FHWA Project Certification Process

Audit Process

- Routine audits will be performed by M&T - Field Services group though-out life of the project.
- Types of audits performed:
  - Initial Review Audit
  - Semi-Annual Project Audit
  - Annual Division Project Audit
- Audits are reviewed and documentation maintained in the appropriate Construction project SharePoint site. A HiCAMS notification is sent to the RE and/or Division personnel upon completion.

Project is completed

Notification

- "Acceptance Date Approval Alert - Received through HiCAMS
- Project folder created in M&T Material Certification SharePoint site https://connect.ncdot.gov/sites/MT/MTMaterialCertification/Forms/AllItems.aspx

Phase I – Initial Review

- Performed by Material Certification Admin. Specialist
- Generate and review the CBOM discrepancy report
- Go into HiCAMS/Functions/Project Certification/Review Project Certification
  - Review LI discrepancies
  - Review sampling discrepancies
  - Insert notes to resolve discrepancies
  - Initial 30 days to resolve discrepancies
- E-mail Notifications – "Material Review Has Begun":
  - Appropriate Division Staff
  - Appropriate Compliance Engineer

Phase II - Material Review Process

- During 30-day review process
  - Routinely review notes placed by project personnel to resolve discrepancies.
  - All notes should be placed in HiCAMS/Functions/Project Certification/Review Project Certification – on appropriate LI
  - Notes should include details and names
- Project Pre-Certification Modules are reviewed:
  - Soils & Asphalt Pre-certifications – Appropriate Compliance Engineer
- After Final Est. is paid - Material Certification Admin. Specialist completes review & submits notification to appropriate Compliance Engineer
- Material Review notes placed on Project Precertification Checklist on M&T Material Certification SharePoint Site

Phase III - Exceptions Report Complete

- Appropriate Compliance Engineer and Material Certification Program Engineer will review unresolved discrepancies.
- Email and follow-up phone calls will be made to RE's office to resolve issues.
- Email and follow-up phone calls will be made to other appropriate M&T staff to resolve issues.
- Appropriate project personnel should place detailed notes in HiCAMS/Functions/Project Certification/Review Project Certification – on appropriate Line Item
- Final notes regarding discrepancies will be place by M&T in HiCAMS/Functions/Project Certification/Review Material Pre-Certification (only M&T can place comments/notes in this module, RE personnel can view comments/notes)
- Non-compliance amounts are applied for lack of sufficient material documentation.
- Appropriate Compliance Engineer completes review & submits notification to Material Certification Program Engineer

Phase IV - Final Certification Review

- Material Certification Program Engineer will perform final review.
- If "0" funds are established, Final letter will be sent.
- If non-participant funds are established, a material discrepancy report will be sent to Division Engineer via email for their review.
- Final Review is completed by Material Certification Program Engineer
- Compliance Time = 30 days

Phase V - Non-Part (Final) Letter and 1446B

- Non-participant (Final) letter is digitized to M&T Material Certification SharePoint site and updated in HiCAMS.
- HiCAMS Notification will be sent to Division personnel – project certification is complete.
- Upon final review, Construction Unit is responsible for completing the following tabs located in the 1446B Module
  - Contract Info.
  - Project Closeout – Contract Admin
- Material Certification Program Engineer will complete Project Closeout "Procedures & Control" in the 1446B Module and any additional procedures required.
- Material Certification Program Engineer will digitize to M&T Material Certification SharePoint site. Notification sent to Material Certification Admin. Specialist upon completion.
- Material Certification Admin. Specialist will email Final Letter & completed 1446B to Fiscal and appropriate Division Engineer.