



State Highway Safety Office

Grant Management  
Financial Training

FFY2023



# Meet the Staff

State of Vermont  
Agency of Transportation  
Operations and Safety Bureau  
State Highway Safety Office

Dill Building, Unit A  
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<https://shso.vermont.gov/>

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## Highway Safety Program Coordinator

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# Agenda



Overview of the grant management, fiscal guidelines, and requirements related to grant program funding



GEARS Demonstration for invoicing and progress reports



Questions and additional hands-on training, if needed



# Vermont State Highway Safety Office: What We Do



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SHSO staff awards, reviews, and monitors National Highway Traffic Safety Administration grant programs

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The SHSO provides grant guidance and oversight to State and Local agencies and non-profit organizations

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[Highway Safety Grants Program  
Resource Guide](#)

# Grant Guidance

SHSO's grant funding policy is based on governing statutes, rules and regulations.

Grant regulations and directives, and supporting documents are contained in the

## Highway Safety Grants Program Resource Guide

- FAST Act (23 CFR 1300)
- Uniform Administrative Requirements, cost principals and Audit Requirements for Federal Awards 2 CFR 200
- Agency Of Administrations Bulletins
  - 3.5 (Procurement and Contracting)
  - 5 (Grant policy)



# The SHSO follows the Federal Fiscal Year (FFY23)

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## Notices to Proceed

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Notices to Proceed will be issued for the Federal Fiscal Year (FFY2023) grant performance period

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You will receive the notice by email from the VTrans Contract Administration Unit

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Please have your Authorized Official sign and return upon receipt

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If you are insured outside the Vermont League of Cities and Towns kindly provide an updated

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**Certificate of Insurance**



# Cost Principles:

Applies to all  
funding



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To be allowable, costs must be necessary, reasonable, allocable, and appropriate to the circumstance.

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Federal funds must be used in accordance with the appropriate statute. Costs must be consistent with the authorizing statute and implementing regulation, guidance and must not be in violation of Federal, State and Local laws.

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Costs and expenditures must be outlined and approved in the grant application and scope of work to be eligible for reimbursement.

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If you have any questions regarding grant compliance, purchases, or travel, please contact your Program Coordinator.



# Personnel Cost

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Only work directly involved in project activities may be reimbursed

General Cost of Government: (supplanting)

Federal funds cannot replace a routine and/or existing State expenditure and may not be used for costs of activities that constitute general expenses required to carry out the overall responsibilities of state or local activities

# Travel and Mileage

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- SHSO approved travel will be detailed in the grantee's budget in Attachment B of your agreement
- Travel must be pre-approved in writing by SHSO program coordinators

Travel backup documentation must include:



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An agenda

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A certificate of attendance

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Copies of the approval email from the program coordinator

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Proof of mileage (odometer reading and map)

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Receipts for all expenses (excluding meals)

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## Reimbursement rate change for GSA Rates



Grantees must follow their agency's policies and procedures for all travel (purchasing airline tickets, hotel accommodations, conference fees and registration, etc.)

The SHSO will reimburse travel expenses not to exceed the GSA per-diem rates as listed on the GSA website

The sub-recipient must provide the documentation from the agency policy and procedures or the GSA and include it with reimbursement invoicing

[LINK TO GSA WEBSITE FOR STATE TRAVEL RATES](#)

# Training: Not all training is allowable

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- For training/conference costs to be reimbursable, the training must:
  - (1) be an eligible expense under the particular NHTSA grant program, and
  - (2) be specifically included as an activity in an executed project agreement.
- Training for a non-grant-related purpose, such as to satisfy employer or professional certification requirements, and compensation costs for the time spent at that training, is not an allowable cost for law enforcement agencies and traffic safety resource prosecutors (per NHTSA Regional Operations and Program Delivery Grant Management and Oversight Memo dated 08/13/2019).

# Unallowable Costs

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- Office furniture/fixtures (desk, chairs, filing cabinet, lighting/lamps, etc.)
- Costs incurred by advisory councils/committees
- Contributions/donations
- Entertainment (gift certificates/tickets to venues)
- Fines/penalties
- Legislative expenses
- Fundraising costs
- Lobbying
- Uniforms, T-shirts, clothing, hats
- Alcoholic beverages
- Challenge coins, swag (key chains, stickers, etc.)
- E-Ticket paper
- Other items per NHTSA/Federal/State guidelines

If you have any questions regarding allowable/unallowable costs, please contact your Program Coordinator.



