

# QUARTERLY REPORTING FORM INSTRUCTIONS

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

**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.

**Inaccessible Fields** - Shaded tan areas are automatically calculated and cannot be accessed.

**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. **EXCEPTION:** If a Design Consultant has not been secured, current estimates will not be available. However, initial estimates for the funding request should still be provided in the "Original Estimate" column.

## SECTION A: GENERAL PROJECT INFORMATION

**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. *(All questions should be completed.)*

**CY** - Calendar Year

**FY** - INDOT Fiscal Year *(July 1st to June 30th)*

**Work Category** - Choose the work category from the official list developed by INDOT provided in the drop-down menu.

## SECTION B: GENERAL PROJECT QUESTIONS

**Credits** - Only projects with a Des. # before 2009 are eligible to consider using Local Match Credits. *(Answer Required.)*

**RFP Process/Construction Inspection** - Only projects Ready for Contracts would answer "yes". *(Answer Required.)*

**Reimbursable Utility Costs** - Reimbursable Utility Costs must be represented in the estimates. *(Answer Required.)*

**Unique/Special Provisions** - At the time the form is completed, are any unique or special provisions anticipated. *(Answer Required.)*

**R/W Parcels** - Provide the number of Temporary and Permanent R/W Parcels. If no exact number is available, please provide an estimated number for each. Also, indicate if any have been acquired. *(Answers Required.)*

## SECTION C: AWARDED FEDERAL FUNDING AND PROJECT COSTS

**Amount(s) of Federal Funding** - Provide the amount(s) of federal-aid awarded to the project. Include both the primary amount and secondary amount(s), as applicable. A secondary amount would be any supplemental or additional awards outside of the original. Each funding award must be shown separately. Multiple awards should not be combined. *(The form will automatically total these amounts to identify total federal funding secured for the project.)*

**Funding Sources** - Indicate the funding source for **each** funding amount. *(Types of funding sources provided in a drop-down menu.)*

**Notice of Award Date** - Indicate the award date for **each** funding amount. *(Date of Funding Award Letter.)*

**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. *(Please round all numbers to the nearest dollar amount.)*

**Preliminary Engineering Costs** - Any reimbursable costs for Utilities or Railroads should be considered and included.

**Utilities and Railroad Construction Costs** - Exact breakdowns must be discussed with your INDOT District LPA Coordinator.

**Original Estimate** - This is the initial estimate provided in the Federal-Aid Application. *(Amounts will not change during the life of the project and should be provided on all future forms.)*

**Last QT Estimate** - This is the updated estimate provided at the last QT Meeting taken from the signed QT form. Each quarter, if there is an updated estimate, the last QT Meeting numbers should be moved to the "Last QT Estimate" column. *(Amounts provided, unless preparing for the initial Quarterly Tracking Meeting.)*

**Updated Estimate** - Most recent estimate for the project. It should be updated from the last QT Estimate to reflect any changes affecting the cost of the project. The updated estimate should include any "change orders" affecting the estimate. *(If no changes, these may be the same as the last QT Estimate amounts.)*

**Awarded Federal Funds/Local Match** - Indicate the split of federal and local contributions for each phase of the project. Must be the split of the Updated Estimate. *(Be sure that those phases with federal funding show the required local match. If there are no changes since the last QT Meeting, these could be the same as the last QT Estimate amounts.)*

**Inflation Rate** - Indicate the inflation rate used to calculate the estimates for the project. 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.

**Contingency Rate** - Indicate the contingency rate used to calculate the estimates for the project. The contingency rate entered will allow for a calculation to be made that will show what portion of the Construction (CN) estimate amount (as provided) is actually contingency. This calculation **will not increase the Construction (CN) estimate amount** provided.

**Totals** - All totals are calculated by the Excel Form. *(These fields cannot be accessed.)*

**\* Projects with any Updated Estimate amounts designated to any Project Phase must be explained in the Comments Box on the form and will be discussed during the QT Meeting.**

## SECTION D: PROJECT SCHEDULE

**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.

**Start or Scheduled Start Date** - Indicate the estimated or scheduled start dates for each Project Stage. Dates should be updated on the QT Forms before submitting each quarter.

**Completion or Scheduled Completion Date** - Indicate the estimated or scheduled dates for each Project Stage. **Please Note:** Letting Dates are established in coordination with INDOT and therefore, change to this date must be requested.

**Infrastructure Projects** - The table below describes the milestones 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	Date Notice to Proceed (NTP) Received by Design Consultant	Stage 1 Drawings Completed by Design Engineer or if includes Level 1 Design Exceptions, 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</i> ) - <i>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

**Non-Infrastructure Projects** - The table below describes the milestones 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 should also complete and submit QT Forms. All projects should have a deliverable associated with them. Non-Infrastructure Projects do not need to complete a QT Milestones Form.

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

**Proposed Change to Completion Date** - Indicate any dates that are anticipated to change by providing a proposed date. (*If no dates will change, leave this column blank.*)

**\*\* Changes in schedule or the moving of Federal funds to different activities must be coordinated with the MPO. Any changes should be explained in the Comments Box on the form and will be discussed during the QT Meeting.**

**Level of Environmental Review** - Indicate the proposed or actual Level of Environmental Review for the project. (*This should not change unless there are significant changes in scope or if there is any change in the project area.*)

**Project Milestone for Next Quarter** - Indicate the proposed Project Milestone that the project will be in at the next Quarterly Tracking Meeting. (*This should change for each Quarterly Tracking Meeting unless there is no progress on the project.*) Not required on Non-Infrastructure Projects.

**\*\*\* Reasons for any unanswered questions and lack of progress from the previous QT Meeting should be noted in the Comments Box.**

**Construction Phase Information** - This section should be completed once the project has been let and under contract for the Contractor and Construction Engineering/Inspection (CE).

**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 [dabenefiel@mccog.net](mailto:dabenefiel@mccog.net) or (765) 640-4201