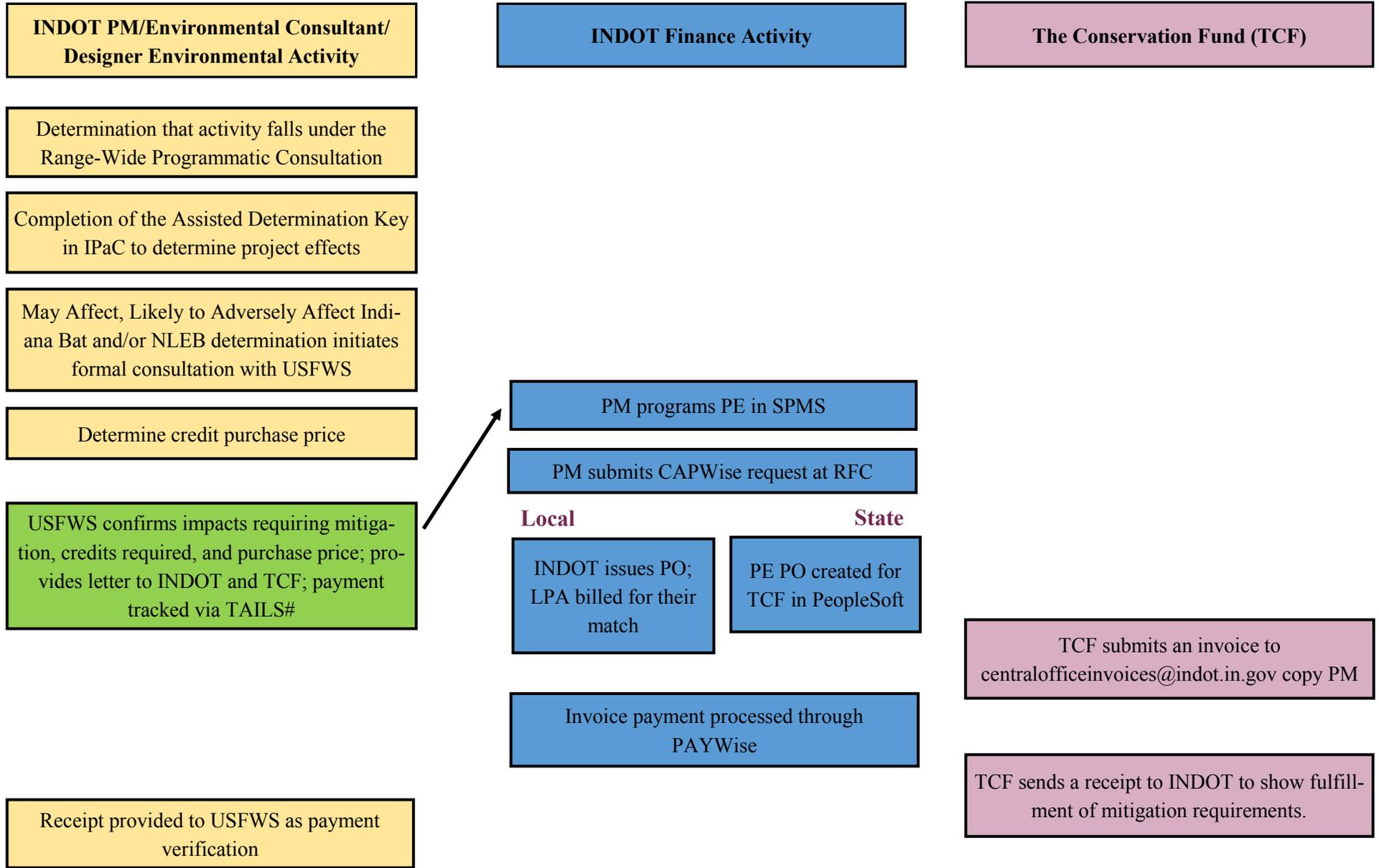


USFWS: U.S. Fish and Wildlife Service

IPaC: Information for Planning and Consulting

# The Conservation Fund In-Lieu Fee Workflow



NOTE - ProjectWise Documentation - [Env Doc][Ecology][ETR Species][Bat Mitigation (new folder)], include USFWS concurrence letter, invoice, purchase order and receipt

## Funding In-Lieu Fee Mitigation Payments for Bats

As a part of INDOT's mission to provide efficient payment to our vendors, we will use the following procedure to fund in-lieu fee (ILF) mitigation payments to The Conservation Fund. These payments are made **after** the U.S. Fish and Wildlife Service (FWS) issues a letter detailing the exact payment and final tracings. All requests for purchase orders related to the mitigation payments must be made through CAPWise. If you do not have access to the system, please request so through ITAP.

1. Log into CAPWise.
2. Select "Funding Requests" from the left-hand bar, then "New Request".
3. Enter your DES (Please do not enter your federal project number here if the two values are different).
4. Select the request phase.
5. Review that the appropriate STIP information is in the request. If you request PE, a PE value must be in the STIP field. If you request CE, a CN STIP value must be present.

The screenshot displays the CAPWise interface for a project with DES number 1297885. The project description is "PLC-37991 DES 1297885 New Road Construction on PR89 From S of Bloomington via SR37 corridor to SR39 in Monroe County Seymour District". Key details include: Contract Number: PLC-37991; Special Funding: Other; Route: PR89; Designated By: Seymour District; County: Monroe; District: Seymour; Work Category: New Road Construction Project; Work Type: New Road Construction; Transport Vendor: WALSH CONSTRUCTION COMPANY; Project Status: Active; Final Audit Date: [blank]; Federal Place: [blank]. Management information shows Program Manager: Anderson, Donna; Project Manager: Flum, Sandra; GIS Contact Email: Assessment Manager. Environmental Clearance: RCD 08/07/2013; Transportation System: Interstate; Urban or Rural: => 50,000; Urbanized Area: Bloomington; Sponsoring Organization: Indiana Department of Transportation. STIP information includes PE STIP: 2014-2017 FSP, ROW STIP: 2014-2017 STIP, and CN STIP: 2014-2017 FSP. Project Oversight: PoDI/State Administered.

6. Enter the requisite information in the "Description/Notes/Comments" section. Be sure to include the following:

*Bat Habitat In-Lieu Fee Mitigation Credit Payment. USFWS issued a credit amount of \$X on MM/DD/YYYY in letter [TAILS number]. Submission made by [Project Manager], please contact at [email].*

If you have any other comments to include, you are more than welcomed to do so, but please ensure that the above is written first.

7. Go to the vendor drop down and type in (86562). "CONSERVATION FUND" should be your result. If you cannot find this vendor, please let Chase Rudner ([crudner@indot.in.gov](mailto:crudner@indot.in.gov)) know.
8. Select Brad Rood as the RQ Person.
9. In the funding box, please enter the exact amount specified in the credit letter.
10. Then hit save in the top right corner. If you get any orange or red errors, please review.
11. Then hit the arrow to submit the request. Now you're done!

Once you receive an email back from CAPWise that we successfully processed the request, please forward to Laura Hilden ([lhilden@indot.in.gov](mailto:lhilden@indot.in.gov)) and Sandy Bowman ([sbowman@indot.in.gov](mailto:sbowman@indot.in.gov)) with a statement that you established a PO for the ILF payment.

Should you have any questions regarding CAPWise or PO set-up, please reach out to Chase Rudner ([crudner@indot.in.gov](mailto:crudner@indot.in.gov)).