

**Project Director’s Recourse Handbook
Addendum for Oregon Impact/Badge Data Users
Traffic Safety Grants: Speed, DUII, DD & PSE
Includes Seat Belt claims (an ODOT direct grant)**

Oregon Impact Traffic Grant Program Contacts

Executive Director	Janelle Lawrence	503-303-4954 x 4
Community Traffic Safety Program Coordinator	Yvonne McNeil	503-303-4954 x 5

Your Badge Data contact is Yvonne at Oregon Impact for DD, DUII, Speed and PSE grants and Kelly Mason at ODOT for Seat Belt grant (Kelly.M.MASON@odot.oregon.gov 503-986-4199).

The traffic grants are funded for the federal fiscal year, which is October 1 through September 30. Grants are for one year.

Implementation of projects starts immediately after necessary approvals are obtained, and in conjunction with the award year (federal fiscal year). Traffic grant claims are filed monthly, throughout the year and are due the 15th of the following month. The last and final day to file all claims for the program year reimbursement is **October 10th**.

Grant monitoring and technical assistance is provided by Oregon Impact throughout the year. During the grant period, monthly reporting and claim reimbursement requirements are placed on the grantee, and monitoring requirements and technical assistance are provided by Oregon Impact staff.

The grantee will be required to provide financial back up documentation (time sheets, invoices, disbursement vouchers, etc.) for any or all paid/processed claims for grant reimbursement, only if requested for audit purposes.

Every effort is made to partner with state and local agencies and safety advocates on efforts to reduce motor vehicle fatalities and serious injuries.

Pages 5-40 of the original TSO Resource Handbook Federal Agreements and Assurances / State Agreements and Assurances, are superseded by the Oregon Impact - Transportation Safety Office Grant Agreement provided by Oregon Impact.

Page 41-65 of the original TSO Resource Handbook Calendar and Forms are not applicable for grants with Oregon Impact. These are completed by Oregon Impact and provided to ODOT directly.

Definitions: Grantees' Roles

Main signatory authority and contact for the grant project, oversees your agency's grant project implementation, reporting, and claim for reimbursement submissions to Oregon Impact.

Project Director: This person may be on point for running the grant project and/or its administrative needs for your agency. They do most of the heavy work for the project. It is common for the Project Director and Project Coordinator to be the same person.

Designated Alternate: Serves as Alternate Project Director if the Project Director is unavailable to answer a project question or sign a grant document or; if the Project Director is being reimbursed through a particular claim for reimbursement for the project [they cannot be the signatory for that specific claim].

Authorizing Official: This person has the authority to obligate funds from your agency's budget (i.e., you usually cannot pay the bills or sign contracts without their signature!); they cannot be paid through the grant project. The Authorizing Official **MUST** sign the claim if either the Project Director or Designated Alternate are being paid or reimbursed through a specific claim for reimbursement submitted to Oregon Impact.

Badge Data Claims Process

There are three steps to file a claim for match or reimbursement.

1. Obtain the LEO Traffic Enforcement Activities Report form, the pre and post media release and other documents needed to file your claim.
2. Enter the LEO shift for OT or Match into Badge Data. Complete a Match and Upload report, uploading the LEO report and media when required.
3. Review the Analysis (claim form). Make corrections or submit claim if correct.

Badge Data access: <https://sso.tab-system.net/LoginBadgeData>

For access to Badge Data to file claims on your department's behalf for reimbursement, you will need to obtain a username and access approval. Contact Oregon Impact if you do not already have Badge Data access.

Your department will need to submit yearly the LEOs information that may work the grant throughout the grant year to be added to your departments data base. This data can be updated when necessary. The information provided needs to include LEO name, DPPST#, regular rate and overtime rate (these can be fully loaded rates). This information will be used for all five grants in Badge Data for reimbursement purposes. This data can be updated anytime during the grant year. If a new LEO is hired, please provide the information via email to Yvonne@OregonImpact.org.

