

Invoicing and E-FIS/AMS Advantage

Office of Community Planning
Environmental Justice and Community-Based
Transportation Planning Grants

November 3, 2011

Purpose

- Why we are here?
 - The information in this webinar needs to be discussed with all agencies at kick-off meetings
 - Caltrans needs to be an active participant from project initiation through project close-out
- Why this is important?
 - Clear invoicing expectations need to be set
 - HQ District Liaisons can provide technical assistance and help with problems as they come up

Agenda

- General Invoicing Information
 - Invoicing Guidelines and Local Match
- Invoice Package
- Invoice Review
 - Invoice Procedures and Review Checklist
- Expenses
 - Eligible and Ineligible Expenses and ICAP
- Prompt Payment Act
- Invoice Dispute
- Processing an Invoice
- Invoice Monitoring and Payment Verification

General Invoicing Information

Invoicing Guidelines
Local Match

Invoicing Guidelines

- Grant payments are made only as reimbursements.
- Invoices must be submitted at least quarterly, but no more frequently than monthly.
 - Invoices need to be submitted as milestones (deliverables) are completed
 - Invoices and supporting documentation need to be submitted on a regular and timely basis to monitor the progress and deliverables of each awarded grant.
 - Invoices should be proportional to the work that has been done.
 - Please document cases where agencies are not invoicing as outlined in your kick-off meeting. This may become a performance issue
- A lump sum invoice is not allowed.

Local Match Requirements by FY

	FY 09-10	FY 10-11	FY 11-12	FY 12-13
Environmental Justice	10% of grant amount requested. Up to <u>half</u> of the 10% match can be in-kind.	10% of total project cost. <u>At least 7.5%</u> must be cash and the rest may be in-kind	10% of grant amount requested. <u>At least 7.5%</u> must be cash and the rest may be in-kind.	10% of grant amount requested. <u>At least 7.5%</u> must be cash and the rest may be in-kind.
Community-Based Transportation Planning	20% of the grant amount requested. Up to <u>half</u> of the 20% match can be in-kind.	10% of total project cost. <u>At least 7.5%</u> must be cash and the rest may be in-kind	10% of grant amount requested. <u>At least 7.5%</u> must be cash and the rest may be in-kind.	10% of grant amount requested. <u>At least 7.5%</u> must be cash and the rest may be in-kind.

Invoice Package

Review:
What the invoice package should look like.

Invoice Package

- In order for grantees to be reimbursed, a complete invoice package must be submitted by the Grantee's Project Manager to the District Contract Manager.
- A complete invoice package consists of the following:
 1. Cover Letter
 2. Invoice
 3. Invoice Summary
 4. Documentation of Expenditures

1. Cover Letter

- The Cover Letter must:
 - Be submitted on a Grantee letterhead
 - Be addressed to the District Contract Manager
 - Include the project title in the subject line
 - Include the date the invoice was written and mailed
 - Include the Invoice number (e.g., Invoice # 1)
 - Include the FTA number
 - Include the Dates of Service
 - Include the invoice amount
 - Be signed by the Grantee

Sample Invoice Cover Letter

Grantee Letterhead

Current Date of Invoice

California Department of Transportation
District #/Division of Planning
Attn: Contract Manager Name
District Address
City, CA zip

Invoice No. #1
TAX ID #:
Contract # 74A
Dates of Service: ___/___ to ___/___

Project Title: _____

Dear Contract Manager Name,

The AGENCY is requesting reimbursement for Invoice #1 in the amount of \$ _____ for the 2009/10 Environmental Justice/or Community-Based Transportation Planning Grant, PROJECT TITLE. Please find attached all deliverables and backup documentation to support this invoice.

