



# OFFICE OF INSPECTOR GENERAL

## FLORIDA DEPARTMENT OF TRANSPORTATION

605 Suwannee Street • Tallahassee, FL 32399-0450  
(850) 410-5800 • [www.dot.state.fl.us/inspectorgeneral](http://www.dot.state.fl.us/inspectorgeneral)

Robert E. Clift  
Inspector General

Joint Participation Agreement AP652 between District Four  
and Broward County Board of County Commissioners  
Attestation Report No. 13I-3003

January 13, 2014

### EXECUTIVE SUMMARY

The Office of Inspector General (OIG) conducted an examination of Joint Participation Agreement (JPA) AP652 between the Florida Department of Transportation (department) District Four Aviation Office (D4 Aviation) and the Broward County Board of County Commissioners (BOCC). The purpose of the JPA is to assist in providing funding for a project expanding Runway 9R/27L at Fort Lauderdale – Hollywood International Airport (FLL). The Broward County BOCC owns and operates FLL and delegates the management of daily operations at FLL to Broward County Aviation Department (BCAD).

The purpose of the examination was to determine whether the D4 Aviation Office conducted adequate oversight and monitoring to ensure compliance with department procedures, laws, rules and regulations. The examination also included determining if BCAD complied with the terms of JPA AP652, department procedure and applicable laws, rules and regulations. We conducted this examination as a part of the OIG's annual audit plan.

The total estimated cost of this project is \$810,000,000 and maximum department participation is \$122,885,295 (15.1%).<sup>1</sup> At the time of examination, the total amount requested for reimbursement and paid by the department was \$18,019,506. A sample of six invoices, (17% of total expenditures) was tested to determine if invoiced costs were based on actual costs and adequately supported. In our opinion, based on testing performed, BCAD's billings for the period June 18, 2008 through March 1, 2013, under JPA AP652 present, in all material respects, allowable amounts due in conformity with the terms of the JPA.

Through effective communication and correspondence the D4 Aviation Office and BCAD worked closely to develop and manage the project. In addition, they demonstrated organization, teamwork and exceptional customer service that served to ensure the department's compliance with applicable requirements. We commend the D4 Aviation Office, Broward County BOCC and BCAD for maintaining an effective partnership to facilitate meeting the goals and objectives of the project.

---

<sup>1</sup> See Attachment A

## **TABLE OF CONTENTS**

---

<b><u>RESULTS OF EXAMINATION</u></b>	3
<b><u>APPENDIX</u></b>	
A. Independent Accountant's Report	4
B. Purpose, Scope and Methodology	5
C. BCAD Response	6
D. D4 Aviation Response	7
<b><u>DISTRIBUTION, PROJECT TEAM AND STATEMENT OF ACCORDANCE</u></b>	8
<b><u>ATTACHMENTS</u></b>	
A. JPA AP652, Eligible Work Packages	9
B. District Four Invoice Checklist	10
C. BCAD Invoice Checklist	11

## **RESULTS OF EXAMINATION**

---

On June 19, 2008, the department D4 Aviation Office and Broward County BOCC entered into JPA AP652, with an estimated completion date of May 31, 2015. The original agreed-upon total cost of the project was \$100,241,214, with maximum department participation of \$50,120,607 (50%). Six supplemental agreements subsequently increased total estimated costs to \$810,000,000 and maximum department participation to \$122,885,295 (15.1%).

Eleven Work Packages (WP) identify the major deliverables of the project (Attachment A). At the time of examination, the department received and paid nine invoices for work completed on WP 27, 302 and 303, totaling \$18,019,506. A sample of six invoices, (17% of total expenditures) was tested to determine if invoiced costs were based on actual costs and adequately supported.

The D4 Aviation Office has developed an invoice checklist (Attachment B) and a procedure for invoice review and approval. The procedures instruct project managers to review pertinent items such as the agreement, scope of services and funds expended, then to verify and recalculate the invoice amounts. The project manager completes the invoice checklist and attaches it to the invoice for approval by the District Modal Development Administrator. The processing times and amounts are tracked for each invoice and used to identify and resolve issues preventing timely review of invoices and to ensure costs approved for reimbursement are within budget.

The BCAD uses a separate detailed invoice checklist to ensure compliance with applicable requirements (Attachment C). The form content is locked in order to prevent editing and to ensure project managers provide all required information.