Badge Data Step 1

Obtain the LEO Traffic Enforcement Activities Report form, the pre and post media release and other documents needed to file your claim.

A copy of the [LEO Traffic Enforcement Activities Report](#) can be found at OregonImpact.org under grant forms. [Pre and post media samples](#) can be found at OregonImpact.org under grant forms and at <https://www.trafficsafetymarketing.gov/>.

The LEO report needs to be completed by the LEO working the shift. Make sure all information is completed in the top portion This is the data you need to input the shift for reimbursement or match time in Badge Data.

LEO TRAFFIC ENFORCEMENT ACTIVITY REPORT

LEOs NAME: DPSST

SHIFT DATE

START TIME END TIME TOTAL HOURS

No. of STOPS:

Distracted Driving
 DUII
 Seat Belt
 Pedestrian Safety
 Speed

OT Match

GENERAL ENFORCEMENT			
	CITES	WARN	ARREST
Speeding	<input type="text"/>	<input type="text"/>	
DWS	<input type="text"/>		<input type="text"/>
DUII Alcohol			<input type="text"/>
DUII Drug			<input type="text"/>
Interlock Device	<input type="text"/>		
MIP	<input type="text"/>		
Bicycle / Pedestrian	<input type="text"/>	<input type="text"/>	
Seat Belt	<input type="text"/>	<input type="text"/>	
Child Restraints	<input type="text"/>	<input type="text"/>	
Distracted/Cellphone	<input type="text"/>	<input type="text"/>	
Equipment	<input type="text"/>	<input type="text"/>	
Other (not listed above)	<input type="text"/>	<input type="text"/>	<input type="text"/>

CAR SEAT CLINIC (SEAT BELT GRANT)		
Location	<input type="text"/>	
Checks	<input type="text"/>	Hours <input type="text"/>
COMMENTS		
<input style="width: 100%; height: 100%;" type="text"/>		

Signature

Badge Data Step 2

Log into Badge Data at <https://sso.tab-system.net/LoginBadgeData>. Enter your username and password.

Enter each grant shift for reimbursement. Example: Distracted Driving grant.

Choose from the top right side of the page DASHBOARD; DD OT – LEO Report – Add report
 There are three tabs at the top; LEO – WARNINGS -ARRESTS/CITATIONS

A. LEO tab

Choose the magnifying glass on the right side.



LEO

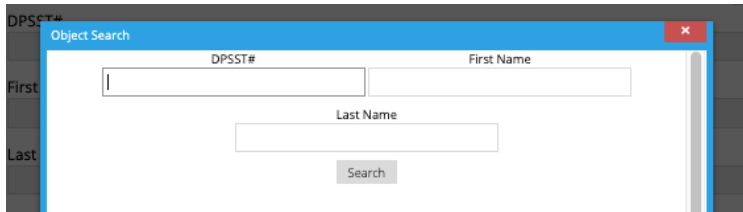
LEO

DPSST#

First Name

Last Name

Enter data in one of the fields. Limited data will make your search easier.

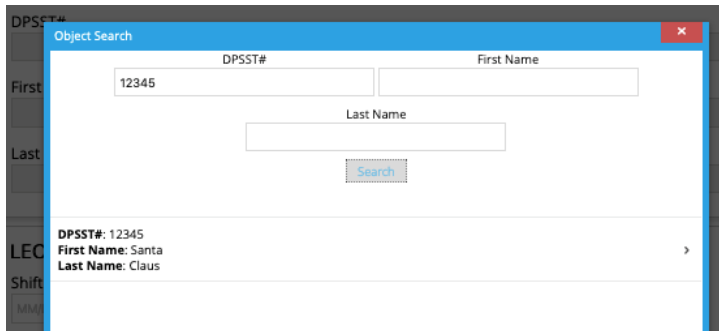


Object Search

DPSST# First Name

Last Name

For example: I have entered 12345 under DPSST #



Object Search

DPSST# First Name

Last Name

DPSST#: 12345
First Name: Santa
Last Name: Claus

Santa is the LEO that we have chosen for this example. By clicking on the LEO (Santa) that worked the shift, the data will prefill and return you to the LEO tab. This data includes the rates of the LEO and if education has been met (DUII grant). You would then complete the rest of the shift information: Date; Start time (military time): Shift Duration (15 minute = .25 increments); Number of stops. Shift will automatically be an Over Time shift unless you use the drop down under Report Type and change to Match shift.

