

## MONTHLY LETTER STATUS REPORT INSTRUCTIONS

In accordance with Management Directive 11.7, NRC Procedures for Placement and Monitoring of Work with the U.S. Department of Energy, the DOE Laboratory must submit an electronic Monthly Letter Status Report (MLSR) by the 20<sup>th</sup> day of each month to the Contracting Officer's Representative (COR), the Contracting Officer (CO), and [ContractsPOT.Resource@nrc.gov](mailto:ContractsPOT.Resource@nrc.gov). If the project is a task ordering agreement, a separate MLSR and a summary project MSLR must be submitted for each task order. A task order MLSR is required even if work was not performed during the reporting period. When NRC determines that work under a task order was completed and that the final costs are acceptable, the task order may be omitted from the MLSR.

The MLSR must include the agreement number; the task order number, if applicable; the job code number; the title of the project; project period of performance; the task order period of performance, if applicable; the COR's name, telephone number, and e-mail address; the full name and address of the DOE Laboratory; the principal investigator's name, telephone number and e-mail address; and the reporting period. In addition, the MLSR must include the following information:

### FINANCIAL STATUS SECTION

#### A. Overall Funding

Provide the following:

Total Ceiling Amount: \$

Total Amount of Funds Obligated to Date: \$

Total Amount of Funds Expended to Date: \$

Percentage of Funds Expended to Date: %

Balance of Obligated Funds Remaining: \$

Total Estimated Encumbered Costs: \$

Balance Available Less Encumbered Costs: \$

Encumbered costs are committed costs (also known as commitments) against a specific purpose. Costs are considered encumbered, or set aside, when funds are reserved for payment once the materials are received or services are rendered.

#### B. DOE Laboratory Acquired Property

Report all property with an acquisition cost of \$5,000 or more, including Information Technology (IT) hardware and software, acquired for the project during the month. Report all sensitive property regardless of cost. The following information is required on each reported property: item; the property description; the manufacturer, model number, and serial number, if applicable; the acquisition cost; the date received; and the DOE or DOE Laboratory property identification number, when appropriate. If property was not acquired during the reporting month, include a negative statement to that effect in the MLSR.

The final MLSR must include a closeout property report certifying that property acquired under the NRC project with an acquisition cost of greater than \$5,000, including IT hardware and software, and sensitive property regardless of cost, is included in the DOE official property records and that the list is complete. For each item listed, the report must contain the item description; manufacturer, the model number, the serial number, if applicable; the acquisition or development cost; the date received, and the DOE or DOE Laboratory property identification number, when appropriate. The closeout property report must identify any ongoing or contemplated NRC projects on which the property could be utilized. The report must identify if property was not acquired under the project, include a negative statement property if requiring special handling based on security, health, safety, or other reasons as to that affect.

### **C. NRC-Funded Software Developed**

Report NRC funded software with a useful life of 2 years or more and a development cost of greater than \$5,000. Provide the following information on each NRC funded software: the software name and function; the development cost; the computer language used; the operation system; the physical location of the software and/or the hardware system; the date the software development was completed; and the scheduled replacement date or projected useful life. If the useful like is not readily apparent, the useful life is considered to be 5 years from the day the software was considered operational.

## **TECHNICAL STATUS SECTION**

### **A. Deliverables/Milestones Schedule**

Provide the following information for each deliverable/milestone identified in the SOW: the associated task; the description; the planned completion date; the revised completion date if applicable; and, the actual completion date. The deliverables/milestones schedule must be revised as necessary. Any variance in schedule must be identified and discussed in detail. Discussion must include the cause for the variance, together with any proposed solution to bring the dates within the original planned dates.

### **B. Progress During Reporting Period**

Provide a clear and concise discussion of the work performed during the reporting period. At a minimum, these discussions must include sufficient detail to support the costs reported for the reporting period. A summary of significant meetings and conference calls may be included. In addition, the current status of each task must be identified. **Progress reported as "worked on all tasks" is not acceptable.**

### **C. Travel**

Travel taken during the reporting period must be fully described and must include, at a minimum, the purpose of the travel, whether prior NRC authorization was required and obtained, the names of all travelers, the beginning and ending dates of the travel, and the destination point.

