

FY 2020 Emergency Medical Services COVID-19 Relief Funding (CESF)

Missouri Department of Public Safety,
Office of Homeland Security



Grant Requirements



Coronavirus Emergency Supplemental Funding Program (CESF)

- FY 2020 Emergency Services COVID-19 Relief Funding
 - Provides funding to assist Emergency Medical Service (EMS) agencies for support at coronavirus vaccination events in the State of Missouri.
 - Allowable projects and purchases include overtime, equipment (medical personal protective equipment), supplies, and travel expenses
- PERSONNEL COSTS FOR THE PURPOSE OF EMERGENCY MEDICAL SERVICES (EMS) PERSONNEL ASSISTING WITH CORONAVIRUS VACCINATION ADMINISTRATION ACTIVITIES, IN THE STATE OF MISSOURI, MAY BE SUBMITTED FOR REVIEW AND CONSIDERATION THROUGH OTHER FUNDING SOURCES

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
- Office of Justice Programs (OJP) Financial Guide:
<https://www.ojp.gov/funding/financialguidedojo/overview>

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

- FY 2020 Emergency Medical Services COVID-19 Relief Funding (CESF) Notice of Funding Opportunity (NOFO)
<https://dps.mo.gov/dir/programs/ohs/grantstraining/documents/fy20-cesf-nofo.pdf>
- Missouri Office of Homeland Security Division of Grants Website
<https://dps.mo.gov/dir/programs/ohs/grantstraining/>
 - Administrative Guide for Homeland Security Grants
 - Information Bulletin OHS-GT-2012-005 Policy on Claim Request Requirements including OHS Reimbursement Checklist
 - *Attachment B contains the Reimbursement Checklist for CESF*
- Missouri State Statutes: <https://revisor.mo.gov/main/Home.aspx>

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 CESF funds

State Civil Rights

- Section 213.055 RSMo – Unlawful Employment Practices
 - *May not discriminate on the basis of race, color, religion, national origin, sex, ancestry, age, or disability in its employment practices (e.g. hiring, compensation, conditions, or privileges)*
- Section 213.065 RSMo – Discrimination in Public Accommodations
 - *May not discriminate on the basis of race, color, religion, national origin, sex, ancestry, or disability in the use and enjoyment of any place of public accommodation*
 - *It is unlawful to refuse, withhold from, or deny any of the accommodations, advantages, facilities, services, or privileges made available in any place of public accommodations*

Federal Civil Rights

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d)
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794)
- Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § § 12131-34)
- Title IX of the Education Amendments of 1972 (21681, 1683, and 1685-860 U.S.C. § §)
- Age Discrimination Act of 1975 (42 U.S.C. § § 6101-07)
- U.S. Department of Justice Regulations – Non-Discrimination; Equal Employment Opportunity; Policies and Procedures (28 C.F.R. pt 42)
- U.S. Department of Justice Regulations – Equal Treatment for Faith Based Organizations (28 C.F.R. pt 38)
- U.S. Department of Justice Regulations – Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance (28 C.F.R. pt 54)
- Executive Order 13279 (equal protection of the laws for faith-based and community organizations)
- Executive Order 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and other neighborhood organizations)

Equal Employment Opportunity Plan (EEOP)

- A workforce report that some organizations must complete as a condition for receiving U.S. Department of Justice funding authorized by the Omnibus Crime Control and Safe Streets Act of 1968
- EEOPs are intended to ensure recipients (and subrecipients) of federal funding are providing equal employment opportunities to men and women regardless of sex, race, or national origin
- The U.S. Department of Justice regulations pertaining to the development of a comprehensive EEOP can be found at 28 C.F.R. § 42.301-42.308
- The U.S. Department of Justice, Office for Civil Rights (OCR) is the federal branch that collects, reviews, and approves EEOPs
- Effective in December 2016, the OCR developed an Equal Employment Opportunity (EEO) Reporting Tool to streamline the EEO reporting process. The deployment of the EEO Reporting Tool, however, changed the reporting requirements for recipients of funding from the U.S. Department of Justice

Office for Civil Right's EEOP Website

Equal Employment Opportunity Plans

The statutory and regulatory information contained on this page does not constitute legal advice and is for general informational purposes only. The OCR makes no guarantee that the statutory authority or regulatory code cited within is the most current version of said law/regulation. For more recent versions of the U.S. Code and the CFR, users should consult the official [revised U.S.C.](#) or the [eCFR](#).

An Equal Employment Opportunity (EEO) plan is a comprehensive document that analyzes a recipient's relevant labor market data, as well as the recipient's employment practices, to identify possible barriers to the participation of women and minorities in all levels of a recipient's workforce. Its purpose is to ensure the opportunity for full and equal participation of men and women in the workplace, regardless of race, color, or national origin.

As a recipient of Department of Justice funding, your organization may be required to submit a Certification Report or the Utilization Report portion of your plan to the Office for Civil Rights. If you are unsure of whether your organization is subject to the Civil Rights requirements of the Safe Streets Act, please refer to the FAQ [How can I tell if a recipient is subject to the Safe Streets Act?](#)

The Equal Employment Opportunity (EEO) Reporting System will allow you to create your organization's account, then prepare and submit an EEO Certification Form and if required, create and submit an EEO Utilization Report. You will also be able to access your organization's saved information in subsequent logins.

[EEO Reporting Tool Login HERE](#)

- Overview
- Latest News
- Filing a Complaint
- Filing Tips
- Review Panel on Prison Rape
- OCR Initiatives
- Investigative Findings
- FAQs
- Equal Employment Opportunity Program FAQs
- VAWA FAQs
- Online Training
- Statutes & Regulations
- Guidance for Faith-based Organizations
- Advisory on Recipients' Use of Arrest and Conviction

Provides
access to the
“EEO
Reporting
Tool Job Aid”

<https://ojp.gov/about/ocr/eeop.htm>

Non-Discrimination Requirements

- If the subrecipient has 50 or more employees and receives OJP, OVW, or COPS funding of \$25,000 or more:
 - *The subrecipient must have written policies or procedures in place to notify program participants and employees on how to file complaints alleging discrimination*
 - *The subrecipient must designate a person(s) to coordinate complaints alleging discrimination*

Findings of Discrimination

- Subrecipients must notify DPS of any findings of discrimination within 30 days of the court judgment
- Submit the Court Judgment with a cover letter to DPS at address listed below
- Cover letter should identify the DPS-assigned subaward number, as indicated on the Subaward Agreement

Missouri Department of Public Safety
Attn: Director of Public Safety
PO Box 749
1101 Riverside Drive
Jefferson City, MO 65102

Expending Grant Funds

- Funds must be obligated within the project period, expended, and submitted for reimbursement within 45 days following the project period end date (January 15, 2022)
- Project Period: January 1, 2021 to November 30, 2021
- 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

Supplanting

- Federal grant guidance prohibits supplanting, which is defined as deliberately reallocating state, local or agency funds because of the existence of the federal funds. Federal funds must increase or supplement the funding available for approved projects
- Because of this requirement all personnel costs that are not overtime must be clearly claimed separate from the overtime, supplies and equipment costs

Procurement Requirements

- With any expenditure, the subrecipient must ensure that:
 - *Prior approval has been obtained, if necessary*
- 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
- State of Missouri Procurement Guidelines:
 - 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>
 - 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*

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?

