



# FFY 2021 Grant Information

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# Outline

- ❖ **Grants for Performance!**
- ❖ Grant Application Process
- ❖ FFY 2021 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 2021 Grant Proposals became available online January 20<sup>th</sup>.
- ❖ The DEADLINE for submission is COB **March 13, 2020**. 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 2021 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

### 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 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.*

# Requirements for Grant Proposals

## 2. Professional and Outside Services

- Provide a detailed description for all services and costs associated with obtaining these services.
- 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

- Conference or Training Classes highway safety-related.
- Include a breakdown of registration fees (if applicable), lodging and per diem. Mileage will be reimbursed only for personal vehicles.
- Conference registration, round-trip airfare, ground transportation (excluding a rental vehicle unless it can be documented that the costs are equal to or less than utilizing a taxi, shuttle, hotel transportation).



# Requirements for Grant Proposals

## 4. 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, Radars, LIDARs, etc.*
- Include the quantity, price per unit, tax, and shipping

# Requirements for Grant Proposals

## 5. 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 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 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 .

# Examples of “Supporting Documents”

## ❖ Supporting documentation

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

### Documentation includes:

- Copy of check, credit card statements, bank statements, EFT reports, screenshot of payment from general ledger system.
- 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.
- All financial supporting documentation must be available for audit in the event of a monitoring review.

# 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 (9/30/2021).

# Reports are due:

## Report Schedule

Reporting Period	Due Date
1 <sup>st</sup> Quarterly Report and RCI (October 1 to December 31, 2020)	January 15, 2021
2 <sup>nd</sup> Quarterly Report and RCI (January 1 to March 31, 2021)	April 15, 2021
3 <sup>rd</sup> Quarterly Report and RCI (April 1 to June 30, 2021)	July 15, 2021
4 <sup>th</sup> Quarterly Report and RCI (July 1 to September 30, 2021)	<b>October 15, 2021</b>
Final Statement of Accomplishments	<b>October 15, 2021</b>

*\* 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)