Water Storage Investment Program

Application Instructions

March 2017

Application Deadline: August 14, 2017 5:00 pm

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Introduction

In November 2014, California voters approved Proposition 1, the Water Quality, Supply, and Infrastructure Improvement Act of 2014. Chapter 8 of Proposition 1 provides $2.7 billion for public benefits associated with water storage projects that improve the operation of the state water system, are cost effective, and provide a net improvement in ecosystem and water quality conditions, in accordance with provisions contained in Chapter 8 (Water Code section 79750 (b)). The California Water Commission (Commission), through the Water Storage Investment Program (Program) competitive public process, will award and distribute this funding. The Commission has developed regulations and a technical reference (TR) that contain the requirements for Program funding consistent with Proposition 1 Chapter 8.

These application instructions are limited to providing information to assist applicants in transmitting required application components to the Commission for consideration for funding. These instructions do not explain all application requirements. Applicants must adhere to the Program regulations and TR in the preparation of their applications.

Resources

Resources needed for an application are provided on the Commission's website, on the Application Resources page located at https://cwc.ca.gov/Pages/ApplicationResources.aspx. This page contains reference documents such as the Program regulations and TR, data and model products to be used in quantification of benefits, required tables to be used in supplying application information to the Commission, and other helpful applicant information.

Questions regarding the application or application process can be sent via email to CWC@water.ca.gov or (916) 651-7501.

Applicant Responsibility

The applicant is responsible for understanding all application requirements and definitions contained in the Program regulations and TR; preparing the necessary information; and submitting the application correctly and on time to the Commission.

Confidentiality is addressed in section 6015 of the regulations; applicants are responsible for understanding confidentiality as it relates to the Program application and appropriately designating any confidential information in their applications.

Eligibility Criteria

Applications for the Program must meet all basic and additional eligibility criteria as listed in section 6006 of the regulations to be eligible for funding.

Funding

Available Funding

Just over $2.5 billion is available for project funding of eligible capital costs.

Program Cost Share

The maximum Program funding request for surface storage projects, groundwater storage projects, and local and regional surface storage projects is 50% of the projects capital costs. Conjunctive use and reservoir reoperation projects can request up to 100% of capital costs. The Commission may make maximum conditional eligibility determinations and recommend funding awards that are less than an applicant's request for funding.

Program cost share, regardless of the project type, must be made up of at least 50% ecosystem improvement benefits. In other words the Program funds paid to a project for ecosystem improvement benefit must equal 50% or more of a project's total Program funding. Program share of capital costs incurred after November 4, 2014 will be eligible for reimbursement.

Non-Program Cost Share

The minimum non-Program cost share is 50% of the total capital costs. Capital costs must be incurred after November 4, 2014 to be considered as an eligible non-Program cost share. All non-capital costs associated with the project must be funded from non-Program sources.

Anticipated Schedule

The schedule in Table 1 shows the Program timeline from release of the application period through the release of the Commission's maximum conditional eligibility determination. Schedule updates for the applicant webinars and items occurring in 2018 may be necessary and will be posted on the Commission's website and may also be released through e-mail and news releases. Parties that are not already on the Program mailing list and wish to receive updates should e-mail the request to CWC@water.ca.gov.

Table 1 –Program Implementation Schedule	
Milestone or Activity	*Schedule*
Application Period Open	March 14, 2017
Applicant Workshop (9:30am CalEPA Building, Sacramento)	March 30, 2017
Applicant Webinars: *Dates and times will be announced when arrangements are finalized*	April 2017
Application period closes	August 14, 2017
Commission releases public benefit ratios for all eligible projects	January 2018

Appeals due for public benefit ratios	January/February 2018
Commission determines final public benefit ratios	March 2018
Commission finalizes component scores and ranks projects	April/May 2018
Commission releases maximum conditional eligibility determinations and early funding decisions for completing environmental documentation and permits	May/June 2018

Application Submittal and Contents

How to Submit

The Commission utilizes the Department of Water Resources Grant Review and Tracking System (GRanTS), a web-based tool for managing funding applications and related documents. Registration is required to submit an application via GRanTS. The system can be accessed from the following link to the homepage: http://www.water.ca.gov/grants/

Applicants can register with the GRanTS system at any time. From the homepage, click on "Sign in" which will take you to the log-in page. To register, click "Registration" and follow the steps to complete the process for each user and organization. Please see the "How to Register" and the "How to Complete a Grant Application" videos , Quick Start Guide, and GRanTS Public User Guide available on the "Getting Started" section of the homepage, or view videos on the homepage for further instructions.

