**FFY 2021 Municipal Road Safety (MRS)**

**New Expenditure Report**

**Frequently Asked Questions**

*January 26-27, 2021*

1. When are reports due?
   1. On the 15th of the month following the month of activity. *Exception: the December Monthly and January Monthly, which make up the Winter Impaired Enforcement campaign, are due Feb. 15, 2021.*
2. For the enforcement report due February 15th, should we include both December and January on one report?
   1. No. Each month on the Expenditure report will create one monthly PDF file. Send December and January as two separate PDF files.
3. If there was no activity in December, do I still need to send an expenditure report?
   1. Yes. On the tab labeled Dec in the expenditure workbook, under the Personnel line item, say “No Activity in December” and place a (0) zero in the hourly pay rate field. Sign and date the Summary Sheet and email the PDF to Richard.Valeri@mass.gov.
4. Will a department be penalized if it did not spend any funding in December?
   1. No.
5. Will the enforcement campaign periods be extended beyond their present time periods, as there is concern a department will not be able to spend the award money in 2-3 weeks?
   1. Unfortunately no, not at this time. Remember that only 4 hours of enforcement is required for each campaign.
6. Can unspent funds from one enforcement campaign be rolled over into another?
   1. No.
7. If all equipment money is spent right away, do we still need to submit zeros on future monthly expenditure reports?
   1. No. Once the balance of a cost category reads zero, there is no need to make a monthly entry for equipment.
8. If no expenses are incurred during a month, do we still need to submit an expenditure report?
   1. Yes. In addition to enforcement, if you budgeted for equipment and/or non-enforcement activity, a line item must be added that reads *NO ACTIVITY DURING THE MONTH OF XXXX.*
9. Is the equipment listed on the Expenditure sheet when it has been delivered?
   1. Yes.
10. If our equipment is delivered in March, do we still need to enter “no equipment delivered’ for the previous months?
    1. Yes.
11. Is the expenditure report workbook on the website?
    1. No. Each department received their own individualized workbook. If any problems, email Richard.Valeri@mass.gov.

1. Can a department change the budgets in the cost category fields?
   1. No. These are fixed budget amounts that were awarded for each element you requested and cannot be changed.
2. Where can I find the Activity report forms?
   1. All activity report forms can be found on our website  
      <https://www.mass.gov/service-details/traffic-safety-grants>
3. Does the activity report need to be separated by month even when a campaign overlaps months?
   1. Yes.
4. Do the expenditure and activity reports need to be submitted at the same time?
   1. Yes, unless there is no activity for that month. Then only the expenditure report with an entry labeled No Activity is required.
5. If there is a stop with 1 civil citation but with 3 offenses, how do I record this because this would cause the number of stops to not match the number of violations?
   1. Record the offenses in their proper category so we can collect all data regarding the stop. Most often, we understand that the number of violations will not match the number of stops.
6. What is the proper order of the PDF documents when we email them?
   1. Expenditure Summary sheet w/authorized signature
   2. Enforcement personnel listing
   3. Enforcement activity cover followed by activity sheets
   4. Non-enforcement activity sheets
7. Do you need payroll documents as backup for enforcement expenditures?
   1. No. However, payroll documents must be kept in the department and accessible in the event of an audit or site visit.
8. Will there be an April Distracted Driving sample press release.
   1. Yes. As the time approaches, we will post a press release on our website.
9. All documents with proper signatures should be emailed to [Richard.Valeri@mass.gov](mailto:Richard.Valeri@mass.gov). You do not have to mail the originals.
10. Where can I keep the monthly PDF reports?
    1. We suggest you create a MRS File Folder on your desktop. Every time a monthly expenditure report is created, click and drag that month’s PDF file into this main file folder.
11. For departments that were sent their expenditure workbooks in a thumbdrive by mail, the activity reports were mistakenly excluded. Please go to our website to download the reports <https://www.mass.gov/service-details/traffic-safety-grants>.
12. If a department is only doing enforcement and it is not a campaign month, do we still need to report?
    1. No.
13. Will hitting the PRINT PDF button once cover the month and the overall summary or do you need to hit it at the top of each page.
    1. You need only to hit the PRINT PDF button once.
14. Please confirm that for equipment, the extra materials needed include the invoice and packing slip.
    1. Yes.
15. What if there is no packing slip with the delivered equipment?
    1. Send the invoice with a note from the Chief confirming that the equipment has been received.
16. If you are unsure how to itemize equipment on the expenditure report, contact Mr. Valeri at [Richard.Valeri@mass.gov](mailto:Richard.Valeri@mass.gov).

Please note that we are putting together instructions on how to assemble and manage PDF files so that submission of the monthly reports are done in an orderly fashion and processing of reimbursement request will go smoothly and efficiently.

*Thank you again for participating in our New Expenditure Workshops!*