



January 17 and 19, 2017
Agreements Overview

Local Programs Management Office



What is An Agreement?

An Agreement is a legally binding contract executed between the Department and an Entity that details the following:

- Responsibilities of each Party
- Roles of each Party
- Project deliverables
- Monetary commitments by either Party
- Applicable policies and procedures

This presentation addresses only agreements that are developed and approved through the Local Programs Management Office (LPMO).

When and Why is An Agreement Needed?

Funding

If an entity is paying the Department (receivable), or the Department is paying an entity (payable).

- An entity requests betterments on a project and needs to pay for them
- The Department is providing funds to an entity for work they perform



When and Why is An Agreement Needed?

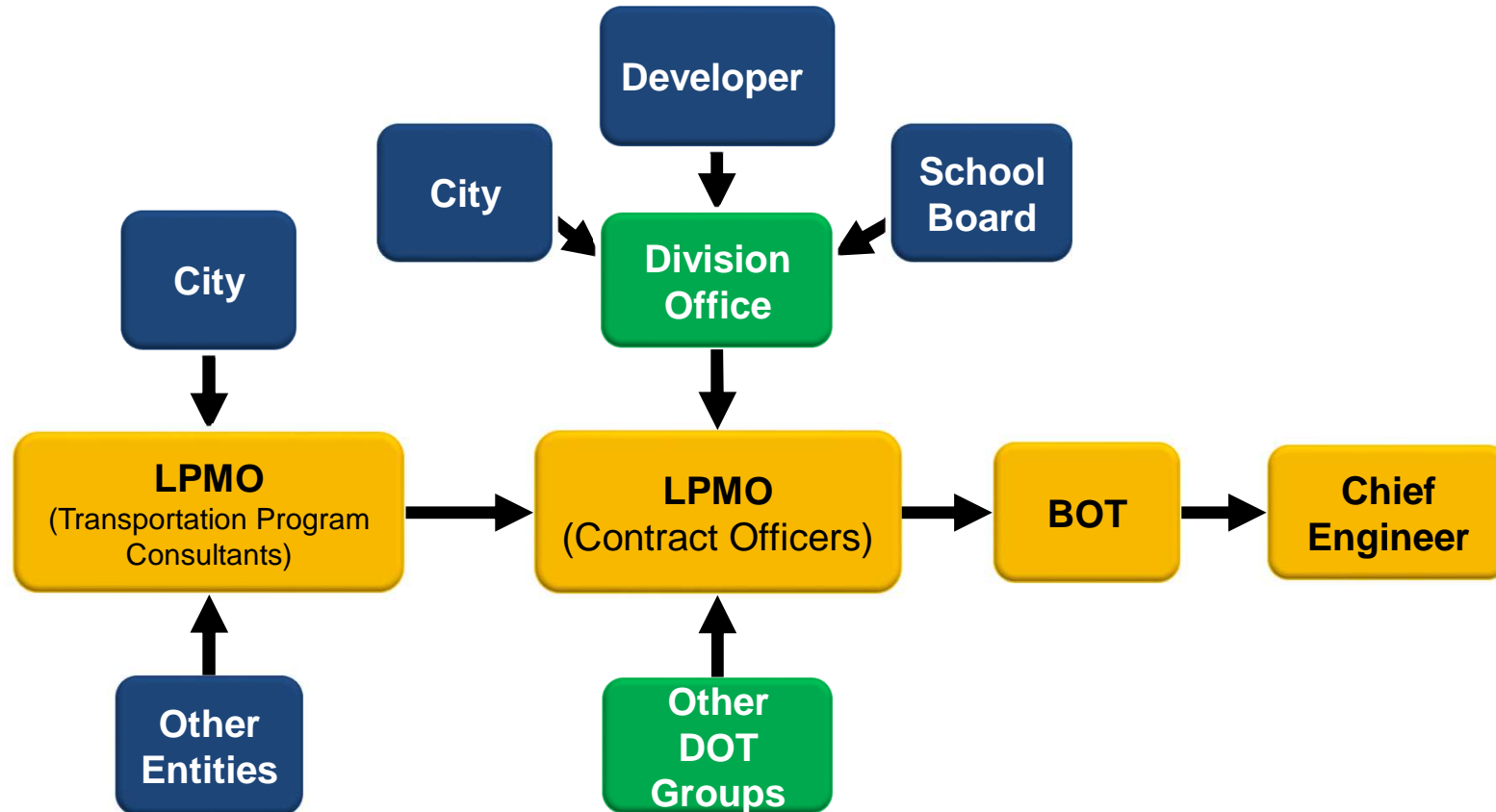
Responsibilities

To identify who will be responsible for different items on a project:

