

SFY 2023 Economic Distress Zone (EDZ) Grant

COMPLIANCE WORKSHOP



Grant Requirements



Economic Distress Zone (EDZ) Grant

The goal of the Economic Distress Zone (EDZ) Grant is to provide funding to organizations registered with the United States Internal Revenue Service (IRS) as a 501(c) (3) corporation who provide services to residents of the State of Missouri in areas of high incidents of crime and deteriorating infrastructure for the purpose of deterring criminal behavior.

Grant Requirements

- [SFY 2023 EDZ Notice of Funding Opportunity \(NOFO\)](#)
- [Administrative Guide for Homeland Security Grants](#)
- Information Bulletins
 - [Information Bulletin 1: Policy on Monitoring](#)
 - [Information Bulletin 2: Policy on Advance Payment and Cash Advances](#)
 - [Information Bulletin 5: Policy on Reimbursement Requests](#)
 - [Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments](#)
- [Missouri State Statutes](#)

Audit Requirements

An audit is required if recipients expend \$375,000 or more in state funds within the organization's fiscal year from any state source (including, but not limited to EDZ)

- If the recipient is required to have an audit:
 - The audit must be performed organization-wide by an independent firm
 - The audit must be conducted with reasonable frequency, usually annually, but no less than every two (2) years

If the recipient is not required to have an audit, the agency is still responsible for monitoring activities to provide reasonable assurance that the agency administers state awards in compliance with state requirements

This does not mean that the audit can include every other year!

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

[Section 285.530.1 RSMo – Employment of Unauthorized Aliens Prohibited](#)

- An agency will not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri

Grant Life Cycle

- Recipient submits an application
- Recipient receives an award letter and invitation to Compliance Workshop
- Recipient attends Compliance Workshop
- Recipient will receive the award documents via email
 - Award documents must be signed and each page of the Articles of Agreement initialed by the Authorized Official and sent to Department of Public Safety
 - Application will be negotiated via WebGrants to update budget to reflect partial awards and remove unallowable items
 - Once the signed documents are received and signed by the Director of Public Safety, and application budget corrections completed – the grant will be marked “Underway”

Grant Life Cycle

“Underway” Phase

- Recipient can now begin work on project: **REVIEW THE APPROVED BUDGET**
- Claims are to be submitted for Reimbursement or Advanced Payment
- Status Reports are submitted

Closeout

- Once all Claims and Status Reports have been submitted and approved the grant can be closed

Spending Grant Dollars

- 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 (June 15, 2023)
- Project Period: July 1, 2022 to April 30, 2023
- 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

Grant Reporting

- Status Reports **MUST** be completed
 - March 15, 2023: for July 1, 2022-February 28, 2023
 - June 15, 2023: for March 1, 2023-April 30, 2023

Procurement Requirements

- With any expenditure, the recipient 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
- If a recipient is uncertain as to whether a cost meets these requirements, please contact the OHS for clarification

Procurement Requirements

- Recipient must follow their agency's procurement policy unless the State of Missouri policy is more restrictive
- If the recipient 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 cooperative contract, procurement documents (quotes/bids) and invoice must reference cooperative contract number

Procurement Requirements

General Guidelines

- All procurement transactions, whether negotiated or competitively bid, and without regard to the dollar value, shall be conducted in a manner so as to provide maximum open and free competition
- All bids/quotes, and the rationale behind the selection of a source of supply, must be retained, attached to the purchase order copy, and placed in the accounting files

State of Missouri Procurement Guidelines

- **Items costing less than \$10,000 may be purchased with prudence on the open market**
- All purchases estimated to total between \$10,000 but less than \$100,000 to a single vendor, must be competitively bid, but need not be solicited by mail or advertisement. An informal method is acceptable, for example: request for quotation, telephone quotes, online pricing, etc.
- All purchases with an estimated total expenditure of \$100,000 or over to a single vendor shall:
 - Be advertised for bid in at least two daily newspapers for general circulation in such places as are most likely to reach prospective bidders (and may advertise in at least 2 weekly minority newspapers and may provide such information through an electronic medium available to the general public) at least 5 consecutive days before bids for such purchases are to be opened
 - Post a notice of the proposed purchase in a public area of the recipient'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

Procurement Requirements

State of Missouri Procurement Guidelines

Less than \$10,000	\$10,000 - \$99,999	Greater than \$100,000
<ul style="list-style-type: none"> • Purchase with prudence on the open market 	<ul style="list-style-type: none"> • Must be competitively bid • Informal method is acceptable • Minimum of 3 bids/quote • Ex. Telephone quote, online pricing, request for quotation 	<ul style="list-style-type: none"> • 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 to 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:

- 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

Who Are You Doing Business With?

