Financial Accountability Process for FHWA & FTA Planning Funds

Iowa Department of Transportation

2027

NOTE: Every Metropolitan Planning Organization (MPO) and Regional Planning Association (RPA) in Iowa receives Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) financial assistance. As a result, each MPO and RPA is responsible for specific activities and meeting certain requirements in relation to planning, including the development of key transportation planning products and programming federal transportation funds in an established process that is consistent with state and federal regulations and guidelines. It is the joint responsibility of the Iowa Department of Transportation (Iowa DOT), FHWA, and FTA to ensure that the federal transportation program and federal funds are administered by each MPO and RPA in compliance with applicable requirements and standards.

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Introduction

Federal funds are authorized and appropriated to the United States Department of Transportation (U.S. DOT) once a transportation funding bill is approved by Congress and the President. These federal funds are distributed to the various agencies within the U.S. DOT, including the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) before they then apportion the funding to the State DOTs to be used for transportation planning. The State DOT agencies, in turn, allocate transportation planning funds to various metropolitan and regional planning organizations.

A primary example of a transportation program funded by the U.S. DOT with funds authorized by Congress is the Metropolitan Planning (PL) program, which includes transportation planning funds for Metropolitan Planning Organizations (MPO).

Authorized funds refer to the amount of money anticipated to be available to award or grant to States, MPOs, and transit operators when Congress enacts legislation to establish or continue the existing operation of a federal program. Congress generally reauthorizes federal surface transportation programs over multiple years. The current reauthorization signed into law on November 15, 2021, is the Infrastructure Investment and Jobs Act (IIJA), also known as the “Bipartisan Infrastructure Law” (BIL). Appropriations are short-term laws that allocate funding to the authorized programs annually. Each year, Congress decides on the federal budget through an appropriation process, and these appropriated funds are the funds approved by Congress for programs and agencies. Using a formula provided in law, these appropriated program funds are distributed among States and metropolitan areas. This is referred to as apportionment.

Iowa DOT will provide updates to this document upon approval of any future reauthorization bill or continuing resolution.

Funding Sources

Federal authorizations require planning funds be made available from the highway and transit appropriations to State DOTs and MPOs to administer and carry out planning activities. Federal planning funds are first apportioned to State DOTs, and then the State DOTs allocate planning funds to the MPOs within the State, using an agreed upon formula.

FHWA PL

FHWA PL funds are apportioned to States based on a ratio of urbanized-area population in individual States to the total nationwide urbanized-area population. State DOTs then distribute funding to the MPOs in their State based on a formula, agreed to by the MPOs, and approved by the FHWA Division Office. Since 2023, a 2.5% set-aside of FHWA PL has been allocated to Complete Streets planning activities with no local match required.

For Iowa MPOs, the agreed upon formula is that FHWA PL funds are distributed based on each MPO's share of the total statewide urbanized area population from the most recent decennial census.

FTA 5305d

FTA 5305d (Metropolitan Planning Program (MPP)) funds are apportioned to States by a statutory formula that is based on the most recent decennial Census data available, and the State's UZA population as compared to the UZA population of all States. These funds, in turn, are sub-allocated by states to MPOs by a formula (developed by the State in cooperation with the MPOs and approved by FTA) that considers each population, regional planning needs, and a minimum distribution.

For Iowa MPOs, the agreed upon formula is that FTA 5305d funds are distributed one third equally among all MPOs, one-third based on each MPO's share of the total statewide urbanized area population from the most recent decennial census, and one third based on each MPO's share of the total statewide urbanized area population from the prior decennial census.

FTA 5305e

FTA 5305e [State Planning and Research Program (SPRP)] funds are apportioned to states under a formula that includes each state's urbanized area population in proportion to the total urbanized area population for the nation, as well as other factors. Additionally, FTA 5311 funds are apportioned to States based on a formula that includes land area, population, revenue vehicle miles, and low-income individuals in rural areas. A portion of the state's FTA 5311 funds is combined with the 5305e funds and, in turn, are sub-allocated by the state to regional planning affiliations (RPA) by a formula that considers a minimum distribution, population, and regional planning needs.

For Iowa RPAs, the agreed upon formula is that the combined FTA 5305e and 5311 funds are distributed one-half equally among all RPAs, one-quarter based on each RPA's share of the total statewide non-urbanized population from the most recent decennial census, and one-quarter based on the ratio of the number of counties in each RPA out of the statewide total counties.

