

# Reporting Requirements

## AMP Excess Water Use Waiver

### 2020 Program Participants

Progress and Final Reports are required to participate in the AMP Program. Due dates and the number for reports will vary by project. Please refer to your Customer Agreement to confirm your Reporting Requirement information. All reports and supporting documents must be submitted using the [ZoomGrants](#) platform.

Important information to consider:

- Question 1 MUST be answered prior to answering any other questions.
- After Question 1 is answered, only the questions relevant for the type of report you are submitting (Progress vs. Final) will appear. You will NOT answer all questions and the question numbers will AUTOMATICALLY SKIP for each type of report.
  - a. Progress Reports Include questions: 1, 2, 3, 4, 5, 6, 7, and 18
  - b. Final Reports Include questions: 1, 2, 3, 4, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17, and 18
  - c. Both Progress and Final reports require supplemental documentation. Details can be found on page 4.

## Progress Report Questions

1. **Indicate the type of report you are preparing today:**
  - Progress Report (for in-progress projects)
  - Final Report (for completed projects)
2. **Which activities took place in this reporting period? Select all that apply.**
  - Project Planning
  - Education and Outreach
  - Turf kill/removal
  - Tree protection/mitigation
  - Soil amendment
  - Irrigation system modification (e.g. head replacement, zone reconfiguration, zone retrofit, upgrade controller)
  - Initial seeding
  - Plant or shrub installation
  - Weed control
  - Erosion control measures
  - Softscape (e.g. mulch) installation
  - Hardscape (e.g. rock, gravel) installation
  - Irrigation schedule modification
  - Plant establishment
  - Grass/turf establishment
  - Reseeding
  - Minor amendment
  - Completed project
  - No activities were conducted
  - Other, please explain:
3. **In two or three paragraphs, refer to your answers in Question 2 and provide details on the activities that took place in the reporting period. If this is your Final Report, please include an overall summary of the project. The more detail the better!**

*Examples of details to include: products used, type of equipment used for installation, seeding rates, irrigation schedule, methods for planting/seeding/turf removal, etc.*
4. **What was the biggest success in this reporting period? What was the biggest challenge? If this is your Final Report, please think about the entire project.**
5. **In one or two paragraphs, explain what activities are planned for the next reporting period.**
6. **Please identify and explain any changes since the last reporting period to any part of the approved project plan (landscape plan, irrigation plan, timeline, budget, etc).**

*If there are no changes, please enter "No Changes."*
7. **How much time have you/your team dedicated to your project in this reporting period? If this is your Final Report, only include the time from your last progress report to your final report.**

*If not time has been spent enter "0."*

  - Project Manager's Time (e.g. whoever is leading the project)
  - Other team members' time (e.g. others who are helping with the project)

- Contractors' time (e.g. the landscape contractor completing the work)

## Final Report Questions

1. **Indicate the type of report you are preparing today:**
  - Progress Report (for in-progress projects)
  - Final Report (for completed projects)
2. **Which activities took place in this reporting period? Select all that apply.**
  - Project Planning
  - Education and Outreach
  - Turf kill/removal
  - Tree protection/mitigation
  - Soil amendment
  - Irrigation system modification (e.g. head replacement, zone reconfiguration, zone retrofit, upgrade controller)
  - Initial seeding
  - Plant or shrub installation
  - Weed control
  - Erosion control measures
  - Softscape (e.g. mulch) installation
  - Hardscape (e.g. rock, gravel) installation
  - Irrigation schedule modification
  - Plant establishment
  - Grass/turf establishment
  - Reseeding
  - Minor amendment
  - Completed project
  - No activities were conducted
  - Other, please explain:
3. **In two or three paragraphs, refer to your answers in Question 2 and provide details on the activities that took place in the reporting period. If this is your Final Report, please include an overall summary of the project. The more detail the better!**

*Examples of details to include: products used, type of equipment used for installation, seeding rates, irrigation schedule, methods for planting/seeding/turf removal, etc.*
4. **What was the biggest success in this reporting period? What was the biggest challenge? If this is your Final Report, please think about the entire project.**
7. **How much time have you/your team dedicated to your project in this reporting period? If this is your Final Report, only include the time from your last progress report to your final report.**

*If not time has been spent enter "0."*

  - Project Manager's Time (e.g. whoever is leading the project)
  - Other team members' time (e.g. others who are helping with the project)
  - Contractors' time (e.g. the landscape contractor completing the work)
8. **Final Report Only: How satisfied are you with your completed project?**
  - High satisfied

- Satisfied
  - Somewhat satisfied
  - Not satisfied
9. **Final Report Only: Please explain your response to Question 8.**
10. **Final Report Only: How would you rate your experience in the AMP Program?**
- d. Exceeded my expectations
  - e. Met my expectations
  - f. Did not meet my expectations
11. **Final Report Only: Please explain your response to Question 10.**
12. **Final Report Only: How helpful did you find the AMP Program?**
- Very helpful
  - Helpful
  - Somewhat helpful
  - Not helpful
13. **Final Report Only: Please explain your response to Question 12.**
14. **Final Report Only: Are you planning additional landscape improvements to this or other areas on the property in the future? Explain.**
15. **Final Report Only: What recommendations would you make to a business or HOA interested in completing a landscape conversion project?**
16. **Final Report Only: What feedback have you received from your community about the project?**
- All positive feedback
  - Mostly positive feedback
  - Mixed positive and negative feedback
  - Mostly negative feedback
  - No strong response to the project
  - Other, please explain:
17. **Final Report Only: Please explain your response to Question 16.**
18. **Please share any additional information about your project or feedback for our staff.**

## Documents Requested

- **Site Photos:** Please provide as many photos as needed to showcase the progress of your project. For each photograph indicate the date taken and location within the project area.
- **Project Updates:** If there have been any updates to your project (e.g. landscape plan, irrigation plan, timeline, budget, etc) please upload the most up to date version.
- **Establishment Plan:** Required with first Progress Report for 2- and 3-year projects.
- **Management Plan:** Required with second report for ALL projects.
- **Additional Documents:** Opportunity to upload any additional documents or information you wish to share with our staff.
- **Rebate Application Form**