

5311 Reimbursement Requests E-Grants Guide

July 2016

Quarterly Invoicing for Capital

- ▶ For the 2014 & 2015 applications only.
- ▶ 1st year is monthly.
- ▶ After the 1st year, capital will be reimbursed quarterly.
- ▶ This application cycle is 2 year so monthly reimbursements will be standard for the full 2 years.

Right Role / Right Status

- User Roles – Only an **Organization Administrator**, **Authorized Official**, or a **Financial Officer** will have the user permissions needed to create and submit a Reimbursement Request
- Application Status— The application must be in **Active Grant** status to create a Reimbursement Request

Start in the Application

- ▶ From the Application Menu, select the **View Related Items** button under Contracts, Invoices, & Reporting

5311 Application Menu

Document Information: [5311-2014--00025](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
5311 Application	Regional Public Transportation Authority	AGENCY Organization Administrator	Active Grant	02/26/2014 - 04/11/2014 04/11/2014 5:00PM PST	

View, Edit and Complete Forms

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

[VIEW FORMS](#)

Change the Status

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

[VIEW STATUS OPTIONS](#)

Tools

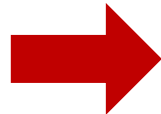
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

Contracts, Invoices, & Reporting

Select the **View Related Items** button below to view related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)



Create the Reimbursement Request

- **Initiate** the Reimbursement Request—Select the first Month available. They must go in order.

Document Type	Name
5311 Reimbursement Request	<u>Initiate a/an November 5311 RR</u>
5311 Reimbursement Request	<u>Initiate a/an October 5311 RR</u>



Access the Reimbursement Request Form

- From the Reimbursement Request Menu, select the **View Forms** button under View, Edit and Complete Forms

 [Back](#)

5311 Reimbursement Request Menu

Document Information: [5311RROct-2015--00180](#)

Parent Information: [5311-2014--00025](#)

 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	5311 Reimbursement Request	Regional Public Transportation Authority	AGENCY Organization Administrator	Reimbursement Request in Progress	12/08/2014 - 01/30/2015 01/15/2015 12:00PM PST

View, Edit and Complete Forms

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

[VIEW FORMS](#)



- ▶ Then select the **Reimbursement Request** form



[Back](#)

5311 Reimbursement Request Menu - Forms

Please complete all required forms below.

Document Information: [5311RROct-2015--00180](#)

Parent Information: [5311-2014--00025](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Reimbursement Request			12/19/2014 11:49:40 AM



Approved Budget?

- ▶ Do you see an Approved budget? If not, cancel your reimbursement request and let your ADOT PM know. -- You need to finalize your budget in the application.



Administration	Match Ratio	Reimbursement Requests	Contract Cumulative	Balance	Approved Budget	% Expended	Project Complete
Program Manager	80 / 20	<input type="text"/>			\$19,708.00	%	<input type="radio"/> Yes <input type="radio"/> No
Transit Manager / Coordinator	80 / 20	<input type="text"/>			\$15,678.00	%	<input type="radio"/> Yes <input type="radio"/> No

Billing Period / Invoice Number

- ▶ Choose the billing period month and year.
- ▶ Fill in an Invoice Number, each month must be different so it can be month year such as May-2015.

Billing Period:	<input type="text"/>	<input type="text"/>	←
Invoice Number:	<input type="text"/>		←
Invoice Date:			

Enter Your Expenditures

- ▶ On the first open column for Administration, Operating / Intercity, and Capital.



Administration	Match Ratio	Reimbursement Requests	Contract Cumulative	Balance	Approved Budget	% Expended	Project Complete
Program Manager	80 / 20	<input type="text" value="2012.43"/>			\$19,708.00	%	<input type="radio"/> Yes <input type="radio"/> No
Transit Manager / Coordinator	80 / 20	<input type="text" value="1486.00"/>			\$15,678.00	%	<input type="radio"/> Yes <input type="radio"/> No

Fares Revenue

- Enter Fare Revenue for Operating / Intercity.