FHWA State Planning and Research (SPR)

FHWA State Planning and Research (SPR) funds are provided by a 2% set aside of the sums apportioned to the State's national highway performance program, surface transportation block grant program, highway safety improvement program, congestion mitigation and air quality improvement program, and national highway freight program.

For Iowa RPAs, the agreed upon formula is that FHWA SPR funds are distributed on a 1:1 match of each RPA's FTA 5305d/5311 funding allocation, after such is determined.

The distribution formulas for these funds are historically revisited after each Census to ensure that the new Census population figures are being used and that any new metropolitan or regional planning organizations are a part of the calculation. Changes to, or reaffirmation of, the distribution formulas must be done in cooperation with the metropolitan and regional planning agencies and approved by the FHWA and FTA.

It is the Iowa DOT's responsibility to ensure the expenditures of these federal planning funds are used in accordance with all applicable federal requirements and are used to conduct transportation planning and programming in Iowa's nine MPOs and 18 RPAs. This document outlines accountability actions to be undertaken by Iowa DOT divisions and bureaus, and provides a systematic approach to ensure that the federal funds are administered by the Iowa DOT, MPOs, and RPAs in compliance with applicable requirements and standards.

Additionally, the Iowa DOT provides federal funding targets to the MPOs and RPAs every year to address the State and local transportation needs within their planning areas. These funding targets include Surface Transportation Block Grant and Transportation Alternative funds and are established based on an agreed-upon formula. MPOs and RPAs conduct the required planning and programming activities as a condition of receiving these funds.

Planning Requirements

Transportation planning is conducted at multiple levels in Iowa, including statewide planning conducted by the Iowa DOT, metropolitan planning conducted by MPOs in the state's nine urban areas over 50,000 in population, and regional transportation planning conducted by the state's 18 RPAs in the state's nonmetropolitan areas. The state and MPOs follow federal requirements for the transportation planning process.

In Iowa, 18 RPAs were created after the passage of the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA) and have been designated to enhance statewide non-metropolitan area transportation planning, coordinating, and programming responsibilities by advising the State on the needs of nonmetropolitan areas of the State. While Iowa DOT maintains primary responsibility for representing the needs of nonmetropolitan areas of the State, the RPAs help carry out the transportation planning process in nonmetropolitan areas of the state and follow similar federal requirements as the State and MPOs.

Federal transportation funds are provided to the MPOs and RPAs to perform transportation planning and programming responsibilities. The Iowa DOT allocates federal funding to MPOs and RPAs each year to carry out planning and programming activities and other components of a comprehensive regional transportation planning process. MPOs and RPAs are responsible for the creation, maintenance, and update of the following five planning documents as part of the planning process. These responsibilities must be met to continue to receive funding for planning activities and to maintain regional planning and programming authority.

- Transportation Planning Work Programs (TPWP) must be completed annually for each MPO and RPA to receive federal planning funds.
- Public Participation Plans (PPP) must be developed and implemented for all planning and programming activities occurring in the MPOs and RPAs and must be updated every five years prior to an agency's LRTP update.
- Long-Range Transportation Plans (LRTP) must be updated every five years for each MPO and RPA.
- Transportation Improvement Programs (TIPs) covering a four-year period must be completed annually by each MPO and RPA.
- Passenger Transportation Plans (PTP) must be updated every five years for each MPO and RPA.

Transportation Planning Funding Targets

Transportation planning funding targets for agency work programs are determined annually for a State Fiscal Year (SFY) (July 1 – June 30) and are based on the previous Federal Fiscal Year's (FFY) (October 1 – September 30) appropriations and apportionments. For example, new planning funding targets for SFY 2028 are based on FFY 2027 federal funding apportionments.

Once appropriations are complete, FHWA and FTA apportion the funding to the States. The FHWA apportionments are usually received without much delay. For FTA, the receipt of apportionments can be delayed by a month or two. The Systems Planning Bureau enters the apportionments into the agreed upon formulas noted earlier and sends the planning funding targets to the MPOs and RPAs.

In some years, Congress does not complete appropriations for a full FFY at the start of that year. There can be multiple short-term extensions, which only provides funding certainty for the length of each extension. Should an extension not be approved, a shutdown can occur (e.g., 2019). If the State does not have the full FFY apportionments in the calendar year, draft planning targets will be issued to the MPOs and RPAs for budgeting purposes. When planning funding targets are issued as draft, MPOs and RPAs are informed of the planning target methodology, cautioned that the funding targets are subject to change, and receive a follow-up notification with final targets once they are determined. If there was no change from draft to final targets, MPOs and RPAs are notified to confirm that the initial draft planning funding targets should be considered final.

