



OHIO TRAFFIC SAFETY OFFICE

FFY 2017 OVI Task Force 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-recipients as up to date as possible.
- These Contact Information slides will be updated as needed. Please refer back to these slides.

FFY 2017 Pre-Activity Form

- Print the FFY 2017 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 OVI Task Force.
- **Reimbursement Claim schedule** – check monthly or quarterly. **New sub-recipients 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, 2017.

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

PDF

- All sub-recipients 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

The screenshot displays a grant management system interface. At the top left, a summary box shows the following information:

Term:	10/1/2013 - 9/30/2014
Amount:	\$30,131.96
Available Balance:	\$30,131.96
Cash On Hand:	\$0.00
Status:	Grant Executed

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

The main content area is divided into several sections:

- 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**
 - There are no reports available
- Reimbursement Claims**
 -
 - Reimbursement Claim History
- Proposal Menu**
 - **Proposal PDF** (highlighted with a red circle)

On the right side, there is a vertical list of links under the heading 'Narrative Page(s)'. The links include:

- [FSRS Funding Information](#)
- [County Profile](#)
- [Project Overview - Alcohol-Related Fatal Crash Goa](#)
- [Project Overview - Checkpoint Goal](#)
- [Work Plan - Press Event](#)
- [Work Plan - Press Event](#)
- [Work Plan - Press Event](#)
- [Work Plan - Media Releases](#)
- [Work Plan - DSOGPO Checkpoint](#)
- [Work Plan - DSOGPO Checkpoint](#)
- [Work Plan - Saturation Patrols](#)
- [Work Plan - Other Activities](#)
- [Work Plan - Regional Meetings](#)
- [Labor Worksheet](#)
- [Contractual Services WorkSheet](#)
- [Worksheet Totals](#)

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 left, the Ohio state logo is next to the text "Ohio GRANTS" and "Grant Records & Application Network for Traffic Safety". On the top right, the following information is shown: Grant #: OVITF-2014-25-00-00-00312-00, Grantee: ABC Agency, Status: Grant Executed, and Access Level: Grant Administrator. Below this is a navigation bar with "Start Menu", "Agency Info", and "Grant Menu" tabs, and a user profile section for "User: John Smith" with "Help" and "Logout" links.

The main content area is titled "View Full PDF" and "PDF: View Full PDF". It features a table with the following data:

General Information	
Term:	10/1/2013 - 9/30/2014
Amount:	\$30,131.96
Available Balance:	\$30,131.96
Status:	Grant Executed

Below the table, there are two buttons: "Generate Full PDF" (circled in red) and "Generate Blank Full PDF".

At the bottom of the page, it says "Powered by IntelliGrants" and "© Copyright 2000-2013 Agate Software".

PDF

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

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

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

The main content area is titled "View Full PDF". It 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
- Generate Blank Full PDF

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

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

Mandatory National Mobilizations

- Click It or Ticket: May 22 – June 4, 2017
- Drive Sober or Get Pulled Over: August 18 – September 3, 2017
- All agencies utilizing overtime enforcement funds from OTSO are required to participate in Click It or Ticket and Drive Sober or Get Pulled Over and report their activity.
- A minimum of two checkpoints are required during the Drive Sober or Get Pulled Over crackdown.
- A minimum of one press event must be conducted during the Drive Sober or Get Pulled Over crackdown.

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

Allowable Costs

- Personnel/Coordination Expenses (Salaries and Wages)
 - Coordination Hours (up to 20% of enforcement hours)
 - The sub-recipient needs to maintain a coordinator (project director) throughout the grant.
- Public Information and Education (PI&E)
- Meetings
- Travel
 - Keep your receipts
 - Receipts must be itemized
 - OTSO will not reimburse for meals provided by the conference.
 - Special diets and special needs have to be handled in advance with the conference.
 - Follow GSA rates (based on travel location) or your agency's Travel Policy whichever is less.

Allowable Costs

- Equipment
- Supplies and Materials
- Training
- Education Efforts (up to 5% of enforcement costs)
- Fuel/Transportation Costs (up to 5% of enforcement costs – not education costs)

Refer to pages 57 – 59 of the Grant Solicitation Package for details on each cost category.

Unallowable Costs

- Vehicle Mileage
- Advertising/Public Communications
- Certain Labor Costs
- Alcoholic Beverages
- Food
- Entertainment
- Lobbying
- Office Furnishing & Fixtures
- Central Service Charges

See page 60 of the Grant Solicitation Package for details on each cost category.

Check the box next to allowable and unallowable costs on the Pre-Activity form.

Request to Purchase Form

- Even if the item is approved in the grant, all purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost.
- **Request to Purchase Forms should be submitted at least 45 days prior to the event.**
- **All RTPs must be submitted to OTSO by August 1, 2017.**
- A Request to Purchase form is required for:
 - Supplies
 - Materials
 - Incentives
 - Promotional Items
 - Educational Materials/Educational Hours
 - Equipment
 - Training
 - Travel

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

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

Grant Revisions

- Any changes, additions, or deletions to this agreement must be submitted online and approved by OTSO prior to implementing proposed changes.
- A reimbursement claim cannot be submitted while a revision is in process. You must wait until the revision is finalized (approved or rejected). If you have a claim in process and you submit a revision – the revision will be rejected.
- All revisions must be submitted online to OTSO by September 1, 2017.

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

Terms and Conditions

The complete Terms and Conditions are on pages 12 – 26 of the FFY 2017 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.

8) Lobbying

None of the funds under this program will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities.

Terms and Conditions

18) Press Release

Each sub-recipient is required to submit a press release to their local media announcing the grant award, including amount and purpose of award. Additional press releases are required for the OVI Task Force Grant (See #48).

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-recipient agency personnel must not share passwords with agency staff or ODPS staff.**

Terms and Conditions

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.

23) Personnel Activity Reports

Personnel activity reports may be required for any individual working on this federal grant program. These reports, at a minimum, must document date worked, actual activity performed and the number of hours per date to be charged to this agreement. This document must be signed by the individual and his/her immediate supervisor, maintained by the administering agency and submitted as a part of the reimbursement documentation required.

Terms and Conditions

24) Sub-Contracts

All sub-contracts and all purchases made under a sub-contract with any one vendor in excess of a combined total of \$5,000 must be submitted to the OTSO for review prior to their execution and are subject to the same laws, regulations, and policies that govern this agreement. Contracts and procurements must include “Special Provisions” as provided by OTSO.

All supplies, materials, incentives, promotional items, education materials, and/or equipment that are purchased as a part of this sub-contract must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost.

Any training courses must be submitted to and approved by OTSO on a Request to Purchase form prior to scheduling.

Terms and Conditions

28) Supplies, Materials, Educational Materials

All supplies, materials, and educational materials must be used for approved traffic safety activities throughout its useful life. All purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost. Outreach efforts should be made and materials should be provided to reach the ethnic and/or limited English speaking populations.

Alcohol is not allowed to be purchased with funds from this grant.

The sub-recipient must submit a final draft copy of all promotional materials to OTSO for approval prior to production. In addition:

- a) All materials shall include federal sponsorship credit and/or disclaimer clauses as directed by OTSO.
- b) All public service announcements funded with federal funds, in whole or in part, must be closed captioned for the hearing impaired.
- c) All data results, reports, equipment, supplies and other materials (including but not limited to electronic versions) developed by the sub-recipient must be available to ODPS/OTSO upon request.

******Costs for “incentive” items will be reviewed and approved on a very limited basis in FFY 2017. Funds approved under Other Direct Costs and Supplies and Materials should be used for space rental at events, printing educational card, brochures etc.**

Terms and Conditions

30) Travel

Any request for travel and associated costs must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring any travel related costs.

Attendance at any conference/seminar/workshop that charges a registration fee must be submitted to and approved by OTSO on a Request to Purchase form prior to registration. All conferences/seminars/workshops must be traffic safety related; an agenda must be provided to OTSO.

A current travel policy must be submitted with the grant proposal. OTSO will not reimburse for meals provided by the conference. Alcohol is not allowed to be purchased with funds from this grant.

****** All out of state travel conducted under this grant agreement will be reimbursed using U.S. General Services Administration (GSA) rates based on travel location or your agency's travel policy whichever is less.**

Terms and Conditions

31) Training

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

34) Reimbursement Claims

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

38) Sub-Recipient on Notice

Sub-Recipient that fail to meet performance standards and/or grant requirements may be placed in “Sub-Recipient on Notice” status. This designation will last until an agency satisfies agreed upon requirements.

Criteria for being placed in “Sub-Recipient on Notice” status:

- a) A pattern of untimely submissions of required activity reports (including required supporting documentation).
- b) A pattern of untimely submission of required reimbursement claims (including required supporting documentation).
- c) Sub-recipient fails to perform activities according to the approved plan.
- d) A pattern of utilizing funds for unapproved activities, or has attempted to as identified in the review of reimbursement claims and submission of supporting documentation.

For more information about Sub-Recipient on Notice, contact OTSO.

Terms and Conditions

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-recipient 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-recipient for approved work completed and documented to that date. Upon termination all data results, reports and other materials developed by the sub-recipient will become the property of OTSO. All of the equipment, materials and/or supplies provided to the sub-recipient 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-recipient conducts grant-related activity, each sub-recipient 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-recipient on Notice” status.

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

OVI TASK FORCE

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 Activity
 - Sobriety Checkpoint Activity
- Each monthly enforcement report is due the 15th of the following month (example: October enforcement report is due November 15th).

Enforcement Report Menu

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

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

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

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

Grant Report Submit Delete

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

General Information

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

Final report: Yes No 2

Grant Report Forms

Enforcement Report 3
Sobriety Checkpoint Activity
Attachments

Check Errors
Generate Full PDF

Legend:
Proposal Form ← Last Page Visited

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Enforcement Report

Click on Enforcement Report to begin filling out the forms.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user's current session information is shown as "Grant #: IDEP-2015-25-00-00-00335-00", "Grantee: ABC Agency", "Status: Grant Executed", and "Access Level: Grant Administrator". The user is identified as "John Smith" and has access to "Help" and "Logout" options.

The main content area is titled "Grant Report" and includes a "Submit" and "Delete" button. The "Grant #:" is "IDEP-2015-25-00-00-00335-00". Under "General Information", the report title is "Enforcement Report", the status is "Progress Report Initiated", the due date is "1/15/2015", and the period is "08/01/2014 - 12/31/2014".

There are two utility buttons: "Check Errors" (with a warning icon) and "Generate Full PDF" (with a PDF icon). A "Final report:" section has radio buttons for "Yes" and "No", with "No" selected.

The "Grant Report: Forms" section is expanded, showing a tree view with "Collapse Entire Tree" and three items: "Enforcement Report" (circled in red), "Sobriety Checkpoint Activity", and "Attachments".

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

At the bottom of the page, it says "Powered by IntelliGrants" and "© Copyright 2000-2014 Agate Software".

Enforcement Report – Blitz Activity

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

ENFORCEMENT REPORT Add Save Clear Delete Next View PDF

ENFORCEMENT REPORT

If **Blitz**, select activity from list 1 7

Non-Blitz Check if yes

of days project was in operation: 2

Location 3

ENFORCEMENT ACTIVITY

Traffic Enforcement Activities

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

ENFORCEMENT HIGHLIGHTS

Highlights:

6

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

Enforcement Report – Blitz Activity Cont.

