



E-Grants Subrecipient's User Guide

E-Grants Version 8

Arizona Department of Transportation

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A. User Roles

1. AGENCY Attorney

- Sign Grant
- Sign Certifications & Assurances

2. AGENCY Authorized Official

- Initiate, Complete, and Submit Applications
- Cancels Applications
- All, except manage the organization
- Mayor, City Manager
- Needs signature authority to submit grants

3. AGENCY Financial Officer

- Initiate Applications
- Complete Applications
- Invoice Processing
- Submit Reimbursement Requests

4. AGENCY Grant Writer

- Start Applications
- Cancels Applications
- Complete the application.
- Reviews Applications

5. AGENCY Organization Administrator

- Initiate, Complete, and Submit Applications
- Cancels Applications
- Initiate and Submit Reimbursement Requests
- Manage the Organization profile and permissions

6. AGENCY Viewer

- View only permissions

B. Agate Help Desk Availability

You can access the contact information on the login page and from the Show Help on the My Home page after you are logged in.

Help Desk Availability

Hours: Monday thru Friday 8am to 5pm MST

Phone: 1-866-449-1425

Email: azhelpdesk@agatesoftware.com



NEW USER REGISTRATION

C. Add a New User / 1st Time Log In

E-Grants Web Site: <https://egrants.azdot.gov>

All new users.

Click on [New User Registration](#).



The registration process requires you to setup your user profile. The new user completes all the contact information. All fields with an asterisk (*) must be entered. Make sure you enter your email address and create a username and password. This is where you would also go to update your password. **Enter preferred role in Notes.**

Contact Information

	Prefix	First	Middle	Last	Suffix
Name	<input type="text"/>				
Organization	<input type="text"/>				
Title	<input type="text"/>				
Address	<input type="text"/>				
City	<input type="text"/>	<input type="text"/>	<input type="text"/>	Arizona	Zipcode <input type="text"/>
County	<input type="text"/>				
Phone #1	<input type="text"/>				
Fax	<input type="text"/>				
Email	<input type="text"/>				
Website	<input type="text"/>				
Username	<input type="text"/>				
Password	<input type="text"/>	Confirm Password			<input type="text"/>
Notes	<input type="text"/>				

Please select your County.

Need email address for all contacts

Select User name and Temporary Password

Enter preferred role in Notes. Agency Roles:

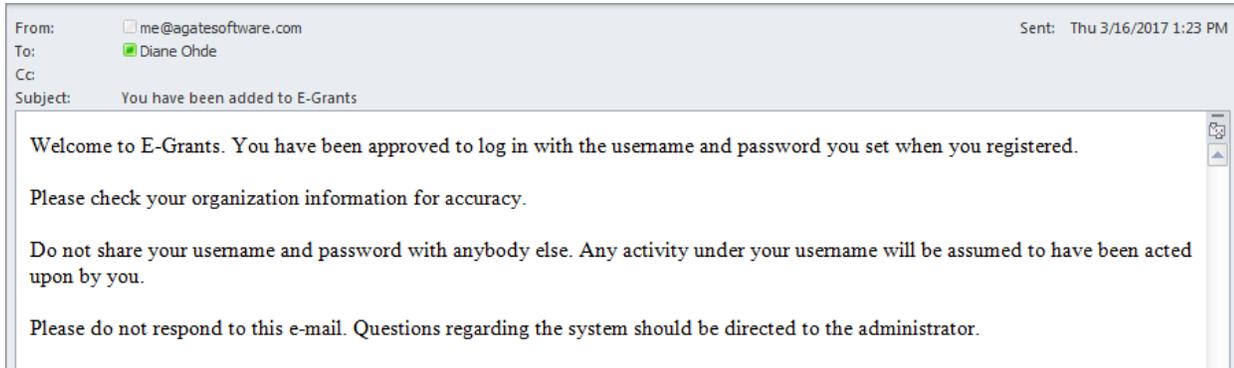
- Agency Attorney
- Agency Authorized Official
- Agency Financial Officer
- Agency Grant Writer
- Agency Organization Administrator
- Agency Viewer

NEW USER REGISTRATION

After you complete the registration process, one of the Program Managers will complete the approval process. They will check to make sure you don't already have an E-Grants account and confirm there is already an Organization Administrator assigned.

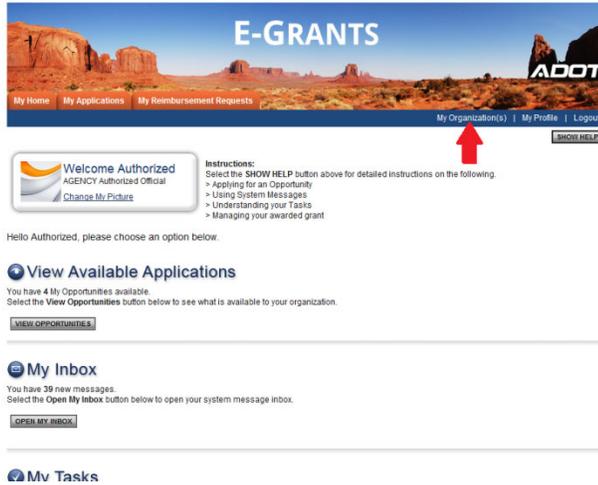
If you do not enter a preferred role in the Notes, you will be automatically set as an Agency Viewer. The Agency Organization Administrator can update later with the preferred role.

New Users will receive the following email after your registration request has been reviewed and approved:



D. Managing Your Organization

1. My Organization(s)



2. Organization Information

Some of the information on this screen is updated by ADOT.

We need you to make sure the fields highlighted with arrows are correct and completed. (DBA, COG/MPO, DUNS #, County, Email, and Type). Type Options are State, Regional, County, City Government Agency, For-Profit, Non-Profit, Tribe, and Other. We have found that typically these fields are not completed and cause issues when processing your application and payments.

The main email for the organization is used for System Notifications so be sure to fill it in.

Do not enter anything into the Vendor # field. This is filled out by ADOT. Agencies must apply for their Vendor Number\Address Code and submit it to ADOT. The Acronym and Abbreviation fields are used for naming documents and may also be updated by ADOT.

If your address changes or if your direct deposit account changes, please contact your Program Manager so we can update internal data to make sure your reimbursement requests process successfully.

Organization Information

Name	Agate Arizona
DBA	AA1
Acronym	AA2
COG/MPO	COG
TAX ID	123123
Vendor #	PZ555262126
DUNS #	117555835
Abbreviation	AA3
Address Code	A001
Address	123 Test St.
City	Glendale
State	Arizona
Zip code	85032
County	Maricopa County
Phone	(602) 555-4545
Fax	
Email	
Website	
Type	State

This information populates into your contract.

MANAGE YOUR ORGANIZATION

3. Additional Information

Additional Addresses and Certs & Assurances can be added here.

[Back](#)
Document Information: -00042
[Details](#)

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | **Additional Information** | [Organization Document Availability](#)

ADDITIONAL INFORMATION

Instructions

- Please list the addresses for the organization, department, or sub-organization name ie. the name of the unit applying.
- If multiple units are applying or are ADOT grantees, please ensure all are listed.
- Use the **ADD** button to enter additional addresses.

ADDITIONAL ADDRESSES

Name*
Acronym*
Relationship to Organization*
If other, please explain the relationship

Address*
City* State* Zipcode*
County*

Address Type*

- Contract Address
- Remittance Address
- Mailing Address

CERTS & ASSURANCES

Last Date of Execution:
Last Attorney Signature Date:

4. Organization Members

Users without permissions to administer Organization Members will see this screen:

[Back](#)

Organization - ADOT Multimodal Planning Division

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | **Organization Members** | [Organization Documents](#) | [Additional Addresses](#)

Organization Members

All new members must be added as new members in the system by registering at the login page. (Click New User Registration)

To add members that are already in the system to your organization, please contact the help desk
For further instructions on the roles, please see the Instructions or go to www.azdot.gov/transitprograms.

The Instruction link is: <http://www.azdot.gov/planning/TransitProgramsandGrants/program-handbook-applications-and-awards>.

MANAGE YOUR ORGANIZATION

Permissioned [Agency Organization Administrators](#) will see this:

[Back](#)

Organization - Krystal Smith 123

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Additional Addresses](#) | [Organization Document Availability](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:
To add a member to your organization, select the **Add Members** link below.
If a member has already added his/her information in the system, you can search for the member.
If you need to add a member's information into the system, select **New Member**.
For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Sort By:	-----SELECT-----	-----SELECT-----	Results Per Page	20	GO	
<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/>	Smith AQ, Krystal	AGENCY Authorized Official	1/29/2013	15	System Administrator, ADOT	1/29/2013
1						

ADOT will add New Registered users to your organization during the User Approval Process. If a preferred user role is not entered in the Profile Notes section, ADOT will by default assign the Agency Viewer role.

Click on **NEW MEMBER** to add a new user that has not registered.

[Back](#)

Organization - ADOT Multimodal Planning Division

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Additional Addresses](#) | [Organization Document Availability](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:
1. To add a member to your organization, select the **Add Members** link below.
2. If a member has already added his/her information in the system, you can search for the member.
3. If you need to add a member's information into the system, select **New Member**.
For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search

MANAGE YOUR ORGANIZATION

To adjust people's roles, select the box for the user, assign their role, and click on SAVE.

To remove a user from accessing the system, enter a date into the second date box and select Save. This will keep them from accessing your organization documents from that date forward.

Back

Organization - ADOT Multimodal Planning Division

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Additional Addresses](#) | [Organization Document Availability](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

1. To add a member to your organization, select the **Add Members** link below.
2. If a member has already added his/her information in the system, you can search for the member.
3. If you need to add a member's information into the system, select **New Member**.

