of confirmation that the equipment is operational.
5. Vendor paid and proof of payment received.	FY22 Baseline Organization SLCGP Grant	07/25/2023 	0% 	The WebGrants reimbursement will be completed with all necessary documentation within four months.
6. WebGrants reimbursement completed with all necessary documentation.	FY22 Baseline Organization SLCGP Grant	09/01/2023 	0% 	Training will be completed within 30 days of installation of the equipment.
7. Project Final Report submitted and closed out.	FY22 Baseline Organization SLCGP Grant	12/21/2023 	0% 	The final report will be finished by December 21, 2023

# STATUS REPORTS

▶ Select “Save”

 Menu |  Help |  Log Out

 Back |  Print |  Add |  Delete |  Edit |  Save



## Grant Tracking

### Status Report: 147151 - 01

Grant: [147151-FY 2022 SLCGP](#)

Status: Editing

Program Area: State and Local Cybersecurity Grant Program (SLCGP)

Grantee Organization: [BaseLine Organization](#)

Program Officer: Joni McCarter

### Instructions

The Status Report is required to demonstrate the progress of your grant for the prior six month period.

### 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 contractual agreement.	FY22 Baseline Organization SLCGP Grant	06/01/2023	100% 	Specification for equipment determined.

# 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? What progress are you making on meeting cybersecurity and data security benchmarks?

Narrative Project Progress	
Project Name:*	<input type="text" value="FY22 Baseline Organization SLCGP Grant"/>
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?	<input type="text" value="The specifications have been determined and the bid process is complete. It is anticipated that the procurement will be completed, equipment received, vendor paid, WebGrants reimbursement submitted, and final report will be submitted within the next six months. There are no negative issues to report at this time."/>

# STATUS REPORTS

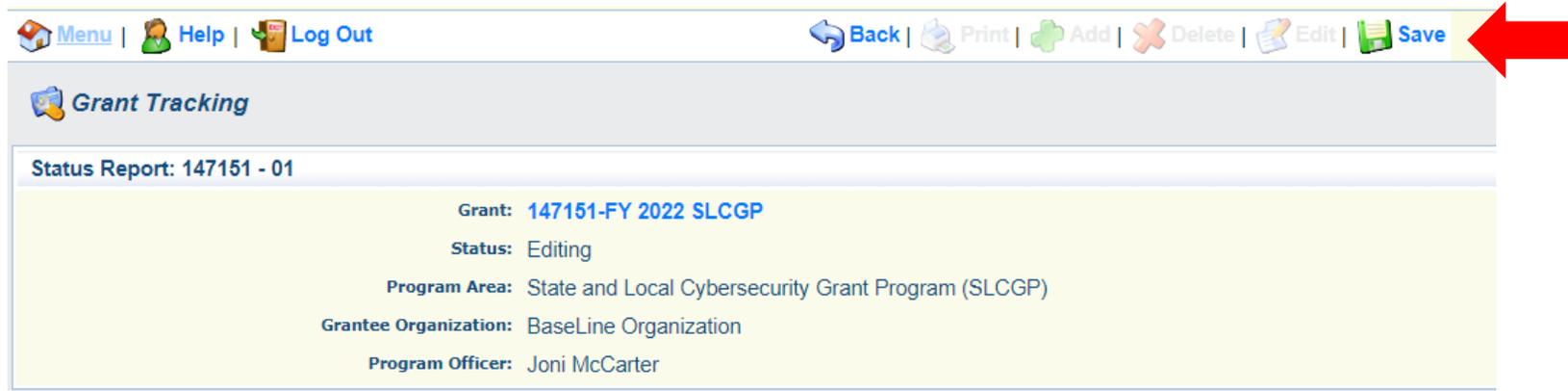
- ▶ Select “Save”

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

**Grant Tracking**

Status Report: 147151 - 01

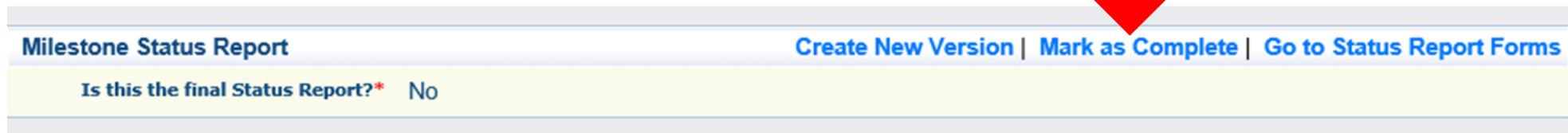
Grant: 147151-FY 2022 SLCGP  
Status: Editing  
Program Area: State and Local Cybersecurity Grant Program (SLCGP)  
Grantee Organization: BaseLine Organization  
Program Officer: Joni McCarter



- ▶ Select “Mark as Complete”

