

QUARTERLY REPORTING FORM INSTRUCTIONS

The *Quarterly Reporting Forms* **must** be completed as Excel Documents and submitted as Excel Documents.

- ¹ **Drop-Down Lists** - The form includes several fields that include drop-down lists (highlighted in orange). When you enter fields with drop-down lists, an arrow will appear to the right of the field. Click on this arrow to see possible responses.
- ² **Inaccessible Fields** - Shaded tan areas are automatically calculated or entered by MPO staff and cannot be accessed.
- ³ **Blanks** - Very few questions should be left blank. All answers should be known and available to the ERC. All answers to be based on the likelihood of how the project will proceed if specifics are not known. If answers are not known initially, the ERC completing the form is responsible for gathering this information prior to completing the *Quarterly Reporting Form* and *Milestones Form*. Each quarter, these forms should reflect the most current information and should be complete. **No cell in the Project Cost Table should remain blank; if zero, please insert a zero.**

SECTION A: GENERAL PROJECT INFORMATION

- ⁴ **ERC Certification Date** - Most recent date the LPA/Consultant have successfully completed LPA Project Development Training. This date can be found on the LTAP Website.
- ⁵ **CY** - Calendar Year
- ⁶ **SFY** - State Fiscal Year (*July 1st to June 30th*)
- ⁷ **Work Category** - Choose the work category from the official list developed by INDOT provided in the drop-down menu, as identified in the TIP.

SECTION B: GENERAL PROJECT QUESTIONS

- ⁸ **RFP Process/Construction Inspection** - Only projects Ready for Contracts (RFC) would answer "yes".
- ⁹ **Reimbursable Utility Costs** - Reimbursable Utility Costs **must be approved by INDOT**.
- ¹⁰ **Unique/Special Provisions** - At the time the form is completed, are any unique or special provisions anticipated. If the answer is yes, a description and an estimate of those costs should be identified in Section F: Comments & Explanations Section.
- ¹¹ **R/W Parcels** - Provide the number of Temporary and Permanent R/W Parcels. At the beginning of a project, when no exact number is available, please include all parcels that will be included or directly adjacent to the Proposed Construction Area and enter that number in "Estimated #". At that time, a zero should also be entered in "Actual #" and "Acquired #". As the project progresses, enter the "Actual #" and then update this number throughout the project process and update "Acquired #" as parcels are acquired.

