

Technical Advisory Committee

MEETING AGENDA

October 23, 2014 1:30 PM

Sonoma County Transportation Authority
SCTA Large Conference Room
490 Mendocino Avenue, Suite 206
Santa Rosa, California 95401

ITEM

1. Introductions
2. Public Comment
3. Approval of Minutes, September 25, 2014* – **DISCUSSION / ACTION**
4. Comprehensive Transportation Plan Update – **DISCUSSION / ACTION**
 - 4.1 2015 CTP Performance Application Approval*
 - 4.2 CTP Maintenance Goal: Proposed Targets
5. TFCA/TDA3 Quarterly Report - **DISCUSSION**
6. Measure M **DISCUSSION**
 - 6.1 Measure M Invoicing / Appropriation Status*
7. Regional Information Update – **DISCUSSION**
 - 7.1 DBE Contract Goals and Good Faith Efforts (DLA- OB14-06)*
 - 7.2 Risk Based Invoicing (DLA – OB14-05)*
 - 7.3 PTAP 16 Call for Projects 10/9/14. Inspections completed in 2012 or before should apply
Applications are available: <http://www.mtc.ca.gov/services/pmp/>
 - 7.4 Fall User Week November 17-20, 2014
Registration is available October 1-November 12 here:
<http://mtcpms.streetsaveronline.com/events/index.html>
8. Rail Update – **DISCUSSION**
9. Next Technical Advisory Meeting Proposed Date: December 4, 2014 – **DISCUSSION / ACTION**
10. Other Business / Comments / Announcements - **DISCUSSION**
11. Adjourn – **ACTION**

*Materials attached.
**Handout at meeting

Page 1 of 2

The next **SCTA** meeting will be held November 10, 2014
The next **TAC** meeting will be held on ?, 2014



Copies of the full Agenda Packet are available at www.sctainfo.org

DISABLED ACCOMMODATION: If you have a disability that requires the agenda materials to be in an alternate format or that requires an interpreter or other person to assist you while attending this meeting, please contact SCTA at least 72 hours prior to the meeting to ensure arrangements for accommodation.

SB 343 DOCUMENTS RELATED TO OPEN SESSION AGENDAS: Materials related to an item on this agenda submitted to the **Technical Advisory Committee** after distribution of the agenda packet are available for public inspection in the Sonoma County Transportation Authority office at 490 Mendocino Ave., Suite 206, during normal business hours.

Pagers, cellular telephones and all other communication devices should be turned off during the committee meeting to avoid electrical interference with the sound recording system.

TAC Voting member attendance – (6 Month rolling 2014)

Jurisdiction	Apr	May	Jun	Jul	Aug	Sep	Oct
Cloverdale Public Works					-		
Cotati Public Works	√	√	√		-		
County of Sonoma DHS			√	√	-	√	
County of Sonoma PRMD					-		
County of Sonoma Reg. Parks	√	√	√		-	√	
County of Sonoma TPW	√	√	√	√	-	√	
Healdsburg Public Works	√			√	-		
Petaluma Public Works & Transit	√	√	√	√	-	√	
Rohnert Park Public Works	√	√	√	√	-	√	
Santa Rosa Public Works	√	√	√	√	-	√	
Santa Rosa Transit			√		-		
Sebastopol Public Works	√	√	√	√	-	√	
SMART			√	√	-		
Sonoma County Transit		√			-	√	
Sonoma Public Works	√	√	√		-	√	
Windsor Public Works	√		√	√	-	√	

SCTA TECHNICAL ADVISORY COMMITTEE

Meeting Minutes of September 25, 2014

1. Call to Order/Introductions

The meeting was called to order by Chair Kelly.

Members: Norine Doherty, Sonoma County DHS, Colleen Ferguson, Santa Rosa, Sue Kelly, Sebastopol, Alejandro Perez, Windsor, Steven Schmitz, Sonoma County Transit, Eydie Tacata, Rohnert Park, Dan Takasugi, Sonoma, Elizabeth Tyree, Sonoma County Regional Parks, Steve Urbaneck, Sonoma County TPW, Larry Zimmer, Petaluma.

Guests: None

Staff: Chris Barney, James Cameron, Marge Fernandez, Seana Gause, Suzanne Smith, Janet Spilman.

2. Public Comment

None

3. Approval of Minutes, July 24, 2014

The minutes were approved as submitted.

4. Comprehensive Transportation Plan Update

4.1. 2015 CTP Performance Measures, Current Conditions

Staff reviewed the 2015 CTP Performance Measures and requested feedback on the recommended targets to determine if reasonable and achievable. Staff recommends extending performance targets that were set for 2035 in the CTP 2009 to 2040.

