

# Reporting Requirements

## AMP Excess Water Use Waiver

### 2021 Program Participants

Customers who have been approved for an AMP waiver for Excess Water Use surcharges must submit project Progress Reports and a final Project Completion Report. These reports are used to document project progress, as well as any changes from the project plans described in the original AMP Application. The reporting frequency requirements are listed in each Customer Agreement and are based on the timeline and activities specific to each project.

Instructions:

- On the Reporting page, select the tab that corresponds to the current reporting period for your project, then respond to the questions and upload relevant documents (if needed). When you are finished, click on the “Submit Report” button on the upper right-hand side of the page.
- Please complete Question 1 before moving on to the subsequent questions. After you select the type of report you are submitting (progress or final report) in Question 1, only those questions relevant to your type of report will be shown.

Important Considerations:

- Although AMP applicants will be able to view the Report Questions, they will not be able to start the Report Questions or upload Report Documents until their Application has been submitted and approved.
- Each Report is for one property only. If a property has more than one tap, submit a single Report that details information for each tap.
- Water Conservation staff may contact you to schedule one or more project site visits.

All reports and supporting documents must be submitted using the [ZoomGrants](#) platform.

## 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. Referring to your answers to Question 2, please provide details for each activity checked. The more detailed the better!
4. What was the biggest success in this reporting period?
5. What was the biggest challenge in this reporting period?
6. What activities are planned for the next reporting period?
7. 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).
8. How much time have you/your team dedicated to your project in this reporting period?
9. Please share any additional information about the project.

## Final Report Questions

1. Indicate the type of report you are preparing today:
  - Progress Report (for in-progress projects)
  - Final Report (for completed projects)
  
10. **Final Report: Please provide an overall summary of your project. The more detailed the better!**  
*Examples of details to include: products used, type of equipment installed, seeding rates, irrigation schedule, methods for planting/seeding/turf removal, etc.*
  
11. **Final Report: How satisfied are you with your completed project?**
  - Highly satisfied
  - Satisfied
  - Somewhat satisfied
  - Not satisfied
  
12. **Final Report: Please explain your response to Question 11.**
  
13. **Final Report: How would you rate your experience in the AMP Program?**
  - a. Exceeded my expectations
  - b. Met my expectations
  - c. Did not meet my expectations
  
14. **Final Report: Please explain your response to Question 13.**
  
15. **Final Report: How helpful did you find the AMP Program?**
  - Very helpful
  - Helpful
  - Somewhat helpful
  - Not helpful
  
16. **Final Report: Please explain your response to Question 15.**
  
17. **Final Report: In 2 - 3 paragraphs, describe the long-term maintenance plan for your project.**
  
18. **Final Report: If your project involved plant installation, describe your plant establishment plan in 2 - 3 paragraphs. (If your project did not involve plant installation, enter "not applicable".)**  
*.You may upload an establishment plan or related documents to the final report "Additional Documents".*
  
19. **Please share any additional information about your project or feedback for our staff.**  
*If there is no additional information, enter "Not Applicable."*

## Reporting 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 uploaded the most up to date version.
- **Additional Documents:** Opportunity to upload any additional documents or information you wish to share with our staff.
- **Rebate Application Form**