

Network for Success

Local Programs Workshop



BREAKOUT SESSION – GROUP 3
Track D – Financial/Billing
Thursday, September 26, 2013
10:30am – 12:00pm

Network for Success

Local Programs Workshop



Federal Strategy

September 26, 2013

Deborah A. Grant

Federal Programs' Manager

VDOT Programming Division

Federal Strategy

- **Federal Strategy demonstrates how the State plans to utilize its' Formula OA to ensure no funds lapse**
- **Federal Strategy is developed by Programming Division, Central Office, with data review/provided by districts, divisions, and DRPT.**
- **Federal Strategy includes Formula OA projects and Special OA projects.**
 - **Formula OA -- use or lose; examples – IM, NHS, NHPP, BR, BROS, STP, Enhancement, RSTP, CMAQ, SPR, Safety, PL**
 - **Special OA - typically carries over; examples – Demo, Earmarks, Equity Bonus (Minimum Guarantee), SAFETEA-LU, etc.**

Federal Strategy

Federal Strategy Components

New phase starts in construction program -- Districts

- PD runs queries to develop project list to send to Districts for review and confirmation that projects will be obligated in the federal fiscal year
 - PE and RW Starts – October through September of current FFY
 - PE and RW Starts – For Advancements – October through September of the following FFY
 - CN starts – November through October of current year; and November through October of next year for potential advancement

Divisions

- TMPD/Research Council – SPR/PL funds
- OPO – Maintenance projects
- LAD - Enhancement

Federal Strategy

Federal Strategy Components

DRPT

- Annual transfer (flexed to FTA) – 7% STP
- CMAQ and RSTP funded projects to flex to FTA

Financial Transactions – Programming Division

- Modifications – Phase estimate increases based on existing federal agreement and federal funds allocations in SYIP
- AC Conversions – based on federal allocations in SYIP
- FIRE/Final Voucher Releases

Options

Plan should have more than needed to obligate

Federal Strategy

Federal Strategy Development

For each project, planned obligations must be calculated

- **Projects being dropped/added to strategy have to be evaluated for impact to strategy OA and federal funds available**

Information input into database

OA and Apportionment Analysis

Monthly goals established

Federal Strategy provided to Management and FHWA

Federal Strategy

Federal Definitions:

Allocation – A federal administrative distribution of funds for programs that do not have statutory distribution formulas (i.e. – Earmarks, Bridge Discretionary, National Scenic Byways, TCSP)

- **Federal definition**
- **Do not confuse with state allocations**

Apportionment – The federal distribution of funds as prescribed by a statutory formula (i.e. IM, NHS, NHPP, STP, BR, CMAQ, etc)

- **Provided to States to utilize annual formula obligation authority**
- **Lapses after 4 years**
- **Traditionally, the apportionment provided in a year is more than the OA amount**

Federal Strategy

Federal Definitions:

- **Obligation Authority (OA) – The total amount of funds that may be obligated in a year**
 - **Formula OA – use or lose (federal strategy); examples – IM, NHS, NHPP, BR, BROS, STP, Enhancement, RSTP, CMAQ, SPR, Safety, PL**
 - **Special OA - typically carries over; examples – Demo, earmarks, Equity Bonus (Minimum Guarantee), SAFETEA-LU**
 - **OA level is federal budgetary control and is less than the apportionment/allocated level**
 - **VDOT budgets at the obligation authority level not the apportionment level**

Federal Strategy

Federal Definitions:

Obligation – The federal government's legal commitment (promise) to reimburse the state for the federal share of a project's eligible costs

- **Federal project agreement is the means for obtaining federal authorization and obligating federal funds**
- **A separate federal project agreement is executed for each project phase, so typically there are 3 agreements for a project/UPC, except design-build projects**
- **Agree to meet all applicable federal requirements for that phase**
- **VDOT must execute the federal agreement on behalf of the entire Commonwealth—no matter who administers the project**

Federal Strategy

Federal Definitions:

Obligation (Cont'd)

- **Federal project agreements include total phase estimate and are for specific types of federal funds (by federal appropriation code) by amount**
- **Must have apportionment/federal allocation and obligation authority available to obligate**
- **VDOT bills FHWA up to the obligated amounts; cannot bill for expenses prior to federal authorization date**

Federal Strategy

Acronyms:

- **IM – Interstate Maintenance Funds**
- **NHS – National Highway System Funds**
- **NHPP – National Highway Performance Program**
- **BR – Bridge Funds**
- **BROS – Bridge Off-System Funds**
- **STP – Surface Transportation Program Funds**
- **RSTP – Regional Surface Transportation Funds (only for urbanized areas greater than 200,000 population)**
- **CMAQ – Congestion Mitigation & Air Quality Funds**
- **SPR – Statewide Planning & Research Funds**
- **PL – Metropolitan Planning Funds**
- **FTA – Federal Transit Agency**
- **FHWA – Federal Highway Administration**

Network for Success

Local Programs Workshop



FIRE OVERVIEW

September 26, 2013

Deborah A. Grant

Federal Programs' Manager

VDOT Programming Division

FIRE Process

- **The Financial Integrity Review & Evaluation (FIRE) is a federal audit mandated by Congress to all states.**
- **The purpose of FIRE is to review all inactive projects to ensure that federal funds are properly managed and utilized efficiently.**
- **The FIRE report consists of Inactive & Proactive projects separated by “Tiers”. States are required to respond to Tiers 1, 2, 3 and Proactive Tier 1. Due to a nationwide audit conducted early 2013, the Tiers were adjusted.**
 - **Inactive Projects:**
 - **Tier 1 – Inactive projects for past 12 months with unexpended obligation balance of more than \$200,000 (previously \$500,000)**
 - **Tier 2 – Inactive projects for past 18 months with unexpended obligation balance of \$50,000 to \$199,999 (previously 24 months)**

FIRE Process Cont.

- **Tier 3 – Inactive projects for past 36 months with unexpended obligation balance less than \$50,000**
- **Tier F1 – Inactive projects for past 9 months with unexpended obligation balance of more than \$500,000**

Proactive Projects:

- **Tier F2 – Future Tier 2 projects that will appear on next quarter's report as Tier 2 project if no action is taken**
- **Tier F3 – Future Tier 3 projects that will appear on next quarter's report as Tier 3 project if no action is taken**

THE FIRE PROCESS

- **The FIRE report is submitted to Programming Division by FHWA on a quarterly basis.**
- **Upon receipt of the report from FHWA, Programming Division follows a structured internal process to get information to respond to FHWA.**

THE FIRE PROCESS

- **The Planning Investment Manager (PIM) has a total of two weeks to review projects and provide comments. For locally administered projects, they will be coordinating with the appropriate local project manager.**
- **Upon completion of PD review of the information submitted, the FIRE report is submitted to FHWA with each projects' current status and action to be taken by VDOT based on district/division responses.**
- **FHWA has two weeks to review VDOT's findings and provide feedback.**

HELPFUL HINTS

When reviewing projects:

- **Provide information requested for the PHASE identified on report**
- **Provide clear and concise responses**
- **For projects with billing related issues, provide date you anticipate billing to incur**
- **For locally administered projects, provide date of contact and contact info in case follow-up is needed**

HELPFUL HINTS cont.

- **RW Projects – coordinate response with Central Office prior to responding**
- **Review participating and nonparticipating expenditures to ensure all eligible participating activities are charged to participating activity code in Cardinal to allow for billings**
- **If project was delayed causing delay in expenditures, need to provide “why” the delay**

HELPFUL HINTS cont.

