

EXHIBIT E – PROJECT PERFORMANCE PLAN

Funding: EIAF	Name of Grantee Routt County		
Project Number: 9043	Name of Project Phippsburg WW Treatment Maintenance Engineering		
DESCRIPTION OF PROJECT:	The project consists of preparing an engineering plan and proposed improvements that address maintenance and regulatory compliance requirements for the Community of Phippsburg Water and Wastewater Treatment facilities.		
DLG Staff: Greg Winkler - Regional Manager (970) 668-6160 GW			
MILESTONES – Grantee shall...	By:	STATE ROLE- DLG shall...	
Award and finalize subcontract(s) and/or sub-grant(s).	Within 30 days of the Effective Date of this Grant Agreement.	Review selection and award documentation, and copy of subcontract(s) and/or sub-grant(s) for project file. Provide feedback to Grantee identifying issues or concerns, if any.	ACHIEVED: <u>MM/DD/20YY</u>
Provide DOLA with Project Timeline.	Within 30 days of the Effective Date of the subcontract(s).	Review timeline to ensure timely completion of Project. Provide feedback to Grantee identifying issues or concerns, if any.	ACHIEVED: <u>MM/DD/20YY</u>
Consultant mobilization.	Within 60 days of the Effective Date of this Grant Agreement.	Monitor progress reports from the Grantee. Help Grantee identify if/when a Grant Agreement amendment is needed. Provide feedback to Grantee identifying issues or concerns, if any.	ACHIEVED: <u>MM/DD/20YY</u>
Project Completion.	May 31, 2016	Review past quarterly reports and review final report.	ACHIEVED: <u>MM/DD/20YY</u>

Submit quarterly progress reports, which includes: Project Performance Plan accomplishments and a Financial Summary Report for: 1st Quarter 2016 2nd Quarter 2016 Progress shall be evaluated by the Grantee and documented and included at least upon submittal of Quarterly Progress Reports. Such evaluation shall consist of at least the following monitoring method: a) Question and answer sessions with the consultant to confirm understanding by all parties as to the nature of the Work and how far along it should be dependent upon the Quarter under review. Specifically, such sessions will determine if: i) A percentage of the engineering plan and proposed improvements documents have been developed as per agreed time-line as would be expected under this Grant and described in Exhibit B; and ii) The information contains enough depth and detail to provide options to the County for making decisions regarding maintenance and regulatory compliance requirements for the Water and Wastewater Treatment facilities as described in Exhibit B.	(30 calendar days after each quarter): April 30, 2016 July 30, 2016	Review documents and provide follow up technical assistance as necessary. If needed, respond to a request for training within 10 days.	ACHIEVED: <u>MM/DD/20YY</u> ACHIEVED: <u>MM/DD/20YY</u> ACHIEVED: <u>MM/DD/20YY</u> ACHIEVED: <u>MM/DD/20YY</u>
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Submit, at a minimum quarterly basis, pay requests and supporting documentation of expenses.	April 30, 2016 July 30, 2016	Review backup documentation and proof of payment prior to approving pay request. Reimbursement should not exceed pro rata share.	ACHIEVED: <u>MM/DD/20YY</u>
Submit the Project Final Report to DLG within 90 days after the Project Completion or expiration of Grant Agreement.	August 29, 2016	Provide forms to Grantee within 30 days of completion of work or end of the Grant Agreement. Process the Final Report and deobligate any remaining grant funds within 30 days of receiving a complete Final report.	ACHIEVED: <u>MM/DD/20YY</u>

QUARTERLY QUESTIONS

List Reimbursement Requests for the three months being reported on:		
<u>Month</u>	January	<u>Amount</u>
<u>Month</u>	January	<u>Amount</u>
<u>Month</u>	January	<u>Amount</u>
Were any months “zero payment” (no costs incurred) during this quarter? If so, please provide an explanation.		
What are the forecasted costs for the next quarter?		
Are the budget lines still adequate? Is a contract amendment needed at this time? Are there any anticipated concerns or issues?		
Do you foresee any potential problems meeting the Grant Agreement completion deadline?		
Were previously identified problems (if any) corrected? Was a budget adjustment needed/done to address the problem(s)?		