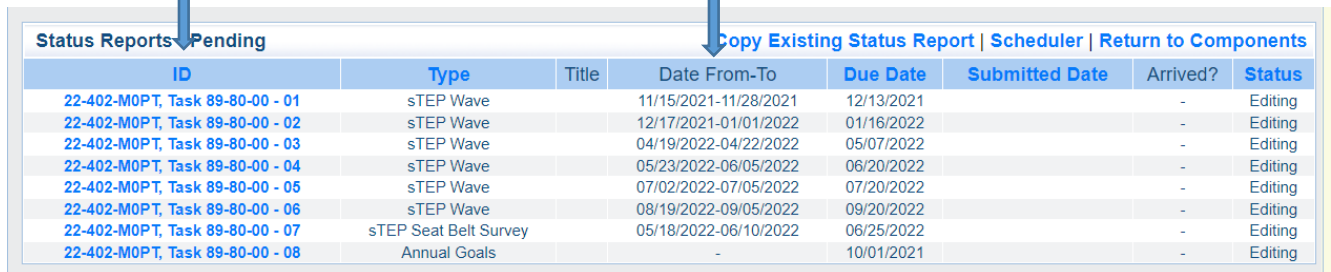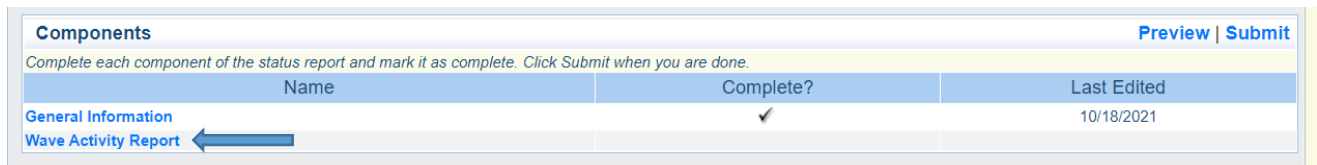How to submit a **sTEP WAVE ACTIVITY REPORT** in Iowa Grants

- Go to www.iowagrants.gov and log in

- Click on **My Grants** and then select grant for current fiscal year

- Click on **Status Reports**

- Click on the **blue** font report number in the **ID column** that matches your reporting period
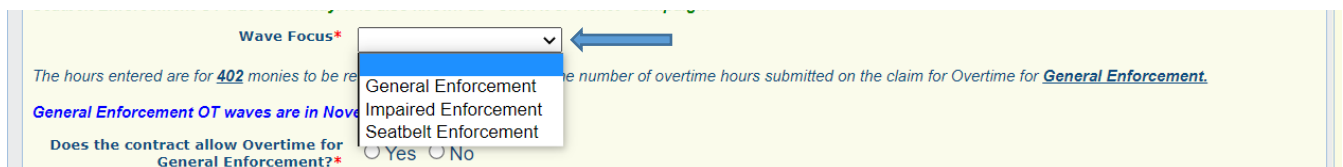
Status Reports - Pending				Copy Existing Status Report	Scheduler	Return to Components		
ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status
22-402-M0PT, Task 89-80-00 - 01	sTEP Wave		11/15/2021-11/28/2021	12/13/2021		-	Editing
22-402-M0PT, Task 89-80-00 - 02	sTEP Wave		12/17/2021-01/01/2022	01/16/2022		-	Editing
22-402-M0PT, Task 89-80-00 - 03	sTEP Wave		04/19/2022-04/22/2022	05/07/2022		-	Editing
22-402-M0PT, Task 89-80-00 - 04	sTEP Wave		05/23/2022-06/05/2022	06/20/2022		-	Editing
22-402-M0PT, Task 89-80-00 - 05	sTEP Wave		07/02/2022-07/05/2022	07/20/2022		-	Editing
22-402-M0PT, Task 89-80-00 - 06	sTEP Wave		08/19/2022-09/05/2022	09/20/2022		-	Editing
22-402-M0PT, Task 89-80-00 - 07	sTEP Seat Belt Survey		05/18/2022-06/10/2022	06/25/2022		-	Editing
22-402-M0PT, Task 89-80-00 - 08	Annual Goals		-	10/01/2021		-	Editing

- Click on **Wave Activity Report** in the table

Components		Preview | Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.		
Name	Complete?	Last Edited
General Information	✓	10/18/2021
Wave Activity Report		

- To begin, **Edit** in the upper right hand corner

- Click on the calendar icons to select your wave start date and wave end date

- In the drop down menu, select the Wave Focus

Wave Focus* [_____ ▾]

General Enforcement
Impaired Enforcement
Seatbelt Enforcement

The hours entered are for **402** monies to be re[...] number of overtime hours submitted on the claim for Overtime for **General Enforcement.**

General Enforcement OT waves are in Nove[...]

