



WV IJDC & WDA Project Planning, Application, & Process Certification User Guide



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INTRODUCTION

General Information

On July 1, 2011, the West Virginia Infrastructure & Jobs Development Council (IJDC) and the West Virginia Water Development Authority (WDA) implemented newly automated systems and redesigned processes to support the planning, management, and oversight of the State's multi-million dollar program of water and wastewater projects. The new online application process for applying for project funding is available at www.wvinfrastructure.com. Participants who have successfully completed and passed the associated training will be provided with access to the online dashboard and all relevant resources.

About This Guide

This User's Guide is meant to supplement the information presented during training and can be used as an ongoing reference tool. The guide contains information on features and functions of the online system, as well as step-by-step instructions on how to complete the new application process.

If you should have additional questions, or require information not contained within this manual, you may contact WV IJDC at:

Phone: 304.414.6501

Fax: 304.558.4609

Email: HelpDesk@wvwda.org

Browser Specifications and Other Related Software

To ensure that you have access to all of the features and functions of the online application, it is recommended that you use Internet Explorer 8 or greater and that you have downloaded Formatta Filler. A link to this free download is available by clicking on the Formatta Filler logo located on the Project Dashboard home page or by going to: http://crp.formatta.com/page_Downloads/Products.html.

BENEFITS OF THE NEW ONLINE APPLICATION PROCESS

Why Change? The greatest impact the new process and online system will have is to reduce costs for everyone. Each of the benefits listed below ultimately roll-up into cost savings for the State and the rate payers.

Overall Benefits

- Improve the effectiveness of how the State's infrastructure monies are being used
- Utilize better information and tools resulting in more objective and realistic allocation of funding
- Get more projects underway faster by managing available fund balances against commitments to optimize cash flows
- Reduce time from project inception to construction
- Use data gathered across all projects to look at ways to continue to improve and strengthen the process

Benefits for Project Team Members

- Streamlined step-by-step process that is easier and less time consuming and also reduces the likelihood of errors and missing information
- Ensure strong project teams are in place prior to submitting the application
- Quicker application turnaround and approval process
- Shared responsibility and project tracking; able to see where bottlenecks are occurring and can work with the Project Manager to manage through them
- Faster payment; invoices for completed work paid within 15 days of receipt
- Opportunity to get paid for work done on the application process
- Free advertising on the website; the better you do, the better it looks for you because your track record will be posted on the website
- Access to current and historical project information to help facilitate the planning and coordination of infrastructure projects, including leveraging GIS capabilities linked to State-wide infrastructure data

BIG PICTURE OVERVIEW

Process

The process for completing the online application is similar to what was done in the past, except it is now streamlined and automated. In addition, each stage has been broken down into a step-by-step process to ensure projects are moving forward in a timely and efficient manner.

Various parts of the application and related forms will need to be completed during each of the phases of the process:



- Project Initiation
 - Preliminary Application
 - Funding Recommendation Decision
 - Revised Application
 - Binding Commitment Pre-Bid Schedule B
 - Binding Commitment Request (Checklist)
 - Bid Authorization Pre-Bid Schedule B
 - Bid Authorization Request (Checklist)
 - Bid Underrun or Overrun Request
 - Closing Post-Bid Schedule B
 - Draw Schedule Maintenance
 - Wiring Instructions Form
 - Closing Request (Checklist)
 - Draw Request
 - Budget Revision

Major Changes

In addition to automating and streamlining the application process, the most notable changes are the following:

Project Initiation

- Project screened prior to submitting any documentation
- Project is initiated through Administrator
- Critical Project Team members are identified prior to applying
- Opportunity for pre-application funding assistance
- Other projects are considered to maximize benefits to your region

Preliminary Application and Forms

- Preliminary Application broken into sections based on role (Administrator, Engineer, Accountant)
- Online allowing users to complete over time without losing work; also allows for easier tracking of status
- Every document submitted to IJDC or sent by IJDC will be available for viewing, printing, and/or saving
- GIS tool with advanced searching capabilities and access to information on all existing and in process projects

Submitting Requests

- Requesting binding commitments, bid authorization, and closing dates are now available online in a checklist format
- Documentation can be uploaded and stored as soon as it is available
- Transparency of task ownership and status

Role Clarification

- Responsibilities for each part of the process are clearly defined and aligned against areas of expertise

ROLES & RESPONSIBILITIES

The new online application process requires that team members take on a greater role than they may have in the past. In order to help facilitate projects, roles have been clarified based on areas of expertise. The following is a description of each of the roles and the related responsibilities.

Sponsor: The responsible party (typically a utility) that is requesting approval and/or funding of an infrastructure project. The primary responsibility of the Sponsor is to:

- Successfully hire and direct their project team in the completion of the identified project

Administrator: The Administrator is the individual who has been certified to provide oversight to the project and is responsible for completing the following duties:

- Assist Sponsor in the process of hiring the project team, as needed
- Pre-screening of the project
- Project Initiation Form
- Preliminary Application (Administrator Form)
- Revised Application (Optional)
- Binding Commitment Request (Checklist)
- Project budget/Schedule B
- Bid Underrun/Overrun Request Form (Optional)
- Draw Schedule
- Closing Request (Checklist)
- Draw Request Form
- Budget Revision Form (Optional)
- Monthly Reports

Engineer: The Engineer must be a licensed Registered Professional Engineer in the State of West Virginia. The Engineer is the individual who is responsible for the engineering plans and specifications, as well as other duties outlined in the Engineering Agreement and listed below:

- Preliminary Application (Engineer Form)
- Bid Authorization Request (Checklist)
- Monthly Reports

Accountant: The Accountant must be a licensed Certified Public Accountant in the State of West Virginia. The Accountant is the individual that is responsible for assisting the Sponsor with rate-related calculations and documentation, as well as other duties outlined in the Accounting Agreement and listed below:

- Preliminary Application (Accountant Form)
- Monthly Reports

Legal Counsel (Local, PSC, and/or Bond): The Legal Counsel must be licensed to practice law in the State of West Virginia. The Legal Counsel is the individual responsible for performing the duties outlined in the applicable legal agreement, as well as the following:

- Monthly Reports
- Closing (Bond Counsel)

LOG IN INFORMATION

The online Preliminary Application and related tools, forms, and documentation can be accessed on the WVIJDC website at: www.wvinfrastructure.com.

After completing the required training certification, a user account will be created and the Team Member will be granted user access to the system. At the discretion of IJDC, there may be future training required in order to keep your user account active.

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180 Association Drive, Charleston, WV 25311 T 304.558.4607 F 304.558.4609

Home | Contact Us | Site Map | Project Dashboard

About Us | Structure | Calendar | Projects | Knowledge Center | FAQ

Project Dashboard Login

Sign in below to access your project related materials and information.

Username: Administrator **1**

Password: **2**

Login **3** Cancel

Login Help
Forgot Password

Home | About Us | Structure | Calendar | Projects | Knowledge Center | FAQ | Site Map | Contact Us

Copyright © 2011 West Virginia Infrastructure and Jobs Development Council. Privacy Policy | Disclaimer | Project Dashboard

1. Enter **Username**. Your username will be included in the email you receive after successfully completing training.
2. Enter **Password**. Your password will be included in the email you receive after successfully completing training.
3. Click **Login**.

In order to access the Project Dashboard, project Team Members must have successfully completed the training certification.

PROJECT DASHBOARD

After logging into the system, you will be taken to the Project Dashboard. From the Project Dashboard you will be able to access all of the necessary forms to complete the online application. The Project Dashboard also provides access to all projects and project information stored in the WVJDC Projects Database, as well as other helpful resources and tools.

There are three key sections to the home page of the Dashboard:

WEST VIRGINIA
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Home Contact Us Site Map Project Dashboard

About Us Council Members Committees Calendar Active Projects Project Center FAQ

Task Manager (2)

- Your Projects
- Monthly Reporting
- Project Search
- Sample Forms

Tools (3)

- GIS Applications
- IJD Policies & Guidelines
- Public Service Commission
- US Census Bureau
- Help/User Guide
- Performance Results

Project Dashboard (1)

Dashboard Home Log Out

Administrator is logged in Notifications Manage Account

Welcome to your Project Dashboard. Through this Dashboard, you will have access to all projects and project information stored in the WVJDC Projects Database. Use your Task Manager and Tools to keep your projects up-to-date and manage all project related information.

Systems Enhancements (1)

In an effort to continuously improve our State's On Line Project Application Tracking system, we have made the following functionality enhancements.

Project Initiation Form

To initiate a new project, please download the Project Initiation form below, fill it out completely and submit it. Before downloading any project forms, first download the free Formatta Filler program by clicking the icon in the right hand column on the Project Dashboard home page, or the Forms page.

Project Initiation Form

New Projects view all projects

Click project to view project specific information

Project Number	Sponsor	Status
2012W-1204	Kermit Municipal Water Department	Initiation Form Accepted

Project Quick Search

Project Number:

Search

formatta Filler Free Download

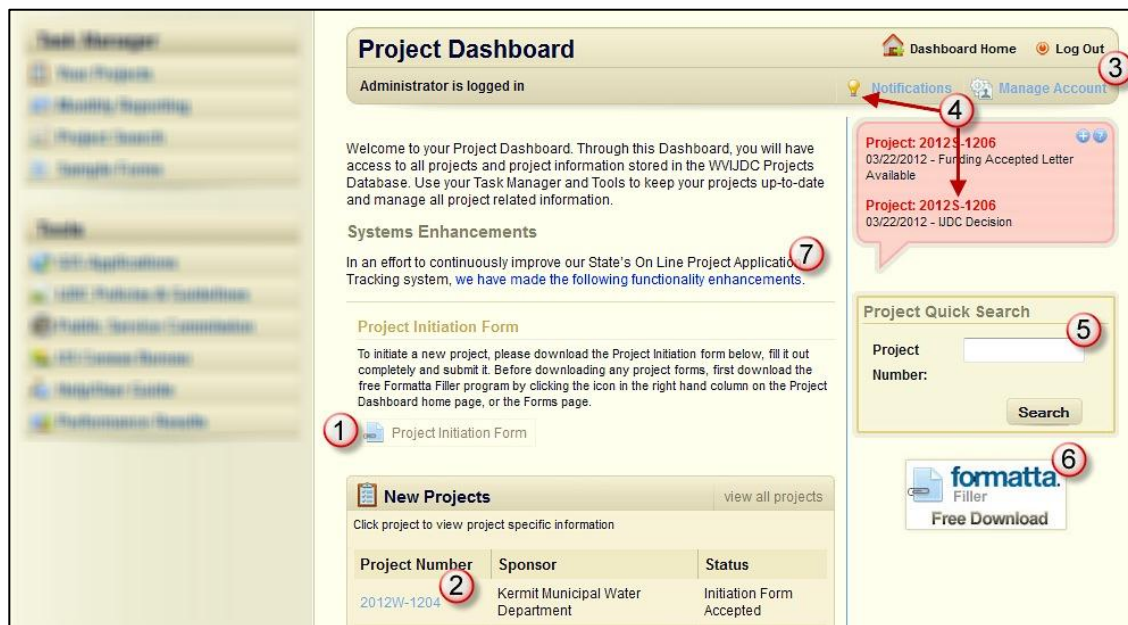
Project: 2012S-1206
03/22/2012 - Funding Accepted Letter Available

Project: 2012S-1206
03/22/2012 - IJDC Decision

1. **The Main Area** – provides a quick look at immediate tasks that need to be completed related to your project(s), new projects that have been submitted, and related notifications
2. **Task Manager** – allows you to complete various tasks related to the project
3. **Tools** – provides quick and easy access to information and resources to assist with the project

Main Area

The Main Area of the Project Dashboard home page provides a quick look at immediate tasks that need to be completed related to your project(s), new projects that have been submitted, and related notifications. The main area of the home page is also where you can go to perform a quick search for a project, download Formatta Filler, or to manage your online account.



- 1. Forms** – Forms requiring completion prior to a project being assigned a Project Number, such as the Project Initiation Form, will be shown on the home page of the Project Dashboard. Click on the icon to open up the form. The form can be saved to your desktop for completion.
- 2. New Projects** – Any new projects will be listed on the Project Dashboard home page along with the name of the Sponsor and the Status. To get additional project information, click on the Project Number. This will open up a new screen where you can view Open Project Forms, Completed Project Forms, Tasks, Notifications, and Project Team information.
- 3. Manage Account** – Click on the Manage Account icon to update your contact information or to change your password.
- 4. Notifications** – Notifications and status updates for your project will be shown on the Project Dashboard home page in the red callout box. To see notifications that are both user and project specific, click on the Notifications icon. To see the notifications for a particular project, click on the Project Number within the Project Notifications screen.

5. **Project Quick Search** – To quickly search for information on a specific project, enter all or part of the Project Number and click search.
6. **Formatta Filler** – Formatta Filler will need to be downloaded and installed on your computer in order to complete the various forms associated with the application process. This is a free download, which is available by clicking on the Formatta Filler icon.
7. **System Enhancements** – Click on the link to view functional enhancements made to the system by version and date.



Task Manager

The Task Manager tabs, located on the upper left-hand side of the Project Dashboard, are used to access information and forms related to your projects, complete monthly reports, conduct project searches to gather data, and view sample forms.



1. **Your Projects** – Click on the Your Projects tab to see a list of projects for which you are associated. Click on the Project Number to view the data for a specific project including: open project forms that need to be completed, completed project forms, tasks, notifications, and a listing of Project Team members. New Projects, if any, will be listed first and Active Projects will be listed below.

A detailed screenshot of the Project Dashboard interface. The left sidebar shows the 'Task Manager' section with tabs 'Your Projects' (1), 'Monthly Reporting', 'Project Search', and 'Sample Forms'. Below this is a 'Tools' section with links to GIS Applications, IJDC Policies & Guidelines, Public Service Commission, US Census Bureau, Help/User Guide, and Performance Results. The main content area is titled 'Project Dashboard' and shows 'Administrator is logged in'. It features a 'Your Projects' section with a table of projects. A red arrow points from the 'Your Projects' tab in the sidebar to the 'Your Projects' section. Another red arrow points from the project number '2012W-1214' in the table to a detailed view of that project. This detailed view shows project information, a list of tasks, completed project forms, notifications, and the project team. Red callout boxes provide instructions for each of these sections.

Project Number	Sponsor	Project Name	County	Status
2012W-1204	Kermit Municipal Water Department	More water for Kermit	MINGO	Initiation Form Accepted
2012W-1213	Eastern Wyoming Public Service District	Barkers Ridge Water	WYOMING	Initiation Form Accepted

Project Number	Sponsor
2012WS-1203	Ice's Run Round Service District
2012W-1215	Barrackville, T
2012W-1214	Barrackville, T
2012W-1212	Lashmeet Pu District

Project Number: 2012W-1214

Project Name: Phase II Water F

Status: Binding Commitment Approved

Click on **Tasks** to see a list of all tasks related to the project. Tasks are listed with the responsible team member's name and the estimated due date or completed date.

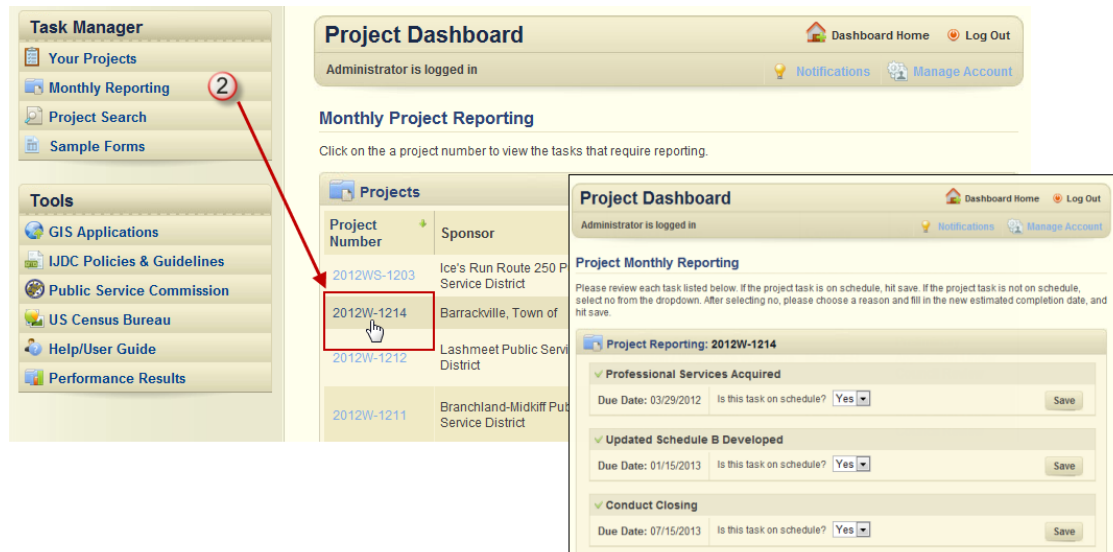
Click on **Project Team** for team member contact information.

Click on **Completed Project Forms** to see copies of submitted forms, attachments, and correspondence related to the project.

