FY 2022 State Homeland Security Program (SHSP)
Law Enforcement Terrorism Prevention Activities (LETPA)

COMPLIANCE WORKSHOP
NOVEMBER 3, 2022

Agenda

- Welcome
- Grant Requirements
- Environmental Historical Preservation
- Inventory
- WebGrants
- Monitoring

Grant Requirements

Federal Grant Requirements

Code of Federal Regulations 2 CFR Part 200 the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

- Regulations provide the foundational requirements for federal financial assistance

Subrecipients are required to comply with the programmatic requirements of The U.S. Department of Homeland Security (DHS), Notice of Funding Opportunity (NOFO), Fiscal Year 2022 Homeland Security Grant Program (HSGP)

- Provides programmatic requirements specific to the State Homeland Security Program (SHSP)

Grant Programs Directorate (GPD) Information Bulletins (IBs)

- The IBs provide administrative instructions and guidelines critical to supporting the effectiveness and efficient delivery of the grant

Missouri Office of Homeland Security, Division of Grants (OHS) Administrative Guide and Information Bulletins (IB)

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 4: Policy on Food and/or Beverage Provided for Homeland Security Training/Exercise Sessions, Meetings, or Conferences
- Information Bulletin 5: Policy on Claim Request Requirements Including OHS Reimbursement Checklist
- Information Bulletin 6: Policy on Utilization of the Training Request Form for Approved and Non-Approved Training
- Information Bulletin 8: Policy on Budget Modifications, Scope of Work Changes, and Spending Plans

Emergency Operations Plan

All subrecipients that maintain an Emergency Operations Plan (EOP)

- Must update EOP once every two years
- Conform to guidelines outlined in Comprehensive Preparedness Guide (CPG) 101 v.2.0
- If an EOP is not currently in place, you do not have to create one, but if there is an EOP in place, it must be updated

National Cybersecurity Review (NCSR)

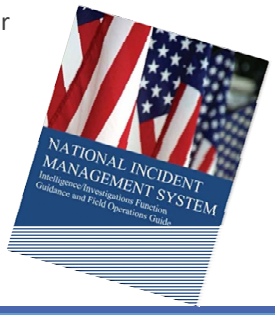
All recipients of FY 2022 SHSP LETPA funds are required to complete the NCSR

- Due December 31, 2022
- **Failure to complete the review will result in loss of funding**

National Incident Management System (NIMS)

All subrecipients must strive to be NIMS compliant and adhere to the prescribed mandates and principles.

NIMS is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations (NGO), and the private sector in working together seamlessly and managing incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life, loss of property, and harm to the environment.



Procurement Requirements

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 Policy Requirement

- Subrecipient must follow their agency's procurement policy unless the State of Missouri policy is more restrictive
- If the subrecipient does not have a procurement policy, they must follow the State of Missouri procurement policy
- State of Missouri Revised Statutes Chapter 34, State Purchasing and Printing
- Missouri Rules of Office of Administration Division 40 – Purchasing and Materials Management
- Cooperative Procurement Option

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

State of Missouri Procurement Guidelines

LESS THAN $10,000	$10,000 - $99,999	Greater than $100,000
Purchase with prudence on the open market	Must be competitively bid Informal method is acceptable Minimum of 3 bids/quote Ex. Telephone quote, online pricing, request for quotation	Formal solicitation required Advertised in at least two daily newspapers for general circulation at least 5 consecutive days before bids are to be opened May also advertise in at least 2 weekly minority newspapers & provide through an electronic medium available to general public Post a notice in a public area of your office Solicit by mail or other reasonable methods generally available to the public OHS must approve if less than 3 bids received

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

Single Feasible Source

- Use of a single feasible source procurement of $10,000.00 or more requires prior approval from the OHS
- Single feasible source form can be located on the DPS website in the Grant Applications and Forms section
- If purchase is made using a single feasible source without prior approval, OHS has the right to refuse reimbursement

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

Single Feasible Source

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

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

Who Are You Doing Business With?

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

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

Prior Approval

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

- Contracts – must contain Federal Contract Provisions located in 2 CFR 200 Appendix II Contract Provisions for Non-Federal Entity Contracts Under Federal Awards
- Single Feasible Source over $10,000
- Projects requiring an Environmental Planning and Historic Preservation (EHP)
- Training/Exercise Requests
- Generator purchases
- Items that require a federal waiver can be located in the IB's, examples of some of these items:
  - Boats
  - Unmanned Aerial Vehicles (drones/remote operated vehicles)
  - Explosives

Approval Requests must be submitted via WebGrants Correspondence for the associated project

Training Request Forms

Information Bulletin OHS-GT-2012-006-03

- If attending or hosting a training, a Training Request Form must be submitted to the OHS via WebGrants Correspondence 30 business days before the anticipated training date
- The approved Training Request Form must be submitted as supporting documentation with claims containing expenses for the training

Travel Expenses

Reimbursements for mileage and meal expenses cannot exceed the state of Missouri approved rates

- Approved mileage rates
  - Last updated 07/01/2022
  - Current approved rate is $0.55 per mile
- Approved meal per diem rates
  - Last updated 09/15/2022

Mileage/Meal rates do change – it is a good idea to review this information often

Reimbursements for lodging cannot exceed the approved GSA approved rates

- Exceptions do occur but you must verify it is acceptable with OHS

Audit Requirements

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

- Subrecipients who expend $750,000 or more of federal funds during their fiscal year are required to submit a single organization wide financial and compliance audit report (single audit) to the Federal Audit Clearinghouse within 9 months after the close of each fiscal year during the term of the award
  - Expended funds include all Federal funds, not just Homeland Security funds

Environmental Historic Preservation (EHP)

Projects Needing An EHP

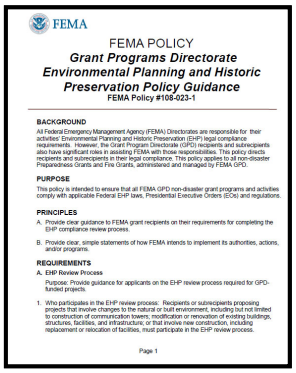
- Facility construction
- Modification/renovation of existing structures
- Physical security enhancements to buildings or structures
- Construction or modification of Communication towers
- All ground disturbances
- Training/exercises not a designated training facility (Ex. Water rescue training conducted on a river, lake, etc.)

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

NO RETROACTIVE APPROVALS

EHP Policy Guidance

FEMA Policy: Grant Programs Directorate EHP Policy Guide



FEMA

FEMA POLICY

Grant Programs Directorate Environmental Planning and Historic Preservation Policy Guidance

FEMA Policy #108-023-1

BACKGROUND

All Federal Emergency Management Agency (FEMA) Directorates are responsible for their activities' Environmental Planning and Historic Preservation (EHP) legal compliance requirements. However, the Grant Program Directorate (GPD) recipients and subrecipients also have significant roles in assisting FEMA with those responsibilities. This policy directs recipients and subrecipients in their legal compliance. This policy applies to all non-disaster Preparedness Grants and Fire Grants, administered and managed by FEMA GPD.

PURPOSE

This policy is intended to ensure that all FEMA GPD non-disaster grant programs and activities comply with applicable Federal EHP laws, Presidential Executive Orders (EOs) and regulations.

PRINCIPLES

A. Provide clear guidance to FEMA grant recipients on their requirements for completing the EHP compliance review process.

B. Provide clear, simple statements of how FEMA intends to implement its authorities, actions, and/or programs.

REQUIREMENTS

A. EHP Review Process

Purpose: Provide guidance for applicants on the EHP review process required for GPD-funded projects.

1. Who participates in the EHP review process: Recipients or subrecipients proposing projects that involve changes to the natural or built environment, including but not limited to construction of communication towers; modification or renovation of existing buildings, structures, facilities, and infrastructure; or that involve new construction, including replacement or relocation of facilities, must participate in the EHP review process.

Page 1

EHP Timeframe

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

EHP Please Note!

