FY 2025 Nonprofit Security Grant Program (NSGP) Compliance Workshop

Missouri Department of Public Safety/Office of Homeland Security

Agenda

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

Federal Grant Requirements

- Code of Federal Regulations 2 CFR Part 200 the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
  - Regulations provide the foundational requirements for federal financial assistance
- Subrecipients are required to comply with the programmatic requirements of The U.S. Department of Homeland Security (DHS), Notice of Funding Opportunity (NOFO), Fiscal Year 2025 Nonprofit Security Grant Program (NSGP)
  - Provides programmatic requirements specific to the Nonprofit Security Grant Program (NSGP)
- Grant Programs Directorate (GPD) Information Bulletins (IBs)
  - The IBs provide administrative instructions and guidelines critical to supporting the effectiveness and efficient delivery of the grant

Missouri department of public safety (DPS)
office of homeland security(OHS)
Administrative Guide and Information Bulletins (IB)

- The Administrative Guide for Homeland Security Grants
- Information Bulletins:
  - OHS-GT-2012-001 - Policy on Monitoring Subrecipient Reporting, Recordkeeping and Internal Operation and Accounting Control Systems
  - OHS-GT-2012-002 - Policy on Advance Payment & Cash Advances
  - OHS-GT-2012-003 - Policy on Funding Restrictions for Management and Administration Costs
  - OHS-GT-2012-005 - Policy on Claim Request Requirements Including OHS Reimbursement Checklist
  - OHS-GT-2018-008 - Policy on Budget Modifications, Scope of Work Changes, and Spending Plans

Procurement Requirements

- With any expenditure, the subrecipient shall ensure that:
  - The expenditure is an approved budget line item
  - Prior approval has been obtained, if necessary
  - Sufficient funds are in the approved budget line
  - Subrecipients must have their own written procedures for determining costs are allowable, reasonable, allocable and necessary in accordance with Subpart E – Cost Principles and the terms and conditions of the Federal award (2 CFR Part 200.302 (7). Agencies that do not have their own written policy, may adopt the DPS/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 DPS/OHS for clarification

Procurement Requirements

- If a subrecipient has a procurement policy, a copy must be submitted and accepted by the DPS/OHS
  - If the subrecipient does not have a procurement policy, or their policy is less restrictive than the State of Missouri policy, they must follow the State of Missouri's Procurement Guidelines
    - Submit statement indicating their agency is utilizing the State of Missouri Procurement Policy for this project
  - State of Missouri Revised Statutes Chapter 34, State Purchasing and Printing
  - Missouri Rules of Office of Administration Division 40 – Purchasing and Materials Management
  - Cooperative Procurement Option
    - If utilizing a state, regional or national contract, procurement documents (quotes/bids) and invoice must reference the contract number

State of Missouri Procurement Requirements

Micro Purchases
Purchases less than $10,000

- Purchase with prudence on the open market
  - Price/Rate Quotations are not required
- Reasonableness of Price/Rate must be documented

Reasonableness can be determined by research, experience, purchase history or other information

Small Purchases
$10,000-$99,999.99

- Obtaining 3 Price/Rate Quotations is Best Practice
- Informal method is acceptable
  - Telephone quote, online pricing, request for quote, etc.
- Maintain all procurement records, including
  - **WHO** – List of vendors solicited/researched
  - **When** – Dates
  - **What** – Quotes received
  - **Why** – Reason for vendor selection

Macro Purchases
$100,000 and higher

- Formal bid solicitation required
  - Advertised in at least two daily newspapers for general circulation at least 5 consecutive days before bids are to be opened
  - May also advertise in at least 2 weekly minority newspapers or provide through an electronic medium available to general public
  - Post a notice in a public area of your office
  - Solicit by mail or other reasonable methods generally available to the public
  - DPS/OHS must approve vendor if less than 3 bids received
- Maintain all procurement records, including
  - **Bid Notice**
  - **Who** – List of vendors solicited
  - **When** – Dates
  - **What** – Quotes received
  - **Why** – Reason for vendor selection

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

Procurement Requirements

- Procurement policies must be followed to ensure all procurements are made in a fair and open manner
- Do not engage any vendors until you have an executed contract
  - You can start researching vendors and products
  - DPS/OHS must review all contracts to ensure the required federal provisions are present before they are signed
- Depending on specific costs, multiple quotes must be obtained to ensure best value
- Do not break projects (budget line in contract) into smaller pieces to circumvent the procurement rules
- When procuring items and/or services using the competitive bidding process, the goal is to receive at least three written bids of a high-quality project completed at a fair price
  - To achieve this goal - the invitation for bids can be solicited from an adequate number of sources once the Request for Proposal (RFP) has been advertised
  - Do not contact vendors before an RFP has been fairly advertised
- Vendor evaluation - all bids received should be evaluated

Procurement Requirements

Avoid Conflicts of Interest

- In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest. This applies to contractors that help an entity develop its grant application, project plans, or project budget.
- Example: Whoever completes your risk assessment cannot participate in the bidding process.
- Using state or local **geographic preferences** in evaluating bids or proposals **is prohibited**!
- **Additionally, the following situations are considered to be restrictive of competition. These situations must be avoided:**
  - Requiring unnecessary experience
  - Using brand names
  - Allowing non-competitive pricing practices
  - Using only contractors that are already on retainer
  - Allowing organizational conflicts of interest
  - Exhibiting arbitrary actions during the procurement process

Procurement Requirements

Example of a Bid Advertisement

A nonprofit organization in ____(your City) is seeking sealed bids for the sale and installation of security related enhancements. The project includes: (in general, list the equipment you wish to have installed, i.e.) installation of Closed-Circuit Television equipment). The selection criteria will be based on (include your selection criteria, i.e. knowledge of surveillance and security, adherence to projected work schedule, prior experience, references, and cost). Specifications and bid requirements can be obtained by contacting us at _____@gmail.com." (*Use a generic e-mail address so you don't attract unwanted attention).

This is a federally-funded project and all contracts must adhere to the applicable federal contract provisions listed in 2 CFR 200 Appendix II Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

Bids must be submitted by (explain how, i.e. mail, email, etc.) and will be accepted until ____ on _____.

Procurement Requirements

- **What Is an Appropriate Venue and Reasonable Period of Time to Advertise?**

Venue: when soliciting competitive bids or offers, you are encouraged to utilize more than one form of media to attract qualified bidders or offerors

  - Remember, if you are following State procurement guidelines and the cost exceeds $100,000, you must advertise in at least two daily newspapers for general circulation at least 5 consecutive days before bids are to be opened

Reasonable period of time: a minimum of 5 days is required as the intent of advertising is to promote open, fair advertisement of the opportunity to provide services

If a newspaper comes out once a week, that meets the 5-day requirement

- **What is not appropriate?**
  - **Advertising only:**
    - to special interest groups
    - in religious periodicals
    - in another language
    - through internally generated mailings and publications

Procurement Requirements

Evaluating the Bids

- Awards must be made in accordance with a pre-determined process -evaluation criteria and scoring methodology must be established **before** the bids are opened
- The same information must be provided to all interested parties
- You may award the contract to the lowest responsible bidder or on the basis of best value, which may include the following elements:
  - Cost
  - Experience/qualifications of vendor
  - References
  - Ability to conform with projected work schedule
  - Etc.
- Scoring methodology and bid evaluations must be in writing
- Bid costs must be detailed item by item (not a lump sum amount)

Single Feasible Source (SFS)

- Use of a single feasible source procurement of $10,000.00 or more requires prior approval from the DPS/OHS
  - A single feasible source form can be located on the DPS/OHS website in the Grant Applications and Forms section
  - If purchase is made using a single feasible source without prior approval, DPS/OHS has the right to refuse reimbursement
  - Non-compliance could result in the agency being listed as high risk

Single Feasible Source (SFS)

- Use of single feasible source procurement is discouraged. A single feasible source procurement exists when:
  - Federal Funds and Other Non-Federal Funds Used for Federal Match
    - The item is available only from a single source; or
    - The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or
    - The DPS/OHS 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 Vendors Under Suspension/Debarment
  - *Maintain a copy of a screenshot in the grant file to verify this was completed*



Prior Approval

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

If prior approval is not received, the expense will not be paid!

No Retroactive Approvals!!

Audit Requirements

- State and local units of government, institutions of higher education, and other nonprofit institutions, must comply with the organizational audit requirements of 2 CFR Part 200 Subpart F, Audit Requirements
  - Subrecipients who expend $1,000,000 or more of federal funds during their fiscal year are required to submit a single organization wide financial and compliance audit report (single audit) to the Federal Audit Clearinghouse within 9 months after the close of each fiscal year during the term of the award
  - Expended funds include all Federal funds, not just NSGP funds

Environmental and 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
  - Projects funded with NSGP grant funds must comply
  - Includes projects on interior of buildings and facilities



Environmental and Historic Preservation (EHP)

If your project involves an EHP review, it must be completed, reviewed and approved by FEMA
before initiating *ANY* work

No Retroactive Approvals



EHP Timeframe

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



Please Note!

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



EHP Packet

The EHP form can be located on the DPS website in the Grant Applications and Forms section:

Make sure your EHP Form includes

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

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

****We will be offering an optional training that will go into further detail on completing the EHP Form – November 17, 2026****

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: Joanne Talleur (573) 522-2851

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 $5,000 or more
- Entities may have a lower acquisition cost in their procurement policy. If so, they MUST use the most stringent policy

Inventory Management

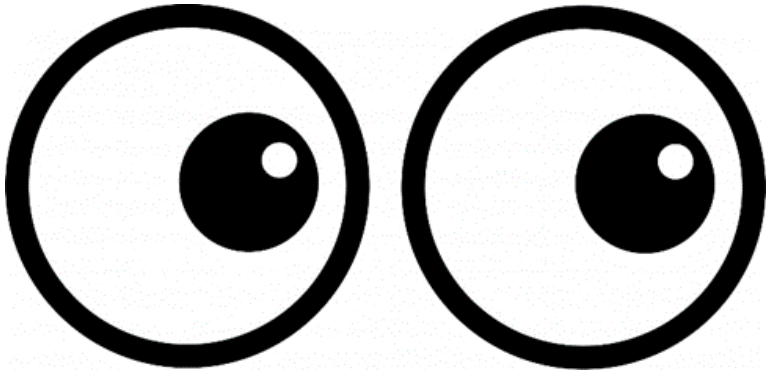
- All equipment purchased with Nonprofit Security Grant Program funds MUST be tagged*
- All tags must state:

> Purchased with U.S. Department of Homeland Security Funds

- Tags are available from the DPS/OHS upon request. Contact Kelsey Saunders at Kelsey.Saunders@dps.mo.gov

Inventory Management

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



Inventory Management

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

Inventory Management

- Required to maintain inventory form for all equipment purchased with NSGP funds
- Equipment is added to DPS/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 December 31, 2028
  - DPS/OHS will send list of your agency's inventory for verification



Inventory Management

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

- Requesting Organization
- Region
- County
- Fiscal Year - **2025**
- WebGrants Budget Line Number
- Manufacturer
- Model
- Description
- Identification number
- Source of Funding: **NSGP**
- Title holder
- Date of Delivery
- Quantity
- Individual Item Cost
- % of Federal Participation in the Cost
- Physical Location (MUST be the physical address)
- Contact Name
- Contact Phone Number
- Contact Email
- Contact Email
- Use (Local, Regional, National, Statewide)
- Readiness Condition (Mission Capable/Not Mission Capable)
- Final Disposition
- Date of Final Disposition
- Final Disposition Sale Price

Inventory Management

- When original or replacement equipment acquired with NSGP 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 Homeland Security 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 DPS/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
- A copy of the approved Equipment Disposition Form must be maintained in the subrecipient grant file
- Equipment Disposition Form can be located on the DPS/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 DPS/OHS
- Equipment with a per item fair market value of $5,000 or more may be retained or sold



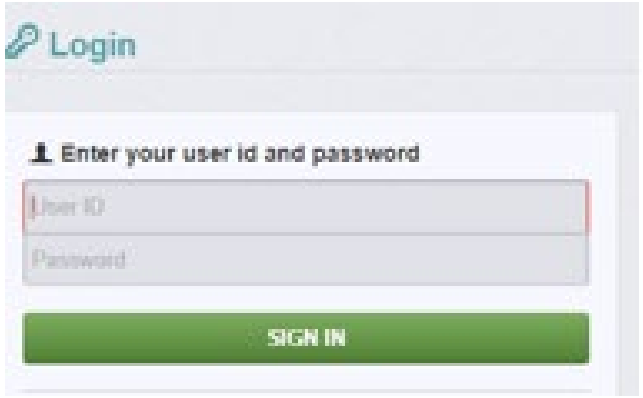
Inventory Management

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

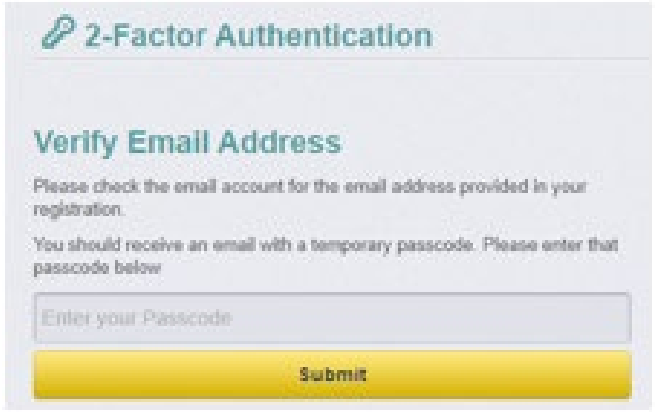
- Example: Agency X wants to sell their portable metal detector, which was 75% funded with NSGP funds and 25% funded with local funds. The fair market value for their metal detector is $9,000.00. The Federal awarding agency would be entitled to $6,750.00 of the proceeds and the local agency would be entitled to $2,250.00

