FY 2023 STATE HOMELAND SECURITY PROGRAM (SHSP)
PROTECTION OF SOFT TARGETS/ CROWDED PLACES (PSTCP)

COMPLIANCE WORKSHOP

DECEMBER 7, 2023

The Missouri Department of Public Safety is an equal opportunity employer and agency. Those with limited English proficiency or who need auxiliary aids or other services, can contact dpsinfo@dps.mo.gov. For Relay Missouri, please dial 711. For TTY/TDD, please dial.800-735-2966.

AGENDA

- Grant Requirements

- Environmental Historical Preservation (EHP)

- Inventory

- WebGrants

  - Subaward Agreement

  - Budget

  - Reimbursement Request (Claims)

  - Subaward Adjustment

  - Status Report

  - Correspondence

- Grant File

- Grant Closeout

- Monitoring

SHSP PROTECTION OF SOFT TARGETS/CROWDED PLACES (PSTCP) GRANT

- The objective of the FY 2023 SHSP PSTCP grant is to assist state and local efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to, acts of terrorism in soft targets and crowded places through the use of mobile crowd control equipment

FEDERAL GRANT REQUIREMENTS

➤ Code of Federal Regulations 2 CFR Part 200 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 2023 Homeland Security Grant Program (HSGP)
Provides programmatic requirements specific to the State Homeland Security Program

➤ Grant Programs Directorate (GPD) Information Bulletins (IBs)
https://www.fema.gov/grants/preparedness/about/informational-bulletins

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

MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS)/OFFICE OF HOMELAND SECURITY (OHS): GRANT REQUIREMENTS

- FY 2023 SHSP PSTCP Grant 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

EMERGENCY OPERATIONS PLAN (EOP)

- All subrecipients that maintain an EOP

  - Must update EOP once every two years

  - Conform to guidelines outlined in Comprehensive Preparedness Guide (CPG) 101 v2

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.
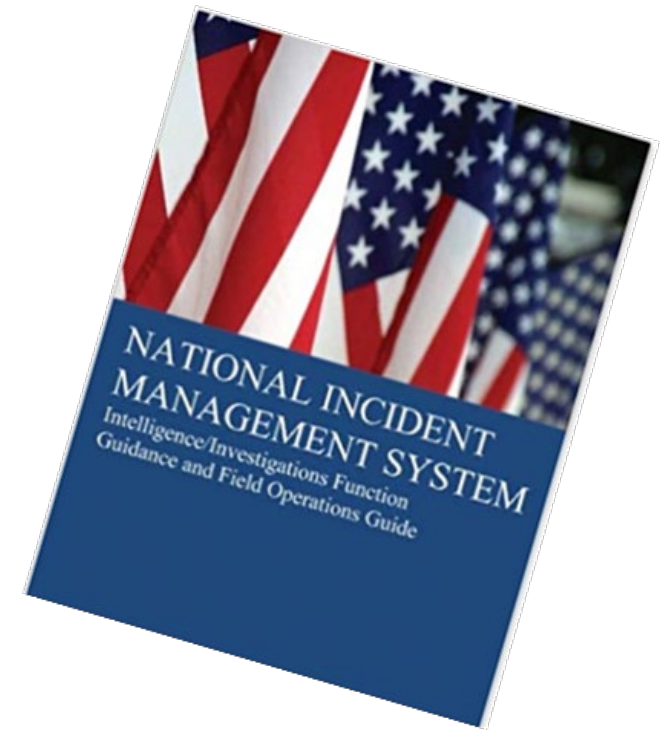
PROCUREMENT REQUIREMENTS

- ➤ With any expenditure, the subrecipient must ensure that:

  - ■ The expenditure is an approved budget line item

  - ■ Prior approval has been obtained, if necessary

  - ■ Sufficient funds are in the approved budget line

Reimbursements will NOT be made for items that are not an approved budget line item at the time of purchase

- ➤ 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 DPS/OHS for clarification

PROCUREMENT REQUIREMENTS

- 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 REQUIREMENTS

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

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

SINGLE FEASIBLE SOURCE

- Use of a single feasible source procurement of $10,000.00 or more requires prior approval from the DPS/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, DPS/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 DPS/OHS expressly authorizes noncompetitive proposals in response to a written request from the local agency; or

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

WHO ARE YOU DOING BUSINESS WITH?

