<u>LOCAL PROJECT MANAGEMENT SYSTEM IN ENTERPRISE BUSINESS SYSTEM (EBS) PORTAL</u>

Helpful Hints to Navigate the System

This guidance is intended to supplement the HELP guide found in the portal (look on the left-hand side once you are logged into the Local Projects tile). For easy reference, you can print or save the HELP guide from the portal.

*********** CREATE NEW APPLICATION FOR AGREEMENT ************

The first step to start a project in the portal is to **Request an Agreement**. An agreement is requested by submitting a **New Agreement Application**. You should only submit an application once your project is programmed in the STIP. Contact your MPO or DOT Business Unit for documentation that your project is programmed.

Creating a New Agreement Application requires the following information:

- Contact information for the staff person at the LGA managing the project
- Name/Scope of Approved Project
- Funding Source and Funding Amounts, including approved reimbursement rate
- Schedule of major milestones – start of ROW phase, LET date for construction, and completion date

Once the application is submitted, LPMO will review and if necessary, return the application to the LGA for more information or clarification. After review and approval by LPMO, the application goes to the Division Office for their review of the schedule. You may hear directly from the Division contact with questions on the schedule.

After the application is approved, you will be notified that the Agreement is being prepared and ready for DocuSign. If the LGA prefers the tradition signature method, they will request by email and the agreement will be emailed. Once the agreement is fully executed, the application will be converted into an Agreement.

*********** SUBMIT DOCUMENT/VIEW AGREEMENT ************

When you have any type of document that the Department needs to review, you will need to **submit for review** in the Portal for your Project. All documents need to be attached and submitted to one of the Transaction Activities listed below. Any documents attached directly to the Agreement Overview page/outside of the Activities listed below will not be review.

ITEMS YOU WILL SUBMIT for REVIEW:

ACTIVITY	**DESCRIPTION**
PS: PE RFLOI	Advertisement to solicit for engineering firms for design, environmental doc, etc.
PS: PE – PEF SELECTION PROCESS	Letter requesting concurrence on how LGA selected PEF for design or CEI Services
PS: PEF TASKS AND MANDAYS W RATES	Cost Estimate spreadsheet for PEF
PS: PEF CONTRACT – DESIGN OR ROW	Draft contract with PEF/other service provider
PS: ROW RFLOI	Advertisement to solicit for engineering firms for ROW Professional Service.
PS: ROW – CONSULTANT SELECTION AND COST PROPOSAL	Cost Estimate spreadsheet for ROW Professional Service.
PS: CEI EXEMPTION	Request for CEI Exemption for PEF to perform Design and CEI services
PS: CEI RFLOI	Advertisement to solicit for engineering firms for Construction Engineering Inspection (CEI) Services.
PS: CEI – PEF SELECTION PROCESS	*Coming soon…*
PS: CEI COST SPREADSHEET	Cost estimate spreadsheet for PEF
PS: PEF CONTRACT – CEI	Draft contract with PEF for CEI
PS: OTHER DOCUMENTS	Any PS documents that need review but do not match listed PS categories
PRE-CON: ENVIRONMENTAL DOCUMENT	CE Checklist and supporting documentation
PRE-CON: CONCEPT/PRELIMINARY PLANS	No more than 25% plans
PRE-CON: ROW PLANS	65% - 75% plans
PRE-CON: FINAL PLANS & SPECIFICATIONS	80% - 100% plans
PRE-CON: UTILITY RELOCATION COSTS/AGREEMENTS	Cost estimates for Utilities/Relocation
PRE-CON: ROW APPRAISAL DOCUMENTS	Documents related to appraisal of ROW
PRE-CON: ROW CERTIFICATION DOCUMENTS	Documents related to acquisition of ROW
PRE-CON: UTILITY/RAILROAD CERTIFICATION	Certification documents for Utilities/Railroad
PRE-CON: CONTRACT PROPOSAL W ESTIMATE	Contract Proposal/Bid Proposal Document and Engineering estimate/bid estimate
PRE-CON: CONCURRENCE REQUEST – CONSTRUCTION AWARD	Letter requesting concurrence in LGA award to low bidder and supporting documents

