American Recovery and Reinvestment Act
State and Local Highway Projects

Change Management

TABLE OF CONTENTS

State and Local Program Oversight Levels

WisDOT has achieved significant performance improvements in the implementation of "mega" projects. We will be leveraging those lessons and practices in the management of ARRA projects and will also manage the entire program of ARRA projects as a group. Change Management is monitoring and managing project issues or risks that have the possibility of affecting project scope, safety, schedule, and budget. All layers of our organization must be actively engaged in the change management process. The Change Management process described in this report applies to ARRA projects on both the state system and the local system of highways.

There are several oversight levels for any project and the person responsible varies depending on whether the project is on the state system or the local system.

Oversight level	State system project	Local system project
Project level	Consultant Project Leader	Consultant Project Leader
Project Manager level	Region Project Manager	Management Consultant for the region
Supervisor level	Region Supervisor	Local Program Project Manager for the region
Chief level	Region PD Chief	BPD Local Project Delivery Section Chief
Director level	Region Director	BPD Director

The project team is made up of the consultant project leader (project level), the project manager level and the supervisor level.

ARRA Project Scope/Cost Change Control

Since ARRA projects are funded with a fixed budget it is essential that scope/cost changes are:

- Identified early
- Quickly assessed
- Thoroughly evaluated
- Promptly resolved
- Efficiently mitigated to preserve cost objectives

After award, each ARRA project will have a set contract amount, a construction delivery estimate and a construction reserve. During the life of a project, it is expected that each project team will project a final project cost for each project by monitoring and forecasting cost overruns/underruns, scope changes and contract modifications. Each team must manage within their project budget. A report of anticipated project costs will be reported to the region or statewide bureau office monthly or as needed.

Each project will follow the current contract modification process set up for that type of project. For example, the Federal Majors projects will follow their Construction Management plan for approving change orders and cost modifications. The other projects will follow the normal approval levels:

State projects	Local projects	Approval authority
Region Project Manager	Management Consultant for the region	Under $25,000
Region Supervisor	Local Program Project Manager for the region	$25,000 to $50,000
Region PD Chief	BPD Local Project Delivery Section Chief	Over $50,000

For ARRA projects, the project team can manage changes to the budget up to **½ of the reserve percentage or up to $50,000** (the lesser of the 2 amounts). Project staff should do all they can to stay within the budget, which includes trying to balance overruns and underruns to stay within budget. The project leader will be responsible for tracking over-underruns, scope and contract modifications and discussing the information with the project manager weekly. Project scope/cost strategies include; shortening project limits, eliminating low risk work, considering cost savings proposals from contractors and other strategies that do not impact overall project quality or reduce safety objectives. Teams should develop and maintain early in the project ideas on where savings can be realized if overruns occur. These ideas can be contained in a cost saving contingency plan.

If the anticipated change exceeds the project team cost threshold, the project leader needs to submit a request to the project manager for discussion. This request should be submitted using the Change Management Request Form (see p. 5). If cost savings cannot be realized within the project to stay within the project team cost threshold, the project manager will forward the request to the region/bureau Change Management team.

The request must contain:

- Item to be changed
- Reason for the cost increase
- Justification
- Cost implication
- Criticality of the modification

Before any contract modification can be approved that exceeds the project team cost threshold, the change request has to be approved by the region/bureau Change Management team. The purpose of that team is to maintain the "big picture" view of the overall ARRA program budget. The Change Management team should be apprised of cost changes less than these thresholds through monthly project reporting.

The region/bureau Change Management team will be responsible for managing any changes to the projects costs between **50-100% of the reserve amount or less than the $500,000** (the lesser of these amounts).

Any changes that **exceed the reserve amount or $500,000** will be resolved at the Division level and anything **greater than $1,000,000** will be forwarded to the Oversight team. (See the ARRA Project Cost Change Management Matrix, p. 6.)

Any change decisions that require an adjustment to an individual project reserve amount should be documented under the "Decision" portion of the Change Management Request form by the Region/Bureau/Division Change Management Team. This will include identifying which project will have its reserve increased and which project this amount came from. This approved reserve adjustment must be communicated back to the affected project team(s) and to the region Program and Policy Analyst. This is the only manual adjustment to the reserve amount posted in the monthly ARRA report. All other reserve adjustments are automatically calculated using the "Current Construction" and "Current Delivery" amounts, the pending contract modifications, and the net overruns/underruns submitted by the project team.

