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**QRA** QUEENSLAND  
RECONSTRUCTION  
AUTHORITY

## MARS Portal User Guide

### Progress Reporting and Close Outs

# MARS | Queensland Reconstruction Authority

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# 1. Prepare a Progress Report

A monthly progress report for each delivery program is required by QRA during the delivery phase of approved estimates-based submissions (including those where a payment is not being claimed).

Table 1 Progress report progression

Progression	Definition
<b>Draft</b>	The progress report has been created and is in draft until lodged.
<b>Lodged</b>	The progress report has been certified and lodged by an accountable officer and is under assessment until approved.
<b>Approved</b>	The assessment of the progress report has been completed and the outcome approved.
<b>Returned</b>	The assessment of the progress report has been stopped and the organisation can resolve any issue in the next progress report.
<b>Deleted</b>	The draft progress report has been deleted prior to lodgment.

Note the following in relation to exporting and importing a progress report:

- there are no limits to the number of times a draft progress report can be exported and/or imported.
- the most recent import is saved in MARS.
- subsequent exports will retain the most recently imported information.
- if more than one person is working on a progress report, manage versions outside of MARS so as to not overwrite someone else's work.
- A submission approved after a progress report is created will be added to the next progress report.

Before lodging, export the draft Progress Report, update it, then import it. This triggers MARS to run validation checks on the data in the report.

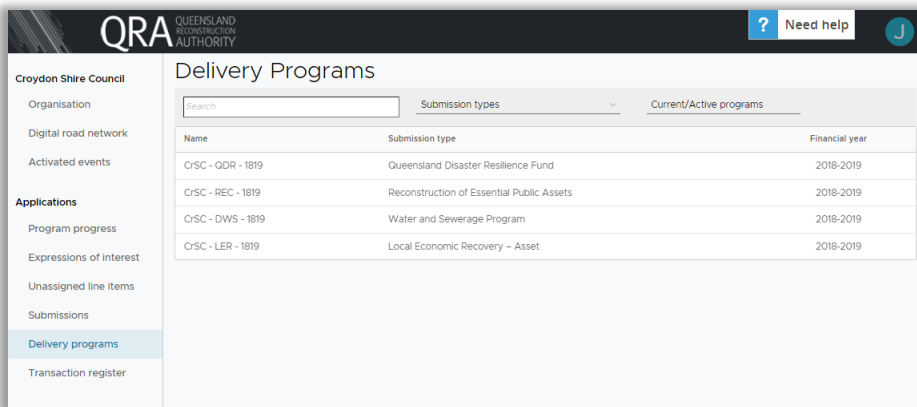
## Recommendations:

- Ensure pop ups are enabled in your internet browser (Google Chrome is recommended)
- Use a new export template for each Progress Report
- When lodging a new progress report, ensure the previous progress report has been approved
- The progress report number on the import summary sheet must match the progress report number on the portal
- Asset names in the Progress report are part of the submission in MARS
- The Treatments sheet on the Progress Report excel file is up to date
- Actual expenditure to date has been entered
- The Physically complete % has been entered
- Only % values have been entered into a % column

- Only whole number percentages (%) are used
- Each delivery line item (assets and tasks) has forecast start and end dates
- The forecast start and end dates are after the actual event start date
- The estimated cost to complete has a value for each delivery line item (if there are no more costs to complete for a line item, enter 0)
- All approved assets are included in the progress report
- Evidence of any expenditure is included in the supporting documentations as, .xls, .xlsx or .txt format
- When lodging, select the checkbox to indicate all evidence has been provided
- If a Briefing Note is to be created, ensure that a payment claim has been set

## 1.1. Review Delivery Programs

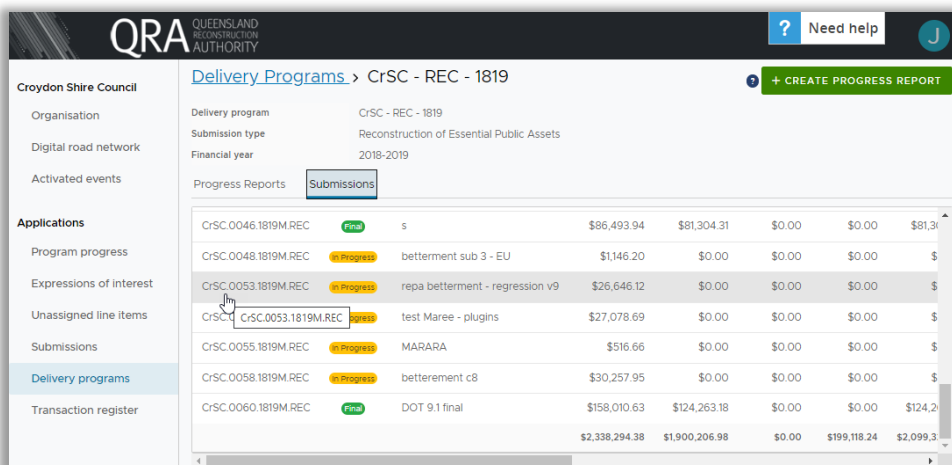
Select **Delivery Programs** from the left side menu to view the list of all delivery programs. Select the delivery program.



The delivery program is displayed with two information tabs:

- **Progress Reports** – all progress reports created to date and their status
- **Submissions** – all approved submissions included within the delivery program

Select the **Submissions** tab, then select a submission from the list:



The approved values are grouped by asset (except the project management percentage, which is displayed separately for reporting progress).

Asset number	Asset name	Project title	Recommended value (RV)	Actual expenditure to date	Estimated cost to complete (ECC)	Estimated final cost (EFC)	Cost variance against RV	Forecast start date	Actual start date	Forecast completion date	Actual completion date	Construction physically complete
U20	McArthur Street		\$687.53	\$0.00	\$0.00	\$0.00	-\$687.53 0%	06/09/2024		06/09/2024		0%
R25	Richmond Road		\$7,582.90	\$0.00	\$0.00	\$0.00	-\$7,582.90 0%	07/09/2024		07/09/2024		0%
	Investigations & Design and Project Management		\$692.90	\$0.00	\$0.00	\$0.00	-\$692.90 0%	08/09/2024		08/09/2024		0%
U20	McArthur Street	Project 1	\$3,809.38	\$0.00	\$0.00	\$0.00	-\$3,809.38 0%	09/09/2024		09/09/2024		0%
R29	Nornalpa Road	Project 1	\$4,109.69	\$0.00	\$0.00	\$0.00	-\$4,109.69 0%	10/09/2024		10/09/2024		0%
R25	Richmond Road	Project 1	\$8,401.70	\$0.00	\$0.00	\$0.00	-\$8,401.70 0%	11/09/2024		11/09/2024		0%
	Investigations & Design and Project Management	Project 1	\$1,362.04	\$0.00	\$0.00	\$0.00	-\$1,362.04 0%	12/09/2024		12/09/2024		0%
			\$26,646.12	\$0.00	\$0.00	\$0.00	-\$26,646.12 -100%	06/09/2024		12/09/2024		0%

## 1.2. Create a Progress Report

To create a progress report, select **+ Create Progress Report** from the Progress Reports tab (you can only create a new progress report when there are no progress reports in draft).

Progress report name	Date lodged	Payment claim	Progression
CrSC.PR27.1819.REC	09/08/2023	Yes	Approved
CrSC.PR26.1819.REC		No	Deleted
CrSC.PR25.1819.REC		No	Deleted
CrSC.PR24.1819.REC		No	Deleted
CrSC.PR23.1819.REC	29/04/2022	No	Approved
CrSC.PR22.1819.REC	03/02/2022	No	Returned
CrSC.PR21.1819.REC		No	Deleted

The progress report consists of the following tabs:

- **Details** – progress report details and supporting documents

Progress report details

Name	CrSC.PR28.1819.REC
Delivery program	CrSC - REC - 1819
Date lodged	
Contact	

Supporting documents (0)

+ ADD DOCUMENTS

Please attach any documentation to support the progress report.

