

## **EXHIBIT A**

### **SCOPE OF WORK**

#### **ON-CALL GRANT WRITING AND FUNDING SUPPORT SERVICES**

##### **1. PURPOSE**

The Santa Ana Watershed Project Authority (SAWPA) seeks to establish one or more on-call professional services agreements with qualified consultants to provide grant writing and funding support services for projects and programs associated with water resources, watershed management, groundwater sustainability, water quality improvement, habitat restoration, invasive species management, PFAS and emerging contaminants, climate resilience, environmental planning, and related regional initiatives.

Services shall be authorized through individual task orders issued on an as-needed basis.

##### **2. GENERAL DESCRIPTION OF SERVICES**

The selected consultant(s) shall provide professional services to assist SAWPA in identifying, evaluating, developing, coordinating, and submitting competitive grant applications and funding opportunities from federal, state, regional, local, and private funding sources.

Funding opportunities may include, but are not limited to:

- California Department of Water Resources (DWR)
- State Water Resources Control Board (SWRCB)
- Bureau of Reclamation (USBR)
- U.S. Environmental Protection Agency (EPA)
- Federal Emergency Management Agency (FEMA)
- Proposition-funded grant programs
- Integrated Regional Water Management (IRWM) programs
- Habitat restoration and invasive species funding programs
- PFAS and emerging contaminant funding programs
- Other applicable public and private funding opportunities

##### **3. SCOPE OF SERVICES**

The consultant may be requested to perform services including, but not limited to, the following tasks.

### **Task 1 – Funding Opportunity Identification and Evaluation**

Consultant shall identify, monitor, evaluate, and communicate funding opportunities applicable to SAWPA programs and projects.

Services may include:

- Identification of federal, state, regional, local, and private funding opportunities;
- Review of eligibility requirements and funding guidelines;
- Assessment of match requirements and funding conditions;
- Evaluation of competitiveness and strategic fit with SAWPA priorities;
- Preparation of funding opportunity summaries and recommendations;
- Assistance interpreting funding guidelines, application requirements, and evaluation criteria;
- Participation in funding workshops, webinars, and informational meetings, as requested.

### **Task 2 – Grant Application Development**

Consultant shall assist SAWPA with development of competitive grant applications and supporting documentation.

Services may include:

- Preparation of grant narratives and application materials;
- Development of project descriptions, work plans, schedules, and budgets;
- Preparation of benefit documentation and supporting analyses;
- Development of supporting exhibits, graphics, tables, and figures;
- Preparation and coordination of letters of support and partnership documentation;
- Assistance with online grant application systems;
- Assembly and final review of grant application packages;
- Preparation of application revisions or supplemental materials requested by funding agencies.

### **Task 3 – Grant Coordination and Submission Support**

Consultant shall coordinate with SAWPA staff and project partners to support grant development and submission activities.

Services may include:

- Coordination with SAWPA staff, member agencies, project proponents, and stakeholders;
- Coordination with technical consultants and regulatory agencies, as necessary;
- Development of grant preparation schedules and milestone tracking;
- Application quality assurance and quality control review;
- Technical editing, formatting, and packaging of application materials;
- Submission support and post-submission coordination.

### **Task 4 – Optional Award and Grant Administration Support**

At SAWPA's discretion, individual task orders may include post-award support services.

Services may include:

- Grant agreement review and support;
- Assistance with grant reporting requirements;
- Reimbursement request support;
- Grant amendment support;
- Compliance documentation support;
- Coordination with funding agencies regarding grant administration requirements;
- Other post-award support activities authorized by SAWPA.

## **4. TASK ORDERS**

Work shall be authorized through individual task orders issued by SAWPA.

Each task order may identify:

- Specific scope of services;
- Deliverables;
- Schedule and milestones;

- Not-to-exceed budget;
- Funding source requirements;
- Reporting requirements;
- Federal or state compliance requirements, if applicable.

SAWPA reserves the right to issue task orders to one or more consultants based on project needs, consultant qualifications, funding availability, and agency priorities.

## **5. DELIVERABLES**

Deliverables shall be identified in individual task orders and may include, but are not limited to:

- Funding opportunity summaries;
- Grant application packages;
- Technical narratives;
- Budgets and schedules;
- Letters of support;
- Grant coordination materials;
- Progress reports;
- Grant administration support documentation; and
- Other deliverables identified in task orders.

## **6. FEDERAL FUNDING REQUIREMENTS**

Certain task orders may be funded in whole or in part through federal funding sources. Consultants shall comply with all applicable federal, state, and local requirements associated with assigned task orders.