



Florida Department of  
**TRANSPORTATION**

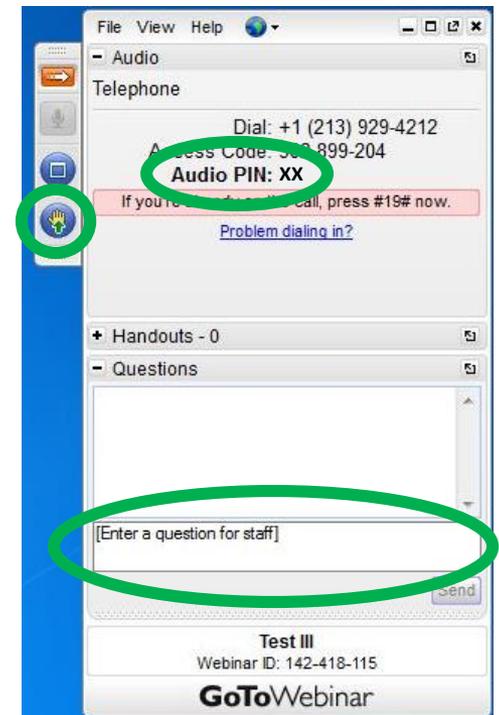
# **MPO Invoicing & Monitoring Training**

**FDOT Office of Policy Planning  
FDOT Office of Comptroller**

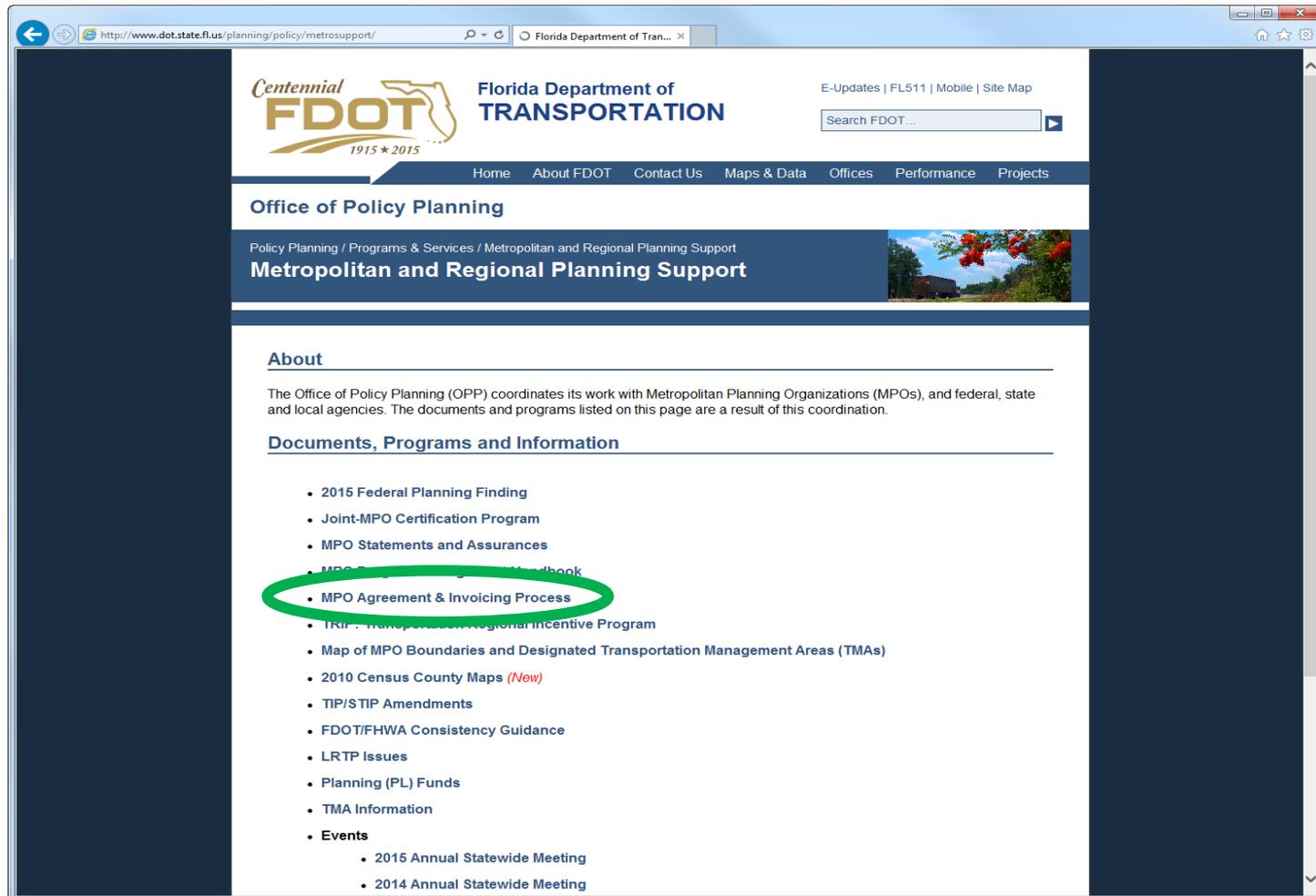
**May 24<sup>th</sup>, 2016**

# Webinar Intro

- All participants are muted.
- Opportunities for question & answer.
  - Ask questions via the Question pod at any time.
- “Raise Hand” to indicate desire to ask a question orally.
  - For telephone users: the **audio pin** must be entered prior to the organizer being able to unmute you.
- This webinar is being recorded.



# Webinar Intro



The screenshot shows the Florida Department of Transportation (FDOT) website. The page is titled "Office of Policy Planning" and "Metropolitan and Regional Planning Support". Under the "Documents, Programs and Information" section, a list of links is provided. The link "MPO Agreement & Invoicing Process" is circled in green. The browser address bar shows the URL: <http://www.dot.state.fl.us/planning/policy/metrosupport/>.

**Centennial FDOT 1915 ★ 2015** Florida Department of TRANSPORTATION

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**Office of Policy Planning**

Policy Planning / Programs & Services / Metropolitan and Regional Planning Support

**Metropolitan and Regional Planning Support**

**About**

The Office of Policy Planning (OPP) coordinates its work with Metropolitan Planning Organizations (MPOs), and federal, state and local agencies. The documents and programs listed on this page are a result of this coordination.

**Documents, Programs and Information**

- 2015 Federal Planning Finding
- Joint-MPO Certification Program
- MPO Statements and Assurances
- MPO Planning Handbook
- **MPO Agreement & Invoicing Process**
- TRIP - Transportation Regional Incentive Program
- Map of MPO Boundaries and Designated Transportation Management Areas (TMAs)
- 2010 Census County Maps (New)
- TIP/STIP Amendments
- FDOT/FHWA Consistency Guidance
- LRTP Issues
- Planning (PL) Funds
- TMA Information
- **Events**
  - 2015 Annual Statewide Meeting
  - 2014 Annual Statewide Meeting

- Guidance documents, templates, presentations, recordings, etc.
- <http://www.dot.state.fl.us/planning/policy/metrosupport/invoicing/default.shtm>

# Agenda

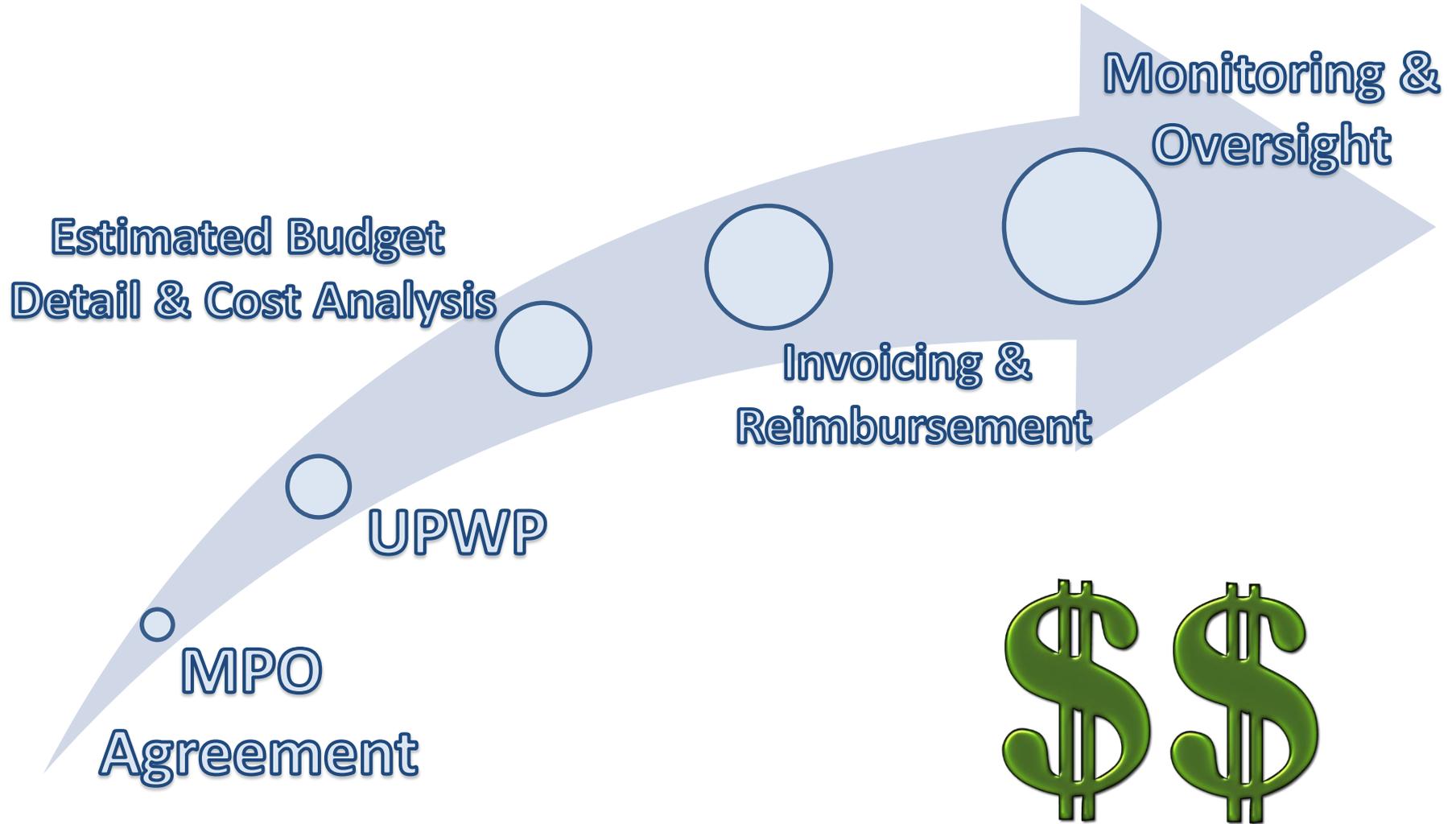
- Invoicing
  - **MPO** Guidance
  - **MPO Liaison** Guidance
  - **FSO Payment Auditor** Guidance
- Monitoring & Risk Assessment
- Resources & Next Steps



# Presenters

- **Sandy Watson**, Grants Compliance Specialist
- **Adam Lassiter**, Quality Assurance/Payroll Accounting Manager
- **Lisa Wilkerson**, Statewide Grants Coordinator
- **Sean Santalla**, Statewide MPO Coordinator

# Goals – “The Big Picture”



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# Invoicing: MPO - Invoice Package

# Overview of Invoice Package



- Invoice Package is only 3 parts:

- Invoice - must follow prescribed format
- Itemized Expenditure Detail Report
- Progress Report

No prescribed format, but must meet requirements

**Metropolitan Planning Organization**

1234 Main Street Parkway East  
Your Town, Florida 32399-0004

Florida Department of Transportation  
Office of Policy Planning  
605 Suwannee Street  
Tallahassee, FL 32399-0450  
Tel: (850) 624-6000 Fax: (850) 624-4876  
Email: [Planning@dot.state.fl.us](mailto:Planning@dot.state.fl.us)

Invoice No: FPMO-0000  
Invoice Period: 10/01/2016 - 12/31/2016  
Contract No: OXXXX  
Amendment No: 1  
Modification No: 3

Invoice Amounts By: 4256  
4256  
Total Invoice: 8512

2016/2017 Unified Planning Work Program Task	FHWA (PL) Current Cost	FHWA (SA) Current Cost	FHWA (M01E) Current Cost	FHWA Current Amount Cost	Total Previous Payments	Total Budget
Task 100 - General Office Management	17,805.83	-	-	17,805.83	17,805.83	17,805.83
Task 110 - UPWP & Financial Management	20,514.98	-	-	20,514.98	20,514.98	20,514.98
Task 120 - Coordination	1,957.88	-	-	1,957.88	1,957.88	1,957.88
Task 130 - Board & Committee Support	25,427.98	-	-	25,427.98	25,427.98	25,427.98
Task 140 - Legal & Legislative Services	-	-	-	-	-	-
Task 150 - Local Match For Program Administration	-	-	-	-	-	-
Task 200 - System Monitoring	-	-	-	-	-	-
Task 210 - Transit System Monitoring	31,663.41	-	-	31,663.41	31,663.41	31,663.41
Task 220 - Land Use Monitoring	-	-	-	-	-	-
Task 300 - Transportation Improvement Program	1,125.91	-	-	1,125.91	1,125.91	1,125.91
Task 400 - Long Range Transportation Plan	9,232.52	-	-	9,232.52	9,232.52	9,232.52
Task 500 - Special Project Planning	35,893.19	-	-	35,893.19	35,893.19	35,893.19
Task 600 - Intermodal & Interagency Studies	68,750.00	-	-	68,750.00	68,750.00	68,750.00
Task 610 - Interregional Transportation Planning & Coordination	7,325.31	-	-	7,325.31	7,325.31	7,325.31
Task 620 - Intermodal Planning	-	-	-	-	-	-
Task 700 - Community Outreach	-	-	-	-	-	-
Task 800 - Land Use Planning	26,883.30	-	-	26,883.30	26,883.30	26,883.30
Task 810 - Transit Planning	45,535.98	-	-	45,535.98	45,535.98	45,535.98
Task 820 - Transportation Systems Management & Operations	-	-	-	-	-	-
Task 830 - Traffic Signal Retiming	86,358.62	66,233.05	43,793.05	196,384.72	196,384.72	196,384.72
Task 840 - Smart Growth Planning	1,993.46	187,500.00	-	187,500.00	187,500.00	187,500.00
Task 850 - Transportation Disadvantaged Planning	40,153.79	-	-	40,153.79	40,153.79	40,153.79
Task 860 - Air Quality Planning	-	-	-	-	-	-
Task 870 - Bicycle & Pedestrian Planning	2,766.81	-	-	2,766.81	2,766.81	2,766.81
Task 880 - Highway Planning	26,912.31	-	-	26,912.31	26,912.31	26,912.31
Task 890 -	4,793.48	-	-	4,793.48	4,793.48	4,793.48
<b>Total:</b>	<b>448,043.84</b>	<b>251,733.05</b>	<b>43,793.05</b>	<b>743,569.94</b>	<b>743,569.94</b>	<b>743,569.94</b>

Request for Payment Certification as Required by 2 CFR 200.415:  
By signing this report, I certify in the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties.

Supporting Documentation is on file at:  MPO  District

(MPO) Authorized Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

ITEMIZED EXPENDITURE DETAIL REPORT EXAMPLE  
OCTOBER 1, 2016 - DECEMBER 31, 2016

Task 100 - General Office Management

EXPENDITURE CATEGORY AND DESCRIPTION	2016/17 FHWA (PL) Budgeted Amount	2016/17 FHWA (PL) Previous Payments	2016/17 FHWA (PL) Current Cost	2016/2017 FHWA (PL) Total
<b>A. Personnel Services</b>				
Salaries and Fringe	61,090.00	15,263.00	15,263.00	15,263.00
<b>Sub Total:</b>	<b>61,090.00</b>	<b>15,263.00</b>	<b>15,263.00</b>	<b>15,263.00</b>
<b>B. Consultant Services</b>				
Contract/Consultant Services	-	-	-	-
<b>Sub Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>C. Travel</b>				
Travel Expenses	-	-	-	-
<b>Sub Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>D. Indirect Expenses</b>				
Indirect Cost Rate 16.644%	-	-	-	-
<b>Sub Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>D. Other Direct Expenses</b>				
Advertising/Public Notice	10,163.31	2,540.83	2,540.83	2,540.83
Advertising/Community Sponsorships	-	-	-	-
Computer Operations & Software	-	-	-	-
Contingency	-	-	-	-
Contributions	-	-	-	-
Equipment/Small Tools/Office Machinery	-	-	-	-
Office Supplies/Postage/Graphic Design	-	-	-	-
Other Miscellaneous Expense	-	-	-	-
Parking Expense	-	-	-	-
<b>Sub Total:</b>	<b>10,163.31</b>	<b>2,540.83</b>	<b>2,540.83</b>	<b>2,540.83</b>
<b>Total:</b>	<b>71,253.31</b>	<b>17,803.83</b>	<b>17,803.83</b>	<b>17,803.83</b>

Task 110 - UPWP & Financial Management

EXPENDITURE CATEGORY AND DESCRIPTION	2016/17 FHWA (PL) Budgeted Amount	2016/17 FHWA (PL) Previous Payments	2016/17 FHWA (PL) Current Cost	2016/2017 FHWA (PL) Total
<b>A. Personnel Services</b>				
Salaries and Fringe	58,348.00	14,587.00	14,587.00	14,587.00
<b>Sub Total:</b>	<b>58,348.00</b>	<b>14,587.00</b>	<b>14,587.00</b>	<b>14,587.00</b>
<b>B. Consultant Services</b>				
Contract/Consultant Services	-	-	-	-
<b>Sub Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>C. Travel</b>				
Travel Expenses	-	-	-	-
<b>Sub Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>D. Indirect Expenses</b>				
Indirect Cost Rate 16.644%	-	-	-	-
<b>Sub Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>D. Other Direct Expenses</b>				
Audit Fees	9,711.91	2,427.98	2,427.98	2,427.98
Office Supplies/Postage/Graphic Design	14,000.00	3,500.00	3,500.00	3,500.00
<b>Sub Total:</b>	<b>23,711.91</b>	<b>5,927.98</b>	<b>5,927.98</b>	<b>5,927.98</b>
<b>Total:</b>	<b>82,059.91</b>	<b>20,514.98</b>	<b>20,514.98</b>	<b>41,029.95</b>

PROGRESS REPORT  
OCTOBER 1, 2016 - DECEMBER 31, 2016

TASK NO. AND TITLE	COMPLETED ACTIVITIES
1.1 UPWP and Organization Administration	<ul style="list-style-type: none"> <li>Prepared the Quarterly Progress Report for work performed from July through September 2016</li> <li>Created a new spreadsheet to transfer balance of contracts for FY 2017 PL funds</li> <li>Monitored projects and advised of scheduled non-compliance as appropriate</li> <li>Updated grant charts showing all contracts status</li> <li>Prepared reimbursement requests for previous quarter</li> <li>Prepared identified MPO Preliminary Agency fee needs prior to meeting date</li> <li>Prepared identified MPO Final Agency packages with supporting documentation that included resolutions one week prior to meeting date</li> <li>Provide MPO Board and then staff with a written briefing of the MPO Agency prior to the meeting date</li> <li>Prepare minutes and resolutions for the MPO meeting</li> <li>Advised public hearing items in The New Press fourteen days prior to meeting date</li> </ul>
1.2 MPO Board and Committee Coordination	<ul style="list-style-type: none"> <li>Amendment to FY 2017 PL funds adopted by MPO Board and approved by FDOT District and FHWA</li> </ul>
1.3 Transportation Disadvantaged Coordinating Board and Program Administration	No activities performed this quarter
1.4 Public Participation and Education	<ul style="list-style-type: none"> <li>Completed the final SERPM Memorandum of Understanding (MOU) between the MPO and FDOT Districts in Florida, which covers all SERPM-related activities for a 5-year period</li> <li>Prepared agenda item for the SERPM MOU for both the SEPTC and Your County MPO</li> <li>Obtained endorsement from SEPTC on the SERPM MOU</li> <li>Obtained approval for SERPM MOU from the Your County MPO</li> <li>Prepared Regional Travel Survey advice notice</li> </ul>
1.5 Strategic Business Planning	<ul style="list-style-type: none"> <li>Provided administrative support for the Regional Transportation Technical Advisory Committee (RTTAC-MS) Modeling Subcommittee meeting November 2016</li> <li>Provided coding information for 2048 final cost feasible set of projects</li> <li>Participated in coordination meeting related to Model Task Force issues</li> <li>Reviewed technical results for the final 2048 cost feasible plan</li> <li>Reviewed results for socioeconomic data quality assurance</li> </ul>
2.1 Highway, Transit and Safety Data	<ul style="list-style-type: none"> <li>Notice to Proceed letter sent to consultant on December 5, 2016</li> <li>Approved MPO National Policy Committee Meeting and Legislative Sessions at the annual AMPO Conference</li> <li>Responded to AMPO inquiry of Policy Committee member's MPOs regarding the Agency of LRTD updates</li> </ul>

Page 1 of 4

# Invoice Package - Invoice

- The Invoice summarizes all FHWA reimbursable expenditures incurred over the service period by UPWP task and by fund type, and includes essential contract information.
- The Invoice also includes a “Request for Payment Certification” statement which is required by 2 CFR §200.415 and which must be signed by an authorized MPO official.
- **MPOs must follow the format provided.**
  - A template is available at the [MPO Agreement & Invoicing Process](#) webpage.