An example Project List was handed out for review. The question came up about what is

the definition of a maintenance project. A suggestion was made to use MTC's Street Saver definition for maintenance. Further research of maintenance project definition will be pursued by the representative for Sonoma County Transit.

4.2. CTP Guidelines

MTC adopted the CTP Guidelines on September 24, 2014. A handout of the guidelines are provided to the TAC.

4.3. Ad hoc subcommittee to choose online engagement tool for 2015 CTP – recruitment

Staff is seeking interested parties to participate in an ad hoc subcommittee.

5. Measure M

5.1. Measure M Annual Reporting Status Update

This status report is presented to the TAC in advance of the CAC and the Board. Letters may be mailed out to late submitters.

5.2. Measure M Invoicing / Appropriation Status

A current invoices and appropriation status report is included in the agenda packet. Staff reiterated what was agreed to last month for reporting out to the TAC of appropriation requests and status.

6. Highway 101 Ramp Metering Schedule Update

Caltrans turned on southbound in the a.m. on September 9th and earlier this week turned on southbound p.m. Caltrans has responded fairly quickly to issues at College



and Steele to modify the timing plan to address back-ups that have been happening on local streets.

The plan is for global adjustments to occur starting next week for the southbound a.m. and the week after next for the southbound p.m. where they are looking at the data for the whole system and adjusting the timing plans accordingly.

Northbound will go live in October; October 14 for northbound a.m. and October 21 for northbound p.m. A fully functioning system is anticipated mid-November.

7. Regional Information Update

7.1. SPOC training September 30, 2014

A flyer is included in the agenda packet for Single Point of Contact training that will be held at MTC on September 30, 2014 from 9:30 am to 3:30 pm.

7.2. FFY 14/15 Annual Obligation Plan

MTC issued the update to Resolution 3606 which contains the regional delivery policies. In cooperation with Caltrans, MTC is providing the annual obligation plan to project sponsors in advance. If any of the projects that are on this list are not ready to go this year, contact MTC immediately to push out before October 1. Caltrans agreed to prioritize these projects as the ones that need to go ahead of all others since these projects are in the annual obligation plan. Staff strongly encouraged the TAC to follow the new deadlines in the regional delivery policies.

The Regional ATP list was released and there were ten projects were on the list and Santa Rosa was on the list. All the projects on the list scored more than 90 points on their applications. They received 127 and they funded 10; Sonoma County got 1. The next round to be released by the State was postponed to the spring around March 2015. MTC will be holding a workshop on the State process.

7.3. Final Pavement Condition Summary Report to be released in Mid October

Staff reminded the TAC that this report comes out mid-October at the same time of the Press Release.

8. Rail Update

None.

9. Other Business / Comments / Announcements

An announcement was made that Civil 3D Auto Cad Training will be held in Petaluma. Interested parties contact Larry Zimmer.

10. Adjourn

The meeting adjourned at 2:50 pm.

CONTACT INFO

Contact Name: submission date:

Contact phone: address:

Contact email: City:

Contact2 Name: zip:

Contact 2 phone:

Contact2 email:

PROJECT INFO

Project Name:

Project Type:

Capacity Increasing? Other?:

Description:

Location:

Measure M?
Plan #
RTP#:
Notes:

PDA?

Community of Concern?

Does project raise PCI?

SCHEDULE

Project Schedule
Specific year or decade

BUDGET

Project Cost:- in year of expenditure:

