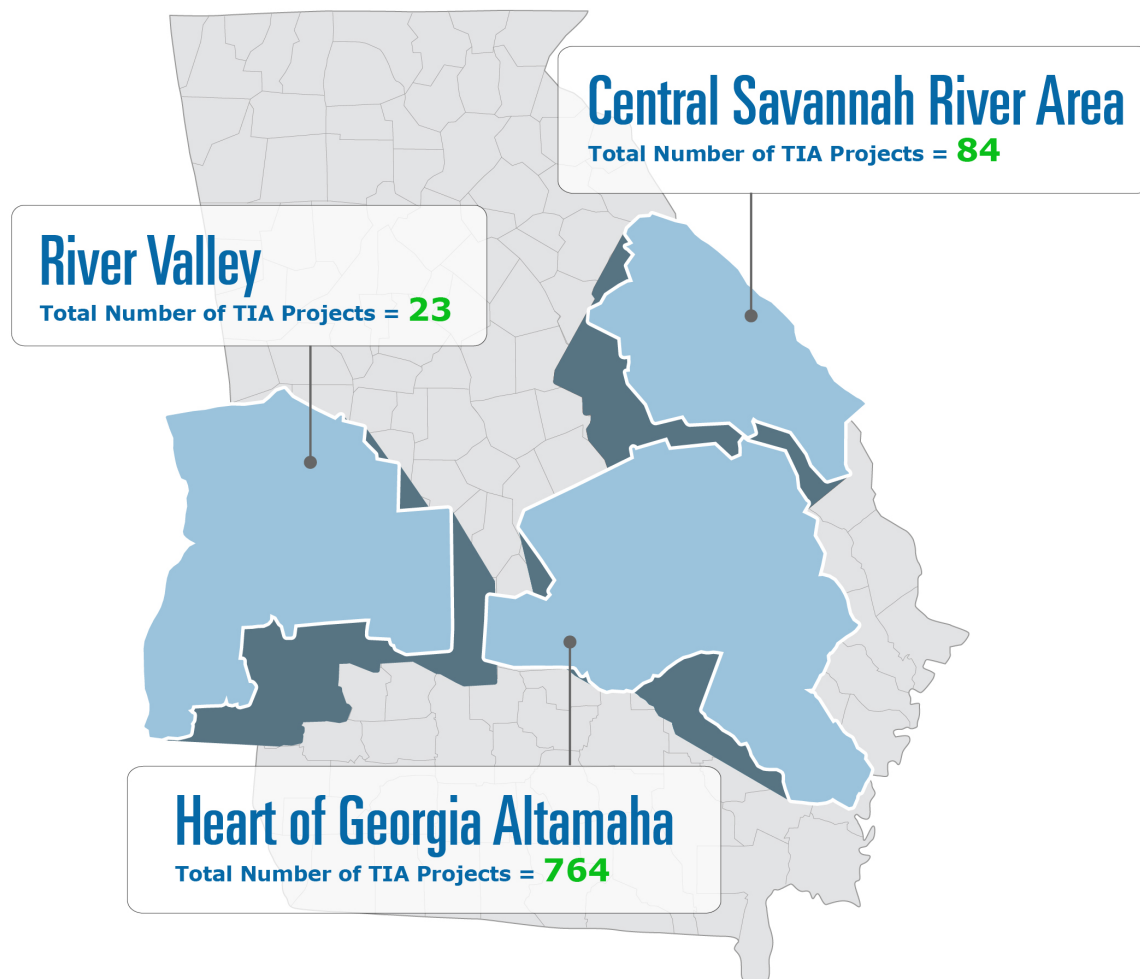


Program Procedure Manual

PPM 03 – Invoicing

April 2014

Version: 1.2.0



Prepared for:
Georgia Department of Transportation
Office of TIA

Prepared by
AECOM Technical Services, Inc.

PPM 03 – Invoicing

Prepared for
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TIA

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1.0 Preamble

The Georgia Department of Transportation (GDOT) has been delegated the management of the budget, schedule, execution, and delivery of projects on the Approved Investment List(s) of the three (3) Special Districts that voted to levy the special district transportation sales and use tax (Central Savannah River Area Region, Heart of Georgia Altamaha Region and the River Valley Region). This includes requesting the disbursement of funds from the Georgia State Financing and Investment Commission (GSFIC). In order to request the accurate amount of funds and to ensure that only Eligible Project Costs are claimed, the following process has been developed for Transportation Investment Act (TIA) projects..

2.0 Purpose

The principles described in this Program Procedure Manual (PPM) are supported by the Program team and intended to define specific procedures for a process, to a level of detail sufficient to control the process.

Due to the size and complexity of the Program and in order to manage the program risk, the management and delivery process varies significantly from that of a routine, “business as usual” program. The Program Manager shall be accountable for the program outcomes (technically, in a quality manner and also from a capital cost vs. revenue available perspective.) The Program Manager shall report to the TIA Administrator, and shall have a delegated authority level commensurate with his responsibilities. In essence, the Program Manager (PgM) shall act as GDOT’s representative. The defined scope of work is set forth in the contract between the PgM and GDOT. See the [TIA Manual](#) for more information.

3.0 Format

For ease of use each specific procedure will include a small scale version of the associated workflow within that section and a full size (11x17) version of each workflow has been included as an Appendix to this PPM.

4.0 Eligible Project Costs

Eligible Project Costs are defined in [O.C.G.A. § 48-8-242\(2\)](#) and the Intergovernmental Agreement between GDOT and GSFIC dated 01Jan 2013.

5.0 Invoice Process Flows

As with all elements of the program the invoicing follows a basic flow on a decision tree.

Specific procedures for each terminus of the decision tree define the process. High level views of the invoicing procedures are shown below.

