2019 WIse – Grants Training

Bureau of Transportation Safety Staff and Crash Records Staff

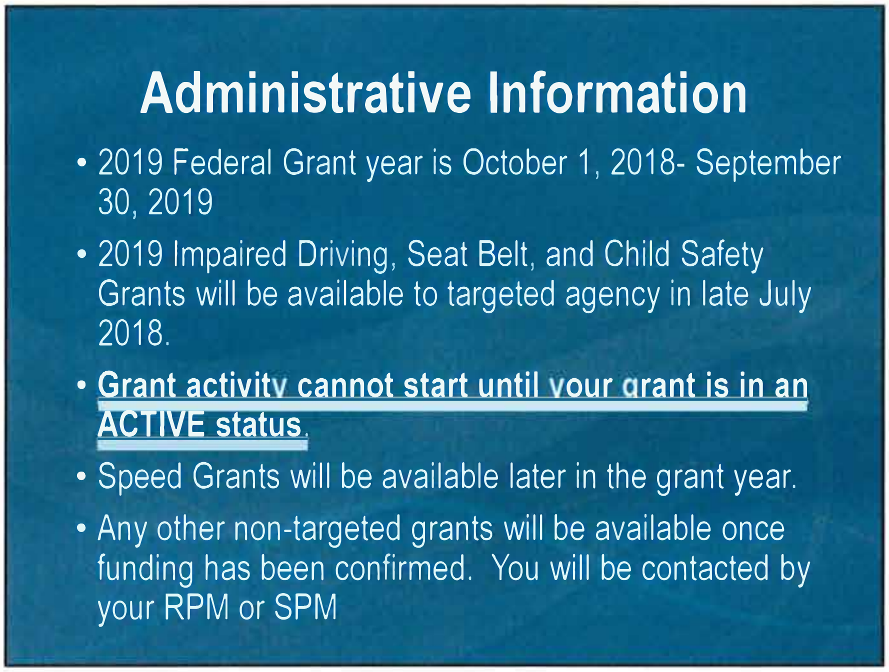
Regional Training

Federal Fiscal Year 2019

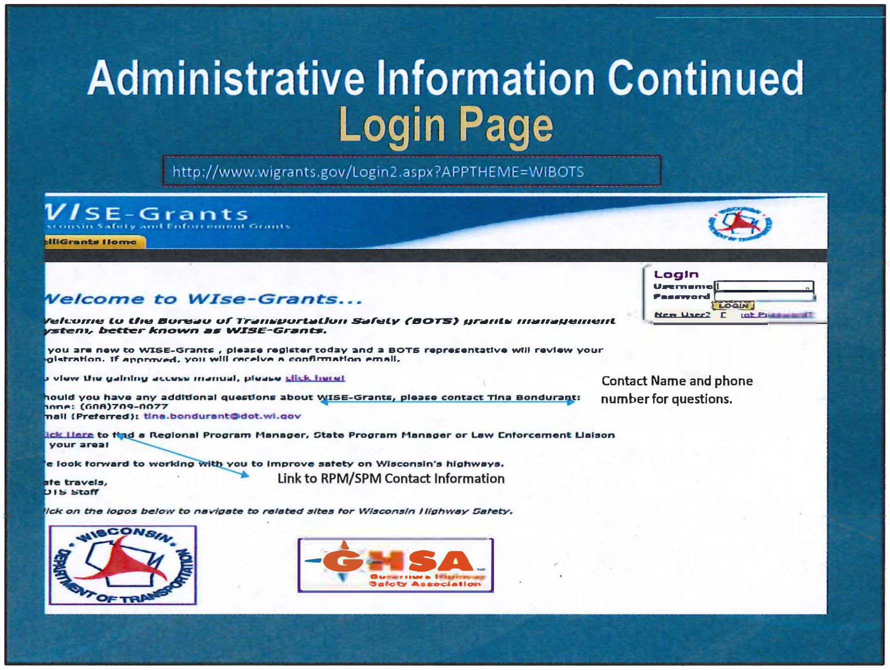
WISCONSIN DEPARTMENT OF TRANSPORTATION

Agenda

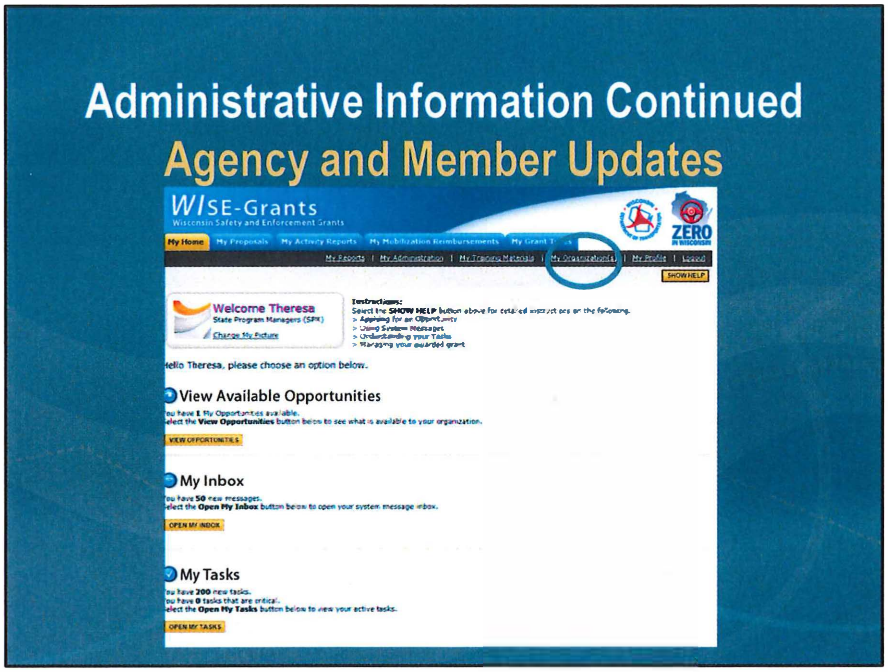
- WIse-Grants
  - Administrative Information
  - Grant Application
  - Activity Report
  - Child Passenger Safety Grants
  - Mobilizations
  - Questions
- Crash Forms



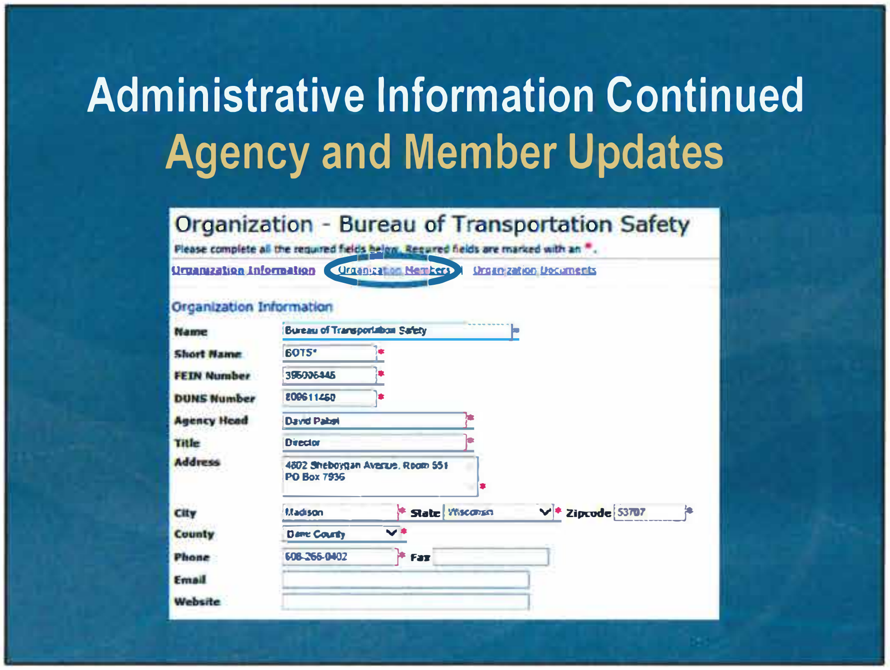
Please note that all grants submitted by September 1 will be active for grant activity on October 1. The typical processing time for a grant application is 3 weeks but may be longer for incomplete applications. We will go through the approval process in another section.



Important information is also located on the login page.
There is a RPM/SPM link
As well as a contact name and phone number for wise grants questions
The link to WISE-Grants has been added to this slide as reference.



Make sure your agency and agency member information is updated before you submit your grants. To verify and update agency and member information click on the My Organization link.

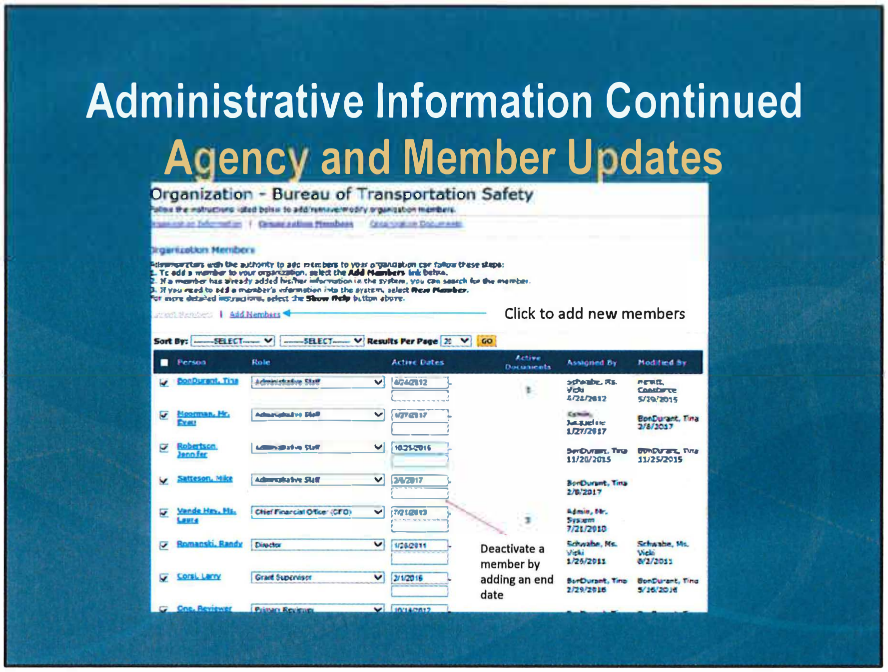


Please verify that all information within this section is current and up to date, including the address and phone number of the agency.

This is also where you will verify your FEIN and Unique Identifier Number (previously known as the DUNS number).

All of the information on this page will auto populate the general page and other areas within any grant pushed to your organization.

