Agenda

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

Grant Requirements

Crimes Against Children/Sex Crimes COVID-19 Funding

➢ The FFY 2020 Crimes Against Children/Sex Crimes COVID-19 funding is being made available to law enforcement agencies and prosecutors involved in the investigation and prosecution of crimes against children, which increased during the COVID-19 pandemic. Eligible entities must demonstrate an increase in crimes against children in their application.

Federal Grant Requirements

➢ Code of Federal Regulations 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

➢ Regulations provide the foundational requirements for federal financial assistance

➢ Subrecipients are required to comply with the programmatic requirements of the U.S. Department of Justice (DOJ), Solicitation, Fiscal Year 2020 Coronavirus Emergency Supplemental Funding Program https://bja.ojp.gov/funding/opportunities/bja-2020-18553

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

➢ FY 2020 Crimes Against Children/Sex Crimes COVID 19 Notice of Funding Opportunity (NOFO)

➢ Administrative Guide for Homeland Security Grants

➢ Information Bulletins

  ➢ Information Bulletin 1: Policy on Monitoring

  ➢ Information Bulletin 2: Policy on Advance Payment and Cash Advances

  ➢ Information Bulletin 5: Policy on Reimbursement Requests

  ➢ Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments

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 (Cont.)

➢ 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 http://revisor.mo.gov/main/OneChapter.aspx?chapter=34

➢ Missouri Rules of Office of Administration Division 40 – Purchasing and Materials Management https://www.sos.mo.gov/cmsimages/adrules/csr/current/1csr/1c40-1.pdf

➢ Cooperative Procurement Option https://oa.mo.gov/purchasing/cooperative-procurement-program

  ➢ If utilizing state contract, procurement documents (quotes/bids) and invoice must reference state contract number

Procurement Requirements (Cont.)

- State of Missouri Procurement Guidelines
  - **Items costing less than $10,000 may be purchased with prudence on the open market**
  - All purchases estimated to total between $10,000 but less than $100,000 to a single vendor, must be competitively bid, but need not be solicited by mail or advertisement. An informal method is acceptable, for example: request for quotation, telephone quotes, online pricing, etc.
  - All purchases with an estimated total expenditure of $100,000 or over to a single vendor shall:
    - Be advertised for bid in at least two daily newspapers for general circulation in such places as are most likely to reach prospective bidders (and may advertise in at least 2 weekly minority newspapers and may provide such information through an electronic medium available to the general public) at least 5 consecutive days before bids for such purchases are to be opened
    - Post a notice of the proposed purchase in a public area of the subrecipient's office
    - Solicit bids by mail or other reasonable methods generally available to the public from prospective supplies
  - If less than 3 bids are received OHS must approve prior to vendor selection
  - Use of single feasible source procurement of $10,000 or over requires prior approval from the OHS

Single Feasible Source

➢ Use of a single feasible source procurement of $10,000.00 or more requires prior approval from the OHS.

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

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

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

Single Feasible Source (Cont.)

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

  ➢ Non-Federal Funds

    ➢ Supplies are proprietary and only available from the manufacturer or a single distributor; or

    ➢ Based on past procurement experience, it is determined that only one (1) distributor services the region in which the supplies are needed; or

    ➢ Supplies are available at a discount from a single distributor for a limited period of time

  ➢ Federal Funds and Other Non-Federal Funds Used for Federal Match

    ➢ The item is available only from a single source; or

    ➢ The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or

    ➢ The Office of Homeland Security expressly authorizes noncompetitive proposals in response to a written request from the local agency; or

    ➢ After solicitation of a number of sources, competition is determined inadequate

Who Are You Doing Business With?

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

  ➤ Federal System for Award Management https://sam.gov/SAM/

  ➤ State of Missouri Office of Administration http://oa.mo.gov/sites/default/files/suspven.pdf

➤ *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:
  - Single Feasible Source over $10,000
  - Contracts must be reviewed by OHS before they are signed

Audit Requirements

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

  ➢ Subrecipients who expend $750,000 or more of federal funds during their fiscal year are required to submit a single organization wide financial and compliance audit report (single audit) to the Federal Audit Clearinghouse within 9 months after the close of each fiscal year during the term of the award
  https://harvester.census.gov/facweb/

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

Inventory

- Equipment is defined as tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of $1,000 or more

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

- Equipment must be available for use on other projects or incidents provided it will not interfere with the work on the project for which it was originally acquired

Inventory (Cont.)

➢ All equipment purchased with Crimes Against Children/Sex Crimes COVID 19 funds MUST be tagged*

➢ All tags must state: Purchased with U.S. Department of Justice Funds through Missouri Department of Public Safety

➢ Tags are available upon request

  ➢ Contact Maggie Glick at Maggie.glick@dps.mo.gov

Inventory (Cont.)

➢ 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
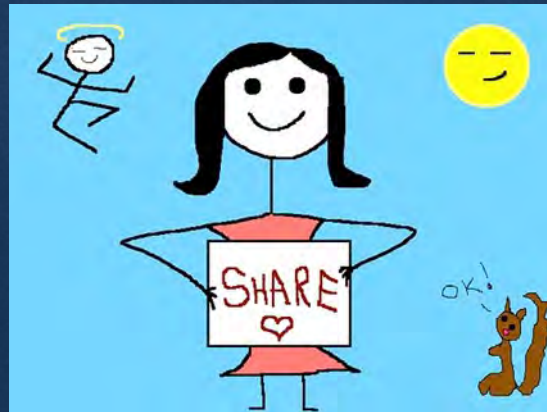
Inventory (Cont.)

