



EMSD Grantee Workshop

The Meeting Will Begin Shortly

Welcome!

- Participant video functions will be deactivated
- Questions/comments can be submitted by clicking the chat box and typing in questions
- Participants can also ask questions by raising their hand (* 9 on phones)
 - unmute yourself once it's your turn to speak (* 6 on phones)

zoom



Presentation

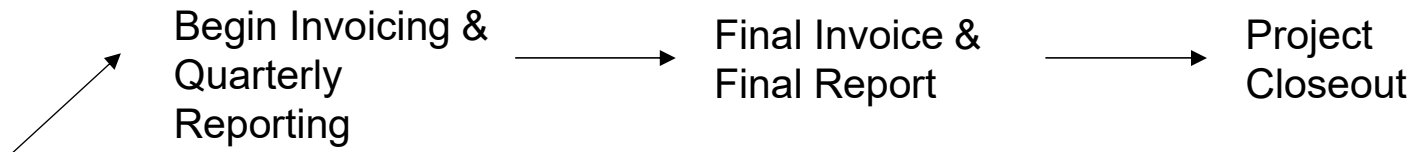
AGENDA

- Next Steps
- Timely Use of Funds
- Updates
- Cooperative Agreements
- Invoicing
- Reporting
- Scope Changes and Extensions
- Questions/Wrap-Up



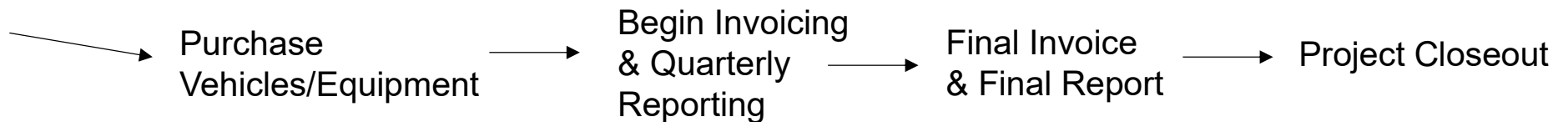
NEXT STEPS*

Mobility Management, Operating Assistance, COVID-19 Restoration of Service Projects



Execute Cooperative Agreement

Vehicles/Equipment Projects



*1:1's available to discuss

TIMELY USE OF FUNDS

- Projects can start as of November 22, 2021
- Funds available in FY2021/22 or FY2022/23 by June 30th
- 24-month period of performance from date of obligation

UPDATES

- Options for purchasing vehicles
 - CalACT
 - Procurement



COOPERATIVE AGREEMENT

- Formal contract executed between OCTA and grantee
 - Lists responsibilities of each party
 - Maximum award amount
 - Invoicing and reporting requirements
 - Liability insurance requirements
 - Potential audit process
 - Termination of agreement

COOPERATIVE AGREEMENT (continued)

- New provisions added – based on Board approved guidelines
- Using 2018 Cooperative Agreement as a base
- Review thoroughly upon receipt

INVOICING

- Submit invoices monthly – template will be provided
 - 10% match for vehicles, equipment, and mobility management,
 - 25% match operating assistance and COVID-19 restoration of service
 - Operating Assistance, COVID-19 Restoration, Mobility Management – use PARS form
 - 10% indirect cost maximum
 - Attach pay stubs and timesheets (if applicable)



**ORANGE COUNTY TRANSPORTATION AUTHORITY
EMSD CONTRACT PAYMENT VOUCHER
(CAPITAL)**

CONTRACTOR: **Sally's Fund**
CONTRACT #:

INVOICE #: **1 EMSD-O**
EXPIRATION DATE:

**INVOICE PERIOD
July 2022**

<u>PAYMENTS</u>	<u>CURRENT PERIOD</u>	<u>CONTRACT TO DATE</u>	<u>%</u>
Salaries & Benefits	\$ -	\$ -	0.0%
Vehicle Expenses	\$ -	\$ -	0.0%
Uncategorized Expenses	\$ -	\$ -	0.0%
Indirect Expenses	\$ -	\$ -	0.0%
TOTAL INVOICE BILLED:	\$ -	\$ -	0.0%
LESS:			
25% MATCH	\$ -	\$ -	0.0%
NET AMOUNT PAID:	\$ -	\$ -	0.0%

MATCH DETAIL:

FOR OCTA ACCOUNTS PAYABLE ONLY

<u>ACCOUNTING INFORMATION:</u>	<u>APPROVED BY:</u>	<u>DATE:</u>
16-DIGIT ACCOUNT STRING (EXPENSE) 2139 - 7831 - D4311 - EM8	_____	_____
16-DIGIT ACCOUNT STRING (REVENUE) N/A	_____	_____
	_____	_____

Grant Award & Payment Tracking

Grant: EMSD Operating
Agency: Sally's Fund
OCTA Contract:

Total Contract: \$61,350.00
Total Payments: \$0.00
Remaining Balance: \$61,350.00