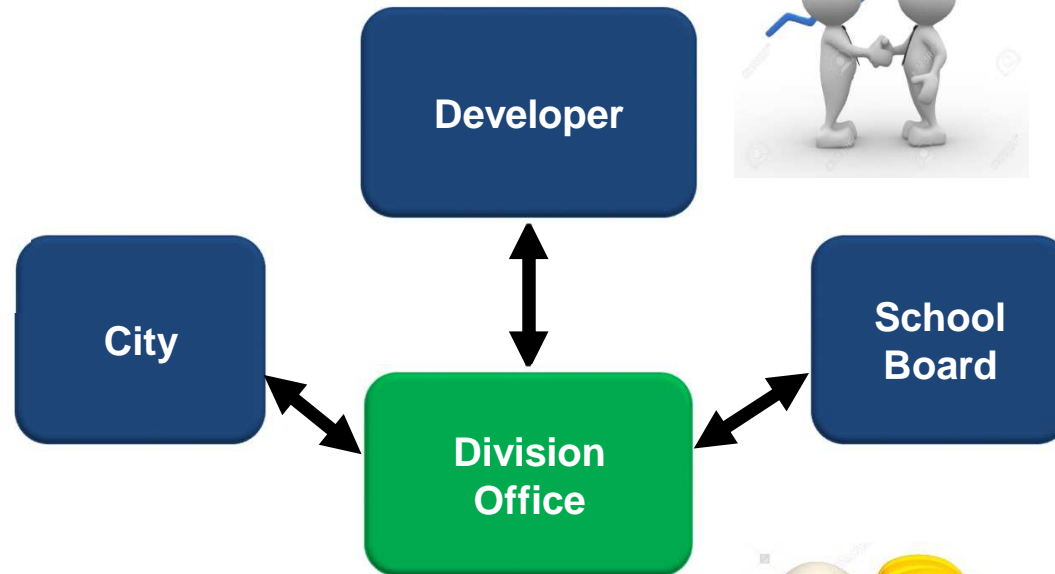
- Entity is providing right of way for a project
- Maintenance needs to be identified for a project



