



## **UCI Administrative UPC's & VDOT Billing**

October 23, 2012

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VDOT – Local Assistance Division

# Today's Agenda

- **VDOT Oversight Billing**
  - **Background**
  - **Administrative UPC's**
  - **Changes due to new Financial System (Cardinal)**
- **UCI Project Summary Schedule**
- **UCI Project Worksheets**
- **Q&A**

# VDOT Oversight Billing

## BACKGROUND INFORMATION:

- **Recovery of VDOT Costs:**

- VDOT will have various costs associated with the oversight function of the UCI Program
- Oversight activities include; providing certification, SERP, reviewing of plans, administering Civil Rights and the Environmental Programs
- VDOT provides the locality with an estimated cost for the oversight for each project

- **UCI Administrative UPC's:**

- One Administrative UPC set up for each UCI project
- VDOT charges their time to these UPC's
- The UPC's are used to then bill the locality for the associated costs
- After payment to VDOT, the locality can invoice VDOT for their charges in addition to the VDOT charges if federal funding is available
- This will enable the VDOT charges to be applied to the state and local match for each project

# VDOT Oversight Billing (Continued)

## BACKGROUND INFORMATION (CONTINUED):

- **Changes due to Cardinal Implementation:**
  - With the implementation of Cardinal, VDOT had to create new Administrative UPC's for each project
  - Old Administrative UPC's inactive beginning in November 2011
  - VDOT oversight time charged to Project UPC's since November 2011
  - VDOT oversight costs that were charged on the Project UPC's will need to be transferred to the newly created Administrative UPC's
  - Could generate a larger initial VDOT invoice than normal
- **Oversight Billing Process Outlined in UCI Program Administration Guide:**
  - Section V (B thru D) and Appendix I
  - Link:  
[http://www.virginiadot.org/business/resources/local\\_assistance/UCI/UCI\\_Guide\\_Update\\_09\\_final.pdf](http://www.virginiadot.org/business/resources/local_assistance/UCI/UCI_Guide_Update_09_final.pdf)

# UCI Project Summary Schedule

- **Life to date project summary schedule**
- **Submitted to VDOT each time a request is made for reimbursement of federally participating costs**
- **Running total of federal, state and local share for the UCI project**
- **Sample in Appendix I/ Attachment A of the UCI Program Administration Guide**



# UCI Project Summary Schedule (Continued)

Attachment A (Revised 04/09/08)

DRAFT Life to Date Project Summary Schedule - Request to VDOT for Federal Reimbursement

City Name	Hampton	Invoice Number	121314
Project ID/UPC#	AAAAA/UPC 80104	Invoice Date	11/28/2006
Project Description	Metropolis Boulevard	Invoice Amount	\$ 12,000.00
Federal Project ID#	6401688	Billing Period	10/1-10/31/2005

Request Number	Invoice Number	Invoice Date	Invoice Amount	Adjustment Date	Adjustment Amount	Project to Date Reimbursement	Project to Date Collected	Balance Outstanding	Comments
1	1234	07/31/2004	\$ 10,000.00		\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	
2	5678	08/30/2004	\$ 5,300.00		\$ -	\$ 15,300.00	\$ 15,300.00	\$ -	
									Adjustment was made by VDOT due to transposition error on Invoice 5678 (Invoice amount should have been \$3,500 instead of \$5,300)
3	91011	10/30/2004	\$ 7,000.00	09/22/2004	\$ (1,800.00)	\$ 20,500.00	\$ 20,500.00	\$ -	
4	121314	11/28/2004	\$ 12,000.00		\$ -	\$ 32,500.00	\$ 20,500.00	\$ 12,000.00	

