



OHIO TRAFFIC SAFETY OFFICE

FFY 2016 Impaired Driving 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 IDEP.
- **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

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- 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](#)
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- [Work Plan - Blitz - Click It or Ticket](#)
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- [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. At the top left, the logo for Ohio GRANTS is shown, with the text "Grant Records & Application Network for Traffic Safety". On the top right, the following information is displayed: "High Visibility Enforcement Overtime 2013", "Log #: 2013-HVEO-0030-00", "Applicant: ABC Agency", "Status: Proposal In Process", and "Access Level: None". Below this, a navigation bar includes "Start Menu", "Admin", "Proposal Menu", "User: Lori Genzen", "Help", "Notes", and "Logout".

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". To the right of the main content, a sidebar titled "PDF: View Full PDF" contains a list item: "Download the full PDF (Generated on Friday, June 01, 2012)", which is circled in red.

At the bottom of the page, it says "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
 - IDEP 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.
- Fuel/Transportation Costs (up to 5% of direct labor enforcement costs)

Refer to pages 43 of the Grant Solicitation Package for details on each cost category.

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

Unallowable Costs

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

See pages 44 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

A Request to Purchase form is required for:

- Education Efforts on the STEP Grant only.

Place a N/A on 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

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.

IMPAIRED DRIVING 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).

NOTE: In FFY2016 IDEP hours can only be used between 6:00 pm and 6:00 am.

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
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Components

- Program Components
- Service Areas

Budget Pages

- Current Budget Overview
- Grant Component Funding Accounts

Progress Reports

Reimbursement Claims

-
- Reimbursement Claim History

Proposal Menu

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- [County Profile](#)
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- [Project Overview - Seat Belt - 81](#)
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- [Work Plan - September Non-Blitz](#)
- [Labor Cost Budget Worksheet](#)

Progress Reports

-
-
-

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](#)

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Proposal PDF

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- [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.

The screenshot displays the Ohio GRANTS web application interface. At the top, the Ohio GRANTS logo is visible, along with the text "Grant Records & Application Network for Traffic Safety". The header includes the grant number "Grant #: IDEP-2015-25-00-00-00335-00", the grantee "Grantee: ABC Agency", the status "Status: Grant Executed", and the access level "Access Level: Grant Administrator". The user is identified as "User: John Smith".

The main content area is titled "Grant Report" and includes a "Submit" and "Delete" button. The "General Information" section is circled in red (1) and contains the following details:

- Grant #: IDEP-2015-25-00-00-00335-00
- Report Title: Enforcement Report
- Status: Progress Report Initiated
- Due Date: 1/15/2015
- Period: 08/01/2014 - 12/31/2014

The "Final report:" section is circled in red (2) and contains radio buttons for "Yes" and "No".

The "Grant Report Forms" section is circled in red (3) and contains a tree view with the following items:

- Enforcement Report
- Sobriety Checkpoint Activity
- Attachments

The footer of the page includes the text "Powered by IntelliGrants" and "© Copyright 2000-2014 Agate Software".

Enforcement Report

Click on Enforcement Report to begin filling out the forms.

Remember: If a shift goes over the end of the last month on the report period, you must split the hours between the report. Example: Officer worked 10:00 pm 12/31/2015 to 2:00 am 1/1/2016. 2 hours (and the activity) will be on the December report and 2 hours (and the activity) will be on the January report.

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 page is the Report Menu. The main content area shows a "Grant Report" form for grant # IDEP-2015-25-00-00-00335-00. The form includes a "General Information" section with the following details: Report Title: Enforcement Report, Status: Progress Report Initiated, Due Date: 1/15/2015, and Period: 08/01/2014 - 12/31/2014. There are buttons for "Check Errors" and "Generate Full PDF". A "Final report" section has radio buttons for "Yes" and "No", with "No" selected. A "Grant Report: Forms" section contains a tree view with "Enforcement Report" circled in red, along with "Sobriety Checkpoint Activity" and "Attachments". A "Legend" section at the bottom right shows a document icon for "Proposal Form" and a left arrow for "Last Page Visited". The footer indicates the application is powered by IntelliGrants and is copyrighted by Agate Software from 2000 to 2014.

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. Enter the activity that was conducted on saturation patrols, corridor enforcement, etc. on this grant between **6pm and 6am**.
5. Highlight – List any activity highlights that occurred during the month.
6. Click “Save”.

ENFORCEMENT REPORT

Add **Save** Clear Delete Next ▶

ENFORCEMENT REPORT

If **Blitz**, select activity from list 1

If, **Non-Blitz** check box

of days project was in operation: 2

Location: 3

TRAFFIC ENFORCEMENT ACTIVITIES

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

HIGHLIGHTS 5

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 – 8 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 Add Save Clear Delete Next ▶

ENFORCEMENT REPORT

If **Blitz**, select activity from list

If, **Non-Blitz** check box

of days project was in operation: *

Location: *

TRAFFIC ENFORCEMENT ACTIVITIES

	Nighttime (6p - 6a) Monthly Totals	YTD Totals
OVI Arrests under 21	<input type="text" value=""/> *	1
OVI Arrests 21 and over	<input type="text" value=""/> *	
Refusals	<input type="text" value=""/> *	
Adult Restraint Citations	<input type="text" value=""/> *	
Child Restraint Citations	<input type="text" value=""/> *	
Speed Citations	<input type="text" value=""/> *	
Distracted Driving Citations	<input type="text" value=""/> *	
DUS Arrests	<input type="text" value=""/> *	
No Operators License Citations	<input type="text" value=""/> *	
Felony Arrests	<input type="text" value=""/> *	
Other Citations	<input type="text" value=""/> *	
Enforcement Hours Worked	<input type="text" value=""/> *	
Number of Traffic Stops	<input type="text" value=""/> *	

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. Enter the activity that was conducted on saturation patrols, corridor enforcement, etc. on this grant between **6pm and 6am**.
5. Highlight – List any activity highlights that occurred during the month.
6. Click “Save”.
7. Once all Blitz and non-blitz activity have been entered, click “Next”.

