



Australian Government

Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts

# Roads to Recovery 2024-29

## Operating Procedures

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### Introduction

The Roads to Recovery Program (the Program) makes funding available to local governments across Australia (and representative authorities for unincorporated areas), known as funding recipients, to support the construction and maintenance of local road infrastructure and eligible connected assets. As an allocation-based program, funding recipients can draw on the funding according to local priorities and are not required to bid against other funding recipients for funds.

The objective of the Program is to contribute to the Australian Government Infrastructure Investment Program through supporting the maintenance of the nation's local road infrastructure assets, which facilitates greater accessibility and improved safety, economic and social outcomes for Australians.

The Program is administered under Part 8 of the [National Land Transport Act 2014](#) (the Act) according to the:

- [National Land Transport \(Roads to Recovery List\) Determination 2024](#)
- [National Land Transport \(Roads to Recovery Conditions\) Determination 2024](#)

From 1 July 2024, the Australian Government will provide \$4.4 billion in funding over the funding period (2024-29).

The Program is delivered through the [Infrastructure Management System \(IMS\)](#).

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## Version Control

Version	Description of change	Date
1.0	Original version of Procedures for Roads to Recovery 2024-29 funding period	July 2024

# 1 About the Operating Procedures

This document provides funding recipients with procedural/process advice about the operation of the Roads to Recovery Program for the 1 July 2024 to 30 June 2029 funding period, including the requirements that must be complied with in order to obtain funding, and obligations toward the Australian Government for the provided funding.

## 1.1 Administrative arrangements

The Program is administered by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department) including:

### **Roads to Recovery team**

The Roads to Recovery team manages the policy and day-to-day operation of the Program, and can be contacted at [Roads.toRecovery@infrastructure.gov.au](mailto:Roads.toRecovery@infrastructure.gov.au).

Periodically, the Roads to Recovery team will communicate with funding recipients via a circular. Circulars contain important information about the operation of the Program, respond to common queries and in some instances may clarify the advice in this Procedure. Funding recipients can view historical circulars via the Programme Admin menu in IMS.

Circulars are sent to all individuals listed as a contact for a funding recipient in IMS. Staff wanting, or no longer wishing, to receive circulars are encouraged to follow the steps described below at IMS Help team.

### **IMS Help team**

The IMS Help team provides IT support and assists with granting system access to relevant funding recipient staff. Funding recipients requiring a change to their system access (to gain, change or remove access) must follow the below steps:

- Liaise with their organisation's Access Manager to have their access created/updated/removed
  - Staff are encouraged to ensure their contact details are correct and kept up to date to ensure communication such as circulars are received.
- Where a funding recipient does not have an Access Manager, contact the IMS Help team with the request and CEO approval (email is sufficient) for the change.
  - Where wanting to gain/update access, funding recipients must supply the job title, salutation, first name, last name, email and phone number of the individual needing their access granted/updated.

The IMS Help team can be contacted at [IMSHelp@infrastructure.gov.au](mailto:IMSHelp@infrastructure.gov.au).

## Mapping

Funding recipients receiving \$10,000 or more for a project must submit a map to the Mapping team for approval. For further information about map requirements refer to [Maps](#).

The Mapping team can be contacted at [Mapping@infrastructure.gov.au](mailto:Mapping@infrastructure.gov.au).

## Signage

Funding recipients receiving \$10,000 or more for a project must meet the Department's signage requirements. Further information can be found at [Signage Guidelines](#). Funding recipients are encouraged to refer to this website regularly to ensure awareness of any changes.

The Signage team can be contacted at [Events@infrastructure.gov.au](mailto:Events@infrastructure.gov.au).

## Media/Events

Funding recipients wishing to publish a media announcement about Roads to Recovery projects or conduct an event must seek prior departmental approval. Funding recipients wishing to publish an announcement in respect of a Roads to Recovery project must provide a copy of the proposed publication to the Department at least 5 business days prior to its proposed release. Funding recipients wishing to hold an event in respect of a Roads to Recovery project must notify the Department at least 4 weeks prior to the proposed date.

For further information about media and events, refer to [Publicity](#).

