

# PROPOSITION 1 ROUND 2

QUARTERLY PROGRESS REPORT &  
INVOICE

# PROPOSITION 1 ROUND 2

## QUARTERLY PROGRESS REPORT & INVOICE INSTRUCTIONS MANUAL

Review the Quarterly Progress Report & Invoice Instructions Manual thoroughly prior to the preparation and submission of the Quarterly Progress Report and Invoice. The forms and format requirements are required by DWR. The timely submission of a complete and correct Quarterly Report and Invoice is important in obtaining DWR’s approval and grant reimbursements.

**Important Notice:** A late quarterly Progress Report and Invoice submission by any project may significantly delay the submission, approval, and reimbursement process for all projects. Progress Reports and Invoices are not submitted individually by project. All project Progress Reports are organized in numerical order by project number and submitted as one comprehensive Progress Report. The remaining required documents are organized in numerical order by project number and submitted as the supporting documentation to the Master Invoice, which is a single invoice prepared and signed by the Los Angeles County Flood Control District (LACFCD), as the Grantee. The Master Invoice summarizes the total expenses by Budget Category per individual project and the total expenses for all projects.

## DUE DATES

All quarterly progress report documents, invoices, and deliverables will be submitted to LACFCD by the corresponding due dates via SharePoint. LACFCD will review all the documentation and provide the initial feedback and request revisions, as needed. The Quarterly Progress Report (including Deliverables) and Invoice for all funded projects will be finalized and submitted by LACFCD to DWR by the final submission due date.

QUARTER (Q)	REPORTING (Invoicing) PERIOD		Initial Submission (by LPS)	Revised Submission (by LPS)	Final Submission (by LACFCD)
	FROM	TO	DUE DATE	DUE DATE	DUE DATE
1*	January 1, 2015	March 31, 2024	June 15, 2024	June 15 – 30, 2024	June 30, 2024
2*	January 1, 2015	June 30, 2024	July 31, 2024	August 1 – 31, 2024	September 1, 2024
3	July 1, 2024	September 30, 2024	October 31, 2024	November 1 – 30, 2024	December 1, 2024
4	October 1, 2024	December 31, 2024	January 31, 2025	February 1 – 28, 2025	March 1, 2025
5	January 1, 2025	March 31, 2025	April 30, 2025	May 1 – May 31, 2025	June 1, 2025
6	April 1, 2025	June 30, 2025	July 31, 2025	August 1 – 31, 2025	September 1, 2025
7	July 1, 2025	September 30, 2025	October 31, 2025	November 1 – 30, 2025	December 1, 2025
8	October 1, 2025	December 31, 2025	January 31, 2026	February 1 – 28, 2026	March 1, 2026
9	January 1, 2026	March 31, 2026	April 30, 2026	May 1 – May 31, 2026	June 1, 2026
10	April 1, 2026	June 30, 2026	July 31, 2026	August 1 – 31, 2026	September 1, 2026
11	July 1, 2026	September 30, 2026	October 31, 2026	November 1 – 30, 2026	December 1, 2026
12	October 1, 2026	December 31, 2026	January 31, 2027	February 1 – 28, 2027	March 1, 2027
13	January 1, 2027	March 31, 2027	April 30, 2027	May 1 – May 31, 2027	June 1, 2027
14	April 1, 2027	June 30, 2027	July 31, 2027	August 1 – 31, 2027	September 1, 2027
15	July 1, 2027	September 30, 2027	October 31, 2027	November 1 – 30, 2027	December 1, 2027

\* First report will only require Quarterly Progress Report; 2<sup>nd</sup> will require Quarterly Progress and Invoices which will include eligible cost share expenses.