To begin the application, log in to GRanTS and navigate to the "2017 Water Storage Investment Program" on the "Active PSPs" list to apply for this Program application cycle.

Naming Convention Instructions

Each attachment uploaded to GRanTS should contain at minimum, a title that identifies the applicant and the document submitted. For example, City of Belmar's project description should be something like Belmar_ProjDesc.

Attachment Size

The maximum size for each file uploaded to GRanTS is 2 GB. A file exceeding 2 GB must be split into multiple files. Each application question that requires an attachment to be uploaded is allowed up to 5 separate files for a total of 10 GB per application question. Applicant's upload speeds may be a consideration in assessing the time needed to upload attachments to GRanTS. If an applicant's attachments exceed 10 GB for a given question, please contact Commission staff at CWC@water.ca.gov as soon as possible.

When to Submit

Full applications must be submitted electronically on GRanTS by:

5:00 pm, August 14, 2017

What to Submit

The online funding application in GRanTS consists of eight (8) sections or "tabs" outlined in the Application Checklist below. Some tabs are standard GRanTS tabs while others are Program-specific tabs. Standard tabs may contain language that is inconsistent with WSIP terminology and may contain GRanTS system required fields. Table 2, below, contains instructions on populating such fields. Information for the application is entered in GRanTS either as an answer to a question embedded in the GRanTS system or as an attachment that is uploaded to the GRanTS system. Answers to questions in the GRanTS system can be check box answers, pull down menus, or text box answers. Text box answers can be either typed directly into GRanTS or copied and pasted from a word processing file into the appropriate location in GRanTS. Text box answers may have character limits. Preparing text box answers in a word processing program may help monitor the character counts to ensure the answer is within the limit. If an applicant has questions as to the content or the information requested in the Application Instructions, please contact Commission staff at (916) 651-7501 or cwc@water.ca.gov. If an applicant has questions or problems with GRanTS, contact a GRanTS Administrator during normal business hours at (888) 907-4267 or GRanTSadmin@water.ca.gov.

Use the checklist provided below to ensure your application is complete.

Application Checklist

The following table contains instructions on how to populate or respond to fields in GRanTS. Required fields are marked with an asterisk (*), these fields are required by the GRanTS system and an application cannot be submitted in the system unless they are populated. In the table "Q" denotes a question that is answered in GRanTS and "A" denotes an attachment which is a file the applicant must upload to the GRanTS system. If an answer on a Program specific tab is in another part of the application, the applicant can specify the location of the information (e.g., see pages xx-yy in attached document zz.pdf) as a response to the question or attachment instead of repeating information.

Table 2 – Application Checklist	
APPLICANT INFORMATION TAB	
APPLICANT INFORMATION	
☐	Organization Name*: Provide the name of the Agency/Organization responsible for submitting the application. Should the application be successful, this Agency/Organization will be the funding recipient.
☐	Tax ID: Provide the federal tax ID number of the Agency/Organization submitting the application.
☐	Point of Contact*: • Select "Add New User" to add an unregistered user. Please select Division (address will be auto populated) and type the First Name, Last Name, E-mail, and Phone (Direct) of the new user. Please note that the e-mail address will be the new user's login name. • Select "Existing Register Users" to select the registered user associated with the organization specified above. The rest of the contact information (Division, Address, e-mail, etc.) are auto populated once the above registered user is selected.
☐	Point of Contact Position Title*: Provide the title of the point of contact.
☐	Proposal Name*: Provide the title of the project.
☐	Proposal Objective*: Briefly describe the proposed project's objectives.
BUDGET – all amounts in 2015 dollars	
☐	Other Contribution: If capital costs are allocated to another State program enter the amount here. If none, enter zero.
☐	Local Contribution: Provide the total local funding that will be committed to the project's capital costs exclusive of in-kind contributions.
☐	Federal Contribution: Enter the portion of total capital costs to be provided from federal funds. If none, enter zero.

