

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/>

State of Wisconsin
Department of Transportation

WAMS
WEB ACCESS
MANAGEMENT SYSTEM

User ID:
Password:

[Register for a Wisconsin User ID.](#)
[Edit your Profile.](#)
[Change your password.](#)
[Forgot your password.](#)

You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.

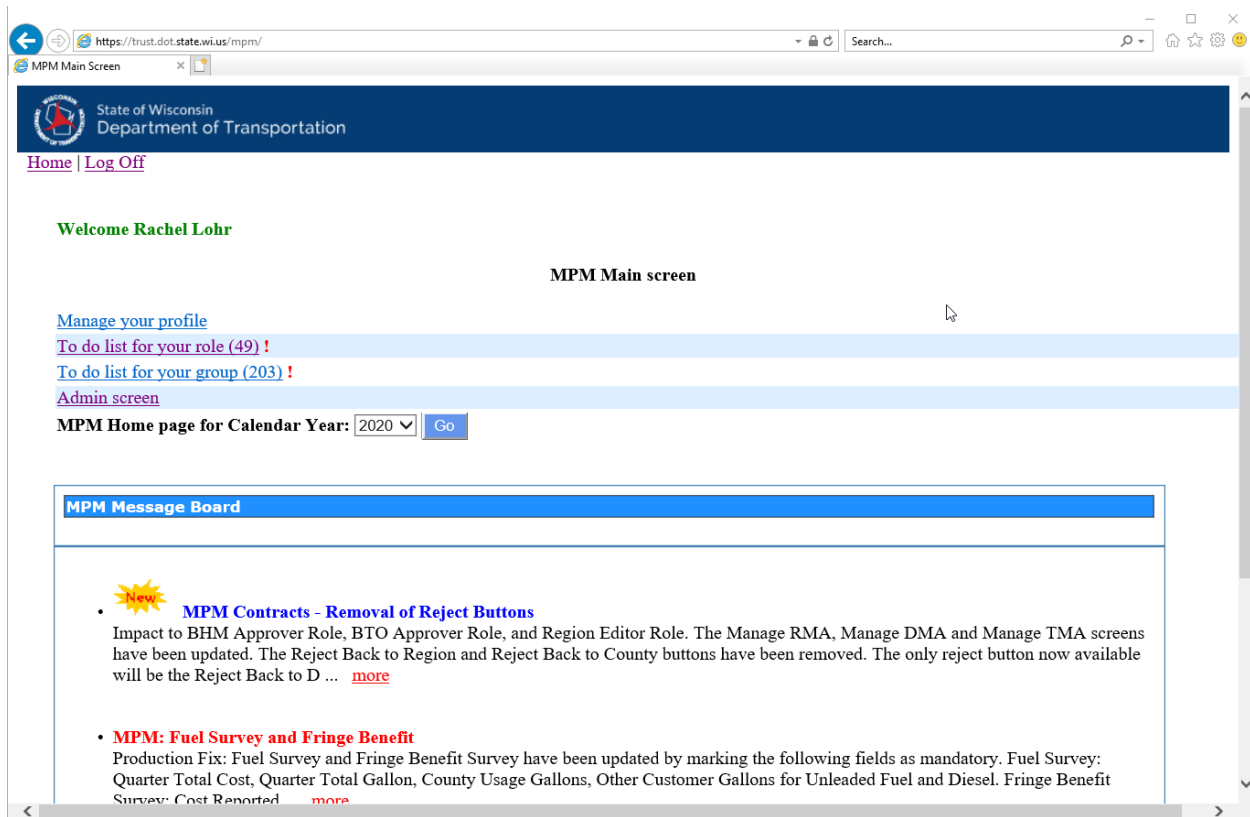
[WAMS Home](#)
Please don't bookmark this page.

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:

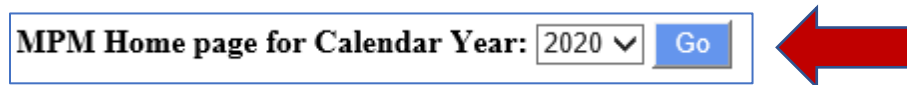
- Manage your profile – this option lets you view and edit your profile.
- To do list for your role – this option presents workflow items needing your attention.

