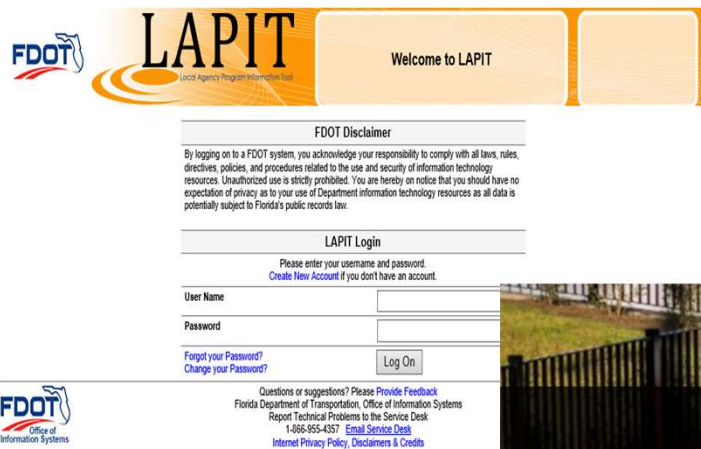


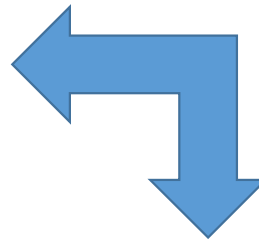
## **REQUEST FOR REIMBURSEMENT PROCEDURES (INVOICING)**

*Presented by: FDOT District 4 Local Programs*

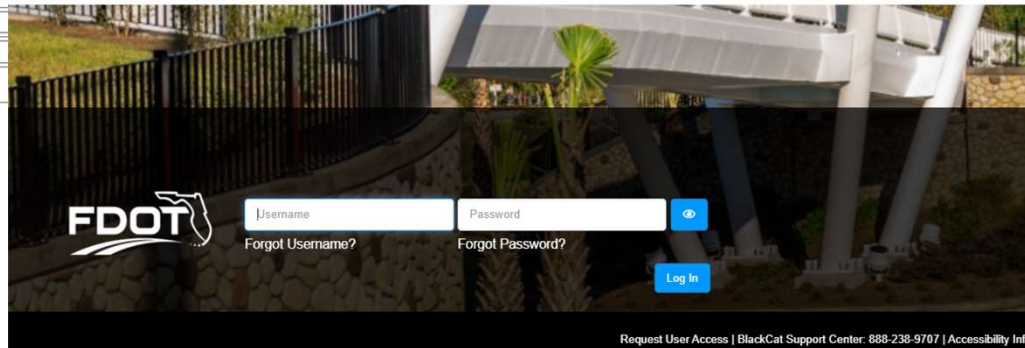
---



The screenshot shows the LAPIT login interface. At the top left is the FDOT logo. The main header area contains the text "LAPIT" in large letters, with "Local Agency Program Invoicing Tool" underneath. To the right of this is a "Welcome to LAPIT" message. Below the header is a "FDOT Disclaimer" section with a paragraph of text. Underneath is the "LAPIT Login" section, which includes a prompt to "Please enter your username and password" and a link to "Create New Account if you don't have an account." There are input fields for "User Name" and "Password", and a "Log On" button. At the bottom left of the login section are links for "Forgot your Password?" and "Change your Password?". At the bottom of the page is a footer with contact information: "Questions or suggestions? Please Provide Feedback", "Florida Department of Transportation, Office of Information Systems", "Report Technical Problems to the Service Desk", "1-888-955-4357", "Email Service Desk", and "Internet Privacy Policy, Disclaimers & Credits".

