

# Water Sector Program (WSP) Grant Implementation Phase 2



# Presentation

- ▶ This presentation is available on our website on the Water Sector Program-Phase 2 page.
- ▶ The recording will be posted to our YouTube channel and linked on the website as well.
- ▶ Questions should be entered in Q and A. Please enter your name and email address with your question in case we are unable to answer your question and need to follow up after the webinar.
- ▶ Participants must type their name and the system name in the chat box. This is how we are documenting attendance for this webinar. If you do not enter this information in the chat box, we will not be able to document that you were in attendance.

# Agenda

- ▶ Where we are now
- ▶ Revisions
- ▶ Grant conditions
- ▶ Extensions
- ▶ Permission to bid
- ▶ Request for payment
- ▶ Closeout

# Where we are now

- ▶ Awards issued March 6, 2025
- ▶ Authorization to incur costs and Grant conditions issued April 7, 2025
- ▶ Water Sector Program page on OCD-LGA website:  
<https://www.doa.la.gov/doa/oed-lga/water-sector-program-phase-1-and-phase-2/water-sector-program-phase-2/>

# Revisions

- ▶ Notify OCD-LGA if there are revisions needed to the grant agreement, such as Chief Executive Officer or address.

# Grant Conditions – issued in Authorization to Incur Costs and Grant Agreement with Conditions (AIC GC) Letter

- ▶ Grant Agreement
- ▶ Supplemental Information Page
- ▶ Financial Management Questionnaire
- ▶ Performance Schedule
- ▶ Plans and Specifications
- ▶ Rate Study
- ▶ Matching Funds Documentation
- ▶ Consolidation Documents

# Important notes

- ▶ Under no circumstances should the grant recipient advertise for bids or begin construction on an activity at this time. Written authorization will be provided from this office to advertise for bids when funds have been released and the plans and specifications for the project have been reviewed.
- ▶ Funds will not be released until the conditions included in the Grant Conditions letter have been **submitted and approved/cleared** by this office. If revisions are required, this must be completed within the deadline.
- ▶ Grantees are encouraged to clear conditions as soon as possible!
- ▶ Any extensions to deadlines to clear grant conditions must be approved by the Water Sector Commission.

# Grant Agreement – Due within 2 months

- ▶ Review information identifying your system.
- ▶ CEO should sign the agreement.
- ▶ Return hard copy to OCD-LGA.



# Supplemental Information Page – Due within 2 months

## Water Sector Program-Phase 2 Supplemental Information Form

Grantee Name:

Vendor Identification  
Number:

Mailing Address:

Physical Address  
of System:

Contact information for system:

Name:

Phone Number:

Email Address:

Contact information for engineering firm:

Name:

Phone Number:

Email Address:

System Operator Information:

Name of  
System Operator:

Operator Certification  
ID Number:

Is Operator certified as required: ☐ YES ☐ NO

If no, how and when will Operator earn certification?

Project Information:

Is acquisition of real property required to complete this project: ☐ YES ☐ NO

Does this grant involve a consolidation of systems: ☐ YES ☐ NO

## **Water Sector Program - Phase 2 Financial Management Questionnaire**

Grantee: \_\_\_\_\_ Number of employees: \_\_\_\_\_

1. List those who will perform the following WSP financial management functions. Include titles.

a) Signs contracts:

\_\_\_\_\_ Title: \_\_\_\_\_

b) Receives invoices:

\_\_\_\_\_ Title: \_\_\_\_\_

c) Approves payment of invoices:

\_\_\_\_\_  
\_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_ Title: \_\_\_\_\_

d) Prepares Requests for Payment:

\_\_\_\_\_ Title: \_\_\_\_\_

e) Signs Requests for Payment (*minimum of two required*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_ Title: \_\_\_\_\_

f) Records transactions:

\_\_\_\_\_ Title: \_\_\_\_\_

g) Maintains custody of checkbook:

\_\_\_\_\_  
\_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_ Title: \_\_\_\_\_

h) Signs checks (*minimum of two required*): Must be covered by bond or fidelity policy.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_ Title: \_\_\_\_\_

i) Reconciles bank statements:

\_\_\_\_\_ Title: \_\_\_\_\_

j) Prepares fiscal year end financial statements:

\_\_\_\_\_ Title: \_\_\_\_\_

2. Identify by title the individuals who are covered by a bond or insurance and the amounts. Include Chief Executive Officer if involved in signing checks (1.h).