➢ 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 (Cont.)

- ➢ 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
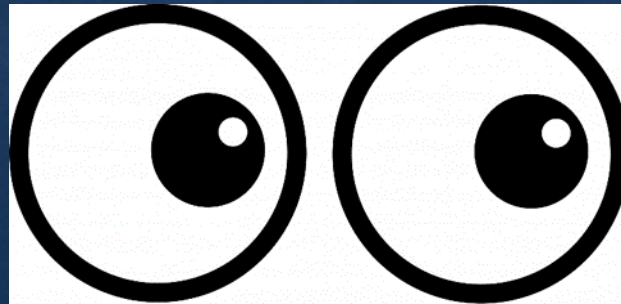
Inventory (Cont.)

- 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 (Cont.)

➢ 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 (Cont.)

- ◈ Correct Inventory Form

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

Inventory (Cont.)

➢ Incorrect Inventory Form

Region	County	Fiscal Year	Grant Program	Grant Award Number	Description of Equipment	EGMS/WebGrants Line Item Number	Manufacturer	Model	Idenification Number	Title Holder	Quantity	Individual Item Cost	Total Cost	% of Federal Participation in the Cost	Date of Delivery	Physical Location	Use	Readiness Condition	Final Disposition	Date of Final Disposition	Final Disposition Sale Price	Contact Name	Contact Email	Contact Phone Number
B	Marion County	2018	SHSP		MT94 ChemBio, Front Zip, Tan, WL Gore Chem pak, Ultra Barrier Fabrick Certified, Size Large and X-Large		Lion	MT94 ChemBio		Hannibal Fire Department	2	$ 4,230.00	$ 4,230.00	100.00%	8/5/2019	2333 Palmyra Road, Hannibal, MO 63401	National	Mission Capable						

Inventory (Cont.)

➢ When original or replacement equipment acquired with Crimes Against Children/Sex Crimes COVID 19 (CAC) funds is no longer needed for the original project or program, the equipment may be retained, sold, or disposed, if it is not needed in any other HS sponsored project or program

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

Inventory (Cont.)

➢ Subrecipients must request approval from the OHS prior to disposing of equipment. Procedures in the OHS Administrative Guide for Crimes Against Crimes/Sex Crimes Grants must be followed to request equipment disposition approval. Email the Equipment Disposition Forms to Maggie Glick at Maggie.Glick@dps.mo.gov

➢ A copy of the approved Equipment Disposition Form must be maintained in the subrecipient grant file

➢ Equipment Disposition Form found on the OHS website https://dps.mo.gov/dir/programs/ohs/documents/Equipment-Disposition-Reques-%20Form-Other_11-2-20.pdf

Inventory (Cont.)

➢ 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 (Cont.)

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

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

WebGrants System

WebGrants

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

WebGrants (Cont.)

◈ Select "My Grants"
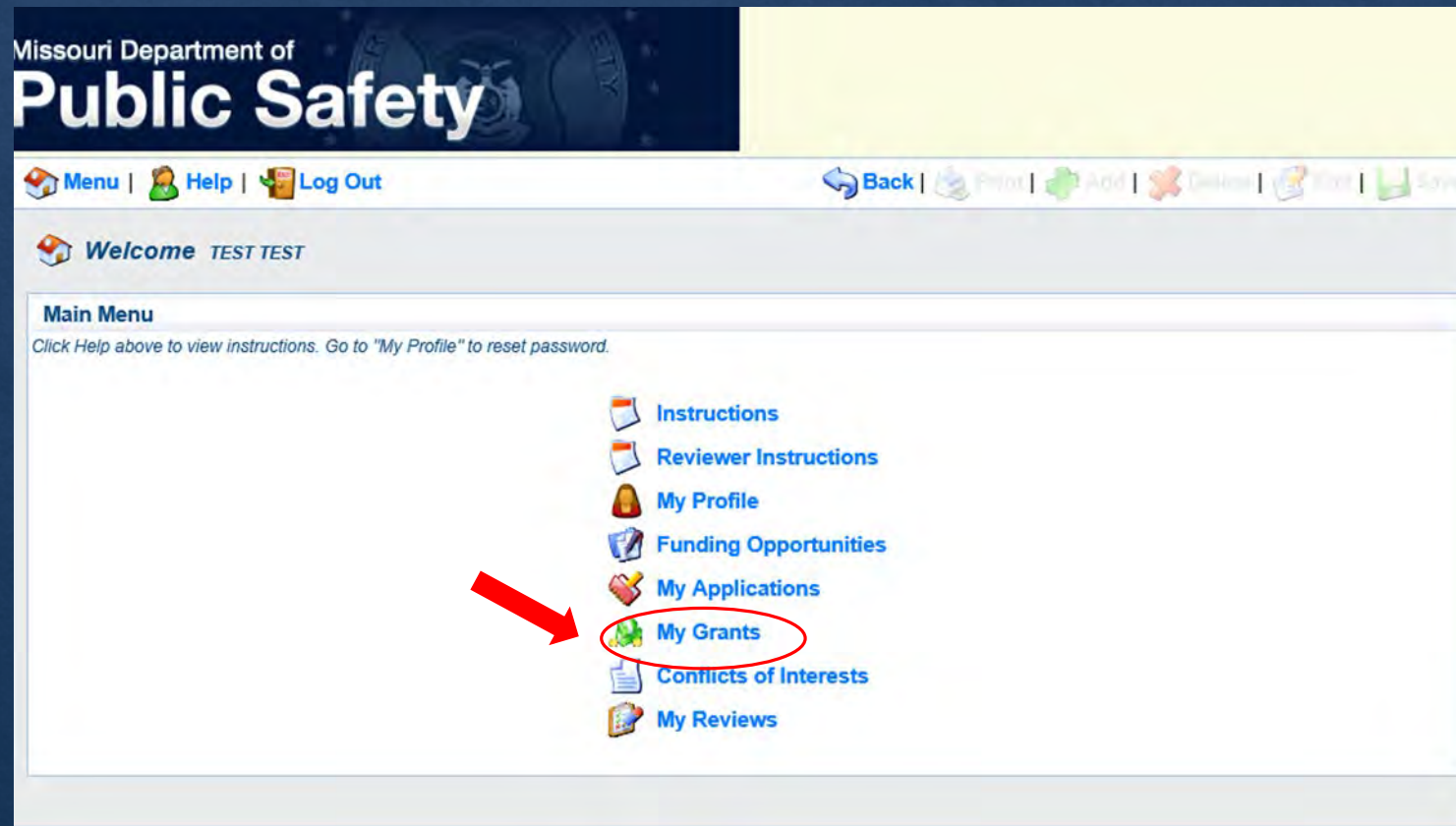
WebGrants (Cont.)