PRE-CON: OTHER DOCUMENTS	Any PRE-CON documents that need review but do not match listed PRE-CON categories
CON: CONSTRUCTION CONTRACT	Executed Construction Contract (with Contractor)
CON: SUBCONTRACTOR AGREEMENT FORMS	Subcontractor Agreements b/w Contractor and Sub
CON: SUPPLEMENTAL AGREEMENTS (WITH CONTRACTOR)	Executed Supplemental Contracts (with Contractor)
CON: WORKING/SHOP DRAWINGS	Any Drawings done by contractor for retaining walls bridges, culverts, signal equipment, etc.
CON: CONCURRENCE REQUEST – CONSTRUCTION COMPLETE	Letter from LGA to DOT requesting concurrence; includes letter from LGA to Contractor
CON: FINAL ESTIMATE CHECKLIST	Final Estimate Checklist
CON: REQUEST FOR PROJECT CLOSEOUT	Letter requesting close out
CON: OTHER DOCUMENTS	Any CON documents that need review but do not match listed CON categories

A. STEPS FOR SUBMITTING AN ACTIVITY THE <u>FIRST TIME</u>:

1. From your Home Screen, click on Submit Document/View Agreement
2. Search for your Project by TIP or Agreement No.
3. Select from ID #
4. At the top of the Agreement page, click on Submit Document
5. From the drop down box, select the document from above list
6. Attach your documents with a descriptive name
7. Click "Submit" at top
8. A Workflow Task is initiated with this step and goes directly to your Project Manager for review

Once an Activity is submitted it will be **APPROVED**, **RETURNED**, or **REJECTED**

1) <u>APPROVED</u>

If an item is approved, you will receive an e-mail with the link to the Activity (however, if you are not already logged into the Portal, then the link will not work). The e-mail may also include "Approval Notes" but any documents that LPMO attaches will be in the portal.

1. From your Home **Screen, click on Submit Document/View Agreement**
2. Search for your Project by TIP or Agreement No.
3. Select from ID #
4. Scroll down to TRANSACTION HISTORY
5. Either sort by Created Date into most recent, or search for workflow activity under Transaction ID

6. Open up activity
7. Approval Letter should be in attachments list

2) RETURNED

If an item is returned, you will receive an e-mail with a link to the Activity (however, if you are not already logged into the Portal, then the link will not work). The e-mail should also include an attachment with notes provided by LPMO

1. From your Home Screen, click on **Submit Document/View Agreement**
2. Search for your Project by TIP or Agreement No.
3. Select from ID #
4. Scroll down to TRANSACTION HISTORY
5. Either sort by Created Date into most recent, or search for workflow activity under Transaction ID
6. Open up activity
7. Comment letter will be in attachments list

3) REJECTED

If an activity is rejected, then you will receive an e-mail with a link to the Activity (however, if you are not already logged into the Portal, then the link will not work). The e-mail should also include an attachment with notes provided by LPMO. **A rejected activity cannot be resubmitted – you must start with a new activity.**

B. STEPS FOR SUBMITTING REVISED ACTIVITIES FOR SUBSEQUENT REVIEW

If you have already submitted an activity for review and you are now submitting revised documents or additional information, follow these steps:

1. From your Home Screen, click on **Submit Document/View Agreement**
2. Search for your Project by TIP or Agreement No.
3. Select the ID #
4. Scroll down to TRANSACTION HISTORY
5. Find the Activity that you want to modify and open it.
6. Attach any revised documents or additional documents
7. Hit SUBMIT at top of page

****************CHANGE REQUESTS *******************

Use the Change Request Transaction to:

- Submit requests for funding authorization (PE, ROW, or CON) – either initial authorization or additional funding on that authorization.
- Submit a request for a supplemental agreement when:
  - Scope changes
  - Additional time is needed
  - Additional funding has been provided from funding source

IMPORTANT: These requests usually require a separate approval from your funding provider, generally your MPO, prior to making the request.

