

2019 Wise – Grants Training

Bureau of Transportation Safety Staff and Crash Records Staff

Regional Training

Federal Fiscal Year 2019



Agenda

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

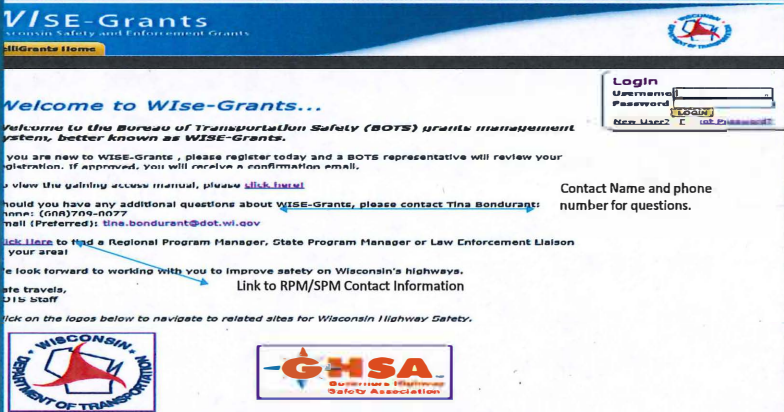
Administrative Information

- 2019 Federal Grant year is October 1, 2018- September 30, 2019
- 2019 Impaired Driving, Seat Belt, and Child Safety Grants will be available to targeted agency in late July 2018.
- Grant activity cannot start until your grant is in an ACTIVE status.
- Speed Grants will be available later in the grant year.
- Any other non-targeted grants will be available once funding has been confirmed. You will be contacted by your RPM or SPM

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.

Administrative Information Continued Login Page

<http://www.wigrants.gov/Login2.aspx?APPTHEME=WIBOTS>



Wise-Grants
Wisconsin Safety and Enforcement Grants

[Wise-Grants Home](#)

Welcome to Wise-Grants...

Welcome to the Bureau of Transportation Safety (BOTS) grants management system, better known as WISE-Grants.

If you are new to WISE-Grants, please register today and a BOTS representative will review your registration. If approved, you will receive a confirmation email.

To view the gaining access manual, please [click here](#).

If you have any additional questions about WISE-Grants, please contact Tina Bendurek:
Phone: (608)769-6077
Email (Preferred): tina.bendurek@dot.wi.gov



[Click here](#) to find a Regional Program Manager, State Program Manager or Law Enforcement Liaison in your area!

We look forward to working with you to improve safety on Wisconsin's highways.

Site travels, DIB staff

[Link to RPM/SPM Contact Information](#)

Click on the logos below to navigate to related sites for Wisconsin Highway Safety.

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.

Administrative Information Continued Agency and Member Updates



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.

Administrative Information Continued Agency and Member Updates

Organization - Bureau of Transportation Safety

Please complete all the required fields below. Required fields are marked with an *

[Organization Information](#) [Organization Members](#) [Organization Documents](#)

Organization Information

Name	Bureau of Transportation Safety
Short Name	BOTS*
FEIN Number	385036445*
DUNS Number	00611460*
Agency Head	David Pabel*
Title	Director*
Address	4802 Sheboygan Avenue, Room 551 PO Box 7936*
City	Madison*
State	Wisconsin*
Zipcode	53707*
County	Dane County*
Phone	608-266-0402*
Fax	
Email	
Website	

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.

Administrative Information Continued Agency and Member Updates

Organization - Bureau of Transportation Safety

Follow the instructions listed below to add/remove/update organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

1. To add a member to your organization, select the **Add Members** link below.
2. If a member has already added his/her information in the system, you can search for the member.
3. If you need to add a member's information into the system, select **New Member**.

For more detailed instructions, select the **Show Help** button above.

[Add New Member](#) | [Add New Member](#)

Click to add new members

Sort By: SELECT SELECT Results Per Page: 25 50

Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/> BonDurant, Tina	Administrative Staff	10/20/12	1	3/24/2012, Ms. Viki	3/24/2012, Ms. Viki
<input checked="" type="checkbox"/> BonDurant, Tina	Administrative Staff	10/20/12	1	3/24/2012, Ms. Viki	3/24/2012, Ms. Viki
<input checked="" type="checkbox"/> BonDurant, Tina	Administrative Staff	10/20/12	1	3/24/2012, Ms. Viki	3/24/2012, Ms. Viki
<input checked="" type="checkbox"/> BonDurant, Tina	Administrative Staff	10/20/12	1	3/24/2012, Ms. Viki	3/24/2012, Ms. Viki
<input checked="" type="checkbox"/> BonDurant, Tina	Administrative Staff	10/20/12	1	3/24/2012, Ms. Viki	3/24/2012, Ms. Viki
<input checked="" type="checkbox"/> BonDurant, Tina	Administrative Staff	10/20/12	1	3/24/2012, Ms. Viki	3/24/2012, Ms. Viki
<input checked="" type="checkbox"/> BonDurant, Tina	Administrative Staff	10/20/12	1	3/24/2012, Ms. Viki	3/24/2012, Ms. Viki
<input checked="" type="checkbox"/> BonDurant, Tina	Administrative Staff	10/20/12	1	3/24/2012, Ms. Viki	3/24/2012, Ms. Viki
<input checked="" type="checkbox"/> BonDurant, Tina	Administrative Staff	10/20/12	1	3/24/2012, Ms. Viki	3/24/2012, Ms. Viki
<input checked="" type="checkbox"/> BonDurant, Tina	Administrative Staff	10/20/12	1	3/24/2012, Ms. Viki	3/24/2012, Ms. Viki

Deactivate a member by adding an end date

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.

Administrative Information Continued

Navigating WISE-Grants

WISE-Grants
Wisconsin Safety and Transportation Grants

My Home | **My Proposals** | My Activity Reports | My Reimbursement Requests | My Grant Types

My Reports | My Administration | My Grants/Requests | My Organization(s) | My Profile | Logout

SAVE | SHOW HELP

[Back](#)

Organization - Bureau of Transportation Safety

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

1. To add a member to your organization, select the **Add Members** link below.
2. If a member has already added his/her information in the system, you can search for the member.
3. If you need to add a member's information into the system, select **New Member**.

For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search:

Person	Role	Active Dates	Active Documents	Assigned by	Modified by
<input checked="" type="checkbox"/> Kamini, Jacqueline	Select	6/20/17			
• Bureau of Transportation Safety (State Program Managers (SPM))					
<input type="checkbox"/> Kamini, David	Select	6/20/17			

1

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.