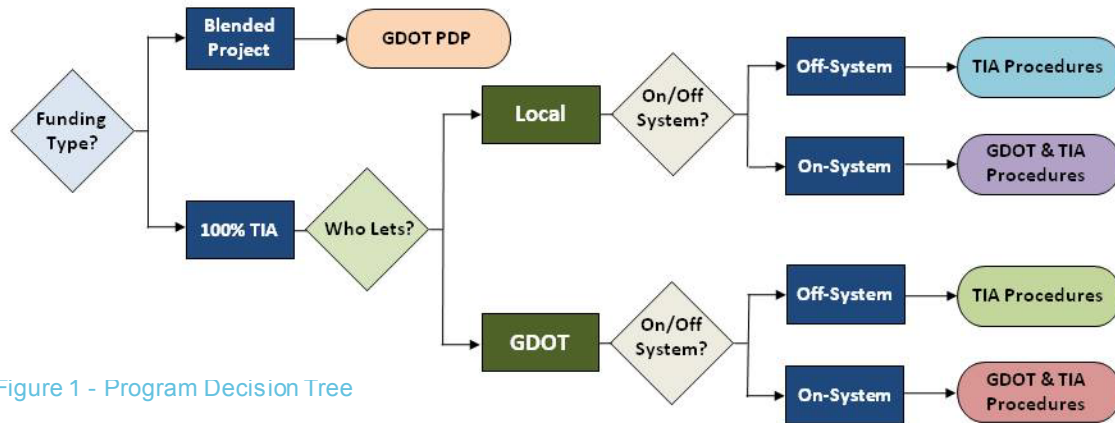


Figure 1 - Program Decision Tree

6.0 Invoice Procedure – Blended Projects

Blended projects are not funded with one hundred percent TIA funds but may contain Federal and other funds. Those invoices will be processed according to the policies and procedures set forth in GDOT Policies and Procedures.

The payment of the invoices will be recorded in the PMIS system utilizing an approval process similar to that set out in section 7.1 below.

The GDOT Budget Office will enter agreement amounts in PeopleSoft project costing module if required for automated revenue.

7.0 Invoice Procedure – 100% TIA Funded Projects

7.1 Non-Construction Invoices

The consultant or local government (sometimes referred to as Vendor) will upload their invoice for Eligible Project Costs monthly to GDOT's email inbox for TIA invoices (TIAInvoices@got.ga.gov). The PgM's Administration Team will upload the invoice into the PgM's PMIS system and route the invoice for approval. For reconciliation purposes a nightly data transfer will occur between CMIS and the PgM's FTP site showing any TIA invoices that may have been inadvertently entered into GDOT's CMIS system by consultants.

The PgM's Administrative Lead will review the received invoice for completeness and format, verifying that funds are available from GSFIC for the amount and that the charges are eligible under [O.C.G.A. § 48-8-242\(2\)](#) and the Inter-Governmental Agreement between GDOT and GSFIC. Eligible Project Costs charged on the invoice must correspond to the projects upon which the costs were accrued and by Special District. Additional information that must be submitted includes supporting documentation for expenses and man hours equal to the amount requested on the invoice, a progress report, DBE report (if required) and any other requested information. GDOT may request additional information and documentation which the invoice originator shall provide upon request. It is the responsibility of the PgM to ensure that accurate and detailed records by specific project and Special District are maintained.

If all of the above elements are met, the PgM Administrative Lead recommends approval within PMIS and the invoice is routed to the assigned TIA Project Manager who is notified of the new invoice and reviews for completeness of the work elements requested. This approval is entered into PMIS and the invoice is automatically routed to the TIA Regional Coordinator (RC) for review and recommendation to approve.

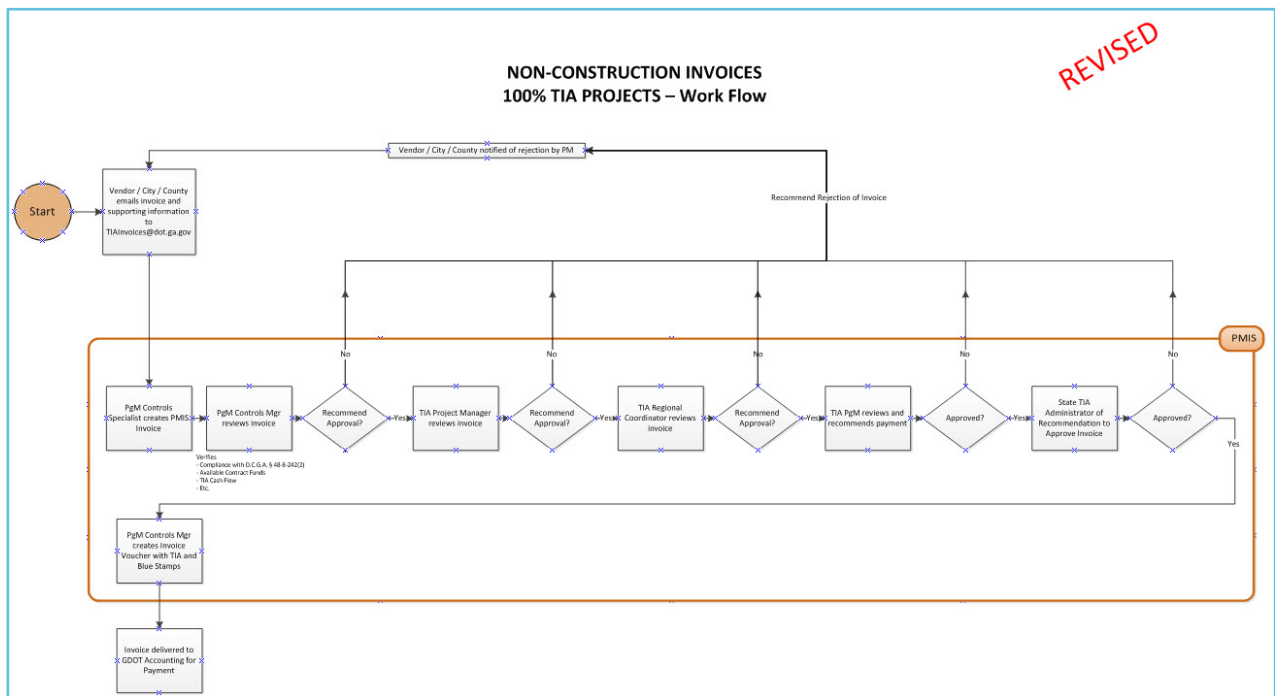


Figure 2

If the RC recommends approval the invoice is routed to the PgM for final review and recommendation to approve to the State TIA Administrator.

