



OHIO TRAFFIC SAFETY OFFICE

FFY 2016 Selective Traffic Enforcement
Program Grant Pre-Activity Presentation

Who Should View?

The Project Director is **required** to view the Pre-Activity Presentation and complete the Pre-Activity form.

The Fiscal Officer is encouraged to view the presentation.

Contact Information – District 1

County	OSP Patrol Post
Allen	Lima
Defiance	Defiance
Fulton	Toledo
Hancock	Findlay
Hardin	Findlay
Henry	Bowling Green
Lucas	Toledo
Paulding	Van Wert
Putnam	Lima
Van Wert	Van Wert
Williams	Defiance
Wood	Bowling Green

Contact Information:

OTSO Planner - Kelvin Williams: 614/466-3250

LEL - Frank Arvay: 419/213-0084

OSP Patrol Post:

<http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 2

County	OSP Patrol Post
Crawford	Bucyrus
Erie	Sandusky
Huron	Norwalk
Marion	Marion
Ottawa	Sandusky
Richland	Mansfield
Sandusky	Fremont
Seneca	Fremont
Wyandot	Bucyrus

Contact Information:

OTSO Planner - Kelvin Williams: 614/466-3250

LEL - Frank Arvay: 419/213-0084

OSP Patrol Post:

<http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 3

County	OSP Patrol Post
Ashland	Ashland
Cuyahoga	Cleveland
Holmes	Wooster
Lorain	Elyria
Medina	Medina
Stark	Canton
Summit	Canton
Wayne	Wooster

Contact Information:

OTSO Planner - Michelle Liberati-Cobb: 614/466-3250

LEL – Jack Fleming: 440/787-3848

OSP Patrol Post: <http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 4

County	OSP Patrol Post
Ashtabula	Ashtabula
Columbiana	Lisbon
Geauga	Chardon
Lake	Chardon
Mahoning	Canfield
Portage	Ravenna
Trumbull	Warren

Contact Information:

OTSO Planner - Michelle Liberati-Cobb: 614/466-3250

LEL – Jack Fleming: 440/787-3848

OSP Patrol Post:

<http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 5

County	OSP Patrol Post
Auglaize	Wapakoneta
Champaign	Springfield
Clark	Springfield
Darke	Dayton
Greene	Xenia
Logan	Marysville
Mercer	Wapakoneta
Miami	Piqua
Montgomery	Dayton
Preble	Dayton
Shelby	Piqua
Union	Marysville

Contact Information:

OTSO Planner - Kelvin Williams: 614/466-3250

LEL – SW LEL

OSP Patrol Post:

<http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 6

County	OSP Patrol Post
Delaware	Delaware
Fairfield	Lancaster
Franklin	Columbus
Knox	Mt. Gilead
Licking	Granville
Madison	West Jefferson
Morrow	Mt. Gilead
Perry	Lancaster
Pickaway	Circleville

Contact Information:

OTSO Planner - Jackie Stephenson: 614/466-3250

LEL - Mike Brining: 614/946-2878

OSP Patrol Post: <http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 7

County	OSP Patrol Post
Belmont	St. Clairsville
Carroll	New Philadelphia
Coshocton	Zanesville
Guernsey	Cambridge
Harrison	Steubenville
Jefferson	Steubenville
Monroe	St. Clairsville
Morgan	Marietta
Muskingum	Zanesville
Noble	Cambridge
Tuscarawas	New Philadelphia
Washington	Marietta

Contact Information:

OTSO Planner - Michelle Liberati-Cobb: 614/466-3250

LEL – Mike Brining: 614/946-2878

OSP Patrol Post: <http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 8

County	OSP Patrol Post
Adams	Georgetown
Brown	Georgetown
Butler	Hamilton
Clermont	Batavia
Clinton	Wilmington
Fayette	Wilmington
Hamilton	Cincinnati
Highland	Wilmington
Warren	Lebanon

Contact Information:

OTSO Planner - Jackie Stephenson: 614/466-3250

LEL – SW LEL

OSP Patrol Post: <http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 9

County	OSP Patrol Post
Athens	Athens
Gallia	Gallipolis
Hocking	Athens
Jackson	Jackson
Lawrence	Ironton
Meigs	Gallipolis
Pike	Chillicothe
Ross	Chillicothe
Scioto	Portsmouth
Vinton	Jackson

Contact Information:

OTSO Planner - Jackie Stephenson: 614/466-3250

LEL - Mike Brining: 614/946-2878

OSP Patrol Post: <http://statepatrol.ohio.gov/Counties.stm>

Contact Information

- Contact information may change throughout the year, OTSO will keep sub-grantees as up to date as possible.
- These Contact Information slides will be updated as needed. Please refer back to these slides.

FFY 2016 Pre-Activity Form

- Print the FFY 2016 Pre-Activity Form from <http://ohiohighwaysafetyoffice.ohio.gov>

Use this form to follow along with this presentation.

- **Agency** - enter your agency name.
- **Date** – enter the date you are viewing this presentation.
- **County** – enter the county where you are located.
- Check the box to the left of STEP.
- **Reimbursement Claim schedule** – check monthly or quarterly. **New sub-grantees must check monthly.**

Activity Dates

- Beginning Date – Grant period will commence after this required pre-activity presentation has been completed and the authorized to proceed date listed in the Award Letter.
- Ending Date – All grant activity must be completed by September 30, 2016.

Check the box next to beginning and ending dates on the Pre-Activity form.

PDF

- All sub-grantees need to generate a Full PDF of their grant outlining the goals, baselines, scopes of work, evaluations, work plans and the budget.
- Click on Proposal PDF

Term:	10/1/2013 - 9/30/2014
Amount:	\$22,309.63
Available Balance:	\$22,309.63
Cash On Hand:	\$0.00
Status:	Grant Executed

Agency Information
[View Grantee Information](#)

Grant Information

- General Information
- View/Satisfy Grant Conditions
- Grant Report Periods

Contacts

- Grantee Contact Information
- GRANTS Contact Information
- Email Grant Contacts

Components

- Program Components
- Service Areas

Budget Pages

- Current Budget Overview
- Grant Component Funding Accounts

Progress Reports

-

Reimbursement Claims

-
- Reimbursement Claim History

Proposal Menu

-  Proposal PDF

Narrative Page(s)

- [FSRS Funding Information](#)
- [County Profile](#)
- [Project Overview - Fatal Crash](#)
- [Project Overview - Seat Belt - 81](#)
- [Project Overview - Alcohol Goal - 9](#)
- [Work Plan - Blitz - Halloween](#)
- [Work Plan - Blitz - Thanksgiving](#)
- [Work Plan - Blitz - Christmas/New Year's](#)
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- [Work Plan - Blitz - St. Patrick's Day](#)
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- [Work Plan - Blitz - Click It or Ticket](#)
- [Work Plan - Blitz - 4th of July](#)
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- [Work Plan - June Non-Blitz](#)
- [Work Plan - July Non-Blitz](#)
- [Work Plan - August Non-Blitz](#)
- [Work Plan - September Non-Blitz](#)
- [Labor Cost Budget Worksheet](#)

PDF

- Click on Generate Full PDF.
- This is an overnight process. The following morning you will receive an email stating that the PDF is ready. It will not be attached to the email.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is identified as "User: Lori Genzen". The page title is "View Full PDF". The main content area shows "Proposal #: 2013-HVEO-0030-00" and "General Information" with the following details:

RFP Type:	Known Recipients
RFP Contact:	Grant System
Status:	Proposal In Process
Due Date:	

Below the information, there are two buttons: "Generate Full PDF" (circled in red) and "Generate Blank Full PDF". The footer of the page includes "Powered by IntelliGrants" and "© Copyright 2000-2012 Aqate Software".

PDF

- Return to this screen and click on the PDF on the right side.

Check the box next to Generate full PDF on the Pre-Activity Form.

The screenshot displays the Ohio GRANTS web application interface. The header includes the Ohio GRANTS logo and the text "Grant Records & Application Network for Traffic Safety". The user is identified as "User: Lori Genzen". The page title is "High Visibility Enforcement Overtime 2013". The log number is "Log #: 2013-HVEO-0030-00". The applicant is "Applicant: ABC Agency". The status is "Status: Proposal In Process". The access level is "Access Level: None".

The main content area is titled "View Full PDF" and displays the following information:

Proposal #: 2013-HVEO-0030-00

General Information

RFP Type: Known Recipients
RFP Contact: [Grant System](#)
Status: Proposal In Process
Due Date:

Below the information, there are two buttons: "Generate Full PDF" and "Generate Blank Full PDF".

On the right side, there is a section titled "PDF: View Full PDF" with a red circle around it. It contains a bullet point: "Download the full [PDF](#) (Generated on Friday, June 01, 2012)".

The footer of the page includes "Powered by IntelliGrants" and "© Copyright 2000-2012 Agate Software".

Mandatory National Mobilizations

- Click It or Ticket: May 23 – June 5, 2016
- Drive Sober or Get Pulled Over: August 19 – September 5, 2016
 - STEP grantees are required to participate and report in both National Mobilizations.

Check the box next to Mandatory National Mobilizations on the Pre-Activity Form.

Allowable Costs

- Labor Expenses (Salaries and Wages)
 - The sub-grantee needs to maintain a coordinator (project director) throughout the grant.
- Education Efforts
- Fuel/Transportation Costs (up to 5% of direct labor enforcement costs – not education costs)

Refer to pages 29 – 30 of the Grant Solicitation Package for details on each cost category.

Unallowable Costs

- Vehicle Mileage
- Food
- Paid Advertising/Public Communications
- Equipment
- Certain Labor Costs
- Alcoholic Beverages
- Lobbying
- Grant Proposal Preparation and Submission

See pages 30 of the Grant Solicitation Package for details on each cost category.

Check the box next to Allowable and unallowable costs on the Pre-Activity Form.

Request to Purchase Form

- Even if the item is approved in the grant, all purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost.
- **Request to Purchase Forms should be submitted at least 45 days prior to the event.**
- **All RTPs must be submitted to OTSO by August 1, 2016.**
- A Request to Purchase form is required for:
 - Education Efforts

Any questions about whether or not a form is required, contact OTSO.

Check the box next to Request to Purchase form on the Pre-Activity Form.

Grant Revisions

- Any changes, additions, or deletions to this agreement must be submitted online and approved by OTSO prior to implementing proposed changes.
- A reimbursement claim cannot be submitted while a revision is in process. You must wait until the revision is finalized (approved or rejected). If you have a claim in process and you submit a revision – the revision will be rejected.
- All revisions must be submitted online to OTSO by September 1, 2016.

Check the box next to Grant Revisions on the Pre-Activity Form.

Terms and Conditions

A complete list is on pages 10 – 26 of the FFY 2016 Grant Solicitation Package.

1) Agreement

Any inconsistencies between agreements and any attached documents shall be resolved in favor of the most current revised agreement on the online system, which shall be the controlling document.

18) Press Release

Each sub-grantee is required to submit a press release to their local media announcing the grant award, including amount and purpose of award.

Terms and Conditions

21) GRANTS User Accounts/Password Security

For security purposes, each person using the GRANTS system must have a separate user name and password. Each account must have its own email account. **Sub-grantee agency personnel must not share passwords with agency staff or OTSO staff.**

22) Labor Costs

All work (personnel labor costs) reimbursed under this grant must be for actual **paid** hours worked. Labor costs based on a percentage of hours worked will not be accepted for reimbursement. Leave hours (e.g., sick, vacation, personal, holiday, etc.) are not reimbursable as direct labor. The employer's share of fringe benefits (e.g., retirement, Workers' Compensation, Medicare, etc.) are eligible for reimbursement. Documentation verifying fringe percentages must be available to OTSO upon request.

Terms and Conditions

31) Training

The cost of training personnel for traffic safety purposes may be funded when the training supports both the goals and scope of work of the approved grant program and the goals of OTSO. All training requests and purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost.

34) Reimbursement Claims

This agreement will operate on a reimbursement basis only. The administering agency must first incur the costs for approved expenditures and then apply for the reimbursement. Appropriate and accurate documentation will be required for each expense. Claim schedules are set up either monthly or quarterly based on sub-grantees selection on the pre-activity form. Any changes from this schedule must be made by the sub-grantee in writing. Each sub-grantee must submit reimbursement claims by the due date assigned to the claim in the GRANTS System.

Terms and Conditions

36) Narrative Progress Reports

The timetable for submission of narrative progress reports will be determined by OTSO. Each sub-grantee must submit progress reports by the due date assigned to the report in the GRANTS system.

39) Final Report and Final Claim

A final comprehensive annual project activity report must be submitted to OTSO by November 1.

- a) Final reports not received by November 1 will result in a 10 percent penalty deduction to the final claim reimbursement.
- b) If a final project activity report is received after November 15, the final claim will not be reimbursed.

A properly documented final claim for reimbursement must be submitted to OTSO by November 1.

- a) Final claims not received by November 1 will result in a 10 percent penalty deduction in the final claim reimbursement.
- b) Final claims received after November 15 will not be reimbursed.

Terms and Conditions

40) Records Retention

All records relating to project activity and/or expenditures must be maintained for review by representatives of the federal or state government for at least three years following the final reimbursement payment.

42) Termination of Agreement

Either OTSO or the sub-grantee may terminate this Agreement for any reason by giving the other party 30 days written notice. If the Agreement is cancelled under this provision, OTSO shall reimburse the sub-grantee for approved work completed and documented to that date. Upon termination all data results, reports and other materials developed by the sub-grantee will become the property of OTSO. All of the equipment, materials and/or supplies provided to the sub-grantee for use under this agreement must be returned to OTSO upon request within 30 days of said written notice. Should any change in federal funding adversely affect OTSO's ability to complete the fiscal year's activities, OTSO has the right to revise or terminate the agreement in writing.

Terms and Conditions

44) Enforcing Seat Belt Laws

The agency will enforce all seat belt and child restraint laws on all traffic stops made under this grant.

47) Mandatory Blitzes

Funding for all OTSO identified blitzes must be used for saturation patrols and OVI checkpoints only. Directing traffic, conducting parking detail at events, crash investigations, any non-traffic safety related activities, or any activities not identified in scope of work or work plan are not reimbursable activities.

48) National Enforcement Campaigns

All agencies utilizing overtime enforcement funds from OTSO are required to participate in the “Click It or Ticket” (CIOT) mobilization and the “Drive Sober or Get Pulled Over” (DSOGPO) alcohol crackdown.

Terms and Conditions

49) Press Releases

In addition to the grant award press release, OVI Task Forces are required to conduct three press conference events (one in coordination with DSOGPO), promote the task force through press releases and publicize checkpoints as required by law.

51) Monthly Enforcement Reports

Whether or not a sub-grantee conducts grant-related activity, each sub-grantee must submit an enforcement report monthly. The monthly enforcement report must be submitted online to OTSO by the 15th calendar day of the following month. Failure to submit these reports in a timely manner will cause a delay in payment of claims, may jeopardize funding for present and future projects and may result in being placed in “Sub-grantee on Notice” status.

Check the box next to Terms and Conditions on the Pre-Activity form.

SELECTIVE TRAFFIC ENFORCEMENT PROGRAM GRANT

GRANTS System

Report, Reimbursement Claim and Revision Process

NOTE: Must use Internet Explorer

Monthly Enforcement Report

- A monthly enforcement report is due for each month. Even if there is no grant activity, a report must be submitted.
- Each monthly enforcement report is broken down into two forms:
 - Enforcement Report
 - Sobriety Checkpoint Activity
- Each monthly enforcement report is due the 15th of the following month (example: October enforcement report is due November 15th).

Progress Reports

1. Progress reports will be listed in the drop down under Progress Reports.

Reports will be in the drop down the first day of the reporting period. (Ex. May Enforcement Report will be in the drop down May 1st).

2. The date listed after the report name is the date the report is due. If a report is past due, you will not be able to submit a claim (or re-submit a claim that was sent back for modifications).

