

Project Director's Recourse Handbook Addendum for Oregon Impact/Badge Data Users Traffic Safety Grants: Speed, DUII, DD & PSE Includes Seat Belt claims (an ODOT direct grant)

Oregon Impact Traffic Grant Program Contacts

| | | |
|---|----------------------------------|------------------|
| Executive Director | Janelle Lawrence | 503-303-4954 x 4 |
| Community Traffic Safety Program Coordinator | Yvonne McNeil | 503-303-4954 x 5 |

Your Badge Data contact is Yvonne at Oregon Impact for DD, DUII, Speed and PSE grants and Kelly Mason at ODOT for Seat Belt grant (Kelly.M.MASON@odot.oregon.gov 503-986-4199).

The traffic grants are funded for the federal fiscal year, which is October 1 through September 30. Grants are for one year.

Implementation of projects starts immediately after necessary approvals are obtained, and in conjunction with the award year (federal fiscal year). Traffic grant claims are filed monthly, throughout the year and are due the 15th of the following month. The last and final day to file all claims for the program year reimbursement is October 10th.

Grant monitoring and technical assistance is provided by Oregon Impact throughout the year. During the grant period, monthly reporting and claim reimbursement requirements are placed on the grantee, and monitoring requirements and technical assistance are provided by Oregon Impact staff.

The grantee will be required to provide financial back up documentation (time sheets, invoices, disbursement vouchers, etc.) for any or all paid/processed claims for grant reimbursement, only if requested for audit purposes.

Every effort is made to partner with state and local agencies and safety advocates on efforts to reduce motor vehicle fatalities and serious injuries.

Pages 5-40 of the original TSO Resource Handbook Federal Agreements and Assurances / State Agreements and Assurances, are superseded by the Oregon Impact - Transportation Safety Office Grant Agreement provided by Oregon Impact.

Page 41-65 of the original TSO Resource Handbook Calendar and Forms are not applicable for grants with Oregon Impact. These are completed by Oregon Impact and provided to ODOT directly.

Definitions: Grantees' Roles

Main signatory authority and contact for the grant project, oversees your agency's grant project implementation, reporting, and claim for reimbursement submissions to Oregon Impact.

Project Director: This person may be on point for running the grant project and/or its administrative needs for your agency. They do most of the heavy work for the project. It is common for the Project Director and Project Coordinator to be the same person.

Designated Alternate: Serves as Alternate Project Director if the Project Director is unavailable to answer a project question or sign a grant document or; if the Project Director is being reimbursed through a particular claim for reimbursement for the project [they cannot be the signatory for that specific claim].

Authorizing Official: This person has the authority to obligate funds from your agency's budget (i.e., you usually cannot pay the bills or sign contracts without their signature!); they cannot be paid through the grant project. The Authorizing Official **MUST** sign the claim if either the Project Director or Designated Alternate are being paid or reimbursed through a specific claim for reimbursement submitted to Oregon Impact.

Badge Data Claims Process

There are three steps to file a claim for match or reimbursement.

1. Obtain the LEO Traffic Enforcement Activities Report form, the pre and post media release and other documents needed to file your claim.
2. Enter the LEO shift for OT or Match into Badge Data. Complete a Match and Upload report, uploading the LEO report and media when required.
3. Review the Analysis (claim form). Make corrections or submit claim if correct.

Badge Data access: <https://sso.tab-system.net/LoginBadgeData>

For access to Badge Data to file claims on your department's behalf for reimbursement, you will need to obtain a username and access approval. Contact Oregon Impact if you do not already have Badge Data access.

Your department will need to submit yearly the LEOs information that may work the grant throughout the grant year to be added to your departments data base. This data can be updated when necessary. The information provided needs to include LEO name, DPPST#, regular rate and overtime rate (these can be fully loaded rates). This information will be used for all five grants in Badge Data for reimbursement purposes. This data can be updated anytime during the grant year. If a new LEO is hired, please provide the information via email to Yvonne@OregonImpact.org.

Badge Data Step 1

Obtain the LEO Traffic Enforcement Activities Report form, the pre and post media release and other documents needed to file your claim.

A copy of the LEO Traffic Enforcement Activities Report can be found at OregonImpact.org under grant forms. [Pre and post media samples](#) can be found at OregonImpact.org under grant forms and at <https://www.trafficsafetymarketing.gov/>.

