

# Department of Public Safety

## OFFICE OF TRAFFIC SAFETY GRANTS



### Grant Administration Manual FFY 2009

October 1, 2008 – September 30, 2009

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## Introduction

This guide has been prepared by the Department of Public Safety – Office of Traffic Safety (DPS-OTS) to serve as a primary reference for financial management and grants administration. It is intended to serve as a reference and is not considered a final source when questionable situations arise.

All state and federally funded projects must be administered in accordance with established policies and procedures. Failure to comply with applicable rules and requirements may result in the withholding or disallowance of grant payments, reduction, or termination of a grant award.

If there are questions regarding this manual or with any DPS Office of Traffic Safety policy or procedure, please contact your Highway Safety Program Manager (HSPM) or Safety Education Officer (ESO).

## Who are we?

The Nevada Office of Traffic Safety (DPS-OTS) is a division of the Department of Public Safety. Our mission is to provide funding, expertise, create partnerships and promote education to reduce death, injury and property damage on Nevada roadways. We also administer Federal pass-through funds from the National Highway Traffic Safety Administration (NHTSA) and some limited state revenues designated for bicycle and pedestrian safety programs.

Of the eleven people on the DPS-OTS staff, four work directly with sub-grantees such as you. Three are Highway Safety Program Managers (HSPM) and one is a Safety Education Officer (SEO), who specializes in bicycle and pedestrian programs. The DPS-OTS representative assigned to your project will be ready to assist you with your project. If you haven't met your representative yet, it is important you do so soon.

## How to reach us:

Main Office Number:	775-684-7470
Fax Number:	775-684-7482
E-Mail:	<a href="mailto:tsafety@dps.state.nv.us">tsafety@dps.state.nv.us</a>
Mailing Address:	Department of Public Safety, Office of Traffic Safety, 555 Wright Way, Carson City, NV 89701

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# Chapter 1

## Project Documentation

### Congratulations

We realize that you have probably received notification; however, in case you haven't, your traffic safety project has been selected for funding during the coming Federal fiscal Year (October 1 through September 30). To assist you in starting your project, we have prepared this manual, which is designed to explain the grant process and help you successfully accomplish the goals and objectives outlined in your project application. The first step in administering your project is the Project Agreement.

### The Project Agreement

Before you can begin, you must complete a Project Agreement (Enclosure 1). The Project Agreement is a written contract between your agency / organization and the DPS-OTS. Based on your application and it tells you how much you will be reimbursed for this project. It also tells us what deliverables and services we can expect to receive in return for our funding.

The Highway Safety Program Manager (HSPM) or Safety Education Officer (SEO) assigned to your project is responsible for preparing your Project Agreement. When you receive the agreement by mail or by e-mail, you will notice that most likely changes were made to your application. These changes were made to ensure that the project complies with federal requirements.

#### Reviewing your Project Agreement

When you receive our Project Agreement, be certain to review it closely. If DPS-OTS found it necessary to make changes to your application, they will most likely be made to your goals and objectives or to the evaluation section of your project.

In addition to reviewing the project goals, objectives, activities, and evaluation, you need to make sure that you look at the dates. A Project Agreement may be completed for one, two or three years, but most importantly, you need to ensure that you can complete your project by the ending date of the grant.

You also need to look at the amount of the award. While your project was selected to be funded, it may not have been for the full amount you requested. If the funding level is less than you requested, then most likely changes were made in the Project Agreement, to reduce the activities or deliverables you indicated you would provide during the year.

If there are changes in the Project Agreement that you disagree with or can't accomplish, contract your Highway Safety Program Manager (HSPM) or State Education Officer (SEO). You have the right to negotiate the agreement before you obtain signatures.

## Project Agreement Signatures

After working with your Highway Safety Program Manager (HSPM) or State Education Officer (SEO) and you both agree on a final version of your project agreement, you need to have it signed by the Authorizing Official and the Project Director. The Authorizing Official is the person in your agency ultimately responsible for all fiscal and operational aspects of your agency, including this project. The Project Director is the person that:

- Does what it takes to carry out the terms of the Agreement
- Maintains work schedules agreed upon
- Keeps costs within approved amounts and maintains source documents
- Submits required reports to DPS-OTS

Once signed, the Project Agreement is send to: Department of Public Safety – Office of Traffic Safety, 555 Wright Way, Carson City, NV 89701. DPS-OTS will return a completed, signed copy of the Project Agreement to the Project Director. If you wish the signed copy to be returned to someone other than the Project Director, please indicate who and where.

When you receive your signed project agreement, Don't Start Your Project!  
You must have an 'Authorization to Proceed' before you can begin!

## Authorization to Proceed

The funding DPS-OTS provides to our sub-grantees is from the U.S. Department of Transportation. By law, Congress is required to approve their budgets by October 1 of each year. Considering the many other pressing duties of Congress, it is not uncommon for the government to miss the required deadline. However, once Congress passes the necessary budget legislation and federal funding is provided to us by NHTSA, we will send you an **Authorization to Proceed** (Enclosure 2). **This is your authority to start your project.**

In reviewing your Authorization to Proceed, it is important to note:

- The Authorization to Proceed only covers a one-year period.
- For multi year grants, a new Authorization to Proceed is needed at the beginning of each grant year (October).
- Expenses incurred prior to the effective date on the Authorization to Proceed will **NOT** be eligible for reimbursement.
- Expenses incurred after the grant period ending date on the Authorization to Proceed will **NOT** be reimbursed.
- Be sure to check the amount authorized. You may have been awarded less than the amount awarded in your project argument. Often, when Congress does not pass the federal budget by October, they allow departments limited funding to operate through a process called continuing resolution. When this happens, we only receive a portion of our anticipated funding, which forces us to fund projects incrementally. If you only receive a portion of the amount specified in the project agreement, keep in mind that expenses incurred in excess of the amount authorized **will NOT** be eligible for reimbursement.