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

  - Federal System for Award Management

  - State of Missouri Office of Administration

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

PRIOR APPROVAL

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

- Contracts
- Generators
- Single Feasible Source over $10,000
- Items that require a federal waiver can be located in IBs
  - Examples
    - Boats
    - Unmanned Aerial Systems (UAS)
      - DPS/OHS ONLY allows United States manufactured drones
    - Explosives

**If your project contains an item that requires a waiver, such as a UAS, DPS/OHS will be contacting you regarding additional information/documentation that is needed to request the waiver from DHS/FEMA

DO NOT begin any work on your project until you have been notified the waiver from DHS/FEMA has been approved

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 SHSP funds

ENVIRONMENTAL HISTORICAL PRESERVATION (EHP)

- Projects that involve changes to the natural or built environment require completion of an Environmental Historical Preservation (EHP) review/clearance

- EHP review is an analysis of pertinent project information to determine whether a project may have the potential to impact environmental or historical/cultural resources

    - Including but not limited to: construction of communication towers; modification or renovation of existing buildings, structures, facilities, and infrastructure; new construction; replacement or relocation of facilities; any ground disturbances

- EHP review includes projects on interior of buildings and facilities

- EHP review **MUST** be completed before initiating **ANY** work on the project

- EHP Policy Guidance

- EHP Form

INVENTORY

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

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

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

INVENTORY

- 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

INVENTORY

- Equipment must be used in the program or project it was acquired for as long as needed

- During the time that equipment is used on the project or program for which it was acquired, the non-Federal entity must make the equipment available for use on other projects or programs currently or previously supported by the Federal government, provided the use will not "interfere" with the work on the project or program for which it was originally acquired
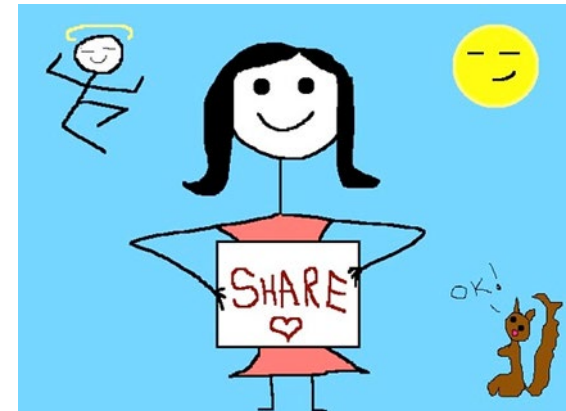
INVENTORY

- 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

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
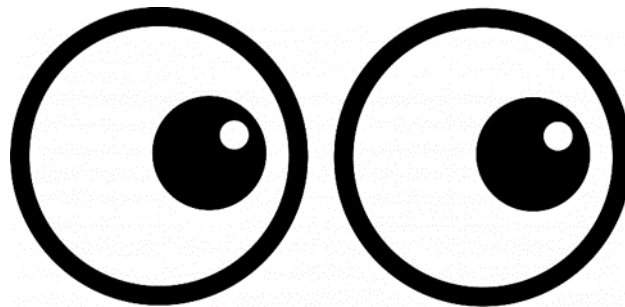
INVENTORY

- Equipment must be protected against loss, damage and theft
    - Per 2 CFR 200.310: The non-Federal entity must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity

- Investigate all incidents of loss, damage, theft, and report to the DPS/OHS within 30 days of the incident

- Equipment must be maintained to keep it in mission capable (operational) condition

INVENTORY

- Required to maintain inventory form for all equipment purchased with SHSP funds

- Equipment is added to DPS/OHS inventory at the time of claim approval

- Physical inventory MUST be taken and results reconciled once every two years

  - Next inventory will be due October 1, 2024

  - OHS will send list of your agency's inventory for verification

October 1

INVENTORY

The Equipment inventory MUST be <u>one item per line</u> and include the following:

- Region
- County
- Fiscal Year - 2023
- Grant Program - PSTCP
- Grant Award Number
- Description of Equipment
- 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

Correct Inventory Form

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

INVENTORY

- 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, if it is not needed in any other HS sponsored project or program

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

INVENTORY

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

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

- Equipment Disposition Form found on the DPS/OHS website in the Grant Applications and Forms section

INVENTORY

- Equipment with a per item fair market value of less than $5,000 may be retained, sold, or disposed with no further obligation when approval is given by DPS/OHS

- Equipment with a per item fair market value of $5,000 or more may be retained or sold

INVENTORY

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

  - Example: Agency X wants to sell their 2012 F150, which was 75% funded with Homeland Security funds and 25% funded with local funds. The fair market value for their 2012 F150 was $6,750.00. The Federal awarding agency would be entitled to $4,500.00 of the proceeds and the local agency would be entitled to $2,250.00

