



Virginia Highway Safety Program

2018 Grant Distribution Workshop



FFY 2017 Grant Reminders

- Final vouchers for 2017 grant are due to the DMV Grants Management Office by **Nov. 5, 2017**; and
- TSS 20 (Matching Form) must be submitted with the final voucher by **Nov. 5, 2017**.



Highway Safety Grant Agreement

- Highway Safety Grant Agreement
 - Legally binding contract between the Department of Motor Vehicles (DMV) and the Sub - Recipient;
 - Enforceable under the laws of the Commonwealth of Virginia; and
 - Valid only when executed by all parties.



Highway Safety Grant Agreement

- Signing the Agreement indicates that the Sub-Recipient has read, understands and agrees to fully comply with all terms and conditions of the Agreement without alteration. The Agreement incorporates the following which constitute the entire agreement for performance:
 - Certification on the 1st page of the Agreement;
 - Statement of Work and Special Conditions;
 - Project Budget;
 - General Terms and Conditions;
 - Sub - Recipient's proposal or application;
 - Letter of Award



Highway Safety Grant Agreement

- Sub - Recipient certifies and assures that it will fully comply with the following:
 - Applicable DMV regulations and policies and state and federal laws, regulations, and policies;
 - Statement of Work and Special Conditions outlined in the Highway Safety Grant Agreement; and
 - General Terms and Conditions outlined in the Highway Safety Grant Agreement.



Highway Safety Grant Agreement

- Agreement must be signed by the Project Director and authorizing official and returned to the DMV Program Manager.
- Program Manager coordinates DMV review/approval.
- Once signed by the Director, Virginia Highway Safety Office, an original copy of the fully executed Grant Agreement will be returned to the Project Director.



Highway Safety Grant Agreement

- Keep the Project Director contact information up-to-date throughout the term of the agreement (provide written notification to your Program Manager of any Project Director change);
- A letter from authorized official must include:
 - New Project Director's name, title, contact information, and
 - New Project Director's signature; and
- Project Director will be the only contact on all DMV mailings, and is responsible for forwarding all information to interested parties and those having a role in the grant.



Highway Safety Grant Agreement

IMPORTANT!!!

No grant activity may occur prior to October 1 and until you have a fully executed agreement that has been signed by the Sub-Recipient and Director, Virginia Highway Safety Office.



Grant Agreement Program Areas

Grant activity must be conducted based on the program area that is assigned to the grant.

-Occupant protection program grantees must participate in Click It or Ticket mobilizations.

-Alcohol program grantees must participate in CPSF & DSOGPO.



Grant Agreement Program Areas

continued

All grants (Alcohol, Speed, OP, or Ped/Bike) that have a selective enforcement component must schedule a high visibility enforcement activity such as individual patrols or a checkpoint that coincides with the time period when Click It or Ticket (May 2018), and the Check Point Strike Force, Drive Sober or Get Pulled Over Campaigns are scheduled.



SEAT BELT POLICY

- All Sub-Recipients Must Adhere To Article 15 Listed In Their SWSC

Article 15 Sub - Recipient SEAT BELT USE

The Sub-Recipient agrees to adopt and enforce an on-the-job seat belt use policy requiring all employees to wear a seat belt when operating any vehicle owned, leased or rented by the Sub-Recipient, including police vehicles.



Compliance

- If a Sub-Recipient materially fails to comply with any term of an award, whether stated in a federal statute or regulation, an assurance, application, a notice of award, or elsewhere, the awarding agency may take one or more of the following actions, as appropriate in the circumstances:



Compliance

- temporarily withhold cash payments pending correction of the deficiency or more severe action by the awarding agency;
- disallow all or part of the cost of the activity or action not in compliance;
- wholly or partially suspend or terminate the current award;



Compliance

- withhold further awards for the program; or
- take other remedies that may be legally available.



FINANCIAL MANAGEMENT

General Principles

SINGLE AUDIT ACT

- Sub-Recipients receiving a single or multiple awards totaling \$750,000 or more are required to submit their most recent audit report during the Grant Period. The Sub-Recipient shall comply with the requirements of the Single Audit Act (Public Law 98-502) and subsequent amendments; OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations; and the American Institute of Certified Public Accountants' (AICPA's) Statement on Auditing Standards (SAS) 99, Consideration of Fraud in a Financial Statement Audit.



General Principles

cont.

- Expenditure must conform to all laws, regulations, policies, circulars or limitations applicable to this grant.
- Expenditure must be in accordance with Generally Accepted Accounting Principles (GAAP).
- Expenditure must be **FULLY DOCUMENTED.**



General Principles

cont.

- Expenditure must occur during the grant period.
 - Grant activity may not begin until October 1, 2017, or later.
 - All conditions have been met and the grant agreement has been executed.



Procurement

- The Sub-Recipient must adhere to DMV policies, regulations and state laws, regarding the administration of state-funded grants, except where in conflict with federal laws, regulations and policies, in which case the federal law, regulation or policy must be followed.
- DMV policies and procedures may supersede state and federal policies where a more strict policy may be in effect.