- 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.



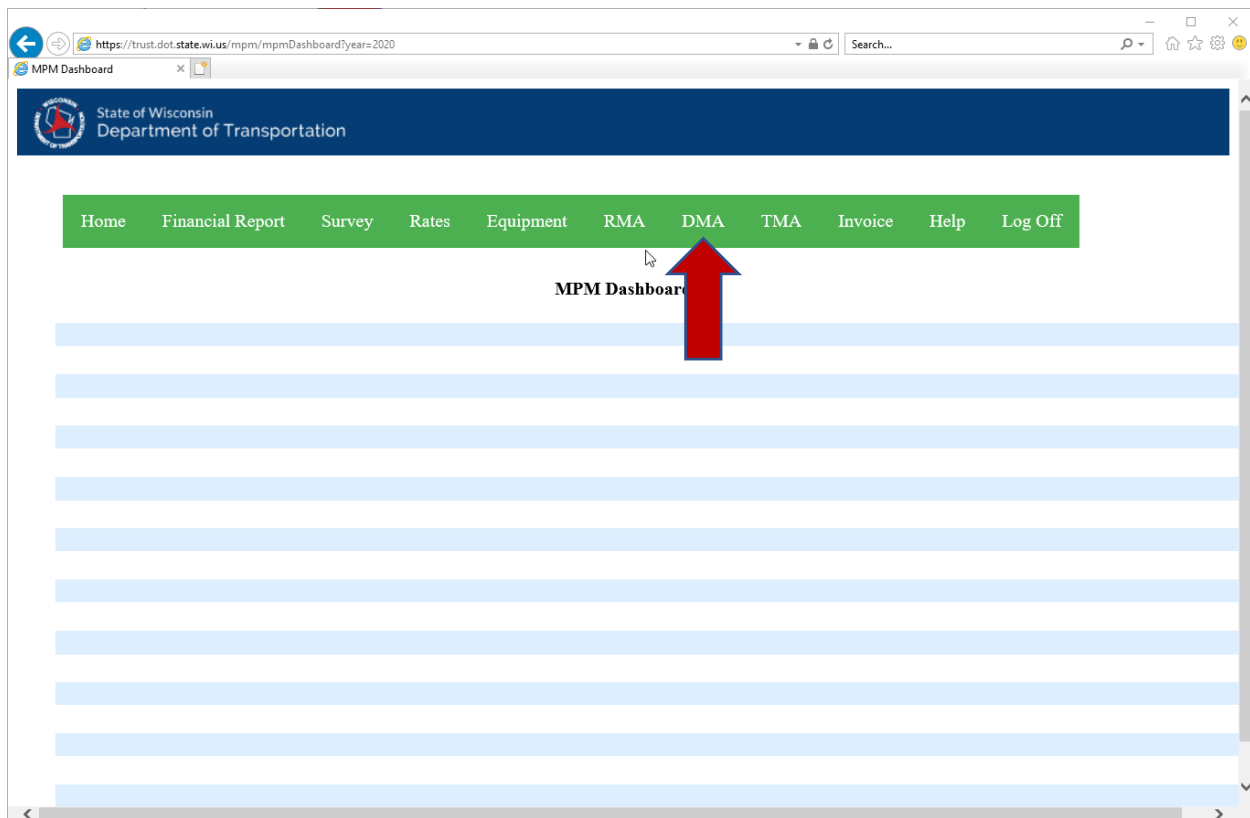
Note: If a user doesn't have any roles for Administrative functions, the link for the Admin screen will be displayed but it will take you to a page that just displays header information.

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.

