



Project Funding

Project Management Unit

Division of Planning & Programming

November 15th & 17th , 2016



Presentation Outlines

1. Project Management Unit (PMU) – Mission & Goals
2. STIP Funding & Scheduling
3. Key SAP Transactions – CJ20N , ZPSR25 & ZPSR01
4. Automated Funding Request Application (AFRA)
5. Funding Requirement Checklist
6. BOT Agenda Items
7. Closing WBS Elements, Closed Status & Commitments
8. 12 Month Tentative Letting List
9. Division Funding Flowchart
10. Resources
11. PMU Staff



1. Project Management Unit (PMU) – Mission & Goals

Division of Planning & Programming – The PMU is responsible for:

1. Authorization of funds for Preliminary Engineering (PE), Right of Way Acquisition (ROW) and Utility Relocation, Construction (CON) and Landscape Development for the State Transportation Improvement Program (STIP) projects.
2. Establish projects in SAP's Project Builder (CJ20N) per the published STIP.
3. Preparation of items dealing with authorization of funds for the Board of Transportation agenda: Item J (State Funds), Item K (State Trust Funds – Strategic Transportation Investments (STI)), Item L (Spot Safety Funds), Item M (Federal Aid Funds) and Item V (Special Funds)
4. Publication of a monthly 12-Month Tentative Letting List that is used to coordinate contract lettings for the next year.
5. Assure that all legal and regulatory requirements are met; and correct type of funding is used.
6. The unit recommends closing the WBS elements upon project completion or when they are no longer required.
7. Provide reports as requested.



2. STIP Funding & Scheduling

Is Your Project In the STIP?

(Project must be programmed in the STIP funding table before funds can be requested)

DIVISION 3						TOTAL PRIOR		STATE TRANSPORTAT				
COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	COST (THOU)	PROJ COST (THOU)	YEARS	FUNDS	FY 2016	FY 2017	FY 2018	
FEDERAL BRIDGE PROJECTS												
SAMPSON	SR 1430 (CARROLL STORE ROAD)	B-5305	REPLACE BRIDGE 810123 OVER BIG SWAMP.		880	100		HFB		R	105	
								HFB				C
		DIV										
SAMPSON	SR 1455 (PAYTON DANIELS ROAD)	B-5308	REPLACE BRIDGE 810152 OVER CAESAR SWAMP.		1255	100		STPOFF			R	105
								STPOFF				
		DIV										



If Not, What Do You Do?

ITEM N HIGHWAY PROGRAM _ STIP MODIFICATIONS

ITEM N					
REVISIONS TO THE 2016-2025 STIP HIGHWAY PROGRAM STIP ADDITIONS					
DIVISION 1 F-5702 HYDE DARE PROJ.CATEGORY DIVISION	NC 12, HATTERAS FERRY DOCK IN DARE COUNTY TO OCRACOKE FERRY DOCKS IN HYDE COUNTY. CONSTRUCT TWO PASSENGER FERRIES TO BE USED ALONG NEW ROUTE. IMPLEMENT TRANSIT SYSTEM TO AID PASSENGERS ON OCRACOKE ISLAND. <u>ADD PRELIMINARY ENGINEERING IN FY 17 NOT PREVIOUSLY PROGRAMMED. PROJECT RECEIVED STATE APPROPRIATED FUNDS TO PARTNER WITH FLAP GRANT FUNDING.</u>	ENGINEERING	FY 2017 - <u>\$926,000</u> (O) \$926,000		
* F-5702A DARE PROJ.CATEGORY DIVISION	NC 12, HATTERAS PARKING LOT IMPROVEMENTS AND CONNECTIVITY MEASURES, HATTERAS LOADING FACILITY AND DOCK. <u>ADD CONSTRUCTION IN FY 17 AND FY 18 NOT PREVIOUSLY PROGRAMMED. PROJECT RECEIVED FLAP GRANT.</u>	CONSTRUCTION	FY 2017 - \$130,000 (FLAP) FY 2018 - <u>\$640,000</u> (FLAP) \$770,000		
* F-5702B HYDE PROJ.CATEGORY DIVISION	NC 12, OCRACOKE DOCK AND PEDESTRIAN WAITING AND ACCESS ACCOMMODATIONS <u>ADD CONSTRUCTION IN FY 17 AND FY 18 NOT PREVIOUSLY PROGRAMMED. PROJECT RECEIVED FLAP GRANT.</u>	CONSTRUCTION	FY 2017 - \$125,000 (FLAP) FY 2018 - \$118,000 (FLAP) FY 2018 - <u>\$407,000</u> (O) \$650,000		
* F-5702C HYDE DARE PROJ.CATEGORY	NC 12, CONSTRUCT TWO PASSENGER FERRIES <u>ADD CONSTRUCTION IN FY 17 AND FY 18 NOT PREVIOUSLY PROGRAMMED. PROJECT RECEIVED FLAP GRANT.</u>	CONSTRUCTION	FY 2017 - \$2,700,000 (FLAP) FY 2018 - <u>\$3,000,000</u> (FLAP) \$5,700,000		