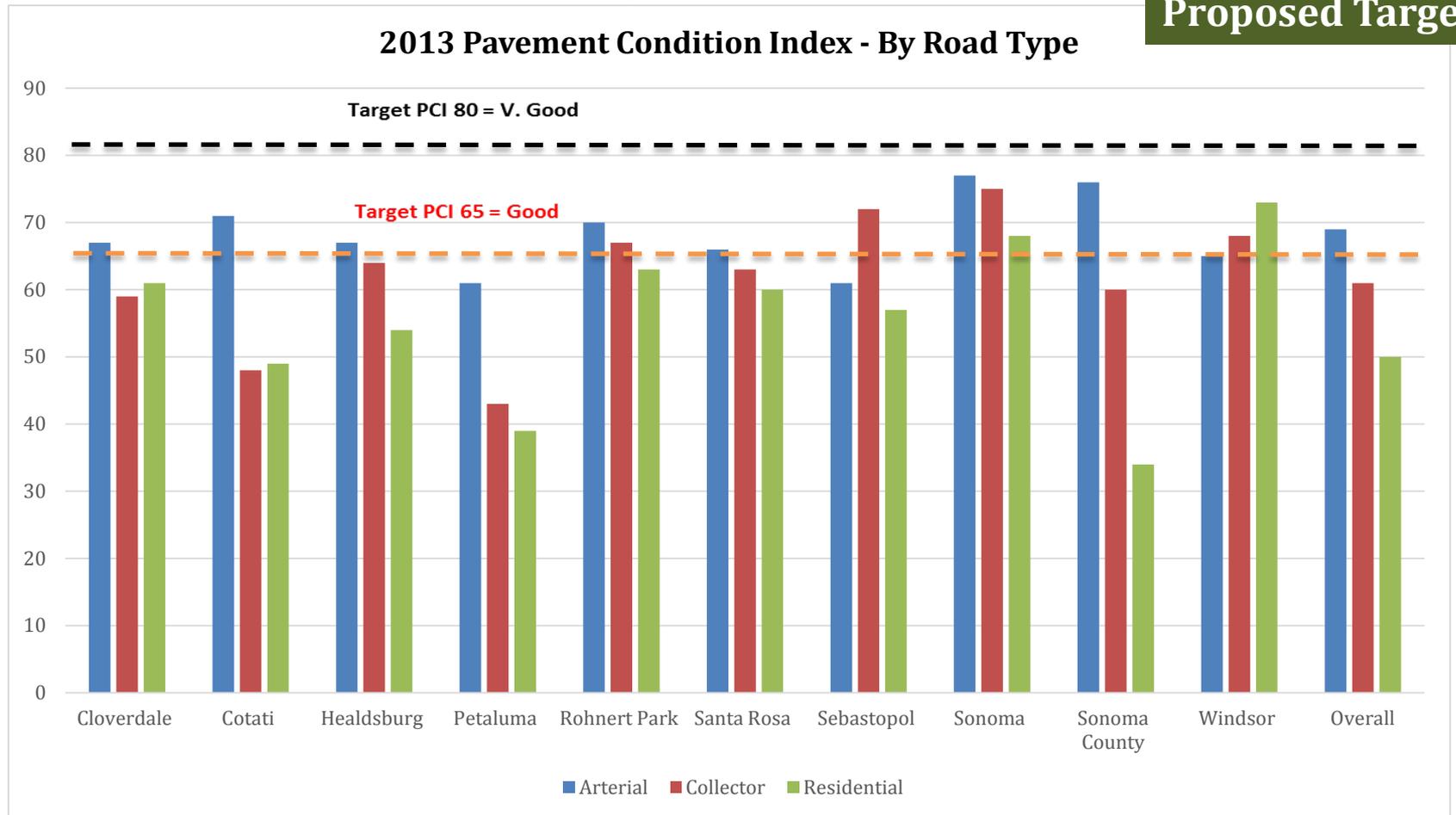
Funds: \$

SETTING OUR TARGETS

Goal: Maintain the System - Roads

Proposed Targets

2013 Pavement Condition Index - By Road Type



Staff Report

To: SCTA Technical Advisory Committee
From: Dana Turrey, Transportation Planner
Item: Quarterly Status Report of TDA3 and TFCA Projects
Date: October 23, 2014

This report provides the status of TDA3 and TFCA projects not yet fully expended as of September 30, 2014.

Transportation Development Act, Article 3 (TDA3) Projects						
Jurisdiction	Project	ID	Programmed Amount	Funds Expended	Funds Remaining	Funds Expire
County of Sonoma	Bodega Bay Bike & Ped Trail - Coastal Prairie Trail	15-0010-01	\$260,000.00	\$0.00	\$260,000.00	6/30/2017
Petaluma	E. Washington Park Multi-Use Pathway Connection	15-0010-02	\$306,623.00	\$0.00	\$306,623.00	6/30/2017
Santa Rosa	North Dutton Avenue Sidewalk Gap Closure	13-0010-03 14-001-079	\$30,000.00 \$35,000.00	\$29,207.32 \$18,570.66	\$792.68 \$16,429.34	6/30/2015 6/30/2015
Santa Rosa	Class III Bike Signage Program	14-0010-04	\$20,000.00	\$0.00	\$20,000.00	6/30/2016
Santa Rosa	Ped Enhancements Citywide	14-0010-05	\$100,000.00	\$0.00	\$100,000.00	6/30/2016
Santa Rosa	Class II on 7th/A/6th Streets	14-0010-06	\$55,000.00	\$0.00	\$55,000.00	6/30/2016
Santa Rosa	3rd Street Traffic Signal	14-0010-07	\$93,000.00	\$0.00	\$93,000.00	6/30/2016
Sebastopol	Class II Bike Lanes on 116	14-0010-01	\$59,439.00	\$10,345.00	\$49,094.00	6/30/2016
Sonoma	Napa Rd Class II Bike Lanes	14-0010-02	\$23,533.81*	\$0.00	\$23,533.81	6/30/2016
Windsor	Old Redwood Hwy - Lakewood Dr Bike/Ped	13-0010-02	\$169,992.00	\$0.00	\$169,992.00	6/30/2015
SCTA	Automated Bike Ped Counters	15-0010-03	\$30,000.00	\$29,991.80	\$8.20	6/30/2017