The Joint Automated Capital Improvement Program (JACIP)<sup>2</sup> was reviewed to determine if D4 Aviation Office and BCAD complied with the terms of JPA AP652, department procedures and applicable laws, rules and regulations. Per agreement terms, BCAD uses JACIP to provide required documentation such as plans, specifications, requests for third party agreement approvals, engineer certifications and certifications of compliance with the Competitive Consultants Negotiation Act. The D4 Aviation Office uses JACIP to review and approve documents submitted by BCAD. At the time of examination, the BCAD executed three third-party agreements and received plans and specifications for three work packages. All required submittals and related approvals were reviewed in JACIP.

Based upon review of D4 Aviation Office and BCAD project records, we determined both complied with agreement terms, department procedures and applicable laws, rules and regulations.

---

<sup>2</sup> A financial planning process (supported by web-based computer software) used to assist individual public airport sponsors; the department and the Federal Aviation Administration (FAA) develop joint, long-term fiscal plans.

## **APPENDIX A – Independent Accountant’s Report**

---

We have examined BCAD billings for JPA AP652 for the period June 19, 2008 through March 1, 2013, to determine compliance with JPA AP652 and specified requirements.

D4 is responsible for the oversight and monitoring of the project to ensure receipt of deliverables and compliance with the terms of the JPA, department procedures and applicable laws, rules and regulations. The BCAD management is responsible for billing the department for costs under JPA AP652. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and standards applicable to Attestation Engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Accordingly, this engagement included examining, on a test basis, evidence supporting BCAD billings and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, based on testing performed, BCAD’s billings for the period June 18, 2008 through March 1, 2013, under JPA AP652 present, in all material respects, allowable amounts due in conformity with the terms of the JPA.

## **APPENDIX B – Purpose, Scope and Methodology**

---

Section 20.055, Florida Statutes (F.S.), requires the OIG to conduct audits, examinations, investigations and management reviews related to programs and operations of the department. This examination was performed as a part of the OIG's mission to promote integrity, accountability and process improvement in the department by providing objective fact-based assessments.

The **purpose** of the examination was to determine whether the D4 Aviation Office conducted adequate oversight and monitoring to ensure compliance with department procedure and applicable laws, rules and regulations. The examination also included determining if BCAD complied with the terms and conditions of JPA AP652.

The **scope** of our examination consisted of reviewing invoices and related records supporting the costs invoiced to the department for JPA AP652 from June 18, 2008 through March 1, 2013.

Our **methodology** consisted of:

- reviewing JPA AP652, supplemental agreements and change orders;
- reviewing BCAD's Request for Letter of Intent to the FAA (November 2009);
- reviewing three third-party agreements between BCAD and subcontractors;
- reviewing JACIP, the Florida Aviation Project Handbook and quarterly reports ;
- reviewing department Procedure No. 725-040-040, Aviation Program Management;
- reviewing department Procedure No. 725-000-005, Public Transportation Joint Participation Agreement;
- reviewing department Form No. 725-030-06, Joint Participation Agreement;
- reviewing department Form No. 725-030-07, Supplemental Joint Participation Agreement;
- reviewing FAA Airport Improvement Program Handbook;
- reviewing FAA Airports Capital Improvement Plan;
- reviewing Title 49, Part 18, Code of Federal Regulations (C.F.R.) – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments;
- reviewing Office of Management and Budget (OMB) Circular A-87 – Cost Principles for State, Local, and Indian Tribal Governments;
- reviewing OMB Circular A-133 – Audits of State, Local Governments, and Non-Profit Organizations;
- reviewing Sections of Florida Statutes: 332.006 – Duties and responsibilities of the Department of Transportation, 332.007 – Administration and financing of aviation and airport programs and projects; state plan, 112.061 – Per diem and travel expenses of public officers, employees, and authorized persons and 215.97 – Florida Single Audit Act;
- examining and testing supporting documentation for the JPA; and
- interviewing appropriate staff.

## **APPENDIX C – BCAD Response**

---

In accordance with Section 20.055(5)(e), Florida Statutes, the substantially affected entity was provided an opportunity to respond to the report.

On January 7, 2014, Annabelle Cumberbatch, Capital Projects Finance Manager, provided a reply to the draft report stating that BCAD concurred with the findings and have no additional comments.

## **APPENDIX D – D4 Aviation Office Response**

---

In accordance with Section 20.055(5)(d), Florida Statutes, this section is reserved for response from the responsible party of the program function or operational unit.

On January 8, 2014, Larry Merritt, District 4 Planning and Programs Manager, provided a reply to the draft report in which he commended the dedication of the District 4 Aviation team of Birgit Olkuch and Laurie McDermott. He also commended the team's effective management and partnership with BCAD staff for the large and complex group of projects under this JPA.

