FFY 2025 Tip Sheets

HVE

TENNESSEE HIGHWAY SAFETY OFFICE
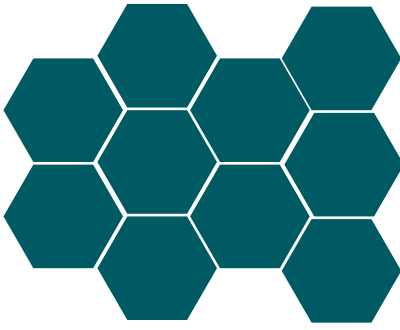
helping you ARRIVE

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DEADLINES

First Quarter - October to December (CQ1)
Due February 1

Second Quarter - January to March (CQ2)
Due May 1

Third Quarter - April to June (CQ3)
Due August 1

Fourth Quarter - July to September (CQ4)
Due November 1

WWW.THSOGRANTS.ORG

CLAIM WITH EXPENSES

1. Login to www.thsogrants.org

2. Look for **My Tasks** box on the Dashboard

3. Under *Document Type*, look for **Claim**

    a. Click on the link under the "Name" column that begins with **CQ#-2025-*Agency Name*...**

        i. Claim in Process (CQ1= 1st Quarter Claim)

4. Complete information for each category where you have expenses

    a. OT example

        i. **Personnel Costs** (left blue toolbar)

        ii.   Enter first officer's information.

            A. Use **"+"** for each additional officer

        iii.   Click **SAVE** in the top right corner

    b. Non-Personnel example

        i. Non-Personnel (Small Equipment, Supplies, etc.) in the left blue toolbar

        ii. Enter first item

            A. Use **"+"** for each additional officer

        iii. Click **Save** in the top right corner

5. Click on **Budget Summary** in the left blue toolbar

6. Click **Save** in the top right corner

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7. Click **Claim Forms** in the left blue toolbar

8. **Print** Claim Forms

9. **Sign** all claim forms

10. Collect back-up documentation as required on the **Claim Checklist** (found on the left panel below "*Claim Forms*")

11. Send all documentation to the THSO by attaching all documents to your claim on the website
    a. **Attachments** is found in the left blue toolbar below Budget Summary
    b. **Select** *OR* **Drag** file to attach

12. Click **Submit Claim** from the Status Options section in the left blue toolbar
    *Note: If revising the claim, the button will say **Resubmit Claim***

13. Click on **OK** in the pop up window

CLAIM WITHOUT EXPENSES

1. Login to www.thsogrants.org

2. Look for **My Tasks** box on the Dashboard

3. Under *Document Type*, look for **Claim**
   a. Click on the link under the "Name" column that begins with **CQ#-2025-*Agency Name*...**
      i. Claim in Process (CQ1= 1st Quarter Claim)

4. Click on **Budget Summary** in the left blue toolbar

5. Click **Save** in the top right corner

6. Click **Claim Forms** in the left blue toolbar

7. Click **Print** Claim Forms

8. Sign all claim forms

9. Send all documentation to the THSO by attaching all documents to your claim on the website
   a. **Attachments** is found in the left blue toolbar below Budget Summary
   b. **Select** *OR* **Drag** file to attach

10. Click **Submit Claim** from the Status Options section in the left blue toolbar

11. Click on **OK**
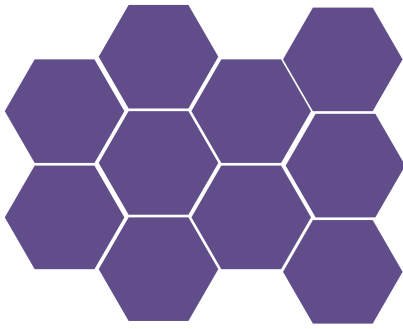
STATUS REPORT
(online only)

1. Login to www.thsogrants.org

2. Look for **My Tasks** box on the Dashboard

3. Under *Document Type*, look for **Status Report**
   a. Click on the link under the "Name" column that begins with
   SRQ#-2025-*Agency Name*...

   i. Status Report in Process (SRQ1= 1st Quarter Status Report)

4. Click on **Data Collection Form** in the left blue toolbar

   Note: The data collection form includes two columns, one for grant-
   funded and one for department-funded citations/warnings given during the specified quarter. Grant funded citations/warnings will be those issued during THSO funded enforcement times. Department funding will be for all other citations/warnings. The total will be ALL violations from ALL officers in your department during the specified quarter.
   a. **Grant Funded** - Enter a number for each violation field (no violations = 0)
   b. **Department Funded** - Enter a number for each violation field (no violations = 0)

5. Click Save in the top right corner

6. Click Submit Status Report from the Status Options section in the left blue toolbar

7. Click on OK
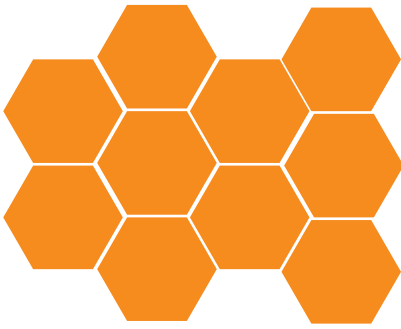
MODIFICATION REQUEST
(online only)

1. Login to www.thsogrants.org

2. Look for **Search** drop down menu near the top left

3. Click on **Applications Search**
    a. Click **Clear** at the bottom of the search criteria
    b. Under **Fiscal Year** add **2025**
    c. Click on item that begins with **HVE-2025-*Agency Name*...** with a status of **Grant Awarded**

4. Scroll down the left blue toolbar and find **Modification Request Form**

    Note: *If a modification has previously been submitted, choose the most recent modification form and select **Add**. Then complete in the same manner.*

5. Complete modification request form, including a description of the requested change and estimated budget amounts per item in the description box

6. Click **Save** in the top right corner

7. Scroll down in the left blue toolbar to **Status Options**
    a. Click **Submit Modification Request**
    b. Click **OK**

8. Await THSO approval
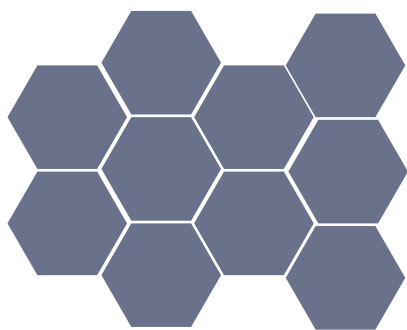
TRAVEL AUTHORIZATION REQUEST
(online only)

Note: Expenses are merely an estimate. Documentation must be submitted in your claim to the THSO for reimbursement.

1. Login to www.thsogrants.org

2. In the top right corner of **My Tasks**, click **Initiate Related Document**

3. In the Available Documents drop down box click **Travel Authorization 2025**

   Note: *If you have multiple grants, please ensure the correct grant is selected under* **Parent Document**

4. Click **Create**

5. Click **Agree**

6. Select **Travel Authorization** from the Forms section in the left blue toolbar

7. Complete all required information
   a. Conus rates are required for meals and the hotel. Find these at http://www.gsa.gov/portal/content/104877.
   b. Conference hotel rate can be used if it is listed on the conference agenda

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8. Attach a copy of the conference program or meeting agenda (you may **Select** *OR* **Drag** file to attach)

9. Click **Save** in the top right corner

10. Scroll down in the left blue toolbar to Status Options and select **Submit Travel Authorization**

11. Click **OK**