Once the State TIA Administrator has approved the invoice, the PMIS system notifies the PgM Administrative Lead of the recommendation and the invoice is routed (with signatures) as a pdf to the GDOT accounting group where the Contracts Payable Ledger (CPL) and General Accounting will enter the payments.

In the event that an invoice is not approved at any step along the review process the PM (and/or the RC) will notify the Vendor of the issue and the invoice will be corrected and resubmitted.

Figure 3 above depicts the process.

7.2 Construction Invoices

7.2.1 Local Let Projects

Construction Reimbursement Invoices received from the local agencies will be processed through the same process as non-construction invoices as defined above in section 7.1.

7.2.2 GDOT Let Projects - Site Manager Invoices

For 100% TIA Projects and depending upon specific project assignments, either GDOT staff or Construction Engineering and Investigation (CEI) or PgM personnel will load invoices for Eligible Construction Project Costs into the cost and materials verification system, Site Manager.

The process for Monthly Pay Estimate processing within Site Manager is defined in GDOT's Site Manager Training Guide for Georgia DOT Project and Area Engineers. For TIA projects the following assignments have been made within Site Manager and are assigned on a project by project basis as the projects are established in Site Manager.

- Construction Project Engineer = PgM Construction Manager or his Consultant CEI Designee
- Area Engineer = Program Manager
- District Contract Payments Specialist = TIA Regional Coordinator
- District Engineer = State TIA Administrator

Quantities of materials and the costs for those materials charged in the invoice must correspond to the projects upon which the costs were accrued by Special District. It shall be the responsibility of the PgM to ensure that an accurate and detailed record of the costs accrued by project and Special District is maintained.

After the pay estimate has routed within Site Manager it is printed (pdf) by the District Contracts Payments Specialist (TIA Regional Coordinator) and sent to the TIA Invoice email inbox (TIAInvoices@dot.ga.gov).

The PgM's Administrative Lead will create an invoice within PMIS from the received files and review the received invoice for completeness and format, verifying that funds are available from GSFIC for the amount and that the charges are eligible under O.C.G.A. § 48-8-242(2) and the Intergovernmental

Agreement between GSFIC and GDOT. Eligible Project Costs charged on the invoice must correspond to the projects upon which the costs were accrued and by Special District. Additional information that must be submitted includes supporting documentation for expenses and man hours equal to the amount requested on the invoice, a progress report, DBE report (if required) and any other requested information. GDOT may request additional information and documentation which the invoice originator shall provide upon request. It is the responsibility of the PgM to ensure that accurate and detailed records by specific project and Special District are maintained.

If all of the above conditions are met, the PgM Administrative Lead recommends approval within PMIS and the invoice is routed to the RC for review and recommendation to approve.

If the RC recommends approval, the invoice is routed to the PgM for final review and recommendation to approve to the State TIA Administrator. The PMIS system will notify the PgM Administrative Lead of the recommendation and the Contract Technician approval is entered into CMIS. The flow diagram below depicts the process.

Once the State TIA Administrator has approved the invoice, the PMIS system notifies the PgM Admin Lead of the recommendation and the invoice is routed (with signatures) as a pdf to the GDOT accounting group where the Contracts Payable Ledger (CPL) and General Accounting will enter the payments.

In the event that an invoice is not approved at any step along the review process the PgM Construction Manager (and/or the RC) will notify the Construction Project Engineer and the Contractor of the issue and the pay estimate (invoice) will be corrected and resubmitted.

