Maintenance Program Management (MPM)

Creating a Discretionary Maintenance Agreement (DMA) Job Aid

This job aid will walk you through the steps necessary to set up and allocate funding and create and approve a Discretionary Maintenance Agreement (DMA). Users need to have the "DMA Fund Editor" role to enter and allocate funding, the "DMA Fund Approver" to approve allocated funding and the "RMA and DMA Regional Editor" role to create DMAs.

Step 1: Sign on to the MPM application, Production:

https://trust.dot.state.wi.us/mpm/

After entering your User ID and Password, click on the Login link.

You will land on the MPM Main Screen. This screen presents several links:

- Manage your profile – this option lets you view and edit your profile.
- To do list for your role – this option presents workflow items needing your attention.

- To do list for your group – this option presents workflow items needing group attention.
- Admin screen – this option presents links to view and manage the application.
- "Go" link to select the desired calendar year to work with.
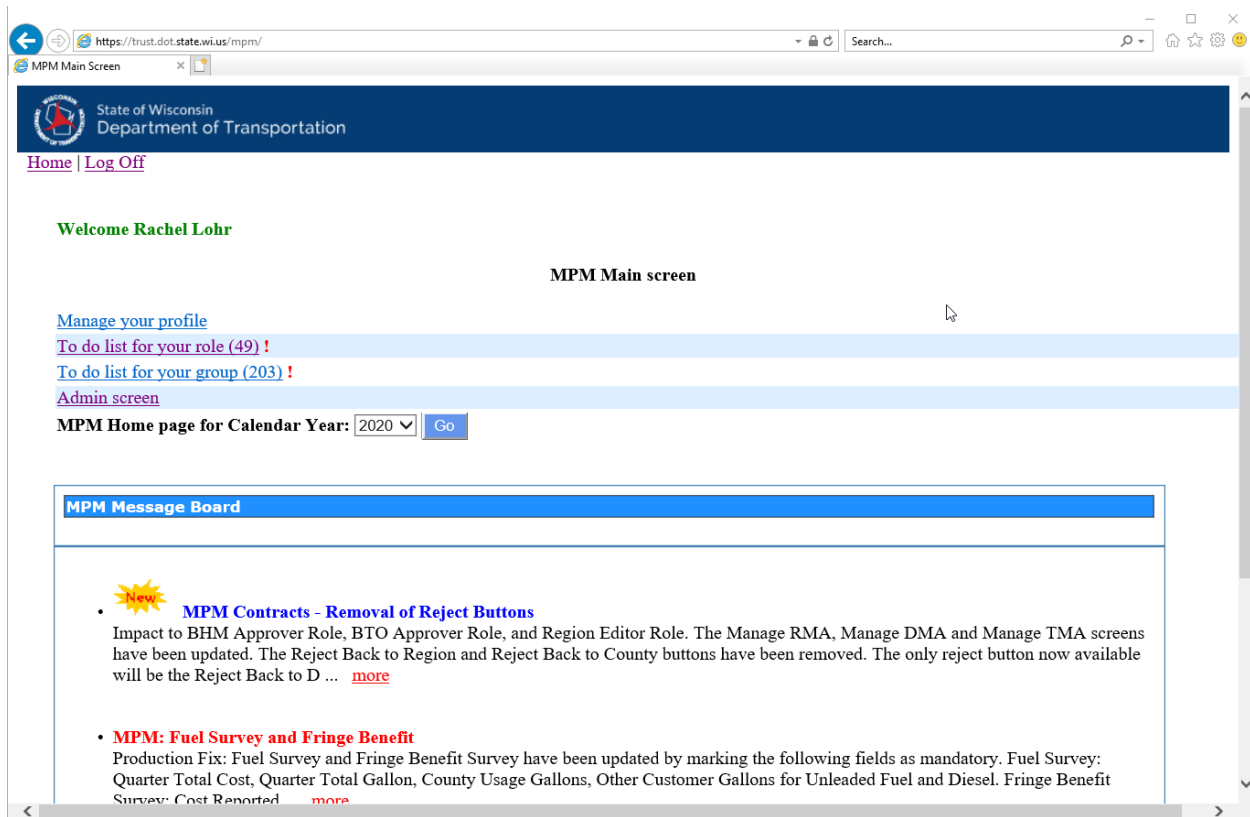
Note: If a user doesn't have any roles for Administrative functions, the link for the Admin screen will be displayed but it will take you to a page that just displays header information.

