



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



Software Version 3.2: Released  
03/27/12

Revised: 6/12/2012



# Table of Contents

- Introduction .....1**
  - General Information .....1
  - About This Guide .....1
  - Browser Specifications and Other Related Software.....1
- Benefits of the New Online Application Process.....2**
- Big Picture Overview.....3**
  - Process.....3
  - Major Changes .....4
- Roles & Responsibilities .....5**
- Log In Information .....7**
- Project Dashboard .....8**
  - Main Area .....9
  - Task Manager.....11
  - Tools.....14
- Completing the Forms.....20**
  - Project Pre-screening & Initiation.....21
    - Project Application Planning & Preparation (Administrator) ..... 21
    - Project Initiation Form (Administrator)..... 22
  - Preliminary Application Submittal and Approval.....26
    - Three-Part Preliminary Application (Administrator, Engineer, and Accountant) ..... 26
  - Project Tracking & Schedule Updates .....43
    - Monthly Reporting (Administrator, Engineer, Accountant, Legal Counsel) ..... 43
  - Project Planning and Funding .....46
    - Funding Recommendation Decision Form (Administrator)..... 46
    - Revised Application Form (Administrator) ..... 49
  - Complete Design and Finalize Funding .....50
    - Binding Commitment Pre-Bid Schedule B (Administrator)..... 50
    - Binding Commitment Request (Administrator)..... 54
  - Bid Job and Execute Project.....56
    - Bid Authorization Pre-Bid Schedule B (Administrator)..... 56
    - Bid Authorization Request (Engineer) ..... 58
    - Bid Underrun or Overrun Request (Administrator)..... 60
    - Closing Post-Bid Schedule B (Administrator)..... 62
    - Draw Schedule Maintenance (Administrator)..... 64
    - Wiring Instructions Form (Administrator) ..... 65
    - Closing Request (Administrator) ..... 66
  - Project Draws.....68
    - Draw Request (Administrator) ..... 68
    - Budget Revision (Administrator) ..... 69

**Ensuring Success .....71**  
Using Formatta Filler.....71  
Resources .....73  
Saving files .....73  
Technology issues .....74  
Training .....74

## 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](http://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@wwda.org](mailto:HelpDesk@wwda.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](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](http://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.

The screenshot shows the 'Project Dashboard Login' page. At the top, there is a navigation bar with links for Home, Contact Us, Site Map, and Project Dashboard. Below this is the West Virginia Infrastructure & Jobs Development Council logo and contact information. A secondary navigation bar includes links for About Us, Structure, Calendar, Projects, Knowledge Center, and FAQ. The main content area is titled 'Project Dashboard Login' and contains the following elements:

- A sign-in instruction: 'Sign in below to access your project related materials and information.'
- A Username field containing 'Administrator' with a red circle '1' above it.
- A Password field with masked characters and a red circle '2' above it.
- A Login button with a red circle '3' above it.
- A Cancel button.
- Links for 'Login Help' and 'Forgot Password'.

At the bottom of the page, there is a footer with a copyright notice for 2011 and links for Privacy Policy, Disclaimer, and 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 WVIJDC Projects Database, as well as other helpful resources and tools.

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

The screenshot shows the Project Dashboard interface for the West Virginia Infrastructure & Jobs Development Council. The dashboard is divided into three main sections:

- Task Manager (2):** Contains links for Your Projects, Monthly Reporting, Project Search, and Sample Forms.
- Tools (3):** Contains links for GIS Applications, IJDC Policies & Guidelines, Public Service Commission, US Census Bureau, Help/User Guide, and Performance Results.
- Project Dashboard (1):** Contains a welcome message, systems enhancements, project initiation form, and a table of new projects.

The Project Dashboard section includes a welcome message, systems enhancements, project initiation form, and a table of new projects.

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

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.

The screenshot shows the Project Dashboard interface. On the left is a sidebar with navigation options. The main content area includes a welcome message, systems enhancements, a project initiation form, and a new projects table. A notification box on the right shows project updates. A search box and a 'formatta Filler' download button are also present. Red callout boxes with numbers 1 through 7 point to specific elements: 1 (Project Initiation Form icon), 2 (Project Number in table), 3 (Manage Account icon), 4 (Notifications icon), 5 (Search box), 6 (formatta Filler button), and 7 (Systems Enhancements text).

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

- 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.

**Task Manager**

- Your Projects (1)
- Monthly Reporting (2)
- Project Search (3)
- Sample Forms (4)

**Tools**

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

**Project Dashboard**

Administrator is logged in

**Your Projects**

Below is a list of projects of which you are a member. Click on a Project Number to view project data.

| 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 |

**Active Projects**

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

**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**

Project Name: Phase II Water F

Forms: Click on a document version of a complete

Open Project

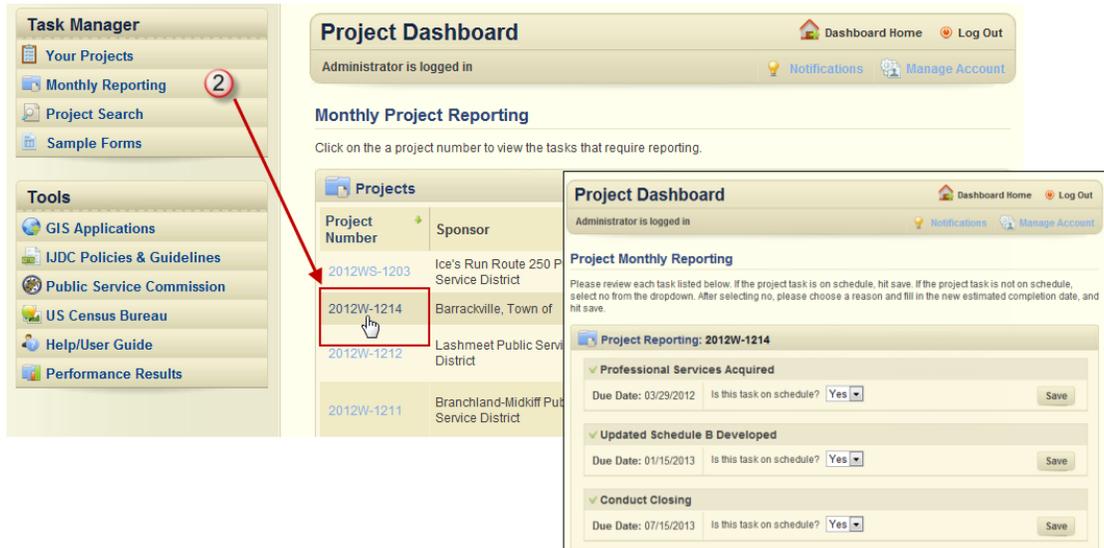
Bid Authorization Request

Completed Project Forms | Tasks | Notifications | Project Team

**Callout Boxes:**

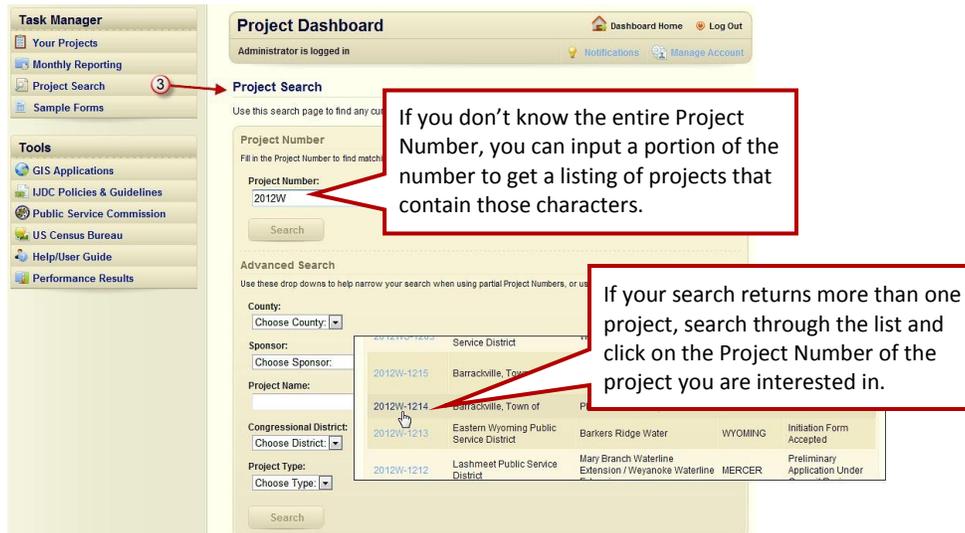
- Click on **Tasks** to see a list of all tasks related to the project. Tasks are listed with the responsible team member's name and the estimated due date or completed date.
- Click on **Project Team** for team member contact information.
- Click on **Notification** to see all project related notifications.
- Click on **Completed Project Forms** to see copies of submitted forms, attachments, and correspondence related to the project.
- 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.

