

**STATE OF MAINE
BUREAU
OF
HIGHWAY SAFETY**



**LAW ENFORCEMENT
SUBRECIPIENT DRE/FP
REPORTING GUIDE**

November 2025

OVERVIEW

This document is intended to provide reporting guidance to assist Maine law enforcement subrecipients that participate in overtime DRE/FP callouts and training. Reporting must be completed on forms provided by the Maine Bureau of Highway Safety. The forms referenced in this document were included in a link to our [website for download](#). Please contact your Highway Safety Coordinator for any missing forms. This guide will walk you through all the progress and financial reporting requirements of your highway safety grant. These reports must be submitted as outlined below for each grant project.

FINANCIAL AND PROGRESS REPORTING

Each subrecipient of highway safety grant funding must submit a narrative progress report that describes tasks and/or activities that the subrecipient has undertaken to accomplish grant objectives. Narrative progress reports must be submitted even if no costs were incurred (zero claim) or no activities took place during that quarter. Narrative progress reports and reimbursements are required to be submitted on the following dates.

Financial Reporting Period

Start Date	End Date	Due Date
Contract Start Date	December 31 st , 2025	January 15 th , 2026
January 1 st , 2026	March 31 st , 2026	April 15 th , 2026
April 1 st , 2026	June 30 th , 2026	July 15 th , 2026
July 1 st , 2026	Contract End Date or Sept. 30 th	October 15 th , 2026

DRE/FP Officer Reporting Responsibilities

1. Conduct the DRE or FP callout and fill out the appropriate form.
 - a. Call outs eligible for reimbursement must be conducted in overtime status for your own agency or for another agency. Call outs while on duty are not eligible for reimbursement.
 - b. DRE Face Sheet
 - c. Forensic Phlebotomy - Blood Draw Report
 - d. If a callout is cancelled, please include that information on the narrative summary report.

DRE Out of State Travel

1. Pre-approval is required for reimbursement for out-of-state travel.
2. Please review the [Travel Reimbursement Requests Rules](#) for allowable reimbursement costs.

Project Director Reporting Responsibilities

1. Compile all DRE/FP sheets for reporting period
2. Verify that all information on DRE/FP sheets are correct
3. Complete and sign the DRE-FP Progress Report with a narrative on how the grant is going and how many callouts there were and what they were for.
4. Forward all documents to financial/payroll officer for preparation of financial documentation.

FINANCIAL REPORTING

To receive reimbursement of authorized federal grant fund expenditures, each subrecipient must submit accurate, current, and complete financial information quarterly.

The Maine Bureau of Highway Safety has three excel workbooks, depending on which grant program you are working on. The workbook is tabbed at the bottom and is designed to be utilized from left to right, beginning with the “Information” tab. The following will help you in completing all the required financial forms.

- 1. Information tab** - Information entered on this tab will populate items in the financial report, match report, and reimbursement request. There will be a message next to required boxes to fill out that were left blank.
 - a. Subrecipient Name
 - i. Enter “Applicant Agency” name from page # 1 of grant application
 - b. Checks payable to
 - i. The information in this section refers to how payments are received from the State of Maine and will most likely be different than the subrecipient name listed above. This information is tied to your State of Maine vendor code.
 - c. Subrecipient Tax ID
 - i. Enter your agency’s federal tax identification number
 - d. Grant Information
 - i. Enter all your grant identification numbers along with their respective allocated award amounts. Please use the grant number identified on your subgrant contract – example AL26-020. This information will populate all the form headings and reimbursement requests.
 - e. Employer contribution rates
 - i. Social Security – if your agency incurs additional costs for Social Security employer

match contribution payments, and you are requesting reimbursement of those costs; enter the employer match contribution rate of **6.2%** in this section.

- ii. Medicare - if your agency incurs additional costs for Medicare employer match contribution payments, and you are requesting reimbursement of those costs, enter the employer match contribution rate of **1.45%** in this section.
- iii. Retirement - if your agency incurs additional costs for retirement employer contribution payments, and you are requesting reimbursement of those costs, enter the employer contribution rate in this section. Only MainePers Retirement Plans are allowable for reimbursement. Please be aware that retirement contribution rates usually change on July 1st of every year.

f. Vendor Code

- i. Enter the vendor code from the State of Maine. This should be a number that is prefixed by VCxxxxxxxxx.

2. Financial Report tab – tabs are color-coded for each individual grant project.

Information should only be entered into highlighted fields. All other fields are locked. If you lack information in a locked field, it may be due to missing information on the “Information” tab.

