



Final Voucher

Presenters:

Justin Martens: Final Voucher Team Lead

Sarah Fargas-Cuento: Accountant 3

FV Manager: Phuong Nguyen

Agenda

Closeout Process

- Final Reconciliation Checklist
 - Final Acceptance Letter
 - Completion Confirmation Letter to ADOT
 - Project Cost Summary
- Final Voucher Process
- Challenges

Final Reconciliation Checklist

- All work is completed and in compliance with the specific standards and specifications
- All final bills must be paid
- All encumbrances must be released
- All retainage must be released (for projects advertised before 09/01/2023, BECO Memo)
- A final reconciliation should have been completed before submission
- All required documents must be provided in the Closeout Package (see next slides)
- Total project cost including ineligibles and NFA (Non-Federal Aid) expenses must be documented and provided (Total Project Cost Summary)

Cover Page – Final Voucher Closeout Request

Final Voucher - Closeout Request

CA Agency:
Contact Person:
Email address:
Phone:

ADOT Project #:
Fed Aid #:
Project Name:

	Yes	No
Has the Final Acceptance Letter been reviewed?	☐	☐
Comments:		
Has the project been reviewed and reconciled for accuracy and eligibility for reimbursement?	☐	☐
Comments:		
Have all invoices been paid?	☐	☐
Comments:		
Have all encumbrances been released?	☐	☐
Comments:		
Have all retainers been released?	☐	☐
Comments:		

Attachments:

Final Acceptance Letter
Completion Confirmation Letter to ADOT
Project Cost Summary Report
Other

Final Acceptance Letter

- All Projects require a confirmation of the completion. The letter requirement varies due to the type of project
- Construction projects require a Final Acceptance Letter with the following information:
 - Federal Aid Number and ADOT Project Number
 - Project Description/Scope
 - Reference the specifications used for the approved design
 - Specific section that outlines the Acceptance process, e.g. Section 105.20 of the ADOT Standard Specifications
 - Completion Date
 - Signature
 - One letter per Federal Aid Number

Final Acceptance Letter



**FINAL COMPLETION ACCEPTANCE NOTIFICATION
FEDERAL FUNDED CONSTRUCTION CONTRACT**

City Project Number	ST2112-401		
Federal Project Number	CHN-0(251)D		
ADOT Project Number	T033801C		
Project Name	ALLEY REHAB PM 10 DUST EMISSIONS 2		
Project Location/Description	Various Alleyways; City of Chandler		
City Construction Manager	Raymond Potts	Tel:	480-782-3326
Contractor	Cactus Asphalt		

Substantial Completion Date	Tuesday, October 1 st , 2024
Final Inspection / Final Walk Date	Friday, December 20 th , 2024
Final Completion / Final Acceptance	Tuesday, December 31 st , 2024

Per the terms of the Construction Contract, MAG Specification 105.15 Acceptance, ADOT Specification 105.20 Acceptance, and for City of Chandler CA Agency requirements, this document is the "Final Acceptance Certification" for the above listed contract.

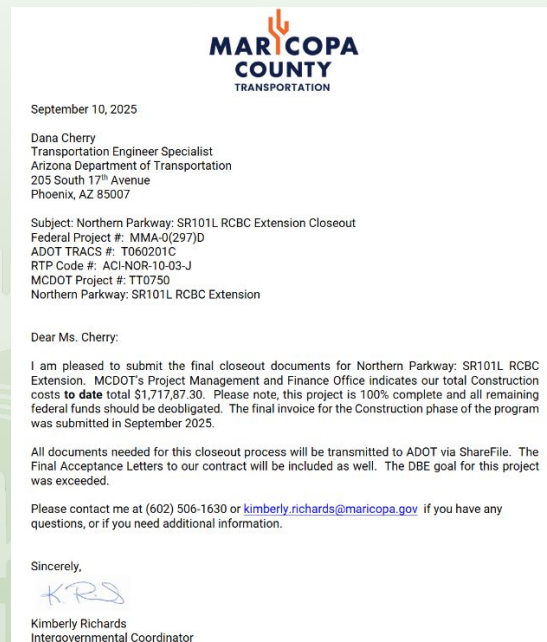
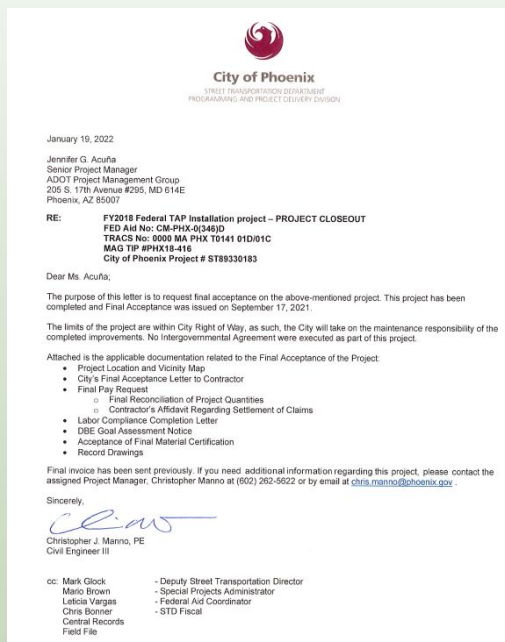
If you have any questions, please contact the City Construction Manager listed above.