Administrative Information Continued

Navigating WISE-Grants

[Back](#)

My Proposals

Use the search functionality below to find a specific Proposals.

Search Proposals

Proposals Types:

Proposals Name:

Person:

Status:

Organization:

Year: Enter grant year

Export Results to: Sort by:

Number of Results: 7

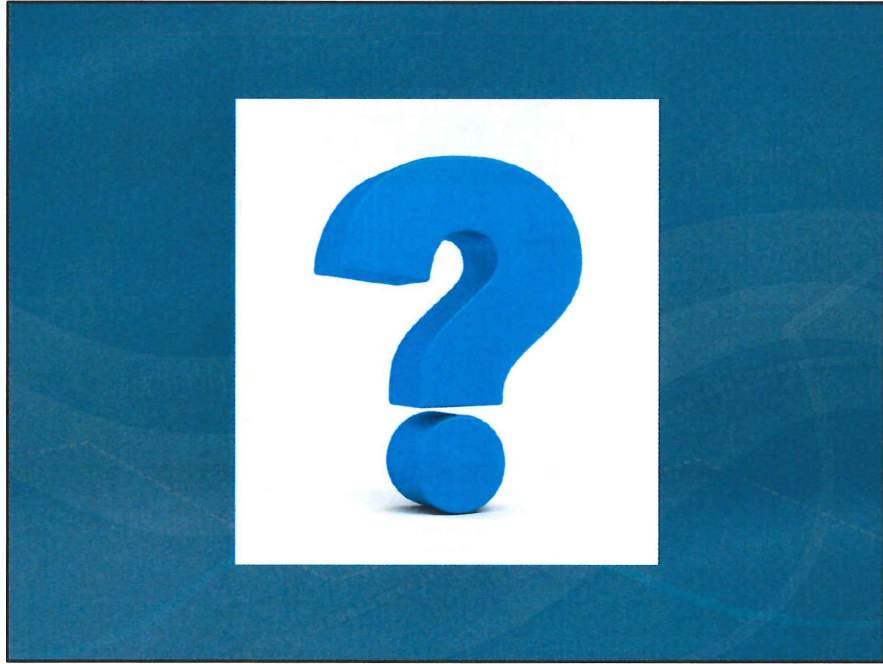
Document Type	Organization	Name	Current Status	Year
Funded Grants	Adams Police Department	EG-2018-Adams-PD-00459	Grant Active	2018
Funded Grants	Adams Police Department	EG-2018-Adams-PD-00460	Grant Active	2018
Funded Grants	Adams Police Department	EG-2018-Adams-PD-00461	Grant Active	2018
Funded Grants	Adams Police Department	EG-2018-Adams-PD-00462	Grant Active	2018
Funded Grants	Adams Police Department	EG-2018-Adams-PD-00464	Grant Active	2018
Funded Grants	Adams Police Department	EG-2018-Adams-PD-00465	Grant Active	2018
Funded Grants	Adams Police Department	EG-2018-Adams-PD-00466	Grant Active	2018

1

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

Grant Application Continued

Info	Document type	Organization	Role	Current Status	Period Date / Date Due
1	Funded Grants	BOIS	State Program Managers (SPM)	Grant Application In Process	10/01/2017 - 09/30/2018 07/14/2018 12:05PM EST

1 View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

2 Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

3 Access Management Tools
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
[VIEW MANAGEMENT TOOLS](#)

4 Examine Related Items
Select the **View Related Items** button below to view related items such as claims, messages, etc.
[VIEW RELATED ITEMS](#)

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

Grant Application Continued

All pages that require action are in this section

Attach completed signature pages and Operations Plans here.

Status	Page Name	Note	Created By	Last Modified By
	Grant Type		Mr. Larry Corsi	7/3/2017 4:15:16 PM
	RFPs Import Page			
	General Information		Tina BerDurandPC	7/3/2017 4:27:37 PM
	Prohibit Identification/Track Justification		Tina BerDurandPC	7/3/2017 4:44:00 PM
	Project Objectives with Evaluation Plan		Tina BerDurandPC	7/3/2017 4:44:42 PM
	Police Resources		Tina BerDurandPC	7/3/2017 4:44:56 PM
	Track Plan		Tina BerDurandPC	7/3/2017 4:45:39 PM
	Budget Request		Tina BerDurandPC	7/3/2017 4:46:57 PM
	Contract Terms		Tina BerDurandPC	7/3/2017 8:12:33 AM
	General Contract Terms Speed Enforcement		Tina BerDurandPC	7/3/2017 8:12:33 AM
	Printable Signature Page Speed Enforcement		Tina BerDurandPC	7/3/2017 8:12:33 AM
	Administrative Information		Mr. Larry Corsi	7/3/2017 9:34:21 AM
	Full PDF Version			
	Create Full PDF Version			
	Signature Agreement			
	Extended Agreement			
	Supporting Documentation			

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.

Grant Application Continued Project Identification/Justification

PROBLEM IDENTIFICATION/PROJECT JUSTIFICATION

Instructions:

1. Please complete this page, then click the Save button.
2. Required fields are marked with an *.

In preliminary 2017, 46.6% of persons killed and 28.5% of persons sustaining incapacitating injuries in Wisconsin crashes were NOT wearing seat belts. Many of those people were ejected from their vehicle. Currently seat belt use has 83.4% in 2017; however, if person seat belt use still remains about three percentage points lower than the national average, it has been estimated that seat belt use by motor vehicle occupants in Wisconsin prevents more than 200 traffic related fatalities and more than 8,000 serious injuries annually.

Seat belt enforcement grant recipients are targeted based upon seat belt usage data. The intention is to encourage extraordinary seat belt enforcement in areas of the state with low seat belt usage.

For more data and other resources available at the county level, please visit Community Maps at <https://transportation.wisconsin.gov/transportation-community-maps/>

Additional Justification
0 of 2000

RPM/SPM Notes

0 of 2000

☐ I agree to the terms and conditions above.*

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.

Grant Application Continued Policy Requirements

A-133 Single Audit requirement Verification

**** Please check with your Treasurer or Finance department**

Check with your Treasurer or Finance Dept.
If you have 2 C.F.R. §200, Subpart F
Single Audit (A-133) questions

The grantee has verified that their political entity (payee for this grant)

☒ **IS** or ☐ **IS NOT** Subject to 2 C.F.R. §200, Subpart F Single Audit requirements (A-133).

