

## Frequently Asked Questions – 2020 CARES Act Funding Reimbursement

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Questions	Response
For those of us awarded vehicle capital funds through CARES, are those being ordered through ADOT? Since there is no local match required do we wait for those orders to go through? Or are we going to have to outright purchase those vehicles and request the total reimbursement?	Yes, those that were awarded vehicles through the CARES Act funding will be procured through ADOT since the funding is 100% federal. Agencies will not purchase the vehicles outright as ADOT will be paying 100% of the vehicle costs through the CARES Act funding.
If we, for some reason, do not spend our entire CARES Act award, by September 30, will the current awarded CARES Act funding roll over to next year?	Yes, any unspent CARES Act funding will roll over into the next funding year. ADOT anticipated awarding CARES Act funding for two years federal fiscal year 2020 and 2021.
We have paid the local match for our vehicle we are waiting on. Does this go into cares or is it on our old funding?	The local match paid for vehicles were for vehicles awarded through the regular 5311 funding for FY 2019 and not CARES. Local Match payment is required for FY 2019 funding. Agencies awarded vehicles through CARES were determined through the Transit Asset Management plan to be in immediate need of replacements.
If CARES Act funds are expended before September 30, will local match be required to invoice the regular 5311(f) funds?	Yes, local match will be required once agencies have fully expended their CARES Act funding and resume billing their regular 5311 funding.
Can furloughed employees be billed against our CARES Act funding awards?	No, since furloughed employees are on unpaid leave. However, you may reclassify those furloughed employees to administrative leave and pay them in order to bill your CARES Act funding.
When can agencies expect to receive their next CARES Act grant award notices?	ADOT is working on developing the FY 2021 CARES Act funding awards. We anticipate getting the FY 2021 CARES Act and FY 2020 Application award notices in late May 2020 or early June 2020.
If we go fare free do we need to do the 2 week public notice?	No, agencies do not need to provide a two week notice. However, we encourage you to notify the public of the fare change on your buses, flyers, etc.
If we had a fare and went to fare free do we need to notify you when we submit our reimbursement?	Yes, you will need to notify ADOT at the time of fare free and make sure you provide a comment in the comment section of your reimbursement request form of the fare change.
Can agencies just award "bonus" pay to employees? Is there is a limit to what we can award?	It depends. Under the <a href="#">Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</a> , a federal award may be used for bonus or incentive compensation when the overall compensation is reasonable and paid or accrued based on an agreement entered into before the services were rendered (2 CFR §

	200.430(f)). If a grant recipient does not have such an agreement in place, it may create one that would allow payment of bonus or incentive pay from that point forward, but it would not be able to pay a bonus for work performed prior to the agreement.
Since In-kind match is not eligible under CARES Act funding, can we save our in-kind match to be used later?	Yes, you can accrue your in-kind match and use the in-kind on future regular 5311 reimbursement requests.
Am I to also back out the local cash match on the regular 5311 February 2020 billing?	If you are charging cash, then you subtract the total expenses you entered in your regular lines, then you'll add the total expenses onto the CARES line. Please see the presentation slides for the way to complete it.
We operate a food pantry route. Due to COVID-19 we are delivering food boxes by appointment instead of picking people up for the route. Does this fall under meals delivery and do I need to separate the expenses such as payroll?	Yes, this would qualify as food delivery. ADOT would need you to separate out the expenses in the backup documentation you submit with your reimbursement request.
If we were awarded planning funds this year, do we charge those to CARES Act funding or to the award?	No. Unfortunately, the current awarded planning is not eligible under the CARES Act funding. You would need to charge any planning expenses to your awarded planning funds and the appropriate match must be identified and used.
Should PPE related costs be included as a new line item in the reimbursement request? How should it be noted in the request?	Yes, PPE is an eligible cost. However, there is not a designated line in the CARES reimbursement as the regular 5311 reimbursement has. We ask that you note any PPE related expenses in your back up documentation you submit in your reimbursement request.

Note: You cannot submit expenses on your CARES Act reimbursement requests that have already getting reimbursed through FEMA, or pass through funding such as Robert T. Stafford Disaster Relief and Emergency Assistance Act, or a different Federal agency, or insurance proceeds for any portion of the expenses. If you are found to have done so you will be required to pay the funds back.