LEO

LEO Q

DPSST#
12345

First Name
Santa

Last Name
Claus

LEO Shift

Shift Date
MM/DD/YYYY

Start Time (Military Time)

Shift Duration

Number of Stops

Report Type

Report Type
Overtime Shift

B. Second tab WARNINGS

Enter data from LEO Report

Warnings

Warnings

Speeding

Bicycle / Pedestrian

Seat Belt

Child Restraints

Distracted / Cell Phone

Equipment

Other

C. Second tab ARRESTS/CITATIONS

Enter data from LEO Report

Arrests / Citations

Arrests / Citations

DUII Alcohol

DUII Drug

DWS

MIP

Interlock Device

Speeding

Seat Belt

Child Restraints

Distracted / Cell Phone

Crosswalk

Other

Felony Warrant Arrests

Once data has been completed on all three tabs (where applicable) click **SAVE** on the bottom of the page.

Repeat for as many shifts as applicable.

You can review and go back and change or delete the information you have entered. To do this go to DASHBOARD; MY Reports and review. Under ACTION on the left side, you can choose what you need to do; edit, delete and so on. Once you SUBMIT the Analysis in the next step you are unable to make any changes. You will need to contact Oregon Impact to unlock the file if an error is found.

Status Key: *Blank:* Analysis not submitted. *Pending Approval:* Analysis has been submitted and it is pending approval with Oregon Impact or ODOT. *Approved:* Line has been approved by Oregon Impact or ODOT.

ID	FORM	REFERENCE	DATE	USER	STATUS	COMPLETED	FINALIZED	FILES	ACTION
358042	DD OT - Agency Match and Uploads		08/31/2022 11:30:46 AM	Yvonne McNeil	<input type="text" value=""/>	No	No	(1)	VIEW PRINT EDIT REASSIGN DELETE
Month (MM): Year (YYYY): Total Hours:									
358041	DD OT - LEO Report		08/31/2022 11:29:55 AM	Yvonne McNeil	<input type="text" value=""/>	No	No	(0)	VIEW PRINT EDIT REASSIGN DELETE
Report Type: Match Shift DPSST#: 12345 First Name: Santa Last Name: Claus Shift Date: 07/06/2022 Start Time (Military Time): 1800 Shift Duration: 4.50									
358040	DD OT - LEO Report		08/31/2022 11:28:35 AM	Yvonne McNeil	<input type="text" value=""/>	No	No	(0)	VIEW PRINT EDIT REASSIGN DELETE
Report Type: Overtime Shift DPSST#: 54321 First Name: Bat Last Name: Man Shift Date: 07/08/2022 Start Time (Military Time): 0600 Shift Duration: 5.00									
358039	DD OT - LEO Report		08/31/2022 11:24:04 AM	Yvonne McNeil	<input type="text" value=""/>	No	No	(0)	VIEW PRINT EDIT REASSIGN DELETE
Report Type: Overtime Shift DPSST#: 11111 First Name: Wonder Last Name: Woman Shift Date: 07/13/2022 Start Time (Military Time): 1400 Shift Duration: 2.25									
358035	DD OT - LEO Report		08/31/2022 10:50:33 AM	Yvonne McNeil	<input type="text" value=""/>	No	No	(0)	VIEW PRINT EDIT REASSIGN DELETE
Report Type: Overtime Shift DPSST#: 12345 First Name: Santa Last Name: Claus Shift Date: 07/18/2022 Start Time (Military Time): 1200 Shift Duration: 2.75									

The next step is the Match and Uploads file. All data for the month (specific individual grant) can be entered into one report.

