Advance Funding Agreements for Local Government Projects

A TxDOTCONNECT Job Aid

Impacted Roles

Project Manager Initiate
Project Manager Development
Project Manager Local Government
Division Project Managers
Letting Manager Coordinator
Funding Manager District

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R7.14.0.0

Introduction

This document serves as a guide to creating and managing Local Government Advance Funding Agreements, Amendments, and Contributions in TxDOTCONNECT.

Navigating AFA's and the Local Government Page

The **Local Government** page is in the **Project Services** grouping on the left navigation menu of a project. There are several requirements to create Advance Funding Agreements outlined in detail throughout this document.

Local Government Details

The **Local Government Project Details** section consists of the fields described below. For this enhancement, prior to adding an organization and entering a **Local Government Advance Funding Agreement (AFA)**, a user will need to select **Yes** or **No-Participation Only** in the **Local Government Project** field.

Local Government Project:	Let Type:	Local Government Project Type:
Potential ▼	Local Agency Let ▼	Off-System ▼
Local Government Phase:	**Local Agency Estimated Let Date:**	**Local Agency Actual Let Date:**
Construction ▼	MM/DD/YYYY 📅	MM/DD/YYYY 📅
Local Agency Project Concurrence Date:	**Closed Date:**	
MM/DD/YYYY 📅	MM/DD/YYYY 📅	

Field	Description
Local Government Project	This dropdown identifies if it is a local government project with options Yes, No, Potential or No-Participation Only. **Yes** or **NO-Participation Only** must be selected for the **Organization** and **Agreements** sections to be available and utilized to enter Advance Funding Agreements.
Let Type	This displays the **Let Type** field entered on the **Letting** page. ⚠️ This field is only enabled if **Yes** or **Potential** is selected for **Local Government Project**.
Local Government Project Type	Indicate whether the Local Government Project is **On System** or **Off System** or Non-Construction. This defaults to On System if the local government project is **NO-LOSA** ⚠️ This field is only enabled if **Yes** or **Potential** is selected for **Local Government Project**.

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Local Government Project:
Potential ▼

Let Type:
Local Agency Let ▼

Local Government Project Type:
Off-System ▼

Local Government Phase:
Construction ▼

Local Agency Estimated Let Date:
MM/DD/YYYY 📅

Local Agency Actual Let Date:
MM/DD/YYYY 📅

Local Agency Project Concurrence Date:
MM/DD/YYYY 📅

Closed Date:
MM/DD/YYYY 📅

| Field	Description	
Local Government Phase	This field updates automatically based on the **Project Stage**, depending on the Project Type. The Phase will be cleared if the **Local Government Field** is set to **No**.	
Construction Projects	**Project Stage**	**Local Government Phase**
	Initiate, Planning	Initiate
	Preliminary Engineering	Preliminary Engineering
	PS&E, Ready to Let	PS&E
	Letting	Letting & Award
	Construction	Construction
	Closed	Closed
	Cancelled	Cancelled
Non-Let Projects	**Project Stage**	**Local Government Phase**
	Initiate	Initiate
	Planning	Study
	Execute	Complete
	Closed	Closed
	Cancelled	Cancelled

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⚠️ For all other project types, the Local Government Phase matches the Project Stage.

Local Government Project:
Potential ▼

Let Type:
Local Agency Let ▼

Local Government Project Type:
Off-System ▼

Local Government Phase:
Construction ▼

Local Agency Estimated Let Date:
MM/DD/YYYY 📅

Local Agency Actual Let Date:
MM/DD/YYYY 📅

Local Agency Project Concurrence Date:
MM/DD/YYYY 📅

Closed Date:
MM/DD/YYYY 📅

| Field	Description
Local Agency Estimated Let Date	This field updates automatically to match information entered on the project's **Letting** page and is not user selectable.
Local Agency Actual Let Date	This field updates automatically to match information entered on the project's **Letting** page and is not selectable.
Local Agency Project Concurrence Date	This is the date the local government agency authorizes TxDOT to proceed with construction through concurrence in contract award. ⚠️ This must be later than the **Local Agency Actual Let Date**.
Closed Date	This is the date when final reconciliation between Local Government, TxDOT, and the Federal Highway Administration (FHWA) is complete. ☐ If the project has federal funds participating, the project is closed by FHWA. ☐ If the project has state funds only, the project is closed by the TxDOT Financial Management Division.

