

# Capital Area MPO LAPP

## MONTHLY RECIPIENT STATUS REPORTING REQUIREMENTS FOR LOCAL AGENCIES Instructions for Completing the Monthly Recipient Status Report For Local Agencies

The Capital Area MPO requires the following data be provided by each Local Agency, Contractor/subcontractor, consultant/subconsultant and/or funding recipient working on LAPP-funded projects. This report is only required for contracts and purchase orders that use LAPP funds.

The Local Agency is required to report monthly project status information for each LAPP funded project for which they are responsible. Local Agencies shall report data each month from the date of the award of the project until completion of the contract.

The established reporting period is monthly. The last day of the reporting period will be the last day of the reporting month. The Local Agency will provide information on the status of all LAPP projects on this form. This data will be used for monitoring the programming and expenditure of funds programmed through LAPP. The following information is required for each LAPP project.

**Format:** The Local Agency will use the CAMPO-provided form.

**Due date:** The fifth of each month following awarding of the project by CAMPO until contract is complete.

**Due to:** The applicable Contract Administrator for the Local Agency submits to their respective reports to the CAMPO Grants Manager.

**Submittal:** Please use the following naming convention "Agency\_LAPP\_date.xls" where Agency is the Agency Designation (City of Raleigh = Raleigh) and date is the date of submittal as "mmddy." When e-mailing your file to CAMPO, please use the Agency Designation in the subject line. Do not alter or change the form in any way.

### Coding instructions

**BOX 1. CITY / Prepared By:** The City/Local Project Sponsor and individual responsible for filling out this form.

**BOX 2. Report Month:** The month and year covered by the report, as *mm/yyyy* (e.g. "May 2009" would be coded as "05/2009").

**BOX 3. State Project Number Identification Number:** The NCDOT WBS Project Number as assigned by the NCDOT, consistent with the format reported in FMIS. **Do not enter multiple State project numbers or identification numbers; this field can only contain one project number.**

**BOX 4. Contract Number:** If multiple contracts exist on individual projects then list the contract numbers. Note that the combined State Project Number and Contract Number must be unique. Do not enter multiple contract numbers in one cell, each contract number must be a new line in the form.

**BOX 5. Contracting Agency:** The name of the contracting agency. For non-State DOT projects, enter the name of the contracting agency (city, county, or other funding recipient). Enter the "NCDOT" for State DOT projects.

**BOX 6. Contracting Agency Contact Name:** The name of the contact person for the contracting agency.

**BOX 7. Contracting Agency Contact E-Mail:** The e-mail of the contact person for the contracting agency.

**BOX 8. TIP Number:** The State assigned TIP project number. Enter “*TBD*” if no TIP number has been assigned yet. **Do not enter multiple TIP numbers; this field can only contain one project number.**

**BOX 9. Advertisement Date:** The date that the LAPP project was advertised, reported as *mm/dd/yyyy* (e.g. “May 1, 2009” would be coded as “05/01/2009”). If the project is re-advertised, enter the new date. **Leave blank if the project has not yet been advertised; do not enter future dates.**

**BOX 10. Award Date:** The date that the LAPP project was awarded, reported as *mm/dd/yyyy* - (e.g. “May 1, 2009” would be coded as “05/01/2009”). **Leave blank if the project has not yet been awarded; do not enter future dates.**

**BOX 11. Notice To Proceed Date:** The notice to proceed date for the LAPP project, reported as *mm/dd/yyyy* - (e.g. “May 1, 2009” would be coded as “05/01/2009”). **Leave blank if a Notice To Proceed has to been issued for the project; do not enter future dates.**

**BOX 12. Work Start Date:** The day that the contractor began construction. Reported as *mm/yyyy* (e.g. “May 2009” would be coded as “05/2009”). **Leave blank if work has not started; do not enter future dates.**

**BOX 13. Contract Completion Date:** Contract Completion Date as found in the contract, reported as *mm/dd/yyyy* - (e.g. “May 1, 2009” would be coded as “05/01/2009”).