**Goal: Consistency!**  
*Knowing what to expect*  
*Keeping payments flowing*

# Invoice

## Metropolitan Planning Organization

1234 Main Street Parkway East  
Your Town, Florida 32399-0004

Tel (777) 555-1212  
Fax (777) 555-2121

**Bill To:**

Florida Department of Transportation  
Office of Policy Planning  
605 Suwannee Street  
Tallahassee, FL 32399-0450  
Tel: (850) 414-4900 Fax: (850) 414-4876  
Email: [Planning@dot.state.fl.us](mailto:Planning@dot.state.fl.us)

Invoice No.: FHWA-Gxxxx  
Invoice Period: 10/01/2016 - 12/31/2016  
Contract No.: GXXXX  
Amendment No.: 1  
Modification No.: 3

Invoice Amounts by Financial Project Number  
425668-1-14-01: 448,043.84  
425668-1-14-02: 253,753.05  
425668-1-14-03: 43,753.05  
Total Invoice Amount: \$ 745,549.94

2016/2017 Unified Planning Work Program Task	FHWA (PL) Current Cost	FHWA (SU) Current Cost	FHWA (WISE) Current Cost	FHWA Current Amount Due	Total Previous Payments	Total FHWA Budget Amount	FHWA Remaining Balance
Task 100 - General Office Management	17,805.83	-	-	17,805.83	18,602.56	71,223.31	34,814.92
Task 110 - UPWP & Financial Management	20,514.98	-	-	20,514.98	19,512.63	82,059.91	42,032.30
Task 120 - Certification	1,957.88	-	-	1,957.88	800.77	7,831.53	5,072.88
Task 130 - Board & Committee Support	25,427.98	-	-	25,427.98	22,654.32	101,711.93	53,629.63
Task 140 - Legal & Legislative Services	-	-	-	-	-	-	-
Task 150 - Local Match For Program Administration	-	-	-	-	-	-	-
Task 200 - System Monitoring	31,663.41	-	-	31,663.41	33,412.85	126,653.65	61,577.39
Task 210 - Transit System Monitoring	-	-	-	-	-	-	-
Task 220 - Land Use Monitoring	1,125.91	-	-	1,125.91	999.65	4,503.66	2,378.10
Task 300 - Transportation Improvement Program	9,232.52	-	-	9,232.52	7,541.26	36,930.09	20,156.31
Task 400 - Long-Range Transportation Plan	25,893.19	-	-	25,893.19	23,158.95	103,572.76	54,520.62
Task 500 - Special Project Planning	68,750.00	-	-	68,750.00	67,520.25	275,000.00	138,729.75
Task 600 - Intergovernmental & Interagency Studies	7,325.31	-	-	7,325.31	4,500.12	29,301.26	17,475.83
Task 610 - Interregional Transportation Planning & Coordination	-	-	-	-	-	-	-
Task 620 - Intermodal Planning	-	-	-	-	-	-	-
Task 700 - Community Outreach	26,863.30	-	-	26,863.30	28,514.57	107,453.19	52,075.32
Task 800 - Land Use Planning	48,535.06	-	-	48,535.06	47,001.52	194,140.25	98,603.67
Task 810 - Transit Planning	-	-	-	-	-	-	-
Task 820 - Transportation Systems Management & Operations	86,358.62	66,253.05	43,753.05	196,364.72	165,212.32	785,454.00	423,876.96
Task 821 - Traffic Signal Retiming	-	187,500.00	-	187,500.00	175,000.62	750,000.00	387,499.38
Task 830 - Goods Movement Planning	1,993.46	-	-	1,993.46	1,994.25	7,973.84	3,986.13
Task 840 - Smart Growth Planning	40,153.79	-	-	40,153.79	41,252.02	160,615.16	79,209.35
Task 850 - Transportation Disadvantaged Planning	-	-	-	-	-	-	-
Task 860 - Air Quality Planning	2,766.81	-	-	2,766.81	1,959.47	11,067.26	6,340.98
Task 870 - Bicycle & Pedestrian Planning	26,912.31	-	-	26,912.31	25,656.15	107,649.24	55,080.78
Task 880 - Highway Planning	4,763.48	-	-	4,763.48	5,015.63	19,053.93	9,274.82
<b>Totals:</b>	<b>\$ 448,043.84</b>	<b>\$ 253,753.05</b>	<b>\$ 43,753.05</b>	<b>\$ 745,549.94</b>	<b>\$ 690,309.91</b>	<b>\$ 2,982,194.97</b>	<b>\$ 1,546,335.12</b>

**Request for Payment Certification as Required by 2 CFR 200.415:**

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

Supporting Documentation is on file at:  MPO  District

(MPO) Authorized Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



# Invoice – Required Parts

## Metropolitan Planning Organization

1234 Main Street Parkway East  
Your Town, Florida 32399-0004

Tel (777) 555-1212  
Fax (777) 555-2121

Bill To:

2 Florida Department of Transportation  
Office of Policy Planning  
605 Suwannee Street  
Tallahassee, FL 32399-0450  
Tel: (850) 414-4900 Fax: (850) 414-4876  
Email: [Planning@dot.state.fl.us](mailto:Planning@dot.state.fl.us)

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Invoice Period: 10/01/2016 - 12/31/2016  
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Modification No.: 3 4

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Task 140 - Legal & Legislative Services	-	-	-	-	-	-	-
Task 150 - Local Match For Program Administration	-	-	-	-	-	-	-
Task 200 - System Monitoring	31,663.41	-	-	31,663.41	33,412.85	126,653.65	61,577.39
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Task 610 - Interregional Transportation Planning & Coordination	-	-	-	-	-	-	-
Task 620 - Intermodal Planning	-	-	-	-	-	-	-
Task 700 - Community Outreach	26,863.30	-	-	26,863.30	28,514.57	107,453.19	52,075.32
Task 800 - Land Use Planning	48,535.06	-	-	48,535.06	47,001.52	194,140.25	98,603.67
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Task 860 - Air Quality Planning	2,766.81	-	-	2,766.81	1,959.47	11,067.26	6,340.98
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Supporting Documentation is on file at:  MPO  District

(MPO) Authorized Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Required Parts:

1. MPO name & contact information
2. District contact information
3. Invoice number and period
4. Contract number, amendment number, modification number
5. Invoice amounts by FPN & total



# Invoice – Required Parts

## Metropolitan Planning Organization

1234 Main Street Parkway East  
Your Town, Florida 32399-0004

Tel (777) 555-1212  
Fax (777) 555-2121

**Bill To:**

Florida Department of Transportation  
Office of Policy Planning  
605 Suwannee Street  
Tallahassee, FL 32399-0450  
Tel: (850) 414-4900 Fax: (850) 414-4876  
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Total Invoice Amount: \$ 745,549.94

6 2016/2017 Unified Planning Work Program Task	7			8	9	10	11
	FHWA (PL) Current Cost	FHWA (SU) Current Cost	FHWA (WISE) Current Cost	FHWA Current Amount Due	Total Previous Payments	Total FHWA Budget Amount	Remaining Balance
Task 100 - General Office Management	17,805.83	-	-	17,805.83	18,602.56	71,223.31	34,814.92
Task 110 - UPWP & Financial Management	20,514.98	-	-	20,514.98	19,512.63	82,059.91	42,032.30
Task 120 - Certification	1,957.88	-	-	1,957.88	800.77	7,831.53	5,072.88
Task 130 - Board & Committee Support	25,427.98	-	-	25,427.98	22,654.32	101,711.93	53,629.63
Task 140 - Legal & Legislative Services	-	-	-	-	-	-	-
Task 150 - Local Match For Program Administration	-	-	-	-	-	-	-
Task 200 - System Monitoring	31,663.41	-	-	31,663.41	33,412.85	126,653.65	61,577.39
Task 210 - Transit System Monitoring	-	-	-	-	-	-	-
Task 220 - Land Use Monitoring	1,125.91	-	-	1,125.91	999.65	4,503.66	2,378.10
Task 300 - Transportation Improvement Program	9,232.52	-	-	9,232.52	7,541.26	36,930.09	20,156.31
Task 400 - Long-Range Transportation Plan	25,893.19	-	-	25,893.19	23,158.95	103,572.76	54,520.62
Task 500 - Special Project Planning	68,750.00	-	-	68,750.00	67,520.25	275,000.00	138,729.75
Task 600 - Intergovernmental & Interagency Studies	7,325.31	-	-	7,325.31	4,500.12	29,301.26	17,475.83
Task 610 - Interregional Transportation Planning & Coordination	-	-	-	-	-	-	-
Task 620 - Intermodal Planning	-	-	-	-	-	-	-
Task 700 - Community Outreach	26,863.30	-	-	26,863.30	28,514.57	107,453.19	52,075.32
Task 800 - Land Use Planning	48,535.06	-	-	48,535.06	47,001.52	194,140.25	98,603.67
Task 810 - Transit Planning	-	-	-	-	-	-	-
Task 820 - Transportation Systems Management & Operations	86,358.62	66,253.05	43,753.05	196,364.72	165,212.32	785,454.00	423,876.96
Task 821 - Traffic Signal Retiming	-	187,500.00	-	187,500.00	175,000.62	750,000.00	387,499.38
Task 830 - Goods Movement Planning	1,993.46	-	-	1,993.46	1,994.25	7,973.84	3,986.13
Task 840 - Smart Growth Planning	40,153.79	-	-	40,153.79	41,252.02	160,615.16	79,209.35
Task 850 - Transportation Disadvantaged Planning	-	-	-	-	-	-	-
Task 860 - Air Quality Planning	2,766.81	-	-	2,766.81	1,959.47	11,067.26	6,340.98
Task 870 - Bicycle & Pedestrian Planning	26,912.31	-	-	26,912.31	25,656.15	107,649.24	55,080.78
Task 880 - Highway Planning	4,763.48	-	-	4,763.48	5,015.63	19,053.93	9,274.82
<b>12 Totals:</b>	<b>\$ 448,043.84</b>	<b>\$ 253,753.05</b>	<b>\$ 43,753.05</b>	<b>\$ 745,549.94</b>	<b>\$ 690,309.91</b>	<b>\$ 2,982,194.97</b>	<b>\$ 1,546,335.12</b>

**Request for Payment Certification as Required by 2 CFR 200.415:**

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

Supporting Documentation is on file at:  MPO  District

(MPO) Authorized Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Required Parts (continued):

6. UPWP tasks
7. Amount due by task and by fund type
8. Total amount of FHWA funds due by task
9. Total previous payments of FHWA funds by task
10. Total FHWA funds budgeted by task
11. Total remaining balance of FHWA funds by task
12. Column totals



# Invoice – Required Parts

## Metropolitan Planning Organization

1234 Main Street Parkway East  
Your Town, Florida 32399-0004

Tel (777) 555-1212  
Fax (777) 555-2121

**Bill To:**

Florida Department of Transportation  
Office of Policy Planning  
605 Suwannee Street  
Tallahassee, FL 32399-0450  
Tel: (850) 414-4900 Fax: (850) 414-4876  
Email: Planning@dot.state.fl.us

Invoice No.: FHWA-Gxxxx  
Invoice Period: 10/01/2016 - 12/31/2016  
Contract No.: GXXXX  
Amendment No.: 1  
Modification No.: 3

Invoice Amounts by Financial Project Number	
425668-1-14-01:	448,043.84
425668-1-14-02:	253,753.05
425668-1-14-03:	16,752.05
<b>Total Invoice Amount:</b>	<b>\$ 745,549.94</b>

2016/2017 Unified Planning Work Program Task	FHWA (PL) Current Cost	FHWA (SU) Current Cost	FHWA (WISE) Current Cost	FHWA Current Amount Due	Total Previous Payments	Total FHWA Budget Amount	FHWA Remaining Balance
Task 100 - General Office Management	17,805.83	-	-	17,805.83	18,602.56	71,278.31	34,814.92
Task 110 - UPWP & Financial Management	20,514.98	-	-	20,514.98	19,512.63	82,659.91	42,032.30
Task 120 - Certification	1,957.88	-	-	1,957.88	800.77	7,831.53	5,072.88
Task 130 - Board & Committee Support	25,427.98	-	-	25,427.98	22,654.32	101,711.93	53,629.63
Task 140 - Legal & Legislative Services	-	-	-	-	-	-	-
Task 150 - Local Match For Program Administration	-	-	-	-	-	-	-
Task 200 - System Monitoring	31,663.41	-	-	31,663.41	33,412.85	126,653.65	61,577.39
Task 210 - Transit System Monitoring	-	-	-	-	-	-	-
Task 220 - Land Use Monitoring	1,125.91	-	-	1,125.91	999.65	4,503.66	2,378.10
Task 300 - Transportation Improvement Program	9,232.52	-	-	9,232.52	7,541.26	36,930.09	20,156.31
Task 400 - Long-Range Transportation Plan	25,893.19	-	-	25,893.19	23,158.95	103,572.76	54,520.62
Task 500 - Special Project Planning	68,750.00	-	-	68,750.00	67,520.25	275,000.00	138,729.75
Task 600 - Intergovernmental & Interagency Studies	7,325.31	-	-	7,325.31	4,500.11	29,301.26	17,475.83
Task 610 - Interregional Transportation Planning & Coordination	-	-	-	-	-	-	-
Task 620 - Intermodal Planning	-	-	-	-	-	-	-
Task 700 - Community Outreach	26,863.30	-	-	26,863.30	28,514.57	107,453.19	52,075.32
Task 800 - Land Use Planning	48,535.06	-	-	48,535.06	47,001.52	194,140.25	98,603.67
Task 810 - Transit Planning	-	-	-	-	-	-	-
Task 820 - Transportation Systems Management & Operations	86,358.62	66,253.05	43,753.05	196,364.72	185,212.32	785,454.00	423,876.96
Task 821 - Traffic Signal Retiming	-	187,500.00	-	187,500.00	175,000.62	750,000.00	387,499.38
Task 830 - Goods Movement Planning	1,993.46	-	-	1,993.46	1,994.25	7,973.84	3,986.13
Task 840 - Smart Growth Planning	40,153.79	-	-	40,153.79	41,252.02	160,615.16	79,209.35
Task 850 - Transportation Disadvantaged Planning	-	-	-	-	-	-	-
Task 860 - Air Quality Planning	2,766.81	-	-	2,766.81	1,959.47	11,067.26	6,340.98
Task 870 - Bicycle & Pedestrian Planning	26,912.31	-	-	26,912.31	25,656.15	107,649.24	55,080.78
Task 880 - Highway Planning	4,763.48	-	-	4,763.48	5,015.63	19,053.93	9,274.82
<b>Totals:</b>	<b>\$ 448,043.84</b>	<b>\$ 253,753.05</b>	<b>\$ 43,753.05</b>	<b>\$ 745,549.94</b>	<b>\$ 690,309.91</b>	<b>\$ 2,982,194.97</b>	<b>\$ 1,546,335.12</b>

**Request for Payment Certification as Required by 2 CFR 200.415:**

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

Supporting Documentation is on file at:  MPO  District

(MPO) Authorized Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



# Invoice – Required Parts

## Metropolitan Planning Organization

1234 Main Street Parkway East  
Your Town, Florida 32399-0004

Tel (777) 555-1212  
Fax (777) 555-2121

**Bill To:**

Florida Department of Transportation  
Office of Policy Planning  
605 Suwannee Street  
Tallahassee, FL 32399-0450  
Tel: (850) 414-4900 Fax: (850) 414-4876  
Email: Planning@dot.state.fl.us

Invoice No.: FHWA-Gxxxx  
Invoice Period: 10/01/2016 - 12/31/2016  
Contract No.: GXXXX  
Amendment No.: 1  
Modification No.: 3

Invoice Amounts by Financial Project Number  
425668-1-14-01: 448,043.84  
425668-1-14-02: 253,753.05  
425668-1-14-03: 43,753.05  
Total Invoice Amount: \$ 745,549.94

2016/2017 Unified Planning Work Program Task	FHWA (PL) Current Cost	FHWA (SU) Current Cost	FHWA (WISE) Current Cost	FHWA Current Amount Due	Total Previous Payments	Total FHWA Budget Amount	FHWA Remaining Balance
Task 100 - General Office Management	17,805.83	-	-	17,805.83	18,602.56	71,223.31	34,814.92
Task 110 - UPWP & Financial Management	20,514.98	-	-	20,514.98	19,512.63	82,059.91	42,032.30
Task 120 - Certification	1,957.88	-	-	1,957.88	800.77	7,831.53	5,072.88
Task 130 - Board & Committee Support	25,427.98	-	-	25,427.98	22,654.32	101,711.93	53,629.63
Task 140 - Legal & Legislative Services	-	-	-	-	-	-	-
Task 150 - Local Match For Program Administration	-	-	-	-	-	-	-
Task 200 - System Monitoring	31,663.41	-	-	31,663.41	33,412.85	126,653.65	61,577.39
Task 210 - Transit System Monitoring	-	-	-	-	-	-	-
Task 220 - Land Use Monitoring	1,125.91	-	-	1,125.91	999.65	4,503.66	2,378.10
Task 300 - Transportation Improvement Program	9,232.52	-	-	9,232.52	7,541.26	36,930.09	20,156.31
Task 400 - Long-Range Transportation Plan	25,893.19	-	-	25,893.19	23,158.95	103,572.76	54,520.62
Task 500 - Special Project Planning	68,750.00	-	-	68,750.00	67,520.25	275,000.00	138,729.75
Task 600 - Intergovernmental & Interagency Studies	7,325.31	-	-	7,325.31	4,500.12	29,301.26	17,475.83
Task 610 - Interregional Transportation Planning & Coordination	-	-	-	-	-	-	-
Task 620 - Intermodal Planning	-	-	-	-	-	-	-
Task 700 - Community Outreach	26,863.30	-	-	26,863.30	28,514.57	107,453.19	52,075.32
Task 800 - Land Use Planning	48,535.06	-	-	48,535.06	47,001.52	194,140.25	98,603.67
Task 810 - Transit Planning	-	-	-	-	-	-	-
Task 820 - Transportation Systems Management & Operations	86,358.62	66,253.05	43,753.05	196,364.72	165,212.32	785,454.00	423,876.96
Task 821 - Traffic Signal Retiming	-	187,500.00	-	187,500.00	175,000.62	750,000.00	387,499.38
Task 830 - Goods Movement Planning	1,993.46	-	-	1,993.46	1,994.25	7,973.84	3,986.13
Task 840 - Smart Growth Planning	40,153.79	-	-	40,153.79	41,252.02	160,615.16	79,209.35
Task 850 - Transportation Disadvantaged Planning	-	-	-	-	-	-	-
Task 860 - Air Quality Planning	2,766.81	-	-	2,766.81	1,959.47	11,067.26	6,340.98
Task 870 - Bicycle & Pedestrian Planning	26,912.31	-	-	26,912.31	25,656.15	107,649.24	55,080.78
Task 880 - Highway Planning	4,763.48	-	-	4,763.48	5,015.63	19,053.93	9,274.82
<b>Totals:</b>	<b>\$ 448,043.84</b>	<b>\$ 253,753.05</b>	<b>\$ 43,753.05</b>	<b>\$ 745,549.94</b>	<b>\$ 690,309.91</b>	<b>\$ 2,982,194.97</b>	<b>\$ 1,546,335.12</b>

13a

**Request for Payment Certification as Required by 2 CFR 200.415:**

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

Supporting Documentation is on file at:  MPO  District

13b

(MPO) Authorized Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Required Parts (continued):

13a. Request for Payment Certification, signed by MPO authorized official

- Required by 2 CFR §200.415

13b. Supporting documentation location checkbox, to be completed by the MPO



# Invoice

Total amount of FHWA funds budgeted by task must match the amount in the most recent UPWP, reflecting any/all amendments & modifications.