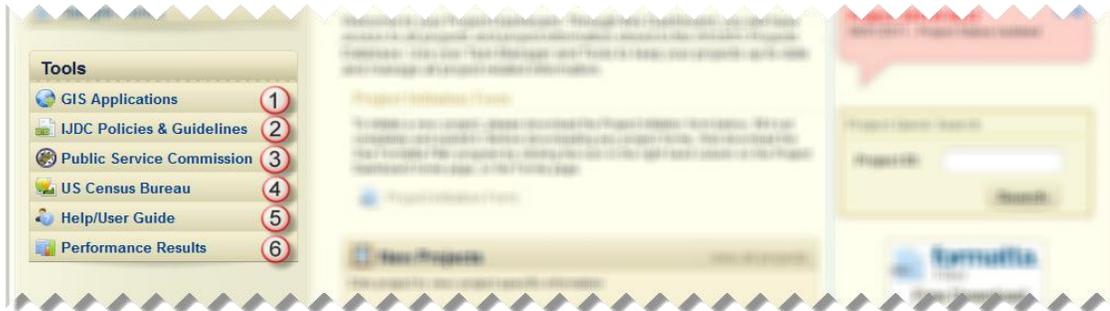


4. **Sample Forms** – Click on the Sample Forms tab to see examples of all the forms you will use throughout your project. Click on the name of the form to view a PDF example. These forms can be saved to your computer.

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 around the 'Sample Forms' link, with a red arrow pointing to the 'Example Forms' section on the main dashboard. The main dashboard area is titled 'Project Dashboard' and includes a user status bar at the top right with 'Dashboard Home' and 'Log Out' links, and 'Administrator is logged in' text. Below this is a 'Project Forms' section with a descriptive paragraph. The 'Example Forms' section is highlighted with a red box and contains a callout box that says 'Click on any of the forms to view a PDF example.' The forms are organized into three categories: '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'.

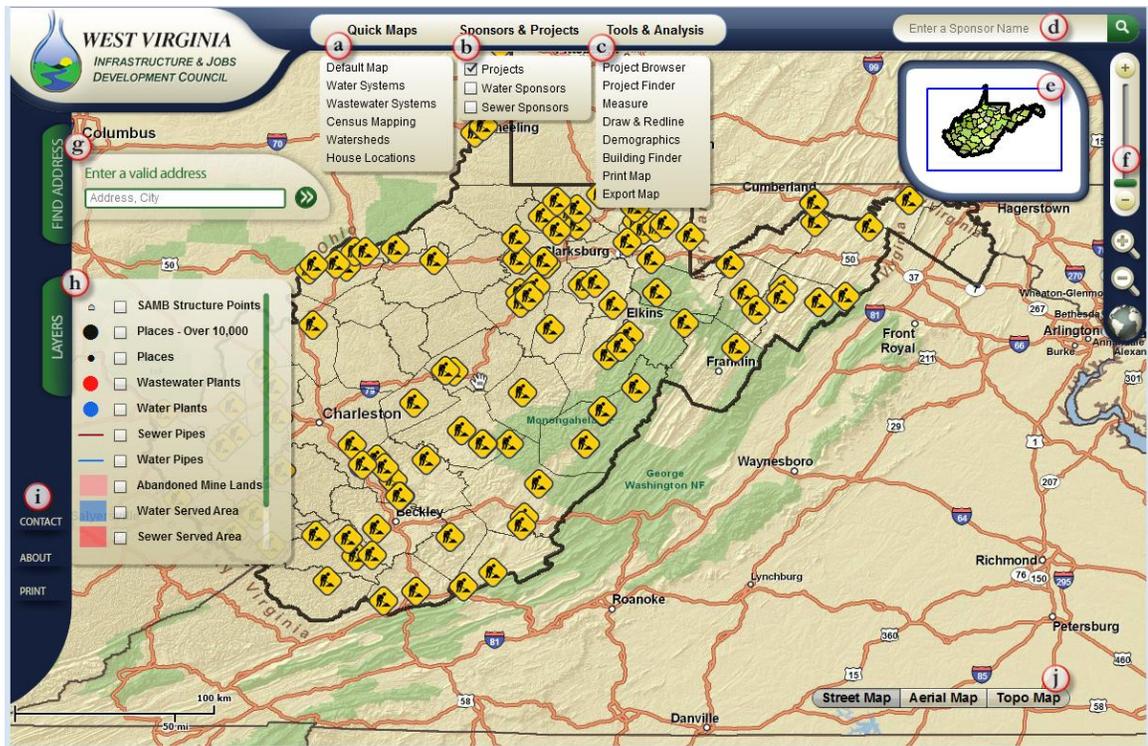
## Tools

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.

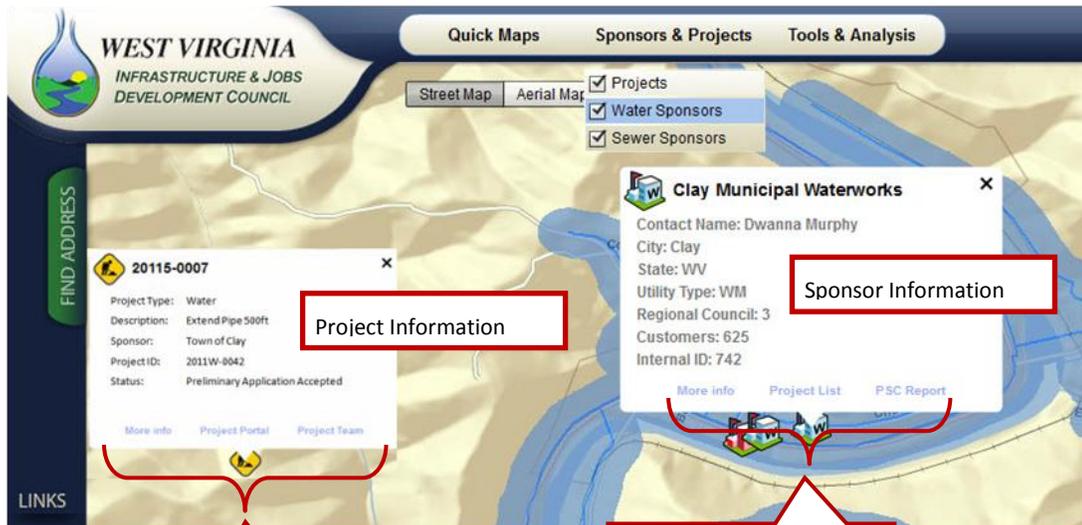


## Overview of Features and Functions of the GIS Application

- 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.

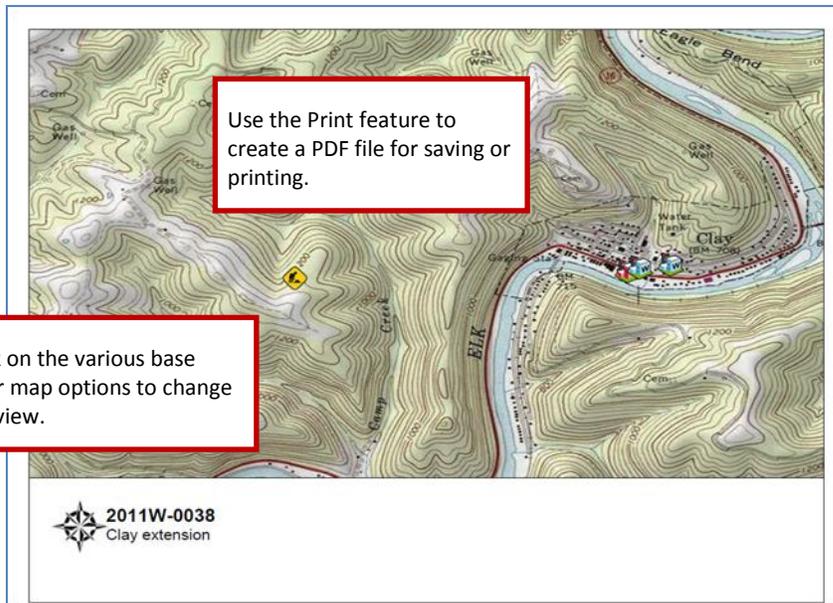


Project Information

Sponsor Information

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

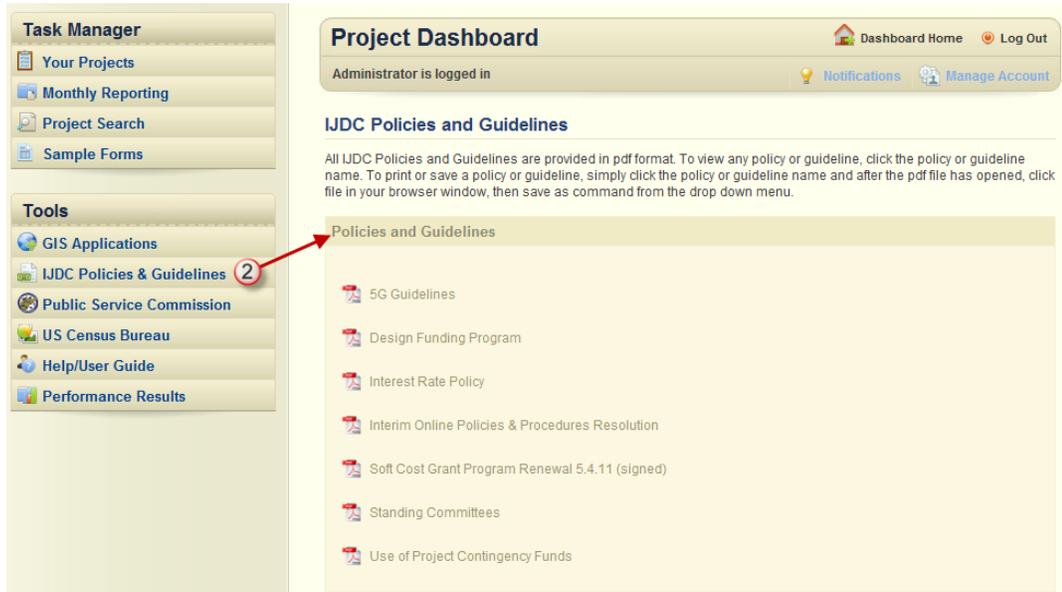
Click on these links to get More Information, a Project List, or a PSC Report.