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

ENFORCEMENT REPORT

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

ENFORCEMENT REPORT

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

Non-Blitz: Check if yes

of days project was in operation: 5 *

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

ENFORCEMENT ACTIVITY

Traffic Enforcement Activities

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

ENFORCEMENT HIGHLIGHTS

Highlights:

Enforcement Report – Non-Blitz Activity

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

ENFORCEMENT REPORT

Add Save Clear Delete Next View PDF

ENFORCEMENT REPORT

If **Blitz**, select activity from list

Non-Blitz Check if yes

of days project was in operation:

Location

ENFORCEMENT ACTIVITY

Traffic Enforcement Activities

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

ENFORCEMENT HIGHLIGHTS

Highlights:

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

Sobriety Checkpoint

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

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

Sobriety Checkpoint Cont.

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

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

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

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

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

8

9

10

Enforcement Report Attachments

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

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

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

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user's current session information is shown: Grant #: OVITF-2013-25-00-00-00162-00, Grantee: ABC Agency, Status: Grant Executed, Access Level: Grant Administrator, User: John Smith, and a Help icon. A navigation menu at the top includes "Start Menu", "Agency Info", "Grant Menu", and "Report Menu", with "Report Menu" circled in red and labeled with a red "5".

The main content area is titled "ATTACHMENTS" and includes a "Check for Errors" link with a question mark icon and a note that "*" = Required Field. Instructions state: "Please provide the following information and click Save. Required fields are marked with an *." and "For further instructions, please click the Help icon in the upper right hand corner of the page." A link "Upload/Download Data to/from this page" is also present.

The "ATTACHMENTS" form contains a "Description:" text input field and an "Attachment:" text input field with a "Browse..." button next to it. The "Browse..." button is circled in red and labeled with a red "2". The "Description:" field is labeled with a red "1". Below the form, there are buttons for "Back", "Add", "Save", "Clear", and "Delete". The "Add" and "Save" buttons are circled in red and labeled with red "4" and "3" respectively.

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

Enforcement Report Menu

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

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

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

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

Grant Report Submit 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

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.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

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

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

You have submitted this progress report for approval.

Grant Report

Grant #: OVITF-2013-25-00-00-00162-00

General Information

Report Title: Enforcement Report
Status: Progress Report Submitted
Due Date: 11/15/2012
Period: 06/01/2012 - 10/31/2012

Check Errors
Generate Full PDF

Final report: Yes No

Grant Report: Forms

▲ Collapse Entire Tree ▲

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

Legend:

✓ No Errors ← Last Page Visited

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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.

OVI Task Force 2016 Grant Revise Grant

Grant #: OVITF-2016-25-00-00-00295-00

General Information

Term:	10/1/2015 - 9/30/2016
Amount:	\$168,824.90
Available Balance:	\$168,824.90
Cash On Hand:	\$0.00
Status:	Grant Executed

Agency Information
[View Grantee Information](#)

Grant Information

- General Information
- Add/Edit Grant Conditions
- View/Satisfy Grant Conditions
- Grant Report Periods
- Grant Claim Report Periods
- Grant Revision Information

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

Grant: Related Items

- ▲ Collapse Entire Tree ▲
- Budget Overview
- [-] Narrative Page(s)
 - Applicant Assurances
 - Project Overview - Alcohol-Related Fatal Crash Goa
 - Project Overview - Checkpoint Goal
 - October Work Plan
 - November Work Plan
 - December Work Plan
 - January Work Plan
 - February Work Plan
 - March Work Plan
 - April Work Plan
 - May Work Plan
 - June Work Plan
 - July Work Plan
 - August Work Plan
 - September Work Plan
 - Work Plan - Regional Meetings
 - Participating Agencies
 - Budget Worksheet
- [-] Progress Reports
 - [-] Progress Report Initiated
 - [-] Enforcement Report
 - 10/01/2014 - 10/31/2014
 - [-] Narrative Progress Report
 - 10/01/2014 - 12/31/2014

Progress Reports

Create

Narrative Progress Report Menu

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

The screenshot shows the 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 #: OVITF-2014-25-00-00-00312-00", "Grantee: ABC Agency", "Status: Grant Executed", "Access Level: Grant Administrator", "User: John Smith", "Help", and "Logout". The navigation tabs are "Start Menu", "Agency Info", "Grant Menu", and "Report Menu". The main content area is titled "Grant Report" and includes "Submit" and "Delete" buttons. The "General Information" section is circled in red and labeled with a red "1". It displays: "Grant #: OVITF-2014-25-00-00-00312-00", "Report Title: Narrative Progress Report", "Status: Progress Report Initiated", "Due Date: 1/15/2014", and "Period: 08/01/2013 - 12/31/2013". The "Final report:" section is circled in red and labeled with a red "2", showing radio buttons for "Yes" and "No", with "No" selected. The "Grant Report: Forms" section is circled in red and labeled with a red "3", showing a tree view of report forms: "Alcohol-Related Fatal Crash Goal Progress", "Checkpoint Goal Progress", and "Other Grant Related Information". A legend at the bottom indicates "Proposal Form" and "Last Page Visited". The footer includes "Powered by IntelliGrants" and "© Copyright 2000-2013 Aqate Software".

Narrative Progress Report

Click on Alcohol-Related 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 header includes the grant number "OVITF-2014-25-00-00-00312-00", the grantee "ABC Agency", the status "Grant Executed", and the access level "Grant Administrator". The user is identified as "John Smith".

The main content area is titled "Grant Report" and includes a "Submit" and "Delete" button. The report details are as follows:

- Grant #: OVITF-2014-25-00-00-00312-00
- General Information
 - Report Title: Narrative Progress Report
 - Status: Progress Report Initiated
 - Due Date: 1/15/2014
 - Period: 08/01/2013 - 12/31/2013

Below the report details, there are two action buttons: "Check Errors" and "Generate Full PDF".

On the right side, there is a "Final report:" section with radio buttons for "Yes" and "No". Below this is a "Grant Report: Forms" section with a "Collapse Entire Tree" button. The forms list includes:

- Alcohol-Related Fatal Crash Goal Progress (highlighted with a red circle)
- Checkpoint Goal Progress
- Other Grant Related Information

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

At the bottom of the page, it is noted that the application is "Powered by IntelliGrants" and has a copyright notice for "© Copyright 2000-2013 Agate Software".

Alcohol-Related Fatal Crash Goal Progress

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

1. Using your evaluation as a guide, enter the current status of the goal.

Example: This quarter we had 1 alcohol-related fatal crash. Last year we had 2 alcohol-related fatal crashes during the same time frame.

2. Click "Save."
3. After the page has processed (saved), click "Next".

ALCOHOL-RELATED FATAL CRASH GOAL PROGRESS

ALCOHOL-RELATED FATAL CRASH GOAL PROGRESS	
Goal:	Reduce the number of alcohol-related fatal crashes to no more than 2 .
Baseline:	Last year there were 3 alcohol-related fatal crashes.
Evaluation:	Conduct monthly reviews comparing stats from previous year.
Current Status:	1

Last modified by Lori Genzen on 9/14/2015 8:54:10 AM

ALCOHOL-RELATED FATAL CRASH GOAL PROGRESS

Checkpoint Goal Progress

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

1. Using your evaluation as a guide, enter the current status of the goal.
Example: Conducted 2 checkpoints this quarter for a YTD total of 2.
2. Click "Save".
3. After the page has processed, click "Next".

The screenshot shows a web form titled "CHECKPOINT GOAL PROGRESS". At the top right, there are navigation buttons: "Back", "Save", "Clear", "Next", and "View PDF". The "Save" and "Next" buttons are circled in red and labeled with the number "2" and "3" respectively. The main content area contains a table with the following data:

CHECKPOINT GOAL PROGRESS	
Goal:	Conduct 8 checkpoints.
Baseline:	Last year, 7 checkpoints were conducted.
Evaluation:	Number of checkpoints conducted.
Current Status:	<input type="text" value="2"/>

The "Current Status" input field contains the number "2" and is circled in red with the number "1" next to it. Below the table, it says "Last modified by Lori Genzen on 9/14/2015 9:34:26 AM". At the bottom, there are the same navigation buttons as at the top.

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 dark blue header. In the top right corner, there are buttons for "Back", "Save", "Clear", and "View PDF". The "Save" button is circled in red, and a red number "7" is placed below it. Below the header, the text "Last modified by Lori Genzen on 9/14/2015 9:40:36 AM" is displayed. The form contains six numbered input fields, each with a blue header and a "00 of 2000 Characters" label at the bottom right. The fields are: 1. ACCOMPLISHMENTS: (red number 1) 2. TRAINING CONDUCTED DURING THIS QUARTER: (red number 2) 3. PUBLIC INFORMATION & EDUCATION DURING THIS QUARTER: (red number 3) 4. DESCRIBE PARTNERSHIPS MADE AS A RESULT OF THIS GRANT: (red number 4) 5. DESCRIBE ANY CHALLENGES THAT OCCURRED: (red number 5) 6. DESCRIBE LEGISLATION AFFECTING GRANT ACTIVITY THIS QUARTER: (red number 6)

Other Grant Related Information

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



Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

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

[Return to Previous Page](#) **OTHER GRANT RELATED INFORMATION**

Instructions: Please provide the following information and click **Save**. I
For additional instructions, please click the Help icon in the upper right 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. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user information shows "User: John Smith" and "Access Level: Grant Administrator". The navigation bar includes "Start Menu", "Agency Info", "Grant Menu", and "Report Menu". The main content area is titled "Grant Report" and displays the following information:

- Grant #: OVITF-2014-25-00-00-00312-00
- General Information:
 - Report Title: Narrative Progress Report
 - Status: Progress Report Initiated
 - Due Date: 1/15/2014
 - Period: 08/01/2013 - 12/31/2013

Below the general information, there are two buttons: "Check Errors" (labeled 1) and "Generate Full PDF" (labeled 2). To the right, the "Grant Report: Forms" section is expanded, showing a tree view with the following items:

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

At the top right of the main content area, there are "Submit" (labeled 3) and "Delete" buttons. A "Final report:" section is also visible, with radio buttons for "Yes" and "No". A legend at the bottom right indicates "No Errors" and "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 "GRANTS Grant Records & Application Network for Traffic Safety", and user information: "Grant #: OVITF-2014-25-00-00-00312-00", "Grantee: ABC Agency", "Status: Grant Executed", and "Access Level: Grant Administrator". A navigation menu contains "Start Menu", "Agency Info", "Grant Menu" (highlighted with a red circle), and "Report Menu". The user is identified as "User: John Smith" with "Help" and "Logout" options.

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

Grant #:	OVITF-2014-25-00-00-00312-00
Report Title:	Narrative Progress Report
Status:	Progress Report Submitted
Due Date:	1/15/2014
Period:	08/01/2013 - 12/31/2013

Below the general information, there are two buttons: "Check Errors" (with a warning icon) and "Generate Full PDF" (with a PDF icon). To the right, the "Final report:" section has radio buttons for "Yes" and "No", with "No" selected. The "Grant Report: Forms" section includes a "Collapse Entire Tree" button and a list of forms with checkboxes:

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

A legend at the bottom right indicates that a green checkmark icon represents "No Errors" and a left-pointing arrow represents "Last Page Visited".

