



# WisDOT Reports

- State System Projects report produced by the Region PPAs
- Local System Projects report prepared by BPD'S Local Project Delivery Section



# Report Schedule

- **State and Local System Projects**

## Schedule

- By end of month
  - Project leader submits Data Collection Form
- 1<sup>st</sup> full week of month (or earlier)
  - Project manager reviews Monthly Data Collection Form and forwards to assigned PPA to create summary
- 2<sup>nd</sup> week of month
  - Region or Local Program Change Management (CM) team reviews summary and forwards to DTSD CM Team



## Report Schedule

### Schedule (continued)

- 3<sup>rd</sup> week of month
  - DTSD CM Team reviews summary and forwards to Oversight Team
  - **Reports released on prior month's data**
- 4<sup>th</sup> week of month
  - Oversight team reviews



# State System Projects--Report Contents

## Main Report Table of Contents

- Regional maps
- Construction Contract Progress
- Program Financial Summary
- Program Financial Summary by County
- Program Activities Highlights
- Direct Labor Hours and Disadvantaged Business Enterprise (DBE) Hours and Payments
- Top Issue List



## Report Contents (continued)

### Appendix Table of Contents

- A – Budget and Expenditures Summary
- B – Reserve Fund
- C – Project Detail
  - » Project budget
  - » Progress
  - » Milestones
  - » Narrative
  - » Direct Labor Hours
  - » DBE usage