INVENTORY

- 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

INVENTORY

- Resource Typing: Assigning a standardized typing designation to each resource ensures responders get the right personnel and equipment. To meet the Tier 1 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
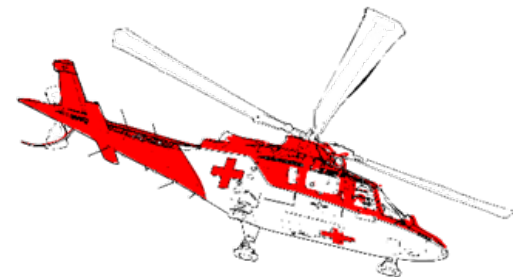
INVENTORY

- 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
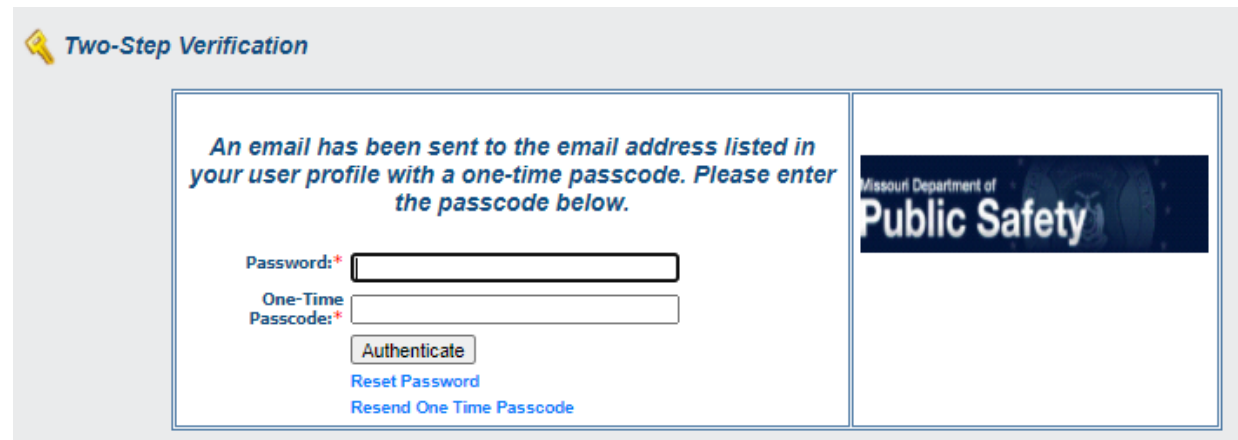
WEBGRANTS

