

Bipartisan Infrastructure Law PL 117-58 – Project Signage Requirements **Instructions for reporting and uploading of images of signage**

1. BLUF: This document provides instructions and requirements for updating project schedules to include milestones for tracking of BIL signage and uploading of images of signage once installed. These are instructions are specific to projects funded within USACE Civil Works portfolio.
2. REFERENCES:
 - a. Public Law 117-58, Infrastructure Investment and Jobs Act (IIJA), also known as Bipartisan Infrastructure Law (BIL)
 - b. EO 14052 “Implementation of the Infrastructure Investment and Jobs Acts” 15 Nov 2021
 - c. OPORD 2023-25 “Bipartisan Infrastructure Law – Project Signage Requirements” 11 Apr 2023

3. BACKGROUND:

In accordance with OPORD 2023-25 and EO 14052, projects funded partially or in whole by the BIL are required to display clear and prominent BIL-specific signage at the project site. For specifics on the requirements of signage installation and most recent approved imagery refer to OPORD 2023-25.

In addition to the requirements for signage as described in the above referenced documents, the White House requires routine reporting on the status of sign installation. The reporting requirements include: project name and location; planned and actual dates for installation of signage; and an image of signage once installed. To provide accurate and timely information and reports on BIL signage, USACE will rely on existing Automated Information Systems (AIS) available within PROMIS.

4. AIS SYSTEM ACCESS:

To upload pictures and to provide accurate reporting on signage users will require access to the PROMIS Portal located at the following URL: <https://promis.usace.army.mil/ords/>

If a user does not have access to the PROMIS portal, it may be requested through submitting a ticket through Service Now at the following URL: <https://servicenow.eis.usace.army.mil/>

To create, add and update project milestones for BIL signage in the project schedule, schedulers/users need project permissions assigned in PROMIS.

5. REQUIREMENTS:

Two pieces of data entry are needed to meet the BIL signage reporting requirements:

- Milestone: Every project receiving BIL funding is required to enter milestone CW444 in the project schedule for signage.
- Images: Once signs are placed at the project site, every project is required to upload pictures associated with the schedule milestone into the Corporate Management Information (CMI) System through the PROMIS Portal.

a. Milestones:

Within the PROMIS project schedule, milestone CW444 will be used to track planned and actual signage installation dates, for every project receiving BIL funding. If a project receives BIL funding for work at multiple sites within the same project, then multiple signs and multiple CW444 milestones are required for accurate tracking and reporting.

The CW444 milestone as shown in the table below will be used for tracking of BIL Signage in the Supplemental Program.

CODE	MILESTONE NAME	EXAMPLE ACTIVITY Name	APPROP	WBS	HQ Tracked	SUPP Tracked
CW444	Signage	Install BIL Sign at (location name)	3122, 3123, 3125, 3112	3000	No	Yes

When adding milestone CW444 the activity name should be as descriptive as possible, to clearly identify the project and site location where the sign will be installed. Activity names should avoid using acronyms or abbreviations unless they are commonly recognized across USACE.

Milestone Activity Names should use the following naming convention:

Project Name - Install BIL Sign at (insert name of Site/Location/Contract)

Examples of appropriate activity names:

GIWW - Install BIL Sign at Port Allen Lock Tainter Valves

McClellan-Kerr Ark River – Install BIL Sign at Ozark Dam No. 12 Paint and Rehab Tainter Gates

For projects funded in the Operations and Maintenance account (to include Mississippi River and Tributaries) the milestone name must also include the Work Package ID.

The CW444 milestone should be scheduled as an active milestone, with a realistic date for the planned installation of signage. Once the sign is installed, the schedule should be updated to reflect the actual date of sign installation. If a sign has already been installed, then a milestone should still be added and actualized with the date of installation.


It is not necessary to reestablish or update the PMB Baseline solely for the addition of this milestone. If there are other reasons that a PMB baseline needs to be updated, then the standard Change Management Process should be followed.

