911 Grant Program Instructions for SF-270 Request for Advance or Reimbursement

Requests for reimbursement may be submitted as frequently as once a month.

Reimbursement for expenses related to the 911 Grant Program is a two-step process: 1. You must enter the data into the Grants Tracking System (GTS). 2. The SF 270 is required for all federal grant programs and must be submitted with every request for reimbursement.

Fill out the form and either send an electronic copy to nhtsa.national911@dot.gov.

The State grantee is responsible for collecting and compiling all expense invoices/vouchers from contractors and/or sub-grantees. Requests for reimbursement should reflect the total expenses for each State grantee.

REQUEST FOR ADVAN OR REIMBURSEMEN	I DAVMENT	a. "X" one or both ADVAN REIMBU b. "X" the application FINAL PARTIA	ICE CASH URSEMENT ACCRUAL
3. FEDERAL SPONSORING AGENCY AND ELEMENT TO WHICH THIS REPORT IS SL		4. FEDERAL GR ASSIGNED BY F	ANT OR OTHER IDENTIFYING NUMBER FEDERAL AGENCY
5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST	6. EMPLOYER IDENTIFIC NUMBER	ATION	7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER
8. PERIOD COVERED BY THIS REG	DUEST		
9. RECIPIENT ORGANIZATION Name: Street1: Street2: City: County: State: Province:			
Country: ZIP / Postal Code: 10. PAYEE (Where check is to be sent if difference)	exent than item 9)		
Name: Street1: Street2: City: County:	non valiteir o		
State: Province: Country: ZIP / Postal Code:			

Filling out SF-270

1. Type of Payment Requested

Check "Reimbursement" and "Partial."

2. Basis of Request

Check "Cash."

3. Federal Sponsoring Agency

US DOT / NHTSA

4. Federal Grant Number

NHTSA 2019 E911

5. Partial Payment Request Number

This number changes each time you fill out a voucher

First Voucher: 001, Second Voucher: 002, etc.

- 6. Employer ID Number
- **7.** Account Number or any other identifying number assigned by the grantee. It is for the grantee's use only and is not required by the Federal agency.
- 8. Period Covered by This Request

This number changes each time you fill out a voucher

First Voucher: September 25, 2009 - Date 1st

Voucher Submitted

Second Voucher: Day after 1st Voucher - Date 2nd

Voucher Submitted Etc.

- 9. Your Agency's Info
- 10. Leave Blank

ACTIVITIES	ONS/	(a)	(b)		(c)		
ACTIVITIES							TOTAL
/4-	-6-4-4-1						
a. Total program (AS outlays to date	of date)	\$	\$		\$		5
b. Less: Cumulative p	rogram						
c. Net program outlays minus line b)	(Line a						
d. Estimated net cash advance period	outlays for						
e. Total (Sum of lines	c & d)						
f. Non-Federal share o	f amount						
g. Federal share of am	ount on						
h. Federal payments p	reviously						
i. Federal share now re (Line g minus line h	equested						
. Advances required by month, when	1st month						
requested by Federal grantor agency for use in making	2nd month						
prescheduled advances	3rd month						
2. ALTERNATE O	COMPUTATI	ON FOR ADV	ANCES ONLY				
a. Estimated Federal c	ash outlays t	hat will be mad	e during period cov	vered by the advance		\$	
o. Less: Estimated bal	ance of Fede	eral cash on ha	nd as of beginning	of advance period			
				or advance period			I .
c. Amount requested (L	Line a minus	line b)	The dec of Boginining	or advance period		\$	
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Filling out SF-270

11. (Now it gets interesting...) General info: Leave columns B & C blank. Form should automatically perform computations. Totals from column A should automatically appear in "Total" Column.

These are the numbers that will change based on the use case – read on to learn about the different use cases.

11a. Total Program Outlays to Date

This is the running total of expenses your project has incurred, starting September 25th, 2009 to the present. It should include expenses paid by Federal dollars as well as expenses paid by your match.

11b. Cumulative Program Income

Will always be "0"

11c. Net Income Outlays

Line a minus Line b – should be computed automatically.

11d. Estimated Cash Outlays for Advance

Will always be "0"

11e, Total

Sum of Line C plus Line D – should be computed automatically.

11f. Non-Federal share of the amount on Line e

The TOTAL amount TO DATE, paid by your match.

11g. Federal share of the amount on Line e.

The TOTAL amount TO DATE, to be paid by Federal grant dollars.

11h. Federal payments previously requested

The total amount already reimbursed by Federal grant dollars to date and does not include the amount currently being requested on voucher.

11i. Federal share now requested

11j. Leave Blank

12. Leave Blank

13. Sign & Date

The form cannot be saved after data is entered. We suggest you print a hard copy after data is entered, scan the copy and save it in PDF format.

