



Virginia Highway Safety Program

2010 Grant Distribution Workshop



FY 2009 Grant Reminders

- Final voucher for 2009 grant is due to your Program Manager by **Nov. 15, 2009**; and
- TSS 20 (Matching Form) must be submitted with the final voucher by **Nov. 15, 2009**.



Highway Safety Project Agreement

- Highway Safety Project Agreement
 - Legally binding contract between DMV and the sub grantee;
 - Enforceable under the laws of the Commonwealth of Virginia; and
 - Valid only when executed by all parties.



Highway Safety Project Agreement

cont.

- Signing the Agreement indicates that the sub grantee 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 grantee's proposal or application;
 - Letter of Award



Highway Safety Project Agreement

cont.

- Where conflict arises between terms, following is the order of governance of one term over another:
 - (1)Applicable DMV regulations and policies, except where superseded by federal laws, regulations, or policies;
 - (2)Applicable state laws, regulations, and policies, except where superseded by federal laws, regulations, or policies;
 - (3)Applicable federal laws, regulations, and policies;
 - (4)Statement of Work and Special Conditions;
 - (5)General Terms and Conditions;
 - (6)Project Budget;
 - (7)Sub grantee's proposal; and
 - (8)Grant award letter.



Highway Safety Project Agreement

cont.

- Sub grantee 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 Project Agreement

cont.

- 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 fully executed by DMV, an original copy of the Project Agreement will be returned to the Project Director.



Highway Safety Project Agreement

cont.

- 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 Project Agreement

cont.

IMPORTANT!!!

No grant activity may occur prior to October 1 and until you have a signed agreement that has been fully executed by DMV and the sub grantee.



Compliance

- If a sub grantee 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

cont.

- 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

cont.

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



FINANCIAL MANAGEMENT

General Principles

- What expenditures are allowable?
 - Expenditure must be reasonable, allocable and necessary to the grant project.



General Principles

cont.

- Use “Prudent Person” Principle
 - Expenditure does not exceed what a prudent person would spend under other circumstances (i.e., would you use your own funds for purchase?)
 - Expenditure is ordinary and necessary for the operation of the grant.
 - Expenditure follows sound business practice and does not deviate significantly from your established practice.



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 all conditions have been met and the project agreement has been executed (October 1, 2009, or later).



Procurement

- The sub grantee 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.



Procurement

cont.

- Nonprofit institutions and institutions of higher learning should follow procurement procedures in 49 C.F.R. Part 19.
- State institutions and localities are to follow the same policies and procedures used by their agencies and localities for procurement.



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

- Fringe benefits, not to exceed 35%, may include:
 - Payroll taxes
 - Health insurance
 - Life and disability insurance
 - Retirement
 - Workman's compensation
- Law Enforcement Agencies will not be reimbursed for fringe benefits paid to law enforcement personnel working overtime for grant-funded selective enforcement projects.



Salaries/Wages/Fringe Benefits

cont.

- Reimbursement:
 - Time and attendance records are required.
 - Each entry in the time accounting log should refer to grant task;
 - Time and Activity Tracking Form (TSS-6) for Nonprofit Organizations, State Agency's and Universities provides an easy-to-use tracking tool.



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.



Contractual Fees

- Fees must be reasonable and within the market price for comparable contracted services
- Refer to Highway Safety Grant Program Manual, Chapter 6, Procurement & Contract Administration



Media

- All media must be pre-approved by the Program Manager and Media Coordinator
- Where sub grantee is seeking reimbursement **BEFORE** media is aired:
 - send copies of sales orders or contracts for each media outlet to document consultant charges
 - after airing, follow up with affidavits from each media outlet
 - reconcile any differences



Media

cont.

- Where sub grantee is seeking reimbursement for Paid Media **AFTER** media has aired:
 - need affidavit from each media outlet to document total charge from media consultant



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.



Indirect Costs

- Rate shall not exceed 10% of the project budget;
- Expenses incurred which, from their nature, cannot be readily associated with a specific project; and
- Similar to overhead expenses, these expenses are prorated to the project based on benefit received from their incurrence.



Unallowable Items

- Any item not included in your budget for which you have not sought and received approval from DMV is unallowable;
- Promotional Items and Activities - Key rings, t-shirts, hats, "team" clothing and other promotional items are not allowed; and
- Traffic signal preemption systems or speed trailers and mobile message boards.
- Also, refer to the Highway Safety Grant Program Manual for a detailed list of unallowable items, Chapter 2, Section 2.8.