- **Submissions** – all approved submissions within the selected progress report

QRA submission number	Progression	Organisation reference	Recommended value (RV)	Actual expenditure to date	Accrued expenditure to date	Estimated cost complete (ECC)
CrSC.0006.1819M.REC	Final	-9928bb6d-1f3e-42ca-b493-fb...	\$74,595.68	\$171,570.06	\$0.00	\$
CrSC.0007.1819M.REC	Final	-4ec51010-3c03-44f8-bf52-68...	\$85,035.38	\$127,790.01	\$0.00	\$
CrSC.0009.1819M.REC	Final	test	\$146,225.73	\$146,225.73	\$0.00	\$
CrSC.0012.1819M.REC	Final	test	\$37,670.91	\$33,903.82	\$0.00	\$
CrSC.0013.1819M.REC	Final	test	\$37,039.24	\$29,631.38	\$0.00	\$
CrSC.0014.1819M.REC	In Progress	test	\$90,838.40	\$81,754.56	\$0.00	\$53.99

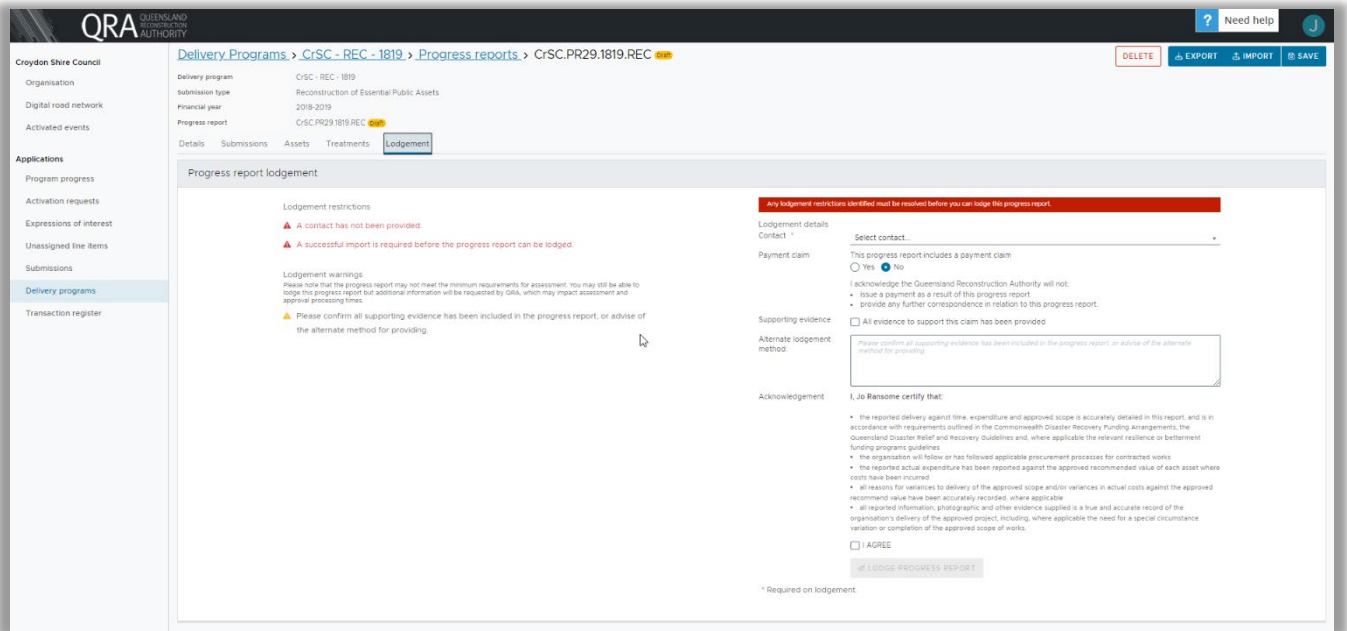
- **Assets** – a list of assets from the selected submission within the progress report

Asset number	Asset name	Project title	Project funding amount (incl trigger point)	Actual expenditure to date	Accrued expenditure to date	Estimated cost to complete (ECC)	Estimated final cost (EFC)	Cost variance
R2	Beach Road		\$534.69	\$427.75	\$0.00	\$0.00	\$427.75	-\$106.94
R21	Golden Gate Road		\$7,234.11	\$5,787.29	\$0.00	\$0.00	\$5,787.29	-\$1,446.82
	Investigations & Design and Pr...		\$628.79	\$503.03	\$0.00	\$0.00	\$503.03	-\$125.76
R2	Beach Road	Project 1	\$12,580.83	\$10,064.66	\$0.00	\$0.00	\$10,064.66	-\$2,516.17

- **Treatments** – a list of treatments from submissions in the progress report (Reconstruction of Essential Public Assets only). This can be filtered by submission and asset.

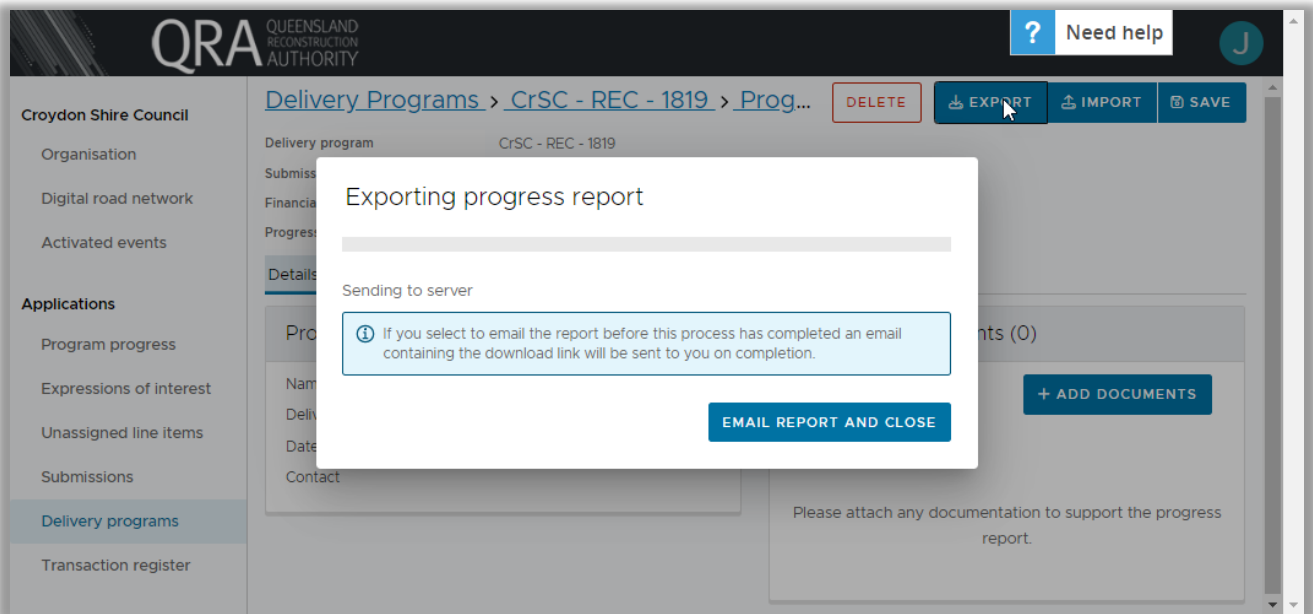
QRA submission number	Line item reference	Asset name	Asset number	Chainage start	Chainage end	Treatment	Quantity
CrSC.0014.1819M.REC	000009	Golden Gate Road	R21	1	51	Bitumen spray seal, 2-coat	37.5
CrSC.0014.1819M.REC	000010	Golden Gate Road	R21	1	51	Bitumen spray seal, 2-coat	37.5
CrSC.0014.1819M.REC	000011	Golden Gate Road	R21	1	51	Light formation grading	50
CrSC.0014.1819M.REC	000012	Golden Gate Road	R21	1	51	Heavy formation grading	50
CrSC.0014.1819M.REC	000013	Golden Gate Road	R21	1	51	Repair road signage	50

- **Lodgement** – validation restrictions and warnings to address before lodging progress report to QRA.



