

Mojave IRWMP
Capacity building for small disadvantaged water and wastewater system providers

Scope of Work

July 1, 2022 – June 30, 2023

Task #	Task	Task Description
A. Needs Assessments		
A.1	Needs Assessments	CRWA will conduct focused water system needs assessments for disadvantaged communities (DACs) within the planning region to help identify and document the most pressing water related issues.
B. Workshops/Trainings		
B.1	Sub-regional and/or Regional Workshops with attendee lists, agendas	CRWA will provide registration and logistical support for the trainings, develop and track email and distribution lists of attendees, coordinate all logistics for workshop/training locations including registration support, and marketing through CRWA's website and electronic email notification system.
B.2	Email distribution lists	CRWA will develop and target disadvantaged community systems for training sessions/workshops through email distribution. This will include relying upon CRWA's extensive current database of rural systems located in the Mojave region. This email list will be provided to the Mojave Water Agency for future contact and follow-up.
B.3	Provide Training/Workshops	CRWA will provide trainers that have historical expertise in delivering subject matter to be presented. CRWA will conduct training workshops focused on water-related topics of interest to DAC water entities in the Inyo-Mono IRWMP region. The number of workshops will be determined by the needs in the region.
B.4	Training workshop summaries and list of attendees	Training workshop summaries and list of attendees; CRWA will provide a roster sheet with attendees present and contact information.
C. Technical Assistance		
C.1	Technical Assistance (T.A.)	Technical Assistance as directed by the Mojave Water Agency Pertaining to Disadvantaged Community Needs.
C.4	Water Efficiency Plans	CRWA will prepare or update 3-7 water efficiency plans.
C.5	Business Continuity &/or Pandemic Plans	CRWA will prepare up to 3 plans to ensure systems are prepared for another pandemic
C.6	Water Safety Manuals	CRWA will prepare a comprehensive risk assessment and risk management approach to ensure a system is supplying safe drinking water.
C.7	Household Well Programs	CRWA will provide technical and administrative support for the household well programs.
D. Technical Support		
D.1	Engineering	Assist waters system in completing funding applications.

D.2	GIS Mapping	CRWA will create a digital map in ArcGIS
D.3	Master Plans	CRWA will develop plans to help in attaining funding via Prop 1, State, and/or Federal grants
D.4	Sampling Plans	CRWA will prepare comprehensive sampling plans for water quality compliance
D.5	Asset Management Plans	CRWA will develop an asset management plan to sustain the system and the services it provides by reviewing the current infrastructure and its needs.
D.6	Capital Improvement Plans	CRWA will develop a capital improvement plan to identify capital projects and equipment purchases. It will provide a planning schedule and identify options for financing the projects.
D.5	Corporate Review	Review of water system corporate compliance, bylaws, articles of incorporation and policies and procedures.
E. Misc. Technical Support		
E.1	Technical Support	As coordinated in collaboration with Mojave Water Agency, CRWA will contract outside technical support (i.e. technicians, such as a hydrogeologist)
F. Pre-Applications		
F.1	Pre-App Support	Assist systems in completing funding pre-applications for state and or federal funding programs.
G. Grant Administration		
G.1	Admin. Support Specialist	CRWA will provide monthly activity logs, as well as invoices that provide documentation of work performed.