

CONSTRUCTION PROJECT SCHEDULE
FOR
VDH-OFFICE OF DRINKING WATER
FINANCIAL AND CONSTRUCTION ASSISTANCE PROGRAMS (FCAP)

Project Name: _____
Prepared By: _____

VDH Project Number: _____
Date: _____

	ACTION	RESPONSIBLE PARTY	START DATE		COMPLETION DATE	
			PLANNED	ACTUAL	PLANNED	ACTUAL
	<i>Note: Responsible Party is the person or firm to whom the task is assigned.</i>					
	<i>This schedule includes key steps required to bring a project to Loan Closing. Several steps can be performed concurrently to expedite the overall process. Examples are the Environmental Review and Waterworks Business Operations Plan.</i>					
	FUNDING APPLICATION & PROJECT MANAGEMENT					
1.	Obtain Governing Body approval for project.					
2.	Prepare and submit "Application for Construction Funds" and "Construction Project Schedule".					
3.	Designate local contact person responsible for project management; i.e., Recipient's Project Manager.					
4.	Attend Initial Meeting with VDH-FCAP staff.					
5.	If extended, accept VDH-FCAP initial offer of project funding terms.					
	ENGINEERING					
6a.	Prepare Request For Proposal (RFP) for engineering services.					
6b.	Advertise for proposals.					
6c.	Evaluate proposals and conduct negotiations.					
6d.	Award contract to top ranked offeror.					
6e.	Sign contract.					
6f.	Submit engineer procurement information to VDH-FCAP Project Officer for approval.					
7.	Submit "Permit Application – Notification of Intent" to VDH-ODW Field Office.					
8.	Attend Preliminary Engineering Conference at VDH-ODW Field Office.					
9a.	Preliminary Engineering Report (PER) -Start Preparation.					
9b.	Submit PER to VDH-ODW Field Office for approval and forward a copy to VDH-FCAP Project Engineer. <i>(Comments or approval is normally given to applicant by VDH-ODW Field Office within 45 days of receipt. If the VDH-ODW Field Office returns comments, the Project Schedule may need to be adjusted.)</i>					
9c.	VDH-ODW Field Office approval of PER	VDH-ODW FO				
10a.	Prepare Plans and Specifications (P & S).					
10b.	Submit P & S to VDH-ODW Field Office for approval and forward a copy to VDH-FCAP Project Engineer. <i>(Comments or approval is normally given to applicant by VDH-ODW Field Office within 60 days of receipt. If the VDH-ODW Field Office returns comments, the Project Schedule may need to be adjusted.)</i>					
10c.	VDH-ODW Field Office approval of P & S.	VDH-ODW FO				

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Waterworks' Project Manager

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	ENVIRONMENTAL REVIEW					
	<i>Section 7 of the "Procedural Guidelines (PG) for Virginia Water Supply Revolving Fund Recipients" describes the Required procedures. A Categorical Exclusion (CE) normally takes 60-90 days and an Environmental Assessment (EA) normally takes 90-120 days. An Environmental Impact Statement (EIS) is not included in the steps below as it is rarely required.</i>					
11.	Review PG #7 and determine type of review applicable for project. Discuss basis with VDH-FCAP Project Engineer.					
12a.	If a CE appears to be appropriate, forward a request for a CE to the VDH-FCAP Project Engineer. Include required supporting documentation.					
12b.	Coordinate the VDH-FCAP Project Engineers' site visit.					
12c.	VDH-FCAP Project Engineer sends comments.	VDH-FCAP				
12d.	Respond to the VDH-FCAP Project Engineer's comments.					
12e.	If VDH-FCAP concurs with a CE, publish the Public Notice provided by VDH-FCAP and allow for a 30 day comment period. Ensure a copy of the completed Public Notice Verification Sheet is provided to VDH-FCAP Project Engineer. Perform procedures in accordance with instructions provided by VDH-FCAP Project Supervisor.					
12f.	If there are no significant adverse comments, the VDH-FCAP Division Director issues letter stating the environmental review requirement has been satisfied.	VDH-FCAP				
13a.	If an EA is required, develop EA in accordance with PG #7.					
13b.	Forward a written request transmittal to all appropriate review agencies, and allow for a 30 day review and comment period.					
13c.	Coordinate the VDH-FCAP Project Engineer's site visit.					
13d.	Prepare EA after review agencies' written responses are received. EA must satisfactorily resolve any review agency comments.					
13e.	Publish a Public Notice of public hearing at least 30 days prior to the date of the public hearing in accordance with PG #7. Ensure a copy of the completed Public Notice Verification Sheet is provided to the VDH-FCAP Project Engineer. The public hearing is held after the EA is completed.					
13f.	Provide two copies of the following information to VDH-FCAP Project Engineer.					
	-Copies of the review request transmittal letters to the review agencies.					
	-Copies of review agency comments.					
	-Response(s), as necessary, to the review agency comments.					
	-A summary or record of the public hearing along with the verification of public notice for the hearing (if not previously provided by the newspaper).					
	-EA or Revised EA (as appropriate).					