### 1.3. Export a Progress Report

To update the progress report, you must export it as an excel file by selecting **Export**. You can choose to have a link of the progress report emailed to you, by selecting **Email Report and Close** on the export popup or you can choose to wait for the report to be created.



## 1.4. Update Progress Report

Updates to the progress report are completed in the exported file. The exported Progress Report includes a summary sheet tab with values per submission, a tab for each submission and a treatment tab consisting of all treatments included in the progress report.

The filename should not be changed as changing the filename will impact progress report import and validation checks.

Summary sheet														
Organisation:		Croston Shire Council												
Export date:		Monday, September 25, 2023												
Data as at date:		Thursday, September 7, 2023												
Report number:		CRSC PR28.1819M.REC												
Event(s):		North & Far North Queensland Monsoon Trough, 25 January - 14 February 2019												
Version:		4.1												
QRA submission number	Organisation reference	Progression	Estimates and costs						Program					
			Project funding amount (incl trigger point)	Expenditure to date	Accrued expenditure to date	Estimated cost to complete (ECC)	Estimated final cost (EFC)	Cost variance against RV	Cost variance against RV	Forecast start date	Actual start date	Forecast completion date	Actual completion date	Per cent complete
			\$	\$	\$	\$	\$	\$	%					%
CRSC.0006.1819M.REC	-9928b6d-1f9e-42ca-b493-fb88df34b36	Final	\$74,595.68	\$85,785.03	\$0.00	\$0.00	\$85,785.03	\$11,189.35	15.00%	01-Jan-2020	01-Jan-2020	08-Jan-2022	08-Jan-2021	90%
CRSC.0007.1819M.REC	-4ec5f010-3cd3-448f-9f52-688301be5626	Final	\$85,035.38	\$127,790.01	\$0.00	\$0.00	\$127,790.01	\$42,754.63	50.28%	01-Jan-2020	01-Jan-2020	04-Jan-2022	06-Feb-2020	73%
CRSC.0009.1819M.REC	test	Final	\$146,225.73	\$146,225.73	\$0.00	\$0.00	\$146,225.73	\$0.00	0.00%	17-Aug-2021	17-Aug-2021	19-Aug-2021	19-Aug-2021	100%
CRSC.0012.1819M.REC	test	Final	\$37,670.91	\$33,903.82	\$0.00	\$0.00	\$33,903.82	-\$3,767.09	-10.00%	01-Jan-2020	01-Jan-2020	06-Jan-2020	06-Jan-2020	100%
CRSC.0013.1819M.REC	test	Final	\$37,039.24	\$29,631.38	\$0.00	\$0.00	\$29,631.38	-\$7,407.86	-20.00%	01-Jan-2020	01-Jan-2020	06-Jan-2020	06-Jan-2020	100%
CRSC.0014.1819M.REC	test	In progress	\$90,838.40	\$81,754.56	\$0.00	\$53,990.00	\$135,744.56	\$44,906.16	49.44%	01-Jan-2020	01-Jan-2020	04-Jan-2024		43%

Grey cells are locked because these are automatically updated or the progression has been set to final, and white cells can be populated to reflect the current progress. The following columns in a submission sheet require mandatory inputs prior to the first import for all draft progress reports:

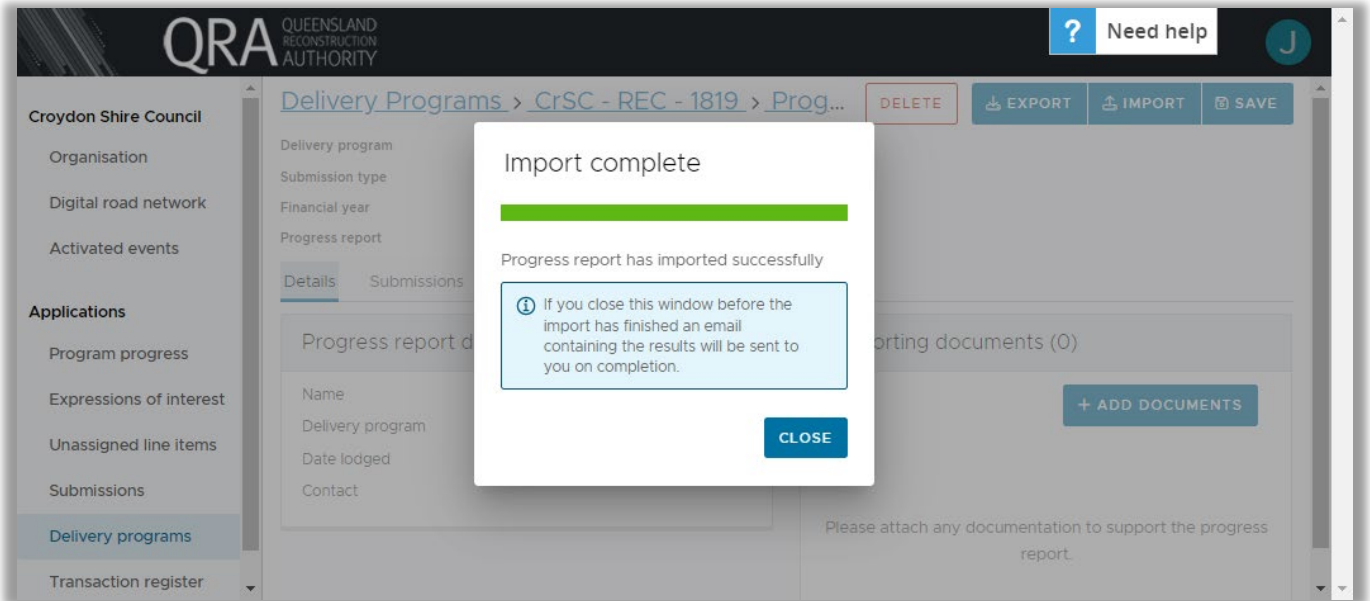
- estimated cost to complete (ECC)
- forecast start date
- forecast completion date
- confirmation when a treatment is complete

Line items with zero value (not recommended during assessment) will not appear in the progress report.

Submission - monthly progress reporting															
Submission:		CRSC.0014.1819M.REC													
Event:		North & Far North Queensland Monsoon Trough, 25 January - 14 February 2019													
Progression:		In progress													
Asset number	Asset name	Project funding amount (incl trigger point)	Actual expenditure to date	Accrued expenditure to date	Estimated cost to complete (ECC)	Estimated final cost (EFC)	Cost variance against RV	Cost variance against RV	Forecast start date	Actual start date	Forecast completion date	Actual completion date	Physically complete	Change in scope?	Additional or supporting comment
													%	Y/N	
		\$	\$	\$	\$	\$	\$	%					%	Y/N	
R2	Beach Road	\$58,144.47	\$52,330.02	\$0.00	\$21,312.00	\$73,642.02	\$15,497.55	26.65%	01-Jan-2020	01-Jan-2020	01-Jan-2024		43%	N	
R21	Golden Gate Road	\$8,008.09	\$7,207.28	\$0.00	\$123.00	\$7,330.28	-\$677.81	-8.46%	02-Jan-2020	02-Jan-2020	02-Jan-2024		43%	N	
R39	Tabletop Road	\$17,573.45	\$15,816.11	\$0.00	\$123.00	\$15,939.11	-\$1,634.34	-9.30%	03-Jan-2020	03-Jan-2020	03-Jan-2024		43%	N	
	Investigations & Design and Project Management	\$7,112.39	\$6,401.15	\$0.00	\$32,432.00	\$38,833.15	\$31,720.76	445.99%	04-Jan-2020	04-Jan-2020	04-Jan-2024		43%	N	
		\$90,838.40	\$81,754.56	\$0.00	\$53,990.00	\$135,744.56	\$44,906.16	49.44%	01-Jan-2020	01-Jan-2020	04-Jan-2024		43%		

