How to Complete the Quarterly Progress & Expense Reports

Hello! This document might seem a little overwhelming, but we encourage you to use these instructions as you're filling out the forms to start. This will minimize the number of errors, speed up payments, and before long, you'll be a pro! Please contact us if you have any questions at Water.Grants@kingcounty.gov, or call Kelley at 206-263-1248 or Elizabeth at 206-477-4297 and we'll walk you through it.

FAQS:

When do we need to submit reports?

- Reports are completed and submitted quarterly, **due 30 days** after the end of the quarter

Quarter	Time Period	Report Due
Q1	January 1 – March 31	April 30
Q2	April 1 – June 30	July 31
Q3	July 1 – September 30	October 31
Q4	October 1 – December 31	January 31

- Quarterly reports must be submitted on time every quarter to remain in compliance with grant agreement terms
- You will receive reminders from the online grant portal about upcoming due dates, or if the reports are overdue
- When the project has completed, the Final Narrative and Financial Closeout Report is due 30 days after the grant agreement end date

How long do reimbursements and advances take?

- Reimbursements and advance payments can take up to **8 – 12 weeks** to process, from the time we receive the completed report to when you get paid.
- The final payment will be withheld (or 10% of award if you receive advances) until the Final Narrative and Financial Closeout Report has been submitted and approved

Do I still need to submit a report if I haven't spent any funds or done anything in the quarter?

- **Yes!** Grant recipients are required to submit quarterly Progress and Expense Reports, even if you have no expenses and/or activities in that time period—select "No activities this quarter" in the tasks section, "no metrics this quarter," and/or "no expenses" in the budget update section.

INSTRUCTIONS:

To get started on your report, click here to [Login to grant portal](#)

- The url is: https://www.grantinterface.com/Home/Logon?urlkey=kingwaterworks
- Bookmark the login page; you can also click the link on the WaterWorks Grant Program website (https://www.kingcounty.gov/services/environment/grants-and-awards/waterworks.aspx)

Get familiar with the Dashboard

Watch a short video: [Video Tutorial 3: Your Applicant Dashboard (3 minutes long)](#)

- Each project has its own box that can be expanded or collapsed
- There are two main sets of documents for each project:
  - **Follow up Forms**—forms you need to fill out and submit (e.g. Progress and Expense reports, Grant Agreements, Advance requests, etc.)
  - **Documents uploaded by Administrator** —items we share for reference (e.g. Final signed grant agreements, Expense form, instructions, etc.)

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Grant Agreement	▮▮▮	Overall Award		Complete	View
Progress and Expense Report	▮▮▮	Overall Award	07/31/2018 12:00 AM CDT	Assigned	Edit

Documents uploaded by Administrator

DESCRIPTION	FILE
Final signed grant agreement	FINALIZED Agreement Ecoss.pdf
Expense Form for Reporting	WQIP2-ECOSS-ExpenseForm.xlsx
Expense Report example	Expense Request EXAMPLE.xlsx
Instructions to submit the progress and expense follow up form	How to Fill Out the Progress and Expense Report_EL.docx

Download the Expense Form

- Under the category "Documents uploaded by Administrator", you will find your customized **Expense Form**, based on your project budget (if you are receiving advances, yours will say **Advance Expense Form**).
- To open the file, you will click the file name in blue text, and the file will download onto your computer.
- **You will only need to download this from here only once**; this form is intended to be updated and re-submitted with every quarerly report using one line on the form.

Documents uploaded by Administrator

DESCRIPTION	FILE
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How to Complete the Expense form

- Use the **custom expense form** for submitting an expense claim; the expense form can be found in the documents section to download the first time
- Most cells in the sheet are locked-- those at the top and the gray ones, many have formulas in them. **Please do not alter the formatting of the expense form.**
- For each quarter's expense request, put request dates in **Enter claim date(s) here**

