State Funded and Process Design from Announcement to Close

Indicates Milestone

02/05/2020

Total Time: 26 Weeks for ODOT; 42 Weeks including Local Jurisdiction Time Lines
Note: All Dates/Milestones are preliminary and subject to change

Preparation and Announcement (4-6 Weeks)

- Project Selection cycle starting
- Trigger Funds Available
- Review Schedule, Timeline, Kick-off Meeting, Stakeholders on schedule
- Discuss criteria of selection with advisory committee
- Schedule workshops in every Region
- Immerse Solicitations
- Run workshops and webinars
- Misc. Communications through ODOT Mgr.
- Response/answer questions through e-list (Discussion) or Help
- Send Press Release to ATLs and Key Stakeholders
- Review Schedule, Timeline, Calendar
- Notify Region selection committee of upcoming workshop
- Schedule workshops in coordination with Region ATLs (Two Days of Education)
- Participate in workshops and webinars
- Misc. Communications through ODOT Mgr.
- Response/answer questions through e-list (Discussion) or Help
- Participate in workshops and webinars
- Explore opportunities, ask questions
- Complete and send Letter of Intent (online form)
- Letters of Intent collected from website
- Download into Excel for use as reference
- Press Release For Government Relations

Letter of Intent/Pre-Application (4 Weeks)

Process for ineligibility will be provided in verification

- Review Letter of Intent (Review)
- Send Press Release to ATLs and Key Stakeholders
- Determine eligibility using LOI
- Consult with ATL if ineligibility is raised
- Notify applicant of eligibility
- Review/respond to Regional Manager questions in a timely manner
- Create and send Letter of Intent (online) to ATLs
- Receive notice from Region ATL of potential projects with interested projects
- Review notice from Region ATL of potential projects with interested projects
- Review Schedule, Timeline, Calendar
- Notify Region selection committee of upcoming workshop
- Schedule workshops in coordination with Region ATLs (Two Days of Education)
- Participate in workshops and webinars
- Review/answer questions, refer questions to appropriate ATL/Region Mgr.
- If requested, answer Program Manager questions on eligibility
- Review/respond to Regional Manager questions
- Review website for updated information within Region
- Review letters of Intent and provide any concerns
- Review/respond to Regional Manager questions
- Review website for updated information within Region
- Review letters of Intent and provide any concerns
- Review notice of Intent to Apply
- Review application document (Review) August 31, 2020
- Download application documents to Excel
- Announce Closure of Application Period on government Delivered
- Announce Closure of Application Period on government Delivered

Application (2 Weeks)

- Conduct technical review of applications for eligibility criteria
- Agree to 150% for and score remaining applications
- Send packet of applications to ATLs of the Intra Region
- Highlight any potential for combined projects
- Review packet of applications
- Potential Target Guidelines for committee
- Review packet of applications
- Determine which applicants require more assessments
- Support ATL in determining if any ODOT applications require more assessments
- Individual projects will have a site visit. Team members will be from ODOT and include representatives of road, environmental and ROW concerns.
- Review application document (Review) August 31, 2020
- Download application documents to Excel
- Press Release For Government Delivery

Selection (8 Weeks)

- Determine if any applications require more assessments
- Conduct onsite assessments and application of necessary
- Participate in onsite assessments with ATL if necessary
- Record onsite assessments in Excel summary
- Review all comments in Excel summary
- Schedule Advisory Committee decision workshop
- Prepare and send information to Advisory Committee
- Lead Advisory Committee decision workshop
- Prepare cover letter and recommendation to OTC
- Send Draft Letter to Unfunded Projects
- Updated Excel Summary with applicants with awardees
- Prepare feedback to applicants
- Notify potential awardees
- Conduct onsite assessments
- Record onsite assessments in Excel summary
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- Review packet of applications (150% for
- Participate in decision workshop
- Participate in preparing recommendation to OTC
- Review packet of applications
- Participate in onsite assessments with ATL if requested
- Review and comments in Excel summary
- Review award and information to applicant
- Confirm if Project Is Functional
- Confirm if Project Is Functional
- Confirm if Project Is Functional (ADOT Rule)
- Send revised certification/cover letter to Project Manager
- Post award information on website
- If applicant was using previous Application means an Exception is needed. Process for verification TBD - Verification process will be similar to Exceptions process. Results - Possible - approved or not "verification statement."
- Receive, review, and approve awards
- Notify Region ATL of potential awardees
- Send to BDS for legal review (5 min)
- Send draft to ATL (5 min)
- Receive DA with wetcheck to reach final document (30 min work time)
- Receive signed DA (5 min)
- Send signed DA to Region for signature authority (1 min)
- Upon agreement, distribute Notice of Execution and Notice To Proceed (30 min)
- Send all information to Project Manager (20 min)
- Receive EA and sub jobs
- Update database (5 min)
- Receive invoice (Payment Request) (Payment Request)
- Receive quarterly report (Update) (5
- Flag any issues to Program Manager (5 min) (update DB
- Trigger EA and Sub Jobs in ODOT Program Manager or Local Jurisdiction (update DB
- Send Final Payment

