

2. Initial Submissions

- 2.1 Submit the mandatory Technical, Managerial, and Financial (TMF) Assessment elements, including Budget/Capital Improvement Plan, Consolidation Feasibility, Ownership, and Water Rights, to the Project Manager for approval.
 - 2.1.1 Mandatory TMF elements must be met to the satisfaction of the Division prior to Bid Solicitation Approval.
- 2.2 Submit the Expedited Drinking Water Grant (EDWG) Financial Security Package to the Project Manager for approval.
 - 2.2.1 Division review and approval must be complete prior to Bid Solicitation Approval.
- 2.3 Complete necessary work to resolve any incomplete items identified by Division after the Division reviews submittals for Items 2.1 and 2.2.
- 2.4 Submit the professional engineering services contract(s) to the Project Manager for review and approval prior to disbursement of funds for costs incurred under such contract(s).

3. Environmental Compliance, Permitting, and Approvals

No construction or construction-related activities, including construction bid solicitation, is authorized until the California Environmental Quality Act (CEQA) process, permitting, access negotiations and other required approvals are complete.

- 3.1 Complete documentation required under the CEQA for the proposed construction project.
 - 3.1.1 Submit the draft CEQA document or Notice of Exemption, as applicable, to the Project Manager for comment.
 - 3.1.2 Submit the complete EDWG Program Environmental Package to the Project Manager, including one of the following: the Notice of Exemption filed with the County Clerk and with the Governor's Office of Planning and Research, State Clearinghouse; or the final CEQA document (Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report), Mitigation Monitoring and Reporting Plan, comments and responses, adoption/certification resolution, and the Notice of Determination

filed with the County Clerk and the Governor's Office of Planning and Research.

- 3.1.3 Obtain written concurrence from the Project Manager confirming the State Water Board has made its own environmental findings if applicable and concurs that implementation/construction may proceed. The State Water Board may deem the Project ineligible for funding if construction begins prior to the Division's issuance of this written approval.
- 3.2 Obtain all public agency approvals, entitlements, permits, and agreements, if any, that are required for Project implementation before field work begins.
 - 3.2.1 Submit evidence of any necessary California Public Utilities Commission (CPUC) approvals and notice to the CPUC of the receipt of grant funds.
 - 3.2.2 If the Project is carried out on lands not owned by the Recipient, the Recipient must obtain adequate property rights or rights of way for the Useful Life of the Project.
 - 3.2.3 If the Project requires or involves the diversion or appropriation of water, the Recipient must submit appropriate documentation showing that Recipient has acquired necessary water rights.
 - 3.2.4 If the Project is a consolidation, the Recipient must submit an executed copy of the consolidation agreement(s) in a form satisfactory to the Division. Recipients are strongly advised to share a draft of the consolidation agreement(s) with the Project Manager, and to incorporate comments from the Project Manager before the agreement is finalized.
 - 3.2.5 Submit evidence of any necessary Local Agency Formation Commission approvals.
 - 3.2.6 Submit a list and signed copies of any other necessary approvals, entitlements, permits, and agreements to the Project Manager.

4. Planning, Design, and Engineering

- 4.1 Prepare an Engineering Report, Technical Memo, or similar document to support the design plans and specifications in Item 4.2, and submit to the Project Manager for comment.

[Note to Recipient: Insert 4.1.1 and 4.1.2 if test well(s) will be installed prior to Bid Solicitation Approval— add deliverables in table below also]

4.1.1 Complete the following documents to support the test well installation in Item 4.1.2 and submit to the Project Manager for approval:

- Test well plans and specifications,
- Water quality testing plan, and
- CEQA document or notice of exemption, as applicable,
- Documentation showing the current title holder(s), the current title holder(s)'s consent for the drilling of the test well(s) and, as applicable, the Recipient's plan for acquiring title or access to the property for the purposes of constructing the production well.

4.1.2 Bid and complete the test well drilling work. This may be conducted prior to the Bid Solicitation Approval in Item 5.2 only after receiving written approval from the Project Manager in Item 4.1.1.

4.2 Prepare the fifty percent (50%) design plans and specifications and submit to the Project Manager for approval. The Project shall include (Note to Recipient: modify, add, and/or delete the example bullets below for the Project):

Source Capacity Components

- Drill and equip a water well that produces approximately _____ gallons per minute (gpm) (Well No. _____) that will serve as a primary/backup water source to meet maximum day demand (MDD)/provide overall water system resiliency.
- Rehabilitate and equip the existing well (Well No. _____) that will serve as a primary/backup water source to meet maximum day demand (MDD)/provide overall water system resiliency.
- Construct a [material, if known] storage tank capable of holding approximately [#] gallons and the facilities necessary to meet Waterworks Standards/ meet MDD/provide overall water system resiliency.
- Install a booster pump station.
- Construct the necessary storage, blending, and/or booster pump facilities to accept and blend groundwater from Well No. _____, with Well No. _____ /treated surface water.
- Destroy Well No(s). _____ per [Regulatory Agency/County] standards.
- Destroy the existing _____ gallon storage tank per [Regulatory Agency/County] standards.

