



Planning Challenge Grants

January 6, 2010

Workshop Agenda

1. Cooperative Agreement
2. Federal Requirements (CFR Title 49, Section 18)
3. Rhode Island Procurement Process
4. E-Verify
5. Minority Business Enterprises
6. Equal Employment Opportunity
7. Reporting Requirements
8. Reimbursement Process
9. Questions?



Cooperative Agreement



- ◆ Sign both copies and return to Statewide Planning Program
- ◆ Duration of agreement will be completed by SPP
- ◆ 18 month timeframe
- ◆ No expenses incurred before start date on cooperative agreement are reimbursable
- ◆ Cooperative Agreement must be executed prior to February 1, 2010



Federal Requirements

CFR Title 49 Section 18



- ◆ Fiscal and program records must be retained for at least 3 years
- ◆ Allowable costs – only those services outlined in the scope of work
- ◆ FHWA and SPP reserve a royalty-free nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use the copyright in any work developed under the grant



Federal Requirements

CFR Title 49 Section 18



- ◆ Prior approval for any of the following changes is required:
 - Revision to the scope of the projects
 - Extension of grant time frame beyond 18 months
 - Changes to key personnel
- ◆ Procurement – State of Rhode Island Regulations are used



Procurement Process



- ◆ Must use public competitive bidding process
- ◆ State requirements are the minimum. If local regulations are stricter, those must be followed
- ◆ Public notice period of at least 28 days of the invitation to bid
- ◆ Newspaper of general circulation and the RI Division of Purchases website
- ◆ Sealed bids must be opened publicly at the time and place specified in the RFP



Procurement Process



- ◆ All bids must be evaluated according to the criteria outlined in the RFP
- ◆ Document the evaluation including reasons for selection of winning bid
- ◆ In the evaluation criteria listed in the RFP, cost should account for at least 30% of the total score
- ◆ No local vendor preference permitted



Procurement Process



Procurement Summary Sheet

- ◆ Must be submitted to SPP and approved **PRIOR** to entering into any contractual relationship.
- ◆ Confirmation of procurement process from advertising to bid opening.
- ◆ Ensure that proposed contract matches the scope of work outlined in the Cooperative Agreement.



E-Verify



Executive Order 08-01, Illegal Immigration Control, states that the Department of Administration must require that all persons and businesses, including grantees, contractors and their subcontractors and vendors doing business with the State of Rhode Island register and utilize the services of the E-Verify program to ensure compliance with federal and state law.

<http://www.purchasing.ri.gov/EVerify.aspx>



Minority Business Enterprises

- ◆ A minimum of 10% of the dollar value of all procurements for goods and services shall be awarded to Minority Business Enterprises where it has been determined that subcontract opportunities exist, and where a certified MBE is available.
- ◆ RFP language - This project is subject to Chapter 37-14.1 of the RIGL and the regulations promulgated thereunder, which require that ten percent of the dollar value of work performed on the project be performed by minority business enterprises.



Minority Business Enterprises

- ◆ Participation must be confirmed at the time of bidding.
- ◆ Process for obtaining a waiver for MBE requirements



Equal Opportunity Employment

- ◆ State agencies disbursing financial assistance, including, but not limited to, loans and grants shall require recipient organizations and agencies to undertake affirmative action programs designed to eliminate patterns and practices of discrimination.



Reporting Requirements



Quarterly Report

- ◆ Must be completed quarterly by the grantee.
- ◆ No reimbursement requests will be processed until all required quarterly reports have been submitted.



Reimbursement Process

Project Reimbursement Request

- ◆ No more often than quarterly.
- ◆ Must include:
 - Invoice from the Grantee with itemized expenditures identified as reimbursable or match.
 - Source documentation for all expenses shown on the invoice including the executed contract, itemized invoices from consultants, and cancelled checks or other proof of payment.
 - In-kind labor should include dates, name and title of worker, project activity, number of hours and hourly rate claimed and be accompanied by time sheet records and payroll information sufficient to show actual expenses.



Reimbursement Process



Final Project Reimbursement Request

- ◆ Must include:
 - All information submitted for a regular project reimbursement request; and
 - All work projects outlined as deliverables in the Cooperative Agreement.



Reimbursement Process



Final Grant Deliverables

- All work products outlined in cooperative agreement.
- Two printed copies of final reports, ordinances, studies, etc and one electronic copy.
- All GIS products must be submitted as topographically correct ArcGIS geodatabases or shapefiles with metadata.
- All work products must contain the following credit notation: “This project was supported by the Rhode Island Statewide Planning Program with funding provided by the United States Department of Transportation, Federal Highway Administration.”



Questions

Frequently Asked Questions list has been provided and gives very specific guidance on the administration of these grants and includes most of the information provided today.



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