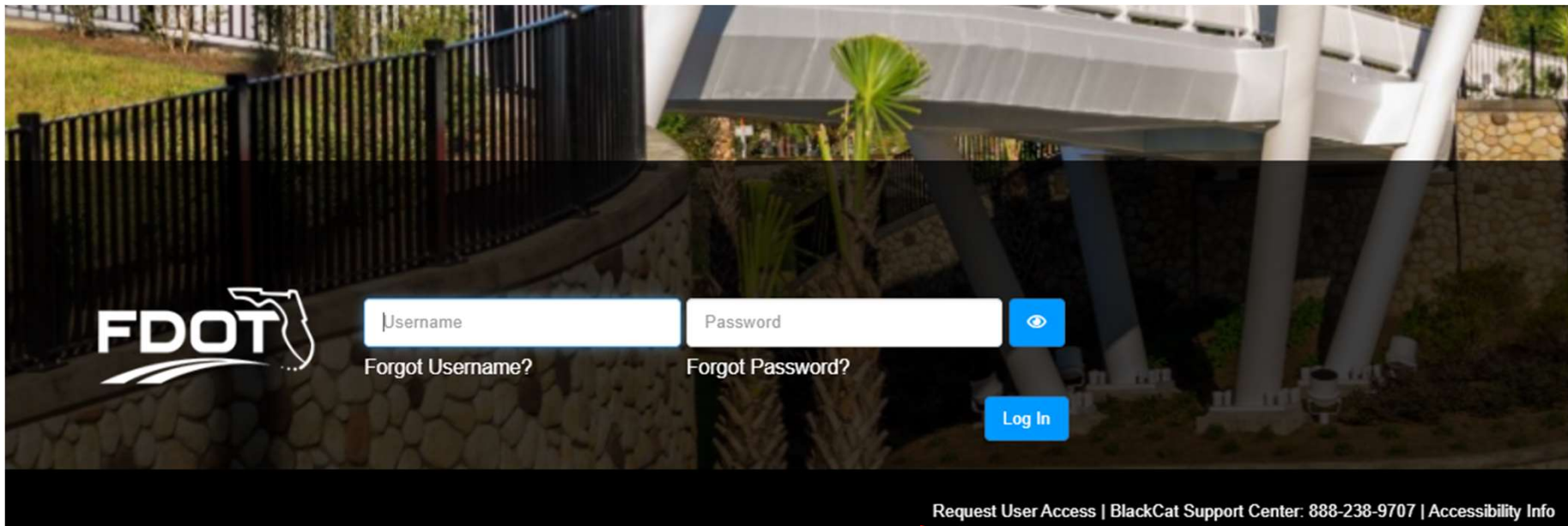


**Invoices are now  
submitted in GAP**



The screenshot shows the GAP login interface. It features the FDOT logo on the left. There are two input fields: "Username" and "Password". Below the "Username" field is a link for "Forgot Username?". Below the "Password" field is a link for "Forgot Password?". To the right of the "Password" field is a blue eye icon for toggling password visibility. Below the input fields is a blue "Log In" button. At the bottom of the page is a footer with the text: "Request User Access | BlackCat Support Center: 888-238-9707 | Accessibility Info".

**Please send an email notification to [D4-localprograminvoices@dot.state.fl.us](mailto:D4-localprograminvoices@dot.state.fl.us)**



If you don't currently have access, You will need to Request User Access.

For more information go to the FDOT Program Management Local Programs homepage at:

<https://www.fdot.gov/programmanagement/lp/lp>



- Details
- Tracking
- Documents
- Phases
- Invoices**
- Drawdowns
- Associated Applications
- FDOT Notes

## Agreements Invoices

### Agreement Details

Item Segment #: 431759-2 [Link to PSEE](#)

Project Description: 431759-2 - SR-60 @ 43RD AVENUE

Local Agency Contract:

### Invoices

[Add New](#)

	Document Name	EDMSID	Size	Uploaded By	Services From	Service End	Date Received	Financial Services	Status
<a href="#">Select</a>	Indian River County/G-0K60/431759-2-54-01/Invoice No. 3	11840315	26.00 MB	Jill Williams	10/1/2020	1/31/2021	6/9/2021		Submitted

Dashboard>Agreements>Agreement Details

Please use the following file name when submitting an invoice in GAP

**FM#/contract#/invoice#/description of project**

Once the invoice is uploaded, the Invoice Reviewer checks the invoice for Completeness.

If the invoice is incomplete or requires corrections, the invoice will be rejected.

