

# INFRA PROJECT QUARTERLY REPORT INSTRUCTIONS

## Content

Narrative (part 1) .....	2
1. INFRA Project Overall Status.....	2
2. INFRA Project Scope.....	2
3. INFRA Project Schedule.....	2
4. INFRA Project Cost .....	3
5. INFRA Project – Significant Issues .....	4
Narrative (part 2) .....	5
Master Scope .....	5
Master Scope, deviations.....	5
Master Schedule, summary .....	6
Master Schedule, detail .....	7
Master Budget Summary .....	7
Master Budget, detail .....	7
Master Budget example.....	9

# INFRA PROJECT QUARTERLY REPORT INSTRUCTIONS

## Narrative (part 1)

*Excel Tab*

### 1. INFRA Project Overall Status

Each of the three lines must be entered with an X and be placed in each correlating box below the “Green (No Deviations)”, or Yellow (Limited / Controlled Deviations) or Red (Material Deviations) header. If the answer falls under the **yellow** or **red** category, an explanation is required.

	Green (No Deviations)	Yellow (Limited / Controlled Deviations)	Red (Material Deviations)	Explanation of and Reason for Deviation (Summary)
Scope				Please provide a brief summary and expand in the sections below. <u>INFRA Project Scope</u>
Schedule				Please provide a brief summary and expand in the sections below. <u>INFRA Project Schedule</u>
Budget				Please provide a brief summary and expand in the sections below. <u>INFRA Project Costs</u>

### 2. INFRA Project Scope

- **Deviations to Scope of Work** – List and explain any deviations from the agreed upon scope. This is where you list any deviations to the scope of work. If there are no deviations then an answer of “None to report” would suffice until a deviation occurs. If “yellow” or “red” has been selected in Section 1 then you **must** provide an explanation.

### 3. INFRA Project Schedule

Please provide sufficient details to define delays and/or exposures to delays adequately. If yellow or red has been marked, you must provide as sufficient information as needed to explain the reasons for deviations.

- Project Completion Percentage** – Provide Overall Project Completion Percentage (OPCP) vs. Latest Plan Percentage (LPP). Calculate **OPCP** by dividing the Actual Cost of Work Performed (ACWP) of all scope items on the last day of the reporting period divided by the total current approved **Budget Cost** (BC) expressed as a percentage. *If the actual cost of work performed is not available up to the end of the reporting period, then please assess using expert opinion.* BC is the total project cost as shown in the most current approved Budget, Attachment C.

Overall Project Completion %

$$\text{OPCP} = \frac{\text{ACWP}}{\text{BC}}$$

Latest Plan Percentage

$$\text{LPP} = \frac{\text{BCWP}}{\text{BC}}$$

- Calculate the **LPP** by dividing the Budgeted Cost of Work Performed (BCWP) by the BC. This should correlate with the *Master Schedule, summary* (Narrative, Pt 2)
- External Dependencies** – Identify and list any dependencies between schedule tasks. Identify any milestone or task that may affect the overall project schedule because of external, uncontrollable factors. An external dependency controls the start or finish of a INFRA Quarterly Report Instructions project task relative to the start or finish of a non-INFRA Quarterly Report Instructions project task, (e.g. severe weather, or an adjacent project needed to achieve full performance such as a RR main line tie-in by others, or channel dredging by the USACOE.) If there are none, the answer “None to report” will suffice until needed.

# INFRA PROJECT QUARTERLY REPORT INSTRUCTIONS

**c. Assumptions** – Identify and list any project assumptions

This is a list of any assumption that the project team may have that must occur to maintain schedule. If there are none, the answer “None to report” will suffice until needed.

**d. Constraints** – Identify and list any project constraints

A schedule constraint is a restriction such as a Must Start On (MSO) or Finish No Later Than (FNLT) date placed on a task. Provide descriptions as necessary for understanding.

This is a list of any constraint that is identified by the Project team. If there are none, the answer “None to report” will suffice until needed.

## 4. INFRA Project Cost

Please provide sufficient detail to define project costs and/or variances adequately.

- **Total cost (forecast) vs. baseline budget deviation explanations.** *Insert rows as needed*

**Date** – This is the quarter end date that is being reported. E.g. Dec 31, Mar 31, Jun 30 or Sep 30.

**Current Forecast Amount** – This is the most current assessment (including adjustments) of the cost to complete the project, if any.

