



Monthly Reporting and Reimbursement Requirements

Maritime Infrastructure Program

Monthly Reporting Requirements

The Port or Navigation District shall submit to the Maritime Division, for each succeeding 30-day period (hereinafter a “month” or “reporting period”) following the execution of its Advance Funding Agreement (agreement) and until the completion of the project, a report of the work performed during the preceding month, which shall contain, at a minimum, the following:

1. A brief description of the progress of work since the last report, including each activity performed and the percentage of total completion of each and every activity;
2. A description of any problems encountered during the reporting period that may affect the construction of the project, or that may inhibit the completion of, or cause a change in, any objectives or costs of the project;
3. A description of actions, if any, the contractor(s) or the port or navigation district intends or proposes to take to correct all problems identified in subparagraph (2) above; and
4. Any perceived or anticipated changes in the schedule, objectives, or costs for the project.

Reimbursement Requirements

1. The Port or Navigation District will deliver to the department prior to each disbursement a signed certification requesting reimbursement in which the port or navigation district accounts for all dollars disbursed under this agreement and certifies that the disbursement, when added to the amount of all prior disbursements under this agreement, will not exceed the total amount of funding authorized under this agreement. Such reimbursement requests and certifications may not be delivered to TxDOT more frequently than monthly and not later than 90 days after costs are incurred.
2. Funds to be made available pursuant to the agreement shall be disbursed promptly upon receipt and formal acceptance by the department of a request for reimbursement from the port or navigation district in a format acceptable to the department that complies with the requirements in this agreement. The reimbursement request shall include the following:
 - A. Invoice number;
 - B. Copies (PDF format) of contracts, invoices, fee statements, or other documentation showing the use of the funds requested;
 - C. Vendor name and identification number [Employer Identification Number (EIN) or Taxpayer Identification Number (TIN)];
 - D. Remittance address;
 - E. Vendor contact name and phone number;

- G. Description of the use of the funds requested and photographs of work performed in the request (if applicable);
- H. Service period or delivery date of the goods;
- I. Contract and project number; and
- J. Spreadsheet that accounts for agreement amount, current amount, and prior requested amount (local government and state portions).
- K. Signed Maritime Infrastructure Program Reimbursement Form.

The attached Maritime Infrastructure Program Reimbursement Form is to be used by the port or navigation district representative to certify that the cost and expenses in the reimbursement request represent work performed in compliance with all terms and conditions of the contract and that all such costs and expenses have been paid, are eligible and allowable, and have not previously been reimbursed to the local government.

3. The department has the right to deny all or part of a request for funds proposed to be used for purposes not authorized by this agreement or due to a lack of adequate documentation. In either event, the port or navigation district will have the right to submit additional information to clarify the use of funds requested or to provide any missing documentation. The parties will use their best efforts to resolve any disputes over the requested use of funds in a manner that recognizes the need for the port or navigation district to advance the project and meet its obligations.

MARITIME INFRASTRURE PROGRAM REIMBURSEMENT FORM

On behalf of the port or navigation district, I hereby certify that the cost and expenses provided as part of this reimbursement request represent work performed in compliance with all terms and conditions of the agreement/contract and that all such costs and expenses have been paid, are eligible and allowable, have not previously been reimbursed to the port or navigation district, and will not exceed the total amount of funding authorized under this agreement.

Port/Nav. District Signature _____ Date _____

Printed Name _____

Title _____

TxDOT Financial Management Division Invoice Requirements

Instructions for TxDOT Staff

The TxDOT Financial Management Division (FIN) requires the following items for the AFA payment.

- Completed billing worksheet for each AFA payment through OnBase
- Copy of the AFA agreement in PDF format.
- Copy of the invoice(s) in PDF format.
 - Invoice should include:
 - Invoice number;
 - Vendor name and identification number (EIN or TIN);
 - Remittance address;
 - Contact name and phone number;
 - Description of goods or services performed;
 - Service period or delivery date of the goods; and
 - Contract and project number.
- Copy of any other supporting documents associated with the payment in PDF format.