OFFICIAL



MARS Portal User Guide

Project Funding Schedule Signoff Process

MARS | Queensland Reconstruction Authority



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1. Program Funding Schedule Signoff

Once a Pre-Approval or Estimate update outcome is signed off by the CEO of QRA, the Project Funding Schedule (PFS) will become available to sign off (or Accept) in the MARS portal. Executives or their delegates will be able to view and sign off the PFS on behalf of the organisation.

1.1. Viewing Program Funding Schedules that are ready for signoff

There are two ways to view and open PFS's that are ready for acceptance.

1.1.1. Through the landing page

All Program Funding Schedules that are ready for sign off can be seen on the MARS Portal Landing Page under section called "PFS Ready for Acceptance"

QRA	QUEENSLAND RECONSTRUCTION AUTHORITY		
	PES ready for acceptance		Popular tasks
Organisation			Request activation
Digital road network	3	CrSC - REC - 1819E, Pre-approval, 36 days. (CrSC.0166.1819E,REC,) CrSC - REC - 1819E, Pre-approval, 32 days. (CrSC.0174.1819E,REC)	Create new submission
Activated events		CrSC - CDO - 1819E, Pre-approval, 24 days. (CrSC.0168.1819E.CDO)	View submissions in development
Trigger points			View submissions under assessment
Applications	Pending queries	a distance in the second se	Manage unassigned line items
Activation requests	23	CrSC.0094.1819E.REC (6 queries)	View digital road network
Expressions of interest		CrSC.0051.1819E.REC (6 queries)	
Unassigned line items		CrSC.0064.1819E.REC (6 gueries)	Resources
Unassigned photos	Activation requests in develor	oment	Australian Government DRFA 🖹
Submissions			QDRFA new guidelines [%]
Delivery programs	0	There are no activation requests in development.	DRFA fact sheets and forms $[h_{\rm Hf}]$
Transaction register			MARS user guides and forms [but states and forms [but states are states and forms [but states are s
Assessment outcomes	Submissions in development		
	112	CrSC.0171.1819E.REC: DRAFT	System Support

The list will show all PFS documents waiting for acceptance by the organisation. It will detail the

- Organisation short code
- Submission type code
- Number of days the item has been waiting for acceptance

1.1.2. The Assessment outcomes menu

A user with the correct permissions will be able to see the Assessment outcome menu item in the left vertical menu. Click this link to see a list of all PFS's.

(PFS ready for acceptance					
Organisation						
Digital road network	3					
Activated events						
Trigger points						
Applications	Pending queries					
Program progress	00					
Activation requests	23					
Expressions of interest						
Unassigned line items						
Unassigned photos						
Submissions	Activation requests in developr					
Delivery programs	0					
Transaction register	$\mathbf{\nabla}$					
Assessment outcomes	Submissions in development					
	110					

There are two tabs in this view, the first showing all PFS outcomes that have not yet been accepted by the organisation and another tab that shows All outcomes (those signed off and yet to be signed off).

Croydon Shire Council	Assessment c	utcomes
Organisation	Outcomes Not Accepted 8	All Outcomes
Digital road network	OPA Program	Phase
Activated events	1 Croc rogian	11004
Trigger points	> CrSC - REC - 1819E	Pre-approval
Applications	> CrSC - CDO - 1819E	Pre-approval
Program progress		
Activation requests	> CrSC - REC - 1819E	Pre-approval
Expressions of interest	> CrSC - REC - 1819E	Pre-approval
Unassigned line items		
Unassigned photos	> CrSC - REC - 1819E	Pre-approval
Submissions	> CrSC - REC - 1819E	Pre-approval
Delivery programs		
Transaction register	> CrSC - APH - 1819E	Pre-approval
Assessment outcomes	> CrSC - REC - 1819E	Pre-approval

Click on the down arrow on the left of a line to see a breakdown of all submissions within a PFS in the list.

Assessment outcon	nes				
Outcomes Not Accepted O All Outcom	105				
GRA Program	Phase	Payment Reference Number	Approved by QRA	Accepted	Preview
> CrSC - REC - 1819E	Pre-approval	BN-04339	19/08/2024	×	€.
> CrSC - CDO - 1819E	Pre-approval	BN-04394	19/08/2024	×	6
> CrSC - REC - 1819E	Pre-approval	8N-04340	12/08/2024	x	8
 CrSC - REC - 1819E 	Pne-approval	8N-04292	08/08/2024	×	æ
Submission			Project funding (ex GST)		
CrSC.0166.1819E.REC			\$22,995.39		
CrSC.0167.1819E.REC			\$61,457.31		
> CrSC - REC - 1819E	Pre-approval	BN-04210	28/03/2024	×	8
> CrSC - REC - 1819E	Pre-approval	8N-04289	28/03/2024	×	8
> CrSC - APH - 1819E	Pre-approval	8N-04233	23/02/2024	×	6
> CrSC - REC - 1819E	Pre-approval	BN-04176	17/01/2024	×	<u>a</u>

Click anywhere else on the line to open the PFS for Acceptance or to view a signed off PFS.

