Project Certification Process
Webinar 7 (Sept. 20, 2012)

Audit Process
- Routine audits will be performed by M&T representation throughout the life of the project.
  - Types of audits performed:
    - Initial Review Audit
    - Quarterly Review Audit
    - Project Certification Review Audit
  - Audits will be reviewed and/or sent to RE and Division personnel.

Notification
- "Acceptance Date Approval Alert"
- Received through HCAMS
  - Opened and reviewed by Record Section Specialist (within 10 days from date)
  - E-mail Notifications - "Material Review Has Begun"
    - Project Personnel
    - M&T Personnel

Completion Of Material Review Process
- During 30 day review process
  - Routine review notes placed by project personnel to resolve discrepancies
  - All notes should be placed in HCAMS/Functions/Project Certification/Review
    Project Certification - on appropriate LI
  - Notes should include details and names
  - E-mail Notifications - "Material Review Is Complete"
    - Sent at end of 30 day review process
    - M&T Personnel

Exceptions Report Complete
- Federal Compliance Engineer and Quality Systems Engineer will review unresolved discrepancies.
- E-mail and follow-up phone calls will be made to RE’s office to resolve issues.
- E-mail and follow-up phone calls will be made to M&T’s office to resolve issues.
- Project personnel should place detailed notes in HCAMS/Functions/Project Certification/Review
  Project Certification - on appropriate LI
- Final notes regarding discrepancies will be placed by M&T in HCAMS/Functions/Project
  Certification/Review Material Pre-Certification (only M&T can place comments/note in this module,
  RE personnel can view comments/note)
- E-mail Notifications - "Exceptions Report Complete"
  - M&T Personnel
  - RE Personnel
  - Compliance Time = 30 Days

Final Certification Review
- Materials Operations Manager will perform final review.
- The non-participant letter will be issued.
- If "0" funds are established, letter will be sent.
- If non-participant funds are established, the letter will be scanned and sent to Division Engineer via email.
- Compliance Time = 30 days

Non-Part Letter Sent
- Copies of non-participant letter will be distributed to FHWA and Division personnel.
- The 1466B will be sent to Division personnel.
- Copy of final letter will be placed in M&T’s records.
- Update in HCAMS.