If subject to 2 C.F.R. §200, Subpart F Single Audit requirements, the grantee has verified that its political entity is in compliance and has filed with the Federal Audit Clearing House:

☒ **Yes** or ☐ **Not Applicable**

Mandatory Grants Training:
List the name of the person or persons who have taken or are scheduled to take the Mandatory Grants Training. List the name of the person, type of training (i.e. Webinar, Regional Training or online) and the date of training.

Name	Training Location	Date
Larry	Online	07/04/2017

Click [Here](#) for Training Locations.

☒ I agree to the terms and conditions above.

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.

Grant Application Continued

Work Plan

Document Information: [FIS-2019-Admns-011-00479](#)

[Details](#)

You are here: [Funded Grants Menu](#) > [Forms Menu](#) > Seat Belt Enforcement

WORK PLAN

Instructions:

1. Please complete this page; then click the Save button.
2. Required fields are marked with an *.

Federal Grant Period: Grant activities are funded for one federal fiscal year. Funded fiscal year 2019 activities may begin no earlier than October 1, 2018 and end no later than September 30, 2019. **Grant activity may not begin until grant is in an active status.**

Work Plan/Calendar: The Work Plan/Calendar contained within this contract is a term of the contract. It describes timing and level of enforcement activity. At a minimum, during the term of this contract:

Grantee will implement at least one deployment each month within the specified grant period as planned in the Work Plan/Calendar. Agencies that receive funding for overtime enforcement must participate in the national mobilizations during the timeframes listed below. Sign-up for mobilizations is in Blue-Grants and is accomplished by activating an activity report under the [View Available Opportunities](#) button on the home screen. Completing the activity report after the two week mobilization helps BOTS to provide NHTSA with accurate information about the level of enforcement activity in the state AND give your agency an opportunity to procure equipment.

Required Mobilizations

1. December 14th, 2018 – January 1st, 2019 (Drive Sober – Winter)
2. May 20th – June 2nd, 2019 (Click It Or Ticket National Mobilization)
3. Aug 16th – Sept 2nd, 2019 (Drive Sober – Labor Day)

NOTE:

During the course of the grant, Grantees will schedule a minimum of 50% of the hours of enforcement at night (6:00pm to 6:00am).

If grantee cannot perform the planned patrols, BOTS must be notified. Failure to perform planned activity may be considered grounds for terminating the grant.

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.

Grant Application Continued Work Plan Cont.

WORK PLAN				
Month	(A) Deployments	(B) Hours per Deployment	(C) Officers per Deployment	(D) Total Officer Hours (A)(B)(C) = D
October	2	4	2	16
November	2	4	2	16
December	2	4	2	16
January	2	4	2	16
February	2	4	2	16
March	2	4	2	16
April	2	4	2	16
May	2	4	2	16
June	2	4	2	16
July	2	4	2	16
August	2	4	2	16
September	2	4	2	16
TOTAL	24	48	24	192

WORK PLAN ITEMS - Required:

- BOTS enforcement grants are now using the High Visibility Enforcement (HVE) model as agreed to in your signed operations plan. The three main elements of HVE are: 1) multiple agencies 2) working the same day and time and 3) with a media component to educate the public. Single officer deployments are no longer allowable and will require justification in any reimbursement request.
- Grantees will assign only sworn, SIFT-trained officers in patrol. Part-time officers may be assigned only if the grant funded activity and their resulting weekly total hours do not exceed 39 hours.
- Grantee agrees to implement 24 deployments for a total of 382 enforcement hours.

Grant Reimbursable Hours & Rate:

Grantee's estimate of funded reimbursable hours is based upon an estimated average hourly wage/fringe rate of \$55.99.

Total amount of Wage/Fringe Based on above deployments and rate \$12,480.00

Activity Reporting: Grantee shall complete activity reports and submit them to BOTS no later than the 15th of the month following the activity.

☒ I agree to the terms and conditions above.*

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 not 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 Plans:

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.

Grant Application Continued

Budget Request

Item	Federal Grant	Local Match	Totals
Wage/Fringe	\$12,480.00	\$3,120.00	\$15,600.00
Travel/Mileage	Ineligible		SC
Training	Ineligible		SC
Contractual Services	Ineligible		SC
Equipment (From Equipment Purchases)	Ineligible		SC
Materials & Supplies	Ineligible		SC
Other	Ineligible		SC
Total	\$12,480.00	\$3,120.00	\$15,600.00

Common examples of match:
 Mileage
 Fringe (If not being claimed for reimbursement)
 Administrative and straight-time officer hours
 Equipment purchased to support grant activity

Budget Amendments:
 If the work plan or other documentation must be changed after the contract is signed, Grantee must submit an amendment request via the WISE Grants System. Amended activity may not commence prior to BOTS approval.
[Click Here](#) to see Amendment Instructions.

Signatures:
 The agency head or authorizing official must complete the printable signature page and attach to grant application under "Supporting Documents."
 An electronic grant submission through the WISE Grants System will initiate the grant approval process. activity/deployments shall not begin until the agency receives notice that the grant is active.

☒ I agree to the terms and conditions above.*

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 met for the grant.

Grant Application Continued

Contract Terms

GENERAL CONTRACT TERMS SEATBELT ENFORCEMENT

Instructions:

1. Please complete this page, then click the **Save** button.
2. Required fields are marked with an *.

This Grant Agreement ("Agreement"), entered into by and between the Bureau of Transportation Safety ("BOTS") and _____ ("Grantee"), is executed pursuant to terms that follow.

1. Purpose of this Agreement

The Bureau of Transportation Safety, housed within the Wisconsin Department of Transportation's Division of State Patrol, serves as the administering agency for state and federal grants relating to transportation safety. The purpose of this Agreement is to enable BOTS to award grant funding to Grantee for eligible costs of the Grant Project ("Grant") undertaken as outlined in the project narrative and work plan. The funds shall be used exclusively in accordance with the provisions of this Agreement, as well as applicable federal and state laws and regulations.

2. Term

Work conducted under this Grant must occur within the federal fiscal year: October 1 to September 30. This Agreement expires September 30 of the federal fiscal year during which the Grant is conducted.

