

NVTA's Project Reimbursement Request Submission Guidelines

A. Background

Payment requests for approved projects are submitted to NVTA on a reimbursement basis. These guidelines provide a summary of key steps and helpful hints to streamline the reimbursement request process.

Prior to submitting a reimbursement request:

NVTA must receive satisfactory evidence in the form of **Certificate of Insurance (COI)** naming the NVTA and its Bond Trustee as an additional insured on policies issued for the work to be performed by or on behalf of the recipient entity for the project. This should be included in policy by all contractors. The certificate must be submitted before or along with the first reimbursement request. The certificate must be renewed periodically until the end of project reimbursement completion. If a COI expires without a replacement reimbursements will be delayed. See NVTA's Managing Approved SPA Guidelines for more details.

B. What is included in a complete reimbursement request?

A complete reimbursement request comprises original hard copies of:

- **Appendix C1 Form of Requisition.** This form is for the recipient entity to certify that the costs and categories match with those approved by NVTA and the recipient entity is in compliance with the obligations detailed in the SPA. This must be signed by SPA designee as per Appendix E or Transportation Director.
- **Appendix C2 NVTA Detail Requisition Form.** This form is used to provide cost details in support of the project costs approved by NVTA. The total listed under Table C2-1 Column D must agree with the requested amount in Appendix C1
- **A brief description of work carried out during the billing period.** This can be provided/signed by the recipient entity's project manager or by consultants.
- **Invoices/backup documentation** to support the NVTA Detail requisition Form. If submitting for reimbursement, staff salaries and other internal charges must be documented in a format specified by NVTA.
- For VDOT administered projects only, the request may include an **optional authorization to send the payment directly to VDOT's central accounts receivable section** in Richmond. Under this option, the SPA project sponsor must still sign and submit the reimbursement request to NVTA. The authorization to send payment directly to VDOT must be submitted along with each reimbursement request.

B. What are the steps involved in the reimbursement request and approval process?

1. Reimbursement request packet is submitted to the NVTA Transportation Planner assigned to the project. (A Transportation Planner is assigned to each NVTA funded project.) You may submit the entire packet by email or dropbox facilities to the Transportation Planner copying assigned finance staff. . However, you must submit the original Appendix C-1 with the signature of Transportation Director.
2. Upon review, the Transportation Planner or finance staff may ask for additional or clarification documentation. Once the reimbursement request is approved by the Transportation Planner and finance staff, it is forwarded to NVTA's CFO for approval.
3. Upon CFO's approval, finance staff will execute wire transfer and inform the contact person about the execution. Once the reimbursement request is accepted by NVTA as complete, the project sponsor can expect to receive payment within twenty (20) days.

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Requests for reimbursement must be consistent with the Appendix B cost categories (Table B1) and cash flow schedule (Table B3) approved with the Standard Project Agreement (SPA) or subsequent updates.

C. Document-Specific Comments

Appendix C2: NVTA Detail Requisition Form

The header including the draw request number, request date, NVTA project number and approved project title must be completed. A place for the entity's internal PO number has been provided but is not required by NVTA.

- Table C2-1 column B must include the NVTA project costs by category listed in the approved Appendix B of the SPA package unless officially revised by NVTA. This is the NVTA funds only, not the total cost of the project.
- Table C2-1 column C Previous Amount Requested to Date must agree with the totals from the most recent reimbursement requests.
- Table C2-1 column D must match the total requisition amount in Table C2-2 Column F.
- Table C2-2 must include a listing of the attached supporting documentation equaling the total by cost category in Table C2-1 Column D.
- Please list each invoice separately and manually number the invoices attached with the corresponding item numbers in Table C2-2.
- Table C2-2 Column E should agree with the invoice total from the attached invoice.
- Table C2-2 Column F should equal the amount of each invoice reimbursable by NVTA.

D. Other

- NVTA and the Northern Virginia District VDOT office have mapped out a very effective reimbursement process for VDOT-administered projects. If VDOT is administering a project for your jurisdiction please contact VDOT and NVTA early in the process.
- Specifically for projects approved under the 2017 Program, recipient entities have to adhere to the deadline of June 30, 2019 specified by the Authority to submit the initial substantive reimbursement request to NVTA. If the recipient entity fails to do so, the project shall be considered for NVTA action to de-obligate funds for the project.
- Recipient entities must adhere to any policies regarding deadlines for SPA execution and/or reimbursement request that the Authority may approve. If not, the Executive Director may take a de-obligation request to the NVTA Finance Committee with a request for a recommendation to the Authority.

E. Project Close Out

Project Sponsors should notify NVTA's Transportation Planner when submitting the final payment for a project. Project sponsors are also required to submit the **Project Close Out Form** signed by the SPA designee as per Appendix E or Transportation Director after receiving the final payment.