



COLORADO

Department of
Transportation

**CDOT's Flood Recovery Program
LOCAL AGENCY TRAINING – REQUEST FOR
REIMBURSEMENT/Payment
September 4, 2014**



Explanation of Flood Recovery Local Agency Forms

- DDIR – Damage assessment created per project and/or site
- IGA – Agreement with agency for a project or collection of projects
- Task Order – Created via scopes and may not match DDIR amount
- Exhibit C – Cost Breakdown and part of the Task Order
- Request for Reimbursement – Summary of expenses and should be billed monthly



Request for Reimbursement/Payment Flowchart

LOCAL AGENCY SUBMITTAL OF REQUEST FOR REIMBURSEMENT/PAYMENT

(ASSUMES IGA AND TASK ORDER COMPLETED)

TBG072114092851DEN

LOCAL AGENCY

LOCAL AGENCY SUBMITS TO LOCAL AGENCY COORDINATOR (LAC) IN FLOOD RECOVERY OFFICE (FRO)

- COVER LETTER
- COVER SHEET (CDOT FORM RFR 1)
- REQUEST FOR REIMBURSEMENT (RFR) DOCUMENTATION (LABOR, MATERIALS, EQUIPMENT)

FLOOD RECOVERY OFFICE (FRO)

LAC REVIEWS RFR FOR COMPLIANCE AND REASONABLENESS PER DDIR (COST/SCOPE) (3-5 DAYS)

LAC APPROVES RFR AND SENDS TO SARAH LOGAN (LOCAL AGENCY LEAD) (1 DAY)

LAC DOES NOT APPROVE RFR AND RETURNS COMMENTS TO LOCAL AGENCY (2 DAYS) *

* Notes on NOT APPROVED:

A portion of the request for reimbursement may be approved, otherwise comments are captured in the *Request for Reimbursement, Certification Comment Spreadsheet (CDOT Form RFR2)* and returned to the local agency for resubmittal. If the request for reimbursement is more than the task order, the LAC must work with the FRBO to amend the task order before payment can be made.

SARAH LOGAN SENDS RFR TO FLOOD RECOVERY PROGRAM MANAGER (FRPM) FOR SIGNATURE (1 DAY)

FRPM SIGNS AND RETURNS RFR TO SARAH LOGAN (1 DAY)

SARAH LOGAN SENDS RFR (VIA PROJECTWISE) TO MIKE KROCHALIS (FRBO DEPUTYMANAGER) (3-5 DAYS)

FLOOD RECOVERY BUSINESS OFFICE (FRBO)

MIKE KROCHALIS ENTERS RFR AND SENDS TO ORITA MARTIN IN OFMB FOR PROCESSING

OFFICE OF MANAGEMENT AND BUDGET (OFMB)

ORITA MARTIN PROCESSES RFR AND SENDS PAYMENT TO LOCAL AGENCY (3-5 DAYS)



Request for Reimbursement

- Local Agency Submittal of Request for Reimbursement/Payment Flowchart
 - IGA and Task Orders must be completed
 - Submittal of the following information to your Local Agency Coordinator:

LOCAL AGENCY SUBMITS TO
LOCAL AGENCY COORDINATOR (LAC) IN
FLOOD RECOVERY OFFICE (FRO)

- COVER LETTER
- COVER SHEET (CDOT FORM RFR 1)
- REQUEST FOR REIMBURSEMENT (RFR)
DOCUMENTATION (LABOR, MATERIALS,
EQUIPMENT)





Cover Letter (Example provided)

Your cover letter should contain the following items:

- Period of the reimbursement
- Amount being requested
- Signature by the agency representative
- Addressed to:
 - State of Colorado
 - Department of Transportation
 - CDOT Flood Recovery Office
 - 1901 56th Avenue, Suite 110
 - Greeley, CO 80634



Cover Letter Example

 **Transportation Department**
2525 13th Street, Suite 203 • Boulder, Colorado 80304 • Tel: 303-441-3900 • Fax: 303-441-4504
Mailing Address: P.O. Box 471 • Boulder, Colorado 80306 • www.bouldercounty.org

August 12, 2014

Craig Parent, P.E., S.E.
Local Agency Contact
CDOT Flood Recovery Office
1901 56th Avenue, Suite 110
Greeley, CO 80634

Flood Project # C-070-061 (Site 12- Valmont at Dry Creek)
Request for Reimbursement No. T12.1

Craig,

Please find attached Boulder County's first request (T12.1) for reimbursement for emergency repairs to Site 12- Valmont at Dry Creek.