Regards,

A handwritten signature in cursive script that reads "Daniel Haskins".

Dan Haskins
Capital Improvements Division Manager
480-782-3335
Daniel.haskins@chandleraz.gov

Completion Confirmation Letter to ADOT



Template – Project Cost Summary

- Project information
- Project cost breakdown by scope of work (Design, ROW, Construction)
 - Federal
 - Match
 - Non-Federal/Ineligibles
- Per 2 C.F.R § 200.402, all project cost will be reported to FHWA

Project Cost Summary				
Federal Aid #:	CAT-0(123)			
ADOT #:	T1234			
Project Name:	CA Training Sample			
Total Award:	100,000			
ProRata:	94.30%			
		Federal Amount	Local Amount	Total
Design Phase				
	Contractors	\$ 9,000.00	\$ 544.00	\$ 9,544.00
	Local Staff & Cost	\$ 1,000.00	\$ 60.00	\$ 1,060.00
	Design Total	\$ 10,000.00	\$ 604.00	\$ 10,604.00
Right of Way				
	Contractors			\$ -
	Local Staff & Cost			\$ -
	ROW Total	\$ -	\$ -	\$ -
Construction Phase				
	Main Contractor	74,300	4,492	\$ 78,792.00
	CE Contractors			\$ -
	Local Staff & Cost	10,000	604	\$ 10,604.00
	Construction Total	\$ 84,300.00	\$ 5,096.00	\$ 89,396.00
Non Federal Aid and Ineligibles				
	Design		5,452	\$ 5,452.00
	Right of way			\$ -
	Construction		9,548	\$ 9,548.00
	NFA Total		\$ 15,000.00	\$ 15,000.00
Total Project Cost		\$ 94,300.00	\$ 20,700.00	\$ 115,000.00

Final Voucher Process

Final Voucher process and what it includes:

- Verifying data from various sources
- Reconciling budgets and expenditures
- Ensuring all expenditures are being posted in the right phases
- Reconciling invoices
- Processing corrections for findings
- Ensuring all required documentation is available and can be included
- Creating a final third party letter/recap
- Compiling and converting data for Federal Highway Administration (FHWA) submission
- Creating a Closeout Confirmation

3rd Party Letter/Recap

- Final Voucher will create a project cost and revenue summary after the final reconciliation and provide the balance information to the local partners. After the final balance has been refunded or collected, the project will be submitted to FHWA for closeout approval.

ARIZONA
— DEPARTMENT OF —
TRANSPORTATION

Financial Management Services

Katie Hobbs, Governor
Jennifer Toth, Director
Kristine Ward, Assistant Director

May 22, 2025

Pima County
201 N Stone Avenue, 4th Fl.
Tucson, AZ 85701

RE: T0140 PPM0263
New curb and ADA compliant sidewalk and curb ramps; Hildreth Ave to Forest Ave in Pima County

To Whom it May Concern,

The final reconciliation of the above project has been completed. You are due a refund from ADOT. Once we have processed the payment and the balance is zero we will be able to close this project and a final record retention letter will be sent upon closeout.

Final cost analysis as follows:

Total Project Cost		\$1,472,548.48
Less NFA Provided By 3rd Party		<u>(\$172,324.64)</u>
Subtotal Recorded By ADOT		\$1,300,223.82
Less Federal/Match Funds		<u>(\$1,293,755.51)</u>
Pima County	Total Cost	\$6,468.31
Pima County	Total Payment	<u>(\$10,000.00)</u>
Pima County	Amount Due To	<u>(\$3,531.69)</u>

If you have any project questions, please contact Final Voucher by email at FVoucher@azdot.gov. If we do not receive a response within 15 days, a refund will automatically be issued by Accounts Receivable.

