



Infrastructure Division
Application for Payment (Construction Voucher) Process
Frequently Asked Questions

1. Q. When should the Contractor provide the *Application for Payment* (also referred to as *Construction Voucher*) to the TPWD Construction Project Manager (CPM)?
A: Optimally, the *Application for Payment* should be submitted to the CPM, three to five business days prior to the monthly progress meeting in order to give the CPM time to review it for accuracy. If it is not submitted ahead of time, it increases the likelihood of slowing down the process, especially if errors are found.
2. Q. Are there any required documents and/or data that must be submitted prior to requesting the first progress payment?
A: Yes, as stated in the Contract Documents, "No progress payments will be made prior to receipt and acceptance of the Schedule of Values." For projects in the project management system (e-Builder / "eB"), the Schedule of Values (SOV) data is submitted by the Contractor within 21 calendar days prior to the first request for payment. The PM (or CPM on applicable projects) will work with the General Contractor to create the SOV using the SOV template. For projects not in eB, an SOV form is submitted.
3. Q. What documents and/or data should the Contractor submit through the CPM to the Architect/Engineer for ongoing progress payments?
A: The following data and documents should be submitted:
 - Monthly *Application for Payment*
 - Approved Schedule of Values data (or SOV form for non-eB)
(should accurately reflect the estimated amount of Work performed to date, labor furnished and materials incorporated into the Work, including all invoices for materials not incorporated into the work but stored appropriately)
 - Notarized Contractor's Progress Payment Affidavit (**Must use TPWD form**)
 - Updated work progress schedule in the format approved during the Administrative Submittals phase to include base line and critical path
 - Copy of the most recently required Progress Assessment Report (PAR) for the corresponding billing cycle, regarding the Historically Underutilized Business (HUB) Subcontracting Plan (for contracts ≥ \$100,000). Contractor submits original PAR to TPWD's HUB Program Coordinator by the 5th of each month.
 - Updated Submittal Module data and RFI data (eB); Updated Submittal Register and RFI log (non-eB)
 - If applicable, time extension requests for weather events during this billing cycle (**Must use TPWD form**)
 - If applicable, invoice from bonding company (typically, the first voucher only)
 - If applicable, invoice from insurance company (typically, the first voucher only)
 - Certified payroll records if required by the contract (typically when federal funds are involved)
 - Updated Change Proposal Log showing the status of each
 - Any other documents that Owner may require as set forth in the Contract Documents
4. Q. What data and documents should the Contractor submit to the CPM and then Architect/Engineer of Record prior to or with the **final** *Application for Payment* form?
A: The following data and documents:
 - Monthly Application for Payment (Construction Voucher)

- Notarized Contractor's **Final** Payment Affidavit (**Must use TPWD form**)
- Consent of Surety for Final Payment with a notarized Power of Attorney (contracts \geq 25k) (**Must use TPWD form**)
- Schedule of Values data (or SOV form for non-eB)
- Fully executed Certificate of Substantial / Final Completion (includes Owner's approval signature)*
- Updated Change Proposal Log
- Final approved Maintenance and Operating instructions (O&M Manuals) *
- Final approved Guarantees and warranties*
- Certificates
- As-Built Drawings
- Copy of the most recently required Progress Assessment Report (PAR) for the current billing cycle, regarding the Historically Underutilized Business (HUB) Subcontracting Plan (for contracts \geq \$100,000). Contractor submits original PAR to TPWD's HUB Program Coordinator.
- Any other contract required deliverables must be submitted before final payment will be made.

* **Note:** These draft documents may have already been submitted during a Substantial Completion Inspection.

5. Q. When does the 30-day clock for timely payment to the Contractor start?

A: The day after the CPM signs off on the *Application for Payment*.

See Chapter 2251 of the Texas Government Code for more information

<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.2251.htm#2251.001>

6. Q. How long until the Contractor receives funds from the time that payment is issued?

A: That depends on which type of payment delivery method the Contractor set up at the beginning of the contract period. Once payment is issued, the time that it takes for the payee to receive the funds depends on factors beyond the State's control and responsibility, such as the time that it takes for mail delivery, and/or financial institution processing and account posting. Contractors may look up scheduled payment dates in the eB project management system.

See Chapter 2251 of the Texas Government Code for more information

<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.2251.htm#2251.001>

7. Q: On the Schedule of Values, should I apply retainage to any of the amounts shown?

A: No. Retainage are their own lines, generally at the bottom of the SOV. The amounts entered by the General Contractor should already have retainage deducted (a.k.a. "Net Amount"). The Schedule of Values shows the net contract amounts by line, because retainage is listed as its or as their own lines. The Balance to Finish (column I in eB), shows the "net amount" to finish by line and as the whole contract amount.

8. Q. Does the "%" column (column H in eB) refer to THIS *Application for Payment* or all previous *Applications for Payment* plus this *Application for Payment*?

A: The "%" column (column H in eB) is a running total of the percentage completed for each item, from the first voucher until the final voucher. The values are carried forward on every voucher, even if that particular item is not being drawn on the current voucher. In all cases, the percentage shown should be the percentage of the sum of the "Total Completed and Stored to Date" column (column G in eB) divided by the "Scheduled Value" column (column C in eB).

9. Q. Who should I contact if there is an issue or problem that has not been resolved after working to address it through the TPWD Construction Project Manager?

A: You may contact the Infrastructure Field Operations Branch's Program Manager.