Sincerely,

SIGNED

John Smith
AGENCY General Manager

2. Invoice

- The Invoice must:
 - Be submitted on a Grantee letterhead
 - Include the remittance address
 - Include the date the invoice was written and mailed
 - Include the Invoice number (e.g., Invoice # 1)
 - Include the FTA number
 - Include the Dates of Service
 - Include the project title
 - Include the amount invoiced by Task
 - Include an Overall Funding Summary

Sample Invoice

Agency Letterhead

FY 20__ / __ Environmental Justice Grant

Grant Title _____

Caltrans - Department of Transportation
 Office of _____ - District _____
 Attn: District Contract Manager's Name
 Insert District Address Here: Ex. 464 W. Fourth Street, MS 725
 San Bernardino, CA 92401

Invoice No.: 1
 Invoice Date: 10/20/11
 FTA Contract Number: 74A
 Dates of Service: 4/27/10 to 3/31/11

Task #	Task Title	Total Amount Invoiced	Grant Amount Invoiced	Local Cash Match	Local In-Kind Match
1.1	Kick-Off Meeting w/ Caltrans		\$0.00	\$0.00	\$0.00
1.2	RFP Process for Consultant		\$0.00	\$0.00	\$0.00
1.3	Kick-Off Mtg w/ Consultant		\$0.00	\$0.00	\$0.00
1.4	Identify Stakeholders		\$0.00	\$0.00	\$0.00
2.1	Assemble Existing Traffic Data		\$0.00	\$0.00	\$0.00
2.2	Assemble Existing Land Use Data		\$0.00	\$0.00	\$0.00
2.3	Existing Conditions Report		\$0.00	\$0.00	\$0.00
3.1	Develop Advertising Strategy		\$0.00	\$0.00	\$0.00
3.2	Public Workshop- #1		\$0.00	\$0.00	\$0.00
3.3	Data Collection and Analysis		\$0.00	\$0.00	\$0.00
3.4	Develop Alternatives		\$0.00	\$0.00	\$0.00
3.5	Develop Prelim Concept Drawings		\$0.00	\$0.00	\$0.00
3.6	Public Workshop- #2		\$0.00	\$0.00	\$0.00
3.7	Develop Cost Estimates		\$0.00	\$0.00	\$0.00
3.8	Develop Implementation Strategy		\$0.00	\$0.00	\$0.00
3.9	Draft Report		\$0.00	\$0.00	\$0.00
4.1	Public Workshop- #3		\$0.00	\$0.00	\$0.00
4.2	Revise Draft w/ comments		\$0.00	\$0.00	\$0.00
4.3	Final Corridor Concept Drawings		\$0.00	\$0.00	\$0.00
4.4	Final Report		\$0.00	\$0.00	\$0.00
5.1	Plan Endorsement		\$0.00	\$0.00	\$0.00
5.2	Public Open House		\$0.00	\$0.00	\$0.00
5.3	City Council Meeting		\$0.00	\$0.00	\$0.00
6.1	Monthly Staff Coordination		\$0.00	\$0.00	\$0.00
6.2	Reporting of Milestones		\$0.00	\$0.00	\$0.00
6.3	Fiscal Management		\$0.00	\$0.00	\$0.00
Totals:		\$0.00	\$0.00	\$0.00	\$0.00

Net Amount Due to Grantee: \$0.00

Overall Funding Summary

GRANT FUNDS		LOCAL MATCH FUNDS			
Grant Award Amount	\$133,560.00	Local Cash Match Amount	\$11,130.00	Local In-Kind Match Amount	\$3,710.00
Amount Previously Billed	\$0.00	Match Amount Previously Billed	\$0.00	Match Amount Previously Billed	\$0.00
Net Due to Grantee this Invoice	\$0.00	Current Match Amount Billed this Invoice	\$0.00	Current Match Amount Billed this Invoice	\$0.00
Contract Balance	\$133,560.00	Local Match Balance	\$11,130.00	Local Match Balance	\$3,710.00