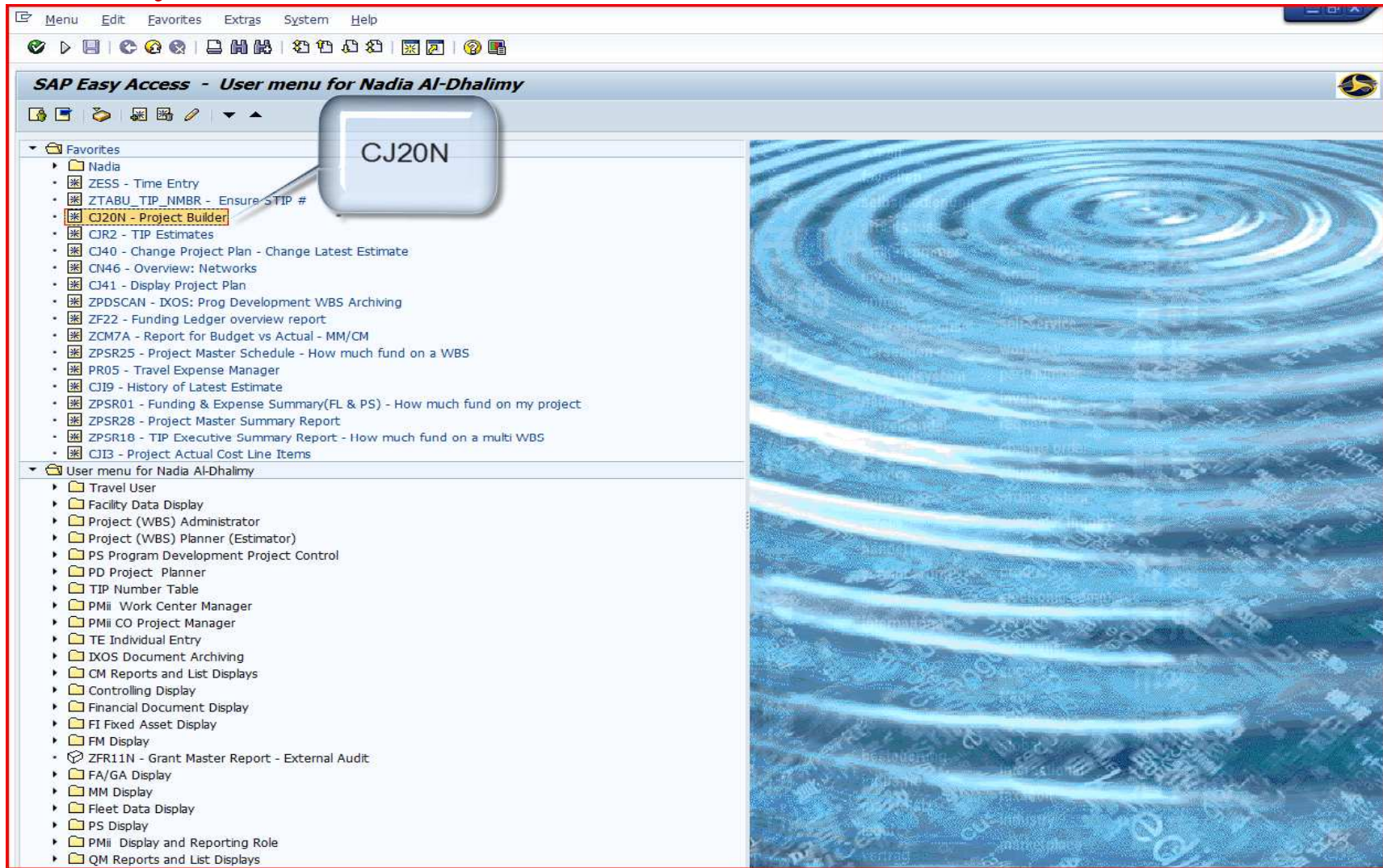
Funding Sources Key:

FLAP: Federal Lands Access Program

O: Other



3. Key SAP Transactions – CJ20N, ZPSR25 & ZPSR01



SAP Transaction – CJ20N Project Builder

The screenshot displays the SAP Project Builder interface. On the left, the 'Project Structure: Description' table is empty, with a red arrow labeled '1' pointing to the 'Project Structure: Description' header. Below it, the 'Worklist' table shows a list of projects, with 'R-5722 - SR 1913 (WILSON'S MILLS RD)' highlighted. On the right, two dialog boxes are shown. The 'Open Project' dialog has a red arrow labeled '2' pointing to the 'Project Definition' field and another labeled '5' pointing to the 'And open' button. The 'Project Definition (1)' dialog has a red arrow labeled '3' pointing to the 'TIP number' field (containing 'R-5722') and another labeled '4' pointing to the 'OK' button.

Project Structure: Description	Identification
--------------------------------	----------------

Worklist: Description	Project object
Projects	
Last Projects Processed	
B-2500 - BRIDGE 11	32635
R-4753 - NC 107	39999
R-5722 - SR 1913 (WILSON'S MILLS RD)	50216
Design Build Set A - Watauga / Avery Bri	17BP.111.R.118
(DELETED) U-5714 - SR 5901 (BILLY GRAHA	46299

Project Definition	
Project Definition	
WBS Element	
Network	

Project definition, TIP no. and county	
TIP number	R-5722
County code	
Project Definition	
Description	
Maximum No. of Hits	500



SAP Transaction – CJ20N Project Builder

Project Builder: Project 37405

Project Structure: Description | Identification

Description	Identification
R-2577 - US 158	37405
37405	37405
PE	37405.1
R-2577 - PE - US 158	37405.1.1
R-2577A - PE DESIGN - US 158	37405.1.2
R-2577B - PE DESIGN - US 158	37405.1.3
R-2577C - PE DESIGN - US 158	37405.1.4
ROW	37405.2
R-2577A - R/W -US 158	37405.2.1
R-2577B - R/W -US 158	37405.2.2
R-2577C - R/W -US 158	37405.2.3
CONSTRUCTION	37405.3
R-2577A - CON - US 158	37405.3.1
R-2577B - CON - US 158	37405.3.2
R-2577C - CON - US 158	37405.3.3

Identification and view selection

WBS Element: 37405.3.1 | R-2577A - CON - US 158

Detail: 37405

Overview(s): [Icons]

Basic Data | Dates | Assignments | Control | User Fields | Admin | Superior

Proj.type: [Dropdown] | Short ID: 37405.3.1

Proj. summarization:

Status

System Status: CRTD

User status: R40 FSTR

Responsibilities

Person Respons.: [Field]

Applicant no.: [Field]

Resp. cost cntr: [Field]

Req.cost center: [Field]

Operative indicators

- Planning element
- Acct asst elem.
- Billing element

System Status & User Status
(For details, see next slide)



What do the WBS statuses mean?

STIP Projects - **User Status**

R40.....(Default status when a WBS is Created)

R100....(Status when the WBS is released)

C40.... (WBS in on hold, charges blocked)

C50.... (Begin Federal closing process, ‘soft closed’)

C80.... (Begin State closing process, ‘soft closed’)

C99.... (Blocks charges but allows the Scheduling Management Office (SMO)
to maintain schedules)

C100....(Accounting Closed)

STIP Projects – **System Status**

CRTD – Created

REL – Released

CLSD – Closed – (A WBS isn’t actually closed until you see this)



SAP Transaction – CJ20N Project Builder

Project Builder: Project 37405

Identification and view selection
WBS Element: 37405.3.1 R-2577A - CON - US 158
Detail:
Overview(s):

Basic | **NCDOT** | Text | Control | Admin | Superior | User Fields | Dates

Proj Type: 200 TIP Construction Sub Type: 204 Rural
System: 140 Intrastate Phase ID: 0300 Construction
Fund Center: 157827 FHWA Const.
County: 034 FORSYTH Funding % 100
Division: 09 Winston-Salem Funding % 100

Project Information
Approval Date:
Length in Miles: 5.290 % Urban: % Rural:
TIP Number: R-2577 TIP Sub Number: R-2577A
FA Project No.
Route:

MISC Project Information
 FHWA funding ind
Municipality:
Grant Type: Grant Dept.:
CFDA:

TIP & MISC
PROG. DEV.
PS Info
12 MLL
ENGINEERING
BRIDGES
DISASTER-ENG
DISASTER-FIS
PTD
SPOT Data

Project Structure: Description	Identification
▼ R-2577 - US 158	37405
▼ 37405	37405
▼ PE	37405.1
▶ R-2577 - PE PLANNING US 158	37405.1.1
▶ R-2577A - PE DESIGN - US 158	37405.1.2
▶ R-2577B - PE DESIGN - US 158	37405.1.3
▶ R-2577C - PE DESIGN - US 158	37405.1.4
▼ ROW	37405.2
• R-2577A - R/W - US 158	37405.2.4
• R-2577A - UTIL - US 158	37405.2.5
• R-2577B - R/W -US 158	37405.2.2
• R-2577C - R/W -US 158	37405.2.3
• CLOSED R-2577A - R/W -US 158	37405.2.1
▼ CONSTRUCTION	37405.3
• R-2577A - CON - US 158	37405.3.1
• R-2577B - CON - US 158	37405.3.2
• R-2577C - CON - US 158	37405.3.3