## Important Things You Need To Know About Your Grant

- Federal grants are awarded on a Federal Fiscal Year (October 1 through September 30)
- State funded grants observe the state fiscal year (July 1 through June 30)
- Claims and cost incurred before or after the grant period **will NOT** be reimbursed
- All items ordered must be in your possession and be paid for by September 30<sup>th</sup>
- Unexpended funds can not be move to the next fiscal year
- Funding is on a reimbursement basis. You pay the expense and then request a reimbursement
- Any deviation from the approved budget requires advance approval from DPS-OTS
- Compliance with Schedule C to your project agreement is required
- Include your project number on all correspondence
- Any claim received after October 31 **will NOT** be reimbursed

## Notify Your Financial Officer

Your city, county, or state agency fiscal department should be notified of this federal grant award. They have certain reporting requirements that must be met. See page 22 for further details.

## CFDA Number

Your financial officer will need to know that the Catalog of Federal Assistance (CFDA) number for this grant is **20.600.**

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## Chapter 2

### Getting Started

#### Setting up your Project:

The objectives of the project define the activities that need to occur. Your project is unique, and so are the objectives. The important thing is to know that your DPS-OTS Highway Safety Program Manager (HSPM) or State Education Officer (SEO) is going to expect you to do everything the project agreement says you will do. A few things to consider as you review the objectives and begin implementation:

- Some preliminary work is often required before you can begin your program. For example, you may need to identify locations or take pre-event surveys. Failure to comply with these objectives could disqualify your reimbursement claim.
- A method to collect data for your Quarterly Report should be in place before you implement your project. It makes reporting much easier if it is planned in advance.
- Look for commitments to time specific actions and stick to your plan. For example, one event each month.
- Look for objectives which require pre-approval from DPS-OTS. This includes anything you will have printed, and any scripts you are going to have produced for radio or television.
- All sub-grantees are required to prepare and submit a press release. You can't force the media to print it, but it needs to be submitted. A sample is provided in enclosure 9. Pre-approval of all releases is a must and can be obtained by e-mailing or faxing a draft to your Highway Safety Program Manager.

#### If your project includes equipment

The DPS-OTS provides funding for a variety of tools needed to make your project complete. If your project includes funding for the purchase of equipment, there are some basic requirements to consider before you place the order.

- Buy what you said you'd buy. Deviating from your project agreement without written approval will disqualify your reimbursement claim.
- Get the best price. Check with your OTS representative to see if there is a State bid price available. This guarantees you a mass buying price even if you are only purchasing a few items. You do not need to be a state agency to obtain this price. Preliminary breath testers, in-car videos, and radar units are examples of items with State bid prices.
- Follow procurement guidelines as defined by your agency.
- You only get the amount stated in the budget of your signed project agreement. You may have asked for more, and the item may cost more, but that's the total we will reimburse. The rest is your agency's match.
- If you are a state or government agency, we can not reimburse you for sales taxes.
- State and local law enforcement agencies are eligible in many cases to purchase equipment through federal government procurement channels. These programs afford State and local governments the opportunity to take advantage of discounts available to the Federal Government. For more information, contact the State 1122 Program Coordinator at the Office of Criminal Justice (775) 684-8077 or [ocja@dps.state.nv.us](mailto:ocja@dps.state.nv.us).

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- The Defense Excess Property program enables Nevada law enforcement to obtain excess military property at little or no charge from DOD. To be eligible, your agency must have apprehension and arrest authority. For further information contact the Office of Criminal Justice (775) 687-4170 or [ocja@dps.state.nv.us](mailto:ocja@dps.state.nv.us).

The equipment is yours to keep, (you have title) *but* -

- You must use it for the objectives defined in the project.
- We reserve the right to repossess or re-assign any unused equipment.
- If the unit cost of a piece of equipment exceeds \$1,000, you must fill out a Property Acquisition Report. See Enclosure 3.
- You must maintain inventory records and provide some reports, even after the project ends. See page 20. OTS has the authority to track this equipment for its useful life.
- You must notify OTS before disposing of the property, or if you wish to use it for something other than what was defined in the project.

If your project calls for contractual services:

If your project requires someone outside of your agency to perform a specialized task(s), there are a few things to keep in mind before you hire a consultant: All sub-grantees must adhere to Nevada Revised Statutes (NRS) Chapter 332, Purchasing: Local Governments. We'd like to summarize this legal requirement, but you really need to check the law yourself to be certain you comply. It is available at [www.leg.state.nv.us/nrs/NRS-332.html](http://www.leg.state.nv.us/nrs/NRS-332.html) or by contacting OTS. The Scope of Work you define for the contract must be pre-approved by OTS.

Before you spend money, remember:

- Schedule C of your project agreement requires you to comply with buy American and minority business enterprise provisions
- Review your budget and read Chapter 3 of this manual

### **If you plan to produce educational materials:**

Some projects include funds to purchase incentive items such as key chains, pens, and scratch pads. Remember to have the item and the message approved by OTS before you place the order. Incentive items are generally limited to a cost no more than \$2.00 per item. Keep in mind:

- When preparing printed materials such as brochures, OTS must approve the copy prior to printing
- Television and radio spots must be pre-approved. Television spots must be closed-captioned.
- Printed and give-a-way items must include the phrase: "Funded by the Nevada Office of Traffic Safety" or "Funded in part by the Nevada Office of Traffic Safety".
- The National Highway Traffic Safety Administration, our primary source of federal funding, reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use any copyright or rights to a copyright which were developed or purchased with grant support. Photos, artwork, recordings, etc., are included. If you are paying for talent, it must be a one-time fee with all rights for reuse retained.

