TUOLUMNE – STANISLAUS INTEGRATED REGIONAL WATER MANAGEMENT REGION

2014 IRWM DROUGHT GRANT PROPOSAL

ATTACHMENT 4 – WORK SUMMARY

Integrated Regional Water Management Program
Applicant: Tuolumne-Stanislaus Integrated Regional Water Management Authority

CONTENTS

Groveland Community Services District Water Filtration System (TS IRWM Project No. 32)

(a) Direct Project Administration

Groveland Community Services District (GCSD) will be responsible for the direct administration of the project. GCSD staff will oversee the implementation of the project contract to ensure project compliance, timely completion, and budget and cost control. Specific tasks related to the administration of the project include:

Task 1: **Legal Review and Agreement Approval.** GCSD will conduct an internal legal review of the proposed grant agreement and will obtain GCSD Board approval for the grant agreement.

Task 2: On-going Project Administration. GCSD staff will coordinate with DWR's grant manager, and resolve project financial, legal or administrative issues that may arise out of project implementation. GCSD will establish reporting protocols to ensure consistent and timely reporting to DWR of project activities and finances

Task 3: Construction Site Visits. GCSD staff will conduct periodic job site visits to verify the project is progressing in accordance with the schedule.

Deliverable(s): Administrative project documentation such as agreements, project reports, reimbursement agreements, field reports.

(b) Land Purchase/Easement

Task 4: Easement. The proposed location for the trailer mounted filtration plan is the Second Garrote Pump Station. The site is owned by San Francisco Public Utilities Commission (SFPUC) but GCSD currently has an easement for the pump, tanks and other ancillary equipment. GCSD will obtain an additional easement from SFPUC for the location of the water filtration plant. SFPUC has told GCSD that they will grant the easement.

Deliverable(s): The deliverable will consist of a recorded easement at the Second Garrote Pump Station.

(c) Planning/Design/Engineering/Environmental Documentation

Task 5: Planning and Preliminary Design. The planning phase and preliminary engineering for this project has been completed. SFPUC informed GCSD in April that Cherry Lake Reservoir water would be introduced in the Mountain Tunnel by year's end (2014). Since that time, GCSD has been working on this project. GCSD has applied for emergency drought funding from the California Department of Public Health and the United States Department of Agriculture. As required in the USDA application, a preliminary engineering report has been prepared. The preliminary engineering report evaluates alternatives and provides a preliminary opinion of probable construction cost.

The preferred alternative consists of a trailer mounted microfiltration plant. The trailer mounted equipment is fully contained inside the trailer and will require piping connections for feed water, treated water and backwash.

Task 6: Engineering. Final design engineering work needs to be completed. Construction documents will be prepared to show the location of the proposed improvements and the layout of the piping and facilities.

Task 7: Environmental Documentation. The project is categorically exempt from CEQA because of the emergency nature of the project. GCSD has prepared the required environmental documentation to comply with NEPA's Cross-Cutting requirements. A search of historical records has been conducted by the Central California Information Center.

Deliverable(s): Preliminary Engineering Report, Filed Notice of Exemption and construction documents (plans).

(d) Construction/Implementation

The construction/implementation of the project is proposed to occur through three separate tasks:

Task 8: Equipment Procurement. GCSD has solicited quotes from reputable manufacturers of trailer mounted microfiltration systems. GCSD is negotiating the terms of the purchase with the preferred manufacturer. GCSD will pre-purchase filtration equipment to be delivered on-site by October 2014. GCSD's proposed matching funds will be used as a down payment to release the unit into fabrication. Final payment will come from this grant award.

Task 9: Installation. Filtration equipment will be trailer mounted. A leveled gravel pad will be prepared to locate the trailer. Underground piping connections to and from the trailer will be constructed ahead of delivery and terminated next to the gravel pad. Final connections will consist of aboveground piping. A backwash recovery system will also be constructed to reuse the backwash water.

Task 10: Startup and Permitting. After piping and electrical connections are complete, GCSD staff assisted by manufacturer staff will conduct the startup of the trailer mounted filtration system. An O&M manual will be prepared and submitted to CDPH. A permit amendment will be prepared and submitted to CDPH.

Deliverable(s): Fully operational filtration plant capable of producing 700 gpm.