Financial  
Management  
Questionnaire –  
Due within 2  
months

**Attach a copy of the bond(s) or insurance policy(s).**

Title:		Amount:	
Title:		Amount:	
Title:		Amount:	
Title:		Amount:	

3. Identify name of company that issued the bond or insurance policy:

Issue date:		Expiration date:	
Issue date:		Expiration date:	

4. What is your fiscal year end date?

5. The most recent audit covered what period?

Identify name of firm that prepared the audit:

6. Name and telephone number of local official to contact regarding this questionnaire:

<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Name</i>	<i>Title</i>	<i>Phone #</i>

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**I certify that this information is true to the best of my knowledge.**

Signature:

Title:

Date:

Financial  
Management  
Questionnaire –  
Due within 2  
months

# Performance Schedule - Due within 2 months

- ▶ This document will be used to monitor the progress of the project.
- ▶ The WSP - P2 grant agreement references the performance schedule and OCD-LGA uses it to monitor the program's progress. Grantees must adhere to this schedule. The quarters are indicated on the performance schedule and coincide with the four quarters in the State's fiscal year. The completed schedule should begin with the quarter in which the date of authorization to incur costs occurs. This date must be entered in the space provided on this form. The WSP - P2 may have a duration period up to three years (twelve quarters). The entries on this document should begin with the quarter where the authorization to incur costs date lies and not exceed three years from that date. For example, an authorization to incur costs date of April 1, 2025 would begin entries to this document in quarter four and not exceed quarter fifteen.
- ▶ When completing this form, identify **each** activity as it corresponds to the line item budget in the WSP - P2 grant agreement. For example, the completion of a sewer project could involve the activities of acquisition, sewer construction, and engineering services. Under each activity, indicate when completion of major project milestones is expected. For example, milestones could be acquisition of easements, engineering, bid advertisement/award, construction, acceptance of work, and release of liens. Consider the activities and decide what major tasks must be accomplished to complete them. List these tasks as milestones under **each** activity. Then indicate by lines on the schedule showing when these tasks will occur. Be mindful of the grant process that must be followed if this project is funded when drafting the timeline.
- ▶ For each activity also estimate projected expenditures by dollar amount for each quarter. The expenditures should reflect all funds (WSP P-2 and other) being used to complete the activity. Distinguish between the funds by source and amount.
- ▶ If more space is needed, attach additional sheets.

# Performance Schedule - Due within 2 months

Authorization to Incur Costs Date: \_\_\_\_\_



WSP - P2 PERFORMANCE SCHEDULE								GRANTEE NAME:								
ACTIVITIES	Quarter 1 July- Sept.	Quarter 2 Oct.- Dec.	Quarter 3 Jan.- Mar.	Quarter 4 Apr.- June	Quarter 5 July- Sept.	Quarter 6 Oct.- Dec.	Quarter 7 Jan.- Mar.	Quarter 8 Apr.- June	Quarter 9 July- Sept.	Quarter 10 Oct.- Dec.	Quarter 11 Jan.- Mar.	Quarter 12 Apr.- June	Quarter 13 July- Sept.	Quarter 14 Oct.- Dec.	Quarter 15 Jan.- Mar.	Quarter 16 Apr.- June
Activity #1 Milestones a. b. c. d. e.																
Activity #2 Milestones a. b. c. d. e.																
Activity #3 Milestones a. b. c. d. e.																
Activity #4 Milestones a. b. c. d. e.																