## Checking Progress and Project Monitoring

From time to time we'll be checking in with you to see how things are going. The purpose of monitoring your project is to see if things are progressing the way you planned. We will either chat with you on the telephone, or we will make an appointment to visit with you. We will review some or all of the objectives of your program, depending on your project's phase of implementation. We want to know:

- Have you gotten started yet?
- Are you doing what you said you'd do, by the dates specified in the project? We'll review and discuss the objectives.
- Are things working the way you expected? Are there problems?
- Are your reimbursement claims supported by adequate documentation?
- If you purchased equipment, we will want to see it and verify serial numbers.
- Do you need any help?

Good communication is needed in any successful partnership. If your program isn't achieving the results you'd hoped for, we may have resource materials or experiences in other communities that are useful. Talk to us. Remember, we all share the same goal, which is to reduce traffic related injuries and deaths.

## Project and Budget Changes

Once a sub grantee has established a project agreement and budget with the DPS-OTS, it is generally not considered good business practice to change either the agreement or the budget. However, we realize that from time to time, it does become necessary to make minor changes to a project and to a project budget. All project changes are approved on a case by case basis and only if it contributes toward achieving the goals and objectives of the project. To request a project or budget change, you need to send us a memorandum, explaining why and how you need to change your project. Be sure to outline any necessary budget changes and indicate which categories need to be changed and why.

If your request is approved, your Highway Safety Program Manager or State Education Officer will send you a project change request form (see enclosure 4). If the change is a bilateral change, in that it changes your budget, statement of work, period of performance, quantity or other terms such as travel, equipment and so forth, the change form can be signed by the Project Director. Once it is signed by the Chief of the DPS-OTS, a copy will be returned to you for your file.

If a modification to the project agreement is required for an administrative reason, such as a change to the project number, address change, re-assignment of a project director, or other reason, it will be considered a unilateral change, which does not require the Project Directors signature.

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# Chapter 3

## Financial Management

### Accounting Requirements

All recipients of federal funding are required to establish and maintain accounting systems and financial records to accurately account for funds awarded to them. The accounting system must fully record the amount and disposition of all project funds. Accounting records must show receipt of funds and expenditures by source. General ledger entries must include supportive documentation. Reimbursement claims must be submitted at least quarterly if any expenses were incurred and paid during that quarter.

Reimbursement claims may be submitted monthly, but they will be processed only when Quarterly Reports are current and up to date.

Funds awarded will be expended only for activities and purposes stated in the approved budget and within the approved grant period.

All purchases, services, and equipment must be received within the grant period.

Reimbursement claims must include documentation to show that:

- Funding was obligated (purchase order or request)
- Equipment and supplies were received in the grant period (shipping receiver)
- Obligated funds have been paid (paid invoice, cancelled check, or other accounting document)

### Supplanting

A grant recipient may not use federal grant funds to defray any costs the recipient already is obligated to pay. For example, if a grantee, prior to applying to participate in a grant program, committed to purchase ten (10) new computers for crash analysis, then the grantee must purchase those computers in addition to any computers requested for the grant program. Any supplanting of non-federal funds with grants will be grounds for project termination and cost recovery.

### Allowable Costs

All expenditures must be necessary and reasonable, authorized under state and local regulations, and be of reasonable cost. Approved expenditures (related to your project) may include costs for personnel, travel, contract services, direct costs, and supplies.

## Personnel

Personnel costs include; salaries, overtime, fringe benefits, and other employee-related direct costs. Bonuses, commissions, gifts and incentives are not reimbursable expenses. For traffic safety grants, reimbursement is generally not available to cover the time of people already on staff, although in a University environment, there are exceptions.

In the event a personnel position is partially or fully covered in your budget, compensation claimed must be reasonable to the extent that it is consistent with that paid in the labor market for similar work.

Fringe benefits are allowable, but limited to actual costs, not a percentage applied to the gross wages. Fringe benefits eligible for reimbursement include:

- Regular compensation paid to employees during authorized annual, sick, court or military leave.
- Employer costs for social security, pensions, health, life, unemployment and worker's compensation insurance

Accurate time and attendance records are required to be maintained on all personnel whose salary is charged to a project. If your grant contains funding for personnel and/or overtime, the following information must be reported for claim reimbursement:

- Project number and title
- Name of the person who worked
- Position or rank
- Date and location of the event or when work was performed
- Hours worked (time of day and total hours worked)
- Activity
- Dollar amount paid (regular and/or overtime hourly rate)

Backup documentation in the form of time cards, computerized payroll records, or other proof an employee has been paid is required to substantiate personnel expenses incurred for your grant. However, it is our goal is to work with the payroll system printouts you have readily available rather than require a special report. In certain cases, the following statement can be submitted In lieu of copies of time sheets when submitting your claim. To be certain, check with your Highway Safety Program Manager (HSPM) or Safety Education Officer (SEO).

### AFFIDAVIT:

I certify that the personnel identified above worked the hours listed and were paid for overtime pertaining to the above grant. I also certify that documentation is on file to substantiate the time and payroll expenses listed in this claim and available for audit.

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Financial Officer

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Signature                      Date

If you encounter a unique payroll situation, such as termination settlements, contact your DPS-OTS Highway Safety Program Manager (HSPM) or State Education Officer (SEO).

