How to Complete Quarterly Progress & Expense Reports

Although this document may seem overwhelming, 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. You can also call Kai Fulginiti at (206) 477-3968 or Elizabeth Loudon 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. They are **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 any reports are overdue.
- After your project is complete, the *Final Narrative and Financial Closeout Report* is due 30 days after the grant agreement end date.

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

- Yes! Grant recipients are required to submit quarterly reports each quarter, even if you have no expenses and/or activities to report on. Simply select "No activities this quarter" in the tasks section, "No metrics this quarter" in the metrics section, and/or "No expenses" in the budget section.

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. Plan ahead and submit advance requests early to allow for processing time.
- The final payment, or 10% of the award if you receive advances, will be withheld until the *Final Narrative and Financial Closeout Report* has been submitted and approved.

How do I request advance payments?

- Your organization must be approved for advance payments to submit an advance payment request. If you are interested in receiving advance payments, contact WaterWorks staff.
- Once approved for advances, you will see an *Advance Request Form* in the *Documents dropdown*. Each advance request should be for a minimum of **two full quarters**.
- Subsequent advance requests can only be made if all the following criteria are met:
    - Over 50% of the previous advance has been spent and is supported by backup documentation.
    - You are up to date on all quarterly reports.
    - You are in compliance with the terms of the grant agreement.
- If the advance request is 50% or more of your total award amount, please provide a short explanation 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 and approved.

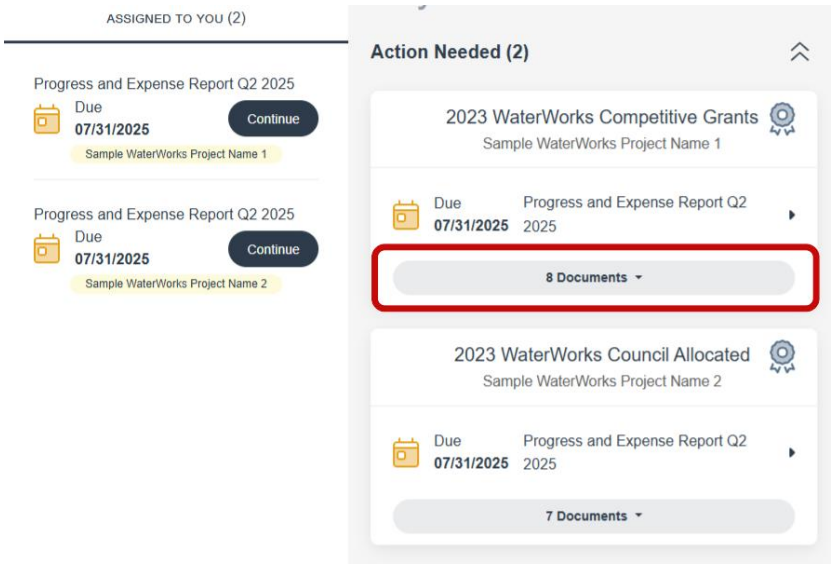
Instructions

Login to the Grant Portal

- We recommend bookmarking the login page for the grant portal. You can also find the login link on the WaterWorks website.

Get Familiar with the Dashboard

- Each grant project that has a quarterly report due soon will be listed in both the *Assigned to You* column and the *Action Needed* column of the applicant dashboard.
- To find the documents associated with a specific project, find that project within the *Action Needed* column, then click the *Documents* dropdown.



Download the Expense Form

- After expanding the documents dropdown, you will find your customized *Expense Form* under the *Files* header. If you are receiving advances, the file will be named *Advance Expense Form*.
- Click the file name and the file will download onto your computer. **You should only download this once**. You will update and re-submit the same form each quarter, with one new line on the form filled out each quarter.

Complete the Expense Form

- If you don't have expenses for a given quarter, you do not need to complete or submit an expense form.
- Most cells in the sheet are locked, as they contain formulas or are for formatting. These cells do not need to be modified. **Do not alter the formatting of the expense form or attempt to enter data into locked cells.**
- For each quarter's expense request, start by entering your request date in the *Enter claim date(s) here* cell. Request dates should include the date range and year for the entire quarter (e.g., January 1 – March 31 2025, April 1 – June 31 2025, etc.). The date range listed must match the dates on back up documentation.