Click on **Notification** to see all project related notifications.

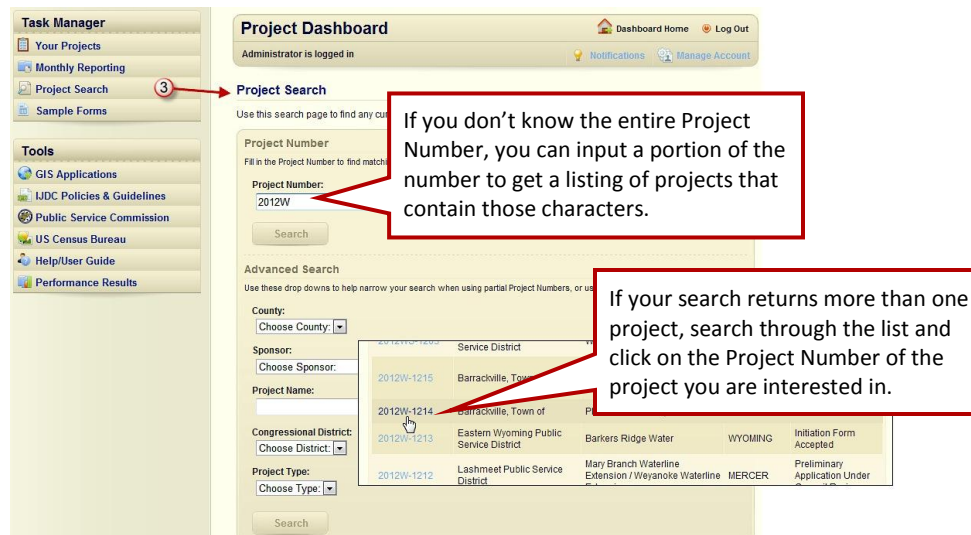
View project forms waiting to be completed.

2. **Monthly Reports** – The Monthly Reports tab is only visible when you have tasks that need to be completed for one of your projects. Click on the Monthly Reports tab to see which projects require status updates. If more than one project is listed, click on the appropriate Project Number. See page 43 for instructions on completing Monthly Reports.



3. **Project Search** – Click on the Project Search tab to find current and historical project information, even for projects that you are not associated. You can search by Project Number, or a portion of the Project Number, if you don't remember the entire number. You can also search by County, Sponsor, Project Name, Congressional District, or Project Type. In addition, you can search by any individual field or by a combination of fields. Use the drop down menus to further narrow your search.

Click on the Project Number to access detailed project information.



4. **Sample Forms** – Click on the Sample Forms tab to see examples of all the forms you will use throughout your project. Click on the name of the form to view a PDF example. These forms can be saved to your computer.

The screenshot displays the 'Project Dashboard' interface. On the left is a sidebar with two main sections: 'Task Manager' and 'Tools'. The 'Task Manager' section includes links for 'Your Projects', 'Monthly Reporting', 'Project Search', and 'Sample Forms'. The 'Tools' section includes links for 'GIS Applications', 'IJDC Policies & Guidelines', 'Public Service Commission', 'US Census Bureau', 'Help/User Guide', and 'Performance Results'. A red circle with the number '4' is placed over the 'Sample Forms' link, with a red arrow pointing from it to the 'Example Forms' section on the right. The 'Project Dashboard' header includes a 'Dashboard Home' link, a 'Log Out' button, and a notification icon. Below the header, the 'Project Forms' section contains a paragraph explaining that the forms are provided in PDF format for convenience and can be saved to the user's computer. The 'Example Forms' section lists various forms under different phases: 'Project Initiation Phase' (Project Initiation Form), 'Project Application Phase' (Preliminary Application for Administrator, Engineer, and Accountant; Administrator Revised Application Form; Funding Recommendation Decision), and 'Monthly Reporting/Milestones'.

Task Manager

- Your Projects
- Monthly Reporting
- Project Search
- Sample Forms**

Tools

- GIS Applications
- IJDC Policies & Guidelines
- Public Service Commission
- US Census Bureau
- Help/User Guide
- Performance Results

Project Dashboard

Administrator is logged in

Project Forms

Below you will find examples of all forms used throughout your project. Simply click the form name you wish to view. Each sample form is provided in pdf format. These sample forms are for your convenience. If you choose to save these forms to your computer, please check back regularly for updates and possible changes.

Example Forms

Click any of the links below to view a pdf example of any form required throughout the project process.

Click on any of the forms to view a PDF example.

Project Initiation Phase

- Project Initiation Form

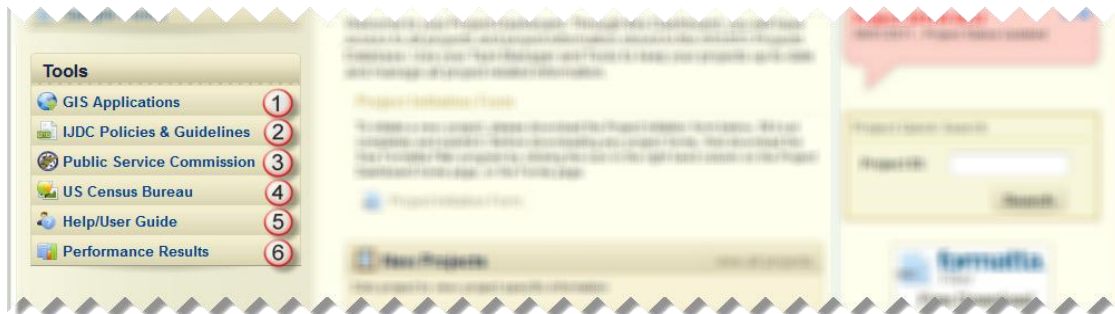
Project Application Phase

- Preliminary Application (Administrator)
- Preliminary Application (Engineer)
- Preliminary Application (Accountant)
- Administrator Revised Application Form
- Funding Recommendation Decision

Monthly Reporting/Milestones

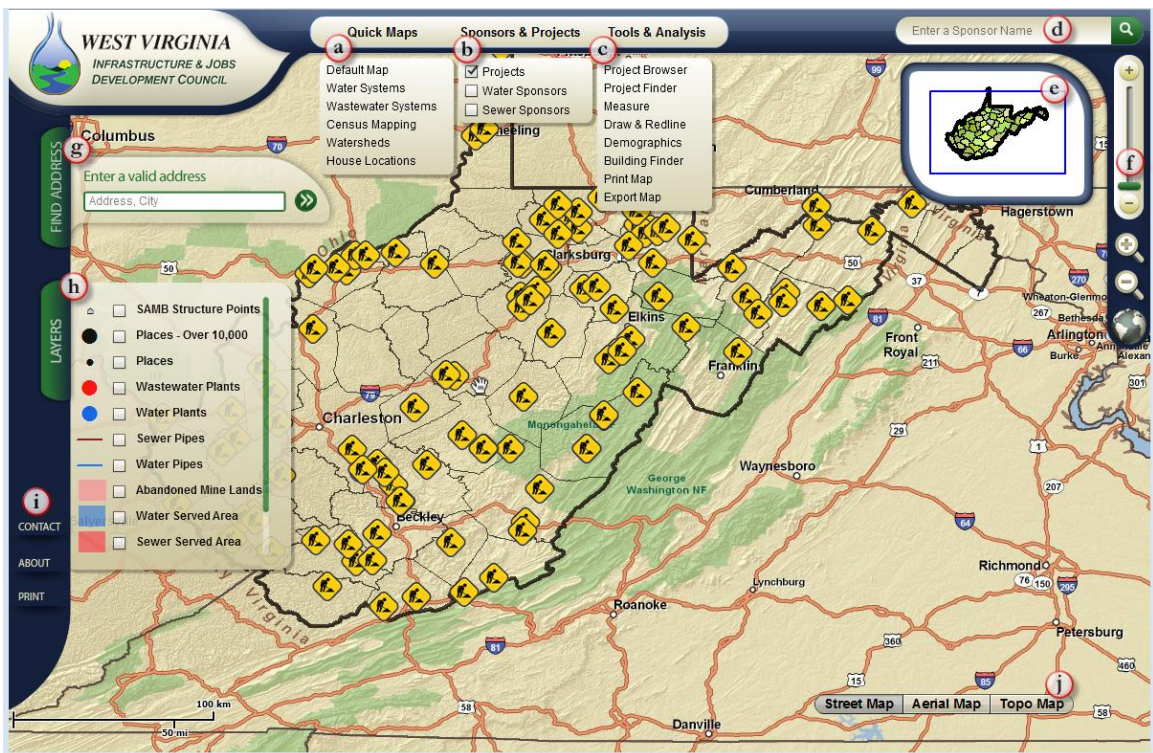
Tools

The Tools tabs, located on the lower left-hand side of the Project Dashboard, provide Project Teams with quick and easy access to online resources and systems for gathering relevant information about proposed projects.



1. **GIS Applications** – Clicking on the GIS Applications tab launches the GIS Web Application in a new browser window. (Please note that this application may require that you download a plug-in; follow the onscreen instructions to complete the download.)

The GIS application is a research application tool that can be used to support the process of pre-screening projects and applying for funding.

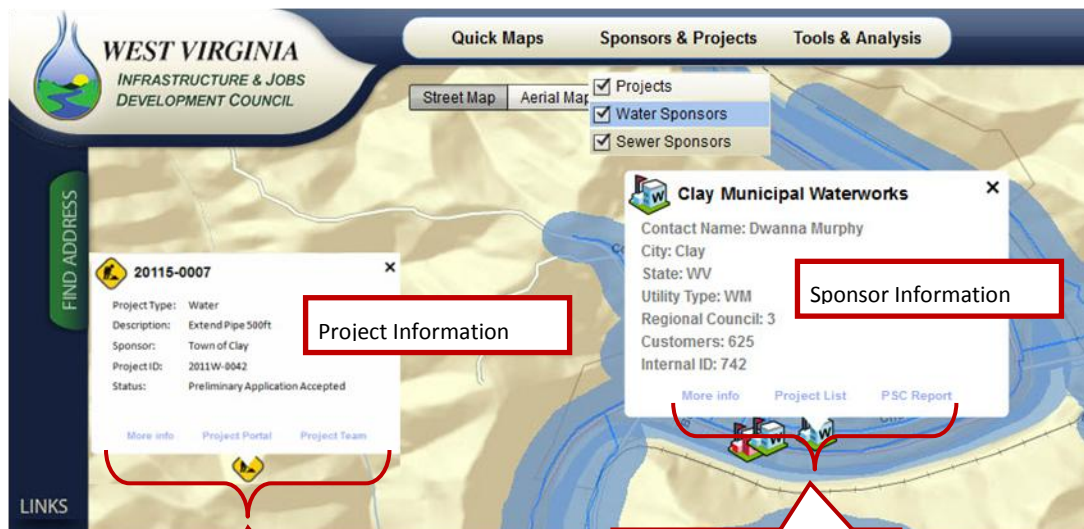


Overview of Features and Functions of the GIS Application

- a. **Quick Maps** – Click on Quick Maps to turn on and off key data layers for the map including water systems, wastewater systems, census mapping, watersheds, and house locations.
- b. **Sponsors & Projects** – Click here to show Water and Waste Water Sponsors and view project locations. You can view one, two, or all three options.
- c. **Tools & Analysis** – Click here to access various tools including:
 - Project Analyzer Tool: Select Project Type and/or Current Status, then Analyze Projects by different parameters. Results will be color-coded.
 - Project Browser Tool: View a list of all projects associated with the GIS. Click the Project Number to zoom to the Project on the map.
 - Project Finder Tool: Select query criteria and click the “Find” button to execute various queries related to project information.
 - Measure Tool: Choose a measurement tool and click on the map to measure.
 - Draw & Redline Tool: Draw Shapes and/or add text to the map area.
 - Demographics Tool: Highlight an area on the map using a selection tool to see the resulting demographics data.
 - Building Finder Tool: Use a selection tool to highlight an area and then view the resulting number of buildings within the selection.
 - Print Map Tool: Enter the Title and/or Subtitle of the map, then select the paper size, and click “Print”. This generates a PDF that can be saved or printed.
 - Export Map Tool: View and/or save the generated JPEG version of the map area.
 - Served Structures Tool: View served and unserved addresses at a State, County, or Custom level. Results are listed and graphed.
- d. **Quick Search** - Enter the Sponsor name to do a quick search.
- e. **Locus Map** – Draw a box around the area of the map you want to zoom in on.
- f. **Slider** – Use the slider to zoom in or out on the map. Click on the Globe to return to a map of the whole state. Click the Magnifying Glasses to zoom in (+) or out (-).
- g. **Find Address** - Enter address to zoom in on a specific location.
- h. **Layers** – Check the boxes to add layers of detail to the map.
- i. **Contact, About, Print** – Click on the appropriate tab to get WIJDC contact information, obtain additional information about the GIS application, or to select a map area/view from which you can create a PDF file that can be saved and/or printed.
- j. **Background Maps** – Click each option to change the background map. Each map has an associated maximum zoom, so if no background is seen, zoom out.

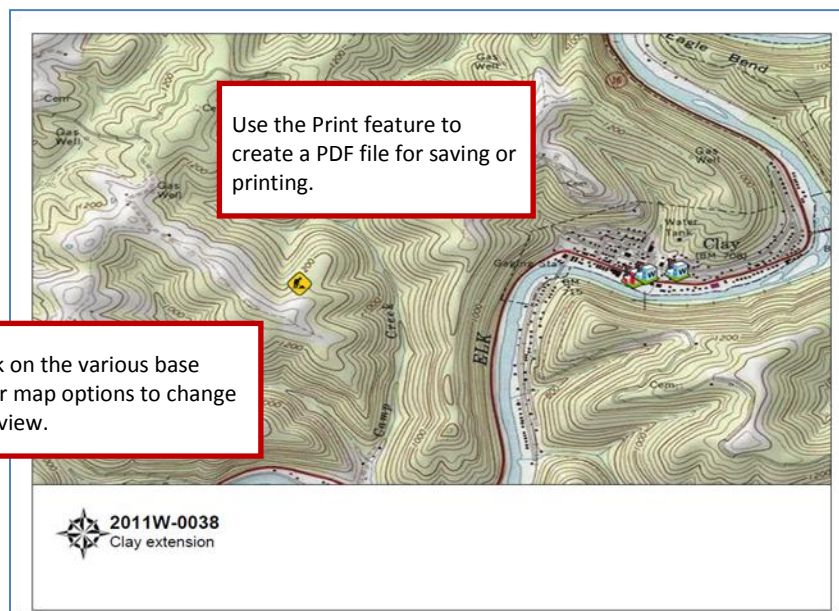
Getting Project Detail

To get detailed information about a specific project area, use the various zoom in features to help you obtain a targeted view. Click on the Sponsor icon to get information about current services in this area. Click on the Project icon to get detailed information about current projects in this area.

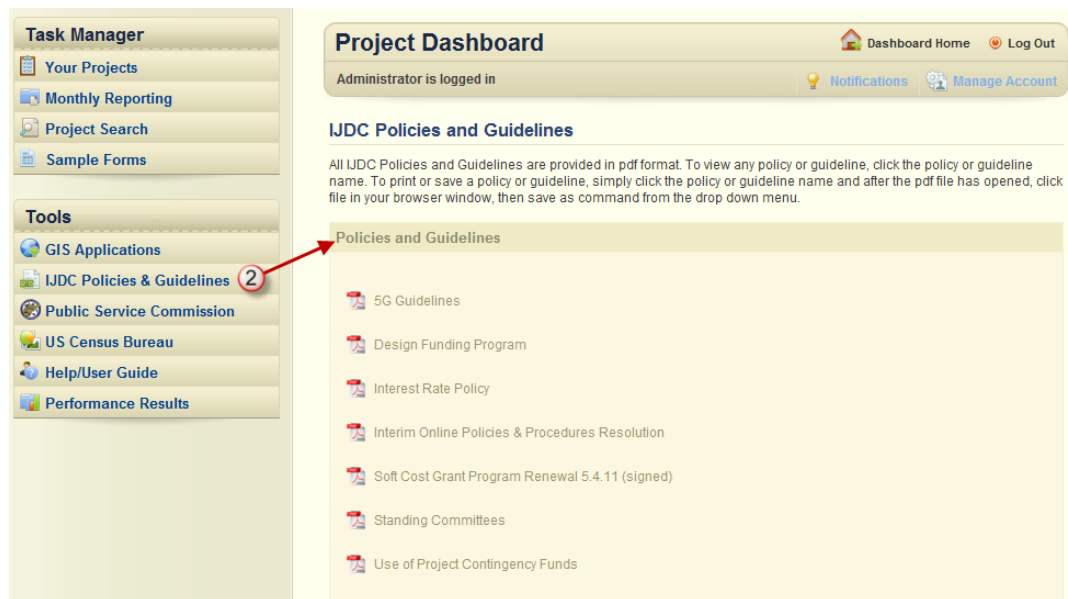


Click on these links to get More Information, go to the Project Portal, or get contact information on the Project Team.

Click on these links to get More Information, a Project List, or a PSC Report.