## Travel Costs

Travel costs are allowed for reimbursement provided these expenses are listed in your project agreement budget. Costs for travel are reimbursed at the rate established by your agency / organization or at the rate established by the Department of Public Safety, whichever is less.

### Department of Public Safety Travel Policy and Reimbursement Rates:

All travel expenditures/rates shall follow the guidelines as presented on the General Services Administration (GSA) website, [www.gsa.gov](http://www.gsa.gov) with the following exceptions:

- If a traveler is traveling in-state and requests the standard CONUS lodging rate, receipts are not required of the traveler. Receipts are required in all other cases.
- If an employee traveling in-state is unable to obtain lodging at the predetermined GSA rate because of extenuating circumstances, the DPS-Office of Traffic Safety Division Chief may authorize the expenditure of up to 150% of the basic CONUS rate to obtain lodging.
- If an employee traveling out-of-state is unable to obtain lodging at the predetermined GSA rate because of extenuating circumstances, the DPS-Office of Traffic Safety Division Chief may authorize the expenditure of up to 175% of the federal lodging rate for surveyed out-of-state sites or up to 300% of the CONUS rate for non-surveyed out of state sites.
- For single or partial day travel, Per Diem will be paid at the rate of 25% of the standard rate for the traveler's destination if the traveler is in travel status for 8 hours, but less than 10 hours; 50% of the standard rate for the traveler's destination if the traveler is in travel status for 10 hours, but less than 12 hours; 75% of the standard rate for the traveler's destination if the traveler is in travel status for 12 hours, but less than 14 hours; and 100% of the standard rate for the traveler's destination if the traveler is in travel status for 14 or more hours within a single day. NOTE: The travel day is deemed to end at midnight. At no time will reimbursement be based on the traveler's duty station or be more than GSA standards. For single day travel status the applicable per diem rate will be determined by the city/county where a majority of work was performed.
- The per diem calculation for multiple days of travel shall use the single day of travel calculation, explained above, for the first and last day of travel, again using midnight as the stop time for the first day of travel and the start time for the last day of travel. All intervening days should be paid at 100% of the prevailing per diem rate, as defined by GSA.
- Overnight lodging within 50 miles of a travelers principal duty station will not be allowed unless:
  - Inclement weather make travel hazardous
  - Individuals involved are serving as conference hosts responsible for arrangements
  - An official meeting adjourning after 10:00p.m.
  - A duty assignment is related to the grant activities
- Car rentals must be justified and pre-approved by DPS-OTS.
- All travel will be reimbursed at the lowest rate available (commercial air, government vehicle, private vehicle)
- Vehicle mileage reimbursement rate:

- If a government or agency vehicle is not available, the standard federal government reimbursement rate applies. The current rate can be located on the GSA website.
- If travel is for the employee's convenience, the employee will be reimbursed at one-half the standard mileage reimbursement rate.
- Travel expenses not eligible for reimbursement include:
  - First class or business class air fare
  - Guide fees
  - Airport lounge fees

### **Travel Reimbursement Claims:**

Requests for reimbursement for approved travel can be done on an agency approved travel form or state travel claim. However it is reported, it needs to reflect the lodging rate, meals and incidental rate and any meals provided.

## **Contractual Services**

Costs are included in this category only when a contractual agreement has been signed by both parties. The agreement may cover any item normally considered a direct cost, such as conducting a media event. Claim documentation requires an invoice and evidence of payment. Evidence of payment can be photo copies of the front and back of checks, a printout of the accounting system detail showing the check has been charged against the account or other verification documents acceptable to the OTS financial officer.

If you requested funds for Contractual Services, and no contract is signed, a Change Order is needed to reallocate funds to Direct Costs.

Remember, the consultant must also comply with all the grant requirements. You are responsible for ensuring they understand deadlines, Federal restrictions, etc.

## **Direct Costs**

This category represents the total of all other budgeted costs. Such expenses may include specific items directly charged to the project. Expenses must be necessary to the operation of the project and incurred during the grant period. Receipts or invoices are required for all purchases and/or payments

## **Supplies**

If your project doesn't spell out what is included, the following items are allowable:

- Printing and reproduction
- Postage and shipping costs
- Materials such as brochures, booklets, books, and videotapes specifically related to your project
- If you aren't sure the item you want is covered, ask your OTS representative

- If more than \$5,000 in supplies is left when a project is completed, you owe OTS the value of that property in the same ratio for which original payment was made. For example, if OTS covered 100% of the costs of the unexpended supplies, then 100% of the value is due OTS. In other words, you must pay us back. It's a good idea not to buy more supplies than you need.

## **Indirect Costs**

Indirect costs are expenses incurred by an organization for the administration of program staff. All agencies or organizations desiring to claim indirect costs under a federal award must prepare an indirect cost rate proposal and related documents to support these costs.

## **Un-allowed Costs**

By federal law, the following is a partial list of expenditures that are not allowed. For a complete list of un-allowed expenses, contact your Highway Safety Project Manager (HSPM) or Safety Education Officer (SEO).

- Meals provided during a conference or training meeting
- First class air fare
- Guide fees
- Airport lounge fees
- Rental cars (unless pre-approved by the DPS-OTS Division Chief)
- Overnight lodging within 50 miles of principal work station (unless pre-approved)
- Refreshments, snacks, or food
- Office furnishings and fixtures
- Alcoholic beverages

## **Program Income**

If your program will generate income, and there is no objective related to the revenue, the income will be deducted from your claim. For example, if you decide to charge a fee for an event, the total collected will be deducted from your claim. Royalties, rental fees, and the sale of commodities are other potential revenue sources. Fines for traffic violations are not considered program income.

