

MPO Administration - Process MPO Invoices

Description

The purpose of this procedure is to define the main administrative actions for processing MPO Invoices by the North Carolina Department of Transportation (NCDOT).

Responsibility

The MPO Staff – is responsible for preparing and submitting quarterly, biannual or yearly invoices to their TPB MPO Coordinator.

The TPB MPO Coordinator – reviews and approves the invoice and expense report. The MPO Coordinator is responsible for ensuring that work is being accomplished in accordance with the work program and providing guidance in estimating costs for work to be accomplished in succeeding fiscal years.

The TPB Contract Administrator (CA) – reviews, approves, and enters invoices into SAP to be paid.

Scheduling and Time Constraints

Invoices can be submitted quarterly, biannually or yearly. TPB prefers quarterly invoices because it allows for closer monitoring of the work program and allows for adjustments during the year. **The final invoice for the fiscal year must be submitted by the second week of September for the previous fiscal year.** Payments for invoices later than this date, or lacking appropriate documentation, are subject to delay and may not be paid. **MAP-21 reduced the time that States must reimburse an MPO for eligible planning activities from 30 to 15 days.** NCDOT will reimburse the MPO once a complete (accurate) invoice is submitted.

Procedure

Step	Action
1	<p><i>MPO Submits an Invoice for Allowable Expenditures.</i></p> <p>The MPO Staff submits an invoice for allowable expenditures to their TPB MPO Coordinator online through the MPO Planning Grants Teamsite (Teamsite). Appropriate expenditures cover a range of items as described in the Prospectus (Refer to Develop MPO Prospectus procedure), including but not limited to salaries, reimbursement of other city/county agencies, and purchases of equipment as provided for in the approved work program. (Refer to MPO Allowable Expenditures document for a more detailed description of allowable expenditures.) Year-end invoices (final invoices) must be submitted by the second week of September of each year.</p> <p>Note: Invoices can be submitted quarterly, biannually or yearly. TPB prefers quarterly invoices because it allows for closer monitoring of the work program and allows for adjustments during the year.</p> <p>The invoice should be submitted in one combined .pdf file through the Teamsite and indicate:</p> <ul style="list-style-type: none"> The total amount of PL and matching funds expended during the subject period

	<ul style="list-style-type: none"> • The amount being requested for reimbursement <p>The invoice must include: (See MPO Sample Invoice)</p> <ol style="list-style-type: none"> 1. <i>Cover letter</i>, stating the source of funds being requested (typically PL, but can be STP-DA if TMA). It should also state whether any payments were made to subcontractors. If payments were made to subcontractors, a separate MPO Contractor Payment Form must be included with the invoice. Any work by consultants must first be approved by TPB and be included in the MPO's annual work plan. 2. <i>Certification</i> by the finance officer of the LPA that the expenses are accurate. 3. Assurance by the LPA that it has conflict of interest statements on file with respect to purchases of goods and services and that they are not using vendors that have been debarred by Federal, State or local governments. Vendor status can be checked at the following websites: Federal: www.sam.gov; State: www.doa.state.nc.us/PandC/actions.aspx. 4. <i>Expenditure report</i> showing percent work complete and amount requested per line item for period. <p style="margin-left: 40px;">Identification of expenditures by work task will assist the TPB MPO Coordinator in the evaluation of work accomplishment and provides guidance in estimating costs for work to be accomplished in succeeding fiscal years.</p> 5. <i>Progress report</i> of work completed for each line item that reimbursement is requested. <p style="margin-left: 40px;">Progress reports are used to monitor the implementation of the work program consistent with 23 C.F.R. 420.117. The state requires quarterly progress reports. Federal regulations require quarterly reports to be due within 30 days after the end of the reporting period and final reports due 90 days after the end of the reporting period. [23 C.F.R. 420.117(c)]</p> 6. In addition to the progress report, if at the end of the fiscal year, a <i>Year-end Report</i> should include a summary of work that was completed for the year and any deliverables (i.e., reports, maps, studies) that were completed. The MPO should upload the Year- End Report as a separate document to the Teamsite. The report: <ul style="list-style-type: none"> • Identifies each FHWA (PL or STP-DA funded) and FTA (Section 5303) funded task separately • Compares actual performance with established goals • Describes progress in meeting schedules and milestones • Compares approved budget amounts and actual costs incurred • Identifies any approved changes in the work program • Discusses any items of interest, i.e. reorganization and personnel changes • Summarizes and work products complete <p>Note: The final invoice and the year-end performance report should be submitted online via the Teamsite to the TPB MPO Coordinator no later than the second week of September for the previous fiscal year. Payments for invoices later than this date or lacking appropriate documents (year-end report) are subject to delay and may not be paid.</p>
2	Review Invoice and Approve for Payment.