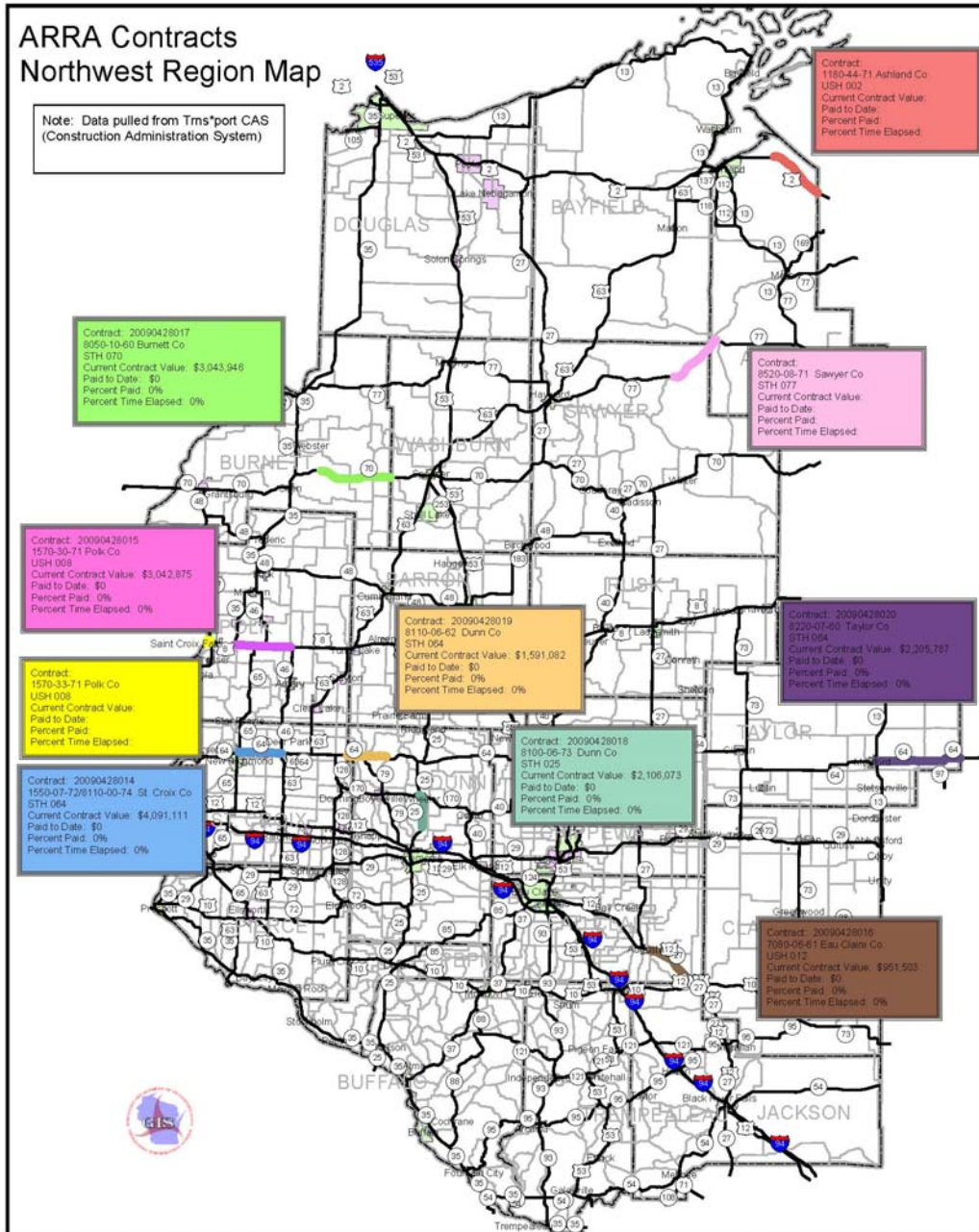
# The Report



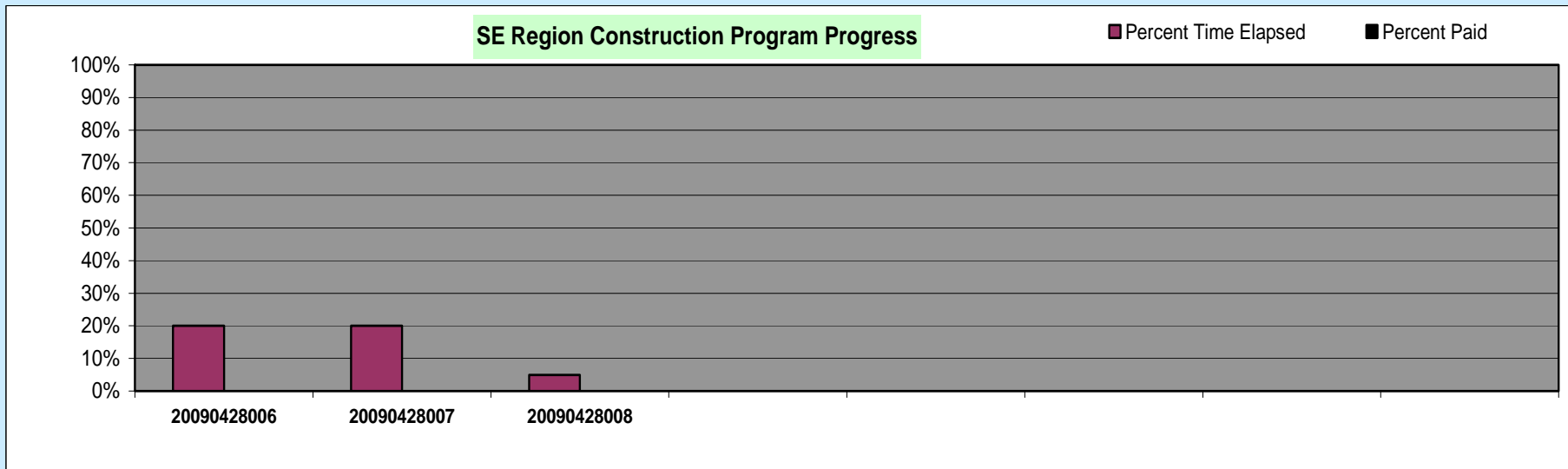
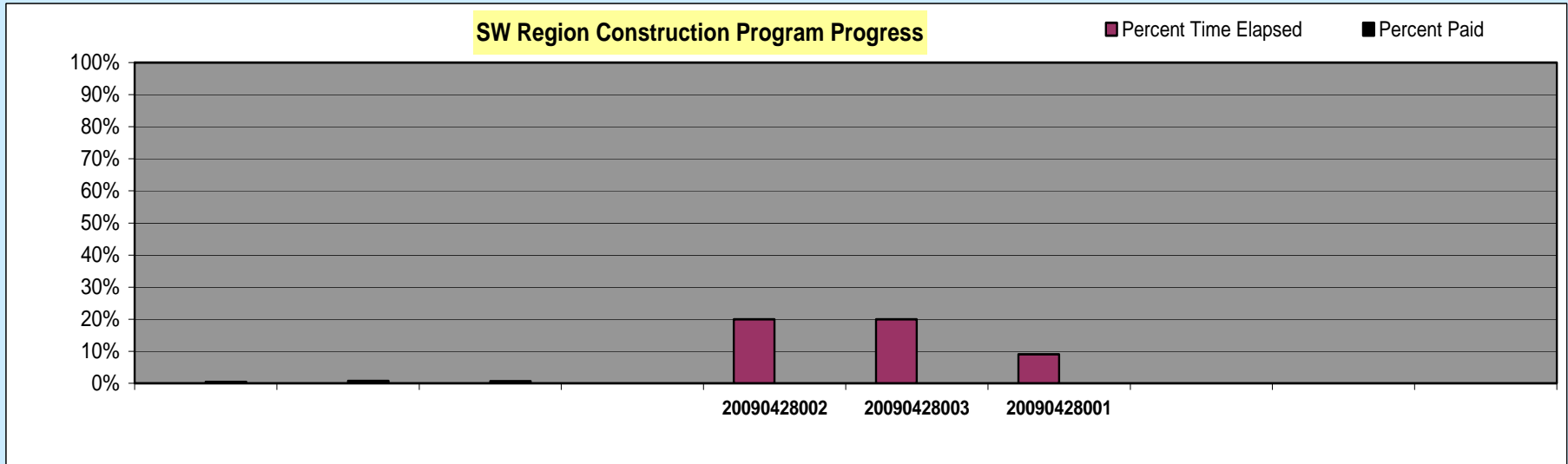
ARRA Training - June 2009