ISA and Funding (4 Weeks for ODOT/20 Weeks adding Local Timelines)

For awardees, initial process for verification for eligibility, determine any previous identity, and any updates to the original application/ scope

- If potential awardee, contact Region and applicants with awardees
- Receive verification information (changes to application/ Information changes)
- Request file update (awardee set up in database)
- Create Resume/Archive Project Folder (Post on Website)
- Review Notice of Execution/Notice to Proceed
- Notify Region Project Delivery staff of project and start of project
- Initiate project
- Send invoice to OPTI Office for reimbursement (Payment Request) (update)
- Send a quarterly report on progress to ODOT
- Send Final Invoice and final report

Announce Final Awards After OTC Decision

- Notify potential awardees
- Provide potential award to ODOT Regions
- Review Notice of Execution/Notice to Proceed
- Review DA with SPS to reach Final document
- Sign and send to ODOT Program Mgr. OTC Approval
- Send draft Letter to Unfunded Projects
- Review Notice of Execution/Notice to Proceed
- Fill Srv. Director Assigned Ad Programmer to develop EA
- Find Ad Programmer: 1. verifies Project Scope, 2. Verifies Funding Consistency, 3. Assigns EA for Program, Sub jobs (000-999) 4. Notifies Policy Analyst of EA numbers
- Notify SPS (5 min)
- Turnaround 5 days

Invoice Payment

- PM Manager signs-off
- Weekly report on project status

Quarterly Report

- Review quarterly reports as needed
- Engage ATLs in quarterly as needed
- Provide support/ assistance (training as needed)
- Provide support/ assistance (training as needed)

Project Close

- Determine best approach for final walk through in coordination with Region
- Support plan for final walk through
- Support plan for final walk through
- Notify Final Payment
- Perform Final Walk Through
- Receive Photos, Affidavit, Audio, Final Report
- Send Final Payment

Project Selection cycle starting

Trigger Funds Available

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Discuss criteria of selection with advisory committee

Schedule workshops in every Region

Immerse Solicitations

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Selection Criteria

Letter of Intent

Notification of eligibility

Application

Application must contain requirements for funding projects

Scoring Criteria

Onsite assessment Wetlands/Survey

Onsite assessment report

Applicant Summary

Advisory Committee Guidelines

Application Recommendation Letter

Verification of Match Assets

IGA

Database

Template to include a paragraph regarding what happens if there is a cause for delay of project start

Federalized Project Agreement

Notice of Execution

Notice To Proceed

Title for EA Sub-job Number Downloaded

Project Status Report

Payment Request

Quarterly Report

Walk Through Report

SRTS: Federalized Projects, ODOT/Local Project (Local Federal project rolls SRTS funding into its local project)

Indicates Milestone

Indicates Date/Time Measure Needed

10.23.2018

AMENDMENT APPROVED

IGA EXECUTED

EA TO NOTICE TO PROCEED

INVOICE PAID

PROJECT CLOSED

Awardee

- Notified of award
- Provide "prospectus" (may iterate with Project Lead to reach concurrence)
- Typical turnaround time is 10 – 20 days
- Receive and sign IGA
- Receive executed agreement

Area Manager

- Learn of awardee in Region
- Assign/notify appropriate project lead
- Iterate IGA with Agreement Writer and Project Lead

Project Lead

- Learn of awardee/ project
- Request "prospectus" from awardee (may iterate to reach concurrence)
- Initiate IGA (scope, schedule, budget)
- Iterate IGA with Agreement Writer
- Receive executed agreement
- Determine that it is time to start the project (prereq: executed agreement)
- Tell STIP Coordinator to request an EA
- *For projects delivered by Certified Local Agencies: Project Lead gives Local Agency the Notice to Proceed as appropriate for their phase of work*
- Receive notice that Federal approval was secured
- Send Notice to Proceed to Consultant
- Copy Program Manager on Notice to Proceed
- Notice to Proceed complete
- Receive invoice from contractor/ consultant
- Code invoice for processing
- Obtain approvals needed for processing
- Invoice is paid via Invoice Payment subprocess
- Conduct Quarterly Report with Program Manager by phone or email
- Discuss project close with Program Manager
- Agree to close subjob

