



Proposal / Request for Reimbursement (RFR) Workbook

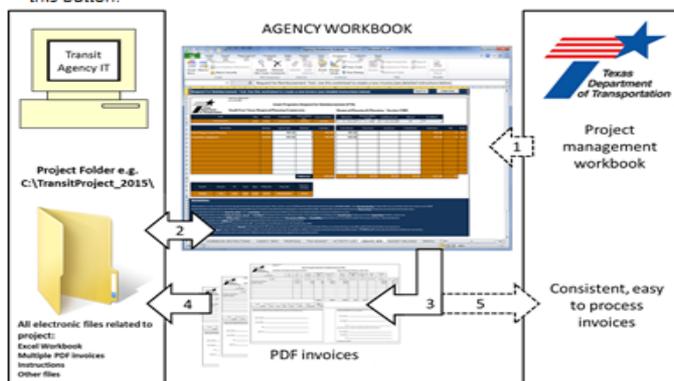
INSTRUCTIONS

Agency Workbook – Workbook Instructions Tab

Overview

This workbook is designed to assist the PTC's and agencies in efficiently managing project funds, and requesting reimbursement from TxDOT. The key elements of this process are discussed below and outlined in the figure below:

- 1) A transit agency obtains a blank workbook template from TxDOT and is asked to fill in the **AGENCY INFO** and **PROPOSAL** tabs. The workbook is sent back to the PTC for authorization.
- 2) A representative at PTN-Austin will fill in the **PGA BUDGET** tab and will send the workbook back to the agency.
- 3) The transit agency is now responsible for administrating this workbook for the duration of the project. The first step is to store the workbook in a folder dedicated to the project.
- 4) The workbook can now be used to manage project funds and generate invoices. The tabs that Agencies will routinely use to manage the project are colored white. Invoices are created using the **CREATE RFR** tab. Each invoice that is created is stored within the workbook in the form of a new tab or worksheet that has been automatically named **RFR#** plus the invoice number (e.g. **RFR#01**). We shall refer to these as **RFR#...** tabs within the instructions. **RFR#...** tabs are also colored bronze (or blue if they have been set as invalid) to help distinguish them from the remainder of the workbook tabs.
- 5) A button within each automatically created invoice makes it easy to save a copy of the invoice in PDF format. These PDF invoices should be saved into the project folder. The PDF version of the invoice is designed to be printed on a single page, with legible font sizes. These invoices should be printed, signed, scanned and sent to PTC for processing.
- 6) The **BUDGET BALANCE** tab is used to track funds that are being expended but should often be calculated to ensure all updates/changes are accurately being tracked. While in the **BUDGET BALANCE** tab you will need to hit the Update Budget Overview button to update the **BUDGET SUMMARY** to reflect the latest changes. Instructions are provided to the right of this button.



THIS TAB PROVIDES IMAGES AND DETAILED INSTRUCTIONS OF WHAT EACH OF THE OTHER TABS ARE USED FOR.

The workbook comprises a number of tabs (worksheets) that each performs a different function. A summary of the worksheet tabs is as follows:

- 1) **AGENCY INFO:** contains information specific to the transit agency.
- 2) **PROPOSAL:** contains a description of the cost items included in the project, and how they will be paid for.
- 3) **PGA BUDGET:** is the finalized budget for the project (filled in by PTN-Austin)
- 4) **ACTIVITY LOG:** is for project administrators to record activities within the project
- 5) **CREATE RFR:** is the worksheet that is used to create invoices. This worksheet will generate a new tab within the workbook that contains the invoice information.
- 6) **BUDGET BALANCE:** provides a summary of project funds and expenditures organized by line item.
- 7) **RFR#...:** One or more automatically generated **RFR#...** tabs. Each tab represents a record of the information that should be sent to PTN-Austin as part of a request for funding. These tabs are also used to conveniently save the RFR information in PDF format. To help distinguish them from other tabs, they are colored bronze (if valid) or blue (if set to invalid).