2016/2017 Unified Planning Work Program Task	FY 2016	Total FHWA Budget Amount	FHWA Remaining Balance
Task 100 - General Office Management	25.83	71,223.31	35,611.65
Task 110 - UPWP & Financial Management	1.98	82,059.91	41,029.95
Task 120 - Certification	0.08	7,831.53	3,915.77
Task 130 - Board & Committee Support	27.98	101,711.93	50,855.97
Task 140 - Legal & Legislative Services	-	-	-
Task 150 - Local Match For Program Administration	-	-	-
Task 200 - System Monitoring	3.41	126,653.65	63,326.83
Task 210 - Transit System Monitoring	-	-	-
Task 220 - Land Use Monitoring	5.91	4,503.66	2,251.84
Task 300 - Transportation Improvement Program	32.52	36,930.09	18,465.05
Task 400 - Long-Range Transportation Plan	1.09	103,572.76	51,786.38
Task 500 - Special Project Planning	0.00	275,000.00	137,500.00
Task 600 - Intergovernmental & Interagency Studies	0.31	29,301.26	14,650.64
Task 610 - Interregional Transportation Planning & Coordination	-	-	-
Task 620 - Intermodal Planning	-	-	-
Task 700 - Community Outreach	0.30	107,453.19	53,726.59
Task 800 - Land Use Planning	0.06	194,140.25	97,070.13
Task 810 - Transit Planning	-	-	-
Task 820 - Transportation Systems Management & Operations	0.72	785,454.00	392,724.56
Task 821 - Traffic Signal Retiming	0.00	750,000.00	375,000.00
Task 830 - Goods Movement Planning	-	-	-
Task 840 - Smart Growth Planning	-	-	-
Task 850 - Transportation Disadvantaged Planning	-	-	-
Task 860 - Air Quality Planning	-	-	-
Task 870 - Bicycle & Pedestrian Planning	-	-	-
Task 880 - Highway Planning	-	-	-
<b>Totals:</b>			

Task 100 - General Office Management						
Estimated Budget Detail for FY 2017						
Budget Category/Description	Local	FHWA (PL)	FTA 5305(d) - X025			Total
			Federal	State Match	Local Match	
<b>A. Personnel Services</b>						
MPO staff salaries, fringe benefits, and other deductions	\$ 421,407	\$ 61,060	\$ 69,473	\$ 8,683	\$ 8,683	\$ 569,306
<b>Subtotal:</b>	<b>\$ 421,407</b>	<b>\$ 61,060</b>	<b>\$ 69,473</b>	<b>\$ 8,683</b>	<b>\$ 8,683</b>	<b>\$ 569,306</b>
<b>B. Consultant Services/Pass Through</b>						
Other Miscellaneous Expense	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000
<b>Subtotal:</b>	<b>\$ 136,008</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 136,008</b>
<b>Total:</b>	<b>\$ 648,630</b>	<b>\$ 71,223</b>	<b>\$ 81,037</b>	<b>\$ 10,128</b>	<b>\$ 10,128</b>	<b>\$ 821,146</b>

# Invoice

Total amount of FHWA funds budgeted by task must match the amount in the most recent UPWP, reflecting any/all amendments & modifications.

2016/2017 Unified Planning Work Program Task	Previous	Total FHWA Budget Amount	FHWA Remaining Balance
Task 100 - General Office Management	75.83	71,223.31	35,611.65
Task 110 - UPWP & Financial Management	1.98	82,059.91	41,029.95
Task 120 - Certification	0.08	7,831.53	3,915.77
Task 130 - Board & Committee Support	27.98	101,711.93	50,855.97
Task 140 - Legal & Legislative Services	-	-	-
Task 150 - Local Match For Program Administration	-	-	-
Task 200 - System Monitoring	3.41	126,653.65	63,326.83
Task 210 - Transit System Monitoring	-	-	-
Task 220 - Land Use Monitoring	5.91	4,503.66	2,251.84
Task 300 - Transportation Improvement Program	32.52	36,930.09	18,465.05
Task 400 - Long-Range Transportation Plan	0.09	103,572.76	51,786.38
Task 500 - Special Project Planning	0.00	275,000.00	137,500.00
Task 600 - Intergovernmental & Interagency Studies	0.31	29,301.26	14,650.64
Task 610 - Interregional Transportation Planning & Coordination	-	-	-
Task 620 - Intermodal Planning	-	-	-
Task 700 - Community Outreach	0.30	107,453.19	53,726.59
Task 800 - Land Use Planning	0.06	194,140.25	97,070.13
Task 810 - Transit Planning	-	-	-
Task 820 - Transportation Systems Management & Operations	0.72	785,454.00	392,724.56
Task 821 - Traffic Signal Retiming	0.00	750,000.00	375,000.00

Task 820 - Transportation Systems Management & Operations															
Estimated Budget Detail for FY 2017															
Budget Category/Description	Local	F W A (PL)	FTA 5305(d) - X026			FTA 5305(d) - X025			FTA 5305(d) - X024			SU - ITS Master Plan	FHWA WISE Study	Total	
			Federal	State Match	Local Match	Federal	State Match	Local Match	Federal	State Match	Local Match				
<b>A. Personnel Services</b>															
MPO staff salaries, fringe benefits, and other deductions		\$ 128,968					\$ 24,512	\$ 3,064	\$ 3,064				\$ 12,870	\$ 12,870	\$ 185,348
Subtotal:	\$ -	\$ 128,968	\$ -	\$ -	\$ -	\$ -	\$ 24,512	\$ 3,064	\$ 3,064	\$ -	\$ -	\$ -	\$ 12,870	\$ 12,870	\$ 185,348
<b>B. Consultant Services/Pass Thru</b>															
Contract/Consultant Services		\$ 195,000	\$ 56,000	\$ 7,000	\$ 7,000	\$ 4,000	\$ 500	\$ 500	\$ 6,000	\$ 750	\$ 750		\$ 250,000	\$ 160,000	\$ 605,000
Pass Thru		\$ 95,000	\$ 56,000	\$ 7,000	\$ 7,000	\$ 4,000	\$ 500	\$ 500	\$ 6,000	\$ 750	\$ 750		\$ 250,000	\$ 160,000	\$ 687,500
Subtotal:	\$ -	\$ 95,000	\$ 56,000	\$ 7,000	\$ 7,000	\$ 4,000	\$ 500	\$ 500	\$ 6,000	\$ 750	\$ 750		\$ 250,000	\$ 160,000	\$ 687,500
<b>C. Travel</b>															
Travel Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>D. Indirect Expenses</b>															
Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details		\$ 2,466					\$ 4,080	\$ 510	\$ 510				\$ 2,140	\$ 2,140	\$ 30,846
Subtotal:	\$ -	\$ 2,466	\$ -	\$ -	\$ -	\$ -	\$ 4,080	\$ 510	\$ 510	\$ -	\$ -	\$ -	\$ 2,140	\$ 2,140	\$ 30,846
<b>E. Other Direct Expenses</b>															
Contributions	75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Subtotal:	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
<b>Total:</b>	\$ 75,000	\$ 345,434	\$ 56,000	\$ 7,000	\$ 7,000	\$ 32,592	\$ 4,074	\$ 4,074	\$ 6,000	\$ 750	\$ 750		\$ 265,010	\$ 175,010	\$ 978,694



# Invoice

## Metropolitan Planning Organization

1234 Main Street Parkway East  
Your Town, Florida 32399-0004

Tel (777) 555-1212  
Fax (777) 555-2121

**Bill To:**

Florida Department of Transportation  
Office of Policy Planning  
605 Suwannee Street  
Tallahassee, FL 32399-0450  
Tel: (850) 414-4900 Fax: (850) 414-4876  
Email: [Planning@dot.state.fl.us](mailto:Planning@dot.state.fl.us)

Invoice No.: FHWA-Gxxxx  
Invoice Period: 10/01/2016 - 12/31/2016  
Contract No.: GXXXX  
Amendment No.: 1  
Modification No.: 3

Invoice Amounts by Financial Project Number  
425668-1-14-01: 448,043.84  
425668-1-14-02: 253,753.05  
425668-1-14-03: 43,753.05  
Total Invoice Amount: \$ 745,549.94

2016/2017 Unified Planning Work Program Task	FHWA (PL) Current Cost	FHWA (SU) Current Cost	FHWA (WISE) Current Cost	FHWA Current Amount Due	Total Previous Payments	Total FHWA Budget Amount	FHWA Remaining Balance
Task 100 - General Office Management	17,805.83	-	-	17,805.83	18,602.56	71,223.31	34,814.92
Task 110 - UPWP & Financial Management	20,514.98	-	-	20,514.98	19,512.63	82,059.91	42,032.30
Task 120 - Certification	1,957.88	-	-	1,957.88	800.77	7,831.53	5,072.88
Task 130 - Board & Committee Support	25,427.98	-	-	25,427.98	22,654.32	101,711.93	53,629.63
Task 140 - Legal & Legislative Services	-	-	-	-	-	-	-
Task 150 - Local Match For Program Administration	-	-	-	-	-	-	-
Task 200 - System Monitoring	31,663.41	-	-	31,663.41	33,412.85	126,653.65	61,577.39
Task 210 - Transit System Monitoring	-	-	-	-	-	-	-
Task 220 - Land Use Monitoring	1,125.91	-	-	1,125.91	999.65	4,503.66	2,378.10
Task 300 - Transportation Improvement Program	9,232.52	-	-	9,232.52	7,541.26	36,930.09	20,156.31
Task 400 - Long-Range Transportation Plan	25,893.19	-	-	25,893.19	23,158.95	103,572.76	54,520.62
Task 500 - Special Project Planning	68,750.00	-	-	68,750.00	67,520.25	275,000.00	138,729.75
Task 600 - Intergovernmental & Interagency Studies	7,325.31	-	-	7,325.31	4,500.12	29,301.26	17,475.83
Task 610 - Interregional Transportation Planning & Coordination	-	-	-	-	-	-	-
Task 620 - Intermodal Planning	-	-	-	-	-	-	-
Task 700 - Community Outreach	26,863.30	-	-	26,863.30	28,514.57	107,453.19	52,075.32
Task 800 - Land Use Planning	48,535.06	-	-	48,535.06	47,001.52	194,140.25	98,603.67
Task 810 - Transit Planning	-	-	-	-	-	-	-
Task 820 - Transportation Systems Management & Operations	86,358.62	66,253.05	43,753.05	196,364.72	165,212.32	785,454.00	423,876.96
Task 821 - Traffic Signal Retiming	-	187,500.00	-	187,500.00	175,000.62	750,000.00	387,499.38
Task 830 - Goods Movement Planning	1,993.46	-	-	1,993.46	1,994.25	7,973.84	3,986.13
Task 840 - Smart Growth Planning	40,153.79	-	-	40,153.79	41,252.02	160,615.16	79,209.35
Task 850 - Transportation Disadvantaged Planning	-	-	-	-	-	-	-
Task 860 - Air Quality Planning	2,766.81	-	-	2,766.81	1,959.47	11,067.26	6,340.98
Task 870 - Bicycle & Pedestrian Planning	26,912.31	-	-	26,912.31	25,656.15	107,649.24	55,080.78
Task 880 - Highway Planning	4,763.48	-	-	4,763.48	5,015.63	19,053.93	9,274.82
<b>Totals:</b>	<b>\$ 448,043.84</b>	<b>\$ 253,753.05</b>	<b>\$ 43,753.05</b>	<b>\$ 745,549.94</b>	<b>\$ 690,309.91</b>	<b>\$ 2,982,194.97</b>	<b>\$ 1,546,335.12</b>

**Request for Payment Certification as Required by 2 CFR 200.415:**

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

Supporting Documentation is on file at:  MPO  District

(MPO) Authorized Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

MPOs must follow the prescribed format.

A template is available on the Office of Policy Planning's [MPO Agreement & Invoicing Process](#) webpage.



# Itemized Expenditure Detail Report

- No Template Required (but available if needed)
- Reflects the Deliverables provided during Invoice Period
  - Must be in alignment with Invoice Period
- Must be ITEMIZED by:
  - 1) Task
  - 2) FHWA Funding Source (PL, SU, etc.)
  - 3) Expenditure Category (Personnel Services, Consultant Services, Travel, Other Direct Expenses, Indirect Rate)
  - 4) Running Budget Totals
- ★ Must match to UPWP Estimated Budget Detail
  - Detailed enough to Review for Allowability of Costs at Time of Reimbursement

# Itemized Expenditure Detail Report

## ITEMIZED EXPENDITURE DETAIL REPORT EXAMPLE

1 OCTOBER 1, 2016 - DECEMBER 31, 2016

Task 100 - General Office Management 2				
3 EXPENDITURE CATEGORY AND DESCRIPTION	2016/17 FHWA (PL) Budgeted Amount	2016/17 FHWA (PL) Previous Payments	2016/17 FHWA (PL) Current Cost	2016/2017 FHWA (PL) Remaining Balance
A. Personnel Services				
Salaries and Fringe	4 61,060.00	5 15,265.00	6 15,265.00	7 30,530.00
Sub Total:	61,060.00	15,265.00	15,265.00	\$ 30,530.00
B. Consultant Services				
Contract/Consultant Services	-	-	-	-
Sub Total:	-	-	-	\$ -
C. Travel				
Travel Expenses	-	-	-	-
Sub Total:	-	-	-	\$ -
D. Indirect Expenses				
Indirect Cost Rate 16.6448%	10,163.31	2,540.83	2,540.83	5,081.66
Sub Total:	10,163.31	2,540.83	2,540.83	\$ 5,081.66
D. Other Direct Expenses				
Advertising/Public Notice	-	-	-	-
Awards/Community Sponsorships	-	-	-	-
Computer Operations & Software	-	-	-	-
Contingency	-	-	-	-
Contributions	-	-	-	-
Equipment/Small Tools/Office Machinery	-	-	-	-
Office Supplies/Postage/Graphic Design	-	-	-	-
Other Miscellaneous Expense	-	-	-	-
Parking Expense	-	-	-	-
Sub Total:	-	-	-	\$ -
8 Total: \$	\$ 71,223.31	\$ 17,805.83	\$ 17,805.83	\$ 35,611.66

Task 110 - UPWP & Financial Management 2				
EXPENDITURE CATEGORY AND DESCRIPTION	2016/17 FHWA (PL) Budgeted Amount	2016/17 FHWA (PL) Previous Payments	2016/17 FHWA (PL) Current Cost	2016/2017 FHWA (PL) Remaining Balance
A. Personnel Services				
Salaries and Fringe	58,348.00	14,587.00	14,587.00	29,174.00
Sub Total:	58,348.00	14,587.00	14,587.00	\$ 29,174.00
B. Consultant Services				
Contract/Consultant Services	-	-	-	-

### Required Parts

1. Period of service
2. UPWP tasks
3. Expenditure categories and line items **(must align to UPWP line items)**
4. Budgeted amount by fund source and line item from UPWP
5. Previous payments by fund source and line item
6. Current amount due by fund source and line item **(must match amount on invoice)**
7. Remaining balance by fund source and line item
8. Column totals

# Itemized Expenditure Detail Report

Task 820 - Transportation Systems Management & Operations				
EXPENDITURE CATEGORY AND DESCRIPTION	2016/17 FHWA (PL) Budgeted Amount	2016/17 FHWA (PL) Previous Payments	2016/17 FHWA (PL) Current Cost	2016/2017 FHWA (PL) Remaining Balance
<b>A. Personnel Services</b>				
Salaries and Fringe	128,968.00	32,242.00	32,242.00	64,484.00
Sub Total:	128,968.00	32,242.00	32,242.00	\$ 64,484.00
<b>B. Consultant Services</b>				
Contract/Consultant Services	195,000.00	48,750.00	48,750.00	97,500.00
Sub Total:	195,000.00	48,750.00	48,750.00	\$ 97,500.00

Task 820 - Transportation Systems Management & Operations				
EXPENDITURE CATEGORY AND DESCRIPTION	2016/17 FHWA (SU) Budgeted Amount	2016/17 FHWA (SU) Previous Expense	2016/17 FHWA (SU) Current Expense	2016/2017 FHWA (SU) Remaining Balance
<b>A. Personnel Services</b>				
Salaries and Fringe	12,870.00	3,217.50	3,217.50	6,435.00
Sub Total:	12,870.00	3,217.50	3,217.50	\$ 6,435.00
<b>B. Consultant Services</b>				
Contract/Consultant Services	250,000.00	62,500.00	62,500.00	125,000.00
Sub Total:	250,000.00	62,500.00	62,500.00	\$ 125,000.00

Task 820 - Transportation Systems Management & Operations					
EXPENDITURE CATEGORY AND DESCRIPTION	2016/17 FHWA (WISE) Budgeted Amount	2016/17 FHWA (WISE) Previous Expense	2016/17 FHWA (WISE) Current Expense	2016/2017 FHWA (WISE) Remaining Balance	
<b>A. Personnel Services</b>					
Salaries and Fringe	12,870.00	3,217.50	3,217.50	6,435.00	
Sub Total:	12,870.00	3,217.50	3,217.50	\$ 6,435.00	
<b>B. Consultant Services</b>					
Contract/Consultant Services	160,000.00	40,000.00	40,000.00	80,000.00	
Sub Total:	160,000.00	40,000.00	40,000.00	\$ 80,000.00	
<b>C. Travel</b>					
Travel Expenses	-	-	-	-	-
Sub Total:	-	-	-	\$ -	-
<b>D. Indirect Expenses</b>					
Indirect Cost Rate 16.6448%	2,142.19	535.55	535.55	1,071.09	
Sub Total:	2,142.19	535.55	535.55	\$ 1,071.09	
<b>D. Other Direct Expenses</b>					
Contributions	-	-	-	-	-
Sub Total:	-	-	-	-	-
Total:	\$ 175,012.19	\$ 43,753.05	\$ 43,753.05	\$ 87,506.09	

For tasks funded with multiple FHWA fund sources, the Expenditure Detail Report must reflect the budgeted amount, previous payments, and current amount due by line item and by funding source.