**BOX 14. Revised Contract Completion Date:** Revised Contract Completion Date as changed through supplemental agreement, reported as *mm/dd/yyyy* - (e.g. “May 1, 2009” would be coded as “05/01/2009”). **Leave blank if the Contract Completion Date has not been revised; do not enter an anticipated revised Contract Completion Date.**

**BOX 15. Work Completion Date:** The date the contract is substantially complete, i.e., the project is or could be opened to traffic. This includes the point at which the project is complete such that it can be safely and effectively used by the public without further delays, disruption, or impediments. For the conventional bridge and highway work, the point at which all bridge deck, parapet, pavement structure, shoulder, permanent signing and markings, traffic barrier, and safety appurtenance work is complete; reported as *mm/dd/yyyy* - (e.g. “May 1, 2009” would be coded as “05/01/2009”). **Leave blank if the work is not complete; do not enter future dates.**

**BOX 16. Contract Amount (LAPP Funds):** The total amount of LAPP funds on the awarded contract. **Enter the cost as whole dollars; do not provide costs in thousands of dollars.**

**BOX 17. Contract Amount (Total Funds):** The total amount of the awarded contract. **Enter the cost as whole dollars; do not provide costs in thousands of dollars.**

**BOX 18. DBE Goal:** The DBE Goal established by the recipient for the project as a percentage (XX.XX%) of the total estimated project cost. If there is no established goal for the

project, report as "0".

**BOX 19. DBE Commitment:** The DBE commitment made by the prime contractor at the time of award as a percentage (XX.XX%) of the total contract amount.

**BOX 20. DBE Actual Payments:** Cumulative actual dollars paid to DBEs for labor, materials, equipment, etc., from the start of the project (\$XX,XXX.XX) Include payments to DBEs for projects with race neutral or "0" goal.

**BOX 21. Actual Payments Made:** Cumulative actual dollars paid to **all** contractors and subcontractors for labor, materials, equipment, etc., from the start of the project (\$XX,XXX.XX). Include payments to DBEs for projects with race neutral or "0" goal.

**BOX 22. Percent Complete (% Time):** The status of the project; the amount of elapsed time since work begun relative to the estimated total time to complete the project. Reported as a decimal equivalent i.e., 25% complete = 0.25.

**BOX 23. Percent Complete (% Progress):** The status of the project; according to the approved progress schedule submitted by the Prime Contractor. Reported as a decimal equivalent i.e., 25% complete = 0.25.

**BOX 24. POP City:** Provide the name of the city where the work is taking place. For projects that span multiple cities, provide the name of the city where the majority of the work is occurring.

**BOX 25. POP Zip Code (Zip+4):** Provide the Nine (9) digit zip code where the majority of the work is occurring. When providing a Nine (9) digit zip code, please **include** the dash "-", i.e., Zip+4, (XXXXX-XXXX).

**BOX 26. Contractor Name:** The official business name of the contractor or consultant awarded the Recovery Act funded project.

**BOX 27. Address:** The official business address of the contractor or consultant. Enter the street address, City and State separated by commas. For example the address for the U.S. Department of Transportation would be entered as "1200 New Jersey Ave., SE, Washington, DC." **Do not enter each individual part of the address in separate columns**, e.g., one column for each street address, city and state.

**BOX 28. Zip Code (Zip+4):** Provide the official business Nine (9) digit Zip Code of the contractor or consultant. When providing a Nine (9) digit zip code, please **include** the dash "-", i.e., Zip+4, (XXXXX-XXXX).

**BOX 29. DUNS Number:** The unique nine-digit number issued by Dun & Bradstreet followed by the optional 4 digit DUNS Plus number. All Prime Contractors must have a DUNS number. Reported as 999999999.9999. A DUNS Number may be obtained free of charge for any business on the web at <http://fedgov.dnb.com/webform>.

**BOX 30. E-mail Address:** The official e-mail address for the contractor. Leave blank if the contractor does not have one.



