

Department of Public Safety

**OFFICE OF
TRAFFIC SAFETY**

Grant Administration Manual

Federal Fiscal Year: October 1 – September 30

State Fiscal Year: July 1 – June 30

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Introduction

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

All state and federally funded projects must be administered in accordance with established regulations, policies, and procedures. Failure to comply with applicable rules and requirements may result in the withholding or disallowance of grant payments, or a reduction, or termination of a grant award to both primary and secondary sub-recipients (the State of Nevada is the primary sub-recipient).

If there are questions regarding this manual or with any DPS-OTS program or procedure, please contact the OTS Program Manager assigned to your grant project. Your OTS Program Manager's contact information was provided in this year's grant award notification.

Who are we?

The Nevada OTS is a division of the DPS and is the State's Highway Safety Office. Our mission is to eliminate deaths and injuries on Nevada's roadways, so everyone arrives home safely.

DPS-OTS administers federal & state traffic safety grant funds awarded to the State from the National Highway Traffic Safety Administration (NHTSA), the Federal Highways Administration (FHWA) of the U.S. Department of Transportation, and the State of Nevada. DPS-OTS also manages the State's Motorcycle Safety Training Program, or *Nevada Rider*, which is funded in part by motorcycle registration fees.

The DPS-OTS staff are ready and available to assist you with your project:

How to reach us:

Office Location	Mailing Address	Telephone #	Fax #	Email
Carson City	107 Jacobsen Way Carson City, NV 89711	775-684-7472	775-684-7482	OTSeGrants@dps.state.nv.us
Las Vegas	6830 Bermuda Road Las Vegas, NV 89119	775-684-7472	702-432-5377	OTSeGrants@dps.state.nv.us
FARS	Fatality Analysis Reporting System 107 Jacobsen Way Carson City NV 89711	775-684-7416	775-684-7486	fars@dps.state.nv.us

Chapter 1

Project Documentation

This manual explains the grant process to help you successfully accomplish the goals and objectives outlined in your grant agreement. The first step in administering your project is the Project Agreement.

Please note: All documentation is to be completed online and/or uploaded into Nevada's grant management system, including electronic signatures.

The Project Agreement

The OTS Program Manager assigned to your grant project will work with you to prepare your Project Agreement and may negotiate with you before it's finalized.

Before you can begin the project, you must review, agree to, and electronically sign the Project Agreement and submit it within the Nevada's grant management system. The Project Agreement is a contract between your agency/organization and the DPS-OTS. It is based on your grant application and indicates a maximum amount of *reimbursement* for this project. It also indicates what goals, objectives, and activities the project will deliver and report on in return for the grant funding, along with the federal fiscal requirements for administering these grant funds.

Reviewing your Project Agreement

When you receive your Project Agreement, be certain to review it closely and pay particular attention to the dates and amount of the award. DPS-OTS may have reworked information submitted in your grant application that will appear in the Project Agreement. These changes will most likely be made to the *Goals, Objectives, Budget, or Evaluation* sections of the agreement.

Your project may not have been funded for the full amount requested. If the funding level is less than requested, then reductions may also have been made to the expected activities or deliverables initially submitted on your application.

Schedule C of the Project Agreement contains Federal and State requirements that you also need to review.

If you have questions or concerns regarding your Project Agreement, please contact your assigned OTS Program Manager. You have the right to negotiate the agreement before you submit final signature approvals. The signed Project Agreement must be received by DPS-OTS before an Authorization to Proceed (ATP) can be issued (i.e., before you can start the project).

Project Agreement Signatures

After you and your OTS Program Manager agree to the terms of the Project Agreement, you will need to have it 'signed' by your agency/organization's Authorizing Official and the grant Project Director. Note that some agreements need to be pre-approved by a city council, county commission or a board of directors. The Authorizing Official is the person in your agency ultimately responsible for all fiscal and operational aspects, including this project. The Project Director is the person that:

- Manages the project on a daily/weekly/monthly basis to ensure all activities and objectives are successfully accomplished.
- Maintains agreed upon work schedules.
- Keeps costs within approved amounts and maintains source documents.
- Submits required reports and may submit reimbursement claims to DPS-OTS throughout the grant year.

All correspondence from DPS-OTS pertaining to your project will be sent to the Project Director's attention and may also be accessed by the grant Authorizing Official and Agency Fiscal as defined in user roles of the Nevada's grant management system.

Once your grant project status is in 'Agreement Final/ATP Pending' status
DO NOT start your project or make any expenditures!

You must receive an Authorization to Proceed (ATP)
(the status will change to "ATP issued")
before you can begin!

Authorization to Proceed (ATP)

Most of the funding DPS-OTS provides to its sub-recipients is from the NHTSA of the U.S. Department of Transportation. By law, Congress is required to approve federal budgets by October 1 of each year. Considering the many other pressing duties of Congress, it is not uncommon for the government to miss the required deadline. However, once Congress passes the necessary budget legislation, and federal funding is provided to Nevada by NHTSA, DPS-OTS will issue an ATP. **The ATP is your authority to start your grant project.**

In reviewing your ATP, it is important to note:

- Expenses incurred prior to the effective date of the Authorization to Proceed will UUNOTUU be reimbursed.
- Expenses incurred after the grant period ending date on the Authorization to Proceed & Project Agreement will UUNOTUU be reimbursed.