# Itemized Expenditure Detail Report

## Supporting Documentation Heads Up!

- Must be Maintained for Each Item Being Reimbursed
  - Direct Costs: invoicing for actual costs incurred and detailed paid supporting documentation must be maintained and available for audit
  - Indirect Cost Rate: Must be supported with an approved ICAP

# Progress Report

- No Template
  - Use FHWA Progress Report Standards

However:

- Must align to UPWP Tasks
- Evidences the Minimum Performance Standards were met as Provided in the UPWP
- Monthly or Quarterly in Alignment with Invoice Period

# Progress Report

MARTIN METROPOLITAN PLANNING COMMISSION  
 FY 2014/15 UPWP  
 3<sup>rd</sup> Quarterly Progress Report  
 January 1, 2015 to March 31, 2015

## INTRODUCTION

This progress report for the third quarter of FY 2014/15 and was prepared by the Martin MPO during the reporting period.

## WORK PROGRAM STATUS

During the third quarter of FY 2014/15, various MPO activities were completed as described below:

### TASK 5.1 – ADMINISTRATION

#### Policy Board Meetings, Packets, Minutes, Agendas, Etc.

- Staff met with MPO Policy Board members individually to discuss meeting agenda.
- Staff developed agenda packets, minutes and provided to MPO Policy Board Meetings:
  - Regularly scheduled meeting on February 23<sup>rd</sup>

#### Advisory Committee Meetings, Packets, Minutes, Agendas, Etc.

- Staff developed agenda packets, minutes, and packets for the following CAC, TAC and BPAC Meetings:
  - Regularly scheduled TAC meeting on February 23<sup>rd</sup>
  - Regularly scheduled CAC meeting on February 23<sup>rd</sup>
  - Regularly scheduled BPAC meeting on February 23<sup>rd</sup>
  - Special meeting of the BPAC on March 17<sup>th</sup>
- See Tasks 5.9 Transportation Disadvantaged Program and 5.10 Greenways Planning for meeting information for the Transportation Disadvantaged (LCB-TD) and the Transportation Disadvantaged (BPAC), respectively.

#### Arrangements for Training & Meeting Rooms

- Staff arranged facilities for all MPO Board, advisory committee, and public meetings.

#### Collaborative Meetings

- Staff participated in a teleconference with FDOT on February 25<sup>th</sup>.
- Staff attended the MPOAC Policy & Technical Summary Meeting on March 6<sup>th</sup>.
- Staff collaborated with FDOT liaison and compiled data for the MPOAC Certification; submitted to FDOT by the March 16<sup>th</sup> deadline.

Page 1 of 7

Progress Report for the Third Quarter FY 2014-2015

### Financial and Other Record Keeping

- Staff continued to coordinate with Purchasing Department to maintain and update records and invoices.
- Staff continued to maintain all public records, including legal and public meeting notices.
- All meeting agenda packages were posted on the MPO website at least 10 business days before the meeting or event.

### Progress Reports and Invoices

- Staff prepared and submitted the 2<sup>nd</sup> Quarter Progress Report and Invoices to the MPOAC on February 23<sup>rd</sup>.
- Staff began to develop the 3<sup>rd</sup> Quarter Progress Report.

### Workshops and Training

- MPO staff continues to meet weekly to discuss all activities.
- Staff participated in the FHWA webinar titled TELUS Tools for Transportation Planning and Programming on January 8<sup>th</sup>.
- Staff participated in a Federal Transit Administration webinar on February 26<sup>th</sup>. The webinar discussed the Request for Proposals (RFP) for a Transportation/TOD Technical Assistance Initiative.
- Staff attended a training meeting regarding the Martin County Coordinated Plan (COOP), as it relates to the MPO COOP on March 26<sup>th</sup>.

### TASK 5.2 – REGIONAL COORDINATION

#### Waterways Plan

- The Regional Waterways Plan was selected as a candidate for the Stewardship Award with Keep Martin Beautiful on February 4<sup>th</sup>.
- The Regional Waterways Plan was selected by the Martin County Department as 'Project of the Month' for January 2015.

#### US 1 Corridor Retrofit Plan

- Staff continues to coordinate and provide feedback to the consultant for the incorporation of comments into the forthcoming, final document for Phase I, for the project is tentatively scheduled for the 4<sup>th</sup> quarter.
- Staff vetted the project via the MPO process during the month of February, receiving input from the public, advisory committee members and the Policy Board.

#### All Aboard Florida

- Staff continued to participate in reoccurring, biweekly Interagency Coordination meetings to facilitate coordination and communication between elected officials, partners, and the legislative delegation.
- Staff participated in a radio interview at the WSTU studio on February 23<sup>rd</sup>.

#### Scenic Highway Designation

- MPO staff participated in the teleconference for official designation of the scenic highway on January 21<sup>st</sup>.

#### Regional Planning

- Staff attended the MPOAC meeting on January 22<sup>nd</sup>.
- Staff attended the Florida Transportation Plan Visioning Regional Forum on February 23<sup>rd</sup>.

Page 2 of 7

Progress Report for the Third Quarter FY 2014-2015

- Staff attended the St. Lucie TPO advisory committee meeting on March 12<sup>th</sup>.
- Staff attended the Treasure Coast Regional Planning Council meeting in Stuart on March 20<sup>th</sup>.

### TASK 5.3 – UPWP DEVELOPMENT

#### Collaborative Meetings

- Staff continues to meet with FDOT and local community partners to discuss the ongoing planning initiatives of the FY14/15 – FY15/16 UPWP.
- Staff initiated an amendment to transfer funding within the UPWP for the FDOT Planning Emphasis Area (PEA) of pedestrian/bicycle safety.

### TASK 5.4 – DATA COLLECTION

#### Household Travel Survey

- No Activity this quarter.

#### Review Databases

- See Task 5.10 – Bicycle/Pedestrian and Greenway Planning
- See Task 5.6 – Regional Long Range Transportation Plan (LRTP)

### TASK 5.5 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP) DEVELOPMENT

#### Interactive TIP

- Up to date and available to public to search for projects
- Staff processed two TIP amendments during this quarter.
- Staff began developing the draft TIP for processing within the 4<sup>th</sup> quarter, utilizing the snapshot provided by FDOT.

#### Transportation Alternatives Program

- During the month of January, staff developed a project schedule to coincide with the States accelerated work program and completed the following subtasks:
  - Distributed a mass e-mail blast to community partners and agencies, announcing the 2015 Program Cycle and funding amounts allocated for the Metropolitan Planning Area on January 14<sup>th</sup>.
  - Facilitated a press release advertising the program and the 'Call for Projects' on January 16<sup>th</sup>.
  - Posted all applicable program information to the MPO website on January 16<sup>th</sup>.
  - Hosted the FDOT facilitated workshop for applicants and team members on February 5<sup>th</sup>.
  - Facilitated an internal screening committee to review the submitted project application on March 4<sup>th</sup>.
  - Staff coordinated with the project managers/applicant/agency regarding design/planning details and performed a site visit on March 3<sup>rd</sup>.
  - Staff transmitted the project application to FDOT to eligibility review on March 12<sup>th</sup>.
  - Staff met with the FDOT project review team in the field to discuss eligibility details on March 31<sup>st</sup>.

### TASK 5.6 – 2040 LONG RANGE TRANSPORTATION PLANNING LRTP 2040

- Staff facilitated weekly teleconference progress meetings with all MPO staff members, the consultant, and sub consultants.
- The Goals, Objectives and Policies for the LRTP were developed for the 4<sup>th</sup> quarter presentation and approval by the MPO advisory committees and Policy Board.

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Progress Report for the Third Quarter FY 2014-2015

Page 4

# Questions?

Questions also welcome at  
[Sean.Santalla@dot.state.fl.us](mailto:Sean.Santalla@dot.state.fl.us).

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# **Invoicing: MPO**

## **- Supporting Documentation**

# Supporting Documentation

9.E. ...All costs charged to the Project, including any approved services contributed by the MPO or others, shall be supported by *properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges.*

# Supporting Documentation

- Personnel Services
- Consultant Services
- Travel
- Other Direct Expenses
- Indirect Cost Rate

# Personnel Services

- Payroll Ledgers
- Timesheets
  - By tasks
  - With authorized official approval
- Can be printed or electronic

# Personnel Services

## Salary, Leave and Fringe Detail by Element

ORLANDO URBAN AREA METROPOLITAN

Run Date: 12/10/2014  
Run Time: 6:49:24 am  
Page 1 of 4

Current Month: 11/30/2014

Project# 38015 PL Funds FY 15

Element	Description	Class	Hours	Regular Time	Over Time	Comp	Leave	Salary	Fringe
Element#	815100	100 General Office Management							
1001	BARLEY, HAROLD	5	0.00	0.00	0.00	0.00	7.41	7.41	2.39
1013	HOSKINS, JILL	1	34.50	1,203.08	0.00	0.00	187.74	1,390.82	420.67
1016	LEWIS, VIRGINIA	1	0.00	0.00	0.00	0.00	-4.09	-4.09	-1.22
1037	LOSCHIAVO, JASON	1	71.00	3,938.06	0.00	0.00	553.84	4,491.90	1,358.88
1060	MORRIS, SALLY	1	0.00	0.00	0.00	0.00	-4.48	-4.48	-1.34
1030	TOLLIVER, LENA	1	0.00	0.00	0.00	0.00	-7.31	-7.31	-2.18
<b>Element Total:</b>			<b>105.50</b>	<b>5,141.14</b>	<b>0.00</b>	<b>0.00</b>	<b>733.11</b>	<b>5,874.25</b>	<b>1,777.20</b>
Element#	815110	110 UPWP & Financial Management							
1013	HOSKINS, JILL	1	17.50	610.26	0.00	0.00	30.79	641.05	194.17
1044	LAMBERT, CYNTHIA	1	0.00	0.00	0.00	0.00	-0.62	-0.62	-0.18
<b>Element Total:</b>			<b>17.50</b>	<b>610.26</b>	<b>0.00</b>	<b>0.00</b>	<b>30.17</b>	<b>640.43</b>	<b>193.99</b>
Element#	815130	130 Board & Committee Support							
1001	BARLEY, HAROLD	5	0.00	0.00	0.00	0.00	5.80	5.80	1.87
1052	GOFFARB, CATHERINE	1	0.00	0.00	0.00	0.00	-118.87	-118.87	-35.44
Element#	815870	870 Bicycle & Transportation Planning							
1053	HUTTMANN, GARY	1	0.00	0.00	0.00	0.00	-4.32	-4.32	-1.29
1005	WILSON, MICHAEL	1	150.00	4,942.86	0.00	0.00	599.06	5,541.92	1,676.95
<b>Element Total:</b>			<b>150.00</b>	<b>4,942.86</b>	<b>0.00</b>	<b>0.00</b>	<b>594.74</b>	<b>5,537.60</b>	<b>1,675.66</b>
Element#	815880	880 Highway Planning							
1003	CASKEY, JR., JOSEPH	1	5.00	220.60	0.00	0.00	16.80	237.40	71.88
1051	TRAUGER, ALEXANDER	1	8.50	313.84	0.00	0.00	43.17	357.01	108.02
1059	WASHINGTON, ANTHONY	1	0.00	0.00	0.00	0.00	-1.99	-1.99	-0.59
<b>Element Total:</b>			<b>13.50</b>	<b>534.44</b>	<b>0.00</b>	<b>0.00</b>	<b>57.98</b>	<b>592.42</b>	<b>179.31</b>
<b>Project Total:</b>			<b>957.00</b>	<b>35,819.71</b>	<b>0.00</b>	<b>0.00</b>	<b>3,986.12</b>	<b>39,805.83</b>	<b>12,047.07</b>
<b>Report Total:</b>			<b>957.00</b>	<b>35,819.71</b>	<b>0.00</b>	<b>0.00</b>	<b>3,986.12</b>	<b>39,805.83</b>	<b>12,047.07</b>

# Personnel Services

## Work Allocation Sheet

Employee # 1003

Pay Period: November 3 - November 14, 2014

Keith Caskey

Orig. Budget	Bal. Last Pay Period	Project	CODE	TOT HRS	M	T	W	T	F	M	T	W	T	F	New Bal.
					3	4	5	6	7	10	11	12	13	14	
<b>MPO Local Funds '14/'15</b>															
15.0	6.0	100 General Office Management/Training	715100	1.0		1.0									5.0
30.0	22.0	130 Board & Committee Support	715130	2.0		1.0					1.0				20.0
200.0	179.0	200 System Monitoring	715200	10.0	2.0		1.5	2.5		1.0	2.0	1.0			169.0
50.0	36.0	880 Highway Planning	715880	2.0		1.0		1.0							34.0
<b>FHWA PL '14/'15</b>															
322.0	222.5	200 System Monitoring	815200	6.5	2.5		1.0			1.0		2.0			216.0
400.0	288.0	300 TIP	815300	13.0	1.0	1.0	2.0	2.0		2.0	2.5	2.5			275.0
50.0	14.5	880 Highway Planning	815880	2.5		1.0				1.5					12.0
<b>FTA X024 Grant - Effective 10/1/14</b>															
8.0	7.0	120 Certification	615120	0.0											7.0
<b>FTA X023 Grant</b>															
700.0	588.0	300 TIP	614030	12.0	1.0		3.0	2.0		2.0	2.0	2.0			576.0
<b>FTA X022 Grant</b>															
100.0	16.0	300 TIP	613030	1.0	1.0										15.0
		Personal Leave	995100	25.0		2.5			7.5				7.5	7.5	
		Holiday Taken	995300	0.0											
		Floating Holiday	995800	0.0											
		Other		0.0											
1875.0	1379.0	<b>TOTAL:</b>		75.0	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	1329.0

I hereby affirm that this record is a true and correct statement of my hours and work activity.

I hereby certify that the entries on this record represent an accurate statement of time and activity, and authorize the hours reported to be processed for payment and the above activities to be charged.

  
 Employee Keith Caskey 11/12/14 Date

  
 Executive or Department Director [Signature] 11/12/14 Date

# Consultant Services

- Consultant invoice with itemized detail of services performed during the invoice period
- Tasks should be documented in progress report
- Mark it paid with check number

**Transportation Planning  
Martin MPO 2040 Long Range Transportation P  
Progress Report: February 1, 2015 to February**

This progress report and attached invoice cover activities under referenced project from February 1, 2015 through February 28 invoice and progress report for this assignment. Percent comp included on the invoice.

**Task 1 – Public Involvement Plan**

- Launched the Moving Martin Forward website for distribution to receive public feedback.

**Task 2 – Data Compilation and Review**

- Reviewed and summarized transportation plans and work prog
- Continued working on data compilation maps in GIS.
- Continued working on Data Compilation and Review report ch

**Task 3 – Transportation Model Development**

- Received the TCRPM from FDOT and its consultants. Install associated files on Kimley-Horn computers. Conducted initial Year (2010) and the Existing Plus Committed network with fut data (2040).
- Conducted model validation activities including model volume counts, model facility type coding, speed coding, number of la design.
- Prepared initial volume-to-capacity ratio plots for 2010 and 20 determine areas that may need more refinement within the moc

**Task 4 – Goals, Objectives, Policies and Performance Measures**

- Began working on the goals and objectives to be used to guide process.
- Reviewed the MAP-21 legislation as it relates to L RTP goals a

Check #B0556264

658839

**RECEIVED**  
MAR 25 2015

MARTIN COUNTY  
METROPOLITAN PLANNING ORGANIZATION  
ATTN: BETH BELTRAN  
2401 S.E. MONTEREY ROAD  
STUART, FL 34996

Invoice No: 658839 Martin MPO  
Invoice Date: Feb 28, 2015  
Invoice Amount: \$31,651.12

Project No: 043096004.1  
Project Name: MARTIN MPO 2040 L RTP  
Project Manager: ROBERTSON, STEWART  
Client Reference:

Please send payments to:  
KIMLEY-HORN AND ASSOCIATES, INC.  
P.O. BOX 932520  
ATLANTA, GA 31193-2520

For Services Rendered through Feb 28, 2015

Federal Tax Id: 56-0885615

**LUMP SUM**

Description	Contract Value	% Complete	Amount Earned to Date	Previous Amount Billed	Current Amount Due
TASK 1- PUBLIC INVOLVEMENT PLAN	18,770.00	100.00%	18,770.00	16,893.00	1,877.00
TASK 2- DATA COMPILATION AND REVIEW	23,860.00	90.00%	21,474.00	20,281.00	1,193.00
TASK 3- TRANSPORTATION MODEL DEVELOPMENT	35,190.00	30.00%	10,557.00	5,278.50	5,278.50
TASK 4- GOALS, OBJECTIVES, POLICIES AND PERFORMANCE MEASURES	10,920.00	25.00%	2,730.00	0.00	2,730.00
TASK 5- NEEDS ASSESSMENT	20,440.00	0.00%	0.00	0.00	0.00
TASK 6- FINANCIAL RESOURCES ANALYSIS	28,140.00	40.00%	11,256.00	5,628.00	5,628.00
TASK 7- 2040 COST FEASIBLE PLAN	22,130.00	0.00%	0.00	0.00	0.00
TASK 8- ENVIRONMENTAL JUSTICE	8,540.00	0.00%	0.00	0.00	0.00
TASK 9- 2040 LONG RANGE TRANSPORTATION PLAN	42,280.00	0.00%	0.00	0.00	0.00
MEETINGS AND PRESENTATIONS- TASK 5	45,205.00	90.00%	40,684.50	27,123.00	13,561.50
MEETINGS AND PRESENTATIONS- TASK 9	45,205.00	0.00%	0.00	0.00	0.00
QUALITY CONTROL/ QUALITY ASSURANCE	13,831.28	30.00%	4,149.38	2,766.26	1,383.12
<b>Subtotal</b>	<b>314,511.28</b>	<b>34.85%</b>	<b>109,620.88</b>	<b>77,969.76</b>	<b>31,651.12</b>
<b>Total LUMP SUM</b>					<b>31,651.12</b>

**Total Invoice: \$31,651.12**

APPROVE FOR PAYMENT  
BY: *[Signature]*  
DATE: 3/31/15  
3-31-15 BCR OK to pay

APPROVE FOR PAYMENT  
BY: *[Signature]*  
DATE: 3/31/15

#2 4-2-15

APPROVE FOR PAYMENT  
DATE: \_\_\_\_\_  
BY: \_\_\_\_\_

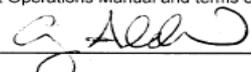
If you have questions or concerns, please call Marie Crozier at 561-840-0288.