Recipients are required to verify that vendors used for grant purchases are not on either the State Suspended/Debarred Vendors List

- [State of Missouri Office of Administration](#)

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



Equipment vs. Supplies

Equipment

- Tangible, non-expendable (non-consumable) personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit
- Equipment must be recorded and tracked in an Inventory control list and tagged to reflect its source of funding
- Equipment must be “tagged” with the source of funds used to purchase the item(s)

Supplies

- Items that do not fit into the “Equipment” category

Equipment Records/Inventory

Records shall include an inventory control list for non-expendable property

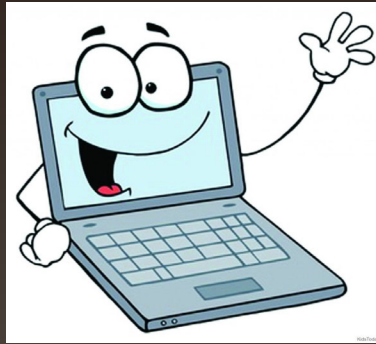
Property must be tagged by the recipient; the tag should identify the item's source of funds, where feasible.

- "Purchased with SFY 2023 EDZ Funds"

Equipment Disposition

- Recipients 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 recipient grant file
- Equipment Disposition Form found on the OHS website

WebGrants System



WebGrants

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

Log In

User ID:

[Forgot User ID?](#)

Two-factor authentication

Two-Step Verification

An email has been sent to the email address listed in your user profile with a one-time passcode. Please enter the passcode below.

Password:

One-Time Passcode:

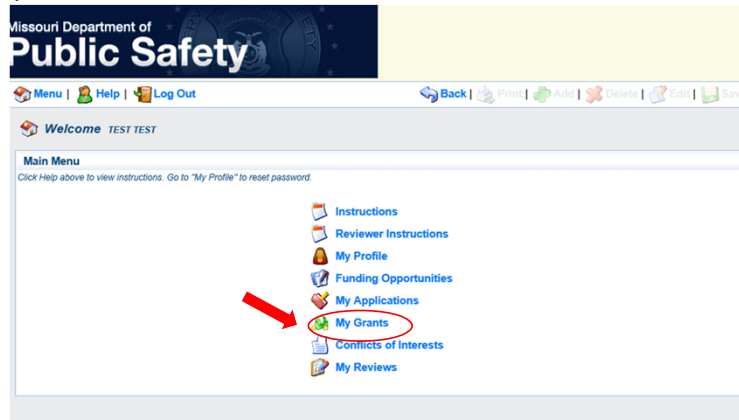
[Reset Password](#)

[Resend One Time Passcode](#)

Missouri Department of
Public Safety


WebGrants Continued

- Select "My Grants"



WebGrants

- Select your project titled SFY 2023 Economic Distress Zone (EDZ) Grant



Grant Number	Status Year	Grant Title	Program Area	Organization	Grantee	Program Officer	Funding Opportunity	Budget Total
143352	Awarded 2023	EDZ 2023 - Baseline Organization	Economic Distress Zone	BaseLine Organization	TEST TEST	Joni McCarter	143259 - SFY 2023 Economic Distress Zone Grant (EDZ) TEST	\$18,375.00

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	08/01/2022
Contact Information	08/01/2022
Budget	08/01/2022
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
EDZ Project Form	08/01/2022
Award Documents - Final	
Appropriations	
Named Attachments (EDZ)	08/01/2022
Closeout	
Opportunity	-
Application	-
Application Versions	-
Application Annotations	-
Review Forms	-

Award Documents

The fully-executed Award Agreement is located in Award Documents – Final Component

- Be sure you have the fully-executed Award Agreement in your grant file

Grant Components

[Alerts](#) | [Copy](#) | [Annotations \(0\)](#) | [Export Grant Data](#) | [Map](#)

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Application Annotations	-
Review Forms	-

Budget

Approved budget is located in Budget Component

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

Budget

Budget				
Negotiate Component Create New Version Return to Components Add				
To include lines in your budget, click "Add". If the project includes more than one budget line, repeat this step for each budget line.				
Line Item Code	Budget Line Category	Line Name	Description	Amount of Grant Funds Requested
1001 1. Personnel		Project Director Salary	Project Director Salary - 50 hours	\$2,500.00
1002 1. Personnel		Project Manager Salary	Project Manager Salary - 150 hours	\$3,750.00
2001 2. Personnel Benefits		Project Director Benefits	Project Director Benefits - 50%	\$1,250.00
2002 2. Personnel Benefits		Project Manager Benefits	Project Manager Benefits	\$1,875.00
9001 5. Travel/Training		Training Conference	Training Conference - Cleveland Ohio 10/2022	\$2,500.00
10001 6. Equipment		Gym Equipment	Meals/Lodging/Airfare	\$2,500.00
11001 7. Supplies/Operations		Gym Supplies	Basketball Goals (2)	\$1,000.00
12001 8. Contractual		Youth Course Instructor	Basketballs/Baseballs/Volleyballs	\$3,000.00
			Youth Course Instructors - Sports Courses	
Budget Justification Budget Justification* (For each budget line requested please provide a separate justification.) The justification for each line should include the following: 1. Justify why each requested budget line is necessary for the success of the proposed project.				



