



District Road Works

VOLUME

1

Planning Manuals

Manual D:

Annual District Road Work Plan for Routine and Periodic Maintenance, Rehabilitation and Spot Repairs



ACKNOWLEDGEMENTS

These manuals have been prepared by the Ministry of Works, Housing and Communications, Uganda.

The aim of the manuals is to complement the Ministry's effort in providing guidance and building capacity of Local Governments to enable them handle their mandated roles in planning and management of the road sector development.

This manual is part of a set titled District Road Works. The set consists of 5 Volumes, each volume comprising a series of manuals covering varying aspects under the following headings:

- Volume 1 Planning Manuals
- Volume 2 Contract Management Manuals
- Volume 3 Implementation and Monitoring Manuals
- Volume 4 Technical Manuals
- Volume 5 District Administrative and Operational Guidelines

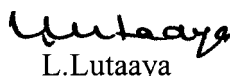
The Manuals describe in detail the organization and techniques for planning, implementation and administration of a district road network. The manuals support Government strategies on sustainable maintenance of district roads; they encourage community participation, promote use of labour based methods and gender balance, ensure protection of the environment, foster work place safety and health in implementation of road works by adopting appropriate contracting practices and support the local construction industry.

They are primarily aimed at Road Engineers, Planners and Managers involved in the planning and management of district road works.

In line with the topics covered in these manuals, related training modules have been designed and are incorporated in the curriculum of the Mount Elgon Labour Based Training Centre.

The manuals are the property of the Ministry of Works, Housing and Communications, but copying and local distribution is not restricted.

We wish to acknowledge the efforts of COWI Consulting Engineers and Planners AS who assisted in the compilation of the Drafts and the invaluable support of the Danish International Development Agency for the financial assistance extended to the Ministry in preparing the manuals.



L.Lutaaya

Engineer in Chief / DE

Volume 1 Manual D

Annual District Road Work Plan for Routine and Periodic Maintenance, Rehabilitation and Spot Repairs

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Section D1

General Information

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General Information

This Manual, read together with the PAF General Guidelines for the Planning and Operation of Conditional Grants issued by the MFPED (Reference I), and the Sector Specific Guidelines for the Planning and Operation of District Road Maintenance & Rehabilitation Programmes issued by the MoWHC-DUR Desk (Reference II), provides guidelines for the preparation of the Annual District Road Work Plan (ADRWP) for the following operations –

- Routine Maintenance
- Periodic Maintenance
- Rehabilitation
- Spot Repairs

The ADRWP provides a description of all the above mentioned operations planned to be undertaken during the financial year together with their estimated costs and support or operational expenditures, sources of funding, and works implementation and associated expenditure schedules.

The ADRWP is prepared following implementation of the Annual District Road Inventory and Condition Survey (ADRICS - Volume 1, Manual B) where data is collected and used in the Rehabilitation and Maintenance Planning System (RAMPS - Volume 1, Manual C) to determine priorities of all those road works necessary for adequate conservation of the district road network.

The ADRWP allows for rational planning taking into account road works priorities together with all anticipated sources of funding and their likely ceiling amounts in the forthcoming financial year; information made available to the district during the Local Government Budget Framework Paper (LGBFP) process.

The contents of the ADRWP include the following -

- Introduction; a general/brief descriptive overview of the district road network including its extent, current condition and overall funding needs for each of the four operations planned during the forthcoming financial year
- Overview of district development objectives and priorities, constraints together with a performance review of physical and financial progress during the current financial year
- District map detailing the full extent or inventory of the district road network including the Core network and those Community Access Roads (CARs) considered by the Sub-counties as being most important
- District map detailing the current condition of each link in the district road network
- Prioritised list of those links in maintainable condition
- Prioritised list of works planned for each of the four operations
- Cost estimates of all works planned for each of the four operations
- Cost estimates of support or operational expenditures
- Specific sources of funding for all works planned for each of the four operations
- Works implementation schedule for all works planned for each of the four operations
- Expenditure schedule for all works planned for each of the four operations

When preparing the ADRWP, reference shall be made to the following Manuals -

- Volume 1, Manual B - Annual District Road Inventory and Condition Survey (ADRICS) for determination of the full extent of the district road network, those links comprising the Core network and the condition of each link in the entire network (both Core and non-Core district road links) for preparation of the required mapping information
- Volume 1, Manual C - Evaluation, Prioritisation and Selection of District Road Works using RAMPS (Rehabilitation and Maintenance Planning System) for preparation of prioritised lists of road works for each of the four operations together with their estimated costs

The timing of activities necessary for preparation of the ADRWP for the following financial year follows -

- November/December of the current financial year, implementation of ADRICS to update road inventory and condition data
- November/December of the current financial year, using ADRICS data in the RAMPS to determine road works priorities and cost estimates
- December/January of the current financial year, attendance at the LGBFP workshops at which funding sources and ceiling amounts for the following financial year are identified and confirmed
- January/February of the current financial year, preparation of the first draft of the ADRWP
- March of the current financial year (and by no later than the 31st March), draft ADRWP transmitted to MoWHC-DUR Desk in Entebbe
- March/April/May (and by no later than the 15th May) of the current financial year, the final draft of the ADRWP transmitted to MoWHC-DUR Desk in Entebbe

The draft and final draft ADRWP, once prepared by the District Local Government Engineer (DLGE) and prior to transmission to the MoWHC-DUR Desk, shall be approved by the DLG Executive and signed by the DLGE and the DLG Chief Administrative Office (CAO).

In all cases, the ADRWP shall be submitted under a covering letter signed only by the CAO.

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Section D2

Overview of Annual District Road Work Plan (ADRWP)

Section D3 : Detailed Instructions for Preparation of ADRWP

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Overview of Annual District Road Work Plan (ADRWP)

When preparing the ADRWP, a number of standard formats shall be adopted to ensure that all essential and relevant information is included.

These standard formats include the following -

- Form D1; Annual District Road Work Plan - Expenditure Schedule
- Form D2; Annual District Road Work Plan - Works Implementation Schedule
- Form D3; Annual District Road Work Plan - Budget Summary
- Standard Covering Letter Format

To assist the DLGE and other district staff with ADRWP preparation, the above standard formats are included in Annexes 1 and 2 to this Manual and are further described below.

i Information!

A worked example of a typical ADRWP is also provided as Annex 3 to this Manual.

INTRODUCTION

i Information!

Included as a part of the Standard Covering Letter, refer Annex 2

Introduction to the ADRWP should include a general but brief description of the district road network including its total extent (in kilometres), its current condition (kilometres in good, fair, poor and bad condition), and the overall funding requirements (including their sources) for each of the four operations during the forthcoming financial year. Attachment of the two district road maps described in Section 3 below is mandatory.

OVERVIEW

i Information!