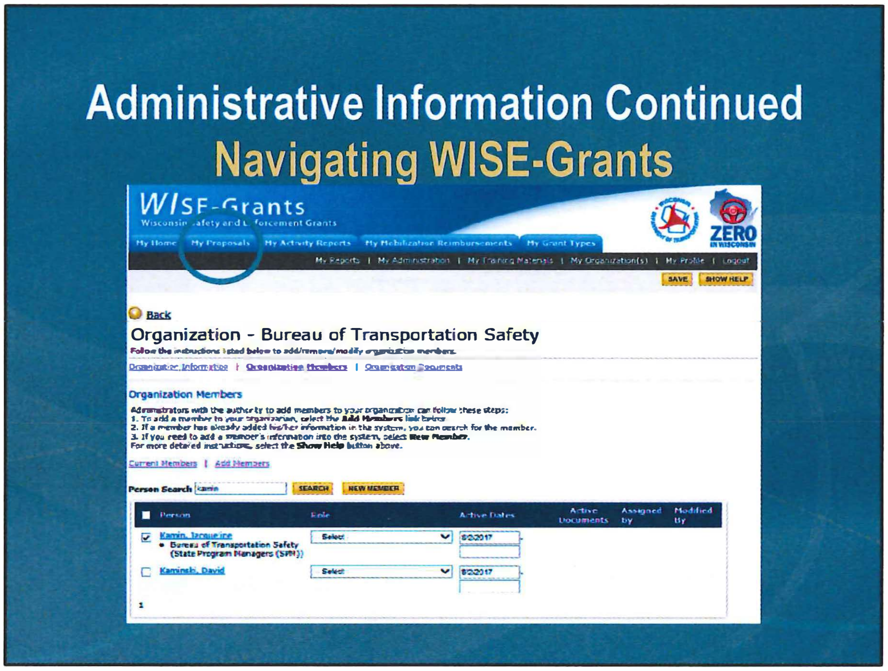
From this page, you are able to access the organizational members associated with your agency.



This section will allow you to verify who is active within your organization to work within the wise grants system. It will also inform you of the roles associated with each person accessing your grant.

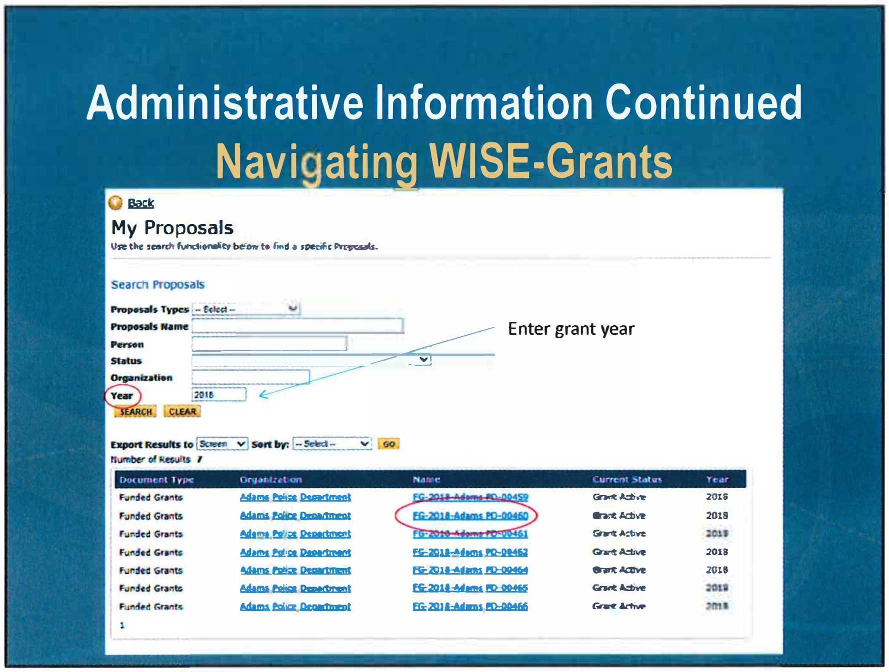
From this page, you will be able to add new members by clicking on the add new members link, please contact your SPM or RPM if you would like to add new members.

To deactivate a member, simply enter the end date under their active date.



Located at the top of every WISE-Grants page is a BLUE navigation bar. By click any of these tabs you will be returned to the "home" screen of that tab.

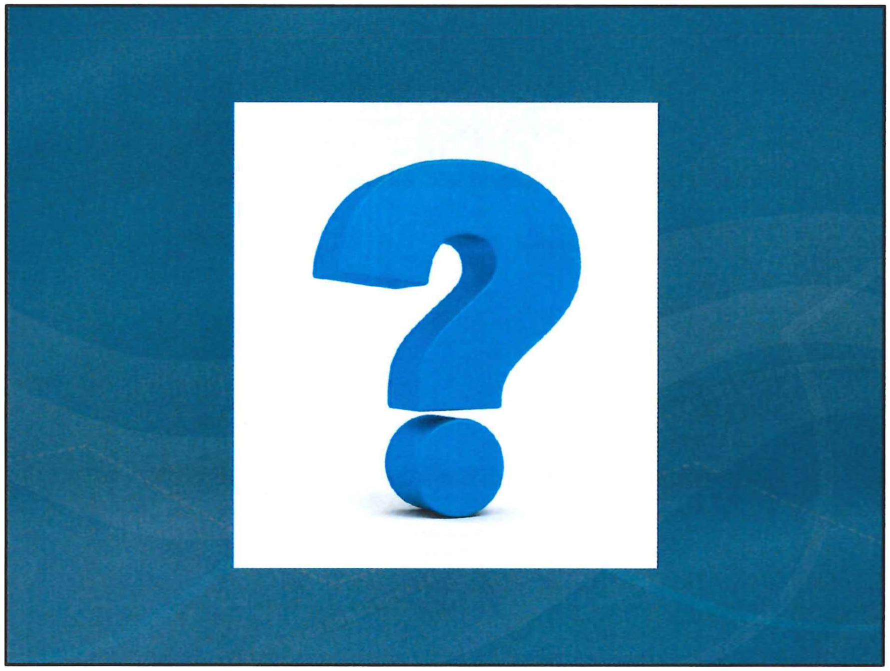
To view your current grants, click the My Proposals tab.



My Proposals allows you to search for grants by several different criteria. The simplest of these is to enter the grant year and click search.

To open a specific grant, you would then click on the grant name, as indicated.

Typically, the grants with lower sequential numbers were initiated first.

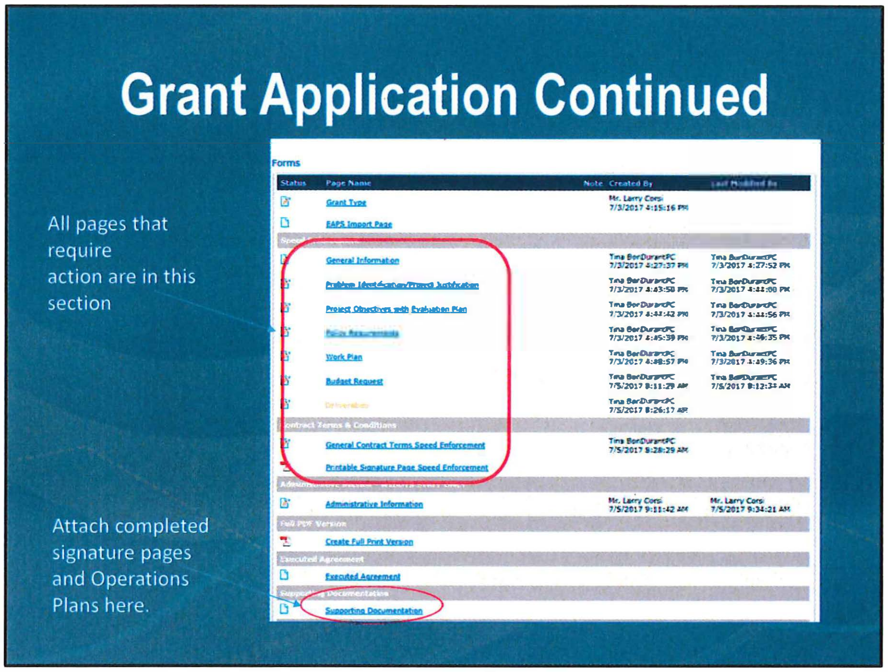


Grant Application

In this section we will review:

- Items to be aware of when completing the grant
- Submitting the grant for approval
- Grant Approval Process
- Common mistakes or concerns

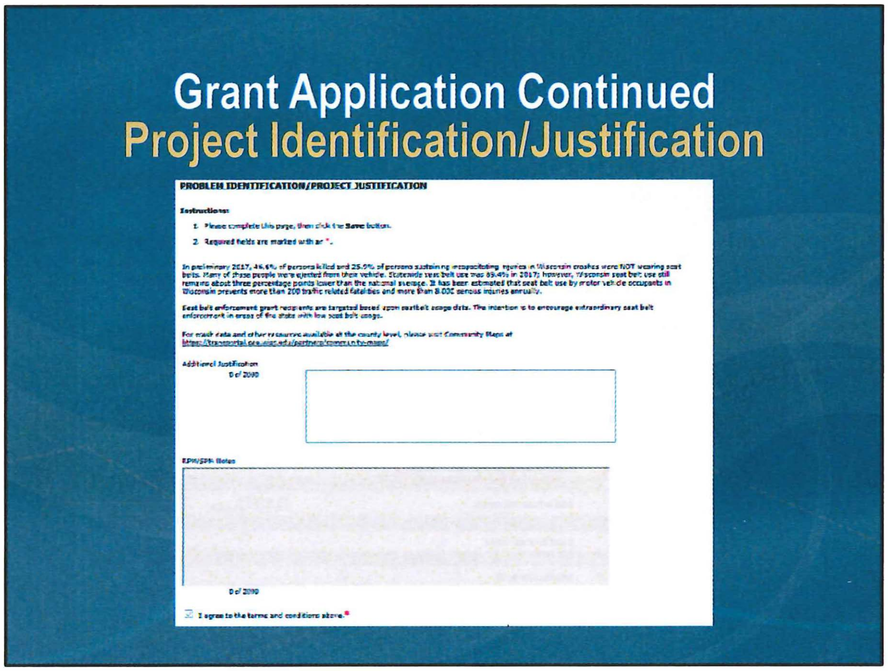
Once you have selected a specific grant, you will go to the View Forms button to complete the grant process.



Once you click on the “View Forms” button on the grant menu, the Funded Grants Menu will open. Here, you will find all of your grant pages listed as links. The items within the red box are the pages requiring your action. You will also need to read and acknowledge acceptance to the general contract terms and print and sign the signature page.

Supporting Documentation is where you will be required to upload your signed signature page and task force operation plan. You can also upload additional information or documentation related to your grant application here.

The following slides will be the pages that agencies typically have the most questions about.