Step 2: Select the desired calendar year and click on Go
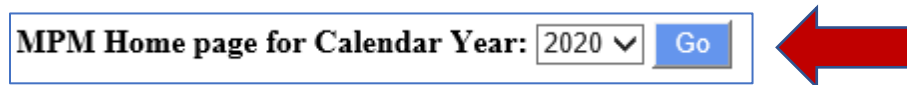
Note: You can only create a DMA for a current or future year, not a prior year. You can review prior year DMAs. The MPM system was back-loaded with data back to 2010.

The MPM Dashboard will be displayed:
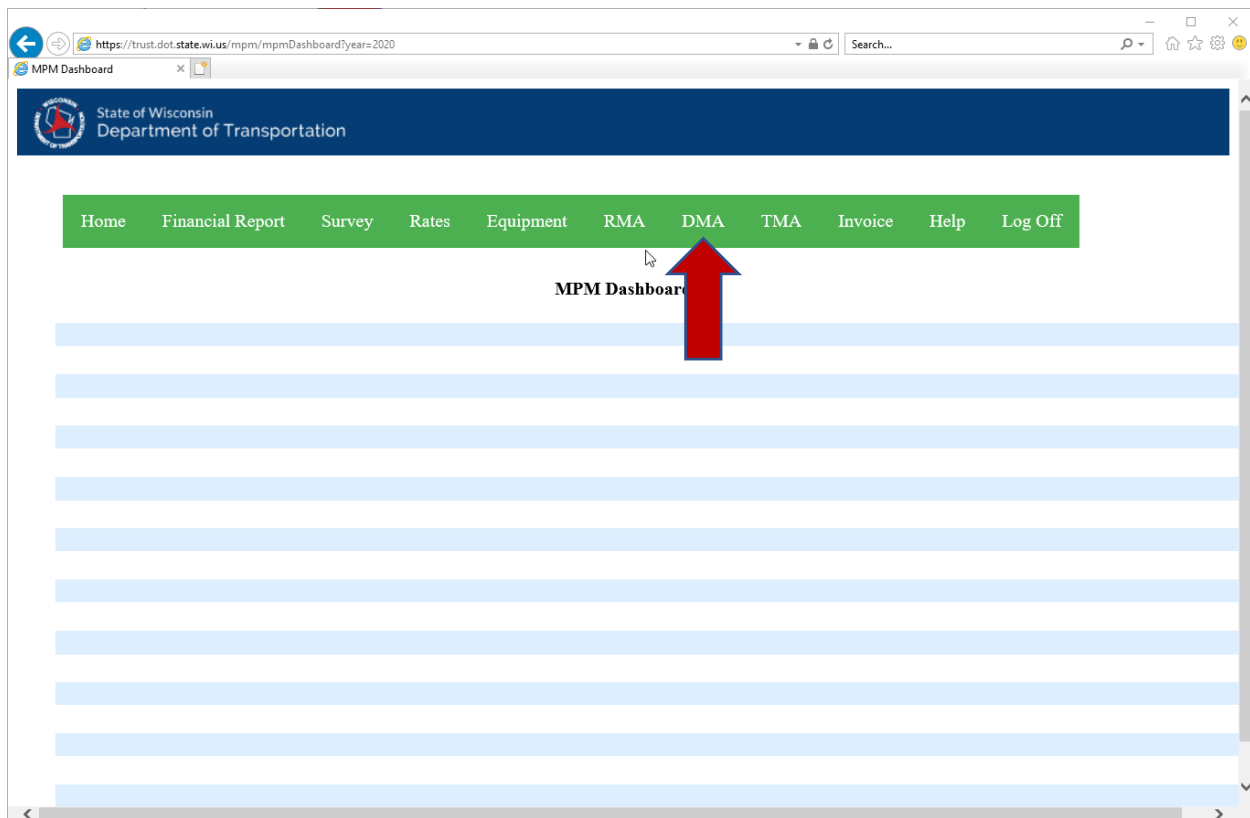
Note: The ribbon on top of the dashboard will look different depending on what roles a user has. For example, if you don't have any roles for invoicing, the Invoice module will not be an option.