State of Wisconsin
Department of Transportation

ACPT

Home RMA DMA TMA Help Log Off

DMA Main Screen [Back](#) [Print](#)

County: --Select One-- Region: --Select One-- Year: 2020 Project: --Select One--


[Manage Funding](#) Funding Category: --Select One--

[Project Definition and Budget Data](#) [Convert PM Project to New Project](#)

[Project Detail](#)

[Manage DMA](#)

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



State of Wisconsin
Department of Transportation

ACPT

Home
Financial Report
Survey
Rates
Equipment
Material
Facilities
LOS
RMA
DMA
TMA
Reimbursement

Invoice
Payments
Reports
Help
Log Off


Year: 2020
Funding Category: Salt Shed
Go

DMA - Manage Funding

Submit
Validate
Save
Back
Print

Current Status: Open for Submission
[Show WorkFlow](#)

Year : 2020
DMA Funding Category : Salt Shed

Assigned Role	Name	Action Performed	Date Performed
<div> Description: <div>  </div> </div>			

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

Total Fund - Pending	Total Fund - Approved	Total Region Fund Allocation

Region	Region Fund Allocation - Pending	Region Fund Allocation - Approved	Fund Used by Region
SW			
SE			
NE			
NC			
NW			
Total			


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

Notes

Document Name:

Document:
Browse...

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



State of Wisconsin
Department of Transportation

ACPT

Home
Financial Report
Survey
Rates
Equipment
Material
Facilities
LOS
RMA
DMA
TMA
Reimbursement

Invoice
Payments
Reports
Help
Log Off

Year: 2020
Funding Category: Salt Shed
Go

DMA - Manage Funding

Year : 2020
DMA Funding Category : Salt Shed

Submit
Validate
Save
Back
Print

Current Status: Open for Submission
[Show WorkFlow](#)

Assigned Role	Name	Action Performed	Date Performed
<div> Description: <div> This is a test description. </div> </div>			

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.

State of Wisconsin Department of Transportation ACPT

Home Financial Report Survey Rates Equipment Material Facilities LOS RMA DMA TMA
Reimbursement Invoice Payments Reports Help Log Off

DMA Main Screen Back Print

County: --Select One-- Region: --Select One-- Year: 2020 Project: --Select One--

Manage Funding Funding Category: Salt Shed

Project Definition and Budget Data - - - Create New DMA Project

Project Detail

Manage DMA

Copy Project to New Project

DMA Project Deleted Report

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.

State of Wisconsin Department of Transportation ACPT

Home Financial Report Survey Rates Equipment Material Facilities LOS RMA DMA TMA Reimbursement
Invoice Payments Reports Help Log Off

Year: 2020 Funding Category: Salt Shed Go

DMA - Manage Funding

Year : 2020 DMA Funding Category : Salt Shed Approve Reject Save Back Print

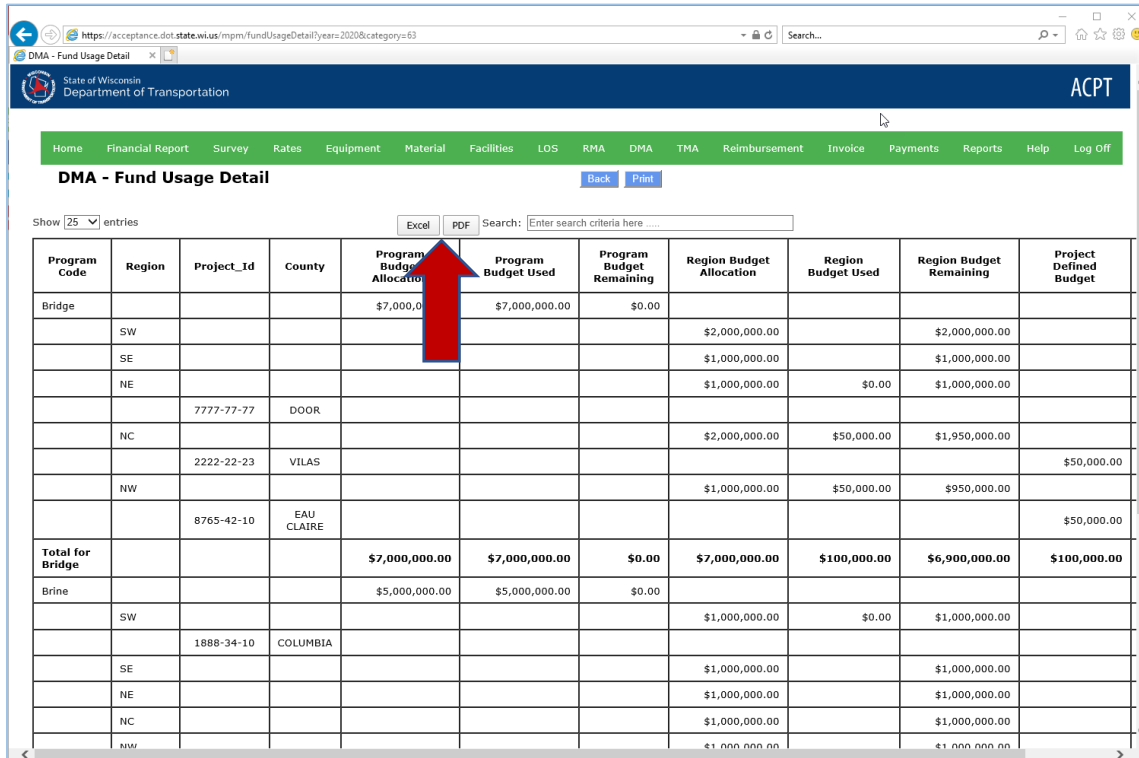
Current Status: Review by Central Office
Show Workflow

