

Editing QPR Instructions

All bridge rehabilitation and replacement projects and all other projects over \$2 million must submit an updated scope, schedule and budget to H&LP for review. You can update this information on the QPR by using the “Schedule, Scope and Cost Change” section. Depending on the circumstances and nature of the project, you may be contacted for further clarification of your proposed changes.

Safe Routes and Bike/Ped Safety project only

This section should only be completed if your project received funding from the Safe Routes to School or Pedestrian & Bicycle Safety programs.

Education

Funding provided for educational efforts such as teaching children about bicycling and walking safety skills, the health effects of walking and biking, the impact to the environment, the broad range of transportation choices and events and activities to promote walking and biking to school safely.

- Scheduled – Provide the month and year the education program is planned to be completed.
- Attained – Provide the month and year the education program was completed.
- Amount – Provide the amount of funding from the grant that was for the education program.

Enforcement

Funding provided for enforcement efforts to address traffic safety and help increase the number of children walking and biking to school safely.

- Scheduled – Provide the month and year the enforcement component is planned to be completed.
- Attained – Provide the month and year the enforcement component was completed.
- Amount – Provide the amount of funding from the grant that was for the enforcement program.

Project Milestones

This section identifies the milestones that are required to provide program oversight and progress, report to the Governor’s office, legislature, FHWA and WSDOT Executives.

There are three date fields provided for each milestone as follows;

- **Scheduled** - This date will be entered by H&LP based upon schedule information provided by the agency. The dates shown in this field are calendar quarter/year and are used to measure progress toward meeting delivery expectations for the project.
- **Proposed** – This date reflects changes proposed to the scheduled milestones by the agency. The dates are entered as month/year, when accepted the data is converted to

quarter/year in the scheduled field. The agency is to enter the proposed dates and include text in the Schedule, Scope and Cost Change box. You may be contacted for additional information by H&LP before a decision is made to accept the proposed changes.

- **Attained** – This date reflects the actual date that the milestone was achieved. The dates are entered as month/year. For activities that were completed prior to the project being funded enter “achieved” in this field

Project Added to Local Agency TIP

This is the date that the project was included in the agencies Six Year Transportation Improvement Program as required by RCW 35.77.010 and RCW 36.81.121

- Proposed – Provide the month and year the agency plans to add the project to the six year TIP.
- Attained – Provide the actual month and the project was added to the agency TIP.

Project Added to Regional TIP

All Regionally Significant and Federal Aid projects must be included in the regional (MPO/RTPO) Transportation Improvement Program. Contact the appropriate planning organization and see the STIP website at

<http://www.wsdot.wa.gov/LocalPrograms/ProgramMgmt/STIP.htm> for additional information.

- Proposed – Provide the month and year the agency plans to add the project to the regional TIP.
- Attained – Provide the actual month and the project was added to the regional TIP.

Project Added to STIP

The Statewide Transportation Improvement Program is a summation of the Regional Tips and includes all regionally significant and federal aid projects. For more information regarding the STIP see <http://www.wsdot.wa.gov/LocalPrograms/ProgramMgmt/STIP.htm>

- Proposed – Provide the month and year the agency expects approval to be received that the project was amended into the STIP.
- Attained – Provide the actual month and the project was amended into the STIP.

Project Definition/Begin PE (agreement signed)

Submittal of project prospectus, funding agreement, etc. that identifies the purpose of the project, scope of work and funding estimate. For projects that include PE it is assumed that PE will start within the same calendar quarter.

- Proposed – Provide the month and year the funding package is planned to be submitted to H&LP for authorization.
- Attained – Provide the month and year the project was authorized and/or design started.

NEPA Kick Off

The National Environmental Protection Act (NEPA) and the State Environmental Protection Act (SEPA) require that an appropriate level of environmental assessment be prepared for all transportation projects. For state funded projects concurrence with Executive Order 05-05 is also required. Depending on the project, these can take the form of an Environmental Impact Statement (EIS) or another document of lesser scale documented categorically exempt (DCE).

The NEPA Kick off date is the date that H&LP environmental staff will engage in the NEPA process for the project.

- Proposed – Provide the month and year the agency plans to request H&LP environmental staff involvement in the project.
- Attained – Provide the actual month and year H&LP staff involvement started.

Right of Way Start

Begin of right of way acquisition activities including preparation of appraisals, acquisition of real property and securing easements.

- Proposed – Provide the month and year the agency plans start right of way activities.
- Attained – Provide the actual month and year H&LP staff involvement started.

Geometric/30% Design

At this milestone the major decisions for the design of the project include design criteria to be applied should be resolved. See the Deliverable Expectations Matrix at <http://www.wsdot.wa.gov/publications/fulltext/design/DEMIntro.pdf> for additional detail.

- Proposed – Provide the month and year the agency anticipates completion of 30% design.
- Attained – Provide the actual month and year 30% design was achieved.

General Plan/60% Design Complete

Upon reaching 60% design all key project elements and features that drive the project outcome and costs should be defined. The type, size and location of key elements and features fixed See the Deliverable Expectations Matrix at <http://www.wsdot.wa.gov/publications/fulltext/design/DEMIntro.pdf> for additional detail.

- Proposed – Provide the month and year the agency anticipates completion of 60% design.
- Attained – Provide the actual month and year 60% design was achieved.

Environmental Docs Approved

This milestone is the date that the NEPA processes including ESA consultations are complete.

- Scheduled – Provide the month and year the agency plans to receive environmental approval.
- Attained – Provide the month and year the environmental documents were approved by the regulatory agencies.

RW Complete (certification)

Often projects require the acquisition of right of way or property rights. Right of way certification is the point in time that the right of way acquisition requirements are met and the process completed pursuant to the Uniform Relocation Act.

- Scheduled – Provide the month and year the agency plans to complete acquisition of the right of way.
- Attained – Provide the month and year right of way was certified.

Contract Advertised

The date the agency schedules to publicly advertise a project for bids from contractors. When a project is advertised, it has a completed set of plans and specifications, along with a construction cost estimate.

- Scheduled – Provide the month and year the agency plans to advertise the project.
- Attained – Provide the month and year the project was advertised.

Contract Awarded

The date the contract was awarded to the lowest responsible bidder.

- Scheduled – Provide the month and year the agency anticipates award of the contract.
- Attained – Provide the month and year the contract was awarded.

Open to Traffic (operationally complete)

This is the date when the public has free and unobstructed use of the facility. In some cases, the facility will be open, but minor work items may remain to be completed.

- Scheduled – Provide the month and year the construction project is planned to be open to traffic/operationally complete.
- Attained – Provide the month and year the project is open to traffic/operationally complete.

Cash Flow (Expenditures billed to WSDOT – in \$1000s)

This is the amount of Funds Administered by WSDOT the agency plans to expend on the project and bill WSDOT for reimbursement, each quarter, throughout the current biennium. (Prior Biennium Expenditure, Actual, 07-09 Total, Est. Reappropriation, Future Biennium and Grand Totals will be populated automatically.)

- Planned – Provide the estimated expenditures the agency expects to incur and then request for reimbursement from WSDOT by quarter based on the project's current schedule.

Agencies will only input information in this column the first quarter of the biennium. After the first quarter, estimated expenditures need to be updated in the Revised column.

- Revised – In the event the project is progressing either ahead or behind schedule, update the estimated expenditures the agency expects to incur and request reimbursement for project costs from WSDOT, by quarter.

Note: All funding is provided on a reimbursement basis only. Expenditures are not eligible for reimbursement until after funding is authorized and costs are incurred. Agencies are encouraged to bill WSDOT monthly.