

Requesting Construction Funds and Submitting Quarterly Reports

In order to receive final payment (construction funds), agencies must submit the documents included in the [ERBR Final Payment Checklist](#). Users who will be making this request should have an external MDOT account. Information on creating account was sent out in an April 1, 2019 email but can also be accessed [here](#).

- From the [ERBRP website](#), click the Quarterly Report button. Next select Submit New Report.

The screenshot shows the ERBRP website interface. At the top, there is a navigation bar with 'Submit Feedback' on the left and 'Welcome, Ely, Jeff' on the right. Below this is a 'Home' header with 'Divisions' and 'Most Used' tabs, and a search box. The main content area is titled 'Emergency Road & Bridge Repair Fund Program Forms'. It contains a table with columns: 'Submit Quarterly Report and/or Project Schedule', 'Report Info', 'Submitted', 'Agency Name', 'Route Name', 'Final Distribution (up to)', 'Total Award', and 'Project Number'. The first row of data shows 'Adams County' for the agency, 'Hutchins Landing Road' for the route, and a total award of '\$1,128,978.00'. A blue button labeled 'Submit New Report' is circled in red in the first column of the table.

- Verify the project information on the Project Overview page. If any dates have change, please provide the revised date and submit an updated schedule. Click next.

The screenshot shows the 'Project Overview' page. It has a title 'Project Overview' and a sub-section 'Project Overview'. Below this, there are input fields for 'Project Number' (ERBR-LSBP-02(23)), 'Agency Name' (Alcorn County), and 'Route Name' (County Road 331 (Site "B" on attached Plans) / County Road 420 (Site "A" on attached Plans)). There is also a 'Distribution Overview' section with 'Preconstruction Distribution Amount' (\$0) and 'Construction Distribution Amount' (\$996,700). The 'Project Schedule' section is divided into 'Original Project Schedule' and 'Revised Project Schedule'. The original schedule includes dates for 'Right of Way' (12/5/2018), 'Utility' (11/15/2018), 'PS&E' (12/12/2018), and 'Construction Completion' (4/1/2020). The revised schedule has corresponding empty fields. A blue 'Next' button with an upward arrow is circled in red at the bottom right of the page.

- Provide updates to all required fields denoted by an asterisk (*). **If you are requesting construction funds, the response to “Are you ready to submit awarded construction bid documents?” MUST be yes.** Click next to continue or back to review/update the previous screen.

Quarterly Reporting Items

Quarter

Which quarter is this report for? (Current Quarter is Q2 2019): *

Q1 2019

Are you ready to submit awarded construction bid documents?:

Yes

Accomplishments

Accomplishments during previous quarter: *

ROW acquisition and utility relocation complete.

Expenditures

Preliminary Engineering: *	Right of Way: *	Utility: *	CE&I and Testing: *	Construction: *
\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Planning

Plans for upcoming quarter: *

Construction to begin May 2019.

Any encountered or potential delays: *

None

[Back](#) [Next](#)

- Bank Statements from your ERBR project account are required for all quarterly reports and requests for construction funds. Revised schedules are only required if the project schedule has changed. All items in the Final Payment Checklist Section are required if the agency is requesting construction funds. The [ERBR Final Payment Checklist](#) can be found on the [ERBRP website](#).
- Once all documents have been uploaded, click Submit Quarterly Report.

Supporting Documentation

A document must be uploaded separately for each of the items in the checklist found [here](#)
Please only upload PDF files. Other file types will disrupt your submission.
Scheduling and Bank

Bank Statements

Current Schedule (Required If Changed)

Final Payment Checklist

Design Engineer Statement

Bid Tabulation

Bid Evaluation

Section 905 Bid Sheets

Proof of Publication

LPA CEBI Contract

Permits

Preliminary Engineering Contract

Pile Records

Miscellaneous

Miscellaneous Documents (Not Required)

Back Submit Quarterly Report

- Once MDOT receives and reviews all required documents, the transfer of construction funds will be initiated. When the agency receives the final payment, the funds should be transferred to the ERBR project account.