Step 3: Click on the DMA link above

Note: These screen shots come from our Acceptance environment which has more features than Production.

The DMA Main Screen will be displayed:

BHM Responsibility

DMA Fund Editor Responsibility

When BHM has funding available for DMA work, the DMA Fund Editor needs to allocate the funding pool to the regions. The first step is to determine which funding category by selecting from the following options:

- Bridge
- Brine
- Culverts
- Discretionary
- PBM to DMA
- Salt Shed
- Weather Damages

After selecting the category from the Funding Category drop down list, click on Manage Funding.

The first thing to enter is the Description of the allocation. This is a free form box to enter text.

Next you enter the total annual amount and then allocate it among the Regions.

You can optionally enter notes at the bottom of the screen either directly in the text box or attaching a document.

When everything is ready, you click the Submit button at the top of the screen.

Note that at any time, you can click on the Save button to save your work and come back later. You can also click on Validate at any point to make sure your entry is complete and correct.

It is allowable to not allocate the entire total amount, but the allocated amounts can't add up to more than the Total Fund amount.

DMA Fund Approver Responsibility

Once a Fund Editor has submitted funding, the DMA Fund Approver must review and approve the allocation. Selecting DMA from the main ribbon, you first select a Funding Category then click on Manage Funding.

The Approver needs to review the Category allocations and either Reject or Approve the allocation. If approved, funds are available for Region staff to use on DMA contracts. If rejected, the Fund Editor is notified of the rejection and the allocation will return to "Open for Submission" status to allow for editing and resubmitting.
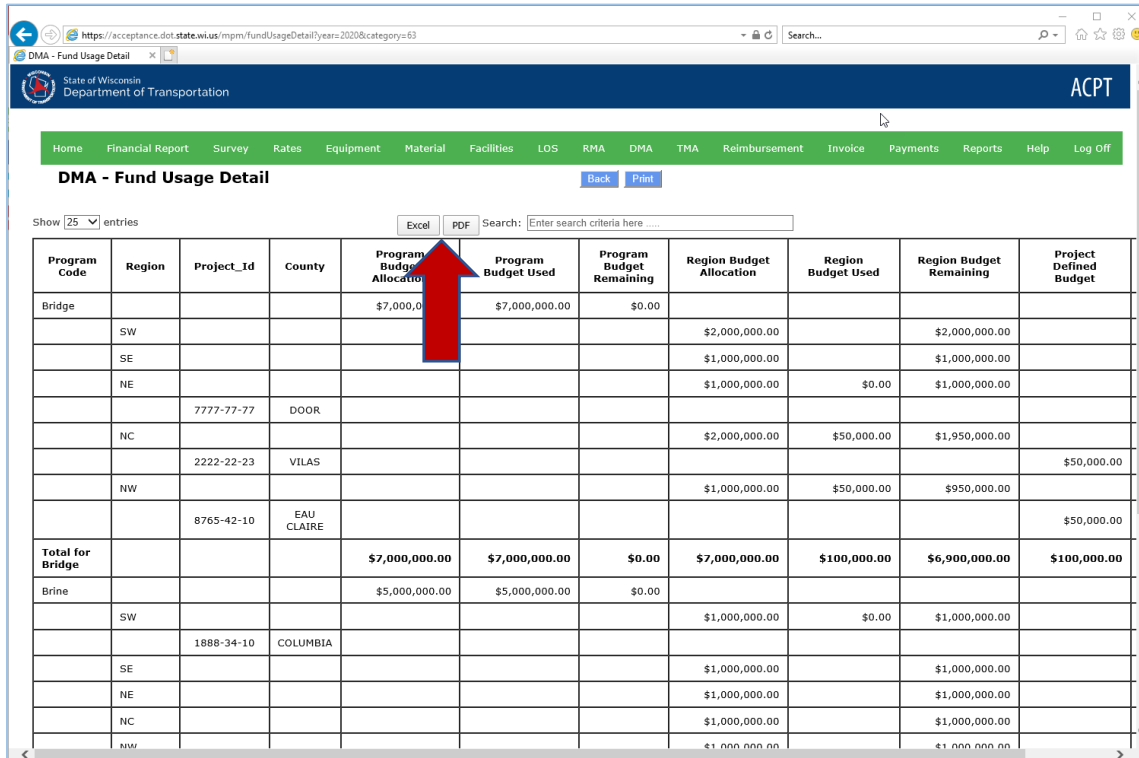
At any time, you can check the availability of funds with the "Fund Usage Detail" link on the DMA Main Screen. Clicking that link will display a report similar to this:

There needs to be enough funding in the "Region Budget Remaining" column for the funding category you want to use. If you have questions, please contact the Highway Maintenance and Roadside Management section in the Bureau of Highway Maintenance (currently Chis Ohm).

Clicking on the Excel or the PDF links will extract the report data in the format selected.

Returning to Regional Responsibility
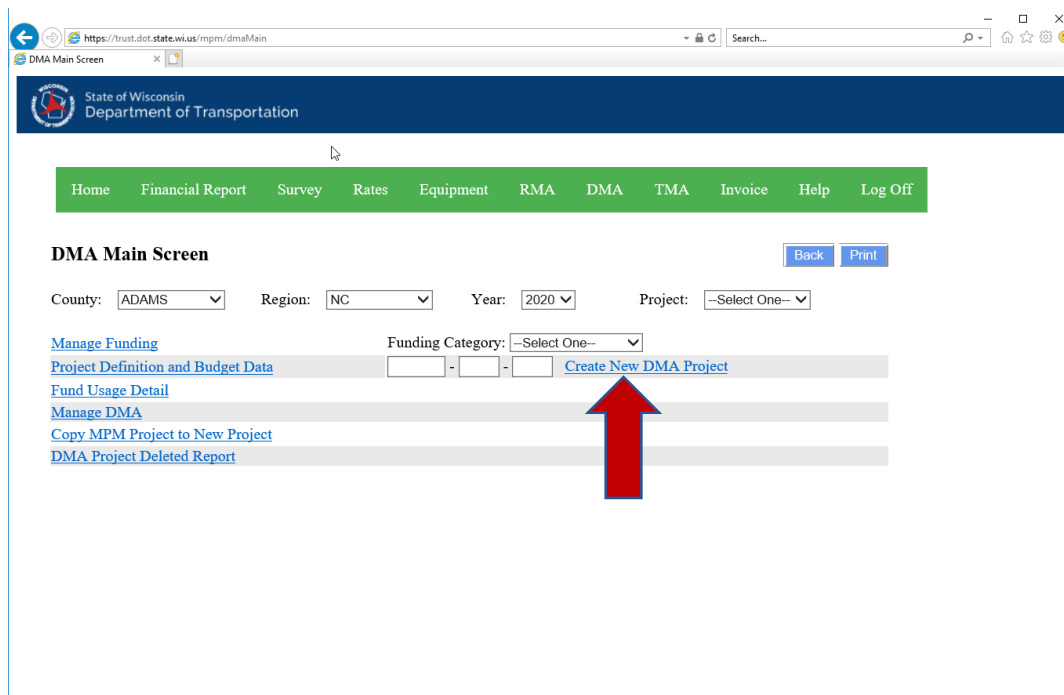
Step 4: Select County

Once you select a County, the Region will be automatically selected based on the County.

