**Attachment 3**

**Application Work Plan, Budget, and Schedule – Template**

*The Work Plan must not exceed 6 pages per Component (4 pages for general project description and 2 pages for scope of work and deliverables) plus an additional 2 pages total for budget and 2 pages total for schedule, using a minimum Arial, 10-point type font, not including maps, supporting letters, figures, or tables. All instructions and descriptions provided in this document must be removed prior to submitting the Work Plan into GRanTS. Do not remove any whole section provided or change the order of appearance. The template is provided to the applicants to ensure they are submitting the level of detail DWR is anticipating receiving for each proposal. Any changes made to this template, reluctance using the template, or changes made to the font type and size will not be reviewed or scored by DWR technical staff.*

*The following supplemental documentation is required and to be included in the beginning sections of the Work Plan as follows:*

|  |  |
| --- | --- |
| **Grant Proposal Title:** |  |
| **Applicant:** |  |

1. **General** (maximum of 22 points possible)

Provide a Project Description that addresses the requested information identified below. The description must not exceed 4 pages per Component (not including tables and figures) using a minimum Arial, 10-point type font.

1. (4 points) Provide Project or Component Description which must include the following:

* A complete, detailed description of the overall proposed Project or Component;
* An explanation of communities served, measurable objectives, minimum thresholds, plan implementation timeline, and feasibility. (If any of these areas are NOT applicable, state which area and why.);
* A description of the proposed Project or Component’s goals, objectives, and needs;
* A description of how the Project or Component’s goals, objectives, and needs will be met by the proposed Project or Component.

1. (4 points) NOTE: FOR IMPLEMENTATION PROJECT/COMPONENTS FOLLOW 2A BELOW; FOR PLANNING PROJECT/COMPONETS FOLLOW 2B BELOW (4 points maximum will be given for **2A OR 2B**).

2A – Implementation Project/Components Only: Quantifiable benefits expected to be realized from the proposed Project or Component.

* Include an explanation of the benefits that are expected to be realized from the proposed Project or Component.
* Describe how the claimed benefits will be evaluated and quantified.
* Assure industry standard units of measurements are used to in measurement of benefits.

2B – Planning Project/Components Only: Description of planning project/component is well-coordinated.

* If activities are addressing DWR comments on GSP, explain how the proposed activity fully addresses comments and if not, which comments are not addressed and why.
* Explain if the proposed activities will help fill data gaps or other areas in the GSP that was known to be lacking.
* Explain how the activities assist in the feasibility of implementation of the GSP or Alternative.

1. (2 points): Provide a regional and Project/Component map(s).

* Provided map(s) clearly depict the site location, current conditions, and benefitting areas as Attachment 4. **DO NOT INCLUDE IN WORK PLAN!**

1. (4 points) Explain if the proposed Project or Component will benefit an URC, Tribe or SDAC.

* Clearly explanation if the proposed Project or Component will benefit an URC, Tribe or SDAC.
* Identify the URC(s), Tribe(s), and/or SDAC(s) that the proposed Project or Component will be benefiting.
* Provide map(s) depicting the URC(s), Tribe(s), and/or SDAC(s) that the proposed Project or Component will be benefiting. Add these maps to Attachment 4 to ensure the maps are not counted against the page number allotment.
* Provide the amount of grant funding per Component (if no Components, per the Project) that will benefit the Tribe, Underrepresented Community, and/or SDAC.

1. (4 points) Describe if the proposed Project or Component will positively impact issues associated with small water systems or private shallow domestic wells (groundwater contamination vulnerability, drawdown, etc.).
   * Provide justification such as domestic well census results, water system maps, service area maps, etc.
   * Describe if the Project or Component will help address the needs of the State Water Board’s SAFER Program.

1. (4 points) Describe how the proposed Project or Component addresses the Human Right to Water (AB 685 Section 106.3) and supports the established policy of the State that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking and sanitary purposes.

**Project/Component Details**

1. **Scope of Work and Deliverables** (maximum of 4 points possible)

Descriptions of the anticipated tasks necessary to complete the proposal. **Tasks should be organized by the five budget categories, as indicated in the Budget and Schedule (below).** Include only tasks and deliverables that are being potentially funded by grant funds from this solicitation only. The work plan should also identify the anticipated deliverables for each task. Each task identified in the proposal must have a minimum of one deliverable. Deliverables should be actual work products that can be submitted to DWR. Include the percent (0 – 100%) completed.  The scope of work and deliverables must not exceed 2 pages per component using a minimum Arial, 10-point type font.