Sample Invoice - Heading

Agency Letterhead

FY 20 __ / __ **Environmental Justice Grant**
_____ **Grant Title** _____

Caltrans - Department of Transportation

Office of _____ - District ____

Attn: District Contract Manager's Name

Insert District Address Here: Ex. 464 W. Fourth Street, MS 725
San Bernardino, CA 92401

Invoice No.: 1

Invoice Date: 10/20/11

FTA Contract Number: 74A _____

Dates of Service: 4/27/10 to 3/31/11

Sample Invoice— Amount by Task

Task #	Task Title	Total Amount Invoiced	Grant Amount Invoiced	Local Cash Match	Local In-Kind Match
1.1	Kick-Off Meeting w/ Caltrans		\$0.00	\$0.00	\$0.00
1.2	RFP Process for Consultant		\$0.00	\$0.00	\$0.00
1.3	Kick-Off Mtg w/ Consultant		\$0.00	\$0.00	\$0.00
1.4	Identify Stakeholders		\$0.00	\$0.00	\$0.00
2.1	Assemble Existing Traffic Data		\$0.00	\$0.00	\$0.00
2.2	Assemble Existing Land Use Data		\$0.00	\$0.00	\$0.00
2.3	Existing Conditions Report		\$0.00	\$0.00	\$0.00
3.1	Develop Advertising Strategy		\$0.00	\$0.00	\$0.00
3.2	Public Workshop- #1		\$0.00	\$0.00	\$0.00
3.3	Data Collection and Analysis		\$0.00	\$0.00	\$0.00
3.4	Develop Alternatives		\$0.00	\$0.00	\$0.00
3.5	Develop Prelim Concept Drawings		\$0.00	\$0.00	\$0.00
3.6	Public Workshop- #2		\$0.00	\$0.00	\$0.00
3.7	Develop Cost Estimates		\$0.00	\$0.00	\$0.00
3.8	Develop Implementation Strategy		\$0.00	\$0.00	\$0.00
3.9	Draft Report		\$0.00	\$0.00	\$0.00
4.1	Public Workshop- #3		\$0.00	\$0.00	\$0.00
4.2	Revise Draft w/ comments		\$0.00	\$0.00	\$0.00
4.3	Final Corridor Concept Drawings		\$0.00	\$0.00	\$0.00
4.4	Final Report		\$0.00	\$0.00	\$0.00
5.1	Plan Endorsement		\$0.00	\$0.00	\$0.00
5.2	Public Open House		\$0.00	\$0.00	\$0.00
5.3	City Council Meeting		\$0.00	\$0.00	\$0.00
6.1	Monthly Staff Coordination		\$0.00	\$0.00	\$0.00
6.2	Reporting of Milestones		\$0.00	\$0.00	\$0.00
6.3	Fiscal Management		\$0.00	\$0.00	\$0.00
Totals:		\$0.00	\$0.00	\$0.00	\$0.00

Net Amount Due to Grantee: \$0.00

Sample Invoice - Overall Funding Summary

Overall Funding Summary

GRANT FUNDS		LOCAL MATCH FUNDS			
Grant Award Amount	\$133,560.00	Local Cash Match Amount	\$11,130.00	Local In-Kind Match Amount	\$3,710.00
Amount Previously Billed	\$0.00	Match Amount Previously Billed	\$0.00	Match Amount Previously Billed	\$0.00
Net Due to Grantee this Invoice	\$0.00	Current Match Amount Billed this Invoice	\$0.00	Current Match Amount Billed this Invoice	\$0.00
Contract Balance	\$133,560.00	Local Match Balance	\$11,130.00	Local Match Balance	\$3,710.00

Go to Invoice Template Example

3. Invoice Summary

- The Invoice Summary must briefly explain:
 - The work that was completed,
 - The progress that was made,
 - And the deliverables that were produced per task worked on during the invoice period.

EXAMPLE

Invoice Summary

Instructions: Per the FTA, Grantee's must submit a Project Summary with each invoice. Invoices for consultant services must also be accompanied by a Project Summary. A Project Summary consists of work completed by task during the dates of service for the invoice submitted and the deliverable produced.