Purpose of EHP review is to ensure compliance – **NOT** to deny or approve projects

Costs of environmental review (e.g.: archeological surveys, reports, etc.) are the responsibility of and paid by the grant subrecipient

EHP Packet

The EHP form can be located on the DPS or FEMA website:

https://www.fema.gov/sites/default/files/documents/fema_ehp-screening_form_ff-207-fy-21-100_5-26-2021.pdf

Make sure the EHP Form includes:

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

EHP Project Description Example

Bad

- Install cameras in courthouse

Good

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

EHP Supporting Photographs

Required: site photographs, maps and drawings

Labeled, color aerial photograph of the project site

Labeled, color, ground-level photographs of the project site

Labeled, color photograph of each location where equipment would be attached to a building or structure (Interior and exterior)

Label all photographs with the name of facility, location (city/county, state) and physical location (physical address or latitude-longitude)

Identify ground disturbance including Length x Width x Depth

- Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities
- Include details of any fill materials involved in ground disturbance

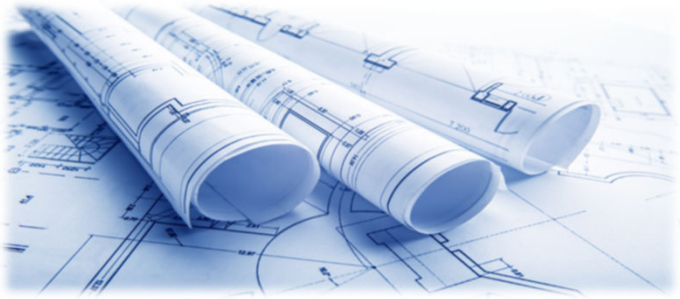
EHP Supporting Photographs

If Available:

Labeled, ground-level, color photographs of the structure from each exterior side of the building/structure

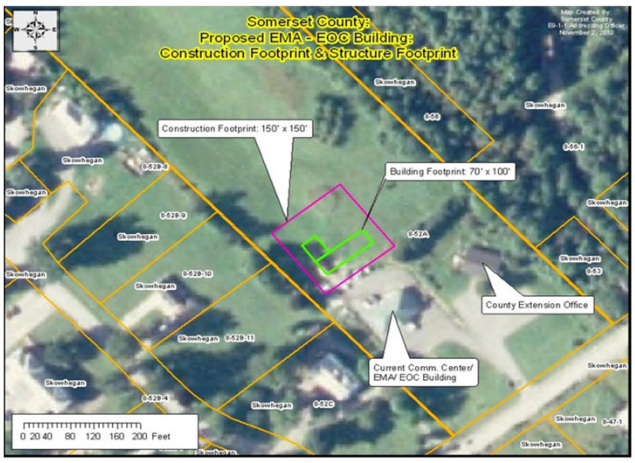
- Required if building/facility is more than 45 years old

Technical drawings or site plans



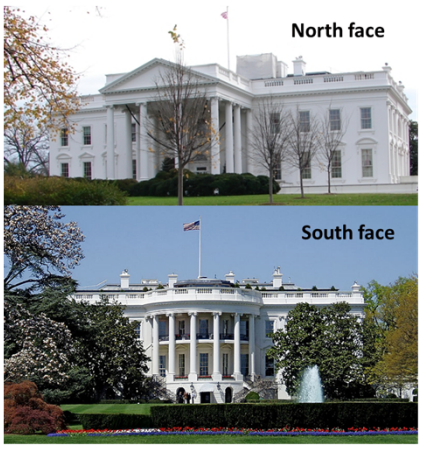
EHP Photographs Examples

Aerial Photo



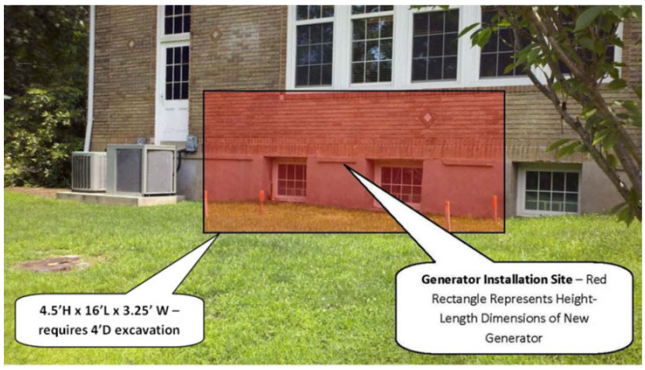
EHP Photographs Examples

Clear and complete ground level photos with captions



EHP Photographs Examples

Captioned Installation Mockup Photos



EHP Photographs Examples

Interior equipment photographs. The example in Figure 6 shows the use of graphic symbols to represent security features planned for a building. The same symbols are used in the other pictures where the same equipment would be installed at other locations in/on the building. This example includes the name of the facility and its physical address.

EHP Submission

The EHP packet must be completed and submitted early!!

Projects started before clearance is issued will NOT be reimbursed!

- If the project scope changes, another EHP form must be approved prior to work beginning
- EHP must include each building/area that will be touched
- Submit forms via Correspondence Component in WebGrants
- Questions: Debbie Musselman, (573) 751-5997

Inventory

Equipment

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

Equipment Tagging

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

All tags must state:

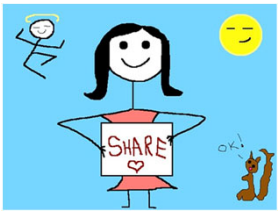
Purchased with U.S. Department of Homeland Security Funds

*Tags are available upon request. Contact Kelsey Saunders at Kelsey.Saunders@dps.mo.gov

Equipment Use

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



Equipment Use

When no longer needed, the equipment may be used in other activities supported by the Federal awarding agency, in the following priority:

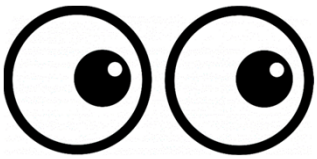
- Activities from the Federal awarding agency, which funded the original project
- Activities under Federal awards from other Federal awarding agencies

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

Inventory Management

Subrecipients MUST:

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



Inventory Management

Equipment must be protected against loss, damage and theft

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

Inventory Management

Equipment property records 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 Form Examples

- All required fields must be completed
- One piece of equipment per line

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 Management

New inventory will be added to OHS inventory at the time claims are approved

Physical Inventory MUST be taken and results reconciled once every two years

Next inventory due to OHS is on October 1, 2024

Equipment Disposition

When original or replacement equipment acquired with Homeland Security (HS) funds is no longer needed for the original project or program, the equipment may be retained, sold, or disposed of, 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 biannual physical inventory

Equipment Disposition

Subrecipients must request approval from the OHS prior to disposing of equipment. Procedures in the OHS Administrative Guide for Homeland Security Grants must be followed to request equipment disposition approval. Email the Equipment Disposition Forms to Kelsey Saunders at Kelsey.Saunders@dps.mo.gov

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

Equipment Disposition

Equipment with a per item fair market value of less than $5,000 may be retained, sold, or disposed of, 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

Equipment Disposition

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

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

Deployable Assets

Homeland security funding should support deployable assets that can be used locally, regionally, across the State of Missouri, or the Nation, through automatic assistance and mutual aid agreements

All assets supported in part or entirely with homeland security grant funding, MUST be readily deployable and NIMS kind and typed when possible. While it may not be physically deployable, GIS and interoperable communications systems are considered deployable assets

Resource Typing

Resource Typing: Assigning a standardized typing designation to each resource ensures responders get the right personnel and equipment. To meet the Tier I criteria for national resource typing definitions, the resource must already exist as a defined, deployable interstate response resource

Kind: Describes what the resource is (e.g., Medic, Firefighter, helicopter, bulldozer)

Type: Describes the size, capability, and staffing qualifications of a specific kind of resource

Website: Resource Typing Library Tool

Type I Resources

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

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

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

Allow for command and control utilization under NIMS ICS

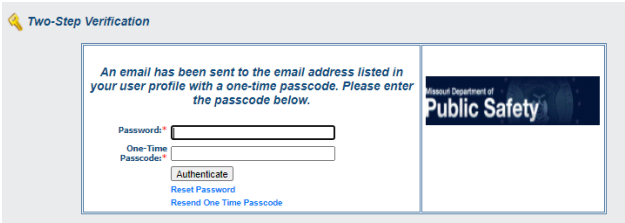
Be sufficiently interoperable or compatible to allow for deployment through a defined system for resource ordering as authorized under interstate mutual aid and assistance agreements

