FY22 Standard Grant Cycle

Project Scope Guidance

This document provides guidance for Applicants when preparing a scope of work for Valley Water’s FY22 Standard Grants Program. The standard grants are based on a reimbursement model and will require a detailed Project Scope that includes a general description, response to evaluation criteria and tasks and subtasks for measuring and auditing progress and the subsequent allocation of funds. The description and possible attachments should include, but is not limited to, the following:

## **Site location**

1. Location(s) map and site plan (City, Watershed, Adjacent water bodies and creeks). Please indicate if any or all of the work is virtual.
2. Specific location(s) of Project (cross street to cross street is generally an easily identifiable Project reach) with Project access described.
3. Photos of Project site(s) (optional).
4. Communities/demographics served.

## **Project tasks, including deliverables and milestones**

1. Tasks and Deliverables should directly link to project benefits.
2. Tasks and subtasks should be identified for the Project Scope in such a way that Valley Water may monitor Grantee progress on the approved project. The detail in which this is done is at Grantee discretion.
3. Separate tasks and subtasks shall include cost estimates and shall be the basis for reimbursement in invoicing. These costs should also match the Project Budget.

## **Measurable outcomes or project benefits**

1. Proposed improvements e.g., tons of trash to be removed, outreach materials to be produced, hosting public meeting/events, number of participants/volunteers to be engaged, survey results etc. Measurable outcomes should link to tasks and deliverables.
2. Estimated duration for project completion.

## **Existing Agreements**

Please provide list of agreements (including project name, project location, brief description, funding program, year, amount, % of completion, and funding expiration date) with Valley Water, how this project relates to these existing agreements (if applicable).

## **Project Team and Partners**

a) Identify key members of the team with working titles at a minimum.

b) Describe the roles and responsibilities of the team proposed for the Project team.

c) Include any partners or collaborators and their role in the project, such as funding, volunteers, subconsultants, contractors, etc.

## **Project operation and maintenance**

## **Plans for Project monitoring or change management** (where applicable)

## **Other information as appropriate**

## **Evaluation Criteria** The FY22 Standard Grant Guidelines outline the minimum requirements and evaluation criteria per project type. These are the primary means for evaluating a project proposal. Thus, a clear and concise Project Scope that addresses each of the criteria will aid the Applicant in presenting a satisfactory proposal to Valley Water for consideration of funding.

**Questions?**

Contact the Valley Water Grants & Partnerships Program staff at [grants@valleywater.org](mailto:grants@valleywater.org).