Choose from the top right side of the page DASHBOARD; DD OT Agency Match and Upload

A. DATE AND MATCH tab

Enter the month and year for the claim you are entering. Month XX Year XXXX

DATE AND MATCH	UPLOADS	
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DD OT - Agency Match and Uploads

Date and Match

Month and Year

Month (MM)

Year (YYYY)

Each department can file Match hours differently. Contact Yvonne at Oregon Impact to walk through your departments match options, to decide how match will be reported by your specific department. If you enter Match LEO reports this section will be left blank. Each traffic grant requires 20% of the awarded amount in match yearly.

Match Rate

Total Hours

Match Rate

B. UPLOADS Tab

This is where you will upload the media releases and the LEO reports. We are looking for the report that was completed at the end of the shift by the LEO. To add data, click on upload and add file. It is like adding an attachment to an email. The LEO reports can be scanned and uploaded into a single file. If you have more than one item to upload, then press the + and add more files. When completed click on **SAVE** at the bottom of the page.

Uploads

Media Releases

Media Releases

Upload File

LEO Reports

Officer Reports

Upload File

Save

Badge Data Step 3

Choose from the top right side of the page ANALYSIS; Custom Reports: Agency Monthly XX Grant claim. We will use Distracted Driving for our example. Click the month and year (using the drop-down feature) and then SEARCH.

The Analysis combines all the LEO reports you entered and has produced the claim form. If all data is correct, click on **SUBMIT** at the bottom of the form and you are done. If not, you will need to correct the data. Once submitting the Analysis, you will not be able to make any changes. If a change needs to be made, please contact Yvonne at Oregon Impact to unlock the system for you to make changes.

MONTH	YEAR	ACTIONS
July	2022	<input type="button" value="Search"/>

DD MONTHLY REPORT

Agency: Badge Data
 Prepared By: Yvonne McNeil
 Month of Activity: July, 2022
 Number of LEOs Participating: 3
 Total Shifts Claimed For Reimbursement: 3
 Total Shifts Claimed: 4

REIMBURSE HOURS

Record ID	DPSST #	LEO	Date / Time	Reimburse Rate	Duration	Amount
358040	54321	Bat Man	07/08/2022 0600	\$75.00	5.00	\$375.00
358039	11111	Wonder Woman	07/13/2022 1400	\$85.00	2.25	\$191.25
358035	12345	Santa Claus	07/18/2022 1200	\$45.00	2.75	\$123.75
					10.00	\$690.00

Total Award	Claimed to date	Remaining
\$0.00	\$690.00	\$-690.00

GRANT OT STATS

DUII Alcohol Arrests	0	DUII Drug Arrests	0	DWS Citations	0
MIP Citations	0	Speeding Citations	1	Seat Belt Citations	0
Distracted Driving Citations	6	All Other Citations	0	All Warnings	3
Other Arrests	0				

MATCH HOURS

Record ID	DPSST #	LEO	Date / Time	Match Rate	Duration	Amount
358041	12345	Santa Claus	07/06/2022 1800	\$30.00	4.50	\$135.00
					4.50	\$135.00

ADDITIONAL MATCH

Record ID	Description	Amount
		\$0.00
		Match Amount
		\$135.00
		YTD Match Amount
		\$135.00

AGENCY MATCH Monthly Totals \$0.00
 Year To Date Department Match \$0.00
 (Value of agency resources used to support TSD activity including straight time enforcement)

Authorized Signature _____

By submitting this form I understand that my electronic signature constitutes a legal signature confirming that I acknowledge the information on this document is correct and verified by my agency.

Yvonne McNeil

Helpful hints:

- If your shift does not appear, it may have the incorrect date or was entered under the incorrect claim (DUII vs DD).
- If you need to make a change you can use the blue record ID number to go directly to the shift update and save quickly.

If you have questions or concerns, please contact Yvonne for help.

That's what we are here for.

Yvonne@OregonImpact.com or 503-303-4954 x5

Thank you for everything you do every day to keep us safe!