Sincerely,

— Designed by —
Phuong Nguyen
Phuong Nguyen
Final Voucher Manager

3rd Party Letter - Detail Page

- Project cost breakdown by scope of work (Design, ROW, Construction)

PROJECT COST RECAP		
T0140	PPM0263	
	<u>Preliminary Engineering</u>	\$262,833.89
	Federal Contribution 94.30%	\$220,011.82
	Pima County 100.00%	\$6,468.31
	Ineligible Cost	
	In Kind Match 5.70%	\$13,298.89
	Pima County- NFA Contribution	\$23,055.07
	<u>Right of Way</u>	\$0.00
	Federal Contribution 100.00%	
	Pima County	
	Ineligible Cost	
	In Kind Match	
	NFA Contribution	
	<u>Construction</u>	\$1,209,714.57
	Federal Contribution 94.30%	\$1,000,000.00
	Pima County	
	Ineligible Cost	
	In Kind Match 5.70%	\$80,445.00
	Pima County- NFA Contribution	\$149,269.57
	Total Project Cost	\$1,472,548.46
Less	Federal Contribution	(\$1,220,011.82)
Less	In Kind Match	(\$73,743.89)
Less	NFA Contribution	(\$172,324.84)
Total	Pima County	\$6,468.31
Payments	Pima County	(\$10,000.00)
Amount Due To	Pima County	(\$3,531.69)

FHWA Final Voucher Submission

- ADOT completes the Form FHWA 1447 (4-78) summarizing the total project costs and project information

(ORIGINAL) PROJECT # T0143

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

C.O. VOUCHER NO.
STATE VOUCHER NO.
DATE
FHWA SCHEDULE NO.
PAID BY

FINAL VOUCHER FOR PAYMENT UNDER 23 U.S.C. 117

THE UNITED STATES, OR, TO: THE STATE TREASURER OF ARIZONA

ADDRESS 1700 West Washington Street
Capitol Building Room 102
Phoenix, AZ 85007

STATE Arizona FEDERAL AID PROJECT NO. PHX0347

PROGRAM APPROVED VOUCHER PERIOD
From: 6/13/2019 To: 5/23/2023

FINANCIAL DATA

TOTAL ACTUAL COST	TOTAL PARTICIPATING COST	PRO-RATA OF PARTICIPATING COST CLAIMED FROM U.S.	APPN CODE	TOTAL AMOUNT CLAIMED FROM U.S.	LESS PREVIOUS PAYMENTS	NET AMOUNT CLAIMED
1,616,341.62	879,249.20	94.30%	Z301	829,132.00	829,132.00	0.00
1,616,341.62	879,249.20			829,132.00	829,132.00	0.00

The undersigned State highway agency certifies as follows: The above-mentioned project has been completed; the plans, design and construction for said project are in accord with the laws, standards and procedures of this State applicable to projects in this category approved by the Federal Highway Administration or such project exceptions as have been approved by FHWA; and no claim has been presented to or payment made by the United States for which payment is claimed herein.

SIGN ORIGINAL Arizona Department of Transportation State Highway Agency
Phuong Nguyen

COPY By Phuong Nguyen 6/13/2025 Date

I certify that a final inspection of the above project has been made by an authorized official of the Federal Highway Administration. On the basis of such inspection and the State highway agency's certification the amount claimed is approved for payment.

AMOUNT SUBMITTED \$0.00

ADJUSTMENTS \$

AMOUNT APPROVED \$

SIGN ORIGINAL COPY Signature of Authorized FHWA Representative Date

FORM FHWA-1447 (4-78) PREVIOUS EDITIONS ARE OBSOLETE

FHWA Final Voucher Submission

- The detail page which is separated by different scope of work (Design, Right of Way, Construction) shows the total amount, the Federal share and local match
- The Non-Participating section has the Ineligible & NFA (Non-Federal aid)

STATEMENT OF COSTS INCURRED UNDER PROJECT AGREEMENT					
TRACS NUMBER		T0143		FEDERAL PROJECT #	
IMP CODE		ITEM DESCRIPTION		PHX0347	
				TOTAL AMOUNT	STATE & OTHER FUNDS
15		PRELIMINARY ENGINEERING			
		Sub-Total Pre-Design		0.00	0.00
16		RIGHT OF WAY			
		Sub-Total Right-of-Way		0.00	0.00
5		4R- MAINTENANCE RESURFACING (ROADWAY) City of Phoenix		2301 879,249.20	829,132.00 50,117.20
		Sub-Total Construction		879,249.20	829,132.00 50,117.20
		Total Participating Cost		879,249.20	829,132.00 50,117.20
		NFA PE		2301 173,311.52	173,311.52
		NFA CONSTRUCTION		2301 141,679.72	141,679.72
		NFA CE		2301 419,170.62	419,170.62
		NFA ROW		2301 2,930.56	2,930.56
		Total Non-Participating Cost		737,092.42	0.00 737,092.42
		TOTAL PROJECT COST		1,616,341.62	829,132.00 787,209.62

