

CHIRP Fiscal Reporting Instructions:

Requirements:

- Pay stub(s)
- Completed CHIRP Reimbursement Worksheet
 - Stand-alone agencies (not TSPs) will fill out one Excel spreadsheet.
 - Traffic Safety Partnerships (TSPs) will fill out one combined spreadsheet.
 - TSPs can have each participating agency coordinator complete their own spreadsheet. The TSP coordinator will be responsible for combining all individual spreadsheets into a single spreadsheet, to be uploaded into IntelliGrants.

I. CHIRP Reimbursement Worksheet:

The worksheet will automatically calculate the totals for each project in row 210. The total funds expended per project must be entered in IntelliGrants as the “Grant Funds Requested this Period.”

LAW ENFORCEMENT POOL

Name	Fund Type	Cost	Grant Funds Requested this Period	Match Reported this Period	Remaining Balance
CITLI	Grant	\$33,130.00	\$0	\$0	\$27,367.84
Total			\$0	\$0	\$27,367.84

All project hours worked and payment received must be entered into the correct worksheet cells.

- Enter the information from each officer’s pay stub (name, pay stub date, date range) for the corresponding OAS forms.
 - Total hours and funds will automatically calculate in row 210.
 - Additional lines are hidden in the worksheet and can be unhidden to include up to 200 lines.
 - *Example:* APD - Officer A submits the following OAS forms:
 - CITLI – 6/2/24 – 5 hours
 - DUITF – 6/5/24 – 5 hours
 - CITLI – 6/16/24 – 5 hours
 - CITLI – 6/20/24 – 5 hours
 - APD – Officer A was paid for 10 grant hours on 6/20/24 and 10 grant hours on 7/5/24.
 - The coordinator will enter the 6/20/24 pay stub and the pay period covered on one line.

OFFICER NAME	PAY DATE	PAY PERIOD BEGIN	PAY PERIOD END
APD OFFICER A	6/20/2024	6/1/2024	6/15/2024
APD OFFICER A	7/5/2024	6/16/2024	6/30/2024
BPD OFFICER B	6/20/2024	6/1/2024	6/15/2024

- 5 hours from the 6/2/24 OAS form will be entered in the CITLI HOURS column and 5 hours from the 6/5/24 OAS form will be entered in the DUITF HOURS column.

OFFICER NAME	PAY DATE	PAY PERIOD BEGIN	PAY PERIOD END	CITLI HOURS	CITLI FUNDS	DUITF HOURS	DUITF FUNDS
APD OFFICER A	6/20/2024	6/1/2024	6/15/2024	5	\$200.00	5	\$200.00
APD OFFICER A	7/5/2024	6/16/2024	6/30/2024	10	\$400.00	0	\$0.00
BPD OFFICER B	6/20/2024	6/1/2024	6/15/2024	2	\$100.00	5	\$250.00

- The amount paid for each project will be entered into the CITLI FUNDS and DUITF FUNDS columns.

OFFICER NAME	PAY DATE	PAY PERIOD BEGIN	PAY PERIOD END	CITLI HOURS	CITLI FUNDS	DUITF HOURS	DUITF FUNDS
APD OFFICER A	6/20/2024	6/1/2024	6/15/2024	5	\$200.00	5	\$200.00
APD OFFICER A	7/5/2024	6/16/2024	6/30/2024	10	\$400.00	0	\$0.00
BPD OFFICER B	6/20/2024	6/1/2024	6/15/2024	2	\$100.00	5	\$250.00

**** The Admin Total cannot exceed 15% of the project total funds expended per quarter. ****

II. Pay Stubs:

- Upload a PDF scan for all officers in an agency/TSP, containing all officers' pay stubs.
 - The pay stubs must be uploaded in the same alphabetical order they appear on the reimbursement worksheet.
 - Pay stubs can be grouped by officer, agency, or TSP.
- If the pay stubs do not clearly indicate how much pay goes towards each project, please note the breakdown on the pay stub.