For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search

Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input type="checkbox"/> Test, Kyle • ADOT Multimodal Planning Division (DOT Director)	-- Select --	3/23/2016			
<input type="checkbox"/> Fred, Sara • ADOT Multimodal Planning Division (AGENCY Organization Administrator)	-- Select --	3/23/2016			
<input type="checkbox"/> Fred, Sara • TEST 2 (AGENCY Organization Administrator)	-- Select --	3/23/2016			
<input type="checkbox"/> Attorney, Tester • Agate Arizona (AGENCY Attorney)	-- Select --	3/23/2016			
<input type="checkbox"/> AuthorizedOfficial, Tester • Agate Arizona (AGENCY Authorized Official)	-- Select --	3/23/2016			
<input type="checkbox"/> Rev2, tester • Agate Arizona (DOT Reviewer)	-- Select --	3/23/2016			

AGENCY - BEGIN NEW APPLICATION

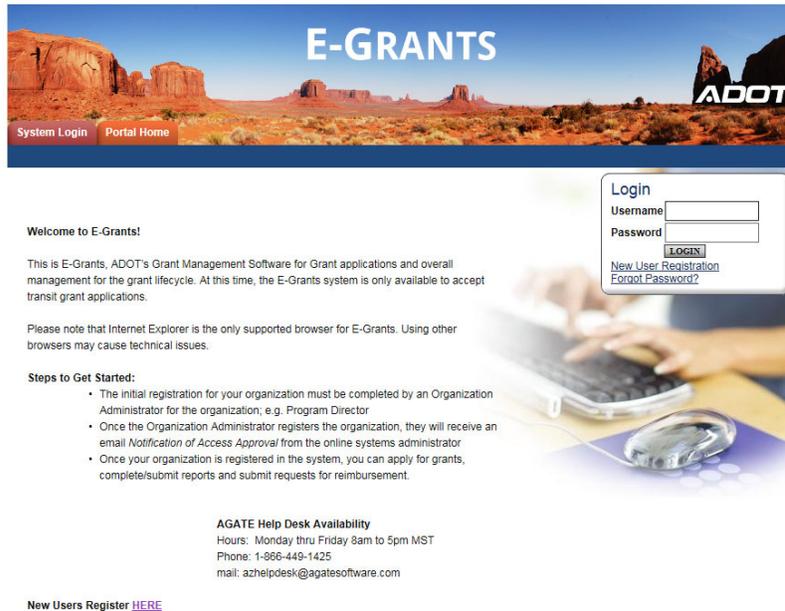
E. AGENCY - Begin New Application

Users with the following User Roles may complete and submit an application in e-Grants:

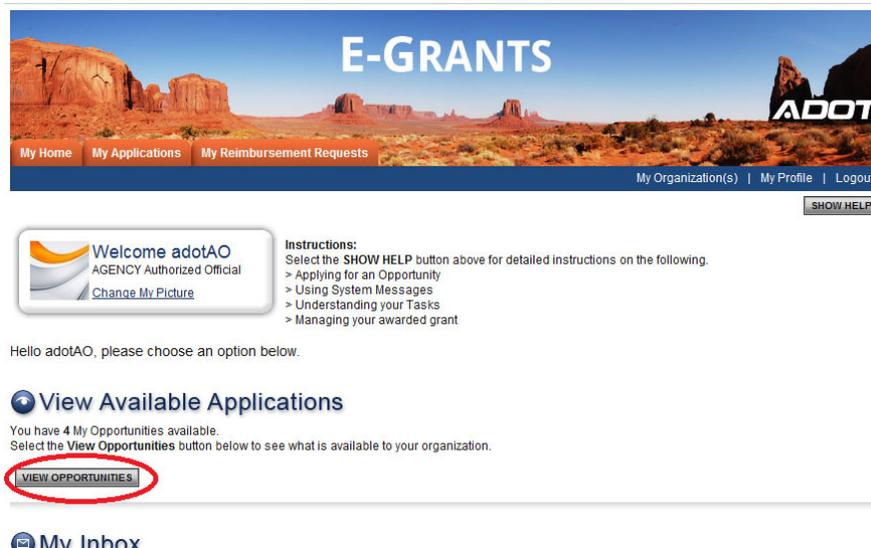
- **AGENCY Organization Administrator**
- **AGENCY Authorized Official**
- **AGENCY Grant Writer**

Login to E-Grants application at <https://egrants.azdot.gov>

Please note that if you try entering your password too many times, the system will lock you out and you'll need to contact the Agate Help Desk.



View Available Applications, Click on **View Opportunities** button.



AGENCY - BEGIN NEW APPLICATION

Scroll down to view all opportunities. Click on the **Apply Now** button for the program you would like to start a new application for.

E-GRANTS
ADOT

My Home | My Applications | My Reimbursement Requests

My Organization(s) | My Profile | Logout

[Back](#)

My Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

Provider:

Document Instance:

Due Date (From - To): -

FILTER

5310 Application for Krystal Smith 123
Offered By: ADOT Multimodal Planning Division

5310 Application Availability Dates:
11/12/2014-01/01/2017

5310 Application Period:
11/12/2014-01/01/2017

5310 Application Due Date:
02/16/2018

Description:
49 U.S.C. 5310 authorizes the stimulus assistance program for the special needs of elderly individuals and individuals with disabilities, subject to annual appropriations. 49 U.S.C. 5310(a)(1) authorizes funding for public transportation capital projects to be used, designed and carried out to meet the special needs of elderly individuals and individuals with disabilities.

APPLY NOW

You will be asked whether you want to carry forward application data you have entered from a previous year. You can choose to not carry forward or choose from the available previous year's applications. Once you have made your selection, click on the **I Agree** button on the Agreement page.

Agreement

Please make a selection below to continue.

You may copy forward data from one of the following items:

Do not copy data forward

5311-2014-Agate Software Inc.-00063

5311-2014-Agate Software Inc.-00066

I AGREE

I DO NOT AGREE

Powered by IntelliGrants™

You will then be taken to the Application Menu page. Your application is now in progress.

NOTE: You can return to the application at any time by clicking the My Applications Tab and searching for your application. Click on the Application Name in the results.

If you chose to not copy forward by mistake, you can cancel this application and initiate a new one.

AGENCY – ADD USERS TO APPLICATION

F. Agency - Add Users to an Existing Application

Agency Organization Administrator:

Confirm that members of your organization have access to application. When you are added to an organization you are not automatically given permissions to applications that were previously created, you have to be given explicit permissions for all currently open or previous applications.

Click → **View Management Tools** under **Tools**

The screenshot shows the E-GRANTS application interface. At the top, there is a navigation bar with links for My Home, My Applications, My Reimbursement Requests, My POPOs, My Assets, My Reports, My Administration, My Organization(s), My Profile, and Logout. Below the navigation bar, there is a section titled "5310 Application Menu" with a "Back" link and document information: 5310-2016-smith12314-00005. A table lists application details:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	5310 Application	Krystal.Smith.123	DOT MPD System Administrator	Application In Progress	11/12/2015 - 01/01/2018 02/18/2019 12:00PM PST

Below the table, there are three sections: "View, Edit and Complete Forms" with a "VIEW FORMS" button, "Change the Status" with a "VIEW STATUS OPTIONS" button, and "Tools" with a "VIEW MANAGEMENT TOOLS" button. The "Tools" section and its button are circled in red, and a red arrow points to it from the right.

Click on **ADD/EDIT PEOPLE**

The screenshot shows the E-GRANTS application interface. At the top, there is a navigation bar with links for My Home, My Applications, My Reimbursement Requests, My POPOs, My Assets, My Reports, My Administration, My Organization(s), My Profile, and Logout. Below the navigation bar, there is a section titled "5310 Application Menu - Management Tools" with a "Back" link and document information: 5310-2016-smith12314-00005. Below the document information, there is a section titled "Management Tools" with four links: "CREATE FULL PRINT VERSION", "CREATE FULL BLANK PRINT VERSION", "ADD/EDIT PEOPLE", and "STATUS HISTORY". The "ADD/EDIT PEOPLE" link is circled in red, and a red arrow points to it from the right.

AGENCY – ADD USERS TO APPLICATION

- Use Person Search, as needed.
- Select box next to person you want to update.
- Add an Active Date for users that you would like to have access to this application.
- Change role, if needed.
- Click on SAVE button.

The screenshot shows the '5310 Application Menu - People' page. At the top, there is a navigation bar with links: My Home, My Applications, My Reimbursement Requests, My POPOs, My Assets, My Reports, My Administration, My Organization(s), My Profile, and Logout. Below the navigation bar are 'SAVE' and 'SHOW HELP' buttons. A 'Back' link is also present. The main heading is '5310 Application Menu - People'. Below this, there is a brief description of the page's functionality and a 'Document Information' section with the ID '5310-2016-smith12314-00005' and a 'Details' link. A 'Person Search' section includes a text input field and a 'SEARCH' button. The 'Current People Assigned' section contains a table with the following columns: Person, Organization(s), Role, Active Dates, and Assigned By. The 'Role' and 'Active Dates' columns are circled in red in the original image. The table lists several users with their roles and active dates.

Person	Organization(s)	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/> DianeTest OhdeTest Email	Krystal Smith 123 (AGENCY Authorized Official)	AGENCY Authorized Official	1/27/2016	MPD Administration
<input checked="" type="checkbox"/> Krystal Smith AO Email	Krystal Smith 123 (AGENCY Authorized Official)	AGENCY Authorized Official	1/27/2016	Grant System
<input checked="" type="checkbox"/> Krystal SMith Email	ADOT Multimodal Planning Division (AGENCY Organization Administrator)	AGENCY Organization Administrator	1/27/2016	Grant System
<input checked="" type="checkbox"/> Sara Allred Email	ADOT Multimodal Planning Division (AGENCY Organization Administrator)	AGENCY Organization Administrator	1/27/2016	Grant System
<input checked="" type="checkbox"/> Herman Bernal Email	ADOT Multimodal Planning Division (AGENCY Viewer)	AGENCY Viewer	1/27/2016	Grant System
<input checked="" type="checkbox"/> Sara Allred Email	ADOT Multimodal Planning Division (AGENCY Viewer)	AGENCY Viewer	1/27/2016	Grant System
<input type="checkbox"/> Diane Ohde Email	ADOT Multimodal Planning Division (DOT ADOT System Administrator), Krystal Smith 123 (AGENCY Authorized Official)	AGENCY Authorized Official		

AGENCY – COMPLETE AND SUBMIT APPLICATION

G. Agency - Complete and Submit an Application

Click on **View Forms** to begin filling out the application.

The screenshot shows the 'E-GRANTS' application menu. At the top, there is a navigation bar with 'My Home', 'My Applications', and 'My Reimbursement Requests'. Below this is a '5311 Application Menu' section with document information: '5311-2014-MPD-00061'. A table lists application details:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
5311 Application	ADOT Multimodal Planning Division	AGENCY Authorized Official	Application In Progress	3/25/2014 - 04/11/2016	4/11/2016 11:59PM PST

Below the table, there are two buttons: 'View, Edit and Complete Forms' (circled in red) and 'Change the Status' (with a sub-button 'View Status Options').

Begin filling out all the forms starting at the top.

- 5310 Application - Application Selection through Exhibit G.
- 5311 Application - Program Information through Exhibit G.
- Planning Application - Applicant and Study Information through Local Match Planning.
- Planning Work Program Application – ADOT Work Program Budget.

Make sure you SAVE each form and then go to the next form in the Navigation Links at the bottom of each page.

1. 5310 Forms Screenshot

The screenshot shows the '5310 Application Menu - Forms' page. It includes document information: '5310-2016-smith12314-00005'. Below this is a 'Forms' section with a table listing various forms:

Status	Page Name	Note	Created By	Last Modified By
	APPLICATION SELECTION			
	SUMMARY OF PROJECT AND FUNDING REQUEST(S)			
	PROGRAM INFORMATION			
	CIVIL RIGHTS			
	COORDINATION OF TRANSPORTATION SERVICES			
	Vehicle Inventory / Vehicle Availability Form			
	In-Kind Match Valuation Proposal Form			
	REQUIRED CERTIFICATION AND DOCUMENTS			
	Vehicles			
	Local Match			

Below the table, there are sections for 'Tools' (with a 'Click here to Submit Application' link), 'Review' (with an 'Exhibit A Admin' link), and 'Agreement' (with links for 'Grant Agreement / Exhibits', 'Grant Agreement', 'Signature Page for Grant Agreement', 'Attorney Determination', 'Upload', 'Exhibit A', 'Exhibit B 5310', 'Exhibit C Responsibility Matrix', 'Exhibit D Procurement', 'Exhibit E Civil Rights', 'Exhibit F OBE', and 'Exhibit G Insurance').

AGENCY – COMPLETE AND SUBMIT APPLICATION

2. 5311 Forms Screenshot

5311 Application Menu - Forms

Please complete all required forms below.

