

**Dirt Gravel and Low
Volume Road Program**

WEBINAR

CDGRS Contract Verifier / Quarterly Report Updates

3/4/22 Starts at 9am

If you are reading this, then you are successfully seeing the webinar video. Webinar audio should be automatic through your computer (or click “join audio”), and options can be accessed in the “audio options” button on the bottom left. If your computer audio is not working, you can listen on your phone by dialing 312-626-6799.

CDGRS Contract Verifier/QR Updates

The image shows a Zoom meeting interface with a Q&A window open. The Q&A window is titled "Q&A" and shows a question asked by "You" at 02:25 PM: "Can you think of an example question?". Below it, an answer from "Steven Michael Bloser" at 02:25 PM reads: "No, I can't!". At the bottom of the Q&A window, there is a text input field with the placeholder "Please enter your question...", a checkbox labeled "Send Anonymously", and a "Send" button. A red rectangular border highlights the entire Q&A window. A yellow arrow points from the "Send Anonymously" checkbox to the text "Note you can ask a question anonymously". Another yellow arrow points from the "Q&A" text to the Q&A icon in the Zoom meeting toolbar at the bottom. The toolbar also includes "Audio Settings", "Chat", "Raise Hand", and "Leave Meeting" buttons.

Note you can ask a question anonymously

Q&A

For audio via phone: 312-626-6799

Expired Contracts

What does this mean and why does it matter?

- All DGLVR contracts have a date that the contract is required to be completed by, unless an extension of time is approved by the district.

(14) The project participant shall complete the project no later than _____, unless an extension of time is approved by the district.

- This means that all construction, reports, and payments shall be completed by the completion date listed in the contract, unless an extension of time is approved by the district.
 - Keep in mind that final payment should be held until all required paperwork is obtained for the project file, including documentation of prevailing wage, DSA Certification, PA One-Call serial number, of-ROW consent forms, etc.
- A contract not completed as stated above by the completion/extension date is considered expired and void.

Expired Contracts

Example 1: My contract hasn't started yet or construction isn't complete. Do I need to grant an extension?

YES!

Expired Contracts

Example 2: My contract's construction is finished and I am waiting on receipts or to make final payment. The contract is nearing or past the completion date. Do I need to grant an extension?

YES!

Expired Contracts

How can I extend the contract?

- All that is needed to extend a contract is a no-cost Amendment set to a later completion date.

How long can I extend the contract?

- You can extend the contract as long as you deem required. It is recommended to give a reasonable amount of time so that you don't have to issue additional amendments.
- Keep your 2-year spending requirement in mind.

Can I extend the contract multiple times?

- Yes, but if you extend it too many times you may want to determine why and how to avoid future extensions.

Is there an easy way to determine which contracts are close to/already expired?

- Yes, use the Contract Verifier report within the GIS Mapper.