At the bottom of the page, it is noted "Powered by IntelliGrants" and "© Copyright 2000-2013 Agate Software".

Annual Report

- A final comprehensive annual project activity report must be submitted to OTSO by October 15, 2017.
 - 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, 2017.

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.

The screenshot shows the Ohio GRANTS web application interface. The header includes the Ohio GRANTS logo and navigation tabs: Start Menu, Agency Info, Grant Menu, and Report Menu. The user is identified as John Smith, and the access level is Grant Administrator. The main content area displays the 'Grant Report' details for grant # OVITF-2014-25-00-00-00312-00. The 'General Information' box (1) lists the report title as 'Annual Report', the status as 'Progress Report Initiated', the due date as '11/1/2014', and the period as '08/01/2013 - 09/30/2014'. The 'Final report' toggle (2) is currently set to 'No'. The 'Grant Report: Forms' list (3) includes 'Alcohol-Related Fatal Crash Goal Results', 'Checkpoint Goal Results', and 'Other Grant Related Information'. A legend at the bottom right indicates that a document icon represents a 'Proposal Form' and a warning icon represents a 'Form has Errors'. The interface is powered by IntelliGrants and has a copyright notice for Acate Software from 2000-2013.

Annual Report Menu

Click on Alcohol-Related 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 information shows "User: John Smith" and "Access Level: Grant Administrator". The navigation menu includes "Start Menu", "Agency Info", "Grant Menu", and "Report Menu".

The main content area is titled "Grant Report" and includes a "Submit" and "Delete" button. The "Grant #:" is "OVITF-2014-25-00-00-00312-00". The "General Information" section shows:

- Report Title: Annual Report
- Status: Progress Report Initiated
- Due Date: 11/1/2014
- Period: 08/01/2013 - 09/30/2014

Below this, there are buttons for "Check Errors" and "Generate Full PDF".

The "Grant Report: Forms" section is expanded, showing a tree view with the following items:

- Alcohol-Related Fatal Crash Goal Results (highlighted with a red circle)
- Checkpoint Goal Results
- Other Grant Related Information

A "Legend" section at the bottom right indicates that a document icon represents a "Proposal Form" and a warning icon represents a "Form has Errors". A left-pointing arrow icon represents the "Last Page Visited".

At the bottom of the page, it is noted "Powered by IntelliGrants" and "© Copyright 2000-2013 Aqate Software".

Alcohol-Related 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. Ex: This year we had 1 alcohol-related fatal crash exceeding our goal of 2. We were able to exceed our goal due to the concentration of enforcement in our problem areas or we have had 4 alcohol-related fatal crashes; we did not meet our goal of 2. We did not meet our goal because we had more alcohol related motorcycle fatal crashes this year.
2. Click "Save".
3. After the page has processed, click "Next".

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 Report Menu User: John Smith Help Logout

[Return to Previous Page](#) **ALCOHOL-RELATED FATAL CRASH 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.
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-RELATED FATAL CRASH GOAL RESULTS Save Clear Next ▶

Goal: Reduce the number of alcohol-related fatal crashes to no more than 0 .
Baseline: Last year there were 1 alcohol-related fatal crashes
End Result vs. Goal: *

ALCOHOL-RELATED FATAL CRASH GOAL RESULTS Save Clear Next ▶

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Checkpoint 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 conducted 18 checkpoints, exceeding our goal of 16. We were able to conduct additional checkpoints because XXXX. Or we conducted 15 checkpoints; we did not meet our goal of 16. We did not meet our goal because XXXXX.
2. Click "Save".
3. After the page has processed, click "Next".

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

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

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

[Return to Previous Page](#) | **CHECKPOINT 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 to conduct 16 checkpoints, enter the number of checkpoints conducted for the grant period. If did not meet the minimum number of checkpoints, explain why.
For additional instructions, please click the Help icon in the upper right hand corner of the page.
[Upload/Download Data to/from this page](#)

CHECKPOINT GOAL RESULTS | Back | Save | Clear | Next

Goal: Conduct 16 checkpoints.
Baseline: Last year, 12 checkpoints were conducted.
End Result vs. Goal: *

CHECKPOINT 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' links. The main heading is 'OTHER GRANT RELATED INFORMATION' with a 'Check for Errors' button. Below this is an 'Instructions' section and a link to 'Upload/Download Data to/from this page' (circled in red with a '5' above it). The main form area contains four text input fields, each with a '00 of 500 Characters' limit. The fields are labeled: 'Describe partnerships made as a result of this grant:' (with a '1' above it), '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):' (with a '2' above it), 'Describe any challenges that occurred and how they were resolved:' (with a '3' above it), and 'Describe any highlights or noteworthy activities:' (with a '4' above it). At the top right of the form area, there are 'Back', 'Save' (circled in red), and 'Clear' buttons. The footer contains 'Powered by IntelliGrants' and '© Copyright 2000-2012 Acate Software'.

Annual Report Menu

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

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: OVITF-2014-25-00-00-00312-00
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 #: OVITF-2014-25-00-00-00312-00

General Information

Report Title: Annual Report
Status: Progress Report Initiated
Due Date: 11/1/2014
Period: 08/01/2013 - 09/30/2014

Check Errors 1
Generate Full PDF 2

Final report: Yes No

Grant Report: Forms

▲ Collapse Entire Tree ▲

- ✓ Alcohol-Related Fatal Crash Goal Results
- ✓ Checkpoint Goal Results
- ✓ Other Grant Related Information

Legend:
✓ No Errors ← Last Page Visited

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Report Submitted

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

Click "Grant Menu" to return to the Grant.

The screenshot displays the Ohio GRANTS web application interface. At the top, the header includes the Ohio logo, the text "GRANTS", and the subtitle "Grant Records & Application Network for Traffic Safety". On the right side of the header, the following information is shown: Grant #: OVITF-2014-25-00-00-00312-00, 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", and "Report Menu". The "Grant Menu" tab is highlighted with a red circle, and a red arrow points from the text "Click 'Grant Menu' to return to the Grant." to this tab. To the right of the navigation menu, the user information "User: John Smith" and buttons 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. On the left side of this section, a "General Information" box contains the following details: Grant #: OVITF-2014-25-00-00-00312-00, Report Title: Annual Report, Status: Progress Report Submitted (with a red arrow pointing to the status), Due Date: 11/1/2014, and Period: 08/01/2013 - 09/30/2014. Below the "General Information" box are two buttons: "Check Errors" (with a warning icon) and "Generate Full PDF" (with a PDF icon). On the right side of the "Grant Report" section, there is a "Final report:" field with radio buttons for "Yes" (selected) and "No". Below this is a "Grant Report: Forms" section with a "Collapse Entire Tree" button and three items, each with a green checkmark icon: "Alcohol-Related Fatal Crash Goal Results", "Checkpoint Goal Results", and "Other Grant Related Information". At the bottom right of the "Grant Report" section is a "Legend:" box containing a green checkmark icon labeled "No Errors" and a left-pointing arrow labeled "Last Page Visited". The footer of the page includes "Powered by IntelliGrants" on the left and "© Copyright 2000-2013 Agate Software" on the right.

Report Submitted Process

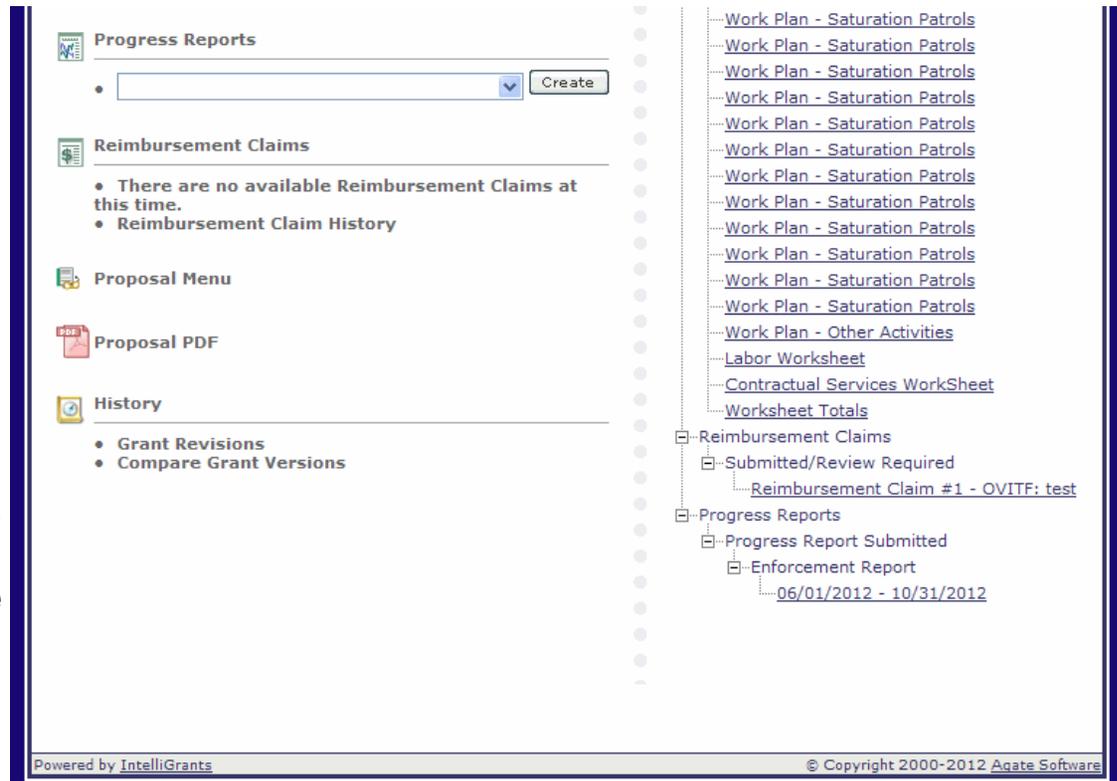
Once the report has been submitted to our office, it goes through a review process.

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

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

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

Log into the GRANTS System to make the modifications.



The screenshot displays the GRANTS System interface. The main content area is titled "Progress Reports" and includes a "Create" button. Below this, there are sections for "Reimbursement Claims" (with a message: "There are no available Reimbursement Claims at this time." 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 side, there is a vertical navigation menu with a list of links, including "Work Plan - Saturation Patrols" (repeated multiple times), "Work Plan - Other Activities", "Labor Worksheet", "Contractual Services WorkSheet", "Worksheet Totals", "Reimbursement Claims", "Submitted/Review Required" (with a sub-link "Reimbursement Claim #1 - OVITF: test"), "Progress Reports", "Progress Report Submitted", and "Enforcement Report" (with a sub-link "06/01/2012 - 10/31/2012"). The footer of the interface includes "Powered by IntelliGrants" and "© Copyright 2000-2012 Agate 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 interface also features a "Welcome" message, "Initiate a Proposal" button, and "Quick Links" section.

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

Initiate a Proposal

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

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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 information shows "User: John Smith" and "Access Level: Grant Administrator". The navigation menu includes "Start Menu", "Agency Info", "Grant Menu", and "Report Menu".