2. Accepting the Program Funding Schedule

2.1.1. Opening a Program Funding Schedule

To access the PFS, either click on an item in the "PFS Ready for Acceptance" list on the landing page or click on a line in the Assessment outcomes list.

Both options will open the PFS in the portal.

QRA	UEENSLAND ECONSTRUCTION AUTHORITY	
(Assessment outcomes > Disas	ter Recovery Funding Arrangements
Organisation Digital road network	Project funding schedule	ACCEPT PAYMENT CERTIFICATE
Activated events	QRA Program	Disaster Recovery Funding Arrangements
Trigger points Applications	Project/Event identifier	C/SC.0168.1819E.CDO
Program progress Activation requests	Project funding (ex GST)	\$16,089.00
Expressions of interest	Recipient's contribution (ex GST)	NA
Unassigned line items Unassigned photos	Type of project funding	Capped Funding
Submissions Delivery programs	Program guidelines	Disaster Recovery Funding Arrangements (DRFA) 2018 and Dated 2008/09, released Jan 09, Oueensland Disaster Relief and Recovery Arrangements (ODRRA) Guidelines 2018, Gueensland Disaster Relief and Recovery Guidelines (QDRR) 2018
Transaction register	Approved project plan	NA
Assessment outcomes		
	Key dates	Project completion date 30 June 2019
		Project funding agreement end date 30 June 2020

2.1.2. Accepting a Program Funding Schedule

If a user has permissions **and** the Briefing note has been executed and signed off by QRA, then the user will be shown an Accept button when opening a PFS.

If the PFS is not ready for Acceptance, then the following message will be displayed and the Accept button will be greyed out.



Review the PFS and if you happy to accept the outcome then click the Accept button. The system will show the following message while it returns the QRA signed copy of the PFS for you to countersign.



Once the PFS is ready you will be shown a DocuSign version of the PFS for you to sign digitally.

Note: If the DocuSign document does not display, check that a popup blocker is not the issue.

In Chrome, this can be resolved by clicking on the Pop-up icon in the right of the Address bar, selecting "Always allow pop-ups and redirects from <u>https://recovery.qldra.org.au</u>" and selecting Done.

2			Image: Image
	Рор	-ups blocked:	×
	•	https://demo.docus473-	bd0830dbee5d&vt=0
	۲	Always allow pop-ups an https://recoverypre.qldra	d redirects from .org.au
1	0	Continue blocking	
	M	lanage	Done

2.2. Signing the DocuSign Program Funding Schedule

Once you have clicked the Accept button a DocuSign form will be displayed. Click on the Continue Button to start the signing process.

Please Review	& Act on T	hese Docu	iments			🥑 C	locusign	
Queensland Re	construction Authorit	y						
Please review the do	cuments below.				CONTI	иле отне	ER ACTIONS +	
	2. Project/Event Identifier	Cr5C.0038.2223G.EV	ана су станутана ал					
	4. Project Description	The project(s) descr	ibed in the Approval Payment Certificate to this Proje	ct Funiting Sched	ule			
	5. Project Funding (ex GST)	\$1,275,983.51						
	6. Recipient's Contribution (ex GST)	N/A						
	7. Type of Project Funding	Capped Funding						
	8. Program Guidelines	Disaster Recovery F	unding Arrangements (DRFA) 2018 and Queensland E	Nsaster Funding 0	Suidelines (QOFG) - Ju			
	9. Approved Project Plan	N/A						
	10. QRA Contact							
	11. Recipient Contact							
	12 Kee Dates	Project Funding Age	eement Commercement Date			igns this Project		
				30				
				31		_		
		No.	Milestone Date	Milestone Rec	pricements	Amount		
	13. Milestone		The Project Funding Agreement Commencement Date	(a) Provision of Agreement to 1		100% of the Project Funding		
	Schedule			N/A		N/A		
			Within three months of the Project Completion Date	N/A		N/A		
	14. Payment Claim Requirements	N/A						
	15. Eligible Project Costs	Eligible Project Cost	the Project Costs means the costs described as "Eligible Costs" in the Program Guidelines.					

Click the Start button to review the PFS content prior to signing.



Click on the Sign icon and enter your name manually into the Name field. These are mandatory fields. The current date will be used as the date of signing.