Does the contract allow Overtime for
General Enforcement?*   ○ Yes ○ No

- Answer required yes/no question regarding contract allowing OT for General Enforcement. If yes, answer the next conditional questions.

Does the contract allow Overtime for General Enforcement?*	⦿ Yes ◯ No ←
Was Overtime for General Enforcement worked during this wave?	⦿ Yes ◯ No ←	This question will not appear if you answered NO above.
Total Overtime Hours Worked for General Enforcement	5.0 ←	This question will not appear if you answered NO above.

- Repeat the steps above for Impaired Driving Enforcement

- Repeat the steps above for Seatbelt Enforcement

- Begin entering your traffic contacts by clicking in the box for OWI Arrests – Alcohol, enter number of contacts for this category while working Wave OVERTIME (even if zero) and then hit TAB.

- Enter the number of contacts for OWI Arrests – Alcohol achieved on Agency time during the wave timeframe and then hit TAB.

- Continue this process

Impaired Driving

In the Wave OT column, enter the contacts generated when officers were working overtime enforcement during the wave.

In the AGENCY column, enter the contacts generated when officers were working traffic enforcement for the agency during the wave. Do NOT include the contacts entered into the wave overtime column.

	Wave OT	Agency
OWI Arrests - Alcohol		
OWI Tested, but No Arrest made		
OWI Arrests - Drugs		
DRE Call Outs		
OWI Drug Tested, but No Arrest		
.02 Violations		
Underage Possession (traffic only)		
Open Container violations		

- Repeat this process for each of the following sections:

Occupant Protection

Seat Belt Citations (day 6am-6pm)	[ ] Wave OT	[ ] Agency
Seat Belt Citations (night 6pm-6am)	[ ] Wave OT	[ ] Agency
Child Restraint Citations	[ ] Wave OT	[ ] Agency
Seat Belt Warnings (day 6am-6pm)	[ ] Wave OT	[ ] Agency
Seat Belt Warnings (night 6pm-6am)	[ ] Wave OT	[ ] Agency
Child Restraint Warnings	[ ] Wave OT	[ ] Agency

Speed

| Speed Citation | [ ] Wave OT | [ ] Agency |
| Speed Warnings | [ ] Wave OT | [ ] Agency |

Other Violations

Count all other violations as "other citations/warnings."

For example: Citations or warnings for Improper pass, registration, etc. would be listed in this line item.

Stop Sign/Light Citations	[ ] Wave OT	[ ] Agency
Electronic Device Citations	[ ] Wave OT	[ ] Agency
Other Traffic Violation Citations	[ ] Wave OT	[ ] Agency
Stop Sign/Light Warnings	[ ] Wave OT	[ ] Agency
Electronic Device Warnings	[ ] Wave OT	[ ] Agency
Other Traffic Violation Warnings	[ ] Wave OT	[ ] Agency

- Complete the Public Information Activities. Enter quantity for each type, even if it is zero for the month.

- Any number entered greater than zero will prompt two additional questions:

  1. Message Type: Click on the corresponding message focus in the message type list. If your message included more than one focus area, press and hold down Ctrl button and click on any additional topics.
  2. Media Outlet Identification: If you had a TV spot, it will ask you to list the TV station, if you had a Radio message, it will ask you to list the Radio station, etc.

- The comments box is for you to explain a message type if you selected "Other"

Public Information Activities

Enter the number of traffic safety focused public information activities the agency completed this month. This may include a radio interview or Public Service Announcement, social media posts or shared posts and newsprint.

If postings are on multiple social media outlets (such as Twitter, Facebook, Instagram, etc), please be sure to count each traffic safety post. For example, if posting on Facebook and Twitter, count two.

TV* `1`
Input total # of TV PSAs.

Message Type
```
Alcohol Impaired
Drug Impaired
Drowsy
Distracted
```
Select message type(s) on TV PSAs. Please press Ctrl + Click to select multiple items

⟵ This question will not appear if you enter zero above.

TV Station(s) `WHO-TV13` ⟵ This question will not appear if you enter zero above.
List station(s) televising message.

Radio* `1`
Input total # of Radio messages.

Message Type
```
Alcohol Impaired
Drug Impaired
Drowsy
Distracted
```
Select message type(s) on Radio messages. Please press Ctrl + Click to select multiple items

⟵ This question will not appear if you enter zero above.

Radio Station(s) `Lite 104.1` ⟵ This question will not appear if you enter zero above.
List station(s) airing message.

Print* `0`
Input total # of Print messages.