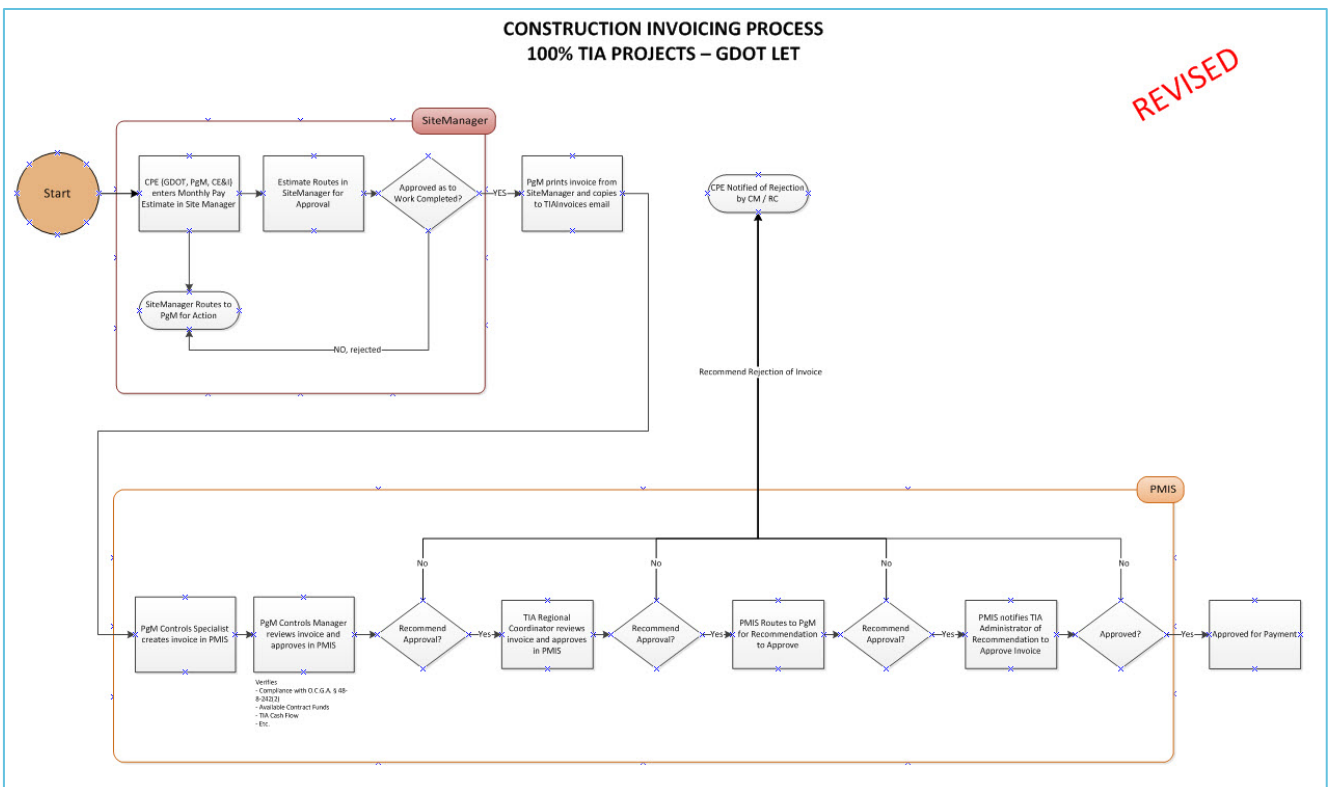


Figure 3

7.3 Program Manager Invoices

The PgM shall submit a monthly invoice for each Special District. Eligible Project Costs shall be charged to the appropriate administrative project assigned to each Special District. See [Direct and Indirect Costs](#). This invoice shall include supporting documentation with a detailed project delineation of monthly costs. The invoice, together with all other documentation, will then be routed to the RC for review and approval. Upon approval by the RC, the invoice will be routed to the State TIA Administrator for final approval. The RC or State TIA Administrator has the option to reject the invoice and request additional information. Upon rejection, the invoice is returned to the PgM.

GDOT is only obligated for payments to the PgM. Therefore, any sub consultant payments are the responsibility of the PgM.

Disbursement of funds may take up to 45 business days and is contingent upon the amount of special district sales and use tax proceeds remitted to GDOT by GSFIC. This includes the time from invoice submittal to payment. The obligation of GDOT to pay or reimburse any incurred cost is expressly limited to the amount of special district transportation sales and use tax proceeds remitted to GDOT by GSFIC and established as the available funds for that (those) component(s) of the project phase(s). GDOT's determination as to the availability of the special district transportation sales and use tax proceeds as designated by GDOT for the Project shall be conclusive.

The approval and payment of the PgM invoice will be captured in the nightly data transfer between CMIS and the PgM's FTP site showing any TIA invoices that may have been entered into GDOT's CMIS system.

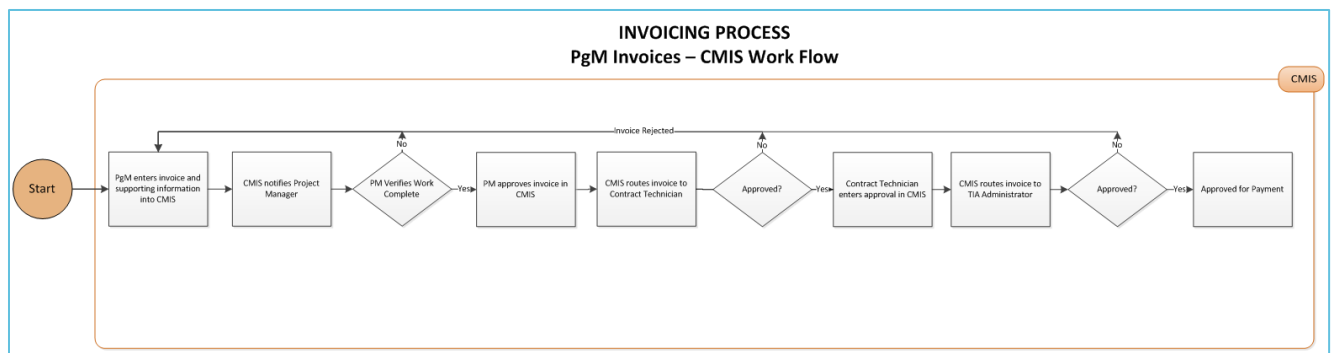


Figure 4

8.0 Invoice Procedure - Special Cases

8.1 Right of Way Check Request / Invoice Process

For GDOT ROW acquisition, the TIA PgM ROW acquisition team will prepare and submit to the PgM:

- Settlement & Disbursement Statement (S&D)
- Purchase Option
- IRS Report
- W-9

The TIA PgM ROW acquisition team will:

- review the Purchase Option, S&D, IRS form and W-9 for completeness
- verify project balance in the estimated project budget
- request vendor ID from Cash Disbursement (if necessary)
- prepare Check Request in T-PRO
- print 3 copies of Check Request Form from T-PRO
- validate that check request information in T-PRO is correct
 - complete the transaction screen in T-PRO
 - print D-9 from TRAQS
 - attach project balance verification, PFR, Option, S&D and IRS form
 - submit for recommendation to approve
 - submit to State TIA Administrator for approval and Commissioner certification
 - upon approval, PgM ROW Lead will submit to District Administrative Officer in the District in which the parcel is located.

