FUNDING AUTHORIZATION

What is Funding Authorization?

Authorization from FHWA is the approval to move forward with the phase of work requested. Authorization is required prior to incurring any costs that are reimbursable. Each phase of funding authorization has different deliverables as outlined below.

<table>
<thead>
<tr>
<th>FUNDING AUTHORIZATION PHASE</th>
<th>DELIVERABLES</th>
<th>WHAT CANNOT OCCUR PRIOR TO AUTHORIZATION?</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRELIMINARY ENGINEERING (PE)</td>
<td>• Executed Agreement</td>
<td>Solicitation of PEFs</td>
</tr>
<tr>
<td></td>
<td>• Estimate of PE Costs</td>
<td></td>
</tr>
<tr>
<td>RIGHT OF WAY/UTILITY RELOCATION (ROW)</td>
<td>• Executed Agreement</td>
<td>Acquisition of ROW or Utility Relocation</td>
</tr>
<tr>
<td></td>
<td>• Signed Categorical Exclusion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Approved ROW Plans</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Estimate of ROW Costs and/or Utility Relocation Costs</td>
<td></td>
</tr>
<tr>
<td>CONSTRUCTION (CON)</td>
<td>• Executed Agreement</td>
<td>Advertisement of Construction Contracts</td>
</tr>
<tr>
<td></td>
<td>• Signed Environmental Document</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• ROW/Utility/RR Certification</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Approved Plans and Contract Proposal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Estimate of Construction Costs</td>
<td></td>
</tr>
</tbody>
</table>

For more information on these Deliverables, please refer to the appropriate section of the HANDBOOK

How Do I Request Funding Authorization?

When your LPMO Project Manager determines that you have provided the deliverables listed above and all items have been approved, then LPMO will send an e-mail that will allow you to submit a CHANGE REQUEST for funding authorization.

How Long does Funding Authorization Take?

Once LPMO receives a funding authorization request and approves it, the request goes through several internal steps and then is submitted to FHWA for review and approval. The entire process usually takes anywhere from 2 – 4 weeks.
Are There Any Exceptions to these Requirements?

PRELIMINARY ENGINEERING

For Projects where an LGA is using an on-call contract, then solicitation and execution of a Master Agreement may occur prior to receiving PE authorization; however, the PE funds should be authorized before the LGA assigns a task order and enters into a cost agreement with the PEF. See Professional Services – On-Call Contracts for more information.

RIGHT OF WAY

An LGA may acquire ROW Services under the PEF solicitation. In addition, some work that may be needed in order to develop an estimate of ROW costs may occur under the PE phase.

CONSTRUCTION

An LGA may advertise, select, and negotiate a contract for CEI/Contract Administration Services prior to receiving Construction Authorization; however, the LGA should not execute a contract with the selected firm until the funds are authorized.

What Else Should I Know?

- Funding must be authorized in the Federal Fiscal Year in which they are programmed. For example, funds programmed in FFY 2019 must be authorized between October 1, 2018 and September 30, 2019.
- If funds cannot be authorized in the programmed year, then a Schedule Change must be submitted – contact your Division Project Manager if this needs to occur.
- Once funds are authorized, the clock starts with FHWA. If no reimbursement requests are received after authorization, then the project is determined inactive and funding may be deobligated.
- You must receive notification, in writing, when funds are authorized, and you can proceed on that phase of work. Do not initiate any work until the authorization letter is received.
PROCESS

Submitting a NEW CHANGE REQUEST

1. Log into EBS Portal and Local Projects

2. From your Main Menu, select “Submit Change Request”

3. Find the Project that you are submitting a CHANGE REQUEST for by entering your TIP Number and clicking Search:
4. Select the Change Request form from the correct project:

![Image showing a table with agreement IDs and project names]

5. The CHANGE REQUEST form will be pre-populated with information related to the person logging in and also the Project:

![Image showing a filled out form]

6. For a CHANGE REQUEST where you are requesting authorization of funds, please select “Request for Fund Authorization/Transfer” in the Reason box:

![Image showing a Reason/Purpose dropdown list]

