

# Montana Transportation Alternatives (TA) Program

## 2023 APPLICATION REIMBURSEMENT

MDT will provide a \$5,000 reimbursement for a complete application that is submitted prior to the deadline (exclusions apply). Below are the guidelines:

- The reimbursement is only available to:
  - Applicants with a population of less than 5,000 based on the 2010 Census
  - Applicants that are outside of an Urban Area listed here: [MDT Urban Maps | Montana Department of Transportation \(MDT\) \(mt.gov\)](#)
  - Applicants who are Tribal governments
- Applications must be submitted in good faith with a reasonable level of quality. If the application is of poor quality or incomplete, MDT will not reimburse costs.
- Applicants can only request reimbursement for one (1) application. Applicants can submit multiple applications to the TA program for consideration, but they can only receive reimbursement for one single application (not multiple).
- All costs must be Federal Acquisition Regulation (FAR) compliant. Unallowable costs will not be reimbursed. U.S. General Services Administration (GSA) rates must be followed for any direct expense costs incurred.
- If the applicant spent less than \$5,000 on the application (for example, a local government hired an engineering firm and the total cost for the application was \$3,500), the applicant can only apply for the total cost and not the full \$5,000.
- A valid invoice (from a consultant) must be included in the reimbursement request. If costs are incurred directly by the local government, the reimbursement request must include detailed information supporting the charges. The following information must be included in all reimbursement requests:
  - Date range of services
  - Description of services provided
  - Breakdown of costs – labor hours (and overhead, direct costs, and profit, if applicable)
  - Profit is only allowable for consultant costs, not local government costs
  - Lump sum invoice/reimbursement requests will not be allowed, for example, a single line item for \$5,000. It will be required to show employee names, labor hours, labor rates, etc.
- The beginning of the date range of service must not be before the Federal-aid programming of the funding for which this reimbursement is paid from. This date is Nov. 23, 2022. No charges before this date are allowable.
- Reimbursement request must be in a PDF format and emailed to [dholien@mt.gov](mailto:dholien@mt.gov) no later than June 30, 2023. The reimbursement request must include a cover letter with the requested reimbursement amount, invoice attachments or other information relevant to the reimbursement request.