Term:	10/1/2013 - 9/30/2014
Amount:	\$22,309.63
Available Balance:	\$22,309.63
Cash On Hand:	\$0.00
Status:	Grant Executed
Agency Information	
View Grantee Information	

Grant Information

- General Information
- View/Satisfy Grant Conditions
- Grant Report Periods

Contacts

- Grantee Contact Information
- GRANTS Contact Information
- Email Grant Contacts

Components

- Program Components
- Service Areas

Budget Pages

- Current Budget Overview
- Grant Component Funding Accounts

Progress Reports

Reimbursement Claims

- Reimbursement Claim History

Proposal Menu

Proposal PDF

Narrative Page(s)

- [FSRS Funding Information](#)
- [County Profile](#)
- [Project Overview - Fatal Crash](#)
- [Project Overview - Seat Belt - 81](#)
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- [Work Plan - August Non-Blitz](#)
- [Work Plan - September Non-Blitz](#)
- [Labor Cost Budget Worksheet](#)

Progress Reports

-
- [Enforcement Report \(due 11/15/2013\)](#)
- [Narrative Progress Report \(due 01/15/2013\)](#)

Monthly Enforcement Reports

To initiate the report:

1. Select the report from the drop down menu.
2. Click the “Create” button.

Term: 10/1/2013 - 9/30/2014
Amount: \$22,309.63
Available Balance: \$22,309.63
Cash On Hand: \$0.00
Status: Grant Executed

Agency Information
[View Grantee Information](#)

Grant Information

- General Information
- View/Satisfy Grant Conditions
- Grant Report Periods

Contacts

- Grantee Contact Information
- GRANTS Contact Information
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Progress Reports

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Reimbursement Claims

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- Reimbursement Claim History

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Proposal PDF

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- [Work Plan - July Non-Blitz](#)
- [Work Plan - August Non-Blitz](#)
- [Work Plan - September Non-Blitz](#)
- [Labor Cost Budget Worksheet](#)

Enforcement Report Menu

1. General Information Box lists the report title, the current status of the report, the due date of the report and the period that this report covers.
2. Final Report: Default is “no”. This is correct until the last enforcement report for the year (September). If you tell the system “yes”, the system will not generate additional enforcement reports.
3. Grant Report Forms: List of all forms in the Enforcement Report.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: IDEP-2015-25-00-00-00335-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu Agency Info Grant Menu Report Menu User: John Smith Help Logout

Grant Report Submit Delete

Grant #: IDEP-2015-25-00-00-00335-00

General Information

Report Title: Enforcement Report 1
Status: Progress Report Initiated
Due Date: 1/15/2015
Period: 08/01/2014 - 12/31/2014

Final report: Yes No 2

Grant Report Forms

collapse Entire Tree

Enforcement Report
Sobriety Checkpoint Activity
Attachments 3

Check Errors
Generate Full PDF

Legend:
Proposal Form ← Last Page Visited

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Enforcement Report

Click on Enforcement Report to begin filling out the forms.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is identified as John Smith, with an access level of Grant Administrator. The main content area is titled "Grant Report" and includes a "Submit" and "Delete" button. The "Grant #:" is IDEP-2015-25-00-00-00335-00. The "General Information" section shows the report title as "Enforcement Report", the status as "Progress Report Initiated", the due date as 1/15/2015, and the period as 08/01/2014 - 12/31/2014. There are buttons for "Check Errors" and "Generate Full PDF". The "Grant Report: Forms" section is expanded, showing a tree view with "Enforcement Report" circled in red, along with "Sobriety Checkpoint Activity" and "Attachments". A "Legend" section at the bottom right indicates that a document icon represents a "Proposal Form" and a left arrow represents the "Last Page Visited".

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: IDEP-2015-25-00-00-00335-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu | Agency Info | Grant Menu | Report Menu | User: John Smith | Help | Logout

Grant Report [Submit] [Delete]

Grant #: IDEP-2015-25-00-00-00335-00

General Information

Report Title: Enforcement Report
Status: Progress Report Initiated
Due Date: 1/15/2015
Period: 08/01/2014 - 12/31/2014

Check Errors
 Generate Full PDF

Grant Report: Forms

[Collapse Entire Tree](#)

- Enforcement Report**
- Sobriety Checkpoint Activity
- Attachments

Legend:

Proposal Form Last Page Visited

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Enforcement Report – Blitz Activity

1. To report Blitz Activity, select the correct blitz from the dropdown (do not check the non-blitz box).
2. Enter the number of days the project was in operation. (Ex. If the project only ran from October 15 – 20, then enter 6)
3. Enter the locations where activity was conducted.
4. This column is for activity that was conducted on saturation patrols, corridor enforcement, etc. on this grant between **6am and 6pm**.
5. This column is for activity that was conducted on saturation patrols, corridor enforcement, etc. on this grant between **6pm and 6am**.
6. Highlight – List any activity highlights that occurred during the month.
7. Click “Save”.

ENFORCEMENT REPORT

Add Save Clear Delete Next View PDF

ENFORCEMENT REPORT

If **Blitz**, select activity from list Non-Blitz Check if yes

of days project was in operation:

Location

ENFORCEMENT ACTIVITY

Traffic Enforcement Activities

	Daytime (6a - 6p) Monthly Totals	Nighttime (6p - 6a) Monthly Totals	YTD Totals
OVI Arrests under 21	<input type="text" value="*"/>	<input type="text" value="*"/>	
OVI Arrests 21 and over	<input type="text" value="*"/>	<input type="text" value="*"/>	
Refusals	<input type="text" value="*"/>	<input type="text" value="*"/>	
Adult Restraint Citations	<input type="text" value="*"/>	<input type="text" value="*"/>	
Child Restraint Citations	<input type="text" value="4"/>	<input type="text" value="5"/>	
Speed Citations	<input type="text" value="*"/>	<input type="text" value="*"/>	
Distracted Driving Citations	<input type="text" value="*"/>	<input type="text" value="*"/>	
DUS Arrests	<input type="text" value="*"/>	<input type="text" value="*"/>	
No Operators License Citations	<input type="text" value="*"/>	<input type="text" value="*"/>	
Felony Arrests	<input type="text" value="*"/>	<input type="text" value="*"/>	
Other Citations	<input type="text" value="*"/>	<input type="text" value="*"/>	
Enforcement Hours Worked	<input type="text" value="*"/>	<input type="text" value="*"/>	
Number of Traffic Stops	<input type="text" value="*"/>	<input type="text" value="*"/>	

ENFORCEMENT HIGHLIGHTS

Highlights:

If you do not have any activity for the month to enter on this form, do not click in any field. Click “Next”. Once you click in any field, however you must complete each box with a *.

Enforcement Report – Blitz Activity Cont.

1. After clicking “Save” the YTD totals will self-populate.
2. To report another Blitz Activity, click “Add” to get a blank report then repeat steps 1 – 7 on the previous slide. To report non-blitz, click “Add” to get a blank report and follow the steps on the next slide.

ENFORCEMENT REPORT

Last modified by Lori Genzen on 9/14/2015 10:47:11 AM

ENFORCEMENT REPORT

If **Blitz**, select activity from list: Thanksgiving

Non-Blitz: Check if yes

of days project was in operation: 5 *

Location: SR XX; I-XX; CR XX *

ENFORCEMENT ACTIVITY

Traffic Enforcement Activities

	Daytime (6a - 6p) Monthly Totals	Nighttime (6p - 6a) Monthly Totals	YTD Totals
OVI Arrests under 21	0 *	0 *	10
OVI Arrests 21 and over	1 *	2 *	13
Refusals	0 *	1 *	11
Adult Restraint Citations	3 *	2 *	15
Child Restraint Citations	0 *	1 *	11
Speed Citations	5 *	5 *	20
Distracted Driving Citations	1 *	0 *	11
DUS Arrests	1 *	2 *	13
No Operators License Citations	2 *	1 *	13
Felony Arrests	0 *	1 *	11
Other Citations	5 *	2 *	17
Enforcement Hours Worked	10 *	15 *	35
Number of Traffic Stops	25 *	30 *	65

ENFORCEMENT HIGHLIGHTS

Highlights:

Enforcement Report – Non-Blitz Activity

1. To report Non-Blitz Activity, check the Non-Blitz box (do not select a blitz).
2. Enter the number of days the project was in operation. (Ex. If the project only ran from October 15 – 20, then enter 6)
3. Enter the locations where activity was conducted.
4. This column is for activity that was conducted on saturation patrols, corridor enforcement, etc. on this grant between **6am and 6pm**.
5. This column is for activity that was conducted on saturation patrols, corridor enforcement, etc. on this grant between **6pm and 6am**.
6. Highlight – List any activity highlights that occurred during the month.
7. Click “Save”.
8. Once all Blitz and non-blitz activity have been entered, click “Next”.

ENFORCEMENT REPORT

Add **Save** Clear Delete **Next** View PDF

ENFORCEMENT REPORT

If **Blitz**, select activity from list **Non-Blitz** **1** Check if yes

of days project was in operation: **2**

Location **3***

ENFORCEMENT ACTIVITY

Traffic Enforcement Activities

	Daytime (6a - 6p) Monthly Totals	Nighttime (6p - 6a) Monthly Totals	YTD Totals
OVI Arrests under 21	<input type="text"/> *	<input type="text"/> *	
OVI Arrests 21 and over	<input type="text"/> *	<input type="text"/> *	
Refusals	<input type="text"/> *	<input type="text"/> *	
Adult Restraint Citations	<input type="text"/> *	<input type="text"/> *	
Child Restraint Citations	<input type="text"/> * 4	<input type="text"/> * 5	
Speed Citations	<input type="text"/> *	<input type="text"/> *	
Distracted Driving Citations	<input type="text"/> *	<input type="text"/> *	
DUS Arrests	<input type="text"/> *	<input type="text"/> *	
No Operators License Citations	<input type="text"/> *	<input type="text"/> *	
Felony Arrests	<input type="text"/> *	<input type="text"/> *	
Other Citations	<input type="text"/> *	<input type="text"/> *	
Enforcement Hours Worked	<input type="text"/> *	<input type="text"/> *	
Number of Traffic Stops	<input type="text"/> *	<input type="text"/> *	

ENFORCEMENT HIGHLIGHTS

Highlights: **6**

If you do not have any activity for the month to enter on this form, do not click in any field. Click “Next”. Once you click in any field, however you must complete each box with a *.

Sobriety Checkpoint

1. Enter the site.
2. Enter the jurisdiction the checkpoint is in.
3. Enter the date the checkpoint started.
4. Select Checkpoint Timeframe Daytime (6am – 6pm) or Nighttime (6pm – 6am).
5. Enter the Start and End time (include pre-check point meeting through tear down).
6. Enter the agencies participating in the checkpoint.
7. Enter the number of officers that worked the checkpoint.
8. Enter the number of hours that are being reimbursed on the grant.

SOBRIETY CHECKPOINT ACTIVITY		◀ Back	Add	Save	Clear	Delete	Next ▶	View PDF
CHECKPOINT DETAILS								
OVI Checkpoint Site:	<input type="text"/>	*						
OVI Checkpoint Jurisdiction:	<input type="text"/>	*						
Checkpoint Date:	<input type="text"/>	*						
Checkpoint Timeframe:	<input checked="" type="checkbox"/> Daytime (6am - 6pm) <input type="checkbox"/> Nighttime (6pm - 6am)							
Start Time:	<input type="text"/>	*						
End Time:	<input type="text"/>	*						
Start Time and End Time include pre-check point meeting through tear down.								
Agencies Participating in Checkpoint	<input type="text"/>	*						
Number of Officers Worked:	<input type="text"/>	*						
Grant Hours Reimbursed on Checkpoint:	<input type="text"/>	*						

Sobriety Checkpoint Cont.

8. This column is for activity that was done at a checkpoint on this grant.
9. Highlight – List any activity highlights that occurred at the checkpoint.
10. Click “Save”.

If you did not have a checkpoint, do not click in any field. Click “Next”. Once you click in any field, however you must complete each box with a *.

CHECKPOINT ACTIVITY		YTD Totals
Total Activity during the OVI checkpoint		
Vehicles through checkpoint zone	<input type="text"/>	
Average time per vehicle	<input type="text"/>	
Vehicles Checked	<input type="text"/>	
Vehicles Diverted	<input type="text"/>	
OVI Arrests under 21	<input type="text"/>	
OVI Arrests 21 and over	<input type="text"/>	
Refusals	<input type="text"/>	
DUS Arrests	<input type="text"/>	
No Operators License Citations	<input type="text"/>	
Adult Restraint Citations	<input type="text"/>	
Child Restraint Citations	<input type="text"/>	
Other Citations	<input type="text"/>	
Vehicles Seized	<input type="text"/>	
Felony Arrests	<input type="text"/>	
Stolen Vehicles	<input type="text"/>	

CHECKPOINT HIGHLIGHTS
Highlights:
<input type="text"/>
00 of 1000 Characters

SOBRIETY CHECKPOINT ACTIVITY ◀ Back Add Save Clear Delete Next ▶ View PDF

8

9

10

Enforcement Report Attachments

Use this form to attach documents to your enforcement report (press releases, news articles, etc.). Do not attach claim related documentation to your report.

1. Give a brief description of the document.
2. Click “Browse” to search your computer for the file.
3. Click “Save”.
4. Click “Add” and repeat steps 1 – 3 to add additional attachments.
5. When done adding attachments, click “Report Menu”.

NOTE: When attaching PDFs, make sure the file name does NOT include any special characters (&, #, %, etc.)

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is identified as "John Smith" with an "Access Level: Grant Administrator". The "Report Menu" is highlighted with a red circle and the number 5. Below the navigation bar, the "ATTACHMENTS" section is shown. It includes a "Check for Errors" button and instructions: "Please provide the following information and click Save. Required fields are marked with an *." The form contains a "Description:" field and an "Attachment:" field. The "Attachment:" field has a "Browse..." button circled in red with the number 2. Below the form, there are buttons for "Add", "Save", "Clear", and "Delete". The "Add" and "Save" buttons are circled in red with the numbers 4 and 3, respectively. The "Description:" field is circled in red with the number 1. At the bottom of the page, it says "Powered by IntelliGrants" and "© Copyright 2000-2012 Agate Software".

Enforcement Report Menu

1. When you are certain all data has been entered accurately and completely, click “Check Errors” to see if there are any system errors to fix prior to submitting.
2. If you would like a PDF of the report to print or save to your computer, click “Generate Full PDF”.
3. If there are no errors, click the “Submit” button.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: IDEP-2015-25-00-00-00335-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu | Agency Info | Grant Menu | Report Menu | User: John Smith | Help | Logout

Grant Report Submit ³ Delete

Grant #: IDEP-2015-25-00-00-00335-00

General Information

Report Title: Enforcement Report
Status: Progress Report Initiated
Due Date: 11/15/2014
Period: 07/01/2014 - 10/31/2014

Check Errors ¹
 Generate Full PDF ²

Grant Report: Forms

▲ Collapse Entire Tree ▲

- ✓ Enforcement Report
- ✓ Sobriety Checkpoint Activity
- Attachments

Legend:

- Proposal Form ✓ No Errors
- ← Last Page Visited

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Report Submitted

Once your report is successfully submitted, you will see a confirmation at the top of the screen and the status will change in the General Information box.

Click "Grant Menu" to return to the Grant.

The screenshot displays the Ohio GRANTS web application interface. At the top, the header includes the Ohio logo, the text "Ohio GRANTS", and the subtitle "Grant Records & Application Network for Traffic Safety". On the right side of the header, the following information is displayed: Grant #: HVEO-2013-25-00-00-00160-00, Grantee: ABC Agency, Status: Grant Executed, and Access Level: Grant Administrator. Below the header is a navigation menu with "Start Menu", "Agency Info", "Grant Menu" (circled in red), and "Report Menu". To the right of the menu, the user is identified as "User: John Smith" with "Help" and "Logout" links.

A confirmation message in the center reads: "You have submitted this progress report for approval." Below this, a "Grant Report" section is shown with a dark blue header. The report details are as follows:

Grant #: HVEO-2013-25-00-00-00160-00
General Information
Report Title: Enforcement Report
Status: Progress Report Submitted
Due Date: 11/15/2012
Period: 06/01/2012 - 10/31/2012

Below the report details are two buttons: "Check Errors" (with a warning icon) and "Generate Full PDF" (with a PDF icon). To the right of the report details is a "Final report:" section with radio buttons for "Yes" and "No" (the "No" option is selected). Below this is a "Grant Report: Forms" section with a "Collapse Entire Tree" link and a list of forms, each with a green checkmark icon:

- Daytime Enforcement Report
- Nighttime Enforcement Report
- Daytime Sobriety Checkpoint Activity
- Nighttime Sobriety Checkpoint Activity
- Attachments

At the bottom right, a "Legend:" box contains the following items:

- Proposal Form (document icon)
- No Errors (green checkmark icon)
- Last Page Visited (left arrow icon)

The footer of the page includes "Powered by IntelliGrants" on the left and "© Copyright 2000-2012 Aqate Software" on the right.

Narrative Progress Report

- A narrative progress report is required for each quarter. It is due the 15th of the month following the end of the quarter. (Example: The first quarter (October – December) is due January 15th.)

Narrative Progress Reports

To initiate the report:

1. Select the report from the drop down menu.
2. Click the “Create” button.

Term:	10/1/2013 - 9/30/2014
Amount:	\$22,309.63
Available Balance:	\$22,309.63
Cash On Hand:	\$0.00
Status:	Grant Executed
Agency Information	
View Grantee Information	

Grant Information

- General Information
- View/Satisfy Grant Conditions
- Grant Report Periods

Contacts

- Grantee Contact Information
- GRANTS Contact Information
- Email Grant Contacts

Components

- Program Components
- Service Areas

Budget Pages

- Current Budget Overview
- Grant Component Funding Accounts

Progress Reports

Reimbursement Claims

-
- Reimbursement Claim History

Proposal Menu

Proposal PDF

- [-] Narrative Page(s)
- [FSRS Funding Information](#)
- [County Profile](#)
- [Project Overview - Fatal Crash](#)
- [Project Overview - Seat Belt - 81](#)
- [Project Overview - Alcohol Goal - 9](#)
- [Work Plan - Blitz - Halloween](#)
- [Work Plan - Blitz - Thanksgiving](#)
- [Work Plan - Blitz - Christmas/New Year's](#)
- [Work Plan - Blitz - Super Bowl](#)
- [Work Plan - Blitz - St. Patrick's Day](#)
- [Work Plan - Blitz - Prom](#)
- [Work Plan - Blitz - Click It or Ticket](#)
- [Work Plan - Blitz - 4th of July](#)
- [Work Plan - Blitz - Drive Sober or Get Pulled Over](#)
- [Work Plan - Blitz - Homecoming](#)
- [Work Plan - Blitz - Homecoming](#)
- [Work Plan - October Non-Blitz](#)
- [Work Plan - November Non-Blitz](#)
- [Work Plan - December Non-Blitz](#)
- [Work Plan - January Non-Blitz](#)
- [Work Plan - February Non-Blitz](#)
- [Work Plan - March Non-Blitz](#)
- [Work Plan - April Non-Blitz](#)
- [Work Plan - May Non-Blitz](#)
- [Work Plan - June Non-Blitz](#)
- [Work Plan - July Non-Blitz](#)
- [Work Plan - August Non-Blitz](#)
- [Work Plan - September Non-Blitz](#)
- [Labor Cost Budget Worksheet](#)

Narrative Progress Report Menu

1. General Information Box lists the report title, the current status of the report, the due date of the report and the period that this report covers.
2. Final Report: Default is “no”. This is correct until the last narrative report for the year (July - September). If you tell the system “yes”, the system will not generate additional narrative reports.
3. Grant Report Forms: List of all forms in the Narrative Progress Report.

