

# VisionZeroMT

zero deaths | zero serious injuries



**October 28, 2015**  
**Safety Grant Program Workshop**

**MDT – Grants Bureau**  
**State Highway Traffic Safety Section**

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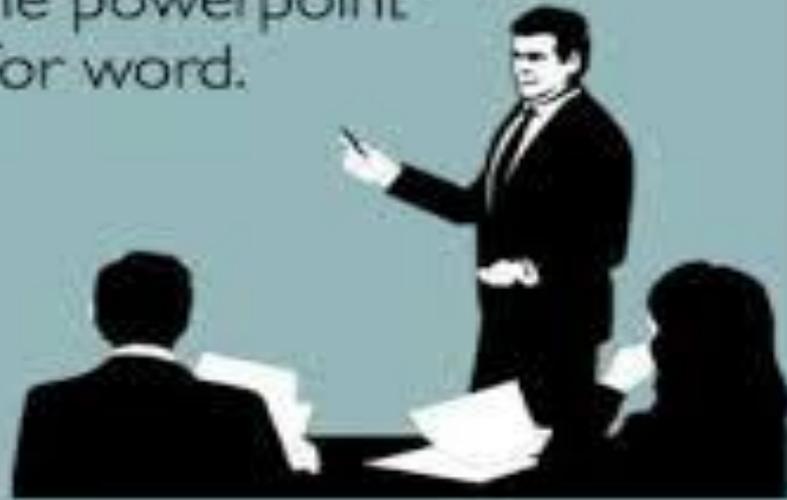
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# Montana State Traffic Safety Section Contract Management Manual

Shelia Cozzie – Cultural Liaison  
Bill Tuck – NHTSA Grants Accountant

For my presentation today, I'll  
be reading the powerpoint  
slides word for word.



your  eCards  
someecards.com

# Chapter 1- Introduction



\* Disclaimer



## \* GHSA/NHTSA Guidance

- \* This presentation is based on GHSA and NHTSA guidance and is not intended to be the final source when questionable situations arise.
- \* The full guidance document is located at:  
<http://www.ghsa.org/html/resources/mgmt/polproc.html>

# Chapter 1- Introduction

- \* **Vision Zero**

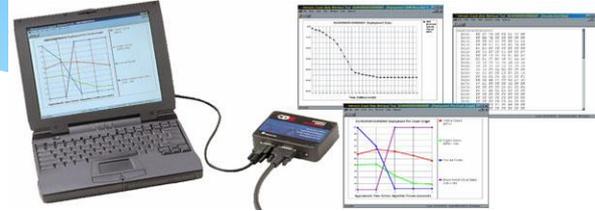
- \* **Mission**

- \* To Reduce the number and severity of traffic crashes, injuries and fatalities on Montana Highways

- \* **Purpose**

- \* to establish consistent program and project management procedures for staff and subrecipients

# Chapter 2 - Establishment of Statewide Highway Safety Goals



- \* Data Analysis

- \* This requires extensive review and analysis of:

- \* Crashes

- \* Causes

- \* Results

- \* This information is used to establish a Historical Trend

- \* covering at least the previous **five years of crash data.**

# Establishment of Statewide Highway Safety Goals

- \* **Problem Identification**

- \* Using the information from the **data analysis** process
- \* **trends** are identified and **problem areas** are evaluated

- \* The data is used to determine specific influencing factors such as:

lack of **seatbelt** use

**impaired driving**

**urban** versus **rural** areas  
and **age** of the drivers.

- \* A collaboration of **stakeholders** assist in reviewing this information to determine
  - \* **Emphasis areas** to address in
  - \* the **Highway Safety Plan**

# Establishment of Statewide Highway Safety Goals



\* Reduce fatalities to 172 by 2020

\* Reduce serious injuries to 796 by 2020

\* Reduce the fatality rate to 1.28

\* Reduce the serious injury rate to 5.9

# Chapter 3 - Grant Application

Milestone	Timeline
Application submission deadline for funding.	March 1
Application review and assessment. Funding and project recommendations made to the Governor's Representative (GR) for Highway Traffic Safety.	March 1 – April
Preliminary contract negotiations.	April 30 - May 30
Draft Annual Highway Safety Plan (HSP) prepared by MDT staff and submitted to the GR for approval.	May 1 - June 30
Deadline for Annual Highway Safety Plan submission to NHTSA.	July 1
Deadline for NHTSA to notify state whether or not Highway Safety Plan is approved.	August 30
Notification to applicants regarding funding approval or denial.	September 1
Signed contracts due from grantees to MDT	October 1
<p data-bbox="125 1033 415 1063"><i>Start of Federal Fiscal Year</i></p> <p data-bbox="125 1099 1226 1163">Contracts are finalized and routed for signatures. Effective date of contract varies; please check with your assigned program manager for details.</p>	October 1 – September 30
Annual Highway Safety Planning Meeting.	Fall each year

# Chapter 3 - Grant Application

## Types of Applications

- \* Impaired driving and other alcohol programs
- \* Programs for motorcyclists
- \* Native American programs
- \* Traffic records projects
- \* Other educational programs targeted at high risk populations or behaviors (e.g. younger drivers, speeding) (based on the CHSP)



# Section 3. Project Budget

	A	B	C
		Description	Amount
1			
2			
3	<b>Direct Costs</b>		
4		PI for 2 months, plus benefits	\$9,000
5		Two GRAs & benefits 12 months	\$19,000
6		Tuition for two GRAs	\$18,000
7		Travel, supplies, and materials	\$4,000
8		<b>Total Direct Costs</b>	<b>\$50,000</b>
9			
10	<b>Indirect Costs</b>		
11		45% on everything except tuition	\$14,400
12		<b>Total Indirect Costs</b>	<b>\$14,400</b>
13			
14	<b>Total Costs</b>		<b>\$64,400</b>

## \* Project Budget

\* Personal Services

\* Media

\* Contracted Services

\* Operating expenses

\* Indirect costs

## \* Budget Narrative

\* details how amounts in the Project Budget were calculated.