3. Implementation

Grantee shall be solely responsible for the design and implementation of the Grant as described in the project narrative and work plan. Grantee agrees to conduct the Grant in accordance with these plans as approved by BOTS. Modification of the Grant shall require prior approval of BOTS. Any change in project coordinator, financial officer, authorizing official, addresses, or telephone numbers requires written notification to BOTS. If the work plan or other documentation must be changed after the contract is signed, Grantee must submit an amendment request via the Wize-Grants System. Amended activity may not commence prior to BOTS approval. Failure to perform planned activity may be considered grounds for termination of funding.

4. Audit and Maintenance of Records

Grantee's political entity is responsible for obtaining audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and the Single Audit Requirements of 2 C.F.R. 6200, Subpart F. Grantee will verify whether its political entity is or not subject to a Single Audit. If Grantee's political entity is subject to a Single Audit, BOTS must be notified of the audit and subsequent results. If Grantee's political entity is subject to these requirements, it will verify that it is compliance with these requirements and that it has filed with the Federal Audit Clearinghouse. BOTS may take corrective action within six months and may require independent auditors to have access to grantee's records and financial statements. Documentation of costs shall be maintained for three years following final reimbursement. Reimbursement

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.

Grant Application Continued Signature Page

Status	Page Name	Note	Created By	Last Modified By
	Grant Type		Mr. Larry Cons	7/3/2017 4:15:16 PM
	FAPS Input Page			
Request Enhancement				
	General Information		Tina BerDorantPC	7/3/2017 4:12:17 PM
	Problem Identification/Project Justification		Tina BerDorantPC	7/3/2017 4:14:50 PM
	Project Objectives with Evaluation Plan		Tina BerDorantPC	7/3/2017 4:14:42 PM
	Policy Requirements		Tina BerDorantPC	7/3/2017 4:14:56 PM
	Work Plan		Tina BerDorantPC	7/3/2017 4:18:57 PM
	Budget Request		Tina BerDorantPC	7/3/2017 8:11:29 AM
	The variables		Tina BerDorantPC	7/3/2017 8:12:34 AM
Contract Terms & Conditions				
	General Contract Terms/Speed Enforcement		Tina BerDorantPC	7/3/2017 8:26:29 AM
	Printable Signature Page/Speed Enforcement			
Administrative Section - RESEARCHERS ONLY				
	Administrative Information		Mr. Larry Cons	7/3/2017 5:15:42 AM
Full PTC Version				
	Create Full Print Version		Mr. Larry Cons	7/3/2017 5:34:21 AM
Finalized Agreement				
	Finalized Agreement			
Supporting Documentation				
	Supporting Documentation			

click on the "Printable Signature Page" PDF link to generate your signature page

Upload signed copy of the Operational Plan and the signed signature page.

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.

[illegible]

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.

Grant Application Continued Submitting a Grant

Funded Grants Menu

Document Information: FG-2017-Adams PD-00448

Grant Number	Grant Title	Grant Status	Grant Type	Grant Amount	Grant Start Date	Grant End Date
FG-2017-Adams PD-00448	Adams PD-00448	Submitted	PD	\$10,000.00	10/1/2017	9/30/2018

View, Edit and Complete Forms
Click the View button below to view, edit, and complete forms.

Change the Status
Click the View button below to view, edit, and complete forms.

Access Management Tools
Click the View button below to view, edit, and complete forms.

Examine Related Items
Click the View button below to view, edit, and complete forms.

Funded Grants Menu - Status Options
Select a button below to execute the appropriate status push.

Document Information: FG-2017-Adams PD-00448

Possible Statuses

GRANT APPLICATION SUBMITTED
Click the button below to submit the grant application.

GRANT APPLICATION FORFEITED
Click the button below to forfeit the grant application.

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.**

Grant Application Continued Grant Approval Process

- ▣ Grant is pushed to the agency (Grants are determined by targeting list)
- ▣ Grant is completed by agency and submitted to BOTS for approval
- ▣ Grant is reviewed by SPM
- ▣ If all criteria is met, SPM sends grant to Grant Supervisor for review
- ▣ If all criteria is met, Grant Supervisor sends grant to CFO for review
- ▣ If all criteria is met, CFO sends grant to Administrative Staff (Grant is in Project ID status)
 - ▣ Assign Project ID on Grant Year Spreadsheet
 - ▣ Update Administrative Information Page for each grant
 - ▣ Verify receipt of signature page
 - ▣ Start Project Costing in STAR System. Needs approval from DBM Fiscal Services
 - ▣ Once Project Costing is approved, complete Funds Distribution in STAR System
 - ▣ Give Signature Pages to be signed by Director
 - ▣ Send grant to Director Review
 - ▣ Financial Specialist gives Administrative Page with completed signature page to SPM
 - ▣ SPM uses signature page and administrative page to create requisition in STAR
 - ▣ SPM forwards email notification to Financial Specialist when requisition is approved
- ▣ If all above steps are completed, Administrative Staff sends grant to Direct Review
- ▣ If all criteria is met, Direct sends grant to Approved Status.
- ▣ At approved status the following items must be complete before Grant goes active
 - ▣ Signature page signed by agency and BOTS
 - ▣ Operational Plan signed by all task force members
 - ▣ Received PO information from STAR system (009 file)
 - ▣ Award Letter generated
- ▣ Grant is active

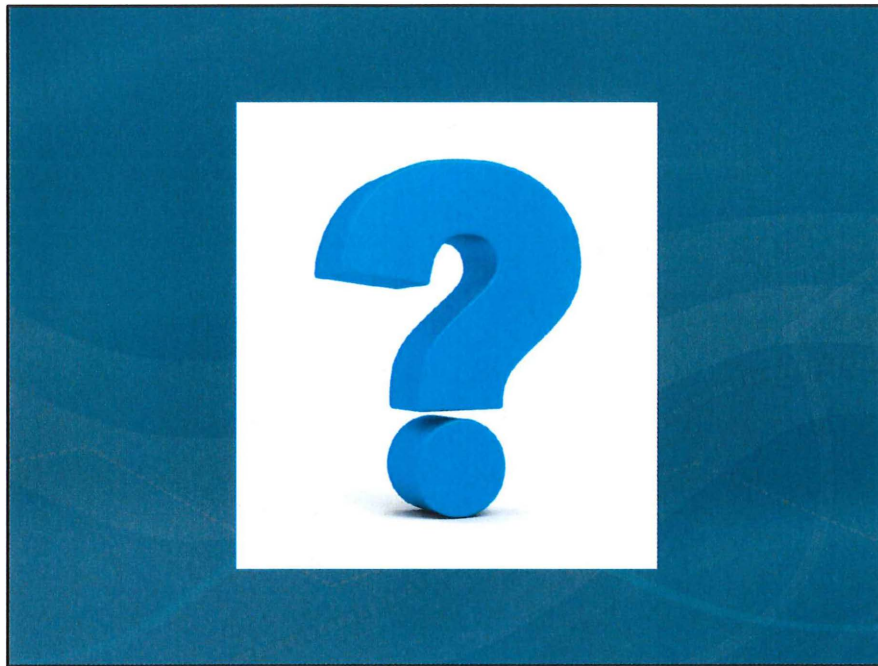
The grant approval process takes a minimum of 16 business days from the date the agency submits the grant for approval.