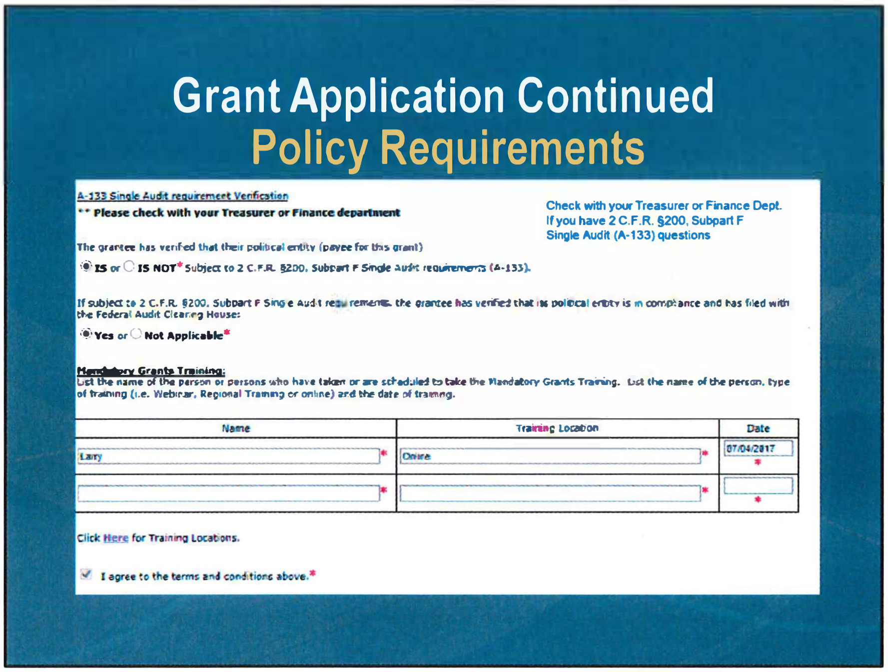


Project Identification / Project Justification Page. This page explains how agencies were targeted using all alcohol, speed and seat belt related crash data from the previous three years to determine if your area is considered "at risk." You will also see your awarded grant amount listed here.

You can enter any additional justification as to why your agency is receiving the grant in the text box provided, or additional information about your specific task force or agency.

Note: There is now a link to Community Maps on this page

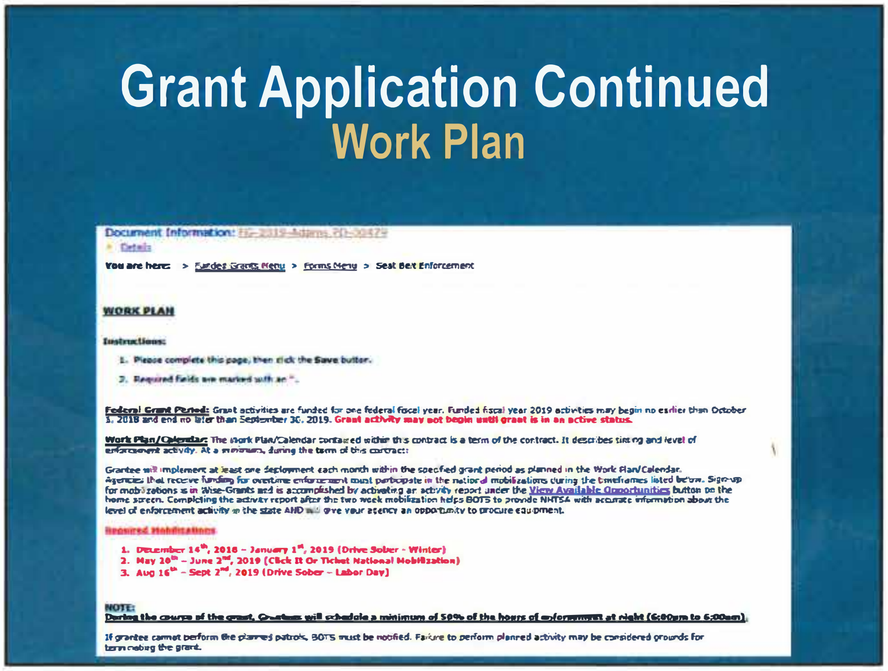
The items listed in the RPM/SPM text box will contain other grant eligibility information. These are additional grant terms and should be read completely before you check I agree at the bottom of the page. You will not be able to edit this information.
RPM will discuss what is included.



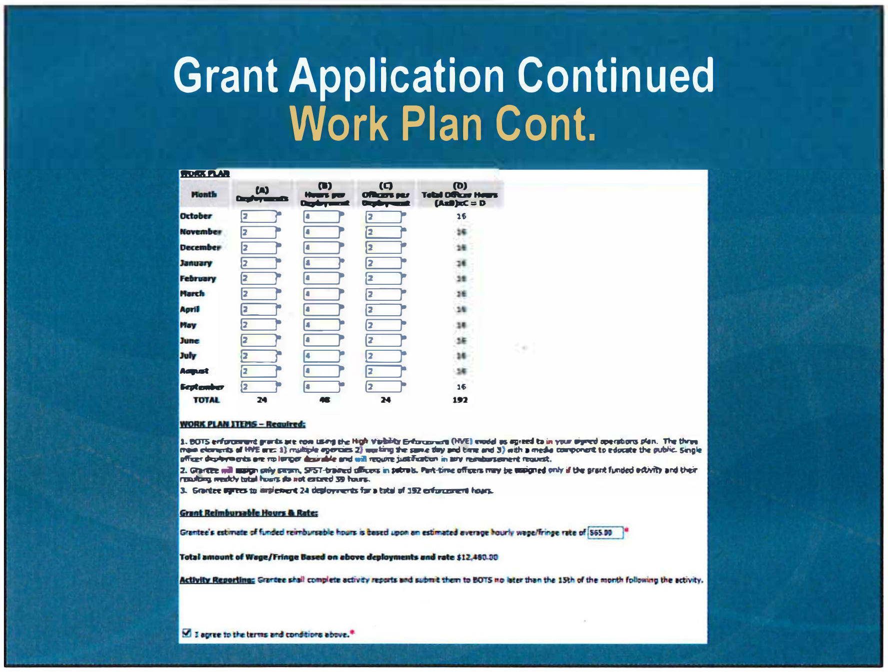
The Policy requirements page lists important information regarding the grants, please read through it carefully. This list summarizes the policy requirements for the grant. See the General Contract terms for a complete list of policy requirements.

You will need to select the appropriate check boxes for whether or not your agency is subject to Audit Requirements. If you do not know the answer to this, you will need to contact your Treasurer or your finance department.

You will also be required to complete the mandatory training put out by BOTS each grant year. Each agency must have at least one person (usually the project coordinator) complete this training. You will need to fill out the name, training location and the date the training was completed. Your attendance today fulfills that requirement.



On the work plan page, you will see the top portion of the page is filled with important information. You need to read through this information carefully.



Complete the chart with information related to the number of deployments, the hours per deployment, and the number of officers per deployment. You will need to put "0" in all required boxes that you do not have deployments in.

You will have to input the estimated wage/fringe rate in the text box. Once this is entered, the total dollar amount for your wage/fringe will calculate. Click save to adjust the totals. Note: Estimated wage/fringe rates are used only during the application process. Reimbursements will be on the actual wage rate of the officer deployed. The rate that is reimbursed cannot be an average or flat rate.

Grant Application Continued

Work Plan Cont.

Plan the work, work the plan.

High Visibility Enforcement (HVE) model as agreed to in your signed operations plan.

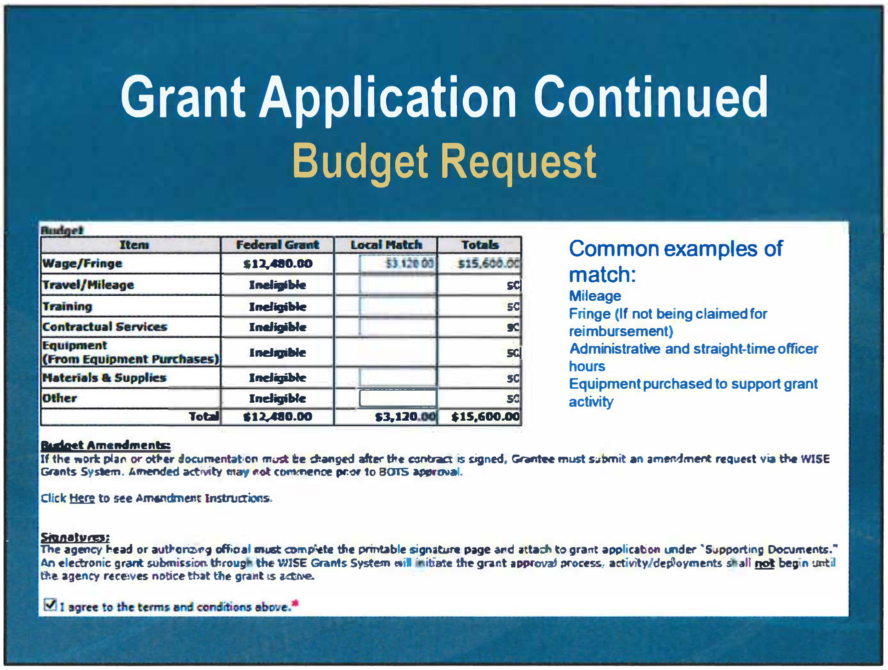
The main elements of HVE are:
1) multiple agencies (minimum of two, preferably all agencies)
2) working the same day and times
3) common locations
4) with a media component to educate the public.

Single officer deployments are no longer desirable.

Deployments that do no meet the guidelines will require justification on the activity reports.

Is the work plan feasible and acceptable for all agencies involved.


Grant Application Continued
Budget Request
BUDGET REQUEST
Instructions:
1. Please complete this page, then click the Save button.
2. Required fields are marked with an *.
Funding: Grant funding is based on availability of Federal Grant Funds. Grants and funding may be stopped at any time during the Grant year if funding becomes unavailable.
Budget Plan:
The Budget spreadsheet within this contract is a term of the contract. Eligible cost items for this project include: Wage and Fringe. Grantee must complete the Federal Share AND Estimated Local Match columns.
Relationship to Work Plan:
All budget items must relate to activities described in the Work Plan. Reimbursement will be based on actual costs, NOT budgeted rates. Only project activities and expenses described in the approved work plan and budget, incurred during the grant period, are eligible for reimbursement. Expenses incurred that are not specified in the budget or work plan will not be reimbursed.
Document Requirements:
Grantee will document hours, wage and fringe rate, and all match costs. Fringe benefit shall be actual costs. Payment for salaries and wages shall be supported by a time and attendance report, or equivalent records, which shall be kept on file at the agency for three years from the date the project closes. Grantor reserves the right to perform monitoring activities, to include ongoing review and audit of department records.
Match Requirements:
A local match of at least 25% of the grant total is required. The match budget line may consist of estimates of program match.