**Most Recent Prior Amount** – This number is the previous Project cost (prior to any adjustment), if no adjustment this will be the same as the Current Forecast amount.

**Baseline / Grant Agreement Amount** – This is the amount on the Grant Agreement

**Expended to date** – This is the total amount expended (both Federal and Share costs). This amount must equal the “TOTAL EXPENDED/ENCUMBERED” amount in Master Budget, detail section in Narrative, Pt 2.

**Explanation of Deviations, Impacts, and Recovery Efforts** – Explain deviations or changes

This section divides the total expended by: Federal amount (reimbursed or to be reimbursed) and Non-federal amount expended (acknowledged or to be acknowledged) These amounts must be reflected in the SF425 (Federal Financial Report)

• Total cost (forecast) vs. baseline budget deviation explanations. Insert rows as needed.					
Date	Current Forecast Amount	Most Recent Prior Amount	Baseline / Grant Agreement Amount	Expended to Date	Explanation of Deviations, Impacts, and Recovery Efforts

- **Federal disbursements, deviation explanations,** *Insert rows as needed.*

**Date** – Enter the date Federal Reimbursement was received. This date cannot be after the quarter end date.

**Federal (planned)** – Enter the grant amount approved

**Federal (actual)** – Enter the amount expended up to the quarter end-date. This amount should be the same as 10.e. Federal Share of expenditures of the SF425 (Federal Financial Report).

**Comments** – Enter any comment(s) concerning the Federal Reimbursement, including future federal amounts forecasted to be submitted for reimbursement.

# INFRA PROJECT QUARTERLY REPORT INSTRUCTIONS

• <b>Federal disbursements, deviation explanations. Insert rows as needed.</b>			
Date	Federal (planned)	Federal (actual)	Comments

- **Non-federal project disbursements, deviation explanations, insert rows as needed.**  
Date – Enter the date of any Non-federal or Cost share **expended** for the project. This date cannot be after the quarter end date.  
Non-federal (planned) – Enter the Grant approved non-federal amount  
Non-federal (actual) – Enter the Non-federal amount expended to the quarter end-date. This amount should be the same as 10.j. Recipient share of expenditures of the SF425.

• <b>Non-federal project disbursements, deviation explanations. Insert rows as needed.</b>			
Date	Non-federal (planned)	Non-federal (actual)	Comments

- **TIFIA disbursements, deviation explanations Insert rows as needed.**  
 This does not apply to most of the INFRA Grants, just enter “Does not apply or leave blank”

## 5. INFRA Project – Significant Issues

Please provide sufficient detail to define any relevant project issues adequately

- a. **Identify major contract awards or completions; items identified as deficient quality; project safety matters; problems with federal project requirements; or any other topics** – List each Quarter separately and under the quarter *insert as many bullet points as needed, for example:*

**1<sup>st</sup> Quarter**

- **Situation/issue 1**
- **Situation/issue 2**

**2<sup>nd</sup> Quarter**

- **Situation/issue 1**
- **Situation/issue 2**

# INFRA PROJECT QUARTERLY REPORT INSTRUCTIONS

## Narrative (part 2)

**Project Title** – The title of the Program

**Grantee** – The entity that received the Grant

**Completed by** – The name of the person who completes the Quarterly Report

**Title** – The title of the person completing the Quarterly Report

**Telephone** – Telephone number of the person completing the Quarterly Report

**E-Mail** – The email of the person completing the Quarterly Report

**Grant Award ID #** - The Grant number from the Grant Award contract

**Fiscal Year:** The fiscal year in which this report falls, based on the Federal Fiscal calendar of October 1 – September 30.

**Quarter** – Place an “X” on the line associated with the months that the report reflects.

<b>Grant Award ID # :</b>	
<b>Fiscal Year:</b>	

Quarter		Year
1st	Oct, Nov, Dec	_____
2nd	Jan, Feb, Mar	_____
3rd	Apr, May, Jun	_____
4th	Jul, Aug, Sep	_____
	Liquidation/Final	_____

## Master Scope

Provide the project’s scope narrative summary as stated in the Grant agreement in Section 2.1, Project’s Statement of Work, or Attachment A, Statement of Work.

## Master Scope, deviations

Add any new scope of work deviations to a running list.

