TN TDOT Department of Transportation

September 3, 2026

Aeronautics Division
Tennessee Department of Transportation

TDOT AERONAUTICS DEVELOPMENT UPDATE

PROMPT PAY ACT GUIDANCE REVISED

NOTICE:

The Tennessee Department of Transportation (TAD) has updated the time in which payments to a supplier/vendor for goods or services rendered to the State of Tennessee must be made. Previously, the State of Tennessee had 45 calendar days after receipt of the invoice to make payment (reimbursement). The new timeframe is 30 calendar days, beginning 7/1/2026.

In the past, Project Delivery/Planning-Environmental had 15 calendar days, Grants/Compliance/Inspections had 15 days, and TDOT Finance had 15 days. This created a 15/15/15 structure. Now, we are implementing a 10/10/10 structure to meet the 30-calendar day timeframe.

We are amending our internal invoice review timelines to help adhere to this change.

30 Days to Process Payable Invoice

10 days
Project Delivery/P&E Review

10 days
Grants/Compliance & Inspections Review

10 days
TDOT Finance Review & Payment

HELPFUL RESOURCES FOR INVOICING AND GRANTS:

Grant Management & Invoicing – Office Hours Recording

TN Airport Grant Management and Invoicing Supplemental Guide

BlackCat Aviation – Grant Management System Resources & Videos

RELATED UPDATE:

In the past, TAD was required to track DBE payments with each monthly **federally funded** construction invoice to ensure proper annual reporting to the FAA. Airport Sponsors were required to have contractors submit a Contract Commitments/Awards and Payments Report. Given the U.S. DOT's suspension of the DBE program ***(See this development update)***, we paused the requirement of this form. However, it has become apparent that this form is still necessary for proper weekly certified payroll oversight (Davis-Bacon Act) to ensure all annual auditing requirements are met. As a reminder, the Airport Sponsor agrees to compliance with this requirement per the federal grant agreement provisions under *Special Terms and Conditions*. TDOT Aeronautics Division has revised this form by retracting DBE information. We are now reinstating this revised form requirement with all **federal** construction invoices, in which construction contracts exceed $2,000. This link is located on our website and the format is .xlsm (*please enable Macros*):

Contract Commitments/Awards and Payments Report

If you have any invoicing or related questions, please contact your respective TAD project specialist. We appreciate your patience on this process change.