



Procedures for Work Authorizations Between the SFMTA & The CCSF Department of Public Works (DPW)

1. The SFMTA will establish direct charge work authorizations with DPW for the purposes of charging eligible expenditures against its funding sources at the time they are incurred or committed by DPW to permit proper tracking of expenditures and encumbrances. The SFMTA will establish index codes for use by DPW in making direct charges to SFMTA projects. The index codes shall be based on written agreements that include:
 - a. Detailed scope of work;
 - b. Budget, including identification of eligible expenditures;
 - c. Period of Performance; and
 - d. Billing terms. Unless otherwise stated in the MOU, all billing shall be submitted with 30 days after the end of each calendar quarter. Any subsequent corrections or amounts billed after project completion or post 30-days after quarter end are subject to approval at the discretion of the requesting department. Any ineligible expenditures will not be paid.
2. DPW is authorized to charge expenditures and encumbrances to the index codes provided for:
 - a. Salaries and wages;
 - b. Mandatory fringe benefits; and
 - c. Indirect Overhead as approved by their cognizant agent (typically that would be Caltrans)
 - d. Non-labor costs such as construction and personal service contracts related to the planning, design, acquisition, construction, reconstruction, rehabilitation, or improvement of projects identified in the scope of work.
3. DPW will submit documents supporting all charges to the Capital Projects & Grants Accounting Manager, or other designee, at SFMTA monthly within 15 days after the end of each month (*Appendix A*). Supporting documents (*Appendix B*) shall include:
 - a. Copies of Detailed Labor Cost Report for payrolls paid during the previous month, which includes: project number; index code; employee name; hours charged; salary; mandatory fringe benefits; overhead; and paid time off; and
 - b. Copies of invoices from 3rd parties supported by purchase orders and the FAMIS document numbers.
4. SFMTA staff will forward the documents to the applicable SFMTA project manager, who shall approve or disapprove the charges within 30 days (*Appendix A*). In the event charges are not approved, the project manager shall notify SFMTA staff as to the reason why and what the corrective action should be, if any. The PM will review the documents to ensure the following:
 - a. The supporting documentation is complete;
 - b. Time charges are in line with the project scope, schedule, and budget; and
 - c. Progress of work reasonably equates to the percentage of the budget expended.
5. The SFMTA project manager will concurrently notify the DPW project manager and the DPW CFO, or designee, regarding any charges that are disapproved, and DPW will be given 15 days (*Appendix A*) to provide missing documents or resolve issues.



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- Any unresolved charges that have not been reversed or resolved after 60 days will be referred to the Controller's Office for final resolution. The Controller's Office will review the written documents provided, including the scope of work, budget, period of performance and other supporting documentation to determine if the charges meet the terms and conditions agreed to within 15 days.

This procedure is hereby acknowledged and each department commits to comply with it.

Jocelyn C. Quintos on behalf of
Jocelyn Quintos
CFO, DPW

August 19, 2013
Date

Sonali Bose

Sonali Bose
CFO, SFMTA

August 19, 2013
Date

Cannon LeFranc, on behalf of Mary Fitzpatrick
Mary Fitzpatrick
Deputy Controller, CCSF

August 19, 2013
Date



Procedures for Work Authorizations Between the SFMTA &
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Appendix A – Schedule for Providing Approvals