THIS INVOICE COVERS WORK ON TASK 2.2 AND TASK 3.1 THROUGH 3.4:

- **TASK 2.2:** Prepared for, conducted, debriefed after, and incorporated info from Advisory Committee Meetings into materials to support the Draft Plan.
 - **DELIVERABLE:** Meeting notes (already sent to District March 4, 2011)
- **TASK 3.1:** Conducted internal meetings to review and discuss land use and circulation diagrams concepts to be included in the draft plan.
 - **DELIVERABLE:** Meeting notes (included this invoice)
- **TASK 3.2:** Developed opportunity site diagrams for draft plan.
 - **DELIVERABLE:** Site diagrams (on project website [www._____](#))
- **TASK 3.3:** Started work on circulation diagrams for Draft Plan
 - **DELIVERABLE:** a very draft stage circulation diagram to continue to be worked on (to be presented at a later date)
- **TASK 3.4:** Conducted reporting for invoices, and conducted other administrative tasks related to the grant.
 - **DELIVERABLE:** This invoice

4. Support Documentation of Expenditure

- Expenditure or proof of grant reimbursement requested and proof of local match contributions must be provided with the invoice.
 - e.g., employee time sheets and salaries, supply receipts, copies of checks to sub-contractors/sub-recipients etc.
- Sub-contractors/sub-recipients must be paid before the reimbursement request is submitted to Caltrans.
- Invoices cannot be approved if there is not supporting documentation.

Invoice Review

(What to do when you get an invoice) Invoice Procedures
(What to look for when you get an invoice) Invoice Review Checklist

Invoice Procedures

- Contract Managers must date stamp the invoice immediately upon receiving a hardcopy of the invoice package.
- It is the Contract Manager's responsibility to check the invoice for content and formatting, completeness, and proper use of funds.
- The level of reimbursement to a grantee should be commensurate with the percentage of the project completed as specified within the Scope of Work and Project Timeline.

Invoice Review Checklist

- The following checklist can assist the Grantee Project Manager with the submittal of invoices and the District Contract Manager with the review and approval of invoices.
- The list is illustrative, not inclusive.
 - A printout of the Invoice Review Checklist is provided with this webinar and will be included in the next update of the EJ and CBTP Grant Handbook.

Invoice Review Checklist

The following checklist can assist the Project Manager with the submittal of invoices and the District Contract Manager with the review and approval of invoices.

- The District has date stamped the original signed Cover Letter and Invoice immediately upon hard-copy receipt (for Contract Manager to complete only).
- Grantee has provided a Cover Letter that includes the following:
 - Submitted on Grantee letterhead
 - Addressed to the District Contract Manager
 - Project title is in the subject line
 - Date of the invoice
 - Invoice number (e.g., Invoice # 1)
 - FTA number
 - Dates of service of the invoice (cannot be before the contract execution date or after the contract termination date)
 - Invoice amount
 - Signed by Grantee
- Grantee has provided an Invoice that includes the following:
 - Submitted on a Grantee letterhead
 - Includes remittance address
 - Date of the invoice
 - Invoice number (e.g., Invoice # 1)
 - FTA number
 - Dates of service of the invoice (cannot be before the contract execution date or after the contract termination date)
 - Project title
 - Amount invoiced by Task
 - Includes overall funding summary
 - Grant funding amounts allocated for each task has not been overspent. If so, make note to the Grantee (Grantee will be advised to spend less on another task on a later invoice).
 - Invoice indicates the correct proportional local match (cash and in-kind) for each task as outlined in the Project Timeline.
- Grantee has provided an Invoice Summary which briefly describes all work completed per task during the dates of service of the invoice.
 - Invoice and invoice summary must be consistent with the Scope of Work and Project Timeline.
 - If Grantee has a sub-recipient/consultant, they must also include an Invoice Summary for work completed.
- Grantee has provided Documentation of Expenditures (receipts, staff timesheets, cancelled checks to consultant, consultant invoices, etc.)
 - Documentation falls within the dates of service of the invoice (which also needs to fall within the start date and termination date of the contract).
 - All costs are eligible (review eligible and ineligible expenses per the Handbook).
 - Adequately shows that costs have been expended by the agency. (All staff, sub-recipient work, consultant work, and expenditures must be paid for prior to requesting reimbursement from Caltrans).
 - Review invoice and deliverable(s) to verify what was paid for has been obtained.
 - If the Grantee has an Indirect Cost Allocation Plan (ICAP), documentation of the approved percentage and breakdown of indirect costs per task is provided.

