

Planning Grants Administration and Funding



U.S. Department of Transportation
Federal Highway Administration

Overview

- What is Planning Grants Administration
- How Are Planning Grants Awarded
- Federal Aid Highway Program
 - Applicable Rules/Regulations
 - Overview OMB Circulars
- Changes to Cost Principles
 - Key Terms
- Audit Requirements
- Activity: Cost Principle Scenarios

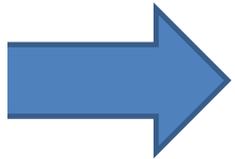
Have More Questions???



What is Planning Grants Administration?

- **Policies and procedures** for the administration of activities undertaken by State departments of transportation and their sub-recipients, including metropolitan planning organizations (MPOs), with FHWA planning and research funds.
- **Two types of planning grants:**
- **SPR Work Program** -State planning and research (SPR) funds
- **Unified Planning Work Program**-Metropolitan planning (PL) funds

Grant Legislation



Most Programs

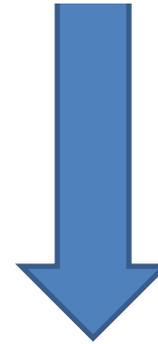
Authorization Act

Appropriation Bill

Grants



**Appropriated
Budget
Authority**



Title 23 U.S.C.

Authorization Act

Grants

Appropriation Bill



**Contract
Authority**

How Federal Government Awards Funds

Assist
Stimulate
Support

Federal Government

Buy Acquire
Purchase
Procure

Assistance

Procurement

Grantee

Contractor

Subgrant

Contract

Subcontract

Subgrantee

Contractor

Subcontractor

Subgrant

Contract

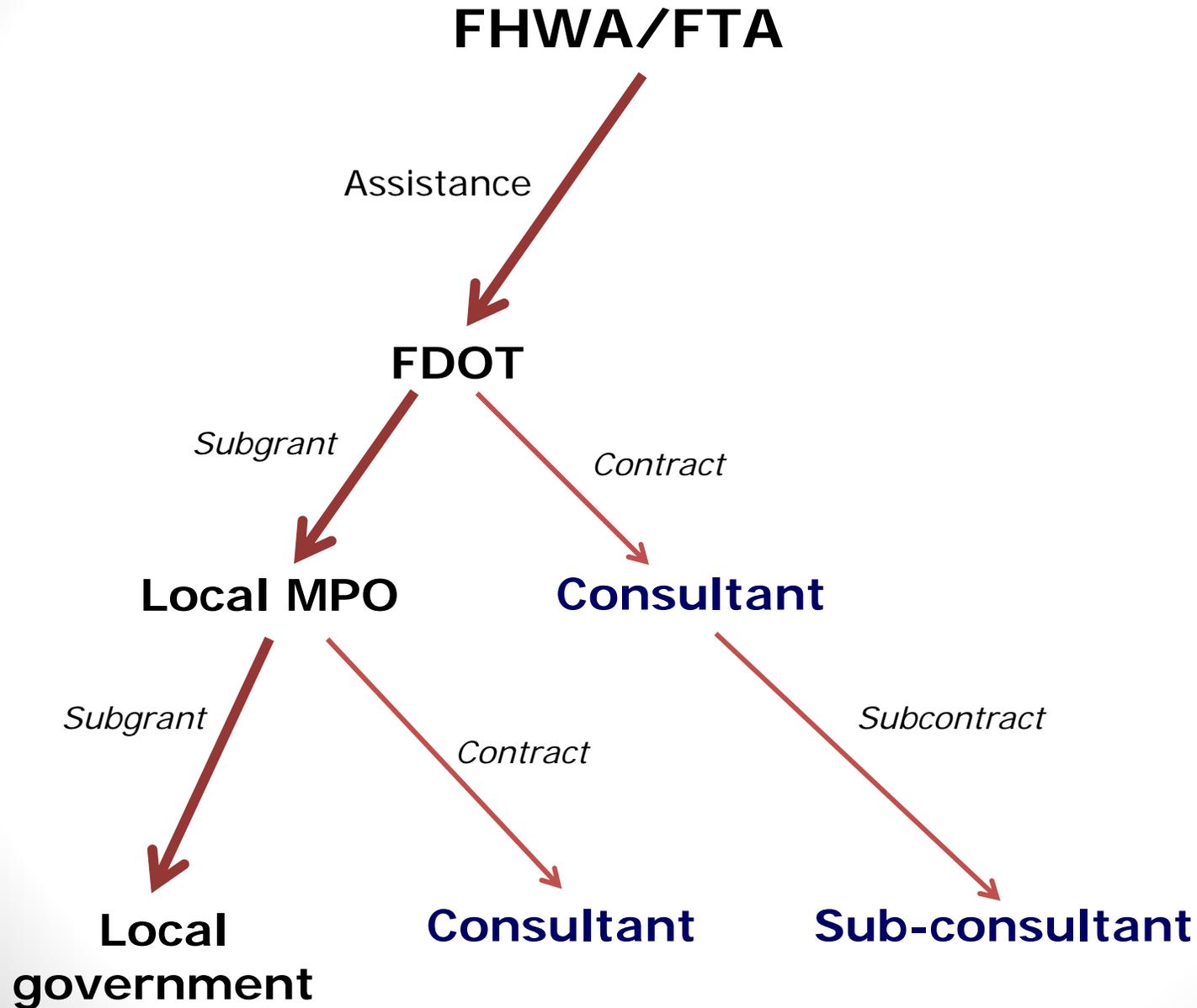
Subcontract

Subgrantee

Contractor

Subcontractor

How Federal Government Awards Funds



Federal-aid Highway Program

- Federally Assisted State Administered Program
- State Transportation Department
- Matching Requirements
- Reimbursement
- Contract Authority



Applicable Section of Title 23 U.S.C.