Once apportionment dollars for the State are known, they are entered into an Excel spreadsheet that calculates MPO and RPA planning funding targets according to the agreed upon formulas for each funding source.

Carryover Funding

In addition to calculating new planning funding targets, carryover funding from unspent or unbudgeted planning targets is tracked for each agency by funding source and grant in a separate spreadsheet. These carryover funding targets are provided individually to each MPO and RPA every year along with new planning funding targets.

Carryover is defined as any unspent funding that has been targeted to the MPO or RPA in a previous SFY or any unbudgeted funding that is not included in the MPO's or RPA's current SFY TPWP budget. Unbudgeted funding is available to the MPO or RPA to be amended into its budget at any time if there is a justified need. Unspent funding from the prior SFY is typically available to the planning agency as a carryover target in the development of their next TPWP cycle. However, an agency would not need to wait for the next TPWP cycle to utilize carryover funding if there are anticipated needs in the current fiscal year. Unspent funding from the prior SFY is also available to the planning agency to be amended into its budget following close-out of the prior SFY if there is a justified need.

When developing the TPWP budget, MPOs and RPAs are required to budget carryover funding targets before budgeting new planning funding targets. This is to ensure that older funding that was unspent or unbudgeted in a prior SFY is utilized before newer funding. The Iowa DOT has implemented internal steps to reduce the number of active grants and has also implemented a carryover policy should an MPO or RPA accrue a large amount of carryover funding. Internal steps include discussing the necessity of any potential STBG transfers as a planning funding source when a substantial carryover balance exists with an MPO or RPA and evaluating and amending planning agreements early in the SFY to ensure older funding is utilized prior to newer funding. Internal changes combined with a carryover policy helps the Iowa DOT mange any carryover balances that become problematic for an MPO or RPA.

With the distribution of annual planning funding targets every year, each MPO and RPA will be provided with its five-year average annual expenditures and carryover balance, and informed whether SPR and/or STBG funds will be constrained due to their available carryover balance. If an MPO or RPA has a carryover funding balance totaling more than this average, the following carryover policy is applied:

- For Iowa RPAs, the RPA will receive its FTA allocation of 5305e and/or 5311 funding. The RPA will not receive an SPR allocation or be allowed to transfer STBG funds for planning unless it can substantiate anticipated budget needs tied to significant expenditures (e.g., LRTP update, equipment purchases, consultant services, etc.).
- For Iowa MPOs, the MPO will receive its FHWA PL allocation and FTA 5305d allocation. The MPO will not be allowed to transfer STBG funds for planning unless it can substantiate anticipated budget needs tied to significant expenditures (e.g., LRTP update, equipment purchases, consultant services, etc.).

The MPO and RPA will be provided an opportunity to respond and substantiate any anticipated significant expenditures during the upcoming contract year that would require the SPR and/or STBG funding transfer. The Iowa DOT will consider these needs and provide a response to the agency prior to distributing final targets.

Transportation Planning Work Program

The TPWP is an MPO's or RPA's statement of proposed work that covers one years' worth of activities and estimates costs for eligible activities to be undertaken with Federal planning and research funds. The purpose of an MPO or RPA work program is to identify how federal funding resources will be spent, what activities will be undertaken, who will perform the work, and what are the expected products of the activities. This document is the MPOs and RPAs "plan for planning" and functions much like an annual budget for planning staff at the MPO or RPA.

As noted above, the TPWP is funded from a variety of funding sources; for example, FHWA PL, FHWA SPR, FTA 5305d/e, and in some cases by other funding sources such as FTA 5311 and FHWA Surface Transportation Block Grant.

The MPOs and RPAs prepare the TPWP in cooperation with the State and public transportation agencies. FHWA and FTA approve both the use of Federal funding and that the MPO or RPA meets the requirements regarding the work program. The Iowa DOT, although not an approver, certifies that the MPO or RPA has completed the administrative requirements for the TPWP. Together, these two actions validate that the planning process is proposed in accordance with transportation regulations.