◈ Select project titled "FY 2020 Crimes Against Children/Sex Crimes Grant"

WebGrants (Cont.)

- ◈ Grant Components

Subaward Agreement

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

   ◇ Maintain the Subaward Agreement in your grant file

Budget

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

Budget (Cont.)

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 Names Attachment component of the application.

Line Item Code:	Line Item Name:	AEL #:	Qty:	Unit Cost:	Total Cost:	Sustainment:	Discipline:	Function:	Allowable Activity:
10001	Mobile Radio	06CP-01-MOBL	2.0	$5,500.00	$11,000.00	Yes	Law Enforcement	Equipment	Interoperable Communications Equipment
					$11,000.00				

Narrative Justification - Equipment

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

Provide separate justifications for each line item being requested. Address why the requested item is necessary for the success of the proposed project. Indicate who will use the item, how the item will be used and where the item will be housed. Also provide a cost basis for the amount requested. For example: (3 mobile radios @ $5,500.00 each)

Mobile Radio 2 x $5,500.00 = $11,000.00

5000 Character Limit

Budget (Cont.)

Supplies/Operations   Add

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

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

Line Item Code:	Supply/Operation Type:	Item Name:	Qty:	Unit Cost:	Total Supply or Operation Expense Cost:	Discipline:	Function:	Allowable Activity:
11001	Other (computer, projector, chair, etc.)	Mobile Radio Accessories	1.0	$3,000.00	$3,000.00	Law Enforcement	Equipment	Interoperable Communications Equipment
					$3,000.00			

Narrative Justification - Supplies/Operations

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

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

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

Mobile Radio Accessories - $3,000.00

5000 Character Limit

Expending Grant Funds

➢ Funds must be obligated within the project period of performance, expended, and submitted for reimbursement within 45 days following the project period of performance end date (November 15, 2022)

➢ Project Period: October 1, 2021 to September 30, 2022

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

➢ Funds are considered "expended" when payment is made

Reimbursement Request (Claims)

➢ Information Bulletin 5: Policy on Reimbursement Requests discusses requirements for reimbursement requests

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

➢ Supporting documentation must be submitted with each claim

  ➢ Must be in one attachment and in the same order as the Expenditures Form on the reimbursement request in WebGrants

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

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

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

Reimbursement Request (Cont.)

- 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 Request (Cont.)

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

Reimbursement Request (Cont.)

➢ Advance Payment

  ➢ [Information Bulletin 2: Policy on Advance Payment and Cash Advances](#) discusses requirements for advance payment requests

  ➢ Advance payment is defined as funds given to a subrecipient in advance of the subrecipient incurring the debt. For example, if a subrecipient orders a piece of equipment and requests reimbursement prior to paying the vendor's invoice, receipt of funds would be considered an advance payment

  ➢ Will not provide advance payment to a subrecipient before costs have been incurred through an invoice from a vendor

    ➢ Some situations, local cash flow makes payment for large equipment items difficult

      ➢ OHS has agreed to accept requests for funds from subrecipients as soon as a vendor submits their invoice and the subrecipient has received goods or services

  ➢ $2,500 minimum for subrecipients requesting a reimbursement with an advance payment

Reimbursement Request (Cont.)

- Advance Payment Supporting Documentation
  - Claim in WebGrants
  - Vendor Invoice
  - Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)
  - Completed Equipment Detail Form in WebGrants, if applicable
- Required to submit proof of payment (i.e., copy of cancelled check, credit card statement, or bank statement) to the OHS within 30 days from receipt of payment
- To request, will type "Advance Payment" in the Check/EFT Number and Check/EFT Date fields in the WebGrants claim

Reimbursement Request (Cont.)

➢ Submitting a claim in WebGrants

   ➢ Select "Claims" component in WebGrants

Reimbursement Request (Cont.)

➢ Select "Add"

Reimbursement Request (Cont.)

➢ Complete Claim General Information

    ➢ Claim Type – Select "Other" in the drop-down

    ➢ Reporting Period – Enter the date range for the expenses being requested

    ➢ Invoice Number – Leave field blank

    ➢ Is this your Final Report

        ➢ Select "Yes" if this is your last claim

        ➢ Select "No" if this is not your last claim

    ➢ Select "Save"

Reimbursement Request (Cont.)

Reimbursement Request (Cont.)

➢ Select claim "ID" on the claim you just created

➢ Select "Edit"

Reimbursement Request (Cont.)

