



E-Grants 5311 CARES Act Funding

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May 14, 2020 (Updated 6/30/20)

CARES Act Funding Information

Awards are posted to: www.azdot.gov/transitcares

CARES Act in relationship to other funding:

- 100 % federal share and no local match requirement.
- Operating expenses include Administration, Operating, and Preventive Maintenance.
- Capital - ADOT Procured Vehicles
- There is no lapse date in which FTA requires funds to be expended, but agencies are encouraged to spend CARES funding expeditiously.

CARES Act Funding

Eligible Funding

- Eligible for traditional Administrative, Operating, Intercity with Cash Match and Preventive Maintenance expenses starting February 2020.
- Eligible for all Intercity starting March 2020.
- Any capital must be cleared with ADOT Transit.
- Normal Back-up Documentation is required.
- Federal match ratio is 100%.

CARES Act Funding

Other Eligible Expenses

- Meal Delivery is eligible as an expense through January 2021.
- Bonuses to drivers and other workers. FTA discourages the “Hazard Pay” label.
- Non Refundable Travel Expenses - Cancelled travel costs incurred can be reimbursed. Documentation with charges for cancellations or other fees is required.

Ineligible Funding

- Fare Revenue must be entered if it is collected.
- In-Kind Match is not eligible. All reimbursements requesting CARES Act funding should be submitted without In-Kind Match.
- Operating expenses such as large equipment must be coordinated with ADOT.
- Other Capital Awards should be expensed using your regular FTA Funds unless otherwise advised by ADOT Transit.

Intercity Eligibility

- Operating, Administration, and Preventive Maintenance are eligible at this percent for Intercity activities.
- In-kind should not be included.

Agency	% Intercity
City of Coolidge	11%
City of Douglas	22%
City of Show Low	20%
Greyhound Lines, Inc.	100%
Regional Public Transportation Authority	72%
RTA Pima County	12%
YCIPTA	35%

CARES Act Funding

Delinquent Reimbursements

For organizations that are behind on submitting their billing, you must complete your monthly reimbursements through January 2020 billing before you can start requesting CARES Act Funding for February 2020.

5311 Agreement Language

CARES Act Funding Amendment

“The Subrecipient agrees that if it receives Federal funding from the Federal Emergency Management Agency (FEMA) or through a pass-through entity through the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a different Federal agency, or insurance proceeds for any portion of a project activity approved for funding under an ADOT Grant Agreement, the Subrecipient shall provide written notification to ADOT, and reimburse ADOT for any Federal share that duplicates funding provided by FEMA, another Federal agency, or an insurance company. As the Recipient of the funding, ADOT is responsible for refunding FHWA & FTA as applicable.”

5311 Reimbursement Request

CARES Act Funding WARNING

WARNING: Expenses submitted on this reimbursement form requesting CARES Act Funding will need to be repaid if the subrecipient receives Federal funding from FEMA or through a pass-through entity such as the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a different Federal agency, or insurance proceeds for any portion of the expenses identified in this reimbursement form.

5311 Application - Budget Form

New Section - CARES Act Funding

CARES Act	Request Amount
Operating	\$100,000
Intercity	\$75,000
Capital	\$95,000
TOTAL	\$270,000

5311 Application - Exhibit A

Added CARES Act Funding

EXHIBIT A
Federal Transit Administration

Agency Name:	[REDACTED]	Grant Program:	5311	Contract Number:	[REDACTED]
Vendor Number:	[REDACTED]	Indirect Cost Rate:	3.7%	De Minimis Rate Used:	No

Line #	Program Number / Phase / Grant Number (FAIN)	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
11	CARES01T / Testing 5311 2018	01	No		Capital (CARES Act)	11.42.11 / 1 / CARES Act - Capital	Start:2020-10-01 End: 2022-09-30	100%	\$65,000.00	\$0	\$65,000.00
12	CARES02T / Testing 5311 2018	02	No		Intercity (CARES Act)	11.13.08 / 1 / CARES Act - Intercity	Start:2020-10-01 End: 2022-09-30	100%	\$15,000.00	\$0	\$15,000.00
14	CARES03T / Testing 5311 2018	03	No		Operating (CARES Act)	30.09.02 / 1 / CARES Act - Operating	Start:2020-10-01 End: 2022-09-30	100%	\$50,000.00	\$0	\$50,000.00

5311 Reimbursement Request

Monthly Reimbursement Instances

Agencies should continue to use the regular monthly reimbursement instances for CARES Act Funding.