	<p>Upon submittal, the TPB MPO Coordinator reviews the invoice and approves it for payment. The invoice should include an attached expenditure report of the PL fund account expenditures by work task. It is recognized that the amount to be spent on each task will vary somewhat from that estimated in the work program. The review checks for the following:</p> <ol style="list-style-type: none"> 1. Are there any mathematical errors? 2. Is reimbursement for an item included in the approved work program? 3. If payments were made to a consultant, was the consultant work pre-approved by TPB? The employment of consultants must be in accordance with NCDOT Consultant Selection procedure or procedures approved by the NCDOT and FHWA. These apply to all contracts over \$30,000. <i>In order to receive reimbursement for a consultant contract, the work must:</i> <ul style="list-style-type: none"> • <i>Be consistent with the MPO's work program</i> • <i>Request for Proposal (RFP) must be reviewed by TPB Coordinator prior the RFP being released</i> • <i>TPB Coordinator must receive and review the final scope of services and contract</i> 4. Is the total amount invoiced less than the total amount budgeted for year in the work program? 5. Is the expenditure for each line item less than or equal to the budgeted amount in the work program? (A difference of 100% or 2,500, whichever is less, may be allowed if approved in advance by the TPB MPO Coordinator.) 6. If this is the final invoice, has the year-end report been uploaded as a separate document on the Teamsite and was it received on-time. ? 7. Has the work being invoiced actually been completed? <p>Note: Failure to provide a complete invoice may delay or prevent reimbursement for work performed. If the invoice is incomplete or not correct, the TPB MPO Coordinator should reject the invoice on the Teamsite and direct the MPO Staff to resubmit.</p>
3	<p><i>Prepare Memo Approving Payment.</i></p> <p>Once the invoice is reviewed and approved by the TPB MPO Coordinator, the TPB MPO Coordinator approves the invoice on the Teamsite and prepares a memo to NCDOT's Chief Financial Officer approving payment of the invoice. The review and approval/rejection must occur within 7 days of the MPOs submittal to allow sufficient time for TPB processing. (Refer to page 1 of the MPO Sample Invoice). By authorizing payment, the TPB MPO Coordinator is certifying that the MPO has completed the work for which they are requesting reimbursement. Once approved, the Invoice will go to the CA for review, approval and processing. The memo should be signed by the TPB MPO Coordinator and forwarded to the CA either in paper, or electronic form. (Refer to page 2 of the MPO Sample Invoice)</p>
4	<p><i>Enter Approval Memo and Invoice into SAP.</i></p> <p>The MPO Coordinator provides the signed memo to TPB's Contract Administrator (CA) for processing. The CA downloads the approved invoice from the Teamsite and enters the approval memo and the invoice into the SAP for payment. All transactions are maintained in SAP.</p>
5	<p><i>Approve Invoice for Payment.</i></p>

	Once entered in SAP, the invoice enters the automated workflow and is approved by the Branch Manager and the Fiscal Section.
6	<p><i>Send Payment.</i></p> <p>Once approved, the Fiscal Section forwards payment either via electronic fund transfer (EFT) or check to the MPO's LPA. Payment is normally made within 30 days of a complete (accurate) invoice receipt. Charges are made against a previously entered contract (See Entering Contracts in SAP procedure), which is established for each fiscal year for each MPO. Claims for reimbursement are subsequently submitted to FHWA for reimbursement to NCDOT.</p> <p>Note: NCDOT will reimburse the MPO once a complete (accurate) invoice is submitted. Failure to provide a complete (accurate) invoice may delay or prevent reimbursement for work performed</p>
7	<p>Close Out Contract.</p> <p>Once the Fiscal Section pays the final invoice, the Contract is automatically closed out in SAP. Any remaining funds that were committed against the project (WBS) are released and become available for funding future planning activities in the MPO. (Refer to Entering Contracts in SAP and Yearly Allocation of PL Funds procedures)</p>

Policy, Regulatory, and Legal Requirements

Planning funds are provided to MPOs under the authority of:

- [23 U.S.C. 104\(f\)](#) and [23 U.S.C. 315](#)
- [49 CFR 1.48\(b\)](#) and [49 CFR 1.51\(f\)](#)

Procedures for matching and programming the planning funds are set forth in:

- [23 CFR 420](#)
- [Final Rule for Implementing SAFETEA-LU Planning, Environment and Air Quality for FHWA Authorities](#)
- Planning funds are allocated by a formula approved by NCDOT and FHWA. (Refer to [MPO NCDOT PL Fund Policy](#) and [MPO FHWA Approval Letter](#))
- Federal Debarment website: www.sam.gov;
- State Debarment website: www.doa.state.nc.us/PandC/actions.aspx.