- a. Financial Reporting Period – This information will pull onto the match report and reimbursement page.
- b. Officer Name
 - i. Enter first and last name of officer/deputy/trooper that conducted grant- related activities as outlined in your grant application.
- c. Date of Activity
 - i. Enter date of grant-related activity
- d. Hours
 - i. Enter number of hours of activity
- e. Overtime Rate
 - i. Enter officer/deputy/trooper’s overtime rate
- f. Date Paid
 - i. Enter date that officer/deputy/trooper was paid for activities conducted
- g. Financial Adjustment
 - i. If the total is off due to rounding issues or if some retirement rates need to be removed, you can make an adjustment to it here.
- h. Notes for Financial Adjustment
 - i. If any financial adjustments were made, please explain why in the box. Example
“removed MainePers for Officer Fire”

3. Match Report tab – tabs are color-coded for each individual grant project.

Information should only be entered into highlighted fields. All other fields are locked. If you lack information in a locked field, it may be due to missing information on the “Information”, “Financial Summary Report”, or “Reimbursement” tab.

a. Employee Name

- i. Enter first and last name of employee that conducted grant-related activities to be utilized as in-kind match funding as outlined in your grant application.

b. Date Worked

- i. Enter date of grant-related activity

c. Hours

- i. Enter number of hours of activity

d. Salary Rate

- i. Enter employee’s hourly rate – this should be the employee’s regular hourly rate and not overtime rate. This rate cannot include fringe.

e. Function

- i. Enter scope of activity conducted

f. Date Paid

- i. Enter date that employee was paid for activities conducted that are to be utilized for in-kind match funds

4. Reimbursement Request (RR) tab - tabs are color-coded for each individual grant project.

Information should only be entered into highlighted fields. All other fields are locked. If you lack information in a locked field, it may be due to missing information on the “Information,”

“Financial Report,” “Match Report”, tab.

- a. Request Number – In the top right please put which number request this is. This will pull onto the Financial Summary Report and the Match Report.
- b. Line 6
 - i. Under federal dollars, this box is fillable and where you put the reimbursable amount of the FP Course.
- c. Box 11
 - i. Check box stating “I have included ALL required supporting documentation” if you have provided all required supporting documentation.
- d. Box 12
 - i. Check box stating “Please check if final request” if this is your final reimbursement request for the federal fiscal year.
 - ii. Once the forms listed above are complete, please print the “Financial Report,” “Match Report,” and the “Reimbursement Request.” The forms must be signed by the following people:

Financial Report – signed by the payroll representative listed on grant application Match Report – signed by the payroll representative listed on grant application Reimbursement Request – signed by the legal authority listed on grant application.

5. Travel Tab

- a. Item – put down what you are requesting for reimbursements. For example: Flights, lodging, baggage, pre-diem meals, ground transportation, airport parking, Travel Insurance.
- b. Cost – Put down total cost of said item.
- c. Comment - List any additional information for clarification.

Supporting Documentation

6. Payroll report (provided from agency payroll system) – This can be provided through copies of pay stubs for periods indicated, or a payroll summary report, provided that either document provides the information below.

- a. A payroll report must indicate that officers were in overtime status at time of call out (supports Officer Name, Date of Activity, Hours and Overtime Rate columns of Financial Summary Report)
- b. A payroll report must also indicate officer pay for a call out (supports Overtime Rate column of Financial Summary Report)
- c. A payroll report should show that your agency has withheld Social Security and Medicare from your employees, which should coincide with your federally mandated match payment. This may have to be generated in a separate report with some payroll accounting systems (supports Social Security and Medicare columns of Financial Summary Report).
- d. Retirement contributions should also be documented. If your payroll accounting system cannot provide that information, see below.

7. Retirement contract

- a. The subrecipient must provide accurate supporting documentation to verify the retirement contributions outlined in the Retirement column of the Financial Summary Report. The subrecipient will be asked to provide MeBHS with a copy of their current retirement contract. Once MeBHS has a copy of this contract in file indicating the type of plan (1C, 2C, 3C, etc.) and the corresponding percentage paid by both employer and employee, MeBHS will not require it again until there is a change in contract or contributions (supports Retirement column of Financial Summary Report).

8. Forensic Phlebotomy

- a. To receive reimbursement for an officer attending the FP course, BHS does require a copy of the completed certificate from Kennebec Valley Community College. This will be received after online training, three days in person training, and clinical rotations are finished. BHS will not reimburse an agency without a copy of this certificate. Please know that before signing up for the course.
- b. BHS does not reimburse the cost of the FP Refresher. This one day in person training is required to maintain the Forensic Phlebotomy certification.

