

Date: December 22, 2021
Subject: Clarification of Interim Payment provision

DOT previously clarified the Interim Payment provision of the AMJP agreement, which says “The Recipient may request one payment from USDOT after the initial payment under Section 6.3 and before submitting the report required under Section 6.7(a)...”

DOT will approve Interim Payments only after Recipients demonstrate they have incurred allowable costs in excess of the Initial Disbursement. However, DOT has now determined that Recipients may instead ask DOT to reimburse allowable costs incurred, through a series of smaller payments.

Option A – Recipient submits a single Interim Payment request and receives a one-time payment. As previously stated, if the Recipient waits longer before requesting an Interim Payment, then DOT may be able to disburse a higher percentage of the amount remaining available through the AMJP agreement. Under this option, the Recipient submits an Interim Payment request and evidence of allowable payroll costs incurred in excess of the Initial Disbursement. After verification, DOT may authorize an Interim Payment for an amount that reflects allowable costs incurred up to the point of the Recipient’s request.

Option B (NEW) – Recipient submits a single Interim Payment request, but receives a series of smaller disbursements. Under this option, a Recipient may request a series of smaller disbursements, with each payment following submission of evidence of allowable payroll costs incurred, by pay period. After verification, DOT may authorize incremental payments for the allowable costs incurred during the pay period.

Option C – No Recipient is required to request an Interim Payment. As before, Recipients may defer reimbursement until filing the Final Financial Report and Request for Final Payment at the end of the award term. For Recipients that choose this option, no action is required.

For Options A and B, submit Form AMJP-1A.6.4 via GrantSolutions, and indicate which option you are requesting.

Thank you.

U.S. Department of Transportation
AMJP Program