WebGrants System

WebGrants System

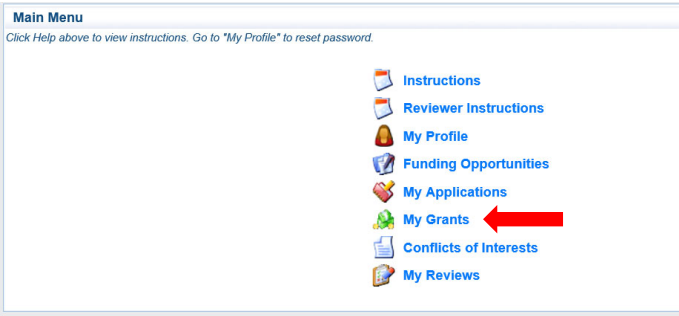
- Login to the WebGrants using the same User ID and Password used when submitting the application

- Two-factor authentication



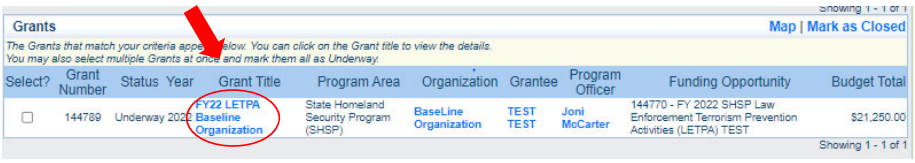
WebGrants System

- Main Menu
- Select My Grants



WebGrants System

- Select project titled “FY 2022 SHSP LETPA”



Grants

Map | Mark as Closed

The Grants that match your criteria appear below. You can click on the Grant title to view the details.
You may also select multiple Grants at once and mark them all as Underway.

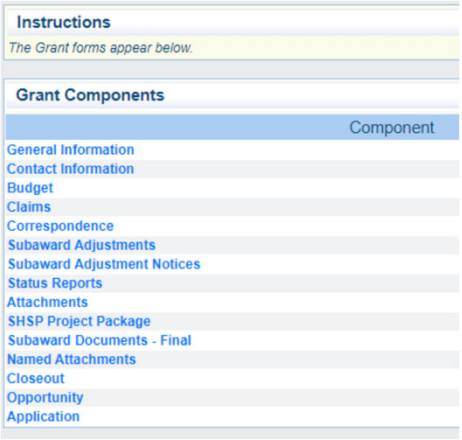
Select?	Grant Number	Status	Year	Grant Title	Program Area	Organization	Grantee	Program Officer	Funding Opportunity	Budget Total
☐	144789	Underway	2022	FY22 LETPA Baseline Organization	State Homeland Security Program (SHSP)	BaseLine Organization	TEST TEST	Joni McCarter	144770 - FY 2022 SHSP Law Enforcement Terrorism Prevention Activities (LETPA) TEST	$21,250.00

Showing 1 - 1 of 1

WebGrants System

Once you open the project, you will see a list of components to choose from

- Click on the component you wish to access



Instructions

The Grant forms appear below.

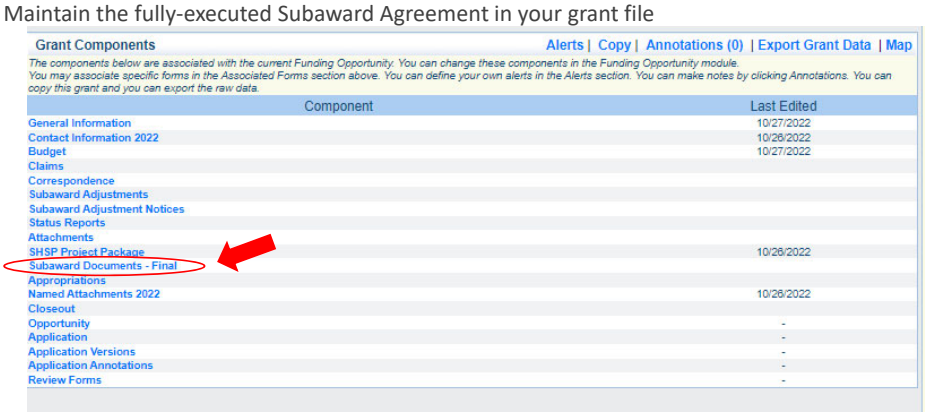
Grant Components

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

Subaward Agreement

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

- Maintain the fully-executed Subaward Agreement in your grant file



Grant Components

Alerts | Copy | Annotations (0) | Export Grant Data | Map

The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.

Component	Last Edited
General Information	10/27/2022
Contact Information 2022	10/26/2022
Budget	10/27/2022
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
SHSP Project Package	10/26/2022
Subaward Documents - Final	
Appropriations	
Named Attachments 2022	10/26/2022
Closeout	
Opportunity	-
Application	-
Application Versions	-
Application Annotations	-
Review Forms	-

Budget

The approved budget is located in the 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)

Instructions

The Grant forms appear below.

Grant Components

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

Budget

Equipment Add

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

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

Equipment quotes may be uploaded in 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	06-CP-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

Budget

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.)	Supplies	1.0	$2,000.00	$2,000.00	Law Enforcement	Equipment	CBRNE Operational Search and Rescue Equipment
					$2,000.00			

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.

Expending Grant Funds

- Funds must be obligated within the project period of performance, expended, and submitted for reimbursement within 45 days following the project period of performance end date (October 15, 2024)
- Project Period: September 1, 2022 to August 31, 2024
- Funds are considered "obligated" when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period
- Funds are considered "expended" when payment is made

Reimbursement Requests (Claims)

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

- Must incur an allowable expense, make payment, and seek reimbursement within 6 months of the invoice date
- Supporting documentation must be submitted with each claim
  - Must be in one attachment and in the same order as the Expenditures Form on the reimbursement request in WebGrants
- In the Expenditure Form in WebGrants, a line must be completed for each individual expenditure
- Multiple invoices on one expenditure line will not be accepted. However, each item purchased on an invoice does not need to be listed separately unless the items are on a different line in the approved budget
- Incomplete claims could result in a delay of payment. It is the requesting agency's responsibility to complete the necessary changes

Reimbursement Requests (Claims)

- OHS grants are reimbursement grants - approved expenditures must be made within the grant period of performance
- Claims must be submitted through WebGrants to request reimbursement
- Supporting documentation must be submitted with each claim
  Supporting Documentation should be in one attachment in the same order as the Expenditure form
- Incomplete claims will result in a delay of payment; It is the requesting agency's responsibility to complete the necessary changes
- Reimbursements require proof of payment and proof of delivery

Reimbursement Requests (Claims)

Claims must be submitted and paid one at a time - **a new claim must not be submitted until the prior claim is in paid status (if an exception is needed, let the Grant Specialist know)**

- Incomplete claims will be negotiated for necessary corrections. Subrecipient must make the corrections and resubmit for approval and payment, prior to submitting the next claim.

In the Claim Expenditure Form, 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 different lines in the approved budget.

Reimbursement Requests (Claims)

Personnel/Benefits Supporting Documentation

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

Reimbursement Requests (Claims)

Travel/Training Supporting Documentation

- Claim in WebGrants
- Vendor Invoice
- Proof of Payment (copy of cancelled check, credit card statement, bank statement)
- Approved Training Request Form
  - A Training Request Form must be submitted to the OHS 30 business days before the anticipated training date
- Agenda/Announcement
- Proof of attendance (sign-in sheet/roster/certificate)

*Meals, mileage, and lodging cannot exceed the state of Missouri rates established by the Missouri Office of Administration.