The sections below provide more detailed instructions for each tab or worksheet within the workbook. Many of the worksheets also contain summary instructions. It is assumed that readers have some basic knowledge of Microsoft Excel. At the end of these sections there is some additional information about the workbook that help troubleshoot issues (covering issues such as

Agency Workbook – Agency Info Tab



TEXAS DEPARTMENT OF TRANSPORTATION

Agency Information

Agency	Hill Country Transit District						
Project Type	Rural Operators - Section 5311						
State VIN#	17527646313001 (If VIN# unknown call the Texas State Comptroller 1-888-334-4112)						
Agency/Person filling in this form (name, email address and phone number)	<table><tr><td>Name</td><td>Terry Reeves</td></tr><tr><td>Email</td><td>reeves@takethehop.com</td></tr><tr><td>Phone Number</td><td>(325) 372-4677 example: (555) 555-1234</td></tr></table>	Name	Terry Reeves	Email	reeves@takethehop.com	Phone Number	(325) 372-4677 example: (555) 555-1234
Name	Terry Reeves						
Email	reeves@takethehop.com						
Phone Number	(325) 372-4677 example: (555) 555-1234						

THE AGENCY INFO TAB IS USED FOR THE AGENCY NAME, PROJECT TYPE, STATE VIN# AND AN AGENCY CONTACT IN CASE TXDOT HAS ANY QUESTIONS THAT NEED TO BE ANSWERED IMMEDIATELY.

LISTING A CONTACT WHO IS HARD TO REACH IS NOT RECOMMENDED.

TxDOT Form 1793-PS-PTN
Revised May 2015

WORKBOOK INSTRUCTIONS | **AGENCY INFO** | PROPOSAL | PGA BUDGET | ACTIVITY LOG | CREATE RFR | BUDGET



New Workbook – CREATE RFR Tab (3 of 4) signature

Request For Reimbursement Tool. Use this worksheet to create a new invoice (see detailed instructions below)

Reset Form Create Invoice



Grant Programs Request for Reimbursement (PTN)

Hill Country Transit District Rural Operators - Section 5311

Vin #	PO	Contract Begin Date	Contract End Date	Billing Date	Beginning Billing Period	End Billing Period	Billing #	Final Billing?
17527646313001	0000002	9/01/15	08/31/16	7/15/2014	7/1/2014	7/28/2014	001	YES

Description	# of Units	Total Cost	Funds				Total Funds	TDC	Result
			Federal Funds	State Funds	Local Funds	In-Kind Funds			
Project Administration	57,000	\$57,000.00	\$45,600.00	\$11,400.00		\$57,000.00		OK	
Operating	110,000	\$110,000.00	\$55,000.00		\$45,000.00	\$100,000.00	\$10,000.00	OK	
Expand- Bus <30'	1	\$85,000.00	\$85,000.00			\$85,000.00	17,000	OK	
Subtotal		\$252,000.00	\$185,600.00	\$11,400.00	\$45,000.00	\$252,000.00	17,000		

Dept ID	Account	AY	Fund	Appn	PC Bus Unit	Project ID	Resource Category
510000	7613	2015	0006	13025	60174	0	33934

THE CREATE RFR TAB ALSO PROVIDES DROP DOWN CALENDARS TO ENTER THE REQUESTED DATES, HAS A RESET FORM BUTTON, AND ALLOWS YOU TO CREATE THE INVOICE.

Instructions:

- 1) This worksheet creates an invoice for items appropriated under your approved project. When you have correctly filled out the information on the form (see details below), the 'Create Invoice' button will create a printable invoice that can be sent to TxDOT
- 2) Cells with white backgrounds are data fields that you should fill in (or leave blank). Cells with bronze backgrounds are data fields that will be calculated for you and are locked. Use the 'Reset Form' button to return the form to its default values.
- 3) For each budgeted item, enter the **Cost Per Unit** and the **# of Units** of appropriated materials/items. If you are not claiming funds for an item, leave blank or use zeros.