Allowable Match

Federal grants administered by the Bureau of Highway Safety are not intended to fully fund an entire project as outlined in this application. Grants are intended to fund 80% of the total project cost. The remaining 20% of the total project cost shall be borne by the subrecipient as a cash or in-kind contribution (match) as determined by the Bureau. In-kind matches are expenses borne by your agency during the grant period outlined in this application, in which those services contributed to activities associated with this grant. **All in-kind match sources must comply with all federal regulations and must be supported with documentation to support the costs.** In-kind match documentation shall be retained per federal regulation and be available for audit by the Bureau of Highway Safety. If your application has already been submitted and approved, you can submit a Subgrant Program Revision form to include these items. If there is something you would like to claim as match, but it isn't on the list, please reach out to a Highway Safety Coordinator.

1. Grant Administration

- a. This includes scheduling details, compiling and completing paperwork for reimbursements, and pulling payroll.

2. DRE/FP Training Time or Conference

- a. If an officer travels out of state for pre-approved DRE Certification Training, their straight time while away for the training can be used as Match. Maximum of 30 hours.
- b. If an officer travels out of state for the pre-approved DRE Conference, their straight time while away for the conference can be used as Match. Maximum of 30 hours.
- c. If an officer attends Forensic Phlebotomy Training or Refresher Training, their straight time for the in-person training (3 days) can be used as Match. The Harold Alfond Scholarship is available through the Kennebec Valley Community College (KVCC) which covers half of the cost of tuition. MeBHS will reimburse the other half of the tuition cost if the officer successfully completes the training and receives FP certification. The agency's half of the cost of the FP training can be used as match; it needs to be listed under "other match". The cost of the FP Refresher is eligible to be used for match as well.
- d. Payroll backup is required.

3. Fringe Benefits (OT Callouts Only)

- a. If you don't want to be reimbursed for fringe benefits, it can be used for match and must be accurate and auditable. This is calculated in a separate form, please reach out to MeBHS for copy.

4. DRE Instructor time at DRE/ARIDE classes

- a. If your agency has a DRE instructor that assists with teaching at a DRE or ARIDE class, their straight time can be used for match. The agency must provide proper back-up documentation and confirmation from the MCJA.

Frequently Asked Questions

1. Can a **DRE student's** training time at the Maine Criminal Justice Academy be reimbursed or be used for match?

DRE student's training time at the Maine Criminal Justice Academy cannot be reimbursed for or used as match, as that doesn't fall under the scope of this grant.

2. Can I be reimbursed for travel insurance?

No, travel insurance is not reimbursable, according to the State of Maine rules.

3. Can a straight time DRE or FP call out be used for match?

No, it is not eligible for match as the call out would still occur even if the agency did not have a grant with MeBHS.

Document Checklists for Quarterly Reporting – DRE/FP Callout and Training

1. If your agency has conducted overtime callouts during reporting period and you are requesting reimbursement:

- ☐ Reimbursement request signed by legal authority
- ☐ Financial Report signed by financial/payroll representative
- ☐ Match Report signed by financial/payroll representative
- ☐ Travel Report signed by financial/payroll representative
- ☐ All Receipts for travel reimbursement. – If applicable
- ☐ Certificate of Completion of DRE (or FP) Course – if applicable
- ☐ Supporting payroll documentation for activities conducted during reporting period
(Include Social Security, Medicare, Paid Family & Medical Leave, and MainePers Retirement if applicable)
- ☐ DRE Narrative Progress Report
- ☐ DRE Face Sheet, or Page 1 of the Blood Draw Report for each overtime callout

2. If your agency has **not** conducted any activities during reporting period:

- ☐ DRE/FP Narrative Progress Report indicating that no activities were conducted during reporting period must still be submitted.

The signed completed forms must be scanned and emailed to bhsgrant.mdps@maine.gov

RESOURCES

Maine Bureau of Highway Safety - Department Public Safety

Forms for Details, Reimbursements, & Grants Management Manual

Uniform Guidance - Part 200

Maine BHS Contacts

- Lauren V. Stewart, Director, (207) 592-0258, lauren.v.stewart@maine.gov
- Jaime L. Pelotte, Grant Manager/FARS Supervisor, (207) 620-0275 jaime.l.pelotte@maine.gov
- Kristen Morin, Contract Grant Specialist, (207) 509-0684 kristen.morin@maine.gov

Highway Safety Coordinators

- Nicholas Brown, (207) 830-0165, nicholas.brown@maine.gov
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