Step 5: Enter a new project ID and click Create New DMA Project

Note 1: Project IDs must contain 4 numeric characters in the first box and two in the second and third boxes.

Note 2: Project IDs should already be set up in PeopleSoft so that you know the project ID is available for use (see guidance below).

Note 3: If the Project ID already exists in the MPM database, you will be warned when you click on the Create New DMA Project link

Project IDs should be available to be used in both PeopleSoft and MPM, so be careful to check both places before you commit to a project ID!

DMA PeopleSoft Project Setup Guidance

Follow the PeopleSoft Job Aid for 'Create and Maintain Projects', using the following information specific to DMA project creation:

- General Information
    - Business Unit - 39500
    - Project IDs should be:
        - ✓ **39500C#xxxx** (C#= county number)
    - GEO Location
        - ✓ County Name
    - Project Supplemental Data
        - ✓ Fund – 21100
        - ✓ Clearing Appr – 96100
        - ✓ Department – (use your region's Department Code)
        - ✓ Project Program – 3571

Follow the PeopleSoft Job Aid for 'Create and Update Project Activities', using the following information:

Discretionary Maintenance projects are typically 100% funded with State funds. If that is the case with this project, your project will be setup with two activities.

The Source activity will be LABOR-DLVY-OTHR, and the Target activity will be STATE because the project is state funded.

Because LABOR-DLVY-OTHR is a Source activity, the Activity Type is SRC and because STATE is the Target activity, the Activity Type is STATE.

Follow the PeopleSoft Job Aid for 'Create and Manage Funds Distribution', using the following information:

- Funds Distribution
  - ✓ Business Unit – 39500
  - ✓ 39500C#xxxx (C#= county number)
  - ✓ Activity – LABOR-DLVY-OTHR
  - ✓ Analysis Group – FDSRC (click target link)
  - ✓ Threshold Amount - $999999999999.99
- Project Costing Tab
  - ✓ Percentage – 100%
  - ✓ Analysis Type – FND
  - ✓ Activity – STATE
  - ✓ Source Type – STATE
  - General Ledger Tab
    - ✓ Fund Code – 21100
    - ✓ Appropriation Code - 36800

There are several sections on the DMA – Project definition and Budget Data screen. We'll present them one section at a time.

Step 6: Enter Project definition information

Project Description: Description of the project. Please include termini points if it's a roadway project, Bridge number if it's a bridge project, county-wide, region-wide – some indication of the general location of the project.

Project Short Description: Abbreviated description of the project used for displaying in the drop-down list of projects. Recommended that you enter something that will help you recognize the project.

Project Funding Category, Project Category, Activity Code (selected later) and Program Code
(Required): These values are interrelated. Use the table below to determine which to use.

Funding Category:	Brine Makers	Salt Sheds	Culverts	Bridges	Weather	PBM DMAs
Project Category:	DWN99 – Brine Makers	DHN95 – Salt Storage Facilities	DHN09 – Culverts	DBN15 – Deck Replacement, DBN16 – Deck Overlay, DBN17 – Painting, DBN18 – Superstructure, DBN19 – Substructure, DBN20 – Widening, DBN21 – Slope Paving, DBN22 – Approaches	DUN23 – Emergency Repairs	DHN15 – Unclassified
Activity Code:	037 – is to be used for the purchase and installation of the brine maker, 070 – is to be used for transporting to another county or outlying tank, 072 – is to be used for equipment maintenance and production of brine	037 – Construction of Salt Shed Facility	051 – Clean/Repair Drainage Structure, 052 – Maintain Roadside Drainage	059 – Paint, 060 – Deck, 061 – Maintain/Repair Superstructure, 062 – Maintain/Repair Substructure, 063 – Waterway/Slope Repair, 065 – Traffic Control for Structures/Bridge Inspections, 066 – Joint, 067 – Bearing, 068 – Railing, 069 – Approach	Any	Any
Program Code:	3570	3570	3570	3570	3570	3572

Project Length: Enter the length in miles. This is an optional field, so you can leave it empty or enter zero (0) if the project isn't a contiguous length of roadway.