# Plans and Specifications – Due within 6 months

- ▶ Copy of final plans and specifications plus a final cost estimate must be submitted to the Louisiana Department of Health (LDH) for water projects and Department of Environmental Quality (DEQ) for wastewater projects within six (6) months of the date of the WSP-P2 AIC and GC Letter.
- ▶ OCD-LGA must be notified in writing that all required documents have been submitted to LDH/DEQ within this time period.
- ▶ A final cost estimate should be submitted with the notification to OCD-LGA. Plans and specs do not have to be submitted to OCD-LGA.
- ▶ OCD-LGA will follow up with LDH/DEQ to ensure that all projects approved in the WSP application have been included in the final plans and specifications.

# Rate Study – Due within 6 months

- ▶ OCD-LGA is in the final stages to hire firms to work with WSP-P2 grantees on the completion of rate studies and any actions needed.
- ▶ OCD-LGA will assign a firm to work with each grantee based on the complexity of the project and capacity or conflicts with the firm. The firm will contact the grantee to begin the process.
- ▶ Grantees that meet all grant conditions with the exception of the completion of the rate study may request to move forward with bidding by submitting a certification regarding the rate study.
- ▶ All grantees will be required to participate in this process. If a grantee has completed a rate study on or after July 1, 2024, this document can be reviewed to ensure it meets the WSP-P2 requirements.

# Matching Funds Documentation – Due within 2 months

- ▶ Documentation identifying the matching funds as being available to be spent must be submitted.
- ▶ The specific documentation required will vary depending on the matching funds source.



# Consolidation Documents – Due within 2 months

- ▶ If the approved project involves consolidation with another system or systems, the executed agreement between the systems that memorializes consolidation must be submitted to OCD-LGA.

# Extension Requests Regarding Grant Condition Deadlines

- ▶ All extensions must be approved by the Water Sector Commission.
- ▶ Grantee must submit a letter requesting the extension that includes an explanation of the need for the extension and the length of the extension.
- ▶ Grantee may be required to appear before the Water Sector Commission to discuss the request.

# Permission to bid

- ▶ Permission to bid will be given to grantees when all grant conditions have been cleared/approved and LDH/DEQ has notified OCD-LGA that all projects included in the approved WSP application have been included in the plans and specifications submitted for review.
- ▶ Grantees will be required to advertise for bids within 30 days of being given permission to bid.
- ▶ Upon receipt of bids and award of contract, Grantees must complete the Notice of Contract Award form and email to [Suzanne.Bentley-Smith@LA.GOV](mailto:Suzanne.Bentley-Smith@LA.GOV)

Date Received by State			
	<ul style="list-style-type: none"> <li><i>Louisiana law, LA RS 38:2215, requires mutual written agreement between the parties if the time between the bid opening and contract award exceeds 45 days.</i></li> <li><i>If more than 90 days transpire between bid opening and contract award date, ensure that the wage decision(s) in effect on the contract award date becomes a written part of the construction contract.</i></li> <li><i>Send this Notice to OCD-LGA within 30 days of the contract award date.</i></li> </ul>		
<b>1. Water Sector Program-Phase 2 Grant Information:</b>			
Grantee Name			
Subrecipient Number			
<b>2. A prime construction contract has been awarded as follows:</b>			
Name of prime contractor			
Type of work to be done			
Bid Opening Date			
Date of contract award			
Estimated date of start of construction			
<b>3. Components of the above listed contract identified by source, purpose and amount:</b>			
<u>Source</u>	<u>Amount</u>		
<b>4. Total Amount of Contract Award (All funds—Local, WSP P2, etc.)</b>			
<b>5. A copy of the certified and itemized bid tabulation is attached:</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please do not attach unrequested documents such as: minutes of bid opening, list of attendees, LA Uniform Public work bid form, or resolution to award the contract.			
<b>6. Comments:</b>			
<b>7. Signed</b>			
Signature of Grantee's CEO			
<b>8. Date</b>			

# Notice of Contract Award

# Request for Payment

- ▶ All grantees are required to sign up for EFT. Enroll vendor number for electronic funds transfer with the [Office of Statewide Reporting and Accounting Policy](#).
- ▶ If your project involves funds from the Clean Water Revolving Loan Fund or the Drinking Water Revolving Loan Fund, then documentation from LDH or DEQ indicating the program personnel have reviewed the Request for Payment must be included in the submission to OCD-LGA. Payments will not be approved until this documentation is received.
- ▶ We will take into account any match that is listed on the RFP form when calculating the WSP payment; however, the funds will not be identified as documented unless we have the required documents.