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)

Personnel/Benefits Supporting Documentation

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

Reimbursement Requests (Claims)

Travel/Training Supporting Documentation

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

*Meals, mileage, and lodging cannot exceed the state of Missouri rates established by the Missouri Office of Administration. Current rates can be found at [Missouri Office of Administration-State of Employees](#)

Reimbursement Requests (Claims)

Equipment Supporting Documentation

- Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the agency 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, signed receipt, or signed statement in writing indicating items delivered)

Reimbursement Requests (Claims)

Contractual Services Supporting Documentation

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

Reimbursement Requests (Claims)

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 recipient in advance of the recipient incurring the debt. For example, if a recipient 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 recipient 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 recipients as soon as a vendor submits their invoice and the recipient has received goods or services
- \$2,500 minimum for recipients requesting a reimbursement with an advance payment

Reimbursement Requests (Claims)

Advance Payment Supporting Documentation

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

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

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

Reimbursement Requests (Claims)

Submitting a claim in WebGrants

- Select “Claims” component in WebGrants

Grant Components [Alerts](#) | [Copy](#) | [Annotations \(0\)](#) | [Export Grant Data](#) | [Map](#)

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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: 143352 - EDZ 2023 - Baseline Organization - 2022

Status: Awarded

Program Area: Economic Distress Zone

Grantee Organization: [BaseLine Organization](#)

Program Officer: Joni McCarter

Budget Total: \$18,375.00

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

Reimbursement Requests (Claims)

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

Grant Tracking

Claim: 143352 - 001 [Grant Components](#)

Grant: 143352-EDZ 2023 - Baseline Organization
 Status: Editing
 Program Area: Economic Distress Zone
 Grantee Organization: BaseLine Organization
 Program Manager: Joni McCarter

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:

Claim Status:

Reporting Period:
From To

Due Date:

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

Is This Your Final Report? ☐ Yes ☒ No

Reimbursement Requests (Claims)

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

Claims				Copy Existing Claim Scheduler Annotations(0) Return to Components	
ID	Type	Status	Date Submitted	Date Paid	Claim Amount
143352 - 001	Other	Editing		11/01/2022 - 12/31/2022	\$0.00
					Submitted Amount
					Approved Amount
					Paid Total
					Total
					\$0.00

- Select "Edit"

Menu | Help | Log Out

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

Grant Tracking

Instructions
 Print to PDF will convert the claim plus any PDF attachments into a single PDF file. Edit Approval allows up to 5 levels of internal approval. View Voucher allows staff to allocate expenses to fund sources and finalize the claim for payment. Void allows staff to cancel a claim after it has been processed/paid. Negotiation will allow you to unlock one or more sections of the claim and route the claim back to the grantee for further editing. Annotations allow internal staff to add notes that are visible to internal staff only. The grantee cannot see these notes. Versions will display all component versions that were created as a result of the negotiation process. Feedback allows staff to enter feedback about the claim to the grantee. The feedback text will appear at the bottom of the claim and will be visible to anyone who has access to the claim. Withdraw changes the status of the claim to Withdrawn and removes the claim from the payment process.

[Print to PDF](#) | [Withdraw](#) | [Annotations \(0\)](#) | [Versions](#) | [Feedback](#)

Details

143352-EDZ 2023 - Baseline Organization
 Economic Distress Zone

Award Year:	2022	Status:	Editing
Subaward Number:	143352	Approved By:	
Reporting Period:	11/01/2022 - 12/31/2022	Approved Date:	
Claim Number:	143352 - 001	Paid Date:	
Submitted By:		Vendor Number:	446000582
Submitted Date:		Invoice Number:	
Is This Your Final Report:	No	Check Number:	

Reimbursement Requests (Claims)

- Complete all Claim Components by selecting the component

- Expenditures
- Reimbursement
- Equipment Inventory
- Other Attachments

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

Claim: 143352 - 001 [Grant Components](#)

Grant: 143352-EDZ 2023 - Baseline Organization
 Status: Editing
 Program Area: Economic Distress Zone
 Grantee Organization: BaseLine Organization
 Program Manager: Joni McCarter

Components [Preview](#) | [Submit](#)

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	10/18/2022
Expenditures		
Reimbursement		
Equipment Inventory		
Other Attachments		

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

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 Requests (Claims)

- Select "Save" when complete

Menu Help Log Out		Back Print Add Delete Edit Save
Grant Tracking		
Claim: 143352 - 001		Grant Components
Grant: 143352-EDZ 2023 - Baseline Organization Status: Editing Program Area: Economic Distress Zone Grantee Organization: BaseLine Organization Program Manager: Joni McCarter		
Expenditures		
Line Number*	1001 - Budget - 1 Personnel	
Payee*	ABC Organization	
Description*	Program Coordinator Salary January	
Quantity*	1	
Unit Cost*	400.00	
Federal Amount Requested*	400.00	
Invoice #*	001	
Invoice Date*	1/31/2023	
Check/EFT Number*	0001	
Check/EFT Date*	01/31/2023	

