STATE OF MAINE

BUREAU

OF

HIGHWAY SAFETY

LAW ENFORCEMENT SUBRECIPIENT REPORTING GUIDE

November 2025

OVERVIEW

This document is intended to provide reporting guidance to assist Maine law enforcement subrecipients that participate in Crash Reduction Overtime Patrols (CROP). Reporting must be completed on forms provided by the Maine Bureau of Highway Safety (MeBHS). 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 and/or Activity Progress Report that describes tasks and/or activities that the subrecipient has undertaken to accomplish grant objectives. A Narrative Progress Report must be submitted even if no costs were incurred (zero claim) or no activities took place during that time period. An Activity Progress Report is due with every claim for reimbursement. 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 31st, 2025	January 15th, 2026
January 1st, 2026	March 31st, 2026	April 15th, 2026
April 1st, 2026	June 30th, 2026	July 15th, 2026
July 1st, 2026	September 15th, 2026	October 15th, 2026

<u>Law Enforcement Officer Reporting Responsibilities</u>

1. Conduct the Crash Reduction Overtime Patrol (CROP)
2. Complete the CROP report with all stats for the detail. Note: Law Enforcement Officer (LEO) needs to select program area (impaired, speed, Click It or Ticket, etc.) at top of CROP report.
    a. LEO should make note of any significant events (arrest(s) due to drug seizure, warrant, etc.) in the narrative portion of the CROP report.
    b. In the event of inclement weather, equipment malfunctions, or any other issues that hinder the detail from being conducted adequately, we encourage the agency to cancel the detail and reschedule to a later date.
    c. If a LEO needs to cut a detail short or if it gets extended, this should also be noted in the narrative portion of the CROP report.

3. After working the overtime detail, the LEO should copy all grant program related summonses issued during the detail and attach those to the CROP report for that detail. If E-Citation is used, please note the E-Citation number issued in the “Citation Numbers/NOTES” Column on the CROP Report. LEO must sign the CROP report. If more space is needed, use the comment section at the bottom or attach an additional page that has all the citation numbers on it. This additional page must have the date of the detail on it as well.
4. Turn the CROP report and copies of grant program related summonses into the project director.

Project Director Reporting Responsibilities

1. Compile all CROP reports for reporting period
2. Verify that all information on CROP reports is accurate
3. Verify that all grant program related summonses are attached to corresponding CROP reports
4. Complete Activity Progress Report with all stats from CROP reports. Note: Project Director needs to select program area (impaired, speed, Click It or Ticket, etc.) at top of each Activity Progress Report.
5. Fill out narrative at bottom of Activity Progress Report
6. Sign the Activity Progress Report

Double check the financial summary report (FSR) and match report. Be sure that all information matches what is on each CROP report. Then on the CROP report, write down which report line of the FSR or match report that it falls on. Forward all appropriate documents to financial/payroll officer.

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 two excel workbooks, depending on which grant program you are working on. Each 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 summary 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 of your grant identification numbers along with their respective allocated award amounts. Please use the grant number identified on your subgrant contract

– example SC26-020. This information will populate on all of the form headings including the reimbursement request form.

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 Maine Pers Retirement Plans are allowable for reimbursement. <u>**Please be aware that retirement contribution rates usually change on July 1st of every year.**</u>

f. Vendor Code

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

g. Revenue Code

    i. State agencies only – enter revenue code for payment

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 LEO 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 LEO's overtime rate

   f. Date Paid

      i. Enter date that LEO 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 said changes in the box provided at the bottom of the FSR.

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

4. Enter date that employee was paid for activities conducted that are to be utilized for in-kind match funds. **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 autofill onto the Financial Summary Report and the Match Report.

b. Box 11

    i. Check box stating "I have included ALL required supporting documentation" if you have provided all required supporting documentation.

c. Box 12

    i. Check box stating "Please check if final request" **only** 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 and dated by the payroll representative listed on grant application Match Report – signed and dated by the payroll representative listed on grant application Reimbursement Request – signed and dated by the legal authority listed on grant application.

5. Radar Reimbursement (Speed Enforcement Grant Only)

a. Type in the amount under "Other" on the Reimbursement Page.

b. Include a copy of the invoice paid (Shows $0.00 balance remaining).

c. Include a copy of the check or E.F.T.

d. Include the completed version of the "FFY2026 Speed Equipment Letter"

e. Please note Radar's must be ordered within the first quarter of the federal fiscal year, installed and used for grant activities. If not, we will be unable to reimburse.

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 LEOs were in overtime status at time of CROP (supports LEO Name, Date of Activity, Hours and Overtime Rate columns of Financial Summary Report)
    b. A Payroll report must also indicate LEO's pay for CROP (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).

<u>Allowable Match</u>

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. **<u>All in-kind match sources must comply with all federal regulations and must be supported with documentation to support the costs.</u>** 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 admin or project manager time spent scheduling details, compiling or completing grant paperwork for reimbursements and for pulling payroll backup.
2. **In Kind Details**
    a. These are conducted by officers using agency straight time as part to conduct high visibility enforcement. When submitting, these must include crop reports, any grant-related summonses, and payroll back-up.
    b. Details can be conducted by part-time or reserve officers.
    c. Details are to be conducted during times and locations identified in problem ID.
    d. Details should be scheduled for no less than 2 hours to be effective.
3. **Fringe Benefits (OT Details 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. Criminal Reports

a. If a dedicated detail results in a criminal activity report, the time spent writing that report can be used as match provided it is related to the overtime detail. Please include the report number on the crop report, and on the match report.

5. Creation of Educational Component & Presentation

a. If an officer conducts traffic safety education (for example at a school), that time can be used to match a traffic safety grant provided the education was related to the grant program activity. This can be conducted for all HVE grants except Distracted Driving. Education must fall within the project period of the grant.

6. Financial Officer's Responsibilities

a. The finance officer should make sure that all supporting payroll documentation and fringe benefits accurately match what gets listed on the financial summary report (F.S.R.)

b. ensure that all overtime pay rates listed on the F.S.R. are accurate
ensure that all pay dates listed are accurate

<u>Document Checklists for Quarterly Reporting – High Visibility Enforcement (HVE)</u>

1. If your agency has conducted activities during a 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
    - ☐ Supporting payroll documentation for activities conducted during reporting period (Include Social Security, Medicare, and Maine Pers Retirement if applicable)
    - ☐ Activity Progress Report signed by project director
    - ☐ Narrative Progress Report **(Only required for Final RR)**
    - ☐ Signed Equipment Letter, Copy of Paid Invoice, Check or EFT **(Speed Radars Only)**
    - ☐ CROP reports for each detail conducted during reporting period
    - ☐ Copies of all grant program related summonses issued during CROPs (citation #s for agencies on eCitation)

2. If your agency has **<u>not</u>** conducted any activities during reporting period:

    - ☐ Narrative Progress Report indicating that no activities were conducted during reporting period

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

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*
- Chantel Plummer, (207) 458-2582, *chantel.b.plummer@maine.gov*
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- Kasey Theriault, (207) 830-0167, *kasey.theriault@maine.gov*
- Tracy Johnson, (207) 509-0809, *tracy.johnson@maine.gov*
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