- **Timely billings can help keep projects off FIRE report**
- **Working together to provide timely and complete responses helps ensure VDOT does not have funds deobligated**

QUESTIONS

Network for Success

Local Programs Workshop



Project Billing

September 26, 2013

Jan Vaughan

Urban Program Manager

VDOT Northern Virginia District

TIPS – TIMELY INVOICE PROCESSING

**Locally Administered Projects (LAP)
Manual Part III, Chapter 19**

<http://www.virginiadot.org>

“LAP Manual”

ADVANCE PREPARATION

- **Agreement has been executed; phase authorized on federal projects**
- **Establish a numbering system**
- **Determine which phases (PE, RW and/or CN) are involved**
- **Send an email to alert the invoice processor that your invoice is in the mail**

FORMAT THE INVOICE

- **Use the VDOT UPC – the project name is not enough**
- **List the timeframe covered by the invoice**
- **For Revenue Sharing projects, list the total amount spent but specify the 50% reimbursement amount**
- **Break down expenses by phase (PE, RW, CN)**

FORMAT THE INVOICE

- **Don't batch multiple invoices from the same consultant or contractor but on different project UPCs**
- **For Urban funded projects, don't calculate or withhold the 2% match**
- **If it is the final invoice, note "FINAL INVOICE" on the cover letter**

SAMPLE INVOICE

Jan.Vaughan@vdot.virginia.gov

Grant Program:		CFC Reimbursement # RE -	
UPC #	Project #	<input type="checkbox"/> Revised Project Schedule attached	
Project Phase: <input type="checkbox"/> PE <input type="checkbox"/> ROW <input type="checkbox"/> Construction			
<i>Attachments for Federal Construction:</i> <input type="checkbox"/> Civil Rights/DBE/EEO Report <input type="checkbox"/> Environmental Controls <input type="checkbox"/> Materials Used			
Project Description:			
Vendor/Contractor Name:			
Date of Invoice:	Invoice No:	Invoice Amount:	\$
Time Period Covered by Invoice: to			
Paid by CFC Check #		Check Date:	
Vendor/Contractor Name:			
Date of Invoice:	Invoice No:	Invoice Amount:	\$
Time Period Covered by Invoice: to			
Paid by CFC Check #		Check Date:	
TOTAL REIMBURSEMENT AMT. REQUESTED:		\$	
		<input type="checkbox"/> Revenue-Sharing Program: Above reimbursement request is for 50% of Total Amount Spent <i>Revenue-Sharing Program only: Total Amount Spent: \$</i> <input type="checkbox"/> N/A	

City staff has reviewed the above charges and approved the relevant invoice(s) for payment; the work was completed satisfactorily and has not been previously invoiced. Copies of the CFC pay request form(s), invoice(s) and cleared check(s) are attached. If check amount exceeds invoice amount, a screen shot from the CFC accounting program is also attached.

Submitted by: _____
Karin U. Battle, Contract Manager, DPW

BACKUP MATERIAL

“However, upon agreement between the LPA and the project coordinator in lieu of copies of invoices paid by the LPA, a one-page summary of what documentation the LPA has on file may be used, provided that the LPA’s Director of Finance, Accounting Manager, or local employee of similar position signs it. Where the LPA submits a one-page summary of documentation it has on file, it must also certify that such records are retained in accordance with state and federal (where federal funds are utilized) records retention requirements for future audit purposes.” LAP Manual page 19-5

FINAL REVIEW

- **Have the locality Project Manager review the invoice**
- **Check the math**
- **Supply the certifications**
 - ✓ **Invoice is accurate, work was done satisfactorily, work has not been previously invoiced**
 - ✓ **Civil Rights, DBE, EO**
 - ✓ **Environmental Controls**
 - ✓ **Materials Used**

FINAL REVIEW

Check the backup documentation

- ✓ **Proof of payment included (cancelled check)**
- ✓ **Progress report and narrative**
- ✓ **Documentation of local match provided**
- ✓ **Construction work orders on federally funded projects are approved by VDOT Project Coordinator**

FOLLOW UP

- **Advise the person who process your invoices if you haven't received payment within 60 days**
- **Remember, most funds have time limits for use; expenditures indicate progress**
- **Request a copy of the Cardinal "Locality Payment Template" spreadsheet used by VDOT**

LOCALITY PAYMENT TEMPLATE

UPC # 17687
 PAYMENT # 13

TIME PERIOD COVERED:
 LOCALITY 10/31/2012
 VDOT 3/31/2013

TYPE OF GRANT:	TOTAL GRANT:	PRIORITY #2			PRIORITY #3			PRIORITY #4			GRAND TOTALS
		PE	RW	CN	PE	RW	CN	PE	RW	CN	
		\$ 1,562,414.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,279,114.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ 6,167,296.00	\$ -	\$ -	\$ 87,178.00	\$ -	\$ -	\$ 6,254,474.00
	Total	\$ 1,562,414.00	\$ -	\$ -	\$ 6,167,296.00	\$ -	\$ -	\$ 87,178.00	\$ -	\$ -	\$ 8,533,588.00
REMAINING BALANCE		\$ 751,149.97	\$ -	\$ -	\$ 3,834,917.29	\$ -	\$ -	\$ 87,178.00	\$ -	\$ -	\$ 4,673,245.26
FEDERAL/STATE PARTICIPATING SHARE		98.00%			100.00%			98.00%			
		URBAN			RSTP			URBAN			
		CURRENT	TO-DATE PRIOR		CURRENT	TO-DATE PRIOR		CURRENT	TO-DATE PRIOR		
		PARTICIPATING	PARTICIPATING		PARTICIPATING	PARTICIPATING		PARTICIPATING	PARTICIPATING		
		EXPENDITURES	EXPENDITURES	Total	EXPENDITURES	EXPENDITURES	Total	EXPENDITURES	EXPENDITURES	Total	
VDOT EXPENDITURES:											
PE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
RW		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
CN		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL VDOT		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
LOCALITY'S SHARE OF VDOT EXPENDITURES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
LOCALITY EXPENDITURES:											
DIRECT COSTS:											
PE		\$ -	\$ 827,820.44	\$ 827,820.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
RW		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
CN		\$ -	\$ -	\$ -	\$ 443,378.21	\$ 1,866,354.16	\$ 2,309,732.37	\$ -	\$ -	\$ -	
SUBTOTAL DIRECT		\$ -	\$ 827,820.44	\$ 827,820.44	\$ 443,378.21	\$ 1,866,354.16	\$ 2,309,732.37	\$ -	\$ -	\$ -	
DONATED R/W (IN-KIND)											
LIMITATION TO MATCH INCURRED COSTS#		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
LESSER OR DONATED R/W & LIMITATION		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
MAXIMUM BENEFIT FOR DONATED IN-KIND		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
VALUE OF DONATED R/W TO DATE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(#LIMITS THE VALUE OF DONATED R/W TO THE FEDERAL MATCH AMOUNT)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL LOCALITY (DIRECT AND VALUE OF DONATED)		\$ -	\$ 827,820.44	\$ 827,820.44	\$ 443,378.21	\$ 1,866,354.16	\$ 2,309,732.37	\$ -	\$ -	\$ -	
TO DATE PROJECT TOTALS		\$ -	\$ 827,820.44	\$ 827,820.44	\$ 443,378.21	\$ 1,889,000.50	\$ 2,332,378.71	\$ -	\$ -	\$ -	
FEDERAL/STATE SHARE		\$ -	\$ 811,264.03	\$ 811,264.03	\$ 443,378.21	\$ 1,889,000.50	\$ 2,332,378.71	\$ -	\$ -	\$ -	
MAXIMUM FEDERAL/STATE PARTICIPATION		\$ 1,562,414.00	\$ 1,562,414.00	\$ 1,562,414.00	\$ 6,167,296.00	\$ 6,167,296.00	\$ 6,167,296.00	\$ 87,178.00	\$ 87,178.00	\$ 87,178.00	
AMOUNT OF FED/STATE PARTICIPATION		\$ -	\$ 811,264.03	\$ 811,264.03	\$ 443,378.21	\$ 1,889,000.50	\$ 2,332,378.71	\$ -	\$ -	\$ -	
(GRAND TOTAL CANNOT EXCEED MAX FED/STATE PARTICIPATION)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
AMOUNT DUE LOCALITY		\$ -	\$ 811,264.03	\$ 811,264.03	\$ 443,378.21	\$ 1,889,000.50	\$ 2,332,378.71	\$ -	\$ -	\$ -	\$ 443,378.21
AMOUNT OF FED/STATE PARTICIPATION		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LESS VDOT'S EXPENDITURES		\$ -	\$ -	\$ -	\$ -	\$ 22,646.34	\$ 22,646.34	\$ -	\$ -	\$ -	\$ -
REIMBURSEMENT DUE LOCALITY		\$ -	\$ 811,264.03	\$ 811,264.03	\$ 443,378.21	\$ 1,866,354.16	\$ 2,309,732.37	\$ -	\$ -	\$ -	\$ 443,378.21
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RECAP FOR CURRENT PAYMENT:											
LOCALITY'S TOTAL COSTS		\$ -	\$ -	\$ -	\$ 443,378.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DIRECT COSTS		\$ -	\$ -	\$ -	\$ 443,378.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SHARE OF DIRECT COSTS TO BE REIMBURSED (ACCT 1431)		\$ -	\$ -	\$ -	\$ 443,378.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 443,378.21
REMAINDER - LOCALITY SHARE OF DIRECT COSTS (ACCT 989)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LOCALITY'S SHARE OF VDOT EXPENDITURES (ACCT 1451)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amount of excess		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excess adjusted for participation rate		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amount of excess applied		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Remainder		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Good Job!