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

Two-factor authentication
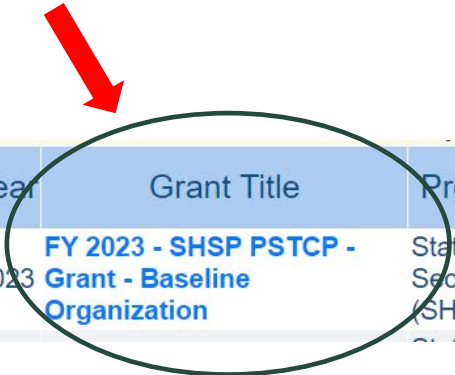
WEBGRANTS

Select "My Grants"
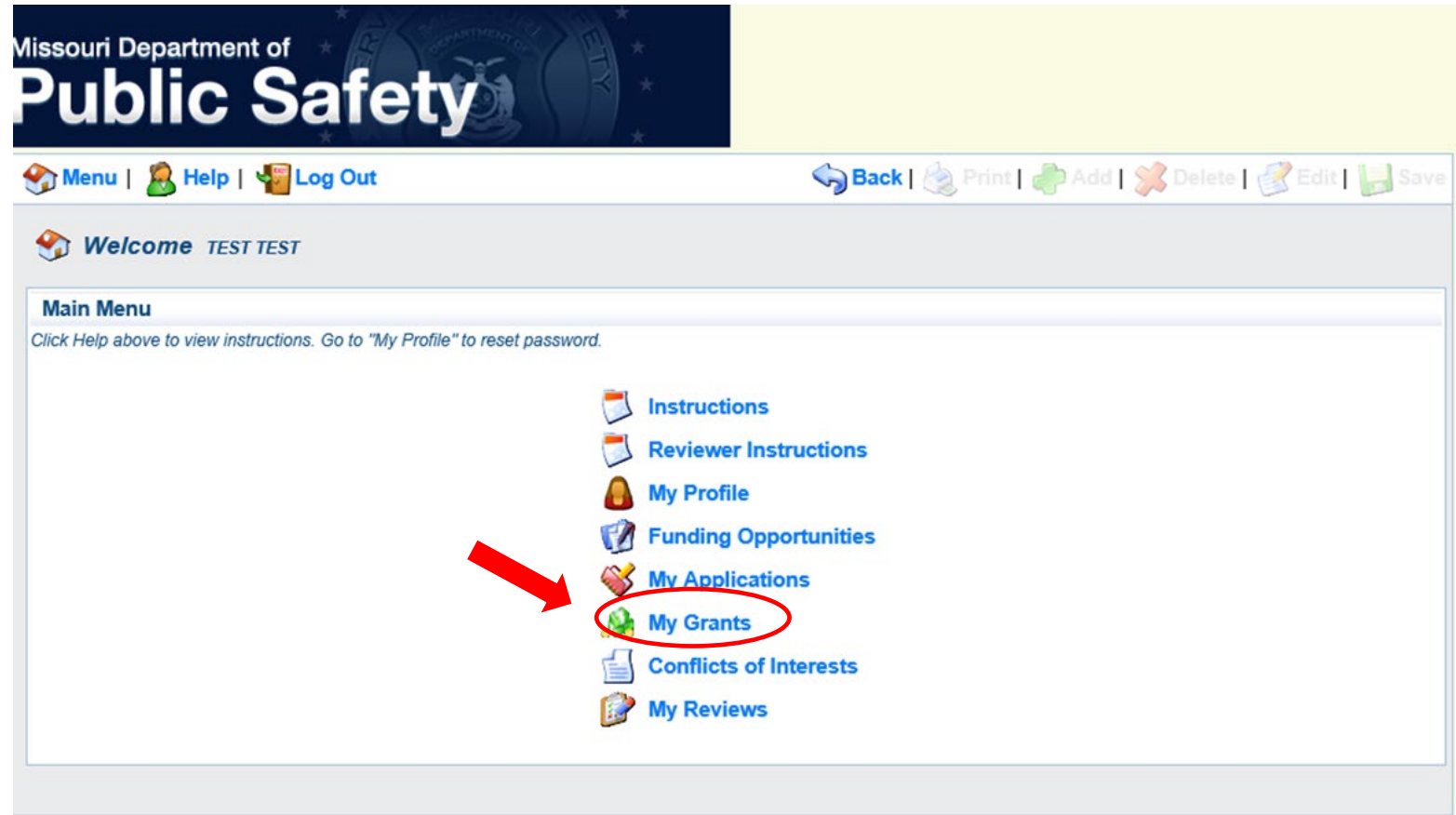
WEBGRANTS

Select your project by clicking on its title

Select?	Grant Number	Status	Year	Grant Title	Program Area	Organization	Grantee	Program Officer	Funding Opportunity	Budget Total
☐	EMW-2023-SS-00085-01	Underway	2023	**FY 2023 - SHSP PSTCP - Grant - Baseline Organization**	State Homeland Security Program (SHSP)	**BaseLine Organization**	**TEST TEST**	**Joni McCarter**	157463 - FY 2023 SHSP Protection of Soft Targets/Crowded Places (PSTCP) TEST	$15,000.00

WEBGRANTS

Grant Components

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	12/06/2023
Contact Information	12/01/2023
Budget - Soft Target	12/06/2023
Claims	
Correspondence	12/06/2023
Subaward Adjustments	
Subaward Adjustment Notices	
Status Reports	
Attachments	
SHSP Project Package	12/01/2023
Subaward Documents - Final	
Appropriations	
Named Attachments	12/01/2023
Closeout	
Opportunity	-
Application	-
Application Versions	-
Application Annotations	-
Review Forms	-

SUBAWARD AGREEMENT

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

- Maintain the Subaward Agreement in your grant file

BUDGET

The 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

Equipment
Negotiate Component | Create New Version | Return to Components | 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	Crowd Control Barricade	14SW-01-WALL	5.0	$1,200.00	$6,000.00	No	Emergency Management	Equipment	Physical Security Enhancement Equipment
					$6,000.00				

Narrative Justification - Equipment

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

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

Explain why each item to be purchased is needed for the success of the project.

Provide a cost basis, such as:

Per attached quote, the five crowd control barriers have a per unit cost of $1,200.00. 5 X $1,200.00 = $6,000.00

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.)	Crowd Control Panels	10.0	$100.00	$1,000.00	Emergency Management	Equipment	Physical Security Enhancement Equipment
					$1,000.00			

Narrative Justification - Supplies/Operations

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

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

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

Explain why each item to be purchased is needed for the success of the project.

