

PROJECT DELIVERY ACADEMY
MODULE 4: FINANCIAL MANAGEMENT

FINAL VOUCHER

Presented by:

Sophia Kreutz

Final Voucher Manager

800 W. Washington, Phoenix, AZ 85007

602-712-6644

skreutz@azdot.gov



FINAL VOUCHER TEAM

Patrycja Kozaczka – Accounting Administrator
Sophia Kreutz – Final Voucher Manager

Diane Dominguez
Dilyara Underhill
Emeli Hernandez
Ibett Garcia
Justin Martens
Phuong Nguyen
Stephanie Nguyen
1 Vacant Positions



FINAL VOUCHER

Every federally funded project needs to be “Final Vouchered”. This means a financial reconciliation must be completed and all required documents are compiled.

Do you know what it takes to reconcile an entire project?



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What does it take to submit a project for final voucher?

All phases of the project must be accurately completed.

All final bills must be paid.

All encumbrances must be released.

All required documents must be saved in the proper place.

Joint Project Agreements (JPA)	Record Drawings
Supplemental Agreements	Final Balance Report (Approved)
Project Related Vendor Invoices	Final Acceptance Package
Material Closeout Memo	

Send email to Final Voucher mailbox - FVoucher@azdot.gov

***Final Voucher requests are rejected and returned if they do not meet the criteria listed above.*



FINAL VOUCHER

FV Database

Project Number	Federal Aid Number	Current Status	Hold-off	ProgStac	Auditor	Doubled Project?	Project End Date	Email Received for FV	FV Rejected Date/Drop Date	Ready for FV Date
H5600	0608008	Ready for FV		F			12/31/2016	5/5/2021		5/5/2021
F0147	888A216	Ready for FV		F			6/30/2020	4/20/2021		5/7/2021
F0134	202C209	Ready for FV		F			12/31/2019	4/20/2021		5/7/2021
PSV2003P	SVMTO20	Ready for FV		F			12/31/2022	4/21/2021		5/7/2021
T0107	MMA0272	Ready for FV		F			12/31/2019	4/22/2021		5/7/2021
F0038	2608222	Ready for FV		F			3/31/2022	4/23/2021		5/7/2021
H8599	060E214	Ready for FV		F			6/30/2024	4/23/2021		5/7/2021
F0077	191Y200	Ready for FV		F			9/30/2023	4/23/2021		5/7/2021
T0028	YYU0210	Ready for FV		F			12/31/2021	4/23/2021		5/7/2021
T0232	SSC0209	Ready for FV		F			6/30/2022	4/23/2021		5/7/2021
F0067	060D218	Ready for FV		F			12/31/2021	4/23/2021		5/7/2021
H8775	040C216	Ready for FV		F			9/30/2023	4/23/2021		5/7/2021
F0083	072A204	Dropped		C		H8711	6/30/2022	4/23/2021	6/10/2021	5/7/2021
H8711	072A203	Dropped		C		F0083	12/31/2034	4/23/2021	6/4/2021	5/7/2021
M472038P	RTPC124	Ready for FV		F			12/31/2022	4/30/2021		5/14/2021
M472034P	RTPC120	Ready for FV		F			12/31/2022	4/30/2021		5/14/2021
M471922P	RTPB116	Ready for FV		F			12/31/2021	4/29/2021		5/14/2021
M472123P	RTPD409	Ready for FV		F			8/15/2021	4/29/2021		5/14/2021
SZ027	THR0203	Ready for FV		F			12/31/2021	5/20/2021		5/20/2021
T0011	PLS0202	Ready for FV		F			6/30/2025	5/20/2021		5/20/2021