- a. **Date** – The deviation date (for example Change Order). The approval date must be before the quarter end date.
- b. **Comments**- Provide a brief description of the issue.
- c. **Resolution** – Outline briefly the expected resolution of the issue

If there are no deviations, just list “No deviations at this time”

# INFRA PROJECT QUARTERLY REPORT INSTRUCTIONS

Master Scope, deviations							
Date	Comments				Resolution		
<i>(multiple entries allowed)</i>							
Text	Text				Text		
					Text		
<b>Examples</b>							
1/1/2001	site acquisition issues/ historic preservation requirement issues/ Shipments delays				meeting 1/1/2001 with planners, Contractors provide resolution, etc		
1/1/2001	community resistance to preferred site				meeting 1/1/2001 with planners		

## Master Schedule, summary

**Major Project / Activities** – Please use the first line of the Table to name the **Overall Project** and the remaining lines to name the project’s major activities defined in the Scope of Work, see example below.

**Overall Project / Activity Completion Percentage (Actual)** – Include the actual overall completion percentage, as defined in Section 3.a. (INFRA Project Schedule) for the project on the first line, and thereafter each activity’s actual overall completion percentage.

**Latest Plan Percentage (Planned)** – Include the project’s latest planned percent completion, as defined in Section 3.a., based on the approved schedule on the first line, and thereafter each activity’s latest planned percent completion.

**Planning / Environmental Completion Percentage (Actual)** – Provide the completion percentage for the Planning or Environmental approvals needed to begin the project or activities. If multiple approvals are needed, please include in the corresponding line item.

**ROW Completion Percentage** – Provide acquisition of “Right of Way” completion percentage, if applicable, for the project/activities, in the same order described above. If there is no ROW please include N/A.

**Design Completion Percentage** – Provide the design completion percentage for each project/activity, in the same order described above.

**Construction Completion Percentage** – Provide construction percentage completion for each project/activities, in the same order described above.

**Status Update** – Please enter an appropriate metric, if available, to help substantiate the percentages reported. For example: 2000 of 10,000 feet of rail track, 500 of 1000 piles, etc.

*Provide an illustrative progress photograph of each line item construction activity on or close to the end date of the reporting period. Are we requesting photographs?*

Master Schedule, summary							
Major Project / Activities	<sup>1</sup> Overall Project / Activity Completion % (Actual)	Latest Plan % (Planned)	<sup>2</sup> Planning / Environment Completion % (Actual)	ROW Completion % (Actual)	Design Completion % (Actual)	Construction Completion % (Actual)	Status Update
Overall Project	65%	80%	100%	100%	90%	50%	Text
Activity 1	8%	35%		100%	100%	0%	Text
Activity 2	30%	60%		70%	80%	25%	Text

<sup>1</sup> Overall Project/Activity – The activities’ percentage does not add up to the Overall Project percentage.

<sup>2</sup> Planning/Environment Completion % - If there are various NEPA certifications per activity, please leave the Overall Project percentage blank and enter only each NEPA activities’ percentage.

# INFRA PROJECT QUARTERLY REPORT INSTRUCTIONS

## Master Schedule, detail

This is the list of the grant approved milestones or tasks needed to complete the project. Please follow the Exhibit B, Project Schedule, of your grant agreement.

**Major Activity** – List one major activity on each line.

**Planned Start Date** – List the date this activity was planned to start

**Actual Start Date** – List the date the activity did start

**Planned Completion Date** – List the date the activity is planned to finish

**Actual Completion Date** – Please leave *blank* until the actual date has occurred.

**Status Update** – This is a brief narrative explaining any change in dates

The activities should match the line items shown in Attachment A and B)

Master Schedule, detail					
Major Activity	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Status Update
(multiple entries allowed,					
Text	Date	Date	Date	Date	Text

## Master Budget Summary

**Current Total Project cost** – This is the current amount expended to date.

**Latest Budget** – This is the latest budget, including any amendments

**Baseline Budget** – This was the budget on the original Grant Agreement

**Variance** – This is the difference between the Latest Budget and the Baseline Budget listed as a percentage.

The Current Total Project cost and Variance cells are calculated automatically based on the information provided in the other columns and the Master budget detail.

Master Budget, summary			
Current Total Project cost	Latest Budget	Baseline Budget	Variance
\$0.00	\$0.00	\$0.00	#DIV/0!

## Master Budget, detail

This section shows all expenditures (federal and non-federal) categorized by all grant approved budget line items.

**Cost Center** – Each line represents a major cost center for the project approved in the grant agreement. These cost centers are budget line items agreed and approved during the negotiation of the grant and shown in Attachment C. The Total of all the lines must equal the total amount of the approved budget of exhibit C, Estimated Project Budget.