Table 2 – Application Checklist	
☐	In-kind Contribution: Provide the total amount of in-kind services in dollars. In-kind contribution refers to work performed by the funding recipient, the cost of which is considered funding match instead of, or in addition to, actual funds from the funding recipient being used as cost match. If there is no in-kind contribution, enter zero.
☐	Amount Requested*: Provide the amount of total capital costs requested from the Program.
☐	Total Proposal Cost*: Total project capital cost is automatically calculated based on the contribution amounts entered above. Total project capital costs must be in 2015 dollars.
GEOGRAPHIC INFORMATION Latitude and longitude in degrees, minutes, and seconds. You may use converters on the Web, such as http://transition.fcc.gov/mb/audio/bickel/DDDMMSS-decimal.html.	
☐	Latitude*: Enter the latitude that best represents the center of the project or main point of access.
☐	Longitude*: Enter the longitude that best represents the center of the project or main point of access.
☐	Longitude/Latitude Clarification: Only use if necessary.
☐	Location: Identify the approximate location.
☐	County*: Provide the county in which the project is located. If the project is located in more than one county, hold down the Ctrl key and select all that apply.
☐	Groundwater Basin: Provide the groundwater basin(s) as listed in the current version of DWR Bulletin 118 (http://www.water.ca.gov/groundwater/bulletin118/gwbasins.cfm), in which your project is located. For projects covering multiple groundwater basins, hold down the Ctrl key and select all that apply.
☐	Hydrologic Region: Provide the hydrologic region in which your project is located. For projects covering multiple hydrologic regions, hold down the Ctrl key and select all that apply.

Table 2 – Application Checklist	
☐	Watershed: Provide the name of the watershed in which the project is located (maximum character limit: 250). A map of California watersheds can be found at the following link: http://www.conservation.ca.gov/dlrp/wp/Documents/CALFED_Watershed_Map[1].pdf. If your project covers multiple watersheds, you may only provide one "Unique Watershed Number" as listed on the watershed map
LEGISLATIVE INFORMATION	
☐	Enter the State Assembly*, State Senate*, and U.S. Congressional Districts* in which the project is located (use district numbers only, not the name of the Legislator). For projects that include more than one district, hold the Ctrl key down and select all that apply.
PROJECTS TAB ***This section contains information about the project or projects contained in an application.*** *Budget, Geographic Information and Legislative information can be copied from the Applicant Information Tab.*	
PROJECT INFORMATION	
☐	Project Name*: Provide the same name that was used in the Applicant Information Tab.
☐	Implementing Organization: Select the applicant from the drop down list.
☐	Secondary Implementing Organization: Leave blank.
☐	Proposed Start and End Dates: Leave blank.
☐	Scope of Work, Project Description, and Project Objective: Leave blank.
PROJECT BENEFITS INFORMATION *Please do not enter any information into GRanTS for the following Project Benefits Questions. The questions are standard GRanTS questions that cannot be removed, and will not be used for the Program benefits analysis.*	
☐	Benefit Level: Leave blank.

Table 2 – Application Checklist	
☐	Benefit Type: Leave blank.
☐	Benefit: Leave blank.
☐	Description: Leave blank.
☐	Measurement: Leave blank.
ELIGIBILITY AND GENERAL PROJECT INFORMATION TAB	
☐	Q.1 Applicant Type: Specify which of the following describes the applicant. See section 6003(a)(1)(E) of the regulations: • Public agency • Non-profit organization • Public utilities • Federally recognized Indian tribe • State Indian tribe listed on the Native American Heritage Commission's Tribal Consultation list • Mutual water company • Joint powers authority
☐	Q.2 Project Type: Select the most appropriate project type for the application. See section 6003(a)(1)(E) of the regulations: • Surface Storage Projects Identified in the CALFED ROD • Groundwater Storage • Groundwater contamination prevention or remediation with storage benefits • Conjunctive Use • Reservoir Reoperation • Local Surface Storage • Regional Surface Storage

