# [Insert Project Title]

**Cost Estimate Narrative**

The cost estimate narrative should include each line item consistent with the cost estimate. The narrative should provide additional information and describe each line item in detail and explain how the costs were estimated.

**ALL ITEMS BELOW** need to include how the costs were established. For example, include estimated hours and rates and how these two items were derived. Historical data, similar project, RS means, research, prior contracts, glass ceiling, etc. should be captured below when used to establish the estimated costs.

Only use the examples that make sense for the subapplication (project) being submitted. This is a template to be customized and submitted with the subapplication in the Engage Portal. **Please remove these instructions and non-relevant information when submitting this document.**

### Pre-Award

Pre-award costs are those incurred after the disaster declaration date (January 8, 2025) and prior to the grant being awarded. Pre-award subapplication development costs **MUST** be in the management costs subapplication (see management cost section). Pre-award costs to be listed in the project budget below could include design work. Pre-award costs are only reimbursed if the grant is funded, and the work was procured in compliance with 2 CFR 200.

##### Examples:

**Pre-Award: Design Completion – 60%**

***(Insert Schedule Task ID)***

Internal staff (or consultant) time to develop the BRIC/FMA project designs.

Position: XXXX | Hours: XX | Rate: XX | Total: XXX

If consultant, include contract amount.

### Post Award

This section should provide detailed narrative for all remaining cost items outside “Pre-Award”. These items should be corresponding order to the project cost estimate / subapplication budget and contain the same title. If this is a phased project, this section should be divided into Phase 1 and Phase 2 as recorded in your subapplication.

 All vendors must be procured in line with 2 CFR 200, State, and local procurement policies, most stringent applies.

##### Examples:

**Phase 1: Project Management**

***(Insert Schedule Task ID)***

Internal Staff (or procured contractor) to manage the overall project. Duties of the project management team will include but not limited to: overall project coordination, review of technical deliverables, scheduling, production, meetings, managing staff, IT revisions, etc.

Position: XXXX | Hours: XX | Rate: XX | Total: XXX

**Phase 1: Engineering Design (30/60/90/100%)**

***(Insert Schedule Task ID)***

Engineering Design services will be employed to developed detailed design, plans, and specifications for the construction project, performed by the civil, geotechnical, and hydraulic engineering team. The hourly quantities and rates are based on cost proposals received by the subapplicant in November 2020 and are consistent with historical data on the size of the project and estimated effort, as well as typical consulting rates.

Position: XXXX | Hours: XX | Rate: XX | Total: XXX

**Phase 1: Community Engagement / Stakeholder Outreach**

***(Insert Schedule Task ID)***

The subapplicant will hold 3 community engagement events to obtain community feedback on the project design and process. Community Engagement Specialists will be performing this work. The hourly quantities and rates are based on cost proposals received by the subapplicant in November 2020 and are consistent with historical data on the size of the project and estimated effort due to the location of the project, as well as typical consulting rates.

Position: XXXX | Hours: XX | Rate: XX | Total: XXX

**Phase 1: Environmental and Historic Preservation (EHP) Review and Permitting**

***(Insert Schedule Task ID)***

The subapplicant will comply with the National Environmental Policy Act (NEPA) through analysis and documentation of the possible environmental effects of the Project. Environmental Specialists will be performing this work. The hourly quantities and rates are based on cost proposals received by the subapplicant in November 2020 and are consistent with historical data on the size of the project and estimated effort due to the location of the project, as well as typical consulting rates.

Position: XXXX | Hours: XX | Rate: XX | Total: XXX

**Phase 1: P1 Deliverables**

***(Insert Schedule Task ID)***

Internal staff time to compile phase 1 deliverables and submit to Cal OES for review and approval.

Position: XXXX | Hours: XX | Rate: XX | Total: XXX

**Phase 2: Procurement of Construction Vendor**

***(Insert Schedule Task ID)***

Professional services performed under this task include the preparation of project bid documents and the management of project bidding and contractor selection. This task will also serve as a Go-No Go checkpoint for the project. The hourly quantities and rates are based on cost proposals received by the subapplicant in November 2020 and are consistent with historical data on the size of the project and estimated effort due to the location of the project, as well as typical consulting rates. The construction vendor will be procured in line with 2 CFR 200, State, and local procurement requirements and the

construction vendor will complete the mitigation activity with support from the design engineering firm.

Position: XXXX | Hours: XX | Rate: XX | Total: XXX

**Phase 2: Project Management**

***(Insert Schedule Task ID)***

Internal Staff (or procured contractor) to manage the overall project. Duties of the project management team will include but not limited to: overall project coordination, review of technical deliverables, scheduling, production, meetings, managing staff, IT revisions, etc.

Position: XXXX | Hours: XX | Rate: XX | Total: XXX

**Phase 2: Land Purchase Capital Costs**

***(Insert Schedule Task ID)***

Land purchase capital costs are associated with the purchase of temporary and/or permanent real estate property and rights to accommodate the construction project as well as provide for future maintenance. Approximately 18 acres of land will be purchased for the habitat restoration site. Purchase costs are based on current land values of parcels based on land use type. Additionally, the purchase of up to three residential structures is included in the unit cost. Land purchases will not occur prior to completion of the EHP process.

