

Welcome to E-Grants Planning Work Program Reimbursement Request Process Training



Presenters:

Diane Ohde

E-Grants System Administrator

dohde@azdot.gov

602-712-7465

Sara Allred

Transit Program Manager

Daniel Gabiou

Regional Planner

Agenda

- Welcome and introduction
- Planning Work Program Application
- Presentation on Reimbursement Requests
- Demonstration of Reimbursement Request entry
- Additional Guidance

Planning Work Program

Purpose & Benefits

▶ Purpose

- Make the reimbursement request process more efficient, eliminate errors, assist with tracking balances, and expedite payment.

▶ Benefits

- Reimbursement requests are typically paid within a week. Average was 4 days in July 2019.
- Reimbursements are maintained for historical purposes.
- Reimbursement requests maintain purchase order balances.

Planning Work Program

Reimbursement - Three Key Elements

1. Work Program Budget – Typically filled out by ADOT and Subrecipient. For 2019, all filled out by ADOT.
2. Exhibit A – Created by ADOT. Displays your award amounts. Please review and confirm the dollar amounts are correct prior to processing any reimbursement requests.
3. Reimbursement Request – Filled out by subrecipient for each billing period and submitted for processing. Will display your award amounts, Expended and Remaining Balance.

Planning Work Program Application E-Grants Presentation

- For 2019, ADOT has completed the application for the subrecipients.
- You may view your 2019 applications in E-Grants now.
- This is a 2 year application.
- Please refer to the following screens for how the application will be completed for the next application session.

To Login to E-Grants



Welcome to E-Grants

This is E-Grants, ADOT's Grant Management Software for Grant applications and overall management for the grant lifecycle. At this time, the E-Grants system is only available to accept transit grant applications.

Please note that Internet Explorer is the only supported browser for E-Grants. Using other browsers may cause technical issues.

Steps to Get Started:

- The initial registration for your organization must be completed by an Organization Administrator for the organization; e.g. Program Director
- Once the Organization Administrator registers the organization, they will receive an email *Notification of Access Approval* from the online systems administrator
- Once your organization is registered in the system, you can apply for grants, complete/submit reports and submit requests for reimbursement.

New Users Register [HERE](#)

Login

Username

Password

[New User Registration](#)

[Forgot Password?](#)

Use Internet Explorer to Access E-Grants

<https://egrants.azdot.gov>

Login with Username & Password

My Applications



[Back](#)

My Applications

Use the search functionality below to find a specific Application.

Search Applications

Application Types 

Application Name

Person

Status

Organization

Year

 Choose **Application Type** and click **SEARCH**.

SHOW HELP

[Back](#)

My Applications

Use the search functionality below to find a specific Application.

Search Applications

Application Types

Application Name

Status

Organization

Year

Export Results to Sort by:

Number of Results 1

Document Type	Organization	Name	Current Status	Year
Planning Application	City of Kingman	2019-PA-WP-City of Kingman-00001	Active Grant	2019



*Click on the Application **Name**.*

Planning Application Menu

Planning Application Menu

Document Information: [2019-PA-WP-Flagstaff Metropolitan PI-00006](#)

 Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Planning Application	Flagstaff Metropolitan Planning Organization	DOT ADOT 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](#)

*Under **View, Edit, and Complete Forms**, click on **View Forms**.*

Planning Work Program Application Forms

Planning Work Program application forms:

Forms

Status	Page Name
Planning Application	
	<u>ADOT Work Program Budget</u>
Review	
	<u>Exhibit A (2)</u>

Planning Work Program Application

ADOT Work Program Budget

Complete MPO/COG
Federal Funds Authorization
Request for Fiscal Year 1.

ADOT WORK PROGRAM BUDGET

- Only fill out the sections that are applicable.
- FHWA Requests - If the project will start later, please include the First Anticipated Billing Date on your request so that ADOT can plan accordingly to avoid FHWA Inactivity Alerts.
- FHWA Requests - The FHWA PL funds projection is subject to change based on Federal budget approval by Congress.
- FTA Requests - Transit Planning (Residual) funds are remaining funds from prior year awards, estimated in the spring and may be lower due to remaining billing.