The Media and Events team can be contacted at [Events@infrastructure.gov.au](mailto:Events@infrastructure.gov.au).

## Funding recipients

The Program provides funding to 551 funding recipients covering all of Australia. Funding recipients must inform the [Roads to Recovery team](#) of any planned amalgamations, abolitions, boundary changes, or name changes to enable appropriate distribution of funding.

The Roads to Recovery team must also be informed of any changes to the funding recipient's administration in writing and well in advance of a [scheduled payment](#) to ensure funds are delivered to the correct account. These may include changes to:

- Australian Business Numbers (ABNs)
- bank account details, and/or
- email addresses to receive remittance advice.

## 2 The Infrastructure Management System (IMS)

The Program is delivered through the Infrastructure Management System (IMS). Funding recipients use IMS to create and manage projects for Roads to Recovery funding, request payments and demonstrate compliance with the [Funding Conditions](#).

IMS will alert funding recipients to tasks requiring their action.

Tasks include reminders to:

- Confirm construction on a project is complete.

- Review the cost of a project that has been marked as complete – IMS is asking the funding recipient to confirm the cost to Roads to Recovery of the project is correct in the Work Schedule and this task acts a reminder to ensure funding recipients claim the balance of requested funds at the next [Expenditure Reporting period](#).
- Complete and submit an Expenditure Report to claim Roads to Recovery funds.
- Complete and submit an [Annual Report](#).

*Note – the Roads to Recovery Program will transition to the new Reporting and Program Management System (RPM) during the 2024-29 funding period. To inform the transition the Department will consult and communicate with funding recipients. Further advice will be provided about the timing of the transition which is not expected to occur until the 2025-26 financial year.*

### 3 Project eligibility for funding

Funding recipients may use Roads to Recovery funds for projects relating to the construction and/or maintenance of a road (including, though not limited to, asphalt, gravel and dirt roads). As defined by the Act, the term ‘road’ includes each of the following when in association with a road:

- traffic signs
- traffic control equipment
- street lighting equipment
- a bridge or tunnel, including a bridge or tunnel for the use of pedestrians
  - for the purpose of crossing from one side of the road to the other – not from one public area to another, e.g. parks
- a path for the use of pedestrians or persons riding bicycles
  - including where the path is located within the road reservation
  - where removed from the road reservation, the path must provide a route between points on the road that is shorter than or broadly similar in distance to the road route
- a facility off the road used by heavy vehicles in connection with travel on the road (e.g. a rest area or weigh station)
- a vehicular ferry associated with a road
  - that is, works relating to the repair or maintenance of the ferry, but does not include covering the costs of replacement services that are put in place where the ferry is offline.

Where seeking to use Roads to Recovery funds for the construction or maintenance of a bicycle path not within the road reservation, funding recipients must first contact the [Roads to Recovery team](#) with detailed evidence including plans and maps to confirm project eligibility.

Footpaths are only eligible for funding where they are part of a broader road project that is connected to the footpath. A project to solely construct or maintain a footpath cannot be considered as it is inconsistent with the Act.

Drainage projects can utilise Roads to Recovery funding where the purpose of the project is connected with the road, e.g. to stop flooding or pooling of water which affects the roads structure.

Where a project has several objectives, only one of which is the road, it can be partially funded by Roads to Recovery. Projects of this nature will need to be entered into the system as a jointly funded project with an appropriate proportion listed against the road. Funding recipients must first contact the [Roads to Recovery team](#) to confirm the eligibility of the project.

The purchase of land for compensatory habitat, where required by an environmental permit, is an allowable expense but should be listed against the project to which it relates and not shown as a separate project.

As stated in the [Funding Conditions](#), projects must commence construction on or after 1 July 2024, and must have a completion date of June 2029 or earlier recorded in the system.

