



DOUGLAS A. DUCEY

GOVERNOR

ALBERTO C. GUTIER

DIRECTOR AND GOVERNOR'S HIGHWAY SAFETY REPRESENTATIVE

FFY 2017 Grant Information & eGrants System Training

March 8, 2016

Outline

- ❖ Grants for Performance
- ❖ GOHS FFY 2017 Funding
- ❖ Requirements for Grant Applications
- ❖ eGrants System
- ❖ Financial and Reimbursement Requirements
- ❖ Reporting Requirements
- ❖ GOHS Forms

Grants for Performance

- ❖ Statistical reporting of DUI Enforcement and Traffic Data is necessary to justify Agency requests for funding
- ❖ Statistics are used to measure the progress towards an Agency's goals and objectives
- ❖ Continual reporting of statistics throughout the grant cycle reflect an Agency's ability to manage contract activity and funding
- ❖ Fiscal and operational performance during the grant cycle will determine an Agency's ability to procure future funding

GOHS FFY 2017 Funding

- ❖ **ALL FUNDING IS SPECIFIC TO HIGHWAY SAFETY**
- ❖ Grant cycle runs from October 1, 2016 through September 30, 2017
- ❖ Applications accepted **only** through GOHS on-line eGrants system
- ❖ Proposals are broken up into the following areas:
 - Overtime and Employee related expenses
 - Professional and Outside services
 - Travel for training – in and out of state
 - Materials and supplies
 - Capital Outlay

Requirements for Grant Applications

❖ Estimated costs for grant proposal

➤ Overtime and Employee Related Expenses (ERE)

- GOHS will not pay ERE in excess of **40%**
- The total amount of overtime requested will allocate funding between overtime and ERE
- The Agency has the option to absorb the cost of the ERE

➤ Professional and Outside Services

- Provide a detailed description for all services and costs associated with obtaining these services. For example:
 - ✓ *Print shop cost for brochures, posters, banners, or flyers*
 - *Graphic designers and/or software specialists*
 - ✓ *Specialized training by instructors or conference presenters*
 - ✓ *Equipment installation*

Requirements for Grant Applications - (continued)

❖ Estimated costs for grant proposal (continued)

➤ Travel In and Out of State

- Conference or Training Class – Attach to eGrants Proposal
 - ✓ *Schedule or Agenda*
 - ✓ *List of conference hotel(s) hosting the event*
 - ✓ *Estimated cost for lodging and per diem based on Arizona Department of Administration (ADOA) travel reimbursement rates: <https://qao.az.gov/publications/SAAM/Supp 1 trvrates-012308.pdf>*
 - ✓ *Estimated costs for airfare and mileage, as allowable*

➤ Materials and Supplies

- Provide an estimated quote for the cost of materials and supplies
- Include the quantity, price per unit, tax, and shipping

➤ Capital Outlay

- Provide an estimated quote for the cost of equipment
- Include the quantity, price per unit, tax, and shipping
- Include the installation fee(s)

eGrants System

- ❖ The GOHS eGrants System is open for the FFY 2017 Grant Cycle
- ❖ The DEADLINE for submission is March 31, 2016. Any Proposals submitted AFTER this date may not be accepted.
- ❖ There have been a few minor changes from last year, but most of the system and application process remains the same

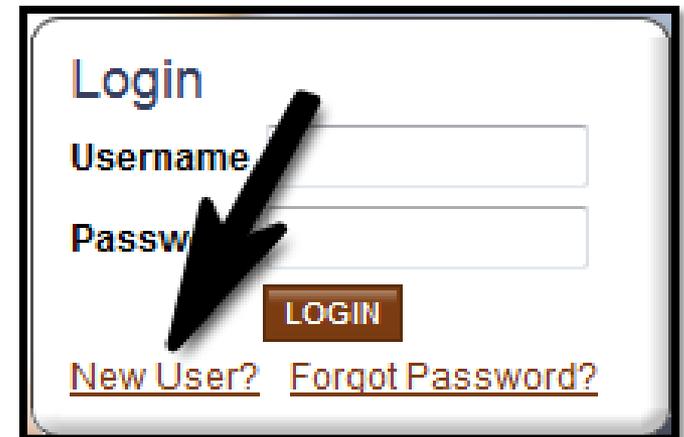
eGrants (continued)

❖ GOHS eGRANTS APPLICATION SYSTEM

➤ Access

- The FFY 2017 grants require access to the GOHS on-line eGrants system in order to apply
- ✓ The GOHS eGrants website link is located at:
<http://egrants.azgohs.gov/Login2.aspx?APPTHEME=AZGOHS>

On the login screen, there is a link for New users



The screenshot shows a login form with the following elements:

- Login** (title)
- Username** (text label) followed by a text input field.
- Passw** (text label) followed by a text input field.
- LOGIN** (button)
- [New User?](#) (link)
- [Forgot Password?](#) (link)

A large black arrow points from the top right towards the bottom left, highlighting the [New User?](#) link.

eGrants (continued)

- ❖ The Agency Project Coordinator **must** create a username and password to access the GOHS on-line eGrants system

- ❖ The Agency Project Coordinator **must** identify the following:
 - **Project Director**
 - The head of the agency receiving the funding (Director, Chief, Sheriff, or CEO)

 - **Project Administrator**
 - The individual at the agency responsible for day-to-day contract administration (agency contact for GOHS staff)

 - **Fiscal/Financial Contact**
 - The individual at the agency who prepares the Report of Costs Incurred (RCI) and provides supporting financial documentation of expenditures

Please contact GOHS for assistance in creating a username at 602-255-3216.

eGrants (continued)

Applying for a GOHS
Grant Starts Here

View Available Proposals

You have 2 My Opportunities available.

Select the View Opportunities button below to see what is available to your organization.

VIEW OPPORTUNITIES

Please note: Clicking "View Opportunities"
will start a new proposal

*Note: Once you start a
proposal and you want to edit
or add information – click on
"My Application" to view
Agency documents.

My Application

Use the search functionality below to find a specific Application.

Search Application

Application Types Highway Safety FY2017 ▼

Application Name

Person

Status Proposal: Proposal In Process ▼

Year

SEARCH

CLEAR

How to get help

At the top-right of the page is the “Show Help” button



Clicking this button will open a pop-up which will assist you in navigating the system

Page Help

Welcome to the system!

Below you will find detailed instructions on how to use the features of the Home Page. As you navigate and work in the system, keep in mind that every page will contain a **Show Help** button giving you detailed instructions or additional information in regards to the page you are on.

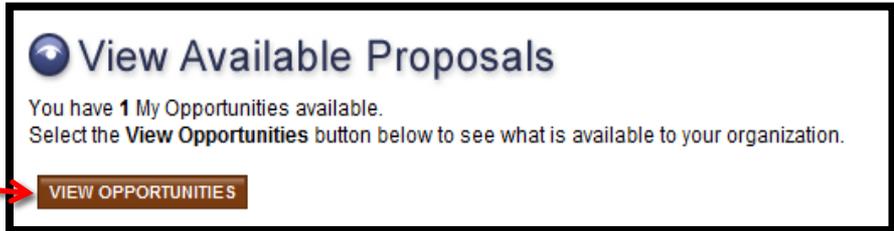
If you are unable to find the information you need, contact your Grant Coordinator at GOHS.

Hours: Monday through Friday 8am to 5pm

Phone: 602-255-3216

Beginning Your Proposal

After you gain access to the eGrants system and log in, you will begin with the following link:



View Available Proposals
 You have **1 My Opportunities** available.
 Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

This link will take you to the following page:



DUI Abatement Council for Arizona Governor's Office of Highway Safety
 Offered By: Arizona Governor's Office of Highway Safety
 Proposal Availability Dates: 06/05/2012-open ended
 Proposal Period: 06/06/2012-open ended
 Proposal Due Date: not set
 Description: DUI Abatement Proposal
 The DUI Abatement Grant is funded by the Over... relating under the Influence Abatement (A.R.S. 28-1303, 28-1304)

[APPLY NOW](#)

Highway Safety FY2017 for Arizona Governor's Office of Highway Safety
 Offered By: Arizona Governor's Office of Highway Safety
 Proposal Availability Dates: 01/14/2016-03/31/2016
 Proposal Period: 01/14/2016-03/31/2016
 Proposal Due Date: 03/31/2016
 Description: Highway Safety Proposal 2017

[APPLY NOW](#)

Do NOT click on DUI Abatement Council

Click on Highway Safety FY 2017

Beginning Your Proposal (continued)

Once you click on the “Apply Now” button, you are taken to an *Agreement* screen:

A screenshot of a web form titled "Agreement". The title is in blue. Below the title, it says "Please make a selection below to continue." followed by a horizontal line. Below the line, the question "Are you sure you wish to apply for a Highway Safety grant?" is displayed. At the bottom, there are two brown buttons: "I AGREE" and "I DO NOT AGREE".

Agreement

Please make a selection below to continue.

Are you sure you wish to apply for a Highway Safety grant?

This will begin the proposal process in the system

Proposal Menu

Generic proposal number.
Contract numbers will be
assigned at a later date

Document Information: [HS-FY2017-AZGOHS-00116](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Proposal	Arizona Governor's Office of Highway Safety	Project Administrator	Proposal In Process	01/14/2016 - 03/31/2016 03/31/2016 11:59PM PST

Type of Document (i.e., proposal, RCI, quarterly report, etc.)