Resources

[MPO Sample Invoice](#)

[MPO Allowable Expenditures](#)

[MPO Contractor Payment Form](#)

Background

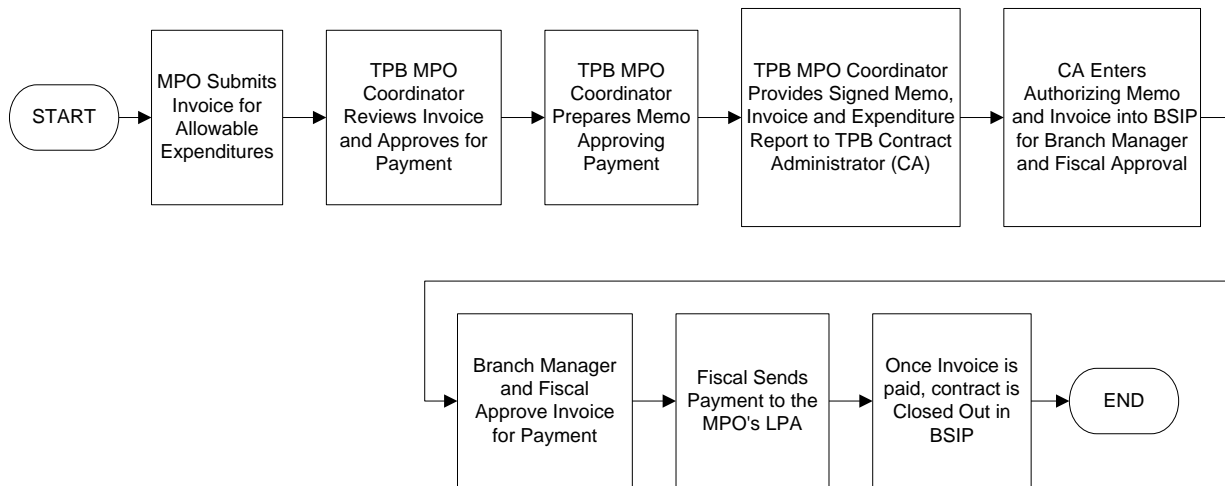
Planning Funds, also known as PL or PL104 (f) funds, are available to the Metropolitan Planning Organizations (MPOs) to carry out **transportation planning activities** required by the Federal Highway Administration (FHWA) (Refer to [Yearly Allocation of Planning Funds](#) procedure). In addition, some MPOs over 200,000 in population (i.e., Transportation Management Areas (TMAs)) use their State Transportation Program Direct Attributable (STP-

DA) funds for planning purposes. The use of these funds is identified in the annual MPO Work Program. (See [Administration of the MPO Work Program](#) procedure)

Funds are provided on a reimbursable cost basis through the North Carolina Department of Transportation (NCDOT). The Lead Planning Agency (LPA) in each MPO invoices NCDOT based on allowable planning expenses incurred (as described in their annual Work Program). NCDOT in turn reimburses the LPA and bills FHWA for payments made. Each MPO has an LPA designated in an official Memorandum of Understanding (MOU). The LPA serves as the administrative entity for the MPO.

NCDOT, through the Transportation Planning Branch (TPB), has administrative responsibility for PL funds (23 CFR 420.117) and for STP-DA funds used for transportation planning activities. The following sections give specific instructions for processing invoices for allowable expenditures.

Flowchart - Process MPO



Record of Revision

The information contained in this procedure is deemed accurate and complete when posted. Content may change at any time without notice. We cannot guarantee the accuracy or completeness of printed copies. Please refer to the online procedure for the most current version.

Version	Section Affected	Description	Effective Date
2	Procedures–Step 2	Corrected note on review check 5 to read: “A variance of the lesser of 100% or \$2,500 may be allowed if approved in advance by the TPB MPO Coordinator.”	03/22/2010
2	Entire Document	Activated links to referenced procedures throughout document.	03/22/2010
3	Entire Document	Procedure changed to reflect submission of the MPO invoice through the Teamsite. Step 2 - Contracts threshold changed to “over \$30,000”	04/26/2012
4	Procedures	Procedure’s template was modified.	1/15/2013

Approved: August 31, 2007

Revised: June 18, 2014

Version 4.1

4.1	Procedures- Step 3	Added requirement for conflict of interest and vendor debarment	6/18/2014
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