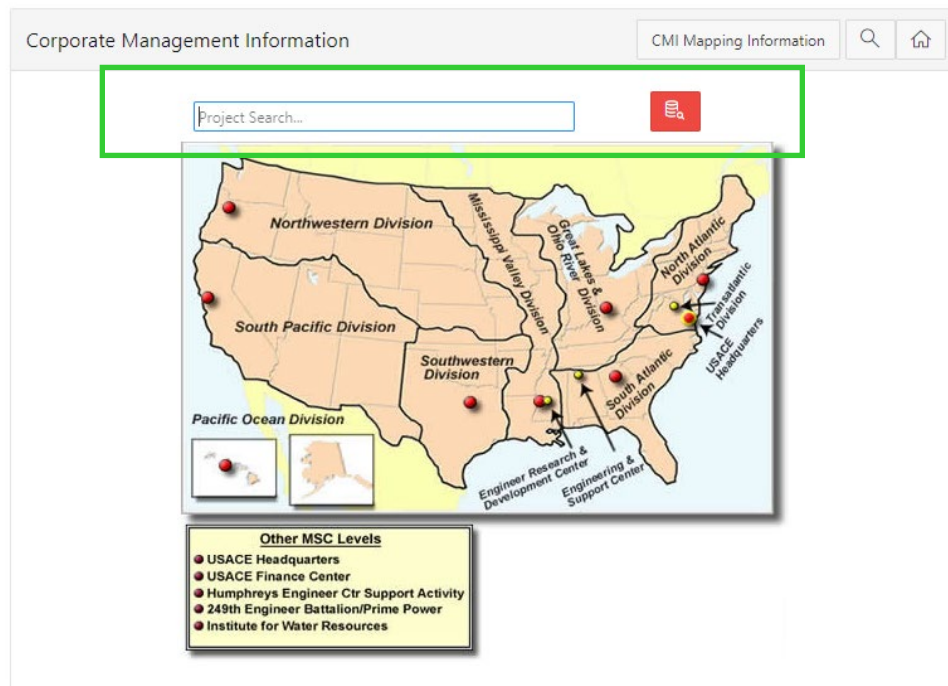
b. Images:

The CMI System available within the PROMIS Portal will be used for the uploading and tracking of images of installed BIL signage. The CMI system allows for the uploading of pictures that can be linked back to the P2 Project number, schedule, associated milestones and dates.

In order to upload pictures using CMI, users will first need to log into the PROMIS Portal at the following link: <https://promis.usace.army.mil/>

Steps to upload pictures:

- i. Under the header for “Corporate Management Information” users can use the search box to find a project by PROMIS Project number or name. After entering the project number, select the search icon  to execute the search.

