

Federal Aid Agreement Payment Process:

1. LPA prepares agreement payment request for 100% of eligible costs
 - a. [Sample bill](#)
 - b. Backup documentation
 - i. invoices
 - ii. timesheets
 - iii. cancelled checks (ROW agreements only)
 - iv. anything that documents the amount of funds spent for the project
2. LPA signs the coversheet and sends packet to DSAE
3. DSAE reviews, signs, and dates coversheet. Forwards packet to SALT
4. SALT reviews agreement and billing documentation
 - a. check date of authorization and encumbrance VS date of billing
 - b. check documentation submitted
 - c. check type of work performed VS project memo
 - d. check charges, addition etc. of billing
5. SALT prepares request for payment form
6. SALT makes copies of [sample bill](#) and request for payment form to the following:
 - a. originals to SALT Finance
 - b. copies to DSAE
 - c. copies to LPA if a portion of payment is denied
7. SALT makes copies of all documentation submitted, including [sample bill](#) and request for payment form
 - a. SALT forward one set to MnDOT Audit
 - b. SALT retains one set for their file
8. If the request is a final payment, SALT requests final audit

Preaward Audit:

1. For contracts for PE or CE which exceed \$50,000 a preaward audit must be performed prior to the LPA signing the contract with the consultant providing services
2. Send LPA [preaward audit forms](#). LPA forwards to the prime consultant. Each subconsultant should fill out the forms as well
3. Preaward forms returned to SALT agreements engineer. She copies and forwards to MnDOT audit with information from contractors
4. Audit reviews and shares recommendations with Lynnette Roshell. She in turn shares them with the LPA
5. LPA and consultant modify agreement as desired and execute contracts