**\*\*\* NOTE: Most of the language below is template language that should not be modified. Applicants should modify or insert language specific to their projects only in the highlighted sections. \*\*\***

**Proposition 68 Groundwater Treatment and Remediation Grant Program**

# **Exhibit A – Scope of Work Template**

## A.1. (a) PROJECT DESCRIPTION

*This grant is for the benefit of the Recipient. This grant is for the purpose of (Note: provide a simple project purpose statement, for example: “This grant is for the purpose of operating and maintaining [NOTE IF THE PROJECT INCLUDES TASKS 5 and 6 FOR CAPITAL IMPROVEMENT – strike “operating and maintaining” and insert “operating, maintaining and improving”] the [insert name/description of the existing facility] (Facility) in the [insert groundwater basin or project area], and treating groundwater in the [describe what’s been treated such as: shallow aquifer and upper principal aquifer] that is polluted by [insert Constituents of Concern] to prevent migration of contaminated groundwater to the [Recipient’s and/or as applicable, another Entity such as City, District] drinking water supply wells.”)*

## A-1 (b) SCOPE OF WORK

1. Project Management

1.1 Provide all technical and administrative services as needed for Project completion; monitor, supervise, and review all work performed; and coordinate budgeting and scheduling to ensure the Project is completed within budget, on schedule, and in accordance with approved procedures, applicable laws, and regulations.

1.2 Notify the Grant Manager at least fifteen (15) working days in advance of upcoming meetings, workshops, trainings, and fieldwork activities.

1.3 Develop and update appropriately a detailed Project schedule, including key Project milestones, and submit to the Grant Manager.

1.4 Conduct periodic and final site visits with the Grant Manager and other staff designated by the Division.

1.5 Conduct photo monitoring at the Project site and submit to the Grant Manager.

2. General Compliance Requirements/Project Effectiveness and Performance

2.1 Submit Global Positioning System (GPS) information and survey data for project site(s) and monitoring location(s) for this Project to the Grant Manager. Submittal requirements for GPS data are available at: [GPS Information](http://www.waterboards.ca.gov/water_issues/programs/grants_loans/grant_info/docs/gps.pdf).

2.2 Submit a Monitoring and Reporting Plan (MRP) that addresses performance monitoring for the duration of the Project. Submit the MRP to the Grant Manager for approval. The MRP may be submitted as separate documents or in one report and shall include the following:

2.2.1 A Monitoring Plan (MP) that includes the following sections:

2.2.1.1 Purpose: Describe the methods used to measure, evaluate and document performance of the remediation and treatment system based on the effectiveness of the remedy meeting the Project purpose, objectives, and metrics developed in the Project Assessment and Evaluation Plan (PAEP). Describe the relation of the proposed monitoring activities to any other monitoring activities in the Project area.

2.2.1.2 Project Area: Provide a map and narrative description of the anticipated area of plume capture, location of the Project, and location of monitoring and production wells that are being sampled to achieve the purpose of the MP.

2.2.1.3 Sampling Plan: Describe the sampling and analytical methods to be used, selection of monitoring locations, the frequency of monitoring, and the process to make any necessary changes to achieve the purpose of the MP.

2.2.1.4 Field Procedures: Provide a description of field procedures including sample collection methods, equipment decontamination, sample identification and handling, and documentation procedures.

2.2.2 A PAEP which describes the manner in which the Project performance will be assessed, evaluated, and reported. The PAEP must establish current groundwater quality conditions (as defined by the last four quarters of groundwater quality data) for the Project area and detail the Project’s goals, desired outcomes, purpose and objectives, and the methods of measuring and reporting Project benefits.

2.2.3 Prepare, maintain, and implement a Quality Assurance Project Plan (QAPP) in accordance with the United States Environmental Protection Agency’s (USEPA) QAPP guidance documents (EPA QA/G-5 and EPA QA/R-5). Water quality monitoring data includes physical or chemical monitoring of any groundwater. A template for the USEPA QAPP is available from the Grant Manager

2.2.3.1 Upload a pdf version of the final approved document(s) to the Financial Assistance Application Submittal Tool (FAAST) system (available at https://faast.waterboards.ca.gov/).

2.3 Monitor Project effectiveness in accordance with the approved MRP.

2.3.1 Conduct the monitoring in accordance with the approved MRP and include the results in the associated quarterly progress report. A summary of all Project effectiveness monitoring and data analysis shall be included in the Final Project Report.