ARRA PROJECT
CHANGE MANAGEMENT REQUEST

Date:
Project ID:
Submitter:

Issue Description (include item(s) to be changed):

Reason for Change:

Justification (include options considered):

Cost Implication:

Criticality of the modification:

Decision: (include any reserve adjustment decisions)

Decision Date:

Approval level:

☐ Project team ☐ Region/Bureau Change Management team

☐ Division Change Management team ☐ Oversight team

Total Project Costs Management, Authority Levels

Total project costs include the construction contract amount, construction delivery amount and reserve

	Project Level	*Region/Bureau Level*	*Division Level*	*Oversight*
Anticipated Project Costs (total) Increase or decrease	Let amount and delivery + 50% Reserve or $50,000 *	Let amount and delivery + 100% Reserve or $500,000 *	Costs Over Total Project Cost or $1,000,000 *	Costs Over Total Project Cost and > $1,000,000

* The lesser of the 2 amounts

Construction Contract Change Management, Approvals (If no other cost management rules apply)

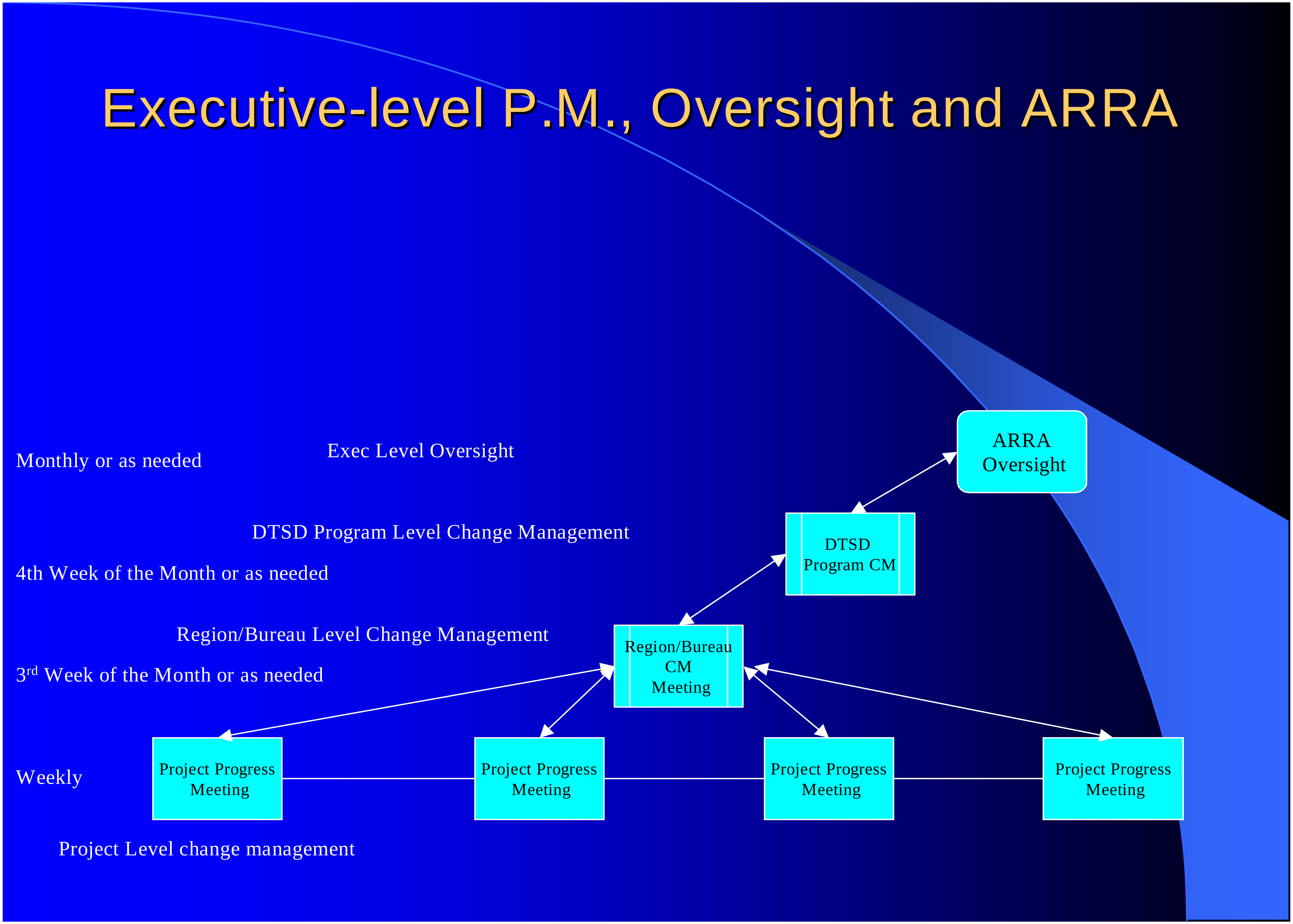
	Project Manager	*Supervisor/LPPM*	*Chief*	*Region/Bureau*	*Division*	*Oversight*
Contract Mod, quantity increase or decrease	<$25,000	<$50,000	<$100,000	<$500,000	<$1,000,000	>$1 Million
Timeline	1-2 days	2 days	2 days	5 working days	10 Days	10 Days +

FHWA approvals will remain the same.
See FDM 5-2-1, CMM 2.42

Project Cost Management strategies include:

Shortening project limits, eliminating low risk work, considering cost saving proposals from contractors, other strategies that do not impact overall project quality or reduce safety objectives.

