Detailed Instructions: Progress Payment Calculator

The **Progress Payment Calculator** allows utilities to submit detailed information for the qualifying pre-approved progress payments. In order to qualify for progress payments, the project must meet all of the following criteria:

1. The time period from the BPA custom project proposal approval date to the completion report submittal date meets or exceeds 12 months;
2. The amount of each progress payment is $100,000.00 or greater;
3. The estimated incentive for the project is $250,000.00 or greater;
4. The sum of the progress payments does not exceed the lower of
    - 70% of actual expenditures of the project incurred up to the date of the progress payment invoice to BPA or
    - 50% of the estimated total project incentive.

If your project does not meet all of these criteria, you will not need to use this spreadsheet.

To complete the progress payment spreadsheet it will be useful to have the custom project proposal on hand; much of the required information was established during the custom project proposal approval process.

Instructions

1. Select your utility name from the drop down menu included in the spreadsheet.
2. The spreadsheet will auto populate your utility account number.
3. Enter your project ID, this number was established during the custom project proposal.
4. Enter the milestone for which you are requesting a progress payment. Milestones were established during the custom project proposal.
5. Provide a brief description of the milestone.
6. Enter the progress payment amount being requested. This amount was established during the custom project proposal.
7. Indicate the percent of the total project reimbursement this payment represents.
8. Enter the estimated completion date of this milestone as established in the custom project proposal.
9. Enter the actual date this milestone was completed.
10. Submit this spreadsheet to your COTR for review by working with your COTR directly or by sending via eedocs@bpa.gov.
11. Once approved your COTR will return this spreadsheet to you with the COTR Approval date and Approved by cells completed.
12. Save this spreadsheet making sure the file name complies with the File Naming Tool convention.
13. Submit this spreadsheet along with the other detailed sheets in your monthly invoice package.