Fund Centers

Federal: 157827

State STI: 159075

HFB: 157839



SAP Transaction – CJ20N Project Builder

Project Builder: Project 50216

Project Structure: Description

Description	Identification
R-5722 - SR 1913 (WILSON'S MILLS RD)	50216
50216	50216
PE	50216.1
R-5722 - PE - SR 1913 (WILSON'S MILLS RD)	50216.1.1
ROW	50216.2
R-5722 - ROW - SR 1913 (WILSON'S MILLS RD)	50216.2.1
CON	50216.3
R-5722 - CON - SR 1913 (WILSON'S MILLS RD)	50216.3.1

Identification and view selection

WBS Element: 50216.3.1 R-5722 - CON - SR 1913 (WILSON'S MILLS RD)

Detail: [Warning Icon]

Overview(s): [Print, Copy, Paste, Undo, Redo]

Tabs: Basic, **NCDOT**, Text, Control, Admin, Superior, User Fields, Dates

Proj Type: 200 TIP Construction Sub Type: 204 Rural

System: 108 Secondary Paved Phase ID: 0300 Construction

Fund Center: 159075 Strategic Prioritization

County: 051 JOHNSTON Funding % 100

04 Wilson Funding % 100

Buttons: More counties, More divisions

Strategic Funds (1) 9 Entries found

Strategic Funds	Short Descript.
STATEWIDE	Statewide
REGIONAL	Regional
DIVISION	Division
EXEMPT	Exempt
SW/REG	Statewide / Regional
SW/DIV	Statewide / Divisional
REG/DIV	Regional / Divisional
SW/REG/DIV	Statewide / Regional / Divisional
BONUSALLOC	Bonus Allocation

9 Entries found

Program Development

STR.Work Code

#Parcels [] Fees []

Utility Impact []

Let Reporting

Fiscal Year Indicator: S State

R/W Fiscal Year

Let Fiscal Year: 2018

Strategic Funds: DIVISION

Mode: HIGHWAY

Bid Cost

Design Build Step by Step FHWA Oversight

Buttons: TIP - MISC, PROG. DEV., PS Info, 12 MLL, ENGINEERING, BRIDGES, DISASTER-ENG, DISASTER-FIS, PTD, SPOT Data



SAP Transaction – CJ20N Project Builder

Project Builder: Project 37405

Identification and view selection
 WBS Element: 37405.1.1 R-2577 - PE - US 158
 Detail: [Warning Icon]
 Overview(s): [Icons]

Basic NCDOT **Text** Control Admin Superior User Fields Dates

Project Structure: Description	Identification
▼ R-2577 - US 158	37405
▼ 37405	37405
▼ PE	37405.1
▶ R-2577 - PE - US 158	37405.1.1
▶ R-2577A - PE DESIGN - US 158	37405.1.2
▶ R-2577B - PE DESIGN - US 158	37405.1.3
▶ R-2577C - PE DESIGN - US 158	37405.1.4
▼ ROW	37405.2
• R-2577A - R/W - US 158	37405.2.4
• R-2577A - UTIL - US 158	37405.2.5
• R-2577B - R/W - US 158	37405.2.2
• R-2577C - R/W - US 158	37405.2.3
• CLOSED R-2577A - R/W - US 158	37405.2.1
▼ CONSTRUCTION	37405.3
• R-2577A - CON - US 158	37405.3.1
• R-2577B - CON - US 158	37405.3.2
• R-2577C - CON - US 158	37405.3.3

R-2577 - PE - US 158
 FROM MULTI-LANES NORTH OF US 421/I-40 BUSINESS IN WINSTON-SALEM
 TO US 220
 WIDEN TO MULTI-LANES (18.8 MILES)

FUNDS NEEDED FOR PRELIMINARY ENGINEERING
 FUNDS TO BE SET UP ON NOVEMBER 6, 2003 BOT AGENDA
 \$500,000.00

11/05/03 - Establish funds per 11/6/03 agenda

04/13/07 - Decrease funds (\$217,612.27) per 4/5/07 agenda-wforster-
 To set at C40 per BClark for now. (PY Project)

05/31/07 - Keep project open (R100) for network charges per Mary Sue. BL-C

05/3107 - email from Linwood Stone: PDEA has been asked by top management
 to continue work on the subject project. Therefore, we request that
 \$500,000 be authorized for this purpose.

06/12/07 - Request \$500,000 to July 07 BOT. BL-C

07/24/07 - Increase funds per 7/12/07 agenda-wf-Needed for PE.

06/28/11 - A Break moved out of PY status in the 2012-2021 STIP. -lbg

Li 1, Co 1 Ln 1 - Ln 26 of 43 lines



SAP Transaction – CJ20N Project Builder

Project Builder: Project 37405

Identification and view selection
 Project Def.: 37405 R-2577 - US 158
 Detail: [Icon]
 Overview(s): [Icon]

Basic data | Control | Administration | Long Text | **NCDOT Data**

Division Fund %: 100
 TIP Number: R-2577

From: [Field]
 To: [Field]
 From Latitude: [Field] From Longitude: [Field]
 To Latitude: [Field] To Longitude: [Field]

Chart of key project personnel
 Phase id: 0100 Prel Engr

Sub Project	Project Role	Unit/Position	Contact Name
	Project Manager	PMO/Division	
R-2577	PDEA Project Engine...	PDEA Unit	Derrick G. Weaver
R-2577	PDEA Planning Engin...	PDEA Unit	Karen S. Reynolds
R-2577	Roadway Project Eng...	Roadway Design Unit	Tony Houser
R-2577	Roadway Project Des...	Roadway Design Unit	Jeffrey L. Teague
R-2577	Hydraulics Project Ma...	Hydraulics Unit	W. H. Elam Jr