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

Activity Reports Continued

[Back](#)

Funded Grants Menu

Document Information: [EG 2018 Adams PD 00451](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Data / Date Due
Funded Grants	Adams Police Department	State Program Managers (SPM)	Grant Active	06/01/2017 - 09/30/2018 09/29/2020 9:00AM EST	

1 View, Edit and Complete Forms
 Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

2 Change the Status
 Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

3 Access Management Tools
 Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
[VIEW MANAGEMENT TOOLS](#)

4 Examine Related Items
 Select the **View Related Items** button below to view related items such as claims, messages, etc.
[VIEW RELATED ITEMS](#)

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.

Activity Reports Continued

Activity Report Menu

Document Information: [ADN-2018-Adams PD-100005](#)
 Parent Information: [AG-2018-Adams PD-90461](#) ← Grant Level
 Details

Edit	Document Type	Organization	Role	Current Status	Printed Date / Date List
Activity Report	Adams Police Department	State Program Managers (SPM)	Activity Report In Progress	08/20/2018 - 08/23/2018 08/20/2018 11:00PM EDT	

1 **View, Edit and Complete Forms**
 Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

2 **Change the Status**
 Select the **View Status Options** button below to perform actions such as submitting applications or requests, modifications.
[VIEW STATUS OPTIONS](#)

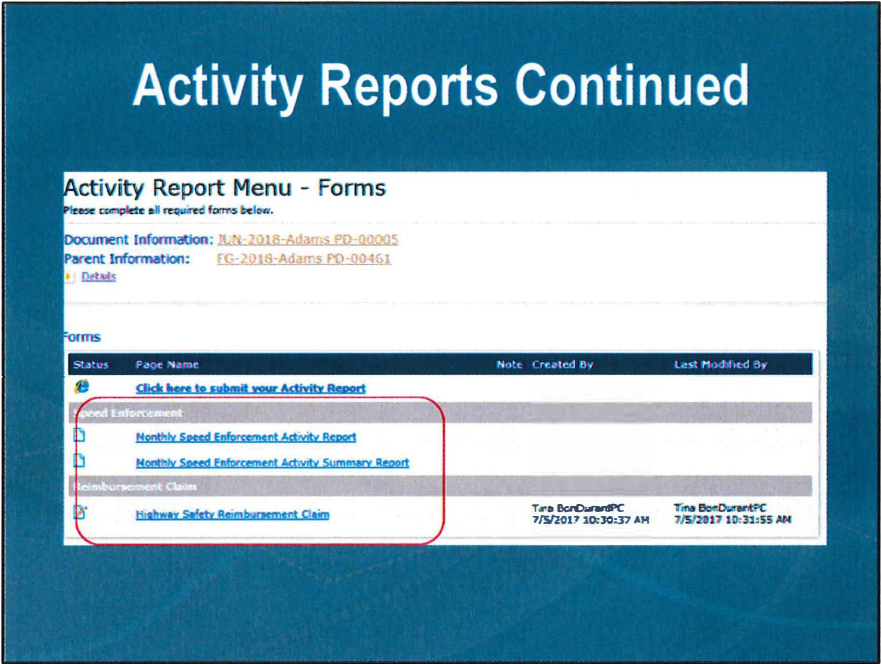
3 **Access Management Tools**
 Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
[VIEW MANAGEMENT TOOLS](#)

4 **Examine Related Items**
 Select the **View Related Items** button below to view related items such as claims, messages, etc.
[VIEW RELATED ITEMS](#)

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.

MONTHLY SPEED PERFORMANCE ACTIVITY REPORT

Instructions:

- Please complete this page. Highlight the items below.
- Please click the **ENTER** button at the top of the page to create additional pages.
- After you click the **ENTER** button, when all pages at the top of your screen.
- Choose the correct page from the dropdown list, click the **VIEW** button to access the selected page.
- You should only submit one page per day.

Subheader											
Department		Start Time		End Time		Off Hours		Off Hours		Off Hours	
Code	Unit	Start	End	Start	End	Start	End	Start	End	Start	End
Children	CD	06:00	06:30	06:30	07:00	07:00	07:30	07:30	08:00	08:00	08:30
CD	06:30	07:00	07:30	07:30	08:00	08:00	08:30	08:30	09:00	09:00	09:30
CD	07:00	07:30	08:00	08:00	08:30	08:30	09:00	09:00	09:30	09:30	10:00
CD	07:30	08:00	08:30	08:30	09:00	09:00	09:30	09:30	10:00	10:00	10:30
CD	08:00	08:30	09:00	09:00	09:30	09:30	10:00	10:00	10:30	10:30	11:00
CD	08:30	09:00	09:30	09:30	10:00	10:00	10:30	10:30	11:00	11:00	11:30
CD	09:00	09:30	10:00	10:00	10:30	10:30	11:00	11:00	11:30	11:30	12:00
CD	09:30	10:00	10:30	10:30	11:00	11:00	11:30	11:30	12:00	12:00	12:30
CD	10:00	10:30	11:00	11:00	11:30	11:30	12:00	12:00	12:30	12:30	13:00
CD	10:30	11:00	11:30	11:30	12:00	12:00	12:30	12:30	13:00	13:00	13:30
CD	11:00	11:30	12:00	12:00	12:30	12:30	13:00	13:00	13:30	13:30	14:00
CD	11:30	12:00	12:30	12:30	13:00	13:00	13:30	13:30	14:00	14:00	14:30
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CD	14:30	15:00	15:30	15:30	16:00	16:00	16:30	16:30	17:00	17:00	17:30
CD	15:00	15:30	16:00	16:00	16:30	16:30	17:00	17:00	17:30	17:30	18:00
CD	15:30	16:00	16:30	16:30	17:00	17:00	17:30	17:30	18:00	18:00	18:30
CD	16:00	16:30	17:00	17:00	17:30	17:30	18:00	18:00	18:30	18:30	19:00
CD	16:30	17:00	17:30	17:30	18:00	18:00	18:30	18:30	19:00	19:00	19:30
CD	17:00	17:30	18:00	18:00	18:30	18:30	19:00	19:00	19:30	19:30	20:00
CD	17:30	18:00	18:30	18:30	19:00	19:00	19:30	19:30	20:00	20:00	20:30
CD	18:00	18:30	19:00	19:00	19:30	19:30	20:00	20:00	20:30	20:30	21:00
CD	18:30	19:00	19:30	19:30	20:00	20:00	20:30	20:30	21:00	21:00	21:30
CD	19:00	19:30	20:00	20:00	20:30	20:30	21:00	21:00	21:30	21:30	22:00
CD	19:30	20:00	20:30	20:30	21:00	21:00					