### Excluded items

Examples of items that cannot be funded by Roads to Recovery include:

- transport planning studies (except road planning studies relating to a specific project)
- streetscaping
- rehabilitation studies
- general administrative overheads and staff salaries not connected with specific projects funded under the Program
- road building plant or other capital equipment, especially moveable equipment (e.g. graders). However, note that bores for water for road building in remote areas have been allowed in association with compliant projects
- training
- footpaths which are not part of the construction or upgrade of the road itself
- off road car parks
- street furniture
- landscaping such as beautification of roundabouts, verges etc
- public liability insurance
- fringe benefits tax
- normal operating expenses such as light, power, stationery, IT support, telephone, cleaning and all other expenses which the funding recipient would have incurred anyway, regardless of whether or not the project was underway
- finance leases on equipment
- operating lease charges where the rental expense cannot be directly linked to the Roads to Recovery project, e.g. a grader may be hired for a period for a variety of tasks. Only the component that relates specifically to Roads to Recovery project can be charged against Roads to Recovery funds
- depreciation, except for depreciation of plant and equipment directly attributable to a Roads to Recovery funded project
- resealing of regional airport tarmacs
- stand-alone design and preliminary works.

### Labour costs

Labour costs for work done by funding recipient workforces should be derived from timesheets or via an equally acceptable method. Management time should be considered in light of the comments above i.e. a clear and definable model needs to be in place to apportion these costs. However,

'management costs' or 'labour' should not be entered as a single item. They should be allocated to specific jobs.

### **Design costs**

Roads to Recovery projects can include design costs as part of the project. However, funding recipients may only claim these costs when the project is completed.

### **Jointly funded projects**

Projects may be jointly funded by the Program and with funding from other sources (e.g. other Federal/State Government programs, the funding recipient's own funds, private sources). Where this occurs, the project must be recorded as jointly funded in IMS. It is the responsibility of the funding recipient to ensure the eligibility requirements pertaining to the other funding source allow the project to be jointly funded.

*Where a project is not fully-funded by Roads to Recovery, funding recipients should include the source of joint funding for that project in the Work Proposed field of the Project in the Work Schedule.*

## **4 Work Schedules**

### **4.1 Project selection**

Funding recipients are entitled to select the projects to be funded within their jurisdiction according to local priorities and in accordance with the [Project eligibility for funding](#) chapter of this Procedure. Funding recipients are responsible for all aspects of a project including the scope, design, technical standards to which projects are built, construction and subsequent management of the works involved.

There is no requirement under the Program for works to be put to tender, though funding recipients will need to comply with any state or territory procurement requirements.

*Note – special arrangements are in place for a program of bridges and Aboriginal access roads in Western Australia. The Department is advised of these projects by the WA Government. Funding recipients will be notified directly about administrative arrangements.*

### **4.2 Nominating projects**

Projects to be funded under Roads to Recovery must be added to a funding recipient's Work Schedule in IMS. Projects can be either:

- Normal – projects for works on a single road receiving more than \$10,000 in Roads to Recovery funding

- Small – projects for works on a single road receiving less than \$10,000 in Roads to Recovery funding
- Group – a collection of small projects entered as a single project in IMS (each portion of work must be entered as a separate line item in the system). Group projects must be works of a similar nature.

Projects entered into a funding recipient's Work Schedule and recorded as Compliant, Non-compliant or Under Assessment draw down on their Roads to Recovery allocation.

As project information is made public on the [Department's website](#), funding recipients are encouraged to provide sufficient information to describe the project and in a way consumable by the general public.

Funding recipients are required to ensure their Work Schedule is kept up to date including, though not limited to:

- marking projects as completed once the construction end date is reached
- updating construction dates and scope of works as needed
- ensuring cost to Roads to Recovery and total project cost are accurate
- withdrawing projects that do not go ahead.

*Note – the entering of projects into a funding recipient's Work Schedule does not mean that a payment will be made to a funding recipient in respect of these projects. To receive a payment, funding recipients must submit an Expenditure Report. Payments are only made for Compliant projects. Refer to [Payments](#) for further information.*

[Attachment A – Creating a Roads to Recovery project](#) contains further information for funding recipients.

*Note – to make changes to a completed project, funding recipients need to un-select 'Construction Is Complete', click 'Save', make the relevant changes and select 'Construction Is Complete'.*

*Withdrawn Projects cannot be reinstated in IMS. A new Project must be created.*

### 4.2.1 Maps

Funding recipients must submit maps for individual projects receiving \$10,000 or more in Roads to Recovery funding. Maps must meet the following criteria:

- A4 in size
- funding recipient name
- Project ID as recorded in IMS
- 3 surrounding roads. Where it is not possible to provide 3 surrounding roads, funding recipients must provide geographical coordinates for the start and end points of the works
- markings (e.g. circle, arrows, highlight) to identify where work is being completed.