		Budget Categories						Award Balance
	Salaries & Benefits	Project Supplies & Materials	Consultant/Contractor Services	Other - Conference Fees	Overhead			
Expense Request	$ 32,397.20	$ 13,100.00	$ 15,000.00	$ 1,500.00	$ 21,782.80			$ 83,780.00
Enter claim date(s) here			$ -	$ -	$ -	$ -	$ -	
Category balance	$ 32,397.20	$ 13,100.00	$ 15,000.00	$ 1,500.00	$ 21,782.80	$ -		$ 83,780.00
Enter claim date(s) here	$ -	$ -	$ -	$ -	$ -	$ -		$ -
Category balance	$ 32,397.20	$ 13,100.00	$ 15,000.00	$ 1,500.00	$ 21,782.80	$ -		$ 83,780.00
Enter claim date(s) here	$ -	$ -	$ -	$ -	$ -	$ -		$ -
Category balance	$ 32,397.20	$ 13,100.00	$ 15,000.00	$ 1,500.00	$ 21,782.80	$ -		$ 83,780.00

- **For claim dates** – since we require quarterly reporting, the claim dates should include the date range and year, i.e. January 1 – March 31 2020, April 1– June 31 2020, etc. The date range listed must match dates on back up documentation.
- The cells to the right of the entered claim date are where you will enter the expense amount for each budget category. **Use one row per quarterly expense request.**

			Budget Categories						Award Balance
	Sal	Advance Installment Amount	Project Supplies & Materials	Consultant/Contractor Services	Other - Conference Fees	Overhead			
Expense Request	$ 32,397.20	$	13,100.00	$ 15,000.00	$ 1,500.00	$ 21,782.80			$ 83,780.00
Jan 1 - March 31 2020	$ 5,600.00	$	120.00	$ -	$ -	$ 5,000.00	$ -		$ 10,720.00
Category balance	$ 26,797.20	$	12,980.00	$ 15,000.00	$ 1,500.00	$ 16,782.80	$ -		$ 73,060.00
Enter claim date(s) here	$ -	$	-	$ -	$ -	$ -	$ -		$ -
Category balance	$ 26,797.20	$	12,980.00	$ 15,000.00	$ 1,500.00	$ 16,782.80	$ -		$ 73,060.00
Enter claim date(s) here	$ -	$	-	$ -	$ -	$ -	$ -		$ -

- **Please be sure that these numbers are accurate and have backup documentation for each expense**. We review all back up documentation to ensure the math is correct. Any additional information that is needed or correction of errors may delay payment. Backup documentation is required for every expense except overhead or match.
- **Save the file** because you will need to upload this file in the follow up form.
  - If possible, please keep the original file name, and add in the quarter at the end, for example: "ExpenseForm-WQIP3-Kirkland-WatershedPark-Q12022"
- **For each subsequent expense report** you will use this same form and fill out a new row on the same spreadsheet for every quarterly expense request.
- If you don't have expenses for a given quarter, you do not need to submit an expense request form with the quarterly progress report form. It is not necessary to leave blank rows in the excel form for quarters where there were no expenses.

Backup Documentation

- Backup documentation is **required for every expense request category except overhead**. We also do not need backups for match. The backup documents must clearly show where the request expense amounts came from
- Backups must show the **dates and/or the date range** of when the charges were incurred
- If you submit a backup document that includes expenses NOT for WaterWorks reimbursement, please mark on the document what amount is included in the expense report. I.e. if you submit a receipt but only some of the items are for WaterWorks, please highlight or clearly mark what items are included in the current expense request
- Example backup documents are accounting software reports showing all expenses and salaries, invoices, Quickbooks reports, receipts, etc. **You do not need to submit individual timesheets and it is best to submit summary reports from accounting software whenever possible.**

Advance Payments

- Your organization must be approved for advance payments in order to submit an advance payment request, contact WaterWorks staff if you haven't already done so and are interested in receiving advance payments.
- Once approved for advances, you will receive an Advance Request Form in the follow ups section in the online grant portal. Each advance request should be for a minimum of **two full quarters**.
- Keep in mind it can take up to **8-10 weeks to process** the payment, so plan ahead and submit the request early enough to allow processing time.
- Subsequent advance requests can only be made if: 1) over 50% of the previous advance has been spent and supported by backup documentation in the quarterly reports, 2) you are up to date on all quarterly reports, and 3) are in compliance with terms of the grant agreement
- If the advance request is 50% or more than your total awarded amount, please provide a short explanation as to why in the advance request form.
- **Up to 90% of the award may be paid out in advance payments**; 10% of the total grant amount will be withheld until the final report has been submitted approved.

