911 GRANTS TRACKING SYSTEM

VOUCHER REDUCTION

During the period of performance, there may be a need to correct your Grant Tracking System (GTS) vouchers by entering a voucher for a negative amount (voucher reduction). This can result from either:

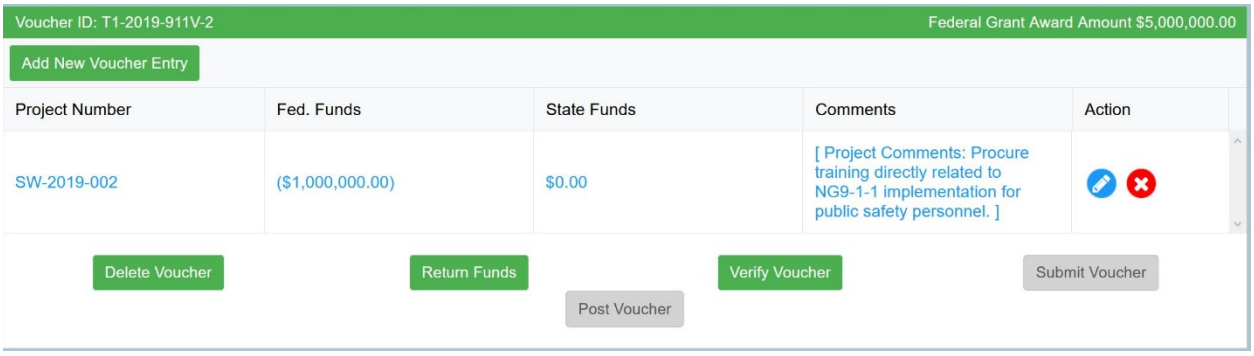
- A grantee making a mistake in the financial data entered into the GTS that needs to be corrected
- A grantee must reimburse federal funds to NHTSA and the grantee is still eligible to receive these grant funds

The grantee should submit a voucher reduction in the GTS to correct the vouchers of a funding plan line. The Voucher Return function essentially enters a negative amount into the system for the item selected, effectively returning the amount available in this line.

It is a good practice to coordinate with the Office prior to submitting a voucher reduction.

SUBMIT A VOUCHER

The grantee will submit a voucher normally, with the exception of entering a negative number in the funds fields by placing the minus sign (-) in front of the number. A comment to explain the negative entry is recommended.



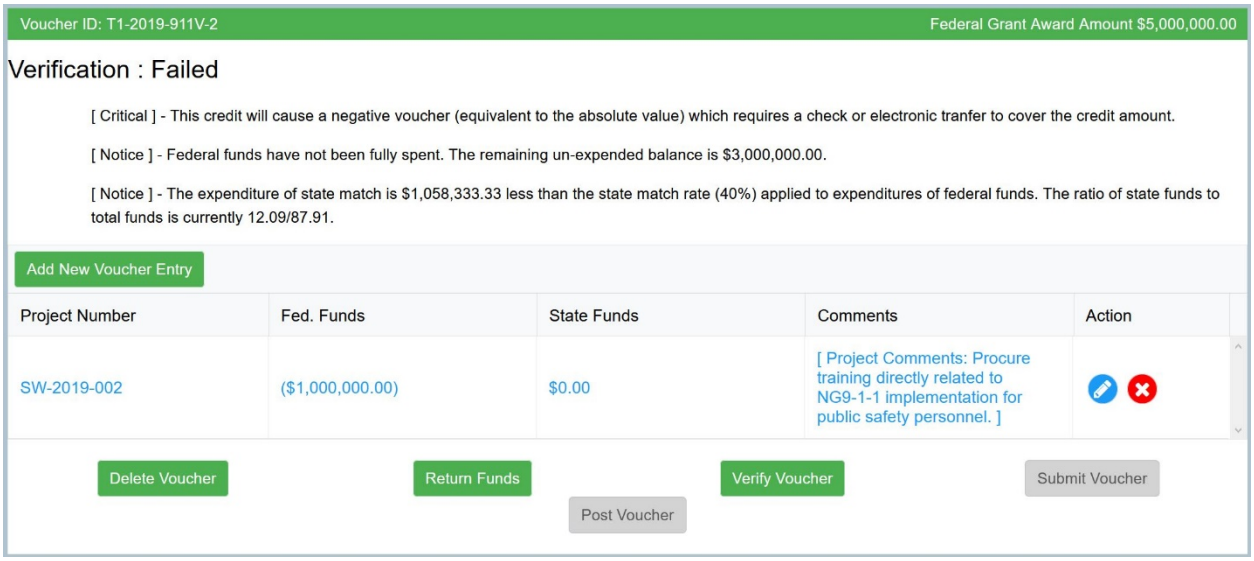
There are two types of these vouchers:

- Net Negative Voucher
- Net Positive Voucher

Certain voucher reductions require a standalone negative voucher. Coordinate with the Office prior to submitting a voucher reduction.