Contract Verifier

Purpose

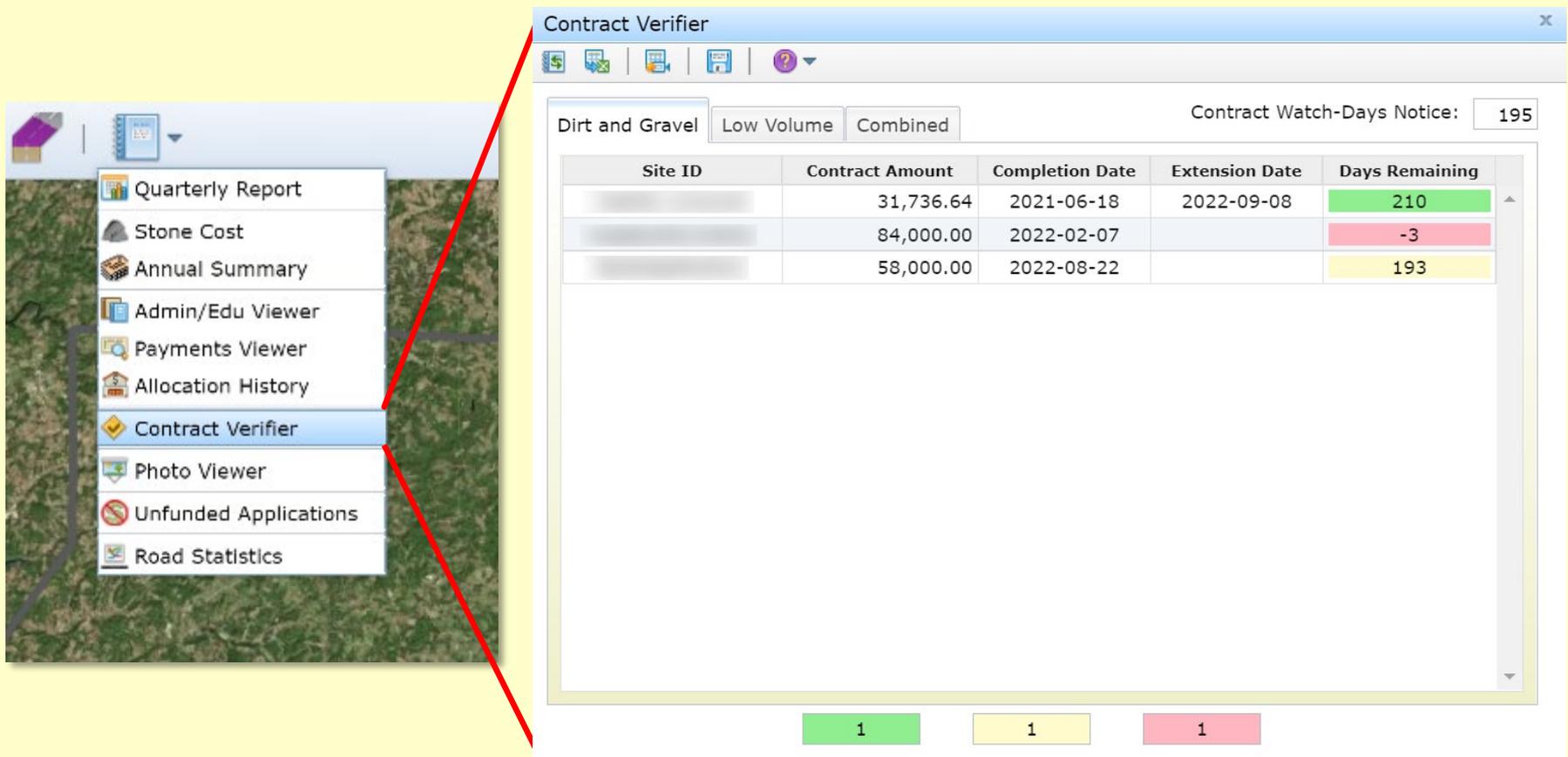
1. Enables the CDs to easily determine the status of the completion date of an existing contract
2. Determination based on current date and the CDs “Watch-Days Notice”

Contract Verifier

Why this is helpful?

- Allows the CDs to ensure that the basic contract info has been entered and is correct
- Allows the CDs to stay current with all ongoing contracts
 - Which contracts are nearing their agreed upon completion date
 - Which contracts are ongoing but have technically expired

Access the Contract Verifier through the Reports drop-down in the GIS Mapper



The image shows a screenshot of the GIS Mapper interface. On the left, a drop-down menu is open, listing various reports and tools. The 'Contract Verifier' option is highlighted. A red arrow points from this menu item to a separate window titled 'Contract Verifier' on the right. This window displays a table of contract data and a summary bar at the bottom.

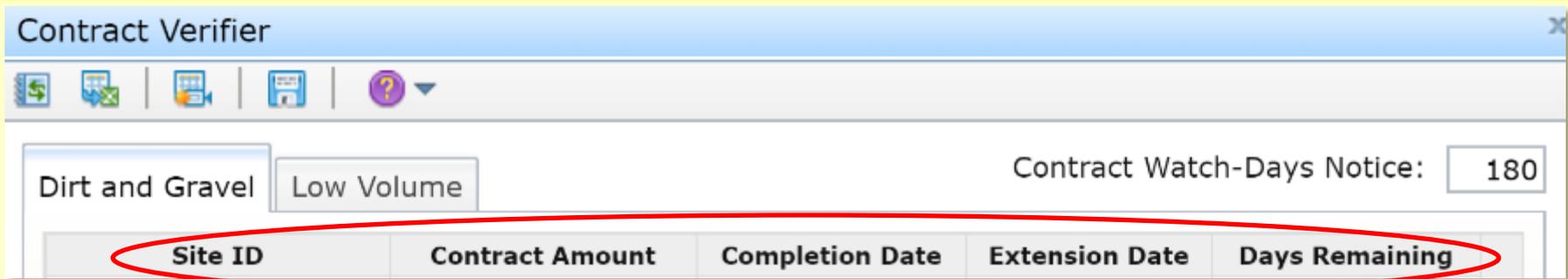
Contract Verifier Window

Contract Watch-Days Notice: 195

Site ID	Contract Amount	Completion Date	Extension Date	Days Remaining
	31,736.64	2021-06-18	2022-09-08	210
	84,000.00	2022-02-07		-3
	58,000.00	2022-08-22		193