➢ Complete all Claim Components by selecting the component

  ➢ Expenditures

  ➢ Reimbursement

  ➢ Equipment Inventory

  ➢ Other Attachments

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

Reimbursement Request (Cont.)

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

Reimbursement Request (Cont.)

Reimbursement Request (Cont.)

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

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

◈ Description – enter a description of the item purchased

◈ Quantity – enter the quantity of the item that was purchased

◈ Unit Cost – Cost per item

   ◈ The number entered into the unit cost field, multiplied by the quantity entered, should be the Federal Amount Requested that you are seeking reimbursement for

◈ Federal Amount Requested – Total amount of funds being requested

◈ Invoice # - vendor's invoice number

◈ Invoice Date – date on vendor's invoice

◈ Check/EFT Number

   ◈ Check number used for payment to vendor

   ◈ EFT number for payment to vendor

   ◈ Advance Payment

◈ Check/EFT Date

   ◈ Date of check used for payment to vendor

   ◈ Date of EFT for payment to vendor

   ◈ Advance Payment

Reimbursement Request (Cont.)

◈ Select "Add" to add additional expenditures to the claim

◈ Select "Mark as Complete" after all expenditures have been added

Reimbursement Request (Cont.)

- Select the "Reimbursement" Claim Component
  - Verify the amounts entered on the Expenditures Form have been transferred to the Reimbursement Form correctly
- Select "Mark as Complete"

Reimbursement		Create New Version | Mark as Complete | Go to Claim Forms			
Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)
Equipment					
Mobile Radio	$11,000.00	$4,000.00	$0.00	$4,000.00	$7,000.00
Sub Total:	$11,000.00	$4,000.00	$0.00	$4,000.00	$7,000.00
Supplies/Operations					
Mobile Radio Accessories	$3,000.00	$0.00	$0.00	$0.00	$3,000.00
Sub Total:	$3,000.00	$0.00	$0.00	$0.00	$3,000.00
Total Budget					
	$0.00	$0.00	$0.00	$0.00	$0.00
Sub Total:	$0.00	$0.00	$0.00	$0.00	$0.00
Total:	$14,000.00	$4,000.00	$0.00	$4,000.00	$10,000.00
					Last Edited By:

Reimbursement Request (Cont.)

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

Reimbursement Request (Cont.)

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

➢ Requesting Organization – Subrecipient's Organization

➢ Region – Subrecipient's Region

➢ County – Subrecipient's County

➢ Year – Grant year the equipment was purchased (2019)

➢ Budget Line # - Budget line number associated with the equipment

➢ Manufacturer – Manufacturer of the equipment

➢ Model – Model number of the equipment

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

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

➢ Source of Funding – Federal Funding utilized (CESF CAC)

➢ Title Holder – Subrecipient Organization who owns the equipment

Reimbursement Request (Cont.)

- Date of Delivery – Date equipment was delivered

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

- Individual Item Costs – Cost of individual equipment item

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

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

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

- ECP Phone # - Phone number for equipment contact person

- ECP Email Address – Email address for equipment contact person

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

- Readiness Condition

  - Mission capable – material condition of equipment indicating it can perform at least one and potentially all of its designated missions

  - Not mission capable – material condition indicating that equipment is not capable of performing any of its designated mission

Reimbursement Request (Cont.)

➢ Verify Equipment Detail is correct and select "Mark as Complete"
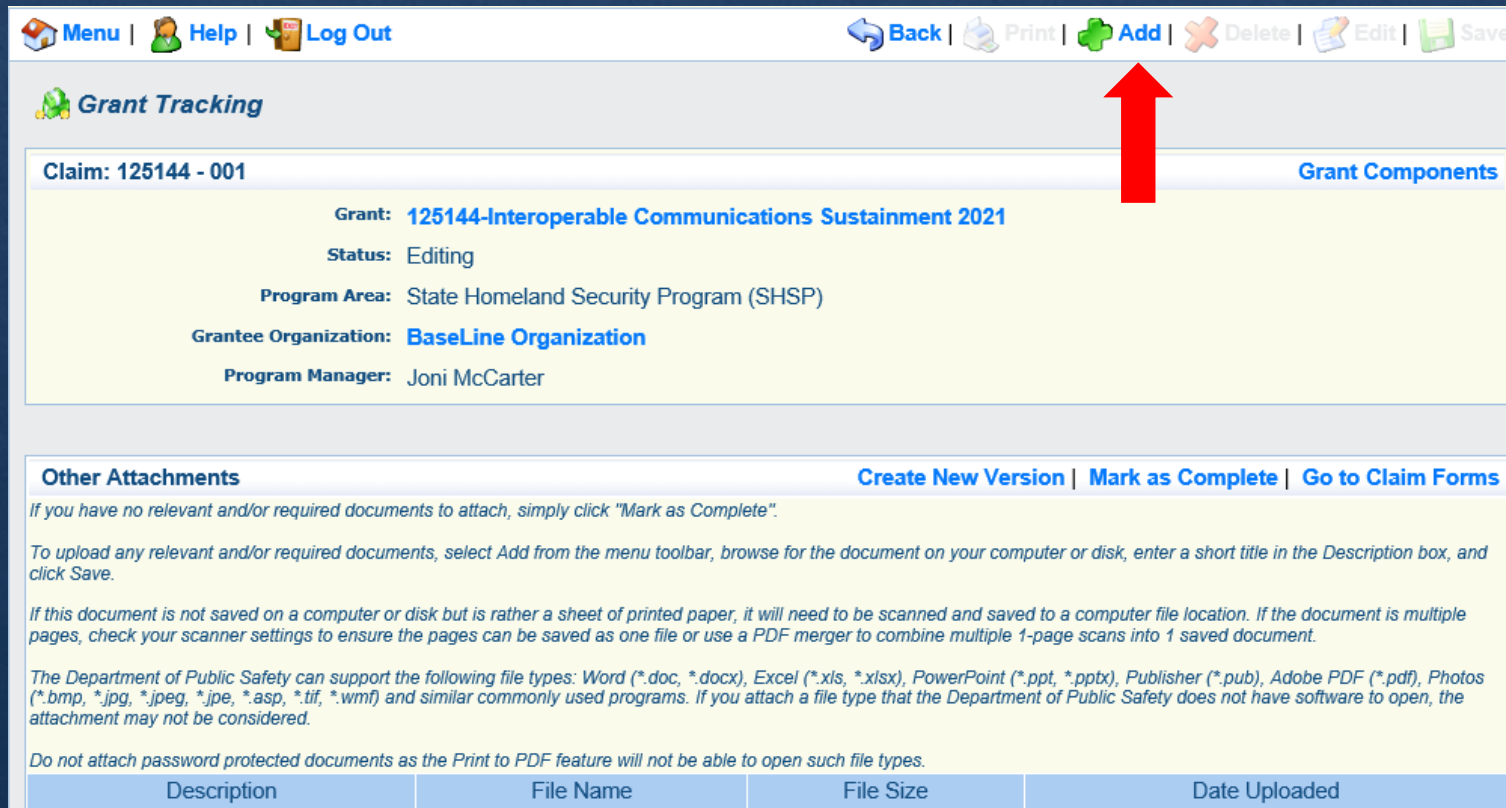
Equipment Detail   Create New Version | **Mark as Complete** | Go to Claim Forms