Program Management would occur at the Division Level


Executive-level P.M., Oversight and ARRA
Monthly or as needed
Exec Level Oversight
ARRA Oversight
DTSD Program Level Change Management
DTSD Program CM
4th Week of the Month or as needed
Region/Bureau Level Change Management
Region/Bureau CM Meeting
3rd Week of the Month or as needed
Weekly
Project Progress Meeting
Project Progress Meeting
Project Progress Meeting
Project Progress Meeting
Project Level change management

ARRA Project Schedule Change Control

It will be the contractor's responsibility to meet the project milestones and manage the construction operations schedule as established in the contract. Changes to the project schedule need to be monitored by the project team. The contractor and project team need to be focused on achieving interim milestones and final completion dates. If changes to the schedule have the following impacts, these changes need to be reported to the region/bureau Change Management team;

- Impacts the traveling public and results in causing travel delays that exceed FHWA guidelines.
- Impacts major travel weekends like holidays.
- Forces work to be completed in the winter or the next construction season.
- Causes a significant increase in costs (see cost change management matrix).

Project Closeout Expectations

Finals Process Timeline and Goals – non contractual

Goals

- Finals to project manager – 1 month after project completion date
- Tentative/Final Estimate – 4 months after Final Acceptance
  Contractor returns/responds to T/F in 30 days
- Final Estimate – 6 months after Final Acceptance

Timeline

- Contractor notifies project leader when project is substantially complete
- Project leader promptly inspects work/creates punch list
- Contractor completes all work/submits all required documentation
- DOT grants Final Acceptance

In order to meet these goals the following actions should be taken:

Quantity Management

- Measure as you go – avoid estimating quantities
- Take final x-sections and calculate volumes on completed earthwork sections/borrow sites timely – do not wait until project is completed
- Verify quantities with contractor – weekly meeting agenda item

Materials

- Require material certifications/test prior to installation
- Department may withhold payment of an item if certification/test report is not received

Dispute/Claim Avoidance

- Recommend the use of Request for Information (RFIs)
- Resolve disputes as you go

ARRA Project Issue/Risk Management

ARRA project funding requires the agency ensure the funds are expended responsibly and in a transparent manner. Federal agencies will be implementing significant oversight, direct project review and auditing of the projects. This requires that the department track and resolve issues and risks. The department needs to “lean-in” and anticipate issues and risks that could affect project scope, safety, schedule or budget. Issues of interest/importance/relevance require attention and closure.

Issues that should be considered for bringing forward;

- Have the potential to generate significant negative press
- Have the potential to create external relationship issues
- Have the potential to significantly impact major travel patterns
- Are commitments made by the administration or that the administration has expressed interest in
- Are very clearly risk issues for the Region/Bureau, Division, Department
- Issues that keep you up at night thinking about
- Concerns that you lack adequate resources to meet requirements
- What challenges will the project face (legislative, political, business relationships, funding, community/public, outreach)

There may be other issues that fall outside these areas that may need to be reported as well.

An Issues/Risks tracking log has been developed for continuous assessment and planning of the ARRA projects. The log will allow for active feedback on implementation, monitoring effectiveness, resolution and closeout. Each project team will be required to submit a project report **monthly** that identifies the issue, it’s status, action required, anticipated completion date and who is responsible to take action. At regularly scheduled meetings, the project team should take time to review/discuss/update the issues list for the project. Not all issue/risks can be resolved by the project team. Those issues/risks forwarded for the monthly report will be reviewed by the region/bureau Change Management team for review and assistance in resolving.

Communication

- Heightened transparency and accountability expectations make proper/timely communication essential.
- Proactive communication on issues of potential risk to the department's success at delivering ARRA projects/program is a must.
- All media requests should be forwarded to the Region Communication Managers (RCM) for direction on responding for state projects. For local project the requests should go the Local Program Chief.
- All information requested by official governmental agencies is to be honored timely.
- All visits to the project or requests for information by outside parties (FHWA, Dept. of Labor, etc.) should be reported to the RCM for state projects and the Regional Local Program Manager for local projects. Please let them know who visited the project, when, if they requested information and what they were interested in.
- All open records requests outside of those listed above should be coordinated through the RCM and Region Open Records Coordinator for state projects or Local Program Chief for local projects.
- As this heightened level of proactive communication is new to our business practices, we will likely have to make modifications to these procedures as we go along. Please be patient and your feedback is welcome.

Reporting Timeline

Weekly – Project team meetings to discuss status of project scope, cost, and schedule, plus review any issues.

End of month – Construction project leader completes the monthly data collection form and forwards it to the project manager.

1st week of the month – Project manager reviews the monthly data collection forms, and then submits them to the region/bureau PPA within 5 working days of the end of the month. Region/bureau PPA compiles the forms into a draft monthly report.

2nd and 3rd weeks of the month –Region/bureau PPA submits the draft monthly report to the region/bureau Change Management team for review. Members of the team make a general review of the draft report, checking for content. After review, the Monthly report for the prior month is completed. After it is complete, the region/bureau Change Management team reviews the contents of the monthly report and takes action where appropriate. Some issues may be forwarded to the Division Change Management team.

