



# Locally Funded Initiative MOU

K-12 Legacy

# Purpose & Procedure

- ▶ The Project Manager or Owner's Agent is responsible for the LFI MOU and for ensuring the LFI is correctly reflected on Contract SOV records.

- ▶ Workflow

Created by: PM, OA → Sent to: District Treasurer for Funding Plan → Sent to: PM for Signature → Sent to: OFCC Fiscal for Approval

# Create LFI MOU

- ▶ In Oaks CI navigate to:
  - ▶ Logs -> LFI MOU
  - ▶ Click New
  - ▶ Select Workflow

Select Workflow - Windows Internet Explorer

Select Workflow

Business Process: Locally Funded Initiative MOU

Workflow: Select

Select

LFI MOU

Zero LFI

Unifier@https://oaksci.training.osfc.ohio.gov - Windows Internet Explorer

ORACLE Primavera Unifier Shauna Hooks (Last login: 07/24/2013 02:40 PM)

Home Company Workspace Projects

User Mode - File Edit View Help

New Copy Open

Locally Funded Initiative MOU - Current

1 Item(s)

Stage	% Project Construction Fund
POR	94

Projects (Standard)

- School Facilities Training 1
  - Summary
  - Alerts
  - uMail
  - Mailbox
  - Collaboration
  - Information
  - Cost Manager
  - Data Manager
  - Document Manager
  - Logs
  - Applications for Payment
  - Budgets
  - Certified Payrolls
  - Contract
  - Contract Modification
  - Contract Schedule of Va
  - Fund Allocation
  - Fund Release
  - Fund Transfers
  - Locally Funded Initiative
  - Meeting Minutes
  - Purchase Orders
  - Requests for Interpretatio
  - Subcontractor/Supplier D
  - Submittals
  - Vouchers
  - Reports

# LFI MOU

- ▶ Complete all open fields
  - ▶ Fields marked with a red \* are mandatory
- ▶ Scroll down to continue entering information

Create New Locally Funded Initiative MOU - Project No. OCI-130101 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Undo Accept Task Add Attachment Discussion Close Window

LFI MOU Locally Funded Initiative MOU

Use the LFI MOU Breakdown Spreadsheet to calculate the amounts. Complete the data fields and save the record as a draft, create a custom print for signatures, upload the spreadsheet and custom print to the document manager and attach to this record.

General

Project Number: OCI-130101 Record Number:

Project Name: School Facilities Training 1 Creator: Shauna Hooks

School District:  Creation Date:

Facility Name:  Status:

County:  Stage: -Select-\*

Title:

OSFC Scope of Work

Include values from LFI Worksheet Lines A, M, S, and T

OSFC Scope of Work:

Local Initiative Scope of Work

Local Initiative Scope of Work:

