



OHIO TRAFFIC SAFETY OFFICE

FFY 2016 General Grant Pre-Activity
Presentation

Who Should View?

The Project Director is **required** to view the Pre-Activity Presentation and complete the Pre-Activity form.

The Fiscal Officer is encouraged to view the presentation.

Contact Information – District 1

County	OSP Patrol Post
Allen	Lima
Defiance	Defiance
Fulton	Toledo
Hancock	Findlay
Hardin	Findlay
Henry	Bowling Green
Lucas	Toledo
Paulding	Van Wert
Putnam	Lima
Van Wert	Van Wert
Williams	Defiance
Wood	Bowling Green

Contact Information:

OTSO Planner - Kelvin Williams: 614/466-3250

LEL - Frank Arvay: 419/213-0084

OSP Patrol Post:

<http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 2

County	OSP Patrol Post
Crawford	Bucyrus
Erie	Sandusky
Huron	Norwalk
Marion	Marion
Ottawa	Sandusky
Richland	Mansfield
Sandusky	Fremont
Seneca	Fremont
Wyandot	Bucyrus

Contact Information:

OTSO Planner - Kelvin Williams: 614/466-3250

LEL - Frank Arvay: 419/213-0084

OSP Patrol Post:

<http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 3

County	OSP Patrol Post
Ashland	Ashland
Cuyahoga	Cleveland
Holmes	Wooster
Lorain	Elyria
Medina	Medina
Stark	Canton
Summit	Canton
Wayne	Wooster

Contact Information:

OTSO Planner - Michelle Liberati-Cobb: 614/466-3250

LEL – Jack Fleming: 440/787-3848

OSP Patrol Post: <http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 4

County	OSP Patrol Post
Ashtabula	Ashtabula
Columbiana	Lisbon
Geauga	Chardon
Lake	Chardon
Mahoning	Canfield
Portage	Ravenna
Trumbull	Warren

Contact Information:

OTSO Planner - Michelle Liberati-Cobb: 614/466-3250

LEL – Jack Fleming: 440/787-3848

OSP Patrol Post:

<http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 5

County	OSP Patrol Post
Auglaize	Wapakoneta
Champaign	Springfield
Clark	Springfield
Darke	Dayton
Greene	Xenia
Logan	Marysville
Mercer	Wapakoneta
Miami	Piqua
Montgomery	Dayton
Preble	Dayton
Shelby	Piqua
Union	Marysville

Contact Information:

OTSO Planner - Kelvin Williams: 614/466-3250

LEL – SW LEL

OSP Patrol Post:

<http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 6

County	OSP Patrol Post
Delaware	Delaware
Fairfield	Lancaster
Franklin	Columbus
Knox	Mt. Gilead
Licking	Granville
Madison	West Jefferson
Morrow	Mt. Gilead
Perry	Lancaster
Pickaway	Circleville

Contact Information:

OTSO Planner - Jackie Stephenson: 614/466-3250

LEL - Mike Brining: 614/946-2878

OSP Patrol Post: <http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 7

County	OSP Patrol Post
Belmont	St. Clairsville
Carroll	New Philadelphia
Coshocton	Zanesville
Guernsey	Cambridge
Harrison	Steubenville
Jefferson	Steubenville
Monroe	St. Clairsville
Morgan	Marietta
Muskingum	Zanesville
Noble	Cambridge
Tuscarawas	New Philadelphia
Washington	Marietta

Contact Information:

OTSO Planner - Michelle Liberati-Cobb: 614/466-3250

LEL – Mike Brining: 614/946-2878

OSP Patrol Post: <http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 8

County	OSP Patrol Post
Adams	Georgetown
Brown	Georgetown
Butler	Hamilton
Clermont	Batavia
Clinton	Wilmington
Fayette	Wilmington
Hamilton	Cincinnati
Highland	Wilmington
Warren	Lebanon

Contact Information:

OTSO Planner - Jackie Stephenson: 614/466-3250

LEL – SW LEL

OSP Patrol Post: <http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 9

County	OSP Patrol Post
Athens	Athens
Gallia	Gallipolis
Hocking	Athens
Jackson	Jackson
Lawrence	Ironton
Meigs	Gallipolis
Pike	Chillicothe
Ross	Chillicothe
Scioto	Portsmouth
Vinton	Jackson

Contact Information:

OTSO Planner - Jackie Stephenson: 614/466-3250

LEL - Mike Brining: 614/946-2878

OSP Patrol Post: <http://statepatrol.ohio.gov/Counties.stm>

Contact Information

- Contact information may change throughout the year, OTSO will keep sub-grantees as up to date as possible.
- These Contact Information slides will be updated as needed. Please refer back to these slides.

FFY 2016 Pre-Activity Form

- Print the FFY 2016 Pre-Activity form from <http://ohiohighwaysafetyoffice.ohio.gov>

Use this form to follow along with this presentation.

- **Agency** - enter your agency name.
- **Date** – enter the date you are viewing this presentation.
- **County** – enter the county where you are located.
- Check the box to the left of General.
- **Reimbursement Claim schedule** – check monthly or quarterly. **New sub-grantees must check monthly.**

Activity Dates

- Beginning Date – Grant period will commence after this required pre-activity presentation has been completed and the authorized to proceed date listed in the Award Letter.
- Ending Date – All grant activity must be completed by September 30, 2016.

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

PDF

- All sub-grantees need to generate a Full PDF of their grant outlining the goals, baselines, scopes of work, evaluations, work plans and the budget.
- Click on Proposal PDF

Term:	10/1/2013 - 9/30/2014
Amount:	\$30,018.75
Available Balance:	\$30,018.75
Cash On Hand:	\$0.00
Status:	Grant Executed

Agency Information

[View Grantee Information](#)

Grant Information

- General Information
- View/Satisfy Grant Conditions
- Grant Report Periods

Contacts

- Grantee Contact Information
- GRANTS Contact Information
- Email Grant Contacts

Components

- Program Components
- Service Areas

Budget Pages

- Current Budget Overview
- Grant Component Funding Accounts

Progress Reports

-

Reimbursement Claims

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- Reimbursement Claim History

Proposal Menu

Proposal PDF

History

- [Budget Overview](#)
- Narrative Page(s)
 - [FSRS Funding Information](#)
 - [County Profile](#)
 - [Project Overview](#)
 - [Work Plan](#)
 - [Work Plan](#)
 - [Budget Worksheet - Direct Labor](#)
 - [Budget Worksheet - Direct Labor](#)
 - [Budget Worksheet - Other](#)

PDF

- Click on Generate Full PDF.
- This is an overnight process. The following morning you will receive an email stating that the PDF is ready. It will not be attached to the email.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is logged in as "User: Lori Genzen". The page title is "View Full PDF". The main content area shows "Proposal #: 2013-HVEO-0030-00" and "General Information" with the following details:

RFP Type:	Known Recipients
RFP Contact:	Grant System
Status:	Proposal In Process
Due Date:	

Below the information, there are two buttons: "Generate Full PDF" (circled in red) and "Generate Blank Full PDF". The footer of the page includes "Powered by IntelliGrants" and "© Copyright 2000-2012 Aqate Software".

PDF

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

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

The screenshot displays the Ohio GRANTS web application interface. At the top left, the logo for Ohio GRANTS is shown, with the text "Grant Records & Application Network for Traffic Safety". To the right of the logo, the text "High Visibility Enforcement Overtime 2013" is displayed, followed by "Log #: 2013-HVEO-0030-00", "Applicant: ABC Agency", "Status: Proposal In Process", and "Access Level: None". Below this, a navigation bar contains "Start Menu", "Admin", "Proposal Menu", "User: Lori Genzen", "Help", "Notes", and "Logout".

The main content area is divided into two sections. On the left, a "View Full PDF" tab is active, showing a "Proposal #: 2013-HVEO-0030-00" and a "General Information" section with the following details:

RFP Type:	Known Recipients
RFP Contact:	Grant System
Status:	Proposal In Process
Due Date:	

Below the information section are two buttons: "Generate Full PDF" and "Generate Blank Full PDF". On the right side, a "PDF: View Full PDF" section is visible, containing a bullet point: "Download the full PDF (Generated on Friday, June 01, 2012)". This section is circled in red.

At the bottom of the page, the text "Powered by IntelliGrants" is on the left, and "© Copyright 2000-2012 Agate Software" is on the right.

Mandatory National Mobilizations

- Click It or Ticket: May 23 – June 5, 2016
- Drive Sober or Get Pulled Over: August 19 – September 5, 2016

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

Allowable Costs

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

Allowable Costs

- Vehicle Mileage
- Equipment
- Supplies and Materials
- Training
- Contractual Services
- Rate/Cost Allocation Charges

Refer to pages 111 – 113 of the Grant Solicitation Package for details on each cost category.

Unallowable Costs

- Paid Advertising/Public Communications
- Equipment
- Certain Labor Costs
- Alcoholic Beverages
- Food
- Vehicle Fuel
- Entertainment
- Lobbying
- Office Furnishing & Fixtures

See pages 113 – 114 of the Grant Solicitation Package for details on each cost category.

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

Request to Purchase Form

- Even if the item is approved in the grant, all purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost.
- **Request to Purchase Forms should be submitted at least 45 days prior to the event.**
- **All RTPs must be submitted to OTSO by August 1, 2016.**
- A Request to Purchase form is required for:
 - Supplies
 - Materials
 - Incentives
 - Promotional Items
 - Educational Materials
 - Equipment
 - Training
 - Travel

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

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

Grant Revisions

- Any changes, additions, or deletions to this agreement must be submitted online and approved by OTSO prior to implementing proposed changes.
- A reimbursement claim cannot be submitted while a revision is in process. You must wait until the revision is finalized (approved or rejected). If you have a claim in process and you submit a revision – the revision will be rejected.
- All revisions must be submitted online to OTSO by September 1, 2016.

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

Terms and Conditions

The complete Terms and Conditions are on pages 10 – 26 of the FFY 2016 Grant Solicitation Package.

1) Agreement

Any inconsistencies between agreements and any attached documents shall be resolved in favor of the most current revised agreement on the online system, which shall be the controlling document.

8) Lobbying

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

Terms and Conditions

18) Press Release

Each sub-grantee is required to submit a press release to their local media announcing the grant award, including amount and purpose of award.

21) GRANTS User Accounts/Password Security

For security purposes, each person using the GRANTS system must have a separate user name and password. Each account must have its own email account. **Sub-grantee agency personnel must not share passwords with agency staff or ODPS staff.**

Terms and Conditions

22) Labor Costs

All work (personnel labor costs) reimbursed under this grant must be for actual **paid** hours worked. Labor costs based on a percentage of hours worked will not be accepted for reimbursement. Leave hours (e.g., sick, vacation, personal, holiday, etc.) are not reimbursable as direct labor. The employer's share of fringe benefits (e.g., retirement, Workers' Compensation, Medicare, etc.) are eligible for reimbursement. Documentation verifying fringe percentages must be available to OTSO upon request.

23) Personnel Activity Reports

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

Terms and Conditions

24) Sub-Contracts

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

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

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

Terms and Conditions

28) Supplies/Materials/Incentives/Promotional Items/Educational Materials

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

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

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

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

******NEW for FFY 2016 - Costs for “incentive” items will be reviewed and approved on a very limited basis in FFY 2016. Funds approved under Other Direct Costs and Supplies and Materials should be used for space rental at events, printing educational card, brochures etc.**

Terms and Conditions

30) Travel

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

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

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

******New for FFY 2016 - All out of state travel conducted under this grant agreement will be reimbursed using U.S. General Services Administration (GSA) rates based on travel location or your agency's travel policy whichever is less.**

Terms and Conditions

31) Training

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

34) Reimbursement Claims

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

Terms and Conditions

36) Narrative Progress Reports

The timetable for submission of narrative progress reports will be determined by OTSO. Each sub-grantee must submit progress reports by the due date assigned to the report in the GRANTS system.

39) Final Report and Final Claim

A final comprehensive annual project activity report must be submitted to OTSO by November 1.

- a) Final reports not received by November 1 will result in a 10 percent penalty deduction to the final claim reimbursement.
- b) If a final project activity report is received after November 15, the final claim will not be reimbursed.

A properly documented final claim for reimbursement must be submitted to OTSO by November 1.

- a) Final claims not received by November 1 will result in a 10 percent penalty deduction in the final claim reimbursement.
- b) Final claims received after November 15 will not be reimbursed.

Terms and Conditions

40) Records Retention

All records relating to project activity and/or expenditures must be maintained for review by representatives of the federal or state government for at least three years following the final reimbursement payment.

42) Termination of Agreement

Either OTSO or the sub-grantee may terminate this Agreement for any reason by giving the other party 30 days written notice. If the Agreement is cancelled under this provision, OTSO shall reimburse the sub-grantee for approved work completed and documented to that date. Upon termination all data results, reports and other materials developed by the sub-grantee will become the property of OTSO. All of the equipment, materials and/or supplies provided to the sub-grantee for use under this agreement must be returned to OTSO upon request within 30 days of said written notice. Should any change in federal funding adversely affect OTSO's ability to complete the fiscal year's activities, OTSO has the right to revise or terminate the agreement in writing.

Terms and Conditions

62) Personnel Activity Reports

Personnel activity reports are required for all individuals working on this federal grant program. These reports, at a minimum, must document date worked, actual activity performed and the number of hours per day to be charged to this agreement. This document is to be signed by the individual and his/her immediate supervisor. It must be included as a part of the reimbursement documentation.

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

GENERAL GRANT

GRANTS System

Report, Reimbursement Claim and Revision Process

NOTE: Must use Internet Explorer

Progress Report

OTSO will assign reports based on the type of activity. Some general grants will have monthly narrative progress reports and some will have quarterly narrative progress reports.

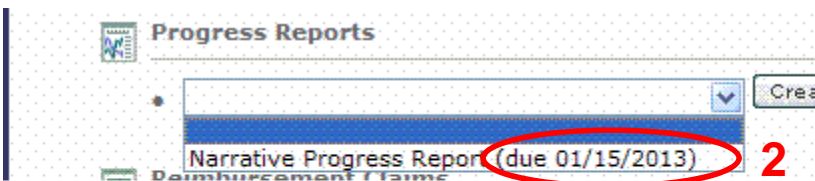
Monthly reports are due the 15th of the following month (Ex: report for October activity will be due November 15th). Quarterly reports will be due the 15th of the month following the end of the quarter. (Ex: The first quarter (October – December) is due January 15th).

Narrative Progress Reports

1. Progress reports will be listed in the drop down under Progress Reports.

Reports will be in the drop down the first day of the reporting period. (Ex. May Report will be in the drop down May 1st).

2. The date listed after the report name is the date the report is due. If a report is past due, you will not be able to submit a claim (or re-submit a claim that was sent back for modifications).



A screenshot of a web application interface showing the "Grant Information" page. The page is divided into several sections, each with a header and a list of links. The "Progress Reports" section is circled in red, and a red number "1" is placed next to it. The "Progress Reports" section contains a dropdown menu and a "Create" button. The "Reimbursement Claims" section also contains a dropdown menu and a "Create" button. The "Proposal Menu" and "Proposal PDF" sections are also visible. The "History" section is at the bottom. On the right side of the page, there is a vertical list of links under the heading "Budget Overview", including "Narrative Page(s)", "FSRS Funding Information", "County Profile", "Project Overview", "Work Plan", "Work Plan", "Budget Worksheet - Direct Labor", "Budget Worksheet - Direct Labor", and "Budget Worksheet - Other".

