

## 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 If you wish to use the photo upload tool, the folder name must be populated in the treatments tab of the progress report.</li> </ul>	<p><i>Provide all information up front, reduce time responding to requests for queries. Reduce ineligible.</i></p>

**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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