

# How to complete final report

- 1) Go to [https://odot.smartsimple.com/s\\_Login.jsp](https://odot.smartsimple.com/s_Login.jsp) and log in.
- 2) On the homepage, click on Grant Activities to see reports that are due to be completed.

The screenshot shows the ODOT homepage dashboard. At the top left is the ODOT logo. To the right are navigation links: Home, Menu, and Reviewer Portal, along with a notification bell and a user profile icon. The main content area has a dark blue header with the text "Welcome to the Oregon Department of Transportation (ODOT)". Below this are five circular icons with labels: "Frequently Asked Questions", "My Profile", "Organization Profile", "11 Open Calls", and "0 Pending Activation". Below the dashboard is a section titled "Grant Activities" with two large numbers: "16 Grant Activities" and "6 Payments".

- 3) You will see your Final Report listed and the due date for Final Report.

The screenshot shows a table titled "Grant Activities" with a search bar and pagination controls. The table has the following columns: #, Application ID, Status, Activity Type, Scheduled Date, and Report Due Date. There are four rows of data, each with an "Open" button to its left.

#	Application ID	Status	Activity Type	Scheduled Date	Report Due Date
Open	1 AL-24-14-01-00_2024_00000254	Scheduled	Quarterly Report	07/09/2024	01/10/2025
Open	2 AL-24-14-01-00_2024_00000254	Scheduled	Quarterly Report	07/09/2024	07/10/2025
Open	3 AL-24-14-01-00_2024_00000254	Scheduled	Quarterly Report	07/09/2024	10/10/2025
Open	4 AL-24-14-01-00_2024_00000254	Scheduled	Final Report	07/09/2024	11/05/2025

- 4) Select Open button next to the Final Report you are filling out. There will be a summary of the project at the top.



Main

Contacts

\* Activity Type: Final Report

\* Status: Scheduled

\* Owner: Nicole Hotmail

\* Staff: Nicole Charlson

\* Report Due Date: 11/05/2025

\* Agency Name  
Traffic Safety For All

\* Project Number  
AL-24-14-01-00\_2024\_00000254

\* Project Name  
DUII OUTREACH & EDUCATION - Marion and Polk County Outreach

\* Project Director  
Nicole Hotmail

JUMP TO

- Summary of Project
- Cost Summary
- Final Evaluation

5) The following questions will ask what you accomplished with the grant. Below is an example of responses.



Main

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Summary of Project

\* List of the problem(s) impacted

This project was intended to increase public awareness of the dangers of driving under the influence, as well as to create reminders about alternatives to driving under the influence. Although US society has advanced significantly in its overall disapproval of drunk driving, the continued existence, and even rise, of DUII fatalities in Oregon

\* Project's major activities

The project began with a series of strategy meetings between the TSO program manager and Gard Communications. Once a media plan was developed, Gard worked internally and with media partners to create and distribute media materials consistent with that plan.

\* Accomplishments as they relate to the objectives

This project allowed for the release of NHTSA media materials related to high DUII periods, which typically accompanied law enforcements' high visibility efforts undertaken simultaneously. By combining targeted media efforts in conjunction with planned enforcement activities, the credible deterrent effect was enhanced to reduce

\* Strengths and weaknesses of the implementation process

This project was undertaken in partnership with TSO's media contractor, Gard Communications. The longstanding relationship between the two entities made for a seamless project rollout/implementation. The primary weakness in this project is that NHTSA messaging for the affected time periods are typically enforcement -based, which

JUMP TO

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6) In the Cost Summary section, enter the total amount of the ODOT grant you requested reimbursement for (and submitted receipts for purchases with your payments) – this is the “Amount paid by TSO.” Then, enter the amount your organization contributed toward the grant as matching funds (not reimbursed). And the Final Evaluation question(s) is from your original application request- please fill that out as well.



7) The last section of the Final Report allows you to upload any documentation related to the grant (for example, upload any final deliverables like media files that were created with the grant or flyers printed). You can drag and drop files or select “browse files” link to find documents saved on your computer to upload.

*Note: Make sure to submit your Final Report before submitting your final claim for reimbursement Payment request. Final Report must be approved before a final Payment is sent.*



8) At the bottom of the page, click “Save Draft” and then click the blue “Submit” button.

9) That’s it! You have completed your Final Report. Now, when you go to your home page, there will be one less Grant Activities in your to do list!