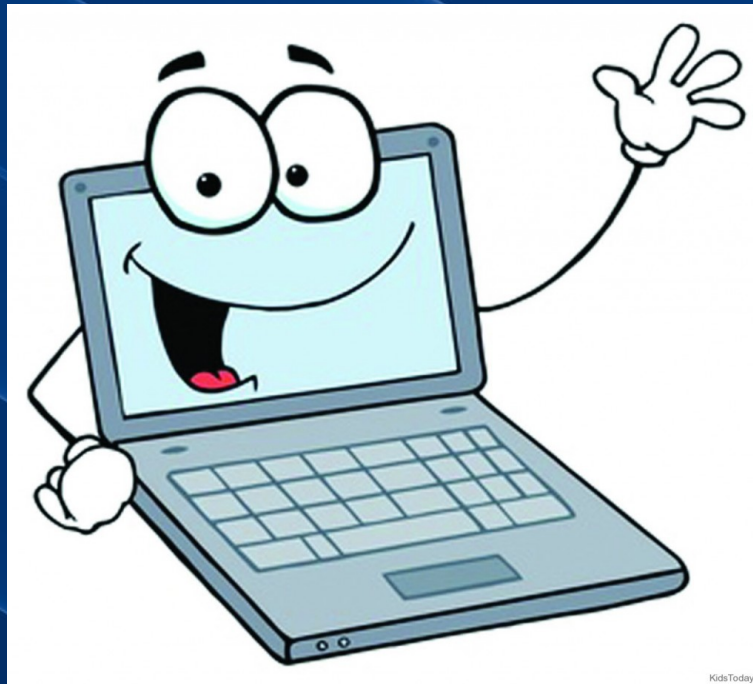
- Subrecipients are required to verify that vendors used for grant purchases are not on either the
 - Federal Excluded Parties List System (EPLS) or State Suspended/Debarred Vendors List
 - Federal System for Award Management <https://sam.gov/SAM/>
 - State of Missouri Office of Administration <http://oa.mo.gov/sites/default/files/suspven.pdf>
- *Maintain a copy of a screenshot in the grant file to verify this was completed*



Equipment

- Equipment means tangible personal property having a useful life of more than one year and a per-unit acquisition cost of \$1,000 or more
- Request pre-approval from the OHS before purchasing any piece of equipment
 - Equipment items that are submitted for reimbursement without pre-approval may be deemed ineligible
 - Request pre-approval by submitting a request through the Correspondence Component in WebGrants including justification that indicates why the equipment is necessary for this program

DPS WebGrants System



WebGrants

- Claims
- Subaward Agreement
- Subaward Adjustments
- Correspondence
 - *Equipment Pre-Approval Requests*
- Final Report

Claims

- FY 2020 Emergency Medical Services COVID-19 Relief Funding (CESF) is a reimbursement grant.
 - *Approved expenditures must be made within the grant period of performance (January 1, 2021 – November 30, 2021)*
- Claims MUST be submitted through the WebGrants System to request reimbursement

Claims

- Incomplete claims may result in a delay of payment and is the requesting agency's responsibility to complete
- Supporting Documentation
 - Supporting documentation must be attached as follows:
 - *One attachment for overtime, supplies, and equipment costs*
 - *One attachment for personnel (regular time) expenses*
- Claims for personnel must be submitted no later than December 15, 2021
- Claims for overtime, supplies, and equipment must be submitted no later than January 15, 2022

Personnel/Personnel Overtime Supporting Documentation

- Proof of participation in vaccination event(s)
 - Announcement for vaccination event
 - Correspondence requesting agency assistance at vaccination event
- Wage and benefit cost(s)
 - Pay Stub(s), Payroll Statement
- Timesheets with overtime
- Copy of agency's overtime policy

Supply Supporting Documentation

- Proof of participation in vaccination event(s)
 - Announcement for vaccination event
 - Correspondence requesting agency assistance at vaccination event
- Justification for supplies at vaccine event(s)
- Vendor Invoice
- Purchase Order, if applicable
- Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered or services performed)
- Proof of Payment (i.e., copy of cancelled check, credit card statement, bank statement)

Equipment Supporting Documentation

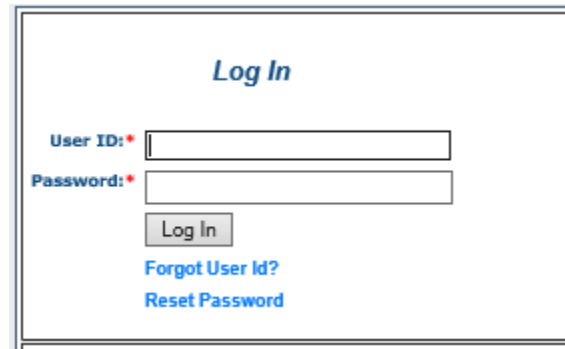
- Equipment pre-approval from OHS
- Proof of participation in vaccination event(s)
 - Announcement for vaccination event
 - Correspondence requesting agency assistance at vaccination event
- Vendor Invoice
- Purchase Order, if applicable
- Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered or services performed)
- Proof of payment (i.e., copy of cancelled check, credit card statement, bank statement)
- Equipment Detail Form in WebGrants must be completed for each piece of equipment (i.e., If two (2) radios were purchased they must be entered separately)

Travel Supporting Documentation

- Proof of participation and location of vaccination event(s)
 - Announcement for vaccination event
 - Correspondence requesting agency assistance at vaccination event
- Mileage log or report documenting number of miles traveled to/from the vaccination event
- **Mileage will be reimbursed at the State of Missouri mileage rate**
 - State of Missouri mileage rates can be found at: <https://oa.mo.gov/accounting/state-employees/travel-portal-information/mileage>

WebGrants Login

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



The image shows a login form titled "Log In" in a blue italicized font. Below the title, there are two input fields. The first is labeled "User ID:" with a red asterisk, and the second is labeled "Password:" with a red asterisk. Both labels are in blue. Below the password field is a grey "Log In" button. At the bottom of the form, there are two blue links: "Forgot User Id?" and "Reset Password". The entire form is enclosed in a double-line border.