Emergency Project: Select Yes or No. Emergency projects are unplanned or unforeseen (e.g. a bridge got hit by a truck, flooding event, etc.) and require immediate repair.
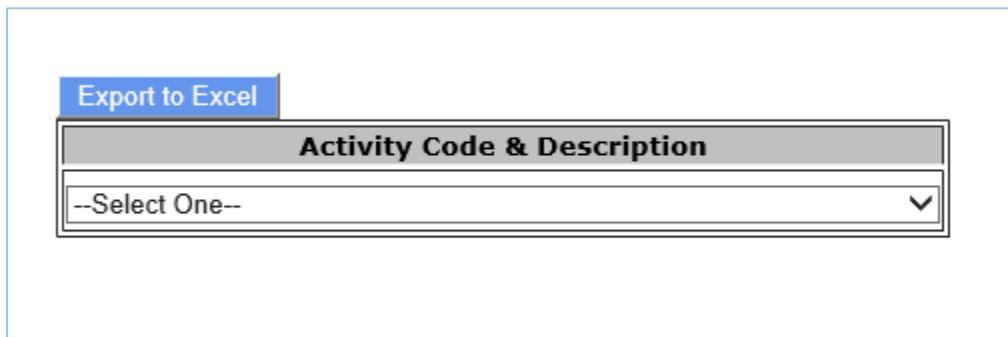
Will Admin Rate apply (Required): Select Yes or No. Select No for Salt Sheds, Brine Makers and Purchasing Equipment; select yes for everything else.

Funding Limit Undefined (Required): Select Yes or No. Typically, this will be No. No means the project has a defined and agreed to cost and the project should not exceed the agreed to cost. Yes means the project cost isn't known – this is very rare! Flooding is the most common example. If you select Yes, the project budget amount isn't deducted from the available budget amount for the region/category. If you select No, the project budget amount is deducted from the available budget amount for the region/category.

Is this a PbM replacement project (Required): Select Yes or No. PbM means Performance-based Maintenance. If it is a PbM replacement project, an attachment showing specifications is required.
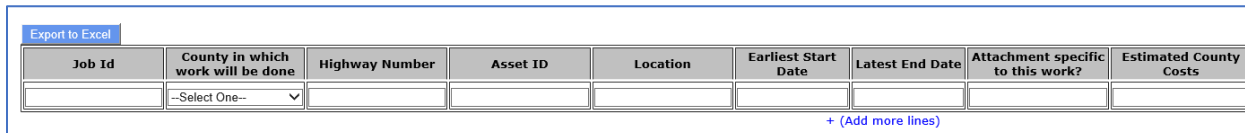
STAR Department ID: This is the 10-digit Department ID (organization code) that is required by PeopleSoft when setting up a project.

Step 7: Select Activity Code & Description

Step 8: Enter Job Details

Job Details should be provided by the County. There can be multiple jobs for a single DMA contract.

Job Id	County in which work will be done	Highway Number	Asset ID	Location	Earliest Start Date	Latest End Date	Attachment specific to this work?	Estimated County Costs
	--Select One--							

+ (Add more lines)

Work Description will be found to the right of Estimated County Costs. Not enough room to display it as a single line and have it still be readable.

Work Description

Step 9 (OPTIONAL): Upload Attachment(s)

Attachment specific to the Job Id

Document Name: [   ]   Document: [   ] [Browse...]

The attachment will print at the end of the contract and must be in a PDF or a JPG format. You **cannot** upload a Word document. Enter a name and then use the Browse link to find the file.

Examples of things to attach are the specifications for the project or any other project details, e.g. Right of Entry permit, map of affected area, etc. If the DMA is a PbM replacement project, an attachment is required.

