

CA Invoice Submission SOP

Criteria:	Certification Acceptance Manual, Construction Reimbursement, page 37, states, <i>The CA Agency must make the initial request for reimbursement within six months after the authorization of construction funding. After construction is awarded, a copy of the notice to proceed will be submitted to the Department. Subsequent requests for reimbursement will be made monthly to the ADOT PM. ADOT has developed an SOP and reimbursement cover sheet for invoice submission for reimbursement that can be found on our Local Public Agency Website.</i>		
Who:	CA personnel involved in invoicing for project reimbursement; ADOT Project Managers (PM) assigned to CAs. Effective October 21, 2024	Date:	18-Oct-24
		Revision:	3
Frequency	Action/steps		Action Details/how to complete the steps
Once	1	Project is awarded to a Contractor (Prime)	CA awards the project to the Prime through the appropriate federal bidding process
Once	2	Submit award recapitulations (award recaps) to ADOT	CA must provide award recaps to the ADOT PM within 30 calendar days of making the award on FAHP projects and any adjustments to project cost estimates. Certification Acceptance Manual, Construction Financials, page 37, states, <i>The CA Agency must provide award recapitulations to the ADOT PM within 30 calendar days of making the award on FAHP projects and any adjustments to project cost estimates, project phase completions, or when a design change is approved, etc. This is to ensure the ADOT PM revises the Federal funds obligated within 90 days , as required by 23 C.F.R. § 630.106(4). For those projects in which the authorized amount exceeds the awarded amount, the project funds will be deobligated down to the authorized amount and those federal-aid funds will be returned to the MPO for reprogramming. ADOT will revise the federal-aid funds obligated within 90 days.</i>
Once	3	Revise the authorized amount	PM revises the authorized amount and deobligates funds if necessary.
Once	4	CA receives an invoice from Contractor	The invoice should reflect the total amount authorized by FHWA. This amount should be shown in the post-award invoices.
Once	5	Reconcile invoiced amount	CA reconciles the invoiced amount against the authorized amount.
Once	6	Reconcile all invoiced charges	CA must confirm that all items invoiced are eligible for federal reimbursement.
Once	7	Submit invoice to the ADOT PM	If the reconciled invoice is greater than \$10M, it must be submitted by the CA monthly, no later than the last week of the month. As ADOT is aware of the challenges associated with monthly invoicing and staff availability, invoices less than \$10M must be submitted to the ADOT PM for reimbursement no less frequently than once each quarter.
Once	8	Reconcile Project in AFIS	PM checks the project balance in AFIS to ensure what was encumbered matches the amount listed on the invoice.
Once	9	Reconcile previously submitted invoice to current invoice	PM checks the previous invoice received from the CA to confirm that the budget amount matches. If the budget amounts do not match the PM will reach out to the CA agency for clarification.
Once	10	Submit invoice to FMS	PM submits the reconciled invoice to ADOT Contracts Payable at C9@azdot.gov.
Forms / File links: C9@azdot.gov			