2. **IJDC Policies and Guidelines** – All IJDC Policies and Guidelines related to the application and funding process are provided in PDF format. To view any policy or guideline, click the policy or guideline name. To print or save a policy or guideline, click the policy or guideline name and after the PDF file has opened, click file in your browser window, then choose the print or save as command from the drop down menu. The policies are also accessible on the IJDC home page under the Project Center tab.



3. **Public Service Commission** – Click on the Public Service Commission tab to open the Public Service Commission of West Virginia website in a new window where you can easily access information that will help you in completing the application forms, including a utility's most recent Annual Report and current rate information.



4. **US Census Bureau** – Click on the US Census Bureau tab to open the US Census Bureau website in a new window. The website opens directly to the West Virginia quick facts page. From here, you can quickly and easily access population and medium household information for a specific county and/or city.

The screenshot shows the Project Dashboard interface. On the left, the 'Task Manager' sidebar has a 'Tools' section where 'US Census Bureau' is highlighted with a red circle and the number 4. A red arrow points from this link to the main content area. The main content area displays the 'Project Dashboard' with a welcome message and a 'U.S. Census Bureau' section titled 'State & County QuickFacts'. This section includes search filters for 'Select a State' (set to West Virginia) and 'Select a City' (set to Barbour County). Below the filters, a table titled 'Barbour County, West Virginia' provides demographic data.

People QuickFacts	Barbour County	West Virginia
Population, 2011 estimate	NA	1,855,364
Population, 2010	16,589	1,852,994
Population, percent change, 2000 to 2010	6.6%	2.5%
Population, 2000	15,557	1,808,344
Persons under 5 years, percent, 2010	5.7%	5.6%
Persons under 18 years, percent, 2010	21.7%	20.9%
Persons 65 years and over, percent, 2010	16.6%	16.0%

5. **Help/User Guide** – Click on Help/User Guide to access FAQs or to obtain a downloadable version of this User Guide. For additional help, you can also contact the Help Desk at:

Phone: 304.414.6501

Fax: 304.558.4609

Email: HelpDesk@wwda.org

The screenshot shows the Project Dashboard interface. On the left, the 'Task Manager' sidebar has a 'Tools' section where 'Help/User Guide' is highlighted with a red circle and the number 5. A red arrow points from this link to the main content area. The main content area displays the 'Project Dashboard' with a 'Help/User Guide' section titled 'Help FAQ'. This section includes instructions on how to view answers to common questions and a list of frequently asked questions.

Help FAQ

To view the answer to any of these common questions, simply click the + icon. To close an answer, simply click the - icon. To expand all answers, click the expand all button at the top right of the page. After expanding all answers, click the close all button at the top right to close all of the answers.

- How do you remove an attached document on the Project Initiation Form or Application Forms to attach a new document (before submission)?
- When I try to submit an application-related form and get an error, why does it go to another page?
- Do submittals go back to Council or just thru the Project Manager?
- Does the ability to track the progress of a project continue and include an agency's processes once an application is recommended for funding to a specific funding agency?
- How is Sponsor detail information updated from Council Applications?
- When completing a form - can you complete one part now, save it, and complete the rest of the form later?
- How hard is it to modify the project schedule due to funding problems or delays?
- Does the system work on MACs?

A copy of the User Guide can also be obtained from the IJDC's home page. Click on Project Center and then Getting Started.

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Home Contact Us Site Map Project Dashboard

About Us Council Members Committees Calendar Active Projects **Project Center** FAQ

Project Center

Getting Started Pre-Application Information Application & Forms Post Project Information

Getting Started
 User Guide (PDF)

Log in to the Project Dashboard to access all of your project related materials

Need to File a New Project Application or Update a Previously Filed Application Online System?

Here is a step-by-step guide to Getting Started:

1. Decide on the overall project scope.
2. Hire or Designate an IJDC Certified Project Administrator. (Are you an Administrator that needs to be Certified? Or Did you hire an Administrator that needs to be Certified? [Click Here!](#))
3. Direct the IJDC Certified Project Administrator to Complete the Project Initiation Form online by logging into the Project Dashboard at [www.wvinfrastructure.com](#).
4. Once your project's Project Initiation Form is complete, submitted to IJDC, and accepted by IJDC, you are ready to have your IJDC Certified Project Administrator, IJDC Certified Project Engineer, and IJDC Certified Project Accountant fill out the three parts of the IJDC Application online. (Are you an Administrator, Engineer, or Accountant that needs to be Certified? or Did you hire an Administrator, Engineer, or Accountant that needs to be Certified? If so, [Click Here!](#))
5. From there, the Project will be reviewed for completeness by IJDC staff, then forwarded to the IJDC Staff Technical Review Committee.
6. If your Project is found to be Technically Feasible by the IJDC Staff Technical Review Committee, then it is forwarded to the IJDC Funding Committee.
7. If the IJDC Funding Committee recommends a funding package for your Project, it is then placed on the monthly full Council IJDC meeting for approval and action. (For Meeting Dates, please see the Calendar on the left of this page.)
8. After the full Council IJDC meeting, the Project Sponsor and Project Team will receive written notification of the decisions of the IJDC, and if the Project is approved, the IJDC Certified Project Administrator will receive a link via email

Next Event:
 Wednesday
 April 11, 2012
 9:30 AM
 Hover over dates to view events.

April 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Policies
Getting Started
 Pre-Application Information
 Application & Forms
 Post Project Information
 Roles & Responsibilities

- 6. Performance Results** –The Performance Results tab is an online tracking system that monitors performance against tasks. Although the results are available to everyone, Performance Results will primarily be used by Administrators to identify reliable Project Team members who have a track record of meeting performance expectations. Information is available on individuals, firms, and projects.

Task Manager

- Your Projects
- Monthly Reporting
- Project Search
- Sample Forms

Tools

- GIS Applications
- IJDC Policies & Guidelines
- Public Service Commission
- US Census Bureau
- Help/User Guide
- Performance Results** (6)

Project Dashboard

Administrator is logged in

Dashboard Home Log Out

Notifications Manage Account

Performance Results

Reports and graphs related to performance against project tasks are available under this tab.

COMPLETING THE FORMS

Only the forms related to *your* role will be available on *your* Project Dashboard. In addition, to help minimize confusion, you will only have access to forms in the order in which they are to be completed. For example, the Project Initiation Form must be completed, sent, and accepted in order for the link for the next form in the process, the Preliminary Application, to show up on your Project Dashboard. If you log into a project and there are no Open Project Forms, it means that there is an approval pending on something that was previously submitted.

Forms that can be submitted more than one time, such as the Budget Revision or Draw Request, must be completed and processed one at a time. If a form is being processed it will show up as red with a light bulb next to it, indicating that it is in the process of being approved and no further action on the form can be taken at this time.

The status in the right hand corner will let you know where you are in the process.

The screenshot shows a Project Dashboard for Project Number 2012W-1214. The dashboard includes a header with the project number and a status update. Below the header is a table with project details. The main section is titled 'Forms' and contains a list of open project forms. Callouts explain the status of these forms: 'Project status update.' points to the status bar; 'Status Under Construction' points to the status dropdown; 'Example of an open form waiting to be completed.' points to the 'Wiring Instructions' form; 'Example of a form that can be submitted again, after the current form is finished being processed.' points to the 'Draw Schedule Maintenance' form; and 'Budget Revision is being processed' points to the 'Budget Revision' form, which is highlighted in red and has a light bulb icon next to it. The dashboard also includes a 'Completed Project Forms' section and a 'Project Team' section.

Project Name	Sponsor	County	Prior Project Number
Phase II Water Project	Barrackville, Town of	BARBOUR	2010W-0001

Forms

download those awaiting completion in the Open Project Forms area. Download those awaiting completion in the Completed Project Forms area.

▼ Open Project Forms

- Wiring Instructions
- Draw Schedule Maintenance
- Budget Revision is being processed
- Draw is being processed

Completed Project Forms | Tasks | Notifications | Project Team

Project Pre-screening & Initiation

Project Application Planning & Preparation (Administrator)

Prior to submitting a Project Initiation Form, the Administrator (with help from other Project Team members as necessary) needs to complete the pre-screening necessary to ensure the project being proposed is reasonable and viable, and that all requirements have been met. In addition, the new IJDC Project Pre-screening Guidelines will require that all of the funding agencies' requirements be completed prior to submitting the Project Initiation. This policy is to ensure that all necessary and required paperwork is in place and only projects that have merit are being submitted.

The Project Dashboard on the WV IJDC website (www.wvinfrastructure.com) has tools and resources available to help with the pre-screening process including:

- Collected data from current and past projects, which can be used as a reference for any current projects being considered
- Access to GIS Applications, which include maps, locations of existing and proposed water and sewer plants, committed projects, projects to be bid, etc.
- Copies of IJDC Policies and Guidelines, which provide details about the requirements
- Links to the Public Service Commission and the US Census Bureau so you can quickly and easily access data needed to complete forms
- Overview of Performance Results, which can be used when considering potential Project Team members

See pages 8-19 for information on how to access the Project Dashboard and the related tools and resources.

Project Team Identification/Training (Administrators, Engineers, Accountants, Legal Counsels)

Anyone wishing to be on a team for a project that is being submitted through IJDC must complete training and receive certification. To read about the online, self-paced training from the website, click on Getting Started under the Project Center Menu. To access the training directly, click here:

http://www.wvinfrastructure.com/online_training/training/index.html.

It is also recommended that you review the Performance Results tab on the Project Dashboard under Tools prior to selecting your Project Team. The Performance Results can provide you with insight on how project team members performed on past projects.

Project Initiation Form (Administrator)

The Administrator will need to complete the Project Initiation Form to identify the Project Team and list the project basics (e.g., Country, Project Description, Project Area, Project Type, etc.). The Project Initiation Form also includes a section for applying for pre-application funding assistance.

Pre-application Funding Assistance (PFA)

Pre-application funding assistance (PFA) is available if the requirements of preparing the pre-application form create an undue hardship on the Sponsor. Go to the IJDC Policy and Guidelines section under the Tools tab to view more information regarding PFA requests.

The PFA is applied for on the Project Initiation Form and requires that the applicant list the related costs, attach associated executed agreements for line items showing a dollar amount, and attach a brief description of why the costs create an undue hardship on the Sponsor. Applicants can request funding for up to 50% of the total cost amount or \$5,000, whichever is greater.

Steps for Completing the Project Initiation Form

1. Go to www.wvinfrastructure.com and log in to the website to view the Project Dashboard home page. See page 7 for instructions on how to log in to the website.
2. Download and install Formatta Filler. See page 71 for tips on using Formatta Filler.
3. Click on the Project Initiation Form link on the Project Dashboard to open a blank form.




4. Complete the Project Initiation Form. This form can be downloaded and saved to your computer for completion at a later date.
5. After completing the Project Initiation Form click the Save & Submit button. A Save As dialog box will be displayed allowing you to save a copy of the completed form to your computer and another copy is automatically submitted to the IJDC for review. A message indicating that the “form was sent successfully” will be displayed. Incomplete forms and/or missing attachments will be flagged by the system and a pop-up message will appear indicating what information is needed to continue.
6. The project is assigned a Project Number and the Project Status on the Project Dashboard will updated to: Initiation Form Submitted.
7. After IJDC reviews the form, an email is sent to the Project Team notifying them that the Project Initiation form has been accepted and that they can proceed to the next phase of the process.

New Projects				
Project Number	Sponsor	Project Name	County	Status
2012W-1214	Barrackville, Town of	Phase II Water Project	BARBOUR	Initiation Form Accepted

To ensure you receive the emails sent by the IJDC related to your project status, add imageadmin@wwvda.org to the safe sender list or address book to prevent it from potentially being filtered as junk mail or spam.

Sample Project Initiation Form



WEST VIRGINIA
INFRASTRUCTURE & JOBS DEVELOPMENT COUNCIL
180 Association Drive, Charleston, WV 25311 T 304.414.6501 F 304.414.0866

Project ID

West Virginia Infrastructure and Jobs Development

Project Initiation

All Fields with an * are Required

I. Project Team

***1. Sponsor**

Name

County

Contact

Address

Phone

Fax

Email

***2. [Name]**

***3. Engineer**

Name

Organization

Address

Phone

Fax

Cell

Email

***4. Accountant**

Name

Organization

Address

Phone

Fax

☐ Click here if any of the above contact information for a Project Team member is incorrect. If clicked, you will be contacted by IJDC to get updated contact information.

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Next Page

For each of the required boxes, click on the drop down menu to choose the appropriate person for your project team.

Contact information is prepopulated based on the name that is chosen

Required fields are noted with an *.

This box is only to be checked if the information is incorrect for one of your team members. If you need to update your contact information, you can do so through the Project Dashboard home page under Manage Account.



West Virginia Infrastructure and Jobs Development Project Initiation

II. Project Basics

*1. Project Description 255 Max Chars
*2. Local Project Name
3. Prior Project Number Exists
*5. Project Type
*7. Existing Source/Treatment
*9. District
*10. Primary County
*11. Primary Project Area
4. Prior Project Number
*6. Project Category
*8. Proposed Source/Treatment
12. Secondary County
13. Secondary Project Area

III. Preapplication Funding Request

- ☒ 1. Click here if the Requirements of Preparing the Preliminary Application Form Hardship on the Sponsor. Fill in the Required Budget and Request Amounts Below.

Budget	Amount	
Engineering	\$5,000	<input type="button" value="Attach"/>
Legal	\$5,000	<input type="button" value="Attach"/>
Accounting	\$5,000	<input type="button" value="Attach"/>
Administration	\$5,000	<input type="button" value="Attach"/>
Other- Please Explain Here	\$0	<input type="button" value="Attach"/>
Total	\$20,000	

(Request Amount Cannot be more than 50% of the Total)

2. PFA Request Amount:

**If Requesting Preapplication Funding Assistance,
Please Attach a Brief Description of why those Costs
Sponsor Will Experience Hardship on the Sponsor.**

After clicking on Save & Submit, a pop-up window will appear allowing you to save the form to your desktop while simultaneously sending the form to the IJDC.

Submission Date
3/22/2012

After the form has been successfully sent, the date of the form submittal will be displayed.

Preliminary Application Submittal and Approval

Three-Part Preliminary Application (Administrator, Engineer, and Accountant)

Once the IJDC Director has accepted the Project Initiation Form, the online system will automatically generate a Project Number and a link to the Preliminary Application will be placed within the project detail page on the Administrator, Engineer, and Accountant's Project Dashboard. Team members will only see and have access to the form for which they are responsible.

The Project Team will have 6 months to complete and submit the 3-part application, including the required attachments. If the application is not completed within the 6-month time frame, the Project Team will need to start over with a new Project Initiation Form being submitted in order to generate a new Project Number.

Accessing the Preliminary Application

The screenshot shows the West Virginia Infrastructure & Jobs Development Council website. The top navigation bar includes links for Home, Contact Us, and Site Map. The main content area features a 'Project Dashboard Login' section with fields for Username (Accountant) and Password, and a 'Log in to the Project Dashboard.' annotation. Below the login section is a 'Task Manager' sidebar with links for Your Projects, Monthly Reporting, Project Search, and Sample Forms. The main content area displays a 'Project Dashboard' for an Administrator, showing a list of projects under 'Your Projects'. A table lists projects with columns for Project Number, Project Name, Sponsor, County, and Status. A 'Search for the project on either the Project Dashboard or under Your Projects. Click on the appropriate Project Number.' annotation points to the table. The table includes projects like 'Kermit Municipal Water Department', 'Eastern Wyoming Public Service District', and 'Barrackville, Town of'. Below the table, a 'Your Projects' section shows details for 'Project Number: 2012W-1214', including Project Name, Sponsor, and County. A 'Download Formatta Filler if you have not done so already.' annotation points to a 'formatta' download link. A 'Click on the Preliminary Application link to open the application in Filler.' annotation points to a 'Preliminary Application Form (Administrator)' link.

Project Number	Project Name	Sponsor	County	Status
2012W-1213	More water for Kermit	Kermit Municipal Water Department	MINGO	Initiation Form Accepted
2012W-1213	Barkers Ridge Water	Eastern Wyoming Public Service District	WYOMING	Initiation Form Accepted
2012W-1214	Phase II Water Project	Barrackville, Town of	BARBOUR	Initiation Form Accepted

Project Name	Sponsor	County
Phase II Water Project	Barrackville, Town of	BARBOUR

Steps for Completing the Preliminary Application Form (Administrator)

1. Go to www.wvinfrastructure.com and log into the website to view the Project Dashboard home page.
2. Conduct a Project Quick Search from the home page or search for the appropriate project within the Your Projects tab.
3. Click on the Preliminary Application Form (Administrator) link to open a blank form.
4. Complete the Preliminary Application Form (Administrator). This form can also be downloaded and saved to your computer for completion at a later date.
5. After completing the form, click the Save & Submit button. A Save As dialog box will be displayed, allowing you to save a copy of the completed form to your computer and another copy is automatically submitted to the IJDC. A message indicating that the “form was sent successfully” will be displayed. Incomplete forms and/or missing attachments will be flagged by the system and a pop-up message will appear indicating what information is needed to continue.
6. After receiving all three parts of the Preliminary Application (Administrator, Engineer, and Accountant forms), the IJDC staff will review the forms for completeness. Incomplete applications will be rejected and a letter will be sent via email notifying the appropriate team member(s) of the reason(s) for the rejection and a list of documents that need to be re-submitted. A link will be included in the email for uploading the correct file(s).
7. A Project Manager (PM) is assigned to the project. The PM reviews the project schedule and either approves or works with the Engineer to make adjustments.
8. After the schedule is approved, the IJDC Technical Review Committee reviews the project and determines feasibility.
9. Projects that are considered technically feasible are forwarded to the IJDC Funding Committee and the Project Team is notified. A project notification indicating that the application is Under Council Review will be posted on the Project Dashboards of all Team Members. Project Teams will also be notified if the recommendation is for the application to be tabled or returned due to technical issues.
10. IJDC Funding Committee reviews the application and recommends appropriate funding option(s).