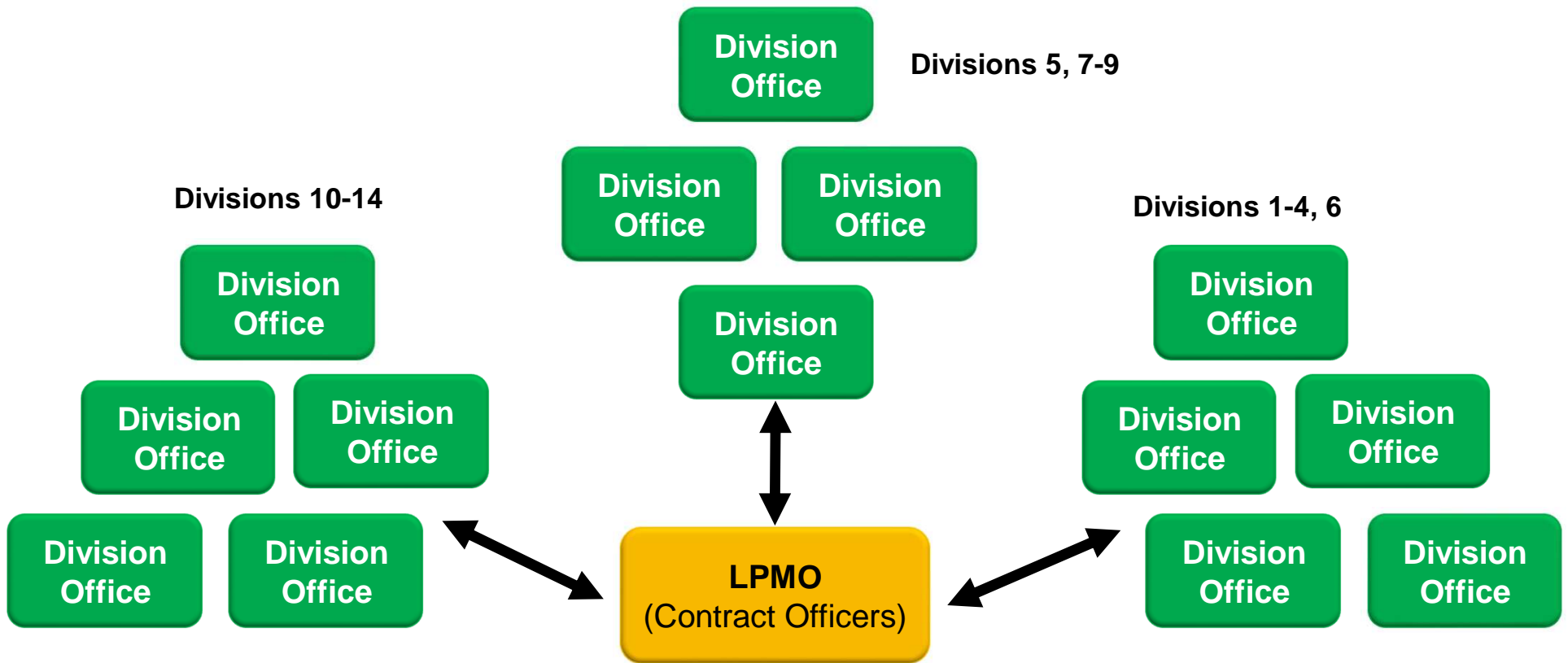
Who is Involved in Agreements?



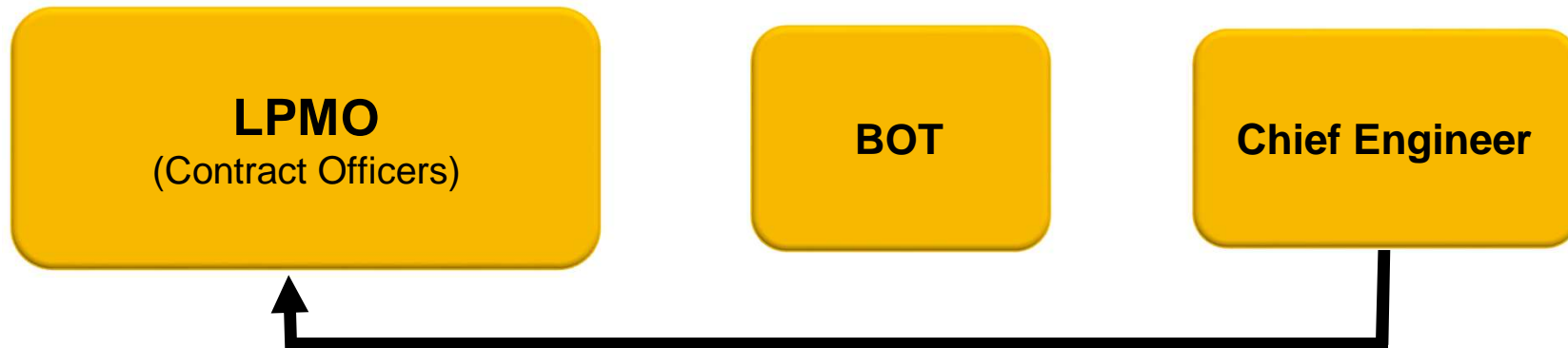
How Does Everyone Work Together?