Use the Print feature to create a PDF file for saving or printing.

Click on the various base layer map options to change the view.

- 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.



- 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.



- 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, under the 'Tools' section, the 'US Census Bureau' link is circled in red with the number 4. The main content area displays the 'U.S. Census Bureau State & County QuickFacts' page for Barbour County, West Virginia. The page includes a table with the following 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%         |

- 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](mailto:HelpDesk@wwda.org)

The screenshot shows the Project Dashboard interface with the 'Help/User Guide' page displayed. A red circle with the number 5 points to the 'Help/User Guide' link in the left-hand 'Tools' menu. The main content area shows a 'Help FAQ' section with the following questions and 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.

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

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 in the 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](http://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

**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** Dashboard Home Log Out

Administrator is logged in 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 project name is Phase II Water Project, sponsored by Barrackville, Town of, in BARBOUR County, with a prior project number of 2010W-0001. The status is Under Construction. The dashboard lists several forms: Wiring Instructions (open), Draw Schedule Maintenance (open), and Budget Revision (being processed, indicated by a light bulb icon). A callout explains that the Budget Revision is being processed and cannot be resubmitted until the current one is finished. Another callout points to the Wiring Instructions form as an example of an open form waiting to be completed. A third callout points to the Draw Schedule Maintenance form as an example of a form that can be resubmitted after the current one is finished. The dashboard also includes links for Completed Project Forms, Tasks, Notifications, and Project Team.

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

Project status update. Status: Under Construction

Example of an open form waiting to be completed.

Example of a form that can be submitted again, after the current form is finished being processed.

Budget Revision is being processed

Wiring Instructions

Draw Schedule Maintenance

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](http://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](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, which ever is greater.

## Steps for Completing the Project Initiation Form

1. Go to [www.wvinfrastructure.com](http://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.

| 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@wwda.org](mailto:imageadmin@wwda.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

|                   |
|-------------------|
| <b>Project ID</b> |
|                   |

**West Virginia Infrastructure and Jobs Development**  
**Project Initiation Form**

**I. Project Team**

All Fields with an \* are Required

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 \*.

|  |   |
|--|---|
| <b>*1. Sponsor</b><br>Name: Barrackville, Town of<br>County: Marion<br>Contact: Donna Hall<br>Address: P O Box 6<br>Phone: (304) 366-9372/(304) 366-5693<br>Fax: (304) 366-3053<br>Email: rgeorge@thesolutiondesigngroup.com | <b>*2. [Unlabeled]</b><br>Name: [Unlabeled]<br>County: [Unlabeled]<br>Contact: [Unlabeled]<br>Address: [Unlabeled]<br>Phone: [Unlabeled]<br>Fax: [Unlabeled]<br>Email: [Unlabeled]  |
| <b>*3. Engineer</b><br>Name: Erin the Engineer<br>Organization: Engineering is Fun<br>Address: 123 Plans and Specs Street<br>Phone: 304-555-1112<br>Fax: [Unlabeled]<br>Cell: [Unlabeled]<br>Email: engineer@rgeorge.com     | <b>*4. Accountant</b><br>Name: Ashley the Accountant<br>Organization: Accounting Firm A<br>Address: 145 Number Way<br>Phone: 304-555-5553<br>Fax: [Unlabeled]<br>Email: [Unlabeled] |

Only team members who have completed the training certification will appear on the drop down lists and are eligible to be included on your project team.

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.

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.



**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

\*4. Prior Project Number

\*5. Project Type

\*6. Project Category

\*7. Existing Source/Treatment

\*8. Proposed Source/Treatment

\*9. District

\*10. Primary County

12. Secondary County

\*11. Primary Project Area

13. Secondary Project Area

**III. Preapplication Funding Request**

1. Click here if the Requirements of Preparing the Preliminary Application Form of 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"/> |
| <b>Total</b>               | <b>\$20,000</b> |                                       |

(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 Constitute a 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.

**For additional tips on using Formatta Filler see page 76.**

# 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. Below this is a navigation menu with About Us, Structure, Calendar, Projects, Knowledge Center, and FAQ. The main content area is titled "Project Dashboard Login" and contains a login form with fields for Username (Accountant) and Password. A red callout box points to the login form with the text "Log in to the Project Dashboard."

Below the login form is the "Project Dashboard" section, which shows "Administrator is logged in" and includes links for Dashboard Home, Log Out, Notifications, and Manage Account. The "Your Projects" section displays a table of projects:

| Project Number | Sponsor                                 | Project Name           | County  | Status                   |
|----------------|---|------------------------|---------|--------------------------|
| 2012W-1213     | 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 |
| 2012W-1214     | Barrackville, Town of                   | Phase II Water Project | BARBOUR | Initiation Form Accepted |

A red callout box points to the "Your Projects" section with the text "Search for the project on either the Project Dashboard or under Your Projects. Click on the appropriate Project Number." Below the table is a "Your Projects" section for Project Number 2012W-1214, showing project details and a "Download Formatta Filler" button. A red callout box points to this button with the text "Download Formatta Filler if you have not done so already." Below the project details is a "Forms" section with a "Preliminary Application Form (Administrator)" link. A red callout box points to this link with the text "Click on the Preliminary Application link to open the application in Filler."

## Steps for Completing the Preliminary Application Form (Administrator)

1. Go to [www.wvinfrastructure.com](http://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).



**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 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?

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

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

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

\*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?



Complete the budget using the numbers from your executed agreements.

**West Virginia Infrastructure and Jobs Development**

**III. General Budget**

**Preliminary Application Form**

| <b>Construction</b>                          |              |  |                       |
|--|--------------|--|-----------------------|
| Construction Cost Estimate                   | 2,000,000.00 |  | 0.00                  |
| Construction Contingency                     | \$200,000.00 | Cons                                       | \$2,200,000.00        |
| <b>Technical Services</b>                    |              |  |                       |
| Preliminary Design (D)                       | 40,000.00    | Final Design (D)                           |                       |
|  |              | Design Fees (D) Subtotal                   |                       |
|  |              | Design Fees to Construction %              | 3.64                  |
| Study & Report                               | 8,000.00     | Bidding & Negotiation                      | 5,000.00              |
| Resident Project                             | 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'ls & 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 (SS)                                   | 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                 |
| <b>Legal Services</b>                        |              |  |                       |
| Local Project Attorney                       | 45,000.00    | PSC Attorney                               | 23,000.00             |
| Lands & ROW Attorney                         | 37,000.00    | Legal Services Subtotal                    | \$105,000.00          |
| <b>Administrative Services</b>               |              |  |                       |
| Project Administrator                        | 75,000.00    | Project Accountant (CPA)                   | 12,000.00             |
| Other Administrative Costs                   |              | Administrative Services Subtotal           | \$87,000.00           |
| <b>Financing</b>                             |              |  |                       |
| Interim Financing                            | 0.00         | Capitalized Interest                       | 0.00                  |
| Bond Counsel/Other Closing Costs             | 25,000.00    | Financing Subtotal                         | \$25,000.00           |
| <b>Permits</b>                               |              |  |                       |
| Permits                                      | 33,000.00    | Permits Subtotal                           | \$33,000.00           |
| <b>Land Costs</b>                            |              |  |                       |
| Land Acquisition                             | 67,000.00    | Easements                                  | 8,000.00              |
| Fee Takes                                    |              | Land Costs Subtotal                        | \$75,000.00           |
| <b>TOTAL PROJECT BUDGET</b>                  |              |  |                       |
| Project Contingency                          | \$30,135.00  | <b>TOTAL PROJECT BUDGET</b>                | <b>\$2,832,835.00</b> |

Tab between each of the fields to complete the budget.

Project Contingency is calculated as 5% of the total Legal, Administrative, Financing, Permits, and Lands Costs.

You must enter a value even if it is \$0.

Totals and subtotals will automatically be calculated for you.

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

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



**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.)   |
| Provide a brief description of the economic conditions and needs for 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?

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.

| Board Member Name | Date of Most Recent PSC Training Seminar Attended | PSC District |
|-------------------|---|--------------|
|                   | //  |              |
|                   | //  |              |
|                   | //  |              |
|                   | //  |              |
|                   | //  |              |

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

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.

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

| Board Member Name | Date of Most Recent PSC Training Seminar Attended | PSC District |
|-------------------|---|--------------|
|                   | //  |              |
|                   | //  |              |
|                   | //  |              |
|                   | //  |              |
|                   | //  |              |

[Prev. Page](#)

[Next Page](#)



### 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](mailto: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](http://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).



**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 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 | 2010WV-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 (%) | <input type="text" value="0"/>            |
| *2. Project Longitude        | <input type="text" value="-81.60000000"/> |
| *3. Project Latitude         | <input type="text" value="38.56000000"/>  |

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



**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 & Specifications Approved                   |            |
| All Permits Submitted                             |            |
| Final Plans & Specs Approved                      |            |
| Rule 42 Completed                                 |            |
| Municipal Rate Ordinance Completed                | 09/29/2012 |
| Request for Proposals Issued                      | 10/15/2012 |
| File PSC Certificate                              | 11         |
| 80% ROWS  | 12         |
| Request Authority                                 | 13         |
| Advertise for Bids                                | 13         |
| Bid Opening                                       | 03/19/2013 |
| 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                                |            |
| 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.