## 1.5. Import Progress Report

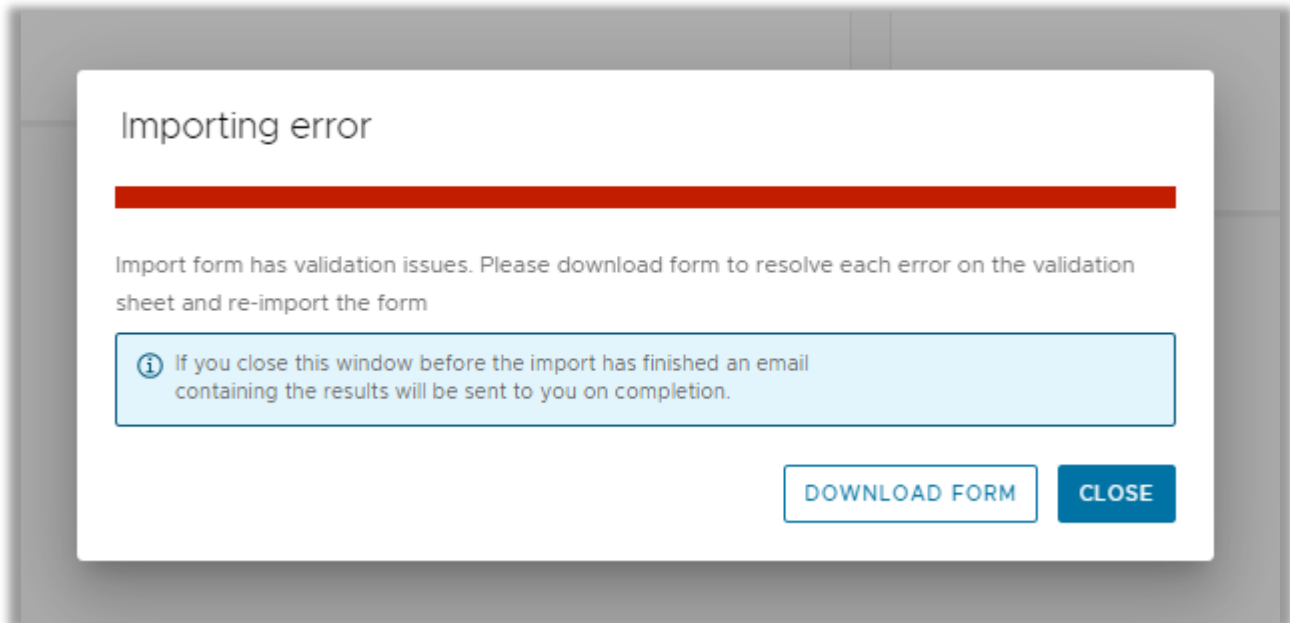
To import the progress report, select **Import** and when the import is complete, select **Close**.



After a progress report has been imported, MARS will automatically populate and display the **percent complete** and **comments** provided in the imported progress report on the **Treatments** tab.

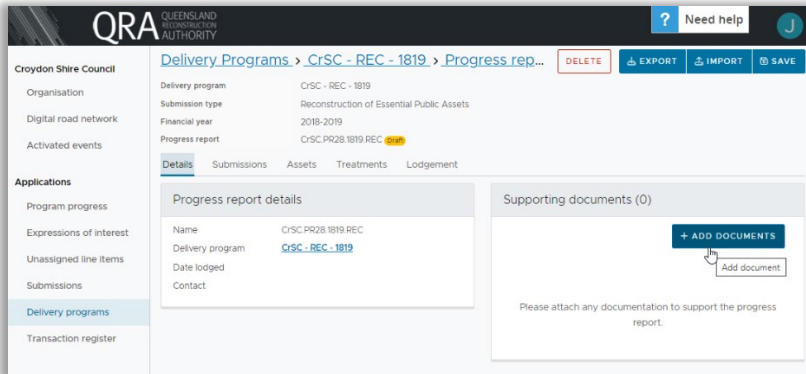
## Validation Issues on Import

If MARS encounters any issues on import, a validation advisory message displays. Select **Download Form** to open the new version of export from your downloads. The **validation sheet** summarises the issues with a hyperlink to address each message. Continue until all messages have been addressed.

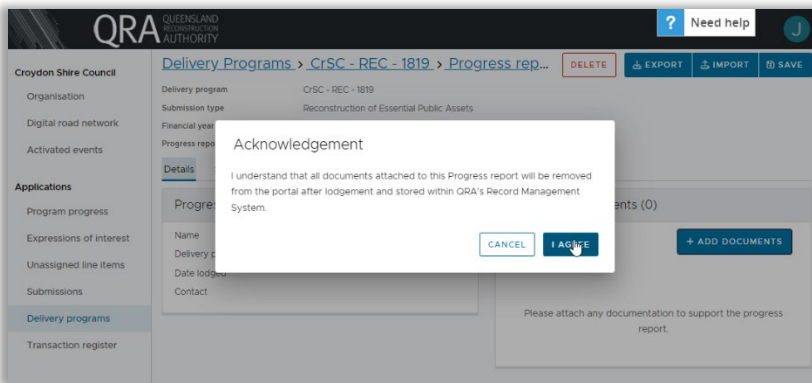


## 1.6. Add Supporting Documents

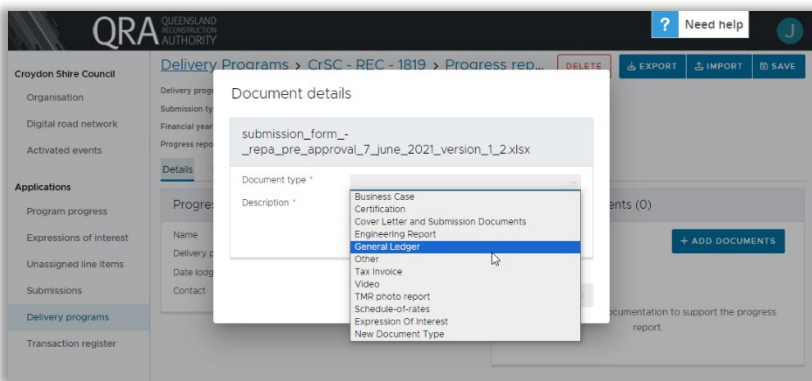
When a payment is required, a general ledger document must be added to the progress report. Select **Add Documents** from the **Supporting documents** tile on the **Details** tab.



Navigate to the file and select **Open**, then select **I Agree** on the Acknowledgement popup to confirm your understanding of the advisory message.



Complete the Document details form (ensure to select General Ledger for payment evidence)



Select **Proceed** to add the document.

## 1.7. Lodge Progress Report

The **Lodgement** tab displays any restrictions and warning messages. These must be addressed prior to lodging the progress report. Lodgement warnings will not prevent the progress report from being lodged, but missing information may result in requests from QRA during the assessment process.

On the lodgement tab, select a Lodgement details contact, payment claim and supporting evidence details.

When **payment claim** is set to **no**, it is acknowledging that Queensland Reconstruction Authority will not:

- issue a payment as a result of this progress report
- provide any further correspondence in relation to this progress report

When all lodgement restrictions have been addressed, the progress report can be lodged. The progress report should be lodged by the CEO (or accountable officer with the permission to lodge) to certify that information has been reviewed and approved.

Select **Lodge Progress Report** to lodge the progress report.

Details Submissions Assets Treatments **Lodgement**

Progress report lodgement

**Lodgement restrictions**  
 ✓ No lodgement restrictions identified.

**Lodgement warnings**  
 Please note that the progress report may not meet the minimum requirements for assessment. You may still be able to lodge this progress report but additional information will be requested by QRA, which may impact assessment and approval processing times.  
 ⚠ MARS has detected actual expenditure is greater than payments to date on at least one submission. If a payment is not required at this time, please update payment claim to No.