New Workbook – CREATE RFR Tab (4 of 4) signature

Request For Reimbursement Tool. Use this worksheet to create a new invoice (see detailed instructions below)

Reset Form

Create Invoice



TxDOT Form 0733-PS-PTB
Revised May 2015

Grant Programs Request for Reimbursement (PTN)

Hill Country Transit District

Rural Operators - Section 5311

Win #	PO#	CFDA #	FTA GRANT #	Contract Begin Date	Contract End Date	Billing Date	Beginning Billing Period	End Billing Period	Billing #	Final Billing?
17527646313001	0000002764	20.515	TX-80-0023	09/01/15	08/31/16	7/15/2014	7/1/2014	7/28/2014	001	YES

Description	ALI Code	Cost Per Unit	# of Units	Total Cost	Federal Funds	State Funds	Local Funds	In-Kind Funds	Total Funds	TDC	Result	
Project Administration	11.79.00	\$1.00	58,000	\$58,000.00	\$46,600.00	\$11,400.00			\$58,000.00		OK	
Operating	30.09.01						5,000.00	\$10,000.00	\$110,000.00		OK	
Expand- Bus <30'	11.13.04								\$85,000.00	17,000	OK	
									\$15,000.00	\$10,000.00	\$253,000.00	17,000

Warning

There were one or more errors in your worksheet:

You have insufficient funds in your proposal for this invoice. Are you sure you would like to continue?

Press cancel to review the worksheet.

Dept ID	Account	AY	Fund	Appn	PC Bus Unit	Project ID	Resource Category
510000	7613	2015	0006	13025	60174	0	33934

IF THE LINE ITEM YOU ARE REQUESTING FUNDS ON DOES NOT HAVE ENOUGH FUNDS, AN INSUFFICIENT FUNDS POP-UP WILL WARN YOU OF THE ERROR.

Instructions:

- 1) This worksheet creates an invoice for items appropriated under your approved project. When you have correctly filled out the information on the form (see details below), the 'Create Invoice' button will create a printable invoice that can be sent to TxDOT.
- 2) Cells with white backgrounds are data fields that you should fill in (or leave blank). Cells with bronze backgrounds are data fields that will be calculated for you and are locked. Use the 'Reset Form' button to return the form to its default values.
- 3) For each budgeted item, enter the **Cost Per Unit** and the **# of Units** of appropriated materials/items. If you are not claiming funds for an item, leave blank or use zeros.
- 4) For each budgeted item, enter the **Federal, State, Local, and In-Kind** fund amounts that you used for the purchase. The sum of these items (shown in the **Total Funds** field) must match the **Total Cost** field for each line item.

Newly Created RFR

Autogenerated RFR form ready for submission. Please check amounts then print the invoice by clicking the 'PRINT RFR' button. Sign and send to TxDOT. Only the middle portion of this form (the invoice area) will be made into a PDF. See detailed instructions below.

TxDOT Form 0783-PS-PTN
Revised May 2015

Grant Programs Request for Reimbursement (PTN)

 Hill Country Transit District
Rural Operators - Section 5311

Win #	PC#	CFDA #	FTA GRANT #	Contract Begin Date	Contract End Date	Billing Date	Beginning Billing Period	End Billing Period	Billing #	Final Billing?
17527646313001	0000002764	20.515	TX-80-0023	09/01/15	08/31/16	07/15/2014	07/01/2014	07/28/2014	001	YES

Description	ALI Code	Cost Per Unit	# of Units	Total Cost	Federal Funds	State Funds	Local Funds	In-Kind Funds	Total Funds	TDC	Result
Project Administration	11.79.00	\$1.00	58,000	\$58,000.00	\$46,600.00	\$11,400.00			\$58,000.00		OK
Operating	30.09.01	\$1.00	110,000	\$110,000.00	\$55,000.00		\$45,000.00	\$10,000.00	\$110,000.00		OK
Expand- Bus <30'	11.13.04	\$85,000.00	1	\$85,000.00	\$85,000.00				\$85,000.00	17,000	OK
Subtotal				\$253,000.00	\$186,600.00	\$11,400.00	\$45,000.00	\$10,000.00	\$253,000.00	17,000	

Dept ID	Account	AY	Fund	Appn	PC Bus Unit	Project ID	Resource Category
510000	7613	2015	0006	13025	60174	0	33934

AFTER CLICKING THE CREATE INVOICE BUTTON ON THE CREATE RFR TAB, A NEW TAB WILL BE CREATED, ALLOWING YOU TO PRINT THIS NEW RFR.

I certify, as an authorized representative of the contracting agency, that the costs detailed in this claim for reimbursement correspond in every particular with the terms and conditions of the referenced grant and contract and that the costs are eligible and unpaid.

Agency Print Name: _____

Agency Signature: _____

Date: _____

I certify that verification/audit of this claim has been conducted and the invoices correctly correspond with the authority under which procurement was made and costs are true and unpaid.

