

EXHIBIT A – SCOPE OF WORK AND SCHEDULE

A.1 PROJECT PURPOSE AND DESCRIPTION.

The Project is for the benefit of the System. The funding under this Agreement shall be used to fund the Operation and Maintenance Costs of the System and the System shall reduce residential water bills.

A.2 SCOPE OF WORK.

The Recipient agrees to do the following:

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 Prepare correspondence, attend teleconferences, and participate in team meetings with the State Water Board, as needed, during the grant period.

2. Operation and Maintenance

2.1 The Recipient agrees to sufficiently and properly staff the System, continue to operate and maintain all portions of the System in accordance with industry standards, the provisions and conditions set forth in the drinking water system permit, any active enforcement actions, and all statutory and regulatory drinking water requirements. Operation and Maintenance Costs incurred by the Recipient may be eligible for reimbursement up to the Project Funding Amount in accordance with the terms of this Agreement and the Direct O&M Funding Program Guidelines; costs may include but are not limited to: permitting, sampling and monitoring, reporting, utility bills, chemicals, replacement or change out of existing equipment or media, unforeseen repairs necessary to keep the water system pressurized or to restore service to the water system's customers, appropriately qualified plant operator(s) and contractors.

2.2 The Recipient shall submit quarterly invoices for actual O&M costs incurred.

3. Water Bill Assistance

- 3.1 Recipient shall reduce the residential customers water bills by twenty dollars (\$20) per household per month through the Work Completion Date.
- 3.2 Reductions in the residential water bills shall begin within 60 days of the first disbursement of funds made under this agreement. The bill reduction start date may be postponed with prior written approval from the Project Manager.
- 3.3 Inform residents that the bill reduction was enabled by the State Water Board's financial assistance by quantifying the reduction in each water bill and including a note which reads "Funding for this project has been provided in full under the Safe and Affordable Funding for Equity and Resiliency (SAFER) Drinking Water Program through an agreement with the State Water Resources Control Board". The information may be included in the water bill or attached thereto. Provide a copy to the project manager as part of the quarterly report if information is not included on the customer bill.
- 3.4 Recipient adopted a 5-year rate increase in 2023 and will not initiate another Prop 218 rate increase process until the Work Completion Date.

4. Reporting

- 4.1 The Recipient shall submit quarterly progress reports using the format provided by the Project Manager, within forty-five (45) days following the end of the calendar quarter (March, June, September, and December) to the Project Manager.
- 4.2 Progress reports must provide a brief description of the work performed, accomplishments during the quarter, milestones achieved, and any problems encountered in the performance of the work under this Agreement. The Recipient must document all contractor activities and expenditures in progress reports.
- 4.3 The Recipient shall submit a summary of O&M funds disbursed, applied reduction to residential water bills, and a forecast of upcoming reduction to residential water bills as part of the quarterly reports.
- 4.4 Six months prior to the final reimbursement request date, the Recipient shall submit a written plan for approval to the Project Manager that outlines how O&M funds disbursed will reduce residential water bills during the final months of this agreement.

The Recipient shall submit copies of all customer bills each quarter with customer personal information redacted. The Recipient may submit a limited number of the

customer's bills each quarter if a written request is submitted by the Recipient and approved by the Project Manager.

A.3 FINAL REPORTS.

At the conclusion of the Project, the Recipient must submit the following to the Project Manager:

(a) Draft Final Project Report.

Prepare and submit to the Project Manager, for review and comment, a draft Final Project Report in a format provided by the Project Manager.

(b) Final Project Report.

Prepare a Final Project Report that addresses, to the extent feasible, comments made by the Project Manager on the draft Final Project Report. Submit one (1) reproducible master copy and an electronic copy of the Final Project Report.

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 reimbursements under this Agreement or other agreements, and begin administrative proceedings.

A.4 SPECIAL REPORTS.

The Recipient must submit information required for compliance with Greenhouse Gas Reduction Fund requirements, as required by the Division.