## How to request payment

- <https://get.adobe.com/reader/>
- Email the completed RFP to the [OCDLGA.PaymentRequests@la.gov](mailto:OCDLGA.PaymentRequests@la.gov)
- RFP Form can be found on the [WSP P2 webpage](#)

WATER SECTOR PROGRAM-PHASE 2 (WSP-P2) REQUEST FOR PAYMENT (RFP)				
A. Name, Address, and Telephone Number of Grantee			B. Date of Request	
C. Subrecipient Number	D. P.O. Number	E. Vendor ID	F. Request #	
G. Actual Delivery Date (A.D.D.) - The most recent date of delivery of services for each State fiscal year.			A.D.D. FY 1:	
			A.D.D. FY 2:	
H. Status of Matching Funds				Amount
1. Amount of match funds to be committed to the project				
2. Amount of match funds expended and documentation previously submitted to OCD-LGA				
3. Amount of match funds remaining to be expended and documented by OCD-LGA				
4. Amount of match funds expended since previous submission (Attach documentation)				
5. Remaining matching fund to be spent (Subtract Line 4 from Line 3)				
I. Status of WSP P2 Funds				Amount
1. WSP P2 Grant Amount				
2. WSP P2 Funds Received to Date				
3. Subtotal (Subtract Line 2 from Line 1)				
J. Amount of Work Completed for this Request		A.D.D. FY 1	A.D.D. FY 2:	Amount
1. Public Works, Facilities, Site Improvements				
a. Sewer				\$ 0.00
b. Water				\$ 0.00
2. Professional Services				
a. Engineering Fees				\$ 0.00
b. Administrative Fees				\$ 0.00
3. Acquisition				\$ 0.00
4. Other				\$ 0.00
5. Total		\$ 0.00	\$ 0.00	\$ 0.00
K. Certification				
I certify that this Request for Payment has been drawn in accordance with the terms and conditions of the agreement for the grant and that the amount for which drawn is proper for payment to the drawer at the drawer's bank. I also certify that the data reported above is correct and that the amount of the Request for Payment is not in excess of current needs. <b>Approved and detailed invoices that equal or exceed the amount are attached.</b>				
1. Date	Signature			Title
L. Approval (State Use Only)				
Amount of WSP P2 funds approved for this request		Total	WSP P2 Funds	Matching Funds
1. Public Works, Facilities, Site Improvements				
a. Sewer		\$ 0.00		
b. Water		\$ 0.00		
2. Professional Services				
a. Engineering Fees		\$ 0.00		
b. Administrative Fees		\$ 0.00		
3. Acquisition		\$ 0.00		
4. Other		\$ 0.00		
5. Total		\$ 0.00	\$ 0.00	\$ 0.00
Expenditure of match funds verified			Amount	
6. Amount of match fund expenditures documented previously				
7. Amount of match fund expenditures documented with this request				
8. Total amount of match fund expenditures documented to date			\$ 0.00	
9. Reviewed by Signature and Date		10. Approved by Signature and Date		
PAYMENTS CAN BE VERIFIED ONLINE AT: <a href="https://www.cfrd.louisiana.gov/vendsearch/index2.cfm">https://www.cfrd.louisiana.gov/vendsearch/index2.cfm</a>				