WebGrants

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

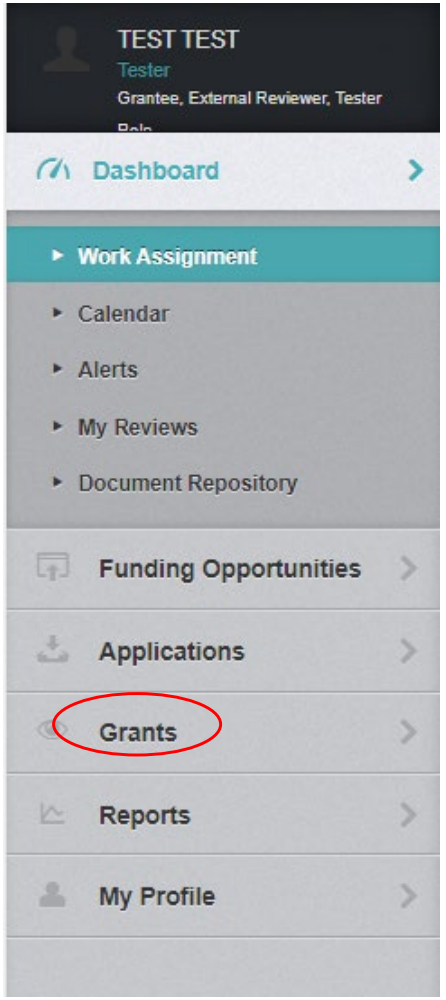


Two-factor authentication – this is a six-digit code that will be sent to you via email



WebGrants

Select “Grants”



WebGrants

Select the project titled “FY 2025 NSGP”



Current Grants

All active grants are listed below.

Search: FY 2025 NSGP

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Start Date	End Date	Grant Amount	Total Paid	Remaining Balance
49945	Underway	2025	FY 2025 Baseline Organization	BaseLine Organization	NSGP-Non Profit Security Grant Program	49902-FY 2025 Nonprofit Security Grant Program (NSGP) - TEST	09/01/2025	08/31/2027	$85,000.00	$0.00	$85,000.00

WebGrants

Grant Components



Subaward Agreement

- Subaward Agreements will be distributed via email
  - Authorized Official must review and initial each page of the Articles of Agreement
  - Original signed Subaward Agreement may be mailed OR emailed to the DPS/OHS
    - **Due December 15, 2026**

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



Budget

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

Budget

Equipment - Multi-List

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

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

Line Item Code	Line Item Name	AEL #	Qty	Unit Cost	Total Cost	Sustainment	Discipline	Function	Allowable Activity
10001	Video Assessment Security System	14SW-01-VIDA	1.00	$50,000.00	$50,000.00	Yes	Not for Profit/Non-Profit	Equipment	Physical Security Enhancement Equipment
10002	Barriers; Fences; Jersey Walls	14SW-01-WALL	1.00	$25,000.00	$25,000.00	Yes	Not for Profit/Non-Profit	Equipment	Physical Security Enhancement Equipment
					$75,000.00				

Last Edited By: Joanne Talleur - Mar 12, 2026 1:54 PM

Narrative Justification - Equipment

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

Provide separate justifications for each line item being requested. Address why the requested item is necessary for the success of the proposed project. Indicate who will use the item, how the item will be used and where the item will be housed. Also provide a cost basis for the amount requested. For example: (3 mobile radios @ $5,500.00 each). Please Note: Per the Missouri Department of Public Safety Radio Interoperability Guidelines, a quote is required for all radio interoperability equipment.

We are using NSGP funds to purchase and install the following to address vulnerabilities discussed in our risk assessment.
Video Assessment Security System – The existing security system will be upgraded to replace 15 interior and 12 exterior cameras, and add 10 interior and 5 exterior cameras. The estimated cost is $50,000.00
Barriers; Fences, Jersey Walls – install 6 bollards in front of entrances glass doors. Cost of $25,000.00

Expending Grant Funds

- Funds must be obligated within the project period of performance, expended, and submitted for reimbursement within 45 days following the project period of performance end date (October 15, 2028)
- Project Period: September 1, 2025 to August 31, 2028
- Funds are considered “obligated” when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period
- Funds are considered “expended” when payment is made

Expending Grant Funds



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

Contracts

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



Reimbursement requests

You must be registered as a vendor in the State's Fiscal System, MissouriBUYS Powered by Movers, before you can receive any payments.

Instructions on how to register are available at https://missouribuys.mo.gov/media/pdf/vendor-registration-instructions

Registration may be completed online at https://missouribuys.mo.gov/registration

We recommend registering in MissouriBUYS three months prior to when you submit your first claim

MissouriBUYS
Statewide eProcurement System

Reimbursement Requests

- 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
- Incomplete claims could result in a delay of payment. It is the requesting agency's responsibility to complete the necessary changes
- Please be aware, payments are only issued to your organization the subrecipient, not to vendors

Reimbursement Requests

- **Equipment Supporting Documentation**
  - Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000
  - 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, signed receipt, or signed statement in writing indicating items delivered)
  - Purchase order, if one was created or referenced on an invoice
  - Equipment Inventory Form in WebGrants must be completed for each piece of equipment
  - **If you purchased, more than one of the same item, they must be listed separately on the equipment inventory form**
  - Please submit pictures of the installed equipment if available

Reimbursement Requests

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

Reimbursement Requests

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

Reimbursement Requests

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

Reimbursement Requests

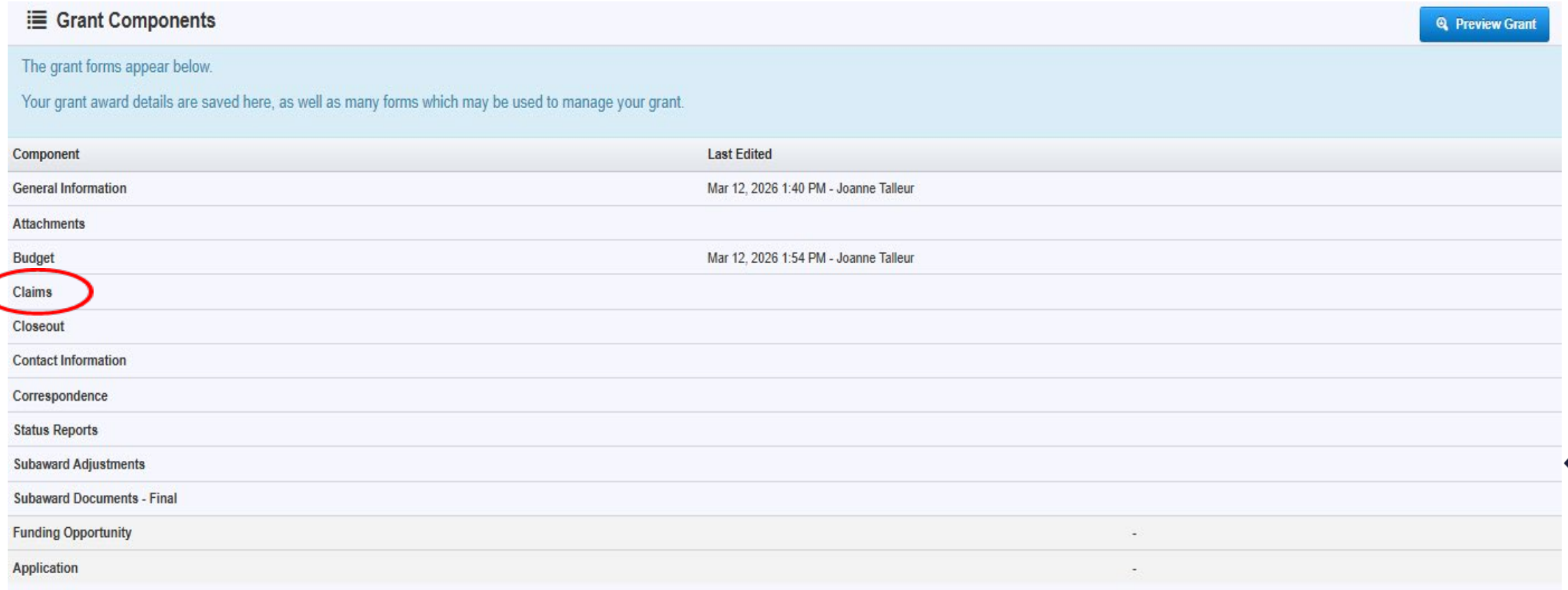
- **Advance Payment**
  - Information Bulletin 2: Policy on Advance Payment and Cash Advances discusses requirements for advance payment requests
  - Advance payment is defined as funds given to a subrecipient in advance of the subrecipient incurring the debt. For example, if a subrecipient orders a piece of equipment and requests reimbursement prior to paying the vendor's invoice, receipt of funds would be considered an advance payment
  - Will not provide advance payment to a subrecipient before costs have been incurred through an invoice from a vendor
  - Some situations, cash flow makes payment for large equipment items difficult
  - DPS/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

- **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 DPS/OHS within 30 days from receipt of payment
- To request, type “Advance Payment” in the Check/EFT Number and Check/EFT Date fields in the WebGrants claim

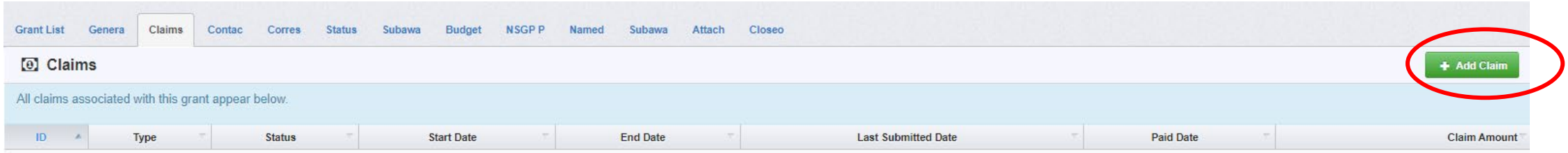
Reimbursement Requests

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



Reimbursement Requests

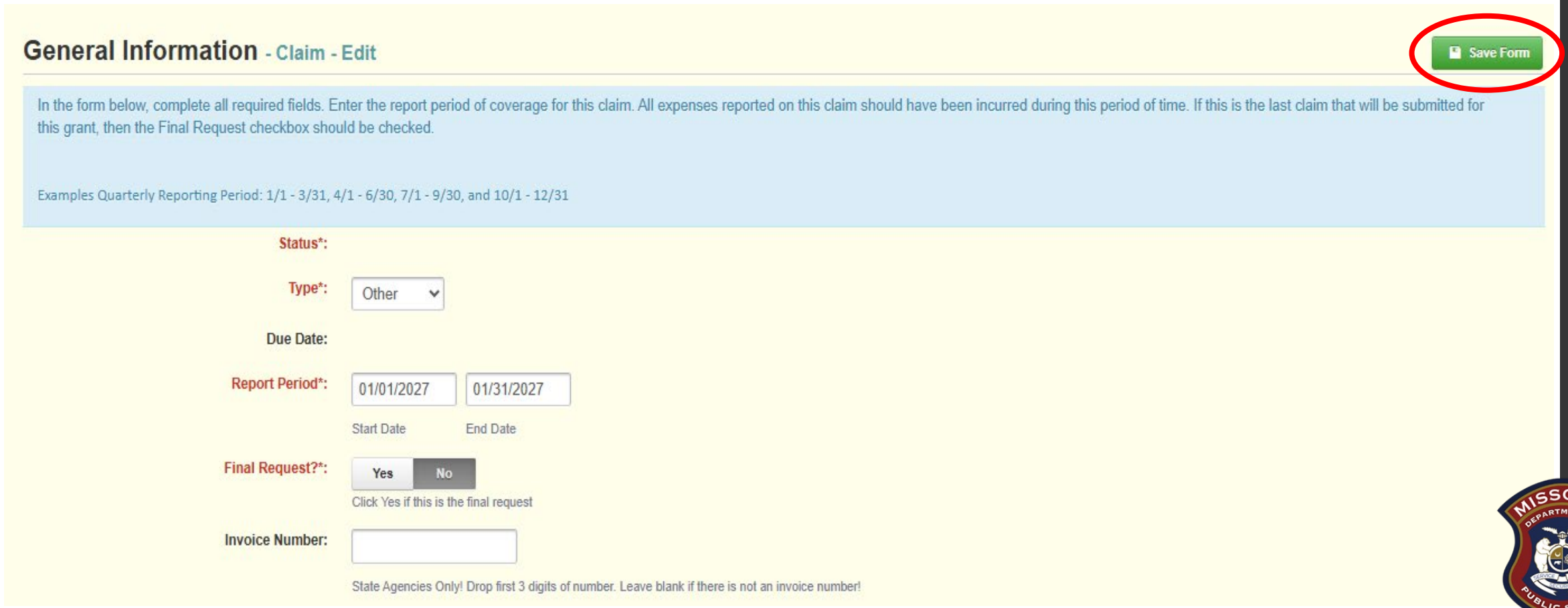
- **Select "Add Claim"**



Reimbursement Requests

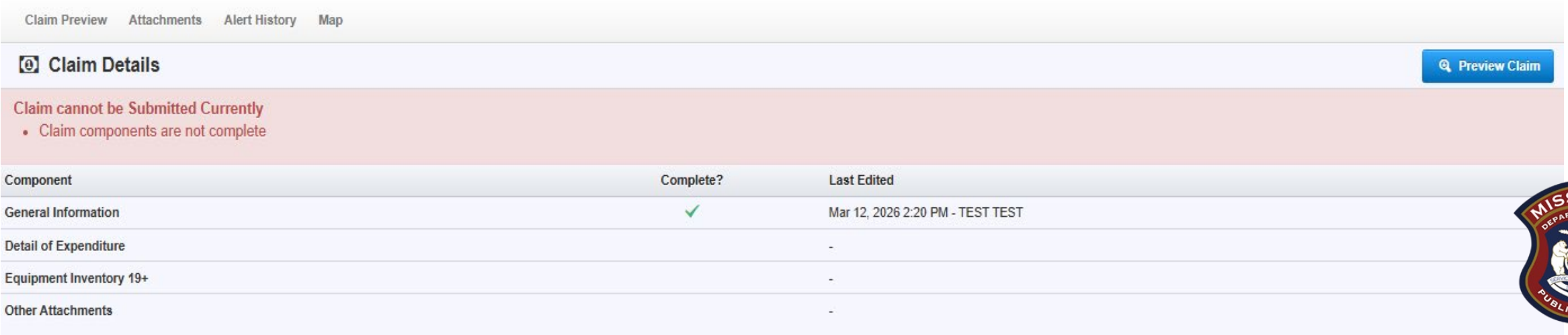
- **Complete Claim General Information**
  - Claim Type – Select “Other” in the drop-down
  - Reporting Period – Enter the date range for the expenses being requested
  - Final Request?
    - Select “Yes” if this is your last claim
    - Select “No” if this is not your last claim
  - Invoice Number – Leave field blank
  - Select “Save Form”

