

FLOW SHEET FOR STATE/FEDERAL AID PROJECTS
PRELIMINARY ENGINEERING AND CONSTRUCTION

- Project is planned and engineers prepare Concept Definition
- Concept Definition is sent to the State
- Letter of agreement including the State I.D. No. is received from the State
- Common Council Resolution is prepared (including the State I.D. No. and specifying whether the State-grantor non-reimbursable or the City-grantor reimbursable is doing the contract) authorizing the City to enter into and to sign the agreement and authorizes the City Comptroller to set up the funds for preliminary engineering (to be set up as inactive)
- Engineers send an individual copy of resolution to Comptroller accountant for review and comments
- Engineers send copy of resolution to any other department (such as DCD) whose funds are affected by the resolution so that they may set up and set aside these funds and give Public Works a budget line for the resolution amounts - Budget line should be set up in an inactive state until the State letter to incur costs is received
- Engineers send the State the signed agreement for their execution
- State sends letter authorizing the City to design and incur costs as of an effective date
- Engineers send copy of authorization letter to Infrastructure accountant and Comptroller accountant
- Comptroller accountant activates the project and notifies the engineers and Infrastructure accountant of the project grant number
- Engineers draft the work order number form E-62 for the Infrastructure accountant
- Infrastructure accountant sets up the required programs for the project and prepares work order number form E-62 and distributes to affected personnel
- Infrastructure accountant activates any other department accounts that may have been set up for Public Works use for the project and creates any needed programs
- Engineers prepare complete plan (PS & E - Plan Specific and Estimates) for public hearing and sends to State
- Common Council Resolution is prepared (including the State I.D. No. and specifying whether the State-grantor non-reimbursable or the City-grantor reimbursable is doing the contract) authorizing the construction of the project and authorizing the Comptroller to set up the funds for construction engineering (to be set up as inactive) - If assessable project, public hearing will be held
- Engineers send an individual copy of resolution to Comptrollers accountant for review and comments
- Engineers send copy of resolution to any other department (such as DCD) whose funds are affected by the resolution so that they may set up and set aside these funds and give Public

Works a budget line for the resolution amounts - Budget line should be set up in an inactive state until the State letter to incur costs is received

- State sends letter authorizing the construction plans of the City and allowing the occurrence of costs
- Engineers send copy of authorization letter to Infrastructure accountant and Comptroller accountant
- Comptroller accountant activates the project and notifies the engineers and Infrastructure accountant of the project grant number

Engineers draft the work order number form E-62 for construction for the Infrastructure accountant – signing off on the preliminary engineering E-62

- Infrastructure accountant sets up the required programs for the construction phase of the project and prepares construction work order number form E-62 and distributes to affected personnel
- Infrastructure accountant inactivates the programs for the preliminary engineering phase of the project - (If State letter to incur costs is not received in a timely fashion and the date to incur costs is set months earlier, the Infrastructure accountant will adjust payroll expenditures after the occurrence date from the preliminary engineering phase to the construction phase.)
- Infrastructure accountant evaluates the preliminary engineering phase as to actual expenditures versus the estimated and determines if a partial closeout of excess funds should be made
- Engineers notify Comptroller accountant when no further expenditures are expected in the preliminary engineering phase
- Comptroller accountant marks preliminary engineering phase of the project as final on the next billing to the State
- State sends final billing for the preliminary engineering phase of the project – may be a year or two
- Engineers with Infrastructure accountant close out project and return unused funds to their respective parents
- Infrastructure accountant notifies other departments involved, if any, of project completion
- Contract is let by the State or the City
- Engineers evaluate the project and add or reduce funds
- Any change orders received from the State are evaluated by the Infrastructure accountant and, if necessary, transfers to add funds to the project are prepared and sent to the Comptroller accountant (if within the additional 10% available or in funds that have been returned to the parent account) – greater than 10% increases are referred to the engineers for resolution preparation
- Final quantities are prepared and Construction provides engineers with certificate
- Construction and engineering personnel sign off on the construction E-62
- Assessments send Infrastructure accountant letter giving assessable amount of the project and any costs that are to be billed to the Water Department – also notify if no assessments

- Accountant allocates/adjusts expenditures to agree with the Assessment letter and bills Water Department if necessary
 - Engineers prepare draft for closeout – placed in their file plus one to Infrastructure accountant
 - Accountant evaluates funds remaining in project – partial closeout is processed if project is over funded for expected remaining expenditures
 - Assessments send out the assessment bills – about six months later
 - Engineers notify Comptroller accountant when no further expenditures are expected
 - Comptroller accountant marks project as final on the next billing to the State
 - State sends final billing – may be a year or two
 - Engineers with Infrastructure accountant close out project and return unused funds to their respective parents
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- Infrastructure accountant notifies other departments involved, if any, of project completion

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