The main content area is titled "Grant Report" and displays the following information:

- Grant #: OVITF-2013-25-00-00-00162-00
- Report Title: Enforcement Report
- Status: Progress Report Modifications Required
- Due Date: 11/15/2012
- Period: 06/01/2012 - 10/31/2012

Below this information, there are two buttons: "Check Errors" and "Generate Full PDF".

The "Grant Report: Forms" section is expanded, showing a tree view of report components:

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

A "Legend" section indicates "No Errors" and "Last Page Visited".

The "Modifications Required" section is highlighted with a red oval and labeled "1". It contains the text: "Hours on enforcement report do not match hours submitted on reimbursement claim."

The "Submit" button is highlighted with a red circle and labeled "2".

At the bottom of the page, it says "Powered by IntelliGrants" and "© Copyright 2000-2012 Aqate 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-recipients must submit claims 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. 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 #: OVITF-2013-25-00-00-00162-00
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](#)

OVITF: test - Reimbursement Claim #: 1

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

Grant Information

Grantee: ABC Agency **1**
Grant #: OVITF-2013-25-00-00-00162-00
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: 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	\$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

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 11/1/2016 to 11/30/2016. If you have an invoice from 10/17/2016 to claim, the reporting periods would be 10/17/2016 to 11/30/2016).
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.

The screenshot shows the 'REIMBURSEMENT CLAIM/PAYMENT REQUEST' form in the Ohio GRANTS system. The form is titled 'OVITF: test - Reimbursement Claim #: 1'. It includes a navigation menu with 'Start Menu', 'Agency Info', 'Grant Menu', 'User: John Smith', 'Help', and 'Logout'. The form has three tabs: 'Expense Summary', 'Expense Detail' (annotated with a red circle and '5'), and 'Claim Attachments'. A 'Save' button is circled in red and annotated with '4'. The 'Grant Information' section includes fields for Grantee (ABC Agency), Grant # (OVITF-2013-25-00-00-00162-00), Award Amount (\$173,430.53), and Term (10/1/2012 to 9/30/2013). The 'Report Information' section includes Main Contact (Smith, John), Request # (1), Final Report (radio buttons for Yes and No, with 'No' selected and annotated with '1'), Status (Initiated), and Current Report Period (10/1/2012 to 10/31/2012, annotated with '2'). A 'Comments to the Review Team from the Grantee' section has a text area with a character count (039 of 500 Characters) and is annotated with '3'. A 'BUDGET ITEMS' table is at the bottom, showing columns for BUDGET TOTAL, PREVIOUS EXPENSES, BUDGET REMAINING, and CURRENT PERIOD EXPENSES, with rows for Direct Labor, Labor Fringe Benefits, Travel Expense, Other Direct Costs, Contractual Services, and Contractual Fringe Benefits, and a 'TOTALS' row. A 'Cash on Hand Remaining to Spend Down' field shows \$0.00, and an 'AMOUNT TO BE PAID' field shows \$0.00.

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. (Ex. If you received approval to purchase an item using the Supplies and Materials category, select that category here. Do not select another category).

Wait for the page to refresh.

The screenshot displays the 'Ohio GRANTS' web application interface. At the top, the header includes the Ohio state 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 #: OVITF-2013-25-00-00-00162-00, Grantee: ABC Agency, Status: Grant Executed, and Access Level: Grant Administrator. Below the header is a navigation bar with links for 'Start Menu', 'Agency Info', 'Grant Menu', 'User: John Smith', 'Help', and 'Logout'. The main content area is titled 'REIMBURSEMENT CLAIM/PAYMENT REQUEST' and includes a 'Check for Errors' button. A dropdown menu shows 'OVITF: test - Reimbursement Claim #: 1'. The 'Add an Expense Item' form is the central focus, with the 'Budget Category' dropdown menu circled in red and labeled with a red '1'. The form contains the following fields: 'Budget Category' (dropdown), 'Item' (dropdown), 'Budget Column' (dropdown with an asterisk), 'Date' (text input with an asterisk), 'Description' (text area with a character count of '00 of 1000 Characters'), and 'Amount' (text input with an asterisk). At the bottom of the form, there is a legend '* = Required Field' and 'Save' and 'Cancel' buttons. Below the form, a section titled 'Expenses incurred during the current report period' shows 'No records found'. The footer of the page includes 'Powered by IntelliGrants' and '© Copyright 2000-2012 Agate 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 coordination, mark the activity coordination. If claiming for checkpoint, mark the activity checkpoint. If claiming for saturation patrols, mark the activity saturation patrols. If claiming for education, mark the activity education. 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. Saturation patrols – 4 hours. Checkpoint 4 hrs.)
6. Check Number – Enter either a check number if the person was paid with a check, or enter DD or EFT if the person was paid with Direct Deposit.
7. Enter the number of hours for that date range.
8. Enter the actual hourly rate the employee was **paid, not the rate entered in the proposal.**
9. Click the “Save” button.

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

The screenshot displays the Ohio GRANTS system interface for a Reimbursement Claim/Payment Request. The header includes the Ohio GRANTS logo, the text "Grant Records & Application Network for Traffic Safety", and user information: "Grant #: HVEO-2013-25-00-00-00160-00", "Grantee: ABC Agency", "Status: Grant Executed", and "Access Level: Grant Administrator". The user is identified as "John Smith".

The main content area is titled "REIMBURSEMENT CLAIM/PAYMENT REQUEST" and includes a "Check for Errors" button. A dropdown menu shows "HVEO: HVEO - Reimbursement Claim #: 1". Below this, there are three tabs: "Expense Summary", "Expense Detail", and "Claim Attachments". The "Expense Detail" tab is active, showing a form to "Add an Expense Item".

The form fields are numbered 1 through 9, corresponding to the steps in the list:

- 1. Item (not required)
- 2. Budget Column
- 3. Name and Title
- 4. Begin Date and End Date
- 5. Activity Description (00 of 1000 Characters)
- 6. Check #
- 7. # hours
- 8. Hourly Rate
- 9. Save button (circled in red)

The form also includes a "Direct Labor Cost" field and a legend indicating that "*" denotes a required field. The "Save" and "Cancel" buttons are visible at the bottom right of the form.

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 12/31/2016 to 2:00 am 1/1/2017. 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 #: OVITF-2013-25-00-00-00162-00
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

OVITF: test - Reimbursement Claim #: 1

Expense Summary Expense Detail Claim Attachments

Add an Expense Item Save Cancel

Budget Category * 1

Item

Budget Column *

Date *

Description *
00 of 1000 Characters

Amount *

* = Required Field Save Cancel

Expenses incurred during the current report period Edit Delete

Budget Column	Date	Description	Amount Requested
Budget Category: Direct Labor			
Item: Auto-calculated item			
<input 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;			
TOTAL HOURS WORKED:			4
TOTAL:			\$142.88

Edit Delete

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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.

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%.

The screenshot displays the 'Ohio GRANTS' web application interface. At the top, it shows the user's role as 'Grant Administrator' and the current grant details: 'Grant #: OVITF-2013-25-00-00-00162-00', 'Grantee: ABC Agency', and 'Status: Grant Executed'. The main navigation bar includes 'Start Menu', 'Agency Info', 'Grant Menu', 'User: John Smith', 'Help', and 'Logout'. The current page is titled 'REIMBURSEMENT CLAIM/PAYMENT REQUEST' and includes a 'Check for Errors' button. A dropdown menu shows 'OVITF: test - Reimbursement Claim #: 1'. The 'Expense Detail' tab is active, showing a form to 'Add an Expense Item'. The form fields are: 'Budget Category' (set to 'Labor Fringe Benefits'), 'Item' (dropdown, marked '1'), 'Budget Column' (dropdown, marked '2'), 'Date Worked' (text input, marked '3'), 'End Date' (text input, marked '3'), 'Description' (text area, marked '4'), and 'Fringe Calculation' (text input, marked '5'). A 'Save' button is circled in red and marked '6'. A legend at the bottom indicates '* = Required Field'. Below the form, a section titled 'Expenses incurred during the current report period' shows 'No records found'.

Note: You cannot claim a higher percentage than you have been approved for in the grant. Ex: If you were approved for 21.75%, you cannot claim 24.5% without having a revision approved. You can claim less than you were approved for.

Reimbursement Claim Process

Other Direct Costs

1. Item: Not required, however if you have different line items in this budget category, select the correct line item.
2. Budget Column: Select from the drop down. This will show how much you have remaining in this budget category.
3. Name/Description – Enter the name and a description of the item.
4. Enter the invoice date for the item.
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' form, specifically the 'Expense Detail' tab. The form is titled 'Add an Expense Item' and includes a 'Save' button circled in red with a red number '7' above it. The form fields are as follows:

Field	Value	Notes
Budget Category	Other Direct Costs	*
Item	[Dropdown]	(not required)
Budget Column	[Dropdown]	*
Name/Description	[Text Box]	00 of 1000 Characters*
Date	[Text Box]	*
Check/Warrant#	[Text Box]	*
Cost	[Text Box]	*

* = Required Field

Reimbursement Claim Process

Supplies and Materials

1. Item: Not required, however if you have different line items in this budget category, select the correct line item.
2. Budget Column: Select from the drop down. This will show how much you have remaining in this budget category.
3. Name/Description – Enter the name and a description of the item.
4. Enter the invoice date for the item.
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.

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

- Reimbursement Claim #: 1

Expense Summary Expense Detail Claim Attachments

Add an Expense Item

Budget Category Supplies and Materials *

Item 1 (not required)

Budget Column 2 *

Name/Description 3
00 of 1000 Characters*

Date 4 *

Check/Warrant# 5 *

Cost 6 *

* = Required Field Save Cancel

7 Save Cancel

Reimbursement Claim Process

Contractual Services

1. Item: Not required, however if you have different line items in this budget category, select the correct line item.
2. Budget Column: Select from the drop down. This will show how much you have remaining in the budget category.
3. Name/Description – Enter the name and a description of the item. If the item is for Participating Agency’s Contractual Labor, you do not need to enter each officer. Enter the Agency’s Name and an activity description. (Ex. ABC PD – 10 hours checkpoint; 20 hours saturation patrol).
4. Enter the activity date for the item. If the activity dates span a month period, put the last day of the month.
5. Enter the Check or Warrant number used to reimburse the participating agency.
6. Enter the cost of the item. If it is for a Participating Agency – enter the total paid to the agency for Labor only – do not include fringe.
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 and a 'Check for Errors' button. Below this is a dropdown menu showing 'OVITF: test - Reimbursement Claim #: 1'. The main content area has tabs for 'Expense Summary', 'Expense Detail', 'Report Approval', and 'Claim Attachments'. The 'Expense Detail' tab is active, and a dialog box titled 'Add an Expense Item' is open. The dialog box contains the following fields:

- Budget Category:** Contractual Services *
- Item:** 1 [Dropdown] (not required)
- Budget Column:** 2 [Dropdown] *
- Name/Description:** 3 [Text Area] 00 of 1000 Characters *
- Date:** 4 [Text Field] *
- Check/Warrant#:** 5 [Text Field] *
- Cost:** 6 [Text Field] *

At the bottom of the dialog box, there is a legend: '* = Required Field' and buttons for 'Save' and 'Cancel'. The 'Save' button is circled in red.