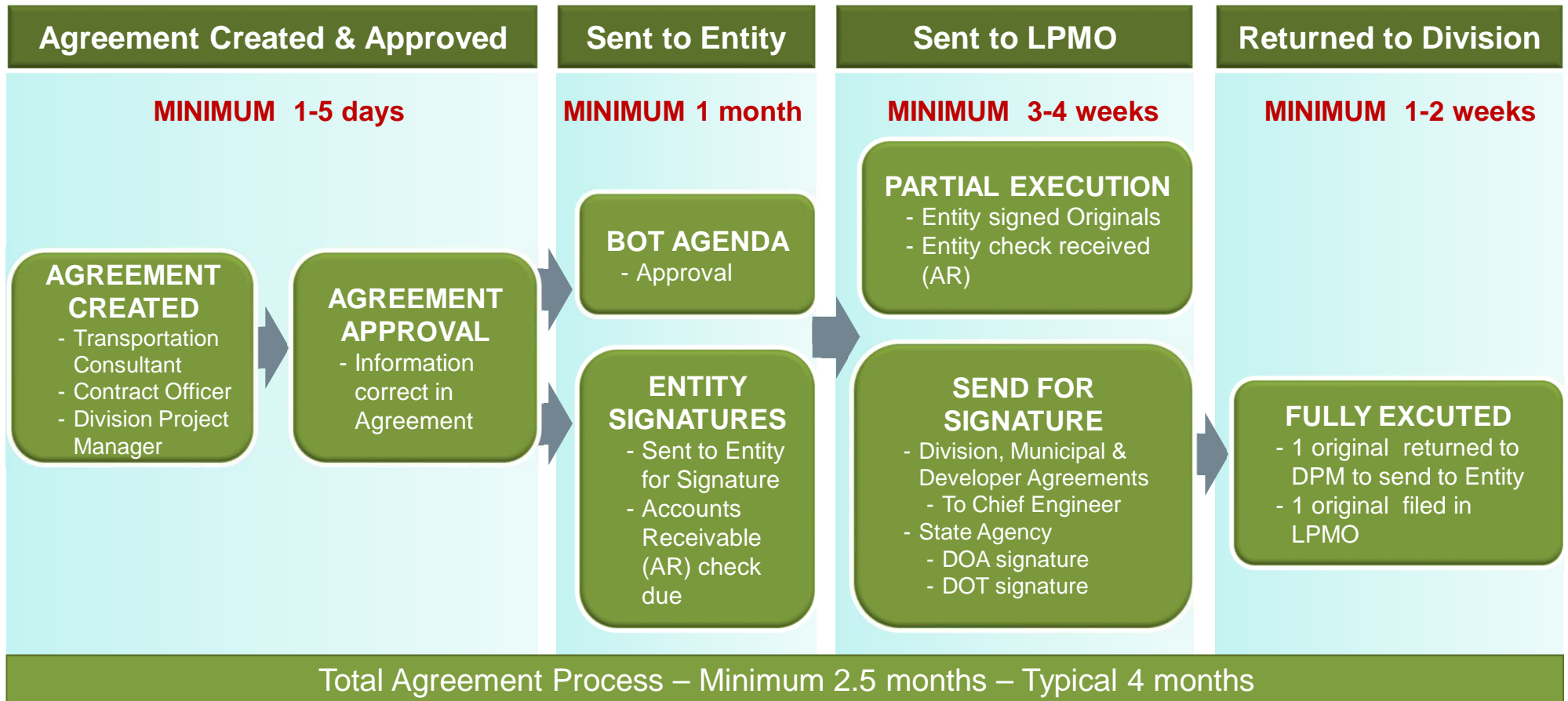
How Does Everyone Work Together?



How Does Everyone Work Together?



What is the Time Frame from Agreement Initiation to Execution?



Agreement Categories

- Accounts Payable (AP)
*when the Department is **paying** money to an entity*
- Accounts Receivable (AR)
*when the Department is **receiving** money from an entity*
- No Funding (NF)
where no funding is changing hands

Accounts Payable Agreements

An Accounts Payable (AP) is when the Department is **paying** money to an entity.

Examples of AP Agreements:

- Locally Administered (Federal funds)
- **Locally Administered (State funds)**
- **Routine Maintenance (sweeping, mowing, snow/ice removal)**
- **Traffic Operation (Schedules A, B, C & D)**



*Agreements Types in **bold** reflect the most common types managed by the Division.*

Accounts Receivable Agreements



An Accounts Receivable (AR) is when the Department is **receiving** money from another entity. The Department performs work or provides goods & services.

