



Alaska Department of Transportation & Public Facilities

Show Me the Money

Jessica DeBartolo

October 25, 2011



Agenda

- Welcome
- Application
 - Coordination
 - Agency Profile
 - Vehicle/Capital Inventory
- Quarterly Reports
- Request for Reimbursement
- Maternity Leave Schedule
- Wrap Up



Mission

To support the DOT&PF mission by providing access and mobility within the communities of Alaska, both urban and non-urban, through transit services that are safe, appealing, efficient, and easily-available to both the general public and transit-dependent populations.



Eligibility Requirements

- Updated Agency Profile
- Updated Vehicle/Capital Inventory
- Coordinated plan with all required elements
- Prioritized Project list



Application Schedule

DATE	TASK
November, Week 1	Notice of Availability and Application placed on website
December, Week 3	Teleconference/webinar for grant related questions, if requested.
December, Week 3	Distribution of responses to teleconference/webinar
January, Week 2	Deadline for questions pertaining to the application
January, Week 4	Applications Due
March, Week 2	Results posted on website and online public notice
June, Week 2	Agreements (including necessary attachments such as Certifications and Assurances) and electronic Billing Summaries to sub-recipients



“Community Public Transit - Human Services Transportation Coordination Plan”

- SAFETEA-LU requires that projects selected for funding be derived from a coordinated public transit-human services transportation plan beginning in FY 2006 for JARC and FY 2007 for Section 5310 and New Freedom.
- The State Transit Office is responsible for certifying to the Federal Transit Administration that all projects receiving funding are derived from strategies in a locally adopted coordinated plan. The coordinated plan must contain several required elements.



AGENCY PROFILE

Alaska DOT - Transit Unit - Windows Internet Explorer provided by State of Alaska DOT

http://www.dot.state.ak.us/stwdplng/transit/Alaska_Transit/Agencies/index.cfm?fuseaction=EditAgencyAddress&CalendarYear=2010

File Edit View Favorites Tools Help

Alaska DOT - Transit Unit x Download the Office.com Act...

Home | Agencies | Query | Forms | Links | Grants | Admin | Logout

DOT&PF > Transit > eGrants > Agency Profile

Agency Profile

Agency Address
for Test Agency - System Account
Calendar Year: 2010

Instructions
Required fields are marked with a red asterisk (*)

Agency Name * Test Agency - System Account Inactive?

Mailing Address * P.O. Box 112500

Street Address 123 Some Street

City, State, Zip * Juneau AK 99811-2500

Tax ID (FEIN)

Telephone * (907) 465-6978 Ext. Fax

Website

Parent Agency -- Please Select --

Save & Proceed << Back

Use the Menu below to skip between sections of this form.
Make sure to save your changes before clicking a link below, or any changes will be lost!

Done Internet 100%



Funding Sources

- (AMHTA) Alaska Mental Health Trust Authority
- FTA Section 5310 – Elderly Individuals and Individuals with Disabilities
- FTA Section 5316 – Job Access and Reverse Commute
- FTA Section 5317 – New Freedom (above and beyond ADA)



Project Types

- Capital
- Purchase of Services
- Planning
- Mobility Management
- Start-Up



REIMBURSEMENT REQUEST



Submitting Reimbursement Request

- Completed billing summary – this was provided with your grant agreement.
- Proof of purchase – invoice for the item(s) which you are requesting reimbursement.
- Proof of payment – Check or bank statement showing the invoice was paid.
- For purchase of services projects you must provided back-up documentation for your cost per ride with you first request.



Billing Summary

FTA GRANT BILLING SUMMARY	Grant No: _____ Grant Expiration Date: _____ AKSAS Project No: _____ AR No: _____ Collocation Code: _____ Ledger Code _____ Amount _____					
Project Title: Mobility Management Sub-Grantee: Agency Contract Manager: Jessica DeBartolo, Transit Programs Planner ADOT&PF, PO Box 112500, Juneau, AK 99811-2500 Tel. No. (voice/fax): 907-465-6978 / 907-465-6984 Email: jessica.debartolo@alaska.gov						
BILLING SUMMARY						
Claim Period (From/To):						
This invoice is for <input type="checkbox"/> Progress OR <input type="checkbox"/> Final Payment. DOCUMENTATION REFLECTING EXPENDITURE AND PAYMENT MUST BE ATTACHED.						
Vendor	Expenditure	Current Expenditures	FTA Amount (80.00%)	Match Amount (20.00%)	Match Source	Comments
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
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			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
	Total	\$0.00	\$0.00	\$0.00		
PAYMENT REQUEST (Sub-Grantee): By signature on this form, the Sub-Grantee certifies entries to be true and correct for the services performed to date under or by virtue of said Agreement and in accordance with AS 36.30.400. The Sub-Grantee further certifies that all applicable Federal, State and Local taxes incurred by the Sub-Grantee in the performance of the services have been paid and that all contractors engaged by the Sub-Grantee for the services included in any invoice shall be fully compensated by the Sub-Grantee for such services. The Sub-Grantee further certifies that match sources are eligible and have not been claimed previously or will be claimed again in the future, for this grant or any other.						
Signature _____			Date _____			
Name: _____			APPROVAL FOR PAYMENT			
PAYMENT APPROVED (Agency Contract Manager): I certify this Invoice to be valid and accurate and that services were performed in conformance with the grant agreement requirements and schedule.						
Signature _____			Date _____			



Quarterly Reports

- Vehicle Report
 - First report due end of January
 - Report needed for vehicles with DOT lien
- Purchase of Services
 - First report due end of January
 - Must report on AMHT beneficiaries



Maternity Leave

- December 19th – Mid March
- Submit all reimbursements during first week of December
- Ask application questions by December 13th



Contact

WEBSITE:

<http://dot.alaska.gov/transit>

Contact:

- Jessica DeBartolo, Human Service Planner
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(907) 465-6978