Agency Name:	Agate Software Inc.
--------------	---------------------



FISCAL YEAR 1		WHITE SPACE IN THESE COLUMNS COMPLETED BY ADOT			WHITE SPACE IN THESE COLUMNS COMPLETED BY SUBRECIPIENT			
		Fiscal Year Apportionment:		2020 ▾*	MPO/COG Federal Funds Authorization Request			
Fund Type	Federal Match Ratio	Federal Funds	Required Match	Total Available	Federal Funds	Required Match	Total Requested	First Anticipated Billing
FHWA								
PL	94.30%		\$0	\$0		\$0	\$0	
SPR	80.00%	\$125,000.00	\$31,250.00	\$156,250.00	\$125,000.00	\$31,250.00	\$156,250.00	07/01/2019
STBG	94.30%	\$375,000.00	\$22,667.02	\$397,667.02	\$375,000.00	\$22,667.02	\$397,667.02	07/01/2019
STBG Zero Match	100.00%		\$0	\$0		\$0	\$0	
CMAQ	94.30%		\$0	\$0		\$0	\$0	
CMAQ Zero Match	100.00%		\$0	\$0		\$0	\$0	
Fiscal Year 1 FHWA Total		\$500,000.00	\$53,917.02	\$553,917.02	\$500,000.00	\$53,917.02	\$553,917.02	
FTA Transit								
Transit Planning (New)	80.00%	\$125,000.00	\$31,250.00	\$156,250.00	\$125,000.00	\$31,250.00	\$156,250.00	10/01/2019
Transit Planning (Residual)	80.00%	\$75,000.00	\$18,750.00	\$93,750.00	\$75,000.00	\$18,750.00	\$93,750.00	10/01/2019
State Admin	100.00%		\$0	\$0		\$0	\$0	
Fiscal Year 1 FTA Transit Total		\$200,000.00	\$50,000.00	\$250,000.00	\$200,000.00	\$50,000.00	\$250,000.00	

Planning Work Program Application ADOT Work Program Budget

Enter MPO/COG Federal Funds Authorization Request for Fiscal Year 2



FISCAL YEAR 2		Fiscal Year Apportionment:			MPO/COG Federal Funds Authorization Request			
Fund Type	Federal Match Ratio	Federal Funds	Required Match	Total Available	Federal Funds	Required Match	Total Requested	First Anticipated Billing
2021								
FHWA								
PL	94.30%		\$0	\$0		\$0	\$0	
SPR	80.00%	\$100,000.00	\$25,000.00	\$125,000.00	\$100,000.00	\$25,000.00	\$125,000.00	07/01/2020
STBG	94.30%	\$300,000.00	\$18,133.62	\$318,133.62	\$300,000.00	\$18,133.62	\$318,133.62	07/01/2020
STBG Zero Match	100.00%		\$0	\$0		\$0	\$0	
CMAQ	94.30%		\$0	\$0		\$0	\$0	
CMAQ Zero Match	100.00%		\$0	\$0		\$0	\$0	
Fiscal Year 2 FHWA Total		\$400,000.00	\$43,133.62	\$443,133.62	\$400,000.00	\$43,133.62	\$443,133.62	
FTA Transit								
Transit Planning (New)	80.00%	\$100,000.00	\$25,000.00	\$125,000.00	\$100,000.00	\$25,000.00	\$125,000.00	10/01/2020
Transit Planning (Residual)	80.00%	\$50,000.00	\$12,500.00	\$62,500.00	\$50,000.00	\$12,500.00	\$62,500.00	10/01/2020
State Admin	100.00%		\$0	\$0		\$0	\$0	
Fiscal Year 2 FTA Transit Total		\$150,000.00	\$37,500.00	\$187,500.00	\$150,000.00	\$37,500.00	\$187,500.00	