If awarded, this information will be used to develop the Grant Agreement. Follow the Agreement template provided at the following link: [www.water.ca.gov/sgmgrants.](http://www.water.ca.gov/sgmgrants.) Examples of past funded agreements are provided on the website to provide more instructions on how to develop this Scope of Work and Deliverables portion of the Work Plan. The Work Plan must include a scope of work to allow reviewers to understand the level of effort of the work being performed and to substantiate the cost estimates in the Budget.

1. (4 points) Include in the Work Plan a complete description of all tasks that will be completed as part of this grant Project or Component. Tasks associated with the Project or Component but not funded by potential grant funds from this solicitation should not be included.
   * Tasks should be organized by the five budget categories, as indicated in the Budget and Schedule (below).
   * Identify all necessary and reasonable deliverables. List at least one deliverable per task (see notes below).
   * Assure that all tasks and deliverables follow general outline of the example agreement and agreement template (see link above).

**a. Scope of Work**

The scope of work must list and concisely describe the necessary task(s) to complete the project. The Project Details of the Work Plan should identify how the interested parties including groundwater users, stakeholders, and the general public, will be informed about the proposed project progress and how relevant reports and data will be disseminated to these groups. The scope of work must identify tasks associated with the project.

**b.** **Project Deliverables**

Project deliverables should be actual work products that can be submitted to DWR (e.g., studies, engineering, design plans and specifications, land and easement acquisition, quality analysis, supporting tests completed in support of well design, drilling, completion, bid documents, photos of construction, etc.)

1. **Budget** (maximum of 1 point possible)

Complete the Budget Summary Table using the template provided (below). You must also include a ranking system using the template provided by the SGM Grant Program. The ranking table will not be scored, but will be used when developing the draft and final award list. You may use a maximum of 2-pages using Arial, 10-point type font, to justify the budgets provided.

1. (1 point) Provide a completed budget summary table using template below.
   * Assure that the budget is reasonable for the project.
   * Assure that the budget table provided coincide with the scope of work and the schedule table.
2. **Schedule** (maximum of 1 point possible)

Complete the Schedule Table using the template provided (below). The Schedule Table must not exceed a TOTAL of 2 pages using a minimum Arial, 10-point type font.

1. (1 point) Provide a completed schedule table using template below.
   * Assure that the schedule is feasible for the project.
   * Assure that the schedule table provided coincide with the scope of work and the budget table.

Provide a brief description of the plan for environmental compliance and permitting, if applicable, including the following items and a status of each:

* A description and/or list of expected environmental compliance requirements, including any California Environmental Quality Act obligations;
* A listing of environmental related permits or entitlements that are needed for the project;
* A list of easement/land acquisition needed.

**BUDGET TABLE TEMPLATE**

*For Project with NO Components use the following.*

**Table 1a: Budget Summary**

**Grant Title: <enter title>**

**Grantee: <enter Grantee name>**

Component serves a need of a DAC, SDAC, Tribe and/or Underrepresented Community?

(check all that apply): DAC, SDAC, Tribe, and/or Underrepresented Community

|  |  |
| --- | --- |
| **Budget Categories** | **Grant Amount** |
| (a) Grant Agreement Administration | $0 |
| (b) Environmental / Engineering / Design | $0 |
| (c) Implementation / Construction | $0 |
| (d) Monitoring / Assessment | $0 |
| (e) Engagement / Outreach | $0 |

*For Project with MULTIPLE Components use the following:*

**Table 1a: Budget Summary**

**Grant Title: <enter title>**

**Grantee: <enter Grantee name>**

|  |  |
| --- | --- |
| **Components** | **Grant Amount** |
| Component 1: Grant Administration | $0 |
| Component 2: XXX | $0 |
| Component 3: XXX | $0 |
| Component 4 : XXX | $0 |
| Component 5 : XXX | $0 |
| **Total:** | **$0** |

**Table 1b: Component Budget Summaries**

**Component 1: Grant Administration <or other Component title if no Grant Administration is covered by grant funds>**

Component serves a need of a DAC, SDAC, Tribe and/or Underrepresented Community?

(check all that apply): DAC, SDAC, Tribe, and/or Underrepresented Community

|  |  |
| --- | --- |
| **Budget Categories** | **Grant Amount** |
| (a) Grant Agreement Administration | $0 |
| (b) Environmental / Engineering / Design | $0 |
| (c) Implementation / Construction | $0 |
| (d) Monitoring / Assessment | $0 |
| (e) Engagement / Outreach | $0 |
| **Total:** | **$0** |

**Component X: <enter title>**

Component X serves a need of a DAC, SDAC, Tribe and/or Underrepresented Community?