Term:	10/1/2013 - 9/30/2014
Amount:	\$30,018.75
Available Balance:	\$30,018.75
Cash On Hand:	\$0.00
Status:	Grant Executed

Agency Information
[View Grantee Information](#)

Grant Information

- General Information
- View/Satisfy Grant Conditions
- Grant Report Periods

Contacts

- Grantee Contact Information
- GRANTS Contact Information
- Email Grant Contacts

Components

- Program Components
- Service Areas

Budget Pages

- Current Budget Overview
- Grant Component Funding Accounts

Progress Reports

-

Reimbursement Claims

-
- Reimbursement Claim History

Proposal Menu

Proposal PDF

History

Budget Overview

- Narrative Page(s)
- FSRS Funding Information
- County Profile
- Project Overview
- Work Plan
- Work Plan
- Budget Worksheet - Direct Labor
- Budget Worksheet - Direct Labor
- Budget Worksheet - Other

Narrative Progress Reports

To initiate the report:

1. Select the report from the drop down menu.
2. Click the “Create” button.

Term: 10/1/2013 - 9/30/2014
Amount: \$30,018.75
Available Balance: \$30,018.75
Cash On Hand: \$0.00
Status: Grant Executed

Agency Information
[View Grantee Information](#)

Grant Information

- General Information
- View/Satisfy Grant Conditions
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- GRANTS Contact Information
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Components

- Program Components
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Budget Pages

- Current Budget Overview
- Grant Component Funding Accounts

Progress Reports

- [Create](#)

Reimbursement Claims

- [Create](#)
- Reimbursement Claim History

Proposal Menu

Proposal PDF

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[Narrative Page\(s\)](#)
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[County Profile](#)
[Project Overview](#)
[Work Plan](#)
[Work Plan](#)
[Budget Worksheet - Direct Labor](#)
[Budget Worksheet - Direct Labor](#)
[Budget Worksheet - Other](#)

Narrative Progress Report Menu

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

The screenshot shows the Ohio GRANTS web application interface. The header includes the Ohio GRANTS logo and navigation tabs: Start Menu, Agency Info, Grant Menu, and Report Menu. The user is identified as John Smith, and the access level is Grant Administrator. The main content area displays a 'Grant Report' form for Grant # GG-2013-25-00-00-00159-00. The 'General Information' section includes the Report Title (Narrative Progress Report), Status (Progress Report Initiated), Due Date (11/15/2012), and Period (09/01/2012 - 10/31/2012). The 'Final report' status is set to 'No'. The 'Grant Report: Forms' section lists various forms: Goal Progress, Other Grant Related Information, Meeting Form, Event/Activity Form, and Attachments. A legend at the bottom indicates that a yellow triangle icon represents a form with errors and a left arrow icon represents the last page visited.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: GG-2013-25-00-00-00159-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

Grant Report Submit Delete

Grant #: GG-2013-25-00-00-00159-00

General Information

Report Title: Narrative Progress Report
Status: Progress Report Initiated
Due Date: 11/15/2012
Period: 09/01/2012 - 10/31/2012

Final report: Yes No

Grant Report: Forms

Collapse Entire Tree

Goal Progress
Other Grant Related Information
Meeting Form
Event/Activity Form
Attachments

Check Errors
Generate Full PDF

Legend:
Proposal Form Form has Errors
Last Page Visited

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Narrative Progress Report

Click on the first Goal Progress to begin filling out the forms.

You will have a Goal Progress page for each goal you submitted in the grant.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is identified as John Smith, and the grant number is GG-2013-25-00-00-00159-00. The interface includes a navigation menu with options like "Start Menu", "Agency Info", "Grant Menu", and "Report Menu". The main content area shows a "Grant Report" form for the grant ID GG-2013-25-00-00-00159-00. The form includes a "General Information" section with details such as "Report Title: Narrative Progress Report", "Status: Progress Report Initiated", "Due Date: 11/15/2012", and "Period: 09/01/2012 - 10/31/2012". There are buttons for "Check Errors" and "Generate Full PDF". A "Final report" section has radio buttons for "Yes" and "No". A "Grant Report: Forms" section contains a tree view with "Goal Progress" highlighted in red, along with "Other Grant Related Information", "Meeting Form", "Event/Activity Form", and "Attachments". A legend at the bottom right explains the symbols used in the tree view: a document icon for "Proposal Form", a warning triangle for "Form has Errors", and a left arrow for "Last Page Visited". The footer indicates the application is powered by IntelliGrants and is copyrighted by Acate Software from 2000 to 2012.

Goal Progress

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

1. Using your evaluation as a guide, enter the current status of the goal. Example: If your evaluation was “Number of people reached, number and types of materials distributed, number of news releases issued and media coverage received” your current status would read “This month we reached 5,432 people; distributed 500 impaired driving posters, 300 distracted driving posters, 1,000 Click It or Ticket magnets; issued 3 media releases and the media covered 1 event.
2. Click “Save”.
3. If you have additional goals, use the drop down and go buttons or the small next to proceed to the next page.
4. After completing the last goal result, click “Next”.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: GG-2013-25-00-00-00159-01
Grantee: ABC Agency
Status: Grant Revised
Access Level: Grant Administrator

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

[Return to Previous Page](#) **GOAL PROGRESS** [? Check for Errors](#)
* = Required Field

Instructions: Please provide the following information and click **Save**. Required fields are marked with an *.
For additional instructions, please click the Help icon in the upper right hand corner of the page.
[Upload/Download Data to/from this page](#)

Please select a page to view: 1

GOAL PROGRESS

Goal:	Goal Description
Baseline:	Baseline
Evaluation:	Evaluation
Current Status:	<input type="text"/>

GOAL PROGRESS

Powered by IntelliGrants © Copyright 2000-2012 Aqate Software

Other Grant Related Information

1. Enter any accomplishment during this reporting period.
2. Enter any training conducted during this reporting period.
3. Enter any Public Information & Education efforts during this reporting period.
4. Enter any partnerships made this month.
5. Enter any challenges that occurred this reporting period.
6. Enter any legislation during this reporting period.
7. Click “Save”.
8. Click “Next”.

Note: If there was no activity in any of these fields for the reporting period, enter none or n/a.

The screenshot shows a web form titled "OTHER GRANT RELATED INFORMATION". At the top right, there are navigation buttons: "Back", "Save", "Clear", "Next", and "View PDF". The "Save" and "Next" buttons are circled in red, with the number 7 above "Save" and the number 8 above "Next". The form contains six text input fields, each with a red number 1 through 6 inside. Each field is followed by the text "00 of 2000 Characters" and a red asterisk. The fields are labeled as follows:

- 1. Accomplishments:
- 2. Training conducted during this quarter:
- 3. Public Information & Education during this quarter:
- 4. Describe partnerships made as a result of this grant:
- 5. Describe any challenges that occurred:
- 6. Describe legislation affecting grant activity this quarter:

Material Distribution

Use this form to report materials distributed during the reporting period. **This form may not be assigned to all grants.**

1. If you did not distribute any material during the reporting period, check the “No Activity” box. Proceed to Step 4.
2. For each type of material distributed complete one box:
 - a) Select the message from the drop down. If you choose other, you must enter the message.
 - b) Enter the material type (magnet, napkins, coasters, etc.)
 - c) Enter the number distributed
 - d) Enter the location (bars, schools, etc)

- If you only distributed one type of material, proceed to Step 4.
3. Complete the second box following the steps listed in Step 2. Repeat until you enter all the material or you have filled all five boxes.
 4. Click “Save”.
 5. If you need an additional sheet, click “Add” and repeat steps 2 – 4.
 6. If you are done, click “Next”.

MATERIAL DISTRIBUTION ◀ Back Add Save Clear Delete Next ▶ View PDF

MATERIAL DISTRIBUTION

No Activity

What branded message(s) was distributed?

Select Message on Material Distributed. If Other, please list.

Material Type (example: magnets, napkins, coasters, etc.):

Number Distributed:

Location:

MATERIAL DISTRIBUTION

No Activity

What branded message(s) was distributed?

Select Message on Material Distributed. If Other, please list.

Material Type (example: magnets, napkins, coasters, etc.): *

Number Distributed: *

Location: *

MATERIAL DISTRIBUTION

No Activity

What branded message(s) was distributed?

Select Message on Material Distributed. If Other, please list.

Material Type (example: magnets, napkins, coasters, etc.): *

Number Distributed: *

Location: *

MATERIAL DISTRIBUTION

No Activity

What branded message(s) was distributed?

Select Message on Material Distributed. If Other, please list.

Material Type (example: magnets, napkins, coasters, etc.): *

Number Distributed: *

Location: *

MATERIAL DISTRIBUTION

No Activity

What branded message(s) was distributed?

Select Message on Material Distributed. If Other, please list.

Material Type (example: magnets, napkins, coasters, etc.): *

Number Distributed: *

Location: *

Event Form

Use this form to report events (set up a table, booth, etc. and interact with the public to deliver OTSO approved traffic safety messaging) during the reporting period. **This form may not be assigned to all grants.**

1. If you do not have any events to report during the reporting period, check the “No Activity” box. Proceed to Step 21 on Slide 53 (click “Save”).
2. Enter the name of the event.
3. Enter the start and end dates of the event (do not include planning dates)
4. Enter the location.

Event Focus:

5. Enter the population reached at the event (e.g., teens, males 18 -34, adults, etc.)
6. Check the focus (check all that apply). If you check “Other”, you must list what “Other” is.

Event Message and Promotion:

7. Check the branded message used (check all that apply). If you check “Other”, you must list what “Other” is.
8. Check how the event was promoted (check all that apply). If you check “Other”, you must list what “Other” is.

Continue to next slide

The screenshot shows the 'EVENT FORM' interface with several red annotations: 1. A red circle around the 'No Event Held' checkbox. 2. A red oval around the 'Name of Event' text input field. 3. A red oval around the 'Start' and 'End' date input fields. 4. A red oval around the 'Location' text input field. 5. A large red oval around the 'What population(s) did this event reach?' text area. 6. A red bracket on the left side of the 'What was the focus of this event?' section, encompassing all the focus checkboxes. 7. A red bracket on the left side of the 'What branded message(s) was used?' section, encompassing all the message checkboxes. 8. A red bracket on the left side of the 'How was the event promoted?' section, encompassing all the promotion checkboxes.

EVENT FORM		
<input type="checkbox"/> No Event Held		
Name of Event: *		
Date:	Start: *	End: *
Location: *		
EVENT FOCUS		
What population(s) did this event reach? (Examples: Teens, Male 18-34, Adults, LEP, etc.)		
00 of 200 Characters Federal Guidelines require programming reach all populations, especially limited English proficient (LEP).		
What was the focus of this event? (Check all that apply)		
<input type="checkbox"/> Distracted Driving	<input type="checkbox"/> Impaired Driving	<input type="checkbox"/> Mature Drivers
<input type="checkbox"/> Motorcycles	<input type="checkbox"/> Multicultural	<input type="checkbox"/> Pedestrian
<input type="checkbox"/> Pickup Trucks	<input type="checkbox"/> Seat Belt Usage	<input type="checkbox"/> Speed
<input type="checkbox"/> Youthful Drivers	<input type="checkbox"/> Other (Please list)	
EVENT MESSAGE AND PROMOTION		
What branded message(s) was used? (Check all that apply)		
<input type="checkbox"/> CIOT	<input type="checkbox"/> DSOGPO	<input type="checkbox"/> Don't TXT & Drive
<input type="checkbox"/> Watch Out for Motorcycles	<input type="checkbox"/> Other (Please list)	
How was the event promoted? (Check all that apply)		
<input type="checkbox"/> Billboard	<input type="checkbox"/> Flyer	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Posters	<input type="checkbox"/> Radio	<input type="checkbox"/> Television
<input type="checkbox"/> Website	<input type="checkbox"/> Facebook	<input type="checkbox"/> Twitter
<input type="checkbox"/> Instagram	<input type="checkbox"/> Other (Please list)	
<input type="checkbox"/> None		

Event Form Cont.

Event Details

9. Check what equipment was used (check all that apply). If you check “Other”, you must list what the “Other” is.
10. Check what materials were distributed (check all that apply). If you check “Other”, you must list what the “Other” is.
11. Check what was done at the event (check all that apply). If you check “Other”, you must list what the “Other” is.
12. List the number of people directly reached at the event (had direct one on one contact with, not the number that might have seen your message).

EVENT DETAILS		
What equipment was used? (Check all that apply)		
<input type="checkbox"/> Tent	<input type="checkbox"/> Pull-up Banner	<input type="checkbox"/> Table with logo table cloth
<input type="checkbox"/> Other (Please list)		<input type="checkbox"/> None
What materials were distributed at this event? (Check all that apply)		
<input type="checkbox"/> Educational Literature	<input type="checkbox"/> Fact Sheets	<input type="checkbox"/> Postcards
<input type="checkbox"/> Magnets	<input type="checkbox"/> Posters	<input type="checkbox"/> Napkins
<input type="checkbox"/> Other (Please list)		
What was done at the event? (Check all that apply)		
<input type="checkbox"/> Spin Wheel	<input type="checkbox"/> Corn Hole	<input type="checkbox"/> Fatal Vision Goggles Activity
<input type="checkbox"/> Give Door Prizes	<input type="checkbox"/> Guest Speaker	<input type="checkbox"/> Pledge Card Signings
<input type="checkbox"/> Presentation(s)	<input type="checkbox"/> Safety Assembly	<input type="checkbox"/> Seatbelt Check
<input type="checkbox"/> Simulated/Mock Crash	<input type="checkbox"/> Survey	
<input type="checkbox"/> Other (Please list)		
Number of people directly reached at event:	<input type="text" value="12"/>	

Continue to next slide

Event Form Cont.

Event Funding and Contributions

13. Select Grant Funded or In Kind
14. Select (yes or no) whether or not MONEY was donated for this event. If yes, continue to Step 15. If no, skip to Step 16.
15. Enter the name of the donor and the amount.
16. Select (yes or no) whether or not material or supplies were donated for this event. If yes, continue to Step 17. If no, skip to Step 18.
17. Enter the name of the donor and the object (not dollar value) donated.
18. Enter the number of volunteer hours contributed to the event.

Event Media Coverage

19. Select (all that apply) the media coverage that the event received and enter the gross impressions (total number of people or audience potentially reached).

EVENT FUNDING AND CONTRIBUTIONS	
Grant Funded/In Kind	<input checked="" type="checkbox"/> Grant Funded - any part of activity is grant funded <input type="checkbox"/> In Kind - no part of activity is grant funded
Were there any monetary donations contributed to event that were not grant funded? (If yes, use lines below for agency and amount)	
Name of Agency:	Total Contribution:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Were any materials or supplies donated to the event? (If yes, please list below)	
Name of Agency:	Donation:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Number of volunteer hours contributed to event:	
<input type="text"/>	
EVENT MEDIA COVERAGE	
What media coverage did the event receive?	Gross impressions*
<input type="checkbox"/> Print	<input type="text"/>
<input type="checkbox"/> Radio	<input type="text"/>
<input type="checkbox"/> Television	<input type="text"/>
<input type="checkbox"/> Web	<input type="text"/>
<input type="checkbox"/> Facebook	<input type="text"/>
<input type="checkbox"/> Twitter	<input type="text"/>
<input type="checkbox"/> Instagram	<input type="text"/>
<input type="checkbox"/> Other (Please list below)	<input type="text"/>
<input type="text"/>	<input type="text"/>
*Total number of people or audience potentially reached by the type of media used.	

Continue to next slide

Event Form Cont.

EVENT HIGHLIGHTS
Please list any highlights of this event.

20

00 of 5000 Characters

EVENT FORM

◀ Back Add Save Clear Delete Next ▶

22 21 23

Event Highlights

20. Enter any highlights from the event.

21. Click “Save”.

If you need to enter more events, continue to Step 22. If you are done entering events, skip to Step 23.

22. Click “Add”.

Repeat Steps 2 – 21 on Slides 50 – 53 until all events have been entered.

23. Click “Next”.

Media / Press Releases Form

Use this form to enter information from all media / press issued/received during the reporting period that is not connected with an event. **This form may not be assigned to all grants.**

1. Enter the number of press releases issued.
2. Enter the number of press releases printed/published/aired/etc.
3. Enter the number of Additional Media Stories Received. (e.g., interviews, unsolicited articles)
4. Enter the number of Facebook Posts.
5. Enter the number of Facebook Likes.
6. Enter the number of Facebook Followers.
7. Enter the number of Instagram Posts. **10**
8. Enter the number of Tweets.
9. Enter the name and number of other Social Media Posts.
10. Select (all that apply) the media coverage received and enter the gross impressions (total number of people or audience potentially reached).
11. Click "Save".
12. After the page has saved, click "Next".