Included as a part of the Standard Covering Letter, refer Annex 2

The Introduction should be followed by a brief Overview of the district's development objectives and priorities, the most important constraints facing the achievement of development objectives, together with a performance review of physical and financial progress during the current financial year.

The performance review is essential to explain how well (or not) funding for district road routine and periodic maintenance, rehabilitation and spot repairs was utilised and the reasons for non-performance, if any, given.

DISTRICT ROAD MAPS

i Information!

Attached to the Standard Covering Letter, refer Annex 2

Immediately following completion of the annual district road inventory and condition survey (ADRICS) undertaken at the end of the wet season (November/December), maps are prepared for the following purposes -

- To update the district road inventory and record all new works undertaken during the current financial year including new structures and sections of road where spot repairs and/or rehabilitation works have been performed
- To record the current condition of each and every road link in the network
- Identification of the Core district road network
- Identification of those CARs connecting with the district road network and considered by the Sub-counties as being most important for their development

Two separate maps are required for inclusion with the ADRWP including -

- District map detailing the full extent or inventory of the district road network including the Core network and the most important CARs
- District map detailing the current condition of each link in the district road network and identification of all those district road works included in the ADRWP

i Information!
Refer Volume 1, Manual B for details on how to prepare these two required maps.

PRIORITISED LISTS OF WORKS PLANNED

i Information!
Attached to the Standard Covering Letter, refer Annex 2

Once data collected during ADRICS has been entered into and processed by the rehabilitation and maintenance planning system (RAMPS), prioritised lists of district road works for routine and periodic maintenance, rehabilitation and spot repairs are automatically produced together with estimates of their costs; refer Volume 1, Manual C for details on the use of RAMPS, and Section 5 below.

RAMPS also produces a list of district road links that are, based on current condition, in routinely maintainable condition; data which is an essential component of the ADRWP.

The mapping information, mentioned in Section 3 above, is used to fine-tune the RAMPS generated prioritised lists to determine the final lists of priority works together with their estimated costs; refer Section 5 below.

These final lists, once approved by the DLG Executive, form the basis for the ADRWP together with their Works Implementation and Expenditure Schedules; refer Sections 8 and 9 below.

Refer Volume 1, Manual C for details on how to use the RAMPS to fine-tune and prepare final lists of prioritised and costed works for all four operations.

COST ESTIMATES OF WORKS OPERATIONS

i Information!
Refer Form D1, Annex 2

The RAMPS software system has been designed with default (Uganda specific) typical cost settings for each of the work items included in routine and periodic maintenance, rehabilitation and spot repair operations.

RAMPS, using these default typical cost settings generates simultaneously, lists of priority works for each of the four operations, and cost estimates for all works included in these operations.

These default cost settings may be viewed in the RAMPS data base, however, they are password protected and may only be revised through instructions from the MoWHC-DUR Desk.

In the event a district believes the default cost settings are unrealistic, they may seek permission from the MoWHC-DUR Desk for updating/modification.

ESTIMATES OF SUPPORT/OPERATIONAL EXPENDITURES

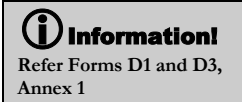
i Information!
Refer Forms D4, D5, D6 and D7, Annex 4

For the DLGE and his/her staff to undertake timely preparation of the ADRWP and subsequent effective implementation of the planned works, resources are required for the following activities -

- Planning; including implementation of ADRICS, RAMPS and preparation of ADRWP
- Programming; including site surveys, preparation of bills-of-quantity, engineer estimates and contract documentation
- Implementation; including procurement (advertising and tender evaluation) for all contracted works and management, administration and supervision thereof

- Implementation and supervision of those limited works (usually of an emergency nature) undertaken by force-account
- Monitoring/Reporting; including meeting the requirements of the PAF Guidelines

SOURCES OF FUNDING FOR PLANNED WORKS



Routine and periodic maintenance, rehabilitation and spot repair works/operations on district roads are funded from a variety of sources including PAF Grants I, II and III, various donors, district development funds, special purpose grants, local revenue and so on.

In most cases, funding sources have pre-conditions attached and may only be used for clearly defined or dedicated purpose(s); these are generally referred to as tied funding sources.

The most common examples of tied funding sources include -

- PAF Grant I dedicated to the implementation of Routine Maintenance operations using labour-based methods
- PAF Grant II dedicated to the implementation of Periodic Maintenance operations using, where feasible, labour-based methods
- PAF Grant III dedicated to the implementation of Rehabilitation operations including Spot Repairs using, where possible, trained local contractors and labour-based methods
- Donor funds with pre-conditions as what works/operations will/will not be funded
- Special purpose grants dedicated to specific works/operations
- Other tied funds

Untied funding sources, inter alia, include district development funds and income generated by the district through general revenue collection.

During preparation of the ADRWP, it is essential to identify the source/sources of funds that are to be used for implementation of each of the works in all four operations.

PAF Grants I, II and III, funds are dedicated to routine maintenance, periodic maintenance and rehabilitation works respectively and no alternative use of these Grants is permitted.

However, there will be cases where works/operations may be funded from a number of sources.

For example, when planning to undertake rehabilitation and spot repair works/operations, there may be an opportunity to use PAF III Grant funds for the rehabilitation works on a road, and donor funds for construction/repair of the drainage structures along the same road.

A further example could be the use of PAF II Grant funds for periodic re-gravelling of a road and PAF III Grant funds for spot repairs including the repairs of drainage structures.

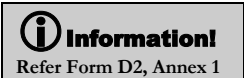
RAMPS provides the opportunity to identify the specific funding source for each of the works and each of the operations thereby enabling the ADRWP to reflect, not only the total funding requirement to undertake the whole of the planned works/operations, but also all sources of funds and their individual total amounts.

This is an important consideration as it allows for rational planning taking into account all anticipated sources of funding and their likely ceiling amounts in the forthcoming financial year; information made available to the district during the Local Government Budget Framework Paper (LGBFP) process.

A further advantage of this facility in RAMPS relates to the preparation of contract documentation for each of the works in each of the four operations.

For example, where funding sources for periodic maintenance of a road have been identified as PAF II Grant for re-gravelling works and donor funds for the drainage structure works, management and administration of the contracts is simplified in that each individual contract has a dedicated source of funding.

WORKS IMPLEMENTATION SCHEDULE



Sources of funding for district road works/operations are limited. As a result, there are likely to be a small number of works/operations being performed in any one financial year.

Further, contracts for district road works/operations are generally of a limited scope and value, and are completed within the financial year.

The timing of Works Implementation Schedule for the works/operations needs to take account of the procurement process including site surveys, preparation of contract documentation, advertising, receipt and evaluation of tenders and award of contracts.

The ADRWP is approved early in the financial year, usually in July; refer PAF General Guidelines.

