



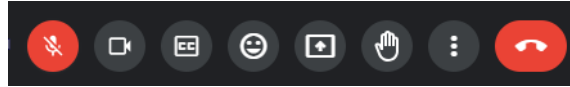
GOVERNOR'S OFFICE OF  
**HIGHWAY  
SAFETY**

**Katie Hobbs**  
GOVERNOR

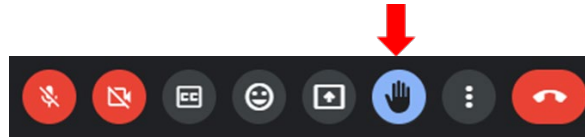
**Director J.M. "Jesse" Torrez**  
DIRECTOR AND GOVERNOR'S HIGHWAY SAFETY  
REPRESENTATIVE

# Housekeeping rules:

- We ask you to mute your microphone to limit the background noise



- All questions can be addressed in the “chat” feature or utilize the “Raise Hand” feature



- If we don't get to your question, we'll follow-up with an email.



# GOHS Staff

- Director **J.M. “Jesse” Torrez**
  - Executive Assistant – *Lisette Morgan*
  - Community Outreach Coordinator – *Jacob Fields*
- Deputy Director – **Renee Bracamonte**
  - Grant Administrator – *Ida Gibson* (Traffic Records Program)
    - Grant Team
      - *Gabby Gallegos* (Lead) – Occupant Protection, Ped & Bike Program
      - *Andrea Martinez* – Motorcycle Safety Program
      - *Rikki Robles* – Speed Management Program
      - *Chris Lemke* – Impaired Driving Program
  - Fiscal Budget Supervisor – *Luis A. Marquez*
    - Fiscal Services Specialist – *Raquel Kay*



# Agenda

## Grants for Performance!

- Grant Application Process
- FFY 2026 Funding (*Starts Oct. 1, 2025 - Sept. 30, 2026*)
- Requirements for Grant Proposals
- Financial and Reimbursement Requirements
- Bipartisan Infrastructure Law (BIL) - (*Law Enforcement agencies*)



# Grant Application Process

- The FFY 2025 Grant Proposals are available online as of January 27th.
- The **DEADLINE** for submission is COB **March 7, 2025**. Any Proposals submitted AFTER this date may not be accepted.
- If there is any additional information that your agency/entity would like to attach to your proposal, please include it as a PDF attachment in the email.
- Additional proposal information may include: pictures, invoice estimates, City/Town/County resolutions, additional enforcement information, etc.



# FFY 2026 Funding

## ALL FUNDING IS SPECIFIC TO HIGHWAY SAFETY

- ❖ Grant cycle runs **every** Federal Fiscal year from October 1st through September 30th.
- ❖ Download the proposal and save the document then make needed edits.  
*The document must be submitted in the **fillable** format.*
- ❖ Proposals & Supporting documents 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 (**Single** item **\$5,000.00 or over**)



# Requirements for Grant Proposals

## Estimated costs for grant proposal

### 1. Overtime and Employee Related Expenses (ERE)

- GOHS will not pay ERE in excess of **40%** - a **lower ERE is very well received!**
- The total amount of overtime requested will be allocated between overtime and ERE
- The agency/entity 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.*

Description	Personnel Services:		Employee Related Expenses:	
	Requested Amount	Overtime Amount	ERE Amount	ERE %
Overtime	70,000	50,000	20,000	40.00%
	0			0.00%

### ERE Formula

\$70,000.00 Enter Total Overtime Allocated

1.4000 Enter ERE % From Application

**\$50,000** Personnel Services (OT)

**\$20,000** ERE

40.00%

\$70,000.00



# Requirements for Grant Proposals

## 2. Professional and Outside Services

- Provide a detailed description for all services and costs associated with obtaining these services.
- Conference registration for travel should be placed under this category.
- Examples of outside services include refurbishment of vehicles, public service announcements, brochures, production of signs and other public awareness and educational materials.