	Budget Categories						
Expense Request	Staff Salaries & Benefits	Project Supplies	Commercial Services	Consultant/Contractor Services	Transportation	Overhead	**Award Balance**
	$ 30,000.00	$ 10,000.00	$ 15,000.00	$ 2,000.00	$ 5,000.00	$ 10,000.00	**$ 72,000.00**
Enter claim date(s) here	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Category balance	$ 30,000.00	$ 10,000.00	$ 15,000.00	$ 2,000.00	$ 5,000.00	$ 10,000.00	$ 72,000.00
Enter claim date(s) here	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Category balance	$ 30,000.00	$ 10,000.00	$ 15,000.00	$ 2,000.00	$ 5,000.00	$ 10,000.00	$ 72,000.00
Enter claim date(s) here	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Category balance	$ 30,000.00	$ 10,000.00	$ 15,000.00	$ 2,000.00	$ 5,000.00	$ 10,000.00	$ 72,000.00

- In the same row, enter the expense amount for each budget category in the appropriate cells. **Use one row per quarter. Please ensure that these numbers are accurate and that you have backup documentation for each expense**.
    - We review all back up documentation to check for calculation errors. Any additional information that is needed or correction of errors may delay payment.
- As you enter data, the *Category balance* rows will automatically update to show you how much budget you have remaining in each category.

	Budget Categories						
Expense Request	Staff Salaries & Benefits	Project Supplies	Commercial Services	Consultant/Contractor Services	Transportation	Overhead	**Award Balance**
	$ 30,000.00	$ 10,000.00	$ 15,000.00	$ 2,000.00	$ 5,000.00	$ 10,000.00	**$ 72,000.00**
January 1 - March 31, 2025	$ 5,000.00	$ -	$ 2,000.00	$ 1,500.00	$ 100.00	$ 2,000.00	$ 10,600.00
Category balance	$ 25,000.00	$ 10,000.00	$ 13,000.00	$ 500.00	$ 4,900.00	$ 8,000.00	$ 61,400.00
Enter claim date(s) here	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Category balance	$ 25,000.00	$ 10,000.00	$ 13,000.00	$ 500.00	$ 4,900.00	$ 8,000.00	$ 61,400.00
Enter claim date(s) here	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Category balance	$ 25,000.00	$ 10,000.00	$ 13,000.00	$ 500.00	$ 4,900.00	$ 8,000.00	$ 61,400.00

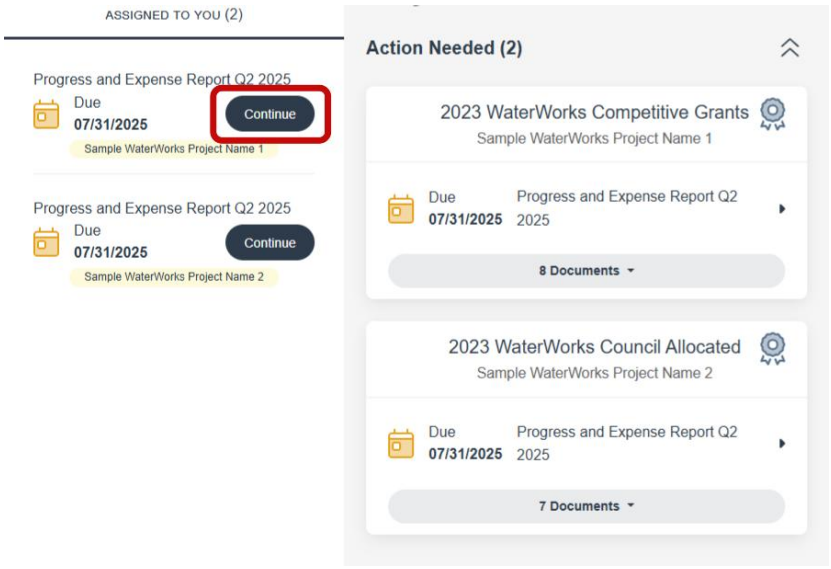
- Save the file. You will upload this file in the *Budget Update* section of the quarterly report. If possible, **please keep the original file name, and add in the quarter at the end** (e.g., ExpenseForm-WQIP3-Kirkland-WatershedPark-Q12025).
- For each subsequent quarterly report, you will use this same expense form and fill out a new row with data for that quarter.