Reimbursement Request (Claims)

Equipment Supporting Documentation
Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $1,000

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

Reimbursement Requests (Claims)

Supplies Supporting Documentation

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

Reimbursement Requests (Claims)

Contractual Services Supporting Documentation

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

Reimbursement Requests (Claims)

Advance Payment

- Information Bulletin 2: Policy on Advance Payment and Cash Advances discusses requirements for advance payment requests
- Advance payment is defined as funds given to a subrecipient in advance of the subrecipient incurring the debt. For example, if a subrecipient orders a piece of equipment and requests reimbursement prior to paying the vendor's invoice, receipt of funds would be considered an advance payment
- Will not provide advance payment to a subrecipient before costs have been incurred through an invoice from a vendor
  - Some situations, local cash flow makes payment for large equipment items difficult
  - OHS has agreed to accept requests for funds from subrecipients as soon as a vendor submits their invoice and the subrecipient has received goods or services
- $2,500 minimum for subrecipients requesting a reimbursement with an advance payment

Reimbursement Requests (Claims)

Advance Payment Supporting Documentation

- Claim in WebGrants
- Vendor Invoice
- Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items delivered)
- Completed Equipment Detail Form in WebGrants, if applicable

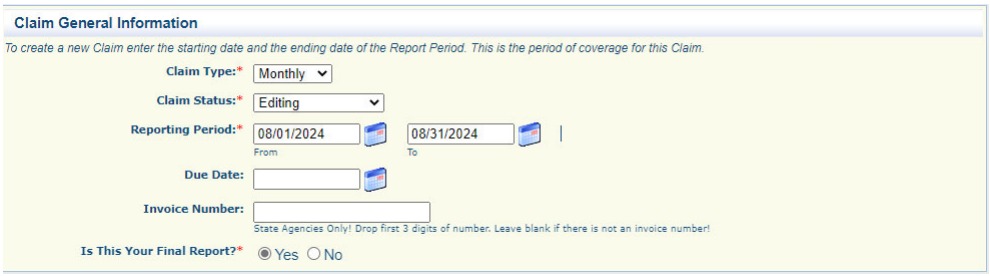
Required to submit proof of payment (i.e., copy of cancelled check, credit card statement, or bank statement) to the OHS within 30 days from receipt of payment

To request, will type "Advance Payment" in the Check/EFT Number and Check/EFT Date fields in the WebGrants claim

Final Reimbursement Request (Claim)

Due 45 days after grant period of performance end – October 15, 2024

Mark "Yes" for Final Report on claim General Information Form



Reimbursement Requests (Claims)

Submitting a claim in WebGrants

- Select “Claims” component in WebGrants

Grant Components Alerts | Copy | Annotations (0) | Export Grant Data | Map

The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.

Component	Last Edited
General Information	11/09/2021
Contact Information	11/09/2021
Budget	11/09/2021
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
SHSP Project Package	11/09/2021
Subaward Documents - Final	
Appropriations	
Named Attachments	11/09/2021
Closeout	
Opportunity	-
Application	-
Application Versions	-
Application Annotations	-
Review Forms	-

Reimbursement Requests (Claims)

- Select “Add”

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

Grant Tracking

Grant: 144789 - FY22 LETPA Baseline Organization - 2022

Status: Underway
Program Area: State Homeland Security Program (SHSP)
Grantee Organization: BaseLine Organization
Program Officer: Joni McCarter
Budget Total: $21,250.00

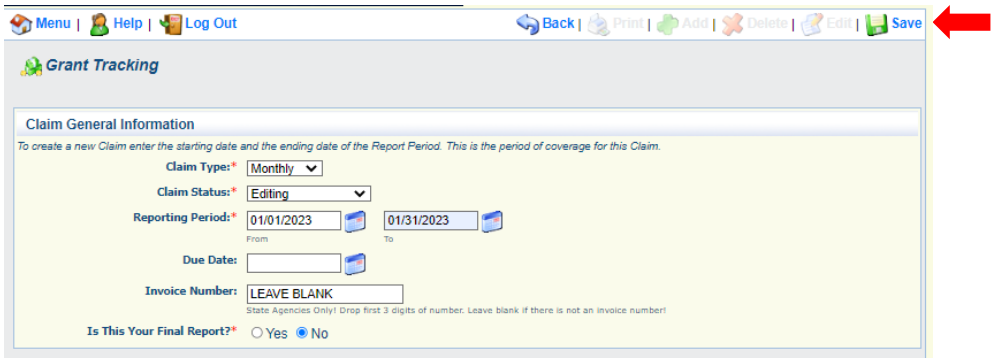
Claims Scheduler | Annotations(0) | Return to Components

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

Reimbursement Requests (Claims)

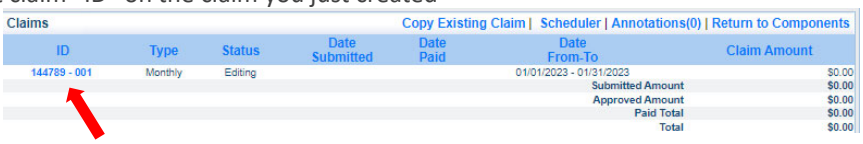
- Complete Claim General Information
  - Claim Type – Select “Other” in the drop-down
  - Reporting Period – Enter the date range for the expenses being requested
  - Invoice Number – Leave field blank
  - Is this your Final Report
    - ✓Select “Yes” if this is your last claim
    - ✓Select “No” if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

Reimbursement Requests (Claims)

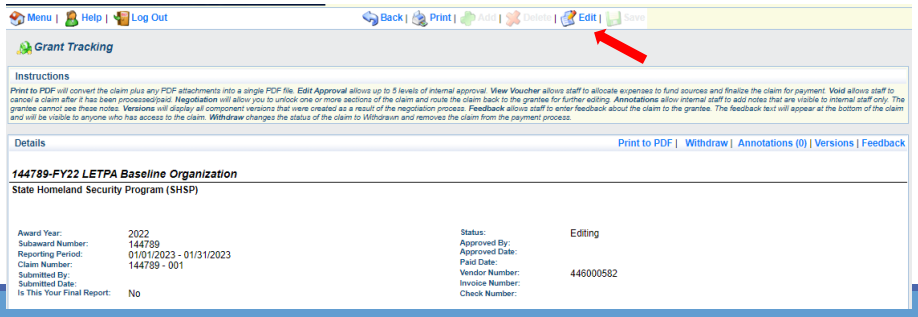


Reimbursement Requests (Claims)

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

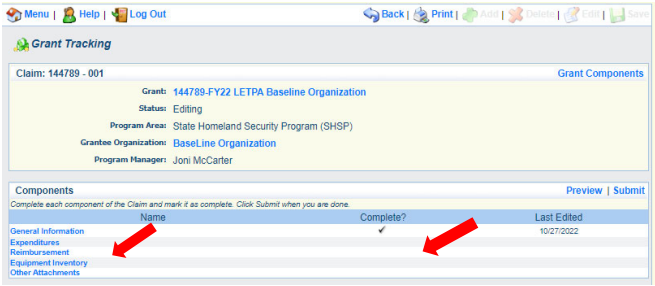


- Select "Edit"



Reimbursement Requests (Claims)

- Complete all Claim
  - Expenditures
  - Reimbursement
  - Equipment Inventory
  - Other Attachments
- All components must be marked "Complete" in order to submit the claim



Reimbursement Requests (Claims)

Expenditures Component

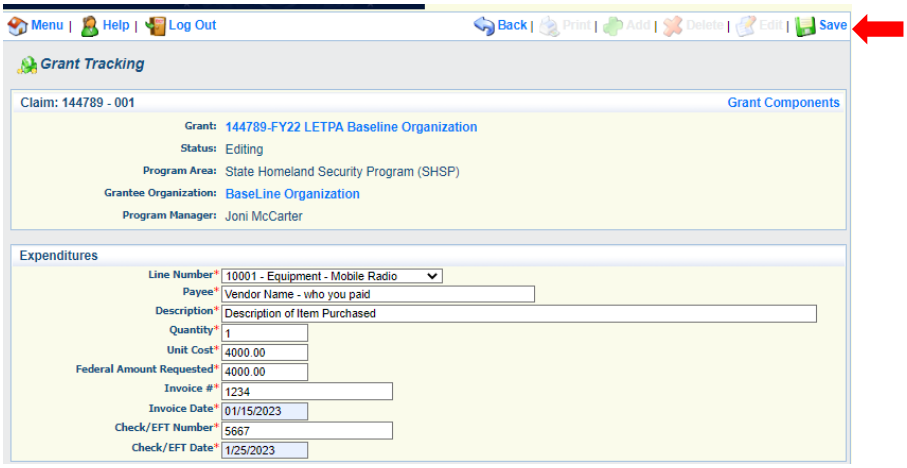
- Select “Add” for each expenditure to add a line to the Expenditures Form
- Complete each line of the Expenditures Form
- Select “Save” when complete