Total cost to Boulder County through March 30, 2014 for this project is \$35,280. Project costs include the following items:

Contracted Design	\$	30,023
In-house Design/ Construction Inspection	\$	1,629
Force Account Construction (Labor/ Materials only)	\$	3,628
Total Project Costs	\$	35,280

The enclosed packet contains required documentation for both design and construction of these repairs as well as invoices for all work completed through March 30, 2014. A complete set of project plans, payroll certifications and environmental documentation is available for review at our office. *Summary Table 1* (attached) lists all contracts and task orders, along with corresponding invoices for this project.

Please feel free to contact me if you have any questions or concerns about this submission.

Sincerely,

Tim Swupe
Capital Projects Coordinator
720 / 564-2658

C: George Gerstle, Director
Andy Reed, Project Engineer
Rose Walters, Administration Manager

Cindy Domenice County Commissioner Deb Gardner County Commissioner Elise Jones County Commissioner

Period of Reimbursement

Amount Requested

Signature by the Agency



Cover Sheet (Form provided)

- CDOT Local Agency Flood Project, Request for Reimbursement, Certification (CDOT Form RFR 1)

CDOT LOCAL AGENCY FLOOD PROJECT REQUEST FOR REIMBURSEMENT, CERTIFICATION			
SECTION I - Contract Data			
Local Agency: Address:	Project Number: Subaccount No.:		
Employer (FDIN) ID Number: CDOT Invoice Number: Local Agency Invoice Number:	Billing Period From:		To:
Task Order information based on Exhibit C:			
Total Task Order Amount:			
RIGHT OF WAY:			
UTILITIES:			
DESIGN:			
ENVIRONMENTAL:			
MISCELLANEOUS:			
CONSTRUCTION:			
Total:			
Task Order Share/Distribution:			
Task order work should be entered into one of the three categories below based on the type of work and the timeframe in which it occurred. In very few cases, the dollar amount will be split between more than one category.			
Emergency Repairs before 3/30/2014	Emergency Repairs after 3/30/2014	Permanent Repairs (Anytime)	
Total Task Order Amount:	Total Task Order Amount:	Total Task Order Amount:	
Federal Share (@ 100%): \$ -	Federal Share (@ 82.79%): \$ -	Federal Share (@ 82.79%): \$ -	
	Local Agency Share (@ 8.605%): \$ -	Local Agency Share (@ 8.605%): \$ -	
	State Share (@ 8.605%): \$ -	State Share (@ 8.605%): \$ -	
		Local Agency Share (@ 8.605%): \$ -	
		State Share (@ 8.605%): \$ -	
SECTION II - Incurred Costs			
	This Period	Total to Date	Amount Remaining
RIGHT OF WAY:			\$ -
UTILITIES:			\$ -
DESIGN:			\$ -
ENVIRONMENTAL:			\$ -
MISCELLANEOUS:			\$ -
CONSTRUCTION:			\$ -
Total Cost:	\$ -	\$ -	\$ -
SECTION III - Billing			
	This Period	Total to Date	
Total Cost:	\$ -	\$ -	
Minus Local Agency Match (@ 0% or 8.605%):			
Amount Payable to Local Agency:	\$ -	\$ -	
<i>I certify that this Reimbursement Request are the true and actual costs, is within the scope of work authorized in the executed Task Order, is in compliance with the FHWA Emergency Relief Manual (May 31, 2013 Update), and the current executed Local Agency IGA.</i>			
Signature of Local Official:			
Print Name and Title:			
Local Agency Finance Contact (name and number):			
CDOT USE ONLY			
SAP PO #:	Amount Approved by CDOT for Payment (See attached Request for Reimbursement Comment Spreadsheet CDOT Form RFR 2):		
SAP O/L Agreement #:			
CMS #:			
Invoice Packed by (date):			
SAP Doc Number:			