Sample: Preliminary Application Form (Administrator)



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West Virginia Infrastructure and Jobs Development Preliminary Application Form Administrator

All Fields with an * are Required for Submission

I. General Project

Sponsor	Barrackville, Town of	Expiration Date	09/22/2012
Type	Water	Secondary County	
Category	Line Extension		
Project Number	2012W-121		BARBOUR
Prior Project Number	2010W-000		PHILIPPI
Description	Water project to serve 50 customers.		

Information from the Project Initiation Form will be pre-populated into the Preliminary Application Form.

II. General Administrative

*1. Customers Served - Existing

*2. Customers Served - New

*3. Is the Sponsor Requesting Emergency Status as Defined by WV Code § 31-15A-2?

4. Emergency Status Request Documentation

5. Median Household Income

*6. IJDC Income Survey Requested?

*7. Status of Engineering Agreement

*8. Status of Accounting Agreement

9. List the adjacent or nearby water, sewer or stormwater utilities

*10. Have the adjacent or nearby water, sewer or stormwater utilities been notified with regard to this application?

*11. Does this project infringe on the service area of an adjacent or nearby water, sewer or stormwater utility?

The Median Household Income will be pre-populated based on the primary project area or county identified in the Project Initiation Form.

Use the GIS Tools on the Project Dashboard to help identify nearby utilities.



**West Virginia Infrastructure and Jobs Development
Preliminary Application Form Administrator**

II. General Administrative (cont.)

*1. Has the sponsor completed
and filed its most recent
performance measures as
required by PSC?

No

Drop down menus make
answering questions on the
application quick and easy.

*2. Does the sponsor have a
formal asset management plan in
place?

No

*3. Has the sponsor completed
the annual maintenance audit for
the current year?

Yes

*4. Has the Office of
Environmental Health Services
(OEHS) completed a capacity
development analysis of the
sponsor's operation/system within
the last five years?

No

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Next Page



Complete the budget using the numbers from your executed agreements.

West Virginia Infrastructure and Jobs Development

III. General Budget

Preliminary Application Form

Construction			
Construction Cost Estimate	2,000,000.00		0.00
Construction Contingency	\$200,000.00	Cons	\$2,200,000.00
Technical Services			
Preliminary Design (D)	40,000.00	Final Design (D)	
		Design Fees (D) Subtotal	
		Design Fees to Construction %	3.64
Study & Rep	8,000.00	Bidding & Negotiation	5,000.00
Resident Pro	0,000.00	Engineering During Construction (C)	20,000.00
Construction (C) Subtotal	\$80,000.00	Operation	12,000.00
Geotechnical Engineering (SS)	5,000.00	Establish/Demonstrate Design Criteria (SS)	4,500.00
Land Surveys & Easement Prep (SS)	6,000.00	Engineering Surveys & Topo (SS)	6,000.00
Mat'l's & Equip Inspections (SS)	8,000.00	Add'l Copies of Eng. Documents (SS)	7,000.00
Extra Travel & Subsistence (SS)	4,000.00	Value Engineering (SS)	5,000.00
Redesign Requested or Approved (SS)	5,500.00	Expert Witness Before Agencies (SS)	5,400.00
Final Investigations (SS)	7,600.00	Preparation of Funding Applications (SS)	4,000.00
Land Planning & Partitioning Activities (SS)	6,300.00	Env't Assessment & Impact Statement (SS)	5,800.00
Add'l Studies & Design for Const.	0.00	Pro	7,000.00
Assessment of Completed Project (SS)	5,600.00		
Special Services (SS) Subtotal	\$92,700.00		
		Total Technical Services Fee Subtotal	\$277,700.00
		Total Fee to Construction %	12.62
Legal Services			
Local Project Attorney	45,000.00	PSC Attorney	23,000.00
Lands & ROW Attorney	37,000.00	Legal Services Subtotal	\$105,000.00
Administrative Services			
Project Administrator	75,000.00	Project Accountant (CPA)	12,000.00
Other Administrative Costs		Administrative Services Subtotal	\$87,000.00
Financing			
Interim Financing	0.00	Capitalized Interest	0.00
Bond Counsel/Other Closing Costs	25,000.00	Financing Subtotal	\$25,000.00
Permits			
Permits	33,000.00	Permits Subtotal	\$33,000.00
Land Costs			
Land Acquisition	67,000.00	Easements	8,000.00
Fee Takes		Land Costs Subtotal	\$75,000.00
TOTAL PROJECT BUDGET			
Project Contingency	\$30,135.00	TOTAL PROJECT BUDGET	\$2,832,835.00

Explanation of other administrative costs
255 max. chars
Explanation of land, easement & fee take estimates
255 max. chars

None

Project cr

If a dollar amount is allocated for Other Administrative Costs or Land Costs, an explanation must be provided.

Prev. Page

Page 3 of 7

Next Page



If you have a letter of commitment from any funding source, use the drop down menu to choose the source, then complete the information in the boxes, and attach a copy of the letter.

West Virginia Infrastructure and Jobs
Preliminary Application Form Administrator

IV. Project Funding Information

*1. Does the project currently have committed funds?

Source	Source Name	Amount	Rate	Years	Date Committed	Letter
USEDA		\$500,000.00	0.00	0	03/29/2012	<input type="button" value="Attach"/>
					//	<input type="button" value="Attach"/>
					//	<input type="button" value="Attach"/>
					//	<input type="button" value="Attach"/>
					//	<input type="button" value="Attach"/>

Source name is only required if you select Private Source from the drop down menu.

*2. Is the sponsor requesting an IJDC Soft Cost Grant to cover other funding sources' ineligible costs? Amount

*3. Is the sponsor requesting planning and design funds? Amount

4. Engineering Agreement (Only required if requesting planning & design funds)

If you select Yes for any of the items, you must submit the corresponding documentation.

*5. PSC approval of engineering agreement?

6. Evidence of filing for PSC approval of engineering agreement

7. Engineering agreement PSC case number

*8. Documentation of compliance with WV Code § 5G-1-1

Page 4 of 7



**West Virginia Infrastructure and Jobs Development
Preliminary Application Form Administrator**

V. Job Creation

1. Describe the area's economic conditions and needs for the project
255 max. chars

2. Describe the economic impact of the project
255 max. chars

(Describe the area's economic conditions and needs for the project.)	
(Describe the economic impact of the project, as well as the economic impact of the project.)	

*3. Will there be permanent jobs created by this project?

No	▼
----	---

Nature of Job	# Permanent Full-Time Jobs	# Permanent Part-Time Jobs



**West Virginia Infrastructure and Jobs Development
Preliminary Application Form Administrator**

V. Job Creation (cont.)

*4. Number of temporary jobs created by project during construction

*5. Have any businesses committed financially to the project?

Name of Business	Nature of Business	Commitment Amount	Jobs Retained	Jobs Created

VI. Training

*1. Is the project sponsor a Public Service District?

Board Member Name	Date of Most Recent PSC Training Seminar Attended	PSC Served
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	

If the answer to this question is Yes, you will need to enter each Board Member's name and training information in the table below.

2. Does the project in any way involve service by a Public Service District?

3. Name of the Public Service District involved in the project

Board Member Name	Date of Most Recent PSC Training Seminar Attended	PSC Served
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	

If the answer to this question is Yes, you will need to answer Question #3 and enter each Board Member's name and training information in the table below.



**West Virginia Infrastructure and Jobs Development
Preliminary Application Form Administrator**

VII. Attachments

*1. Executed Sponsor Certification

Attach

*2. Uniform Bidding Procedures and
Acknowledgement

Attach

To complete the application,
you must attach the requested
documentation. To download a
blank copy of either
agreement, click on the
corresponding hyperlink below.

[Click Here to Download a Blank Copy of the Sponsor Certification Letter](#)

[Click Here to Download a Uniform Bidding Procedures & Acknowledgement](#)

Click on Save & Submit to save a copy of
the application to your computer and
send a copy to the IJDC.

Save & Submit


Submission Date
3/29/2012

To ensure you receive the emails sent by the IJDC related to your project status,
add imageadmin@wvwda.org to the safe sender list or address book to prevent it
from potentially being filtered as junk mail or spam.

Steps for Completing the Preliminary Application Form (Engineer)

1. Go to www.wvinfrastructure.com and log into the website to view the Project Dashboard home page. See page 7 for instructions on how to log in to the website.
2. Download and install Formatta Filler if you have not already done so already. See page 71 for tips on using Formatta Filler.
3. Conduct a Project Quick Search from the home page or search for the appropriate project within the Your Projects tab.
4. Click on the Preliminary Application Form (Engineer) link to open a blank form.
5. Complete the Preliminary Application Form (Engineer). This form can also be downloaded and saved to your computer for completion at a later date.
6. After completing the form, click the Save & Submit button. A Save As dialog box will be displayed allowing you to save a copy of the completed form to your computer and another copy is automatically submitted to the IJDC. A message indicating that the “form was sent successfully” will be displayed. Incomplete forms and/or missing attachments will be flagged by the system and a pop-up message will appear indicating what information is needed to continue.
7. After receiving all three parts of the Preliminary Application (Administrator, Engineer, and Accountant forms), the IJDC staff will review the forms for completeness. Incomplete applications will be rejected and a letter will be sent via email notifying the appropriate team member(s) of the reason(s) for the rejection and a list of documents that need to be re-submitted. A link will be included in the email for uploading the correct file(s).
8. A Project Manager (PM) is assigned to the project. The PM reviews the project schedule and either approves or works with the Engineer to make adjustments.
9. After the schedule is approved, the IJDC Technical Review Committee reviews the project and determines feasibility.
10. Projects that are considered technically feasible are forwarded to the IJDC Funding Committee and the Project Team is notified. A project notification indicating that the application is Under Council Review will be posted on the Project Dashboards of all Team Members. Project Teams will also be notified if the recommendation is for the application to be tabled or returned due to technical issues.
11. IJDC Funding Committee reviews the application and recommends appropriate funding option(s).

Sample: Preliminary Application Form (Engineer)



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West Virginia Infrastructure and Jobs Development
Preliminary Application Form Engineer
*All Fields with an * are Required for Submission*

I. General Project

Sponsor	Barrackville, Town of	Expiration Date	09/22/2012
Type	Water	Primary County	BARBOUR
Category	Line B	Area	PHILIPPI
Project Number	2012V	County	
Prior Project Number	2010W-0001	Secondary Project Area	

Project Description: Water project to serve 50 customers.

Required fields are noted with an *.

Information from the Project Initiation Form will be pre-populated into the Preliminary Application Form.

II. General Information

*1. Status of Plans/Spec (%)

*2. Project Longitude

*3. Project Latitude

This information will be pulled into and included in the GIS tool indicating this project's location.

[Next Page](#)

Page 1 of 2



West Virginia Infrastructure and Jobs Development Preliminary Application Form Engineer

III. Project Schedule to Construction

Milestones	MM/DD/YYYY
Professional Services Acquired	
All Agreements Signed	
Plans & Specs Approved	
All Permits Submitted	
Final Plans & Specs Approved	
Rule 42 Completed	
Municipal Rate Ordinance Completed	
Request for Proposals Issued	
File PSC Certificate	
80% ROWS	
Request Authority	
Advertise for Bids	
Bid Opening	
100% ROWS, Easements & Land Acquisitions Recorded	
All Permits and Clearances Obtained	
PSC Certificate Final	
Loan Closing / Award Contracts	
Start Construction	
Project Completion	

See page 72 for instructions on how to turn on/off the pop-up calendar.

After this form has been accepted, and the IJDC Project Manager has approved the schedule, these dates will be used to automatically populate each task under the tab marked "Tasks" within the project's Dashboard.

You are only required to check this box if after clicking Save & Submit, you receive a pop-up message indicating that one or more of your dates do not meet the requirements.

After clicking on Save & Submit, a pop-up window will appear allowing you to save the form to your desktop while simultaneously sending the form to the IJDC.

After the form has been successfully sent, the date of the form submittal will be displayed.

- *1. Preliminary Engineering Report
- *2. Project Area Map

☐ I acknowledge that I was notified that one or more of the schedule dates do not meet the requirements from the IJDC.

Submission Date 3/29/2012

To ensure you receive the emails sent by the IJDC related to your project status, add imageadmin@wvwdc.org to the safe sender list or address book to prevent it from potentially being filtered as junk mail or spam.

Steps for Completing the Preliminary Application Form (Accountant)

1. Go to www.wvinfrastructure.com and log into the website to view the Project Dashboard home page. See page 7 for instructions on how to log in to the website.
2. Download and install Formatta Filler if you have not already done so already. See page 71 for tips on using Formatta Filler.
3. Conduct a Project Quick Search from the home page or search for the appropriate project within the Your Projects tab.
4. Click on the Preliminary Application Form (Accountant) link to open a blank form.
5. Complete the Preliminary Application Form (Accountant). This form can also be downloaded and saved to your computer for completion at a later date.
6. After completing the form, click the Save & Submit button. A Save As dialog box will be displayed allowing you to save a copy of the completed form to your computer and another copy is automatically submitted to the IJDC. A message indicating that the “form was sent successfully” will be displayed. Incomplete forms and/or missing attachments will be flagged by the system and a pop-up message will appear indicating what information is needed to continue.
7. After receiving all three parts of the Preliminary Application (Administrator, Engineer, and Accountant forms), the IJDC staff will review the forms for completeness. Incomplete applications will be rejected and a letter will be sent via email notifying the appropriate team member(s) of the reason(s) for the rejection and a list of documents that need to be re-submitted. A link will be included in the email for uploading the correct file(s).
8. A Project Manager (PM) is assigned to the project. The PM reviews the project schedule and either approves or works with the Engineer to make adjustments.
9. After the schedule is approved, the IJDC Technical Review Committee reviews the project and determines feasibility.
10. Projects that are considered technically feasible are forwarded to the IJDC Funding Committee and the Project Team is notified. A project notification indicating that the application is Under Council Review will be posted on the Project Dashboards of all Team Members. Project Teams will also be notified if the recommendation is for the application to be tabled or returned due to technical issues.
11. IJDC Funding Committee reviews the application and recommends appropriate funding option(s).

Sample: Preliminary Application Form (Accountant)



WEST VIRGINIA

INFRASTRUCTURE & JOBS DEVELOPMENT COUNCIL

180 Association Drive, Charleston, WV 25311 T 304.414.6501 F 304.414.0866

West Virginia Infrastructure and Jobs Development Preliminary Application Form Accountant

All Fields with an * are Required for Submission

I. General Project

Sponsor	Barrackville, Town of	Expiration Date	09/22/2012
Type	Water	Primary County	BARBOUR
Category	Line Extension	Primary Project Area	PHILIPPI
Project Number	2012W-12	Information from the Project Initiation Form will be pre-populated into the Preliminary Application Form.	
Prior Project Number	2010W-00		
Description	Water project to serve 50 customers.		

Required fields are noted with an *.

II. General Financial Information

*1. Project Sponsor Type

2. Ultimate Beneficiary Utility

3. Sponsor's most recent fiscal year's Public Service Commission Annual Report Date:

4. Have Sponsor's Financial Audits been completed for the last three fiscal years?

5. Most Recent Audit Date

*6. Most Recent Audit

*7. Is the Sponsor requesting a waiver of the Required Draft Rule 42?

8. Draft Rule 42 Waiver

9. Draft Rule 42 Test Year

10. Draft Rule 42 Test Year Exception Explanation
255 Max Chars.

11. Draft Rule 42 12. Latest Rate Tariff 13. Financial Statement for Non-Utility Entity (if applying for loan)

Next Page



**West Virginia Infrastructure and Jobs Development
Preliminary Application Form Accountant**

III. Bond and Debt Information

*1. Does the Project Sponsor have Outstanding Bonds or Long-Term debt?

If Yes is chosen then the table is enabled for you to input all outstanding bonds or long-term debts.

