

FINAL VOUCHER

Presented by:

Sophia Kreutz

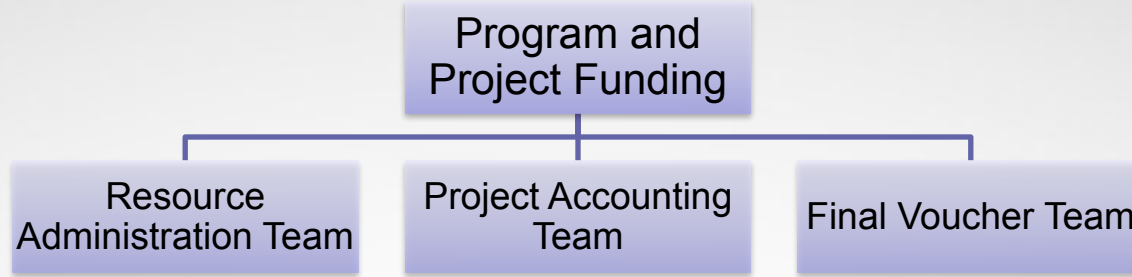
Final Voucher Manager

800 W. Washington, Phoenix, AZ 85007

602-712-6644

skreutz@azdot.gov

FINAL VOUCHER



Responsibilities

Resource Administration attends PRB meetings, submits authorization and modification requests to FHWA, loads and monitors project budgets, monitors and updates Project End Dates, monitors project Inactives, monitors subprogram balances and marks phases as completed "C Status"

Project Accounting assigns ADOT and Fed Aid Project Numbers in Project Master, updates PM Names in Project Master, AFIS project setup, monitoring and reporting, ICAP and payroll reject resolution, Project Dashboard Training and other accounting oversight throughout the lifecycle of an ADOT project

Final Voucher does the final reconciliation, including financial entries (AFIS and FMIS), related documentation, policies, regulations, etc. (the responsibilities will be explained in this presentation)

FINAL VOUCHER TEAM

Patrycja Kozaczka – PPF Accounting Administrator

Sophia Kreutz – Final Voucher Manager

Araceli Saucedo

Dilyara Underhill

Emeli Hernandez

Justin Martens

Phuong Nguyen

Sarah Fargas-Cuento

New employee starting May

Vacant position

FINAL VOUCHER

What is a “Final Voucher”?

A financial reconciliation of all cost and expenses and a review of required documentation completed within 90 days after the Project End Date

FINAL VOUCHER

Why do we have to Final Voucher a project?

By law every awarding agency has to close out (submit a Final Voucher)
2 CFR 200.344 Closeout

Project closeout is important because it facilitates sound internal and funds control. It provides FHWA reasonable assurance that the recipient has timely met Federal requirements for the project and charges to the Federal government are accurate and timely. Not doing so leaves the potential for ineligible or unauthorized costs to be billed to projects, and Federal requirements to go unmet and unnoticed.

https://www.fhwa.dot.gov/cfo/projfundsmgt_qa.cfm

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When should a project be submitted for Final Voucher?

All phases of the project must be accurately completed

All final bills must be paid

All payroll has been processed and paid

All encumbrances must be released

All required documents must be provided or are available for download

Joint Project Agreements (JPA)

Record Drawings

Supplemental Agreements

Final Balance Report (*Approved*)

Project Related Vendor Invoices

Final Acceptance Package

Material Closeout Memo

***If a request does not meet the criteria, it will be rejected and has to be resubmitted.*

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Who should submit projects to Final Voucher?

If the project includes a Construction Phase that is being administered by ADOT and will be going through Field Reports, work with Field Reports to submit the project. After project completion Field Reports may still have some outstanding work that is not visible/known to other divisions. Once completed Field Reports will submit the project to Final Voucher

Projects on ADOT's right of way "H" and "F" projects = Field Reports

Non CA Agency Local Projects "S" and "T" projects= Project Manager

CA Agency Projects = LPA Section (usually the PM)

Planning, Study, Research, etc. = Multiple (usually the PM)

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How to submit projects to Final Voucher?

- Email to fvoucher@azdot.gov
- Subject line: XXXXX Ready for Final Voucher (H,F,S,T)
- Subject line: XXXXXXXXX Ready for Final Voucher
- Include Final Acceptance Letter and other documents that are not available in the data warehouse

This email should only be sent, when the entire Fed Aid # or project needs to be Final Vouchered. If the intent is to close only a phase and move the status to “C” please contact Resource Admin at Resourceadmin@azdot.gov

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Let's go into detail

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What to check before submitting a project?

