

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

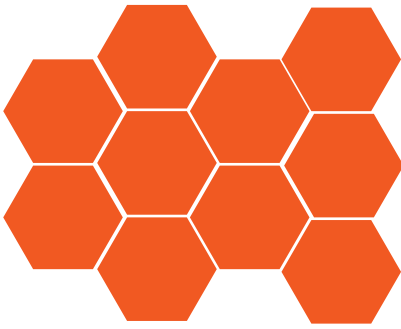


CLAIM WITH EXPENSES

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

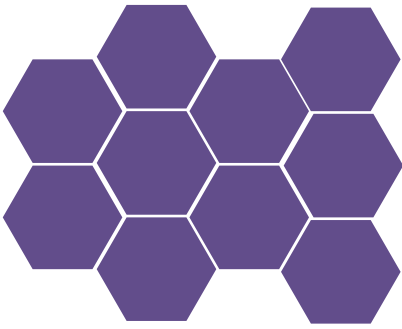
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7. Click **Claim Forms** in the left blue toolbar
8. **Print** Claim Forms
9. **Sign** all claim forms
10. Collect back-up documentation as required on the **Claim Checklist** (found on the left panel below "*Claim Forms*")
11. Send all documentation 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

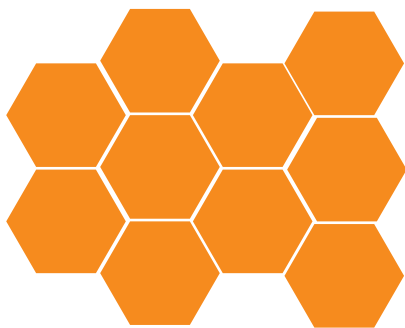
Note: *The data collection form includes two columns, one for grant-funded and one for department-funded citations/warnings given during the specified quarter. Grant funded citations/warnings will be those issued during THSO funded enforcement times. Department funding will be for all other citations/warnings. 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)
- c. **Number of Officers (traffic)** - Enter the number of traffic officers at your agency (no traffic unit = 0)
- d. **Number of Officers (total)** - Enter the total number of commissioned officers at your agency

Note: This will not include those assigned to the jail.

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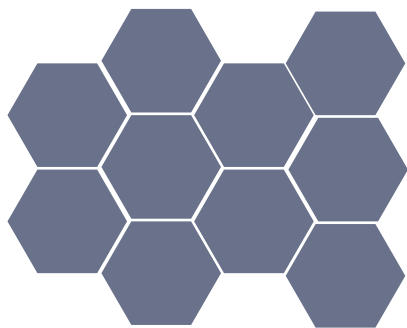
7. Click **Save** in the top right corner
8. Click **Submit Status Report** from the Status Options section in the left blue toolbar
9. Click on **OK**



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**