

## **ATTACHMENT 3**

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### **2016 FULL PROPOSAL ATTACHMENTS IN FINANCIAL ASSISTANCE APPLICATION SUBMITTAL TOOL - INSTRUCTIONS**

This section provides instructions for preparing the required full proposal attachments (attachments) to be submitted using the State Water Resources Control Board's (State Water Board) [Financial Assistance Application Submittal Tool](#) (Financial Application Tool). Pages in excess of the stated limit will not be reviewed.

Applicants must work directly with their appropriate [Regional Board Grant Coordinator](#) and appropriate staff if directed to do so by the Grant Coordinator when developing the full proposal.

**Formatting:** PDF format, Letter (8.5" x 11") size paper; single-spaced or wider; standard font - size 11 or larger; and one inch (1-inch) margins. Use page numbers and number all tables, figures, and maps.

**Organization:** All attachments must include the word "Attachment \_", the FFAST PIN#, and title of the project at the top/header of the first page.

### **Attachments**

**Response to Comments** – Five-page limit. Entitle the Response to Comments "Attachment A" (This attachment can include one map in addition to the five pages.)

**Scope of Work** - Five-page limit. Entitle the Scope of Work "Attachment B"

**Schedule** - Two-page limit. Entitle the Schedule "Attachment C"

[Line Item Budget Table](#) – One-page limit. Entitle this table "Attachment D-1"

[Task Budget Table](#) – Two-page limit. Entitle this table "Attachment D-2"

**Letter(s) of Match Commitment** – Entitle the Letter(s) "Attachment D-3"

[Waiver of Match for Disadvantage Community](#) – Entitle the Waiver of Match "Attachment D-4"

[Project Assessment & Evaluation Plan \(PAEP\)](#) – Two-page limit. Entitle the PAEP as "Attachment E"

[Nine-element Verification Table](#) – Only for CWA 319(h) proposals. Entitle the Nine-element Verification Table as "Attachment F"

[Environmental Clearance Checklist](#) – Entitle the Environmental Clearance Checklist as "Attachment G"

**Response to Reviewer Comments and Consistency with the Concept Proposal**  
**(10 points possible)**

**Title:** Entitle the Response to Comments as “Attachment A”

Full proposals must be substantially consistent with work proposed in the concept proposal unless directed otherwise. Identify any substantive changes between the concept proposal and full proposal and provide a rationale for the changes. Respond to each of the reviewer comments (to be provided) and those made during the applicant/reviewer’s conference call.

Note: Applicants must restate reviewers’ comments and provide appropriate response.

**Scope of Work and Table of Deliverables (15 points possible)**

**Title:** Entitle the Scope of Work as “Attachment B”

Provide a detailed, concise, and specific scope of work, suitable for use in preparing the Grant Agreement. Examples can be found on the [NPS Grant Program webpage](#). Competitive applicants will work closely with their [Grant Coordinator](#) when developing the Scope of Work.

1. Briefly state the purpose for which funding is being requested.
2. Write the Scope of Work as a series of tasks. Describe the specific purpose of each task, starting with an action verb and including details (as sequential steps or subtasks, etc.) of how, when, who, and/or where the task will be accomplished.
3. Identify deliverable(s) for each task.
4. Include all California Environmental Quality Act (CEQA)-related tasks, and identify permits needed.
5. Identify how progress on each task will be tracked (i.e., documentation of work item milestones – for example, a “30% design” report, progress and final reports).
6. Include a task for preparing the project’s draft and final reports.
7. Provide a table of deliverables with the due date relative to the start date (e.g., 30 days after start date, etc.).

**Schedule (5 points possible)**

**Title:** Entitle the Schedule as “Attachment C”

Provide a GNAAT chart or GNAAT chart-like table of the project schedule.

1. Show the sequence and timing for implementation of each task in the proposed project.
2. Include CEQA (level of analysis needed, and expected timeline).
3. 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 June 30, 2017. The project end date cannot be later than June 30, 2020.