Immediately following approval of the ADRWP and release of funds for the first quarter of the new financial year, the district administration commences implementation of its district road works programme.

Assuming funds are available, routine maintenance works can start in July/August.

However for other works/operations, time must be allowed for the procurement process, with the result that contract awards are unlikely before September.

Consideration should also be given to the seasonal nature of the district. It is self defeating to commence (except for emergency works) periodic maintenance, rehabilitation and spot repair works/operations during the wet season. Further, the availability and cost of labour will vary depending on the agricultural regime.

The period for implementation of periodic maintenance, rehabilitation and spot repair works/operations may extend from October to April/May the following year with works/operations undertaken during the dry season and completed prior to commencement of the next wet season.

During the period December/January, districts are informed of their likely budgets for the following financial year including funding sources and ceiling amounts (LGBFP). In this same period, districts are responsible for undertaking the ADRICS/RAMPS process. In January/February/March, the districts will, using the LGBFP and ADRICS/ RAMPS data, prepare the draft ADRWP for the following financial year.

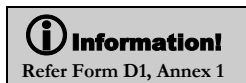
Analysis, clearance and final alterations to the draft ADRWP take place during the period March/April/May.

Taking account of all of the aforementioned, a typical financial year will be comprised of the following main features and associated timing –

Activity	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Approval of ADRWP	x			
Releases of Funds	x	x	x	x
Procurement process	xxxxxxxxxxxx			
Implementation of -				
1. Routine Maintenance Contracts	xxxxxxxxxxxx	xxxxxxxxxxxx	xxxxxxxxxxxx	xxxxxxxxxxxx
2. Periodic Maintenance Contracts		xxxxxxxxxxxx	xxxxxxxxxxxx	xxxx
3. Rehabilitation Contracts		xxxxxxxxxxxx	xxxxxxxxxxxx	xxxxxxxxxxxx
4. Spot Repair Contracts		xxxxxxx	xxxxxxxxxxxx	xxxxxxx
LGBFP process		xxxx	xxxx	
ADRICS/RAMPS process		xxxxxxx	xxxxx	
ADRWP process			xxxxxxxxxxxx	xxxxxxx

The DLGE, when preparing the ADRWP including the Works Implementation Schedule, should take all of the above into account to ensure the Plan is realistic and achievable.

EXPENDITURE SCHEDULE



When preparing the ADRWP and its Expenditure Schedule, the DLGE needs to take account of the following -

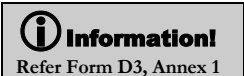
- The total scope of all priority works/operations planned
- The total funding available including the sources of funds
- The appropriate timing for works implementation, refer Section 8 above
- Funding needs for implementation of the works/operations
- Funding needs of the procurement process
- Funding needs for adequate supervision of the works/operations
- Funding needs for undertaking ADRICS and RAMPS
- Funding needs for preparation of the ADRWP for the following financial year
- Funding needs for adequate monitoring and reporting

RAMPS provides data enabling identification of the priority works/operations together with their costs, and the LGBFP provides information on funding sources and budget ceiling levels. In other words, the RAMPS and LGBFP together enable the determination of all works/operations to be included in the ADRWP.

Consideration of the matters raised in Section 8 above allows realistic timings for implementation of the planned works/operations and, therefore, realistic estimates of the cash flow needs throughout the year necessary to meet the planned implementation targets.

The Expenditure Schedule (Form D1) and the Works Implementation Schedule (Form D2) together comprise the ADRWP detailing what works/operations are to be implemented, at what cost and when.

BUDGET SUMMARY



The ADRWP Budget Summary provides five most important pieces of the information -

- Identification of all available funding sources, together with their individual budget ceilings for the financial year (identified during the LGBFP)
- Estimates of the total funding requirements for each of the individual operations
- Estimates of the total funding needs for meeting operational expenses associated with planning, programming and implementation of the works/operations together with subsequent monitoring and reporting
- Estimates of the quarterly cash flow requirements (or quarterly fund releases) necessary to achieve the planned implementation targets
- Estimates of quarterly fund releases broken down by the source of funds

The importance of this Budget Summary cannot be ignored as it allows those agencies responsible for the release of funds to be aware of, not only the total amounts required for each of the planned activities, but also by how much each funding source contributes to these total amounts.

This later issue is of particular importance to the Ministry of Finance, Planning and Economic Development (MFPED) when undertaking quarterly releases of PAF I, II and III Grants.

Finally, the Budget Summary is a tool enabling the DLGE to properly monitor and report on expenditures (and physical progress) not only for each planned activity, but also for each funding source.

Detailed procedures for the preparation of reports including the Quarterly Progress Report are provided in Volume 3, Manual B.

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Section D2 : Overview of Annual District Road Work Plan (ADRWP)

Section D3

Detailed Instructions for Preparation of ADRWP

Annex 1 : Standard Forms including Form D1, D2, and D3

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Annex 3 : Worked Example

Annex 4 : Estimates of Support/Operational Expenditures,
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Annex 5 : List of References

Section D3

Detailed Instructions for Preparation of ADRWP

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Detailed Instructions for Preparation of the ADRWP

What now follows is a step-by-step procedure for preparation of the ADRWP, comprising **Forms D1, D2 and D3 (Annex 1)**, the Standard Covering Letter (**Annex 2**) and **Forms D4, D5, D6 and D7 (Annex 4)**.

STEP 1

Following completion of the ADRICS/RAMPS process and identification/selection of priority routine and periodic maintenance, rehabilitation and spot repair road works, and receipt of information regarding funding sources and budget ceilings from the LGBFP (**Form D3**), it is possible to complete together and at the same time, **Form D1** (Expenditure Schedule), and **Form D2** (Works Implementation Schedule).

FORM D1 - Planned Intervention Descriptions and Costs (Ush 000), Columns (a) to (i)

Enter the name of the District and the FY.

Column (a) - **District Priority Ranking** resulting from the RAMPS; enter the list of the roads in their order of priority, commencing with priority number one.

Column (b) - **District Road Link Number**, enter the road numbers in accordance with the MoWHC-DUR Desk's official list.

Column (c) - **Total Road Length** in kilometres (km); enter those road lengths as determined during ADRICS.

Column (d) - **Road Section Length** in km; enter the actual road section lengths on which specific works/operations are planned to be undertaken.

In the worked example (Annex 3), road number 2207 has a total length of 26.00 km, of which a 21.00 km section is in maintainable condition. A 6.00 km section of this same 21.00 km section also requires periodic maintenance. However, the 5.00 km section needing rehabilitation is not (yet) in maintainable condition and is, therefore, not included (during this financial year) for routine maintenance.

In other words, routinely maintainable road sections may involve other works/operations including periodic maintenance, and spot repairs of bottlenecks. However road sections requiring rehabilitation are not in routinely maintainable condition until the rehabilitation works have been completed. Such road sections, once rehabilitated, will be included in the maintainable road section list for the following year.