ENFORCEMENT REPORT

Add Save Clear Delete Next ▶

ENFORCEMENT REPORT

If **Blitz**, select activity from list

If, **Non-Blitz** check box 1

of days project was in operation: 2

Location: 3 *

TRAFFIC ENFORCEMENT ACTIVITIES

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

HIGHLIGHTS 5

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. Enter the Start and End time (include pre-check point meeting through tear down).
5. Enter the agencies participating in the checkpoint.
6. Enter the number of officers that worked the checkpoint.
7. Enter the number of hours that are being reimbursed on the grant.
8. Enter the activity that was done at a checkpoint on this grant.
9. Highlight – List any activity highlights that occurred at the checkpoint.
10. Click “Save”.

The screenshot shows a web-based form titled "SOBRIETY CHECKPOINT ACTIVITY". At the top right, there are navigation buttons: "Back", "Add", "Save", "Clear", "Delete", and "Next". The "Save" button is circled in red and labeled with the number 10. The form is divided into several sections:

- CHECKPOINT DETAILS:** This section contains several input fields:
 - OVI Checkpoint Site: (circled in red, labeled 1)
 - OVI Checkpoint Jurisdiction: (circled in red, labeled 2)
 - Checkpoint Date: (circled in red, labeled 3)
 - Start Time: (circled in red, labeled 4)
 - End Time: (circled in red, labeled 5)
 - Agencies Participating in Checkpoint: (circled in red, labeled 6)
 - Number of Officers Worked: (circled in red, labeled 7)
 - Grant Hours Reimbursed on Checkpoint: (circled in red, labeled 8)
- CHECKPOINT ACTIVITY:** This section is a table with the following columns: "Total Activity during the OVI checkpoint", "YTD Totals", and an unlabeled column for activity counts. The activity rows include:
 - Vehicles through checkpoint zone
 - Average time per vehicle
 - Vehicles Checked
 - Vehicles Diverted
 - OVI Arrests under 21
 - OVI Arrests 21 and over
 - Refusals
 - DUS Arrests
 - No Operators License Citations
 - Adult Restraint Citations
 - Child Restraint Citations
 - Other Citations
 - Vehicles Seized
 - Felony Arrests
 - Stolen Vehicles
- CHECKPOINT HIGHLIGHTS:** This section is a large empty text area at the bottom of the form, circled in red and labeled with the number 9.

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 *.

Sobriety Checkpoint

1. After hitting save, allow the page to process, once it has processed the YTD figures will self-populate.
2. If you need to enter another form, hit “Add” and repeat steps 1 -10 on the previous slide.
3. If you are done entering sobriety checkpoint activity, click “Next”.

Note: If a checkpoint is set up in one location, tore down, moved and set up in another location that counts as two different checkpoints. You need to complete two checkpoint forms.

The screenshot shows a web form titled "SOBRIETY CHECKPOINT ACTIVITY". At the top right, there are navigation buttons: "Back", "Add", "Save", "Clear", "Delete", and "Next". The "Add" button is circled in red and labeled with a red "2", and the "Next" button is circled in red and labeled with a red "3".

The form is divided into two main sections:

- CHECKPOINT DETAILS:** This section contains several input fields with asterisks indicating they are required:
 - OVI Checkpoint Site: *
 - OVI Checkpoint Jurisdiction: *
 - Checkpoint Date: *
 - Start Time: *
 - End Time: *A note below these fields states: "Start Time and End Time include pre-check point meeting through tear down." Other fields include:
 - Agencies Participating in Checkpoint: *
 - Number of Officers Worked: *
 - Grant Hours Reimbursed on Checkpoint: *
- CHECKPOINT ACTIVITY:** This section is a table with a "YTD Totals" column. The table header is "Total Activity during the OVI checkpoint". The rows include:
 - Vehicles through checkpoint zone *
 - Average time per vehicle *
 - Vehicles Checked *
 - Vehicles Diverted *
 - OVI Arrests under 21 *
 - OVI Arrests 21 and over *
 - Refusals *
 - DUS Arrests *
 - No Operators License Citations *
 - Adult Restraint Citations *
 - Child Restraint Citations *
 - Other Citations *
 - Vehicles Seized *
 - Felony Arrests *
 - Stolen Vehicles *The "YTD Totals" column is circled in red and labeled with a red "1".

At the bottom of the form, there is a section titled "CHECKPOINT HIGHLIGHTS".

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 logged in as "John Smith" with the role of "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 for adding attachments. The form has two main sections: "ATTACHMENTS" and "ATTACHMENTS". The first section has a "Description:" field (1), an "Attachment:" field with a "Browse..." button (2), and buttons for "Add" (4), "Save" (3), "Clear", and "Delete". The second section is identical but without the "Description:" field. The footer of the page indicates it is powered by IntelliGrants and copyrighted by Agate Software from 2000-2012.

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 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**

Final report: Yes No

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 tabs for "Start Menu", "Agency Info", "Grant Menu" (which is circled in red), and "Report Menu". To the right of the navigation menu, the user information "User: John Smith" and links for "Help" and "Logout" are visible.

A confirmation message in the center of the page reads: "You have submitted this progress report for approval." Below this message is a "Grant Report" section. The "Grant Report" section includes a "General Information" box with the following details: Grant #: HVEO-2013-25-00-00-00160-00, Report Title: Enforcement Report, Status: Progress Report Submitted, Due Date: 11/15/2012, and Period: 06/01/2012 - 10/31/2012. Below the "General Information" box are two buttons: "Check Errors" (with a warning icon) and "Generate Full PDF" (with a PDF icon).

To the right of the "Grant Report" section is a "Grant Report: Forms" section. It includes a "Final report:" field with radio buttons for "Yes" and "No" (where "No" is selected). Below this is 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", and "Nighttime Sobriety Checkpoint Activity". There is also an "Attachments" link with a document icon.

At the bottom of the "Grant Report: Forms" section is a "Legend:" box. It contains a document icon labeled "Proposal Form", a green checkmark icon labeled "No Errors", and a left-pointing arrow icon labeled "Last Page Visited".

At the bottom of the page, the footer text reads: "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**
 - 1 2
- Reimbursement Claims**
 -
 - Reimbursement Claim History
- Proposal Menu**
- Proposal PDF**

- Narrative Page(s)
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- [Project Overview - Fatal Crash](#)
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- [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 displays the Ohio GRANTS web application interface. The header includes the Ohio GRANTS logo, the text "Grant Records & Application Network for Traffic Safety", and user information: "Grant #: IDEP-2016-25-00-00-00294-00", "Grantee: ABC Agency", "Status: Grant Executed", and "Access Level: Grant Project Coordinator". The navigation menu includes "Start Menu", "Admin", "RFP Menu", "Grant Menu", "Report Menu", "User: Lori Genzen", "Help", "Notes", and "Logout".

