TECHNICAL NARRATIVE GUIDANCE

for Project Grant Applicants

Overview

The Technical Narrative should describe only the project activities this grant would fund. The applicant can discuss other phases of the project as project history or context.

Example:
An irrigation district is taking steps to improve irrigation infrastructure. The district will first install new headgates on its main canal. The district will install measuring devices after the headgate work is complete. Since the district is requesting grant funds only to install headgates, the applicant's Technical Narrative should focus only on that portion (or phase) of the project.

Technical Narrative

The Technical Narrative presents topics DNRC considers in evaluating the technical feasibility of the project. Projects not technically feasible will be ineligible for funding consideration. The description must provide enough detail to verify that the project is technically feasible and will achieve the project objectives. The applicant should add additional information and/or sections as necessary.

All basic information requested in the Technical Narrative and the Environmental Evaluation should be provided in the main application text, not in the appendices. Appendices should provide supporting information and not serve as the primary source of information.

1. **Identify the project.**
    a. Identify the physical location of the project including longitude and latitude coordinates. Provide a map that displays the relationship of the proposed project to the larger scale watershed, region, or resource that stands to benefit (include scale and a north arrow).
    b. Identify the project type (research, planning, design, construction, or others).
    c. Specifically describe the problem this project will address.

2. **Discuss the project history. Describe all related work previously conducted.**
    a. Discuss the circumstances that precipitated the need for the project.
    b. Discuss ongoing or past efforts made to address the problem or achieve the proposed purpose.
    c. Identify related facilities, programs, or other resources that support the project.

3. **Describe the project purpose.**
    a. Describe what part of the project meets the RRG Program purpose. The project may have more than one purpose and the application should address and analyze each.
    b. Describe specific project implementation tasks.

4. **Describe the renewable resource current condition.**
    a. Describe what data currently exists and how it relates to understanding the current condition of renewable resources to be addressed by the project. Provide documentation where appropriate.
    b. Describe underlying causes of the current condition.
    c. What are the identified and potential causes of the problem? Of these, what are limiting factors–those factors most responsible for the current condition?
    d. Which of these factors have been quantified and to what degree?
    e. Describe any uncertainty about the importance of these factors.

5. **Describe the desired outcome.**
    a. Describe in detail what changes are desired in the current condition and what the condition will be when the project has achieved its objectives (use qualitative as well as quantitative descriptions where possible).
        i. Which factors contributing to the current condition will and will not be addressed by the proposed project and to what degree?
        ii. How will these affect desired results?

6. **Describe the alternatives that will accomplish the same or substantially similar goals compared to the proposed project.**
    a. Discuss alternatives that could accomplish the project's goals. At a minimum, two alternatives must be discussed in addition to the no action alternative. Projects without adequate alternative analysis will be required to provide additional alternative evaluations to be considered for funding.

7. **Compare the costs and benefits of each alternative and the reasons for selection of the preferred alternative.**
    a. Descriptions of each alternative do not have to be as detailed as the description of the preferred alternative. Enough information must be provided to demonstrate that the alternatives were investigated and that the proposed alternative provides either greater resource benefits at the same costs or similar resource benefits at a lower cost. If costs and benefits of the project cannot be quantified, provide a narrative discussion of the cost and benefits.

8. **Provide a specific description of the project implementation plan.**
    a. Describe the overall approach to project implementation.
    b. Identify each of the project phases, and the specific tasks comprising each phase, and then relate them to the project's purpose.
    c. Identify project staff for the project tasks and quantify staffing time necessary to complete the project.
    d. Identify contracted services necessary to complete the project.
    e. Identify all permits, regulatory approvals, or easements necessary to complete the project.
    f. Indicate whether the project is a phase of a larger project for which additional funding is needed and, if so, the targeted funding sources.
    g. Describe the measures that will be undertaken to ensure long-term effectiveness.
    h. Describe how the project sponsor will meet the DNRC reporting requirements.

9. **Provide a project schedule.**
    a. Provide specific dates the work under the proposed project will be started and completed.
    b. The project schedule should only include items in the tasks for the project and are funded through this grant application.

10. **Provide supporting technical documentation.**
    a. Provide information on the natural features of the project area, e.g. soils, vegetation, and hydrology.
    b. Include any draft and/or completed technical reports and studies related to the project.
    c. Provide a topographic map or aerial photo that shows the project location by sections, townships, and ranges. (Show titles on all maps and include both a scale and a north arrow.)
    d. Identify all applicable statutes, rules, regulations, and standards to be met.