Also, during this timeframe, the project manager submits any Change Management Request forms to the region/bureau Change Management team prior to their meeting/discussion. The region/bureau Change Management team reviews and processes any Change Management requests. If appropriate, some Change Management requests will be forwarded to the Division Change Management team for their review and approval.

4th week of the month – If needed, the Division Change Management team meets to discuss any issues or Change Management requests elevated from the region/bureau Change Management teams.

Roles and Responsibilities Summary

Construction Project Leader

- Meet weekly with the project team
- Track cost overruns/underruns, scope changes and contract modifications
- If the project team cost threshold is exceeded, submit Change Management request to the project manager
- Monitor the construction schedule, if significant changes report to the project manager
- Meet project close-out expectations
- Monitor Issues and Risks and forward any concerns to the project manager
- Fill out the monthly report data collection form monthly and forward to the project manager

DOT Project Manager/Local Program MC

- Meet weekly with the project team
- Review cost overrun/underrun, scope changes and contract modifications submitted by the project leader
- Review Change Management request forms and forward to the region/bureau Change Management team after discussion with the Project Supervisor/LPPM and if they cannot be resolved by the project team
- Report significant schedule changes to the region/bureau Change Management team after discussion with the Project Supervisor/LPPM
- Monitor project close-out and ensure expectations are met
- Forward significant Issues and Risks to the region/bureau Change Management team after discussion with the Project Supervisor/LPPM
- Review the monthly data collection form and forward to the region/bureau PPA after discussion with the Project Supervisor/LPPM

DOT Project Supervisor/Local Program Project Manager

- Meet weekly with the project team as needed
- Review cost overrun/underrun, scope changes and contract modifications with the project manager
- Review Change Management requests with the project manager prior to submittal to the region/bureau Change Management team
- Review significant schedule changes with the project manager prior to submittal to the region/bureau Change Management team
- Review significant Issues and Risks with the project manager prior to submittal to the region/bureau Change Management team
- Review the monthly data collection form with the project manager prior to submittal to the region/bureau PPA

Chief

- Review the ARRA program monthly report and take action where required
- Member of the region/bureau Change Management team
- Help the project teams with difficult issues they encounter
- Promote Change Management expectations
- Stay abreast of key issues and events of the ARRA projects

Region/Bureau Change Management Team

- In a region for projects on the state system, comprised at a minimum of the region Directors and Managers. Can include additional region management. Supervisors and/or project managers will present project specifics to this team.
- For projects on the local system, comprised the BPD Director and Chief of the Local Project Delivery Section. LPPMs and/or project managers will present project specifics to this team.
- Meet monthly to review the monthly report and change management requests
- If region/bureau Change Management team cost threshold is exceeded, submit Change Management request to the Division Change Management team
- Report significant risks/issues to the division Change Management team

Division Change Management Team

- Comprised of the region Directors, BPD Director and Division Administrators
- Meet monthly to review the monthly report
- If Division Change Management team cost threshold is exceeded, submit Change Management request to the Oversight team
- Report significant risks/issues to the division Oversight team

ARRA Projects
Notice to Proceed Directive

The Wisconsin Department of Transportation will issue the Notice To Proceed to contractors as soon as possible following the execution of the contract subject to any specific provisions/restrictions included in the contract. The Standard Specifications will provide the authority to do this. Also, a new Special Provision is being inserted into all ARRA contracts indicating the Department's intent to start projects as quickly as possible.

For all ARRA contracts, the following procedure will be utilized for establishing the start date.

- The Supervisor/Project Manager shall contact the contractor immediately following the execution of the contract to discuss the schedule for starting the contract work. Issues to discuss and consider in the decision-making process may include:

    - time of year, weather
    - municipal/local requirements
    - type of work in the contract
    - environmental issues
    - traffic issues

  This discussion will result in a decision by the department for starting the work.

  Some general guidelines and time frames are as follows:

    - **January let and February let projects should strive to start work by late April or early may depending weather and/or contract constraints.**

    - **March let and April let projects should strive to start work as quickly as possible after execution depending on contract constraints.**

Monthly Data Collection Form

Name of person completing the report Davy Jones **Date submitted** **2/1/2010**

Please add extra rows as needed

Data Collection Form Guide

Name of the individual who completed the form.

Date will change every month, depending on when the final data collection form is sent to WisDOT.

Recent Accomplishments

Project Number	Notes
1234-56-78	**Tentative Final sent out to contractor 12/29/09**

NOTE: Please list here key activities that have been accomplished during the past month.

Notes should be concise, yet clear. Notice the change in information and format from the original. Information in these two boxes should be different. For more guidance on entries in these fields, contact WisDOT.

Key Work Scheduled

Project Number	Notes
1234-56-78	Waiting for contractor to respond to tentative final estimate. This is expected to occur between 1/20/2010 [(30 day estimate)] and 3/29/2010 [(90 day estimate)].