Document Information: [5311-2016--00002](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Program Information		2/24/2016 4:29:48 PM	
	Program Management		2/24/2016 4:29:48 PM	
	System Characteristics		2/24/2016 4:29:48 PM	
	Route Service Characteristics (2)			
	Vehicles		Sheri Furr 2/24/2016 4:40:31 PM	
	Other Capital Requests		Sheri Furr 2/24/2016 4:41:31 PM	Sheri Furr 2/24/2016 4:48:09 PM
	Planning			
	Budget		Sheri Furr 2/24/2016 4:48:38 PM	Sheri Furr 2/24/2016 5:14:53 PM
	Local Match		Sheri Furr 2/24/2016 5:17:07 PM	
	Union		Sheri Furr 2/24/2016 5:18:18 PM	
	Safety and Training Programs		Sheri Furr 2/24/2016 5:19:31 PM	
	Substance Abuse		Sheri Furr 2/24/2016 5:20:28 PM	
	CIVIL RIGHTS		Sheri Furr 2/24/2016 5:23:27 PM	Sheri Furr 2/24/2016 5:38:50 PM
Agreement				
	Grant Agreement / Exhibits			
	Grant Agreement			
	Signature Page for Grant Agreement			
	Attorney Determination			
	Upload			
	Exhibit A			
	Exhibit B 5311			
	Exhibit C Responsibility Matrix			
	Exhibit D Procurement			
	Exhibit E Civil Rights			
	Exhibit F DBE			
	Exhibit G Insurance			

3. Planning Forms Screenshot

Planning Application Menu - Forms

Please complete all required forms below.

Document Information: [2019-PA-AA1-00003](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Planning Application				
	Applicant and Study Information			
	Additional Applicant Information			
	Background, Purpose, Need and Goals			
	Local Match Planning			

4. Planning Work Program Forms Screenshot

Planning Application Menu - Forms

Please complete all required forms below.

Document Information: [2019-PA-WP-City of Kingman-00001](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Planning Application				
	ADOT Work Program Budget		Sheri Furr 5/30/2019 1:59:30 PM	MPD Administration 6/18/2019 2:20:23 PM
	Exhibit A Admin			

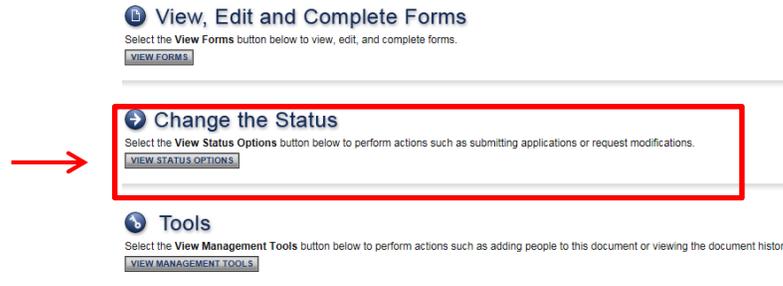
AGENCY – COMPLETE AND SUBMIT APPLICATION

After all forms are completed, you can either:

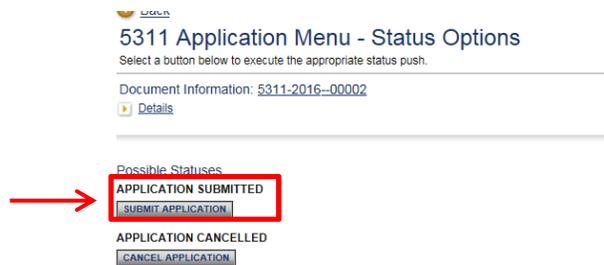
Option 1 - Go back to the Application Menu by clicking on the Document Information link.

Document Information [2019-PA-AA1-00003](#)

Click on the “View Status Options” button under Change the Status.



Click on “Submit Application” button under Application Submitted to submit the application to ADOT.



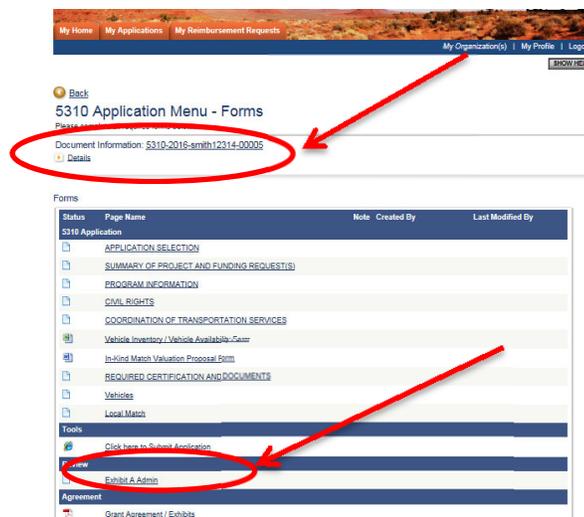
or

For 5310 Application Only

Option 2 – On the **Forms Menu**, under **Tools**.

Click on [Click here to Submit Application](#).

This link takes you directly to the Status Options page.



AGENCY – COMPLETE AND SUBMIT APPLICATION

Click on Submit Application.



5311 Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [5311-2016--00002](#)

[Details](#)

Possible Statuses

APPLICATION SUBMITTED

APPLICATION CANCELLED



AGENCY – 5310 NOTICE OF AWARD

H. AGENCY – 5310 Notice of Award

Users with the following User Roles may accept or appeal the award in E-Grants:

- *AGENCY Authorized Official*
- *AGENCY Financial Officer*
- *AGENCY Organization Administrator*
- *AGENCY Grant Writer*

Once logged in, click on the **My Applications** tab.



After you have navigated to your application, Under **View, Edit and Complete Forms**, Click on **View Forms**.

Click on **Exhibit A** link to review your award.



Contact your Program Manager if you see issues with the Exhibit A.

If accepting the award, go back to the Application Menu, Under **Change the Status**, Click on **VIEW STATUS OPTIONS**.

Under **PROCESSING AWARD**, click on **ACCEPT AWARD - RETURN TO ADOT**.

Possible Statuses

PROCESSING AWARD

ACCEPT AWARD - RETURN TO ADOT

I. AGENCY - 5311 Final Budget Set-up / Prepare for Reimbursements

Grantees will be allowed to modify budget line items within the ALI category, based on the notice of award, but cannot change the Total Request dollar amounts. The 5311 grantee will be required to modify the Final Budget column to fit the award.

If Intercity was requested, the Grantees should also update the Intercity percentage if the award was different than what was requested.

1. 5311 Finalize Budget

The application must be in **Finalize Budget** status.

Users with the following User Roles may complete and submit the Final Budget in e-Grants:

- **AGENCY Authorized Official**
- **AGENCY Financial Officer**
- **AGENCY Organization Administrator**

Once logged in, click on the **My Applications** tab.

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Authorized, please choose an option below.

Click on **View Forms**.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	5311 Application	ADOT Multimodal Planning Division	AGENCY Authorized Official	Notice of Award	02/28/2014 - 04/11/2016 04/11/2016 11:59PM PST

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

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

AGENCY – 5311 FINAL BUDGET / PREP FOR REIMBURSEMENTS

Click on **Budget** Form.

Forms

Status	Page Name	Note	Created By	Last Modified By
	Program Information		Sara AO 2/26/2014 9:22:35 AM	Sara AO 2/26/2014 9:24:27 AM
	Program Management		Sara AO 2/26/2014 9:28:48 AM	
	System Characteristics		Sara AO 2/26/2014 9:41:20 AM	Sara AO 2/26/2014 9:50:00 AM
	Route Service Characteristics		Sara AO 2/26/2014 9:54:12 AM	Sara AO 2/26/2014 9:58:51 AM
	Vehicles		Sara AO 2/26/2014 10:10:52 AM	
	Other Capital Requests		Sara AO 2/26/2014 10:14:42 AM	Sara AO 2/26/2014 10:21:17 AM
	Planning			
	Budget		Sara AO 2/26/2014 10:42:47 AM	adotOrgAdmin TestUser 12/2/2014 1:21:26 PM
	Local Match		Sara AO 2/26/2014 11:01:14 AM	
	Union			

2. Awarded Budget Summary Report

Click on the [Awarded Budget Summary](#) link on the Budget form to view the award.

REQUESTED BUDGET SUMMARY	Match Ratio	Total Request (2 YEARS)	Federal Request	Local Match	
Administration Request	80/20	\$414,368	\$331,494	\$82,874	Admin Ratio: 14.52%
Operating	58/42	\$2,439,690	\$1,415,020	\$1,024,670	
Intercity Request	58/42	\$0	\$0	\$0	
Capital Request	80/20	\$1	\$1	0	
Planning Request	80/20	\$1,000,000	\$800,000	\$200,000	
Total Request		\$3,854,059	\$2,546,515	\$1,307,544	
Awarded Budget Summary					

ADMINISTRATION BUDGET	Total Request (2 YEARS)	Revised Budget (2 YEARS)	Final Budget (AWARDED)	Federal Request	Local Match	Subcontracted?

The link will open a PDF report with the **Awarded Budget Summary**:

Awarded Budget Summary				
Fund Type	Match Ratio	Total Award	Fed Award	Local Match
Administration	80	\$ 415,000.00	\$ 332,000.00	\$ 83,000.00
Operating	58	\$ 2,439,655.17	\$ 1,415,000.00	\$ 1,024,655.17
Planning	80	\$ 1,000,000.00	\$ 800,000.00	\$ 200,000.00
Capital		\$ 6,250.00	\$ 5,000.00	\$ 1,250.00
Grand Total:		\$ 3,860,905.17	\$ 2,552,000.00	\$ 1,308,905.17

AGENCY – 5311 FINAL BUDGET / PREP FOR REIMBURSEMENTS

- Update the Final Budget column based on award of Administration and / or Operating / intercity.
- Reimbursement Requests will display line items based on the order entered on the Budget form.
- Save the updates and verify the dollar amounts on the Requested Budget Summary section matches the Awarded Budget Summary dollar amounts.
- Update your intercity % to match the award. If you did not receive an intercity award, it is 0 or if you only receive intercity it is 100%.
- **SAVE** all changes.

Awarded Budget Summary

ADMINISTRATION BUDGET	Year 1 Request	Year 2 Request	Final Budget (AWARDED)	Federal Request	Local Match	Subcontracted?	
Administrative Staff	\$100,000	\$200,000		\$160,000	\$40,000	<input type="radio"/> Yes <input type="radio"/> No	Please specify if other: <input type="text"/>
	\$0	\$				<input type="radio"/> Yes <input type="radio"/> No	Please specify if other: <input type="text"/>

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

OPERATING BUDGET	Year 1 Request	Year 2 Request	Final Budget (AWARDED)	Federal Request	Local Match	Subcontracted?	
Dispatcher(s)	\$200,000	\$300,000	\$200,000	\$116,000	\$84,000	<input type="radio"/> Yes <input type="radio"/> No	Please specify if other: <input type="text"/>
						<input type="radio"/> Yes <input type="radio"/> No	Please specify if other: <input type="text"/>

Other items that may be needed:

1. Contracts- All Exhibits should have the bottom box checked, particularly the Exhibit H which appears when the Grant Agreement is saved.
2. Grant Agreement signature posted to Upload Page.
3. Attorney Signature posted to Upload Page.
4. Other Capital Requests. Check with ADOT Program Manager first for permission, otherwise do NOT change.