Assemble Backup Documentation

- Backup documentation is **required for every expense request category except overhead and match**.
- The backup documents must clearly show **where** the request expense amount came from and the **dates and/or the date range** of when the charges occurred.
- If only some of the items on a receipt are for WaterWorks, please **highlight or clearly mark** the items that are part of the WaterWorks expense request.
- Example backup documents include accounting software reports showing all expenses and salaries, invoices, Quickbooks reports, receipts, etc. **You do not need to submit individual timesheets. It is best to submit summary reports from accounting software whenever possible.**
- Compile your backup documentation into one or two files. You will upload these files as part of the *Budget Update* section.

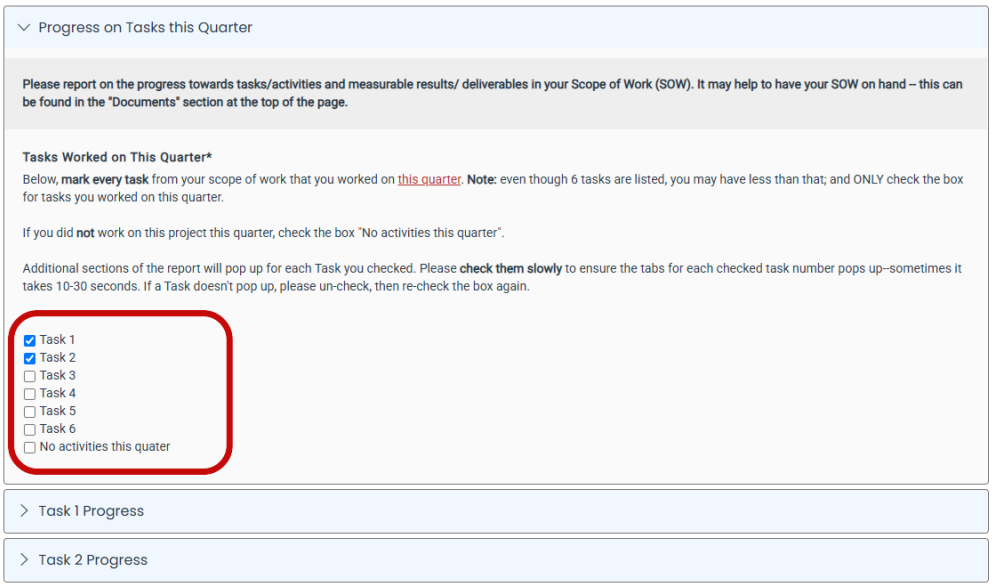
Open the *Quarterly Progress and Expense Follow Up* Form

- In the *Assigned To You* column on the grant portal you will see a list of reports that are due soon. Click the *Start* or *Continue* button to work on a report.
- Note: Once a report has been submitted, it can no longer be edited. You can view previous reports using the *Documents dropdown* for each project.

