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.

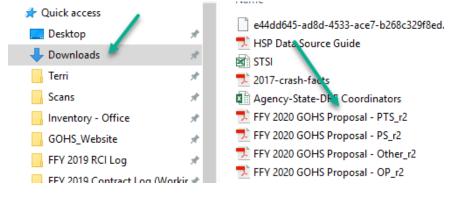
Click the link to get it. <u>https://get.adobe.com/reader/enterprise/</u>

Once Adobe Reader is installed, do the following:

- 1. Go to the azgohs.gov website \rightarrow 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.



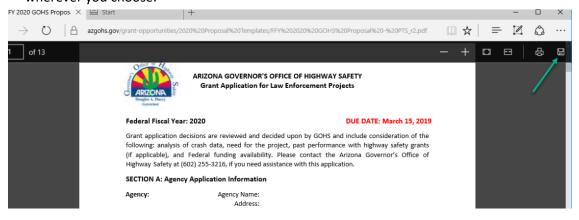
c. In Adobe, select **File** → **Save As.** Save the file with a new name on the Desktop or wherever you choose.

Den	Ctrl+O				
Create	•	♦ ⊕ ⊕ ⊕ 75% ▾	- C F		
🖹 Save	Ctrl+S				
Save <u>A</u> s	Shift+Ctrl+S	Nince of H			
Save as Other	6	Reduced Size PDF	ERNOR'S OFFICE OF HIGHWAY SAFETY ration for Law Enforcement Projects DUE DATE: March 15, 2019 ed and decided upon by GOHS and include consideration of the if for the project, past performance with highway safety grants availability. Please contact the Arizona Governor's Office of un eed assistance with this application. yrmation		
Export To	•	Certified PDF			
Send File	Þ	Reader Extended PDF +			
Revert		Optimized PDF			
<u>C</u> lose	Ctrl+W	Archivable PDF (PDF/ <u>A</u>)			
Prop <u>e</u> rties	Ctrl+D	Press-Ready PDF (PDF/ <u>X</u>) PDF/E			

d. If using **Internet Explorer**, click the **Save** icon. Save the file with a new name on the Desktop or wherever you choose.

(a) (a) https://www.azgohs.gov/grant-opportunities/2020%20Proposal%20Template	ss/FFY%202020%20GOH5%20Proposal%20-%20AL_r2.pdf
MSN Outlook, Office, Skype, 🥔 azgohs.gov 🛛 🗙 📑	
🗶 📆 Convert 👻 🐻 Select	
Share Browser WebEx 💌	
() A	
Click Save	ARIZONA GOVERNOR'S OFFICE OF HIGHWAY SAFETY Grant Application for Law Enforcement Projects
	Federal Fiscal Year: 2020 DUE DATE: March 15, 2019
à	Grant application decisions are reviewed and decided upon by GOHS and include consideration of the following: analysis of crash data, need for the project, past performance with highway safety grants (if applicable), and Federal funding availability. Please contact the Arizona Governor's Office of Highway Safety at (602) 255-3216, if you need assistance with this application.
	SECTION A: Agency Application Information

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

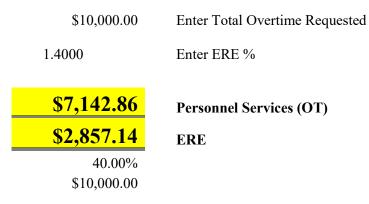
Personnel Services:		Employee Related Expenses:			
Description		Requested Amount	Overtime Amount	ERE Amount	ERE %
					0.00%
					0.00%
					0.00%
					0.00%
					0.00%
	Total:				i

- 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:



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				
Requested Amount				
\$ 0	ERE:	0.00%		
\$ 0				
\$ O				
\$ 0		•		
\$ O				
\$ 0				
l: \$0				
	Amount \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0	Amount \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0		

END