Last step:

Change the Status. Update the status to **Budget Finalized Return to ADOT**. Applicant has 10 days to appeal and/or to update budget and notifies ADOT when they are complete by changing the status.

Possible Statuses

BUDGET FINALIZED

RETURN TO ADOT

AGENCY PLANNING NOTICE OF AWARD

J. AGENCY – Planning Notice of Award

Users with the following User Roles may accept or appeal the award in E-Grants:

- **AGENCY Authorized Official**
- **AGENCY Financial Officer**
- **AGENCY Organization Administrator**
- **AGENCY Grant Writer**

Once logged in, click on the **My Applications** tab.



After you have navigated to your application, Under **View, Edit and Complete Forms**, Click on **View Forms**.

Click on **Exhibit A** link to review your award.

Planning Application Menu - Forms

Please complete all required forms below.

Document Information: [2019-PA-WP-Central Yavapai Metropoli-00008](#)

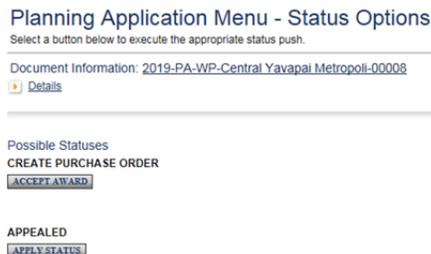
[Details](#)

Status	Page Name	Note	Created By	Last Modified By
	Planning Application			
	ADOT Work Program Budget		Ted BarringerPM 7/11/2019 9:18:55 AM	Ted BarringerPM 7/11/2019 9:25:07 AM
	Review			
	Exhibit A		Ted BarringerPM 7/11/2019 11:18:42 AM	DOT Planner 7/11/2019 11:23:07 AM

Go back to the Application Menu, Under **Change the Status**, Click on **VIEW STATUS OPTIONS**.

Subrecipient can either Appeal or Accept Award. Click on your selection.

Accept Award will auto-advance to **CREATE PURCHASE ORDER**.



If award is appealed, work with your Program Manager to resolve.

AGENCY – 5310 BUDGET MODIFICATIONS AFTER SUBMIT

K. AGENCY – 5310 Budget Modifications After Submit

- L. 5310 applicants will view their award on the **Exhibit A form**. Budget modifications must be done by completing the Award Modifications process.

M. AGENCY/ADOT – 5311 Budget Modifications After Submit

Status is **Budget Modifications Needed**

1. Agency Budget Modifications

The following roles may modify the application during this status:

- *AGENCY Authorized Official*
- *AGENCY Grant Writer*
- *AGENCY Organization Administrator*
- *AGENCY Attorney*
- *AGENCY Financial Officer*

Grantee updates the Revised Budget column on the **Budget** page of the application. The Grantee may also make changes to the **Local Match** page, and project pages.

Go back to Application Menu and click on **VIEW STATUS OPTIONS** under **Change the Status**.

Click on **Return to ADOT** under **Processing Award**.

You will be required to agree to Agreement Language:

I agree to complete budget modifications and the local match required. I have the authority to make this change for my agency.

Grantee notifies the *DOT Program Manager* when complete.

AGENCY AWARD MODIFICATIONS

N. Agency Award Modifications

The Agency will receive an email notification from the Program Manager notifying them of the award modifications needed.

Application status is **Subrecipient Award Modifications Needed**.

If the agency is adding a new request, they may need to complete this process twice. Once to enter the new request and a second time to update awarded amounts.

Agency Organization Administrator, Agency Authorized Official, Agency Financial Officer:

Note: Do not delete any lines that have been awarded.

Update the following 5311 forms as instructed:

- **Budget**
 - Ignore the Revised Budget 2 Year column.
 - Update the Final Award column.
- **Local Match**
- **Vehicles**
- **Other Capital Requests**
- **Planning**
- **System Characteristics**
 - Update Fare Revenue as needed.

Note: When adding new capital or planning lines make sure to resave the Budget page in order to pick up the changes on the Grant Administration pages.

or

Update the following 5310 forms as instructed:

- **Summary of Project and Funding Requests**
- **Local Match forms**
- **Capital**
- **Operating Request**
- **Vehicles**
- **Regional Mobility Management Project Request**

or

Update the following Planning Work Program form as instructed:

- **ADOT Work Program Budget**

or

Update the following Planning form as instructed:

- **Applicant and Study Information**

AGENCY AWARD MODIFICATIONS

Change status to **ADOT Award Modifications Needed**. Button will say **Return to ADOT**.

For 5310 & 5311:

Application status automatically displays as **Award Modifications Needed**.

For Planning

Application status automatically displays as **Processing Award**.

5311 AGENCY REIMBURSEMENT REQUEST PROCESS

O. 5311 Agency Reimbursement Request Process

1. Initiate a Reimbursement Request.

The Reimbursement Request can be initiated after ADOT has created the Purchase Order and when the Parent Application (5311) has been changed to **Active Grant** status. There can only be one Reimbursement Request processed at a time, but if the first Reimbursement Request has been approved and submitted for payment, a second one may begin its life and start going through the process steps.

The Reimbursement Request holds two pages, the **Reimbursement Request** and the **FTA Payment/Payment Approval** (Only viewable by ADOT) page. The Reimbursement Request is completed by the Subrecipients and the FTA Payment page is completed by ADOT and follows an approval process.

Initiating and Submitting Roles:

- *Agency Organization Administrator*
- *Agency Authorized Official*
- *Agency Financial Officer*

From the Application Menu, click 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](#)

5311 AGENCY REIMBURSEMENT REQUEST PROCESS

Next, click on [Initiate a/an October 5311 RR](#) link. (Select the Month you are requesting reimbursement for.)

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
5311 Reimbursement Request	Initiate a/an November 5311 RR				
5311 Reimbursement Request	Initiate a/an October 5311 RR				

When you initiate the Reimbursement Request, E-Grants creates the Reimbursement Request Forms and takes you to the Reimbursement Request Menu. Current status is **Reimbursement Request in Progress**.

From the Reimbursement Request Menu, click 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 click 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

5311 AGENCY REIMBURSEMENT REQUEST PROCESS

Did the form populate with your Approved Budget dollars? If not, cancel your reimbursement request and let your ADOT Program Manager know. --You will 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

The Billing Period Month and Year will auto-populate for you.

E-Grants will generate the Invoice Number for you. The Invoice Number may be modified if you prefer to utilize an invoice number generated from your agency's internal system. Invoice Number is limited to 30 characters.

Billing Period:	<input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/>
Invoice Number:	<input style="width: 150px;" type="text"/>
Invoice Date:	

Enter the dollar amounts you are requesting reimbursement for in the Reimbursement Requests column. Start with Administration and continue entering dollar amounts for Operating / Intercity, Capital, etc.

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

Enter Fare Revenue for Operating / Intercity. This can include Advertising Revenue. It is your agency's choice. This is a required field and entering zero is acceptable.

Costs		
Revenue Earned ie Fares		<input type="text" value="\$4,580.90"/>

5311 AGENCY REIMBURSEMENT REQUEST PROCESS

For Administration and Operating / Intercity funds, select Project Complete when you are fully finished billing for the section. Most commonly, done at the end of the grant year.

Administration	Match Ratio	Reimbursement Requests	Contract Cumulative	Balance	Approved Budget	% Expended	Project Complete <input type="radio"/> Yes <input type="radio"/> No
Transit Director	80 / 20	<input type="text"/>	\$5,000.00	\$45,000.00	\$50,000.00	10.00%	
Administrative Staff	80 / 20	<input type="text"/>	\$2,000.00	\$23,000.00	\$25,000.00	8.00%	

Operating / Intercity funds	Match Ratio	Reimbursement Requests	Contract Cumulative	Balance	Approved Budget	% Expended	Project Complete <input type="radio"/> Yes <input type="radio"/> No
Driver Salaries	58 / 42	<input type="text"/>	\$8,000.00	\$292,000.00	\$300,000.00	2.67%	
Fringe Benefits	58 / 42	<input type="text"/>	\$10,000.00	\$140,000.00	\$150,000.00	6.67%	

For Capital and Planning sections, select Project Complete when you are fully finished billing for a project anytime during the year.

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

Planning	Match Ratio	Reimbursement Requests	Contract Cumulative	Balance	Approved Budget	% Expended	Project Complete <input type="radio"/> Yes <input type="radio"/> No
Public Transit Survey, Upper Verde Valley	80 / 20	<input type="text"/>	\$0	\$10,000.00	\$10,000.00	0.00%	

Click on **SAVE**.

Ignore error messages for now. Verify the calculated dollar amounts match what you expected.

Attach back-up document and please follow these guidelines:

- Backup Documentation is required.

 Your information has been saved and the following Page Error(s) have been found.

- Please attach Back-up Documentation.

- Include the word 'Back-up', your agency name, and billing month/year in the document name.
- You can upload multiple back-up documents.
- Include accounting information that documents the expenditures and back-up documentation for capital purchases. Please coordinate with your PM.

ATTACH BACK-UP DOCUMENTATION DELETE

ATTACH BACK-UP DOCUMENTATION

5311 AGENCY REIMBURSEMENT REQUEST PROCESS

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

Cash Match Only	
Local Match Expended	Source
\$7,620.00	CAG
\$7,620.00	Total Cash Match

Total Cash Match + Billing Period In-Kind Match Total should be equal or greater than the Total Local Share.

FINANCIAL SUMMARY BLOCK	Monthly Total Cost	Contract Cumulative	Balance	Approved Budget	Percent Expended
Total Costs	\$22,700.00	\$22,700.00	\$753,425.00	\$776,125.00	2.92%
Total Local Share	\$7,620.00	\$7,620.00	\$283,152.50	\$290,772.50	2.62%
Total Federal Share Payable to Recipient	\$15,080.00	\$15,080.00	\$470,272.50	\$485,352.50	3.11%

In-kind Match must be pre-approved. **Billing Period Total Match Paid** should be equal or greater than the Total Local Share.

Update screenshot

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
1	\$1,000.00	Operating	donation	In-Kind	\$1,000.00 per month	12	\$12,000.00
						Total	\$12,000.00

MATCH TRACKING	
Total In-Kind match approved	\$12,000.00
Total In-Kind Expended to date	\$1,000.00
Remaining Balance In-Kind	\$11,000.00
Billing Period Cash Match	\$7,620.00
Billing Period Total Match Paid	\$8,620.00

If you receive the following message, confirm that the **Billing Period Total Match Paid** equals or exceeds the **Total Local Share**.

5311 AGENCY REIMBURSEMENT REQUEST PROCESS



Page Error(s)

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

Follow the link to enter your reporting data into the LPA contract reporting tool.

After you complete your entry in the DBE System, then check the box next to **I Agree**.

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

I Agree*

Enter any needed comments.

Then certify your entries by selecting **I Agree**.

As required by 2 CFR 200.415, by checking the box below, the grantee is signing this report.

I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I have engaged in local and regional coordination activities to the best of my ability. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). Supporting documentation shall be available to auditors and/or ADOT representatives upon request and if required, pursuant to contract clause 2.r, provided as an attachment.

I Agree*

COMMENTS

Enter any comments needed here.

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SAVE and recheck all fields. Double check your Reimbursement Request and Match.

2. Reimbursement Performance Data

Starting the 2018 application cycle, subrecipients are required to complete this additional form on the Reimbursement Request.

Click on View Forms.