Document Type	Name
5311 Reimbursement Request	<u>Initiate a 17 February 5311 RR YR2</u>
5311 Reimbursement Request	<u>Initiate a 18 March 5311 RR YR2</u>
5311 Reimbursement Request	<u>Initiate a 19 April 5311 RR YR2</u>

5311 Reimbursement Request

New Section - CARES Act Funding

WARNING: Expenses submitted on this reimbursement form requesting CARES Act Funding will need to be repaid if the subrecipient receives Federal funding from FEMA or through a pass-through entity such as the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a different Federal agency, or insurance proceeds for any portion of the expenses identified in this reimbursement form.

CARES Act	Match Ratio	Reimbursement Request	Fares/ Deductions	Total Request	Contract Cumulative	Balance	Approved Budget
Operating	100%	\$25,000.00	\$100.00	\$24,900.00	\$26,800.00	\$73,200.00	\$100,000.00
Intercity	100%	\$10,000.00	\$100.00	\$9,900.00	\$9,940.00	\$65,060.00	\$75,000.00
Capital	100%	\$5,000.00	\$0	\$5,000.00	\$5,300.00	\$89,700.00	\$95,000.00
TOTALS		\$40,000.00	\$200.00	\$39,800.00	\$42,040.00	\$227,960.00	\$270,000.00

5311 Reimbursement Request

Not Using Awarded CARES Act Funding

If you're not using the CARES Act funding that you were awarded, then please explain why in the reimbursement comments.

COMMENTS

0 of 3000

5311 Performance Data

New Columns - CARES Act Expenses

	Admin	Operating	Preventive Maintenance	Other Capital	CARES Act Operating	CARES Act Intercity	CARES Act Capital	Expenses Reported Total	Performance Expenses Total
Expenses Reported for the Month	\$0	\$0	\$0.00	\$0.00	\$125.00	\$250.00	\$300.00	\$675.00	\$600.00

Direct Expenses by Mode - THIS MAY NOT BE ALLOCATED									
	Admin	Operating	Preventive Maintenance	Other Capital	CARES Act Operating	CARES Act Intercity	CARES Act Capital		
Bus	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$100.00	\$100.00	\$100.00		
Commuter Bus (CB) / Intercity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$100.00	\$50.00		

5311 Reimbursement Request

New CARES Act Instance

5311 Reimbursement Request

[Initiate a 25_CARE Act 5311 RR](#)

This new CARES Act instance should only be used by agencies that have already billed for February or February and March. (When CARES Act Funding was not available yet.)

5311 Reimbursement Request

New CARES Act Instance If Already Billed Feb

For subrecipients that have already billed for February 2020, initiate a CARES Act 5311 Reimbursement Request to transfer your expenses (excluding Intercity) from your FTA Awards to CARES Act Funding.

5311 Reimbursement Request

[Initiate a 25 CARE Act 5311 RR](#)

1. Initiate CARES Act 5311 Reimbursement Request.
Only if you have already billed for February or February and March when CARES Act Funding was not available yet.
2. Enter negative values in the amount of your February Reimbursement Request for expenses submitted. e.g. -2000.00

Intercity with in-kind expenses for February will not be transferred to CARES Act Funding. Work with your Program Manager for correct credit entry prior to Submitting for Processing.