Reimbursement Requests



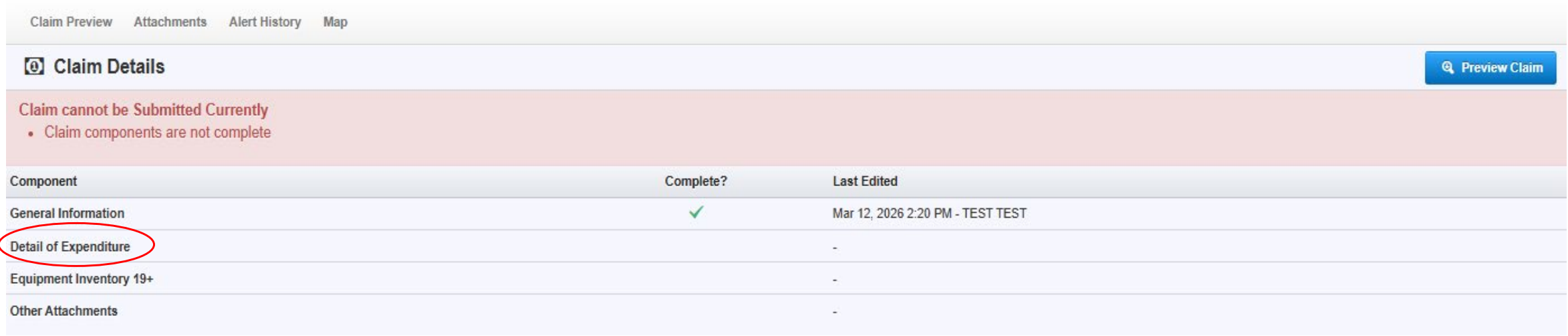
Reimbursement requests

- Complete all Claim Components by selecting the component
  - General Information
  - Detail of Expenditure
  - Equipment Inventory
  - Other Attachments
- All components must be marked “Complete” before you can submit the claim



Reimbursement requests

- Select "**Detail of Expenditure**" on the claim you created



Reimbursement Requests

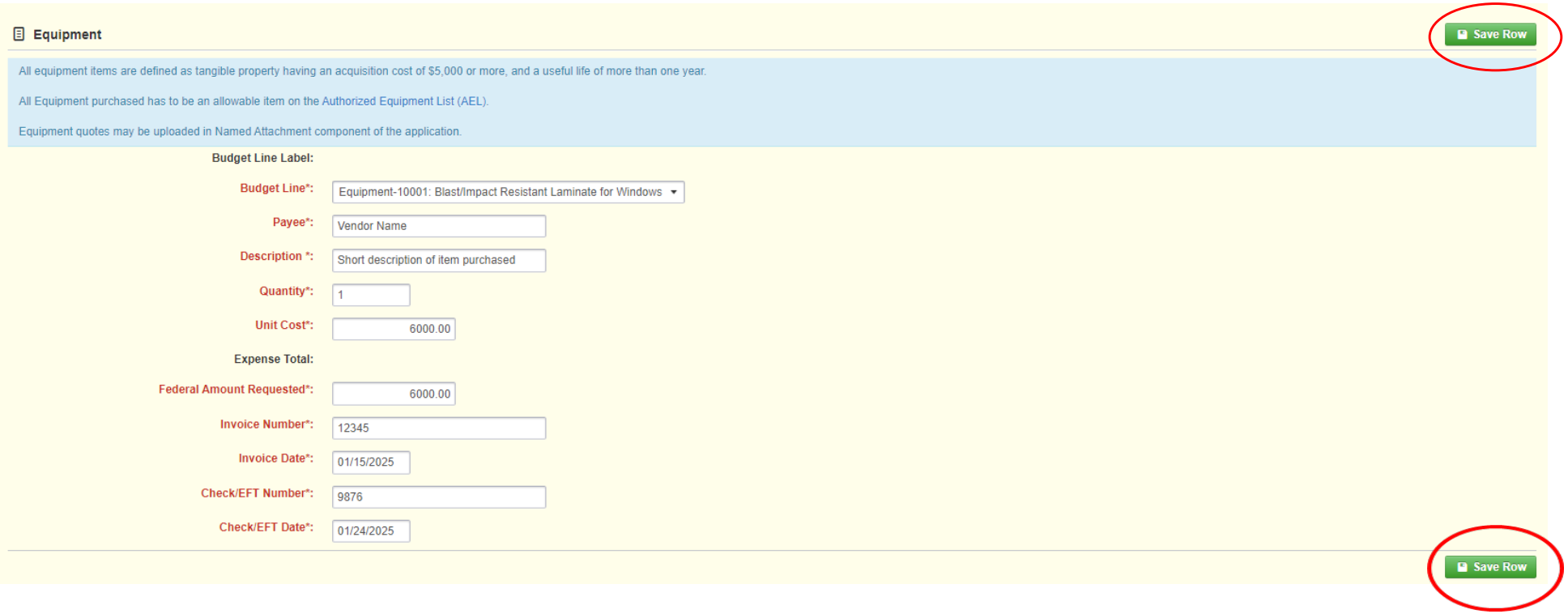
- Select “Add Row” under the appropriate budget category – either button will work



Reimbursement requests

Detail of Expenditures Component

- Complete each line of the Detail of Expenditures Form
- Select “Save Row” when complete – either button works



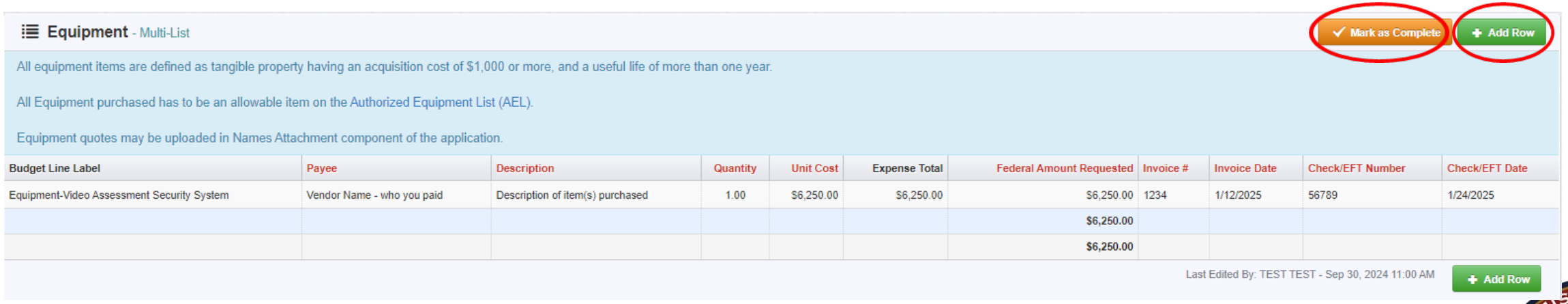
Reimbursement Requests

- Budget line – use the dropdown menu select the corresponding budget line for the item that is being requested for reimbursement
- Payee – enter the name of the vendor that the item was purchased from
- Description – enter a description of the item purchased
- Quantity – enter the quantity of the item that was purchased
- Unit Cost – Cost per item
  - The number entered into the unit cost field, multiplied by the quantity entered, should be the Federal Amount Requested that you are seeking reimbursement for
- Federal Amount Requested – Total amount of funds being requested

- Invoice # - vendor's invoice number
- Invoice Date – date on vendor's invoice
- Check/EFT Number
  - Check number used for payment to vendor
  - EFT number for payment to vendor
  - Advance Payment
- Check/EFT Date
  - Date of check used for payment to vendor
  - Date of EFT for payment to vendor
  - Advance Payment

Reimbursement requests

- Select “Add Row” to add additional expenditures to the claim
- Confirm the amount(s) listed under the Reimbursement section are correct
- Select “Mark as Complete” after all expenditures have been added



Equipment - Multi-List

Mark as Complete | + Add Row

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

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

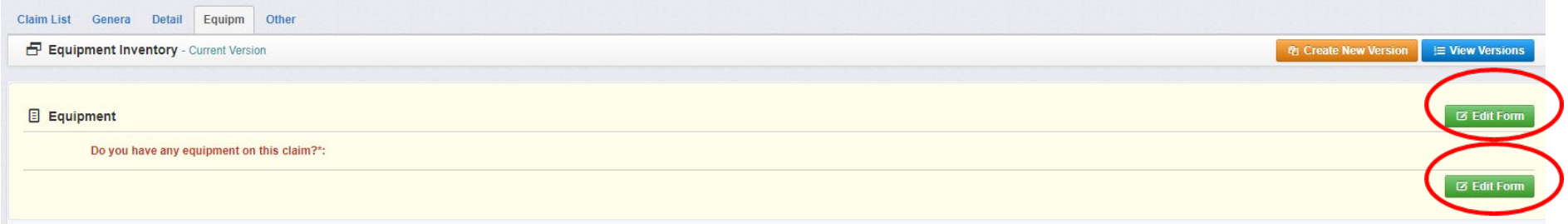
Equipment quotes may be uploaded in Names Attachment component of the application.

Budget Line Label	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
Equipment-Video Assessment Security System	Vendor Name - who you paid	Description of item(s) purchased	1.00	$6,250.00	$6,250.00	$6,250.00	1234	1/12/2025	56789	1/24/2025
						$6,250.00				
						$6,250.00				

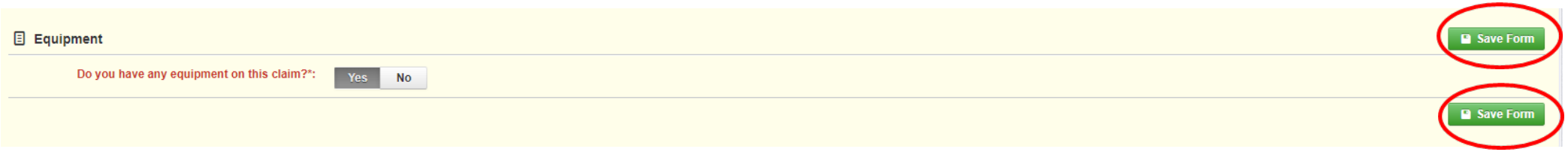
Last Edited By: TEST TEST - Sep 30, 2024 11:00 AM + Add Row

Reimbursement requests

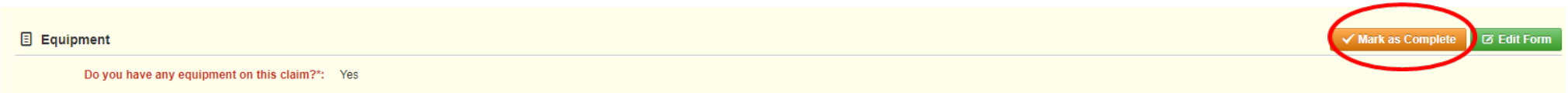
- Select the **“Equipment Inventory”** Claim Component
- Select “Edit Form” – either button works



- Answer Yes/No to the question, “Do you have any equipment on this claim?”