**Lodgement details**  
 Contact \* Denise Knudsen

**Payment claim**  
 This progress report includes a payment claim  
 Yes  No

**Supporting evidence**  
 All evidence to support this claim has been provided

**Acknowledgement**  
 I, Jo Ransome certify that:

- the reported delivery against time, expenditure and approved scope is accurately detailed in this report, and is in accordance with requirements outlined in the Commonwealth Disaster Recovery Funding Arrangements, the Queensland Disaster Relief and Recovery Guidelines and, where applicable the relevant resilience or betterment funding programs guidelines
- the organisation will follow or has followed applicable procurement processes for contracted works
- the reported actual expenditure has been reported against the approved recommended value of each

I AGREE

**LODGE PROGRESS REPORT**

\* Required on lodgement.

After lodgement another draft progress report can be created, but it cannot be lodged until the previous progress report is approved.

## 1.8. Mark Submission as Final

### Recommendations

- The estimated cost to complete and the accrued expenditure to date for all line items is \$0.00
- Any line items that have a change of scope have a reason for change included
- On the lodgement page, the checkbox to confirm that this report contains one or more submission that are final has been selected

To upload completion photos during the closeout submission process, use photo references in submission line items. The photo file name or folder name must be populated in the completion photo reference column in the Treatments tab of the progress report. The requirements for photo references are:

- the cell may contain several photo names, with each name separated by the | (pipe) symbol within the cell (any spaces between the pipes are treated as part of the file name)
- photos must be uniquely named i.e. one unique file name per photo
- each file name must be less than 100 characters

Progress						
Length	Width	Depth	Quantity	Per cent complete	Comment	Completion photo reference
				%		
50	2	1	100	0%		
50	1.5		75	0%		
50			50	0%		
			50	0%		

When an asset is marked to be 100% complete on a submission worksheet, all the treatments for that specific asset (on the Treatments worksheet), are also marked at 100%.

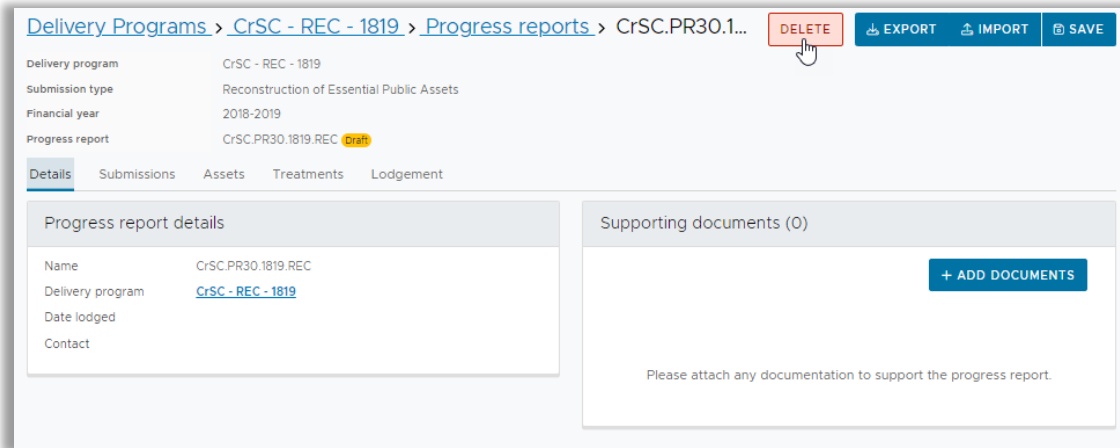
For Betterment, the assets on the Treatment worksheet are grouped and updated by Project Title.

Select a **Submission** worksheet, enter completion expenditure and date, set the Actual completion date, set the **Physically complete** to 100% and change the **progression** to **Final**.

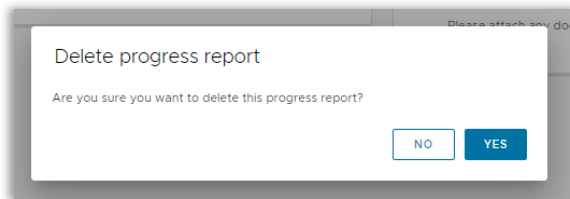
Asset number	Asset name	Project title	Project funding amount (incl input points)	Actual expenditure to date	Accrued expenditure to date	Estimated cost to complete (ECC)	Estimated final cost (EFC)	Cost variance against RV	Cost variance against RV	Forecast start date	Actual start date	Forecast completion date	Actual completion date	Physically complete	Change in scope?	Additional or supporting comments
			\$	\$	\$	\$	\$	\$	%					%	Y/N	
U20	Mokkur Street		\$687.51	\$687.51	\$0.00	\$0.00	\$687.51	\$0.00	0.00%	01-Jan-2024	15-Aug-2023	01-Jan-2024	01-Sep-2023	100%	N	
R35	Richmond Road		\$7,582.90	\$7,582.90	\$0.00	\$0.00	\$7,582.00	-\$0.90	-0.01%	02-Jan-2024	15-Aug-2023	02-Jan-2024	01-Sep-2023	100%	N	
	Investigations & Design and Project Management		\$692.90	\$500.00	\$0.00	\$0.00	\$500.00	-\$192.90	-27.84%	03-Jan-2024	15-Aug-2023	03-Jan-2024	01-Sep-2023	100%	N	
U20	Mokkur Street	Project 1	\$3,589.08	\$2,400.00	\$0.00	\$0.00	\$2,400.00	-\$1,189.08	-33.11%	04-Jan-2024	15-Aug-2023	04-Jan-2024	01-Sep-2023	100%	N	
R29	Morris Road	Project 1	\$3,879.33	\$1,200.00	\$0.00	\$0.00	\$1,200.00	-\$2,679.33	-69.07%	05-Jan-2024	15-Aug-2023	05-Jan-2024	01-Sep-2023	100%	N	
R35	Richmond Road	Project 1	\$8,331.59	\$12,345.00	\$0.00	\$0.00	\$12,345.00	\$4,013.41	48.17%	06-Jan-2024	15-Aug-2023	06-Jan-2024	01-Sep-2023	100%	N	
	Investigations & Design and Project Management	Project 1	\$1,316.38	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,316.38	-54.42%	07-Jan-2024	15-Aug-2023	07-Jan-2024	01-Sep-2023	100%	N	
			<b>\$26,078.69</b>	<b>\$25,374.51</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,374.51</b>	<b>-\$704.18</b>	<b>-2.81%</b>	<b>05-Jan-2024</b>	<b>15-Aug-2023</b>	<b>07-Jan-2024</b>	<b>01-Sep-2023</b>	<b>100%</b>		

## 1.9. Delete a Progress Report

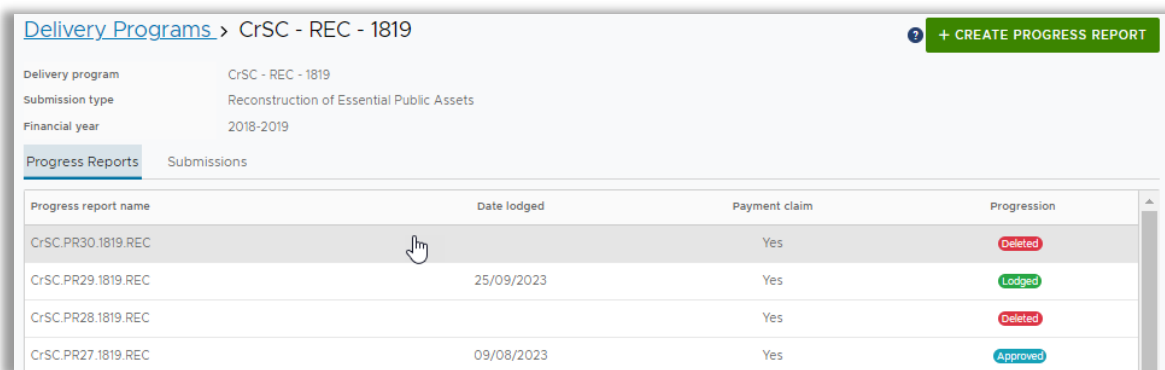
A progress report may need to be deleted if it was created accidentally, or new approved submissions become available and need to be added to the current report. To delete the current draft progress report, click the **delete** button on the progress report page.