Cover Sheet Explanation

EXPLANATION OF FIELDS FOR REQUEST FOR REIMBURSEMENT, CERTIFICATION

SECTION I - Contract Data

Field	Explanation
Local Agency	Local Agency submitting the Request for Reimbursement
Address	Local Agency Mailing Address
Employer (FEIN ID) Number	Federal Employer Identification Number (See your accounting Department)
Reimbursement Request #	Sequential number starting from 1.
Local Agency Invoice Number	Invoice number assigned by the local Agency (typically the accounting department)
Project Number	Project Number assigned by CDOT in the Task Order (C XXX-XXX or M YYY-YYY)
Subaccount Number	Subaccount is a five digit Number assigned by CDOT in the Task Order, normally found in () after the Project Number
Date	Date the Request for Reimbursement is prepared
Billing Period	Start and stop dates of work completed in this Request for Reimbursement
Total Task Order Amount	See Task Order Exhibit C Section 3 Total Encumbered Funds
Right of Way	Amount allocated for Right of Way purchases (real estate cost only)



Cover Sheet Explanation



EXPLANATION OF FIELDS FOR REQUEST FOR REIMBURSEMENT, CERTIFICATION	
SECTION I - Contract Data (cont.)	
Field	Explanation
Utilities	Amount allocated for construction of Utility Relocation
Design	Amount allocated for Design Services
Environmental	Amount allocated for Environmental work for CE/EA/EIS
Miscellaneous	Amount allocated for Emergency Repairs or items not covered
Construction	Amount allocated for Permanent Construction Activities other than Utility relocations
Emergency Repairs on or before 3/30/2014	Repairs completed during the emergency period with no extension granted.
Emergency Repairs after 3/30/2014	Repairs completed during the emergency period with extension granted.
Permanent Repairs (Anytime)	Permanent repairs completed during the emergency or permanent repair phase.
Federal Share	See Task Order Exhibit C Section 1 a
Local Agency Share	See Task Order Exhibit C Section 1 b
State Share	See Task Order Exhibit C Section 1 c



Cover Sheet Explanation



EXPLANATION OF FIELDS FOR REQUEST FOR REIMBURSEMENT, CERTIFICATION	
SECTION II - Incurred Cost	
Field	Explanation
Right of Way	Amount expended for Right of Way purchases (real estate cost only)
Utilities	Amount expended for construction of Utility Relocation
Design	Amount expended for Design Services
Environmental	Amount expended for Environmental work for CE/EA/EIS
Miscellaneous	Amount expended for Emergency Repairs or items not covered
Construction	Amount expended for Permanent Construction Activities other than Utility relocations
Cost This Period	Amount expended during the billing period
Cost to Date	Sum of all Requests for Reimbursement to date by category
Amount Remaining	Calculates the difference between the allocated amount (Section I) and the amount expended to date by category.



Cover Sheet Explanation



EXPLANATION OF FIELDS FOR REQUEST FOR REIMBURSEMENT, CERTIFICATION	
SECTION III - Billing	
Field	Explanation
Total Cost This Period	(from above) Amount expended during the billing period
Total Cost to Date	(from above) Sum of all Request for Reimbursements to date
Local Agency Match	Amount of the Local Agencies Share (.08605 times the Total Cost This Period)
Amount Payable to Local Agency	Total Cost Current Period minus Local Agency Match



Request for Reimbursement Documentation

- Labor
 - Local Agency
 - Contractors
 - Consultants
- Materials
- Equipment



Labor – Local Agency

- Requirements:
 - Payroll Documentation
 - Base Rate
 - Hourly Fringe Benefit
 - Timesheets
 - Daily breakdown
 - Allocated to a specific project
 - Timesheet Certification Form (TCF1 or TCF2) or Equivalent
 - Completed and signed



