



RENEWABLE RESOURCE GRANT PROGRAM

How to Write a Project Scope for DNRC Grants

Background

In three sentences or less, describe the “WHO” and the context of the problem. This statement must CLEARLY TIE to the project.

► Use this sentence structure:

Sentence 1 – Introduction to Problem

The <1. ENTITY NAME>'s <2. SYSTEM TYPE> has <3. BASIC PROBLEM STATEMENT>.

1. **Entity Name** (Pick One): XYZ Town, City, County, Water and Sewer District, Irrigation District, etc.
2. **System Type** (Pick One): Drinking Water System, Wastewater System, Stormwater System, Irrigation System
3. **Basic Problem Statement:** Define the problem – How bad? How long? How many users? Etc. *May add a sentence here to further define the problem.*

Sentence 2 (and Possibly 3) – Context of Problem

In general terms, state:

1. What has been done to address the problem to date?
2. How far along the entity is in addressing the problem?

Goal

In three sentences or less, state how the project will fix the problem identified above. The goal statement should specifically reference eligible project criteria (see below).

► Use this statement structure:

Sentence 1 – Project Goal

The goal of the project is to <1. PERFORM -ELIGIBLE ACTION> by <2. VERB ENDING IN “-ING”> the <3. ENTITY NAME>'s <4. SYSTEM TYPE>.

1. **Perform -Eligible Action** (Pick One):
 - ...provide safe reliable drinking water to/for _____...
(Who drinks the water?)
 - ...provide reliable sanitary sewer services to/for _____...
(Who gets the wastewater services?)
 - ...control and/or manage stormwater in _____...
(What area/location?)
 - ...reduce nonpoint source pollution in _____...
(surface water/groundwater)
2. **Verb Ending in “-ing”** (Pick One): Repairing, replacing, upgrading, rehabilitating, installing, etc.

3. **Entity Name** (Same as in Background): XYZ Town, City, County, Water and Sewer District, Irrigation District, etc.

4. **System Type** (Pick One):

Drinking Water System

- Source
- Treatment
- Transmission/Distribution

- Other Water Infrastructure

Stormwater System

- Collection

Wastewater System

- Treatment
- Collection
- Decentralized Wastewater (Septic Treatment)
- Other

Nonpoint Source System

- Stream Restoration
- Green Infrastructure
- Agricultural BMPs – Irrigation Infrastructure

► *If needed, may add 1-2 sentences here to support the goal statement.*

Scope of Work

Identify what tasks the grant will pay for. This section must match the Project Budget.

► Use this sentence structure:

Sentence 1 – Restate the Project

This project will <ADD GENERAL STATEMENT OF PROJECT>. *If needed, add a sentence to further explain what project will do (no need to repeat what will be bulleted in sentence two).*

Sentence 2 – Budget Categories

► Use this sentence structure:

DNRC grant funds will reimburse eligible expenses for <1. LIST OF BUDGET CATEGORIES> associated with the following activities: <2. BULLETED LIST OF MAJOR ACTIVITIES>.

1. **List of budget categories:** Look at approved budget and list all categories containing DNRC grant funds (e.g., Administration, Preliminary Engineering, Engineering Design, Engineering, Construction, Contingency).

2. Bulleted list of Major Activities:

- Include Big-ticket construction items.
- Include items that can be accounted for after the project is complete.
- Estimate quantities (unless work is complete and quantities are known).

Sentence 3 – Facility Design/Construction Statement

► Use this sentence:

Facilities will be designed and constructed in accordance with sound engineering practices and will meet the requirements of Federal, State, and local agencies.

Schedule

- Project Planning and Design Phase is estimated to be completed by **month and year**.
- Project Bidding Phase is estimated to be completed by **month and year**.
- Project Construction Phase is estimated to be completed by **month and year**.

EXAMPLE Project Scope for DNRC Grants

Attachment A - Scope of Work XYZ City Water Main Replacement

Background

The City of XYZ's (City's) drinking water system (System) has a significant backlog of aging water mains and a leakage rate of nearly 50% of the total water it produces. Many of the System's mains are over 100 years old and are made from thin-walled steel or kalamein pipes. Due to the City's well-draining soils, most leaks will never rise to the ground surface and will instead go unnoticed. In the 2018 the City's Water System Master Plan, water mains were ranked based on several criteria that represented the likelihood and consequence of failure including: number and location of leaks, pipe type, pipe age, pipe size, soil conditions, and community impacts.

The City plans to replace those water mains most likely to fail or those mains that would have the largest consequence of failure. Replacing these priority mains is critical to the proper functioning of the water system because it reduces the likelihood of water main breaks and contamination of the City's public drinking water.

Scope of Work

The XYZ City Water Main Replacement project will replace over 20,000 linear feet (LF) of kalamein, cast-iron, or steel water mains throughout multiple locations to address the deficiencies of the public water supply. DNRC grant funds will reimburse eligible expenses for engineering, construction, and contingency.

Construction activities include:

- Replace water mains with 8-inch ductile iron pipe (approximately 16,000 LF);
- Replace water mains with 12-inch ductile iron pipe (approximately 3,000 LF);
- Replace water mains with 4-inch high density polyethylene (HDPE) (approximately 2,000 LF);
- Install new 8-inch ductile iron pipe (approximately 600 LF);
- Install new 6-inch HDPE pipe (150 LF);
- Abandon 1110 LF of steel and kalamein water mains; and,
- Install a pressure-reducing vault at the Harrison Street and Locust Street intersection.

Facilities will be designed and constructed in accordance with sound engineering practices and will meet the requirements of Federal, State, and local agencies.

Schedule

- Project Planning and Design Phase completed July 2026.
- Project Bidding Phase is estimated to be completed by February 2027.
- Project Construction Phase is estimated to be completed by January 2027.