The screenshot shows the 'Grant Report' interface. At the top right are 'Submit' and 'Delete' buttons. The main content is divided into two columns. The left column, titled 'Grant #1: STEP-2016-25-00-00-00297-00', contains a 'General Information' box with the following details: Report Title: Narrative Progress Report, Status: Progress Report Initiated, Due Date: 4/15/2015, and Period: 01/01/2015 - 03/31/2015. A red circle labeled '1' highlights this box. Below it are 'Check Errors' and 'Generate Full PDF' buttons. The right column, titled 'Grant Report: Forms', contains a 'Final report:' section with radio buttons for 'Yes' and 'No' (selected), and a red circle labeled '2' around it. Below this is a 'Collapse Entire Tree' button and a list of forms: 'Fatal Crash Goal Progress', 'Seat Belt Goal Progress', and 'Other Grant Related Information'. A red circle labeled '3' highlights the entire forms list. At the bottom right is a 'Legend' box with symbols for 'Proposal Form', 'Form has Errors', and 'Last Page Visited'.

Narrative Progress Report

Click on Fatal Crash Goal Progress to begin filling out the forms.

Grant Report Submit Delete

Grant #: STEP-2016-25-00-00-00297-00

General Information

Report Title: Narrative Progress Report
Status: Progress Report Initiated
Due Date: 4/15/2015
Period: 01/01/2015 - 03/31/2015
[Approval History](#)

Check Errors
 Generate Full PDF

Final report: Yes No

Grant Report: Forms

[Collapse Entire Tree](#)

- [Fatal Crash Goal Progress](#)
- [Seat Belt Goal Progress](#)
- [Other Grant Related Information](#)

Legend:

- Proposal Form
- Form has Errors
- Last Page Visited

Fatal Goal Progress

The report pulls forward your goal, baseline and evaluation from your grant.

1. Using your evaluation as a guide, enter the current status of the goal. Example: This quarter we had 1 traffic-related fatal crash. Last year we had 2 traffic-related fatal crashes during the same time frame.
2. Click “Save”.
3. After the page has processed, click “Next”.

The screenshot shows a web form titled "FATAL CRASH GOAL PROGRESS". The form contains the following fields:

FATAL CRASH GOAL PROGRESS	
Goal:	Reduce the number of traffic-related fatal crashes to no more than 10 .
Baseline:	Last year, there were 12 traffic-related fatal crashes.
Evaluation:	Conduct monthly reviews comparing stats from previous year.
Current Status:	<input type="text" value="1"/>

Annotations on the screenshot include:

- A red circle labeled "2" around the "Save" button at the top right.
- A red circle labeled "3" around the "Next" button at the top right.
- A red oval labeled "1" around the "Current Status" input field.

Seat Belt Goal Progress

The report pulls forward your goal, baseline and evaluation from your grant.

1. Using your evaluation as a guide, enter the current status of the goal. Example: The current seat belt rate provided by Miami University is 75% or the seat belt rate has not been updated by Miami University.
2. Click “Save”.
3. After the page has processed, click “Next”.

The screenshot shows a web form titled "SEAT BELT GOAL PROGRESS". At the top, there are navigation buttons: "Back", "Save", "Clear", "Next", and "View PDF". The "Save" button is circled in red and labeled with a red "2". The "Next" button is also circled in red and labeled with a red "3". The form contains a table with the following data:

SEAT BELT GOAL PROGRESS	
Goal:	Increase seat belt restraint usage to 86.5 % by September 30, 2016.
Baseline:	The current county seat belt restraint usage baseline (provided by Miami University) is 82.5 %.
Evaluation:	Comparison of highest observational survey to the baseline usage provided.
Current Status:	<div style="border: 1px solid gray; padding: 5px; min-height: 40px;">1</div>

The "Current Status" input field is circled in red and labeled with a red "1". At the bottom of the form, there are the same navigation buttons: "Back", "Save", "Clear", "Next", and "View PDF".

Other Grant Related Information

1. Enter any accomplishments during this quarter.
2. Enter any training conducted during this quarter.
3. Enter any Public Information & Education efforts during this quarter.
4. Enter any partnerships made this quarter.
5. Enter any challenges that occurred this quarter.
6. Enter any legislation during this quarter.
7. Click “Save”.

Note: If there was no activity in any of these fields for the quarter, enter none or n/a.

7

OTHER GRANT RELATED INFORMATION

◀ Back Save Clear View PDF

Last modified by Lori Genzen on 9/14/2015 9:40:36 AM

ACCOMPLISHMENTS:

1

00 of 2000 Characters

TRAINING CONDUCTED DURING THIS QUARTER:

2

00 of 2000 Characters

PUBLIC INFORMATION & EDUCATION DURING THIS QUARTER:

3

00 of 200 Characters

DESCRIBE PARTNERSHIPS MADE AS A RESULT OF THIS GRANT:

4

00 of 2000 Characters

DESCRIBE ANY CHALLENGES THAT OCCURRED:

5

00 of 2000 Characters

DESCRIBE LEGISLATION AFFECTING GRANT ACTIVITY THIS QUARTER:

6

Other Grant Related Information

After the page has been saved, click "Report Menu".

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Start Menu | Admin | Grant Menu | **Report Menu** | User: I

[Return to Previous Page](#)

OTHER GRANT RELATED INFORMATION

Instructions: Please provide the following information and click **Save**. I
For additional instructions, please click the Help icon in the upper right hand corner.

OTHER GRANT RELATED INFORMATION

Narrative Progress Report Menu

1. When you are certain all data has been entered accurately and completely, click “Check Errors” to see if there are any system errors to fix prior to submitting.
2. If you would like a PDF of the report to print or save to your computer, click “Generate Full PDF”.
3. If there are no errors, click the “Submit” button.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: STEP-2016-25-00-00-00297-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu | Agency Info | Grant Menu | Report Menu | User: John Smith | Help | Logout

Grant Report [Submit] [Delete]

Grant #: STEP-2016-25-00-00-00297-00

General Information

Report Title: Narrative Progress Report
Status: Progress Report Initiated
Due Date: 1/15/2015
Period: 10/01/2014 - 12/31/2014

Check Errors 1
Generate Full PDF 2

Final report: Yes No

Grant Report: Forms

▲ Collapse Entire Tree ▲

- ✓ Fatal Crash Goal Progress
- ✓ Seat Belt Goal Progress
- ✓ Other Grant Related Information

Legend:
✓ No Errors ← Last Page Visited

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Report Submitted

Once your report is successfully submitted, you will see a confirmation at the top of the screen and the status will change in the General Information box.

Click "Grant Menu" to return to the Grant.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user's information is shown as "User: John Smith" and "Access Level: Grant Administrator". The navigation menu includes "Start Menu", "Agency Info", "Grant Menu" (highlighted with a red circle), and "Report Menu".

A confirmation message at the top of the main content area reads: "You have submitted this progress report for approval." Below this, the "Grant Report" section is displayed. The "General Information" box shows the following details:

- Grant #: HVEO-2013-25-00-00-00160-01
- Report Title: Narrative Progress Report
- Status: Progress Report Submitted
- Due Date: 1/15/2013
- Period: 06/01/2012 - 12/31/2012

Below the general information, there are two buttons: "Check Errors" and "Generate Full PDF". To the right of the general information, there is a "Final report:" section with radio buttons for "Yes" and "No" (the "No" option is selected). Below this is a "Grant Report: Forms" section with a "Collapse Entire Tree" button and three items, each with a green checkmark:

- Fatal Crash Goal Progress
- Seat Belt Goal Progress
- Other Grant Related Information

A "Legend:" box at the bottom right shows a green checkmark icon next to the text "No Errors" and a left-pointing arrow next to the text "Last Page Visited".

At the bottom of the page, the footer text reads: "Powered by IntelliGrants" and "© Copyright 2000-2012 Aqate Software".

Annual Report

- A final comprehensive annual project activity report must be submitted to OTSO by October 15, 2016.
 - Final reports not received by November 1 will result in a 10 percent penalty deduction to the final claim reimbursement.
 - If a final project activity report is received after November 15, the final claim will not be reimbursed.
- The annual report will be available in the GRANTS System by August 31, 2016.

Annual Report

To initiate the report:

1. Select the report from the drop down menu.
2. Click the “Create” button.

Term:	10/1/2013 - 9/30/2014
Amount:	\$22,309.63
Available Balance:	\$22,309.63
Cash On Hand:	\$0.00
Status:	Grant Executed

Agency Information
[View Grantee Information](#)

Grant Information

- General Information
- View/Satisfy Grant Conditions
- Grant Report Periods

Contacts

- Grantee Contact Information
- GRANTS Contact Information
- Email Grant Contacts

Components

- Program Components
- Service Areas

Budget Pages

- Current Budget Overview
- Grant Component Funding Accounts

Progress Reports

Reimbursement Claims

- Reimbursement Claim History

Proposal Menu

Proposal PDF

Narrative Page(s)

- [FSRS Funding Information](#)
- [County Profile](#)
- [Project Overview - Fatal Crash](#)
- [Project Overview - Seat Belt - 81](#)
- [Project Overview - Alcohol Goal - 9](#)
- [Work Plan - Blitz - Halloween](#)
- [Work Plan - Blitz - Thanksgiving](#)
- [Work Plan - Blitz - Christmas/New Year's](#)
- [Work Plan - Blitz - Super Bowl](#)
- [Work Plan - Blitz - St. Patrick's Day](#)
- [Work Plan - Blitz - Prom](#)
- [Work Plan - Blitz - Click It or Ticket](#)
- [Work Plan - Blitz - 4th of July](#)
- [Work Plan - Blitz - Drive Sober or Get Pulled Over](#)
- [Work Plan - Blitz - Homecoming](#)
- [Work Plan - Blitz - Homecoming](#)
- [Work Plan - October Non-Blitz](#)
- [Work Plan - November Non-Blitz](#)
- [Work Plan - December Non-Blitz](#)
- [Work Plan - January Non-Blitz](#)
- [Work Plan - February Non-Blitz](#)
- [Work Plan - March Non-Blitz](#)
- [Work Plan - April Non-Blitz](#)
- [Work Plan - May Non-Blitz](#)
- [Work Plan - June Non-Blitz](#)
- [Work Plan - July Non-Blitz](#)
- [Work Plan - August Non-Blitz](#)
- [Work Plan - September Non-Blitz](#)
- [Labor Cost Budget Worksheet](#)

Annual Report Menu

1. General Information Box lists the report title, the current status of the report, the due date of the report and the period that this report covers.
2. Final Report: Default is “no”. Change to “Yes”.
3. Grant Report Forms: List of all forms in the Annual Report.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: HVE0-2013-25-00-00-00160-01
Grantee: ABC Agency
Status: Grant In Revision
Access Level: Grant Administrator

Start Menu Agency Info Grant Menu **Report Menu** User: John Smith Help Logout

Grant Report Submit Delete

Grant #: HVE0-2013-25-00-00-00160-01

General Information 1

Report Title: Annual Report
Status: Progress Report Initiated
Due Date: 11/1/2013
Period: 09/01/2012 - 09/30/2013

Final report: Yes No 2

Grant Report: Forms 3

▲ Collapse Entire Tree ▲

- ▲ Fatal Goal Results
- ▲ Alcohol Goal Results
- Other Grant Related Information

Check Errors
Generate Full PDF

Legend:

- Proposal Form
- Form has Errors
- Last Page Visited

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Annual Report Menu

Click on Fatal Goal Results to begin filling out the forms.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user's current session information is shown in the top right corner: Grant #: HVEO-2013-25-00-00-00160-01, Grantee: ABC Agency, Status: Grant In Revision, and Access Level: Grant Administrator. The user is identified as John Smith, with links for Help and Logout.

The main navigation menu includes "Start Menu", "Agency Info", "Grant Menu", and "Report Menu". The "Report Menu" is currently selected, leading to the "Grant Report" page. This page features a "Submit" and "Delete" button in the top right corner.

The "Grant Report" section displays the following information:

- Grant #:** HVEO-2013-25-00-00-00160-01
- General Information:**
 - Report Title: Annual Report
 - Status: Progress Report Initiated
 - Due Date: 11/1/2013
 - Period: 09/01/2012 - 09/30/2013

Below the general information, there are two action buttons: "Check Errors" (with a warning icon) and "Generate Full PDF" (with a PDF icon).

The "Grant Report: Forms" section is visible on the right side of the page, with a "Collapse Entire Tree" button. The "Fatal Goal Results" link is highlighted with a red circle, indicating it is the target for the user's action. Other links in this section include "Alcohol Goal Results" and "Other Grant Related Information".

A legend at the bottom right of the page explains the icons used in the forms section:

- Proposal Form (document icon)
- Form has Errors (warning icon)
- Last Page Visited (left arrow icon)

At the bottom of the page, it is noted that the application is "Powered by IntelliGrants" and has a copyright notice for "© Copyright 2000-2012 Aqate Software".

Fatal Goal Results

The report pulls forward your goal and baseline from your grant.

1. Using the goal, enter the end result compared to the goal and why or why not. Ex: This year we had 4 fatal crashes exceeding our goal of 5. We were able to exceed our goal due to the concentration of enforcement in our problem areas or we have had 6 fatal crashes; we did not meet our goal of 5. We did not meet our goal because we had more motorcycle fatal crashes this year.
2. Click "Save".
3. After the page has processed, click "Next".

The screenshot shows the 'Ohio GRANTS' web application interface. At the top, there is a navigation menu with 'Start Menu', 'Agency Info', 'Grant Menu', and 'Report Menu'. The user is identified as 'John Smith' with an 'Access Level' of 'Grant Administrator'. The main heading is 'FATAL GOAL RESULTS'. Below this, there are instructions and a 'Check for Errors' link. The form contains the following text: 'Goal: Reduce the number of traffic-related fatal crashes to no more than 5.', 'Baseline: Last year there were 6 traffic-related fatal crashes.', and 'End Result vs. Goal:'. A large red circle with the number '1' highlights the text area for the end result. Above the form, there are 'Save', 'Clear', and 'Next' buttons. Red circles with numbers '2' and '3' highlight the 'Save' and 'Next' buttons respectively. At the bottom of the page, it says 'Powered by IntelliGrants' and '© Copyright 2000-2012 Agate Software'.

Seat Belt Goal Results

The report pulls forward your goal and baseline from your grant.

1. Using the goal, enter the end result compared to the goal and why or why not. Ex: The current seat belt usage rate provided by Miami University is 78%. We were able to exceed our goal by increasing seat belt enforcement or the current seat belt usage rate provided by Miami University is 75%. We did not meet our goal because XXXX.
2. Click "Save".
3. After the page has processed, click "Next".

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: HVEO-2013-25-00-00160-01
Grantee: ABC Agency
Status: Grant In Revision
Access Level: Grant Administrator

Start Menu Agency Info Grant Menu Report Menu User: John Smith Help Logout

[Return to Previous Page](#) **SEAT BELT GOAL RESULTS** [Check for Errors](#)
* = Required Field

Instructions: Please provide the following information and click **Save**. Required fields are marked with an *.
Example: If goal was no more than 8 fatalities, tell us how many fatalities occurred during the grant period and the difference between the goal and the end result. See the Help Menu for more examples.
For additional instructions, please click the Help icon in the upper right hand corner of the page.
[Upload/Download Data to/from this page](#)

SEAT BELT GOAL RESULTS ◀ Back Save Clear Next ▶

Goal: Increase seat belt restraint usage to 77 % by September 30, 2012.
Baseline: The current county seat belt restraint usage baseline (provided by Miami University) is 72 %.

End Result vs. Goal:

SEAT BELT GOAL RESULTS ◀ Back Save Clear Next ▶

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Other Grant Related Information

1. Describe any partnerships made during the grant year.
2. List any other funding or in-kind resources that were obtained during the grant year.
3. Describe any challenges during the grant year and how they were resolved.
4. Describe any highlights or noteworthy activities that happened during the grant year.
5. Click “Save”.
6. After the page has been saved, click “Report Menu”.

The screenshot shows a web application interface for entering grant information. At the top, a navigation bar includes 'Start Menu', 'Agency Info', 'Grant Menu', and 'Report Menu' (circled in red with a '6' above it). The user is identified as 'John Smith' with 'Help' and 'Logout' options. The main heading is 'OTHER GRANT RELATED INFORMATION' with a 'Check for Errors' button. Below this is an 'Instructions' section and a link to 'Upload/Download Data to/from this page' (circled in red with a '5' above it). The main form area is titled 'OTHER GRANT RELATED INFORMATION' and contains four text input fields, each with a '500 Characters' limit and a red number (1, 2, 3, 4) indicating the step. The first field is for 'Describe partnerships made as a result of this grant:'. The second is for 'In addition to this grant, what other funding or in-kind resources were you able to obtain to support your activities?'. The third is for 'Describe any challenges that occurred and how they were resolved:'. The fourth is for 'Describe any highlights or noteworthy activities:'. At the bottom of the form are 'Back', 'Save' (circled in red), and 'Clear' buttons. The footer contains 'Powered by IntelliGrants' and '© Copyright 2000-2012 Acate Software'.