Log In

User ID: *

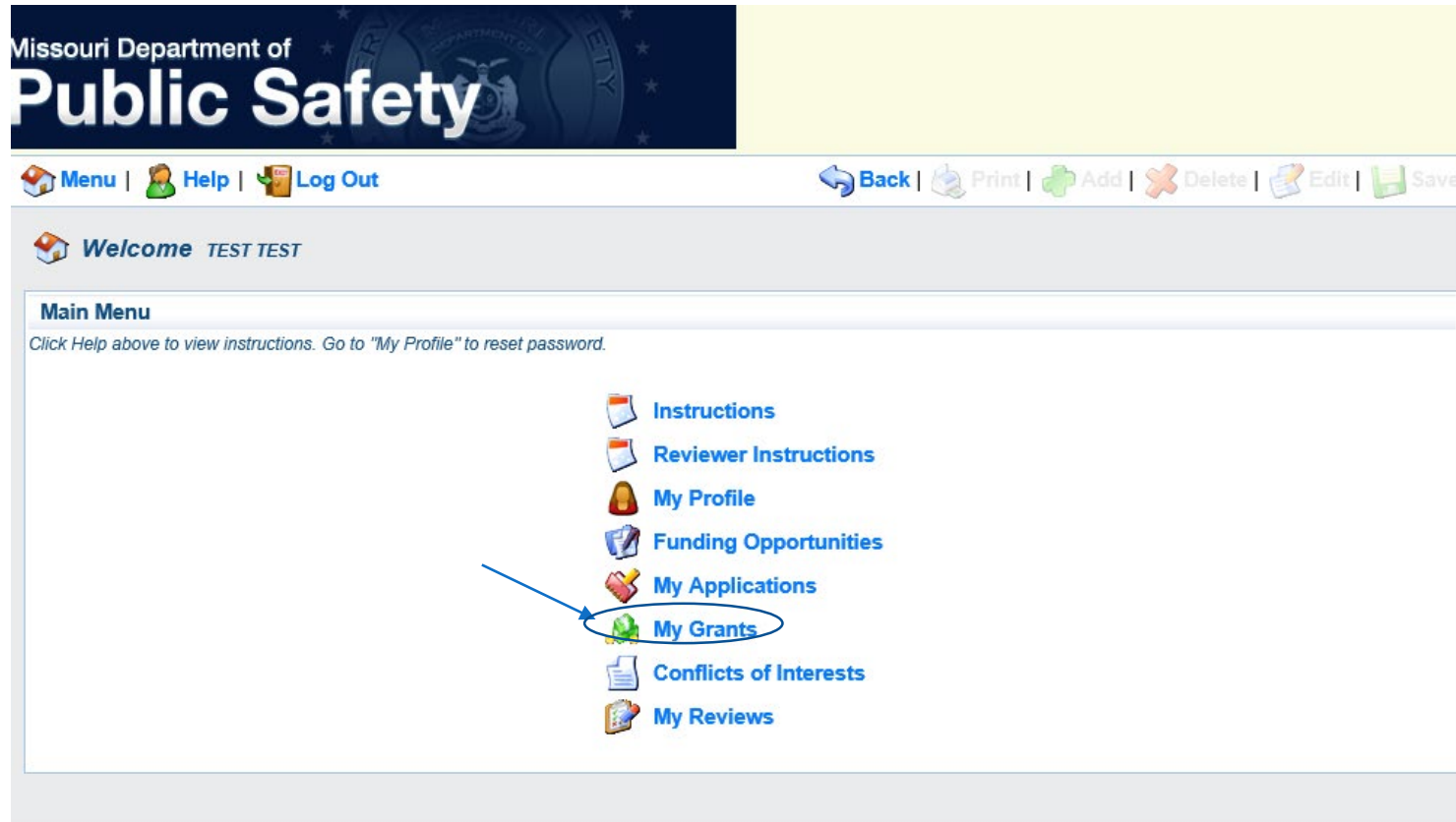
Password: *

[Forgot User Id?](#)

[Reset Password](#)

Claims



- To submit a claim, select “My Grants”



Claims (Cont.)

- Agencies may have more than one grant in the system
- Select the 2020 Emergency Medical Service COVID-19 Relief Funding

 Menu |  Help |  Log Out

 Back |  Print |  Add |  Delete |  Edit |  Save

 Grant Tracking

Current Grants

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

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

ID	Status	Year	Project Title	Program Area	Grant Administrator	Budget Total
123577	Awarded	2020	Emergency Medical Service COVID-19 Relief Funding - Baseline Organization	Coronavirus Emergency Supplemental Funding (CESF)	Joni McCarter	\$0.00

Claims (Cont.)

➤ Select “Claims”

Grant: 123577 - Emergency Medical Service COVID-19 Relief Funding - Baseline Organization - 2021

Status: Awarded

Program Area: Coronavirus Emergency Supplemental Funding (CESF)

Grantee Organization: BaseLine Organization

Program Officer: Joni McCarter

Budget Total: \$0.00

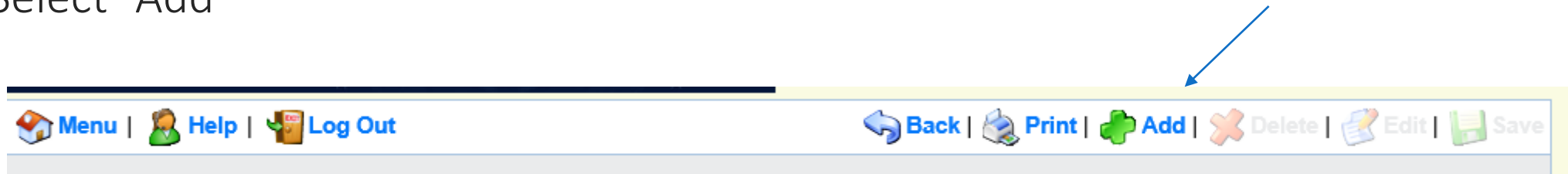
Instructions
The Grant forms appear below.

Grant Components

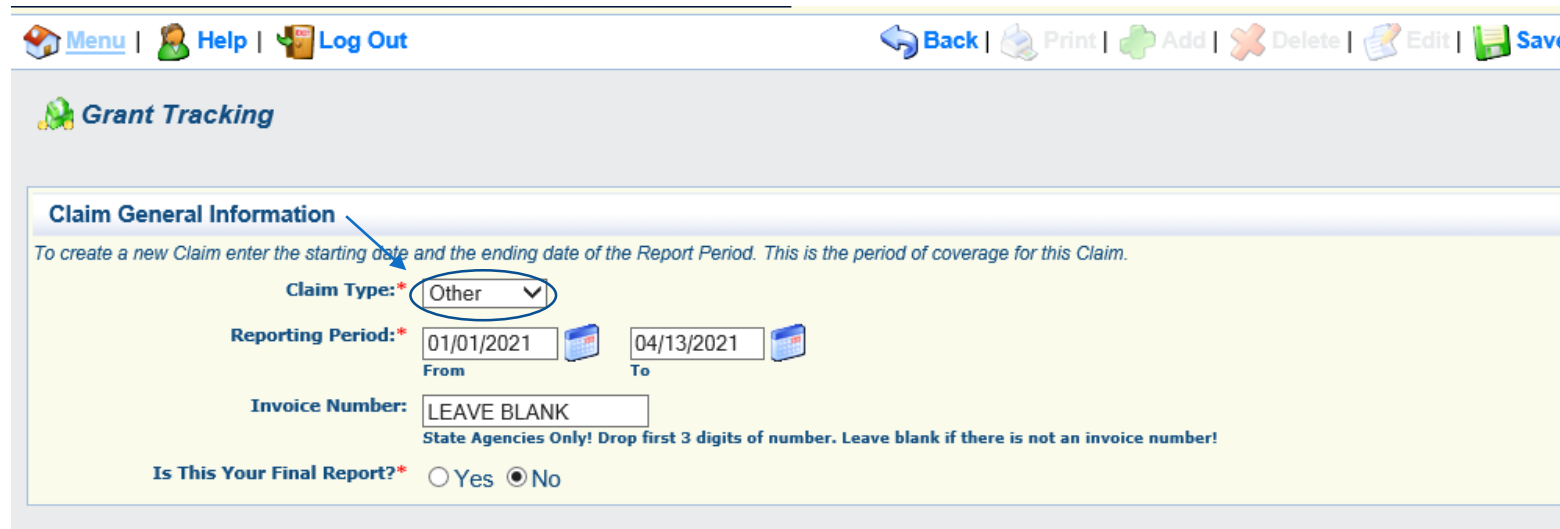
Component	Last Edited
General Information	03/22/2021
Claims	
Status Reports	
Correspondence	
Opportunity	-
Application	-

Claims (Cont.)