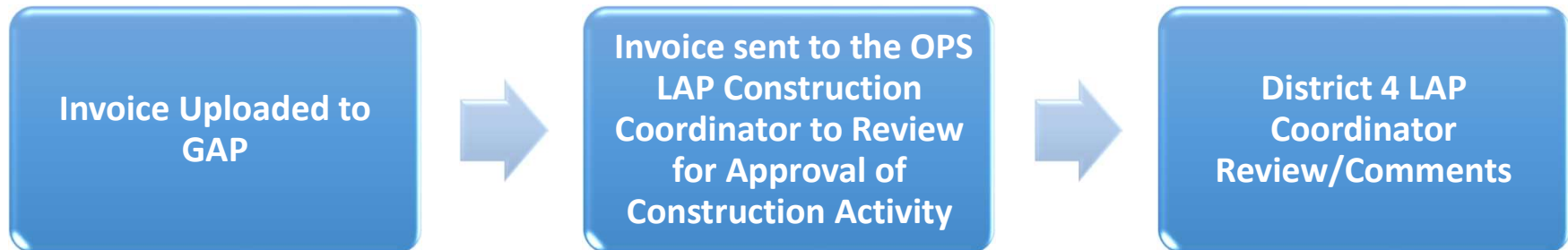
A revised Invoice will need to be resubmitted following corrections.

**Each Submission, whether it is the original or a revised copy  
requires a complete submission.**

Once a complete submission is received, reviewed, and all corrections have been made, the invoice will then be accepted.

---

# Reimbursement Process



# Reimbursement Process



**Agency Receives  
Comments/make  
necessary corrections  
and uploads revised  
copy to GAP**



**Once all comments are  
addressed, District LAP  
Coordinator submits to  
Financial Services for  
Processing**

## Teamwork gets the job done

### *The D4 Local Program Office and the Construction Office/Operation Center work hand in hand*

Task Management	District Local Program Office	Construction Office/Operation Center
Local Program Construction Oversight		
Ensure Local Agency and Contractor compliance with the Executed Local Agency Construction Contract	•	•
Attend Pre-Construction Meetings and Progress Meeting		•
Field/Site Visit(s)		•
Quarterly Construction Compliance Reviews		•
Conducting Monthly Project Monitoring and reporting		•
Change Order and Time Extensions	•	•
Invoice Review	•	•
Supplemental Amendments	•	
Monitor compliance w/ FDOT's Disadvantage Business Enterprise(DBE) program plan, Bid Opportunity, and Equal Employment Opportunity (EEO) requirements		•
Final Acceptance and Inspection		•
Close- out Package Coordination and Review	•	•
Contract Close-Out Request to Financial Services	•	
Performance Evaluations of the Local Agency	•	•

- ❖ OPS Construction confirms construction activity via site visit(s) and Project Monitoring Status Reports (PMSR)
- ❖ Verify quantities being billed match construction progress for the billing period
- ❖ Monitor/analyze any pay items over 100%
- ❖ Confirm non-participating pay items in the Bid Concurrence are not being billed
- ❖ Review Invoice submission for completeness and accuracy
- ❖ Provide comments for correction as needed



**Local Agency Agreements State:**

**“The recipient shall provide quantifiable, measurable, and verifiable units of deliverables as specified in Exhibit A”**

**Construction Reimbursement:**

- Invoice Submittal Checklist
- DFS form and Cost Summary
- Project Monitoring Status Report (PMSR)
- Application and Certification for Payment (Pay app)
- Schedule of Values (SOV)
- Proof of payment, cancelled check or proof of alternative payment method
- Construction Compliance with Specifications and Plans (700-010-38)
- Certification Disbursement of Previous Payment to Subcontractors (700-010-38)

**Professional Services Reimbursement:**

- Invoice Submittal Checklist
- DFS form and Cost Summary
- Project Monitoring Status Report (PMSR)
- Payroll documentation
- Proof of Payment

**Advertisement Reimbursement:**

- Invoice Submittal Checklist
- DFS form and Cost Summary
- Project Monitoring Status Report (PMSR)
- Copy of the advertisement
- Proof of Payment