TOTAL (FISCAL YEAR 1 + FISCAL YEAR 2)		TOTAL FISCAL YEAR APPORTIONMENT			TOTAL MPO/COG FEDERAL FUNDS AUTHORIZATION REQUEST			
Fund Type	Federal Match Ratio	Federal Funds	Required Match	Total Available	Federal Funds	Required Match	Total Requested	Federal Balance
FHWA								
PL	94.30%	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SPR	80.00%	\$225,000.00	\$56,250.00	\$281,250.00	\$225,000.00	\$56,250.00	\$281,250.00	\$0
STBG	94.30%	\$675,000.00	\$40,800.64	\$715,800.64	\$675,000.00	\$40,800.64	\$715,800.64	\$0
STBG Zero Match	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CMAQ	94.30%	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CMAQ Zero Match	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FHWA Total		\$900,000.00	\$97,050.64	\$997,050.64	\$900,000.00	\$97,050.64	\$997,050.64	\$0
FTA Transit								
Transit Planning (New)	80.00%	\$225,000.00	\$56,250.00	\$281,250.00	\$225,000.00	\$56,250.00	\$281,250.00	\$0
Transit Planning (Residual)	80.00%	\$125,000.00	\$31,250.00	\$156,250.00	\$125,000.00	\$31,250.00	\$156,250.00	\$0
State Admin	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FTA Transit Total		\$350,000.00	\$87,500.00	\$437,500.00	\$350,000.00	\$87,500.00	\$437,500.00	\$0
FHWA & FTA TRANSIT GRAND TOTALS		\$1,250,000.00	\$184,550.64	\$1,434,550.64	\$1,250,000.00	\$184,550.64	\$1,434,550.64	\$0



The system will auto-calculation Year 1 + Year 2.

Planning Work Program Application

ADOT Work Program Budget

Enter the amounts you anticipate will be Carry Forward funds. (Optional)

The following sections are to be filled out by the subrecipient.

ESTIMATED CARRY FORWARD		MPO/COG Carry Forward Funds Authorization Request			MPO Request FY1 + FY2 + Carry Forward Total by Fund Type		
Fund Type	Federal Match Ratio	Federal Funds	Required Match	Total Requested	Federal Funds	Required Match	Total Requested
FHWA							
PL (Carry Forward)	94.30%		\$0	\$0	\$0	\$0	\$0
SPR (Carry Forward)	80.00%		\$0	\$0	\$225,000.00	\$56,250.00	\$281,250.00
STBG (Carry Forward)	94.30%		\$0	\$0	\$675,000.00	\$40,800.64	\$715,800.64
STBG Zero Match (Carry Forward)	100.00%		\$0	\$0	\$0	\$0	\$0
CMAQ (Carry Forward)	94.30%		\$0	\$0	\$0	\$0	\$0
CMAQ Zero Match (Carry Forward)	100.00%		\$0	\$0	\$0	\$0	\$0
FHWA Total		\$0	\$0	\$0	\$900,000.00	\$97,050.64	\$997,050.64

Enter the In-Kind Match amounts for each Funding Type. (Optional)

IN-KIND MATCH (See SHOW HELP for In-Kind Match Sample Entries)							
Funding Type	Request Year	Source of Donations / Service	\$ Value of Service per Unit of Measure			Number of Units	Total In-Kind
PL	<input checked="" type="radio"/> Year 1 <input type="radio"/> Year 2	Room Rental	\$75.00	per	hour	200	\$15,000.00
PL	<input type="radio"/> Year 1 <input checked="" type="radio"/> Year 2	Room Rental	\$75.00	per	hour	150	\$11,250.00
SPR	<input checked="" type="radio"/> Year 1 <input type="radio"/> Year 2	Mileage	\$0.52	per	mile	2000	\$1,040.00
SPR	<input type="radio"/> Year 1 <input checked="" type="radio"/> Year 2	Mileage	\$0.52	per	mile	3000	\$1,560.00

Planning Work Program Application

ADOT Work Program Budget

Please provide your Agency Approved Indirect Cost Allocation Rate: %

Please upload your Agency Approved ICAP & Approval Letter:

DELETE

Please upload your Work Program and Budget Table:
(Work Program amendments may also be attached here.)

[COG Work Program \(WP\) Template](#)

[WP Budget Table Template](#)

Please upload your Authorization Letter:

[Authorization Request Letter Sample](#)



Comments:

0 of 1500

Planning Work Program Application Exhibit A

The Exhibit A displays the award amounts. It is possible to have more than one Exhibit A if there have been award modifications.



Hover your mouse over the Exhibit A link. Click on the date of Exhibit A you would like to view.

Planning Work Program Application Exhibit A

The **View Exhibit A PDF** link will always generate a report of the latest version of the Exhibit A regardless of which version is on the screen.