FINAL VOUCHER

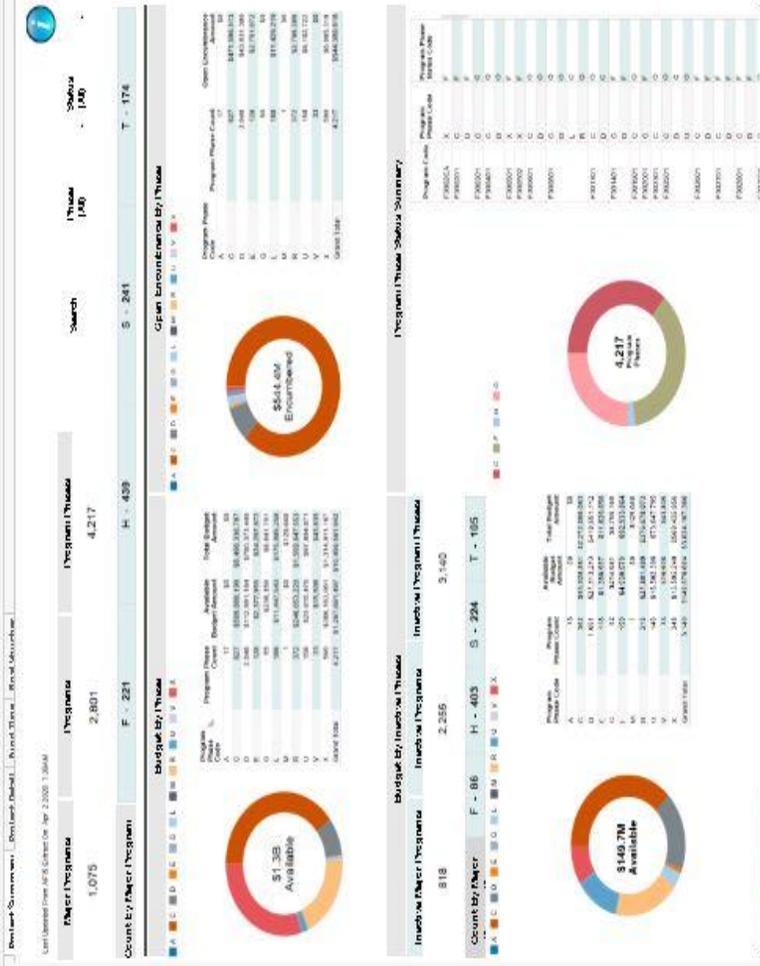
Final Voucher requests are rejected and returned if they do not meet the criteria listed on the previous slide.

Projects are “Final Vouchered” following a First In First Out (FIFO) process, based on when they become truly ready.

Record Retention begins when FHWA approves the final voucher for the project.



Project Dashboard



ADOT Please contact adot@adot.gov or call 800-713-7368 for support.



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Projects are in the database, what now?

As mentioned before, the projects are being assigned to the final voucher team and “final vouchered” following the FIFO process.



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What does this include?

Pulling data from AFIS, old Advantage and FMIS (FHWA)

Reconciling budgets and expenditures

Ensuring all expenditures are being posted in the correct phase and are eligible or ineligible

ICAP reconciliation

Invoice reconciliation by phase

AFIS corrections for findings

Compiling and converting data for FHWA submission

Ensuring all required documentation is available and can be included



FINAL VOUCHER

Invoice Reconciliation

Authorization Date	9/8/2016			
Date Range	11/28/2016 - 9/25/2019			
Project End Date	3/31/2023			
Closing Classification	(Multiple Items)			
Program Phase	H884101C			
Row Labels	▼ Posting Amount			
☐ C				
BrightView Landscape Development Inc	2,616,358.43	2,616,358.43	BrightView Landscape Development, Inc.	H884101C
☐ E				
AECOM TECHNICAL SERVICES INC	10,408.49	10,408.49	AECOM Technical Services, Inc.	2014-006.20
CONSULTANT ENGINEERING INC	139,570.15	139,570.15	Consultant Engineering, Inc.	
(blank)	332,899.38	332,899.38	ADOT	
Grand Total	3,099,236.45			



FINAL VOUCHER

FHWA (FMIS) Submission:

(ORIGINAL)		U.S. DEPARTMENT OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION		PROJECT # H8841		D.O. VOUCHER NO.	
FINAL VOUCHER FOR PAYMENT UNDER 23 U.S.C. 117		THE STATE TREASURER OF ARIZONA				STATE VOUCHER NO.	
THE UNITED STATES, DR. TO:		1700 West Washington Street				DATE	
ADDRESS:		Capitol Building Room 102				FHWA SCHEDULE NO.	
STATE:		Arizona		FEDERAL AID PROJECT NO.		PAID BY	
PROGRAM APPROVED:		999A494		VOUCHER PERIOD			
		From: 10/28/2015		To: 6/10/2020			
FINANCIAL DATA							
TOTAL ACTUAL COST	TOTAL PARTICIPATING COST	PRO-RATA OF PARTICIPATING COST CLAIMED FROM U.S.	APRN CODE	TOTAL AMOUNT CLAIMED FROM U.S.	LESS PREVIOUS PAYMENTS	NET AMOUNT CLAIMED	
1,313,426.22	1,313,426.22	94.30%	ER11	1,238,560.92	1,238,560.92	0.00	
2,436,747.08	2,436,747.08	94.30%	M9VE	2,297,852.50	2,297,852.50	0.00	
3,750,173.30	3,750,173.30			3,536,413.42	3,536,413.42	0.00	
<p>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.</p>							
SIGNATURE		Arizona Department of Transportation		State Highway Agency			
ORIGINAL		Sophia Kreutz					
COPY		By: <u>Sophia Kreutz</u>		Authorized Officer		Date	



