

## Progress Report and Payment Requests (PRPR) Forms Guidance

A PRPR must be submitted within thirty days of the end of each quarter, even if there are no expenses. PRPRs may be submitted more often (e.g monthly). Due dates are:

- January 1 through March 31                      due April 30
- April 1 through June 30                              due July 30
- July 1 through September 30                      due October 30
- October 1 through December 31                      due January 30

### Filling out the Progress Report Form

| Task Title  | Percent Complete  | Summary of accomplishments for this reporting period   |
|---|---|--|
| <b>Grant and Loan Administration</b>                      | (# Quarters completed divided by # Quarters for life of grant/loan) | Describe Task 1 work accomplished this quarter.<br><br>E.g. Prepared and submitted PRPR for Q2.  |
| <b>Cultural and Environmental Reviews, and Permitting</b> | Approximate amount of work completed for this task.                 | Describe Task 2 work accomplished this quarter, next steps, and dates of completed and future milestones.<br><br>E.g. 6-1-17, submitted 05-05 form to initiate review and consultation.  |
| <b>Design Plans and Specs</b>                             | Approximate amount of work completed for this task.                 | Describe Task 3 work accomplished this quarter, next steps, and dates of completed and future milestones.<br><br>E.g. 10-2-17, submitted 90% design plans and specs to Ecology for review. 10-9-17, received Ecology 90% design acceptance letter. 1-31-18, expected date final plans and bid docs will be submitted to Ecology. |
| <b>Construction Management</b>                            | Approximate amount of work completed for this task.                 | Describe Task 4 work accomplished this quarter, next steps, and dates of completed and future milestones.<br><br>E.g. 5-21-18, submitted CQAP for Ecology acceptance. 5-30-18, Pre-con meeting. 6-15-18, anticipated construction start date.  |

|                          |   |   |
|--------------------------|---|---|
| <b>Construction</b>      | Approximate amount of work completed for this task. | Describe Task 5 work accomplished this quarter, next steps, and dates of completed and future milestones. Upload construction photos.<br><br>E.g. 6-15-18, construction start date. 6-17-18, completed excavation of infiltration trenches.   |
| <b>Project Close Out</b> | Approximate amount of work completed for this task. | Describe Task 6 work accomplished this quarter, next steps, and dates of completed and future milestones. Upload construction photos.<br><br>E.g. Submitted GIS shapefile and O&M plan to Ecology for review on 7-20-18. Drafting 2-page summary and RCOR for submittal next quarter. |

**Description and reasons for delay**

- Confirm Ecology has a current project schedule. Note if and why the project is on time, delayed, on hold, or ahead of schedule.
- If the schedule has changed, upload an updated schedule to the EAGL general uploads.
- If a time extension is anticipated, explain why. Note that an amendment request may take several months to process.

**Description and reasons for cost overruns**

- Confirm Ecology has a current project budget. Note if the project is within budget or if there are unanticipated costs.
- If a task budget reallocation or budget amendment is anticipated, explain why.

**General Comment**

- Note any concerns or changes, including project staff changes.
- Note any updates made to the project.
- Agreement deliverables should be uploaded to the EAGL general uploads, not within a PRPR.
- ***For loans, make sure to include this language:***  
 “We verify that we are in compliance with all the requirements as outlined in our funding agreement(s) with the Department of Ecology. This includes but is not limited to:
  - The Davis-Bacon Act, 29 CFR (if applicable)
  - Washington State Prevailing Wage Rate, Chapter 30.12 RCW (Pertaining to all recipients)
  - The Disadvantaged Business Enterprise (DBE), 40 CFR, Part 33 (Pertaining to all recipients who had signed funding agreement(s) with Ecology on or After August 26, 2010).”

## Filling out a Payment Request Form

- Start/end date incurred is based on when services were used (i.e. payroll dates). The dates can be from a prior quarter or run into the next quarter, but they must be within the agreement effective/expiration dates to receive reimbursement.
- The payee that should be listed is typically who received payment for the transaction of services or items (i.e. contractor, municipality, county, or employee).
- *Form D: Contractor Participation* is required by EAGL with all PRPRs.
  - Check no -if no contractor services were used in the PRPR period.
  - Check yes – if contractor services were used and fill out all contractor(s) information and whether they are a Minority and Women’s Business Enterprises (MWBE). Both primary contractors and subcontractors need to be reported. Directions on how to fill this out can be found on the Payment Request Menu.
- *For Loans only:* Complete and upload a System for Award Management (SAM) search for each contractor and subcontractor to ensure they have not been suspended, debarred, or excluded from receiving federal funds. Upload this documentation to the EAGL general uploads. Directions on how to complete this requirement can be found on the Payment Request Menu under the Form D instructions.