Provide a cost basis, such as:

Per attached quote, the 10 crowd control panels have a per unit cost of $100.00. 10 X $100.00 = $1,000.00

EXPENDING GRANT FUNDS

- Project Period: September 1, 2023 to August 31, 2025

- 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, 2025)

- 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)

Equipment Supporting Documentation

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

- Claim in WebGrants

- Vendor Invoice

- Proof of payment (i.e., copy of cancelled check, bank statement or credit card statement)

- Proof of delivery/completion (i.e., signed packing slip, signed receipt, or signed statement indicating the items were 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, bank statement, or credit card statement)

- Proof of delivery/completion (i.e., signed packing slip, signed receipt, or signed statement indicating the items were delivered and in good condition)

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

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

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

REIMBURSEMENT REQUESTS (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 DPS/OHS within 30 days from receipt of payment

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

REIMBURSEMENT REQUESTS (CLAIMS)

Submitting a claim in WebGrants

- Select "Claims" component in WebGrants

REIMBURSEMENT REQUESTS (CLAIMS)

- Select "Add"

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

Claims					Copy Existing Claim | Scheduler | Annotations(0) | Return to Components	
ID	**Type**	**Status**	**Date Submitted**	**Date Paid**	**Date From-To**	**Claim Amount**
EMW-2023-SS-00085-01 - 001	Monthly	Editing			02/01/2023 - 02/28/2023	$0.00
					Submitted Amount	$0.00
					Approved Amount	$0.00
					Paid Total	$0.00
					Total	$0.00

- Select "Edit"

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

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.

Details   Print to PDF | Withdraw | Annotations (0) | Versions | Feedback

EMW-2023-SS-00085-01-FY 2023 - SHSP PSTCP - Grant - Baseline Organization

State Homeland Security Program (SHSP)

Award Year:	2023	**Status:**	Editing
Subaward Number:	EMW-2023-SS-00085-01	**Approved By:**	
Reporting Period:	02/01/2023 - 02/28/2023	**Approved Date:**	
Claim Number:	EMW-2023-SS-00085-01 - 001	**Paid Date:**	
Submitted By:		**Vendor Number:**	446000582
Submitted Date:		**Invoice Number:**	12345
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

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 REQUESTS (CLAIMS)

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

Grant Tracking

Claim: EMW-2023-SS-00085-01 - 001   **Grant Components**

Grant: **EMW-2023-SS-00085-01-FY 2023 - SHSP PSTCP - Grant - Baseline Organization**

Status: Editing

Program Area: State Homeland Security Program (SHSP)

Grantee Organization: **BaseLine Organization**

Program Manager: Joni McCarter

Expenditures

Line Number*	10001 - Equipment - Equipment - Crowd Control Barricade
Payee*	Vendor Name
Description*	Description of Item(s) Purchased
Quantity*	5
Unit Cost*	1200.00
Federal Amount Requested*	6000.00
Invoice #*	12345
Invoice Date*	12/6/23
Check/EFT Number*	1234
Check/EFT Date*	12/6/23

Return to Top

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

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	Description of Item(s) Purchased	5.0	$1,200.00	$6,000.00	$6,000.00	12345	12/6/23	1234	12/6/23
						$6,000.00				

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	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)
Equipment						
Equipment - Crowd Control Barricade	10001 (Line Item Code:)	$13,000.00	$6,000.00	$0.00	$6,000.00	$7,000.00
Sub Total:		**$13,000.00**	**$6,000.00**	**$0.00**	**$6,000.00**	**$7,000.00**
Supplies/Operations						
Test	(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:		**$15,000.00**	**$6,000.00**	**$0.00**	**$6,000.00**	**$9,000.00**

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 (<u>per unit cost</u> $1,000 or higher), 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 (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., mobile radio, MDT)

- Identification # - Unique identification number such a serial number (N/A should be annotated if there is not a unique identification number)

- Source of Funding – Federal Funding utilized (PSTCP)

- 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"

- Remember, only 1 item per line of the Equipment Detail

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	2023	10001	Vendor Name	Model Type	Brief description of item purchased.	Identification Number	SHSP PSTCP	Agency that owns the equipment	11/15/2023	1	$6,000.00	100.0%	Physical Location (PO Boxes not allowed)	Name	888-888-8888	maggie.glick@dps.mo.gov	Local	Mission Capable

Last Edited By: Maggie Glick, 12/06/2023

REIMBURSEMENT REQUESTS (CLAIMS)

- Select "Other Attachments" Claim Component

  - Select "Add" to attach supporting documentation to claim

REIMBURSEMENT REQUESTS (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 DPS/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	✔		12/01/2023
Expenditures	✔		12/06/2023
Reimbursement	✔		12/06/2023
Equipment Inventory	✔		12/06/2023
Other Attachments	✔		12/06/2023

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 DPS/OHS **prior** to the subrecipient obligating or expending the grant funds

- Program Modifications

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

  - Program modifications include:

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

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

    - Request to change project period of performance

SUBAWARD ADJUSTMENTS

- Scope of Work Changes

  - Adding new line items to the approved budget

  - Changes in quantity of an existing line item in approved budget

  - Changes to specifications of existing line item (i.e., an equipment line item on the approved budget lists a 12'x 20' tent, in order to purchase a tent that is 10' x 10' instead of the listed equipment, prior approval is required

- Request for scope changes must be submitted through WebGrants as a Subaward Adjustment and must be approved by the DPS/OHS prior to the subrecipient obligating or expending the grant funds

SUBAWARD ADJUSTMENTS

Submitting a Subaward Adjustment in WebGrants

- Select "Subaward Adjustments" component in WebGrants

SUBAWARD ADJUSTMENTS

- Select "Add"

- Complete General Information and select "Save"

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"

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

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 the Subaward Adjustment Spreadsheet here.

