MOU ATTACHMENT D

REPORTING & EXPENDITURE GUIDELINES

REPORTING PROCEDURES

- Quarterly Progress/Expenditure Report (Attachment D1) is required for all projects. The LACMTA shall be subject to and comply with all applicable requirements of the funding agency regarding project-reporting requirements. In addition, LACMTA will submit a quarterly report to the VCTC. Please note that letters or other forms of documentation may **not** be substituted for this form.

- The Quarterly Progress/Expenditure Report covers all activities related to the project and lists all costs incurred. It is essential that LACMTA provide complete and adequate response to all the questions. The expenses listed must be supported by appropriate documentation with a clear explanation of the purpose and relevance of each expense to the project. Expenses must reflect the proportionate share of local match, including in-kind, charged to the grant.

- In cases where there are no activities to report, or problems causing delays, clear explanation, including actions to remedy the situation, must be provided.

- LACMTA is required to track and report on the project schedule. VCTC will monitor the timely use of funds and delivery of projects. Project delay, if any, must be reported each quarter. Projects not delivered in a timely manner will be reevaluated by VCTC and the Funds may be deobligated and reprogrammed by the VCTC Board.
- The Quarterly Progress/Expenditure Report is due to the VCTC as soon as possible after the close of each quarter, but no later than the following dates for each fiscal year:

Quarter	*Report Due Date*
July –September	November 30
October - December	February 28
January - March	May 31
April - June	August 31

Upon completion of the Project a final report that includes project's final evaluation must be submitted.

EXPENDITURE GUIDELINES

- Any activity or expense charged above and beyond the approved Scope-of-Work (MOU Attachment A) **is considered ineligible** and will not be reimbursed by the VCTC unless

prior written authorization has been granted by the VCTC Executive Director or his designee.

- Any expense charged to the grant or local match, including in-kind, must be clearly and directly related to the project.

- Administrative cost is the ongoing expense incurred by LACMTA for the duration of the project and for the direct benefit of the project as specified in the Scope-of-Work (Attachment A). Examples of administrative costs are personnel, office supplies, and equipment. As a condition for eligibility, all costs must be necessary for maintaining, monitoring, coordinating, reporting and budgeting of the project. Additionally, expenses must be reasonable and appropriate to the activities related to the project.

- VCTC is not responsible for, and will not reimburse any costs incurred by LACMTA prior to the execution of the MOU, unless **written authorization** has been granted by the VCTC Executive Director or his designee.

- The MOU is considered executed when the VCTC Executive Director or his designee signs the document.

DEFINITIONS

- Allowable Cost: To be allowable, costs must be reasonable, recognized as ordinary and necessary, consistent with established practices of the organization, and consistent with industry standard of pay for work classification.

- Excessive Cost: Any expense deemed "excessive" by VCTC staff would be adjusted to reflect a "reasonable and customary" level. For detail definition of "reasonable cost", please refer to the Federal Register *OMB Circulars A-87 Cost Principals for State and Local Governments; and A-122 Cost Principals for Nonprofit Organizations*.

- In-eligible Expenditures: Any activity or expense charged above and beyond the approved Scope-of-Work is considered in eligible.