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

Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
						$0.00				

Last Edited By:

Reimbursement Request (Claims)



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

Grant Tracking

Claim: 144789 - 001 Grant Components

Grant: 144789-FY22 LETPA Baseline Organization
Status: Editing
Program Area: State Homeland Security Program (SHSP)
Grantee Organization: BaseLine Organization
Program Manager: Joni McCarter

Expenditures

Line Number*: 10001 - Equipment - Mobile Radio
Payee*: Vendor Name - who you paid
Description*: Description of Item Purchased
Quantity*: 1
Unit Cost*: 4000.00
Federal Amount Requested*: 4000.00
Invoice #*: 1234
Invoice Date*: 01/15/2023
Check/EFT Number*: 5667
Check/EFT Date*: 1/25/2023

Reimbursement Requests (Claims)

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

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

Description – enter a description of the item purchased

Quantity – enter the quantity of the item that was purchased

Unit Cost – Cost per item

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

Federal Amount Requested – Total amount of funds being requested

Invoice # - vendor's invoice number

Invoice Date – date on vendor's invoice

Check/EFT Number

- Check number used for payment to vendor **OR** EFT number for payment to vendor
- Advance Payment

Check/EFT Date

- Date of check used for payment to vendor **OR** Date of EFT for payment to vendor
- Advance Payment

Reimbursement Requests (Claims)

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

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

Line Number	Payee	Description	Quantity	Unit Cost	Expense Total	Federal Amount Requested	Invoice #	Invoice Date	Check/EFT Number	Check/EFT Date
10001	Vendor Name - who you paid	Description of Item Purchased	1.0	$4,000.00	**$4,000.00**	$4,000.00	1234	01/15/2023	5667	1/25/2023
						$4,000.00				

Reimbursement Requests (Claims)

Reimbursement section:

- Every budget line item from approved budget will show in this section whether you are entering any costs to it on this claim or not
- Items/amounts listed in expenditures should match reimbursement section
- Verify listings:
  - Budget Category: Budget category & budget line names under each
  - Details: Budget line item numbers
  - Subaward Budget: Amount on budget line
  - Expenses This Period: Expenditures requested on current claim
  - Prior Expenses: Total of previous claims expenses that were paid towards budget line
  - Total: Total of current and previous claims expenses
  - Available Balance: Total amount of funds remaining
    - ✓ Parenthesis indicate a negative budget line will result on the claim as entered
      - Will need to complete subaward adjustment to move funds to cover cost BEFORE claim is submitted

Reimbursement Requests (Claims)

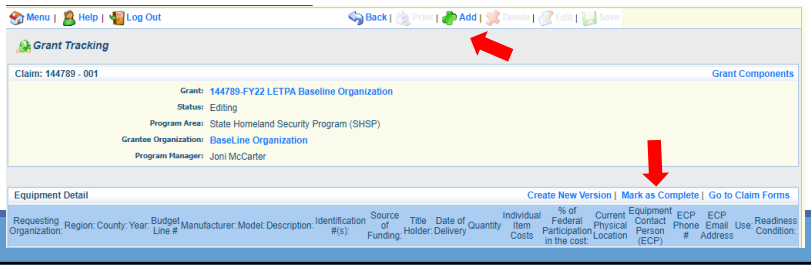
- Select the "Reimbursement" Claim Component
  - Verify the amounts entered on the Expenditures Form have been transferred to the Reimbursement Form correctly
- Select "Mark as Complete"

Reimbursement — Create New Version | Mark as Complete | Go to Claim Forms

Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)
Personnel						
Jim Cole	1001 (Line Item Code:)	$5,000.00	$0.00	$0.00	$0.00	$5,000.00
	Sub Total:	**$5,000.00**	**$0.00**	**$0.00**	**$0.00**	**$5,000.00**
Personnel Benefits						
IT Manager	2001 (Line Item Code:)	$1,250.00	$0.00	$0.00	$0.00	$1,250.00
	Sub Total:	**$1,250.00**	**$0.00**	**$0.00**	**$0.00**	**$1,250.00**
Travel						
ABC Conference	9001 (Line Item Code:)	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
	Sub Total:	**$2,000.00**	**$0.00**	**$0.00**	**$0.00**	**$2,000.00**
Equipment						
Mobile Radio	10001 (Line Item Code:)	$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						
Supplies	11001 (Line Item Code:)	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
	Sub Total:	**$2,000.00**	**$0.00**	**$0.00**	**$0.00**	**$2,000.00**
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:	**$21,250.00**	**$4,000.00**	**$0.00**	**$4,000.00**	**$17,250.00**

Reimbursement Requests (Claims)

- Select “Equipment Inventory” Claim Component
- Select “Add” for each equipment item
- Each item needs to be entered on its own line
  - If you purchased two 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 Requests (Claims)

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

Requesting Organization – Subrecipient’s Organization

Region – Subrecipient’s Region (MSHP Troop Boundaries)

County – Subrecipient’s County

Year – Grant year the equipment was purchased (2022)

Budget Line # - Budget line number associated with the equipment

Manufacturer – Manufacturer of the equipment

Model – Model number of the equipment

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

Identification # - Unique identification numbers such as a serial number (N/A if there is not a unique identification number)

Source of Funding – Federal Funding utilized (SHSP LETPA)

Title Holder – Subrecipient Organization who owns the equipment

Reimbursement Requests (Claims)

Date of Delivery – Date equipment was delivered

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

Individual Item Costs – Cost of individual equipment item

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

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

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

ECP Phone # - Phone number for equipment contact person

ECP Email Address – Email address for equipment contact person

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

Readiness Condition

- Mission capable – material condition of equipment indicating it can perform at least one and potentially all of its designated missions
- Not mission capable – material condition indicating that equipment is not capable of performing any of its designated mission

Reimbursement Requests (Claims)

- Verify Equipment Detail is correct and select "Mark as Complete"

Equipment Detail — Create New Version | Mark as Complete | Go to Claim Forms

Requesting Organization:	Region:	County:	Year:	Budget Line #	Manufacturer:	Model:	Description:	Identification #(s):	Source of Funding:	Title Holder:	Date of Delivery	Quantity	Individual Item Costs	% of Federal Participation in the cost:	Current Physical Location	Equipment Contact Person (ECP)	ECP Phone #	ECP Email Address	Use:	Readiness Condition:
Baseline Organization	F	Cole	2022	10001	ABC Company	VP900	Mobile Radio	12345	SHSP-LETPA	Baseline Organization	01/13/2023	1	$4,000.00	100.0%	1101 Riverside Dr. Jefferson City, MO 65101	Debbie Musselman	573-751-5997	debbie.musselman@dps.mo.gov	Statewide	Mission capable

Reimbursement Requests (Claims)

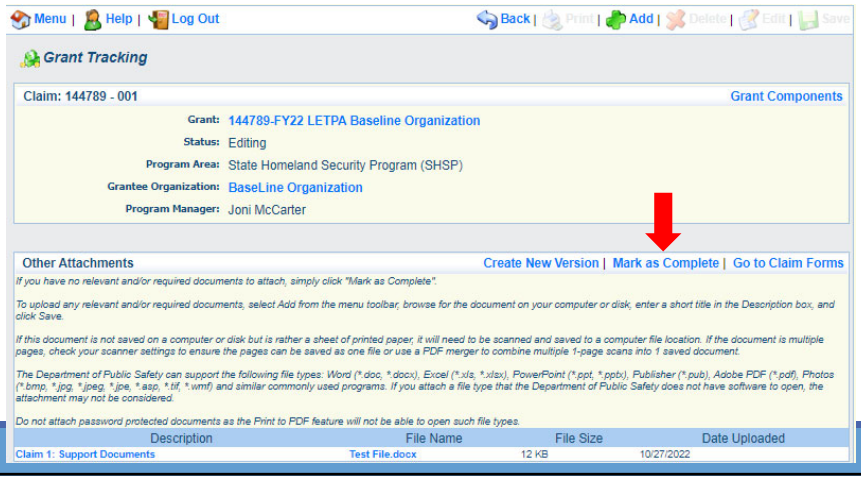
- Select “Other Attachments” Claim Component
- Select “Add” to attach supporting documentation to claim