---

## **DISTRIBUTION, PROJECT TEAM AND STATEMENT OF ACCORDANCE**

---

### **Action Official Distribution:**

James A. Wolfe, P.E., District Four Secretary  
Gerry O'Reilly, P.E., Director of Transportation Development  
Nancy Ziegler, District Modal Development Administrator  
Larry Merritt, Multimodal Plans and Programs Manager

### **Information Distribution:**

Ananth Prasad, P.E., Secretary of Transportation  
Jim Boxold, Chief of Staff  
Brian Blanchard, P.E., Assistant Secretary for Engineering and Operations  
Brian Peters, Assistant Secretary for Finance and Administration  
Robin Naitove, Comptroller  
Richard Biter, Assistance Secretary for Intermodal Systems  
Juan Flores, State Freight and Logistics Administrator  
Aaron Smith, State Aviation Manager  
Helena James-Rendleman, Director Finance, BCAD  
Annabelle Cumberbatch, Capital Projects Finance Manager, BCAD

### **Project Team:**

Engagement was conducted by Cameisha Smith, Audit Team Leader  
Under the supervision of:  
Intermodal Audit Manager; and  
Kristofer B. Sullivan, Director of Audit  
Approved by: Robert E. Clift, Inspector General

### **Statement of Accordance**

*The mission of the department is  
to provide a safe transportation system that ensures the mobility of people and goods, enhances  
economic prosperity, and preserves the quality of our environment and communities.*

*The mission of the Office of Inspector General is  
to promote integrity, accountability and process improvement in the Department of Transportation by  
providing objective fact-based assessments to the DOT team.*

This work product was prepared pursuant to Section 20.055, Florida Statutes, in accordance with the applicable Principles and Standards for Offices of Inspectors General as published by the Association of Inspectors General and the American Institute of Certified Public Accountants and standards contained in Government Auditing Standards issued by the Comptroller General of the United States.

This report is intended for the use of the agency to which it was disseminated and may contain information that is exempt from disclosure under applicable law. Do not release without prior coordination with the Office of Inspector General.

Please address inquiries regarding this report to the department's Office of Inspector General at (850) 410-5800.

**ATTACHMENT A – JPA AP652, Eligible Work Packages**

WP No.	Description	FDOT Amount	FDOT Participation% (per WP)
27	Environmental Construction Mitigation	\$ 3,289,496	49.25%
302	Site Preparation & NAVAIDS Infrastructure		
303	U.S. 1/Florida East Coast Railroad (FECRR) Structure	\$ 41,666,667	12.50%
303 subset	(FECRR Topographical Survey)	\$ 603,175	50 %
306	Relocate Perimeter Road / Mutual Aid Staging Area	\$ 2,201,850	
307	10 <sup>th</sup> Street Extension	\$ 5,823,813	
308	Demolition of east side facilities	\$ 3,193,627	
309	Demolition of west side facilities	\$ 9,356,878	
310	Runway 9R/27L NAVAIDS	\$ 7,243,421	
311	Relocate ASR-9	\$ 3,381,957	
304	Runway 9R/27L and associated taxiway paving, lighting, signage and marking		
305	Taxiways P & Q and associated Hold Pad paving, lighting, signage and marking	\$ 46,124,412	50% (balance of grant)

**Total Department Participation    \$    122,885,296<sup>3</sup>**

<sup>3</sup> Per JPA AP652, maximum department participation is \$122,885,295. Costs incurred on the final WP(s) are reimbursable up to 50%, but is limited to the balance of the grant.

**ATTACHMENT B – District Four Invoice Checklist**

**OMD Invoice Checklist**

**Invoice Approval**

This invoice has been reviewed and is ok to be processed and paid

**Project Manager (PM):** \_\_\_\_\_

**FM #:** \_\_\_\_\_

**Contract #:** \_\_\_\_\_

**Invoice #:** \_\_\_\_\_

**Due Dates:**

<b>Received by OMD and due to PM</b>	
<b>Due to Nancy</b> <i>Rule: 2 days before due date</i>	
<b>Due to Fin. Services</b> <i>Rule: Before 5:00 pm</i>	

**PM Checklist**

Amount:	\$
Line #:	
Amount:	\$
Line #:	
Federal Funds:	Yes <input type="checkbox"/> (0) No <input type="checkbox"/> (1)

