

ATTACHMENT C - FULL PROPOSAL SUBMITTAL REQUIREMENTS

NARRATIVE FOR Scope of Work Schedule, Financing, Match, and Budget - GUIDELINES

The Narratives should be prepared following the format and guidelines below. Include the Cost Estimate Table and Task Budget at end of this narrative. The template for the Cost Estimate and Task Budget Tables [MSWORD] are available on the [CWA 319\(h\) Grant Program Website](#). Please note there is a Fourteen (14) page limit for narratives and tables. Page limits for each section are suggested. Pages in excess of the FOURTEEN PAGE limit will not be reviewed. The formatting requirements are: PDF format, Letter (8.5" x 11") size paper; Single-spaced or wider; Times New Roman font - Size 11 or larger; and One inch (1-inch) margins. **The narrative should be labeled: Attachment C.**

F. Scope of Work & Grant Agreement Readiness (6 Page Limit)

Provide a detailed, concise, and specific scope of work to be used for preparing the grant agreement should the Project be selected for funding.

1. Clearly state the purpose for which funding is being requested.
2. Provide a Scope of Work, as a series of tasks that is suitable for including in the grant agreement.
3. Describe the specific purpose of each task, starting with an action verb and including details (as sequential steps or subtasks, etc.) of how, when, and/or where the task will be accomplished. Identify how the Applicant will coordinate with the granting agency.
4. Tasks must describe all work items that are to be completed within the grant time frame. These descriptions need to be as complete, and detailed as possible. The work items should be supported with the estimates used in the Section H and Cost Estimate Table (below).
5. Each task must provide for appropriate reporting of progress towards completion of the task (i.e., documentation of work item milestones – for example, a “30% design” report, progress and final reports).
6. Include a task (or subtasks) for preparing the Project’s draft and final reports.
7. Provide a schedule of work items with deliverable due dates in tabular format and verify that the tasks in the narrative Scope of Work line up with the tasks in the schedule.

G. Schedule (2 Page limit)

1. Provide a timeline for the completion of the project including project start and end dates.
 - a. Demonstrate how the Project's timeline fits within the timeline of the funding.
 - b. Identify project start and end dates (e.g., Project start date x and Project end date y). Start date should be when the grant agreement is approved, but no later than July 1, 2011. The Project end date cannot be later than July 1, 2014 for the Implementation Projects. The Project end date cannot be later than July 1, 2013 for the Planning/Assessment Projects. Provide a schedule with a timeline.
 - c. Provide a schedule showing the sequence and timing for implementation of each task in the proposed Project.
2. Discuss how the schedule is consistent with the work plan and identify any possible obstacles to the Project implementation.

H. Financing/Funding Match (1 Page Limit)

1. Provide the funding match percentage, which meets or exceeds the minimum (**25% total cost of the project**) as specified in the Program Guidelines. As appropriate, indicate how the availability of matching funds that may become available later will be considered. Note that the nonavailability of matching funds will be considered a deviation from the proposed Project and may result in the grant being withdrawn.
2. If requesting a waiver or reduction of the funding match, provide the information requested in Appendix D ([319\(h\) website](#)), including a completed Exhibit D-1 in Appendix D and a discussion of how much direct benefit the Project provides to disadvantaged communities.
3. For match funding, describe how the e.g., cost share, match, in kind services etc. will be tracked throughout the project. Provide match commitment letters on funding entity letterhead. The letters should be submitted as Attachment G.
4. Describe how the Project leverages other funding sources.
5. If applicable, discuss the mechanisms for ongoing support and financing to continue operation and maintenance of the implemented Project.

I. Cost Estimate/Budget (2 Page Text limit) plus Cost Estimate Table (1 Page Limit) and Task Budget Table (2 Page Limit)

1. Provide a detailed estimate cost of each work item (i.e., line item) containing in the Proposal, including planning and design costs, construction costs, funding match. Provide a summary of all costs rolled-up into a cost summary table (see Cost Estimate Table below).
2. Explain how the costs estimates were determined.
3. Discuss how all costs are directly related to Project implementation (i.e., no overhead).