# Food & Beverage

Federal traffic safety grant regulations only allow the reimbursement of meeting and conference costs including meals, transportation, rental of meeting facilities and other incidental costs if the primary purpose is the dissemination of technical information. This requirement applies to the SHSO and sub grantees. Records must be maintained to document that the primary purpose of the meeting was the dissemination of technical information.

Costs of alcoholic beverages are unallowable. Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. For additional information, refer to NHTSA Highway Safety Grant Funding Policy for Field-Administered Grants Part III and unallowable/provisions of selected items of cost General Provisions for Selected Items of Cost (§§ 200.420 - 200.475)

# Food & Beverage

**The SHSO will not reimburse for food purchases/services unless all criteria are met:**

- Day Long Conference/Training for traffic safety programming
- Pre-Approved with SHSO Program Coordinator
- Expense/Activity must be in the grant application/agreement
- Detailed Agenda of workshops
- List of Attendees
- Invoice from food vendor/conference center with breakdown of meal/snack costs (must be reasonable)
- If serving a meal, then must include a highway safety speaker during the meal

# Supplies

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- Costs for administrative materials and supplies must be used in direct support of a project.

# Equipment

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Anticipated equipment purchases should be included in your grant application budget or amendment request, with an explanation of need

**Upon grant agreement execution:**

- Follow the State's procurement and purchasing policies
- Check for "Buy America Act" compliance

**Must have SHSO approval** to complete purchase; NHTSA approval if  $\geq$  \$5000 per unit to make the item operational (including shipping and installation)

Equipment may only be purchased for highway safety purposes and must be used only for the purpose for which it was purchased

Equipment must be logged in the agency inventory and both the equipment and inventory log must be made available to state and federal auditors upon request

# Match Computation

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There is a 20% match requirement for most state agencies and for Education/TRCC Awards. Match must be provided for total expenditures for an 80/20 match.

- Enforcement Grants: Match will be provided by County Sheriffs' Departments
- Education/TRCC grants: Match can be met with cash or in-kind resources
- Supporting documentation with methodology for match is required
  - Operating Costs (paid for by the agencies' own funds to support the project)
  - Indirect Costs (rate must be approved by Federal/State cognizant agency)
  - Third Party: personnel, goods, services – reasonable value must be used

# Indirect Cost Rate

- Please make sure your most recent indirect cost rate letter is on file in GEARS
- Check the budget summary page and award detail sheet of the grant agreement to ensure the indirect rate is correct

Requirements of OMB's Supercircular  
(2 C.F.R. Part 200)



# Budgets & Amendments

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Final award amounts are determined by the SHSO staff. Confirm details of your funding amounts with your grant program coordinator.

Amendments will be rare and will only be approved under unforeseen, special circumstances. For equipment requests, a justification and a quote are required.

Amendments must be approved by SHSO and agreed to by VTrans and the sub-awardee. This includes modifications to the total amount of the budget, changes in Scopes of Work/Performance Measures, and any other terms.

The SHSO will email partners if carry-forward funding is available between February and April of the grant year.

The SHSO typically does not accept requests for amendments after May 31<sup>st</sup> of the grant year.

# Progress Reports and Grant Evaluation



State Highway Safety Office grants are data driven



Your program will be evaluated on activity related to the goals and objectives outlined in your grant application



Progress, data, performance measures and objectives should be included in progress reports when applicable and when possible

# Progress Reports: SMART

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WHAT GRANT  
ACTIVITIES WERE  
ACCOMPLISHED?



WHO DID YOU  
ENGAGE?



WHERE WAS THE  
GRANT ACTIVITY  
FOCUSED?



WHEN DID THE  
ACTIVITY TAKE  
PLACE?



WHAT GRANT  
STRATEGIES DID YOU  
ADDRESS?



DID YOU MEET THE  
STATED OBJECTIVES?

# Grant Closeout



All financial documentation must be submitted by 10/31/23

All progress report documentation must be submitted by 10/31/23

Once you have closed out your grant in GEARS, there are no exceptions for remaining expenses

NHTSA does not allow for late requests

# Financial Monitoring and On-Site Review

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VTrans uses a risk assessment for applicants to determine review and monitoring of subrecipient financials.



The on-site monitoring looks for internal controls and an adequate financial system.



The monitoring team checks for compliance with regulations.



The team may require corrective actions if necessary.