Labor - Contractors

- Requirement:
 - Certified Payrolls
 - CDOT Form 118 – Wage Compliant Statement
 - Davis Bacon Wage verification based on the wage decision at the time the project was started (signed and dated)
 - When using Davis Bacon wages, interviews are required and will be necessary for final payment



Labor - Consultants

- Requirements:
 - Payroll Documentation
 - Billing Rates
 - Timesheets
 - Daily breakdown
 - Allocated to a specific project
 - Timesheet Certification Form (TCF1 or TCF2) or Equivalent
 - Completed and signed



Timesheets – Certification Form

- Single Employee

 **COLORADO**
Department of
Transportation

CDOT
Flood Recovery Office
Timesheet Certification Form for Single Employee

Project Number:

Subaccount Number:

Agency:

Employee:

Supervisor:

Project Location/Site #:

Reimbursement Request #:

Task(s)*:

*If additional tasks were performed, please include on a separate sheet and attach to this form.

I certify that the employee labor hours and costs included herein are true and accurate for the noted project and tasks. Employee signatures to certify hours worked are retained by the Consultant/Local Agency.

Supervisor Signature: _____ Date: _____



Materials

- Local Agency Owned Materials
 - Justification of Cost by Material
 - Allocated to specific project
- Force Account Materials
 - Invoice
 - If used for various projects, show allocation to specific flood recovery project
 - Cancelled check or other proof of payment



Equipment

- Local Agency Owned Equipment
 - FEMA code and associated cost
 - Create Master list and submit with every invoice
 - Alternative: Established rates with Form 580 for each piece of equipment
- Force Account Equipment
 - FEMA code and associated cost
 - Create Master list and submit with every invoice
 - Alternative: Established rates with Form 580 for each piece of equipment



Request for Reimbursement Comment Spreadsheet

- Items with enough back-up documentation will be processed for payment.
- Any items that cannot be paid at this time, will be documented:
 - Cover Sheet - Request for Reimbursement, Certification form
 - Request for Reimbursement Comment Spreadsheet with an explanation



Request for Reimbursement Documentation

- Specific Codes
 - If internal codes are used within your agency to define either a project or a task, then please provide a master list/spreadsheet to define each code. This needs to be submitted with each invoice.



Summary

- Submit invoices for emergency work as soon as possible
- The process will be the same for permanent repairs
- For permanent repairs, submit requests monthly
- Make sure your Request for Reimbursements tell a story



Local Agency Contacts

CDOT Flood Recovery Office
1901 56th Avenue, Suite 110
Greeley, Colorado 80634
Phone 970-350-2310

Craig Parent, PE
CDOT, Flood Recovery Local Agency Coordinator
Boulder County, Ward
Phone: (303) 918-0041

Heather Paddock, PE
CDOT, Flood Recovery Program Manager
Phone: (970) 350-2321

Bill Vaupel, PE
CDOT, Flood Recovery Local Agency Coordinator
Adams County, Arapahoe County, Broomfield County, Clear
Creek County, El Paso County, Jefferson County, Morgan County,
Otero County, Park County, Pueblo County
Aurora, Arvada, Boulder, Colorado Springs, Idaho Springs,
Louisville, Manitou Springs, Thornton
Phone: (970) 350-2329

Sarah Logan, PE
CDOT, Flood Recovery Local Agency Lead
Phone: (970) 350-2323

Kevin Delva, PE
CDOT, Flood Recovery Local Agency Coordinator
Frederick, Evans, Longmont, Weld County
Phone: (970) 350-2325

Ken Pavlick
CDOT, Flood Recovery Local Agency Coordinator
Larimer County, Loveland, Estes Park, Berthoud
Phone: (970) 350-2318

Kelly Maiorana
CDOT, Flood Recovery Local Agency Environmental Coordinator
Phone: (303) 483-3502



Next Steps

- Meet with your Local Agency Coordinator
- Next Training Sessions:
 - 9/18/14 Pre-Construction and Environmental Compliance Process
 - 10/2/14 Navigate