NOTE: Please list here key work to be scheduled in the upcoming month including steps to close out the project.

The status can be one of three things if there is an issue: 1) New, 2) Open or 3) Closed. If the issue is 'closed,' it remains on the Data Collection Form for just 1 month.

Top Issue List

Project Number	Issue	Status	Action Required	Anticipated Completion Date	Latest Date to Resolve Issue	Next Person/ agency to Take Action
1234-56-78	**None**					
(if there were issues)						
1234-56-78	Steel girder shop drawings are at Central Office for review & approval.	New	Shop drawing approval.	3/15/2010	4/15/3010	Contractor Smith Sons
1234-56-78	There is a 4-5 week delay in the delivery schedule of the steel girders due to design errors.	Open	Fabrication of girders after shop drawing approval.	4-6 weeks after shop drawing approval		
1234-56-78	actual field elevations	Closed				

NOTE: Reference p. 9 of the Change Management document about the types of issues to reports. Please be sure that the "Issue" description is brief yet informative of what the actual risk to the department is. If you aren't sure what to report please discuss it with the Project Manager and/or Supervisor. **Please Note:** If the above issue(s) is on-going, then please continue to cite it each month with reference to when the issue started until the issue(s) is resolved.

The issues section can change every month. Issues should be explained, without abbreviations, and things that may be causing delays in meeting the project deadline. Please see the "Note."

Future Anticipated Project Overruns/Underruns

Project Number	Net Overruns/Underuns	Comments
1234-56-78	$X	

List the net over/underrun every month until it no longer exists or until it has been submitted for approval as a contract modification. Each month the amount of over/underrun will probably be different. The $$$ will not change much after project is in the Finals Process. The comments section is optional, and open to interpretation. Also, refer and use the Project Contract Amount form to aid with over/underrun. Please see the "Note" below. (see http://roadwaystandards.dot.wi.gov/standards/arra/index.htm)

NOTE: Please list here the net value of over/underruns that you calculated by the provided spreadsheet or other method. List changes over/underruns you have submitted for approval as a Change Management Request either to the Project Manager or the Region Change Management Team that has not been approved yet. **DO NOT INCLUDE** over/underruns that are part of a pending or approved contract modification. List the net over/underrun every month until it no longer exists or until it has been submitted for approval as a contract modification.

Please provide a brief description of your Overruns/Underuns. What caused It? What is being done about it?

This is the only section that is optional, though see the "Note" below. A reason might be "The wrong steel was ordered, causing a delay in the projects by 8 weeks." Explanation "This is due to mistake in the design."

Important: **Leaving a blank in any space on this form is not an appropriate response. "None" is an appropriate response, as see under the Top Reason section.**

Top Reasons, why the project is running over/under budget.

Project Number	Top Reasons					Explanation
1234-56-78	1 None	2	3	4	5	
	1	2	3	4	5	
	1	2	3	4	5	
	1	2	3	4	5	
	1	2	3	4	5	

NOTE: This is an optional field meant to be used when a project is significantly over/under budget. (When a project is expected to consume more than 50% of the project's reserve. Please provide the top reasons why the project is running over/under budget.) If further explanation is needed, then please use Explanation column.

DBE Information

DBE Contractor			
Project Number	**Contractor / Vendor Name**	**DBE Contractor Concerns**	**Anticipated Completion Date**
1234-56-78	Smith Sons	Contractor has gone out of business	None

NOTE: Please provide specific issues/concerns relating the DBE Contractor work assigned. (examples: possible non-achievement of DBE committed amounts or scheduling problems) Anticipated completion date is when we feel that each individual DBE vendor will be done with their work on the project.

This is a new part of the Data Collection Form. If there is a known or a possible issue with the DBE Contractors and/or Consultants, this section must be completed. The "DBE Concerns" section may contain data that is qualitative or quantitative in nature. (Numbers or words) There may not be an appropriate response to the "Anticipated Completion Data" information. See the "Note."

DBE Consultant			
Project Number	**Consultant / Vendor Name**	**DBE Consultant Concerns**	**Anticipated Completion Date**
1234-56-78	LMNOP Associates	None	None

NOTE: Please provide specific issues/concerns relating the DBE Consultant work assigned. (examples: possible non-achievement of DBE committed amounts or scheduling problems) Anticipated completion date is when we feel that each individual DBE vendor will be done with their work on the project.