Any progress included in this progress report will be deleted. Select **Yes** to confirm you understand the advisory message.



The deleted progress report is displayed in the progress report list with a Progression state of Deleted.



## 2. Early Closeouts

Close out submissions are only created once all of the assets have their “physically complete” values set to 100% on the final progress report and the submission is deemed to be completed (or Finalised). The time taken to reach the completed stage may take a long period of time. When construction to resolve damage to all assets takes some time to complete, it can be difficult to accumulate and process photos and other information for it to be added to the close out submission at the end of the process.

An early close out (EC) is a draft submission that can be generated to prepare close out lines **before** an actual close out submission is created. This is useful in cases where a submission has two or more assets and the submission might be delivered over a long period of time.

The purpose of the early close out (EC) is to show lines for those assets in the progress report that have been set to 100% “physically complete” so that evidence like photos, comments, new lines, changes to scope can be added for that asset’s lines.

When the close out submission is created at the end of construction, all changes and updates (including photos) will be copied to the close out submission.

**Note:** Early close out functionality is only available for REPA and REPA / Betterment submission types.

### 2.1. Create an Early Close Out

Early Close out drafts can only be created if one or more assets in a **lodged REPA** progress report are set to **100% physically complete**. Once this progress report has been lodged, go to the **Submission** menu item and open the list of submissions. Select the **last Approved** submission for which you would like to create an early closeout. When opened, the submission will have a button called ‘Early Closeout’ on the top right hand side.



Click the Early Closeout button and agree to creating a Close out submission.

**Note:** For any submission, the early close out only needs to be created once.

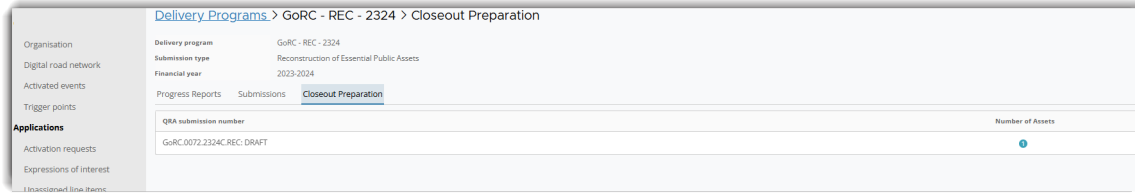
### 2.2. View and prepare an Early Close Out

Early close submissions are opened via the delivery program for which the progress report was created. Click on **Delivery Programs** and then select the correct **REPA funding program year**

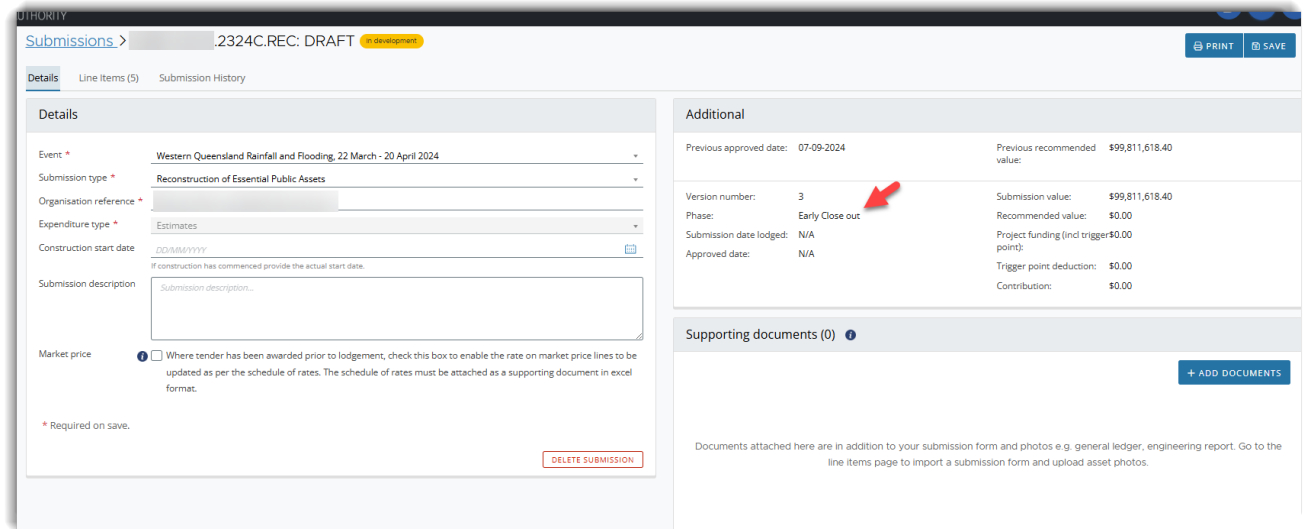
The screenshot shows a table titled 'Delivery programs' with a search bar and filters for 'Submission types', 'All funding programs', and 'Current/Active programs'. The table lists several rows with columns for Name, Submission type, Funding program, and Financial year.

Name	Submission type	Funding program	Financial year
GoRC - RRG - 2122	Recovery and Resilience Grants	DRFA	2021-2022
GoRC - WPF - 2122	WPF Flood studies, risk assessments, management studies and intelligence systems	DRFA	2021-2022
GoRC - DRF - 2324	Disaster Ready Fund	Resilience Funding	2023-2024
GoRC - FRP - 2122	Emergency Response Fund Flood Recovery and Resilience Package	Resilience Funding	2021-2022
GoRC - REC - 2223	Reconstruction of Essential Public Assets	DRFA	2022-2023
GoRC - REC - 2324	Reconstruction of Essential Public Assets	DRFA	2023-2024
GoRC - GQR - 2425	Get Ready Queensland Program	Get Ready	2024-2025
GoRC - REC - 2122	Reconstruction of Essential Public Assets	DRFA	2021-2022

Click on the **Closeout Preparation** tab. This tab will contain all early close out drafts for the selected program.



Click on the submission for which you would like to open the early close out. A submission draft is opened and shows the phase of Early Close out.



Click on the **Line Items** tab. Only the lines for assets marked as **100% physically complete in the last lodged progress report** are shown.

The following functionality can be performed on the lines:

- All unlocked fields can be amended (e.g. treatment, chainage, length/width/depth)
- Lines can be cloned or new lines can be created
- Chainage and/or coordinates can be updated
- **Newly created or cloned** lines can be deleted
- Lines can be validated
- Scope change categories can be selected

The intention is to add photos and change lines so that the lines for the asset are 'complete'. When the Close out submission is created at the end of the process, the changes from the early close out draft will be copied into the closeout submission and no further updates should be required for these lines.

**Note:** Early close out drafts are never lodged or assessed. Their main purpose is to prepare lines for final Close out.

**Note:** When the Close out is created, all changes are copied to the close out and the early close out draft will no longer be visible.

### 3. Close Out Submission

A close out is initiated when a submission is marked as final on the progress report. Your organisation can navigate to the close out submission from the delivery program submissions list and from the submissions page list.

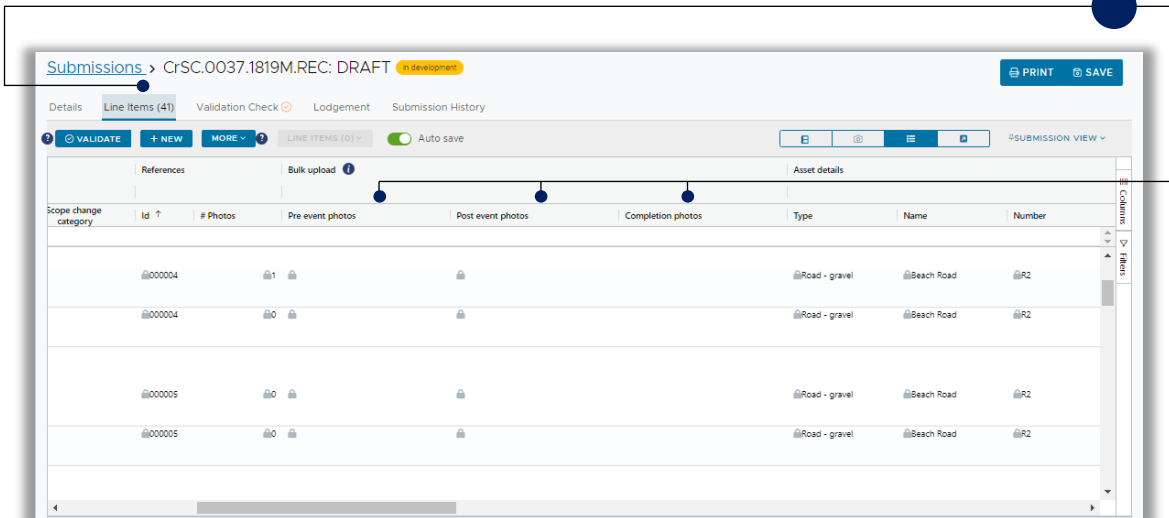
### 3.1. Prepare Close Out Submission

On the close out submission, the **Additional** section on the **Details** page summarises the value and status details with the final progress report link.