*Original programmed amount was \$5,000; 14-0010-03 was completed under budget of which the remaining funds (\$18,533.18) were moved to this project.

Project costs must be incurred prior to the TDA3 expiration date (typically June 30). Sponsors must submit invoices no later than August 31 for any funds expiring June 30.

Transportation Fund for Clean Air (TFCA) Projects						
Jurisdiction	Project	ID	Programmed Amount	Funds Expended	Funds Remaining	Funds Expire
Rohnert Park	Southwest Blvd Bike Lane Gap Closure & Traffic Calming	13-SON-02*	\$131,122.00	\$0.00	\$131,121.75	10/16/2015
Santa Rosa	Student/Youth Bus Pass Subsidy	14-SON-01	\$75,000.00	\$71,752.60	\$3,247.40	10/29/2015
Santa Rosa	Free Ride Program	14-SON-02	\$153,636.00	\$148,573.06	\$5,062.94	10/29/2015
Sonoma County Transit	Sonoma County Transit Passenger Info. System	11-SON-01	\$227,955.40	\$0.00	\$227,955.40	11/14/2014
Sonoma County Transit	Bus Stop Improvement Projects	13-SON-06*	\$82,299.00	\$26,846.88	\$ 55,452.12	10/16/2014
Sonoma County Transit	Transit Marketing Program	14-SON-03	\$60,000.00	\$32,982.86	\$27,017.14	10/29/2015
Sonoma County Transit	Transit Shelters	14-SON-04	\$77,983.00	\$0.00	\$77,983.00	10/29/2015
Sonoma County Transit (Sebastopol)	Sebastopol Bus Stop Improvements	14-SON-05	\$75,000.00	\$0.00	\$75,000.00	10/29/2015
Windsor	Pedestrian Enhancement Project	14-SON-06	\$151,687.18	\$0.00	\$151,687.18	10/29/2015

* For FY12/13, SCTA project numbers differ from BAAQMD numbers. BAAQMD files are "12-SON" and SCTA files are "13-SON"; there are no "13SONxx" project numbers at BAAQMD.

Sonoma County Transportation Authority
Measure M Appropriation/Invoice Status Report
FY 14/15

Project Sponsor	Project Name	Measure M Program	Prior Apprp Balance	14/15 Amt Prog'd	14/15 Amount Apprp	Appropriation Date	Last Invoice Date	Balance Remaining	Notes
Santa Rosa	Hearn Avenue (Phase 1)	LSP	\$530,640	\$0	\$0	6/14/10	8/6/14	\$135,528	
Santa Rosa	Santa Rosa Creek Trail - Stmsd to Mission	Bike/Ped	\$0	\$0	\$375,000	12/9/13	9/10/14	\$0	
Santa Rosa	Santa Rosa Creek Trail - Stmsd to Mission	Bike/Ped	\$375,000	\$340,000	\$0				
Santa Rosa	Access Across 101 Comm Conn	Bike/Ped	\$159,056	\$0	\$0	9/12/11	9/10/14	\$121,741	Inv not processed bc Coop needs amendment
SoCo DHS	SRTS (DHS)	Bike/Ped	\$0	\$26,000	\$36,000	10/14/13	8/15/14	\$8,168	
SCBC	SRTS (SCBC)	Bike/Ped	\$15,463	\$19,000	\$19,000	4/14/14	9/8/14	\$4,034	
SCBC	BTW (SCBC)	Bike/Ped	\$5,174	\$15,000	\$15,000	4/14/14	6/19/14	\$1,511	
SoCo Regional Pks	Sonoma Schellville	Bike/Ped	\$57,262	\$0	\$0	10/19/09	7/3/14	\$52,183	Approp are supposed to exp 3 yrs after approval
SoCo Regional Pks	Central Sonoma Valley Trail	Bike/Ped	\$0	\$85,000	\$0				Approp req submitted. Need coop amend?
Sebastopol	Street Smart Sebastopol	Bike/Ped	\$0	\$170,000	\$170,000	9/8/14	9/22/14	\$0	PROJECT COMPLETED
Healdsburg	Foss Creek Trail	Bike/Ped	\$474,000	\$0	\$0	9/8/14			Prog'd in FY13/14, approp'd in 14/15
Healdsburg	Foss Creek Trail	Bike/Ped	\$0	\$341,000	\$341,000				
Petaluma	Petaluma River Tr	Bike/Ped	-\$45,956	\$995,000	\$0	5/14/12	3/12/14	-\$951,913	Advanced Funding Apprvd
SMART	NWPRR	Bike/Ped	\$0	\$1,000,000	\$0		4/24/14	-\$281,883	Authorized for Advanced Funding (bal estimate)
SMART	IOS Construction (Bond)	Rail	\$1,570,639	\$0	\$0	10/10/11	4/17/14	\$0	