Be sure to check the amount authorized. You may have been authorized for less than the amount awarded in your Project Agreement. Often, when Congress does not pass the federal budget by October 1, they issue limited funding allotments to operate through a process called *continuing resolutions*. When this happens, DPS-OTS only receives a portion of its anticipated funding, requiring some projects to be funded incrementally. If a sub-recipient receives an initial portion of the amount specified in the Project Agreement, expenses incurred more than that initial amount authorized will not be eligible for reimbursement—pay attention to your award beginning and ending dates, authorization dates, and authorization amounts.

Important Things to Know About Your Grant

- Grants are awarded for a Federal Fiscal Year (October 1 through September 30), or State Fiscal Year (July 1 – June 30).
- Claims and costs incurred before or after the grant award period, outside the period of performance, cannot be reimbursed.

- Compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award. See also 2 CFR 200.430
- All tangible items or services ordered must be purchased prior to the last day of the grant award year.
- Unexpended funds cannot be forwarded or 'rolled' into the next fiscal year.
- Funding is provided on a reimbursement basis only. The sub-recipient pays expenses up front and then requests reimbursement from DPS-OTS.
- Any deviation from the approved Project Agreement budget requires **advance** approval from DPS-OTS (contact your OTS Program Manager).
- Sub-recipients must be and remain in compliance with Schedule C of the Project Agreement, the **AGREEMENT OF UNDERSTANDING AND COMPLIANCE**.
- Any reimbursement request or claim received more than 30 days after the grant year ended may not be reimbursed.
- Expenses must be within the grant period of performance to be reimbursed. See also definition of period of performance in 2 CFR 200.1

*For activities/purchases/personnel costs that occurred in the last month of the grant, it may be allowable for the sub-recipient to pay these expenses in the following month and still get reimbursed, if the costs were approved and were incurred in the final month of the grant.

Notify Your Fiscal Officer

Your city, county, or state agency fiscal department should be notified of this grant award. They have certain reporting requirements that must be met. Ensure your fiscal department understands when the grants period of performance is. See below for further fiscal details.

Assistance Listings Number

Your fiscal officer will need to know the Assistance Listings Number, formerly known as the Catalog of Federal Domestic Assistance (CFDA) number, if applicable, for your DPS-OTS grant award. This number varies by federal funding source and will appear on the ATP as well as the Project Agreement. If your agency/organization has more than one grant with DPS-OTS, they may or may not have the same Assistance Listings number, so please refer to each project for the correct Assistance Listings Number.

Federal Funding Accountability and Transparency Act (FFATA)

The Federal Office of Management and Budget (OMB) issued a Memorandum on April 6, 2010, related to the need to make federal expenditures transparent to the public and provide accessible federal spending data. Currently, federal agencies are required to submit information on all grants and contracts awarded pursuant to the Federal Funding Accountability and Transparency Act (FFATA). This guidance requires all recipients of federal grants and contracts to submit information on sub-grant awards made after October 1, 2010. Your grant project is one of these sub-grants.

The data elements that the State (DPS-OTS), as primary grant recipient, must report for each sub-grant, or secondary recipient (your organization) include:

- Name of the entity receiving the award (your agency/organization).
- Amount of the award.
- Assistance Listings Number (CFDA), Unique Entity Number (UEI) and a descriptive title of the award.
- Location of the entity receiving the sub-award and the primary location of performance under the sub-award (city, state, and congressional district).

- Names and total compensation of the five most highly compensated officers of the entity if the entity in the preceding fiscal year received – (1) 80% or more of its annual gross revenues in Federal awards, and (2) \$25 million or more in annual gross revenues from Federal awards and (3) the public does not have access to the information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986.
- Other relevant information specified by OMB in subsequent guidance or regulation.

Lobbying Restrictions

As noted in Schedule C of the grant Project Agreement, lobbying activities are restricted for state highway safety offices, their partners, and sub-recipients. Prohibited lobbying activities include:

- Presenting a position in speeches, editorials, press interviews, press conferences, or in other forms of communication with the public, commenting on a specific bill, law, policy, or appropriation.
- Engaging in community outreach activities that have the intent or effect of encouraging the public, third parties or members of special interest groups to contact a Member of Congress, a state or local legislator or a federal, state, or local official to influence a legislative, policy or appropriations matter.
- Working with private lobbyists to instruct them or otherwise participate in letter writing campaigns or other activities that violate “grassroots” lobbying restrictions.
- Engaging in unsolicited mass distributions of highway safety resource materials such as videos or pamphlets that target, directly or indirectly, Congress, states, or localities in which related legislation is pending.
- Pursuant to NHTSA policy, sponsoring or funding, directly or indirectly, workshops or the development of materials teaching legislative advocacy skills.