# Important FAQ's



- ❖ Each monthly invoice in GEARS must be processed before the grantee can submit the next month's invoice. GEARS issues an email notifying the grantee that the invoice has been processed. You will need to submit an invoice even if no money was spent.
- ❖ Quarterly progress reports must be submitted every three months to continue invoicing.
- ❖ If an expenditure is not in your grant application, it is not eligible for reimbursement.
- ❖ All money will be allocated at the beginning of your award.
- ❖ Unused funds cannot be re-programmed (rolled over) automatically to the following year.
- ❖ Travel that is approved in your grant agreement **still** requires a request for approval from the grant program coordinator before the date of travel.





When seeking reimbursement, the subgrantee must include back up documentation from either a general ledger or canceled checks showing the costs have been incurred.



This proof of payment is in addition to any required personnel activity reports, salary sheets, invoices, quotes, letters of approval from NHTSA, emails of approvals from SHSO staff, etc..

## Invoicing: Documentation Requirements

# Invoicing: Documentation Requirements



For education grants, documentation of the funding source(s) for each reimbursement (invoice) must be included in the monthly invoice package.

## Personnel Activity Reports Sheets



## Grant Award Fund Sources:

- Occupant Protection/ Education Activities are funded under §402
- Impaired Driving Activities are funded under §164 or §405D
- Distracted Driving Activities are funded under §405E

# PARS - What is allowable

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**Activity specific to the goals of the grant:**



```
graph TD; A[Activity specific to the goals of the grant:] --> B[Enforcement]; B --> C[Community outreach]; C --> D[Trainings specific to the activities]; D --> E[Task force and checkpoint meetings];
```

Enforcement

Community outreach

Trainings specific to the activities

Task force and checkpoint meetings

## PARS - What is NOT allowable



Meetings not specific to enforcement or highway safety activities

Training for firearms, first aid, any other police training that does not have a highway safety focus

General office/staff meetings

## Documenting for Enforcement Coordinator

Simple and  
focused is  
better. For  
example:

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Enforcement Activity in (location or town)

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Attended DUI Taskforce Meeting

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HVE campaign planning, meeting with LELs, etc.

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Office, grant planning work

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Administrative, entering activity sheets, grant paperwork, etc.



## Documenting for Education Coordinators

Simple and  
focused is  
better.


- In support of enforcement activity
- Plan and conduct highway safety outreach events
- Project director's administrative work, grant paperwork, etc.

PERSONNEL ACTIVITY REPORTING SYSTEM (PARS)											VERMONT AGENCY OF TRANSPORTATION		
Occupant Protection - Impaired Driving - Distracted Driving													
SHSD 11/01/2021, Version # [003]													
FY 2022 Rutland Regional Coordinator's Grant Project Manager Kevin Geno													
April Dates Worked	Activity Worked	OP Hours	OP Patrol Mileage	DUI Hours	DUI Patrol Mileage	DD Hours	DD Patrol Mileage	Reimburse Request OP	Reimburse Request DUI	Reimburse Request DD	Mileage Begin	Mileage End	Travel Description
4/1/2022	Grant Coordination (scheduling, quarterly reports, invoicing, etc.)	3		1		5		\$99.00	\$33.00	\$165.00			
	Meetings & Conferences (Highway Safety related)												
	Community Education and Outreach (fairs, schools, etc.)												
4/2/2022								\$0.00	\$0.00	\$0.00			
4/3/2022								\$0.00	\$0.00	\$0.00			
4/4/2022	Highway Safety Patrols (other than during HVE campaigns)	1		1		4		\$33.00	\$33.00	\$132.00			
	Grant Coordination (scheduling, quarterly reports, invoicing, etc.)												
	Community Education and Outreach (fairs, schools, etc.)												
4/5/2022	Grant Coordination (scheduling, quarterly reports, invoicing, etc.)	1		2		3.5		\$33.00	\$66.00	\$115.50			
	Media & Public Outreach (Interviews, press conferences, etc.)												
	Training Provided (non CPS)												
	Meetings & Conferences (Highway Safety related)												
4/6/2022	Grant Coordination (scheduling, quarterly reports, invoicing, etc.)	1		1		6		\$33.00	\$33.00	\$198.00			
	Media & Public Outreach (Interviews, press conferences, etc.)												
	Meetings & Conferences (Highway Safety related)												
4/7/2022	Other	2.5		3		2		\$82.50	\$99.00	\$66.00			
	Meetings & Conferences (Highway Safety related)												
4/8/2022	Grant Coordination (scheduling, quarterly reports, invoicing, etc.)	1		2		6		\$33.00	\$66.00	\$198.00			
	Meetings & Conferences (Highway Safety related)												
	Other												
4/9/2022								\$0.00	\$0.00	\$0.00			
4/10/2022								\$0.00	\$0.00	\$0.00			
4/11/2022	Grant Coordination (scheduling, quarterly reports, invoicing, etc.)					6		\$0.00	\$0.00	\$198.00			
	Highway Safety Patrols (other than during HVE campaigns)												
	Meetings & Conferences (Highway Safety related)												
4/12/2022	Community Education and Outreach (fairs, schools, etc.)	4	4	1	2	5	2	\$132.00	\$33.00	\$165.00	46720	46728	VELCO DE
	Training Provided (non CPS)												
	Meetings & Conferences (Highway Safety related)												
4/13/2022	Meetings & Conferences (Highway Safety related)	3	3	2		4		\$99.00	\$66.00	\$132.00	46728	46731	H. School