Columns (e), (f), (g), (h) and (i) - **Routine Maintenance (RM) Costs, Periodic Maintenance (PM) Costs, Rehabilitation (RH) Costs, Road Bottlenecks (SR) Costs, and Structural Bottleneck (ST) Costs**; enter the estimated costs, resulting from the RAMPS, for implementation of each of the planned works/operations.

FORM D2 - Planned Intervention Descriptions and Activities, Columns (a) to (j)

Enter the name of the District and the FY.

Columns (a), (b), (c) and (d) - Enter the same information as for these same Columns in Form D1.

Columns (e), (f) and (g) - **Routine Maintenance (RM), Periodic Maintenance (PM), and Rehabilitation (RH)**; enter the actual kilometres planned for implementation of each of these three works/operations.

Columns (h) and (i) - **Road Bottlenecks (SR), and Structural Bottleneck (ST)**; enter an alphabetical letter denoting each and every road and/or structure bottleneck. In a footnote at the bottom of this Form (D2), briefly detail the type/extent of each bottleneck; refer worked example in Annex 3.

Column (j) - Mark the district maps, using the same lettering notations, detailing the actual locations of each of the bottlenecks.

STEP 2

Continue to complete Form D1 and Form D2 together and at the same time.

FORM D1 - Planned Monthly Expenditures (Ush 000)

Columns (j) to (u) - **Planned Monthly Expenditures (Ush 000)**; distribute the estimated costs for implementation of each of the planned works/operations over the twelve month period of the financial year taking into account time restraints related to releases of funds, the procurement process, wet season, etc..

Obviously, Form D1 and Form D2 shall be similar in that all estimated costs for works/operations entered for a particular month shall coincide with those same works/ operations scheduled for implementation during that same month (Form D2).

Columns (e), (f), (g), (h) and (i) - **Total Intervention Costs**; sum each of these five (5) columns to arrive at the total estimated costs for each of the planned works/operations.

Columns (j) to (u) - **Total Monthly Expenditures for Works Implementation**, sum each of these twelve (12) columns to arrive at total estimated monthly costs for implementation of the planned works/operations.

Columns (j) to (u) - **Total Monthly Operational Expenditures**; enter the estimated expenditures for each month of the year necessary to provide for all planned support/operational activities.

Columns (j) to (u) - **Total Planned Monthly Expenditures**; sum each of the twelve (12) columns to determine the total estimated monthly expenditures necessary for full implementation of the planned works/operations.

Column (v) - **Total Annual Budget (Ush 000)**; firstly, enter the annual summations by row of the monthly expenditures for each of the works/operations, secondly, the summation by row of operational expenditures, and thirdly, the summation by row of all works/operations including operational expenditures.

***CHECK** - The summation of the second last row entitled Total Planned Monthly Expenditure (Ush 000) should be the same as the summation of Column (v), Total Annual Budget (Ush 000).*

The last row in Form D1 provides details of **Total District Fiscal Year Expenditure by Quarter (Ush 000)**; the summation of the Total Planned Monthly Expenditure (Ush 000) for each three-month period comprising each of the four quarters of the financial year.

FORM D2 - Planned Monthly Works Implementation Schedule

Columns (k) to (v) - ***Planned Monthly Works Implementation Schedule***, for each month of the financial year enter the actual kilometres planned for implementation of the PM and RH works/operations and timing for undertaking SR and ST works, taking into account time restraints related to releases of funds, procurement, the wet season, etc..

Note that it is not necessary to detail kilometres of routine maintenance planned on each road section in each month of the year. This information will be provided during preparation of the Quarterly Progress Report.

Obviously, Form D1 and Form D2 shall be similar in that all estimated costs for works/operations entered for a particular month shall coincide with those same works/ operations scheduled for implementation during that same month (Form D2).

Columns (c), (e), (f) and (g) - ***Totals***, total each of these four (4) columns to arrive at the total kilometres in the district road network and those kilometres planned for each of the RM, PM and RH works/operations.

Columns (k) to (v) - ***Planned Monthly Works Implementation Schedule***, sum each of these twelve (12) columns to arrive at total estimated monthly achievements, in kilometres, for each of the planned works/operations and enter these totals in the appropriate *Total Works Planned RM, PM and RH* boxes.

Add these RM, PM and RH totals across and enter these in the *Annual Totals* box.

The last row in Form D2 provides details of the *Total Works Planned per Quarter* for all three principal works/operations being the summation of each of these three works/operations for each three-month period comprising each of the four quarters of the financial year.

STEP 3

On completion of Forms D1 and D2, finalise completion of Form D3 in the following manner.

FORM D3 - Annual Road Works / Source of Funds & Budget Summary (Ush 000)

Enter the name of the District and the FY.

The top section of the Table entitled, ***Planned Sources of Funding***, will have been completed in December/ January during the LGBFP at which time all sources of funding and the amounts or ceilings for each funding source will have been provided to the DLG Executive.

In other words, the ***Grand Totals*** for each funding source are known at this time.

During this same period, the DLGE will have completed, using Forms D4, D5, D6 and D7 (Annex 4), estimates of the monthly/quarterly ***Operational Expenses*** required to achieve the ADRWP; refer third last row in Form D1.

These ***Operational Expenses*** are then distributed on a pro-rata basis between PAF Grants I, II and III only (and not to any other funding source), up to a maximum of 15% of each of the approved PAF Grant amounts.

Thus the resulting ***Sub-Totals*** are the actual amounts available from each funding source for implementation of works/operations during the forthcoming financial year. This important information

forms the basis for final identification of those works/operations to be included in the ADRWP, and thereby allowing final completion of Forms D1 and D2.

Referring to Form D3 in the worked example (Annex 3), the Grand Totals for all funding sources approved during the LGBFP include Ush 93.87 million for PAF Grant I, Ush 157.95 million for PAF Grant II, Ush 135.38 million for PAF Grant III, Ush 53.0 million from Danida and Ush 54.75 million from USAID; resulting in a grand total of Ush 494.95 million.

The estimated Operational Expenses were determined by the DLGE to total Ush 44.0 million or about 11% of the LGBFP approved Grand Total of Ush 494.95 million. The DLGE then distributed this Ush 44.0 million between PAF Grants I, II and III on a pro-rata basis, resulting in Ush 10.67 million assigned to PAF I, Ush 17.95 Million to PAF II, and Ush 15.38 to PAF III.

The actual balances or Sub-Totals available for implementation of works/operations are, therefore, Ush 83.20 million for PAF I (routine maintenance), Ush 140.0 million for PAF II (periodic maintenance), Ush 120.0 million for PAF III (rehabilitation), Ush 53.0 million from Danida (comprising Ush 20.0 million for rehabilitation and Ush 33.0 million for ST Bottleneck repairs, and, finally, Ush 54.75 million from USAID (comprising Ush 43.75 million for periodic maintenance and Ush 11.0 million for SR repairs).