# 4. Standard Agreement

## Section 1 - Project

- \* *Provides the score and description of the project*
- \* *Period of performance*
- \* *Costs*



# 4. Standard Agreement



## Section 2 – Terms and Conditions Highlights

### *MDT Requirements*

- \* ***Section 2.13 Seat Belt Policy.*** All grantees all required to adopt a seat belt policy that applies to all employees during work hours to comply with state law. Grantee will provide a copy of the policy to the assigned transportation planner.

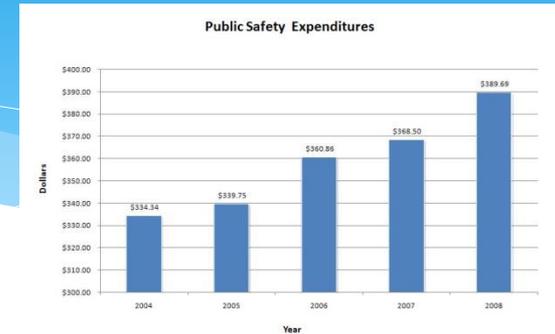


# 4. Standard Agreement

- \* When you receive your agreement:
  - \* review it carefully
  - \* Authorized signature
- \* If changes to your initial application were necessary
  - \* they are mostly likely in the **Scope of Work** which contains the:
    - \* background
    - \* purpose
    - \* goals
    - \* deliverables
    - \* evaluation
    - \* performance measures &
    - \* budget for the agreement



# Chapter 5 - Eligible Costs



- \* Allowable Costs must be:

- \* Necessary

- \* Reasonable

- \* Allocable

- \* Grant funds must be used in accordance with:

- \* the grant agreement

- \* appropriate statutes

- \* grant regulations

# Recurring Themes

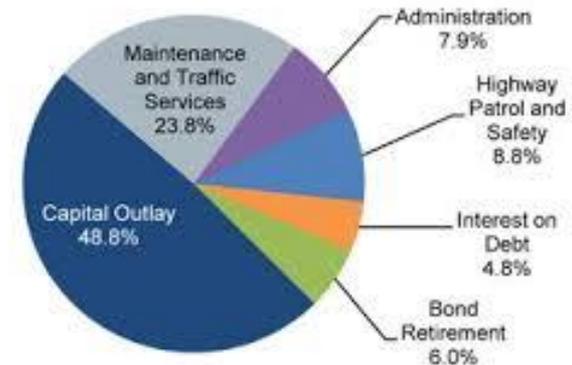
- \* Necessary
- \* Reasonable
- \* Consistency
- \* Support
- \* Documentation



# Eligible Costs

- \* **Personal Services**
  - \* Salaries & Fringe Benefits
- \* **Travel Expenses**
- \* **Procurement of Goods and Services**
- \* **Equipment - > \$5,000**
  - \* equipment reporting form
- \* **Training & Conferences**
  - \* Sponsoring
- \* **Promotional Activities**
  
- \* **Indirect Costs**
- \* **Program Income**
- \* **In-Kind Contributions & Matching Funds**

Highway Expenditure by Type, 2010



# Subpart E – Cost Principles

## 200.402

- **Composition of costs:**
  - The **Total Cost** is the sum of:
    - the **allowable direct** and **allocable indirect** costs
    - less any **applicable credits**



+



-



# Subpart E – Cost Principles

## 200.413 Direct Costs

### \* **Direct costs:**

**Can be identified specifically with a particular final cost objective**



- Can be directly assigned to such activities relatively easily with a high degree of accuracy.

# Subpart E – Cost Principles

## 200.413 Direct Costs

- **Direct costs can be directly assigned to such activities relatively easily with a high degree of accuracy**

### **Typical costs charged directly to a Federal award are:**

- the **compensation** of employees who work on that award
- their related **fringe benefit** costs
- The costs of **materials, consulting,** and **other items of expense** incurred for the Federal award.

### **If directly related to a specific award**

certain costs that otherwise would be treated as indirect costs may also include:

- extraordinary utility consumption,
- the cost of materials supplied from stock or services rendered by specialized facilities
- or other institutional service operations

Any direct cost of minor amount may be treated as an indirect cost

# Time & Attendance Records

- \* **Document ID # and Title**
- \* **Name** of the person who worked
- \* **Position** of the person who worked
- \* **Date and location** of the event
- \* **Hours** worked
  - \* time of day
  - \* total hours worked
- \* **Project** activity
- \* **Dollar amount** paid
  - \* regular and/or overtime hourly rate

Dashboard | Leave applications | Timesheets | Comments | Other views

Timesheets awaiting approval

Selected	User	Week starting	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Week total	Current status	Actions
<input type="checkbox"/>	Barry Adams (badams)	2009-11-23	7.5	8	8.5	8.5	8	0	0	40.5	Submitted	
<input type="checkbox"/>	Barry Adams (badams)	2009-11-30	8	8.5	9	9	8	0	0	42.5	Submitted	
<input type="checkbox"/>	Dan o'Linn (dolinn)	2009-11-30	8	7	8	8	7	0	0	38	Submitted	

3 rows.