View, Edit and Complete Forms

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

VIEW FORMS



Click on Reimbursement Performance Data.

5311 AGENCY REIMBURSEMENT REQUEST PROCESS

Forms

Status	Page Name	Note
	Reimbursement Request	
	Reimbursement Performance Data	

This information is required for NTD Reporting. Please adhere to the guidelines below for completing this form. The guidance material can also be found in the Show Help of the Performance Data form.

Guidance from NTD

Subrecipients must first report their direct costs, or costs that can be easily attributable to one mode, to the respective mode/TOS. Afterwards, for their indirect or shared costs, they can use an allocation method (i.e. allocate by VRM). The excerpt from the policy manual is as follows:

“Transit agencies must report costs associated with transit service, including direct and indirect expenses. Direct costs are expenses that agencies incur for a specific mode or service. Common examples of direct costs are:

- *Labor expenses for operators who work on one mode of transportation*
- *Tire and tube expenses for directly-operated motor bus vehicles*
- *Schedule printing costs for a commuter bus service operated under a purchased transportation contract*
- *Diesel or gasoline expenses if transit agencies track fuel consumption by vehicle and the vehicles are operated on only one mode of service.*

Different modes of service share indirect expenses. Overhead expenses are a common example of indirect costs and typically include:

- *Salary expenses for the general manager who is responsible for the provision of transit services*
- *Expenses for printing tickets, passes, and smart cards that can be used to ride bus or rail transit*
- *Outside audit services to meet state and local requirements for a transit agency that provides multiple modes of service*
- *Building maintenance expenses for an administrative building*

Transit agencies must report all costs related to their services. Additionally, agencies must accurately report direct costs—transit agencies may allocate indirect/shared costs to each mode and type of service.”

Passenger-Paid Fares vs. Organization-Paid Fares

Passenger-Paid Fares capture direct type fares traditionally considered as passenger fares.

Examples:

Full Adult Fares, Senior Citizen Fares, Student Fares, Child Fares, Fares for Individuals with Disabilities, No-show Fines

Organization-Paid Fares capture fares earned from organizations for providing transit service.

5311 AGENCY REIMBURSEMENT REQUEST PROCESS

Examples:

Universities, State and Local Government, Reduced Fare Reimbursements, Special Route Guarantees, Other Special Contract Transit Fares

5311 AGENCY REIMBURSEMENT REQUEST PROCESS

Sponsored Trips

- Sponsored service is paid, in whole or in part, directly to transit provider by a third party.
- These services may be offered by transit providers as part of a coordinated Human Services Transportation Plan.
- Common sponsors include the Veterans Administration, Medicare, sheltered workshops, the Association for Retarded Citizens-Arc, Assisted Living Centers, and Head Start programs.
- Sponsored Trips are a subset of total UPT.
 - Total UPT = Non Sponsored UPT + Sponsored UPT

Data from the Reimbursement Request is populated into this form in the following areas:

- **Performance Data by Mode** – Fare Revenue Reported for the Month
- **Expenses Reported for the Month** – Admin, Operating, Preventive Maintenance, and Other Capital

Performance Data by Mode Section – Performance Data Total Fare Revenue must equal Fare Revenue Reported for the Month.

REIMBURSEMENT PERFORMANCE DATA

PERFORMANCE DATA BY MODE								
	Vehicle Revenue Miles	Deadhead Miles	Vehicle Revenue Hours	Regular Unlinked Passenger Trips	Sponsored Unlinked Passenger Trips Demand Response Only	Demand Response / Complementary Paratransit Total Trips	Passenger Paid Fare Revenue	Organization Paid Fare Revenue
Bus	1	1	1	1			\$50.00	\$50.00
Commuter Bus (CB) / Intercity	1	1	1	1			\$100.00	\$100.00
Demand Response / Complementary Paratransit	1	1	1	1	1	2	\$100.00	\$100.00
Vanpool (VP)	1	1	1	1				
TOTALS	4	4	4	4			\$250.00	\$250.00
Performance Data Total Fare Revenue:								\$500.00
Fare Revenue Reported for the Month:								\$500.00

Volunteer Drivers	Personal Vehicles in Service	Major Incidents	Major Injuries	Fatalities
2	2	0	0	0

5311 AGENCY REIMBURSEMENT REQUEST PROCESS

The Expenses Reported for the Month must equal the total of Direct Expenses by Mode and Allocated Expenses by Mode.

	Admin	Operating	Preventive Maintenance	Other Capital	Expenses Reported Total	Performance Expenses Total
Expenses Reported for the Month	\$1,000.00	\$2,000.00	\$1,500.00	\$1,000.00	\$5,500.00	\$5,500.00

Direct Expenses by Mode - THIS MAY NOT BE ALLOCATED					
	Admin	Operating	Preventive Maintenance	Other Capital	
Bus	\$250.00	\$500.00	\$250.00	\$50.00	
Commuter Bus (CB) / Intercity	\$250.00	\$500.00	\$250.00		
Demand Response / Complementary Paratransit	\$250.00	\$499.00	\$250.00	\$100.00	
Vanpool (VP)	\$249.00	\$250.00	\$249.00	\$100.00	Direct Expenses Total
TOTALS	\$999.00	\$1,749.00	\$999.00	\$250.00	\$3,997.00

Allocated Expenses by Mode					
	Admin	Operating	Preventive Maintenance	Other Capital	
Bus	\$1.00	\$1.00	\$1.00	\$250.00	
Commuter Bus (CB) / Intercity			\$500.00	\$250.00	
Demand Response / Complementary Paratransit					
Vanpool (VP)		\$250.00		\$250.00	Allocated Expenses Total
TOTALS	\$1.00	\$251.00	\$501.00	\$750.00	\$1,503.00

COMMENTS

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3. Submit Reimbursement Request

Go back to the Reimbursement Request Menu. You can do so by clicking on the Document information link.

[Back](#)

Document Information: 5310RRJun-2018-smith12314-00045

Parent Information: [5310-2017-smith12314-00004](#)

[Details](#)

5311 AGENCY REIMBURSEMENT REQUEST PROCESS

Select the **View Status Options** button under **Change the Status**.

[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](#)

Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

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

Possible Statuses

REIMBURSEMENT REQUEST SUBMITTED

[APPLY STATUS](#)

REIMBURSEMENT REQUEST CANCELLED

[APPLY STATUS](#)

NOTE: Once the **Reimbursement Request** is submitted, changes are no longer allowed to the Reimbursement Request forms. Once the Reimbursement Request status changes from **Reimbursement Request Submitted** to **Submitted for Payment or Paid**, you can initiate a new reimbursement request.

4. Cancel a Reimbursement Request.

Once a Reimbursement Request has been initiated and has a status of **Reimbursement Request in Progress**, the Subrecipient has the option to cancel the reimbursement request. This is done by going to the Reimbursement Request Menu, select the **View Status Options** button under **Change the Status**.

5311 AGENCY REIMBURSEMENT REQUEST PROCESS

[Back](#)

5311 Reimbursement Request Menu

Document Information: [5311RR0ct-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](#)

[Change the Status](#)
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[View Status Options](#)

Then press the **Apply Status** button under **Reimbursement Request Cancelled**.

Possible Statuses

REIMBURSEMENT REQUEST SUBMITTED

[APPLY STATUS](#)

REIMBURSEMENT REQUEST CANCELLED

[APPLY STATUS](#)

Once you have cancelled a reimbursement request, the system will allow you to initiate another reimbursement request for that same period.

P. 5310 & Planning (FTA Only) Agency Reimbursement Request Process

1. Initiate a Reimbursement Request.

The Reimbursement Request can be initiated after ADOT has created the Purchase Order and when the Parent Application (5310) has been changed to **Active Grant** status. There can only be one Reimbursement Request processed at a time, but if the first Reimbursement Request has been approved and submitted for payment, a second one may begin its life and start going through the process steps.

Initiating and Submitting Roles:

- *Agency Organization Administrator*
- *Agency Authorized Official*
- *Agency Financial Officer*

From the Application Menu, click the **View Related Items** button under **Contracts, Invoices, & Reporting**

The screenshot shows the '5310 Application Menu' interface. At the top, there is a 'SHOW HELP' button. Below it, the document information is displayed: '5310-2017-smith12314-00004'. A 'Details' dropdown is visible. A table lists document information with columns: Info, Document Type, Organization, Role, Current Status, and Period Date / Date Due. Below the table, there are three main sections: 'View, Edit and Complete Forms', 'Change the Status', and 'Tools'. The 'Contracts, Invoices, & Reporting' section is highlighted with a red box and contains a 'VIEW RELATED ITEMS' button.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	5310 Application	Krystal Smith_1234	DOT MPD System Administrator	Active Grant	11/12/2016 - 01/01/2019 02/16/2020 12:00PM PST

Next, click on [Initiate a/an Reimbursement Request 2017](#) link.

The screenshot shows the '5310 Application Menu - Related Items' page. It includes document information and a 'Details' dropdown. Below, there are search filters for 'Related Documents'. A table lists related items with columns: Document Type, Name, Current Status, Period Date / Date Due, Created By, and Last Modified By. The 'Initiate a/an Reimbursement Request 2017' link is highlighted with a red box.

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
Reimbursement Request	Initiate a/an Reimbursement Request 2017				

5310 & PLANNING (FTA Only) AGENCY REIMBURSEMENT REQUEST PROCESS

When you initiate the Reimbursement Request, E-Grants creates the Reimbursement Request Forms and takes you to the Reimbursement Request Menu. Current status is **Reimbursement Request in Progress**.

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

[Back](#)

Reimbursement Request Menu

Document Information: [5310RRJun-2018-smith12314-00045](#)
Parent Information: [5310-2017-smith12314-00004](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Reimbursement Request	Kvystal Smith 1234	AGENCY Organization Administrator	Reimbursement Request in Progress	N/A - N/A N/A

View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

Then click the **Reimbursement Request** link.

[Back](#)

Reimbursement Request Menu - Forms

Please complete all required forms below.

Document Information: [5310RRJun-2018-smith12314-00045](#)
Parent Information: [5310-2017-smith12314-00004](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Reimbursement Request		DianeTest OhdeTest 4/4/2018 2:23:37 PM	MPD Administration 4/20/2018 11:09:09 AM

Select the Billing Period Month/Qtr and Year you are billing for.

E-Grants will generate the Invoice Number for you. The Invoice Number may be modified if you prefer to utilize an invoice number generated from your agency's internal system. Invoice Number is limited to 30 characters.

REIMBURSEMENT REQUEST

[SAVE](#) [ADD NOTE](#) [CHECK GLOBAL ERRORS](#)

Instructions:

- For the service period, include the entire month or quarter for the reimbursement you are requesting.
- E-Grants will auto-fill the invoice number for you or you can update with your internal invoice #.
- The Reimbursement Request Amount should include the total paid, not just the federal portion.
- ADOT Procured items will not display on this form.
- Any Adjustments for prior reimbursements should be documented in the comments section with supporting documentation.

Local Match Instructions

- Enter the cash match expended by source with the source identified
- All In-kind match must be approved by ADOT during the award process.
- Enter the in-kind match units (ie. Volunteer hours or sq ft. etc...) expended this billing period only.