### **D. Description of Estimated Encumbered Costs** **INSERT LANGUAGE HERE**

## E. Anticipated and Encountered Problem Areas

Problems encountered during the reporting period and anticipated in subsequent period(s) must be identified. Discussion of problems encountered during the reporting period must include the actual solution. If the solution was not implemented during the reporting period, a detailed discussion of the proposed solution must be included. The status of the problem must be updated in subsequent MLSRs until problem resolution is achieved and reported. Clearly identify the person(s) and/or organization(s) with responsibility to address the problem. If NRC is required to take action to resolve a problem or concern, the COR should be notified separately.

A discussion of the impact on the projected cost and schedule of the project or task order must be included. If the projected actual cost is expected to be greater than or less than the planned cost and/or if the schedule is projected to be longer than or less than the planned schedule, an in depth rationale for the difference(s) must be provided. Actions to mitigate schedule delays and/or cost increases must be thoroughly described.

Problems or circumstances requiring a modification to the level of effort, estimated cost, scope of work, or travel requirements must also be discussed in the MLSR. The COR should be notified separately if a modification is needed. **Such notification must not be delayed until issuance of the MLSR.**

## F. Plans for the Next Reporting Period

Provide a concise discussion of work to be performed and a description of anticipated travel during the next reporting period. Describe milestones anticipated to be completed in the next reporting period.

### **License Fee Recovery Cost Status (Applicable to Fee-Recoverable work only)**

Pursuant to the provisions on fees of Title 10 of the *Code of Federal Regulations* Parts 170 and 171, provide the total amount of fee recoverable costs incurred during the reporting period and fiscal year to date for each project or task order. The License Fee Recovery Cost Status (LFRCS) must be on a separate page as part of the MLSR for the agreement, and must be in the format provided in the MLSR template under the LFRCS Section. If fee recoverable costs were not incurred during the reporting period. The DOE Laboratory must indicate if fee recoverable costs should not be rounded to the nearest dollar.

Facilities must be sorted by docket number. Unit numbers, for example, Beaver Valley 2, must be identified for each facility included in the LFRCS table. For projects or task orders that involve more than one unit, each unit must be listed separately and the costs must be split appropriately between the units. Common costs, as defined below, must be identified separately in the LFRCS table and must be divided among all facilities where work was performed during the reporting period. The total of the period costs reported in the LFRCS table must equal the total of the period costs reported in the Financial Status section of the MLSR. In the event the LFRCS and Financial Status section totals are not equal, an explanation for the variance must be provided.

"Common costs" are costs associated with the performance of an overall program that benefit all similar licensees covered under that program or that are required to satisfactorily carry out the program. Common costs include costs associated with the following: preparatory or startup efforts to interpret and reach agreement on methodology, approach, acceptance criteria, regulatory position, or technical reporting requirements; efforts associated with the lead-plant concept that might be involved during the first one or two plant reviews; meetings and discussions involving the above efforts to provide orientation, background knowledge, or guidance during the course of a program; any technical effort applied to a category of plants; and project management. Common costs, at a minimum, must be reported quarterly in the MLSR. The common costs for the quarter must be apportioned in proportion to the costs incurred during the quarter for each of the plants for which work was performed. DOE laboratories that are able to report common costs on a monthly basis must do so.

## **SPENDING PLAN UPDATE**

The initial DOE Laboratory Project Spending Plan must be included in the initial MLSR. Thereafter, the spending plan must be updated on the MLSR Spending Plan Update Template in Excel, and submitted with the MLSR. Spending plan updates cover two fiscal years (current fiscal year and following fiscal year). Discussion must include significant spending plan variances, the cause for the variance, and proposed solutions to bring the cost within planned amounts. Definitions of spending plan are provided below:

Planned – Spending plan agreed to by the parties in Part 3, Spending Plan, of the DOE Laboratory Project and Cost Proposal for NRC Work.

Revised – Updated spending plan revised by the DOE Laboratory. Spending plan must be updated as necessary.

Actual – Total costs expended by the DOE Laboratory as reported in the MLSR.

Variance – Percentage difference between planned, or revised if applicable, and actual.