Social Media* `2`
Input total # of Digital messages.

Message Type
```
Alcohol Impaired
Drug Impaired
Drowsy
Distracted
```
Select message type(s) on Digital messages. Please press Ctrl + Click to select multiple items

⟵ This question will not appear if you enter zero above.

Social Media `Facebook, Website` ⟵ This question will not appear if you enter zero above.
List social media application(s) posting message

In-Person* `0`
Input total # of In-Person messages.

Comments/Other; please explain
```



```
If any type of message is "Other", please explain here for all categories.

- Click **Return to Top** and then click **Save** in the upper right hand corner

- If you have and Public Information Activities to attach, scroll down to that section and click **Add**

Public Information Activities Attachment(s)		Add
Is there public information documentation to upload?		Attachments

- Answer the required yes/no question and then click on Choose File button to navigate to your file

- Click **Save** in the upper right hand corner

- If you worked a Targeted Traffic Enforcement Project(s), scroll down to that section and click Add

Targeted Traffic Enforcement Projects Report   **Add**

The contract requires one targeted traffic enforcement project which will be a multi-jurisdictional project.

Did the agency participate in a targeted traffic enforcement project?	Project Date	Project Time of Day Day: 6 AM - 6 PM Night: 6 PM - 6 AM	Project Started (Military Hours)	Project Ended (Military Hours)	# Officers Participating From Reporting Agency	Other Agencies Participating

- Answer the required yes/no question

The next questions in the screen shot below are conditional based on your response to the required question. If you mark NO for the required question, the rest of the questions will NOT appear.

Targeted Traffic Enforcement Projects Report

The contract requires one targeted traffic enforcement project which will be a multi-jurisdictional project.

Did the agency participate in a targeted traffic enforcement project?* ● Yes ○ No

Project Date

Project Time of Day
Day: 6 AM - 6 PM
Night: 6 PM - 6 AM

Project Started (Military Hours)

Project Ended (Military Hours)

Officers Participating From Reporting Agency

Other Agencies Participating

These questions will only appear if you answered YES to targeted traffic enforcement project above.

Return to Top

- Click on **Return to Top** and click **Save** in the upper right hand corner

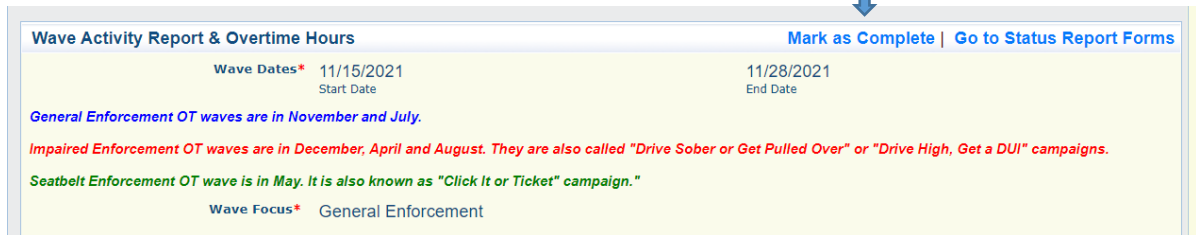- To add comments, click **Edit** in the upper right hand corner and scroll down to that section.

Comments

Please indicate any special circumstances or comments GTSB should be aware of for this wave.

Return to Top

- Click **Return to Top** and then **Save** in the upper right hand corner

- Click **Mark as Complete**

Wave Activity Report & Overtime Hours Mark as Complete | Go to Status Report Forms

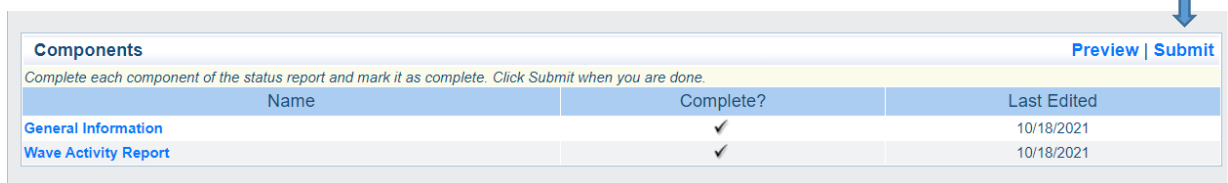| Wave Dates*	11/15/2021	11/28/2021
	Start Date	End Date

General Enforcement OT waves are in November and July.

Impaired Enforcement OT waves are in December, April and August. They are also called "Drive Sober or Get Pulled Over" or "Drive High, Get a DUI" campaigns.

Seatbelt Enforcement OT wave is in May. It is also known as "Click It or Ticket" campaign."