Invoice Review Checklist

- The District has date stamped the original signed Cover Letter and Invoice immediately upon hard-copy receipt (for Contract Manager to complete only).

- Grantee has provided a Cover Letter that includes the following:
 - Submitted on Grantee letterhead
 - Addressed to the District Contract Manager
 - Project title is in the subject line
 - Date of the invoice
 - Invoice number (e.g., Invoice # 1)
 - FTA number
 - Dates of service of the invoice (cannot be before the contract execution date or after the contract termination date)
 - Invoice amount
 - Signed by Grantee

Invoice Review Checklist

- Grantee has provided an Invoice that includes the following:
 - Submitted on a Grantee letterhead
 - Includes remittance address
 - Date of the invoice
 - Invoice number (e.g., Invoice # 1)
 - FTA number
 - Dates of service of the invoice (cannot be before the contract execution date or after the contract termination date)
 - Project title
 - Amount invoiced by Task
 - Includes overall funding summary
- Grant funding amounts allocated for each task has not been overspent. If so, make note to the Grantee (Grantee will be advised to spend less on another task on a later invoice).
- Invoice indicates the correct proportional local match (cash and in-kind) for each task as outlined in the Project Timeline.

Invoice Review Checklist

- Grantee has provided an Invoice Summary which briefly describes all work completed per task during the dates of service of the invoice.
 - Invoice and invoice summary must be consistent with the Scope of Work and Project Timeline.
 - If Grantee has a sub-recipient/consultant, they must also include an Invoice Summary for work completed.

Invoice Review Checklist

- Grantee has provided Documentation of Expenditures (receipts, staff timesheets, cancelled checks to consultant, consultant invoices, etc.)
 - Documentation falls within the dates of service of the invoice (which also needs to fall within the start date and termination date of the contract).
 - All costs are eligible (review eligible and ineligible expenses per the Handbook).
 - Adequately shows that costs have been expended by the agency. (All staff, sub-recipient work, consultant work, and expenditures must be paid for prior to requesting reimbursement from Caltrans).
 - Review invoice and deliverable(s) to verify what was paid for has been obtained.
 - If the Grantee has an Indirect Cost Allocation Plan (ICAP), documentation of the approved percentage and breakdown of indirect costs per task is provided.

Expenses

Eligible and Ineligible Expenses
Indirect Cost Allocation Plan (ICAP)

Eligible Expenses

- Direct costs must be used for planning-related activities such as:
 - Community outreach activities (community meetings, charrettes, focus groups, etc.)
 - Data gathering and analysis
 - Planning consultants
 - Bilingual services to facilitate meetings
 - Reproduction costs
 - Office supplies
 - Conceptual illustrations of the project
 - Renting venue space or computer/furniture
 - Meeting participant incentives such as transit passes, light snacks, and non-alcoholic refreshments

Eligible Expenses- Continued

- Grant funds may be used to purchase more substantive meals for participants in public engagement events that are of long duration (4 hours).
- Grantees may claim travel expenses during travel of long hours/distances if it has been listed and approved in their scope of work and timeline. The expense must also meet the eligible travel requirements. For information on eligible travel expenses, please see the following link:
http://www.dot.ca.gov/hq/asc/travel/ap_b/bu1.htm

