

* TRANSIT IN NEBRASKA

Nebraska Transit Manager's Workshop June 2022



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* TOPICS

1. Dashboard Updates
2. June 2022 invoice
3. Operating assistance applications for FY 23-25
4. Vehicle updates
5. CARES Act special projects
6. Maximum purchase limit
7. Training
8. Reimbursement documentation

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* Dashboard Updates

Monthly Validation Check for Operating Stats

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* Dashboard Updates

Annual Validation Check

Yearly Invoice Data

Download Excel

System Name	Period	Federal Funds	State Funds	Local Funds	Vehicle Revenue Hours	Passenger Boardings	Sponsored Passenger Boardings	Mileage	Operating Revenue	Total Operating Cost	Total Non Operating Cost	Total Costs
Butler County Rural Service	2020-2021	\$60,968	\$0	\$0	1,317	3,150	489	32,657	\$7,562	\$32,977	\$35,553	\$68,530

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* Dashboard Updates

Remove Date Column

Date	Record No.	Regular Fares	Sponsored Fares	Other Rev.	Comments	Actions
07/01/	1234a	4329.00	0.00	0.00	n/a	
07/01/	2349a	0.00	2039.00	0.00	n/a	

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* June 2022 Invoice

**SUBMIT NO LATER THAN
JULY 15, 2022**

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***FY23-25 Operating
Assistance Applications**
AVAILABLE DECEMBER 2022

DUE MARCH 31, 2023

**LIVE
WEBINAR**

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***Vehicle Updates**

1. Ford Transit specs resubmitted to DAS
June 20, 2022
2. Unmodified Ford Transit specs
3. Lowered floor minivans delivered

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* CARES Act Special Projects Funding Suspended

Technology projects

The screenshot shows a software interface for trip scheduling. On the left is a sidebar with three icons: 'Daily Schedule' (with a '20' badge), 'Trip Validation', and 'Subscription Trips'. The main content area is divided into several sections. At the top, there are input fields for 'Direct Mileage', 'Direct Drive Time', and 'Billing Direct Mileage (?)', along with a 'Calculate' button and a 'Lock On Trip' checkbox. Below this is the 'Pickup Information' section, which includes a 'Pickup' dropdown, 'Time', 'Date', 'Will Call' checkbox, and 'Schedule Profile (?)' dropdown. It also has a 'No Site Selected' label, a 'Site Code (?)' dropdown, and a 'Phone (?)' input field. The 'Destination Information' section follows, with a 'Destination' dropdown, 'Time', 'Same Day', 'Overnight', and 'Next Day' radio buttons, and another 'No Site Selected' label, 'Site Code (?)' dropdown, and 'Phone (?)' input field.

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* Procurement Update

No quotes or prior approval required
for single purchases under \$10,000



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*Training Needs

1. FTA reasonable suspicion (online)
2. D & A program management (TBD)
3. National RTAP e-learning
4. National Transit Institute
5. Microsoft Office 365
6. ADA

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*Reimbursement



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*Reimbursement

Annually upload:

1. Indirect Cost Rate Agreement
2. HR Policies and Procedures
3. Cost Allocation Plans
4. Certificate of Liability Insurance

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*Fuel

If no pump receipt is available to support the fuel purchase, **you must submit enough detail to substantiate the payment:**

- An invoice that includes the VIN, date, price, # of gallons
- Invoice for bulk fuel purchase to substantiate cost per gallon
- Proof of payment

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*Timesheets

Title 2 CFR § 200.430(h)(8)(i)(1)

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (i) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (vii) Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award

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*Timesheets

If the employee works in the 5311 program AND another Federal or non-Federal program OR splits time between 5311 operating and non-operating, all payroll documents must include a **daily log tracking ALL time in each program.**

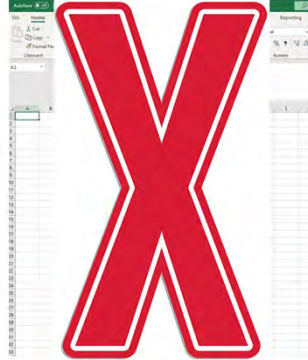
July 18, 2022 - 6 hrs driving (5311 op), 2 hrs meal prep= 8 hrs

July 19, 2022 - 4 hrs driving (5311 op), 4 hrs submit invoice (5311 non op) = 8 hrs

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*Timesheets

Excel spreadsheets are NOT acceptable as a timesheet. Documentation should be software generated or handwritten and signed by the employee and supervisor.



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*Timesheets

Best Practices:

1. Add a line item showing only transit hours/wage/benefits on payroll documentation.
2. Add the employer cost on payroll documentation.

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* Invoice Best Practices:

1. Create a separate transit bank account.
2. If a statement has more than one department's charges on it **highlight** transit charges.
3. Do not upload separate pdfs on each worksheet. Scan the documents and upload one file.

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* Questions?



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