

Payment Request Progress Report Checklist

Public Participation Grant, 2023 – 2025 Biennium

Payment Request

- Complete all the fields with a red asterisk.
 - Final – Select ‘Yes’ if this is your last PRPR or if the request uses up the remainder of your agreement budget. Otherwise, select ‘No’. This selection must match the selection in your Progress Report form.
 - Billing Period End Date – Enter the end of the quarter or the oldest Date Incurred End from the Expense table.
 - If you are not itemizing expenditures, select ‘No’. Otherwise, select yes and the Expenditures table will be available to complete.
- Expenditures table
 - Itemize expenses for the billing period. Include expenses incurred as far back as the Effective Date of the Agreement (July 1, 2023).
 - Complete all fields with a red asterisk as well as the Item Description and Invoice Number if relevant.
 - Item Description – provide detail of the Item Category that is not already listed in the Expenditures Table’s other columns. For salary/benefits, list the staff person’s last name. For a purchase from a vendor or retailer, list the business’ name.
 - Invoice Number – Locate and include this from the invoice form from the service provider. For Receipts, include the receipt number or, when grouping many receipts together, provide an attached list.
 - Date Incurred Start and Date Incurred End. For purchased items, this will be the date the item is in hand (delivered or received). For a service, enter the range the service was provided.
- Upload backup documentation – receipts showing amounts paid, time tracking, employer expense reports, payroll report.
 - Backup materials should include dates, signatures, the amount paid.
 - Time tracking records should show hours worked by day for each task.
 - Payroll reports include the personnel working on PPG, their total hours and expense to the employer for the entire period for all projects and funding sources.
 - Invoices and purchases made on line should show that the item(s) have been delivered.
 - Assemble and name the uploaded files with ‘Task Title_Item Category_Item Description’. This consistency makes verifying uploads against expenditures easy.
 - If the files are a revision in response to a modification request – save as ‘REVISED Task Title_Item Category_Item Description.’

Progress Report

- Reference the Agreement’s Task Description and Deliverables tables in Task 2 to guide your updates.
- Complete all the fields with a red asterisk.

- Final – Select ‘Yes’ for your last PRPR and or if the request uses up the remainder of your agreement budget. Otherwise, select ‘No’. This selection must match the selection in your Payment Request form.
- Percent Complete – enter cumulatively based on how much work was completed over the full grant period.
 - For Task 1, this will be about 12% for each quarter.
 - For Task 2, this will vary based on your accomplishments towards completing the scope of work.
- Summary of Accomplishments – Provide update on each deliverable due at this time by writing the Deliverable number and ‘in progress’, ‘completed’, or ‘delayed’ as well as brief detail to describe the activities.
 - Example text ‘Deliverable 2.4 – in progress - four of ten outreach events completed on 10/2, 10/13, 10/22 noon and 6pm at Spokane County YMCAs.’
 - When Deliverables are written as activities, recipient should provide detail to validate the event such as: location, date and time, number of attendees.
- Descriptions and reasons for delay - briefly describe reasons for delays in completing Agreement deliverables by their due date or more generally the work described in the Scope of Work.
- General Comments - share significant or unanticipated project successes or challenges, media recognitions, awards, or other updates *beyond* those already identified in the Agreement’s Task Description. Please refrain from describing general operating activities normal to the course of the project.
- Upload Supporting Documents – provide updates that demonstrate progress towards completing the project.
 - Include all project materials published in print or digitally as well as any memos committed in the Agreement’s Deliverables table and Task Description.
 - Include photographs, screen shots, and / or attendance logs to show events were hosted and attended by an audience.
 - Label attachments according to the Deliverable or activity they support as ‘Deliverable # - Deliverable description’. For example, ‘Deliverable 2.4. – River Days Beach Walk Invitation.’

Form D: Contractor Participation Report

- If you did not pay primary contractors or sub-contractors in the reporting period, select ‘No’. Otherwise, select ‘Yes’ and complete as instructed in the form.
- If Yes, upload the contract to the Uploads form under the Application Menu. This only needs to be done the first time you request reimbursement for this contract.

Payment History

- Open the form as the last thing you do before changing the status of the PR/PR to Submitted. The form pulls in information from other forms. Do not enter any data.

Spending Plan and Outcomes Data Collection – found under Application Forms

- Select your Parent Information link at the top of the page to return to the Application Menu screen. Select ‘View Forms’ and scroll down to the Expected Outcomes form. Select this form.

- Enter a numerical value for the Outcome measure amount achieved that quarter.
- Check the box above the reporting period to confirm the outcomes reported were achieved in the quarter with the costs requested for reimbursement.

Submit Quarterly Report

- Navigate back to the PR/PR (Payment Request Menu) through Examine Related Items.
- From the Payment Request Menu, select View Status Options.
- Click 'Apply Status' under 'Payment Request / Progress Report Submitted'.
- Clear all errors, if any.
- Confirm the Current Status is 'Payment Request/Progress Report Submitted'.