- Section 104(d) -- Metropolitan Planning Funds
- Section 115 -- Advance Construction
- Section 120 -- Federal Share Payable
- Section 133(b) -- Surface Transportation Program - Eligible Projects
- Section 134 -- Metropolitan Planning
- Section 135 -- Statewide Planning
- Section 148 -- Highway Safety Improvement Program
- Section 302 -- State Transportation Department
- Section 323 -- Donations
- Section 505 -- State Planning & Research

Sources of FHWA Planning & Research Funds

PL Funds

SAFETEA-LU

❖ **Metropolitan Planning (PL) Funds (23 U.S.C. 104(f)):** 1.25% Set-a-side before apportionment of:

- Interstate Maintenance
- National Highway System
- Surface Transportation Program
- Bridge Replacement & Rehabilitation
- Congestion Mitigation & AQ Improvement
- Equity Bonus

Under MAP-21

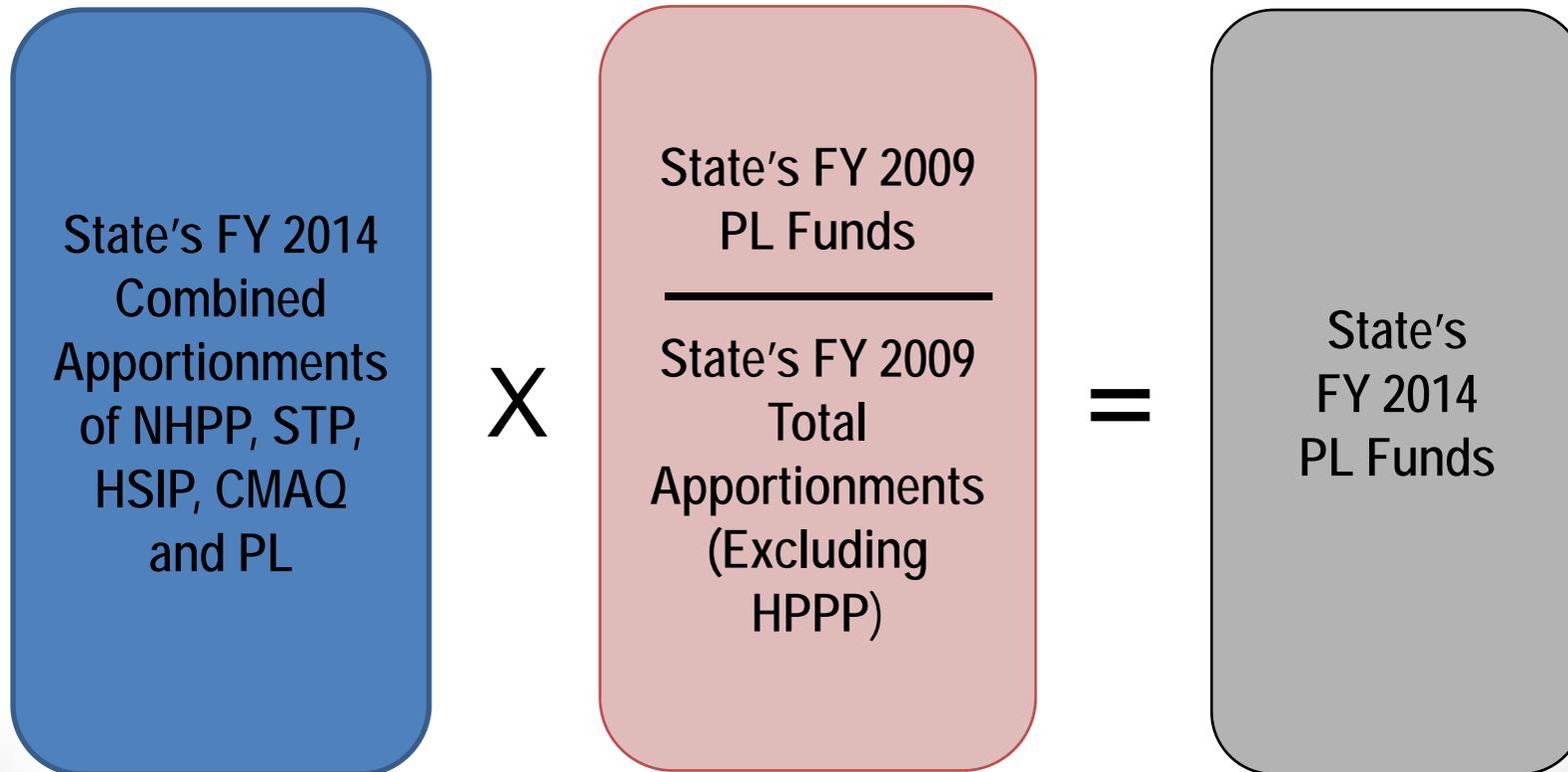
❖ **Metropolitan Planning (PL) Funds (23 U.S.C. 104(b)(5))**

- National Highway Performance Program
- Surface Transportation Program
- Highway Safety Improvement Program
- Congestion Mitigation & AQ Improvement

Sources of FHWA Planning & Research Funds

FY 2014

Metropolitan Planning (PL) Funds



Sources of FHWA Planning & Research Funds

SP&R Funds

SAFETEA-LU

- **State Planning & Research (SPR) Funds (23 U.S.C. 505):** 2% Set-a-side of State's Apportionments of:
 - Interstate Maintenance
 - National Highway System
 - Surface Transportation Program
 - Bridge Replacement & Rehabilitation
 - Congestion Mitigation & AQ Improvement
 - Equity Bonus

Map-21

- **State Planning & Research (SPR) Funds (23 U.S.C. 505):** 2% Set-a-side of State's Apportionments of:
 - National Highway Performance Program
 - Surface Transportation Program
 - Highway Safety Improvement Program
 - Congestion Mitigation & AQ Improvement

Sources of FHWA Planning & Research Funds

- Optional Use:
 - **Surface Transportation Program (23 USC 133(b))**: Any amount