Examples of AR Agreements:

- **DOT Construction (Roadwork, Pedestrian Improvements, Utility work)**
- **Review & Inspections (Traffic Signals/Signs, Plans)**
- **TIP (Division-let, Developer in Conjunction, Central-let, Design Build)**
- **Goods & Services (Purchase Salt, Aerial photos, Software)**
- Utility (in coordination with TIP Project)

*Agreements Types in **bold** reflect the most common types managed by the Division*

No Funding Agreements

No Funding Agreements (NF) are Agreements where no funding is changing hands.

Examples of NF Agreements:

- **DOT Construction (only maintenance provision)**
- **Sidewalk Dining**
- Disaster Recovery Debris Removal (DRDR)
- **Transfer of Ownership**



*Agreements Types in **bold** reflect the most common types managed by the Division.*

Basic Information Needed

Basic information must be available prior to requesting an Agreement. Not all this information may be needed, depending on the type of agreement, but you should make an effort to have an answer to all these questions, even if the question is not applicable:

- The first question is who is the Party that we are working with?
- What is the TIP project number in the STIP and/or the WBS element?
- Do you know the scope of work for the Agreement, which may be different from the project scope of work?
- If the work is being done jointly, who is responsible for each phase of work?



Basic Information Needed

Continued...

- If the Department is paying funds to another party (Accounts Payable agreement), what is the source and type of funding?

- If the other party is providing funding (Accounts Receivable agreement), what happens if the costs exceed the funding? What happens if the costs are less than the estimate?

- Finally, who is responsible for maintenance of the Project? Is there a time frame when the Department will provide maintenance and then turn it over to the other party?



How Funding Plays a Role in Agreements

- Accounts Payable – an entity cannot be paid until an Agreement is executed.
- Accounts Receivable – DOT cannot do the work until funding is received or agreement is in place to receive funding.

TIP Projects and Agreements



TIP Projects – Central Let

When and How are these Agreements Developed?

- Contract Officers initiate the process for agreements when the project appears on the 13-month Let List.
- Contract Officers obtain estimates of betterment or utility costs and include that information in the agreement.
- Contract Officers coordinate execution of agreements with local entities.
- Agreements need to be fully executed prior to Project advertisement date.

TIP Projects – Division Let

When and How are these Agreements Developed?

- Divisions are responsible for managing and monitoring projects that the Division is letting.
- If the Municipality requests betterments, wants utility relocations, or is responsible for maintenance, then a TIP Agreement and/or utility agreement is needed.
- Division will enter the agreement request in the Agreements Application based on above needs. Division coordinates execution of Agreement with local entities.



TIP Projects – Division Let

- Agreements need to be fully executed prior to Project advertisement date.
- If a Division let-list is developed that includes whether or not an agreement is needed, then LPMO can assist in monitoring and advising on time frames to request agreements.

IT IS THE RESPONSIBILITY OF THE DIVISION TO MANAGE PROJECT SCHEDULE AND REQUEST AN AGREEMENT IN TIME TO MEET THE SCHEDULE.

When Are Supplemental Agreements Needed?

A supplemental agreement is necessary when there are changes to the scope, funding, responsibilities or time-frame of the original agreement.

- A change to the scope is requested (expanding, reducing, or modifying)
- A change to funding is requested (increasing, reducing, or changing the source of funding)
- A change in responsibilities by either party (ROW, utilities, maintenance)
- A change in time needed to complete project

The Department and Other Agreements

Other Agreements developed/approved by LPMO

- Planning Funds allocated to MPOs
- SAP License Agreements
- Summer Intern Positions

Agreements developed/approved by other Groups

- Rail – Crossing Closures, Licensing Agreements, Upgrades
- Aviation – Airport grants for upgrades
- Public Transportation – Transit funds for capital improvements, services