Note: Anything entered here will be included in the contract in the order listed on this screen. All Special Provisions/Amendments/MOU's, etc. must be attached under the work description for proper printing of the DMA contract.

Step 10: Add Budget amount(s)

Export to Excel		
Budget Label	**Budget**	**Revised Budget**
--Select One-- ∨		

+ (Add more lines)

Use the + (Add more lines) link to add additional lines.

Budget Label choices include:

- Labor (includes Salary, Fringe and Overtime)
- Equipment
- Materials
- Admin

Amounts should be the amount allocated per project ID, not to exceed the total amount allocated to the Region.
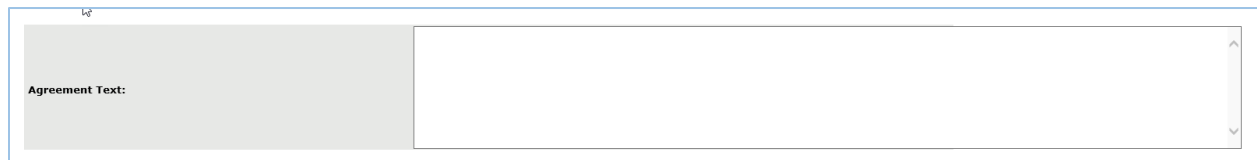
Step 11 (OPTIONAL): Add Budget note(s)

If a budget needs to be revised later, the information will be entered here.

Budget Revision Date	[ ]
New Budget Revision Date	[ ]
Budget Note	[ ]
Budget Note Date	[ ]

This is free form text entered in the Budget Note box. If a Budget amount is ever revised from its original amount, the Budget Revision Date and New Budget Revision Date will auto-populate. The Budget Note Date must be selected
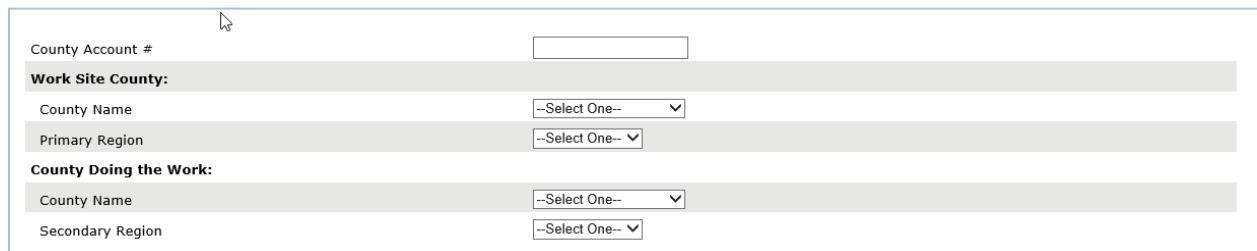
Step 12 (OPTIONAL): Add additional Agreement Text

Agreement Text:	

Type in the additional text you want to have on the DMA. It will appear at the start of the second page of the contract. The first page of the contract is standard boiler-plate language that is common to all DMA contracts. The additional Agreement text should include details specific to this project (e.g. specifications, restrictions, etc.).

Step 13 (OPTIONAL): Add County details

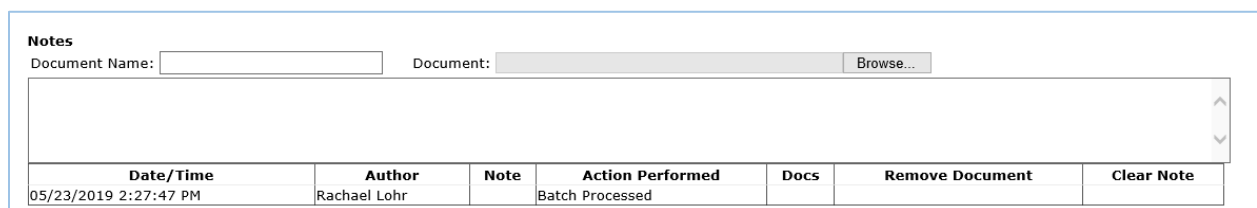| County Account #	
Work Site County:	
County Name	--Select One--
Primary Region	--Select One--
County Doing the Work:	
County Name	--Select One--
Secondary Region	--Select One--

This is additional detail that can be captured if there are multiple counties involved in the job.

