**LAP Monthly/Quarterly Invoice Procedure**

Invoices are now being accepted electronically! Please send PDF copies of your invoices to

 D5-ConstructionSpecialProjects. Be sure to include the FDOT project number (FIN) and the invoice number in the subject line. Per our Financial Services Department, scanned documents must meet the following requirements:

* Subject line of the email should be the contract number followed by an underscore and the invoice number. Please include the FIN in the subject line afterwards (example: for invoice #5 use AQ123\_5 FIN 123456-1-58-01).
* Minimum of 300dpi scanning density
* Must be in pdf format
* Pages must be legible and rotated so that the language can be read or viewed from left to right
* Only include documents request below (average submittal is 10-20 pages). Please omit any non-essential pages.

**Before submitting invoice #1, ensure the following items have been addressed in LAPIT or the invoice will be returned.**

* Make sure the Final Bid Package is uploaded to LAPIT for conventional construction projects. For design/build projects and consultant CEI contracts, the RFQ/RFP must be uploaded. If the Consultant CEI contract is fully funded by the agency, upload these documents for informational purposes.
* The executed contracts should be uploaded for construction, design/build, and/or consultant CEIs. If the Consultant CEI contract is fully funded by the agency, upload these documents for informational purposes.
* Create your project in the “Local Agency Contracts” tab in LAPIT for the construction phase (phase 58) and the CEI phase (phase 68- only if funded by the Department and consultant contract is used.)

**What your invoice should include:**

* Invoice Transmittal Sheet – completed and signed by Agency P.E.
	+ [template provided](https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/programmanagement/lap/forms/invoice_template_sfga_v4.xlsx?sfvrsn=f8770b9_6)
* Local Programs Project Monitoring Status Report - [Template](https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/programmanagement/lap/forms/sfga-proj-progress-monitoring-rpt_v2.doc?sfvrsn=ed8b9baa_2)
* Summary sheet with a breakdown of all costs incurred vs. charges that appear on Invoice Transmittal Sheet (include CEI, local funds, non-participating amounts, etc.,… as applicable) [See Example](https://ftp.fdot.gov/public/file/0id749fWNkG6wdW3MJH5MQ/Sample%20Invoice%20Summary.pdf)
* Contractor’s pay application
	+ Proof of payment from Agency to Contractor
	+ Pay Application – signed off by Agency PM
	+ Certification - Disbursement of Previous Periodic Payment to Subcontractors ([700-010-38](https://fms.fdot.gov/Anonymous/SendDocumentToClient?documentId=302))
	+ Construction Compliance with Specifications and Plans ([700-020-02](https://fms.fdot.gov/Anonymous/SendDocumentToClient?documentId=1169))
	+ Stockpiled Materials Request form and supporting invoices (if applicable)
	+ Other documents supporting the costs. *(Please do not include anything that does not directly support the costs).*
* Consultant CEI invoices (if funded by the Department)
	+ Proof of payment from Agency to Consultant CEI
	+ Signed invoice
	+ Signed timesheets supporting hours billed
	+ Sub-consultant invoices (if applicable)
* In-House CEI (if funded by the Department)
	+ Summary sheet describing the time billed for each employee, the pay rate and fringe rate, and the total cost requested.
	+ Breakdown of Fringe Benefits for each employee (we will reimburse for fringe costs incurred by the agency for employee retirement benefits and health benefits. For calculation requirements and additional information, please see the [Contract Compliance Workbook](http://www.dot.state.fl.us/equalopportunityoffice/ContractComplianceWorkbook.shtm), Chapter 6.8).
	+ Signed timesheet for each employee. MUST show hours billed specifically to the LAP project. Otherwise, provide a summary of hours billed to the project with a description of work performed, signed by the employee and supervisor.
	+ [Sample In-House CEI Time Summary, Fringe Breakdown, and Time Log Worksheet](http://alpha.dot.state.fl.us/construction/DistrictOffices/d5web/divisions/special_projects/In-House%20CEI%20Time%20Summary%20-%20Agency.xlsx)
* If your project is using force account (local agency) labor
	+ For labor costs, follow the “In-House CEI” section (above)
	+ Proof of Payment from Agency to each Vendor.
	+ For materials purchased, provide a copy of the invoices. Invoices must provide a description, quantity, and cost for each item purchased. For each invoice, specify how the material was incorporated into the project (example – an invoice for lumber to be incorporated into a boardwalk should show the pay item number or description (“Boardwalk”) on the lumber invoice). If we cannot easily identify how the item was incorporated into the project, your invoice will be returned until documentation is provided.
	+ Equipment costs documentation must include the date, type of equipment used, hours used, and equipment rates. Equipment rates must be established per 48 CFR 31. Include backup supporting how equipment rates were established.
* Final Invoice is composed of two parts: the final invoice and a close out package. Follow the guidance in this procedure for the invoice portion. See “[Closing Your Federally Funded Project](http://alpha.dot.state.fl.us/construction/DistrictOffices/d5web/divisions/special_projects/Closing%20Your%20Federally%20Funded%20Project.pdf)” for guidance on the close out package.

If you have any questions regarding these or any other LAP issues please contact:

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