Water Treatment Components

- Install a [contaminant name] treatment facility that will include [list component(s)] to address [list compliance order(s) or maximum contaminant level (MCL) exceedance(s)].
- Install [list treatment components] to address [list compliance order(s) or MCL exceedance(s)].
- Install a booster pump station.

Distribution System Components

- Install approximately _____ linear feet/miles of new water mains/pipeline.
- Replace/rehabilitate approximately _____ linear feet/miles of existing water main/pipeline with approximately _____ linear feet/miles of new water main/pipeline.
- Abandon and destroy approximately _____ linear feet/miles of water mains/pipes per [Regulatory Agency/County] standards.
- Install/rehabilitate/relocate approximately _____ hydrants/valves.
- Furnish and install water meters for approximately _____ existing customers.

Consolidation Project Components

- Consolidate the [Subsumed Water System] into the [Receiving Water System], including the ownership transfer of all existing water system facilities, infrastructure, and customers.
- Construct pipeline to convey groundwater from Well No. _____ to the [Subsumed Water System].
- Construct the storage facilities necessary to meet emergency and fire storage demands within the [Subsumed Water System].
- Install a master meter, lateral(s), and a backflow prevention device(s) to consolidate [Subsumed Water System] with [Receiving Water System].
- Decommission and properly abandon existing Well No. _____ within the [Subsumed Water System].

Additional Project Components

- Install/replace/rehabilitate/relocate approximately _____ meters and/or meter boxes.
- Install a new supervisory control and data acquisition (SCADA) system.
- Install site electrical components and controls.

- Install a new emergency diesel/gas generator.

- 4.3 Complete the one hundred percent (100%) design plans and specifications and prepare a summary identifying any changes from the fifty percent (50%) plans in Item 4.2. Submit the one hundred percent (100%) design plans and specifications and summary of changes for the Project to the Project Manager for approval.

5. Bid Solicitation

- 5.1 Complete the bid documents in accordance with the approved design plans and specifications in Item 4.3 and submit to the Project Manager for approval.
- 5.2 Complete EDWG Request for Bid Solicitation Approval Form, after obtaining: TMF approval in Item 2.1, Financial Security Package approval in Item 2.2, environmental clearance in Item 3.1.3, and the necessary approvals, entitlements, permits, and agreements in Item 3.2. Submit to the Project Manager to obtain written Bid Solicitation Approval.
- 5.3 Advertise the Project for bid after receiving Project Manager approval in Item 5.2. Submit complete EDWG Final Budget Approval (FBA) Form, including necessary attachments, such as the advertised bid documents and bid summary, to obtain written FBA from the Project Manager.

6. Construction and Implementation

Construction, equipment procurement, or acquisition costs are not eligible for reimbursement prior to FBA.

- 6.1 After receiving FBA, award the construction contract(s) and submit the Notice(s) to Proceed and awarded contract(s) for the Project to the Project Manager.
- 6.2 Submit any proposed changes that arise during construction that may affect the Project's benefits and components listed in Item 4.2, schedule, or costs to the Project Manager for approval prior to proceeding with the changes.
- 6.3 Submit the necessary TMF Assessment elements to the Project Manager by the Completion of Construction.
- 6.3.1 Prior to disbursement of the final 10% of the total Project Costs, necessary TMF elements must be demonstrated to the satisfaction of the Division, which may include elements that will be subsequently completed under DDW supervision.

- 6.4 Submit any required drinking water permit amendment application documents to the regulating agency (Division of Drinking Water, Local Primacy Agency, County Health Department, etc.) and the Project Manager before the Completion of Construction (if applicable).
- 6.5 Construct the Project in accordance with the approved design plans and specifications in Item 4.3.
- 6.6 Expeditiously initiate Project operations upon Completion of Construction.

A.4 SCHEDULE.

Failure to provide items by the due dates indicated in the table below may constitute a material violation of this Agreement. The Division may adjust the dates in the “Estimated Due Date” column of this table, but “Critical Due Date” adjustments will require an amendment to this Agreement. As applicable for specific submittals, the Recipient must plan adequate time to solicit, receive, and address comments prior to submitting the final submittal.

The Recipient must substantially complete construction by the approved Estimated Completion of Construction date unless an extension is granted by the Division in writing. The Recipient must deliver any request for extension no less than 30 days prior to the approved Completion of Construction date. Late requests may not be honored.

The Recipient must complete and submit all work in time to be approved by the Division prior to the approved Estimated Due Date for the Final Reimbursement Request.