Accounting Month	DPW Supporting Documents Due to MTA	SFMTA Project Manager Approval Due	SFMTA Notifies DPW of Disapproved Charges	DPW Provides Missing Documents or Resolves Issues	SFMTA Refers Unresolved Issues to CCSF Controller	CCSF Controller Determines Resolution
July 2012	8/15/2012	9/17/2012	9/17/2012	10/1/2012	10/2/2012	10/17/2012
August 2012	9/17/2012	10/15/2012	10/15/2012	10/31/2012	11/1/2012	11/16/2012
September 2012	10/15/2012	11/15/2012	11/15/2012	11/30/2012	12/3/2012	12/17/2012
October 2012	11/15/2012	12/17/2012	12/17/2012	12/31/2012	1/1/2013	1/16/2013
November 2012	12/17/2012	1/15/2013	1/15/2013	1/31/2013	2/1/2013	2/19/2013
December 2012	1/15/2013	2/15/2013	2/15/2013	2/28/2013	3/1/2013	3/18/2013
January 2013	2/15/2013	3/15/2013	3/15/2013	4/1/2013	4/2/2013	4/17/2013
February 2013	3/15/2013	4/15/2013	4/15/2013	4/30/2013	5/1/2013	5/16/2013
March 2013	4/15/2013	5/15/2013	5/15/2013	5/31/2013	6/3/2013	6/17/2013
April 2013	5/15/2013	6/17/2013	6/17/2013	7/1/2013	7/2/2013	7/17/2013
May 2013	6/17/2013	7/15/2013	7/15/2013	7/31/2013	8/1/2013	8/16/2013
June 2013	7/15/2013	8/15/2013	8/15/2013	9/3/2013	9/4/2013	9/19/2013
July 2013	8/15/2013	9/16/2013	9/16/2013	9/30/2013	10/1/2013	10/16/2013
August 2013	9/16/2013	10/15/2013	10/15/2013	10/31/2013	11/1/2013	11/18/2013
September 2013	10/15/2013	11/15/2013	11/15/2013	12/2/2013	12/3/2013	12/18/2013
October 2013	11/15/2013	12/16/2013	12/16/2013	12/31/2013	1/2/2014	1/16/2014
November 2013	12/16/2013	1/15/2014	1/15/2014	1/31/2014	2/3/2014	2/18/2014
December 2013	1/15/2014	2/17/2014	2/17/2014	2/28/2014	3/3/2014	3/18/2014
January 2014	2/17/2014	3/17/2014	3/17/2014	3/31/2014	4/1/2014	4/16/2014
February 2014	3/17/2014	4/15/2014	4/15/2014	4/30/2014	5/1/2014	5/16/2014
March 2014	4/15/2014	5/15/2014	5/15/2014	6/2/2014	6/3/2014	6/18/2014
April 2014	5/15/2014	6/16/2014	6/16/2014	6/30/2014	7/1/2014	7/16/2014
May 2014	6/16/2014	7/15/2014	7/15/2014	7/31/2014	8/1/2014	8/18/2014
June 2014	7/15/2014	8/15/2014	8/15/2014	9/2/2014	9/3/2014	9/18/2014
July 2014	8/15/2014	9/15/2014	9/15/2014	9/30/2014	10/1/2014	10/16/2014
August 2014	9/15/2014	10/15/2014	10/15/2014	10/31/2014	11/3/2014	11/17/2014
September 2014	10/15/2014	11/17/2014	11/17/2014	12/1/2014	12/2/2014	12/17/2014
October 2014	11/17/2014	12/15/2014	12/15/2014	12/31/2014	1/2/2015	1/16/2015
November 2014	12/15/2014	1/15/2015	1/15/2015	2/2/2015	2/3/2015	2/18/2015
December 2014	1/15/2015	2/17/2015	2/17/2015	3/2/2015	3/3/2015	3/18/2015
January 2015	2/17/2015	3/16/2015	3/16/2015	3/31/2015	4/1/2015	4/17/2015
February 2015	3/16/2015	4/15/2015	4/15/2015	4/30/2015	5/1/2015	5/18/2015
March 2015	4/15/2015	5/15/2015	5/15/2015	6/1/2015	6/2/2015	6/17/2015
April 2015	5/15/2015	6/15/2015	6/15/2015	6/30/2015	7/1/2015	7/16/2015
May 2015	6/15/2015	7/15/2015	7/15/2015	7/31/2015	8/3/2015	8/17/2015



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 Appendix A – Schedule for Providing Approvals