Assigned Role	Name	Action Performed	Date Performed

Description: This is a test description.

Total Fund - Pending	Total Fund - Approved	Total Region Fund Allocation
\$1,000,000.00		\$0.00

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:



The screenshot shows the 'DMA - Fund Usage Detail' report. The table displays data for various projects, including Bridge, Brine, and others. A red arrow points to the 'Program Budget Remaining' column, indicating that there needs to be enough funding in this column for the funding category you want to use.

Program Code	Region	Project_Id	County	Program Budget Allocation	Program Budget Used	Program Budget Remaining	Region Budget Allocation	Region Budget Used	Region Budget Remaining	Project Defined Budget
Bridge				\$7,000,000.00	\$7,000,000.00	\$0.00				
	SW						\$2,000,000.00		\$2,000,000.00	
	SE						\$1,000,000.00		\$1,000,000.00	
	NE						\$1,000,000.00	\$0.00	\$1,000,000.00	
		7777-77-77	DOOR							
	NC						\$2,000,000.00	\$50,000.00	\$1,950,000.00	
		2222-22-23	VILAS							\$50,000.00
	NW						\$1,000,000.00	\$50,000.00	\$950,000.00	
		8765-42-10	EAU CLAIRE							\$50,000.00
Total for Bridge				\$7,000,000.00	\$7,000,000.00	\$0.00	\$7,000,000.00	\$100,000.00	\$6,900,000.00	\$100,000.00
Brine				\$5,000,000.00	\$5,000,000.00	\$0.00				
	SW						\$1,000,000.00	\$0.00	\$1,000,000.00	
		1888-34-10	COLUMBIA							
	SE						\$1,000,000.00		\$1,000,000.00	
	NE						\$1,000,000.00		\$1,000,000.00	
	NC						\$1,000,000.00		\$1,000,000.00	
	NW						\$1,000,000.00		\$1,000,000.00	