Applicable Regulations/Guidance

- Administering Planning Program
 - 23 CFR 420 – Planning Grant Administration
 - 23 CFR 450 – Statewide and Metropolitan Planning
- Administering Federal Grants
 - 49 CFR Part 18 – Grants to State & Local Gov't
- Government-wide Guidance
 - OMB Circular 102
 - OMB Circular A-87 (2 CFR 225) – Cost Principle for State & Local Gov't
 - OMB Circular A-133 – Single Audit Act

Relationship of OMB Circular

A-102
Grants and cooperative
agreements with **state and local
governments**



A-87
Cost principles for **state, local,
and Indian tribal governments**



A-133
Audits of **states, local governments, and nonprofit
organizations**

A-110
Uniform administrative
requirements for grants and other
agreements with **institutions of
higher education, hospitals, and
other nonprofit organizations**



A-21
Cost principles **for educational
institutions**

or

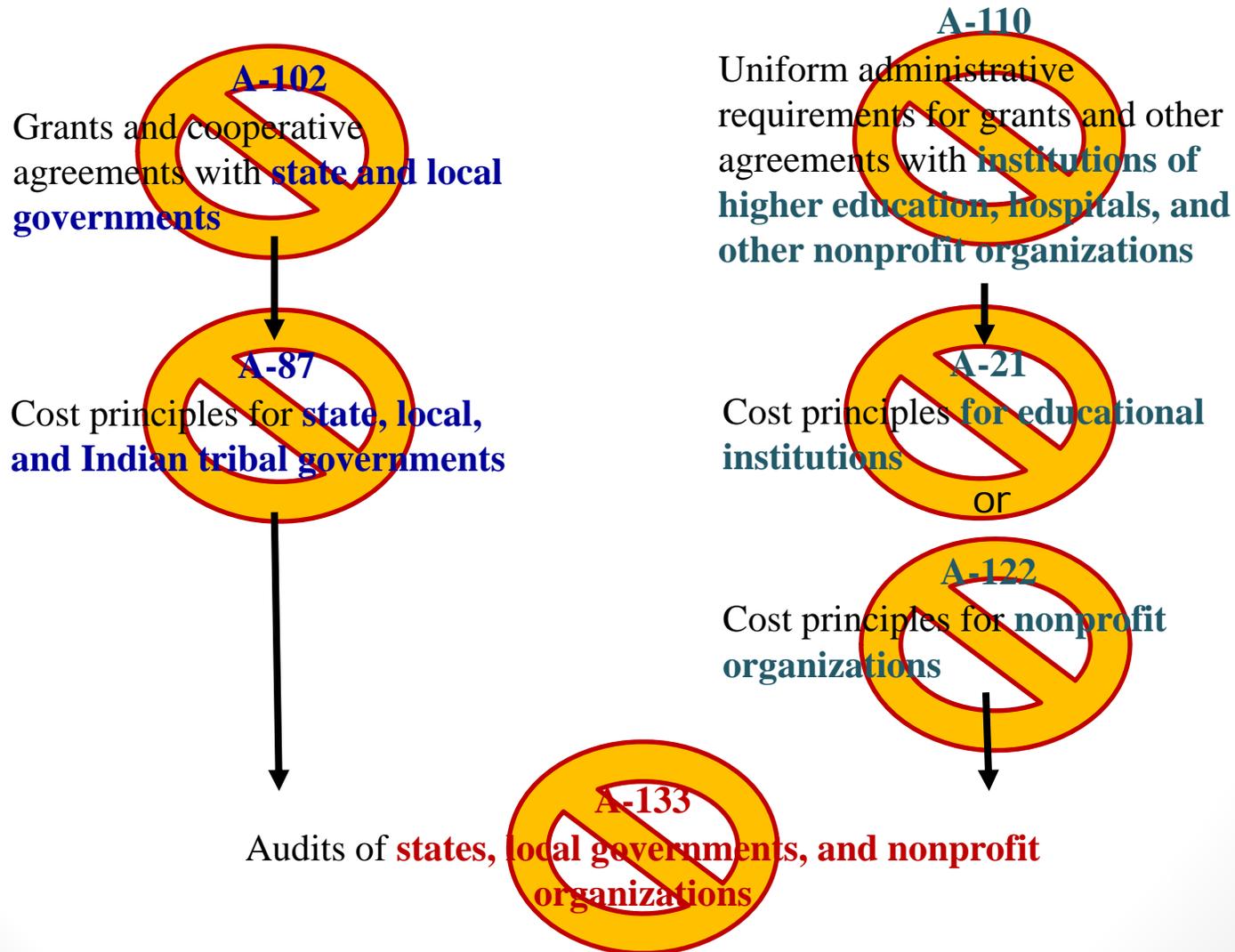
A-122
Cost principles for **nonprofit
organizations**



2 CFR 200: “Supercircular”

- Final Rule Issued: December 26, 2013
- **Supersedes:** OMB A-21, A-87, A-110, A-122, A-89, A-102, and A-133
- Effective/Applicable as of December 26, 2013 for Federal Agencies
- Applicable as of December 26, 2014 to non-Federal Agencies

Relationship of OMB Circular



2 CFR 200: Supercircular Changes

- Eliminates duplicate & conflicting guidance
- Focuses on performance over compliance
- Encourage use of information technology
- Provides for consistent treatment of costs
- Limits allowable cost...better use of Federal funds
- Sets standard business processes
- Encourages family-friendly policies
- Strengthens oversight

Subpart E: Cost Principles

Key Terms

- Reasonable (200.404)
- Allocable (200.405)
- Applicable Credit (200.406)
- Direct Costs (200.413)
- Indirect Costs (200.414)
- Cost Allocation Plans (200.416)

Eligible Costs: 23 CFR 420.113

- (a) Costs will be eligible for FHWA participation provided that the costs:
 - (1) Are for work performed for **activities eligible** under the section of title 23, U.S.C.,
 - (2) Are **verifiable** from the State DOT's or the sub recipient's records;
 - (3) Are **necessary** and **reasonable** for proper and efficient accomplishment of project
 - (4) Are **included** in the approved budget, or amendment
 - (5) Were not incurred prior to FHWA authorization.