Position: XXXX | Hours: XX | Rate: XX | Total: XXX

**Phase 2: Engineering Services During Construction**

***(Insert Schedule Task ID)***

Engineering Services During Construction will be to provide guidance to the construction contractor to ensure smooth completion of the project and aid in fulfilling the design of the project. These services will be performed by the engineering design team. The hourly quantities and rates are based on cost proposals received by the subapplicant in November 2020 and are consistent with historical data on the size of the project and estimated effort due to the location of the project, as well as typical consulting rates.

Position: XXXX | Hours: XX | Rate: XX | Total: XXX

**Phase 2: Construction Management, Inspection & Regulatory Compliance**

***(Insert Schedule Task ID)***

Construction Management and Inspection will be necessary during the construction phase to provide quality assurance and control and ensure work in undertaken in accordance with the project’s regulatory approvals and projects. These services will be performed by a construction management team. The hourly quantities and rates are based on cost proposals received by the subapplicant in November 2020 and are consistent with historical data on the size of the project and estimated effort due to the location of the project, as well as typical consulting rates.

Position: XXXX | Hours: XX | Rate: XX | Total: XXX

**Phase 2: Construction: Permit Fees**

***(Insert Schedule Task ID)***

Permit Fees are costs associated with necessary fees paid to obtain construction permits regulatory approvals for the project. These costs are based on historical costs of permitting in similar projects in the region.

Position: XXXX | Hours: XX | Rate: XX | Total: XXX

**Phase 2: Utility Relocations**

***(Insert Schedule Task ID)***

Prior to levee construction, utility companies with conflicting facilities would relocate their systems from the levee prism. These utilities are primarily overhead wires, and utility companies would place new poles and wires, connect the new system, and remove the old system. The quantities of the work were based on a preliminary design plan set, based on preliminary work done in the risk assessment performed in the project area. The costs are based on our water resources department’s Preliminary Cost Estimating Tool (PCET), as well as averages from historical bids of similar work in the region performed in recent years. This work will be performed by the Construction Contractor.

Position: XXXX | Hours: XX | Rate: XX | Total: XXX

**Phase 2: Demolition/Clear & Grub**

***(Insert Schedule Task ID)***

To begin levee improvements, stormwater pollution prevention measures will be installed, and the construction site and any necessary construction staging areas are cleared, grubbed, and stripped Additionally, structures within the work footprint would be demolished and removed. The costs are based on our water resources department’s Preliminary Cost Estimating Tool (PCET), as well as averages from historical bids of similar work in the region performed in recent years. This work will be performed by the Construction Contractor.

Position: XXXX | Hours: XX | Rate: XX | Total: XXX

**Phase 2: Irrigation and Storm Drain Infrastructure**

***(Insert Schedule Task ID)***

Existing irrigation and drainage pipes through the levee will be temporarily removed or bypassed to allow the seepage cutoff wall to be installed. Where appropriate, irrigation and drainage systems will be reconstructed through the levee to meet current design standards. This work may include upgrades to the pump systems, addition of siphon breaker valves, and positive closure devices. Where systems are abandoned, the entire system will be removed or plugged per standards. The quantities of the work were based on a preliminary design plan set, based on preliminary work done in the risk assessment performed in the project area. The costs are based on our water resources department’s Preliminary Cost Estimating Tool (PCET), as well as averages from historical bids of similar work in the region performed in recent years. This work will be performed by the Construction Contractor.

Position: XXXX | Hours: XX | Rate: XX | Total: XXX

**Phase 2: Grant Closeout**

***(Insert Schedule Task ID)***

This task includes all necessary project close out tasks such as development of final reports and grant management close out reports. The hourly quantities and rates are based upon previous grant management activities conducted by the subapplicant staff in executing projects similar in nature and scope.

Position: XXXX | Hours: XX | Rate: XX | Total: XXX

### Management Cost

Management costs are intended to cover costs associated with the **administrative duties** of managing the grant (i.e., drafting and submitting quarterly reports, submitting requests for reimbursement, grant closeout). Costs associated with oversight of project implementation / management are not eligible for management costs and must be included in the overall project budget through project management.

Management costs can be 5% on top of the total project cost and are funded solely by the federal share. Management costs do not need to be included in the BCA.

 All vendors must be procured in line with 2 CFR 200, State, and local procurement policies, most stringent applies.

##### Examples:

**Pre-Award: Subapplication Development / BCA**

**(*Insert Schedule Task ID*)**

Internal staff (or consultant) time to develop the BRIC/FMA subapplication.

Position: XXXX | Hours: XX | Rate: XX | Total: XXX

If consultant, include contract amount.

**Phase 1: Grant Management Cost**

***(Insert Schedule Task ID)***

The subapplicant with support from a consultant, will manage the grant implementation process. The hourly quantities and rates are based upon previous grant activities conducted by the subapplicant staff in executing projects similar in nature and scope.

Position: XXXX | Hours: XX | Rate: XX | Total: XXX

**Phase 2: Grant Management Cost**

***(Insert Schedule Task ID)***

The subapplicant with support from a consultant, will manage the grant process. The hourly quantities and rates are based upon previous grant management activities conducted by the subapplicant staff in executing projects similar in nature and scope.

Position: XXXX | Hours: XX | Rate: XX | Total: XXX