



Georgia Department of Transportation

Subrecipient Workshop

Transit Reimbursements – Internal Process

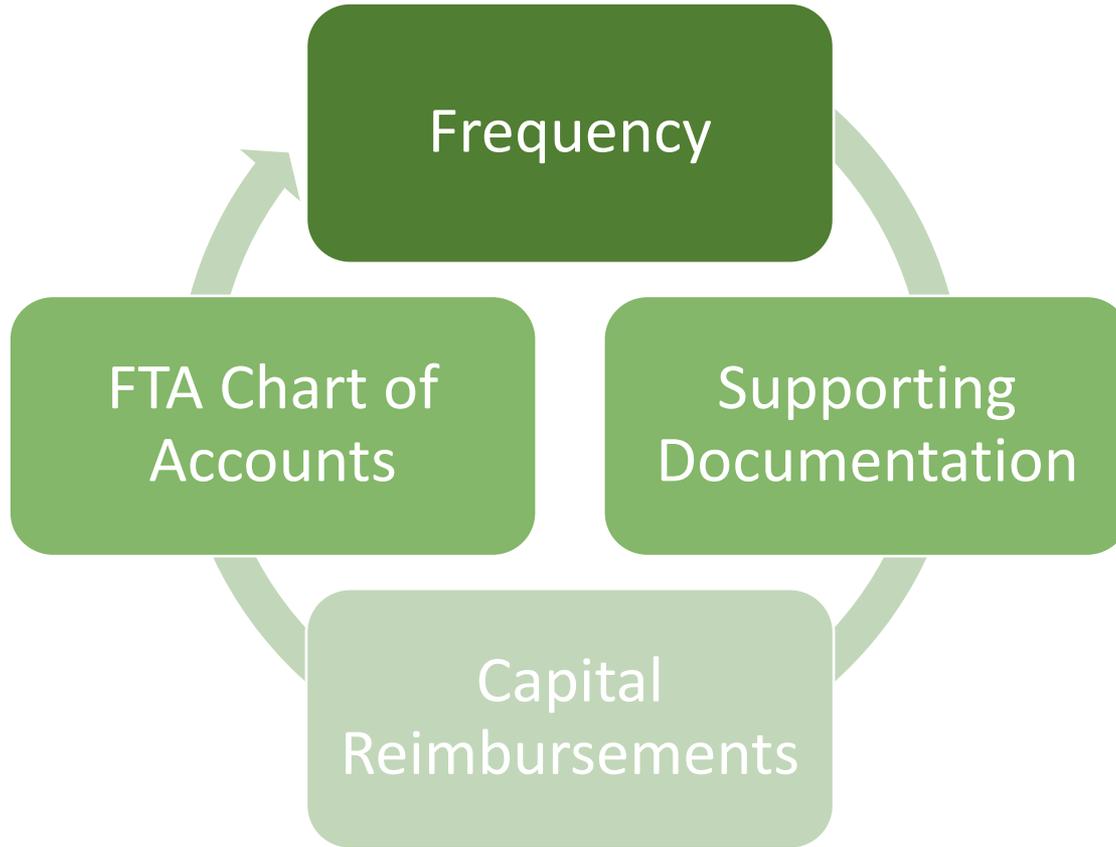
Presented by Patricia Smith, Acting Assistant Transit
Program Manager



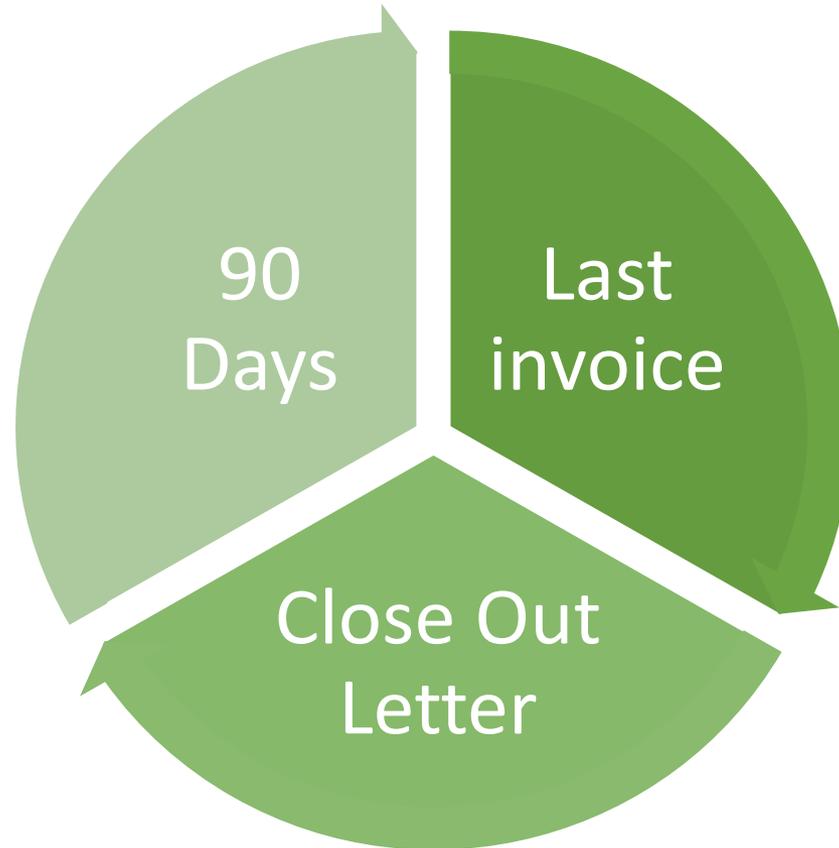
Agenda

- Reimbursement Process Standards
- Contract Closeout
- 3-5 Year Plan
- Questions

Reimbursement Process Standards



Contract Close Out



Subrecipient 3-5 Year Financial Plan

- Subrecipients are encouraged to develop a 3-5 year financial plan for their transit systems.
- Consider all federal and local funds including bond revenues or TSPLOST funds used for transit projects in order to maintain an adequate level of funding to meet the transit needs.