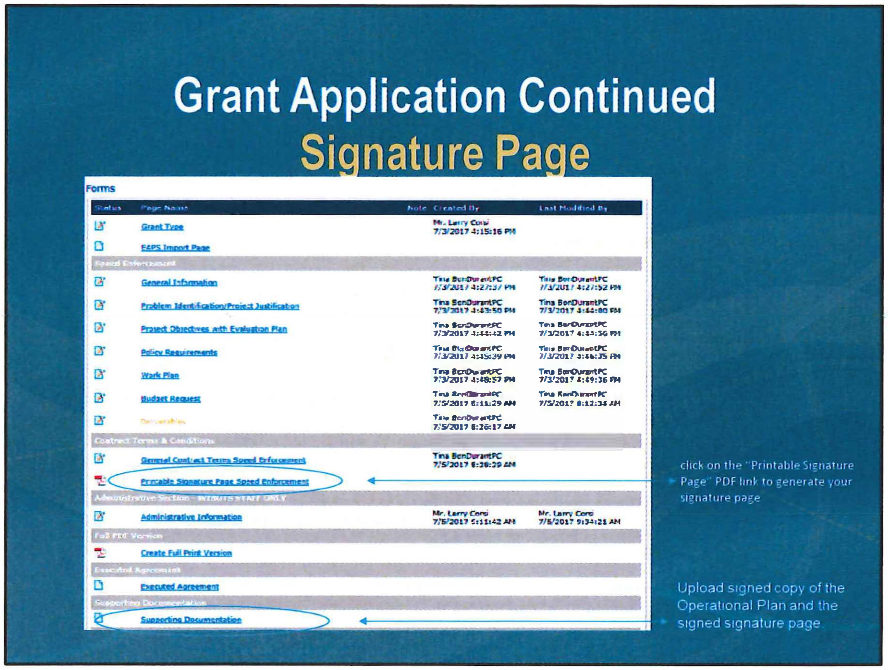


The amount in the Federal Grant column for Wage/Fringe will auto populate from the information entered on the Work Plan Page. Note: To adjust the wage/fringe amounts, you need to adjust the information on the Work Plan page.

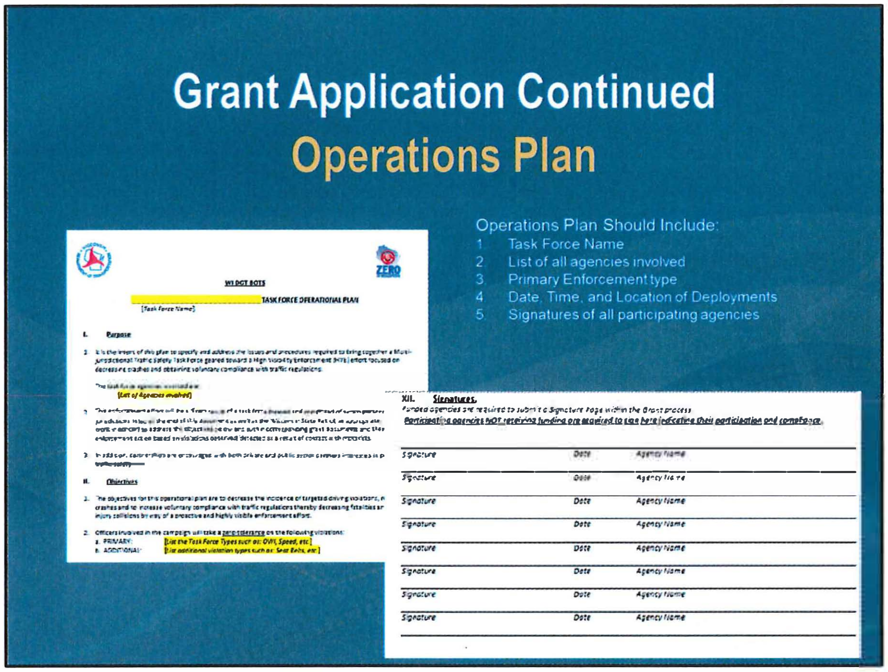
Local match must be at least 25% of what is listed in the Federal Grant column. Match must be reported on a monthly basis until match requirements are meet for the grant.

The last page you need to complete is the General Contract Terms page. You will need to read and agree to the contract terms. All terms, certifications and assurances listed are part of the grant.

Certifications and assurances apply to all grantees and sub-grantees.



The printable signature page will need to be reviewed, printed and signed. Once signed, you will need to upload it to supporting documentation ****This must be completed when you submit your grant ** Additionally, your grant will not be approved until these documents are in.**



Operational Plan is used by the Task Force as a document to layout the plan for the grant.

All participating agencies need to sign the Operational plan as indication that they are agreeing to the terms and conditions of the grant and task force operational plan.

Once you have completed all forms, read and agreed to the contract terms, signed and uploaded the signature page and task force operational plan you are ready to submit your grant.

You will need to click on the View Status Options button on the menu page to submit.

Once you click submit, a second screen will appear to verify you wish to submit. You can add any additional notes or comments in the text box, click “I agree”.

Note: Once you have submitted your grant, you will not be able to make any changes to your grant. You will still be able to view it.

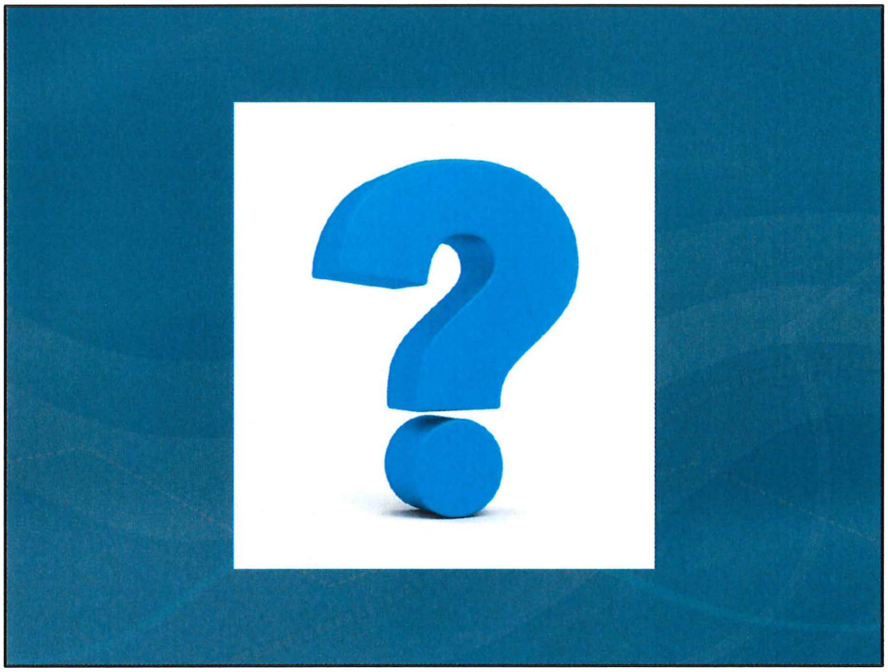
****As a reminder, your agency is not able to start grant deployments until your grant is active.**

The grant approval process takes a minimum of 16 business days from the date the agency submits the grant for approval.

To guarantee your grant is active for deployments as of October 1st your grant has to be submitted by September 1st.

Grant Application Continued
Common Mistakes and Concerns

- Remember to click "save" before you navigate to the next grant page
- Clicking "save" does not submit your application for approval
- Mandatory Training – need to complete current training
- Remember to upload your signature page and signed operational plan to Supporting Documents
- Remember to include your 25% match on the budget page.
- Your grant has been budgeted for the amount listed on the Problem Identification Page, you may not go over the allotted budget amount.
- Once you have submitted your grant, you will not be able to make any changes to your grant. You will still be able to view it.
- Grant Activity cannot start until your grant is in an active status.



Activity Reports

In this section we will review :

- Complete activity reports
- Submit activity reports
- Using Google Docs
- Common mistakes

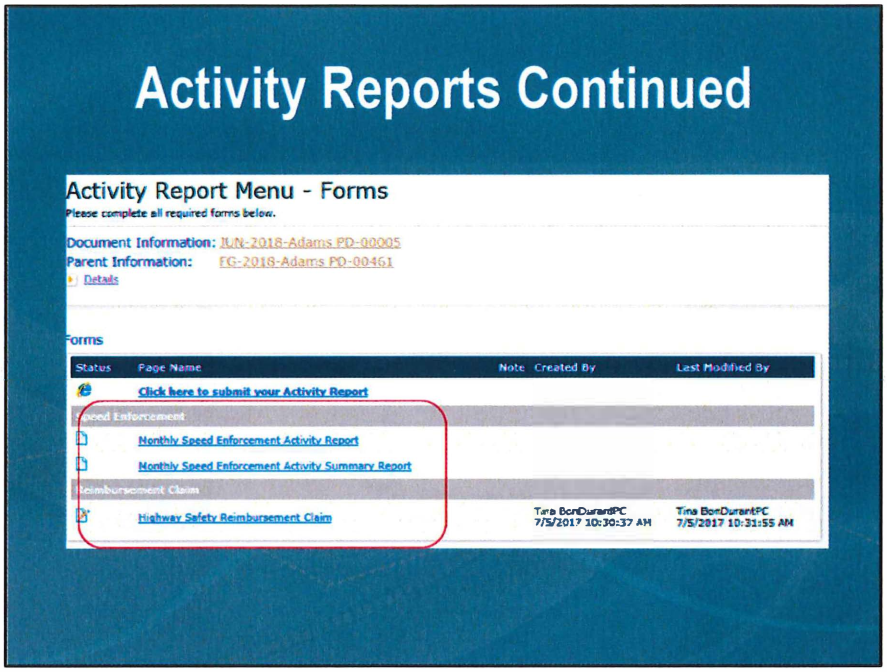
Once your grant is "Active", your monthly activity reports will become available for you to track your enforcement.

Activity/Reimbursement Reports are system generated on the 5th of every month. To access these reports, you will first click on the "View Related Items" button on your Grants Menu.

Once you click the link to view a specific activity report, you will be taken to the "Activity Report Menu."

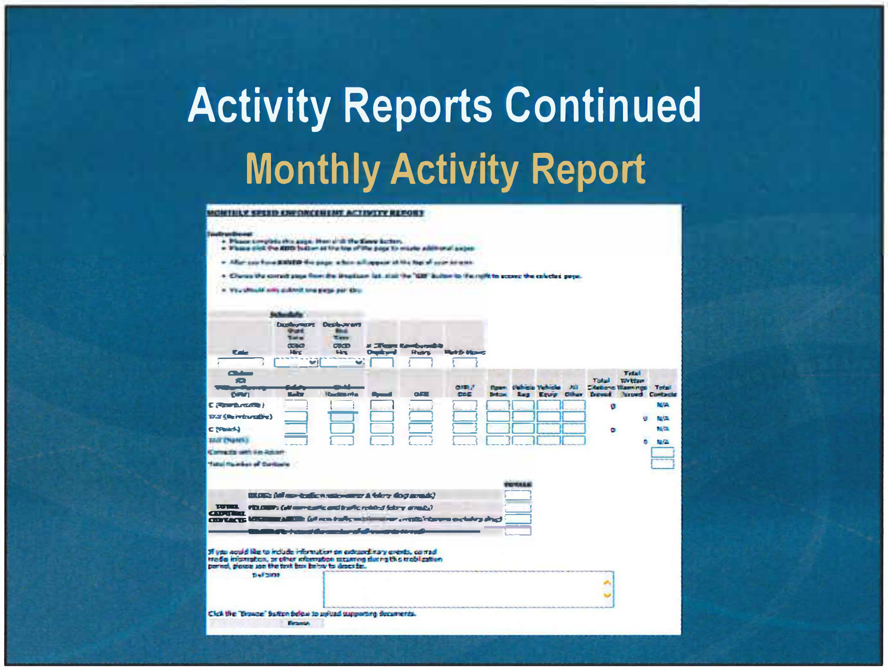
Click the yellow View Forms button to complete the monthly activity/reimbursement reports.