Contact Override

Key Project Personnel →



SAP Transaction: ZPSR 25 Master Report

ZPSR25 - TIP Project Master Summary Report

TIP Project Master Summary Report

TIP subnumber: * R-5722

Exclude Level 4 WBS



SAP Transaction: ZPSR 25 Master Report



Department of Transportation, North Carolina TIP Project Master Summary Report

Header Data		Contacts				
TIP number	R-5722	DIV PROJ MGR :	William Clarke			
TIP sub-number	R-5722	SMU PROJ ENG :	Mack Bailey			
Parcels	0					
Relocatees	0					
Utility Impact						
County	JOHNSTON					
Municipality						
Route						
Division	04					
Length in miles	0.300					
Structure work code						
Description	SR 1913 (WILSON'S MILLS RD) FROM SR 1501 (SWIFT CREEK ROAD) TO EAST OF SR 1908 (FIRE DEPARTMENT ROAD) INTERSECTION IMPROVEMENTS AT WILSON'S MILLS ELEMENTARY SCHOOL					
WBS Data						
Phase ID	WBS Element	Status	FA Project Number	Strategic Funds	Authorized	Agreement End
0100	50216.1.1	REL R100		Division		
0200	50216.2.1	REL R100		Division		Jun 27, 2020
0300	50216.3.1	CRTD R40		Division		
Estimate Data						
Item	STIP Estimate	STIP As Of Date	Latest Estimate	Latest As Of Date	Fiscal Year	F/S
TIP Right of Way	\$215,000	Jul 1, 2015	\$0		2017	S
TIP Construction	\$864,000	Jul 1, 2015	\$1,000,000	Oct 5, 2016	2018	S
Project Milestones						
Project Schedule	Schedule	C/E				
PE Funding Approved (PFA)	May 13, 2015	Completed				
State Minimum Criteria (SMINCRT)	Sep 26, 2016	Completed				
R/W Plans Complete (RPC)	Oct 4, 2016	Completed				
R/W Acquisition Begins (R/W)	Oct 4, 2016	Completed				
Division POC Let (DPOC)	Jun 27, 2017	Estimate				



SAP Transaction: ZPSR 01 Funding & Expenses

Project Funding and Expense Summary(PS and FL view)

Project Systems

Project Definition to

WBS Element to

Funding

To fiscal year

To period

Planning

Plan Version

Overdraft Report

Negative Unexpended Projects

Negative Unencumbered Projects

Output display mode

Expand all nodes

Additional selection fields...

Technical Settings

Excluded Commitment Items to

Tree Layout

Grid Layout Sec Con, Enhanc, Resurf (No Filter)

Header Display Word Wrap Width

Max. Header Lines


Callouts:

- 1: Arrow pointing to the Project Definition field in the Project Systems section.
- 2: Arrow pointing to the TIP number field in the Project Definition (1) dialog box.
- 3: Arrow pointing to the OK button in the Project Definition (1) dialog box.
- 4: Arrow pointing to the WBS Element field in the Project Systems section.




SAP Transaction: ZPSR 01

Project Funding and Expense Summary(PS and FL view)



Transaction Code ZPSR01
 Date 11/10/2016
 Time 15:06:09



Project/WBS element	Total Funding	Expenditures	Unexp. balance	Commitments
▼ WBS Summary	181,445.23	256,088.77		31,015.10
▼ 50216 - R-5722 - SR 1913 (WILSON'S MILLS RD)	181,445.23	256,088.77	74,643.54-	31,015.10
▶ 50216.1.1 - R-5722 - PE - SR 1913 (WILSON'S MILLS RD)	181,445.23	256,088.77	74,643.54-	31,015.10



4. Automated Funding Request Application (AFRA)

How to request funding? STIP Funding Request Application

- Purpose of Application – Allow anyone in the DOT with Enterprise Business Services (EBS Portal) Access to request STIP funding from PMU and provide the ability to process those requests.
- Start by logging into the Enterprise Business Services portal.

www.ebs.nc.gov



NC Enterprise Business Services

User *

Password *

Passwords are case sensitive

Log On

[Login Help](#) * [Browser Support](#)



Automated Funding Request Application (AFRA) - Tiles

The screenshot displays the NC Enterprise Business Services portal. The browser address bar shows the URL <https://www.ebs.nc.gov/irj/portal#>. The user is logged in as Nadia Al-Dhalimy. The main content area is divided into three sections:

- Cross Application Tools:** Contains two tiles: 'ECC Production' and 'ECC QAS Launch ECC QAS System'.
- Project Systems:** Contains three tiles: 'TIP Funding Request' (highlighted in yellow with a red arrow and a yellow circle containing the number '2'), 'Schedule Change Requests (PDF Forms)', and 'ZPSR25 Web Version'.
- Reports and Dashboards:** Contains three tiles: 'BusinessObjects Reports', 'Internal Management Dashboard (IMDB)', and 'BW Business Explorer (BEx) Excel'.



Automated Funding Request Application (AFRA)

TIP Funding Request


Requestor Information

User Name:

Cost Center:

Cost Center:

E-mail:



Automated Funding Request Application (AFRA)

TIP Funding Request

TIP Funding Request Application

Header Data for Funding Request

Funds Request: Created On: 05/05/2015

Cost Center: Program Development User Status: New

Email: MALGHANDOUR@NCDOT.GOV Docs Received:

Created By: Majed Al-ghandour

Requester Comments: PE Funding for M-0481

PMU Comments:

Line item WBS data for Funding Request

New Item

Sub-TIP	Phase	WBS	Description	Amount Requested	Reason	Division	County Name	Funds Center	FHWA	FA Project Number	Fed/St FY
M-0481	PE			0.00					<input type="checkbox"/>		

Back Save

6A: Important: after entering the Sub-TIP number, hit the **ENTER** key on the keyboard before step 7.



Automated Funding Request Application (AFRA)

TIP Funding Request

TIP Funding Request Application

Header Data for Funding Request

Funds Request: Created On: 05/05/2015

Cost Center: Program Development User Status: New

Email: MALGHANDOUR@NCDOT.GOV Docs Received:

Created By: Majed Al-ghandour

Requester Comments: PE Funding for M-0481


PMU Comments:

Line item WBS data for Funding Request

[New Item](#)

Sub-TIP	Phase	WBS	Description	Amount Requested	Reason	Division	County Name	Funds Center	FHWA	FA Project Number	Fed/St FY
M-0481	PE	50144.1.F1		0.00	Initial PE				<input type="checkbox"/>		

[Back](#) [Save](#)



Automated Funding Request Application (AFRA)

TIP Funding Request Application

Header Data for Funding Request

Funds Request: Created On: 05/05/2015
Cost Center: Program Development User Status: New
Email: MALGHANDOUR@NCDOT.GOV Docs Received:
Created By: Majed Al-ghandour
Requester Comments: PE Funding for M-0481
PMU Comments:

Line Item WBS data for Funding Request

[New Item](#)

Sub-TIP	Phase	WBS	Description	Amount Requested	Reason	Division	County Name	Funds Center	FHWA	FA Project Number	Fed/St FY
M-0481	PE	50144.1.F1	M-0481 - SHRP2 R10 IMPLEMENTATION	0.00	Initial PE	17	N/A	157827	<input checked="" type="checkbox"/>	SHRP-000S(786)	

Callout 9 points to the 'Amount Requested' column header.
Callout 10 points to the 'Reason' column header.
Callout 11 points to the 'Save' button.



