

Joint Agreement Local Let Process Checklist for BLRS Central Office Employees

What is the job number? P number and D number jobs MUST be done on a Local Let. B number jobs are usually Local Let. R number jobs are usually Local Let. C number jobs may be either Local or State Let.

Is the job Local Let? If yes, then proceed with this checklist.

Please note: local Let and Day Labor Agreements - If the CONSTRUCTION phase of a project is on a Local Let or Day Labor Contract, all phases of the project will require the GATA form (UIGA)

When reviewing a draft Joint Agreement, consider the following:

- Joint Agreements should be submitted electronically so they can be processed in a timely manner. One map and one agreement per e-mail with the local agency, section number and job number in the subject line. This greatly helps when things get archived and we are trying to locate.
- Make sure that the latest version of the agreement is taken from the IDOT website. Clauses, certifications and names of people signing agreements change. In addition, the legal department is sending back agreements that are outdated.
- Make sure the joint agreement is added in MFT and a job authorization is sent in.
- Make sure that a joint agreement is added in MFT for both "C" job number as well as "P" job number if there is a "P" job number on the agreement - EDP/TARP agreements.
- Make sure the job is programmed and dollars added to the program funding screen. If it is a State Let job with Construction and CE, please make sure both are added.
- Make sure the length of the project is added in MFT.
- Make sure the Federal Project Number is added on the Program Funding Screen.
- Make sure that the location and termini on the agreement matches with MFT.
- Make sure the job number on the agreement matches with what is in MFT.
- D Please include a location map with the draft agreement.
- D Please check the math and make sure that the dollars added the Division of Cost are put in the correct type of work in the Division of Cost.
- Make sure the dollars match the percentages in the Division of Costs.
- On page 1 of the agreement, use the dropdown box in FHWA to change to the proper fund type if listed. If not listed, use "FHWA" or unprotect document and add.
- If the job is a State Let, fill in the method of financing section. If the job is a local Let, this is left blank.
- On EDP/TARP agreements, page 2, "Agreement Provisions", please make sure that the date in #7 is filled in. This date should be 3 years out, so the agreement does not expire before the work can be completed. Also make sure that the company name is filled in for #11.
- If TBP funds are on the State Let project, TSP funds and LA funds are added together for construction, with amounts put in Method C.

- If the job requires a Tip Number, make sure this is added in MFT.
- If the job is a State Let, with CE, please let us know who is doing the CE so we can input this information the week of the letting.
- D** If State Match is being used on a project, wording should be "Lump Sum State Match Assist NTE \$XXX, to be used first as match to the Federal Funds".
- Make sure all attachments are included with the agreement (location maps, ICC order, jurisdiction addendums, etc.) Please list these on the signature page where it says "Exhibits". If the agreement needs a TARP resolution, please get this at the time the agreement is signed so it does not cause a delay in the processing of the agreement.
- If the signature on the agreement is by an appointed official, we will need a signature resolution from the local agency giving this person permission to sign this agreement.
- If a Jurisdiction Addendum is needed, make sure this is signed and dated. This should also include Local Agency, section number and Job Number.
- STP-Br- Phase 1 Engineering with Federal money. Please use the following statement in the Joint Agreement description - "rehabilitation or reconstruction as determined by the Phase 1 Engineering Study."
- If an Amendment is sent in for a Joint Agreement, make sure the original numbers are added in with the Amendment numbers.
- If an Amendment is needed on a State Funded Only Agreement, use the regular form and type or write in "Amendment#" in the top center section of the agreement.
- Make sure the percentage shown on the Amendment matches the percentage used on the original agreement.
- D** When the job is final, and the Final Voucher is submitted, please submit a job completion notice. Make sure that the job is not closed out before sending in an Amendment. Review invoices for accuracy and completeness before submitting to Fiscal Control.
- Concerning Exhibit G (Specific Conditions Assigned to Grantee) on GATA forms, each municipality should be checked out by doing a State Staff Inquiry on the GATA website. For those municipalities that have issues of concern, an Internal Controls Questionnaire should be printed off and attached to Exhibit G.
- D** When using BLR form 05310, METHOD Cat the bottom of the first page should always be blank unless the job is a State Let. If the Job is indeed a State Let, either a certain figure should go in this blank or the word "Balance".

MFT Checklist

- Has the date been filled in MFT for "Draft Received by CO"?
- Does the Letting Type in MFT match the Letting Type on the Joint Agreement?
- Have the Buck Sheet Remarks Box and the Data Sheet been filled out?
- Are there any existing comments for this job?
- Have comments been sent for and corresponding TO and FROM dates been entered in MFT?
- Once received, have copies of both email Preliminary and Final comments from all people commenting been saved to the S drive?
- Have the locals been informed via the District that they can execute?

- Has the agreement been properly signed AND dated?
- Were the people who signed the agreement legally authorized to do so?
- Is the TIN of the municipality correct? Was it even filled out?
- Has the date the locally executed JA was received by BLRS CO been entered into MFT ("Final Received by CO" in CO Tracking Section of MFT)?
- If the JA is Federally funded, local Let or Day Labor, and is C number or R number, give a copy of the locally executed agreement to Shawn so he can get FPM authorization.

NOW BEGIN ENGINEERING AGREEMENT PROCESS CHECKLIST. Once the Engineering Agreement Review has been done one may continue using the Checklist below.

NOW RESUME THIS Joint Agreement Process Checklist:

- Has the job been authorized by FPM/FHWA?
- Has the FPM/FHWA authorization date been entered in MFT?
- Has the Funding Section been updated with the "Authorized" selection and FHWA date and the correct amounts of the Funding?
- Is the TOTAL AGREEMENT AMOUNT \$250,000 or less? Then use the \$250,000 or less stickers procedure.
- Is the TOTAL AGREEMENT AMOUNT \$250,000 or more? Then use the \$250,000 or more stickers procedure.
- Has the date the JA was sent upstairs been entered? {"Send for IDOT signatures" in CO Tracking Section of MFT)
- Has the date that IDOT executed the agreement been entered? {"Executed by IDOT" in CO Tracking Section of MFT)

Once the Approval letter has been signed by Greg

- Has the date the JA Approval Letter was sent been entered into MFT?
- Has the Buck Sheet been printed off and corrected to reflect the correct dollar amounts and parties involved?
- Has a "clean copy" of the executed JA been scanned into the computer?
- Has an email with the "clean copy" executed JA scan been sent via email to CC people?
- Has the executed JA AND JA File Copy been scanned and sent to yourself for recordkeeping?
- Have the proper documents been copied and given to the appropriate person in Fiscal Control? (Specifically, JA Approval Letter, entire JA including JA signature page, final email comments from all people that are commenting on the job)
- If the job is Day labor and the Contract Number begins with 43, instead of taking it to the person in Fiscal Control, it goes to Jen Rhodes to process it further.
- Has the JA File Copy been sent down to the File Room?