Intercity with Cash Match expenses for February may be transferred to CARES Act Funding.
3. Credit the Local Match source originally used, either Non-Intercity In-Kind Match or Cash Match.

5311 Reimbursement Request New CARES Act Instance Added Con't

5311 Reimbursement Request

[Initiate a 25 CARE Act 5311 RR](#)

For subrecipients that have already billed for February 2020, initiate a CARES Act 5311 Reimbursement Request to transfer your expenses (excluding Intercity) from your FTA Awards to CARES Act Funding.

4. Enter the CARES Act Operating expenses.
5. Subtract non-Intercity In-Kind Match from CARES Act expenses.
6. Additional Backup Documentation.
7. Backout expenses and re-enter under the CARES Act columns on the Performance Data form.

5311 Reimbursement Request

Step 1 - Initiate a CARES Act Reimbursement Request

**Only use this instance if you have already billed for February 2020.
(When CARES Act funding was not available yet.)**

Contracts, Invoices, & Reporting

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

VIEW RELATED ITEMS

5311 Reimbursement Request

[Initiate a 25 CARE Act 5311 RR](#)

5311 Reimbursement Request

Step 2 - Back out Expenses for February 2020

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" value="(\$2,300.00)"/>	\$0	\$145,000.00	\$145,000.00	0.00%	
Administrative Staff	80 / 20	<input type="text" value="(\$1,000.00)"/>	\$0	\$85,000.00	\$85,000.00	0.00%	
Fringe Benefits (Admin)	80 / 20	<input type="text"/>	\$0	\$65,000.00	\$65,000.00	0.00%	
Program Audit	80 / 20	<input type="text"/>	\$0	\$5,000.00	\$5,000.00	0.00%	
Total Administration Costs		(\$3,300.00)	\$0	\$300,000.00	\$300,000.00	0.00%	
Total Administration Local Share		(\$660.00)	\$0	\$60,000.00	\$60,000.00	0.00%	
Total Administration Federal Share		(\$2,640.00)	\$0	\$240,000.00	\$240,000.00	0.00%	

Enter negative values like this:

Reimbursement Requests

-2300.00

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" value="(\$3,150.00)"/>	\$0	\$702,579.00	\$702,579.00	0.00%	
Fringe Benefits	58 / 42	<input type="text"/>	\$0	\$215,000.00	\$215,000.00	0.00%	
Radio Services/Equipment	58 / 42	<input type="text"/>	\$0	\$5,000.00	\$5,000.00	0.00%	
Fuel	58 / 42	<input type="text" value="(\$600.00)"/>	\$0	\$170,000.00	\$170,000.00	0.00%	
Total Operating/Intercity Costs		(\$3,750.00)	\$0	\$1,092,579.00	\$1,092,579.00	0.00%	

Please make sure your credit matches your previous amount expended. If you had Intercity with In-Kind, work with your Program Manager for credit corrections prior to Submitting for Processing.

5311 Reimbursement Request

Reminder: You cannot backout Intercity with In-Kind for February 2020

NOT ALLOWED

Intercity Federal Share		-\$1,200.00 *
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5311 Reimbursement Request

Step 3 - Credit the Local Match Source Originally Used

Backout February 2020 Non-Intercity In-Kind

In-Kind Match					
In-Kind Match Units Expended	Billing Period In-Kind Match Total	Project type	Source of Donations / Service		Value of Service / Donation
-2	(\$656.00)	Operating	test	In-Kind	\$328.00 per 1000
Total	(\$656.00)				

Cash Match Only	
Local Match Expended	Source
(\$50,706.45)	General Fund
(\$50,706.45)	Total Cash Match

Credit whichever local match source was used originally and only that source, so non-intercity in-kind or cash match based on which you originally used.

5311 Reimbursement Request

Step 4 - Enter CARES Act Expenses

WARNING: Expenses submitted on this reimbursement form requesting CARES Act Funding will need to be repaid if the subrecipient receives Federal funding from FEMA or through a pass-through entity such as the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a different Federal agency, or insurance proceeds for any portion of the expenses identified in this reimbursement form.

