

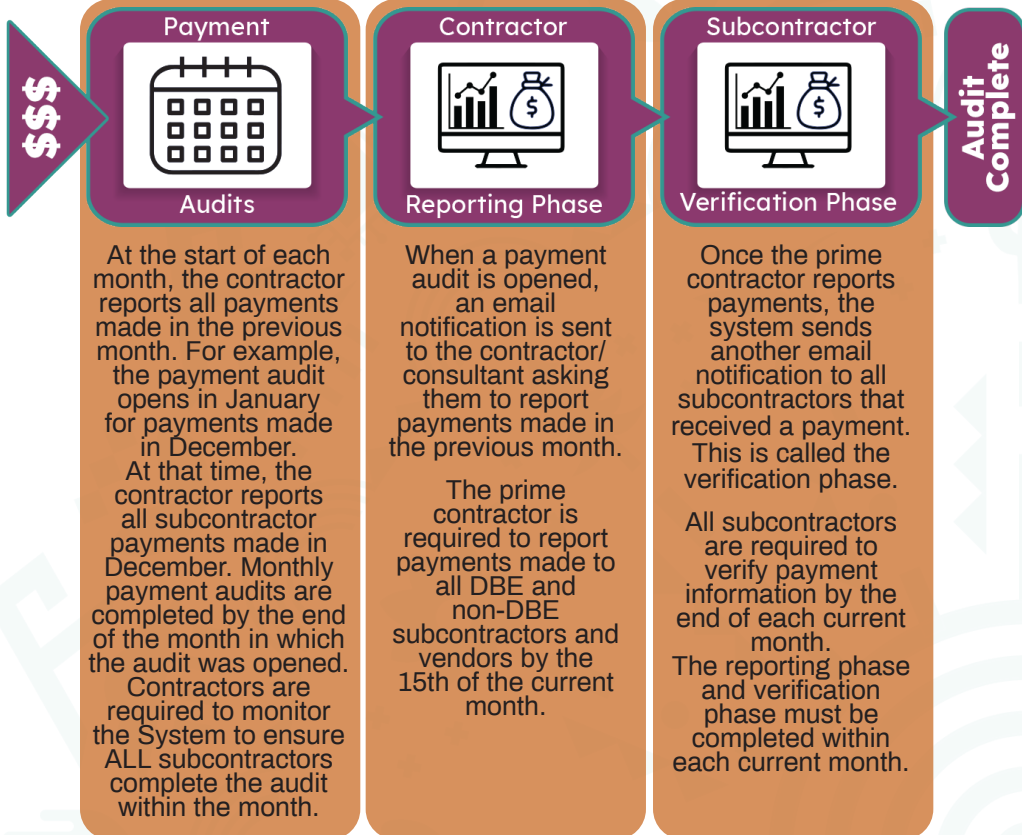


# Completing Monthly Payment Audits

DOORS and the LPA DBE System

## Federal Requirements

**DOORS** and the **LPA DBE System** are designed to streamline data collection, analysis and reporting to federal funding agencies and stakeholders. All payment information captured in the two systems are used to determine compliance in meeting ADOT's overall DBE goal. Participation in these systems is required for all contractors and subcontractors (DBE and non-DBE) on federally funded projects.





## Forgot your Password?

- Go to Login
- Click on **Forgot Password**
- Enter email and click **Submit**

User name and password will be emailed shortly.  
Contact BECO if a new user needs to be added.

## Payment Audits are Your Contractual Obligation

Specific contract assurances included in both prime contracting and subcontracting agreements detail the requirement of accessing the system and completing monthly payment audits. All contract language pertaining to an ADOT or subrecipient project receiving federal funding includes the following excerpt per §26.13(b):

*"The contractor (subcontractor) shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor (subcontractor) to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient (ADOT or subrecipient) deems appropriate."*

## How to Complete Payment Audits

### Prime Contractors/Consultants:

1. Click on link in email notification and log in to the system
2. Select the subcontractor paid and enter the following:
  - Payment amount
  - Payment date
  - No, Yes, N/A regarding payment made on time
  - Attach files (optional)
  - Enter comments
3. When all sub payments have been reported, click **Mark Remaining Prime Entries as Zero**, for the subs that did not receive a payment for the month

### Subcontractors/Subconsultants/Vendors:

1. Click on the link in the email notification and log in to the system
2. Indicate if payment is correct or not correct
3. Enter payment date
4. Indicate if payment was received on time
5. Is payment final? No, Yes, N/A
6. Attach files (optional)
7. Enter comments

#### DOORS



#### LPA DBE System



#### DBE Contract Compliance Site