District Administrative Officer Staff will:

- enter D-9 into PeopleSoft
- submit check request with all supporting documents (D-9, PS voucher documents, invoice S&D statement, etc.) to Cash Disbursement
- cut a check
- return the check to PgM ROW Lead, or designee
- forward payment packet to GDOT General Accounting

PgM ROW Lead will:

- make necessary copies
- incorporate copies in project file
- Update PMIS system
- return check to requestor, TIA consultant ROW acquisition teams

The ROW payment packet will be scanned and emailed to the TIA invoice email box (TIAInvoices@dot.ga.gov) by the PgM ROW Lead. The ROW payment packet will follow the same approval process within PMIS as a non-construction invoice workflow shown in section 7.1 above.

Right of Way transactions which can be invoiced include:

- Land purchases
- Relocation / Reimbursement

- Condemnations – The Clerk of the Court where the condemnation occurs makes these payments based on a voucher. Documentation for payment consists of:
 - D9 Form
 - Blue stamped Invoice with amount
 - PgM ROW Lead Signature
 - PgM Signature (or electronic approval in PMIS)
 - State TIA Administrator Signature (or electronic approval in PMIS)
- Rents
- Payments are parcel based; therefore, invoices must show parcels line by line with the correct dollar amount associated with each parcel.

8.2 Environmental Mitigation Invoice Process

When wetland acreage is disturbed, a stream is impacted or a variance is needed for a stream buffer on state waters, the PgM must facilitate procurement of purchase of environmental mitigation credits in order for the project to move ahead. It is important to note that all environmental mitigation must be complete prior to certification of letting.

The Environmental Mitigation Invoice will be scanned and emailed to the TIA invoice email box (TIAInvoices@dot.ga.gov). The Environmental Mitigation Invoice Process will follow the same workflow within PMIS as a non-construction invoice workflow shown in section 7.1 above.

8.3 USACE 404 Permit

The PgM will:

- obtain confirmation of the number of credits that must be purchased from the project ecologist
- develop an estimated cost for the mitigation credits based on recent purchases
- submit a Procurement Requisition form to TIA Procurement together with a project location map and the U.S. Army Corps of Engineers (USACE) Section 404 permit

After the bid is awarded, the bank(s) will send an invoice together with a copy of the PO, a copy of the letter sent to the USACE notifying of the transfer of credits and any other supporting documents to the PgM.

The PgM will:

- scan and email the invoice to the TIA invoice email box (TIAInvoices@dot.ga.gov). The process will follow the same workflow within PMIS as a non-construction invoice workflow shown in section 7.1 above.
- send credit transfer documentation to the Army Corps of Engineers prior to work in waters of the U.S. to document mitigation compliance
- provide copies of the credit transfer documentation to other environmental personnel as needed

General Accounting will:
verify that all documents are in order

- load into PS those invoices less than or equal to \$2,499.99;
 - invoices totaling \$2,500.00 or more must be signed by a General Accounting Assistant Transportation Administrator prior to loading
- print page containing voucher ID
- submit package (voucher ID page, invoice, copy of PO, copy of letter, any other documents) to Cash Disbursement for payment

Cash Disbursement will:

- cut and remit check
- stamp voucher Paid and send package to file room with copy to PgM

The payment of the invoice will be captured in the nightly IT transfers to the PMIS system.

8.4 Buffer Variance

The PgM will:

- obtain confirmation of the number of credits that must be purchased from the project ecologist
- develop an estimated cost for the mitigation credits based on recent purchases
- review the Project Financial Report to assure the project budget has sufficient funds for credit purchases
- submit a Procurement Requisition form to Procurement together with a project location map and the state buffer variance issued by the EPD

After the bid is awarded, the bank(s) will send an invoice together with a copy of the PO, and any other supporting documents to the PgM.

The PgM will:

- scan and email the invoice to the TIA invoice email box (TIAInvoices@dot.ga.gov). The process will follow the same workflow within PMIS as a non-construction invoice workflow shown in section 7.1 above.
- send credit transfer documentation to EPD at least 14 days prior to any land disturbing activities via return receipt certified mail or similar service to document buffer mitigation compliance
- provide copies of the credit transfer documentation to other environmental personnel to include the project ecologist, the NEPA planner and the General Files

General Accounting will:

- verify that all documents are in order
- load into PS those invoices less than or equal to \$2,499.99;
 - invoices totaling \$2,500.00 or more must be signed by an Assistant Transportation Administrator prior to loading
- print page containing voucher ID
- submit package (voucher ID page, invoice, copy of PO, copy of letter, any other documents) to Cash Disbursement for payment

Cash Disbursement will:

- cut and remit check
- stamp voucher Paid and send package to file room with copy to PgM

The payment of the invoice will be captured in the nightly IT transfers to the PMIS system.

8.5 National Pollutant Discharge Elimination System (NPDES) Fees

NPDES fees are paid each month to the Environmental Protection Division of the Department of Natural Resources (DNR) for land disturbed as a result of projects awarded by GDOT. The fees are based on the amount of disturbed acreage.

Construction Bidding Administration staff will:

- submit the printed copy of the NPDES Fees Chart, the NPDES Fees Submittal form and the NPDES Fees Interdepartmental Correspondence after each month's awards to the PgM

The PgM will:

- Review, and recommend to the RC and then to the State TIA Administrator for review and processing
- scan and email the NPDES Fees Chart, the NPDES Fees Submittal form and the NPDES Fees Interdepartmental Correspondence to the TIA invoice email box (TIAInvoices@dot.ga.gov). The process will follow the same workflow within PMIS as a non-construction invoice workflow shown in section 7.1 above.
- upon final approval, submit the payment package to General Accounting

General Accounting will:

- verify that the total on the DNR cover sheet is equal to the amount on the attached spreadsheet
- run the inter-unit Accounts Receivable query in PeopleSoft
- send for Pass for Payment approval
- Fax NPDES Fees spreadsheet to DNR to inform that payment has been made
- send invoice to Cash Disbursement

Cash Disbursement will:

- Pay invoice via Automated Clearing House (ACH)
- Remit ACH advice

Construction Bidding Administration Staff will:

- email appropriate DNR staff the NPDES Fees Chart, the NPDES Fees Submittal form and NPDES Fees Chart to inform agency of payment with copy to the PgM

The payment of the invoice will be captured in the nightly IT transfers to the PMIS system.