In the Table, you will enter in the TOTAL AMOUNT REQUESTED and the NON-FEDERAL MATCH AMOUNT. The FEDERAL AMOUNT will automatically calculate. In this example:
TOTAL AMOUNT REQUESTED:
Total Estimate of Costs for the Phase is 100% or $14,100,000

NON-FEDERAL MATCH AMOUNT:
The Amount of the costs that the LGA is providing is 20% per the agreement, or $2,820,000

FEDERAL AMOUNT:
The Federal Amount is 80% per the agreement, or $11,280,000

<table>
<thead>
<tr>
<th>CODE</th>
<th>WBS</th>
<th>EXPENSE DESCRIPTION</th>
<th>START DATE (MM/DD/YYYY)</th>
<th>APPROVED BUDGET</th>
<th>AUTHORIZED TO DATE</th>
<th>TOTAL AMOUNT REQUESTED</th>
<th>NON-FEDERAL MATCH AMOUNT</th>
<th>FEDERAL AMOUNT</th>
<th>PROPOSED AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>L001</td>
<td>50427.3.1</td>
<td>CON – Construction</td>
<td>06/29/2017</td>
<td>$0</td>
<td></td>
<td>$14,100,000</td>
<td>$2,820,000</td>
<td>$11,280,000</td>
<td>$11,280,000</td>
</tr>
</tbody>
</table>

TOTAL EXPENSES | $0 | $14,100,000 | $2,820,000 | $11,280,000 | $11,280,000

7. Once the table has been completed, you have the options to:
   • CHECK your entries to make sure all the fields have been completed,
   • SAVE your form, in case you need to get more information and are not ready to submit, or
   • SUBMIT your form for processing

8. SUBMIT Form – a new dialog box will open that will enable you to attach documents. For each phase of work requested, please attach the estimate of costs to the Change Request.

Submitting a REVISED CHANGE REQUEST

If the LPMO returns the Change Request for corrections, you will receive an e-mail with corrections that need to be made. Please complete the following steps:

1. From your Main Menu, select “EDIT CHANGE REQUEST”:
2. Find the Project for which you need to make changes to the Change Request:

3. Select the Change Request form from the correct project:

4. Open the Form and make Changes as requested in the e-mail.

5. At the bottom, select “Submit” to initiate the workflow and attach any documents.
Approval of CHANGE REQUEST

1. When the CHANGE REQUEST has gone through the Final Approval step, you will receive an e-mail from the LPMO e-mail address:

   Dear Margo Medlin,

   The Local Programs Management Office has reviewed and approved your change request 4000009051. Please log in to Partner Connect for further directions and information on this approval.

   Sincerely,

   Local Programs Management Office

   Testing - Send from DCR by WF-BATCH

2. To view the Documents or Letter associated with this CHANGE REQUEST, log into the EBS Portal and Local Projects:
3. Go to “View Agreements/Submit Documents”

4. Find your Project and Open the Agreement.

5. Scroll down to Transaction History and look for the Change Requests

- All change requests begin with a “4”
- Change Requests for Funding Authorization that have been approved show status “Contract Management Approved”
6. Click on the approved Change Request to see attached letters:

<table>
<thead>
<tr>
<th>Transaction History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction ID</td>
</tr>
<tr>
<td>4000006385</td>
</tr>
</tbody>
</table>

Letters will be attached to the Change Request.

<table>
<thead>
<tr>
<th>Attachments</th>
<th>Attachment</th>
<th>URL</th>
<th>With Template</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-5603F - Letter</td>
<td>PE - Notice to Proceed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-5603F - Letter</td>
<td>PE Funding Authorization</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return to the Main Agreement page to see date of funding authorization:

<table>
<thead>
<tr>
<th>WBS Element</th>
<th>Expense Type</th>
<th>Eligible for Funding</th>
<th>Start Date</th>
<th>Authorized Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>43713.1.6</td>
<td>PE – Preliminary Engineering</td>
<td>☑</td>
<td>04/17/2019</td>
<td>0</td>
</tr>
</tbody>
</table>