[View Exhibit A PDF](#)

EXHIBIT A FEDERAL TRANSIT ADMINISTRATION/FEDERAL HIGHWAY ADMINISTRATION AWARD

Agency Name:	Agate Software Inc.	Grant Program:	Planning Application	Contract Number:	N/A
Vendor Number:	AG573	Indirect Cost Rate:	47.55%		

Line #	Program Number / Phase / Grant Number (FAIN) or Federal Project Number	Scope / FP Code	ADOT Procured	CFDA Code	Fund Type	Project Award Description / Project Title	Funding Period (Fed Award Date = Start Date)	Fed Match Ratio	Federal Award Obligated	Local Match	Total Award
1	G5F17A2T / WP-SPR-2019-001		No	504.326.07	SPR	- / 1 / SPR FY 20	Start:2019-07-01 End: 2020-06-30	80%	\$125,000.00	\$31,250.00	\$156,250.00
2	G5F17A2T / WP-SPR-2019-001		No	504.326.07	SPR	- / 1 / SPR FY 21	Start:2020-07-01 End: 2021-06-30	80%	\$100,000.00	\$25,000.00	\$125,000.00
3	G5F18MGT / WP-STBG-2019-001		No	963.05.214	STBG	- / 1 / STBG FY 20	Start: 2019-07-01 End: 2020-06-30	94.30%	\$375,000.00	\$22,667.02	\$397,667.02
4	G5F18MGT / WP-STBG-2019-001		No	963.05.214	STBG	- / 1 / STBG FY 21	Start:2020-07-01 End: 2021-06-30	94.30%	\$300,000.00	\$18,133.62	\$318,133.62
5	G2480F8T / ASDF-2345-CXVB	A4	No	123	Transit Planning	44.21.00 / 1 / Transit Planning (New) FY 20	Start:2019-10-01 End: 2020-09-30	80%	\$125,000.00	\$31,250.00	\$156,250.00
6	G2480F9T / AZ-10-27-2014-5304	A1	No	20.505	Transit Planning	44.21.00 / 1 / Transit Planning (Residual) FY 20	Start:2019-10-01 End: 2020-09-30	80%	\$75,000.00	\$18,750.00	\$93,750.00
This award does not include product R&D.									\$1,100,000.00	\$147,050.64	\$1,247,050.64

FTA Approved: <input type="checkbox"/>	Date:	Approver:
FHWA Approved: <input checked="" type="checkbox"/>	Date: Aug 6 2019 4:24PM	Approver: <i>DOT Planner</i>

Planning Work Program Application

Exhibit A

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

Planning Application Menu

Document Information: [2019-PA-WP-CAG-00001](#) ←

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Planning Application	Central Arizona Governments	AGENCY Organization Administrator	Processing Award	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 Application Exhibit A

If the Exhibit A looks correct, click on **ACCEPT AWARD**, under **Create Purchase Order**.

Planning Application Menu - Status Options

Select a button below to execute the appropriate status push.

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

[Details](#)

Possible Statuses

CREATE PURCHASE ORDER

ACCEPT AWARD



APPEALED

APPLY STATUS



E-GRANTS

ADOT

System Login

Portal Home

- E-Grants Planning Work Program Reimbursements Begin with the **July 2019** Billing Period.
- Application **Active Grant** Status required to bill.



E-GRANTS

ADOT

System Login

Portal Home

E-Grants Planning Work Program Reimbursement Request Processing

2019 Planning Work Program Application

Presenter: Diane Ohde
E-Grants System Administrator

To Login to E-Grants



Welcome to E-Grants

This is E-Grants, ADOT's Grant Management Software for Grant applications and overall management for the grant lifecycle. At this time, the E-Grants system is only available to accept transit grant applications.

Please note that Internet Explorer is the only supported browser for E-Grants. Using other browsers may cause technical issues.

Steps to Get Started:

- The initial registration for your organization must be completed by an Organization Administrator for the organization; e.g. Program Director
- Once the Organization Administrator registers the organization, they will receive an email *Notification of Access Approval* from the online systems administrator
- Once your organization is registered in the system, you can apply for grants, complete/submit reports and submit requests for reimbursement.