General Provisions for Selected Items of Cost

- | | |
|--|---|
| <ul style="list-style-type: none">• Advertising & public relations• Advisory councils• Audit services• Collection of improper payments• Compensations/Fringe benefits• Conferences• Entertainment costs• Equipment/Capital expenditures | <ul style="list-style-type: none">• General cost of governments• Lobbying• Membership, subscriptions, and professional activity costs• Participant support costs• Recruitment costs• Training and education costs• Travel costs |
|--|---|

Audits

- Increases audit threshold (\$750,000)
- Provides for greater transparency of audit results
- Strengthens agency use of the single audit process

Scenario Time!



Putting the Pieces Together!!

Planning Grants Resources

- OMB's final guidance on grant reform: [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) (eCFR: 2 CFR 200).
- Here is the entire Federal Register FR 78590: <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>
- Copies of the OMB Circulars that are superseded by this guidance are available on OMB's Web site at: <http://www.whitehouse.gov/omb/circulars/default/>
- FAQs in support of 2CFR 200 Uniform Administrative Requirements Cost Principles and Audit Requirements, Cost Principles, and Audit Requirements for Federal Awards, Council on Financial Assistance Reform (COFAR). <https://cfo.gov/cofar/>.
- MAP-21 Fact Sheets: <https://www.fhwa.dot.gov/map21/factsheets/>
- MPO Administrative Handbook Chapter 3: <http://www.dot.state.fl.us/planning/policy/metrosupport/mpohandbook/ch3.pdf>



Questions?



Shakira Crandol

Transportation Planning Specialist

Shakira.crandol@dot.gov

850-553-2220



Florida Department of
TRANSPORTATION

Department's Role in Administering PL Funds

Discussion Outline

- Topics/Areas to be covered:
 - UPWP
 - PL Funds Overview
 - Funds Authorization & Encumbrance
 - PL Funds Carry Forward and Available Balance
 - De-obligation of PL Funds
 - Close out of PL Funds
 - Progress Reports
 - Invoicing PL Funds
 - Florida Accountability Tracking System (FACTS)

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UPWP

- Unified Planning Work Program (UPWP) is MPO's Work Program that identifies the transportation planning budget and activities in the metropolitan area (Exhibit 1 – Miami Dade UPWP)
- Includes tasks for two (2) years and is adopted by MPO every other year
- Any major changes to scope or cost of tasks require MPO Board approval
- Electronic UPWP Amendment Tool is used to process and transmit changes (amendments or modifications) to the UPWP



Miami-Dade
Metropolitan Planning Organization
111 NW 1st Street, Suite 920
Miami, FL 33128
305-375-4507 Phone
305-375-4950 Fax
www.miamidade.gov/mpo

Fiscal Years 2013 and 2014 Unified Planning Work Program

for Transportation

Fiscal Period: July 1, 2012 to June 30, 2014



Adopted May 17, 2012



Funds provided by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Florida Department of Transportation (FDOT) District Six and Miami-Dade County.

FY 2013 & FY 2014 PL FM No. 4239151 FAP No. 0021-49-M

FY 2013 & FY 2014 STP FM No. 2522051 FAP No. 2100-050-B

FY 2013 Section 5303 FM No. 4236201 FY 2014 FM No. 4257291

CFDA nos. 20.205, 20.505

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PL Funds Overview

- UPWP funded mainly with Federal Planning (PL) Funds
 - Some MPOs receive other type of funds to supplement PL funds (FTA, STP, TD, D and LF)
- Agreement to do business between the MPO and FDOT is outlined in a PL Funds Contract, Joint Participation Agreement (JPA) which is reviewed every 5 years - boiler plate (Form # 525-010-02) was updated March 2014 with changes to invoice processing requirements
- Distribution of PL funds is accomplished via formula [23 C.F.R 420.109]
 - Formula requires FHWA approval
 - Formula considers population, status of planning, attainment of air quality standards and metropolitan area transportation needs
 - Program Development Office in Central Office (CO) responsible for applying formula
- PL Funds are managed by the Department at District level

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Funds Authorization & Encumbrance

- Funds Authorization and Encumbrance Levels
MPO Handbook Chapter 3
Section 3.14
 - FHWA Approves new UPWP (Exhibit 2)
 - CO distributes authorization and encumbrance levels for newly approved UPWP to MPO via FDOT District liaison
- MPO Liaison coordinates with District Federal - Aid Office for future funds authorization



U.S. Department
of Transportation

**Federal Highway
Administration**

Florida Division

June 14, 2012

545 John Knox Road, Suite 200
Tallahassee, Florida 32303

Phone: (850) 942-9650
Fax: (850) 942-9691 / 942-8308

www.fhwa.dot.gov/fldiv

In Reply Refer To:
HPR-FL

Mr. Phil Steinmiller
Planning Manager
Florida Department of Transportation
1000 NW 111th Avenue RM 6106
Miami, Florida 33172

Attention: Ms. Curlene Thomas

Dear Mr. Steinmiller:

The following is in response to your staff's June 11, 2012, email of the Final Fiscal Year (FY) 2012/13- 2013/14 Unified Planning Work Program (UPWP) for our review that was developed and adopted by the Miami- Dade Metropolitan Planning Organization (MPO), in coordination with the Department, the local transit service provider, and other area planning process participants.