Lender	Rate	Terms	Balance	Status
The Bank	0.00	30	\$276,512	
			//	
			//	
			//	
			//	
			//	
			//	
			//	
			//	
			//	
			//	
			//	
			//	
			//	
			//	
			//	
			//	
			//	
			//	
			//	

2. Are Debt Service Reserve Accounts funded at the required level?

3. Debt Service Coverage for F 2011 %

4. Has the Sponsor ever been delinquent on any Long-Term Debt

Lender	Date of Delinquency	Current Status
	//	
	//	
	//	
	//	
	//	

Prev. Page

Next Page



**West Virginia Infrastructure and Jobs Development
Preliminary Application Form Accountant**

IV. Financial Status and Rates

1. Date of Last Rate Increase

2. Percentage of Last Rate Increase %

3. PSC Case Number

4. Ordinance Effective Date

*5. Is There an Pending Project or
Funding Application not Included in Current
Rates that will affect Future Rates?

Item	Current Amount	Going-Level Adjustments	Pending Project Adjustments	Proposed Project Adjustments	Total
Operating Revenues - Annual	\$570,471.00	\$20,000.00		\$74,000.00	\$664,471.00
Interest Income and Other Miscellaneous Revenues	\$785.00				\$785.00
Other Revenues	\$0.00			\$0.00	\$0.00
Total Revenues	\$571,256.00	\$20,000.00	\$0.00	\$74,000.00	\$665,256.00
Operation and Maintenance Budget + Admin. Fee	\$450,000.00	\$10,000.00		\$37,700.00	\$497,700.00
Taxes, Other Than Income	\$15,900.00	\$0.00		\$0.00	\$15,900.00
Debt Service	\$90,000.00	\$0.00		\$27,000.00	\$117,000.00
Reserves	\$12,000.00	\$0.00		\$7,000.00	\$19,000.00
Capital Additions	\$0.00	\$0.00		\$0.00	\$0.00
Surplus	\$0.00	\$0.00		\$0.00	\$0.00
Average Monthly Rate Cost per Customer per 4,000 Gallons/Month	\$61.24	\$0.73		\$2.14	\$64.11

You must enter a value for each required field, even if the amount is \$0.00.

*6. Are the above Rates reflective of the listed Annual Report?

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**West Virginia Infrastructure and Jobs Development
Preliminary Application Form Accountant**

IV. Financial Status and Rates (cont.)

*1. Current 4,000 Gallon Rate

List the resulting 4,000 gallon rate from the Draft Rule 42 calculations.

*2. DR42P 4,000 Gallon Rate

DR42P Rate Cash Flow

Attach

*3. Maximum 4,000 Gallon Rate

Max Rate Cash Flow

Attach

*4. Current Minimum Bill

Use a 5%, 40-year loan to calculate the maximum rate.

Gallons

*5. Is the Current Rate above based on the Test Year?

V. Preferred Funding

*1. Please list the proposed Draft Rule 42 funding package

Reset

Click Reset to clear the fields below.

Source	Source Name	Amount	Rate	Years
CWSRF SRF Non-DIS		\$1,000,000.00	0.00	0
CWSRF SRF District1.7!		\$1,000,000.00	0.50	40
RUS Loan		\$832,835.00	3.75	40

To ensure you receive the emails sent by the IJDC related to your project status, add imageadmin@wwvda.org to the safe sender list or address book to prevent it from potentially being filtered as junk mail or spam.

2. Intention to seek SCBG letter

Attach

After clicking on Save & Submit, a pop-up window will appear allowing you to save the form to your desktop while simultaneously sending the form to the IJDC.

Save & Submit

Submission Date
3/29/2012

After the form has been successfully sent, the date of the form submittal will be displayed.

Project Tracking & Schedule Updates

Monthly Reporting (Administrator, Engineer, Accountant, Legal Counsel)

Monthly Reporting is a new quick and easy process that begins once you have an approved Preliminary Application and continues until the project completion. This report is required every month for any member of the team that has outstanding tasks related to an active project. If a team member does not have any outstanding tasks for the current month, then the project will not appear within their Monthly Reporting tab.



Monthly Reporting provides valuable information for both the IJDC and the Project Team. The IJDC will be able to look at monthly reports across all projects and analyze where bottlenecks are occurring in the process. They can then use this information to help identify ways to help alleviate issues in the future. The information provided will also help the IJDC better manage cash flow and investments, because monies will be invested against realistically identified project milestones. In addition, the information from Monthly Reporting will be trackable within the Performance Results tab. This will provide project team members the ability to run reports on team and individual performance.

Every project team member has their own set of tasks based on their responsibilities, therefore all team members, including the Administrator, Engineer, Accountant, and Legal Counsel(s), will need to perform Monthly Reporting. The initial date assigned to each task is based on the original milestone calendar that the Engineer created in the Preliminary Application Form, but this can be adjusted once you are at the Monthly Reporting screen.

Milestones	MM/DD/YYYY
Professional Services Acquired	03/29/2012
All Agreements Executed & Approved, excluding Const.	04/29/2012
Plans & Specs Submitted to Applicable Agencies	05/24/2012
All Permits Submitted	06/28/2012
Final Plans & Specs Approved	07/11/2012
Rule 42 Completed	08/28/2012
Municipal Rate Ordinance Completed	09/29/2012
Request for All Binding Commitments	10/18/2012
File PSC Certificate Case	11/15/2011
80% ROWS & Easements, and 100% Land Acq. Recorded	12/29/2012
Request Authorization to Bid	01/15/2013
Advertise for Bids	02/28/2013
Bid Opening	03/15/2013
100% ROWS, Easements & Land Acquisitions Recorded	04/18/2013
All Permits and Clearances Obtained	05/28/2013
PSC Certificate Final	06/15/2013
Loan Closing / Award Contracts	07/15/2013
Start Construction	08/27/2013
Project Completion	10/31/2013



Project Dashboard

Administrator is logged in

Project Monthly Reporting

Please review each task listed below. If the project task is on schedule, hit save. If the project task is not on schedule, select no from the dropdown. After selecting no, please choose a reason and fill in the new estimated completion date, and hit save.

Project Reporting: 2012W-1214

- Professional Services Acquired**
Due Date: 03/29/2012 Is this task on schedule? ☐ Yes ☐ No
- Updated Schedule B Developed**
Due Date: 01/15/2013 Is this task on schedule? ☐ Yes ☐ No
- Conduct Closing**
Due Date: 07/15/2013 Is this task on schedule? ☐ Yes ☐ No
- Develop and Submit Final Draw Request**
Due Date: 10/31/2013 Is this task on schedule? ☐ Yes ☐ No

Steps for Completing Monthly Tracking

1. Go to www.wvinfrastructure.com and log into the website to view the Project Dashboard home page. See page 7 for instructions on how to log in to the website.

2. Click on the Monthly Reporting tab under the Task Manager. The Monthly Reporting tab will not be visible if you do not have any projects that have outstanding tasks.



3. Choose the project you want to report on and click on the Project Number to see the list of current tasks associated with the project. If you have already completed the report for the month, or if there are no outstanding tasks related to a particular project, then the project will not be listed.



4. For each task in the list, choose either Yes or No. If the project task is on schedule, click Save. If the project task is not on schedule, choose No from the drop down menu, then select a reason from the Choose Reason drop down menu*, enter the new anticipated completion date, and click Save. Repeat until all tasks have been updated and/or saved.

The screenshot shows the 'Project Reporting: 2012W-1214' form. It has three sections: 'Professional Services Acquired', 'Project Admin', and 'Engineering Agreement Executed'. Each section has a 'Due Date' and a 'Is this task on schedule?' dropdown menu. A 'Save' button is at the end of each section. Annotations with red arrows point to the 'Yes' and 'No' options in the dropdown menus. A red box highlights the 'Choose Reason' dropdown menu, which lists various reasons for being off-schedule. A blue box at the bottom right provides contact information for the Help Desk.

If the task is on schedule, click Yes and then Save.

If the task is not on schedule, click No. Choose a Reason from the drop down menu, and then insert the new Estimated Completion Date, and click Save.

*If the reason you are not able to complete the task on schedule is not included in the drop down menu, contact the Help Desk at HelpDesk@wvda.org to have it considered being added to the list of choices.

5. Once the Monthly Reporting is complete and any requested date changes approved the task status will be updated under Your Projects > Project Number > Tasks.

The screenshot shows the 'Project Dashboard' for a user logged in as an Engineer. The left sidebar contains a 'Task Manager' section with 'Your Projects' highlighted, and a 'Tools' section with various links. The main content area displays project details for 'Project Number: 2012W-1214', which is in 'Under Construction' status. Below the project details is a table of tasks. Annotations with red boxes and arrows point to specific elements: 'Your Projects' in the sidebar, the project number, the 'Tasks' tab, a task entry, and another task entry. A legend explains the task status icons: blue arrow for 'Completed Task', green checkmark for 'Active Task', and red circle for 'Incomplete Task'. A 'formatta' logo is visible in the top right corner of the project details section.

Task Manager

- Your Projects
- Monthly Reporting
- Project Search
- Sample Forms

Tools

- GIS Applications
- IJDC Policies & Guidelines
- Public Service Commission
- US Census Bureau
- Help/User Guide
- Performance Results

Project Dashboard

Engineer is logged in

Dashboard Home Log Out

Notifications Manage Account

Your Projects

Below is a list of project related information. Navigate the project detail page to find all project related information.

Project Number: 2012W-1214 Status: Under Construction

Project Name	Sponsor	County	Prior Project Number
Phase II Water Project	Barrackville, Town of	BARBOUR	2010W-0001

Forms

Click on a document link to view/download those awaiting completion or a completed project document in the Completed Project Forms section.

Completed Project Forms **Tasks** **Notifications** **Project Team**

Legend:
➡ = Completed Task | ✓ = Active Task | ⚠ = Incomplete Task

Professional Services Acquired (03/29/2012) Andy the Administrator	Project Administration Agreement Executed (04/02/2012) Andy the Administrator
Engineering Agreement Executed (04/02/2012) Andy the Administrator	Attorney Agreement Executed (04/02/2012) Andy the Administrator
Local Government Agreement Executed (04/02/2012) Andy the Administrator	Consent Agreement Executed (04/02/2012) Andy the Administrator
Bond Counsel Agreement Executed (04/02/2012) Andy the Administrator	PSC Order Approving Engineering Agreement (04/02/2012) Andy the Administrator
Plans and Specs Submitted to Applicable Agencies (05/24/2012) Erin the Engineer	PSC Schedule for Certificate of Convenience and Necessity (04/02/2012) Erin the Engineer
BPH Permit Submitted (04/02/2012) Erin the Engineer	DEP Permit Submitted (04/02/2012) Erin the Engineer
DOT Highways Permit Submitted (04/02/2012) Erin the Engineer	Corps of Engineers Permit Submitted (04/02/2012) Erin the Engineer
Public Lands Permit Submitted (04/02/2012) Erin the Engineer	Railroad Permit Submitted (04/02/2012) Erin the Engineer
NPDES Permit Submitted (04/02/2012) Erin the Engineer	Culture and History Clearance Requested (04/02/2012) Erin the Engineer
Other Submitted (Specify): (04/02/2012) Erin the Engineer	Engineering Design and Specifications Complete (07/11/2012) Erin the Engineer
Final Plans and Specs Approved (07/11/2012) Erin the Engineer	Engineering Design and Specifications (07/11/2012) Erin the Engineer
Complete Front End Bid Documents Including	Rule 42 Completed

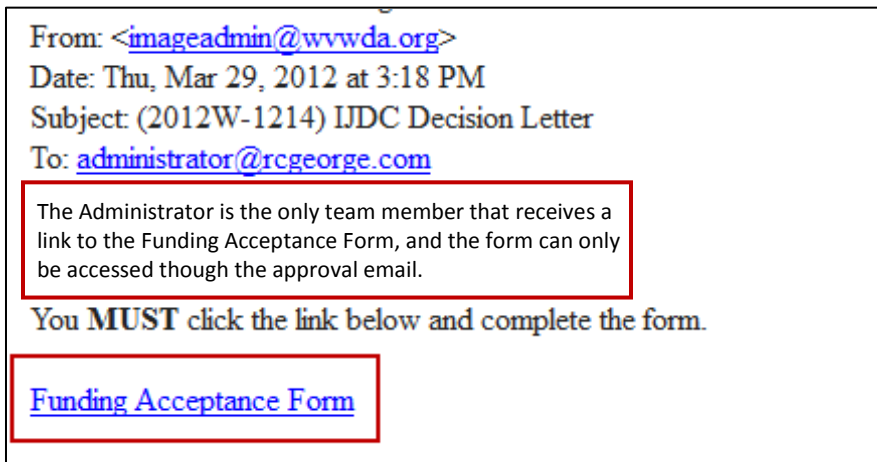
Project Planning and Funding

Funding Recommendation Decision Form (Administrator)

Included in the Administrator's copy of the Preliminary Application approval email sent by the IJDC is a Funding Recommendation letter and a link to the Funding Recommendation Decision Form.

Steps for Completing the Funding Recommendation Decision Form

1. Click on the link included with the Funding Recommendation letter to open the Funding Recommendation Decision Form.



2. Review the information on the Funding Recommendation Decision Form.
3. Before clicking Accept or Reject, go to page 2 and select the Project Attorneys from each of the drop down menus.
4. Click on Prev. Page to return to page 1 of the form.
5. Click on Accept or Reject to complete the form:

Accept – If you choose to Accept the IJDC's funding recommendation, no further action is needed and you can proceed to the next phase in the process.

Reject – If you choose to reject the IJDC's funding recommendation, you will get a pop-up asking if you are sure you want to Reject the recommendation. If you click on Yes the Project Number will be terminated. If you decide to move forward in the future, you will need to start over by submitting a new Project Initiation Form.

Sample: Funding Recommendation Decision Form



WEST VIRGINIA

INFRASTRUCTURE & JOBS DEVELOPMENT COUNCIL

180 Association Drive, Charleston, WV 25311 T 304.414.6501 F 304.414.0866

West Virginia Infrastructure and Jobs Development Funding Recommendation Decision Form

All Fields with an * are Required for Submission

I. General Project Information

Sponsor	Barrackville, Town of	Expiration Date	09/22/2012
Type	Water	Primary County	BARBOUR
Category	Line Extension	Primary Project Area	PHILIPPI
Project Number	2012W-1214	Secondary County	
Prior Project Number	2010W-0001	Secondary Project Area	
Description	Water project to serve 50 customers.		

Source	Status	Date	Committed Date	Type	Rate	Term	Amount
DWTFR SRF Non-DIS	Recommended	03/29/2012		Loan	3.00%	20	\$2,000,000.00
IJDC District1 Loan3	Recommended	03/29/2012		Loan	3.75%	40	\$832,835.00

Review information and
proceed to Page 2 before
clicking on Accept or Reject.

Sponsor Acceptance of Funding Recommendation

After Accepting the
decision, the date of
submission will be indicated.

Accept

Reject

Submission Date
3/30/2012

You must complete
Page 2 before clicking
on Accept or Reject.

*** Note: Rejection of the Funding Recommendation will result in Project Termination**

If you choose to Reject the Funding Recommendation,
the project will be terminated.

Next Page



**West Virginia Infrastructure and Jobs Development
Funding Recommendation Decision Form**

Click on the drop down menu to choose the appropriate Counsel.

II. Project Attorneys

1. Bond Counsel Name <input type="text" value="Bonnie the Bond Counsel"/> Organization Law Firm B Address 345 Executive Way Phone 304-222-3456 Fax Cell Email bcounsel@rcgeorge.com	*2. Local Counsel Name <input type="text" value="Larry the Local Counsel"/> Organization Law Firm L Address 123 Document Drive Phone 304-222-1111 Fax Cell Email lcounsel@rcgeorge.com
*3. PSC Counsel Name <input type="text" value="Pat the PSC Counsel"/> Organization Law Firm P Address 345 Signature Lane Phone 304-555-1111 Fax Cell Email pscounsel@rcgeorge.com	

[Prev. Page](#)

Click on Prev. Page to return to Page 1 to Accept or Reject the Recommended Funding Decision.

Page 2 of 2

Revised Application Form (Administrator)

The Revised Application is currently not available. Once it is available the User Guide and training will be updated with instructions for completing the form.

Complete Design and Finalize Funding

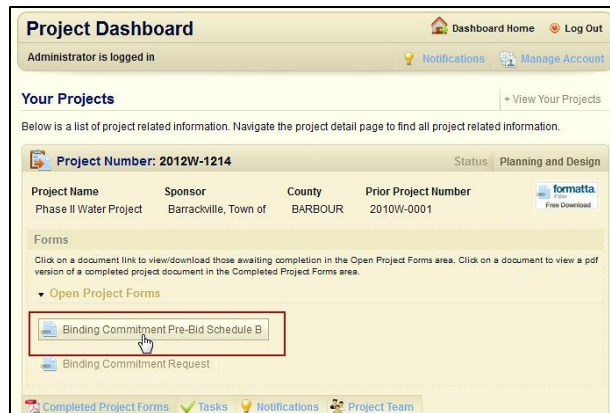
The next step in the process is to complete the Binding Commitment Pre-Bid Schedule B and the Binding Commitment Request. Both can be worked on at the same time. However, you will need to complete the Binding Commitment Pre-Bid Schedule B prior to submitting the Binding Commitment Request.