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

Wisconsin Department of Transportation

Activity Reports Continued

Monthly Activity Report

MONTHLY SPEED ENFORCEMENT ACTIVITY REPORT

Instructions:

- Please complete this page, then click the Save button.
- Please click the ADD button at the top of this page to create additional pages.
- After you have SAVED the page, a box will appear at the top of your screen.
- Choose the correct page from the dropdown list, click the "EXP" button to the right to access this selected page.
- You should only submit one page per day.

Schedule:

Deployment Start Date	Deployment End Date	Officer Name	Officer ID	Officer Status	Officer Type	Officer Unit

Officer Information:

Officer Name	Officer ID	Officer Status	Officer Type	Officer Unit

Officer Information:

Officer Name	Officer ID	Officer Status	Officer Type	Officer Unit

Officer Information:

Officer Name	Officer ID	Officer Status	Officer Type	Officer Unit

Officer Information:

Officer Name	Officer ID	Officer Status	Officer Type	Officer Unit

Officer Information:

Officer Name	Officer ID	Officer Status	Officer Type	Officer Unit

Officer Information:

Officer Name	Officer ID	Officer Status	Officer Type	Officer Unit

Officer Information:

Officer Name	Officer ID	Officer Status	Officer Type	Officer Unit

Officer Information:

Officer Name	Officer ID	Officer Status	Officer Type	Officer Unit

Officer Information:

Officer Name	Officer ID	Officer Status	Officer Type	Officer Unit

Officer Information:

Officer Name	Officer ID	Officer Status	Officer Type	Officer Unit

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Officer Name	Officer ID	Officer Status	Officer Type	Officer Unit

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Officer Information:

Officer Name	Officer ID	Officer Status	Officer Type	Officer Unit

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Officer Name	Officer ID	Officer Status	Officer Type	Officer Unit

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Officer Name	Officer ID	Officer Status	Officer Type	Officer Unit

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Officer Information:

Officer Name	Officer ID	Officer Status	Officer Type	Officer Unit

Officer Information:

Officer Name	Officer ID	Officer Status	Officer Type	Officer Unit

Officer Information:

Officer Name	Officer ID	Officer Status	Officer Type	Officer Unit

Officer Information:

Officer Name

Please remember to complete:

- Stops with No Action
- Total Number of Contacts
- Total Criminal Contacts

Wisconsin Department of Transportation

Activity Reports Continued

Match Reporting

Match
 Agencies are required to report adequate match each time they request reimbursement.
 Click for more information:
[Match is a federal requirement](#)
[What is "Match?"](#)
[Examples of Match Detail](#)

Match Detail: In the worksheet below, please provide a brief description of each type of match, with estimated or actual amounts for each, indicating whether source is from state or local entity, as shown in the examples above.

Description	Estimated or Actual	Amount	Source
	Estimated <input type="checkbox"/>		<input type="checkbox"/>
	Estimated <input type="checkbox"/>		<input type="checkbox"/>
	Estimated <input type="checkbox"/>		<input type="checkbox"/>
	Estimated <input type="checkbox"/>		<input type="checkbox"/>
Total Local		\$0	
Total State		\$0	
YTD Total Local		\$0	
YTD Total State		\$0	

Year to date totals do not reflect this month's totals.

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.

Activity Reports Continued Summary Report

Activity Report Menu - Forms
Please complete all required forms below.

Document Information: [JUN-2018-Adams PD-00005](#)
Parent Information: [EG-2018-Adams PD-00461](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Click here to submit your Activity Report			
	Speed Enforcement			
	Monthly Speed Enforcement Activity Report			
	Monthly Speed Enforcement Activity Summary Report			
	Reimbursement Claim			
	Highway Safety Reimbursement Claim		Tina BonDurantPC 7/5/2017 10:30:37 AM	Tina BonDurantPC 7/5/2017 10:31:55 AM

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

Document Information: [8/8/2018 10:41:10 AM FD-5000.5](#)
 Parent Information: [16211140438782-004681](#)
[Print](#)

You are here: [Home](#) > [Activity Report Menu](#) > [Family Data](#)

MONTHLY SPEED ENFORCEMENT ACTIVITY SUMMARY REPORT

Instructions:
 • This page shows the totals from all Monthly Speed Enforcement Activity Report pages.
 • To view any totals on this page, you must return to a Monthly Speed Enforcement Activity Report page and edit your data.

Totals														Current Month Totals	
# Officers Employed	Total Number/Date Issued	Points	Month	Hours											
Officer ID#															
Written Warning															
C (First/Second)															
C (Third/Fourth)															
C (Fifth)															
WV (First)															
Corrected with no Action															
Total Number of Contacts															
<div> <div># Officers Employed</div> <div> <div>TOTAL Totals *</div> <div>Total Number/Date Issued</div> <div>Points</div> <div>Month</div> <div>Hours</div> </div> </div>															
Officer ID#															
Written Warning															
C (First/Second)															
C (Third/Fourth)															
C (Fifth)															
WV (First)															
Corrected with no Action															
Total Number of Contacts															

* Year or other totals do not reflect this month's totals.

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

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

Activity Reports Continued Reimbursement Claim

Activity Report Menu - Forms

Please complete all required forms below.