Upon our review of the Final UPWP, we have determined that the document satisfies the requirements of 23 U.S.C. 134, 49 U.S.C. 5303, 23 CFR Part 420, 49 CFR Part 18, and other pertinent legislation, regulations, and policies. Moreover, we have determined that our comments on the Draft UPWP have been adequately addressed

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Exhibit 2 – FHWA UPWP Approval Letter

Funds Authorization & Encumbrance

- Initial Authorization of PL Funds
 - FHWA and FTA approval of the UPWP by June 30 is required prior to District's request for fund authorization for new Fiscal Year
 - Authorizations occur at least twice per fiscal year (i.e July 1 & October 1)
 - FHWA issues Electronic Signature Document (ESD) authorizing Department to commit PL funds to MPO
 - MPO charges cannot be reimbursed until federal authorization is granted and state budget is encumbered

Funds Authorization & Encumbrance (Continued)

- Initial Fund Approval/Encumbrance of Funds (State Process)
 - Liaison initiates authorization and encumbers funds in the Contract Funds Management (CFM) System and updates FACTS contract information and imaging
 - Deadline for encumbrance request is June 15 to allow time for review, processing, and conditional approval before July 1
 - CFM System provides initial reviewed fund approval
 - Originator checks CFM link for approval
[\\DOTSCOIBI01.CO.DOT.STATE.FL.US\CFMCONT\\$](\\DOTSCOIBI01.CO.DOT.STATE.FL.US\CFMCONT$)
 - Liaison transmits letter of authorization and copy of funds approval to the MPO, authorizing MPO to expend PL funds

Funds Authorization & Encumbrance – Authorization Page

12/24/2013

Florida Department of Transportation
Federal Authorization Management System
Notice of Approved Modification
to Federal Project Agreement
from Federal Highway Administration

Federal Aid Project Number: 0021 049
Modification Number:005

State Project Number: 423915-1 14 01

The Project Agreement for the above-referenced project entered into between the undersigned parties and executed by the Division Administrator on 06/18/2012 is hereby modified as follows:

Project Location: MIAMI-DADE MPO UPWP FY 2012/2013 & 2013/2014 PL;TRANSPORTATION PLANNING;PLANNING

Character of proposed work: **Planning**

Dist.	Appr.	Urban/ With	Revised Total Cost	Revised Federal Share	Revised Federal Funds Under Agreement	Revised Advance Construction
06	L45E		2,000,869.00	100.0%	2,000,869.00	0.00
06	M450		3,356,536.00	100.0%	3,356,536.00	0.00

Department of Transportation

Available funds certified by: ANA ALVAREZ Date: 12/05/2013
Approval recommended by: DONNA LOCKHART Date: 12/05/2013
Approved and Authorized by: RICHARD LUTEN Date: 12/05/2013

Federal Highway Administration

Approval Recommended By: KYLE M. PICKETT Date: 12/06/2013
Approved and Authorized By: STACIE E. BLIZZARD Date: 12/24/2013
Agreement Approved By: STACIE E. BLIZZARD Date: 12/24/2013

State Remarks:

SECOND AUTHORIZATION OF \$886,848 FOR MIAMI-DADE COUNTY MPO'S UPWP PL FUNDS FOR FY 13/14.

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Funds Authorization & Encumbrance – FACTS Imaging

Contractual Information and Contract Manager Certification													
TWO/LOA #: <input type="text"/>						Total Amount of Previous Payments: <input type="text"/>							
Invoice Number: A5117				Invoice Period: <input type="text"/> - <input type="text"/>				Amount Due This Invoice: <input type="text"/>					
Contract Last Amendment (if any) Signed Date: 05-31-2013						Procurement Reference Number (ITB, RFP, ITN, etc.): NA							
Scope of Services can be found in contract on pages: 3						Method of Compensation can be found in contract on pages: 4							
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): Curlene Thomas						Contract Manager Job Title: Transportation Planner							
Signature: _____						Date: _____							

Authorized Official Certification													
<input type="radio"/> See attached ROW Contract Invoice Transmittal						<input type="radio"/> See attached SiteManager Pay Estimate						Clear Selection	
Delete All	TR	EN Line	F	Org-Code	EO	Object	CR	Amount	B/CB	Invoice #	EOB	Project ID	Edit
Delete		0021		062010630	TP	790052		\$391,307.57			615	42391511401	Edit
Delete		0022		062010630	TP	790052		\$1,406,043.29			615	42391511401	Edit
Delete		0023		062010630	TP	790052		\$50,730.00			615	42391511401	Edit
Delete		0024		062010630	TP	790052		\$855,953.63			615	42391511401	Edit
Delete		0025		062010630	TP	790052		\$886,848.00			615	42391511401	Edit
Total								\$3,590,882.49					
Add an Additional Encumbrance Line													
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): Curlene Thomas						Job Title: Transportation Planner							
Signature: _____						Date: _____							
<input type="checkbox"/> Same as Contract Manager Signature													
Comments: _____													

Section 215.422 F.S. Requirements (CONTRACT MANAGER)				FOR COMPTROLLER USER ONLY			
Dates Goods/Services Received		STARTING	<input type="text"/>	TR - DT			
		ENDING	<input type="text"/>	CK - DT			
Date Goods/Services Approved				ECAT			
<input type="checkbox"/> Contract Allows				Agency (Auditor)			
Days FOR APPROVAL AFTER RECEIPT OF		<input type="text"/>		Contact			
				Agency (Auditor)			
Date Invoice Received				Telephone Number			

Exhibit 4 – FACTS Form

Funds Authorization & Encumbrance – Encumbrance Page

- Encumbrance Approval Link - [\\DOTSCOIBI01.CO.DOT.STATE.FL.US\CFMCONT\\$](\\DOTSCOIBI01.CO.DOT.STATE.FL.US\CFMCONT$)

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
FUNDS APPROVAL
-----
Contract #A5117   Contract Type: AI           Method of Procurement: G
Vendor Name: MIAMI-DADE COUNT
Vendor ID:   VF596000573240
Beginning date of this Agmt: 03/20/89
Ending date of this Agmt:   12/31/20
Contract Total/Budgetary Ceiling:

*****
Description:
99080744050

*****
ORG-CODE      *EO  *OBJECT *AMOUNT          *FIN PROJECT *FCT *CFDA
(FISCAL YEAR) *BUDGET ENTITY          *CATEGORY/CAT YEAR
AMENDMENT ID  *SEQ.  *USER ASSIGNED ID *ENC LINE(6S)/STATUS
*****