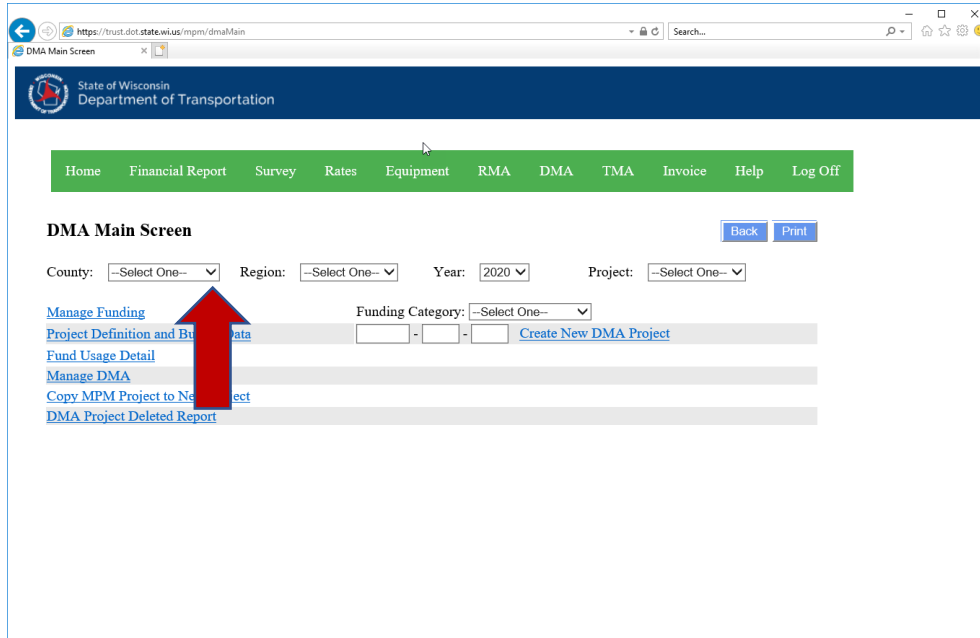
There needs to be enough funding in the “Region Budget Remaining” column for the funding category you want to use. If you have questions, please contact the Highway Maintenance and Roadside Management section in the Bureau of Highway Maintenance (currently Chis Ohm).

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

Returning to Regional Responsibility

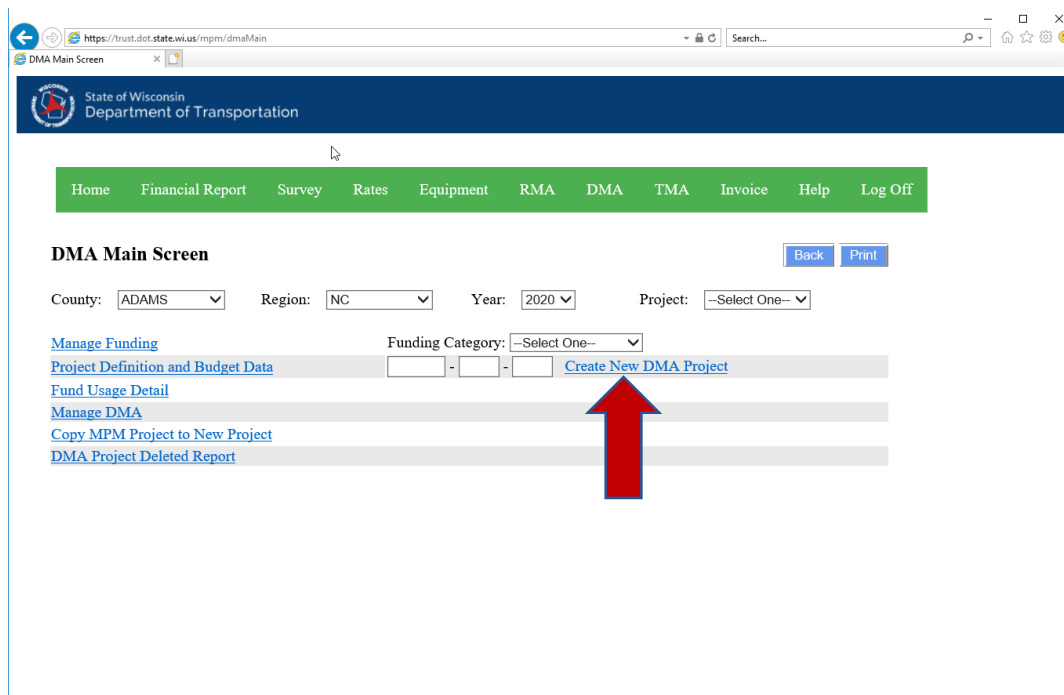
Step 4: Select County

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



The screenshot shows the 'DMA Main Screen' of the State of Wisconsin Department of Transportation. The navigation bar includes links for Home, Financial Report, Survey, Rates, Equipment, RMA, DMA, TMA, Invoice, Help, and Log Off. The main content area has a title 'DMA Main Screen' with 'Back' and 'Print' buttons. Below the title are dropdown menus for County, Region, Year, and Project. A red arrow points to the County dropdown menu, which is currently set to '--Select One--'. Below the dropdowns are several links: 'Manage Funding', 'Project Definition and Budget Data', 'Fund Usage Detail', 'Manage DMA', 'Copy MPM Project to New Project', and 'DMA Project Deleted Report'. There are also input fields for 'Funding Category' and 'Create New DMA Project'.