Additionally, both the Nevada DPS-OTS and each subrecipient must certify that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Chapter 2

Getting Started

Setting up the Project

The objectives of the project define the activities that need to occur. Your project is unique and so are the objectives. An important thing to know is that your OTS Program Manager is going to expect you to do everything the Project Agreement says you will do. Here are a few things to consider as you review the objectives and begin implementation:

- Some preliminary work is often required before you can begin your project. For example, you may need to identify locations or take pre-event surveys. Note that expenses related to the preliminary work cannot be claimed for reimbursement due to it being outside the period of performance. See also definition of period of performance in 2 CFR 200.1
- A method to collect data for your monthly progress report should be in place before you implement your project. It makes reporting much easier if it is planned.
- Look for commitments to time specific actions and stick to that plan. For example, 'one event each month'.
- Look for objectives which require pre-approval from DPS-OTS. This includes anything you will have printed, and any scripts or public materials you are going to have produced for the project (including print, TV, and radio).
- All sub-recipients are required to prepare and submit a press release to their local media detailing the grant award and intent of the project. You cannot force the media to print it, but it needs to be submitted. **Pre-approval of all press releases** is required and can be obtained by e-mailing or otherwise sending a draft to your OTS Program Manager.

Equipment/Property

Equipment may only be purchased as part of an approved project that demonstrates the need for equipment to achieve its intended outcomes and must demonstrate a direct correlation between the equipment and reduction in traffic fatalities or serious injuries. Equipment is eligible for reimbursement as a direct expense chargeable to a specific project agreement provided the equipment is needed to perform that project. The project must be based upon the identification of a specific safety problem. **No project may be created solely to purchase equipment.** Grant proposals must clearly identify type of equipment, purpose of equipment, and must provide a minimum of three cost quotes for desired equipment (compliance with "Buy America" Act required). Items intended for distribution to the public are not considered equipment.

If your project includes funding for the purchase of equipment, there are some basic requirements to consider before you place the order.

- Buy what you said you'd buy. Deviating from your Project Agreement without written approval will disqualify your reimbursement claim.
- Get the best price. Check with your OTS Program Manager to see if there is a state bid price available. This guarantees you a mass buying price even if you are only purchasing a few items. You do not need to be a state agency to obtain this price. Follow procurement guidelines as defined by **your** agency or organization.

- You only receive reimbursement up to the amount stated in the budget section of the Project Agreement. You may have asked for more, and the item may cost more, but that's the total that will be reimbursed. The rest is considered your agency's match for the project.
- We cannot reimburse your agency/ organization for sales tax.
- State and local law enforcement agencies are eligible, in many cases, to purchase equipment through federal government procurement channels. These programs afford state and local governments the opportunity to take advantage of discounts available to the Federal Government. For more information, contact the State 1122 Program Coordinator at the DPS-Office of Criminal Justice (775) 687-3700 ext. 6 or ocja@dps.state.nv.us.
- The Department of Defense (DOD) Excess Property Program enables Nevada law enforcement to obtain excess military property at little or no charge. To be eligible, your agency must have apprehension and arrest authority. For further information contact the DPS-Office of Criminal Justice (775) 687-3700 ext. 0 or ocja@dps.state.nv.us.
- Ongoing equipment maintenance, repairs, and equipment replacement are the responsibility of the subrecipient. See also 'General Cost of Government' section in chapter 3.

Accountability for Equipment/Property

All property costing a unit price of \$10,000 or more, including the amount of any match, and having a useful life of 1 year or more must be inventoried and reported:

- When purchased, complete and submit a Property Acquisition Report. The Property Acquisition Report must be submitted before submitting a claim for reimbursement of the equipment's cost.
- Equipment purchased whole or in part with federal funds must be tagged indicating the item was acquired with federal traffic safety funds.

Before you spend money, remember:

- Read Schedule C of your Project Agreement.
- Schedule C requires you to comply with the **Buy America Act** and minority business enterprise provisions.
- Review your Project Agreement Budget and read Chapter 3 of this manual.

Disposing of Equipment/Property

Before disposal or transfer of any equipment or property purchased with DPS-OTS grant funds, regardless of if purchased in the current or previous grant years, your agency will need written permission from DPS-OTS. This is accomplished through a Property Disposition Report form. Property that is lost, stolen, exchanged, or deemed excess should be reported by the end of the month in which the change in status occurs. The equipment is your agencies to keep, **but:**

- You must use it for the objectives defined in the grant project.
- DPS-OTS reserves the right to repossess or re-assign any unused or improperly used equipment.
- You must maintain inventory records and provide reports to OTS, even after the project ends. (See also page 20, Records Retention). OTS has the authority to track this equipment for its useful life.
- You must receive approval from OTS before disposing/transferring the property, or if you wish to use it for something other than what was defined in your Project Agreement, even if it was funded in a prior year's grant.
- Money from the sale or auction of equipment must be returned to OTS.

Printed Materials, Media, and Give-a-Way Items

Some projects include funds to purchase printed brochures, or TV and radio ads.

- When preparing printed materials such as flyers, brochures, etc., OTS must approve the copy **prior** to printing.
- Television and radio spots must be **pre-approved** by your OTS Program Manager.
- Printed and give-a-way items funded by the grant **must** include the phrase: “Funded by the Nevada Office of Traffic Safety” or “Funded in part by the Nevada Office of Traffic Safety”.

The National Highway Traffic Safety Administration, the primary source of OTS’ federal funding, reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use any copyright or rights to a copyright which were developed or purchased with grant support. Photos, artwork, recordings, etc., are included. If you are paying for talent, it must be a one-time fee with all rights for reuse retained.

Promotional items are not an allowable use of funds and may not be purchased for reimbursement. See also ‘Un-allowable Costs’ section in chapter 3.