Your Agency Name

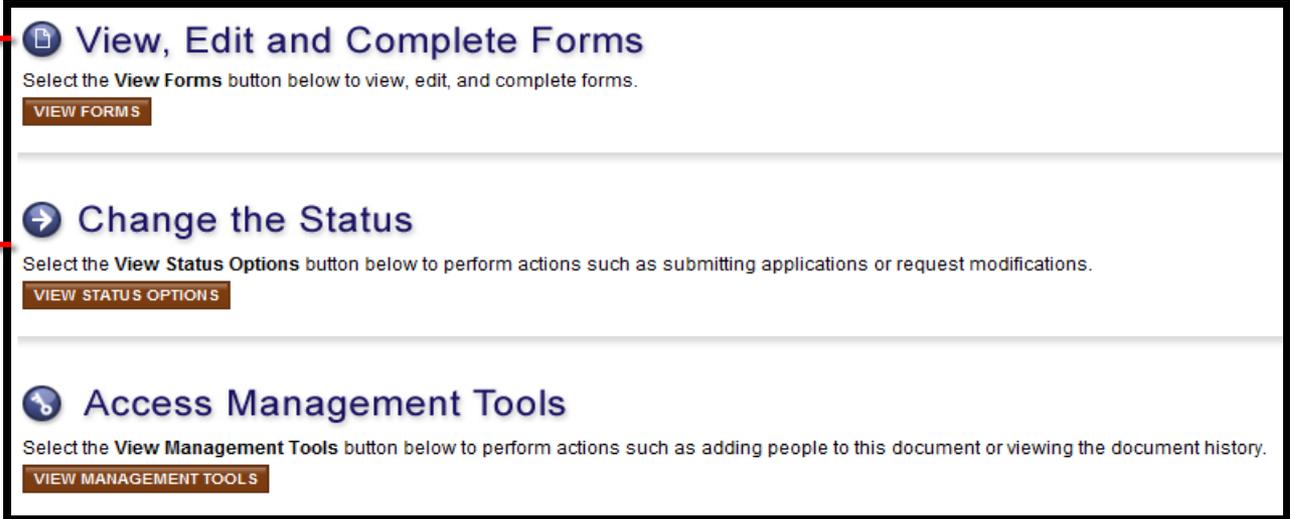
Your Agency Role

Current status of the document you are working with.
Note: This will change depending on where the application is in the proposal process

Period of time the application will be open

Proposal Menu (continued)

Most important items in the Proposal Menu



The screenshot shows a web interface with three main sections, each with a blue circular icon and a brown button:

- View, Edit and Complete Forms**
Select the **View Forms** button below to view, edit, and complete forms.
VIEW FORMS
- Change the Status**
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
VIEW STATUS OPTIONS
- Access Management Tools**
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
VIEW MANAGEMENT TOOLS

Note: Give your GOHS coordinator a call when:

- You've created more proposals than needed – We will delete
- You add new users after a proposal has been started – We will associate them with your agency

View, Edit and Complete Forms

This is the main section you will use to complete the proposal

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS



Forms	
Status	Page Name
Application	
	Cover Page
	Jurisdiction
	Proposal Summary
	Attempts to Solve Problem
	Project Objectives, Methods of Procedure, Performance Measures
Budget	
	Personnel Services
	Professional and Outside Services
	Travel
	Materials and Supplies
	Capital Outlay
	Total Estimated Cost
Attachments	
	Attachments

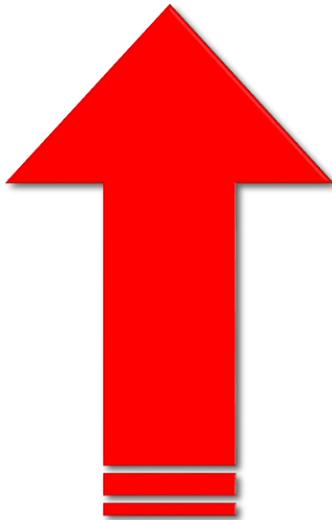
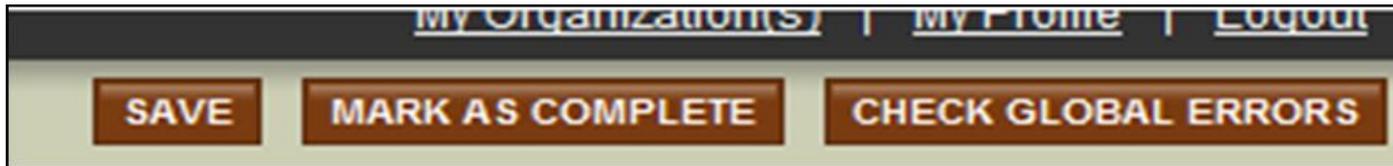


Reminder!