## **ADDITIONAL DOCUMENTATION/INFO REQUIRED FOR FINAL INVOICES**

### **LAP (Federal Grant)**

- Final release of Liens
- Materials Certification Letter
- Contract Affidavit & Surety Consent (700-050-21)
- Final Inspection acceptance (525-010-42)
- LAP Record of Final Plans and Documentation (525-010-027)

### **State Funded Grant**

- A letter notifying the Department of the completion of construction of the project
- Engineer's Certification of Compliance (Exhibit C) signed and sealed by a Professional Engineer

## **Latest and Greatest Forms**

<https://www.fdot.gov/designsupport/Districts/D4LAP/D4LAP.shtm>

Doc: March 2021

## FDOT INVOICE SUBMITTAL CHECKLIST FDOT

PROJECT NAME: **A1A to SR 807**

DATE (MM/DD/YYYY):	0/00/00
INVOICE SUMMARY NO.:	3
FPID NO.:	438285-1-58-01
CONTRACT NO.:	G1087
CONTRACT EXPIRES ON (MM/DD/YYYY):	December 31,2022
AGENCY:	City of Florida
AGENCY STREET ADDRESS:	3400 W Commercial Blvd
AGENCY CITY, STATE, ZIP:	Ft. Lauderdale, FL 33015
VENDOR ID:	D69912531
DOT COORDINATOR:	Ramon Alvarez

This information can be found on the 1<sup>st</sup> page of the grant agreement

Type of Agreement

Type of Agreement:	<input checked="" type="checkbox"/> LAP	<input type="checkbox"/> CIGP	<input type="checkbox"/> SCOP	<input type="checkbox"/> TRIP	<input type="checkbox"/> OTHER Explain:
--------------------	---	-------------------------------	-------------------------------	-------------------------------	---

Listing the DOT coordinator makes sure your invoice is routed correctly

**REQUIRED DOCUMENTS**

DFS Summary	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cost Summary	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Project Monitoring Status Report	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Schedule of Values	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Certification Disbursement of Previous Periodic Payment to Subcontractors	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Certifications of Compliance with Plans & Specifications	<input type="checkbox"/> Yes	<input type="checkbox"/> No

List of Required Forms



# Florida Department of TRANSPORTATION

### SUPPLEMENTAL AGREEMENTS & RETAINAGE

Has Contract Been Amended (Time Extension, Increase/Decrease in Funding, etc.?)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date of last Contract Amendment (MM/DD/YYYY)		
Original Contract Amount (\$)		
Modified Contract Amount (\$)		
What percentage of retainage is being held (%)?		
Has retainage been reduced from previous invoice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please explain:		

Funding amounts and retainage information



### FINAL INVOICE?

FINAL INVOICE?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, is the retainage being paid out?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has Construction Close Out (Blue Folder) been submitted to FDOT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### FINAL INVOICES W/ CONSTRUCTION MUST ALSO SUBMIT

Final Release of Liens	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Materials Certification Letter	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contract Affidavit & Surety Consent (700-050-21)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Final Inspection Acceptance (500-010-40)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Record of Final Plans & Documentation (525-010-40)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Certifications of Compliance with Plans & Specifications	<input type="checkbox"/> Yes	<input type="checkbox"/> No

List of needed forms



Must be signed and dated

I certify, under penalties of perjury, that the Agency has complied with the provisions of this Agreement:

Signed: MUST BE SIGNED  
\_\_\_\_\_  
Local Agency Project Manager

Date: 0/00/00  
\_\_\_\_\_



**LOCAL AGENCY NAME**  
**LOCAL AGENCY ADDRESS**  
**Vendor ID: FXXXXXXXXXX**

1

# DFS Form

**Bill To:**  
 Florida Department of Transportation - District 4  
 3400 West Commercial Boulevard  
 Fort Lauderdale, Florida 33309-3421  
 Main: (866) 336-8435

This never changes.  
Do not edit.