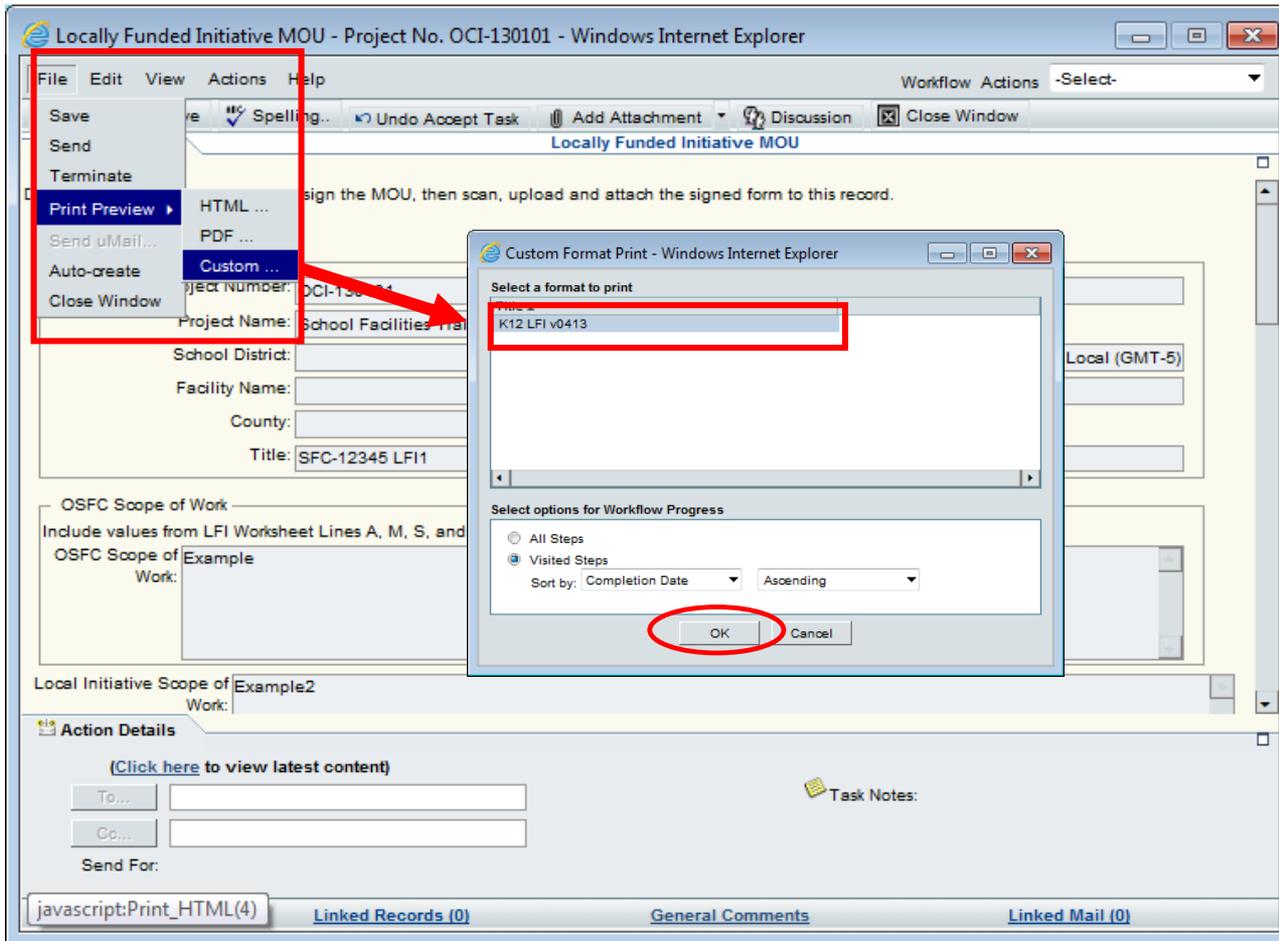
Local Initiative Budget

Action Details

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

# Create Custom Print

- ▶ Once all of the information is filled in you will create a Custom Print of the record for Signature
- ▶ Click File -> Print Preview -> Custom Print
- ▶ Highlight Title (K12 LFI MOU) -> Click OK



# Edit Custom Print

- ▶ Open the word document that is created and save it to your computer.
- ▶ Many OAKS CI custom format documents contain blanks that could not be populated from the selected record. These must be edited by hand prior to distributing the document
- ▶ Review the entire document, editing as necessary.

Form Agreement – Local Funded Initiatives		
Ohio School Facilities Commission Forms and Documents		
LFI Stage	Design Development	
School District:		
County Name:		
Building Name:		
OSFC Scope of Work: -Include values from LFI Worksheet Lines A, M, S, and T		
Local Initiative Scope of Work and Project Name:	Brown - New K-12	
Local Initiative Budget: - Include values from LFI Worksheet Lines, G, N, Y and Z	\$7,500.00	
Additional Square Footage or Renovation Project Improvement LFI's (Fixed Percentage of Costs) - Include values from LFI Worksheet Lines N and Y	\$0.00	
Material or Scope Upgrade LFI's (Add Alternate Bid) - Include values from LFI Worksheet Lines K and Z	\$0.00	
A/E and CM Amendment Budget and Deadline for Amendment: - Values within Line BB of LFI Worksheet		
LFI Fund(s) and Cost Center(s):		
Proportional Sharing Percentage of Additional Square Footage LFI's, Renovation Project Improvements and integral scope of work:	% Project Construction Fund 85.0	% Local Initiative Fund 15.0