If you want the income generated by your program to be used to expand the program, there must be an objective in the grant which makes this clear. For example, if you want to charge a nominal fee for child passenger safety seats, and then use the money to buy additional seats, the objective would state, "To use program income generated to purchase additional seats to enable a greater number of people to be reached."

Either way, all program income must be accounted for and reported in your quarterly and final reports.

## In-Kind Contributions

In-kind match for highway safety projects are considered “soft” or “match” support to a project, which can be cash or in-kind contributions, which generally consist of the value of services, supplies, and nonexpendable property. The criteria for determining the acceptability of cash and in-kind contributions are established in 49CFR 18, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.” These criteria require the in-kind match to be:

- Verifiable from the grantee’s records
- Not included as contributions from any other federally-assisted program
- Necessary and reasonable for proper and efficient accomplishment of program objectives.

It is important to note that Federal guidelines prohibit supplanting, including:

- Replacing routine and/or existing State or local expenditures with the use of Federal grant funds.
- Using Federal grant funds for costs of activities that are general expenses required to carry out the overall responsibilities of State, local, or federally-recognized Indian tribal governments.

This means that OTS grants cannot fund routine items that are necessary to do your job. In general, don’t ask for funding for something your agency already does (and is already in the agency budget) unless you are seeking ways to do it faster, more effectively, or in some way better than the basic way you are doing it now.

However, your agency’s in-kind match can be derived from these things that are already in your budget, AND that specifically pertain to the operation of your grant project.

Examples of what might be considered as in-kind contributions include allowable project costs that are paid by the sub-grantee, such as:

- Indirect costs, as supported by an approved indirect cost rate
- Donated staff time ( for example dispatchers, instructors, and supervisory staff)
- Regular staff time (i.e., dispatcher working during a specific saturation patrol)
- Vehicle use
- Volunteer time
- Donated equipment (i.e., car safety seats)
- Public service space or time

As a grant applicant, your agency included in-kind contribution funds when preparing the Schedule B (project budget). The exact manner in which a grantee will be required to report on or substantiate in-kind contributions will be subject to negotiation between the awarded agency and the Office of Traffic Safety grant analyst assigned to the project.

### General guidelines:

#### Cash Contributions/Donations

An allowable contribution if the cash will be utilized to purchase new services or equipment necessary for proper completion of the grant project.

### In-Kind Contributions

Contributions are allowable if they are derived from resources already on hand or from donations. In-kind contributions must be necessary and reasonable for carrying out the grant project. In general, the value of in-kind contributions represents what the State would have paid for similar services or property if purchased on the open market.

*Professional fees:* The usual fees of a licensed professional, such as a doctor or engineer, that are waived or donated to the agency for work associated with the project. Rates shall be consistent with local pay scales.

*Vehicle Usage:* When an agency vehicle is used specifically to conduct a portion of the grant project, such as a police car or motorcycle during a seat belt saturation patrol. Agencies must determine their individual rates, based on the vehicle's value, and all equipment used in the vehicle during that event. These rates are generally the value at fair rental value.

*Note: Nevada Highway Patrol estimates an in-kind value of \$4.00 per hour for the usage of their vehicles during a grant-funded event; however, this seems unusually low, considering they are also utilizing equipment on or around the vehicle: light bars, radar unit, computer, video camera, etc.*

*Equipment:* Equipment or materials owned by the agency that are used specifically in conducting a portion of the grant project. The value of these goods shall not exceed fair market value. Rates for use of personal property, such as equipment, may be based on established commercial rental rates, or an established reasonable rate for similar items of property.

*Operating:* Supplies owned by the agency, or costs needed specifically in conducting a portion of the grant project. Samples include office supplies, printing and copying costs, travel expenses, training expenses, or any other ancillary expense directly related to conducting the project. (General utilities, rent/lease amts, phone, fax, etc. costs do not qualify as they are already in the agency's budget: no supplanting).

*Labor:* Regular staff time that is used specifically in conducting a portion of the grant project, and not grant-funded. For instance, you might include the value of a supervisor's time in writing up a grant report; the value for a dispatcher's time required for a specific enforcement event, and etc. This can include a portion of their fringe benefits, as well.

*Volunteer Services:* Volunteer hours directly associated with the grant project. Rates shall be consistent with those paid for similar work in the labor market, or requiring similar technical skills, and NOT based on the usual salary or wage rate of the individual volunteer.

Indirect costs may be recovered on volunteer services, mileage, and other in-kind expenses that project managers deem were subject to the project's administrative costs.

The sub-grantee agency should ensure that they provide a full audit trail of these in-kind contributions for their internal audits.

A sample "In-Kind Contribution" reporting format is provided at enclosure 5. This form can be used when submitting your quarterly and final reports. Please note that the "Project Reimbursement Claim form also includes a space for indicating your total In-Kind Contributions for your project.

## Audits

If a state, local government, or non-profit organization expends more than \$500,000 or more in Federal awards in a Federal Fiscal Year, a single for program specific audit must be performed in compliance with the Single Audit Act of 1984. The audit must be performed by an independent auditor in accordance with generally accepted governmental accounting standards covering financial and compliance audits. Your traffic safety project must be included in that audit. A copy of the audit which includes the "Schedule of Federal Financial Assistance," auditor's "Findings and Recommendations," and agency responses must be submitted to the DPS-OTS by the financial officer or accounting firm within nine months of the end of the fiscal year.

If your local governmental or non-profit organization is below the \$500,000 threshold, a letter stating that fact must be submitted to the DPS-OTS Management Analyst by the fiscal officer or accounting firm that oversees your entity within 9 months of the end of the fiscal year along with a current financial statement.