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13g.	If USDA-Rural Development is a funding participant on the project, also send two copies of all items in 13f to them.					
13h.	VDH-FCAP Project Engineer sends comments.	VDH-FCAP				
13i.	Respond to the VDH FCAP Project Engineer's comments.					
13j.	If all comments are satisfactorily addressed, the VDH-FCAP Project Supervisor forwards a copy of the Finding of No Significant Impact (FONSI) Public Notice, a Public Notice Verification Sheet, an example transmittal letter, and instructions. Publish the Public Notice and allow for a 30 day comment period. Ensure a copy of the completed Public Notice Sheet is provided to the VDH-FCAP Project Engineer.					
13k.	If no significant adverse comments are received from the public, the VDH-FCAP Division Director issues clearance letter completing the environmental review.	VDH-FCAP				
WATERWORKS BUSINESS OPERATIONS PLAN (WBOP)						
<i>If required, coordinate process with the VDH-ODW Field Office.</i>						
14a.	Prepare WBOP. Allow 120 days for preparation and approval.					
14b.	Submit WBOP to VDH-ODW Field Office for approval.					
14c.	Forward copy of WBOP to VDH-FCAP Project Officer.					
14d.	VDH-ODW Field Office approval of WBOP.	VDH –ODW FO				
OTHER REQUIREMENTS						
15.	For Parity issues prepare and submit required information to VRA and other lenders 120 days prior to closing. Keep the VDH-FCAP Project Engineer informed of your progress.					
16.	Obtain ownership to any land needed for the construction of the project. Immediately inform the VDH-FCAP Project Engineer of any complications which will delay the project.					
17.	Obtain easements for land needed for construction of the project. Immediately inform the VDH-FCAP Project Engineer of any complications which will delay the project.					
18.	Obtain funding approval from other lender if project is being co-funded. Forward copy of funding approval or denial to the VDH-FCAP Division Director.					
19a.	Submit draft Water Users Agreement to VDH-FCAP Project Officer for approval.					
19b.	Submit a signed Water Users Agreement and Certification to VDH-FCAP Project Officer for approval. Forward a copy of Certification to Virginia Resources Authority (VRA).					
20a.	Respond to VRA's request for information needed for their completion of the Credit Summary.					
20b.	VRA completion of Credit Summary.	VRA				
21.	VDH State Health Commissioner authorizes final funding terms and issuance of loan commitment letters.	VDH				

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22a.	VRA forwards Commitment Letter and initial draft of the Financing Agreement and Grant Agreement (if applicable).	VRA				
22b.	Execute and return Commitment Letter provided by VRA.					
	CONSTRUCTION BID					
23a.	Prepare draft Construction Bid documents to include required VDH contract inserts, and bid advertisement.					
23b.	Submit draft Construction Bid documents and bid advertisement to VDH-FCAP Project Engineer for concurrence prior to bid advertisement.					
23c.	VDH-FCAP approval of Bid documents.	VDH-FCAP				
23d.	Inform VDH-FCAP Project Officer and VRA of readiness to proceed with loan closing.					
23e.	Advertise for bids - (close loan 6 weeks later).					
23f.	Tabulate bids.					
23g.	Obtain MBE/WBE solicitation information from selected contractor prior to contract award.					
23h.	Forward bid tabulation and other required documents, to include MBE/WBE information, to VDH-FCAP Project Officer for procurement concurrence.					
23i.	Inform VDH-FCAP Project Engineer of date and location of Preconstruction Conference at least two weeks prior to meeting.					
	LOAN CLOSING					
24.	Secure the services of a bond counsel to begin the loan closing process 90 days before the project is advertised for receipt of bids.					
25.	Submit Project Budget to VDH-FCAP Project Officer at the initiation of the closing process.					
26.	Submit first Request for Disbursement to VDH-FCAP Project Officer two weeks prior to scheduled closing date.					
27.	VDH approves loan closing.	VDH				
28.	Forward required closing documents to VRA.					
29.	VRA approval of closing documents.	VRA				
30.	Closing Date - (6 weeks after bid advertisement).					
	CONSTRUCTION					
	Construction can begin prior to loan closing with prior approval of VDH-FCAP					
31.	Construction start date.					
32.	Construction completion date.					

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