



How to Submit Progress and Final Reports

*Allotment Management Program (AMP)
Reporting for Excess Water Use Surcharge Waiver*

Submitting Progress Reports and Final Reports

AMP participants are required to submit progress reports and a final report. The specific report deadlines and requirements are outlined in your Customer Agreement and the notes emailed to you after your Customer Agreement meeting. Please follow these steps to submit reports and associated documents (e.g., project photos):

- 1) Go to your application in ZoomGrants.
 - a. You can access the application [here](#), or copy and paste the following address into your browser: <https://www.zoomgrants.com/rhome2.asp>.
- 2) Log-in with your username and password (Figure 1 below)
- 3) Select My Account Home / My Applications on the left-hand side of the page (Figure 2)
- 4) Under Approved Applications, find the name of the application you want to report on. Click the "Add Reporting" button (Figure 3; you may have to click "show/hide" to see the full list of applications)
- 5) Click on the Reporting tab (Figure 4)
- 6) You will see tabs for each of the reports required for your project. Click the tab with the report number and submittal date that you want to work on now (Figure 5)
- 7) Follow the instructions (click Show/Hide in the yellow Instructions box as needed).
- 8) **IMPORTANT:** Always answer report question number 1 (report type) before moving on to the subsequent questions.
 - a. After you answer question number 1, ZoomGrants will automatically show only those questions that you need to answer for this report.
 - b. After answering question number 1, move on to answer the subsequent questions. Question numbers will skip depending on the report type you selected in question number 1. Progress Reports include questions 1, 2, 3, 4, 5, 6, 7, 8 and 9. Final Reports include questions 1, 10, 11, 12, 13, 14, 15, 16, 17, 18.
- 9) The list of photos and documents required/requested with each report is located below the report questions. Click the orange "Upload" buttons to upload photos and documents with your report (Figure 6).
- 10) A new window will pop up to guide you through the upload process (Figure 7).
- 11) When you are ready to submit your report, click the orange Submit Reporting button located below the Report tabs on the right-hand side (Figure 8).

Questions?

Contact the AMP team at <mailto:amp@fcgov.com> or 970-221-6219.

Figure 1

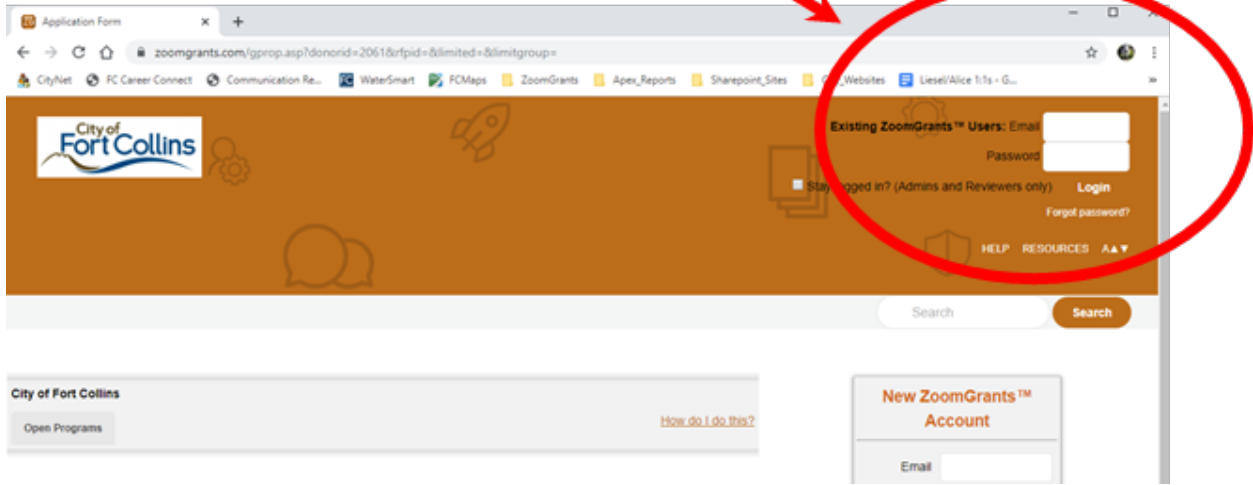


Figure 2

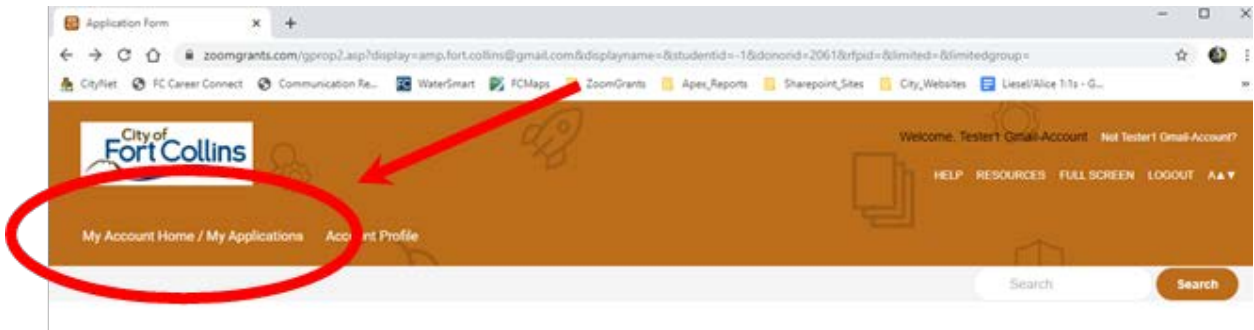


Figure 3

ZoomGrants | Logged in as Tester1 Gmail-Account | Logout | Not Tester1 Gmail-Account?