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				
Current Pay				
Traffic Safety Grant	\$ 2,500.00			

CITLI: \$1,500.00 - 75 hrs.
DUITF: \$1,000.00 - 50 hrs.

III. Match

- All match sources contributed (benefits, travel, officer salary match) will be entered into their designated sections of the reimbursement worksheet and in IntelliGrants.
- The total match calculates in column F, row 5.

CHIRP	
Quarter	QUARTER 4 (Jul-Sep)
Agency and TSP	
Completed by	
Total Reimbursement	\$1,150.00
Total Match	\$266.68

**** The minimum match requirement is 20% of the grant funds expended per quarter ****

- To help agencies determine the minimum match required per quarter, a Minimum Match Requirement cell has been added to the reimbursement worksheet.
 - This automatically calculates from the total grant funds requested. This cell is meant to be a guideline.

CHIRP	
Quarter	QUARTER 4 (Jul-Sep)
Agency and TSP	
Completed by	
Total Reimbursement	\$1,150.00
Total Match	\$266.68
20% MINIMUM MATCH REQUIREMENT	
\$230.0	

IV. Benefits:

- Benefits (FICA) for each project will be automatically calculated at 1.45% or 7.65% of the total reimbursement request in row 211.
 - Select the CHIRP reimbursement worksheet which applies to your agency.
- The total per project can be found in row 211.
- The total per project must be entered on the Benefits page in IntelliGrants as "Match Reported this Period."

EMPLOYEE BENEFITS

Position	Name	Benefit Type	Fund Type	Cost	Grant Funds Requested this Period	Match Reported this Period	Remaining Balance
N/A	CITLI	FICA (Social Security & Medicare)-	Match	\$870.00		\$397.76	\$0
N/A	DUITF	FICA (Social Security & Medicare)-	Match	\$290.00		\$135.87	\$0

V. Travel:

- Mileage can be entered per officer in column will be entered in column R.
- Total mileage can be found in column B, row 214.
- The match reported for travel will be automatically calculated at the current State rate (\$0.49/mile). The total can be found in column C, row 214 on the Totals tab.

80	TOTAL MILES TRAVELED	AMOUNT
81	3000	\$1,470.00

- This total must be entered on the Travel page in IntelliGrants as “Match Reported this Period.”

Purpose of Travel	Location	Item	Fund Type	Cost	Grant Funds Requested this Period	Match Reported this Period	Remaining Balance
Program Travel	City/County	Mileage	Match	\$38,224.90		\$4,675.58	\$28,454.79
Total				\$0	\$4,675.58	\$28,454.79	

VI. Officer Salary Match:

- If an agency or TSP is using a Traffic Officer’s salary as matching funds, the name of the officer(s) and portion of their pay stub(s) must be entered in the Officer Salary Match section.
- The amount contributed as Officer Salary Match should equal the same percentage of time that officer spends on traffic safety work during normal duty time.
 - Ex: If Officer spends 50% of patrol time during normal duty on traffic safety, then the match contribution should not exceed 50% of the officer’s base salary (paid \$2,000 and contributes 50%, match amount reported will be \$1,000).

TRAFFIC OFFICER NAME - MATCH	TRAFFIC OFFICER SALARY - MATCH
APD - OFFICER A	\$250.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
TOTAL	\$250.00

- The Officer Salary Match total must be entered on the Personnel page in IntelliGrants as “Match Reported this Period.”

LAW ENFORCEMENT POOL

Name	Fund Type	Cost	Grant Funds Requested this Period	Match Reported this Period	Remaining Balance
CITLI	Grant	\$158,100.00	\$65,693.52		\$4,359.20
DUITF	Grant	\$36,000.00	\$4,845.81		\$11,019.03
ADMIN	Grant	\$19,410.00	\$5,496.40		\$4,555.88
Officer Salary Match	Match	\$58,100.00		\$11,251.86	\$0
Total		\$76,035.73	\$11,251.86	\$19,934.11	

- *The officer’s pay stub(s) must be attached in IntelliGrants as an individual scan.*