Educational materials for give-a-way may be considered an allowable use of funds if they provide substantial information and educational content to the public and have the sole purpose of conveying that information. Contact your OTS Program Manager to discuss your items prior to purchase.

Remember to have the item *and the message* approved by OTS BEFORE you place the order; if the item is not pre-approved by OTS, *you may not receive reimbursement* for these expenses.

Project Monitoring

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

- Have you gotten started yet?
- Are you doing what you said you’d do, by the dates specified in the Project Agreement? We will review and discuss the objectives.
- Are things working the way you expected? Are there problems or unanticipated challenges?
- If equipment was purchased with grant funds, we will need to see it & verify serial numbers.
- Do you need any help in running this project?

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

Your project may be selected for a formal site visit monitoring which will include an in-depth review of not only the progress on objectives and activities but also the fiscal aspects of claims, back-up documents, such as match documentation, and verification of the amounts claimed for your matching requirement.

Project and Budget Changes

Once the Project Agreement and budget with OTS is finalized, it is generally not considered good business practice to change either the agreement or the budget. However, we realize that from time to time it becomes necessary to make minor changes to a project's activities and/or to the budget. All project changes are approved on a case-by-case basis and only if it contributes toward achieving the goals and objectives of the project. To request a project or budget change, complete and submit a 'Change Order' through the grant management system. A Change Order is a request to alter your approved project agreement or move funds from one budget category to another within your approved budget agreement. Communication with your assigned OTS Program Manager should take place prior to a request being submitted. When the grant's period of performance has concluded, a change to the project or budget will not be authorized. A Change Order cannot be submitted to add money to the budget of an awarded grant. When submitting a request, be sure to clearly indicate and justify the change(s).

You will receive an email notification of the outcome of your Change Order.

Chapter 3

Financial Management

Accounting Requirements

All sub-recipients are required to establish and maintain accounting systems and financial records to accurately account for funds awarded to them. The accounting system must fully record the amount and disposition of all project funds. Accounting records must show receipt of funds and expenditures by source. General ledger entries must include supportive documentation.

Reimbursement claims must be submitted monthly if any expenses were incurred and paid during that month. They will be processed once the corresponding month's progress report is current.

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

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

Reimbursement claims must include documentation to show that:

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

General Cost of Government

A grant recipient may not use grant funds to defray or replace any costs the recipient is already obligated to pay. For example, if a sub-recipient, prior to applying to participate in a grant project, was already budgetarily committed to purchasing ten (10) new computers for crash data analysis, then the sub-recipient must purchase those computers as budgeted. Any replacement of non-grant funds with grant funding will be grounds for project termination and cost recovery.

It is important to note that grant guidelines prohibit:

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

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

Allowed Costs

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

Un-allowed Costs

By federal law, the following is a partial list of expenditures that are not allowed for reimbursement. For a complete list of unallowed expenses, contact your OTS Program Manager.

- Incentive items for public distribution
- Business Cards
- Meals provided during a conference or training meeting.
- Premium air fare and early check-in fees for air travel or hotels.
- Guide fees
- Airport lounge fees
- Rental cars (unless pre-approved by OTS)
- Overnight lodging within 50 miles of principal duty station.
- Refreshments, snacks, or food (consumables).
- Office furnishings and fixtures
- Alcoholic beverages
- Sales Tax
- Real Property

Personnel

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

In the event a personnel position is partially or fully covered in the grant project budget, compensation claimed must be reasonable to the extent that it is consistent with that paid in the labor market for similar work. For personnel whose salaries or wages are 100 percent funded by the grant, a Wage Certification Letter (WCL) is required to be submitted every 6 months. For personnel partially funded by the grant, a Time & Effort (T&E) Report is required to be submitted monthly with progress reports. The OTS Program Manager assigned to the grant can assist with submitting a WCL or T&E Report.

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

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

Time Keeping Requirements

Federal regulations require that State Highway Safety Offices maintain timekeeping, or time 'distribution' records for sub-recipients of federal grant funding:

- (1) Charges to grant awards for salaries and wages, whether treated as direct or indirect costs, will be based on payrolls documented in accordance with generally accepted practice of the governmental unit and approved by a responsible official(s) of the governmental unit.*
- (2) No further documentation is required for the salaries and wages of employees who work in a single indirect cost activity (or single program area/fund).*

It is your and the State's responsibility to assure no double-billing of grant funds occurs, i.e., a sub-recipient charging grant funds for personnel costs, and then charging another agency/grantor for the same time/cost (some sub-recipients get grant funds from more than one source).

Accurate time and attendance records are therefore required to be maintained for all personnel whose full or partial salary is charged to a grant project. If your grant contains funding for personnel and/or overtime, the following information must be included in claim back up documents:

- Document id # and title.
- Name of the person who worked.
- Position or rank of person who worked.
- Date and location of the event or when work was performed.
- Hours worked (time of day and total hours worked).
- Project Activities worked on during the claim period.
- Dollar amount paid (regular and/or overtime hourly rate).

Backup documentation in the form of timecards, computerized payroll records, or other generally accepted accounting documents proving an employee has been paid is required to substantiate personnel expenses incurred for the grant project. However, it is our goal to work with the payroll system printouts you have readily available rather than require a special report.

