



Admin

Project Administration


3 key questions to keep trouble at bay

- 1) Do I have pre-approval in writing?
- 2) Is it in my budget?
- 3) Am I on the same page as my NHDOT Project Manager?









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7 Project Administration Elements

- 1) LPA Project Agreement
- 2) Scoping Meeting
- 3) Project Schedule
- 4) Project Phases
- 5) Progress Reports
- 6) Reimbursement Requests
- 7) Project Close Out



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Step#1 – LPA Project Agreement

First things first

- 1) Agreement sets the stage for the use of funds
- 2) NHDOT enforces the terms of the Agreements
- 3) NHDOT requires updated Project Agreements occasionally: at based on bids; for a large project cost increase; or with a change in maintenance responsibilities

Sections #6 & #10



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LPA Project Agreement

Important terms:

- 1-I) Reimbursement of all funds to NHDOT if LPA defaults on any part of the Project Agreement

- 3-D) Schedule for project start and completion

Sections #6 & #10




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#1**


LPA Project Agreement

Describes how LPA (Sponsor) receives federal money

- LPA pays all bills upfront (100%)
- If eligible, NHDOT reimburses federal share (typically 80%)
- Agreement will specify LPA's match (typically 20%)



Sections #6 & #10



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LPA Project Agreement

Remember.....

- Don't add the date to the Project Agreement, NHDOT staff apply the execution date to the document
- A fully executed version will be sent back to the LPA, including the date

[The Attorney General's Office has approved this template for use on August 25, 2017.]

**FEDERAL AID PROGRAM
PROJECT AGREEMENT
FOR
TOWN OF WARNER**

STATE PROJECT # 44101
FEDERAL PROJECT # X_A0050337
STATE VENDOR # 17242
UNIQUE ENTITY IDENTIFIER # J44MBISG3M

THIS AGREEMENT, is made and entered into this _____ day of _____, 2023, between the State of New Hampshire, acting through its Department of Transportation, hereinafter called the "DEPARTMENT", and the Town of Warner, hereinafter called the "PROJECT SPONSOR".

WHEREAS, the DEPARTMENT and the PROJECT SPONSOR have determined that a project to construct a section of the rail trail under Interstate 93 for a multi-use pedestrian bicycle trail and including two pedestrian bicycle bridges in the Town of Warner is an eligible project for funding under the Federal Aid CD0303 Program created under the Federal Bipartisan Infrastructure Law (BIL); and

WHEREAS, the DEPARTMENT has established Project #44101 (the "Project") for the aforesaid project, with the project funding and target as represented in the table below; and


Programmed Year of Advertisement	Participating Federal Share 80%	Participating Local Share 20%	Additional Non- Participating Funds	*Total Budget
2026	\$1,293,200.00	\$308,000.00	\$0.00	*\$1,601,200.00

*The Total Budget shown is the maximum grant amount.

Additional Administrative Documentation Information: If this information is not available at the time of the Agreement signing, documentation will be sent to the PROJECT SPONSOR by the DEPARTMENT as soon as the information is available.

Sample Project Agreement in LPA Manual Appendix #3

Sections #6 & #10



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Step #2 – Scoping Meeting

Why?

- Face to face (or virtual) meeting with your NHDOT Project Manager
- Best foot forward opportunity for NHDOT and LPA’s multi-year relationship
- Questions and answers for both sides to understand scope, schedule, and budget



Section #6



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Step #3 – Project Schedule

Is a schedule really necessary?

Answer:

YES, it is how we know you can do what you say you want to do when you want to do it.

LPA Project Design Schedule

Task	Time
Project Initiation	★ [Yellow bar]
Consultant Selection	[A] [Yellow bar] [B] [Yellow bar] [C] [Yellow bar]
Engineering Study	[B] [Yellow bar] [C] [Yellow bar]
Preliminary Design	[D] [Yellow bar] [E] [Yellow bar]
Public Hearing (if needed)	[D] [Yellow bar]
NEPA Documentation	[F] [Yellow bar]
ROW Process	[G] [Yellow bar]
Final Design/PS&E	[G] [Yellow bar]
Advertise for Construction	[G] [Yellow bar]

Section #7



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Project Schedule

How can we be expected to develop a schedule?