SAVE

SAVE

SAVE



The Save Button =
Most Important Button in
the System!

Application Forms

- ❖ Cover Page
- ❖ Jurisdiction
- ❖ Proposal Summary – Includes:
 - Summary
 - Background / Problem
 - Problem Statement



NOTE: Submit a separate proposal for each distinct program area.
Example: Agency requests Overtime for DUI Enforcement and Speed Enforcement

- *Submit one proposal for DUI OT*
- *Submit one proposal for STEP OT*

Describe the problem statement specific to the program area.

Application Forms (continued)

❖ Attempts to solve problem

- Describe the attempts to solve the problem specific to the program area

❖ Project Objectives

- Methods of Procedure
- Performance Measures

❖ Traffic Data Summary (Law Enforcement & Fire Dept/District Only)

Cover Page

The first form you need to fill out is the Cover Page:

Drop-down menus populated with individuals registered in the system from your agency

COVER PAGE

Instructions:

- Please complete this page, then click the **Save** button
- All required fields are marked with an *.

Project Title *

Agency Name: Agency Test
Contact Information: 1234 Test St.
City Test, AZ 43210
Phone: 987-654-3210
Fax: 987-654-3210

Governmental Unit:

Address:

Project Director: *

Contact Information: Agency CEO
1234 Test St.
City Test, AZ 43210
Phone: (987) 654-3210
Fax: (987) 654-3210
E-mail: test@agatesoftware.com

Project Administrator: *

Contact Information: Agency CEO
1234 Test St.
City Test, AZ 43210
Phone: (987) 654-3210
Fax: (987) 654-3210
E-mail: test@agatesoftware.com

Fiscal/Financial Contact: *

Contact Information: Agency CEO
1234 Test St.

Agency Cover Letter

In order to apply for a grant, your agency must upload a cover letter addressed to the GOHS Director on agency letterhead signed by a representative of your agency authorized to commit your agency to conduct the grant. (Usually Agency Director, Sheriff, Chief, etc.)

The Instructions are found at the bottom of the cover page

COVER PAGE

Instructions:

- Please complete this page, then click the **Save** button
- All required fields are marked with an *.

Before you submit your Proposal, make sure you generate a full PDF for your records.

Project Title

Total Grant Funding Requested

Total ERE Percentage %*

Agency Name: Arizona Governor's Office of Highway Safety
 Contact Information: 1700 W. Washington St.
 Executive Tower, Suite 430
 Phoenix, AZ 85007
 Phone: 6022553216
 Fax: 6022551265

Governmental Unit:

Address:

Project Director: *

Contact Information:

Project Administrator: *

Contact Information:

Fiscal/Financial Contact: *

Contact Information:

Please upload a cover letter addressed to the Director of the Governor's Office of Highway Safety on agency letterhead. This cover letter **must** be signed by a representative of your agency authorized to commit your agency to conduct the grant should it be approved for funding.

Any proposal received without a cover letter will not be considered for funding by GOHS.

No file chosen

Jurisdiction

Depending on how this form is filled out will determine future fields available to be filled out

JURISDICTION

Instructions:

- Please complete this page, then click the **Save** button
- All required fields are marked with an *.

Select the Type of Jurisdiction:

▼ *

Select the Type of Agency: *

Law Enforcement
 Fire Department / District
 Non-Profit / Other

Select the County Served: *

<input type="checkbox"/> Navajo County	<input type="checkbox"/> Maricopa County
<input type="checkbox"/> Apache County	<input type="checkbox"/> Mohave County
<input type="checkbox"/> Cochise County	<input type="checkbox"/> Pima County
<input type="checkbox"/> Coconino County	<input type="checkbox"/> Pinal County
<input type="checkbox"/> Gila County	<input type="checkbox"/> Santa Cruz County
<input type="checkbox"/> Graham County	<input type="checkbox"/> Yavapai County
<input type="checkbox"/> Greenlee County	<input type="checkbox"/> Yuma County
<input type="checkbox"/> La Paz County	<input type="checkbox"/> State Wide

Traffic Data Summary

Law Enforcement

Fire District

TRAFFIC DATA SUMMARY - FIRE DISTRICT

Instructions:

- Please complete this page, then click the **Save** button
- All required fields are marked with an *.

Only fill out these following questions if your agency is a Fire Department/District.

Description	(If Available) 2015	2014	2013
Traffic Calls for Service	20	10	3
Injuries	1	0	2
Fatalities	0	0	0
Crash To Hospital Arrival Times	2	2	2

TRAFFIC DATA SUMMARY - LAW ENFORCEMENT

Instructions:

Please complete this page, then click the **Save** button.
Required fields are marked with an *.