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

Is this the final Status Report?\* No



- ▶ Select “Submit” to submit Status Report to the OHS

Components		Preview   Submit
<i>Complete each component of the status report and mark it as complete. Click Submit when you are done.</i>		
Name	Complete?	Last Edited
General Information	✓	03/31/2023
Milestone Progress Report	✓	03/31/2023



# CORRESPONDENCE

- ▶ Correspondence Component of the grant should be used for contacting the OHS with approval requests/questions/pertinent information regarding your grant
- ▶ Select “Correspondence” component in WebGrants

Grant Components	
	Component
General Information	
Contact Information	
Budget	
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
Project Package	
Subaward Documents - Final	
Named Attachments	
Closeout	
Opportunity	
Application	

# 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 ▲  
Chelse Dowell ■  
Joni McCarter ▼

CC:

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

# CORRESPONDENCE

- ▶ Enter a “Subject” for the message

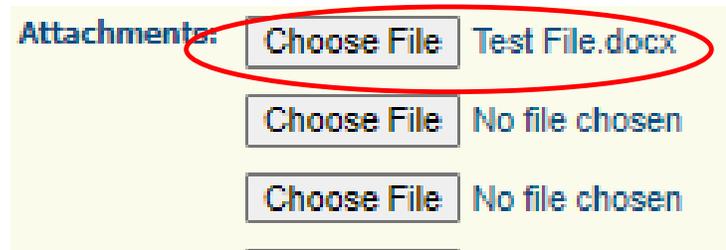
Subject:\*

- ▶ 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



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



# 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 inside WebGrants for the message you want to reply to

Inter-System Grantee Correspondence		<a href="#">Return to Components</a>   <a href="#">Add</a>		
Subject	From	To	Sent/Received	Attachments
<a href="#">Grant 147151 - FY 2022 SLCGP: CY 22 SLCGP Contract for Review</a>	TEST TEST	Chelse Dowell	02/27/2023	



# CORRESPONDENCE

- ▶ Select “Reply”