# ARRA Contracts Northwest Region Map

Note: Data pulled from Tms\*port CAS  
(Construction Administration System)



# Construction Contract Progress



## ARRA Program Financial Summary

				ARRA Current Amounts				ARRA Expenditures		
Project ID	Contract Numbers	Location	Contract Status	Award Amount	Current Amount	Project Delivery Amount	Total	Delivery Expenditures	Contractor Paid-to-date	Total Expenditures

### Southwest

1001-03-63		IH 090	Sched dt 5/27	\$ -	\$ -	\$ 25,481	\$ 25,481	\$ 121	\$ -	\$ 121
1001-03-64		IH 039	Sched dt 5/27	\$ -	\$ -	\$ 16,914	\$ 16,914	\$ 121	\$ -	\$ 121
1001-03-65		IH 039	Sched dt 5/27	\$ -	\$ -	\$ 17,882	\$ 17,882	\$ 121	\$ -	\$ 121
1066-02-72		IH 094	Sched dt 6/23	\$ -	\$ -	\$ 4,150,719	\$ 4,150,719	\$ -	\$ -	\$ -
1112-02-60	20090428002	USH 151	Awarded	\$ 489,916	\$ 489,916	\$ 36,739	\$ 526,655	\$ 182	\$ -	\$ 182
1701-03-73	20090428003	STH 011	Awarded	\$ 2,786,210	\$ 2,786,210	\$ 228,847	\$ 3,015,057	\$ 547	\$ -	\$ 547
3110-00-72	20090428001	STH 059	Awarded	\$ 1,136,773	\$ 1,136,773	\$ 222,014	\$ 1,358,787	\$ -	\$ -	\$ -
3110-00-73	20090428001	STH 059	Awarded	\$ 190,204	\$ 190,204	\$ 2,000	\$ 192,204	\$ -	\$ -	\$ -
3110-00-74	20090428001	STH 059	Awarded	\$ 1,812,699	\$ 1,812,699	\$ 334,021	\$ 2,146,720	\$ 399	\$ -	\$ 399
5711-03-64		STH 082	Sched dt 6/23	\$ -	\$ -	\$ 79,100	\$ 79,100	\$ -	\$ -	\$ -
6145-00-75		USH 012	Sched dt 6/23	\$ -	\$ -	\$ 360,000	\$ 360,000	\$ -	\$ -	\$ -
7575-02-60		STH 016	Sched dt 5/27	\$ -	\$ -	\$ 83,000	\$ 83,000	\$ -	\$ -	\$ -
				<b>\$ 6,415,803</b>	<b>\$ 6,415,803</b>	<b>\$ 5,556,717</b>	<b>\$ 11,972,520</b>	<b>\$ 1,493</b>	<b>\$ -</b>	<b>\$ 1,493</b>