New Users Register [HERE](#)

Login

Username

Password

[New User Registration](#)

[Forgot Password?](#)

Use Internet Explorer to Access E-Grants

<https://egrants.azdot.gov>

Login with Username & Password

My Applications



[Back](#)

My Applications

Use the search functionality below to find a specific Application.

Search Applications

Application Types 

Application Name

Person

Status

Organization

Year

 Choose **Application Type** and click **SEARCH**.

SHOW HELP

[Back](#)

My Applications

Use the search functionality below to find a specific Application.

Search Applications

Application Types

Application Name

Status

Organization

Year

Export Results to Sort by:

Number of Results 1

Document Type	Organization	Name	Current Status	Year
Planning Application	City of Kingman	2019-PA-WP-City of Kingman-00001	Active Grant	2019



Click on the Application **Name**.

Planning Application Menu

Planning Application Menu

Document Information: [2019-PA-WP-Flagstaff Metropolitan PI-00006](#)

 Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Planning Application	Flagstaff Metropolitan Planning Organization	DOT ADOT 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](#)



*Under **Contracts, Invoices, & Reporting**, click on **View Related Items***



Planning Application Menu-Related Items

Planning Application Menu - Related Items

The various sections below can link to items that are associated with this document.

Document Information: [2019-PA-WP-YUMA METROPOLITAN PLANNIN-00004](#)

[Details](#)

Related Documents

Sort search results by: Filter by Document Type:

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



Click on *Initiate Planning Reimbursement Request (Year)*.

Reimbursement Request Menu

Reimbursement Request Menu

Document Information: [PA-WPRRJul-2019-City of Kingman-00472](#)

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

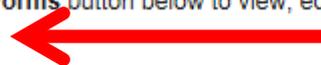
Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Reimbursement Request	City of Kingman	DOT MPD System Administrator	Submitted for Payment	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](#)



*Under **View, Edit and Complete Forms**,
Click on **View Forms**.*

Reimbursement Request Menu-Forms

Reimbursement Request Menu - Forms

Please complete all required forms below.

Document Information: [PA-WPRRJul-2019-City of Kingman-00472](#)

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

 [Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Reimbursement Request			
	Reimbursement Request 		Sheri Furr 8/1/2019 3:07:42 PM	Jamie Brown 8/6/2019 1:29:12 PM

Click on **Reimbursement Request**.

Reimbursement Request

A list of error messages will display.

The screenshot shows the E-GRANTS interface. At the top, there is a navigation bar with "My Home", "My Applications", and "My Reimbursement Requests". Below this, there are buttons for "SAVE", "ADD NOTE", and "CHECK GLOBAL ERRORS". A red arrow points from the text "A list of error messages will display." to the "CHECK GLOBAL ERRORS" button. Below the navigation bar, there is a list of error messages and a page warning. A red arrow points from the text "You will receive a Page Warning if an award line has been marked complete." to the "Page Warning(s)" box.

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

- A billing period is required
- Fare Revenue is Required for Operating
- Project Complete selection is required
- Please attach Back-up Documentation
- Please confirm that you have entered your contract reporting into the LPA database for this billing period
- Please check I agree to certify expenses submitted are eligible
- Passenger Trips, Volunteer Drivers, Project Revenue, Personal Vehicles, Deadhead Miles, Major Incidents, Total Project, Major Injuries, Vehicle Service, Fatalities, and Fare Revenue are required for Operating awards.

Page Warning(s)
You have selected Yes for Project Complete. No further billing will be allowed.

You will receive a Page Warning if an award line has been marked complete.

Reimbursement Request

Document Information: [PA-WPRRJul-2019-City of Kingman-00472](#)

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

[Details](#)

You are here: > [Reimbursement Request Menu](#) > [Forms Menu](#) > Reimbursement Request

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

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 dollars expended this billing period only.

Agency Name: City of Kingman	Billing Period: July 2019
Grant Award Year: 2019 Grant Program: PA-WP	Invoice Number: 1920KIN-PA-WP-01
Warrant Number:	Invoice Date: Aug 06, 2019

The **Document Information** name will update with the **Billing Period** selected when you **SAVE**.

Invoice numbers must be unique.