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

- \*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

## Steps for Completing the Preliminary Application Form (Accountant)

1. Go to [www.wvinfrastucture.com](http://www.wvinfrastucture.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).



**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)

If the ultimate beneficiary of the project is different than the Sponsor, identify it here.

[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              |
| <b>Total Revenues</b>  | <b>\$571,256.00</b> | <b>\$20,000.00</b>      | <b>\$0.00</b>               | <b>\$74,000.00</b>           | <b>\$665,256.00</b> |
| 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?

Prev. Page

Next Page



**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
- \*3. Maximum 4,000 Gallon Rate  Max Rate Cash Flow
- \*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  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@wwda.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

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  
3/29/2012

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.

**WEST VIRGINIA INFRASTRUCTURE & JOBS DEVELOPMENT COUNCIL**  
188 Association Drive, Charleston, WV 25311 T 304.414.8001 F 304.414.0868

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

**III. Project Schedule to Construction**

| 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                                    | 08/29/2012 |
| 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 |

\*1. Preliminary Engineering Report **Attach**



**Project Dashboard** Dashboard Home Log Out

Administrator is logged in Notifications Manage Account

**Project Monthly Reporting**

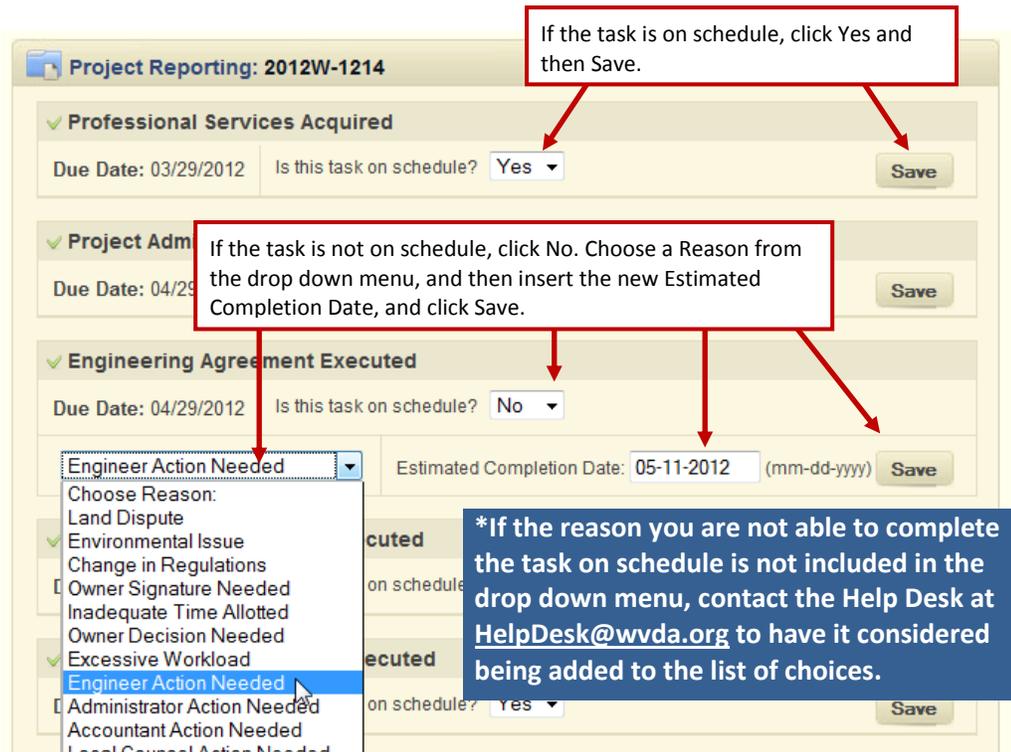
Please review each task listed below. If the project task is on schedule, hit save. If the project task is not on schedule, select no from the dropdown. After selecting no, please choose a reason and fill in the new estimated completion date, and hit save.

**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](http://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.



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](mailto:HelpDesk@wvda.org) to have it considered being added to the list of choices.

- 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 a web application interface for project management. On the left is a sidebar with 'Task Manager' and 'Tools' sections. The main area is the 'Project Dashboard' for project 2012W-1214. A 'Tasks' tab is active, displaying a list of tasks with their status, dates, and assigned team members. Red callout boxes provide additional context: one points to the 'Your Projects' link in the sidebar; another points to the project number '2012W-1214'; a third points to a task icon indicating its status; a fourth points to the 'Tasks' tab; a fifth points to a task entry, stating that team member names and completion/due dates are visible; and a sixth points to a specific task entry, 'Engineering Design and Specifications Complete', which is highlighted in a red box.

**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

**Your Projects**

Project Number: 2012W-1214

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

**Tasks**

Legend: ✔ = Completed Task | ⚠ = Active Task | ⚠ = Incomplete Task

|  |  |
|--|--|
| <span style="color: red;">⚠</span> Professional Services Acquired (03/29/2012)   Andy the Administrator                | <span style="color: blue;">←</span> Project Administration Agreement Executed (04/02/2012)   Andy the Administrator  |
| <span style="color: blue;">←</span> Engin... (04/02/2012)   Andy the Administrator                                     | <span style="color: blue;">←</span> orney Agreement Executed (04/02/2012)   Andy the Administrator                   |
| <span style="color: blue;">←</span> Local... (04/02/2012)   Andy the Administrator                                     | <span style="color: blue;">←</span> tant Agreement Executed (04/02/2012)   Andy the Administrator                    |
| <span style="color: blue;">←</span> Bond Counsel Agreement Executed (04/02/2012)   Andy the Administrator              | <span style="color: blue;">←</span> PSC Order Approving Engineering Agreement (04/02/2012)   Andy the Administrator  |
| <span style="color: green;">✔</span> Plans and Specs Submitted to Applicable Agencies (05/24/2012)   Erin the Engineer | <span style="color: blue;">←</span> PSC Schedule for Certificate of Convenience and Necessity (04/02/2012)           |
| <span style="color: blue;">←</span> BPH Permit Submitted (04/02/2012)   Erin the Engineer                              | <span style="color: blue;">←</span> DEP Permit Submitted (04/02/2012)   Erin the Engineer                            |
| <span style="color: blue;">←</span> DOT Highways Permit Submitted (04/02/2012)   Erin the Engineer                     | <span style="color: blue;">←</span> Corps of Engineers Permit Submitted (04/02/2012)   Erin the Engineer             |
| <span style="color: blue;">←</span> Public Lands Permit Submitted (04/02/2012)   Erin the Engineer                     | <span style="color: blue;">←</span> Railroad Permit Submitted (04/02/2012)   Erin the Engineer                       |
| <span style="color: blue;">←</span> NPDES Permit Submitted (04/02/2012)   Erin the Engineer                            | <span style="color: blue;">←</span> Culture and History Clearance Requested (04/02/2012)   Erin the Engineer         |
| <span style="color: blue;">←</span> Other Submitted (Specify): (04/02/2012)   Erin the Engineer                        | <span style="color: green;">✔</span> Engineering Design and Specifications Complete (07/11/2012)   Erin the Engineer |
| <span style="color: green;">✔</span> Final Plans and Specs Approved (07/11/2012)   Erin the Engineer                   | <span style="color: green;">✔</span> Engineering Design and Specifications (07/11/2012)   Erin the Engineer          |
| <span style="color: blue;">←</span> Complete Front End Bid Documents Including   | <span style="color: green;">✔</span> Rule 42 Completed   |

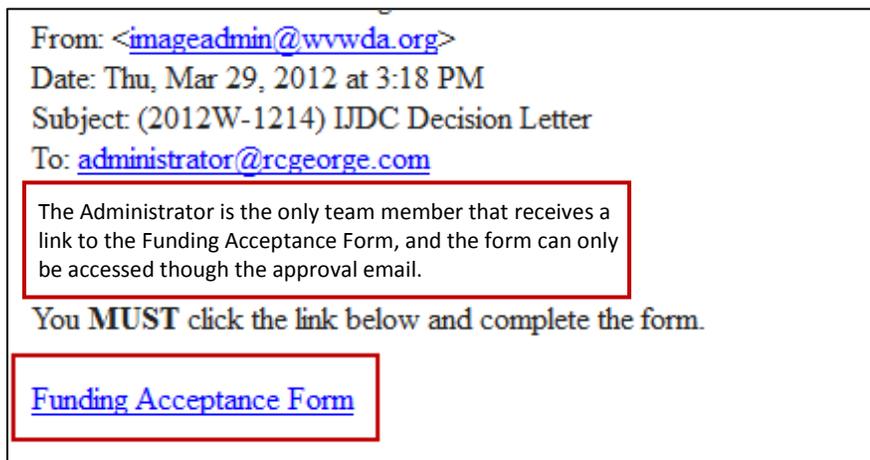
## Project Planning and Funding

### 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.



**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.

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.