Tuolumne County Resource Conservation District Regional Water Conservation Program (TS IRWM Project No. 36)

The Tuolumne County Resource Conservation District's (TCRCD) project is an aggressive and proactive water end-user engagement strategy involving water conservation activities, water use efficiency education and improvements, water demand response/control methods and alternative water source development programs. This project builds on existing water conservation programs that were developed by regional water providers by significantly expanding the scope of conservation efforts, implementing conservation components that are not locally cost effective, and integrating a regional one-on-one approach with individual residents and business owners. The project will provide a suite of program elements that promote high-efficiency technologies and best water conservation practices. By providing assistance to residents and businesses to implement various water saving practices including installation of rain barrels, rain gardens, high efficiency fixtures, and laundry to landscape irrigation indoor and outdoor water use efficiency throughout the Upper Tuolumne and Stanislaus Watersheds will be improved.

(a) Direct Project Administration

Task 1: Direct Project Administration. Project Administration includes project-related task & expenditure tracking, preparation and submittal of invoices and reports, and overall project management and quality control. Additionally, administration will include labor compliance in accordance with the requirements of California Labor Code §1771.5(b), and preparation of quarterly and final reports as specified in the Grant Agreement.

Deliverable(s): Invoices & back-up information as required by the grant, execution of labor compliance program as necessary, documentation furnished to DWR as requested, quarterly and final reports as specified in the Grant Agreement.

(b) Land Purchase/Easement – NOT APPLICABLE.

(c) Planning/Design/Environmental Documentation

Task 2: Project Set-Up, Gather Materials. This project requires very little planning or design and can be implemented immediately following grant award. Water providers within the region have already implemented mandatory conservation efforts, identified the highest water users, and initiated limited conservation education programs within their districts. TCRCD will establish a local library of resources and reference materials from other successful similar programs from throughout the state including fact sheets and publications related to water conservation. Locally relevant workshop and program materials will be developed, assembled and printed as necessary**.**

Task 3: Website Development. A regional website will be developed that includes conservation materials, links to the various water provider programs and workshop curriculum materials.

Task 4: Demonstration Site Design. Final demonstration sites will be chosen (ex: Mary Laveroni Community Park in Groveland), and landscape design completed. Installation of small and large scale landscape modifications for residences and businesses will be designed on a site-by-site basis.

Task 5: Environmental Documentation. This is not a "project" as defined by CEQA and therefore no environmental documentation is required. Should permits be required from the county or cities for installation of any appliances or water saving improvements, permitting will be the responsibility of the participant.

Deliverable(s): Regional Water Conservation website, presentation materials, poster boards, on-line and newspaper articles, brochures, technical papers, radio and television PSA's, landscape design documents for demonstration projects.

(d) Construction/Implementation

Task 6: Implementation Conservation Program. The primary goal is to significantly expand and coordinate existing local non-cost effective water conservation education and rebate programs offered by the various water providers, PG&E and others by hiring a full-time Regional Water Conservation Coordinator to work with the various water providers, local jurisdictions, residents, and business owners. The program will use the skills and staff from TCRCD, water purveyors, UC Extension, Tuolumne River Trust and Amador Tuolumne Community Action Agency. The Six specific program elements will provide quantifiable, sustainable water savings including: 1) regional water conservation coordination; 2) regional water conservation education and outreach including workshops, info graphics, flyers, PSA's, door hangers and tent cards for restaurants and hotels, bill stuffers, website widgets, multi-media, etc.; 3) a house call program providing free water use evaluations and audits, leak repair, water saving devices and leak detection tablets to DAC and non-DAC households and businesses throughout the region; 4) a coordinated and integrated incentive program including cash rebates for residential/ commercial/industrial users for high-efficiency toilets, urinals, and washers, rain barrel rainwater harvesters, rain gardens, weather-based smart irrigation devices, laundry-to-landscape irrigation systems; and commercial kitchen pre-rinse sprayers; 5) large scale rainwater-to-irrigation program; 6) development of elementary and high school, vacation home, motel, and restaurant water conservation programs. The project will ensure the same story is being told region-wide, the same level of rebates and DAC assistance are available for all within the region, and there is a centralized location residents and business owners can contact regarding water conservation programs. The IRWM region will be a full partner with the DWR/ACWA Save our Water program and the EPA Water Sense program and utilize standardized materials and branding.

Deliverable(s):

1. Creation of a highly effective regional water conservation, water use efficiency and drought resiliency program designed to produce immediate results, integrate into existing practices and procedures, and be easily continued in a cost effective manner.