Summary Bar: 1 (Green), 1 (Yellow), 1 (Red)

CDGRS Contract Verifier/QR Updates



Dirt & Gravel and Low Volume tabs

- **Site ID**: The funded site's ID
- **Contract Amount**: Total amount awarded to date
- **Completion Date**: The completion date on the contract
- **Extension Date**: The latest amended completion date
- **Days Remaining**: The total days before the end of the completion date or extension date, whichever is later
 - Color coded based on the Contract Watch-Days Notice

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Contract Verifier

Dirt and Gravel Low Volume

Contract Watch-Days Notice: 180

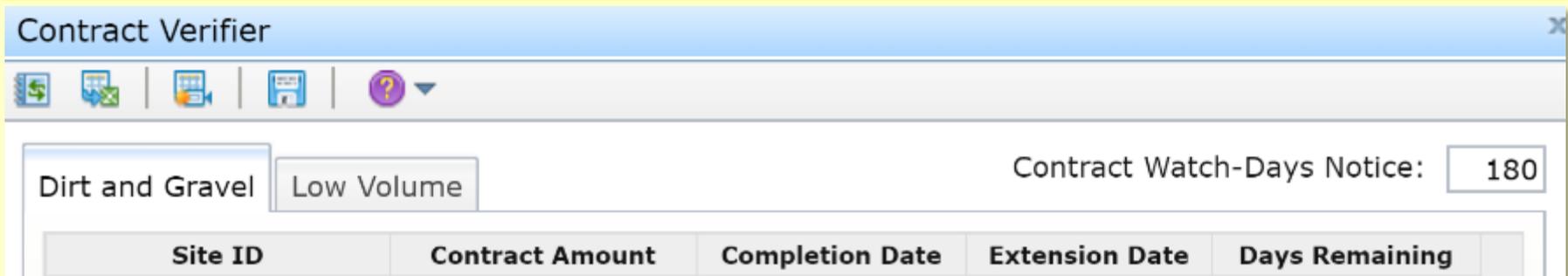
Site ID	Contract Amount	Completion Date	Extension Date	Days Remaining
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Contract Watch-Days Notice

- The days away from a contract completion/extension date to be identified as being in 'Watch' status
- The default is 180 days
- Notice is editable but must be entered in days
 - Can return to the default by clicking “Reset Watch-Days”
 - Use the Save button to permanently apply edited days

Contract Watch-Days Notice: 60

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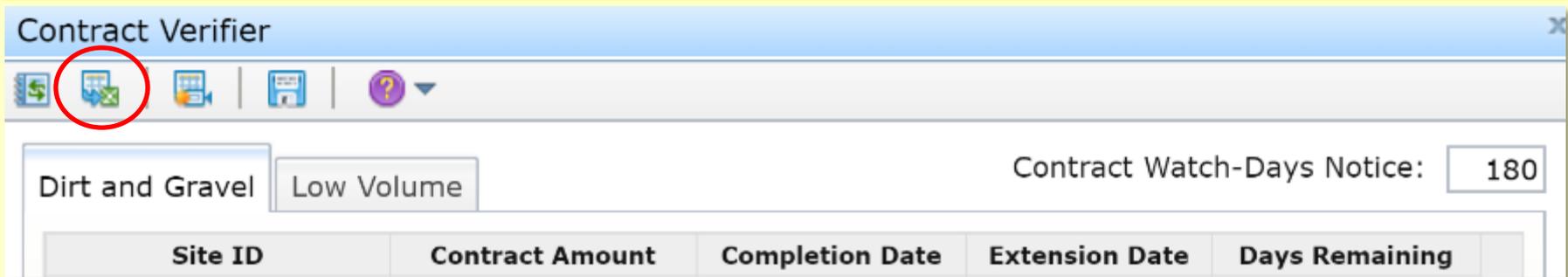
Contract Watch-Days Notice cont.

