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 5 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, including specific outcomes or deliverables. **(200 words)**
2. 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.

1. Describe the current status of water and wastewater services within the Project Area. **(200 words)**
2. Describe how this project will result in access to adequate water and wastewater services for residents within the Project Area. **(200 words)**
3. Describe how the project will meet compliance with State Water Board standards, for the infrastructure resulting from this investment. **(200 words)**
4. 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. **(100 words)**
2. Describe the Lead Entity’s collaboration with any project partners included in this application. Include partnerships, coalitions, or agreements with subcontractors. **(200 words)**
3. 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, including how the community’s needs were determined and how the project design addresses them. **(500 words).**
2. Describe how the project complies with and/or enhances any existing infrastructure, investment, or planning efforts. **(200 words)**
3. 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)**
4. Describe any workforce development or contracting opportunities the project will provide for TCC Project Area residents or local businesses. For example, describe any targeted job training, work hours, or subcontracting plan. **(200 words)**

#### Implementation

1. Describe how the project promotes resilience in the project area and is itself resilient to climate change. **(300 words)**

Please Address:

* 1. How does the project increase community resilience to climate change?
  2. How does the project increase the resilience of the built environment?
  3. Describe the project specific adaptation measures and design features that will make the project resilient to climate change.

1. TCC Project Area residents or local businesses. For example, describe any targeted job training, work hours, or subcontracting plan. **(200 words)**
2. Have residents or stakeholders had any concerns about this project? If yes, how will they be addressed? **(200 words)**
3. Describe the timeline and contingencies in place to ensure the project is completed within the proposed time frame and budget. **(300 words)**
4. 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 Narrative

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)**:

* ***Personnel Salary*** ***Total: $X,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.).*

* ***Benefits*** ***Total: $X,XXX***

*Describe any additional benefits. Provide rate or percentage used for personnel.*

* ***Travel***  ***Total: $X,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. 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.*

* ***Other Direct Costs/Pre-development*** ***Total: $X,XXX***

*Describe any addition direct costs that would be incurred for the project and how it would support the project goals*.

* ***Subcontractors*** ***Total: $X,XXX***

*Describe subcontractor's role in meeting project goals. 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.*

* ***Indirect Costs*** ***Total: $X,XXX***

*Indirect costs are capped at 12%.*

* ***Contingency*** ***Total: $X,XXX***

*All Projects MUST include a contingency equaling 10% of the Project’s total estimated direct costs (does not include indirect or predevelopment costs). If a larger contingency is desired, the applicant must provide justification for the requested contingency amount.*

### **Readiness Details**

1. Describe the **CEQA** compliance required for this project. Include a description of any conditions of approval. For CEQA, documentation of categorical exemption is required even if "Status" is marked as “N/A”. **(200 words)**
2. Describe any **Site Control** required for this project (e.g., property acquisition, leasehold, right-of-way, easement, private property permission). Describe the commitments received from authorizing entities or property owners for the proposed activities as well as the terms of the arrangement, if applicable. If “not applicable (N/A)”, please provide an explanation. Upload supporting documentation to demonstrate site control for proposed activities **(200 words)**
3. Describe all **Permits** (required for construction, operation, etc.) for this project and the plan to obtain them. If “not applicable (N/A)”, please provide an explanation **(200 words)**
4. Upload a **Sub**-**Project Map or site plan** thatshows the project site(s), and briefly describe.*This section is reserved for sub-projects or tasks that involve construction or remediation.* **(200 words)**
5. Upload **Project Designs**, and briefly describe.If “not applicable (N/A)”, please provide an explanation. **(100 words)**
6. Describe the Lead Entity’s **Operations and Maintenance Plan** for all installations, infrastructure, vehicles, and/or equipment, as applicable **(200 words for each):**
   1. Describe the operations and maintenance plan during the grant term. Describe all funding sources, including any requested grant funds.
   2. Describe the operations and maintenance plan after the end of the grant term. Describe any entities responsible and the funding sources available. Address the “useful life” of any equipment, vehicles, and/or infrastructure.
7. Provide a Project Schedule if available. Please note that a Project Schedule is not considered a readiness item and is not required at the time of application. Projects without finalized Project Schedules may still be deemed ‘ready’ for the purposes of this grant. A Project Schedule will be required before the project commences.

**END OF DOCUMENT**