Costs		
Revenue Earned ie Fares		<div><div></div><div>\$4,580.90 *</div></div>

This can include Advertising Revenue. It is your agency's choice.

Project Complete

- ▶ Select project Complete when you are fully finished billing a project. This is for capital until the end of the grant year when it should also be entered for Administration and Operating / Intercity.

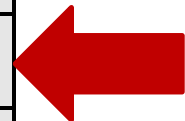


Capital	Match Ratio	Reimbursement Requests	Contract Cumulative	Balance	Approved Budget	% Expended	Project Complete
Bus Shelters	90 / 10	20978.60			\$21,600.00	%	<input checked="" type="radio"/> Yes <input type="radio"/> No

Save and Check Your Work

- ▶ Press Save
- ▶ Check to ensure the totals match what you expected.
- ▶ Total Costs are in the Financial Summary Block
- ▶ The reimbursement amount is the Total Federal Share Payable to Recipient.

FINANCIAL SUMMARY BLOCK	Monthly Total Cost
Total Costs	\$20,641.00
Total Local Share	\$8,519.40
Total Federal Share Payable to Recipient	\$12,121.60



Back-Up Documentation

- ▶ Upload back-up document-accounting information that documents the expenditures & back-up for capital purchases. Coordinate with PM / MPD finance if you have questions.
- ▶ Preferred Back-up Documents Name after month / year / Agency

ATTACH BACK-UP DOCUMENTATION

U:\backup Oct. 2014 Sul

Browse...



Cash Match

- Cash Match is what you paid using your funds. Please list the source of the funds.

Cash Match Only	
Local Match Expended	Source
\$31,741.72	General Fund
\$0	Total Cash Match

- Ensure that the local match paid is the same as the cash match + In-kind match

Cash Match = Total Local Share

FINANCIAL SUMMARY BLOCK	Monthly Total Cost
Total Costs	\$20,641.00
Total Local Share	\$8,519.40
Total Federal Share Payable to Recipient	\$12,121.60



Cash Match Only	
Local Match Expended	Source
\$8,519.40	Transit Fund
\$8,519.40	Total Cash Match



- Where there is no In-kind match

In-Kind Match



In-Kind Match							
In-Kind Match Units Expended	Billing Period In-Kind Match Total	Project type	Source of Donations / Service		Value of Service / Donation	Total Dollars or Units Provided	Project Total
<input type="text" value="10"/>	\$114.90	Administration	Volunteer admin assistance	In-Kind	\$11.49 per hour	255	\$2,938.00
<input type="text" value="10"/>	\$132.70	Operating	Volunteer drivers	In-Kind	\$13.27 per hour	1854	\$24,612.00
<input type="text"/>	\$0	Operating	Worker comp for volunteer drivers	In-Kind	\$84.00 per year	1	\$84.00
						Total	\$32,698.00

- Enter the quantity of In-kind Match used that month.
- In-kind Match must be pre-approved



Page Error(s)

The Billing Period Total Match Paid must equal the amount in the Total Local Share Monthly Cost.

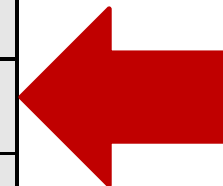
Cash Match + In-kind Match= Total Local Share

Cash Match Only	
Local Match Expended	Source
\$8,271.80	General Fund
\$0	Total Cash Match