Reimbursement Request

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 20	G1603MGT	94.3%		\$0	\$0	\$0	\$0	\$5,302,226.94	\$5,302,226.94	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
CMAQ	CMAQ FY 21	G1603MGT	94.3%		\$0	\$0	\$0	\$0	\$6,362,672.32	\$6,362,672.32	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
CMAQ (Carry Forward)	CMAQ (Carry Forward)	G1603MGT	94.3%		\$0	\$0	\$0	\$0	\$106.04	\$106.04	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
CMAQ Zero Match	CMAQ Zero Match FY 20	G1603MGT	100%		\$0	\$0	\$0	\$0	\$5,000,000.00	\$5,000,000.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
CMAQ Zero Match	CMAQ Zero Match FY 21	G1603MGT	100%		\$0	\$0	\$0	\$0	\$6,000,000.00	\$6,000,000.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
CMAQ Zero Match (Carry Forward)	CMAQ Zero Match (Carry Forward)	G1603MGT	100%		\$0	\$0	\$0	\$0	\$100.00	\$100.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
PL	PL FY 20	G2480F9T	94.3%	\$2,000.00	\$1,886.00	\$114.00	\$2,000.00	\$2,000.00	\$5,302,226.94	\$5,300,226.94	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
PL	PL FY 21	G2480F9T	94.3%		\$0	\$0	\$0	\$0	\$6,362,672.32	\$6,362,672.32	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
SPR	SPR FY 20	G5F17A2T	80%	\$1,000.00	\$800.00	\$200.00	\$1,000.00	\$1,000.00	\$6,250,000.00	\$6,249,000.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
SPR	SPR FY 21	G5F17A2T	80%		\$0	\$0	\$0	\$0	\$7,500,000.00	\$7,500,000.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
SPR (Carry Forward)	SPR (Carry Forward)	G5F17A2T	80%		\$0	\$0	\$0	\$0	\$125.00	\$125.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
STBG	STBG FY 20	G5F18MGT	94.3%		\$0	\$0	\$0	\$0	\$5,302,226.94	\$5,302,226.94	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
STBG	STBG FY 21	G5F18MGT	94.3%		\$0	\$0	\$0	\$0	\$6,362,672.32	\$6,362,672.32	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
STBG (Carry Forward)	STBG (Carry Forward)	G5F18MGT	94.3%		\$0	\$0	\$0	\$0	\$106.04	\$106.04	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
STBG Zero Match	STBG Zero Match FY 20	G5F18MGT	100%		\$0	\$0	\$0	\$0	\$5,000,000.00	\$5,000,000.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
STBG Zero Match	STBG Zero Match FY 21	G5F18MGT	100%		\$0	\$0	\$0	\$0	\$6,000,000.00	\$6,000,000.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
STBG Zero Match (Carry Forward)	STBG Zero Match (Carry Forward)	G5F18MGT	100%		\$0	\$0	\$0	\$0	\$100.00	\$100.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
FHWA Sub Total				\$3,000.00	\$2,686.00	\$314.00	\$3,000.00	\$3,000.00	\$70,745,234.86	\$70,742,234.86	0%	
FTA Transit												
State Admin	State Admin FY 20	G587632T	100%	\$1,000.00	\$1,000.00	\$0	\$1,000.00	\$1,000.00	\$6,000,000.00	\$5,999,000.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
State Admin	State Admin FY 21	G587632T	100%		\$0	\$0	\$0	\$0	\$5,000,000.00	\$5,000,000.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
Transit Planning	Transit Planning (New) FY 20	G2480F8T	80%		\$0	\$0	\$0	\$0	\$6,250,000.00	\$6,250,000.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
Transit Planning	Transit Planning (New) FY 21	G2480F8T	80%		\$0	\$0	\$0	\$0	\$7,500,000.00	\$7,500,000.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
Transit Planning	Transit Planning (Residual) FY 20	G2480F8T	80%		\$0	\$0	\$0	\$0	\$6,250,000.00	\$6,250,000.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
Transit Planning	Transit Planning (Residual) FY 21	G2480F8T	80%		\$0	\$0	\$0	\$0	\$750,000.00	\$750,000.00	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No
FTA Sub Total				\$1,000.00	\$1,000.00	\$0	\$1,000.00	\$1,000.00	\$31,750,000.00	\$31,749,000.00	0%	
Totals				\$4,000.00	\$3,686.00	\$314.00	\$4,000.00	\$4,000.00	\$102,495,234.86	\$102,491,234.86	0%	

Enter your total **Reimbursement Request** amount (Federal and Local). Project Complete entry required for each line.

