QUARTERLY REPORT & MANUAL UPDATE

NCARPO Meeting

October 31, 2014

FIRST ORDER OF BUSINESS…

- Is everybody using the new version of the expenditure spreadsheet for their Q1 invoices?
  - Patrick sent this out in an email on October 3rd
  - It can also be accessed through the updated online RPO Manual at https://connect.ncdot.gov/projects/planning/TPB%20Documents/RPO%20Manual%202014.pdf
- You WILL need to transfer over the information from your adopted PWP into the new format
  - It is time consuming, but better to do this now (before you start adding information on the expenditure side)

WHAT'S NEW IN THE SPREADSHEET?

- Breaks out NCDOT and Local Shares of the Bottom Line for each quarter
- Removes the signature line from the invoice portion of the spreadsheet and the amendment portion of the spreadsheet; however, there is still a signature line on the PWP portion of the spreadsheet (far left)
- Adds the column for TPB Comments for each quarter (so people don't have to manually add these columns)
- The "% Category Complete" column is now called "% Budget Spent to Date" (to clear up confusion)
- There are multiple amendment tables at the right side of the sheet, to allow easier tracking of amendments
- https://connect.ncdot.gov/projects/planning/TPB%20Documents/PWP_Invoice_Amendment_Templates.xlsx

TIPS FOR WORKING IN THE SPREADSHEET

- NEVER DELETE ROWS OR COLUMNS!! – They are there for a reason. If there is something you don't need right now, just "hide" that row or column instead.
- Similarly, you should not need to add columns. If there is a column you would like to see added, let the RPO Admin Procedures team know and we'll try to get it in there next time.
- You MAY need to add rows if you have multiple tasks under a particular category. This is fine. After adding rows, please go across the sheet to make sure all the formulas are still calculating correctly (especially the category totals (yellow/orange rows) and the row totals, which may not always pick up on the new rows and will mess you up)

MORE TIPS FOR WORKING IN THE SPREADSHEET

- Always check the calculated formula cells to make sure they look right. Making minor changes to things (like adding rows or hiding things) can sometimes mess these up, so always check them when you make changes (<u>and</u> when you initially set up the spreadsheet).
- When you first set up the spreadsheet, be sure to clear out any sample/dummy values that are in there, but also *don't* delete the calculated/formula cells
- Before submitting, always check the section totals, bottom line, and columns at the far right (e.g. "Expenditures to Date" or the amendment table info) to make sure they look right.
- When you do an amendment, make sure you copy the new category totals back over to the left side of the spreadsheet (the right side will maintain the history of your amendments).

THINGS TO SUBMIT EACH QUARTER…

- Quarterly Invoice Packet (submit through *Connect* site):
  - Cover Letter (PDF) – be sure to use the new version with the debarment/conflict of interest language at the bottom
  - Invoice (PDF) – this can be combined with the cover letter for submittal
  - Expenditure Spreadsheet (XLS) – there is <u>no</u> <u>need</u> to sign the expenditure spreadsheet or to submit this as a PDF
- Deliverables for that quarter (work with your TPB coordinator on best way to send these)
- Updated listing of TAC members (name, who they represent, email address, term expiration if known) – email this to your TPB coordinator

THINGS TO SUBMIT EACH YEAR…

- Indirect Cost Allocation Plan (with Q1 invoice)
- Final Yearly Narrative (with Q4 invoice)
- CTP Study Needs List (by December 15th)
- Planning Work Program and Five Year Planning Calendar* (by May 31st)

- Templates for these (except CTP needs list) are in the Manual

- ***note the newer, streamlined format for the Five Year Planning Calendar in the Manual – this was new last year, but some people may not have known about it**

PWP AMENDMENTS

- Minor Revisions are now possible up to $2,500 within a category (no 10% rule). This means that if you had $20,000 budgeted for a certain category, you could spend up to $22,500 in that category over the course of the year without needing to do a formal amendment.
  - Please note that minor revisions <u>do</u> still require TPB approval (by email is fine), so you should let your TPB coordinator know when you plan to do this.
  - These minor revisions are not subject to the May PWP amendment deadline.
  - The $2,500 amount is per year, per category (you do not get $2,500 per quarter or anything like that).

PWP AMENDMENTS

- Major Amendments should use the new format in the spreadsheet. Major changes:
  - Multiple tables to keep track of amendments over time. Choose the appropriate quarter for the time you are making the amendment (e.g. if you plan to reflect the amendment in your Q3 invoice then use the Q3 amendment table)
  - No signatures are needed on the spreadsheet for amendments. However, there is a space for you to note the date of adoption.
  - DO NOT FORGET that there is a letter that must be submitted along with the amendment (template is in the Manual). The letter has changed and now DOES REQUIRE signature by your TAC chair.
  - DO NOT FORGET that you need to give the amendment to TPB in advance for their review. Ideally, TPB should have 10 business days to review the proposed amendment and provide comments back to you *before* you put the proposed amendment out to your TCC/TAC.

INVOICE DEADLINES

- Invoices are due to NCDOT within 1 month + 10 days after the end of the quarter:
  - Q1 – Nov. 10th
  - Q2 – Feb. 10th
  - Q3 – May 10th
  - Q4 – Aug. 10th
- Invoices submitted after the deadline will not be paid by NCDOT until the next quarter (<u>**Exception**</u>: If you talk to your TPB coordinator in advance of the deadline and let them know it will be late, and the reason, then that is OK)