Reimbursement Claim Process

Contractual Fringe Benefits

1. Item: Not required
2. Budget Column: Select from the drop down. This will show how much you have remaining in the budget category.
3. Date Worked/End Date - Enter the date range to cover the contractual labor worked in the claim.
4. Description – Enter the participating agency’s name, the amount of labor and the fringe percent.
5. Fringe Calculation – Enter the amount of fringe paid to the participating agency.
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 'OVITF: test - Reimbursement Claim #: 1'. The main content area has several tabs: 'Expense Summary', 'Expense Detail', 'Report Approval', and 'Claim Attachments'. The 'Expense Detail' tab is active, and a sub-tab 'Add an Expense Item' is open. This sub-tab contains a form with the following fields: 'Budget Category' (set to 'Contractual Fringe Benefits'), 'Item' (a dropdown menu), 'Budget Column' (a dropdown menu), 'Date Worked' (a date input field), 'End Date' (a date input field), 'Description (Please provide detailed fringe calculation)' (a text area), and 'Fringe Calculation' (a numeric input field). Red numbers 1 through 6 are placed next to the form fields: 1 is next to the 'Item' dropdown, 2 is next to the 'Budget Column' dropdown, 3 is next to the 'Date Worked' and 'End Date' fields, 4 is next to the 'Description' text area, 5 is next to the 'Fringe Calculation' field, and 6 is next to the 'Save' button. A legend at the bottom right indicates '* = Required Field'.

Note: You cannot claim a higher percentage than was approved for in the grant. Ex: If ABC Police Department was approved for 21.75%, you cannot claim 24.5% without having a revision approved. You can claim less than you were approved for.

Reimbursement Claim Process

Travel Expense

1. Item: Not required, however if you have different line items in this budget category, select the correct line item.
2. Budget Column: Select from the drop down. This will show how much you have remaining in the budget category.
3. Date – Enter the invoice date for invoiced items (airline tickets, registration, etc.). Enter the last travel date for other travel expenses (hotel, meals, parking, etc.). Each expense type needs to be listed separately.
4. Description – Enter a description of the expenses.
5. Amount – Enter the amount.
6. Click the “Save” button.

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

OVITF: test - Reimbursement Claim #: 1

Expense Summary Expense Detail Report Approval Claim Attachments

Add an Expense Item Save Cancel

Budget Category Travel Expense *

Item 1 (not required)

Budget Column 2 *

Date 3 *

Description 4
00 of 1000 Characters

Amount 5 *

* = Required Field Save Cancel

NOTE: All out of state travel conducted under this grant agreement will be reimbursed using U.S. General Services Administration (GSA) rates based on travel location or your agency’s travel policy whichever is less.

Reimbursement Claim Process

Once all entries have been made, review for accuracy.

If you find an expense line that has an error:

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

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: OVITF-2013-25-00-00-00162-00
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

OVITF: test - Reimbursement Claim #: 1

Expense Summary | Expense Detail | Claim Attachments

Add an Expense Item [Save] [Cancel]

Budget Category [dropdown] *
Item [dropdown]
Budget Column [dropdown] *
Date [text] *
Description [text] *
00 of 1000 Characters
Amount [text] *

* = Required Field [Save] [Cancel]

Expenses incurred during the current report period [3] [Edit] [Delete] [2]

Budget Column	Date	Description	Amount Requested
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;			
TOTAL HOURS WORKED:			4
TOTAL:			\$142.88

[1] [radio button] [Edit] [Delete]

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

User: John Smith Help Logout

REIMBURSEMENT CLAIM/PAYMENT REQUEST

OVITF: test - Reimbursement Claim #: 1

Expense Summary Expense Detail Claim Attachments

Add an Expense Item

Budget Category: Labor Fringe Benefits

Item: Auto-calculated item (not required)

Budget Column: Amount: \$8,300.53

Date Worked: 10/1/2012

End Date: 10/31/2012

Description (Please provide detailed fringe calculation): \$142.88 X 21.45% = 30.65

Fringe Calculation: 024 of 1000 Characters* 30.65

* = Required Field Save Cancel

Expenses incurred during the current report period

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;			
TOTAL HOURS WORKED:			4
TOTAL:			\$173.53

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, the logo features the text "Ohio GRANTS" with "Grant Records & Application Network for Traffic Safety" below it. On the top right, the following information is shown: "Grant #: OVITF-2014-25-00-00-00312-00", "Grantee: ABC Agency", "Status: Grant Executed", and "Access Level: Grant Administrator". A navigation bar contains "Start Menu", "Agency Info", "Grant Menu", "User: John Smith", a "Help" icon, and "Logout".

The main content area is titled "VIEW/EDIT CLAIM ATTACHMENTS" and includes a link for "[Back to Claim](#)". Below this, instructions state: "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". The "Add" button in the top right corner of this table is circled in red. A second "Add" button is located at the bottom right of the table.

At the bottom of the page, it is noted "Powered by IntelliGrants" and "© Copyright 2000-2013 Acate Software".

Reimbursement Claim Process

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

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

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

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

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

Go to Grant Menu CLAIM ATTACHMENT

Claim Attachments Save Cancel

Title of Attachment **1** *

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

* = Required Field Save Cancel

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Reimbursement Claim Process

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

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

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

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

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

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

FSRAttachments Add Edit Delete

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

[Records 1 - 1 of 1] Add Edit Delete

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Reimbursement Claim Process

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

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

Reminders:

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

You will be asked to enter your password.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

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

User: Lori Genzen Help Notes Logout

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

OVITF: test - Reimbursement Claim #: 1

Expense Summary Expense Detail Report Approval Claim Attachments

Submit Edit Delete View PDF

Grant Information

Grantee: ABC Agency
Grant #: OVITF-2013-25-00-00-00162-00
Award Amount: \$173,430.53
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	\$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

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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. The left sidebar contains a navigation menu with the following sections:

- Components**
 - Program Components
 - Service Areas
- Budget Pages**
 - Current Budget Overview
 - Grant Component Funding Accounts
- Progress Reports**
 - [Dropdown menu]
 - Create
- Reimbursement Claims**
 - There are no available Reimbursement Claims at this time.
 - Reimbursement Claim History
- Proposal Menu**
- Proposal PDF**
- History**
 - Grant Revisions
 - Compare Grant Versions

The right pane shows a list of items, including multiple instances of "Work Plan - Checkpoint", "Work Plan - Saturation Patrols", "Work Plan - Other Activities", "Labor Worksheet", "Contractual Services WorkSheet", and "Worksheet Totals". The "Reimbursement Claims" section is expanded, showing "Submitted/Review Required" and "Reimbursement Claim #1 - OVITF: test", which is circled in red.

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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. Click on the link.

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

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

- Welcome to the Grant Records and Application Network for Traffic Safety.** A message stating "You do not have any system messages."
- Task List: Actions Required** A tree view showing the following categories:
 - Proposals
 - Proposal In Process
 - Grants
 - Grant Executed
 - OVITF-2013-25-00-000162-00
 - Grant Revised
 - Reimbursement Claims
 - Initiated
 - Modifications Required** (highlighted with a red oval)
 - OVITF-2013-25-00-000162-00: Reimbursement Claim
 - Progress Reports
 - Progress Report Initiated
 - Progress Report Modifications Required
 - Enforcement Report:06/01/2012 - 10/31/2012

- Initiate a Proposal** A section stating "There are no Grants currently available to you at this time."
- Quick Links** A section with links for "Search for Agency Information" (View All Agency Proposals, View All Agency Grants, View All Agency Reimbursement Claims) and "Maintain Your Account" (View Your Agency Information, Edit Your Contact Information).

At the bottom, the interface is powered by IntelliGrants and has a copyright notice for Agate Software from 2000-2012.

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 #: OVITF-2013-25-00-00-00162-00
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](#)

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

Report Information

Main Contact: John Smith
Request #: 1
Final Report: 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](#)

OVITF: test - 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: [dropdown] *
Item: [dropdown]
Budget Column: [dropdown] *
Date: [text] *
Description: [text] 00 of 1000 Characters
Amount: [text] *

* = Required Field Save Cancel

Expenses incurred during the current report period 3 Edit Delete 4

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

Expense Detail Modifications

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

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

5 Expense Summary Expense Detail Claim Attachments 4 3 Save Cancel

Add an Expense Item

1

2

Budget Category Direct Labor *

Item Auto-calculated item (not required)

Budget Column Amount: \$38,697.12 *

Name Enter Name of Employee that worked *

Title Enter Employee's Title *

Begin Date 10/15/2012 *

End Date 10/15/2012 *

Activity Description OVI Checkpoint

014 of 1000 Characters *

Check # Enter check number or DD *

hours 4 *

Hourly Rate \$35.7200 *

Direct Labor Cost 142.88

* = Required Field Save Cancel

Expenses incurred during the current report period Edit Delete

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

Claim Attachment Modifications

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

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The header includes the user name "John Smith" and a "Help" icon. The main content area is titled "VIEW/EDIT CLAIM ATTACHMENTS" and contains a table of attachments. The table has two columns: "Title" and "File". A single attachment is listed with the title "October Back-up" and the file path "/upload/9430-1319-hsp6.pdf". A checkbox next to the title is circled in red and labeled with the number "1". Above the table, there are three buttons: "Add", "Edit", and "Delete", each circled in red and labeled with the numbers "4", "3", and "2" respectively. The footer of the page includes the text "Powered by IntelliGrants" and "© Copyright 2000-2012 Agate Software".

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

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

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

[Back to Claim](#) **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
	Title	File		
<input 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 #: OVITF-2013-25-00-00-00162-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

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

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

FSRAttachments

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

[Records 1 - 1 of 1]

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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 #: OVITF-2013-25-00-00-00162-00
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

Title of Attachment *

File Path Browse... *

* = Required Field Save Cancel

Save Cancel

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Claim Attachment Modification

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

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

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

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

[Back to Claim](#) 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 #: OVITF-2013-25-00-00-00162-00
 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](#)

OVITF: test - 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	Report Information
Grant #: OVITF-2013-25-00-00-00162-00	Main Contact: John Smith
Award Amount: \$173,430.53	Request #: 1
Term: 10/1/2012 to 9/30/2013	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/SupplierOperations>

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

Revision Process

All grant revisions must be submitted by September 1, 2017.

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" and is logged in as a "Grant Administrator". The current grant is "OVI Task Force 2013 Grant" with ID "OVITF-2013-25-00-00-00162-00".