WEEK THREE							Hourly	
							<u>Rate</u>	<u>Benefits</u>
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>TOTAL</u>	\$ 25.00	25%
Administrative	2		2			4	\$ 100.00	\$ 25.00
Project 1					2	2	\$ 50.00	\$ 12.50
Project 2					2	2	\$ 50.00	\$ 12.50
Grant 1	4	3	4	3	2	16	\$ 400.00	\$ 100.00
Grant 2	4	3	4	3	2	16	\$ 400.00	\$ 100.00
	8	8	8	8	8	40	\$1,000.00	\$ 250.00

WEEK FOUR							Hourly		
							<u>Rate</u>	<u>Benefits</u>	
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>TOTAL</u>	\$ 25.00	25%	
Administrative	1		2			3	\$ 75.00	\$ 18.75	
Project 1	4					2	6	\$ 150.00	\$ 37.50
Project 2	4	3				2	9	\$ 225.00	\$ 56.25
Grant 1	4		4	3	2	13	\$ 325.00	\$ 81.25	
Grant 2			4	3	2	9	\$ 225.00	\$ 56.25	
	8	8	8	8	8	40	\$1,000.00	\$ 250.00	

MONTHLY TOTAL							Hourly	
							<u>Rate</u>	<u>Benefits</u>
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>TOTAL</u>	\$ 25.00	25%
Administrative	1	5	2	6	0	14	\$ 350.00	\$ 87.50
Project 1	4	0	0	4	8	16	\$ 400.00	\$ 100.00
Project 2	7	3	0	0	8	18	\$ 450.00	\$ 112.50
Grant 1	12	14	15	13	8	62	\$1,550.00	\$ 387.50
Grant 2	8	10	15	9	8	50	\$1,250.00	\$ 312.50
	32	32	32	32	32	160	\$4,000.00	\$1,000.00

# Payroll Records

- \* **Time Cards**

- \* With Contract related Coding

- \* **Computerized Payroll Records** or

- \* Other generally accepted accounting documents

- \* To substantiate personnel expenses

The screenshot displays a payroll record window titled "Payroll Records". The employee name is "Marmola Mshummers" and the date is "10/29/99". The record shows a total pay of \$527.10, which includes wages of \$682.50 and various deductions. The deductions include Federal Mar., NY State Ma., FICA-SS Vh., FICA-Med V., and NYS Disability. The interface also includes a "Breakdown" section with a table of deductions.

Pay	Tax Item	Base Amount	Calculation	Deduction	Conditions	Amount	Prior YTD	Step
✓	Federal Mar...	\$682.50	Tax Table	\$75.99	None	\$75.99	\$0.00	2
✓	NY State Ma...	\$682.50	Tax Table	\$26.60	None	\$26.60	\$0.00	2
✓	FICA-SS Vh...	\$682.50	Direct Percent	\$42.32	None	\$42.32	\$0.00	1
✓	FICA-Med V...	\$682.50	Direct Percent	\$9.90	None	\$9.90	\$0.00	1
✓	NYS Disability	\$682.50	Direct Percent	\$0.60	None	\$0.60	\$0.00	1

- The **GOAL** is to:
  - work with **subgrantee payroll records**
  - not require special reports

# Travel



- \* Allowable Travel Costs Include:

- \* Transportation
- \* Meals
- \* Lodging
- \* Incurred in accordance with the **Grantee's** travel policies
- \* If documented policies do not exist, state travel policies will apply

- \* State Travel Policies

- \* Available online



# Out-of-state travel



- \* Requires **written approval** from MDT prior to incurring costs
- \* Expected **expenditures** should be included in the application
- \* If out-of-state travel is omitted from the application
  - \* the grantee must submit a **written request** to SHTSS for approval

# Procurement of Goods and Services

# Buy America



# Buy America



- \* **Buy America Act** requires that steel, iron, or **manufactured products** that are purchased with **Federal Funds** be produced in the **United States**.
- \* The State of Montana and its sub-grantees must comply with the Buy America Act.
- \* Non-compliance will result in denial of reimbursement.

# Buy America

- \* By entering into a contractual agreement with MDT for NHTSA grant funding:



You are **AGREEING** to:

ALL of the requirements of the Buy America Act.