The main content area shows the "Grant Report" form. The "General Information" section is circled in red (1) and contains the following details:

- Grant #: IDEP-2016-25-00-00-00294-00
- Report Title: Narrative Progress Report
- Status: Progress Report Initiated
- Due Date: 4/15/2015
- Period: 01/01/2015 - 03/31/2015
- Approval History

The "Final report:" section is circled in red (2) and contains the following information:

- Final report: Yes No

The "Grant Report: Forms" section is circled in red (3) and contains the following information:

- Collapse Entire Tree
- Fatal Crash Goal Progress
- Alcohol Goal Progress
- Other Grant Related Information

The footer contains the text "Powered by IntelliGrants" and "© Copyright 2000-2015 Aqate Software".

Narrative Progress Report

Click on Fatal Crash Goal Progress 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 "User: Lori Genzen" and has an "Access Level: Grant Project Coordinator". The main navigation menu includes "Start Menu", "Admin", "RFP Menu", "Grant Menu", "Report Menu", "Help", "Notes", and "Logout".

The "Grant Report" section is active, showing the following information:

- Grant #:** IDEP-2016-25-00-00-00294-00
- 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](#)

There are two buttons: "Check Errors" (with a warning icon) and "Generate Full PDF" (with a PDF icon). A "Final report:" field is set to "No".

The "Grant Report: Forms" section is expanded, showing a tree view of forms. The "Fatal Crash Goal Progress" form is highlighted with a red circle. Other forms listed include "Alcohol Goal Progress" and "Other Grant Related Information".

A "Legend:" section at the bottom right shows a document icon for "Proposal Form" and a left arrow for "Last Page Visited".

At the bottom of the page, it says "Powered by IntelliGrants" and "© Copyright 2000-2015 Aqate Software".

Fatal Goal Progress

The screenshot shows a web form titled "FATAL CRASH GOAL PROGRESS". At the top right, there are three buttons: "Save" (circled in red with a "2" above it), "Clear", and "Next" (circled in red with a "3" above it). The form contains a table with the following data:

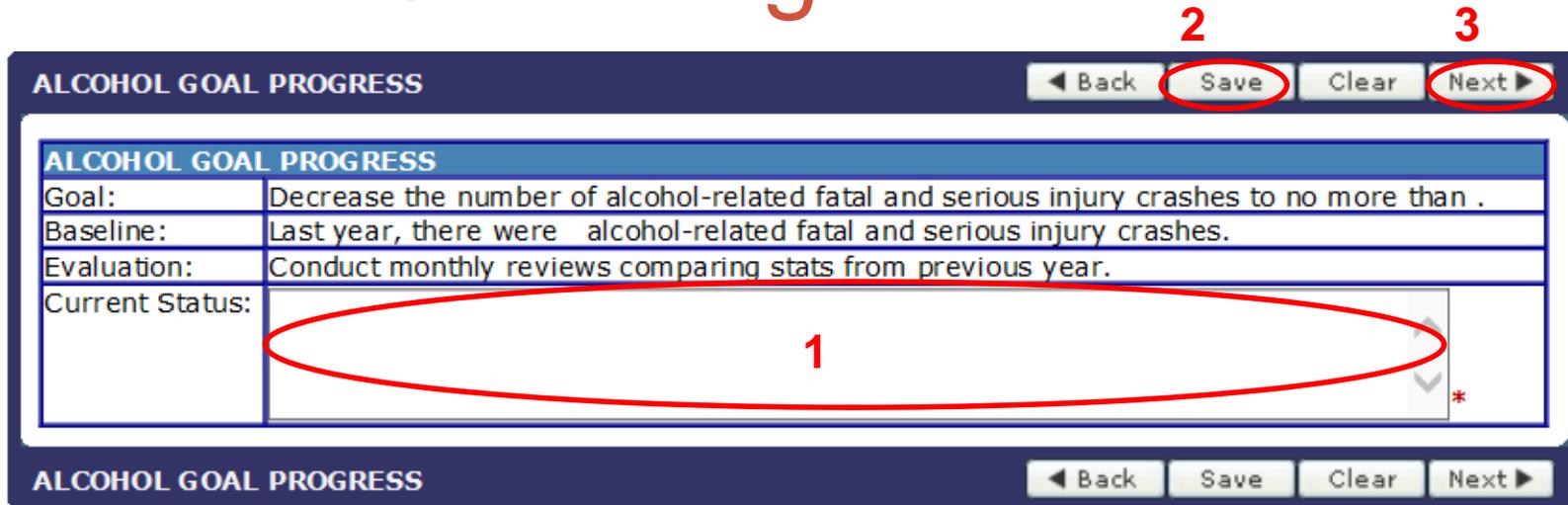
FATAL CRASH GOAL PROGRESS	
Goal:	Reduce the number of traffic-related fatal crashes to no more than .
Baseline:	Last year, there were traffic-related fatal crashes.
Evaluation:	Conduct monthly reviews comparing stats from previous year.
Current Status:	<div style="border: 1px solid gray; padding: 5px; min-height: 40px;">1</div>

At the bottom of the form, there are three buttons: "Save", "Clear", and "Next" (with a right-pointing arrow). A red oval highlights the "Current Status" input field, which contains the number "1".

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".

Alcohol Goal Progress



The screenshot shows a web form titled "ALCOHOL GOAL PROGRESS". At the top right, there are four buttons: "Back", "Save", "Clear", and "Next". The "Save" and "Next" buttons are circled in red, with a red "2" above "Save" and a red "3" above "Next". The form contains a table with the following data:

ALCOHOL GOAL PROGRESS	
Goal:	Decrease the number of alcohol-related fatal and serious injury crashes to no more than .
Baseline:	Last year, there were alcohol-related fatal and serious injury crashes.
Evaluation:	Conduct monthly reviews comparing stats from previous year.
Current Status:	<div style="border: 1px solid gray; height: 40px; width: 100%; text-align: center; vertical-align: middle;">1</div>

At the bottom right of the form, there is a red asterisk (*). At the bottom of the page, there are four buttons: "Back", "Save", "Clear", and "Next".