TxDOT Print Name: _____

TxDOT Signature: _____

Date: _____

A second TxDOT signature is required for reimbursement of \$250,000+ (Transit Grants only).

RFR#01

BUDGET BALANCE Tab



TEXAS DEPARTMENT OF TRANSPORTATION

Update Budget Overview

Click the 'Update Budget Overview' button

- 1) Existing, auto-
- 2) All sheets auto-
- 3) Please do not
- 4) If an 'RFR#...' s
- 5) To rename a s

11.79.00 Project Administration		Federal	State	Local	In-Kind	Total	TDC
Invoice Name	Date						
	Initial	45,600.00	11,400.00	\$ -	\$ -	57,000.00	\$ -
RFR#01	07-15-2014	46,600.00	11,400.00	\$ -	\$ -	58,000.00	\$ -
	Expended Amount	46,600.00	11,400.00	\$ -	\$ -	58,000.00	\$ -
	Balance	(1,000.00)	\$ -	\$ -	\$ -	(1,000.00)	\$ -

30.09.01 Operating		Federal	State	Local	In-Kind	Total	TDC
Invoice Name	Date						
	Initial	55,000.00	\$ -	45,000.00	10,000.00	110,000.00	\$ -
RFR#01	07-15-2014	55,000.00	\$ -	45,000.00	10,000.00	110,000.00	\$ -
	Expended Amount	55,000.00	\$ -	45,000.00	10,000.00	110,000.00	\$ -
	Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

11.13.04 Exp		Federal	State	Local	In-Kind	Total	TDC
Invoice Name	Date						
	Initial						
RFR#01	07-15						
	Exper						
	Balan						

IN ORDER TO VIEW THE BALANCE OF FUNDS, YOU MUST CLICK THE "UPDATE BUDGET OVERVIEW" BUTTON. THE USER WILL ALSO BE ABLE TO SEE THE ALI DESCRIPTION(S), THE INITIAL PROPOSAL AMOUNT, THE RFR# AND THE DATE IT WAS CREATED, AS WELL AS THE EXPENDED AMOUNT AND BALANCE.

Printable RFR

Autogenerated RFR form ready for submission. Please check amounts then print the invoice by clicking the 'PRINT RFR' button. Sign and send to TxDOT. Only the middle portion of this form (the invoice area) will be made into a PDF. See detailed instructions below.

REINSTATE RFR

PRINT RFR



TxDOT Form 0753-01-PTN
Revised May 2015

Grant Programs Request for Reimbursement (PTN)

Hill Country Transit District

Rural Operators - Section 5311

Vin #	PO#	CFDA #	FTA GRANT #	Contract Begin Date	Contract End Date	Billing Date	Beginning Billing Period	End Billing Period	Billing #	Final Billing?
17527646313001	0000002764	20.515	TX-80-0023	09/01/15	08/31/16	07/15/2014	07/01/2014	07/28/2014	001	YES

Description	ALI Code	Cost Per Unit	# of Units	Total Cost	Federal Funds	State Funds	Local Funds	In-Kind Funds	Total Funds	TDC	Result
Project Administration	11.79.00	\$1.00	58,000	\$58,000.00	\$46,600.00	\$11,400.00			\$58,000.00		OK
Operating	30.09.01	\$1.00	110,000	\$110,000.00	\$55,000.00		\$45,000.00	\$10,000.00	\$110,000.00		OK
Expand- Bus <30'	11.13.04	\$85,000.00	1	\$85,000.00	\$85,000.00				\$85,000.00	17,000	OK
Subtotal				\$253,000.00	\$186,600.00	\$11,400.00	\$45,000.00	\$10,000.00	\$253,000.00	17,000	

Dept ID	Account	AY	Fund	Appn	PC Bus Unit	Project ID	Resource Category
510000	7613	2015	0006	13025	60174	0	33934

IF THE INSUFFICIENT FUNDS WARNING WAS BYPASSED, THE USER CAN INVALIDATE THE RFR AND ALSO CAN REINSTATE IT USING THE BUTTONS PROVIDED.

I certify, as an authorized representative of the contracting agency, that the costs detailed in this claim for reimbursement correspond in every particular with the terms and conditions of the referenced grant and contract and that the costs are eligible and unpaid

Agency Print Name: _____

I certify that verification/audit of this claim has been conducted and the invoices correctly correspond with the authority under which procurement was made and costs are true and unpaid.