Expires – upon issuance of the LPP

Review of the Disadvantaged Business Enterprise (DBE) Contract Goals and Good Faith Efforts – Pilot Study

I. BACKGROUND

On December 31, 2013, the California Department of Transportation (Caltrans) submitted specific steps and milestones to the Federal Highway Administration (FHWA), which would enable Caltrans to meet the overall DBE goal of 12.5% for the Federal Fiscal Year (FFY) of 2014. This was done in accordance with the 49 Code of Federal Regulations (CFR) 26.47(c), because Caltrans fell short of its overall DBE goal for FFY 2013. Caltrans proposed that the Division of Local Assistance (DLA) initiate a pilot study to review and approve all contract goals on construction contracts over \$2 million and consultant contracts over \$500,000. In addition, if the aforementioned contracts are awarded on the basis of a Good Faith Effort (GFE), DLA will review and provide feedback to the agency on the bidder/proposer's GFE prior to awarding the contract. DLA needs to take these steps because greater coordination of the contract goal setting is needed for Caltrans to meet its overall DBE goal. Also, a recent GFE process review showed that agencies consistently awarded contracts to the low bidder regardless of the adequacy of the GFE.

On March 6, 2014, FHWA responded to Caltrans' letter from December 31, 2013, and required that DLA track anticipated award dates for all projects, regardless of dollar limits, during the authorization phase. DLA will then follow up with the agency to obtain DBE data, i.e., commitments, award amounts and dates, and contract goals, if the agency is negligent in submitting this information at time of award. This will permit Caltrans to more accurately track overall DBE goal attainment and make adjustments to meet it.

II. POLICY

For construction projects greater than \$2 million and consultant contracts greater than \$500,000, **authorized on or after October 1, 2014**, agencies will need their contract goals approved by DLA, prior to advertising, and, if awarded based on a GFE, have DLA review and provide feedback on the bidder/proposer's GFE prior to award. In addition, agencies will need to provide an Exhibit 9-D "*DBE Contract Goal Methodology*", and an anticipated award date with their "*Request for Authorization to Proceed*" for all contracts.

Consultant contracts that have a DBE contract goal as a percentage of the entire contract and were executed prior to October 1, 2014, are exempt from this Office Bulletin.

This policy will be analyzed for effectiveness 12-months from the issuance of this office bulletin. Results from the pilot study will assist in determining any changes to this policy.

III. PROCEDURE

These procedures apply to all projects **authorized on or after October 1, 2014**.

Agencies must prepare and submit Exhibit 9-D with their "*Request for Authorization to Proceed*" for all construction and consultant contracts.

The agency will provide an anticipated award date on the "*Request for Authorization to Proceed*" form and, in turn, the District Local Assistance Engineer (DLAE) will enter the date into LP2000 (Local Programs 2000 database system). The Office of Policy Development and Quality



Assurance (OPDQA), within DLA, will frequently check these projects to ensure that DBE data from completed Exhibit 15-G “*Local Agency Bidder DBE Commitment (Construction Contracts)*” and Exhibit 10-O2 “*Consultant Contract DBE Information*” have been entered into LP2000, if the anticipated award date has passed. If a project’s anticipated award date has passed and no DBE data is present in LP2000, OPDQA will contact the DLAE, who will follow up with the agency and either revise the project award date or input the DBE data into LP2000.