Network for Success

Local Programs Workshop



Project Billing – Locality Perspective

September 26, 2013

Toni P. Alger, PE

Project Support Office Manager –

City of Virginia Beach Public Works Engineering

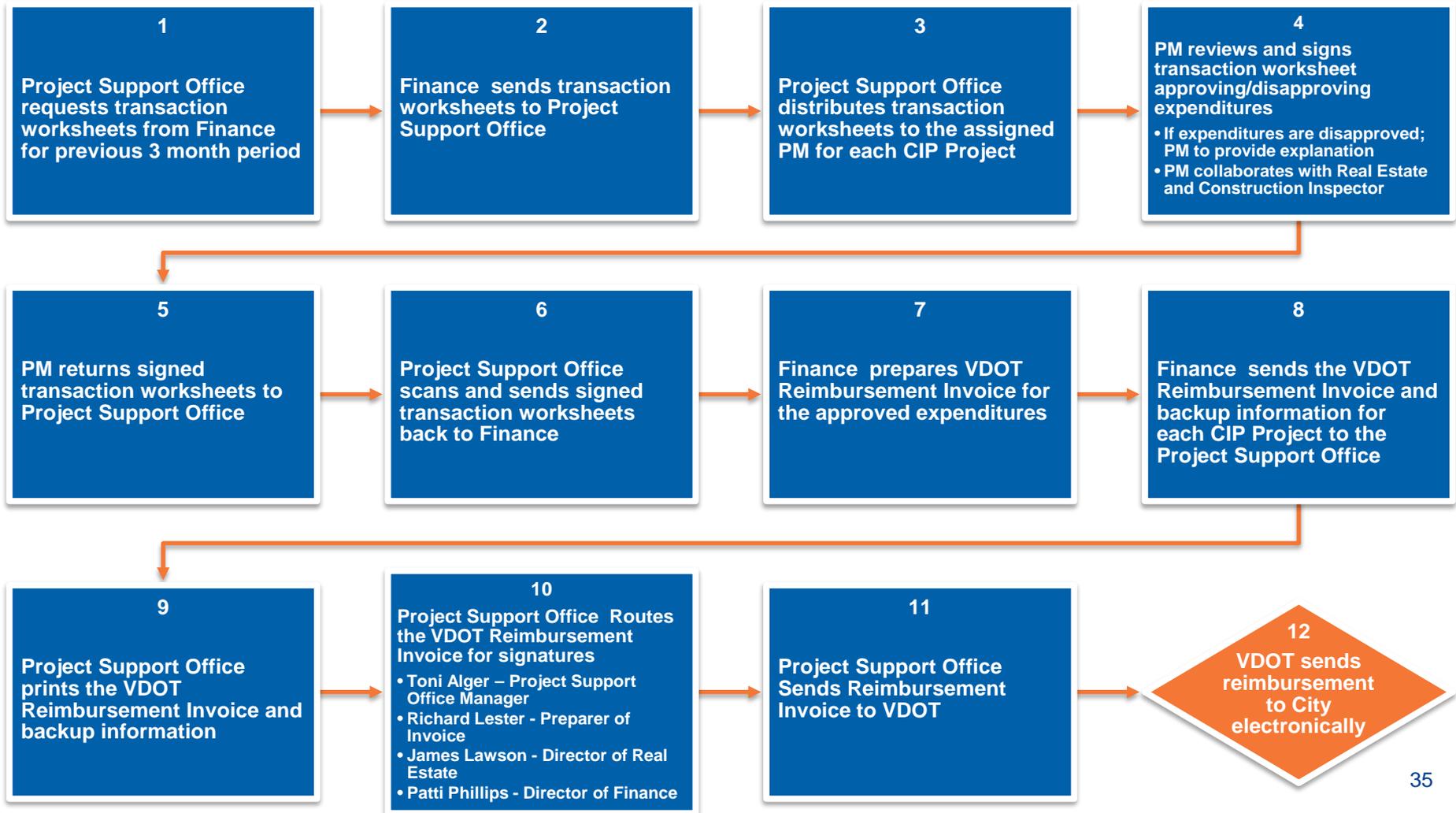
Overview

□ Reimbursement Request Process

□ Lessons Learned

- **Charging to the Proper Phase**
- **Do NOT Begin a Phase Before the Phase has been Authorized**
- **Financial Integrity Review and Evaluation List (FIRE)**

Reimbursement Request Process



Reimbursement Request Process

From: [Cindy B. Froman](#)
To: [Richard C. Lester](#)
Cc: [Lester](#)
Subject: Tonia P. Alger; Oneil R. Clarke
Date: Request for CIP Transaction Worksheets
 Wednesday, December 19, 2012 3:05:39 PM

Richard,

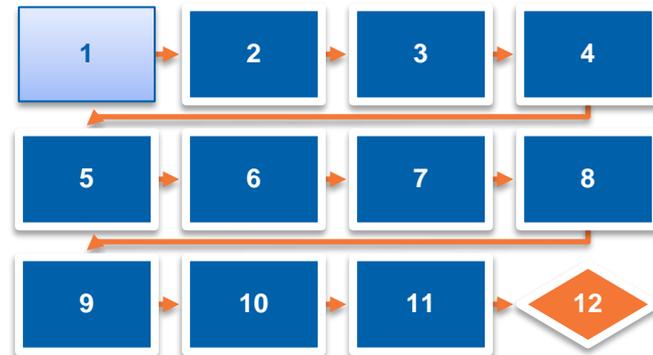
Please prepare and forward to me transaction worksheets for the following projects:

2-025	55202	Witchduck Road Phase II
2-157	12549	Lynnhaven Parkway Ph IX
2-177.003	93990	Kempsville & Brandon
2-178.001	86504	Va. Beach & Birdneck at First Colonial
2-178.008	86508	General Booth & London Bridge
2.178.014	93661	Independence & Buckner LTL
2-178.019	95892	21st St & 3 locations
2-420	103051	Progress Lane Extension
2-931	93254	Witchduck Road ARRA

Thank you!