(check all that apply): DAC, SDAC, Tribe, and/or Underrepresented Community

|  |  |
| --- | --- |
| **Budget Categories** | **Grant Amount** |
| (a) Component Administration | $0 |
| (b) Environmental / Engineering / Design | $0 |
| (c) Implementation / Construction | $0 |
| (d) Monitoring / Assessment | $0 |
| (e) Engagement / Outreach | $0 |
| **Total:** | **$0** |

**Table 2 – Ranking of Proposed Components**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Rank | Name | SJV Funds Component Requirement | Readiness | Partnerships with Non-Profits, Non-Governmental Organizations (NROs), and/or Colleges/Universities | Benefactors | Cost |
| *Rank in order of importance with 1 being most important. Do not use rank # more than once each.* | *Provide a name for each proposed component.* | *Please check box if the component is eligible for SJV-funds* | *Please check if the component will be under construction by the end of 2023* | *Please list all partnering agencies that are collaborating on a component with the estimate amount of funding being provided to the nonprofit(s), NGO(s), and/or college(s)/ university (-ies)* | *Does this component benefit any of the following communities? (Check all that apply)* | *Provide a cost estimate for the total component cost. Round to nearest hundred.* |
| 1 | Component Name |  |  |  | Tribe(s)  URC(s)  SDAC(s) | $ |
| 2 | Component Name |  |  |  | Tribe(s)  URC(s)  SDAC(s) | $ |
| 3 | Component Name |  |  |  | Tribe(s)  URC(s)  SDAC(s) | $ |
| 4 | Component Name |  |  |  | Tribe(s)  URC(s)  SDAC(s) | $ |
| 5 | Component Name |  |  |  | Tribe(s)  URC(s)  SDAC(s) | $ |
| 6 | Component Name |  |  |  | Tribe(s)  URC(s)  SDAC(s) | $ |
| 7 | Component Name |  |  |  | Tribe(s)  URC(s)  SDAC(s) | $ |
| 8 | Component Name |  |  |  | Tribe(s)  URC(s)  SDAC(s) | $ |
|  |  |  |  |  | **Total Cost:** | **$** |

# **SCHEDULE TABLE TEMPLATE**

*<Schedule must align with work plan and budget.>*

*For Project with NO Components use the following.*

**Grant Title: <enter title>**

| **Categories** | **Start Date***1* | **End Date***1* |
| --- | --- | --- |
| (a) Grant Agreement Administration | MM/DD/YYYY | MM/DD/YYYY |
| (b) Environmental / Engineering / Design | MM/DD/YYYY | MM/DD/YYYY |
| (c) Implementation / Construction | MM/DD/YYYY | MM/DD/YYYY |
| (d) Monitoring / Assessment | MM/DD/YYYY | MM/DD/YYYY |
| (d) Engagement / Outreach | MM/DD/YYYY | MM/DD/YYYY |

*NOTES:*

*1Exhibit C Schedule only dictates the work start date and the work end date for the Budget Category listed. The Grantee must adhere to the Deliverable Due Date Schedule that has been approved by the DWR Grant Manager. The dates listed in Exhibit C Schedule are date ranges that correlates to the Deliverable Due Date Schedule. Eligible costs for each line item will only be approved if the work completed falls within the date ranges listed in Exhibit C.*

*For Project with MULTIPLE Components use the following:*

**Grant Title: <enter title>**

| **Categories** | **Start Date** | **End Date** |
| --- | --- | --- |
| **Component 1: Grant Administration <or other component name if no Grant Administration is covered by grant funds>** | **January 28, 2022** | **July 27, 2022** |
| (a) Component Administration | MM/DD/YYYY | MM/DD/YYYY |
| (b) Environmental / Engineering / Design | MM/DD/YYYY | MM/DD/YYYY |
| (c) Implementation / Construction | MM/DD/YYYY | MM/DD/YYYY |
| (d) Monitoring / Assessment | MM/DD/YYYY | MM/DD/YYYY |
| (e) Engagement / Outreach | MM/DD/YYYY | MM/DD/YYYY |
| **Component X: <component name>** | **January 1, 2023** | **January 31, 2025** |
| (a) Component Administration | MM/DD/YYYY | MM/DD/YYYY |
| (b) Environmental / Engineering / Design | MM/DD/YYYY | MM/DD/YYYY |
| (c) Implementation / Construction | MM/DD/YYYY | MM/DD/YYYY |
| (d) Monitoring / Assessment | MM/DD/YYYY | MM/DD/YYYY |
| (e) Engagement / Outreach | MM/DD/YYYY | MM/DD/YYYY |