## Instructions for WSP P2 Request for Payment Form

INSTRUCTIONS FOR WSP P2 REQUEST FOR PAYMENT FORM	
Complete form electronically. Cells highlighted in yellow are to be completed by grantee.	
LINE:	
A	Enter name, address, including zip code, and telephone number of the Grantee.
B	Enter the date this request is being submitted.
C	Enter the Subrecipient Number.
D	Enter the Grantee's Purchase Order (P.O.) Number.
E	Enter the Grantee's Vendor ID.
F	Enter number of the request. Requests for Payment (RFP) are numbered sequentially. Your first request is #1, your second is #2, etc. If, for some reason, a request is returned to you for correction and resubmission, the resubmission would have the same number with an A after it, 2A. A second resubmission would be 2B.
G	Enter the most recent date of delivery of invoices for each State fiscal year covered in the invoices for this RFP. Each invoice must have the date of delivery. Any services that cover 2 fiscal years must be in separate invoices or the amount allocated to each fiscal year must be indicated. Ex. FY1 June 30, 2023 \$2,040, FY2 August 5, 2023 \$1,920. Enter only the dollar amounts in J. If 2 fiscal years are used, break out the amounts in each FY column and for each applicable activity.
H	This section to be completed by Grantee. 1 Enter the amount of match funds the Grantee committed to the grant. 2 Enter the amount of match funds that have been expended and previously documented to OCD-LGA. 3 Subtract Line 2 from Line 1. 4 Enter amount of match funds expended that Grantee is documenting with this request. <b>All match expenditure documentation must be provided with final payment request.</b> 5 Subtract Line 4 from Line 3.
I	This section to be completed by Grantee. 1 Enter amount of WSP - P2 grant award. 2 Enter amount of WSP - P2 funds received to date. Subtract Line I.2 from I.1. 3
J	This section to be completed by Grantee. All invoices must be approved as identified in the Financial Management Questionnaire and attached to this request. Construction invoices should also be approved by project engineer.  1 Do not enter any data in this cell. 1a Enter the amount of WSP funds being requested with this submission for sewer grants in the appropriate FY column(s).  1b Enter the amount of WSP - P2 funds requested with this submission for water grants in the appropriate FY column(s).  2 Do not enter any data in this cell. 2a Enter the amount of WSP funds being requested with this submission for engineering services in the appropriate FY column(s). 2b Enter the amount of WSP funds being requested with this submission for administrative services in the appropriate FY column(s). 3 Enter the amount of WSP funds being requested with this submission for acquisition costs in the appropriate FY column(s). 4 Enter the amount of WSP funds being requested with this submission for other costs in the appropriate FY column(s).  5 Worksheet calculates this cell automatically. Do not enter data in this cell.
K	This section to be completed by Grantee. 1 Authorized person's electronic signature, title, and date. Must be a person authorized on the Financial Management Questionnaire that was submitted to OCD-LGA. Email this form to <a href="mailto:OCDLGA.PaymentRequests@LA.GOV">OCDLGA.PaymentRequests@LA.GOV</a>
L	OCD-LGA completes this section. OCD-LGA enters amounts approved for activities and identifies any costs to be paid by Grantee. OCD-LGA verifies expenditure of matching funds and enters amount of matching fund expenditures verified to date.  <b>OCD-LGA will send a copy of the RFP form to Grantee upon approval.</b>