Step 14 (OPTIONAL): Add Notes

Notes

Document Name: [   ]   Document: [   ] Browse...

Date/Time	Author	Note	Action Performed	Docs	Remove Document	Clear Note
05/23/2019 2:27:47 PM	Rachael Lohr		Batch Processed			

This allows you to attach additional documents (any format is accepted). There is also a free form text box where you can record comments.

Note: Any files you attach in the Notes section will not print as a part of the DMA contract. This is just a place for the user to store items associated with the contract that are not a part of the legal agreement (e.g. e-mails about the project, notes from negotiations, etc.).

Step 15: Project Controls

There are two additional areas of this screen you will work with. They are found in the upper rightmost corner of the screen.

Project specific actions are shown below:

- Submit – this link will put the project into the approval work flow.
- Validate – this link will tell you if there are any errors or omissions for the project.
- Manage Contract Addendum – this link will allow you to manipulate Addendums.
- Save – this link saves the project to the MPM database.
- Back – this link returns you to the previous screen.
- Print – this link prints a paper copy of the DMA screen (not a printed copy of the contract).

Work Flow

Clicking on the "Show WorkFlow" link in the upper rightmost corner of the screen will show you the history of the DMA as it moved through the work flow for approvals.

For a DMA, the work flow moves from the Region Editor submission to Region Approver for either approval or rejection. If the DMA is rejected, it returns to the Region Editor in an "Open for Submission" status to allow changes to be made and resubmitted. If approved, the DMA moves to the DMA Contract County Approver for either approval or rejection. If the DMA is rejected, it returns to the Region Editor in an "Open for Submission" status to allow changes to be made and resubmitted. If the DMA Contract County Approver approves the DMA, it moves to DMA Contract Region Approver, who also has the option for approval or rejection. If the DMA is rejected, it returns to the Region Editor in an "Open for Submission" status to allow changes to be made and resubmitted. If approved, the DMA moves to the DMA Contract BHM Approver for either approval or rejection. If the DMA is rejected, it returns to the Region Editor in an "Open for Submission" status to allow changes to be made and resubmitted. If approved, the DMA is considered the final contract.

Step 16: Manage DMA

On the DMA Main Screen, you will find a link that lets you manage the contract itself.

This will produce a draft version of the contract, for example:

This presents a PDF window that shows you what the contract would look like. You can't edit the contract within the window – it's a display only presentation. Use the scroll bar on the right to move through the document and the Back link to return to the DMA Main Screen. Note that the blue Print link will print the screen, not the contract. Use the print icon within the PDF to print the contract.

Additional Functionality: Copy MPM Project to a New Project

Oftentimes, new DMAs are very similar to previously executed DMAs. Rather than setting up a new DMA project from scratch, it would be easier to copy an existing project and make the necessary modifications to the copy. This functionality is built into MPM's DMA module.

Note: In order for data elements to auto-populate correctly and completely, you should only copy a project that has been submitted and approved. You can copy a DMA project from a prior fiscal year or the current fiscal year.

From the DMA Main Screen, you would select the County you want to work with and then click on the Copy MPM Project to New Project link:

Alternatively, you can select the project ID if your settings for County and Region are consistent with the project you want to copy.

The DMA – Copy MPM Project to New Project screen appears:

Note: The Copy link won't appear until you have entered a new Project ID.

Enter the desired new project ID, add a Project Short Description (required) and click on Copy. You could also add a Project Description prior to clicking on Copy.

This will take you to the DMA – Project definition and Budget Data screen where you can edit and add attributes as needed.

Note: Even though the copied project was a DMA from the year 2018, the new DMA project is created for whatever year you had selected coming into the MPM screen (in this case 2020).