Cynthia B. Froman
 Administrative Specialist II
 City of Virginia Beach
 Department of Public Works/Engineering Group
 2405 Courthouse Drive
 Virginia Beach, VA 23456
 Phone: 385-4131
 Fax: 385-5668

1. Project Support Office Requests Transaction Worksheets from Finance Department



Reimbursement Request Process

2. Finance Department Sends Transaction Worksheets to Project Support Office

CITY OF VIRGINIA BEACH Selected Project Detail Beginning Project Grant: 2145000, Ending Project Grant: 2145999

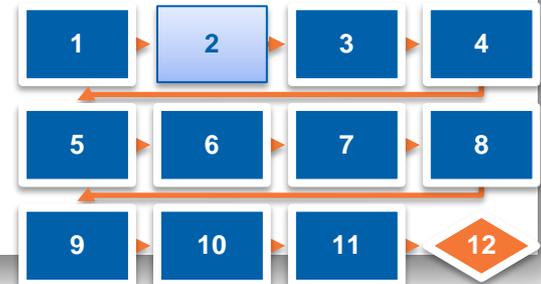
Date	Account-Number	Transaction Number	Vendors or Source-Category Description	Period Expenditures	Eligible for Reimbursement	Engineering E Acquisition ROW Construction C	Je Line Description
10/17/12	540.00000.603109.2145000...2000.0000.000000.0000	31PWCN090381.PWCN	CLARK NEXSEN ARCHITECTURE &	1,529.84			CIP 2-145 ORIGINAL ENCUMBRANCE
11/05/12	540.00000.603407.2145000...9000.0000.000000.0000	171288.	MARINE CHEMIST SERVICE INC	182.00			WESLEYAN DR IMPROVEMENTS
11/27/12	540.00000.609210.2145000...5000.0000.000000.0000	7PWCN120018.PWCN	: E V WILLIAMS CO INC	479,470.05			CIP 2-145 ORIGINAL CONTRACT - WESLEYAN DRIVE
11/27/12	540.00000.603109.2145000...2000.0000.000000.0000	13A.PWCN-10-0277A	MCDONOUGH BOLYARD PECK	38,122.90			CIP 2145 WO 3A \$862,538.48 TO THE SECOND YEAR TERM OF THE CONTRACT DATED FEBRUARY 1, 2010
12/04/12	540.00000.603109.2145000...2000.0000.000000.0000	32PWCN090381.PWCN	CLARK NEXSEN ARCHITECTURE &	1,529.85			CIP 2-145 ORIGINAL ENCUMBRANCE
12/10/12	540.00000.609210.2145000...5000.0000.000000.0000	8.PWCN-12-0018	E V WILLIAMS CO INC	493,391.65			CIP 2-145 ORIGINAL CONTRACT - WESLEYAN DRIVE
12/26/12	540.00000.603109.2145000...2000.0000.000000.0000	10929IN.PWCN-11-003	GET SOLUTIONS INC	1,491.94			CIP 2145 WO 10A \$8,527.92 TO THE SECOND YEAR TERM OF THE ANNUAL SERVICES CONTRACT DATED JULY 22, 2010
12/26/12	540.00000.603109.2145000...2000.0000.000000.0000	10928IN.PWCN-11-003	GET SOLUTIONS INC	4,003.99			CIP 2145 WO1B TO THE THIRD YEAR ANNUAL SERVICES CONTRACT DATED JULY 22, 2010
01/02/13	540.00000.603109.2145000...2000.0000.000000.0000	33.PWCN-09-0381	CLARK NEXSEN ARCHITECTURE &	2,729.85			CIP 2-145 ORIGINAL ENCUMBRANCE
01/22/13	540.00000.605101.2145000...4000.0000.000000.0000	AC#9867644412#08DE	(DOMINION VIRGINIA POWER	2,407.92			INVOICE FOR WR# 25-7492546 - GUY WIRE RELOCATION AT POLE IC23
01/22/13	540.00000.609210.2145000...5000.0000.000000.0000	9PWCN120018.PWCN	: E V WILLIAMS CO INC	238,611.54			CIP 2-145 ORIGINAL CONTRACT - WESLEYAN DRIVE
01/28/13	540.00000.603109.2145000...2000.0000.000000.0000	34.PWCN-09-0381	CLARK NEXSEN ARCHITECTURE &	4,649.85			CIP 2-145 ORIGINAL ENCUMBRANCE
Total expenditures this period				<u>1,268,121.38</u>	Total eligible for reimbursement		

Certification

I certify that the above listed expenditures have been reviewed and that the amounts listed for reimbursement are allowed per State and Federal regulations and that all required supporting documentation is on file in Department of Public Works.

Annette Hare
Project Manager

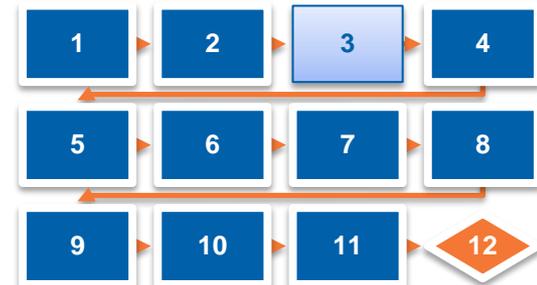
Date



Reimbursement Request Process

Number	CIP	UPC	Projects	Project Managers
1	2-018.002	78517	Bonney and Kentucky	Alex Paragas
2	2-025	55202	Witchduck Road Phase II	Julie Hannah
3	2-039	95983	Computerized Traffic Signal Retiming	Frank Hickman
4	2-048	51866	PA/ Kempsville	William Haggerty
5	2-145	52148	Wesleyan Drive	Annette Hare
6	2-150	84132	PA/ Salem	Alex Paragas
7	2-152	15828	Elbow Road Phase II	Julie Hannah
8	2-157	12549	Lynnhaven Parkway Phase IX	Norbert Kuhn
9	2-168	97737	Lesner Bridge Replacement	Chris Wojtowicz
10	2-177.001	93991	Holland & Windsor Oak Int. Imp.	Jessica Thompson
11	2-177.002	93992	N. Great Neck & Lynnhaven Int. Imp.	Oneil Clarke
12	2-177.003	93990	Kempsville & Brandon	Alex Paragas
13	2-177.004	93989	Holland Rd and Rosemont	Jessica Thompson
14	2-178.001	86504	Va. Beach & Birdneck at First Colonial	Tonia Alger
15	2-178.004	90151	Lynnhaven & S. Independence	Jessica Thompson
16	2-178.005	90149	London Bridge Rd. & Shipps Corner Rd. Inter. Imp.	Laurie Murphy
17	2-178.006	90150	Dam Neck Rd & Galvani	Lenard Darrow
18	2-178.008	86508	General Booth & London Bridge	Tonia Alger
19	2-178.011	93631	Va. Beach Blvd & Mediterranean Ave Signal	Jessica Thompson
20	2-178.012	93641	Northampton & Pleasure House Rd Intersection	William Morgan
21	2-178.013	93662	General Booth & Nimmo Pkwy	Lenard Darrow
22	2-178.014	93661	Independence & Buckner LTL	Oneil Clarke
23	2-178.015	93664	N. Lynnhaven Sidewalk	Oneil Clarke
24	2-178.016	95888	22nd St & 3 locations	Jessica Thompson
25	2-178.017	95887	22nd St & 2 locations	Jessica Thompson
26	2-178.018	95886	21st St & 2 locations	Jessica Thompson
27	2-178.019	95892	21st St & 3 locations	Jessica Thompson
28	2-178.020	97012	First Colonial Rd & Donna Blvd	Brian Proctor
29	2-178.021	95891	Holland & South Plaza Trail	Brian Proctor
30	2-178.022	95890	Providence & Lord Dunmore	Brian Proctor
31	2-178.023	96784	Independence Blvd Ped. Imp.	William Morgan
32	2-178.024	97215	Safe Routes to School	O'Neil Clarke
33	2-178.025	100540	Dam Neck & Harpers Rd. LTL	Annette Hare
34	2-178.026	100540	Shore Dr. & Lake Shores/ Gate 3 LTL	Annette Hare
35	2-178.027	100539	Providence PED Improvements	Annette Hare
36	2-190.002	84341	General Booth Blvd. & London bridge Rd. Ped. Crosswalk	Tonia Alger
37	2-190.003	84346	Independence & Lynn.	Jessica Thompson
38	2-190.004	84338	S. Independence and Dahlia	Jessica Thompson
39	2-190.005	84335	Rosemont Rd/ Lynnhaven Pkwy LTL	Jessica Thompson
40	2-256	15829	Indian River Road Phase VII	Julie Hannah
41	2-418	84366	Indian River & Kempsville Intersection Improv.	Taha Ataya
42	2-420	103051	Progress Lane Extension	Oneil Clarke
43	2-931	93254	Witchduck Road ARRA	William Haggerty
44	3-301	70305	Ferry Plantation House	Mark Reed
45	9-276	15149	Cape Henry Lighthouse	Mark Reed

