

2012 FULL PROPOSAL SUBMITTAL REQUIREMENTS
ATTACHMENT D - GUIDELINES FOR Scope of Work, Schedule, and Budgets

The Scope of Work and other documents should be prepared following the format and guidelines below. Include the Line Item and Task Budgets as attachments, using the templates provided in the Full Proposal Invitation email/letter or the [CWA 319\(h\) Grant Webpage](#).

Title: The Scope of Work should be entitled "Attachment D".

Page limits: There is a SEVEN (7) page limit for Attachment D. Pages in excess of the SEVEN (7) PAGE limit will not be reviewed. The Budget Tables (Line Item Budget Table and Task Budget Table) are not included in the SEVEN (7) page limit.

Line Item Budget Table - One (1) page limit: This table is not included in the 7 page Scope of Work and Schedule limit. The table should be entitled "Attachment D-1".

Task Budget Table - Two (2) page limit: This table is not included in the 7 page Scope of Work and Schedule limit. The table should be entitled "Attachment D-2".

Formatting: The formatting requirements are: **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 on narrative and tables. For the Line Item and Task Budget Tables use the font size and the format setting in the Table Templates.

Organization: The information should be organized in the manner outlined in the instructions below and labeled as "Attachment D". Use section titles as follows:

- K. Scope of Work
- L. Schedule
- M. Budgets

K. Scope of Work and Table of Deliverables

Provide a detailed, concise, and specific scope of work, suitable for use in preparing the Grant Agreement:

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, and/or where the task will be accomplished.
3. For implementation projects, include all California Environmental Quality Act (CEQA) –related tasks, and identify permits needed.
4. 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).
5. Include a task for preparing the Project's draft and final reports.
6. Provide a table of deliverables with the due date relative to the start date (e.g., 30 days after start date, etc.)

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L. Schedule

Provide a table with a schedule for the Project:

1. Show the sequence and timing for implementation of each task in the proposed Project.
2. For implementation projects, 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 July 1, 2013. The Project end date cannot be later than July 1, 2015 for the Planning/Assessment Projects. The Project end date cannot be later than July 1, 2016 for the Implementation Projects.

M. Budgets

Complete the budget templates for both line items and tasks. All costs must be directly related to Project implementation or planning/assessment (i.e., no overhead). If applicable, provide an additional table 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). Also, provide information on the commitment level for completion of those tasks. **Note** – do not change the format setting and/or font in the budget tables.

Line Item Budget Table (1 PAGE LIMIT)

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 (Line Item Budget) is provided on the [CWA 319\(h\) Grant Webpage](#). The table should be included in **PDF format** as Attachment D -2: Line Item Budget Table. Use the font size and the format settings in the table template.

Line Item 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.

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.

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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 consistent with the Scope of Work for the Grant Agreement. In addition, provide information on which costs will be covered by CWA 319(h) grant funding and which by match funding and/or in-kind services. An EXCEL version of the task budget table (Task Budget Table) is provided on the [CWA 319\(h\) Grant Webpage](#) The table should be included in **PDF format** as Attachment D-2: Task Budget Table. Use the font size and formatting settings in the table template.