- A guidance document for agency TPWPs is updated and sent to MPOs and RPAs in January of each year. The guidelines cover content that is referenced in 2 CFR § 450.308 and FTA Circular 8100.1D.
- Draft TPWPs must be submitted to the Iowa DOT no later than April 1 of each year. The Iowa DOT will review the TPWPs and provide comments back to the MPOs and RPAs by May 1. The final TPWPs are due by June 1. These work programs provide the basis for the annual planning agreements.
- The District Transportation Planners are responsible for their corresponding MPOs and RPAs to meet the submittal deadlines for both the draft and final TPWP. They assure that each MPO or RPA TPWP includes activities necessary to meet federal and state transportation planning requirements and is of an appropriate level of detail to adequately document the use of federal planning funding.
- The Systems Planning Bureau is also responsible for TPWP review and certifying the nine MPO and 18 RPA work programs. With the MPOs and RPAs being a sub-grantee of the Iowa DOT, the Iowa DOT must certify the MPO and RPA work programs prior to submitting for joint FHWA/FTA approval.
- The Systems Planning Bureau develops and submits the federal Consolidated Planning Grant (CPG) for MPO and RPA transportation planning funding. FTA is the designated lead agency for administering the CPG.

Planning Agreement

A yearly transportation planning joint participation agreement (agreement) to implement intermodal planning is signed between the Iowa DOT and individual MPOs and RPAs, which accounts for distribution of federal planning funds and expected planning work activities as described in their TPWP.

- The Systems Planning Bureau drafts the agreement after an MPO or RPA approves the SFY TPWP and then sends the agreement to the MPOs and RPAs for their review and execution.
- The agreement covers the state fiscal year (July 1 - June 30).
- Part 1 of the agreement notes:
    - federal transportation planning regulations provide for the establishment of a metropolitan planning programming responsibilities within each metropolitan area, or notes the Iowa DOT has elected to share certain intermodal transportation planning and programming responsibilities with nonmetropolitan local officials acting through regional planning affiliations;
    - the MPO or RPA has adopted a TPWP for the current SFY, which has been reviewed and certified by the Iowa DOT, and that the TPWP be funded with various (listed) planning funding sources.
- Part 2 provides policies, procedures, and conditions the MPO, RPA, and Iowa DOT are subject to following, such as role of the agency, policy direction, report disclaimer, ownership of data, subcontracting, financial accountability, payment requests, etc.
- The agreement must be fully executed by the MPO or RPA and Iowa DOT prior to July 1 of each SFY.
- The Systems Planning Bureau uploads copies of the executed agreements to the Iowa DOT's internal financial system, where the Finance Bureau can access them. The Finance Bureau is responsible for managing the cash flow for federal planning grants.
- Based on final TPWPs describing the work to be performed and the execution of the agreement, MPOs and RPAs are authorized to perform those work activities with federal funding once FHWA/FTA approval and authorization to proceed is obtained.

Reimbursement Requests and Progress Reporting

MPOs and RPAs submit reimbursement requests and progress reports for the federal share of eligible costs incurred on the activities performed on a monthly or quarterly basis. Requests and reports must be submitted within 30 days after the end of the month or quarter in which activities occurred and describe in detail the planning activities (outlined in the MPO and RPA TPWPs) that were performed during that month or quarter. All costs to be reimbursed shall be supported by properly executed payrolls, time records, invoices, vouchers, warrants, contracts, and any other support evidencing that their costs were specifically incurred and paid.

Transportation planning is a shared responsibility between the MPOs and RPAs, Iowa DOT, and federal partnering agencies. For this reason, there is a requirement that planning funding will be "matched" at the local level. Typically, 80% of the transportation planning costs are funded by Federal sources with a 20% non-Federal share that may come from State or local funds. The Complete Streets set-aside of FHWA PL funding is reimbursed at a 100% federal rate, with no non-Federal share required. MPOs are allocated a minimum of 2.5% of their FHWA PL funding share to this set-aside, however, agencies may allocate more than this initial 2.5% minimum allocation.