# Travel

- Must be on the approved state travel voucher and in accordance with s. 112.061, F.S.
- Approved form is 300-00-06
- DFS has not approved any other form
- 112.061 (14) allows MPOs to pass a resolution to:
  - Allows for different per diem, mileage and meal allowance
  - Cannot be less than 2005-2006 state rates
  - Resolution must be available upon request

# Travel

- Form 300-00-06 is available on [MPO Agreement & Invoicing Process Page](#)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION CONSULTANT TRAVEL FORM										300-000-06 COMPTROLLER 7/8										
Consultant <u>Elizabeth Alden</u> Company <u>Metropolitan Planning Organization</u> Residence (City) <u>Tampa, FL</u>				Company's Location <u>Tampa, FL</u> Contract No. <u>A5207</u>				CONTACT PERSON TELEPHONE NO. <u>(813) 272-5940</u> E-Mail Address <u>pulliamf@plancom.org</u>												
DATE	TRAVEL PERFORMED FROM POINT OF ORIGIN TO DESTINATION	PURPOSE OR REASON FOR TRAVEL (Name of Conference or Convention)	Hour of Departure AND Return	Class A&B MEAL ALLOWANCE	Class C MEAL ALLOWANCE	PER DIEM/ ACTUAL LODGING	MAP MILEAGE	VICINITY MILEAGE	INCIDENTAL EXPENSES											
									AMOUNT	TYPE										
12/8/2014	Tampa to Charlotte	2014 FHWA EDC Regional Summit	3:30 PM	\$19.00					\$80.00	Registration										
									\$720.70	Airfare										
									\$41.50	Car rental										
									\$9.07	Fuel										
12/9/2014	Charlotte to Tampa		10:00 PM																	
SIGNATURES I hereby certify or affirm that above expenses were actually incurred by me as necessary traveling expenses in the agency, any meals or lodging included in a registration fee have been deducted from this travel claim; and that this claim is true and correct in every material matter and conforms in every respect with the requirements of Section 112.061, Transportation Disbursement Operations Manual and terms of the contract.							<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Column Total</td> <td>Column Total</td> <td>Column Total</td> <td>Total Miles</td> <td>Column Total</td> <td>Summary Total</td> </tr> <tr> <td>\$19.00</td> <td></td> <td></td> <td>\$0.00</td> <td>\$0.00</td> <td>\$851.27 \$ 870.27</td> </tr> </table>		Column Total	Column Total	Column Total	Total Miles	Column Total	Summary Total	\$19.00			\$0.00	\$0.00	\$851.27 \$ 870.27
Column Total	Column Total	Column Total	Total Miles	Column Total	Summary Total															
\$19.00			\$0.00	\$0.00	\$851.27 \$ 870.27															
CONSULTANT: <u></u> DATE: <u>March 31, 2015</u> JOB TITLE: <u>Executive Director, MPO</u> Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the above travel was on official business of the State of Florida and was performed for the purpose(s) stated above:							JUSTIFICATION/EXPLANTATION This summit was held for transportation leaders from federal, state and local agencies across the country to discuss, share best practices, and set the stage for deployment of EDC-3 innovations in 2015 and 2016.													
CONSULTANT'S SUPERVISOR <u></u> DATE: <u>March 31, 2015</u> Typed or printed name: <u>Lesley Miller, Jr.</u> TITLE: <u>MPO Board Chairman</u>																				

# Travel

Thank you for registering for the 2014 FHWA EDC Regional Summit.

Your registration was successfully received. Below is your confirmation. Print this page for your records. You will also receive an email confirmation of this transaction.

**Total: \$80.00**

YOUR NON TAXABLE ITEMS  
 \*8% SURCHARGE 2.86

---

TOTAL CHARGES 41.50  
 NET CHARGES 41.50  
 YOUR TOTAL DUE: 0.00

PAID ON MASTER XX9567  
 \*3% CTY&CNTY &5%UDRIVEIT TAX

THANK YOU FOR RENTING WITH AVIS

Toll Pass inquiries,  
 visit [www.e-tolls.com](http://www.e-tolls.com)  
 or call HTA at 1-866-642-2000  
 Other inquiries or e-receipt visit  
[WWW.AVIS.COM](http://WWW.AVIS.COM)

or call 704-359-4590

SELF @ 2.599/ G  
 Prepay Fuel -20.00

---

Sub Total -10.93  
 Tax 0.00

**TOTAL -10.93**  
 CASH \$ -10.93

THANKS, COME AGAIN  
 REG# 0002 CSH# 004 DR# 01 TRAN# 24695  
 12/09/14 17:46:15 ST# 1123

\$720.70  
 x 1  
 \$720.70  
**\$720.70**

per member:

You paid \$720.70

# Other Direct Expenses

## Allowable vs. Unallowable Determination

- 2 CFR 200
  - Subpart E Cost Principles
- DFS Reference Guide
  - Must be explicit or implied (Attorney General Opinion 78-101)
  - Unallowable
    - Food (includes coffee and related supplies)
    - Personal Items (i.e. tissues, hand sanitizer, etc.)

# Other Direct Expenses

- Reimbursement will be made based on costs incurred
- Documentation must be maintained to show detailed descriptions and proof of payment

# Other Direct Expenses

**P-CARD RECEIPTS  
LONG RANGE PLANNING**

Fund: 10686      Amount of Purchase: \$ 14.88  
Cost Center: 500549819      Name: Richard RJ Walters  
Acct Code: 5351010      Description of Purchase: Jump drive

**Walmart**  
Save money. Live better.

STW 0580 OPR 00002001 TEN 13 TRN 05569  
SOU 1688 061965911299 14.88 0  
SUBTOTAL 14.88  
TOTAL 14.88  
VISA TEND 14.88

ACCOUNT # \*\*\*\* \* 6050 S  
APPROVAL # 097433  
REF # 00  
TRANS ID - 0465029554054965  
VALIDATION - 207H  
PAYMENT SERVICE - E  
TERMINAL # 35012200

01/29/15 10:23:20  
CHANGE DUE 0.00  
# ITEMS SOLD 1  
TCN 3397 9274 5495 4111 0564

Get 2% Savings Catcher Reward Dollars  
w/BumbleBIRD thru 7/28/15. Visit unt.co  
01/29/15 10:23:29

\*\*\*CUSTOMER COPY\*\*\*

- Receipts can usually be identified as paid with the credit card number
- Descriptions can be cryptic
- Always write it out if it is not clear

# Other Direct Expenses

FAML6300 V5.1 MIAMI-DADE COUNTY 5.1 ONLINE FAMIS SYSTEM 05/20/15  
 LINK TO: TRANSACTION DETAIL INQUIRY 2:31

DOCUMENT -- POST PERIOD -- POST DATE ----- POSTED BY -----  
 POMP1500003 01 04 2015 JAN 2015 01/30/2015 GUERRA, JESUS (MP) 305 375-20

TRANS CODE : 720 ADPICS ENCUMBRANCE  
 DOCUMENT REF : PURCHASE OF BLACK & WHITE COPIER  
 TRANS DESC. : 1,590.00 DUE DATE : SINGLE CHECK :  
 AMOUNT : 592288364 02 BARLOP INC  
 VENDOR NUMBER : MP17PL15A MPO PROGRAM SUPPORT SERVICES  
 INDEX CODE : 95039 MAJOR EQUIPMENT LEASE PURCHASE  
 SUBOBJECT :  
 USER CODE :  
 GRANT / GR DTL : MPLF15 MPLF15 CONT.#ARK62, FM#427605-1-14-01  
 PROJ / PJDTL :  
 START DATE : END DATE :  
 G/L / SUBSID :  
 BANK NO/ SUBSID :  
 TREAS NUM :  
 CURRENCY CODE : CONV DATE : FOREIGN CURR AMT :  
 F1-HELP : F9-LINK F4-PRIOR F5-NEXT

G014 - RECORD FOUND



## INVOICE

Invoice No: AR149510  
 Date: 1/29/2015  
 Account No: MDC01-007

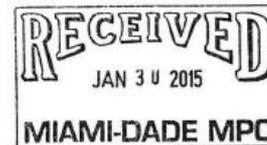
Bill To: MIAMI DADE COUNTY- METROPOLITAN PLANNING ORGANIZATION  
 111 NW 1 STREET, SUITE 920  
 MIAMI, FL 33128-1916  
 USA

Ship To: MIAMI DADE COUNTY- METROPOLITAN PLANNING ORGANIZATION  
 111 NW 1 STREET, SUITE 920  
 MIAMI, FL 33128-1916  
 USA

Sales Order No	P. O. Number	Ship Method	Payment Terms	Payment Due					
5045276		UPS NO CHARGE	Net: 30 Days	2/28/2015					
Remarks		Sales Person							
		JOSE LOPEZ							
Item No	Description	Serial No	Order	Ship	BkO	UM	Price	Disc	Amount
MPLD390	DIGITAL IMAGING SYSTEM LAMER LD390 9D PPM	V7215400142	1.0	1.0	0.0	EA	\$1,590.00		\$1,590.00
<p>→ MP17PL15A            95039            Major Equip Lease, Purch            POMP1500003</p> <p>IVMP15000007            592288364-02            1/30/2015            VAMP15000007            05.11.2015</p>									

- Invoices need to be marked paid with a check number, or
- Counties can provide the transaction detail as proof of payment.

THANK YOU,  
 WE APPRECIATE YOUR BUSINESS!  
 PLEASE VISIT US ONLINE:  
 WWW.BARLOP.COM



Subtotal	\$1,590.00
Discount	\$0.00
Freight	\$0.00
Sales Tax	\$0.00
Invoice Total	\$1,590.00
Balance Due	\$1,590.00

# In house charges vs. Indirect Rate

In house charges are internal charges from a county acting as a host and they must be supported by documentation from the county such as usage logs or a County's ICAP.

Staff Services should be supported by an agreement (can be listed under the budget category for consultant services).

Indirect Rate is supported by an approved Indirect Cost Allocation Plan and a copy is maintained in the agreement.

# In house charges

## Departmental Postage Charges --- October 2014

### Development Services

Account	Mail Room Code	Department	Parcel Count	Postage Charge	UPS Charges	Total Charges
B102-400000-55101	21J	Development Services Admin.	2	1.86	0.00	1.86
<b>Account Total = B102-400000-55101 (1 record)</b>			<b>2</b>	<b>1.86</b>	<b>0.00</b>	<b>1.86</b>

B102-409000-55101	15E	Planning & Development	480	1,776.80	0.00	1,776.80
<b>Account Total = B102-</b>						

B102-411000-55101					
<b>Account Total = B102-</b>					

B102-411300-55101					
<b>Account Total = B102-</b>					

B102-411400-55101					
<b>Account Total = B102-</b>					

### Fleet Management

Fuel Transactions - 431020 Metro Planning Organization  
November 1, 2014 through November 31, 2014

Unleaded	\$	2.6568
Diesel	\$	3.0969
DEF	\$	-

Department	Dept Code	Date Time	Emp#	Vehicle	Odomete	Site#	Site Name	Product	Volume
Metro Planning Org	409000	11/7/2014 13:46	4221	29810	64615	1001	D & E Maintenance Garage	Unleaded	11.3
Metro Planning Org	409000	11/20/2014 8:46	4221	29810	64822	1001	D & E Maintenance Garage	Unleaded	9.1

**Total Unleaded Fuel**      **2.6568 x 20.40 = \$54.20**



# Indirect Rate

Task 100 - General Office Management				
EXPENDITURE CATEGORY AND DESCRIPTION	2016/17 FHWA (PL) Budgeted Amount	2016/17 FHWA (PL) Previous Payments	2016/17 FHWA (PL) Current Cost	2016/2017 FHWA (PL) Remaining Balance
<b>A. Personnel Services</b>				
Salaries and Fringe	61,060.00	15,265.00	15,265.00	30,530.00
Sub Total:	61,060.00	15,265.00	15,265.00	\$ 30,530.00
<b>B. Consultant Services</b>				
Contract/Consultant Services	-	-	-	-
Sub Total:	-	-	-	\$ -
<b>C. Travel</b>				
Travel Expenses	-	-	-	-
Sub Total:	-	-	-	\$ -
<b>D. Indirect Expenses</b>				
Indirect Cost Rate 16.6448%	10,163.31	2,540.83	2,540.83	5,081.66
Sub Total:	10,163.31	2,540.83	2,540.83	\$ 5,081.66
<b>D. Other Direct Expenses</b>				
Advertising/Public Notice	-	-	-	-
Awards/Community Sponsorships	-	-	-	-
Computer Operations & Software	-	-	-	-
Contingency	-	-	-	-
Contributions	-	-	-	-
Equipment/Small Tools/Office Machinery	-	-	-	-
Office Supplies/Postage/Graphic Design	-	-	-	-
Parking Expense	-	-	-	-
Sub Total:	-	-	-	\$ -
Total:	\$ 71,223.31	\$ 17,805.83	\$ 17,805.83	\$ 35,611.66

Indirect rates must be supported by an approved indirect cost allocation plan.

# Retention

- Five years after final payment is made
- Can be stored electronically
- Invoice must indicate where supporting documentation is on file

Request for Payment Certification as Required by 2 CFR 200.415:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative liabilities for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

Supporting Documentation is on file at:  MPO  District

(MPO) Authorized Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Invoice Submittal

- Email Invoice Package to MPO Liaison
- Direct Deposit
  - Available through DFS
  - Must be set up for the correct FEID number and sequence

# Questions?

Questions also welcome at  
[Sean.Santalla@dot.state.fl.us](mailto:Sean.Santalla@dot.state.fl.us).

---

# Invoice Review: MPO Liaison

# Invoice Package

- Invoice package must include:
  - MPO Invoice
  - Itemized Expenditure Detail Report
  - Progress Report
- Additional documentation needed:
  - UPWP (most recent version, reflecting any/all amendments and modifications)
    - *Reminder: Most recent UPWP must be uploaded to DOT FACTS.*

# Invoice Package Review

- Invoice Package Review:
  - 9-step reconciliation & review process
  - Goal: ensure a clear picture between what is being invoiced for, what has been budgeted, and what has been performed.
- MPO Liaisons have 3 days to review the invoice package and submit to the FSO.

**3 business days**



# Invoice Package Review

MPO Liaison Invoice & Supporting Documentation Review

Reviewer Name		Date	
Reviewer Title			

**Overall Invoice Package Review** – *this review is to be performed on each invoice submitted.*

Contract No.	MPO	Amendment No.	Invoice No.
Modification No.		Invoice Period	

Criteria	Yes/No	Comments
Does the Invoice Package include the Invoice, Itemized Expenditure Detail Report and Progress Report?		
Do the service periods of the Itemized Expenditure Detail Report and the Progress Report match the service period of the Invoice?		
Verify the Total FHWA Previous Payments and FHWA Remaining Balance amounts for each task on the invoice.		
Does the Total FHWA Current Amount Due for each task on the Invoice match the total current expenses on the Itemized Expenditure Detail Report?		
Does the Total FHWA Budget Amount for each task on the Invoice match the total current FHWA budgeted amount in UPWP?		
Review the Expenditure Detail Report for questionable line item expenses. List questionable expenses in "Comments" and follow-up with the MPO.		
Verify the budget line items on the Itemized Expenditure Report have not exceeded the Estimated Budget Detail line item budget amounts for each task in the UPWP.		
Does the progress report evidence meeting minimum performance standards?		
Request for Payment Certification as required by 2 CFR 200.415 is signed by MPO Authorized Official.		
Invoice Package and signed Contract Summary <a href="#">Form Number 350-060-02</a> submitted to District FSO.		Date Submitted:

**If the answer is "No" to any of the above questions, or if any questionable line items exist in the Expenditure Report, the invoice must be returned to the MPO for clarification and correction.**

Florida Department of Transportation  
Office of Policy Planning

1

- **MPO Liaison Invoice & Supporting Documentation Review Checklist** – guidance document for use in invoice review.
  - Will be made available on the Office of Policy Planning webpage.

# Invoice Package Review

- Steps:
  1. Confirm that the invoice package includes the invoice, the itemized Expenditure Detail report, and the progress report.
  2. Confirm that the **service period** of the Expenditure Detail and progress report match the **service period** on the invoice.

# Invoice Package Review

2. Confirm that the **service period** of the Expenditure Detail and progress report match the **service period** on the invoice.

## Metropolitan Planning Organization

Bill To:  
 Florida Department of Transportation  
 Office of Policy Planning  
 605 Suwannee Street  
 Tallahassee, FL 32399-0450  
 Tel: (850) 414-4900 Fax: (850) 414-4876  
 Email: [Planning@dot.state.fl.us](mailto:Planning@dot.state.fl.us)

1234 Main  
 Your Town, Florida

Invoice No.: FHWA-Gxxxx  
**Invoice Period: 10/01/2016 - 12/31/2016**  
 Contract No.: GXXX  
 Amendment No.: 1  
 Modification No.: 3

2016/2017 Unified Planning Work Program Task	FHWA (PL) Current Cost	FHWA (SU) Current Cost	FHWA (WISE) Current Cost	FHWA (MIS) Current Cost
--	---------------------------	---------------------------	-----------------------------	----------------------------

### ITEMIZED EXPENDITURE DETAIL REPORT EXAMPLE OCTOBER 1, 2016 - DECEMBER 31, 2016

Task 100 - General Office Management				
EXPENDITURE CATEGORY AND DESCRIPTION	2016/17 FHWA (PL) Budgeted Amount	2016/17 FHWA (PL) Previous Payments	2016/17 FHWA (PL) Current Cost	2016/2017 Remaining
Travel Services				
and Fringe	61,060.00	15,265.00	15,265.00	
Sub Total:	61,060.00	15,265.00	15,265.00	15,265.00

### PROGRESS REPORT

OCTOBER 1, 2016 - DECEMBER 31, 2016

TASK NO. AND TITLE	COMPLETED ACTIVITIES
1 UPWP and Organization Administration	<ul style="list-style-type: none"> <li>Prepared 1st Quarterly Progress Report for work performed from July through September 2016.</li> <li>Created a new spreadsheet to transfer balance of contracts for FY 2017 PL funds.</li> <li>Monitored projects and advised of scheduled non-compliance, as appropriate.</li> <li>Updated grant charts showing all contracts status.</li> </ul>

# Invoice Package Review

- Steps:
  1. Confirm that the invoice package includes the invoice, the itemized Expenditure Detail report, and the progress report.
  2. Confirm that the **service period** of the Expenditure Detail and progress report match the **service period** on the invoice.
  3. Verify the **Total FHWA Previous Payments** and **FHWA Remaining Balance** amounts for each task on the invoice against contract file documentation.

# Invoice Package Review

3. Verify the **Total FHWA Previous Payments** and **FHWA Remaining Balance** amounts for each task on the invoice against contract file documentation.