	Date:	Comments:
Date given to the PM		
Date PM approved/rejected the <u>technical work product</u>	Rejected <input type="checkbox"/> Approved <input type="checkbox"/>	
Date the PM receives any corrections (if necessary) <i>Rule: Clock starts again</i>		
Date PM approved/rejected the <u>corrections</u>	Rejected <input type="checkbox"/> Approved <input type="checkbox"/>	
Date given for Nancy Ziegler's signature		
Date given back by Nancy Ziegler		
Date given to Financial Services		

**Total Days in OMD:** \_\_\_\_\_ **Is the invoice on time?** \_\_\_\_\_

**\*\* Please check your calendars to ensure that appropriate time is available for all members Project Managers/NZ) identified above. Thanks for your help.**

**ATTACHMENT C – BCAD Invoice Checklist**

Contract No.		<input type="checkbox"/> (5a) Optional Service Work Authorization(s) enclosed or verified "On-File" and valid/current/unexpired. <input type="checkbox"/> (5b) All Amendments enclosed or verified "On-File". <input type="checkbox"/> (5c) Approved Certificates of Insurance enclosed or verified "On-File" and current/unexpired. <input type="checkbox"/> (5d) All NTP's enclosed or verified "On-File", and current/unexpired. <input type="checkbox"/> (5e) All past retainage reductions enclosed or verified "On-File". <input type="checkbox"/> (5f) Current PO Included or "On-File" and current/unexpired. <input type="checkbox"/> (5g) Salary Cost Records (Exhibit B's) Included or "On-File". <input type="checkbox"/> (5h) Original Prevailing Wage or Davis Bacon Wage Certification Reports included or "On-File". <input type="checkbox"/> (5i) List of Subs are included or verified "On-File". <input type="checkbox"/> (5j) Original Agreement/Work Authorization/Amendment is included or "On-File". <input type="checkbox"/> (5k) Previous and Current Re-Allocation of Funds Authorization(s) included for Optional Services and Reimbursables. <input type="checkbox"/> (6) Vendor name is on the Pay Application and matches name on Agreement and Purchase Order. <input type="checkbox"/> (7) CIP/Project Number is on the Pay Application. <input type="checkbox"/> (8) CIP/Project Name is on the Pay Application. <input type="checkbox"/> (9) Pay Application is associated with a current Task/Phase. <input type="checkbox"/> (10) Pay Application is in correct sequence. <input type="checkbox"/> (11) Pay Application indicates: <input type="checkbox"/> (11a) Total contract amount inclusive of approved Amendments and Work Authorizations. <input type="checkbox"/> (11b) Total contract amount Billed-to-Date. <input type="checkbox"/> (11c) Total contract Balance Remaining including Retainage. <input type="checkbox"/> (12) Dates worked are within the term of the Contract, Work Authorization(s), and NTP's. <input type="checkbox"/> (13) Timesheets and supporting documentation have been reviewed and are reasonable. <input type="checkbox"/> (14) Subs are authorized in the Contract/Agreement. <input type="checkbox"/> (15) Verify date on Pay Application is no more than 5 days old. <input type="checkbox"/> (16) Verify signatures on Pay Application are per Agreement/Contract.
RQS No.		
Purchase Order No.		
CIP No.		
Budget No.		
Project Name		
Vendor Name		
Vendor No.		
Master Agreement No.		
Pay Application No.		
<b>PMO Document Control shall setup Pay Application Process Checklist</b> All checkboxes must be filled in or marked with "N/A"		
If invoice is rejected or returned to vendor, submit the following to Document Control: (1) Pay Application Process Checklist with reason for rejection or return, (2) date and PM signature in comment section of checklist, and (3) copy of invoice rejection letter.		
<b>½ day – Document Control</b>		
<input type="checkbox"/> (1) If pay application is for Final Payment see special notations and routing. <input type="checkbox"/> (2) Receive, Date/Time Stamp In, and Scan Documentation Package. <input type="checkbox"/> (3) Route Original/Copy/Electronic Package to appropriate Administrative Aide.		
Signature & Date		
Printed Name & Title		
<b>2½ days – PMO Financial Review</b>		
