

11.03 Annual Work Program Budget Building Process

1. PA reviews and updates the processes, guidelines, and forms for the next FY's AWP Budget Building Process:

- Cost Center and Property Groupings
- Work Specifications
- Work Schedules/Shifts
- Budget Building Process and Guidelines
- Budget Building Workbook
- Budget Building Timeline
- Chapter 11: Annual Work Program Financials in the RF Program Manual

2. The March Quarterly Training Seminar presented by the PA will review existing processes, guidelines, and forms as well as provide notice of any changes.

PA emails SPs all AWP Budget Building:

- Instructions
- Work Specifications
- AWP Budget Building Workbook which includes the RAM Contractor Service Cost (**CSC**) Worksheet

3. Equipment & Vehicle Inventory - SPs must refer to their instructions in the "General Information" and "Budgeting" sub-sections of the Program Manual's Chapter 11, Section 11.05 - Line-Item Categories when developing budgets. The form contains numerous time-saving formulas designed to calculate and populate totals. SPs must submit the AWP Budget Building Workbook to the PA by the deadline provided.

4. The PA conducts first round of reviews:

- Completes a review check-off list for each budget submission
- Works directly with SPs in resolving all issues as necessary
- Updates AWP FY Budget Requests document, if needed

5. The PA conducts the second round of reviews:

- Completes a revised check-off list for each budget submission
- Works directly with SPs in resolving any remaining issues in completing the AWP Budget Building request, if necessary.

6. PA retains a copy of the second review of the AWP Budget Building requests. The PA presents final FY AWP Budget Request to WisDOT-BHM

(Note: The SWEFM and The Program Administration RF Operating Budgets are also part of the FY AWP Budget Request)

- Obtain budget request deadline date from WisDOT-BHM
- Send meeting invite to WisDOT-BHM to present, discuss, and seek approval of the FY AWP budget

- Develop talking points that address all variances
 - Facilitate meeting to obtain budget approval
7. Once the FY AWP Budget Request has been approved:
- PA works with WisDOT-BHM to ensure all purchase requisitions and purchase orders are processed in time to email the purchase orders (**PO**)s and updated contract addenda to SPs no later than mid-June.
 - WisDOT generates POs, emails the signed version directly to SPs, and a copy to the PA.
 - PA updates and prepares all FY AWP contract addendums. (Note: Once a full vetting is completed and a contract between WisDOT-BHM and a SP for RF services is executed, contract addenda are used for each subsequent FY. This is assuming the need for services still exists and past performance has met all contractual requirements and established standards.)
 - WisDOT emails the SPs the FY AWP contract addendum

Once the entire AWP budget building process is complete and the new FY begins, proceed to the next Section 11.04 Annual Work Program Invoicing Process.