Accounting Month	DPW Supporting Documents Due to MTA	SFMTA Project Manager Approval Due	SFMTA Notifies DPW of Disapproved Charges	DPW Provides Missing Documents or Resolves Issues	SFMTA Refers Unresolved Issues to CCSF Controller	CCSF Controller Determines Resolution
June 2015	7/15/2015	8/17/2015	8/17/2015	8/31/2015	9/1/2015	9/16/2015
July 2015	8/17/2015	9/15/2015	9/15/2015	9/30/2015	10/1/2015	10/16/2015
August 2015	9/15/2015	10/15/2015	10/15/2015	11/1/2015	11/2/2015	11/17/2015
September 2015	10/15/2015	11/15/2015	11/15/2015	11/30/2015	12/1/2015	12/16/2015
October 2015	11/15/2015	12/16/2015	12/16/2015	12/31/2015	1/4/2016	1/19/2016
November 2015	12/16/2015	1/15/2016	1/15/2016	2/1/2016	2/2/2016	2/17/2016
December 2015	1/15/2016	2/16/2016	2/16/2016	2/29/2016	3/1/2016	3/16/2016
January 2016	2/16/2016	3/15/2016	3/15/2016	3/31/2016	4/1/2016	4/18/2016
February 2016	3/15/2016	4/15/2016	4/15/2016	5/2/2016	5/3/2016	5/18/2016
March 2016	4/15/2016	5/16/2016	5/16/2016	5/31/2016	6/1/2016	6/16/2016
April 2016	5/16/2016	6/15/2016	6/15/2016	6/30/2016	7/1/2016	7/16/2016
May 2016	6/15/2016	7/15/2016	7/15/2016	8/1/2016	8/2/2016	8/17/2016
June 2016	7/15/2016	8/15/2016	8/15/2016	8/31/2016	9/1/2016	9/16/2016
July 2016	8/15/2016	9/15/2016	9/15/2016	9/30/2016	10/3/2016	10/17/2016
August 2016	9/15/2016	10/17/2016	10/17/2016	10/31/2016	11/1/2016	11/16/2016
September 2016	10/17/2016	11/15/2016	11/15/2016	11/30/2016	12/1/2016	12/16/2016
October 2016	11/15/2016	12/15/2016	12/15/2016	1/3/2017	1/4/2017	1/19/2017
November 2016	12/15/2016	1/15/2017	1/15/2017	1/31/2017	2/1/2017	2/16/2017
December 2016	1/15/2017	2/15/2017	2/15/2017	2/28/2017	3/1/2017	3/16/2017



Procedures for Work Authorizations Between the SFMTA & The CCSF Department of Public Works (DPW)

Appendix B – Sample Documents

12B Bond Report MTA Work Authorization to DPW October 2012 to April 2013

Project	Subfund	Work Authorization	DPW Project	Labor Expenditure				Non-Labor Expenditure		Total Expenditure
				BOA Labor	BOE Labor	BCM Labor	BSM Labor	Construction	Professional	
CPKF49 PARKING FACILITY RESTORE & COMPLY PHS I-A	SMCPF12B MTA 2012 REVENUE BOND S2012EP-GARAGE	93,891.00	CPKF49/04W1			9,892.81				9,892.81
		402,280.00	CPKF49/04W2	29,338.03	74,673.12					104,011.15
		70,964.00	CPKF49/04W3	46.38						46.38
CPKF50 FRANKLIN STREET BULBOUTS CON	SMCPF12B MTA 2012 REVENUE BOND S2012EP-GARAGE	45,243.00	CPKF50/01W1		9,118.87					9,118.87
CPKF64 68K019 EXPLORATORIUM CROSSWALK CON	SMCPF12B MTA 2012 REVENUE BOND S2012EP-GARAGE	250,000.00	CPKF64/22W1					250,000.00		250,000.00
CPT658 SUNSET TUNNEL RAIL REHAB	SMCPF12B MTA 2012 REVENUE BOND S2012B-TRANSIT	99,100.00	CPT658/1221		5,141.33	4,758.85				9,900.18
CPT664 GREEN CENTER ROOF REHAB	SMCPF12B MTA 2012 REVENUE BOND S2012B-TRANSIT	167,000.00	CPT664/1222	63,815.57	37,433.15	2,653.41				103,902.13
		162,000.00	CPT664/1324							

Labor Cost Report

CPKF49/01W199 BCM LABOR

Last Name	First Name	PL1	PL2	PPE	Bureau	Classification	Index Code	Total Hours	Salary	MFB	Dept OH	Bureau OH	PTO	Total OH	Total Cost	
BEGLEY	ROBERT	CPKF49	04W199	3/1/2013	DPWCM	5620	PWM1XSNPF12B	30	1434.75	629.98	727.28	578.63	411.34	1717.25	3781.98	
BEGLEY	ROBERT	CPKF49	04W199	3/15/2013	DPWCM	5620	PWM1XSNPF12B	20	956.5	412.69	484.85	385.76	274.23	1144.84	2514.03	
BEGLEY	ROBERT	CPKF49	04W199	3/29/2013	DPWCM	5620	PWM1XSNPF12B	28	1339.1	587.98	678.79	607.01	383.92	1669.72	3596.8	
BEGLEY	ROBERT	SUBTOTAL							78	3730.35	1630.65	1890.92	1571.4	1069.49	4531.81	9892.81
GRAND TOTAL								78	3730.35	1630.65	1890.92	1571.4	1069.49	4531.81	9892.81	