Action: LOA           Funds have been: APPROVED

55 062010630 *TP *790052 *      886848.00 *42391511401 *615 *20.205
2014          *55100100          *088854/14
W054          *00      * WO 54          *0025/04
-----
TOTAL AMOUNT:  *$      886,848.00 *
-----
FUNDS APPROVED/REVIEWED FOR ROBIN M. NAITOVE, CPA, COMPTROLLER
DATE: 02/07/2014
    
```

Funds Authorization & Encumbrance – Authorization Letter



Florida Department of Transportation

RICK SCOTT
GOVERNOR

1000 NW 111 Avenue
Miami, Florida 33172-5800

ANANTH PRASAD, P.E.
SECRETARY

February 6, 2014

Ms. Irma San Roman
Acting Director, MPO Secretariat
111 N.W. First Street, Suite 920
Miami, Florida 33128

SUBJECT: Letter of Authorization
Contract # A5117, FM# 423915-1-14-01, FAP #0021-049

Dear Ms. San Roman:

The Miami Metropolitan Planning Organization is authorized to expend \$886,848.00 of Federal PL Funds, under the FY 2013 and FY 2014 Unified Planning Work Program (UPWP) during the period of July 1, 2013 to June 30, 2014. This authorization added to the previous authorization of \$886,848.00 makes \$1,773,696.00 now available to be expended by the MPO for fiscal year 2014. Additional FY 2014 authorizations will be made later in the fiscal year.

This authorization is subject to the furnishing of the required matching amounts by the MPO and the State, compliance with any conditions which may have been placed on the individual UPWP tasks, and the submission of all required documentation with requisitions. If you have any questions, please contact me at (305) 470-5201.

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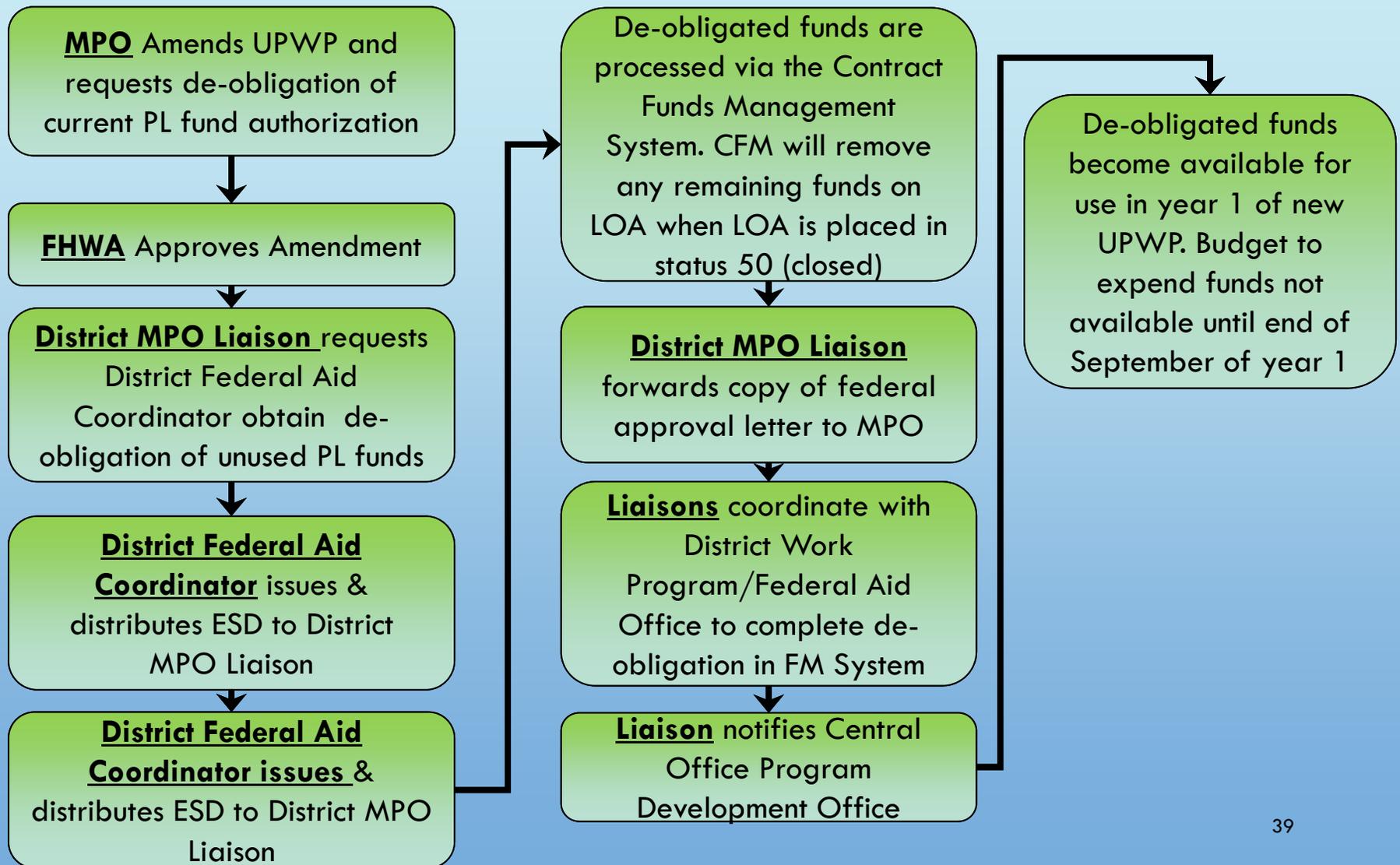
PL Funds Carry Forward and Available Balance

- PL Funds Carry forward and Available Balance
 - MPO Handbook Reference is Section 3.15.1
 - Carry forward funds occur when MPO does not obligate/authorize all available PL funds in current and/or prior fiscal years
 - To determine an MPO's available PL fund balance for upcoming fiscal year, Carryforward funds are combined with:
 - Annual allocation for the new fiscal year,
 - Close out funds from the prior years
 - De-obligated funds from the prior year
 - Budget or spending authority for carryforward funds obtained via Department's roll-forward process; subject to legislative Budget Committee Approval

De-Obligation of PL Funds

- De-Obligation of PL Funds
 - MPO Handbook Reference is Section 3.16
 - De-obligation of PL funds releases federal funds previously authorized but not expended by the MPO
 - With a 2-Year UPWP, MPO only needs to close-out and/or de-obligate funds every other year, if they choose to leave them in the first fiscal year
 - If MPO decides to leave encumbrance in first fiscal year:
 - Unexpended PL funds can roll forward between Years 1 and 2 of the UPWP

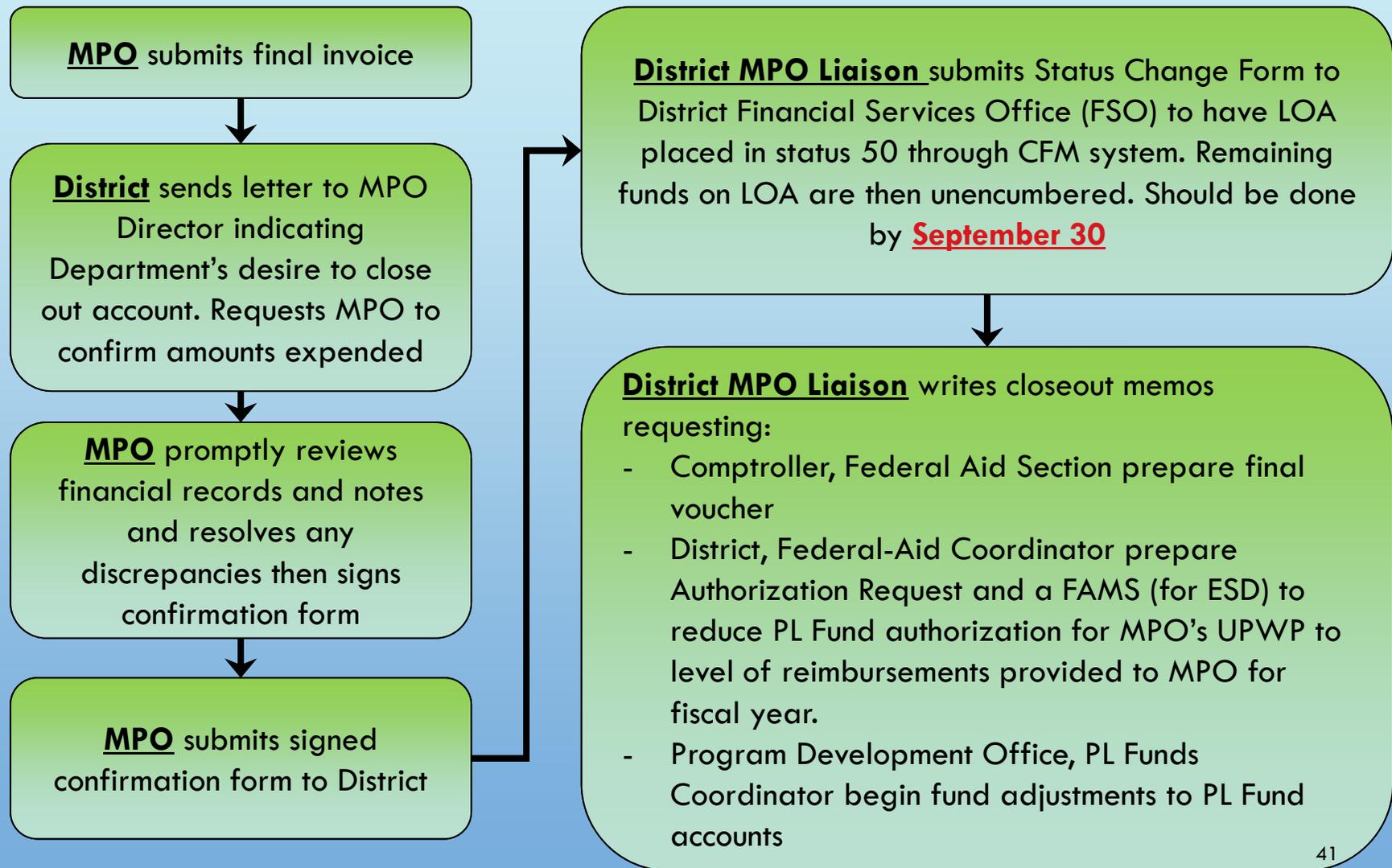
De-Obligation Process



Close out of PL Funds

- Close out of PL Funds
 - MPO Handbook 3.17 and 49 C.F.R. 18.50
 - PL funds obligated in a prior year UPWP must be closed out within 90 days after July 1st or by September 30th
 - MPO conducts close out procedures at the end of Year 2
 - Overview of PL Fund Close Out Process (Next Page)

Close out Process



Progress Reports

- MPO Handbook Reference is Section 3.19
- Progress reports used to monitor the implementation of the UPWP 23, C.F.R. 420.117 for FHWA subrecipients and FTA Circular C 8100.1C for FTA subrecipients