- Select “Add”



- Select “Other” in the dropdown menu for Claim Type



Grant Tracking

Claim General Information

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

Claim Type:* Other ▼

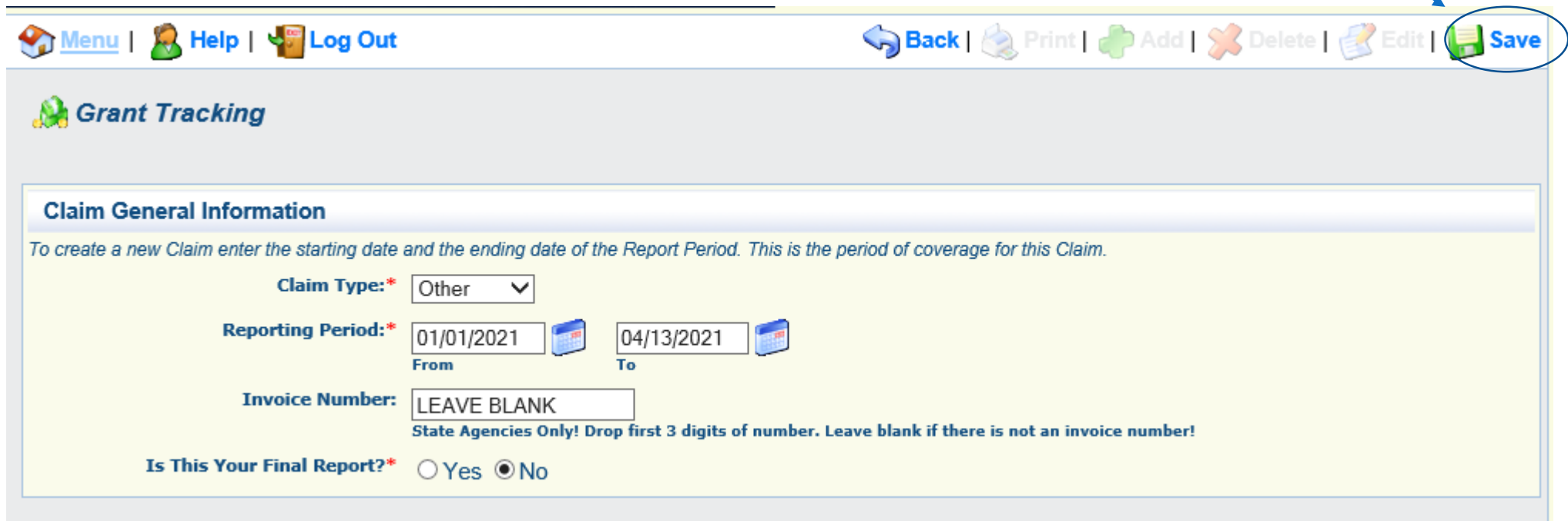
Reporting Period:* 01/01/2021 From 04/13/2021 To

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

Is This Your Final Report?* ☐ Yes ☒ No

Claim (Cont.)

- In the “Reporting Period” enter the dates to include all costs that will be added to the claim
- Select “Save”



Menu | Help | Log Out



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

Grant Tracking

Claim General Information

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

Claim Type:* Other ▼

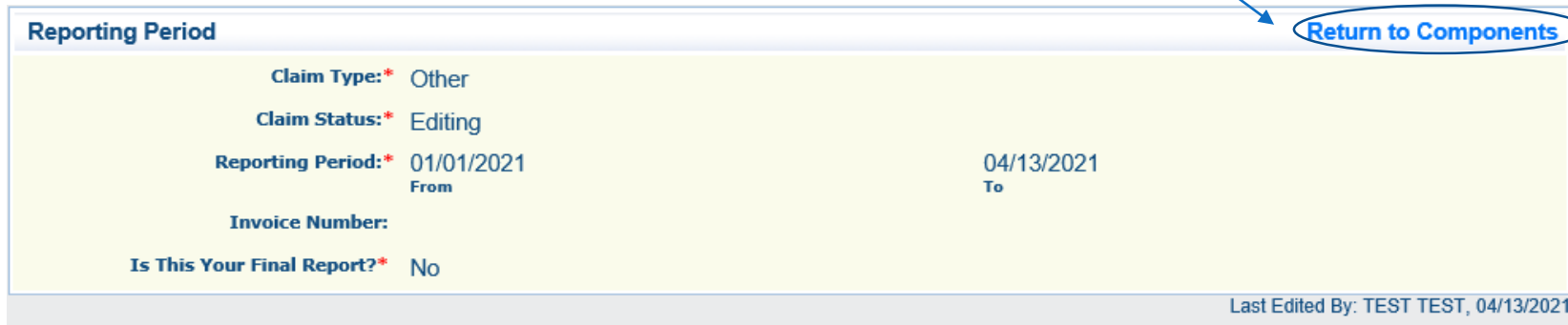
Reporting Period:* 01/01/2021  04/13/2021 
From To

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

Is This Your Final Report?* ☐ Yes ☒ No

Claims (Cont.)

- After saving select “Return to Components”



Reporting Period

Claim Type:* Other

Claim Status:* Editing

Reporting Period:* 01/01/2021 04/13/2021
From To

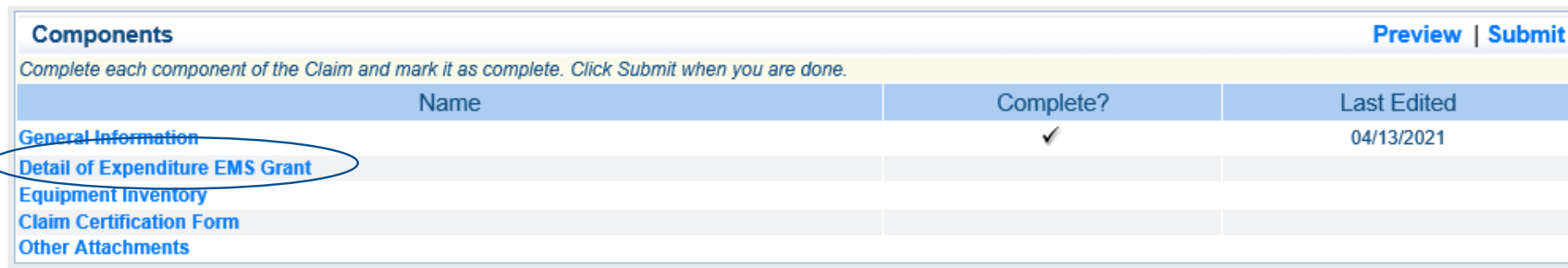
Invoice Number:

Is This Your Final Report? * No

Last Edited By: TEST TEST, 04/13/2021

[Return to Components](#)

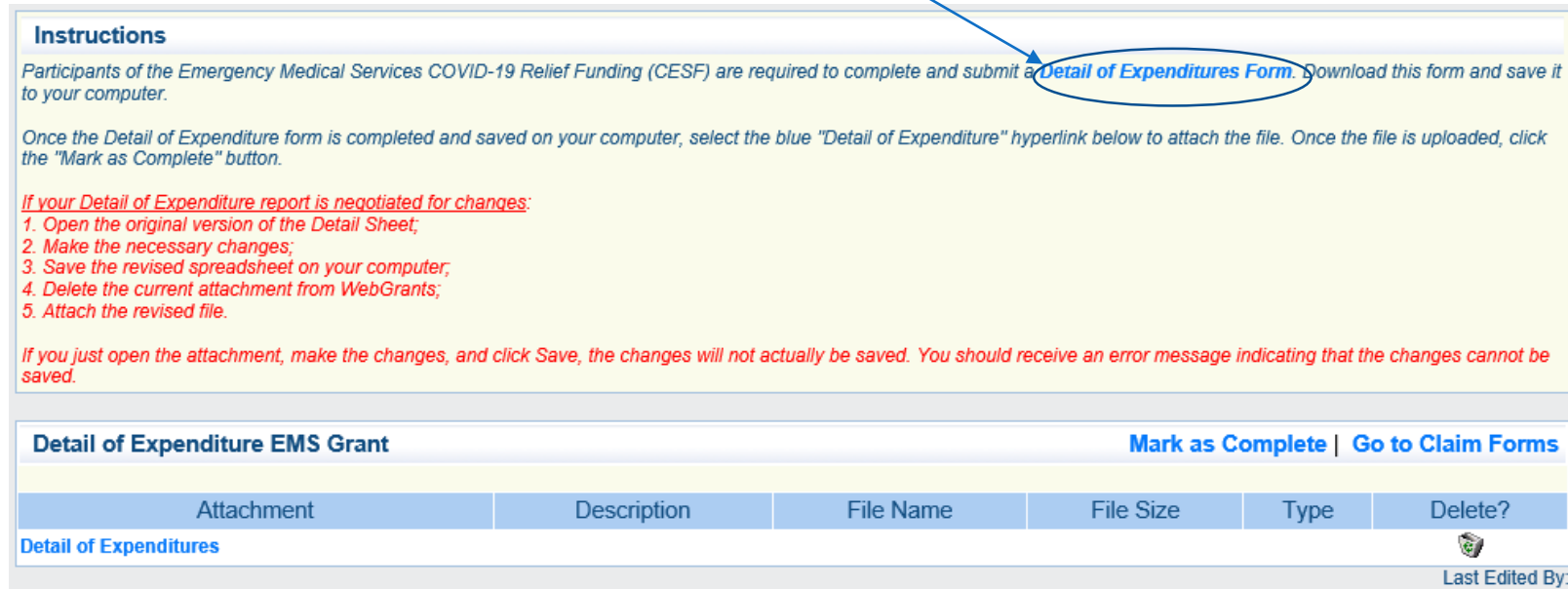
- All components of the claim will be shown on the left in blue, select “Detail of Expenditure EMS Grant”



