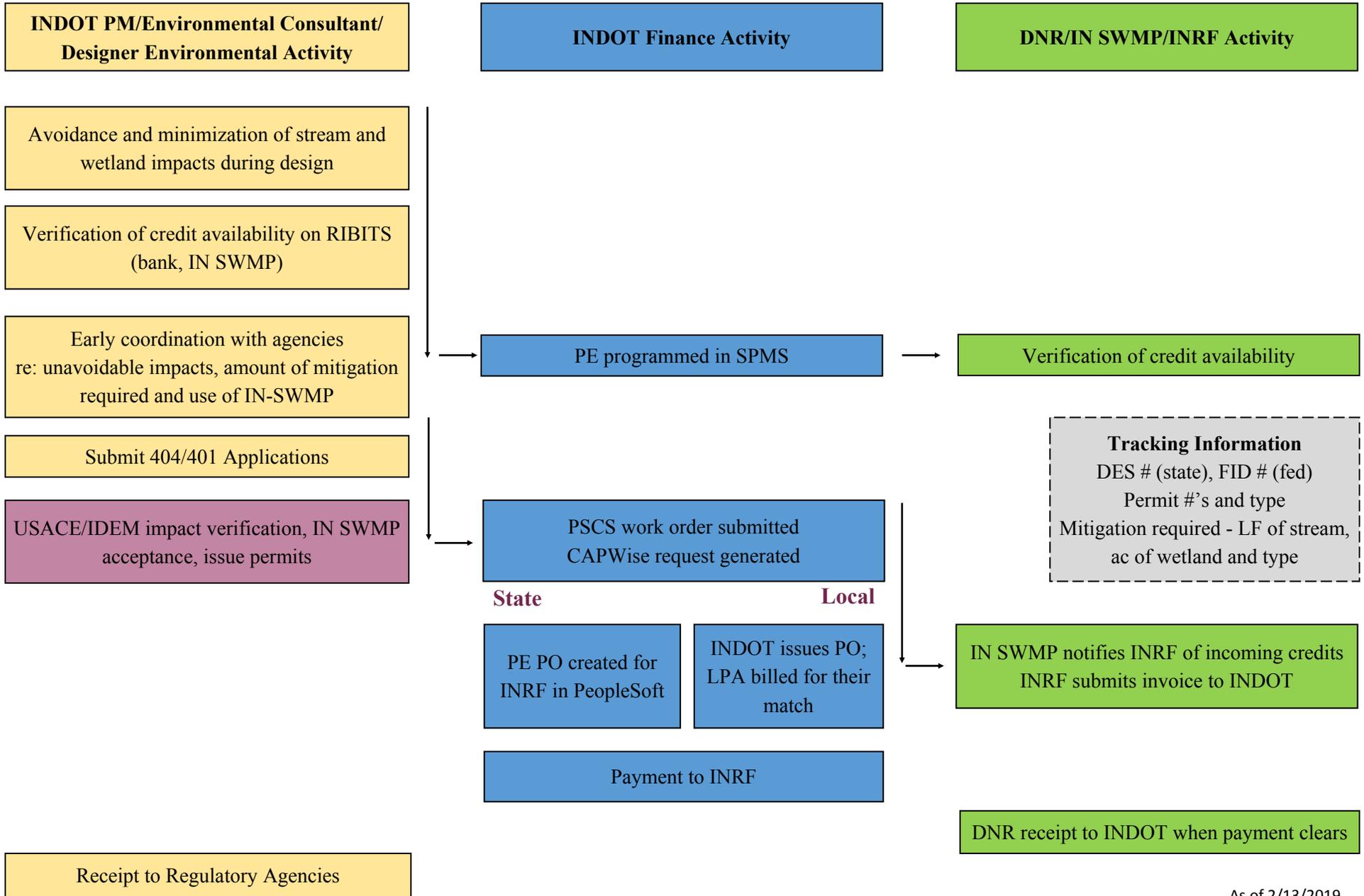


# IN SWMP In-Lieu Fee Workflow

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



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

## 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.

The screenshot displays the CAPWise interface for a project with ID 1297885. The project description is "FLC-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 FLC-37991, Special Funding Other, Route PR89, Designed 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 5/31/2017, Functional Class Interstate, 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, PE STIP 2014-2017 FSP, ROW STIP 2014-2017 STIP, CN STIP 2014-2017 FSP, and Project Oversight PoDir/State Administered.

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](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)).