

## Disaster Recovery Funding Arrangements (DRFA)

# REPA close out requirements

To ensure submission quality and a streamlined assessment, use this checklist prior to lodging the final progress report and close out submission data in MARS.

A QRA initiative in response to councils' feedback 'to help get submissions right first time?'

### Checklist

#### 1. Final progress report - submission tab

<p>A. Have all costs have been incurred? There are no outstanding invoices for completed works? Confirm the submission:</p> <ul style="list-style-type: none"> <li>o <i>Accrued expenditure to date</i> = \$0.00</li> <li>o <i>Estimated cost to complete</i> = \$0.00</li> </ul>	<p><i>Ensure all costs are claimed. Avoid delays and the need to withdraw and re-lodge correctly to include all final costs</i></p>
<p>B. Cost variance against RV (recommended value) have additional comments to explain assets / submission with a cost variance % that is:</p> <ul style="list-style-type: none"> <li>o lower than -20% below the RV or</li> <li>o greater than 0% above the RV?</li> </ul>	<p><i>Ensure all costs are evidenced. . Provide the required details up front and remove delays caused by responding to requests for additional information during assessment.</i></p>
<p>C. Actual completion dates are accurately recorded against each asset? Commentary is provided for assets with completion dates beyond 30 June time limit. (e.g. approved extension of time).</p>	<p><i>Provide all information up front and streamline assessments.</i></p>
<p>D. MARS data and reported costs <i>match</i> the final progress report data and costs.</p>	<p><i>To avoid unnecessary withdrawals/returns of submissions in MARS</i></p>
<p>E. Ensure the progression status of each of the submissions in the progress report excel file is changed to 'final' (top left hand corner of each submission tab).</p>	<p><i>MARS triggers and creates the close out submission line items</i></p>

#### 2. Evidence of expenditure

<p>A. Detailed <b>general ledger/ transaction report</b>:</p> <ul style="list-style-type: none"> <li>o equals or is greater than the final actual expenditure claimed, and where applicable differences are reconciled and explained?</li> <li>o is attached and in editable format (excel or txt)?</li> </ul>	<p><i>Provide the required detailed evidence and remove delays caused by responding to requests, and possible need to withdraw the submission.</i></p>
<p>B. Detailed general ledger includes plant payroll, creditors and stores descriptions?</p>	
<p>C. Additional break downs have been provided to support journaled amounts and project management costs?</p>	<p><i>Reduce ineligible.</i></p>
<p>D. Source documents are available for sampling by QRA or audit? <i>Internal costings for plant, requisitions, payroll reports, timesheets and tax invoices?</i></p>	<p><i>Streamline assessments and reduce ineligible.</i></p>

#### 3. Close out submission data and evidence in MARS

<p>A. <b>Have all validations been resolved</b>, close out data is accurate and ready for assessment? For example:</p> <ul style="list-style-type: none"> <li>o 'Required information missing' validations are explained under 'Comments' and 'Scope change categories', and support reasons for 'Cost variance against RV' reported within the final progress report (1B above)?</li> </ul>	<p><i>Avoid delays caused by the need to withdraw and re-lodge correct data. Provide required information up front, reduce delays responding to requests for missing information</i></p>
<p>B. <b>Completion photos</b> map to line items and <i>sufficiently</i> demonstrate completed treatments and extent of completed works, in line with approved scope?</p> <ul style="list-style-type: none"> <li>o photo evidence representative of the extent of the completed works - (JPG including EXIF metadata, GPS coordinates and time/date taken) at treatment, project and asset level.</li> <li>o quantity and distribution of photographic evidence of the completed works should be sufficient to enable assessment of the treatment type and extent of reconstruction works - (2-3 completion photos per km on unsealed assets, and 4-5 photos per km on sealed assets are recommended).</li> <li>o Photo evidence can be uploaded to the submission using the instructions in the Upload photo evidence to submission user guide.</li> </ul>	<p><i>Provide all information up front, reduce time responding to requests for queries.</i></p> <p><i>Reduce ineligible.</i></p>

- If you wish to upload photos using photo references in submission line items, the folder name must be populated in the treatments tab of the progress report. This step is no longer essential as you can choose to have MARS automatically assign photos to submission line items based on the geo location information in the completion photos.

**C. Scope variances** are explained and supported by evidence?

- All line items and completion photos demonstrating a variance between completed scope and approved scope are explained and supported by additional information or evidence?
- Ensure quantities are adjusted in the close out submission (length, width, depth) to accurately reflect the scope of works delivered. If scope is undelivered these must total 0.

**Common MARS Scope change categories:**

- Additional scope identified during delivery – claimed
- Change of quantity to meet site conditions
- Change to alternative treatment solution
- Treatment replaced by lower construction cost alternative
- Variation required due to a 'special circumstances' (as per DRFA definition)

*Provide all required information up front, reduce time responding to requests for additional evidence or information.*

*Reduce ineligible.*

Where there are (unintended) inconsistencies between this tip sheet, the Australian Government DRFA and the Queensland Guidelines, the DRFA will prevail.

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