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 0 alcohol-related fatal and serious injury crashes. Last year we had 1 alcohol-related fatal and serious injury crash during the same time frame.
2. Click "Save".
3. After the page has processed, click "Next".

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.

The screenshot shows a web form titled "OTHER GRANT RELATED INFORMATION" with a "Back", "Save", and "Clear" button bar at the top right. The form contains five text input fields, each with a "00 of 2000 Characters" character count and a red asterisk indicating a required field. The fields are:

- ACCOMPLISHMENTS:
- TRAINING CONDUCTED DURING THIS QUARTER:
- PUBLIC INFORMATION & EDUCATION DURING THIS QUARTER:
- DESCRIBE PATNERSHIPS MADE AS A RESULT OF THIS GRANT:
- DESCRIBE ANY CHALLENGES THAT OCCURRED:

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: l

[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 h
[U](#)

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.

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 John Smith, with an access level of Grant Administrator. The main menu is open to the "Report Menu".

The "Grant Report" section shows the following information:

- Grant #: IDEP-2016-25-00-00-00294-00
- Report Title: Narrative Progress Report
- Status: Progress Report Initiated
- Due Date: 1/15/2015
- Period: 10/01/2014 - 12/31/2014

The "Grant Report: Forms" section is expanded, showing the following items:

- Fatal Crash Goal Progress
- Alcohol Goal Progress
- Other Grant Related Information

The "Final report:" section has radio buttons for "Yes" and "No", with "No" selected.

Annotations in red circles and numbers indicate the following actions:

- 1: "Check Errors" button
- 2: "Generate Full PDF" button
- 3: "Submit" button

A legend at the bottom right shows a green checkmark icon for "No Errors" and a left arrow icon for "Last Page Visited".

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 displayed: 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 tabs for "Start Menu", "Agency Info", "Grant Menu" (which is circled in red), and "Report Menu". To the right of the navigation menu, the user information "User: John Smith" and "Help" and "Logout" buttons are visible. A confirmation message at the top of the main content area reads: "You have submitted this progress report for approval." Below this message is a "Grant Report" section. The "Grant Report" section includes a "General Information" box with 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, and Period: 06/01/2012 - 12/31/2012. Below the "General Information" box are two buttons: "Check Errors" and "Generate Full PDF". To the right of the "General Information" box is a "Final report:" section with radio buttons for "Yes" and "No" (the "No" button is selected). Below this is a "Grant Report: Forms" section with a "Collapse Entire Tree" button and three items: "Fatal Crash Goal Progress", "Alcohol Goal Progress", and "Other Grant Related Information", each with a green checkmark icon. At the bottom right of the "Grant Report" section is a "Legend:" box with a green checkmark icon and the text "No Errors" and "← Last Page Visited". The footer of the page contains the text "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)

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- [County Profile](#)
- [Project Overview - Fatal Crash](#)
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- [Work Plan - Blitz - Homecoming](#)
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- [Work Plan - October Non-Blitz](#)
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- [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 is identified as John Smith, and the grant number is HVEO-2013-25-00-00160-01. The status is "Grant In Revision" and the access level is "Grant Administrator".

The main navigation menu includes "Start Menu", "Agency Info", "Grant Menu", and "Report Menu". The "Report Menu" is currently selected, showing the "Grant Report" section. The "Grant Report" section includes a "Submit" and "Delete" button, and a "Final report:" field with radio buttons for "Yes" and "No".

The "Grant Report: Forms" section is expanded, showing a tree view of report forms. The "Fatal Goal Results" form is highlighted with a red circle, indicating it is the selected form. Other forms listed include "Alcohol Goal Results" and "Other Grant Related Information".

Below the forms, there are two buttons: "Check Errors" and "Generate Full PDF". A legend at the bottom right explains the icons used in the forms: a document icon for "Proposal Form", a warning triangle for "Form has Errors", and a left arrow for "Last Page Visited".

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 interface. At the top, there is a navigation bar with 'Start Menu', 'Agency Info', 'Grant Menu', and 'Report Menu'. The 'Report Menu' is selected. On the right, there is a user profile for 'John Smith' and a 'Help' icon. The main content area is titled 'FATAL GOAL RESULTS' and includes a 'Check for Errors' link. Below this, there are instructions and an example. A form titled 'FATAL GOAL RESULTS' contains the following fields: '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 red circle with the number '1' highlights the 'End Result vs. Goal' text area. 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, there is a footer with 'Powered by IntelliGrants' and '© Copyright 2000-2012 Aqate Software'.

Alcohol 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. Ex: This year we had 49 alcohol-related fatal and serious injury crashes exceeding our goal of 50. We were able to exceed our goal due to the concentration of enforcement in our problem areas or we have had 52 alcohol-related fatal and serious injury crashes; we did not meet our goal of 50. We did not meet our goal because we had more alcohol-related motorcycle crashes this year.
2. Click "Save".
3. After the page has processed, click "Next".

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: HVEO-2013-25-00-00-00160-01
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](#) **ALCOHOL 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](#)

ALCOHOL GOAL RESULTS ◀ Back Save Clear Next ▶

Goal: Reduce the number of alcohol-related fatal and serious injury crashes to no more than 50 .

Baseline: Last year there were 52 alcohol-related fatal and serious injury crashes.