For construction contracts greater than \$2 million and consultant contracts over \$500,000, the DLAE will send Exhibit 9-D to: Dbegoal.gfe@dot.ca.gov. The OPDQA will perform an independent review of the contract goal calculation and return to the DLAE, either confirming or revising the agency’s contract goal. This process will take at least fifteen (15) business days of receiving the Exhibit 9-D from the District. The agency will then have an opportunity to discuss and resolve any differences in the respective goal calculations; however, the final decision rests with OPDQA. If these same projects are to be awarded based on a GFE, the agency will have OPDQA review and provide feedback prior to awarding the contract. The agency will send Exhibit 15-G or Exhibit 10-O2, Exhibit 15-H “*DBE Information-Good Faith Efforts*”, and supporting documentation to Dbegoal.gfe@dot.ca.gov for OPDQA to review and comment, with a copy to the DLAE. After receiving all the above material, the agency will allow OPDQA at least ten (10) business days to review the GFE. After reviewing the GFE, OPDQA will share their findings and observations with the agency. With this additional information, the agency will be able to make an informed decision as to the adequacy of the GFE prior to awarding the contract. Note: if the agency finds the GFE inadequate, the agency must offer the bidder/proposer an opportunity for administrative reconsideration before awarding the contract to another bidder/proposer, in accordance with 49 CFR 26.53(d). Failure of agencies to follow the procedures set forth in this paragraph will be considered an “Unrecoverable Project Deficiency”, in accordance with Chapter 20 “*Deficiencies and Sanctions*” of the Local Assistance Procedures Manual. This level of deficiency shall result in the withdrawal of all or a portion of the federal and/or state funds from the project.

IV. APPLICABILITY/IMPACTS

This Office Bulletin applies to all Federal-aid Local Assistance Transportation projects.

Recommended: **Original Signed By** _____ 9/24/2014
Henry Wells, DBE Coordinator Date

Approved: **Original Signed By** _____ 9/24/2014
Mark Samuelson, Chief Date
Office of Policy Development and Quality Assurance

- Attachments:
Exhibit 3-A, Request for Authorization to Proceed with Preliminary Engineering
Exhibit 3-B, Request for Authorization to Proceed with Right of Way
Exhibit 3-C, Request for Authorization to Proceed with Utility Relocation
Exhibit 3-D, Request for Authorization to Proceed with Construction



Risk-Based Invoicing

I. BACKGROUND

Under the FHWA/Caltrans Joint Stewardship and Oversight Agreement, the California State Department of Transportation (Caltrans) accepts responsibility for administering federally funded transportation projects on and off the State Highway System (SHS). The Caltrans Division of Local Assistance (DLA) is responsible for oversight of projects off the SHS including compliance with Federal and State laws, regulations, policies and procedures related to the implementation of these local transportation projects.

During the mid 1990s, the State Budget resulted in Caltrans staff reductions and a change in the way Caltrans provides oversight of local transportation projects. The project development and implementation procedures for the Local Assistance Program were “reengineered” to delegate many of Caltrans’ Federal-aid responsibilities to the local agencies. Local agencies are required to certify compliance with Federal and State requirements. The Caltrans DLA provides implementation and procedural guidance on Federal and State funded local transportation projects. This guidance is communicated via various publications and the DLA website at: www.dot.ca.gov/hq/LocalPrograms/.

Process reviews of the Local Assistance Program conducted by FHWA, Caltrans and local agency staff identified the need for additional Caltrans oversight, including District review and approval of local agency progress invoices prior to payment. Invoice review had previously been performed entirely by Local Programs Accounting (LPA). To address FHWA concerns and improve Caltrans oversight of the Local Assistance Program, local agency project sponsors are now required to submit ALL progress and final invoices and support documentation (to verify eligibility and reasonableness of costs invoiced) directly to the Caltrans District Local Assistance Engineer (DLAE) for review and concurrence prior to payment.

Recently local agencies and the Districts have expressed concerns regarding the amount of effort, both in terms of calendar days and resources, involved in processing invoices. A Risk-Based Invoice (RBI) Team was assembled with representatives from Caltrans (Districts and HQ), regional and local agencies, and FHWA. The RBI Team determined that the actual workload being expended on invoice reviews by the Districts was over 20 Personnel Years, with the average invoice taking 5.0 hours of District staff time to process, which translates to roughly 12% of all District Local Assistance time. Therefore, providing a consistent statewide invoice review process became the first order of work for the RBI Team. This Office Bulletin (OB) provides guidance to determine which documentation is appropriate for local agencies to include and Districts to review with the various invoices. This OB also introduces a “*Local Agency Invoice Review Checklist*” (see Attachment A) which will assist both the local agencies and the Districts in completing an invoice review.

This DLA OB supersedes DLA-OB-09-05 and provides clarification to the policy and procedural guidance for the review of local agency invoices by the DLAE. This DLA OB is effective **October 1, 2014**; however, agencies are allowed and encouraged to begin processing invoices using the new RBI procedure outlined herein *immediately*.



II. POLICY

Federal regulations hold Caltrans accountable for all projects funded with Federal-aid funds including those projects within local agency jurisdictions.