The Annual Total Intervention Costs in the ninth (and last) column of this part of the Table are those same amounts entered in the fifth last row of Form D1 as Total Intervention Costs.

With these amounts known, the RAMPS prioritised lists of works/operations are revisited and the final selection of all works/operations to be included in the ADRWP determined and approved by the DLG Executive. Following this, Forms D1 and D2 are finalised for inclusion with Form D3 and all other necessary ADRWP documentation and forwarded to MoWHC-DUR Desk in Entebbe.

What now remains is to complete the lower section of the Table entitled, **Quarterly Budget Summary**.

Detailed information is required regarding firstly, the Total Budget Requirement per Quarter for Works and Operational Expenses, and secondly, the distribution of this Total Budget Requirement per Quarter by source of funding.

Information regarding the **Total Budget Requirement per Quarter** for Works and Operational Expenses is extracted from Form D1 which provides the **Total District Fiscal Year Expenditure by Quarter** (Ush 000); refer last row in Form D1.

These same amounts can then be entered in the ninth column of Form D3 as the **Total Budget Requirement per Quarter** for each of the four quarters of the fiscal year.

In the same column of Form D3, enter the total quarterly amounts for **Operational Expenditures** for each of the four quarters; refer third last row in Form D1.

The difference between these two amounts for each quarter is the balance or amount remaining for works/operations implementation.

It is now necessary to revisit Forms D1 and D2 and manually extract, for each quarter, all those expenditures for each of the works/operations and attribute them to each funding source.

During this exercise, reference is made to the upper Table in Form D3 to countercheck the funding sources and their respective approved amounts.

Caution must be taken in all cases where individual works/operations are financed from more than one source of funds.

Annex 3 provides a worked example for completion of Forms D1, D2 and D3.

STEP 4

Complete the ADRWP Covering Letter (Annex 2), ensure all attachments are included, and submit the entire document to the MoWHC-DUR Desk.

This standard format of the ADRWP Covering Letter is self-explanatory and a worked example is included in Annex 3 for further clarification.

The ADRWP for the following financial year, including the Covering Letter and all attachments, shall be submitted in draft to the MoWHC-DUR Desk in Entebbe by no later than 31st March of the current financial year.

The final draft ADRWP shall be submitted to the MoWHC-DUR Desk in Entebbe by no later than 15th May of the current financial year.

Both draft and final draft ADRWPs shall be copied to the following -

- DLG Engineer, in the concerned District
- LCV Chairman, in the concerned District
- Secretary of Works, in the concerned District
- Chairperson of the District Public Accounts Committee
- Chief Internal Auditor, in the concerned District
- RDC, in the concerned District
- Director Budget, MFPED, Kampala
- Donor Representatives (where donor funds are provided)

WORKED EXAMPLE

Annex 3 provides a fully worked example for preparation of a typical ADRWP.

Annex 1

Standard Forms including Form D1, D2, and D3

ANNUAL DISTRICT ROAD WORK PLAN - EXPENDITURE SCHEDULE

Form D1

District:

FOR FY

/

Ref: Volume 1, Manual D

Planned Intervention Descriptions and Costs (Ush 000)										Planned Monthly Expenditures (Ush 000)												Total Annual Budget (Ush 000) (v)					
District	Priority	Ranking	RAMPS	Total Road Length (km) (c)	Road Section Length (km) (d)	Routine Maint. (RM) Costs (e)	Periodic Maint. (PM) Costs (f)	Rehab. (RH) Costs (g)	Road Botnk (SR) Costs (h)	Struc. Botnk (ST) Costs (i)	July (j)	Aug (k)	Sep (l)	Oct (m)	Nov (n)	Dec (o)	Jan (p)	Feb (q)	Mar (r)	Apr (s)	May (t)	June (u)					
		1																									
Total Intervention Costs																											
Total Monthly Expenditures for Works Implementation																											
Total Monthly Operational Expenditures - ref: Volume 1, Manual D, Forms D4 to D7																											
Total Planned Monthly Expenditure (Ush 000)																											
Total District Fiscal Year Expenditure by Quarter (Ush 000)																											

Notes: 1. Columns (a) to (i) from RAMPS, Columns (j) to (u) details planned monthly expenditures according to attached Works Implementation Schedule; Form D2
 2. Refer attached District Maps for detailed locations of all works including Bottlenecks (Boink) for roads (SR) and structures (ST); Columns (h) and (i)

Signed (DLGE)

Signed (CAO)

Date:

ANNUAL DISTRICT ROAD WORK PLAN - WORKS IMPLEMENTATION SCHEDULE

Form D2

District: / FOR FY / Ref: Volume 1, Manual D

Planned Intervention Descriptions and Activities										Planned Monthly Works Implementation Schedule													
District	Priority	Ranking	Total Road Length (km)	Road Section Length (km)	Routine Maint. (RM) (km)	Periodic Maint. (PM) (km)	Rehab. (RH) (km)	Road Botnk (SR) (SR)	Struc. Botnk (ST) (ST)	Map Location Ref's for SR / ST (j)	July (k)	Aug (l)	Sep (m)	Oct (n)	Nov (o)	Dec (p)	Jan (q)	Feb (r)	Mar (s)	Apr (t)	May (u)	June (v)	
1																							
										Annual Totals													
										km													
										km													

- Notes:**
- Columns (a) to (g) are the same as for Form D1. Columns (h) to (j) indicate locations on District Maps of planned Bottleneck Interventions, Columns (k) to (v) detail the planned Monthly Works Implementation Schedule
 - In the Planned Monthly Works Implementation Schedule, columns July to June, and the Annual Totals box, the Units for RM shall be Worker-days / km / year
 - Details of SR and ST Works follow:

Signed (DLGE)

Signed (CAO)

Date:

ANNUAL DISTRICT ROAD WORK PLAN - BUDGET SUMMARY

Form D3

Road Works / Source of Funds & Budget Summary (Ush 000) for FY /..... /.....

