



Erika Zamora <erika.zamora@co.hidalgo.tx.us>

Processing of AFA for Nolana Loop CSJ 0921-02-361 (Partial Execution)

1 message

Dora Robles <Dora.Robles@txdot.gov>

Fri, Nov 15, 2019 at 12:07 PM

To: Armando Garza <armando.garzajr@co.hidalgo.tx.us>

Cc: Erika Zamora <erika.zamora@co.hidalgo.tx.us>, Norma Garza <Norma.Garza@txdot.gov>, Maricela Salinas <Maricela.Salinas@txdot.gov>, Lynnette Villarreal <Lynnette.Villarreal@txdot.gov>, Margil Maldonado Jr <Margil.Maldonado@txdot.gov>

Good afternoon Mr. Garza,

As you already know, per statewide TxDOT policy, all Advance Funding Agreements (AFA) will now be signed through DocuSign by both parties. Attached is the AFA for Nolana Loop. Per our District's AFA processing procedure, the AFA has been watermarked with "FOR REVIEW ONLY" and the RPIC has the following responsibilities:

Print and route copies to the respective Local Government officials for their further processing and inclusion in your commission meetings:

- Submit to Auditors or respective Finance Department for approval of Direct State Cost payment due with partially executed AFA
- The estimated direct state cost for ROW for this project is **\$81,800**. This amount is due before any work can be performed by TxDOT.
- Add AFA to Commissioners Court's Agenda
- Request that Order be created
- Present AFA with Order before Commissioners Court meeting

Once resolution is approved, RPIC should email pdf of approved resolution and include the full name, title, and email address of person with signature authority to TxDOT PM and carbon copy Contract Specialist (Maricela.Salinas@txdot.gov and Lynnette.Villarreal@txdot.gov)

When the Order is received, TxDOT will do the following:

- Remove the watermark from the AFA
- Incorporate the Order into the AFA
- Submit the AFA, to the person identified with signature authority, for partial execution via DocuSign.
- Add RPIC and PM to receive a copy of the DocuSign document.

If you have any questions, please feel free to contact me at your earliest convenience.

Sincerely,

Dora E. Robles, P.E.,C.F.M.

Transportation Engineer/Project Manager

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A Texas Department of Transportation (TxDOT) message

#EndTheStreakTX

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