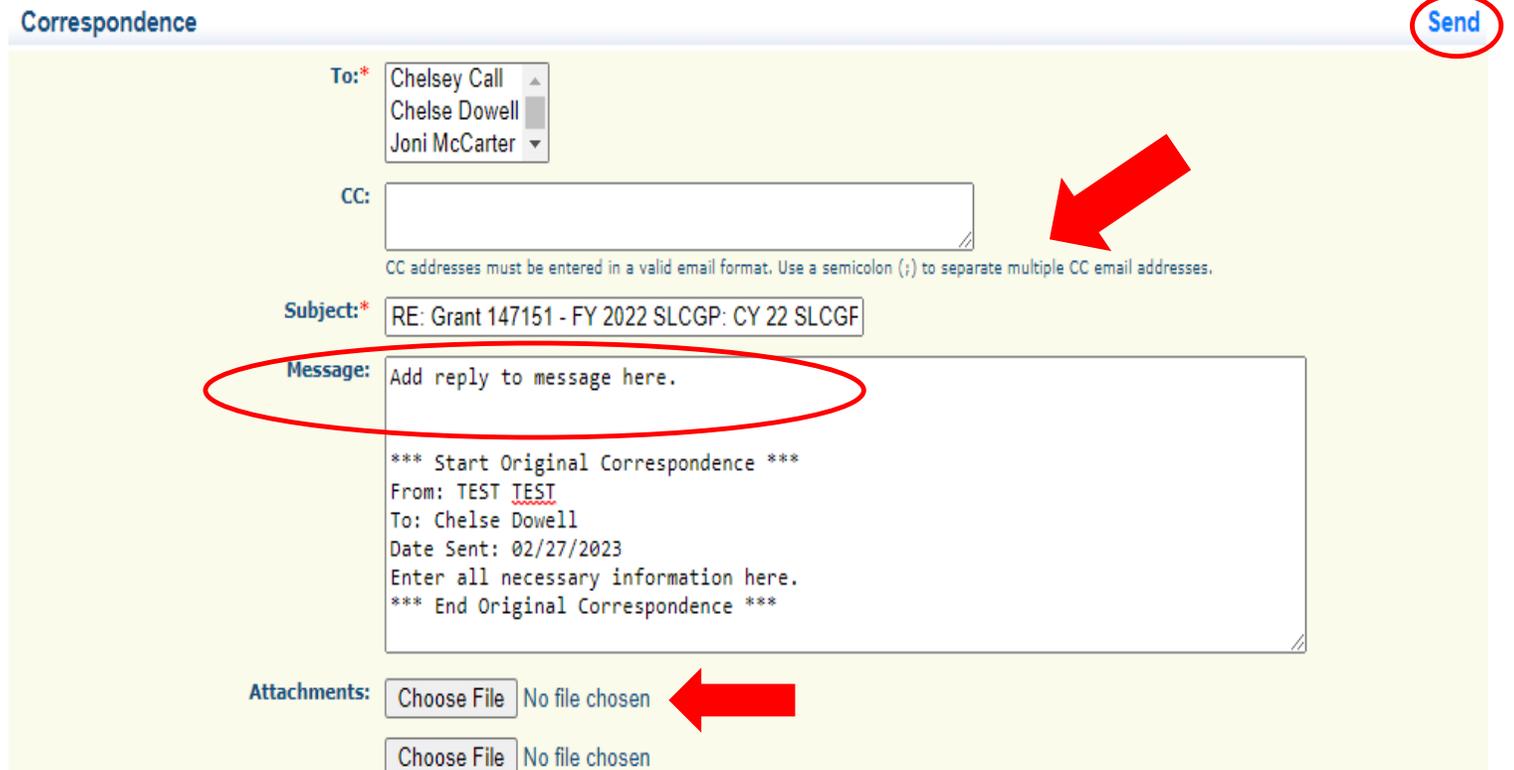


Correspondence

From: Debbie Musselman

Reply

- ▶ 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”



Correspondence

To:\* Chelsey Call  
Chelse Dowell  
Joni McCarter

CC:

Subject:\* RE: Grant 147151 - FY 2022 SLCGP: CY 22 SLCGF

Message: Add reply to message here.

\*\*\* Start Original Correspondence \*\*\*  
From: TEST TEST  
To: Chelse Dowell  
Date Sent: 02/27/2023  
Enter all necessary information here.  
\*\*\* End Original Correspondence \*\*\*

Attachments: Choose File No file chosen  
Choose File No file chosen

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:
  1. Copy of FINAL grant application(s)
  2. Nationwide Cybersecurity Review (NCSR) Completion Certificates
  3. Fully-executed Subaward Agreement
  4. Approved Claims
  5. Approved Subaward Adjustments
  6. Approved Status Reports
  7. Final Status Report
  8. Monitoring Reports
  9. Relevant Grant Correspondence
  10. Procurement Documents
  11. Disposition of Equipment Forms
  12. Inventory
- ▶ **Grant files can be electronic**

# GRANT CLOSEOUT

- ▶ Grant Period of Performance ends 11/30/2025
- ▶ Final Claims and Final Status Report are due 45 days after the end of the period of performance (01/14/2026)
- ▶ 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

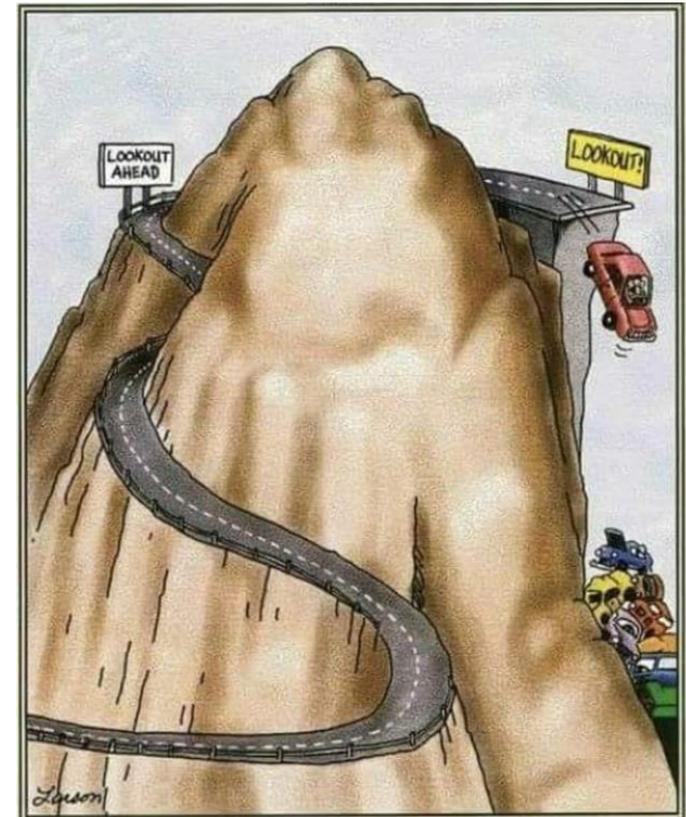
## ▶ Corrective Actions

- 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
- ▶ Chance to provide technical assistance and answer questions



# IMPORTANT DATES

Grant Period of Performance Begin – December 1, 2022

Compliance Workshop Acknowledgement Due – April 11, 2023

Subaward Agreements Due – March 21, 2023

Nationwide Cybersecurity Review Completed – December 31, 2023, 2024, and 2025

Status Reports Due – January 10 and July 10

Grant Period of Performance End – November 30, 2025

Final Claim and Final Status Report – January 14, 2026

# QUESTIONS?



# OHS CONTACTS

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