Closeout Confirmation Letter

- Record retention (2 CFR § 200.334) starts on the date FHWA approved the project closeout through the Financial Management Information System (FMIS)

April 14, 2025

City of Tempe
PO Box 5002
Tempe, AZ 85280

Subject: T0195 - TMP0253
Alameda Dr: 48th ST – Rural RD, Construct Bicycle and Pedestrian Facility Improvement

Closeout Confirmation

To whom this might concern:

This letter confirms the closeout of the above referenced project T0195 - TMP0253

The Final Voucher for this project has been approved by FHWA. The Record Retention (2 CFR § 200.334) for this project begins on

April 08, 2025.

Sincerely,

DocuSigned by:
Phuong Nguyen
0068709F88C431
Phuong Nguyen
Final Voucher Manager

Challenges

- Incorrect information on the Final Acceptance Letter
- Missing Completion Confirmation Letter to ADOT
- Unidentified Ineligible and NFA (Non-Federal Aid) costs
- No clear breakout between federal and local share (pro-rata %)
- Missing documentation or invoices
- Open Encumbrances
- Outstanding retainage payments due to contractors
- Final Payment Requests sent to ADOT should be marked “Final” (instead of “Progress”)

Challenges - Encumbrances

DATA FROM BQ37LV2								
EXPENSES					REVENUE			
Penc Am	Enc Am	Acrd Exp Am	Cash Exp Am	Total Expenses	Ubill Earn Rev Am	Bill Earn Rev Am	Coll Earn Rev Am	Tot Rev Am
-	71,354.71	-	604,569.69	675,924.40	-	-	596,492.88	596,492.88

Challenges - Retainage

PROJECT SUMMARY: BILLINGS TO DATE									
BILLING REQUEST	TOTAL CHARGES	RETAINAGE	INELIGIBLE	TOTAL ELIGIBLE FEDERAL CHARGES	TOTAL ELIGIBLE FEDERAL REIMBURSEMENT REQUESTED	Federal Award Balance Remaining	Local Match Required to meet 5.7%	REVENUE TRACKING	
						\$318,000.00	\$18,126.00	CR Number	CR Amount
1	\$ 6,363.73	\$ -	\$ 2,653.32	\$ 3,710.41	\$ 3,498.91	\$314,501.09	211.50	21*9468	3,498.91
2	\$ 15,878.22	\$ -	\$ 6,678.95	\$ 9,199.27	\$ 8,674.91	\$305,826.18	\$ 524.36	21*10712	\$ 8,674.91
3	\$ 70,639.91	\$ 5,170.11	\$ 6,178.65	\$ 59,291.15	\$ 55,911.55	\$249,914.63	3,379.60	21*11803	55,911.55
4	\$ 178,711.29	\$ 15,770.80	\$ 5,345.40	\$ 157,595.09	\$ 148,612.16	\$ 101,302.47	8,982.93	21*13571	148,612.16
5	\$ 53,945.32	\$ 4,422.61	\$ 2,798.18	\$ 46,724.53	\$ 44,061.23	\$ 57,241.24	2,663.30		
6	\$ 57,739.23	\$ 5,602.30	\$ -	\$ 52,136.93	\$ 49,165.12	\$ 8,076.12	2,971.81		
7				\$ -		\$ 8,076.12			
8				\$ -		\$ 8,076.12			
9	\$ 10,650.13	\$ 1,065.01	\$ -	\$ 9,585.12	\$ 8,076.12	\$ 0.00	564.35		
Total	\$ 383,277.70	\$ 30,965.82	\$ 23,654.50	\$ 328,657.38	\$ 318,000.00		\$ 18,733.50		\$ 216,697.50

Additional FV Resources

- Certification Acceptance Manual
<https://azdot.gov/sites/default/files/2026-06/2027-CA-Manual.pdf>
- LPA Project Resources and Forms
<https://azdot.gov/business/programs-and-partnerships/local-public-agency/certification-acceptance>
- FV Intranet coming soon!