3. Project Support Office Distributes Transaction Worksheets to the Assigned Project Manager for Each Project



Reimbursement Request Process

4. PM Reviews and Signs Transaction Worksheet Approving or Disapproving Expenditures

- If expenditures are disapproved; PM to provide explanation
- PM collaborates with Real Estate, Civil Rights and the Construction Inspector

Date	Account-Number	Transaction Number	Vendors or Source-Category Description	Period Expenditures	Eligible for Reimbursement	Engineering Acquisition ROW Construction C	Je Line Description
10/17/12	540.00000.603109.2145000...2000.0000.000000.0000	31PWCN090381.PWCN-	CLARK NEXSEN ARCHITECTURE &	1,529.84	1,529.84	E	CIP 2-145 ORIGINAL ENCUMBRANCE
11/05/12	540.00000.603407.2145000...9000.0000.000000.0000	171288.	MARINE CHEMIST SERVICE INC	182.00	182.00	C	WESLEYAN DR IMPROVEMENTS
11/27/12	540.00000.609210.2145000...5000.0000.000000.0000	7PWCN120018.PWCN-JE V	WILLIAMS CO INC	479,470.05	479,470.05	C	CIP 2-145 ORIGINAL CONTRACT - WESLEYAN DRIVE CIP 2145 WO 3A \$862,538.48 TO THE SECOND YEAR TERM OF THE CONTRACT DATED FEBRUARY 1, 2010
11/27/12	540.00000.603109.2145000...2000.0000.000000.0000	13A.PWCN-10-0277A	MCDONOUGH BOLYARD PECK	38,122.90	38,122.90	C	CIP 2-145 ORIGINAL ENCUMBRANCE
12/04/12	540.00000.603109.2145000...2000.0000.000000.0000	32PWCN090381.PWCN-	CLARK NEXSEN ARCHITECTURE &	1,529.85	1,529.85	E	CIP 2-145 ORIGINAL CONTRACT - WESLEYAN DRIVE
12/10/12	540.00000.609210.2145000...5000.0000.000000.0000	8.PWCN-12-0018	E V WILLIAMS CO INC	493,391.65	493,391.65	C	CIP 2-145 ORIGINAL CONTRACT - WESLEYAN DRIVE CIP 2145 WO 10A \$8,527.92 TO THE SECOND YEAR TERM OF THE ANNUAL SERVICES CONTRACT DATED JULY 22, 2010
12/26/12	540.00000.603109.2145000...2000.0000.000000.0000	10929IN.PWCN-11-003	GET SOLUTIONS INC	1,491.94	1,491.94	C	CIP 2145 WO1B TO THE THIRD YEAR ANNUAL SERVICES CONTRACT DATED JULY 22, 2010
12/26/12	540.00000.603109.2145000...2000.0000.000000.0000	10928IN.PWCN-11-003	GET SOLUTIONS INC	4,003.99	4,003.99	C	CIP 2-145 ORIGINAL ENCUMBRANCE
01/02/13	540.00000.603109.2145000...2000.0000.000000.0000	33.PWCN-09-0381	CLARK NEXSEN ARCHITECTURE &	2,729.85	2,729.85	E	INVOICE FOR WR# 25-7492546 - GUY WIRE RELOCATION AT POLE IC23
01/22/13	540.00000.605101.2145000...4000.0000.000000.0000	AC#9867644412#08DE	DOMINION VIRGINIA POWER	2,407.92	2,407.92	ROW	CIP 2-145 ORIGINAL CONTRACT - WESLEYAN DRIVE
01/22/13	540.00000.609210.2145000...5000.0000.000000.0000	9PWCN120018.PWCN-JE V	WILLIAMS CO INC	238,611.54	238,611.54	C	CIP 2-145 ORIGINAL CONTRACT - WESLEYAN DRIVE
01/28/13	540.00000.603109.2145000...2000.0000.000000.0000	34.PWCN-09-0381	CLARK NEXSEN ARCHITECTURE &	4,649.85	4,649.85	E	CIP 2-145 ORIGINAL ENCUMBRANCE
Total expenditures this period				1,268,121.38	Total eligible for reimbursement		

To be included on next request

(4,649.85)

1,263,471.53 This request adjusted total.

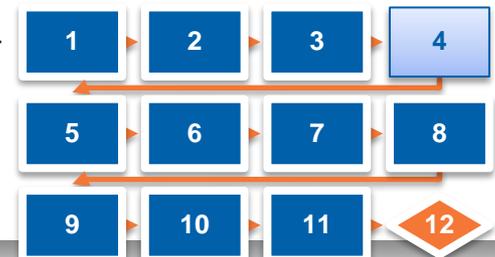
Certification

I certify that the above listed expenditures have been reviewed and that the amounts listed for reimbursement are allowed per State and Federal regulations and that all required supporting documentation is on file in Department of Public Works.

Annette Hare
Project Manager

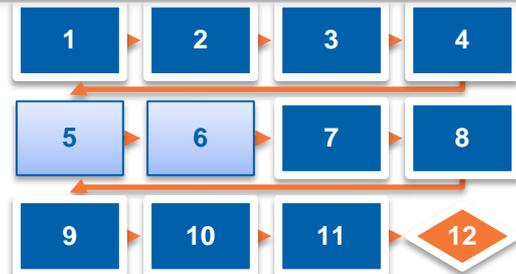
Date

2/19/2013



Reimbursement Request Process

5. PM Returns Signed Transaction Worksheets to Project Support Office
6. Project Support Office Scans and Sends Signed Transaction Worksheets back to Finance Department



Reimbursement Request Process

City Of Virginia Beach Urban Construction Initiative

Project Name: **Wesleyan Drive** Invoice Number: 2013-1
 CIP Number: 2-145
 UPC Number: 52148 Billing Period: 10/01/12 - 01/31/13
 Project Manager: Annette Hare
 Contract: Date Submitted: February 12, 2013
 Re-Submitted: June 27, 2013

Request Number	Invoice Number	Invoice Date	Invoice Amount	Adjustment Date	Adjustment Amount	Project to Date Requests for Reimbursements	Project to Date Collected	Balance Outstanding	Comments
1	2012-1	February 03, 2012	\$ 1,578,810.34		\$ -	\$ 1,578,810.34	\$ -	\$ -	Initial Invoice
2	2012-2	May 3, 2012	\$ 494,665.00		\$ -	\$ 2,073,475.34	\$ -	\$ -	
3	2012-3	August 1, 2012	\$ 1,564,389.13		\$ -	\$ 3,637,864.47	\$ -	\$ -	
4	2012-4	October 09, 2012	\$ 1,506,556.92		\$ -	\$ 5,144,421.39	\$ -	\$ -	
5	2013-1	February 12, 2013	\$ 1,263,471.53		\$ -	\$ 6,407,892.92	\$ -	\$ -	
6					\$ -		\$ -	\$ -	

Phase	Funding Summary Invoice Total				Funding Summary Project Life to Date Total			
	Total Federal Dollars Requested	State Dollars Requested	Local Match Applied	Total Project Expenditures	Total Federal Dollars Requested	State Dollars Requested	Local Match Applied	Total Project Expenditures
Pre. Eng.	\$ 4,631.63	\$ 1,157.91	\$ -	\$ 5,789.54	\$ 852,215.20	\$ 213,053.80	\$ -	\$ 1,065,269.00
Right of Way	\$ 1,926.34	\$ 481.58	\$ -	\$ 2,407.92	\$ 970,449.15	\$ 242,612.28	\$ -	\$ 1,213,061.43
Construction	\$ 1,004,219.28	\$ 251,054.81	\$ -	\$ 1,255,274.07	\$ 3,303,650.00	\$ 825,912.49	\$ -	\$ 4,129,562.49
Total	\$ 1,010,777.22	\$ 252,694.31	\$ -	\$ 1,263,471.53	\$ 5,126,314.35	\$ 1,281,578.57	\$ -	\$ 6,407,892.92

Approved by: _____
James Lawson, R.E.

Approved by: _____
Tonia Alger, P.E.

Submitted by: _____
Richard Lester, Consultant

Certification
 I certify that the above invoiced amounts are correctly calculated, the items being requested for payment have been used or installed on the project and the costs are allowable per State and Federal regulations. Documentation to support the invoiced amounts is on file in City of Virginia Beach.