**Budget Tables (5 total points possible)**

Complete the provided budget table templates for both line item and task budget. All costs must be directly related to project implementation (i.e., no overhead). If applicable, provide an additional table (**not** considered part of the budget table page limit) that includes cost estimates and funding sources for tasks 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).

**Note – do not change the format setting and/or font in the budget tables.**

**Line Item Budget Table (2 of 5 total points possible)**

**Title:** Entitle the [Line Item Budget Table](#) as “Attachment D-1”

Applicants may resubmit the line item budget table used in the concept proposal if it is complete and accurate. If the line item budget has changed since the concept proposal, explain all changes in Attachment A - Response to Comments.

Provide a reasonable estimate of the cost for all work items (i.e., line item) including planning and design costs, and construction costs. Use the Line Item Budget Category Explanations below for estimating the project costs. An EXCEL version of the line item budget table is provided on the [NPS Grant Program Webpage](#). The table should be submitted in **PDF format** as “Attachment D-1” using the font size and the format settings in the table template.

**Task Budget Table (2 of 5 total points possible)**

**Title:** Entitle the [Task Budget Table](#) as “Attachment D-2”

Include a Task Budget that outlines and identifies the costs for each task consistent with the Scope of Work for the Grant Agreement. In addition, provide information on which costs will be covered by either the CWA 319(h) or Timber Fund grant funding and which by match funding and/or in-kind services. An EXCEL version of the task budget table is provided on the [NPS Grant Program Webpage](#). The table should be submitted in **PDF format** as “Attachment D-2” using the font size and the format settings in the table template.

**Letter(s) of Match Commitment (1 of 5 total points possible)**

**Title:** Entitle Letter(s) of Match Commitment as “Attachment D-3”

Match must be secured by the full proposal submission date. The non-availability of matching funds will be considered a deviation from the proposed project and may result in the grant being withdrawn. Letter(s) committing to match (e.g., cost share, cash, in-kind services, etc.) must be on the funding entity(ies)’s letterhead.

**Waiver of Match for Disadvantaged Community (2 points possible)**

**Title:** Entitle the Waiver of Match for Disadvantaged Community as “Attachment D-4”

If requesting a waiver or reduction of the funding match, provide the information requested in [Appendix 4](#) and sign [Exhibit D-1: Certification of Understanding](#). Median household income and population data sets must be from the [2000 Census](#) or more recent. Applicants must provide information on amount and type of direct benefit(s) the project(s) provides to the disadvantaged community(ies).

**Project Performance Measures Table (5 points possible)**

**Title:** Entitle the Project Performance Measures Table as “Attachment E”

Project Assessment & Evaluation Plan (PAEP) is a tool for grantees and grant managers to monitor and measure project progress and guide final project performance reporting that will fulfill the grant agreement requirements. See [Appendix 5](#) for details and instructions for completing the [Project Performance Measures Table](#).

**Nine-element Verification Table (5 points possible)**

Only for CWA 319(h) proposals

**Title:** Entitle the Nine-element Verification Table as “Attachment F”

Complete [Table F](#) with the title(s) of an existing adopted Watershed Plan or suite of plans (Plans) that collectively incorporate all of the USEPA's "(9) Nine Minimum Elements to Be Included in a Watershed Plan for Impaired Waters Funded Using Incremental Section 319 Funds" (Nine-element watershed plan). Proposals seeking only Timber Fund money are not required to complete Table F. More information on USEPA's Nine-element watershed plan can be found in [Appendix 1](#) of this solicitation and Chapter 2, Section 2.6 of [U.S. EPA's Handbook](#).

**Environmental Clearance Checklist (1 point possible)**

**Title:** Entitle the Environmental Clearance Checklist as “Attachment G”

Funded projects must comply with the California Environmental Quality Act (CEQA) and federal environmental regulations. See Appendix 3 on the [NPS Grant Program Webpage](#) for more information and complete the Environment Clearance Checklist.

**Additional attachments (optional)**

Letter(s) of Support – Letter(s) of Support from collaborating agencies or community members may be included as “Attachment H”