Requesting Organization:	Region:	County:	Year:	Budget Line #	Manufacturer:	Model:	Description:	Identification #(s):	Source of Funding:	Title Holder:	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost:	Current Physical Location	Equipment Contact Person (ECP)	ECP Phone #	ECP Email Address	Use:	Readiness Condition:
Baseline Organization	F	Cole	2019	10001	Motorola	APX8500	Mobile Radio	1234567	SHSP CTO	Baseline Organization	03/01/2021	1	$4,000.00	100.0%	1101 Riverside Dr. Jefferson City, MO 65101	Chelsey Call	573-526-9203	chelsey.call@dps.mo.gov	Statewide	Mission Capable

Last Edited By: Chelsey Call, 04/19/2021

Reimbursement Request (Cont.)

➢ Select "Other Attachments" Claim Component

    ➢ Select "Add" to attach supporting documentation to claim

Reimbursement Request (Cont.)

➢ Select browse to locate supporting documentation on your computer

➢ Enter a description of the attachment

➢ Select "Save"

Reimbursement Request (Cont.)

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

Reimbursement Request (Cont.)

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

Subaward Adjustments

➢ Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments discusses Subaward Adjustments

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

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

➢ Program Modifications

  ➢ Request for program modifications must be submitted through WebGrants as a Subaward Adjustment and must be approved by the OHS prior to the subrecipient obligating or expending the grant funds

  ➢ Program modifications include:

    ➢ Changes in subrecipient staff (Authorized Officials, Project Directors, or Fiscal Officers)

    ➢ Address change or other information in the organization component of WebGrants

    ➢ Request to change project period of performance

Subaward Adjustments (Cont.)

- 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 (Cont.)
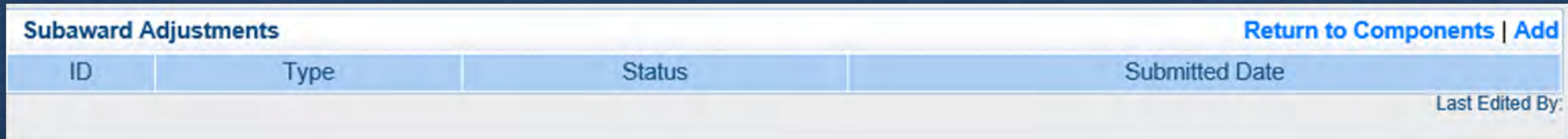
➤ Submitted a Subaward Adjustment in WebGrants

➤ Select "Subaward Adjustments" component in WebGrants

Subaward Adjustments (Cont.)

➤ Select "Add"

➤ Complete General Information and select "Save"

Subaward Adjustments (Cont.)

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

Subaward Adjustments (Cont.)

➢ Select the "ID" of the Subaward Adjustment you just created

➢ Select "Edit"

Subaward Adjustments (Cont.)

➢ 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

Subaward Adjustments (Cont.)

➢ Justification Component

  ➢ Explain the requested change and the reason for the requested adjustment

  ➢ Complete Subaward Adjustment Spreadsheet with requested changes for budget modification

    ➢ Copy and paste Subaward Adjustment Spreadsheet into text box

    ➢ Will be sent at conclusion of training

  ➢ Select "Save"

Justification

Justification *

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

Explain the requested change and the reason for the requested adjustment

Copy and paste Subaward Adjustment Spreadsheet here

body p

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

Subaward Adjustments (Cont.)

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

➤ Select "Mark as Complete"

Subaward Adjustments (Cont.)