SUBAWARD ADJUSTMENTS

Budget Component

- Select "Budget" for Budget Modifications

  - Adjust the budget to mirror the complete old and new budget

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

  - The Total Local Match Share is $0.00

  - 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	6000.00	5500.00
Supplies/Operations	1000.00	1500.00
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	7000.00	7000.00
Total Local Match Share	$0.00	$0.00

SUBAWARD ADJUSTMENTS

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

SUBAWARD ADJUSTMENTS

Confirmation Component

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

SUBAWARD ADJUSTMENTS

- Select "Mark as Complete"

SUBAWARD ADJUSTMENTS

Attachments

- Select "Attachments" form
  - Select "Add"
  - Attach Subaward Adjustment Spreadsheet
  - Attachments may also include new/updated quote

SUBAWARD ADJUSTMENTS

- Select "Choose File" to locate file on your computer

- Enter brief description of document

- Select "Save"

SUBAWARD ADJUSTMENTS

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

STATUS REPORTS

- Status Report Due Dates

    - January 10, 2024
      (September 1, 2023 – December 31, 2023)

    - July 10, 2024
      (January 1, 2024 – June 30, 2024)

    - January 10, 2025
      (July 1, 2024 – December 31, 2024)

    - July 10, 2025
      (January 1, 2025 – June 30, 2025)

    - October 15, 2025 – Final Report
      (July 1, 2025 – August 31, 2025)

        o 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

- 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 entire Status Report at once or select Milestone to edit each milestone one at a time

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 "Milestone Progress" section of Status Report
  - Milestone - Do **NOT** change any of the Milestone descriptions
  - Project Name – Add a brief project name (i.e., FY 2023 Baseline Organization PSTCP Grant)
  - Estimated Completion Date – Add estimated or actual completion date for each milestone at time of status report
  - % Milestone Completed – Add estimated % of milestone completed at time of status report
  - Milestone Progress – Enter pertinent notes on milestone (i.e., Specifications for mobile radio complete)
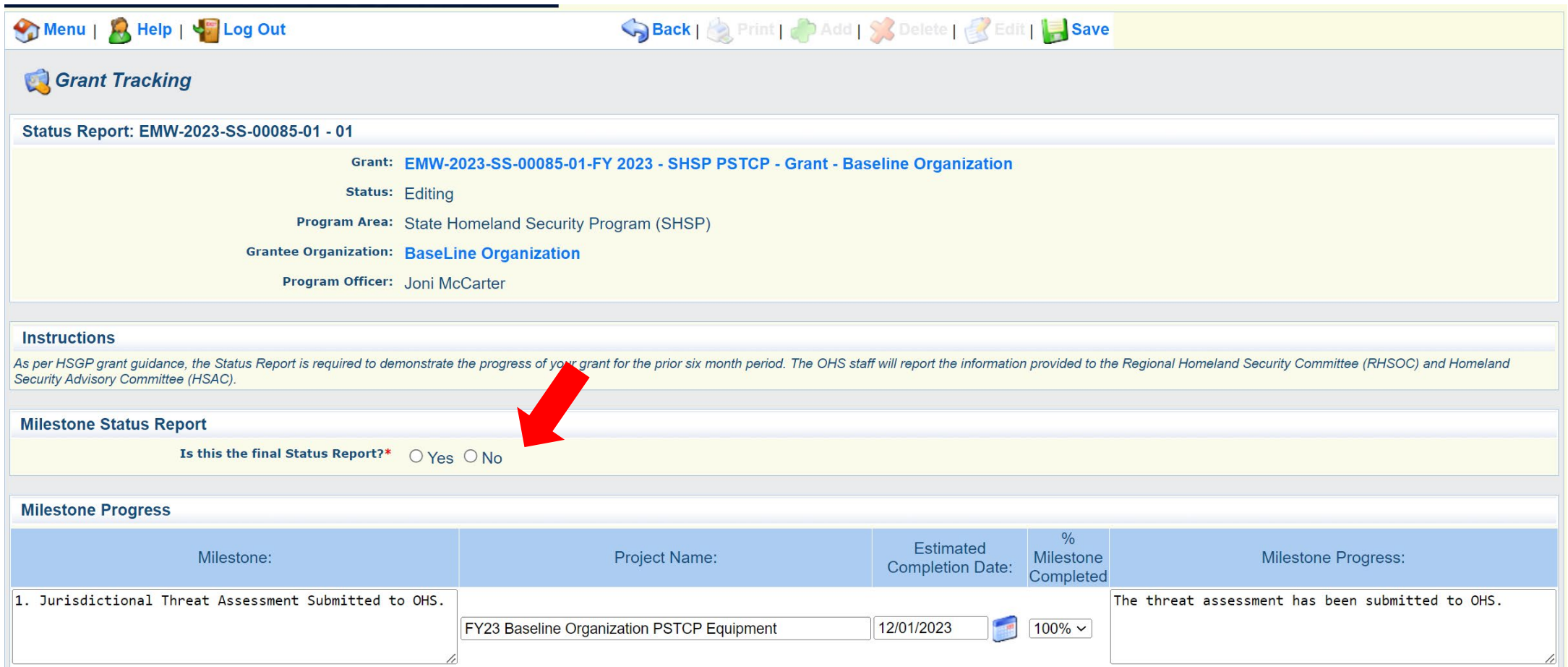
STATUS REPORTS