Whether or not your agency falls within the Single Audit Act requirement, all highway safety projects are subject to audits by the Federal government and DPS-OTS at any time. You must permit and cooperate with any state or federal investigations by assuring the availability of all records and the availability and cooperation of staff.

You are not required to establish a special accounting system to account for project costs, but it is recommended that special sub-accounts or project numbers be established within the framework of the existing accounting system to establish a clear audit trail.

## Reimbursement Claims

Reimbursement claims must be submitted at least quarterly, in original with signature, if any expenses were incurred and paid during that quarter. Reimbursement claims may be submitted monthly, but they will only be processed when Quarterly Reports are current and up to date.

Only costs included in your budget can be claimed. Costs must be for goods and services received during the grant period. If you incurred costs which were not included in the budget, they become in-kind contributions. In-kind contribution amounts should be reported in your quarterly report and on your quarterly claim.

Claim forms are numbered sequentially, starting with the number 1 for the first claim of the grant year. A sample Reimbursement Claim is provided at enclosure 6 and a blank form is provided in Enclosure 7. Documentation for all costs summarized on the claim form must be attached.

Claim forms should be mailed, with supporting documents, to:

Nevada Department of Public Safety  
Office of Traffic Safety  
555 Wright Way  
Carson City, NV 89701

## **Deadline for Filing Reimbursement Claims**

Federal grant projects end on September 30 of each fiscal year. State grants end on June 30 of each year. **All final claims must be filed within 30 days following the end of the fiscal year or the expiration of the project.**

<b><u>Type of Claim</u></b>	<b><u>Final Claim Deadline</u></b>
Federal	October 30
State	July 31

**Any claim received after the final deadline (October 30 for federal and July 31 state) can not be honored.**

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# Chapter 4

## Reports and Records

### YOUR QUARTERLY REPORT

**Quarterly reports are essential for effective and meaningful project management.**

The information you provide in your quarterly report allows the Department of Public Safety – Office of Traffic Safety (DPS-OTS) to showcase project accomplishments, identify best practices, strengths and needs. They also provide an evaluation of your overall performance toward the attainment of your goals and objectives. DPS-OTS uses the information you provide to measure success and we incorporate your quarterly report data into our Annual Performance Report to the State Legislature and Federal Government. We also use quarterly reports to help identify recipients for awards and commendations and to justify future funding for highway safety projects. Your reports are critical to the success of your agency and to the Nevada Department of Public Safety – Office of Traffic Safety.

#### When is my Quarterly Report due?

Quarterly reports cover the preceding three months' activities and must be forwarded to DPS-OTS (in single copy) so as to arrive not later than 15 working days after the completion of the quarter (January 15, April 15, July 15, and October 15). Failure to submit required reports can result in a delay in reimbursement payments, reduction in grant awards, and grant termination.

<b>Report Period</b>	<b>Report Due Date</b>
October, November & December	January 15
January, February, & March	April 15
April, May, & June	July 15
July, August, & September	October 15

#### What do I put in my Quarterly Report?

The quarterly report should contain three elements: 1) Narrative 2) Goals and Objectives and, 3) Documentation (e.g., original copies of project related newspaper articles, sample public information and education items, and news releases).

#### What information should I include?

You must report on each goal and objective contained in your project agreement. Begin your narrative section by copying your goals and objectives in the numbered order as shown in your project agreement. In broad terms, use the following guidelines to help you prepare your report:

- When possible, quantify accomplishments for the current quarter and operational year.
- Describe how much was accomplished? What work was done? Discuss the various tasks that were carried out by project personnel. This description should relate to the program activities outlined in your project agreement.

- Did you encounter problems that affected project progress, and what corrective action was taken and/or is planned?
- What strategies are working, not working? To improve the traffic safety impact of your activities, you might want to revise your grant objectives.
- Have you discovered a new or better way to implement a traffic safety strategy? Are you conducting other types of “best practice” procedures that DPS-OTS could share with other grantees? Quarterly reports serve as an excellent learning tool for us all.
- In-kind contributions should also be reported in your quarterly and final report if they are not reported on your reimbursement claim.

### **What data should I include in my report?**

The data elements you report on are listed in your project agreement. If you said you were going to lower the number of crashes on College Parkway, then tell us how many crashes you had before starting this project and how many there were during the quarter. Enclosure 8 to this manual is a sample report that lists different objectives and examples for reporting. The data we are looking for, however, is listed in your project agreement under project goals, objectives and activities.

### **What supporting documentation is needed?**

Send copies of press releases, newspaper articles concerning your grant, copies of public information and education items you purchase, booklets, handouts, flyers, workshop agendas, Public Service Announcements, attendance rosters, videos, letters from concerned constituents, and anything relevant to your project.

### **I have a Mini-Grant. Do I need to do a Quarterly Report?**

Mini-grants are projects under \$2,000, for a specific purpose and for a limited duration. If you are a mini-grant recipient, yes, are you required to do a quarterly report for each quarter of your grant. If you complete your entire project in one calendar quarter, then you are only required to do one quarterly report. If your mini-grant extends into a second quarter, then you must do a report in that quarter also.

### **Will a Quarterly Report serve as a final report for my project?**

No. Your project agreement specifies that you will do a quarterly report for each quarter of your project and a final report. Your last quarterly report should be limited to what you did during that quarter of your grant. Your final report should be a wrap up of the entire project. Mini-grant recipients must also submit a final report.

### **I started my grant late in the quarter and didn't get much done. Do I still need a Quarterly Report?**

Yes. We need to know what you didn't do as well as what you did in a quarter. If you didn't have sufficient time to implement or evaluate your grant in a quarter, it is important for us to know that as well. You will not be penalized if your reports reflect that you did not have the necessary time to initiate your project during the quarter. You might be penalized, however, if you fail to submit a quarterly report.