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



The screenshot shows the 'DMA Main Screen' with the County dropdown menu now set to 'ADAMS'. The Region dropdown menu is set to 'NC'. The Year dropdown menu is set to '2020'. The Project dropdown menu is still set to '--Select One--'. A red arrow points to the 'Create New DMA Project' button, which is located next to the Project dropdown menu. The other elements of the screen, including the navigation bar and links, remain the same.

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!

The screenshot shows the 'DMA Main Screen' of the ACPT system. The page has a green navigation bar at the top with links: Home, Financial Report, Survey, Rates, Equipment, Material, Facilities, LOS, RMA, DMA, TMA, Reimbursement, Invoice, Payments, Reports, Help, and Log Off. Below the navigation bar, the 'DMA Main Screen' title is displayed. There are two buttons, 'Back' and 'Print', to the right of the title. The main content area contains several dropdown menus: 'County' (set to DANE), 'Region' (set to SW), 'Year' (set to 2020), 'Project' (set to Select One), and 'Funding Category' (set to Select One). The 'Funding Category' dropdown shows '9999 - 99 - 99' with a red box around it. A message 'PROJECT-ID Already exists' is displayed next to the 'Create New DMA Project' link. Other links include 'Manage Funding', 'Project Definition and Budget Data', 'Fund Usage Detail', 'Manage DMA', and 'Copy MPM Project to New Project'.

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

State of Wisconsin Department of Transportation ACPT

Home Financial Report Survey Rates Equipment Material Facilities LOS RMA DMA TMA Reimbursement

Invoice Payments Reports Help Log Off

County: BUFFALO Region: NW Year: 2020 Project: --Select One-- Go

DMA - Project definition and Budget Data

Manage Contract Addendum Submit Validate Save Back Print Current Status: Open for Submission [Show Workflow](#)

County : BUFFALO Region : Northwest Year : 2020 Project : 4444-44-44

Assigned Role	Name	Action Performed	Date Performed

Project Description

Project Short Description

Project Category * --Select One--

Project Funding Category * --Select One--

Program Code * --Select One--

Project Length (Miles)

Will Admin Rate apply? * --Select One--

Undefined Funding (e.g. Flooding)? * --Select One--

Is this a PbM replacement project? * --Select One--

STAR Department ID * (From PeopleSoft)

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.

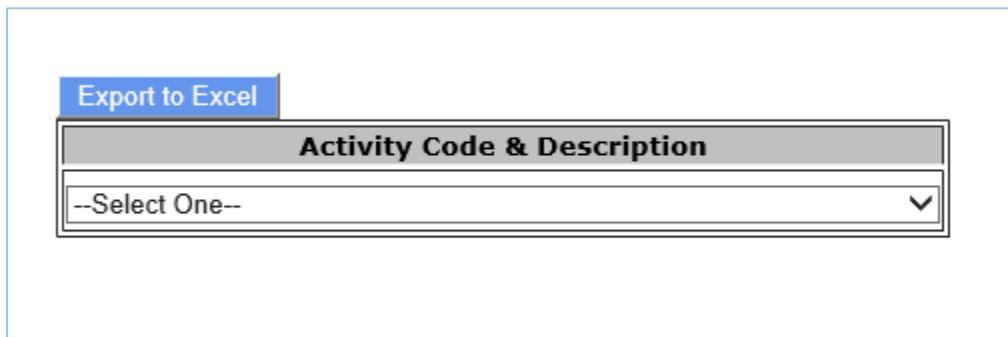
Will Admin Rate apply (Required): Select Yes or No. Select No for Salt Sheds, Brine Makers and Purchasing Equipment; select yes for everything else.