# Requirements for Grant Proposals

## 3. Travel In and Out of State

- Travel for Conference or Training Classes highway safety-related and will need to include a brochure or pamphlet about the event.
- Include a breakdown of the conference / training (if applicable), lodging and meals. Mileage will be reimbursed only for personal vehicles. Reimbursement must follow the State of Arizona Accounting Manual (SAAM\*).
- Round-trip airfare and ground transportation (excluding a rental vehicle unless it can be documented that the costs are equal to or less than utilizing a taxi, shuttle, ride share service, hotel transportation).

**\*SAAM requires the traveler to use the most economical travel options**



# Requirements for Grant Proposals

## 4. Materials and Supplies (single item under \$5k)

Must include an estimated quote for the cost of materials and supplies

- Child restraint seats
  - PBTs (\$500 max which includes mouthpieces), extra mouthpieces
  - Tint meters
  - Radars
  - LIDARs
- 
- Include the quantity, price per unit, tax, and shipping



## Requirements for Grant Proposals

### 5. Capital Outlay (single item \$5k or over)

- 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 (if applicable)

- ❑ **NOTE - Capital outlay item requests such as equipment MUST be “Buy America” compliant.**
- ❑ **Agencies/entities requesting this must have proof from the company in writing and letter must be sent in with their 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 with Federal funds only steel, iron, and **manufactured products produced in the United States**, unless the U.S. 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 U.S. Secretary of Transportation.

***NOTE - \*equipment with a cost of \$5,000 or more per item***



# 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 Long Term Disability (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 upon request.



# Financial & Reimbursement Requirements

GOVERNOR'S OFFICE OF HIGHWAY SAFETY (GOHS)						
Report of Costs Incurred (RCI)						
<i>Please refer to "Instructions Tab" for completion guidelines and documentation requirements.</i>						
Grantee Name:					GOHS PROJECT COORDINATOR:	
Remit to Payment Address						
Preparer's Email:					RCI (Claim) No.	
UEI Number:						
GOHS Grant No.:					ORIGINAL GRANT AMOUNT:	\$ -
Time Period Covered:					AMENDMENT AMOUNT:	
Quarter:	Qrt1	Qrt2	Qrt3	Qrt4	TOTAL GRANT AMOUNT:	\$ -
CATEGORY / TYPE	CURRENT CLAIMED EXPENDITURES (A)	PREVIOUS CLAIMED EXPENDITURES YR TO DATE (B)	TOTAL CLAIMED EXPENDITURES YR TO DATE (C)	GRANT BUDGET AMOUNT (D)	GRANT AMOUNT REMAINING (E)	
1. Personnel Services Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	
RCI ERE: 0%	\$ -	\$ -	\$ -	\$ -	\$ -	
3. Professional & Outside Services	\$ -	\$ -	\$ -	\$ -	\$ -	
4. Travel In-State	\$ -	\$ -	\$ -	\$ -	\$ -	
5. Travel Out-of-State	\$ -	\$ -	\$ -	\$ -	\$ -	
6. Materials & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	
7. Capital Equipment Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>B. TOTALS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
The undersigned hereby certify that the listed materials and/or services have been received, that the costs are true and valid, and that proper documentation for receipt and payment is attached.						
<b>Signature of Preparer</b>		<b>Printed Name</b>		<b>Date</b>		
Agency Telephone Number						
Agency Fax Number						
<b>Authorized Agency Official</b>		<b>Printed Name</b>		<b>Date</b>		

\*Preparer and Agency Official cannot be signed by the same person



# Examples of “Supporting Documents”

## Supporting documentation

Proof of Payment is required in order for the Agency to be reimbursed.

## Documentation includes:

- GOHS Overtime records sheet plus
- Payroll records (produced by your organization’s payroll system) including labor distribution, HR earning reports, pay statements; must include number of hours and amount paid or rate of pay;
- Copy of canceled check (check processed by the bank), credit card statements, bank statements, EFT reports, time documentation records, time certifications, daily records;
- Receipts (*Detailed invoices and receipts, detailed hotel bill*), must include proof/certification of delivery of items or services.
- Any other documents required to prove the costs claimed for reimbursement, including but not limited to: purchase requisitions and purchase orders, delivery slips, invoices, etc.
- All financial supporting documentation must be available upon request for audit in the event of a monitoring review.



