Dear Active Transportation Grant Program and Smart Growth Incentive Program Grantee,

SANDAG welcomes you to our Transnet programs. We are excited to add your project to the many projects that SANDAG supports in our region. The information contained in this document is intended to answer frequently asked questions about the grant process and assist you with the grant invoice forms.

**Grant Invoicing:**

Please use pre-filled grant invoice personalized for each project. Please update the billing period dates and invoice date in the upper right-hand corner of the excel document each time you submit an invoice to SANDAG. Invoices are due quarterly by the 15th of the following month:

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>TransNet/Quarterly Report Due Date*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter: July 1-September 30</td>
<td>October 15th</td>
</tr>
<tr>
<td>2nd Quarter: October 1-December 31</td>
<td>January 15th</td>
</tr>
<tr>
<td>3rd Quarter: January1-March 31</td>
<td>April 15th</td>
</tr>
<tr>
<td>4th Quarter: April 1-June 30</td>
<td>July 15th</td>
</tr>
</tbody>
</table>

*If due date falls on a weekend, please submit to SANDAG the Monday of the following week.

The columns entitled “SANDAG Total This Invoice”, “Match Spent This invoice” and “Balance Remaining” have been prefilled based on the amount awarded to your project by the SANDAG Board of Directors on July 24, 2015. Please double check the spreadsheet and report any errors to Tracy Wills (tracy.wills@sandag.org) immediately for correction. To prevent accidental changes to the amounts in these columns, the amounts in these cells are locked.

Each quarter you will need to update the “Previous Balance” section of the invoice (Columns C, D, E).

- “Reimbursement to Date” (Column C) should reflect the cumulative of each previous “SANDAG Total This Invoice” (column J).
- “Match to Date” (Column D) should reflect the cumulative total of each previous “Match Spent This Invoice (Column K).
- “Total to Date” (Column E) should reflect the accumulation of “Total Expenses This Invoice (Column I).

Backup materials (invoices, receipts etc.) should be submitted with the grant invoice for all grant expenditures (staff costs, consultant/contractor costs, or other costs along with proof of payment).

The “Expended Matching Funds to Date,” “Remaining Matching Funds,” “Grant Expenditures to Date” and “Remaining Grant Balance” will auto-fill when the columns in the above paragraph are populated.

Please double check that the back-up documentation (invoices, receipts etc.) for the current expended matching funds and current grant expenditures matches the amount shown on the grant invoice.

If errors are found on the grant invoice, it will be returned to you for correction. I am happy to pre-check grant invoices for mathematical errors before they are submitted with associated back-up
documentation. In order to allow time for this, please submit the grant invoice to sgatgrants@sandag.org at least one week before the deadline shown above.

Retention:

Unless otherwise noted in the contract, 10% of the invoice amount will be retained by SANDAG. The grant invoice excel spreadsheet will automatically deduct 10% of the current grant expenditures and calculate the total amount due to the grantee.

Upon successful completion of the project and submission of all required TransNet invoices, matching funds, quarterly progress reports, and a final report, this retention will be released to the grantee.

Quarterly Progress Reports:

Please ensure that each quarterly report contains the following information:

- Information on the work performed during the reporting period (broken down by task)
- Information on the work anticipated to be performed during the next reporting period
- Information on any issues to note/challenges faced during the reporting period
- Pursuant to the contract, photos are required to be submitted as part of the quarterly reports submitted to SANDAG. Photos are invaluable to SANDAG staff—especially those taken from specific photo points so that the progress of the project can be tracked over time. These may be included as part of each task description or as a separate appendix. The photos should contain captions with project descriptions, dates, locations, and the names of those featured, if appropriate.
- Project information:
  - Project Title
  - Quarterly Progress Report
  - Reporting Period
  - SANDAG Contract Number
  - Amendment requests (see below for more information.)

Schedule Amendments:

Schedule amendment requests are considered very carefully by SANDAG staff. In the event that such an amendment to the contract is needed, the following information is provided.

If a time extension is required, the grantee should provide a written request to SANDAG Project Manager Susan Baldwin (susan.baldwin@sandag.org) as soon as possible. The written request should explain:

- Previous efforts undertaken to maintain the project schedule,
- The reason for the delay,
- Why the delay is unavoidable, and
- How the project will be completed by providing SANDAG with a revised schedule.
If the request is approved, the SANDAG project manager will work with SANDAG’s Contracts team to amend the contract’s deadline. Please refer to Board Policy 35 for additional information.

This process can take three or more months to complete and should therefore be started as soon as possible.

If you have any questions, please don’t hesitate to contact Susan Baldwin at susan.baldwin@sandag.org (619) 699-1946 or Tracy Wills at tracy.wills@sandag.org (619) 699-1977.