

**TOD Planning Grant Program
Round 5
Invoicing Instructions**

If your agency or department has never conducted business with LACMTA you must first submit an Automatic Clearing House (ASH) Payment Authorization form before submitting your first invoice. Otherwise, we cannot reimburse you electronically. This form can be found at <http://www.metro.net/projects/tod/> under “Documents for Grant Recipients”.

Required Documents for Grant Reimbursement

Grantees must submit a Quarterly Progress/Expense Report (Attachment D) for grant reimbursement. Attachment D and all supporting documentation will be your “invoice package”. The invoice package must contain the following items:

1. LACMTA’s Electronic Invoice Submittal Form as the first page of the invoice/quarterly report package. This form is located under “Documents for Grant Recipients” at <http://www.metro.net/projects/tod/>. The form can be filled out by hand. The PO number is your agreement number (9200000000TOD17XX) and the payment terms section can be left blank. Invoice amount is the net amount after retention.
2. A complete Attachment D- Quarterly Progress/ Expense Report. Please do not change the template and only fill out highlighted sections.
3. Required Supporting Documentation
 - a. Copies of consultant invoices and proof of payment (canceled checks or bank statements) with a detailed explanation of work being charged to the grant and local match.
 - b. Copies of staff timesheets displaying work being charged to the grant and local match. If possible, your project should have its own project number within your timesheet system. If that is not possible, please submit the attached *TOD Grantee Staff Time Processing Expense Report Template* (Expense Report) along with the signed and approved timesheet that is typically submitted. The Expense Report tracks both grant and in-kind contributions and calls for the name of each employee, the hourly rate(s), the number of hours worked, overhead and benefits. The Expense Report should cover all pay periods within the quarter and must be signed by the appropriate City representative.
 - c. Copies of receipts for any other eligible grant related expenditures (e.g. printing, mailing, materials for community meetings etc.).
 - d. Deliverables identified in the Scope of Work not previously shared (e.g. meeting minutes, community workshop presentations, completed reports, etc.). All major deliverables such as existing conditions reports, market analysis reports, draft, and final Specific Plans, etc. should be provided to Metro’s project manager as soon as they are completed. Also, include in your quarterly report narrative identifying which deliverables were submitted to Metro’s project manager. Minor deliverables such as meeting minutes and agendas can be submitted with the quarterly reports/invoices.

Invoice Package Submittal Instructions

The package must be received by LACMTA's Accounting Department within 45 days of the close of each quarter. Before sending it to LACMTA's Accounting Department you must submit it via email to LACMTA Project Manager Desiree Portillo-Rabinov at rabinovd@metro.net Pre-review of the invoice package by LACMTA's Project Manager will help address any issues early, thereby expediting the reimbursement process. Once you receive notification of approval from LACMTA's Project Manager, you can submit the package to:

AccountsPayable@metro.net

or

Los Angeles County Metropolitan Transportation Authority
Accounts Payable
P.O. Box 512296
Los Angeles, CA 90051-0296
RE: Agreement# 920000000TOD17XX
Attention Desiree Portillo-Rabinov, 23rd Floor, Mail Stop 99-23-4

In order to provide sufficient time for review, feedback, and shipping, you will need to send your invoice package to LACMTA's Project Manager approximately two weeks before the accounting due date. Therefore, we encourage you to start working on your package early. Ask your consultants to submit their invoice to your jurisdiction as soon as possible following the end of each month. This will help you process their invoice and start the package as soon as you receive an invoice instead of waiting until the end of the quarter. Accounting due dates and periods for submittal to LACMTA's Project Manager are as follows:

Quarter	Period to Submit to LACMTA's Project Manager	Accounting Due Date
Q1 (July-Sept)	Nov 3-7	Nov 14
Q2 (Oct-Dec)	Feb 2-6	Feb 16
Q3 (Jan-Mar)	May 4-8	May 15
Q4 (Apr-Jun)	Aug 3-7	Aug 14

If no expenditures are incurred in a given quarter, you **must still** report on the project's status by submitting Attachment D – Quarterly Progress/Expense Report only to:

Los Angeles County Metropolitan Transportation Authority
Attention: Desiree Portillo Rabinov, 23rd Floor, Mail Stop 99-23-4
One Gateway Plaza
Los Angeles, CA 90012

Frequently Asked Questions

1. What are ineligible expenditures under this TOD Planning Grant Program?

- Any activity or expense charged to the grant or local match above and beyond the approved Scope of Work.
- Any expenses made by grantee prior to agreement execution (Note: Agreement is executed upon final signature of LACMTA's CEO or designee).
- Grantee indirect costs.

- Third party consultants and contracted staff costs such as equipment, furniture, rental vehicles, mileage, food (vouchers for food, dinner, lunch, etc.), office leases or space cost allocations.
- Grantee staff overtime costs, mileage reimbursements, food and use of pool cars.

2. Can Grantees invoice for work started/completed earlier than what is in the agreement schedule? For example, if Grantee is set to begin work on the environment review process in the 4th quarter of FY18 but started before the scheduled date, within the 3rd quarter of FY18, can the Grantee invoice for the environmental review work completed in the 3rd quarter of FY18?

Yes, but Grantee should make a note in the Attachment D (Quarterly Progress/Expense Report) that the schedule has changed.

3. What happens if a grantee's expenses for the quarter cause a major variance in the budgeted amount?

As soon as Grantee concludes that expenditures for any given quarter will cause a major variance in the budget amount, Grantee must call LACMTA's Project Manager to discuss.

4. What happens if a grantee's expenditures for a task exceed the budgeted amount for that task?

As soon as Grantee concludes that expenditures for any given task will exceed the budgeted amount, Grantee must call LACMTA's Project Manager to discuss. There is some flexibility for distribution but prior authorization is required by LACMTA.

5. What is the retention amount per invoice?

LACMTA will withhold 5% of eligible expenditures per invoice (see Section I Part 6 of the Agreement). Pending an audit of expenditures and completion of Scope of Work retention will be released. Please include the retention amount on page 1 of Attachment D (Quarterly Progress/Expense Report).

6. Do I need to submit anything during quarters with no expenditures charged to the grant?

Yes, the Quarterly Progress/Expense Report (Attachment D) and any supporting documentation is required even when there are no charges to the grant. The Quarterly Progress/Expense Report keeps LACMTA informed on the status of your grant. Please indicate in the Quarterly Progress/Expense Report why no funds were expended. Any work conducted in that quarter should also be noted even if no expenditures were charged to the grant.

7. Where can I find the guidelines for using LACMTA's logo?

LACMTA's logo should be placed on all appropriate grant related materials, presentations, and reports. The guidelines can be found at <http://www.metro.net/projects/tod/> under "Documents for Grant Recipients".

8. Who can I contact with questions?

Desiree Portillo-Rabinov at rabinovd@metro.net or 213-922-3039