Region STIP Coordinator

- Learn of awardee in Region
- Enter request for amendment into STIP FP
- Note that Key Number already exists for project
- Pull in all approvals needed for amendment to STIP
- Submit amendment to HQ STIP Coordinator and others per Region preference
- Iterate with HQ STIP Coordinator to finalize
- Receive executed agreement
- Receive instruction to request an EA
- Request EA (Programming Request Form)
- *For projects delivered by Certified Local Agencies: STIP Coordinator may need to send a Programming Request Form for each obligation phase – PE, ROW, Utilities, and Construction*
- Receive Federal approval (FMIS Report and EA document)
- Notify Project Lead

Region Agreement Writer

- Receive request for IGA
- Draft IGA
- 67 business days from request to approval (including DOJ)
- Iterate/refine with Project Lead and awardee
- Complete IGA
- Send for technical review
- Send to awardee for signature
- Send to others as appropriate for signature
- Distribute executed IGA
- IGA complete

Other Region Participants

- Receive invoice approved for processing (admin)
- Enter into TEAMS
- See Invoice Payment subprocess with Finance

HQ STIP Coordinator

- Receive STIP Amendment from Region STIP Coordinator
- Review for accuracy; iterate with Region to finalize (98% require rework) 30 min
- 14 calendar days from receipt of amendment to approval
- Obtain approvals from Federal partners as needed 30 min
- May require public comment period, which will expand the turnaround time
- Approve 5 min
- Amendment complete
- Participate in technical review 15 min
- 7 days turnaround for technical review
- Track IGA in STIP FP
- Receive executed agreement

Other HQ Program Funding Staff

- Receive executed agreement
- *What is the turnaround time from request for EA to EA Document?*
- Receive request for an EA
- Go into FMIS to make request for funds 8 hours???? (need to check)
- Request FHWA approval
- Monitor FHWA site to identify when approval has been secured 15 min
- Set up EA subjob in TEAMS 30 min
- Notify Region; send FMIS Report and EA document 30 min
- Receive subjob close request
- Close subjob
- *Time given as 2 weeks for receive request to close project – not sure what this was intended to relate to*

Other HQ SPU Staff

- Receive executed agreement
- Record data of executed agreement in database 10 Min
- Monitor system to determine when EA subjobs are assigned
- Update database 1 min
- Using access to Data Warehouse, pull expenditure actuals
- Run monthly report to match actuals to estimates 5 min (w/prev. step)
- Request subjob close

HQ Technical Review Participants

- Participate in technical review (participants as needed for project)
- 7 days turnaround for technical review

SRTS Program Manager

- Notify Region STIP Coordinator and Area Manager of Awardee
- *What is the promised turnaround time to the Region, for reviewing an amendment for eligibility and timing?*
- Review amendment for eligibility and timing; approve
- Participate in technical review
- 7 days turnaround for technical review
- Receive executed agreement
- Receive notification of Notice to Proceed
- *How does NTP get into the Program database? Or does it?*
- Receive report
- Conduct Quarterly Report with Project Lead by phone or email
- When funds are running low, start conversation about project close with Project Lead
- Agree to close subjob
- Request that subjob is closed
- *Person who has authority to close subjob depends on what phase the work is in (LAC, Local Agency, Construction Office)*

Tools and Templates

- *Is there a standard format to amendments, and will the SRTS elements be easily identified and evaluated?*
- Programming Request Form