- Select "Budget" for Budget Modifications

    - Adjust the budget to mirror the requested changes

    - Make sure to update the Total Federal/State Share amounts

    - Select "Save"

Budget

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

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

Row	Current Budget	Revised Amount
Personnel	$0.00	$0.00
Personnel Benefits	$0.00	$0.00
Personnel Overtime	$0.00	$0.00
Personnel Overtime Benefits	$0.00	$0.00
PRN Time	$0.00	$0.00
PRN Benefits	$0.00	$0.00
Volunteer Match	$0.00	$0.00
Travel/Training	$0.00	$0.00
Equipment	11000.00	10000.00
Supplies/Operations	4000.00	5000.00
Contractual	$0.00	$0.00
Renovation/Construction	$0.00	$0.00

Federal/State and Local Match Share

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

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

Row	Current Budget	Revised Amount
Total Federal/State Share	15000.00	15000.00
Total Local Match Share	$0.00	$0.00

Subaward Adjustments (Cont.)

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

Subaward Adjustments (Cont.)

➤ Select "Confirmation" form

  ➤ Complete with Authorized Official's Name, Title, and Date

  ➤ Select "Save"

Subaward Adjustments (Cont.)

➢ Select "Mark as Complete"

Subaward Adjustments (Cont.)

➢ Select "Attachments" form

  ➢ Select "Add"

  ➢ Attach Subaward Adjustment Spreadsheet

  ➢ Attachments may also include new/updated quote

Subaward Adjustments (Cont.)

➢ Select "Browse" to locate file on your computer

➢ Enter brief description of document

➢ Select "Save"

Subaward Adjustments (Cont.)

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

Status Report

- Status Report due 01/10/2022

- Reporting period 10/01/2021 – 12/31/2021

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

Status Report (Cont.)

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

➢ Select "ID" for Status Report that is due 07/10/2021

Status Reports			Copy Existing Status Report | Scheduler | Return to Components			
ID	**Type**	Date From-To	**Due Date**	**Submitted Date**	Arrived?	**Status**
125144 - 01	Semi-Annual	01/01/2021-06/30/2021	07/10/2021		-	Editing
						Last Edited By:

➢ Select "Edit"

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

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

125144-Interoperable Communications Sustainment 2021

State Homeland Security Program (SHSP)

Award Year:	2021	**Status:**	Editing
Subward Number:	125144	**Approved By:**	
Status Report Number:	01	**Approved Date:**	

Status Report (Cont.)

➢ Select "Milestone Progress Report"

Status Report (Cont.)

➢ 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

Status Report (Cont.)

➢ Is this the final Status Report?

   ➢ Select "Yes" if all project milestones have been completed and you are submitting the Final Status Report

   ➢ Select "No" if project activities are not complete and you are submitting the required semi-annual Status Report

Instructions

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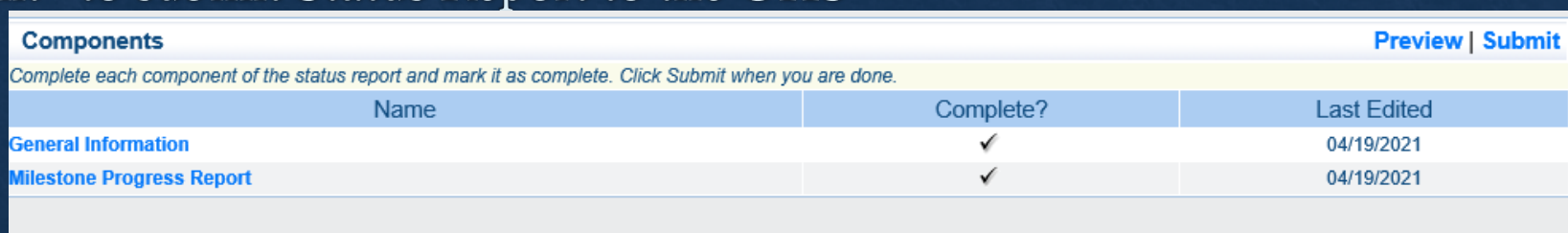
Milestone Status Report

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

Status Report (Cont.)

- ➢ Complete "Milestone Progress" section of Status Report
  - ➢ Project Name – Brief project name (i.e., FY 2020 Crimes Against Children/Sex Crimes COVID 19 Grant)
  - ➢ Estimated Completion Date – Estimated completion date for milestone at time of status report
  - ➢ % Milestone Completed – Estimated % of milestone completed at time of status report
  - ➢ Milestone Progress – Enter pertinent notes on milestone (i.e., Specifications for mobile radio complete)

Status Report (Cont.)

Milestone Progress

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed equipment.	FY 2019 Baseline Organization CTO Equipment	06/01/2021	100%	Specification for equipment have been determined.
2. Procurement completed: bidding, vendor selection, and ordering of equipment.	FY 2019 Baseline Organization CTO Equipment	06/10/2021	100%	Procurement completed and equipment ordered.
3. Equipment received, installed, tested and inventoried.	FY 2019 Baseline Organization CTO Equipment	06/15/2021	100%	Equipment received, installed, tested, and inventoried.
4. Vendor paid and receipt of proof of payment received.	FY 2019 Baseline Organization CTO Equipment	07/15/2021	30%	Vendor payment is in process and is estimated to be made by 07/15/2021
5. WebGrants reimbursement completed with all necessary documentation.	FY 2019 Baseline Organization CTO Equipment	07/30/2021	0%	WebGrants reimbursement is estimated to be completed by 07/30/2021
6. Equipment training completed.	FY 2019 Baseline Organization CTO Equipment	06/15/2021	100%	Equipment training was completed upon receipt of equipment
7. Project Final Report submitted and closed out.	FY 2019 Baseline Organization CTO Equipment	08/31/2021	0%	Final Status Report is estimated to be submitted by 08/31/2021

Status Report (Cont.)