2.4 Prepare and upload all groundwater analytical data collected in accordance with the MRP, to the State Water Board’s GeoTracker/GAMA system in Electronic Deliverable Format (EDF). Groundwater samples include: monitoring well samples, borehole samples, piezometer samples, and samples from drinking water wells. Locational information for these sampling points shall be submitted using the GEO\_XY file. Contact the Grant Manager to obtain a Global ID prior to collecting samples.

2.4.1 Upload data that was utilized in item 2.2.2 to establish current groundwater quality conditions for the Project area.

2.4.2 Upload other data related to the design and development of the Project that is not presently available on GeoTracker/GAMA. This may include reports, figures, maps and geographic information system (GIS) data. Submit an annotated list of reviewed data and reports to the Grant Manager.

3. Environmental Compliance and Permitting

3.1 Complete documentation required under the California Environmental Quality Act (CEQA) for the Project. Take all required steps to prepare, circulate, and certify the required CEQA document(s).

3.1.1 Submit the draft CEQA document to the Grant Manager for comment, if applicable.

3.1.2 Submit the final CEQA document to the Grant Manager, if applicable.

3.2 Obtain all public agency approvals, entitlements, or permits required for Project implementation. If the Project is carried out on lands not owned by the Recipient, the Recipient shall obtain adequate rights of way for the useful life of the Project. Submit a list and signed copies of such approvals, entitlements or permits to the Grant Manager.

4. Operations and Maintenance (O&M)

4.1 Complete eligible and necessary O&M tasks. The types of costs associated with this work that are eligible for reimbursement include: permitting, monitoring, reporting, utility bills, chemicals, replacement or changeout of existing equipment, and plant operator(s). **Note: additional eligible cost types can be added as necessary, but are subject to approval by DFA. This scope should reflect both grant and match costs/work.**

**OPTIONAL SCOPE OF WORK TASKS FOR CAPITAL IMPROVEMENT PROJECTS**

**Note: Items 5 and 6 outlined below are intended as examples of general tasks that could be associated with small-scale capital improvements proposed for funding under the Proposition 68 Groundwater Treatment and Remediation Grant Program. Additional subtasks can be added or modified to fit your project.** **This scope should reflect both grant and match costs/work.**

5. Planning, Design and Engineering

5.1 Prepare the XX percent (XX%) (*Note: This can be, for example, 60% here and 90% in 5.2 below, or just one of the two, or other increments, depending on the Project and your schedule/milestones – if 5.2 is not needed it can be deleted)* design and specifications and submit to the Grant Manager for approval. The plans and specifications shall include at a minimum the following components:

 5.1, 5.2, etc. (*List and quantify all major design components necessary for meeting the proposed project purpose. For example: Install xx new injection wells, Install xx new extraction wells, Install xx new groundwater monitoring wells, Install a minimum of xx linear feet of pipeline to convey xx from y to z, Install an additional xx treatment train to an existing xx groundwater treatment system with a minimum design flow rate of xx gpm, etc. )*

5.2 Complete the XXXX (XXXX%) design plans and specifications and prepare a summary identifying any changes from the XX percent (XX%) plans in Item 5.1. Submit the XXXX (XXXX%) design plans and specifications and summary of changes for the Project to the Grant Manager for approval.

5.3 Complete the one hundred percent (100%) design plans and specifications and prepare a summary identifying any changes from the XXXX percent (XX%) plans. Submit the one hundred percent (100%) design plans and specifications and summary of changes for the Project to the Grant Manager for approval.

5.4 Complete the bid documents in accordance with the approved design plans, after receiving all required approvals, and advertise the Project for bid. Submit the advertised bid documents to the Grant Manager for approval.

6. Construction

6.1 Obtain written environmental clearance from the State Water Board confirming the State Water Board has made its own environmental findings and concurred that implementation may proceed before proceeding with the improvements described in Item 5.3.

6.2 Award the construction contract(s) and submit the Notice(s) to Proceed and awarded contract(s) to the Grant Manager for approval.

6.3 Construct the Project in accordance with the approved design plans and specifications in Item 5.3, after obtaining environmental clearance in Item 6.1 and the necessary approvals, entitlements, and/or permits in Item 3.2.

6.4 Submit any proposed changes that arise during construction that may affect the Project’s benefits, schedule, or costs to the Grant Manager for approval.