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.

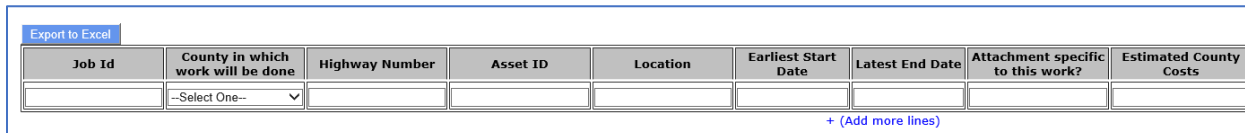
STAR Department ID: This is the 10-digit Department ID (organization code) that is required by PeopleSoft when setting up a project.

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.



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.



Step 9 (OPTIONAL): Upload Attachment(s)

Attachment specific to the Job Id

Document Name:

Document:


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)

Budget Label	Budget	Revised Budget
--Select One--	<input type="text"/>	<input type="text"/>

 [+ \(Add more lines\)](#)

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.

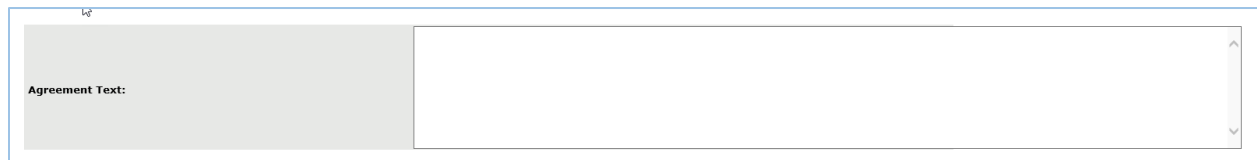
Step 11 (OPTIONAL): Add Budget note(s)

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

Budget Revision Date	<input type="text"/>
New Budget Revision Date	<input type="text"/>
Budget Note	<input type="text"/>
Budget Note Date	<input type="text"/>

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

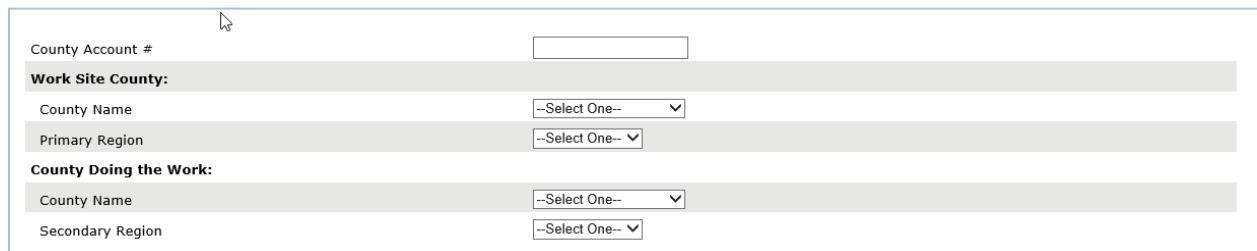
Step 12 (OPTIONAL): Add additional Agreement Text



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--

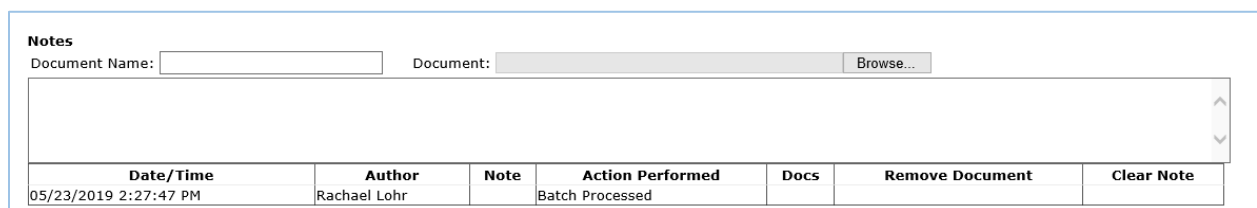
County Doing the Work:

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	Validate	Manage contract Addendum	Save	Back	Print
------------------------	--------------------------	--	----------------------	----------------------	-----------------------

- 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

Current Status: Open for Submission Show WorkFlow				
Assigned Role	Name	Action Performed	Date Performed	Status

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.

