

# Regional Flood Planning Contract Payment Request Webinar

**Friday, September 24, 2021**

**1:30 pm – 2:30 pm**

**You can also dial in using your phone.**

You must select "Use Telephone" after joining the webinar and call in using the numbers below.

United States: +1 (512) 298-6360

Access Code: 890 916 726#

Audio PIN: Optional

# RFP Payment Request Webinar

## Agenda Overview:

1. Introductions & Opening Comments
2. Overall Process
3. Payment Request Submissions
4. Eligible and Ineligible Expenses
5. Reminders
6. Questions

*This presentation is intended to give a general overview of the RFP Payment Request process. It is not intended to be a comprehensive reference document. For full instructions and details, please see the RFP Contract Document executed between the RFPG Sponsor and the TWDB in your region.*

# TWDB Flood Planning Staff



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# TWDB Contracts Staff



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# Payment Request Process

- Payment Request No. 1: Advance payment **20% of Committed Funds**.
- Subsequent Payment Requests with Eligible Expenses will be reimbursed up to **75% of the Committed Funds**.
- When **95% of Committed Funds** have been disbursed, continued submissions of Payment Requests with Eligible Expenses are reconciled to the first 20% Advance payment.
- Then final **5% of Committed Funds** (Retainage) will be withheld by TWDB and released upon project completion.

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	16	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

Reference Section II, Article IV, (H) – (K) of the Contract.

# Payment Request Submission



**Schedule:** A minimum of quarterly.



**Submit** all payment requests to [invoice@twdb.texas.gov](mailto:invoice@twdb.texas.gov) and cc: your Contract Manager.



**4 required components:**

- A. Payment Request Checklist
- B. Detailed Spreadsheets (including Invoice and Task ledgers)
- C. Supporting Documentation (Invoices, etc.)
- D. Written Progress Report

# Getting started...

- Download the **Current Reimbursement** template excel file from: [https://www.twdb.texas.gov/about/contract\\_admin](https://www.twdb.texas.gov/about/contract_admin)
- Required components *A. Payment Request Checklist* and *B. Detailed Spreadsheets* (including *Invoice and Task ledger*) are **tabs** on this spreadsheet.

TAMU							Invoice Ledger				Task Ledger															
Contract No: 1548311790		Payment Request No: 1		Billing Period of This Payment Request			TAMU				TAMU															
Contract Type: Research		From: 10/21/14		To: 02/28/15			Contract # 1548311790				Contract No 1548311790															
Contract Amount: \$ 50,000.00		Requested Amount: \$ 2,565.00		Is this the final Request? <input type="checkbox"/>			Payment Request No				Payment Request No															
							Date				TWDB Task No															
							Vendor				Task Amount															
							Invoice No				Approved Amount															
							1 09/09/15 TAMU 444501-1				1 1 1,523.20 1,523.20															
							1 09/09/15 TAMU 444501-1				1 2 120.19 120.19															
Contract Start Date	Contract End Date	Total Contract Amount	Local Cash	Local In-Kind	TVDB Share	Retainage																				
06/01/15	05/31/16	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	\$ 5,000.00																				
Payment Request No	Total Expenses for this Reimbursement	Local Cash for this Reimbursement	Local In-Kind for this Reimbursement	TVDB Share for this Reimbursement	Retainage for this Reimbursement																					
1.00	\$ 2,850.00	\$ -	\$ -	\$ 2,850.00	\$ 285.00																					
Contractor: TAMU																										
Contractor Address: 100 Oak Ave																										
City, State, ZIP: Austin, TX																										
Contact: John Doe																										
Contact Title: etc																										
Contact Phone: etc																										
Contact Fax: etc																										
Contact Email: etc																										
Payment Contact: etc																										
Payment Contact Title: etc																										
Payment Contact Phone: etc																										
Payment Contact Fax: etc																										
Payment Contact Email: etc																										
Signature and Title of Authorized Representative: _____ Date Signed: _____																										
Print or Type Name and Title of Representative: _____ Telephone Number: _____																										
TVDB-CIP001																										
Specs							Payment Req Checklist				Invoice Ledger				Task Ledger				Inkind Expenses				Proof of			