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LOCAL GOVERNMENT AFA

Organization Information

A **Local Government** must be listed on the **Organization Information** table on the **Local Government** page. This information is required for entry of Advance Funding Agreements between TxDOT and the local government itself.
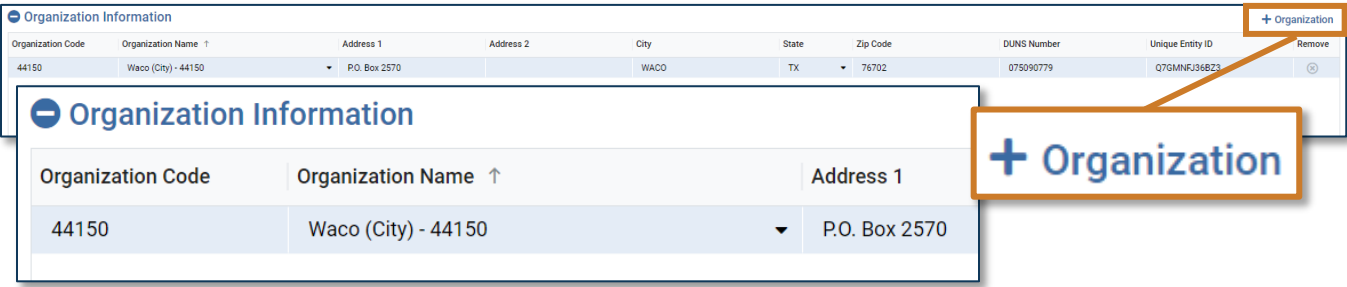

To add an organization to the table, select [+ Organization] then select the **Organization Name** drop-down. Start entering the organization in the text search box provided. As the name is entered the system will narrow search results based upon the characters entered. Once the organization is identified, select the correct entry.

✅ The **Organization Code** field will auto-populate once the organization has been selected.
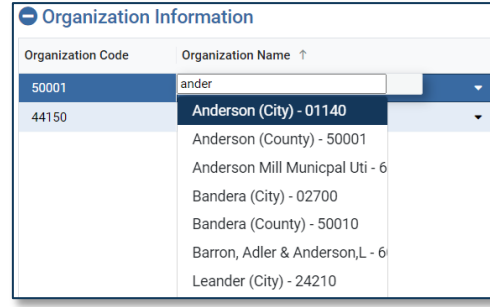
After entering the correct local government organization, populate any empty fields:

- Address 1
- Address 2
- City
- State
- Zip Code
- Unique Entity Number
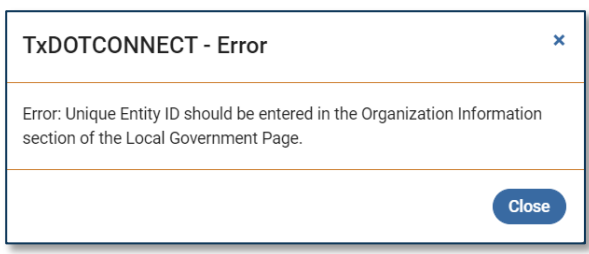
⚠️ The **Unique Entity ID** is required to select the organization in the **Advance Funding Agreements** table. Failure to do so will result in the error message above when trying to save the project.

LOCAL GOVERNMENT AFA

Entering the AFA

Advance Funding Agreements may only be added to the **Controlling Project** or **CCSJ**. AFA's for subordinate projects will be entered on the controlling projects. The AFA Control Section Job Dropdown menu will only display CSJs that have been identified as a Local Government Project in the Local Government Details Section.

