

Funding Recipients' FAQ for Preparing Scopes of Work for projects funded through the Lead Service Line Replacement (LSLR) Program

The Division of Water Infrastructure (Division) requires a Scope of Work (Scope) to be submitted and approved prior to transmitting the formal loan offer to recipients of BIL-DWSRF-LSLR funds for approved Inventory-only and Find and Replace projects.

What is a Scope for an LSLR-funded project?

The Scope for an LSLR-funded project provides an overview of the project's goals, activities, costs, timeline, and deliverables.

Scopes must be consistent with the project described in the approved funding application, the application budget, and the application narrative.

Scopes must address each of the following:

- Applicant name, Project name, and DWI Project number (from Letter of Intent to Fund)
- The goal (or goals) of the project
- The activities planned to be conducted
- A brief narrative describing how each project activity relates to the project goal(s)
- The anticipated cost for each activity
- A timeline for completing the project
- The deliverables to be generated, which are needed to receive disbursements of funds

Contact your Division-assigned project manager (from Letter of Intent to Fund) regarding any anticipated changes to the project as described in the application prior to submitting your Scope.

What should be the goal(s) of the project?

At a minimum, the Scope should clearly state whether the goal of the project is limited to meeting the requirements of the Lead and Copper Rule Revision (LCRR) or exceeding those requirements and, if so, why.

What are eligible project activities?

Any activities associated with:

- Planning and development of a water service line inventory
- Identification of service line material, including but not limited to:
 - Review of records
 - Visual Inspection without excavation (e.g., at meter box, eternal/internal CCTV inspection, inside the premise by customer, etc.)
 - Excavation (e.g., "potholing", vacuum excavation, etc.)
 - Predictive modeling
 - Water sampling
- Data collection and management
- Public outreach

- Administrative support and coordination

What is required for the Scope narrative?

The Scope narrative should describe **all** of the following:

- Each planned activity, including any contingency plans.
- How each activity is related to achieving the project goal(s).
- The resources to be used for each activity, including the Recipient's own force account if applicable.

What should be in the cost estimate?

The Scope must include an itemized cost estimate for each planned activity and the total project cost.

The cost estimate must show whether the LSLR funding awarded is sufficient to cover the total project cost.

If the LSLR funding awarded is not sufficient to cover the total project cost, the Scope must address the additional source(s) of funds secured or planned to be secured to complete the project scope.

What should the project timeline show?

The project timeline must show the anticipated start and end dates for each project activity.

The project must include a schedule of project status updates, funding disbursement requests, and deliverables to be provided to the Division

The project must be completed by the deadline shown in the Letter of Intent to Fund. If an extension to the project completion deadline is needed, the extension request must be:

- in writing by the Authorized Representative, AND
- approved by the Division

The funding Recipient (not the consultant) may submit a request for a limited extension of the scope submittal date with an e-mail or letter on letterhead sent to the DWI project manager. The request must include a justification for the delay and must propose a new date for submitting the Scope.

What are the deliverables?

The deliverables consist of draft and final inventory documents and must be submitted to the Division for review and approval prior to processing the final disbursement request.

How do I submit the Scope?

Scopes should be submitted to the DWI project manager, as identified in the Letter of Intent to Fund (LOIF), by the date indicated in the LOIF.

Please submit the Scope via the Online Supporting Documentation Submittal Form located at <https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>. The link to the online submittal

form and a list of frequently asked questions on how to submit the Scope can also be found on the Division's *I Have Funding* web page at <https://www.deq.nc.gov/about/divisions/water-infrastructure/i-have-funding>.

What if my Local Government Unit has been designated Distressed?

LSLR Funding recipients designated as Distressed local government units are not subject to any additional or specific requirements for preparing and submitting the Scope.