My Account Home / My Applications | Profile

My Account Home | Search | Search

My Account Home

Abbye Circle'

Incomplete Applications (0)
(full application not yet submitted)
-none-

Submitted Applications (1)
(full application submitted, decision pending)
[show/hide](#)

Archived Applications (1)
(application abandoned)
[show/hide](#)

Approved Applications (2)
[show/hide](#)
City of Fort Collins
[2019 XIP Grants for HOAs and Commercial Properties](#) (deadline 1/2/2020)
USD\$20,000.00 [Abbye's Circle](#) | **Add Project Expenses** | **Add Report**
City of Fort Collins
Water Conservation
[AMP Excess Water Use Waiver 2019](#) (deadline 12/31/2019)
USD\$0.00 [Test 3 - Happy HOA](#) | **Add Reporting**

Figure 4

City of Fort Collins | Welcome, Tester1 Gmail-Account | Not Tester1 Gmail-Account?

My Account Home / My Applications | Account Profile | HELP | RESOURCES | FULL SCREEN | LOGOUT | A ▾

My Account Home > Applications > Test 3 - Happy HOA | Search | Search | Refresh Page

City of Fort Collins
Water Conservation
Water Conservation | **CLOSED** Deadline 12/31/2019

AMP Excess Water Use Waiver 2019

[VIEW OPEN PROGRAMS](#) | [SHOW APPLICATION STEPS](#) | [SHOW REQUIREMENTS](#) | [SHOW SUPPORTING RESOURCES](#) | [CONTACT ADMIN](#)

Test 3 - Happy HOA | Application Status: **Approved USD\$ 0.00**
✓ Submitted: 7/23/2019 1:59:42 PM (Pacific) | [Print/Preview](#)

[Applicant Information](#) | [Pre-Application](#) | [Application Questions](#) | [Documents](#) | [Activity Log](#)

Reporting | Reporting Totals

Figure 5

Applicant Information | Pre-Application | Application Questions | Documents | Activity Log

Reporting | Reporting Totals

[Ask a Reporting Question](#) (answers are saved automatically when you move to another field)

Instructions [Show/Hide](#)

Customers who have been approved for an AMP waiver for Excess Water Use surcharges must submit photos, Progress Reports, Final Report, and a Management Plan. A Establishment Plan is also required for 2 and 3 year projects. These reports are used to document project progress, as well as any changes from the project plans described in the Customer Agreement. The reporting frequency requirements are listed in each Customer Agreement and are based on the timeline and activities specific to each project.

Instructions:

1. 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.
2. Complete Question 1 to indicate your report type before moving on to the subsequent questions. Only those questions relevant to your type of report will be shown. Depending on the type of report you will NOT answer all questions and the question numbers WILL AUTOMATICALLY SKIP for each type of report.
3. When you are finished, click on the 'Submit Report' button on the upper right-hand side of the page.

Important Considerations:

- As a reminder, you will NOT answer every question depending on your report type. The question numbers will skip depending on your report type. Progress Reports include questions 1, 2, 3, 4, 5, 6, 7, and 18. Final Reports include questions 1, 2, 3, 4, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17, 18.
- 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.
- Following report submittal, Water Conservation staff may contact you to schedule one or more project site visits.

Reporting 1: 6/1/2020 | Reporting 5: 6/1/2022 | Reporting 6: 10/3/2022 | Reporting 7: 12/1/2022

Reporting 1: 6/1/2020 Submit Reporting 1

1. Indicate the type of report you are preparing today.

- Progress Report (for in-progress projects)
- Final Report (for completed projects)

Figure 6

| Documents Requested * | Required? | Uploaded Documents * |
|---|-----------|--|
| 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. | Required | -none- Upload |
| 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. | | -none- Upload |
| Establishment Plan - Required with first Progress Report for 2 and 3 year projects. | | -none- Upload |
| Management Plan - Required with second Report for ALL projects. | | -none- Upload |
| Additional Documents: Opportunity to upload any additional documents or information you wish to share with our staff. | | -none- Upload |
| Rebate Application Form | | -none- Upload |

Figure 7

Figure 8

Applicant Information Pre-Application Application Questions Documents Activity Log

Reporting Reporting Totals

[Ask a Reporting Question](#) (answers are saved automatically when you move to another field)

Instructions [Show/Hide](#)

Reporting 1: 6/1/2020 Reporting 5: 6/1/2022 Reporting 6: 10/3/2022 Reporting 7: 12/1/2022

Reporting 1: 6/1/2020

Submit Reporting 1

1. Indicate the type of report you are preparing today.

- Progress Report (for in-progress projects)
- Final Report (for completed projects)

2. What 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