

EXHIBIT B

SCOPE OF SERVICES

Grant Writing and Application Development – FY 2026 BUILD Grant

1. PURPOSE

The purpose of this Agreement is to retain consulting services to provide professional grant writing, application development, coordination, and technical support to assist the Tehama County Transportation Commission (TCTC) in the preparation and submittal of a competitive FY 2026 USDOT Better Utilizing Investments to Leverage Development (BUILD) grant application for an RTPA-sponsored transportation project.

The Consultant will lead preparation of the application materials in close coordination with TCTC staff and project partners. Final authority, approvals, certifications, and submission shall remain with TCTC.

2. GENERAL RESPONSIBILITIES

The Consultant shall:

- Serve as lead grant application developer for the FY 2026 BUILD cycle.
- Coordinate closely with TCTC staff, local partners, and technical contributors.
- Prepare all required narrative, budgetary, and analytical materials consistent with the FY 2026 BUILD Notice of Funding Opportunity (NOFO).
- Ensure application materials are complete, compliant, internally consistent, and competitive.
- Support final application assembly and electronic submission via the USDOT-designated platform.

3. TASKS AND DELIVERABLES

Task 1 – Project Management and Coordination

- Conduct project kickoff meeting with TCTC staff.
- Facilitate ongoing coordination meetings (as needed).
- Maintain schedule tracking aligned with the BUILD application deadline.
- Coordinate information requests and data inputs from agency staff and partners.
- Provide periodic status updates to TCTC.

Deliverables:

- Application development schedule
- Ongoing coordination support through submittal

Task 2 – BUILD Grant Application Development

The Consultant shall prepare all required application components, including but not limited to:

a. Standard Forms and Administrative Content

- SF-424 and related required federal forms (in coordination with TCTC/RTPA).
- Key Information Questions and required portal entries.

b. Narrative Development

- Comprehensive BUILD application narrative (up to 25 pages, as applicable).
- Merit Criteria narratives addressing all statutory evaluation categories.
- Project Readiness narrative, including schedule, risk, and capacity elements.
- Integration of prior planning, technical studies, and adopted plans.

c. Benefit-Cost Analysis (BCA)

- Preparation of BUILD-compliant Benefit-Cost Analysis narrative.
- Development or refinement of BCA calculations consistent with USDOT guidance.
- Coordination with TCTC/RTPA on assumptions, inputs, and documentation.

d. Project Budget and Funding Strategy

- Development of detailed project budget tables.
- Identification and documentation of federal, state, and local funding sources.
- Cost-share analysis consistent with rural eligibility and BUILD requirements.

Deliverables:

- Draft and final BUILD grant narratives
- Project location maps and fact sheets
- Benefit-Cost Analysis narrative and calculation files
- Project budget tables and funding documentation
- Draft application files formatted per BUILD NOFO requirements

Task 3 – Review, Refinement, and Submittal Support

- Incorporate TCTC staff comments and revisions.
- Conduct quality control review for consistency and compliance.
- Finalize all application components for submission.
- Support electronic submission through the designated USDOT portal.
- Provide confirmation of successful submittal.

Deliverables:

- Final BUILD application package
- Submission confirmation documentation

4. TCTC / RTPA RESPONSIBILITIES

TCTC shall:

- Serve as the official applicant and grant recipient.
- Provide project background materials, prior studies, and adopted plans.
- Coordinate agency approvals, resolutions, and letters of support.
- Review and approve all draft and final application materials.
- Execute all certifications and submit the final application.

5. SCHEDULE

Services shall commence upon execution of the Agreement and proceed on an expedited basis to support the FY 2026 BUILD application deadline of February 24, 2026. The Consultant shall prioritize adherence to this deadline.

6. COMPENSATION

Compensation shall be time-and-materials, not-to-exceed Forty Thousand Dollars (\$40,000), inclusive of all labor, overhead, and direct expenses, unless amended in writing.