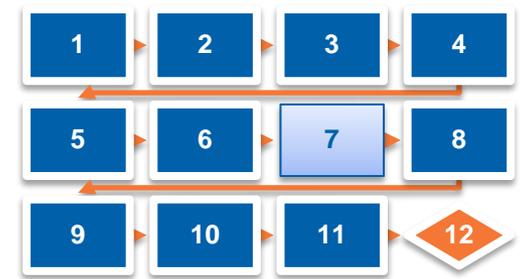
Patricia A. Phillips
Director of Finance

Date

Please remit payment to: **Virginia Beach City Treasurer**
 Municipal Center, Building 1, Room 116
 Virginia Beach, Virginia 23456

Please include CIP Number, Contract Number, and Invoice Number with Electronic Remittance.
 CIP 2145

7. Finance Prepares VDOT Reimbursement Invoice for the Approved Expenditures



Reimbursement Request Process

8. Finance Sends the VDOT Reimbursement Invoice and Backup Information for Each CIP Project to the Project Support Office

City Of Virginia Beach Urban Construction Initiative								
Project Name: Wesleyan Drive			Invoice Number: 2013-1					
CIP Number: 2145			Billing Period: 10/01/12 - 01/31/13					
UPC Number: 52148			Date Submitted: February 12, 2013					
Project Manager: Annette Hare			Re-Submitted: June 27, 2013					
Request Number	Invoice Number	Invoice Date	Invoice Amount	Adjustment Date	Adjustment Amount	Project to Date Requests for Reimbursements	Project to Date Collected	Balance Outstanding
1	2012-1	February 03, 2012	\$ 1,578,810.34		\$ -	\$ 1,578,810.34	\$ -	\$ -
2	2012-2	May 3, 2012	\$ 494,665.00		\$ -	\$ 2,073,475.34	\$ -	\$ -
3	2012-3	August 1, 2012	\$ 1,564,889.13		\$ -	\$ 3,637,864.47	\$ -	\$ -
4	2012-4	October 09, 2012	\$ 1,506,556.92		\$ -	\$ 5,144,421.39	\$ -	\$ -
5	2013-1	February 12, 2013	\$ 1,263,471.53		\$ -	\$ 6,407,892.92	\$ -	\$ -
6					\$ -		\$ -	\$ -

Funding Summary Invoice Total				Funding Summary Project Life to Date Total			
Phase	Total Federal Dollars Requested	State Dollars Requested	Local Match Applied	Total Project Expenditures	Total Federal Dollars Requested	State Dollars Requested	Local Match Applied
Pre-Eng	\$ 4,631.63	\$ 1,157.91	\$ -	\$ 5,789.54	\$ 852,215.20	\$ 213,053.80	\$ -
Right of Way	\$ 1,926.34	\$ 481.58	\$ -	\$ 2,407.92	\$ 970,449.15	\$ 242,612.26	\$ -
Construction	\$ 1,004,219.26	\$ 251,054.81	\$ -	\$ 1,255,274.07	\$ 3,303,650.00	\$ 825,912.49	\$ -
Total	\$ 1,010,777.23	\$ 252,694.31	\$ -	\$ 1,263,471.53	\$ 5,126,314.35	\$ 1,281,578.57	\$ -

UPC 52148 CIP 2145 Wesleyan Drive		
		02/12/13
Pay Voucher Documentation	Amount	Description
	1,529.84	Engineering
	1,529.85	
	2,729.85	
	0.00	
	2,407.92	ROW
	479,470.05	Construction
	493,391.65	
	238,611.54	
	1,491.94	
	4,003.99	
	182.00	
	38,122.90	
Total Documented	\$ 1,263,471.53	
Amount Requested	\$ 1,263,471.53	
Difference	\$ -	
PE	\$5,789.54	
RW	2,407.92	
Construction	1,255,274.07	
Total	\$ 1,263,471.53	

Approved by: _____
James Lawson, R.E.

Approved by: _____
Tonia Alger, P.E.

Submitted by: _____
Richard Lester, Consultant

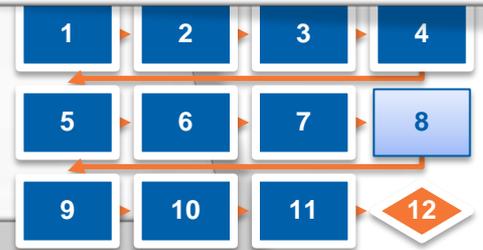
Certification
I certify that the above invoiced amounts are correctly calculated, the items being requested for payment have been used or installed on the project and the costs are allowable per State and Federal regulations. Documentation to support the invoiced amounts is on file in City of Virginia Beach.

Patricia A. Phillips
Director of Finance

_____ Date

Please remit payment to: **Virginia Beach City Treasurer**
Municipal Center, Building 1, Room 116
Virginia Beach, Virginia 23456

Please include CIP Number, Contract Number, and Invoice Number with Electronic Remittance. CIP 2145



Reimbursement Request Process

9. Project Support Office Prints the VDOT Reimbursement Invoice and Backup Information
10. Project Support Office Routes the VDOT Reimbursement Invoice for Signatures

Toni Alger – Project Support Office Manager
 Richard Lester – Preparer of Invoice
 James Lawson – Director of Real Estate
 Patti Phillips – Director of Finance

City Of Virginia Beach
Urban Construction Initiative

Project Name: Wesleyan Drive
 CIP Number: 2-145
 UPC Number: 52148
 Project Manager: Annette Hare
 Contract:

Invoice Number: 2013-1
 Billing Period: 10/01/12 - 01/01/13
 Date Submitted: February 12, 2013
 Re-Submitted:

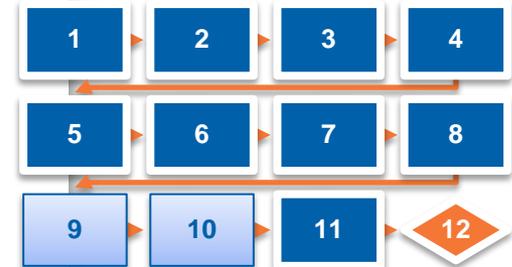
Request Number	Invoice Number	Invoice Date	Invoice Amount	Adjustment Date	Adjustment Amount	Project to Date Requests for Reimbursements	Project to Collect
1	2012-1	February 03, 2012	\$ 1,578,810.34		\$ -	\$ 1,578,810.34	\$
2	2012-2	May 3, 2012	\$ 494,665.00		\$ -	\$ 2,073,475.34	\$
3	2012-3	August 1, 2012	\$ 1,564,389.13		\$ -	\$ 3,637,864.47	\$
4	2012-4	October 09, 2012	\$ 1,506,556.92		\$ -	\$ 5,144,421.39	\$
5	2013-1	February 12, 2013	\$ 1,263,471.53		\$ -	\$ 6,407,892.92	\$
6					\$ -	\$ -	\$

Phase	Funding Summary Invoice Total			Funding Summary Project Life to Date			
	Total Federal Dollars Requested	State Dollars Requested	Local Match Applied	Total Project Expenditures	Total Federal Dollars Requested	State Dollars Requested	Local Match Applied
Pre. Eng.	\$ 4,631.63	\$ 1,157.91	\$ -	\$ 5,789.54	\$ 852,215.20	\$ 213,053.80	\$ -
Right of Way	\$ 1,926.34	\$ 481.58	\$ -	\$ 2,407.92	\$ 970,449.15	\$ 242,612.28	\$ -
Construction	\$ 1,004,219.26	\$ 251,054.81	\$ -	\$ 1,255,274.07	\$ 3,303,650.00	\$ 825,912.49	\$ -
Total	\$ 1,010,777.22	\$ 252,694.31	\$ -	\$ 1,263,471.53	\$ 5,126,314.35	\$ 1,281,578.57	\$ -

Approved by: James Lawson, R.E.
 Approved by: Toni Alger, P.E.
 Submitted by: Richard Lester, Consultant