End Result vs. Goal: *

ALCOHOL 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 form itself is titled 'OTHER GRANT RELATED INFORMATION' and has 'Back', 'Save' (circled in red), and 'Clear' buttons. It contains four text input fields, each with a red number (1, 2, 3, 4) indicating the steps from the list: 1. 'Describe partnerships made as a result of this grant:' (00 of 500 Characters). 2. 'In addition to this grant, what other funding or in-kind resources were you able to obtain to support your activities? (Name of sponsor, type of support and estimated worth):' (00 of 500 Characters). 3. 'Describe any challenges that occurred and how they were resolved:' (00 of 500 Characters). 4. 'Describe any highlights or noteworthy activities:' (00 of 500 Characters). The footer shows '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
- ✓ Alcohol 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 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". A navigation menu includes "Start Menu", "Agency Info", "Grant Menu" (highlighted with a red circle), and "Report Menu". A confirmation message at the top reads: "You have submitted this progress report for approval." Below this, the "Grant Report" section is displayed, showing the "Grant #: HVEO-2013-25-00-00-00160-01" and "General Information" with the following details: "Report Title: Annual Report", "Status: Progress Report Submitted", "Due Date: 11/1/2013", and "Period: 09/01/2012 - 09/30/2013". A "Final report:" section has radio buttons for "Yes" (selected) and "No". The "Grant Report: Forms" section includes a "Collapse Entire Tree" button and three items: "Fatal Goal Results", "Alcohol Goal Results", and "Other Grant Related Information", each with a green checkmark icon. A "Legend:" section at the bottom right shows a green checkmark icon for "No Errors" and a left-pointing arrow for "Last Page Visited". At the bottom of the page, it says "Powered by IntelliGrants" and "© Copyright 2000-2012 Agate Software".

Report Submitted Process

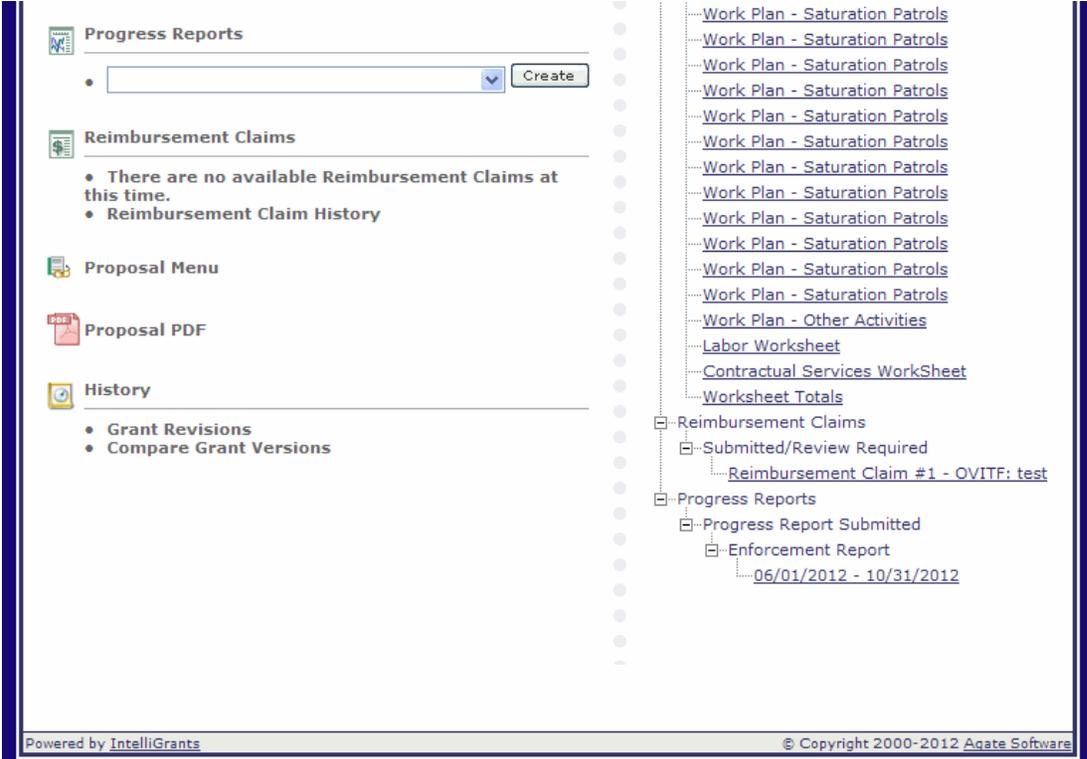
Once the report has been submitted to our office, it goes through a review process.

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 types, including multiple instances of 'Work Plan - Saturation Patrols', 'Work Plan - Other Activities', 'Labor Worksheet', 'Contractual Services WorkSheet', 'Worksheet Totals', 'Reimbursement Claims', 'Submitted/Review Required' (with a sub-link for 'Reimbursement Claim #1 - QVITF: test'), 'Progress Reports', 'Progress Report Submitted', and 'Enforcement Report' (with a sub-link for '06/01/2012 - 10/31/2012'). The footer of the interface includes the text 'Powered by IntelliGrants' and '© 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

Collapse Entire Tree ▲

- Proposals
- Proposal In Process
- Grants
- Grant Executed
- Grant Revised
- Reimbursement Claims
- Progress Reports
- Progress Report Modifications Required

OVITF-2013-25-00-00-00162-00

OVITF-2013-25-00-00-00162-00: Reimbursement Claim #1

Enforcement Report: 05/01/2012 - 10/31/2012

Search for Agency Information

- View All Agency Proposals
- View All Agency Grants
- View All Agency Reimbursement Claims

Maintain Your Account

- View Your Agency Information
- Edit Your Contact Information

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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, with an access level of Grant Administrator. The interface includes a navigation menu with options: Start Menu, Agency Info, Grant Menu, and Report Menu. The Report Menu is highlighted, and a red box is drawn around it, with the number "1" below it. The main content area shows the "Grant Report" form. The "Final report" section has a radio button for "No" selected. The "Grant Report: Forms" section lists several forms with checkboxes: Daytime Enforcement Report, Nighttime Enforcement Report, Daytime Sobriety Checkpoint Activity, Nighttime Sobriety Checkpoint Activity, and Attachments. A "Legend" section indicates "No Errors" and "Last Page Visited". A "Modifications Required" message is displayed at the bottom, stating "Hours on enforcement report do not match hours submitted on reimbursement claim." This message is enclosed in a red box, with the number "1" below it. A "Submit" button is located in the top right corner, circled in red, with the number "2" above it. The footer of the page includes the text "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.

