|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Name: |  | FAAST PIN:  |  |
| Project Title: |  |

# Background and Proposal

Please provide the requested discussion, as described, as Attachment 1. The bolded headings below should be the main headings. Delete all other text under each heading and provide your project specific response. Please ensure tasks are consistent throughout the scope of work, schedule, and budget.

The State Water Bard’s Division of Financial Assistance (DFA) staff may request additional background documentation if it is needed to make a funding decision or to execute a funding agreement. Applicants are also encouraged to upload any additional supplemental documentation that may support their proposal.

## Project Setting and Background

In this section, applicants should provide a site description, location information, relevant project background, and cooperating agency information. Information should be organized as follows:

Site(s) Description and Map**:** Identify which counties will participate in the program. Describe communities that will be targeted by the program. Include population size, number of state small water systems (state smalls) and domestic wells. If assistance for a particular public water system is included in the proposal, please provide the water system name, number, population, number of connections and description of the identified need and proposed solution. Provide a map identifying the project area.

**Site(s) Background:** Describe local water sources and current drought impacts (if any). Include any information about the issues described in this application faced by state smalls and/or domestic well users. Include a written and table summary of historical or current data regarding water quality or supply issues faced by state smalls and domestic well users. Provide any relevant maps or figures showing the extent of water quality or supply issues, if available and appropriate.

Coordination with Cooperating Agencies:Describe any cooperating agencies working on this effort.

## Proposal/Scope of Work

In this section, applicants should provide a detailed description of the program proposed for funding, divided into tasks that achieve the project objective(s). Tasks described in this section should correlate with those tasks shown on the schedule and budget sections.

Project Objective(s): Identify the overall project objective that the tasks detailed below will achieve. If different parts of the scope will be targeted to different areas, please clarify that as well.

Work Tasks and Deliverables: For each task, provide a detailed description of the work to be performed and related deliverables to document progress and completion. Work Tasks described in this attachment should correlate with those tasks shown on the schedule and budget. Example work tasks include:

Task 1: Outreach to prospective state smalls and domestic wells

Task 2: Development of a program application

Task 3: Program enrollment

Task 4: Program implementation (provision of bottled/hauled water, POU/POE installation, well replacements, etc.)

Task 5: Assistance to public water system(s)

Task 6: Reporting

These are example tasks and applicants are encouraged to expand and/or modify to fit their needs. An example grant agreement template with an example scope of work is available upon request for reference. Additional instructions for specific project types are provided in the County-wide and Regional Funding Program Application and Funding Process Overview document located at <https://www.waterboards.ca.gov/safer/funding_solicitation.html>.

### **Stakeholder Outreach:** Include any information collected from stakeholders that is being used to inform this application.

## Project Timeline

In this section, applicants should provide a general project timeline. Tasks should correspond to work tasks outlined in the scope of work section. Specific dates are not needed; however, please provide a general chronological breakdown of tasks.

## Project Budget

In this section, applicants should provide a general budget breakdown. Tasks should correspond to the tasks outlined in the scope of work section. Any vendor or subcontractor estimates should be referenced and uploaded as separate attachments. A more detailed budget should be provided as Attachment 2, using the SAFER budget template. An example SAFER budget template with some typical sub-tasks for a regional funding program is available upon request. This is intended to be an example only and sub-tasks should be modified to fit your specific proposal.

General eligible costs are outlined below:

* Personnel: direct staff time spent on the project
	+ Includes: administration, outreach, coordination with contractors and enrollees, etc.
	+ Time should be broken down by task.
	+ Labor rates can only include salary plus fringe benefits
* Operating Expenses/Implementation: direct project costs such as supplies, and equipment needed to implement the project
* Professional contracted services: work completed by vendors, subcontractors, and/or consultants
* Travel: essential project-related travel
	+ Any reimbursement for necessary travel and per diem shall be at rates not to exceed those set by the California Department of Human Resources. These rates may be found at [Travel Reimbursements - CalHR](https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx).
* Indirect costs: non-project specific costs necessary to complete the project
	+ Must clearly breakdown what is included in indirect costs