The School District Funding Plan (Form A102) or Funding Verification (Form A103) is attached. A Local Initiative should not be included in design if there is any uncertainty of funding for the Local Initiative. By exception, the Commission may approve continuing to the next design phase with only a portion of the required funding in the Local Initiative Fund, if the Commission determines that the School District's plan for depositing the remaining funds in a timely manner does not present significant risk. In any case, all funding must be in the Local Initiative Fund prior to bidding the work.

The timing of payments of the Local Initiatives portion of shared contracts should be determined by the treasurer. Generally, payments should be spread over the time span of the contract, or approximate the completion of the Local Initiative. In no case shall the School District Treasurer pay all the invoices of a contract with project funds, and then only pay the final invoices with local initiative funds.

If a cost overrun occurs or change orders are approved by the Commission and School District to Fixed Percentage Contracts, the costs will be proportionally shared by the Project Construction Fund and the Local Initiative Fund according to the same percentage shares as listed for those contracts, shown above in this Memorandum of Understanding. In the event of a cost under-run or deduct change order to Fixed Percentage Contracts, the contributions of the Project Construction Fund and Local Initiative Fund will be reduced according to the same percentage shares as listed for those contracts, shown above in this Memorandum of Understanding.

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Form Agreement – Local Funded Initiatives			
Ohio School Facilities Commission Forms and Documents			
The calculation of cost overruns or under-runs include all shared hard and soft costs of the project. For Fixed Percentage contracts, change orders may be designated as fully project-funded or fully local initiative-funded only in extraordinary circumstances, by agreement from both owners, when the change order involves a substantial change of scope that unarguably is connected to only project-funded work or local initiative-funded work.			
Material or Scope Upgrade Local Initiatives shall be defined as a specific dollar amount. The project team shall review all change orders and assign to the School District all costs related to the material or scope upgrade local initiative.			
The School District and Commission agree to the terms and conditions provided in this Memorandum of Understanding for the Local Funded Initiative.			
SCHOOL DISTRICT		OHIO SCHOOL FACILITIES COMMISSION	
COUNTY			
By:	Superintendent	By:	Project Administrator
Date:		Date:	
By:	Treasurer		
Date:			

For POR, SD, DD, or CD MOU complete Form A102 or A103  
For Revised Post-Bid MOU complete Form A103

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# Attach Signed Document to Record

- ▶ **Once you have made all necessary edits:**
  - ▶ Save the completed document to your computer.
  - ▶ Print the LFI MOU document
  - ▶ Sign the document
  - ▶ Scan the signed document back into your computer
  - ▶ Upload the document to Document Manager
  - ▶ Attach the signed document to the LFI MOU record

The screenshot displays a web application interface for managing a Locally Funded Initiative MOU. The main window, titled "Locally Funded Initiative MOU - Project No. OCI-130002 - Windows Internet Explorer", shows a form with the following fields:

- Project Number: OCI-130002
- Project Name: UAT 5 Rel 1 - Toronto
- School District: Toronto City School District
- Facility Name: High School-Toronto
- County: Jefferson
- Title: Intregal Square Foot

The "Add Attachment" button is circled in red. A secondary window titled "Select Files - Windows Internet Explorer" is open, showing a file tree with "0375 Record Documents" selected. A red arrow points from the "Add Attachment" button to the "0375 Record Documents" folder. Another red arrow points from the "LFI1.xml" file in the file list to the "Add Attachment" button. The "OK" button in the "Select Files" window is also circled in red.