Table 2 – Application Checklist	
☐	Q.3 Public Benefits: Identify the public benefit categories for which Program funding is requested. For projects with more than one public benefit, hold down the Ctrl key and select all that apply: • Ecosystem Improvements (must be included) • Water Quality Improvements • Flood Control Benefit • Emergency Response • Recreational Purposes
☐	Q.4 Explain why the proposed project does not adversely affect any river afforded protection pursuant to the California or Federal Wild and Scenic Rivers Act. See section 6003(a)(1)(I) of the regulations.
☐	Q.5 Is the applicant an agricultural or urban water supplier as defined in section 6001 of the Program regulations? If not, enter "Not Applicable"; if so, has the applicant submitted complete Agricultural or Urban Water Management Plans to DWR? Have those plans been verified as complete by DWR? If not, explain how the applicant is working towards compliance with the requirements of Water Code section 10608.56. See section 6003(a)(1)(J) of the regulations.
☐	Q.6 Does the proposed project affect groundwater basins, as defined by Water Code section 10722 *et seq*.? If not, enter "Not Applicable"; if so, identify the affected groundwater basins and describe how the project would be integrated with future GSP(s). Explain how the project would reduce, eliminate, or have an effect on undesirable results (as defined in regulations section 6001(a)(85)) within the affected groundwater basin(s). Describe how the applicant would work with GSA(s) or adjudicated participants of the basin. See regulations section 6003(a)(1)(K).
☐	A.1 Attach the executive summary (max 20 pages). See regulations section 6003(a)(1)(A).
☐	A.2 Attach the Resolution, as required by regulations section 6003(a)(1)(C). See Program website for an example resolution.
☐	A.3 Project Description. Attach a description of the project that meets the requirements of section 3.3 of the TR. If a full project description is included in another attachment, identify the attachment name and beginning page number in this attachment.

Table 2 – Application Checklist	
☐	A.4 Attach maps, schematics and engineering design drawings that support the project description, if not already available in other attached documents. See section 6003(a)(1)(B) of the regulations.
☐	A.5 Attach a statement, under penalty of perjury pursuant to the laws of the State of California, attesting that the information provided in the full application is true and correct to the best of the applicant's knowledge. Scanned uploaded documents containing a scanned signature are sufficient. See section 6003(a)(1)(Y) of the regulations.
☐	A.6 OPTIONAL: Attach any other information that would support the application which does not fit easily in another category: for example, other studies or an index of the submitted application documents.
PHYSICAL PUBLIC BENEFITS TAB	
ECOSYSTEM BENEFITS	
☐	A.1 Attach completed Ecosystem Priorities worksheets. Be sure to include the general information worksheet as well as worksheets for each priority being claimed for which funds are being requested. Identify at least one Program ecosystem priority for any ecosystem public benefit quantified. See section 6003(a)(1)(Q) of the regulations.
☐	A.2 Attach supporting documentation requested in Ecosystem Priorities worksheets such as maps or other information not already provided elsewhere in the application.
WATER QUALITY BENEFITS	
☐	A.1 Attach completed Water Quality Priorities table(s). If the project is claiming water quality benefits that meet the water quality priorities, be sure to include the general application questions table as well as tables for each priority being claimed for which funds are being requested. Identify at least one Program water quality priority for any water quality public benefit quantified See section 6003(a)(1)(Q) of the regulations.
☐	A.2 Attach supporting documentation requested in Water Quality Priorities tables such as maps or other information not already provided elsewhere in the application.

Table 2 – Application Checklist	
FLOOD CONTROL BENEFITS If the proposed project is not claiming flood control benefits, leave the following questions blank.	
☐	Q.1 If applicable, how will the project provide flood control benefits? If some project operations will be for flood control purposes, explain. Are the flood control benefits realized locally and/or throughout the larger flood control system? (TR section 4.9.2.1) Describe any negative impacts of providing the flood control benefit. (TR section 4.9.2.4)
☐	Q.2 What methods were used to calculate flood damage reduction? Identify which of the following methods was used to quantify physical flood control benefits: 1. Modeling provided with feasibility study 2. New modeling using historical flood events or historical hydrology 3. New modeling using the climate change hydrology data set provided If 1 or 2 is used, explain how benefits might be different under the provided future climate and sea levels projections. Provide justification for any methods not identified in section 5.4.3 of the TR. See also regulations section 6004(a)(1)(F).
☐	A.1 Attach any relevant flood damage reduction supporting documentation, such as hydraulic and hydrologic modeling studies, and property flood damage analysis (TR section 4.9.4). If information to support this question is located in another attachment, provide the location.
EMERGENCY RESPONSE BENEFITS If the proposed project is not claiming emergency response benefits, leave the following questions blank.	
☐	Q.1 If applicable, how will the project be operated to provide emergency response benefits? Identify the types of emergency benefits the proposed project could provide. (TR section 4.11.1). If additional information to support this question is located in another attachment, provide the location.
☐	A.1 Attach a description of the amount or share of stored water to be provided for the emergency benefits and define the conditions under which water would be made available. Describe how the applicant can commit to the conditions under which the emergency benefits would be made available. (TR section 4.11.2)
RECREATION BENEFITS If the proposed project is not claiming recreation benefits, leave the following questions blank.	
☐	Q.1 If applicable, how will the project be operated to provide recreation benefits? If additional information to support this question is located in another attachment, provide the location.