Agency Name: Kvystal Smith 1234	Billing Period: June 2018
Grant Award Year: 2017 Grant Program: 5310	Invoice Number: 1718KRY5310-06
Warrant Number:	Invoice Date:

5310 & PLANNING (FTA Only) AGENCY REIMBURSEMENT REQUEST PROCESS

Enter the total dollar amount you paid in the Reimbursement Requests column, and not the federal portion you are expecting. The federal portion will calculate for you upon SAVE. When you see multiple lines for Project Title, e.g. SU MM Capital and SU Operating, that means multiple funding sources have been used. Please always request reimbursement for the line items in the order they are displayed.

The Fares/Deduction column is only used for Operating. This can include Advertising Revenue. It is your agency's choice. This is a required field for operating and entering zero is acceptable.

The Project Complete column is required. If there is an asterisk displayed, that means that the setting was marked **Yes** at one time. Yes answers will be carried forward on future reimbursement requests.

Project Title	Fed Match Ration	Reimbursement Request	Fares/ Deduction	Total Request	Contract Cumulative	Balance	Award Amount	% Expended	Federal Portion	Local Match Portion	Project Complete
SU Technology	90%	\$2,000.00		\$2,000.00	\$2,000.00	\$48,000.00	\$50,000.00	4%	\$1,800.00	\$200.00	<input type="radio"/> Yes <input checked="" type="radio"/> No
SU MM Capital	80%	\$500.00		\$500.00	\$500.00	\$2,000.00	\$2,500.00	20%	\$400.00	\$100.00	<input type="radio"/> Yes <input checked="" type="radio"/> No
SU MM Capital	80%			\$0	\$0	\$73,750.00	\$73,750.00	0%	\$0	\$0	<input type="radio"/> Yes <input checked="" type="radio"/> No
SU Operating	50%	\$1,000.00	\$50.00	\$950.00	\$950.00	\$79,050.00	\$80,000.00	1%	\$475.00	\$475.00	<input type="radio"/> Yes <input checked="" type="radio"/> No
SU Operating	50%		\$0	\$0	\$0	\$180,000.00	\$180,000.00	0%	\$0	\$0	<input type="radio"/> Yes <input checked="" type="radio"/> No
Totals		\$3,500.00	\$50.00	\$3,450.00	\$3,450.00	\$382,800.00	\$386,250.00	1%	\$2,675.00	\$775.00	

Click on **SAVE**.

Ignore error messages for now. Verify the calculated dollar amounts match what you expected.

Attach back-up document and please follow these guidelines:

- Backup Documentation is required.

Your information has been saved and the following Page Error(s) have been found.

- Please attach Back-up Documentation.

- Include the word 'Back-up', your agency name, and billing period/year in the document name.
- You can upload multiple back-up documents.
- Include accounting information that documents the expenditures and back-up documentation for capital purchases. Please coordinate with your PM.

ATTACH BACK-UP DOCUMENTATION DELETE

ATTACH BACK-UP DOCUMENTATION

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

Your Approved Indirect cost Allocation Rate is displayed from your application.

In-Kind Match must be Pre-Approved. Approved amounts are displayed.

5310 & PLANNING (FTA Only) AGENCY REIMBURSEMENT REQUEST PROCESS

Update screenshot

Cash Match Only	
Local Match Expended	Source
\$775.00	
\$775.00	Total Cash Match

Approved Indirect Cost Allocation Rate
0.00%

In-Kind Match				
In-Kind Match Units Expended	Billing Period In-Kind Match Total	Project Title	Source of Donations / Service	Value of Service / Donation
			In-Kind	per
Total	\$0			

MATCH TRACKING	
Total In-Kind match approved	\$0
Total In-Kind Expended to date	\$0
Remaining Balance In-Kind	\$0
Billing Period Cash Match	\$775.00
Billing Period Total Match Paid	\$775.00

Total Cash Match + Billing Period In-Kind Match Total should be equal or greater than the Total Local Match Portion in the Reimbursement Request Section. Otherwise, you will receive the following message:

 Your information has been saved and the following Page Error(s) have been found.

- The Total Cash Match Expended must be equal or greater than the Total Local Match Portion Requested.

Fill in the two columns and press **SAVE**. All fields are required. Enter zero where applicable.

Total Project Miles = Project Revenue Miles + Deadhead Miles

PERFORMANCE DATA					
* Passenger Trips	<input type="text" value="1"/>	Cost/Pass. Trip:	\$975.00	* Volunteer Drivers (people)	<input type="text" value="0"/>
* Project Revenue Miles	<input type="text" value="1"/>	Cost/Mile:	\$975.00	* Personal Vehicles in Service	<input type="text" value="0"/>
* Deadhead Miles	<input type="text" value="0"/>	Cost/Serv. Hr.	\$0	* Major Incidents	<input type="text" value="0"/>
* Total Project Miles	<input type="text" value="1"/>	Passenger/Mile:	1.00	* Major Injuries	<input type="text" value="0"/>
* Vehicle Service Hours	<input type="text" value="1"/>	Passenger/Srv.Hr.	1.00	* Fatalities	<input type="text" value="0"/>
* Fare Revenue	<input type="text" value="0"/>				

Follow the link to enter your reporting data into the LPA contract reporting tool. A new window will open to the DBE System.

After you complete your entry in the DBE System, then check the box next to **I Agree**

5310 & PLANNING (FTA Only) AGENCY REIMBURSEMENT REQUEST PROCESS

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

I Agree*

Enter any needed comments.

Then certify your entries by selecting **I Agree**.

I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I have engaged in local and regional coordination activities to the best of my ability. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). Supporting documentation shall be available to auditors and/or ADOT representatives upon request and if required, pursuant to contract clause 2.r, provided as an attachment.

I Agree

COMMENTS

Enter any needed comments here.

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SAVE and recheck all fields. Double check your Reimbursement Request and Match.

Go back to the Reimbursement Request Menu. You can do so by clicking on the Document information link.

[Back](#)

Document Information: [5310RRJun-2018-smith12314-00045](#)

Parent Information: [5310-2017-smith12314-00004](#)

[Details](#)

Select the **View Status Options** button under **Change the Status**.

[Back](#)

Reimbursement Request Menu

Document Information: [5310RRJun-2018-smith12314-00045](#)

Parent Information: [5310-2017-smith12314-00004](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Reimbursement Request	Krystal Smith 1234	AGENCY Organization Administrator	Reimbursement Request in Progress	N/A - N/A N/A

[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](#)

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

[Back](#)

Reimbursement Request Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [5310RRJun-2018-smith12314-00045](#)

Parent Information: [5310-2017-smith12314-00004](#)

[Details](#)

Possible Statuses

REIMBURSEMENT REQUEST SUBMITTED

[APPLY STATUS](#)

REIMBURSEMENT REQUEST CANCELLED

[APPLY STATUS](#)

Note: Once the Reimbursement Request is submitted, changes are no longer allowed to the Reimbursement Request. Once the Reimbursement Request status changes from **Reimbursement Request Submitted** to **Submitted for Payment or Paid**, you can initiate a new reimbursement request.

2. Cancel a Reimbursement Request.

Once a Reimbursement Request has been initiated and has a status of **Reimbursement Request in Progress**, the Subrecipient has the option to cancel the reimbursement request. This is done by going to the Reimbursement Request Menu, select the **View Status Options** button under **Change the Status**.

[Back](#)

Reimbursement Request Menu

Document Information: [5310RRJun-2018-smith12314-00045](#)

Parent Information: [5310-2017-smith12314-00004](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Reimbursement Request	Krystal Smith 1234	AGENCY Organization Administrator	Reimbursement Request in Progress	N/A - N/A N/A

[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](#)

Then press the **Apply Status** button under **Reimbursement Request Cancelled**.

 [Back](#)

Reimbursement Request Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [5310RRJun-2018-smith12314-00045](#)

Parent Information: [5310-2017-smith12314-00004](#)

 [Details](#)

Possible Statuses

REIMBURSEMENT REQUEST SUBMITTED

[APPLY STATUS](#)

REIMBURSEMENT REQUEST CANCELLED

[APPLY STATUS](#)

Once you have cancelled a reimbursement request, the system will allow you to initiate another reimbursement request for that same period.

Q. Planning Work Program Agency Reimbursement Process

1. Initiate a Reimbursement Request.

The Reimbursement Request can be initiated after ADOT has completed a **GAE** transaction and when the Parent Application (Planning Work Program) has been changed to **Active Grant** status. There can only be one Reimbursement Request processed at a time, but if the first Reimbursement Request has been approved and submitted for payment, a second one may begin its life and start going through the process steps.

The Reimbursement Request holds two pages, the **Reimbursement Request** and the **Payment Approval** page. The Reimbursement Request is completed by the Subrecipients and the Payment Approval page is completed by ADOT and follows an approval process. The Payment Approval page is not viewable by the subrecipient.

Initiating and Submitting Roles:

- *Agency Organization Administrator*
- *Agency Authorized Official*
- *Agency Financial Officer*

From the Application Menu, click the **View Related Items** button under **Contracts, Invoices, & Reporting**

Planning Application Menu

Document Information: [2019-PA-WP-AA1-00004](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Planning Application	Aqate Arizona	DOT MPD System Administrator	Active Grant	N/A - N/A N/A

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](#)

Next, click on [Initiate a Planning Reimbursement Request 2019](#) link.

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
Reimbursement Request	Initiate a Planning Reimbursement Request 2019				

When you initiate the Reimbursement Request, E-Grants creates the Reimbursement Request Forms and takes you to the Reimbursement Request Menu. Current status is **Reimbursement Request in Progress**.

PLANNING WORK PROGRAM AGENCY REIMBURSEMENT PROCESS

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

Reimbursement Request Menu

Document Information: [PA-WPRRJun-2019-AA1-00459](#)

Parent Information: [2019-PA-WP-AA1-00004](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Reimbursement Request	Agate Arizona	DOT MPD System Administrator	Reimbursement Request in Progress	N/A - N/A N/A

View, Edit and Complete Forms

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

[VIEW FORMS](#)

Then click the **Reimbursement Request** link.

[Back](#)

Reimbursement Request Menu - Forms

Please complete all required forms below.

Document Information: [5310RRJun-2018-smith12314-00045](#)

Parent Information: [5310-2017-smith12314-00004](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Reimbursement Request			
	Reimbursement Request		DianeTest OhdeTest 4/4/2018 2:23:37 PM	MPD Administration 4/20/2018 11:09:09 AM

Select the Billing Period Month/Qtr and Year you are billing for.

E-Grants will generate the Invoice Number for you. The Invoice Number may be modified if you prefer to utilize an invoice number generated from your agency's internal system. Invoice Number is limited to 30 characters.

REIMBURSEMENT REQUEST

Instructions:

- For the service period, include the entire month or quarter for the reimbursement you are requesting.
- E-Grants will auto-fill the invoice number for you or you can update with your internal Invoice #.
- The Reimbursement Request Amount should include the total paid, not just the federal portion.
- ADOT Procured items will not display on this form.
- Any Adjustments for prior reimbursements should be documented in the comments section with supporting documentation.

Local Match Instructions

- Enter the cash match expended by source with the source identified
- All In-kind match must be approved by ADOT during the award process.
- Enter the in-kind match units (ie. Volunteer hours or sq ft. etc...) expended this billing period only.