# Submit LFI MOU

- ▶ Attached document will show at the bottom of the record
- ▶ Send the record forward by choosing the Workflow Action: Submit
- ▶ “To” box will populate with recipient of record
- ▶ Click Send

Locally Funded Initiative MOU - Project No. OCI-130002 - Windows Internet Explorer

File Edit View Actions Help

Workflow Actions: Submit

Send Save Spelling... Undo Accept Task Add Attachment Discussion Close Window

**LFI MOU** Locally Funded Initiative MOU

Download the attached document, sign the Funding Plan then scan, upload and attach the signed form to this record.

**General**

Project Number:	OCI-130002	Record Number:	LFI-2
Project Name:	UAT 5 Rel 1 - Toronto	Creator:	UAT Project Manager
School District:	Toronto City School District	Creation Date:	04/18/2013 03:33 PM Local (GMT-5)
Facility Name:	High School-Toronto	Status:	Accepted
County:	Jefferson	Stage:	SD
Title:	Intregal Square Foot		

**OSFC Scope of Work**

Include values from LFI Worksheet Lines A, M, S, and T

OSFC Scope of Work: District purchased additional square footage in the student dining, gym, media center and 10 classrooms.

**Local Initiative Scope of Work:**

**Action Details**

**Submit**

To... Ashwin Dasanahalli,Bill Schwertfager,Bilo Tho

Cc...

