Water and Wastewater Services

## Narrative Questions

### Applicant Information

|  |  |
| --- | --- |
| Lead Applicant |  |
| Jurisdiction |  |
| Proposal Name |  |

### Project Details

|  |  |
| --- | --- |
| Project Number and Name |  |
| Project Lead Entity |  |
| Organization Type |  |
| Project is Quantifiable (Yes or No) |  |
| Project is Ready (Yes or No) |  |

### Instructions:

* **Word counts** are listed for each question. Responses that exceed the character limit will not be reviewed. Use the Word Count tool “without spaces” to check responses.
* **Maps, figures, and pictures** may also be included as part of the responses. Note that explanations and captions for any visual aids will still count towards the Word Count.
* **Formatting** such as bullet points (●, ○, Ø), lettering (a, b, c), or underline may be used to organize responses. Avoid excessive formatting so that responses are easy to read.
* **Naming conventions** for all application materials have been provided in the TCC Round 4 Implementation Grant Application Instructions.

### Checklist:

Use the checklist below to ensure all materials have been submitted for this component as part of the application .zip file.

### Application Documents

**Narrative Questions** (this Word document)

**☐ Project Workbook** (Excel document)

**Supporting Documentation** (project plans, operations and maintenance plans, compliance documentation, agreements)

#### Project Eligibility and Summary

1. Provide a summary of the project. **(200 words)**
2. Describe the current status of water and wastewater services within the Project Area. **(200 words)**
3. Describe how this project will result in access to adequate water and wastewater services for residents within the Project Area. **(200 words)**
4. Describe how the project will meet compliance with State Water Board standards, for the infrastructure resulting from this investment. **(200 words)**
5. Describe the long-term operations and maintenance plans for this infrastructure. **(200 words)**

#### Capacity

1. Describe the Lead Entity’s experience implementing projects of similar size and scope. **(200 words)**
2. Describe the roles of any partners or subcontractors in implementing the project, if applicable. **(200 words)**
3. Describe additional partnerships or coordinated efforts the Lead Entity has developed for implementing the project (e.g., with public agencies, non-profits, key stakeholders).

**(200 words)**

1. Is the Lead Entity subject to a board or council? If yes, please describe the board or council approval status of this project. **(200 words)**

#### Project Design and Feasibility

1. Describe the design process for this project **(500 words).**

Please address:

* 1. How were the community’s needs determined?
  2. How does the project design address the community's needs?

1. Describe how the project complies with and/or enhances any existing infrastructure, investment, or planning efforts. **(200 words)**
2. Describe how the project addresses health and racial equity in the impacted community. Responses can include health disparity data or other outcomes demonstrating disparate impact on communities i.e., asthma rates based on community proximity to freeways **(200 words)**
3. Describe how the project incorporates innovation, indigenous or community-based knowledge and practices into project design. **(200 words)**
4. By checking the box below, the Lead Entity certifies that the proposed project is not required as a part of mitigation or other mandated activities.

This proposed project is not required as a part of mitigation or other mandated activities

#### Implementation

1. Describe how the project incorporates adaptation measures and design features that address the anticipated impacts from climate change. **(500 words)**

Please Address:

* 1. What climate change risks would potentially impact this project?
  2. Describe the adaptation measures and design features that increase the resiliency of the project infrastructure.

1. Have residents had any concerns about this project? If yes, how will they be addressed? **(200 words)**
2. Describe the timeline and contingencies in place to ensure the project is completed within the necessary timeframe and budget. **(200 words)**
3. Describe how other sources of funding contribute to this investment, if applicable. For example, list the current financial streams/bonds available for infrastructure connections and/or operations and maintenance, including a description of the portion dedicated to unincorporated communities.

#### Budget Summary

1. Provide a high-level budget narrative that summarizes the overall project costs. For each budget category, justify how and/or why the requested budget items help to meet the project deliverables. Organize the budget items under the following cost categories **(500 words)**:
2. Personnel
3. Benefits
4. Travel
5. Equipment
6. Other Direct Costs
7. Subcontractors
8. Indirect Costs
9. Contingency

*Example Budget Items:*

* ***Personnel***  ***Total: $XX,XXX***

Describe the anticipated responsibility of each personnel, as well as the breakdown of personnel time spent across project tasks (e.g., [Personnel Title] will spend XX% of their time coordinating with partners, XX% processing reimbursement requests, etc.). Personnel expenses should be fully burdened labor rates; burdened labor rates refer to the full wages plus overhead costs and any other fees you pay directly to an employee who works for your business.

* ***Travel Total: $XXX***

Define the project staff that are anticipated to travel, the anticipated distance of regular travel (e.g., city, region, or State), the purpose of the travel, and the frequency of travel. During the grant term, travel expenses will be compensated at the [California Department of Human Resources Travel Reimbursement rates](https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx).

* ***Equipment Total: $X,XXX***

Describe the pieces of equipment that would be purchased for the project and how that equipment would support completion of the project goals. Please note that all single pieces of equipment with values equal to or in excess of $5,000 must be accompanied by specific justification and documentation.

* + - ***Subcontractors*** ***Total: $XXX,XXX***

All projects that include subcontractor costs equal to or in excess of $100,000 must be accompanied by specific justification and documentation for the subcontractor expenses.

* + - ***Contingency*** ***Total: $XX,XXX***

All Projects shall include a contingency equaling 10% of the Project’s total estimated cost. If a larger contingency is desired, the applicant must provide justification for the requested contingency amount.

**END OF DOCUMENT**