While not required, funding recipients may submit maps for small/group projects.

Maps must be sent to [Mapping@infrastructure.gov.au](mailto:Mapping@infrastructure.gov.au).

## 5 Payments

### 5.1 Annual allocations

The Roads to Recovery budget is gradually increasing in the 2024-29 funding period. Funding recipients can see their nominal annual allocation on the [Roads to Recovery website](#).

Funding recipients wishing to draw down on their five-year funding allocation earlier in the funding period must email the [Roads to Recovery team](#) for prior approval.

### 5.2 Goods and Services Tax (GST)

Funding recipients are eligible for an input tax credit for the GST paid. Consequently, expenditure reported by funding recipients in their quarterly expenditure reports must exclude the GST component on good and services. Roads to Recovery payments made to funding recipients do not include GST.

### 5.3 Expenditure Reports and receipt of Roads to Recovery payments

Funding recipients are eligible to receive Roads to Recovery payments after submitting an Expenditure Report (known as a payment report in the [Funding Conditions](#)) in IMS, where the Department has also received the funding recipient's Annual Reports and marked them as Satisfactory.

*Funding recipients that submit an Expenditure Report in July 2024 will be eligible for a payment even if a 2023-24 Roads to Recovery Annual Report has not been submitted.*

*Note - funding recipients with other overdue Annual Reports may not be eligible for payment.*

#### 5.3.1 Structure of the Expenditure Report

Expenditure Reports are completed under the Payments menu in IMS and draw information from the Work Schedule at the time the Expenditure Report is created (i.e. if a funding recipient starts to complete an Expenditure Report and then changes the Cost to Roads to Recovery for a project, this figure will not be automatically carried over to the Expenditure Report). Funding recipients are encouraged to review all information in the Expenditure Report to ensure it is accurate, and where required update the Work Schedule.

Funding recipients can request funds:

- In arrears – through recording actual expenditure to date on projects (reported on an accrual basis)
- In advance for the next quarter – through reporting expenses that are forecast to occur in the subsequent three months in respect of the Expenditure Report.

*Funding recipients can only request funds in whole dollars and exclusive of GST.*

*Funding recipients requesting funds for jointly funded projects may only claim funds for the Roads to Recovery portion of the project.*

Funding recipients that forecast expenditure in an Expenditure Report are required to complete an Expenditure Report in the subsequent reporting period/s until that forecast expenditure is acquitted (recorded as expenditure to date).

*Funding recipients that do not spend Roads to Recovery funds within 6 months of receiving them must provide an explanation in IMS (a box requesting an explanation will appear at the bottom of the Expenditure Report).*

### 5.3.2 Reporting and payment schedules

The expenditure reporting module in IMS is only available during the following lodgement periods. Funding recipients are not able to submit Expenditure Reports once the lodgement period closes.

Lodgement period	Expenditure Report period	Anticipated payment date
<b>1 – 31 July</b>	Expenditure to 30 June Forecast expenditure to 30 September	August
<b>1 – 31 October</b>	Expenditure to 30 September Forecast expenditure to 31 December	November
<b>1 January – 15 February</b>	Expenditure to 31 December Forecast expenditure to 31 March	March
<b>1 – 30 April</b>	Expenditure to 31 March Forecast expenditure to 30 June	May

*Note – the Department makes payments to funding recipients in a single pay run. Accordingly, funding recipients must ensure the Expenditure Report is submitted by the end of the lodgement period.*

### 5.3.3 Reporting to Federal Members

Funding recipients that submit an Expenditure Report must within 10 business days provide their Work Schedule to the current Federal Member of Parliament for the relevant Federal Electorate/s in which the Roads to Recovery projects are located.

## 6 Annual Reporting Requirements

Funding recipients are required to submit an Audited Roads to Recovery Annual Report to the Department by 31 October of each year, in respect of the previous financial year. Annual Reports are initially prepared online in IMS, and then a signed copy of the form (and Audit declaration, as required) must be sent to the [Roads to Recovery team](#).