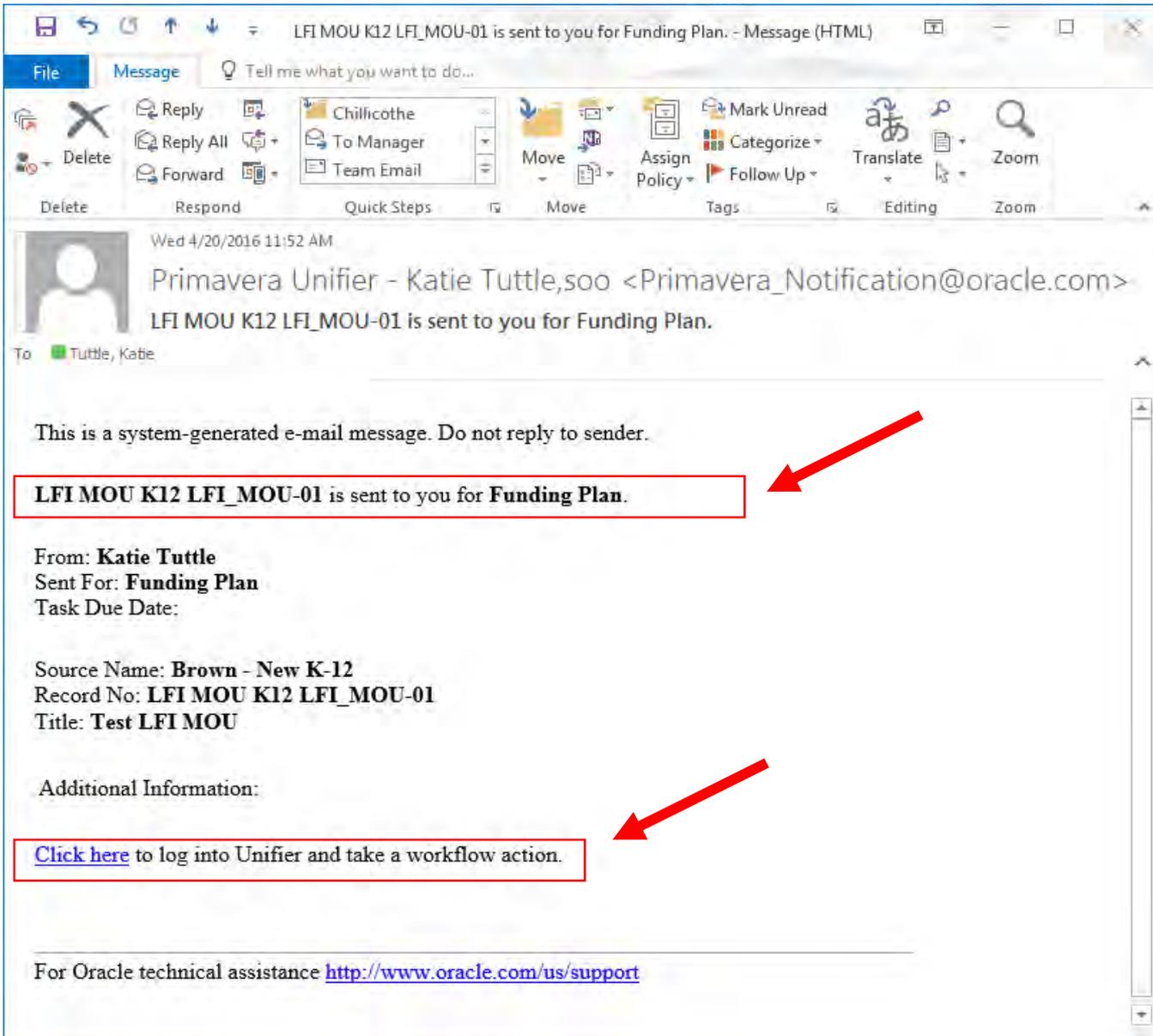
Send For: Funding Plan

Task Notes:

Attachments (1) Linked Records (0) General Comments Linked Mail (0)

# Funding Plan Step- District Treasurer

# Receive an Email



# Access Your Project

Building Project view will allow you to view all School District Buildings you may access

Double Clicking the Building project will take you to the Building project's homepage

Number	Name	Setup Date	Status
SFC-130322.02	Central Elementary	09/23/2013	Active
SFC-130315.17	Prairie Norton Elementary	09/20/2013	Active
SFC-120306.6	Napoleon Area City School District	09/19/2013	Active
SFC-???????.01	Brookfield K-12	09/25/2013	Active

# Task Action

- ▶ To take action on your Task navigate to:
  - ▶ Collaboration
  - ▶ Tasks
- ▶ Double-click the LFI MOU to open

The screenshot displays a software application window titled 'Projects' with a 'Company Workspace' tab. The left sidebar shows a tree view of folders, with 'Collaboration' and 'Tasks' highlighted by red boxes. The main area shows a 'Tasks' table with the following data:

Type	Number	Title	Re Du	From	Sent for	Task Due
LFI MOU K12	LFI_MOU-01	Test LF		Katie Tuttle,so	Funding Plan	
Request for Interpretation K12	RFI-0001	Reques		Katie Tuttle,so	Change Order Request	

# Task Action

- ▶ Click Accept Task to begin work on your Task

The screenshot shows a web application window titled "LFI MOU K12 - Test LFI MOU - Project No. OCI-150041.02 - Internet Explorer". The browser's address bar and menu bar are visible. The main content area is divided into several sections:

- Accept Task Bar:** Contains three buttons: "Accept Task" (circled in red), "Decline Task", and "Close Window".
- General Section:** Contains form fields for:
  - Project Number: OCI-150041.02
  - Record Number: LFI\_MOU-01
  - Project Name: Brown - New K-12
  - Creator: Katie Tuttle
  - Organization Name: (empty)
  - Creation Date: 04/20/2016 08:51 AM (UTC-8)
  - Facility Name: (empty)
  - Status: Pending
  - County: (empty)
- Task Details Section:** Contains:
  - From: [Katie Tuttle](#)
  - Task Due Date: (empty)
  - Task Notes (0)
  - To: [District Treasurer: Ashwin Dasanahalli](#)
  - Task Status: [Not Started](#)
  - Cc: (empty)
  - Sent For: **Funding Plan**
- Standard Section:** Contains a table with one item and a total amount.