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

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

**II. Project Attorneys**

|  |   |
|--|---|
| <b>1. Bond Counsel</b><br>Name: <input type="text" value="Bonnie the Bond Counsel"/><br>Organization: Law Firm B<br>Address: 345 Executive Way<br>Phone: 304-222-3456<br>Fax:<br>Cell:<br>Email: bcounsel@rcgeorge.com | <b>*2. Local Counsel</b><br>Name: <input type="text" value="Larry the Local Counsel"/><br>Organization: Law Firm L<br>Address: 123 Document Drive<br>Phone: 304-222-1111<br>Fax:<br>Cell:<br>Email: lcounsel@rcgeorge.com |
|--|---|

|   |
|---|
| <b>*3. PSC Counsel</b><br>Name: <input type="text" value="Pat the PSC Counsel"/><br>Organization: Law Firm P<br>Address: 345 Signature Lane<br>Phone: 304-555-1111<br>Fax:<br>Cell:<br>Email: psccounsel@rcgeorge.com |
|---|

[Prev. Page](#)

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

## 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

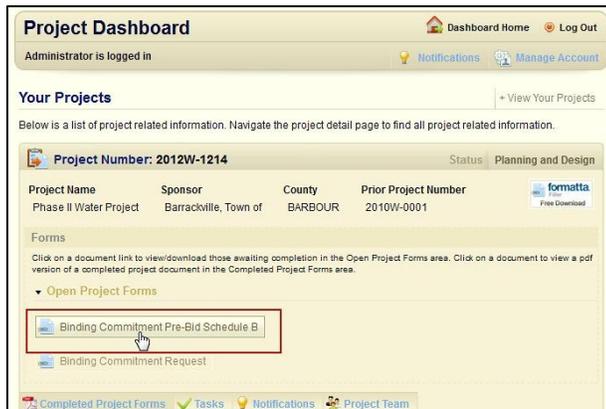
The next step in the process is to complete the Binding Commitment Pre-Bid Schedule B and the Binding Commitment Request. Both can be worked on at the same time. However, you will need to complete the Binding Commitment Pre-Bid Schedule B prior to submitting the Binding Commitment Request.

### 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.

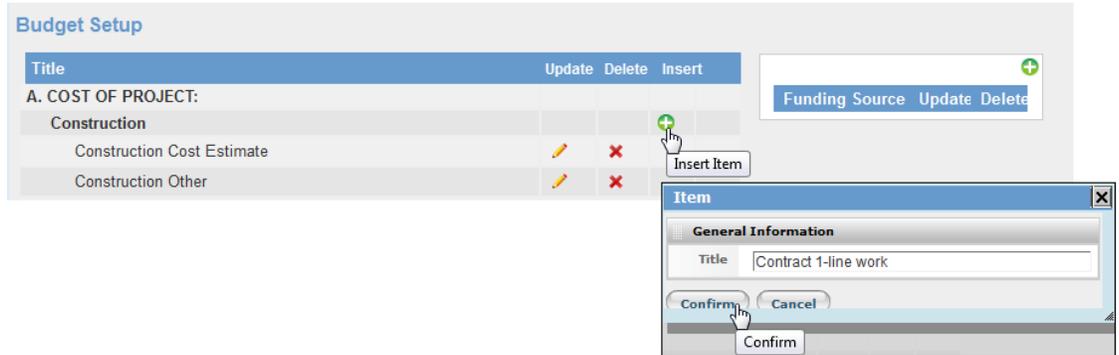


5. Revise the Budget Setup, as needed using the available icons, and add the Funding Sources. See next page for details on Editing Line Items and adding Funding Sources.

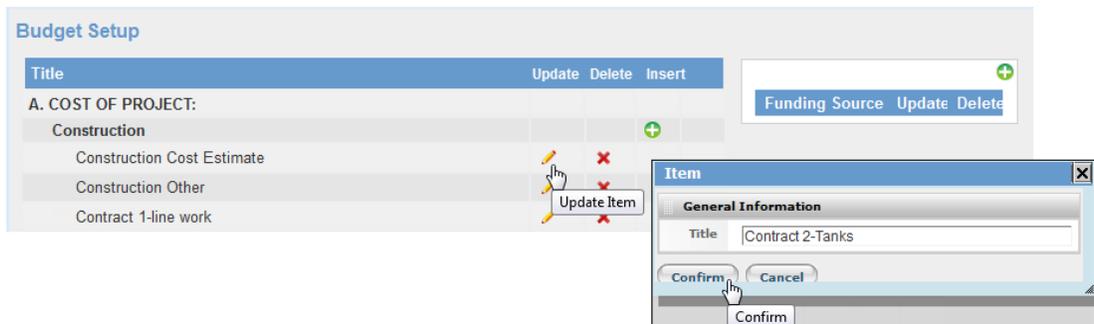


## Editing Line Items in Budget Setup

- 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.



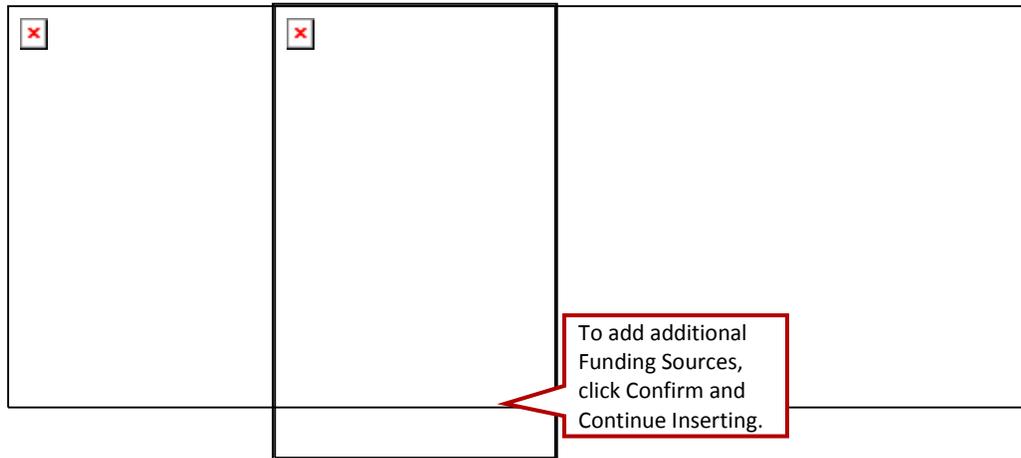
- b.) To **change the name of an item**, click on the Update icon of the line item you want to change. Type in the new Title and click Confirm.



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



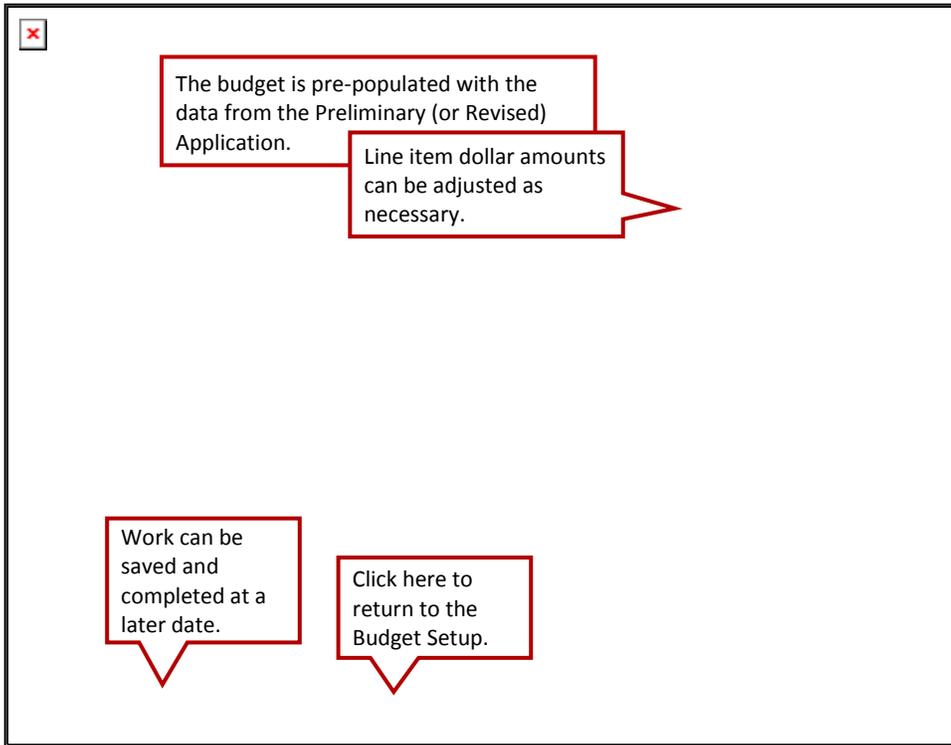
- d.) To **add Funding Sources**, click on the Insert icon within the Funding Source box. Select the funding source(s) for the project from the drop down menus. Click Confirm.