The LEO report needs to be completed by the LEO working the shift. Make sure all information is completed in the top portion. This is the data you need to input the shift for reimbursement or match time in Badge Data.

| LEO TRAFFIC ENFORCEMENT ACTIVITY REPORT | | | | | |
|---|--|----------|--|-----------------------------|---|
| LEOs NAME: | <input style="width: 95%;" type="text"/> | DPSST | <input style="width: 95%;" type="text"/> | | <input type="checkbox"/> Distracted Driving |
| SHIFT DATE | <input style="width: 95%;" type="text"/> | | | | <input type="checkbox"/> DUII |
| START TIME | <input style="width: 95%;" type="text"/> | END TIME | <input style="width: 95%;" type="text"/> | TOTAL HOURS | <input style="width: 95%;" type="text"/> |
| | | | | | <input type="checkbox"/> Seat Belt |
| | | | | | <input type="checkbox"/> Pedestrian Safety |
| | | | | | <input type="checkbox"/> Speed |
| No. of STOPS: | <input style="width: 95%;" type="text"/> | | | OT <input type="checkbox"/> | Match <input type="checkbox"/> |

| GENERAL ENFORCEMENT | | | |
|--------------------------|--|--|--|
| | CITES | WARN | ARREST |
| Speeding | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | |
| DWS | <input style="width: 95%;" type="text"/> | | <input style="width: 95%;" type="text"/> |
| DUII Alcohol | | | <input style="width: 95%;" type="text"/> |
| DUII Drug | | | <input style="width: 95%;" type="text"/> |
| Interlock Device | <input style="width: 95%;" type="text"/> | | |
| MIP | <input style="width: 95%;" type="text"/> | | |
| Bicycle / Pedestrian | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | |
| Seat Belt | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | |
| Child Restraints | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | |
| Distracted/Cellphone | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | |
| Equipment | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | |
| Other (not listed above) | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |

| CAR SEAT CLINIC (SEAT BELT GRANT) | |
|--|--|
| Location | <input style="width: 95%;" type="text"/> |
| Checks | <input style="width: 95%;" type="text"/> |
| Hours | <input style="width: 95%;" type="text"/> |
| COMMENTS | |
| <div style="border: 1px solid black; background-color: #e6f2ff; min-height: 140px;"></div> | |

Signature

Badge Data Step 2

Log into Badge Data at <https://sso.tab-system.net/LoginBadgeData>. Enter your username and password.

Enter each grant shift for reimbursement. Example: Distracted Driving grant.

Choose from the top right side of the page DASHBOARD; DD OT – LEO Report – Add report
There are three tabs at the top; LEO – WARNINGS -ARRESTS/CITATIONS

A. LEO tab

Choose the magnifying glass on the right side.

LEO

LEO

DPSST#

First Name

Last Name

Enter data in one of the fields. Limited data will make your search easier.

Object Search

DPSST#

First Name

Last Name

Search

For example: I have entered 12345 under DPSST #

Object Search

DPSST#

First Name

Last Name

Search

DPSST#: 12345
First Name: Santa
Last Name: Claus

Santa is the LEO that we have chosen for this example. By clicking on the LEO (Santa) that worked the shift, the data will prefill and return you to the LEO tab. This data includes the rates of the LEO and if education has been met (DUII grant). You would then complete the rest of the shift information: Date; Start time (military time): Shift Duration (15 minute = .25 increments); Number of stops. Shift will automatically be an Over Time shift unless you use the drop down under Report Type and change to Match shift.

LEO

LEO

DPSST#

12345

First Name

Santa

Last Name

Claus

LEO Shift

Shift Date

MM/DD/YYYY

Start Time (Military Time)

Shift Duration

Number of Stops

Report Type

Report Type

Overtime Shift

B. Second tab WARNINGS

Enter data from LEO Report

Warnings

Warnings

Speeding

Bicycle / Pedestrian

Seat Belt

Child Restraints

Distracted / Cell Phone

Equipment

Other

C. Second tab ARRESTS/CITATIONS

Enter data from LEO Report

Arrests / Citations

Arrests / Citations

DUII Alcohol

DUII Drug

DWS

MIP

Interlock Device

Speeding

Seat Belt

Child Restraints

Distracted / Cell Phone

Crosswalk

Other

Felony Warrant Arrests

Once data has been completed on all three tabs (where applicable) click **SAVE** on the bottom of the page.

Repeat for as many shifts as applicable.

You can review and go back and change or delete the information you have entered. To do this go to DASHBOARD; MY Reports and review. Under ACTION on the left side, you can choose what you need to do; edit, delete and so on. Once you SUBMIT the Analysis in the next step you are unable to make any changes. You will need to contact Oregon Impact to unlock the file if an error is found.