# A. Payment Request Checklist

- **Payment Request:** The first reimbursement payment request you submit will be Payment Request No. 2. The first payment was the advance.
- **Billing Period:** The actual date range the work was performed.
- **Requested Amount:** Should list full amount of eligible expenses. \*Note: Do not subtract retainage. Retainage is withheld at the end of contract cycle\*

**\*Please remember to sign  
before submitting\***

Payment Request No.		2
Billing Period of This Payment Request		
From:	05/01/21	To: 07/01/21
Requested Amount:		\$ 70,000.00
Is this the final Request?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

<b>Certification:</b> I certify that to the best of my knowledge and belief that the billed costs hereon are in accordance with the contract terms and conditions.		
Signature and Title of Authorized Representative		
Print or Type Name and Title of Representative Signing		
TWDB-CP0001		



## B. Detailed Spreadsheets (Invoice & Task Ledger)

- Contractors must provide the breakdown amounts of their expenses by Expense & Task Budget categories, as shown in Exhibit B of Contract.
- Task = **WHAT** is being done (i.e., Existing Flood Risk Analyses)
- Expense = **HOW** it's done (i.e., Salaries/Wages, Other, Travel)
- The **TOTAL AMOUNT** requested must be consistent in each document (payment request checklist, invoice ledger, task ledger, invoices)

# B. Invoice Ledger

**Invoice Ledger**  
 Planning Group Sponsor Name  
 Contract # 21017924XX

Payment Request No	Date	Vendor	Invoice No	Invoice Amount	Requested Amount	Approved Amount	Budget Sub-Category
2	07/01/21	Planning Group Sponsor Name	123456	2,000.00	2,000.00		Other Expenses
2	07/01/21	Planning Group Sponsor Name	123456	500.00	500.00		Voting Member Travel
2	07/01/21	Subcontractor (Consultant) Name	78910	20,000.00	20,000.00		Salaries & Wages Sub #1
2	07/01/21	Subcontractor (Consultant) Name	78910	10,000.00	10,000.00		Fringe Sub #1
2	07/01/21	Subcontractor (Consultant) Name	78910	10,000.00	10,000.00		Overhead Sub #1
2	07/01/21	Subcontractor (Consultant) Name	78910	10,000.00	10,000.00		Profit Sub #1
2	07/01/21	Subcontractor (Consultant) Name	78910	4,500.00	4,500.00		Other Expenses Sub #1
2	07/01/21	Subcontractor (Consultant) Name	78910	1,000.00	1,000.00		Travel Sub #1
2	07/01/21	Subcontractor (Consultant) Name	78910	12,000.00	12,000.00		Sub-subcontractor

**Invoice No.:**

- Subcontractors must provide the breakdown amounts of their Expense Budget line items by each invoice.

**Budget Sub-Category:**

- These categories must align with the expense budget categories in the contract with TWDB and in the subcontract between Sponsor and consultant.
- The Planning Group Sponsor can only bill expenses under “Other expenses” per Exhibit B.

# B. Task Ledger

- **TWDB Task No:** Expenses for each task should be on separate rows. Must align with Task Nos. in TWDB Contract.

Task Ledger			
Planning Group Sponsor Name			
Contract No 21017924XX			
Payment Request No	TWDB Task No	Task Amount	Approved Amount
2	1	20,000.00	
2	2A	15,000.00	
2	2B	5,000.00	
2	3A	5,000.00	
2	3B	5,000.00	
2	4A	5,000.00	
2	4B	5,000.00	
2	10	10,000.00	

# C. Supporting Documentation

- **Summary Table:** Percent and cost of each task completed.