A. STEPS FOR SUBMITTING A NEW CHANGE REQUEST

1. From your Home Screen, click on **New Change Request**
2. Search for your Project by TIP or Agreement No.
3. Select the correct ID #
4. Complete Change Request Form
   a. For Supplemental Agreements, indicate the change to the Agreement in the "Reason for Change" box (i.e. additional funding approved by MPO; change in scope of work, etc.)
   b. For FUNDING AUTHORIZATIONS, complete the following fields in the Funding Table:
   TOTAL AMOUNT REQUESTED: *Total Estimated Cost of the Phase*
   NON-FEDERAL MATCH AMOUNT: *Percentage of Non-Federal Match per the Agreement*
   FEDERAL AMOUNT: *Calculated based on the two previous entries*

   For example: if you are requesting ROW Authorization, and you have an estimate for ROW Acquisition costs of $75,000 and your agreement indicates we will reimburse 80% of your costs, then your non-federal match is 20%.
   TOTAL AMOUNT REQUESTED: $75,000
   NON-FEDERAL MATCH AMOUNT: $15,000 ($75,000 x 20%)
   FEDERAL AMOUNT: $60,000

5. After completing form, either SAVE if you are not ready to submit (i.e. need additional information) or SUBMIT.
6. Attach any documents as needed

The project manager will review and either APPROVE, RETURN, or REJECT the Change Request.

B. STEPS FOR SUBMITTING A REVISED CHANGE REQUEST

If the Change Request is Returned, make corrections and resubmit as follows:

1. From your Home Screen, click on **Edit Change Request**
2. Search for your Project by TIP or Agreement No.
3. Select from ID #
4. Open form and make changes
5. Select <u>SUBMIT</u>
6. Attach any documents as needed.

*************REIMBURSEMENT REQUESTS **************

When the LGA is ready to request reimbursement, you will enter a New Reimbursement Claim in the Portal.

A. STEPS FOR SUBMITTING A NEW REIMBURSEMENT REQUEST

1. From your Home Screen, click on **New Reimbursement Claim**
2. Search for your Project by TIP or Agreement No.
3. Select the correct ID #
4. Complete Claim Form

INVOICE NUMBER: *a number that the LGA assigns to the Reimbursement Request*

Option 1: *A unique identifier generated by your Accounts Receivable Dept*

Option 2: *The date of the Cover Letter in YYYYMMDD format*

Note: **do not** use “Invoice #1”, etc. or insert any special characters (*, -, /)

INVOICE PERIOD: *the period of time that the LGA is requesting costs, not necessarily the invoice period from the consultant.*

DBE/MBE/WBE subcontractor payments made: *indicate yes or no. Attach DBE-IS form, even if no subcontractors are paid.*

TABLE

TOTAL EXPENSES: *Total expenses incurred by the LGA*

INELIGIBLE EXPENSES: *any work that the LGA paid for that is not a reimbursable expense (ex. Sales tax, extra work by consultant/contractor)*

ELIGIBLE EXPENSES: *Calculated based on the two previous entries*

REIMBURSABLE: *Percentage amount of Eligible Expenses that DOT will reimburse, per the agreement*.

For example: You have paid your contractor $50,000, which includes $2,000 in sales taxes.

TOTAL EXPENSES: $50,000

INELIGIBLE EXPENSES: $2,000

ELIGIBLE EXPENSES: $48,000

REIMBURSABLE: $38,400 ($48,000 x 80%)

5. Click SAVE or SUBMIT
6. Attach documentation as needed
   a. Copies of invoices/pay applications
   b. Evidence of payment made (cancelled check, EFT transaction, bank statement)

c. DBE-IS Form (write N/A or NONE across form if no payments made)

B. STEPS FOR CREATING A UNIQUE INVOICE NUMBER FOR REIMBURSEMENT REQUEST

Currently, the Local Government Agencies (LGA) will need to create a unique invoice number for each claim form. Forms can no longer have just 1, 2, 3 etc. as a number.

1. If the LGA does not already have a unique number for the claim, use the date (year, month, date) with no punctuation. Then add 001, 0002 etc. to the end to signify the first, second, etc. claim submitted under the project.
    a. Example claim submitted January 30, 2021, and it is the second claim submitted for the project. The date to enter in the invoice number on the claim form will be: 20210130002.

C. STEPS FOR SUBMITTING A REVISED REIMBURSEMENT REQUEST

If the Reimbursement Request is Returned, make corrections and resubmit as follows:

1. From your Home Screen, click on **Edit Reimbursement Claim**
2. Search for your Project by TIP or Agreement No.
3. Select from ID #
4. Open **Claim Form** and make changes
5. Select Submit

A new dialog window will open that will allow you to submit documents.