Note: Activity report menu screens look similar to grant pages. If the parent information is the only information listed, you are no longer in the activity report.



You will need to complete the Monthly Activity Report page, Monthly Summary Report page and the Reimbursement Claim before you can submit the monthly report.

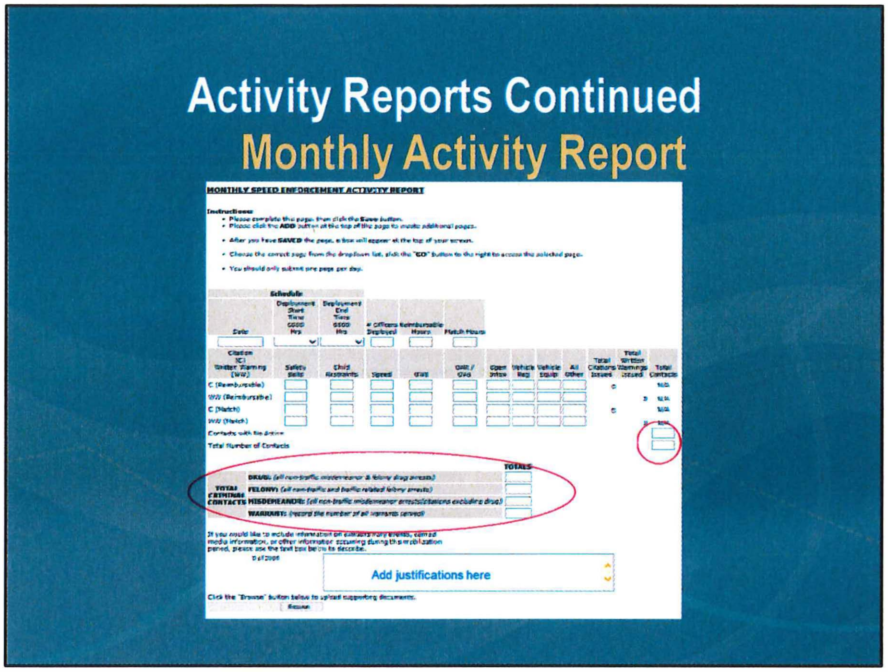
Start by entering your activity, click on the Monthly Enforcement Activity Report link.



You will only need to submit one report per date of deployment. This should include all the agencies citations in one report. With the date of the deployment, start time(first start time of the day), end time(last end time of the day), number of officers deployed, number of hours to be reimbursed and the number of hours of match.

Note all match may be reported on a single report, and does not need to be broken down by date.

If you can provide a detailed spreadsheet, uploaded to the reimbursement claim, all you need to report is one report for the whole month. This process can be simplified by using Google Docs.

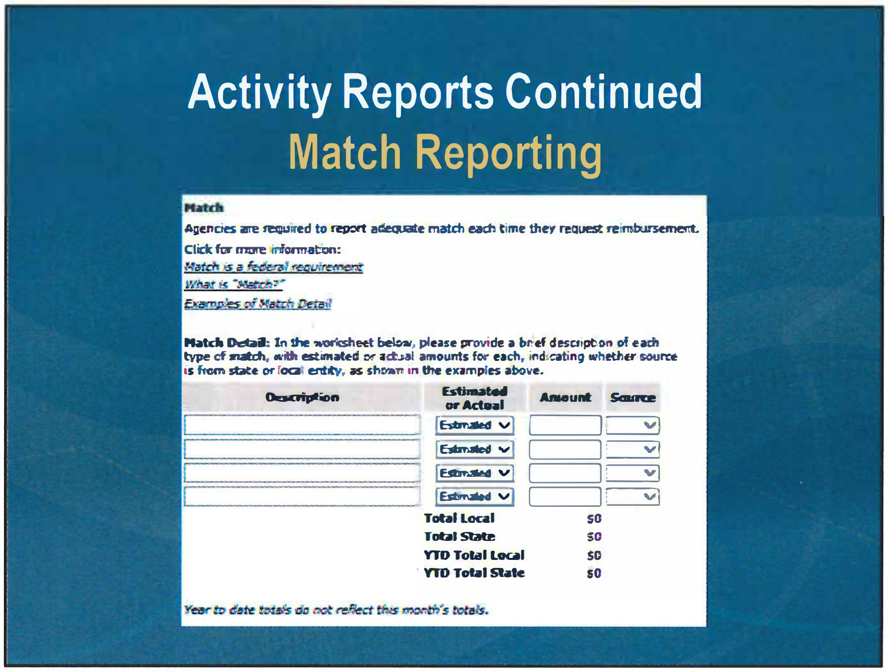


Areas to note on the Activity Report:

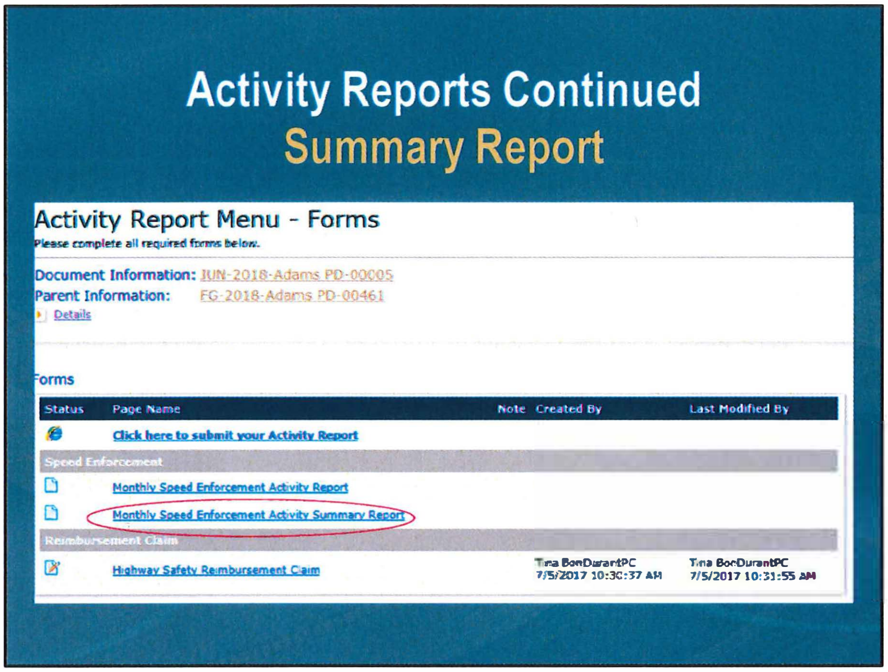
Please remember to complete:

Stops with No Action
Total Number of Contacts
Total Criminal Contacts

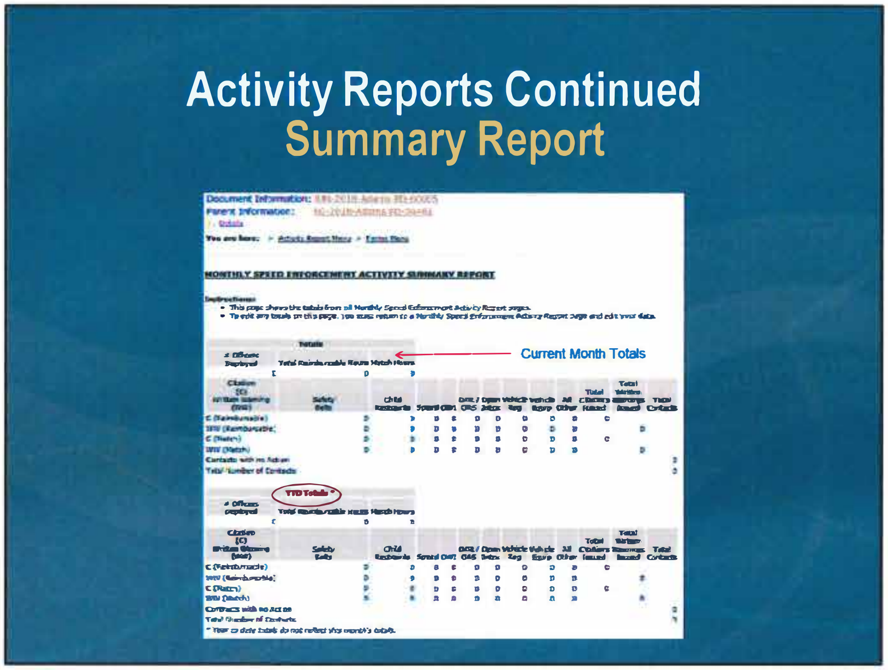
You must provide an justification for any activity that does not meet the standards outlined in the Work Plan and Task Force Operational Plan. This can be added to the text box.



On the bottom portion of the activity report is where you must report your monthly match items. As stated in your conditions of the grant, 25% match is required on all enforcement grants and should be documented monthly until you have met the match total for the grant.



Once all reports have been entered for the month you will need to pull up your activity report summary.

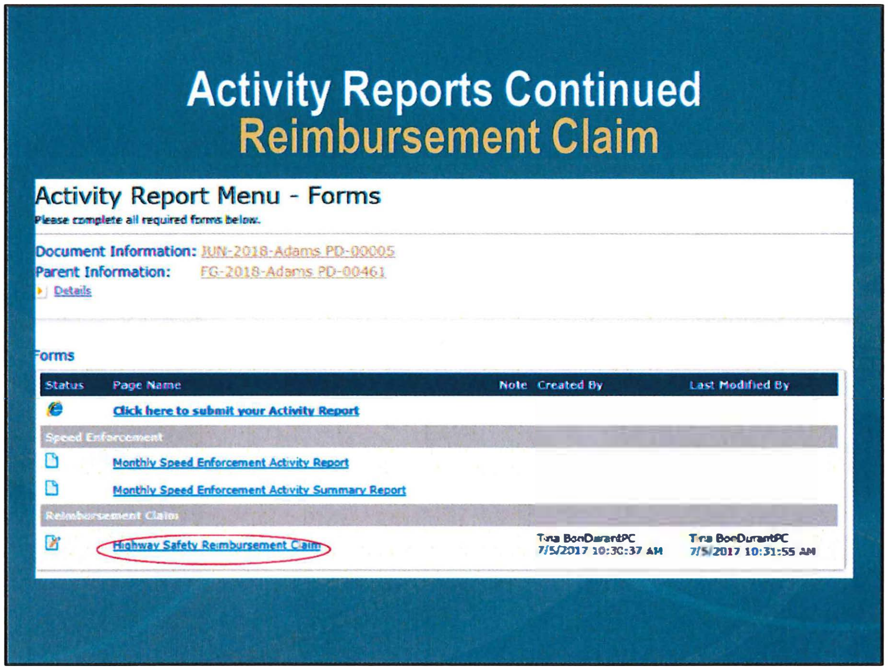


Review the monthly activity summary report to ensure the data matches the totals of all reports submitted for the month. If it is all correct, click SAVE at the top of the screen.

If you see a discrepancy, you will need to go back through your activity reports to find the error.