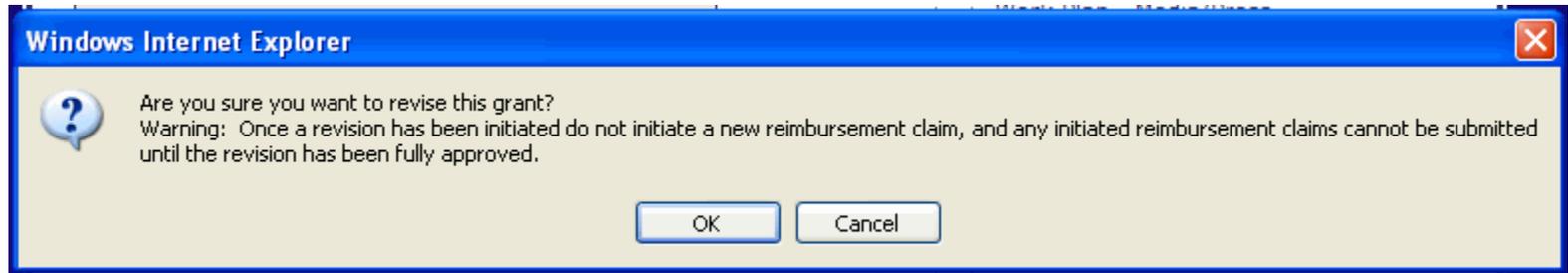
The main content area is divided into several sections:

- Grant Information:** A table showing general information for the grant.

Term:	10/1/2012 - 9/30/2013
Amount:	\$173,430.53
Available Balance:	\$173,430.53
Cash On Hand:	\$0.00
Status:	Grant Executed
- Agency Information:** A link to "View Grantee Information".
- Grant Information:** A list of links including "General Information", "View/Satisfy Grant Conditions", and "Grant Report Periods".
- Contacts:** A list of links including "Grantee Contact Information", "GRANTS Contact Information", and "Email Grant Contacts".
- Components:** A list of links including "Program Components" and "Service Areas".
- Budget Pages:** A list of links including "Current Budget Overview" and "Grant Component Funding Accounts".
- Progress Reports:** A link to "Progress Reports".

On the right side, there is a "Grant: Related Items" section with a tree view of links. A "Revise Grant" button is circled in red at the top right of the main content area.

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 one checkpoint from March to July. Moved \$1,500.00 from Supplies and Materials to Other Direct Costs.

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).

[Return to Previous Page](#)

BUDGET OVERVIEW

Purpose of Revision

[Submit Revisions](#)

[Cancel Revisions](#)

[Check for Errors](#)

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](#)

Budget

Grant Budget

Budget Overview | [Budget Summary](#) | [Budget Detail](#) | [Add Budget Item](#)

Budget Overview

OVI Task Force: test

Budget Category	Quantity	Amount
Direct Labor		\$38,840.00
Labor Fringe Benefits		\$8,331.18
Travel Expense	0	\$2,500.00
Other Direct Costs		\$5,840.00
Contractual Services		\$96,300.00
Contractual Fringe Benefits		\$21,619.35
Total	0	\$173,430.53

Previous Budget Overview

OVI Task Force: test

Budget Category	Quantity	Amount
Direct Labor		\$38,840.00
Labor Fringe Benefits		\$8,331.18
Travel Expense	0	\$2,500.00
Other Direct Costs		\$5,840.00
Contractual Services		\$96,300.00
Contractual Fringe Benefits		\$21,619.35
Total	0	\$173,430.53

Narrative Page Revisions

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

[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

OVI Task Force: test

Budget Category	Quantity	Amount
Direct Labor		\$38,840.00
Labor Fringe Benefits		\$8,331.18
Travel Expense	0	\$2,500.00
Other Direct Costs		\$5,840.00
Contractual Services		\$96,300.00
Contractual Fringe Benefits		\$21,619.35
Total	0	\$173,430.53

Previous Budget Overview

Budget Category	Quantity	Amount
Direct Labor		\$38,840.00
Labor Fringe Benefits		\$8,331.18
Travel Expense	0	\$2,500.00
Other Direct Costs		\$5,840.00
Contractual Services		\$96,300.00
Contractual Fringe Benefits		\$21,619.35
Total	0	\$173,430.53

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. Again, make changes in the top box.
3. Click “Save”.

The screenshot displays a web application interface for managing Narrative Pages. At the top, there are tabs for 'Narrative Pages' and 'Budget'. Below the tabs, a dropdown menu allows selecting a different narrative page, currently set to 'Work Plans'. A 'Go' button is next to the dropdown. Below the dropdown is a navigation bar with buttons for 'Back', 'Save', 'Clear', 'Next', and 'View PDF'. The main content area is divided into two sections: 'OCTOBER WORK PLAN' and 'NOVEMBER WORK PLAN'. Each section contains a table with various metrics and their corresponding values in input fields. Red annotations highlight the 'View: Work Plans' dropdown (1), the 'Save' button (3), and the input fields for the October and November work plans (2).

OCTOBER WORK PLAN	
Media Events	1 *
Press Releases	1 *
Task Force Meeting	Yes ▾ *
Saturation Patrol Hours	100 *
# of Checkpoints (Low Manpower)	2 *
Low Manpower Hours	80 *
# of Checkpoints (High Manpower)	0 *
High Manpower Hours	0 *

NOVEMBER WORK PLAN	
Media Events	0 *
Press Releases	1 *
Task Force Meeting	Yes ▾ *
Saturation Patrol	100 *
# of Checkpoints (Low Manpower)	2 *
Low Manpower Hours	80 *
# of Checkpoints (High Manpower)	0 *

Narrative Page Revisions

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

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

Wait for the page to refresh.

2. Click “Save”.

BUDGET WORKSHEET

LABOR HOURS	
Lead Agency	Participating Agencies (Contractual)
Total Checkpoint/Saturation Patrol Hours: 260 *	Total Checkpoint/Saturation Patrol Hours: 2000 *
Average Hourly Rate: \$35.00 *	Average Hourly Rate: \$31.00 *
Checkpoint/Saturation Patrol Labor: \$9,100.00	Checkpoint/Saturation Patrol Labor: \$62,000.00

COORDINATION HOURS	
Lead Agency	Contractual Coordination
Number of Coordination Hours: 200 *	Number of Coordination Hours: 0 *
Hourly Rate: \$25.00 *	Hourly Rate: \$0.00 *
Coordination Labor: \$5,000.00	Contractual Coordination Labor: \$0.00

EDUCATION EFFORTS	
Lead Agency	Participating Agencies (Contractual)
Amount Requested for Education: \$500.00 *	Amount Requested for Education: \$100.00 *

LABOR SUMMARY	
Lead Agency	Participating Agencies (Contractual)
Total Labor Eligible for Fringe: \$14,600.00	Total Contractual Labor Eligible for Fringe (excludes Coordination): \$62,100.00

FRINGE BENEFITS	
Lead Agency	Participating Agencies (Contractual)

Narrative Page Revisions

1. Click the "Budget" tab.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is logged in as John Smith, and the grant status is "Grant In Revision".

The main content area is titled "PROJECT OVERVIEW" and includes a "Return to Previous Page" link and a "Check for Errors" button. Instructions for users are provided, including a note that required fields are marked with an asterisk. A "Purpose of Revision" section contains a text area for justification, which currently reads: "Moved 20 hours from Christmas to St. Patrick's Day. Moved \$1,500.00 from Supplies and Materials to Other Direct Costs." Below this text area, it indicates "0121 of 1500 Characters".

At the bottom of the page, there is a navigation bar with tabs for "Narrative Pages" and "Budget". The "Budget" tab is highlighted with a red circle and a red number "1", indicating the step to click on it. Below the navigation bar, there is a section for "PROJECT OVERVIEW" with a dropdown menu set to "FSRS Funding Information" and a "Go" button. Below this, there are input fields for "Goal Number:", "Goal Title:", and "Goal Description:", each with an asterisk indicating it is a required field.

Grant Revision

1. If you need to make revisions in the budget, click on the link under budget overview and skip to slide 114.
2. If the only revisions that were needed were on narrative pages, complete the Justification Box.
3. Click "Save".
4. Click "Check for Errors" to see if there are any system errors to fix prior to submitting.
5. Click "Submit Revisions".

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

5 [Submit Revisions](#) [Cancel Revisions](#) 4 [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

2

3 [Save](#)

Narrative Pages **Budget**

Grant Budget

Budget Overview [Budget Summary](#) [Budget Detail](#) [Add Budget Item](#)

Budget Overview

1 [OVI Task Force: test](#)

Budget Category	Quantity	Amount
Direct Labor		\$38,840.00
Labor Fringe Benefits		\$8,331.18
Travel Expense	0	\$2,500.00
Other Direct Costs		\$5,840.00
Contractual Services		\$96,300.00
Contractual Fringe Benefits		\$21,619.35
Total	0	\$173,430.53

Previous Budget Overview

Budget Category	Quantity	Amount
Direct Labor		\$38,840.00
Labor Fringe Benefits		\$8,331.18
Travel Expense	0	\$2,500.00
Other Direct Costs		\$5,840.00
Contractual Services		\$96,300.00
Contractual Fringe Benefits		\$21,619.35
Total	0	\$173,430.53

Budget Revisions

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. Changes must be made in the top box.

To make changes to the line item amount only:

1. Check the box next to the line item.
2. Click "Edit".

Top

Budget Detail

OVI Task Force: test

Direct Labor			
Description	Quantity	Amount	
Auto-calculated item		\$38,840.00	
Minor Category Sub-Total		\$38,840.00	
Approved Expenses			
Total UnExpended		\$38,840.00	
Major Category Sub-Total		\$38,840.00	

Labor Fringe Benefits			
Description	Quantity	Amount	
Auto-calculated item		\$8,331.18	
Minor Category Sub-Total		\$8,331.18	
Approved Expenses			
Total UnExpended		\$8,331.18	
Major Category Sub-Total		\$8,331.18	

Travel Expense			
Description	Quantity	Amount	
<input type="checkbox"/> Approved Conference	0	\$2,500.00	
Minor Category Sub-Total	0	\$2,500.00	
Approved Expenses			
Total UnExpended		\$2,500.00	
Major Category Sub-Total	0	\$2,500.00	

Bottom

Previous Grant Budget Detail

Direct Labor			
Description	Quantity	Amount	
Auto-calculated item		\$38,840.00	
Minor Category Sub-Total		\$38,840.00	
Approved Expenses			
Total UnExpended		\$38,840.00	
Major Category Sub-Total		\$38,840.00	

Labor Fringe Benefits			
Description	Quantity	Amount	
Auto-calculated item		\$8,331.18	
Minor Category Sub-Total		\$8,331.18	
Approved Expenses			
Total UnExpended		\$8,331.18	
Major Category Sub-Total		\$8,331.18	

Travel Expense			
Description	Quantity	Amount	
<input type="checkbox"/> Approved Conference	0	\$2,500.00	
Minor Category Sub-Total	0	\$2,500.00	
Approved Expenses			
Total UnExpended		\$2,500.00	
Major Category Sub-Total	0	\$2,500.00	

Budget Revisions

1. Change the amount.
2. Click "Save".

Grant Budget Amendment

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

OVI Task Force: test Save Cancel View PDF

Direct Labor			
	Description	Quantity	Amount
Direct Labor			
	Auto-calculated item		\$38,840.00
	Minor Category Sub-Total		\$38,840.00
	Approved Expenses		
	Total UnExpended		\$38,840.00
	Major Category Sub-Total		\$38,840.00

Labor Fringe Benefits			
	Description	Quantity	Amount
Labor Fringe Benefits			
	Auto-calculated item		\$8,331.18
	Minor Category Sub-Total		\$8,331.18
	Approved Expenses		
	Total UnExpended		\$8,331.18
	Major Category Sub-Total		\$8,331.18

Travel Expense			
	Description	Quantity	Amount
Travel Expense			
<input checked="" type="checkbox"/>	Approved Conference	<input type="text" value="0"/>	\$2,500.00
	Minor Category Sub-Total	0	\$2,500.00
	Approved Expenses		
	Total UnExpended		\$2,500.00
	Major Category Sub-Total	0	\$2,500.00

Budget Revisions

To revise the budget amount and the description:

Click the link for the line item.