6.5 Submit as-built drawings and a summary of changes from the approved design plans and specifications that occurred during construction to the Grant Manager.

6.6 Complete a Final Project Inspection and Certification upon completion of the Project. The Recipient shall provide for a final inspection and shall certify that the Project has been completed in accordance with this Agreement, any final plans and specifications submitted to the State Water Board, and any amendments or modifications thereto. If the Project involved planning, investigation, evaluation, design, or other work requiring interpretation and proper application of engineering or other professionals, the final inspection and certification shall be conducted by a California Registered Civil Engineer or other appropriate California registered professional. Submit the results of the Final Project Inspection and Certification to the Grant Manager for approval.

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# A.2. STANDARD PROJECT REQUIREMENTS.

## A.2.1 Acknowledgements.

The Recipient shall include the following acknowledgement in any document, written report, or brochure prepared in whole or in part pursuant to this Agreement:

“Funding for this project has been provided in full or in part through an agreement with the State Water Resources Control Board.  The contents of this document do not necessarily reflect the views and policies of the foregoing, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.”

## A.2.2 Reports

### A.2.2.1 Progress Reports.

The Recipient shall submit quarterly progress reports, using a format provided by the Grant Manager, within forty-five (45) days following the end of the calendar quarter (March, June, September, and December) to the Grant Manager. Progress reports shall provide a brief description of activities that have occurred, milestones achieved, monitoring results (if applicable), and any problems encountered in the performance of the work under this Agreement during the applicable reporting period. Reporting shall be required even if no grant-related activities occurred during the reporting period. The Recipient shall document all activities and expenditures in progress reports, including work performed by contractors.

### A.2.2.2 Draft and Final Project Report and Project Summary.

(a) At the conclusion of the Project, the Recipient must submit the following to the Grant Manager:

(1) Draft Final Project Report. Prepare and submit to the Grant Manager, for review and comment, a draft Final Project Report in a format provided by the Grant Manager that shall include the following information, as well as information set forth in the Scope of Work, above:

* + 1. Description of the water quality problem the Project sought to address,
		2. Discussion of the Project’s likelihood of successfully addressing that water quality problem in the future, and
		3. Summary of compliance with applicable environmental conditions.

(2) Final Project Report. Prepare a Final Project Report that addresses, to the extent feasible, comments made by the Grant Manager on the draft Final Project Report. Submit one (1) reproducible master copy and an electronic copy of the final. Upload an electronic copy of the final report in pdf format to the Financial Assistance Application Submittal Tool (FAAST) system.

(3) Final Project Summary. Prepare a brief summary of the information contained in the Final Project Report, using a format provided by the Grant Manager. Include accomplishments, recommendations, and lessons learned, as appropriate. Upload an electronic copy of the Final Project Summary in pdf format to the FAAST system.

(b) If the Recipient fails to submit a timely Final Project Report, the State Water Board may stop processing pending or future applications for new financial assistance, withhold disbursements under this Agreement or other agreements, and begin administrative proceedings.

### A.2.2.3 As Needed Reports.

The Recipient must provide expeditiously, during the term of this Agreement, any reports, data, and information reasonably required by the Division, including but not limited to material necessary or appropriate for evaluation of the funding program or to fulfill any reporting requirements of the state or federal government.

## A.2.3 Signage.

 The Recipient shall place a sign at least four feet tall by eight feet wide made of ¾ inch thick exterior grade plywood or other approved material in a prominent location on the Project site and shall maintain the sign in good condition for the duration of project implementation. The sign must include the following disclosure statement and color logos (available from the Division):

* 1.  
	2. “Funding for this [name of project] project has been provided in full or in part by Proposition 68 – the California, Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018 through an agreement with the State Water Resources Control Board.”
	3. The Project sign may include another agency's required promotional information so long as the above logos and disclosure statement are equally prominent on the sign.  The sign shall be prepared in a professional manner.

## A.3. DATES AND DELIVERABLES

(a) Time is of the essence.

(b) The Recipient must expeditiously proceed with and complete the Project.