Note: If this is the first time that you have signed a PFS in DocuSign, you may be asked to accept a digital version of your name prior to signing the PFS

Select the sign field	l to c	reate and add y	our signature.							l	FINISH	01
				Đ,	Q	<u>↓</u> .	Ð	다	0			
	100		Final Report and A	cguittal I	Report			I N/A		L N/A		1
			Account Name						N/A			
	18	Project Specific	BSB						N/A			
		Bank Account	Account Number						N/A			
		Details (if	Branch						N/A			
		applicable)	Email for Remitta	nce					N/A			
		A day of a day of a second	In line with the "Pu	blic ackn	owledgen	ment of Sta	te and Co	mmonwea	th assista	nce" requirements in the Pr	ogram Guidelines	
	19	Acknowledgement	Recipients must se	ek prior	agreeme	nt and ensi	re public	advice and	d media re	eleases refer to the assistant	nce as being "joint	tly
		Requirements	funded by the Con	nmonwea	alth and C	Queensland	under the	e Disaster	Recovery I	Funding Arrangements"		
	20	Special Conditions	N/A									
	By	signing below, a Proje	ct Funding Agreeme	ent will b	e formed	in accorda	nce with t	he Head A	greement	entered into between QRA	and the Recipien	t on 2
	AL	gust 2018 in respect o	f the Project.									
	Si	gned for and on behal	f of the State of Q	ueenslan	nd acting	through t	he Queen	sland	Signed	for and on behalf of the Re	cipient by a duly	
	R	construction Authori	ty ABN 13 640 918	183 by a	a duly aut	horised off	icer in the		authoris	ed officer in the presence of	of	
	pr	esence of										
										Click to sig	n digitally	
1	Project	t Funding Schedule										1 0
								0.01	ONETR	Requ	iir 🗾 - Sign He	re
	Docu	sian Envelope ID: 723	740D4-9D5A-4B72-	991F-93	618F553	2AD		DEI	NUNSTRO	ATION DOCUMENT CAR	Service	
SIGN			D: aut					999	3rd Ave.	Suite 1700 · Seattle · Wa	bington 98104 • (206) 219-(
SIGN	Sig	pnature of Authorised Per	100 (100 02 1	881e 480				ww	docusig	n com of Authorised Person	2	
			Dion O'To	ole						. [
	Na	me of Authorised Person							Name of i	Authorised Person		
	Da	ite	9/12/2024			Ente	er your	name	Date	9/1	2/2024	

Once the Signature and name fields have been entered click on the Finish button to complete the signoff process

Signature of Authorised Person	нв72-991F-93618F5532AD O'Tode 201786/410	DEMONSTRATION DOCUMENT PROVIDED BY DOCUSION ONL 999 3rd Ave, Suite 1700 - Seattle www.docusion.com horised Person	FONLY UNE BIGGINIG SERVICE • Transington 98104 • (206) 21 07488/81400F41E Required
Dion Name of Authorised Person	O'Toole	Name of Authorised Person	Danny O'Toole
Date 9/12/	2024	Date	9/12/2024

You will be returned back to the portal version of the PFS. The Accepting user and signed date will be displayed and the Accept button will change to a View button



Click the View button at any stage to view the signed copy of the PFS as a PDF document.

2.3. Viewing and Printing Payment certificates

Payment certificates can be viewed, converted to PDF or be printed from the MARS portal. This functionality is available to portal users with Finance, Organisation Executive or Delegate access.

2.3.1. Viewing the Payment Certificate

There are two ways to view a PFS. Payment certificates can be viewed from the PFS screen.

Accepted on 12 Sept 2024 by Dion Otoole	VIEW	PAYMENT CERTIFICATE

Or by clicking anywhere on a line item in the Transaction register list

Croydon Shire Council	Transaction register													
Organisation Digital road network	Reference number	Submission type ∇	Funding program	Transaction type ▽	Event year	Processed payment date	Grant advance drawdown	RCTI payment	Total payment amount	Trigger point applied				
Activated events	CrSC.0016.1920E.REC	Reconstruction	DRFA	Progress Report	2019-2020	19/01/2022	\$0.00	\$1,533,964.04	\$1,533,964.04	\$3,173.00				
Trigger points	CrSC.0017.2021E.REC	Reconstruction	DRFA	Progress Report	2020-2021	30/03/2022	\$0.00	\$449,481.06	\$449,481.06	\$3,278.00				
oplications	0.000 0000 0000 000		2251		0040 0000	20102/0022	40.00	2010 000 44	A010 000 44	40.775.00				
Activation requests	CISC.0010.1920E.REC	Reconstruction	DREA	Progress Report	2019-2020	30/03/2022	\$0.00	\$912,203,44	\$912,203.44	\$3,173.00				
Expressions of interest	CrSC.0023.2021E.REC	Reconstruction	DRFA	Pre-Approval Assessment	2020-2021	16/03/2022	\$0.00	\$4,551,909.94	\$4,551,909.94	\$0.00				
Unassigned line items Unassigned photos	CrSC.0021.2021E.REC	Reconstruction	DRFA	Pre-Approval Assessment	2020-2021	13/04/2022	\$406,656.77	\$1,755,910.24	\$2,162,567.01	\$0.00				
Submissions	CrSC.0022.2021E REC	Reconstruction	DRFA	Pre-Approval Assessment	2020-2021	15/06/2022	\$0.00	\$100,855.33	\$100,855.33	\$0.00				
Delivery programs		Reconstruction	DRFA	Progress Report	2019-2020	15/06/2022	\$0.00	\$1,612,762.31	\$1,612,762.31	\$3,173.00				
Transaction register 🥏														
Assessment outcomes	CrSC 0016 1920E REC	Reconstruction	DRFA	Progress Report	2019-2020	21/09/2022	\$0.00	\$291,549.14	\$291,549.14	\$3,173.00				