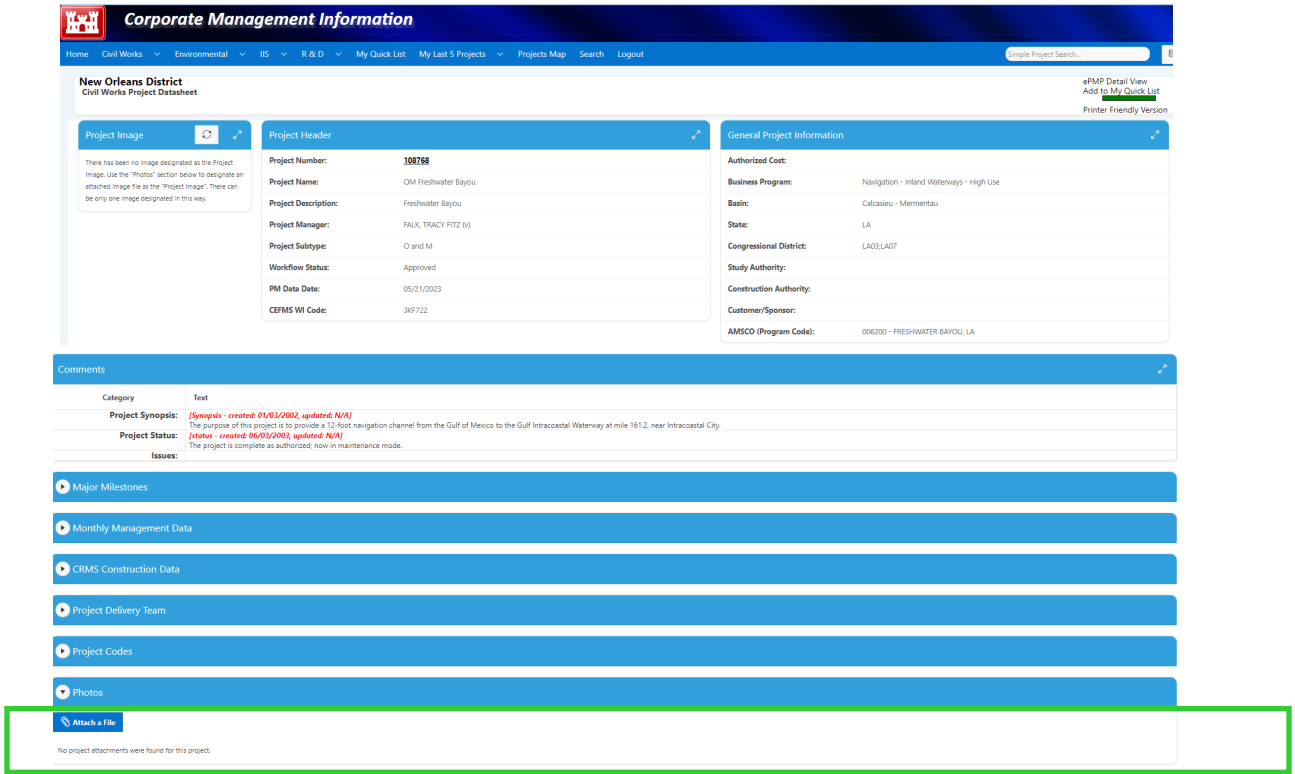


- ii. From the search return, select the correct project by clicking on the green box underneath the header “Project Number.”

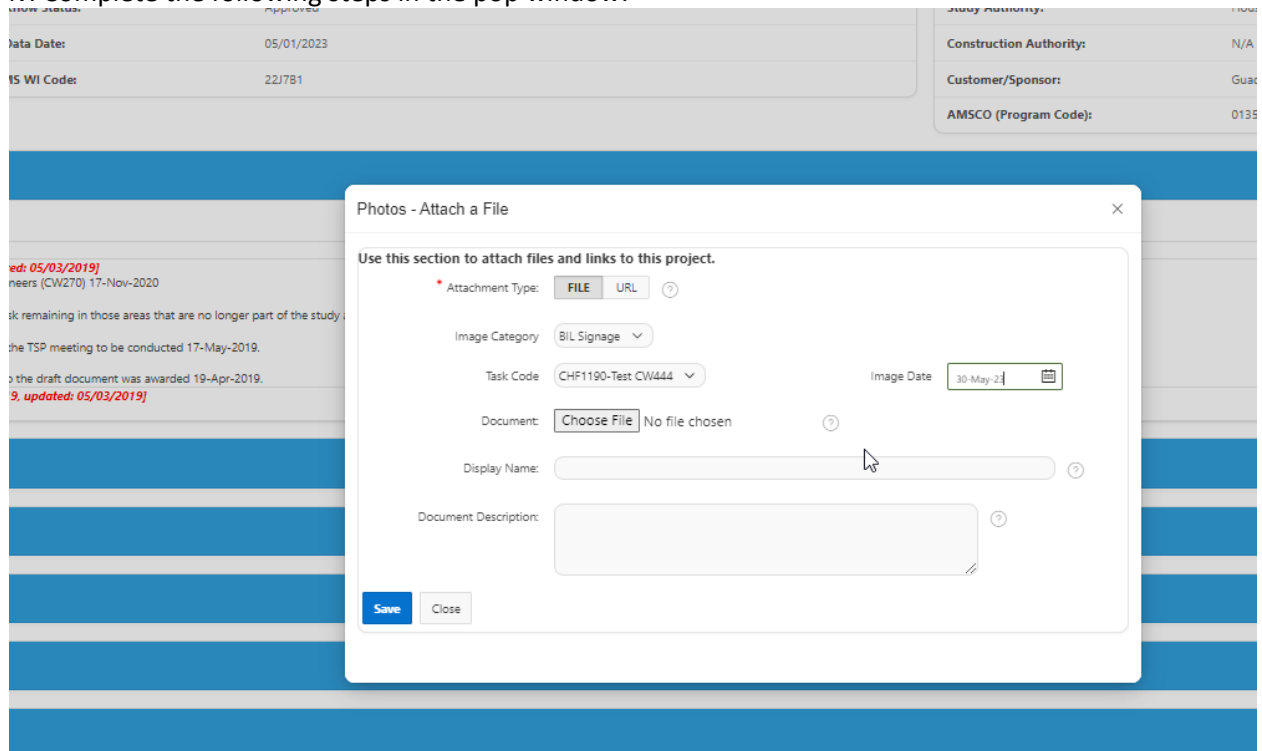
Project Search Results for "freshwater"