Checklist used by OCD-LGA Staff to review RFPs for processing

Water Sector Program-Phase 2 RFP Processing Checklist		Confirmation	
		YES	NO
		or	or
			n/a
Reviewed By _____ Date ____/____/20____			
Grantee: _____ Subrecipient #: _____			
<b>General Information</b>			
	Was the RFP emailed from system employee or system's designee?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the requestor presently on the LLA non-compliance list?	<input type="checkbox"/>	<input type="checkbox"/>
	For projects including LDH/DEQ revolving funds, did LDH/DEQ review and approve?	<input type="checkbox"/>	<input type="checkbox"/>
<b>RFP Entries</b>			
A-E	Are items completed by grantee?	<input type="checkbox"/>	<input type="checkbox"/>
F	Is the RFP form sequentially numbered?	<input type="checkbox"/>	<input type="checkbox"/>
G	Is the RFP Actual Delivery Date ("ADD") correct?	<input type="checkbox"/>	<input type="checkbox"/>
	According to the invoice dates should it be two fiscal years?	<input type="checkbox"/>	<input type="checkbox"/>
H	Are amounts for items 1-5 correct?	<input type="checkbox"/>	<input type="checkbox"/>
I	Are amounts for items 1-3 correct?	<input type="checkbox"/>	<input type="checkbox"/>
J	Are amounts entered under the correct activity?	<input type="checkbox"/>	<input type="checkbox"/>
	Are funds entered in the correct ADD column?	<input type="checkbox"/>	<input type="checkbox"/>
	Are requested amounts within the budgeted amount?	<input type="checkbox"/>	<input type="checkbox"/>
	Are requested amounts supported by invoices?	<input type="checkbox"/>	<input type="checkbox"/>
	Do all requested amounts add up and agree with invoice totals?	<input type="checkbox"/>	<input type="checkbox"/>
K	Is the RFP signed?	<input type="checkbox"/>	<input type="checkbox"/>
L	Are approved amounts entered in correct columns?	<input type="checkbox"/>	<input type="checkbox"/>
	Did you sign and date the RFP on the Reviewed By line?	<input type="checkbox"/>	<input type="checkbox"/>
	Email the RFP, invoices, this checklist and invoice tracker to approver.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Invoice Tracker</b>			
	Are amounts on Invoice Tracker correct and entered under correct activity?	<input type="checkbox"/>	<input type="checkbox"/>
	Are the grant expenditures on schedule?	<input type="checkbox"/>	<input type="checkbox"/>
	Has the Invoice Tracker file been saved onto the "G" drive?	<input type="checkbox"/>	<input type="checkbox"/>
	Did you put a printed copy of the updated invoice tracker in the RFP file?	<input type="checkbox"/>	<input type="checkbox"/>



# Documentation of Match Funds

- ▶ Grantees will be required to provide documentation of the expenditure of match funds in accordance with the approved application.
- ▶ Invoices paid and cancelled checks showing payment of invoices must be submitted to document match.
- ▶ Match funds documentation can be submitted at any time during the grant implementation process, but must be submitted prior to OCD-LGA approving the final request for payment.
- ▶ Any percentage calculated to exceed 76% will be reported as 76% for reimbursement purposes.

# Closeout

- ▶ When 80% of grant funds have been expended, OCD-LGA will send the Grantee a Completion Report that must be completed by the Grantee and submitted to OCD-LGA for review and approval.
- ▶ Upon expenditure of all grant funds and with the receipt of a correct Completion Report, OCD-LGA will issue a “Grant Closeout Approval” letter.
- ▶ Grantees will be required to have a certified operator on the staff operating the system prior to closing out the grant with the State.

# Final Notes

- ▶ No additional funding requests will be considered.
- ▶ Grant agreements are for three years. The entire project must be completed within that timeframe.
- ▶ Improvements to the WSP Portal are ongoing. Grantees will be notified of any changes to the procedures included in this presentation.
- ▶ Change orders should be submitted to [Suzanne.Bentley-Smith@la.gov](mailto:Suzanne.Bentley-Smith@la.gov)
- ▶ Any other requests for consideration by the Water Sector Commission must be sent to [Heather.Paul@la.gov](mailto:Heather.Paul@la.gov) and [Suzanne.Bentley-Smith@la.gov](mailto:Suzanne.Bentley-Smith@la.gov)

# Contact Information – WSP Phase 2

- ▶ Traci Watts, OCD-LGA Director
  - ▶ [Traci.Watts@la.gov](mailto:Traci.Watts@la.gov)
  - ▶ (225) 342-0148
- ▶ Heather Paul, OCD-LGA Assistant Director
  - ▶ [Heather.Paul@la.gov](mailto:Heather.Paul@la.gov)
  - ▶ (225) 342-7418
- ▶ Suzanne Bentley-Smith,
  - ▶ Grant Representative (Round 2 E-N)
  - ▶ [Suzanne.Bentley-Smith@la.gov](mailto:Suzanne.Bentley-Smith@la.gov)
  - ▶ (225) 219-0805

# Questions?

