

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 conjunction with another project, they must be identified as separate bid 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 (Use the date it is submitted to ODOT)
- ⇒ Must identify the grant agreement number.
- ⇒ Must include period of performance (first and final date work performed)
- ⇒ Must include total project cost.
- ⇒ Must include amount received to date (if applicable)
- ⇒ Must include amount requested for reimbursement.
- ⇒ Must identify a contact person, title, phone number and email address.
- ⇒ 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 application)
 - ❖ Engineering
 - ❖ Construction

Supporting Documentation:

- ⇒ Reimbursement requests must include copies of the invoices charged to the project. *Do not provide proof of payment unless it has been specifically requested.
- ⇒ Complete and return a [Certification of Completion](#) form.

Self-Performing Work (Must be pre-approved):

- ⇒ Provide copies of timesheets or other documentation that supports work performed by the city. Must include names and titles of employees, dates,

hours (ex. 2/27/24, 8am to 3pm), rate of pay and description of the 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 that required for the SCA project, record dates and hours equipment is used on the SCA project.
- ⇒ Materials, receipts must be provided and cannot exceed what is needed for the project.

Outsourced Expenses (Engineer, Contractor Invoices):

- ⇒ Must include invoice number.
- ⇒ Must be dated.
- ⇒ Must be itemized.
- ⇒ Must include dates work was performed/expenses incurred.
- ⇒ Small City Allotment expenses must be identified, itemized, and separated from work the contractor may be performing that is not part of the SCA project.

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 after Project Completion Deadline.
- ❖ Work performed outside the scope of the project.
- ❖ Equipment or materials that could be used beyond the scope of the SCA project.

Reimbursement Request Submittal Instructions

- ❖ Do Not Send Reimbursement Requests via USPS mail.
- ❖ Submit reimbursement requests via email to:
SmallCityAllotments@ODOT.oregon.gov