**Project Name:**  
**FPID Number(s): XXXXX-X-XX-XX**

2

Last Updated: 07/2019

Invoice No.:	0
Invoice Period:	MM/DD/YY to MM/DD/YY
Total Invoice Amount	\$0.00
Total Invoice Amount FDOT Participating:	\$0.00
FDOT Contract/Agreement No.	GXXXX
FDOT Participation Total (\$)	\$0.00
FDOT Participation Amount (%)	100.00%
FDOT Contract Remaining Balance:	\$0.00

Invoice # for this contract

Period must match the Pay Apps being submitted.

FDOT Contract Number located on page 1 of agreement

% would be located on page 1 or page 2 of agreement and Exhibit B.

Project Phase(s) <small>Select from drop down menu. Must match Exhibit B of Agreement.</small>	FDOT MAX Participation Amount by Phase	TOTAL Invoice Amount by Phase	FDOT Non-Participating Amount by Phase	FDOT Participating Amount by Phase	Invoice Amount for FDOT Reimbursement	Total FDOT Previous Payments	Remaining Balance by Phase
Phase 34/38: Preliminary Engineering	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Phase 54/58: Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Phase 64/68: Construction, Engineering and Inspection	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Equipment							
In-house Costs*:							
Salaries							
Fringe Benefits							
Contractual Services							
Other Direct Costs							
a.							
b.							
c.							
d.							
e.							
f.							
<b>Totals:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

\*Must be pre-approved by FDOT prior to executing the Grant Agreement.

**Request for Payment Certification as Required by 2 CFR 200.415:**

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award (ONLY applicable to Federal-aid assisted contracts). I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

Authorized Official Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

Must be signed and dated by staff for LAP Grants

1. All information in this box will be completed by the local agency. The vendor number can be found on the front page of agency's agreement with FDOT.
2. This information can be obtained from Page 1 of the agreement.
3. Select the lines from the drop-down menu. These lines must match the Exhibit B of the agreement. Some agreements may only have one line, others may have two or three.
4. Enter numbers based on the Exhibit B. These will remain the same for the life of the project unless a SA is processed to add or remove funds.
5. Enter amounts based on support documentation. Separate between appropriate lines. If one line has no charges during the request in the package enter \$0.00.
6. Non-participating items are found in the bid concurrence. Add up the total of all Non-Participating items that you highlighted on the SOV. Multiply that total by the retainage percentage shown on the Application for Payment then subtract that amount from the total of the Non-Participating items
7. Enter amounts based on previous payments processed/reimbursed by the Department on other invoices.

## Cost Summary

**LOCAL AGENCY NAME**  
**LOCAL AGENCY ADDRESS**  
 Vendor ID: FXXXXXXXXXX

1

**Bill To:**  
 Florida Department of Transportation - District 4  
 3400 West Commercial Boulevard  
 Fort Lauderdale, Florida 33309-3421  
 Main: (866) 336-8435

This never changes.  
Do not edit.

**Project Name:**  
 FPID Number(s): XXXXXX-X-XX-XX

2

Invoice No.: 0  
 Invoice Period: MM/DD/YY to MM/DD/YY  
 Total Invoice Amount \$0.00  
 Total Invoice Amount FDOT Participating: \$0.00  
 FDOT Contract/Agreement No. GX000  
 FDOT Participation Total (\$) \$0.00  
 FDOT Participation Amount (%) 100.00%  
 FDOT Contract Remaining Balance: \$0.00

Invoice No. must be after the invoice number previously submitted.

Period must match the Pay Apps being submitted.

These lines will be populated automatically

- All information in this box will be completed by the local agency. The vendor number can be found on the front page of agency's agreement with FDOT.
- This information can be obtained from Page 1 of the agreement.
- It is the date the Contractor signed the Pay App
- This is the Application for Payment number found at the top of the Pay App document.
- The amount the agency paid the Contractor (Current Payment Due amount on Application for Payment).
- Subtract Grant Non-Participating Amount from Vendor Amount.
- Non-participating items are found in the bid concurrence. Add up the total of all Non-Participating items that you highlighted on the SOV. Multiply that total by the retainage percentage shown on the Application for Payment then subtract that amount from the total of the Non-Participating items
- Look at cancelled check. If paid electronically, there will be some sort of transaction number.
- Date on check or transaction date if paid electronically.