## STEPS

# GET STARTED

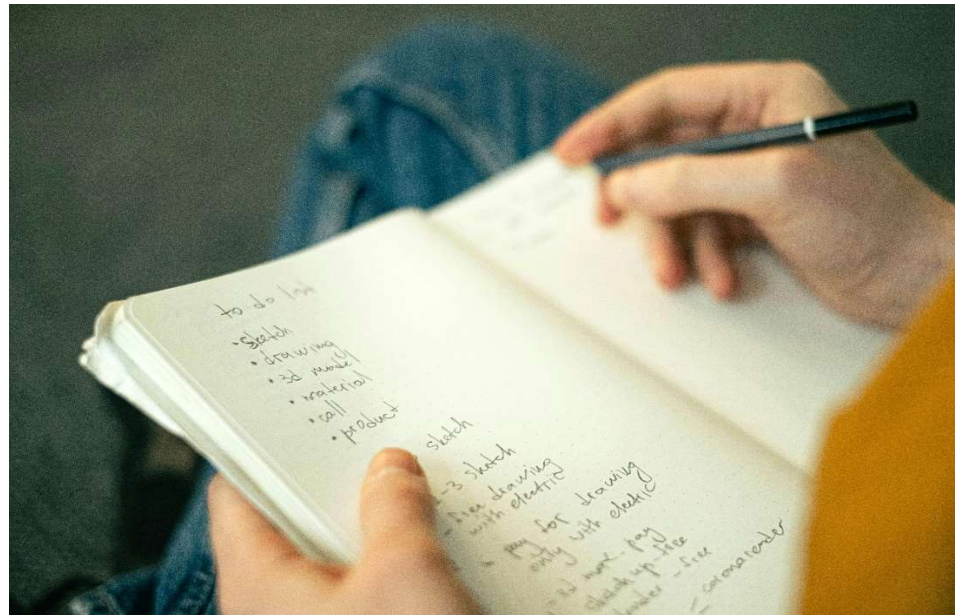
The following five (5) steps will help you access, prepare, and submit the required documentation for each quarterly Progress Report and Invoice in accordance the Proposition 1 Round 2 Grant Agreement report and invoice requirements.

## STEPS 1 & 2

Steps 1 and 2 need to be completed before the preparation of the first Progress Report and Invoice and thereafter, when there's a change in the project representative responsible for submitting the Progress Report and Invoice documents.

## STEPS 3 & 5

Steps 3 through 5 provide information on the website where documents will be uploaded via SharePoint and access to forms needed for the preparation of the Quarterly Progress Report and Invoice.





1

## SHAREPOINT



2

## CONTACT INFORMATION



3

## WEBSITE

# STEPS

### STEP 1 – SETUP MS ACCOUNT TO USE **SHAREPOINT**

- | To access the SharePoint folders where the Quarterly Progress Report and Invoice documents will be uploaded, the designated SharePoint project staff will need to have a Microsoft Live Account.
- | To setup MS Account, print the **Microsoft Live Account Creation Tutorial** and follow the instructions to create a new account.
- | Make sure to use your work e-mail to facilitate the verification and association to the funded project.
- | Repeat this step when a new representative without a Microsoft Live Account is designated as the person responsible for submitting the quarterly Progress Report and Invoice.

### STEP 2 – PROVIDE **CONTACT INFORMATION**

- | Once the Microsoft Live Account setup process has been completed, send the contact information (full name, title, telephone number, & e-mail used for the new account via e-mail) to the designated Grants Manager.
- | The contact information will be given to County’s IT to grant designee access to SharePoint.
- | Repeat this step when a new representative has been assigned to submit the Quarterly Progress Report and Invoice.
- | The authorized representative identified under Notification in the MOU will need to send the e-mail notification to the assigned LACFCD representative to officially request the SharePoint change.

### STEP 3 – ACCESS **WEBSITE**

- | The County’s IT staff will send you an e-mail invite that grants the access to SharePoint.
- | Once you receive the email, verify your access to the SharePoint folder.
- | To access the SharePoint folder, go to the LA Water Plan Grants website: <https://pw.lacounty.gov/wmd/irwmp/Prop1Round2.aspx>.
- | Click on the Project Name hyperlink to find the project related folders.
- | Once you are ready to submit the Quarterly Progress Report & Invoice, you will access the same Project Name hyperlink and click on the Report & Invoice Submissions hyperlink to upload the documents onto the SharePoint folder for the corresponding quarter/reporting period.