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 that you are seeking reimbursement for

Federal Amount Requested – Total amount of funds being requested

Invoice # - vendor's invoice number

Invoice Date – date on vendor's invoice

Check/EFT Number

- Check number used for payment to vendor **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
1001	ABC Organization	Program Coordinator Salary January	1.0	\$400.00	\$400.00	\$400.00	001	1/31/2023	0001	01/31/2023
						\$400.00				

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	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)
Budget					
1. Personnel	\$5,000.00	\$400.00	\$0.00	\$400.00	\$4,600.00
2. Personnel Benefits	\$1,500.00	\$120.00	\$0.00	\$120.00	\$1,380.00
7. Supplies/Operations	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Sub Total:	\$7,000.00	\$520.00	\$0.00	\$520.00	\$6,480.00
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:	\$7,000.00	\$520.00	\$0.00	\$520.00	\$6,480.00

Last Edited By:

Reimbursement Requests (Claims)

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

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

Grant Tracking

Claim: 143352 - 001 Grant Components

Grant: 143352-EDZ 2023 - Baseline Organization

Status: Editing

Program Area: Economic Distress Zone

Grantee Organization: BaseLine Organization

Program Manager: Joni McCarter

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	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	ECP Use	Readiness Condition
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Reimbursement Requests (Claims)

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

Requesting Organization – Recipient's Organization

Region – Recipient's Region

County – Recipient's County

Year – Grant year the equipment was purchased (**2023**)

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., Laptop, Printer)

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

Source of Funding – Source of funding utilized (**EDZ**)

Title Holder – Recipient 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

Reimbursement Requests (Claims)

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)

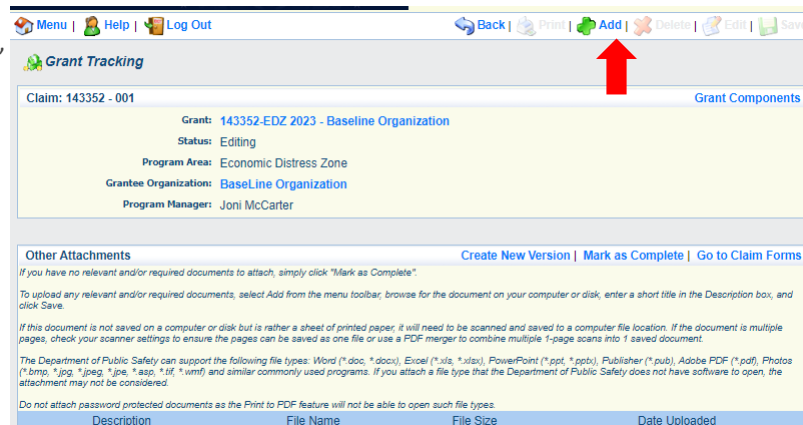
Verify Equipment Detail is correct and select “Mark as Complete”



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
ABC Organization	F	Cole	2023	10001	Dell	ABCD	Laptop	1234	EDZ	ABC Organization	01/15/2023	1	\$1,200.00	100.0%	1101 Riverside Dr. Jefferson City, MO 65101	Debbie Musselman	573-751-5667	debbie.musselman@dps.mo.gov	Local	Mission Capable

Reimbursement Requests (Claims)

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



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

Grant Tracking

Claim: 143352 - 001 Grant Components

Grant: 143352-EDZ 2023 - Baseline Organization
 Status: Editing
 Program Area: Economic Distress Zone
 Grantee Organization: BaseLine Organization
 Program Manager: Joni McCarter

Other Attachments Create New Version | Mark as Complete | Go to Claim Forms

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

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

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


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

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

Description	File Name	File Size	Date Uploaded
-------------	-----------	-----------	---------------

Reimbursement Requests (Claims)

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



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

Claim

Attach File

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

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

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

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

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

Upload File: **Choose File** Test File.docx

Description: Claim 1 Support Documentation

Reimbursement Requests (Claims)

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

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

Grant Tracking

Claim: 143352 - 001 Grant Components

Grant: 143352-EDZ 2023 - Baseline Organization
 Status: Editing
 Program Area: Economic Distress Zone
 Grantee Organization: BaseLine Organization
 Program Manager: Joni McCarter

Other Attachments Create New Version | Mark as Complete | Go to Claim Forms

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

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

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

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

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

Description	File Name	File Size	Date Uploaded
Claim 1 Support Documentation	Test File.docx	12 KB	10/18/2022

Reimbursement Requests (Claims)

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

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	✓	10/18/2022
Expenditures	✓	10/18/2022
Reimbursement	✓	10/18/2022
Equipment Inventory	✓	10/18/2022
Other Attachments	✓	10/18/2022

Subaward Adjustments

[Information Bulletin 8: Policy on Budget and Program Revisions – Subaward Adjustments](#) discusses Subaward Adjustments