<input type="checkbox"/> (4) Confirm Pay Application Package is complete <input type="checkbox"/> (4a) Consultant's "Request for Payment Checklist" attached and completed. <input type="checkbox"/> (4b) Original DBE/CBE/MWBE Monthly Utilization Report (MUR), signed by authorized representative of Prime, attached. <input type="checkbox"/> (4c) Prime's Pay Application Cumulative Schedule of Values Attached. <input type="checkbox"/> (4d) Subconsultant/Subcontractor Pay Application Cumulative Schedule of Values Attached. <input type="checkbox"/> (4e) Weekly Timesheets enclosed (signed by employee). <input type="checkbox"/> (4F) Confirm/Verify: <input type="checkbox"/> (a) Raw Labor Rates are consistent with Agreement. <input type="checkbox"/> (b) Loaded Rates are in accordance with Agreement. <input type="checkbox"/> (c) Multiplier charged is in accordance with the Contract/Agreement. <input type="checkbox"/> (d) Calculations and amounts requested agree to the amounts authorized in the Contract/Agreement for extensions of price per unit and totals. <input type="checkbox"/> (e) Beginning cumulative totals tie to prior ending cumulative totals. <input type="checkbox"/> (f) Verify calculations on Pay Applications and backup documentation are correct/agree. <input type="checkbox"/> (g) Reimbursables are contract compliant. <input type="checkbox"/> (h) Travel is Florida Statute, ordinance, and Broward County policy compliant. <input type="checkbox"/> (i) Retainage meets contractual requirements. <input type="checkbox"/> (j) Release of retainage (if applicable) is accompanied by an authorization to release. <input type="checkbox"/> (k) Balances cited in retainage release can be verified. <input type="checkbox"/> (4g) Monthly Progress Report (Consultant - Earned Value & Percent Complete) enclosed. <input type="checkbox"/> (4h) Original "Paid" Reimbursables Receipts enclosed. <input type="checkbox"/> (4i) Pre-Travel Authorization Requests Forms enclosed. <input type="checkbox"/> (4j) Updated Project Schedule included. <input type="checkbox"/> (4k) Original Prime Certification of Payment to Subs enclosed and signed by an authorized representative. <input type="checkbox"/> (4l) Prevailing Wage Rate or Davis Bacon Wage Rates in accordance with Statement of Compliance Exhibit for current Pay Application is included. <input type="checkbox"/> (5) Pay Application package includes, or is on Sharepoint or Drive "G".		
Signature & Date		
Printed Name & Title		
<b>2 days – PMO Project Manager</b>		
<input type="checkbox"/> (17) Pay Application compared to actual work performed. Work performed is consistent with the amount requested in current Pay Application. Amount request is recommended for Payment. <input type="checkbox"/> (18) Work has been accomplished for which payment is requested, within the payment period. HAVE DELIVERABLES BEEN RECEIVED? (YES) (NO) <input type="checkbox"/> (19) Monthly Progress Report and Schedules have been reviewed for content an accuracy and compared to time sheets, as applicable. <input type="checkbox"/> (20) Percentage of Contract being invoiced is equal to the percentage of work completed, or reflects the hours agreed to for the contract task, and does not exceed established limits for payment for work completed. <input type="checkbox"/> (21) Verify/Confirm PMO Financial and/or BCAD Administrative Review is correct for items listed in 4F. <input type="checkbox"/> (22) Verify/ Confirm PMO Financial and/or BCAD Administrative Review of items 15, 16. <input type="checkbox"/> (23) Job Classifications are consistent with the Contract/Agreement, Amendment(s), and Work Authorization(s). <input type="checkbox"/> (24) If Pay Application amount has been adjusted upward, a new Pay Application included. <input type="checkbox"/> (25) If Pay Application amount has been adjusted down, the prime has been properly notified in writing and notification letter is attached. <input type="checkbox"/> (26) Reimbursables have been pre-approved, as necessary by the Contract Administrator, and are within maximum allowable.		
Signature & Date		
Printed Name & Title		