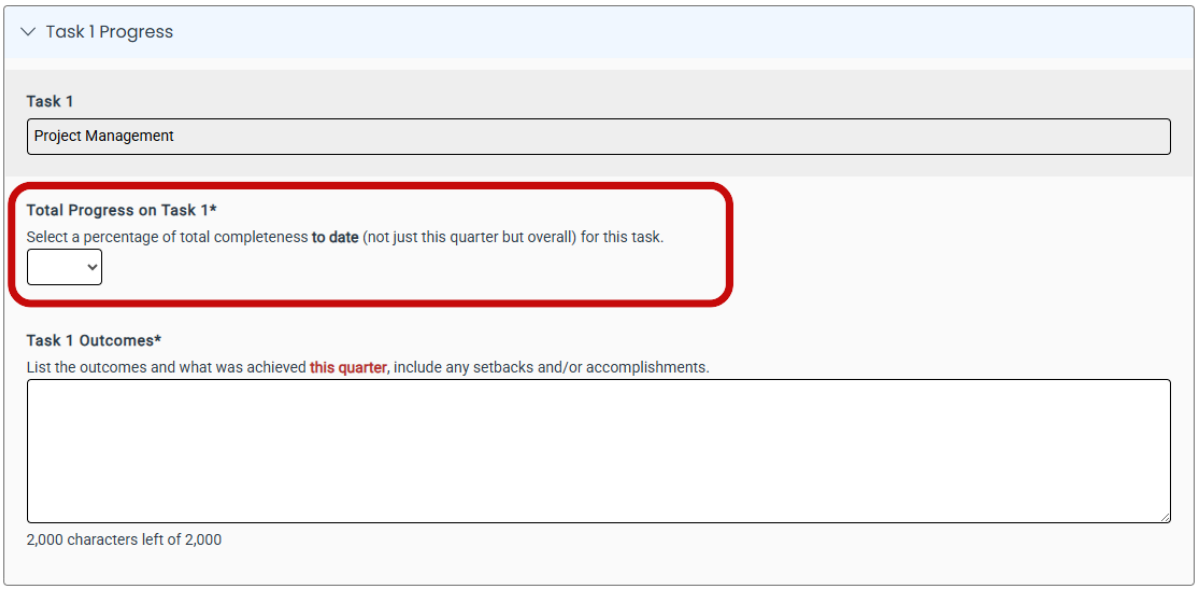


Complete the Progress on Tasks Section

- *General Project Information* contains background information from your application for your reference. These fields will fill in automatically. No input is needed from you.
- In *Progress on Tasks This Quarter*, select the task(s) that you worked on this quarter. **Only select the tasks you worked on this quarter**. If you didn't work on any tasks, please select "No activities this quarter."



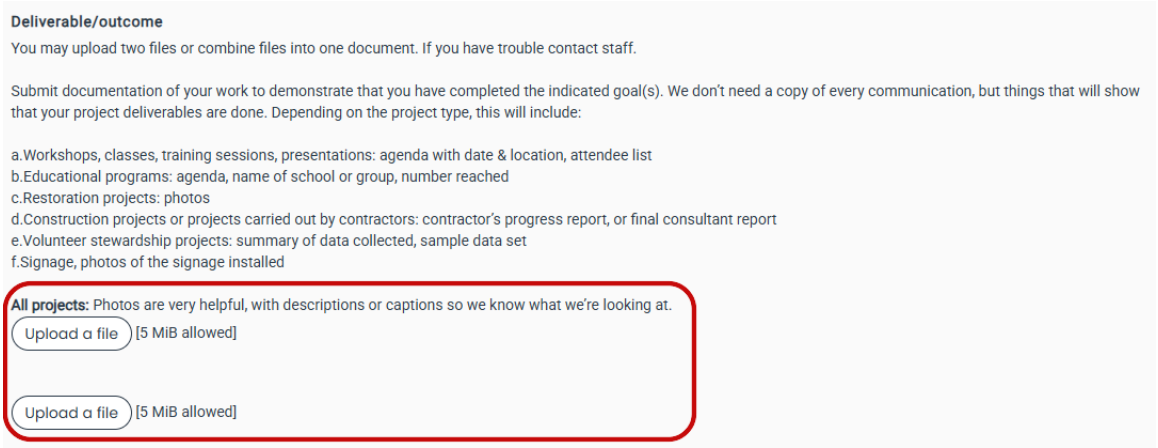
- For each task selected, a new section will appear titled *Task X Progress*. If checking multiple boxes, please check slowly. The online grant portal can be slow to populate new sections. If a new section does not appear, uncheck the box, wait a few seconds, then re-check it.
- For each task, estimate that total percentage of progress made towards completing the task overall. For this question, please report on cumulative progress since the start of your grant, and not just progress made during this quarter.