11
12

MEDIA / PRESS RELEASES / SOCIAL MEDIA		
Number of Press Releases Issued:	<input type="text"/>	* 1
Number of Press Releases printed/published/aired/etc.:	<input type="text"/>	* 2
Number of Additional Media Stories Received:	<input type="text"/>	* 3
Number of Facebook Posts:	<input type="text"/>	* 4
Number of Facebook Likes:	<input type="text"/>	* 5
Number of Facebook Followers:	<input type="text"/>	* 6
Number of Instagram Posts:	<input type="text"/>	* 7
Number of Tweets:	<input type="text"/>	* 8
Number of Other Social Media Posts. Name: <input style="width: 150px;" type="text"/>	<input style="width: 100px;" type="text"/>	* 9
GROSS IMPRESSIONS*		
Print	<input type="text"/>	
Radio	<input type="text"/>	
Television	<input type="text"/>	
Web	<input type="text"/>	
Facebook	<input type="text"/>	
Twitter	<input type="text"/>	
Instagram	<input type="text"/>	
Other: <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	
*Total number of people or audience potentially reached by the type of media used.		

MEDIA / PRESS RELEASES ◀ Back Save Clear Next ▶ View PDF

Meeting Form

Use this form to report any meetings conducted during the month. **This form may not be assigned to all grants.**

1. If no meetings were conducted, check the “No Activity” box.
2. Select Meeting Type from drop down.
3. Enter the meeting name.
4. Enter the date of the meeting.
5. Enter the number of people who attended the meeting.
6. Enter the purpose of the meeting.
7. Enter the accomplishments of the meeting.
8. Click “Save”.

The screenshot shows a web-based form titled "MEETING FORM". At the top, there is a navigation bar with buttons: "Back", "Add", "Save", "Clear", "Delete", "Next", and "View PDF". The "Save" button is circled in red and labeled with the number 8. Below the navigation bar is the form itself, which is divided into several sections. The first section is "MEETING FORM" and contains a table with the following fields: "No Activity" (with a checkbox circled in red and labeled 1), "Meeting Type:" (with a dropdown menu circled in red and labeled 2), "Meeting Name:" (with a text input field circled in red and labeled 3), "Meeting Date:" (with a date picker circled in red and labeled 4), and "Number in Attendance:" (with a text input field circled in red and labeled 5). The second section is "PURPOSE OF MEETING:" and contains a large text area circled in red and labeled 6, with a character count of "00 of 750 Characters". The third section is "ACCOMPLISHMENTS:" and contains a large text area circled in red and labeled 7, with a character count of "00 of 5000 Characters". At the bottom of the form, there is another navigation bar with the same buttons as the top, including "Save" which is also circled in red.

Meeting Form

After hitting save, allow the page to process.

1. If you need to enter another form, hit “Add” and repeat steps 1 - 8 on the previous slide.
2. Once you are done entering meetings, click “Next”.

The screenshot shows a web application window titled "MEETING FORM". At the top, there is a navigation bar with buttons: "Back", "Add", "Save", "Clear", "Delete", "Next", and "View PDF". The "Add" button is circled in red with a red "1" above it, and the "Next" button is circled in red with a red "2" above it. The main content area is divided into three sections:

- MEETING FORM:** This section contains a form with the following fields:
 - No Activity
 - Meeting Type: [dropdown menu] *
 - Meeting Name: [text input] *
 - Meeting Date: [text input] *
 - Number in Attendance: [text input] *
- PURPOSE OF MEETING:** This section contains a large text area for entering the purpose of the meeting. It shows "00" characters entered out of a total of 750. A red asterisk is visible at the bottom right of the text area.
- ACCOMPLISHMENTS:** This section contains a large text area for entering accomplishments. It shows "00" characters entered out of a total of 5000. A red asterisk is visible at the bottom right of the text area.

At the bottom of the window, there is another navigation bar identical to the one at the top, with the same buttons: "Back", "Add", "Save", "Clear", "Delete", "Next", and "View PDF".

Highlights

Use this page to report any other highlights for the reporting period.

This form may not be assigned to all grants.

1. If you do not have any highlights to report during the reporting period, check the “No Other Highlights” box. Skip to Step 3.
2. List any highlights you had during the reporting period. Do not include highlights from events, enter those on the Event Form under Highlights. Do not enter daily activities (information from your Personnel Activity Report).
3. Click “Save”.
4. After saving, if you have more highlights, click “Add” and repeat steps 2 and 3 above.
5. When done adding all highlights for the reporting period, click “Next”.

The screenshot shows a web form titled "HIGHLIGHTS". At the top, there is a navigation bar with buttons: "Back", "Add", "Save", "Clear", "Delete", "Next", and "View PDF". The "Add", "Save", and "Next" buttons are circled in red. Below the navigation bar is a section titled "OTHER HIGHLIGHTS". It contains a checkbox labeled "No Other Highlights" which is circled in red and has a "1" next to it. Below the checkbox is a text area with the prompt "Please provide name and description of your other highlights:". The text area is empty and has a "2" in the center. At the bottom of the text area, it says "00 of 5000 Characters". The "Next" button is circled in red and has a "5" above it. The "Add" button is circled in red and has a "4" above it. The "Save" button is circled in red and has a "3" above it.

Progress Report Attachments

Use this form to attach documents to your monthly narrative progress report (press releases, news articles, etc.).

Do not attach claim related documentation to your report.

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

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

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is logged in as "John Smith" with the role of "Grant Administrator". The "Report Menu" is highlighted with a red circle and the number 5. Below the navigation bar, the "ATTACHMENTS" section is shown. It includes a "Check for Errors" button and instructions for adding attachments. The "ATTACHMENTS" form has a "Description:" field and an "Attachment:" field with a "Browse..." button circled in red and labeled with the number 2. The "Add" and "Save" buttons are also circled in red and labeled with the numbers 4 and 3, respectively. The "Report Menu" is labeled with the number 5. The footer of the page indicates it is powered by IntelliGrants and has a copyright notice for Agate Software from 2000-2012.

Narrative Progress Report Menu

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

The screenshot displays the Ohio GRANTS web application interface. At the top, the header includes the Ohio logo and the text "GRANTS Grant Records & Application Network for Traffic Safety". The user information shows "Grant #: GG-2013-25-00-00-00159-00", "Grantee: ABC Agency", "Status: Grant Executed", and "Access Level: Grant Administrator". The navigation bar contains "Start Menu", "Agency Info", "Grant Menu", and "Report Menu". The main content area is titled "Grant Report" and includes a "Grant #: GG-2013-25-00-00-00159-00" and "General Information" section with details like "Report Title: Narrative Progress Report", "Status: Progress Report Initiated", "Due Date: 11/15/2012", and "Period: 09/01/2012 - 10/31/2012". Below this, there are buttons for "Check Errors" (circled in red with a '1') and "Generate Full PDF" (circled in red with a '2'). The right-hand sidebar contains a "Final report:" section with radio buttons for "Yes" and "No" (with "No" selected), a "Grant Report: Forms" section with a tree view showing "Goal Progress", "Other Grant Related Information", "Meeting Form", "Event/Activity Form", and "Attachments", and a "Legend:" section with a "Proposal Form" icon and a "No Errors" icon (with a checkmark) and "Last Page Visited" text. The "Submit" button is circled in red with a '3'. The footer includes "Powered by IntelliGrants" and "© Copyright 2000-2012 Agate Software".

Report Submitted

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

Click "Grant Menu" to return to the Grant.

The screenshot displays the Ohio GRANTS web application interface. At the top, the header includes the Ohio GRANTS logo and the text "Grant Records & Application Network for Traffic Safety". The user is identified as John Smith, with an access level of Grant Administrator. The status is "Grant Revision Modifications Required". The "Grant Menu" is highlighted in the navigation bar.

A confirmation message at the top of the main content area states: "You have submitted this progress report for approval." Below this, the "Grant Report" section shows the following details:

- Grant #: GG-2013-25-00-00-00159-01
- Report Title: Narrative Progress Report
- Status: Progress Report Submitted
- Due Date: 11/15/2012
- Period: 09/01/2012 - 10/31/2012

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

On the right side, the "Grant Report: Forms" section is expanded, showing a list of forms with checkboxes and status indicators:

- Goal Progress (checked)
- Other Grant Related Information (checked)
- Meeting Form (checked)
- Event/Activity Form (checked)
- Attachments (unchecked)

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

At the bottom of the page, it is noted that the application is "Powered by IntelliGrants" and has a copyright notice for "© Copyright 2000-2012 Acate Software".

Annual Report

- A final comprehensive annual project activity report must be submitted to OTSO by October 15, 2016.
 - Final reports not received by November 1 will result in a 10 percent penalty deduction to the final claim reimbursement.
 - If a final project activity report is received after November 15, the final claim will not be reimbursed.
- The annual report will be available in the GRANTS System by August 31, 2016.

Annual Report

To initiate the report:

1. Select the report from the drop down menu.
2. Click the "Create" button.

The screenshot shows the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is displayed, along with the text "Grant Records & Application Network for Traffic Safety". The user is identified as "User: John Smith" and has an "Access Level: Grant Administrator". The page title is "General Grant 2013 Grant".

The main content area is divided into several sections:

- General Information:** Term: 10/1/2012 - 9/30/2013, Amount: \$29,679.60, Available Balance: \$29,679.60, Cash On Hand: \$0.00, Status: Grant Executed.
- Agency Information:** View Grantee Information
- Grant Information:** General Information, View/Satisfy Grant Conditions, Grant Report Periods
- Contacts:** Grantee Contact Information, GRANTS Contact Information, Email Grant Contacts
- Components:** Program Components, Service Areas
- Budget Pages:** Current Budget Overview, Grant Component Funding Accounts
- Progress Reports:** A dropdown menu (highlighted with a red circle and the number 1) and a "Create" button (highlighted with a red circle and the number 2).
- Reimbursement Claims:** A dropdown menu and a "Create" button.
- Proposal Menu:** A dropdown menu.

On the right side, there is a "Grant: Related Items" section with a "Collapse Entire Tree" button and a list of links: Budget Overview, Narrative Page(s), FSRF Funding Information, County Profile, Project Overview, Work Plan, Budget Worksheet - Direct Labor, and Budget Worksheet - Other.

Annual Report Menu

1. General Information Box lists the report title, the current status of the report, the due date of the report and the period that this report covers.
2. Final Report: Default is “no”. Change to “Yes”.
3. Grant Report Forms: List of all forms in the Annual Report.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: GG-2013-25-00-00-00159-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

Grant Report [Submit] [Delete]

Grant #: GG-2013-25-00-00-00159-00

General Information 1

Report Title: Annual Report
Status: Progress Report Initiated
Due Date: 11/1/2013
Period: 09/01/2012 - 09/30/2013

Final report: Yes No 2

Grant Report Forms 3

collapse Entire Tree

Goal Results
Other Grant Related Information

Check Errors
Generate Full PDF

Legend:
Proposal Form Form has Errors
Last Page Visited

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Annual Report Menu

Click on the first Goal Results to begin filling out the forms.

You will have a Goal Results page for each goal you submitted in your grant.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is logged in as John Smith, and the access level is Grant Administrator. The main menu includes Start Menu, Agency Info, Grant Menu, and Report Menu. The Report Menu is currently selected, showing a "Grant Report" section for grant # GG-2013-25-00-00-00159-00. The report title is "Annual Report", the status is "Progress Report Initiated", the due date is 11/1/2013, and the period is 09/01/2012 - 09/30/2013. There are buttons for "Check Errors" and "Generate Full PDF". The "Final report" section has radio buttons for "Yes" and "No", with "No" selected. The "Grant Report: Forms" section includes a "Collapse Entire Tree" button and a tree view with "Goal Results" highlighted in red. A legend at the bottom right explains the icons: a document icon for "Proposal Form", a warning icon for "Form has Errors", and a left arrow for "Last Page Visited". The footer indicates the application is powered by IntelliGrants and is copyrighted by Agate Software from 2000 to 2012.

Goal Results

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

1. Using your evaluation as a guide, enter the current status of the goal. Example: If your evaluation was “Number of people reached, number and types of materials distributed, number of news releases issued and media coverage received” your current status would read “This year we reached 25,432 people; distributed 1,500 impaired driving posters, 1,300 distracted driving posters, 1,000 Click It or Ticket magnets; issued 13 media releases and the media covered 8 events.
2. Click “Save”.
3. If you have additional goals, use the drop down and go buttons or the small next to proceed to the next page.
4. After completing the last goal result, click “Next”.

The screenshot displays the Ohio GRANTS system interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is identified as John Smith, and the access level is Grant Administrator. The page title is "GOAL PROGRESS".

The main content area contains the following elements:

- Return to Previous Page** (link)
- GOAL PROGRESS** (title)
- Check for Errors** (button) with a note: *** = Required Field**
- Instructions:** Please provide the following information and click **Save**. Required fields are marked with an *****. For additional instructions, please click the Help icon in the upper right hand corner of the page.
- Upload/Download Data to/from this page** (link)
- A navigation bar with a dropdown menu for "Please select a page to view:" (set to 1), a "Go" button, and a "Next" button. This bar is circled in red with the number 3.
- A form titled "GOAL PROGRESS" with the following fields:
 - Goal: Goal Description
 - Baseline: Baseline
 - Evaluation: Evaluation
 - End Result Vs. Goal: [Text input field] (This field is circled in red with the number 1 and has an asterisk indicating it is a required field).
- Navigation buttons: Back, Save (circled in red with the number 2), Clear, Next (circled in red with the number 4).

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

Other Grant Related Information

1. Describe any partnerships made during the grant year.
2. List any other funding or in-kind resources that were obtained during the grant year.
3. Describe any challenges during the grant year and how they were resolved.
4. Describe any highlights or noteworthy activities that happened during the grant year.
5. Click “Save”.
6. After the page has been saved, click “Report Menu”.

The screenshot shows a web application interface for entering grant information. At the top, a navigation bar includes 'Start Menu', 'Agency Info', 'Grant Menu', and 'Report Menu' (circled in red with a '6' above it). The user is identified as 'John Smith' with 'Help' and 'Logout' options. The main heading is 'OTHER GRANT RELATED INFORMATION' with a 'Check for Errors' button. Below this is an 'Instructions' section and a link to 'Upload/Download Data to/from this page' (circled in red with a '5' above it). The form itself is titled 'OTHER GRANT RELATED INFORMATION' and has 'Back', 'Save' (circled in red), and 'Clear' buttons. It contains four text input fields, each with a red number (1, 2, 3, 4) indicating the steps from the list: 1. 'Describe partnerships made as a result of this grant:' (00 of 500 Characters). 2. 'In addition to this grant, what other funding or in-kind resources were you able to obtain to support your activities? (Name of sponsor, type of support and estimated worth):' (00 of 500 Characters). 3. 'Describe any challenges that occurred and how they were resolved:' (00 of 500 Characters). 4. 'Describe any highlights or noteworthy activities:' (00 of 500 Characters). The footer shows 'Powered by IntelliGrants' and '© Copyright 2000-2012 Acate Software'.

Annual Report Menu

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

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: GG-2013-25-00-00-00159-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

Grant Report Submit Delete

Grant #: GG-2013-25-00-00-00159-00

General Information

Report Title: Annual Report
Status: Progress Report Initiated
Due Date: 11/1/2013
Period: 09/01/2012 - 09/30/2013

Check Errors 1
Generate Full PDF 2

Final report: Yes No

Grant Report: Forms

▲ Collapse Entire Tree ▲

Goal Results
 Other Grant Related Information

Legend:
 No Errors ← Last Page Visited

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Report Submitted

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

Click "Grant Menu" to return to the Grant.

The screenshot displays the Ohio GRANTS web application interface. At the top, the header includes the Ohio logo, the text "Ohio GRANTS", and the subtitle "Grant Records & Application Network for Traffic Safety". On the right side of the header, the following information is displayed: "Grant #: GG-2013-25-00-00-00159-00", "Grantee: ABC Agency", "Status: Grant Executed", and "Access Level: Grant Administrator". Below the header is a navigation menu with tabs for "Start Menu", "Agency Info", "Grant Menu" (which is circled in red), and "Report Menu". To the right of the navigation menu, the user information "User: John Smith" and links for "Help" and "Logout" are visible.