CPKF49/01W211 BOA LABOR

Last Name	First Name	PL1	PL2	PPE	Bureau	Classification	Index Code	Total Hours	Salary	MFB	Dept OH	Bureau OH	PTO	Total OH	Total Cost	
CONRAD	DENNIS L	CPKF49	04W211	3/15/2013	DPWAT	5265	PWA1XSNPF12B	25	1133.13	396.33	574.39	457	324.87	1356.26	2885.72	
CONRAD	DENNIS L	CPKF49	04W211	3/29/2013	DPWAT	5265	PWA1XSNPF12B	349	158.19	56.55	80.19	71.7	45.35	197.24	411.98	
CONRAD	DENNIS L	SUBTOTAL							2849	1291.32	452.88	654.58	528.7	370.22	1553.5	3297.7
OKADA	SEIYA	CPKF49	04W211	3/1/2013	DPWAT	5261	PWA1XSNPF12B	12	474.3	154.27	240.42	191.28	135.98	567.68	1196.25	
OKADA	SEIYA	CPKF49	04W211	3/15/2013	DPWAT	5261	PWA1XSNPF12B	18	711.45	258.83	360.63	286.93	203.97	851.53	1821.81	
OKADA	SEIYA	CPKF49	04W211	4/12/2013	DPWAT	5261	PWA1XSNPF12B	8.98	354.93	129.12	179.91	160.89	101.76	442.56	926.61	
OKADA	SEIYA	SUBTOTAL							38.98	1540.68	542.22	780.96	639.1	441.71	1861.77	3944.67
ULLMAN	DOUGLAS	CPKF49	04W211	3/15/2013	DPWAT	5268	PWA1XSNPF12B	24	1464.6	540.02	742.41	590.68	419.9	1752.99	3757.61	
ULLMAN	DOUGLAS	CPKF49	01W211	3/29/2013	DPWAT	5268	PWA1XSNPF12B	53.88	3288.03	1237.41	1666.7	1490.47	942.60	4099.85	8625.29	
ULLMAN	DOUGLAS	CPKF49	04W211	4/12/2013	DPWAT	5268	PWA1XSNPF12B	60.85	3713.37	1369.19	1882.31	1683.27	1064.62	4630.21	9712.76	
ULLMAN	DOUGLAS	SUBTOTAL							138.73	8466	3146.62	4291.42	3764.42	2427.2	10483.04	22095.66
GRAND TOTAL								266.2	11298	4141.72	5726.96	4932.22	3239.13	13698.31	29338.03	



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Appendix B – Sample Documents