### COST SUMMARY

VENDOR	INVOICE DATE	INVOICE #	VENDOR AMOUNT	GRANT PARTICIPATING AMOUNT	GRANT NON-PARTICIPATING AMOUNT	CHECK #	PAYMENT DATE
	3	4	5	6	7	8	9
	\$	\$	\$	\$	\$		
	\$	\$	\$	\$	\$		
	\$	\$	\$	\$	\$		
	\$	\$	\$	\$	\$		
	\$	\$	\$	\$	\$		
	\$	\$	\$	\$	\$		
<b>Total:</b>			\$	\$	\$		

The name of the Contractor



Example of Pay Application

FROM(CONTRACTOR): VIA (A/E):

APPLICATION NO: PERIOD TO: ARCHITECT'S PROJECT NO: Distribution to: OWNER ARCHITECT CONTRACTOR

Period must match the Pay Apps being submitted and be after the Period to on the Prior App

Please Check the Math It must match the SOV

CONTRACTOR'S APPLICATION FOR PAYMENT. Includes sections for Change Order Summary, Retainage, and Engineer's Certificate for Payment.

When discrepancies are found in the SOV, written justification for the difference will need to be provided by the agency

The date the contractor signs the Pay app should be the date of the invoice on the Cost Summary



# Florida Department of TRANSPORTATION

## Schedule of Values (SOV)

This Form is for demonstration purposes

APPLICATION NO:  
APPLICATION DATE:  
PERIOD TO:  
CONTRACT NO:  
PROJECT NO:

Should be the "Period To" date on Application for Payment.