SECTION C: AWARDED FEDERAL FUNDING AND PROJECT COSTS

- ¹² **Amount(s) of Federal Funding** - **This portion will be completed & updated by MPO Staff.** This section will list all primary and secondary funding amount(s) by Funding Type as listed on any and all MPO or INDOT Project Award Letters. A secondary amount would be any secondary funding type amounts, as well as any additional awards outside of the original. Each funding type and funding award will be shown separately. Multiple awards will not be combined. *(The form will automatically total these amounts to identify total federal funding available for the project.)*
- ¹³ **Funding Sources** - **This portion will be completed & updated by MPO Staff.** This indicates the federal funding type for **each** funding amount as indicated on the MPO or INDOT Award Letter(s).
- ¹⁴ **Notice of Award Date** - **This portion will be completed & updated by MPO Staff.** This indicates the award date for **each** funding amount as indicated on the MPO or INDOT Funding Award Letter(s).
- ¹⁵ **Project Cost Table** - This has been included to assist the LPA and INDOT to track project costs over the life of the project and to clarify how awarded funds are to be allocated within each phase of project development. **No cell should remain blank; if zero, please insert a zero.** *(All numbers will be automatically rounded to the nearest dollar amount.)*
- ¹⁶ **Original Estimate** - **This portion will be entered by MPO Staff.** This will be the same as the current estimate on the first QT form submitted. *(These amounts will not change during the life of the project and will be used as a reference to show project increases over the life of the project.)*
- ¹⁷ **Last QT Estimate** - **This portion will be entered by MPO Staff.** This is the last updated estimate submitted for the last QT Meeting and taken from the signed QT form. Each quarter, if there is an updated estimate, the last QT Meeting numbers will be moved to the "Last QT Estimate" column.
- ¹⁸ **Updated Estimate** - This is the **most important section to be completed** for each QT Form. The LPA ERC should coordinate with their Contracted Consultant to ensure that the most recent estimate for the project for all phases has been calculated. This estimate should include any and all changes or likely project increases/decreases at the time of submittal. It should always be updated from the last QT Estimate to reflect any changes affecting or likely to affect the cost of the project. The updated estimate should also include any "change orders" affecting the estimate once the CN Phase has begun. *(If there are no changes, these may be the same as the last QT Estimate amounts and there have been or will not be any potential increases to the overall project cost. **Both increases and decreases for any estimate line item must be explained in Section F: Comments &*
- ¹⁹ **Preliminary Engineering Costs** - Any reimbursable costs for Utilities or Railroads should be considered and included **only if approved by INDOT**.
- ²⁰ **Railroad Costs** - These should include known and estimated costs for RR PE, RR RW, and RR CN that are anticipated during the life of the project. RR PE and RR RW will be incurred during the PE Phase, while RR CN will be incurred during the CN Phase *(separate line items in Project Cost Table)*. If the construction limits of the project will not cross or impede within or directly adjacent to RR ROW, this amount will be zero. **If yes, these should never be blank.**
- ²¹ **Utility Costs** - These should include known and estimated costs for both local and 3rd party utilities that will be incurred during construction. Exact breakdowns should be discussed/coordinated with INDOT District Staff as necessary. **This should never be blank.**
- ²² **Awarded Federal Funds/Local Match** - **This portion will be calculated & entered by MPO Staff.** This section will indicate the split of federal and local contributions for each phase of the project as funds are available. Numbers in red indicate that more than 20% of the cost is included in the amount. This can indicate a funding shortfall. Funding may not be moved between Phases or Years to cover shortfalls without a TIP Amendment if the shortfall is identified within the current SFY and prior to April 1st and only if federal funds are available. *(If there are no changes in the updated estimate column since the last QT Meeting, these should be the same from the last QT Form.)*
- ²³ **Inflation Rate** - Indicate the inflation rate used to calculate the estimates for the project (year of likely expenditure/obligation). The inflation rate is not used for any calculation on the form, but does show that the increase in cost over time has been considered in preparation of the estimate. **This should never be blank.**
- ²⁴ **Totals** - All totals are calculated by the Excel Form. *(These fields cannot be accessed.)*

*** Projects with any Unique or Special Provisions that will constitute a "Betterment" or any Non-Federally-Participating Item(s) must be included in the Updated Cost Estimate Line-Item(s), explained in Section F: Comments & Explanations, and the total 100% Local Cost Amount (actual or estimated) indicated along with that explanation.**

**** Projects with any Updated Estimate amounts for any Project Phase or Line Item must be explained in Section F: Comments & Explanations on the form and will be discussed during the QT Meeting.**

SECTION D: PROJECT SCHEDULE

- ²⁵ **Project Stage** - These are the primary milestones and project submittals as required and outlined in the PDP Process as outlined in the *LPA PDP Guidance Document for Local Federal-Aid Projects*. Details regarding what is considered a starting point and finishing point for each project stage is explained in the table below.
- ²⁶ **Start & Completion Dates** - Indicate the estimated or scheduled start and completion dates for each Project Stage on the initial QT Form submitted. Future changes to the dates will be updated by MPO Staff upon approval from INDOT and the MPO from discussion at future QT Meetings.
- ²⁷ **Proposed Change to Completion Date** - Indicate any dates that are anticipated to change to request a change to the Project Schedule. Any changes in the Project Schedule once the PE Phase begins must be approved by INDOT and the MPO. Any submitted date changes listed on the QT Form will be discussed at the QT Meeting. An explanation for submitted date changes should be included in Section F: Comments & Explanations. *(If no dates will change, this column should be blank.)*
- ²⁸ **Infrastructure Projects** - The table below describes the steps/stages/submittals to be used to complete the QT Forms for Infrastructure Projects.