Using either of these two options will open a pop-up window which will display the payment certificate details.

Progress Payment Certificate													
QRA Submission number	Description	Project funding amount (inc trigger point)	Estimated final cost	Maximum progress payment amount	Total payments to date	Trigger point	Total expenditure to date	Total expenditure recommended to date	Expenditure not recommended	Drawdown on grant advance	RCTI payment	Total payment *	
CrSC.0028.2223G.REC	Reconstruction of Essential Public Assets - Northern and Central Queensland Monsoon and Flooding, 20 December 2022 - 30 April 2023 - 2023Event- Oakland	\$884,693.68	\$882,320.09	\$0.00	\$265,408.10	\$0.00	\$18,320.09	\$265,408.10	\$0.00	\$0.00	\$0.00	\$0.00	
CrSC.0029.2223G.REC	Reconstruction of Essential Public Assets - Northern and Central Queensland Monsoon and Flooding. 20 December 2022 - 30 April 2023 - 2023Event- NorthernRds01	\$4,687,799.04	\$4,689,203.46	\$0.00	\$1,406,339.71	\$0.00	\$645,203.46	\$1,406,339.71	\$0.00	\$0.00	\$0.00	\$0.00	
CrSC.0030.2223G.REC	Reconstruction of Essential Public Assets - Northern and Central Queensland Monsoon and Flooding, 20 December 2022 - 30 April 2023 - 2023Event- NorthernRds02	\$4,541,884.47	\$4,661,113.89	\$0.00	\$1,361,581.94	\$3,278.00	\$357,113.89	\$1,361,581.94	\$0.00	\$0.00	\$0.00	\$0.00	
CrSC.0032.2223G.REC	Reconstruction of Essential Public Assets - Northern and Central Queensland Monsoon and Flooding. 20 December 2022 - 30 April 2023 - 2023Event-Beach- Iffley	\$3,197,132.19	\$3,191,864.87	\$0.00	\$959,139.66	\$0.00	\$60,864.87	\$959,139.66	\$0.00	\$0.00	\$0.00	\$0.00	
CrSC.0033.2223G.REC	Reconstruction of Essential Public Assets - Northern and Central Oueensland Monsoon and Flooding, 20 December 2022 - 30 April 2023 - 2023Event- Yapper-DamageOnDamage	\$4,275,482.56	\$4,224,826.85	\$0.00	\$3,496,023.03	\$0.00	\$3,499,826.85	\$3,499,826.85	\$0.00	\$0.00	\$3,803.82	\$3,803.82	
	Reconstruction of Essential Public Assets - Northern and Central Queensland											-	

2. Payments will be grossed up for GST

2.3.2. Printing the Payment Certificate

When viewing the payment certificate click on the Print button to create a PDF document version of the payment certificate.



This will generate the PDF version from which you will be able to download or print the document.

≡	Approval Payment Certificate	1 / 1 - 100% + 🗄 🔕									*	e :	
		Queensland Government Queensland Reconstruction Auth									hority		
	_	Date 27/09/2024 Event Year 2018-2019			Click to Download or Print Document								
		APPROVAL PAYME						ICATE					
		QRA submission number	Description	Requested project funding	Ineligible project posts	Under investigation amount	Eligible project costs	Recipient contribution	Project funding amount	Payment for milestone 1			
										Drawdown on grant advance	RCTI payment	Total payment amount	
		CoSC.0025.1819H.REC	Reconstruction of Essential Public Assets - Tropical Cyclone Penny 24 December 2018 - 10 January 2019 - CSCTEST20.09.24	\$33,302.32	\$11,139.75	\$0.00	\$22,162.57	\$5,540.64	\$16,621.93	\$0.00	\$0.00	\$0.00	
		TOTAL		\$33,302.32	\$11,139.75	\$0.00	\$22,162.57	\$5,540.64	\$16,621.93	\$0.00	\$0.00	\$0.00	
		NOTES 1. All amounts in the body of 2. Payments will be grossed	of the above table are GST exclusive up for GST										

QRA QUEENSLAND RECONSTRUCTION AUTHORITY

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