Certification
 I certify that the above invoiced amounts are correctly calculated, the items being requested for payment have been used or installed on the project and the costs are allowable per State and Federal regulations. Documentation to support the invoiced amounts is on file in City of Virginia Beach.
Patricia A. Phillips
 Patricia A. Phillips
 Director of Finance
 Date: 2-20-13

Please remit payment to: Virginia Beach City Treasurer
 Municipal Center, Building 1, Room 116
 Virginia Beach, Virginia 23456
 Please include CIP Number, Contract Number, and Invoice Number with Electronic Remittance.
 CIP 2145



Reimbursement Request Process

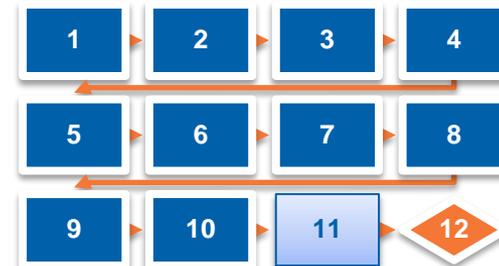
From: [Cndr. B. Froman](#)
To: kelly.walke@vdot.virginia.gov
Cc: [Tonia P. Akjer](mailto:Tonia.P.Akjer@VDOT.Virginia.gov); [Anthony Gibson](mailto:Anthony.Gibson@VDOT.Virginia.gov)
Subject: City of Virginia Beach UCI Reimbursement Invoices Resubmittals
Date: Monday, August 12, 2013 11:33:29 AM

Resubmittals of reimbursement invoices for the following projects have been mailed to your attention.

Project	UPC		Amount	Resubmit For
2-039	95983	Computerized Traffic Signal Retiming	\$901,877.26	2/8/2013
2-168	97737	Lesner Bridge Replacement	\$87,445.10	1/10/2013
2-177.001	93991	Holland & Windsor Oak Int. Imp.	\$52,560.55	10/9/2012
2-177.001	93991	Holland & Windsor Oak Int. Imp.	\$11,300.47	2/7/2013
2-177.002	93992	N. Great Neck & Lynnhaven Int. Imp.	\$246,898.15	2/7/2013
2-177.003	93990	Kempsville & Brandon	\$107,949.60	1/30/2013
2-178.004	90151	Lynnhaven Pkwy & S. Independence Blvd Int Imp	\$2,749.62	10/9/2012
2-178.011	93631	Va. Beach Blvd & Mediterranean Ave Signal	\$58,406.14	3/14/2013
2-178.012	93641	Northampton & Pleasure House Rd Intersection	\$48,706.76	2/7/2013
2-178.013	93662	General Booth & Nimmo Pkwy	\$149,853.38	3/14/2013
2-178.014	93661	Independence & Buckner LTL	\$116,596.32	10/9/2012
2-178.014	93661	Independence & Buckner LTL	\$17,681.31	1/10/2013
2-178.015	93664	N. Lynnhaven Sidewalk	\$120,559.81	2/7/2013
2-178.016	95888	22nd St & 3 locations	\$206,208.23	3/14/2013
2-178.017	95887	22nd St & 2 locations	\$107,251.02	3/14/2013
2-178.018	95886	21st St & 2 locations	\$76,361.92	3/14/2013
2-178.019	95892	21st St & 3 locations	\$199,868.03	1/10/2013
2-178.020	97012	First Colonial Rd & Donna Blvd	\$95,888.36	3/14/2013
2-178.021	95891	Holland & South Plaza Trail	\$2,646.41	12/10/2012
2-178.021	95891	Holland & South Plaza Trail	\$116,281.78	3/14/2013
2-178.025	100540	Dam Neck & Harpers Rd. LTL	\$30,197.38	3/14/2013
2-178.026		Shore Dr. & Lake Shores/ Gate 3 LTL		
2-190.004	84338	Independence/Dahlia	\$32,921.17	10/9/2012

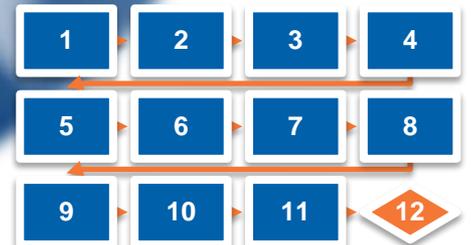
Cynthia B. Froman
 Administrative Specialist II
 City of Virginia Beach
 Department of Public Works/Engineering Group
 2405 Courthouse Drive
 Virginia Beach, VA 23456
 Phone: 385-4131
 Fax: 385-5668

11. Project Support Office Sends Reimbursement Invoice to VDOT



Reimbursement Request Process

12. VDOT Sends Reimbursement to City Electronically



Reimbursement Request Process

Things to Remember

- ❑ Verify Reimbursement Requests do not exceed allocated funding amounts

CIP Number	UPC Number	Project Name	Phase	Allocated Federal Amount	Allocated State Amount	Total Grant Amount	VDOT Expenses	Maximum Reimbursement to Locality (Est Proj Costs - Est.VDOT Expenses)	Federal % Participation for Funds Type	Maximum Federal Share Amount	State % Participation for Funds Type	Maximum State Share Amount	Expenditures to Date from InSite	Total Federal Dollars Requested	Total State Dollars Requested	Total Project Expenditures to Date Requested for Reimb.	Expenses not Reimbursed	Status
2-178.001	85504	VA Beach Blvd Sidewalk	Pre. Eng.	\$ 164,700	\$ 18,300	\$ 183,000	\$ 8,078	\$ 174,922	90%	\$ 157,430	10%	\$ 17,492	\$ 161,293.54	\$ 145,164.19	\$ 16,129.35	\$ 161,293.54	\$ -	Project Under
			Right of Way	\$ 35,100	\$ 3,900	\$ 39,000	\$ -	\$ 39,000	90%	\$ 35,100	10%	\$ 3,900	\$ 37,068.72	\$ 33,388.85	\$ 3,709.87	\$ 37,068.72	\$ -	
			Construction	\$ 1,319,400	\$ 146,600	\$ 1,466,000	\$ 5,245	\$ 1,460,755	90%	\$ 1,314,680	10%	\$ 146,076	\$ 1,279,219.66	\$ 1,108,077.33	\$ 123,119.70	\$ 1,231,197.03	\$ 48,022.63	Construction
			Total	\$ 1,519,200	\$ 168,800	\$ 1,688,000	\$ 13,323	\$ 1,674,677		\$ 1,507,209		\$ 167,468	\$ 1,477,611.92	\$ 1,286,630.36	\$ 142,958.93	\$ 1,429,589.29	\$ 48,022.63	
2-178.004	90151	Lynnhaven Pkwy/South Incependence	Pre. Eng.	\$ 52,028	\$ 5,781	\$ 58,000	\$ 620.08	\$ 57,380	90%	\$ 51,642	10%	\$ 5,738	\$ 57,188.72	\$ 51,469.85	\$ 5,718.87	\$ 57,188.72	\$ -	Project Complete - Combined with 2-190.003
			Right of Way	\$ -	\$ -	\$ -	\$ -	\$ -	90%	\$ -	10%	\$ -	\$ -	\$ -	\$ -	\$ -		
			Construction	\$ 35,411	\$ 3,935	\$ 44,000	\$ 7,364.03	\$ 36,636	90%	\$ 32,972	10%	\$ 3,664	\$ 31,980.32	\$ 28,782.29	\$ 3,198.03	\$ 31,980.32	\$ -	
			Total	\$ 87,439	\$ 9,715	\$ 162,000	\$ 17,725	\$ 94,016		\$ 84,614		\$ 9,402	\$ 89,169.04	\$ 80,252.14	\$ 8,916.90	\$ 89,169.04	\$ -	
2-178.005	90149	London Bridge/ Shipp's Corner	Pre. Eng.	\$ 70,038	\$ 7,782	\$ 73,000	\$ 2,479	\$ 70,521	90%	\$ 63,469	10%	\$ 7,052	\$ 75,340.36	\$ 67,806.32	\$ 7,534.04	\$ 75,340.36	\$ -	Project Complete, \$68.33 Not Billable
			Right of Way	\$ -	\$ -	\$ -	\$ -	\$ -	90%	\$ -	10%	\$ -	\$ -	\$ -	\$ -	\$ -		
			Construction	\$ 247,861	\$ 27,540	\$ 308,000	\$ 12,443.13	\$ 295,557	90%	\$ 266,001	10%	\$ 29,556	\$ 260,459.77	\$ 234,352.30	\$ 26,039.14	\$ 260,391.44	\$ 68.33	
			Total	\$ 317,899	\$ 35,322	\$ 381,000	\$ 14,922	\$ 366,078		\$ 329,470		\$ 36,608	\$ 335,800.13	\$ 302,158.62	\$ 33,573.18	\$ 335,731.80	\$ 68.33	
2-178.006	90150	Dam Neck/ Galvani	Pre. Eng.	\$ 75,790	\$ 8,421	\$ 156,000	\$ 5,788	\$ 150,212	90%	\$ 135,191	10%	\$ 15,021	\$ 78,822.86	\$ 70,940.57	\$ 7,882.29	\$ 78,822.86	\$ -	Project Complete
			Right of Way	\$ -	\$ -	\$ -	\$ -	\$ -	90%	\$ -	10%	\$ -	\$ -	\$ -	\$ -	\$ -		
			Construction	\$ 317,763	\$ 35,307	\$ 410,000	\$ 6,303.63	\$ 403,696	90%	\$ 363,327	10%	\$ 40,370	\$ 344,021.54	\$ 309,619.39	\$ 34,402.15	\$ 344,021.54	\$ -	
			Total	\$ 393,553	\$ 43,728	\$ 566,000	\$ 12,092	\$ 553,908		\$ 498,518		\$ 55,391	\$ 422,844.40	\$ 380,559.96	\$ 42,284.44	\$ 422,844.40	\$ -	