◈ Select "Save"

Status Report (Cont.)

- Complete "Narrative Project Progress"
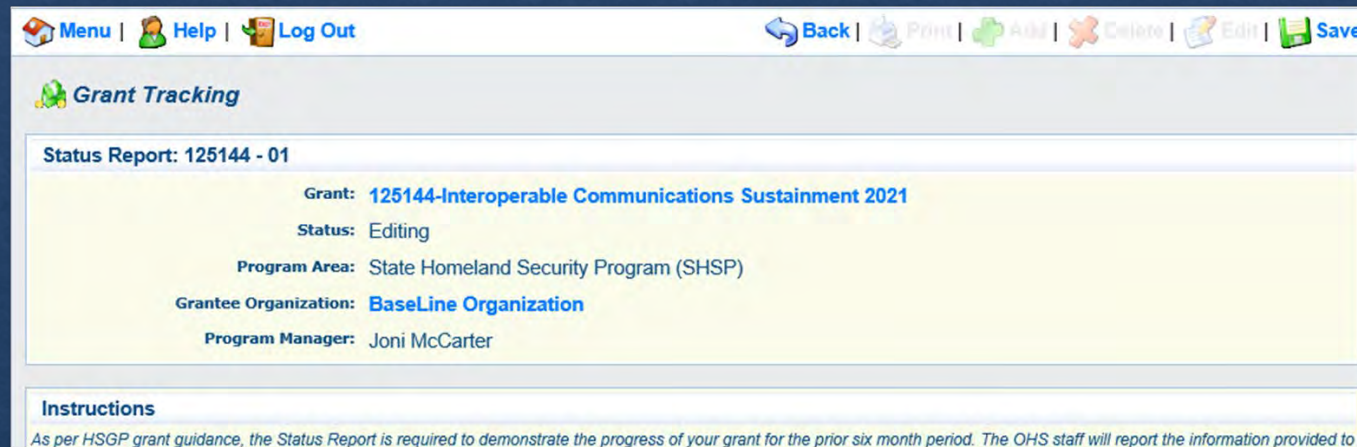 - Select "Add"

  - 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 Report (Cont.)

➢ Select "Save"

➢ Select "Mark as Complete"

➢ Select "Submit" to submit Status Report to the OHS

Correspondence

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

➢ Select "Correspondence" component in WebGrants

Correspondence (Cont.)

➢ 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

  To:* | Joni McCarter
         | TEST TEST

  - ➢ 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

  CC: | Chelsey.call@dps.mo.gov
  CC addresses must be entered in a valid email format. Use a semicolon (;) to separate multiple CC email addresses.

Correspondence (Cont.)

➢ Enter a "Subject" for the message

Subject: * `FY 2019 CTO Equipment Grant Question`
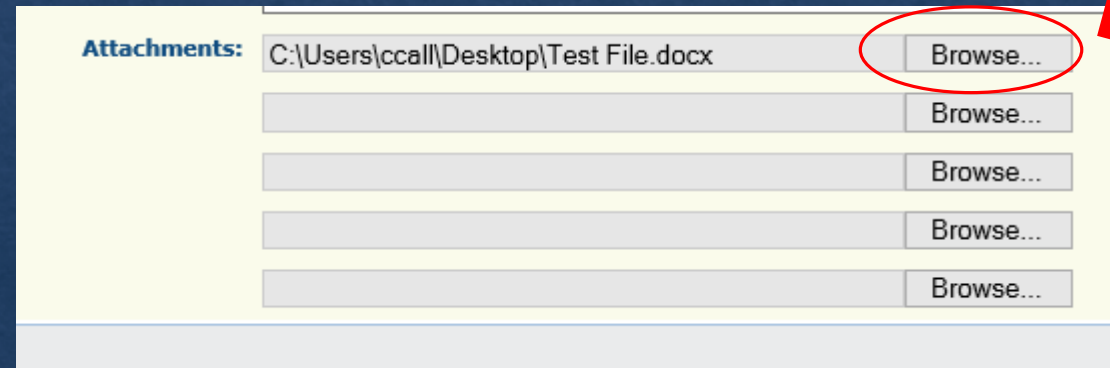
➢ Enter all necessary information in the "Message" section

Message: `Enter all necessary information here`

Correspondence (Cont.)
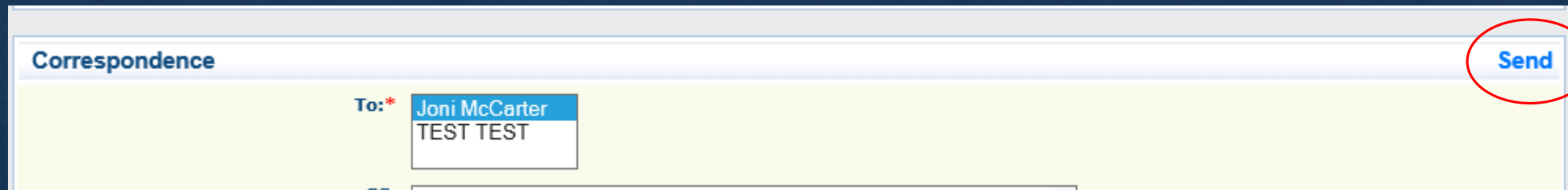
➢ Attach any necessary documents in the Attachments section

 ➢ Select "Browse" to locate document on your computer

➢ Select "Send" to send the message to the OHS

Correspondence (Cont.)