Automated Funding Request Application (AFRA)

TIP Funding Request Application

Header Data for Funding Request

Funds Request: 000004000000 Created On: 05/05/2015
Cost Center: Program Development User Status: New
Email: Docs Received:
Created By: Majed Al-ghandour
Requester Comments: PE Funding for M-0481
PMU Comments:

Line item WBS data for Funding Request

[New Item](#)

Sub-TIP	Phase	WBS	Description	Amount Requested	Reason	Division	County Name	Funds Center	FHWA	FA Project Number	Fed/St FY
M-0481	PE	50144.1.F1	M-0481 - SHRP2 R10 IMPLEMENTATION	5.00	Initial PE	17	N/A	157827	<input checked="" type="checkbox"/>	SHRP-000S(786)	

Fund Request 000004000000 created successfully.

[Back](#) [Save](#) [Attachments](#) [Print](#)



Automated Funding Request Application (AFRA)

TIP Funding Request Application

PMU won't see your request until it's saved in "Submitted" status

Header Data for Funding Request

Funds Request: 000004000001 Created On: 05/05/2015
 Cost Center: SAP Support Center Functional Personn User Status: Submitted
 Email: Docs Received:
 Created By: STAN MACINTYRE
 Requester Comments: test
 PMU Comments: Need attachment to process . Thanks for attachment. Processing now.

Funding request Application

Manage Attachments

* Once you archive it, Attachment will be deleted from Funding Request

Choose Attachment:

Line item WBS data for Funding Request

Sub-TIP	Phase	WBS	Description	Amount Requested	Reason	Division	County Name	Funds Center	FHWA	FA Project Number	Fed/St
M-0481	PE	50144.1.F1	M-0481 - SHRP2 R10 IMPLEMENTATION	510.00	Initia...	17	N/A	157827	<input checked="" type="checkbox"/>	SHRP-000S(786)	



AFRA Features & Tips

- Select Sub-TIP, hit ENTER, select the phase, then select the WBS Element.
- Request must first be saved before an attachment can be added.
- You can attach project documents (pdf's only).
- Email notifications when Status changes occur.
- Ability to print the request as a PDF, save, or email.
- In order for PMU to see the request, you must place it in 'Submitted' status and Save it.



5. Funding Requirement Checklist

PE Phase:

- ✓ Verify that the project is programmed in the STIP ¹.
- ✓ ROW and Let dates must be current in the schedule or a schedule change must be submitted to the SMO.
- ✓ Prior to requesting PE funds, any agreements must be fully executed.
- ✓ The mileposts of the project limits must be submitted (not for sidewalks, trails or greenway projects or projects that are not construction projects).



ROW Phase [Federally Funded Projects]:

- ✓ ROW funds must be programmed in the STIP for the appropriate fiscal year¹.
- ✓ ROW and Let dates must be current in the schedule or a schedule change must be submitted to the SMO².
- ✓ Location and Design Approval Letter must be submitted.
- ✓ Approved Environmental Planning Documents must be complete.
- ✓ Pre-Let (or Combined) Field Inspection was conducted.
- ✓ ROW consultation was conducted (for federal projects) if Environmental Document is > 1 year old. (Does not apply for (Programmatic Categorical Exclusion (PCE) or Minimum Criteria Checklist projects).
- ✓ Reevaluation or supplemental environmental document (for federal projects) completed if Document > 3 years old or if scope changes.



ROW Phase [State Funded Projects]:

- ✓ ROW funds must be programmed in the STIP for the appropriate fiscal year¹.
- ✓ ROW and Let dates must be current in the schedule or a schedule change must be submitted to the SMO².
- ✓ Location and Design Approval Letter must be submitted.
- ✓ Approved Environmental Planning Documents must be complete.
- ✓ Pre-Let (or Combined) Field Inspection was conducted.



Construction Phase [Federally Funded Projects]:

- ✓ Construction funds must be programmed in the STIP for the appropriate fiscal year¹.
- ✓ Let date must be current in the schedule or a schedule change must be submitted to the SMO².
- ✓ Approved Environmental Planning Documents must be complete.
- ✓ Pre-Let (or Combined) Field Inspection was conducted.
- ✓ Construction consultation was conducted (for federal projects) if Environmental Document is > 1 year old. (Does not apply for PCE or Minimum Criteria Checklist projects).
- ✓ If it has been >3 yrs. since the date of last major approval (of the environmental document, right of way acquisition, or construction of another break on the project), a Re-evaluation or Supplemental Environmental Document must be completed.
- ✓ The ROW Certification Letter has been received by Project Management Unit⁴.
(Not for Design-Build)
- ✓ All permits need to be approved. (Not for Design-Build).
- ✓ All agreements must be fully executed.
- ✓ A Purchase Order Contract requires a line item estimate³.
- ✓ If a project is to be done using State forces, the requesting unit must obtain FHWA prior to requesting funds.



Construction Phase [State Funded Projects]:

- ✓ Construction funds must be programmed in the STIP for the appropriate fiscal year¹.
- ✓ Let date must be current in the schedule or a schedule change must be submitted to the SMO².
- ✓ Approved Environmental Planning Documents must be complete.
- ✓ Pre-Let (or Combined) Field Inspection was conducted.
- ✓ The ROW Certification Letter has been received by Project Management Unit⁴.
(Not for Design-Build)
- ✓ All permits need to be approved. (Not for Design-Build).
- ✓ All agreements must be fully executed.
- ✓ Purchase Order Contract requires a line item estimate³.



Funding Requirement Notes

NOTE 1:

If a project, or a phase of a project, is not programmed in the STIP, this will need to be requested through the STIP Unit. This is usually approved on Item N of the Board of Transportation Agenda. (Note that Item N only programs the project in the STIP. A separate funding request needs to be submitted after Item N has been approved to obtain actual funding on the project).

NOTE 2:

A funding request should be submitted no sooner than 3 months prior to the scheduled ROW or CON date (2 months is optimal), or a schedule change will be needed.

NOTE 3:

The current dollar limit for a POC is \$5 Million (G.S. 136-28.1).

NOTE 4:

For projects meeting requirements of 23CFR 771.117: a simple statement that the project is within existing ROW and complies with 23CFR 771.117 will suffice.



6. Board of Transportation (BOT) Agenda Items

Item N – STIP Amendments

Item J – Approval of Specific State Funds for Construction Projects

Item K – Approval for Strategic Transportation Investments (STI) Funds

Item L – Approval of Funds for Specific Spot Safety Improvement Projects

Item M – Approval of Funds for Specific Federal Aid Projects

Item V – Approval of Mobility Funds for Construction Projects



BOT Agenda Cutoff Date

All funding requests should be made through the Automated Funding Request Application (AFRA), except for projects on the 12 Month Tentative Letting List & 6 Month ROW List

All requests for funds should be submitted by the cutoff date for the next Board meeting as shown below for 2017.