- In *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 your tasks, only report on the ones you worked on this quarter.
- **Note: Do not repeatedly report information from activities that took place in previous quarters.** Information should be reported **once**, in the appropriate quarterly report. This allows us, and you, to track the project's progress by quarter.

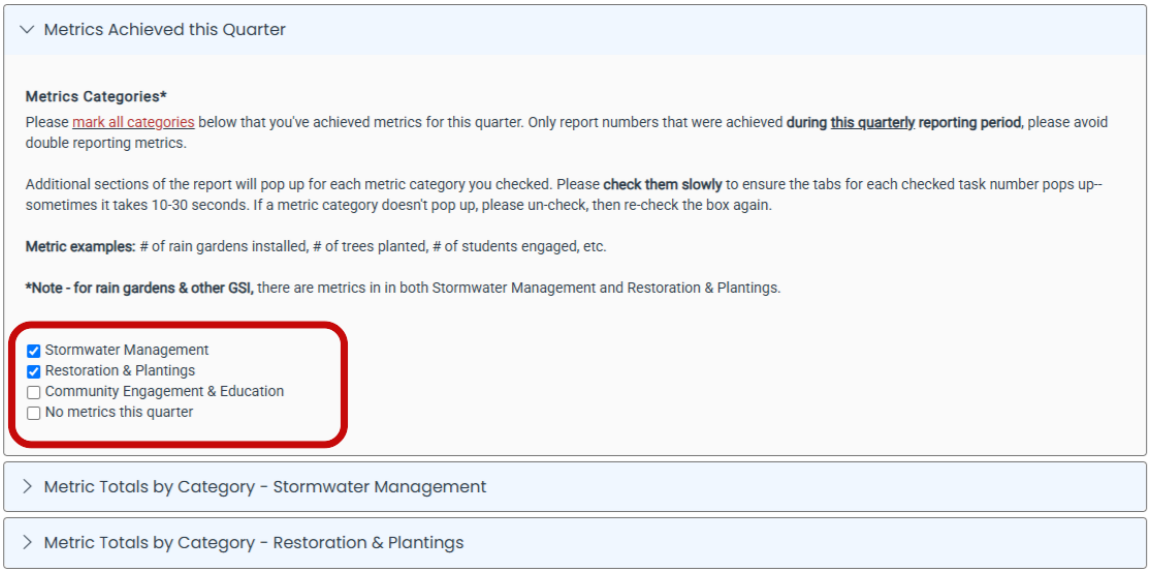
Complete the Overall Outcomes Section

- For your reference, the project outcomes you described in your application will autopopulate in the *Outcomes* section. Note: Council funded projcts will not have autopopulated project oucomes.
- In the *Additional Information* question, please comment on general project successes, obstacles/challenges, or other pertinent information you would like to share.
- In the *Deliverable/outcome* section please upload documents that demonstrate that you have completed the activities reported on.
    - Documents 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.



Complete the Metrics Section

- In the metrics section you will report on data such as the number of rain gardens installed, trees planted, volunteer hours, etc. **Not all projects will have metrics, and most projects will not have metrics every quarter**. Only report on metrics that make sense for your project and reach out to us if you have questions.
- Check each category that you have data to report on. If you have no data to report, check "No metrics this quarter."
- For each metric category selected, a new section will appear. If checking multiple boxes, please check slowly. The online grant portal can be slow to populate new sections. If a new section does not appear, uncheck the box, wait a few seconds, then re-check it.



