QUEENSLAND RECONSTRUCTION AUTHORITY

MARS Portal user guide
Betterment

MARS | Queensland Reconstruction Authority

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1 Introduction

Background	The Management and Reporting System (MARS) was developed by the Queensland Reconstruction Authority (QRA) to support councils and state agencies with disaster funding applications. The system aims to improve efficiency in requesting and activating disaster funding, as well as lodging and assessing funding submissions for disaster events occurring from 1 November 2018.
Purpose	The purpose of this document is to guide the user through key activities for creating and lodging a Betterment submission in the MARS Portal.
Audience	This user guide is intended for MARS Portal users for all estimate updates on an approved submission.
Pre-requisites	This user guide has been designed with a focus on system functionality, and assumes that users have: • basic PC skills • basic knowledge of Microsoft applications • an understanding of the DRFA • already been set up with access to the MARS Portal, with the user profile types of either Submission Builder, or Organisation Executive.

2   Betterment

Administration of Betterment funding begins with an expression of interest that can be lodged through the MARS Portal (refer to the relevant package on the QRA website for more information). If an expression of interest is approved to commence, a detailed submission can be created and lodged in the MARS portal.

Betterment is part of a Reconstruction of Essential Public Assets submission type in the system. The key difference is a column that allows organisations to identify the appropriate funding category for each line item.

There are three ways to include Betterment in a submission.

1. Create a new REPA submission in MARS, and request that QRA enable the Betterment **funding** column.
2. If an organisation already has a REPA submission lodged in the MARS Portal but not yet approved by QRA, Betterment can be added by requesting QRA to withdraw the submission and enable the Betterment. This returns it to a state of **in development** so the new Betterment lines can be added with the funding category prior to lodgement.
3. If an organisation already has a REPA submission that has been approved by QRA, Betterment can be added to this submission by requesting that QRA enable a scope change estimate update and Betterment.

> ⓘ   REPA submission containing Betterment line items can also include line items that are not related to the Betterment project.

3   Draft REPA submission – add Betterment

Create a new REPA submission in MARS, and request that QRA enable the Betterment **funding** column. This can be done by either asking your RLO or emailing support@qra.qld.gov.au and including the draft submission number.

Refer to [MARS Portal user guide – activation and submission preparation](#) for information on the QRA website for more information:
- 4.1 Create a submission
- 4.2 Populate a submission
- 4.3 Manage line item data

3.1   Add supporting documents

Supporting documents relating to Betterment and to support the claim as a whole should be added. Add supporting documents by clicking the **add documents** button on the **details** page, as shown below.

> ℹ️ The **Betterment project proposal form** can be found on the [QRA website](#) and must be attached to all Betterment submissions.

3.2 Adding funding categories

Once Betterment has been enabled a new **funding** column is available on the grid to populate. Funding categories must be selected for each line item relating to Betterment. The three category options are:
- blank - REPA line items outside of the Betterment project
- REPA with associated Betterment – REPA work that would be required if the Betterment project did not take place
- Betterment Project – all lines in the proposed Betterment project.

Scroll to the right of the grid to the **funding** column and select the appropriate funding category (as outlined above) from the list for each line item that is included the Betterment project.

Select a funding category for each line item included in the project.

Continue until all line items that are included in the project are selected.

> (i) Selected categories will be removed when line item is moved to another submission.

Refer to the following sections in this user guide for information:
- 6 Filtering line item values

Refer to **MARS Portal user guide – activation and submission preparation** for information on the QRA website for more information:
- 4.5 Validate data quality
- 4.8 Lodgement

4   Lodged REPA submission – withdraw to add Betterment

If an organisation already has a REPA submission lodged in the MARS Portal but not yet approved by QRA, Betterment can be added by requesting that QRA:
- withdraw the submission
- enable Betterment.

This request can be made by either asking your RLO or emailing support@qra.qld.gov.au and including the submission number.

This returns the submission to a state of **in development** so the new line items and categories can be added prior to lodgement.

