LOCAL SYSTEMS BUREAU – Grants Team
Required Documentation for Reimbursement

The documentation below is required for each work type based on the *authorized/approved* work for federal and/or state funds to be reimbursed. **Proof of payment for all costs is required (cancelled check, bank register, EFT proof, credit card statement with proof of card payment, AP ledger, pay stub, etc.)** that shows the cost has cleared the bank account. Please pay special attention to page scaling (zoom) and font sizes, **all documentation provided MUST BE LEGIBLE.**

Preliminary/Construction Engineering (if applicable):

- All invoices include a beginning and ending date. No work was completed outside contract/agreement period.
- Invoices include all required documentation based on contract/agreement type (i.e. Lump Sum, Cost Plus Fixed Fee, etc.)
- If a subconsultant is involved, the subconsultant invoice must be included as part of the documentation.
- None of the invoices have previously been submitted.
- If any part of the invoice is non-participating, it is clearly identified.
- No contingency is part of the invoiced amount, unless previously approved upon by the sponsor and concurred upon by Iowa DOT.
- If invoices are for CE, the retainage is being withheld until after the Iowa DOT final field audit has been completed.

Right-of-Way (if applicable):

- Easement documentation for the approved parcels.
- Purchase agreement for the approved parcels.
- Incidental invoices/costs for the approved parcels, identifying the approved parcel.
- Recording fees identifying the approved parcel.
- All the documentation being provided is equal to the amount being claimed.
- Any other documents that identify or backup any cost being claimed for approved parcels.

Construction (if applicable):

- All non-participating line items/divisions are identified and broken out to easily show the segregation of costs.
- Stockpiled materials are considered non-participating until they are incorporated into the project.
- The engineer's pay estimate or contractor payment application (pay app) has not been previously submitted.
- All change orders included on the pay app have been approved by the Iowa DOT. Any non-participating item from a change order is identified as such.
- Final pay app has all appropriate signatures.

Railroad/Utility Work (if applicable):

- All invoices include period of performance.
- All documentation that backs up the costs being claimed.
- Any non-participating costs should be identified as such.

Non-Construction Costs (if applicable):

- Costs being claimed are on the approved Scope of Work and Budget (SWAB).
- Indirect costs have been approved for the billing period and documentation for the current amount is included.
- The deliverables are identified appropriately.
- For in-house time, timesheets that are signed by the employee and supervisor are included. The work/project is specifically identified with hours worked.

In-Kind (if applicable):

- Land donation – has been approved by the Iowa DOT prior to project start. No documentation needed with claim.
- Documentation corresponding to previous Iowa DOT approval of intended donation:
    - If volunteer time, the documentation includes all dates, individual name, time and hourly rate.
    - If equipment, the documentation includes the equipment, date(s), hours and rate.

CLAIMS FOR FINAL REIMBURSEMENT WILL NOT BE PROCESSED UNTIL FINAL AUDIT HAS BEEN COMPLETED AND ALL REQUIRED FINAL DOCUMENTATION HAS BEEN RECEIVED.

REIMBURSEMENT FORMS

Go to iowadot.seamlessdocs.com

Search:

- 240007 – Federal reimbursement form
- 240011 – State reimbursement form

Click on link in bottom right corner to download the form. There are tabs for Instructions & Claim Form.

If you need any assistance in completing the claim form or have any questions regarding submitting a claim for reimbursement, feel free to give Jodi Rhoads a call at 515-239-1669 or by email to DOT.GrantTeamClaims@iowadot.us.