Net Negative Voucher

Create a new voucher and enter each line as required to complete the voucher. Verify the voucher as normal. The verification will show a failure until the "Return Funds" function is completed in the GTS.

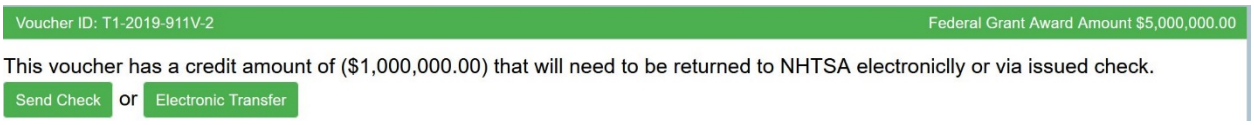


<u>Return Funds</u>

To successfully submit the voucher, you will need to enter the information regarding your payment. Have the information for the payment available or conduct the transaction simultaneously with making the payment. If the total transaction of the voucher results in a net negative amount and a grantee must reimburse federal funds to NHTSA, there are two options for the reimbursement:

- Send Check (to NHTSA)
- Electronic Transfer (of funds)

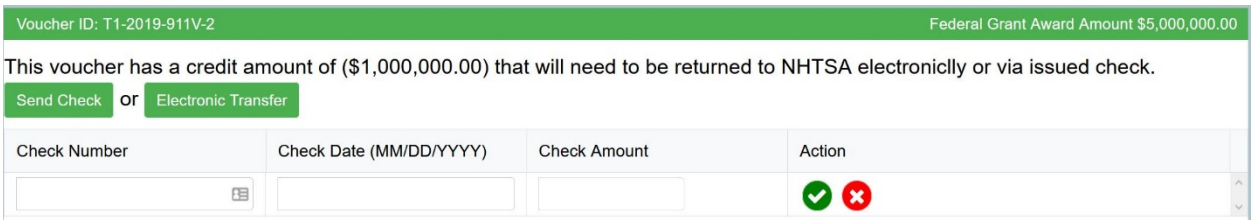
Click the "Return Funds" button. This will allow you to select the method you will use to return the funds.



Helpful Hint
When submitting a voucher that will return funds, it is best to enter the information on the voucher and assure it is correct. *Then save the voucher and process the payment method with your appropriate agencies. This will provide you with the information needed to complete the return of funds on the voucher.*

Send Check

To return the funds by sending a check, click on the “Send Check” button.