- Reimbursement requests and progress reports are generated and sent to the District Transportation Planners through the Reimbursement Request for Transportation Planning (RTTP) online system.
- The District Planner reviews all MPO and RPA planning fund reimbursement requests and progress reports to assure they are filled out accurately, are consistent with activities listed in their current TPWP, are consistent with completed activities, and provide an adequate level of detail to justify reimbursement of funding; with input received from the Systems Planning Bureau.
- The activities performed by MPOs and RPAs must be described in sufficient detail to justify payment to the MPOs and RPAs for transportation planning work conducted. Iowa DOT does not accept duplicate descriptions for work activities from a previous request and report in which progression of work should have occurred. If the DTPs find the detail to be inaccurate or not acceptable, the District Transportation Planners will contact the MPO or RPA for clarification.
- For MPOs and RPAs that do not have an indirect cost allocation rate proposal or indirect cost allocation plan, related supplemental information must be submitted to the District Transportation Planner and Systems Planning Bureau that itemizes and supports any indirect costs charged for that month or quarter.
- Approval of the MPOs and RPAs reimbursement request and progress reports are the responsibility of the District Transportation Planners; with final review of direct and indirect costs conducted by the Systems Planning Bureau.
- Not later than 15 business days after the date of receipt by a State of a request for reimbursement of expenditures made by an MPO or RPA for carrying out the transportation planning process, the State shall reimburse the MPO or RPA for those expenditures.
- After the final review of direct and indirect costs, activities performed, and any other supplemental information, the Systems Planning Bureau prepares a supplier invoice in Iowa DOT's internal financial system.

- The payment invoice, with the MPO or RPA reimbursement request claim attached, is then submitted to the Finance Bureau for federal planning grant financial information review and payment. The Finance Bureau is responsible for making payments to MPOs and RPAs, for drawing down funds from the federal planning grants, and assuring that negative balances do not occur
- If the Finance Bureau has any questions regarding the financial information of the invoice compared to the federal planning grants, they will contact Systems Planning Bureau. If all financial information is accurate, Finance Bureau makes a request to draw down the planning grant funds from FTA's ECHO system on Friday morning. Finance Bureau receives the requested funding on the next business day (Monday) and then transfers the funds electronically to the State Treasurer's Office on Tuesday. The State Treasurer's Office makes the payment by check or Electronic Funds Transfer to an MPO or RPA on Wednesday.
- At fiscal year-end, all MPO and RPA reimbursement claims for the fiscal year activities (work performed on or before June 30) must be submitted by August 1 to allow the Iowa DOT to process the invoice and payment as that fiscal year business.
- Any unspent funding from the fiscal year end will be available as carryover to the planning agency. Carryover funding targets will be provided to each MPO and RPA, along with their new planning funding targets, for the development of their next TPWP.

Agency Financial Audit

When an MPO and RPA develop an indirect cost proposal in accordance with the requirements of 2 CFR Part 200, they must maintain the proposal and related documentation to support those costs for a minimum of 3 years after the date of issuance for audit. The MPOs and RPAs are responsible for arranging their required independent audit.

- Annually, MPOs and RPAs are required to prepare financial statements and schedule of expenditures to obtain an audit.
- A single audit is required for MPOs or RPAs that expend $750,000 or more in federal funds. They are also required to have their independent auditor provide an opinion on the allowability of direct costs and the organization's cost allocation methodology per 2 CFR 200 Subpart F, "Audit Requirements".
- MPOs and RPAs must annually submit the audit report to the Iowa Office of Auditor of State. • MPOs and RPAs must provide a written notification to the Iowa DOT that an audit was conducted and note if there were any findings.
- At the completion of the audit, the MPO or RPA must prepare a plan to address each audit finding (if any) included in the current year auditor's reports and follow through with the plan.
- The Finance Bureau (Audits) performs a review of an MPOs and RPAs independent audit to ensure A-133 reporting requirements have been followed.

Planning Activities Assessment

Pursuant to 23 U.S.C. 134(k) and 49 U.S.C. 5303(k), the FHWA and the FTA must jointly certify the metropolitan transportation planning process in Transportation Management Areas (TMAs) at least every four years.

The Certification Review process is only one of several methods used to assess the quality of a regional metropolitan transportation planning process, compliance with applicable statutes and regulations, and the level and type of technical assistance needed to enhance the effectiveness of the planning process.

Other stewardship, oversight, and interactions with varying degrees of formality provide both FHWA/FTA an opportunity to comment on the planning process. In general, the reviews consist of three primary activities: a site visit, a review of planning products (in advance of and during the site visit), and preparation of a Certification Review Report that summarizes the review and offers findings. The reviews focus on compliance with Federal law and regulations, challenges, successes, and experiences of the cooperative relationship between the MPO(s), the State DOT(s), and public transportation operator(s) in the conduct of the metropolitan transportation planning process. The review process is individually tailored to focus on topics of significance in each metropolitan planning area.