Filling out the Progress and Expense follow up form

- Go back to your grant portal dashboard and under **Follow up Forms** you will see **Progress and Expense Report** and on the far right side click **Edit**

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Grant Agreement	███████	Overall Award		Complete	View
Progress and Expense Report	███████	Overall Award	07/31/2018 12:00 AM CDT	Assigned	Edit

- Note: once a follow up form has been submitted, it can no longer be edited. You may view previous reports by clicking the **View** button
- **General Project Information** contains background information from your application, these fields will fill in automatically (auto populate), no input is needed from you.
- Scroll down, the next section is **Progress on Tasks This Quarter**

- Here you will **select the task(s)** that you worked on **this quarter**. ONLY select the tasks you worked on. If you didn't work on any tasks, please select "No activities this quarter."

Additional sections of the report will pop up for each Task you checked. Please **check them slowly** to ensure the tabs for each checked task number pops up--sometimes it takes 10-30 seconds. If a Task doesn't pop up, please un-check, then re-check the box again.

☑ Task 1
☑ Task 2
☐ Task 3
☐ Task 4
☐ Task 5
☐ Task 6
☐ No activities this quater

> Task 1 Progress

> Task 2 Progress

- For each task selected, a new tab will pop up titled "Task # Progress." If checking multiple task boxes, **please check slowly**. The online grant portal can be a little slow to populate the tabs. If a selected task tab does not pop up, uncheck the box, wait a few seconds, and re-check it.
- For each task, report on **total progress towards the task** by selecting a percentage of total effort on this task **to-date.** (**Note**: these are the only questions that don't just refer to this quarter, it is TOTAL percentage towards the task overall).
- In the Task Outcomes, report on what was **achieved** (activities, events, progress, etc) during this quarter only.
- Complete this information for every task you worked on **this quarter**. If you worked on some, but not all of your tasks, ONLY report on the ones you worked on for the quarter.
- **NOTE: information reported here should be reported only once**, during the quarter that it happened in. This allows us, and you, to track the project's progress by quarter.

∨ Task 1 Progress

Task 1

Total Progress on Task 1*
Select a percentage of total completeness **to date** (not just this quarter but overall) for this task.

▼

Task 1 Outcomes*
List the outcomes and what was achieved **this quarter**, include any setbacks and/or accomplishments.

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- The next section is **Overall Outcome Information.** In this section, the outcomes from your application will autopopulate. *Note: Council Funded projcts do not have an autopopulated Outcomes question in this section.*
- In the additional information section, please comment on general project successes, obstacles/challenges, or any other pertinent information you would like to share.
- **Deliverable/outcome uploads**: there is an **upload area** for documents that demonstrate that you have completed activities listed.
  - This can include flyers for workshops, photos of volunteers, before and after restoration photos, education signage designs, etc.
  - You can upload ONE FILE per button; if you have photos, you can combine them into a word doc or pdf and upload them as one file.

Deliverable/outcome

You may upload two files or combine files into one document. If you have trouble contact staff.

Submit documentation of your work to demonstrate that you have completed the indicated goal(s). We don't need a copy of every communication, but things th project deliverables are done. Depending on the project type, this will include:

a.Workshops, classes, training sessions, presentations: agenda with date & location, attendee list
b.Educational programs: agenda, name of school or group, number reached
c.Restoration projects: photos
d.Construction projects or projects carried out by contractors: contractor's progress report, or final consultant report
e.Volunteer stewardship projects: summary of data collected, sample data set
f.Signage, photos of the signage installed

All projects: Photos are very helpful, with descriptions or captions so we know what we're looking at.

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- The next section is **Metrics Achieved This Quarter**. This is where you will report on information like number of raingardens installed, trees planted, volunteers, students taught, etc.
- **Select each category** that you achieved metrics on for this quarter. Please note that if you installed plants/trees in a Green Stormwater project, those plant numbers will be reported under Restoration & Plantings. Check "no metrics this quarter" if no metrics achieved.

∨ Metrics Achieved this Quarter

Metrics Categories*

Please mark all categories below that you've achieved metrics for this quarter. Only report numbers that were achieved **during this quarterly** reporting period, please avoid dou

Additional sections of the report will pop up for each metric category you checked. Please **check them slowly** to ensure the tabs for each checked task number pops up--sometin category doesn't pop up, please un-check, then re-check the box again.

Metric examples: # of rain gardens installed, # of trees planted, # of students engaged, etc.

