



OKLAHOMA  
Transportation

# Checklist Instructions

Office of Mobility & Public Transportation

LINE	Contact OMPT with any questions or concerns.
A	1) Provide the total amount of THIS current invoice reimbursement request 2) Provide total amount of ALL invoice reimbursement requests including THIS invoice amount 3) Provide the balance of this contract including THIS reimbursement request, assuming your agency has received ALL invoice reimbursements to date.
B	Agency is to provide a PDF accompanying the submission of the reimbursement request in MyLeoNet. The PDF must include: 1) the completed Invoice Request Checklist (IRC) 2) general ledger from your accounting system detailing costs for salaries, wages, benefits, preventative maintenance 3) copies of checks and invoices documenting payment has been made by your agency
C	Capital Procurements (vehicles, equipment, real property): OMPT tracks and monitors the procurement, use, and maintenance of capital assets that are have a value <b>greater than \$5,000</b> and have a useful life greater than one year. The procurement process for assets requires a multi-step pre-approval process. Assets purchased from <b>the Statewide Contract do not require the pre-approval procurement process.</b>
C	All asset documentation including purchase order, invoice, check payment, vehicle registration, and vehicle insurance must be included to be a considered a complete reimbursement package. As scanned copy of the vehicle title documenting ODOT as the first lien holder must be submitted to ODOT <b>within 5 days of receiving the title.</b>
C	Equipment assets include communication and computer hardware and software. The standard useful life for computer hardware and software is 5 years.
D	<a href="https://www.fta.dot.gov/funding/procurement/third-party-procurement/davis-bacon-act-wage-rates">Davis-Bacon Information: https://www.fta.dot.gov/funding/procurement/third-party-procurement/davis-bacon-act-wage-rates</a>
D	<a href="http://www.dol.gov/whd/forms/wh347.pdf">US Department of Labor WH-347 Form: http://www.dol.gov/whd/forms/wh347.pdf</a>
E	Prompt Payment to Contractors Information:
F	OMPT encourages the use of DBE firms in all grantee contracting opportunities. Please inform OMPT's CRO/DBE Coordinator of ALL grantee contracting opportunities at time of announcement
F	<a href="https://oklahoma.gov/odot/business-center/contract-compliance/fta-sub-recipients.html">ODOT OMPT DBE info: https://oklahoma.gov/odot/business-center/contract-compliance/fta-sub-recipients.html</a>
F	<a href="https://okdot.gob2g.com/">DBE Directory: https://okdot.gob2g.com/</a>
G	Other direct costs must be supported with detailed summaries and itemized checks and invoices.
H	Grantees must have on file an approved cost allocation plan and cognizant letter of approval. The invoice request must clearly detail the cost pool of items specific to the invoice request and the allocation rate for the invoice time period.
I	Travel and training costs must be clearly detailed with supporting documentation on per diem rates, hotel receipts, and training/conference information.
J	OMPT requires grantees with sales tax exemptions to remove all sales tax from invoice requests.
K	OMPT requires grantees to remove all late fees from invoice requests.



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L	Grantees must provide confirmation that hand-written receipts and invoices provided as support documentation are not duplicates.
M	Grantees must provide confirmation that reimbursements for vehicle repairs are NOT also being claimed for reimbursement through the grantee's insurance carrier.
N	Charter service must be pre-approved by OMPT. All costs associated with charter trip must be funded by non-transit funds.
O	Grantees must notify OMPT immediately of any accident causing a fatality, an individually being transported from the accident site by EMS, more than \$25,000 in property damage, and/or the grantee's vehicle to be towed from the accident site.
O	Grantees must perform a post-accident drug and alcohol test on the driver of the vehicle involved in the accident. Contact OMPT's Drug & Alcohol Coordinator for additional information.
P	OMPT does NOT encourage the use of state or federally funded vehicles for meal delivery. If vehicles are used for meal delivery, then appropriate useful life deductions must be applied to the vehicle and transportation program must be reimbursed for expenses associated with meal delivery.
Q	Passenger trip data should balance with annual National Transit Database information reported to OMPT.
Q	ONE-WAY GENERAL PUBLIC TRIPS: the number of passengers who board public transportation vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination.
Q	ONE-WAY CONTRACT / SPONSORED TRIPS: Public transportation services that are paid, in whole or in part, directly to the transit provider by a third party. These services may be offered by transit providers as part of a Coordinated Human Services Transportation Plan. Common sponsors include the Veterans Administration, Medicare, sheltered workshops, Assisted Living Centers, DOC/BOPP, Access2Care, Logisticare, Head Start programs, or any other contract paid for by a third party. If the sponsoring agency pays for client personal care assistants (PCAs), then include PCAs as a separate contract/sponsored trip.
R	Fare revenue data should balance with annual National Transit Database information reported to OMPT.
R	Fare Revenue from NTD Manual: Enter the subrecipient's total income received directly from passengers, paid either in cash or through pre-paid tickets, passes, etc., spent on transit operations for the reporting period. Include donations from those passengers who donate money on the vehicle. Include the reduced fares paid by passengers in a user-side subsidy arrangement. In addition, FTA C 9040.1F provides the following guidance: "Farebox revenues include fares paid by riders who are later reimbursed by a human service agency or other user-side subsidy arrangement. Farebox revenues do not include payments made directly to the transportation provider by human service agencies to purchase service. However, purchase of transit passes or other fare media for clients would be considered farebox revenue."
S	Denied Trips data should balance with annual National Transit Database information reported to OMPT.