A red arrow points from the text "confirmation at the top of the screen" to a message box that reads: "You have submitted this progress report for approval." Another red arrow points from the text "status will change in the General Information box" to the "Status: Progress Report Submitted" field in the "General Information" box.

The "Grant Report" section contains the following information:

- Grant #:** GG-2013-25-00-00-00159-00
- General Information**
 - Report Title: Annual Report
 - Status: Progress Report Submitted
 - Due Date: 11/1/2013
 - Period: 09/01/2012 - 09/30/2013
- Check Errors** (with a warning icon)
- Generate Full PDF** (with a PDF icon)
- Final report:** Yes No
- Grant Report: Forms**
 - [Collapse Entire Tree](#)
 - [Goal Results](#)
 - [Other Grant Related Information](#)
- Legend:**
 - No Errors
 - Last Page Visited

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

Report Submitted Process

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

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

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

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

Log into the GRANTS System to make the modifications.

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

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

Report Modifications

1. On the Start Menu, under the Task List, any items that need modifications will be listed.
2. Click on the link for the report you want to modify.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is identified as "John Smith" with the role of "Agency Administrator". The interface includes a "Start Menu" and "Agency Info" section. A central message box states "Welcome to the Grant Records and Application Network for Traffic Safety" and "You do not have any system messages." To the right, there are sections for "Initiate a Proposal" (stating no grants are currently available) and "Quick Links" (including links for agency information, grants, and reimbursement claims). The main content area features a "Task List: Actions Required" section, which is circled in red and labeled with a red "1". This section contains a tree view of tasks, including "Proposals", "Grants", "Grant Executed", "Grant Revised", "Reimbursement Claims", "Progress Reports", and "Progress Report Modifications Required". The "Progress Report Modifications Required" item is highlighted in yellow and circled in red, labeled with a red "2". Below the task list, there is a footer with the text "Powered by IntelliGrants" and "© Copyright 2000-2012 Acate Software".

Report Modification

1. Modifications that are required will be listed on the Report Menu outlined in a red box.
2. Complete the changes, return to the Report Menu and click "Submit" to re-submit the report.

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

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is identified as "John Smith" with an "Access Level: Grant Administrator". The navigation menu includes "Start Menu", "Agency Info", "Grant Menu", and "Report Menu". The "Report Menu" is highlighted with a red box and a red "1".

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

- Grant #: GG-2013-25-00-00-00159-00
- General Information:
 - Report Title: Narrative Progress Report
 - Status: Progress Report Modifications Required
 - Due Date: 1/15/2013
 - Period: 06/01/2012 - 12/31/2012
- Check Errors (Warning icon)
- Generate Full PDF (PDF icon)
- Final report: Yes No
- Grant Report: Forms
 - ▲ Collapse Entire Tree ▲
 - Goal Progress
 - Other Grant Related Information
 - Attachment
- Legend:
 - Proposal Form No Errors
 - ← Last Page Visited
- Modifications Required: Enter this reporting period's goal progress. (This section is highlighted with a red box and a red "1")
- Submit (This button is circled in red with a red "2")

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

Reimbursement Claim Process

- Reimbursement claims will be due either the 15th of the following month for monthly claims (Example: October claim will be due November 15th) or the 15th of the month following the end of the quarter (Example: First quarter claim (October – December) will be due January 15th).
- Verify your claim schedule selection on the Pre-Activity Form. New sub-grantees must select monthly.
- Reimbursement claims can include previous activity but cannot go beyond the current claim period. (Example: The December claim can include a November expense, but not a January expense).
- If there is no activity, you must submit a zero claim.

Reimbursement Claim Process

1. Reimbursement Claims will be listed in the drop down under Reimbursement Claims.

Claims will be in the drop down the first day of the claim period. (Ex. May Claim will be in the drop down May 1st).

2. The date listed is the date the claim is due. If a progress report is past due, you will not be able to submit a claim (or re-submit a claim that was sent back for modifications).

Only one claim can be processed at a time. The next claim will not show up in the drop down until the previous one has been approved.

The screenshot displays the Ohio GRANTS web application interface. At the top, the header includes the Ohio GRANTS logo and the text "Grant Records & Application Network for Traffic Safety". The user is identified as "John Smith" with an "Access Level: Grant Administrator". The main content area is titled "General Grant 2013 Grant" and shows details for Grant #: GG-2013-25-00-00-00159-00. The "General Information" section lists the term (10/1/2012 - 9/30/2013), amount (\$29,679.60), available balance (\$29,679.60), cash on hand (\$0.00), and status (Grant Executed). The "Agency Information" section includes a link to "View Grantee Information". On the right, the "Grant: Related Items" section lists various links such as "Budget Overview", "Narrative Page(s)", "FSRS Funding Information", "County Profile", "Project Overview", "Work Plan", "Budget Worksheet - Direct Labor", and "Budget Worksheet - Other". The left sidebar contains several menu items: "Grant Information" (General Information, View/Satisfy Grant Conditions, Grant Report Periods), "Contacts" (Grantee Contact Information, GRANTS Contact Information, Email Grant Contacts), "Components" (Program Components, Service Areas), "Budget Pages" (Current Budget Overview, Grant Component Funding Accounts), "Progress Reports" (Create), "Reimbursement Claims" (Create), and "Proposal Menu".

This screenshot shows a "Reimbursement Claims" dropdown menu. The menu is open, displaying a list of items. The first item is "GG: General Grant 2013 (11/15/2012)", which is circled in red. A red number "2" is placed to the right of this item. A "Create" button is visible to the right of the dropdown.

This is a close-up of the "Reimbursement Claims" dropdown menu. The menu is open, and the first item is circled in red. A red number "1" is placed to the right of this item. A "Create" button is visible to the right of the dropdown.

Reimbursement Claim Process

To initiate the reimbursement claim:

1. Select the claim from the drop down menu.
2. Click the “Create” button.

The screenshot displays the Ohio GRANTS web application interface. At the top, the header includes the Ohio logo, the text "GRANTS", and the subtitle "Grant Records & Application Network for Traffic Safety". On the right side of the header, the following information is displayed: Grant #: GG-2013-25-00-00-00159-00, Grantee: ABC Agency, Status: Grant Executed, and Access Level: Grant Administrator. Below the header is a navigation menu with "Start Menu", "Agency Info", and "Grant Menu". The main content area is titled "General Grant 2013 Grant" and includes a "Revise Grant" button. The "Grant #: GG-2013-25-00-00-00159-00" is prominently displayed. The "General Information" section lists: Term: 10/1/2012 - 9/30/2013, Amount: \$29,679.60, Available Balance: \$29,679.60, Cash On Hand: \$0.00, and Status: Grant Executed. The "Agency Information" section includes a link for "View Grantee Information". A "Grant Information" sidebar on the right lists "Budget Overview", "Narrative Page(s)", "FSRS Funding Information", "County Profile", "Project Overview", "Work Plan", "Budget Worksheet - Direct Labor", and "Budget Worksheet - Other". The main content area is divided into several sections: "Grant Information" (General Information, View/Satisfy Grant Conditions, Grant Report Periods), "Contacts" (Grantee Contact Information, GRANTS Contact Information, Email Grant Contacts), "Components" (Program Components, Service Areas), "Budget Pages" (Current Budget Overview, Grant Component Funding Accounts), "Progress Reports" (with a dropdown menu and a "Create" button), and "Reimbursement Claims" (with a dropdown menu and a "Create" button). The "Reimbursement Claims" section is highlighted with a red circle and the number "1", and the "Create" button is highlighted with a red circle and the number "2".

Reimbursement Claim Process

1. The Expense Summary Page shows grant information.
2. Budget Information
3. Previous Expenses will show after the first claim has been approved.
4. Budget Remaining (Award – Previous Claim)
5. Current Period Expenses (once you add Expense Detail items these fields will self-populate).

Every time a subsequent claim is initiated, the previous expenses and budget remaining will update to include all previous approved claims.

6. Click the “Edit” button.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: GG-2013-25-00-00-00159-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

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

GG: General Grant 2013 - Reimbursement Claim #: 1

Expense Summary Expense Detail Claim Attachments Submit Edit Delete View PDF

Grant Information

Grantee: ABC Agency
Grant #: GG-2013-25-00-00-00159-00
Award Amount: \$29,679.60
Term: 10/1/2012 to 9/30/2013

Report Information

Main Contact: John Smith
Request #: 1
Final Report:
Status: Initiated
Current Report Period: to

Comments to the Review Team from the Grantee:
No comments have been made.

BUDGET ITEMS	BUDGET TOTAL		PREVIOUS EXPENSES		BUDGET REMAINING		CURRENT PERIOD EXPENSES	
	Award	Other	Award	Other	Award	Other	Award	Other
Direct Labor	\$20,800.00	\$0.00	\$0.00	\$0.00	\$20,800.00	\$0.00	\$0.00	\$0.00
Labor Fringe Benefits	\$3,629.60	\$0.00	\$0.00	\$0.00	\$3,629.60	\$0.00	\$0.00	\$0.00
Vehicle Mileage	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$29,679.60	\$0.00	\$0.00	\$0.00	\$29,679.60	\$0.00	\$0.00	\$0.00
Cash on Hand Remaining to Spend Down					\$0.00	Minus Cash on Hand to Spend Down		\$0.00
					AWARD REMAINING	\$29,679.60	AMOUNT TO BE PAID	\$0.00

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Reimbursement Claim Process

1. Unless it is the final claim for the year, select “No” for Final Report. If you select “Yes” the system will not issue any more Reimbursement Claims.
2. Enter the reporting period. Typically it would be the beginning of the month (or quarter) to the end of the month (or quarter). However, if you need to claim an expense from a previous reporting period you will need to make the beginning date the date of the earliest expense. (Ex. November claim would normally be 11/1/2015 to 11/30/2015. If you have an invoice from 10/17/2015 to claim, the reporting periods would be 10/17/2015 to 11/30/2015).
3. Comments – If you have any comments/notes you would like the OTSO review team to see regarding your reimbursement claim, enter them here.
4. Click the “Save” button.
5. Click the “Expense Detail” tab.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: GG-2013-25-00-00-00159-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

User: John Smith Help Logout

Start Menu Agency Info Grant Menu

REIMBURSEMENT CLAIM/PAYMENT REQUEST [Check for Errors](#)

GG: General Grant 2013 - Reimbursement Claim #: 1

Expense Summary **Expense Detail** Claim Attachments

Save Cancel View PDF

Grant Information

Grantee: ABC Agency
Grant #: GG-2013-25-00-00-00159-00
Award Amount: \$29,679.60
Term: 10/1/2012 to 9/30/2013

Report Information

Main Contact: Smith, John
Request #: 1
Final Report: Yes No
Status: In Progress
Current Report Period: 10/01/2012 * to 12/31/2012

Comments to the Review Team from the Grantee:
Type any notes to OCJS in this section.

BUDGET ITEMS	BUDGET TOTAL		PREVIOUS EXPENSES		BUDGET REMAINING		CURRENT PERIOD EXPENSES	
	Award	Other	Award	Other	Award	Other	Award	Other
Direct Labor	\$20,800.00	\$0.00	\$0.00	\$0.00	\$20,800.00	\$0.00	\$0.00	\$0.00
Labor Fringe Benefits	\$3,629.60	\$0.00	\$0.00	\$0.00	\$3,629.60	\$0.00	\$0.00	\$0.00
Vehicle Mileage	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$29,679.60	\$0.00	\$0.00	\$0.00	\$29,679.60	\$0.00	\$0.00	\$0.00

Cash on Hand Remaining to Spend Down \$0.00 Minus Cash on Hand to Spend Down \$0.00

AWARD REMAINING \$29,679.60 AMOUNT TO BE PAID \$0.00

* = Required Field

Reimbursement Claim Process

Use this screen to enter each expense for the reimbursement claim. The fields required for each expense will change based on the budget category selected.

1. Select the budget category from the drop down. Make sure you are putting the expense in the appropriate category. (Ex. If you received approval to purchase an item using the Supplies and Materials category, select that category here. Do not select another category).

Wait for the page to refresh.

The screenshot displays the 'Ohio GRANTS' web interface for a 'REIMBURSEMENT CLAIM/PAYMENT REQUEST'. The page header includes the logo, 'Grant #: GG-2013-25-00-00-00159-00', 'Grantee: ABC Agency', 'Status: Grant Executed', and 'Access Level: Grant Administrator'. The user is identified as 'John Smith'. The main content area features a 'Back to Grant Menu' link, a 'Check for Errors' button, and a dropdown menu for 'GG: General Grant 2013 - Reimbursement Claim #: 1'. Below this are three tabs: 'Expense Summary', 'Expense Detail' (which is active), and 'Claim Attachments'. The 'Expense Detail' tab contains a form titled 'Add an Expense Item' with fields for 'Budget Category' (highlighted with a red circle), 'Item', 'Budget Column', 'Date', 'Description', and 'Amount'. A legend indicates that an asterisk (*) denotes a required field. At the bottom of the form, there is a section for 'Expenses incurred during the current report period' which currently shows 'No records found'. The footer of the page states 'Powered by IntelliGrants' and '© Copyright 2000-2012 Aqate Software'.

Reimbursement Claim Process

Direct Labor

1. Item: Not required
2. Budget Column: Select from the drop down. This will show how much you have remaining in this budget category.
3. Name/Title – Enter the Employee’s Name and Title.
4. Begin Date/End Date – Enter the beginning date and ending dates of the labor that is being claimed.
5. Activity Description – Enter the activity description, or enter “See Personnel Activity Report”.
6. Check Number – Enter either a check number if the person was paid with a check, or enter DD or EFT if the person was paid with Direct Deposit.
7. Enter the number of hours for that date range.
8. Enter the hourly rate that the employee was **paid**, **not the rate entered in the proposal**.
9. Click the “Save” button.

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

The screenshot displays the 'Ohio GRANTS' web application interface for a 'REIMBURSEMENT CLAIM/PAYMENT REQUEST'. The page header includes the Ohio GRANTS logo, the text 'Grant Records & Application Network for Traffic Safety', and user information: 'Grant #: GG-2013-25-00-00-00159-00', 'Grantee: ABC Agency', 'Status: Grant Executed', and 'Access Level: Grant Administrator'. The user is identified as 'John Smith' with 'Help' and 'Logout' options.

The main content area is titled 'REIMBURSEMENT CLAIM/PAYMENT REQUEST' and includes a 'Check for Errors' button. Below this, there is a dropdown menu showing 'GG: General Grant 2013 - Reimbursement Claim #: 1'. The interface is divided into three tabs: 'Expense Summary', 'Expense Detail', and 'Claim Attachments'. The 'Expense Detail' tab is active, showing a form to 'Add an Expense Item'. The form includes the following fields:

- Budget Category:** A dropdown menu set to 'Direct Labor'.
- Item:** A dropdown menu with '(not required)' next to it.
- Budget Column:** A dropdown menu.
- Name:** A text input field.
- Title:** A text input field.
- Begin Date:** A date input field.
- End Date:** A date input field.
- Activity Description:** A text area with a character count of '00 of 1000 Characters*'. A red '5' is next to the field.
- Check #:** A text input field.
- # hours:** A text input field.
- Hourly Rate:** A text input field.
- Direct Labor Cost:** A calculated field.

Red numbers 1 through 8 are placed next to the corresponding fields in the form. A red circle highlights the 'Save' button in the top right corner of the form. Below the form, there is a section titled 'Expenses incurred during the current report period' which shows 'No records found'. The footer of the page includes 'Powered by IntelliGrants' and '© Copyright 2000-2012 Agate Software'.

Reimbursement Claim Process

Once saved, the information will self-calculate and appear below the Add an Expense Item Box. As you continue to add expenses, they will continue to appear at the bottom.

