## **CHIRP Fiscal Reporting Instructions:**

## **Requirements**:

- Officer Activity Sheet(s)
- Pay stub(s)
- Completed CJI Excel Document
  - o Individual Agencies will fill out one Excel spreadsheet.
  - Traffic Safety Partnerships (TSPs) can fill out an individual Excel spreadsheet for each Agency in the TSP
    or combine all Agencies in one spreadsheet.

## **OAS and Pay Stub Documentation:**

- Upload a single PDF document for each officer, containing:
  - 1. The officer's pay stub(s), followed by
  - 2. The officer's OAS form(s) for all projects worked that correlate with the pay stub.
  - 3. Repeat the process until all of the officer's pay stubs and OAS forms for the quarter are included.
    - OAS forms must be signed by the Officer and the Supervisor. The Supervisor cannot sign their own forms.
- The total hours and pay must match the information entered in the CHIRP Reimbursement Excel Spreadsheet.
  - Example: Officer Test works 10 hours in the first pay period of the quarter 5 hours in CITLI and 5 hours in DUITF. Officer Test's PDF will include the paperwork shown in Figures 1-3.

Statement of Earnings and Deductions					
Employee Name	ID	SSN	Pay Group	Check Date	
Officer Test	12345	111-11-1111	Bi-Weekly	11/1/2023	
Pay Rate					
\$20.00 / hour					
Earnings					
	Hours	<b>Current Pay</b>			
CITLI	5	\$ 100.00			
DUITF	5	\$ 100.00			

Figure 1: Officer Test's Pay Stub - Page 1

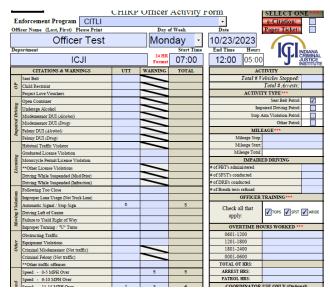


Figure 2: Officer Test's CITLI OAS Form - Page 2

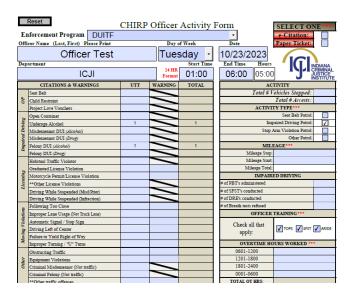


Figure 3: Officer Test's DUITF OAS Form – Page 3

## **CHIRP Reimbursement Excel Spreadsheet:**

The Excel spreadsheet will automatically calculate the total funds expended for each project. The total funds expended must be entered in IntelliGrants as the "Grant Funds Requested this Period."

Project Hours: All project hours worked must be entered in the correct column (Columns C, G, I, K, M).

- Example: Officer Test works a total of 250 hours in CITLI, 125 hours in DUITF, and 4 hours in SAVE (Figure 4) during Q1.
- The coordinator will enter Officer Test's name in Line 7; 250 CITLI hours in Column C; 125 DUITF hours in Column E; and 4 SAVE hours in Column G.

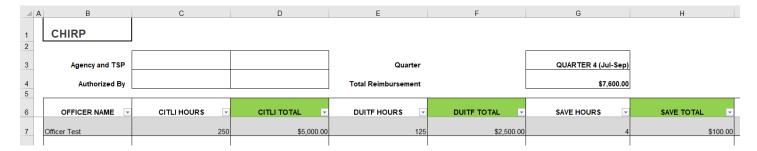


Figure 4: CHIRP Reimbursement Excel Spreadsheet Example

Project Totals: The corresponding pay for each project must be entered in the correct column (Columns D, F, H, J, L, N).

- Example: Officer Test was paid \$5,000 for CITLI; \$2,500 for DUITF; and \$100 for SAVE during Q1.
- The coordinator will enter \$5,000 in Column D; \$2,500 in Column F; and \$100 in Column H.
- If the officer was paid for the hours worked over multiple pay periods, enter the combined total pay for each project.
  - Example: For CITLI, Officer Test was paid \$1,500 on November 1; \$1,500 on November 15; and \$2,000 on December 1. The combined total (\$5,000) will be entered in the CITLI Total (Column D).
- If the pay stubs do not clearly indicate how much pay goes towards each project, please notate the breakdown on the pay stub (*Figure 5*).

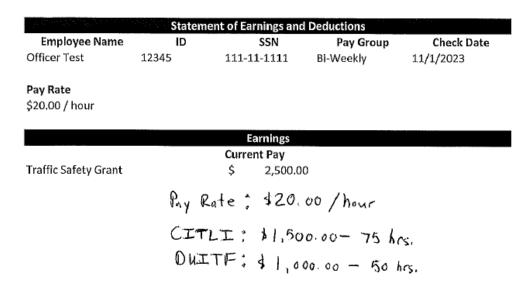


Figure 5: Pay Stub with Notations

**Administrative Hours**: If admin hours are worked in the quarter, the total hours and pay can be entered in Columns O and P.

The Admin Total cannot exceed 10% of the project total funds expended per quarter.

**Benefits**: Benefits for each project will be automatically calculated at 1.45% of the total reimbursement request. The total per project can be found in Line 78 (*Figure 6*). This total must be entered on the Benefits page in IntelliGrants as "Match Reported this Period."

6	OFFICER NAME	CITLI HOURS 🔻	CITLI TOTAL FUNDS -	DUITF HOURS 🔻	DUITF TOTAL FUNDS 🔻
76					
77	TOTAL	250	\$5,000.00	125	\$2,500.00
78	BENEFITS		\$72.50		\$36.25

Figure 6: Benefits - Match

**Travel**: The total miles traveled must be entered in line 81. The match reported for travel will be automatically calculated at the current State rate (\$0.49/mile). This total must be entered on the Travel page in IntelliGrants as "Match Reported this Period."

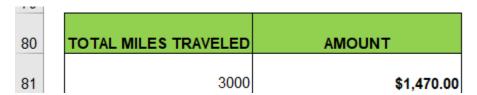


Figure 7: Match - Travel

Officer Salary Match: If an agency or TSP is using a Traffic Officer's salary as match, the name of the officer(s) must be entered in lines 83-88 under the Traffic Officer Name – Match column. The salary used as match for each officer will be entered under the Traffic Officer Salary – Match column.

- The Officer Salary Match total can be found in line 89 and must be entered on the Personnel page in IntelliGrants as "Match Reported this Period."
- The officer's pay stub(s) must be attached in IntelliGrants.

	TRAFFIC OFFICER NAME -	TRAFFIC OFFICER SALARY -
82	MATCH	MATCH
83		\$0.00
0.4		<b>*</b> 0.00
84		\$0.00
85		\$0.00
86		\$0.00
		-
87		\$0.00
88		\$0.00
89	TOTAL	\$0.00

Figure 8: Match - Officer Salary

<sup>\*\*</sup> The minimum match requirement is 25% of the grant funds expended per quarter \*\*