## Example of a Cancelled / Cleared Check

- A "Cancelled/Cleared Check" is one that has been processed by the bank of the payee (entity that received payment)
- This is the preferred option when showing proof of payment

Date/Time Printed: 02/04/2025 9:44 AM PDT  
Check 293762 - 540.00 USD

THIS DOCUMENT HAS AN ARTIFICIAL WATERMARK IN PAPER. SEE BACK SIDE FOR OTHER SECURITY FEATURES

WELLS FARGO BANK, NA MILLER VALLEY BRANCH 825 MILLER VALLEY ROAD PRESCOTT, ARIZONA 86301 602.942.1237	CHECK NO. <b>293762</b> ISSUED/VOID CHECK DATE: 01/09/25
PAY TO THE ORDER OF <b>MEDICAL CENTER</b>	
PAY TO THE ORDER OF CHECK AMOUNT \$ <b>540.00</b>	
VOID AFTER 60 DAYS	

PAY FIVE HUNDRED FORTY AND 00/100-----DOLLARS

WESTERN RESERVE DISTRIBUTING  
5216 PORTSIDE DRIVE  
MEDINA OH 44256

⑈00318154 2025-01 18 For Deposit Only

FNB of PA >043318092<  
Absent Endorsmnt Guarantd  
FOUNDATIONS WORLDWIDE INC  
Acct # **9900318254** 2025-01-16





# Avoiding Reimbursement Delays

- If the financial support documentation amounts do not match the financial report submitted or if they exceed the amount awarded, the reimbursement request will not be approved until the discrepancy is resolved.
- Grant expenditures **should** be claimed for the quarter in which they occurred.
- The total amount requested **cannot** exceed the amount awarded for each line without prior GOHS written authorization.
- **Must** have the signature of the preparer & authorized agency/entity official.
- Expenditures **cannot** be reimbursed “**for work completed**” before the grant is executed and after the grant year has ended (**9/30/2026**).
- “**Work Completed**” means on the date items/services were received.



# IMPORTANT!!!

GOHS searches every Agency/Entity based off the Unique Entity Identifier (UEI) number provided from the yearly Risk Assessment. GOHS must ensure each recipient of Federal awards is up to date with their registration in the **www.SAM.gov** website. Therefore, each agency/entity's registration must be "Public."

GOHS will notify agencies/entities throughout the grant cycle of any RCI reimbursement HOLDS until further notice if registration is up to date but cannot be found in SAM.gov website due to question below stating "NO" or if registration has expired.

## SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

**All entities MUST be up to date with their registration before any reimbursements can be disbursed.**



# Reports are due:

Original signatures on all Quarterly Reports and RCIs. All Quarterly Reports and RCIs shall include the signature of the Project Director unless prior authorization for another is on file with GOHS.

Corrections or additional documentation requested must be submitted immediately.

Reporting Period	Due Date
1 <sup>st</sup> Quarterly Report and RCI (October 1 to December 31, 2025)	January 30, 2026
2 <sup>nd</sup> Quarterly Report and RCI (January 1 to March 31, 2026)	April 20, 2026
3 <sup>rd</sup> Quarterly Report and RCI (April 1 to June 30, 2026)	July 20, 2026
4 <sup>th</sup> Quarterly Report and RCI (July 1 to September 30, 2026)	October 15, 2026
Final Statement of Accomplishments	October 15, 2026



# Personnel Changes

GOHS requires notification of any changes to personnel associated with the grant process, including financial/accounting personnel.

- Agency coordinators can provide these updates by sending a letter to GOHS.
- Letters regarding change of grant personnel should include the following:
  - ✓ *Individual's name,*
  - ✓ *Title,*
  - ✓ *Email,*
  - ✓ *Phone number*



# Bipartisan Infrastructure Law (BIL) – (GOHS)

Develop a Triennial Highway Safety Plan (3-year) Highway Safety Plan for FFY 24-26 . Arizona’s 3-year HSP for FFY24-FFY26 is approved.

Required to develop and submit a Annual Grant Application (AGA) by August 1<sup>st</sup> each year. Arizona’s FFY 2025 AGA is approved.

Public Participation and Engagement (PPE) for FFY 2024 and forward.

Support a “data-based traffic safety enforcement program that fosters effective community collaboration to increase public safety and data collection and analysis to ensure transparency, identify disparities in traffic enforcement and inform traffic enforcement policies, procedures and activities”, (*23 USC Section 402 (b)(1)(E)*).



