

Asset Management Invoicing Guidelines

As per the contract, the invoice and documentation must be acceptable to the Department, FHWA and FEMA. As reimbursement by the Department is limited to the amount that will be reimbursed by FHWA and FEMA, as applicable, 100% of the costs incurred by the Asset Management contractor may not be reimbursed. In order to facilitate reimbursement and filing with FHWA and/or FEMA, invoices by the Asset Management Contractor must contain:

For FHWA reimbursable portion:

A summarized statement of invoice:

- Contract Number and Supplemental Agreement Number
- Financial Project Number
- Approved Detail Damage Inspection Report (DDIR) Number
- Emergency Relief Work by Asset Management Contractor including labor, equipment, materials and supplies in the first 180 days @ 100%
- Emergency Relief Work by Asset Management Contractor including labor, equipment, materials and supplies after 180 days @ 80%, (@ 90% for Interstate)
- Work by subcontractors in the first 180 days @ 100% for paid invoices to the Subcontractor by the Asset Management Contractor
- Work by subcontractors after 180 days @ 80%, (@ 90% for Interstate), for paid invoices to the Subcontractor by the Asset Management Contractor

Permanent repair and reconstruction work must be invoiced separately at 80% for each financial project and DDIR based upon a paid invoice to the subcontractor by the Asset Management Contractor.

For FEMA reimbursable portion:

Information needed to verify reimbursable cost percentages for FEMA (Debris Removal):

1. Type of work - (example: Debris Removal)
2. Occurrence - (example: 2nd pass pick up, 3rd, pass pick up)
3. Dates of occurrence/Amount (\$) per day

Invoices must be reviewed and approved by the project manager and submitted to the Disbursement Operations Office or District Financial Services Office, as applicable, within 10 calendar days of receipt. Once audited for compliance to contract terms and other requirements, the invoice should be forwarded within 10 days to Fay Groves in the Financial Management Office. Fay, in conjunction with Teresa Mast in the Financial Management Office (if FEMA reimbursable charges) will audit for the appropriate percentage to reimburse and reflect such on the CIT. The payment package will then be returned to the applicable District or Financial Services Office or Disbursement Operations Office within 10 days for input to FLAIR.

Upon payment by FHWA/FEMA, Fay Groves or Teresa Mast, as applicable, will validate that the amount received is equal to the amount that had been paid to the Asset Management Contractor. Any overpayment will be billed to the Asset Management Contractor and paid in accordance with the contract.