The report is split into 4 parts:

- Part 1 – the financial statement. Several fields in this part of the report are system generated. This part must be audited by an external auditor.
- Part 2 – statement of accountability. A declaration by the Chief Executive Officer (or General Manager) that the assertions made in the report are accurate and that the funding recipient has met the requirements of the [Funding Conditions](#).
- Part 3 – a statement of expenditure maintenance. A demonstration by the funding recipient that it has expended [own source funds](#) where required and in accordance with the requirements of the [Funding Conditions](#). Note – the figures in this Part are pulled from Part 1 of the relevant and historical annual reports.
- Part 4 – a statement of outcomes. Declaration by the funding recipients that the projects for which Roads to Recovery funding was received in the financial year achieved the proposed outcome as suggested in the Work Schedule.

*Figures provided must be shown on an accrued basis, exclusive of GST.*

### 6.1 Own source expenditure (OSE)

To access Australian Government funding under Roads to Recovery, funding recipients must maintain a predetermined amount of expenditure of their own funds on the construction and maintenance of roads. This is to ensure that funding recipients do not substitute Roads to Recovery funds for their own expenditure on roads. Roads to Recovery funding is intended to enable funding recipients to undertake road work additional to what they could undertake using their own funds.

For each year in which a funding recipient receives, spends or retains Roads to Recovery funds, it must spend, on the construction and maintenance of roads, funds from its own sources, equal to or greater than the reference amount applicable to the funding recipient. Where a funding recipient is unable to meet this requirement in the given financial year, own source expenditure can be averaged over 2 or 3 financial years. The IMS will provide the averages for funding recipients in Part 3 of the Annual Report.

Funding received from Australian Government (including though not limited to Financial Assistance Grants, Safer Local Roads Infrastructure Program, Local Roads and Community Infrastructure Program) or State Governments or private donors must not be included in declared own source expenditure.

Where a funding recipient has not met the requirement, the Roads to Recovery team will initiate contact to obtain further information regarding the non-compliance. Reasons for non-compliance will be communicated to the Delegate for decision on remedial action (if any).

### **Treatment of interest received on Roads to Recovery funds**

The interest earned on Roads to Recovery payments is own source funding for the purposes of Roads to Recovery.

*Funding recipients with an allocation of more than \$1.3 million, and that receive interest on a received Roads to Recovery payment, must spend an amount equal to or greater than that interest on the construction and/or maintenance in the following year.*

### **Treatment of loans**

Loan repayments (including interest) for eligible road projects can be considered as part of a funding recipient's own source expenditure.

*To state it simply – funding recipients must spend a threshold amount of own sourced funds on projects that would otherwise meet the eligibility criteria for Roads to Recovery funding. OSE may be attributed to projects that are not fully funded by Roads to Recovery.*

## **7 Publicity**

Funding recipients proposing to issue any public announcements, media releases, statements, displays, publications or advertising relating to a Roads to Recovery project must:

- Acknowledge and give appropriate recognition to the contribution of the Australian Government for the project.
- Provide a copy of the proposed publication to the Department at least 5 business days prior to its proposed release.
- Obtain the Department's approval prior to its proposed release.

If the proposed announcement is a formal media release, the funding recipient must also notify the relevant Australian Government representative (noting that this may not be the Federal Member for the electorate in which the project is being/has been delivered) and provide them an opportunity to participate in the activity.

If a funding recipient proposes to hold a works commencement ceremony, opening ceremony or any other event in relation to a Roads to Recovery project, they must:

- Acknowledge and give appropriate recognition to the contribution of the Australian Government for the project.
- Notify the Department and provide information about the proposed event at least 4 weeks prior to the proposed date.
- Notify the relevant Australian Government representative and invite them to participate in the event (noting that this may not be the Federal Member for the electorate in which the project is being/has been delivered).

If the Department or an Australian Government representative accepts an invitation or proposes to participate in the proposed event, the funding recipient must arrange a joint event in cooperation with the Department or relevant Australian Government representative.