District:

Reference: Volume 1, Manual D

	Planned Sources of Funding							Annual Total Intervention Costs
	PAF I	PAF II	PAF III	Donor (Danida)	Donor (USAID)	District Dev. Fund	Other	
Planned Interventions (refer Forms D1 and D2)								
Routine Maint (RM) - km								
Periodic Maint (PM) - km								
Rehabilitation (RH) - km								
Road Bottleneck (SR) - no								
Structure Bottleneck (ST) - no								
Sub - Totals								
Operational Expenses								
Grand Totals								
	Quarterly Budget Summary							
Quarterly Budget Requirement	PAF I	PAF II	PAF III	Donor	Donor	District Dev. Fund	Other	Total Budget Requirement Per Quarter
First Quarter - Works & Operational Expenses								
Total - First Quarter								
Second Quarter - Works & Operational Expenses								
Total - Second Quarter								
Third Quarter - Works & Operational Expenses								
Total - Third Quarter								
Fourth Quarter - Works & Operational Expenses								
Total - Fourth Quarter								
Grand Totals								100

Refer Notes 2. And 3. below

Notes: 1.Reference; Forms D1 and D2

2. Operational Expenses, up to a maximum of 25% of Annual Total Intervention Costs, shall provide for ADRICS/RAMPS, preparation Annual Work Plans, preparation Contract Doc's, including Tendering/Award of Contracts, Works Supervision, preparation of Quarterly Reports, and other activities as necessary to achieve all Planned Interventions
3. For Works undertaken/funded from sources other than PAF Grants (Donors, etc.), associated Operational Expenses shall be provided for in the Works Contracts under the appropriate P & G Items; refer District Road Manuals, Volume 2, Manuals A1, A2 and A3 and Manual B

Signed (DLGE)

Signed (CAO)

Date:

Annex 2
Standard Covering Letter Format

ANNEX 2

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
..... DISTRICT LOCAL GOVERNMENT
P.O. BOX, DISTRICT

Date:

The Permanent Secretary
 Ministry of Works, Housing and Communications
 P O Box 10
 Entebbe

ATTN: P.X.E. Eng Were Higenyi

Dear Sir,

**RE: Submission of Annual District Road Work Plan for District Road Works in
 District Planned for Implementation during Financial Year /**

Please find herewith the Annual District Road Work Plan (ADRWP) for district road works in
 district for financial year (FY) /

1. Introduction

The total length of districts roads in District is currently km, of which km are in Good condition,km in Fair condition,km in Poor condition and about km in Bad condition.

The ADRWP for this FY includes Routine Maintenance of km, Periodic Maintenance of km and Rehabilitation of km. This ADRWP also includes repairs to Bottlenecks onroad sections andindividual structures, the details of which are provided in the footnotes to Form D2 attached hereto.

The overall funding requirements including the planned quarterly disbursements for implementation of the above mentioned road works are detailed in Forms D1 and D3 attached hereto. The following Table provides a summary of the planned works and budget requirements included in the ADRWP for the forthcoming FY.

Planned Interventions	Funding Sources & Ceilings (LGBFP)					Annual Total Intervention Costs (Ush 000)	Average Cost per kilometre (Ush/km)
	PAF I	PAF II	PAF III	Donor	Other		
Routine Maint (RM) - km							
Periodic Maint (PM) - km							
Rehabilitation (RH) - km							
Road Bottlenecks (SR) - number							
Structure Bottlenecks (ST) - number							
Sub - Totals							
Operational Expenditures - max. 15%							
Grand Totals (Ush 000)							

2. Overview

2.1 The development objectives/priorities of District for this FY include the following;

2.2 Performance during the current FY

3. Attachments

The following Attachments form a part of and are included with this Annual District Road Work Plan -

- District Road Maps, two number detailing the road Inventory, and its current Condition
- Prioritised Lists for all interventions/activities including a) those roads in maintainable condition and requiring routine maintenance, b) those roads requiring periodic maintenance, c) those roads needing rehabilitation and d) details of bottlenecks including spot repairs on road sections and structures
- List of the most important Community Access Roads connecting to the district road network
- Expenditure Schedule detailing cost estimates of all planned interventions/activities - **Form D1**
- Works Implementation Schedule detailing when the planned interventions/activities are to be undertaken - **Form D2**
- Annual Road Works / Source of Funds Summary detailing the total expenditures planned for each of the interventions/activities, their sources of the funds and the schedule for their quarterly release - **Form D3**
- Estimate of Operational Expenses necessary to undertake planning, procurement, supervision and monitoring and reporting of all of the works - **Forms D4, D5, D6 and D7**

Yours sincerely,

Chief Administrative Officer
..... District Local Government

CC DLG Engineer, District
LCV Chairman, District
Sec. of Works, District
Chairperson of the District Public Accounts Committee, District
Chief Internal Auditor, District
RDC, District
Director Budget, MFPED, Kampala
Donor Representative (s) - in all cases where donor funds are provided

Annex 3

Worked Examples

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
..... DISTRICT LOCAL GOVERNMENT
P.O. BOX, DISTRICT

Date:

The Permanent Secretary
 Ministry of Works, Housing and Communications
 P O Box 10
 Entebbe

ATTN: P.X.E. Eng Were Higenyi

Dear Sir,

**RE: Submission of Annual District Road Work Plan for District Road Works inLira.....
 District Planned for Implementation during Financial Year /**

Please find herewith the Annual District Road Work Plan (ADRWP) for district road works inLira.....
 district for financial year (FY) /

1. Introduction

The total length of districts roads inLira..... District is currently 199.95 km, of which 97 km are in Good condition, 56 km in Fair condition, 27 km in Poor condition and about 20 km in Bad condition.

The ADRWP for this FY includes Routine Maintenance of 189.95 km, Periodic Maintenance of 21 km and Rehabilitation of 10 km. This ADRWP also includes repairs to Bottlenecks on two road sections and six individual structures, the details of which are provided in the footnotes to Form D2 attached hereto.

The overall funding requirements including the planned quarterly disbursements for implementation of the above mentioned road works are detailed in Forms D1 and D3 attached hereto. The following Table provides a summary of the planned works and budget requirements included in the ADRWP for the forthcoming FY.

Planned Interventions	Funding Sources & Ceilings (LGBFP)					Annual Total Intervention Costs (Ush 000)	Average Cost per kilometre (Ush/km)
	PAF I	PAF II	PAF III	Danida	USAID		
Routine Maint (RM) - 189.95 km	83,200	0	0	0	0	83,200	438,000/km
Periodic Maint (PM) - 21.00 km	0	140,000	0	0	43,750	183,750	8,750,000/km
Rehabilitation (RH) - 10.00 km	0	0	120,000	20,000	0	140,000	14,000,000/km
Road Bottlenecks (SR) - 2 number	0	0	0	0	11,000	11,000	
Structure Bottlenecks (ST) - 6 number	0	0	0	33,000	0	33,000	
Sub - Totals	83,200	140,000	120,000	53,000	54,750	450,950	
Operational Expenditures - about 11%	10,670	17,950	15,380	0	0	44,000	
Grand Totals (Ush 000)	93,870	157,950	135,380	53,000	54,750	494,950	

2. Overview

2.1 The development objectives/priorities ofLira..... for this FY include the following:

2.2 Performance during the current FY

3. Attachments

The following Attachments form a part of and are included with this Annual District Road Work Plan -