Document Information: [JUN-2018-Adams PD-00005](#)

Parent Information: [FG-2018-Adams PD-00461](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Click here to submit your Activity Report			
Speed Enforcement				
	Monthly Speed Enforcement Activity Report			
	Monthly Speed Enforcement Activity Summary Report			
Reimbursement Claims				
	Highway Safety Reimbursement Claim		Tina BonDurantPC 7/5/2017 10:30:37 AM	Tina BonDurantPC 7/5/2017 10:31:55 AM

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.

Document Information: **AWR 2016-AUGUST PERSONNEL**
Parent Information: **Return to the menu page.**
View as: **Home** | **Setup Budgets** | **Parent Menu** | **Reimbursement Claim**

HIGHWAY SAFETY REIMBURSEMENT CLAIM

Instructions:
• Please complete this page, then click the Save button.
• Required fields are marked with an *.

Is this the final Payment? **Yes** **No**

Number of Reimbursement Hours **10** *

	Grant Amount	Claims Yr Date	Claim Date	Balance
Wages & Fringe	102,400.00	07	12/08/09	0.00
Travel & Lodging	40	00	00	00
Charitable Donations	10	00	00	00
Equipment	10	00	00	00
Materials & Supplies	10	00	00	00
Other	10	00	00	00
Total	\$12,400.00	00	12/08/09	\$1,000.00

Click the "Save" button below to submit your reporting documents.
You may also use the Wages & Fringe Supporting Document location to upload your documents.
If you have other documents for supporting documents for Wages & Fringe, please review this template for the maximum references required.
Support reimbursement requests.

2017-Tested and **DELETE** **Wage/Fringe Document**

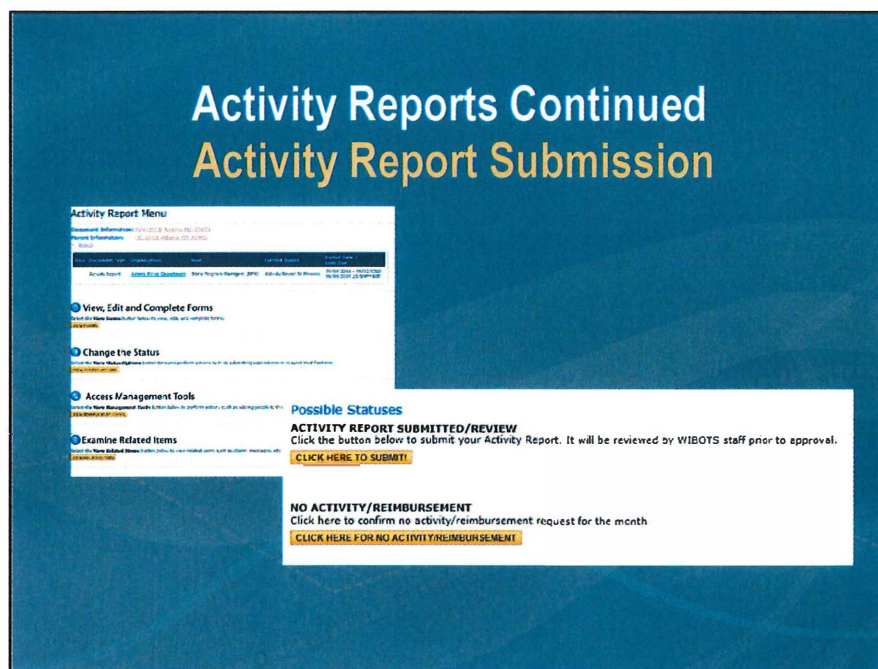
Home
Reimbursement
Reimbursement
Reimbursement
Reimbursement
Reimbursement

If you have more than eight documents to upload, consider consolidating reporting documents into one document release.

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

This process can be simplified by using a combined spreadsheet or a Google Docs form.

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 not 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

[illegible]

[illegible]

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

- Match
 - your time
 - supplies for clinics
 - technician cert fee
 - time checking seats

[illegible]

If you indicate "YES" for any piece of equipment, please indicate the exact piece, the justification for the purchase and the current status (lease or buy and sell):

- ☐ The waste materials or scrap and not commercially available
- ☐ Duration is directly or complemented w/ 3rd party quality
- ☐ The waste materials or scrap and not sold increases the cost by more than 25%

All waste purchases will be executed or made in Armenia

Budget	Item	Federal Grant	Local Match	Total
Wages	Principal	\$3,500.00		\$3,500.00
	Irregular	\$300.00		\$300.00
	Travels	\$700.00		\$700.00
Construction Services	Irregular			\$0
Child Safety Gate	\$4,300.00			\$4,300.00
Materials & Supplies				\$0
Other				\$0
Total		\$4,500.00	\$0.00	\$4,500.00

Budget Detail: Enter detailed description of budget items for each Budget Line below

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.

Wisconsin Department of Transportation

Child Passenger Safety Grants

- Monthly Activity reports
 - No Reimbursement Request requires memo
 - Due dates of reports

WISE-Grants
Wisconsin Safety and Enforcement Grants

Document Information: [8.8-2016-Cabaret-07249](#)
Parent Information: [8.8-2016-Cabaret-07249](#)

You are here: > [Activity Report](#) > [Activity Menu](#) > [Child Enforcement](#)

CAR SEAT GRANT ACTIVITY REPORT

Instructions:
Please complete this page, then click the Save button.
Required fields are marked with an *.

MONTH	NUMBER OF SEATS DESTROYED				# Seats Checked	# Service Hours	Conditions Received
	Infant	Child	Booster	Other			
October	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

When submitting a monthly report for your agency please be sure to do the following

