



FFY 2024 GOHS Grant Funding Information

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**DIRECTOR AND GOVERNOR'S HIGHWAY SAFETY
REPRESENTATIVE**

Outline

- ❖ **Grants for Performance!**
- ❖ Grant Application Process
- ❖ FFY 2024 Funding (*Starts Oct. 1, 2023 – Sept. 30, 2024*)
- ❖ Requirements for Grant Proposals
- ❖ Financial and Reimbursement Requirement

Grant Application Process

- ❖ The FFY 2024 Grant Proposals are available online.
- ❖ The DEADLINE for submission is COB **March 3, 2023**. 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 2024 Funding

- ❖ **ALL FUNDING IS SPECIFIC TO HIGHWAY SAFETY**
- ❖ Grant cycle runs every Federal Fiscal year from October 1st through September 30th.
- ❖ Proposals accepted only via email at 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.*

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

Personnel Services:

Employee Related Expenses:

Description	Requested Amount	Overtime Amount	ERE Amount	ERE %
Overtime	70,000	50,000	20,000	40.00%
	0			0.00%

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
 - *Child Safety and Booster 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 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

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:

- GOHS Overtime records sheet
- Copy of check, credit card statements, bank statements, EFT 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 (9/30/2024).

IMPORTANT!!!

GOHS searching every Agency based off the Unique Entity Identifier (UEI) number provided from the yearly Risk Assessment. GOHS must ensure each recipient of Federal awards are up to date with their registration in the www.SAM.gov website.

GOHS will notify agencies throughout the grant cycle of any RCI reimbursement HOLDS until further notice if registration is up to date but can not 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 agencies 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.

Reporting Schedule

Reporting Period	Due Date
1st RCI and Quarterly Report (October 1 to December 31, 2023)	January 30, 2024
2nd RCI and Quarterly Report (January 1 to March 31, 2024)	April 20, 2024
3rd RCI and Quarterly Report (April 1 to June 30, 2024)	July 20, 2024
4th RCI and Quarterly Report (July 1 to September 30, 2024)	October 15, 2024
Final Statement of Accomplishments Report	October 15, 2024

** 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.*

Grants for Performance!

DATA DRIVEN

- **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.**

DUI Reporting System – Overview

What is sustained reporting?

- ❖ Sustained reporting is all traffic 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.)
- ❖ Sustained reporting allows GOHS to see the total scope of enforcement activity for an agency in any given month.
- ❖ Sustained reporting includes **ALL** enforcement activity that an agency conducts regardless of funding source.
- ❖ Sustained reporting is required by all agencies receiving any enforcement grants from GOHS.
- ❖ Sustained reporting numbers are due by the second Wednesday of the current month for the entire previous month's enforcement activities (EXAMPLE: March 1-31, 2023 sustained data is to be reported between April 1 and no later than April 11, 2023.)

What Do Sustained Numbers Include?

Example:

- Sustained activity for March 2023 will include
 - March 1-15 & March 19-31
 - March 16-18 will be omitted from sustained reporting because these dates will be reported for St. Patrick's Day Mandatory Reporting highlighted in blue.
- Regardless of funding source, an agency should input all enforcement data in to the GOHS reporting system.

MARCH 2023						
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 16-18

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 12, 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.

MARCH 2023						
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 16-18

APRIL 2023						
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						

****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.****

Sustained Reporting Activity Date

- When entering sustained numbers for a given month, you will want to select a Activity date that is in the middle of that month but not a mandatory reporting date (*highlighted in blue*).

Example:

- March sustained activity may have an Activity date of either the 13th, 14th, or 15th as this is in the middle of the month and does not interfere with a mandatory reporting date. It may be helpful to choose the “**RED**” date of the sustained month’s data you are reporting. (If on April 13th you are reporting your March sustained data, then your detail date would be March 12th)
- Before posting, ensure your data is accurate and reflective of your agency’s total enforcement.

MARCH 2023						
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 16-18

APRIL 2023						
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						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						



Contact GOHS Staff

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

- Main Phone: 602-255-3216
- Email: Grants@azgohs.gov