Binding Commitment Pre-Bid Schedule B (Administrator)

The Binding Commitment Pre-Bid Schedule B is what the Administrator fills out to document the budget.

Steps for Completing the Binding Commitment Pre-Bid Schedule B

1. Login to the system and go to the Project Dashboard home page.
2. Conduct a Quick Search for the appropriate project on the Project Dashboard home page or search within the Your Projects tab.
3. Click on the appropriate Project Number to open the Project page.
4. Click on the Binding Commitment Pre-Bid Schedule B.



5. Revise the Budget Setup, as needed using the available icons, and add the Funding Sources. See next page for details on Editing Line Items and adding Funding Sources.

A screenshot of the 'Budget Setup' table. The table has columns for 'Title', 'Update', 'Delete', and 'Insert'. It lists various project cost categories and their associated budget line items. A 'Funding Source' dropdown menu is visible on the right side of the table.

Title	Update	Delete	Insert
A. COST OF PROJECT:			
Construction			
Construction Cost Estimate			
Construction Other			
Technical Services			
Design Fees (D)			
Preliminary Design (D)			
Final Design (D)			
Study and Report			
Bidding and Negotiation			
Construction (C)			
Resident Project Representative (C)			
Engineering During Construction (C)			

Editing Line Items in Budget Setup

- a.) To **add a line item**, click on the Insert icon on the row of the major heading. Type in the Title of the new item and click Confirm. The new item will now appear in the budget.

The screenshot shows the 'Budget Setup' window. A table lists items under the heading 'A. COST OF PROJECT:'. The 'Construction' row has an 'Insert' icon (a green plus sign) in its rightmost column. A mouse cursor is clicking this icon. To the right, a 'Funding Source' dialog box is visible. Below the table, an 'Item' dialog box is open, showing the 'General Information' tab with the title 'Contract 1-line work'. The 'Confirm' button is highlighted.

Title	Update	Delete	Insert
A. COST OF PROJECT:			
Construction			+
Construction Cost Estimate			
Construction Other			

- b.) To **change the name of an item**, click on the Update icon of the line item you want to change. Type in the new Title and click Confirm.

The screenshot shows the 'Budget Setup' window. The table now includes 'Contract 1-line work' under the 'Construction' heading. The 'Update' icon (a yellow pencil) is in the rightmost column of the 'Contract 1-line work' row. A mouse cursor is clicking this icon. An 'Item' dialog box is open, showing the 'General Information' tab with the title 'Contract 2-Tanks'. The 'Confirm' button is highlighted.

Title	Update	Delete	Insert
A. COST OF PROJECT:			
Construction			+
Construction Cost Estimate			
Construction Other			
Contract 1-line work			

- c.) To **delete a line item**, click on the Delete icon of the line you want to remove. Click Yes to confirm.

The screenshot shows the 'Budget Setup' window. The table now includes 'Contract 2-Tanks' and 'Contract 1-line work' under the 'Construction' heading. The 'Delete' icon (a red X) is in the rightmost column of the 'Contract 1-line work' row. A mouse cursor is clicking this icon. A 'Confirm Deletion' dialog box is open, asking 'Are you sure you want to delete this Item?'. The 'Yes' button is highlighted.

Title	Update	Delete	Insert
A. COST OF PROJECT:			
Construction			+
Contract 2-Tanks			
Construction Other			
Contract 1-line work			

- d.) To **add Funding Sources**, click on the Insert icon within the Funding Source box. Select the funding source(s) for the project from the drop down menus. Click Confirm.

The diagram shows a large rectangular box representing the 'Funding Source' interface. In the top-left corner of this box is a small square icon containing a red 'X'. The box is divided into two main vertical sections. The left section is narrower and contains a smaller rectangular area at the bottom, which is highlighted by a red callout box. This callout box contains the text: 'To add additional Funding Sources, click Confirm and Continue Inserting.'

6. Click on Go to Budget to make the necessary adjustments to the budget line items.

The diagram shows a horizontal rectangular button. In the top-left corner of the button is a small square icon containing a red 'X'. Below the main body of the button, there is a smaller rectangular area, which is highlighted by a red callout box.

7. Update the budget items as needed and click on Submit.

The diagram shows a large rectangular button. In the top-left corner of the button is a small square icon containing a red 'X'. The button contains four instructional callouts, each in a red-bordered box with a pointer to a specific area of the button:

- Top-left callout: 'The budget is pre-populated with the data from the Preliminary (or Revised) Application.'
- Top-right callout: 'Line item dollar amounts can be adjusted as necessary.'
- Bottom-left callout: 'Work can be saved and completed at a later date.'
- Bottom-right callout: 'Click here to return to the Budget Setup.'

8. After the budget has been successfully submitted a new icon will appear at the bottom of the screen allowing you to view and save a copy of the budget report. A copy is also placed under your Completed Project Forms tab within the system.

Funded Reserves		0.00
Registrar Fees		0.00
Bond Counsel		
Capitalized Interest		
Printing/Registrar		

[View Report](#)

Project Budget For 2012W-1214		04/02/12 11:00 AM
Sponsor: Barrackville, Town of		Project Administrator: Andy the Administrator
Project #: 2012W-1214		Phone #: 304-555-5555
Item	Total	
A. COST OF PROJECT:	\$ 2,432,800.00	
construction	\$ 2,000,000.00	
contract 2-time	\$ 1,200,000.00	
contract 1-time work	\$ 700,000.00	
technical services	\$ 277,700.00	
design fees (C)	\$ 80,000.00	
preliminary design (C)	\$ 40,000.00	
final design (C)	\$ 40,000.00	
study and report	\$ 4,000.00	
blading and vegetation	\$ 4,000.00	
construction (C)	\$ 80,000.00	
assistant project representative (C)	\$ 80,000.00	
engineering during construction (C)	\$ 20,000.00	
operation	\$ 12,000.00	
special services (C)	\$ 82,700.00	
mechanical engineering (C)	\$ 4,000.00	
estimate, construct design critter	\$ 4,000.00	
land surveys and assessment rep (C)	\$ 4,000.00	
engineering and topo surveys (C)	\$ 4,000.00	
materials and equip inspections (C)	\$ 4,000.00	
asbestos copies or sig. documents	\$ 7,000.00	
extra travel and assistance (C)	\$ 4,000.00	
value engineering (C)	\$ 4,000.00	
transmission request or approval by C	\$ 4,000.00	
expert witness secure agencies (C)	\$ 4,000.00	
final investigations (C)	\$ 7,000.00	

Page 1

Binding Commitment Request (Administrator)

The Binding Commitment Request allows the Administrator to quickly and easily attach necessary documents as they are received.

Steps for Completing the Binding Commitment Request (Checklist)

1. Login to the system and go to the Project Dashboard home page.
2. Conduct a Quick Search for the appropriate project on the Project Dashboard home page or search within the Your Projects tab.
3. Click on the appropriate Project Number to open the project page.
4. Click on the Binding Commitment Request.



5. Attach each of the required documents. Choose Yes from the drop down menu. (If a document is not applicable for this project, choose NA from the drop down menu.) Click Browse to select the document for uploading. Click Save.

You must click Save after uploading each document or marking it NA.

- After uploading and saving the document, the Task gets marked as completed under the Tasks tab and is removed from your Monthly Reporting.

Completed Project Forms | Tasks | Notifications | Project Team

☒ = Completed Task |
 ☒ = Active Task |
 ☐ = Incomplete Task

<input type="checkbox"/> Professional Services Acquired (03/29/2012) Andy the Administrator	<input checked="" type="checkbox"/> Project Administration Agreement Executed (04/02/2012) Andy the Administrator
<input checked="" type="checkbox"/> Engineering Agreement Executed (04/02/2012) Andy the Administrator	<input checked="" type="checkbox"/> PSC Attorney Agreement Executed (04/02/2012) Andy the Administrator
<input checked="" type="checkbox"/> Local Counsel Agreement Executed (04/02/2012) Andy the Administrator	<input checked="" type="checkbox"/> Accountant Agreement Executed (04/02/2012) Andy the Administrator
<input checked="" type="checkbox"/> Bond Counsel Agreement Executed (04/02/2012) Andy the Administrator	<input checked="" type="checkbox"/> PSC Order Approving Engineering Agreement (04/02/2012) Andy the Administrator
<input checked="" type="checkbox"/> Plans and Specs Submitted to Applicable Agencies (05/24/2012) Erin the Engineer	<input checked="" type="checkbox"/> PSC Schedule for Certificate of Convenience and Necessity (04/02/2012)
<input checked="" type="checkbox"/> PRH Permit Submitted	<input checked="" type="checkbox"/> SEP Permit Submitted

- The final step in completing the Binding Commitment Request is to click Submit. The Submit button will only be enabled after all of the required documents have been uploaded.

The Binding Commitment Pre-Bid Schedule B must be submitted prior to submitting this checklist.

Binding Commitment Request Form

Complete and save each area in the form independently. Unsaved changes in a specific area will be lost if a different area is saved. To see the task description of an unsaved task, click the icon, and click the icon when done reading.

Project Number: 2012W-1214

The Submit button will not become active on this form until all areas are completed.

Project Identification

Project Number: 2012W-1214	Sponsor: Barrackville, Town of
Local Project Name: Phase II Water Project	Primary County: BARBOUR

Section 1: Professional Agreements

Project Administration Agreement Executed Submission Date: 04/02/2012 	Engineering Agreement Executed Submission Date: 04/02/2012
PSC Attorney Agreement Executed Submission Date: 04/02/2012 	Local Counsel Agreement Executed Submission Date: 04/02/2012
Latest Cost Estimate (Showing Date of Estimate) Submission Date: 04/02/2012 Not Applicable	

The Submit button will only be enabled after all the required documents have been uploaded.

Submit

Bid Job and Execute Project

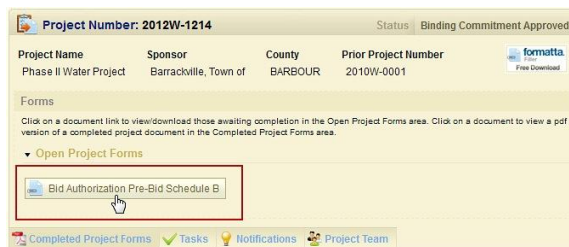
The next step in the process is to complete the necessary forms to request authorization to bid.

Bid Authorization Pre-Bid Schedule B (Administrator)

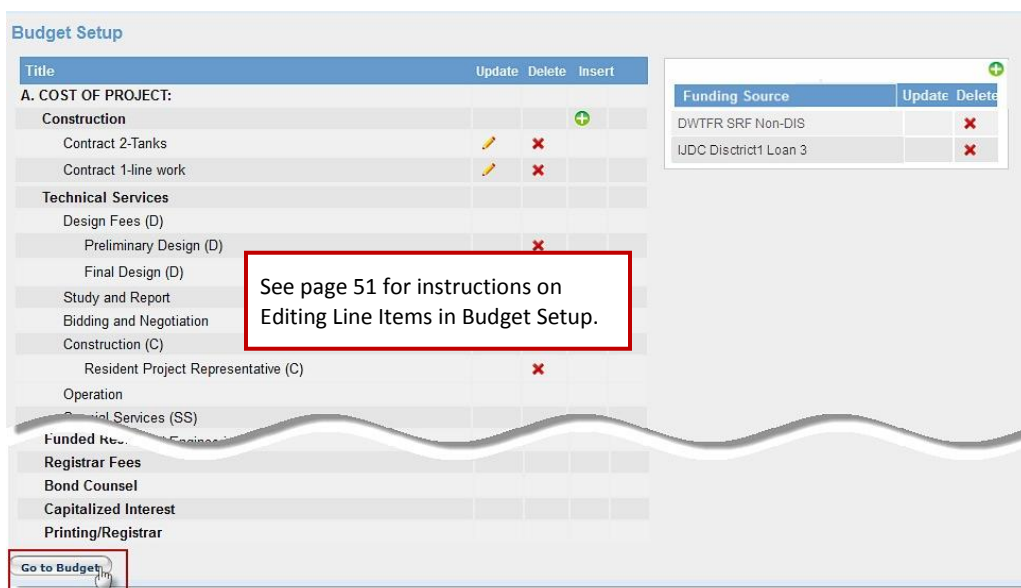
The Bid Authorization Pre-Bid Schedule B must be completed prior to the Engineer submitting the Bid Authorization Request.

Steps for Completing the Bid Authorization Pre-Bid Schedule B

1. Login to the system and go to the Project Dashboard home page.
2. Conduct a Quick Search for the appropriate project on the Project Dashboard home page or search within the Your Projects tab.
3. Click on the appropriate Project Number to open the project page.
4. Click on the Bid Authorization Pre-Bid Schedule B.



5. Make any necessary changes to the Budget Setup. Click Go To Budget.



- Update the budget items, as needed, and click on Submit.

Budget Maintenance

Task	Total
	\$0.00
A. COST OF PROJECT:	2,832,835.00
Construction	2,000,000.00
Contract 2-Tanks	1,250,000.00
Contract 1-line work	750,000.00
Technical Services	277,700.00
Design Fees (D)	80,000.00
Preliminary Design (D)	40,000.00
Final Design (D)	40,000.00
Study and Report	8,000.00
Bidding and Negotiation	5,000.00
Construction (C)	80,000.00
Resident Project Representative (C)	60,000.00
Engineering During Construction (C)	20,000.00
Construction	0.00
Project Contingency	30,135.00
Construction Contingency	200,000.00
B. COST OF FINANCING	0.00
Funded Reserves	0.00
Registrar Fees	0.00
Bond Counsel	0.00
Capitalized Interest	0.00
Printing/Registrar	0.00

- After the budget has been successfully submitted a new icon will appear at the bottom of the screen allowing you to View Report. Once opened, you can also save a copy of the report for your files. A copy is also placed under your Completed Project Forms tab within the system.

Bid Authorization Request (Engineer)

The Bid Authorization Request allows the Engineer to quickly and easily attach necessary documents as they are received.

Steps for Completing the Bid Authorization Request (Checklist)

1. Login to the system and go to the Project Dashboard home page.
2. Conduct a Quick Search for the appropriate project on the Project Dashboard home page or search within the Your Projects tab.
3. Click on the appropriate Project Number to open the Project page.
4. Click on Bid Authorization Request.

Project Number: 2012W-1214 Status: Binding Commitment Approved

Project Name	Sponsor	County	Prior Project Number
Phase II Water Project	Barrackville, Town of	BARBOUR	2010W-0001

Forms

Click on a document link to view/download those awaiting completion in the Open Project Forms area. Click on a document to view a pdf version of a completed project document in the Completed Project Forms area.

▼ Open Project Forms

Bid Authorization Request

Completed Project Forms Tasks Notifications Project Team

5. Attach each of the required documents. Choose Yes from the drop down menu. (If a document is not applicable for this project, choose NA from the drop down menu.) Click Browse to select the document for uploading. Click Save.

You must click Save after uploading each document or marking it NA.

Bid Authorization Request Form

Fill out each area in the checklist. After filling out each section, click save. Each section must be saved before moving on or the information will be lost.

Project Number: 2012W-1214

The Submit button will not become active on this form until all areas are completed.

Project Identification

Project Number:	Sponsor:
2012W-1214	Barrackville, Town of

Section 1: Preliminary Title Opinion Evidence

Complete From Documents In Bid Advertiser	Submission Date	Submission Date
Yes	04/02/2012	04/02/2012

Compliance with WV Jobs Act

Compliance with WV Jobs Act	Submission Date
Yes	04/02/2012

PSC Certificate Case

PSC Certificate Case	Submission Date
Yes	04/02/2012

Documents that have been uploaded will have the Submission Date and a link to a PDF file, which will allow you to view the attachment at any time in the future.