Agency Name: Agate Arizona	Billing Period: June 2019
Grant Award Year: 2019 Grant Program: PA-WP	Invoice Number: 1920AA3PA-WP-01
Warrant Number:	Invoice Date: Jun 19, 2019

PLANNING WORK PROGRAM AGENCY REIMBURSEMENT PROCESS

Enter the total dollar amount you paid in the Reimbursement Requests column, and not the federal portion you are expecting. The federal portion will calculate for you upon **SAVE**. When you see multiple lines with the same Description, it means multiple funding sources have been used. Please always request reimbursement for the line items in the order they are displayed.

The Project Complete column is required. If there is an asterisk displayed, that means that the setting was marked **Yes** at one time. Yes answers will be carried forward on future reimbursement requests.

Funding Source	Description	Program Phase	Fed Match Ratio	Reimbursement Request	Federal Portion	Local Match Portion	Total Request	Reimbursement Cumulative	Award Amount	Balance	% Expended	Project Complete
FHWA												
CMAQ	CMAQ FY 19	G1803MGT	94.3%	\$1,000.00	\$943.00	\$57.00	\$1,000.00	\$2,003.16	\$15,909.88	\$13,903.49	13%	<input type="radio"/> Yes <input checked="" type="radio"/> No
CMAQ	CMAQ FY 20	G1803MGT	94.3%		\$0	\$0	\$0	\$0	\$28,511.13	\$28,511.13	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
CMAQ (Carry Forward)	CMAQ (Carry Forward)	G1803MGT	94.3%	\$75.00	\$70.73	\$4.28	\$75.00	\$175.32	\$530.22	\$354.90	33%	<input type="radio"/> Yes <input checked="" type="radio"/> No
CMAQ Zero Match	CMAQ Zero Match FY 19	G1803MGT	100%	\$350.00	\$350.00	\$0	\$350.00	\$1,350.00	\$15,000.00	\$13,650.00	9%	<input type="radio"/> Yes <input checked="" type="radio"/> No
CMAQ Zero Match	CMAQ Zero Match FY 20	G1803MGT	100%		\$0	\$0	\$0	\$0	\$25,000.00	\$25,000.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
CMAQ Zero Match (Carry Forward)	CMAQ Zero Match (Carry Forward)	G1803MGT	100%	\$35.00	\$35.00	\$0	\$35.00	\$135.00	\$500.00	\$365.00	27%	<input type="radio"/> Yes <input checked="" type="radio"/> No
PL	PL FY 19	G2480F9T	94.3%	\$3,000.00	\$2,829.00	\$171.00	\$3,000.00	\$4,003.16	\$15,909.88	\$11,903.49	25%	<input type="radio"/> Yes <input checked="" type="radio"/> No
PL	PL FY 20	G2480F9T	94.3%		\$0	\$0	\$0	\$0	\$28,511.13	\$28,511.13	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
PL (Carry Forward)	PL (Carry Forward)	G2480F9T	94.3%	\$25.00	\$23.58	\$1.43	\$25.00	\$125.32	\$530.22	\$404.90	24%	<input type="radio"/> Yes <input checked="" type="radio"/> No
SPR	SPR FY 19	G5F17A2T	80%	\$300.00	\$240.00	\$60.00	\$300.00	\$1,300.00	\$18,750.00	\$17,450.00	7%	<input type="radio"/> Yes <input checked="" type="radio"/> No
SPR	SPR FY 20	G5F17A2T	80%		\$0	\$0	\$0	\$0	\$31,250.00	\$31,250.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
SPR (Carry Forward)	SPR (Carry Forward)	G5F17A2T	80%	\$50.00	\$40.00	\$10.00	\$50.00	\$150.00	\$625.00	\$475.00	24%	<input type="radio"/> Yes <input checked="" type="radio"/> No
STBG	STBG FY 19	G5F18MGT	94.3%	\$6,000.00	\$5,688.00	\$342.00	\$6,000.00	\$7,003.16	\$15,909.88	\$8,903.49	44%	<input type="radio"/> Yes <input checked="" type="radio"/> No
STBG	STBG FY 20	G5F18MGT	94.3%		\$0	\$0	\$0	\$0	\$28,511.13	\$28,511.13	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
STBG (Carry Forward)	STBG (Carry Forward)	G5F18MGT	94.3%	\$30.00	\$28.28	\$1.71	\$30.00	\$130.32	\$530.22	\$399.90	25%	<input type="radio"/> Yes <input checked="" type="radio"/> No
STBG Zero Match	STBG Zero Match FY 19	G5F18MGT	100%	\$3,300.00	\$3,300.00	\$0	\$3,300.00	\$4,300.00	\$15,000.00	\$10,700.00	29%	<input type="radio"/> Yes <input checked="" type="radio"/> No
STBG Zero Match	STBG Zero Match FY 20	G5F18MGT	100%		\$0	\$0	\$0	\$0	\$25,000.00	\$25,000.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
STBG Zero Match (Carry Forward)	STBG Zero Match (Carry Forward)	G5F18MGT	100%	\$50.00	\$50.00	\$0	\$50.00	\$150.00	\$500.00	\$350.00	30%	<input type="radio"/> Yes <input checked="" type="radio"/> No
FHWA Sub Total				\$14,215.00	\$13,567.39	\$647.61	\$14,215.00	\$20,825.53	\$260,489.11	\$235,643.56	8%	
FTA Transit												
MPO Transit Planning (New)	MPO Transit Planning (New) FY 19	G2480F9T	80%	\$2,000.00	\$1,600.00	\$400.00	\$2,000.00	\$3,000.00	\$18,750.00	\$15,750.00	16%	<input type="radio"/> Yes <input checked="" type="radio"/> No
MPO Transit Planning (New)	MPO Transit Planning (New) FY 20	G2480F9T	80%		\$0	\$0	\$0	\$0	\$31,250.00	\$31,250.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
MPO Transit Planning (Residual)	MPO Transit Planning (Residual) FY 19	G2480F8T	80%	\$600.00	\$480.00	\$120.00	\$600.00	\$1,600.00	\$18,750.00	\$17,150.00	9%	<input type="radio"/> Yes <input checked="" type="radio"/> No
MPO Transit Planning (Residual)	MPO Transit Planning (Residual) FY 20	G2480F8T	80%		\$0	\$0	\$0	\$0	\$31,250.00	\$31,250.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
State Admin	State Admin FY 19	G2380F8T	100%	\$400.00	\$400.00	\$0	\$400.00	\$1,400.00	\$15,000.00	\$13,600.00	9%	<input type="radio"/> Yes <input checked="" type="radio"/> No
State Admin	State Admin FY 20	G2380F8T	100%		\$0	\$0	\$0	\$0	\$25,000.00	\$25,000.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
FTA Sub Total				\$3,000.00	\$2,480.00	\$520.00	\$3,000.00	\$6,000.00	\$40,000.00	\$34,000.00	4%	
Totals				\$17,215.00	\$16,047.39	\$1,167.61	\$17,215.00	\$26,825.53	\$400,489.11	\$373,643.56	7%	

Click on **SAVE**.

Ignore error messages for now. Verify the calculated dollar amounts match what you expected.

If you answer Yes, to the Final Invoice question, the DBE Section is required. Let your Program Manager/Planner know if your DBE Commitment will not be met.

Yes No Does this reimbursement include any Final Invoices for Procurements?

DBE System Contract Number	DBE Commitment By the Prime (%)	Commitment Met?
		<input type="radio"/> Yes <input type="radio"/> No
		<input type="radio"/> Yes <input type="radio"/> No
		<input type="radio"/> Yes <input type="radio"/> No
		<input type="radio"/> Yes <input type="radio"/> No

PLANNING WORK PROGRAM AGENCY REIMBURSEMENT PROCESS

Attach back-up document and please follow these guidelines:

- Backup Documentation is required.

 Your information has been saved and the following Page Error(s) have been found.
 • Please attach Back-up Documentation.

- Include the word 'Back-up', your agency name, and billing period/year in the document name.
- You can upload multiple back-up documents.
- Include accounting information that documents the expenditures and back-up documentation for capital purchases. Please coordinate with your PM.

ATTACH BACK-UP DOCUMENTATION DELETE

ATTACH BACK-UP DOCUMENTATION

Cash Match is what you paid using your funds. Please list the source of the funds and which fund type it applies to. Your Approved Indirect cost Allocation Rate is displayed from your application.

Cash Match Only			Approved Indirect Cost Allocation Rate
Local Match	Source	Fund Type	
\$62.00	General Fund	CMAQ	8.42%
\$385.00	General Fund	CMAQ Zero Match	
\$175.00	General Fund	PL	
\$70.00	General Fund	SFR	
\$344.00	General Fund	STBG	
\$400.00	General Fund	MPO Transit Planning (New)	
\$120.00	General	MPO Transit Planning (Residual)	
\$1,556.00	Total Cash Match		

Billing Period In-Kind Match Amount	Funding Source	Source of Donations/Service	Request Year	Value of Service/Donation
\$150.00	MPO Transit Planning (New)	Room Rental	Year 1	\$75.00 per hour
	MPO Transit Planning (New)	Room Rental	Year 2	\$75.00 per hour
	State Admin	Driving Service	Year 1	\$0.54 per mile
\$150.00	Billing Period Total In-Kind			

MATCH TRACKING	
Total In-Kind match approved	\$11,250.00
Total In-Kind Expended to date	\$300.00
Remaining Balance In-Kind	\$10,950.00
Billing Period Cash Match	\$1,556.00
Billing Period Total Match Paid	\$1,706.00

Total Cash Match + Billing Period Total In-Kind Match Total should be equal or greater than the Total Local Match Portion in the Reimbursement Request Section. Otherwise, you will receive the following message:

 Your information has been saved and the following Page Error(s) have been found.
 • The Total Cash Match Expended must be equal or greater than the Total Local Match Portion Requested.

PLANNING WORK PROGRAM AGENCY REIMBURSEMENT PROCESS

Follow the link to enter your reporting data into the LPA contract reporting tool. A new window will open to the DBE System.

After you complete your entry in the DBE System, then check the box next to **I Agree**

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

I Agree*

Enter any needed comments.

Then certify your entries by selecting **I Agree**.

I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I have engaged in local and regional coordination activities to the best of my ability. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). Supporting documentation shall be available to auditors and/or ADOT representatives upon request and if required, pursuant to contract clause 2.r, provided as an attachment.

I Agree

COMMENTS

Enter any needed comments here.

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SAVE and recheck all fields. Double check your Reimbursement Request and Match.

Go back to the Reimbursement Request Menu. You can do so by clicking on the Document information link.

 [Back](#)

Document Information: **5310RRJun-2018-smith12314-00045**

Parent Information: **5310-2017-smith12314-00004**

 [Details](#)

Select the **View Status Options** button under **Change the Status**.

 [Back](#)

Reimbursement Request Menu

Document Information: **5310RRJun-2018-smith12314-00045**

Parent Information: **5310-2017-smith12314-00004**

 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Reimbursement Request	Krystal Smith 1234	AGENCY Organization Administrator	Reimbursement Request in Progress	N/A - N/A N/A

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](#)

PLANNING WORK PROGRAM AGENCY REIMBURSEMENT PROCESS

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

[Back](#)

Reimbursement Request Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [5310RRJun-2018-smith12314-00045](#)
Parent Information: [5310-2017-smith12314-00004](#)

[Details](#)

Possible Statuses

REIMBURSEMENT REQUEST SUBMITTED

[APPLY STATUS](#)

REIMBURSEMENT REQUEST CANCELLED

[APPLY STATUS](#)

Note: Once the Reimbursement Request is submitted, changes are no longer allowed to the Reimbursement Request.

