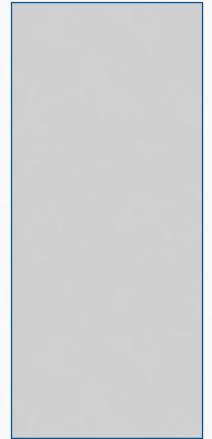




SUBRECIPIENT INVOICING

PRESENTED BY: RACHEL & KIM



REIMBURSEMENT TIMELINE

1. Subrecipient Submits Invoice to ITD-PT

60 days after the close of the billable month



2. ITD-PT Review

Goal to review and process within 30 days



3. Grants Officers submit to ITD Financial Services

Payments made on Mondays



4. Subrecipient receives reimbursement

Subrecipient receives mid-end of week



REIMBURSEMENT CHECKLIST

✓ Subrecipient Invoice

- Date
- Invoice Number
- Federal, Local and Total Budget Expenses
- Source of Local Match

✓ Proof of Payment

- Copy of cancelled checks
- Copy of bank statement

✓ Supporting Documentation

- Payroll
- Expense Receipts
- Rate of Spend Waiver (if applicable)



OPERATING REIMBURSEMENTS

5310 Allowable project expenses

- Operating
- Preventative Maintenance
- Purchase of Service
- Mobility Management
- Capital

5311 Allowable project expenses

- Project Administration
- Operating
- Preventative Maintenance

Resources:

[2 CFR 200](#)

Subpart E – Cost Principles



Subrecipient Request for Reimbursement

Subrecipient	Skippons Transportation Services
Agreement Term	October 1, 2016-September 30, 2017
Contact Name	Rachel & Kim
Invoice #	5310-Aug-2017
Month/Year	August-2017

Federal Program Funds	5310 Rural
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	Monthly Total Project Cost	Federal	Local
Operating (50/50)	\$ 500.00	\$ 250.00	\$ 250.00
Preventative Mtc. (80/20)	\$ 100.00	\$ 80.00	\$ 20.00
Capital (80/20)	\$ -	\$ -	\$ -
Purchase of Service (80/20)	\$ -	\$ -	\$ -
TOTALS	\$ 600.00	\$ 330.00	\$ 270.00
	Grant Award	Total Project Cost to Date (federal)	Grant Balance to Date
	\$ 100,000.00	\$ -	\$ 100,000.00

Source(s) Of Local Match		
1.	Donations	\$ 100.00
2.	City	50
3.	Local Business	120
4.		\$
5.		\$
6.		\$
7.		\$
	Total	\$ 270.00

RATE OF SPEND

ITD-PT Rate of Spend Waiver

Organization:

Contact:

Phone:

Funding agreement budget: 5310 Rural

Project Phase	Federal	Match	Total Project Cost
Admin	<input type="text"/>	<input type="text"/>	<input type="text"/>
Operating	<input type="text"/>	<input type="text"/>	<input type="text"/>
Purchase of Service	<input type="text"/>	<input type="text"/>	<input type="text"/>
Capital	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobility Management	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Project Award	<input type="text"/>	<input type="text"/>	<input type="text"/>

Average monthly expenses allowable per the executed funding agreement?

Amount you are requesting to exceed the monthly average?

Reason for exceeding the monthly average?

Director's Signature:



GRANT BALANCE LETTERS



IDAHO TRANSPORTATION DEPARTMENT
P.O. Box 7129
Boise ID 83707-1129

(208) 334-8000
itd.idaho.gov

6/30/2017

Skippys Transportation Services

1234 ITD Way

Idaho

RE: Monthly Grant Balances

Dear Skipper,

This letter is to inform you of your current grant balances for the 5310 Operating funding agreement with ITD-PT.

Your 5310 balance as of the end of June 2017:

Purchase of Service: \$17,521

Please don't hesitate to contact the Operating Grants Officers if you have any questions regarding your grant balances.

Sincerely,

Rachel T. Pallister
Kim McGourty
Operating Grants Officers

BUDGET MODIFICATIONS

Fiscal Year 2016 Project Budget AMENDMENT Request

Subrecipient	Skippys
Agreement Term	October 1, 2016-September 30, 2017
Contact Name	Rachel & Kim
Address	3311 W State St Boise, ID 83703
Phone Number	208-334-8822 or 208-334-4475

FTA Grant		AN		OP			PM			CP		
5311	Total	Federal	Match	Total	Federal	Match	Total	Federal	Match	Total	Federal	Match
Award Balance	\$ 100,000.00	\$ 80,000.00	\$ 20,000.00	\$ 208,695.65	\$ 120,000.00	\$ 99,130.43	\$ 48,564.64	\$ 45,000.00	\$ 3,564.64		\$ -	\$ -
Amendment 01	\$ -	\$ -	\$ -	\$ (26,086.96)	\$ (15,000.00)	\$ (11,086.96)	\$ 26,086.96	\$ 15,000.00	\$11,086.96			
New Totals	\$ 100,000.00	\$ 80,000.00	\$ 20,000.00	\$ 182,608.70	\$ 105,000.00	\$ 88,043.48	\$ 74,651.60	\$ 60,000.00	\$14,651.60	\$ -	\$ -	\$ -

Total Project Cost	Total Federal Request	Total Match Needed
\$ 357,260.30	\$ 245,000.00	\$ 122,695.08

Reason For Amendment

Bus 29 broke down because of a heavy snowfall and hard winter.
Had to have multiple repairs that were not expected.

Rachel & Kim
Subrecipient Printed Name

Subrecipient Signature

Date

INVOICE NUANCES

- In-kind (non-cash contributions)
- Double-billing
 - RTAP
 - Rural & small urban
 - Crossing months
- Single Audit



For questions & resources contact:

Kim McGourty – Operations Grants Officer
208-334-4475

Kim.McGourty@itd.idaho.gov

&

Rachel Pallister – Operations Grants
Officer

208-334-8822

Rachel.Pallister@itd.idaho.gov



YOUR *Safety* • • • ► YOUR *Mobility* • • • ► YOUR *Economic Opportunity*