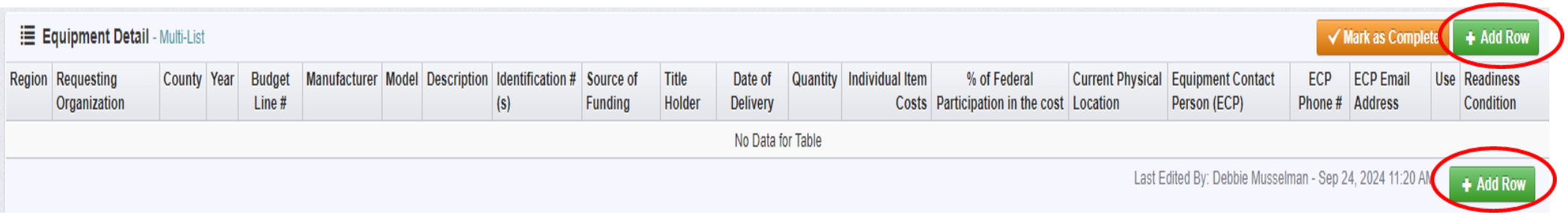


- Select “Save Form” – either button works
- If you do not have any equipment to add to the inventory, select “Mark as Complete”



Reimbursement Requests

- If you do have equipment to add to the inventory, select “Add Row” – either button works



- Each item needs to be entered on its own line
  - If you purchased two generators, there should be one line for each generator
- Complete all fields in the Equipment Detail Form

Reimbursement Requests

If equipment is requested (per unit cost $5,000 or higher), complete all fields in the Equipment Detail Form

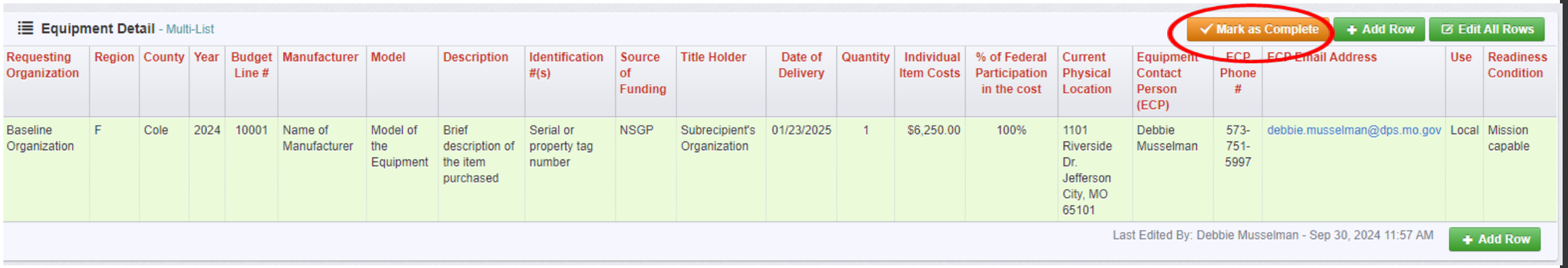
- Requesting Organization – Subrecipient's Organization
- Region – Subrecipient's Region
- County – Subrecipient's County
- Year – 2025
- Budget Line # - Budget line number associated with the equipment
- Manufacturer – Manufacturer of the equipment
- Model – Model number of the equipment
- Description – Description of the equipment (i.e., generator)
- 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 (NSGP)
- Title Holder – Subrecipient Organization who owns the equipment

Reimbursement requests

- 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

- Continue to add rows until all equipment information has been added to the inventory
- Verify the Equipment Detail is complete and correct and select “Mark As Complete”
- Remember, only 1 item per line and the per unit cost of that item should be $5,000 or higher to meet the requirement to be added to the equipment inventory



Equipment Detail - Multi-List

Mark as Complete | + Add Row | Edit All Rows

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	2024	10001	Name of Manufacturer	Model of the Equipment	Brief description of the item purchased	Serial or property tag number	NSGP	Subrecipient's Organization	01/23/2025	1	$6,250.00	100%	1101 Riverside Dr. Jefferson City, MO 65101	Debbie Musselman	573-751-5997	debbie.musselman@dps.mo.gov	Local	Mission capable

Last Edited By: Debbie Musselman - Sep 30, 2024 11:57 AM

+ Add Row

Reimbursement requests

- Select the **“Other Attachments”** Claim Component
  - Select “Edit Form”, to answer the question regarding additional documentation

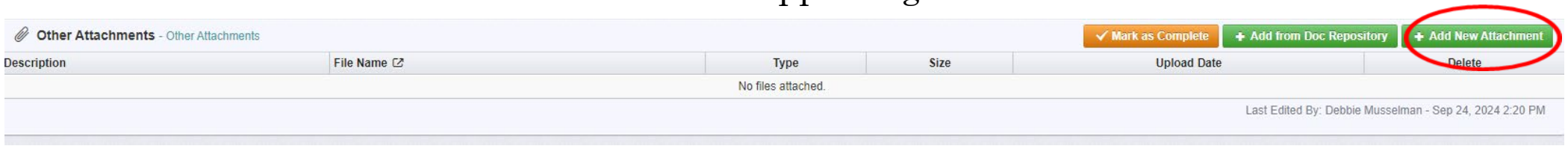


  - Answer the question, “Do you have additional documentation?” Yes/No
  - Select “Save Form” – either button works

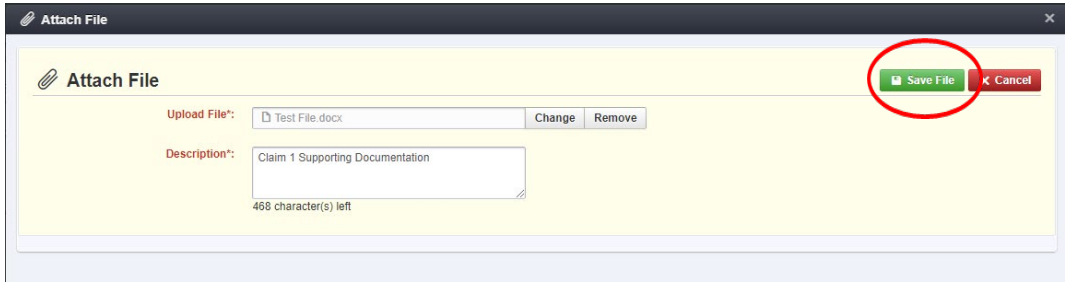


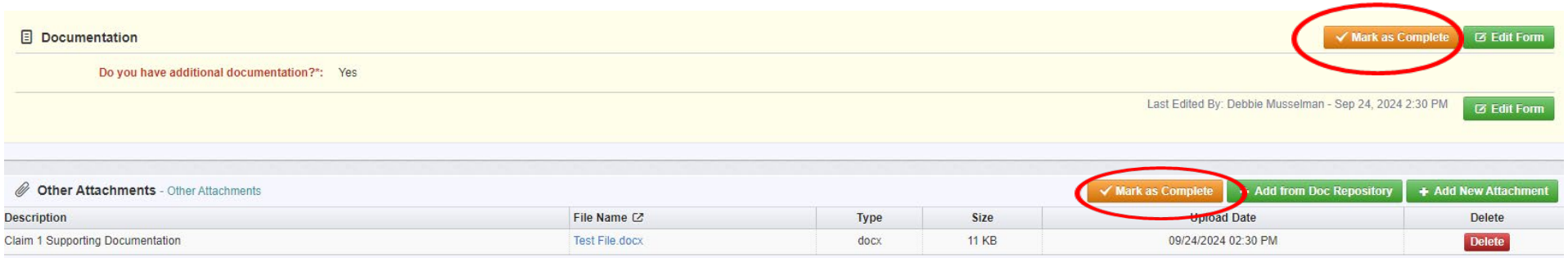
Reimbursement Requests

- Select “Add New Attachment” to add the supporting documentation



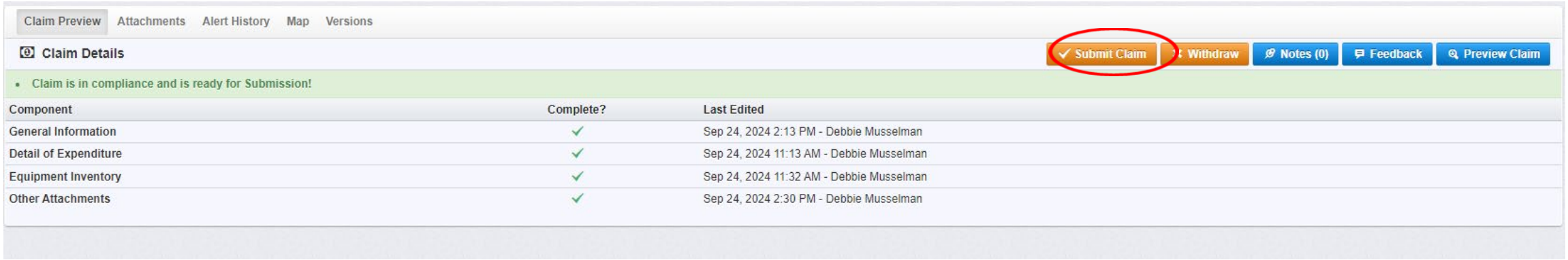
- Select “Select File” to locate the supporting documentation file on your computer
- Enter a brief description of the attachment
- Select “Save File”
- Select “Mark as Complete”
  – either button works





Reimbursement requests

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



Subaward Adjustments

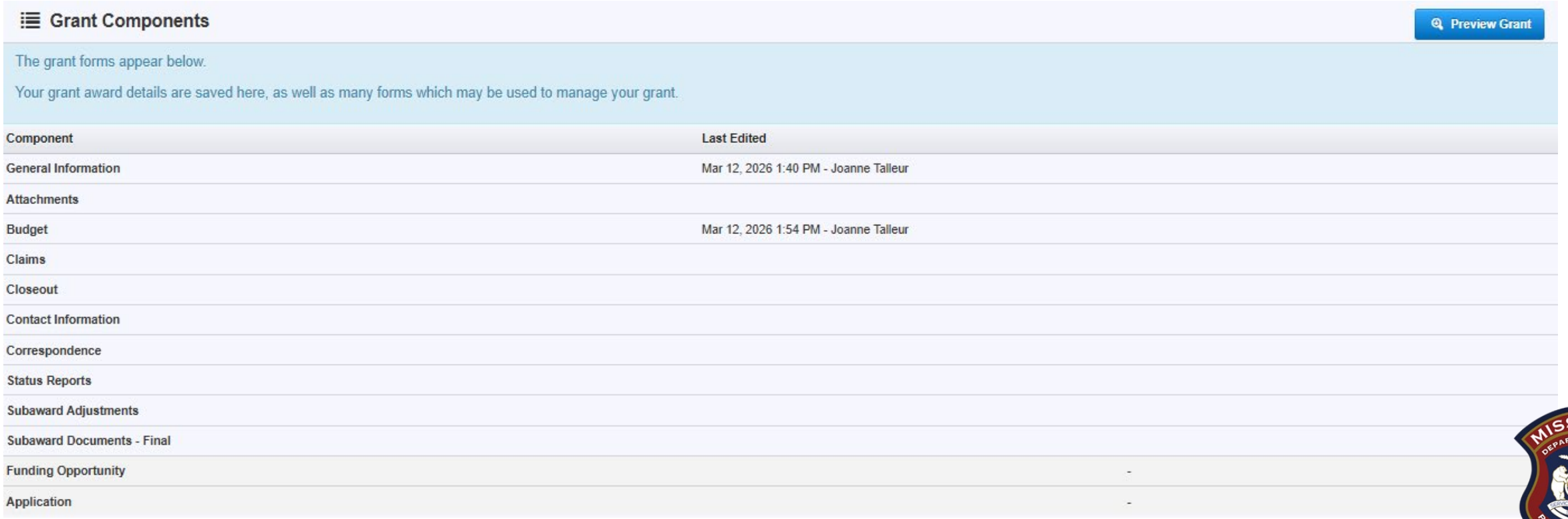
- Information Bulletin 8: Policy on Budget Modifications, Scope of work Changes, and Spending Plan discusses Subaward Adjustments
- Budget Modifications – transfer among existing budget lines within the grant budget
  - Request for budget modification must be submitted through WebGrants as a Subaward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

Subaward Adjustments

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

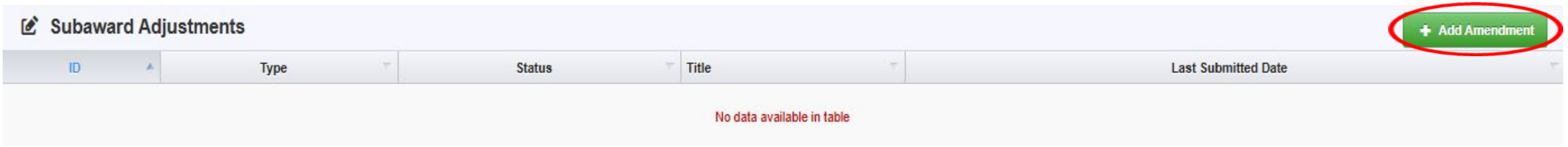
Subaward Adjustments

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



Subaward Adjustments

- Select “Add Amendment”



- Complete General Information and select “Save Form”



