



# FFY 2020 Grant Information

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# Outline

- ❖ **Grants for Performance!**
- ❖ Grant Application Process
- ❖ FFY 2020 Funding
- ❖ Requirements for Grant Proposals
- ❖ Financial and Reimbursement Requirement

# Grants for Performance!

- **Statistical reporting of DUI Enforcement and Traffic Data is necessary to justify Agency requests for funding.**
- **Statistics are used to measure the progress towards an Agency's goals and objectives.**
- **Continuous reporting of statistics throughout the grant cycle reflects an Agency's ability to manage contract activity and funding.**
- **Timely fiscal and operational performance during the grant cycle may determine an Agency's ability to procure future funding.**

# Grant Application Process

- ❖ The FFY 2020 Grant Proposals became available online January 25<sup>th</sup>.
- ❖ The DEADLINE for submission is COB **March 15, 2019**. Any Proposals submitted AFTER this date may not be accepted.
- ❖ If there is any additional information that your agency would like to attach to your proposal, please include as a PDF attachment in the email.
- ❖ Additional information may include: pictures, invoice estimates, City/Town/County resolutions, additional enforcement information, etc.

# FFY 2020 Funding

- ❖ **ALL FUNDING IS SPECIFIC TO HIGHWAY SAFETY**
- ❖ Grant cycle runs every Federal Fiscal year from October 1 through September 30.
- ❖ Proposals accepted **only** via email at [Grants@azgohs.gov](mailto:Grants@azgohs.gov).
- ❖ Proposal funding is broken down into the following areas:
  - Overtime and Employee Related Expenses (ERE)
  - Professional and Outside Services
  - Travel for training – in and out-of-state
  - Materials and Supplies
  - Capital Outlay



# Requirements for Grant Proposals

## ❖ Estimated costs for grant proposal

### ➤ Overtime and Employee Related Expenses (ERE)

- GOHS will not pay ERE in excess of 40% - **low ERE is great!**
- The total amount of overtime requested will be allocated between overtime and ERE
- The Agency will absorb the costs of the ERE exceeding their approved amounts
  - *If you claim 20% ERE on the proposal submitted and you submit for 22% on the RCI's, they will be returned to be corrected.*

### ➤ Professional and Outside Services

- Provide a detailed description for all services and costs associated with obtaining these services. For example: *cost for brochures, posters, banners, or flyers, and training by instructors or conference presenters.*

# Requirements for Grant Proposals - (continued)

## ❖ Estimated costs for grant proposal (continued)

### ➤ Travel In and Out of State

- Conference or Training Class - *mileage, estimated cost for lodging and per diem based on Schedule or Agenda, List of conference hotel(s) hosting the event, estimated costs for airfare and Arizona Department of Administration (ADOA) travel reimbursement rates which can be found at the following link:*  
[https://gao.az.gov/publications/SAAM/Supp\\_I\\_trvrates-012308.pdf](https://gao.az.gov/publications/SAAM/Supp_I_trvrates-012308.pdf)

### ➤ Materials and Supplies – single item under \$5k

- Provide an estimated quote for the cost of materials and supplies
  - *car seats, PBTs (\$500 max which includes mouthpieces), extra mouthpieces, tint meters, etc.*
  - Include the quantity, price per unit, tax, and shipping

# Requirements for Grant Proposals - (continued)

## ❖ Capital Outlay – single item over \$5k

- Provide an estimated quote, include the quantity, price per unit, tax, and shipping
- Include the installation fee(s)
- Number of items are on state contract

**NOTE – Capital outlay item requests such as equipment MUST be “Buy America” compliant. Agencies requesting this must have proof from company in writing and letter must be sent in with request to GOHS.**



# Buy America Act for equipment

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase only steel, iron, and manufactured *products produced in the United States with Federal funds*, unless the Secretary of Transportation determines that such domestically produced items 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 contract by more than twenty-five (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 Secretary of Transportation.

***NOTE - \*equipment with a cost of \$5,000 or more not to include tax, shipping, etc.)***

# Financial & Reimbursement Requirements

## ❖ Reports of Costs Incurred (RCI)

### ➤ Employee Related Expenses (ERE)

- ✓ Health, Dental and Life insurance are **not** part of ERE reimbursed overtime
  - *ERE categories which are reimbursable:*
    - ✓ *FICA, Medicare, Pension, Worker's Comp and LTD.*
    - ✓ *GOHS does not reimburse FICA that has not been paid.*
- ✓ *GOHS does not provide reimbursement for expenses that are already part of your agency's budgeted position. That is called supplanting!*
- ✓ GOHS will not pay ERE in excess of **40%** and these records must be available for audit .

## ❖ Supporting documentation

- Proof of Payment is required in order for the Agency to be reimbursed.
  - *Copy of check, credit card statements, bank statements, EFT reports, screenshot of payment from general ledger system.*
- All financial supporting documentation must be available for audit in the event of a monitoring review.

# Examples of “Supporting Documents”

- ❖ Documentation includes:
  - All agencies are encouraged to use the GOHS Overtime Sheet
  - General ledger reports, time documentation records, time certifications, daily records;
  - Receipts (*Detailed invoices and receipts, detailed hotel bill*)
  - Payroll records including labor distribution or HR earning reports, pay statements;
  - Any other documents required to prove the costs claimed for reimbursement.
- ❖ For Small Agencies – GOHS Overtime Sheet

# Avoiding Reimbursement Delays

- If the financial support documentation amounts **do not** match the financial report submitted, the reimbursement request will **not** be approved until the discrepancy is resolved.
- Grant expenditures **should** be claimed for the quarter in which they occurred.
- Expenditures **cannot** be reimbursed “for work completed” after the grant year has ended (9/30/2020).

# Reports are due:

## Reporting Schedule

Reporting Period	Due Date
<b>1<sup>st</sup> RCI and Quarterly Report</b> (October 1 to December 31, 2019)	January 30, 2020
<b>2<sup>nd</sup> RCI and Quarterly Report</b> (January 1 to March 31, 2020)	April 20, 2020
<b>3<sup>rd</sup> RCI and Quarterly Report</b> (April 1 to June 30, 2020)	July 20, 2020
<b>4<sup>th</sup> RCI and Quarterly Report</b> (July 1 to September 30, 2020)	October 15, 2020
<b>Final Statement of Accomplishments Report</b>	October 15, 2020

*\* Final Statement of Accomplishments Report is a SEPARATE document – summary of year in review*

# Personnel Changes

- ❖ GOHS requires notification of any changes to personnel associated with the grant process.
  - Agency coordinators can provide these updates by sending a letter to GOHS. Letters regarding change of grant personnel should include the following: *The name, position, title, email and phone number of the individuals that are departing, as well as the same information of the incoming personnel replacing them.*



## Contact GOHS Staff

Contact your respective grant coordinator if you have any questions regarding grants.

- Main Phone: 602-255-3216
- Email: [Grants@azgohs.gov](mailto:Grants@azgohs.gov)