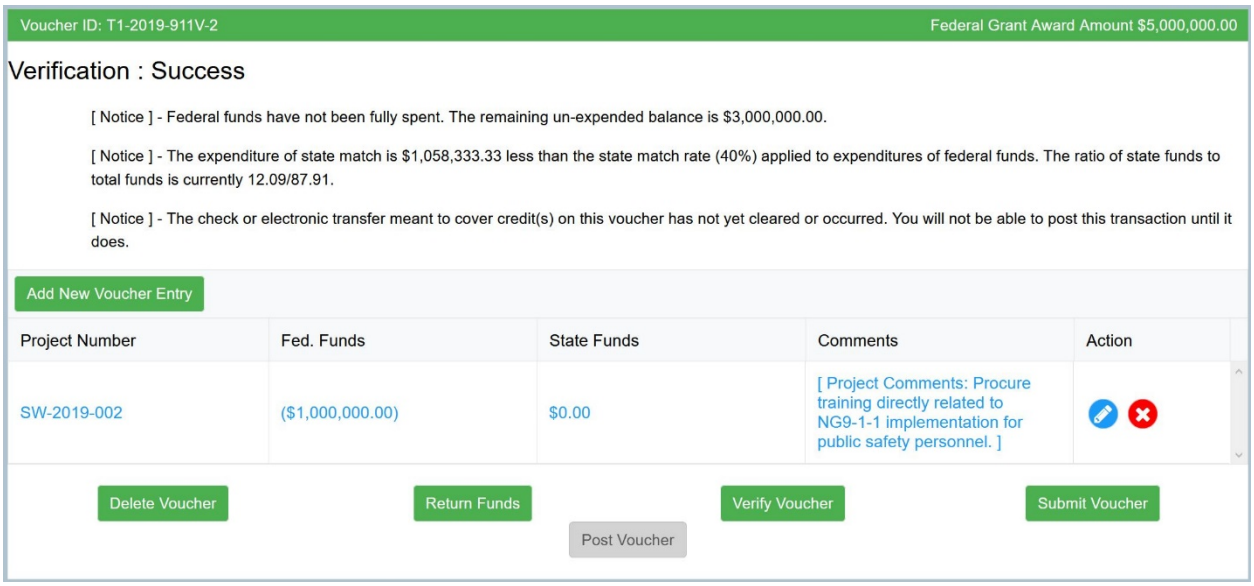


Enter the following payment information:

- Check Number
- Check Date (MM/DD/YYYY)
- Check Amount

Accept by clicking the green circle with the check mark icon.

This will take you to the voucher, which you will need to verify again.



A notice on the verification reads: *"The check or electronic transfer meant to cover credit(s) on this voucher has not yet cleared or occurred. You will not be able to post this transaction until it does."*

Important Note: The grantee will not be able to post the voucher (even after approved), until NHTSA has been notified that the check has been received and it has cleared.

When sending a check to NHTSA, the grantee should provide the following information with the check:

- Grantee Name
- Grant Number/Referred to as PO number by NHTSA/Unique Federal Award Identification Number (FAIN) on the award documents
- Date of Check
- Check Number
- Amount Reimbursed via Check

Immediately after the voucher is complete, an email should be sent to NHTSA (nhtsa.national911@dot.gov) with this information to notify NHTSA that a check is being sent.

<u>It is important to include any tracking numbers connected to the delivery mechanism used to send the check.</u>

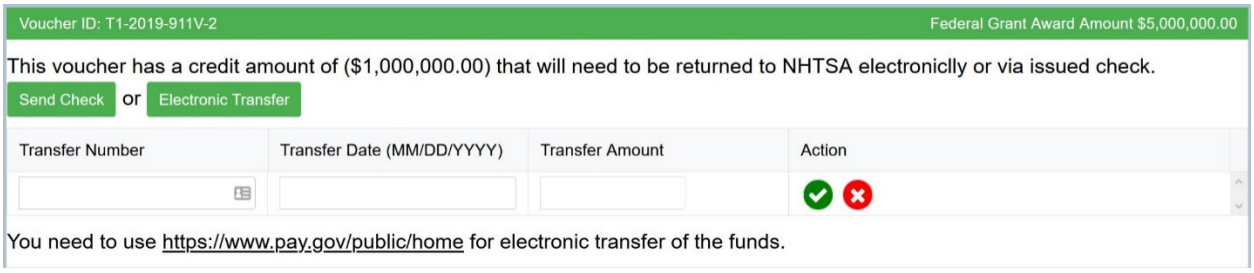
The check should be sent to:

Attention Account Receivable
DOT/FAA/MMAC
6500 S MacArthur Blvd, Room 181
Oklahoma City, OK 73169
Attn: Judy Weggesser

Checks may be sent by United States Postal Service or overnight delivery service. It is strongly recommended to use a service that provides a tracking number.

Electronic Transfer

To return the funds by electronic transfer, click on the “Electronic Transfer” button.