### Southeast

1030-25-71	20090428006	IH094	Awarded	\$ 4,205,983	\$ 4,205,983	\$ 500,371	\$ 4,706,354	\$ -	\$ -	\$ -
1030-25-72	20090428006	IH094	Awarded	\$ 5,568,133	\$ 5,568,133	\$ 629,497	\$ 6,197,630	\$ -	\$ -	\$ -
1030-25-74	20090428006	IH094	Awarded	\$ 9,854,138	\$ 9,854,138	\$ 1,070,567	\$ 10,924,705	\$ -	\$ -	\$ -
1030-25-73	20090428007	IH094	Awarded	\$ 86,729	\$ 86,729	\$ 4,630	\$ 91,359	\$ -	\$ -	\$ -
1031-07-72	20090428008	IH094	Awarded	\$ 24,564,583	\$ 24,564,583	\$ 2,557,023	\$ 27,121,606	\$ 51	\$ -	\$ 51
1031-07-79	20090428008	IH094	Awarded	\$ 31,084,561	\$ 31,084,561	\$ 3,257,608	\$ 34,342,169	\$ 51	\$ -	\$ 51
1032-10-79	20090428008	IH094	Awarded	\$ 4,552,255	\$ 4,552,255	\$ 424,695	\$ 4,976,950	\$ 38	\$ -	\$ 38
1030-25-75		IH094	Sched dt 5/27		\$ -	\$ 7,200	\$ 7,200			
1031-07-73		IH094	Sched dt 6/23		\$ -	\$ 15,518	\$ 15,518			
1080-16-70		USH 012	Sched dt 5/27	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -
1090-15-70		IH 043	Sched dt 5/27	\$ -	\$ -	\$ 341,670	\$ 341,670	\$ -	\$ -	\$ -
4070-07-70		USH 045	Sched dt 6/23	\$ -	\$ -	\$ 44,000	\$ 44,000	\$ -	\$ -	\$ -
				<b>\$ 79,916,382</b>	<b>\$ 79,916,382</b>	<b>\$ 9,152,779</b>	<b>\$ 89,069,161</b>	<b>\$ 140</b>	<b>\$ -</b>	<b>\$ 140</b>

## ARRA Program Financial Summary by County

				ARRA Current Amounts		ARRA Expenditures	
Project ID	Contract Number(s)	Location	Contract Status	Award Amount	Current Amount	Contractor Paid-to-date	Percent Expended Based on Current Amount
<b>Ashland</b>							
1180-44-71	0	USH 002	Sched dt 5/27	\$ -	\$ -	\$ -	
<b>Brown</b>							
1150-42-60	0	USH 041	Sched dt 6/23	\$ -	\$ -	\$ -	
<b>Burnett</b>							
8050-10-60	20090428017	STH 070	Awarded	\$ 3,043,946	\$ 3,043,946	\$ -	
<b>Dane</b>							
1001-03-63	0	IH 090	Sched dt 5/27	\$ -	\$ -	\$ -	
1001-03-64	0	IH 039	Sched dt 5/27	\$ -	\$ -	\$ -	
1001-03-65	0	IH 039	Sched dt 5/27	\$ -	\$ -	\$ -	
1066-02-72	0	IH 094	Sched dt 6/23	\$ -	\$ -	\$ -	
1112-02-60	20090428002	USH 151	Awarded	\$ 489,916	\$ 489,916	\$ -	
1032-10-79	0	IH094	Sched dt 6/23	\$ -	\$ -	\$ -	
<b>Total</b>				<b>\$ 489,916</b>	<b>\$ 489,916</b>	<b>\$ -</b>	



### ARRA Direct Labor Hours Summary

Contractor	Total Hours	Male Hours	Female Hours	Minority Hours
Southwest				
Southeast				
Northeast				
North Central				
Northwest				
<b>Total Hours</b>	0	0	0	0
<b>Percent Of Hours</b>		#DIV/0!	#DIV/0!	#DIV/0!

Data Source: Civil Rights Compliance System

Consultant	Total Hours	Male Hours	Female Hours	Minority Hours
Southwest				
Southeast				
Northeast				
North Central				
Northwest				
<b>Total Hours</b>	0	0	0	0
<b>Percent Of Hours</b>		#DIV/0!	#DIV/0!	#DIV/0!

Data Source: OCIP Data Collection Tool

WisDOT Staff	Total Hours	Male Hours	Female Hours	Minority Hours
Southwest	21.5			
Southeast	2			
Northeast				
North Central	5			
Northwest	11			
<b>Total Hours</b>	39.5			

Data Source: WisDOT Electronic Timesheets

### ARRA Disadvantaged Business Enterprise (DBE) Summary

Total Contractor Dollars Awarded	Contractor Dollars Awarded to DBEs	Percent of DBE Achieved	Total Contractor Paid to Date	DBE Paid-to-Date	Percent of DBE Paid-to-Date
		0.00%			
Total Consultant Dollars Committed	Consultant Dollars Committed to DBEs	Percent of DBE Achieved	Total Contractor Paid to Date	DBE Paid-to-Date	Percent of DBE Paid-to-Date
		0.00%			

