



Ohio State Highway Patrol
Ohio Traffic Safety Office

FFY 2016 PRE-ACTIVITY FORM

Directions: Complete this form while viewing the FFY 2015 Pre-Activity Power Point Presentation. The Project Director is required to complete both the presentation and the pre-activity form prior to starting activity on this grant. OTSO encourages the grant's Fiscal Officer to view the presentation also.

Agency _____ Date _____

County _____

[] IDEP [] STEP [] OVI Task Force [] Safe Communities [] General

On-Line Reimbursement Claim Schedule: [] Monthly [] Quarterly

- 1. [] Beginning and ending dates per approval letter
2. [] Generate full PDF of grant outlining goals, baseline, scope of work, evaluation & budget
3. [] Mandatory National Mobilizations:
Click-It or Ticket
Drive Sober or Get Pulled Over
4. [] Allowable and unallowable costs
5. [] "Request to Purchase" form use
6. [] Grant Revisions: Deadline - September 1, 2016
7. [] Terms and Conditions
8. [] Report Process
9. [] Reimbursement Claim Process
10. [] Revision Process
11. [] Controlling Access to the grant and the GRANTS System
12. [] Grant contact information (Authorized Official, Project Director, Fiscal Office) has been reviewed and updated as needed in the GRANTS System.

Comments: _____

By signing below, the project director acknowledges that he/she has read and understands the Pre-Activity presentation in its entirety.

X
Project Director (Print Name)

X
Project Director Signature

For OTSO Use Only

OTSO Fiscal Representative Signature

Date _____

Agreement # _____