## FORMS



## PREPARATION

### STEP 4 – DOWNLOAD **FORMS**

| To begin the preparation of the Quarterly Progress Report and Invoice, download documents from SharePoint FORMS folder. Some of the forms may include additional instructions added as Comments. Scroll over the cells to view the additional instructions.

| The SharePoint FORMS folder includes the following forms:

- Cover Letter & Personnel Billing Rates (Template)
- Quarterly Progress Report (DWR Form)
- Backup Documentation Summary (DWR Form)
- Personnel Hours Summary (DWR Form)

| The Cover Letter needs to include the information found in the Template, including the certification statement. Project and organization information may need to be added.

| Each form includes the information required by DWR. Any modifications to the information may deem the submission of the Quarterly Progress Report and Invoice as incomplete and may require resubmission on the correct form.

### STEP 5 – **PREPARATION** OF QUARTERLY PROGRESS REPORT AND INVOICE DOCUMENTATION

| The submitted quarterly Progress Report & Invoice will include the following documentation in the required format below:

- Cover Letter & Personnel Billing Rates – PDF (Portrait - Letter size)
- Quarterly Progress Report (DWR Form) – PDF & Word (Portrait – Letter size)
- Backup Documentation Summary (DWR Form) – PDF & Excel (Landscape – Letter size)
- Personnel Hours Summary (DWR Form) – PDF & Excel (Portrait - Letter size)
- Backup Documentation (Invoices) – PDF (Use same orientation as original invoice; arrange in chronological order by Budget Category & then by Invoice Date)
- Deliverables – PDF (Use same orientation as original deliverable)

| Prepare each of the required documents based on the instructions provided.

| Do not modify the DWR Forms.



## COVER LETTER



## PERSONNEL BILLING RATES



## PERSONNEL HOURS SUMMARY

# PREPARATION

Each required document must be completed per the instructions below. If you have any questions, make sure to contact the designed Grants Manager in a timely manner. Adhering to the submission deadlines by all projects is important for the review and approval of the Quarterly Progress Report and Invoice.

### | COVER LETTER

Copy the Template unto the letterhead to prepare the cover letter.

Make sure to alter the template information to include the correct organization and project specific information.

The Quarter and Reporting Period information can be found in the DUE DATES table on Page 2.

The Cover Letter needs to include the certification statement provided in the Template and must be signed by a verifiable authorized signatory for the organization.

### | PERSONNEL BILLING RATES

DWR requires the inclusion of the Personnel Billing Rates information as part of the **first** Quarterly Progress Report and Invoice. However, due to the Due Date schedule, the Personnel Billing Rates information will not be required until the **second** Quarterly Progress Report and Invoice. The first Quarterly Progress Report will not require the submission of the invoices.

Thereafter, the Personnel Billing Rates information will be required when there is a change to the Labor Rates provided with the first report. When required, add the Personnel Billing Rates table as part of the Cover Letter.

#### Completing the Personnel Billing Table:

- *Employee Name* – Provide the Employee Name as it appears in the personnel file and payroll records.
- *Classification* – Provide the job Classification as it appears in the Employee’s personnel file and the payroll records.
- *Effective Dates* – Provide the Effective Dates (date range) for the Employee’s Labor Rate.
- *Labor Rate* – Provide the Labor Rate paid to the Employee during the Effective Dates period. If multiple Labor Rates were given to the same Employee, include multiple entries for the Employee to provide the different Labor Rates paid during the Effective Dates period.

### | PERSONNEL HOURS SUMMARY

The Personnel Hours Summary is required when the Quarterly Progress Report and Invoice includes personnel costs for the local project sponsor under any of the budget categories.



Complete the Personnel Hours Summary table for the applicable Budget Category(ies) that includes personnel costs as part of the invoice.

#### Completing the Personnel Hours Summary

- *Date* - Add the last date of the reporting period. Example: If the reporting period is January 1, 2024 to March 31, 2024, March 31, 2024 will be the Date added.
- *Work Performed* – Add the start and end date of the reporting period. Using the example above, *January 1, 2024 to March 31, 2024* would be added.
- *Employee Name* – Provide the Employee Name as it appears in the personnel file and payroll system.
- *Classification* – Provide the job Classification as it appears in the Employee’s personnel file and the payroll system.
- *Description* – Provide a brief Description of the work completed by the Employee. The work needs to be consistent with the work included in Exhibit A – Work Plan Task and Budget Category.
- *Hours* – Provide the number of Hours worked by the Employee during the Work Performed period.
- *Hourly Rate* – Provide the Hourly Rate paid to the Employee. If the Employee received an increase during the Work Performed period, add multiple entries for the Employee to provide the different Hourly Rates and Totals paid.
- *Total* – Add the Total based on the Hours worked multiplied by the Hourly Rate paid to the Employee. If the multiplication of the Hours and Hourly Rate does not equal the exact Total amount, include reason for the variance.
- *Total* – Add the Total for all Employee Totals.