Professional Services							
Services from 06/30/2021 thru 07/31/2021							
Task	Professional Services	Fee	Percent Complete	Fee Earned To Date	Previous Fee Invoiced	Current Fee Invoiced	Fee Remaining
1	Planning Area Description	47,310.00	1.50%	\$ 710.50	\$ -	\$ 710.50	\$ 46,599.50
2A	Existing Condition Flood Risk Analyses	127,737.00	0.00%	\$ -	\$ -	\$ -	\$ 127,737.00
2B	Future Condition Flood Risk Analyses	61,503.00	0.00%	\$ -	\$ -	\$ -	\$ 61,503.00
3A	Evaluation & Recommendations on	18,924.00	0.00%	\$ -	\$ -	\$ -	\$ 18,924.00
3B	Flood Mitigation & Floodplain Management	9,462.00	0.00%	\$ -	\$ -	\$ -	\$ 9,462.00
4A	Flood Mitigation Needs Analysis	28,386.00	0.00%	\$ -	\$ -	\$ -	\$ 28,386.00
4B	Identification & Evaluation of Potential	141,930.00	0.00%	\$ -	\$ -	\$ -	\$ 141,930.00
4C	Prepare and Submit Technical Memorandum	18,924.00	0.00%	\$ -	\$ -	\$ -	\$ 18,924.00
5	Recommendation of Flood Management	189,240.00	0.00%	\$ -	\$ -	\$ -	\$ 189,240.00
6A	Impacts of Regional Flood Plan	37,848.00	0.00%	\$ -	\$ -	\$ -	\$ 37,848.00
6B	Contributions to & Impacts on Water Supply	9,462.00	0.00%	\$ -	\$ -	\$ -	\$ 9,462.00
7	Flood Response Information and Activities	9,462.00	0.00%	\$ -	\$ -	\$ -	\$ 9,462.00
8	Administrative, Regulatory & Legislative Rec	9,462.00	0.00%	\$ -	\$ -	\$ -	\$ 9,462.00
9	Flood Infrastructure Financing Analysis	18,924.00	0.00%	\$ -	\$ -	\$ -	\$ 18,924.00
10	Adoption of Plan and Public Participation	128,164.00	12.10%	\$ 15,509.86	\$ -	\$ 15,509.86	\$ 112,654.15
<b>Contract Fee</b>		<b>\$856,738.00</b>	<b>1.89%</b>	<b>\$ 16,220.36</b>	<b>\$ -</b>	<b>\$ 16,220.36</b>	<b>\$ 840,517.65</b>
						Gross Amount This Invoice:	\$ 16,220.36
						Less Retainage this Invoice (5%)	\$ (811.02)
						<b>Net Amount Due This Invoice:</b>	<b>\$ 15,409.34</b>

## C. Supporting Documentation

- **Invoices:** Must provide invoices from Subcontractor (Consultant) to Contractor for work being requested for reimbursement.
  - DO send summary information of hours/staff worked
  - DO NOT send detailed timesheets

## C. Supporting Documentation

- Appropriate backup documents must be provided for **direct & travel** expenses for Sponsors (Contractors), Technical Consultants (Sub-contractor), and sub-subcontractors.
- Transparency of State Travel Expenses — the more details you provide us, the better!
  - Gov't Code Sec. 660.007 “Conservation of Funds” — *this is the basis for all State travel expense reimbursement*
- TWDB requests **itemized meal receipts** & mileage documentation (Google Maps or odometer readings)
- Reimbursed at current rate for state employees, found at: <https://fmx.cpa.texas.gov/fmx/travel/textravel/>
- Progress Reports should detail why travel was appropriate

Section II, Article IV Compensation & Reimbursement, Item M

# Voting Member Travel

<sup>2</sup> Voting Planning Member Travel Expenses is defined as eligible mileage expenses incurred by regional flood planning members that cannot be reimbursed by any other entity, planning group sponsor, etc. as certified by the voting member. Travel expenses are available only for attendance at a posted meeting of the RFPG unless the travel is specifically authorized by the RFPG and EA. The reimbursed amount is limited to the maximum amounts authorized for state employees by the General Appropriations Act, Tex. Leg. Regular Session, 2019, Article IX, Part 5, as amended or superseded.

