

# Small City Allotment Reimbursement Guidelines

## Before Work Begins:

- ⇒ Grant recipient must receive prior written approval from ODOT for any self-performing work (see Section 8.d of the grant agreement).
- ⇒ When bidding an SCA project in combination with another project, they must be bid as separate items. Under no circumstances should the costs be combined.
- ⇒ You must follow all procurement laws and rules.

## Recipient's Request for Reimbursement (Invoice):

- ⇒ Must be submitted on City Letterhead
- ⇒ Must be made out to ODOT
- ⇒ Must be dated
- ⇒ Must identify agreement number & execution date
- ⇒ Must identify project name
- ⇒ Must include period of performance (first and final date work performed)
- ⇒ Must include total project cost
- ⇒ Must include amount paid to date (if applicable)
- ⇒ Must include amount requested for reimbursement
- ⇒ Must identify person to contact with questions, include phone no. & email
- ⇒ Must include a summary of expenses incurred, including but not limited to:
  - ❖ Advertising
  - ❖ Bureau of Labor and Industries
  - ❖ Materials \*only those not included in contractor's pay app's.
  - ❖ Engineering
  - ❖ Construction

## Supporting Documentation:

Must be submitted with the request for reimbursement

### Self-Performing Work:

- ⇒ Provide copies of timesheets or other documentation that supports in-house work. Must include names and titles of employees performing work, dates, hours (8am to 3pm) rate of pay and description of work performed.

- ⇒ Owned equipment, include dates, unit of measure, units used and unit cost.
- ⇒ Rental equipment, provide a copy of rental agreement. If equipment is also being used for work other than the SCA project record dates and hours equipment is used on the SCA project.
- ⇒ Materials, must provide receipts.

Outsourced Expenses (Engineer, Contractor Invoices):

- ⇒ Must include invoice number
- ⇒ Must be dated
- ⇒ Must be itemized
- ⇒ Must include period of work
- ⇒ Small City Allotment expenses must be identified, itemized and separated from other work the contractor may be performing.

Not eligible for reimbursement:

- ❖ Overtime rates
- ❖ Overhead costs
- ❖ Travel expenses not directly related to the project
- ❖ Administrative work (i.e., costs for invoicing, HR, etc.).
- ❖ Work performed prior to Notice to Proceed
- ❖ Work performed outside the scope of the project
- ❖ Equipment or materials that could be used for work beyond the project