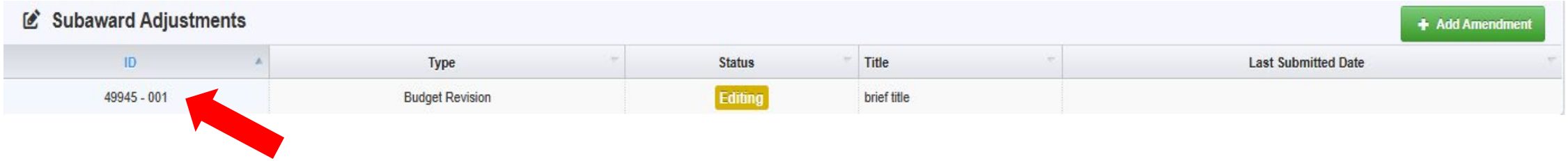
Subaward Adjustments

General Information

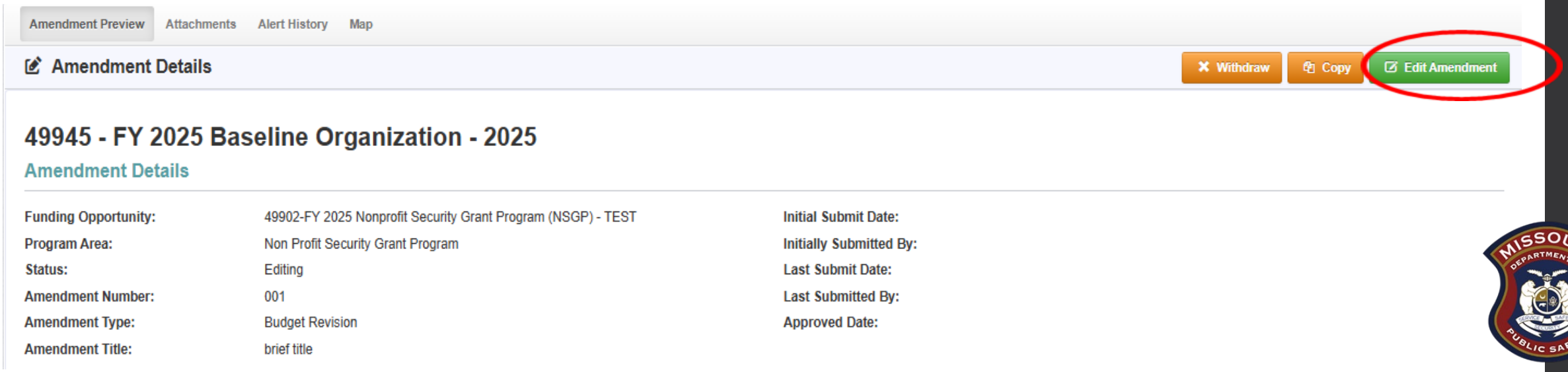
- Title – enter a brief title
- Amendment Type – choose the type of adjustment being requested
  - Budget Revision
  - Program Revision

Subaward Adjustments

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

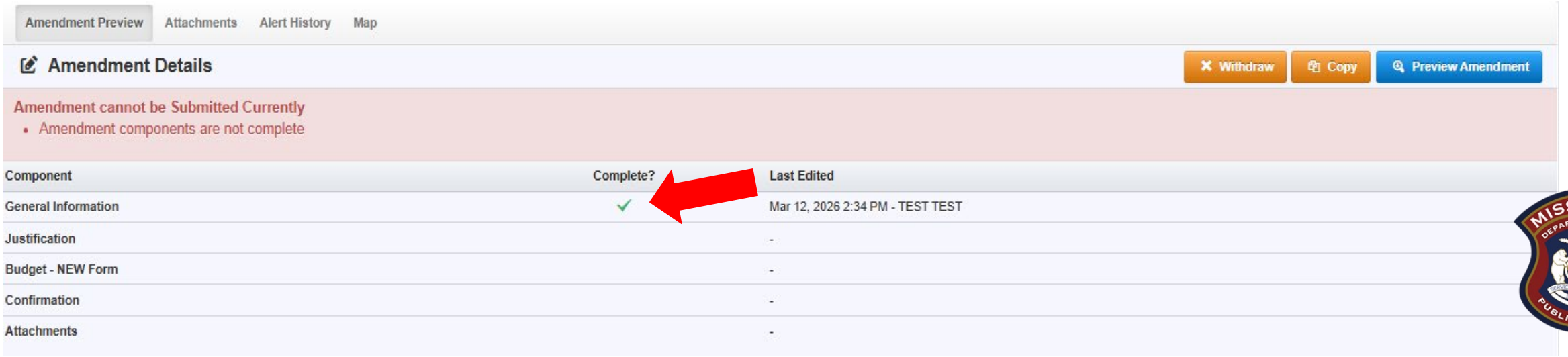


- Select “Edit Amendment”



Subaward Adjustments

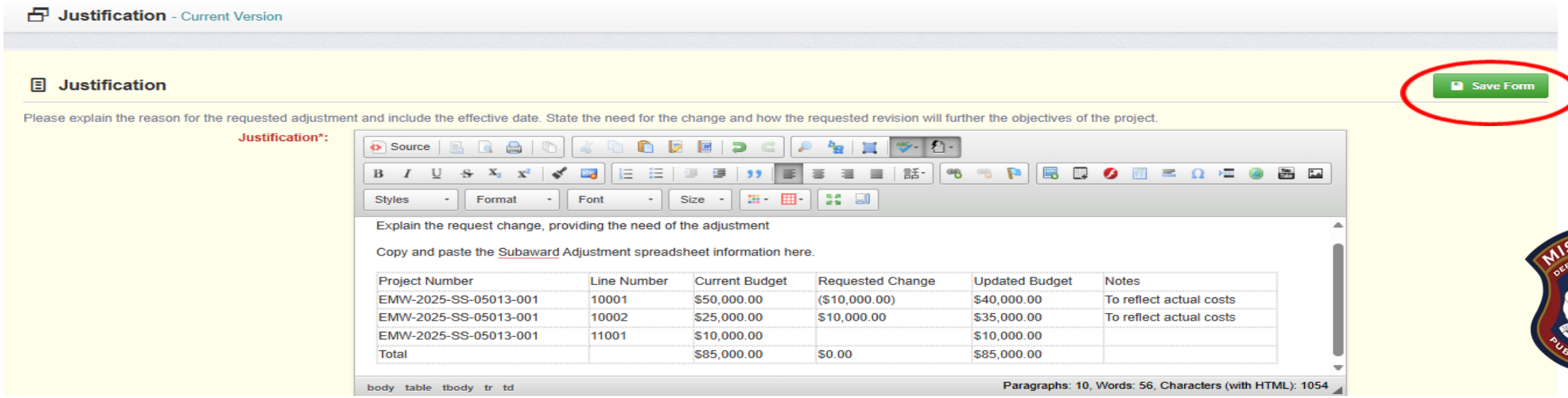
- Complete all Subaward Adjustment Components by selecting the Component
  - Justification
  - Budget
  - Confirmation
  - Attachments
- All components must be marked “Complete” before you can submit the Subaward Adjustment



Subaward Adjustments

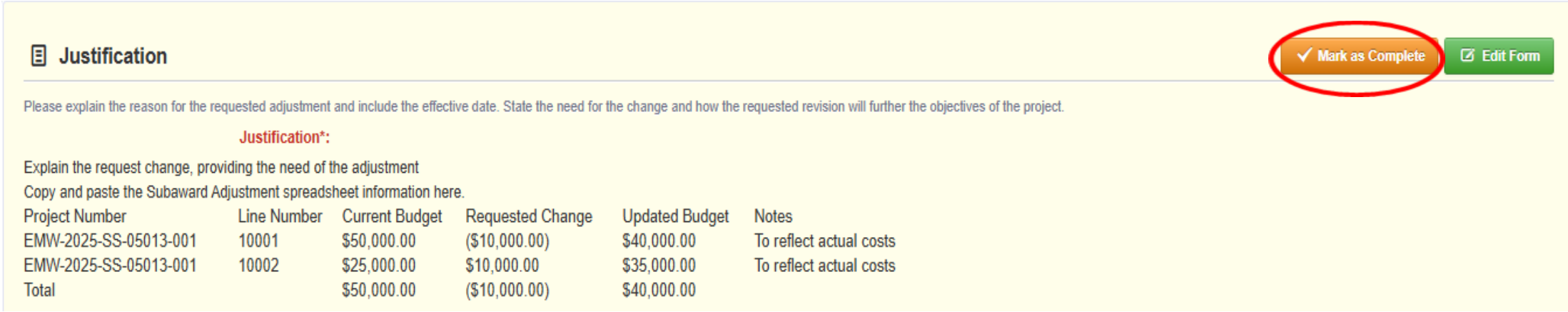
Justification Component

- 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 Form”



Subaward Adjustments

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



Justification

Mark as Complete | Edit Form

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.

Justification*:

Explain the request change, providing the need of the adjustment

Copy and paste the Subaward Adjustment spreadsheet information here.

Project Number	Line Number	Current Budget	Requested Change	Updated Budget	Notes
EMW-2025-SS-05013-001	10001	$50,000.00	($10,000.00)	$40,000.00	To reflect actual costs
EMW-2025-SS-05013-001	10002	$25,000.00	$10,000.00	$35,000.00	To reflect actual costs
Total		$50,000.00	($10,000.00)	$40,000.00	

Subaward Adjustments

Budget Component

- Select “Budget” for Budget Modifications
  - Adjust the budget to mirror the requested changes
    - The budget chart should reflect the TOTAL budget for your project, not just the budget categories impacted by the subaward adjustment, and equal the amount you were awarded unless you are de-obligating funds
    - Make sure to update the Total Federal/State Share amounts
    - Leave the Total Local Match Share at $0.00 for both the Current Budget and Revised Amount as a match is not required for Nonprofit Security grants
  - Select “Save Grid” – any button works

Subaward adjustments

Budget - Edit

Save Grid

- 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.

Category	Current Budget	Revised Amount	Net Change
Personnel	$0	$0	
Personnel Benefits	$0	$0	
Personnel Overtime	$0	$0	
Personnel Overtime Benefits	$0	$0	
Volunteer Match	$0	$0	
Travel/Training	$0	$0	
Equipment	75000	75000	
Supplies/Operations	10000	10000	
Contractual	$0	$0	
Renovation/Construction	$0	$0	
Indirect Costs	$0	$0	
TOTAL			

Save Grid

Federal/State and Local Match Share - Edit

Save Grid

- 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.

Category	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	85000		85000		
Total Local Match Share	$0		$0		

Save Grid

Subaward Adjustments

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



Budget - NEW Form - Current Version

Create New Version | View Versions

Budget - Grid

Mark as Complete | Edit Grid

- 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.

Category	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
Volunteer Match	$0.00	$0.00	$0.00
Travel/Training	$0.00	$0.00	$0.00
Equipment	$75,000.00	$75,000.00	$0.00
Supplies/Operations	$10,000.00	$10,000.00	$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
TOTAL	$85,000.00	$85,000.00	$0.00

Last Edited By: Joanne Talleur - Mar 13, 2026 8:39 AM | Edit Grid

Federal/State and Local Match Share - Grid

Mark as Complete | Edit Grid

- 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.

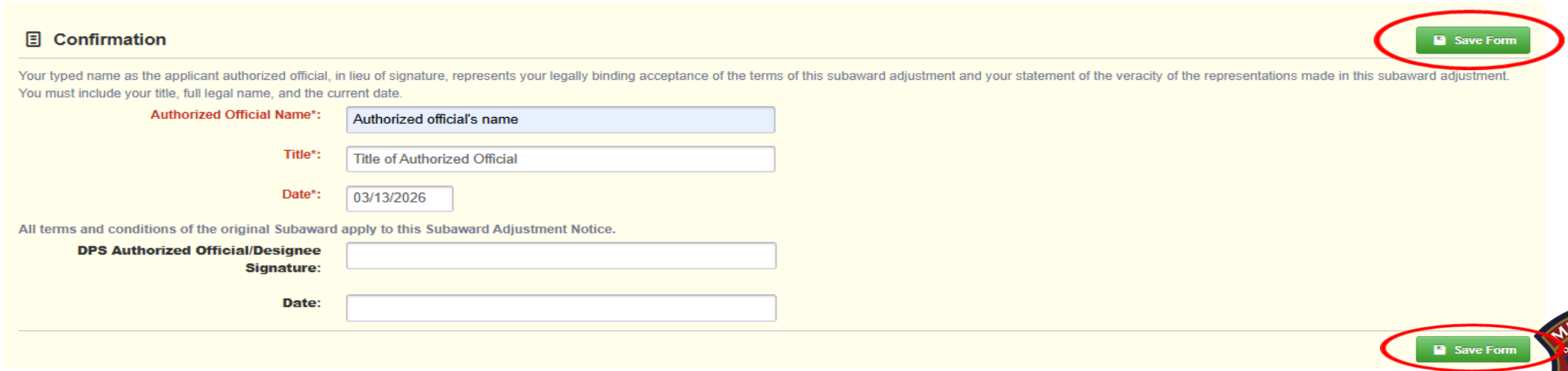
Category	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	$85,000.00	100.00%	$85,000.00	100.00%	$0.00
Total Local Match Share	$0.00	0.00%	$0.00	0.00%	$0.00