***Note - for rain gardens & other GSI,** there are metrics in in both Stormwater Management and Restoration & Plantings.

☑ Stormwater Management
☑ Restoration & Plantings
☐ Community Engagement & Education
☐ No metrics this quarter

- For each metric selected, a **new tab will pop up**. If checking multiple task boxes, please check slowly. The database can be a little slow to populate the tabs. If a selected task tab does not pop up, uncheck the box, wait a few seconds, and re-check it.

- Please fill out the numbers for **each question where you achieved metrics**, in each category that's applicable for your project. Some of the fields are required, so if you didn't have any work to report for that given metric, please put zero. *Note: required questions have an * at the end of the question.*
- You may have to estimate for some numbers; if you do estimate, in the "Comment on metrics" at the end of each section, please let us know which numbers were estimates. You can also include any additional information on metrics in the comment sections.
- **NOTE: these numbers are ONLY for the quarter you are reporting on, do not include numbers from past quarters.** For example, if in Q1 2022 you had 250 volunteers, and 15 volunteers for Q2 2022, you would put 250 for Q1 2022 volunteers, and 15 for Q2 2022.
- We use the metrics tracked by quarter for reporting purposes; it will also make it easier for you to report on final metrics in the Final Narrative & Closeout Report at the end of the grant term.
- The last section is the **Budget Update**. Here, under "Quarterly Expenses," select the "Yes" box if you had expenses to report this past quarter. **If you do not have expenses, choose "No".** You do **not** need to submit the expense report form if you don't have expenses.
- If you choose yes, a tab titled **Quarterly Expense Information** will pop up. This is where you will upload your completed expense form (excel spreadsheet) and backup documentation.

- Upload the completed **Expense form** (see the "How to Complete Expense Form" section at the beginning of this document for instructions)

Expense Reporting Spreadsheet*

Please upload your project's specifically tailored expense reporting spreadsheet to the box below. When filling out the report, be sure to write under the correct quarterly reporting period (i.e. January - March, April - June, July - September, etc). You will also need to upload any backup documentation, invoices, and receipts.

Questions? Contact water.grants@kingcounty.gov or call Elizabeth at 206-477-4297, or Kelley at 206-263-1248.

Upload a file [5 MiB allowed]

Backup Documentation Upload (1)*

All expenses reported in the spreadsheet need to be validated with related invoices, receipts, and/or expense details in order to approve the reimbursement request by grant administrators.

Please ensure all **backup documentation** is clearly marked, highlighted, etc to show what category it is supporting. If you're submitting a receipt/invoice that includes items that are **not** related to this grant, please highlight or clearly mark which charges **are** included in the current expense report.

If you are able to compile all documentation into one file, great, if not please use the additional upload boxes to complete your request.

Upload a file [5 MiB allowed]

Backup Documentation (2)

Attach any additional backup documentation here as needed

Upload a file [5 MiB allowed]

- The next step is to upload all invoices, receipts, or other **backup documents**. There are two sections for uploads
  - Backup documents are required for all categories except overhead. Backups can be a summary or output from your accounting system; timesheets are not required.
  - You may create invoices (or Quickbooks reports) to indicate the amount of salaries & benefits spent for the project.
  - Direct expenses need backup in the form of copies of receipts, invoices (from subcontractors), or other documentation of payment.
  - **Backups must show the dates and/or date range of when charges were incurred**
  - Please compile all documents into one or two files if possible and upload. If you are not able to and have more than 2 files, email files to WaterWorks staff at water.grants@kingcounty.gov. If you email additional files make a note in the budget comments section that you did so.
- **Please double-check numbers for accuracy**. Any correction of errors will delay payment.
- If your documents include expenses not charged to the grant program, **please highlight or label** which numbers actually count toward your WaterWorks grant.
- If you have budget changes for the project, unexpected costs, or anything else we should know, please note that in the Budget Update tab, in the Budget Comments section
- Once you've double checked all the information is complete and correct, scroll to the bottom of the page and click the **Submit Follow Up** button, and you're done!

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Save Follow Up   Submit Follow Up

If you encounter any difficulties while filling out the form or have questions, please reach out to the WaterWorks grant team at water.grants@kingcounty.gov*.*

You can also call Elizabeth at 206-477-4297 or Kelley at 206-263-1248.

Thank you!