Reimbursement Request

If you answer Yes, to Final Invoice question, 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

Please upload your Backup Documentation (In-Kind Tracking Sheet, Receipts for Direct Expenses) and Progress Report.

ATTACH BACK-UP DOCUMENTATION DELETE
[23543_895792-July2019ProgressReport.docx](#)

ATTACH BACK-UP DOCUMENTATION DELETE
[23543_895792_2-July2019PLExpenditures.docx](#)

ATTACH BACK-UP DOCUMENTATION DELETE
[23543_895792_3-July2019SPRExpenditures.docx](#)

ATTACH BACK-UP DOCUMENTATION DELETE
[23543_895792_4-July2019STBGExpenditures.docx](#)

ATTACH BACK-UP DOCUMENTATION



BACK-UP DOCUMENTATION is required. Include Funding Source and Billing Period in each document name.

Do not use special characters in the document name.

e.g. July2019PLExpenditures, July2019ProgressReport

Reimbursement Request

Cash Match Only		
Local Match	Source	Fund Type
\$89.00	General	PL
\$89.00	Total Cash Match	

Approved Indirect Cost Allocation Rate
0.08%

Total Cash Match + Billing Period Total In-Kind amount should be equal to or exceed the requested Local Match Portion.

Billing Period In-Kind Match Amount	Funding Source	Source of Donations/Service	Request Year	Value of Service/Donation
\$225.00	PL	PL Testing 1	Year 1	\$225.00 per hour
	PL	PL Testing 2	Year 2	\$100.00 per unit
	STBG	STBG Testing 3	Year 1	\$1.00 per each
	STBG	STBG Testing 4	Year 2	\$2.00 per each
\$225.00	Billing Period Total In-Kind			

MATCH TRACKING	
Total In-Kind match approved	\$22,500.00
Total In-Kind Expended to date	\$225.00
Remaining Balance In-Kind	\$22,275.00
Billing Period Cash Match	\$89.00
Billing Period Total Match Paid	\$314.00

In-Kind Match data is pulled from the Budget page on your grant application.

Reimbursement In-Kind Match

Enter the In-Kind amount by Fund Type and Year.

Billing Period In-Kind Match Amount	Funding Source	Source of Donations/Service	Request Year	Value of Service/Donation
\$225.00	PL	PL Testing 1	Year 1	\$225.00 per hour
	PL	PL Testing 2	Year 2	\$100.00 per unit
	STBG	STBG Testing 3	Year 1	\$1.00 per each
	STBG	STBG Testing 4	Year 2	\$2.00 per each
\$225.00	Billing Period Total In-Kind			

The Value of Service/ Donation will show your total in-kind

Reimbursement Request

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

I Agree

As required by 2 C.F.R. 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

0 of 3000

Click on link to enter contract reporting information.

*By selecting **I Agree** you are certifying you have completed the requirements. Click Save button.*

Guide to Entering Contract Payments

- ▶ www.azdot.gov/transitguidebooks

More Information

- [ADOT Civil Rights](#)
- [Certification of Equivalent Service](#)
- [Disadvantaged Business Enterprise Program \(DBE\)](#)
- [Payment Reporting Guide for ADOT Transit Subrecipients](#)

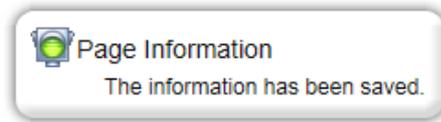


Reimbursement Request

- 
- Your information has been saved and the following Page Error(s) have been found.
- A billing period is required.
 - Project Complete selection is required.
 - Final invoice question is required.
 - Please attach Back-up Documentation.
 - Please confirm that you have entered your contract reporting into the LPA database for this billing period.
 - Please check I agree to certify expenses submitted are eligible.

The system will display error messages for incomplete data or when system business rules are not met. You will need to go back and make necessary corrections as instructed.

Reimbursement Request



If all errors are corrected, you will see this message,
"The information has been saved."