BUY AMERICA ACT

23 U.S.C. § 313

Prohibits States from using highway grant funds under 23 U.S.C. Chapter 4 to purchase products unless they are produced in the United States. This prohibition applies to all manufactured products, unless the Secretary of Transportation has determined that it is appropriate to waive the requirement.



BUY AMERICA ACT

23 U.S.C. § 313

- Currently, NHTSA has a waiver from the U.S. Secretary of Transportation to allow the purchase of items costing less than \$5000.
- ALL federal waivers are currently under review and may be rescinded. Please check with your Program Manager before purchasing any equipment .



Procurement

cont.

- Purchases of goods/services under \$5,000 require a single quote.
- Purchases that are \$5,000 up to \$50,000 require at least three valid sources. If possible, expand the solicitation to include a minimum of two minority- and/or women-owned businesses.
- Purchases over \$50,000 require a formal, advertised solicitation.



Salaries/Wages/Fringe Benefits

- Law Enforcement Agencies will not be reimbursed for fringe benefits paid to law enforcement personnel working overtime for grant-funded selective enforcement projects.
 - FICA paid by the Sub-Recipient can be used as matching funds.



Salaries/Wages/Fringe Benefits

cont.

- Reimbursement:
 - Time and attendance records are required to be kept in the grant file.



Salaries/Wages/Fringe Benefits

cont.

- Voucher requires employee identification number or a unique number that can be used to track salary payments to personnel

DO NOT USE Social Security Numbers for this purpose. However, if you must use it, provide only the last 4 digits.



Equipment

- Equipment costing \$5,000 or more that is part of the highway safety project requires advance approval from NHTSA/FHWA (DMV will obtain this approval).
- Purchase of equipment under \$5,000 follows same policy and procurement, but does not require federal approval.



Unallowable Items

- Any item not included in your budget for which you have not sought and received approval from DMV is unallowable
- Costs of materials that only promote your entity
- Costs of promotional items including displays, demonstrations, exhibits, souvenirs, giveaways
- Traffic signal preemption systems or speed trailers and mobile message boards.
- Any question concerning allowable or unallowable items should be sent to your Program Manager.



Supplanting

- Supplanting Operating Expenses:
 - Do not use federal funds to pay for routine operating expenses that would be part of the normal business operating costs.
 - Examples include serving civil papers, traffic control for events, funeral escorts.



Supplanting

cont.

- Any item that was paid for with other funds before the grant award may not now be funded with grant funds.
 - Examples include existing personnel, substituting equipment and other items previously approved in normal operational budget, and membership fees.



Reimbursement Vouchers

- Funds are disbursed on a reimbursement basis; Sub-Recipient spends the funds and seeks reimbursement from DMV.
- Mail all reimbursement vouchers and supporting documentation (travel voucher, activity log, etc.) to:

DMV Grants Management Office
Reimbursement Voucher Processing
2300 W. Broad Street, Room 709
Richmond, VA 23269



Reimbursement Vouchers *cont.*

- The Expenditure and Reimbursement Voucher (TSS 15) may be downloaded from www.dmvnow.com or contact your Program Manager for the form.
- Prepare TSS 15 in its entirety.
 - Make sure the “project number” is printed in the “Application Information” section, do not use the Federal Award Identification Number (Fain) for the project number.



Reimbursement Vouchers *cont.*

Please remember that the reimbursement line item request must match the line item approved in the budget. Refer to the approved budget when preparing the TSS 15.



Reimbursement Vouchers *cont.*

- Training/Travel – The current State travel regulations must be used for the per diem and mileage rates. These approved rates can be found by using the Per Diem Calculator at:

www.gsa.gov/portal/content/104877

- Some entities have established their own rates; however, if they are used for grant reimbursement purposes, they cannot be more than the State rate.
- The traveler cannot sign his/her own travel reimbursement form; it must be signed by his/her supervisor/other official.



Reimbursement Vouchers *cont.*

- Equipment – Equipment purchases must include the serial number for each piece of equipment.
 - Law enforcement equipment must be ordered by December 31, 2017
- Supporting Documentation – Do not include documentation for things that are not needed such as
 - meal receipts
 - Purchase Orders (only copies of invoices are acceptable)
 - documentation should only be provided for the items that the reimbursement is being requested



Reimbursement Vouchers *cont.*

- Vouchers must be signed and dated by **Project Director**. (NO ELECTRONIC OR STAMPED SIGNATURES)
- If the DMV Grants Management Office (GMO) finds reimbursement items that have not been approved, insufficient backup documentation, reimbursement amounts that are more than the approved budget amount or other issues requiring resolution, staff will suspend further processing of voucher until corrections are completed.



Reimbursement Vouchers *cont.*

- GMO staff will contact the appropriate Program Manager regarding the problem(s) and send him/her a copy of the TSS 15 and supporting documentation for items that need resolution.
- The Program Manager will work with the Sub-Recipient to resolve the problem(s) and/or obtain the required information/documentation.
- Once the problem(s) has been resolved, the Sub-Recipients may need to resubmit the item(s) for reimbursement on a corrected or new TSS 15.