No.	WBS Code	Code Name	Short Description	Amount (\$)
001	OR-OT-BE	OR Other Expense Budget	LFI MOU	\$15,000.00

Page 1 of 1 | Show Currency in: Transaction Currency | Display 100 Items Per Page

Total Amount: \$15,000.00

Grid | Find | Attachments (1) | Linked Records (0) | General Comments | Linked Mail (0)

# Print and Sign MOU

- ▶ **Treasurer:** Print the attached MOU, sign, and obtain signature from District Superintendent

The screenshot displays a web application interface for managing a workflow. The main window, titled 'LFI MOU K12 - Test LFI MOU - Project No. OCI-150041.02 - Internet Explorer', shows a 'General' section with the project number 'OCI-150041.02' and an 'Action Details' section with a 'Send For:' field. An 'Attachments' window is open over the main content, showing a list of attachments. The list contains one item: 'K12\_LFI\_MOU (1).docx' with a size of 27 KB. A red arrow points to the file name, and a red box contains the text 'Double-click to open'. The 'Attachments (1)' tab in the main window is circled in red.

Workflow Actions: -Select-

Send Save Spelling.. Add Attachment Discussion Close Window

**LFI MOU** LFI MOU K12

Download the attached document, complete and sign the A-102 or A-103 form, sign the MOU, obtain the Superintendent's signature, then scan and attach the completed form to this record. Take the Sign MOU and Funding Plan work flow action.

**General**

Project Number: OCI-150041.02

**Action Details**

(Click here to view latest content)

To: [ ]

Cc: [ ]

Send For: [ ]

**Standard**

Current View: All

1 Item(s)

No.	WBS Code	Code Name
001	OR-OT-BE	OR Other Expense Budge

**Attachments - Internet Explorer**

Comments View View References Download Remove Close Window

**Attachments - Current View: All**

1 Item(s) Page 1 of 1 Display 100 Items Per Page

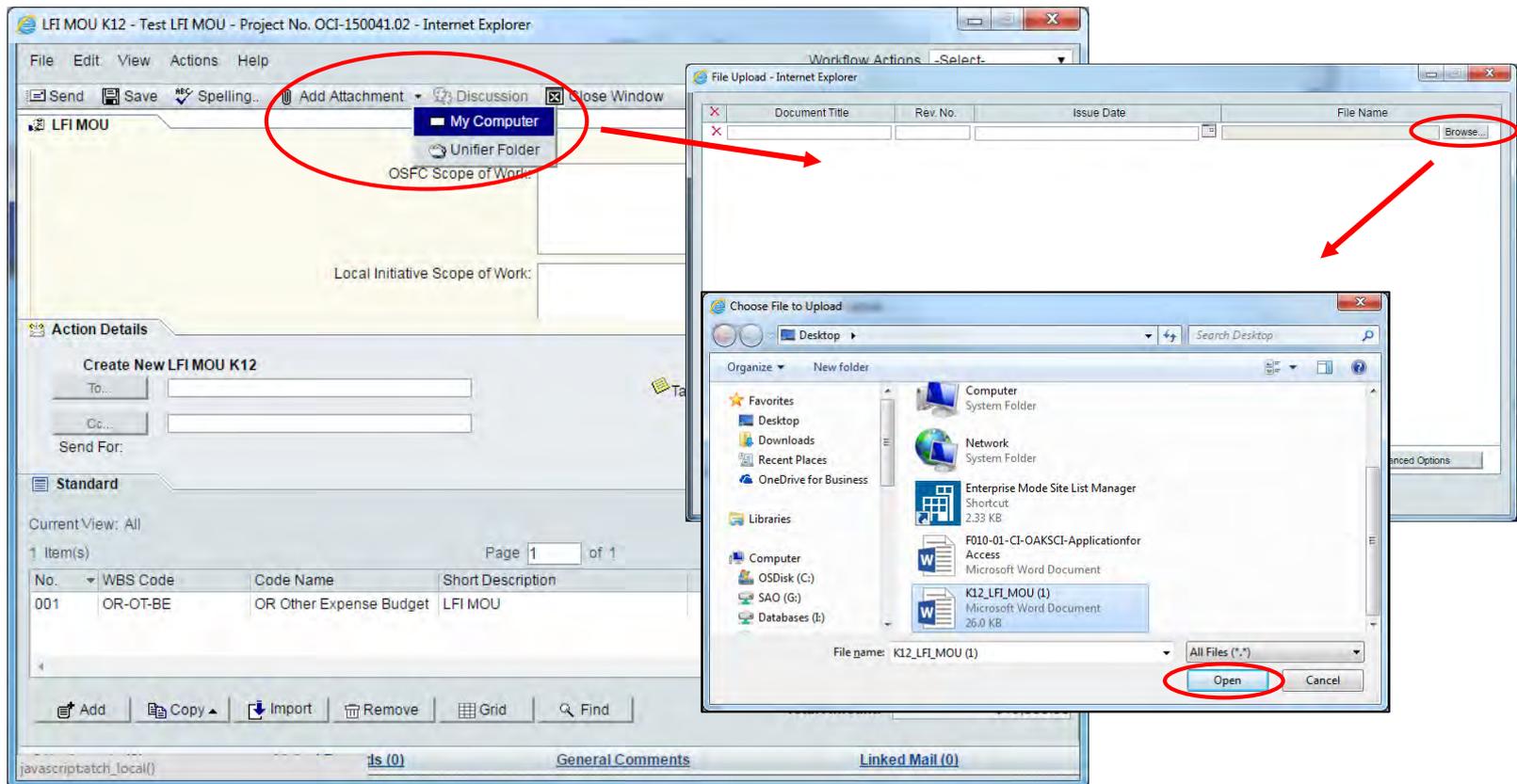
Title	File Name	Revision No	Issue Date	Size
[ ]	K12_LFI_MOU (1).docx			27 KB