- Is it a regular or PODI project? What documents are needed?
- Is the Final Acceptance Letter/ Final Closeout Letter available or attached?
- Are all other required documents either available for download or attached?
- Are all encumbrances released? (Check AFIS or the Project Dashboard)
- All NFA (Non-Federal Aid) participation needs to be documented and provided for local projects?
- Are all invoices available for review?

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Project Dashboard

The screenshot shows the ADOT Data Warehouse web application. The browser's address bar is highlighted with a red box, showing the URL 'adotdw/'. The page header features the ADOT logo and the text 'ADOT Data Warehouse Home'. The main content area is divided into two sections. On the left, there is a search bar with the placeholder text 'Type to search...' and an 'Advanced' link. Below the search bar is a list of report categories, each with a folder icon and a count in a circle. The 'Project Dashboard' category at the bottom of the list is highlighted with a red box. On the right, there is a welcome message and a graphic with three overlapping circles containing icons of a document, a bar chart, and a laptop.

Type to search...	Advanced
BECO Reports	2
Envoy Reports	2
Finance Reports	5
HRIS Reports	8
IAMDB	1
IDO Project Change Order	1
ITG Reports	3
mCarrier Reports	1
Pen / FAST Reports	5
Project Dashboard	3

Welcome to the ADOT Data Warehouse

Please select a report from the left to begin.

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Project Dashboard – Phase Information

Project Summary

Project Detail

Fund Type

Final Voucher


Last Updated From AFIS Extract On: Mar 15 2022 9:03AM

Select Detail View
Budget Detail

Search
H7696

Program Phase Code
(All)

ProgramPhase Status Code
(All)



Unit Code (Only applicable to Encumbrance detail)

Budget Detail

Project Manager	Major Program Code	Major Program Name	Program Code	Program Phase Code	ProgramPhase Status Code	Project End Date	Total Available Budget	Total Current Budget	Total Encumbered
TROY SIEGLITZ (C9155)	H7696	I-10 / SR 87 TI	H7696CA	X	O	12/31/2032	\$1,167,280	\$9,324,481	\$0
			H7696K1	D	C	12/31/2032	\$0	\$34,944	\$0
				R	C	12/31/2032	\$0	\$0	\$0
			H7696P1	U	C	12/31/2032	\$0	\$45,032	\$0
			H7696S1	D	C	12/31/2032	\$0	\$479,638	\$0
				R	C	12/31/2032	\$0	\$72,499	\$0
			H769601	C	O	12/31/2032	\$5,084,979	\$72,660,260	\$46,688
				R	O	12/31/2032	\$30,162	\$1,683,553	\$0
				U	O	12/31/2032	\$640,408	\$2,010,601	\$0
				X	O	12/31/2032	\$18,567,250	\$27,055,758	\$0
			H769602	C	C	12/31/2032	\$28,678	\$318,839	\$0
				D	C	12/31/2032	\$3,782	\$2,475,020	\$0
				R	C	12/31/2032	\$184,682	\$19,174,231	\$0
			H769603	D	C	12/31/2032	\$4,381	\$564,500	\$0
			Grand Total				\$25,711,602	\$135,899,355	\$46,688

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Project Dashboard – Encumbrance Details

Project Summary

Project Detail

Fund Type

Fiscal Year


Last Updated From AFIS Extract On: Dec. 4 2021 12:47PM

Select Detail View
Encumbrance Detail

Search

Program Phase Code
(All)

ProgramPhase Status Code
(All)



Encumbrance Detail

Unit Code (Only applicable to Encumbrance detail)