Annual Report Menu

1. When you are certain all data has been entered accurately and completely, click “Check Errors” to see if there are any system errors to fix prior to submitting.
2. If you would like a PDF of the report to print or save to your computer, click “Generate Full PDF”.
3. If there are no errors, click the “Submit” button.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: HVEO-2013-25-00-00-00160-01
Grantee: ABC Agency
Status: Grant In Revision
Access Level: Grant Administrator

Start Menu Agency Info Grant Menu **Report Menu** User: John Smith Help Logout

Grant Report Submit Delete

Grant #: HVEO-2013-25-00-00-00160-01

General Information

Report Title: Annual Report
Status: Progress Report Initiated
Due Date: 11/1/2013
Period: 09/01/2012 - 09/30/2013

Check Errors 1
Generate Full PDF 2

Final report: Yes No

Grant Report: Forms

▲ Collapse Entire Tree ▲

- Fatal Goal Results
- Seat Belt Goal Results
- Other Grant Related Information

Legend:

No Errors ← Last Page Visited

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Report Submitted

Once your report is successfully submitted, you will see a confirmation at the top of the screen and the status will change in the General Information box.

Click "Grant Menu" to return to the Grant.

The screenshot displays the Ohio GRANTS web application interface. At the top, the header includes the Ohio logo, the text "Ohio GRANTS", and "Grant Records & Application Network for Traffic Safety". On the right side of the header, the following information is shown: Grant #: HVEO-2013-25-00-00-00160-01, Grantee: ABC Agency, Status: Grant In Revision, and Access Level: Grant Administrator. Below the header is a navigation menu with "Start Menu", "Agency Info", "Grant Menu" (circled in red), and "Report Menu". To the right of the menu, it shows "User: John Smith", "Help" (with a question mark icon), and "Logout".

A blue confirmation message at the top of the main content area reads: "You have submitted this progress report for approval." Below this is a "Grant Report" section for Grant #: HVEO-2013-25-00-00-00160-01. The "General Information" box contains the following details: Report Title: Annual Report, Status: Progress Report Submitted, Due Date: 11/1/2013, and Period: 09/01/2012 - 09/30/2013. Below the information box are two buttons: "Check Errors" (with a warning icon) and "Generate Full PDF" (with a PDF icon).

To the right of the information box is a "Grant Report: Forms" section with a "Collapse Entire Tree" button. It lists three items, each with a green checkmark icon: "Fatal Goal Results", "Seat Belt Goal Results", and "Other Grant Related Information". Below this is a "Legend" box showing a green checkmark icon next to the text "No Errors" and a left-pointing arrow next to "Last Page Visited".

At the bottom of the page, the footer contains "Powered by IntelliGrants" on the left and "© Copyright 2000-2012 Agate Software" on the right.

Report Submitted Process

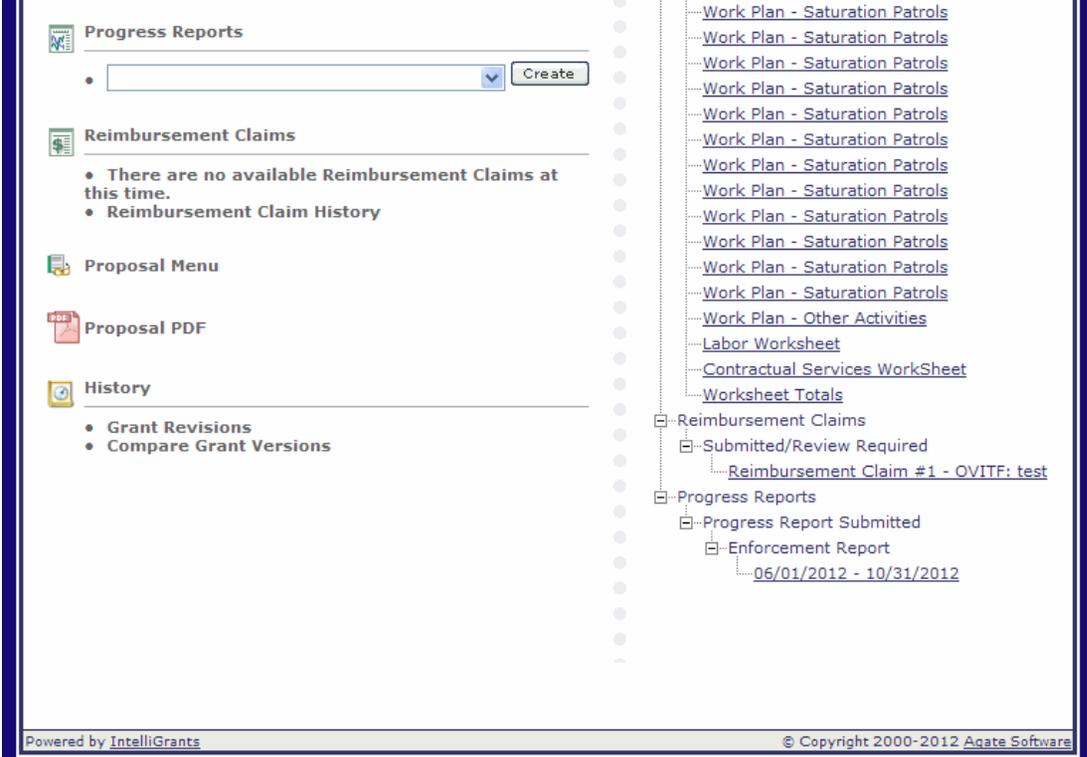
Once the report has been submitted to our office, it goes through a review process.

The report will be under “**Progress Report Submitted**” until the review is complete.

If it is approved, it will be under “**Progress Report Approved**”.

If it is sent back for modifications, you will receive an email and it will be under “**Progress Report Modifications Required**”.

Log into the GRANTS System to make the modifications.



The screenshot displays the GRANTS System interface. On the left, the main content area shows the 'Progress Reports' section with a dropdown menu and a 'Create' button. Below this are sections for 'Reimbursement Claims' (with a message that there are no available claims and a link to 'Reimbursement Claim History'), 'Proposal Menu', 'Proposal PDF', and 'History' (with links for 'Grant Revisions' and 'Compare Grant Versions'). On the right, a vertical navigation menu lists various report categories, including 'Work Plan - Saturation Patrols', 'Labor Worksheet', 'Contractual Services WorkSheet', 'Worksheet Totals', 'Reimbursement Claims', 'Submitted/Review Required' (with a sub-link for 'Reimbursement Claim #1 - QVITF: test'), and 'Progress Reports' (with sub-links for 'Progress Report Submitted' and 'Enforcement Report' dated '06/01/2012 - 10/31/2012'). The footer indicates the system is 'Powered by IntelliGrants' and has a copyright notice for '© Copyright 2000-2012 Aqate Software'.

Note: If you do not receive the email, check your email address in the GRANTS System (update if needed) or check with your agency IT Administrator to see if our system generated emails from otso@dps.ohio.gov are being blocked as spam.

Report Modifications

1. On the Start Menu, under the Task List, any items that need modifications will be listed.
2. Click on the link for the report you want to modify.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is identified as "John Smith" with the role of "Agency Administrator". The interface includes a "Start Menu" and "Agency Info" section. A "Task List: Actions Required" section is highlighted with a red circle and labeled "1". This section contains a tree view of tasks, including "Proposals", "Grants", "Grant Executed", "Grant Revised", "Reimbursement Claims", "Progress Reports", and "Progress Report Modifications Required". The "Progress Report Modifications Required" item is highlighted with a yellow background and a red circle, labeled "2". The "Quick Links" section on the right provides links for "Search for Agency Information" and "Maintain Your Account".

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

User Agency: ABC Agency
Access Level: Agency Administrator

Start Menu Agency Info User: John Smith Help Logout

Welcome to the Grant Records and Application Network for Traffic Safety.

You do not have any system messages.

Task List: Actions Required

1

2

2

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Report Modification

1. Modifications that are required will be listed on the Report Menu outlined in a red box.
2. Complete the changes, return to the Report Menu and click "Submit" to re-submit the report.

Check the box next to Report Process on the Pre-Activity Form.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is identified as John Smith, and the access level is Grant Administrator. The main content area is titled "Grant Report" and contains several sections:

- Grant #:** (Empty field)
- General Information:**
 - Report Title: Enforcement Report
 - Status: Progress Report Modifications Required
 - Due Date: 11/15/2012
 - Period: 06/01/2012 - 10/31/2012
- Check Errors** (Warning icon)
- Generate Full PDF** (PDF icon)
- Final report:** Yes No
- Grant Report: Forms**
 - Daytime Enforcement Report
 - Nighttime Enforcement Report
 - Daytime Sobriety Checkpoint Activity
 - Nighttime Sobriety Checkpoint Activity
 - Attachments
- Legend:**
 - No Errors
 - Last Page Visited
- Modifications Required:** (Red box) Hours on enforcement report do not match hours submitted on reimbursement claim. (Red circle 1)
- Submit** button (Red circle 2)

At the bottom of the page, it says "Powered by IntelliGrants" and "© Copyright 2000-2012 Acate Software".

Reimbursement Claim Process

- Reimbursement claims will be due either the 15th of the following month for monthly claims (Example: October claim will be due November 15th) or the 15th of the month following the end of the quarter (Example: First quarter claim (October – December) will be due January 15th).
- Verify your claim schedule selection on the Pre-Activity Form. New sub-grantees must select monthly.
- Reimbursement claims can include previous activity but cannot go beyond the current claim period. (Example: The December claim can include a November expense, but not a January expense).
- If there is no activity, you must submit a zero claim.

Reimbursement Claim Process

1. Reimbursement Claims will be listed in the drop down under Reimbursement Claims.

Claims will be in the drop down the first day of the claim period. (Ex. May Claim will be in the drop down May 1st).

2. The date listed is the date the claim is due. If a progress report is past due, you will not be able to submit a claim (or re-submit a claim that was sent back for modifications).

Only one claim can be processed at a time. The next claim will not show up in the drop down until the previous one has been approved.



Term:	10/1/2013 - 9/30/2014
Amount:	\$22,309.63
Available Balance:	\$22,309.63
Cash On Hand:	\$0.00
Status:	Grant Executed

Agency Information
[View Grantee Information](#)

Grant Information

- General Information
- View/Satisfy Grant Conditions
- Grant Report Periods

Contacts

- Grantee Contact Information
- GRANTS Contact Information
- Email Grant Contacts

Components

- Program Components
- Service Areas

Budget Pages

- Current Budget Overview
- Grant Component Funding Accounts

Progress Reports

- [Create](#)

Reimbursement Claims

- [Create](#)
- [Reimbursement Claim History](#)

Proposal Menu

Proposal PDF

Narrative Page(s)

- [FSRS Funding Information](#)
- [County Profile](#)
- [Project Overview - Fatal Crash](#)
- [Project Overview - Seat Belt - 81](#)
- [Project Overview - Alcohol Goal - 9](#)
- [Work Plan - Blitz - Halloween](#)
- [Work Plan - Blitz - Thanksgiving](#)
- [Work Plan - Blitz - Christmas/New Year's](#)
- [Work Plan - Blitz - Super Bowl](#)
- [Work Plan - Blitz - St. Patrick's Day](#)
- [Work Plan - Blitz - Prom](#)
- [Work Plan - Blitz - Click It or Ticket](#)
- [Work Plan - Blitz - 4th of July](#)
- [Work Plan - Blitz - Drive Sober or Get Pulled Over](#)
- [Work Plan - Blitz - Homecoming](#)
- [Work Plan - Blitz - Homecoming](#)
- [Work Plan - October Non-Blitz](#)
- [Work Plan - November Non-Blitz](#)
- [Work Plan - December Non-Blitz](#)
- [Work Plan - January Non-Blitz](#)
- [Work Plan - February Non-Blitz](#)
- [Work Plan - March Non-Blitz](#)
- [Work Plan - April Non-Blitz](#)
- [Work Plan - May Non-Blitz](#)
- [Work Plan - June Non-Blitz](#)
- [Work Plan - July Non-Blitz](#)
- [Work Plan - August Non-Blitz](#)
- [Work Plan - September Non-Blitz](#)
- [Labor Cost Budget Worksheet](#)

Reimbursement Claim Process

To initiate the reimbursement claim:

1. Select the claim from the drop down menu.
2. Click the “Create” button.

Term:	10/1/2013 - 9/30/2014
Amount:	\$22,309.63
Available Balance:	\$22,309.63
Cash On Hand:	\$0.00
Status:	Grant Executed
Agency Information	
View Grantee Information	

Grant Information

- General Information
- View/Satisfy Grant Conditions
- Grant Report Periods

Contacts

- Grantee Contact Information
- GRANTS Contact Information
- Email Grant Contacts

Components

- Program Components
- Service Areas

Budget Pages

- Current Budget Overview
- Grant Component Funding Accounts

Progress Reports

Reimbursement Claims

Proposal Menu

Proposal PDF

- Narrative Page(s)
- FRRS Funding Information
- County Profile
- Project Overview - Fatal Crash
- Project Overview - Seat Belt - 81
- Project Overview - Alcohol Goal - 9
- Work Plan - Blitz - Halloween
- Work Plan - Blitz - Thanksgiving
- Work Plan - Blitz - Christmas/New Year's
- Work Plan - Blitz - Super Bowl
- Work Plan - Blitz - St. Patrick's Day
- Work Plan - Blitz - Prom
- Work Plan - Blitz - Click It or Ticket
- Work Plan - Blitz - 4th of July
- Work Plan - Blitz - Drive Sober or Get Pulled Over
- Work Plan - Blitz - Homecoming
- Work Plan - Blitz - Homecoming
- Work Plan - October Non-Blitz
- Work Plan - November Non-Blitz
- Work Plan - December Non-Blitz
- Work Plan - January Non-Blitz
- Work Plan - February Non-Blitz
- Work Plan - March Non-Blitz
- Work Plan - April Non-Blitz
- Work Plan - May Non-Blitz
- Work Plan - June Non-Blitz
- Work Plan - July Non-Blitz
- Work Plan - August Non-Blitz
- Work Plan - September Non-Blitz
- Labor Cost Budget Worksheet



Reimbursement Claim Process

1. The Expense Summary Page shows grant information.
 2. Budget Information
 3. Previous Expenses will show after the first claim has been approved.
 4. Budget Remaining (Award – Previous Claim)
 5. Current Period Expenses (once you add Expense Detail items these fields will self-populate).
- Every time a subsequent claim is initiated, the previous expenses and budget remaining will update to include all previous approved claims.
6. Click the “Edit” button.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: HVEO-2013-25-00-00-00160-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu Agency Info Grant Menu User: John Smith Help Logout

Back to Grant Menu REIMBURSEMENT CLAIM/PAYMENT REQUEST Check for Errors

HVEO: HVEO - Reimbursement Claim #: 1

Expense Summary Expense Detail Claim Attachments Submit Edit Delete View PDF

Grant Information

- Grantee: ABC Agency
- Grant #: HVEO-2013-25-00-00-00160-00
- Award Amount: \$32,468.01
- Term: 10/1/2012 to 9/30/2013

Report Information

- Main Contact: John Smith
- Request #: 1
- Final Report:
- Status: Initiated to
- Current Report Period:

Comments to the Review Team from the Grantee:
No comments have been made.

BUDGET ITEMS	BUDGET TOTAL		PREVIOUS EXPENSES		BUDGET REMAINING		CURRENT PERIOD EXPENSES	
	Award	Other	Award	Other	Award	Other	Award	Other
Direct Labor	\$25,725.00	\$0.00	\$0.00	\$0.00	\$25,725.00	\$0.00	\$0.00	\$0.00
Labor Fringe Benefits	\$5,518.01	\$0.00	\$0.00	\$0.00	\$5,518.01	\$0.00	\$0.00	\$0.00
Other Direct Costs	\$1,225.00	\$0.00	\$0.00	\$0.00	\$1,225.00	\$0.00	\$0.00	\$0.00
TOTALS	\$32,468.01	\$0.00	\$0.00	\$0.00	\$32,468.01	\$0.00	\$0.00	\$0.00
Cash on Hand Remaining to Spend Down					\$0.00	Minus Cash on Hand to Spend Down		\$0.00
					AWARD REMAINING	\$32,468.01	AMOUNT TO BE PAID	\$0.00

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Reimbursement Claim Process

1. Unless it is the final claim for the year, select “No” for Final Report. If you select “Yes” the system will not issue any more Reimbursement Claims.
2. Enter the reporting period. Typically it would be the beginning of the month (or quarter) to the end of the month (or quarter). However, if you need to claim an expense from a previous reporting period you will need to make the beginning date the date of the earliest expense. (Ex. November claim would normally be 11/1/2014 to 11/30/2014. If you have an invoice from 10/17/2014 to claim, the reporting periods would be 10/17/2014 to 11/30/2014).
3. Comments – If you have any comments/notes you would like the OTSO review team to see regarding your reimbursement claim, enter them here.
4. Click the “Save” button.
5. Click the “Expense Detail” tab.