Attachments

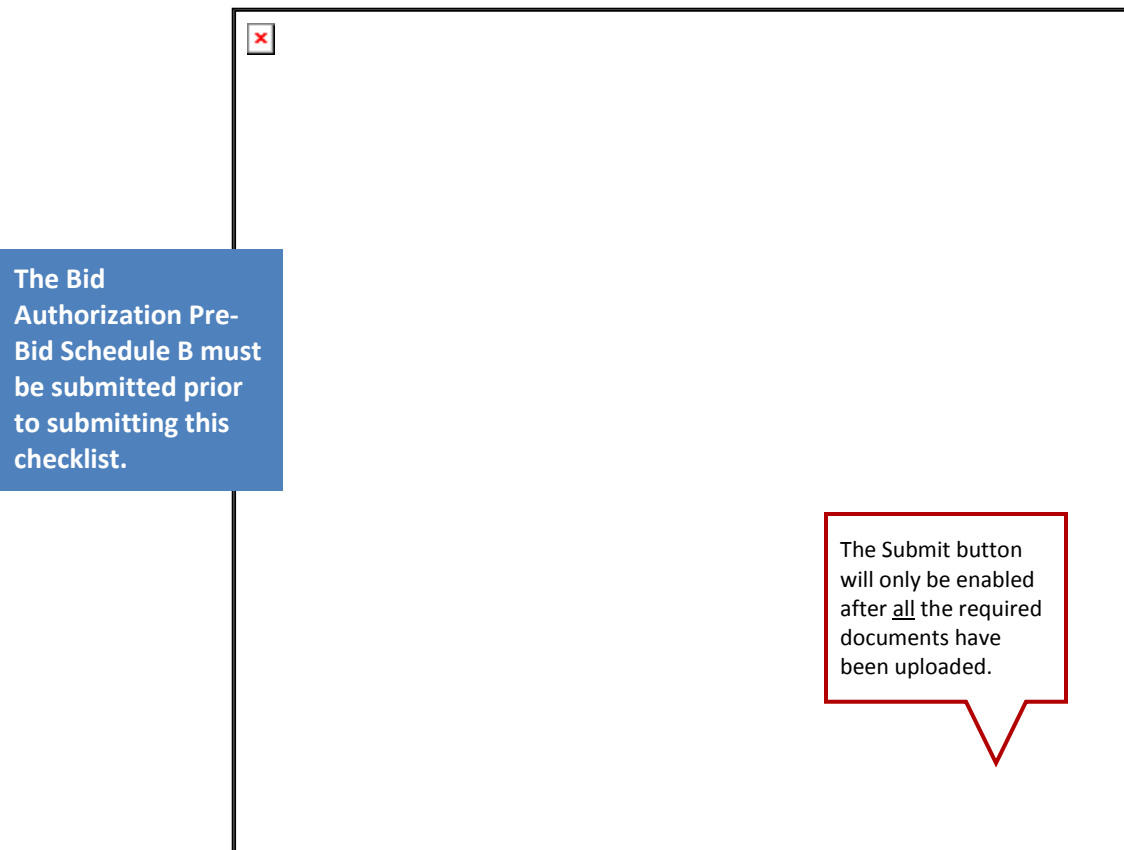
Attachment	Submission Date
PSC_Certificate.pdf	04/02/2012

Save

6. After uploading and saving the document, the Task gets marked as completed under the Tasks tab and is removed from your Monthly Reporting.



7. The final step in completing the Bid Authorization Request is to click Submit. The Submit button will only be enabled after all of the required documents have been uploaded.



Bid Underrun or Overrun Request (Administrator)

This is an optional step in the process and only required if the lowest bidder comes in either under or over what was budgeted. This form must be approved by the IJDC Council before a contract can be awarded to the lowest bidder.

Steps for Completing the Bid Underrun or Overrun Request (Optional)

1. Login to the system and go to the Project Dashboard home page.
2. Conduct a Quick Search for the appropriate project on the Project Dashboard home page or within the Your Projects tab.
3. Click on the appropriate Project Number to open the Project page.
4. Click on Bid Underrun or Overrun Request.

Project Number: 2012W-1214 Status: Bid Authorization Approved

Project Name	Sponsor	County	Prior Project Number
Phase II Water Project	Barrackville, Town of	BARBOUR	2010W-0001

Forms

Click on a document link to view/download those awaiting completion in the Open Project Forms area. Click on a document to view a pdf version of a completed project document in the Completed Project Forms area.

▼ Open Project Forms

- Closing Post-Bid Schedule B
- Draw Schedule Maintenance
- Bid Underrun or Overrun Request**
- Closing Request

Completed Project Forms Tasks Notifications Project Team

5. Complete the Budget Change Request form by selecting whether it is an Underrun or Overrun. Provide a description and attach documentation related to the request. Click Continue.

Budget Change Request

Note: Only one change is allowed at a time. If this form has data, then you are editing an open change.

Request Type: ☐ Overrun ☒ Underrun

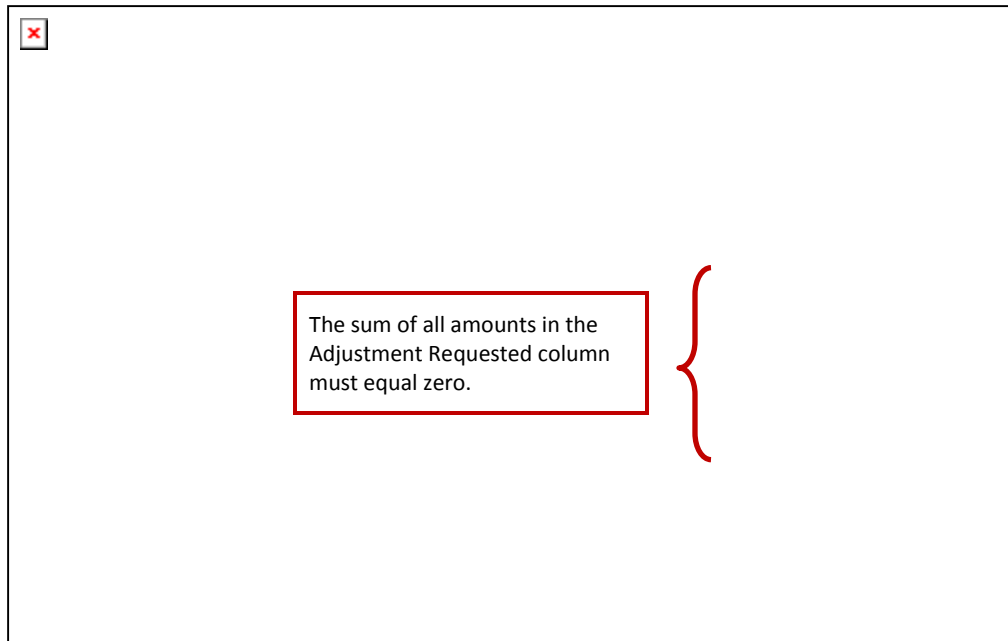
Description of Request: Contract bids came in \$76,000 under estimate. We are requesting to use the Underrun monies to serve an additional 6 customers.

Select File for Upload: asktop\Forms\BidUnderrunRequest.pdf Browse... Only one file can be uploaded for each request.

Continue Only press Continue once - This may take a minute or two.

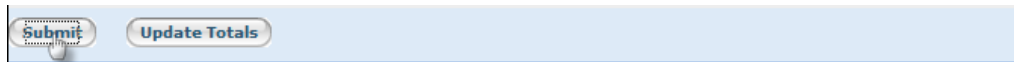
Continue

6. Make adjustments to the Budget Change Processing page that reflect the pending request.



A screenshot of a web form interface. In the top-left corner, there is a small red square icon with a white 'X'. In the center of the form, there is a red rectangular box containing the text: "The sum of all amounts in the Adjustment Requested column must equal zero." To the right of this box, there is a large red curly bracket.

7. After all the necessary changes have been made, click Submit at the bottom of the Budget Maintenance screen.



A screenshot of the bottom of a web form. It features a light blue horizontal bar containing two buttons. On the left is a button labeled "Submit" with a small icon of a hand clicking a mouse. On the right is a button labeled "Update Totals".

Closing Post-Bid Schedule B (Administrator)

The next step in the process is to complete the Closing Post-Bid Schedule B.

Steps for Completing the Closing Post-Bid Schedule B

1. Login to the system and go to the Project Dashboard home page.
2. Conduct a Quick Search for the appropriate project on the Project Dashboard home page or search within the Your Projects tab.
3. Click on the appropriate Project Number to open the Project page.
4. Click on the Closing Post-Bid Schedule B.

Project Number: 2012W-1214 Status: Bid Authorization Approved

Project Name	Sponsor	County	Prior Project Number
Phase II Water Project	Barrackville, Town of	BARBOUR	2010W-0001

Forms

Click on a document link to view/download those awaiting completion in the Open Project Forms area. Click on a document to view a pdf version of a completed project document in the Completed Project Forms area.

▼ Open Project Forms

- Closing Post-Bid Schedule B
- Draw Schedule Maintenance
- Bid Underrun or Overrun Request
- Closing Request

Completed Project Forms Tasks Notifications Project Team

5. Make adjustments to the Budget Setup Page that reflect the final budget requested..

Budget Setup

Title	Update	Delete	Insert
A. COST OF PROJECT:			
Construction			
Contract 2-Tanks			
Contract 1-line work			
Technical Services			
Design Fees (D)			
Preliminary Design (D)			

Funding Source Update Delete

DWTFR SRF Non-DIS			
RUS Loan			

Item

General Information

Title: Bid Underrun-additional 6 customers

Confirm Cancel

6. Click on Go To Budget at the bottom of the screen.

B. COST OF FINANCING

Funded Reserves			
Registrar Fees			
Bond Counsel			
Capitalized Interest			
Printing/Registrar			

Go to Budget

7. Make any necessary changes to the Budget Maintenance, then click Submit.

Budget Maintenance

Task	Total	DWTFR SRF Non-DIS	IJDC District1 Loan3
A. COST OF PROJECT:	\$2,832,835.00	\$2,000,000.00	\$832,835.00
Construction	2,000,000.00	2,000,000.00	0.00
Contract 2-Tanks	1,250,000.00	1,250,000.00	0.00
Contract 1-line work	674,000.00	674,000.00	0.00
Bid Underrun-additional 6 customers	76,000.00	0.00	76,000.00
Technical Services	277,700.00	0.00	318,200.00
Design Fees (D)	80,000.00	0.00	80,000.00
Preliminary Design (D)	40,000.00	0.00	40,000.00
Final Design (D)	40,000.00	0.00	40,000.00
Study and Report	8,000.00	0.00	8,000.00
Bidding and Negotiation	5,000.00	0.00	5,000.00
Construction (C)	80,000.00	0.00	80,000.00
Resident Project Representative (C)	60,000.00	0.00	60,000.00
Engineering During Construction (C)	20,000.00	0.00	20,000.00
Operation	12,000.00	0.00	12,000.00
Special Services (SS)	92,700.00	0.00	133,200.00
Geotechnical Engineering (SS)	5,000.00	0.00	5,000.00
Establish/Demonstrate Design Criteria (SS)	4,500.00	0.00	4,500.00
Land Surveys and Easement Prep (SS)	6,000.00	0.00	6,000.00
Engineering and Topo Surveys (SS)	6,000.00	0.00	6,000.00
Materials and Equip Inspections (SS)	8,000.00	0.00	8,000.00
Additional Copies of Eng. Documents (SS)	7,000.00	0.00	7,000.00
Extra Travel and Subsistence (SS)	4,000.00	0.00	4,000.00
Value Engineering (SS)	5,000.00	0.00	5,000.00
Redesign Requested or Approved by Client (SS)	5,500.00	0.00	5,500.00
Expert Witness Before Agencies (SS)	5,400.00	0.00	5,400.00
Final Investigations (SS)	7,600.00	0.00	7,600.00
Preparation of Funding Applications (SS)	4,000.00	0.00	4,000.00
Land Planning and Partitioning Activities (SS)	6,300.00	0.00	6,300.00
Environmental Assessment Impact Statement (SS)	5,800.00	0.00	5,800.00
Additional Studies and Design Const. Special Conditions (SS)	0.00	0.00	0.00
Project Development Assistance (SS)	7,000.00	0.00	7,000.00
Assessment of Completed Project (SS)	5,600.00	0.00	5,600.00
Legal & Fiscal	117,000.00	0.00	117,000.00
Local Project Attorney	45,000.00	0.00	45,000.00
PSC Attorney	23,000.00	0.00	23,000.00
Lands and ROW Attorney	37,000.00	0.00	37,000.00
Project Accountant (CPA)	12,000.00	0.00	12,000.00
Loan Repayment	0.00	0.00	0.00
Cost During Construction	0.00	0.00	0.00
Special Services	0.00	0.00	108,000.00
Capitalized Inc.	0.00	0.00	0.00
Printing/Registrar	0.00	0.00	0.00

Draw Schedule Maintenance (Administrator)

The Administrator completes the Draw Schedule Maintenance Form to notify the IJDC of the expected draw amounts over time per funding source. This link will remain available on the Project Detail page so you can update the draw schedule monthly. A reminder will appear on the Project Dashboard when it is time to update and submit this form.

Steps for Completing the Draw Schedule Maintenance

1. Login to the system and go to the Project Dashboard home page.
2. Conduct a Quick Search for the appropriate project on the Project Dashboard home page or search within the Your Projects tab.
3. Click on the appropriate Project Number to open the Project page.
4. Click on Draw Schedule Maintenance to open.

Project Number: 2012W-1214 Status: Under Construction

Project Name	Sponsor	County	Prior Project Number
Phase II Water Project	Barrackville, Town of	BARBOUR	2010W-0001

Forms

Click on a document link to view/download those awaiting completion in the Open Project Forms area. Click on a document to view a pdf version of a completed project document in the Completed Project Forms area.

▼ Open Project Forms

Writing Instructions Draw Schedule Maintenance Budget Revision is being processed

Draw is being processed

Completed Project Forms Tasks Notifications Project Team

5. Input the expected draw amounts for each of the Funding Sources and dates. Click Submit.

Funding Source	Total Amount	Drawn Amount	In Process	Remaining	Amt Entered	07/13	08/13	09/13
DWTFR SRF Non-DIS	2000000.00	0.00	0.00	2000000.00	2000000.00	300000.00	250000.00	275000.00
IJDC District1 Loan 3	832835.00	0.00	0.00	832835.00	832835.00	350000.00	82000.00	46000.00
	2,832,835.00	0.00	0.00	2,832,835.00	2,832,835.00	650,000.00	332,000.00	321,000.00

Submit Totals

Wiring Instructions Form (Administrator)

The Administrator completes the Wiring Instructions Form to ensure that the IJDC has all the relevant bank information for sending payments. This link will remain available on the Project Detail page should you need to make changes at a later date.

Steps for Completing the Wiring Instructions Form

1. Login to the system and go to the Project Dashboard home page.
2. Conduct a Quick Search for the appropriate project on the Project Dashboard home page or search within the Your Projects tab.
3. Click on the appropriate Project Number to open the Project page.
4. Click on the Wiring Instructions.

The screenshot shows the Project Dashboard for Project Number 2012W-1214. The status is 'Bid Authorization Approved'. The project name is 'Phase II Water Project', the sponsor is 'Barrackville, Town of', the county is 'BARBOUR', and the prior project number is '2010W-0001'. There is a 'formatta' logo and a 'Free Download' button. Under the 'Forms' section, there is a link to 'Wiring Instructions' which is highlighted with a red box. Other links include 'Draw Schedule Maintenance', 'Completed Project Forms', 'Tasks', 'Notifications', and 'Project Team'.

5. Complete the form and click Save.

The screenshot shows the 'Wire Instruction Maintenance' form. The form contains the following fields and values:

Wire Instruction Maintenance	
Bank Name	Citizens Bank
AccountName	Construction Fund
Account Number	0984-2194-398
ABA/Routing Number	098340938
Special Instructions	None
Status	(None)
WireComment	
Contact Name	Myra Banks
Contact Phone	321-435-8888
Street 1	1487 Ivey Road
Street 2	
Bank Address	City: Charleston
	State: WV
	Zip (+4): 25311 - 1611
Bank Contact	Eugene Rasthsmussen
Bank Contact Phone	321-435-8889
Save	

Closing Request (Administrator)

The Administrator will need to complete the Closing Request checklist to ensure all documents are submitted prior to closing. The Closing Post-Bid Schedule B, Draw Schedule Maintenance, and the Wiring Instructions Form must be completed prior to submitting the Closing Request.

Steps for Completing the Closing Request (Checklist)

1. Login to the system and go to the Project Dashboard home page.
2. Conduct a Quick Search for the appropriate project on the Project Dashboard home page or within the Your Projects tab.
3. Click on the appropriate Project Number to open the Project page.
4. Click on Closing Request.

Project Number: 2012W-1214 Status: Bid Authorization Approved

Project Name	Sponsor	County	Prior Project Number
Phase II Water Project	Barrackville, Town of	BARBOUR	2010W-0001

Forms

Click on a document link to view/download those awaiting completion in the Open Project Forms area. Click on a document to view a pdf version of a completed project document in the Completed Project Forms area.

▼ Open Project Forms

- Wiring Instructions
- Draw Schedule Maintenance
- Closing Request**

Completed Project Forms Tasks Notifications Project Team

5. Attach each of the required documents. Choose Yes from the drop down menu. (If a document is not applicable for this project, choose NA from the drop down menu.) Click Browse to select the document for uploading. Click Save.

You must click Save after uploading each document or marking it NA.

Closing Request Form

Complete and save each area in the form independently. Unsaved changes in a specific area will be lost if a different area is saved. To see the task description of an unsaved task, click the icon, and click the icon when done reading.

Project Number: 2012W-1214

The Submit button will not become active on this form until all areas are completed and the wiring instructions and draw schedule have been completed.

Project Identification

Field	Value
Project Number:	2012W-1214
Local Project Name:	Phase II Water Project
Sponsor:	Barrackville
Primary County:	BARBOUR

Wiring Instructions

Wiring Instructions

Approvals

Approval	Engineer	Submission Date	Action
Approved DEP Permit	Erin the Engineer	04/04/2012	
Approved DOT Highways Permit	Erin the Engineer	04/04/2012	
Approved Corps of Engineers Permit	Erin the Engineer		Yes CoreEngPermit.pdf
Approved Public Lands Permit	Erin the Engineer		
Approved Railroad Permit	Erin the Engineer		

Documents that have been uploaded will have the Submission Date and a link to a PDF file, which will allow you to view the attachment at any time in the future.

