

VI.REQUESTING REIMBURSEMENT FROM AZ SMART

- A. All payments of AZ SMART Funds for DOES and Match will be made on a reimbursement basis for those expenditures which meet Federal Standards.
- B. Reimbursement will not be made without evidence of a previous, valid expenditure and proof of payment.
- C. Reimbursement will not be made for DOES or Match expenditures which do not meet Federal Standards, or which are ineligible under AZ SMART, the current NOFO/NOFA or the federal statutes establishing the Federal Grant.
- D. The amount Reimbursed for an AZ SMART award will not exceed the actual Eligible Expenditures incurred and paid by the Applicant, regardless of the amount awarded by the Board.
- E. At least quarterly and no more than monthly, the Applicant shall submit to azsmart@azdot.gov:
 - 1. An invoice(s) on the Progress Payment Report Form.
 - 2. Vendor invoices the Applicant has paid prior to requesting reimbursement.
 - 3. Proof of payment such as check copies, wire instructions or other evidence of payment to the consultant(s), contractor(s) or service provider(s) for expenditures related to the Project.
 - 4. Procurement contract or solicitation under which the expenditures were incurred. The contract or solicitation must demonstrate the expenditures meet Federal Standards. DOES and Match expenditures which do not meet Federal Standards will not be reimbursed.
 - 5. Other documentation requested by ADOT to determine the eligibility of costs incurred.
- F. Requests for reimbursement of Match from AZ SMART further:
 - 1. Will be made after the applicable federal agency has reimbursed the federal share.
 - 2. Require proof of reimbursement from the applicable federal agency. This may be an email indicating approval of a reimbursement request or other documentation from the agency which clearly identifies:
 - a) the date and amount of the reimbursement,
 - b) the name of the Federal Grant,
 - c) the name of the Project,
 - d) the invoice number assigned by the federal agency.
 - e) ADOT may contact the federal agency to resolve questions or issues related to the Applicant's AZ SMART reimbursement request.

G. Requests for reimbursement for GDS further:

1. Require proof of submission of a federal discretionary grant application. The Applicant is responsible for obtaining proof of submission. Acceptable sources include a copy of the acknowledgement of receipt or an email confirming receipt of the submitted grant from the applicable federal agency or grant submission website.
2. Must be submitted within 6 months of the Date of Award for at least some, if not all, eligible expenditures.
3. ADOT may confirm submission with the applicable federal agency.
4. GDS invoices will be reimbursed for eligible costs actually incurred by the Applicant at a pro rata of 50%, not to exceed the amount of AZ SMART Funds awarded by the Board.

H. Requests for reimbursement for in-kind expenses shall comply with the following:

1. The amount of in-kind expenses must be identified in the AZ SMART application.
 2. The expenses must be incurred after September 14, 2024.
 3. The costs must be tracked by, and verifiable from, the Applicant's records such as time sheets. Submission of these records will be required for reimbursement.
 4. The in-kind expenditures shall not be counted as contributions for any other state or federal award.
 5. The activities and expenditures shall be necessary and reasonable for accomplishment of GDS.
- I. Upon confirming the expenditures are to federal standards, qualify for and have received federal reimbursement, the Applicant has fully paid the vendor and the documents are valid and complete, ADOT will reimburse the Applicant for the AZ SMART share within 30 days of approval of the reimbursement request.