ITEM	DESCRIPTION OF SUBMITTAL	CRITICAL DUE DATE	ESTIMATED DUE DATE
EXHIBIT A.2 – SCOPE OF WORK			
1.	Project Management		
1.1	Technical and Administrative Services	N/A	Ongoing
1.2	Notification of Upcoming Meetings, Workshops, and Trainings	N/A	As Needed
1.3	Site Visits	N/A	As Needed
1.4	Photo Documentation	N/A	Ongoing
2.	Initial Submissions		

ITEM	DESCRIPTION OF SUBMITTAL	CRITICAL DUE DATE	ESTIMATED DUE DATE
2.1	Mandatory TMF Assessment Elements	N/A	Date (at least 4 months prior to bid solicitation approval) or Completed
2.2	EDWG Financial Package	N/A	Date (at least 4 months prior to bid solicitation approval) or Completed
2.3	Complete any incomplete items identified by Division after review of 2.1 and 2.2.	N/A	Date (at least 2 months prior to bid solicitation approval) or Completed
2.4	Professional Engineering Services Contract	N/A	Prior to disbursement of any related costs
3.	Environmental Compliance and Permitting		
3.1.1	Draft CEQA	N/A	Date or Completed
3.1.2	EDWG Environmental Package and Final CEQA	N/A	Date (at least 3 months prior to bid solicitation approval) or Completed
3.2.1	California Public Utilities Commission Approvals	N/A	Date or Completed
3.2.2	Property Rights or Rights of Way	N/A	Date or Completed
3.2.3	Documentation of Necessary Water Rights	N/A	Date or Completed
3.2.4	Consolidation Agreement(s)	N/A	Date or Completed

ITEM	DESCRIPTION OF SUBMITTAL	CRITICAL DUE DATE	ESTIMATED DUE DATE
3.2.5	Local Agency Formation Commission Approvals	N/A	Prior to bid solicitation approval
3.2.6	List and Signed Copies of Any Other Necessary Approvals, Entitlements, Permits, and Agreements	N/A	Date (at least 1 month prior to bid solicitation approval) or Completed
4.	Planning, Design, and Engineering		
4.1	Engineering Report, Technical Memo, or Similar Document	N/A	Date or Completed
4.2	50% Plans and Specifications	N/A	Date or Completed
4.3	100% Plans and Specifications	N/A	Date or Completed
5.	Bid Solicitation		
5.1	Bid Documents	N/A	Date
5.2	EDWG Request for Bid Solicitation Approval	N/A	Date (at least 1 month prior to bid solicitation approval)
5.3	EDWG Request for Final Budget Approval Form	N/A	Date
6.	Construction and Implementation		
6.1	Notice(s) to Proceed	N/A	Date
6.2	Notification of Project Changes	N/A	As Needed
6.3	Necessary TMF Elements	N/A	Date (prior to Project Completion) or Completed
6.4	Permit Amendment Application Documents	N/A	Date (prior to Construction Completion), Completed, or N/A
6.5	Completion of Construction	N/A	Date

ITEM	DESCRIPTION OF SUBMITTAL	CRITICAL DUE DATE	ESTIMATED DUE DATE
6.6	Project Completion	No later than March 1, 2026	N/A
REPORTS			
A.3	Progress Reports	Quarterly	N/A
A.4	Project Completion Report	N/A	Date
A.5	Final Inspection and Certification	N/A	Date
EXHIBIT B AND C – FUNDING TERMS	BUDGET COSTS AND REIMBURSEMENT		
B.6.1 and B.6.2	First Reimbursement Request	No later than 90 days from Agreement Execution Date	N/A
C.16	Final Reimbursement Request	No later than March 1, 2026	6 months after approved Completion of Construction date or the Critical Due Date for Final Reimbursement Request, whichever comes first

EXHIBIT B – FUNDING AMOUNTS

B.4 BUDGET COSTS.

Estimated budget costs are contained in the Summary Project Cost Table below.

ITEM	DESCRIPTION	TOTAL ESTIMATED COST	PROJECT FUNDING AMOUNT
A	Construction	\$0	\$0
B	Pre-Purchased Material / Equipment	\$0	\$0
C	Purchase of Land / Easements	\$0	\$0
D	Change Order Contingency	\$0	\$0

E	Force Account	\$0	\$0
F	Allowances (Soft Costs)		
	Planning	\$0	\$0
	Design	\$0	\$0
	Construction Management	\$0	\$0
	Administration	\$0	\$0
	<i>Allowances Subtotal</i>	\$0	\$0
G	<i>[Add proposed additional cost item¹]</i>	\$0	\$0
H	Conditional Costs (≤ 30% of total project cost, i.e., sum of items A-G)	\$0	\$0
	TOTAL	\$0	\$0

Notes:

1. Describe additional costs if necessary due to costs that don't fit into the general categories.

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