A link to the Wiring Instructions Form is also available from this screen.

- After uploading and saving the document, the Task gets marked as completed under the Tasks tab and is removed from your Monthly Reporting.

Completed Project Forms | Tasks | Notifications | Project Team

☒ = Completed Task |
 ☒ = Active Task |
 ☐ = Incomplete Task

Professional Services Acquired (03/29/2012) Andy the Administrator	Project Administration Agreement Executed (04/02/2012) Andy the Administrator
Engineering Agreement Executed (04/02/2012) Andy the Administrator	PSC Attorney Agreement Executed (04/02/2012) Andy the Administrator
Local Counsel Agreement Executed (04/02/2012) Andy the Administrator	Accountant Agreement Executed (04/02/2012) Andy the Administrator
Bond Counsel Agreement Executed (04/02/2012) Andy the Administrator	PSC Order Approving Engineering Agreement (04/02/2012) Andy the Administrator
Plans and Specs Submitted to Applicable Agencies (05/24/2012) Erin the Engineer	PSC Schedule for Certificate of Convenience and Necessity (04/02/2012)
BPH Permit Submitted (04/02/2012) Erin the Engineer	DEP Permit Submitted (04/02/2012) Erin the Engineer
DOT Highways Permit Submitted (04/02/2012) Erin the Engineer	Corps of Engineers Permit Submitted (04/02/2012) Erin the Engineer
Public Lands Permit Submitted (04/02/2012) Erin the Engineer	Railroad Permit Submitted (04/02/2012) Erin the Engineer

- The final step in completing the Closing Request is to click Submit. The Submit button will only be enabled after all of the required documents have been uploaded.

The Closing Post-Bid Schedule B, Draw Schedule Maintenance, and the Wiring Instructions must be submitted prior to submitting this checklist.

Closing Request Form

Complete and save each area in the form independently. Unsaved changes in a specific area will be lost if a different area is saved. To see the task description of an unsaved task, click the icon, and click the icon when done reading.

Project Number: 2012W-1214

The Submit button will not become active on this form until all areas are completed.

Project Identification

Project Number: 2012W-1214	Sponsor: Barrackville, Town of
Local Project Name: Phase II Water Project	Primary County: BARBOUR

Section 1: Pre-Bid Items

Complete Front End Bid Documents Including Proposed Advertisement Erin the Engineer Submission Date: 04/02/2012 view attachment	File PSC Certificate Case Not Assigned Submission Date: 04/02/2012 view attachment
Form Title Opinion Evidence of 80% Easements, ROW and 100% land Not Assigned Submission Date: 04/02/2012 view attachment	Compliance with Submission Date: 04/02/2012 view attachment
Date of Es. Submission Date: 04/02/2012 Not Applicable	

Submit

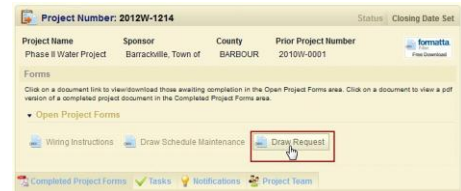
Project Draws

Draw Request (Administrator)

The process for submitting draw requests is quick and easy.

Steps for Completing the Draw Request

1. Login to the system and go to the Project Dashboard home page.
2. Conduct a Quick Search for the appropriate project on the Project Dashboard home page or within the Your Projects tab.
3. Click on the appropriate Project Number to open the Project page.
4. Click on Draw Request to open the form.
5. Insert the appropriate date range, percentage of construction complete, draw resolution documentation, and related invoices.
6. Enter the request amounts in the appropriate fields
7. Click Submit.



Draw Request Form

Project Number: 2012W-1214 Requisition Number: 1

Date Range: From 03/01/12 To 03/31/12

Construction % Complete: 0.05

Select File to Attach Resolution: * c:\Forms\Draw Request Resolution.pdf Browse...

Select File to Attach Invoices: * nroe\Desktop\Forms\Draw Invoices.pdf Browse...

Title	Approved Budget	Previously Approved	Remaining Balance	Amount Requested	Revised Balance
IJDC District1 Loan 3 - \$832,835.00					
A. COST OF PROJECT:	\$ 832,835.00	0.00	832,835.00	338,000.00	494,835.00
Construction	\$ 0.00	0.00	0.00	0.00	0.00
Contract 2-Tanks	\$ 0.00	0.00	0.00	0.00	0.00
Contract 1-line work	\$ 0.00	0.00	0.00	0.00	0.00
Bid Underrun-additional 6 customers	\$ 0.00	0.00	0.00	0.00	0.00
Technical Services	\$ 277,700.00	0.00	277,700.00	93,000.00	184,700.00
Design Fees (D)	\$ 80,000.00	0.00	80,000.00	60,000.00	20,000.00
Preliminary Design (D)	\$ 40,000.00	0.00	40,000.00	40,000.00	80,000.00
Final Design (D)	\$ 40,000.00	0.00	40,000.00	20,000.00	60,000.00
Study and Report	\$ 8,000.00	0.00	8,000.00	8,000.00	0.00
Bidding and Negotiation	\$ 5,000.00	0.00	5,000.00	5,000.00	0.00
Construction (C)	\$ 80,000.00	0.00	80,000.00	0.00	80,000.00
Bond Counsel	\$ 0.00	0.00	0.00	0.00	0.00
Capitalized Interest	\$ 0.00	0.00	0.00	0.00	0.00
Printing/Registrar	\$ 0.00	0.00	0.00	0.00	0.00

Submit Update Totals

Budget Revision (Administrator)

To make any changes to the finalized budget, you will need to complete the Budget Revision Form.

Steps for Completing the Budget Revision

1. Login to the system and go to the Project Dashboard home page.
2. Conduct a Quick Search for the appropriate project on the Project Dashboard home page or within the Your Projects tab.
3. Click on the appropriate Project Number to open the Project page.
4. Click on Budget Revision to open the form.
5. Complete the form by clicking on all of the reasons for the change that are applicable, entering your Change Order/Number and the Engineering Addendum/Number, providing a Description of the Request, and uploading the related documentation.
6. Click Confirm and wait for the Budget Change Processing screen to appear.



Budget Change Request

Note: Only one change is allowed at a time. If this form has data, then you are editing an open change.

Revision(check all that apply):

Change Order/Number	<input checked="" type="checkbox"/>	Change order 1-1
Engineering Addendum/Number	<input checked="" type="checkbox"/>	Addendum 1
Budget Revision	<input type="checkbox"/>	
Use of Contingency	<input type="checkbox"/>	

Description of Request

Contractor encountered less rock than anticipated. Engineering during construction has been updated to reflect change.

Select File for Upload: sktop\Forms\Budget Revision Doc1.pdf Only one file can be uploaded for each request.

Only press Continue once - This may take a minute or two.

- Update the Budget to reflect the changes you are requesting. Click on Submit.

Budget Change Processing

To process a change, enter appropriate positive and negative amounts to move funds from one line to another. The sum of all amounts for each Adjustment Requested column must equal zero.

Title	Current Balance	IJDC District1 Loan 3 - \$832,835.00 Requested Adjustment	Revised Balance
A. COST OF PROJECT:	832,835.00	0.00	832,835.00
Construction	0.00	0.00	0.00
Contract 2-Tanks	0.00	0.00	0.00
Contract 1-line work	0.00	0.00	0.00
Bid Underrun-additional 6 customers	0.00	0.00	0.00
Technical Services	277,700.00	-7500.00	270,200.00
Design Fees (D)	80,000.00	0.00	80,000.00
..... Preliminary Design (D)	40,000.00	0.00	40,000.00
..... Final Design (D)	40,000.00	0.00	40,000.00
Study and Report	8,000.00	0.00	8,000.00
Bidding and Negotiation	5,000.00	0.00	5,000.00
Construction (C)	80,000.00	-7500.00	72,500.00
..... Resident Project Representative (C)	60,000.00	0.00	60,000.00
..... Engineering During Construction (C)	20,000.00	-7500.00	12,500.00
..... Operation (C)	0.00	0.00	0.00
Easement (C)	0.00	0.00	0.00
Fee Takes	0.00	0.00	0.00
Contingency	230,135.00	7500.00	237,635.00
Project Contingency	30,135.00	7500.00	37,635.00
Construction Contingency	200,000.00	0.00	200,000.00
B. COST OF FINANCING	0.00	0.00	0.00
Funded Reserves	0.00	0.00	0.00
Registrar Fees	0.00	0.00	0.00
Bond Counsel	0.00	0.00	0.00
Capitalized Interest	0.00	0.00	0.00
Printing/Registrar	0.00	0.00	0.00

The sum of all amounts in the Adjustment Requested column must equal zero.

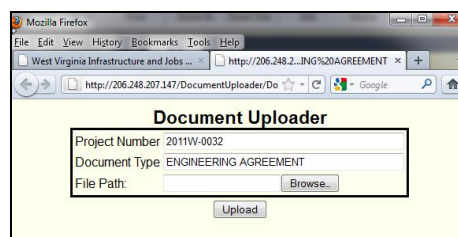
Submit **Update Totals**

ENSURING SUCCESS

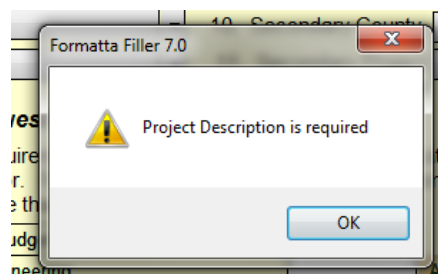
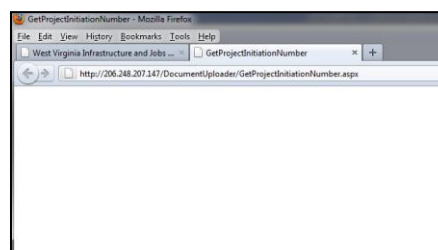
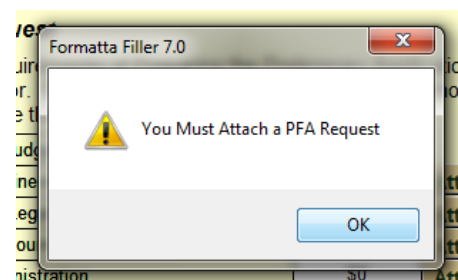
Using Formatta Filler

▪ Attachments

- **PDFs only** – All attachments must be saved as PDF files for uploading. See the Saving Files section of the User Guide for instructions on saving documents as PDF files.
- **Uploading** – After clicking on Attach, a Document Uploader pop-up will appear. The Document Type will be indicated. Click **Browse** to select the appropriate file from your computer then click on **Upload** to complete the process.



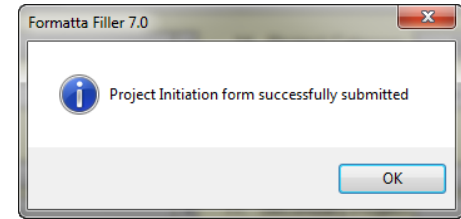
- **Missing attachments** – After clicking Save & Submit, Formatta Filler will notify you via a pop-up of any missing attachments. The attachment name will be shown and you will be brought to the appropriate page on the form to correct the error. The process will be repeated each time you click Save & Submit until all required attachments are included.
- **Get Project Initiation Number** – After clicking on the Project Initiation Form, a blank window may appear with the title of GetProjectInitiationNumber. This window is used by the system to generate a Project Number and does not require any action on your part. Simply close out of the window to remove it from your screen.
- **Missing information** – After clicking Save & Submit, Formatta Filler will notify you via a pop-up of any missing information. The information required will be indicated and you will be brought to the appropriate page on the form to correct the error. The process will be repeated each time you click Save & Submit until all required information is included.



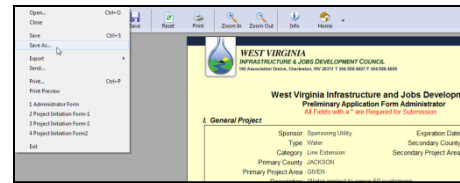
- **Required fields** – On each of the forms, required fields are marked with an asterisks (*) and with a pop-up bubble. The pop-up bubble can be turned off by going to view and un-checking Bubble Tips.



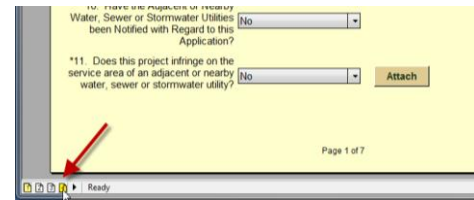
- **Saving and submitting forms** – After clicking on Save & Submit, Formatta Filler will send the completed form to the IJDC and open a window that will allow you to save the form to your computer. Another pop-up window will confirm that your form was submitted.



- **Saving partially completed forms** – Partially completed forms can be saved for completion at a later date by going to File and choosing Save As from the drop down menu.

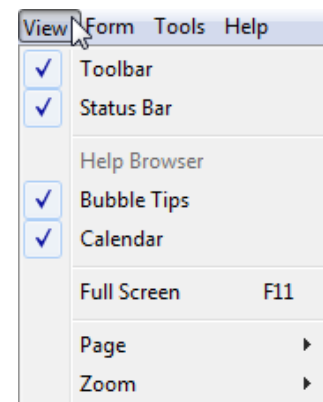


- **Skipping pages** – Use the Status Bar in the lower left hand corner of the window to skip over pages. This feature is especially helpful when you have to go back to fill-in a piece of information or add an attachment and don't want to advance through every single page.



- **Tab between fields** – The most efficient way to use Formatta Filler is to tab between the fields. Formatta Filler will automatically place your cursor in the next required field based on your prior answer. If a field is not required, Formatta Filler will skip over it.
- **View features** – Under the View tab you can customize various features within Formatta Filler:

- **Tool Bar** – To create more room on your screen un-check the Tool Bar feature.
- **Status Bar** – The Status Bar can also be removed by un-checking Status Bar, but this is a helpful feature for skipping over pages.
- **Calendar** – If you prefer to enter dates manually, you can turn off the calendar feature by going to View and un-checking Calendar from the drop down menu.
- **Bubble Tip** – Uncheck the Bubble Tips to turn off pop-up notifications such as “Required” fields.



Resources

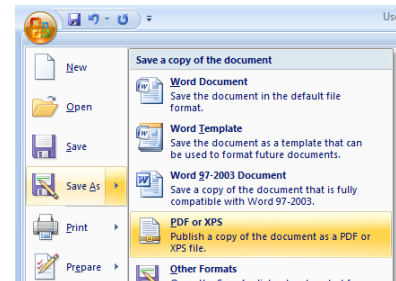
- **User Guide** – This User Guide contains step-by-step instructions for completing the on-line application process.
- **Project Dashboard** – The Project Dashboard contains all the information and resources you need to complete the online application process including helpful links to external resources.
- **Help Desk** – Contact the IJDC Help Desk for additional support:
Phone: 304.414.6501
Fax: 304.558.4609
Email: HelpDesk@wwwda.org

Saving files

- **Naming** – Your file names do not have to match what they are called within the IJDC system, however, it is recommended when saving your files that you give them a name that provides insight into what is contained within the file and contains reference to your project to help you locate the file when needed. All files are renamed to match IJDC's standard naming once they are uploaded.

To rename a document in Windows, right click on the file and choose Rename on the menu list. The file's label will be temporarily changed to editable text. Type the new file name and click enter.

- **PDFs** – All documents must be saved as PDFs before being attached to any of the forms. Microsoft Office documents can be saved as PDFs by clicking on the Office Button in the upper left hand corner of the screen, then Save As, then PDF or XPS. Give the file a name and click Publish.
- **Scanning** – Tips for minimizing the size of files being uploaded include:
 - High DPI and color scanning should be avoided unless absolutely necessary.
 - Whenever possible 8 ½ x11 documents should be scanned black and white at 200 DPI.
 - If items need to be scanned for clarity, a grey scale option at 150 DPI should be tested for quality. High contrast color documents and high detail plans/drawings may require the scanning changes to be tweaked.



Technology issues

- **Browser** – It is recommended that you use Internet Explorer 8 or greater to ensure that you have access to all of the features and functions of the online application.
- **Bandwidth** – Please contact the Help Desk immediately if you are experiencing any technical or bandwidth issues after implementing the tips listed above in the Saving Files section.
- **Uploads** – It is helpful to store all project documents in one folder to help with quick uploads. If you are having trouble uploading a document, please check to see if it has been saved as a PDF file. Only PDF files will be accepted for uploads. If you are still having difficulty, please contact the IJDC Help Desk at HelpDesk@wwwda.org.
- **Email Notifications** – To ensure you receive the emails sent by the IJDC related to your project status, add imageadmin@wwwda.org to your safe sender list or address book within email to prevent it from potentially being filtered as junk mail or spam.

Training

- **Notifications on future training** – Periodic training updates may be required at the discretion of the IJDC. You will be notified via email if re-certification or training updates are available and required.
- **Online Training** – Contact the Help Desk or check the website for training updates and a link to the online self-paced training.