(c) The following dates are established as on the Cover Page of this Agreement:

1. Eligible Work Start Date
2. Work Completion Date
3. Final Disbursement Request Date
4. Records Retention End Date
5. The Recipient must begin work timely.
6. Reserved.
7. The Recipient must deliver any request for amendment no less than 120 days prior to the Work Completion date.
8. The undisbursed balance of this Agreement will be deobligated if the Recipient does not provide its final Disbursement Request to the Division on or before the Final Disbursement Request Date, unless prior approval has been granted by the Division.
9. Failure to provide items by the due dates indicated in the table below may constitute a material violation of this Agreement. However, the dates in the “Estimated Due Date” column of this table may be adjusted as necessary during the Disbursement Period with Grant Manager approval. All work or submittals must be achieved with relevant submittals approved by the Division prior to the Work Completion Date, and the final Disbursement Request submitted, prior to the Final Disbursement Request Date set forth in Exhibit B. As applicable for specific deliverables, the Recipient shall plan adequate time to solicit, receive, and address comments prior to submitting the final deliverable.

Upon request by the Division, the Recipient shall submit verifiable data to support deliverables specified in the Scope of Work. The Recipient’s failure to comply with this requirement may be construed as a material breach of this Agreement.

**EXHIBIT A-1 PROJECT-SPECIFIC SCOPE OF WORK FOR OPERATION AND MAINTENANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **DESCRIPTION OF SUBMITTAL** | **CRITICAL DUE DATE** | **ESTIMATED DUE DATE** |
| 1. | Project Management |  |  |
| 1.2 | Notification of Upcoming Meetings, Workshops, and Trainings  |  | Ongoing |
| 1.3 | Detailed Project Schedule | 30 Days After Execution |  |
| 1.4 | Periodic and Final Site Visits |  | As Needed |
| 1.5 | Photo Documentation |  | Ongoing |
| 2. | General Compliance Requirements/Project Effectiveness and Performance |  |  |
| 2.1 | Global Positioning System (GPS) Information |  | Month/Year |
| 2.2 | Monitoring and Reporting Plan (MRP) |  | Month/Year |
| 2.2.1 | Monitoring Plan (MP) |  | Month/Year |
| 2.2.2 | Project Assessment and Execution Plan (PAEP) | 120 Days After Execution |  |
| 2.2.3 | Quality Assurance Project Plan (QAPP) |  | Month/Year |
| 2.4 | GeoTracker Upload |  | Ongoing |
| 3. | Environmental Compliance and Permitting |  |  |
| 3.1.1 | Draft CEQA Document |  | Month/Year |
| 3.1.2 | Final CEQA Document | Month/Year |  |
| 3.2 | List and Signed Copies of Approvals, Entitlements or Permits |  | Month/Year |
| 4. | Operations and Maintenance (O&M) |  |  |
| 4.1 | O&M Tasks |  | Ongoing |

**EXHIBIT A-1 PROJECT-SPECIFIC SCOPE OF WORK CAPITAL IMPROVEMENTS (OPTIONAL)**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **DESCRIPTION OF SUBMITTAL** | **CRITICAL DUE DATE** | **ESTIMATED DUE DATE** |
| 5. | Planning, Design, and Engineering |  |  |
| 5.1 | XX% Design Plans |  | Month/Year |
| 5.1 | XX% Design Plans |  | Month/Year |
| 5.3 | 100% Design Plans | 90 Days After Execution |  |
| 5.4 | Advertised Bid Documents |  | Month/Year |
| 6. | Construction |  |  |
| 6.1 | List and Signed Copies of Approvals, Entitlements or Permits |  | Ongoing |
| 6.2 | Notice(s) to Proceed | Month/Day/Year |  |
| 6.4 | Proposed Changes |  | As Needed |
| 6.5 | As-Built Drawings |  | Month/Year |
| 6.6 | Final Project Inspection and Certification |  | Month/Year |

**EXHIBIT A-2 REPORTING**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **DESCRIPTION OF SUBMITTAL** | **CRITICAL DUE DATE** | **ESTIMATED DUE DATE** |
| 2.1 | Progress Reports | Quarterly |  |
| 2.2 | Draft Final Project Report | Month/Year |  |
| 2.2 | Final Project Report | Month/Year |  |
| 2.2 | Final Project Summary | Before Work Completion Date |  |
| 2.2 | As Needed Information or Reports |  | As Needed |

**EXHIBIT B – FUNDING PROVISIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **DESCRIPTION OF SUBMITTAL** | **CRITICAL DUE DATE** | **ESTIMATED DUE DATE** |
| 4 (b) | Final Disbursement Request | Month/Year |  |
| 9 (b)(4) | Disbursement Requests |  | Quarterly |