How to Complete GOHS PDF Fillable Proposals

The best way to start is to have the most recent version of Adobe Reader. Adobe Reader (or Adobe Acrobat DC) is FREE.

Click the link to get it. https://get.adobe.com/reader/enterprise/

Once Adobe Reader is installed, do the following:

1. Go to the azgohs.gov website → Grant Opportunities.

2. Select the proposal you wish to use to request grant funds.

   a. If using **Chrome**, click the **Download** icon.
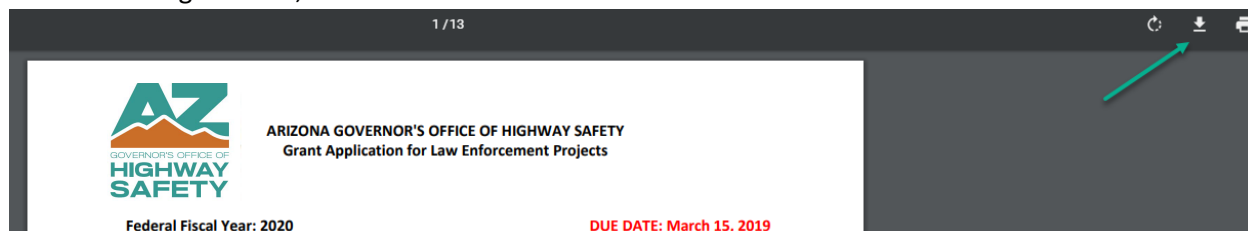
   b. Go to <u>Downloads</u> & open the file. Note: This example is on a WIN 10 computer. Your file structure may look different if your agency is on a different operating system.
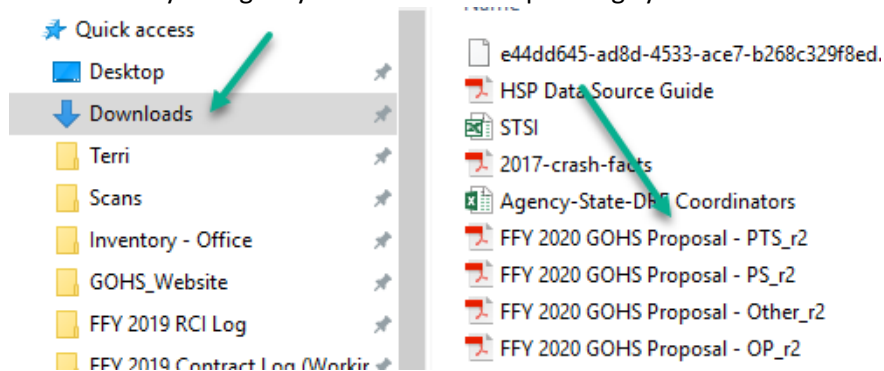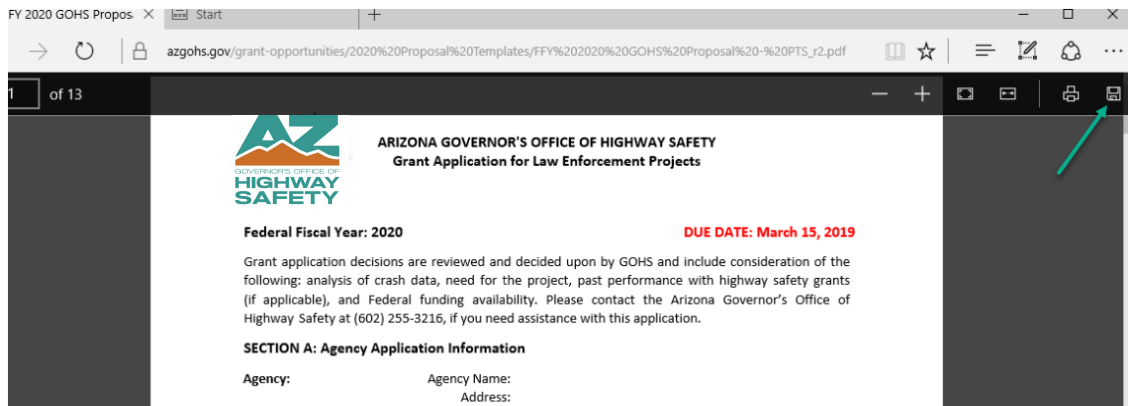