**Original Baseline Budget** – This is the original budget for the listed cost center

**Current, APPROVED BUDGET (1)** – This is the most current budget after any approved modification. If no modification has been approved, the original budget is copied in this column.

**Obligations to date** – This is the dollar amount that has been obligated (contracted) only out of this cost center budget. If it has been spent it has been obligated, so the total obligated should always be the same or higher than the Total expended amount.

The Master Budget, detail (in the Report) columns headings, contain comments that will provide tips on the information needed when you scroll your cursor above the cell.

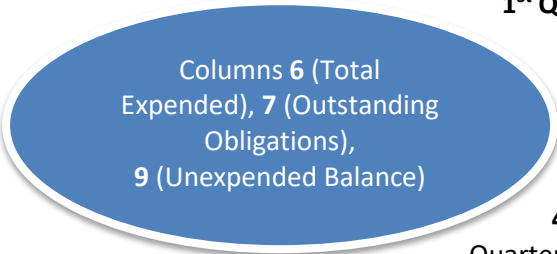
# INFRA PROJECT QUARTERLY REPORT INSTRUCTIONS

**Total Previously Expended** – In this column please include the cumulative expenditures that occurred prior to four Quarters reported in the following columns.

For example:

- a. If the Port started expenditures in May 2014 (Apr-Jun 3Q2014) and reported expenses on these quarters in previous reports, but now the grantee is *currently* reporting for Jan – Mar 2015 (2Q 2015), the Total Previously Expended would include expenditures from May to September 30, 2014. The expenses for Oct – Dec 2014 (1Q 2015) and Jan – Mar 2015 (2Q 2015) will be reported in the quarters own column.
- b. If the Port started expenditures on April 5, 2015 (Apr-Jun 3Q 2015), the expenditures reporting per Budget line-items will start on the 3<sup>rd</sup> Quarter (4) column. The previously expended and 1<sup>st</sup> & 2<sup>nd</sup> quarter columns are left blank.

Include the expenditures for each quarter of the “current” fiscal year.



Columns 6 (Total Expended), 7 (Outstanding Obligations), 9 (Unexpended Balance)

**1<sup>st</sup> Quarter (2) Oct-Nov**, Enter the total amount expended per line for this Quarter

**2<sup>nd</sup> Quarter (3) Jan-Mar**, Enter the total amount expended per line for this Quarter

**3<sup>rd</sup> Quarter (4) Apr-Jun**, Enter the total amount expended per line for this Quarter

**4<sup>th</sup> Quarter (5) Jul-Sep**, Enter the total amount expended per line for this Quarter

**Total Expended (6)** – This is the amount expended up to the quarter end date that must equal the 4. INFRA Project Cost, Total cost and the SF425 (10.e. Federal share of expenditures plus 10.j. Recipient share of expenditures). This is only the **expended** amount. It is the dollar amount paid out from the obligated (contracted) amount.

**OUTSTANDING ENCUMBRANCES, estimated to complete (7)** – This is the dollar amount that has NOT been paid out of the obligation (contracted).

**UNEXPENDED / UNENCUMBERED BALANCE (9)** - This is the dollar amount that has not been expended out of the Current Approved Budget (1).

**VARIANCE** – It is the percentage difference between the Original Baseline Budget and the Current Approved Budget.



# INFRA PROJECT QUARTERLY REPORT INSTRUCTIONS

## Master Budget example

Master Budget, detail									Calculated automatically			
Cost Center	Original, Baseline Budget	Current, APPROVED BUDGET (1)	Obligations To Date	Total Previously Expended	1ST QUARTER (2) Oct - Dec 2015	2ND QUARTER (3) Jan - Mar 2016	3RD QUARTER (4) Apr - Jun 2016	4TH QUARTER (5) Jul - Sep 2016	TOTAL EXPENDED (6)	OUTSTANDING OBLIGATION Estimated to Complete (7)	UNEXPENDED BALANCE (9)	VARIANCE
<small>(multiple entries allowed)</small>												
INSERT LINE ITEM	\$10,000.00	\$9,000.00	\$5,000.00	\$1,000.00	\$3,500.20	\$0.00	\$0.00	\$0.00	\$4,500.20	\$499.80	\$4,499.80	-11%
INSERT LINE ITEM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
INSERT LINE ITEM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
INSERT LINE ITEM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
INSERT LINE ITEM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	