**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 9:** Harbor South Bay Water Recycling Project

Implementing Agency: West Basin Municipal Water District

## 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 extend a combined total of approximately 6,700 linear feet of new recycled water pipelines for landscape irrigation at public parks and schools located within the cities of Carson and Gardena. The laterals will be constructed within public right of way and will serve the following locations: Peary Middle School, Mas Fukai Park, Curtiss Middle School, and Mills Memorial Park. Use of recycled water for irrigation purposes will bring needed sustainable water supplies to these communities by reducing reliance on imported drinking water by nearly 60 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 9: Harbor South Bay Water Recycling 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 | Feasibility Studies – N/A |  |  |
| (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** | **$** | **$** | **$** | **$** | **$** | **$** | **$** |