Last Edited By: Joanne Talleur - Mar 13, 2026 8:39 AM | Edit Grid

Subaward Adjustments

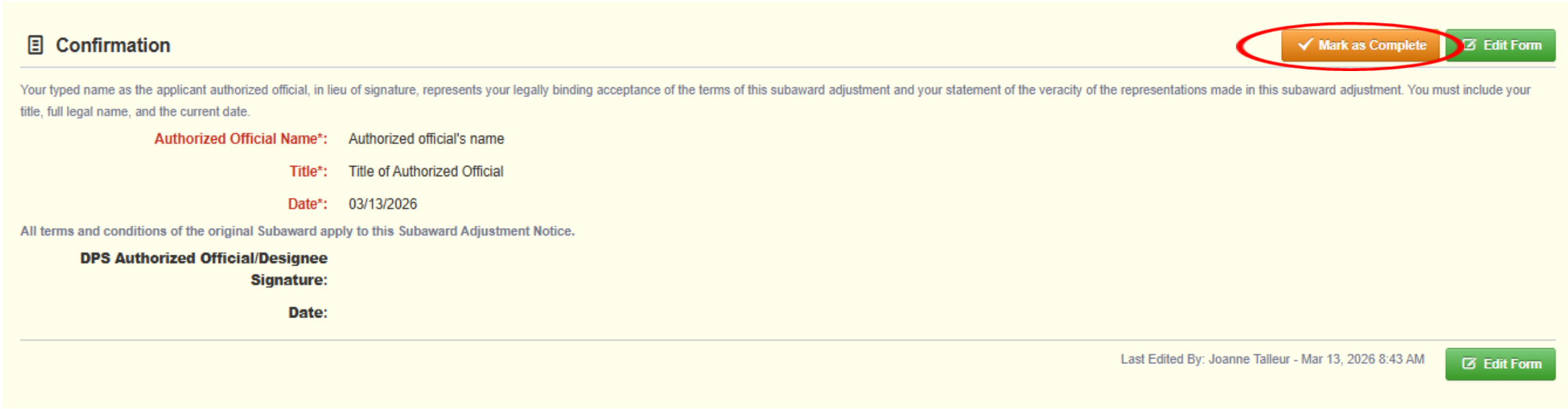
Confirmation Component

- Select “Confirmation” form
  - Complete with Authorized Official’s Name, Title, and Date
  - Select “Save Form” – either button works



Subaward Adjustments

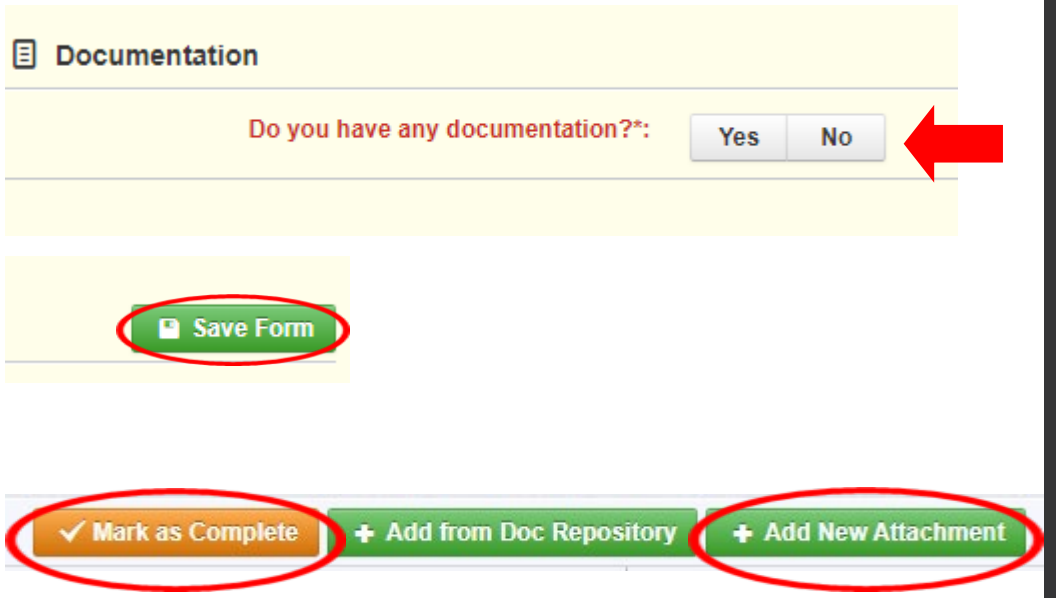
- Select “Mark as Complete”



Subaward Adjustments

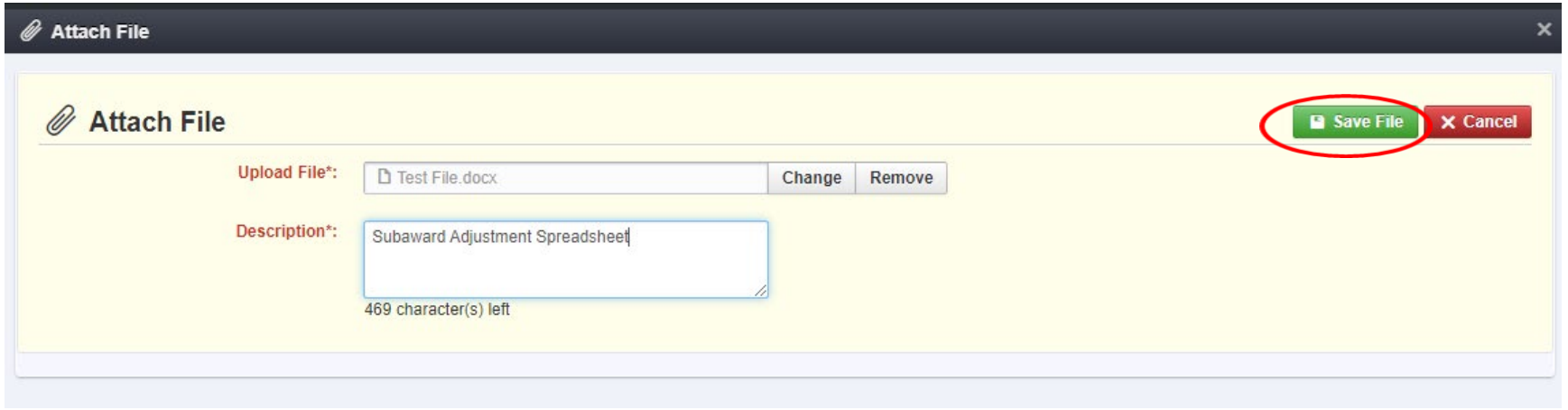
Attachments Component

- Select “Attachments” form
  - Select “Add”
- Answer “Yes” or “No” to the question
  - For budget revisions, always answer “Yes”
  - Select “Save Form”
- For budget revisions
  - Select “Add New Attachment”
  - Attach Subaward Adjustment Spreadsheet
  - Attachments may also include new/updated quote
  - When finished, select “Mark as Complete”



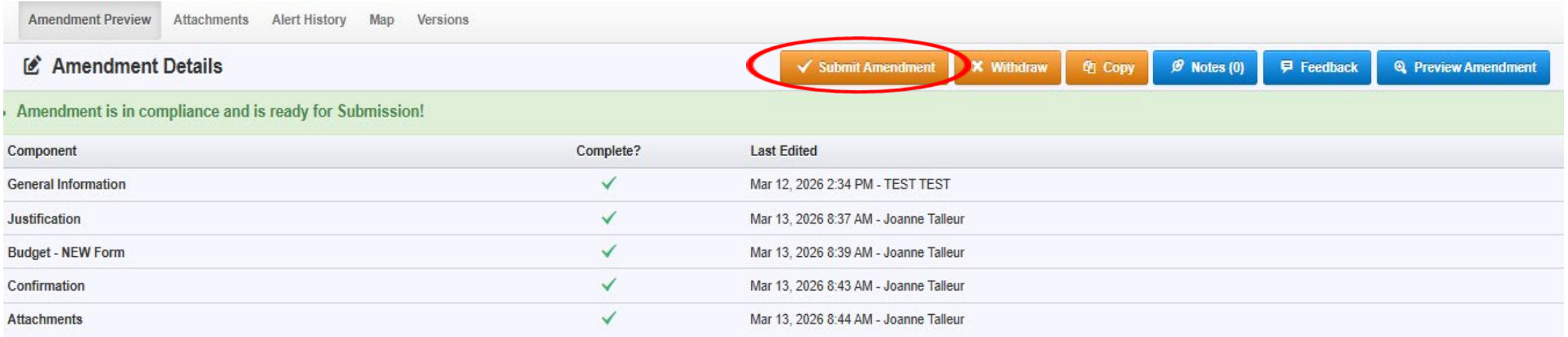
Subaward Adjustments

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



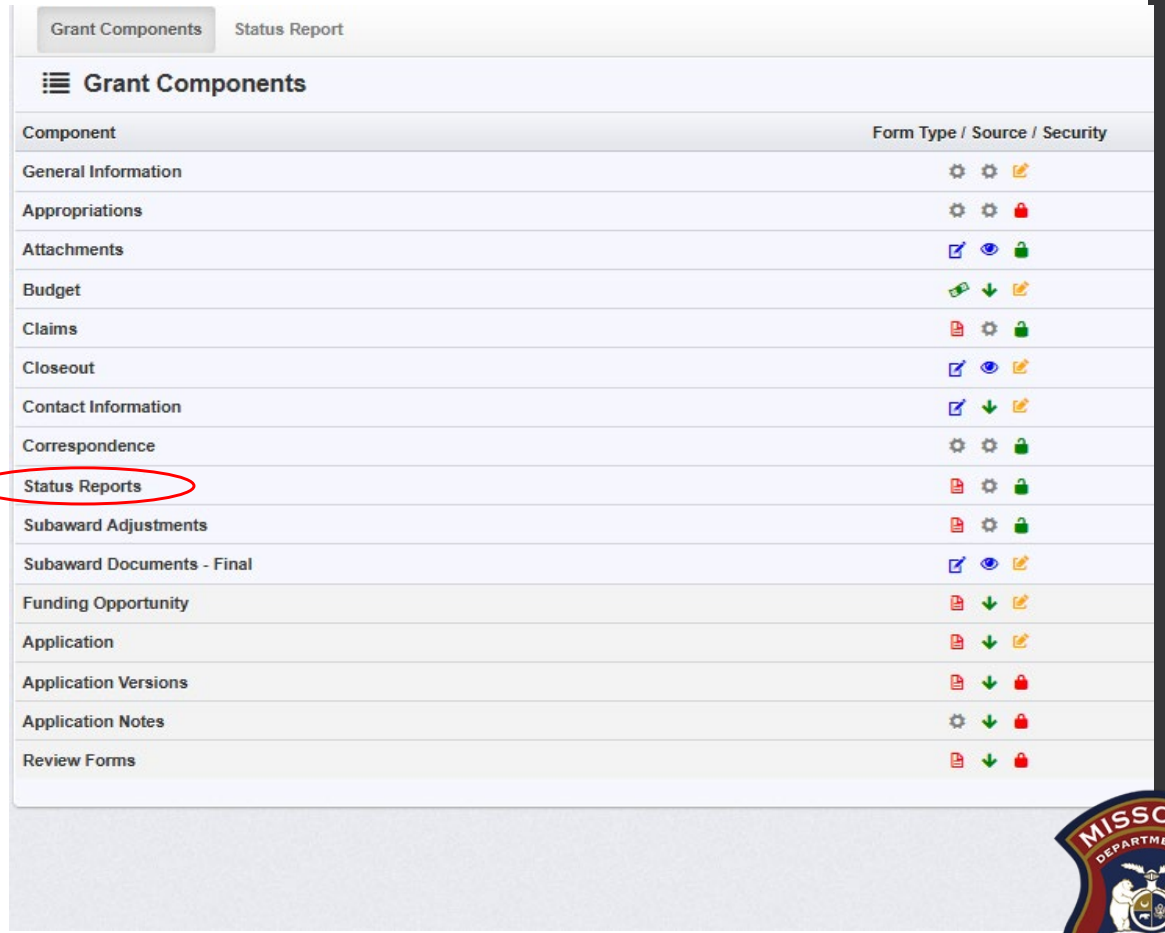
Subaward Adjustments

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



Status Reports

- Status Reports are due:
  - 01/10/2027 and 7/10/2027
  - 01/10/2028 and 07/10/2028
  - 10/15/2028
- Reporting period:
  - 01/10/2027 Status Report 09/01/2025 – 12/31/2026
  - 07/10/2027 Status Report 01/01/2027 – 06/30/2027
  - 01/10/2028 Status Report 07/01/2027-12/31/2027
  - 07/10/2028 Status Report 01/01/2028-6/30/2028
  - 10/15/2028 Status Report 07/01/2028 – 08/31/2028
- To submit Status Report, select “Status Report” component in WebGrants

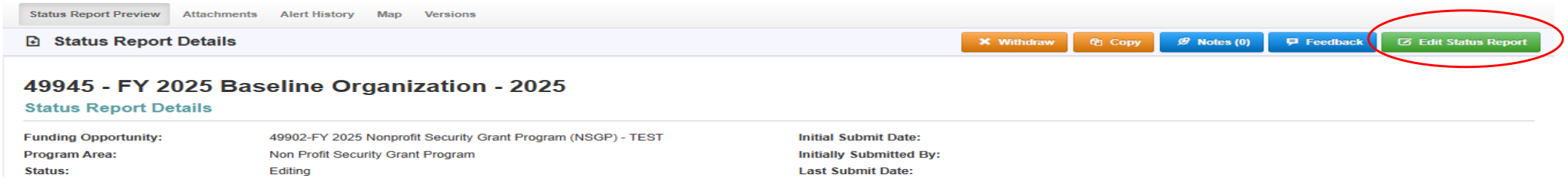


Status Reports

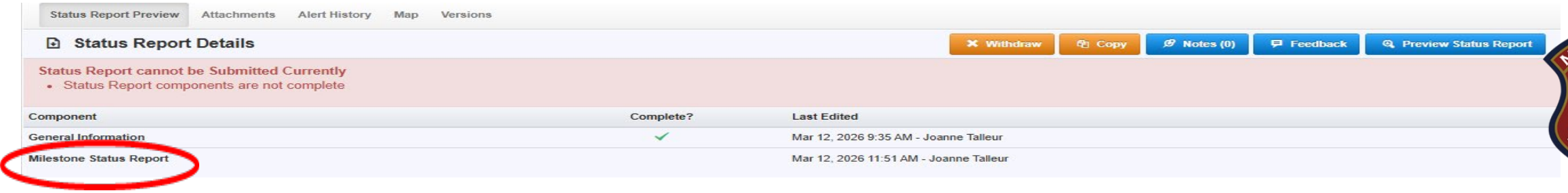
- Status Report with milestones has already been setup and is ready to update
  - Select “ID” for Status Report that is due