Components			Preview Submit
Complete each component of the Claim and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	04/13/2021	
Detail of Expenditure EMS Grant			
Equipment Inventory			
Claim Certification Form			
Other Attachments			

Detail of Expenditures

- Select the blue link in the Instructions titled “Detail of Expenditures Form”
- This will open a spreadsheet that will need to be completed, saved, and uploaded into the reimbursement request



Instructions

Participants of the Emergency Medical Services COVID-19 Relief Funding (CESF) are required to complete and submit a [Detail of Expenditures Form](#). Download this form and save it to your computer.


Once the Detail of Expenditure form is completed and saved on your computer, select the blue "Detail of Expenditure" hyperlink below to attach the file. Once the file is uploaded, click the "Mark as Complete" button.

If your Detail of Expenditure report is negotiated for changes:

1. Open the original version of the Detail Sheet;
2. Make the necessary changes;
3. Save the revised spreadsheet on your computer;
4. Delete the current attachment from WebGrants;
5. Attach the revised file.

If you just open the attachment, make the changes, and click Save, the changes will not actually be saved. You should receive an error message indicating that the changes cannot be saved.

Detail of Expenditure EMS Grant [Mark as Complete](#) | [Go to Claim Forms](#)

Attachment	Description	File Name	File Size	Type	Delete?
Detail of Expenditures					

Last Edited By:

Detail of Expenditures Form

➤ Complete the “Detail of Expenditures Form” with each expenditure being claimed.

MISSOURI DEPARTMENT OF PUBLIC SAFETY					
DETAIL OF EXPENDITURES FORM					
INSTRUCTIONS					
Agency Name:	Enter the agency name				
Check Number:	Enter the check number for payment; enter EFT if the funds were electronically transferred to the payee				
Payee/Vendor:	Enter the name of the payee/vendor to which payment was made				
Description:	Enter a brief description of the expenditure				
Quantity:	Enter the number of units purchased with grant funds				
Total Cost:	Enter the total cost requested				
AGENCY NAME: _____					
Pay Date	Check #	Payee/Vendor	Description	Quantity	Total Cost
PAGE TOTALS:				\$	-
REMEMBER: Actual Expenditures are Required! Use additional pages if needed; do not add or remove rows from this worksheet.					
					Page 1

Detail of Expenditures Form (Cont.)

- Fill in your agency name
- Add each expenditure separately
- Description column should include what the charge is for and what vaccine event it was related to
- If purchasing supplies for multiple events please ensure that all event information is included, each purchase should be listed separately

[illegible]


Detail of Expenditures, Personnel

- When requesting review of expenditures for Personnel they must be clearly shown as a separate expense on the Detail of Expenditures
- *Supporting documentation for personnel (regular time) must be provided in a separate attachment on the claim so that it is easily accessible for review and consideration through other funding sources*

Pay Date	Check #	Payee/Vendor	Description	Quantity	Total Cost
3/15/21	NA	Staff A	Overtime vaccine events 2/16/21, 2/21/21, 2/28/21	3	200.00
3/15/21	NA	Staff B	Overtime vaccine events 2/16/21, 2/17/21, 2/21/21, 2/28/21	4	300.00
3/18/21	1234	Acme Supplies	Supplies Gloves, Masks etc.	200	35.00
Personnel					
3/1/15 - 3/15/21	NA	Staff A	Regular Personnel time vaccine events 2/14/21	1	50.00
PAGE TOTALS:				\$	585.00

Detail of Expenditures (Cont.)

- Save the “Detail of Expenditures Form” to your computer
- Upload the form by selecting the blue link “Detail of Expenditures”

Detail of Expenditure EMS Grant					Mark as Complete Go to Claim Forms	
Attachment	Description	File Name	File Size	Type	Delete?	
Detail of Expenditures						

Last Edited By:

Detail of Expenditures (Cont.)

- Select “Browse” and locate the document on your computer
- Enter a Description (i.e. January Expenses)
- Select “Save”

The screenshot shows a web application interface for submitting a claim. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Save' button is circled in blue, with a blue arrow pointing to it from the right. Below the navigation bar is a section titled 'Claim' with a sub-section 'Attach File'. The 'Attach File' section contains instructions for participants of the Emergency Medical Services COVID-19 Relief Funding (CESF) to complete and submit a 'Detail of Expenditures Form'. It includes a list of steps for negotiating changes and a warning about saving changes. Below the instructions, there is an 'Upload File:' field with a text input showing the file path 'C:\Users\mbranson\Desktop\Test EMS Claims.xlsx' and a 'Browse...' button. The 'Browse...' button is circled in blue, with a blue arrow pointing to it from the right. Below the 'Upload File:' field is a 'Description:*' field with a text input showing 'Test Detail of Expenditures'.

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

Claim

Attach File

Participants of the Emergency Medical Services COVID-19 Relief Funding (CESF) are required to complete and submit a [Detail of Expenditures Form](#). Download this form and save it to your computer.

Once the Detail of Expenditure form is completed and saved on your computer, select the blue "Detail of Expenditure" hyperlink below to attach the file. Once the file is uploaded, click the "Mark as Complete" button.

If your Detail of Expenditure report is negotiated for changes:

1. Open the original version of the Detail Sheet;
2. Make the necessary changes;
3. Save the revised spreadsheet on your computer;
4. Delete the current attachment from WebGrants;
5. Attach the revised file.


If you just open the attachment, make the changes, and click Save, the changes will not actually be saved. You should receive an error message indicating that the changes cannot be saved.

Upload File: C:\Users\mbranson\Desktop\Test EMS Claims.xlsx **Browse...**

Description:* Test Detail of Expenditures

Detail of Expenditures (Cont.)

- After uploading the form select “Mark as Complete”

Detail of Expenditure EMS Grant					
Mark as Complete Go to Claim Forms					
Attachment	Description	File Name	File Size	Type	Delete?
Detail of Expenditures	Test Detail of Expenditures	Test EMS Claims.xlsx	20 KB	xlsx	
Last Edited By: TEST TEST, 04/13/2021					

Equipment Inventory

- If your agency received pre-approval for equipment and are requesting reimbursement, the Equipment Inventory form will need to be completed
- If your agency is not requesting reimbursement for equipment, you will leave the form blank and mark it complete
- Select “Equipment Inventory”

Components			Preview Submit
Complete each component of the Claim and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	04/13/2021	
Detail of Expenditure EMS Grant	✓	04/13/2021	
Equipment Inventory			
Claim Certification Form			
Other Attachments			

Equipment Inventory (Cont.)