District	Project Number	Project Name	Project Description	Project Type	Workflow Status	CW Fact Sheet
MVN	106768	OM Freshwater Bayou	Freshwater Bayou	CIVIL	Approved	106768

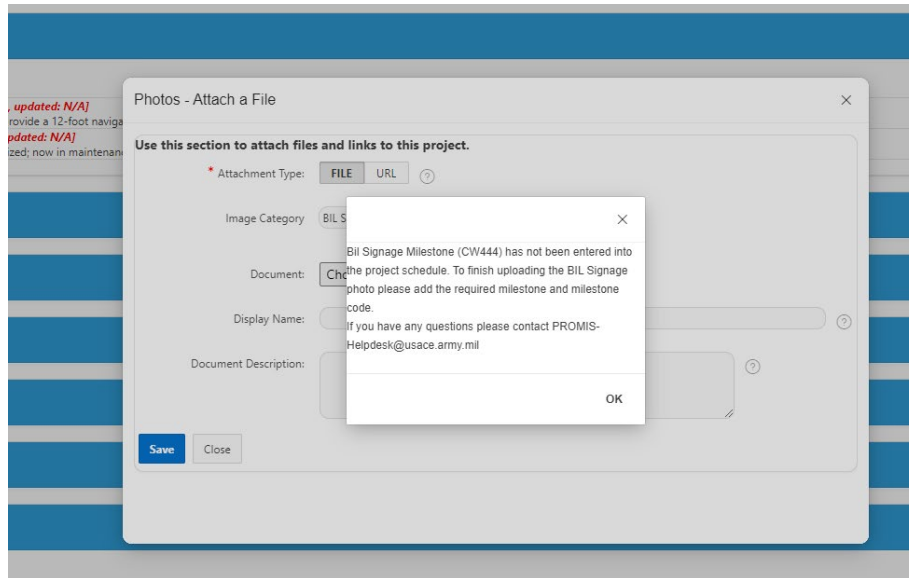
iii. To upload a photo of BIL Signage scroll down to “Photos,” expand the menu, and click on “Attach a File.” CMI allows for uploading of multiple photos for each project.



iv. Complete the following steps in the pop window:



- Attachment Type: Select “File”
- Image Category: Select “BIL Signage”
- Task Code: Once “BIL Signage” is selected a field titled Task Code will appear. Select the correct CW444 milestone. If milestone CW444 is not available in the project schedule, an error message will appear (see image below).
- Document: Locate and select file to upload
- Image Date: Select the date the image was taken
- Display Name: Type in the display name for image. It is recommended to use a naming convention consistent with the milestone name.
- Document Description: Enter a description of the BIL Signage. The description should include Project Name, location of sign, description of work, date of installation, etc.
- Click Save



v. Once the image is uploaded, the file will be visible under “Photos”.

Links	Set Default Img	Document Name	Description	File Size	Create By	Created/Updated	Image Category
File Link		TEST Image		8 kb	SOCWIDIW	05/04/2023 10:16 AM	BILSIGNAGE
File Link		PROMIS_BLUE_LOGO_1 (2).png		7 kb	SOCWIDIW	05/17/2023 09:19 AM	BILSIGNAGE
File Link		small_status_green.png		2 kb	SOCWIDIW	05/17/2023 09:23 AM	BILSIGNAGE
File Link		PROMIS_BLUE_LOGO_1 (2).png		7 kb	SOCWIDIW	05/17/2023 09:24 AM	BILSIGNAGE

vii. Notes for uploading images:

- CMI will allow uploading of any standard image files (JPEG, PGN, GIF, TIFF, or PDF)
- There is no limit on file size
- Images should show the installed BIL sign, along with the project specific sign. Words on the sign should be clear and legible. See below example.
- Images should not include people or vehicles/license plate information.