TxDOT Print Name: _____

err0RFR#01

Printable RFR

Autogenerated RFR form ready for submission. Please check amounts then print the invoice by clicking the 'PRINT RFR' button. Sign and send to TxDOT. Only the middle portion of this form (the invoice area) will be made into a PDF. See detailed instructions below.

INVALIDATE RFR **PRINT RFR**

TxDOT Form 9335-95-PTH
Revised May 2015



Hill Country Transit District **Rural Operators - Section 5311**

Grant Programs Request for Reimbursement (PTN)

Vin #	PO#	CFDA #	FTA GRANT #	Contract Begin Date	Contract End Date	Billing Date	Beginning Billing Period	End Billing Period	Billing #	Final Billing?
17527646313001	0000002764	20.515	TX-80-0023	09/01/15	08/31/16	07/15/2014	07/01/2014	07/28/2014	001	YES

Description	ALI Code	Cost Per Unit	# of Units	Total Cost	Federal Funds	State Funds	Local Funds	In-Kind Funds	Total Funds	TDC	Result
Project Administration	11.79.00	\$1.00	57,000	\$57,000.00	\$45,600.00	\$11,400.00			\$57,000.00		OK
Operating	30.09.01	\$1.00	110,000	\$110,000.00	\$55,000.00		\$45,000.00	\$10,000.00	\$110,000.00		OK
Expand- Bus <30'	11.13.04	\$85,000.00	1	\$85,000.00	\$85,000.00				\$85,000.00	17,000	OK
Subtotal				\$252,000.00	\$185,600.00	\$11,400.00	\$45,000.00	\$10,000.00	\$252,000.00	17,000	

Dept ID	Account	AY	Fund	Appn	PC Bus Unit	Project ID	Resource Category
510000	7613	2015	0006	13025	60174	0	33934

ONCE THE BALANCE IS CORRECT, THE USER CAN THEN PRINT THE RFR USING THE BUTTON ABOVE.

I certify, as an authorized representative of the contracting agency, that the costs detailed in this claim for reimbursement correspond in every particular with the terms and conditions of the referenced grant and contract and that the costs are eligible and unpaid.

Agency Print Name: _____

I certify that verification/audit of this claim has been conducted and the invoices correctly correspond with the authority under which procurement was made and costs are true and unpaid.

TxDOT Print Name: _____

err0RFR#01 RFR#01

Budget Balance tab



TEXAS DEPARTMENT OF TRANSPORTATION

Update Budget Overview

- Click the 'Update Budget Overview' button
- 1) Existing, auto-
 - 2) All sheets auto-
 - 3) Please do not
 - 4) If an 'RFR#...' s
 - 5) To rename a s

11.79.00 Project Administration								30.09.01 Operating								11.13.04 Expa	
Invoice Name	Date	Federal	State	Local	In-Kind	Total	TDC	Invoice Name	Date	Federal	State	Local	In-Kind	Total	TDC	Invoice Name	Date
Initial		45,600.00	11,400.00	\$-	\$-	57,000.00	\$-	Initial		55,000.00	\$-	45,000.00	10,000.00	110,000.00	\$-	Initial	
RFR#01	07-15-2014	45,600.00	11,400.00	\$-	\$-	57,000.00	\$-	RFR#01	07-15-2014	55,000.00	\$-	45,000.00	10,000.00	110,000.00	\$-	RFR#01	07-15
Expended Amount		45,600.00	11,400.00	\$-	\$-	57,000.00	\$-	Expended Amount		55,000.00	\$-	45,000.00	10,000.00	110,000.00	\$-	Exper	
Balance		\$-	\$-	\$-	\$-	\$-	\$-	Balance		\$-	\$-	\$-	\$-	\$-	\$-	Balan	

Print RFR

Autogenerated RFR form ready for submission. Please check amounts then print the invoice by clicking the 'PRINT RFR' button. Sign and send to TxDOT. Only the middle po

INVALIDATE RFR **PRINT RFR**

CLICKING ON THE "PRINT RFR" BUTTON WILL FORCE THE USER TO SAVE THE RFR (TITLING THE RFR AS THEY CHOOSE) TO THEIR FILES BEFORE VIEWING THE PRINTABLE PDF RFR.