Documentation to meet this requirement may include the following:

- A completed employee timesheet detailing dates/time of day of hours worked, signed off by the supervisor or agency's grant project director with all claims for reimbursement submitted to OTS for personnel/payroll grant project costs, and
- Payroll documentation to include time worked, wage rate and actual fringe benefits amounts in accordance with generally accepted practices of the governmental unit/agency, and previously approved by OTS.
- Wage Certification Letter (WCL) for fully funded personnel salaries.
- Time & Effort (T&E) Report for partially funded personal salaries.

If more than one staff member is working on grant activities on a part-time basis, personnel activity related to the grant must be recorded in monthly progress reports and must meet the following standards:

They must reflect an after-the-fact distribution of the actual grant activities of each employee by name.

They must account for the total activity for which each employee is compensated.

They must be prepared at least monthly and must coincide with one or more pay periods, and

They must be signed by the employee.

If you encounter a unique payroll situation, such as termination settlements, contact your DPS-OTS Program Manager.

Travel Costs

Travel costs are allowed for reimbursement provided these expenses were pre-approved in your Project Agreement Budget. Costs for travel are reimbursed at the rate established by your agency/organization policy, or at the rate established by the GSA, *whichever is less*. If choosing to use your own agency/organization policy, you must submit a copy of the policy to OTS by uploading it into the grants management system.

DPS Travel Policy and Reimbursement Rates:

All travel expenditures/rates shall follow the guidelines as presented on the General Services Administration (GSA) website: www.gsa.gov and the NV DPS current travel policy.

See the attached appendix for DPS travel policy reimbursement details.

Travel Reimbursement Claims

Requests for reimbursement for approved travel can be completed on your agency approved travel form or a state travel claim form. However, it needs to reflect the lodging rate, meals & incidental rates (MI&E) and any meals provided (to be subtracted from the MI&E claimed amount). If you are claiming mileage, proof of mileage must also be provided such as a Google Map direction's printout. All expenses claimed must be accompanied by a receipt except for meals. Clearly defined backup documentation is required for reimbursement including receipts, agendas, mileage statements, etc.

If travel is for a conference or some other educational event, a post-travel Trip Report is required with your claim. Describe the sessions attended and how this event will positively impact your service delivery and project success. See also 'Required Documentation for Travel Claims' section in the Appendix of this manual.

Contractual Services

If your project requires someone outside of your agency to perform a specialized task(s), there are a few things to keep in mind before you hire a contractor: All sub-recipients must adhere to Nevada Revised Statutes (NRS) Chapter 332, Purchasing: Local Governments. Check the law to be certain you comply. It is available at www.leg.state.nv.us/nrs/NRS-332.html. The Scope of Work you define for the contract must be pre-approved by OTS if it is being paid with grant funds.

Costs included in this category of your Project Agreement can only be approved and reimbursed when a contractual agreement exists between both parties. The agreement may cover any item normally considered a direct cost, such as conducting a media event. Claim documentation requires an invoice and evidence of payment. Evidence of payment can be photocopies of the front and back of checks, a printout of the accounting system detail showing the check has been charged against the account or other verification documents acceptable to the OTS Fiscal Officer.

If you requested funds for contractual services, but no contract is signed, a Change Order is needed to move funds to Other Direct Costs.

Your organization must follow its own procurement and contract procedures, state and local laws and regulations for grant-funded agreements and purchases while complying with federal laws.

Remember, the contractor must also comply with the grant requirements. You are responsible for ensuring the contractor(s) understands grant project deadlines, guidelines & restrictions, etc.

Direct Costs

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

Indirect Costs

Indirect costs are costs that cannot be directly attributed to a specific project. Examples might include the services of accounting staff and administrators, office supplies, postage, and local telephone service. All agencies or organizations desiring to claim a portion of their indirect costs under a federal award must submit their federal cognizant agency's approval rate letter and other related documents to OTS for consideration before the Project Agreement is executed.

Program Income

Program Income means gross income earned by the subrecipient that is directly generated by a supported activity or earned because of the federal award during the project period of performance.

Program Income shall be added to the funds committed to the federal award to further the objectives of your project. Program Income may only be used to further the defined activities of the project.

Program Income may be used to meet matching requirements only upon written approval from NHTSA and the DPS-OTS.

Match Requirement

Projects funded with NHTSA awards are required to match the award with your own agency/entity contributions to the project. The required match is 25% of the amount of your award. An example is if your grant award is \$10,000 then your match requirement is \$2,500. This match can be in the form of unclaimed expenses related to the project, or it can be in-kind match. The amount listed as match on your reimbursement claims must be verifiable upon request. Contact your OTS Program Manager if you need further information on the allowability of match items.

Documents identifying match does not need to be uploaded in the grants management system, but should be maintained internally and produced upon request.

In-Kind Match

In-kind match for highway safety projects is considered "soft" or "match" support to a project, which can be cash or in-kind contributions. These generally consist of the value of services, supplies, and

nonexpendable property. The criteria for determining the acceptability of cash and in-kind contributions are established in 49CFR 18, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments." The criteria requires the in-kind match to be:

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

It is important to note that **grant guidelines prohibit:**

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

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

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

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

Your agency included in-kind contribution funds when preparing the project budget. The sub-recipient is required to report on or substantiate in-kind contributions during audits or monitoring.