8.6 Utility and Railroad Invoice Process

The utility company or railroad shall submit invoices (with a minimum of \$1,000.00) to the PgM. These invoices shall be submitted on a monthly basis.

The PgM shall:

- scan and email the invoice to the TIA invoice email box (TIAInvoices@dot.ga.gov). The process will follow the same workflow within PMIS as a non-construction invoice

workflow shown in section 7.1 above exception that in addition to the approval of the State TIA Administrator invoices for Blended Projects may also require the approval of the Assistant State Utilities Engineer

- Once all of the signatures have been obtained the PgM Admin Lead will forward the payment packet as a pdf to the GDOT accounting group where the Contracts Payable Ledger (CPL) and General Accounting will enter the payments.

General Accounting shall:

- enter the invoice into PeopleSoft
- forward payment documents to Cash Disbursement

Cash Disbursement shall:

- create payment - check or ACH
- remit payment or ACH Advice

When the utility company or railroad submits the final invoice to the PgM for payment, the following shall occur:

The PgM shall:

- submit a copy of the invoice to the Project Manager/Area Engineer or Inspector depending on the type of project and who was assigned to oversee the project for construction together with an acceptance letter

Appropriate project and/or district staff (as listed above) shall:

- verify completion of all utility work and that charges for said work are based on the contract diary and DOT 8465 Daily Reports turned in by the utility or railroad prior to submission of invoice for approval and payment
- notify PgM via checklist contained in acceptance letter that they are in agreement with the charges and return to PgM

The PgM shall:

- When the verification and acceptance letter are returned the PgM Administrative Lead will enter the approval into PMIS and route the invoice to the RC for review and recommendation to approve.
- If the RC recommends approval the invoice is routed to the PgM for final review and recommendation to approve to the State TIA Administrator.
- Once the State TIA Administrator has approved the invoice, the PMIS system notifies the PgM Admin Lead of the recommendation and the invoice is routed to obtain approval and signature from the State Utilities Engineer and Chief Engineer.
- Once all of the signatures have been obtained the PgM Admin Lead will forward the payment packet as a pdf to the GDOT accounting group where the Contracts Payable Ledger (CPL) and General Accounting will enter the payments.

8.7 State TIA Administrator and Staff

The State TIA Administrator and staff are employees of the GDOT and are not contractors or consultants. As such, they enter their time worked into WorkForce TimeKeeper (WFTK). These labor expenses are reimbursable as an Eligible Project Cost. Therefore it is imperative that hours be entered and charged to the specific project (P#) on which those hours were worked. They will be paid as all other GDOT employees are paid and GDOT will be reimbursed by GSFIC for these labor expenses.

8.8 Direct and Indirect Costs

In general, The PgM is responsible for ensuring that all ROW acquisition, permits, buffers and fees are budgeted adequately. Further, the PgM is responsible for meeting all time constraints as required. In addition, when submitting all invoices, the PgM must categorize all Eligible Project Costs as either a "Direct Cost" or an "Indirect Cost" as defined herein.

Direct cost means any cost that is identified specifically with a particular final cost objective. Direct costs are not limited to items that are incorporated in the end product as material or labor. Costs identified specifically with a contract are direct costs of that contract. All costs identified specifically with other final cost objectives of the contractor, consultant, local government or PgM are direct costs of those cost objectives.

Indirect Cost means any cost not directly identified with a single final cost objective, but identified with two (2) or more final cost objectives or with at least one intermediate cost objective.

9.0 Payment Package to GSFIC

The payment package submitted to GSFIC may consist of an expense detail query run by the Office of Financial Management (OFM) to include all accounts for TIA fund sources as well as the following supporting documentation:

- cover letter from GDOT Commissioner or designee containing information about the reimbursement request and bank account data
- GDOT invoices
- voucher summary for each invoice
- labor history by project for each invoice
- involved GDOT employee data to include name, title, hours worked, work performed by pay period for each invoice

Once GDOT OFM has completed the monthly GSFIC invoice they notify the State TIA Administrator and PgM that the invoice is compiled and available for review on the TIA Financials SharePoint. The PgM reconciles the invoice with records in the PgM PMIS system and if they concur with the invoice notify the State TIA Administrator of such. The State TIA Administrator notifies GDOT OFM who uploads the invoice to GSFIC's e-TIA site.

Once the invoice is uploaded, the State TIA Administrator, acting under delegation of authority from the GDOT Commissioner, certifies the invoice on GSFIC's e-TIA site, electronic invoicing module.

There is no limit on the number of Requests for Disbursement that may be submitted to GSFIC by GDOT for the disbursement of funds. This is in accordance with the Inter-Governmental Agreement between GDOT and GSFIC. However, GDOT will generally submit monthly, one payment package per Special District along with required documentation and reserves the right to submit additional payment requests for those more pressing items such as ROW, mitigation credits, etc.

In accordance with the Inter-Governmental Agreement between GDOT and GSFIC, requests for disbursement shall be processed by GSFIC within five (5) working days of receipt. Disbursements will be paid by GSFIC to GDOT using an electronic payment method via ACH or wire payment when possible. When a Request for Disbursement is marked "urgent" by GDOT, GSFIC will make all reasonable efforts to process the Request for Disbursement and make payment as soon as practically possible, with the goal of within three (3) days.

The PgM is currently working with GSFIC to automate the acceptance of the payment package to eliminate the need to double or triple handle the payment package supporting materials.

