

# Project Delivery Academy

## Module 2: Federal Authorization and Project Accounting

### Contracts Payable Team

Thomas Kaye  
Natalia Calderon  
Robert Whitten  
Sydney Anderson

## AP Manager – Thomas Kaye

Tom led and inspired the AP team to submit numerous Innovations for FY25. Tom has BIG Continuous Improvement plans for the AP teams in FY26! Ask him about them.



### Accounts Payable Manager -

- Tom oversees the incredibly dedicated staff!
- Ensures timely payment expenditures for ADOT
- AP Performance Measures
- Implementation of efficiencies and improvements for the benefit of Arizona through Arizona Management System

## CP Supervisor – Natalia Calderon

Natalia has been with the Contracts Payable team since July 2022. She was promoted from the CP Accountant I to supervisor in October 2023.



### Contracts Payable Supervisor -

- Supervise 2 staff members
  - Robert and Sydney
- Project payments to contractors, construction, engineering consultants, local governments, railroads, utility, and telecom payments
- Legislative Appropriation Agreement payments
- In-Kind Entries

## Accountant I – Robert Whitten

Robert joined Contracts Payable on December 18, 2023. He has made several contributions to improve payment processes and resolve payment issues efficiently!



### Contracts Payable Lead -

- Manage CP inbox inquiries
- Research funding availability on encumbrances
- Index documents for payment and in-kind requests
  - Contractor Estimates, ECS, Utilities and Railroad, Aviation, Local Projects, MPD, MAG & PAG
- Approve payments in AZ360
- Prepare the in-kind entries

## Accounting Specialist I - Sydney Anderson

Sydney started with Contracts Payable on January 8, 2024. She has made a name for herself and become an asset to the Accounts Payable unit as a whole!



### Contracts Payable -

- Assist in monitoring CP inbox and process CP payment requests
- Index payment and in-kind documents
  - Contractor Estimates, ECS, Aviation, MPD, Utilities and Railroads, Local projects
- Enter payments in AZ360
- Index invoices in APP

## Contractor Cycle

- Begins 1st Wednesday each month (appears on ADOT calendar)
- Contractor Pay 3rd Wednesday each month (appears on ADOT calendar)
- Payments are released 2 days prior to Contractor Pay
- Adjustments are made for Holidays
- **Critical** component is differentiating between Fed/Non-Fed (eligible/ineligible) charges

Summary of <b>Federal</b> Aid Construction					
Accumulated	699,713,333.61	0.00	699,713,333.61	72,337.59	699,785,671.20
Previous	679,511,545.45	0.00	679,511,545.45	72,337.59	679,583,883.04
Current	20,201,788.16	0.00	20,201,788.16	0.00	20,201,788.16
Summary of <b>Non-Federal</b> Aid Construction					
Accumulated	2,534,432.60	0.00	2,534,432.60	0.00	2,534,432.60
Previous	2,339,193.28	0.00	2,339,193.28	0.00	2,339,193.28
Current	195,239.32	0.00	195,239.32	0.00	195,239.32
Grand Total Construction					
Accumulated	702,247,766.21	0.00	702,247,766.21	72,337.59	702,320,103.80
Previous	681,850,738.73	0.00	681,850,738.73	72,337.59	681,923,076.32
Current	20,397,027.48	0.00	20,397,027.48	0.00	20,397,027.48

April 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 MONTHLY ESTIMATES	4	5	6
7	8	9	10	11	12	13
14	15 PAYMENTS ARE RELEASED	16	17 CONTRACTOR PAY	18	19	20

## ECS Pay Report Reminders

- Check for PR accuracy for correct project and phase
- Ensure funds are available for project and phase on PR
- Per Prompt Pay Legislation ARS 28-411 Consultant Submittal and Payment Requirements, ADOT is required to process payment within 21 days of receipt of invoice
- ADOT has 7 days to reject an invoice back to the consultant
- ECS payments will be quickly addressed if Payment Reports are sent out of CP Cycle