Agenda Cutoff Date	BOT Meets
December 5, 2016	January 4-5, 2017
January 2, 2017	February 1-2, 2017
January 30, 2017	March 1-2, 2017
March 6, 2017	April 5-6, 2017
April 3, 2017	May 3-4, 2017
May 1, 2017	May 31-June 1, 2017
May 29, 2017	June 28-29, 2017
July 3, 2017	August 2-3, 2017
August 7, 2017	September 6-7, 2017
September 4, 2017	October 4-5, 2017
October 2, 2017	November 1-2, 2017
November 6, 2017	December 6-7, 2017



BOT Agenda Items

ITEM J

Approval of Specific State Funds for Construction Projects

NCDOT October 2016 Board of Transportation Agenda J-1
Approval of Specific State Funds for Construction Projects
(For projects previously identified as Specific State Funds for Construction projects
Now being funded under Strategic Transportation Investments)

Town/ County Division PROJ. CATEGORY	Project Description	Estimated Cost
Carteret Co. Div. 2 R-3307 REGIONAL	WBS 34528.2.1 US 70 from four lanes at Radio Island to US 70 north of Beaufort near SR 1429 (Olga Road). \$5,516,818.00 has previously been approved for right of way and utilities. Funds need to be decreased (\$369,025.25). WBS will be closed. This is a Strategic Transportation Investments Transition project.	-\$369,025.25
Henderson Co. Div. 14 R-5524D DIVISION	WBS 45817.3.4 Construct new access road into Ferncliff Industrial Park. \$765,687.00 has previously been approved for construction. Additional funds are requested.	\$250,000.00



BOT Agenda Items

ITEM K Strategic Transportation Investments (STI) Funds

NCDOT October 2016 Board of Transportation Agenda Approval of State Highway Trust Funds - Strategic Transportation Investments			K-1
Town/ County Division PROJ. CATEGORY	Project Description	Estimated Cost	
Tyrrell Co. Div. 1 B-5936 STATEWIDE	WBS 46478.3.1 Bridge #7 over Alligator River on US 64. Initial funds are requested for construction.	\$9,900,000.00	
Statewide Div. 2 M-0488G REGIONAL	WBS 46404.1.16 Greenville Southwest Bypass - Map Act Lawsuit. Initial funds are requested for preliminary engineering / legal services.	\$200,000.00	
Statewide Div. 3 M-0488C REGIONAL	WBS 46404.1.15 Hampstead Bypass - Map Act Lawsuit. Initial funds are requested for preliminary engineering / legal services.	\$200,000.00	
Johnston Co. Div. 4 R-5769 DIVISION	WBS 46448.3.1 SR 1913 (Gordon Road) from US 70 Business to proposed NOVO Nordisk facility. Various roadway improvements including new access road. Initial funds are requested for construction.	\$6,900,000.00	



BOT Agenda Items

ITEM L Approval of Funds for Specific Spot Safety Improvement Projects

NCDOT October 2016 Board of Transportation Agenda Approval of Funds for Specific Spot Safety Improvement Projects			L-1
According to Executive Order No. 2 and G.S. 143B-350(g) the Board is requested to <u>concur</u> with staff recommendations and delegate authority to the Secretary to approve Funds for Specific Spot Safety Improvement Projects			
Town/ County Division PROJ. CATEGORY	Project Description	Estimated Cost	
Durham/ Durham Co. Div. 5 SS-4905CO	WBS 44321.3.1 US 15-501 Business (Mangum Street) at SR 1365 (Morehead Avenue). \$28,000.00 in construction funds has previously been approved for traffic signal revisions. Additional funds are needed due to an increase in construction costs. File 05-14-1248-1	\$32,000.00	
Durham/ Durham Co. Div. 5 SS-4905DU	WBS 44932.3.1 US 70 Business (Hillsborough Road) at US 15-501 Southbound ramp. Initial construction funds are needed for turn lane installation. File 05-15-6714C	\$117,000.00	
Durham/ Durham Co. Div. 5 SS-4905DU	WBS 44932.2.1 US 70 Business (Hillsborough Road) at US 15-501 Southbound ramp. Initial right of way and utilities funds are needed for turn lane installation. File 05-15-6714R	\$3,000.00	



BOT Agenda Items

ITEM M Approval of Funds for Specific Federal Aid Projects

NCDOT October 2016 Board of Transportation Agenda Approval of Funds for Specific Federal - Aid Projects		M-2	
Division 3 Enhancement			
Town/ County/PROJ CATEGORY	Project Description	Estimated Cost	
Duplin Co. ER-5600CA REGIONAL	46305.3.18, STP-0332(063) US Highway 117 at the Faison Town Hall. Funds are needed for construction for landscaping.	\$64,423.00 \$51,538.00 \$12,885.00	Cost Fed. State
Safety			
Brunswick Co. W-5601DA STATEWIDE	50138.3.106, HSIP-0017(153) US 17 and SR 1357 (Smith Avenue). Construction funds are needed for safety improvements.	\$100,000.00 \$90,000.00 \$10,000.00	Cost Fed. State
New Hanover Co. SS-4903CO DIVISION	44933.1.1, HSIP-1272(006) SR 1272 (New Centre Drive) and Dapple Court (Non-System). Funds are needed for preliminary engineering.	\$15,038.00 \$13,534.00 \$1,504.00	Cost Fed. State
Onslow Co. SS-4903CP DIVISION	44934.1.1, HSIP-1119(008) SR 1119 (High Hill Road). Funds are needed for preliminary engineering.	\$3,500.00 \$3,150.00 \$350.00	Cost Fed. State



BOT Agenda Items

ITEM V

Approval of Mobility Funds for Construction Projects

NCDOT November 2016 Board of Transportation Agenda Approval of Mobility Funds for Construction Projects			V-1
Town/ County Division PROJ. CATEGORY	Project Description	Estimated Cost	
Davidson Co. Div. 9 I-2304AD STATEWIDE	WBS 34156.3.6 I-85 from north of NC 150 to US 29-52-70/I-85 Business. \$75,316,335.00 has previously been approved for construction using NC Mobility Funds. Funds need to be decreased (\$3,399,198.39). WBS will be closed. This is a Strategic Transportation Investments Transition project.	-\$3,399,198.39	



7. Closing WBS Elements, Closed Status & Commitments

Why Close a WBS / Project?

- ALL WBS should be closed when it is done being used or the project is complete.
- Extra funds can be recycled.
- Prevents incorrect charges that could eat up your funds.
- Good management practice to close WBS's.



Closing WBS Elements & Closed Status

A WBS can be 'soft closed' once all the following criteria have been met:

1. ALL commitments must be closed
2. ALL networks have been closed


Note that federally funded WBS elements will not be fully closed until all WBS elements, from all phases of the project, with the same Federal Aid number, are ready to be closed. The Federal Aid number for a WBS can be found in CJ20N on the NCDOT tab.

Request closure to FundingHelp@ncdot.gov



Checking for Commitments

To check if a WBS has commitments, use SAP transaction **ZPSR01**. If a commitment has been tagged to a WBS it will appear under the commitment heading as shown below.