Phase	Funding Summary Invoice Total				Funding Summary Project Life to Date Total			
	Total Federal Dollars Requested	State Dollars Applied	Local Match Applied	Total Project Expenditures	Total Federal Dollars Requested	State Dollars Applied	Local Match Applied	Total Project Expenditures
Pre. Eng					\$ 10,000.00	\$ 2,250.00	\$ 250.00	\$ 12,500.00
Right of Way					\$ 3,500.00	\$ 787.50	\$ 87.50	\$ 4,375.00
Construction	\$ 12,000.00	\$ 2,700.00	\$ 300.00	\$ 15,000.00	\$ 19,000.00	\$ 4,275.00	\$ 475.00	\$ 23,750.00
<b>Total</b>	<b>\$ 12,000.00</b>	<b>\$ 2,700.00</b>	<b>\$ 300.00</b>	<b>\$ 15,000.00</b>	<b>\$ 32,500.00</b>	<b>\$ 7,312.50</b>	<b>\$ 812.50</b>	<b>\$ 40,625.00</b>

\*This scenario assumes all reimbursements requested of VDOT are eligible federally participating expenses and the Federal participation rate is equal to 80% on all phases of work and a 2% local match is required on this project

**Certification**

I certify that the above invoiced amounts are correctly calculated, the items being requested for payment have been used or installed on the project, and the costs are allowable per state and federal regulations. Documentation to support the invoiced amounts is attached.

\_\_\_\_\_  
Director of Finance

# UCI Project Worksheet

- **UCI Project Funding Worksheet**
  - **One for each UCI Project**
- **Worksheet shows Estimated UCI Project Cost, Allocations, Financing and Balance**
- **Looks similar to the Locally Administered Appendix A**
- **Does not require signatures or approval**
- **Shows the maximum reimbursement by VDOT to the locality**
  - **Includes Pre-UCI and Post UCI amounts**
  - **Lists Quarterly Payment amounts**
- **Will assist the UCI Locality and VDOT Districts in keeping track of reimbursable amount for each UCI Project**

# UCI Project Worksheet (Continued)

Urban Construction Initiative (UCI) Project Funding Worksheet

Project Number: \_\_\_\_\_

UPC: \_\_\_\_\_

Locality: \_\_\_\_\_

Date \_\_\_\_\_

**Project Narrative**

Scope: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Locality Project Manager Contact Info: \_\_\_\_\_

Department Project Coordinator Contact Info: \_\_\_\_\_

**Project Estimates**

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$0	\$0	\$0	\$0
Estimated VDOT Project Expenses	\$0	\$0	\$0	\$0
Estimated Total Project Costs	\$2,030,752	\$2,886,221	\$0	\$4,916,973

**Project Cost and Reimbursement**

Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$0		2% paid to locality			
Pre UCI	\$32,323	Urban		\$0	\$32,323	
UCI				\$0	\$0	
<b>Total PE</b>	<b>\$32,323</b>			<b>\$0</b>	<b>\$32,323</b>	<b>\$32,323</b>
Right of Way & Utilities	\$1,448,314	Urban	20%	\$289,663	\$1,158,651	
UCI	\$1,437,907	Local Funds	100%	\$1,437,907	\$0	
<b>Total RW</b>	<b>\$2,886,221</b>			<b>\$1,727,570</b>	<b>\$1,158,651</b>	<b>\$1,158,651</b>
Construction				\$0	\$0	
UCI (non-federal)				\$0	\$0	
<b>Total CN</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Estimated Cost</b>	<b>\$2,918,544</b>			<b>\$1,727,570</b>	<b>\$1,190,974</b>	<b>\$1,190,974</b>

**Total Maximum Reimbursement by VDOT to Locality**

	<b>\$1,190,974</b>
Amount paid to locality Pre-UCI	<b>\$32,323</b>
Amount to be paid to locality Post-UCI	<b>\$1,158,651</b>

**Project Financing**

Pre-UCI		Post UCI			Total
Urban	Local Match	Federal 80%	Quarterly Payments	Local Funds	Aggregate Allocations (A+B+C+D+E+F)
\$23,713	\$8,610	\$1,158,651	\$3,340,364	\$556,884	\$5,088,222

**Program and project Specific Funding Requirements**

- The total expenditures prior to UCI participation is \$32,323
- The total expenditures as of 9/12/2012 is \$ 883,064
- This is a limited funds project. The locality shall be responsible for any additional funding in excess of \$1,190,974
- The total project Balance is \$ 307,910 as of 9/12/2012



# UCI Administrative UPC's & VDOT Billing

**Questions?**



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