A ITEM NO.	B DESCRIPTION OF WORK	C UNIT	D QTY	E UNIT PRICE	F AMOUNT	G PREVIOUS QTY	H PREVIOUS AMOUNT	I CURRENT QTY	J CURRENT AMOUNT	K MATERIALS PREVIOUSLY STORED (NOT IN D OR E)	L TOTAL COMPLETED AND BILLED TO DATE	M % (L/F)	N BALANCE TO PERFORM (C - L)	O RETAINAGE (P VARIABLE RATE)	
															QTY
1	MOBILIZATION	LB	1	\$105,540.00	\$ 105,540.00	0.50	\$52,770.00	0.25	\$26,385.00		0.75	\$80,520.00	77%	-23,670.00	17%
2	PreBid Construction Value	LB	1	\$2,860.00	\$ 2,860.00	0.50	\$1,430.00	0.50	\$1,430.00		0.50	\$1,430.00	50%	-1,430.00	17%
3	CONSTRUCTION LAYOUT & AS-BUILT SURVEY	LB	1	\$5,950.00	\$ 5,950.00	0.50	\$2,975.00	0.50	\$2,975.00		0.50	\$2,975.00	50%	-2,975.00	17%
4	MAINTENANCE OF TRAFFIC	LB	1	\$55,090.00	\$ 55,090.00	0.75	\$41,317.50	0.15	\$12,783.50		0.90	\$56,581.00	90%	-14,509.00	17%
5	EROSION CONTROL - SILT FENCE TYPE II	LF	13000	\$0.70	\$ 9,100.00	1096.00	\$7,672.00	1305.00	\$925.00		3301.00	\$2,340.81	27%	-6,759.19	17%
6	STRAILING AND GRITTING	LF	1	\$58,540.00	\$ 58,540.00	0.50	\$29,270.00	0.50	\$29,270.00		1.00	\$58,540.00	100%	\$0.00	17%
7	EXCAVATION	CY	1750	\$23.94	\$ 41,895.00	1750.00	\$41,895.00		\$0.00		1750.00	\$41,895.00	100%	\$0.00	17%
8	OPTIONAL BASE GRADE GROUP 1	BT	2660	\$2.96	\$ 7,873.60	2660.00	\$7,873.60		\$0.00		2660.00	\$7,873.60	100%	\$0.00	17%
9	OPTIONAL BASE GROUP 11 - COBBLE	BT	1270	\$23.50	\$ 29,845.00	1270.00	\$29,845.00		\$0.00		1270.00	\$29,845.00	100%	\$0.00	17%
10	MILLING EXIST ASPH PAVT, 1" MIXING - 1 1/2" LIFT DRYER	BT	48870	\$0.82	\$ 40,073.40	47935.00	\$39,342.70	935.00	\$770.70		48870.00	\$40,073.40	100%	\$0.00	17%
11	IN-PLACE ASPHALT CONCRETE, Traffic C, 1 1/2" Thick	1000	4063	\$80.00	\$ 325,040.00	0.00	\$0.00	4063.00	\$325,040.00		4063.00	\$325,040.00	100%	\$0.00	17%
12	IN-PLACE ASPHALT CONCRETE, Traffic C, 2" Thick	1000	124	\$287.00	\$ 35,488.00	0.00	\$0.00	124.00	\$35,488.00		124.00	\$35,488.00	100%	\$0.00	17%
13	CONCRETE SIDEWALK 4"	BT	130	\$57.30	\$ 7,449.00	0.00	\$0.00	130.00	\$7,449.00		130.00	\$7,449.00	100%	\$0.00	17%
14	CONCRETE SIDEWALK 6"	BT	335	\$57.30	\$ 19,183.50	0.00	\$0.00	335.00	\$19,183.50		335.00	\$19,183.50	100%	\$0.00	17%
15	WOODING	BT	2660	\$2.96	\$ 7,873.60	0.00	\$0.00	2660.00	\$7,873.60		2660.00	\$7,873.60	100%	\$0.00	17%
16	EMBANKMENT	CY	700	\$19.80	\$ 13,860.00	690.00	\$11,766.00	90.00	\$1,094.00		700.00	\$13,860.00	100%	\$0.00	17%
17	ALLOCATE FOR UTILITY	EACH	1	\$5,540.00	\$ 5,540.00	0.00	\$0.00	1.00	\$5,540.00		1.00	\$5,540.00	100%	\$0.00	17%
SIGNING AND STRIPING															
18	REFLECTIVE PAVEMENT MARKERS	EACH	1070	\$3.50	\$ 3,745.00	0.00	\$0.00	1070.00	\$3,745.00		1070.00	\$3,745.00	100%	\$0.00	17%
19	THERMOPLASTIC, STANDARD, WHITE, SOLID, 6"	LF	25108	\$0.80	\$ 20,086.40	0.00	\$0.00	25108.00	\$20,086.40		25108.00	\$20,086.40	100%	\$0.00	17%
20	THERMOPLASTIC, STANDARD, WHITE, SOLID, 12"	LF	770	\$2.70	\$ 2,079.00	0.00	\$0.00	770.00	\$2,079.00		770.00	\$2,079.00	100%	\$0.00	17%
21	THERMOPLASTIC, STANDARD, WHITE, SOLID, 24"	LF	240	\$2.40	\$ 576.00	0.00	\$0.00	240.00	\$576.00		240.00	\$576.00	100%	\$0.00	17%
22	THERMOPLASTIC, STANDARD, WHITE, GUEDELINI 6" - 2' BUMP GAP	LF	2831	\$0.80	\$ 2,264.80	0.00	\$0.00	2831.00	\$2,264.80		2831.00	\$2,264.80	100%	\$0.00	17%
23	THERMOPLASTIC, STANDARD, YELLOW, SOLID, 6"	LF	2470	\$0.80	\$ 1,976.00	0.00	\$0.00	2470.00	\$1,976.00		2470.00	\$1,976.00	100%	\$0.00	17%
24	THERMOPLASTIC, STANDARD, YELLOW, SOLID, 12"	LF	2520	\$4.00	\$ 10,080.00	0.00	\$0.00	2520.00	\$10,080.00		2520.00	\$10,080.00	100%	\$0.00	17%
25	THERMOPLASTIC, STANDARD, WHITE, ARROWS & LIKE LANE ARROW	EACH	12	\$10.42	\$ 125.04	0.00	\$0.00	12.00	\$125.04		12.00	\$125.04	100%	\$0.00	17%
26	SINGLE POINT BUMP (NEW) (BUMP) (1200) NEW BUMP POSTS	EACH	14	\$150.00	\$ 2,100.00	0.00	\$0.00	14.00	\$2,100.00		14.00	\$2,100.00	100%	\$0.00	17%
27	SINGLE PANEL (NEW) (CONCRETE) (1200) NEW EDGE LANE ARROW	EACH	12	\$150.00	\$ 1,800.00	0.00	\$0.00	12.00	\$1,800.00		12.00	\$1,800.00	100%	\$0.00	17%
28	PAVEMENT MARKINGS - THERMOPLASTIC - MESSAGE - SCHOOL	EACH	2	\$364.00	\$ 728.00	0.00	\$0.00	2.00	\$728.00		2.00	\$728.00	100%	\$0.00	17%
29	PAVEMENT MARKINGS - THERMOPLASTIC - MESSAGE - MAN ON SIDE SYMBOL	EACH	15	\$182.00	\$ 2,730.00	0.00	\$0.00	15.00	\$2,730.00		15.00	\$2,730.00	100%	\$0.00	17%
SIGNAL ITEMS															
30	REPLACE TYPE B LOOPS (DATA 20-60 & 119-60)	EACH	4	\$1,400.00	\$ 5,600.00	0.00	\$0.00	4.00	\$5,600.00		4.00	\$5,600.00	100%	\$0.00	17%
31	REPLACE TYPE F LOOPS (DATA 70-60 & 79-60)	EACH	5	\$1,400.00	\$ 7,000.00	0.00	\$0.00	5.00	\$7,000.00		5.00	\$7,000.00	100%	\$0.00	17%
Total Original Contract					\$1,048,884.88				\$1,048,884.88		\$807,174.83	48%	-241,710.05	17%	
Adjustments by Change Order					\$0.00	0.00	\$0.00	1.00	\$0.00		\$0.00	0%	\$0.00	0%	
Subtotal Change Orders					\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	
Total Contract Amount					\$1,048,884.88	\$0.00	\$0.00	\$1,048,884.88	\$0.00	\$807,174.83		\$807,174.83	48%	-241,710.05	\$0.00