Milestone Progress

Milestone:	Project Name:	Estimated Completion Date:	% Milestone Completed	Milestone Progress:
1. Jurisdictional Threat Assessment Submitted to OHS.	FY23 Baseline Organization PSTCP Equipment	12/01/2023	100%	The threat assessment has been submitted to OHS.
2. Determine specifications of needed equipment.	FY23 Baseline Organization PSTCP Equipment	12/04/2023	100%	Equipment specifications have been determined.
3. Procurement completed; bidding, vendor selection, and ordering of equipment.	FY23 Baseline Organization PSTCP Equipment	12/31/2023	70%	The bidding and vendor selection is complete. We will order the equipment within the next 3 weeks.
4. Equipment received, installed, tested, and inventoried.	FY23 Baseline Organization PSTCP Equipment	01/25/2024	0%	
5. Vendor paid and receipt of proof of payment received.	FY23 Baseline Organization PSTCP Equipment	02/15/2024	0%	
6. WebGrants reimbursement completed with all necessary paperwork.	FY23 Baseline Organization PSTCP Equipment	03/29/2024	0%	
7. Equipment training completed.	FY23 Baseline Organization PSTCP Equipment	05/09/2024	0%	
8. Project Final Report submitted and closed out.	FY23 Baseline Organization PSTCP Equipment	06/30/2024	0%	

STATUS REPORTS

- Select "Save"

STATUS REPORTS

- 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:*	FY22 Baseline Organization PSTCP Equipment
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 that the equipment will be ordered, received, tested, and inventory; the vendor paid; and the WebGrants reimbursement and Final Report submitted within the next six months. There are no negative issues to report at this time.

STATUS REPORTS

- Select "Save"

- Select "Mark as Complete"

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

CORRESPONDENCE

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

- Select "Correspondence" component in WebGrants

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

To:* Chelsey Call / Maggie Glick / Joni McCarter

CC: Tom.Rhodes@baseline.org; Janice.Anderson@baseline.org
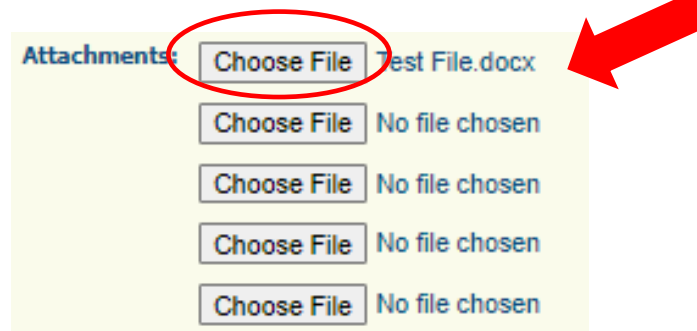
CORRESPONDENCE

- Enter a "Subject" for the message

Subject:* FY23 PSTCP Contract Question

- Enter all necessary information in the "Message" section
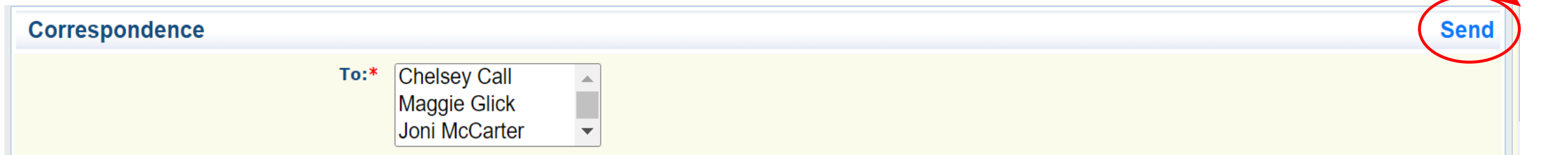
Message: Enter all necessary information here