2. Development and delivery of a series of water conservation workshops including "how-to" demonstrations of rainwater harvesting, laundry-to-landscape installations and other water saving activities to be held in various locations throughout the entire IRWM region;
3. A locally relevant published version of the "Slow It, Spread It, Sink It" educational materials for household stormwater management developed by Santa Cruz and Southern Sonoma Counties' RCDs;
4. A regional one-stop shop and IRWM Water Conservation Website and Water Conservation Phone Hotline;
5. Various newspaper articles, advertisements, and brochures related to water conservation available to the public and on the website (IRWM region will be a full partner with the DWR/ACWA Save our Water program and the EPA Water Sense program and utilize standardized materials and branding);A regional "storefront" for a water conservation office in downtown Sonora where residents, business owners, and tourists can find detailed conservation information and learn about water conservation projects. Provision of free leak detection tablets, toilet flappers, showerheads, and aerators, as necessary.
6. Provision of on-call free water-wise house calls for residents to include home water-use surveys to identify opportunities for conservation and installation of free showerheads, aerators and other needed water saving fixtures. (DAC households will receive additional financial and installation assistance)
7. Completion of proactively scheduled and water user approved water usage audits for residential, commercial, industrial and government water users with the highest winter to summer seasonal change in water usage and the greatest potential to reduce water consumption immediately, provide for long term cost savings and water use efficiency, improve drought resilience and reduce community drought impact. 100 water usage audits will be completed in the remainder of 2014 and 200 audits will be conducted in 2015. The audits will result in a detailed, prioritized water use and efficiency report listing the variety of irrigation improvements, landscape renovations, greywater and rainwater alternatives, fixtures, process and practice changes that can be implemented on the property to reduce water consumption short and long term. Audit results will be used to prioritize and craft content for educational workshops, outreach materials, and for incentive/rebate funding.
8. Implementation of a an aggressive water conservation action incentive and rebate program for residential, commercial, industrial and government water users to fund the installation/completion of a variety of water conservation actions including: (a) rain harvest equipment, rain water storage tanks, barrels, cisterns and associated irrigation systems, (b) greywater reuse systems including region-wide laundry-to-landscape irrigation systems and full greywater plumbing and irrigation systems in approved locations, (c) appliance and fixture upgrades to water efficient (d) turfgrass elimination or reduction, landscape renovations to efficient plantings and groupings, smart irrigation system installation, replacement of spray or flood irrigation with drip, and irrigation system piping, and control/ nozzle upgrades to remedy inefficient systems. Incentive funding will be provided for properties on which a water usage audit reveals immediate, significant benefit in water use reduction and the property owner does not have the capacity or resources to complete the improvements within an appropriate schedule. Reimbursement funding will be provided on a dollar value for lower cost items, and a percentage of total improvement cost for purchases and/or installations of over $500. A maximum per property reimbursement will be established based on ongoing need and funding available.

9. Provision of free water conservation outreach materials for commercial businesses including door hangers, table cards, signs and placards for every motel room in the region; provision of table tents and water conservation materials for restaurants in the region;
10. Vacation home program designed to provide education, outreach materials, and engagement to vacation homeowners and installation of technology, flow monitoring, and/or seasonal water supply shut-off valves where appropriate.
11. Installation of 2-3 demonstration high efficiency landscapes in prominent community locations such as Mary Laveroni Community Park, Groveland, and installation of 3-4 large scale rainwater-to-landscape projects at shopping centers, government buildings and other locations where irrigation water need is high.

Tuolumne Utilities District Phoenix Lake Preservation and Restoration – Phase 3 (TS IRWM Project No. 39)

Phoenix Lake is an 88-acre water storage reservoir located approximately 3 miles east of the City of Sonora in Tuolumne County, California. Phoenix Lake water rights and facilities, as well as portions of the lake, are owned by the Tuolumne Utilities District (TUD). The TUD uses the lake as a primary drinking water source for the communities of Sonora, Jamestown, Scenic View and Mono Village. The lake also serves as a principle fill source for CAL FIRE helicopter operations, is a scenic and ecologically important aquatic habitat and wetland, and is used for non-motorized, non-contact recreation by adjacent homeowners and to a limited degree by the general public.

The contemporary Phoenix Lake Reservoir was constructed in 1880. Since that time, the storage capacity of the lake has decreased substantially due to sedimentation. A comparison of bathymetric surveys from 2002 and 2010 suggests that, on average, approximately 4,600 cubic yards (cy) of sediment enters the lake annually. This sediment delivery estimate is more than three times the rate reported in previous studies. While the allowable storage capacity of the lake is approximately 900 acre-feet (ac-ft), the current capacity is only 600 ac-ft. Reduced lake capacity affects the water quality at Phoenix Lake, which is marginal at times and is declining due to nutrient inputs, sedimentation and exotic invasive aquatic vegetation.