The screenshot displays a web-based interface for managing a budget amendment. The main title is "Grant Budget Amendment" under the "Budget" tab. The interface includes navigation tabs for "Budget Overview", "Budget Summary", "Budget Detail", and "Add Budget Item". The current view is "Budget Detail" for "OVI Task Force: test".

The interface shows three summary tables, each with columns for Description, Quantity, and Amount. The "Direct Labor" table shows a total of \$38,840.00. The "Labor Fringe Benefits" table shows a total of \$8,331.18. The "Travel Expense" table shows a total of \$2,500.00. In the "Travel Expense" table, the line item "Approved Conference" is circled in red, indicating it is the target for revision.

Direct Labor			
	Description	Quantity	Amount
Direct Labor			
	Auto-calculated item		\$38,840.00
	Minor Category Sub-Total		\$38,840.00
	Approved Expenses		
	Total UnExpended		\$38,840.00
	Major Category Sub-Total		\$38,840.00

Labor Fringe Benefits			
	Description	Quantity	Amount
Labor Fringe Benefits			
	Auto-calculated item		\$8,331.18
	Minor Category Sub-Total		\$8,331.18
	Approved Expenses		
	Total UnExpended		\$8,331.18
	Major Category Sub-Total		\$8,331.18

Travel Expense			
	Description	Quantity	Amount
Travel Expense			
<input type="checkbox"/>	Approved Conference	0	\$2,500.00
	Minor Category Sub-Total	0	\$2,500.00
	Approved Expenses		
	Total UnExpended		\$2,500.00
	Major Category Sub-Total	0	\$2,500.00

Budget Revisions

1. Make the changes in the description and/or the amount.
2. Click "Save".
3. After saving, click "Budget Detail" to return to the budget.

The screenshot shows a software interface for managing budget amendments. The main window is titled "Grant Budget Amendment" and has several tabs: "Narrative Pages", "Budget", "Budget Overview", "Budget Summary", "Budget Detail", and "Add Budget Item". The "Budget Detail" tab is selected and circled in red with the number "3". Below the tabs, the current budget item is "OVI Task Force: test". There are "Save" and "Cancel" buttons at the top right, with the "Save" button circled in red and labeled "2".

The form contains the following fields and sections:

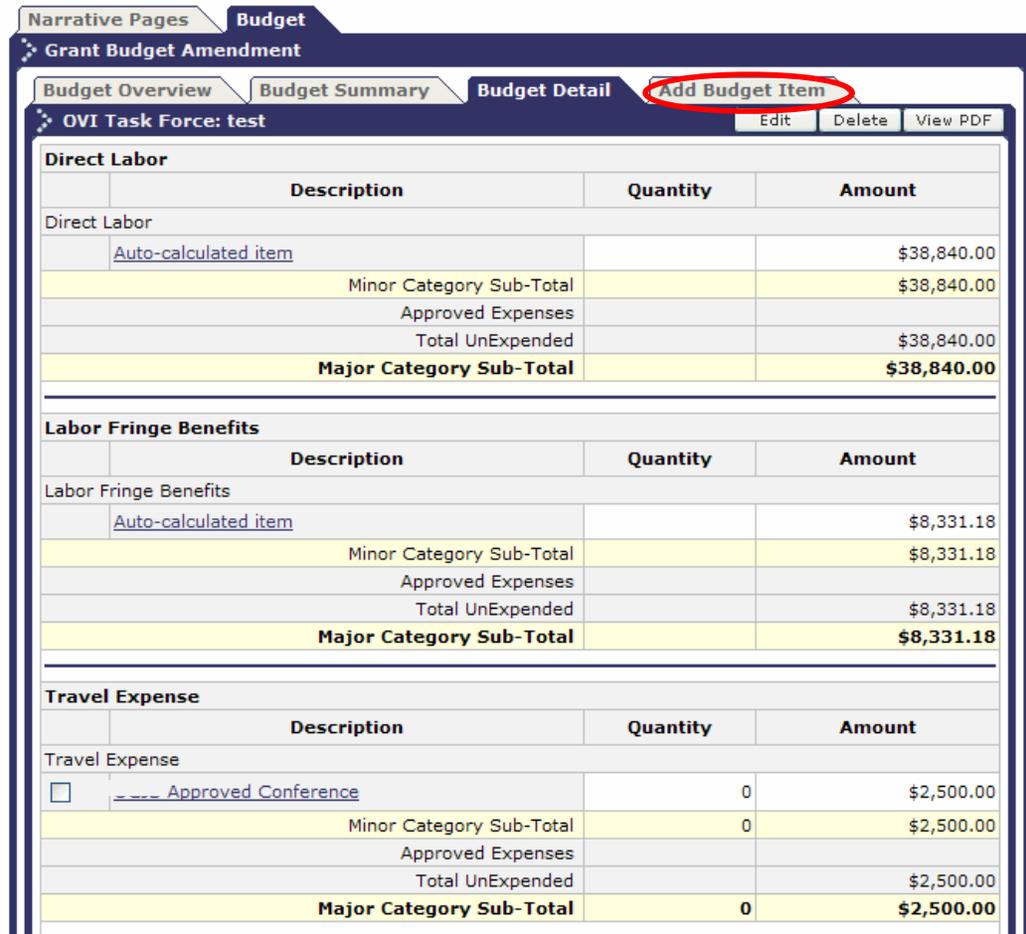
- Budget Category for this budget item:** "Travel Expense"
- Provide a short description for this budget item (should be unique to this budget):** "Approved Conference" (with an asterisk indicating it is a required field)
- Provide a more detailed description for this budget item:** "Registration, hotel, transportation and per diem for an approved conference." (with an asterisk indicating it is a required field)
- Enter the dollar amounts associated with the budget item:**
 - Quantity:** 0
 - Amount:** \$2,500.00
 - Expended:** \$0.00 (for Travel Expense)

A red bracket labeled "1" spans the description and amount fields. At the bottom, there is a legend: "* = Required Field" and another "Save" and "Cancel" button.

Budget Revisions

To add a new item in the budget:

Click “Add Budget Item”.



The screenshot shows a software interface for budget management. At the top, there are tabs for 'Narrative Pages' and 'Budget'. Below that, a sub-tab 'Grant Budget Amendment' is active. Underneath, there are three sub-tabs: 'Budget Overview', 'Budget Summary', and 'Budget Detail'. The 'Add Budget Item' button is circled in red. Below the tabs, the title 'OVI Task Force: test' is displayed, along with 'Edit', 'Delete', and 'View PDF' buttons. The main content area is divided into three sections: 'Direct Labor', 'Labor Fringe Benefits', and 'Travel Expense'. Each section contains a table with columns for 'Description', 'Quantity', and 'Amount'. The 'Direct Labor' section shows an 'Auto-calculated item' with a quantity of 0 and an amount of \$38,840.00. The 'Labor Fringe Benefits' section shows an 'Auto-calculated item' with a quantity of 0 and an amount of \$8,331.18. The 'Travel Expense' section shows an 'Approved Conference' item with a quantity of 0 and an amount of \$2,500.00. Each section also includes summary rows for 'Minor Category Sub-Total', 'Approved Expenses', 'Total UnExpended', and 'Major Category Sub-Total'.

Direct Labor			
	Description	Quantity	Amount
Direct Labor			
	Auto-calculated item		\$38,840.00
	Minor Category Sub-Total		\$38,840.00
	Approved Expenses		
	Total UnExpended		\$38,840.00
	Major Category Sub-Total		\$38,840.00

Labor Fringe Benefits			
	Description	Quantity	Amount
Labor Fringe Benefits			
	Auto-calculated item		\$8,331.18
	Minor Category Sub-Total		\$8,331.18
	Approved Expenses		
	Total UnExpended		\$8,331.18
	Major Category Sub-Total		\$8,331.18

Travel Expense			
	Description	Quantity	Amount
Travel Expense			
<input type="checkbox"/>	Approved Conference	0	\$2,500.00
	Minor Category Sub-Total	0	\$2,500.00
	Approved Expenses		
	Total UnExpended		\$2,500.00
	Major Category Sub-Total	0	\$2,500.00

Budget Revisions

1. Select the Budget Category from the drop down.
2. Enter a short description on this line (the title of the item).
3. Enter a more detailed description.
4. Enter a quantity if applicable.
5. Enter the amount.
6. Click "Save".

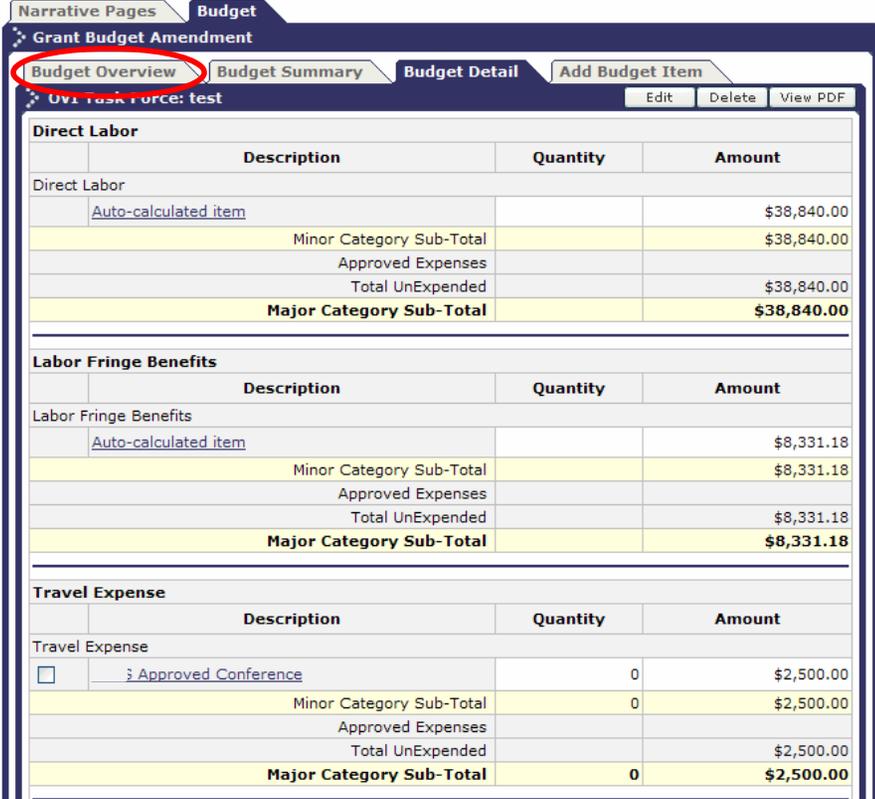
Continue adding additional items, until all new items have been added.