Refer to **MARS Portal user guide – activation and submission preparation** for information on the QRA website for more information:
- 4.2 Populate a submission
- 4.3 Manage line item data
- 4.8.1 Re-lodge a withdrawn submission

> ⓘ   New assets cannot be introduced to a withdrawn submission. Please create a new submission for any new assets. New line items can be added to a withdrawn submission if the asset already exists in the submission.

Refer to the following sections in this user guide for information:
- 3.1 Adding supporting documents
- 3.2 Adding funding categories
- 6 Filtering line item values

Refer to **MARS Portal user guide – activation and submission preparation** for information on the QRA website for more information:
- 4.5 Validate data quality
- 4.8 Lodgement

5   Approved REPA submission – estimate update to add Betterment

If an organisation already has a REPA submission that has been approved by QRA, Betterment can be added to this submission by requesting that QRA enable:
- a scope change estimate update
- Betterment.

This request can be made by either asking your RLO or emailing support@qra.qld.gov.au and including the submission number.

This returns the submission to a state of **in development** so the new line items and categories can be added prior to lodgement.

> ℹ To access MARS, or for basic navigation, please refer to **MARS Portal user guide – activation and submission preparation** on the QRA website for more information.

5.1   Update line items to include Betterment

Refer to the following sections in the **MARS Portal user guide – Activation and submission preparation** on the QRA website for more information:
- 4.2.2 Manually add a line item
- 4.2.4 Manually add photos to a line item
- 4.7 Clone line item

> ℹ Use the clone option to copy the **REPA with associated Betterment** line item to its associated **Betterment Project** line item. This option will <u>not</u> copy the photos to the new line item.

Refer to 3.2 Adding funding categories section in this document for more information.

A **reason for update** must be provided on any line item that has a change. This is required following validation.

Refer to the following sections in the **MARS Portal user guide – Activation and submission preparation** on the QRA website for more information:
- 4.8   Validate data quality
- 4.11 Lodgement

> ℹ For additional guidance, refer to **my estimate updates** and **my submissions** in the **need help** menu in MARS.

6   Filtering line item values

On the **details** page, the **submission value** excludes the **REPA with associated Betterment** in the submission value as shown below.

Current submission version and phase.

An estimate update returns to the state of in development to allow amendments.

Submission value excludes **REPA with associated Betterment** line items.

On the grid on the **line items** page, the total value is inflated with values of line items tagged with **REPA with associated Betterment**.

Values are inflated by including the **REPA with associated Betterment** line items.

Line items within a submission can be filtered and displayed by those that have been selected. Filter to view totals for each Betterment funding category. On the line items page, hover over the **funding** header in the grid to view the menu and click to expand options.

Hover and click to view filter options.

From the drop-down menu select **REPA with associated Betterment** to view only the line items with the selected funding category.


View all line items with REPA scope that would be required if the Betterment project did not take place.

The grid totals include all the totals for that funding category only as shown below.

Total of all line items for **REPA with associated Betterment**.

Alternatively, from the drop-down menu select **Betterment projects** to view only the line items with the selected funding category.
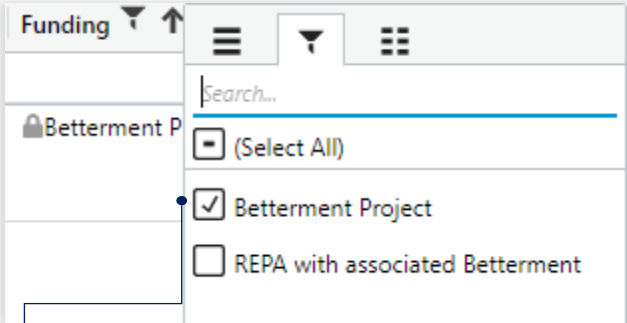
View all line items in the proposed Betterment project.

> In a close out submission with a project, the funding category is editable on new line items or on any blank funding categories that were not related to a project in the previous approved submission. All other funding category line items are locked.

7   View funding category distribution

On the line items page distribution of funding in the submission can be accessed in the statistics pop-out. Click the stats tab on the right side of the grid (under the columns and filters options).

Click to expand and view project funding breakdown.

Funding category values related to the project in a submission are automatically calculated for split lines.

Funding allocation across funding categories.