Please include the following traffic data to support the identified problem in your proposal:

Description	(If Available) 2015	2014	2013
Sober Designated Drivers Contacted	10	5*	1*
TOTAL DUI ARRESTS	20	10	2
Aggravated DUI Arrests	10	5*	1*
Misdemeanor DUI Arrests	10	5*	1*
Extreme DUI Arrests (.15+)	10	5*	1*
DUI - Drug Arrests	10	5*	1*
DRE Evaluations	10	5*	1*
Under 21 DUI Arrests	10	5*	1*
Minor Consumption / Possession Arrests	10	5*	1*
TOTAL AGENCY CITATIONS	10	5*	1*
Criminal Speed Citations	10	5*	1*
Aggressive Driving Citations	10	5*	1*
Civil Speed Citations	10	5*	1*
Other Citations(Except Speed)	10	5*	1*
Child Restraint Citations	10	5*	1*
Seat Belt Citations	10	5*	1*

Budget Forms

- ❖ Personnel Services
- ❖ Professional & Outsides Services
- ❖ Travel
- ❖ Materials & Supplies
- ❖ Capital Outlay
- ❖ Total Estimated Cost



Personnel Services

Click the "SAVE" button to calculate the expenses



SAVE

Remember –
ERE is capped at 40%

Description

0 of 10000

Personnel Services:		Employee Related Expenses:		
Description	Requested Amount	ERE %	ERE Amount	Overtime Amount
Sample Description 1	\$1,000	35 %	\$259	\$741
Sample Description 2	\$2,000	35 %	\$519	\$1,481
Sample Description 3	\$3,000	35 %	\$778	\$2,222
Sample Description 4	\$4,000	35 %	\$1,037	\$2,963
Sample Description 5	\$5,000	35 %	\$1,296	\$3,704
Sample Description 6	\$6,000	35 %	\$1,556	\$4,444
Sample Description 7	\$7,000	35 %	\$1,815	\$5,185
Sample Description 8	\$8,000	35 %	\$2,074	\$5,926
Sample Description 9	\$9,000	35 %	\$2,333	\$6,667
Sample Description 10	\$10,000	35 %	\$2,593	\$7,407
Total:	\$55,000		\$14,260	\$40,740

Professional & Outside Services

Click the "SAVE" button to calculate the expenses



SAVE

Description

This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.

930 of 10000

Description	Amount
Sample Description 1	\$100
Sample Description 2	\$200
Sample Description 3	\$300
Sample Description 4	\$400
Sample Description 5	\$500
Sample Description 6	\$600
Sample Description 7	\$700
Sample Description 8	\$800
Sample Description 9	\$900
Sample Description 10	\$1,000
Total	\$5,500

Materials & Supplies

Note: Tax is to be entered as a dollar amount & for the entire purchase:

Description

This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.

930 of 10000



Description	Quantity	Price Per Unit	Tax	Shipping	Amount
Sample Description 1	5	\$100.00	\$25.00	\$10.00	\$535
Sample Description 2	10	\$200.00	\$30.00	\$20.00	\$2,050
Sample Description 3	15	\$300.00	\$35.00	\$30.00	\$4,565
Sample Description 4	20	\$400.00	\$40.00	\$40.00	\$8,080
Sample Description 5	25	\$500.00	\$45.00	\$50.00	\$12,595
Sample Description 6	30	\$600.00	\$50.00	\$60.00	\$18,110
Sample Description 7	35	\$700.00	\$55.00	\$70.00	\$24,625
Sample Description 8	40	\$800.00	\$60.00	\$80.00	\$32,140
Sample Description 9	45	\$900.00	\$65.00	\$90.00	\$40,655
Sample Description 10	50	\$1,000.00	\$70.00	\$100.00	\$50,170
Total					\$193,525

Capital Outlay

Note: Tax is to be entered as a dollar amount & for the entire purchase:

Description

This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.
 This is a sample description. This is a sample description. This is a sample description.

930 of 10000



Description	Quantity	Price Per Unit	Tax	Shipping	Amount
Sample Description 1	5	\$100.00	\$25.00	\$10.00	\$535
Sample Description 2	10	\$200.00	\$30.00	\$20.00	\$2,050
Sample Description 3	15	\$300.00	\$35.00	\$30.00	\$4,565
Sample Description 4	20	\$400.00	\$40.00	\$40.00	\$8,080
Sample Description 5	25	\$500.00	\$45.00	\$50.00	\$12,595
Sample Description 6	30	\$600.00	\$50.00	\$60.00	\$18,110
Sample Description 7	35	\$700.00	\$55.00	\$70.00	\$24,625
Sample Description 8	40	\$800.00	\$60.00	\$80.00	\$32,140
Sample Description 9	45	\$900.00	\$65.00	\$90.00	\$40,655
Sample Description 10	50	\$1,000.00	\$70.00	\$100.00	\$50,170
Total					\$193,525

Total Estimated Cost

Calculates automatically from data input on each budget form. This page must be reviewed and **SAVED** to proceed:

TOTAL ESTIMATED COST

Instructions:

- All required fields are marked with an *.
- Use the **Save** button to save text and calculate data on each page.
- Hit **Save** before you proceed to another page.