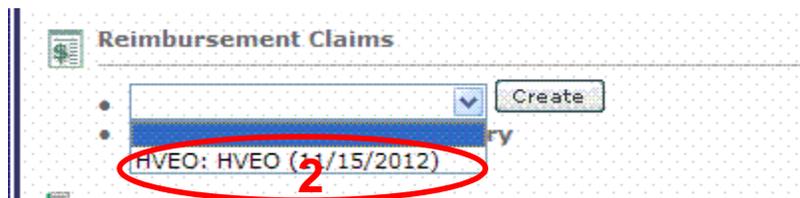
Reimbursement Claim Process

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](#)
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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](#)



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: to

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 11/1/2015 to 11/30/2015. If you have an invoice from 10/17/2015 to claim, the reporting periods would be 10/17/2015 to 11/30/2015).
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-2013-25-00-00160-00
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

Save Cancel View PDF

Grant Information

Grantee: ABC Agency
Grant #: HVEO-2013-25-00-00160-00
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*
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.

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 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 circled in red with a red '1' next to it), 'Item' (a dropdown menu), 'Budget Column' (a dropdown menu with an asterisk), 'Date' (a text input field with an asterisk), 'Description' (a text input field with a character count '00 of 1000 Characters'), and 'Amount' (a text input 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 displays '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.) List the shift (hours) worked. (Ex. 7:00 pm – 11:00 pm)
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 Labor that has been paid out to the employee. Comp Time is not allowable.

The screenshot shows the 'Ohio GRANTS' web application interface. At the top, there is a navigation bar with 'Start Menu', 'Agency Info', 'Grant Menu', 'User: John Smith', 'Help', and 'Logout'. The main header displays 'Grant #: HVEO-2013-25-00-00-00160-00', 'Grantee: ABC Agency', 'Status: Grant Executed', and 'Access Level: Grant Administrator'. The page title is 'REIMBURSEMENT CLAIM/PAYMENT REQUEST' with a 'Check for Errors' button. Below the title, there 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, showing the 'Add an Expense Item' form. The form has a 'Save' button circled in red. The form fields are: 'Budget Category' (Direct Labor), 'Item' (not required), 'Budget Column' (dropdown), 'Name' (text input), 'Title' (text input), 'Begin Date' (text input), 'End Date' (text input), 'Activity Description' (text area with character count), 'Check #' (text input), '# hours' (text input), 'Hourly Rate' (text input), and 'Direct Labor Cost' (text input). Red numbers 1 through 9 are overlaid on the form to indicate the steps: 1 on Item, 2 on Budget Column, 3 on Name, 4 on Begin Date and End Date, 5 on Activity Description, 6 on Check #, 7 on # hours, 8 on Hourly Rate, and 9 on the Save button.

Remember: If the shift starts prior to midnight and ends after midnight, your end date will be different than your start date. If that shift goes over the end of the last month on the report period, you must split the hours between the claim. Example: Officer worked 10:00 pm 12/31/2015 to 2:00 am 1/1/2016. 2 hours will be on the claim ending 12/31 and 2 hours will be on the claim starting 1/1.

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

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 a web application interface for a reimbursement claim. At the top, there is a navigation bar with 'Back to Grant Menu', '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'. A modal window titled 'Add an Expense Item' is open, with a 'Save' button circled in red and labeled '6'. The form fields are numbered 1 through 5: 1 points to the 'Item' dropdown, 2 points to the 'Budget Column' dropdown, 3 points to the 'Date Worked' and 'End Date' input fields, 4 points to the 'Description' text area, and 5 points to the 'Fringe Calculation' input field. A legend at the bottom right 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'. A modal window titled 'Add an Expense Item' is open, with a 'Save' button circled in red and labeled with a red '7'. The form fields are as follows:

Field	Value	Required
Budget Category	Other Direct Costs	*
Item	[Dropdown]	(not required)
Budget Column	[Dropdown]	*
Name/Description	[Text Box]	*
Date	[Text Box]	*
Check/Warrant#	[Text Box]	*
Cost	[Text Box]	*

* = 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 to the details, click "Edit".

The screenshot displays the Ohio GRANTS system interface. At the top, it shows the Ohio GRANTS logo and the text "Grant Records & Application Network for Traffic Safety". The user is identified as "User: John Smith". The current page is titled "REIMBURSEMENT CLAIM/PAYMENT REQUEST".

The main form area is titled "Add an Expense Item" and contains several fields: "Budget Category", "Item", "Budget Column", "Date", "Description", and "Amount". A legend indicates that fields with an asterisk (*) are required. The "Description" field has a character limit of "00 of 1000 Characters".

Below the form is a table titled "Expenses incurred during the current report period". The table has columns for "Budget Column", "Date", "Description", and "Amount Requested". The first row is for "Budget Category: Direct Labor" and shows a total amount of 131. The second row is for "Total" with a date of 10/31/2012 and a description of "Halloween Blitz".

Annotations are present: a red circle with the number "1" is around the radio button for the "Total" row; a red circle with the number "2" is around the "Delete" button; and a red circle with the number "3" is around the "Edit" button.

At the bottom of the page, it says "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.

Ohio GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: OVITF-2013-25-00-00162-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

User: John Smith | Help | Logout

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

OVITF: test - Reimbursement Claim #: 1

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

Grant Information

- Grantee: ABC Agency
- Grant #: OVITF-2013-25-00-00162-00
- Award Amount: \$173,430.53
- 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	\$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 is the logo for Ohio GRANTS, with the text "Ohio GRANTS" and "Grant Records & Application Network for Traffic Safety" below it. To the right of the logo, the following information is displayed: "Grant #: OVITF-2014-25-00-00-00312-00", "Grantee: ABC Agency", "Status: Grant Executed", and "Access Level: Grant Administrator". Below this is a navigation bar with "Start Menu", "Agency Info", and "Grant Menu" on the left, and "User: John Smith", "Help", and "Logout" on the right. The main content area is titled "VIEW/EDIT CLAIM ATTACHMENTS" and includes a link for "Back to Claim". Below the title, there are instructions: "Instructions: 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 one row with the text "No records found". An "Add" button is located at the end of this row and is circled in red. Below the table, there is another row with the text "No Records Found" and an "Add" button. At the bottom of the page, it says "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		1 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 "Submitted/Review Required" and "Reimbursement Claim #1 - OVI/F: test", which is circled in red. The footer of the interface indicates it is powered by IntelliGrants and has a copyright notice for Aqate Software from 2000-2012.

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 state logo and the text "Ohio GRANTS Grant Records & Application Network for Traffic Safety". The user is identified as "User: John Smith" with an "Access Level: Agency Administrator". A navigation bar includes "Start Menu", "Agency Info", "Help", and "Logout".