**Metropolitan Planning Organization**

1234 Main Street Parkway East  
Your Town, Florida 32399-0004

Tel (777) 555-1212  
Fax (777) 555-2121

Bill To:

Florida Department of Transportation  
Office of Policy Planning  
605 Suwannee Street  
Tallahassee, FL 32399-0450  
Tel: (850) 414-4900 Fax: (850) 414-4876  
Email: [Planning@dot.state.fl.us](mailto:Planning@dot.state.fl.us)

Invoice No.: FHWA-Gxxxx  
Invoice Period: 10/01/2016 - 12/31/2016  
Contract No.: GXXXX  
Amendment No.: 1  
Modification No.: 3

Invoice Amounts by Financial Project Number

425668-1-14-01:	448,043.84
425668-1-14-02:	253,753.05
425668-1-14-03:	43,753.05
<b>Total Invoice Amount:</b>	<b>\$ 745,549.94</b>

2016/2017 Unified Planning Work Program Task	FHWA (PL) Current Cost	FHWA (SU) Current Cost	FHWA (WISE) Current Cost	FHWA Current Amount Due	Total Previous Payments	Total FHWA Budget Amount	FHWA Remaining Balance
Task 100 - General Office Management	17,805.83	-	-	17,805.83	17,805.83	71,223.31	35,611.65
Task 110 - UPWP & Financial Management	20,514.98	-	-	20,514.98	20,514.98	82,059.91	41,029.95
Task 120 - Certification	1,957.88	-	-	1,957.88	1,957.88	7,831.53	3,915.77
Task 130 - Board & Committee Support	25,427.98	-	-	25,427.98	25,427.98	101,711.93	50,855.97
Task 140 - Legal & Legislative Services	-	-	-	-	-	-	-
Task 150 - Local Match For Program Administration	-	-	-	-	-	-	-
Task 200 - System Monitoring	31,663.41	-	-	31,663.41	31,663.41	126,653.65	63,326.83
Task 210 - Transit System Monitoring	-	-	-	-	-	-	-
Task 220 - Land Use Monitoring	1,125.91	-	-	1,125.91	1,125.91	4,503.66	2,251.84
Task 300 - Transportation Improvement Program	9,232.52	-	-	9,232.52	9,232.52	36,930.09	18,465.05
Task 400 - Long-Range Transportation Plan	25,893.19	-	-	25,893.19	25,893.19	109,572.76	51,786.38
Task 500 - Special Project Planning	68,750.00	-	-	68,750.00	68,750.00	275,000.00	137,500.00
Task 600 - Intergovernmental & Interagency Studies	7,325.31	-	-	7,325.31	7,325.31	29,301.26	14,650.64
Task 610 - Interregional Transportation Planning & Coordination	-	-	-	-	-	-	-
Task 620 - Intermodal Planning	-	-	-	-	-	-	-
Task 700 - Community Outreach	26,863.30	-	-	26,863.30	26,863.30	107,453.19	53,726.59
Task 800 - Land Use Planning	48,535.06	-	-	48,535.06	48,535.06	194,140.25	97,070.13
Task 810 - Transit Planning	-	-	-	-	-	-	-
Task 820 - Transportation Systems Management & Operations	-	-	-	-	196,364.72	785,454.00	392,724.56
Task 821 - Traffic Signal Retiming	-	-	-	-	187,500.00	750,000.00	375,000.00
Task 830 - Goods Movement Planning	-	-	-	-	1,993.46	7,973.84	3,986.92
Task 840 - Smart Growth Planning	-	-	-	-	40,153.79	160,615.16	80,307.58
Task 850 - Transportation Disadvantaged Planning	-	-	-	-	-	-	-
Task 860 - Air Quality Planning	-	-	-	-	2,766.81	11,067.26	5,533.64
Task 870 - Bicycle & Pedestrian Planning	-	-	-	-	26,912.31	107,649.24	53,824.62
Task 880 - Highway Planning	-	-	-	-	4,763.48	19,053.93	9,526.97
<b>Total</b>					<b>\$ 745,549.94</b>	<b>\$ 2,982,194.97</b>	<b>\$ 1,491,095.09</b>

Compare against previous invoices in contract file.

Request for Payment Certification as Required by 2 CFR 200.415

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

Supporting Documentation is on file at:  MPO  District

(MPO) Authorized Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# Invoice Package Review

- Steps:
  4. Reconcile the **FHWA Current Amount Due** by task on the invoice to the **total current expenses** by task on the Expenditure Detail.

# Invoice Package Review

4. Reconcile the **FHWA Current Amount Due** by task on the invoice to the **total current expenses** by task on the Expenditure Detail.

2016/2017 Unified Planning Work Program Task	FHWA (WISE) Current Cost	FHWA Current Amount Due	Total Payments
Task 100 - General Office Management	-	17,805.83	17
Task 110 - UPWP & Financial Management	-	20,514.98	20
Task 120 - Certification	-	1,957.88	1
Task 130 - Board & Committee Support	-	25,427.98	25
Task 140 - Legal & Legislative Services	-	-	-
Task 150 - Local Match For Program Administration	-	-	-
Task 200 - System Monitoring	-	31,663.41	31
Task 210 - Transit System Monitoring	-	-	-
Task 220 - Land Use Monitoring	-	1,125.91	1
Task 300 - Transportation Improvement Program	-	9,232.52	9
Task 400 - Long-Range Transportation Plan	-	25,893.19	25
Task 500 - Special Project Planning	-	68,750.00	68
Task 600 - Intergovernmental & Interagency Studies	-	7,325.31	7
Task 610 - Interregional Transportation Planning & Coordination	-	-	-
Task 620 - Intermodal Planning	-	-	-
Task 700 - Community Outreach	-	26,863.30	26
Task 800 - Land Use Planning	-	48,535.06	48
Task 810 - Transit Planning	-	-	-
Task 820 - Transportation Systems Management & Operations	43,753.05	196,364.72	196

ITEMIZED EXPENDITURE DETAIL REPORT EXAMPLE  
OCTOBER 1, 2016 - DECEMBER 31, 2016

Task 100 - General Office Management				
EXPENDITURE CATEGORY AND DESCRIPTION	2016/17 FHWA (PL) Budgeted Amount	2016/17 FHWA (PL) Previous Payments	2016/17 FHWA (PL) Current Cost	2016/2017 FHWA (PL) Remaining Balance
A. Personnel Services				
Salaries and Fringe	61,000.00	43,194.15	15,265.00	30,530.85
Sub Total	61,000.00	43,194.15	15,265.00	30,530.85
B. Professional Services				
Equipment Maintenance/Office Repairs	-	-	-	-
Office Supplies/Postage/Graphic Design	-	-	-	-
Other Miscellaneous Expense	-	-	-	-
Parking Expense	-	-	-	-
Sub Total:	-	-	-	-
Total:	\$ 71,223.31	\$ 17,805.83	\$ 17,805.83	\$ 35,611.66

# Invoice Package Review

- Steps:
  4. Reconcile the **FHWA Current Amount Due** by task on the invoice to the **total current expenses** by task on the Expenditure Detail.
  5. Reconcile the **FHWA Budgeted Amount** for each task on the invoice to the most recent **FHWA budgeted amount** for each task in the UPWP.

# Invoice Package Review

- Reconcile the **FHWA Budgeted Amount** for each task on the invoice to the most recent **FHWA budgeted amount** for each task in the UPWP.

2016/2017 Unified Planning Work Program Task	Previous	Total FHWA Budget Amount	FHWA Remaining Balance
Task 100 - General Office Management	75.83	71,223.31	35,611.65
Task 110 - UPWP & Financial Management	19.98	82,059.91	41,029.95
Task 120 - Certification	8	7,831.53	3,915.77
Task 130 - Board & Committee Support	27.98	101,711.93	50,855.97
Task 140 - Legal & Legislative Services	-	-	-
Task 150 - Local Match For Program Administration	-	-	-
Task 200 - System Monitoring	3.41	126,653.65	63,326.83
Task 210 - Transit System Monitoring	-	-	-
Task 220 - Land Use Monitoring	5.91	4,503.66	2,251.84
Task 300 - Transportation Improvement Program	32.52	36,930.09	18,465.05
Task 400 - Long-Range Transportation Plan	9	103,572.76	51,786.38
Task 500 - Special Project Planning	0.00	275,000.00	137,500.00
Task 600 - Intergovernmental & Interagency Studies	31	29,301.26	14,650.64
Task 610 - Interregional Transportation Planning & Coordination	-	-	-
Task 620 - Intermodal Planning	-	-	-
Task 700 - Community Outreach	30	107,453.19	53,726.59
Task 800 - Land Use Planning	0.06	194,140.25	97,070.13
Task 810 - Transit Planning	-	-	-
Task 820 - Transportation Systems Management & Operations	72	785,454.00	392,724.56
Task 821 - Traffic Signal Retiming	0.00	750,000.00	375,000.00
Task 830 - Goods Movement Planning	-	-	-
Task 840 - Smart Growth Planning	-	-	-
Task 850 - Transportation Disadvantaged Planning	-	-	-
Task 860 - Air Quality Planning	-	-	-
Task 870 - Bicycle & Pedestrian Planning	-	-	-
Task 880 - Highway Planning	-	-	-
<b>Totals:</b>			

Task 100 - General Office Management						
Estimated Budget Detail for FY 2017						
Budget Category/Description	Local	FHWA (PL)	FTA 5305(d) - X025			Total
			Federal	State Match	Local Match	
<b>A. Personnel Services</b>						
MPO staff salaries, fringe benefits, and other deductions	\$ 421,407	\$ 61,060	\$ 69,473	\$ 8,683	\$ 8,683	\$ 569,306
<b>Subtotal:</b>	<b>\$ 421,407</b>	<b>\$ 61,060</b>	<b>\$ 69,473</b>	<b>\$ 8,683</b>	<b>\$ 8,683</b>	<b>\$ 569,306</b>
<b>B. Consultant Services/Pass Through</b>						
Other Miscellaneous Expense	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000
<b>Subtotal:</b>	<b>\$ 136,008</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 136,008</b>
<b>Total:</b>	<b>\$ 648,630</b>	<b>\$ 71,223</b>	<b>\$ 81,037</b>	<b>\$ 10,128</b>	<b>\$ 10,128</b>	<b>\$ 821,146</b>

# Invoice Package Review

- Reconcile the **FHWA Budgeted Amount** for each task on the invoice to the most recent **FHWA budgeted amount** for each task in the UPWP.

2016/2017 Unified Planning Work Program Task	Previous	Total FHWA Budget Amount	FHWA Remaining Balance
Task 100 - General Office Management	75.83	71,223.31	35,611.65
Task 110 - UPWP & Financial Management	1.98	82,059.91	41,029.95
Task 120 - Certification	1.8	7,831.53	3,915.77
Task 130 - Board & Committee Support	27.98	101,711.93	50,855.97
Task 140 - Legal & Legislative Services	-	-	-
Task 150 - Local Match For Program Administration	-	-	-
Task 200 - System Monitoring	3.41	126,653.65	63,326.83
Task 210 - Transit System Monitoring	-	-	-
Task 220 - Land Use Monitoring	5.91	4,503.66	2,251.84
Task 300 - Transportation Improvement Program	32.52	36,930.09	18,465.05
Task 400 - Long-Range Transportation Plan	1.9	103,572.76	51,786.38
Task 500 - Special Project Planning	0.00	275,000.00	137,500.00
Task 600 - Intergovernmental & Interagency Studies	31	29,301.26	14,650.64
Task 610 - Interregional Transportation Planning & Coordination	-	-	-
Task 620 - Intermodal Planning	-	-	-
Task 700 - Community Outreach	30	107,453.19	53,726.59
Task 800 - Land Use Planning	10.06	194,140.25	97,070.13
Task 810 - Transit Planning	-	-	-
Task 820 - Transportation Systems Management & Operations	72	785,454.00	392,724.56
Task 821 - Traffic Signal Retiming	0.00	750,000.00	375,000.00

Task 820 - Transportation Systems Management & Operations															
Estimated Budget Detail for FY 2017															
Budget Category/Description	Local	FHWA (PL)	FTA 5305(d) - X026			FTA 5305(d) - X025			FTA 5305(d) - X024			SU - ITS Master Plan	FHWA WISE Study	Total	
			Federal	State Match	Local Match	Federal	State Match	Local Match	Federal	State Match	Local Match				
<b>A. Personnel Services</b>															
MPO staff salaries, fringe benefits, and other deductions		\$ 128,968					\$ 24,512	\$ 3,064	\$ 3,064			\$ 12,870	\$ 12,870	\$ 185,348	
Subtotal:	\$ -	\$ 128,968	\$ -	\$ -	\$ -	\$ -	\$ 24,512	\$ 3,064	\$ 3,064	\$ -	\$ -	\$ -	\$ 12,870	\$ 12,870	\$ 185,348
<b>B. Consultant Services/Pass Thru</b>															
Contract/Consultant Services		\$ 195,000	\$ 56,000	\$ 7,000	\$ 7,000	\$ 4,000	\$ 500	\$ 500	\$ 6,000	\$ 750	\$ 750	\$ 250,000	\$ 160,000	\$ 605,000	
Pass Thru		\$ -	\$ 56,000	\$ 7,000	\$ 7,000	\$ 4,000	\$ 500	\$ 500	\$ 6,000	\$ 750	\$ 750	\$ 250,000	\$ 160,000	\$ 687,500	
Subtotal:	\$ -	\$ 195,000	\$ 56,000	\$ 7,000	\$ 7,000	\$ 4,000	\$ 500	\$ 500	\$ 6,000	\$ 750	\$ 750	\$ 250,000	\$ 160,000	\$ 687,500	
<b>C. Travel</b>															
Travel Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>D. Indirect Expenses</b>															
Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details		\$ 2,466				\$ 4,080	\$ 510	\$ 510				\$ 2,140	\$ 2,140	\$ 30,846	
Subtotal:	\$ -	\$ 2,466	\$ -	\$ -	\$ -	\$ 4,080	\$ 510	\$ 510	\$ -	\$ -	\$ -	\$ 2,140	\$ 2,140	\$ 30,846	
<b>E. Other Direct Expenses</b>															
Contributions	75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	
Subtotal:	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	
<b>Total:</b>	\$ 75,000	\$ 345,434	\$ 56,000	\$ 7,000	\$ 7,000	\$ 32,592	\$ 4,074	\$ 4,074	\$ 6,000	\$ 750	\$ 750	\$ 265,010	\$ 175,010	\$ 978,694	

# Invoice Package Review

- Steps:
  4. Reconcile the **FHWA Current Amount Due** by task on the invoice to the **total current expenses** by task on the Expenditure Detail.
  5. Reconcile the **FHWA Budgeted Amount** for each task on the invoice to the most recent **FHWA budgeted amount** for each task in the UPWP.
  6. Review the Expenditure Detail Report for **questionable line item expenses**. Follow up with the MPO if any exist.

# Invoice Package Review

- Steps:
  7. Verify the **itemized budget line items** on the Expenditure Detail have not exceeded the most recent **Estimated Budget Detail line items** for each task in the UPWP.

# Invoice Package Review

7. Verify the **itemized budget line items** on the Expenditure Detail align with and have not exceeded the most recent **Estimated Budget Detail line items** for each task in the UPWP.

Task 100 - General Office Management						
Estimated Budget Detail for FY 2017						
Budget Category/Description	Local	FHWA (PL)	FTA 5305(d) - X025			Total
			Federal	State Match	Local Match	
<b>A. Personnel Services</b>						
MPO staff salaries, fringe benefits, and other deductions	\$ 421,407	\$ 61,060	\$ 69,473	\$ 8,683	\$ 8,683	\$ 569,306
Subtotal:	\$ 421,407	\$ 61,060	\$ 69,473	\$ 8,683	\$ 8,683	\$ 569,306
<b>B. Consultant Services/Pass Thru</b>						
Contract/Consultant Services						\$ -
Pass Thru						\$ -
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>C. Travel</b>						
Travel Expenses						\$ 37,945

ITEMIZED EXPENDITURE DETAIL REPORT EXAMPLE  
OCTOBER 1, 2016 - DECEMBER 31, 2016

Task 100 - General Office Management				
EXPENDITURE CATEGORY AND DESCRIPTION	2016/17 FHWA (PL) Budgeted Amount	2016/17 FHWA (PL) Previous Payments	2016/17 FHWA (PL) Current Cost	2016/2017 FHWA (PL) Remaining Balance
<b>A. Personnel Services</b>				
Salaries and Fringe	61,060.00	15,265.00	15,265.00	30,530.00
Sub Total:	61,060.00	15,265.00	15,265.00	\$ 30,530.00
<b>B. Consultant Services</b>				
Contract/Consultant Services	-	-	-	-
Sub Total:	-	-	-	\$ -

# Invoice Package Review

- Steps:
  7. Verify the **itemized budget line items** on the Expenditure Detail have not exceeded the most recent **Estimated Budget Detail line items** for each task in the UPWP.
  8. Review the **progress report** for evidence of meeting the *minimum performance standards* outlined in the MPO Agreement & UPWP.
  9. Ensure the **Request for Payment Authorization** on the invoice indicates the location of supporting documentation and is signed by an MPO authorized official.

# Invoice Package Review

9. Ensure the **Request for Payment Authorization** on the invoice indicates the location of supporting documentation and is signed by an MPO authorized official.

Totals:		\$ 8,043.0	\$ 253,753.0	\$ 43,75	\$ 743,349.1	\$ 745,549.94	\$ 2,194.9	\$ 1,491,000.9
<b>Request for Payment Certification as Required by 2 CFR 200.415:</b>								
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)								
Supporting Documentation is on file at:		<input type="checkbox"/> MPO	<input type="checkbox"/> District					
(MPO) Authorized Official Signature:							Date:	
Printed Name:								

That's it!

# Contract Summary Form

- Form No. 350-060-02, Summary of Contractual Services Agreement



By logging into the Florida Department of Transportation Florida Accountability Contract Tracking System (FDOTracts), you may access the following options:

- [Enter FDOTracts Contract information](#)
- [Summary of Contractual Services Agreement/Purchase Order Receiving Report and Invoice Transmittal - Contracts \(Form #350-060-02\)](#)
- [FACTS Contract Images](#)



# Contract Summary Form

Contractual Information and Contract Manager Certification			
TWO/LOA #: <input type="text"/>		Total Amount of Previous Payments: <input type="text"/> <b>Must match invoice</b>	
Invoice Number: <input type="text"/>		Invoice Period: <input type="text"/> - <input type="text"/>	Amount Due This Invoice: <input type="text"/>
Contract Last Amendment (if any) Signed Date: <input type="text"/>		Procurement Reference Number (ITB, RFP, ITN, etc.): <input type="text"/>	<b>Section 9A</b>
Scope of Services can be found in contract on pages: <input type="text"/>		Method of Compensation can be found in contract on pages: <input type="text"/>	
I certify, by evidence of my signature below, the above information is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements.			
Contract Manager Name Printed (First, Last): <input type="text"/>		Contract Manager Job Title: <input type="text"/>	
Signature: <input type="text"/> <b>AKA Grant Manager</b>		Date: <input type="text"/> <b>MPO Liaison</b>	

Authorized Official Certification														
<input type="radio"/> See attached ROW Contract Invoice Transmittal										<input type="radio"/> See attached SiteManager Pay Estimate				<a href="#">Clear Selection</a>
<b>Delete All</b>	<b>TR</b>	<b>EN Line</b>	<b>F</b>	<b>Org-Code</b>	<b>EO</b>	<b>Object</b>	<b>CR</b>	<b>Amount</b>	<b>B/CB</b>	<b>Invoice #</b>	<b>EOB</b>	<b>OCA</b>	<b>Project ID</b>	<b>Update Cancel</b>
		0001	▼	05401051	AX	780000	▼	87108.00	▼		016	00000	431529158	<a href="#">Update</a> <a href="#">Cancel</a>
<a href="#">Delete</a>		0002		054010508	AB	780000		\$8,000.00			215	00000	43152916801	<a href="#">Edit</a>
								<b>Total</b>					<b>\$95,108.00</b>	
<a href="#">Add an Additional Encumbrance Line</a>														
I certify, by evidence of my signature below, the terms and conditions of the procurement were met; accounting codes are valid and appropriate for this purchase; and budget and funds are available for this purchase.														
Name Printed (First, Last): <input type="text"/>										Job Title: <input type="text"/>				
Signature: <input type="text"/>										Date: <input type="text"/>				
										<input type="checkbox"/> Same as Contract Manager Signature				
Comments: <input type="text"/>														

# Contract Summary Form

## Section 215.422 F.S. Requirements (CONTRACT MANAGER)

Dates Goods/Services Received

STARTING

ENDING

Date Goods/Services Approved

**15 Days for MPOs**

Contract Allows  Days FOR

APPROVAL AFTER RECEIPT OF

Date Invoice Received

# Submittal to FSO Inbox

- Following the completed review, submit the **Invoice Package** and signed **Contract Summary Form (Form 350-060-02)** to the District FSO Inbox.

