

Here are some frequently asked questions regarding the Inactive Projects list and how to check on the status of a project:

Q. We have submitted an invoice. How come the project is still shown on the list?

A. The list is a snapshot in time (Dec. 31, 2008). If a project did not have a valid FMIS transaction by that date based on the three tiers described in 23CFR630.106 the project was considered inactive. Agencies might have submitted an invoice prior to that date, but if the invoice had not cleared FMIS, the project was considered inactive. Agencies might have submitted an invoice *after* that date. If so, the current status of the invoice is shown in columns AF and AH of the spreadsheet.

Q. How can I get my project off of the list?

A. All of the projects that started on the list will remain on the list. The status of your particular project is what you should be concerned about. Please review columns AF, AH and AJ of the spreadsheet on the website. Column AF is the status of projects in LPAMS (the State's accounting system). Below are the codes, their meaning and what further action is required:

LPAMS Actions

N/A - No documentation received (Action required - submit invoice or justification)

F - In Final Voucher Process (Action required - submit justification stating project is in Final Voucher process and provide documentation for final close-out (if applicable))

I - Invoice received by LPA (Monitor as project moves through LPAMS)

R - Rejected invoice (Action required - invoice returned to agency for correction and resubmittal)

A - Approved invoice (No action required. Monitor project status as invoice proceeds through FMIS)

After being processed through the State's system, the project proceeds through FMIS (FHWA's accounting system). Below are the codes, their meaning and what further action is required:

FMIS Actions

N/A - Project has not reached FMIS yet (Monitor status for projects you have submitted paperwork)

I - Invoice has been processed in FMIS (Yes! Goal achieved. No further action required)

D - Funds have been deobligated (No further action required)

C - Project is closed (No further action required)

W - Project is cancelled/withdrawn (No further action required)

The final column (AJ) will be used when we start getting closer to our scheduled Quarterly Review meeting with FHWA and justification forms start coming in to our office. Below are the codes, their meaning and what further action is required:

Documentation Received

N/A - Documentation not required (The project has a valid FMIS transaction; no further action required)

X - No documentation received (Action required - submit either a justification form, copy of invoice or deobligate funds)

J - Justification form received (No further action required, unless more information is requested)

I - Copy of invoice received (No further action required)

D - Funds have been deobligated for the project (No further action required)

Q. So now that I know how to check my project's status, what else do I need to do?

A. Be proactive! The easiest way to get your project taken care of is to submit a valid, payable invoice. The sooner, the better. If you have submitted an invoice and it does not show up in our regular updates, call Chris Jensen (916-653-3085) and we will investigate the invoice's whereabouts. As described above, monitor the process of your submittals (invoices or justifications). The best advice I can give you is to use the Look Ahead Reports and prevent your projects from even getting on the Inactive Projects list by submitting invoices in a timely manner. Don't give FHWA an excuse to deobligate your project's Federal Funds.