Project Funding and Expense Summary(PS and FL view) 

Transaction Code: ZPSR01
Date: 11/10/2016
Time: 14:06:00

Project/WBS element	P...	S..	Detail Fund ...	Total Funding	Expenditures	Unexp. balance	Commitments	Unencumbered
WBS Summary				399,478,448.08	...7		207,543,930.77	
32635 - B-2500 - BRIDGE 11				399,478,448.08	...7	260,974,264.41	207,543,930.77	53,430,333.64
32635.1.1 - CLOSED B-2500				6,166,456.86	6,166,456.86		0.00	
32635.1.2 - CLOSED B-2500				3,692,147.91	3,692,147.90	0.01	0.00	0.01
32635.1.3 - B-2500 - PE - FE				14,601,458.81	15,341,220.75	739,761.94-	3,676,714.84	4,416,476.78-
32635.1.4 - B-2500 - PE - FE				25,500,000.00	26,591,450.02	1,091,450.02-	33,496.25	1,124,946.27-
32635.1.7 - B-2500 - ATTOR				300,000.00	0.00	300,000.00	0.00	300,000.00
32635.2.1 - CLOSED B-2500				3,350.48	3,350.48		0.00	
32635.2.3 - B-2500 - R/W -				2,616,109.43	2,586,728.04	29,381.39	0.00	29,381.39
32635.2.5 - B-2500 - R/W -				950,000.00	1,520.06	948,479.94	0.00	948,479.94
32635.2.FR2 - B-2500A - R				100,000.00	103.52	99,896.48	0.00	99,896.48
32635.3.1 - CLOSED B-2500				10,308.41	10,308.41		0.00	
32635.3.2 - CLOSED B-2500				1,178,662.45	1,178,662.45		0.00	
32635.3.3 - CLOSED B-2500				0.00	0.00		0.00	
32635.3.5 - B-2500 - CON -				236,000,000.00	56,386,140.16	179,613,859.84	188,672,752.24	9,058,892.40-
Funding				236,000,000.00	0.00		0.00	
Expenditures				0.00	56,386,140.16		0.00	
Commitments				0.00	0.00		188,672,752.24	
32635.3.9 - B-2500AB - CON				28,200,000.00	4,405,479.89	23,794,520.11	11,271,941.73	12,522,578.38
32635.3.FR6 - B-2500A - CO				80,071,092.40	22,051,753.80	58,019,338.60	3,889,025.71	54,130,312.89
32635.3.GV3 - B-2500 - CON				88,861.33	88,861.33		0.00	

- Coordinate with your Business Officer to remove commitments (SAP Transaction - ZCM7A)



8. 12 Month Tentative Letting List (12MLL)

Connect NCDOT
BUSINESS PARTNER RESOURCES

Home Help Site Map

Doing Business **Bidding & Letting** Projects Resources Local Governments

Search...

12 Month Letting List Central Division Design Build Consultants Aviation

12 Month Tentative Letting list

Contract lettings for the upcoming year.

Connect NCDOT > Bidding & Letting > 12 Month Tentative Letting list

Current letting news

TENTATIVE LETTING AVAILABLE

- Anyone noting corrections, additions, or deletions should contact David Rhodes or Majed Al-Jourani and any other project staff.
- It should be understood that the schedule for each of the projects will be monitored closely by his supervisor as far as possible.