General Guidelines for In-Kind Contributions

Cash Contributions/Donations

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

In-Kind Contributions

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

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

Vehicle Usage: When an agency vehicle is used specifically to conduct a portion of the grant project, such as a police car or motorcycle during saturation patrol. Agencies must determine their

individual rates, based on the vehicle's value, and all equipment used in the vehicle during that event. These rates are generally the value at fair rental value.

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

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

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

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

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

The sub-recipient agency should ensure that they provide a full audit trail of these in-kind contributions for auditing purposes.

Audit Requirements

If a state, local government, or non-profit organization expends \$750,000 or more in Federal awards in a Federal Fiscal Year, a single program specific audit must be performed in compliance with the Single Audit Act of 1984. The audit must be performed by an independent auditor in accordance with generally accepted governmental accounting standards covering financial and compliance audits. Your traffic safety project must be included in that audit. A copy of the audit which includes the "Schedule of Federal Financial Assistance," auditor's "Findings and Recommendations," and "Agency Responses" must be submitted to the DPS-OTS by the financial officer or accounting firm within nine months of the end of the fiscal year for which the grant was awarded.

If your local governmental or non-profit organization is below the \$750,000 threshold, a letter stating that fact must be submitted to OTS by the fiscal officer or accounting firm that oversees your entity within 9 months of the end of the fiscal year, along with a current financial statement.

Whether or not your agency falls within the Single Audit Act requirement, all highway safety projects are subject to audits by the Federal Government and DPS-OTS at any time. You must permit and cooperate with any state or federal investigations by assuring the availability of all records and the availability and cooperation of staff. (See Records Retention requirements, page 21).

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

Reimbursement Claims

Ensure all claims submitted for reimbursement are within the grants period of performance. See also definition of period of performance in 2 CFR 200.1

Claims for reimbursement must be submitted monthly, for any expenses incurred and paid during that time. They will be processed once the corresponding months' progress report is current.

Costs included in the Project Agreement budget can be reimbursed. Costs must be for goods and services received during the grant period. If the costs incurred were not included in the budget, they may have to be recorded as in-kind contributions. In-kind contribution amounts should be reported in your report and on your claim. Receipts/back-up documentation is required for all expenses claimed.

Claims for reimbursements for expenses incurred between October 1 (start of grant) through June 30 must be submitted to the OTS no later than July 15 or significant delays in payments may occur.

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

Any claim received after the final deadline (July 31/October 31) may not be reimbursed.

Chapter 4

Reports and Records

Monthly and Final Reports FAQs

Program reports are essential for effective and meaningful project management.

The information you provide in your report allows the DPS-OTS to showcase project accomplishments, and identify best practices, strengths, and/or challenges for others who may want to do a similar project. They also provide an evaluation of your overall performance toward the attainment of the project goals and objectives. The DPS-OTS uses the information provided to measure success and incorporates this information into its Annual Performance Report to the State Legislature and the Federal Government. Program reports also help identify recipients for awards and commendations and to justify future funding for traffic safety projects. Your reports are critical to the success of your agency's project and to the DPS-OTS mission.

If you have any questions concerning the reporting process or requirements, please contact your assigned OTS Program Manager or call (775) 684-7472.

Monthly Progress Reports

When is the monthly Progress Report due?

Monthly reports cover the preceding month's activities and are due to DPS-OTS not later than the 15th of the month (i.e., October's report is due by November 15). The Progress Report is required to process reimbursement claims payments for that same period. Failure to submit monthly Progress Reports can result in a reduction in grant award, and/or grant suspension or termination.

What do I put in the Monthly Progress Report?

The monthly report should contain these elements:

1. Narrative: what's been happening toward achieving the goals, objectives, and activities.
2. Progress made or not made on Goals, Objectives, and Activities, and why or why not.
3. Project Documentation (e.g., newspaper articles, sample public information and education items, news releases, training rosters, survey results, etc.).
4. Personnel activities to include time spent on the activities if required.
5. Other specific data, if required, in the activities section of the Project Agreement.

What supporting documentation is needed?

Attach copies of press releases, newspaper articles concerning your grant, copies of public information and education items purchased, booklets, handouts, flyers, workshop agendas, Public Service Announcements, attendance rosters, videos of events, survey results, letters from concerned constituents and/or anything relevant to the grant project.

The project started late in the month and there was not much activity. Do I still need a Monthly Report?

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

What happens if a monthly is not submitted?

You are responsible for the timely filing of reports. Failure to submit a monthly report, or the submission of an incomplete report will result in a delay in processing grant reimbursement claim(s). Repeated failure to submit reports may result in termination of the grant project. Late reports are subject to the following action:

- Up to 10 days late: The project director may be contacted. No further claim reimbursement requests will be processed until the report is submitted.
- Over 10 days late: A delinquent notice may be sent to the fiscal officer and project director. No claim reimbursement requests will be processed until the report is submitted.
- Over 30 days late: A Program Manager may contact your agency to arrange a meeting to discuss a review of the project and possible suspension or solutions.

Final Annual Progress Report

When is the Final Annual Progress Report due?

State funded grants Final Annual Report is Due: July 31

Federal funded grants Final Annual Report is Due: October 31

What information should be included in the Final Annual Progress Report?

