

# General Instruction for Federal Programs Request for Reimbursement Forms and Calculation Sheets

All Federal Programs Request for Reimbursement Forms and Calculation Sheets are required to be completed and submitted at the time when subrecipients request reimbursements for FTA funded projects. An electronic version of this form can be downloaded from the Caltrans Division of Mass Transportation's Homepage website at:  
<http://www.dot.ca.gov/hq/MassTrans/XXXXXXXXXX>

The RFR forms, Invoice Summary Sheets and Calculation Sheets are formatted in an Excel Workbook containing seven tabs. Tab 1 of the RFR Forms Excel Workbook includes the cover sheets for all types of projects. Tab 2 through 6 provide expense calculation sheets for all types of projects. Tab 7 provides the Invoice Summary Sheet for subrecipients to summarize invoices from multiple vendors. All tabs are linked and appropriate formulas are inserted in various cells throughout the workbook. In order for the link and formulas to work properly, subrecipients must complete the Invoice Summary Sheet (if applicable) first, then Expense Calculation Sheet, and lastly, the cover sheet. Submit the scanned and completed RFR forms and calculation sheets to your Caltrans contact via email.

To identify your Caltrans contact for please see the contact list at the following:

Section 5310

<http://www.dot.ca.gov/hq/MassTrans/5310.html>

Section 5311 & ARRA

<http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/5311/dtrandhqcontacts.pdf>

Section 5311(f) & 5309

<http://www.dot.ca.gov/hq/MassTrans/5311.html>

Section 5316 & 5317

<http://www.dot.ca.gov/hq/MassTrans/5316.html>

## Cover Sheets

**Standard Agreement#** - Upon Caltrans receiving approval of the statewide grant from FTA, a Standard Agreement is developed for each approved applicant. Each subrecipient is required to enter into a Standard Agreement (contract) that addresses federal requirements and outlines the terms and conditions of the grant program before Caltrans can expend federal funds and the project may begin. Enter the Standard Agreement # that has been executed.

**District** – Caltrans has 12 districts. See <http://www.dot.ca.gov/hq/tsip/tsilibrary/tsipdf/2007Dist-region.pdf>  
Enter district where your agency is located.

**Type of Funds** – The RFR forms and calculation sheets are for all FTA programs administered by Caltrans Division of Mass Transportation. (i.e. 5310, 5311, 5316, 5317, etc.) Identify the appropriate fund type.

**Name of Subrecipient and Business Address** - Identify the name and address of your agency as recorded on your Standard Agreement with Caltrans.

**Subrecipient Contact, Phone, and Email Address** – Identify the name, phone number and the email address of the subrecipient contact who prepared the RFR forms and calculation sheet.

**Partial Payment** – Circle the applicable invoice #, (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc).

**Award** – Enter the Contract Award amount indicated in the standard agreement.

**Amount Reimbursed to Date** – Indicate the amount reimbursed to date.

**Requested Invoice Amount** – Indicate the amount requested on this invoice.

**Remaining Balance** – Indentify the remaining balance left on the standard agreement.

**Local Match for Entire Project** – Enter the local match amount for the entire project.

**Total Project Cost** – Enter the total net project amount for the entire project.

**Signature of the Subrecipient’s Representative, Date, Print Name and Title** – Authorized personnel’s signature is required on the cover sheet. Indicate the date of the signature, and print the name of the authorized personnel and his/her title.

**Required Supporting Documentation** – Enter X on the supporting documentation attached, and N/A for items that are not applicable to your request for reimbursement.

### **Helpful Tips to fill out Expense Calculation Sheets & Invoice Summary Sheet**

1. If subrecipient allows third party contractor to retain monthly farebox proceeds as a condition of payment for services then subrecipient shall provide copies of monthly farebox proceeds along with third party contractor monthly invoice in order to confirm amount of total monthly payments made to contractor.
2. If a subrecipient used an internal staff or hired an external staff to develop vehicle specifications and/or to inspect vehicles, indicate the hourly rate, hours worked in the expense calculation sheet. This will exclude administrative work, such as grant writing, preparing documentation for procurement related activities, etc.
3. Enter all invoice information in the Invoice Summary Sheet. DTR to enter X as reviewed.