1. Select another budget category from the drop down and wait for the page to refresh to continue adding line items to the reimbursement claim.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: GG-2013-25-00-00-00159-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

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

GG: General Grant 2013 - Reimbursement Claim #: 1

Expense Summary Expense Detail Claim Attachments

Add an Expense Item Save Cancel

Budget Category *

Item

Budget Column *

Date *

Description

00 of 1000 Characters

Amount *

* = Required Field Save Cancel

Expenses incurred during the current report period Edit Delete

Budget Column	Date	Description	Amount Requested
Budget Category: Direct Labor			
<input type="radio"/> Amount	10/1/2012	See Personnel Activity Report	517.5
Name: Enter Name of Employee that worked; Title: Enter Employee's Title; End Date: 10/14/2012; Check #: Enter check number of DD; # hours: 30; Hourly Rate: \$17.2500;			
TOTAL HOURS WORKED:			30
TOTAL:			\$517.50

Edit Delete

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Reimbursement Claim Process

Labor Fringe Benefits

1. Item: Not required
2. Budget Column: Select from the drop down. This will show how much you have remaining in this budget category.
3. Date Worked/End Date – Enter the date range to cover the direct labor worked in the claim.
4. Description – enter “Fringe”
5. Fringe Calculation – enter the amount of fringe you are claiming.
6. Click the “Save” button.

Note: Make sure you are claiming the actual amount of fringe that is being paid. Ex: If Worker’s Comp was 2.4% when you submitted the proposal and your agency is actually paying 1.7%, you can only claim 1.7%.

The screenshot displays the 'Ohio GRANTS' web application interface. At the top, the logo and 'Grant Records & Application Network for Traffic Safety' are visible. The user is logged in as 'John Smith' with the role of 'Grant Administrator'. The main heading is 'REIMBURSEMENT CLAIM/PAYMENT REQUEST'. A dropdown menu shows 'GG: General Grant 2013 - Reimbursement Claim #: 1'. Below this, there are three tabs: 'Expense Summary', 'Expense Detail', and 'Claim Attachments'. The 'Expense Detail' tab is active, showing an 'Add an Expense Item' form. The form fields are: 'Budget Category' (set to 'Labor Fringe Benefits'), 'Item' (empty), 'Budget Column' (empty), 'Date Worked' (empty), 'End Date' (empty), 'Description' (empty), and 'Fringe Calculation' (empty). Red numbers 1 through 6 are overlaid on the form to indicate the steps: 1 points to the 'Item' field, 2 to the 'Budget Column' dropdown, 3 to the 'Date Worked' and 'End Date' fields, 4 to the 'Description' field, 5 to the 'Fringe Calculation' field, and 6 to the 'Save' button. A 'Cancel' button is also present. A note at the bottom right of the form states '* = Required Field'.

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

Reimbursement Claim Process

Vehicle Mileage

1. Item: Not required.
2. Budget Column: Select from the drop down. This will show how much you have remaining in this budget category.
3. Name – Enter the name of the employee that claimed the mileage.
4. Date Traveled – Enter the date the travel occurred.
5. Activity Description – Enter the description of where/why the employee traveled or enter “See Mileage Log”.

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

GG: General Grant 2013 - Reimbursement Claim #: 1

Expense Summary Expense Detail Claim Attachments

Add an Expense Item Save Cancel

Budget Category Vehicle Mileage *

Item 1 (not required)

Budget Column 2 *

Name 3 *

Date Traveled 4 *

Activity Description 5 00 of 1000 Characters*

Check # 6 *

of Miles 7 *

Rate Per Mile 8 *

Mileage Cost

* = Required Field Save Cancel

6. Check # - Enter the check number issued to reimburse the employee.
7. # of Miles – Enter the number of miles the employee traveled.
8. Rate per Mile – Enter the rate per mile reimbursed to the employee.
9. Click the “Save” button.

Make sure you are not claiming a higher rate than you have been approved for in the grant. If you were approved for \$0.50 per mile, you are not allowed to claim \$0.55 per mile without having a revision approved. You are allowed to claim less that you were approved for.

Reimbursement Claim Process

Other Direct Costs

1. Item: Not required, however if you have different line items in this budget category, select the correct line item.
2. Budget Column: Select from the drop down. This will show how much you have remaining in this budget category.
3. Name/Description – Enter the name and a description of the item.
4. Enter the invoice date for the item.
5. Enter the Check or Warrant number used to pay for the item.
6. Enter the cost of the item.
7. Click the “Save” button.

The screenshot displays the 'REIMBURSEMENT CLAIM/PAYMENT REQUEST' interface. At the top, there are links for 'Back to Grant Menu', the title 'REIMBURSEMENT CLAIM/PAYMENT REQUEST', and a 'Check for Errors' button. A dropdown menu shows '- Reimbursement Claim #: 1'. The 'Expense Detail' tab is active, and a dialog box titled 'Add an Expense Item' is open. The dialog box contains the following fields:

- Budget Category:** Other Direct Costs *
- Item:** (not required) *
- Budget Column:** *
- Name/Description:** 00 of 1000 Characters *
- Date:** *
- Check/Warrant#:** *
- Cost:** *

Red numbers 1 through 7 are placed next to the corresponding fields in the dialog box. A red circle highlights the 'Save' button in the top right corner of the dialog box. A legend at the bottom right of the dialog box indicates '* = Required Field'.

Reimbursement Claim Process

Supplies and Materials

1. Item: Not required, however if you have different line items in this budget category, select the correct line item.
2. Budget Column: Select from the drop down. This will show how much you have remaining in this budget category.
3. Name/Description – Enter the name and a description of the item.
4. Enter the invoice date for the item.
5. Enter the Check or Warrant number used to pay for the item.
6. Enter the cost of the item.
7. Click the “Save” button.

The screenshot shows a web application interface for a reimbursement claim. At the top, there is a navigation bar with a 'Back to Grant Menu' link, the title 'REIMBURSEMENT CLAIM/PAYMENT REQUEST', and a 'Check for Errors' button. Below this is a dropdown menu showing 'GG: General Grant 2013 - Reimbursement Claim #: 1'. The main content area has three tabs: 'Expense Summary', 'Expense Detail', and 'Claim Attachments'. The 'Expense Detail' tab is active, and a modal dialog box titled 'Add an Expense Item' is open. The dialog box contains the following fields:

- Budget Category:** A dropdown menu with 'Supplies and Materials' selected. A red asterisk indicates it is a required field.
- Item:** A dropdown menu with a red '1' next to it. The text '(not required)' is visible to the right.
- Budget Column:** A dropdown menu with a red '2' next to it. A red asterisk indicates it is a required field.
- Name/Description:** A text input field with a red '3' next to it. Below the field, it says '00 of 1000 Characters*'. A red asterisk indicates it is a required field.
- Date:** A date input field with a red '4' next to it. A red asterisk indicates it is a required field.
- Check/Warrant#:** A text input field with a red '5' next to it. A red asterisk indicates it is a required field.
- Cost:** A text input field with a red '6' next to it. A red asterisk indicates it is a required field.

At the bottom right of the dialog box, there are 'Save' and 'Cancel' buttons. The 'Save' button is circled in red, and a red number '7' is placed above it. At the bottom right of the main form, there is a legend '* = Required Field' and another set of 'Save' and 'Cancel' buttons.

Reimbursement Claim Process

Contractual Services

1. Item: Not required, however if you have different line items in this budget category, select the correct line item.
2. Budget Column: Select from the drop down. This will show how much you have remaining in the budget category.
3. Name/Description – Enter the name and a description of the item.
4. Enter the activity date for the item. If the activity dates span a month period, put the last day of the month
5. Enter the Check or Warrant number used to pay for the item.
6. Enter the cost of the item.
7. Click the “Save” button.

The screenshot shows the 'REIMBURSEMENT CLAIM/PAYMENT REQUEST' interface. At the top, there is a 'Back to Grant Menu' link, the title 'REIMBURSEMENT CLAIM/PAYMENT REQUEST', and a 'Check for Errors' button. Below this is a dropdown menu for 'Reimbursement Claim #: 1'. The main content area has four tabs: 'Expense Summary', 'Expense Detail', 'Report Approval', and 'Claim Attachments'. The 'Expense Detail' tab is active, and a '7' is written above it. A 'Save' button is circled in red. Below the tabs is a dialog box titled 'Add an Expense Item' with a 'Save' button and a 'Cancel' button. The dialog box contains the following fields:

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

* = Required Field

Reimbursement Claim Process

Travel Expense

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

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

- Reimbursement Claim #: 1

Expense Summary Expense Detail Report Approval Claim Attachments 6

Add an Expense Item Save Cancel

Budget Category Travel Expense *

Item 1 (not required)

Budget Column 2 *

Date 3 *

Description 4 00 of 1000 Characters

Amount 5 *

* = Required Field Save Cancel

NOTE: New for FFY 2016 - All out of state travel conducted under this grant agreement will be reimbursed using U.S. General Services Administration (GSA) rates based on travel location or your agency's travel policy whichever is less.

Reimbursement Claim Process

Once all entries have been made, review for accuracy.

If you find an expense line that has an error:

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

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: GG-2013-25-00-00-00159-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

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

GG: General Grant 2013 - Reimbursement Claim #: 1

Expense Summary **Expense Detail** **Claim Attachments**

Add an Expense Item Save Cancel

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

* = Required Field Save Cancel

Expenses incurred during the current report period Edit Delete

Budget Column	Date	Description	Amount Requested
Budget Category: Direct Labor			
Amount	10/1/2012	See Personnel Activity Report	517.5
Name: Enter Name of Employee that worked; Title: Enter Employee's Title; End Date: 10/14/2012; Check #: Enter check number of DD; # hours: 30; Hourly Rate: \$17.2500;			
TOTAL HOURS WORKED:			30
TOTAL:			\$517.50

Edit Delete

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Reimbursement Claim Process

After you click edit, the top box will populate with the information previously entered.

1. Make the necessary changes and click the “Save” button.
2. When you are certain all expenses have been entered accurately and completely, click the “Expense Summary” tab.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: GG-2013-25-00-00159-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

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

GG: General Grant 2013 - Reimbursement Claim #: 1

Expense Summary Expense Detail Claim Attachments

Add an Expense Item Save Cancel

Budget Category Direct Labor *
Item (not required)
Budget Column Amount: \$20,282.50 *
Name Enter Name of Employee that worked *
Title Enter Employee's Title *
Begin Date 10/1/2012 *
End Date 10/14/2012 *
Activity Description See Personnel Activity Report *
029 of 1000 Characters *
Check # Enter check number of DD *
hours 30 *
Hourly Rate \$17.2500 *
Direct Labor Cost 517.5

* = Required Field Save Cancel

Expenses incurred during the current report period Edit Delete

Budget Column	Date	Description	Amount Requested
Budget Category: Direct Labor			
Amount	10/1/2012	See Personnel Activity Report	517.5
Name: Enter Name of Employee that worked; Title: Enter Employee's Title; End Date: 10/14/2012; Check #: Enter check number of DD; # hours: 30; Hourly Rate: \$17.2500;			
TOTAL HOURS WORKED:			30
TOTAL:			\$517.50

Reimbursement Claim Process

If you need to attach documentation to support charges in the reimbursement claim (invoices, personal activity reports, travel receipts, etc.), click the “Claim Attachments” tab.

The screenshot shows the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is displayed, along with the text "Grant Records & Application Network for Traffic Safety". The user is identified as John Smith, and the grant information includes Grant #: OVITF-2013-25-00-00162-00, Grantee: ABC Agency, Status: Grant Executed, and Access Level: Grant Administrator. The page title is "REIMBURSEMENT CLAIM/PAYMENT REQUEST" and the current claim is "OVITF: test - Reimbursement Claim #: 1". The "Claim Attachments" tab is highlighted with a red circle. Below the tabs, there is a section for "Grant Information" and "Report Information". The "Grant Information" section includes fields for Grantee, Grant #, Award Amount, and Term. The "Report Information" section includes fields for Main Contact, Request #, Final Report, Status, and Current Report Period. Below this is a section for "Comments to the Review Team from the Grantee" with the text "No comments have been made." At the bottom, there is a table showing budget items, budget total, previous expenses, budget remaining, and current period expenses.

BUDGET ITEMS	BUDGET TOTAL		PREVIOUS EXPENSES		BUDGET REMAINING		CURRENT PERIOD EXPENSES	
	Award	Other	Award	Other	Award	Other	Award	Other
Direct Labor	\$38,840.00	\$0.00	\$0.00	\$0.00	\$38,840.00	\$0.00	\$0.00	\$0.00
Labor Fringe Benefits	\$8,331.18	\$0.00	\$0.00	\$0.00	\$8,331.18	\$0.00	\$0.00	\$0.00
Travel Expense	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00
Other Direct Costs	\$5,840.00	\$0.00	\$0.00	\$0.00	\$5,840.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$96,300.00	\$0.00	\$0.00	\$0.00	\$96,300.00	\$0.00	\$0.00	\$0.00
Contractual Fringe Benefits	\$21,619.35	\$0.00	\$0.00	\$0.00	\$21,619.35	\$0.00	\$0.00	\$0.00
TOTALS	\$173,430.53	\$0.00	\$0.00	\$0.00	\$173,430.53	\$0.00	\$0.00	\$0.00
Cash on Hand Remaining to Spend Down					\$0.00	Minus Cash on Hand to Spend Down		\$0.00
AWARD REMAINING					\$173,430.53	AMOUNT TO BE PAID		\$0.00

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Reimbursement Claim Process

Click "Add".

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

The main content area is titled "VIEW/EDIT CLAIM ATTACHMENTS" and includes a link for "[Back to Claim](#)". Below this, an "Instructions" section reads: "Please complete the information below. For further instructions, please click the Help icon in the upper right hand corner of the page." A table with the header "FSRAttachments" is shown, containing a single row with the text "No records found". The "Add" button in the top right corner of this table is circled in red. A second "Add" button is located at the bottom right of the table.

At the bottom of the page, the footer contains "Powered by IntelliGrants" on the left and "© Copyright 2000-2013 Acate Software" on the right.

Reimbursement Claim Process

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

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

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

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

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

Go to Grant Menu CLAIM ATTACHMENT

Claim Attachments Save Cancel

Title of Attachment **1** *

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

* = Required Field Save Cancel

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Reimbursement Claim Process

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

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

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

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

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

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

FSRAttachments Add Edit Delete

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

[Records 1 - 1 of 1] Add Edit Delete

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Reimbursement Claim Process

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

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

Reminders:

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

You will be asked to enter your password.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: GG-2013-25-00-00-00159-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

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

GG: General Grant 2013 - Reimbursement Claim #: 1

Expense Summary Expense Detail Claim Attachments **2** Submit Edit Delete View PDF

Grant Information

Grantee: ABC Agency
Grant #: GG-2013-25-00-00-00159-00
Award Amount: \$29,679.60
Term: 10/1/2012 to 9/30/2013

Report Information

Main Contact: John Smith
Request #: 1
Final Report: No
Status: Initiated
Current Report Period: 10/1/2012 to 12/31/2012

Comments to the Review Team from the Grantee:
Type any notes to OCJS in this section.

BUDGET ITEMS	BUDGET TOTAL		PREVIOUS EXPENSES		BUDGET REMAINING		CURRENT PERIOD EXPENSES	
	Award	Other	Award	Other	Award	Other	Award	Other
Direct Labor	\$20,800.00	\$0.00	\$0.00	\$0.00	\$20,800.00	\$0.00	\$517.50	\$0.00
Labor Fringe Benefits	\$3,629.60	\$0.00	\$0.00	\$0.00	\$3,629.60	\$0.00	\$90.22	\$0.00
Vehicle Mileage	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$25.00	\$0.00
Supplies and Materials	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$525.32	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$29,679.60	\$0.00	\$0.00	\$0.00	\$29,679.60	\$0.00	\$1,158.04	\$0.00
Cash on Hand Remaining to Spend Down					\$0.00	Minus Cash on Hand to Spend Down		\$0.00
AWARD REMAINING					\$29,679.60	AMOUNT TO BE PAID		\$1,158.04

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Reimbursement Claim Process

- Once the claim has been submitted to our office, it goes through a review process.
- The claim will be under “**Submitted/Review Required**” until the review is complete.
- If it is approved, it will be under “**Approved**”. OTSO normally processes payments weekly (holiday weeks may alter schedule).
- Once the claim has been processed for payment, it will be under “**Payment Initiated**”.
- Payment should be received 2 – 3 weeks after they have been marked “Payment Initiated”.
- When the check is sent, the claim will be under “**Payment Complete**”. If you receive a paper check, this means it was put in the mail. If you receive EFT, payment should be in your account.