  - Select “Edit Status Report”



  - Select “Milestone Progress Report”



Status Reports

- **DO NOT create your own or add additional milestones!**
- There are 2 ways to complete the report
  - Select “Edit All Rows” to edit all the milestones at one time
  - Select each milestone to edit 1 row at a time



Milestone	Milestone Status:
1. EHP submitted and approval received.	Not Started
2. Determine specifications needed for items and services.	Not Started
3. Procurement completed: bidding and vendor selection.	Not Started
4. OHS contract review and approval completed. Items and services ordered.	Not Started
5. Items received, installed, tested, and inventoried, and services delivered.	Not Started
6. Equipment training completed.	Not Started
7. Vendor paid and proof of payment received.	Not Started
8. WebGrants reimbursement claim(s) submitted with all necessary documentation.	Not Started
9. Final status report submitted.	Not Started

Status Reports

- Select from the milestone status dropdown choosing where your organization is at in that milestone
- You will do this for each of the milestones 1 through 9



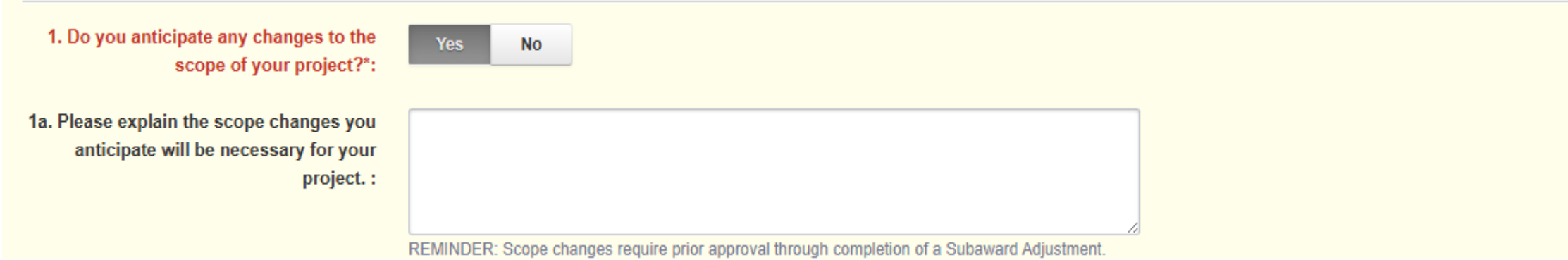
When complete select “Save Multi List

Status Reports

- Complete the “Project Progress” section by answering each question
- Select Edit Form

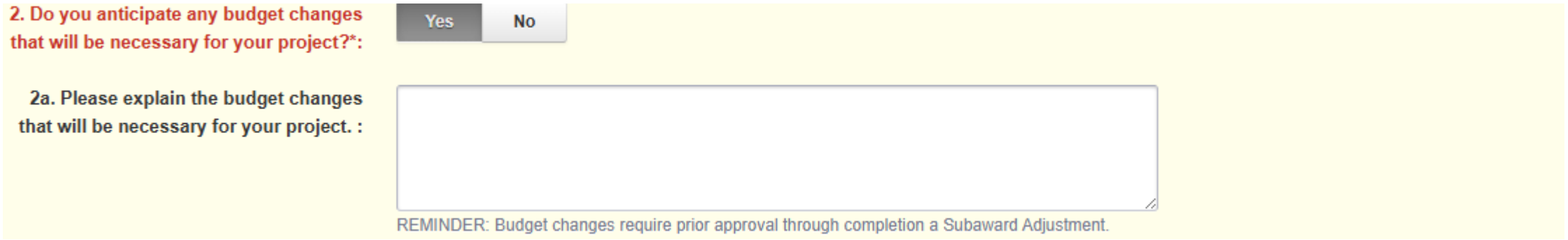


- Do you anticipate any changes to the scope of your project? Yes or No
- If yes, please explain the scope changes you anticipate will be necessary for your project:



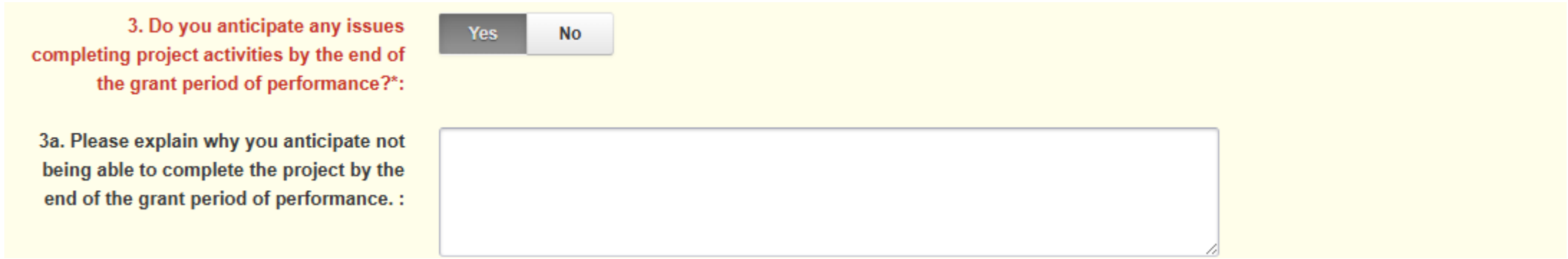
Status Reports

- Do you anticipate any budget changes that will be necessary for your project? Yes or No
  - If yes, please explain the budget changes that will be necessary for your project:



Status Reports

- Do you anticipate any issues completing the project activities by the end of the grant period of performance? Yes or No
  - If yes, please explain why you anticipate not being able to complete the project by the end of the grant period of performance:



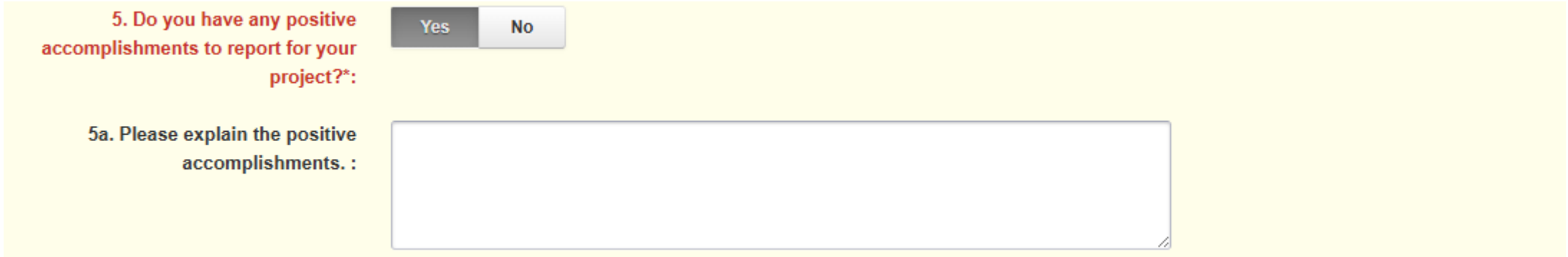
Status Reports

- Do you anticipate returning any unused funds on your project? Yes or No
  - If yes, please indicate the amount of funds you anticipate returning on the project:



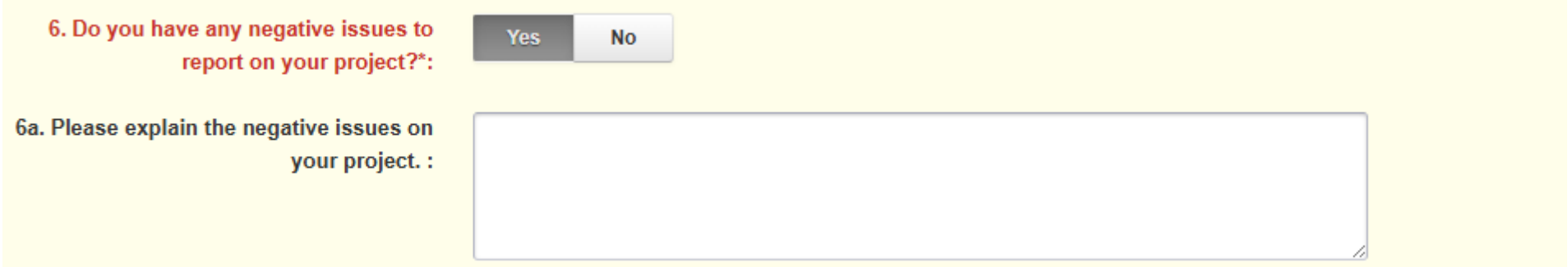
Status Reports

- Do you have any positive accomplishments to report for your project? Yes or No
  - If yes, please explain the positive accomplishments:



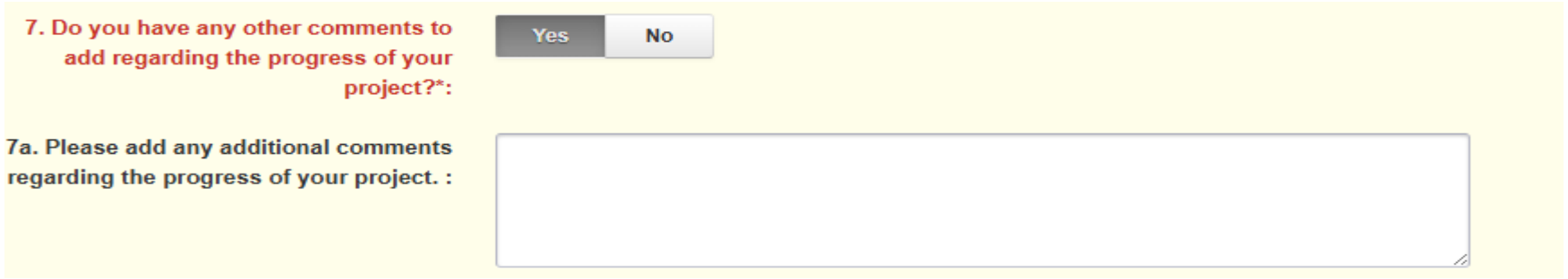
Status Reports

- Do you have any negative issues to report on your project? Yes or No
  - If yes, please explain the negative issues on your project:



Status Reports

- Do you have any other comments to add regarding the process of your project? Yes or No
  - If yes, please add any additional comments regarding the progress of your project:



- When complete with the Project progress questions, select “Save Form

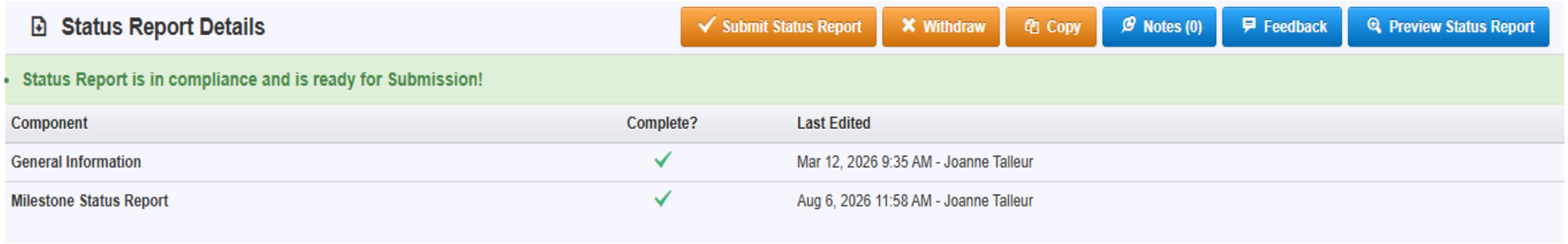


Status Reports

- When you have completed the Status Report “Mark As Complete”