➤ When receiving emails from WebGrants, DO NOT reply from your email

➤ The reply will go to a generic inbox and will cause a delay in response

➤ To reply to a message, select the "Subject" section of the message you want to reply to
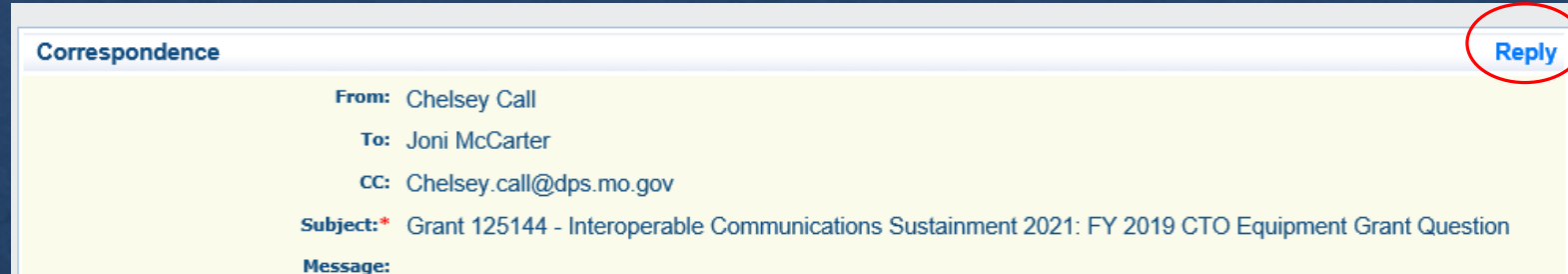
Inter-System Grantee Correspondence				**Add**
Subject	From	To	Sent/Received	Attachments
Grant 125144 - Interoperable Communications Sustainment 2021: FY 2019 CTO Equipment Grant Question	Chelsey Call	Joni McCarter	04/19/2021	Test File.docx
			Last Edited By: Chelsey Call, 04/19/2021	

YOU'VE GOT MAIL!

Correspondence (Cont.)

➢ Select "Reply"

➢ Select who you want the reply to be sent to

➢ Add "Message" above the start of the original correspondence

➢ Select "Send"

Grant File

➢ All grant records shall be retained by the subrecipient for:

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

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

   ➢ Copy of grant application(s)

   ➢ Nationwide Cybersecurity Review (NCSR) Completion Certificate

   ➢ Subaward Agreement

   ➢ 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 09/30/2022

➢ Final Claims and Final Status Report are due 45 days after the end of the period of performance (11/15/2022)

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

➢ Final Status Report

  ➢ Select "Yes" on Status Report question "Is this the Final Status Report"

  ➢ In the "Narrative Project Progress" section indicate that the project is complete and this submission is the Final Status Report.

  ➢ Include amount of de-obligated funds, if applicable, in the Narrative Project Progress section

Monitoring

- Information Bulletin 1: Policy on Monitoring discusses monitoring

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

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

- Types of Monitoring

  - Desk – Review that is completed by the OHS at the OHS' office

  - On-Site – Review that is conducted by the OHS at the subrecipient's agency

Monitoring (Cont.)

- 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 (Cont.)

➢ Monitoring is NOT an audit

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

➢ Change to provide technical assistance and answer questions
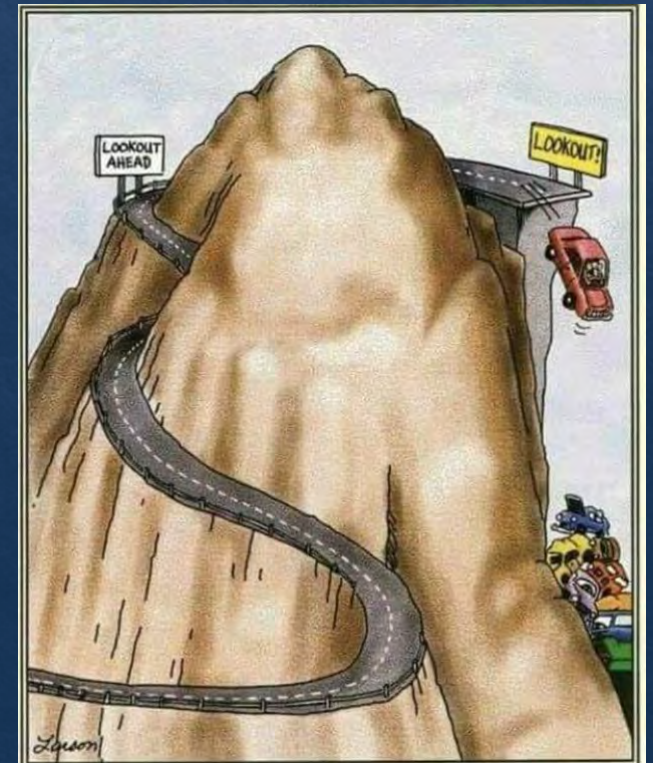
Important Dates

Grant Period of Performance Begin – October 1, 2021

Status Reports Due – January 10th, April 10th, June 10th, and July 10th

Spending Plan Due – April 1, 2022

Final Scope of Work Change Subaward Adjustment – July 1, 2022

Grant Period of Performance End – September 30, 2022

Final Claim and Final Status Report – November 15, 2022

Questions?

OHS Contacts

Michelle Branson

Grants Supervisor

573-526-9014

Michelle.Branson@dps.mo.gov

Joni McCarter

Program Manager

573-526-9020

Joni.mccarter@dps.mo.gov

Maggie Glick

Administrative Office Support Assistant

573-522-6125

Maggie.glick@dps.mo.gov