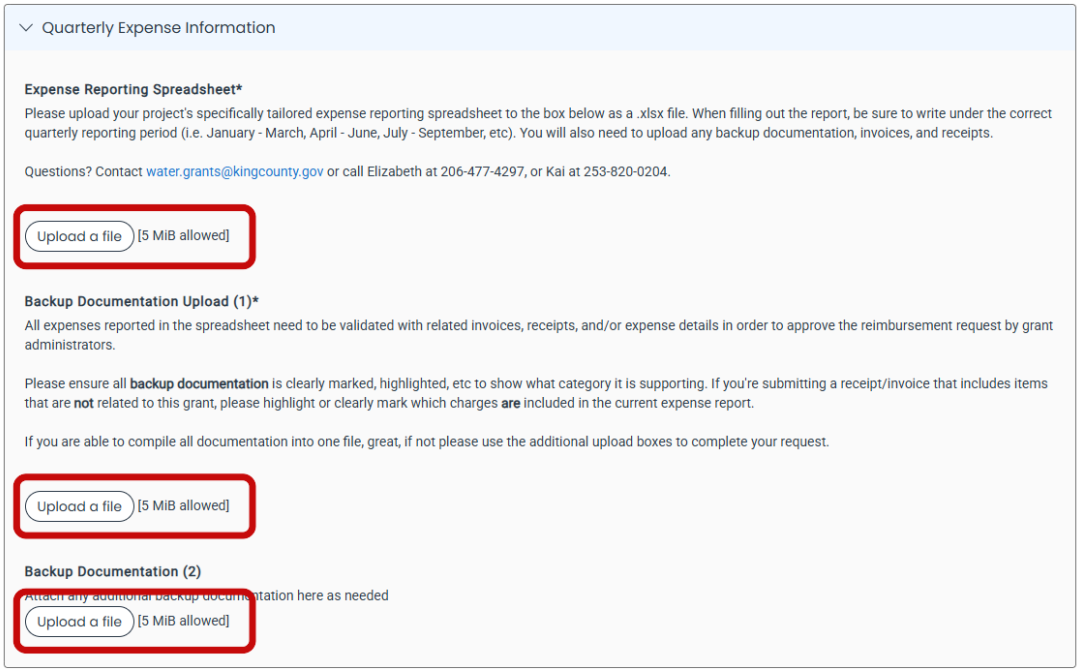
- Next, enter information for questions where you have data to report. If you don't have data to report for that question, leave it blank.
- Please read each question carefully to understand the timeframe to report on. **Most questions ask for data from activities that occurred this quarter**. For example, if in Q1

you had 250 volunteer hours, and in Q2 you had 15 volunteer hours, in your Q2 report you would only report 15 volunteer hours.

- **Whenever possible, provide exact numbers and not estimates**. If you do enter an estimate for some of the questions, please indicate which question you estimated the data for and the method you used for estimation in the "Comment on metrics" question for that section. In the "Comment on metrics" question, feel free to include additional metrics for your project or clarifying comments.
- We use this data for reporting and internal evaluation. This data 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.

Complete the Budget Update Section

- The last section is the *Budget Update*. Under *Quarterly Expenses* check 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 section titled *Quarterly Expense Information* will appear.
- Upload your completed expense form. See the "How to Complete Expense Form" section at the beginning of this document for instructions.
- Upload all invoices, receipts, or other backup documents. See the "Backup Documentation" section in this document for details about what to include in your backup documentation.
    - Please compile all documents into one or two files. If you can't upload or have more than two files, email files to WaterWorks staff at water.grants@kingcounty.gov. If you email additional files, please note this in the *Budget Comments* section.



- If you have budget changes for the project, unexpected costs, or anything else we should know, please note that in the *Budget Comments* section.

Double Check and Submit

- **Please double-check your expense reports and backup documentation for accuracy**. Any correction of errors will delay payment.
- If your backup documentation includes expenses not charged to the grant program, **please highlight or label which items count towards your WaterWorks grant**.
- Once you've double checked that all information is complete and correct, scroll to the bottom of the page. Click the *Submit Follow Up* button, and you're done!

If you encounter any difficulties while filling out the form or have questions, please don't hesitate to reach out to the WaterWorks grant team at water.grants@kingcounty.gov. You can also call Kai at (206) 477-3968 or Elizabeth at (206) 477-4297. Thank you!