

## Procedure for O&M Proposals Under the New State Financial System

January 17, 2019

1. Sponsors submit proposals to TSSWCB State Office (submit to Flood Control Specialist assisting your district) for specific O&M work on specific dams in accordance with current policy.
2. TSSWCB will determine if funding is available, based on first come/first serve basis.
3. Sponsor will receive email from TSSWCB notifying them that either a) funding is available and the proposal is approved, or b) funding is not available and proposal is not approved.
4. If not approved, the proposal will maintain its place in line for future funding unless the Sponsor requests to withdraw the proposal and perform the work with other sources of funds.
5. If proposal is approved, Sponsor may proceed with bidding process. After bids are received and Sponsor is ready to contract, Sponsor must notify TSSWCB that they are ready to start work. If proposal must be modified to add or subtract funds, it must be done before TSSWCB issues a Purchase Order.
6. When Sponsor is ready to start work and the final funding amount for the proposal is determined, TSSWCB will issue a Purchase Order to the Sponsor.
7. **Sponsor must not contract or start work until they receive the Purchase Order.**
8. If it appears during performance of the work that the final cost will be more than the approved Purchase Order because of quantity variations or other causes, **Sponsor must request a modification of the Purchase Order before the work is completed.** There is no guarantee to the Sponsor that additional funds will be available for modifications. Any costs or work **not included** in the Purchase Order **cannot be reimbursed** after work is completed.
9. If the final cost is less than the Purchase Order, the excess funding will be de-obligated from the Purchase Order after work is completed and recovered for other uses.
10. No other dams can be added to or substituted for those on the approved proposal and Purchase Order. Additional work on other dams requires a new proposal/Purchase Order to be processed, which will be placed in line with other proposals on first come/first serve basis.
11. No other practices may be added to the approved proposal/Purchase Order, unless TSSWCB agrees, with appropriate justification, to modify the Purchase Order **before the work is completed.** Additional practices must be on the same dams in the original approved proposal/Purchase Order.