- If this claim does not include equipment select “Mark as Complete”
- If this claim does include equipment select “Add” for each individual piece of equipment

The screenshot displays the 'Grant Tracking' interface. At the top, there is a navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Add' button is circled in blue with an arrow pointing to it. Below the navigation bar, the 'Grant Tracking' section shows details for Claim: 123577 - 002, including Grant: 123577-Emergency Medical Service COVID-19 Relief Funding - Baseline Organization, Status: Editing, Program Area: Coronavirus Emergency Supplemental Funding (CESF), Grantee Organization: BaseLine Organization, and Program Manager: Joni McCarter. Below this, the 'Equipment Detail' section features a table with 15 columns: Requesting Organization, County, Year, Manufacturer, Model, Description, Identification #s, Source of Funding, Title Holder, Date of Delivery, Quantity, Individual Item Costs, % of Federal Participation in the cost, Current Physical Location, Use, and Readiness Condition. The 'Mark as Complete' button is circled in blue with an arrow pointing to it.

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

Grant Tracking

Claim: 123577 - 002 [Grant Components](#)

Grant: 123577-Emergency Medical Service COVID-19 Relief Funding - Baseline Organization

Status: Editing

Program Area: Coronavirus Emergency Supplemental Funding (CESF)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

Equipment Detail [Mark as Complete](#) [Go to Claim Forms](#)

Requesting Organization:	County:	Year:	Manufacturer:	Model:	Description:	Identification #s:	Source of Funding:	Title Holder:	Date of Delivery:	Quantity:	Individual Item Costs:	% of Federal Participation in the cost:	Current Physical Location:	Use:	Readiness Condition:
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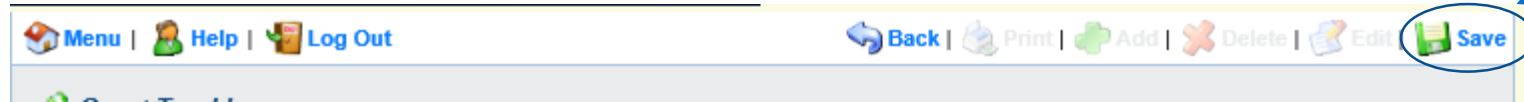
Equipment Inventory (Cont.)

- Complete all fields with the information for the piece of equipment that was purchased

Equipment Detail	
Requesting Organization*	ABC Organization <small>Organization that has or will end up with equipment.</small>
County*	ABC County
Year*	2021 <small>Federal fiscal year of the grant.</small>
Manufacturer*	ACME
Model*	Test <small>Style, type, design or version of particular equipment.</small>
Description*	Type of equipment <small>250 Character Limit - Generic description of the equipment that was purchased.</small>
Identification #(s)*	Serial Number <small>500 Character Limit - Unique string of characters used for identification, such as, serial number or vehicle identification number. If there is not unique identification number for the equipment, N/A should be annotated in the box. When reporting multiple identification numbers please enter them into one cell and separate them with a comma.</small>
Source of Funding*	CESF
Title Holder*	ABC Organization <small>If there is no title for the equipment, N/A should be annotated in the box.</small>
Date of Delivery*	01/15/2021 <small>Date you received possession of the equipment.</small>
Quantity*	1
Individual Item Costs*	5000
% of Federal Participation in the cost*	100 <small>Percentage of federal funds used to purchase the equipment.</small>
Current Physical Location*	123 Main St, ABC City <small>Place (address) where the equipment is located. A post office box address is not a physical location for the purpose of inventory.</small>
Use*	Local <small>Local, regional, statewide, national. This is a progressive scale. If national use is indicated, it is assumed it is available at the other levels as well.</small>
Readiness Condition*	Mission Capable <small>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 missions.</small>

Equipment Inventory (Cont.)

- When all equipment information has been added select save

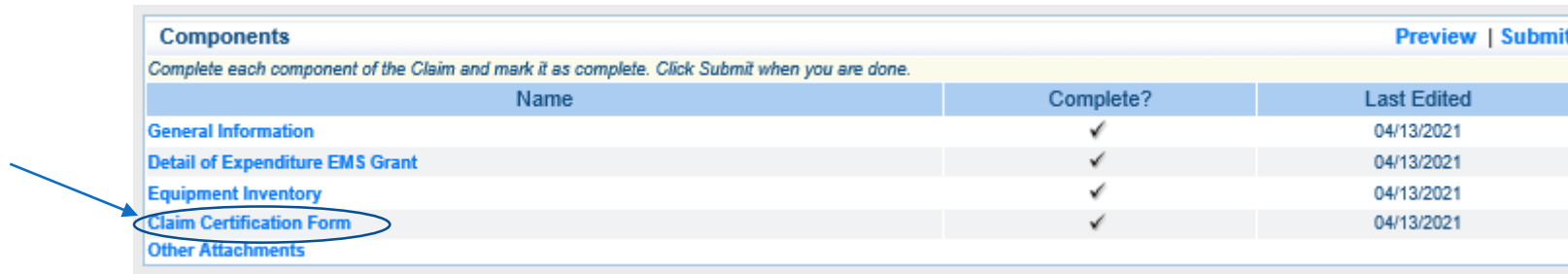


- If more than one piece of equipment has been purchased continue to add each item individually and save them to the claim
- After all equipment has been added “Mark as Complete”



Claim Certification Form

➤ Select “Claim Certification Form”



Components			Preview Submit
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>			
Name	Complete?	Last Edited	
General Information	✓	04/13/2021	
Detail of Expenditure EMS Grant	✓	04/13/2021	
Equipment Inventory	✓	04/13/2021	
Claim Certification Form	✓	04/13/2021	
Other Attachments			

Claim Certification Form (Cont.)

- Answer questions 1 – 3 by selecting yes or no
- Fill in the title of your Authorized Official as listed in the Contact Information Component
- Fill in the name of the Authorized Official as listed in the Contact Information Component
- After completing form select “Save”
- Select “Mark as Complete”



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

Grant Tracking

Claim: 123577 - 002 Grant Components

Grant: 123577-Emergency Medical Service COVID-19 Relief Funding - Baseline Organization

Status: Editing

Program Area: Coronavirus Emergency Supplemental Funding (CESF)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

Claim Certification Form

The individual identified below is authorized to execute and file a claim on behalf of the designated jurisdiction for the purpose of obtaining reimbursement under the Coronavirus Emergency Supplemental Funding (CESF) Emergency Medical Services COVID-19 Relief Funding Opportunity. The individual is authorized to represent and act for this jurisdiction in all dealings with the Missouri Department of Public Safety for all matters pertaining to requirements of this funding opportunity as listed in the Notice of Funding Opportunity, Certified Assurances, and the Articles of Agreement in the Subaward Agreement.