The main content area is divided into several sections:

- Welcome to the Grant Records and Application Network for Traffic Safety.** A message box stating "You do not have any system messages."
- Task List: Actions Required** (highlighted in blue):
 - Proposals
 - Proposal In Process
 - Grants
 - Grant Executed
 - MOG-2011-25-00-00-01011-00
 - GG-2013-25-00-00-00159-00
 - HVEO-2013-25-00-00-00160-00
 - LBRS-2013-25-00-00-00161-00
 - OVITF-2013-25-00-00-00162-00
 - SC-2013-25-00-00-00163-00
 - TE-2013-25-00-00-00164-00
 - Grant Revised
 - Reimbursement Claims
 - Initiated
 - Modifications Required
 - OVITF-2013-25-00-00-00162-00: Reimbursement Claim #1 (circled in red)
 - Progress Reports
 - Progress Report Initiated
 - Progress Report Modifications Required
 - Enforcement Report:06/01/2012 - 10/31/2012
- Initiate a Proposal**: A message box stating "There are no Grants currently available to you at this time."
- Quick Links**:
 - Search for Agency Information
 - View All Agency Proposals
 - View All Agency Grants
 - View All Agency Reimbursement Claims
 - Maintain Your Account
 - View Your Agency Information
 - Edit Your Contact Information

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

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 4 Delete

	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	30.65
End Date: 10/31/2012;				
Budget Category: Direct Labor				
Item: Auto-calculated item				
<input checked="" type="radio"/>	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;				
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" value="Browse..."/>

[Records 1 - 1 of 1] Save Cancel

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 * 1

File Path Browse... * 2

* = Required Field Save Cancel 3

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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.

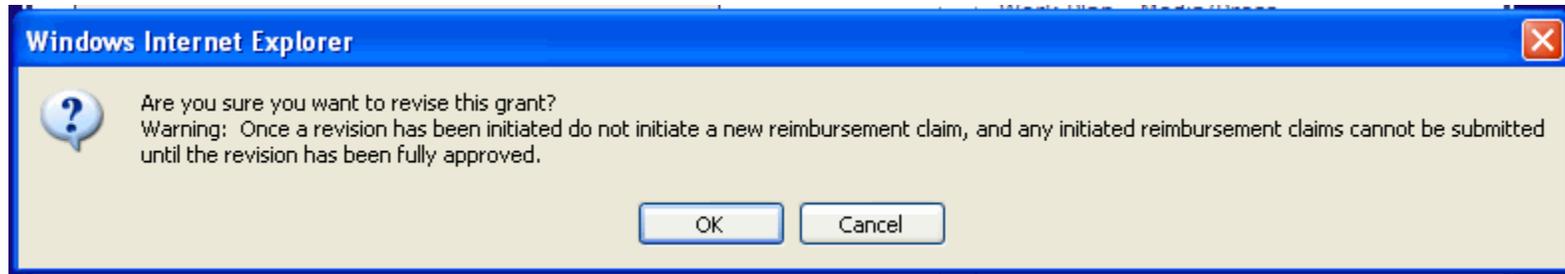
Revision Process

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". A "Revise Grant" button is circled in red in the top right corner of the main content area. The interface includes a "Grant Information" section with details such as "Grant #: IDEP-2015-25-00-00-00335-00", "Term: 10/1/2014 - 9/30/2015", "Amount: \$12,659.81", "Available Balance: \$12,659.81", "Cash On Hand: \$0.00", and "Status: Grant Executed". A "Grant: Related Items" sidebar on the right lists various documents and reports, including "Budget Overview", "Narrative Page(s)", "Applicant Assurances", "Project Overview - Fatal Crash", "Project Overview - Alcohol Goal", and various monthly work plans from October to September, as well as "Work Plan - Regional Meetings" and "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 main section is titled "WORK PLAN - CHECKPOINT" and contains a form with the following fields:

- Main Activity:** Sobriety Checkpoint 14 officers or less
- Activity Name:** October Checkpoint
- Activity Description:** (Text area, 020 of 500 Characters)
- Approximate Date(s) Of Activity:** 10/1/2012 - 10/31/2012 (Activity must be between 10/01/2012 and 09/30/2013)
- Location:** XXXX County
- # of Staff Involved:** 10
- # of Media Contacts Planned:** 5
- Estimated Number of Staff Hours Per Activity:** 60

Red annotations highlight key UI elements:

- 1:** Points to the "Go" button in the top navigation bar.
- 2:** Points to the "Please select a page to view:" dropdown menu.
- 3:** Points to the "Activity Description" text area.
- 4:** Points to the "Save" button in the bottom navigation bar.
- 5:** Points to the "Add" button in the bottom navigation bar.

The interface also shows a "[PREVIOUS]" section with the same form data, indicating a history of changes.

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.

The screenshot displays the 'LABOR COST BUDGET WORKSHEET' interface. At the top, there is a 'Return to Previous Page' link, the title 'LABOR COST BUDGET WORKSHEET', and a 'Check for Errors' button with a help icon. Below this, instructions state: '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.' A red note indicates: 'Average hourly rate submitted in the proposal will be compared to the average hourly rate being claimed in the current year's grant.' A note at the bottom says: 'For additional instructions, please click the Help icon in the upper right hand corner of the page.'

The 'Purpose of Revision' section contains three buttons: 'Submit Revisions' (circled in red with a '2'), 'Cancel Revisions', and 'Check for Errors'. Below this is a text area for 'Justification:' with a character count of '00 of 1500 Characters'.

The bottom section shows a navigation bar with 'Narrative Pages' and 'Budget' (circled in red with a '3'). Below the navigation bar, there is a dropdown menu for 'Select a different narrative page to view:' set to 'Labor Cost Budget Worksheet' with a 'Go' button. The main content area has a 'Save' button (circled in red with a '1') and 'Back', 'Clear', and 'View PDF' buttons. The form contains two sections: 'I. ADMINISTERING AGENCY' with a 'Jurisdiction Population' dropdown set to 'Small' (marked with a red '1'), and 'II. OCJS DESIGNATED' with a table of overtime hours and staff hours.