As previously stated, ALL invoices and support documentation are submitted to the DLAE. At a minimum, the Invoice Package includes the following:

1. Exhibit 5-A “*Sample Federal Aid Invoice*”, of the LAPM or equivalent,
2. Attachment A “*Local Agency Invoice Review Checklist*”
3. Attachments B-1 “*Billing Summary Support Phases*”, B-2 “*Billing Summary R/W Capital*”, B-3 “*Billing Summary Cost to Date*”, B-4 “*Billing Summary Non-Infrastructure*”, or equivalent, and
4. Additional documents as required per the Attachment A “*Local Agency Invoice Review Checklist*”.

Following DLAE concurrence with payment of the invoice and input of the Disadvantaged Business Enterprise (DBE) and contract award information into the Local Assistance Project Database (LP2000), the Invoice Package will be forwarded by the District to LPA. (Note: subsequent invoices will not be processed for submittal to LPA until after the District has concurred with the prior invoice).

Upon LPA concurrence to pay the invoice, LPA will forward the local agency invoice to the State Controller’s Office (SCO) for payment.

The following roles and responsibilities are implemented with this OB:

Local Agency

- Ensure work is performed, progress estimates are made and timely payments are made to the consultant/contractor.
- Ensure DBE information is submitted to DLAE.
- Ensure contract award information is submitted to the DLAE.
- Ensure progress and Final Invoice Packages are accurately prepared, include only eligible work and appropriate costs, and are submitted to the DLAE in a timely manner.

District Local Assistance Engineer

- Ensure work performed is eligible for reimbursement and appropriate costs are billed.
- Ensure DBE information is entered into LP2000.
- Ensure contract award package complies with Federal and State requirements.
- Ensure contract award information is entered into LP2000.

Local Programs Accounting

- Ensure Invoice Packages comply with invoice format, approved indirect cost rate(s), and other accounting requirements as outlined in Chapter 5 “*Accounting/Invoices*”, of the Local Assistance Procedures Manual (LAPM).

Headquarters Division of Local Assistance

- Assess the effectiveness of the invoice review procedures implemented by this OB.
- Monitor performance of District resources and establish performance measures for payment of local agency invoices.
- Provide reports to monitor the number of invoices reviewed and resource needs.



III. PROCEDURES

Local Agency

- Perform work, prepare progress estimates and make payments to the contractor.
- Prepare timely and accurate progress and final invoices, complete the “Local Agency” portion of the checklist (Attachment A), submit additional documentation as appropriate, and certify the accuracy of the Invoice Package.
- Verify that completed work is reasonably consistent with the level of Federal/State funds invoiced.
- Submit original and two copies of Invoice Package.
- For federally funded consultant service contracts, submit the following documents to the DLAE within 30 days of contract award:
 1. Copy of executed Consultant Agreement(s)
 2. Exhibit 10-C “*Consultant Contract Reviewers Checklist*”, of the LAPM
 3. Exhibit 10-O1 “*Consultant Proposal DBE Commitment*”, of the LAPM and
 4. Exhibit 10-O2 “*Consultant Contract DBE Information*”, of the LAPM
- For consultant service contracts over \$150,000, ensure that Exhibit 10-K “*Consultant Certification of Costs and Financial Management System*”, of the LAPM, for prime and sub-consultants has been submitted to Caltrans Audits and Investigations (A&I).
- Submit a copy of the construction contract award package (see Chapter 15 “*Advertise and Award Project*”, of the LAPM for federally funded projects and Chapter 23 “*Local Agency STIP Projects*”, of the Local Assistance Policy Guidelines (LAPG) for State funded projects) to the DLAE within 60 days of contract award or concurrent with submittal of first construction invoice, whichever occurs first. Failure to submit the award package will delay the payment of the first construction invoice.
- Submit an invoice a minimum of every 6 months and no more than monthly per the terms of the Federal-aid and State-Funded Master Agreements and Program Supplement Agreement.
- Process “final” invoices in accordance with the procedures specified in Chapter 17 “*Project Completion*”, of the LAPM.
- Unless authorized by the DLAE (e.g., to prevent the loss of federal funds) the invoice amount should not be less than 2% of the total Federal and/or State funds authorized or less than \$1,000.
- Caltrans encourages local agencies to take advantage of the Electronic Fund Transfer (EFT) option by which the SCO will transfer State funds into a State-controlled bank and then directly into the local agency’s designated banking account (see Chapter 5 “*Accounting/Invoices*”, of LAPM). The EFT process can reduce the processing time at the SCO by up to 10 calendar days.

