Final Budget Set-up / Prepare for Reimbursements

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1. Right Role / Right Status

- <u>User Roles</u> – Only an **Organization Administrator**, **Authorized Official**, or a **Financial Officer** will have the user permissions needed to create and submit a Reimbursement Request

- <u>Application Status</u>— The application must be in **Notice of Award** status to input the Final Budget

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	5311 Application	TEST1	DOT ADOT System Administrator	Notice of Award	02/26/2014 - 04/11/2014 04/11/2014 5:00PM PST

2. Right Page

- Budget Page

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

- Look for the SAVE button when you are on the budget page before filling it out.

Page Name

Program Information

Program Management

System Characteristics

Route Service Characteristics (2)

Vehicles

Other Capital Requests

Planning

Budget

Local Match

Union

Safety and Training Programs

3. Budget Summary

- Budget Summary tells totals. Does not outline the individual capital items. Do check the totals.
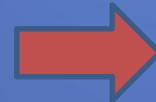
REQUESTED BUDGET SUMMARY	Match Ratio	T
Administration Request	80/20	
Operating	58/42	
Intercity Request	58/42	
Capital Request	80/20	
Planning Request	80/20	
Total Request		

Awarded Budget Summary

ADMINISTRATION BUDGET	Total Request

4. Award Check / Appeal

- If you notice anything wrong with your award, please contact your program manager.

- If your organization needs to appeal your award, you have 10 days from Notice of Award to change the status to appeal. You must also submit a letter to your Program Manager outlining the reasons for appeal.

➔ Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS]

5. Take a print version before setting your Final Budget

ADMINISTRATION BUDGET	Total Request	Revised Budget	Final Budget	
		PRINT VERSION ADD NOTE		
Transit Manager / Coordinator ▾	$62,500	$62,500		
Administrative Assistant ▾	$35,000	$35,000		
Financial Assistant ▾	$9,000	$0		
HR / Employee Recruitment ▾	$14,500	$0		
Fringe Benefits for Admin. Personnel ▾	$14,000	$14,000		
Program Audit ▾	$3,000	$3,000		
Utilities ▾	$12,500	$12,500		
Marketing / Advertising ▾	$6,000	$6,000		
Printing ▾	$12,500	$12,500		

6. Put the budget in the order you'd like for reimbursement

ADMINISTRATION BUDGET

Transit Manager / Coordinator

Administrative Assistant

Financial Assistant

HR / Employee Recruitment

Fringe Benefits for Admin. Personnel

Program Audit

Utilities

Marketing / Advertising

Printing
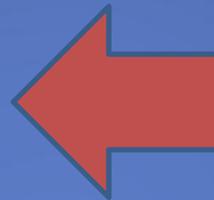
7. Enter the Final Budget on the last column

ADMINISTRATION BUDGET	Total Request	Revised Budget	Final Budget
Transit Manager / Coordinator	$62,500	$62,500	$62,500
Administrative Assistant	$35,000	$35,000	$35,000
Administrative Supplies	$9,000	$0	$2,500
Phones / Internet	$14,500	$0	$6,500
Fringe Benefits for Admin. Personnel	$14,000	$14,000	$14,000
Program Audit	$3,000	$3,000	$3,000
Utilities	$12,500	$12,500	$12,500
Marketing / Advertising	$6,000	$6,000	$6,000

8. Ensure there are no gaps in funding lines

ADMINISTRATION BUDGET	Total Request	Revised Budget	Final Budget
Transit Manager / Coordinator	$62,500	$62,500	
Administrative Assistant	$35,000	$35,000	
Financial Assistant	$9,000	$0	
HR / Employee Recruitment	$14,500	$0	
Fringe Benefits for Admin. Personnel	$14,000	$14,000	
Program Audit	$3,000	$3,000	
Utilities	$12,500	$12,500	
Marketing / Advertising	$6,000	$6,000	
Printing	$12,500	$12,500	

9. Press Save and Check the numbers

- Ensure that the budget matches the award for both Administration & Operating / Intercity
- Check last year's budget to ensure that you are making the right budget for your organization.

Page Error(s)

- The final Administration budget ($142,000.00) must equal the awarded budget ($202,450.00).
- The final Operating budget ($-154,500.00) must equal the awarded budget (Operating + Intercity: $559,500.00).

10.Operating / Intercity Ratio

- If you applied for intercity and didn't receive it change the intercity % to 0. Otherwise do not change.

If applying for Intercity funds, what percentage of your Operating Budget is for Intercity Operations? | 0 |%

OPERATING BUDGET	Total Request	Revised Budget	Final Budget	Federal Request	Local Match	Subcontracted?
Preventive Maintenance ▼		$50,000	$0	$0	$0	⦿ Yes ○ No
Printing ▼		$2,000	$45	$26	$19	○ Yes ⦿ No
Dispatcher(s) ▼		$15,000	$15,000	$0	$0	○ Yes ⦿ No
Driver Salaries ▼		$150,000	$150,000	$0	$0	○ Yes ⦿ No
Fuel and Oil ▼		$75,000	$50,000	$348	$252	⦿ Yes ○ No

11. Preventive Maintenance

- For Preventive Maintenance awards, zero out that line as it is capital. And move something into its place.

If applying for Intercity funds, what percentage of your Operating Budget is for Intercity Operations? `0` %

OPERATING BUDGET	Total Request	Revised Budget	Final Budget	Federal Request	Local Match	Subcontracted?
Preventive Maintenance		$50,000	$0	$0	$0	◉ Yes ○ No
Printing		$2,000	$45	$26	$19	○ Yes ◉ No
Dispatcher(s)		$15,000	$15,000	$0	$0	○ Yes ◉ No
Driver Salaries		$150,000	$150,000	$0	$0	○ Yes ◉ No
Fuel and Oil		$75,000	$50,000	$348	$252	◉ Yes ○ No

12. Capital, Totals, & Finalize

- Check to make sure that the Final Budget Column matches your awarded total in Administration and Operating + Intercity

- Capital will show on the Reimbursement page. You don't need to do anything here.

- Save the Page and Let you Program Manager know you are finished.

Questions

For E-Grants help please see:
Hours: Monday thru Friday 8am to 6pm MST
Phone: 1-866-449-1425
Email: azhelpdesk@agatesoftware.com

ADOT 5311 Program Managers

- Sara Allred – sallred@azdot.gov

- Tina Munoz – Tmunoz@azdot.gov