## **Can I submit my quarterly and final report electronically?**

Yes. Your report may either be in hard copy or sent to [TSafety@dps.state.nv.us](mailto:TSafety@dps.state.nv.us).

## **YOUR FINAL REPORT**

### **What is the difference between a quarterly report and a final report?**

Your quarterly report addresses only the progress you made during the quarter. Your final report covers the entire period of your grant.

### **I submitted a quarterly report. Do I still need to file a final report?**

No. Your project agreement specifies that you will do a quarterly report for each quarter of your project and a final report. Your last quarterly report should be limited to what you did during that quarter of your grant. Your final report should be a wrap up of the entire project. Mini-grant recipients must also submit a final report. You may combine your reports provided you can segregate and describe separately the progress you made during the last quarter with the progress you made during the project year.

### **When is my final report due?**

Your final report is due October 30. We must have a final report on file to pay your final claim.

### **Where do I send my reports?**

Send your report to the Nevada Department of Public Safety, Office of Traffic Safety, 555 Wright Way, Carson City, NV 89711. You can fax the report to: (775) 684-7482 or e-mail it to [tsafety@dps.state.nv.us](mailto:tsafety@dps.state.nv.us).

### **What happens if I don't submit a Quarterly Report or final report?**

You are responsible for timely filing of your reports. We do our part by sending a reminder in advance of the due date. Failure to submit a quarterly or final report or submission of an incomplete report will result in a delay in processing your reimbursement claim(s). Repeated failure to submit reports may result in termination of your grant. Late reports are subject to the following action:

- Up to 15 days late: The project director will be contacted. No further reimbursement of claims will be processed.
- Over 15 days late: A delinquent notice will be sent to your agency and to the project director. No reimbursement claims will be processed.
- Over 30 days late: A highway safety program manager (HSPM) or Safety Education Officer (SEO) will contact your agency to arrange a meeting to discuss a review of your project and possible suspension.

## **Questions on reporting?**

If you have any questions concerning your quarterly report, contact your assigned DPS-OTS Program Manager or call (775) 684-7470.

## **Property**

### **Accountability**

All property costing more than \$1,000, including the amount of any match, and having a useful life of 2 years or more must be reported:

- When purchased, using the Property Acquisition Report form shown in enclosure 3
- On October 15 each year (even if the grant has expired) submit an annual report containing the following information:
  - Description of property
  - Serial number
  - Acquisition date
  - Location, use and condition
  - Disposition data
  - Date last inventoried

### **Disposing of Property**

Before you can dispose of property purchased with DPS-OTS federal funds, you need written permission from our office. A verbal or written request for permission to dispose of property should be directed to your DPS-OTS representative. Property that is lost, stolen, exchanged or deemed excess should be reported by the end of the month in which the change in status occurred.

## **Record Retention**

Project records, including the original or source documents which evidence the expenditures, must be retained for three years after the project completion date. Time cards and payroll records evidencing labor costs, invoices for purchases of supplies or services are examples of source documents.

**STATE OF NEVADA  
DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF TRAFFIC SAFETY  
PROJECT AGREEMENT**

<b><u>Project Title:</u> DUI Mitigation &amp; Prevention</b>		<b><u>Project Number:</u> 28-AL-16</b>	
<b>Applicant Agency: Las Vegas Community Partner (Non-Profit) 555 Wright Way Las Vegas, NV 89111</b>		<b>Governmental Unit: Las Vegas Community Partner (Non-Profit) 555 Wright Way Las Vegas, NV 89111</b>	
<b>Grant Period: From: October 15, 2007 To: September 30, 2008</b>			
<b>PROJECT PURPOSE : To reduce impaired driving in Clark County through the coordination of enforcement and high visibility media.</b>			
<b>Projected Budget</b>	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>
	<b>\$ 38,000.00</b>	<b>\$</b>	<b>\$</b>
<b>Source of Funds Federal Share: 100% Non-Federal:</b>			
<p>ACCEPTANCE OF CONDITIONS: It is understood and agreed by the undersigned that a grant received as a result of this agreement is subject to Public Law 89-564 (Highway Safety Act of 1966) and Nevada Revised Statutes, Chapter 223.200 and all administrative regulations governing grants established by the U.S. Department of Transportation and the State of Nevada. It is expressly agreed that this project constitutes an official part of the State's Highway Safety Plan and that said Applicant Agency will meet the requirements as set forth herein, including Schedules A, B &amp; C which are incorporated herein and made a part of this agreement. <b>The Applicant Agency <u>MAY NOT</u> proceed with this project, or any portion thereof, until funds are appropriated by the U.S. Congress and written authorization is received from the Office of Traffic Safety. It is also understood by the Applicant Agency that any funds expended prior to receipt of the written Authorization to Proceed <u>WILL NOT</u> be reimbursed.</b></p>			
<b><u>Department of Public Safety</u></b>		<b><u>Authorizing Governmental Official</u></b>	
<b>Signature:</b>	<b>Date:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Name: Charles G. Abbott</b>		<b>Name:</b>	
<b>Title: Chief, DPS Traffic Safety Division</b>		<b>Title:</b>	
		<b><u>Project Director</u></b>	
		<b>Signature:</b>	<b>Date:</b>
		<b>Name:</b>	
		<b>Title:</b>	