District Local Assistance Engineer

- Immediately upon receipt of the local agency Invoice Package, “date-stamp” the invoice, and update the LP2000 Invoice Review milestone screen for “Invoice Amount”, “Invoice Date”, and “Date District Received”.
- For federally funded consultant service contracts, verify that copies of the following documents are in the project files: executed Consultant Agreement and Exhibits 10-C “*Consultant Contract Reviewers Checklist*”, 10-O1 “*Consultant Proposal DBE Commitment*” and 10-O2 “*Consultant Contract DBE Information*”, of the LAPM. For contracts with a total cost greater than \$150,000, verify that A&I has received copies of Exhibit 10-K(s) “*Consultant Certification of Costs and Financial Management System*”, of the LAPM by reviewing the list at: <http://audits.dot.ca.gov/external-audits-Contracts>.



- Review the construction contract award package for completeness and make adjustments as required through FADS (see Exhibit 3-G “*Federal Project Log Sheet*”, of the LAPM).
- Forward a copy of Exhibit 15-L “*Local Agency Contract Award Checklist*”, of the LAPM with the first construction invoice to LPA, and verify the contract award information is entered into LP2000.
- Verify DBE commitment and utilization information has been entered into LP2000.
- Review Invoice Package for work performed and reasonableness of costs billed.
- Assess quality of local agency invoice package and work with local agencies to correct deficiencies, as appropriate.
 - If no deficiencies are found, the DLAE completes and signs the Caltrans sections of Attachment A “*Local Agency Invoice Review Checklist*”, concurring with payment of the invoice. The checklist shall identify the name and phone number of the District contact person.
 - If deficiencies are found, the DLAE shall contact the Local Agency to discuss/address the deficiencies.
 1. If the DLAE determines the deficiencies are minor in nature and can be quickly resolved, every attempt shall be made to resolve the invoice deficiency without returning the Invoice Package to the Local Agency for resubmittal.
 2. If the DLAE determines the deficiencies are significant in nature such that the Local Agency invoice cannot be paid, the DLAE will reject the invoice, notify the local agency with a “Dispute Notification Letter” (within 20 calendar days), and request correction and resubmittal.
 - a. The DLAE will update the LP2000 Invoice Review milestone screen for “Date District Returned to Agency”.
 - b. The revised/corrected local agency Invoice Package shall be “date-stamped” upon resubmittal to the DLAE, and LP2000 Invoice Review milestones will be updated accordingly.
- Upon DLAE concurrence to pay, the original Invoice Package (plus two copies) shall be forwarded to LPA within 20 calendar days of receipt by Caltrans.
- Update the LP2000 Invoice Review milestone screen for “Date District Forwarded to Accounting”.

Local Programs Accounting

- Review DLAE-concurred Invoice Package for compliance with invoice format, reimbursement rates, approved indirect cost rate(s), retention amounts and other accounting requirements (see Chapter 5 “*Accounting/Invoices*”, of the LAPM).
- Concur with Invoice Package and payment of the local agency invoice:
 - If LPA concurs with approval for payment, LPA shall forward original invoice to the SCO. Invoices should be processed for payment within 45 calendar days of receipt by Caltrans.
 - If LPA does not concur, LPA shall notify the District to contact the local agency. If the concern cannot be resolved, LPA shall inform the District and dispute the invoice by sending a “Dispute Notification Letter” to the local agency, and a copy to the DLAE. Local agency will then submit an appropriately revised Invoice Package to the DLAE.
- Update the LP2000 Invoice Review milestone screen for “Date Accounting Received” and “Date Accounting Returned to Agency”.



IV. APPLICABILITY/IMPACTS

Local agency and DLAE review of project invoices will improve Caltrans oversight of the Local Assistance Program by ensuring the costs billed are eligible for reimbursement. The intent of this OB is to establish consistent invoice procedures to clarify and streamline the review process. This will result in an invoice review process that will allow the Districts to process a large number of invoices in an efficient manner, while also identifying any billing or eligibility issues. The impact and ultimate goal is to provide a timely review process that also minimizes the local agency risk of losing federal/state funds.

Recommended:	Original Signed By	06/30/2014
	_____ Peter B. Anderson, Area Engineer	_____ Date
Approved:	Original Signed By	07/01/2014
	_____ John Hoole, Chief Office of Implementation - South	_____ Date

- Attachment A – Local Agency Invoice Review Checklist
- Attachment B-1 – Billing Summary Support Phases
- Attachment B-2 – Billing Summary R/W Capital
- Attachment B-3 – Billing Summary Cost to Date
- Attachment B-4 – Billing Summary Non-Infrastructure
- Attachment C – Billing Summary Instructions