



HAPPY NEW YEAR!

January 15, 2010

Volume 1, Issue 1

NEW INVOICE REQUIREMENTS

New Invoice Requirement will go into effect February 1, 2010.

What this means to you as a sub recipient:

- ◆ Invoice will be posted for download on <http://www.mobilityidaho.org>
- ◆ Monthly Operations & Performance Report Form will be posted on <http://www.mobilityidaho.org>
- ◆ Invoice must be signed by an authorized sub grantee
- ◆ All Monthly Reporting Requirements must be met.
- ◆ Attached to the invoice you must supply a reconciled summary page with supporting documentation of the expenses incurred and a copy of check for proof of payment(s) attached to summary page.

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Public Transportation Staff

3311 W. State St. Boise, ID 83707
PO Box 7129, Boise ID 83707-1129
1-800-527-7985
FAX: (208) 334-4424

Administrator: Randy Kyrias (208) 334-8281 randy.kyrias@itd.idaho.gov

PT AA—Ada Finlayson (208) 334-8875 ada.finlayson@itd.idaho.gov

Senior Research Analyst: Brian Shea (208) 334-8828 brian.shea@itd.idaho.gov

Grants Team: 1-800-527-7985 gateam@itd.idaho.gov

Grants Manager: Rinda Mitchell

Grants Officers
Kevin Bittner
Butch Ragsdale
Sandy Frazier

Program Manager

John Krause (208) 334-8292 john.krause@itd.idaho.gov

Bicycle Pedestrian Coordinator

Maureen Gresham (208) 334-8272 bikeped@itd.idaho.gov

Maureen will be joining our staff as of January 25th, 2010.

NEW INVOICE REQUIREMENTS—CONTINUED—

What this means to you as a sub recipient:

Public Transportation will post Invoices on <http://www.mobilityidaho.org>

The following invoices can be found and downloaded under **Funding**

5310/5311/5311f

New invoices that will be posted to website and can be downloaded effective February 1, 2010.

JARC (5316)
New Freedom (5317)

- ◆ Invoice must now be signed by an authorized sub recipient.
- ◆ All Monthly Reporting Requirements must be met.
(Grants Officer will verify before approving invoice for payment)
- ◆ Attached to the invoice you must now supply a
 - ~ reconciled summary page
 - ~ supporting documentation of the expenses incurred must be attached.
 - ~ copy of check(s) for proof of payment(s) on expenses incurred must be attached to summary page.

Sub Recipients will still be subject to site audit.

Requests for Funds: To be made on Request for Reimbursement invoices supplied by ITD/PT. Your request (with original signatures) must be received by PT to be reimbursed.

Claims can still be submitted one of 3 ways:

Email GATeam@itd.idaho.gov (All documents are scanned and in PDF format)
In the subject line you must have: **Reimbursement Request (Grant #)**

Fax (208) 334-4424

Mail

Idaho Transportation Dept.
Division of Public Transportation
PO Box 7129
Boise, ID 83707-1129

*PT reserves the right to take up to 30 days to process a claim,
though claims are normally processed much sooner.*

Monthly Operations & Performance Report can be found <http://www.mobilityidaho.org> and downloaded under **Funding**

Monthly Operations & Performance Report Form

All monthly reports shall be prepared using the Microsoft Excel file as downloaded from <http://www.mobilityidaho.org>. A complete report consists of filling-out six different spreadsheets including Contact Information, Service Area & Modes Operated, Operating \$, Capital \$, Service Data and Monthly Questions. A set of Instructions for Reporting and a glossary of Definitions is also included within the Excel file to facilitate your completion of the report.

In most cases at least 12 months of back-data will also need to be reported. Please contact Brian Shea (see below) for clarification on reporting your historical data.

The report is designed to be “saved” every month to the hard drive on your computer. This will allow you to then just add the current month to the file every 4 to 5 weeks.

Your Monthly Report must be received before any Requests for Reimbursement will be approved. It is understood there will sometimes be a lag of a few weeks before your internal financial reporting systems have the required data available.

The reports can only be submitted as a “file attachment” to an email addressed to Brian Shea.

Email Address:

Brian.Shea@itd.idaho.gov

Contact Information:

Brian Shea
Senior Research Analyst
Idaho Transportation Department,
Division of Public Transportation
P.O. Box 7129
Boise, ID 83707-1129

Phone: **208-334-8828**
Fax: 208-334-4424