

## PROGRESS REPORT FORM

- Report progress during the same time frame as the billing period listed on Section 8 of the A-19 form.
- Describe all activities during that time period that are grant eligible and in the scope of work in the grant agreement.
- Call the grant officer for clarification if needed on any part of the Progress Report forms.

## ALL FORMS

- Place the grant agreement number and payment request number on A19, B2, and all C2's.

## FORM C2

- Column 1:** Ensure that expenses are grouped by task and the appropriate task number is given. "Element No." means Task Number.
- Check that all charges are eligible and fit within the scope of work as described in the grant agreement.
- Place each payee in **Column 2**, Invoice Number in **Column 4**, and Warrant Number (if any) in **Column 6**.
- Column 3:** Describe each item. Example- if Payee was "Kinkos" put "print recycling brochures." (Never "miscellaneous")
- Column 5:** The Date Cost Incurred refers to the date you received the item or the date the service was performed. This date must fall within the billing period of the grant that you claim on the A-19 and progress report.
- Provide back-up documents for each item listed on C2, such as copies of actual invoices, receipts, or timesheets.
- Check that each back-up document agrees with the amount listed on the C2 for charges and the date of cost incurred.
- Add up the totals for the page from **Column 7** and enter in **Block 8** at the bottom of the column. You may put multiple tasks on one page or use a separate C2(s) for each task.

## FORM B2

- Column 1:** Write the number of each task. (You will have either two or three) "Element No." means Task Number.
- Column 2:** Place the total cash expenditures noted on the C2 for each task.
- Column 3:** Eligibility is always 100% unless your grant officer specifies otherwise.
- Column 4:** Place the total for each element (this number is the same total as Column 2).
- Column 5:** Complete by looking at Column 6 from the B2 of the last payment request. Put \$0 if this is the first request.
- Column 6:** Add each element of Column 4 plus Column 5 and enter the sum of each element in column 6.
- Column 7:** Enter each element's total budget obtained from the previous B2, the last amendment or the grant agreement. Confirm that column 6 does not exceed the budgeted amount for that task. If it does, contact your grant officer.
- Column 8:** Enter totals of each element. They should be the same as Column 6- if over budget, the same as Column 7.
- Place the totals for each column in the bottom row of the first table.
- Take the total in **Box 9** and place it in **Box 11**.

## FORM A-19

- Section 1:** Enter Grant Officer's name.
- Section 2:** Enter recipient's name, mailing address, and Federal Tax ID number.
- Section 3:** Enter payment request number.
- Section 4:** Enter the Ecology grant agreement number (starts with a "G").
- Vendor's Certificate:** Check to make sure it is complete – ending with "disabled veteran's status."
- Section 5:** Write signature in **blue ink**. The signature date must be on or after the last day of the billing period.
- Section 6:** Enter the contact person (who the grant officer contacts regarding the payment request or progress report).
- Section 7:** Enter the beginning and ending date of the grant agreement.
- Section 8:** Enter the earliest date and last date of costs incurred that you are requesting reimbursement.
- Section 9:** Enter funding source listed on the front page of the grant agreement or most recent amendment. This is found under "Part II, B: Fund Source" of your grant agreement.
- Section 10:** Place the state share grant agreement amount. This is the total amount of your grant.
- Section 11:** Enter the amount of Box 11 found on the B2.
- Section 12:** Enter previous cumulative amount requested found in Section 13 of previous A-19. Put \$0 if first payment request.
- Section 13:** Enter current payment due. This amount is the total of column 2 on the B2.
- Section 14:** Enter the state share amount remaining in the grant after this payment is processed (Section 10 minus Section 11).
- Check your figures by adding totals in Section 12 & 13. They should equal the total in Section 11.

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