

Part C BACWA Budget
Prop 50 Grant
Workplan
And
Benefits to BACWA Members

Workplan:

There are two main purposes of this Prop 50 Budget:

1. To administer the development of the grant agreements and the management of the grant over the full grant period.
 - a. To Administer the development of the grant agreements includes:
 - i. legal review of the DWR proposed grant and the negotiation of the final grant language which would be approved by and signed by DWR and BACWA;
 - ii. Implementation agreements between BACWA and the Implementation agencies;
 - iii. All BACWA Resolutions and agreements that are consistent with the JPA to allow BACWA to sign both the DWR grant agreement and the many implementation agreements;
 - iv. Preparation of BACWA budgets for the grant administration
 - v. Development and management of contracts for the legal review of the grant documents (administrative function)
 - b. To Manage the grant over the full period of the grant agreement will include:
 - i. Development and managing consultant contracts for development of the grant reimbursement requests and reports for DWR as well as undertake as necessary field verification of the projects;
 - ii. Working with EBMUD accounting to ensure that financial reports are developed;
 - iii. Participation in quarterly meetings with Implementation agencies to ensure that we have reviewed the grant reimbursement request;
 - iv. Disbursement of grant reimbursement funds;
 - v. Development and Review of all financial reports;
 - vi. Annual Audit of financial reports including preparation for the audit and review of the draft and final audits;
 - vii. Responding to any and all questions (either directly or by getting questions answered by the consultant or implementation agency) from DWR; and
 - viii. Final close out and final audit of the grant after all reports have been made and funds have been distributed

2. To administer the Regional Conversation Outreach Campaign (also known as the WCC) on behalf of EBMUD; CCSF and other non BACWA members.
 - a. The administration of this program includes:
 - i. Adopting MOUs with each of the participating agencies, this includes developing BARs and putting these MOUs on the BACWA Board agenda;
 - ii. Sending out invoices for appropriate share of the cost of the campaign;
 - iii. Preparing draft, and final contracts for media consultants to carry out the campaign, this includes developing BARs and putting these contracts on the BACWA Board agenda;
 - iv. EBMUD receives the contributions for the campaign and tracks these receipts;
 - v. BACWA works with SFPUC on the cash flow of this program to ensure that all receipts are current before media buys and other consultant work is directed;
 - vi. BACWA and EBMUD review consultant invoices and process payments;
 - vii. EBMUD prepares financial reports each month which include the information on this particular program;
 - viii. BACWA reviews all financial reports to ensure that the revenues and disbursements for this particular program are correctly recorded;
 - ix. BACWA reviews report to DWR on the program, especially the request for grant reimbursement for this particular project under the Prop 50 grant; and
 - x. BACWA will close out the program when grant funds are fully disbursed to each of the participating agencies consistent to their contribution less and fees or administration costs.

The Program will be carried out in three ways:

1. The Local Project Sponsors will work together to:
 - a. Review the draft grant agreements
 - b. Develop agreements between BACWA and their own agencies
 - c. Develop project descriptions, schedules and budgets for their own local projects as well as agree upon the level of project administration;
 - d. Provide specific information (both financial, engineering and construction progress or other project progress) to support quarterly reports and grant reimbursement requests to DWR
 - e. Meet in a council to review the package of grant reimbursement requests

- f. Agree on hiring consultants and which consultants and other tools to support the process
 - g. Agree on other aspects of the ongoing management and implementation of the grant program
2. BACWA will rely on expert consultant support, EBMUD accounting and audit services and BACWA Legal Counsel to provided specialized expertise needed to administer the grant program
3. BACWA will participate in quarterly council meetings with the Local Project Sponsors to review the reports and reimbursement requests before they are submitted to DWR.

The Administration of the Prop 50 Grant will support the development of over \$100,000,000 worth of water resource projects for the SF Bay Region.

The schedule for carrying out this program is:

Develop the Grant and LPS Agreements: March 2006-November 2008

Develop first Report and Grant Reimbursement – November 2008

Quarterly Grant Reimbursements – November 2008 – December 2011

Final close out of Grant and Final Audit – June 2012

The responsibility for the Administration of the Prop 50 Grant will fall to BACWA ED who will be supported by expert consultants, the LPSs, the BACWA Legal Counsel and the EBMUD Accounting and Audit staff. The BACWA Board will be briefed quarterly, the Board meeting that follows the quarterly council meeting of the LPS and BACWA.

Benefits to BACWA Members of the Prop 50 Grant Administration and the Regional Conservation Outreach Campaign

1. Consistent with the Resolution ___ which amends the Annual Workplan for Fiscal Year 2008-09 and the Annual Budget for BACWA, the Part C budget is prepared for the Administration of the Prop 50 Grant and the Administration of the Regional Conservation Outreach Campaign.
2. The BACWA Members that are the participants in the Special Program for the Administration of the Prop 50 Grant and the Regional Conservation Outreach Campaign are: East Bay Municipal Utilities District (EBMUD), the City and County of San Francisco (CCSF) and the City of Palo Alto because they will receive share of the Prop 50 Grant
3. The BACWA budget to provide administrative support for the Prop 50 Grant for FY 2008-09 (including previous years since the Grant award in March of 2006) is **\$229,399**
4. The budget for FY 2008-09 for the Prop 50 Grant Administration is attached.
5. The Prop 50 Grant will provide grant reimbursement for **\$250,000**.
6. For the remaining months of the Grant program, the cost of administration will be covered by a combination of grant reimbursements and Local Project Sponsors direct payment to BACWA.
7. BACWA will not provide any funding to administer either the Prop 50 Grant or the Regional Conservation Outreach Campaign, all administrative cost are borne by the participating agencies and grant reimbursements under Prop 50.
8. The benefits to EBMUD are the receipt of three project specific grants, these are:

California WaterStar Initiative - Bay Area	EBMUD	\$525,000
New Business Guidebook Pilot Program	EBMUD	\$75,000
Richmond Advanced Recycling Expansion Proj (MF Equip)	EBMUD	\$2,127,600

9. The benefits to CCSF are the reimbursement of **\$150,000** which was paid into the Regional Conservation Outreach Campaign and which will be

reimbursed when the BACAW receives a reimbursement for this particular program under the Prop 50 grant.

10. The benefits to Palo Alto are the receipt of the project specific grant,

Mt. View / Moffett Area Recycled Water Project	City of Palo Alto	\$972,800
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11. The participating agencies in the Regional Conservation Outreach Campaign have also paid a \$5,000/year fee to BACWA for a total of **\$10,000**. This fee will **benefit all BACWA members** as it has been added to the revenue side of the BACWA balance sheet for FY 2008-09 and will be used to offset general BACWA programs benefitting all BACWA members.