When implemented, the Lake Plan will restore storage capacity in the reservoir while preserving recreational, aesthetic and wetland values at the lake. Assuming an average annual deposition rate of 4,600 cy, removing more than 400,000 cy of sediment would extend the life of the reservoir by more than 85 years. Sediment management activities in wetland areas would further increase the life of the reservoir by trapping sediment in locations that can be regularly maintained with conventional equipment.

The Phoenix Lake Preservation and Restoration (PLPR) - Phase 3 project is designed to improve the water quality and restore storage capacity in Phoenix Lake and the Phoenix Lake watershed. A very comprehensive and diverse plan has been developed for the restoration and preservation of Phoenix Lake and the surrounding watershed (Phase 1). Phase 2 (in progress, funded by Round 2 IRWM Implementation Grant) will finalize the 30% design completed in the plan, complete all necessary environmental reviews and obtain the required permits to implement the plan and excavate approximately 45,000 cubic yards(cy) of sediment restoring 28 acre-feet(ac-ft) of storage capacity.

The goal of this project is to continue the previous work completed in Phase 1 and Phase 2 of the Phoenix Lake Preservation and Restoration project. Phase 3 of the PLPR will do the following:

- Purchase land and construct a sediment forebay along Sullivan Creek at the lake inlet.
- Excavation of connector channels through the submerged ridge allowing access to approximately 80 ac-ft of water that is currently inaccessible.
- Dredging of the East Pool Unit, removing approximately 146,500 cy of sediment restoring 90 ac-ft of storage volume.

To be consistent with the 2014 IRWM Drought Grant Solicitation requirements, the project can be organized into the following categories:

(a) Direct Project Administration
Direct project administration will include claims for reimbursement, status update reports, a final report and construction management efforts.
Deliverable(s): status update reports, final report

(b) Land Purchase/Easement
The location identified for the sediment basin forebay is on property not owned by TUD. Included in the project budget is money for purchase of approximately 9 acres of land along the Sullivan Creek inlet to Phoenix Lake. Additional survey work and mapping is required to complete the purchase of the land. Also, an easement to access the land may be required to allow for annual maintenance of the sediment forebay. The forebay was designed to be large enough to effectively trap sediment and minimize the frequency of maintenance. The proposed usable volume is 3,310 cy. This equates to 70% of the estimated average annual deposition in the lake. The Sullivan Creek watershed accounts for 67% of the lake's contributing drainage area.
Deliverable(s): Land purchase agreement

(c) Planning/Design/Engineering/Environmental Documentation
All planning/design/engineering/environmental documentation shall be completed in Phase 2 which is in progress. No time will be spent on these categories for this project, Phase 3.

(d) Construction/Implementation
Construction/implementation activities for Phoenix Lake Preservation and Restoration – Phase 3 includes the following:
Task 1: Sullivan Creek Sediment Forebay. The Sullivan Creek sediment forebay (forebay) is intended to trap bedload and coarse suspended load (e.g., sand and coarser) sediments before they are delivered to Phoenix Lake. A key function and benefit of such a forebay is that it facilitates routine maintenance and sediment removal more easily than open lake sediment dredging. The forebay was designed to be large enough to effectively trap sediment and minimize the frequency of maintenance. The proposed usable volume is 3,310 cy. This equates to 70% of the estimated average annual deposition in the lake. The Sullivan Creek watershed accounts for 67% of the lake's contributing drainage area.
Task 2: Ridge Unit Connector Channels. Sediment removal is proposed in the northwest portion of the unit that is contiguous with the West Pool and Sandbar West units. Dredging a channel to connect the East and West Pools is proposed in the southern portion of the unit to reduce the dead storage volume in the East Pool. The Plan for this unit includes reusing excavated sediment to create a habitat island (See Section 2.4), thereby reducing disposal costs while providing an environmental benefit. Sediment

removal methods for this unit are likely to include both land and water-based equipment. Approximately 49,800 cy of sediment would be removed from this unit allowing access to approximately 80 ac-ft of storage.
Task 3: East Pool Dredging. Temporarily drawing down the lake to enable sediment removal with land-based equipment is likely feasible from a water supply operations standpoint, as well as agreeable to homeowners. It is anticipated a temporary cofferdam, such as a Portadam®, placed along the mid-lake ridge would allow for dewatering of the East Pool. Low ground pressure equipment would be used to excavate approximately 146,500 cy of sediment from this unit resulting in approximately 90 ac-ft of storage.
Deliverable(s): project status reports, construction photos, Notice of Contract Completion (with contractors)

Twain Harte Community Services District Shadybrook Well (TS IRWM Project No. 40)

Project Responsibility and Project Status
Twain Harte Community Services District (THCSD) will be responsible for undertaking the Shadybrook Well Project. A summary of project work is presented in the below tasks.