# Buy America



- \* Sub-grantees must retain material proof, such as:
  - \* Receipts or Invoices
  - \* Documentation for verifying:



## Origin of Manufacture or Assembly



# Buy America

- \* NHTSA has **Waived** the Buy America requirements products whose purchase price is less than \$5,000
- \* The **\$5,000 threshold** matches the cap for equipment purchases
  - \* which require NHTSA approval





# Equipment



- \* All equipment purchases must be:
  - \* specifically outlined in the **Project Proposal**
  - \* be necessary for the administration of **Project Activities**
- \* If not included in the original proposal:
  - \* **Written Approval** from SHTSS is required prior to purchase
- \* Equipment purchased may not be **disposed** of:
  - \* without **Written Approval** from SHTSS

# Equipment



- \* Equipment Purchases over \$5,000.00
  - \* require NHTSA approval
- \* When Including Equipment on Application
  - \* contact SHTSS for direction



# Equipment

\* The price of equipment can include:

- \* Modifications
- \* Attachments
- \* Accessories or
- \* Auxiliary apparatus



# Conferences & Training



- \* Cost of training personnel is allowable if:  
the training supports the **Objectives** of  
SHTSS's highway safety program
- \* Must be included in the original proposal

# Conferences & Training

## \* Allowable costs include:

\* registration fees



\* transportation



\* lodging

# Sponsoring Conferences and Workgroups



- \* The cost of organizing conferences & workgroups is:
  - \* an **Allowable Cost**
- \* The **primary purpose** of the conference must be for:

- \* dissemination of:
  - \* **Technical information**
  - \* **Educational information**



# Sponsoring Conferences & Workgroups

## \* Eligible costs include:

\* Meals

Cafeteria



\* Transportation



\* Rental of Meeting Facilities

\* Other Incidental Costs



# Sponsoring Conferences and Workgroups

- \* Adequate records must be maintained to document:
  - \* what **Information** was provided
  - \* **Stakeholders** that attended
  - \* the appropriate **Costs**



# Sponsoring Conferences & Workgroups



- \* Costs for the development of new materials is allowable
- \* Provided new materials
  - \* do not duplicate materials already developed for similar purposes

# Promotional Activities

- \* Allowable Promotional Items include
  - \* activities and material that:

\* Promotes

\* Supports

\* Enhances efforts



and directly relates to the project objectives, are **Allowable**

# Promotional Activities

- \* **ALL Promotional Information** and  
**Educational materials**  
purchased with Federal funds

**Must be submitted to SHTSS for  
written approval**

# Promotional Activities



- \* **Reproduction** of NHTSA or  
other Federal government
- \* **endorsed material**
- \* **already approved**  
is permissible without SHTSS approval  
<http://www.trafficsafetymarketing.gov/>

The cost of the items must still be included in the  
**grant agreement budget**

# Promotional Activities



- \* Promotional items must be used to enhance awareness of:
  - \* an issue
  - \* brand a campaign
  - \* provide a reminder message for the intended recipient after the activity has been completed

A **Plan** outlining the purpose of the items

Will be required to be included in the grant agreement or submitted for pre-approval from MDT.

# Promotional Activities

- \* The plan should include the following information:

\* Activity

\* Quantity

\* Promotional item type

\* Cost

\* Target audience

\* Explanation of how:

**the activity will help meet the objective of the project**

\* Description of how:

**the results of the activity will be used and reported**

# Promotional Activities

Promotional items **CANNOT be freely distributed** to the public without any action on the recipient's part. These items cannot be used in "goody bags" for attendees at fairs or at booths where there is not interaction with the recipient.

- \* Persons receiving Promotional Items should:
- \* **Interact** with the recipient in some manner
- \* **Related** to the goal of the project ... such as:
  - \* Attend a Presentation
  - \* Sign a Pledge Sheet
  - \* Fill out a Survey Form
  - \* Answer a Traffic Safety Question



Promotional items can only be distributed at activities where traffic safety is emphasized

# Promotional Activities

The results of the interactive activity must be reported in the Quarterly Progress Report

- \* The Quarterly Progress report must outline the distribution of material
- \* **The record will include:**
  - \* Date
  - \* description
  - \* quantity distributed
  - \* recipient
  - \* reason for using the item



The record does not need to include individual names, only the size of the group that received items

# Subpart E – Cost Principles

## 200.414 Indirect Costs

### \* Indirect (F&A) costs:

Classified as “facilities” (space costs) or  
“administration” (overhead costs)

**Cannot be identified specifically with a particular  
final cost objective**



# Appendix VII to Part 200

## Indirect Cost Proposals

### States, Local Government and Indian Tribe Indirect Cost Proposals

1. **Indirect costs** are those that have been incurred
  - \* for common or joint purposes.
  - \* These costs benefit more than one cost objective
  - \* cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved
  
- \* 2. **Typical examples of indirect costs may include:**
  - Certain state/local-wide central service costs
  - General administration
  - Accounting and Personnel services
  - Depreciation on buildings and equipment
  - Costs of operating and maintaining facilities

# Subpart E – Cost Principles

## 200.414 Indirect Costs

### \* Facilities

- \* Depreciation on buildings
- \* Equipment and capital improvement
- \* Interest on debt associated with certain buildings
- \* Equipment and capital improvements
- \* Operations and maintenance expenses



### \* Administration

- \* General administration and general expenses
- \* Director's office
- \* Accounting, Personnel, Clerical
- \* All other types of expenditures not listed specifically under one of the subcategories of Facilities



# Indirect Costs

- \* A copy of the Indirect Cost Agreement letter must be:

- \* submitted to MDT before the rate can be accepted

- \* If the MDT is your organization's primary source of federal funds:

- \* a copy of your **Indirect Cost Proposal** must be **submitted to MDT** for approval.

- \* The percentage rate for indirect costs shall be:

- \* maintained for the life of the project.