Budget Item	Amount
Personnel Services	\$40,740
Employee Related Expenses	\$14,260
Professional and Outside Services	\$5,500
Travel In-State	\$0
Travel Out-of-State	\$0
Materials and Supplies	\$193,525
Capital Outlay	\$11,832
Total Estimated Cost	\$265,857

Attachments

You can upload your Agency's Resolution on this page along with any other supplemental material.

ATTACHMENTS

Instructions:

- Please complete this page, then click the **Save** button
- All required fields are marked with an *.

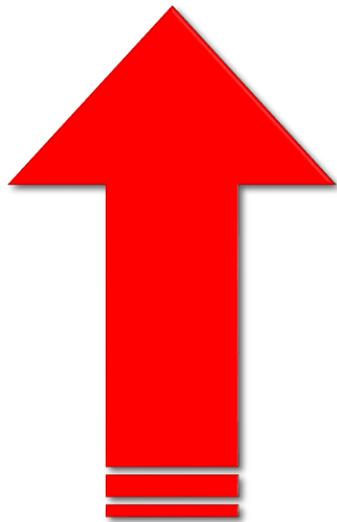
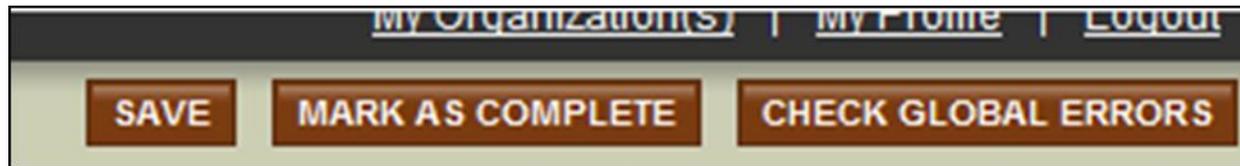
Attachments

A resolution from your agency's board of supervisors or city/town council will be included in this section.

No file chosen

Upload any additional supplemental material below.

No file chosen



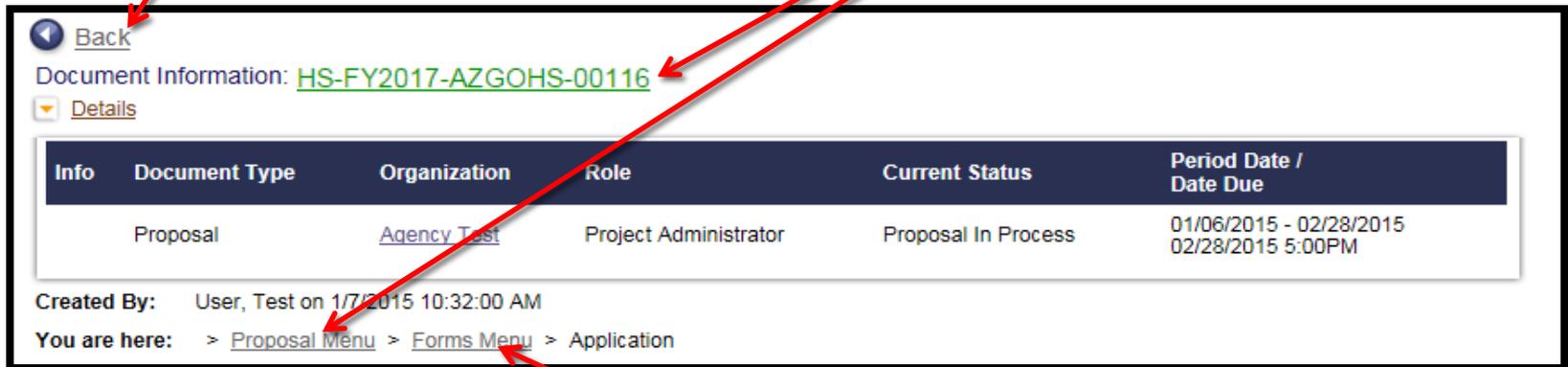
The Save Button =
Most Important Button in the
System!

Make sure you saved all forms
and information.