Eligible Expenses - Continued

- When traditional methods of contacting underrepresented communities are not successful and more culturally sensitive and innovative methods are needed, these expenses are eligible:
 - Payment of an incentive in the form of cash and/or a meal
 - (A full explanation as to reasons why a stipend is the only reasonable means of obtaining the necessary public participation needs to be provided)
 - Assistance with childcare
 - Transportation
 - Advertising and promotional products that identify the Department by name
 - Other amenities (in the judgment of the grantee and with District Contract Manager approval), is the only reasonable means to obtain the necessary public participation at these meetings.

Indirect Cost

- Indirect costs are only eligible when an ICAP has been filed and approved by Caltrans Office of Audits and Investigations.
 - Indirect costs include rent, utilities, and other overhead costs.
 - Costs must not exceed 15% of the total grant amount.

Indirect Cost Allocation Plan (ICAP)

- Must be submitted to Caltrans Audits and Investigations annually for review and approval before reimbursement.
- If an ICAP has not already been approved, indirect costs are ineligible and cannot be reimbursed.
- For more information visit:
http://www.dot.ca.gov/hq/audits/icap_icrp.html

Ineligible Expenses

- These grants cannot be used for:
 - Personal expenses (such as meals outside of travel, or lodging)
 - Use of personal vehicles
 - Organizational membership fees, or other items unrelated to the project
 - Purchases of computers, software, or office furniture
 - Environmental studies, plans, or documents normally required for project development under the National Environmental Policy Act (NEPA) or the California Environmental Quality Act (CEQA), or any Project Initiation Document (PID)
 - Engineering and design specifications
 - Detailed design
 - Construction and procurement of equipment or materials, such as building a facility

Ineligible Expenses- Continued

- These grants cannot be used for:
 - Construction permits
 - Construction projects
 - Construction materials
 - Maintenance
 - Decorations
 - Traffic studies
 - Lobbying
 - Acquisition (purchase or rental) of any vehicles for bus or shuttle programs
 - Operating subsidies of vans or shuttles

Prompt Payment Act

Prompt Payment Act

- Contract Managers must comply with the State's *"Prompt Payment Act."*
 - California Government Code (GC) section 927, et seq.
- This law requires state agencies to pay properly submitted, undisputed invoices within 45 calendar days of initial hardcopy receipt.
- If this requirement is not met, **Caltrans Districts** will automatically be charged the appropriate late payment penalties .
 - specified in GC section 927, et seq.

Prompt Payment Act

- Contract Managers have 14 calendar days upon initial receipt to review, process, and forward the invoice.
- The remaining 31 days are to process the invoice through RMB, the Division of Accounting (DOA), and the State Controller's Office – where checks are issued to the Grantee.
- If an invoice is incorrect, the Contract Manager has 15 working days upon initial receipt to submit an Invoice Dispute Notice to the grantee and record on E-FIS.

Invoice Dispute

Instructions:
How to complete an Invoice Dispute Notification using E-FIS

Invoice Disputes

- A Contract Manager may use their discretion to dispute an invoice for “reasonable cause.”

This may include:

1. A discrepancy between the invoice and the contract.
2. A discrepancy between the invoice and the actual delivery of property or services to the State.
3. Additional supporting documentation needs to be provided to the Department.
4. Calculations on the invoice need to be corrected.

Invoice Disputes

- Communication must be established with the grantee by telephone and written notice of the issue must be provided within 15 calendar days of receiving the invoice.
- An invoice dispute is a tool to stop the prompt payment clock so the District will not be liable for paying the interest penalties on the invoice balance.
- The Contract Manager must work with the grantee to correct the issue before processing the invoice for payment.