PROJECT STAGE	START DATE or ESTIMATED START DATE	COMPLETION DATE or ESTIMATED COMPLETION DATE
Project Authorized	Formal Award Notice (<i>Date of Award Letter</i>)	Early Coordination Meeting Held
Start Plan Development	RFP Posted	Notice to Proceed (NTP) Received by Design Consultant
Stage 1 Design (<i>Required for all Projects with Pedestrian Infrastructure</i>)	Date Notice to Proceed (NTP) Received by Design Consultant	Stage 1 Drawings Completed by Design Engineer or if Level 1 Design Exceptions are included, Date INDOT Review Received by Design Engineer
Preliminary Field Check	Field Check Scheduled	Field Check Held & Meeting Minutes Sent
Stage 2 Design	<i>(Submission Optional - If No Submission, Leave Blank)</i>	<i>(Submission Optional) - If No Submission, Leave Blank</i> Stage 2 Drawings Completed by Design Engineer or if includes Level 1 Design Exceptions, Date INDOT Review Returned to Design Engineer
Environmental Document Approval	Environmental Document Submitted	Environmental Document Approved
Right-of-Way (R/W) Clearance	Date R/W Services' Activities Begin <i>(Right-of-Way Services shall not begin until after the approval of the Environmental Document.)</i>	All R/W Parcels Secured & INDOT Review Complete
Stage 3 Design	Date Submitted (<i>at least 75 days prior to RFC</i>)	Review Comments Returned
Ready for Contracts (RFC)	Final Tracings Package Submitted (<i>at least 30 days before RFC date</i>)	Documents Reviewed & Transitioned from INDOT District to INDOT Central Office
Letting	Project Placed on INDOT Letting List	Letting Date
Construction	Notice to Proceed (NTP) Received by Construction Engineer	Project Completion

- ²⁹ **Non-Infrastructure Projects** - The table below describes the steps/stages/submittals to be used to complete the QT Project Form for Non-Infrastructure Projects. Any project receiving funding that does not include construction or physical installation must still complete a QT Project Form. All projects should have a deliverable associated with them, thus the QT Project Form will be used to track the progress of that deliverable.

PROJECT STAGE	START DATE or ESTIMATED START DATE	COMPLETION DATE or ESTIMATED COMPLETION DATE
Project Authorized	Formal Award Notice (<i>Date of Award Letter</i>)	Early Coordination Meeting Held
Start Plan Development	RFP Posted	Notice to Proceed (NTP) Received by Consultant
Stage 1 Design	NOT APPLICABLE	NOT APPLICABLE
Preliminary Field Check	NOT APPLICABLE	NOT APPLICABLE
Stage 2 Design	NOT APPLICABLE	NOT APPLICABLE
Environmental Document Approval	<i>Environmental Document Submitted</i>	<i>Environmental Document Approved</i>
Right-of-Way (R/W) Clearance	NOT APPLICABLE	NOT APPLICABLE
Stage 3 Design	Date Final Document(s) Submitted in ERMS (<i>at least 75 days prior to RFC</i>) Ex: Bridge Inventory Report, SRTS Plan, etc....	Date Final Invoice Submitted to INDOT for Reimbursement
Ready for Contracts (RFC)	NOT APPLICABLE	NOT APPLICABLE
Letting	NOT APPLICABLE	NOT APPLICABLE
Construction	NOT APPLICABLE	NOT APPLICABLE

- ³⁰ **Level of Environmental Review** - Indicate the proposed or actual Level of Environmental Review for the project. *(This should not change during the life of the project unless there are significant changes caused from discovery during design or construction, such as a change in the project or construction area.)*
- ³¹ **Project Milestone for Next Quarter** - Indicate the proposed Project Milestone where the project will be for the next QT Meeting. *(This should change for each Quarterly Tracking Meeting unless there is no progress on the project.)* **This should never be blank unless it is a Non-Infrastructure Project, which do not require the submission of the QT Milestones Form.**

***** Reasons for any unanswered questions or lack of progress from the previous QT Meeting should be noted in Section F.**

SECTION E: CONSTRUCTION PHASE INFORMATION

- ³² **Construction Phase Information** - This section should be completed once the Construction Engineering/Inspection (CE) contract has been signed and then later when the project has been let and a contractor is under contract with a Notice to Process (NTP).
- ³³ **Invoices & Purchase Orders** - All invoices must be processed in order for the Purchase Order to be closed and the Project Closed Out.

For specific questions regarding the Quarterly Tracking Forms, please contact David Benefiel at dave@heartlandmpo.org or (765) 640-4201