Regional Flood Planning Grant Contract, Exhibit B

# Planning Group Sponsor Expenses

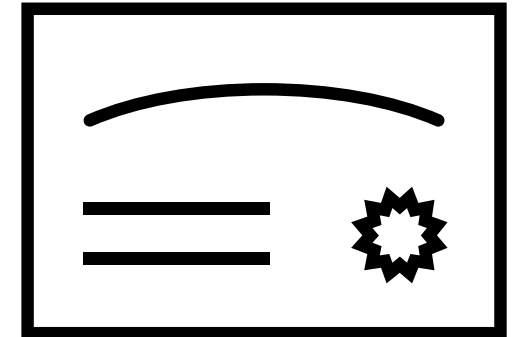
- Sponsors (Contractors) can only bill to Task 10 in Task Budget and “Other Expenses” in Expense Budget
- Eligible costs include:

e) The Planning Group Sponsor’s personnel costs for the staff hours that are directly spent providing, preparing for, and posting public notice for RFPG meetings, including labor, fringe, overhead, and other expenses for their support of and attendance at such RFPG meetings, in accordance with, and as specifically limited by, the flood planning grant contract with the Board. This may not exceed: \$5,000 per regular RFPG meeting nor a total of \$60,000 over the first planning cycle.



# Reminder: Certification of Administrative Expenses

- [Title 31 TAC §361.72\(b\)](#) requires that the **RFPG or its Chairperson certifies, during a public meeting**, that certain **administrative costs** are eligible for reimbursement and are correct and necessary
  - Includes travel expenses for RFPG members or Sponsor staff, a Sponsor's direct costs such as website or postage fees, and Sponsor's personnel costs.
  - DOES NOT include the technical consultant's expenses under Task 10.
- Obtain certification prior to submitting the reimbursement payment request to TWDB.



**\*Provide certification date under Task 10 in the progress report.\***

# Ineligible Expenses

Ineligible Expenses as described in 31 TAC § 361.72(a) include, but are not limited to:

- a) Activities for which the Board determines existing information, data, or analyses are sufficient for the planning effort
- b) Activities directly related to the preparation of applications for state or federal permits or other approvals, activities associated with administrative or legal proceedings by regulatory agencies, and preparation of engineering plans and specifications;
- c) Compensation for the time or expenses of RFPGs members' service on or for the RFPG
- d) Costs of administering the RFPG, other than those explicitly allowed under 31 TAC § 361.72(b)
- e) Staff or overhead costs for time spent providing public notice and meetings, including time and expenses for attendance at such meetings;
- f) Costs for training;
- g) Costs of developing an application for funding or reviewing materials developed due to this grant;
- h) **Costs of administering the regional flood planning grant and associated contracts;**
- i) Analysis or other activities related to planning for disaster response or recovery activities; and
- j) Analyses of benefits and costs of FMSs beyond the scope of such analyses that is specifically allowed or required by regional flood planning guidance to be provided by the EA unless the RFPG demonstrates to the satisfaction of the EA that these analyses are needed to determine the selection of the FMS or FMP.
- k) Labor, reproduction, or distribution of newsletters;
- l) Food, drink, or lodging for Regional Flood Planning Group members (including tips and alcoholic beverages);
- m) Purchase, rental, or depreciation of equipment (e.g., computers, copiers, fax machines);
- n) General purchases of office supplies not documented as consumed directly for the planning process; and
- o) Costs associated with social events or tours.