QUESTIONS?

For more information:

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Agenda

- Allowable and Unallowable Expenses
- Budget Revisions
- Invoice Backup Documentation
- Timely Invoice Submission
- Questions

Allowable Expenses

Definition

- Costs that are spent on the project for which the grant was awarded and are necessary and reasonable for the project

Allowable Expenses

Examples of Operating Expenses

- Driver Salaries
- Administration Salaries
- Mechanic Salaries
- Dispatcher/Scheduler Salaries
- Employee Benefits
- Vehicle Maintenance
- Vehicle Parts and Supplies
- Fuel and Lubricants
- Insurance
- Office Supplies and Vehicle Supplies

Allowable Expenses

Examples of Operating Expenses

- Marketing and Marketing Materials with system specific information
- Advertising for program outreach and employee recruitment (except for promotional gifts)
- Training
- Facility Maintenance
- Utilities
- Equipment Leases and Rentals
- Professional Fees – Accounting service, attorney, medical testing, drug and alcohol testing, IT support, software support, and etc.

Allowable Expenses

Operating Expense Examples

- Temporary Help
- Uniforms
- Purchased Transportation
- Dues and Subscriptions
- Indirect Expenses with an approved plan
- Other Necessary Transit Related Expenses

Allowable Expenses

Other Operating Allowable Expenses

- Driver Incentive Programs
 - Hiring
 - Performance Bonuses
 - Work Incentives
 - Safety

*** In order for these expenses to be allowable expenses there must be a policy addressing the incentive procedures in place prior to implementing the incentive program ***

Allowable Expenses

Capital Expense Examples

- Vehicles
- Facilities
- Software
- Transit Stops and Shelters
- Office and Maintenance Equipment
- Vehicle Rehabilitation
- Signage
- Communication Equipment

Allowable Expenses

Resources

- <https://www.transit.dot.gov/ntd/ntd-uniform-system-accounts>
 - Document provides lists of allowable expenses by USOA code as well as definitions.
- TCRP Report 142 – Vehicle Operator Recruitment, Retention, and Performance

Unallowable Expenses

Definition

- Costs that are spent on the project for which the grant was awarded and are not necessary and reasonable for the project or are not supported by approved plans or policies

Unallowable Expenses

Examples

- Indirect Costs without an approved Indirect Cost Allocation Plan
- Employee Incentive Costs without a policy or procedures
- Employee Bonuses without a policy or procedure
- Unnecessary items such as televisions in breakrooms unless used for training
- Costs of promotional items and memorabilia, including models, gifts, and souvenirs (2 CFR 200.421)
- Costs of displays, demonstrations, and exhibits (2 CFR 200.421)

Unallowable Expenses

Examples

- Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events (2 CFR 200.421)
- Salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings (2 CFR 200.421)
- Bad debt
- Late fees
- Entertainment
- Alcohol

Unallowable Expenses

Resource

- <https://www.rfsuny.org/media/rfsuny/forms/excerpts-unallowable-costs.pdf>

Unallowable Expenses

Consideration

- Unallowable expenses can be incurred and included in the transit budget. The expenses must be paid for with local funds and cannot be claimed for federal reimbursement. Unallowable expenses must be listed in the ineligible section of the monthly invoice.

Budget Revisions

Consideration

- Subrecipients may revise annual budgets to reflect changes throughout the year as long as the total budget does not change.
 - Budgets may be revised to move money from one cost category to another with justification
 - Example: Fuel budget can be reduced if not needed so the operator salaries budget can be increased to allow for increases or incentive programs

Invoice Documentation

Blackcat Attachments

- Transportation General Ledger Summary Report or Profit and Loss Report that reconciles to the invoice
 - By revenue and expense class code
 - Month to date totals
 - YTD totals
- Transportation Detailed General Ledger or Profit and Loss Report by revenue and expense class
 - This report provides the detail for each individual transportation transaction along with the date the transaction occurred
- Required forms and certifications

CARES

Consideration

- The COVID pandemic resulted in many sources of federal relief funding being available to businesses. Care must be taken to ensure expenses are not claimed to multiple federal funding sources.

Cares Considerations

Sources of Relief Funding

- Payroll Protection Plan
- Medical Home and Community Based Services
- Aging Home and Community Based Services

CARES

Consideration

- If you received COVID relief funding other than CARES or CRRSAA be sure to report any transit expenses paid by those funds as ineligible on the monthly invoice

Invoice Timeliness

Reminder

- Invoices for operating should be submitted no later than 30 days after the end of month
- Planning invoices should be submitted quarterly within 30 days of the end of the quarter
 - Prompt submission ensures prompt review and payment

QUESTIONS?

For more information:

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