Answer: Utilize guidance provided by NHDOT

- Submit the fillable project schedule with the first Agreement
- Most projects are approximately 5 years
- The schedule is a “living document”
- Needs to accommodate NHDOT review times (typically 60 days)

Graphic Guide and Fillable Schedule in LPA Handouts

Section #7



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Step #4 – Project Phases

Three Main Phases

- 1) Preliminary Engineering (PE)**
- 2) Right-of-Way (ROW)**
- 3) Construction (CON)**



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Project Phases

Funding by Phase

- Federal grant money is programmed by **phase (PE, ROW, CON)** according to the **Federal Fiscal Year** (Begins Oct 1st)

Section #8 & #9



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Project Phases

Statewide Transportation Improvement Program

- Federal grant money is publicly accounted for in the **STIP - Statewide Transportation Improvement Program** by **phase (PE, ROW, and CON)** and by year

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Project Phases

STIP Sample

2021 - 2024 STIP
Report Project List

Approved
10/31/2022

CLAREMONT (13248) All Project Cost: **\$5,071,379**

Route/Road/Entity: NH 12
Scope: NH 12 & NORTH STREET INTERSECTION RELOCATION (MUPCA AND Demo ID NH039 & NH059)

Phase	Year	Federal	State	Other	Total	Funding
PE	2021	\$120,000	\$0	\$30,000	\$150,000	National Highway Performance, Towns
PE	2022	\$201,434	\$0	\$50,359	\$251,793	Repurposed Earmarks Non-Fed-Aid, STBG-5 to 200K, Towns
PE	2023	\$40,000	\$0	\$10,000	\$50,000	STBG-5 to 49,999, Towns
ROW	2021	\$80,000	\$0	\$20,000	\$100,000	National Highway Performance, Towns
ROW	2022	\$152,000	\$0	\$38,000	\$190,000	STBG-5 to 49,999, Towns
Construction	2023	\$3,040,000	\$0	\$760,000	\$3,800,000	FHWA Earmarks, STBG-5 to 49,999, Towns
		\$3,633,434	\$0	\$908,359	\$4,541,793	

Regionally Significant: No Managed By: Muni/Local CAA Code: ATT RPC: UVLSRPC

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Project Phases

Amending the STIP

Type of STIP action needed when the Project Cost changes from the amount in the most current STIP

Cost Increase More than 25%	Cost up to 25%	Adding or Removing a Phase
<i>Requires Full Amendment</i>	<i>Requires Administrative Modification</i>	<i>Requires Full Amendment</i>
6 months +	2 months +/-	6 month +

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Project Phases Funds Management & STIP Management

Close coordination with your
NHDOT Project Manager is needed
to properly manage **PE, ROW, and**
CON dollars relative to the
Federal Fiscal Year and the **STIP**

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Step #5 - Progress Report

- **Monthly** Progress Reports from the LPA are **required**
- Shall be submitted once Scoping Meeting is held



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Progress Report

Content:

- Briefly describes the activities completed during the month
- Notes items remaining for project or milestone completion
- Gives an estimated time of completion for tasks



Progress Report example in LPA Handouts

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Step #6 - Reimbursement Request

- LPA pays all bills upfront
- Submit Monthly to: ReimburseRequest@dot.nh.gov
- Timely reimbursement from NHDOT, requires timely:
 - Bills from Vendor to LPA
 - Payment to Vendor from LPA
 - Reimbursement requests to NHDOT
 - NHDOT review of request



Reimbursement Request sample in LPA Handouts

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Reimbursement Request

Eligible costs

- Only eligible costs can be reimbursed
- Only work that has been previously authorized by NHDOT can be reimbursed
- NHDOT reimburses a % share based on Project Agreement (typically 80%)

Description of eligible PE, ROW and Construction costs in LPA Manual Section #12

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3 Types of Reimbursement Requests

1) Consultant requests

- engineering, architectural and surveying services



2) Construction requests



- ### 3) Other Goods and Services requests (contact NHDOT Project Manager for more information)



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Consultant Reimbursement Requests

Monthly Email Package to NHDOT:

- Use LPA's letterhead
- State amount requested
- Provide proof of LPA payment, and
- Provide running summary of costs incurred (this will become the project financial summary at end of project)



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Consultant Reimbursement Requests

Invoicing "Dates of Service"

- Invoicing "Dates of Service" **can** overlap
 - Calendar Year (Jan. 1)
 - Federal Fiscal Year (Oct. 1)
- Invoicing "Dates of Service" **cannot** overlap
 - State Fiscal Year (July 1)
 - Firm's Fiscal Year (when OH Rate is set)