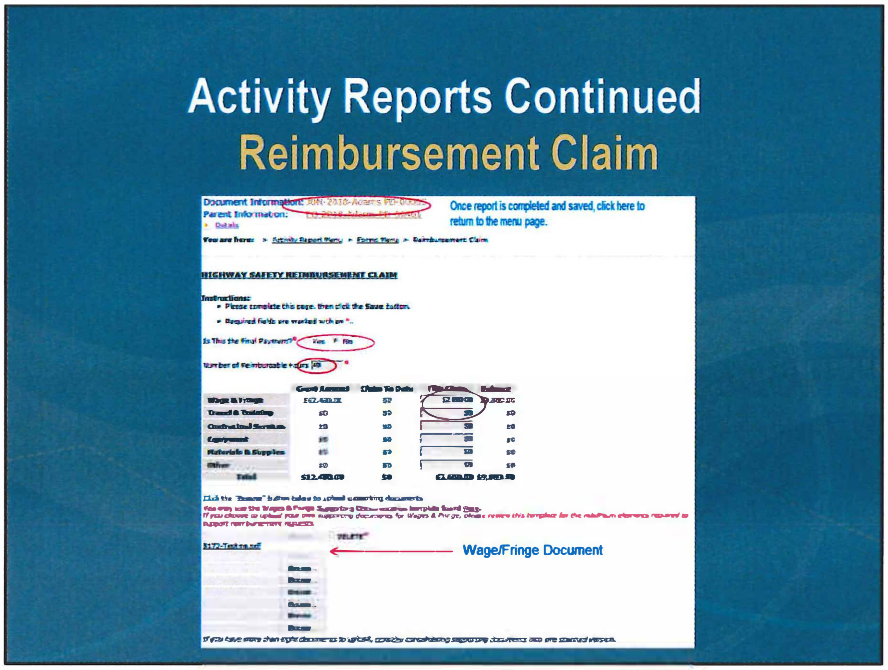
If you make a change to an activity report after you have saved the summary page, you will need to resave the summary report.

Please note that the YTD totals do not include the current month totals.



Once you have completed the activity reports for the month, you will need to complete a highway safety reimbursement claim.

Note: You will not be reimbursed unless you submit a monthly reimbursement claim.



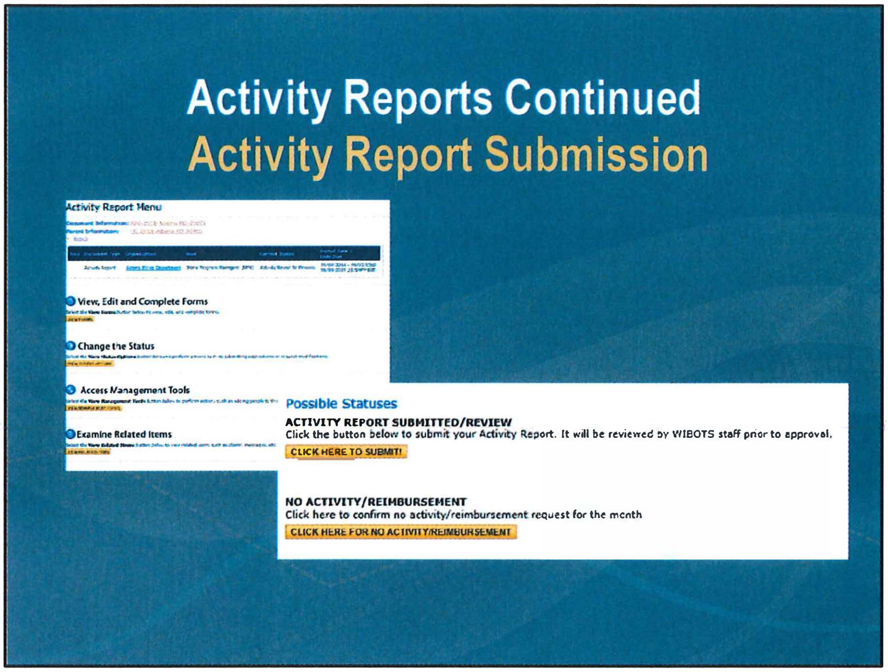
You will need to complete all the required fields:

- Is this the final payment (should be no until the last month of your grant)
- Number of Reimbursable Hours (hours must match the wage/fringe documentation)
- This Claim Amount (amount must match the wage/fringe documentation)
- Upload wage/fringe documentation

Wage information must be the ACTUAL wage paid to each officer deployed.
This process can be simplified by using a combined spreadsheet or a Google Docs form.

Please verify that your wage/fringe spreadsheet, activity report(s) and your reimbursement claim all match prior to submission.

Once you have clicked SAVE and ensured that all of your documents have been properly attached, you are ready to submit your claim. You will need to click on the activity report link (Document Information) at the top of the page. This report will always have the month abbreviation first.



Once you are back to the Activity Report Menu page, click the "View Status Options" button to submit your monthly report.

You will get two options:
Activity Report Submitted/Review (if you have an activity report or reimbursement to submit)
No Activity/Reimbursement (if you do no have any activity to submit)

Please read the options closely, because if your due date has passed you will only have the option of No Activity. Please contact your RPM/SPM.

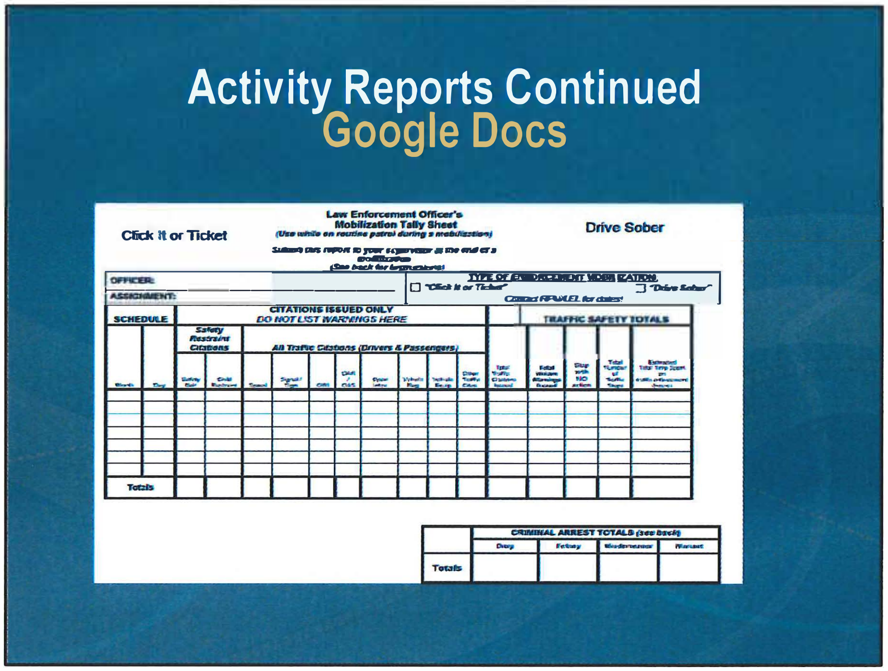
NOTE: Activity reports still in process, will be reviewed regularly and may be pushed to No Activity. Please stay current on your reports.

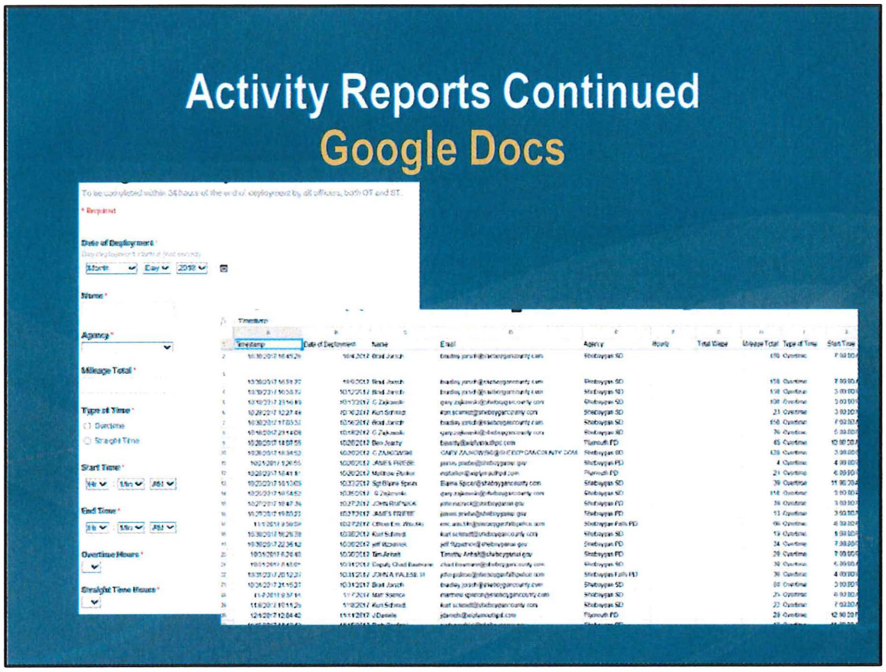
Once you select an option, a second screen will appear for you to verify that you want to submit (or that there is no activity). You may enter any notes in the text box and click "I agree." This will complete the monthly activity report submission process.

Note: If you are only submitted activity and are **not** asking for reimbursement, please add a note to the text box that appears.

Activity Reports Continued
Google Docs

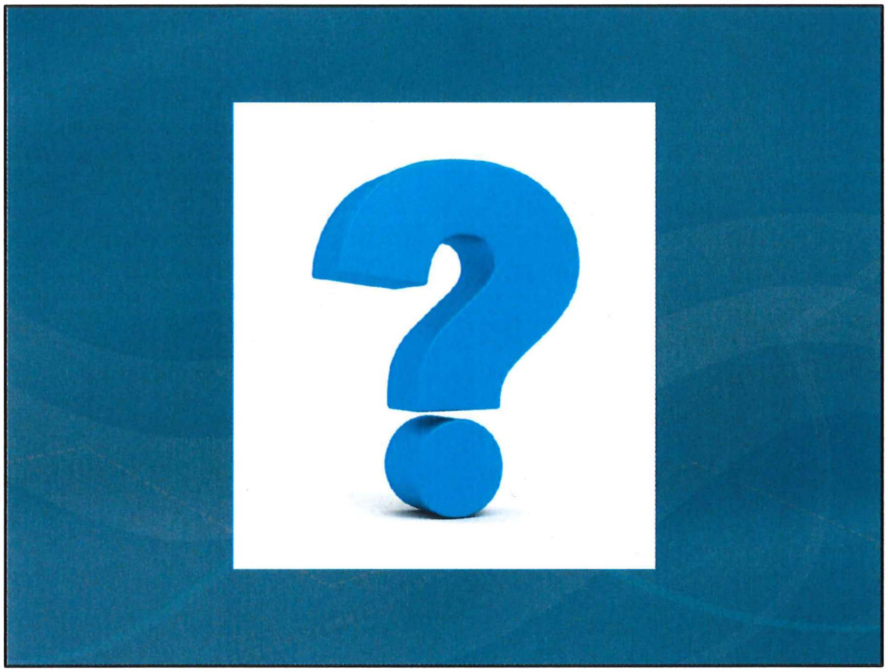
- Benefits of using Google Docs:
  - allows officers to enter “tally sheet” data at end of deployment
    - paper copies kept as backup/verification
  - data is automatically entered into a master spreadsheet
    - includes officer name and time stamp
  - eliminates delay in tallying numbers both for reporting and media purposes
    - nearly instant deployment data available for media


