**Proposition 1 Round 2 Implementation Grant Program**

**Grantee Name:** Los Angeles County Flood Control District

**Grant Agreement No.:** 4600015405

**Progress Report No.:** XX

**Reporting Period:** Quarter # – XX to XX

**Prepared:** [Insert Date]

**Project 13:** Whitsett Fields Park North Stormwater Capture Project

Implementing Agency: Los Angeles Department of Water and Power

## Completion Checklist Completed? N/A

Narrative Description

Appendix A – Status of Required Deliverables

Appendix B – Project Photographs

Appendix C – Invoice Projections

# Narrative Description(s)

**1. Project Description**

The project will install a diversion structure, a storm drainpipe alignment, a hydrodynamic separator, and a subsurface infiltration gallery to divert stormwater and urban runoff from a 78” storm drain at Raymer Street into an underground infiltration gallery at Whitsett Fields Park (Park), a 30‐acre park located in North Hollywood. Urban and stormwater runoff from an approximately 303-acre drainage area will be infiltrated to replenish the San Fernando Groundwater Basin (Basin), a source of local water supply for the region. The project will provide a primary water supply benefit of approximately 185 AFY.

**2. Project Progress**

**Budget Category (a): Project Administration**

**Task 1: Project Management**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

**Task 2: Reporting**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

**Budget Category (b): Land Purchase/Easements**

**Task 3: Land Purchase/Easement**

* + N/A

**Budget Category (c): Planning/Design/Engineering/Environmental Documentation**

**Task 4: Feasibility Studies**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

**Task 5: CEQA Documentation**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

**Task 6: Permitting**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

**Task 7: Design**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

**Task 8: Project Monitoring Plan**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

**Budget Category (d): Construction/Implementation**

**Task 9: Contract Services**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

**Task 10: Construction Administration**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

**Task 11: Construction**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

### **3. Major activities for next reporting period:**

I*nsert general statement of what work is expected to be completed during the next invoice period. List only those activities that are important, serious, and significant to the completion of the Grant Agreement.*

1. **Project Cost Update**

|  |  |
| --- | --- |
| ESTIMATED TOTAL PROJECT COST INCURRED **THIS REPORTING PERIOD:** | $ XXX,XXX |
| ESTIMATED TOTAL PROJECT COST INCURRED **TO DATE**: | $ XXX,XXX |

\*Including grant funds + other cost.

1. **Other Major Issues**

* Report by budget category **and** task number (if applicable).
* Discuss any major issues or legal matters concerning the grant agreement or project(s).
* Report any major issues that will result in a deviation from the Grant Agreement, including any amendments that are currently in progress or anticipated.
* Report “None” if there is nothing to report

**Appendix A**

**Status of Required Deliverables**

*This section should not change except for the Percent of Work Complete and Date Deliverable(s) Submitted.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Project 13: Whitsett Fields Park North Stormwater Capture Project** | | | |
| Task | Deliverable | Percent of Work Complete | Date Deliverable(s) Submitted |
| **Budget Category (a): Project Administration** | | | |
| (a) 1 | Invoices and associated backup documentation |  |  |
| (a) 2 | Quarterly Project Progress Reports |  |  |
| (a) 2 | Project Completion Report |  |  |
| (a) 2 | Documentation (e.g., photo) of “Acknowledgment of Credit & Signage” per Standard Condition D.2 |  |  |
| **Budget Category (b): Land Purchase/Easement** | | | |
| (b) 3 | N/A - No land purchase or easement acquisition is required for this project. |  |  |
| **Budget Category (c): Planning/Design/Engineering/ Environmental Documentation** | | | |
| (c) 4 | 2018 Whitsett Fields Park North Stormwater Capture Study |  |  |
| (c) 5 | All completed CEQA documents as required |  |  |
| (c) 5 | Legal Challenges Letter |  |  |
| (c) 6 | Permits as required |  |  |
| (c) 7 | 100% Design Plans and Specifications |  |  |
| (c) 8 | Project Monitoring Plan |  |  |
| **Budget Category (d): Construction/Implementation** | | | |
| (d) 9 | Bid Documents |  |  |
| (d) 9 | Proof of Advertisement |  |  |
| (d) 9 | Award of Contract |  |  |
| (d) 9 | Notice to Proceed |  |  |
| (d) 10 | DWR Certificate of Project Completion |  |  |
| (d) 10 | Record Drawings |  |  |
| (d) 11 | Photographic Documentation of Progress |  |  |

**Appendix B**

**Photographic Documentation (as required)**

*Include descriptive captions for each photo, if needed. If not needed, leave blank.*

**Appendix C**

**Invoice Projections**

**Invoice Projections for the next two Quarters (six months):**

**Example:** For January 1, 2025 to March 31, 2025 Reporting Period, the months added would be *April* through *September 2025*. Dollar amounts do not need to be exact dollar amounts. Make sure TOTAL amount is correct.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Add Months ⇓** | | | | | | |
| **Months →** | **Apr** | **May** | **June** | **July** | **Aug** | **Sept** | **TOTAL** |
| Project 0 | $ 45,000 | $ 30,000 | $ 35,000 | $ 20,000 | $ 10,000 | $ 40,000 | **$ 180,000** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Months →** |  |  |  |  |  |  | **TOTAL** |
| **Project 1** | **$** | **$** | **$** | **$** | **$** | **$** | **$** |