

Drinking Water for School Grant Program Commonly Asked Questions:

General:

- 1) **Who should I contact at the State Water Board about this grant?**
 - **Contact your Grant Manager (GM)** for most questions/issues, i.e. if you have questions about deliverables and/or progress reports, or questions about when first invoice/report is due. The GM contact information is near the front of the Grant Agreement.
 - **Contact your Program Analyst (PA)** only after you have submitted invoices and it has been more than 45 days and you have still not received payment and/or if you have any questions regarding the invoice process and forms. The PA contact information is near the front of the Grant Agreement.
- 2) **Who is considered the Technical Contact for Point of Use Treatment or other water quality-related projects?** – The technical contact is the regulator of the water system that provides drinking water to the individual school: Division of Drinking Water (DDW) or the Local Primacy Agency (LPA), as listed on the contact information page in your agreement.

Before the Grant is Executed:

- 3) **When will the agreement be sent out?** – All draft grant agreements for projects with access improvements only, not water quality, have been emailed to grantees. Most grantees should have received a draft agreement for review for water quality projects also. If you have haven't received a draft agreement, please contact your GM.
- 4) **Our draft agreement has a start date of May 1, 2019. We have reviewed and provided feedback on the agreement and it is being routed for signature. Can we start our projects during summer break, or do we need to wait until final execution of the agreement?** – You can incur eligible expenses any time after your start date; however, you cannot request reimbursement until the grant is executed. Please note that you assume the risk of not being reimbursed for work that is conducted outside of the SOW.
- 5) **Who is getting the agreements?** – The PA will send the agreement to the Project Director and copy the Grant Contact as listed on the PD Certification form. Please submit a new PD Certification form if these key staffing positions change.
- 6) **Where can we access the various templates you mention?** – We will be providing a workbook that has all invoicing documents. A customized progress report template will also be provided. Templates will be sent to the grantee at the time of agreement execution. If you do not have any templates and your agreement has been executed, please contact your PA.

After the Grant is Executed – Implementation:

- 7) **Is there a list of approved contactors? Vendors?** – Unfortunately, no. But if you are working with a Technical Assistance provider, please contact them as they might be able to provide a reference for your area.

- 8) **If we have fountains that weren't funded, but we come in under budget, can we use those funds to pay for fountains that weren't approved?** – Unfortunately, no. The scope described in Exhibit D is what was approved. Only costs consistent with the scope of work and Exhibit D can be reimbursed.
- 9) **Do we need to submit approvals from the Technical Contact?** Yes, for water quality projects you will be working closely with the Technical Contact because they will be reviewing and approving those deliverables related to regulations. You will need the Technical Contact's review and approvals, then you will submit those documents with the approvals to your GM. Please be sure to review your deadlines and the SOW in your agreement to stay on track.

After the Grant is Executed- Getting Reimbursed:

- 10) **When is the first invoice / progress report due?** – 45 days following the end of the quarter in which the grant is executed.

QUARTERS:

- Jan-March 31: invoice due May 15th or BEFORE
- April-June 30: invoice due Aug 15th or BEFORE
- July-Sept 30: invoice due Nov 15th or BEFORE
- Oct-Dec 31: invoice due Feb 15th or BEFORE

Example: Your grant is executed on July 27, 2019 (i.e. during the third quarter). First invoice/progress report is due November 15th or before. Submit even if no work was performed during that quarter.

- 11) **Can we send in a Progress Report electronically?** – Yes, that is preferred.
- 12) **My eligible start date is August 2018, should all eligible costs incurred since then be in the first invoice?** – Yes, please put all previous costs with the first invoice. Include all previous expenditures with the first invoice and submit after the grant is executed.
- 13) **Back up documentation: Is a pay application sufficient for backup documentation?** – We need documentation that is detailed enough for us to make sure that all costs are reimbursable. We cannot accept a lump sum invoice that has no details. We can accept a schedule of values, or list of scope of work (SOW) items completed, along with the contractor's pay application and/or invoice. Hand marking up documents is acceptable.
- 14) **Do we get reimbursed for filter replacements?** –For access improvement projects, we typically allowed for the cost of the initial filter. For water quality projects, this grant typically pays for operation and maintenance through the work completion date. Not all projects have funds to replace filters. If you are unsure, please review your budget Attachment 8A and contact your GM with any questions.
- 15) **For districts with multiple schools, is each school considered a different project? And how does that affect invoicing?** The grant is considered one project. The overall

project will be tracked by the budget summary as listed in the agreement. However, the progress report that accompanies the invoice will include a section for narrative and photo documentation, which is broken down by school. Here you can explain what work was completed at each school and this will be compared to each school's detailed budget. Invoices and back up documentation submitted by contractors don't necessarily need to break up invoices per school, but it needs to be clear that work that was completed is eligible for reimbursement. We do this by comparing the backup materials to the detailed budgets for each school.