

A. Background

Payment requests for approved projects are submitted to NVTA on a reimbursement basis. NVTA is enhancing the process as we get more experience. 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 that the project recipient entity or all project contractors name NVTA and its Bond Trustee as an additional insured on any insurance policy issued for the work to be performed by or on behalf of the recipient entity for the project. This is almost universally addressed through the appropriate insurance provider issuing a Certificate of Insurance (COI) naming the NVTA and its Bond Trustee as an additional insured on existing policies. It is best to complete this prior to the first request for reimbursement.

B. What is included in a complete reimbursement request?

A complete reimbursement request comprises original hard copies of:

- Appendix C1 Form of Requisition
- Appendix C2 NVTA Detail Requisition Form
- Invoices/backup documentation to support the NVTA Detail requisition Form
- 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.

Reimbursement requests are presented to the NVTA Transportation Planner assigned to the project. (A Transportation Planner is assigned to each NVTA funded project.) Once the reimbursement request is approved by the Transportation Planner, it is forwarded to NVTA's CFO for approval.

Hint #1: 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).

C. What information is needed to complete Appendix C1 & C2

NVTA issues project payments on a reimbursement basis, therefore NVTA requires copies of detailed invoices listing the dollar amount and description of the work performed.

Hint #2. NVTA planning and finance staff will review the reimbursement documentation requirements and availability with project sponsors ahead of the first reimbursement request. In the past, these meetings have been very beneficial for large, complex, multi-year, multi-contractor and design build projects.

D. Document-Specific Comments

1. Appendix C1 Form of Requisition: this form is used by the recipient entity to certify: the cost amounts included in the Detail NVTA Funded Projects Request forms are solely and exclusively

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for the approved project costs detailed in the SPA; the recipient entity is in compliance with the obligations detailed in the SPA and no condition exists under the SPA that would require NVTA to withhold payment.

Hint #3: Appendix C1 can be signed by a Director level representative associated with the project.

2. Appendix C2 NVTA Detail Requisition Form: this form supplements Appendix C1 Form of Requisition. This form is used to provide cost details in support of the project costs approved by NVTA.

Hint #4: The total listed under Table C2-1 Column D must agree with the requested amount in Appendix C1

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.

- a) 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.
- b) Table C2-1 column C Previous Amount Requested to Date must agree with the totals from the most recent reimbursement requests.
- c) Table C2-1 column D must match the total requisition amount in Table C2-2 Column F.
- d) Table C2-2 must include a listing of the attached supporting documentation equaling the total by cost category in Table C2-1.
- e) Please list each invoice separately and manually number the invoices attached with the corresponding item numbers in Table C2-2.
- f) Table C2-2 Column E should agree with the invoice total from the attached invoice.
- g) Table C2-2 Column F should equal the amount of each invoice reimbursable by NVTA.

Hint #5: Once the reimbursement request is accepted by NVTA as complete, the project sponsor can expect to receive payment within twenty (20) days.

3. NVTA's Transportation Planners are the first reviewers of draft SPA packets and they are also the first reviewers of reimbursement requests for projects with executed SPAs.

Hint #6: Please communicate with the appropriate Transportation Planner when completing the Reimbursement Requests, but note that from time-to-time NVTA may change Transportation Planners to balance staff workloads.

Hint #7: 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.

Hint #8: For projects specifically approved for the FY2017 Program, if the project sponsor is unable to meet the commitment to submit the initial reimbursement request to NVTA by June 30, 2019, regardless of when the SPA is executed, the project shall be considered for NVTA action to de-obligate funds for the project. In all cases, agreement will be sought with the

implementing jurisdiction or agency. If agreement is not forthcoming 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 signed Project Close out checklist