Data Source: Civil Rights Compliance System

### ARRA Top Issue List \*

Item	Issue	Status	Action Required	Anticipated Completion Date	Latest Date to Resolve Issue	Next Person/agency to Take Action
<b>Southwest</b>						
<b>Southeast</b>						
<b>Northeast</b>						
<b>North Central</b>						
<b>Northwest</b>						

\*Issue ~ Items of concern that are being *MANAGED* by the Project Team with specific sequential actions required to mitigate a least impactful resolution

Data Source: Project Managers Report to Region Management



## State System Projects—Data Sources

- Financial Integrated Improvement Programming System (FIIPS)
- Financial Operating System (FOS)
- Field Manager/Project Tracking/Trns\*port
- Monthly Data Collection Form
- Project Estimates
- Civil Rights Compliance System (CRCS)  
Including OCIP data collection feature within CRCS
- Manual Entry



## State System Projects—Data Elements

- **Financial Integrated Improvement Programming System (FIIPS)**
  - Project ID
  - Project title
  - Location (county)
  - Subprogram code



## State System Projects—Data Elements

- **Financial Operating System (FOS)**
  - Project total cost
    - Delivery
    - Non-delivery
  - WisDOT staff hours (through TEAL)
  - DBE Consultant payments
  - Total expenditures (by delivery and non-delivery) for Contractors and Consultants



# State System Projects—Data Elements

- **Field Manager/Project Tracking/Trns\*port**
  - Contract Numbers
  - Award amount/date
  - Notice to Proceed
  - Contract modifications submitted and approved
  - Current contract amount
  - Amount paid to contractor based on estimates
  - Percent expended
  - Original total contract months
  - Contract extensions
  - Estimated contract completion date
  - Percent time elapsed
  - Actual contract completion
  - DBE Goal/DBE committed



# State System Projects—Data Elements

- **Project Estimates**
  - Already completed by Project Leader/Manager—may update after Let
  - Projected Monthly Expenditures
  - Projected begin month
  - Projected end month



# State System Projects—Data Elements

- **Monthly Data Collection Form**
  - Electronic form completed by Project Leader and due to Project Manager by end of each month
  - Project Manager review and email to PPAs within 5 days of end of month
  - Reports on:
    - Recent accomplishments
    - Key work scheduled
    - Top Issues
    - Anticipated Over/underruns
    - Total Cost Upon Completion

# Monthly Data Collection Form

## Recent Accomplishments

Project Number	Notes

## Key Work Scheduled

Project Number	Notes

## Top Issue List

Project Number	Issue	Status	Action Required	Anticipated Completion Date	Latest Date to Resolve Issue	Next Person/agency to Take Action

Issues listed here should be more than potential, but rather should be things happening right now that are affecting or will shortly be affecting the project scope, schedule and/or cost.

## Anticipated Overruns/Underruns

Project Number	Over	Month/year overrun expected to occur	Under	Month/year underrun expected to occur	Estimated Total Cost at Completion	What Caused It? What is being done about it?

Please list here over/underruns that you expect to occur in the future including those you have submitted for approval and those you believe you will submit for approval at some point in the future



# State System Projects—Data Elements

- **Civil Rights Compliance System (CRCS) and OCIP Feature**
  - Contractor direct labor hours by race/gender for prevailing-wage employees
  - DBE Contractor Payments
  - Consultant direct labor hours using OCIP Feature



# State System Projects—Data Elements

- **Manual entry/calculation**
  - Baseline budget
  - Contract Status
  - Change description
  - Original delivery amount
  - Original reserve amount
  - Beginning/ending reserve balance



# State System Projects—

What do I, as Project Leader or Manager need to remember about data and reporting?

- **For the most part, data will be collected from established data sources**
- **Anticipate and document changes in quantities, project costs and/or project schedules**
- **Enter data frequently and respond within requested timeframes to management requests for information**
- **Provide complete information to the best of your ability**
- **Document most important project changes on the Data Collection Form**
- **Follow new procedures established for ARRA projects**



# State System Projects—

Where do I go with questions about data and reporting?

- **ARRA Project  
Manager/Supervisor/Chief**
- **Your region's assigned Program and  
Policy Analyst, presently:**
  - **Becky Vork, NW, 715-392-7962**
  - **Carrie Ratty, NC, 715-365-5725**
  - **Kim Reniero, SW and SE, 608-246-5621**
  - **Mark Higley, NE, 920-492-0141**



# Local System Projects

- Local system projects will be reported similar to state system projects
- BPD'S Local Project Delivery Section is responsible for preparing the report