To date, only 25% of the Task 4, "Preliminary Engineering/Planning" has been completed. No other task work has been initiated.

(a) Direct Project Administration
Task 1: Project Administration. Track project costs and prepare/submit project reimbursement claims. Provide overall management of all project tasks, including management of scope, schedule and budget.
Deliverable(s): Reimbursement Claims with Support Documentation
Task 2: Labor Compliance Program. Create, adopt and implement a labor compliance program that complies with state standards.
Deliverable(s): Labor Compliance Program
Task 3: Reporting. Provide reports required by DWR, including status updates, quarterly reports, a final report and any other required reports.
Deliverable(s): Quarterly Reports, Final Report, Status Updates

(b) Land Purchase/Easement
Not Applicable: The boundaries of the Shadybrook Well Project are within property currently controlled by THCSD under a long-term lease agreement, which includes rights to drill and operate a well for the benefit of THCSD.
Deliverable(s): Lease Agreement

(c) Planning/Design/Engineering/Environmental Documentation
Task 4: Preliminary Engineering/Planning. Perform preliminary engineering and planning to fully determine and refine the project work plan and schedule.
Deliverable(s): Complete Work Plan, Detailed Schedule
Task 5: Environmental Documentation. Perform an analysis of the project for purposes of complying with CEQA.
Deliverable(s): Approved CEQA Document (Mitigated Negative Declaration anticipated)

Task 6: Design/Engineering. Produce specifications for well drilling based on site specific variables and California Department of Public Health standards. Provide design of pump, filter, control/monitoring equipment, electrical, pipe layout and well house based on well testing results.
Deliverable(s): Well Drilling Specifications, Equipment Specifications, Final Site Plans
Task 7: Permitting. Obtain a well permit from Tuolumne County and any necessary environmental permits resulting from CEQA analysis (none are anticipated at this time).
Deliverable(s): Well Permit, Environmental Permits (if any)

(d) Construction/Implementation
Task 8: Construction Management. Manage all purchasing and contracting related to construction. Manage construction activities, including contractors and THCSD operations staff. Manage all performance testing and environmental compliance.
Deliverable(s): Status Reports, Compliance Testing Documentation, Project Completion Certificate
Task 9: Construction. Drill, seal and test well (by contractor). Procure green sand filter. Install piping and site improvements (by THCSD operations staff). Install pump, electrical and controls equipment (by contractor).
Deliverable(s): Completed Project
Task 10: Implementation and Monitoring. Perform startup and bring the project online. Monitor benefits.
Deliverable(s): Monitoring Reports

Tuolumne Utilities District Matelot Reservoir (TS IRWM Project No. 41)

(a) Direct Project Administration
Direct project administration will include claims for reimbursement, status update reports, a final report and construction management efforts.
Deliverable(s): Administrative project documentation such as claims for reimbursement, status updates, and final reports as specified in the Grant Agreement.

(b) Land Purchase/Easement
The current Matelot reservoir is located on TUD owned property. The high water elevation of the reservoir lies alongside the property boundary. This lot is surrounded by property owned by a separate land owner. TUD met with the land owner and confirmed an agreement allowing TUD to expand the reservoir onto the private land and build an access road to the reservoir.

(c) Planning/Design/Engineering/Environmental Documentation
Task 1: Design Expansion and Estimate Volumne. The project engineering for the Matelot Reservoir Enlargement Project has been handled through the Engineering Department for Tuolumne Utilities District since April, 2014. TUD engineers designed the Matelot expansion grading and calculated the increase in raw water storage.
Task 2: Obtain 1 year Grading Permit. On May 23rd, 2014 TUD obtained a Tuolumne County Grading Permit that also outlined erosion control measures.
Task 3: California Red Legged Frog Habitat Assessment. A biological consultant was hired to perform a California Red-Legged Frog Habitat Assessment. The Habitat Assessment report was submitted on May 26, 2014 and did not indicate the presence of Red-Legged Frog habitat.