	Community Education and Outreach (fairs, schools, etc.)																		
4/29/2022	Grant Coordination (scheduling, quarterly reports, invoicing, etc.)	2	3	2				4	3			\$66.00	\$66.00	\$132.00		46840	46846	DE H School	
	HVE Planning and Coordination																		
	Community Education and Outreach (fairs, schools, etc.)																		
4/30/2022												\$0.00	\$0.00	\$0.00					
	TOTAL PATROL MILES	MILES	10	MILES	2	MILES	5												
	SALARIES & BENEFITS WITH MILAGE TOTALS	48.5	\$ 5.85	38	\$ 1.17	81.5	\$ 2.93				\$1,600.50	\$1,254.00	\$2,689.50						
	** PLEASE NOTE ** ARE THESE FUNDS SPLIT OR CHARGED TO A SINGLE PROGRAM ?																		
SUPPLIES	Cell Phone MIFI										\$ 28.06	\$ 28.07	\$ 28.07						
MILEAGE			0		0		0				\$ -	\$ -	\$ -						
TRAVEL											\$ -	\$ -	\$ -						
EQUIPMENT											\$ -	\$ -	\$ -						
OTHER																			
OPERATING COSTS											\$ -	\$ -	\$ -						
	GRAND TOTALS MILAGE AND COST EACH PROGRAM	MILES	10	MILES	2	MILES	5				\$1,634.41	\$1,283.24	\$2,720.50						
Hourly Pay Rate	\$33.00																		
Milage Rate	0.585																		
EA Number	NH22402-128																		
GR Number	GR1637																		
Signed: (print)	David J. Fox																		

PARS Workbook: Example

# DLS ARRESTS	2	***DRE ACTIONS***	
# OTHER ARRESTS	0	# DRE EVALUATIONS	0
# PROCESSING HOURS FOR ABOVE	0.50	# SALIVA ROADSIDE SWAB TESTING	0
***COMMENTS FOR ALL SECTIONS***		# DRE PROCESSING HOURS	0
COMMENTS:			
***ADMINISTRATIVE AND OTHER HOURS ***			
BRIEFING / SCHEDULING / PAPERWORK	10.75	TRAVEL TIME	0.50
HOURS AT ASSISTS AND CRASHES	0.00	COURT (GHSP grant generated cases only)	0.00
OTHER (explain)			0.00
SHSO-BSU AOT-003 October FY2020 Version			

SUPERVISOR'S REPORT				 <b>VERMONT</b> AGENCY OF TRANSPORTATION	
VERMONT STATE HIGHWAY SAFETY OFFICE					
10/01/2021-09/30/2022      OP ENFORCEMENT					
AGENCY NAME:			EA #:		NH22402-
Grant #:		GR	Project Supervisor:		
ACTIVITY DATES:			DATE SUBMITTED:		
TOTAL MILEAGE:		914	TOTAL HOURS:		89.50
MILEAGE COST @:		0.585	\$	534.69	SALARIES COST: \$ 5,307.34
				Checks OK	
***PATROL ACTIVITY***			*** CHECKPOINTS ***		
TARGETED AREA PATROLLED (Hot spots per your agreement):			CHECKPOINT		
			# OF CHECKPOINTS		
			0		
# HOURS PATROLLED		77.75	# HOURS AT CHECKPOINT		0.00
# VEHICLES STOPPED		1.3 /hr.	# VEHICLES CONTACTED		0
*** ACTION TAKEN ***			*** DUI ACTIONS ***		
# WARNINGS (ORAL & WRITTEN)		41	# DUI ARRESTS PATROL (ALCOHOL ONLY)		0
VERMONT CIVIL VIOLATION COMPLAINTS (VCVC)			# DUI ARRESTS PATROL (DRUGS ONLY)		
			0		
# CHILD PASSENGER VIOLATIONS		0	# DUI ARRESTS PATROL (DRUGS & ALCOHOL)		0
# SAFETY BELT VIOLATIONS		0	# DUI ARRESTS - CP (ALCOHOL ONLY)		0
# SPEEDING VIOLATIONS		48	# DUI ARRESTS - CP (DRUGS ONLY)		0
# PORTABLE ELECTRONIC DEVICE VIOLATIONS		2	# DUI ARRESTS - CP (DRUGS & ALCOHOL)		0

# Sample Supervisor Activity Sheet

§  
200.80: Program  
Income

What is it?