- ❑ Submit Reimbursement Requests at least every 90 days

Lessons Learned

- Charging to the Proper Phase**
- Do NOT Begin a Phase Before the Phase has been Authorized**
- Financial Integrity Review and Evaluation List (FIRE)**

Lessons Learned

❑ Charging to the Proper Phase



Date	Account-Number	Transaction Number	Vendors or Source-Category Description	Period Expenditures	Eligible for Reimbursement	Engineering Acquisition ROW Construction C	Je Line Description
10/17/12	540.00000.603109.2145000...2000.0000.000000.0000	31PWCN090381.PWCN-	CLARK NEXSEN ARCHITECTURE &	1,529.84	1,529.84	E	CIP 2-145 ORIGINAL ENCUMBRANCE
11/05/12	540.00000.603407.2145000...9000.0000.000000.0000	171288.	MARINE CHEMIST SERVICE INC	182.00	182.00	C	WESLEYAN DR IMPROVEMENTS
11/27/12	540.00000.609210.2145000...5000.0000.000000.0000	7PWCN120018.PWCN-	E V WILLIAMS CO INC	479,470.05	479,470.05	C	CIP 2-145 ORIGINAL CONTRACT - WESLEYAN DRIVE
11/27/12	540.00000.603109.2145000...2000.0000.000000.0000	13A.PWCN-10-0277A	MCDONOUGH BOLYARD PECK	38,122.90	38,122.90	C	CIP 2145 WO 3A \$862,538.48 TO THE SECOND YEAR TERM OF THE CONTRACT DATED FEBRUARY 1, 2010
12/04/12	540.00000.603109.2145000...2000.0000.000000.0000	32PWCN090381.PWCN-	CLARK NEXSEN ARCHITECTURE &	1,529.85	1,529.85	E	CIP 2-145 ORIGINAL ENCUMBRANCE
12/10/12	540.00000.609210.2145000...5000.0000.000000.0000	8.PWCN-12-0018	E V WILLIAMS CO INC	493,391.65	493,391.65	C	CIP 2-145 ORIGINAL CONTRACT - WESLEYAN DRIVE
12/26/12	540.00000.603109.2145000...2000.0000.000000.0000	10929JN.PWCN-11-003	GET SOLUTIONS INC	1,491.94	1,491.94	C	CIP 2145 WO 10A \$8,527.92 TO THE SECOND YEAR TERM OF THE ANNUAL SERVICES CONTRACT DATED JULY 22, 2010
12/26/12	540.00000.603109.2145000...2000.0000.000000.0000	10928JN.PWCN-11-003	GET SOLUTIONS INC	4,003.99	4,003.99	C	CIP 2145 WO1B TO THE THIRD YEAR ANNUAL SERVICES CONTRACT DATED JULY 22, 2010
01/02/13	540.00000.603109.2145000...2000.0000.000000.0000	33.PWCN-09-0381	CLARK NEXSEN ARCHITECTURE &	2,729.85	2,729.85	E	CIP 2-145 ORIGINAL ENCUMBRANCE
01/22/13	540.00000.605101.2145000...4000.0000.000000.0000	AC#9867644412#08DE	DOMINION VIRGINIA POWER	2,407.92	2,407.92	ROW	INVOICE FOR WR# 25-7492546 - GUY WIRE RELOCATION AT POLE IC23
01/22/13	540.00000.609210.2145000...5000.0000.000000.0000	9PWCN120018.PWCN-	E V WILLIAMS CO INC	238,611.54	238,611.54	C	CIP 2-145 ORIGINAL CONTRACT - WESLEYAN DRIVE
01/28/13	540.00000.603109.2145000...2000.0000.000000.0000	34.PWCN-09-0381	CLARK NEXSEN ARCHITECTURE &	4,649.85	4,649.85	E	CIP 2-145 ORIGINAL ENCUMBRANCE
Total expenditures this period				1,268,121.38	Total eligible for reimbursement		

To be included on next request

(4,649.85)

1,263,471.53 This request adjusted total.

Certification

I certify that the above listed expenditures have been reviewed and that the amounts listed for reimbursement are allowed per State and Federal regulations and that all required supporting documentation is on file in Department of Public Works.


 Annette Hare
 Project Manager


 Date

Lessons Learned

Financial Integrity Review and Evaluation List (FIRE)

➤ No Expenditures Requested for Reimbursement on an Active Phase

Project Name:	General Booth - Nimmo Pkwy Intersection	Invoice Number:	2012-3
CIP Number:	2-178.013	Billing Period:	05/01/12 - 06/30/12
UPC Number:	93662	Date Submitted:	August 1, 2012
Project Manager:	Keith Darrow	Re-Submitted:	
Contract:			

Request Number	Invoice Number	Invoice Date	Invoice Amount	Adjustment Date	Adjustment Amount	Project to Date Requests for Reimbursements	Project to Date Collected	Balance Outstanding	Comments
1	2012-1	February 6, 2012	\$ 65,074.16		\$ -	\$ 65,074.16	\$ -	\$ -	Initial Invoice
2	2012-2	May 3, 2012	4,840.50		\$ -	\$ 69,914.66	\$ -	\$ -	
3	2012-3	August 1, 2012	\$ 3,664.40		\$ -	\$ 73,579.06	\$ -	\$ -	
4					\$ -		\$ -	\$ -	
5					\$ -		\$ -	\$ -	
6					\$ -		\$ -	\$ -	

Funding Summary Invoice Total

Funding Summary Project Life to Date Total

Phase	Funding Summary Invoice Total				Funding Summary Project Life to Date Total			
	Total Federal Dollars Requested	State Dollars Applied	Local Match Applied	Total Project Expenditures	Total Federal Dollars Requested	State Dollars Applied	Local Match Applied	Total Project Expenditures
Pre. Eng.	\$ 3,203.46	\$ 355.94	\$ -	\$ 3,559.40	\$ 66,126.65	\$ 7,347.41	\$ -	\$ 73,474.06
Right of Way	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 94.50	\$ 10.50	\$ -	\$ 105.00	\$ 94.50	\$ 10.50	\$ -	\$ 105.00
Total	\$ 3,297.96	\$ 366.44	\$ -	\$ 3,664.40	\$ 66,221.15	\$ 7,357.91	\$ -	\$ 73,579.06

QUESTIONS???