

Quarterly Capital Projects Status Report System
LRC Capital Projects and Bond Oversight Committee (CPBOC)
INSTRUCTIONS AND DEFINITIONS FOR STATUS INFORMATION
Revised September 18, 2006

The following fields which comprise the Status information section of the Quarterly Report System are to be completed as indicated:

Project # is to reflect the number assigned to the project by the reporting agency.

Project Manager (Reporting Agency) is to reflect the name of the individual responsible for the project at the reporting agency.

Project Status is to be identified as one of the following:

- Awaiting Initiation by Agency - this project has not yet been started either because the agency for which the project was authorized has not yet contacted the Finance and Administration Cabinet or the HB 622 institution has not yet initiated the project through its internal procedures.
- *Pending Authorization - is to be used in the first year of the biennium, when the project authorization is in the second year.
- Planning - in house activity prior to A/E selection. For projects financed from restricted, federal, or "other" funds, this category is not to be used until those funds have been awarded or received.
- A/E Selection - from the time the A/E solicitation is issued until A/E contract award is finalized.
- Design/Phase A - schematic design.
- Design/Phase B - design development.
- Design/Phase C - construction document development.
- Bidding - from the time of solicitation for construction bids is issued until bid closing date.
- Revising/Rebidding - to be used when bids have come in over budget and the project is being redesigned or value engineered or is in the process of being re-bid.
- Awarding Contract - from bid closing date until construction contract is finalized.
- Construction/Multiple Bid Packs - this category is only for projects that have multiple bid packages. It is to be used only after at least one of the bids has been awarded and construction is underway. After all bid packs have been awarded, the Status should change to "In Construction."⁽¹⁾
- In Construction - from award of construction contract until substantial completion.⁽¹⁾
- Complete/In Warranty - certification of substantial completion has been received from the A/E and the contractor warranty period has not yet expired.⁽²⁾
- Complete/Closed Out - project is complete, the warranty period has expired, and the project account has been closed.
- Complete/Not Closed Out - the scheduled closeout date for the project account has been exceeded (13 months after substantial completion) but the project account has not yet been closed.⁽³⁾
- Cancelled - a decision has been made that the project will not or cannot be undertaken and if a project account was established, that account has been closed.
- *Combined Authorities - may only be used when the combined authorities have been reported to the Capital Projects and Bond Oversight Committee.⁽⁴⁾
- *Multiple Subprojects - to be used if a single project authorization is being implemented as two or more subprojects, each of which should be tracked separately for more accurate status reporting.
- Other - use of this category must be explained in the Status Comments field - it should be used *very infrequently*.

*This status category may be entered only by CPBOC staff and is not subject to change by agency users.

(1) If this status is used, the Contract Completion Date and Construction Percent Complete must be provided.

(2) If this status is used, the Actual Substantial Completion Date must be entered.

(3) If this status is used, the Account Balance and Explanation fields (below) must be completed.

- (4) Following this report, CPBOC staff will enter a new Project Title into the system followed by a designation of "(combined auth)." This Project Title is to be reported in the Status Comments for all of the projects for which the authorizations have been combined. The actual status for the combined authorities is to be reported only for the "new" project.

Construction Percent Complete is to be provided only if the project status is "In Construction." The percent is to be calculated as the construction contract expenditures to date divided by the total construction contract. If the Percent Complete is less in the current report than in the most recent past report, an explanation is to be provided in the Status Comments field.

Contract Completion Date is to be provided only if the Project Status is "In Construction." The date is to reflect the substantial completion date in the executed construction contract.

- If the Contract Completion Date has been revised by an approved/executed change order, this field is to be updated to be consistent with that revision and an explanation is to be provided in the Status Comments field.
- If the Contract Completion Date has been or is expected to be exceeded but the contract has not been revised, this date is not to be changed, but an explanation and new estimated completion date is to be provided in the Status Comments field.

The **Status Comments** narrative field is to provide any further information needed to explain the project status. At a minimum, it must be completed for the following:

- If the Project Status is "Other."
- If the Percent Complete is less in the current report than in the most recent past report.
- If the Contract Completion Date has been revised by an approved/executed Change Order.
- If the Contract Completion Date has been or is expected to be exceeded but the contract has not been revised.

The **Substantial Completion Date (Actual)** must be provided if the Project Status is "Complete." This is the date on the certification of substantial completion received from the A/E consultant. Once entered this date cannot be changed by agency users.

The **Scheduled Close Out Date** will be automatically calculated by the Quarterly Report System as 13 months following the Substantial Completion Date as reported above. There is no user data entry for this field.

The **Balance in Project Account** is to be provided only if the Project Status is "Complete/Not Closed Out." It is to reflect the amount remaining in the project account.

The **Explanation** is to be completed only if the Project Status is "Complete/Not Closed Out." It is to specifically and directly respond to the question "**Why has the account not been closed?**"