IN SWMP In-Lieu Fee Workflow

IN SWMP: Indiana Stream and Wetland Mitigation Program
INRF: Indiana Natural Resources Foundation
RIBITS: USACE Regulatory In-lieu Fee and Bank Information

INDOT PM/Environmental Consultant/Designer Environmental Activity

Avoidance and minimization of stream and wetland impacts during design

Verification of credit availability on RIBITS (bank, IN SWMP)

Submit 404/401 Applications

USACE/IDEM impact verification, IN SWMP acceptance, issue permits

INDOT Finance Activity

PE programmed in SPMS

PSCS work order submitted
CAPWise request generated

PE PO created for INRF in PeopleSoft
INDOT issues PO; LPA billed for their match

Payment to INRF

DNR/IN SWMP/INRF Activity

Verification of credit availability

Tracking Information
DES # (state), FID # (fed)
Permit #’s and type
Mitigation required - LF of stream, ac of wetland and type

IN SWMP notifies INRF of incoming credits
INRF submits invoice to INDOT

DNR receipt to INDOT when payment clears

As of 2/13/2019

Receipt to Regulatory Agencies
Funding In-Lieu Fee Mitigation Payments for Stream and Wetland Mitigation

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 Indiana Natural Resources Foundation. These payments are made after the Department of Natural Resources, Indiana Stream and Wetland Mitigation Program 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.

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

   **INSWMP In-Lieu Fee Mitigation Credit Payment. DNR INSWMP issued a credit amount of $X on MM/DD/YYYY for 404 Permit [ENTER PERMIT 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 (247428). “INDIANA NATURAL RESOURCES FDTN” should be your result. If you cannot find this vendor, please let Chase Rudner (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) and Sandy Bowman (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).