Ohio GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: HVEO-2013-25-00-00-00160-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

User: John Smith Help Logout

REIMBURSEMENT CLAIM/PAYMENT REQUEST

HVEO: HVEO - Reimbursement Claim #: 1

Expense Summary Expense Detail Claim Attachments

Save Cancel View PDF

Grant Information
Grantee: ABC Agency
Grant #: HVEO-2013-25-00-00-00160-00
Award Amount: \$32,468.01
Term: 10/1/2012 to 9/30/2013

Report Information
Main Contact: Smith, John *
Request #: 1
Final Report: Yes No* 1
Status: Initiated
Current Report Period: 10/1/2012 * to 10/31/2012

Comments to the Review Team from the Grantee:
Type any notes to [] in this section. 3
039 of 500 Characters

BUDGET ITEMS	BUDGET TOTAL		PREVIOUS EXPENSES		BUDGET REMAINING		CURRENT PERIOD EXPENSES	
	Award	Other	Award	Other	Award	Other	Award	Other
Direct Labor	\$25,725.00	\$0.00	\$0.00	\$0.00	\$25,725.00	\$0.00	\$0.00	\$0.00
Labor Fringe Benefits	\$5,518.01	\$0.00	\$0.00	\$0.00	\$5,518.01	\$0.00	\$0.00	\$0.00
Other Direct Costs	\$1,225.00	\$0.00	\$0.00	\$0.00	\$1,225.00	\$0.00	\$0.00	\$0.00
TOTALS	\$32,468.01	\$0.00	\$0.00	\$0.00	\$32,468.01	\$0.00	\$0.00	\$0.00

Cash on Hand Remaining to Spend Down \$0.00 Minus Cash on Hand to Spend Down \$0.00

AWARD REMAINING \$32,468.01 AMOUNT TO BE PAID \$0.00

* = Required Field

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Reimbursement Claim Process

Use this screen to enter each expense for the reimbursement claim. The fields required for each expense will change based on the budget category selected.

1. Select the budget category from the drop down. Make sure you are putting the expense in the appropriate category.

Wait for the page to refresh.

The screenshot shows the 'Ohio GRANTS' interface for a 'REIMBURSEMENT CLAIM/PAYMENT REQUEST'. The page header includes the Ohio logo, 'GRANTS' in large red letters, and the subtitle 'Grant Records & Application Network for Traffic Safety'. On the right, it displays 'Grant #: HVEO-2013-25-00-00-00160-00', 'Grantee: ABC Agency', 'Status: Grant Executed', and 'Access Level: Grant Administrator'. A navigation bar contains 'Start Menu', 'Agency Info', 'Grant Menu', 'User: John Smith', 'Help', and 'Logout'. The main content area has a 'Back to Grant Menu' link, the title 'REIMBURSEMENT CLAIM/PAYMENT REQUEST', and a 'Check for Errors' button. Below this is a dropdown menu showing 'HVEO: HVEO - Reimbursement Claim #: 1'. There are three tabs: 'Expense Summary', 'Expense Detail', and 'Claim Attachments'. The 'Expense Detail' tab is active, showing a form titled 'Add an Expense Item' with 'Save' and 'Cancel' buttons. The form fields are: 'Budget Category' (a dropdown menu highlighted with a red circle and a red '1'), 'Item' (a dropdown), 'Budget Column' (a dropdown with an asterisk), 'Date' (a text field with an asterisk), 'Description' (a text area with a character count of '00 of 1000 Characters'), and 'Amount' (a text field with an asterisk). A legend at the bottom right of the form indicates '* = Required Field'. Below the form is a section titled 'Expenses incurred during the current report period' which currently shows 'No records found'. The footer contains 'Powered by IntelliGrants' and '© Copyright 2000-2012 Aqate Software'.

Reimbursement Claim Process

Direct Labor

1. Item: Not required
2. Budget Column: Select from the drop down. This will show how much you have remaining in this budget category.
3. Name/Title – Enter the Employee’s Name and Title.
4. Begin Date/End Date – Enter the beginning date and ending dates of the labor that is being claimed.
5. Activity Description –If claiming for blitz, mark the blitz name. If claiming for non-blitz, mark the activity non-blitz. If you have a person that worked a combination of these activities on the same date range, break the hours out in the activity description. (Ex. Halloween Blitz – 4 hours. Non-Blitz 4 hrs.)
6. Check Number – Enter either a check number if the person was paid with a check, or enter DD or EFT if the person was paid with Direct Deposit.
7. Enter the number of hours for that date range.
8. Enter the actual hourly rate the employee was **paid, not the rate entered in the proposal.**
9. Click the “Save” button.

NOTE: OTSO only pays for OT that has been paid out to the employee. Comp Time is not allowable.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: HVEO-2013-25-00-00-00160-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu Agency Info Grant Menu User: John Smith Help Logout

[Back to Grant Menu](#) REIMBURSEMENT CLAIM/PAYMENT REQUEST [? Check for Errors](#)

HVEO: HVEO - Reimbursement Claim #: 1

Expense Summary Expense Detail Claim Attachments

Add an Expense Item **9** Save Cancel

Budget Category Direct Labor*

Item 1 [] (not required)

Budget Column 2 []*

Name 3 []*

Title []*

Begin Date 4 []*

End Date []*

Activity Description 5 []
00 of 1000 Characters*

Check # 6 []*

hours 7 []*

Hourly Rate 8 []*

Direct Labor Cost

* = Required Field Save Cancel

Reimbursement Claim Process

Once saved, the information will self-calculate and appear below the Add an Expense Item Box. As you continue to add expenses, they will continue to appear at the bottom.

1. Select another budget category from the drop down and wait for the page to refresh to continue adding line items to the reimbursement claim.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: HVEO-2013-25-00-00-00160-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu Agency Info Grant Menu User: John Smith Help Logout

[Back to Grant Menu](#) REIMBURSEMENT CLAIM/PAYMENT REQUEST [? Check for Errors](#)

HVEO: HVEO - Reimbursement Claim #: 1

Expense Summary Expense Detail Claim Attachments

Add an Expense Item Save Cancel

Budget Category *

Item

Budget Column *

Date *

Description

Amount *

* = Required Field Save Cancel

Expenses incurred during the current report period Edit Delete

Budget Column	Date	Description	Amount Requested
Budget Category: Direct Labor			
<input type="radio"/> Total	10/31/2012	Halloween Blitz	131
Name: Enter the Employee's Name; Title: Enter the Employee's Title; End Date: 10/31/2012; Check #: Enter the check number or DD for Direct Deposit; # hours: 4; Hourly Rate: \$32.7500;			
TOTAL HOURS WORKED:			4
TOTAL:			\$131.00

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Reimbursement Claim Process

Labor Fringe Benefits

1. Item: Not required
2. Budget Column: Select from the drop down. This will show how much you have remaining in this budget category.
3. Date Worked/End Date – Enter the date range to cover the direct labor worked in the claim.
4. Description – enter “fringe”.
5. Fringe Calculation – enter the amount of fringe you are claiming.
6. Click the “Save” button.

The screenshot shows the 'REIMBURSEMENT CLAIM/PAYMENT REQUEST' interface. At the top, there is a 'Back to Grant Menu' link, the title 'REIMBURSEMENT CLAIM/PAYMENT REQUEST', and a 'Check for Errors' button. Below this is a dropdown menu showing 'HVEO: HVEO - Reimbursement Claim #: 1'. The main content area has three tabs: 'Expense Summary', 'Expense Detail', and 'Claim Attachments'. The 'Expense Detail' tab is active, and a modal window titled 'Add an Expense Item' is open. This modal has a 'Save' button circled in red, labeled with a red '6'. The modal contains several fields: 'Budget Category' (set to 'Labor Fringe Benefits'), 'Item' (a dropdown menu labeled '(not required)', labeled with a red '1'), 'Budget Column' (a dropdown menu, labeled with a red '2'), 'Date Worked' (a date input field, labeled with a red '3'), 'End Date' (a date input field, labeled with a red '3'), 'Description' (a text area with the instruction '(Please provide detailed fringe calculation)', labeled with a red '4'), and 'Fringe Calculation' (a numeric input field, labeled with a red '5'). A legend at the bottom right of the modal indicates '* = Required Field'.

Note: Make sure you are claiming the actual amount of fringe that is being paid. Ex: If Worker’s Comp was 2.4% when you submitted the proposal and your agency is actually paying 1.7%, you can only claim 1.7%.

Make sure you are not claiming a higher percentage than you have been approved for in the grant. If you were approved for 21.75% you are not allowed to claim 24.5% without having a revision approved. You are allowed to claim less than you were approved for.

Reimbursement Claim Process

Other Direct Costs

1. Item: Not required.
2. Budget Column: Select from the drop down. This will show how much you have remaining in this budget category.
3. Name/Description – Enter “fuel/transportation cost”
4. Enter the activity date (if the activity spans the entire month, put the last day of the month).
5. Enter the Check or Warrant number used to pay for the item.
6. Enter the cost of the item.
7. Click the “Save” button.

The screenshot shows the 'REIMBURSEMENT CLAIM/PAYMENT REQUEST' interface. At the top, there is a 'Back to Grant Menu' link, the title 'REIMBURSEMENT CLAIM/PAYMENT REQUEST', and a 'Check for Errors' button. Below this is a dropdown menu for '- Reimbursement Claim #: 1'. The main content area has three tabs: 'Expense Summary', 'Expense Detail', and 'Claim Attachments'. The 'Expense Detail' tab is active, and a dialog box titled 'Add an Expense Item' is open. The dialog box has a 'Save' button circled in red with a red '7' next to it, and a 'Cancel' button. The dialog box contains the following fields:

- Budget Category:** Other Direct Costs *
- Item:** (not required) *
- Budget Column:** *
- Name/Description:** 00 of 1000 Characters *
- Date:** *
- Check/Warrant#:** *
- Cost:** *

* = Required Field

Reimbursement Claim Process

Once all entries have been made, review for accuracy.

If you find an expense line that has an error:

1. Click the radio button next to the item that needs correction.
2. If the entire line needs deleted (duplicate entry or incorrect budget category), click "Delete".
3. If you just need to make changes, click "Edit".

The screenshot displays the Ohio GRANTS system interface. At the top, it shows the logo and title "Ohio GRANTS" with the subtitle "Grant Records & Application Network for Traffic Safety". The user is identified as "John Smith" with an "Access Level: Grant Administrator". The current grant is "HVEO-2013-25-00-00-00160-00" for "ABC Agency".

The main section is titled "REIMBURSEMENT CLAIM/PAYMENT REQUEST" and includes a "Check for Errors" button. Below this is a dropdown menu for "HVEO: HVEO - Reimbursement Claim #: 1".

The "Add an Expense Item" form is visible, with fields for Budget Category, Item, Budget Column, Date, Description, and Amount. A legend indicates that an asterisk (*) denotes a required field.

The "Expenses incurred during the current report period" table is shown below. It has columns for Budget Column, Date, Description, and Amount Requested. The table contains one entry for "Total" under the "Direct Labor" budget category, dated 10/31/2012, for a "Halloween Blitz" with an amount of 131. Below the table, there are fields for "Name", "Title", "End Date", "Check #", and "# hours", along with a "Hourly Rate" of \$32.7500. The "TOTAL HOURS WORKED" is 4, and the "TOTAL" amount is \$131.00.

Annotations on the screenshot include:

- A red circle with the number "1" around the radio button next to the "Total" entry.
- A red circle with the number "2" around the "Delete" button.
- A red circle with the number "3" around the "Edit" button.

At the bottom, the footer reads "Powered by IntelliGrants" and "© Copyright 2000-2012 Aqate Software".

Reimbursement Claim Process

After you click edit, the top box will populate with the information previously entered.

1. Make the necessary changes and click the “Save” button.
2. When you are certain all expenses have been entered accurately and completely, click the “Expense Summary” tab.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: HVEO-2013-25-00-00-00160-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu Agency Info Grant Menu User: John Smith Help Logout

Back to Grant Menu REIMBURSEMENT CLAIM/PAYMENT REQUEST ? Check for Errors

HVEO: HVEO - Reimbursement Claim #: 1

Expense Summary Expense Detail Claim Attachments

Add an Expense Item Save Cancel

Budget Category Direct Labor *
Item (not required)
Budget Column Total: \$25,594.00 *
Name Enter the Employee's Name *
Title Enter the Employee's Title *
Begin Date 10/31/2012 *
End Date 10/31/2012 *
Activity Description Halloween Blitz
015 of 1000 Characters *
Check # Enter the check number or DD for Direct Deposit *
hours 4 *
Hourly Rate \$32.7500 *
Direct Labor Cost 131

* = Required Field Save Cancel

Expenses incurred during the current report period Edit Delete

Budget Column	Date	Description	Amount Requested
Budget Category: Direct Labor			
Total	10/31/2012	Halloween Blitz	131

Name: Enter the Employee's Name; Title: Enter the Employee's Title; End Date: 10/31/2012; Check #: Enter the check number or DD for Direct Deposit; # hours: 4; Hourly Rate: \$32.7500;

TOTAL HOURS WORKED: 4
TOTAL: \$131.00

Edit Delete

Reimbursement Claim Process

If you need to attach documentation to support charges in the reimbursement claim (invoices, task force invoices, travel receipts, etc.), click the "Claim Attachments" tab.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The page header includes the grant number (OVITF-2013-25-00-00162-00), grantee (ABC Agency), status (Grant Executed), and access level (Grant Administrator). The user is identified as John Smith.

The main content area is titled "REIMBURSEMENT CLAIM/PAYMENT REQUEST" and includes a "Check for Errors" button. A dropdown menu shows "OVITF: test - Reimbursement Claim #: 1". Below this, there are tabs for "Expense Summary", "Expense Detail", and "Claim Attachments", with the latter being highlighted by a red circle. Action buttons for "Submit", "Edit", "Delete", and "View PDF" are also present.

The "Grant Information" section includes:

- Grantee: ABC Agency
- Grant #: OVITF-2013-25-00-00162-00
- Award Amount: \$173,430.53
- Term: 10/1/2012 to 9/30/2013

The "Report Information" section includes:

- Main Contact: John Smith
- Request #: 1
- Final Report:
- Status: Initiated to
- Current Report Period:

Comments to the Review Team from the Grantee: No comments have been made.

BUDGET ITEMS	BUDGET TOTAL		PREVIOUS EXPENSES		BUDGET REMAINING		CURRENT PERIOD EXPENSES	
	Award	Other	Award	Other	Award	Other	Award	Other
Direct Labor	\$38,840.00	\$0.00	\$0.00	\$0.00	\$38,840.00	\$0.00	\$0.00	\$0.00
Labor Fringe Benefits	\$8,331.18	\$0.00	\$0.00	\$0.00	\$8,331.18	\$0.00	\$0.00	\$0.00
Travel Expense	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00
Other Direct Costs	\$5,840.00	\$0.00	\$0.00	\$0.00	\$5,840.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$96,300.00	\$0.00	\$0.00	\$0.00	\$96,300.00	\$0.00	\$0.00	\$0.00
Contractual Fringe Benefits	\$21,619.35	\$0.00	\$0.00	\$0.00	\$21,619.35	\$0.00	\$0.00	\$0.00
TOTALS	\$173,430.53	\$0.00	\$0.00	\$0.00	\$173,430.53	\$0.00	\$0.00	\$0.00
Cash on Hand Remaining to Spend Down					\$0.00	Minus Cash on Hand to Spend Down		\$0.00
AWARD REMAINING					\$173,430.53	AMOUNT TO BE PAID		\$0.00

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Reimbursement Claim Process

Click "Add".

The screenshot displays the Ohio GRANTS web application interface. At the top left, the logo features the text "Ohio GRANTS" with a stylized "G" and "R" and the tagline "Grant Records & Application Network for Traffic Safety". On the top right, the following information is shown: "Grant #: OVITF-2014-25-00-00-00312-00", "Grantee: ABC Agency", "Status: Grant Executed", and "Access Level: Grant Administrator". A navigation bar below the header includes "Start Menu", "Agency Info", "Grant Menu", "User: John Smith", a "Help" icon, and "Logout".

The main content area is titled "VIEW/EDIT CLAIM ATTACHMENTS" and includes a link for "[Back to Claim](#)". Below this, an "Instructions" block reads: "Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page." A table with the header "FSRAttachments" is shown, containing the text "No records found" and an "Add" button. The "Add" button in the table is circled in red. Below the table, the text "No Records Found" is displayed next to another "Add" button.

At the bottom of the page, the footer contains "Powered by IntelliGrants" on the left and "© Copyright 2000-2013 Acate Software" on the right.

Reimbursement Claim Process

1. Enter the title of the attachment. (Example: Travel Receipts)
2. Click “Browse” to locate the file on your computer.
3. Once the document is showing in the file path, click “Save”.

NOTE: When attaching PDFs, make sure the file name does NOT include any special characters (&, #, %, etc.)

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: OVITF-2014-25-00-00-00312-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu Agency Info Grant Menu User: John Smith Help Logout

Go to Grant Menu CLAIM ATTACHMENT

Claim Attachments Save Cancel

Title of Attachment **1** *

File Path Browse... * **2**

* = Required Field Save Cancel

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Reimbursement Claim Process

1. If you need to attach additional documentation, click “Add” and follow steps 1 – 3 on the previous slide.
2. Once you have attached all documentation, click “Back to Claim”

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: OVITF-2014-25-00-00-00312-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu Agency Info Grant Menu User: John Smith Help Logout

[Back to Claim](#) **2** VIEW/EDIT CLAIM ATTACHMENTS

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page.

FSRAttachments Add Edit Delete

<input type="checkbox"/>	Title	File
<input type="checkbox"/>	Claim #1 Back Up	/ upload/11461-1321-seatbeltgoal.pdf

[Records 1 - 1 of 1] Add Edit Delete

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Reimbursement Claim Process

The Current Period Expenses have now been totaled from the entries.

1. Click “Check for Errors” to see if there are any system errors to fix prior to submitting.
2. If there are no errors, click the “Submit” button.

Reminders:

- You cannot submit a reimbursement claim if you have progress reports that are past due.
- You cannot submit a reimbursement claim until the costs have been paid.

You will be asked to enter your password.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: HVEO-2013-25-00-00-00160-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

User: John Smith Help Logout

Start Menu Agency Info Grant Menu

[Back to Grant Menu](#) REIMBURSEMENT CLAIM/PAYMENT REQUEST **1** **Check for Errors**

HVEO: HVEO - Reimbursement Claim #: 1

Expense Summary Expense Detail Claim Attachments **Submit** Edit Delete View PDF

Grant Information

Grantee: ABC Agency
Grant #: HVEO-2013-25-00-00-00160-00
Award Amount: \$32,468.01
Term: 10/1/2012 to 9/30/2013

Report Information **2**

Main Contact: John Smith
Request #: 1
Final Report: No
Status: Initiated
Current Report Period: 10/1/2012 to 10/31/2012

Comments to the Review Team from the Grantee:
Type any notes to [] in this section.

