UCI Administrative UPC’s & VDOT Billing

October 23, 2012
Todd M. Halacy, P.E.
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
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
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**

<table>
<thead>
<tr>
<th>City Name</th>
<th>Hampton</th>
<th>Invoice Number</th>
<th>121814</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project ID/UPC#</td>
<td>AAAAA/UPC 691064</td>
<td>Invoice Date</td>
<td>11/26/2006</td>
</tr>
<tr>
<td>Project Description</td>
<td>Metropolis Boulevard</td>
<td>Invoice Amount</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>Federal Project ID#</td>
<td>6401588</td>
<td>Billing Period</td>
<td>01/01-05/31/2006</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Invoice Amount</th>
<th>Adjustment Date</th>
<th>Adjustment Amount</th>
<th>Project to Date Request for Reimbursement</th>
<th>Project to Date Collected</th>
<th>Balance Outstanding</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1234</td>
<td>07/31/2004</td>
<td>$10,000.00</td>
<td></td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>5678</td>
<td>09/30/2004</td>
<td>$5,300.00</td>
<td></td>
<td>$15,300.00</td>
<td>$15,300.00</td>
<td>$15,300.00</td>
<td>$15,300.00</td>
<td>$15,300.00</td>
</tr>
<tr>
<td>3</td>
<td>91011</td>
<td>10/30/2004</td>
<td>$7,000.00</td>
<td>09/22/2004</td>
<td>(1,800.00)</td>
<td>$20,600.00</td>
<td>$20,600.00</td>
<td>$20,600.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>121314</td>
<td>11/28/2004</td>
<td>$12,000.00</td>
<td></td>
<td>$32,500.00</td>
<td>$20,500.00</td>
<td>$20,500.00</td>
<td>$20,500.00</td>
<td>$12,000.00</td>
</tr>
</tbody>
</table>

### Funding Summary Invoice Total

<table>
<thead>
<tr>
<th>Phase</th>
<th>Total Federal Dollars Requested</th>
<th>State Dollars Applied</th>
<th>Local Match Applied</th>
<th>Total Project Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre. Eng</td>
<td>$12,000.00</td>
<td>$2,700.00</td>
<td>$300.00</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Right of Way</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$12,000.00</td>
<td>$2,700.00</td>
<td>$300.00</td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>

### Funding Summary Project Life to Date Total

<table>
<thead>
<tr>
<th>Phase</th>
<th>Total Federal Dollars Requested</th>
<th>State Dollars Applied</th>
<th>Local Match Applied</th>
<th>Total Project Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre. Eng</td>
<td>$10,000.00</td>
<td>$2,250.00</td>
<td>$250.00</td>
<td>$12,500.00</td>
</tr>
<tr>
<td>Right of Way</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$32,500.00</td>
<td>$7,312.50</td>
<td>$812.50</td>
<td>$40,625.00</td>
</tr>
</tbody>
</table>

*This scenario assumes all reimbursements requested of VDOT are eligible federally participating expenses and the Federal participation rate is equal to 90% 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.

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**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)

### Project Narrative

**Scope:**

**From:**

**To:**

**Locality Project Manager Contact Info:**

**Department Project Coordinator Contact Info:**

### Project Estimates

<table>
<thead>
<tr>
<th></th>
<th>Preliminary Engineering</th>
<th>Right of Way and Utilities</th>
<th>Construction</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Locality Project Expenses</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Estimated VDOT Project Expenses</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Estimated Total Project Costs</td>
<td>$2,030,752</td>
<td>$2,886,221</td>
<td>$0</td>
<td>$4,916,973</td>
</tr>
</tbody>
</table>

### Project Cost and Reimbursement

<table>
<thead>
<tr>
<th>Phase</th>
<th>Estimated Project Costs</th>
<th>Funds Type</th>
<th>Local % Participation for Funds Type</th>
<th>Local Share Amount</th>
<th>Maximum Reimbursement</th>
<th>Estimated Reimbursement to Locality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Engineering</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre UCI</td>
<td>$32,323</td>
<td>Urban</td>
<td>2% paid to locality</td>
<td>$0</td>
<td>$32,323</td>
<td></td>
</tr>
<tr>
<td>UCI</td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
<td>$32,323</td>
<td></td>
</tr>
<tr>
<td>Total PE</td>
<td>$32,323</td>
<td></td>
<td></td>
<td>$0</td>
<td>$32,323</td>
<td></td>
</tr>
<tr>
<td>Right of Way &amp; Utilities</td>
<td>$1,448,314</td>
<td>Urban</td>
<td>20%</td>
<td>$289,663</td>
<td>$1,158,651</td>
<td></td>
</tr>
<tr>
<td>UCI</td>
<td>$1,437,907</td>
<td>Local Funds</td>
<td>100%</td>
<td>$1,437,907</td>
<td>$1,158,651</td>
<td></td>
</tr>
<tr>
<td>Total RW</td>
<td>$2,886,221</td>
<td></td>
<td></td>
<td>$1,727,570</td>
<td>$1,158,651</td>
<td>$1,158,651</td>
</tr>
<tr>
<td>Construction</td>
<td>$0</td>
<td></td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>UCI (non-federal)</td>
<td>$0</td>
<td></td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Total CN</td>
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<td></td>
<td>$0</td>
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<tr>
<td>Total Estimated Cost</td>
<td>$2,918,544</td>
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<td>$1,727,570</td>
<td>$1,158,651</td>
<td>$1,158,651</td>
</tr>
</tbody>
</table>

**Total Maximum Reimbursement by VDOT to Locality**

- Amount paid to locality Pre-UCI: $32,323
- Amount to be paid to locality Post-UCI: $1,158,651

### Project Financing

<table>
<thead>
<tr>
<th></th>
<th>Pre-UCI</th>
<th>Post UCI</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urban</td>
<td>$23,713</td>
<td>$1,158,651</td>
<td>$1,182,364</td>
</tr>
<tr>
<td>Local Match</td>
<td>$8,610</td>
<td>$3,340,364</td>
<td>$3,428,974</td>
</tr>
<tr>
<td>Federal 80%</td>
<td>$1,586,651</td>
<td>$556,884</td>
<td>$2,143,535</td>
</tr>
<tr>
<td>Quarterly Payments</td>
<td>$3,340,364</td>
<td>$556,884</td>
<td>$3,943,248</td>
</tr>
<tr>
<td>Local Funds</td>
<td>$556,884</td>
<td>$556,884</td>
<td>$1,113,768</td>
</tr>
<tr>
<td>Aggregate Allocations (A+B+C+D+E+F)</td>
<td>$5,088,222</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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 $307,810 as of 9/12/2012.
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Questions?
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