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Consultant Reimbursement Requests

Also Provide:

- Copies of each **consultant invoice** with detailed information including summary of contract total, current expenditures and spent to date

*Cost Plus Fixed Fee invoices require more information than **Lump Sum** invoices*

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Consultant Reimbursement Requests

Cost Plus Fixed Fee Invoices Include:

- Direct labor rates billed
- Indirect labor rates (overhead)
- Time sheets or equivalent
- Proof of direct expenses
- Fixed Fee (profit) justification

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Consultant Reimbursement Requests

A Note About Fixed Fee (Profit)

- **Fixed Fee** for all consultant contracts is fixed and billed as a **percent of project completion** (not a percent of labor)
- Invoices should justify the amount of fixed fee billed with the progress to date
- If service is completed with fewer hours, consultant is still entitled to entire **fixed fee**

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Consultant Reimbursement Request

Sponsor and Consultant cover letter certification statements

**"Sponsor / Consultant acknowledges that they have reviewed the enclosed invoice and believe it to accurately reflects the work performed."*

***Required statement from both sponsor and consultant**



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Construction Reimbursement Requests

- **Construction Engineering (CE)** Requests shall follow the same process as the **Consultant Process**

- **Construction Contractor** requests will be covered in Construction Part 1 later
 

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Reimbursement Requests

For All Types of Requests:

- We look for required information and if acceptable, approve the request and process payment to the Sponsor
- Once the request is approved, we generate a letter (sent by e-mail) to the Sponsor noting the approval and stating that payment should be received within 3 weeks

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Reimbursement Requests

With our 1st reimbursement to you we request the following:

- **Single Audit Report** – If **all** sources of federal funds received by LPA are greater than or equal to **\$750,000** in a single fiscal year, then a Single Audit Report is required
 (ALL = all sources of federal funds combined: FHWA, FTA, Education, Housing, etc...)
- **Annual Municipal Financial Report**
- **Or if less than \$750,000 received**, then send in a **letter** to us stating that these items are not needed

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Reimbursement Requests

Why Single Audit Reports?

- NHDOT is considered a “Pass thru Agency” to the Sub-Recipient (the LPA)
- We are delegated the responsibility from FHWA to make sure you can financially manage your federal funds
- Audit teams visit NHDOT annually to select approximately 25 projects to review financial information

Section #11

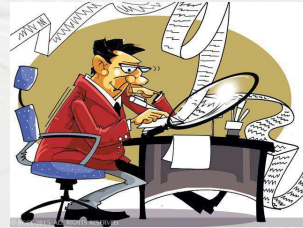
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Step #7 Project Close Out

2 Part process

- 1) Final reimbursement to LPA
- 2) Final Voucher date for record retention



Close-Out Documents in LPA Manual Appendix #18

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Project Close Out

Part #1

PROJECT CLOSEOUT
PART 1 FINAL REIMBURSEMENT SUBMISSION
 (CONSTRUCTION PROJECTS)

Project Name: _____
 State Number: _____
 Federal Number: _____

Program: _____
 Application #: _____
 Project Manager: _____

CHECKLIST TO BE FILLED OUT BY PROJECT SPONSOR AND RETURNED TO NHDOT WITH FINAL REIMBURSEMENT REQUEST

Documents required for processing final reimbursement

Project closeout forms

- Contractor's Final Lien Waiver submitted with signatures
- Certificate of final completion of work submitted with signatures
- Consent of Surety Company to Final Payment submitted with signatures

Other forms & required documents

- As-Built Drawings submitted
- Before & After photos submitted (Prints or Digital)
- Materials Certification for Municipality Managed Projects
- Completion and Acceptance letter from project sponsor with:
 - Statement all punch list items have been addressed
 - Date construction was completed & accepted by sponsor
 - Statement that project is turned-over to the sponsor for maintenance
- Financial summary showing funding breakdown by phase:
 - Both participating and non-participating work must be shown
- Send final reimbursement request, documents and completed checklist to NHDOT

CHECKLIST TO BE FILLED OUT BY NHDOT FOR FINAL REIMBURSEMENT PROCESSING

Financial checks for final reimbursement

- Check that Municipality or sub-scriber has provided the latest complete single audit report (SAR) in accordance with OMB circular A-133 or a letter stating that an SAR was not required
- Labor Compliance (Approval to pay final reimbursement request)
- Verify last estimate was approved by FHWA
- Verify no negative amounts exist for any of the phases
- Send final reimbursement letter to project sponsor and final reimbursement memo to Finance & Contracts
- Send Project completion form to project sponsor for signatures

We send you: The Part #1 Final Reimbursement Checklist

Part #1 Checklist in LPA Handouts

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Project Close Out

You send us:

- Normal reimbursement information previously discussed (invoices, proof of payment, etc..)
- **And**, Completed **PART 1 Checklist** including the following...