II. OCJS DESIGNATED		Estimated Number Of Staff Hours Per Event	
Overtime Hours for Blitz Enforcements			
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 'Save' button (circled in red with a '2'). A large text area for 'Justification' is circled in red with a '1'. Below the justification box, it shows '00 of 1500 Characters'. The interface also features a 'Narrative Pages' tab and a 'Budget' section. The 'Budget' section contains two tables: 'Budget Overview' and 'Previous Budget Overview'. Both tables show 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 logo and the text "Ohio GRANTS Grant Records & Application Network for Traffic Safety". The top right corner shows the Grant #, Grantee (ABC Agency), Status (Grant Revision Review Required), and Access Level (Grant Administrator). The user is identified as John Smith, with links for Help and Logout. The main content area is titled "OVI Task Force 2013 Grant" and includes a "View Revisions" button. The "Grant #:" section is expanded to show "General Information" with the following details: Term: 10/1/2012 - 9/30/2013, Amount: \$173,430.53, Available Balance: \$173,430.53, Cash On Hand: \$0.00, and Status: Grant Revision Review Required. Below this is the "Agency Information" section with a link to "View Grantee Information". On the right side, there is a "Grant: Related Items" section with a tree view containing links for Budget Overview, Narrative Page(s), FRS Funding Information, County Profile, Project Overview - Fatal Goal, Project Overview - Alcohol Goal, and multiple Work Plan - Media/Press links, along with a Work Plan - DSOGPO Checkpoint link.

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."
- Initiate a Proposal:** A box indicating "There are no Grants currently available to you at this time."
- Task List: Actions Required:** A tree view showing various tasks. The item "Grant Revision Modifications Required" is expanded, and a specific task ID "OVITF-2013-25-00-00-00162-01" is circled in red.
- 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, 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 in the top right corner of the main content area.

At the bottom of the page, there are three sections: "Grant Information" (with links for General Information, View/Satisfy Grant Conditions, and Grant Report Periods), "Contacts" (with links for Grantee Contact Information, GRANTS Contact Information, and Email Grant Contacts), and "Components" (with links for Program Components and Service Areas).

Grant Revision Modifications Required

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

Follow the steps on slides 96 -102 to make the required changes and re-submit the revision.

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

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 interface includes a navigation menu with "Start Menu", "Admin", and "Grant Menu". The user's name is displayed as "User:". There are also buttons for "Help", "Notes", and "Logout".

The main content area is titled "BUDGET OVERVIEW". It contains a "Purpose of Revision" section with buttons for "Submit Revisions", "Cancel Revisions", and "Check for Errors". Below this, there is a text box for justification and a "Save" button. A "Modifications Required" section is also present, which is highlighted by a red arrow pointing from the text on the left.

At the bottom of the interface, there are several tabs for navigation: "Approvals", "General Information", "Narrative Pages", "Budget", "Conditions", and "Funding Accounts". The "Budget" tab is currently selected, and within it, the "Grant Budget" section is active. This section includes a "Budget Overview" sub-tab and a table showing 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 details for the grant, including 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: General Information, View/Satisfy Grant Conditions, and Grant Report Periods.
- Contacts:** A list of links: Grantee Contact Information (circled in red), GRANTS Contact Information, and Email Grant Contacts.
- Components:** A list of links: Program Components and Service Areas.
- Budget Pages:** A list of links: 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), FSRs 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 115 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 circled 'Back to Previous Page' link with a red '2' next to it. Below this is an 'Agency Information' section with a list of fields and values for 'ABC Agency'. At the bottom of the page is an 'Agency Contacts' table with an 'Add' button circled in red and a red '1' next to it.

Agency Information

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

	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

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

Start Menu Agency Info **Grant Menu** 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

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 **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 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. Below the instructions are two tabs: "Agency Information" and "Service Areas". The "Agency Information" tab is active, displaying 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" section with a table of users. The table has columns for First Name, Last Name, Requested Agency, Official Agency, System Security Level, and Phone. Three users are listed: Jane Doe, John Doe, and John Smith. The radio button next to John Doe is circled in red with the number "1", and the "Edit" button in the top right of the table is circled in red with the number "2".

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

[Edit]

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 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

[Records 1 - 3 of 3] [Add] [Edit] [Delete]

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 fields: Salutation (dropdown), First Name (John), Middle Name (empty), Last Name (Doe), Requested Agency (Official Agency: ABC Agency), Title (empty), Address Street (123 Main Street), Address continued (empty), City (Anytown), State (OH), Zip Code (33333), County (25: Franklin), Active (checkbox checked), System Security Level (Agency Staff), Phone ((555) 555-5555), Fax (empty), Interest (empty), Email (Johndoe@johndoe.com), Login (jdoe1), and Date Added (9/6/2012 9:46:32 AM). Red annotations are present: a '1' circles the 'Active' checkbox; a '2' is a bracket on the right side of the form; and a '3' circles the 'Save' button at the top right of the form. A legend at the bottom right indicates '* = Required Field'.

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

[Return to Previous Page](#) EDIT AGENCY CONTACT INFORMATION

Instructions: Use the form below to give a new user access to this system, on behalf of your agency, or to update an existing user's account information. If you are adding a new user to the system, a login name and password will be automatically assigned. You will be notified via email of the new login name and password. Please inform the new user of this assignment and remind them to change their password after logging in for the first time. After you are done making changes, click the **Save** button to continue. Click **Cancel** to cancel your changes and return to the previous screen.

Agency Contact Save Cancel

Salutation [dropdown]
First Name John *
Middle Name [empty]
Last Name Doe *
Requested Agency
Official Agency ABC Agency
Title [empty]
Address Street 123 Main Street *
Address continued [empty]
City Anytown *
State OH *
Zip Code 33333 *
County 25: Franklin [dropdown]
Active *
System Security Level Agency Staff [dropdown] *
Phone (555) 555-5555 *
Fax [empty]
Interest [empty]
Email Johndoe@johndoe.com *
Login jdoe1
Date Added 9/6/2012 9:46:32 AM

* = Required Field Save Cancel

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Agency Information

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

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'. Below the navigation bar, there are two tabs: 'Agency Information' (selected) and 'Service Areas'. The 'Agency Information' tab contains a form with the following fields and values:

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

An 'Edit' button is circled in red in the top right corner of the form. 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 contact information.

	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 table, there is a footer that reads '[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.