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

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
11. **COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED**

<table>
<thead>
<tr>
<th>PROGRAMS/FUNCTIONS/ACTIVITIES</th>
<th>[a]</th>
<th>[b]</th>
<th>[c]</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Total program outlays to date</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Less: Cumulative program income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Net program outlays (Line a minus line b)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Estimated net cash outlays for advance period</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Total (Sum of lines c &amp; d)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Non-Federal share of amount on line a</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Federal share of amount on line a</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Federal payments previously requested</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Federal share now requested (Line g minus line h)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**

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

---

**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.

**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.
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
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.

<table>
<thead>
<tr>
<th>11a.</th>
<th>11b.</th>
<th>11c.</th>
<th>11d.</th>
<th>11e.</th>
<th>11f.</th>
<th>11g.</th>
<th>11h.</th>
<th>11i.</th>
<th>11j.</th>
<th>11k.</th>
<th>11l.</th>
<th>11m.</th>
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</thead>
<tbody>
<tr>
<td>$300,000</td>
<td>0</td>
<td>$300,000</td>
<td>0</td>
<td>$300,000</td>
<td>$100,000</td>
<td>$200,000</td>
<td>$50,000</td>
<td>$150,000</td>
<td>Leave Blank</td>
<td>Leave Blank</td>
<td>Leave Blank</td>
<td>Leave Blank</td>
</tr>
</tbody>
</table>

12. Leave Blank
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. Total program outlays to date: $800,000

### 11b. Less: Cumulative program income: 0

### 11c. Net program outlays (Line a minus line b): $800,000

### 11d. Estimated net cash outlays for advance period: 0

### 11e. Total (Sum of lines c & d): $800,000

### 11f. Non-Federal share of amount on line e: $150,000

### 11g. Federal share of amount on line e: $650,000

### 11h. Federal payments previously requested: $0

### 11i. Federal share now requested (Line g minus line h): $650,000

### 11j. Leave Blank

### 11k. Alternates for advances only

a. Estimated Federal cash outlays that will be made during period covered by the advance: $0

b. Less: Estimated balance of Federal cash on hand as of beginning of advance period: $0

c. Amount requested (Line g minus line b): $650,000

### 13. Certification

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

<table>
<thead>
<tr>
<th>SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL</th>
<th>DATE REQUEST SUBMITTED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>TYPED OR PRINTED NAME AND TITLE</th>
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</thead>
<tbody>
<tr>
<td>Prefix:</td>
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<tr>
<td>Middle Name:</td>
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<tr>
<td>Suffix:</td>
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<tr>
<td>Title:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TRIP/HOME/FAX/EMAIL/PHONE/EXTENSION</th>
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</thead>
</table>

This space for agency use