## QUARTERLY PROGRESS REPORT



## QUARTERLY PROGRESS REPORT – APPENDICES

### QUARTERLY PROGRESS REPORT

The Quarterly Progress Report is prepared using the required DWR form. Complete the information for the Completion Checklist and for the Narrative Description(s) numbers 1 through 5. Both sections need to be fully completed.

#### Completing the Completion Checklist:

- Place a checkmark on the Narrative Description box and for all applicable Appendices included as part of the Progress Report. Scroll over and click on box to add  mark.

#### Completing the Narrative Description(s):

##### 1. *Project Description*

- The Project Description should not be altered unless it has been amended via a formal Grant Agreement Amendment which has been fully executed. Any unauthorized change to the description will be considered invalid. Project Description should be same as the project description included in Grant Agreement Exhibit A – Work Plan.

##### 2. *Project Progress*

Each Budget Category and corresponding Tasks outlined in Exhibit A – Work Plan are included under the Project Progress section. Provide all the required information for each Task.

#### *Estimated Percent of Work Complete **XX%***

- Delete the highlight “**XX**” and add the percent completion for the corresponding Task. If 100% is added, the listed deliverable for the Task must be included as part of the Progress Report.
- The estimated percentage calculation method is determined by each LPS. Once determined, the same percentage calculation method should be applied for the calculation of the percentage included in each subsequent quarterly progress.
- To deem a project complete, each Task will need to be reported at 100% and the corresponding deliverables submitted and approved by DWR. The submission of a quarterly progress report will be required until all Tasks are 100% complete.

#### ***Updates of All Tasks (activities accomplished during the reporting period).***

- Delete the highlighted sentence and replace it with the update for the Task work completed during the reporting period. The statement should be brief and concise to provide an update for the Task.

#### *Milestones or Deliverables Completed/Submitted:*

- Based on the work to be completed under the Task per Exhibit A – Work Plan, provide information on the milestones and/or deliverables completed/ submitted for the reporting period.



*Impediments to Completion of Task:*

- Provide information on any challenges impacting the completion of the Task.
- In the event a Grant Agreement Amendment will be required due to the impediment(s) affecting the project, the information provided under this section will be important for the consideration and approval of the Amendment, if applicable.

*Describe activities that negatively or positively impacted the schedule and/or budget.*

- Based on Exhibit B – Budget and Exhibit C – Schedule, provide information requested. The information provided under this section will be important for the consideration and approval of the Amendment, if applicable.
- Make sure to complete the information for each Task. The completion of each Task should be consistent with Exhibit A – Work Plan and Exhibit C – Schedule. Completion of Tasks under each Budget Category should coincide with the Start and End Dates listed in Exhibit A – Schedule. Task information should be included even if no work has commenced in the event of delays or other impediments.

*3. Major Activities for Next Reporting Period*

- As noted in the Form, insert general statement of what work is expected to be completed during the next reporting period. List only activities that are important, serious, and significant to the successful completion of the project.

*4. Project Cost Update*

- Provide the estimated total project cost incurred this reporting period.
- Provide the total project cost incurred to date.

*5. Other Major Issues*

- Provide information on any major issues (per Budget Category and Task).
- Discuss any major issues or legal matters concerning the project.
- Report any major issues that will result in a deviation from the Grant Agreement Exhibits A thru C, including any amendments that are currently in progress or anticipated.
- The information provided under this section will be important for the consideration and approval of the Amendment, if applicable.
- If no major issues impacted the project during the reporting period, write “None”.