Reimbursement Request (Claims)

- Select “Choose File” to locate supporting documentation on your computer
- Enter a description of the attachment
- Select “Save”

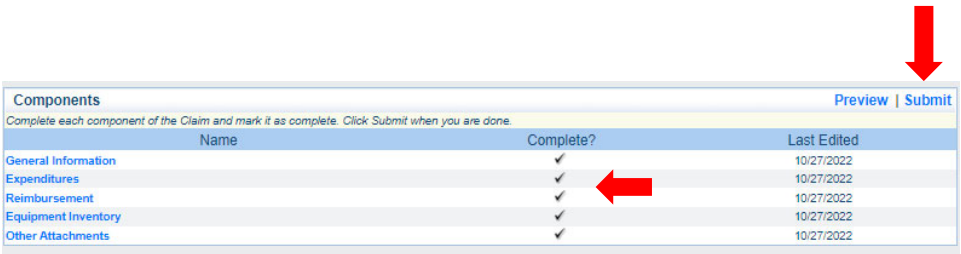
Reimbursement Requests (Claims)

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



Reimbursement Requests (Claims)

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



Common Claim Mistakes

Entering more than one invoice per expenditure line

- Each invoice should be entered as its own expenditure line

Submitting a claim with insufficient funds on budget lines

- The budget and available funds should be reviewed at the time of procurement to ensure there are available funds and there are no other necessary changes requiring completion of a subaward adjustment (i.e., quantity change)

More than one piece of equipment listed per line in the Equipment Detail component of the claim

- Only one piece of equipment should be listed per line.
  - For example, a claim for 4 mobile radios should have 4 entries to the Equipment Detail component (one for each radio)

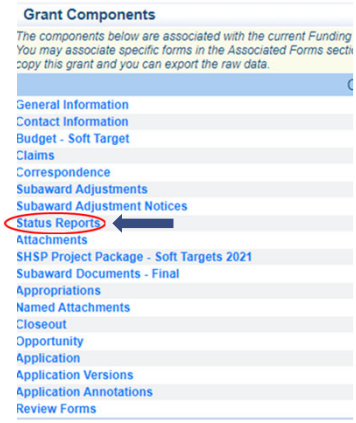
Missing proof of delivery

- Please be sure to review the IB OHS-GT-2012-005 – Policy on Claim Request Requirements including OHS Reimbursement Checklist before submitting claims to ensure all documentation has been provided

Status Reports

Status Report Due Dates

- January 10, 2023
  (September 1, 2022 – December 31, 2022)
- July 10, 2023
  (January 1, 2023 – June 30, 2023)
- January 10, 2024
  (July 1, 2023 – December 31, 2023)
- July 10, 2024
  (January 1, 2024 – June 30, 2024)
- October 15, 2024 – Final Report
  (July 1, 2024 – August 31, 2024)
  - Extensions would affect this final date and would be updated in the Status Report
- To submit Status Report, select "Status Report" component in WebGrants



Status Reports

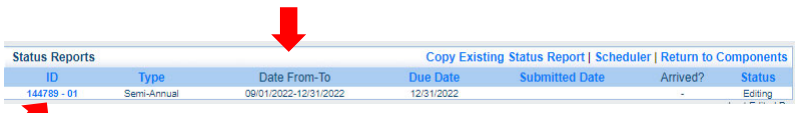
Milestones are used as a reporting mechanism in the Status Report

OHS provides the milestone description: do not change or add to these

- Milestone Progress
  - Enter the project name (FY22 LETPA Organization Name)
  - Enter the Estimated Date of Completion for all milestones
    - ✓ This should be a future date that allows for time to complete that milestone **OR**
    - ✓ The date the milestone was actually completed
  - Provide a brief narrative of the status of the current milestone
- Narrative Project Progress
  - What do you anticipate accomplishing over the next period?
  - Do you have any project accomplishments to highlight?
  - Are there any negative issues that should be noted?

Status Reports

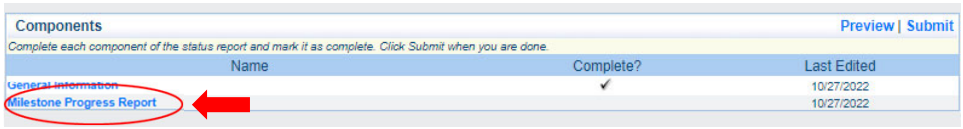
- Status Report with milestones has already been setup and is ready to update
- Select "ID" for Status Report that is due



- Select "Edit"

Status Reports

- Select “Milestone Progress Report”



Status Reports

- Select “Edit” at the top of the screen to edit the entire Status Report at once **OR**
- Select a Milestone to edit each milestone individually

Status Reports

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

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 Reports

- Complete the Milestone Progress section

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

Is this the final Status Report?* No

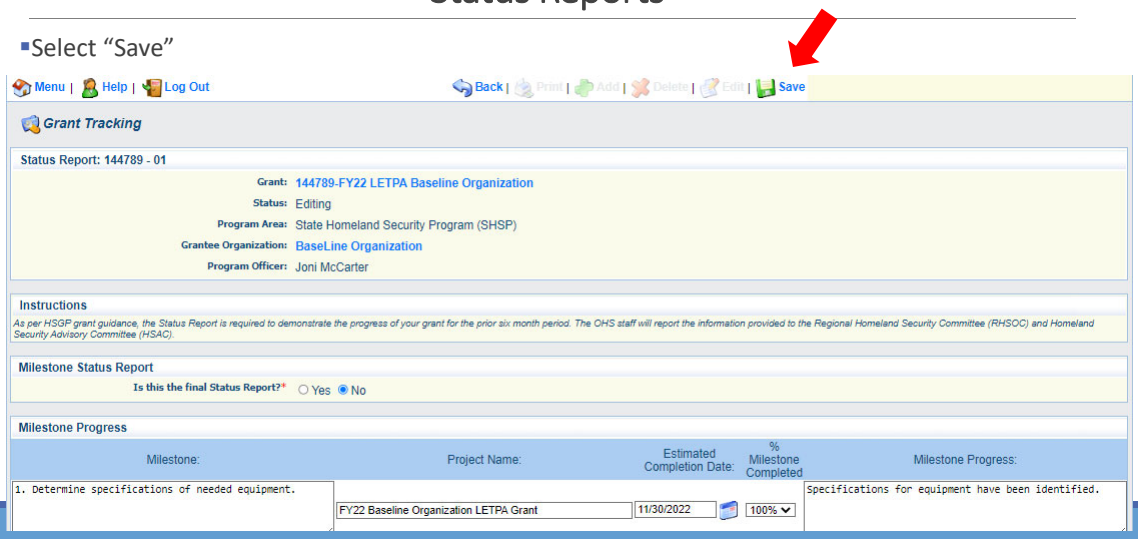
Milestone Progress Add

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications of needed equipment.	FY22 Baseline Organization LETPA Grant	11/30/2022	100%	Specifications for equipment have been identified.
2. Procurement completed: bidding, vendor selection, and ordering of equipment.	FY22 Baseline Organization LETPA Grant	01/20/2023	70%	The bidding process is complete and the vendor selected. Equipment will be ordered in the upcoming week.
3. Equipment received, installed, tested, and inventoried.	FY22 Baseline Organization LETPA Grant	02/17/2023	0%	
4. Vendor paid and receipt of proof of payment received.	FY22 Baseline Organization LETPA Grant	03/03/2023	0%	
5. WebGrants reimbursement completed with all necessary information.	FY22 Baseline Organization LETPA Grant	04/08/2023	0%	
6. Equipment training completed.	FY22 Baseline Organization LETPA Grant	06/16/2023	0%	
7. Project final report submitted and closed out.	FY22 Baseline Organization LETPA Grant	06/25/2023	0%	

Narrative Project Progress Add

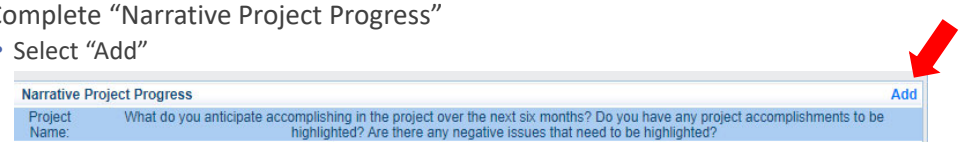
Status Reports

- Select "Save"