The screenshot displays the IntelliGrants software interface. The main content area is divided into several sections:

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

On the right side, there is a vertical list of links, including:

- Work Plan - Checkpoint
- Work Plan - Saturation Patrols
- Work Plan - Other Activities
- Labor Worksheet
- Contractual Services WorkSheet
- Worksheet Totals
- Reimbursement Claims
 - Submitted/Review Required
 - Reimbursement Claim #1

The 'Submitted/Review Required' link and its sub-link 'Reimbursement Claim #1' are circled in red.

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Reimbursement Claim Process

- If your claim is not approved, it will be under “Modifications Required” and you will receive an e-mail letting you know it has been returned.
- Return to the GRANTS System and the claim will be under your task list.

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

The screenshot displays the Ohio GRANTS system interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user information shows "User Agency: ABC Agency" and "Access Level: Agency Administrator". The user is identified as "John Smith" with options for "Help" and "Logout".

The main content area is divided into several sections:

- Welcome to the Grant Records and Application Network for Traffic Safety.** A message stating "You do not have any system messages."
- Initiate a Proposal:** A message stating "There are no Grants currently available to you at this time."
- Task List: Actions Required:** A tree view showing various tasks. The "Reimbursement Claims" section is expanded, and a specific claim, "GG-2013-25-00-00-00159-00: Reimbursement Claim #1", is circled in red. Other tasks include "Proposals", "Grants", "Grant Executed", "Grant Revised", "Modifications Required", "Initiated", "Progress Reports", and "Progress Report Modifications Required".
- Quick Links:** A section with links for "Search for Agency Information" (View All Agency Proposals, View All Agency Grants, View All Agency Reimbursement Claims) and "Maintain Your Account" (View Your Agency Information, Edit Your Contact Information).

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

Reimbursement Claim Modification

Modifications that are required will be listed on the Expense Summary outlined in a red box.

Click on Expense Detail to make the corrections.

Note: There are limited characters available, check with your planner if the comment is not complete.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: GG-2013-25-00-00-00159-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

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

GG: General Grant 2013 - Reimbursement Claim #: 1

Review Comments:
Provide proper invoices. Provide mileage logs. Provide check number for supplies and materials.

Expense Summary **Expense Detail** Claim Attachments

Submit Edit View PDF

Grant Information

- Grantee: ABC Agency
- Grant #: GG-2013-25-00-00-00159-00
- Award Amount: \$29,679.60
- Term: 10/1/2012 to 9/30/2013

Report Information

- Main Contact: John Smith
- Request #: 1
- Final Report: No
- Status: Modifications Required
- Current Report Period: 10/1/2012 to 12/31/2012

Comments to the Review Team from the Grantee:
Type any notes to OCJS in this section.

BUDGET ITEMS	BUDGET TOTAL		PREVIOUS EXPENSES		BUDGET REMAINING		CURRENT PERIOD EXPENSES	
	Award	Other	Award	Other	Award	Other	Award	Other
Direct Labor	\$20,800.00	\$0.00	\$0.00	\$0.00	\$20,800.00	\$0.00	\$517.50	\$0.00
Labor Fringe Benefits	\$3,629.60	\$0.00	\$0.00	\$0.00	\$3,629.60	\$0.00	\$90.22	\$0.00
Vehicle Mileage	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$25.00	\$0.00
Supplies and Materials	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$525.32	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$29,679.60	\$0.00	\$0.00	\$0.00	\$29,679.60	\$0.00	\$1,158.04	\$0.00
Cash on Hand Remaining to Spend Down					\$0.00	Minus Cash on Hand to Spend Down		\$0.00
					AWARD REMAINING	\$29,679.60	AMOUNT TO BE PAID	\$1,158.04

Expense Detail Modifications

1. The Comments are still at the top of the screen for reference.
2. Find the line item you need to correct, select the radio button.
3. To make changes to the entry, click “Edit”.
4. To delete the entry, click “Delete”.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: GG-2013-25-00-00-00159-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

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

GG: General Grant 2013 - Reimbursement Claim #: 1

Review Comments:
Provide proper invoices. Provide mileage logs. Provide check number for supplies and materials.

Expense Summary Expense Detail Claim Attachments

Add an Expense Item Save Cancel

Budget Category *
Item
Budget Column *
Date *
Description
00 of 1000 Characters
Amount *

* = Required Field Save Cancel

Expenses incurred during the current report period Edit Delete

Budget Category	Amount	Date	Description	Amount Requested
Budget Category: Labor Fringe Benefits				
<input type="radio"/> Amount		10/1/2012	\$517.50 X 17.45%	90.22
End Date: 10/14/2012;				
Budget Category: Supplies and Materials				
<input type="radio"/> Amount		10/15/2012	Supplies and Materials	525.32
Check/Warrant#: XXX;				
Budget Category: Direct Labor				
<input type="radio"/> Amount		10/1/2012	See Personnel Activity Report	517.5

Expense Detail Modifications

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

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: GG-2013-25-00-00-00159-00
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

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

GG: General Grant 2013 - Reimbursement Claim #: 1

Review Comments:
Provide proper invoices. Provide mileage logs. Provide check number for supplies and materials.

Expense Summary **Expense Detail** **Claim Attachments** **Save** **Cancel**

Add an Expense Item

Budget Category Supplies and Materials *

Item (not required)

Budget Column Amount: \$4,474.68 *

Name/Description Supplies and Materials
022 of 1000 Characters*

Date 10/15/2012 *

Check/Warrant# XXX *

Cost 525.32 *

* = Required Field **Save** **Cancel**

Expenses incurred during the current report period **Edit** **Delete**

Budget Column	Date	Description	Amount Requested
Budget Category: Labor Fringe Benefits			
Amount	10/1/2012	\$517.50 X 17.45%	90.22
End Date: 10/14/2012;			
Budget Category: Supplies and Materials			
Amount	10/15/2012	Supplies and Materials	525.32
Check/Warrant#: XXX;			

Claim Attachment Modifications

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

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is identified as "John Smith" with an "Access Level: Grant Administrator". The page title is "VIEW/EDIT CLAIM ATTACHMENTS".

Below the title, there are instructions: "Instructions: Please complete the information below. For further instructions, please click the Help icon in the upper right hand corner of the page." A "Back to Claim" link is also present.

The main content area features a table titled "FSRAttachments" with columns for "Title" and "File". The table contains one record: "October Back-up" with the file path "/upload/9430-1319-hsp6.pdf". The "Add", "Edit", and "Delete" buttons are located at the top right of the table, and the "Add", "Edit", and "Delete" buttons are also located at the bottom right of the table. The "Edit" and "Delete" buttons for the selected record are circled in red.

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

Claim Attachment Edit

1. Change the title, or
2. Attach an updated file by clicking "Browse".
3. Click "Save".

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant # [redacted]
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

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

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

FSRAttachments

<input type="checkbox"/>	Title	File
<input checked="" type="checkbox"/>	October Back-up	[redacted] Browse...

[Records 1 - 1 of 1] Save Cancel

Save Cancel

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Claim Attachment Add

1. Enter the title.
2. Click “Browse” to locate the file on your computer.
3. Click “Save”.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: [redacted] Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

[Go to Grant Menu](#) CLAIM ATTACHMENT

Claim Attachments

Title of Attachment * 1

File Path Browse... * 2

* = Required Field Save Cancel 3

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Claim Attachment Modification

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

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: [Redacted]
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

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

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


<input type="checkbox"/>	Title	File
<input type="checkbox"/>	October Back-up	/upload/9430-1319-hsp6.pdf

[Records 1 - 1 of 1]

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Reimbursement Claim Modifications

Verify that all the corrections mentioned in the Review Comments have been made. If they have, click "Submit".



Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: GG-2013-25-00-00-00159-00
 Grantee: ABC Agency
 Status: Grant Executed
 Access Level: Grant Administrator

[Start Menu](#) | [Agency Info](#) | [Grant Menu](#)

User: John Smith | [Help](#) | [Logout](#)

[Back to Grant Menu](#)

REIMBURSEMENT CLAIM/PAYMENT REQUEST

[? Check for Errors](#)

GG: General Grant 2013 - Reimbursement Claim #: 1

Review Comments:

Provide proper invoices. Provide mileage logs. Provide check number for supplies and materials.

Expense Summary

Expense Detail

Claim Attachments

Submit

Edit

View PDF

Grant Information

Grantee: ABC Agency
Grant #: GG-2013-25-00-00-00159-00
Award Amount: \$29,679.60
Term: 10/1/2012 to 9/30/2013

Report Information

Main Contact: John Smith
Request #: 1
Final Report: No
Status: Modifications Required
Current Report Period: 10/1/2012 to 12/31/2012

Comments to the Review Team from the Grantee:

Type any notes to OCJS in this section.

BUDGET ITEMS	BUDGET TOTAL		PREVIOUS EXPENSES		BUDGET REMAINING		CURRENT PERIOD EXPENSES	
	Award	Other	Award	Other	Award	Other	Award	Other
Direct Labor	\$20,800.00	\$0.00	\$0.00	\$0.00	\$20,800.00	\$0.00	\$517.50	\$0.00
Labor Fringe Benefits	\$3,629.60	\$0.00	\$0.00	\$0.00	\$3,629.60	\$0.00	\$90.22	\$0.00
Vehicle Mileage	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$25.00	\$0.00
Supplies and Materials	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$525.32	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$29,679.60	\$0.00	\$0.00	\$0.00	\$29,679.60	\$0.00	\$1,158.04	\$0.00
Cash on Hand Remaining to Spend Down					\$0.00	Minus Cash on Hand to Spend Down		\$0.00
AWARD REMAINING					\$29,679.60	AMOUNT TO BE PAID		\$1,158.04

Electronic Reimbursement

Reimbursement can be received electronically by going to :

<http://ohiosharedservices.ohio.gov/Suppliers.aspx>

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

Revision Process

All grant revisions must be submitted by September 1, 2016.

To initiate a revision, click "Revise Grant".

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user's access level is identified as "Grant Administrator". The main content area is titled "General Grant 2013 Grant" and displays the following information:

- Grant #:** GG-2013-25-00-00-00159-00
- General Information:**
 - Term: 10/1/2012 - 9/30/2013
 - Amount: \$29,679.60
 - Available Balance: \$29,679.60
 - Cash On Hand: \$0.00
 - Status: Grant Executed
- Agency Information:**
 - [View Grantee Information](#)

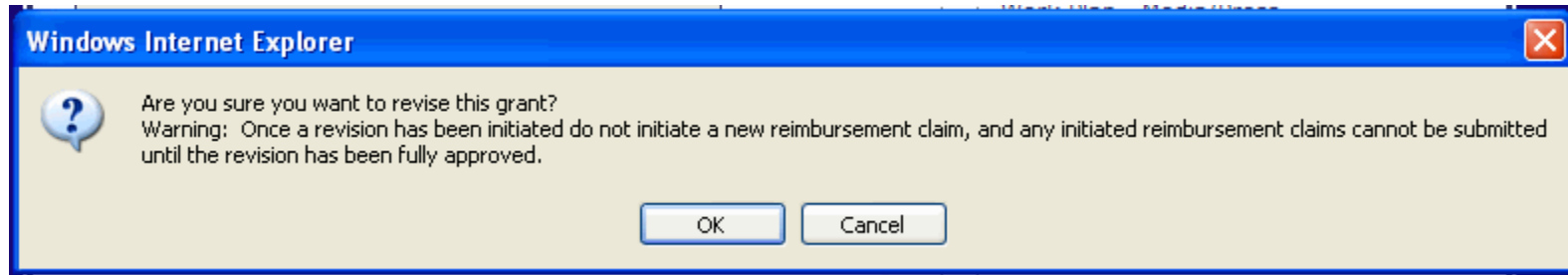
On the right side, there is a "Grant: Related Items" section with a tree view containing the following links:

- [Collapse Entire Tree](#)
- [Budget Overview](#)
- [Narrative Page\(s\)](#)
 - [FSRS Funding Information](#)
 - [County Profile](#)
 - [Project Overview](#)
 - [Work Plan](#)
 - [Budget Worksheet - Direct Labor](#)
 - [Budget Worksheet - Other](#)

A "Revise Grant" button is circled in red in the top right corner of the main content area. Below the main content area, there are several sections with icons and lists of links:

- Grant Information:**
 - [General Information](#)
 - [View/Satisfy Grant Conditions](#)
 - [Grant Report Periods](#)
- Contacts:**
 - [Grantee Contact Information](#)
 - [GRANTS Contact Information](#)
 - [Email Grant Contacts](#)
- Components:**
 - [Program Components](#)
 - [Service Areas](#)
- Budget Pages:**
 - [Current Budget Overview](#)
 - [Grant Component Funding Accounts](#)
- Progress Reports:**
 - [Create](#)
- Reimbursement Claims:**
 - [Create](#)

Grant Revision



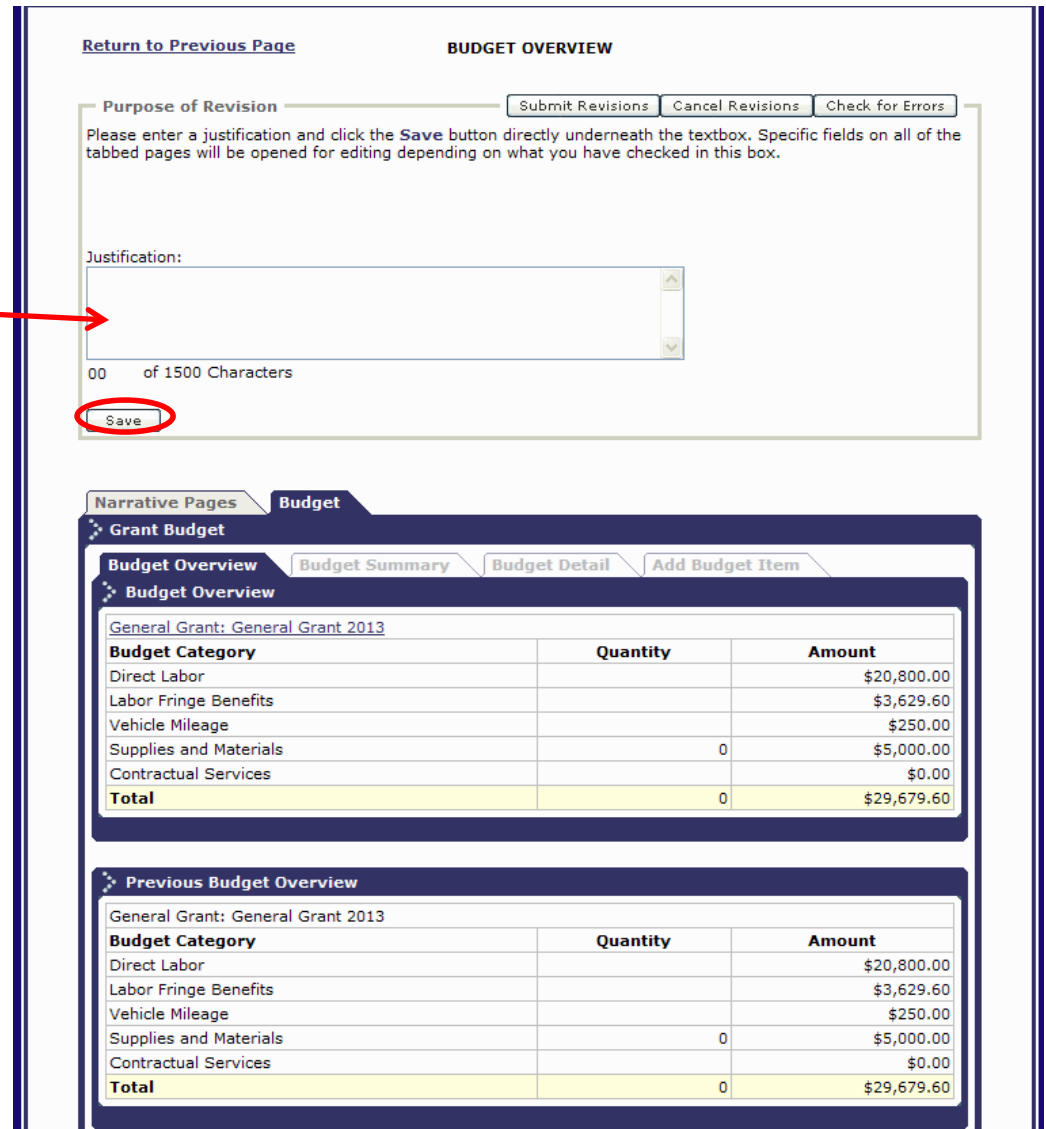
Once you click “Revise Grant”, you will receive this warning message:

Once a revision has been initiated do not initiate a new reimbursement claim, and any initiated reimbursement claims including modifications cannot be submitted until the revision has been fully approved.