- \* Indirect cost must be:

- \* in accordance with 2 CFR Part 200.414

- \* approved by your federal cognizant agency

# Subpart E – Cost Principles

## 200.414 Indirect Costs

### **De Minimis Rate**

(f) ... any non-Federal entity that has never received a negotiated indirect cost rate.... may elect to charge a **de minimis rate of 10%** of Modified Total Direct Costs (MTDC) which may be used indefinitely....

### **However**

... this methodology, once elected, **must be used consistently for all Federal awards** until such time as a non-Federal entity chooses to negotiate an indirect rate, which the non-Federal entity may apply to do at any time.

#### **If de minimis indirect rate is used:**

Administrative Costs – will no longer be allowable

Direct Costs – allocable charges can no longer be reported as direct

#### **MTDC is defined in:**

§ 200.68 Modified Total Direct Cost (MTDC)

# Program Income

- \* Income directly generated by a program supported activity, or earned only as a result of the grant agreement
- \* Program Income generally includes income from:
  - \* fees for services performed
  - \* the use or rental of real or personal property acquired with grant funds
  - \* the sale of commodities or items fabricated under the grant agreement
  - \* payments of principal and interest on loans made with grant funds
- \* Program Income shall ordinarily be **Added** to the funds committed the specific highway traffic safety project.
- \* Such program income shall be used to further the objectives of the project.



## In-Kind Donations

### Services

Becky Sponholz  
Jamie Waggoner  
Jayleigh Lewis  
Kathleen Rouleau  
Rhoda Kopy  
Susan Eaton Mendenhall  
Teresa Moorehouse Howley

### Housing, Food & Transportation

Alisa Starkweather  
Alma Dell Smith  
Astrid Grove  
Diana Byron  
Doreen Bryant  
Erin Leahy  
Jess Marino  
Joe Tancredi  
Kalmia Buels  
Natalie Johnsen  
Nicole Oxendine & Sayra Pinto

### Admission Tickets

12th Annual Women's Belly & Women Conference

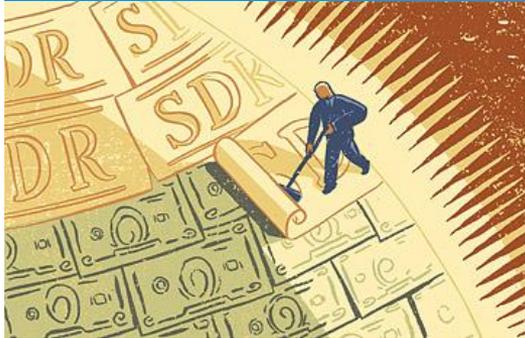
### Medical Care

Chaya Leia  
Noreen Cerqua

# In-Kind Contributions Matching Funds



- \* In-kind contribution or matching funds are not required to be eligible for traffic safety grants.
- \* However, it is strongly recommended that grantees:
  - \* Partner and collaborate with other groups and individuals that have an interest in highway traffic safety and the specific project.



# Ineligible Costs



## \* **Supplanting**

- \* replacing **Routine** and/or **Existing State or Local expenditures** with the use of federal grant funds
- \* using federal grants funds for costs of activities that constitute **general expenses** required to carry out the **overall responsibilities of State or local governments**
- \* Costs for **construction, rehabilitation, or remodeling for any buildings or structures**
- \* The purchase of **office furnishings** and **fixtures**
- \* **Alcoholic beverages** for any consumption purposes, including controlled settings for the training of law enforcement officers in techniques for determining driver impairment

# Ineligible Costs

- \* **Entertainment, amusement and social activities**

- \* food
- \* event/show tickets
- \* lodging
- \* rentals
- \* Transportation
- \* gratuities



- \* Public information and educational material that **does not have a traffic safety message**

- \* Replacement of lost or stolen equipment

- \* **Pre-agreement costs** (costs incurred before the project begin date)

# Ineligible Costs



## \* Other costs including:

- \* contributions/donations
- \* fines/penalties
- \* interest and other financial costs,
- \* legislative expenses (lobbying is prohibited), and
- \* maintenance and repairs to existing/non-project funded equipment.



# Eligible Costs



## \* Eligible Costs

- \* **Personal Services**
  - \* Salaries & Fringe Benefits
- \* **Travel Expenses**
- \* **Procurement of Goods and Services**
- \* **Equipment - > \$5,000**
  - \* equipment reporting form
- \* **Training & Conferences**
  - \* Sponsoring
- \* **Promotional Activities**
  
- \* **Indirect Costs**
- \* **Program Income**
- \* **In-Kind Contributions & Matching Funds**

## \* Ineligible Costs

- \* **Buildings or Structures**
- \* **Supplanting**
- \* **Alcohol**
- \* **Entertainment**
- \* **Public information and education material**
  - \* lacking a Highway Safety message
- \* **Replacement**
  - \* of lost/stolen equipment
- \* **Pre-agreement costs**
- \* **Other costs**
  - \* Donations
  - \* Fines
  - \* Interest
  - \* Lobbying
  - \* Any unrelated costs

# Stop the Madness

## Grantbert



# Chapter 6 - Contract Administration

- \* General

- \* how to administer your project grant

- \* Information regarding:

- \* revising project agreements

- \* withholding

- \* reducing

- \* disallowing or terminating funds &

- \* closing out or terminating projects

# Contractor Responsibilities

- \* Comply with all **State Requirements**
- \* Establish **Operating Procedures** and **Controls** that will
  - \* Ensure Adequate Administration of the project
  - \* In accordance with the terms of the agreement
- \* Promptly **Notify** the MDT program manager by
  - \* Phone, E-mail, or Letter of
    - \* any **Changes** or **Problems**
    - \* that arise during the project period
- \* Coordinate related activities with:
  - \* **other agencies** working on **similar projects**

# Contractor Responsibilities

- \* Ensure **Budgeted Costs** are:
  - \* in accordance with the contractor's
    - \* Standard Policies and Procedures
- \* Ensure **Accounting Records** are maintained that:
  - \* **separate** and **accurately record** project costs
- \* Ensure **Claims for Reimbursement** are limited to
  - \* those specifically authorized in the project agreement
    - \* **Allowable**
    - \* **Verifiable**
- \* Participate in periodic operational reviews with MDT
- \* Provide requested documents to SHTSS during on-site reviews



# Contractor Responsibilities



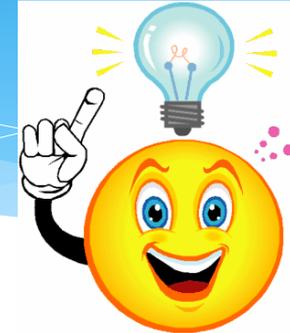
Contracts require that the **Subrecipient permit:**

the **Pass-Through Entity** and **Auditors** to have access to  
the **Subrecipient's Records**  
and **Financial Statements**

as necessary for the pass-through entity to meet federal requirements

# MDT Responsibilities

- \* **Review and Evaluation** of each project
- \* Ensure **Contracts** contain all pertinent information and forms
- \* Assist the **Contractor** in understanding and complying with the required procedures
- \* Ensure **Maximum Benefits** are gained from the subgrant
- \* Assist in the **Coordination of Meetings** with other agencies having similar projects and provide any available and relevant information
- \* **Reimburse Contractor** for Allowable Expenditures



If the contractor experiences any difficulties implementing and/or maintaining the contract, immediately contact MDT for assistance

# Project Director



*New P. Director*

- \* If the **Project Director Changes** during the term of the contract:
  - \* a letter on company stationery must be submitted documenting the transfer of authority
- \* The **New Project Director's Signature** is needed for MDT files
  - \* which may be submitted in a separate letter if necessary.

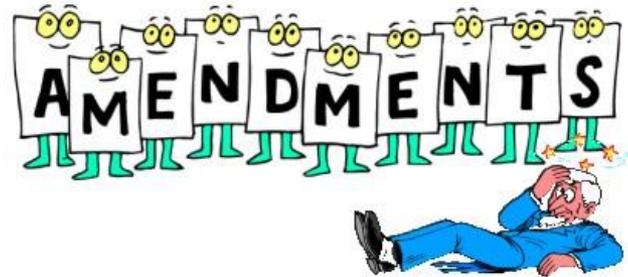
# Contract Amendments

- \* **Making minor changes to**
  - \* Project Activities or Budget:
    - \* All changes are approved on a **case-by-case basis**
    - \* only if it contributes toward **achieving goals & objectives** of the project
- \* **Any Deviation** from the
  - \* Approved Budget or
  - \* Project Agreement
    - requires **prior approval from MDT**

# Contract Amendments

- \* **Revision requests** may be made by:

- \* Fax
- \* Letter
- \* E-mail
- \* Memo
- \* Telephone



- \* Requests must be received by MDT:

- \* **at least seven working days** prior to the effective dates of changes

- \* The amendments are not **Binding** unless they are:

- \* **In Writing** and
- \* **Signed** by **Authorized Persons** to bind each of the parties

# Contract Amendment Examples

## EXAMPLES

- \* **Extension** to the Project Dates
- \* Budgeted Cost Category **Increase** or **Transfer over 10%**
- \* **Significant Changes** to
  - \* Project Goals and Objectives
  - \* that affect the Scope of the Project
- \* Significant changes that affect the **Project End Date**

# Contract Amendment Examples

## EXAMPLES

- \* Approval for:
  - \* a **specific cost item** not included in the original budget
  - \* for which funding is available in the appropriate budget category
- \* **Travel** either in-state or out-of-state that is not identified in the budget contained in the agreement
- \* **Overrun** of contract amount

# Chapter 7 - Reporting Requirements

- \* SHTSS requires contract and grant recipients to **periodically report their progress**

- \* Complete a **Final Report** showing the:

- \* **Accomplishments**
- \* **Difficulties**
- \* **Challenges**

of the program

- \* Final Reports are used to:
  - \* measure the **performance of a program** &
  - \* **justify continued funding** from NHTSA.