Unit Cost multiplied by the Current Quantity should equal the amount currently being billed for each line item





Once a complete invoice is received, the Department has 20 days to process the payment.

10

The district coordinator and construction have 10 days to review and comment

10

The completed invoice is sent to D4 Financial Services, and they have 10 days to review and submit to DFS

120

The Recipient must submit the final invoice on the Project to the Department within 120 days after the completion of the Project.

***Invoices submitted after the 120-day time period may not be paid.***

Verify timeline for each project with the executed agreement



## **Contract close-out to Financial Services Offices (FSO)**

The Recipient must submit the final invoice on the Project to the Department within **120** days after the Final Acceptance of the Project.

- 1. LAP Record of Final Plans and Documents (**Form 525-010-47**)
  
- 2. Final Invoice
  - Must show Final Construction Project Cost and Final Plan Quantities
  - Supporting Documentation must attest that all DBEs and Subs have been paid
  - Confirmation that Final Reimbursement was received & that no further billing will occur
  
- 3. Final Inspection and Acceptance of Federal Aid Project (**Form 525-010-42**)
  
- 4. Materials Certification (**From Local Agency for Off System, From State Materials if On System**)
  
- 5. Local Program Performance Evaluation (**Form 525-010-50**)

<https://www.fdot.gov/programmanagement/lap/forms/lapforms.shtm>



Once an invoice has been accepted and sent to FSO, it goes to Department of Financial Services for approval and payment.



Verifying payments can be done by asking your Program Coordinator, or by accessing the Florida State Comptrollers Vendor Payment History webpage.

**<https://fs.fldfs.com/dispub2/cvnhphst.htm>**



**Project funds reimbursement is subject to:**

- Eligible costs
- Availability of funds as stated in the Executed Grant Agreement
- Approval of all plans, specifications, contracts or other obligating documents
- Department approval of project scope
- Quarterly/Monthly Invoice submittals- Quarterly required, monthly preferred

# QUESTIONS

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