- Used for monitoring MPO activities as required by Single Audit Act
- FHWA/FTA and State require quarterly progress reports
- MPO submits progress reports to Department for review
- Department reviews Progress reports against prior quarter's progress report to track each task and forwards comments to MPO
- MPO incorporates comments made by Department into revised progress reports
- MPO submits revised progress report to FHWA via FDOT District Liaison on a quarterly basis
- MPO should report to District in timely manner, problems impacting UPWP's Objectives, plan to address problems, any State and/or Federal help needed [23 C.F.R. 420.117(d)]
- The District forwards a copy of the MPO's progress report, with cover letter/memorandum, and accompanying invoice(s) to the FHWA Florida Division Office.

Invoicing PL Funds

- MPO Handbook Reference is Section 3.18.3
- Invoices are usually submitted quarterly
- Invoice Must include:
 - Grant amount or authorized PL amount
 - Total expenditures
 - Total reimbursement for current invoice
 - Percentage of project complete
 - Funds remaining in project
 - Breakdown of expenditures by UPWP task
 - Progress reports
 - Identification of invoice period
 - Federal aid project number

Invoicing PL Funds

- Invoice Processing Schedule:
 - State has 15 business days from the date of receipt of invoice to reimburse MPO for Invoice Charges
 - Department Cost Center has 3 days in which to review invoices
- Cost center need to maintain log showing disbursements and balance of PL funds
- Each invoice should be paid on time and disputed charges deducted from subsequent invoice
- Invoices are entered into the Florida Accountability Tracking System (FACTS) for processing

Florida Accountability Tracking System (FACTS)

FLORIDA DEPARTMENT OF TRANSPORTATION
PROCUREMENT OFFICE
 Office Manager, Carla Perry P.E.

Home Contact Us SharePoint Infonet

Professional Services (Engineering, Architecture, Landscape Architecture, Survey & Mapping, Transportation Planning and Right of Way Services)

- CITS Log-in Page
- CITS Test Log-in Page
- CITS Training
- Valid CITS Object Codes
- PSI User Manual
- PSI Reports
- Automated Fee Proposal
- Method of Compensation
- CAP Template
- Negotiation Handbook (PDF 7MB)
- Consultant Performance Evaluations CBT
- Consultant Performance Evaluations Instructions (PDF 1MB)
- Project Cost Redistribution CBT
- Procedures
- Forms
- Crosswalk NAICS Code to Prof Services Work Type
- Contacts
- Professional Services and Design-Build Advertisement Demonstration
- Professional Services Reporting Demonstration
- Audit Accounting Basics CBT
- Professional Services Technical Review Committee CBT
- Professional Services Automated Fee Proposal (AFP) CBT

Commodities and Contractual Services

- MyFloridaMarketPlace (MFMP)
- Vendor Bid System (VBS)
- DMS State Purchasing
- Commodity Codes
- Contracts
- Reference Guides
- Procurement Samples
- Project Manager's Guide
- Methods of Compensation
- Procedures
- Forms
- Contacts

Florida Accountability Contract Tracking System (FACTS)

- FACTS Login
- FACTS Training - Summary Form Issuing Number, etc.
- FACTS Tracking System Login Page
- DFS Contract Status
- DFS Contract Types
- Statutory Authority
- FACTS Imaging Procedure
- Commodity Service Codes