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

- When possible, quantify accomplishments for the current month, and operational year.
- Describe how much was accomplished. What work was done? Discuss the various tasks that were carried out by project personnel. This description should relate to the program activities outlined in your Project Agreement.
- Did you encounter problems that affected project progress, and what corrective action was taken and/or planned?
- What strategies are working or not working?
- Have you discovered a new or better way to implement a traffic safety strategy? Are you conducting other types of "best practice" procedures that DPS-OTS could share with other sub-recipients? These reports serve as an excellent learning tool for everyone.
- Describe any community engagement activities you conducted, and the public feedback received on your project.

The data elements that need to be reported are listed in the Project Agreement (see the Objectives, Activities, and Evaluation sections of the Agreement). If you said you were going to lower the number of crashes on Las Vegas Boulevard, then tell us how many crashes there were before starting this project and how many there were during the recent month/year. The data we are looking for is listed in your Project Agreement under Project Goals, Objectives, and Activities. Also refer to the 'Evaluation' section of your Project Agreement where other reporting requirements may be listed.

Will a Monthly Report serve as the Final Annual Report for the project?

No. The Project Agreement specifies that you will do a monthly report for each month of the project, as well as a final annual report. The last monthly report should be limited to what is completed during that month of the grant. The final report will then be a wrap-up of the entire project.

What happens if a final annual report is not submitted?

You are responsible for the timely filing of reports. Failure to submit a monthly or final annual report, or the submission of an incomplete report will result in a delay in processing grant reimbursement claim(s). Repeated failure to submit reports may result in termination of the grant project. Late reports are subject to the following action:

- Up to 10 days late: The project director may be contacted. No further claim reimbursement requests will be processed.
- Over 10 days late: A delinquent notice may be sent to the fiscal officer and project director. No claim reimbursement requests will be processed.
- Over 30 days late: A Program Manager may contact your agency to arrange a meeting to discuss a review of the project and possible suspension or solutions.
- Failure to submit a Final Annual Report will jeopardize future grant funding.

I have a Limited Fixed Deliverable Grant. Do I need to do a Monthly Report?

Limited Fixed Deliverables are projects for a specific purpose and for a limited duration. If you are an LFD grant recipient, yes, you are required to do a monthly report for each month your grant is funded.

Chapter 5

Records Retention, Suspension/Termination, Debarment

Records Retention

Grant Project records, including the original or source documents which verify the expenditures for the grant project, must be retained for three years after the grant project completion date. Timecards and payroll records verifying labor costs, and invoices for purchases of supplies or services are examples of original or source documents.

Suspension or Termination

SUSPENSION is an action by OTS that temporarily withholds federal or state support of a grant project pending corrective action by the sub-recipient or a pending decision by OTS to terminate the grant.

TERMINATION is the cancellation of a grant project, in whole or in part, at any time prior to its original expiration date.

The Project Agreement supersedes any prior oral or written agreements. If a conflict arises between the Agreement and this Grants Administration Manual, the Agreement shall govern.

Your organization shall be responsible for the settlement of all contractual and administrative issues arising out of procurement made in support of Agreement work.

Disputes concerning performance or payment shall be submitted to OTS for settlement, with the Highway Safety Coordinator or their designee acting as final decision-maker.

The Project Agreement shall remain in effect until the expiration date, or sub-recipient has satisfactorily completed all services and obligations described within the Project Agreement, and these have been accepted by OTS, unless:

- The Agreement is terminated in writing with the mutual consent of both parties; or
- There is a written thirty (30) day notice made by either party; or
- OTS determines that the performance of the project is not in the best interest of the State or the OTS and informs the sub-recipient that the project is being terminated immediately.

A grant may be suspended or terminated in whole or in part in any of the following situations by:

- a. OTS when the sub-recipient has materially failed to comply with the terms and conditions of the grant; or
- b. OTS when the Department [DPS] has other reasonable cause, such as results from the Single Audit Report required by OMB (old A-133) that puts in question the sub-recipient's ability to administer the grant or pay grant costs before claiming reimbursement; failure to pay grant costs before claiming reimbursement, a criminal indictment or civil judgment that puts in question the sub-recipient's ability to pay grant costs prior to reimbursement,

deliberate false statements in any communication to OTS regarding the grant, and/or deliberate failure to follow grant objectives and activities without seeking a change to the grant agreement from OTS; or

- c. OTS and the sub-recipient by mutual agreement (if OTS and the sub-recipient cannot reach an agreement, OTS reserves the right to unilaterally terminate the grant); or
- d. The sub-recipient on written notice to OTS setting forth the reasons for such action, the effective date, and, in the case of partial termination, the portion to be terminated or suspended. If OTS determines that the remaining portion of the grant award will not accomplish the purposes of the grant, OTS may choose to suspend or terminate the entire grant project.

OTS shall compensate the sub-recipient for only those eligible expenses incurred during the Grant Period specified in the Project Agreement which are directly attributable to the completed portion of the work covered by the Agreement, provided that the work has been completed in a manner satisfactory and acceptable to OTS. The sub-recipient shall not incur nor be reimbursed for any new obligations after the effective date of termination.

Debarment/Suspension

OTS is prohibited from making any award or permitting any award at any tier to any party which is debarred or suspended or otherwise excluded from or ineligible for participation in federal or state assistance programs under Executive Order 12549, Debarment and Suspension.