- 3 Color Codes
 - **Green**: Days remaining exceeds notice
 - **Yellow**: Days remaining less than notice but not beyond the completion/extension date
 - **Red**: Completion/extension date earlier than current date
 - The days expired is displayed as negative number
 - If no completion date was saved in the contract, “no date” is displayed

Days Remaining
31
-301
-151
62
381

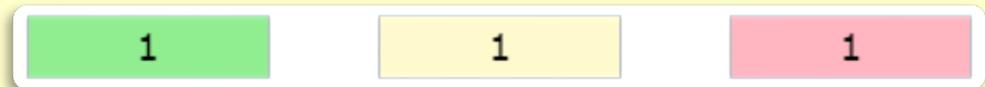
Days Remaining
no date

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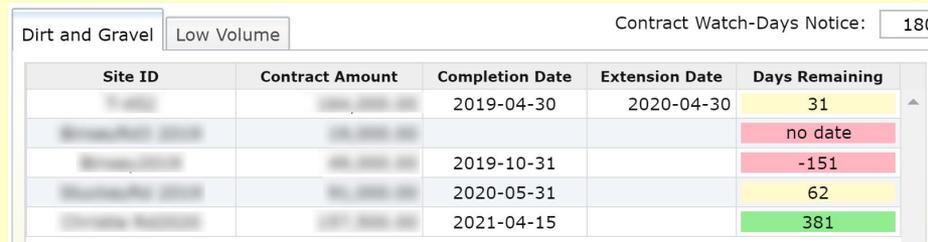


Additional Features

- Export to CSV
 - Site Type, Site Id, Road Name, Project Participant
 - Contract Amount, Completion Date, Extension Date
 - Days Remaining
- Totals provided for both Dirt & Gravel and Low Volume tabs



Example based on 180 Watch-Days Notice



Site ID	Contract Amount	Completion Date	Extension Date	Days Remaining
		2019-04-30	2020-04-30	31
				no date
		2019-10-31		-151
		2020-05-31		62
		2021-04-15		381

- 1 site's contract **exceeds** the Watch-Days notice. It has 381 days before the contract expires.
- 2 sites are considered in 'Watch' status. One expires in 31 days and the other in 62 days.
- 1 site has no completion date. By default, this site is marked as **expired**. Add the contract's completion date then open the Contract Verifier to view its status.
- 1 site's contract has **expired**. If the contract is ongoing, then award a completion date amendment.

Automated Email Notifications

- CDs will have up to four email reminders per contract. Sent by Center with SCC Staff CC'd.
- Reminder notices include:
 - On the **same day** as the District's Designated Watch-Days Notice.
 - Seven Days prior to the contract's expiration date.
 - The day the contract is set to expire. This date is still valid, so it serves as one last reminder to get the contract an extension before it becomes technically expired.
 - The first day the contract is expired.
- Each email will include the contract's Program Type, Site ID, Contract Amount, Completion and Extension Dates, Days Remaining, Project Participant, and Road Name.
- If these notices are ignored, then the District will be unable to submit the next Quarterly Report.

Quarterly Report Check

- “All Contracts Valid” must be **checked** in order to be able to submit the Quarterly Report.
- If it is unchecked, then there are expired contracts.

The screenshot shows the 'Quarterly Report' application window. At the top, there is a 'Select Quarter' dropdown menu and a 'Date Submitted' field. Below this are tabs for 'Dirt and Gravel', 'Low Volume', 'Activity Report', and 'Managers'. The main area is divided into four sections: 'Program Income' (with fields for SCC Advance, SCC Replenishment, Interest Earned, and Other), 'Program Expenses' (with fields for Administrative, Education, Projects, and Other), 'Balance at District' (with fields for Starting Balance, Income, Expenses Total, and Ending Balance), and 'Replenishments' (with fields for Potential Claim, Harrisburg Funds (Cur), Harrisburg Funds (Prev), and Amount Requested). At the bottom, there is a 'Report Checklist' section with several checkboxes: 'Income & Expenses', 'Manager Reviewed', 'Activity Report', and 'All Contracts Valid'. The 'All Contracts Valid' checkbox is circled in red and is currently unchecked. To the right of the checklist is an 'SCC Use Only' section with fields for 'Accept Date' and 'By', and checkboxes for 'Replenishment Processed' and 'Expenses Approved'.

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QUESTIONS ?