+

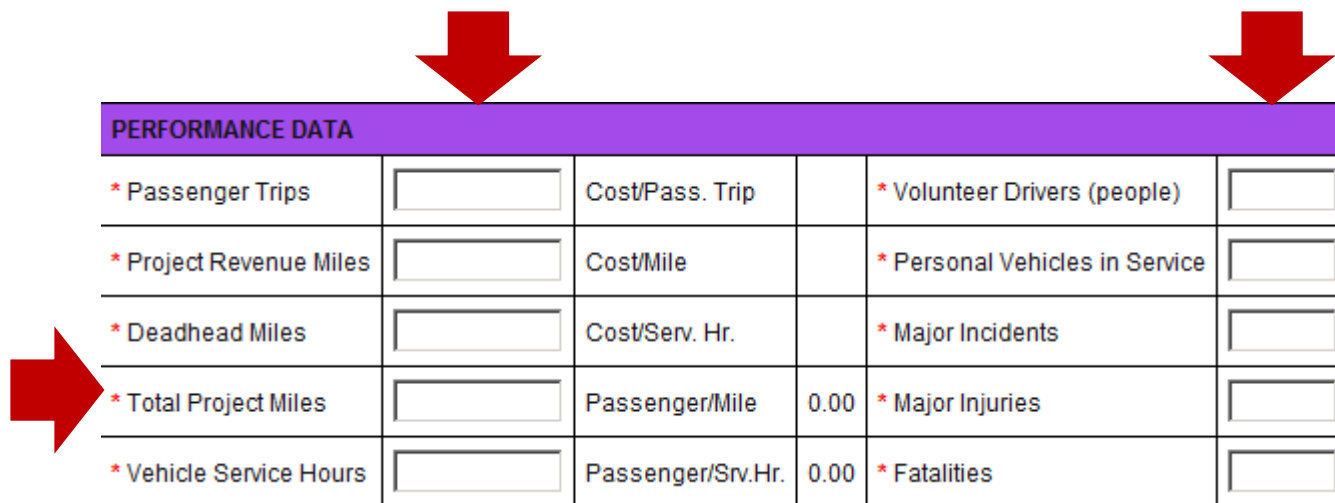
In-Kind Match Units Expended	Billing Period In-Kind Match Total
10	\$114.90
10	\$132.70
	\$0

FINANCIAL SUMMARY BLOCK	Monthly Total Cost
Total Costs	\$20,641.00
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Fill in Performance Information

- ▶ Fill in the outer columns and press save
- ▶ Total Project Miles = Project Revenue Miles + Deadhead Miles + Other Miles*
- ▶ *Miles for Maintenance or other uses, not revenue or deadhead, should be reflected in the Total Project Miles.




PERFORMANCE DATA					
* Passenger Trips	<input type="text"/>	Cost/Pass. Trip		* Volunteer Drivers (people)	<input type="text"/>
* Project Revenue Miles	<input type="text"/>	Cost/Mile		* Personal Vehicles in Service	<input type="text"/>
* Deadhead Miles	<input type="text"/>	Cost/Serv. Hr.		* Major Incidents	<input type="text"/>
* Total Project Miles	<input type="text"/>	Passenger/Mile	0.00	* Major Injuries	<input type="text"/>
* Vehicle Service Hours	<input type="text"/>	Passenger/Srv.Hr.	0.00	* Fatalities	<input type="text"/>

Tell ADOT about it

- ▶ Use the Comment Box to save us all time.
- ▶ Tell us about line items that were billed twice in the same month.
- ▶ Why you're not billing something you normally bill.
- ▶ Capital Items
- ▶ All Service Changes must be reported or anything unusual

COMMENTS


Enter any comments needed here.



31 of 3000

DBE / Contract Reporting

- ▶ Follow the link to enter your reporting data into the LPA contract reporting tool
- ▶ Then check the box next to I Agree
- ▶ All contract / purchase order payments must be entered.

Please confirm, as part of the DBE program, all contract payments invoiced have been entered in LPA system.
<https://arizonalpa.dbesystem.com/> 

☒ I Agree* 

SAVE, RECHECK, CONFIRM

- ▶ Save & Recheck all fields. Double check your Reimbursement Request and Match.
- ▶ Enter any needed comments
- ▶ Then select I agree at the bottom and save again.

By checking the box below, the grantee hereby certifies that all expenditures, equipment, and supplies acquired under this contract are in accordance with the provisions and terms of the contract and are correct and eligible. The appropriate local match funds have been expended towards this project. The grantee has engaged in local and regional coordination activities to the best of its ability. Supporting documentation shall be available to auditors and / or ADOT representatives upon request.

☒ I Agree*



COMMENTS

Enter any comments needed here.