Additional			
Previous approved date:	11-01-2022	Previous recommended value:	\$162,317.82
Version number:	2	Recommended value (RV):	\$162,317.82
Phase:	Close out	Project funding (incl trigger point):	\$0.00
Submission date lodged:	N/A	Trigger point deduction:	\$0.00
Total project funding	\$24,775.23	Contribution:	\$0.00
Category B	\$10,863.45	Approved actual expenditure to date:	\$159,071.46
Category D	\$13,911.78	Cost variance against RV:	-\$3,246.36
Final progress report:	<a href="#">CrSC PR19.1819.REC</a>		
Actual completion date:	07-01-2020		

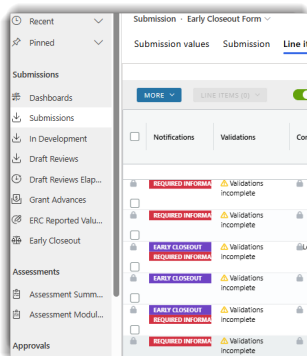
Select the **Line Items** tab to view previously approved line items.

If the close out includes new scope, the pre event photos and post event photos can be uploaded to MARS. Every line item in a close out submission must have a completion photo.



Refer to MARS Portal User Guide - Upload photo evidence to a submission for guidelines on uploading photos.

Those lines that were updated in an **Early Close out** submission will have a Notification of 'Early Closeout'



### 3.2. Update Scope

If there is an increase or decrease in the approved scope of work, a new line item can be created or the following fields on a line item can be updated and saved:

- new line item (must be the same asset already in submission)
- geo coding (chainage and coordinates)
- treatment details (treatment, length, width, depth)
- scope change category (required)
- comments (validations and additional information)

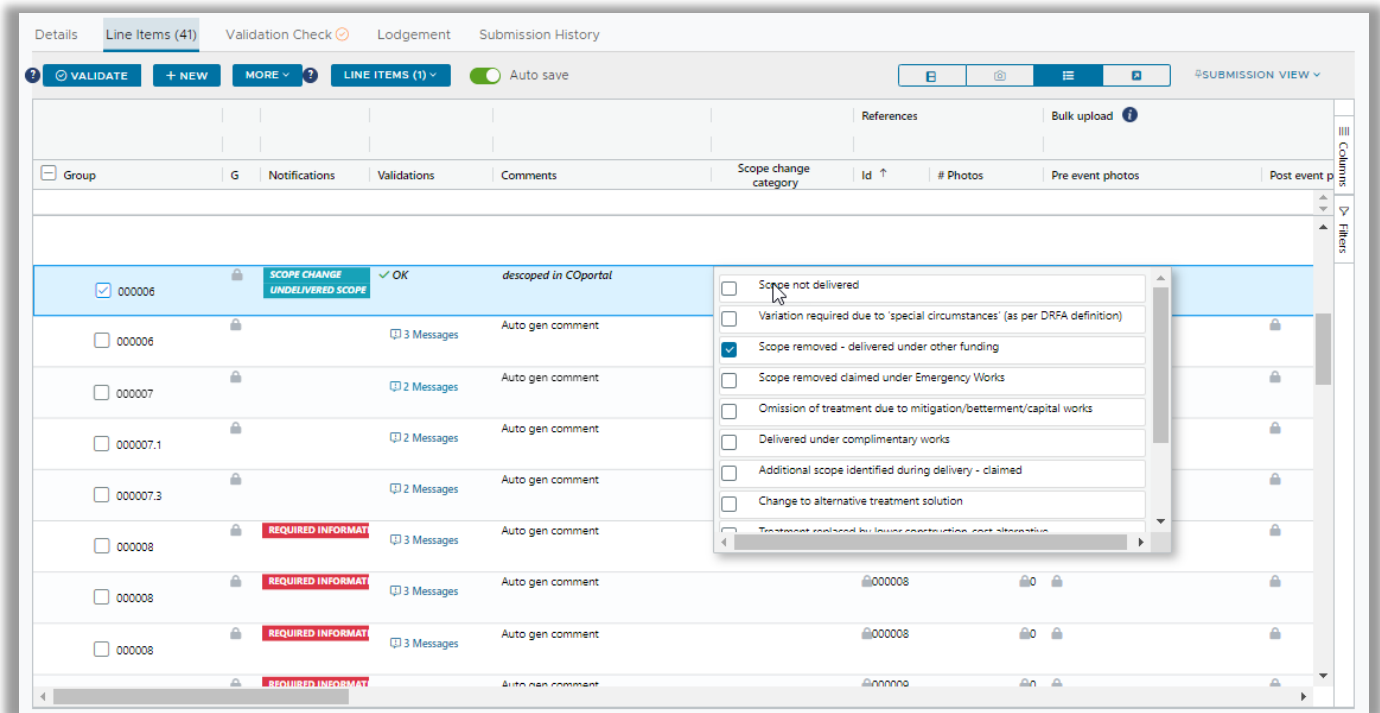
Line items will be updated with two possible notifications for line items with any scope change:

1. undelivered scope, where line items have a quantity of zero
2. when a line item has a treatment change or a change in length, width, depth and or quantity, that is different from the approval outcome values

A **scope change category** is mandatory, and a reason must be selected on any change of scope on a line item. Select the cell and tick to select one or more reasons for scope change from the drop-down list. Refer to the Glossary at the end of this document for the full list of scope change categories.

If more than one category applies to a scope change, you can tick multiple categories.

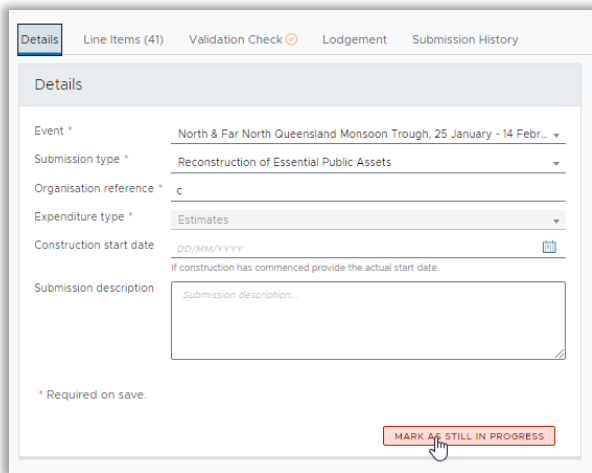
One category will display in the cell but if more than one category was selected, a link with the number selected is available. Double-click in the cell to update category selection and a pop up will display the categories selected.