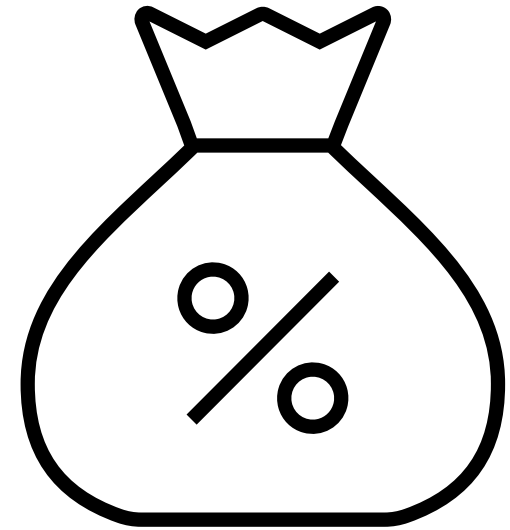
Regional Flood Planning Grant Contract, Exhibit B

## D. Progress Report

- Submit **ONE** progress report for entire billing period along with payment request.
- Must contain:
  - Statement of overall progress made **since last progress report** for each task item.
  - Any problems encountered and description of any actions taken to correct problems
- TWDB will be checking for consistency between % task billed and % tasks completed in progress report

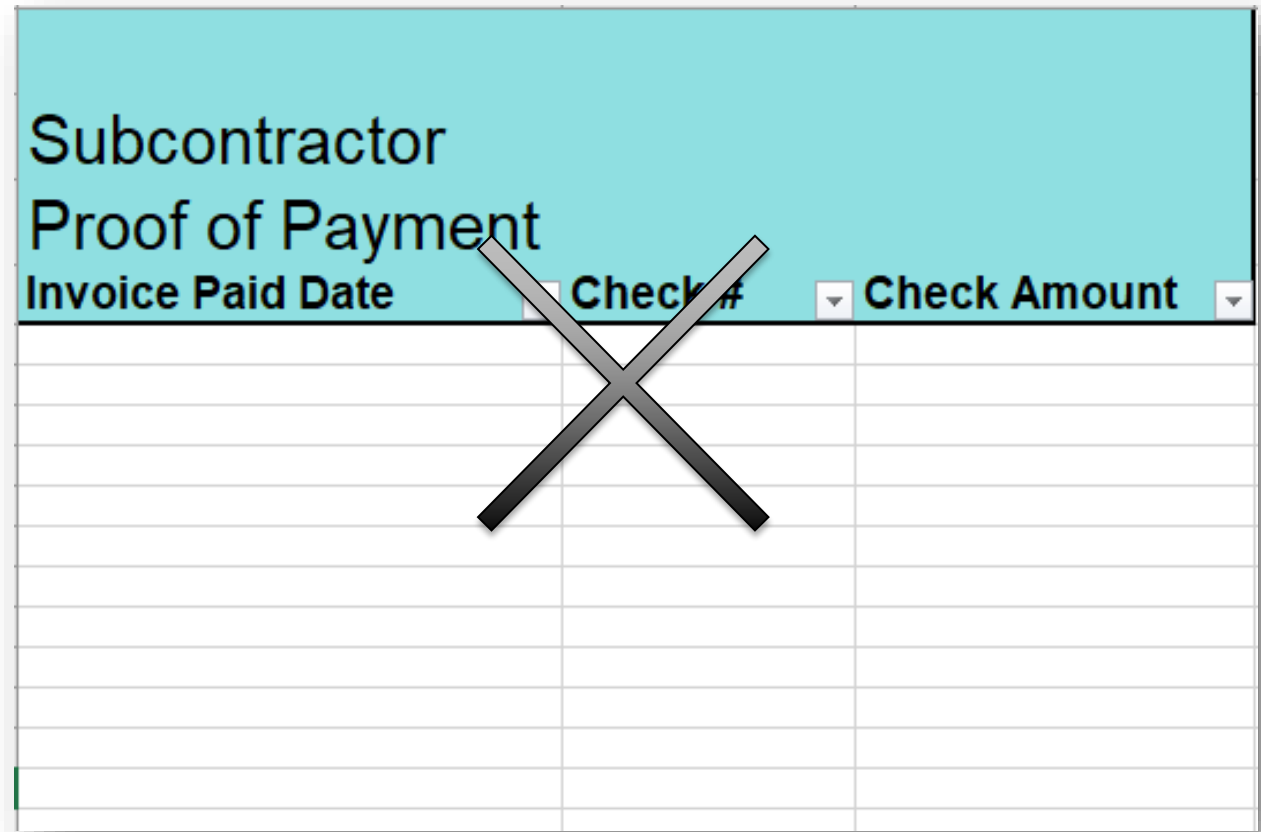
# Reminder: Budget Modifications

- Work with your TWDB Planner (Contract Manager) to request a **budget memorandum** for modifications to the task or expense budget.
- Without a budget memorandum:
  - Flexibility to exceed any task or expense category up to 35%.
  - Must not exceed total amount of the subcontract.
- If modification exceeds **35%** of any task or expense category, **RFPG approval** is required.



# Reminder: Subcontractor Proof of Payment

**\*Proof of Payment is not required, but subcontractors must be paid before submitting reimbursement request\***

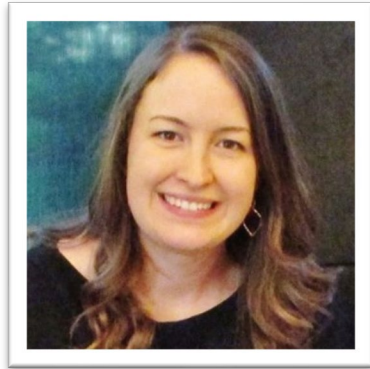