Status Key: *Blank:* Analysis not submitted. *Pending Approval:* Analysis has been submitted and it is pending approval with Oregon Impact or ODOT. *Approved:* Line has been approved by Oregon Impact or ODOT.

| ID | FORM | REFERENCE | DATE | USER | STATUS | COMPLETED | FINALIZED | FILES | ACTION |
|---|----------------------------------|-----------|------------------------|---------------|--------------------------------|-----------|-----------|-------|--|
| 358042 | DD OT - Agency Match and Uploads | | 08/31/2022 11:30:46 AM | Yvonne McNeil | <input type="text" value="v"/> | No | No | (1) | VIEW PRINT EDIT REASSIGN DELETE |
| Month (MM): Year (YYYY): Total Hours: | | | | | | | | | |
| 358041 | DD OT - LEO Report | | 08/31/2022 11:29:55 AM | Yvonne McNeil | <input type="text" value="v"/> | No | No | (0) | VIEW PRINT EDIT REASSIGN DELETE |
| Report Type: Match Shift DPSST#: 12345 First Name: Santa Last Name: Claus Shift Date: 07/06/2022 Start Time (Military Time): 1800 Shift Duration: 4.50 | | | | | | | | | |
| 358040 | DD OT - LEO Report | | 08/31/2022 11:28:35 AM | Yvonne McNeil | <input type="text" value="v"/> | No | No | (0) | VIEW PRINT EDIT REASSIGN DELETE |
| Report Type: Overtime Shift DPSST#: 54321 First Name: Bat Last Name: Man Shift Date: 07/08/2022 Start Time (Military Time): 0600 Shift Duration: 5.00 | | | | | | | | | |
| 358039 | DD OT - LEO Report | | 08/31/2022 11:24:04 AM | Yvonne McNeil | <input type="text" value="v"/> | No | No | (0) | VIEW PRINT EDIT REASSIGN DELETE |
| Report Type: Overtime Shift DPSST#: 11111 First Name: Wonder Last Name: Woman Shift Date: 07/13/2022 Start Time (Military Time): 1400 Shift Duration: 2.25 | | | | | | | | | |
| 358035 | DD OT - LEO Report | | 08/31/2022 10:50:33 AM | Yvonne McNeil | <input type="text" value="v"/> | No | No | (0) | VIEW PRINT EDIT REASSIGN DELETE |
| Report Type: Overtime Shift DPSST#: 12345 First Name: Santa Last Name: Claus Shift Date: 07/18/2022 Start Time (Military Time): 1200 Shift Duration: 2.75 | | | | | | | | | |

The next step is the Match and Uploads file. All data for the month (specific individual grant) can be entered into one report.

Choose from the top right side of the page DASHBOARD; DD OT Agency Match and Upload

A. DATE AND MATCH tab

Enter the month and year for the claim you are entering. Month XX Year XXXX

| DATE AND MATCH | UPLOADS |
|---|---------|
| <h2>DD OT - Agency Match and Uploads</h2> <div> Date and Match <div> Month and Year <div> Month (MM) <input type="text"/> </div> <div> Year (YYYY) <input type="text"/> </div> </div> </div> | |

Each department can file Match hours differently. Contact Yvonne at Oregon Impact to walk through your department's match options, to decide how match will be reported by your specific department. If you enter Match LEO reports this section will be left blank. Each traffic grant requires 20% of the awarded amount in match yearly.

Match Rate

Total Hours

Match Rate

B. UPLOADS Tab

This is where you will upload the media releases and the LEO reports. We are looking for the report that was completed at the end of the shift by the LEO. To add data, click on upload and add file. It is like adding an attachment to an email. The LEO reports can be scanned and uploaded into a single file. If you have more than one item to upload, then press the + and add more files. When completed click on **SAVE** at the bottom of the page.

Uploads

Media Releases

Media Releases

Upload File

+

LEO Reports

Officer Reports

Upload File

+

Save

Badge Data Step 3

Choose from the top right side of the page ANALYSIS; Custom Reports: Agency Monthly XX Grant claim. We will use Distracted Driving for our example. Click the month and year (using the drop-down feature) and then SEARCH.

The Analysis combines all the LEO reports you entered and has produced the claim form. If all data is correct, click on **SUBMIT** at the bottom of the form and you are done. If not, you will need to correct the data. Once submitting the Analysis, you will not be able to make any changes. If a change needs to be made, please contact Yvonne at Oregon Impact to unlock the system for you to make changes.

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MATCH HOURS

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ADDITIONAL MATCH

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YTD Match Amount

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(Value of agency resources used to support TSD activity including straight time enforcement)

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Yvonne McNeil

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Helpful hints:

- If your shift does not appear, it may have the incorrect date or was entered under the incorrect claim (DUII vs DD).
- If you need to make a change you can use the blue record ID number to go directly to the shift update and save quickly.

If you have questions or concerns, please contact Yvonne for help.

That's what we are here for.

Yvonne@OregonImpact.com or 503-303-4954 x5

Thank you for everything you do every day to keep us safe!