Data Source Timeline for ARRA Reporting

*** Last day of the month is the cutoff date for cost tracking reports generated by the PPA team*

- **CRCS (Civil Rights Compliance System) Prime and Sub Contractors and Management Consultants**
  - **Each Week**
    1. CRCS Davis-Bacon Employees
    2. Prime and Sub Highway Contractors only
  - **Once a Month** between the 1st and 10th
    1. CRCS displays Davis-Bacon employee data entered for final edits, if any
    2. OCIP feature becomes available in CRCS
    3. Non Davis-Bacon employees data entered
    4. Everyone but WisDOT

  Example: Consultant work performed in July; Report in OCIP August 1 – 10 for July

- **Field Manager/Project Tracking/Trns*port – WisDOT and Consultant Staff**
  - **DAILY**
    1. Every contractor on the job site performing work
    2. Most accurate number of workers on the job site (Check with foreman/superintendent if needed)
    3. Most accurate number of hours worked each day (include equipment on the job)
    4. Correct classification of workers
    5. Explanation of the work being performed on the project each day
    6. List of the trucks (names) performing work on the job.
  - **WEEKLY**
    1. **Every Monday morning prior to 10am** merge and send your FIT DATA as detailed in your Northeast Region 2009 Field Instruction Manual page 15 (all diary entries, IDR's and postings are to be completed and generated in Field Manager and any FIT entries for the previous week).
  - **Answers provided for Questions 7-11 Project Focus Review**
    1. To obtain the updated form please see email dated 08/12/2009the form is also found in Pantry2009,Region Specific, Northeast Region, ARRA

Monthly Data Collection Form – Project Leader and Project Manager

- Electronic form completed **by Project Leader and due in Project Manager by the end of each month**.
- PM reviews and emails **to PPA's within 5 days of end of month**.
  i. Located on the ARRA website under the FORMS section: http://roadwaystandards.dot.wi.gov/standards/arra/index.htm

- **Project Estimates - WisDOT and Consultant**
  - Completed by Project Leader – may update after LET
  - **Estimates must be sent in FieldManager on the last day of the month any work including Saturday and Sunday must be included if it occurs during that target.**
  - Contains Projected monthly expenditures, Projected begin month and Projected end month. Progress payment estimates are made bi-weekly if the contractor is due a payment of $1,000.00 or more. More frequent payments are appropriate for larger sums owed. It is preferred that estimates be sent weekly.

ADDITONAL DATA SOURCES USED (AUTOMATIC DATA PULLS - NO TIMELINES)

- **FIIPS (Financial Integrated Improvement Programming System)**
  - Contains Project ID, Project Title, Location (County) and Subprogram code

- **FOS (Financial Operating System)**
  - Contains Project Total Cost (delivery and non-delivery), WisDOT Staff Hours (through TEAL), DBE Consultant payments and Total Expenditures (by delivery and non-delivery) for Contractors and Consultants.

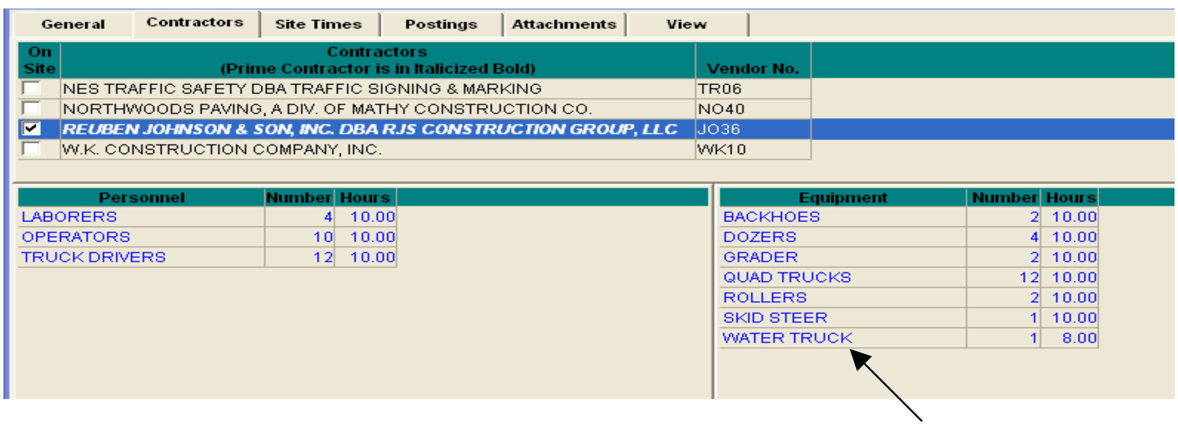
Project Leader Reference

ARRA Project Diary Reporting Requirements

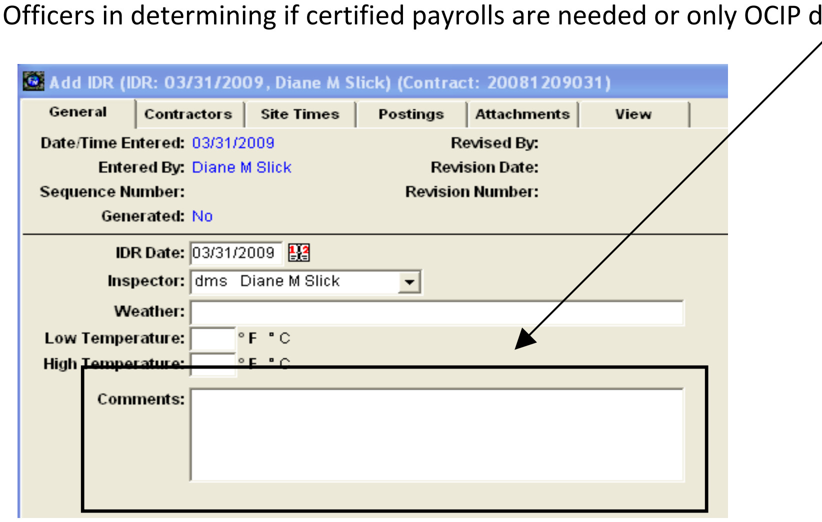
On a ***DAILY*** basis, enter the following information into Field Manager for your project:

- Every contractor on the job site performing work
- Most accurate number of workers on the job site (check with foreman/superintendent if needed)
- Most accurate number of hours worked each day (include equipment on the job too)
- Correct classification of workers
- Explanation of the work being performed on the project each day
- List of the trucks (names) performing work on the job

In Field Manager in the IDR under the "Contractors" tab, check the box for **EVERY contractor that is on the project each day.** In addition, list the **correct** classification of workers under "Personnel" (i.e., laborer, operator, etc.) and the equipment for each contractor—be as specific as possible. Enter the hours worked as close to accurate as you can—ask the foreman for the correct number of workers and hours for their personnel and equipment if you are unsure. Equipment should be listed in terms as referenced in the prevailing wage rate determinations for the contract (i.e., skid steer, etc.)



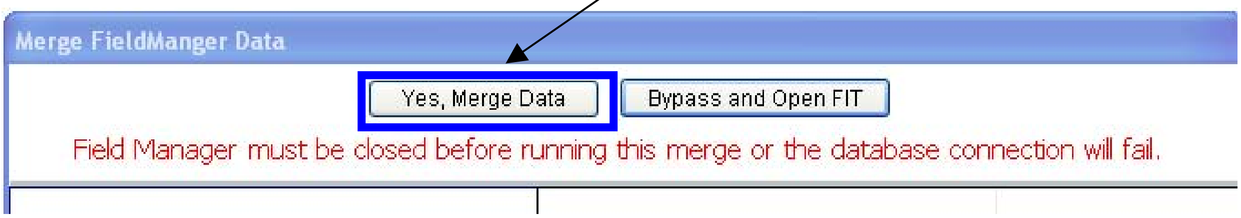
All trucking firms on the job for the day should be listed in one place: Under the "Contractors" tab (see above), the trucks must be listed by company name under "Equipment" (i.e., Equipment=Steve Park Trucking; Number=4; Hours=10). The explanation of work being done each day should be entered under the "General" tab under "Comments" (see below). Please be specific and note where the hauls of material are coming from to assist Equal Rights Officers in determining if certified payrolls are needed or only OCIP data for these firms.



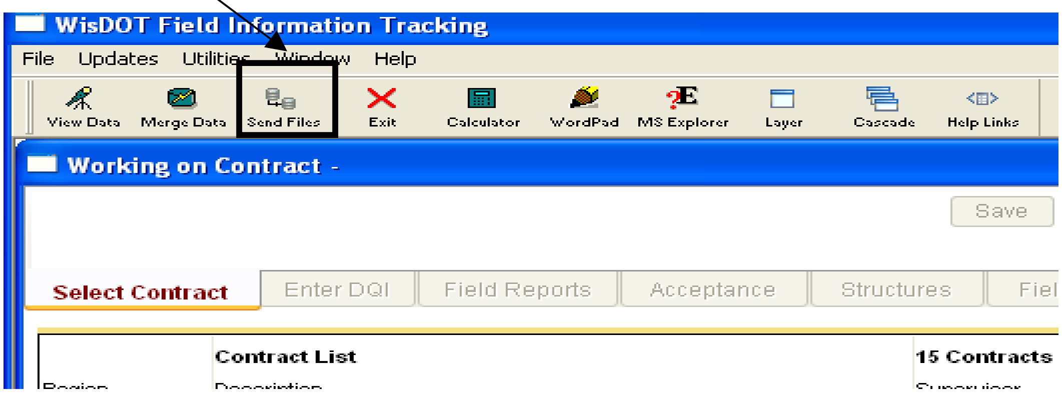
On a ***Weekly*** basis, send a FITS upload after all of the daily information is entered:

- **Every Monday morning prior to 10 a.m.,** send your FITs information (after all of your data is entered into Field Manager for the previous week) via the internet (see below).