Double-click to open

**Attachments (1)** Linked Records (0) General Comments Linked Mail (0)

# Attach Signed Document to Record

- ▶ **Once you have signed and obtained Superintendent signature:**
  - ▶ Scan the signed document back into your computer
  - ▶ Attach the signed MOU to the LFI MOU record
  - ▶ **You will also need to attach the Funding Plan documentation**



# Complete Information

- ▶ Scroll down to the Proportional Sharing Percentages section
- ▶ Enter LFI Fund(s) and Cost Center(s) information

The screenshot shows a web browser window titled "LFI MOU K12 - Test LFI MOU - Project No. OCI-150041.02 - Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Actions", and "Help". A toolbar contains icons for "Send", "Save", "Spelling...", "Add Attachment", "Discussion", and "Close Window". The page content is titled "LFI MOU K12" and includes a section for "AE and CM Amendment Budget and Deadline". Below this, there is a section for "Proportional Sharing Percentages" which is circled in red. This section contains the following text: "Proportional Sharing Percentages of Additional Square Footage LFIs, Renovation Project Improvements and integral scope of work." and three input fields: "% Project Construction Fund:" with a value of 85, "% Local Initiative Fund:" with a value of 15, and "Proportion Check (Must = 100):" with a value of 100. Below these fields is a field for "LFI Fund(s) and Cost Center(s):" which is also circled in red and has a red arrow pointing to it from the right. The bottom of the browser window shows a status bar with links for "Attachments (1)", "Linked Records (0)", "General Comments", and "Linked Mail (0)".

# Send the Record

- ▶ To send the record, choose Workflow Action: Sign MOU and Funding Plan
- ▶ Record will now go to OSFC for Signature
- ▶ Click Send

The screenshot displays the 'LFI MOU K12' record page. The 'Send' button is highlighted with a red circle and a red arrow. The 'Workflow Actions' dropdown menu is also circled in red, showing the selected action 'Sign MOU and Funding Plan'. The 'Action Details' section is highlighted with a red box, showing the 'To...' field with 'Ashwin Dasanahalli, Bill Schwertfager, Bilo Thd' and 'Send For: OSFC Signature'. The table below shows a single item with a total amount of \$15,000.00.

No.	WBS Code	Code Name	Short Description	Amount (\$)
001	OR-OT-BE	OR Other Expense Budget	LFI MOU	\$15,000.00

Total Amount: \$15,000.00

# Questions?

Please contact OAKS CI Support Desk:

[oaksci@ofcc.ohio.gov](mailto:oaksci@ofcc.ohio.gov)

614.644.2211