Agreements Web Application

<https://apps.dot.nc.net/Projects/Agreements/reports/SearchReport.aspx>

NCDOT INTRANET
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

Municipal Agreements

- Inbox
- Create New Agreement

Reporting

- Agreement Search
- Agreements Prior to 10/1/2008
- Pending Agreements

Admin Control Panel

- User Roles
- User County Report

Maintenance Control Panel

- Modify Templates
- Agreement Maint
- Reassign Agreement

Search

Criteria

Agreement ID:

Division:

Status:

Agreement Type:

TIP #:

Created by:

County:

Agreement Entity:

WBS Element:

Scope:

Funding Type:

	From	To
Created:	<input type="text"/>	<input type="text"/>
Submitted:	<input type="text"/>	<input type="text"/>
Approved:	<input type="text"/>	<input type="text"/>
Sent To Entity:	<input type="text"/>	<input type="text"/>
CO Received:	<input type="text"/>	<input type="text"/>
Board Approved:	<input type="text"/>	<input type="text"/>
Fully Executed:	<input type="text"/>	<input type="text"/>

Local Programs on Inside NCDOT

<https://inside.ncdot.gov/TransportationServices/Localprograms/Pages/default.aspx>



The screenshot displays the 'Inside NCDOT' website interface. At the top, there is a navigation bar with the 'Inside NCDOT' logo and the tagline 'Resources & News for NCDOT Employees'. A search bar is located on the right side of the navigation bar. Below the navigation bar, there are several menu items: 'Home', 'Employees', 'Transportation Services' (which is highlighted with a red dot), 'DMV', 'Business & Administration', and 'Site Map'. The main content area is titled 'LOCAL PROGRAMS' and features a sub-header 'INSIDE NCDOT > TRANSPORTATION SERVICES > LOCAL PROGRAMS'. A 'Website Help' link is also present. The main text describes the Local Programs Management Office (LPMO) and its role in assisting with project delivery. Below the text, there are three images: a green metal structure, a road with a white diamond-shaped marking, and a stone building. A section titled 'WHAT IS A LOCALLY-ADMINISTERED PROJECT?' follows, providing a definition of such projects. The left sidebar contains various navigation options: 'Local Programs', 'Discussion', 'Template Letters', 'Guidance / Resources', 'Webinars', 'Calendar', 'Mission & Goals', 'Glossary & Acronyms', 'Document Library', and 'Employee Contact Directory'.