## APPENDIX A – STATUS OF REQUIRED DELIVERABLES

Appendix A provides the list of deliverables required in Grant Agreement Exhibit A – Work Plan by Task. Some Tasks used generic deliverable names. Review deliverables submitted as part of the proposal to identify the intended deliverables that correlate to the generic deliverable names.

### *Task*

The table lists all Tasks under each Budget Category, as included in Grant Agreement Exhibit A – Work Plan. Multiple entries under the same Budget Category indicate multiple deliverables are required under the same Task.

### *Deliverables*

The table lists all deliverables included in the Grant Agreement Exhibit A – Work Plan. The information provided should be the cumulative status from the start of the project until all deliverables are completed and reported at 100%. The table should provide an at-a-glance quarterly status of the project deliverable(s) by Task.

### *% Of Work Complete*

Add cumulative percentage of work complete to date for each deliverable. This does not have to be in line with the percent invoiced; however, the two percentages should be relatively close (if applicable). The percentage cannot be reduced in subsequent Quarterly Progress Reports.

### *Date Submitted*

For items for review that are submitted more than once (i.e., progress reports), please leave previous submittal dates on the table so that there is a list of dates within the box. If a draft item for review is submitted, write “draft” after the date.

## APPENDIX B – PHOTOGRAPHIC DOCUMENTATION (AS REQUIRED)

Grant Agreement Exhibit D – Standard Conditions D.2 requires a photograph of the Acknowledgement of Credit Sign. Use the Sign Guidance to make sure the required format is followed. The photo will be submitted as a deliverable for Task 2.

The Photographic Documentation of Progress (photos) is a required deliverable under Task 11. The photos should capture pre-construction, during construction, and post construction. Include descriptive captions for each photo, if needed. Leave blank if no photos will be included.

## APPENDIX C – INVOICE PROJECTIONS

List the months and add the corresponding Invoice Projections for the next two Quarters (six months). The amounts don't have to be exact or actuals but should provide a good estimate. Providing this information helps in projecting the anticipated reimbursement.



## BACKUP DOCUMENTATION (INVOICES)



## BACKUP DOCUMENTATION SUMMARY



## DELIVERABLES

### BACKUP DOCUMENTATION (INVOICES)

Before completing the Backup Documentation Summary, it will be important to prepare and organize the invoices (expenses incurred during reporting period) that will be included with the Quarterly Progress Report.

#### *Invoice Information*

Review of your invoices to make sure they were incurred in the reporting period and the proper invoice information is included. Make sure the following invoice information is provided:

- Invoice should reflect an expense related to the Task work and deliverables, per Grant Agreement Exhibit A – Work Plan Budget Category & Tasks.
- Invoice should include date, invoice number, and project name.
- Invoice should include work performed period.
- Invoice should reflect total amount that will be requested for reimbursement.

#### *Organization*

Organize all the invoices in chronological order by Budget Category and then by invoice date.

- Once are the invoices have been separated by Budget Category and organized chronologically by date, **circle** the invoice date, invoice number, and invoice amount on each invoice.

#### *Invoice Notations (Text Box)*

Add the following text box(es), as applicable, to identify any missing information or changes.

- **Work Performed Period:** If the invoice does not include the work performed period, add a text on the top of the invoice section to add the dates information.

Worked Performed Period:  
January 1, 2024 to February 15, 2024.

The invoice date should coincide with the identified work performed period.

- **Change to Invoice Amount:** If the invoice total includes ineligible or unrelated project costs, these costs will need to be deducted from the invoice total. Draw a line on the ineligible expenses on the invoice and add a text box to provide the deduction and the new invoice amount.

\$1,000 - \$100 (mileage) = \$900

If the invoice includes multiple ineligible costs, it may be more appropriate to only circle or identify use asterisk to mark project related expenses and add a text to show addition of all costs and final invoice total.

$$\boxed{\$100 + \$350 + \$450 = \$900}$$

## BACKUP DOCUMENTATION SUMMARY

The DWR Form should already include all the related project information.

### Completing the Backup Documentation Summary:

#### *Invoice # (for reporting period)*

Add the Invoice # for the corresponding report period, as listed on the Due Dates list on Page 2.

#### *Invoicing Period*

Add the Invoice Period for the corresponding Invoice #, as listed on the Due Dates list on Page 2.