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 rent, utilities, leases for office equipment, telecommunications, Internet, etc.



Supplanting

cont.

- Any item that was paid for with other funds before the grant may not now be funded with grant funds.
 - Examples include existing personnel, membership fees, and conferences.



Reimbursement Vouchers

- Funds are disbursed on a reimbursement basis; sub grantee spends the funds and seeks reimbursement from DMV.
- New Process for submission of Expenditure and Reimbursement Voucher (TSS15) Beginning October 1, 2009 - 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.*

- A revised Expenditure and Reimbursement Voucher (TSS 15) will be available October 1, 2009. You may download it from www.dmvnow.com or contact your Program Manager for the revised form.
- Prepare TSS 15 in its entirety.
 - Make sure the “voucher number” is printed in the “Application Information” section.



Reimbursement Vouchers *cont.*

- The reimbursement line item request must match the line item approved in the budget. Refer to the approved budget when preparing the TSS 15. Examples are as follows:
 - Approved budget lists equipment as “Crash site management equipment to include portable generator, GPS units, barricades, cones, turbo flares, etc.” The reimbursement voucher should list the purchased items rather than just list where the items were purchased from, e.g., Outdoor Power Equipment, Best Buy, Galls. You may list where the items were purchased from; however, you must include what was purchased as listed in the approved budget. For example, Best Buy – GPS units; Galls – barricades, cones, turbo flares.



Reimbursement Vouchers *cont.*

- Personnel Cost – If the approved budget lists the name of the individual and not the position title, the reimbursement voucher must include the name of the individual.
 - ◆ FICA – FICA cannot be listed as a separate line item cost; however, it can be included with the fringe benefits line item. FICA can be listed separately as matching funds.
- Other Direct Costs – Itemize the purchases based on the approved budget. For example, office supplies - \$121.34; postage - \$370.00; printing - \$352.17.



Reimbursement Vouchers *cont.*

- Contract Costs – For Paid Media, itemize costs based on the grant project that the paid media is addressing, e.g., CIOT, Motorcycle, HERO.
- Training/Travel – The current State travel regulations must be used for the per diem and mileage rates.
 - 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.
- Supporting Documentation – Do not include documentation for things that are not needed such as
 - meal receipts
 - duplicate copies of required documentation
 - 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.
- If the Grants Management Office (GMO) staff 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 only submit for reimbursement those items that can be paid.



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 grantee to resolve the problem(s) and/or obtain the required information/ documentation.
- Once the problem(s) has been resolved, the sub grantee will need to resubmit the item(s) for reimbursement on a 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 1/31/10
 - Jan. – Mar.; voucher due by 4/30/10
 - Apr. - June; voucher due by 7/31/10
 - July – Sept.; FINAL voucher due by 11/05/10



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, Reimbursement Voucher Processing.



Matching

- Each grantee has a minimum matching requirement of 20%
 - Grant funds = 80%
 - Matching funds = 20%
 - 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 grantee has until end of grant period to meet requirement.



Commonwealth of Virginia

State Travel Regulations and Travel Expense Reimbursement



Virginia Department of Motor Vehicles

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 in the CAPP Manual, Topic No. 20335
(www.doa.state.va.us/Admin_Services/CAPP/CAPP_Topics/20335.pdf).
- As with all expenses, travel-related expenses should be prudent, reasonable and directly related to carrying out the grant project; i.e. they are related to a task.



Travel – General

cont.

- All overnight travel, regardless of the \$500 threshold listed in the State travel regulations, for in- or out-of-state must be approved in advance and requires:
 - A description including the purpose of trip, person(s) traveling, estimate of travel expenses such as, conference fee, lodging, mileage, meals & incidentals



Travel – General

cont.

- The description may be included in your approved budget. If not, a written estimate must be submitted to your Program Manager for approval.
- Lodging and meal and incidental (M&I) per diem rates are listed by city in State Travel Regulations. 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 (CAPP, Topic No. 20335).



Travel – Lodging

- Lodging
 - Standard Allowance
 - In-state travel – refer to CAPP, Topic No. 20335, see Table of Contents to locate information
 - Out-of-state travel – refer to CAPP, Topic No. 20335, see Table of Contents to locate information
 - Lodging that exceeds 50% of allowable rate requires advance approval. Refer to CAPP, Topic No. 20335 for more information.



Travel - Lodging

cont.