**ATTACHMENT C – BCAD Invoice Checklist**

<p><b>2 days – BCAD Project Manager</b></p> <p><input type="checkbox"/> (27) Basic Pay Application information entered into CapitalVision or Invoice History Summary Spreadsheet (attaching copy).</p> <p><input type="checkbox"/> (28) MUR information entered into Contracts Central.</p> <p><input type="checkbox"/> (29) Verify sufficient balance remains in the PO in Advantage.</p> <p><input type="checkbox"/> (30) DBE/CBE/MWBE Utilization Report matches subconsultant Pay Applications.</p> <p><input type="checkbox"/> (31) Prime is making reasonable progress toward CBE/DBE/MWBE Goals.</p> <p><input type="checkbox"/> (32) Spot checked invoice and PMO checklist.</p> <p>_____ Signature &amp; Date</p> <p>_____ Printed Name &amp; Title</p>	<p><b>½ day – Finance – Accounts Payable</b></p> <p><input type="checkbox"/> (48) Route original to Accounting for Payment and Copy to Document Control for scanning and filing.</p> <p><input type="checkbox"/> (48A) If Final Payment, route original to CMA for Purchasing approval and copy to Document Control for scanning.</p> <p>_____ Signature &amp; Date</p> <p>_____ Printed Name &amp; Title</p>
<p><b>½ day – Contract Administrator or designee</b></p> <p><input type="checkbox"/> (33) All previous Checklist Items are completed, checkmarked and signed.</p> <p><input type="checkbox"/> (34) All approvals are complete (signature, name, title &amp; date).</p> <p><input type="checkbox"/> (35) CapVision or Invoice History Summary spreadsheet of Pay Applications and Payments-to-Date are accurate. (See Item #27)</p> <p><input type="checkbox"/> (36) Review (4f) and (19) Monthly Progress Report for accuracy and completeness.</p> <p><input type="checkbox"/> (37) Spot Check various previously checked items for accuracy, correctness and completeness.</p> <p>_____ Signature &amp; Date</p> <p>_____ Printed Name &amp; Title</p>	<p><b>½ day – Document Control</b></p> <p><input type="checkbox"/> (49) Scan and file approved Pay Application.</p>
<p><b>2 days – Finance – Accounts Payable</b></p> <p><input type="checkbox"/> (38) Spot check:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> (a) Raw Labor Rates are consistent with Agreement.</li> <li><input type="checkbox"/> (b) Loaded Rates are in accordance with Agreement.</li> <li><input type="checkbox"/> (c) Multiplier charged is in accordance with the Contract/Agreement.</li> <li><input type="checkbox"/> (d) Calculations and amounts requested agree to the amounts authorized in the contract/agreement for extensions of price per unit and totals.</li> <li><input type="checkbox"/> (e) Beginning cumulative totals tie to prior ending cumulative totals.</li> <li><input type="checkbox"/> (f) Verify calculations on Pay Applications and backup documentation are correct/agree.</li> <li><input type="checkbox"/> (g) Reimbursables are contract compliant.</li> <li><input type="checkbox"/> (h) Travel is Florida Statute, ordinance, and Broward County policy compliant.</li> <li><input type="checkbox"/> (i) Retainage meets contractual requirements.</li> <li><input type="checkbox"/> (j) Release of retainage (if applicable) is accompanied by an authorization to release.</li> <li><input type="checkbox"/> (k) Balances cited in retainage release can be verified.</li> </ul> <p><input type="checkbox"/> (39) Receiving Report is attached.</p> <p><input type="checkbox"/> (40) Amount on Receiving Report matches Pay Application total.</p> <p><input type="checkbox"/> (41) A Receiver Document (RC) has been created in Advantage and a copy is attached.</p> <p>_____ Signature &amp; Date</p> <p>_____ Printed Name &amp; Title</p>	<p><b>½ day – Airport Development – Assistant Director</b></p> <p><input type="checkbox"/> (50) Final Payment Package Reviewed.</p> <p>_____ Signature &amp; Date</p> <p>_____ Printed Name &amp; Title</p>
<p><b>½ day – Finance – Finance Manager/Director</b></p> <p><input type="checkbox"/> (42) Spot Check for accuracy and completeness.</p> <p><input type="checkbox"/> (43) Sign Receiving Report and Receiver Document.</p> <p><input type="checkbox"/> (44) This checklist is complete.</p> <p><input type="checkbox"/> (45) All approvals are complete (signature, name, title &amp; date).</p> <p><input type="checkbox"/> (46) Finance Summary spreadsheet of Pay Applications and Payments-to-Date are accurate.</p> <p><input type="checkbox"/> (47) Receiver Document and Receiving Reports tie and agree to the summary spreadsheet of invoices and Payments-to-Date.</p> <p>_____ Signature &amp; Date</p> <p>_____ Printed Name &amp; Title</p>	<p><b>½ day – Airport Development – CMA</b></p> <p><input type="checkbox"/> (51) Final Payment Package Reviewed and sent to Purchasing. Copy to Document Control.</p> <p>_____ Signature &amp; Date</p> <p>_____ Printed Name &amp; Title</p> <p><b>Comments:</b></p> <p>Based on the Project Manager's Earned Value review, payment is recommended and authorized as:</p> <p style="text-align: center;">\$ _____</p> <p style="text-align: right;">PM Initials/Date</p>