	ONS/	(a)		(b)	(c)			
ACTIVITIES								TOTAL
a. rotar program :	of date) /01/2019	\$	100,000.00	\$	\$		\$	100,000
b. Less: Cumulative princome	rogram		0.00					0
c. Net program outlays minus line b)	(Line a		100,000.00					100,000
d. Estimated net cash of advance period	outlays for		0.00					0
e. Total (Sum of lines	c & d)		100,000.00					100,000
f. Non-Federal share of on line e	f amount		50,000.00					50,000
g. Federal share of am- line e	ount on		50,000.00					50,000
h. Federal payments pr	reviously		0.00					0
i. Federal share now re			50,000.00					50,000
j. Advances required by month, when	1st month							
requested by Federal grantor agency for use in making	2nd month							
prescheduled advances	3rd month							
a. Estimated Federal ca b. Less: Estimated bala	ance of Fed	eral cash o					\$ [
a. Estimated Federal ca	ance of Fed	eral cash o					\$ [
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Between August 9 and November 1

Voucher #1 Use Case/Scenario

The 911 Grant Program announced awards on August 9th, 2019. It is now November 1, 2019. The grantee has begun working on project and so far, has received invoices (State and/or Local) totaling \$100,000. \$50,000 was covered by the State's match and the grantee is submitting the first voucher asking for the remaining \$50,000.

11a. = \$100,000

11b. = 0

11c. = (\$100,000 minus 0 = \$100,000)

11d. = 0

11e. = (\$100,000 plus 0 = \$100,000)

11f. = \$50,000

11g. = \$50,000

11h. = 0

11i. = \$50,000

11j. Leave Blank

12. Leave Blank

	ONS/	(a)		(b)	(c)		
ACTIVITIES							
						10	TAL
(As	of date)	+					
a. rotal program :—	2/01/2020] s	300,000.00	\$	\$	\$	300,000.
b. Less: Cumulative p	rogram		0.00				0.
c. Net program outlays	(Line a		300,000.00				300,000.
minus line b) d. Estimated net cash	outlays for		0.00				0.
e. Total (Sum of lines	c & d)		300,000.00				300,000.
f. Non-Federal share o			100,000.00				100,000.0
on line e . g. Federal share of am	ount on	Ħ	200,000.00				200,000.0
h. Federal payments p	reviously		50,000.00				50,000.0
requested i. Federal share now r			150,000.00				150,000.0
(Line g minus line h	1st month						
by month, when requested by Federal grantor agency for	2nd month						
use in making prescheduled advances	3rd month						
	COMPUTAT	ION FOR A	DVANCES ONLY				
c. Amount requested (i		line b)				\$	
13. CERTIFICATIO							
I certify that to the best conditions or other agr					rrect and that all outlays were it by requested.	made in accordance with	the grant
						DATE REQUEST	SUBMITTE
SIGNATURE OR AUTI	NAME AND	T.T. F					
SIGNATURE OR AUTI					Middle Nam	e:	
SIGNATURE OR AUTI		TITLE First Name:			Middle Nam	e:	
SIGNATURE OR AUTI					Middle Nam Suffix:	e:	
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Voucher #2 Use Case/Scenario

It is now 3 months later (February 1). The grantee continues to work on the project and now has an additional \$200,000 in expenses, incurred between the date of the first voucher and the present. \$50,000 was covered by the State's match and the grantee is submitting the second voucher to ask for the remaining \$150,000.

11a. = \$300,000

11b. = 0

11c. = \$300,000

11d. = 0

11e. = \$300,000

11f. = \$100,000

11g. = \$200,000

11h. = \$50,000

11i. = \$150,000

11j. Leave Blank

12. Leave Blank

PROGRAMS/FUNCTION		(a)	OF REIMBURSEMENT:	(b)	(c)	
ACTIVITIES	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					TOTAL
a. rotal program	of date)					
b. Less: Cumulative p	/10/2020 rogram	\$ [800,000.00	\$	\$	\$ 800,000.
income c. Net program outlays			0.00			0.
minus line b)			800,000.00			800,000.
d. Estimated net cash of advance period	oullays for		0.00			0.
e. Total (Sum of lines		[800,000.00			800,000.
f. Non-Federal share o on line e	famount		150,000.00			150,000.
g. Federal share of am line e	ount on		650,000.00			650,000.
h. Federal payments pi requested	eviously		200,000.00			200,000.
i. Federal share now re (Line g minus line h)			450,000.00			450,000.
j. Advances required by month, when	1st month					
requested by Federal grantor agency for use in making	2nd month					
prescheduled advances	3rd month	Γ				
:. Amount requested (L	ine a minus	line	U)			\$
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Voucher #3 Use Case/Scenario

The grantee is now 1 year into the project and has incurred an additional \$500,000 in expenses since the second voucher was submitted. \$50,000 was covered by the State's match and the grantee is submitting a third voucher to ask for the remaining \$450,000.

11a. = \$800,000

11b. = 0

11c. = \$800,000

11d. = 0

11e. = \$800,000

11f. = \$150,000

11g. = \$650,000

11h. = \$200,000

11i. = \$450,000

11j. Leave Blank

12. Leave Blank