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



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



- 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   |      |

**Project Budget For 2012W-1214** 04/02/12 11:09 AM

Sponsor: Barrackville, Town of Project Administrator: Andy the Administrator

Project #: 2012W-1214 Phone #: 304-555-5555

| Item                                  | Total           |
|---------------------------------------|-----------------|
| A. COST OF PROJECT:                   | \$ 2,812,000.00 |
| construction                          | \$ 2,000,000.00 |
| contract 1-time                       | \$ 1,200,000.00 |
| contract 1-time work                  | \$ 700,000.00   |
| technical services                    | \$ 277,700.00   |
| design fees (01)                      | \$ 80,000.00    |
| preliminary design (01)               | \$ 80,000.00    |
| plans design (01)                     | \$ 80,000.00    |
| study and report                      | \$ 8,000.00     |
| blading and vegetation                | \$ 8,000.00     |
| construction (01)                     | \$ 80,000.00    |
| assistant project representative (01) | \$ 80,000.00    |
| engineering during construction (01)  | \$ 20,000.00    |
| operation                             | \$ 12,000.00    |
| special services (02)                 | \$ 82,700.00    |
| mechanical engineering (02)           | \$ 8,000.00     |
| estimate/construction design critter  | \$ 4,000.00     |
| lane surveys and assessment rep (02)  | \$ 8,000.00     |
| engineering and topo surveys (02)     | \$ 8,000.00     |
| materials and equip inspections (02)  | \$ 8,000.00     |
| Asphalt/curb or sig. documents        | \$ 7,000.00     |
| extra travel and assistance (02)      | \$ 4,000.00     |
| civil engineering (02)                | \$ 8,000.00     |
| design requests or approvals w/ c     | \$ 2,000.00     |
| expert witness secure agencies (02)   | \$ 2,000.00     |
| plans investigations (02)             | \$ 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.

The screenshot shows the 'Binding Commitment Request Form' for Project Number 2012W-1214. The form is divided into several sections: 'Project Identification', 'Section 1: Professional Agreements', and 'Section 2: Financial Agreements'. The 'Project Identification' section includes fields for Project Number, Local Project Name, Sponsor, and Primary Agency. The 'Section 1: Professional Agreements' section includes 'Project Administration Agreement Executed', 'PSC Attorney Agreement Executed', 'Accountant Agreement Executed', 'Local Counsel Agreement Executed', and 'Bond Counsel Agreement Executed'. Each agreement has a 'Submission Date' and a 'view attachment' link. A callout box with a red border points to the 'Legal Agreement' section, stating: '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.' The 'Legal Agreement' section has a dropdown menu set to 'Yes', a 'Browse' button, and a 'Save' button.

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



- 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.

The screenshot shows the 'Binding Commitment Request Form' for Project Number 2012W-1214. The form includes sections for Project Identification, Professional Agreements, and Latest Cost Estimate. A 'Submit' button is located at the bottom right. A red box highlights the 'Submit' button, and a callout box points to it with the text: 'The Submit button will only be enabled after all the required documents have been uploaded.'

## Bid Job and Execute Project

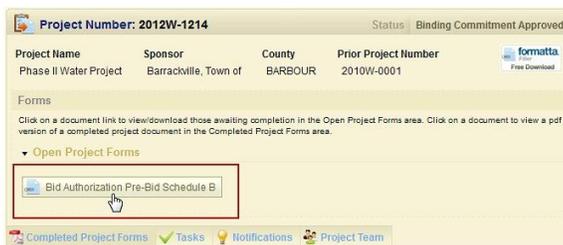
The next step in the process is to complete the necessary forms to request authorization to bid.

### Bid Authorization Pre-Bid Schedule B (Administrator)

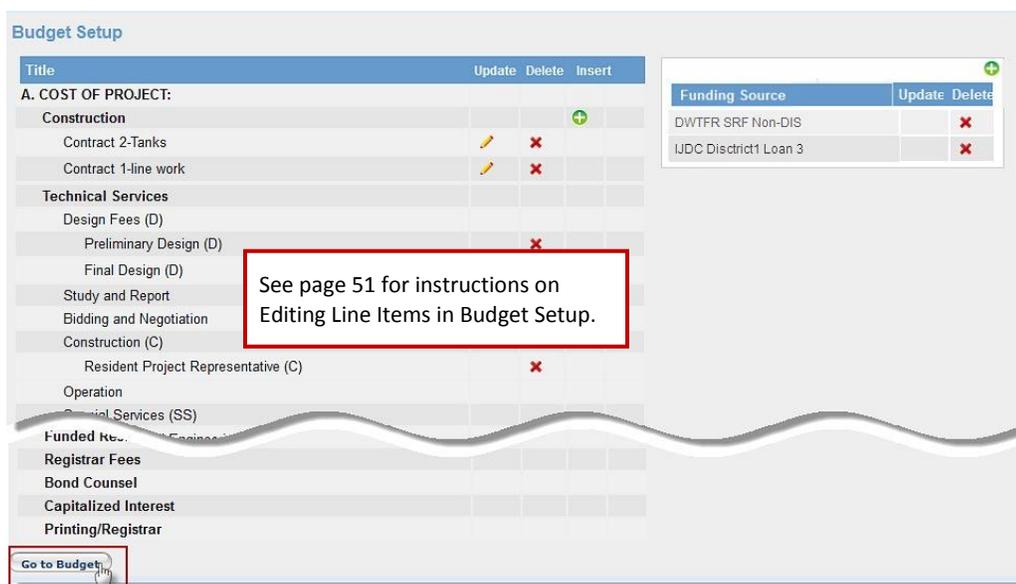
The Bid Authorization Pre-Bid Schedule B must be completed prior to the Engineer submitting the Bid Authorization Request.

#### 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.



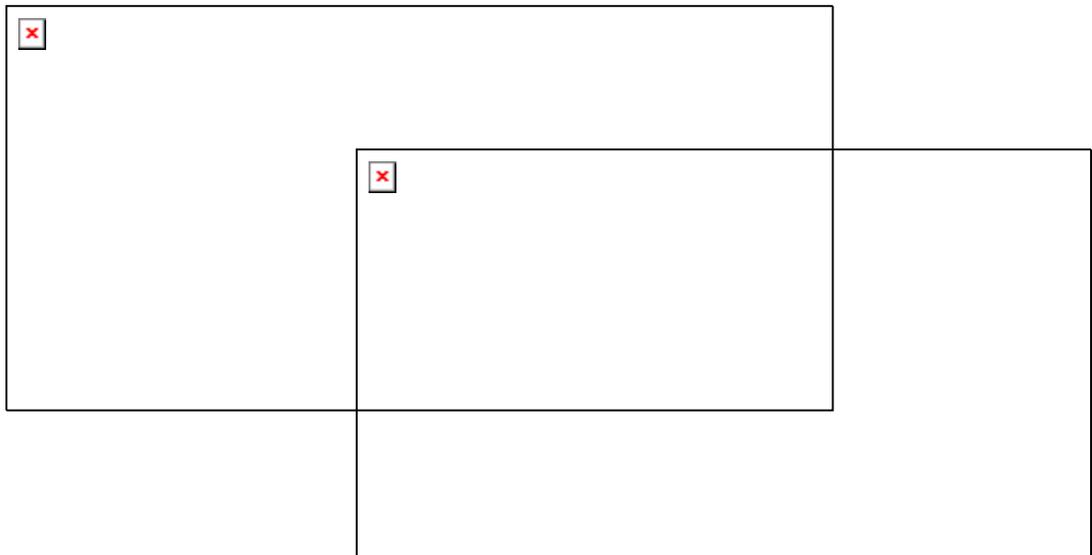
6. Update the budget items, as needed, and click on Submit.

**Budget Maintenance**

| Task                                | Total               |
|-------------------------------------|---------------------|
|                                     | <b>\$0.00</b>       |
| <b>A. COST OF PROJECT:</b>          | <b>2,832,835.00</b> |
| <b>Construction</b>                 | <b>2,000,000.00</b> |
| Contract 2-Tanks                    | 1,250,000.00        |
| Contract 1-line work                | 750,000.00          |
| <b>Technical Services</b>           | <b>277,700.00</b>   |
| 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 Contingency            | 200,000.00          |
| Project Contingency                 | 30,135.00           |
| <b>B. COST OF FINANCING</b>         | <b>0.00</b>         |
| Funded Reserves                     | 0.00                |
| Registrar Fees                      | 0.00                |
| Bond Counsel                        | 0.00                |
| Capitalized Interest                | 0.00                |
| Printing/Registrar                  | 0.00                |

Submit Save Save and Modify Budget Setup

7. 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: 2012W-1214 | Sponsor: Barrackville, Town of |
| Local Project: Phase II    | Primary County: BARBOUR        |

Section 1: Pre-

|   |            |                           |                     |        |      |
|---|------------|---------------------------|---------------------|--------|------|
| Complete From Documents In Bid Advertiser | Submission | PSC Certificate Case: Yes | PSC_Certificate.pdf | Browse | Save |
|---|------------|---------------------------|---------------------|--------|------|

Prelim Title Opinion Evidence of 80% Easements, ROW and 100% land: Not Assigned

Compliance with WV Jobs Act: Erin the Engineer

Submission Date: 04/02/2012 view attachment

Evidence of Intergovernmental Agreements: Andy the Administrator

Treatment/Water Purchasing Agreement: Andy the Administrator

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.

The diagram consists of a large, empty rectangular frame with a black border. In the top-left corner of the frame is a small square icon with a red 'X'. To the left of the frame is a blue rectangular callout box with white text. To the right of the frame is a red rectangular callout box with white text.

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

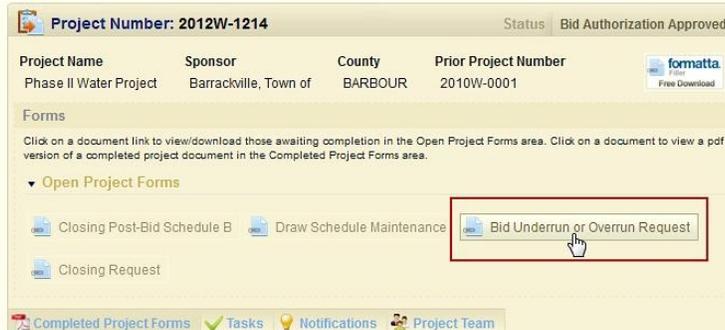
The Submit button will only be enabled after all the required documents have been uploaded.