10.0 Prioritization and Order of Payments

FOR CASES WHEN CASH NEEDS EXCEED AVAILABLE SPECIAL DISTRICT REVENUE PROCEEDS

In the event GDOT's monthly cash needs for Projects on the Approved Investment List(s) exceed the balance of Special District funds available, the State TIA Office will provide to GSFIC a monthly list of priority and order of payments for that Special District. GDOT anticipates that such list(s) shall set the priority and order of payments in the following order:

- GDOT
- TIA Program Manager
- Blended Projects
- 100% TIA Projects
 - Projects active in construction
 - Projects with active ROW procurement
 - Projects in current band
 - Projects active in the design phase
 - Projects in current band
 - Construction within 6 months
 - Projects with active ROW procurement
 - Projects in future bands
 - Projects active in the design phase
 - Projects in future bands
 - Other Project Expenses
 - Other Contracts

In accordance with the Inter-Governmental Agreement between GSFIC and GDOT, the TIA Program may make changes to this prioritization and order of payments, depending on circumstances present in the Special District or Projects within the Special District.

The Prioritization and Order of Payments is governed by TIA Standard # TIA1401-1, TIA Payment Precedence.

Appendix

Process Workflows

Figure 1
Program Decision Tree

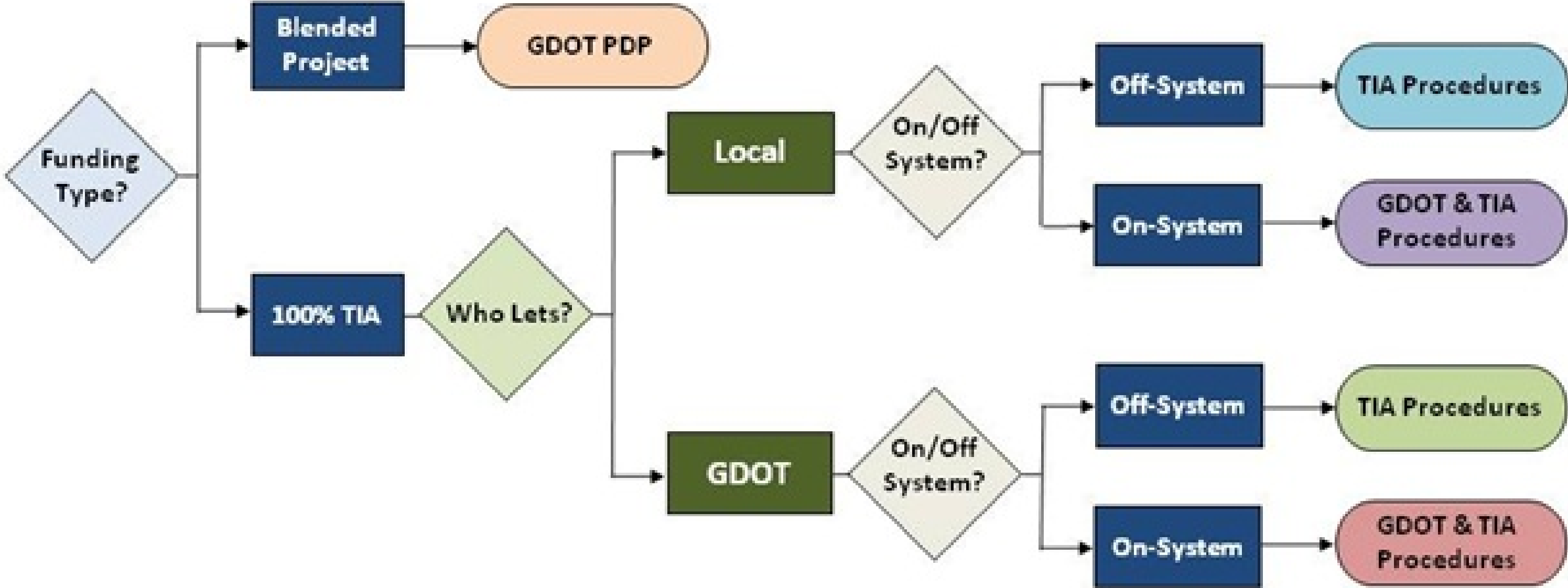


Figure 2
Non-Construction Invoices

REVISED

NON-CONSTRUCTION INVOICES
100% TIA PROJECTS – Work Flow

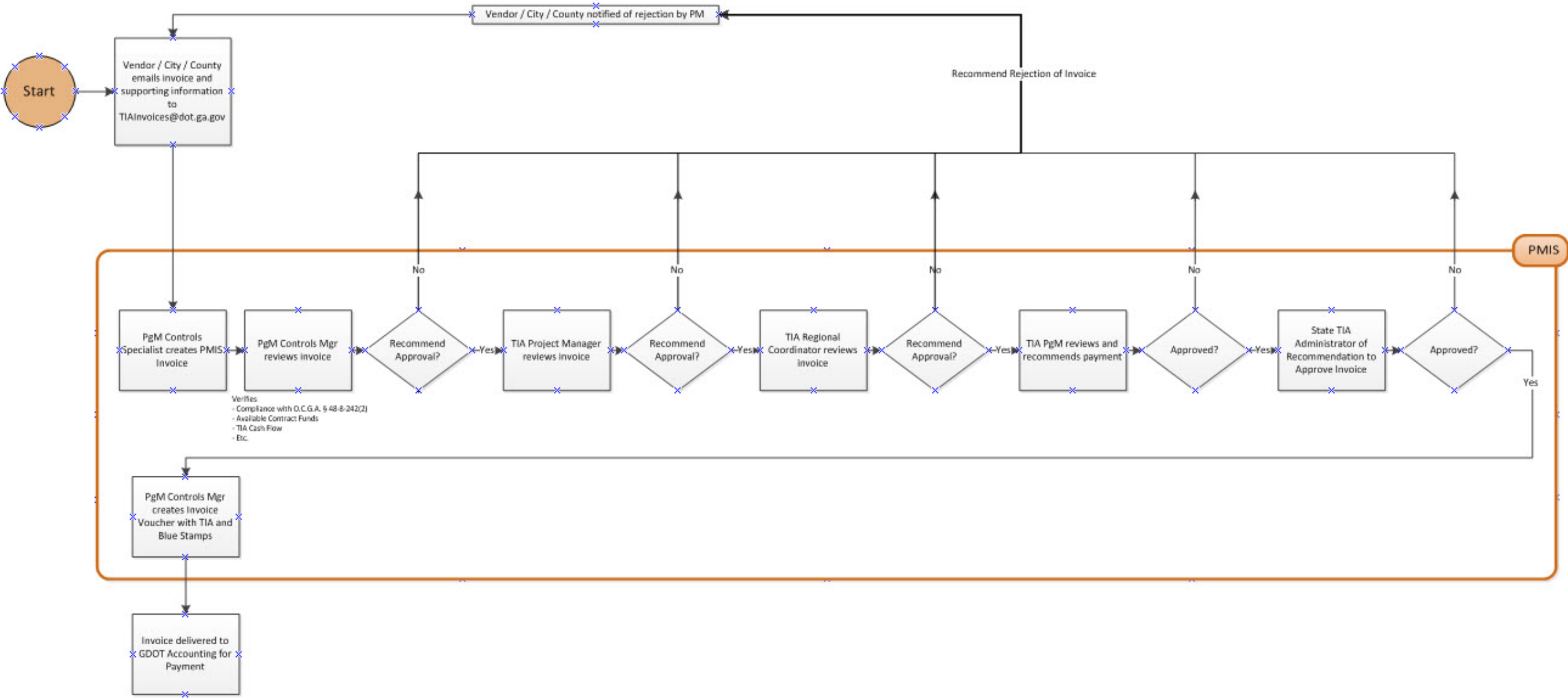


Figure 3
GDOT Let Construction (SiteManager) Invoices

CONSTRUCTION INVOICING PROCESS
100% TIA PROJECTS – GDOT LET

REVISED

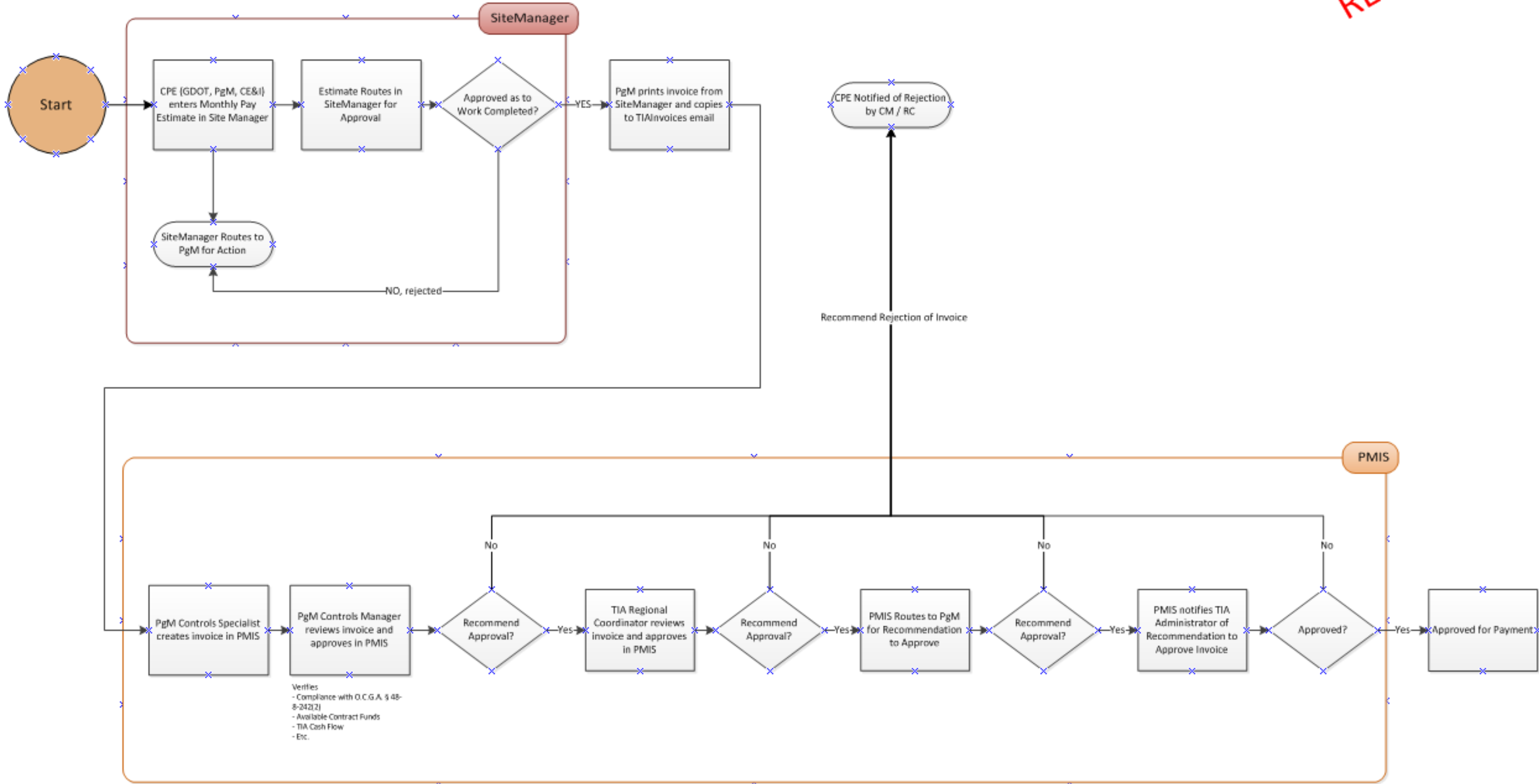


Figure 4
PgM Invoices (CMIS)

INVOICING PROCESS
PgM Invoices – CMIS Work Flow