Notes

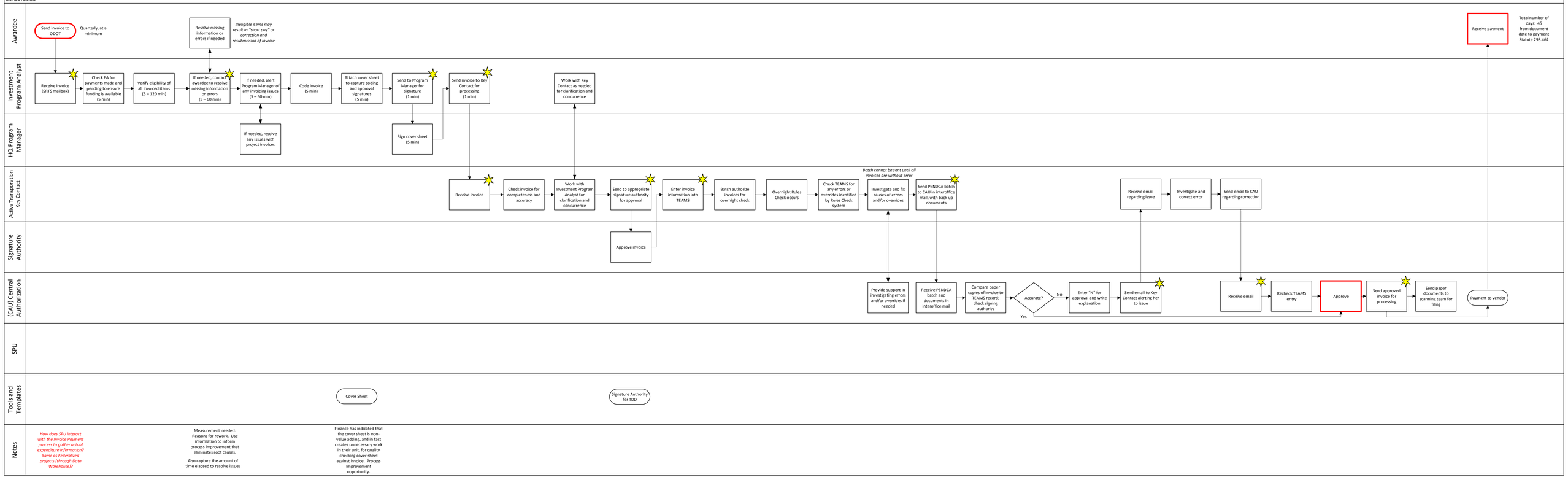
- Virtually all Region STIP Amendments require revision, driving cycle time. Process Improvement Opportunity.
- Technical Review turnaround time is 7 days; estimated workload is 15 minutes. How can this be planned for and provided within less time?
- Process opportunity with OPO: Storage and access to IGAs to reduce number of copies in circulation, streamline communications

SRTS State-Funded Projects – Payment of Invoices

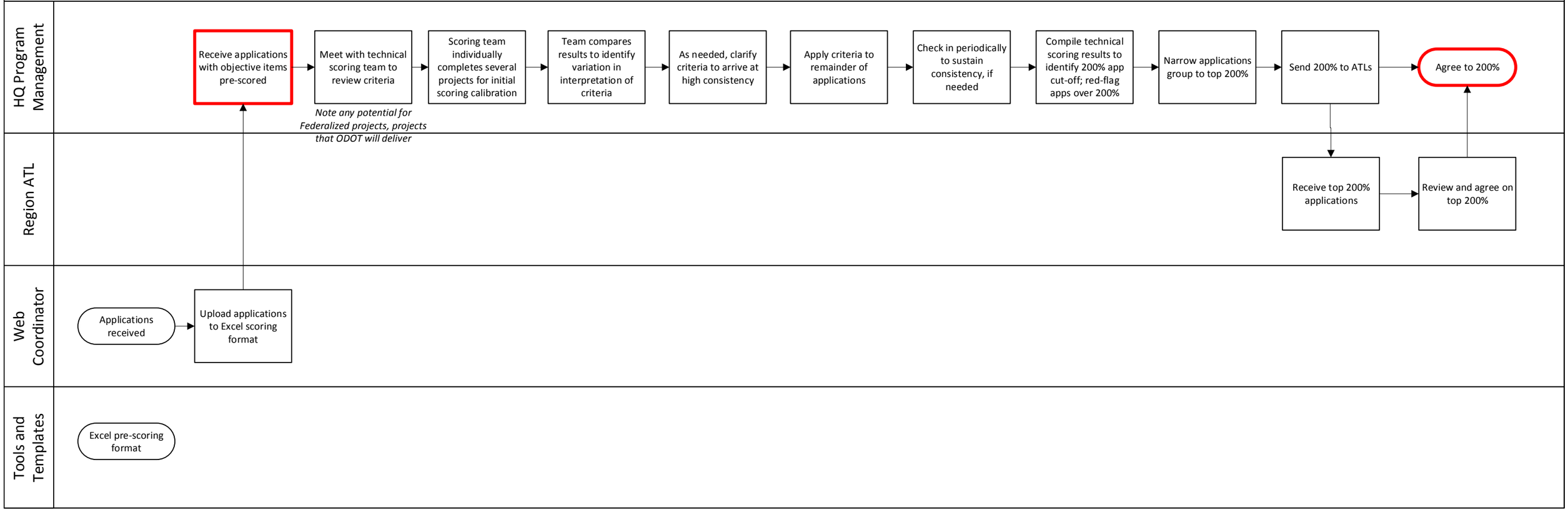
Indicates Milestone

Indicates Date/Time Measures Needed

10.23.2018



SRTS State-Funded Projects – Technical Scoring Process

Indicates Milestone

10.23.2018