   c. In Adobe, select **File → Save As.** Save the file with a new name on the Desktop or wherever you choose.
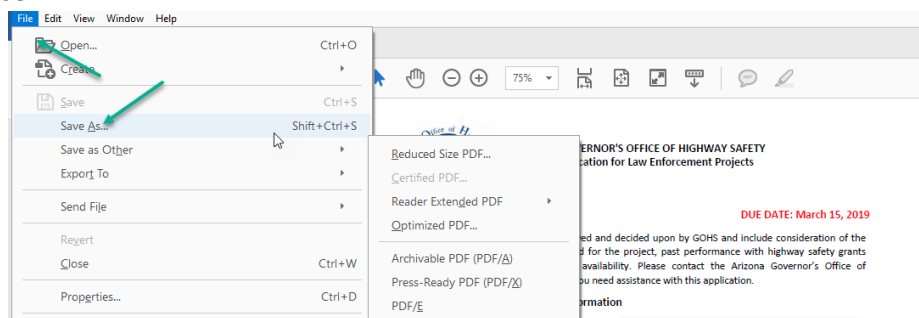
d. If using **Internet Explorer**, click the **Save** icon. Save the file with a new name on the Desktop or wherever you choose.
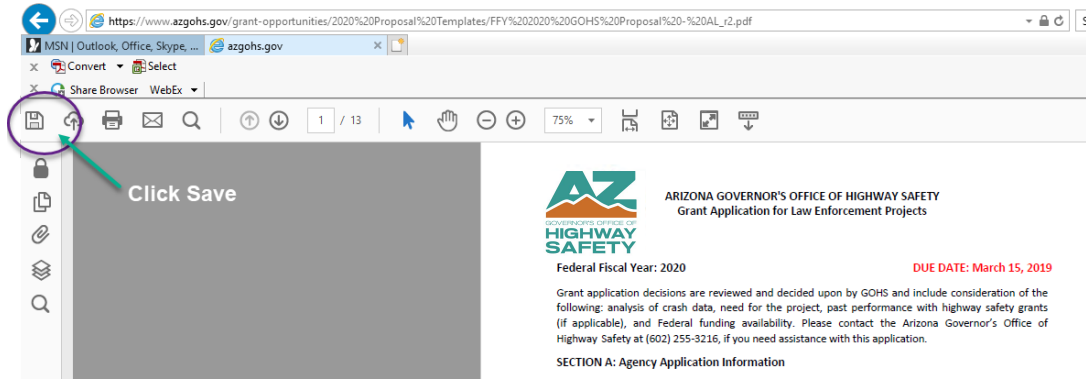
e. If using **Microsoft Edge**, click the **Save** icon. Save the file with a new name on the Desktop or wherever you choose.

When you open your new file, it should be a fillable form with light blue boxes.

Personnel Services

Personnel Services:		Requested Amount	Overtime Amount	ERE Amount	Employee Related Expenses: ERE %
Description					
					0.00%
					0.00%
					0.00%
					0.00%
					0.00%
	Total:				

1. The Requested Amount is the <u>sum</u> of Overtime Amount + ERE Amount. Enter values in the Overtime Amount column & the ERE Amount column. The total will automatically update the Requested Amount column.

2. GOHS maximizes ERE at 40%. The ERE % is calculated for you. Eligible ERE expenses include <u>only</u> the following:

   Employee Related Expenses: This category is for the benefits received, i.e., **FICA (social security), Medicare, worker's compensation, long-term disability (LTD), and pension**.

   To calculate 40%: **Divide** the total amount desired by **1.40**.
   To calculate 35% or 20%, etc, **divide** the total amount desired by 1.35 or 1.20, etc.

   Example:

$10,000.00	Enter Total Overtime Requested
1.4000	Enter ERE %
$7,142.86	**Personnel Services (OT)**
$2,857.14	**ERE**
40.00%	
$10,000.00	

Total Estimated Costs

Any pages with requested amounts should show the totals for those categories on the final page along with the full amount of the proposal request.

Total Estimated Costs		
Description	Requested Amount	
Personnel Services	$ 0	ERE: 0.00%
Employee Related Expenses	$ 0	
Professional & Outside Services	$ 0	
Travel	$ 0	
Materials & Supplies	$ 0	
Capital Outlay	$ 0	
Total:	$ 0	

END