To add an **Advance Funding Agreement** to the Agreements section, start by selecting th **+ AFA** button.

1. Select the drop-down menu in **Organization Name** and select the organization

2. Select the **AFA Control Section Job**

   ✅ One or more CSJ's may be entered

3. Enter the **Execution Date**

⚠️ **Execution Date** is mandatory to enter Contributions into the **Contribution Status** table

Field	Description
Prime Agreement Amount	This user entry field is the Total Agreement Amount, including Federal, State and Local funds.
Amendment Amount	This auto-calculated field is the sum of all the **Amendment Amounts** for the **Amendments** under the **AFA**
Current Agreement Amount	This auto-calculated field is the **Prime Agreement Amount** + the **Amendment Amount**
Remove	Use the ⊗ button to cancel the **AFA**. The AFA cannot be removed if there a **Contribution** with a status of **Submitted** or **Completed**

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Adding Amendments

Amendments may be added to the **Advance Funding Agreements** after the AFA has been created. Take the following steps to add an amendment.


1. Use the ➕ button under **Add Amendment** if additions are required.
2. The **Amendment Reasons** is a multi-select field, select all Amendment Reasons that apply, enter the **Execution Date** and **Amendment Amount** (the increase or decrease of the agreement amount).
3. Save all changes with the (Save Project) button to move to contributions.
4. The AFA Amendment may be cancelled with the Remove button ⊗. This is only allowed if there is no **Execution Date** on the **Amendment.**

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Contributions

When adding contributions into the **Contributions Status** table, start by using the ➕ button under the **Entry** column all the way to the right side of the table.
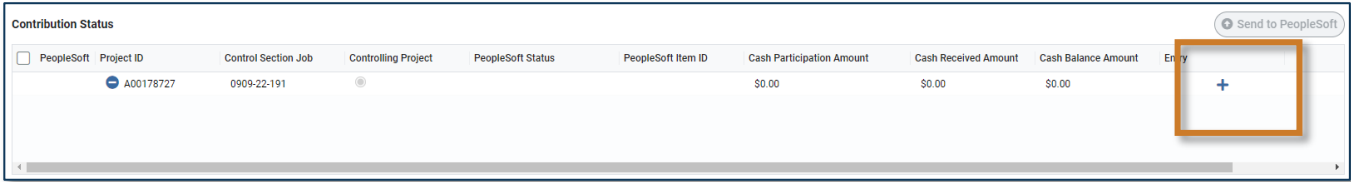
After selecting to add an entry, the contribution drawer for the **Project ID** will open. Each Project that was selected on the AFA Control Section Job dropdown will have its own line to add Contributions.
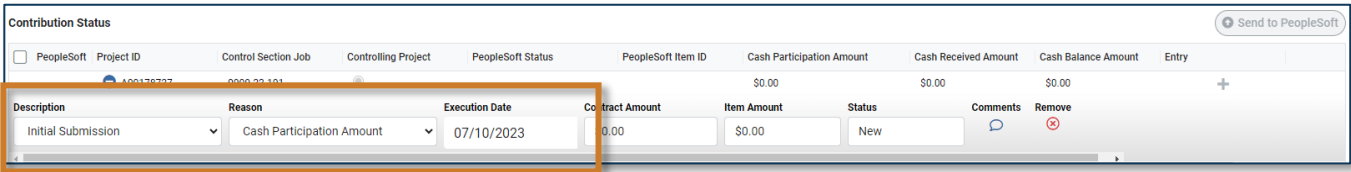
Description will default to **Initial Submission** and **Reason** to **Cash Participation Amount** for the first entry. **Execution Date** will auto-populate with the execution date of the Advance Funding Agreement.

⚠️ The **Item Amount** in the contribution line is the receivable amount established in PeopleSoft for the total local cash participation amount.

