

QUARTERLY REPORTS

Tips on submission and how to resolve common issues and errors

Background and Purpose

For FHWA-funded projects, Subsection 4.2(e) of Section C, Chapter 16 - *Construction Contract Administration* of the Local Agency Guidelines (LAG) Manual requires conditionally and fully certified Local Public Agencies (LPAs) to submit the Certified LPA Quarterly Reports to the Certification Program Office (CPO) throughout the life of the construction project and at the end of the construction project.

Per the FHWA-ODOT Stewardship and Oversight Agreement, ODOT is responsible to oversee LPA project delivery and ensure compliance with federal reporting requirements. The information collected in the Certified LPA Quarterly Reports is intended to enable ODOT to track key elements of project delivery and comply with various reporting obligations to FHWA. For example, the Certified LPA Quarterly Reports capture necessary data used in DBE Program and other civil rights programs reporting to FHWA.

Submission Process and Timelines

- **Calendar Quarter** – Quarterly Reports track information by calendar quarter (Jan.-Mar., Apr.-Jun., Jul.-Sept., and Oct.-Dec.).
- **Due by the 20th** – CPO will send prefilled Quarterly Reports for all ongoing projects to each LPA's Certification Liaison (with a cc. to Regional LALs or CLs) via email by the 5th of the month following the end of each calendar quarter. LPA-completed reports are due back to CPO by the 20th of the month. This gives LPAs approximately two weeks to complete the report.

For example:

- After the end of the first quarter (Jan.-Mar.), reports will be emailed to LPAs by April 5th.
- Reports are due back to the [ODOT Certification](#) e-mailbox by April 20th.

Helpful Tip: If possible, please reply back to the email from ODOT Certification and attach the completed report(s). This helps CPO track receipt of the reports.

- **Timely, consistent submission** – It is the LPA Certification Liaison's responsibility to ensure that Quarterly Reports are completed and returned to CPO on time, each quarter, for all ongoing projects. Please work with project managers and contract administrators to ensure timely collection of the needed information and submission of the reports.

- **Escalation** – Certified LPA Quarterly Reports are an integral piece of CPO’s federal oversight and reporting responsibilities. If reports are not submitted by the due date, CPO will issue an informal reminder to the LPA’s Certification Liaison. If reports still are not submitted within 5 days of the reminder, CPO will request the Regional LAL to work with LPA’s Certification Liaison, project managers, and contract administrators as needed to ensure submission of the reports as quickly as possible. If an LPA shows a pattern of non-responsiveness or late reporting, ODOT may initiate documented corrective action according to subsections E. and F. of Section C, Chapter 18 of the LAG Manual.

Recent Changes

CPO has recently added or modified the following Boxes on the report:

10A. Revised Anticipated Completion Date

If you complete Box 10A, also include a brief explanation in Box 33. *Comments* on why the anticipated completion date has changed.

Note: Once established, do not change Box 10. *Orig. Anticipated Completion Date*, as this field is intended to continue to capture the “original” anticipated completion date. Any changes to the anticipated completion date should be captured in Boxes 10A. and 33.

31. Total of ODOT Engineering Charges to Date

LPAs were asking their LALs to look up the amount of ODOT Construction Engineering charges paid to date in order to determine the total to report in Box 30. *Engineering Charges to Date*. To streamline processes, CPO now prefills Box 31. *ODOT Construction Engineering Charges* with this information on each report.

32. Final Payment Date:

This is the date the LPA made Final Payment to its Contractor. Leave blank until Final Payment has actually been paid. This date is important for purposes of Civil Rights (DBE Program) reporting to FHWA.

Common Issues and Errors

- **The wrong report is completed and submitted** – Please complete the *actual*, project-specific report sent to you each quarter for the specified project. CPO prefills portions of the most current version of the Quarterly Report for all ongoing projects for each LPA. It appears that some LPAs have been submitting old versions of the reports to provide updated data by using the file “save-as” feature. While this may seem to be an efficient way to complete a form, it does not work well with the Certified LPA Quarterly Report due to the prefilled nature of the report and due to recent changes to the report format.

- **Incorrect data fields are used to “update” information that should not be changed** – As noted above, several data fields in the report are prefilled by CPO and will remain the same throughout the life of the project. (For example, amounts taken from the Project Agreement Estimate (PAE) that ODOT Finance uses to program expenditure account and sub-job (EA/SJ) information for billing and payments should not be changed.) Other fields are updated by CPO on a quarterly basis.

Please don’t change – The report Boxes listed below will be sent to the LPA prefilled in and should not be changed without first consulting with CPO:

- 11. *Calendar Quarter*
- 20. *Original Authorization Amount* (Overall construction contract amount)
- 25. *Contract Award Amount* (Construction Contractor Award amount)
- 28. *Original CON Engineering Amount* (Construction Engineering amount)

Please do change – We recognize that the original PAE amounts may change over the life of a project. These changes should be recorded and updated as needed in the following data fields:

- 21. *Current/Final Authorization Amount*
- 26. *Current/Final Contract Award Amount*
- 29. *Current/Final CON Engineering Amount*

- **Engineering Charges to Date are incorrectly calculated** – We have seen a variety of incorrect or incomplete amounts shown in Box 30. *Engineering Charges to Date*. As explained in the Recent Changes section above, CPO will provide LPAs with the ODOT Construction Engineering charges in Box 31. of each report.

Add the amount shown in Box 31. to any other construction engineering charges you have paid/unpaid for LPA or consultant work, etc. Enter the total Engineering Charges to Date in Box 30.

For example:

ODOT CE Charges to Date (from Box 31.)	\$2,000
LPA + Consultant CE Charges (paid direct by LPA)	\$1,000
Consultant Charges paid by ODOT/LAL	\$1,500
Total Engineering Charges to Date (enter in Box 30.)	\$4,500

Need Help?

If you have questions on how to complete or submit a Certified LPA Quarterly Report, contact the Certification Program Office via email at ODOTCertification@odot.state.or.us, or call Marilyn Merritt, Certification Program Coordinator at 503-986-4258.