ENGINEERING CONSULTANTS SECTION					
Payment Report Form - Specific Rates					
Payment Report No.: 8		Progress <input checked="" type="checkbox"/> or Final <input type="checkbox"/>		Contract No.: 2017-010.03	
Contract Description: Temporary Part-Time Project Delivery Manager		Month Ending: 12/31/2017		Vendor Code: PZ000002344	
Name of Consultant: Kimley-Horn and Associates, Inc.		Supplemental Service Employee Name (if applicable): Siva Sivakumar		Remit to Address: PO Box 79384, City of Industry, CA 91716-9384	
Contract NTP Date: 12/12/2016		Contract Completion Date: 2/9/2018		NA % Billed	NA % Completed
PO Line Number	TRACS Number and Description	Total Contract Amount	Previous Accumulative Amount	Current Amount Billing	Total Accumulative Amount
19	TRACS NO. H8531 01C		\$724.88	\$0.00	\$724.88
20	TRACS NO. H8931 01D		\$2,899.52	\$4,530.50	\$7,430.02
21	TRACS NO. SH636 01C		\$724.88	\$0.00	\$724.88
22	TRACS NO. F0002 01C		\$1,268.54	\$0.00	\$1,268.54

If within the seven days of receipt by the Department, incomplete or incorrect invoices are received, the submitter will be notified in writing of those items that the Department does not approve and/or certify under the terms of the agreement and return invoice to the submitter. The 21-day payment time frame will begin anew upon receipt of the corrected invoice.

## ECS - Example of Previous Issue

- PRs should not have handwritten manual changes/corrections on them per FHWA.
- FHWA requirements must be met to avoid reimbursement delays, rejections, or termination of future funding.
- If you have a question, feel free to ask! We are happy to help.

Incorrect Submission  
-This will result in your invoice being rejected by CP

PO Line Number	Description	Total Contract Amount	Previous Accumulative Amount	Current Amount Billing	Total Accumulative Amount
	TRACS NO. H7454 01L TOTAL ABOVE CATEGORIES	\$6,415,041.09	5962331.15 \$5,862,476.62	34082.62 \$34,400.01	5996413.77 \$6,000,955.63
	Fixed Fee @ 10.5% of DL & OH Net Fee Adjustment for PR#69-75 Net Fee Adjustment PR#44-73 Contract Rebalance thru PR#74	\$385,892.52	\$380,623.69 (\$421.42) (\$6,138.78) (\$13,678.00)	\$3,553.55	\$384,177.24 (\$421.42) (\$6,138.78) (\$13,678.00)
	Project Total H745401L	\$6,800,933.61	\$6,202,861.11 6202716.64	336,043.66 37636.17	\$6,240,874.67 6240952.91
Submitted By SEE PAGE 4 Consultant		Date	Total To Date		-\$6,240,874.67
Approved By SEE PAGE 4 ADOT Project Manager		Date	Total Previous Report		\$6,202,861.11
Approved By Engineering Consultants Section		Date	Current Report		\$36,013.56

Outside services is for the following per CMO25:  
Newspaper Ads, Direct Mailer, Public Meeting Venue, Court Reporter,  
Interpretation, Translation, Delivery.  
Meals & Entertainment is not approved expense and was denied.

Correct  
Submission

Contract NTP Date: 4/10/2019 ✓		Contract Completion Date: 7/3/2020 ✓		2.91% % Billed	2.91% % Completed
PO Line Number	Description	Total Contract Amount	Previous Accumulative Amount	Current Amount Billing	Total Accumulative Amount
1 ✓	Original Contract ✓			8624.76	15894.49
	Direct Labor calculation errors	\$ ✓ 356,170.16	✓ \$7,269.73	\$6,624.80	\$15,894.63
	Overhead @ 136.85% calculation errors	\$ ✓ 487,418.86	✓ \$9,948.62	11802.99 \$11,803.04	21751.61 \$21,751.66
	Other Direct Expenses				
	Personal Vehicle Mileage	\$ ✓ 2,162.26	\$0.00	\$125.49 ✓	\$125.49
	Outside Reproduction	\$ ✓ 902.84	\$0.00	\$0.00	\$0.00
	Outside Messenger Service	\$ ✓ 236.25	\$0.00	\$0.00	\$0.00
	Vehicle Rental & Rental Fuel	\$ ✓ 721.50	\$0.00	\$0.00	\$0.00
	Lodging & Meals	\$ ✓ 2,700.00	\$0.00	\$86.34 ✓	\$86.34
	Miscellaneous EDR Database, EMC Labs	\$ ✓ 371.00	\$0.00	0.00 \$11.73	0.00 \$11.73
	Total Other Direct Expenses	\$ ✓ 7,093.85	\$0.00	211.83 \$223.66	\$223.66 211.83
	Outside Services				

not approved, short paid

- Q & A Time
- Contracts Payable inbox - [c9@azdot.gov](mailto:c9@azdot.gov)

THANKS FOR JOINING US!!