ENCLOSURE 1

**SCHEDULE A  
DESCRIPTION OF PROJECT**

**PROBLEM STATEMENT:**

**PROBLEM SOLUTION:**

**GOAL:**

**OBJECTIVES:**

**ACTIVITIES:**

**EVALUATION:**

**SCHEDULE B  
FY2008 ITEMIZATION OF BUDGET**

<b>Personnel</b>	<b>-0-</b>
<b>Payroll</b>	
<b>Travel</b>	
<b>Contract Services</b>	<b>-0-</b>
<b>Other Direct Costs</b>	<b>-0-</b>
<b>Supplies</b>	
<b>Program Income</b>	<b>-0-</b>
<b>In-Kind Contributions</b>	<b>-0-</b>

Budget Justification:

Important Notes:

**SCHEDULE C  
FEDERAL RULES & COMPLIANCE**

Not Included

**ENCLOSURE 1**

STATE OF NEVADA  
DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF TRAFFIC SAFETY  
**AUTHORIZATION TO PROCEED**  
**CFDA #20.600**

<b>Grantee:</b> Las Vegas Community Partner (Non-Profit)
<b>Address:</b> 55 Wright Way Carson City, NV 89111

<b>Project Number:</b> 28-AL-16	
<b>Project Title:</b> DUI Mitigation & Prevention	
<b>Project Purpose:</b> To reduce impaired driving in Clark County through the coordination of enforcement and high visibility media.	
<b>Grant Period:</b> From: October 15, 2007 To: 9/30/2008	
<b>TOTAL AMOUNT OF AWARD FOR FFY2008</b>	<b>\$ 38,000.00</b>
<b>AMOUNT OF THIS AUTHORIZATION</b>	<b>\$ 18,000.00</b>
<b>FFY2008 FUNDS PREVIOUSLY AUTHORIZED</b>	<b>\$ -0-</b>
<b>TOTAL FFY2008 FUNDS AUTHORIZED TO DATE</b>	<b>\$ 18,000.00</b>
<b>FFY2008 FUNDS REMAINING</b>	<b>\$ 20,000.00</b>

**Effective Date: October 15, 2007, Grantee: Las Vegas Community Partner (Non-Profit) is authorized to proceed with the above project and to request reimbursement for expenses up to the authorized amount.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Charles G. Abbott, Chief, Nevada DPS OTS

**ENCLSOURE 2**

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# PROPERTY ACQUISITION REPORT

Department of Public Safety  
 Office of Traffic Safety  
 107 Jacobson Way  
 Carson City, NV 89711  
 (775) 684-7470 Fax 684-7482

APPLICANT AGENCY \_\_\_\_\_ PROJECT NO. \_\_\_\_\_

1. Report equipment with a total individual cost of **\$1000.00 or more and a useful life of 2 years or more.**
2. **REMINDER - Notify Office of Traffic Safety prior to disposing of property.**

Date Rec'd	Property Description	Serial Number	Useful Life	Total Cost	Federal Share	Location
				\$	\$	
				\$	\$	
				\$	\$	
				\$	\$	
				\$	\$	

I certify that I have examined this record and to the best of my knowledge the information contained herein is true and correct.

Project Director \_\_\_\_\_ Date \_\_\_\_\_



**ENCLOSURE 3**

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STATE OF NEVADA  
DEPARTMENT PUBLIC SAFETY  
OFFICE OF TRAFFIC SAFETY  
Project Change Request

Sub-grantee: Project Number:	Request No: Program Officer:
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<b>The following change, amendment, or adjustment to the above sub-grant, is requested (check one or more).</b>	
<input type="checkbox"/> Project Period Extension <input type="checkbox"/> Budget Revision	<input type="checkbox"/> Program Modification <input type="checkbox"/> New Project Personnel

**BUDGET REVISION SUMMARY**

Category	Current Budget	Requested Budget	Net Change
Salaries	\$	\$	\$
Consultants/Contracts	\$	\$	\$
Travel	\$	\$	\$
Supplies/Operating	\$	\$	\$
Equipment	\$	\$	\$
Training	\$	\$	\$
Other	\$	\$	\$
<b>Total</b>	\$	\$	\$

**OTHER CHANGES**

<i>The subgrantee must provide a written explanation of what the requested changes are, and why the money needs to be shifted (increased or decreased) among both categories. <b>Ordinarily, the shifting of funds should not change the scope of the project. The subgrantee will receive a copy of the approval of the request and cannot act upon the request until it has been approved.</b></i>

STATE APPROVAL		PROJECT DIRECTOR'S CONSENT	
		I do hereby understand the intent and terms of this document	
Charles Abbott	Highway Safety Coordinator		
<b>Name</b>	<b>Title</b>	<b>Name</b>	<b>Title</b>
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>

**ENCLOSURE 4**

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**DPS- Office of Traffic Safety  
IN-KIND CONTRIBUTIONS  
Sample Report Format**

Today's Date: \_\_\_\_\_

These contributions cover the time period from \_\_\_\_\_ (mo/yr) to \_\_\_\_\_

Grant Project Number: \_\_\_\_\_

Agency: \_\_\_\_\_

Signature of person reporting on these in-kind contributions: \_\_\_\_\_

**In-Kind Contributions:**

Professional, or Support Staff Time	\$ <input type="text"/>
Vehicle(s) usage	\$ <input type="text"/>
Equipment	\$ <input type="text"/>
Supplies/Operating	\$ <input type="text"/>
Public Service space or time	\$ <input type="text"/>
Volunteer Services	\$ <input type="text"/>
Professional Fees	\$ <input type="text"/>
Other (please describe below)	\$ <input type="text"/>

Comments:

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Please submit this information with your quarterly reports  
to the grant analyst assigned to your project.

Thank you!

**ENCLOSURE 5**