Wave Focus*   General Enforcement

- Click **Submit**

Components Preview | Submit

Complete each component of the status report and mark it as complete. Click Submit when you are done.

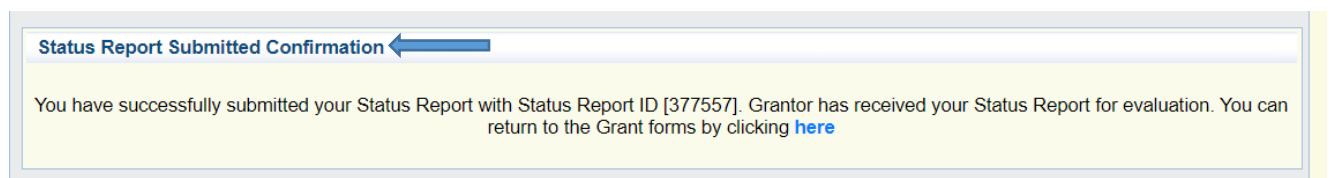| Name	Complete?	Last Edited
General Information	✔	10/18/2021
Wave Activity Report	✔	10/18/2021

- If there are no further edits to this form, click **OK**

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www.iowagrants.gov says

Submitting the Status Report will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Status Report?
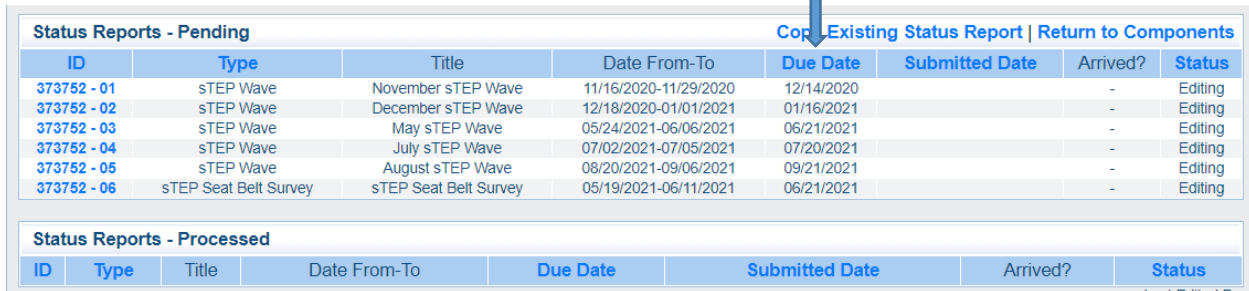
OK   Cancel

Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

Status Report Submitted Confirmation

You have successfully submitted your Status Report with Status Report ID [377557]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking **here**

FYI – sTEP Wave Activity Reports are due 15 days after the end of the wave period, indicated on each status report (see below):

ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status
Status Reports - Pending				Copy Existing Status Report | Return to Components			
373752 - 01	sTEP Wave	November sTEP Wave	11/16/2020-11/29/2020	12/14/2020		-	Editing
373752 - 02	sTEP Wave	December sTEP Wave	12/18/2020-01/01/2021	01/16/2021		-	Editing
373752 - 03	sTEP Wave	May sTEP Wave	05/24/2021-06/06/2021	06/21/2021		-	Editing
373752 - 04	sTEP Wave	July sTEP Wave	07/02/2021-07/05/2021	07/20/2021		-	Editing
373752 - 05	sTEP Wave	August sTEP Wave	08/20/2021-09/06/2021	09/21/2021		-	Editing
373752 - 06	sTEP Seat Belt Survey	sTEP Seat Belt Survey	05/19/2021-06/11/2021	06/21/2021		-	Editing
Status Reports - Processed							
ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status

The Iowa Grants system will send you an automated courtesy reminder email 10 days out from the due date indicating a "Status Report" is due soon. The system will email you again 3-5 days out from the due date if you've still not submitted the report. The email will come from Iowa Grants and if you have any questions, please contact your Program Administrator.

- If you've submitted your report prior to the 5th of the following month, you should not receive this email.
- If you've started your report but not completed and submitted your report (editing status), you WILL receive this email.
- If you've not started your report at all, you WILL receive this email.

From: iowa.grants@webgrantsmail.com
Subject: Status Report Due Soon
Message:

**** Do Not Respond to This Email ****

Your Grant Manager has created a status report due for submission in 10 days for the following grant:
Number: *Your Contract Number*
Name: *Your Grant Title*
Program Area: Governor's Traffic Safety Bureau
Grantee Organization: *Your Organization*
Applicant: *Primary Contact*

This requires your immediate attention, you may log into the IowaGrants.gov grants management system at the following location:

https://www.iowagrants.gov