# Equipment Reporting

- \* Equipment purchases less than \$5,000 require:
  - \* the submission of **Quarterly Reports**
    - \* to monitor progress and
    - \* usefulness of the equipment purchased for one year.
- \* Equipment purchases more than \$5,000 require:
  - \* **Quarterly Reporting** for an additional two years

# Equipment

- \* **Equipment Reporting Form**
  - \* **Description** of equipment
  - \* **Make - Model - Serial Number**
  - \* **Cost**
  - \* **Date of Purchase or Date Received**
  - \* **Physical Location** of the equipment

No reimbursement for Equipment will be made until the form is complete

# Progress Reports



- \* All **Progress Reports** will be submitted:
  - \* on or before the 30th day of the month following the quarters' end or
  - \* in accordance with the requirements stipulated in the contract
  
- \* A **Progress Report** is required:
  - \* with each Reimbursement Request



# Progress Reports

- \* The report should be submitted:
  - \* even if there was **No Activity**
  - \* indicate if **No Progress** has been made on the project



WHAT YOU DO  
**TODAY**  
CAN IMPROVE ALL  
YOUR TOMORROWS

# Progress Reports

- \* **Must Include:**

- \* Description of:

- \* **Activities** conducted to achieve goals and objectives

- \* Relationship of these activities to:

- \* Project phase or time **schedule**

- \* **Project-To-Date** report on Progress for each goal and objective

- \* Any **original** or **innovative ideas** or **methods** employed should be incorporated into the reports

# Progress Reports

- \* Must Include:
  - \* Comprehensive explanation of any:
    - \* Challenges
    - \* Difficulties or
    - \* Delays
  - \* Anticipated effect of delays on:
    - \* Total project cost
    - \* Time schedule
  - \* Detailed **Plan of Action** to:
    - \* correct any deficiencies in meeting goals and objectives



# Final Reports

**\* All contractors must submit a  
Final Report  
at the close of the project**

- \* This may be included with the **4th quarter reports**
- \* This report is generally due no later than **October 30th**
  - \* unless stipulated differently in the agreement
- \* The report provides a **Summary of all Activity**
  - \* especially in terms of meeting the objectives stated in the agreement

# Final Reports

## SHTSS use of Reports

- \* Determine Project Impact in:
  - \* Reducing or Solving identified traffic safety problems
- \* Determine Project Contribution to:
  - \* Applicant &
  - \* Montana Highway Traffic Safety program
- \* Evaluate Benefits Derived in relation to Costs Incurred
- \* Identify Solutions that can be:
  - \* Share with other grantees

# Final Reports



## Report Should Include:

- \* **Accomplishments** compared to the original grant objectives
- \* Were all **Activities** of the grant **Completed** as scheduled?
- \* **Data** and **Milestones** completion dates should be included
- \* **Equipment** purchased should be identified
- \* Any **Unanticipated issues** that affected the grant

# Final Reports Should Include:



## Report Should Include:

- \* **Funding and Costs** for completion of the grant
  - \* relationship to the original estimates
- \* **Third party performance** if applicable.
  - \* Consultant Reports should be included with the final report
- \* A **Budget** clearly identifying:
  - \* Expenditures
  - \* Remaining Budgetary Balances

# Special Progress Reports

- \* **Special Reporting** may be required
- \* **Frequency and Requirements** will be detailed in:
  - \* the grant agreement or
  - \* negotiated during the contract period.

# Chapter 8 - Reimbursement Process

- \* SHTSS programs operate on a **Reimbursement basis**
- \* SHTSS is required by state law to reimburse contractors:
  - \* within 30 days of receipt of a properly completed invoice
- \* Contractors should use:
  - \* Montana Department of Transportation Highway Traffic Safety Project **Reimbursement Claim Form**
- \* Claims should be prepared:
  - \* using the **contractor's accounting records** &
  - \* based only on **recorded costs** for the **period covered**

# Reimbursement Claim Processing

- \* Each contractor will submit a **Reimbursement Claim Form**
  - \* not more than **Monthly**
  - \* or less than **Quarterly**
- \* In accordance with the Agreement
  - \* STEP Contracts
- \* With an **Authorized Signature**
- \* All required **Supporting Documentation**

# Reimbursement Claim Processing

- \* Faxed forms are acceptable when:
  - \* the **Project Director** or **Authorizing Official** has signed the claim
  - \* the Signature is verifiable
- \* **Written Delegation** for any other official signatures must:
  - \* be on file with MDT &
  - \* include the Signature of the authorized individual
- \* Only those **previously approved**
  - \* may sign for the designated official listed

# Reimbursement Claim Processing

## Expenditures claimed:

- \* Match the Line Items in the Project Budget
- \* Contain Actual Expenditures
- \* Attach copies of Legible Invoices for all costs
- \* Do not use white-out or corrective tape

# Reimbursement Claim Processing

- \* Be sure Claims are **correctly computed** and **reconciled**
- \* Do not include any costs:
  - \* outside the scope of the project agreement
  - \* unless previously approved by SHTSS
- \* If required, attach an MDT Equipment Reporting Form
  - \* for all equipment purchases
  - \* must reconcile to invoices submitted

# Chapter 9 - Project Monitoring

- \* SHTSS is responsible for:
  - \* **Managing** the day-to-day operations of:
    - \* grant and sub grant supported activities
  - \* This will include **Monitoring** the activities of the subrecipient
    - \* Ensure Contract is issued for **authorized purposes**
    - \* in compliance with:
      - \* **Federal Statutes**
      - \* **Regulations** and
      - \* the **terms and conditions** of the sub award
    - \* **Performance Goals** are achieved
- \* Monitoring must cover:
  - \* each program, function or activity

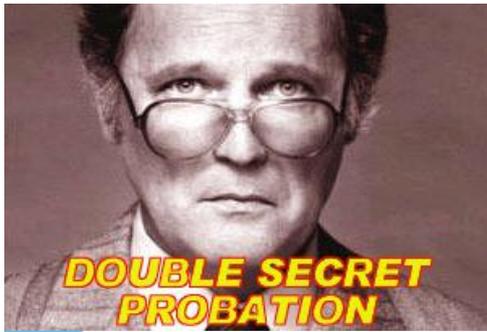
# Chapter 9 - Project Monitoring

Project Monitoring is necessary to:

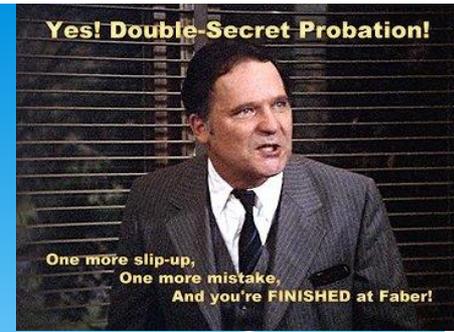
- \* Assess **Project Performance** and **Commitment**
- \* Assure **Project Goals, Objectives** and **Tasks** are on track
- \* Assure **Compliance** with Terms and Conditions of Contract
- \* Assure that **Requests for Reimbursement**
  - \* **Reports** are submitted in a timely basis
- \* Identify and **Resolve Problems**
- \* Ensure **Sufficient Data** for Evaluating the Project

# Risk Assessment





# Risk Assessment



- \* SHTSS must conduct a **Risk Assessment** for:
    - \* Each Subrecipient receiving NHTSA funds
    - \* Prior to making the grant award
  
  - \* SHTSS is required to evaluate:
    - \* each Subrecipient's Risk of Noncompliance with:
      - \* **Federal statutes**
      - \* **Regulations**
      - \* **Terms and Conditions** of the sub award
- for purposes of determining the **Appropriate Subrecipient Monitoring**

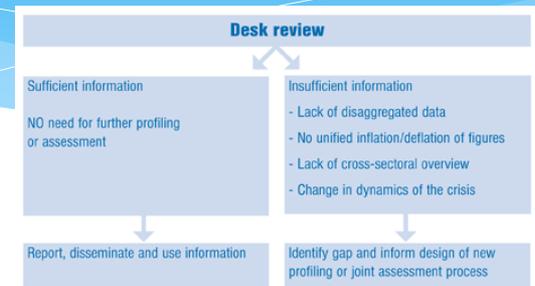
# Risk Assessment Federal Guidance 2 CFR Part 200



- \* SHTSS will develop, implement and document the outcome of the risk assessment processing utilizing the following **Four Factors**:
  - \* The subrecipient's **prior experience** with the same or similar sub awards
  - \* Whether the subrecipient has **new personnel** or new or substantially **changed systems**
  - \* The results of **previous audits** including:
    - \* whether or not the subrecipient receives a Single Audit
    - \* the extent to which the same or similar sub award has been audited as a major program
  - \* The extent and results of Federal awarding agency monitoring
    - \* if the subrecipient also **receives Federal awards directly** from a Federal awarding agency

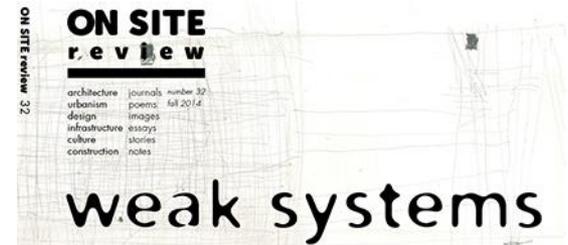
# Desk Reviews

- \* The Desk Review is a tool:
  - \* used by SHTSS program managers
  - \* to compile a **Succinct** but **Comprehensive Assessment** of the contract file.
- \* The Desk Review is done:
  - \* on a quarterly basis
  - \* following the grantee's submission of the quarterly report
  - \* may be done more frequently
  - \* to improve performance



# On-Site Reviews

- \* On-site reviews can be performed
    - \* **Randomly** on any contract administered by SHTSS.
  - \* When conducting an on-site review:
    - \* SHTSS staff will conduct
      - \* A **Programmatic** Review, and
      - \* **Fiscal** Review
- of the contract



# On-Site Reviews

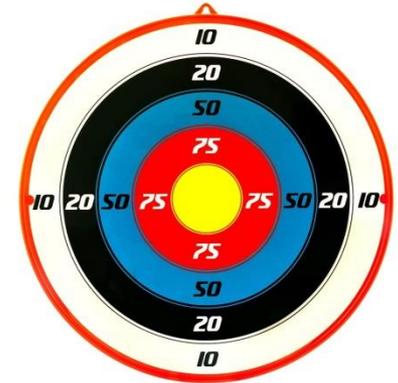


- \* The **Grants Accountant** may accompany the program manager
  - \* to review the **financial portion** of the grantee's program
- \* Once a **subrecipient is identified** for an on-site review
  - \* they will be notified by the planner
  - \* generally 3 to 4 weeks in advance

# On-Site Reviews

**During the Review, staff will review:**

- \* **Progress toward achievement of:**
  - \* Objectives
  - \* Performance Targets
- \* **Adherence to milestones and action plan**
- \* **Program and resources are protected from waste, fraud and mismanagement**
- \* **Law and Regulations are followed**



# On-Site Reviews

- \* **Reliable and timely information is obtained, maintained and used for decision making**
- \* **Status of Budget**
- \* **Accounting Records including:**
  - \* **Personnel Records and Time Sheets**
  - \* **Subcontracts**
  - \* **Equipment Information**