## Supporting Documents

- Upload supporting documents in the same order as expenditures listed in the Payment Request to the uploads link in the payment request form.
- Do not upload checks or personal information. Documents uploaded are open to public records search.
- *Form E: Monthly Time Sheet* and *Form H: Conversion to a Composite Hourly Billing Rate for an Employee* are optional tools provided by Ecology to assist with claiming reimbursement. Use them as supporting documents if you are unable to provide a timesheet for services claimed in a PRPR.

## Things to Keep in Mind

- If supporting documents include ineligible items, highlight eligible items for reimbursement.
- EAGL will hold the required match portion and disburse the grant portion of the expenditure. For example: An agreement with a 25% match component submits an expenditure for \$100. EAGL will hold \$25 for match and disburse \$75 to the recipient.
- EAGL allows a task to be overspent by 10% of the total eligible cost before requiring a formal amendment. If you plan to go over budget in a task, please discuss with your Ecology Project Manager and Financial Manager. This may not be allowed in all cases. If approved, this will not increase the total funding for the project, it will result in less funds available for other tasks to compensate for the change.
- Ecology holds an adequate percentage of the funds as retainage until deliverables are submitted and accepted.
- When submitting the final PRPR, mark YES next the prompt labeled “Final” under the Payment Request page to verify that it the last request for reimbursement.
- [Link to video on submitting PRPRs](#) or <https://www.youtube.com/watch?v=Lbl7qzh6pgA>

## Example Progress Report

| Payment Request  |                  |   |
|--|------------------|---|
| Organization: Snoqualmie city of   |                  | PRPR-OctDec2017-Snoqua-04492<br>Version Date: 02/28/2018 13:04:21<br>WQC-2016-Snoqua-00309  |
| Progress Report and Mapping Information  |                  |   |
| Progress Report Number:  | 4                | *Final: No  |
| Report Period End Date:  |                  |   |
| <b>* By Task Progress</b>  |                  |   |
| Task Title   | Percent Complete | Summary of accomplishments for this reporting period  |
| Project Administration/Management  | 85%              | Staff have conducted most of the required efforts under this task by the completion of this PRPR period (which ended 12/31/2017). Remaining requirements are uploads for Ecology tasks, including additional quarterly progress reports, and the recipient closeout (Deliverable #1.2) and project outcome summary report (D#1.3).  |
| Design Plans and Specs, Environmental Review   | 100%             | This item had been completed and required task deliverables uploaded. [SEPA; DAHP EZ-1; IDP; Design reports; 90% design; permits/environmental review; Ecology responses; and Final Bid package]  |
| Construction Management  | 95%              | As noted below, at completion of this PRPR Period (which ended 12/31/2017), project construction was completed, and hence management of that construction contractor is complete, with punchlist and Contract Closeout finished. There are still grant deliverables that must be uploaded including the:<br><ul style="list-style-type: none"> <li>- Pre-Construction meeting minutes (D#3.2)</li> <li>- Facility Operation and Maintenance Plan (D#3.6)</li> <li>- Stormwater Construction Completion Form (D#3.7) and</li> <li>- Project Area Shapefile (D#3.8)</li> </ul>  |
| Construction   | 95%              | At completion of this PRPR Period (which ended 12/31/2017), the construction contract was complete, including construction of grant deliverables (pervious concrete sidewalks and bio-retention cells). While construction is complete, several Ecology grant deliverables must still be uploaded including the:<br><ul style="list-style-type: none"> <li>- Copies of Contract documents, such as bid announcement, bid award, and bid tabulations (D#4.1)</li> <li>- Copy of signed and dated construction contract (D#4.2)</li> <li>- Construction progress photos (D#4.3), and</li> <li>- Completed equivalent new/redevelopment area determination (D#4.4).</li> </ul> |
| <p>Description and reasons for delay</p> <p>Grant deliverables have generally been achieved on-time, though some uploads were overlooked once construction was underway. This progress report will appear very similar to the most recent staff report, which was submitted in late December. Staff anticipate uploading remaining grant deliverables within the subsequent reporting period, quarter 1 of 2018.</p> |                  |   |
| <div style="display: flex; justify-content: space-between;"> <span>02/28/2018</span> <span>Page 1 of 5</span> </div>   |                  |   |

**Payment Request**

Organization: Snoqualmie city of

PRPR-OctDec2017-Snoqua-04492

Version Date: 02/28/2018 13:04:21

**Progress Report and Mapping Information**

WQC-2016-Snoqua-00309

Description and reasons for cost overruns

The project will complete with total reimbursement requests below the overall grant budget. Some tasks will complete with larger task-totals, namely:

-- Project Administration: There will be mild overages in grant management charges, as the project had more revisions to achieve final Ecology design approval than originally anticipated. Additionally, there was staff turnover, where the public-works lead for the project went to another city; some deliverables were postponed as new staff came onto the project.

-- Design: Additional design was required to bring designs into compliance with Ecology requirements. In addition, some sites were below suitable infiltration rates, requiring re-design and additional approval for the subject problem areas.

General Comment