- District Road Maps, two number detailing the road Inventory, and its current Condition
- Prioritised Lists for all interventions/activities including a) those roads in maintainable condition and requiring routine maintenance, b) those roads requiring periodic maintenance, c) those roads needing rehabilitation and d) details of bottlenecks including spot repairs on road sections and structures
- List of the most important Community Access Roads connecting to the district road network
- Expenditure Schedule detailing cost estimates of all planned interventions/activities - **Form D1**
- Works Implementation Schedule detailing when the planned interventions/activities are to be undertaken - **Form D2**
- Annual Road Works / Source of Funds Summary detailing the total expenditures planned for each of the interventions/activities, their sources of the funds and the schedule for their quarterly release - **Form D3**
- Estimate of Operational Expenses necessary to undertake planning, procurement, supervision and monitoring and reporting of all of the works - **Forms D4, D5, D6 and D7**

Yours sincerely,

Chief Administrative Officer
..... District Local Government

CC DLG Engineer, District
LCV Chairman, District
Sec. of Works, District
Chairperson of the District Public Accounts Committee, District
Chief Internal Auditor, District
RDC, District
Director Budget, MFPED, Kampala
Donor Representative (s) - in all cases where donor funds are provided

ANNUAL DISTRICT ROAD WORK PLAN - EXPENDITURE SCHEDULE

Form D1

District:

FOR FY /

Ref: Volume 1, Manual D

Planned Intervention Descriptions and Costs (Ush 000)													Planned Monthly Expenditures (Ush 000)												Total Annual Budget (Ush 000)
District	Priority	Road Link	Total Road Length (km)	Road Section Length (km)	Routine Maint. (RM) Costs (e)	Periodic Maint. (PM) Costs (f)	Rehab. (RH) Costs (g)	Road Botnk (SR) Costs (h)	Struc. Botnk (ST) Costs (i)	July (j)	Aug (k)	Sep (l)	Oct (m)	Nov (n)	Dec (o)	Jan (p)	Feb (q)	Mar (r)	Apr (s)	May (t)	June (u)	Total Annual Budget (Ush 000) (v)			
1	2201	23.50	23.50	10.300	10,300		5,000	10,000		1,030	1,030	1,030	1,030	1,030	6,030	5,000	5,000	1,030	1,030	1,030	1,030	1,030	25,300		
1	2201	23.50	10.00			87,500								30,000	30,000	27,500							87,500		
2	2204	20.75	15.75	6,900			6,000	12,000		690	690	690	690	690	6,690	5,000	7,000	690	690	690	690	690	24,900		
2	2204	20.75	5.00				70,000									35,000							70,000		
3	2207	26.00	21.00	9,200				5,000		920	920	920	920	920	920		5,000	920	920	920	920	920	14,200		
3	2207	26.00	6.00			52,500											30,000	22,500					52,500		
3	2207	26.00	5.00				70,000											35,000	35,000				70,000		
4	2208	13.50	13.50	5,900						590	590	590	590	590	590	590		590	590	590	590	590	5,900		
4	2208	13.50	5.00			43,750														25,000	18,750		43,750		
5	2202	23.80	23.80	10,400				3,000		1,040	1,040	1,040	1,040	1,040	1,040	3,000		1,040	1,040	1,040	1,040	1,040	13,400		
6	2203	16.30	16.30	7,100						710	710	710	710	710	710	710		710	710	710	710	710	7,100		
7	2206	12.20	12.20	5,300				1,500		530	530	530	530	530	530	530	1,500	530	530	530	530	530	6,800		
8	2205	13.00	13.00	5,800						580	580	580	580	580	580	580		580	580	580	580	580	5,800		
9	2211	21.70	21.70	9,500						950	950	950	950	950	950	950		950	950	950	950	950	9,500		
10	2209	16.90	16.90	7,400				1,500		740	740	740	740	740	740	740	1,500	740	740	740	740	740	8,900		
11	2210	12.30	12.30	5,400						540	540	540	540	540	540	540		540	540	540	540	540	5,400		
Total Intervention Costs										83,200	183,750	140,000	11,000	33,000											
Total Monthly Expenditures for Works Implementation										8,320	8,320	8,320	8,320	8,320	38,320	49,320	75,500	85,000	65,820	43,320	33,320	27,070	450,950		
Total Monthly Operational Expenditures - ref: Volume 1, Manual D, Forms D4 to D7										4,000	4,000	3,000	3,000	4,000	4,000	4,000	4,000	3,000	4,000	3,000	4,000	4,000	44,000		
Total Planned Monthly Expenditure (Ush 000)										12,320	12,320	11,320	11,320	42,320	53,320	79,500	88,000	69,820	46,320	37,320	31,070	494,950			
Total District Fiscal Year Expenditure by Quarter (Ush 000)										35,960	106,960	237,320	114,710	494,950											

Notes: 1. Columns (a) to (i) from RAMPS, Columns (j) to (u) details planned monthly expenditures according to attached Works Implementation Schedules; Form D2
 2. Refer attached District Maps for detailed locations of all works including Bottlenecks (Boink) for roads (SR) and structures (ST); Columns (h) and (i)
 3. Routine Maintenance (RM) will not be undertaken during the dry season; January/February; Columns (p) and (q)

Signed (DLGE)

Signed (CAO)

Date:

ANNUAL DISTRICT ROAD WORK PLAN - IMPLEMENTATION SCHEDULE

Form D2

District:

FOR FY /

Ref: Volume 1, Manual D

Planned Intervention Descriptions and Activities										Planned Monthly Works Implementation Schedule														
District	Priority	Road Link	Total Road Length (km)	Road Section Length (km)	Routine Maint. (RM) (km)	Periodic Maint. (PM) (km)	Rehab. (RH) (km)	Road Botnk (SR) (h)	Struc. Botnk (ST) (i)	Map Location Ref's for SR / ST (j)	July (k)	Aug (l)	Sep (m)	Oct (n)	Nov (o)	Dec (p)	Jan (q)	Feb (r)	Mar (s)	Apr (t)	May (u)	June (v)		
1	2201		23.50	23.50	23.50			A	B	A, B						A	B	B						
1	2201		23.50	10.00		10.00									3km	4km	3km							
2	2204		20.75	15.75	15.75			C	D	C, D						C	D	D						
2	2204		20.75	5.00		5.00											2km	3km						
3	2207		26.00	21.00	21.00				E	E								E						
3	2207		26.00	6.00		6.00												3km	3km					
3	2207		26.00	5.00		5.00												2km	3km					
4	2208		13.50	13.50	13.50																			
4	2208		13.50	5.00		5.00															3km		2km	
5	2202		23.80	23.80	23.80				F	F							F							
6	2203		16.30	16.30	16.30																			
7	2206		12.20	12.20	12.20				G	G								G						
8	2205		13.00	13.00	13.00																			
9	2211		21.70	21.70	21.70				H	H														
10	2209		16.90	16.90	16.90																			
11	2210		12.30	12.30	12.30																			
Totals			199.95		189.95	21.00	10.00																	
										Total Works Planned	0.00	0.00	0.00	0.00	0.00	3.00	4.00	3.00	3.00	3.00	0.00	3.00	2.00	
										Total Works Planned	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	3.00	2.00	3.00	0.00	0.00	
										Per Quarter	10,080	0.00	0.00	10,260	7.00	0.00	3,600	9.00	10,250	5.00	3.00	7.00	3.00	
										Annual Totals	34,190	21.00	10.00											