Table 2 – Application Checklist	
☐	Q.2 By providing new recreation benefits, does the proposed project negatively affect any existing recreation activities either at the proposed project site, at another facility, or nearby recreation area? (TR section 4.10.1.1)
☐	Q.3 Describe the proposed recreation physical benefits including the size of the facility, recreation activities allowed, recreation facilities associated with these activities, and their capacities and seasonal closures and conditions in which facilities are not usable or activities cannot occur. Any supporting analysis should be attached in A.1 below. (TR section 4.10.1.2)
☐	A.1 Attach recreation visitation estimates including documentation of estimation methodology.
☐	A.2 Attach or provide links to any relevant recreation studies associated with the proposed project.
FEASIBILITY & IMPLEMENTATION RISK TAB	
☐	A.1 Attach feasibility studies or documentation that demonstrates the proposed project's technical, environmental, economic, and financial feasibility as described in TR section 3.5. See also regulations section 6003(a)(1)(O).
☐	A.2 Provide a listing and status of all local, state, and federal permits, certifications, and other approval necessary for the construction and operation of the project. See section 6003(a)(1)(W) of the regulations.
☐	A.3 Attach an estimated schedule for the proposed project until the first year of operation. If the schedule is included in another attachment, identify the location. See section 6003(a)(1)(G) of the regulations.
☐	A.4 Attach the most recent publicly available environmental document for the proposed project. If the document is available on a website, provide a link to the document(s). See section 6003(a)(1)(S) of the regulations.

Table 2 – Application Checklist	
☐	A.5 Summarize the project's impacts on environmental or cultural resources and how the project will mitigate or minimize impacts to those resources, or identify where in the CEQA document this information can be found. If any environmental or cultural impacts will not be fully mitigated, explain. See regulations section 6003(a)(1)(T). If applicable, identify whether Tribal consultation has been initiated for the project. If it has, provide supporting documentation, or identify the location in the CEQA document. If consultation has not been initiated, state whether consultation is expected and when consultation is expected to be initiated. See regulations section 6003(a)(1)(U).
BENEFIT CALCULATION, MONETIZATION, and RESILIENCY TAB	
☐	Q.1 Did the applicant use the model products and assumptions described in section 6004(a)(1) of the regulations? See regulations section 6003(a)(1)(CC). If no, provide a description of the models and assumptions used to determine the without-project future conditions for years 2030 and 2070.
☐	A.1 Attach description and assumptions of with-project conditions for years 2030 and 2070, as defined in section 6004(a)(2) of the regulations, as well as a description of the with- and without-project current conditions. See also regulations section 6003(a)(1)(BB).
☐	A.2 Attach the preliminary operations plan for the proposed project. See regulations section 6003(a)(1)(H) for details. If the preliminary operations plan is located in another attachment, identify the attachment and provide the location.

Table 2 – Application Checklist	
☐	A.3 Attach the analysis of all public and non-public monetized benefits. Identify at least one Program ecosystem or water quality priority for any ecosystem or water quality public benefit quantified. For each public and non-public benefit, describe the methods used to derive the physical and economic benefits and impacts at a level of detail that allows reviewers to verify your analysis. Description must include: • The physical changes that are being monetized, consistent with information requested in the Physical Public Benefits Tab, and describing linkages between physical benefits and monetized benefits. See regulations sections 6004(a)(3) and 6004(a)(4); and • The monetization method and sources for data used. See regulations section 6004(a)(4).
☐	A.4 For each net public benefit claimed, where applicable, identify any existing environmental mitigation or compliance obligations that are accounted for in each net public benefit as of the date of the CalSim-II model product in section 6004(a)(1). • Applicants that use the CalSim-II and DSM2 models to analyze their projects can indicate "within models" for any existing environmental mitigation and compliance obligations contained in those models. • If applicable to their claimed net public benefit such projects shall also list and account for the non-flow related mitigation and compliance obligations of the State Water Project and Central Valley Project.
☐	A.5 Provide additional information that supports the physical and monetary quantification of the public and non-public benefits and impacts of the project as required by subsection 6004(a)(4) of the regulations. This includes data, assumptions, analytical methods and modeling results, calculations and relevant sources of information. For reference documents or studies relied upon, applicants may provide links to an existing website in lieu of attaching those documents to the application.
☐	A.6 Attach a table displaying each future economic benefit in 2015 dollars for each year of the planning horizon as required by section 6004(a)(4)(A) of the regulations.