- The agreement should not be submitted with invoice package.
- Supporting documentation should not be submitted with invoice package.

District 1: <a href="mailto:D1Invoices@dot.state.fl.us">D1Invoices@dot.state.fl.us</a>	District 4: <a href="mailto:D4Invoices@dot.state.fl.us">D4Invoices@dot.state.fl.us</a>	District 7: <a href="mailto:D7Invoices@dot.state.fl.us">D7Invoices@dot.state.fl.us</a>
District 2: <a href="mailto:D2Finance@dot.state.fl.us">D2Finance@dot.state.fl.us</a>	District 5: <a href="mailto:D5Invoices@dot.state.fl.us">D5Invoices@dot.state.fl.us</a>	
District 3: <a href="mailto:D3Invoices@dot.state.fl.us">D3Invoices@dot.state.fl.us</a>	District 6: <a href="mailto:D6Invoices@dot.state.fl.us">D6Invoices@dot.state.fl.us</a>	

# Returning an Invoice

- Process for returning an invoice is outlined in the MPO Agreement (*Section 9.H.*):

H. An invoice submitted to the Department involving the expenditure of metropolitan planning funds ("PL funds") is required by Federal law to be reviewed by the Department and issued a payment by the Department of Financial Services within 15 business days of receipt by the Department for review. **If the invoice is not complete or lacks information necessary for processing, it will be returned to the MPO, and the 15 business day timeframe for processing will start over upon receipt of the resubmitted invoice by the Department.** If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement or the disputed item/amount could be included/added to a subsequent invoice.

# Questions?

Questions also welcome at  
[Sean.Santalla@dot.state.fl.us](mailto:Sean.Santalla@dot.state.fl.us).

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# Invoice Review and Post Audit: FSO Payment Auditor

# FSO Invoice Package Review

- Review Invoice Package
  - MPO Invoice
  - Itemized Expenditure Detail Report
  - Progress Report
  
- 15 business days to process invoice

“An invoice submitted to the Department involving the expenditure of metropolitan planning funds (“PL funds”) is required by Federal law to be reviewed by the Department and issued a payment by the Department of Financial Services within **15 business days** of receipt by the Department for review.”

– **3 days to review**

**3 business days**

# FSO Invoice Package Review

- How to handle issues with an invoice?
  - Work directly with MPO Liaison to make a determination
  - Return vs. dispute

“If the invoice is not complete or lacks information necessary for processing, it will be returned to the MPO, and the 15 business day timeframe for processing will start over upon receipt of the resubmitted invoice by the Department. If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement or the disputed item/amount could be included/added to a subsequent invoice.”

# FSO Invoice Package Review

- Required contract documentation
  - 1) Scope of Services is UPWP
  - 2) Method of Compensation
  - 3) Copy of the most recent amendment and modification, if applicable

# FSO Invoice Package Review

## 1) Scope of Services is UPWP

- Very large document
- Use Section 2 of Agreement

*“The purpose of this Agreement is to pass through financial assistance through the Department in the form of FHWA funds to the MPO for the completion of transportation related planning activities set forth in the Unified Planning Work Program (UPWP) of the MPO (Project), state the terms and conditions upon which FHWA funds will be provided, and set forth the manner in which work tasks and subtasks within the UPWP will be undertaken and completed. The Project is more fully described in the UPWP, which is attached and incorporated into this Agreement as Exhibit “A”.”*

# FSO Invoice Package Review

## 2) Method of Compensation

- Cost Reimbursement
- Use Section 9A. of agreement

*“The Department shall reimburse the MPO for costs incurred to perform services satisfactorily during a monthly or quarterly period in accordance with Scope of Work, Exhibit “A”. Reimbursement is limited to the maximum amount authorized by the Department. The MPO shall submit a request for reimbursement to the Department on a quarterly or monthly basis. Requests for reimbursement by the MPO shall include an invoice, an itemized expenditure report, and progress report for the period of services being billed that are acceptable to the Department. The MPO shall use the format for the invoice, itemized expenditure report and progress report that is approved by the Department. The MPO shall provide any other data required by FHWA or the Department to justify and support the payment requested.”*

# FSO Invoice Package Review

3) Copy of the most recent amendment and modification, if applicable

Metropolitan Planning Organization			1234 Main Street Parkway East Your Town, Florida 32399-0004		Tel (777) 555-1212 Fax (777) 555-2121	
<b>Bill To:</b>						
Florida Department of Transportation			Invoice No.: FHWA-Gxxxx-1		Invoice Amounts by FPN	
Office of Policy Planning			Invoice Period: 10/01/2016 - 12/31/2016		425668-1-14-01: 448,043.84	
605 Suwannee Street			Contract No.: GXXXX		425668-1-14-02: 253,753.05	
Tallahassee, FL 32399-0450			Amendment No.: 1		<b>Total Invoice Amount: \$ 701,796.89</b>	
Tel: (850) 414-4900 Fax: (850) 414-4876			Modification No.: 3			
Email: <a href="mailto:Planning@dot.state.fl.us">Planning@dot.state.fl.us</a>						
2016/2017 Unified Planning Work Program Task	FHWA (PL) Current Amount Due	FHWA (SU) Current Amount Due	Total FHWA Current Amount Due	Total FHWA Previous Payments	Total FHWA Budget Amount	FHWA Remaining Balance
Task 100 - General Office Management	17,805.83	-	17,805.83	18,602.56	71,223.31	34,814.92
Task 110 - UPWP & Financial Management	20,514.98	-	20,514.98	19,512.63	82,059.91	42,032.30
Task 120 - Certification	1,957.88	-	1,957.88	800.77	7,831.53	5,072.88
Task 130 - Board & Committee Support	25,000.00	-	25,000.00	22,654.32	91,000.00	53,629.00

# FSO Invoice Package Review

- Post Audit Requirements
  - Quarterly
  - 10% sample of all cost reimbursement invoices
  - ITS Checkbox
  - Findings

# Questions?

Questions also welcome at  
[Sean.Santalla@dot.state.fl.us](mailto:Sean.Santalla@dot.state.fl.us).

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# Monitoring & Risk Assessment MPO Liaisons

# Monitoring

*200.331(d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient will include:*

# Programmatic

- Annual Joint State-MPO Certification
- Participation in the planning process
- Continued communication and correspondence with MPOs and partners
- Review of meeting agendas, planning documents

# Fiscal

- Annual Joint State-MPO Certification
- Single Audit Reviews
- Invoice Review
- Review of Supporting Documentation
  - On site or submitted for review
  - Sample basis
  - Frequency is based on risk assessment

# Risk Assessment

*200.331(b) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring which may include:*

# Risk Assessment

- Prior experience in administering similar awards
- Audit report results
- Personnel (turnover or new)
- Management systems

# Risk Assessment

Risk Assessment	Frequency
Low	Once a year
Moderate	Every 6 months
Elevated	3 times a year
High	4 times a year

Note: This will be reevaluated after the next certification and most recent Single Audit results

# Supporting Documentation Review

- MPO Liaison Invoice & Supporting Documentation Review Checklist** – guidance document for use in supporting documentation review.
  - Will be made available on the Office of Policy Planning webpage.

MPO Liaison Invoice & Supporting Documentation Review			
Reviewer Name		Date	
Reviewer Title			
<p><b>Supporting Documentation Review</b> – the frequency of this review is contingent upon risk assessment. Sampling should include <u>one</u> budget line item from each budget category with the exception of Other Direct Expenses. At least <u>five</u> Other Direct Expenses should be reviewed.</p>			
Contract No.		MPO	
Amendment No.		Review Period	
Modification No.			
<p><b>Personnel Services:</b> Review the entire payroll register and compare to expense being reimbursed. Select <u>one</u> timesheet for a position being reimbursed. Confirm time charged by the task and the invoice period.</p> <p>Identify the invoice and timesheet selected for review:</p>			
Invoice No.		Timesheet Selected for Review	
Invoice Period			
	<b>Criteria</b>	<b>Yes/No</b>	<b>Comments</b>
	Does payroll register match the expense being reimbursed?		
	Does the timesheet match the expense being reimbursed?		
	Is the timesheet signed by an MPO authorized official?		
<p><b>Consultant Services:</b> Select and review <u>one</u> invoice from management/consulting firm that shows consultant fees.</p> <p>Identify the MPO invoice and consultant invoice selected for review:</p>			
Invoice No.		Consultant Invoice Selected for Review	
Invoice Period			
	<b>Criteria</b>	<b>Yes/No</b>	<b>Comments</b>
	Are task services documented in the progress report?		
	Is there evidence payment was made (ex: "Paid with check number")?		
<p><b>Travel:</b> Identify and gather the appropriate travel regulations and policies in place at the MPO, including rate(s) and methods if different from the state. Select and review <u>one</u> travel reimbursement.</p> <p>Identify the invoice and travel reimbursement selected for review:</p>			
Invoice No.		Travel Reimbursement Selected for Review	
Invoice Period			
			

# Review of Supporting Documentation

- Goal: Ensure required documentation is available and expenses are allowable
- Criteria is based on budget category
- Sample
  - One budget line item from each budget category with the exception of Other Direct Expenses
  - Five Other Direct Expenses should be reviewed.

# Personnel Services

- Steps:
  1. Review the payroll register and compare to expense being reimbursed.
  2. Does payroll register match expense being reimbursed?
  3. Select one timesheet for a position being reimbursed. Confirm time charged by the task and the invoice period.
  4. Does the timesheet match the expense being reimbursed?
  5. Is the timesheet signed by an MPO authorized official?

# Personnel Services

## Salary, Leave and Fringe Detail by Element

ORLANDO URBAN AREA METROPOLITAN

Run Date: 12/10/2014  
Run Time: 6:49:24 am  
Page 1 of 4

Current Month: 11/30/2014

Project# 38015 PL Funds FY 15

Element	Description	Class	Hours	Regular Time	Over Time	Comp	Leave	Salary	Fringe
Element#	815100	100 General Office Management							
1001	BARLEY, HAROLD	5	0.00	0.00	0.00	0.00	7.41	7.41	2.39
1013	HOSKINS, JILL	1	34.50	1,203.08	0.00	0.00	187.74	1,390.82	420.67
1016	LEWIS, VIRGINIA	1	0.00	0.00	0.00	0.00	-4.09	-4.09	-1.22
1037	LOSCHIAVO, JASON	1	71.00	3,938.06	0.00	0.00	553.84	4,491.90	1,358.88
1060	MORRIS, SALLY	1	0.00	0.00	0.00	0.00	-4.48	-4.48	-1.34
1030	TOLLIVER, LENA	1	0.00	0.00	0.00	0.00	-7.31	-7.31	-2.18
<b>Element Total:</b>			<b>105.50</b>	<b>5,141.14</b>	<b>0.00</b>	<b>0.00</b>	<b>733.11</b>	<b>5,874.25</b>	<b>1,777.20</b>
Element#	815110	110 UPWP & Financial Management							
1013	HOSKINS, JILL	1	17.50	610.26	0.00	0.00	30.79	641.05	194.17
1044	LAMBERT, CYNTHIA	1	0.00	0.00	0.00	0.00	-0.62	-0.62	-0.18
<b>Element Total:</b>			<b>17.50</b>	<b>610.26</b>	<b>0.00</b>	<b>0.00</b>	<b>30.17</b>	<b>640.43</b>	<b>193.99</b>
Element#	815130	130 Board & Committee Support							
1001	BARLEY, HAROLD	5	0.00	0.00	0.00	0.00	5.80	5.80	1.87
1052	GOFFARB, CATHERINE	1	0.00	0.00	0.00	0.00	-118.87	-118.87	-35.44
Element#	815870	870 Bicycle & Transportation Planning							
1053	HUTTMANN, GARY	1	0.00	0.00	0.00	0.00	-4.32	-4.32	-1.29
1005	WILSON, MICHAEL	1	150.00	4,942.86	0.00	0.00	599.06	5,541.92	1,676.95
<b>Element Total:</b>			<b>150.00</b>	<b>4,942.86</b>	<b>0.00</b>	<b>0.00</b>	<b>594.74</b>	<b>5,537.60</b>	<b>1,675.66</b>
Element#	815880	880 Highway Planning							
1003	CASKEY, JR., JOSEPH	1	5.00	220.60	0.00	0.00	16.80	237.40	71.88
1051	TRAUGER, ALEXANDER	1	8.50	313.84	0.00	0.00	43.17	357.01	108.02
1059	WASHINGTON, ANTHONY	1	0.00	0.00	0.00	0.00	-1.99	-1.99	-0.59
<b>Element Total:</b>			<b>13.50</b>	<b>534.44</b>	<b>0.00</b>	<b>0.00</b>	<b>57.98</b>	<b>592.42</b>	<b>179.31</b>
<b>Project Total:</b>			<b>957.00</b>	<b>35,819.71</b>	<b>0.00</b>	<b>0.00</b>	<b>3,986.12</b>	<b>39,805.83</b>	<b>12,047.07</b>
<b>Report Total:</b>			<b>957.00</b>	<b>35,819.71</b>	<b>0.00</b>	<b>0.00</b>	<b>3,986.12</b>	<b>39,805.83</b>	<b>12,047.07</b>

# Personnel Services

## Salary, Leave and Fringe Detail by Element

ORLANDO URBAN AREA METROPOLITAN

Run Date: 12/10/2014  
Run Time: 6:49:24 am  
Page 1 of 4

Current Month: 11/30/2014

Project# 38015 PL Funds FY 15

Element	Description	Class	Hours	Regular Time	Over Time	Comp	Leave	Salary	Fringe
Element#	815100	100 General Office Management							
1001	BARLEY, HAROLD	5	0.00	0.00	0.00	0.00	7.41	7.41	2.39
1013	HOSKINS, JILL	1	34.50	1,203.08	0.00	0.00	187.74	1,390.82	420.67
1016	LEWIS, VIRGINIA	1	0.00	0.00	0.00	0.00	-4.09	-4.09	-1.22
1037	LOSCHIAVO, JASON	1	71.00	3,938.06	0.00	0.00	553.84	4,491.90	1,358.88
1060	MORRIS, SALLY	1	0.00	0.00	0.00	0.00	-4.48	-4.48	-1.34
1030	TOLLIVER, LENA	1	0.00	0.00	0.00	0.00	-7.31	-7.31	-2.18
<b>Element Total:</b>			<b>105.50</b>	<b>5,141.14</b>	<b>0.00</b>	<b>0.00</b>	<b>733.11</b>	<b>5,874.25</b>	<b>1,777.20</b>
Element#	815110	110 UPWP & Financial Management							
1013	HOSKINS, JILL	1	17.50	610.26	0.00	0.00	30.79	641.05	194.17
1044	LAMBERT, CYNTHIA	1	0.00	0.00	0.00	0.00	-0.62	-0.62	-0.18
<b>Element Total:</b>			<b>17.50</b>	<b>610.26</b>	<b>0.00</b>	<b>0.00</b>	<b>30.17</b>	<b>640.43</b>	<b>193.99</b>
Element#	815130	130 Board & Committee Support							
1001	BARLEY, HAROLD	5	0.00	0.00	0.00	0.00	5.80	5.80	1.87
1052	GOLDFARB, CATHERINE	1	0.00	0.00	0.00	0.00	-118.87	-118.87	-35.44
1054	HORNE, MARY	1	0.00	0.00	0.00	0.00	-3.99	-3.99	-1.19
1053	HUTTMANN, GARY	1	4.00	251.48	0.00	0.00	35.56	287.04	86.83
1044	LAMBERT, CYNTHIA	1	0.00	0.00	0.00	0.00	-9.74	-9.74	-2.90
1016	LEWIS, VIRGINIA	1	72.50	3,170.82	0.00	0.00	433.19	3,604.01	1,090.33
1037	LOSCHIAVO, JASON	1	3.50	194.13	0.00	0.00	28.06	222.19	67.21
1030	TOLLIVER, LENA	1	30.50	744.16	0.00	0.00	118.01	862.17	260.76
<b>Element Total:</b>			<b>110.50</b>	<b>4,360.59</b>	<b>0.00</b>	<b>0.00</b>	<b>488.02</b>	<b>4,848.61</b>	<b>1,467.47</b>
Element#	815200	200 System Monitoring							
1003	CASKEY, JR., JOSEPH	1	18.00	794.13	0.00	0.00	77.45	871.58	263.82
1019	HILL, ERIC	1	7.00	356.58	0.00	0.00	12.02	368.60	111.68
1051	TRAUGER, ALEXANDER	1	17.50	646.15	0.00	0.00	102.47	748.62	226.42
1059	WASHINGTON, ANTHONY	1	17.50	508.40	0.00	0.00	73.36	581.76	175.98

# Personnel Services

## Work Allocation Sheet

Pay Period: October 20 - October 31, 2014

Employee # 1003

Keith Caskey

Orig. Budget	Bal. Last Pay Period	Project	CODE	TOT HRS	M	T	W	T	F	M	T	W	T	F	New Bal.
					20	21	22	23	24	27	28	29	30	31	
MPO Local Funds '14/'15															
15.0	8.0	100 General Office Management/Training	715100	2.0				1.0					1.0		6.0
30.0	25.0	130 Board & Committee Support	715130	3.0		1.0			2.0						22.0
200.0	184.0	200 System Monitoring	715200	5.0	1.5			1.5		1.0		1.0			179.0
50.0	40.0	880 Highway Planning	715880	4.0	1.0				1.0		1.0		1.0		36.0
FHWA PL '14/'15															
322.0	234.0	200 System Monitoring	815200	11.5	1.0	1.5			1.5	2.5	2.5	1.0	1.5		222.5

## Work Allocation Sheet

Pay Period: November 3 - November 14, 2014

Employee # 1003

Keith Caskey

Orig. Budget	Bal. Last Pay Period	Project	CODE	TOT HRS	M	T	W	T	F	M	T	W	T	F	New Bal.
					3	4	5	6	7	10	11	12	13	14	
MPO Local Funds '14/'15															
15.0	6.0	100 General Office Management/Training	715100	1.0		1.0									5.0
30.0	22.0	130 Board & Committee Support	715130	2.0		1.0				1.0					20.0
200.0	179.0	200 System Monitoring	715200	10.0	2.0		1.5	2.5		1.0	2.0	1.0			169.0
50.0	36.0	880 Highway Planning	715880	2.0		1.0		1.0							34.0
FHWA PL '14/'15															
322.0	222.5	200 System Monitoring	815200	6.5	2.5		1.0			1.0	2.0				216.0
400.0	288.0	300 TIP	815300	13.0	1.0	1.0	2.0	2.0		2.0	2.5	2.5			275.0
50.0	14.5	880 Highway Planning	815880	2.5		1.0				1.5					12.0
FTA X024 Grant - Effective 10/1/14															
8.0	7.0	120 Certification	615120	0.0											7.0
FTA X023 Grant															
700.0	588.0	300 TIP	614030	12.0	1.0		3.0	2.0		2.0	2.0	2.0			576.0
FTA X022 Grant															
100.0	16.0	300 TIP	613030	1.0	1.0										15.0
Personal Leave															
		995100	25.0		2.5			7.5				7.5	7.5		
Holiday Taken															
		995300	0.0												
Floating Holiday															
		995800	0.0												
Other															
			0.0												
1875.0	1379.0	TOTAL:		75.0	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	1329.0

815300	15.0	3.0	2.0	2.0	2.0		2.0		2.0	2.0					288.0
815880	2.5			1.0					1.0	0.5					14.5
615120	0.0														7.0
614030	15.0		3.0		2.0	3.0	1.0	2.0	2.0	2.0					588.0
613030	7.0	1.0		2.0	1.0		1.0	1.0			1.0				16.0
995100	10.0			2.5										7.5	
995300	0.0														
995800	0.0														
		7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	1379.0

I hereby certify that the entries on this record represent an accurate statement of time and activity, and authorize the hours reported to be processed for payment and the above activities to be charged.

