**GRANT ADMINISTRATION**

**IMPLEMENTING AGENCY**: <Grantee> (Grantee)

**PROJECT DESCRIPTION:** The Grantee will administer these funds and respond to DWR’s reporting and compliance requirements associated with the grant administration. This Grantee will act in a coordination role: disseminating grant compliance information to the project managers responsible for implementing the projects contained in this agreement, obtaining and retaining evidence of compliance (e.g., CEQA/NEPA documents, reports, monitoring compliance documents, labor requirements, etc.), obtaining data for progress reports from individual project managers, assembling and submitting progress reports to the State, and coordinating all invoicing and payment of invoices.

**Budget Category (a): Project Administration**

Task 1: Agreement Administration

The Grantee will respond to DWR’s reporting and compliance requirements associated with the grant administration and will coordinate with the project managers responsible for implementing the projects contained in this agreement.

Task 2: Invoicing

The Grantee will be responsible for compiling invoices for submittal to DWR. This includes collecting invoice documentation from each of the Local Project Sponsors and compiling the information into a DWR Invoice Packet.

**Deliverables:**

* Quarterly Invoices and associated backup documentation
* Advanced Payment documentation as per Paragraph 9 (if applicable)

Task 3: Reporting

The Grantee will be responsible for compiling progress reports for submittal to DWR. The Grantee will coordinate with Local Project Sponsor staff to retain consultants as needed to prepare and submit progress reports and final project completion reports for each project, as well as the grant completion report.

Reports will meet generally accepted professional standards for technical reporting and the requirements terms of the contract with DWR outlined in Exhibit F of this Agreement.

**Deliverables:**

* Quarterly Progress Reports
* Grant Completion Report

**PROJECT X: <Awarded Project Name>**

**IMPLEMENTING AGENCY:** <Agency Name / Local Project Sponsor Name>

Is this a Disadvantaged Community Project? [ ] Yes [ ] No

 DAC/EDA Benefit Level:Choose an item.

**PROJECT DESCRIPTION:** <Brief Description of work that will be done, where, and the quantitative benefits that will be provided.>

**Budget Category (a): Project Administration** Instruction: If a task is not applicable, please write “Not applicable” under the task name.

Task 1: Project Management

Manage Grant Agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with IRWM regional manager. Prepare invoices including relevant supporting documentation for submittal to DWR via as Grantee. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies and managing consultants/contractors.

**Deliverables:**

* Invoices and associated backup documentation

Task 2: Reporting

Prepare progress reports detailing work completed during reporting period as outlined in Exhibit F of this Agreement. Submit reports to DWR.

Prepare Project Completion Report and submit to DWR no later than 90 days after project completion for DWR Project Manager’s comment and review. The report shall be prepared and presented in accordance with guidance as outlined in Exhibit F.

**Deliverables:**

* Quarterly Project Progress Reports
* Project Completion Report
* Documentation (e.g., photo) of “Acknowledgment of Credit & Signage” per Standard Condition D.2

**Budget Category (b): Land Purchase/Easement** Instruction: If a task is not applicable, please write “Not applicable” under the task name.

Task 3: Land Purchase

Approximate area of land to be purchased or easement(s) to be acquired. {Add applicable detail }

**Deliverables:**

* Documentation supporting property value (if purchased)
* All relevant documentation regarding property ownership transfer or acquisition of easement including final recorded deed, title report, etc.

**Budget Category (c): Planning/Design/Engineering/Environmental Documentation** Instruction: If a task is not applicable, please write “Not applicable” under the task name.

Task 4: Feasibility Studies

Project Feasibility Studies were completed as part of the project development process. <Add applicable detail>

**Deliverables:**

* Relevant Feasibility Studies

Task 5: CEQA Documentation

Instruction: Please use the first example if your project has not yet completed CEQA. Please include NEPA compliance in this section, if applicable.

Complete environmental review pursuant to CEQA. Prepare all necessary environmental documentation. Prepare letter stating no legal challenges (or addressing legal challenges).

OR

A <MND/EIR/NOE> was filed for this project with the <enter State Clearinghouse and/or County> in <Month Year>. Prepare letter stating no legal challenges (or addressing legal challenges).

**Deliverables:**

* All completed CEQA documents as required
* Legal Challenges Letter

Task 6: Permitting

The following permits have been acquired for this project: <Insert description>. The following permits are anticipated to be acquired for this project:<Insert description>

**Deliverables:**

* Permits as required

Task 7: Design

<Insert description.>

**Deliverables:**

* Basis of Design Report
* 100% Design Plans and Specifications
* <Add applicable deliverables>

Task 8: Project Monitoring Plan

Develop and submit a Project Monitoring Plan per Paragraph 16 for DWR’s review and approval.

**Deliverables:**

* Project Monitoring Plan

**Budget Category (d): Construction/Implementation**

Task 9: Contract Services

This task must comply with the Standard Condition D.11 – Competitive Bidding and Procurements. Activities necessary (as applicable) to secure a contractor and award the contract, including develop bid documents, prepare advertisement and contract documents for construction contract bidding, conduct pre-bid meeting, bid opening and evaluation, selection of the contractor, award of contract, and issuance of notice to proceed. <Add applicable detail>

**Deliverables:**

* Bid Documents
* Proof of Advertisement
* Award of Contract
* Notice to Proceed

Task 10: Construction Administration

This task includes managing contractor submittal review, answering requests for information, and issuing work directives. A full-time engineering construction observer will be on site for the duration of the project. Construction observer duties include documenting of pre-construction conditions, daily construction diary, preparing change orders, addressing questions of contractors on site, reviewing/ updating project schedule, reviewing contractor log submittals and pay requests, forecasting cash flow, notifying contractor if work is not acceptable. Upon completing the project, the DWR Certificate of Project Completion and record drawings will be provided to DWR. <Add applicable detail>

**Deliverables:**

* DWR Certificate of Project Completion
* Record Drawings

Task 11: Construction

Construction activities are outlined below.

11(a): Mobilization and Demobilization <Add applicable detail>

11(b): Site preparation will include <Add applicable detail>

11(c): Install, construct, excavate <Add applicable detail>

11(d): Improve <Add applicable detail>

**Deliverables:**

* Photographic Documentation of Progress
* <Add applicable deliverables>