## 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

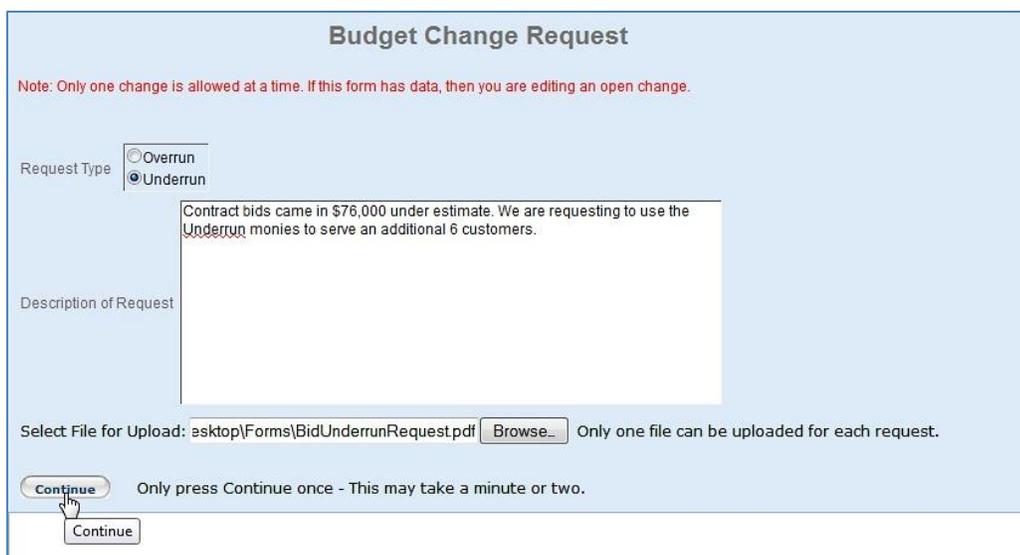
Click on a document link to view/download those awaiting completion in the Open Project Forms area. Click on a document to view a pdf version of a completed project document in the Completed Project Forms area.

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

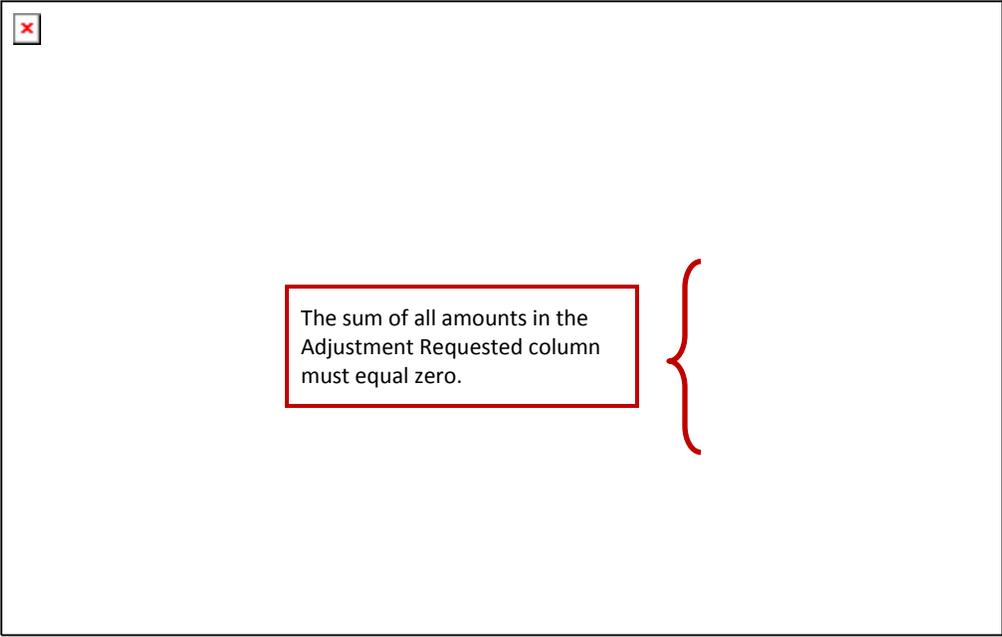
Description of Request: Contract bids came in \$76,000 under estimate. We are requesting to use the Underrun monies to serve an additional 6 customers.

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

Continue (highlighted) 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.



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



## 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

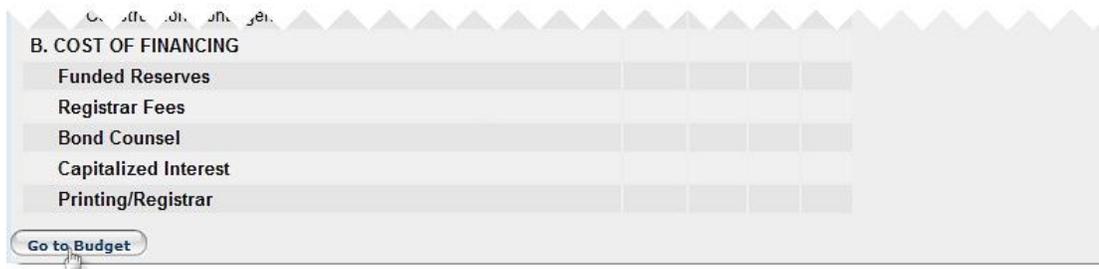
1. Login to the system and go to the Project Dashboard home page.
2. Conduct a Quick Search for the appropriate project on the Project Dashboard home page or search within the Your Projects tab.
3. Click on the appropriate Project Number to open the Project page.
4. Click on the Closing Post-Bid Schedule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



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



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



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

**Budget Maintenance**

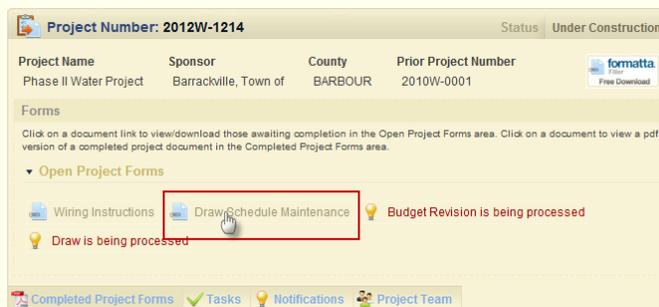
| Task   | Total               | DWTFR SRF Non-DIS   | JJDC District Loan3 |
|--|---------------------|---------------------|---------------------|
| <b>A. COST OF PROJECT:</b>                                   | <b>2,832,835.00</b> | <b>2,000,000.00</b> | <b>873,335.00</b>   |
| <b>Construction</b>  | <b>2,000,000.00</b> | <b>2,000,000.00</b> | <b>0.00</b>         |
| 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           |
| <b>Technical Services</b>                                    | <b>277,700.00</b>   | <b>0.00</b>         | <b>310,200.00</b>   |
| 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            |
| <b>Legal &amp; Fiscal</b>                                    | <b>117,000.00</b>   | <b>0.00</b>         | <b>117,000.00</b>   |
| 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          |
| <b>Capitalized Inc.</b>                                      | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>         |
| <b>Printing/Registrar</b>                                    | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>         |

## 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.



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

The screenshot shows the 'Project Funding Expected Draws' table. The table has columns for Funding Source, Total Amount, Drawn Amount, In Process, Remaining, Amt Entered, and three columns for months: 07/13, 08/13, and 09/13. The data is as follows:

| 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   | 0.00         | 300000.00  | 250000.00  | 275000.00  |
| IJDC District1 Loan 3 | 832835.00    | 0.00         | 0.00       | 832835.00    | 0.00         | 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 |

The 'Submit' button is highlighted with a red box. There is also a 'Totals' button.

## 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.



5. Complete the form and click Save.

The screenshot shows the 'Wire Instruction Maintenance' form. The fields are filled with the following information:

|                      |                        |
|----------------------|------------------------|
| 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           |

The 'Save' button at the bottom left is highlighted with a red box.

## 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.



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.

