

MDOT LAP: Federal Aid 101 for Office Technicians



WEBINAR: Monday, March 23, 2020 — 1:00 - 3:00 PM



Photo: CTT Archive

Equip yourself with knowledge for your federal-aid projects!

Certified office technicians play an integral role in performing project documentation duties via FieldManager and ProjectWise. This webinar will assist office technicians in understanding and effectively using MDOT resources, including the Construction Manual, Material Quality Assurance Procedures Manual (MQAP), Qualified Products List, and Material Source Guide. Attendees

will learn why support documentation for material postings, careful review of IDRs, and field measurements/calculations for item postings are important for ensuring proper payment. They will learn how to provide documentation to support contract modifications and time extensions for judicious approvals. Attendees will gain a valuable understanding of how to preserve federal- and state-aid on their agency's projects.

Presenters

Kelly L. Crannell | Channing Page | Michael Stoltz

View [presenter bios](#).

Registration*

No cost to attend. Register [online](http://ctt.nonprofitsoapbox.com/2020mdotlap-fedaid101ot) at <http://ctt.nonprofitsoapbox.com/2020mdotlap-fedaid101ot>. Questions? E-mail ctt@mtu.edu.

* Required for fulfillment of continuing education. The Center for Technology & Training's continuing education policy is available ctt.mtu.edu/ContinuingEducation. No shows or cancellations within three business days of the session will be charged the full registration fee. Substitutions will be accepted.



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Kelly L. Crannell, PE, is the statewide local agency construction engineer for MDOT. She provides oversight of construction administration documentation processes for federal-aid projects under the Local Agency Program. She strives to enrich local agencies with opportunities to learn how to preserve federal aid, reduce project risk, and deliver successful transportation assets. Crannell is a graduate of Michigan Technological University.

Channing Page performs field inspection duties for MDOT's Lansing Transportation Service Center. He also developed and instructs MDOT's Certified Office Technician course where he teaches office technicians how to work with construction inspectors and contractors to gather required project documentation for federal-aid projects. Channing is well versed in FieldManager and associated documentation guidance. He has been at MDOT for 31 years.

Michael Stoltz is the local agency-designated representative working at MDOT's Grand Rapids Transportation Service Center (TSC). With over 18 years of construction inspection and office technician experience, Stoltz is well versed in urban and rural project challenges. His extensive experience in federal-aid oversight requirements, as the Grand Rapids TSC office technician, makes him a valuable resource to local agencies.

View [webinar overview](#).

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