Table 2 – Application Checklist	
☐	A.7 If applicable, provide a summary of public benefits that cannot be monetized. Provide the following information for each non-monetized benefit. • Justification why benefit cannot be monetized, • Qualitative description of importance of benefit (who is affected, how and how often), • Evidence to show how the physical change is beneficial and important to Californians.
☐	A.8 Attach an estimate of the total project costs that includes construction cost, interest during construction, land acquisition, monitoring, environmental mitigation or compliance obligations, operations and maintenance, repair, and replacement costs during the planning horizon using methods described in TR section 6. If the project costs are located in another attachment, identify the location. *The project cost estimates must be reviewed, approved and signed by an engineer licensed by the California Board for Professional Engineers, Land Surveyors, and Geologists.*
☐	A.9 Attach the benefit and cost analysis for the proposed project. If the analysis is located in another document, identify the location. See regulations section 6004(a)(6).
☐	A.10 Provide a proposed allocation of total project costs to all project beneficiaries, including the Program, and an explanation of how the allocation was calculated, consistent with TR section 8 and section 6004(a)(7) of the regulations. If this information is included in another attachment, identify the location.
☐	A.11 Attach the Physical and Economic Benefits Summary tables. These tables can be downloaded from the Commission website and uploaded with the application. See regulations section 6003(a)(1)(N).
☐	A.12 Attach the uncertainty analysis. See regulations section 6004(a)(8).
PROGRAM REQUIREMENTS TAB	
☐	Q.1 Describe how the project improves the operation of the state water system. See regulations section 6003(a)(1)(M).
☐	Q.2 Describe how the project provides a net improvement in ecosystem and water quality conditions required by Water Code section 79750.

Table 2 – Application Checklist	
☐	Q.3 If applicable, summarize how the applicant is coordinating with the owners and operators of water system facilities not owned or operated by the applicant or project partners that may be affected by the project. See regulations section 6003(a)(1)(P).
☐	Q.4 Describe how the project advances the long-term objectives of restoring the ecological health and improving water management for beneficial uses of the Delta. See regulations section 6003(a)(1)(R).
☐	Q.5 Describe how the applicant will ensure that the proposed project will comply with and be consistent with all applicable local, state, and federal laws and regulations, including existing environmental mitigation or compliance obligation requirements. See regulations section 6003(a)(1)(V).
☐	A.1 What measurable improvements to the Delta ecosystem or tributary to the Delta does the project provide? Where is the location of the improvement? If the project is not within the watershed of the Delta, what specific water rights or water contracts would be created or amended to ensure public benefits to the Delta ecosystem? Provide supporting documentation of the willingness of these water right or water contract holders to enter into such contracts or amendments. Explain how these changes would assure measurable improvements to the Delta ecosystem. See regulations section 6003(a)(1)(L).
☐	A.2 Provide documentation indicating the proposed project is cost-effective. If there is at least one feasible alternative means of providing the same amount or more of the total public and non-public physical benefits as provided by the proposed project, calculate, display and document the least-cost of these alternative means and justify the proposed project by comparison.
EARLY FUNDING REQUEST TAB	
☐	Q.1 Is early funding for completing environmental documentation and/or permits requested? If yes, answer the following question and provide the requested information. See regulations section 6003(a)(1)(X).
☐	Q.2 What is the requested amount?

Table 2 – Application Checklist	
☐	A.1 Attach a schedule, scope of work, and budget. • Keep in mind that the applicant must provide a 50 percent cost share and reimbursable costs can only go back to November 4, 2014. • Scope of work must include an explanation of why early funding is critical to the project, the viability of the project in the absence of this funding and how the project will proceed once early funding is expended. • The scope of work cannot include work performed prior to submittal of the application. • The tasks in the schedule, scope of work and budget should match.