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 DPS/OHS

CORRESPONDENCE

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

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

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

CORRESPONDENCE

- Select "Reply"

- Select who you want the reply to be sent to

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

- If needed, "Choose File" to attach

- 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. Jurisdictional Threat Assessment
4. Fully-executed Subaward Agreement
5. Approved Claims
6. Approved Subaward Adjustments

7. Approved Status Reports
8. Final Status Report
9. Monitoring Reports
10. Relevant Grant Correspondence
11. Procurement Documents
12. Disposition of Equipment Forms
13. Inventory

GRANT CLOSEOUT

- Grant Period of Performance ends 08/31/2025

- Final Claims and Final Status Report are due 45 days after the end of the period of performance (10/15/2025)

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

- Final Status Report

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

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

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

MONITORING

- Information Bulletin 1: Policy on Monitoring discusses monitoring

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

- 2 CFR 200.332 (d) states, "All pass-through entities must monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved"

- Types of Monitoring

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

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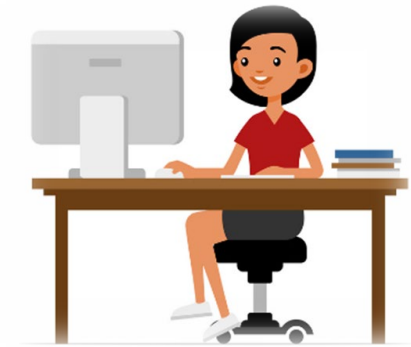
MONITORING

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

MONITORING

- Monitoring is NOT an audit

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

- It IS a chance to provide technical assistance and answer questions
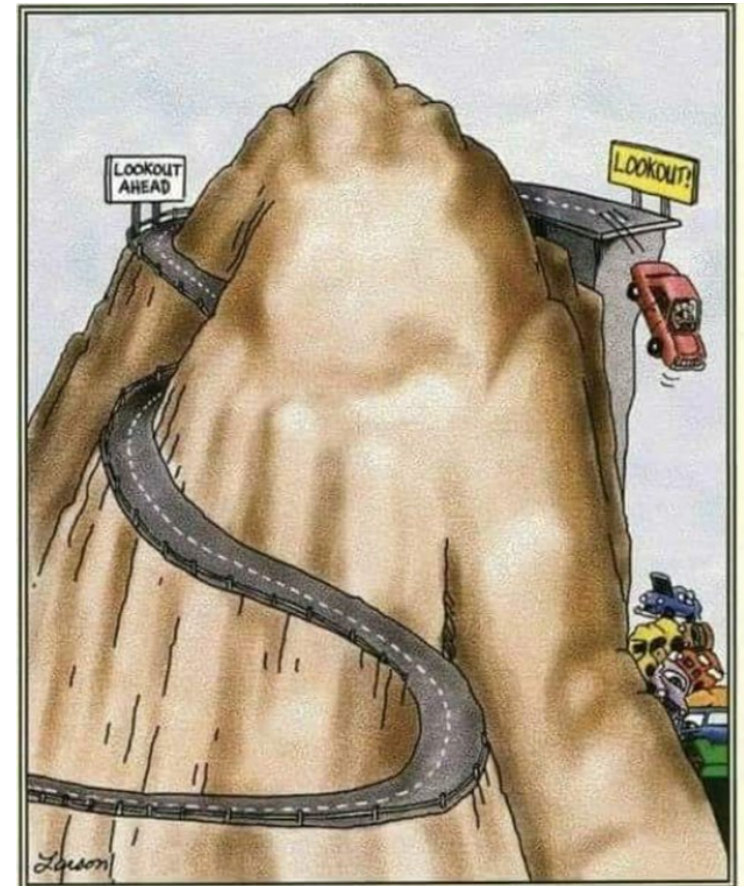
IMPORTANT DATES

Grant Period of Performance Begin – September 1, 2023

Subaward Agreements Due – December 1, 2023

Compliance Workshop Acknowledgement Due – December 14, 2023

Nationwide Cybersecurity Review Completed – December 31, 2023

Jurisdictional Threat Assessment – December 31, 2023

Status Reports Due – - January 10th and July 10th

Grant Period of Performance End – August 31, 2025

Final Claim and Final Status Report – October 15, 2025

QUESTIONS

OHS CONTACTS

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