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Gross income earned by the non-Federal entity

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Directly generated by a supported activity, OR

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Earned as a result of the Federal Award during the period of performance

## Program Income Includes:



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Income, donations, fees, or services performed with NHTSA funding

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Use or rental of property acquired under Federal awards

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Sale of commodities or items fabricated under a Federal award

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## **\$200.307 Program Income – How to allocate it once you’ve earned it**

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- **Deduction**

- Reduce the Federal Award (invoice reduction)

- **Addition**

- Added to the Federal Award
- Must be used for the purposes and under the conditions of the Federal Award

- **Cost Sharing or Matching**

- With prior approval, program income may be used to meet the cost sharing or matching requirement of the Federal award.

## HVE Campaigns: Participation Requirements



Four of the five national campaigns require participation as a condition of receiving a grant (grant specific):

- April Distracted Driving Campaign
- May Seat Belt Enforcement Campaign
- Labor Day Impaired Driving Campaign
- Winter Holiday Impaired Driving Campaigns

# NOVEMBER

**11/23 – 11/27**

**Thanksgiving Holiday Travel**

IMPAIRED DRIVING

DRUG-IMPAIRED DRIVING

**Primary Messages:**

*Buzzed Driving Is Drunk Driving*

*If You Feel Different, You Drive Different*

**11/24**

**Thanksgiving Holiday Travel**

OCCUPANT PROTECTION

**Primary Message:** *Buckle Up. Every Trip. Every Time.*

**11/28 – 12/13**

**Pre-Holiday Season**

IMPAIRED DRIVING

DRUG-IMPAIRED DRIVING

**Primary Messages:**

*Buzzed Driving Is Drunk Driving*

*If You Feel Different, You Drive Different*

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



**IF YOU FEEL DIFFERENT  
YOU DRIVE DIFFERENT**



# DECEMBER

12/14 – 1/1/23

Holiday Season

IMPAIRED DRIVING

DRUG-IMPAIRED DRIVING

Primary Messages:

*Drive Sober or Get Pulled Over*

*If You Feel Different, You Drive Different. Drive High, Get a DUI*

Paid Media

12/26 – 12/31

TV Bureau of Advertising Roadblock

Primary Message:

*Buzzed Driving Is Drunk Driving*

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1						



IF YOU FEEL DIFFERENT  
YOU DRIVE DIFFERENT  
DRIVE HIGH GET A DUI

buzzed  
drunk  
driving is  
driving  
designate a sober driver

# APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## National Distracted Driving Awareness Month

### April 3 - 10

DISTRACTED DRIVING

#### Primary Message:

*U Drive. U Text. U Pay.*

Paid Media

### April 20

DRUG-IMPAIRED DRIVING CAMPAIGN

#### Primary Message:

*If You Feel Different, You Drive Different*



**IF YOU FEEL DIFFERENT  
YOU DRIVE DIFFERENT**

# MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**National Youth Traffic  
Safety Month**

**National Bicycle Safety Month**

**Motorcycle Safety  
Awareness Month**

**May 1**

**National Heatstroke Prevention Day**

HEATSTROKE AWARENESS

Paid Media

**May 15 - June 4**

*Click It or Ticket*

OCCUPANT PROTECTION

**Primary Message:**

*Click It or Ticket*

Paid Media



# AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**August 16 – September 4**  
IMPAIRED DRIVING NATIONAL  
ENFORCEMENT MOBILIZATION  
IMPAIRED DRIVING  
DRUG-IMPAIRED DRIVING

**Primary Messages:**  
*Drive Sober or Get Pulled Over*  
*Ride Sober or Get Pulled Over*  
*If You Feel Different, You Drive Different.*  
*Drive High, Get a DUI*  
Paid Media



IF YOU FEEL DIFFERENT  
YOU DRIVE DIFFERENT  
DRIVE HIGH GET A **DUI**



# GEARS Demonstration

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