# Contact GOHS Staff

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

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





# Law Enforcement Partners

## Grants for Performance! DATA DRIVEN

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





# GOHS Enforcement Reporting System – Overview

## What is sustained reporting?

Sustained reporting is:

- All enforcement activity conducted within a month that has not already been reported as part of a special enforcement (i.e. mandatory reporting dates, special events, etc.)
- The total scope of enforcement activity for an agency in any given month.
- All enforcement activity that an agency conducts regardless of funding source.
- Required by all agencies receiving any enforcement grants from GOHS
- Numbers are due by the second Wednesday of the current month for the entire previous month's enforcement activities (EXAMPLE: March 1-31, 2025 sustained data is to be reported between April 1 and no later than April 11, 2025.)



# What Do Sustained Numbers Include?

## *Example:*

- Sustained activity for March 2025 will include:
  - March 1-16 & March 18-31
  - March 17 will be omitted from sustained reporting because these dates will be reported for St. Patrick's Day Mandatory Reporting highlighted in blue.
- Regardless of federal funding source, an agency should input all enforcement data in to the GOHS reporting system.

MARCH 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

St. Patrick's Day Mar 17

# When Are Sustained Numbers Reported?

- Sustained numbers should be reported no later than the second Wednesday of the following month.

## Example:

- March sustained reporting data will be reported between April 1 and no later than April 9, as indicated by the red date highlighted in April.
- The data should be accurate and reflect the agency's enforcement data for the month being reported on.
- \*\*Remember not to double count any mandatory enforcement dates that may have occurred in the month. Expectation is that an entry for each mandatory reporting date will be entered.\*\***
- During holiday reporting periods, high traffic may cause login issues. Please wait a few minutes and try again. If the issue persists, contact Gabby Gallegos for assistance.**

MARCH 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

St. Patrick's Day Mar 17

## FFY 2025 Quarter 3

APRIL 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

# Bipartisan Infrastructure Law (BIL) – Law Enforcement

Beginning in FFY 2024, GOHS FY2024 Annual Report must include a “description of Arizona’s evidence-based enforcement program activities including discussion of community collaboration efforts and efforts to support data collection and analysis to ensure transparency, identify disparities in traffic enforcement and inform traffic enforcements policies, procedures and activities”.

Law Enforcement agencies will continue to complete for FFY 2025 Grant Agreements that will include the following to help assist with this requirement:

- Each quarter - Report to GOHS on Law Enforcement community meetings/public engagement activities:
  - *Hosting agency*
  - *Duration of meeting/event*
  - *Location of meeting/event*
  - *Attendees/roster of attendees if available (excluding law enforcement)*
  - *How was the community notified of meeting/event?*
  - *What specific traffic safety concerns/topics were discussed?*
  - *How was this information used to improve programs? Was a survey conducted to retrieve this information?*



# POLICE-COMMUNITY COLLABORATION DEFINED

## *Continuum of Interaction*



## Annual Report Requirement 1300.35 (3) - EXAMPLES

- **ABC County Sheriff's Office** – hosted quarterly community forums on pressing traffic safety issues in their county. They used feedback from the residents to determine levels, location, and type of enforcement to address the issues discussed. Then ABC CSO implemented the enforcement activity and provided the findings at the next forum to the residents.
- **Rural Task Force** – includes 7 rural LEAs that invited community members to their task force meetings. Community members met with officers and contributed to discussions around the deployment of automated enforcement resources. For community members who could not attend, each LEA implemented comment boxes, in person and electronic, at frequented places throughout their jurisdiction.



# LE Collaboration Electronic Form

- The electronic form should be completed quarterly.
- The information from the electronic form will need to be included with the Quarterly Report (FFY 25 Quarterly Form revised to include the details).
- The electronic form & quarterly report can be completed with other LE areas such as the Community Liaison. If the LE agency has not participated in an activity / event, the agency will not complete / submit an electronic form.

NHTSA is requesting that agencies collaborate with areas in their jurisdiction that are \*underserved and over-represented.

*\*LE agencies to determine.*



# Contact GOHS Staff

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

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