6. REPORTS:

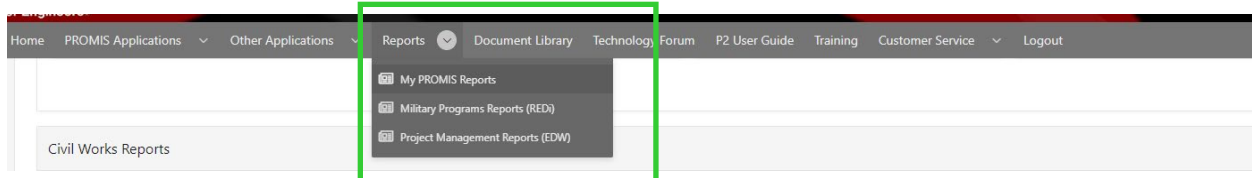
a. Power BI – RPM Dashboard

The milestone data within the RPM dashboard can be used to check status of signage milestones as they are added to project schedules.

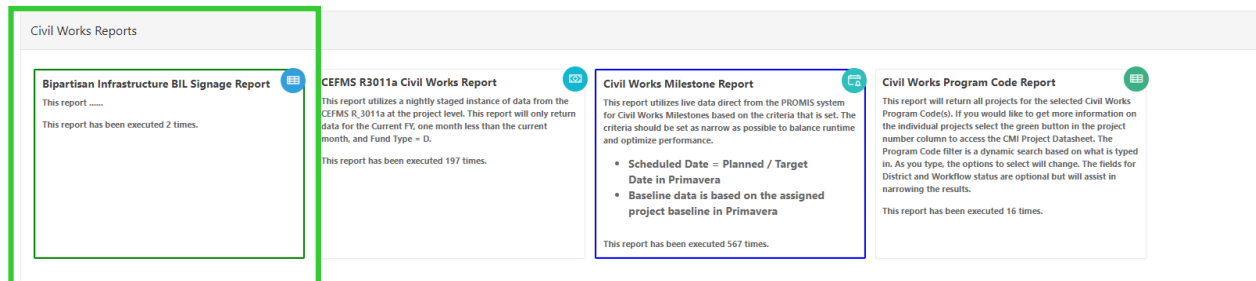
b. PROMIS - CMI

CMI can be used to check the status of signage images as they are uploaded. CMI provides a means for an automated report on the status of BIL signage installation. The report shows information by AMSCO, Project Number/Name, planned and actual dates for the milestone, and once uploaded a thumbnail image of the sign.




The report can be accessed in PROMIS under the menu Reports > My PROMIS Reports



Scroll down to the section titled “Civil Works Report” and click on “Bipartisan Infrastructure BIL Signage Report”



BIL Signage Report in PROMIS:

Bipartisan Infrastructure Bill Signage Report													
<input type="text"/> <input type="button" value="Go"/> <input type="button" value="Actions"/>													
Amsco ↑	Proj Name	Division	District	Primary Congr Dist	Doc Name	Display Name	Image Category	IMAGE	Image Date	Project Number	Task Code	Task Name	Task Start Date
000020-ATLANTIC INTRACOASTAL WATERWAY, SC	AMWW, SC-02	SAD	SAC	SC01-South Carolina District 1	PROMIS_BLUE_LOGO_1 (3).png		BILSIGNAGE			476894			
000020-ATLANTIC INTRACOASTAL WATERWAY, SC	AMWW, SC-02	SAD	SAC	SC01-South Carolina District 1	dw.jpeg	TEST Image	BILSIGNAGE			476894			
000020-ATLANTIC INTRACOASTAL WATERWAY, SC	AMWW, SC-02	SAD	SAC	SC01-South Carolina District 1	smallstatus_green.png		BILSIGNAGE		01-MAR-23	476894			

User can search, sort, or filter the report with the headers at the top of each column. The report can be exported to excel or pdf file by clicking “Actions > Download.” Users can also Subscribe to have the report sent directly to email on a reoccurring basis.

Bipartisan Infrastructure Bill Signage Report

Amsco ↑	Project No
000020-ATLANTIC INTRACOASTAL WATERWAY, SC	476894
000020-ATLANTIC INTRACOASTAL WATERWAY, SC	476894
000020-ATLANTIC INTRACOASTAL WATERWAY, SC	476894
000065-J BENNETT JOHNSTON WATERWAY, LA	334445

Columns

- Filter
- Data >
- Format >
- Chart
- Group By
- Pivot
- Report >
- Download
- Subscription
- Help