3. Cancel a Reimbursement Request.

Once a Reimbursement Request has been initiated and has a status of **Reimbursement Request in Progress**, the Subrecipient has the option to cancel the reimbursement request. This is done by going to the Reimbursement Request Menu, select the **View Status Options** button under **Change the Status**.

[Back](#)

Reimbursement Request Menu

Document Information: [5310RRJun-2018-smith12314-00045](#)
Parent Information: [5310-2017-smith12314-00004](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Reimbursement Request	Krystal Smith 1234	AGENCY Organization Administrator	Reimbursement Request in Progress	N/A - N/A N/A

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](#)

PLANNING WORK PROGRAM AGENCY REIMBURSEMENT PROCESS

Then press the **Apply Status** button under **Reimbursement Request Cancelled**.

 [Back](#)

Reimbursement Request Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [5310RRJun-2018-smith12314-00045](#)
Parent Information: [5310-2017-smith12314-00004](#)

 [Details](#)

Possible Statuses

REIMBURSEMENT REQUEST SUBMITTED

REIMBURSEMENT REQUEST CANCELLED

Once you have cancelled a reimbursement request, the system will allow you to initiate another reimbursement request for that same period.

5310 APPLICATION PROCESS STEPS

R. 5310 Application Process Steps

1	Application In Progress	<ul style="list-style-type: none"> Application Cancelled Application Submitted
2	Application Submitted	<ul style="list-style-type: none"> ADOT Review
3	Application Cancelled	
4	ADOT Review	<ul style="list-style-type: none"> Review Panel Application Modifications Required Application Ineligible
5	Review Panel	<ul style="list-style-type: none"> Processing Award Application Modifications Required Grant Not Funded
6	Application Modifications Required	<ul style="list-style-type: none"> Application In Progress
7	Application Ineligible	
8	Grant Not Funded	
9	Processing Award	<ul style="list-style-type: none"> Exhibit A PM Review Budget Modifications Needed
10	Budget Modifications Needed	<ul style="list-style-type: none"> Processing Award
11	Exhibit A PM Review	<ul style="list-style-type: none"> Transit Director Approved auto advance to Notice of Award Budget Modifications Needed ADOT Award Modifications Needed Active Grant GAE Modifications in Progress
12	ADOT Award Modifications Needed	<ul style="list-style-type: none"> Exhibit A PM Review Subrecipient Award Modifications Needed Active Grant
13	Transit Director Approved	<ul style="list-style-type: none"> Notice of Award Processing Award Grant Not Funded
14	Notice of Award	<ul style="list-style-type: none"> Ready to Execute
15	Ready to Execute	<ul style="list-style-type: none"> Prepare GAE Contract Executed
16	Prepare GAE	<ul style="list-style-type: none"> Active Grant
17	Contract Executed	<ul style="list-style-type: none"> Active Grant
18	Active Grant	<ul style="list-style-type: none"> Grant Closed ADOT Award Modifications Needed
19	Grant Closed	
20	Subrecipient Award Modifications Needed	<ul style="list-style-type: none"> ADOT Award Modifications Needed
21	GAE Modifications in Progress	<ul style="list-style-type: none"> Active Grant Subrecipient Award Modifications Needed ADOT Award Modifications Needed Exhibit A PM Review

5310 & PLANNING REIMBURSEMENT REQUEST PROCESS STEPS

S. 5310 & Planning Reimbursement Request Process Steps

Ordinal	Process Step	Connections	Details
1	Reimbursement Request in Progress	<ul style="list-style-type: none"> Reimbursement Request Submitted Reimbursement Request Cancelled 	View/Edit
2	Reimbursement Request Submitted	<ul style="list-style-type: none"> Accounting Review Accounting Review 1 	View/Edit
3	Reimbursement Request Cancelled		View/Edit
4	Accounting Review	<ul style="list-style-type: none"> Program Manager Review Reimbursement Rejected - Modifications Required 	View/Edit
5	Accounting Review 1	<ul style="list-style-type: none"> Accounting Review 2 Program Review 1 Reimbursement Rejected - Modifications Required 	View/Edit
6	Accounting Review 2	<ul style="list-style-type: none"> Program Review 1 	View/Edit
7	Reimbursement Rejected - Modifications Required	<ul style="list-style-type: none"> Reimbursement Request Submitted Reimbursement Request Cancelled 	View/Edit
8	Program Manager Review	<ul style="list-style-type: none"> Submitted for Payment Reimbursement Rejected - Modifications Required GAX Bypass Interface, Already in AFIS Reject - Ineligible for Funds 	View/Edit
9	Program Review 1	<ul style="list-style-type: none"> Program Review 2 Submitted for Payment Reimbursement Rejected - Modifications Required GAX Bypass Interface, Already in AFIS Reject - Ineligible for Funds 	View/Edit
10	Program Review 2	<ul style="list-style-type: none"> Submitted for Payment Reimbursement Rejected - Modifications Required GAX Bypass Interface, Already in AFIS Reject - Ineligible for Funds 	View/Edit
11	Reject - Ineligible for Funds		View/Edit
12	Submitted for Payment	<ul style="list-style-type: none"> Payment Sent to AFIS 	View/Edit
13	Payment Sent to AFIS	<ul style="list-style-type: none"> Paid 	View/Edit
14	GAX Bypass Interface, Already in AFIS	<ul style="list-style-type: none"> Paid 	View/Edit
15	Paid	<ul style="list-style-type: none"> Reimbursement Rejected - Modifications Required 	View/Edit

5311 APPLICATION PROCESS STEPSs

T. 5311 Application Process Steps

Ordinal	Process Step	Connections
1	Application In Progress	<ul style="list-style-type: none"> Application Submitted Application Cancelled
2	Application Submitted	<ul style="list-style-type: none"> ADOT Review
3	Application Cancelled	
4	ADOT Review	<ul style="list-style-type: none"> Review Panel Application Modifications Required Application Ineligible
5	Review Panel	<ul style="list-style-type: none"> Processing Award Application Modifications Required Grant Not Funded
6	Application Modifications Required	<ul style="list-style-type: none"> ADOT Review
7	Application Ineligible	
8	Grant Not Funded	
9	Processing Award	<ul style="list-style-type: none"> Exhibit A PM Review Budget Modifications Needed Direct Transfer to FTA
10	Direct Transfer to FTA	
11	Budget Modifications Needed	<ul style="list-style-type: none"> Processing Award
12	Exhibit A PM Review	<ul style="list-style-type: none"> Transit Director Approved auto advance to Notice of Award Budget Modifications Needed ADOT Award Modifications Needed Active Grant GAE Modifications in Progress
13	ADOT Award Modifications Needed	<ul style="list-style-type: none"> Exhibit A PM Review Subrecipient Award Modifications Needed Active Grant
14	Transit Director Approved	<ul style="list-style-type: none"> Notice of Award Grant Not Funded
15	Notice of Award	<ul style="list-style-type: none"> Prepare GAE
16	Prepare GAE	<ul style="list-style-type: none"> Active Grant ADOT Award Modifications Needed
17	Active Grant	<ul style="list-style-type: none"> Grant Closed ADOT Award Modifications Needed
18	Grant Closed	
19	Subrecipient Award Modifications Needed	<ul style="list-style-type: none"> ADOT Award Modifications Needed
20	GAE Modifications in Progress	<ul style="list-style-type: none"> Active Grant Subrecipient Award Modifications Needed ADOT Award Modifications Needed Exhibit A PM Review

5311 REIMBURSEMENT REQUEST PROCESS STEPS

U. 5311 Reimbursement Request Process Steps

Ordinal	Process Step	Connections	Details
1	Reimbursement Request in Progress	<ul style="list-style-type: none"> Reimbursement Request Submitted Reimbursement Request Cancelled 	View/Edit
2	Reimbursement Request Cancelled		View/Edit
3	Reimbursement Request Submitted	<ul style="list-style-type: none"> Accounting Review 	View/Edit
4	Accounting Review	<ul style="list-style-type: none"> Program Manager Review Reimbursement Rejected - Modifications Required 	View/Edit
5	Reimbursement Rejected - Modifications Required	<ul style="list-style-type: none"> Reimbursement Request Submitted 	View/Edit
6	Program Manager Review	<ul style="list-style-type: none"> Submitted for Payment Reimbursement Rejected - Modifications Required Reject - Ineligible for Funds PVA/GAX BYPASS Interface, Already created in AFIS 	View/Edit
7	Reject - Ineligible for Funds		View/Edit
8	Submitted for Payment	<ul style="list-style-type: none"> Payment sent to AFIS 	View/Edit
9	Payment sent to AFIS	<ul style="list-style-type: none"> Paid 	View/Edit
10	PVA/GAX BYPASS Interface, Already created in AFIS	<ul style="list-style-type: none"> Paid 	View/Edit
11	Paid	<ul style="list-style-type: none"> Reimbursement Rejected - Modifications Required 	View/Edit

PLANNING APPLICATION PROCESS STEPS

V. Planning Application Process Steps

Ordinal	Process Step	Connections	SAVE SHOW Details
1	Subrecipient Application in Process	<ul style="list-style-type: none"> Application Submitted Application Cancelled 	View/Edit
2	ADOT Application in Process	<ul style="list-style-type: none"> Subrecipient Application in Process 	View/Edit
3	Application Submitted	<ul style="list-style-type: none"> ADOT Review 	View/Edit
4	Application Cancelled		View/Edit
5	ADOT Review	<ul style="list-style-type: none"> Review Panel Application Modifications Required Application Ineligible 	View/Edit
6	Application Modifications Required	<ul style="list-style-type: none"> Subrecipient Application in Process ADOT Application in Process 	View/Edit
7	Application Ineligible		View/Edit
8	Review Panel	<ul style="list-style-type: none"> Processing Award Application Modifications Required Grant Not Funded 	View/Edit
9	Grant Not Funded		View/Edit
10	Processing Award	<ul style="list-style-type: none"> Exhibit A PM Review Application Modifications Required 	View/Edit
11	Exhibit A PM Review	<ul style="list-style-type: none"> Notice of Award ADOT Award Modifications Needed Subrecipient Award Modifications Needed Active Grant GAE Modifications in Progress 	View/Edit
12	Notice of Award	<ul style="list-style-type: none"> Subrecipient Accepted Award auto advance to Prepare GAE Appealed 	View/Edit
13	Appealed	<ul style="list-style-type: none"> Notice of Award Processing Award Grant Not Funded 	View/Edit
14	Subrecipient Accepted Award	<ul style="list-style-type: none"> Prepare GAE 	View/Edit
15	Prepare GAE	<ul style="list-style-type: none"> Active Grant 	View/Edit
16	Active Grant	<ul style="list-style-type: none"> ADOT Award Modifications Needed Grant Closed 	View/Edit
17	ADOT Award Modifications Needed	<ul style="list-style-type: none"> Subrecipient Award Modifications Needed Exhibit A PM Review Active Grant 	View/Edit
18	Subrecipient Award Modifications Needed	<ul style="list-style-type: none"> Exhibit A PM Review 	View/Edit
19	GAE Modifications in Progress	<ul style="list-style-type: none"> Active Grant ADOT Award Modifications Needed 	View/Edit
20	Grant Closed		View/Edit