BUDGET ITEMS	BUDGET TOTAL		PREVIOUS EXPENSES		BUDGET REMAINING		CURRENT PERIOD EXPENSES	
	Award	Other	Award	Other	Award	Other	Award	Other
Direct Labor	\$25,725.00	\$0.00	\$0.00	\$0.00	\$25,725.00	\$0.00	\$949.75	\$0.00
Labor Fringe Benefits	\$5,518.01	\$0.00	\$0.00	\$0.00	\$5,518.01	\$0.00	\$203.72	\$0.00
Other Direct Costs	\$1,225.00	\$0.00	\$0.00	\$0.00	\$1,225.00	\$0.00	\$47.49	\$0.00
TOTALS	\$32,468.01	\$0.00	\$0.00	\$0.00	\$32,468.01	\$0.00	\$1,200.96	\$0.00
Cash on Hand Remaining to Spend Down					\$0.00	Minus Cash on Hand to Spend Down		\$0.00
AWARD REMAINING					\$32,468.01	AMOUNT TO BE PAID		\$1,200.96

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Reimbursement Claim Process

- Once the claim has been submitted to our office, it goes through a review process.
- The claim will be under “**Submitted/Review Required**” until the review is complete.
- If it is approved, it will be under “**Approved**”. OTSO normally processes payments weekly (holiday weeks may alter schedule).
- Once the claim has been processed for payment, it will be under “**Payment Initiated**”.
- Payment should be received 2 – 3 weeks after they have been marked “Payment Initiated”.
- When the check is sent, the claim will be under “**Payment Complete**”. If you receive a paper check, this means it was put in the mail. If you receive EFT, payment should be in your account.

The screenshot displays the IntelliGrants software interface. On the left, a navigation menu includes sections for Components, Budget Pages, Progress Reports, Reimbursement Claims, Proposal Menu, Proposal PDF, and History. The 'Reimbursement Claims' section is expanded, showing a message: "There are no available Reimbursement Claims at this time." and a link to "Reimbursement Claim History". On the right, a list of links is visible, including "Work Plan - Checkpoint", "Work Plan - Saturation Patrols", "Labor Worksheet", "Contractual Services WorkSheet", and "Worksheet Totals". The "Submitted/Review Required" link is circled in red. At the bottom of the interface, it says "Powered by IntelliGrants" and "© Copyright 2000-2012 Aqate Software".

Reimbursement Claim Process

- If your claim is not approved, it will be under “Modifications Required” and you will receive an e-mail letting you know it has been returned.
- Return to the GRANTS System and the claim will be under your task list.

Note: If you do not receive the email, check your email address in the GRANTS System (update if needed) or check with your agency IT Administrator to see if our system generated emails from otso@dps.ohio.gov are being blocked as spam.

The screenshot displays the Ohio GRANTS system interface. At the top, it shows the Ohio logo and the text "GRANTS Grant Records & Application Network for Traffic Safety". The user is identified as "John Smith" with an "Agency Administrator" access level. The main content area is titled "Task List: Actions Required" and contains a tree view of tasks. A red circle highlights the item "OVITF-2013-25-00-00162-00: Reimbursement Claim #1" under the "Modifications Required" category. Other visible tasks include "Grant Executed" (with sub-items like MOG-2011-25-00-001011-00), "Grant Revised", "Reimbursement Claims" (with sub-items "Initiated" and "Modifications Required"), and "Progress Reports" (with sub-items "Progress Report Initiated" and "Progress Report Modifications Required"). The interface also includes a "Welcome" message, a "Task List: Actions Required" section, and a "Quick Links" section with options like "View All Agency Proposals" and "View All Agency Reimbursement Claims".

Reimbursement Claim Modifications

Modifications that are required will be listed on the Expense Summary outlined in a red box.

Click on Expense Detail to make the corrections.

Note: There are limited characters available, check with your planner if the comment is not complete.

Ohio **GRANTS**
Grant Records & Application Network for Traffic Safety

Grant # _____ Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu Agency Info Grant Menu User: John Smith Help Logout

[Back to Grant Menu](#) REIMBURSEMENT CLAIM/PAYMENT REQUEST [? Check for Errors](#)

_____ - Reimbursement Claim #: 1

Review Comments:
Enter correct check number for Other Direct Costs. Provide back documentation for XXXX Police Dept. Correct Invoice date for XXXX. Hours on Enforcement Report do not match hours request on reimbursement claim.

Expense Summary **Expense Detail** Claim Attachments

Submit Edit View PDF

Grant Information

Grantee: ABC Agency
Grant #: _____
Award Amount: \$173,430.53
Term: 10/1/2012 to 9/30/2013

Report Information

Main Contact: John Smith
Request #: 1
Final Report: No
Status: Modifications Required
Current Report Period: 10/1/2012 to 10/31/2012

Comments to the Review Team from the Grantee:
Type any notes to _____ in this section.

BUDGET ITEMS	BUDGET TOTAL		PREVIOUS EXPENSES		BUDGET REMAINING		CURRENT PERIOD EXPENSES	
	Award	Other	Award	Other	Award	Other	Award	Other
Direct Labor	\$38,840.00	\$0.00	\$0.00	\$0.00	\$38,840.00	\$0.00	\$142.88	\$0.00
Labor Fringe Benefits	\$8,331.18	\$0.00	\$0.00	\$0.00	\$8,331.18	\$0.00	\$30.65	\$0.00
Travel Expense	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00
Other Direct Costs	\$5,840.00	\$0.00	\$0.00	\$0.00	\$5,840.00	\$0.00	\$134.02	\$0.00
Contractual Services	\$96,300.00	\$0.00	\$0.00	\$0.00	\$96,300.00	\$0.00	\$2,537.65	\$0.00
Contractual Fringe Benefits	\$21,619.35	\$0.00	\$0.00	\$0.00	\$21,619.35	\$0.00	\$539.25	\$0.00
TOTALS	\$173,430.53	\$0.00	\$0.00	\$0.00	\$173,430.53	\$0.00	\$3,384.45	\$0.00
Cash on Hand Remaining to Spend Down					\$0.00	Minus Cash on Hand to Spend Down		\$0.00
AWARD REMAINING					\$173,430.53	AMOUNT TO BE PAID		\$3,384.45

Expense Detail Modifications

1. The Comments are still at the top of the screen for reference.
2. Find the line item you need to correct, select the radio button.
3. To make changes to the entry, click "Edit".
4. To delete the entry, click "Delete".

[Back to Grant Menu](#) REIMBURSEMENT CLAIM/PAYMENT REQUEST Check for Errors

- Reimbursement Claim #: 1

Review Comments: 1
Enter correct check number for Other Direct Costs. Provide back documentation for XXXX Police Dept. Correct Invoice date for XXXX. Hours on Enforcement Report do not match hours request on reimbursement claim.

Expense Summary Expense Detail Claim Attachments

Add an Expense Item Save Cancel

Budget Category *

Item

Budget Column *

Date *

Description

00 of 1000 Characters

Amount *

* = Required Field Save Cancel

Expenses incurred during the current report period 3 Edit Delete 4

Budget Column	Date	Description	Amount Requested
Budget Category: Labor Fringe Benefits			
Item: Auto-calculated item			
<input type="radio"/> Amount	10/1/2012	\$142.88 X 21.45% =	30.65
End Date: 10/31/2012;			
Budget Category: Direct Labor			
Item: Auto-calculated item			
<input checked="" type="radio"/> Amount 2	10/15/2012	OVI Checkpoint	142.88
Name: Enter Name of Employee that worked; Title: Enter Employee's Title; End Date: 10/15/2012; Check #: Enter check number or DD; # hours: 4; Hourly Rate: \$35.7200;			
Budget Category: Other Direct Costs			
Item: Auto-calculated item			
<input type="radio"/> Amount	10/15/2012	Fuel	7.14
Check/Warrant#: n/a;			

Expense Detail Modifications

1. The top box will populate with the information previously entered.
2. Make the corrections in the top box.
3. Click "Save".
4. To make corrections on the claim attachment page, click "Claim Attachments" tab.
5. If all corrections are complete, click "Expense Summary".

Review Comments:
Enter correct check number for Other Direct Costs. Provide back documentation for XXXX Police Dept. Correct Invoice date for XXXX. Hours on Enforcement Report do not match hours request on reimbursement claim.

5 Expense Summary Expense Detail Claim Attachments 4 3 Save Cancel

Add an Expense Item

1

2

Budget Category Direct Labor *

Item Auto-calculated item (not required)

Budget Column Amount: \$38,697.12 *

Name Enter Name of Employee that worked *

Title Enter Employee's Title *

Begin Date 10/15/2012 *

End Date 10/15/2012 *

Activity Description OVI Checkpoint

014 of 1000 Characters *

Check # Enter check number or DD *

hours 4 *

Hourly Rate \$35.7200 *

Direct Labor Cost 142.88

* = Required Field Save Cancel

Expenses incurred during the current report period Edit Delete

Budget Column	Date	Description	Amount Requested
Budget Category: Labor Fringe Benefits			
Item: Auto-calculated item			
Amount	10/1/2012	\$142.88 X 21.45% = 30.65	30.65
End Date: 10/31/2012;			
Budget Category: Direct Labor			
Item: Auto-calculated item			
Amount	10/15/2012	OVI Checkpoint	142.88
Name: Enter Name of Employee that worked; Title: Enter Employee's Title; End Date: 10/15/2012; Check #: Enter check number or DD; # hours: 4; Hourly Rate: \$35.7200;			

Claim Attachment Modifications

1. To modify the current attachment, check the box next to the attachment.
2. To delete, click “Delete”.
3. To edit, click “Edit”.
4. To add additional files, click “Add”.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is identified as John Smith, and the access level is Grant Administrator. The page title is "VIEW/EDIT CLAIM ATTACHMENTS".

Instructions: Please complete the information below. For further instructions, please click the Help icon in the upper right hand corner of the page.

FSRAttachments		Add	Edit	Delete
<input type="checkbox"/>	Title	File		
<input checked="" type="checkbox"/>	October Back-up	/_upload/9430-1319-hsp6.pdf		

[Records 1 - 1 of 1] Add Edit Delete

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Claim Attachment Edit

1. Change the title, or
2. Attach an updated file by clicking "Browse".
3. Click "Save".

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: _____
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu | Agency Info | Grant Menu | User: John Smith | Help | Logout

[Back to Claim](#) **VIEW/EDIT CLAIM ATTACHMENTS**

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page.

FSRAttachments

<input type="checkbox"/>	Title	File
<input checked="" type="checkbox"/>	October Back-up	<input type="text"/> <input type="button" value="Browse..."/>

[Records 1 - 1 of 1]

Save Cancel

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Claim Attachment Add

1. Enter the title.
2. Click “Browse” to locate the file on your computer.
3. Click “Save”.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant # _____
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu Agency Info Grant Menu User: John Smith Help Logout

[Go to Grant Menu](#) CLAIM ATTACHMENT

Claim Attachments

Title of Attachment *

File Path Browse... *

* = Required Field Save Cancel

Save Cancel

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Claim Attachment Modification

When done deleting, editing and adding attachments, click “Back to Claim”.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant # _____ Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu Agency Info Grant Menu User: John Smith Help Logout

[Back to Claim](#) VIEW/EDIT CLAIM ATTACHMENTS

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page.

<input type="checkbox"/>	Title	File
<input type="checkbox"/>	October Back-up	/upload/9430-1319-hsp6.pdf

[Records 1 - 1 of 1]

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Reimbursement Claim Modifications

Verify that all the corrections mentioned in the Review Comments have been made. If they have, click "Submit".



Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant # _____

Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu
Agency Info
Grant Menu
User: John Smith
Help
Logout

[Back to Grant Menu](#)
REIMBURSEMENT CLAIM/PAYMENT REQUEST
[? Check for Errors](#)

Review Comments:

Enter correct check number for Other Direct Costs. Provide back documentation for XXXX Police Dept. Correct Invoice date for XXXX. Hours on Enforcement Report do not match hours request on reimbursement claim.

Expense Summary
Expense Detail
Claim Attachments

Grant Information

Grantee: ABC Agency

Grant #: _____

Award Amount: \$173,430.53

Term: 10/1/2012 to 9/30/2013

Report Information

Main Contact: John Smith

Request #: 1

Final Report: No

Status: Modifications Required

Current Report Period: 10/1/2012 to 10/31/2012

Comments to the Review Team from the Grantee:

Type any notes to () in this section.

BUDGET ITEMS	BUDGET TOTAL		PREVIOUS EXPENSES		BUDGET REMAINING		CURRENT PERIOD EXPENSES	
	Award	Other	Award	Other	Award	Other	Award	Other
Direct Labor	\$38,840.00	\$0.00	\$0.00	\$0.00	\$38,840.00	\$0.00	\$142.88	\$0.00
Labor Fringe Benefits	\$8,331.18	\$0.00	\$0.00	\$0.00	\$8,331.18	\$0.00	\$30.65	\$0.00
Travel Expense	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00
Other Direct Costs	\$5,840.00	\$0.00	\$0.00	\$0.00	\$5,840.00	\$0.00	\$134.02	\$0.00
Contractual Services	\$96,300.00	\$0.00	\$0.00	\$0.00	\$96,300.00	\$0.00	\$2,537.65	\$0.00
Contractual Fringe Benefits	\$21,619.35	\$0.00	\$0.00	\$0.00	\$21,619.35	\$0.00	\$539.25	\$0.00
TOTALS	\$173,430.53	\$0.00	\$0.00	\$0.00	\$173,430.53	\$0.00	\$3,384.45	\$0.00
Cash on Hand Remaining to Spend Down					\$0.00	Minus Cash on Hand to Spend Down		\$0.00
AWARD REMAINING					\$173,430.53	AMOUNT TO BE PAID		\$3,384.45

Electronic Reimbursement

Reimbursement can be received electronically by going to :

<http://ohiosharedservices.ohio.gov/Suppliers.aspx>

Check the box next to Reimbursement Claim Process on the Pre-Activity Form.

Revision Process

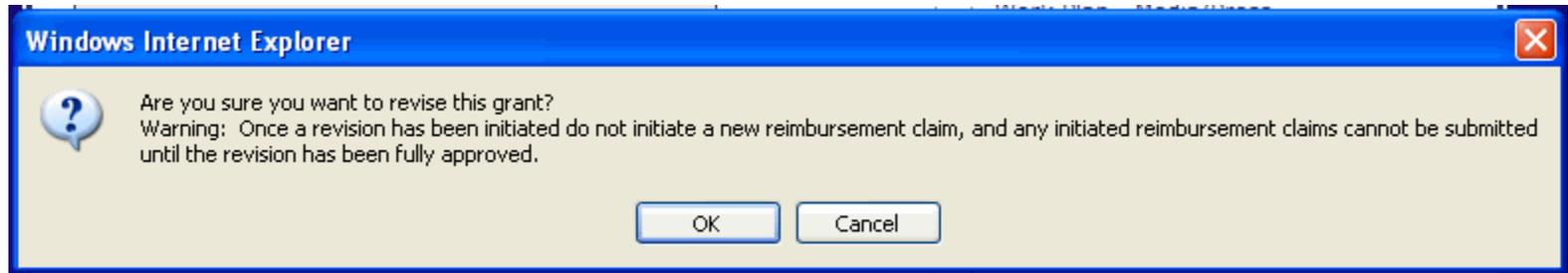
All grant revisions must be submitted by September 1, 2016.

To initiate a revision, click “Revise Grant”.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is identified as "John Smith" with an "Access Level: Grant Administrator". The main content area is titled "Impaired Driving Enforcement Program 2015 Grant" and includes a "Revise Grant" button circled in red. The interface is divided into several sections:

- Grant #:** IDEP-2015-25-00-00-00335-00
- General Information:**
 - Term: 10/1/2014 - 9/30/2015
 - Amount: \$12,659.81
 - Available Balance: \$12,659.81
 - Cash On Hand: \$0.00
 - Status: Grant Executed
- Agency Information:**
 - [View Grantee Information](#)
- Grant Information:**
 - General Information
 - View/Satisfy Grant Conditions
 - Grant Report Periods
- Contacts:**
 - Grantee Contact Information
 - GRANTS Contact Information
 - Email Grant Contacts
- Grant: Related Items:**
 - [Collapse Entire Tree](#)
 - [Budget Overview](#)
 - [Narrative Page\(s\)](#)
 - [Applicant Assurances](#)
 - [Project Overview - Fatal Crash](#)
 - [Project Overview - Alcohol Goal](#)
 - [October Work Plan](#)
 - [November Work Plan](#)
 - [December Work Plan](#)
 - [January Work Plan](#)
 - [February Work Plan](#)
 - [March Work Plan](#)
 - [April Work Plan](#)
 - [May Work Plan](#)
 - [June Work Plan](#)
 - [July Work Plan](#)
 - [August Work Plan](#)
 - [September Work Plan](#)
 - [Work Plan - Regional Meetings](#)
 - [Labor Cost Budget Worksheet](#)

Grant Revision



Once you click “Revise Grant”, you will receive this warning message:

Once a revision has been initiated do not initiate a new reimbursement claim, and any initiated reimbursement claims including modifications cannot be submitted until the revision has been fully approved.