7. Click "Budget Detail" to return to the Budget.

The screenshot displays the 'Grant Budget Amendment' application window. The 'Budget Detail' tab is active, showing a form for adding a budget item. The form includes a dropdown menu for selecting a budget category (1), a text field for a short description (2), a text area for a more detailed description (3), and input fields for quantity (4) and amount (5). A 'Save' button is circled in red (6). The interface also features a legend at the bottom left indicating '* = Required Field' and 'Save' and 'Cancel' buttons at the bottom right.

Budget Revisions

On the Budget Detail Page, review all line items on the top section to ensure all changes have been made. When done, click “Budget Overview”.



The screenshot shows a software interface for budget management. At the top, there are tabs for 'Narrative Pages' and 'Budget'. Under 'Budget', there are sub-tabs: 'Grant Budget Amendment', 'Budget Overview' (circled in red), 'Budget Summary', 'Budget Detail', and 'Add Budget Item'. Below these tabs, there are buttons for 'Edit', 'Delete', and 'View PDF'. The main content area displays three tables, each representing a different budget category. Each table has columns for 'Description', 'Quantity', and 'Amount'.

Direct Labor			
	Description	Quantity	Amount
Direct Labor			
	Auto-calculated item		\$38,840.00
	Minor Category Sub-Total		\$38,840.00
	Approved Expenses		
	Total UnExpended		\$38,840.00
	Major Category Sub-Total		\$38,840.00

Labor Fringe Benefits			
	Description	Quantity	Amount
Labor Fringe Benefits			
	Auto-calculated item		\$8,331.18
	Minor Category Sub-Total		\$8,331.18
	Approved Expenses		
	Total UnExpended		\$8,331.18
	Major Category Sub-Total		\$8,331.18

Travel Expense			
	Description	Quantity	Amount
Travel Expense			
<input type="checkbox"/>	Approved Conference	0	\$2,500.00
	Minor Category Sub-Total	0	\$2,500.00
	Approved Expenses		
	Total UnExpended		\$2,500.00
	Major Category Sub-Total	0	\$2,500.00

Grant Revisions

1. Complete the Justification Box. Make sure all changes (both narrative and budget are listed in the justification).
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”.

[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

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

Budget Overview

OVI Task Force: test

Budget Category	Quantity	Amount
Direct Labor		\$38,840.00
Labor Fringe Benefits		\$8,331.18
Travel Expense	0	\$2,500.00
Other Direct Costs		\$5,840.00
Contractual Services		\$96,300.00
Contractual Fringe Benefits		\$21,619.35
Total	0	\$173,430.53

Previous Budget Overview

Budget Category	Quantity	Amount
Direct Labor		\$38,840.00
Labor Fringe Benefits		\$8,331.18
Travel Expense	0	\$2,500.00
Other Direct Costs		\$5,840.00
Contractual Services		\$96,300.00
Contractual Fringe Benefits		\$21,619.35
Total	0	\$173,430.53

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. 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 status is 'Grant Revision Review Required'. The main content area is titled 'OVI Task Force 2013 Grant' and includes a 'View Revisions' button. The grant details are as follows:

Grant #: OVITF-2013-25-00-00-00162-01	
General Information	
Term:	10/1/2012 - 9/30/2013
Amount:	\$173,430.53
Available Balance:	\$173,430.53
Cash On Hand:	\$0.00
Status:	Grant Revision Review Required
Agency Information	
View Grantee Information	

On the right side, there is a 'Grant: Related Items' section with a tree view containing the following links:

- [Collapse Entire Tree](#)
- [Budget Overview](#)
- [Narrative Page\(s\)](#)
- [FSRS Funding Information](#)
- [County Profile](#)
- [Project Overview - Fatal Goal](#)
- [Project Overview - Alcohol Goal](#)
- [Work Plan - Media/Press](#)
- [Work Plan - DSOGPO Checkpoint](#)
- [Work Plan - DSOGPO Checkpoint](#)

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 information shows "User Agency: ABC Agency" and "Access Level: Agency Administrator". The user is identified as "John Smith" with "Help" and "Logout" options.

The main content area includes a welcome message: "Welcome to the Grant Records and Application Network for Traffic Safety." and a notification: "You do not have any system messages."

The "Task List: Actions Required" section is expanded, showing a tree view of tasks. The task "Grant Revision Modifications Required" is circled in red, with a sub-link "OVITF-2013-25-00-00-00162-01" also circled in red. Other tasks in the list include "Proposals", "Grants", "Reimbursement Claims", and "Progress Reports".

The "Quick Links" section provides links for "Search for Agency Information", "View All Agency Proposals", "View All Agency Grants", "View All Agency Reimbursement Claims", "Maintain Your Account", "View Your Agency Information", and "Edit Your Contact Information".

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

Grant Revision Modifications Required

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

Follow the steps on slides 107-121 to make the required changes and re-submit the revision.

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

The screenshot shows the Ohio GRANTS system interface. At the top, there is a navigation bar with 'Start Menu', 'Admin', 'Grant Menu', 'User:', 'Help', 'Notes', and 'Logout'. The main header includes the 'Ohio GRANTS' logo and the text 'Grant Records & Application Network for Traffic Safety'. On the right side, it displays 'Grant #: 1', 'Grantee:', 'Status: Grant Revision Modifications Required', and 'Access Level: None.'. Below the navigation bar, there is a 'Return to Previous Page' link and a 'BUDGET OVERVIEW' section. The 'Purpose of Revision' section contains buttons for 'Submit Revisions', 'Cancel Revisions', and 'Check for Errors'. A text box for justification is present, with a 'Save' button below it. A 'Modifications Required' section is visible at the bottom of the main content area. A red arrow points from the text 'Check the box next to Revision Process on the Pre-Activity form.' to the 'Modifications Required' section. Below the main content area, there is a navigation bar with tabs for 'Approvals', 'General Information', 'Narrative Pages', 'Budget', 'Conditions', and 'Funding Accounts'. The 'Budget' tab is selected, and the 'Grant Budget' section is expanded to show 'Budget Overview', 'Budget Summary', 'Budget Detail', and 'Add Budget Item'. The 'Budget Overview' section is further expanded to show a table with the following data:

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 header includes the Ohio logo, the text "GRANTS", and the subtitle "Grant Records & Application Network for Traffic Safety". On the right side of the header, the following information is shown: Grant #: OVITF-2013-25-00-00-00162-00, Grantee: ABC Agency, Status: Grant Executed, and Access Level: Grant Administrator. Below the header is a navigation bar with links for "Start Menu", "Agency Info", "Grant Menu", "User: John Smith", "Help", and "Logout".

The main content area is titled "OVI Task Force 2013 Grant" and includes a "Revise Grant" button. It features a "General Information" section 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
Status:	Grant Executed

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

The left sidebar contains several menu items:

- Grant Information
 - General Information
 - View/Satisfy Grant Conditions
 - Grant Report Periods
- Contacts
 - Grantee Contact Information** (highlighted with a red circle)
 - GRANTS Contact Information
 - Email Grant Contacts
- Components
 - Program Components
 - Service Areas
- Budget Pages
 - Current Budget Overview
 - Grant Component Funding Accounts
- Progress Reports
 - [Dropdown menu]
 - Create
- Reimbursement Claims
 - [Dropdown menu]
 - Create
 - Reimbursement Claim History
- Proposal Menu
- Proposal PDF

The right sidebar, titled "Grant: Related Items", contains a "Collapse Entire Tree" button and a "Narrative Page(s)" section with a list of links including "Budget Overview", "FSRS Funding Information", "County Profile", "Project Overview - Fatal Goal", "Project Overview - Alcohol Goal", "Work Plan - Media/Press", "Work Plan - DSOGPO Checkpoint", "Work Plan - Checkpoint", "Work Plan - Saturation Patrols", and "Labor Worksheet".

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 #: OVITF-2013-25-00-00-00162-00
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](#) **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”.

The screenshot displays the Ohio GRANTS system interface. At the top, it shows the Ohio logo and the text "GRANTS Grant Records & Application Network for Traffic Safety". On the right, it displays "Grant #: OVITF-2013-25-00-00162-00", "Grantee: ABC Agency", "Status: Grant Executed", and "Access Level: Grant Administrator". Below this is a navigation bar with "Start Menu", "Agency Info", "Grant Menu", "User: John Smith", "Help", and "Logout".

The main content area is titled "GIVE PEOPLE ACCESS TO THIS GRANT". It includes 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." Below the instructions are three tabs: "Grantee Contacts", "GRANTS Contacts", and "Email Grant Contacts".

The "GRANTS Contacts" tab is active, showing a table of contacts. The table has columns for "Name", "Contact Type", "Assigned By", and "Level of Access". The contacts listed are:

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

Red circles and numbers highlight the "Save" button in the top right of the table (labeled "2") and the "Project Director" contact type dropdown for John Smith (labeled "1").

Below the table is a section titled "Assign additional access to grant:" with a "Grant This User Access" button. It includes instructions: "To allow another person access to this grant:" followed by a numbered list: "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." Below the instructions are three dropdown menus for "Name", "Contact Type", and "Level of Access", each with an asterisk indicating it is a required field. At the bottom, it says "OR Click [here](#) to search for an agency consultant to add as a grant contact." and a legend "* = Required Field".

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

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 133 if you need to deactivate their account.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: OVITF-2013-25-00-00-00162-00
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](#) **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 #: OVITF-2013-25-00-00162-00
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 **5** **GIVE PEOPLE ACCESS TO THIS GRANT**

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

Grantee Contacts GRANTS Contacts Email Grant Contacts

The following people have access to this grant: Edit Delete

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

Edit Delete

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

To allow another person access to this grant:

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

Name **1**

Contact Type **2**

Level of Access **3**

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

* = Required Field

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Controlling Access to Grant

To add a new user:

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

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

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

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

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

Agency Information Service Areas

Agency Edit

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

Agency Contacts Add Edit Delete

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

[Records 1 - 3 of 3] Add Edit Delete

Controlling Access to Grant

To add additional people:

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

Repeat until all necessary people have been added.

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

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: OVITF-2013-25-00-00162-00
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

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.

4

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 an 'Instructions' section. Below this, there 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 contacts section is circled in red with the number '2'. The bottom of the interface shows '[Records 1 - 3 of 3]' and 'Add', 'Edit', 'Delete' buttons.

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 for the form: 'Return to Previous Page' and 'EDIT AGENCY CONTACT INFORMATION'. A block of instructions follows, explaining how to use the form to add or update users. The main form, titled 'Agency Contact', contains various input fields. A red bracket labeled '2' encompasses the 'Address Street', 'Address continued', 'City', 'State', 'Zip Code', and 'County' fields. A red circle labeled '1' highlights the 'Active' checkbox, which is currently checked. A red circle labeled '3' highlights the 'Save' button at the top right of the form. At the bottom of the form, there is a legend '* = Required Field' and 'Save' and 'Cancel' buttons. The footer of the page includes 'Powered by IntelliGrants' and '© Copyright 2000-2012 Aqate Software'.

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

Agency Information

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

The screenshot displays a web application interface 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 'Agency Contacts' section, there is a status bar showing '[Records 1 - 3 of 3]' and buttons for 'Add', 'Edit', and 'Delete'.

Agency Information

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

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

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

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: OVITF-2013-25-00-00-00162-00
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.