- Budget Modifications – transfer among existing budget lines within the grant budget
 - Request for budget modification must be submitted through WebGrants as a Subaward Adjustment and **must** be approved by the OHS **prior** to the recipient obligating or expending the grant funds
- Program Modifications
 - Request for program modifications must be submitted through WebGrants as a Subaward Adjustment and must be approved by the OHS prior to the recipient obligating or expending the grant funds
 - Program modifications include:
 - ✓ Changes in recipient staff (Authorized Officials, Project Directors, or Fiscal Officers)
 - ✓ Address change or other information in the organization component of WebGrants



Subaward Adjustments

- Scope of Work Changes
 - Adding new line items to the approved budget
 - Changes in quantity of an existing line item in approved budget
 - Changes to specifications of existing line item (i.e., an equipment line item on the approved budget lists a 12'x 20' tent, in order to purchase a tent that is 10' x 10' instead of the listed equipment, prior approval is required)
- Request for scope changes must be submitted through WebGrants as a Subaward Adjustment and must be approved by the OHS prior to the recipient obligating or expending the grant funds

Subaward Adjustments

Submitting a Subaward Adjustment in WebGrants

- 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	08/01/2022
Contact Information	08/01/2022
Budget	08/01/2022
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
EDZ Project Form	08/01/2022
Award Documents - Final	
Appropriations	
Named Attachments (EDZ)	08/01/2022
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)*

Contract Amendment Type:

Status:

Subaward Adjustments

General Information

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

Subaward Adjustments

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

Subaward Adjustments				Return to Components Add
ID	Type	Status	Submitted Date	
143352 - 01	Budget Revision	Editing		

- Select “Edit”

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

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

[Subaward Adjustments](#)

[Print to PDF](#) | [Withdraw](#) | [Feedback](#)

Subaward Adjustment Details
143352-EDZ 2023 - Baseline Organization

Economic Distress Zone

Subaward Adjustment ID:	01	Submitted By:	
Subaward Adjustment Type:	Budget Revision	Submitted Date:	
Status:	Editing		
Organization:	BaseLine Organization		

Subaward Adjustment Approval

Subaward Adjustments

- Complete all Subaward Adjustment Components by selecting the Component
 - Justification
 - Budget
 - Confirmation
 - Attachments

All components must be marked “Complete” in order to submit the Subaward Adjustment

Components			Preview Submit
	Name	Complete?	Last Edited
General Information		<input checked="" type="checkbox"/>	10/18/2022
Justification		<input type="checkbox"/>	
Budget		<input type="checkbox"/>	
Confirmation		<input type="checkbox"/>	
Attachments		<input type="checkbox"/>	

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

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

Explain the requested change and the reason for the requested adjustment
 Copy and paste Subaward Adjustment Spreadsheet here

body p

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

Subaward Adjustments

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



Justification	Create New Version	Mark as Complete	Return to Components
<p>Justification*</p> <p>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.</p> <p>Explain the requested change and the reason for the requested adjustment</p> <p>Copy and paste Subaward Adjustment Spreadsheet here</p> <p style="text-align: right;">Last Edited By: Chelsey Call, 04/19/2021</p>			

Subaward Adjustments

- Select "Budget" for Budget Modifications
 - Adjust the budget to mirror the requested changes
 - Make sure to update the Total Federal/State Share amounts
 - Select "Save"

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



Budget		
The Current Budget column represents the total cost of the current subaward. Enter the total cost of each budget category as it is reflected in the current version of the Budget component. The sum of the Current Budget column should equal your current budget total.		
The Revised Amount column represents the requested, revised total cost of the budget as a result of the Subaward Adjustment. Therefore, enter the total cost of each budget category as it will be reflected in the revised version of the Budget component. The sum of the Revised Amount column should equal your revised budget total.		
Row	Current Budget	Revised Amount
Personnel	\$0.00	\$0.00
Personnel Benefits	\$0.00	\$0.00
Personnel Overtime	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00
PRN Time	\$0.00	\$0.00
PRN Benefits	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00
Equipment	\$5,000.00	\$4,800.00
Supplies/Operations	\$0.00	\$200.00
Contractual	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00
Federal/State and Local Match Share		
The Current Budget column represents the current subaward. Enter the total federal/state share and total local match share as it is reflected in the current version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Current Budget column above.		
The Revised Amount column represents the requested, revised total of the budget as a result of the Subaward Adjustment. Therefore, enter the total federal/state share and the total local match share as it will be reflected in the revised version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Revised Amount column above.		
Row	Current Budget	Revised Amount
Total Federal/State Share	\$5,000.00	\$5,000.00
Total Local Match Share	\$0.00	\$0.00

Subaward Adjustments

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

Budget [Create New Version](#) | [Mark as Complete](#) | [Return to Components](#)