F Steph Wittmann 10/31/14  
Executive or Department Director Date

I hereby affirm that this record is a true and correct statement of my hours and work activity.

I hereby certify that the entries on this record represent an accurate statement of time and activity, and authorize the hours reported to be processed for payment and the above activities to be charged.

Keith Caskey 11/2/14  
Employee Date

Steph Wittmann 11/12/14  
Executive or Department Director Date

# Consultant Services

- Steps:
  1. Select and review one invoice from management/consulting firm that shows consultant fees.
  2. Were task services performed during the invoice period?
  3. Are task services documented in the progress report?
  4. Is there evidence payment was made (ex: “Paid with check number”)?

**Transportation Planning  
Martin MPO 2040 Long Range Transportation P  
Progress Report: February 1, 2015 to February**

This progress report and attached invoice cover activities under referenced project from February 1, 2015 through February 28 invoice and progress report for this assignment. Percent comp included on the invoice.

**Task 1 – Public Involvement Plan**

- Launched the Moving Martin Forward website for distribution to receive public feedback.

**Task 2 – Data Compilation and Review**

- Reviewed and summarized transportation plans and work prog
- Continued working on data compilation maps in GIS.
- Continued working on Data Compilation and Review report ch

**Task 3 – Transportation Model Development**

- Received the TCRPM from FDOT and its consultants. Install associated files on Kimley-Horn computers. Conducted initial Year (2010) and the Existing Plus Committed network with fut data (2040).
- Conducted model validation activities including model volume counts, model facility type coding, speed coding, number of la design.
- Prepared initial volume-to-capacity ratio plots for 2010 and 20 determine areas that may need more refinement within the moc

**Task 4 – Goals, Objectives, Policies and Performance Measures**

- Began working on the goals and objectives to be used to guide process.
- Reviewed the MAP-21 legislation as it relates to L RTP goals a

Check #B0556264

658839

**RECEIVED**  
MAR 25 2015

MARTIN COUNTY  
METROPOLITAN PLANNING ORGANIZATION  
ATTN: BETH BELTRAN  
2401 S.E. MONTEREY ROAD  
STUART, FL 34996

Invoice No: 658839 Martin MPO  
Invoice Date: Feb 28, 2015  
Invoice Amount: \$31,651.12

Project No: 043096004.1  
Project Name: MARTIN MPO 2040 L RTP  
Project Manager: ROBERTSON, STEWART  
Client Reference:

Please send payments to:

KIMLEY-HORN AND ASSOCIATES, INC.  
P.O. BOX 932520  
ATLANTA, GA 31193-2520

For Services Rendered through Feb 28, 2015

Federal Tax Id: 56-0885615

**LUMP SUM**

Description	Contract Value	% Complete	Amount Earned to Date	Previous Amount Billed	Current Amount Due
TASK 1- PUBLIC INVOLVEMENT PLAN	18,770.00	100.00%	18,770.00	16,893.00	1,877.00
TASK 2- DATA COMPILATION AND REVIEW	23,860.00	90.00%	21,474.00	20,281.00	1,193.00
TASK 3- TRANSPORTATION MODEL DEVELOPMENT	35,190.00	30.00%	10,557.00	5,278.50	5,278.50
TASK 4- GOALS, OBJECTIVES, POLICIES AND PERFORMANCE MEASURES	10,920.00	25.00%	2,730.00	0.00	2,730.00
TASK 5- NEEDS ASSESSMENT	20,440.00	0.00%	0.00	0.00	0.00
TASK 6- FINANCIAL RESOURCES ANALYSIS	28,140.00	40.00%	11,256.00	5,628.00	5,628.00
TASK 7- 2040 COST FEASIBLE PLAN	22,130.00	0.00%	0.00	0.00	0.00
TASK 8- ENVIRONMENTAL JUSTICE	8,540.00	0.00%	0.00	0.00	0.00
TASK 9- 2040 LONG RANGE TRANSPORTATION PLAN	42,280.00	0.00%	0.00	0.00	0.00
MEETINGS AND PRESENTATIONS- TASK 5	45,205.00	90.00%	40,684.50	27,123.00	13,561.50
MEETINGS AND PRESENTATIONS- TASK 9	45,205.00	0.00%	0.00	0.00	0.00
QUALITY CONTROL/ QUALITY ASSURANCE	13,831.28	30.00%	4,149.38	2,766.26	1,383.12
<b>Subtotal</b>	<b>314,511.28</b>	<b>34.85%</b>	<b>109,620.88</b>	<b>77,969.76</b>	<b>31,651.12</b>
<b>Total LUMP SUM</b>					<b>31,651.12</b>

**Total Invoice: \$31,651.12**

APPROVE FOR PAYMENT  
BY: *[Signature]*  
DATE: 3/31/15  
3-31-15 BCR OK to pay

APPROVE FOR PAYMENT  
BY: *[Signature]*  
DATE: 3/31/15  
3-31-15 BCR OK to pay

#2 4-2-15

APPROVE FOR PAYMENT  
DATE: \_\_\_\_\_  
BY: \_\_\_\_\_

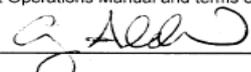
If you have questions or concerns, please call Marie Crozier at 561-840-0288.

# Travel

- Steps:
  1. Select and review one travel reimbursement.
  2. Identify and gather the appropriate travel rate(s) and policies in place at the MPO.
  3. Does the employee travel reimbursement, including rate(s) and method, comply with MPO policies, 2 CFR §200.474 and s. 112.061, Florida Statutes?
  4. Is the required FDOT Contractor Travel Form Number 300-000-06 used to document travel?
  5. Verify appropriate authorizations are noted on travel documentation, in conformance with federal, state and MPO travel policies.
  6. Does the travel documentation reflect the appropriate authorizations?
  7. Are charges supported by receipts?
  8. Are receipts dated during the period of travel?

# Travel

- Form 300-00-06 is available on [MPO Agreement & Invoicing Process Page](#)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION CONSULTANT TRAVEL FORM										300-000-06 COMPTROLLER 7/8													
Consultant <u>Elizabeth Alden</u> Company <u>Metropolitan Planning Organization</u> Residence (City) <u>Tampa, FL</u>			Company's Location <u>Tampa, FL</u> Contract No. <u>A5207</u>			CONTACT PERSON TELEPHONE NO. <u>(813) 272-5940</u> E-Mail Address <u>pulliamf@plancom.org</u>																	
DATE	TRAVEL PERFORMED FROM POINT OF ORIGIN TO DESTINATION	PURPOSE OR REASON FOR TRAVEL (Name of Conference or Convention)	Hour of Departure AND Return	Class A&B MEAL ALLOWANCE	Class C MEAL ALLOWANCE	PER DIEM/ ACTUAL LODGING	MAP MILEAGE	VICINITY MILEAGE	INCIDENTAL EXPENSES														
									AMOUNT	TYPE													
12/8/2014	Tampa to Charlotte	2014 FHWA EDC Regional Summit	3:30 PM	\$19.00					\$80.00	Registration													
									\$720.70	Airfare													
									\$41.50	Car rental													
									\$9.07	Fuel													
12/9/2014	Charlotte to Tampa		10:00 PM																				
SIGNATURES																							
I hereby certify or affirm that above expenses were actually incurred by me as necessary traveling expenses in the agency, any meals or lodging included in a registration fee have been deducted from this travel claim; and that this claim is true and correct in every material matter and conforms in every respect with the requirements of Section 112.061,																							
Transportation Disbursement Operations Manual and terms of the contract.																							
CONSULTANT: <u></u>			DATE: <u>March 31, 2015</u>																				
JOB TITLE: <u>Executive Director, MPO</u>																							
Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the above travel was on official business of the State of Florida and was performed for the purpose(s) stated above:																							
CONSULTANT'S SUPERVISOR: <u></u>			DATE: <u>March 31, 2015</u>																				
Typed or printed name: <u>Lesley Miller, Jr.</u>																							
TITLE: <u>MPO Board Chairman</u>																							
							<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Column Total</th> <th>Column Total</th> <th>Column Total</th> <th>Total Miles</th> <th>Column Total</th> <th>Summary Total</th> </tr> </thead> <tbody> <tr> <td>\$19.00</td> <td></td> <td></td> <td>\$0.00</td> <td>\$0.00</td> <td>\$851.27 \$ 870.27</td> </tr> </tbody> </table>					Column Total	Column Total	Column Total	Total Miles	Column Total	Summary Total	\$19.00			\$0.00	\$0.00	\$851.27 \$ 870.27
Column Total	Column Total	Column Total	Total Miles	Column Total	Summary Total																		
\$19.00			\$0.00	\$0.00	\$851.27 \$ 870.27																		
							<b>JUSTIFICATION/EXPLANTATION</b> This summit was held for transportation leaders from federal, state and local agencies across the country to discuss, share best practices, and set the stage for deployment of EDC-3 innovations in 2015 and 2016.																

# Travel

Trip details  [Download to Outlook](#)

## DEPART

**TPA** → **CLT** Tampa, FL to Charlotte, NC  
 Monday, December 08, 2014

FLIGHT# 475  Operated by US Airways

DEPART	05:15 PM TPA	AIRCRAFT	A321 
ARRIVE	06:54 PM CLT	CABIN	Coach
TRAVEL TIME	1h 39m	MEAL	--
		SEATS	<u>16C</u>

## RETURN

**CLT** → **TPA** Charlotte, NC to Tampa, FL  
 Tuesday, December 09, 2014

FLIGHT# 1871  Operated by US Airways

DEPART	07:50 PM CLT	AIRCRAFT	A320 
ARRIVE	09:27 PM TPA	CABIN	Coach
TRAVEL TIME	1h 37m	MEAL	--
		SEATS	<u>16C</u>

Subtotal	\$720.70
Number of passengers	x 1
Total by passenger type	\$720.70
<b>Total fare (All passengers)</b>	<b>\$720.70</b>

Estimated Dividend Miles earned per member:  
 1,016 miles

You paid \$720.70

## RECEIPT

Rental Agreement Number: 245041613  
 Vehicle Number: 66120751

## YOUR INFORMATION

ALDEN, ELIZABETH  
 AVIS DISC:  
 STATE OF FLORIDA DEPT MGMT SV  
 PAYMENT METHOD: MASTER XX9567

## YOUR RENTAL

Picked up: CLT  
 Date/Time: DEC 08, 2014@07:00PM  
 Returned: CLT  
 Date/Time: DEC 09, 2014@06:03PM  
 Veh Group: Compact  
 Veh Charged: Compact  
 Vehicle: FORD FOCUS  
 Odometer Out: 20192  
 Odometer In: 20258  
 Fuel Reading: Full

## YOUR VEHICLE CHARGES

MINIMUM CHARGE	31.00
<b>YOUR TIME AND MILEAGE:</b>	<b>31.00</b>

## YOUR TAXABLE FEES

CUST FAC CHARGE	4.00/DY	4.00
VEH LIC RECOUP	0.78/DY	.78

<b>YOUR SUBTOTAL</b>	
TAXABLE SUBTOT	35.78
TAX 8.000%	2.86

<b>YOUR NON TAXABLE ITEMS</b>	
*8% SURCHARGE	2.86

<b>TOTAL CHARGES</b>	<b>41.50</b>
<b>NET CHARGES</b>	<b>41.50</b>
TAX	0.00

# Other Direct Expenses

- Steps:
  1. Select five Other Direct Expense line item reimbursements for review.
  2. Is there an itemized receipt showing date of purchase, name of vendor/store, amount paid, description of goods purchased, and evidence payment was made (ex: "Paid" with check number)?
  3. Is the date of purchase within the invoice period?
  4. If it is an equipment purchase over \$5,000, is there documented pre-approval by FHWA?
  5. Are the expenses allowable?

# Other Direct Expenses

## P-CARD RECEIPTS LONG RANGE PLANNING

Fund: 10686  
 Cost Center: 500549819  
 Acct Code: 5351010

Amount of Purchase: \$ 14.88  
 Name: Richard RJ Walters

Description of Purchase: Jump drive



Save money. Live better.  
 333 J 533 - 5400  
 NUMBER ROBERT YALBOF  
 1450 E VAN FLEET DR  
 BORTON FL 32000

STN 0580 OPN 00002001 TEN 13 TAN 05569  
 SUV 1680 06150501295 14.88  
 SUBTOTAL 14.88  
 TOTAL 14.88  
 VISA TEND 14.88

ACCOUNT #  
 APPROVAL # 097433  
 REF # 00  
 TRANS ID - 0465829554054965  
 VALIDATION - 2078  
 PAYMENT SERVICE - E  
 TERMINAL # 35012280

01/29/15 10:23:20  
 CHANGE DUE 0.00

# ITEMS SOLD 1



TCR 3397 9274 6005 4111 0564  
 Set 22 Savings Catcher Reward Dollars  
 w/91undrtd thru 7/29/15. Visit unit.ca  
 01/29/15 10:23:20

\*\*\*CUSTOMER COPY\*\*\*

FAML6300 VS.1 MIAMI-DADE COUNTY 5.1 ONLINE FAMIS SYSTEM 05/20/2015  
 LINK TO: TRANSACTION DETAIL INQUIRY 2:35 PM

DOCUMENT POMP1500003 01 04 2015 JAN 2015 01/30/2015 GUERRA, JESUS (MP) 305 375-20 APO  
 POST PERIOD POST DATE POSTED BY UNIT

TRANS CODE 720 ADPICS ENCUMBRANCE  
 DOCUMENT REF PURCHASE OF BLACK & WHITE COPIER  
 TRANS DESC. AMOUNT 1,590.00 DUE DATE : SINGLE CHECK :  
 VENDOR NUMBER 592288364 02 BARLOP INC  
 INDEX CODE MP17PL15A MPO PROGRAM SUPPORT SERVICES  
 SUBJECT 95039 MAJOR

USER CODE MPLF15 MPLF1  
 GRANT / GR DTL MPLF15 MPLF1  
 PROJ / PJDTL  
 START DATE END D  
 G/L / SUBSID  
 BANK NO / SUBSID  
 TREAS NUM  
 CURRENCY CODE CONV DATE : F4-  
 F1-HELP F9-LINK

G014 - RECORD FOUND

Bill To: MIAMI DADE COUNTY- METROPOLITAN PLANNING ORGANIZATION  
 111 NW 1 STREET, SUITE 920  
 MIAMI, FL 33128-1916  
 USA

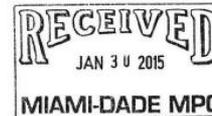
Ship To: MIAMI DADE COUNTY- METROPOLITAN PLANNING ORGANIZATION  
 111 NW 1 STREET, SUITE 920  
 MIAMI, FL 33128-1916  
 USA

## INVOICE

Invoice No: AR149510  
 Date: 1/29/2015  
 Account No: MDC01-007

Sales Order No	P. O. Number	Ship Method	Payment Terms	Payment Due					
5045276		UPS NO CHARGE	Net: 30 Days	2/28/2015					
Remarks									
				JOSE LOPEZ					
Item No	Description	Serial No	Order	Ship	BKO	UM	Price	Disc	Amount
MPL030	DIGITAL IMAGING SYSTEM LAMER LD390 90 PPM	V7215400142	1.0	1.0	0.0	EA	\$1,590.00		\$1,590.00
	→ MP17PL15A 95039 Major Equipt lease Purch								
	FOMPI500003								
	IVMP15000007 592288364-02 [Signature] 1/30/2015								
	VAMP15000007 01.115015								

THANK YOU,  
 WE APPRECIATE YOUR BUSINESS!  
 PLEASE VISIT US ONLINE:  
 WWW.BARLOP.COM



Subtotal \$1,590.00  
 Discount \$0.00  
 Freight \$0.00  
 Sales Tax \$0.00  
 Invoice Total \$1,590.00  
 Balance Due \$1,590.00

# Allowable vs. Unallowable

## Allowable vs. Unallowable Determination

- 2 CFR 200
  - Subpart E Cost Principles
- DFS Reference Guide
  - Must be explicit or implied (Attorney General Opinion 78-101)

# Allowable vs. Unallowable

The following are examples of sensitive expenditures:

1. Membership Dues
2. Gas, Oil, Tires
3. Other Miscellaneous

The following are examples of unallowable expenditures:

1. Refreshments
2. Personal items

# Allowable vs. Unallowable

```
X
Chevron
12607 W. Sunrise Bv
STN 00202645

01/22/15    07:34:40

E/VISA
XXXXXXXXXXXX5144
Invoice#    4521531
Auth#      00335C

Pump#: 10
6.820G @ $ 2.199/G
Unle/Self  $ 15.00

Total      $ 15.00

Learn how to
EARN REWARDS
with a Chevron
or Texaco
Credit Card
See application
for details

THANK YOU FOR
CHOOSING CHEVRON
```

Example: If a gas expense is associated with “Other Direct Expenses,” it cannot be associated with travel because gas is reimbursed as part of the mileage per diem.

If not for travel, then determine and understand how a vehicle is used for your MPO.

# Allowable vs. Unallowable

- If the answer is “No” to any of the above questions and the MPO is unable to provide correction or clarification, any unallowable or unsupported expenses reimbursed to the MPO may be deducted from the next invoice.
- See Chapter 3 of the MPO Program Management Handbook for more information.

# Indirect Rate

- Indirect Rate is supported by an approved Indirect Cost Allocation Plan and a copy is maintained in the agreement.

# Questions?

Questions also welcome at  
[Sean.Santalla@dot.state.fl.us](mailto:Sean.Santalla@dot.state.fl.us).

# Recap

- Invoice package consists of three parts: MPO Invoice, Itemized Expenditure Detail Report, and Progress Report.
- MPO Liaisons must follow checklist when reviewing the invoice package.
- Supporting documentation must be retained and will be reviewed on a frequency determined by the MPO's risk assessment.

# Resources

- MPO Agreement & Invoicing Process webpage:  
<http://www.dot.state.fl.us/planning/policy/metrosupport/invoicing/default.shtm>
  - Variety of guidance documents, templates, links, and training materials

# Roll-Out & Training - Status

- Tentative training modules:
  - UPWP Requirements – December 17, 2015 ✓
  - Invoicing Process – May 24, 2016 ✓
  - Work Program & Encumbering – April 13, 2016 ✓
  - Monitoring – May 24, 2016 ✓
- Opportunities for in-person training:
  - February 2016 – District site visits ✓
  - FDOT/FHWA/FTA/MPO Statewide Meeting - Sept. 27<sup>th</sup> & 28<sup>th</sup>, 2016
  - DFS Contract Management Training (Vendors) - MPOAC
- Additional training: FCCM Training **(Required for Liaisons)**

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# Questions?

Questions also welcome at  
[Sean.Santalla@dot.state.fl.us](mailto:Sean.Santalla@dot.state.fl.us).

# Contact Information

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thank  
you!