TMA Planning Review

FHWA and FTA also jointly conduct a planning review of the transportation planning process for MPOs (urbanized area over 200,000 in population) every four years to determine if the process meets the federal planning requirements. The scope of the federal review of an MPOs planning process is comprehensive, covering the transportation planning process for the entire area and all agencies involved, and consisting of the three primary activities that is undertaken in a TMA review.

MPO Planning Review (non-TMA)

Iowa DOT (with guidance from FHWA and FTA) conduct a planning review of the transportation planning process for MPOs (urbanized area between 50,000-200,000 in population) every six years to determine if the process meets the federal planning requirements. The scope of the planning review of an MPOs planning process is comprehensive, covering the transportation planning process for the entire area and all agencies involved, and consisting of the three primary activities that is undertaken in a MPO review.

RPA Planning Review

The Systems Planning Bureau conducts a planning review of each RPA every six years. This assessment will ensure that federal transportation planning funds are being expended appropriately in an established process that is consistent with state and federal regulations and guidelines. It is the joint responsibility of the Iowa Department of Transportation (Iowa DOT), FHWA, and FTA to ensure that the federal transportation program and federal funds are administered by each RPA in compliance with applicable state and federal laws.

Generally, oversight of agency compliance with state and federal guidelines is largely accomplished throughout each year as agencies perform activities related to the transportation planning process and develop definitive planning products. The transportation planning review process for each RPA consists of a review of planning products in advance of the planning review, a review and discussion of planning review questionnaire responses, a Title VI questionnaire and review, and a report that offers commendations and recommendations.

The primary goals of the RPA planning review are as follows:

- Gain a better understanding of the transportation planning process being conducted within the RPA;
- Outline/clarify areas for potential improvement of the region's transportation planning and programming process;
- Discuss how transportation planning funds are being used to support the development of the key transportation planning products, including the transportation planning work program, public participation plan, transportation improvement program, long range transportation plan, and passenger transportation plan;
- Ensure that the planning process is continuing, cooperative, and comprehensive, and operates in a manner consistent with federal guidelines;
- Provide an opportunity for discussion of how the region's transportation planning process is working or not working; and
- Strengthen the planning partnership between the RPA, Iowa DOT, FHWA, and FTA, including determining the need for additional guidance, assistance, and training to improve the overall RPA transportation planning process.

The Iowa DOT, three years after the review, will follow up and inquire about the report's recommendations to see how changes and/or progress are being addressed.

Planning Funds Flow Chart

- **Planning Funds Availability**
  - Federal funds are authorized to the U.S. DOT.
  - Federal funds are appropriated to various programs and agencies within the U.S. DOT, including the FTA and FHWA.
  - Using a formula provided in law, appropriated program funds are apportioned among State DOTs and metropolitan areas annually.
  - Systems Planning enters the apportionments into formulas and distributes new and carryover planning funding targets to the MPOs/RPAs.
- **Work Program Development & Implementation**
  - A guidance document for agency TPWPs is updated and sent to MPOs and RPAs annually.
  - Using the planning funding targets, MPOs/RPAs develop and approve an annual TPWP.
  - Systems Planning Bureau develops and submits the federal CPG for MPO/RPA transportation planning funding.
  - An annual transportation planning joint participation agreement to implement intermodal planning is executed.
  - MPOs and RPAs begin to perform transportation planning work activities listed within their TPWP.
- **Reimbursement Processing**
  - MPOs/RPAs submit reimbursement claims for the federal share of eligible costs incurred on a monthly or quarterly basis to the DTPs.
  - The DTPs review reimbursement request claims for accuracy, consistency, and adequate detail.
  - If the DTPs find the detail to be less than accurate or not acceptable, the DTPs will contact the MPO/RPA for more detail and explanation.
  - After a final review, Systems Planning prepares a supplier invoice in Workday.
- **Reimbursement Payment**
  - Finance Bureau reviews the financial information of the supplier invoice for accuracy.
  - Finance Bureau makes a request to draw down the planning grant funds from FTA's ECHO system on Friday.
  - Finance Bureau receives the requested funding on Monday.
  - Finance Bureau transfers the funds electronically to the State Treasurer's Office on Tuesday.
  - State Treasurer's Office makes the payment by check or EFT to an MPO/RPA on Wednesday.