Navigation Tools

This link takes you back to the previous screen

These links take you back to the Proposal Menu



Back

Document Information: [HS-FY2017-AZGOHS-00116](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Proposal	Agency Test	Project Administrator	Proposal In Process	01/06/2015 - 02/28/2015 02/28/2015 5:00PM

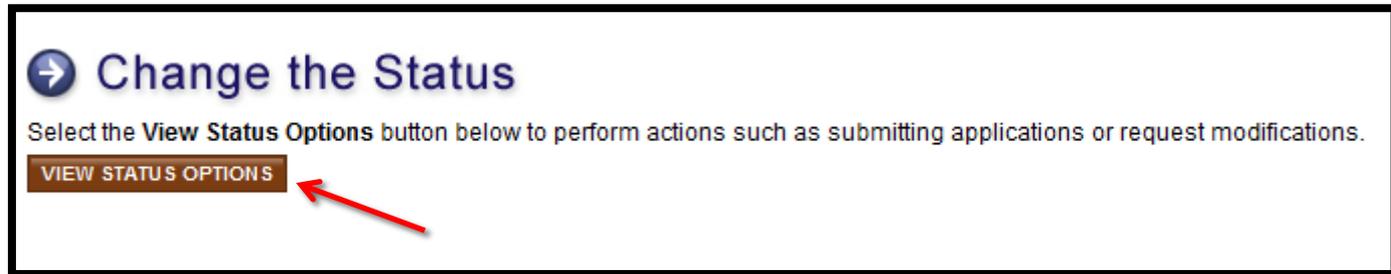
Created By: User, Test on 1/7/2015 10:32:00 AM

You are here: > [Proposal Menu](#) > [Forms Menu](#) > Application

This link takes you back to the Forms Menu

Changing the Status

To submit the Proposal to GOHS, you must change the Proposal status:

A screenshot of a web interface. At the top left, there is a blue circular icon with a white right-pointing arrow, followed by the text "Change the Status" in a bold, dark blue font. Below this, there is a line of text: "Select the **View Status Options** button below to perform actions such as submitting applications or request modifications." Underneath the text is a brown rectangular button with the text "VIEW STATUS OPTIONS" in white, all-caps font. A red arrow points from the right side of the button towards the left.

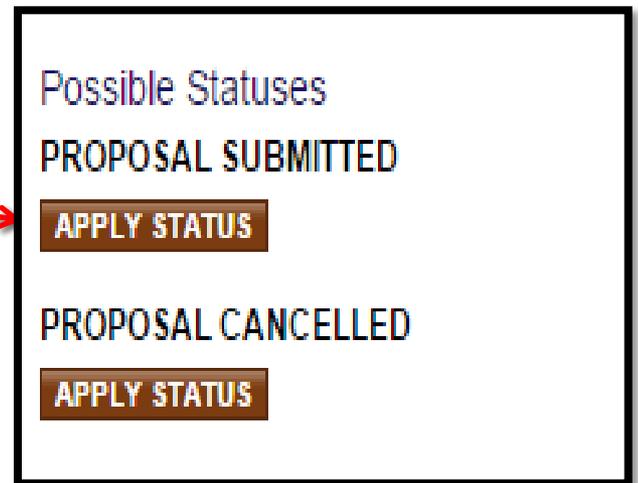
Changing the Status (continued)

❖ When in the Proposal *creation mode*, the two available statuses are:

- *Proposal Submitted*
- *Proposal Cancelled*

❖ *Apply the status* by clicking the button

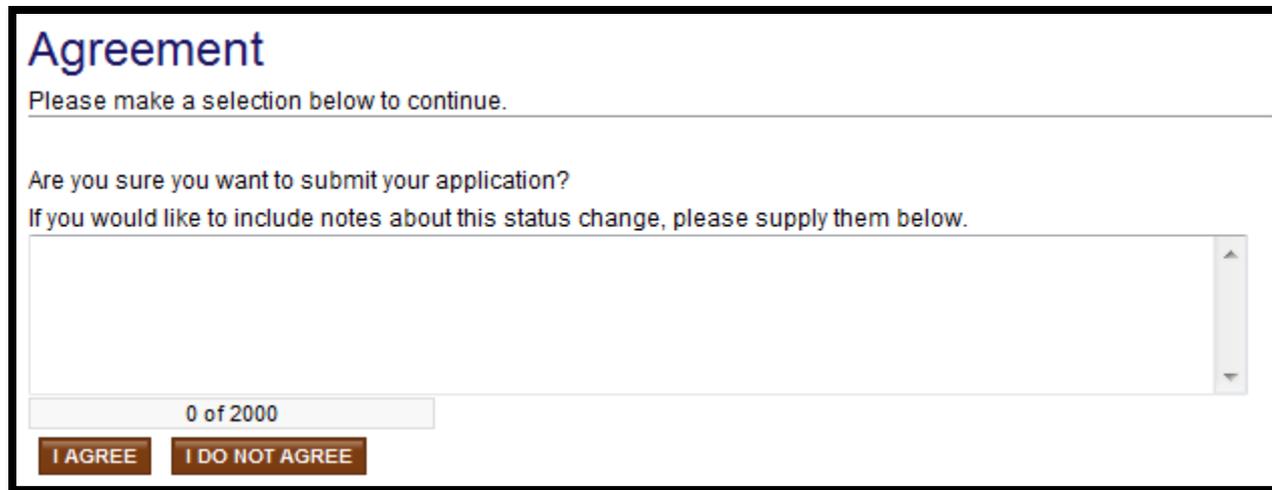
❖ *Cancelled* will stop the Proposal from proceeding. The *Cancelled* Proposal can be retrieved by GOHS, if necessary.