1. By selecting yes the Authorized Official is agreeing to follow all Federal and State requirements of this program. ☒ Yes ☐ No

2. By selecting yes the Authorized Official certifies that they none of the claimed expenses were purchased from any entity identified on the General Services Administration System for Award Management (SAM) Excluded Parties (Debarred List) or the Missouri Office of Administration Vendors under Suspension/Debarment <http://oa.mo.gov/sites/default/files/suspven.pdf> ☒ Yes ☐ No

3. By selecting yes the Authorized Official is certifying that none of the expenses submitted in this claim are eligible to be reimbursed and have not been reimbursed by another Federal grant program. ☒ Yes ☐ No

Authorized Official Title:

Authorized Official Name:

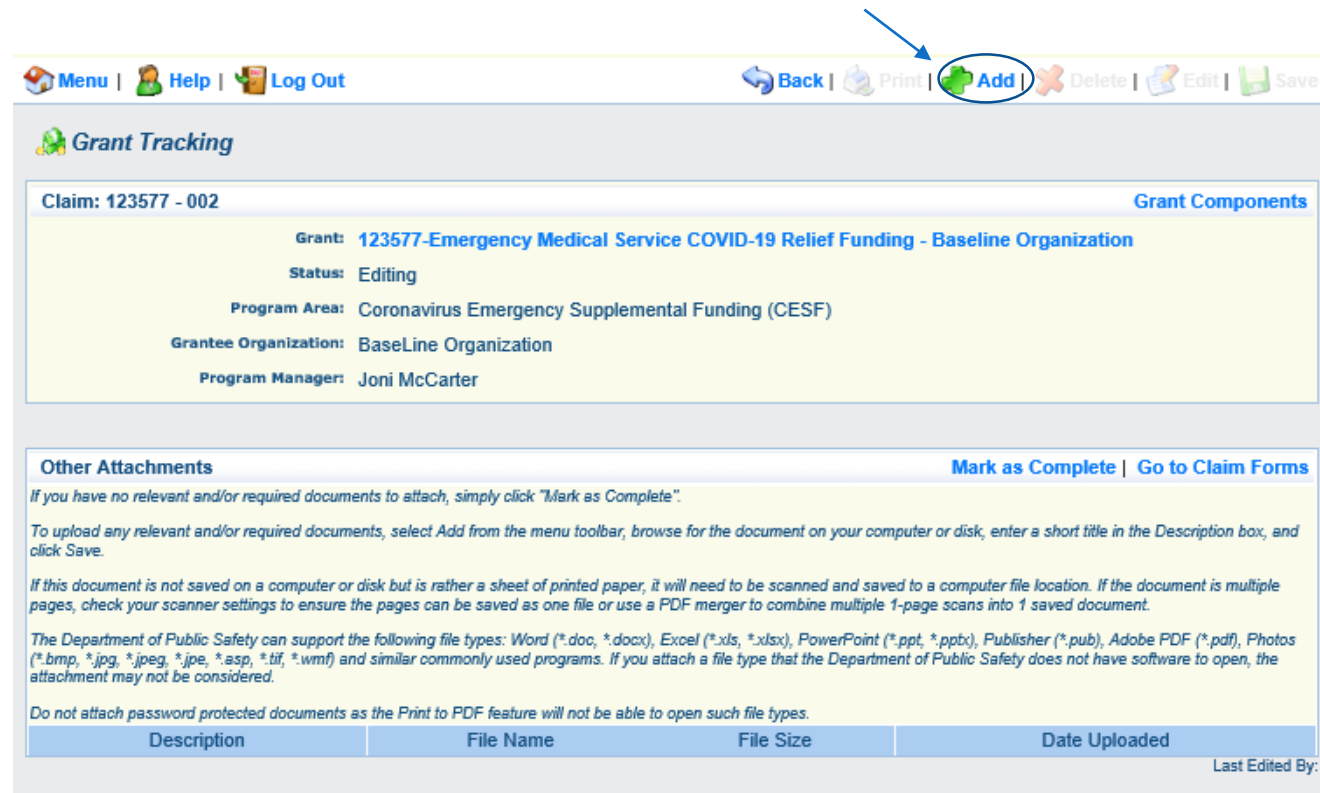
Other Attachments

➤ Select “Other Attachments”

Components			Preview Submit
Complete each component of the Claim and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	04/13/2021	
Detail of Expenditure EMS Grant	✓	04/13/2021	
Equipment Inventory	✓	04/13/2021	
Claim Certification Form	✓	04/13/2021	
Other Attachments			

Other Attachments (Cont.)

- Scan all supporting documentation for the reimbursement request into one attachment
- Select “Add”



The screenshot shows the 'Grant Tracking' web application interface. At the top, there is a menu bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. A blue arrow points to the 'Add' button, which is circled in red. Below the menu bar, the 'Grant Components' section displays details for Claim 123577 - 002, including Grant Name, Status (Editing), Program Area, Grantee Organization, and Program Manager. The 'Other Attachments' section below contains instructions for uploading documents and a table with headers: Description, File Name, File Size, and Date Uploaded. The 'Add' button is highlighted in the menu bar.

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

Grant Tracking

Claim: 123577 - 002 [Grant Components](#)

Grant: 123577-Emergency Medical Service COVID-19 Relief Funding - Baseline Organization

Status: Editing

Program Area: Coronavirus Emergency Supplemental Funding (CESF)

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

Other Attachments [Mark as Complete](#) | [Go to Claim Forms](#)

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

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

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

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

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

Description	File Name	File Size	Date Uploaded
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Last Edited By:

Other Attachments (Cont.)

- Select “Browse” to find the backup documentation on your computer
- Add description for your document (i.e. January Claim Backup)
- Select “Save”
- When all documentation has been uploaded select “Mark as Complete”

The screenshot shows a web interface for attaching files to a claim. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main heading is 'Claim'. Below it, the section is titled 'Attach File'. Instructions state: 'If you have no relevant and/or required documents to attach, simply click "Mark as Complete". To upload any relevant and/or required documents, select Add from the menu toolbar, browse for the document on your computer or disk, enter a short title in the Description box, and click Save. If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use a PDF merger to combine multiple 1-page scans into 1 saved document. The Department of Public Safety can support the following file types: Word (*.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.jpe, *.asp, *.tif, *.wmf) and similar commonly used programs. If you attach a file type that the Department of Public Safety does not have software to open, the attachment may not be considered. Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.'

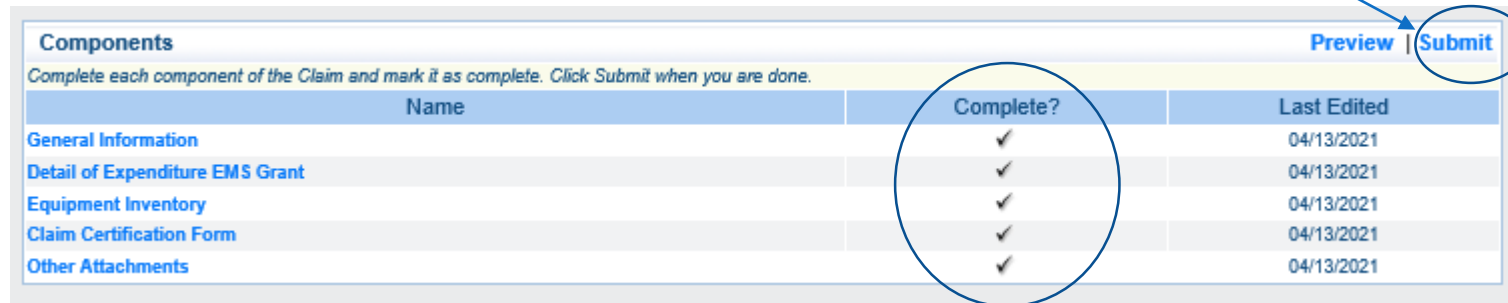
The form contains two main input fields: 'Upload File:' with a 'Browse...' button, and 'Description:' with a text area. At the bottom, there are two buttons: 'Mark as Complete' and 'Go to Claim Forms'. Blue arrows and circles highlight the 'Save' button in the top navigation bar, the 'Browse...' button, and the 'Mark as Complete' button.

