Please send PDF copies of your reimbursement request to D5-ConstructionSpecialProjects@dot.state.fl.us

These very are specific instructions that need to be followed to avoid rejection of your submittal:

* Subject line of the email should be the contract number followed by an underscore and the invoice number. Please include the FPN in the subject line afterwards.
(example: for Invoice #5 use AQ123\_5 FPN 123456-1-58-01).
	+ All invoices should be numbered sequentially, starting with #1
* 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 requested below (average submittal is 10-20 pages) and omit any non-essential pages.
* Complete necessary FDOT forms but do not alter them.
* Submit each reimbursement request as one .pdf file that includes all of the following, please do not send it as multiple emails or multiple files as it will be rejected.

**What your invoice should include:**

* Invoice Transmittal Sheet (Form #525-010-53) – completed and signed by Agency PM
	+ A separate transmittal for each phase is required (“58” = Construction, “68” = CEI) unless both are being reimbursed @ 100%
	+ [Template Link](https://pdl.fdot.gov/api/form/downloadAttachment/10980809)
* Local Programs Project Monitoring Status Report (Form #525-010-54) – completed and signed by agency.
	+ Only one is required per submittal and can include both 58 and 68 phases.
	+ [Template Link](https://pdl.fdot.gov/api/form/downloadAttachment/10980810)
* 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)
* 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://pdl.fdot.gov/api/form/downloadAttachment/10981135)
	+ Construction Compliance with Specifications and Plans [(700-020-02)](https://pdl.fdot.gov/api/form/downloadAttachment/10981202)
	+ 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).*
	+ Any changes (increases or decreases) to construction costs that are a result of a change order or overruns of original plan quantity shall be addressed by the Department on the final invoice, not before.
* Consultant CEI invoices (if funded by the Department)
	+ Proof of payment from Agency to Consultant CEI
	+ Signed invoice – signed by Agency PM
	+ 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 Manual](https://www.fdot.gov/equalopportunity/contractcompliancemanual.shtm)).
	+ 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.
* 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 Invoices are composed of two parts: the final invoice and a close out package. Follow the guidance in this procedure for the invoice portion. See the “[Project Closeout Guide](https://ftp.fdot.gov/public/file/jALu2_thbUmI_2ogSnv7hw/Project%20Closeout%20Guide.docx)” for guidance on what is required in the close out package.

If you have any questions regarding these or any other LAP questions, please contact our group at:

D5-ConstructionSpecialProjects@dot.state.fl.us