VDOT
Virginia Department of Transportation

UCI QUARTERLY PAYMENTS AND PROJECT CLOSEOUT

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Quarterly Payments Overview

- ## VDOT's Role

  - ### Review transfers of urban formula funds

  - ### Ensure match to urban formula and SAFETEA-LU paid in quarterly payments

  - ### Notify locality of quarterly payment

  - ### Ensure the correct quarterly payment is identified in the SYP

  - ### Ensure quarterly payments are identified on project worksheet

  - ### Ensure use of federal, state and local funds are reflected properly on invoices

  - ### Ensure locality is aware of changes to financial worksheet

Quarterly Payments Overview

- **Locality's Role**
  - **Show use of quarterly payments on invoice summaries**
    - Federal funds request
    - State Match (can come from quarterly payment)
    - Local Match (can come from quarterly payment)
  - **Ensure proper billing based on funds available**
    - Switch to proper federal/state/local match on invoice summaries
  - **Report use of quarterly payments on year end financial reports**

Quarterly Payments Overview

- **Quarterly payments as of January 1, 2018**

  - **2016 Appropriations Act Language and Urban Formula Funds**

  - **Reconciliation of UCI projects**

  - **Annual Financial Report**

Active UCI Projects

- **VDOT's Role**
  - **Review invoices for accuracy of billed items**
  - **Verify federal funds are available for reimbursement**
  - **Ensure federal funds are obligated with FHWA**
  - **Verify proper percentages for federal/state/local funds is used**
  - **Proper coding in VDOT's financial system**
    - Federal Funds
    - State Funds
  - **Communicate with locality if discrepancies are found**

Active UCI Projects

- **Locality's Role**
  - **Coordinate with VDOT to ensure federal funds are obligated prior to starting work**
  - **Invoice only eligible items**
  - **Proper illustration of federal, state and local funds on invoice summaries and year end financial reports**
  - **Reimburse to VDOT of quarterly payments if the project in which quarterly payments were made is cancelled and no other project available to transfer federal or state funds**
  - **Submit a Year End Financial Report due to Local Assistance August 31st each year**

Project Financial Closeout

- **VDOT's Role**
  - **Complete reconciliation of all UCI projects to include:**
    - **Verification of the correct quarterly payment reflected in VDOT's financial systems**
    - **Perform review of expenditures to ensure federal, state and local funds were applied to the project properly**
    - **Ensure federal billings are appropriate and adjust federal obligations to ensure proper use of federal funds**
    - **Projects with multiple funds sources had the proper federal, state and local match applied**
    - **Ensure VDOT's Administrative UPC has proper budget and is financially closed with the corresponding UCI UPC**

Project Financial Closeout

- **Locality's Role**
  - **Notify VDOT of project completion**
  - **Perform expenditure/billing review to ensure all eligible items are billed and all billings are complete**
  - **Ensure all federal reimbursements have been received**
  - **Report use of federal, state, local funds on year end financial reports until all funds expended – including quarterly payments**

AFTER PROJECT CLOSEOUT

- **VDOT AND LOCALITY ROLES**
    - Maintain accurate records of each project and documentation of all expenditures for a period of three (3) years after the final completion of a project unless there is federal funding on the project, in which case the such records shall be maintained for no less than three (3) years following the approval by the Federal Highway Administration of the final voucher. The locality will make such records available for inspection and/or audit by the Department at any time.

Questions?

URBAN MAINTENANCE PAYMENTS

Yolanda Newton

August 22, 2018

Urban Maintenance Payments (Current)

- **Overview of Current Process**
  - **Inventory maintained in Urban Maintenance Inventory System (UMIS)**
    - Street additions and deletions (U-1 form), resolution and maps due to VDOT by February 1st each year to be eligible for maintenance payments the following fiscal year
      - Due to Local Assistance (LAD) by April 1st
  - **LAD keys additions and deletions into UMIS and RIMS**
    - Coordination required with Transportation Mobility Planning Division to functionally classify
    - LAD coordinates with Maintenance Division to add center line data for new additions in RIMS
  - **All additions and deletions approved by CTB in June each year**
  - **LAD notifies localities via mail**

Urban Maintenance Payments (Current)

- **Overview of Current Process (continued)**
  - **LAD mails 4 different notifications to Cities and Towns in the Urban System**
    - Street Payments with rate per lane mile for Principal/ Minor Arterial Roads and Collector/Local Streets
    - Additions and deletions by functional classification to include number of lane miles subject to payment (sent only to localities with lane mileage changes)
    - VA Port Authority payments
    - Overweight Permit Fees Revenue Payments

Urban Maintenance Payments (Future)

- **Overview of future process**
  - **Inventory maintained in Roadway Inventory Management System (RIMS)**
    - **No Change in the U-1 process.** Street additions and deletions (U-1 form), resolution and maps due to VDOT by February 1st each year to be eligible for maintenance payments the following fiscal year
      - Due to Local Assistance (LAD) by April 1st
  - **LAD keys additions and deletions into RIMS only**
    - Coordination required with Transportation Mobility Planning to functionally classify
    - Coordination required with Maintenance Division to add centerline data to RIMS
  - **All additions and deletions approved by CTB in June each year**
  - **LAD notifies localities via e-mail**
    - Some prior notifications will be combined

Urban Maintenance Payments (Future) cont.

- **Overview of future process**
  - **Localities will be able to view routes they are receiving payments for on a map**
    - Map will be color coded by functional classification
    - NHS data available
    - STRAHNET (still in the works)

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