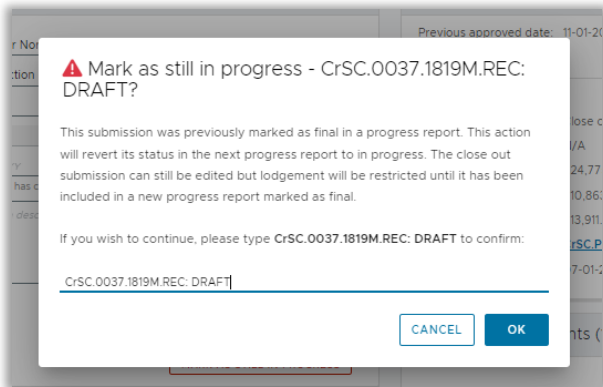
### 3.3. Amend a Final Progress Report

During preparation of a close out submission, if the submission is found to not yet be finalised or an amendment is required to the actual expenditure to date, the close out submission can be marked as **still in progress**. This allows the progress report to be exported and updated.

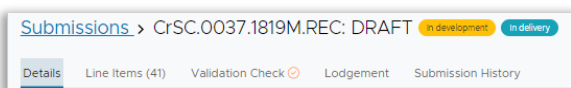
At the bottom of the **Details** tab, select **Mark as still in progress**. The close out submission can still be edited but lodgement will be restricted until it has been included in a new progress report marked Final.



In the advisory message, type in the submission number to confirm you wish to proceed and select **OK** (the submission number is case sensitive).



If a submission has been marked as **Still in Progress**, a badge of **In delivery** is added to the submission. This badge is displayed until the progress report is marked as final and the submission will be flagged with the **In delivery** badge on the submission list tab. Once the updated progress report is marked Final, the badge will be removed and the close out submission will be updated with the new progress report information.



### 3.4. Lodge Close Out Submission

The **Lodgement** tab displays any restrictions and warning messages. These must be addressed prior to lodging the submission. Lodgement warnings will not prevent the submission from being lodged, but missing information may result in requests from QRA during the assessment process.

When all lodgement restrictions have been addressed, the submission can be lodged. The submission should be lodged by the CEO (or accountable officer with the permission to lodge) to certify that information has been reviewed and approved.

On the lodgement tab, select a **Lodgement details contact**, read the acknowledgement and select the **I Agree** checkbox and select **Lodge Submission** to lodge the close out submission.

The screenshot displays the 'Lodgement' tab for a submission with ID RSC.0045.1819E.REC: DRAFT. The page is divided into several sections:

- Lodgement restrictions:** A green checkmark indicates 'No lodgement restrictions identified.'
- Lodgement warnings:** Two yellow warning icons are present:
  - 'Line items with blue validation messages should have all messages addressed.'
  - 'Line items missing recommended information. Please look for missing values highlighted in blue on the line items page.'
- Lodgement details:** The 'Contact' field is set to 'Bart Servaas'.
- Acknowledgement:** A section titled 'I, Jo Ransome certify that:' contains a list of bullet points:
  - the reported delivery against time, expenditure and approved scope is accurately detailed in this report, and is in accordance with requirements outlined in the Commonwealth Disaster Recovery Funding Arrangements, the Queensland Disaster Relief and Recovery Guidelines and, where applicable the relevant resilience or betterment funding program guideline
  - the organisation will follow or has followed applicable procurement processes for contracted works
  - the reported actual expenditure has ...

At the bottom of the acknowledgement section, there are two checked checkboxes: 'All evidence to support this claim has been provided' and 'I AGREE'. A prominent green button labeled 'LODGE SUBMISSION' is located below these checkboxes. A small asterisk note at the bottom right of the page states '\* Required on lodgement.'

## 4. Glossary

4.1. Table 2 Excel summary sheet tab field label description

Field label	Definition
<b>Organisation</b>	Name of applicant organisation e.g. Isaac Regional Council.
<b>Export date</b>	Date of progress report export.
<b>Event(s)</b>	Activated disaster event relating to program.
<b>Submission details</b>	Reference and submission information.
<b>QRA submission number</b>	Unique number referencing a QRA submission.
<b>Organisation reference</b>	Organisation can add own internal reference when creating a submission e.g. gravel roads package 1.
<b>Recommended value (RV)</b>	Recommended value from approved submissions inclusive of trigger point.
<b>Expenditure to date</b>	Actual amount spent by the organisation at the time of the progress report (claiming). Value should have evidence to support it e.g. general ledger, but does not need to be provided if a payment is not requested.
<b>Accrued expenditure to date</b>	Expected or forecasted expenditure at the time of the progress report i.e. an invoice has been received but not yet paid. Accruals are considered not reimbursable.
<b>Estimated cost to complete (ECC)</b>	Estimated total remaining costs to complete the works which should also include any accrued expenditure.
<b>Estimated final cost (EFC)</b>	Auto-calculated based on the sum of expenditure and estimated cost to complete. Estimated total cost at completion.
<b>Cost variance against RV (\$)</b>	Dollar value auto-calculated based on the cost (difference between EFC and RV).
<b>Cost variance against RV (%)</b>	Per cent value auto-calculated based on the cost (difference between EFC and RV).
<b>Forecast start date</b>	Estimated construction start date.
<b>Actual start date</b>	Date construction began.
<b>Forecast completion date</b>	Estimated construction finish date.
<b>Actual completion date</b>	Date construction finished.
<b>Per cent complete</b>	Percentage of submission completion.

4.2. Table 3 Excel submission tabs columns description

Field label	Definition
<b>Expenditure</b>	Expenditure related to current program.
<b>Asset number/line item reference</b>	Unique number per asset/line item reference (non REPA).
<b>Asset name/description</b>	Asset name is rolled up to include all line items for that asset. Description is the activity description for the submission (non REPA).
<b>Recommended value (RV)</b>	Recommended value from approved submissions inclusive of trigger point.
<b>Actual expenditure to date</b>	Actual amount spent by the organisation at the time of the progress report (claiming). Value should have evidence to support it (e.g. general ledger) but does not need to be provided if a payment is not requested.
<b>Accrued expenditure to date</b>	Expected or forecasted expenditure at the time of the progress report i.e. an invoice has been received but not yet paid). Accruals are considered not reimbursable.
<b>Estimated cost to complete (ECC)</b>	Estimated total remaining costs to complete the works which should also include any accrued expenditure.
<b>Estimated final cost (EFC)</b>	Auto-calculated based on the sum of expenditure and estimated cost to complete. Estimated total cost at completion.
<b>Cost variance against RV (\$)</b>	Dollar value auto-calculated based on the cost (EFC v RV).
<b>Cost variance against RV (%)</b>	Per cent value auto-calculated based on the cost (EFC v RV).
<b>Forecast start date</b>	Estimated construction start date.
<b>Actual start date</b>	Date construction began.
<b>Forecast completion date</b>	Estimated construction finish date.
<b>Actual completion date</b>	Date construction finished.
<b>Physically complete</b>	Percentage of line item completion.
<b>Change in scope (Y/N)</b>	Any changes to the approved scope should be indicated with a Y and supported with commentary.

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4.3. Table 4 Excel treatment tab column descriptions (REPA program only)

Field label	Definition
<b>Submission</b>	QRA submission number for treatment progress being reported.
<b>Line item reference</b>	Line item ID from the submission.
<b>Asset name</b>	Name of the asset the treatment is being performed on.
<b>Chainage start</b>	Chainage start details for the treatment.
<b>Chainage end</b>	Chainage end details for the treatment.
<b>Treatment</b>	Treatment description (for Reconstruction of Essential Public Assets program only)
<b>Quantity</b>	Treatment quantity.
<b>Per cent complete</b>	Percentage of treatment completion.
<b>Comment</b>	Supporting comments.

4.4. Table 5 Excel working tab descriptions

Field label	Definition
<b>Blank</b>	The working sheet can be used for calculations or to import financial data from other sources (organisation systems). A formula can be added to the submissions to read from these working tabs.

4.5. Table 6 Close out scope change categories

Scope change category selection
Scope removed due to re-damage by subsequent activated natural disaster
Scope removed – delivered under other funding
Scope removed - claimed under Emergency Works
Change of quantity to meet site conditions
Change to alternative treatment solution
Treatment replaced by lower construction-cost alternative
Omission of treatment due to mitigation/betterment/capital works
Variation required due to 'special circumstances' (as per DRFA definition)
Scope not delivered
Delivered under complementary works

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RECONSTRUCTION  
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