Grant Revision

The Budget Overview Page has the Justification. All changes you are making to the grant need to be listed in this box. Ex: Moved 20 hours from Christmas to St. Patrick's Day. Moved 10 hours from November Non-Blitz to February Non-Blitz.

If you need to wait until you have made your changes to fill this in, make sure you return to this page when you enter the justification. (It is the only time the "Save" button will appear).

Start Menu | Agency Info | Grant Menu | User: John Smith | Help | Logout

[Return to Previous Page](#) **BUDGET OVERVIEW**

Purpose of Revision

Please enter a justification and click the **Save** button directly underneath the textbox. Specific fields on all of the tabbed pages will be opened for editing depending on what you have checked in this box.

Justification:

00 of 1500 Characters

Narrative Pages | Budget

Grant Budget

Budget Overview | Budget Summary | Budget Detail | Add Budget Item

Budget Overview

High Visibility Enforcement Overtime: HVEO

Budget Category	Total
Direct Labor	\$25,725.00
Labor Fringe Benefits	\$5,518.01
Other Direct Costs	\$1,225.00
Total	\$32,468.01

Previous Budget Overview

High Visibility Enforcement Overtime: HVEO

Budget Category	Total
Direct Labor	\$25,725.00
Labor Fringe Benefits	\$5,518.01
Other Direct Costs	\$1,225.00
Total	\$32,468.01

Narrative Page Revisions

To make changes to any Narrative Page (Applicant Assurances, Goals, Work Plans, Labor Cost Budget Worksheet), click “Narrative Pages” tab.

Start Menu | Agency Info | Grant Menu | User: John Smith | Help | Logout

[Return to Previous Page](#) **BUDGET OVERVIEW**

Purpose of Revision

Please enter a justification and click the **Save** button directly underneath the textbox. Specific fields on all of the tabbed pages will be opened for editing depending on what you have checked in this box.

Justification:

00 of 1500 Characters

Narrative Pages | Budget

Grant Budget

Budget Overview | Budget Summary | Budget Detail | Add Budget Item

Budget Overview

High Visibility Enforcement Overtime: HVEO

Budget Category	Total
Direct Labor	\$25,725.00
Labor Fringe Benefits	\$5,518.01
Other Direct Costs	\$1,225.00
Total	\$32,468.01

Previous Budget Overview

High Visibility Enforcement Overtime: HVEO

Budget Category	Total
Direct Labor	\$25,725.00
Labor Fringe Benefits	\$5,518.01
Other Direct Costs	\$1,225.00
Total	\$32,468.01

Narrative Page Revisions

1. Select the page you want to revise in the drop down and click “go”.

Once it pulls up the information from the grant, you will see the information in two boxes. The bottom box is what was in the grant previously.

2. Make changes in the top box.
3. Click “Save”.

Narrative Pages Budget

Narrative Pages

1 Select a different narrative page to view: Project Overview - Fatal Goal [Go]

PROJECT OVERVIEW - FATAL GOAL [Back] Save [Clear] Next [View PDF]

Goal Number: 1

Goal Title: Fatal Goal

Goal Description: Reduce the number of traffic-related fatal crashes to no more than 5*.

Baseline: Last year there were 6* traffic-related fatal crashes.

Scope: Scope

05 of 750 Characters

Evaluation: Conduct monthly reviews comparing stats from previous year.

PROJECT OVERVIEW - FATAL GOAL [Back] Save [Clear] Next [View PDF]

[PREVIOUS]

Last modified by John Smith on 6/7/2012 9:12:29 AM

Goal Number: 1

Goal Title: Fatal Goal

Goal Description: Reduce the number of traffic-related fatal crashes to no more than 5*.

Baseline: Last year there were 6* traffic-related fatal crashes.

Scope: Scope

05 of 750 Characters

Evaluation: Conduct monthly reviews comparing stats from previous year.

Last modified by John Smith on 6/7/2012 9:12:29 AM

[PREVIOUS]

Narrative Page Revisions

1. To select another Narrative Page, choose the name and click “go”.
2. If that page has multiple pages, select the one from the drop down and click “go” or click “next” to scroll through.
3. Again, make changes in the top box.
4. Click “Save”.

The screenshot displays a web application interface for managing narrative pages. The top navigation bar includes 'Narrative Pages' and 'Budget'. Below this, a secondary navigation bar shows 'Please select a page to view:' with a dropdown menu and 'Go' and 'Next' buttons. A red circle labeled '2' highlights this area. Below the navigation bar, a form titled 'WORK PLAN - CHECKPOINT' is displayed. The form includes fields for 'Main Activity', 'Activity Name', 'Activity Description', 'Approximate Date(s) Of Activity', 'Location', '# of Staff Involved', '# of Media Contacts Planned', and 'Estimated Number of Staff Hours Per Activity'. A red circle labeled '3' highlights the 'Activity Description' text area. Below the form, a secondary navigation bar includes 'Back', 'Add', 'Save', 'Clear', 'Delete', 'Next', and 'View PDF' buttons. Red circles labeled '4' and '5' highlight the 'Save' and 'Add' buttons, respectively. The interface also shows a '[PREVIOUS]' section with the same form data.

Narrative Page Revisions

If you have made changes to any work plan pages, you will need to re-save the Labor Cost Budget Worksheet.

1. Select Direct Labor Worksheet in the drop down, click “go”.

Select a different narrative page to view: Labor Cost Budget Worksheet **Go** 1

LABOR COST BUDGET WORKSHEET Back Save Clear View PDF

I. ADMINISTERING AGENCY
Jurisdiction Population: Small *(see help for calculation estimates)

II. OCJS DESIGNATED

Overtime Hours for Blitz Enforcements		Estimated Number Of Staff Hours Per Event	
Total Number of Hours	A		420
Average Overtime Hourly Rate for Personnel	B	\$35.00 *	
Total (A*B)	C		\$14,700.00

III. REGULAR (NON-BLITZ) HIGH VISIBILITY OVERTIME HOURS (LABOR COST ONLY)

Total Number of Hours	D		280
Average Overtime Hourly Rate for Personnel	E	\$35.00 *	
Total (D*E)	F		\$9,800.00

IV. ENFORCEMENT LABOR COST BLITZ AND NON-BLITZ ENFORCEMENT OVERTIME ACTIVITIES

Total (C+F)	G		\$24,500.00
--------------------	---	--	-------------

V. EDUCATION COST

Maximum allowable for education (G*5%)	H		\$1,225.00
Education Efforts Direct Labor Dollar amount (Total cannot exceed 5% of direct labor)	I	\$1,225.00 *	

VI. TOTAL DIRECT LABOR COST BLITZES, NON-BLITZES AND EDUCATION

Total (G+I)	J		\$25,725.00
--------------------	---	--	-------------

Narrative Page Revisions

1. Once the page refreshes, click "Save".
2. If you have completed the Justification box, click "Submit Revisions".
3. If you need to complete the Justification box, click the "Budget" tab.

[Return to Previous Page](#) **LABOR COST BUDGET WORKSHEET** [? Check for Errors](#)
* = Required Field

Instructions: Please provide the following information and click **Save**. Once saved, click **Next** to continue your proposal. Required fields are marked with an *. The following worksheet represents all law enforcement activities for the grant period October 1, 2012 - September 30, 2013. The "Total" fields will automatically be calculated upon saving.

Average hourly rate submitted in the proposal will be compared to the average hourly rate being claimed in the current year's grant.

For additional instructions, please click the Help icon in the upper right hand corner of the page.

Purpose of Revision **Submit Revisions** Cancel Revisions Check for Errors

These checkboxes indicate which parts of the grant were modified.

Justification:

00 of 1500 Characters

Narrative Pages **Budget** **3**

Select a different narrative page to view: Labor Cost Budget Worksheet

LABOR COST BUDGET WORKSHEET

I. ADMINISTERING AGENCY

Jurisdiction Population Small *(see help for calculation estimates) **1**

II. OCJS DESIGNATED

Overtime Hours for Blitz Enforcements		Estimated Number Of Staff Hours Per Event	
Total Number of Hours	A		420
Average Overtime Hourly Rate for Personnel	B	\$35.00	*
Total (A*B)	C		\$14,700.00

Grant Revision

1. Complete the Justification Box.
2. Click "Save".
3. Compare the Budget Overview to the Previous Budget Overview to ensure that the budget has not increased (unless you have prior approval to increase your budget) or decreased (unless you wish to decrease the budget).
4. Click "Check for Errors" to see if there are any system errors to fix prior to submitting.
5. Click "Submit Revisions".

The screenshot displays the 'BUDGET OVERVIEW' section of a grant revision interface. At the top, there are navigation links: 'Return to Previous Page', 'Submit Revisions' (circled in red with a '5'), 'Cancel Revisions', and 'Check for Errors' (circled in red with a '4'). Below these is a 'Purpose of Revision' section with a large text area for 'Justification:' (circled in red with a '1') and a 'Save' button (circled in red with a '2'). The 'Justification' text area shows '00 of 1500 Characters'. Below the justification box is a 'Narrative Pages' section with tabs for 'Grant Budget', 'Budget Overview', 'Budget Summary', 'Budget Detail', and 'Add Budget Item'. The 'Budget Overview' tab is active, showing two tables: 'Budget Overview' and 'Previous Budget Overview'. Both tables list budget categories and their totals. A red arrow points from the 'Total' value in the 'Budget Overview' table (circled in red with a '3') to the 'Total' value in the 'Previous Budget Overview' table.

Start Menu | Agency Info | Grant Menu | User: John Smith | Help | Logout

[Return to Previous Page](#) **BUDGET OVERVIEW**

[Submit Revisions](#) [Cancel Revisions](#) [Check for Errors](#)

Purpose of Revision

Please enter a justification and click the **Save** button directly underneath the textbox. Specific fields on all of the tabbed pages will be opened for editing depending on what you have checked in this box.

Justification:

00 of 1500 Characters

Save

Narrative Pages | **Budget**

Grant Budget

Budget Overview | Budget Summary | Budget Detail | Add Budget Item

Budget Overview

High Visibility Enforcement Overtime: HVEO

Budget Category	Total
Direct Labor	\$25,725.00
Labor Fringe Benefits	\$5,518.01
Other Direct Costs	\$1,225.00
Total	\$32,468.01

Previous Budget Overview

High Visibility Enforcement Overtime: HVEO

Budget Category	Total
Direct Labor	\$25,725.00
Labor Fringe Benefits	\$5,518.01
Other Direct Costs	\$1,225.00
Total	\$32,468.01

Grant Revisions

- Once the revision has been submitted to our office, it goes through a review process.
- The grant will be under “**Grant Revision Review Required**” until the review is complete.
- If it is approved, the grant status will update to “Grant Revised”.

The screenshot displays the Ohio GRANTS web application interface. The header includes the Ohio state logo and the text "Ohio GRANTS Grant Records & Application Network for Traffic Safety". The user is identified as "John Smith" with a "Help" button and "Logout" link. The main content area is titled "OVI Task Force 2013 Grant" and includes a "View Revisions" button. The "Grant #:" field is highlighted in yellow. The "Status:" field is also highlighted in yellow and contains the text "Grant Revision Review Required". The "Access Level:" field is "Grant Administrator". The "Term:" is "10/1/2012 - 9/30/2013", "Amount:" is "\$173,430.53", "Available Balance:" is "\$173,430.53", and "Cash On Hand:" is "\$0.00". The "Agency Information" section includes a link to "View Grantee Information". The "Grant: Related Items" section lists various links such as "Budget Overview", "Narrative Page(s)", "FSRS Funding Information", "County Profile", "Project Overview - Fatal Goal", "Project Overview - Alcohol Goal", "Work Plan - Media/Press", and "Work Plan - DSOGPO Checkpoint".

General Information	
Term:	10/1/2012 - 9/30/2013
Amount:	\$173,430.53
Available Balance:	\$173,430.53
Cash On Hand:	\$0.00
Status:	Grant Revision Review Required

Grant Information

Grant Revision Modifications Required

If your revision is not approved, it will be under “Grant Revision Modifications Required” and you will receive an e-mail letting you know it has been returned.

Return to the GRANTS System and the claim will be under your task list. Click on the link.

Note: If you do not receive the email, check your email address in the GRANTS System (update if needed) or check with your agency IT Administrator to see if our system generated emails from otso@dps.ohio.gov are being blocked as spam.

The screenshot displays the Ohio GRANTS system interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is identified as "John Smith" with an "Agency Administrator" access level. The main content area is divided into several sections:

- Welcome to the Grant Records and Application Network for Traffic Safety.** A message stating "You do not have any system messages."
- Task List: Actions Required** A tree view showing various tasks. The item "Grant Revision Modifications Required" is expanded, and a specific task "OVITF-2013-25-00-00-00162-01" is circled in red.
- Initiate a Proposal** A section stating "There are no Grants currently available to you at this time."
- Quick Links** A section with links for "Search for Agency Information" (including View All Agency Proposals, View All Agency Grants, and View All Agency Reimbursement Claims) and "Maintain Your Account" (including View Your Agency Information and Edit Your Contact Information).

At the bottom of the page, it is noted "Powered by IntelliGrants" and "© Copyright 2000-2012 Aqate Software".

Grant Revision Modifications Required

From the Grant Menu, click on “View Revisions”.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is identified as John Smith, and the current grant is "OVI Task Force 2013 Grant". The status is "Grant Revision Modifications Required".

The main content area is divided into two columns. The left column contains a "Grant #:" section with the following information:

General Information	
Term:	10/1/2012 - 9/30/2013
Amount:	\$173,430.53
Available Balance:	\$173,430.53
Cash On Hand:	\$0.00
Status:	Grant Revision Modifications Required

Below this is the "Agency Information" section with a link to "View Grantee Information".

The right column is titled "Grant: Related Items" and contains a list of links for various grant-related items, including "Budget Overview", "Narrative Page(s)", "FSRS Funding Information", "County Profile", "Project Overview - Fatal Goal", "Project Overview - Alcohol Goal", and several "Work Plan - Media/Press" and "Work Plan - DSOGPO Checkpoint" items.

A red circle highlights the "View Revisions" button located in the top right corner of the main content area.

Grant Revision Modifications Required

Modifications that are required will be listed on the Budget Overview under Modifications Required.

Follow the steps on slides 97 -103 to make the required changes and re-submit the revision.

Check the box next to Revision Process on the Pre-Activity form.

The screenshot shows the Ohio GRANTS system interface. At the top, there is a navigation bar with 'Start Menu', 'Admin', and 'Grant Menu'. The main header includes the 'Ohio GRANTS' logo and the text 'Grant Records & Application Network for Traffic Safety'. On the right side, it displays 'Grant #: 1', 'Grantee:', 'Status: Grant Revision Modifications Required', and 'Access Level: None.'. Below the header, there are buttons for 'Help', 'Notes', and 'Logout'. The main content area is titled 'BUDGET OVERVIEW' and contains a form for entering a justification and a 'Save' button. Below the form, there is a section for 'Modifications Required'. At the bottom, there is a navigation menu with tabs for 'Approvals', 'General Information', 'Narrative Pages', 'Budget', 'Conditions', and 'Funding Accounts'. The 'Budget' tab is selected, and the 'Budget Overview' sub-tab is active. A table below the navigation menu shows the budget details.

Budget Category	Total
Direct Labor	\$36,750.00
Labor Fringe Benefits	\$8,588.48
Other Direct Costs	\$1,750.00
Total	\$47,088.48

Controlling Access to Grant

To change/add personnel to the grant:

Click “Grantee Contact Information”.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is identified as "John Smith" with an "Access Level: Grant Administrator". The current grant is "High Visibility Enforcement Overtime 2013 Grant" with ID "HVEO-2013-25-00-00-00160-00".

The main content area is divided into several sections:

- Grant Information:** A table showing general information such as Term (10/1/2012 - 9/30/2013), Amount (\$32,468.01), Available Balance (\$32,468.01), Cash On Hand (\$0.00), and Status (Grant Executed).
- Agency Information:** A link to "View Grantee Information".
- Grant Information:** A list of links including "General Information", "View/Satisfy Grant Conditions", and "Grant Report Periods".
- Contacts:** A list of links including "Grantee Contact Information" (highlighted with a red circle), "GRANTS Contact Information", and "Email Grant Contacts".
- Components:** A list of links including "Program Components" and "Service Areas".
- Budget Pages:** A list of links including "Current Budget Overview" and "Grant Component Funding Accounts".
- Progress Reports:** A form with a dropdown menu and a "Create" button.
- Reimbursement Claims:** A form with a dropdown menu and a "Create" button, and a link to "Reimbursement Claim History".

On the right side, there is a "Grant: Related Items" section with a tree view of links, including "Budget Overview", "Narrative Page(s)", "FRRS Funding Information", "County Profile", and various "Project Overview" and "Work Plan" links.

Controlling Access to Grant

The people who were added to the proposal are automatically transferred to the grant.

If you need to make changes to the existing contact type or level of access:

1. Click the radio button next to the name.
2. Click the “Edit” button and make the necessary changes.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: _____ Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu Agency Info Grant Menu User: John Smith Help Logout

[Back to Grant Menu](#) **GIVE PEOPLE ACCESS TO THIS GRANT**

Instructions: To edit the contact type or security level for any of the contacts in the grid, select the radio button next to the name of the person you would like to modify and click the **Edit** button. To delete a contact from this grant, select the radio button next to the name of the person you would like to delete and click the **Delete** button.

Grantee Contacts GRANTS Contacts Email Grant Contacts

The following people have access to this grant:

	Name	Contact Type	Assigned By	Level of Access
<input type="radio"/>	Doe, John	Fiscal Officer	Smith, John	Grant Administrator
<input checked="" type="radio"/>	Smith, John	Project Director	Genzen, Lori	Grant Administrator
<input type="radio"/>	Doe, Jane	Authorized Official	Smith, John	Viewer

Edit Delete

Assign additional access to grant: Grant This User Access

To allow another person access to this grant:

1. Select the person's name.
2. Select the level of access that this person should have.
3. Select the type of contact that this person is.
4. Click the **Grant This User Access** button.