- Method of Payment
- Method of Procurement
- Sample FACTS Checklists
- FACTS Checklist(Form 375-040-75)
- Outstanding FACTS Data Report

User Information



By logging on to a FDOT system, you acknowledge your responsibility to comply with all laws, rules, directives, policies, and procedures related to the use and security of information technology resources. Unauthorized use is strictly prohibited. You are hereby on notice that you should have no expectation of privacy as to your use of Department information technology resources as all data is potentially subject to Florida's public records law.

RACF User ID

Password

[Log In](#)

[Change Password](#)

FACTS Entry Screen

Contractual Information and Contract Manager Certification			
TWO/LOA #: <input type="text"/>		Total Amount of Previous Payments: <input type="text"/>	
Invoice Number: A5117	Invoice Period: <input type="text"/> - <input type="text"/>	Amount Due This Invoice: <input type="text"/>	
Contract Last Amendment (if any) Signed Date: 05-31-2013		Procurement Reference Number (ITB, RFP, ITN, etc.): NA	
Scope of Services can be found in contract on pages: 3		Method of Compensation can be found in contract on pages: 4	
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): Curlene Thomas		Contract Manager Job Title: Transportation Planner	
Signature: <input type="text"/>		Date: <input type="text"/>	

Authorized Official Certification													
<input type="radio"/> See attached ROW Contract Invoice Transmittal										<input type="radio"/> See attached SiteManager Pay Estimate			
Delete All	TR	EN Line	F	Org-Code	EO	Object	CR	Amount	B/CB	Invoice #	EOB	Project ID	Edit
Delete		0021		062010630	TP	790052		\$391,307.57			615	42391511401	Edit
Delete		0022		062010630	TP	790052		\$1,406,043.29			615	42391511401	Edit
Delete		0023		062010630	TP	790052		\$50,730.00			615	42391511401	Edit
Delete		0024		062010630	TP	790052		\$855,953.63			615	42391511401	Edit
Delete		0025		062010630	TP	790052		\$886,848.00			615	42391511401	Edit
Total								\$3,590,882.49					
Add an Additional Encumbrance Line													
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): Curlene Thomas						Job Title: Transportation Planner							
Signature: <input type="text"/>						Date: <input type="text"/>							
<input type="checkbox"/> Same as Contract Manager Signature													
Comments: <input type="text"/>													

Section 215.422 F.S. Requirements (CONTRACT MANAGER)	
Dates Goods/Services Received	STARTING <input type="text"/> ENDING <input type="text"/>
Date Goods/Services Approved <input type="checkbox"/> Contract Allows Days FOR APPROVAL AFTER RECEIPT OF	<input type="text"/>
Date Invoice Received	<input type="text"/>

FOR COMPTROLLER USER ONLY	
TR - DT	<input type="text"/>
CK - DT	<input type="text"/>
ECAT	<input type="text"/>
Agency (Auditor) Contact	<input type="text"/>
Agency (Auditor) Telephone Number	<input type="text"/>



Florida Department of
TRANSPORTATION

**SAFETY
DOESN'T HAPPEN
BY ACCIDENT.**



**WHETHER YOU'RE
DRIVING OR WALKING —
PAY ATTENTION. READ THE SIGNS.
LEARN THE RULES.**

**ALWAYS USE THE CROSSWALK.
STOP BEFORE TURNING RIGHT ON RED.
LOOK BEFORE CROSSING.
YIELD TO PEDESTRIANS.**

Funded by the Florida Department of Transportation



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Questions ?