Grant Revision

The Budget Overview page has the Justification. All changes you are making to the grant need to be listed in this box. Ex: Moved 20 hours from Christmas to St. Patrick's Day. Moved \$1,500.00 from Supplies and Materials to Other Direct Costs.

If you need to wait until you have made your changes to fill this in, make sure you return to this page when you enter the justification. (It is the only time the "Save" button will appear).



The screenshot shows the 'BUDGET OVERVIEW' page. At the top, there is a 'Return to Previous Page' link and a 'BUDGET OVERVIEW' title. Below this, there are three buttons: 'Submit Revisions', 'Cancel Revisions', and 'Check for Errors'. A text box labeled 'Justification:' is present, with a red arrow pointing to it from the text on the left. Below the text box, it says '00 of 1500 Characters'. A 'Save' button is circled in red. Below the justification section, there are two budget overview tables. The first table is titled 'Budget Overview' and the second is titled 'Previous Budget Overview'. Both tables show a list of budget categories with their respective quantities and amounts.

Budget Category	Quantity	Amount
Direct Labor		\$20,800.00
Labor Fringe Benefits		\$3,629.60
Vehicle Mileage		\$250.00
Supplies and Materials	0	\$5,000.00
Contractual Services		\$0.00
Total	0	\$29,679.60

Budget Category	Quantity	Amount
Direct Labor		\$20,800.00
Labor Fringe Benefits		\$3,629.60
Vehicle Mileage		\$250.00
Supplies and Materials	0	\$5,000.00
Contractual Services		\$0.00
Total	0	\$29,679.60

Narrative Page Revisions

To make changes to any Narrative Page (Applicant Assurances, Project Overviews (Goals), Work Plans, Budget Worksheet – Direct Labor, Budget Worksheet – Other), click “Narrative Pages” tab.

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

Purpose of Revision

Please enter a justification and click the **Save** button directly underneath the textbox. Specific fields on all of the tabbed pages will be opened for editing depending on what you have checked in this box.

Justification:

00 of 1500 Characters

Narrative Pages Budget

Grant budget

Budget Overview Budget Summary Budget Detail Add Budget Item

Budget Overview

General Grant: General Grant 2013

Budget Category	Quantity	Amount
Direct Labor		\$20,800.00
Labor Fringe Benefits		\$3,629.60
Vehicle Mileage		\$250.00
Supplies and Materials	0	\$5,000.00
Contractual Services		\$0.00
Total	0	\$29,679.60

Previous Budget Overview

General Grant: General Grant 2013

Budget Category	Quantity	Amount
Direct Labor		\$20,800.00
Labor Fringe Benefits		\$3,629.60
Vehicle Mileage		\$250.00
Supplies and Materials	0	\$5,000.00
Contractual Services		\$0.00
Total	0	\$29,679.60

Narrative Page Revisions

1. Select the page you want to revise in the drop down and click “go”.

Once it pulls up the information from the grant, you will see the information in two boxes. The bottom box is what was in the grant previously.

2. Make changes in the top box.
3. Click “Save”.

The screenshot displays the 'Narrative Pages' interface. At the top, there is a navigation bar with 'Narrative Pages' and 'Budget' tabs. Below this, a dropdown menu is open, showing 'Select a different narrative page to view: Project Overview' with a 'Go' button next to it. A red circle highlights the 'Go' button, and a red arrow points to it from the number '1'. Below the dropdown, the 'PROJECT OVERVIEW' form is visible. It contains several fields: 'Goal Number' (1), 'Goal Title' (Goal Title), 'Goal Description' (Goal Description), 'Baseline' (Baseline), 'Scope' (Scope), and 'Evaluation' (Evaluation). A red bracket groups the 'Goal Title', 'Goal Description', 'Baseline', 'Scope', and 'Evaluation' fields, with a red arrow pointing to it from the number '2'. The 'Save' button in the top right of the form is circled in red, with a red arrow pointing to it from the number '3'. Below the 'PROJECT OVERVIEW' form, there is a section labeled '[PREVIOUS]' which shows the last modified information: 'Last modified by John Smith on 6/7/2012 9:00:04 AM'. This section contains a duplicate of the 'PROJECT OVERVIEW' form, showing the previous state of the data.

Narrative Page Revisions

1. To select another Narrative Page, choose the name and click “go”.
2. If that page has multiple pages, select the one from the drop down and click “go” or click “next” to scroll through.
3. Again, make changes in the top box.
4. Click “Save”.
5. If you need to add a new page, click “add”.

The screenshot displays the 'Narrative Pages' interface. At the top, there are tabs for 'Narrative Pages' and 'Budget'. Below the tabs, a navigation bar contains the text 'Please select a page to view: 1', a dropdown menu, and buttons for 'Go' and 'Next'. A red circle labeled '2' highlights this navigation bar. Below it, another navigation bar says 'Select a different narrative page to view: Work Plan - Checkpoint', a dropdown menu, and a 'Go' button, with a red circle labeled '1' around it. The main form area is titled 'WORK PLAN - CHECKPOINT' and includes a toolbar with 'Back', 'Add', 'Save', 'Clear', 'Delete', 'Next', and 'View PDF' buttons. A red circle labeled '5' is around the 'Add' button, and a red circle labeled '4' is around the 'Save' button. The form fields include: 'Main Activity' (dropdown: 'Sobriety Checkpoint 14 officers or less'), 'Activity Name' (text: 'October Checkpoint'), 'Activity Description' (text area, with a red '3' next to it), 'Approximate Date(s) Of Activity' (dates: '10/1/2012' to '10/31/2012'), 'Location' (text: 'XXXX County'), '# of Staff Involved' (input: '10'), '# of Media Contacts Planned' (input: '5'), and 'Estimated Number of Staff Hours Per Activity' (input: '60'). Below the form is a section labeled '[PREVIOUS]' with the text 'Last modified by John Smith on 6/7/2012 9:12:29 AM' and the same form fields as above. At the bottom, it says 'Last modified by John Smith on 6/7/2012 9:12:29 AM'.

Narrative Page Revisions

After you click “Add”, a blank form will come up. Complete and click “Save” just like on the proposal.

Note: There will not be a bottom box for new pages, there was no previous page to compare it to.

The screenshot shows a web application interface for managing narrative pages. At the top, there are tabs for 'Narrative Pages' and 'Budget'. Below the tabs, there are two dropdown menus for selecting a page to view, with 'Go' buttons. The main form area is titled 'WORK PLAN - CHECKPOINT' and contains the following fields:

- Main Activity:** A dropdown menu with a red asterisk.
- Activity Name:** A text input field with a red asterisk.
- Activity Description:** A large text area with a red asterisk. Below it, it says '00 of 500 Characters'.
- Approximate Date(s) Of Activity:** Two date input fields with red asterisks. A note in parentheses says '(Activity must be between 10/01/2012 and 09/30/2013)'. The second field is currently empty.
- Location:** A text input field with a red asterisk.
- # of Staff Involved:** A text input field with '(if applicable)' below it.
- # of Media Contacts Planned:** A text input field with a red asterisk.
- Estimated Number of Staff Hours Per Activity:** A text input field with a red asterisk.

At the bottom of the form, there are navigation buttons: 'Back', 'Add', 'Save', 'Clear', 'Delete', 'Next', and 'View PDF'. The 'Save' button is circled in red. The footer of the application includes 'Powered by IntelliGrants' and '© Copyright 2000-2012 Agate Software'.

Narrative Page Revisions

1. If the only revisions that were needed were on narrative pages and you have completed the Justification Box, click “Submit Revisions”.
2. If you need to make revisions in the budget or still need to complete the Justification box, click the “Budget” tab.

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

The main content area is titled "PROJECT OVERVIEW" and includes a "Check for Errors" button. Below this, there are instructions for providing information and clicking "Save". A "Submit Revisions" button is highlighted with a red circle and the number "1".

The "Purpose of Revision" section contains a text area for justification, with the text: "Moved 20 hours from Christmas to St. Patrick's Day. Moved \$1,500.00 from Supplies and Materials to Other Direct Costs." The character count is shown as "0121 of 1500 Characters".

At the bottom of the page, there is a navigation bar with tabs for "Narrative Pages" and "Budget". The "Budget" tab is highlighted with a red circle and the number "2". Below the navigation bar, there is a section for "PROJECT OVERVIEW" with fields for "Goal Number", "Goal Title", and "Goal Description".

Grant Revision

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

The screenshot shows the 'BUDGET OVERVIEW' section of a grant management system. At the top, there is a 'Return to Previous Page' link and the title 'BUDGET OVERVIEW'. Below this, there are three buttons: 'Submit Revisions' (5), 'Cancel Revisions', and 'Check for Errors' (4). A text box for 'Purpose of Revision' is present, with instructions to enter a justification and click 'Save' directly underneath. Below the text box is a 'Justification' text area (2) with a character count of '00 of 1500 Characters'. A 'Save' button (3) is located below the justification box. Below the 'BUDGET OVERVIEW' section, there are two budget tables. The first table, 'Budget Overview', is circled with a red oval and labeled '1'. The second table, 'Previous Budget Overview', is also circled with a red oval. Both tables show a list of budget categories with their respective quantities and amounts.

Budget Category	Quantity	Amount
Direct Labor		\$20,800.00
Labor Fringe Benefits		\$3,629.60
Vehicle Mileage		\$250.00
Supplies and Materials	0	\$5,000.00
Contractual Services		\$0.00
Total	0	\$29,679.60

Budget Category	Quantity	Amount
Direct Labor		\$20,800.00
Labor Fringe Benefits		\$3,629.60
Vehicle Mileage		\$250.00
Supplies and Materials	0	\$5,000.00
Contractual Services		\$0.00
Total	0	\$29,679.60

Budget Revisions

Once it pulls up the information from the grant, you will see the information in two boxes. The bottom box is what was in the grant previously. Changes must be made in the top box.

To make changes to the line item amount only:

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

Top

Grant Budget Amendment

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

Edit Delete View PDF

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

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

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

Bottom

Previous Grant Budget Detail

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

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

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

Budget Revisions

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

Grant Budget Amendment

Budget Overview Budget Summary Budget Detail Add Budget Item

Save Cancel View PDF

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

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

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

Budget Revisions

To revise the budget amount and the description:

Click the link for the line item.

The screenshot displays a software interface for managing a budget amendment. It features a navigation bar with tabs for 'Narrative Pages', 'Budget', 'Grant Budget Amendment', 'Budget Overview', 'Budget Summary', 'Budget Detail', and 'Add Budget Item'. Below the navigation bar are buttons for 'Edit', 'Delete', and 'View PDF'. The main content area is divided into three sections, each with a table of budget items.

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

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

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

Budget Revisions

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

Narrative Pages Budget

Grant Budget Amendment

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

Save Cancel

Budget Category for this budget item: **2**

Travel Expense

Provide a short description for this budget item (should be unique to this budget):

Approved Conference *

Provide a more detailed description for this budget item:

Registration, hotel, transportation and per diem for an approved conference.

Enter the dollar amounts associated with the budget item:

Quantity	Amount
0	\$2,500.00

Expended: \$0.00
(for Travel Expense)

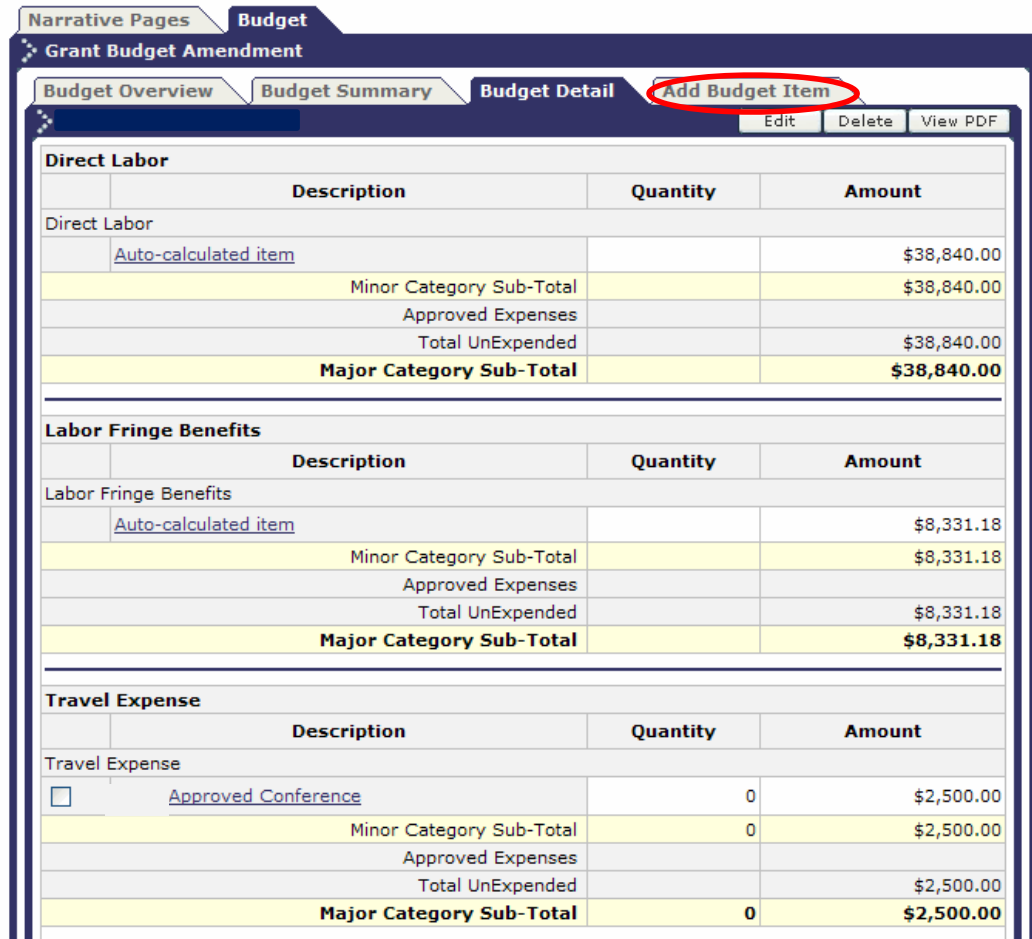
* = Required Field

Save Cancel

Budget Revisions

To add a new item in the budget:

Click “Add Budget Item”.



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

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

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

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

Budget Revisions

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

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

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

The screenshot shows the 'Grant Budget Amendment' software interface. The 'Budget Detail' tab is active. The interface includes a navigation bar with 'Narrative Pages', 'Budget', and 'Grant Budget Amendment'. Below this are tabs for 'Budget Overview', 'Budget Summary', 'Budget Detail', and 'Add Budget Item'. A 'Save' button is circled in red. The main content area has three sections: 'Select the appropriate Budget Category for this budget item:' with a dropdown menu circled in red and labeled '1'; 'Provide a short description for this budget item (should be unique to this budget):' with a text input field circled in red and labeled '2'; and 'Provide a more detailed description for this budget item:' with a larger text input field circled in red and labeled '3'. At the bottom, there are two input fields labeled 'Quantity' (circled in red and labeled '4') and 'Amount' (circled in red and labeled '5'). A 'Save' button is circled in red and labeled '6'. A legend at the bottom left indicates '* = Required Field'.