Sample Non-labor Documents

FOR WORK PERFORMED THROUGH Mar 25th 2013

PROGRESS ESTIMATE NO. 3

PROJECT TITLE: Advanced Payment Contract No. 8

SPEC. NO. 18781

NO.	DESCRIPTION	QUANTITY	UNIT	AMOUNT	PERCENTAGE	DATE	AMOUNT	PERCENTAGE	DATE	TOTAL ESTIMATE
R-21	Temporary Payment Meters	1,272 EA	\$1.78	\$2,264.16	1.43%	3/15/12	\$2,264.16	1.43%	3/15/12	\$2,264.16
R-24	Manholes for Power Work, Min. 2% of Sum of R1-R14	1 EA	\$180.00	\$180.00			\$180.00			\$180.00
SW-1	10" Dia VCP Culvert	200 LF	\$4,500.00	\$900,000.00			\$900,000.00			\$900,000.00
SW-2	8" Dia VCP Side Sewer PIP	100 LF	\$1,500.00	\$150,000.00			\$150,000.00			\$150,000.00
SW-3	Concrete Manhole for 8" Dia Sewer	5 EA	\$5,000.00	\$25,000.00			\$25,000.00			\$25,000.00
SW-4	Concrete Manhole for 10" Dia Sewer	5 EA	\$11,000.00	\$55,000.00			\$55,000.00			\$55,000.00
SW-5	Concrete Manhole for 12" Dia Sewer	5 EA	\$11,000.00	\$55,000.00			\$55,000.00			\$55,000.00
SW-6	Trench & Excavation Support Work II with 8" & 10" Trench	100 LF	\$50.00	\$5,000.00			\$5,000.00			\$5,000.00
SW-7	Trench & Excavation Support Work II with 8" & 10" Trench	100 LF	\$50.00	\$5,000.00			\$5,000.00			\$5,000.00
SW-8	10" Dia VCP Sewer 4' 10" Dia Curves	1 EA	\$10,000.00	\$10,000.00			\$10,000.00			\$10,000.00
R-25	Advances for San Francisco Police Officers	1 AL	\$50,000.00	\$50,000.00			\$50,000.00			\$50,000.00
R-26	Advances for San Francisco Police Officers	1 AL	\$50,000.00	\$50,000.00			\$50,000.00			\$50,000.00
R-27	Advances for Supporting SPAYD Work	1 AL	\$5,000.00	\$5,000.00			\$5,000.00			\$5,000.00
R-28	Advances for Redeem Fire Alarm or Police Phone Panel	1 AL	\$10,000.00	\$10,000.00			\$10,000.00			\$10,000.00
SW-9	Advances for Fire-Extinguisher & Re-Energizing Multi-Use	1 AL	\$10,000.00	\$10,000.00			\$10,000.00			\$10,000.00
TOTAL TIME PRICE										\$2,727.50
TOTAL TIME PRICE										\$2,727.50

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FOR WORK PERFORMED THROUGH Mar 25th 2013

PROGRESS ESTIMATE NO. 3

PROJECT TITLE: Advanced Payment Contract No. 8

SPEC. NO. 18781

NO.	DESCRIPTION	QUANTITY	UNIT	AMOUNT	PERCENTAGE	DATE	AMOUNT	PERCENTAGE	DATE	TOTAL ESTIMATE
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SW-1	10" Dia VCP Culvert	200 LF	\$4,500.00	\$900,000.00			\$900,000.00			\$900,000.00
SW-2	8" Dia VCP Side Sewer PIP	100 LF	\$1,500.00	\$150,000.00			\$150,000.00			\$150,000.00
SW-3	Concrete Manhole for 8" Dia Sewer	5 EA	\$5,000.00	\$25,000.00			\$25,000.00			\$25,000.00
SW-4	Concrete Manhole for 10" Dia Sewer	5 EA	\$11,000.00	\$55,000.00			\$55,000.00			\$55,000.00
SW-5	Concrete Manhole for 12" Dia Sewer	5 EA	\$11,000.00	\$55,000.00			\$55,000.00			\$55,000.00
SW-6	Trench & Excavation Support Work II with 8" & 10" Trench	100 LF	\$50.00	\$5,000.00			\$5,000.00			\$5,000.00
SW-7	Trench & Excavation Support Work II with 8" & 10" Trench	100 LF	\$50.00	\$5,000.00			\$5,000.00			\$5,000.00
SW-8	10" Dia VCP Sewer 4' 10" Dia Curves	1 EA	\$10,000.00	\$10,000.00			\$10,000.00			\$10,000.00
R-25	Advances for San Francisco Police Officers	1 AL	\$50,000.00	\$50,000.00			\$50,000.00			\$50,000.00
R-26	Advances for San Francisco Police Officers	1 AL	\$50,000.00	\$50,000.00			\$50,000.00			\$50,000.00
R-27	Advances for Supporting SPAYD Work	1 AL	\$5,000.00	\$5,000.00			\$5,000.00			\$5,000.00
R-28	Advances for Redeem Fire Alarm or Police Phone Panel	1 AL	\$10,000.00	\$10,000.00			\$10,000.00			\$10,000.00
SW-9	Advances for Fire-Extinguisher & Re-Energizing Multi-Use	1 AL	\$10,000.00	\$10,000.00			\$10,000.00			\$10,000.00
TOTAL TIME PRICE										\$2,727.50
TOTAL TIME PRICE										\$2,727.50

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