FINAL VOUCHER

FHWA Submission

IMP CODE	TRACS NUMBER	ITEM DESCRIPTION	H8841	FEDERAL PROJECT #		999A494	
				TOTAL AMOUNT	FEDERAL FUNDS		STATE & OTHER FUNDS
15		PRELIMINARY ENGINEERING AECOM Technical Services, Inc Arizona State Parks Consultant Engineering, Inc Conerstone Environmental Consulting, LLC Expert Right of Way Consulting Services, LLC SWCA, Inc Tierra Right of Way Service, Ltd	2014-006.20 JPA.140004104-1 2015-005.01 2016-002 2014-007 2016-008 2016-012.03 ADOT	M9VE M9VE M9VE M9VE M9VE M9VE M9VE M9VE	213,578.00 73.74 1,112.88 85.50 3,083.61 2,960.66 9,560.22 56,368.76	201,404.05 69.54 1,049.45 80.63 2,907.84 2,791.90 9,005.86 53,155.74	12,173.95 4.20 63.43 4.87 175.77 168.76 544.36 3,213.02
			Sub-Total Pre-Design		286,813.37	270,465.01	16,348.36
16		RIGHT OF WAY Tierra Right of Way Services, Ltd	2016-012.03 ADOT	M9VE M9VE	22,210.31 4,745.63	20,944.32 4,475.13	1,265.99 270.50
			Sub-Total Right-of-Way		26,955.94	25,419.45	1,536.49
6		4R- MAINTENANCE RESTORATION & REHABILITATION (ROADWAY) BrightView Landscape Development, Inc.	H884101C	ER11 M9VE	925,615.37 1,690,743.06	872,855.29 1,594,370.71	52,760.08 96,372.35
17		CONSTRUCTION ENGINEERING AECOM Technical Services, Inc. Consultant Engineering, Inc	2014-006.20 2017-007.05 2011-001.01 ADOT	ER11 M9VE ER11 M9VE ER11 M9VE	5,313.52 5,084.97 97,520.88 42,049.27 149,117.49 183,782.44	5,010.65 4,804.56 91,962.19 39,652.46 140,617.79 173,306.84	302.87 290.41 5,558.69 2,396.81 8,499.70 10,475.60
44		OTHER	ADOT	ER11 M9VE	135,858.96 201,308.03	128,115.00 189,833.47	7,743.96 11,474.56



FINAL VOUCHER

3rd Party Letter/Invoice



An Arizona Management System Agency
Douglas A. Doney, Governor
John S. Hallakowski, Director
Kirstine Ward, Assistant Director

May 25, 2021

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

RE: SS609 PPM0201
La Canada Drive-River Road to the Rd in City of Tucson Reconstruction and Roadway Widening

To Whom it May Concern,

The final voucher on the above project has been written and will now be submitted to FHWA. The following is the final cost analysis:

Total Project Cost	\$16,325,383.63
Less Federal/Match Funds	(\$16,312,512.98)
Pima County Total Cost	\$12,881.27
Pima County Total Payment	(\$13,716.83)
Pima County Amount Due (To)/From	(\$834.56)

If Amount Due From, please remit payment to attention of Accounts Receivable, Mail Drop 204B, at the address below

If Amount Due (To), please designate whether amount are to be refunded or applied to another project. Please email Accounts Receivable at AccountsReceivable@adot.gov with the project name and amount. Accounts Receivable does not receive a response within 30 days a refund will automatically be issued.

If Amount Due is \$0, no action is required.

If you need any further assistance please contact Accounts Receivable at (602) 712-7534 or by email at AccountsReceivable@adot.gov.

Sincerely,


Sophia Kreutz
Final Voucher Manager

Record Retention for this project begins 4/1/2021

ARIZONA DEPARTMENT OF TRANSPORTATION
206 S. 17th Ave. | Suite 200, MO 2008 | Phoenix, AZ 85007 | adot.gov



FV Dashboard



Questions?

COMING TOGETHER
IS A BEGINNING.

KEEPING TOGETHER
IS PROGRESS.

WORKING TOGETHER IS
SUCCESS.

Contact info: FVoucher@azdot.gov



The End

Thank you!