CARES Act	Match Ratio	Reimbursement Request	Fares/ Deductions	Total Request	Contract Cumulative	Balance	Approved Budget
Operating	100%	\$45,000.00	\$200.00	\$44,800.00	\$44,800.00	\$5,200.00	\$50,000.00
Intercity	100%		\$0	\$0	\$0	\$15,000.00	\$15,000.00
Capital	100%	\$2,000.00	\$0	\$2,000.00	\$2,000.00	\$63,000.00	\$65,000.00
TOTALS		\$47,000.00	\$200.00	\$46,800.00	\$46,800.00	\$83,200.00	\$130,000.00

Intercity with Cash Match can be applied towards CARES Act funding for February 2020.

5311 Reimbursement Request

Step 5 - Subtract Non-Intercity In-Kind Match from CARES Act Expenses

In-Kind Match					
In-Kind Match Units Expended	Billing Period In-Kind Match Total	Project type	Source of Donations / Service		Value of Service
<input type="text" value="2"/>	\$656.00	Operating	test	In-Kind	\$328.00 per
Total	\$656.00				

CARES Act	Match Ratio	Reimbursement Request	Fares/ Deductions	Total Request
Operating	100%	\$44,344.00	\$200.00	\$44,144.00
Intercity	100%		\$0	\$0
Capital	100%	\$2,000.00	\$0	\$2,000.00
TOTALS		\$46,344.00	\$200.00	\$46,144.00

5311 Reimbursement Request

Step 6 - Additional Backup Documentation

Attach Back-up documentation for prior reimbursement if you are doing credits and/or the screen print from prior month to this reimbursement request.

5311 Reimbursement Request

Warning Messages Can be Ignored



Page Warning(s)

Capital Reimbursement Amount - Credits must be coordinated with the Program Manager.

Total Admin Reimbursement Amount - Credits that exceed the payments to be made must be coordinated with the Program Manager.

Total Operating Reimbursement Amount - Credits that exceed the payments to be made must be coordinated with the Program Manager.

Intercity Federal Share may not be greater than the total Operating Federal Share.

If you have an odd error message, check with your program manager about it. Some should be ignored, but others may need to be fixed. Ask if you're not sure.

5311 Performance Data

Step 7 - Backout Previous Performance Data Expenses and apply to CARES Act Expenses

	Admin	Operating	Preventive Maintenance	Other Capital	CARES Act Operating	CARES Act Intercity	CARES Act Capital	Expenses Reported Total	Performance Expenses Total
Expenses Reported for the Month	(\$3,300.00)	(\$3,750.00)	(\$36,800.00)	(\$400.00)	\$44,344.00	\$0	\$2,000.00	\$2,094.00	\$2,094.00

Please make sure your credits match your previous amounts reported.

Direct Expenses by Mode - THIS MAY NOT BE ALLOCATED							
	Admin	Operating	Preventive Maintenance	Other Capital	CARES Act Operating	CARES Act Intercity	CARES Act Capital
Bus	(\$3,300.00)	(\$3,750.00)	(\$36,800.00)	(\$400.00)	\$25.00		\$100.00
Commuter Bus (CB) / Intercity					\$25.00		\$100.00

Recap

- Reimbursements open now for CARES Act expenses beginning Feb 2020.
- Federal match ratio is 100%.
- The CARES Act section is at the top of the reimbursement page.
- Check with ADOT on any capital type expenses
- No in-kind, but do include fare revenue.
- No Double Charging expenses to other federal funds.

February 2020 Reimbursement Instance

If you used the CARES Act Reimbursement Request instance for February 2020 and didn't submit the regular February 2020 Reimbursement instance, then you will be required to submit a zero bill for the February 2020 reimbursement instance so that you can proceed to March.

Questions ?

THANK YOU!

Any 5311 CARES Act questions can be directed to:

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