The screenshot shows the 'DMA Main Screen' of the ACPT system. At the top, there's a navigation bar with 'Home', 'RMA', 'DMA', 'TMA', 'Help', and 'Log Off'. Below this, the 'DMA Main Screen' title is followed by 'Back' and 'Print' buttons. The main area contains dropdown menus for 'County' (WOOD), 'Region' (NC), 'Year' (2020), and 'Project' (0071-06-40 : HIGH CAPACITY SALT BRINE MAKER - WOOD COUNTY). There are several links: 'Manage Funding', 'Project Definition and Budget Data', 'Fund Usage Detail', 'Manage DMA' (highlighted with a red arrow), and 'Copy MPM Project to New Project'. A 'Funding Category' dropdown is set to '--Select One--'. A 'Create New DMA Project' button is also visible.

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

The screenshot shows the 'Manage DMA Contract' screen. At the top, there's a navigation bar with 'Home', 'RMA', 'DMA', 'TMA', 'Help', and 'Log Off'. Below this, the 'Manage DMA Contract' title is followed by 'Save', 'Back' (highlighted with a red arrow), and 'Print' buttons. The main area displays the 'Current Status: DMA Contract initialized' and a 'Show Workflow' link. A table with columns 'Assigned Role', 'Name', 'Action Performed', 'Date Performed', and 'Status' is shown. Below the table, there's a note: '*To print contract, use the PDF print option within the contract pane.' A red arrow points to a toolbar with icons for print, copy, and other actions. Another red arrow points to a scroll bar on the right. The contract text is displayed below, starting with 'DRAFT' and 'DISCRETIONARY MAINTENANCE AGREEMENT'. The text describes the agreement between the State of Wisconsin Department of Transportation and WOOD COUNTY for the year 2020. A date 'Date: 07/01/2019' is shown in the top right corner.

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:

The screenshot shows the 'DMA Main Screen' of the MPM system. The browser address bar indicates the URL is <https://acceptance.dot.state.wi.us/mpm/dmaMain>. The page header includes the State of Wisconsin Department of Transportation logo and the ACPT logo. A green navigation bar contains links: Home, RMA, DMA, TMA, Help, and Log Off. Below this, the 'DMA Main Screen' title is followed by 'Back' and 'Print' buttons. The main content area features several dropdown menus: 'County' (set to WOOD), 'Region' (set to NC), 'Year' (set to 2020), and 'Project' (set to --Select One--). There are also input fields for 'Funding Category' (set to --Select One--), 'Project ID', 'Project Name', and 'Project Description'. A list of links is displayed: 'Manage Fund Usage', 'Project Definition and Budget Data', 'Fund Usage Data', 'Manage DMA', and 'Copy MPM Project to New Project'. A red arrow points to 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:

DMA - Copy MPM Project To New Project

County : DANE Region : Southwest Year : 2020

COPY FROM

Year: 2018 County: DANE Region: SW Project: 0013-88-40 : 2500 TON SALT SHED

NEW PROJECT DATA

New Project ID: 8528-17-17 Project Type: Non-Supervision

Project Description:

Project Short Description: New DMA

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.

DMA - Project definition and Budget Data

County: DANE Region: SW Year: 2020 Project: 8528-17-17 : New DMA Go

Current Status: Open for Submission Show Workflow

Assigned Role	Name	Action Performed	Date Performed	Status

Project Description

Project Short Description: New DMA

Project Category: DHN95 - Salt Storage Facilities

Project Funding Category: --Select One--

Program Code: 3571 - STH - Discretionary Maintenance - Non Interstate

Project Length: (Miles)

Emergency Project: No

Will Admin Rate apply?: --Select One--

Undefined Funding (e.g. Flooding)? : --Select One--

Is this a PbM replacement project? : --Select One--

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).