Activity Reports Continued
Google Docs
Click It or Ticket
Law Enforcement Officer's
Mobilization Tally Sheet
Drive Sober
OFFICER:
ASSIGNMENT:
SCHEDULE
CITATIONS ISSUED ONLY
DO NOT LIST WARNINGS HERE
TRAFFIC SAFETY TOTALS
Totals
CRIMINAL ARREST TOTALS (see back)
Totals

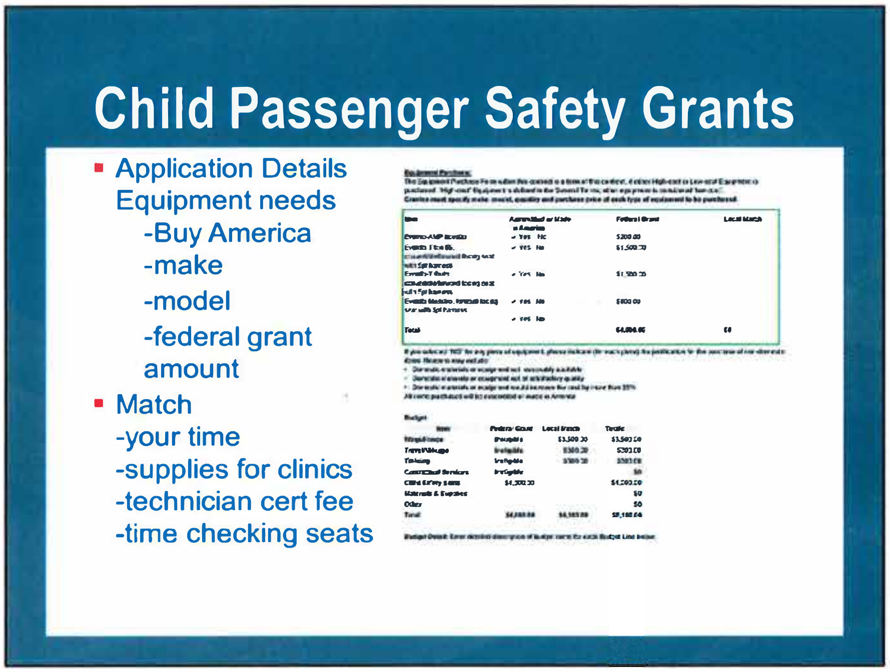

Activity Reports Continued
Google Docs
Date of Deployment
Name
Agency
Mileage Total
Type of Time
Start Time
End Time
Overtime Hours
Straight Time Hours

Activity Reports Continued
Common Mistakes and Concerns

- Not enough reported match.
- Information being claimed on the reimbursement request does not match the wage/fringe documents.
- Activity reports do not match the reimbursement claim.
- Reporting average vs. actual wages.




Child Passenger Safety Grants
In this section we will review:
• Application Details
• Monthly activity reports
• Common mistakes



When completing the equipment request for your grant application please be sure to list the monetary value that you will be spending on each category of seat. For example, agencies should list the make and model of the seat as well as the financial commitment to that type of seat – divided by federal grant amount and local match.
If any portion of this information is missing or does sync up with amounts listed on this page, your application will be returned to you for edits.

When estimating your agency's match time for this grant, you can include allocations such as, supplies for CPS clinics, admin time including time to order or purchase the seats, time to check the seats at the clinics, technician certification and recertification fees. Match is considered "soft" so we do not request monthly verification of match.

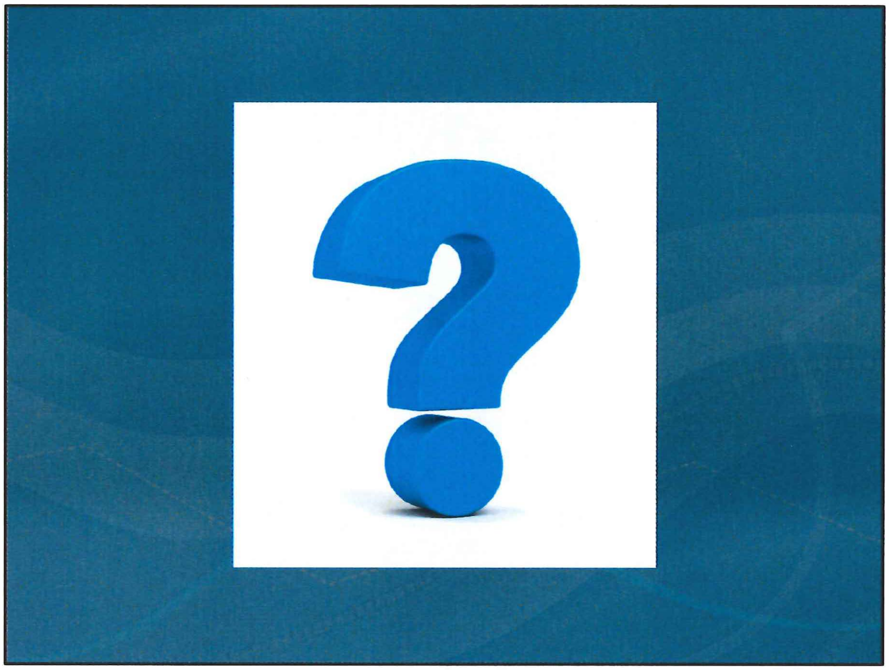
When submitting a monthly report for your agency please be sure to do the following
Submit by the due date. Due dates are 30 days after the close of the reporting month. For example, January's activity/reimbursement report is due March 31. In order to keep in tune with our new financial system and the federal fiscal close out dates, any report not submitted will be pushed to No Activity/No Reimbursement four business days after the close of the month. If you foresee an issue getting a report in by its deadline, please contact Jacqueline Kamin. Changing the deadline is much easier than reopening a report.

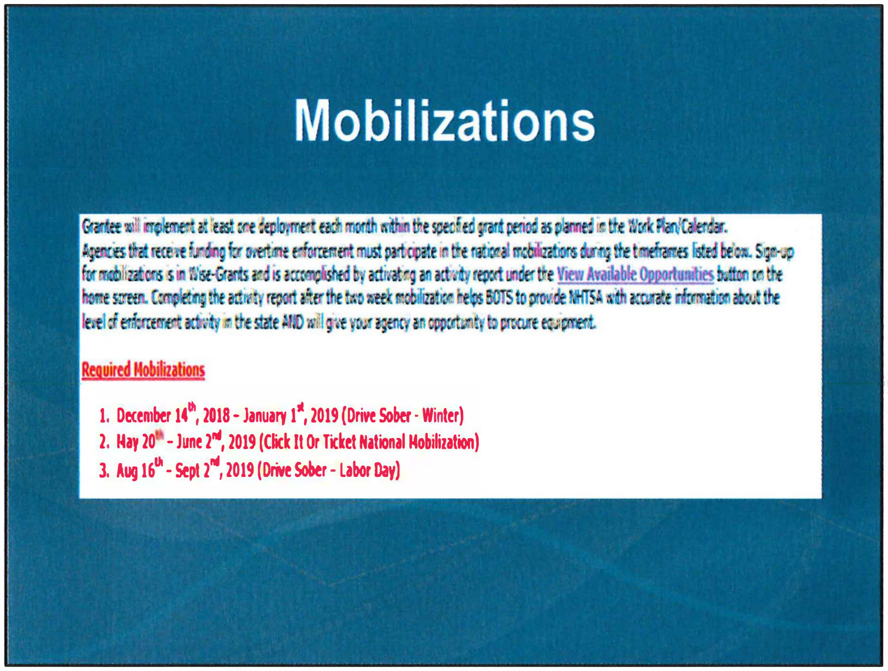
Additionally, if your agency is reporting activity but not requesting reimbursement you will be required to check a box stating so. Activity reports with this information missing will be returned for edits

Child Passenger Safety Grants

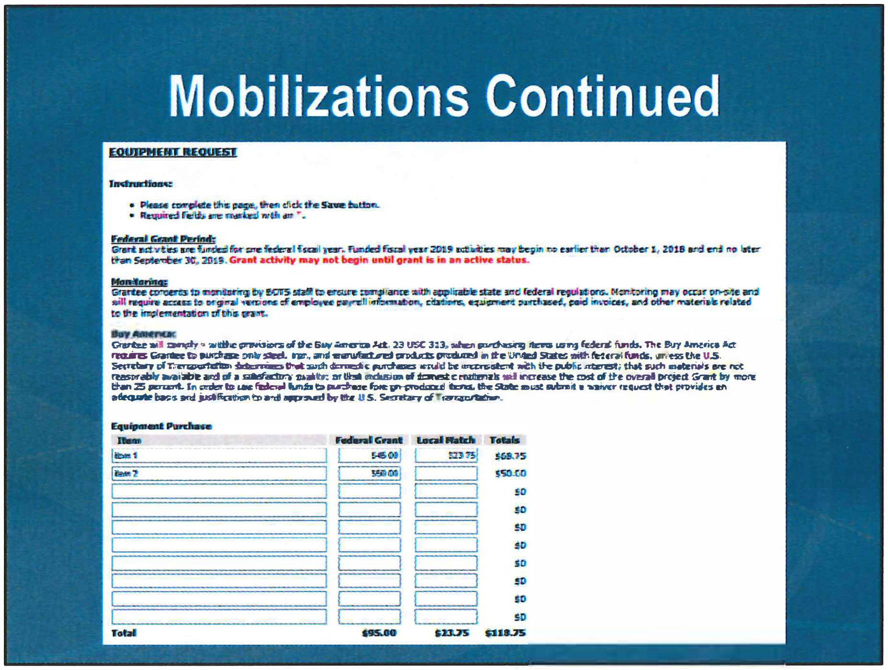
Common Mistakes

- Amount claimed does not match purchase documents
- Remember to include proof of purchase with invoice on the reimbursement claim.





Note the three national mobilization dates.



