

## Q & A from Reporting Webinars

**Q: When are monthly reports due?**

A: Monthly reports are due on the 15<sup>th</sup> of the following month. For example, December's monthly report is due on January 15<sup>th</sup>. The only exception is the August 1<sup>st</sup>-September 15<sup>th</sup> monthly report, which is due on October 1<sup>st</sup>. Please refer to the table in the Power Point Presentation posted as a guide or look at the tab in your Expenditure Report labeled "Monthly Expenditure Timeline".

**Q: Is there a stops per hour requirement or target?**

A: There is no minimum stop requirement, but it is recommended that departments aim for ~3 stops per hour of their shift.

**Q: Will a copy of today's presentation slides be available?**

A: Yes, the Power Point presentation and recorded webinar will be available on our website - [Municipal Road Safety \(MRS\) Grant Program | Mass.gov](#) –under Additional Materials.

**Q: Who can sign the summary page for the monthly reports?**

A: Any authorized signatory may sign off on monthly reports, with a couple exceptions: individuals working on grant-funded activities may not sign off on the Expenditure Reports and a signatory may also not sign off on the Expenditure Report if reimbursement is requested for their spouse, child, sibling, or another person that may cause a conflict of interest.

**Q: Can salaried employees work these enforcement campaigns as they do not get overtime pay?**

A: For this grant, only overtime shifts can be reimbursed.

**Q: Are there still certain hours/days for the Winter and Summer Impaired Campaigns?**

A: Patrols for the two Impaired Driving - Drive Sober or Get Pulled Over (DSOGPO) mobilizations are recommended to be scheduled between 2:00 pm and 7:00 am Thursday through Sunday. Statewide data shows that these are the times and days when most impaired driving crashes occur. However, departments may conduct overtime activity for the DSOGPO mobilizations any day of the week, with more than 50% scheduled between Thursday and Sunday.

**Q: When making a purchase of traffic equipment or Ped & Bike safety items, does the department need to pay the invoice before it can be reimbursed?**

A: Yes, this is a reimbursement-based grant, so we ask that you pay this invoice before submitting it for reimbursement. For purchased equipment and safety items, an itemized invoice must be submitted with the expenditure report and reported in the month when purchases were delivered. Proof of payment should be kept on file at the department. Purchase orders will not be accepted. If you have questions/concerns about purchases, please reach out to your grant manager before they are made.

**Q: Do documented stops include verbal warnings that can be supported through CAD reports?**

A: Yes, any motor vehicle stop, regardless of the outcome (verbal/written warning or citation) should be recorded in your activity reports.

**Q: Do we need to submit copies of the log or citations that were issued during enforcement periods?**

A: All we need is the Activity Report for Traffic Enforcement or Ped & Bike to be submitted with the monthly Expenditure Report.

**Q: If we need a copy of our Expenditure Report excel sheet again, where can we find it?**

A: Please reach out to your Grant Manager and they will send you the Expenditure Report again.

**Q: If an officer is held over to complete a booking or arrest report as a result from traffic enforcement, can this overtime be paid from budgeted hours?**

A: If an officer makes an arrest but does not complete it before the 8-hour maximum overtime shift length, they may continue working under the grant to complete the arrest. Although the officer may exceed the 8-hour shift limit, the total amount requested for reimbursement may not exceed the approved enforcement budget. Please submit an explanation to your grant manager if this occurs.

**Q: Just to clarify, when making approved equipment purchases the only thing that is required is an invoice, or is there additional paperwork that must be provided?**

A: When you purchase your approved equipment, be sure to send the invoice with your monthly Expenditure Report and corresponding Activity Reports (if applicable). The equipment purchased must be listed in the Expenditure Report.