Applicant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAAST PIN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| **Project/Applicant Background** |

All applications must provide a project background that includes a historical overview of characterization and evaluation activities at the site, the current regulatory status of the site, a brief description of what will occur during the planning phase (if necessary) and the implementation phase of the project, and how the proposed project was evaluated against other project alternatives. The project background submittal should not exceed 20 pages, excluding maps and figures. DFA staff may request additional background documentation if needed to make a funding decision or to execute a funding agreement.

1. Project Overview
2. Site Background/Site Description: Locate the site relative to major features within the surrounding area. Describe any physical features of the site (e.g., buildings). Describe the various types of historical operations that have occurred at or near the site. Include as much information as possible on the nature of these operations. Describe any known or suspected releases of contamination. Identify nearby sites that have been investigated or that may be potential contaminant sources. Describe other work to address the groundwater contamination, the chemicals of concern (COCs) that are being addressed, and the relation of this project to other efforts. Include as much information as possible on the past use of the site; the level of detail will depend on the complexity and size of the site. Describe the current site conditions and land use.

Previous Feasibility Study – If a feasibility study was completed, provide a discussion on how the study: assessed groundwater impacts; evaluated different project alternatives; and, how the cost benefit analysis was calculated. Describe each alternative and why the preferred alternative was chosen. If other alternatives were not considered, explain why the proposed project is the only viable alternative to obtain the project goals. The alternative evaluation should validate the scope of work and provide the basis for the selected metric(s) of success (see Attachment 6). Please attach the feasible study report, if available.

1. Regional Map/Project Location Map: Provide site-specific and regional maps showing the nature and extent of contamination, if known. The maps, figures, and cross-sections should detail the vertical and lateral extent of groundwater contamination (and soil contamination, if applicable) in the project area and or source area as well as identify existing monitoring, production, injection wells, and the area to be remediated. The regional map(s) should be of sufficient detail to support the purpose and need for the project. Site maps should show all the areas of concern, and include details (e.g., location of wells, piping and infrastructure, footprint of treatment system, etc.) of any other planning or implementation projects adjacent to or within the project area. Discuss the types of prevention or cleanup projects that are on-going or have been implemented.
2. Groundwater Basin and Beneficial Uses: Describe the groundwater basin and beneficial uses of the basin and describe the specific beneficial uses of groundwater in the project area. Describe any water quality and quantity issues within the basin, including the chemicals of concern and their impact on drinking water sources. Describe if the project would address any of these specific issues or problems.
3. Source Area(s): Use available records to determine the types and locations of potential and known contaminant sources.
4. Summary of Data available for chemicals of concern (COCs): List any previous investigations completed at the site. Describe the field activities, tests, and analyses conducted during these investigations. Include results of physical, chemical, or other testing data collected in soil and/or groundwater, as appropriate. Describe any changes in the extent of the plume and COC levels over time. Examples of the information requested include: GeoTracker and EnviroStor database research, soils reports, depth to groundwater, historical aerial photo research, and onsite geotechnical and environmental investigations. Provide available groundwater elevation data and contour maps, soil and soil gas analytical data, groundwater analytical data (last 5 years), plume maps, hydrogeologic cross-sections, stratigraphic cross-sections, and a summary of any groundwater modeling results.
5. Consistency with Plans, Orders and Requirements: Provide a discussion indicating whether the project proposal is consistent with any applicable groundwater management plans, court decrees, salt and nutrient management plans, and other regulatory orders or requirements (please provide relevant references). If applicable, describe how the proposed project relates to any regulatory directives. Typical entities with such responsibility include, but are not limited to, the local municipality, groundwater basin watermaster, Regional Water Quality Control Board, State Water Board Division of Drinking Water, Department of Toxic Substances Control, Integrated Regional Water Management group.
6. Responsible Party(ies): Identify information on any potentially responsible parties and status of efforts by regulatory agencies to require responsible parties to pay for the total cost of cleanup. Reasonable efforts (e.g., records search) must be made to identify existing and readily available information for the assessment of any potentially responsible parties. Appendix H of the Proposition 1 Groundwater Grant Program guidelines outlines how applicants may obtain information to identify Responsible Parties that should be contributing to the investigation and/or cleanup actions in the proposed project area or any adjoining areas (not necessarily within the scope of the proposed project). Provide a description and status of the known responsible party/potentially responsible party(ies). Describe the financial status of the responsible party(ies), if known. Appendix H also provides guidance on how applicants may identify the financial status of Responsible Party(ies) or Potentially Responsible Party(ies).
7. Experience and Knowledge: Describe relevant experience, knowledge, and skills the applicant and technical team have that are necessary to successfully complete the project. The applicant may provide examples of past successes in completing similar projects or other relevant supporting information. Resumes for each person listed on the technical and planning team should be provided as Attachment 3. Please provide all resumes as a single .pdf file.
8. Coordination with Cooperating Agencies: Discuss which regulatory agencies (if any) have been involved with the proposed project. The following agencies should be considered for consultation: Regional Water Quality Control Board, State Water Board, Department of Toxic Substance Control (DTSC), Division of Drinking Water (DDW), U.S. Environmental Protection Agency (EPA), and Department of Water Resources (DWR). Discuss how any comments received from the regulatory agency(ies) were addressed and if the regulatory agency concurs with the scope of the proposed project. Provide any documentation (e.g., comment letters) for the project or documentation related to the project from other cooperating entities (e.g., watermaster, Regional Board, Division of Drinking Water, Integrated Regional Water Management group, etc.). Provide documentation of support for the project from any cooperating entity, agencies, and/or organizations as Attachment 4. Please provide all information as a single .pdf file.
9. Long-Term Operation and Maintenance (O&M): Provide a discussion of the applicant’s ability to provide long-term operation and maintenance of the project. If available, provide information demonstrating the technical, managerial and financial capacity of the applicant:
	1. Technical Capacity – Demonstrate that the applicant has system personnel that have the technical knowledge to operate and maintain the implementation project (i.e., treatment, distribution and storage systems).
	2. Managerial Capacity – Demonstrate that applicants have the personnel with expertise to manage the day-to-day supervision of the project. The applicants must also show they have personnel available to respond to emergencies and address any capital improvement needs.
	3. Financial Capacity – Demonstrate that sufficient revenues are available to cover necessary operation and maintenance costs. If available, applicants should provide audited annual financial reports and any other financial information demonstrating that the applicant has adequate financial capacity to operate and maintain the implementation system over the useful life of the project. In some cases, State Water Board staff may require that the applicant also demonstrate the financial capacity to maintain the tracking and management of data collected for implementation projects during the useful life of the project.

If available, the applicant may attach an existing technical, managerial, and financial capacity determination by the State Water Board.