Reimbursement Vouchers *cont.*

- Submit a voucher for all expenditures incurred during the quarter according to the schedule provided below, or no more than one voucher per month.
 - Oct. – Dec.; voucher due by 1/31
 - Jan. – Mar.; voucher due by 4/30
 - Apr. - June; voucher due by 7/31
 - July – Sept.; FINAL voucher due by 11/05



Reimbursement Vouchers *cont.*

- If you do not receive your reimbursement within 30 business days, follow up with your Program Manager.
- Do not put final voucher in regular mail after October 31, unless you send a fax copy to DMV Grants Management Office @ (804)367-0358, Attention: Reimbursement Voucher Processing.



Matching

- Each law enforcement Sub-Recipient has a minimum matching requirement of 50%
 - Grant funds = 50%
 - Matching funds = 50%
 - Total Project = 100%



Matching

cont.

- Matches may be hard or soft.
- A matching report (TSS-20) is part of the final voucher submission.
- Matching should be incurred as grant funds are incurred.
- Sub-Recipient has until end of grant period to meet requirement.



Commonwealth of Virginia

State Travel Regulations and Travel Expense Reimbursement



Travel - General

- All travel expenditures must comply with Virginia State Travel Regulations as of the date the expense is incurred.
- State Travel Regulations can be found at:
www.doa.virginia.gov



Travel - General

- All overnight travel must be approved in advance by their DMV Program Manager.



Travel – General

cont.

- Lodging and meal and incidental (M&IE) per diem rates are listed by city in the Per Diem Calculator. If the city is not listed, use the standard rate.
 - Note: Sometimes the physical location of the hotel is in the county rather than the city that is listed in the hotel's street address. If you are uncertain about the physical location, verify with the hotel or another source.



Travel - General

cont.

- Reimbursements for travel expenses must be submitted on the State Travel Voucher for each person. The form to use is a Travel Expense Reimbursement Voucher (DA-02-041A), and can be found on the Department of Accounts website, www.doa.virginia.gov, under the forms tab. This form must be submitted along with the TSS-15.



Travel - Lodging *cont.*

- Lodging Reimbursement
 - Original itemized hotel bills must be attached to travel voucher. The hotel receipt must show a “\$0.00” balance.



Travel – Meals & Incidental Expenses

- Meal and Incidental Expenses (M&IE)
 - Per diem rate covers meals and incidental expenses for the day.
 - ♦ Incidentals include taxes, tips, personal telephone calls and transportation for meals.
 - M&IE per diem is payable to a traveler without itemizing each meal and incidental expense. No receipts are required.



Travel – Meals & Incidental Expenses *cont.*

- There is no provision to exceed the per diem amount.
- If complimentary meals are included with conference, they must be subtracted from the per diem.
- On travel days, traveler receives 75% of the per diem rate.



Travel - Other Public Transportation

- Receipts are required for taxi, shuttle vans, and other “for hire” transportation if the reimbursement > \$20. State the reason for necessity of “for hire” transport on the voucher.



Travel - Disallowed Miscellaneous Expenses

- Lost or stolen items
- Alcoholic beverages
- Damage to personal vehicles, clothing, or other items
- Movies charged to hotel bills
- Expenses for children, spouses, and companions
- Entertainment



Travel Payments

- Most common noncompliance findings:
 - Excess lodging expense without proper approval
 - Reason for travel not documented
 - Missing original lodging receipt or other documents
 - Missing signatures or dates from traveler or supervisor



TRAVEL VOUCHER continued

- If you are not sure about a travel expense item, check with your DMV Program Manager first to avoid delay in the processing of the payment.
- Your travel reimbursement request is governed by the Virginia State Travel Regulations.



Resources

- www.dmvnow.com – for all DMV forms
- <http://nhtsa.dot.gov> – for information on national safety campaigns, order safety materials, and national crash facts
- www.treds.virginia.gov – for local and statewide crash data, and reporting of CLICK IT or TICKET, and Check Point Strike Force Data



RESOURCES CONTINUED

PROGRAM MANAGERS

Bristol Area- Rick Clark, Program Manger (540)430-1946

Roanoke Area- Steve Williams, Program Manager, (540)561-7017

Staunton Area- Doug Stader, Program Manager, (540) 801-0374

Fairfax Area- Bob Weakley, Program Manager, (703)475-4590

Richmond Area- Kimberly Burt, Program Manager, (804) 378-3438

Portsmouth Area-Dwight Jenkins, Program Manager (804)699-0364

Law Enforcement Liaisons (LEL)

Paul Sleeper-LEL for Bristol & Roanoke Area, (540)529-0555

Mike Timm- LEL for Staunton & Fairfax Area, (540)266-2013

Michael Nash-LEL for Richmond & Portsmouth Area (804)474-2225