Task 4: Cultural Resources Study. A Cultural Resources Study was performed and a report was submitted in May 2014. The report reflected that any cultural resources discovered would not be significantly impacted due to the work.

Task 5: Lake or Streambed Alteration Permit. TUD included the California Fish and Wildlife in discussion with the project in early May 2014 and submitted a Lake or Streambed Alteration Permit Notification of Emergency Work to California Fish and Wildlife on June 6, 2014.

Although the Matelot Reservoir does not occupy a natural water course but resides in a "draw" and there is no evidence of water running down the draw into the reservoir as identified in the California Red-Legged Frog Habitat Assessment. TUD has maintained contact and kept the Army Corps of Engineers aware of all operations since the inception of this project.

Deliverable(s): Design drawing, grading plan, and copies of the Red-Legged Frog Habitat Assessment and the Cultural Resources Study.

(d) Construction/Implementation

Construction/implementation activities for the Matelot Reservoir Enlargement Project include the following:

Task 6: Earthwork/Excavation. Earthwork on the Matelot Reservoir Enlargement Project commenced on May 14th, 2014 using excavators to dig and relocate earth from the expansion area to the spoils placement area. After the earth work was completed, the spoils placement area was graded to blend in with the existing contours. TUD also acquired equipment to reach into the dewatered reservoir to remove significant volumes of sediment that has built up over the past 50 plus years that the reservoir has been in operation and was last dredged. All major earthwork was completed on July 1st, 2014.

Task 7: Dredging. In addition to expanding the reservoir area, the existing reservoir was also dredged to allow for added volume. The existing reservoir had not been dredged for approximately 50 years. A significant amount of volume was added to the reservoir. Dredging of the reservoir is 100 percent complete.

Task 8: Erosion Control. TUD crews completed the earthwork and installed erosion control measures in the first few weeks of July 2014. The dam face was treated with shotcrete for erosion control measures and was completed on July 2nd, 2014. Erosion control measures are approximately 80 percent complete.

Task 9: Turbidity Station. A turbidity station will be constructed at the inlet of the reservoir to manage raw water turbidity. As turbidity levels increase, a gate will close, prohibiting dirty water to enter the reservoir. This will help keep out sediment out of the reservoir and will lengthen the life of the project. The turbidity station is planned to be installed in late July or early August before major storm events occur. The turbidity station is approximately 20 percent complete.

Deliverable(s): Post dredging topography and construction photos of the new reservoir, access road, dam face, erosion control measures and turbidity station.

Regional Grant Administration

Implementing Agency: TCRCD

The Tuolumne-Stanislaus IRWMA authorized TCRCD to act as the regional grant manager for the 2014 IRWM Drought Grant, if awarded. TCRCD will administer these funds and respond to DWR's reporting and compliance requirements associated with the grant administration. This office will act in a coordination role – disseminating grant compliance information to the representatives of each 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

quarterly progress reports from individual project managers, providing quarterly progress reports to the State, and coordinating all invoicing and payment of invoices.

(a) Direct Project Administration

Task 1: Direct Project Administration

Task 1.1: Contract Administration. TCRCD will coordinate with TSIRWMA and DWR to develop and administer this agreement.

Deliverable(s): Executed Grant Agreement

Task 1.2: Invoicing. Prepare and submit quarterly or monthly invoices, final invoice and retention invoice, and the appropriate backup documentation to the DWR's grant manager.

Deliverable(s): Quarterly or Monthly Invoices and associated backup documentation, Final and Retention Invoices

Task 1.3: Reporting. TCRCD will be responsible for compiling monthly or quarterly progress reports and invoices for submittal to DWR. TCRCD will coordinate with project proponent staff to retain consultants as needed to prepare and submit Monthly, Quarterly, Progress Reports and Final Project Completion Reports for each project, as well as the Grant Completion Reports.

Reports will meet generally accepted professional standards for technical reporting and the requirements terms of the contract with DWR outlined in the final agreement. For example, Quarterly Progress Reports will explain the status of the project and will include the following information: summary of the work completed for the project during the reporting period; activities and milestones achieved; and accomplishments and any problems encountered in the performance of work. Project Completion Reports will include: documentation of actual work done; changes and amendments to each project; a final schedule showing actual progress versus planned progress; and copies of final documents and reports generated during the project.

Deliverable(s): Quarterly (or monthly) Progress Reports, Draft and Final Project Completion Report