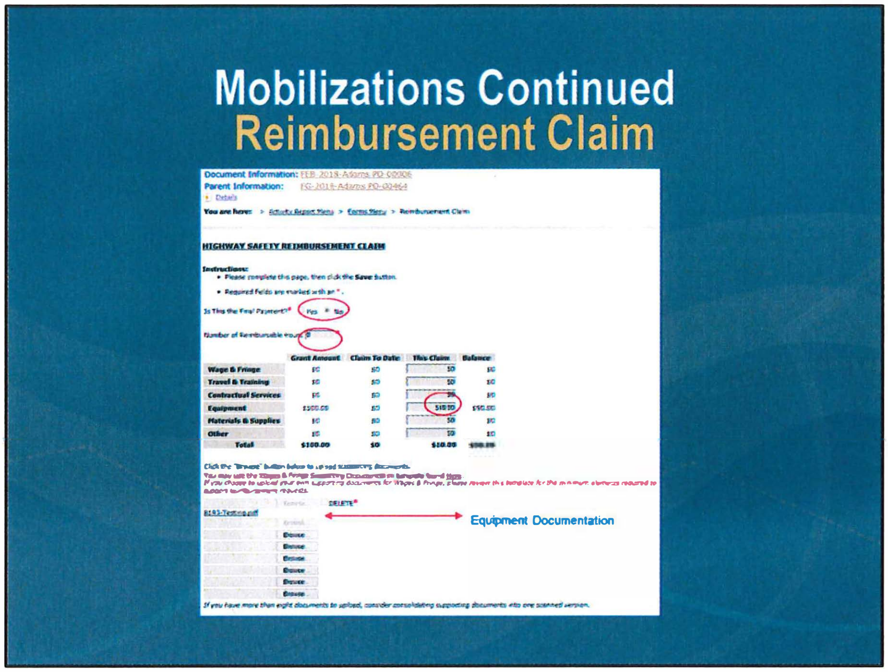
The grant process is the same for TRACS/Mobilization grants as other grants. During the grant application TRACS/Mobilization grants will have an equipment request page instead of a budget page.

You will need to read this page completely before entering your equipment information into the bottom half of this page.

All equipment is subject to the Buy America provisions. Please make sure to read this carefully.

The grant and equipment must be approved and active before you can purchase equipment. Some equipment will need special approval from NHTSA, your SPM or RPM will communicate with you, if there is a need for this approval.

Equipment CANNOT be purchased until the grant is active.



You will need to complete all the required fields:

Is this the final payment (should be yes)

Number of Reimbursable Hours (should be Zero, not reimbursing for hours)

This Claim Amount (amount actual spent on equipment)

Upload equipment documentation (invoice, proof of payment)

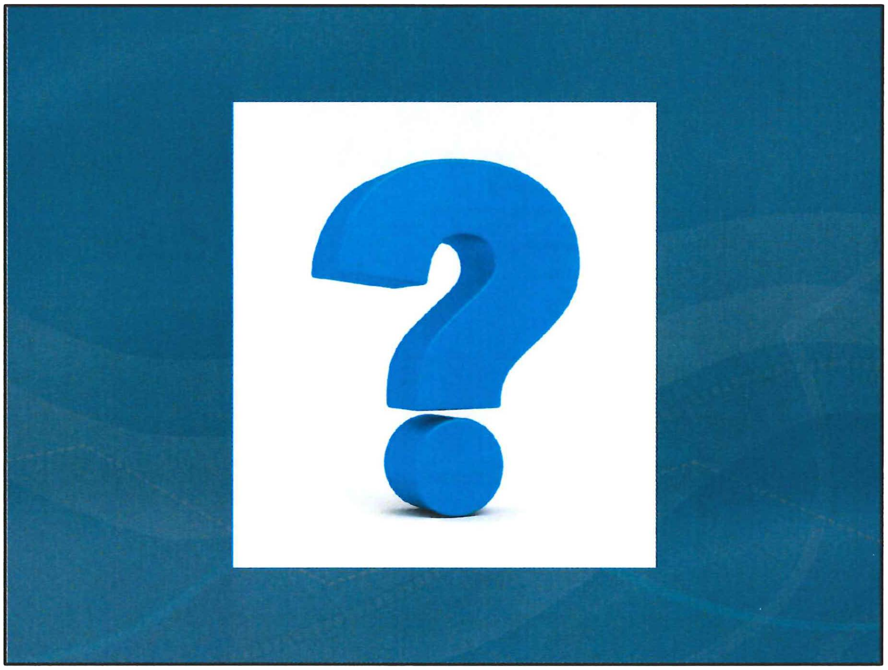
Proof of Payment can be:

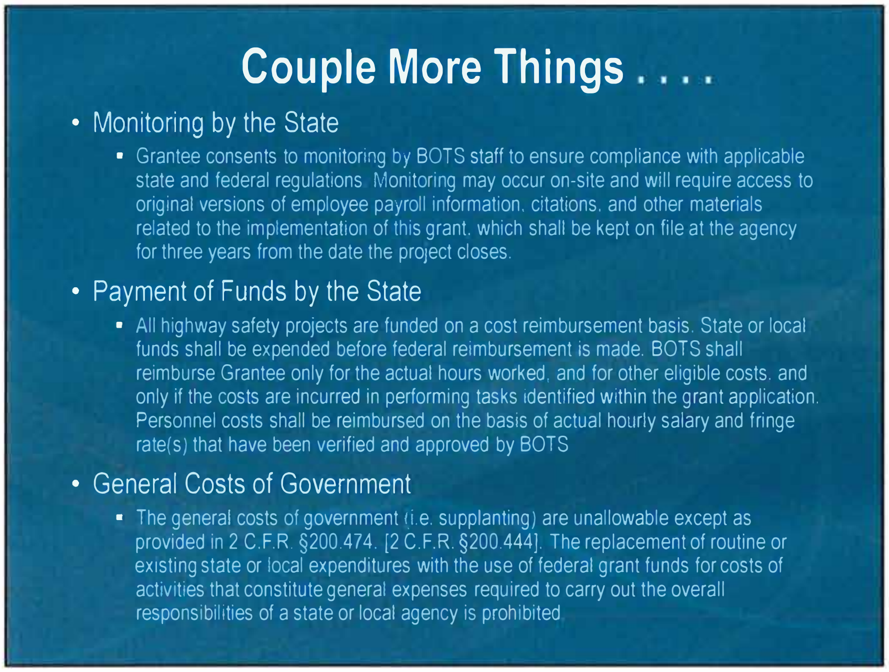
Copy of a check

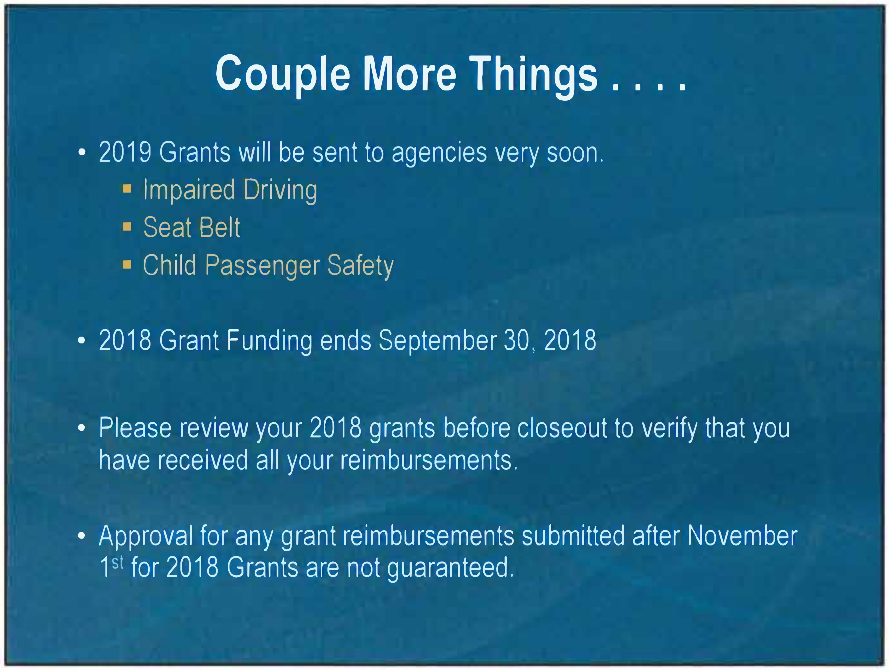
Credit Card receipt

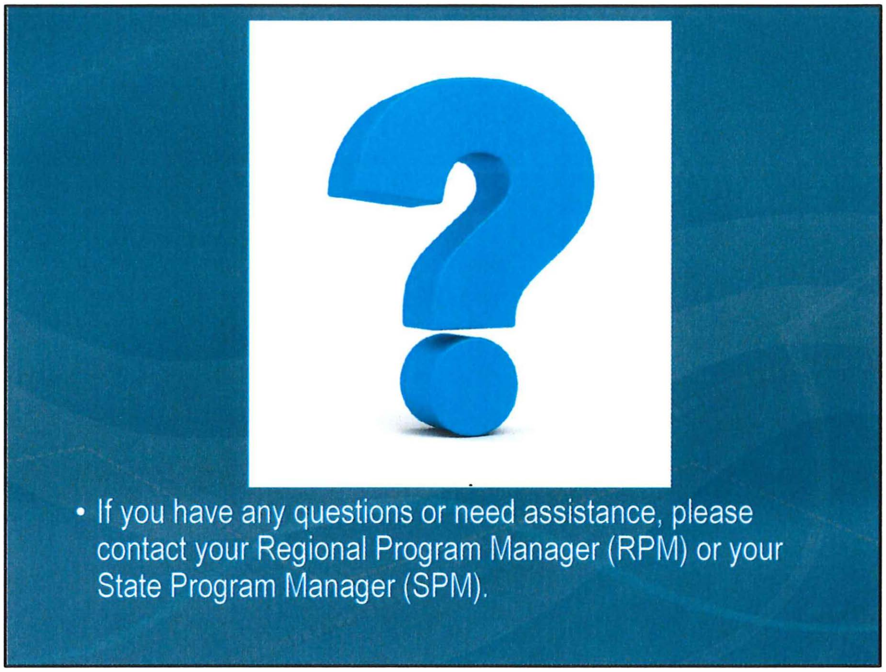
Zero Balance Invoice

Once you have completed this form and attached all necessary documents, click SAVE at the top of the screen.




Couple More Things . . . .
• Monitoring by the State
▪ Grantee consents to monitoring by BOTS staff to ensure compliance with applicable state and federal regulations. Monitoring may occur on-site and will require access to original versions of employee payroll information, citations, and other materials related to the implementation of this grant, which shall be kept on file at the agency for three years from the date the project closes.
• Payment of Funds by the State
▪ All highway safety projects are funded on a cost reimbursement basis. State or local funds shall be expended before federal reimbursement is made. BOTS shall reimburse Grantee only for the actual hours worked, and for other eligible costs, and only if the costs are incurred in performing tasks identified within the grant application. Personnel costs shall be reimbursed on the basis of actual hourly salary and fringe rate(s) that have been verified and approved by BOTS
• General Costs of Government
▪ The general costs of government (i.e. supplanting) are unallowable except as provided in 2 C.F.R. §200.474. [2 C.F.R. §200.444]. The replacement of routine or existing state or local expenditures with the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is prohibited.


Couple More Things . . . .
• 2019 Grants will be sent to agencies very soon.
▪ Impaired Driving
▪ Seat Belt
▪ Child Passenger Safety
• 2018 Grant Funding ends September 30, 2018
• Please review your 2018 grants before closeout to verify that you have received all your reimbursements.
• Approval for any grant reimbursements submitted after November 1st for 2018 Grants are not guaranteed.


• If you have any questions or need assistance, please contact your Regional Program Manager (RPM) or your State Program Manager (SPM).