31 of 3000

Submitting the Reimbursement Request

- ▶ From the Reimbursement Request Menu, select the **View Status Options** button under Change the Status

 [Back](#)

5311 Reimbursement Request Menu

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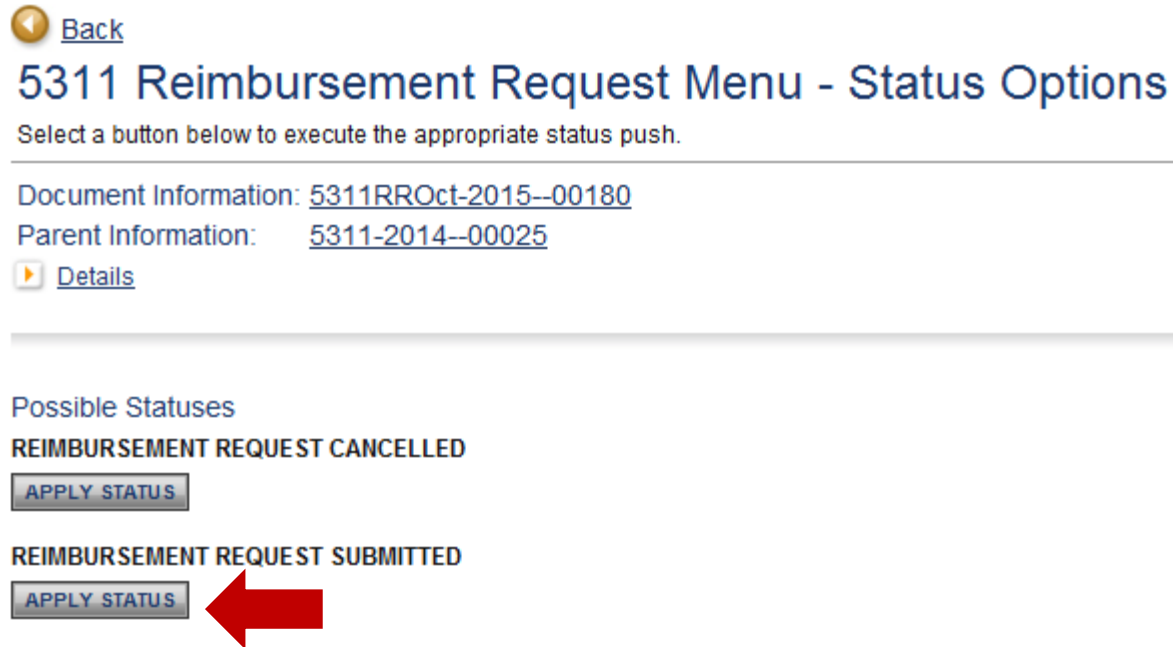
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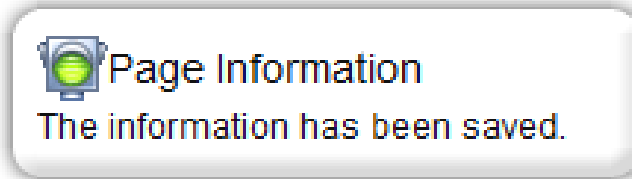
[VIEW STATUS OPTIONS](#)



- Then press the **Apply Status** button under Reimbursement Request Submitted.



- There will be a Page Information message stating that The information has been saved. This means that the Reimbursement Request has been submitted.



- Once the Reimbursement Request has been submitted, the Budget can not be changed.

Reimbursement Modifications

- ▶ After submitting check your reimbursement in the next two weeks.
- ▶ If you see Reimbursement Rejected- Modifications Required, please look in your comment box or email. You will need to make changes as requested and resubmit.

Current Status

Reimbursement Rejected - Modifications Required

Reimbursement Paid or GAE Bypass

- If you see Reimbursement Paid or in GAE Bypass, you should be seeing a payment in your direct deposit or a check because we think you've been paid.
- There may be several days delay until the check is sent after Paid is posted to Egrants.
- If it is in Bypass it may take several weeks still because we are processing it outside of our interface.

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 Finance - MPDInvoice@azdot.gov or contact your Program Manager