#### *Agency/Company Name*

Add the Agency/Company Name (vendor or contractor name), as included on the invoice.

#### *Invoice # (from actual invoice)*

Add the invoice number included on the actual invoice.

#### *Date on Invoice*

Add the invoice date included on the actual invoice.

#### *Work Performed Dates(s)*

Add the Work Performed Date(s) included on the invoice.

#### *Work Description*

Add a brief description of the work completed and billed for as part of the invoice. Include the Task number and describe the activity per the Task information included in Grant Agreement Exhibit A – Work Plan.

#### *Invoice Amount*

Add the invoice amount included on the invoice. If ineligible expenses were deducted from the total invoice amount, make sure to add the adjusted invoice amount.

#### *Page Number*

The page number will be identified and added once the finalized backup documentation is ready for submission. It is important to submit the Excel version of the Backup Documentation Summary so that the page number can be added before the Form is converted to a PDF and included as part of the Quarterly Progress Report and Invoice documentation.

#### *Grand Total*

The Grant Total should self-populated if the cell formulas were not altered. Make sure to verify the Grant Total.

## DELIVERABLES

All deliverables that will be included as part of the Quarterly Progress Report & Invoice documentation should be reflected in Appendix A.

### *Deliverable Naming Convention*

To identify the deliverable submitted by Task, title and submit the deliverable as follows:

- Add the Task #, hyphen & document title, as used in Grant Agreement Exhibit A – Work Plan.

#### EXAMPLE:

For the 100% Design Plans and Specifications deliverable listed under Task 7: Design, the document should be titled and submitted as:

#### **Task 7 – 100% Design Plans and Specifications**

For Task 5 - CEQA Documentation, each required document to be submitted as part of the “All completed CEQA documents, as required” deliverable will be submitted separately. Use document title, as listed in the *Checklist for Environmental Documentation Checklist*.

- Add the Task # hyphen & document title provided on the Environmental Documentation Checklist.

#### EXAMPLE:

If the project will be completing a MND as part of the CEQA process to be completed as part of Task 5: CEQA Documentation, the required documents should be titled and submitted as follows:

- Task 5 – Signed and Final Notice of Determination**
- Task 5 – Final MND**
- Task 5 – MMRP**
- Task 5 Statement of Overriding Considerations**
- Task 5 – Fish and Wildlife Environmental Filing Receipt**

For Task 6 - Permitting, each required document to be submitted as part of the “Permits, as required” deliverable will be submitted separately. Use document title as listed in the *Environmental Information Form*.

- Add the Task # hyphen & document title provided on the Environmental Information Form.

If the project will be completing a 401 Permit as part of the permit process to be completed as part of Task 6: Permitting, the required permit should be titled and submitted as follows, if submitting separately:

#### **Task 6 – 401 Permit**



## SUBMISSION CHECKLIST



## UPLOAD DOCUMENTS



## REVIEW

### | SUBMISSION CHECKLIST

Once all the Quarterly Progress Report & Invoice documentation is ready for submission, make sure each document is saved in the format provided in the Submission Checklist below:

- Cover Letter, includes Personnel Labor Rates Table, if applicable (Portrait, letter size, PDF)
- Quarterly Progress Report (Portrait, letter size, PDF)
- Quarterly Progress Report (Portrait, letter size, Word)
- Backup Documentation Summary (Landscape, letter size, PDF)
- Backup Documentation Summary (Excel)
- Personnel Hours Summary, if applicable (Landscape, letter size, PDF)
- Personnel Hours Summary, if applicable (Excel)
- Backup Documentation (Same as Original, PDF)
- Deliverables (Same as Original, PDF) – Use appropriate document title.

### | UPLOAD DOCUMENTS

Return to SharePoint and add each of the documents listed above to the corresponding reporting period folder.

### | REVIEW

Grants Support staff will download the documents for each project and begin the review process.

Emails to the assigned Project Manager will be sent out with the initial review feedback. If any revisions are required, a Revision due date will be provided in the email. It will be very important to adhere to the Revision due date to minimize submission and processing delays.

If the Project Manager will be unavailable to complete the revisions, make sure to assign a backup project staff member who is authorized to provide and/or approve the required changes.