A. By signing the Project Agreement, your organization certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal/state department or agency.

2. Have not within a three (3) year period preceding the Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local public transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph 2 above;

4. Have not, within a three (3) year period preceding this Agreement, had one or more federal, state, or local public transactions terminated for cause or default.

B. Where the sub-recipient is unable to certify to any of the statements in this Article, such sub-recipient shall attach an explanation to the Agreement, and/or contact their assigned OTS Program Manager.

C. The sub-recipient shall require any party to a subcontract or purchase order awarded under this Grant Agreement to certify its eligibility to receive federal/state grant funds, and, when requested by the OTS, to furnish a copy of the certification.

Appendix

Subrecipient Travel Guidelines Nevada Office of Traffic Safety (OTS)

General

Travel is an allowable reimbursement if it is detailed in the subrecipient's grant budget. Travel claims more than the budget amount are not reimbursable.

Travel should be accomplished by the least expensive mode practicable. Reimbursement rates shall be determined by your agency's travel policy or GSA policy, whichever is less.

Travel time is calculated from the time the traveler leaves their residence to the time of arrival back to their residence.

While planning your travel, you should research the allowable amounts for lodging and meals based on your destination by going to the GSA website. [Per Diem Rates | GSA](#)

The subrecipient entity is responsible for making their employees' travel arrangements. The OTS does not reimburse the subrecipient employee directly. Reimbursements for the traveling employee must be made to the employee by the subrecipient. The grant subrecipient can then submit a travel claim on the grant project for OTS reimbursement.

Claims for travel must be submitted through eGrants within 30 days following the travel.

Per diem – Meals & Incidental Expense

Subrecipients shall follow their agency's travel policy or the Federal Government's travel policy as administered through the U.S. General Services Administration (GSA), whichever is less. GSA has removed the time bands that qualify per diem for reimbursement. **Per diem is now only reimbursable if travel is longer than 12 hours.** One day travel will not be reimbursable unless it is over a period of more than 12 hours, in which case it is only reimbursable at 75%. First and last day travel reimbursement will be made at 75%.

Per diem is shown in the following table:

When travel is		Your allowance is
More than 12 but less than 24 hours		75 percent of the applicable M&IE rate for each calendar day you are in a travel status.
24 hours or more, on	The day of departure	75 percent of the applicable M&IE rate.
	Full days of travel	100 percent of the applicable M&IE rate.
	The last day of travel	75 percent of the applicable M&IE rate.

Meals:

Per diem rates will cover meal expenses while in travel status with the following exceptions:

- Meals provided at meetings, conferences, seminars, etc. will not be eligible for reimbursement.
- A “continental breakfast” is not considered a meal. (Definition: a light, simple meal typically consisting of pastries, cereals, fruits, and various types of bread)

Meal expenditures more than the GSA per diem rate are not eligible for reimbursement.

Personal Vehicle Mileage:

Mileage to/from the airport is a reimbursable expense based on State of Nevada mileage rates. The allowable mileage rate can be provided to you by your Program Manager.

Air Travel:

All airline travel between Reno and Las Vegas must use Southwest Airlines.

Premium travel such as business or first class and early check in fees will not be reimbursed.

Ground Travel

Premium rideshare vehicles are not eligible for reimbursement. Tips are eligible for reimbursement if they are detailed on the invoice.

Rental car reimbursement is allowable if pre-approved by your OTS Program Manager.

Parking:

Airport parking reimbursement shall be at the lowest rate available, unless the time to accommodate the parking is more valuable than the parking fee itself.

Lodging:

The lodging reimbursement is based on GSA allowed rates. Please see [Per Diem Rates | GSA](#) to research the maximum amount of lodging reimbursement based on the geographical location of your destination. Note: the approved GSA lodging rates pertain to base lodging rates and do not include taxes or surcharges.

Rates higher than the GSA rate may be approved by the OTS Program Manager. A request for an exception must be made in writing prior to travel. Exceptions to the GSA lodging allowed rates for reimbursement can be made for the following reasons.

1. Lodging is procured at a prearranged place such as a hotel where a meeting, conference or training session is held or,
2. Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging.

Other Travel Related Expenses:

Other work-related expenses, including work-related telephone, internet fees, tolls, etc., may be reimbursed with receipts, appropriate written explanation of the charges, and OTS Program Manager approval. For additional information, refer to SAM 0218.

Required Documentation for Travel Claims

- The dates and time in travel status are required on travel claims.
- Travel claims can utilize the DPS travel claim form, or a form provided by your agency.

- Meal receipts are not required since the daily per diem is used for reimbursing these expenses.
- Hotel receipt showing a zero-balance owed is required and must show the travelers name, dates of stay and breakdown of costs by day.
If lodging is paid for through a travel website (Expedia, Travelocity, etc.), the travel website receipt shall accompany the hotel bill or folio. The hotel bill is still required even if there are no charges as proof of stay.
- Proof of airline travel is required, if applicable.
- Receipts are required for other travel-related expenses.
- Mileage documentation must include a map (i.e. google maps) that shows the traveler's mileage if claiming a mileage reimbursement between your residence and the airport.
- Rideshare or taxi receipts are required if applicable.
- A trip report detailing the benefits of the training received, the sessions attended and statements on how the training has benefited the success of the grant project.