



## **FORM 1797 TIPS**

- IF THIS IS A CHANGE TO EXISTING JOB- MARK THE PROJECT CHANGE BOX AND FILL IN THE EXISTING JOB NUMBER. THE RPA WILL CREATE A JOBNET CHANGE REQUEST FOR JOBS THAT WILL BE FUNDED IN THE SAME YEAR. ADDITIONAL SCOPE CODES CAN BE ADDED TO THE JOB NUMBER AND THE FUNDING CAN BE ADJUSTED BETWEEN JOBS. DO NOT CREATE ADDITIONAL JOB NUMBERS FOR FUNDING IN THE SAME YEAR.
- SELECT WORK DESCRIPTION TYPE FROM DROP DOWN
- SELECT SCOPE CODE THAT CORRELATES TO WORK DESCRIPTION (SEE SLIDE 4)
- THE FORM HAS BEEN MODIFIED SO THAT THE ONLY FIELDS THAT NEED TO BE POPULATED ARE STP AND LOCAL FUNDING. THE FORM WILL CALCULATE THE 20% STATE CTF MATCH BASED ON THE STP FUNDING ENTERED. ENTER ZERO FOR LOCAL FUNDING IF NOT INCLUDED SO FORM WILL COMPUTE TOTAL JOB COSTS
- INCLUDE A MORE DETAILED DESCRIPTION OF THE WORK DESCRIPTION TYPE INCLUDING THE FISCAL YEAR OF THE JOB IN THE SHADED AREA.
- ENSURE THE RPA AND MDOT PROJECT MANAGER RECEIVE THE 1797 FORMS