

GUIDELINES FOR COMPLETING REPORT OF COSTS INCURRED FORM (RCI)

Grantee Name – Name of agency

RCI (Claim) No. – Contract year from GOHS contract number followed by -01, -02, -03, etc. (the number of this RCI claim) Example: 2017-01 would be the first RCI submitted for contract 2017-AL-007. (Note: This is the only numbering system to be used for the purposes of submitting RCIs to GOHS. If your agency has a separate numbering system in use, please use that system internally only.)

Federal ID No. – Agency's Tax I.D. Number

DUNS No. – Agency's DUNS Number

Time Period Covered – List the dates covered by this RCI (i.e., 01/01/2017 – 03/31/2017. Preferred date format: MM/DD/YYYY)

GOHS Contract No. – Number from the top right area of the face sheet of the Contract/Agreement (i.e., 2017-405d-003, 2017-AL-004, 2017-PT-005, etc.)

Original Grant Amount – Original amount of grant award. This can be found on the bottom of the face sheet of the Contract/Agreement.

Change Order Amount – Total amount of any Change Order approved for grant award.

Total Grant Amount – Total original amount of grant award and any approved Change Order.

Category/Type – List the expenditures in the proper category (i.e., Personnel Services for overtime, Materials & Supplies for Public Information & Education materials, Capital Outlay / Equipment for equipment, etc.)

Current Claimed Expenditures – List the expenditures for this RCI's time period covered only.

Previous Claimed Expenditures – List total of expenditures submitted on previous RCIs for this Contract/Agreement.

Total Expenditures – Total of **Current Claimed Expenditures** **AND** **Previous Claimed Expenditures**.

Grant Budget Amount – Amount granted in the contract for each specific category (i.e., "Capital Outlay", "Personnel Services", "Out-of-State Travel", etc.), which can be found on the budget page of the Contract/Agreement.

Grant Amount Remaining – Difference between **Total Expenditures YR to Date** and **Grant Budget Amount**.

SUPPORTING DOCUMENTATION REQUIREMENTS:

RCI COST CATEGORY	ACCEPTABLE SUPPORTING DOCUMENTS
Personnel Services & Employee Related Expenses (for Overtime Contracts)	Labor distribution report, time sheets; payroll journal reports; payroll taxes (FICA, Medicare) and unemployment insurance reports (where applicable to overtime). Reports must have names of the individuals, overtime hours, OT rate of pay, dates worked, and ERE for each individual. Use these along with paystub or payroll journal that supports overtime incurred. If no report exists, contact your GOHS Grant Coordinator to use the GOHS Overtime Records Sheet . GOHS Overtime Records Sheet can be found on the GOHS website at www.azgohs.gov/grant-opportunities .
Professional & Outside Services; Materials & Supplies (PI&E); Capital Outlay/ Equipment; Other Expenses	Bid documents (i.e., Requests for Proposal, written quotes, awards); requisitions; purchase orders; receiving reports; invoices; copies of payment checks to vendors; and the general ledger report that verifies proof of payment.
Travel In-State & Out-of-State	Travel expense claims; hotel receipts; airline travel itineraries and receipts; conference/workshop registration fee receipts; copies of credit card receipts/bills and/or payment checks (proof of payment).

Other Information:

* **Federal Grants received through the Governor's Office of Highway Safety are reimbursement grants and, as such, require documentation supporting paid expenditures prior to reimbursement being authorized.**

* The preparer of the RCI must print his/her name, **sign**, date, list a telephone number, agency fax number, and email address where he/she can be reached, and attach the proper supporting documentation (see above).

* The RCI must be **signed** and dated by the Project Director or Agency Official authorized by the Project Director to certify and sign RCIs as true and correct.

* Only RCIs with the **original signature** of the Project Director or Agency Official authorized by the Project Director to certify and sign RCIs will be accepted.

* An RCI should be submitted with \$0.00 for **Current Claimed Expenditures** if no funds were expended during a particular time period for which a Quarterly Report is submitted.

* **Do not** submit duplicate RCIs or copies of previously submitted RCIs with your Quarterly Reports. If an RCI has not been paid and 21 days have passed since submission of the RCI, you may call your GOHS Project Coordinator for a status update on the reimbursement.

* **RCIs not properly completed and signed or which do not include supporting documentation will be returned to the agency.**

* RCIs will not be honored if submitted more than **fifteen (15) days** after the Contract/Agreement termination date.