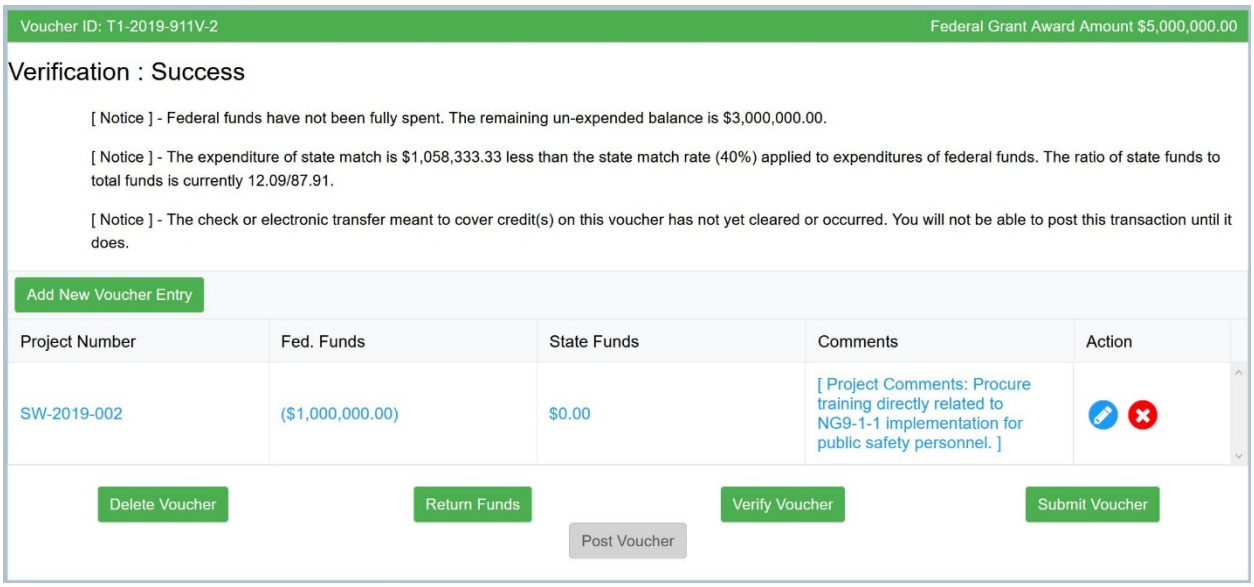


Enter the following payment information:

- Transfer Number
- Transfer Date
- Transfer Amount

Accept by clicking the green circle with the check mark icon.

This will take you to the voucher, which you will need to verify again.



A notice on the verification reads: *"The check or electronic transfer meant to cover credit(s) on this voucher has not yet cleared or occurred. You will not be able to post this transaction until it does."*

Important Note: The grantee will not be able to post the voucher (even after approved), until NHTSA has been notified that the funds have been received and cleared.

To transfer funds electronically to NHTSA, the grantee should use the following website: https://www.pay.gov/public/home

Immediately after the voucher is complete, an email should be sent to NHTSA (nhtsa.national911@dot.gov) to notify NHTSA that a payment is being sent. The email should contain the following information:

- Grantee Name
- Grant Number/Referred to as PO number by NHTSA/Unique FAIN on the award documents
- Transfer Number
- Transfer Date
- Transfer Amount

Net Positive Voucher

Some grantees may have expenditures and reductions and can put these on a single voucher. If this is the case, the total transaction of the voucher may result in a net positive amount.

It is good practice to coordinate with the Office prior to submitting a voucher reduction to ensure a standalone reduction is not needed.

For each line of the voucher, enter the expenditures as normal. To enter a negative number for reductions in the funds fields, place the minus sign (-) in front of the number. A comment to explain the negative entry is recommended.

Voucher ID: T1-2019-911V-2 Federal Grant Award Amount $5,000,000.00

Add New Voucher Entry

Project Number	Fed. Funds	State Funds	Comments	Action
CS-2019-005	$300,000.00	$300,000.00	[Project Comments: Procure training directly related to NG9-1-1 implementation for public safety personnel.]	
HT-2019-006	$750,000.00	$300,000.00	[Project Comments: Procure training directly related to NG9-1-1 implementation for public safety personnel.]	
SW-2019-002	($1,000,000.00)	$0.00	[Project Comments: Procure training directly related to NG9-1-1 implementation for public safety personnel.]	

Delete Voucher Verify Voucher Submit Voucher

Post Voucher

After all necessary lines are entered, verify the voucher.

Voucher ID: T1-2019-911V-2 Federal Grant Award Amount $5,000,000.00

Verification : Success

[Notice] - Federal funds have not been fully spent. The remaining un-expended balance is $1,950,000.50.

[Notice] - The expenditure of state match is $1,608,333.00 less than the state match rate (40%) applied to expenditures of federal funds. The ratio of state funds to total funds is currently 12.23/87.77.

Add New Voucher Entry

Project Number	Fed. Funds	State Funds	Comments	Action
HW-2019-001	$150,000.00	$0.00	[Project Comments: Procure training directly related to NG9-1-1 implementation for public safety personnel.]	
HT-2019-006	$499,999.50	$0.00	[Project Comments: Procure training directly related to NG9-1-1 implementation for public safety personnel.]	
CS-2019-005	$400,000.00	$150,000.00	[Project Comments: Procure training directly related to NG9-1-1 implementation for public safety personnel.]	
SW-2019-002	($1,000,000.00)	$0.00	[Project Comments: Procure training directly related to NG9-1-1 implementation for public safety personnel.]	

Delete Voucher Verify Voucher Submit Voucher

Post Voucher

If the voucher is a net positive for the federal funds, there will be no errors and you may submit the voucher as normal.