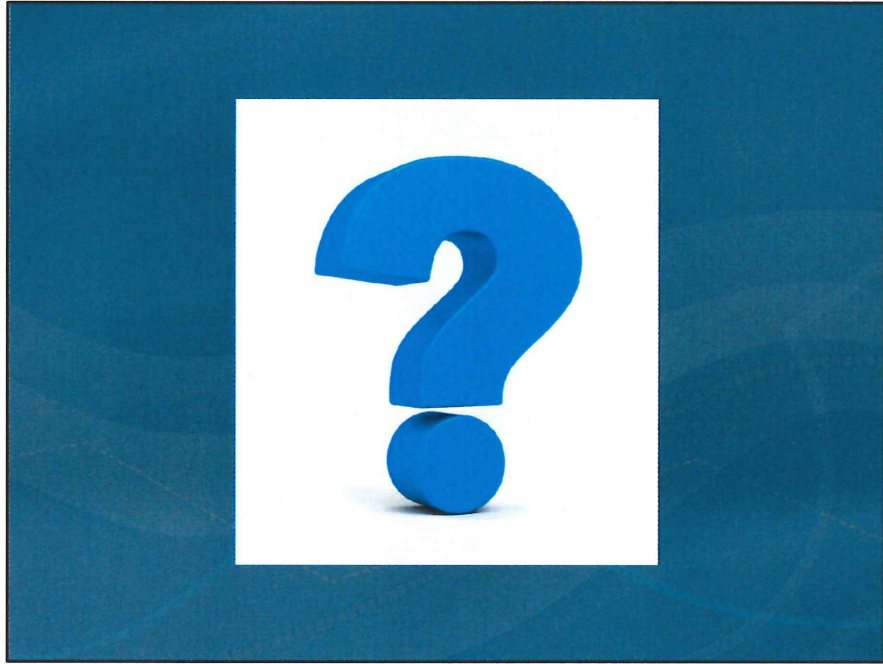
Submit by the due date. Due dates are 30 days after the close of the reporting month. For example, January's activity/reimbursement report is due March 31. In order to keep in tune with our new financial system and the federal fiscal close out dates, any report not submitted will be pushed to No Activity/No 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.



Mobilizations

Grantee ~~will~~ implement at least one deployment each month within the specified grant period as planned in the Work Plan/Calendar. Agencies that receive funding for overtime enforcement must participate in the national mobilizations during the timeframes listed below. Sign-up for mobilizations is in Wise-Grants and is accomplished by activating an activity report under the [View Available Opportunities](#) button on the home screen. Completing the activity report after the two week mobilization helps BOTS to provide NHTSA with accurate information about the level of enforcement activity in the state AND ~~will~~ give your agency an opportunity to procure equipment.

Required Mobilizations

1. December 14th, 2018 - January 1st, 2019 (Drive Sober - Winter)
2. May 20th - June 2nd, 2019 (Click It Or Ticket National Mobilization)
3. Aug 16th - Sept 2nd, 2019 (Drive Sober - Labor Day)

Note the three national mobilization dates.

Mobilizations Continued

EQUIPMENT REQUEST

Instructions:

- Please complete this page, then click the Save button.
- Required fields are marked with an *.

Federal Grant Period:

Grant activities are funded for one federal fiscal year. Funded fiscal year 2019 activities may begin no earlier than October 1, 2018 and end no later than September 30, 2019. **Grant activity may not begin until grant is in an active status.**

Monitoring:

Grantee consents to monitoring by DOT 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, equipment purchased, paid invoices, and other materials related to the implementation of this grant.

Buy America:

Grantee will comply with the provisions of the Buy America Act, 23 USC 313, when purchasing items using federal funds. The Buy America Act requires Grantee to purchase only steel, iron, and manufactured products produced in the United States with federal funds, unless the U.S. Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project Grant by more than 25 percent. In order to use federal funds to purchase foreign-produced items, the State must submit a waiver request that provides an adequate basis and justification to and approved by the U.S. Secretary of Transportation.

Equipment Purchase

Item	Federal Grant	Local Match	Totals
Item 1	\$45.00	\$23.75	\$68.75
Item 2	\$50.00		\$50.00
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total	\$95.00	\$23.75	\$118.75

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.

Mobilizations Continued Reimbursement Claim

Document Information: ISB 2018-Adams PD 50006
Parent Information: ISB 2018-Adams PD 00464
1. Details
You are here: > Submit Report Status > Claims Status > Reimbursement Claim

HIGHWAY SAFETY REIMBURSEMENT CLAIM

Instructions:
• Please complete this page, then click the Save button.
• Required fields are marked with an *.

Is This the Final Payment? ☒ Yes ☐ No

Number of Reimbursable hours: 0

	Claim Amount	Claim To Date	This Claim	Balance
Wages & Fringe	\$0	\$0	\$0	\$0
Travel & Training	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0
Equipment	\$200.00	\$0	\$180.00	\$15.00
Materials & Supplies	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Total	\$200.00	\$0	\$180.00	\$15.00

Click the "Browse" button below to upload supporting documents.
You may add the Wages & Fringe Supporting Documents on separate form pages.
If you choose to upload your own supporting documents for Wages & Fringe, please prepare the evidence for the maximum amount requested to support your reimbursement request.

1541 Test case off

If you have more than eight documents to upload, consider consolidating supporting documents into one scanned version.

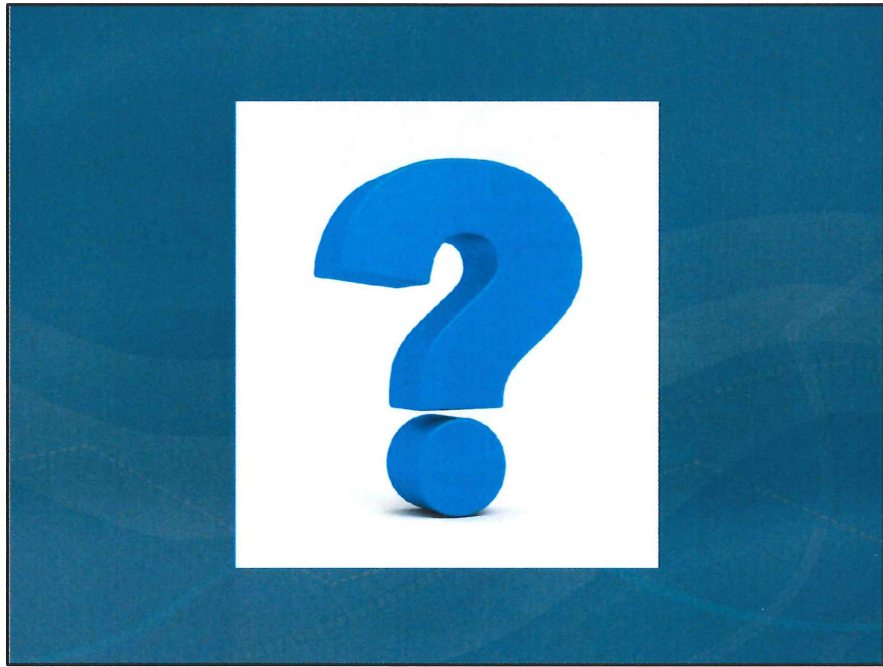
You will need to complete all the required fields:

- 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).