Submitting Your Proposal

Once you *apply the status*, the “*Proposal Submitted*” status will take you to an Agreement screen.

Select I AGREE to proceed:

A screenshot of a web form titled "Agreement". The form contains the following elements: a heading "Agreement" in blue; a sub-heading "Please make a selection below to continue."; a question "Are you sure you want to submit your application?"; a prompt "If you would like to include notes about this status change, please supply them below." followed by a large text area with a vertical scrollbar; a character count "0 of 2000" below the text area; and two buttons at the bottom: "I AGREE" and "I DO NOT AGREE". A red arrow points to the "I AGREE" button.

Agreement

Please make a selection below to continue.

Are you sure you want to submit your application?

If you would like to include notes about this status change, please supply them below.

0 of 2000

I AGREE **I DO NOT AGREE**

Proposal Submitted

The current status of your Proposal is now:
Proposal Submitted

Document Information: [HS-FY2017-GOHS-00004](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Proposal	Agency Test	Agency CEO	Proposal Submitted	N/A - N/A N/A

- ❖ Once submitted, you can no longer make changes
- ❖ If you want to make changes, contact the GOHS Grant Manager who can change the status to “Proposal Modifications Needed” which will allow you to again have access and make any needed changes
- ❖ After making changes, re-submit and see the status as “Proposal Submitted”

Personnel Changes

- ❖ GOHS requires notification of any changes to personnel associated with the grant process
 - Agency coordinators can provide these updates by sending an email to:
 - *GOHS Director Alberto Gutier, Assistant Director Mari Hembeck, and the assigned GOHS grant coordinator*
 - Emails regarding change of grant personnel should include the following:
 - *The name, position, title, email and phone number of the individuals that are departing, as well as, the incoming personnel they are replacing*
 - The GOHS Directory is located at:
<http://www.azgohs.gov/about-gohs/default.asp?ID=45>

Financial & Reimbursement Requirements

❖ Reports of Costs Incurred (RCI)

➤ Employee Related Expenses (ERE)

- Health and dental insurance is **not** part of ERE
 - ✓ *GOHS does not provide reimbursement for expenses that are already part of a budgeted position*
 - ✓ GOHS will not pay ERE in excess of **40%** and these records must be available for audit

❖ Supporting documentation

➤ Proof of Payment is required in order for the Agency to be reimbursed

- As a reminder, invoices are **not** proof of payment
- All financial supporting documentation must be available for audit in the event of a monitoring review

Reporting Requirements

GOHS Statistical Reporting

- ❖ GOHS DUI & Traffic Safety Agency Reporting website link is located at:

https://az.gov/app/gohs_taskforce/index.xhtml

- ❖ GOHS enforcement reporting dates are located at:

<http://www.azgohs.gov/calendar/2016%20Mandatory%20Reporting%20Calendar.pdf>

Reporting Requirements (continued)

Quarterly Reports and Final Statement of Accomplishments

Report due dates for FFY 2017:

Reporting Period	Due Date
Quarterly Report (Oct.1, 2016 to Dec. 31, 2016)	January 30, 2017
Quarterly Report (Jan.1, 2017 to March 31, 2017)	April 30, 2017
Quarterly Report (April 1, 2017 to June 30, 2017)	July 30, 2017
Quarterly Report (July 1, 2017 to Sept. 30, 2017)	October 30, 2017
Final Statement of Accomplishments Report*	October 30, 2017

** Final Statement of Accomplishments Report IS A SEPARATE document – summary of year in review*

GOHS Forms

- ❖ Templates for Reports of Costs Incurred (RCIs), Quarterly Reports, and Final Statement of Accomplishments Report are available on the GOHS website: <http://www.azgohs.gov/grant-opportunities/>
- ❖ All forms require **original** signatures

Please mail original forms and documentation to:

Governor's Office of Highway Safety (GOHS)

1700 West Washington Street

Executive Tower, Suite 430

Phoenix, Arizona 85007

Contact Information

Renee Bracamonte - GOHS Grant Manager

Direct Line: (602) 255-3204

Email: rbracamonte@azgohs.gov

Thank you!