Prop 1 SWGP Project Specific Planning Application – PIN XXXXX

Attachment 1 – Workplan

All applications must include a workplan that provides a detailed description of the project(s) for which funding is requested. The goals and objectives of the application must be identified. If the application is for a component of a larger project to which matching funds will be reported, a description of the full project (grant and matching funds) must be provided.

The workplan must include a description of the work to be performed under each tasks and deliverables for assessing progress and accomplishments. The numbered headings below should be the main headings in the workplan and the lettered headings should be the subheadings in the workplan. This will help to ease review and scoring of the workplan and allow the reviewers a quick reference to the information needed to properly score the application.

The tasks described in the Work Tasks portion of the workplan must correlate with those tasks shown on the budget and schedule. Any supporting documentation can be submitted in the application as Attachments 8 and 9.

Provide a description of the project in detail and how it meets the eligible project types outlined in Section III, B of the Eligibility Requirements by providing answers to the questions below:

1. **Goals and Objectives:** a brief description (1 – 2 paragraphs) of
	1. How the project protects or improves water quality,
	2. Helps water infrastructure systems adapt to climate change,
	3. Provides incentives for water agencies throughout each watershed to collaborate in managing the region’s water resources and setting regional priorities for water infrastructure, improves regional water self-reliance, and
	4. Provides multiple benefits.
2. **Purpose and Need:** a description of
	1. The long-term water quality of the storm water or dry weather runoff and the known sources of storm water contamination;
	2. The approximate quantity of storm water flow to be captured by the completed project;
	3. The water supply offset as a result of the overall project (if applicable); and
	4. Other benefits expected from the project.
3. **Site Investigation:** a discussion of
	1. Research completed to select the site, including GeoTracker and EnviroStor databases,
	2. Soils reports
	3. Depth to ground and how it was determined at the site
	4. Onsite geotechnical and environmental investigations previously completed
4. **Regional Map(s):** provide a figure(s) with a discussion of the project location including site conditions and land use, identification of the applicable IRWM group boundary, and identification of any ASBS
5. **Project Timing and Phasing:** a discussion of whether this is a phased project or a part of a larger project effort.
6. **Work Tasks:** a detailed description of the work tasks with adequate detail and completeness to clarify the project can be implemented. The descriptions below should be sufficient enough to be used in a grant agreement if the project is chosen for funding.
	1. Project Administration – include a description of all tasks necessary (e.g. invoicing, reporting, coordination, etc…). Provide as many subtasks as required for the project.
	2. Planning/Design/Engineering/Environmental – include a description of all tasks necessary to complete the project (e.g. preliminary design, final design, geotechnical investigations, bid documents, awarded construction contract, CEQA documentation, etc…). Provide as many subtasks as required.
	3. Construction/Implementation – include a description of all construction activities required to complete the project (e.g. notice to proceed, construction administration, construction management, construction tasks/subtasks, etc…)
	4. Monitoring/Performance – describe the project effectiveness monitoring proposed for the project (e.g. monitoring plan, quality assurance/control plan, monitoring activities).
	5. Education/Outreach – describe the tasks proposed in the project (e.g. public meetings, website, social media pages, flyers, posters, temporary project signage, educational permanent signage, etc…)
7. **Procedures:** discussion on coordination with cooperating entities, agencies, and/or organizations.
8. **Implementation:** a description of the proposed approach, practices, and technical basis for the selected approach.
9. **Stakeholder Involvement:** a discussion on how stakeholders were involved in the Storm Water Resource Plan(s) development and prioritization of projects and how they will be involved in the implementation of the project(s).
10. **Deliverables:** a list of deliverables for each category listed in Work Tasks (Question 6). This should provide a list of deliverables that will be included in a grant agreement if the project is chosen for funding.
11. **Permitting and Environmental Review:** a list of all required permits, environmental documentation, and landowner/access agreements required, including water rights permit(s), and the status of each document.
12. **Plans and Specification:** provide a status of the plans and specifications and a copy of the current plans or concept engineer’s drawings.
13. **Education and Outreach:** a description of the type of education and community outreach proposed for the project.
14. **Experience Summary:**  provide a brief description of the technical advisory and planning team including their background in similar projects.