



# Progress Billing Checklist

**\*\*Note any type of reports or backup are not needed unless 1st billing or requested by local programs\*\***

Correct Form		Explanation/Exception/Verification
	State Grant Form/Project	
	Federal Grant Form/Project	
Agency & Project Info		
	Agency Name & Address	
	Project number, Agreement number, Last Supplement, Project Title	
Billing Period Info		
	Labeled billing #1 or <b>consecutive</b> to prior bill	
	Labeled as final bill or continuous	
	Billing period start date <b>consecutive</b> to prior bill's end date? (or explanation needed if not)	
CN Award Date		
	PE expenditures are all before the Contract award date	
	RW expenditures are all before Contract award date (exceptions allowed see LAG manual)	
	CE (CE agency) after CN authorization before Contract award date ( <b>explanation required</b> )	
	CN (Contract, consultant, etc.) must be after Contract award date	
Expenditures		
	No negative amounts in column 9	
	Explanation for any negative amounts in column 1 or column 5	
	Amount Eligible Prior Periods (column 2) rolled over from prior bill's total eligible to date (column 3)	
	Amount Claimed Prior Periods (column 6) rolled over from prior bill's Total Claimed To Date (column 7)	
	Column 8 is federal share amount from LA agreement	
	Signed by Mayor or the authorized individual stated on the resolution/letter of delegation	<b>Send updated authorization if position changes</b>
First Billing		
	Correct state/federal form	
	Billing period start date is on/after authorization date	
	Backup documentation supporting eligible this period amount included	
	Resolution/letter for signature authority (for federally funded projects)	
	Report with equipments used, equipment rates, and certification of equipment rates	
Final Billing		
	Final Project Summary included	