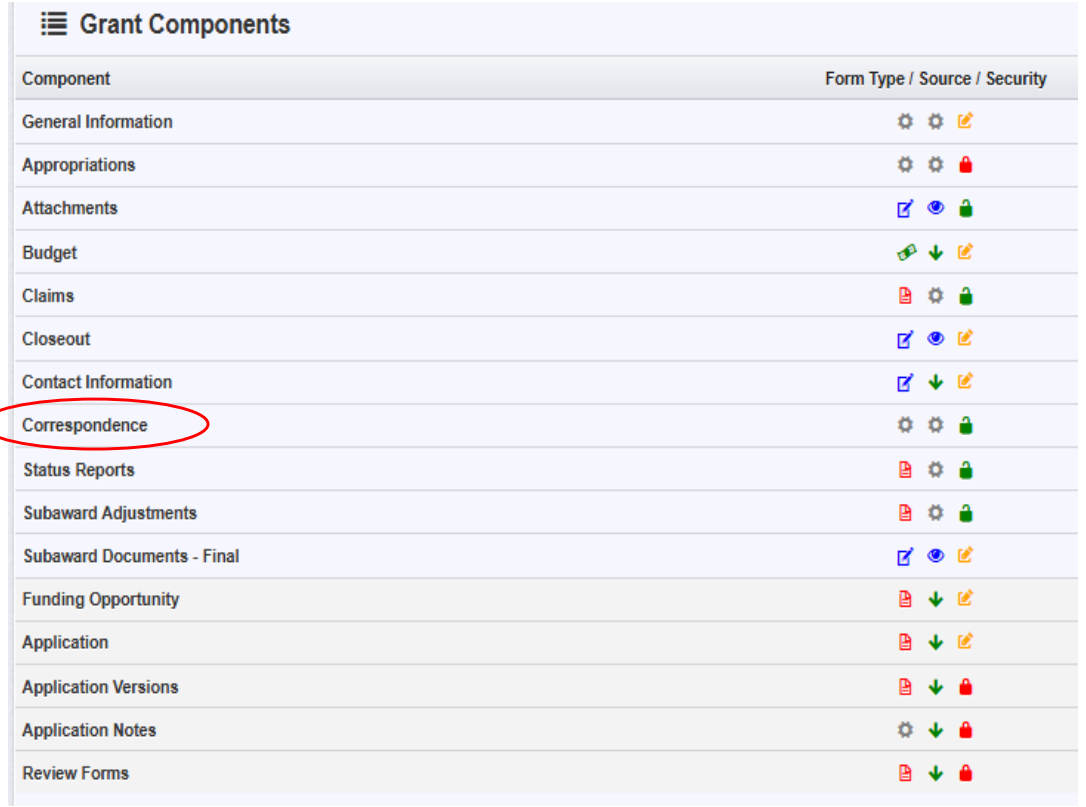


- When all components are marked as completed, select “Submit Status Report”



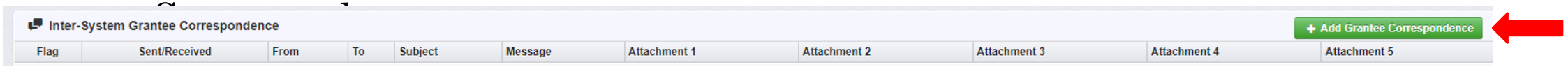
Correspondence

- The Correspondence component in WebGrants should be used for contacting the DPS/OHS with questions/pertinent information regarding your grant
- Select the “Correspondence” component in WebGrants



Correspondence

- Select “Add Grantee Correspondence ” under Inter-System Grantee



- The Correspondence component works similar to email
  - To: Select who you would like to send the message to
    - You may select multiple people
  - CC: Additional people can be added to the message
    - Use a “;” between each email address added

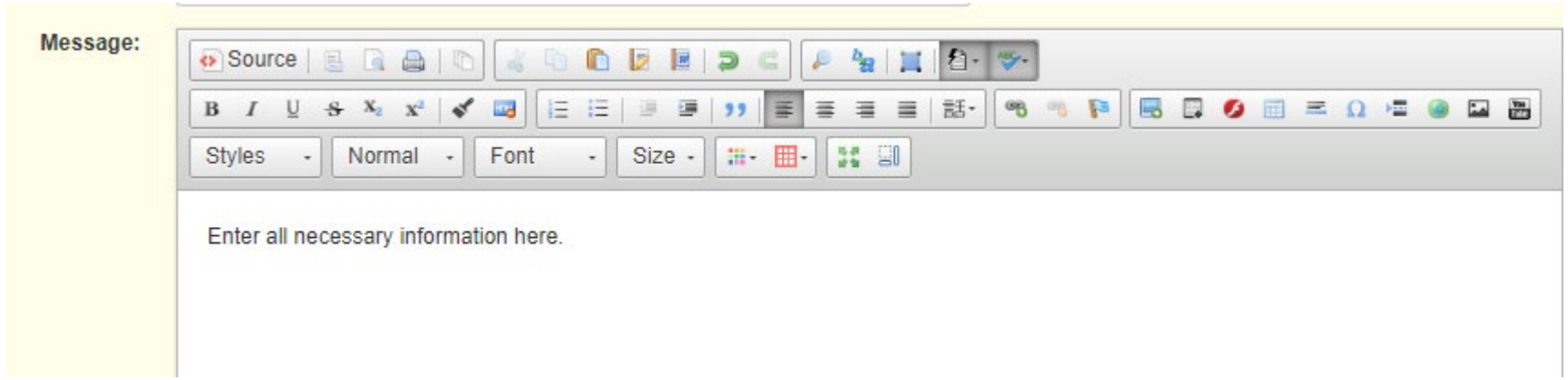


Correspondence

- Enter a “Subject” for the message



- Enter all necessary information in the “Message” section



Correspondence

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



  - Select “Send Correspondence” to send the message to the DPS/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 of the message you want to reply to

Search:

Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5
	Mar 13, 2026 9:02 AM	Joanne Talleur	TEST TEST, TEST TEST, Chelsey Call, Joanne Talleur	EHP Documents	Enter all necessary information here.					

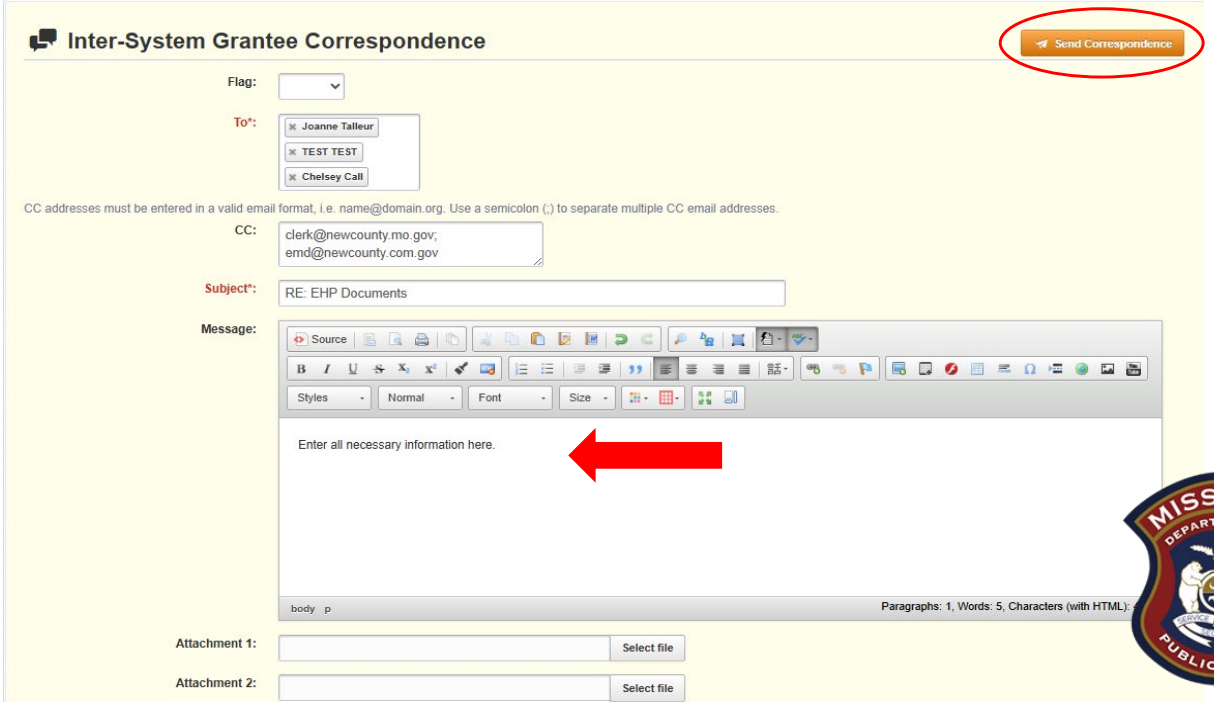


Correspondence

- Select “Reply to Message”



- Select who you want the reply to be sent to
- Add “Message” above the start of the original correspondence
- Add attachments, as applicable
  - If there is an attachment already present, please select the next attachment below
- Select “Send Correspondence”



Grant File

- All grant records shall be retained by the subrecipient for:
  - At least 5 years from the end of the state fiscal year in which the grant closes or following notification by the awarding agency that the grant has been programmatically and fiscally closed or at least 5 years following the closure of the subrecipient's audit report covering the entire award period, whichever is later.
  - The files may be print and/or electronic format.
  - WebGrants cannot serve as your electronic document repository.

Grant File

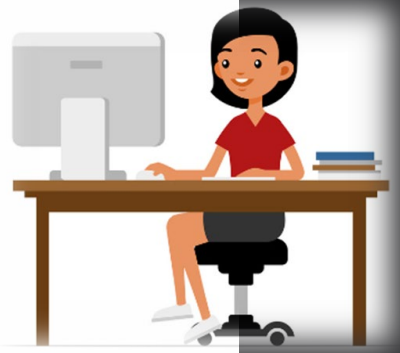
- Subrecipient should maintain grant file with grant documentation including but not limited to:
  - Copy of grant application(s) – WebGrants submission with Investment Justification, Risk/Vulnerability Assessment, etc.
  - Subaward Agreement (Fully Executed)
  - EHP Submission and Clearance documentation
  - Fully Executed Contracts
  - Approved Claims
  - Approved Subaward Adjustments
  - Approved Status Reports
  - Final Status Report
  - Monitoring Reports
  - Relevant Grant Correspondence
  - Procurement Documents
  - Disposition of Equipment Forms
  - Inventory

Grant Closeout

- Grant Period of Performance ends 08/31/2028
- Final Claims and Final Status Report are due 45 days after the end of the period of performance (10/15/2028)
- Final Claim – Select “Yes” in “General Information” on the question “Is this your Final Report”
- Final Status Report
  - In the “Narrative Project Progress” section indicate that the project is complete and this submission is the Final Status Report.
  - Include amount of de-obligated funds, if applicable, in the Narrative Project Progress section

Monitoring

- Information Bulletin 1: Policy on Monitoring discusses monitoring
- The DPS/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 DPS/OHS at the DPS/OHS' office
  - On-Site – Review that is conducted by the DPS/OHS at the subrecipient's agency



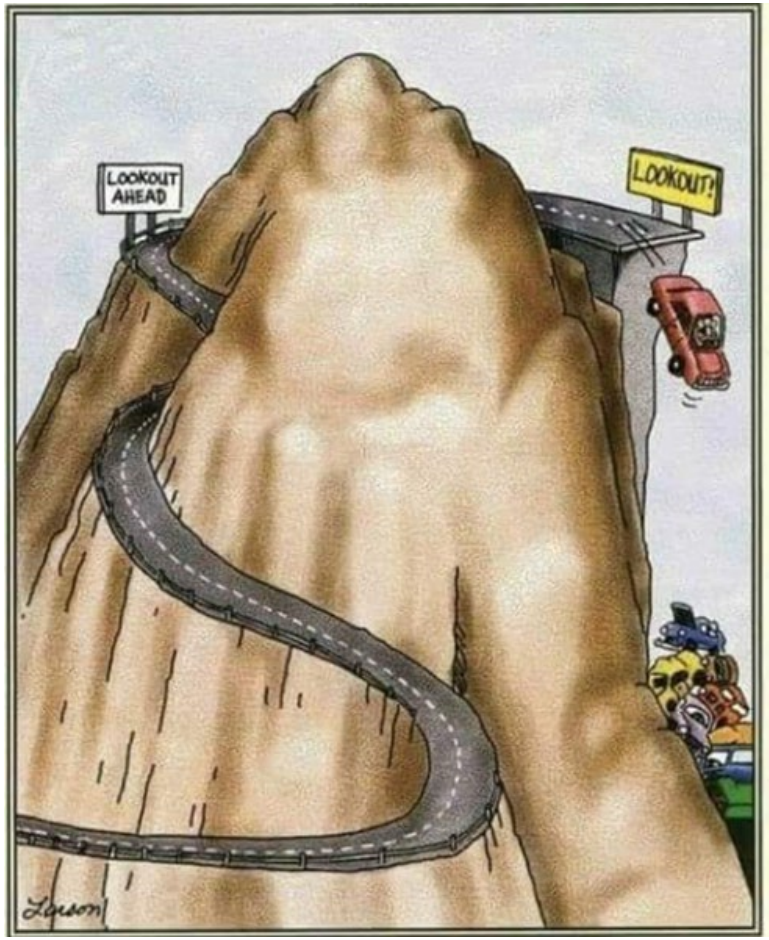


Monitoring

- Scheduling
  - Agreed upon date between DPS/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
- DPS/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



Key Dates

- Submit Compliance Workshop and Award Acknowledgement – November 30, 2026
- Signed Subaward Agreements Due – December 15, 2026
- Submit Procurement Policy or Formal Adoption of State of Missouri's – November 30, 2026
- Status Reports - January 10th and July 10th
- Completed EHP Submitted to OHS – January 31, 2027
- SAM II Vendor Registration – completed 2 months prior to submission of first claim
- Period of Performance – September 1, 2025 – August 31, 2028

Follow-up Information

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

Next Steps

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

Funding Hold

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

No Funding Hold

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

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

Questions



Contact Information

Joanne Talleur	• Grants Specialist • (573) 522-2851 • Joanne.Talleur@dps.mo.gov
Chelsey Call	• Grants Supervisor • (573) 526-9203 • Chelsey.Call@dps.mo.gov
Joni McCarter	• Program Manager • (573) 526-9203 • Joni.McCarter@dps.mo.gov
Kelsey Saunders	• Grant Support Specialist • (573) 522-6125 • Kelsey.Saunders@dps.mo.gov