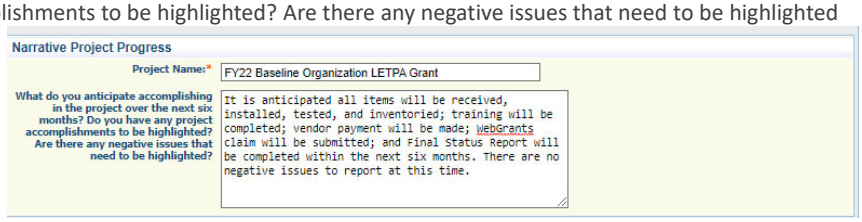


Status Reports

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

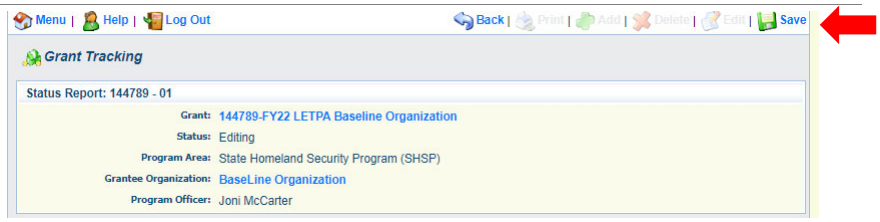


  - Add Project Name
  - What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted

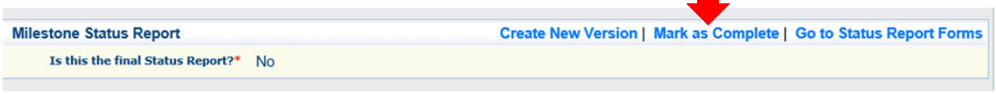


Status Reports

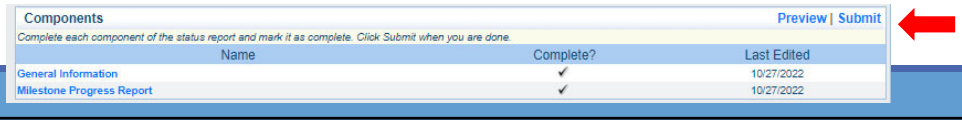
- Select "Save"



- Select "Mark as Complete"



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



Final Status Report

A final Status Report must be completed to close out a project

- All milestones need to be marked as final (updated completion date and marked as 100% completed)
- The milestone that states "Project Final Report submitted and closed out" should have the completion date of the day you submitted the report
- Narrative Project Progress should state the project is complete and describe how this project has fulfilled the investment justification and identify other initiatives which have been impacted by this project (Summary of project accomplishments and impact on capability)
  - Please include the de-obligation amount in the Narrative Project Progress
    - ✓ EX: Project Complete. $0.00 de-obligated. **or** Project Complete. $26.42 de-obligated.

Common Status Report Mistakes

- Estimated completion date that is in the past with a milestone that is not 100% complete
  - Estimated completion date should be updated with each status report, unless the milestone is complete
- Estimated completion date that is in the future with a milestone that is marked 100% complete
  - The estimated completion date should reflect the date the milestone is completed
- The Narrative Project Progress is not updated from the last status report
- REMEMBER: your progress report is for the report period listed on the Status Report

Status Report Type:	Semi-Annual
Report Period:	09/01/2022 12/31/2022 From To

Subaward Adjustments

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

- Budget Modifications
- Program Modifications

Subaward Adjustment

Budget Revision Subaward Adjustments are required for:

- Budget modifications
  - Updates to reflect budgeted vs. actual costs
- Scope of Work Changes
  - Adding a new project to the grant award
  - Adding new line items to the approved project budget
  - Changes in the quantity of an existing line item in the approved project budget
  - Changes to the specifications of an existing line item in the approved project budget
  - All scope of work changes must be requested at least 90 days prior to the end of the grant period of performance

Subaward Adjustments must be submitted through WebGrants and approved by the OHS prior to grant funds being obligated

Subaward Adjustment

Program Revision Subaward Adjustments include, but are not limited to:

- Project updates (change in training from one to another)
- Changes in Key Personnel (Project Director, Authorized Official, Executive Director, New Fiscal Staff)
- Change in Period of Performance (Extensions)
  - Period of Performance Extensions – extension is needed to finish project activities (purchasing of items/completion of training)
  - Closeout Extensions – extension is only needed to submit Final Claim/Status Report

If both a Program Revision and Budget Revision are needed within the same Subaward Adjustment, select Budget Revision as the Type

Subaward Adjustments

- Select "Subaward Adjustments" component in WebGrants

Grant Components — Alerts | Copy | Annotations (0) | Export Grant Data | Map

The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.

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

Subaward Adjustments

- Select "Add"

Subaward Adjustments — Return to Components | Add

ID	Type	Status	Submitted Date

Last Edited By:

- Complete General Information and select "Save"

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

Grant Tracking

General Information

Title: (limited to 250 characters)* Brief Title

Contract Amendment Type:* Budget Revision

Status:* Editing

Subaward Adjustments

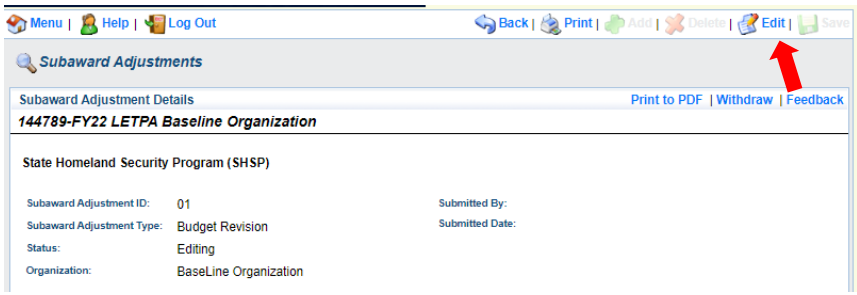
General Information

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

Subaward Adjustments

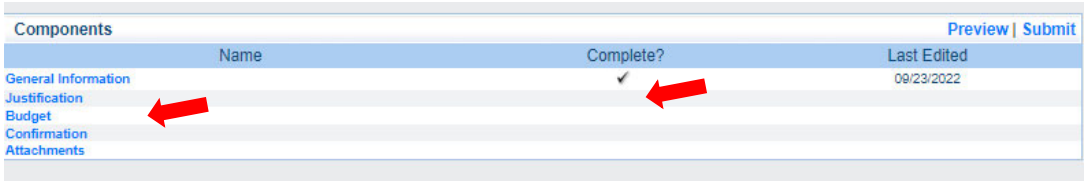
- Select the "ID" of the Subaward Adjustment you just created

- Select "Edit"



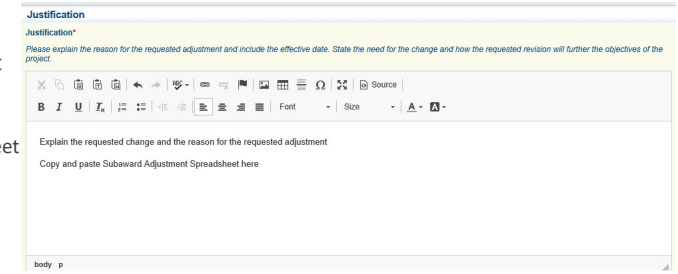
Subaward Adjustments

- Complete all Subaward Adjustment Components by selecting the Component
  - Justification
  - Budget
  - Confirmation
  - Attachments
- All components must be marked "Complete" in order to submit the Subaward Adjustment



Subaward Adjustments

- Justification Component
  - Explain the requested change and the reason for the requested adjustment
  - Complete Subaward Adjustment Spreadsheet with requested changes for budget modification
    - ✓ Copy and paste Subaward Adjustment Spreadsheet into text box
    - ✓ Will be sent at conclusion of training
    - ✓ Select "Save"



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

Subaward Adjustments

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

Justification Create New Version | Mark as Complete | Return to Components

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

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

Subaward Adjustment

Example of the budget section – the WHOLE budget is represented, not just the categories you are changing:

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	$12,614.99	$12,614.99
Personnel Benefits	$4,916.38	$4,916.38
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	$202.92	$72.92
Equipment	$0.00	$0.00
Supplies/Operations	$31.26	$161.26
Contractual	$0.00	$0.00
Renovation/Construction	$0.00	$0.00
Indirect Costs	$0.00	$0.00

Federal/State and Local Match Share

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

Row	Current Budget	Revised Amount
Total Federal/State Share	$17,765.55	$17,765.55
Total Local Match Share	$0.00	$0.00

Subaward Adjustment

Confirmation Form:

- This should be your Authorized Official's information:
  - Authorized Official Name
  - Title
  - Date

Do not complete anything in the **DPS Authorized Official/Designee Signature** section

Attachment Form:

- Add documentation separately and name accordingly
  - If budget revision: attach budget spreadsheet
  - If quotes are required: attach

- Mark each component complete as you finish it

Spending Plan

A spending plan, for each open project, must be submitted to the OHS 180 days prior to the end of the grant period of performance

- In February, OHS will send out an email with the spending plan template attached

Spending plan must outline the status of the project and any planned or known changes to the project budget

Changes identified in the Spending Plan must be submitted through a Subaward Adjustment by June 2, approximately 90 days, prior to the end of the grant period of performance

Scope of work changes must be submitted 90 days prior to the end of the grant period

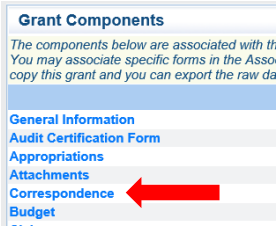
Spending plan will be submitted through the Correspondence Component in WebGrants

- You will receive the approved spending plan from OHS through WebGrants Correspondence

Correspondence

All approval requests must be submitted through the Correspondence Component in WebGrants

- Training/Exercise Requests
- Single Feasible Source (SFS) Requests
- Equipment Approvals (i.e. Generators)
- Contract Reviews
- Spending Plans
- EHP's
- Special Conditions Approvals

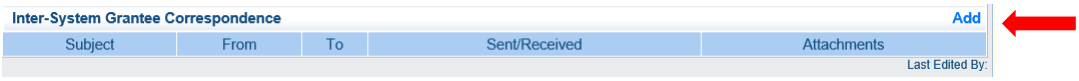


Approval for requests will be sent through this Correspondence component

Correspondence is best used for all communications with OHS – easier to track

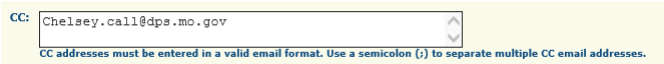
Correspondence

Select "Add" under Inter-System Grantee Correspondence



Correspondence Component works **similar to email**

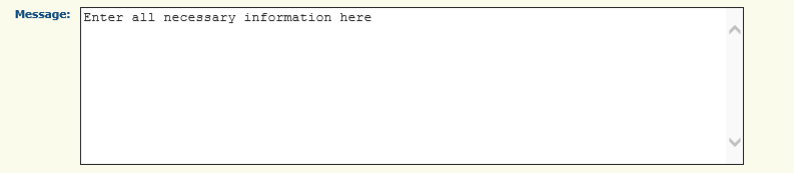
- **To: Select who you would like to send the** message to
  - You may select multiple people by using the Ctrl function on your keyboard
- CC: Additional people can be added to the message
  - Use a ";" between each email address added



Correspondence

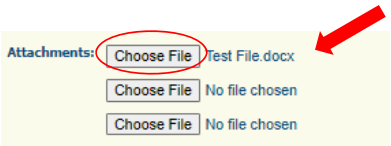
- Enter a “Subject” for the message

- Enter all necessary information in the “Message” section

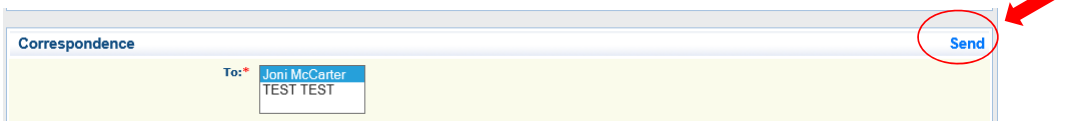


Correspondence

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



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



Correspondence

Your Grant Specialist will receive an email alert when you send correspondence through WebGrants

- Correspondence is the only WebGrants alert OHS receives

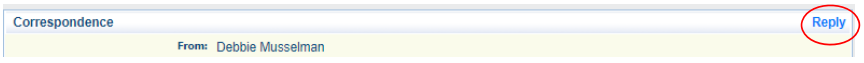
When you receive correspondence, it will be sent to your email from dpswebgrants@dpsgrants.dps.mo.gov

Use WebGrants to reply to Correspondence

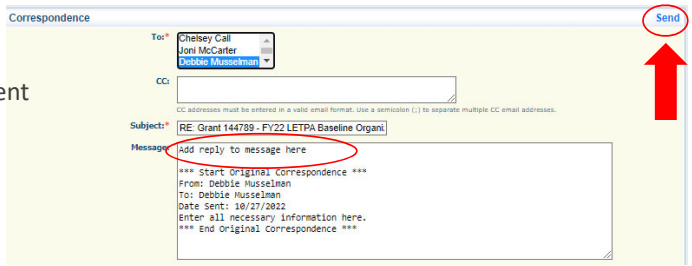
- *** DO NOT REPLY TO CORRESPONDENCE FROM YOUR EMAIL ***
- If you reply from your email it goes to a generic email box instead of to your Grant Specialist, this will cause a delay in response

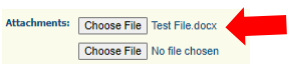
Correspondence

- Select "Reply"



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





Grant File

All grant records shall be retained by the subrecipient for:

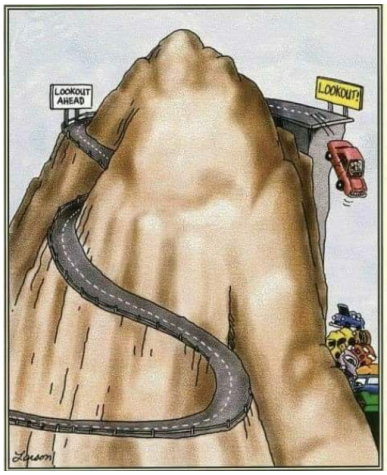
- At least 5 years from the end of the state fiscal year in which the grant closes or following notification by the awarding agency that the grant has been programmatically and fiscally closed or at least 5 years following the closure of the subrecipient's audit report covering the entire award period,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

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

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

Monitoring

- Why do we monitor?
  - 2 CFR 200.329 (a) states, "The non-Federal entity is responsible for oversight of the operations of the Federal award supported activities. The non-Federal entity must monitor its activities under Federal awards to assure compliance with applicable with applicable Federal requirements and performance expectations are being achieved."
- Key things to remember about monitoring:
  - Monitoring is **NOT** an audit
  - OHS is **NOT** out to catch you doing something wrong – we are there to **HELP** you to correct areas of noncompliance to prevent audit findings
  - Chance to provide technical assistance and answer questions



Types of Monitoring

Desk Monitoring

- Review that is completed by the OHS or pass-through entity's office

On-Site Monitoring

- Review that is conducted by the OHS or pass-through entity at the subrecipient's agency

What to Expect on Monitoring

- Scheduling
  - Agreed upon date between OHS and subrecipient
  - Given at least 30 days notice
- Topics covered
  - See Monitoring Information Bulletin
- Corrective actions
  - If observations are made, at least 30 days will be allowed to complete and submit necessary corrective actions

Important Dates

- Signed Awards Due – November 21, 2022
- Award & Compliance Workshop Acknowledgement – November 10, 2022
- Subaward Agreements Due – November 21, 2022
- Nationwide Cybersecurity Review (NCSR) Completed– December 31, 2022
- Required EHP's - January 31, 2023
- Status Reports - January 10th and July 10th
- Spending Plan - March 4, 2024
- Final Scope of Work Change Subaward Adjustment - June 2, 2024
- Period of Performance - September 1, 2022 – August 31, 2024
- Final Claim and Final Status Report – October 15, 2024

QUESTIONS?

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