Major Program Code	Major Program Name	Project Manager	Program Phase Code	ProgramPhase Status Code	Unit Code	Unit Name	Activity Code	Document Account Line Number	Document Id	District	Vendor Name	Line Open Amount
F0004	El Toro Road OP SB 1573 and	GARY SUN (C9156)	D	O	4980	ENGINEERING CONSULTA.	AR16	4	2017-004.03	SOC	Horrocks Engineers Inc	\$508
F0008	Short Creek - Fredonia Hwy - Short Creek Bridge	Kirstin Huston (E0361)	C	O	4310	CONSTRUCTION & MATERIALS	AR26	9	2017-007.03	NRCD	WOOD ENVIRONMENT & INFRASTR	\$20,000
								52	2017-007.05A	NRCD	CONSULTANT ENGINEERING INC	\$1,979
					4352	FLAGSTAFF A CONSTRUCTION	Null	1	PO0000177208	NRCD	Wittwer Mgmt. LLC	\$85
									PO0000194907	NRCD	Seagate Management Inc	\$282
									PO0000210741	NRCD	Seagate Management Inc	\$1,504
								2	PO0000177208	NRCD	Wittwer Mgmt. LLC	\$10
									PO0000194907	NRCD	Seagate Management Inc	\$35
									PO0000210741	NRCD	Seagate Management Inc	\$185
									2017-007.18	NRWD	TRISTAR ENGINEERING AND MAN	\$5
								3	2020-007.02	NRWD	AZTEC ENGINEERING GROUP INC	\$32,261
F0031	Tegner St - Wickenburg Ranch Way	Craig Regulski	D	O	4980	ENGINEERING CONSULTANT SECT	AR16	1	2017-028.01	NRWD	AECOM TECHNICAL SERVICES INC	\$3,394
								11	2013-007.01	NRWD	Acquisition Sciences, Ltd.	\$9,928
								18	2014-006.11	NRWD	Michael Baker International, Inc.	\$797
								7	PO0000365650	NRWD	FEDERAL EXPRESS CORP	\$23
		R	O	4945	RIGHT OF WAY	Null	AR22	1	PO0000329155	NRWD	PHOENIX NEWSPAPERS INC	\$203
									T2021-005-RW	NRWD	APPRAISAL TECHNOLOGY LLC	\$300
									T2021-006-RW	NRWD	APPRAISAL TECHNOLOGY LLC	\$300
									T2022-019-RW	NRWD	APPRAISAL TECHNOLOGY LLC	\$4,800
								4	PO0000250075	NRWD	CONSULTANT ENGINEERING INC	\$7,500
								1	F004401C	NRCD	Paveco Inc	\$185,852
F0044	NF 151 - NF 223J	KEVIN ROBERTSO..	C	O	4350	NORTHCENTRAL DISTRICT	AR14	1	F004401C	NRCD	Paveco Inc	\$185,852
F0047	SEDONA CITY LIMITS-BEAR HOWARD DRIVE	KEVIN ROBERTSON (C4358)	C	O	4310	CONSTRUCTION & MATER.	AR26	20	2017-007.16C	NRCD	CONS'OR Engineers LLC	\$3,556
					4350	NORTHCENTRAL DISTRICT	AR15	2	F004701C	NRCD	FANN CONTRACTING INC	\$3,593
					4977	ENVIRONMENTAL PLANNING GROUP	EP22	1	PO0000343715	NRCD	WOOD ENVIRONMENT & INFRASTR	\$53,269
								2	PO0000343715	NRCD	WOOD ENVIRONMENT & INFRASTR	\$105,170



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

The order projects are “Final Vouchered” are based on First In First Out (FIFO) process, based on when they become truly ready, Project End Dates, and other high priorities (i.e. special requests from FHWA)

A final invoice will be created for local projects. After the balance is zero the final voucher will be sent to FHWA for approval

Record Retention begins when **FHWA approves** the Final Voucher for the project. A confirmation letter will be sent to the local partner afterwards including that date

FINAL VOUCHER

FV Database

Primary	P Key	Project Type	Federal Aid Number	Current Status	Assigned To	Hold-off	Doubled Project?	Project End Date	Submission Date	FV Rejected Date/Dropped Date	Ready for FV Date
PWG2001P	1664	P Proj	WACS020	Ready for FV				12/31/22	09/08/21		10/08/21
SR191	1665	H Proj	0006171	Ready for FV				12/31/19	09/21/21		10/08/21
H8031	1666	H Proj	070A207	Ready for FV			H7637	12/31/21	09/21/21		10/08/21
T022201X	1667	P Proj	MAG0202	Ready for FV			T022202X	06/30/24	09/21/21		10/08/21
T022202X	1668	P Proj	MAG0202	Ready for FV			T022201X	06/30/24	09/21/21		10/08/21
T022203X	1669	P Proj	NFA	Ready for FV				06/30/24	09/21/21		10/08/21
T022204X	1670	P Proj	NFA	Ready for FV				06/30/24	09/21/21		10/08/21
T029601X	1671	P Proj	CHN0248	Ready for FV				06/30/22	09/21/21		10/08/21

FINAL VOUCHER

Final Voucher process and what it includes:

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

Creating a final invoice for local projects



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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) <input type="button" value="v"/>			
Program Phase	H884101C <input type="button" value="v"/>			
Row Labels <input type="button" value="v"/>	Posting Amount			
<input type="button" value="[-"/> C				
BrightView Landscape Development Inc	2,616,358.43	2,616,358.43	BrightView Landscape Development, Inc.	H884101C
<input type="button" value="[-"/> 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)		PROJECT # H8841				
U.S. DEPARTMENT OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION		D.O. VOUCHER NO.				
FINAL VOUCHER FOR PAYMENT UNDER 23 U.S.C. 117		STATE VOUCHER NO.				
		DATE				
		FHWA SCHEDULE NO.				
THE UNITED STATES, DR., TO		PAID BY				
ADDRESS		THE STATE TREASURER OF ARIZONA				
		1700 West Washington Street Capitol Building Room 102 Phoenix, AZ 85007				
STATE		FEDERAL AID PROJECT NO.				
Arizona		999A494				
PROGRAM APPROVED		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.	APPN CODE	TOTAL AMOUNT CLAIMED FROM U.S.	LESS PREVIOUS PAYMENTS	NET AMOUNT CLAIMED
1,313,426.22 2,436,747.08	1,313,426.22 2,436,747.08	94.30% 94.30%	ER11 M9VE	1,238,560.92 2,297,852.50	1,238,560.92 2,297,852.50	0.00 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>						
SIGN		Arizona Department of Transportation State Highway Agency				
ORIGINAL		Sophia Kreutz				
		DocuSigned by:				
		Sophia Kreutz				
COPY		B. _____ Authorized Officer Date				

FINAL VOUCHER

FHWA Submission

TRACS NUMBER		H8841	FEDERAL PROJECT #			999A494
IMP CODE	ITEM DESCRIPTION	APPN CODE	TOTAL AMOUNT	FEDERAL FUNDS	STATE & OTHER FUNDS	
15	PRELIMINARY ENGINEERING					
	AECOM Technincal Services, Inc	2014-006.20	M9VE	213,578.00	201,404.05	12,173.95
	Arizona State Parks	JPA 140004104-I	M9VE	73.74	69.54	4.20
	Consultant Engineering, Inc	2015-005.01	M9VE	1,112.88	1,049.45	63.43
	Cornerstone Environmental Consulting, LLC	2016-002	M9VE	85.50	80.63	4.87
	Expert Right of Way Consulting Services, LLC	2014-007	M9VE	3,083.61	2,907.84	175.77
	SWCA, Inc	2016-008	M9VE	2,960.66	2,791.90	168.76
	Tierra Right of Way Service, Ltd	2016-012.03	M9VE	9,550.22	9,005.86	544.36
	ADOT		M9VE	56,368.76	53,155.74	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	M9VE	22,210.31	20,944.32	1,265.99
	ADOT		M9VE	4,745.63	4,475.13	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.	2014-006.20	ER11 M9VE	5,313.52 5,094.97	5,010.65 4,804.56	302.87 290.41
	Consultant Engineering, Inc	2017-007.05	ER11	97,520.88	91,962.19	5,558.69
		2011-001.01	M9VE	42,049.27	39,652.46	2,396.81
	ADOT		ER11 M9VE	149,117.49 183,782.44	140,617.79 173,306.84	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/Recap



Financial Management Services

An Arizona Management System Agency

Douglas A. Ducey, Governor

John S. Hallikowski, Director

Kristine Ward, Assistant Director

November 2, 2021

3rd Party Name

Address

City, Zip

RE: ADOT #
Project Description
Agreement #

Fed Aid #

To Whom it May Concern,

The final reconciliation of the above project has been completed. Below you will find the final payment due to ADOT. Once we receive the payment and the balance is zero we will be able to close this project and a final confirmation letter with record retention start date will be sent upon closeout.

Final cost analysis as follows:

Total Project Cost		\$0.00
Less Federal/Match Funds		\$0.00
3rd Party Name	Total Cost	\$0.00
3rd Party Name	Total Payment	\$0.00
3rd Party Name	Amount Due From	<u><u>\$0.00</u></u>

Please remit payment to attention of Accounts Receivable, Mail Drop 203B, at the address below in the footer of this letter.

In the case that you need any further assistance please contact Accounts Receivable at (602) 712-7534 or by email at AccountsReceivable@azdot.gov.

Sincerely,



FINAL VOUCHER

Completion Confirmation



Financial Management Services

Our True North: *Safely Home*

Douglas A. Ducey, Governor
John S. Halikowski, Director
Kristine Ward, Assistant Director

Mon. Day, Year

FirstName LastName

Job Title

Company/Agency Name

Address Line 1

City, State ZIP

Subject: ADOT # - Fed Aid #
Project Description
Closeout Confirmation

To whom this might concern:

This letter confirms the closeout of the above referenced project XXXXX / XXXXXXXXX.

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

Month Day, Year.

Sincerely,



FINAL VOUCHER

Most common issues:

NFA (Non-Federal Aid) amounts not provided or shown on documentation

No clear breakout between federal and local share

Missing documentation

Incomplete invoices

Communication

Phase closure vs. project closeout

Questions?



Contact info: FVoucher@azdot.gov

The End

Thank you!