4. If applicable, provide cost estimates and funding sources for those task that are not proposed for funding, but are related and important to the success of the proposed Project (i.e., non-grant and non-match funded activities).
5. Provide a task budget justifying the cost of each task, along with a narrative description explaining the cost of each task in the budget (Task Budget). If tasks are not apart of the match, discuss how those tasks fit within the proposed budget and how they will be funded.
6. Provide a description of any prior investments the Applicant has made towards the Project (i.e., money previously spent on planning, design, or environmental compliance).

EXAMPLE COST ESTIMATE TABLE (1 PAGE LIMIT)

Provide a reasonable estimate of the cost for all work items (i.e., line item) including planning and design costs, construction costs. If the Proposal includes more than one Project, complete the following table for each Project in the proposal package for which funding is requested.

Cost Estimate Table				
Proposal Title and PIN Number:				
Budget Category		Non-State Share (Funding Match)	Requested State Share (Grant Funding)	Total
(a)	Direct Project Administration Costs			
(b)	Planning/Design/Engineering/Environmental			
(c)	Construction/Implementation			
(d)	Environmental			
(e)	Project Summary [Sum (a) through (d) for each			
(f)	Construction Administration			
(g)	Other(Explain):			
(h)	Grant Total [Sum (e) through (g) for each column]			
Source(s) of funds for Non-State Share (Funding Match)				

Budget Category Explanations

Direct Project Administration Costs – Includes: salaries, wages, fringe benefits, office supplies, and equipment needed to support the project, staff travel costs (at or below the rate allowed for unrepresented State employees), and preparation of required progress and final reports. This budget category includes all such costs for the grantee and any partner agencies or organizations. Applicants are encouraged to limit such costs to less than 5% of the total proposal costs. Such administrative expenses are the necessary costs incidentally but directly related to the proposal.

Planning/Design/Engineering/Environmental Documentation – For these efforts, differentiate costs between consulting services and/or agency/organization staff costs. Planning costs include: planning efforts, reconnaissance studies, feasibility studies, and preliminary reports. Design and engineering costs include: conceptual, preliminary and final design efforts, geotechnical reports, hydraulic studies, water quality investigations and efforts, and other engineering types of work. Include the costs of bid preparation and processing here. Environmental documentation costs include all efforts involved in the CEQA or NEPA process up to the point of the Notice of Determination, Finding of No Significant Impact, or Record of Decision.

Construction/Implementation – Includes the summary of labor, materials, and equipment purchases and/or rentals. After bids are received these costs will be the actual construction cost awarded to the qualified low bidder. The construction or implementation costs for Pilot Projects should be included here.

Environmental Compliance/Mitigation/Enhancement – Includes those costs required by a CEQA/NEPA document to offset any potential damages caused by the Proposal. If these costs are included in the grant agreement awarded for construction or implementation of the Proposal, differentiate such costs for purposes of this budget.

Project Summary – The summation of the costs for items (a) through (e) above.

Construction Administration – Includes those costs required to supervise and administer the construction or implementation of the project. Differentiate costs between consulting services and agency staff costs to perform this work.

Other – Includes costs for legal services, license fees, permits, any implementation verification costs, and any monitoring and assessment costs required during the construction/implementation of the Proposal. Do not include monitoring and assessment costs for efforts required after construction/implementation of the Proposal is complete. These costs are considered to be operation and maintenance costs and are not reimbursable.

Grand Total [Sum (e) through (g) for each column] – The summation of the costs for items (e) through (g) above.

Task Budget Table (2 Page Limit)

Include a Task Budget that outlines and identifies the costs for each task in the Grant Agreement. In addition, provide information on which costs will be covered by 319h grant funding and which by match funding and/or in-kind services.

Task 1	Salary		319h	Match	Total Costs
Labor	Hours	Wage/hour			
Position Title					
Position Title					
Position Title					
Materials					
Professional Services- Consulting					
Position/Title					
Materials					
Travel					
Task 2	Salary		319h	Match	Total Costs
Labor	Hours	Wage/hour			
Position Title					
Position Title					
Position Title					
Materials					
Professional Services- Consulting					
Position/Title					
Materials					

Travel					
Task 3	Salary		319h	Match	Total Costs
Labor	Hours	Wage/hour			
Position Title					
Position Title					
Position Title					
Materials					
Professional Services- Consulting					
Position/Title					
Materials					
Travel					