Tentative Let Dates Archived Let Dates

COVER LETTER NOVEMBER 2016-OCTOBER 2017
COVER LETTER NOVEMBER 2016-OCTOBER 2017 PDF

OCTOBER 2016 CHANGE SUMMARY
OCTOBER 2016 CHANGE SUMMARY PDF

OCTOBER 2016 CHANGE REPORT
OCTOBER 2016 CHANGE REPORT PDF

NOVEMBER 2016-OCTOBER 2017 LET
NOVEMBER 2016-OCTOBER 2017 LET PDF

DESIGN BUILD NOVEMBER 2016-OCTOBER 2017
DESIGN BUILD NOVEMBER 2016-OCTOBER 2017 PDF

13TH MONTH NOVEMBER 2017
13TH MONTH NOVEMBER 2017 PDF

DECEMBER 2016 BID AD
DECEMBER 2016 BID AD PDF

OCTOBER 2016 CONTRACT RESURFACING_PAVEMENT PRESERVATION
OCTOBER 2016 CONTRACT RESURFACING_PAVEMENT PRESERVATION PDF

36 MONTH LET LIST - NOVEMBER 2016 to OCTOBER 2019
36 MONTH LET LIST - NOVEMBER 2016 to OCTOBER 2019 PDF

36 MONTH DESIGN-BUILD - NOVEMBER 2016 to OCTOBER 2019
36 MONTH DESIGN-BUILD - NOVEMBER 2016 to OCTOBER 2019 PDF

The 12MLL website is: <https://connect.ncdot.gov/letting/Pages/12month>



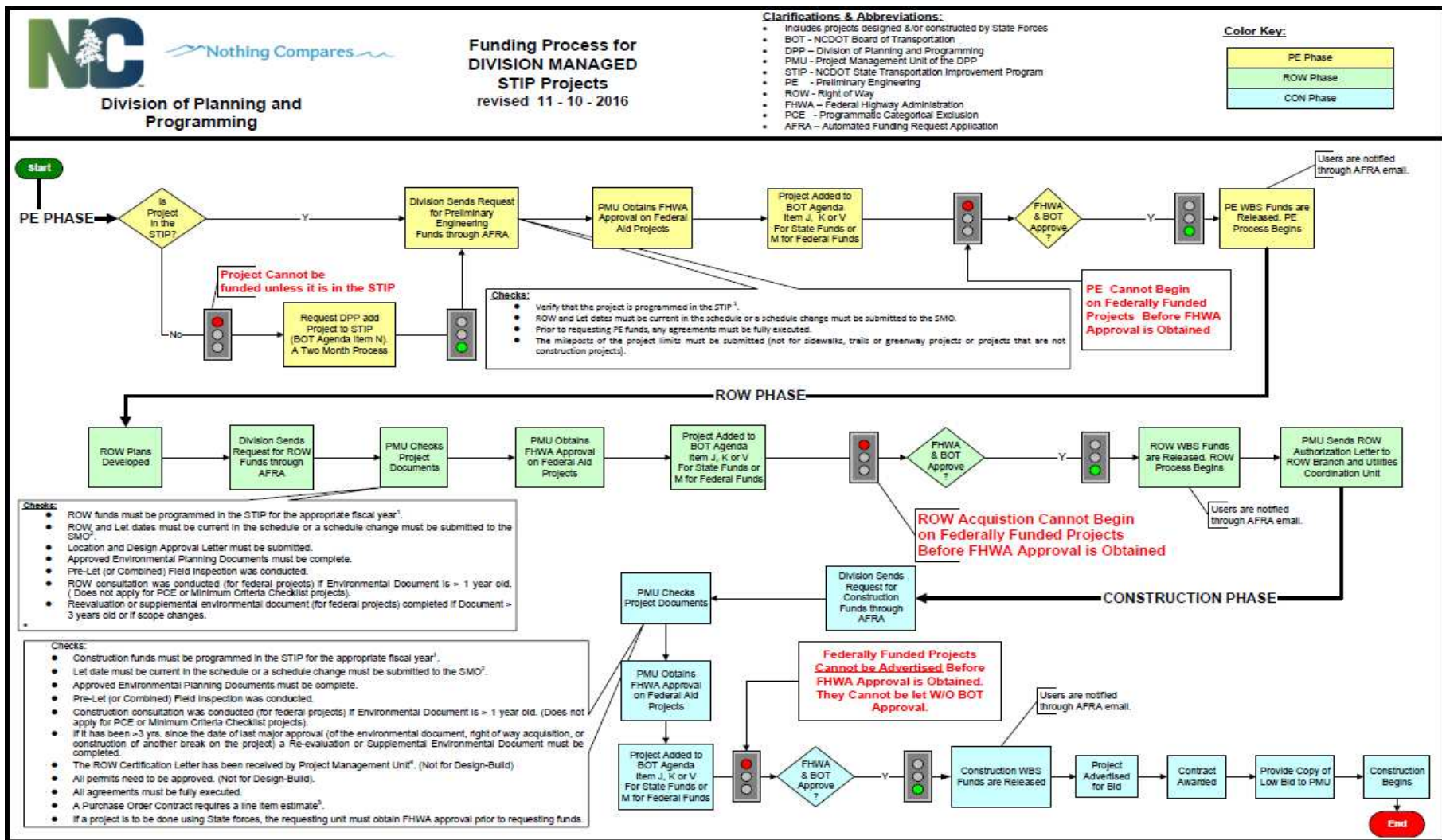
November 2016 Letting

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TENTATIVE LETTING: TUESDAY, NOVEMBER 15, 2016
PLANS DUE: TUESDAY, AUGUST 09, 2016
REVIEW DATE: TUESDAY, SEPTEMBER 27, 2016
PAGE 1 OF 1**

PROJECT	LENGTH	TYPE	DESCRIPTION
17BP.3.R.28 NEW HANOVER	0.17 Mi	SIGNALS, GRADING, DRAINAGE, PAVING, CULVERT	INTERSECTION OF SR 1436/US 421 (FRONT ST.) AND SR 1140 (BURNETT BLVD.) SOUTH OF WILLARD ST.
TIP ESTIMATE \$ 2,500,000 LATEST PRELIMINARY ESTIMATE: \$ 2,500,000 404/401 PERMITS (IN) COLLETTE, N/A, N/A, N/A, N/A, N/A, N/A			
B-5343 46057.3.1 C203802 ROCKINGHAM	0.175 Mi	GRADING, DRAINAGE, PAVING, STRUCTURE	BRIDGE 169 OVER CASCADE CREEK ON US 311/NC 770
TIP ESTIMATE \$ 1,300,000 LATEST PRELIMINARY ESTIMATE: \$ 1,250,000 404/401 PERMITS (IN) MOA (IN) (STATE BRIDGE PROGRAM) UTIL AUTH (2 OF 2) MORATORIUM (3/1-6/15) SPEER, BAILEY, ELAM, ROBINSON, TURCHY, BISSETTE, REAMS REGIONAL			
I-5960 44797.3.1 C203916 NHP-0485(044) MECKLENBURG	3.9 Mi	PAVEMENT REHABILITATION, BRIDGE REHABILITATION	I-485 FROM MM 35.8 SR 2802 (ROCKY RIVER ROAD) TO MM 39.7 SR 2808 (CAMP STEWART ROAD)
TIP ESTIMATE \$ 4,200,000 LATEST PRELIMINARY ESTIMATE: \$ 4,200,000 NO PERMITS REQUIRED MITCHELL, N/A, N/A, N/A, N/A, N/A STATEWIDE			
R-2915C 34518.3.FR3 C203801 STP-0221(41) ASHE	3.979 Mi	GRADING, DRAINAGE, PAVING, CULVERTS, RETAINING WALLS	US 221 FROM NORTH OF SOUTH FORK NEW RIVER TO SOUTH OF NC 194
TIP ESTIMATE \$ 61,700,000 LATEST PRELIMINARY ESTIMATE: \$ 62,600,000 404/401 PERMITS (IN) MOA (IN) T-MORATORIUM (10/15 - 4/15) UTIL AUTH (1 OF 3) (8-WEEK ADVERTISEMENT) PATEL, CALHOUN, ZERMAN, YAMAMOTO, DAGNINO, WOOLARD, DUPREE DIVISION			



9. Division Funding Flowchart



10. Resources

- See <https://inside.ncdot.gov/TransportationServices/Pages/Project-Management-Unit.aspx> for Project Management Unit Website
- See <https://connect.ncdot.gov/projects/planning/Pages/State-Transportation-Improvement-Program.aspx> for live STIP
- See <https://www.ebs.nc.gov> for EBS Portal to request funding through AFRA
- See <https://connect.ncdot.gov/letting/Pages/12month.aspx> for 12 Month Tentative Letting List



11. PMU Staff

We are here to support you!

Staff*	Focus	Contact	Email
Patrick Norman, P.E	Director	(919) 707-4611	Norman, Patrick pnorman@ncdot.gov
Majed Al-Ghandour, P.E, Ph.D.	Manager	(919) 707-4621	Al-Ghandour, Majed malghandour@ncdot.gov
Bill Martin, P.E.	Overdrafts, Inactive WBS, Flowcharts, Business Processes, BOT Agenda Items J, K, L ,M and V, etc.	(919) 707-4633	Martin, William J wmartin@ncdot.gov
David Rhodes	12 month let list, 13 month list, 36 month list, 6 month ROW list, DPOC and BPOC, Checklist and required documentation for funding, etc.	(919) 707-4639	Rhodes, David A drhodes@ncdot.gov
Dana Friedrichs	<u>All Federal funding</u> , BOT Agenda Item M, FAST Funds, NC Turnpike, Checklist and required documentation for funding, etc. Central Region.	(919) 707-4637	Friedrichs, Dana drfriedrichs@ncdot.gov
Sylvia Thompson	All Federal Funding, BOT Agenda Item M, FAST Funds NC Turnpike, Checklist and required documentation for funding, etc. Eastern Region.	(919) 707-4626	Thompson, Sylvia smthompson@ncdot.gov
Denise Johnson	All Federal Funding, BOT Agenda Item M, ARRA, GARVEE, NC Turnpike Checklist and required documentation for funding. Western Region.	(919) 707-4638	Johnson, Denise dljohnson@ncdot.gov
Nadia Al-Dhalimy, P.E., MCE	Commitments, Overdrafts, Closing WBS, Project completion, Special Reports, Rail Projects, Checklist and required documentation for funding, etc.	(919) 707-4628	Al-Dhalimy, Nadia naaldhalimy@ncdot.gov
Shannon Ransom	<u>State Funding</u> , BOT Agenda Items J, K, L and V Overdrafts, Special Reports, Checklist and required documentation for funding, etc.	(919) 707-4625	Ransom, Shannon sransom@ncdot.gov
	Funding Questions FundingHelp@ncdot.gov		Fax 919-733-3585 Courier: 1534 MSC

*As of November 2016



Questions