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

Row	Current Budget	Revised Amount	Net Change
Personnel	\$0.00	\$0.00	\$0.00
Personnel Benefits	\$0.00	\$0.00	\$0.00
Personnel Overtime	\$0.00	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00	\$0.00
PRN Time	\$0.00	\$0.00	\$0.00
PRN Benefits	\$0.00	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00	\$0.00
Equipment	\$5,000.00	\$4,800.00	(\$200.00)
Supplies/Operations	\$0.00	\$200.00	\$200.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Totals	\$5,000.00	\$5,000.00	\$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	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$5,000.00	100.0%	\$5,000.00	100.0%	\$0.00
Total Local Match Share	\$0.00	0%	\$0.00	0%	\$0.00

Subaward Adjustments

- Select “Confirmation” form
 - Complete with Authorized Official's Name, Title, and Date
 - Select “Save”

[Menu](#) | [Help](#) | [Log Out](#) [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Subaward Adjustments

Subaward Adjustment: 01

Grant: 143352-EDZ 2023 - Baseline Organization
 Status: Editing
 Program Area: Economic Distress Zone
 Grantee Organization: BaseLine Organization
 Program Manager: Joni McCarter
 Submitted Date:

Confirmation

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

Authorized Official Name:
 Title:
 Date:

All terms and conditions of the original Subaward apply to this Subaward Adjustment Notice.

DPS Authorized Official/Designee Signature:
 Date:

Subaward Adjustments

- Select “Mark as Complete”



Confirmation		Create New Version Mark as Complete Return to Components
Your typed name as the applicant authorized official, in lieu of signature, represents your legally binding acceptance of the terms of this subaward adjustment and your statement of the veracity of the representations made in this subaward adjustment. You must include your title, full legal name, and the current date.		
Authorized Official Name:	Alex Jones	
Title:	Executive Director	
Date:	01/15/2023	
All terms and conditions of the original Subaward apply to this Subaward Adjustment Notice.		
DPS Authorized Official/Designee Signature:		
Date:		

Subaward Adjustments

- Select “Attachments” form

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

Menu Help Log Out		Back Print Add Delete Edit Save
Subaward Adjustments		
Subaward Adjustment: 01		
Grant:	143352-EDZ 2023 - Baseline Organization	
Status:	Editing	
Program Area:	Economic Distress Zone	
Grantee Organization:	BaseLine Organization	
Program Manager:	Joni McCarter	
Submitted Date:		
Attachments		Create New Version Mark as Complete Return to Components
If you have no relevant and/or required documents to attach, simply click "Mark as Complete".		
To upload any relevant and/or required documents, select Add from the menu toolbar, browse for the document on your computer or disk, enter a short title in the Description box, and click Save.		
If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use a PDF merger to combine multiple 1-page scans into 1 saved document.		
The Department of Public Safety can support the following file types: Word (*.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.png, *.gif, *.wmf) and similar commonly used programs. If you attach a file type that the Department of Public Safety does not have software to open, the attachment may not be considered.		
Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.		
Description	File Name	File Size



Subaward Adjustments

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



Subaward Adjustment

Attach File

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

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

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

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

Upload File: C:\Users\ccall\Desktop\Test File.docx

Description: Subaward Adjustment Spreadsheet

Subaward Adjustments

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



Components			Preview Submit
	Name	Complete?	Last Edited
General Information		✓	10/18/2022
Justification		✓	10/18/2022
Budget		✓	10/18/2022
Confirmation		✓	10/18/2022
Attachments		✓	10/18/2022

Status Report

Status Reports due:

03/15/2023

06/15/2023 (Final)

Reporting period:

- 03/15/2023 Status Report
07/01/2022 – 02/28/2023
- 06/15/2023 Final Status Report
03/01/2023 – 04/30/2023

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

Grant Components	
The components below are associated with the current Funding Opportunity. You can copy this grant and you can export the raw data.	
Component	
General Information	
Contact Information	
Budget	
Claims	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
EDZ Project Form	
Award Documents - Final	
Appropriations	
Named Attachments (EDZ)	
Closeout	
Opportunity	
Application	
Application Versions	
Application Annotations	
Review Forms	

Status Report

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

Status Reports		Copy Existing Status Report Scheduler Return to Components				
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
143352 - 01	Semi-Annual	07/01/2022-02/28/2023				Editing

- Select "Edit"

Menu | Help | Log Out

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

Grant Tracking

Instructions

Print to PDF will convert the Status Report plus any PDF attachments into a single PDF file. Edit Approval allows internal approval. Negotiation will allow you to unlock one or more sections of the Status Report and route the Status Report back to the grantee for further editing. Annotations allow internal staff to add notes that are visible to internal staff only. The grantee cannot see these notes. Versions will display all component versions that were created as a result of the negotiation process. Feedback allows staff to enter feedback about the Status Report to the grantee. The feedback text will appear at the bottom of the Status Report and will be visible to anyone who has access to the Status Report. Withdraw changes the status of the Status Report to Withdrawn and removes the Status Report from further processing.