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Project Close Out

Filled Out Project close-out forms

- Contractor's Final Lien Waiver form
- Certificate of Final Completion form
- Consent of Surety form

(NHDOT provides you blank forms)

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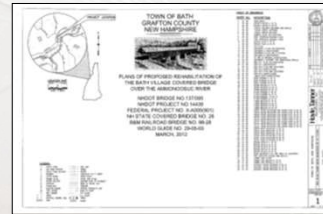


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Project Close Out As-Built drawings

- Electronic "PDF" files (email to us or upload to our FTP site)
- Formatted to 11 x 17 with marked changes



- * Bridge plans require:
Stamped Form 4 Load Rating Analysis

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Project Close Out

Photos

- Representative of project limits, showing before and after construction
- Print or digital photos acceptable



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Project Close Out

Materials Certification

- Part of Quality Assurance Program – LPA Manual Appendix #21
- Signed by LPA and Construction Engineer of Record
- Indicates project materials are in accordance with plans and specs



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Project Close Out


Complete & Accept Letter

- States punch list items have been addressed
- Has date the construction was completed and accepted by Sponsor
- States project turned over to Sponsor for maintenance





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Project Close Out

And Finally, the Financial Summary
Shows All **Participating** and
Non-Participating costs by phase

- PE
- ROW
- CONSTRUCTION



Section #31



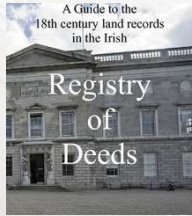
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Project Close Out

**Non-Construction Projects with
property easements need:**

- Proof of Payment
- A letter stating that all terms and conditions of the easement have been met
- Documentation of the county registry book and page number where the easement was recorded



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Project Close Out

Vehicle Procurement Projects need:

- Proof of payment
- Copy of purchase contract
- Copy of purchase order
- Vehicle Identification Number (VIN)
- Registration / Title, and
- Pictures of vehicle

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Project Close Out

NHDOT Part 1 Checklist review

NHDOT reviews the final reimbursement request and material submitted by the LPA

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Project Close Out

If successful Part 1

NHDOT Sends the Sponsor:

1) Final payment ! 

2) Project Completion Form

(used to begin NHDOT final voucher process)

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Project Close Out

Project Completion Form

STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
BUREAU OF PLANNING & COMMUNITY ASSISTANCE

PROJECT COMPLETION FORM
FOR

PROJECT SPONSOR NAME _____
STATE PROJECT # _____
FEDERAL PROJECT # _____ PROGRAM _____

FUNDED BY: _____ PROGRAM _____

Project Description:

The _____ Project Sponsor for the project identified above, confirms that the project has been completed in all phases of the work – Preliminary Engineering, Right-of-Way, and Construction. In addition, the Project Sponsor confirms that all invoices related to this project have been submitted to the New Hampshire Department of Transportation (NHDOT) and the Federal share of all costs for this project have been reimbursed to the Project Sponsor by NHDOT.

PROJECT SPONSOR NAME _____

By: _____ Date: _____
Title _____

LPA:
Fills out, signs
and sends back
within 30 days

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Project Close Out

No more payments

- After LPA submits Project Completion Form no additional reimbursements will be allowed
- NHDOT will begin closing project with FHWA



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Project Close Out

Record Retention

- NHDOT reconciles federal participating expenses and establishes a **Final Voucher date**
- NHDOT Project Manager will notify LPA of Final Voucher date
- LPA **shall** maintain project records for at least 3 years **after** Final Voucher date

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7 Project Administration Elements

Re-Cap:

- 1) LPA Project Agreement
- 2) Scoping Meeting
- 3) Project Schedule
- 4) Project Phases
- 5) Progress Reports
- 6) Reimbursement Requests
- 7) Project Close Out



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Project Administration

Questions ?

Next Up:
Consultant Selection



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