Budget Revisions

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

The screenshot shows a software interface for managing a budget amendment. The top navigation bar includes 'Narrative Pages' and 'Budget'. Below this, the main title is 'Grant Budget Amendment'. A secondary navigation bar contains 'Budget Overview' (highlighted with a red circle), 'Budget Summary', 'Budget Detail', and 'Add Budget Item'. To the right of this bar are buttons for 'Edit', 'Delete', and 'View PDF'. The main content area is divided into three sections, each with a table:

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

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

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

Grant Revisions

1. Complete the Justification Box. Make sure all changes (both narrative and budget are listed in the justification).
2. Click “Save”.
3. Compare the Budget Overview to the Previous Budget Overview to ensure that the budget has not increased (unless you have prior approval to increase your budget) or decreased (unless you wish to decrease the budget).
4. Click “Check for Errors” to see if there are any system errors to fix prior to submitting.
5. Click “Submit Revisions”.

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

Purpose of Revision

Please enter a justification and click the **Save** button directly underneath the textbox. Specific fields on all of the tabbed pages will be opened for editing depending on what you have checked in this box.

Justification:

00 of 1500 Characters

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

Budget Overview

OVI Task Force: test

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

Previous Budget Overview

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

Grant Revisions

- Once the revision has been submitted to our office, it goes through a review process.
- The grant will be under “**Grant Revision Review Required**” until the review is complete.
- If it is approved, the grant status will update to “Grant Revised”.

The screenshot displays the Ohio GRANTS web application interface. The header includes the Ohio logo and the text "Ohio GRANTS Grant Records & Application Network for Traffic Safety". The status is highlighted in yellow as "Grant Revision Review Required". The user is identified as John Smith. The main content area is divided into two columns. The left column, titled "Grant #:", contains a table of "General Information" and "Agency Information". The right column, titled "Grant: Related Items", contains a tree view of related documents. A "View Revisions" button is located at the top right of the main content area.

General Information	
Term:	10/1/2012 - 9/30/2013
Amount:	\$173,430.53
Available Balance:	\$173,430.53
Cash On Hand:	\$0.00
Status:	Grant Revision Review Required

Agency Information	
View Grantee Information	

Grant: Related Items

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

Grant Revision Modifications Required

If your revision is not approved, it will be under “Grant Revision Modifications Required” and you will receive an e-mail letting you know it has been returned.

Return to the GRANTS System and the claim will be under your task list. Click on the link.

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

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

- Welcome to the Grant Records and Application Network for Traffic Safety.** A message stating "You do not have any system messages."
- Initiate a Proposal:** A message stating "There are no Grants currently available to you at this time."
- Task List: Actions Required:** A tree view showing various tasks. The item "Grant Revision Modifications Required" is circled in red. Below it, a specific grant ID "OVITF-2013-25-00-00-00162-01" is visible.
- Quick Links:** A list of links for searching for agency information and maintaining the user's account.

At the bottom of the page, it is noted that the system is "Powered by IntelliGrants" and has a copyright notice for "© Copyright 2000-2012 Aqate Software".

Grant Revision Modifications Required

From the Grant Menu, click on “View Revisions”.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is identified as John Smith, and the access level is Grant Administrator. The grant number is GG-2013-25-00-00-00159-01, and the grantee is ABC Agency. The status is "Grant Revision Modifications Required".

The main content area is titled "General Grant 2013 Grant" and contains the following information:

- Grant #: GG-2013-25-00-00-00159-01**
- General Information**
 - Term: 10/1/2012 - 9/30/2013
 - Amount: \$29,679.60
 - Available Balance: \$29,679.60
 - Cash On Hand: \$0.00
 - Status: Grant Revision Modifications Required
- Agency Information**
 - [View Grantee Information](#)
- Grant Information**
 - General Information
 - View/Satisfy Grant Conditions
 - Grant Report Periods
- Contacts**
 - Grantee Contact Information
 - GRANTS Contact Information
 - Email Grant Contacts
- Components**
 - Program Components
 - Service Areas
- Budget Pages**
 - Current Budget Overview
 - Grant Component Funding Accounts
- Progress Reports**
 - There are no reports available

The right-hand side of the interface shows a "Grant: Related Items" section with a tree view of navigation options. The "View Revisions" link is highlighted with a red circle. The tree view includes the following items:

- [Collapse Entire Tree](#)
- [Budget Overview](#)
- [Narrative Page\(s\)](#)
 - [FSRS Funding Information](#)
 - [County Profile](#)
 - [Project Overview](#)
 - [Work Plan](#)
 - [Budget Worksheet - Direct Labor](#)
 - [Budget Worksheet - Other](#)
- [Reimbursement Claims](#)
 - [Modifications Required](#)
 - [Reimbursement Claim #1 - GG: General Grant 2013](#)
- [Progress Reports](#)
 - [Progress Report Initiated](#)
 - [Enforcement Report](#)
 - [09/01/2012 - 10/31/2012](#)
 - [Narrative Progress Report](#)
 - [09/01/2012 - 10/31/2012](#)
 - [Progress Report Submitted](#)
 - [Annual Report](#)
 - [09/01/2012 - 09/30/2013 \(Final\)](#)
 - [Narrative Progress Report](#)
 - [06/01/2012 - 12/31/2012](#)

Grant Revision Modifications Required

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

Follow the steps on slides 99 – 113 to make the required changes and re-submit the revision.

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

The screenshot shows the Ohio GRANTS system interface. At the top, there is a navigation bar with 'Start Menu', 'Admin', and 'Grant Menu'. The main header includes the 'Ohio GRANTS' logo and the text 'Grant Records & Application Network for Traffic Safety'. On the right side, it displays 'Grant #: 1', 'Grantee:', 'Status: Grant Revision Modifications Required', and 'Access Level: None.'. Below the header, there are buttons for 'Help', 'Notes', and 'Logout'. The main content area is titled 'BUDGET OVERVIEW' and contains a 'Purpose of Revision' section with buttons for 'Submit Revisions', 'Cancel Revisions', and 'Check for Errors'. A text box for justification is present, with a 'Save' button below it. A red arrow points to the 'Modifications Required:' section, which is currently empty. At the bottom, there is a 'Grant Budget' section with a table showing budget categories and their totals.

Budget Category	Total
Direct Labor	\$36,750.00
Labor Fringe Benefits	\$8,588.48
Other Direct Costs	\$1,750.00
Total	\$47,088.48

Controlling Access to Grant

To change/add personnel to the grant:

Click “Grantee Contact Information”.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is identified as John Smith, with an access level of Grant Administrator. The main content area is titled "General Grant 2013 Grant" and displays the following information:

General Information	
Term:	10/1/2012 - 9/30/2013
Amount:	\$29,679.60
Available Balance:	\$29,679.60
Cash On Hand:	\$0.00
Status:	Grant Executed

Below the general information, there is a section for "Agency Information" with a link to "View Grantee Information".

The interface also features a "Grant: Related Items" sidebar on the right, which includes links to "Budget Overview", "Narrative Page(s)", "FSRS Funding Information", "County Profile", "Project Overview", "Work Plan", "Budget Worksheet - Direct Labor", and "Budget Worksheet - Other".

The main content area is organized into several sections:

- Grant Information:** Includes links for "General Information", "View/Satisfy Grant Conditions", and "Grant Report Periods".
- Contacts:** Includes links for "Grantee Contact Information" (highlighted with a red circle), "GRANTS Contact Information", and "Email Grant Contacts".
- Components:** Includes links for "Program Components" and "Service Areas".
- Budget Pages:** Includes links for "Current Budget Overview" and "Grant Component Funding Accounts".
- Progress Reports:** Includes a dropdown menu and a "Create" button.
- Reimbursement Claims:** Includes a link to "Reimbursement Claims".

Controlling Access to Grant

The people who were added to the proposal are automatically transferred to the grant.

If you need to make changes to the existing contact type or level of access:

1. Click the radio button next to the name.
2. Click the “Edit” button and make the necessary changes.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: _____ Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

[Back to Grant Menu](#) **GIVE PEOPLE ACCESS TO THIS GRANT**

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

Grantee Contacts GRANTS Contacts Email Grant Contacts

The following people have access to this grant:

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

Edit Delete

Assign additional access to grant: Grant This User Access

To allow another person access to this grant:

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

Name *

Contact Type *

Level of Access *

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

* = Required Field

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Controlling Access to Grant

1. Make the change to either the Contact Type or the Level of Access.

Contact Types

Authorizing Official – The authorizing official is usually the head of an organization/agency. This individual must possess or have the ability to obtain the legislative authority to enter into an agreement with OTSO.

Project Director – The project director is designated as the agency's liaison with OTSO by the authorizing official. This individual will oversee the daily activities of the grant and ensure that the scope of work, evaluation and work plans are completed as proposed. This individual will also serve as the primary contact person for the grant.

Fiscal Officer – The fiscal officer is responsible for the fiscal activities of the agency. This individual is responsible for overseeing the grant's budget, as well as submitting properly prepared claims for reimbursement to OTSO.

Level of Access

Grant Administrator – has access to make changes, submit reports and reimbursement claims.

Viewer – Can only view the grant.

2. Click "Save".

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: _____
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

[Back to Grant Menu](#) **GIVE PEOPLE ACCESS TO THIS GRANT**

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

Grantee Contacts GRANTS Contacts Email Grant Contacts

The following people have access to this grant:

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

Save Cancel

Assign additional access to grant: Grant This User Access

To allow another person access to this grant:

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

Name *

Contact Type *

Level of Access *

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

* = Required Field

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Controlling Access to Grant

If you need to delete an existing contact from the grant:

1. Click the radio button next to the name.
2. Click the “Delete” button.

This will only remove the person’s access to this grant. It does not remove their access to the GRANTS System. See Slide 125 if you need to deactivate their account.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: _____
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

[Back to Grant Menu](#) **GIVE PEOPLE ACCESS TO THIS GRANT**

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

Grantee Contacts GRANTS Contacts Email Grant Contacts

The following people have access to this grant: Edit Delete

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

Edit Delete

Assign additional access to grant: Grant This User Access

To allow another person access to this grant:

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

Name *

Contact Type *

Level of Access *

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

* = Required Field

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Controlling Access to Grant

To add additional people:

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

Repeat until all necessary people have been added.

If the person that needs to be added, is not listed in the drop down for Step 1:

5. Click "Agency Info".

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant : 10
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

Back to Grant Menu **5** **GIVE PEOPLE ACCESS TO THIS GRANT**

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

Grantee Contacts GRANTS Contacts Email Grant Contacts

The following people have access to this grant: Edit Delete

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

Edit Delete

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

To allow another person access to this grant:

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

Name **1**
Contact Type **2**
Level of Access **3**

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

* = Required Field

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Controlling Access to Grant

To add a new user:

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

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

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

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

Agency Information Service Areas

Agency Edit

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

Edit

Agency Contacts Add Edit Delete

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

[Records 1 - 3 of 3] Add Edit Delete

Controlling Access to Grant

To add additional people:

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

Repeat until all necessary people have been added.

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

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: () Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

5

[Back to Grant Menu](#) **GIVE PEOPLE ACCESS TO THIS GRANT**

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

Grantee Contacts GRANTS Contacts Email Grant Contacts

The following people have access to this grant: Edit Delete

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

Edit Delete

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

To allow another person access to this grant:

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

Name **1**

Contact Type **2**

Level of Access **3**

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

* = Required Field

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Controlling Access to GRANTS

To manage user's access click on "Agency Info".

1. To edit existing users, click the radio button next to the user's name.
2. Click "Edit".

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

[Back to Previous Page](#) VIEW AGENCY INFORMATION

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

Agency Information Service Areas

Agency Edit

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

Agency Contacts Add Edit Delete

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

[Records 1 - 3 of 3] Add Edit Delete

Controlling Access to GRANTS

1. To de-activate the user (they will no longer be able to access the GRANTS System), click the box next to “Active” – this will remove the checkmark.
2. To update address, phone number, email address, etc. – make the change in the appropriate field.
3. Click “Save”.

The screenshot shows a web application interface for editing agency contact information. At the top, there is a navigation bar with 'Start Menu', 'Agency Info', 'Grant Menu', 'User: John Smith', 'Help', and 'Logout'. Below this is a header with 'Return to Previous Page' and 'EDIT AGENCY CONTACT INFORMATION'. A block of instructions follows, explaining how to use the form to add or update users. The main form, titled 'Agency Contact', contains various fields: Salutation (dropdown), First Name (John), Middle Name, Last Name (Doe), Requested Agency (Official Agency: ABC Agency), Title, Address Street (123 Main Street), Address continued, City (Anytown), State (OH), Zip Code (33333), County (25: Franklin), Active (checkbox checked), System Security Level (Agency Staff), Phone ((555) 555-5555), Fax, Interest, Email (Johndoe@johndoe.com), Login (jdoe1), and Date Added (9/6/2012 9:46:32 AM). Red annotations are present: a '1' circles the 'Active' checkbox; a '2' is a bracket on the right side of the form; and a '3' circles the 'Save' button at the top right of the form. A legend at the bottom right indicates '* = Required Field'.

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

[Return to Previous Page](#) EDIT AGENCY CONTACT INFORMATION

Instructions: Use the form below to give a new user access to this system, on behalf of your agency, or to update an existing user's account information. If you are adding a new user to the system, a login name and password will be automatically assigned. You will be notified via email of the new login name and password. Please inform the new user of this assignment and remind them to change their password after logging in for the first time. After you are done making changes, click the **Save** button to continue. Click **Cancel** to cancel your changes and return to the previous screen.

Agency Contact

Save Cancel

Salutation

First Name John *

Middle Name

Last Name Doe *

Requested Agency

Official Agency ABC Agency

Title

Address Street 123 Main Street *

Address continued

City Anytown *

State OH *

Zip Code 33333 *

County 25: Franklin

Active

System Security Level Agency Staff *

Phone (555) 555-5555 *

Fax

Interest

Email Johndoe@johndoe.com *

Login jdoe1

Date Added 9/6/2012 9:46:32 AM

* = Required Field Save Cancel

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Agency Information

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

The screenshot displays a web application interface with a top navigation bar containing 'Start Menu', 'Agency Info', 'Grant Menu', 'User: John Smith', 'Help', and 'Logout'. Below the navigation bar, there are two tabs: 'Agency Information' (selected) and 'Service Areas'. The 'Agency Information' tab contains a form with the following fields and values:

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

An 'Edit' button is circled in red in the top right corner of the form. Below the form is a table titled 'Agency Contacts' with columns: First Name, Last Name, Requested Agency, Official Agency, System Security Level, and Phone. The table contains three rows of contact information.

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

At the bottom of the 'Agency Contacts' section, there is a status bar showing '[Records 1 - 3 of 3]' and buttons for 'Add', 'Edit', and 'Delete'.

Agency Information

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

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

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

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Grant #: _____
Grantee: ABC Agency
Status: Grant Executed
Access Level: Grant Administrator

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

[Back to Previous Page](#) VIEW AGENCY INFORMATION

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

Agency Information Service Areas

Agency

Save Cancel

Name	ABC Agency
Legal Name	ABC Agency
Type	Community Organization
Category	Traffic Safety Partners
Address Street	123 Main Street *
Address continued	
Address continued	
City	Anytown *
State	OH *
Zip Code	33333 *
County (Location)	25: Franklin *
Phone	(555) 555-5555 *
Extension	
Fax	
Main Contact	John Smith
OAKS Vendor I.D. Number	
Non-Profit	
Muni Code	
Address Code	
Community Population	
AuditorsDistrictCode	
DUNS Number	12-345-6789

* = Required Field Save Cancel

Pre-Activity Form Completion

Once you have finished the presentation, reviewed and updated the grant contact information, sign the completed form and fax it to 614-752-4646 or scan and email to otso@dps.ohio.gov

Save this presentation as a user guide throughout the grant year for claims, reports and revisions.

Questions?

If you have any questions, please email your questions to otso@dps.ohio.gov

OTSO will be developing FAQ sheets; please do not hesitate to send questions to the above email address. The FAQ sheets will be developed in part from questions we receive.