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

143352-EDZ 2023 - Baseline Organization

Economic Distress Zone

Award Year: 2022 Status: Editing
 Subaward Number: 143352 Approved By:
 Status Report Number: 01 Approved Date:
 Submitted By:
 Submitted Date:
 Status Report Type: Semi-Annual
 Report Period: 07/01/2022 02/28/2023

Status Report

- Select "Milestone Status Report"

Components			Preview Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	10/18/2022	
Milestone Status Report			

Status Report

- Select "Edit" at the top of the screen to edit the entire Status Report at once

OR

- Select a milestone to edit each milestone one at a time

Grant Tracking				
Status Report: 143352 - 01 Grant: 143352-EDZ 2023 - Baseline Organization Status: Editing Program Area: Economic Distress Zone Grantee Organization: BaseLine Organization Program Officer: Joni McCarter				
Milestone Progress Create New Version Mark as Complete Go to Status Report Forms Add				
Milestone	Project Name	Estimated Completion Date	% Milestone Completed	Milestone Progress
1. Determine specifications for needed supplies	SPY2023 EDZ		0%	
2. Procurement completed: bidding, vendor selection, and ordering of supplies.	SPY2023 EDZ		0%	
3. Supplies received, installed, tested, and inventoried.	SPY2023 EDZ		0%	
4. Vendor paid and proof of payment received	SPY2023 EDZ		0%	
5. WebGrants reimbursement completed with all necessary documentation.	SPY2023 EDZ		0%	
6. Project Final Report submitted and closed out.	SPY2023 EDZ		0%	
Narrative Project Progress Add				
Project Name:	What do you anticipate accomplishing in the project over the next six months? Do you have any project accomplishments to be highlighted? Are there any negative issues that need to be highlighted?			

Status Report

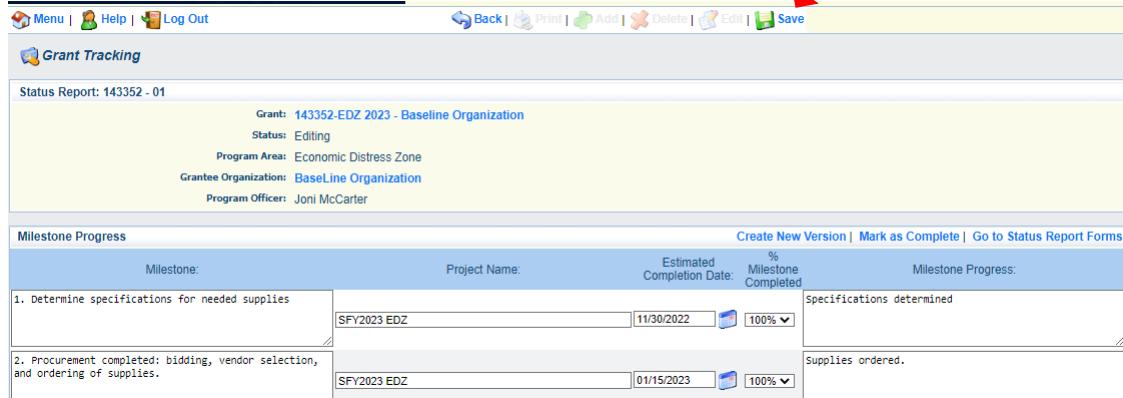
- Complete “Milestone Progress” section of Status Report
 - Project Name – Brief project name (i.e., SFY 2023 Baseline Organization EDZ)
 - Estimated Completion Date – Estimated completion date for milestone at time of status report
 - % Milestone Completed – Estimated % of milestone completed at time of status report
 - Milestone Progress – Enter pertinent notes on milestone (i.e., Specifications for mobile radio complete)

Status Report

Milestone Progress				Create New Version Mark as Complete Go to Status Report Forms
Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed supplies	SFY2023 EDZ	11/30/2022	100%	Specifications determined
2. Procurement completed: bidding, vendor selection, and ordering of supplies.	SFY2023 EDZ	01/15/2023	100%	Supplies ordered.
3. Supplies received, installed, tested, and inventoried.	SFY2023 EDZ	02/20/2023	100%	Supplies received.
4. Vendor paid and proof of payment received	SFY2023 EDZ	03/05/2023	0%	
5. WebGrants reimbursement completed with all necessary documentation.	SFY2023 EDZ	03/10/2023	0%	
6. Project Final Report submitted and closed out.	SFY2023 EDZ	04/30/2023	0%	

Status Report

■ Select "Save"



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

Grant Tracking

Status Report: 143352 - 01

Grant: 143352-EDZ 2023 - Baseline Organization
 Status: Editing
 Program Area: Economic Distress Zone
 Grantee Organization: BaseLine Organization
 Program Officer: Joni McCarter

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

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Determine specifications for needed supplies	SFY2023 EDZ	11/30/2022	100%	Specifications determined
2. Procurement completed: bidding, vendor selection, and ordering of supplies.	SFY2023 EDZ	01/15/2023	100%	Supplies ordered.

Status Report

■ Complete "Narrative Project Progress"

• Select "Add"

Narrative Project Progress Add

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

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

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

Status Report

Complete "Narrative Project Progress"

- Select "Add"

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

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

Narrative Project Progress	
Project Name:	SFY2023 EDZ
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?	It is anticipated the vendor will be paid, webGrants reimbursement completed, and Final Status Report will be submitted by next status report deadline.