- Notes:**
- Columns (a) to (g) are the same as for Form D1. Columns (h) to (j) indicate locations on District Maps of planned Bottleneck Interventions. Columns (k) to (v) detail the planned Monthly Works Implementation Schedule
 - Details of SR and ST Works follow: A - 250lm embankment fill, B - culvert replacement, C - 550lm embankment fill, D - construction new bridge, E - construction new culverts, F, G and H - repairs to existing culverts
 - In the Planned Monthly Works Implementation Schedule, columns July to June, and the Annual Totals box, the Units of RM shall be Worker-days / km / year
 - Routine Maintenance (RM) will not be undertaken during the dry season; January/February; Columns (q) and (r)

Signed (DLGE) _____ Signed (Sec. Works) _____ Signed (CAO) _____ Date: _____

ANNUAL DISTRICT ROAD WORK PLAN - BUDGET SUMMARY

Road Works / Source of Funds & Budget Summary (Ush 000) for FY /

District:

Reference: Volume 1, Manual D

	Planned Sources of Funding							Annual Total Intervention Costs
	PAF I	PAF II	PAF III	Donor (Danida)	Donor (USAID)	District Dev. Fund	Other	
Planned Interventions (refer Forms D1 and D2)								
Routine Maint (RM) - 189.95 km	83,200	0	0	0	0	0	0	83,200
Periodic Maint (PM) - 21.00 km	0	140,000	0	0	43,750	0	0	183,750
Rehabilitation (RH) - 10.00 km	0	0	120,000	20,000	0	0	0	140,000
Road Bottleneck (SR) - 2 no	0	0	0	0	11,000	0	0	11,000
Structure Bottleneck (ST) - 6 no	0	0	0	33,000	0	0	0	33,000
Sub - Totals	83,200	140,000	120,000	53,000	54,750	0	0	450,950
Operational Expenses	10,670	17,950	15,380	0	0	0	0	44,000
Grand Totals	93,870	157,950	135,380	53,000	54,750	0	0	494,950

Refer Notes 2, And 3, below

Quarterly Budget Summary

Quarterly Budget Requirement								Total Budget Requirement Per Quarter	Cumulative Quarterly Total (Ush 000)	Cumulative Quarterly Percentage
	PAF I	PAF II	PAF III	Donor	Donor	District Dev. Fund	Other			
First Quarter - Works	24,960	0	0	0	0	0	0	24,960		
& Operational Expenses	2,668	4,488	3,845	0	0	0	0	11,000		
Total - First Quarter	27,628	4,488	3,845	0	0	0	0	35,960	35,960	7
Second Quarter - Works	24,960	60,000	0	0	11,000	0	0	95,960		
& Operational Expenses	2,668	4,488	3,845	0	0	0	0	11,000		
Total - Second Quarter	27,628	64,488	3,845	0	11,000	0	0	106,960	142,920	29
Third Quarter - Works	8,320	80,000	105,000	33,000	0	0	0	226,320		
& Operational Expenses	2,668	4,488	3,845	0	0	0	0	11,000		
Total - Third Quarter	10,988	84,488	108,845	33,000	0	0	0	237,320	380,240	77
Fourth Quarter - Works	24,960	0	15,000	20,000	43,750	0	0	103,710		
& Operational Expenses	2,668	4,488	3,845	0	0	0	0	11,000		
Total - Fourth Quarter	27,628	4,488	18,845	20,000	43,750	0	0	114,710	494,950	100
Grand Totals	93,870	157,950	135,380	53,000	54,750	0	0	494,950		

Notes: 1. Reference; Forms D1 and D2

2. Operational Expenses, up to a maximum of 15% of Annual Total Intervention Costs, shall provide for ADRICS/RAMPS, preparation Annual Work Plans, preparation Contract Doc's, including Tendering/Award of Contracts, Works Supervision, preparation of Quarterly Reports, and other activities as necessary to achieve all Planned Interventions
3. For Works undertaken/funded from sources other than PAF Grants (Donors, etc.), associated Operational Expenses shall be provided for in the Works Contracts under the appropriate P & G Item; refer District Road Manuals, Volume 2, Manuals A1, A2 and A3 and Manuals B1, B2 and B3

Signed (DLGE)

Signed (CAO)

Date:

Annex 4
Estimates of Support/Operational Expenditures

**ANNUAL DISTRICT ROAD WORK PLAN - GENERAL ADMINISTRATIVE EXPENSES
FOR FY/.....**

District:

Ref: Manual D, Volume 1

Item	Qty	Unit Price (Ush)	Total Cost (Ush 000)	Planned Monthly Expenditures (Ush 000)														
				July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June			

Note: 1. General Admin. Expenses provide for the supervision of district road works including; fuel for supervision transport, minor repairs and servicing of supervision transport, accommodation and allowances for supervision staff, maintenance and repairs of office equipment including computers/printers/photocopiers/etc..

2. Where the DLGE incurs expenses associated with maintenance and payments for utilities of the office, these expenses shall also be taken into account herein

Signed: (DLGE)

Signed: (Sec. of Works)

Signed: (CAO)

Date:

**ANNUAL DISTRICT ROAD WORK PLAN - TOTAL UNDISTRIBUTED EXPENSES
FOR FY/...../.....**

District:

Ref: Manual D, Volume 1

Line	Reference	Expenditure Item	Total Cost (Ush 000)	Planned Monthly Expenditures (Ush 000)													
				July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		
1	Form D4	Office Supplies															
2	Form D5	Major Schedule Procurement															
3	Form D6	General Admin. Expenses															
4																	
5																	
Total Undistributed Expenses																	

Note: 1. Lines 4 and 5 are provided for other funding requests as may be permitted under revisions as may be made from time to time by the MFPEd to the PAF General Guidelines and following advise/approval of MoWHC

Signed:

(DLGE)

Signed:

(Sec. of Works)

Signed:

(CAO)

Date:

Annex 5
List of References

References:

- I PAF General Guidelines for the Planning and Operation of Conditional Grants, MFPEC, May 2001
- II Sector Specific Guidelines for the Planning and Operation of District Road Maintenance & rehabilitation Programmes, MoWHC, November, 2001