Additional Resources

Local Projects Administration on Connect NCDOT

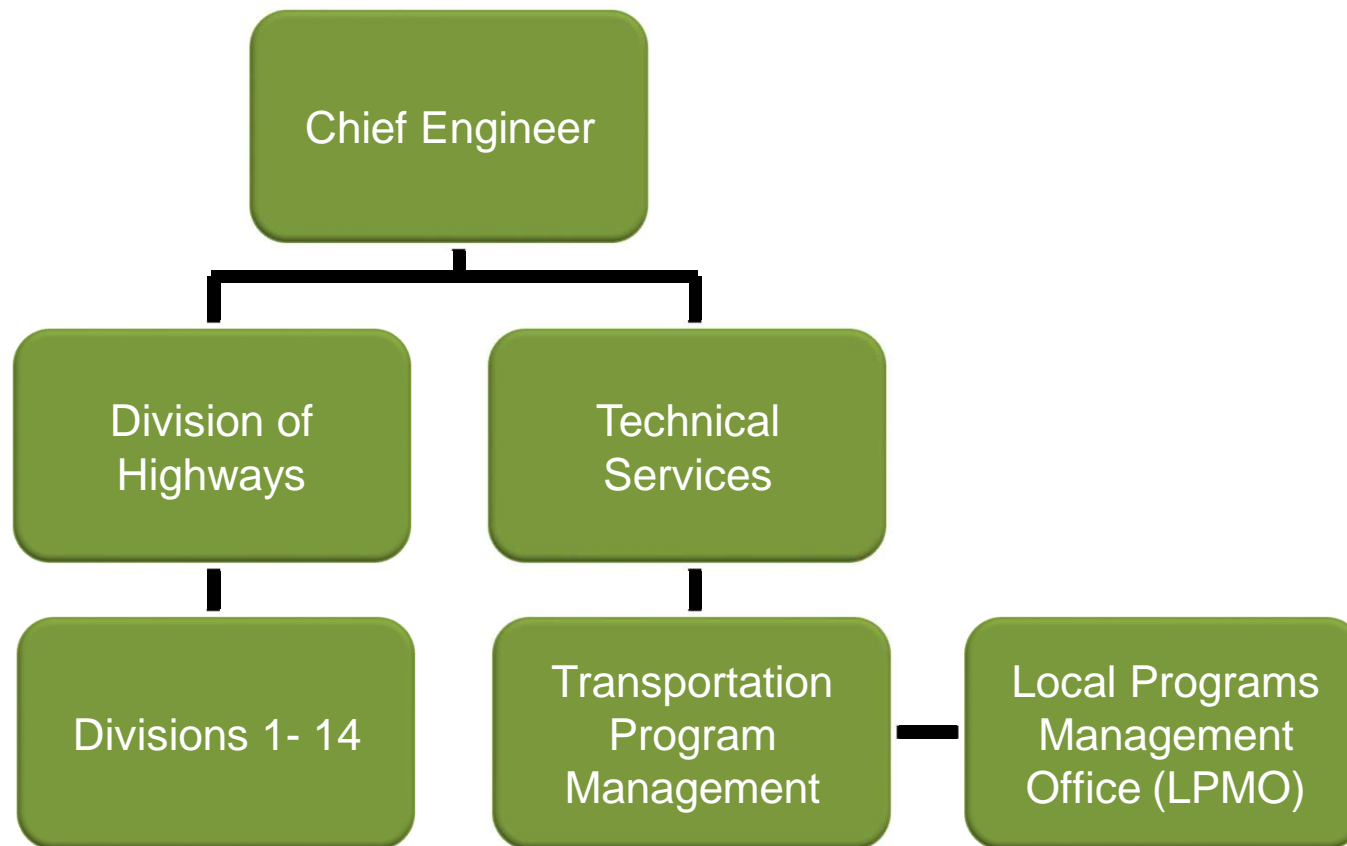
<https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>

The screenshot displays the Connect NCDOT website interface. At the top, the header includes the logo "Connect NCDOT BUSINESS PARTNER RESOURCES" and navigation links for Home, Help, and Site Map. A main navigation bar features categories like "Doing Business", "Bidding & Letting", "Projects", "Resources", and "Local Governments" (which is highlighted). Below this, a secondary navigation bar lists specific topics such as "Bridge Reuse", "Interagency Leadership", "Local Projects" (highlighted), "Planning", "School Transportation", "State Airport Aid", "State Street-Aid", and "Utilities".

The main content area is titled "Local Projects Administration" and includes the sub-heading "Guidance to help municipalities implement and deliver locally-administered transportation projects." Below this, a breadcrumb trail shows the path: "Connect NCDOT > Local Governments > Local Projects".

The page is divided into two columns. The left column, titled "Introduction", contains text explaining the role of the Local Programs Management Office (LPMO) and a section titled "WHAT IS A LOCALLY-ADMINISTERED PROJECT?". The right column, titled "FORMS & TEMPLATES", lists several downloadable documents with icons indicating their format: "Letter from LGA Requesting Concurrence with PEF Selection" (Word), "Letter from LGA Requesting NCDOT Concurrence with Construction Contractor" (Word), "Letter from LGA Requesting Reimbursement" (Word), and "Project Information Data Sheet" (Excel).

Organization



Local Programs Management Office

DERRICK WEAVER, PE – Programs Management Office

919-707-6601

dweaver@ncdot.gov

*** * * *LPMO* * * ***

Transportation Program Consultants

- Sheila Gibbs – Divisions 1-7 919-707-6625 sgibbs@ncdot.gov
- Marta Matthews – Divisions 8 – 14 919-707-6626 mtmatthews@ncdot.gov

Contract Officers

- Madeline Rawley – Divisions 1-4, 6 919-707-6630 mrawley@ncdot.gov
- Lee Ann Billington – Divisions 5, 7 – 9 919-707-6628 labillington@ncdot.gov
- Cathy Dragonette – Divisions 10 – 14 919-707-6624 cadragonette@ncdot.gov

Questions?