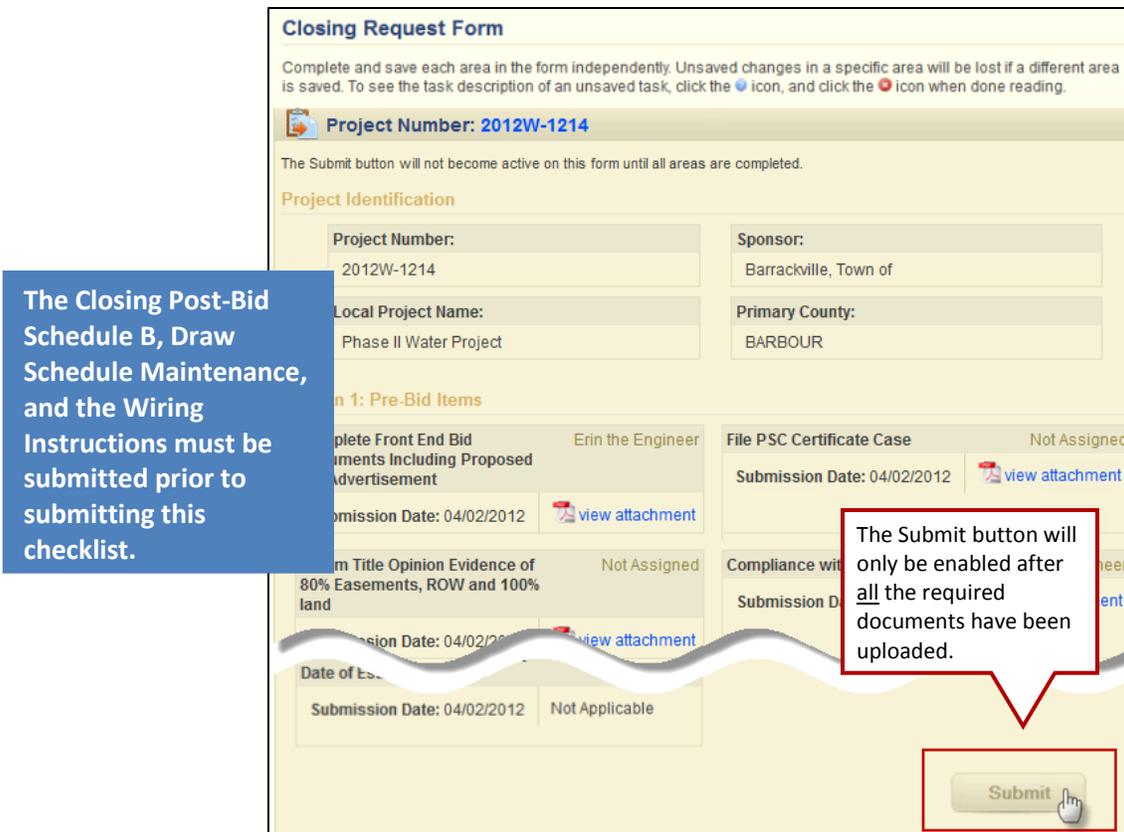
You must click Save after uploading each document or marking it NA.

The screenshot shows the 'Closing Request Form' for Project Number 2012W-1214. The form includes sections for Project Identification, Wiring Instructions, and Approvals. A red box highlights the 'Wiring Instructions' link, and another red box highlights the 'Save' button. A callout box points to the 'view attachment' link for the 'Approved DEP Permit' section, stating: '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.'

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



- 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.



# 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:

Select File to Attach Invoices:

| Title                                       | Approved Budget | Previously Approved | Remaining Balance | Amount Requested  | Revised Balance |
|---|-----------------|---------------------|-------------------|-------------------|-----------------|
| <b>IJDC District1 Loan 3 - \$832,835.00</b> |                 |                     |                   |                   |                 |
| <b>A. COST OF PROJECT:</b>                  | \$ 832,835.00   | 0.00                | 832,835.00        | <b>338,000.00</b> | 494,835.00      |
| <b>Construction</b>                         | \$ 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            |
| <b>Technical Services</b>                   | \$ 277,700.00   | 0.00                | 277,700.00        | <b>93,000.00</b>  | 184,700.00      |
| Design Fees (D)                             | \$ 80,000.00    | 0.00                | 80,000.00         | <b>60,000.00</b>  | 20,000.00       |
| Preliminary Design (D)                      | \$ 40,000.00    | 0.00                | 40,000.00         | <b>40,000.00</b>  | 80,000.00       |
| Final Design (D)                            | \$ 40,000.00    | 0.00                | 40,000.00         | <b>20,000.00</b>  | 60,000.00       |
| Study and Report                            | \$ 8,000.00     | 0.00                | 8,000.00          | <b>8,000.00</b>   | 0.00            |
| Bidding and Negotiation                     | \$ 5,000.00     | 0.00                | 5,000.00          | <b>5,000.00</b>   | 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            |

## 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):

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

Description of Request

Select File for Upload:   Only one file can be uploaded for each request.

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

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

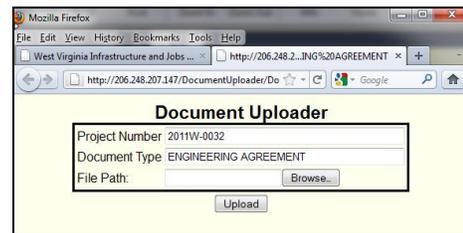
The sum of all amounts in the Adjustment Requested column must equal zero.

## ENSURING SUCCESS

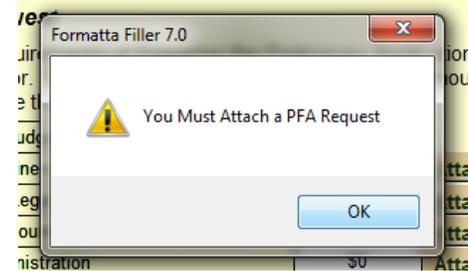
### Using Formatta Filler

- **Attachments**

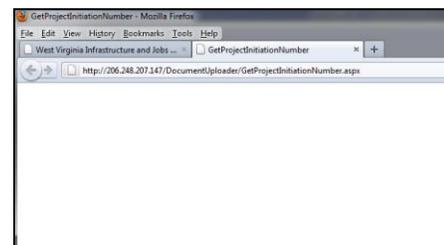
- **PDFs only** – All attachments must be saved as PDF files for uploading. See the Saving Files section of the User Guide for instructions on saving documents as PDF files.
- **Uploading** – After clicking on Attach, a Document Uploader pop-up will appear. The Document Type will be indicated. Click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



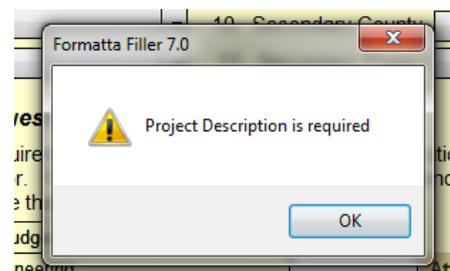
- **Missing attachments** – After clicking Save & Submit, Formatta Filler will notify you via a pop-up of any missing attachments. The attachment name will be shown and you will be brought to the appropriate page on the form to correct the error. The process will be repeated each time you click Save & 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.



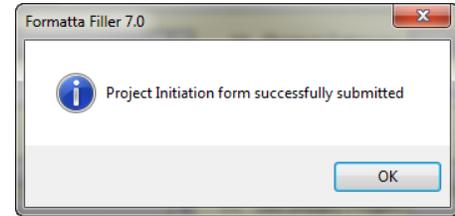
- **Missing information** – After clicking Save & Submit, Formatta Filler will notify you via a pop-up of any missing information. The information required will be indicated and you will be brought to the appropriate page on the form to correct the error. The process will be repeated each time you click Save & Submit until all required information is included.



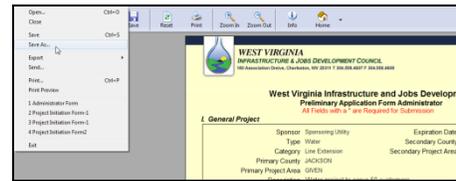
- **Required fields** – On each of the forms, required fields are marked with an asterisks (\*) and with a pop-up bubble. The pop-up bubble can be turned off by going to view and un-checking Bubble Tips.



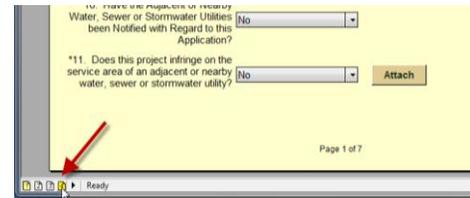
- **Saving and submitting forms** – After clicking on Save & Submit, Formatta Filler will send the completed form to the IJDC and open a window that will allow you to save the form to your computer. Another pop-up window will confirm that your form was submitted.



- **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.

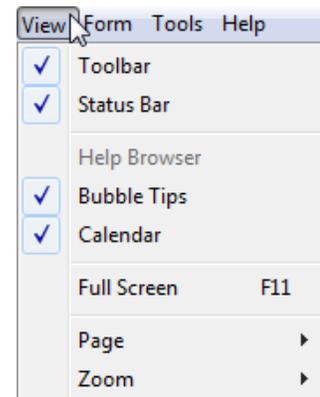


- **Skipping pages** – Use the Status Bar in the lower left hand corner of the window to skip over pages. This feature is especially helpful when you have to go back to fill-in a piece of information or add an attachment and don't want to advance through every single page.



- **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

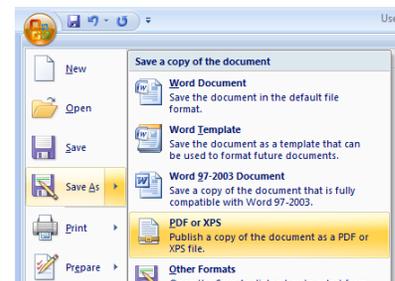
- **User Guide** – This User Guide contains step-by-step instructions for completing the on-line application process.
- **Project Dashboard** – The Project Dashboard contains all the information and resources you need to complete the online application process including helpful links to external resources.
- **Help Desk** – Contact the IJDC Help Desk for additional support:
  - Phone: 304.414.6501
  - Fax: 304.558.4609
  - Email: [HelpDesk@wwwda.org](mailto: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](mailto:HelpDesk@wwwda.org).
- **Email Notifications** – To ensure you receive the emails sent by the IJDC related to your project status, add [imageadmin@wwwda.org](mailto: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.