If a funding recipient is requested by the Department or an Australian Government representative to issue a formal media release or hold an event in relation to a Roads to Recovery project, the funding recipient must arrange the joint media release or event in cooperation with the Department or relevant Australian Government representative.

## 7.1 Signage

As per the [Administrative arrangements](#) section of this Procedure, funding recipients are encouraged to refer to the [Signage Guidelines](#) regularly to ensure compliance with the Department's signage requirements.

Notwithstanding the requirements stated in the Guidelines, the Roads to Recovery Program does not require funding recipients to erect signage for small projects or remove commemorative plaques.

# Attachment A – Creating a Roads to Recovery Project

The table below describes how to fill out the required fields in IMS to create a Project.

Field	Requirements	Example
<b>Allocation Type</b>	Standard	-
<b>Project Type</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Small (less than \$10,000)</li> <li>• Special (can be selected only by Western Australian funding recipients delivering special projects)</li> </ul>	-
<b>Work Category</b>	Select the relevant category from the drop-down list <i>Note – ‘Bicycle paths/footpaths’ should only be selected where the bicycle path/footpath is contained within the road reservation</i>	-
<b>Primary Road</b>	Enter the primary road where the works will be taking place. This must include the name of the town/suburb or the ‘(Rural Road)’	<ul style="list-style-type: none"> <li>• Market Street, Smalltown</li> <li>• Friday Road (Rural Road)</li> </ul>
<b>Work Location</b>	Enter the location/description of where works will be taking place. Works must be measured from an intersecting road, not property boundaries, lamp posts or rail crossings etc. If using acronyms ensure this is spelt out in full in the first instance. <i>Note – do not reference the Primary Road in this field</i>	<ul style="list-style-type: none"> <li>• between Cobar Road to Shelley Street.</li> <li>• between Straight Line Kilometre 6.2 to 10.2 measured from Ashley Road.</li> <li>• between chainage 6.3 km to 12.8 km measured from Sally Road.</li> <li>• from the intersection of Farmers Road for a distance of 4.6 km in a westerly direction towards Chanel Street.</li> <li>• Work is located at multiple locations measured from Coal Road at 10.2 km - 12.4 km, 14.2 km - 16.8 km.</li> </ul>

Field	Requirements	Example
<b>Problem being addressed</b>	This description should be in simple language, easily understood by the average citizen, with no technical jargon or abbreviations, advising what is wrong with the road in question	<ul style="list-style-type: none"> <li>• Gravel road wearing due to increase of traffic and heavy vehicles. Causes dust problems when dry and slippery, boggy when wet especially near the intersection of the Sturt Highway.</li> <li>• Road is too narrow to cater for heavy vehicles resulting in vehicular conflicts.</li> <li>• Unsealed street which generates dust problems for local residents, road corrugates and stormwater runoff enters adjacent properties.</li> </ul>
<b>Work proposed</b>	Enter a description for the work being proposed to fix the problem. This description should describe the proposed work in simple language, with no technical jargon or abbreviations <i>Note - where a project is not fully funded by RTR, funding recipients should indicate the source of additional funding</i>	<ul style="list-style-type: none"> <li>• It is proposed to widen and seal from 10 m width, reconstruct embankment to restore the formation.</li> <li>• Drainage upgrades will be undertaken where required. The road base will be replaced and resealed. Lighting upgrades will also be installed.</li> </ul>
<b>Start Construction</b>	The month and year in which <u>construction</u> is projected to commence	-
<b>End Construction</b>	The month and year in which <u>construction</u> is projected to be completed	-
<b>Construction is complete</b>	Check box when construction is complete	-
<b>Total project cost</b>	Enter the total cost of the project in whole dollars, including the value of Roads to Recovery funds to be used and any other funding	-

Field	Requirements	Example
<b>Fully RTR funded</b>	Check box if Roads to Recovery is to cover the full cost of the project	-
<b>Cost to RTR</b>	Cost of Roads to Recovery to be claimed for the project in whole dollars	-
<b>Project Goal</b>	Select the relevant goal from the drop-down list	-

When the Project is marked as completed, funding recipients will be asked to confirm whether the project goal was achieved, and if not, provide a reason for this.