Invoice Disputes

- In addition, the Contract Manager needs to submit an invoice dispute on EFIS
- The step-by-step process to file an Invoice Dispute on EFIS can be found on the EJ and CBTP Toolbox:
 - Under the Invoicing Tools Section
- Or at the following website:
 - http://onramp.dot.ca.gov/hq/finance/efis/qrg_info/pdf/DisputeInvoice.pdf

Processing an Invoice

Instructions:
How to complete a Receiving Record using E-FIS

Contract Managers and EFIS

- To be able to process an invoice all District Contract Managers need to have rights within the EFIS system.
 - New Contract Managers or those who do not have rights will need to fill out a Security and Workflow Form.
 - Please contact your HQ District Liaison to obtain this form

Vendors and EFIS

- All grantees (*vendors*) should already be entered into the EFIS system.
 - If not, please contact your HQ District Liaison.
- All invoicing needs to be done electronically on the EFIS system.

How to Process an Invoice on EFIS

The E-FIS Project
Riding a Wave Into the
Future!

Creation of
RC (Receiver) in
Advantage



1

- This document is the step-by-step instructions on how to create a receiver to process and invoice.
- Found on the EJ and CBTP Toolbox:
 - Under the Invoicing Tools Section
 - Called Entering a Receiving Record onto EFIS (PDF)

Submitting the Invoice

- The Contract Manager will email the E-FIS receiving record and invoice only (*without the cover letter, invoice summary and support documentation of expenditures*) by e-mail to ALL of the following:
 - 1) Resource Management Branch (RMB)
Jodi Lehmkuhl
Email: Jodi_Lehmkuhl@dot.ca.gov
 - 2) Your HQ District Liaison
 - 3) Accounting Contact for the respective vendor

Instructions on How to Locate Accounting Personal

- Follow the link to Caltrans' Division of Accounting:
<http://onramp.dot.ca.gov/hq/accounting/oeap.htm>
- Go to the contact list.
- Once you open the contact list, you will find the name of the person to whom you will send the completed Receiver Form by the Name of the Vendor.
 - For example if you need to pay the City of Los Angeles, you will look for the Contact person for "L." For the Sacramento Area Association of Governments (SACOG) you will look for the Contact person for "S"

Final Steps

- The Contract Manager must retain one original copy of the following for the District's project file:
 - An original of the complete invoice package (**with** the cover letter, invoice summary and support documentation of expenditures)
 - A copy of the E-FIS receiving record
 - If a dispute occurred, the Invoice Dispute written record of communication and E-FIS Invoice Dispute printout.

Invoice Monitoring and Payment Verification

Instructions:
How to verify payment was made to Grantee

How to Verify Payment

- After a Project Manager submits an invoice to Caltrans, expenditure balances should be able to be tracked on E-FIS.
- It is important to stay up-to-date on invoicing payment because an agency cannot be reimbursed after the contract expires.
- Contract Managers can follow these step-by-step instructions (posted on the Toolbox) to verify that grantees have received payment.



EJ and CBTP Toolbox

http://onramp.dot.ca.gov/hq/tpp/offices/ocp/ej_cbtp_toolbox.html

- These Webinar Slides
- Instructions: Entering a Receiving Record on EFIS (PDF)
- Instructions: Entering an Invoice Dispute on EFIS
- Instructions: Invoice Monitoring and Payment Verification
- Invoice Review Checklist
 - Sample Invoice Cover Letter
 - Sample Invoice Summary
- Sample 1: Invoice Template and Tracking
 - Instructions: Sample Invoice Template and Tracking

Headquarters Contacts

HQ Grant Program Managers:

Emily Mraovich (Districts 2, 4, 5, 10)

(916) 653-3087

Jennifer Duran (Districts 7, 8, 9, 12)

(916) 654-2389

Ryan Ong (Districts 1, 3, 6, 11)

(916) 651-6887

Ed Philpot (Branch Chief)

(916) 653-8817

DOTP Resource Management Branch

Jodi Lehmkuhl (916) 653-3896

Questions