Save As

Computer > Local Disk (C:) > Users > bhidrogo > Downloads

File name: 17527646313001_RFR#01.pdf

Save as type: PDF Files (*.pdf)

Save Cancel

Total Funds	TDC	Result
\$57,000.00		OK
\$110,000.00		OK
\$85,000.00	17,000	OK
\$252,000.00	17,000	

Agency Print M

err0RFR#01 **RFR#01**

Printable RFR

17527646313001_RFR#01.pdf - Adobe Reader

File Edit View Window Help

Open 1 / 1 32.6% Tools Fill & Sign Comment



TxDOT Form 136-99-070
Revised May 2015

Grant Programs Request for Reimbursement (PTN)

Hill Country Transit District

Rural Operators - Section 5311

Vin #	PC#	CPDA#	FTA GRANT #	Contract Begin Date	Contract End Date	Billing Date	Beginning Billing Period	End Billing Period	Billing #	Final Billing?
17527646313001	0000002764	20.515	TX-80-0023	09/01/15	08/31/16	07/15/2014	07/01/2014	07/28/2014	001	YES

Description	AU Code	Cost Per Unit	# of Units	Total Cost	Federal Funds	State Funds	Local Funds	In-Kind Funds	Total Funds	TDC	Result
Project Administration	11.79.00	\$1.00	57,000	\$57,000.00	\$45,000.00	\$11,400.00			\$57,000.00		OK
Operating	30.09.01	\$1.00	110,000	\$110,000.00	\$55,000.00		\$45,000.00	\$10,000.00	\$110,000.00		OK
Expand- Bus <30'	11.13.04	\$85,000.00	1	\$85,000.00	\$85,000.00				\$85,000.00	17,000	OK
Subtotal				\$252,000.00	\$185,000.00	\$11,400.00	\$45,000.00	\$10,000.00	\$252,000.00	17,000	

Dept ID	Account	AY	Fund	Appn	PC Bus Unit	Project ID	Resource Category
S10000	7613	2015	0006	13025	60174	0	33934

I certify, as an authorized representative of the contracting agency, that the costs detailed in this claim for reimbursement correspond in every particular with the terms and conditions of the referenced grant and contract and that the costs are eligible and unpaid.

Agency Print Name: _____

Agency Signature: _____

Date: _____

Agency Title: _____

I certify that verification of this claim has been conducted and the invoices correctly correspond with the authority under which procurement was made and costs are true and unpaid.

TxDOT Print Name: _____

TxDOT Signature: _____

Date: _____

A second TxDOT signature is required for reimbursement of \$250,000+ (Transit Grants only).

TxDOT Print Name: _____

TxDOT Signature: _____

Date: _____

Texas Department of Transportation

THE PRINTABLE RFR WILL REQUIRE A SIGNATURE FROM THE AGENCY REPRESENTATIVE AND THEN WILL NEED TO BE SENT TO THE PTC FOR PROCESSING.

Other Suggestions

- With each time the workbook is used, save as a new file:
 - Example:
 - Fed Funds Proposal FY 16 (1st time)
 - Fed Funds Budget FY 1 (when you get your PGA)
 - Fed Funds RFR #1
 - Fed Funds RFR #2
- Print RFR on one page
- Don't open when other Excel workbooks are open
- Sign and date RFR page
- Contact TxDOT before you send if you have questions
- Be sure you are using the correct workbook for the contract you're working on

IT IS RECOMMENDED THAT THE AGENCY SAVE THE WORKBOOK WITH DIFFERENT TITLES TO PREVENT HAVING TO START FROM SCRATCH WITH CREATING THE RFR'S IN CASE AN ERROR WAS MADE.

Need help???



- Send an email to: PTN_Training@txdot.gov
- Contact any member of the ERP workgroup and they will route if needed:
 - [Antonia Casarez \(512\) 374-5246](tel:5123745246); antonia.casarez@txdot.gov
 - Bobby Hidrogo (512) 374-5236; bobby.hidrogo@txdot.gov
 - Ed Gensweider (512) 374-5243; ed.gensweider@txdot.gov

**THE CONTACTS ABOVE ARE AVAILABLE
FOR ASSISTANCE OR QUESTIONS ON THE
WORKBOOK.**