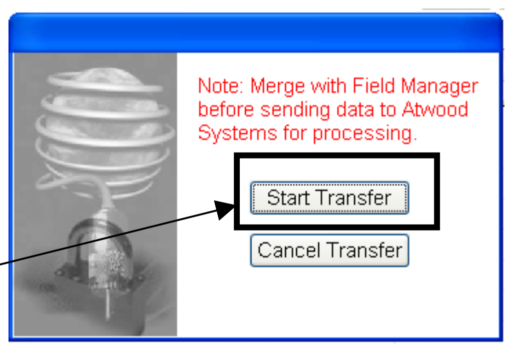
Close Field Manager, **open** FITs … Click "Yes, Merge Data"



Send the file … Click "Send Files"

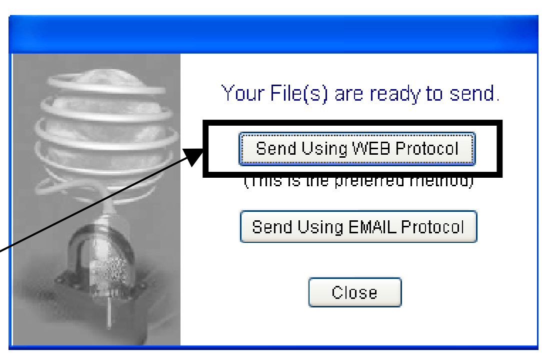


Start the transfer …



(Be sure to select all contracts and continue)

Send your files …



Weekly Project Leader Checklist

(ARRA Reporting Requirements)

Project ID ______________________________

Week of _______________

Data entered:

____ Sunday

____ Monday

____ Tuesday

____ Wednesday

____ Thursday

____ Friday

____ Saturday

____ FITS upload sent

Week of _______________

Data entered:

____ Sunday

____ Monday

____ Tuesday

____ Wednesday

____ Thursday

____ Friday

____ Saturday

____ FITS upload sent

Week of _______________

Data entered:

____ Sunday

____ Monday

____ Tuesday

____ Wednesday

____ Thursday

____ Friday

____ Saturday

____ FITS upload sent

Week of _______________

Data entered:

____ Sunday

____ Monday

____ Tuesday

____ Wednesday

____ Thursday

____ Friday

____ Saturday

____ FITS upload sent

Week of _______________

Data entered:

____ Sunday

____ Monday

____ Tuesday

____ Wednesday

____ Thursday

____ Friday

____ Saturday

____ FITS upload sent

Week of _______________

Data entered:

____ Sunday

____ Monday

____ Tuesday

____ Wednesday

____ Thursday

____ Friday

____ Saturday

____ FITS upload sent

Federal Reports Overview

What gets reported

- General project information
- Project progress
- Project funding and cost information (includes DBE goals, commitments and payments)
- Environmental information
- Employment data

Who WisDOT reports to and when

- FHWA – weekly, monthly, quarterly, as requested
- OMB – quarterly
- Committee on Transportation and Infrastructure – as requested

Your role

- Last day of the month is the cut-off date for majority of reports
    - Keep this date in mind
- These are the data sources we use; keep them current
    - General project information – FIIPS,Trns*port, and EAPS
    - Project progress – FIIPS, Field Manager, Trns*port
    - Project funding and cost information – FIIPS, FOS, EAPS, and Trns*port
    - Environmental information – Plan Letters
    - Employment data – CRCS / OCIP and TEAL

Payroll Guidance Overview

WisDOT is using the Civil Rights Compliance System

- Employment data from contractors and consultants
- Includes the Owner Controlled Insurance Program feature
  - Not all ARRA projects are part of the Owner Controlled Insurance Program
  - WisDOT is utilizing this system for all projects because it collects the employment data needed for federal, ARRA reporting
  - Mega projects that are funded by ARRA *and* are in the Owner Controlled Insurance Program enter their OCIP data in the Aon Wrap System

Timeline for contractors

- Each week, in CRCS, enter employment data for employees covered by prevailing wage laws
- Once a month, before the 1st and 10th
  - CRCS displays Prevailing Wage employee data entered for final edits, if any
  - OCIP feature becomes available in CRCS and Non Prevailing Wage employees' data entered

Timeline for consultants

- Once a month, before the 1st and 10th
  - OCIP feature becomes available in CRCS and Non Prevailing Wage employees' data entered

Who does what

- Equal Rights Officer
  - Enrolls contractors in OCIP feature of CRCS

    - Reviews CRCS “CPR Log Report” each week to update OCIP enrollments and develop list of missing work for prime contractor
    - Approves/rejects payrolls
    - Reviews Project Tracking “Contractor Payroll Verification Report”
    - Notifies Project Leaders to withhold payment when Highway Contractors have not completed their payroll
    - Provides reports to Project Leaders from CRCS for FHWA monitoring
- Consultant Project Leaders
    - Responsible for entering their own OCIP hours
    - Responsible for consultant subs
    - Entries in Project Diary
- Project Managers
    - Verify that Consultant Project Leaders are entering their payroll information
    - Help address non-compliance from contractors
- WisDOT employees use TEAL

URLs for Payroll Guidance Documents

FOR CONTRACTORS

http://roadwaystandards.dot.wi.gov/hcci/economic-recovery/index.shtm

Look under “Contractor payroll guidance”

http://roadwaystandards.dot.wi.gov/hcci/labor-wages-eeo/index.shtm

Help for payrolls are under “Web-Based Payrolls” and “Civil Rights Compliance System Resources”

FOR CONSULTANTS

http://roadwaystandards.dot.wi.gov/standards/arra/index.htm

Look under “Policies”, then under “Consultant payroll guidelines”