



## **ATTACHMENT 8: QUALITY ASSURANCE**

*Well-defined Quality Assurance and Quality Control measures will be used in each task. Quality Assurance and Quality Control measures for the project are included in the discussion below.*

### ***QA/QC Measure – Monthly or Bi-Weekly Meetings***

JBWD and its consultants, including the construction management team will adhere to a strict and focused project timeline which will include at least monthly meetings, if not bi-weekly meetings between construction staff and the construction management team. Meeting agendas and meeting notes will be generated and reviewed by the construction management staff as well as JBWD and USGS staff. Actionable items will be followed up on. These agendas, meeting notes and actionable items will comprise monthly project progress reports for JBWD and USGS review and approval. Monthly progress reports will include the progress to project completion, milestones and identify any potential changes in schedule, obstacles or deviations from plans and/or specifications. Any deviations and or changes would need to be sufficiently documented and explained and require approval of the JBWD and/or the USGS prior to execution. Overall project performance will be conveyed to DWR in quarterly progress reports throughout the duration of the project.

### ***QA/QC Measure – Quarterly Progress Reports***

Quarterly progress reports will provide the JBWD, USGS and DWR with another opportunity to document success, identify potential problems and find solutions and benchmark progress to project goals. Quarterly reports will be substantive, yet concise. Further, these reports may be used as metrics for the overall grant administration performance and will be helpful and necessary in compilation of the final project completion report.

The District will ensure that progress reports are prepared in sufficient detail, including a brief qualitative assessment of the activities, percentage of tasks accomplished, milestones, lessons learned (as necessary), and next steps for the overall task. Any substantive deviations from the original contract will be communicated to DWR in a timely manner and will be sufficiently explained in the progress reports.

### ***QA/QC Measure – Project Completion Report***

Upon completion of the project, a Grant Completion Report will be prepared and submitted to DWR within ninety (90) calendar days. The Grant Completion Report will include the actual reimbursement status, a brief description the project completed, and a summary of the overall accomplishments associated with the project. It will draw largely on the progress reports, but will provide DWR with a complete overview of the project, discuss any changes and/or modifications and provide a comparison to the project as originally scoped and discussed in this grant application.



Local Groundwater Assistance Grant  
Quality Assurance

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