Subcontractor Proof of Payment		
Invoice Paid Date	Check #	Check Amount

# Reminder: Interest Earned

- Advances must be deposited into a **separate interest-bearing account**.
- Interest Earned does not need to be reported on the Payment Request forms.
- **At the end of contract**, TWDB will contact Sponsors (Contractors) for confirmation of the total earned amount of interest.
- Earned interest will be **subtracted from total TWDB share**.
- Bank Statements are not required unless the TWDB requests them.

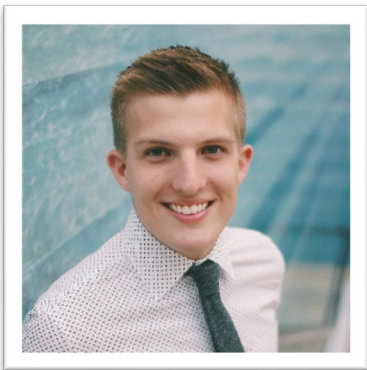
# Your Contract Managers



**Morgan White, Team Lead**  
Region 11



**James Bronikowski, Manager**



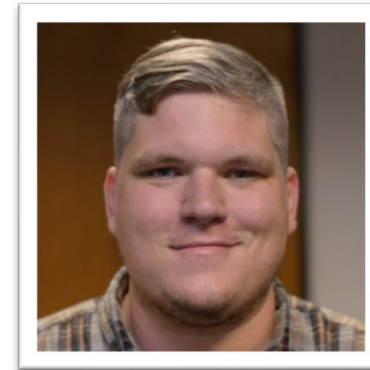
**Richard Bagans**  
Regions 3, 5, 14



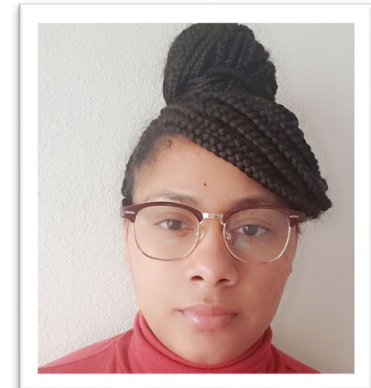
**Tressa Olsen**  
Regions 9, 10, 13



**Megan Ingram**  
Regions 6, 15



**Ryke Moore**  
Regions 4, 7, 8



**Anita Machiavello**  
Regions 1, 2, 12

# Questions & Comments?



Image: Brent Hanson, U.S. Geological Survey. Public domain.