 [Back](#)

Document Information: [PA-WPRRJul-2019-City of Kingman-00472](#)

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

 [Details](#)

You are here: > [Reimbursement Request Menu](#) > [Forms Menu](#) > Reimbursement Request

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 dollars expended this billing period only.

Click the ***Document Information*** filename to return
to ***Reimbursement Request Menu*** page.

Reimbursement Request Menu

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](#)

*Under **Change the Status**, Click on **View Status Options**.*

Reimbursement Request Menu- Status Options

Possible Statuses

REIMBURSEMENT REQUEST SUBMITTED

APPLY STATUS



REIMBURSEMENT REQUEST CANCELLED

APPLY STATUS

*Under **Possible Statuses - Reimbursement Request Submitted**, click on **Apply Status**.*

Initiating Multiple Requests Not Allowed

 [Back](#)

 Global Errors

Additional Reimbursement Request can not be initiated if previous ones have not been completed.

Only one reimbursement request can be submitted at a time. If you attempt to initiate a 2nd request before the 1st request is approved by the Program Manager, you will get the error message above.

Register as a New User in E-Grants

Click on [New User Registration](#).



The screenshot shows the E-Grants website interface. At the top, there is a banner with the text "E-GRANTS" and the ADOT logo. Below the banner, there are two buttons: "System Login" and "Portal Home". The main content area contains a welcome message, a description of the system, a browser compatibility note, and a list of steps to get started. A red callout box points to the "New User Registration" link in the list. Another red callout box points to the "AGATE Help Desk" section. A third red callout box points to the "New Users Register HERE" link at the bottom.

E-GRANTS ADOT

System Login Portal Home

Welcome to E-Grants!

This is E-Grants, ADOT's Grant Management Software for Grant applications and overall management for the grant lifecycle. At this time, the E-Grants system is only available to accept transit grant applications.

Please note that Internet Explorer is the only supported browser for E-Grants. Using other browsers may cause technical issues.

Steps to Get Started:

- The initial registration for your organization must be completed by an Organization Administrator for the organization; e.g., Program Director.
- Once the Organization Administrator receives an email Notification of Access Approval, they must click on the [New User Registration Form](#).
- Once your organization is registered, you will be able to create users, submit reports and submit applications.

AGATE Help Desk

AGATE Help Desk Availability
Hours: Monday thru Friday 8am to 5pm MST
Phone: 1-866-449-1425
mail: azhelpdesk@agatesoftware.com

All new users register here

All new users register here

New Users Register [HERE](#)

My Profile-Update

Contact Information

Name	Prefix	First	Middle	Last	Suffix
Organization					
Title					
Address	Please select your County.				
City	State	Zipcode		Arizona	
County					
Phone #1	Phone #2				
Fax	Home Phone				
Email	Need email address for all contacts				
Website					
Username	Select User name and Temporary Password				
Password	Confirm Password				
Notes	Enter preferred role in Notes. Agency Roles: <ul style="list-style-type: none">- Agency Attorney- Agency Authorized Official- Agency Financial Officer- Agency Grant Writer- Agency Organization Administrator- Agency Viewer				

Agency Viewers can see reimbursements, but Do Not receive notifications

Sources of Assistance

- This PowerPoint presentation will be posted online.
- Subrecipient User Manual
www.azdot.gov/transitguidebooks

More Information

- [ADOT Civil Rights](#)
- [Certification of Equivalent Service](#)
- [Disadvantaged Business Enterprise Program \(DBE\)](#)
 - [Payment Reporting Guide for ADOT Transit Subrecipients](#)
- [E-Grants Subrecipient User Guide](#) 
- Upcoming Hands-On Training – August 26th & September 11th
- Regional Planners/ Transit Staff

Questions ?

THANK YOU!

Any E-Grants questions can be directed to:

Diane Ohde at dohde@azdot.gov

Questions ?

THANK YOU!

Any Planning Work Program questions can be directed to the DOT Program Manager and DOT Planners:

Sara Allred sallred@azdot.gov

or

Jason Bottjen jbottjen@azdot.gov

or

Mark Hoffman mhoffman@azdot.gov

or

John Wennes jwennes@azdot.gov

or

Clem Ligocki cligocki@azdot.gov