Invoice Number	Invoice Period	Salaries & Benefits	Vehicle Expenses	Uncategorized Expenses	Indirect Expenses	Total Expenses	Program Revenue	Total Invoice	Agency Match 25%	OCTA Match 75%	Running Balance
Initial Award	07/01/22	0.00	0.00	0.00	0.00	0.00	81,800.00	81,800.00	20,450.00	61,350.00	61,350.00
1 EMSD-O	07/31/22					0.00	0.00	0.00	0.00	0.00	61,350.00
2 EMSD-O	08/31/22					0.00	0.00	0.00	0.00	0.00	61,350.00
3 EMSD-O	09/30/22					0.00	0.00	0.00	0.00	0.00	61,350.00
4 EMSD-O	10/31/22					0.00	0.00	0.00	0.00	0.00	61,350.00
5 EMSD-O	11/30/22					0.00	0.00	0.00	0.00	0.00	61,350.00
6 EMSD-O	12/31/22					0.00	0.00	0.00	0.00	0.00	61,350.00
7 EMSD-O	01/31/23					0.00	0.00	0.00	0.00	0.00	61,350.00
8 EMSD-O	02/28/23					0.00	0.00	0.00	0.00	0.00	61,350.00
9 EMSD-O	03/31/23					0.00	0.00	0.00	0.00	0.00	61,350.00
10 EMSD-O	04/30/23					0.00	0.00	0.00	0.00	0.00	61,350.00
11 EMSD-O	05/31/23					0.00	0.00	0.00	0.00	0.00	61,350.00
12 EMSD-O	06/30/23					0.00	0.00	0.00	0.00	0.00	61,350.00
13 EMSD-O	07/31/23					0.00	0.00	0.00	0.00	0.00	61,350.00
14 EMSD-O	08/31/23					0.00	0.00	0.00	0.00	0.00	61,350.00
15 EMSD-O	09/30/23					0.00	0.00	0.00	0.00	0.00	61,350.00
16 EMSD-O	10/31/23					0.00	0.00	0.00	0.00	0.00	61,350.00
17 EMSD-O	11/30/23					0.00	0.00	0.00	0.00	0.00	61,350.00
18 EMSD-O	12/31/23					0.00	0.00	0.00	0.00	0.00	61,350.00
19 EMSD-O	01/31/24					0.00	0.00	0.00	0.00	0.00	61,350.00
20 EMSD-O	02/29/24					0.00	0.00	0.00	0.00	0.00	61,350.00
21 EMSD-O	03/31/24					0.00	0.00	0.00	0.00	0.00	61,350.00
22 EMSD-O	04/30/24					0.00	0.00	0.00	0.00	0.00	61,350.00
23 EMSD-O	05/31/24					0.00	0.00	0.00	0.00	0.00	61,350.00
24 EMSD-O	06/30/24					0.00	0.00	0.00	0.00	0.00	61,350.00

REPORTING

Performance Period	Quarterly Report Due Date
Q1: January-March	April 30 th
Q2: April-June	July 30 th
Q3: July-September	October 30 th
Q4: October-December	January 30 th

REPORTING TEMPLATE (Capital projects)

EMSD Capital Quarterly Report		
Reporting Period:	Agency:	Quarter: (YYQ)
Project Manager:		Phone number:
Scope:		
Miles Traveled		
This quarter:		
Annual Goal:		
Percentage Completed:		
Inception-date:		
Preventative Maintenance:		
How many trips has the agency provided?		
This quarter:		
Annual Goal:		
Percentage Completed:		
Inception-date:		

REPORTING TEMPLATE (Operating Projects)

EMSD Operating Quarterly Report		
Reporting Period:	Agency:	Quarter: (YYQ)
Project Manager:		Phone number:
Scope:		
How many people has program/service served with this grant?		
This Quarter:		
Annual Goal:		
Percentage Completed:		
Inception-date:		
How many events has program/service hosted this quarter?		
Workshops:		
How many trips has the program/service provided?		
This quarter:		
Annual Goal:		
Percentage Completed:		
Inception-date:		

SCOPE CHANGES AND EXTENSIONS

- Must submit 90 calendar days prior to cooperative agreement deadline
- Considered on a case-by-case basis
- Maximum 12-month extension
- Cost Savings – same match % required

FINAL REPORTING

- Final report packages must be submitted 90 days following issuance of final payment.
 - Project Scope(s) of Work
 - Performance Metrics
 - Final Expenditures (separated for multiple project types)
 - Match Rate Verification
 - Final Schedules
 - Certifications and Assurances
 - Differences/Variations
 - Lessons Learned
- Templates will be available on the EMSD website.

WRAP-UP

- Questions?
- Suggestions?

CONTACTS

Grant:

Jennifer Farinas
jfarinas@octa.net
(714) 560-5392

Louis Zhao
lzhao@octa.net
(714) 560-5494

Denise Arriaga Ibarra
darriaga@octa.net
(714) 560-5489



Implementation:

Joanne Jacobsen
jjacobsen@octa.net
(714) 560-5660