Name *

Contact Type *

Level of Access *

OR Click [here](#) to search for an agency consultant to add as a grant contact.

* = Required Field

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Controlling Access to Grant

1. Make the change to either the Contact Type or the Level of Access.

Contact Types

Authorizing Official – The authorizing official is usually the head of an organization/agency. This individual must possess or have the ability to obtain the legislative authority to enter into an agreement with OTSO.

Project Director – The project director is designated as the agency's liaison with OTSO by the authorizing official. This individual will oversee the daily activities of the grant and ensure that the scope of work, evaluation and work plans are completed as proposed. This individual will also serve as the primary contact person for the grant.

Fiscal Officer – The fiscal officer is responsible for the fiscal activities of the agency. This individual is responsible for overseeing the grant's budget, as well as submitting properly prepared claims for reimbursement to OTSO.

Level of Access

Grant Administrator – has access to make changes, submit reports and reimbursement claims.

Viewer – Can only view the grant.

2. Click "Save".

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: _____
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu Agency Info Grant Menu User: John Smith Help Logout

[Back to Grant Menu](#) **GIVE PEOPLE ACCESS TO THIS GRANT**

Instructions: To edit the contact type or security level for any of the contacts in the grid, select the radio button next to the name of the person you would like to modify and click the **Edit** button. To delete a contact from this grant, select the radio button next to the name of the person you would like to delete and click the **Delete** button.

Grantee Contacts GRANTS Contacts Email Grant Contacts

The following people have access to this grant:

Name	Contact Type	Assigned By	Level of Access
<input type="radio"/> Doe, John	Fiscal Officer	Smith, John	Grant Administrator
<input checked="" type="radio"/> Smith, John	Project Director	Genzen, Lori	Grant Administrator
<input type="radio"/> Doe, Jane	Authorized Official	Smith, John	Viewer

Save Cancel

Assign additional access to grant: Grant This User Access

To allow another person access to this grant:

1. Select the person's name.
2. Select the level of access that this person should have.
3. Select the type of contact that this person is.
4. Click the **Grant This User Access** button.

Name *

Contact Type *

Level of Access *

OR Click [here](#) to search for an agency consultant to add as a grant contact.

* = Required Field

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Controlling Access to Grant

If you need to delete an existing contact from the grant:

1. Click the radio button next to the name.
2. Click the “Delete” button.

This will only remove the person’s access to this grant. It does not remove their access to the GRANTS System. See Slide 116 if you need to deactivate their account.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant # _____ Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu Agency Info Grant Menu User: John Smith Help Logout

[Back to Grant Menu](#) **GIVE PEOPLE ACCESS TO THIS GRANT**

Instructions: To edit the contact type or security level for any of the contacts in the grid, select the radio button next to the name of the person you would like to modify and click the **Edit** button. To delete a contact from this grant, select the radio button next to the name of the person you would like to delete and click the **Delete** button.

Grantee Contacts GRANTS Contacts Email Grant Contacts

The following people have access to this grant: Edit Delete

Name	Contact Type	Assigned By	Level of Access
<input checked="" type="radio"/> Doe, John	Fiscal Officer	Smith, John	Grant Administrator
<input type="radio"/> Smith, John	Project Director	Genzen, Lori	Grant Administrator
<input type="radio"/> Doe, Jane	Authorized Official	Smith, John	Viewer

Edit Delete

Assign additional access to grant: Grant This User Access

To allow another person access to this grant:

1. Select the person's name.
2. Select the level of access that this person should have.
3. Select the type of contact that this person is.
4. Click the **Grant This User Access** button.

Name *

Contact Type *

Level of Access *

OR Click [here](#) to search for an agency consultant to add as a grant contact.

* = Required Field

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Controlling Access to Grant

To add additional people:

1. Select the person's name.
2. Select the Contact Type (Authorized Official, Fiscal Officer, etc.)
3. Select level of access.
4. Click the "Grant This User Access" button.

Repeat until all necessary people have been added.

If the person that needs to be added, is not listed in the drop down for Step 1:

5. Click "Agency Info".

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant : Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu **Agency Info** Grant Menu User: John Smith Help Logout

Back to Grant Menu **5** **GIVE PEOPLE ACCESS TO THIS GRANT**

Instructions: To edit the contact type or security level for any of the contacts in the grid, select the radio button next to the name of the person you would like to modify and click the **Edit** button. To delete a contact from this grant, select the radio button next to the name of the person you would like to delete and click the **Delete** button.

Grantee Contacts GRANTS Contacts Email Grant Contacts

The following people have access to this grant: Edit Delete

	Name	Contact Type	Assigned By	Level of Access
<input type="radio"/>	Doe, John	Fiscal Officer	Smith, John	Grant Administrator
<input type="radio"/>	Smith, John	Project Director	Genzen, Lori	Grant Administrator
<input type="radio"/>	Doe, Jane	Authorized Official	Smith, John	Viewer

Edit Delete

Assign additional access to grant: **Grant This User Access** **4**

To allow another person access to this grant:

1. Select the person's name.
2. Select the level of access that this person should have.
3. Select the type of contact that this person is.
4. Click the **Grant This User Access** button.

Name **1**

Contact Type **2**

Level of Access **3**

OR Click [here](#) to search for an agency consultant to add as a grant contact.

* = Required Field

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Controlling Access to Grant

To add a new user:

1. If you are the Agency Administrator, click the “Add” button and complete the user information. If you are not the Agency Administrator, have the Agency Administrator complete this step. Then proceed to Step 2.
2. Once everyone that you need to add to the grant is added, click on “Back to Previous Page”.

The screenshot shows a web application interface with a navigation bar at the top containing 'Start Menu', 'Agency Info', 'Grant Menu', 'User: John Smith', 'Help', and 'Logout'. The main content area is titled 'VIEW AGENCY INFORMATION' and includes a 'Back to Previous Page' link circled in red with a '2' next to it. Below this is an 'Instructions' section. The 'Agency Information' section is a form with fields for Name, Legal Name, Type, Category, Address Street, City, State, Zip Code, County (Location), Phone, Extension, Fax, Main Contact (John Smith), OAKS Vendor I.D. Number, Non-Profit, Muni Code, Address Code, Community Population, AuditorsDistrictCode, and DUNS Number (12-345-6789). Below the form is an 'Agency Contacts' table with columns for First Name, Last Name, Requested Agency, Official Agency, System Security Level, and Phone. The table contains three rows of contact information. A red '1' is placed above the 'Add' button in the table's toolbar. The bottom of the interface shows '[Records 1 - 3 of 3]' and 'Add', 'Edit', and 'Delete' buttons.

Start Menu Agency Info Grant Menu User: John Smith Help Logout

[Back to Previous Page](#) 2 VIEW AGENCY INFORMATION

Instructions: This page shows agency information as well as a list of all agency contacts and their contact information. An agency must have a designated main contact before any Proposals created on behalf of the agency can be submitted. The main contact is indicated below. If any of the information contained on this page should need to be changed, please contact the agency authorized official.

Agency Information Service Areas

Agency Edit

Name ABC Agency
Legal Name ABC Agency
Type Community Organization
Category Traffic Safety Partners
Address Street 123 Main Street
Address continued
Address continued
City Anytown
State OH
Zip Code 33333
County (Location) Franklin
Phone (555) 555-5555
Extension
Fax
Main Contact [John Smith](#)
OAKS Vendor I.D. Number
Non-Profit
Muni Code
Address Code
Community Population
AuditorsDistrictCode
DUNS Number 12-345-6789

Agency Contacts Add Edit Delete

	First Name	Last Name	Requested Agency	Official Agency	System Security Level	Phone
<input type="radio"/>	Jane	Doe		ABC Agency	Agency Staff	(555) 555-5555
<input type="radio"/>	John	Doe		ABC Agency	Agency Staff	(555) 555-5555
<input type="radio"/>	John	Smith	ABC Agency	ABC Agency	Agency Administrator	(555) 555-5555

[Records 1 - 3 of 3] Add Edit Delete

Controlling Access to Grant

To add additional people:

1. Select the person's name.
2. Select the Contact Type (Authorized Official, Fiscal Officer, etc.)
3. Select level of access.
4. Click the "Grant This User Access" button.

Repeat until all necessary people have been added.

5. Click "Grant Menu" to return to your grant or "Start Menu" to return to your task list.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant : Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

User: John Smith Help Logout

5

[Back to Grant Menu](#) **GIVE PEOPLE ACCESS TO THIS GRANT**

Instructions: To edit the contact type or security level for any of the contacts in the grid, select the radio button next to the name of the person you would like to modify and click the **Edit** button. To delete a contact from this grant, select the radio button next to the name of the person you would like to delete and click the **Delete** button.

Grantee Contacts GRANTS Contacts Email Grant Contacts

The following people have access to this grant: Edit Delete

	Name	Contact Type	Assigned By	Level of Access
<input type="radio"/>	Doe, John	Fiscal Officer	Smith, John	Grant Administrator
<input type="radio"/>	Smith, John	Project Director	Genzen, Lori	Grant Administrator
<input type="radio"/>	Doe, Jane	Authorized Official	Smith, John	Viewer

Edit Delete

4

Grant This User Access

To allow another person access to this grant:

1. Select the person's name.
2. Select the level of access that this person should have.
3. Select the type of contact that this person is.
4. Click the **Grant This User Access** button.

Name

Contact Type

Level of Access

OR Click [here](#) to search for an agency consultant to add as a grant contact.

* = Required Field

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Controlling Access to GRANTS

To manage user's access click on "Agency Info".

1. To edit existing users, click the radio button next to the user's name.
2. Click "Edit".

The screenshot shows a web application interface with a navigation bar at the top containing "Start Menu", "Agency Info" (highlighted in yellow), "Grant Menu", "User: John Smith", "Help", and "Logout". The main content area is titled "VIEW AGENCY INFORMATION" and includes a "Back to Previous Page" link and instructions: "Instructions: This page shows agency information as well as a list of all agency contacts and their contact information. An agency must have a designated main contact before any Proposals created on behalf of the agency can be submitted. The main contact is indicated below. If any of the information contained on this page should need to be changed, please contact the agency authorized official."

Below the instructions are two tabs: "Agency Information" (selected) and "Service Areas". The "Agency Information" tab displays a form with the following fields:

- Name: ABC Agency
- Legal Name: ABC Agency
- Type: Community Organization
- Category: Traffic Safety Partners
- Address Street: 123 Main Street
- Address continued: [empty]
- Address continued: [empty]
- City: Anytown
- State: OH
- Zip Code: 33333
- County (Location): Franklin
- Phone: (555) 555-5555
- Extension: [empty]
- Fax: [empty]
- Main Contact: [John Smith](#)
- OAKS Vendor I.D. Number: [empty]
- Non-Profit: [empty]
- Muni Code: [empty]
- Address Code: [empty]
- Community Population: [empty]
- AuditorsDistrictCode: [empty]
- DUNS Number: 12-345-6789

At the bottom of the form is an "Edit" button. Below the form is a table titled "Agency Contacts" with columns: "First Name", "Last Name", "Requested Agency", "Official Agency", "System Security Level", and "Phone". The table contains three rows of data:

	First Name	Last Name	Requested Agency	Official Agency	System Security Level	Phone
<input type="radio"/>	Jane	Doe		ABC Agency	Agency Staff	(555) 555-5555
<input checked="" type="radio"/>	John	Doe		ABC Agency	Agency Staff	(555) 555-5555
<input type="radio"/>	John	Smith	ABC Agency	ABC Agency	Agency Administrator	(555) 555-5555

At the bottom of the table is a "[Records 1 - 3 of 3]" label and "Add", "Edit", and "Delete" buttons. Red circles and numbers are overlaid on the interface: a red circle with the number "1" is around the radio button for John Doe, and a red circle with the number "2" is around the "Edit" button in the "Agency Contacts" table header.

Controlling Access to GRANTS

1. To de-activate the user (they will no longer be able to access the GRANTS System), click the box next to “Active” – this will remove the checkmark.
2. To update address, phone number, email address, etc. – make the change in the appropriate field.
3. Click “Save”.

The screenshot shows a web application interface for editing agency contact information. At the top, there is a navigation bar with 'Start Menu', 'Agency Info', 'Grant Menu', 'User: John Smith', 'Help', and 'Logout'. Below this is a header with 'Return to Previous Page' and 'EDIT AGENCY CONTACT INFORMATION'. A block of instructions follows, explaining how to use the form to add or update users. The main form, titled 'Agency Contact', contains various input fields. A red bracket labeled '2' encompasses the 'Address Street', 'Address continued', 'City', 'State', 'Zip Code', and 'County' fields. A red circle labeled '1' highlights the 'Active' checkbox, which is currently checked. A red circle labeled '3' highlights the 'Save' button at the top right of the form. The form also includes fields for 'Salutation', 'First Name', 'Middle Name', 'Last Name', 'Requested Agency', 'Official Agency', 'Title', 'Address Street', 'Address continued', 'City', 'State', 'Zip Code', 'County', 'Active', 'System Security Level', 'Phone', 'Fax', 'Interest', 'Email', 'Login', and 'Date Added'. A legend at the bottom right indicates that an asterisk (*) denotes a required field.

Field	Value
Salutation	
First Name	John
Middle Name	
Last Name	Doe
Requested Agency	
Official Agency	ABC Agency
Title	
Address Street	123 Main Street
Address continued	
City	Anytown
State	OH
Zip Code	33333
County	25: Franklin
Active	<input checked="" type="checkbox"/>
System Security Level	Agency Staff
Phone	(555) 555-5555
Fax	
Interest	
Email	Johndoe@johndoe.com
Login	jdoe1
Date Added	9/6/2012 9:46:32 AM

Agency Information

If the agency information needs updated (address, phone number), click "Edit".

The screenshot displays a web application interface for viewing and editing agency information. At the top, there is a navigation menu with 'Start Menu', 'Agency Info', and 'Grant Menu'. The user is identified as 'John Smith' with 'Help' and 'Logout' options. The main content area is titled 'VIEW AGENCY INFORMATION' and includes instructions: 'This page shows agency information as well as a list of all agency contacts and their contact information. An agency must have a designated main contact before any Proposals created on behalf of the agency can be submitted. The main contact is indicated below. If any of the information contained on this page should need to be changed, please contact the agency authorized official.'

The 'Agency Information' section is highlighted with a blue header and contains the following details:

- Name:** ABC Agency
- Legal Name:** ABC Agency
- Type:** Community Organization
- Category:** Traffic Safety Partners
- Address Street:** 123 Main Street
- Address continued:**
- City:** Anytown
- State:** OH
- Zip Code:** 33333
- County (Location):** Franklin
- Phone:** (555) 555-5555
- Extension:**
- Fax:**
- Main Contact:** [John Smith](#)
- OAKS Vendor I.D. Number:**
- Non-Profit:**
- Muni Code:**
- Address Code:**
- Community Population:**
- AuditorsDistrictCode:**
- DUNS Number:** 12-345-6789

An 'Edit' button is located in the top right corner of the 'Agency Information' section, circled in red. A small 'Edit' button is also present at the bottom right of the section.

The 'Agency Contacts' section is located below and contains a table with the following data:

	First Name	Last Name	Requested Agency	Official Agency	System Security Level	Phone
<input type="radio"/>	Jane	Doe		ABC Agency	Agency Staff	(555) 555-5555
<input type="radio"/>	John	Doe		ABC Agency	Agency Staff	(555) 555-5555
<input type="radio"/>	John	Smith	ABC Agency	ABC Agency	Agency Administrator	(555) 555-5555

At the bottom of the 'Agency Contacts' section, there is a status bar showing '[Records 1 - 3 of 3]' and buttons for 'Add', 'Edit', and 'Delete'.

Agency Information

1. Make changes.
2. Click "Save".

Only the fields outlined with a box can be edited. If you need information updated that is not accessible please email otso@dps.ohio.gov

Check the box next to controlling access to the grant and the GRANTS system on the Pre-Activity form.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #:
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

Start Menu Agency Info Grant Menu User: John Smith Help Logout

[Back to Previous Page](#) VIEW AGENCY INFORMATION

Instructions: This page shows agency information as well as a list of all agency contacts and their contact information. An agency must have a designated main contact before any Proposals created on behalf of the agency can be submitted. The main contact is indicated below. If any of the information contained on this page should need to be changed, please contact the agency authorized official.

Agency Information Service Areas

Agency

Save Cancel

Name	ABC Agency
Legal Name	ABC Agency
Type	Community Organization
Category	Traffic Safety Partners
Address Street	123 Main Street *
Address continued	
Address continued	
City	Anytown *
State	OH *
Zip Code	33333 *
County (Location)	25: Franklin *
Phone	(555) 555-5555 *
Extension	
Fax	
Main Contact	John Smith
OAKS Vendor I.D. Number	
Non-Profit	
Muni Code	
Address Code	
Community Population	
AuditorsDistrictCode	
DUNS Number	12-345-6789

* = Required Field Save Cancel

Pre-Activity Form Completion

Once you have finished the presentation, reviewed and updated the grant contact information, sign the completed form and fax it to 614-752-4646 or scan and email to otso@dps.ohio.gov

Save this presentation as a user guide throughout the grant year for claims, reports and revisions.

Questions?

If you have any questions, please email your questions to otso@dps.ohio.gov

OTSO will be developing FAQ sheets; please do not hesitate to send questions to the above email address. The FAQ sheets will be developed in part from questions we receive.