- Lodging Reimbursement
 - Reimbursed for actual cost up to standard rate in the state travel regulations
 - Reimbursement rate based on room rate, excluding taxes and surcharges, but traveler is reimbursed for those taxes and surcharges



Travel – Lodging

cont.

- If room rate exceeds standards, local taxes and surcharges are reimbursed pro-rata.
- Original itemized hotel bills must be attached to travel voucher. The hotel receipt must show a “\$0.00” balance.
- Documents supporting direct hotel bills must include:
 - Name of traveler
 - Dates
 - Purpose of travel
 - Itemized hotel bill



Travel – Meals & Incidental Expenses *cont.*

- 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 – Meals & Incidental Expenses *cont.*

- M&IE Reimbursement
 - Use the per diem rate only when an overnight stay is required for the project-related travel.
 - Per diem can not be claimed for anyone other than the traveler.
 - Per diem and other reimbursable expenses must appear on the travel voucher each day and not summarized by trip, week, or other increments.



Travel - Allowable Food & Business Meal Expenditures

- Allowable Food Expenditures
 - Most of the time, meal expenses that do not involve an overnight stay are not reimbursable. However, expenses for food may be reimbursed when the following criteria are met:
 - Meals are budgeted as part of the annual budget submission process.
 - Meals must be considered a working meal and provided during an official business meeting, conference, or workshop, with a set agenda.



Travel - Allowable Food & Business Meal Expenditures *cont.*

- The official business meeting, conference, or workshop must be scheduled for at least 6 hours.
- At least 6 participants, including the sub grantee, must attend the official business meeting, conference, or workshop.
- Meal rates must comply with State Travel Regulations as outlined in CAPP, Topic No. 20335.



Travel - Allowable Food & Business Meal Expenditures *cont.*

- An official registration process for conferences and/or workshops must be included.
- An evaluation form for conferences and/or workshops must be completed by attendees.



Travel – Allowable Food & Business Meal Expenditures *cont.*

- The following must be provided to the Program Manager for review & approval in advance of the conference, workshop, or official business meeting, if it has not been approved in your budget:
 - Official business meetings require a list of possible attendees.
 - For conferences and workshops that require pre-registration, a list of registered attendees,
 - An agenda showing date(s), time and purpose of event, meeting or conference.



Travel – Allowable Food Expenditures *cont.*

- The following must be provided to Darlene Kelley, DMV Grants Management Office, after completion of the official business meeting, conference and/or workshop (submit with voucher):
 - A list of attendees.
 - A completed travel voucher (if applicable).

Note: Maintain the completed conference and/or workshop evaluation forms in the project file, if sponsored by sub grantee. The Program Manager will review the file during their monitoring visit.



Travel – Advance Payment

- Advance payments are limited to one night's deposit for direct billed payments on hotel or motel rooms. Advance payments for direct billed hotel or motel expenses are discouraged.
- Advance payments on a charge card will not be reimbursed before a trip.



Travel - Personal Automobiles Mileage Reimbursement

- Mileage logs must be maintained and the travel must relate specifically to the performance of the project funded by the grant.
- The current mileage reimbursement rate is 55¢/mile



Travel - Vehicle Rental

- Ask for a government or commercial rate and select the least expensive rental company available.
- Ensure the rental vehicle is refueled before returning to rental company.
- Non-State employees should *ACCEPT* insurance.



Travel - Other Public Transportation

- Receipts are required for taxis, shuttle vans, and other “for hire” transportation if the reimbursement > \$10. State the reason for necessity of “for hire” transport on the voucher.
- Public transport from lodging to restaurants is allowed only for official business needs.



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



References

- Virginia Department of Accounts

www.doa.virginia.gov

- CAPP Manual, Topic No. 20335, State Travel Regulations

www.doa.state.va.us/Admin_Services/CAPP/CAPP_Topics/20335.pdf



Travel Guidance for Nonprofit Agencies

- To ensure compliance with State travel regulations Nonprofit sub grantees should follow state travel expense guidelines to the extent possible.
 - Submit all travel reimbursement requests on state Form DA-02-041 (Travel Expense Reimbursement Voucher).



Nonprofit Agencies

cont.

- To avoid delay in processing submit original travel reimbursement form:
 - Attach copy of paid hotel bill and other required receipts.
 - Form must be signed by traveler and an operational official (supervisor, financial officer or a board member).



Nonprofit Agencies

cont.

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

