

BSPE 500 STEP Claim for Reimbursement Form (Rev. 01/07/20) – Instructions

Page 1

Claim Number – Enter the claim number.

Date Prepared - Use drop down calendar to select date claim was prepared.

Reporting Agency – Enter the agency name. Note: agency name may need to be abbreviated.

Project Number – Enter project number, ex. OP-20-1234.

Prepared By – Enter the name of the person who prepared the claim.

E-mail – Enter e-mail address of person who prepared the claim. If the e-mail address does not fit enter phone number of the person who prepared the claim.

Full Address – Enter address listed on page 1 of the signed UIGA.

City – Enter city listed on page 1 of the signed UIGA.

State – Pre-populated with IL.

Zip code - Enter the zip code as listed on page 1 of the signed UIGA.

Campaign – Use drop-down arrow and select the enforcement campaign.

Enforcement type – Use the drop-down arrow to select one of the following: occupant protection, alcohol, speed enforcement, distracted driving.

From – Use the drop-down calendar to select the start date of the enforcement campaign.

To – Use the drop-down calendar to select the end date for the enforcement campaign.

Project Costs by Budget Category – The campaign and enforcement type will appear above box A and box B. Enter the approved campaign or additional enforcement amount as listed in the STEP campaign BSPE 411 form. The expended this period will auto fill from page 2. NOTE: The Total Amount of the Claim auto fills and cannot be changed. If the total claim amount listed at the bottom of column B is more than the approved amount and the agency only wants to claim the approved amount, they should cross out the Total amount claim number and hand write the budgeted amount request, date and initial.

Project Director's Signature and Authorizing Representative's Signature – The assigned project director and authorizing representative for the grant are required to sign and date the claim. NOTE: Completed claim forms must be mailed to the BSPE for processing. BSPE is no longer requiring the officers/deputies to sign claim. The Project Director and Authorizing Representative will review, verify for accuracy and approve the dates worked, hourly rates, and claim amount. Blue ink is required for the project director and authorizing representative signatures.

Page 2

Project Number – Will auto-fill from page 1.

Claim Number – Will auto-fill from page 1.

Period Covered From – Will auto-fill from page 1.

To – Will auto-fill from page 1.

Budget Category (line item) – Personnel Budget Category is auto filled. For equipment/supplies or indirect cost reimbursement check the appropriate box and complete the form located at the bottom of page 2.

Personnel:

Employee Name column – Enter name of officer/deputy working the grant enforcement. If officer/deputy was receiving compensation time, please denote with (COMP) after their name.

Dates Worked From column – Use drop down calendar to select the first date the officer/deputy worked enforcement for the campaign.

Dates Worked To column – Use the drop down to select date officer concluded enforcement detail. (Please note, if an officer worked several days during the campaign list the date they started and the date they concluded. There is no need to list on additional lines all the detail dates they worked. The project director will ensure the officers worked the dates and times for the campaigns.

Example, if Officer John Doe worked the Thanksgiving enforcement campaign on November 22nd, 25th, 27th, 30th and December 1st the date range for Officer John Doe would be: Dates Worked From November 22, 2019 to dates Worked To December 1, 2019.

If the officer worked an additional campaign that spanned two pay periods, then we ask the agency to use the second (latest) pay period for the payroll date. The only time a grantee needs to list an officer/deputy twice is when they are paid one rate during the first pay period and they receive a pay raise/COLA which effects their time and ½ rate for the second pay period.

Hireback Hourly Rate column – Enter the actual hourly rate of the officer/deputy.

Total Claim Hours column – Enter the total number of hours the officer/deputy worked during the campaign.

Federal Amount column – Will automatically calculate the federal amount.

Payroll Date column – Use drop down calendar to select date of payroll.

Indirect Cost: Personnel and Supplies can be considered for indirect costs. Equipment is not eligible for indirect cost. Enter personnel and supply totals. For Percentage enter indirect cost rate. Enter total dollar amount of personnel/supply costs on page 2.

Equipment/Supplies: Enter brief description of equipment/supply, Date purchased use dropdown calendar equipment/supply was purchased, enter check number used for payment.