Status Report

Select "Save"

Grant Tracking	
Status Report: 143352 - 01	
Grant:	143352-EDZ 2023 - Baseline Organization
Status:	Editing
Program Area:	Economic Distress Zone
Grantee Organization:	BaseLine Organization
Program Officer:	Joni McCarter

Select "Mark as Complete"

Milestone Status Report		Create New Version Mark as Complete Go to Status Report Forms
Is this the final Status Report?	No	

Select "Submit" to submit Status Report to the OHS

Components			Preview Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	10/18/2022	
Milestone Status Report	✓	10/18/2022	

Correspondence

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

- Select “Correspondence” component in WebGrants

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	08/01/2022
Contact Information	08/01/2022
Budget	08/01/2022
Classes	
Correspondence	
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
EDZ Project Form	08/01/2022
Award Documents - Final	
Appropriations	
Named Attachments (EDZ)	08/01/2022
Closeout	
Opportunity	-
Application	-
Application Versions	-
Application Annotations	-
Review Forms	-

Correspondence

- Select “Add” under Inter-System Grantee Correspondence

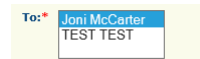
Inter-System Grantee Correspondence					Add
Subject	From	To	Sent/Received	Attachments	Last Edited By:

Correspondence Component works similar to email

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

CC:

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



Correspondence

- Enter a "Subject" for the message

Subject:

- Enter all necessary information in the "Message" section

Message:

Correspondence

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

Attachments: Test File.docx

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

Correspondence

To:

Correspondence

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

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

- To reply to a message, select the “Subject” section of the message you want to reply to

Inter-System Grantee Correspondence					Add
Subject	From	To	Sent/Received	Attachments	
Grant 143352 - EDZ 2023 - Baseline Organization: SFY2023 EDZ Contract Question	Debbie Musselman	Debbie Musselman	10/18/2022	Test File.docx	



Correspondence

- Select “Reply”
- Select who you want the reply to be sent to
- Add “Message” above the start of the original correspondence
- Add attachments, as applicable
- Select “Send”

Correspondence

From: Debbie Musselman

Correspondence

To: Chelsey Call, Joni McCarter, Debbie Musselman

CC:

Subject: RE: Grant 143352 - EDZ 2023 - Baseline Organiz...

Message: Add reply to message here.

*** Start Original Correspondence ***
 From: Debbie Musselman
 To: Debbie Musselman
 Date Sent: 10/18/2022
 Enter all necessary information here.
 *** End Original Correspondence ***

Attachments: Choose File Test File.docx
 Choose File No file chosen

Grant File

All grant records shall be retained by the recipient 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 recipient's audit report covering the entire award period, whichever is later

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

- | | |
|----------------------------------|------------------------------------|
| 1. Copy of grant application(s) | 7. Monitoring Reports |
| 2. Award | 8. Relevant Grant Correspondence |
| 3. Approved Claims | 9. Procurement Documents |
| 4. Approved Subaward Adjustments | 10. Disposition of Equipment Forms |
| 5. Approved Status Reports | 11. Equipment Inventory |
| 6. Final Status Report | |

Grant Closeout

- Grant Period of Performance ends 04/30/2023
- Final Claims and Final Status Report are due 45 days after the end of the period of performance (06/15/2023)
- Final Claim – Select “Yes” in “General Information” on the question “Is this your Final Report”
- Final Status Report
 - In the “Narrative Project Progress” section indicate that the project is complete and this submission is the Final Status Report.
 - Include amount of de-obligated funds, if applicable, in the Narrative Project Progress section

Monitoring

[Information Bulletin 1: Policy on Monitoring](#) discusses monitoring

Types of Monitoring

- Desk – Review completed by the OHS at the OHS' office
- On-Site – Review conducted by the OHS at the recipient's agency



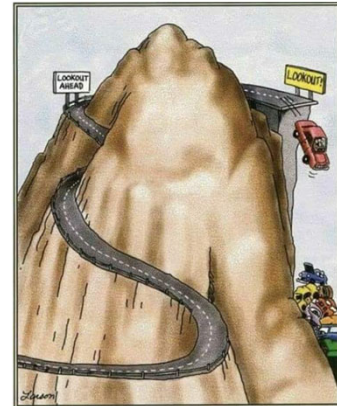
Monitoring

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



Monitoring

- Monitoring is NOT an audit
- OHS is NOT out to catch you doing something wrong – we are there to HELP correct areas of noncompliance to prevent audit findings
- Chance to provide technical assistance and answer questions



Important Dates

Grant Period of Performance Begin – July 1, 2022

Compliance Workshop Acknowledgement Due – November 16, 2022

Signed Subaward Agreement Due – November 28, 2022

Status Report Due – March 15, 2023

Grant Period of Performance End – April 30, 2023

Final Claim and Final Status Report – June 15, 2023

Questions



OHS Contacts

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