Other Attachments (Personnel)

- When claiming personnel (regular time) ensure that all supporting documentation for those expenses is attached separately
- *Exception if you are only claiming personnel (regular time) and not claiming overtime, supplies or equipment - one attachment is sufficient in this case*

Claim Submission

- After all claim components are marked complete, select “Submit”

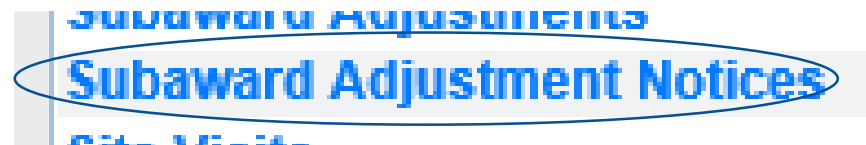


The screenshot displays a web interface for claim submission. At the top, there is a header bar with the title 'Components' on the left and two buttons, 'Preview' and 'Submit', on the right. The 'Submit' button is circled in blue, and a blue arrow points to it from the right. Below the header, a yellow instruction bar reads: 'Complete each component of the Claim and mark it as complete. Click Submit when you are done.' Underneath this is a table with three columns: 'Name', 'Complete?', and 'Last Edited'. The table lists five components, each with a checkmark in the 'Complete?' column and the date '04/13/2021' in the 'Last Edited' column. A blue circle highlights the 'Complete?' column and its checkmarks.

Name	Complete?	Last Edited
General Information	✓	04/13/2021
Detail of Expenditure EMS Grant	✓	04/13/2021
Equipment Inventory	✓	04/13/2021
Claim Certification Form	✓	04/13/2021
Other Attachments	✓	04/13/2021

Subaward Agreement/Subaward Adjustments

- Upon submission and review of your first claim, OHS staff will send a Subaward Agreement to your agency that must be signed by your Authorized Official and returned to the OHS before the first payment can be made
- As additional claims are submitted, the Subaward Agreement amount will increase. A Subaward Adjustment will be processed by the OHS to increase the amount of the Subaward. When the Subaward Adjustment has been approved, WebGrants will send you notification that the adjustment has been approved. A Grant Adjustment Notice will be loaded into the system and should be printed and maintained with in your grant file
- The Subaward Adjustment can be downloaded from the Subaward Adjustment Notices Component of the grant



Correspondence

- The “Correspondence” component of the grant should be used for contacting OHS with information about your grant
- When requesting approval for equipment please submit the request through the Correspondence Component
- Select “Correspondence”
- Under Inter-System Grantee Correspondence Select “Add”

Inter-System Grantee Correspondence				
Subject	From	To	Sent/Received	Attachments

Last Edited By:

Correspondence (Cont.)

- The Correspondence Component works similar to email
- To: Select who you would like to send the message, you may select multiple people by using the Ctrl function on your keyboard
- In addition to the contacts included on the grant additional people may be added to the message in the CC: section
 - Use a “;” in between each email address added

To:*

Michelle Branson	⬆
Chelsey Call	
Joni McCarter	⬇

To:*

Michelle Branson	⬆
Chelsey Call	
Joni McCarter	⬇

CC:

joni.mccarter@dps.mo.gov; michelle.branson@dps.mo.gov	⬆
--	---

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

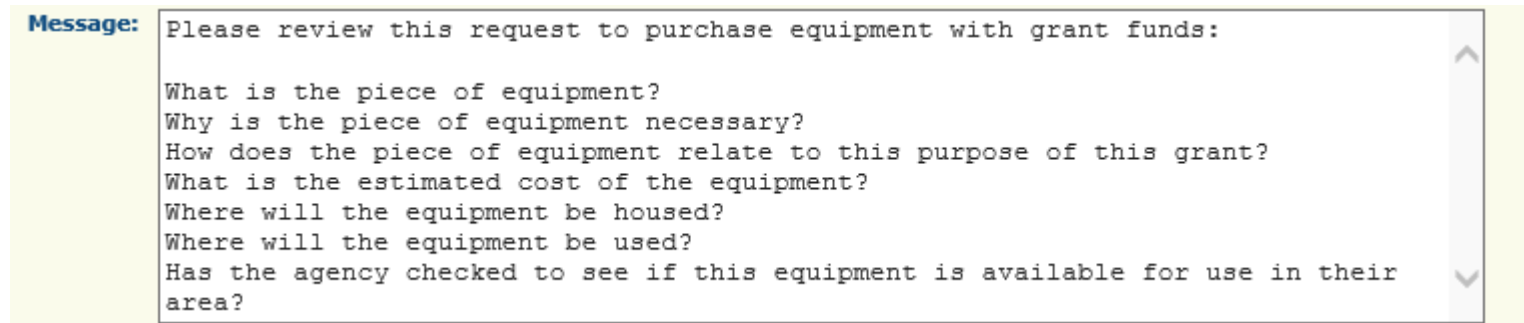
Correspondence (Cont.)

- Enter a “Subject” for the message (i.e. Equipment Request)



A screenshot of a web form. On the left, the label "Subject:" is followed by a red asterisk. To the right is a text input box containing the text "Equipment Request".

- Enter all necessary information into the “Message:”



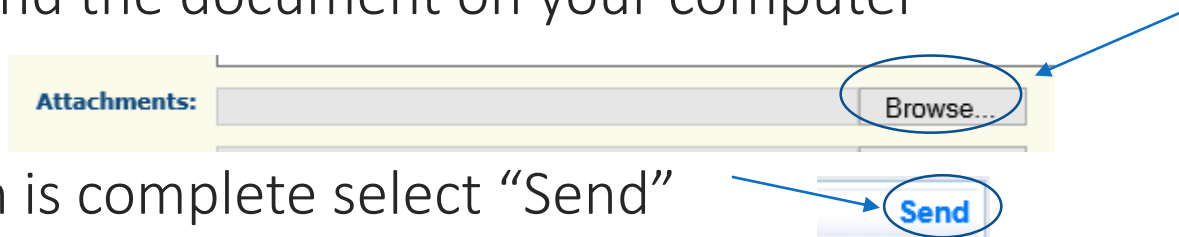
A screenshot of a web form. On the left, the label "Message:" is followed by a red asterisk. To the right is a large text area containing the following text:

Please review this request to purchase equipment with grant funds:

- What is the piece of equipment?
- Why is the piece of equipment necessary?
- How does the piece of equipment relate to this purpose of this grant?
- What is the estimated cost of the equipment?
- Where will the equipment be housed?
- Where will the equipment be used?
- Has the agency checked to see if this equipment is available for use in their area?

Correspondence (Cont.)

- Documents can be attached to the Correspondence in the “Attachments:” section
- Select Browse, and find the document on your computer
- When all information is complete select “Send”
- The messages will be sent from the system to the recipients email

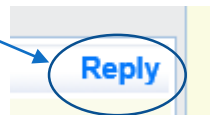


Correspondence (Cont.)

- When receiving emails from the system do not reply from your email
- Login to WebGrants and reply through the Correspondence component
- Select the message

Inter-System Grantee Correspondence					Add
Subject	From	To	Sent/Received	Attachments	
Grant 123577 - Emergency Medical Service COVID-19 Relief Funding - Baseline Organization: Equipment Request	Michelle Branson	Michelle Branson	04/13/2021		

- Select “Reply” and complete message as instructed in prior slides



Grant Final Report

- At the end of the period of performance (November 30, 2021) OHS will send a Grant Final Report to be completed by each agency
- The Grant Final Report must be submitted to OHS through Correspondence by **January 15, 2022** as part of the grant closeout
- All claims for personnel (regular time) must be submitted no later than **December 15, 2021**

Contacts

Chelsey Call

Grant Program Supervisor

(573) 526-9203

Chelsey.Call@dps.mo.gov

Michelle Branson

Grant Program Supervisor

(573) 526-9014

Michelle.Branson@dps.mo.gov

Joni McCarter

Grant Program Manager

(573) 526-9020

Joni.McCarter@dps.mo.gov