1. Enter the **Contract Amount** (The local cash contribution amount)
2. Use the 💬 button to add comments
3. The contribution line may be cancelled with the **Remove** button ⊗
4. Save all changes with the 🔽 Save Project button to save contributions

⚠️ Remove is only allowed if there is no **Execution Date** on the **Amendment**

Once the contribution is saved, use the following steps to **Send to PeopleSoft**
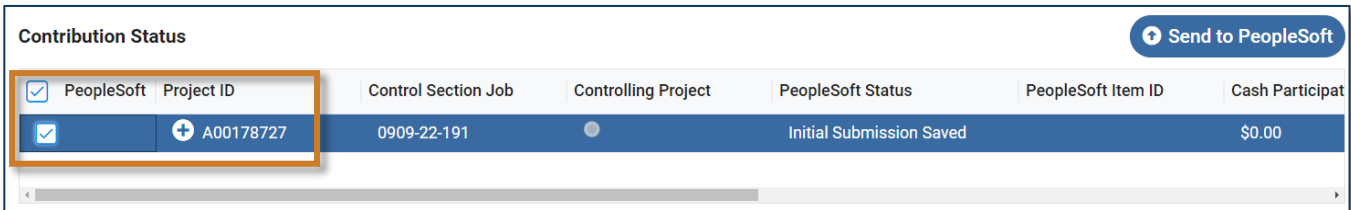
1. Select the check box next to the Project ID

2. The ⊕ Send to PeopleSoft button will become selectable once the check is selected

3. Select the ⊕ Send to PeopleSoft button

⚠️ The PeopleSoft Status will change to **Amending Amount Saved** once processed in PeopleSoft. At this time the processor will also reference the correct PeopleSoft ID as part of this process.

Contributions Payments in PeopleSoft

This table shows payments received for the Advance Funding Agreement. The information displayed is coming from PeopleSoft. The only editable field in this table is the **Description**.

Contribution Payments in PeopleSoft

PeopleSoft Item ID	PeopleSoft Deposit ID	Payment Amount	Local Payment ID	Payment Received Date	Description
LOC00070317	TXC987	400	TXC987	07/07/2023	× Construction × Environmental Costs × Other

Total Cash Participation Amount:	Total Cash Received Amount:	Total Cash Balance Amount:
$800.00	$400.00	$400.00

Field	Description
Description	This field is a multi-select drop-down menu with the following options: 🔵 Direct State Costs 🔵 Preliminary Engineering 🔵 Environmental Cost 🔵 Right of Way 🔵 Utilities 🔵 Construction 🔵 Other
Total Cash Participation Amount	This field is the sum of **Cash Participation Amounts** for all the Contribution Lines under the selected **AFA ID**
Total Cash Received Amount	This field is the sum of **Cash Received Amounts** for all the Contribution Lines under the selected **AFA ID**
Total Cash Balance Amount	This field is auto-calculated as the **Total Cash Participation Amount** minus **Total Cash Received Amount** under the selected **AFA ID**

LOCAL GOVERNMENT AFA

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Cancelling or Disassociating Projects with an AFA

Users will be prevented from **Cancelling** or **Disassociating** a Project that has an executed **Local Government Advance Funding Agreement** unless the AFA has an **Amendment** with a **Reason** of **Termination** entered.

*Amendment Reason	Execution Date	Amendment Amount	Remove
× Termination × ▼	📅 07/06/2023	$0.00	⊗

⚠️ An attempt to cancel or disassociate without a **Termination Amendment** will result in the error message below:

Error ✕

A00196885 cannot be cancelled because there is an executed Advanced Funding Agreement(s): Z00006086, Z00006070, Z00006106 that does not have a Termination Amendment.

Close

When a CSJ with an AFA Moves to Another CCSJ

Users can disassociate one of the subordinate CSJs listed on the AFA Control Section Job, but the AFA will not follow the CSJ to the new CCSJ and the CSJ should remain on the AFA Control Section Job column as disabled/read-only.

If a user wants to Disassociate a project and there is a Cash Contribution, then there must be a zero value for this project to be disassociated. If a payment is already associated to a project and you zero out the Cash Participation Amount, then the Cash Balance Amount will be negative. Finance (FIN) will reimburse on their side.

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