

2015/16 Proposal Submittal Requirements

Attachment D – Guidelines for the Scope of Work, Table of Deliverables and Schedule

The Scope of Work (SOW) and other documents should be prepared following the format and guidelines below. **The tasks in the SOW and Task Budget Table must align.**

Title: The Scope of Work should be entitled “Attachment D – Scope of Work”. Include the Project Title on each page.

Formatting: The formatting requirements are: **PDF format**, Letter (8.5” x 11”) size paper; Single-spaced or wider; standard font - Size 11 or larger; and one inch (1-inch) margins, except for the maps. Use page numbers and number all tables

Organization: The information should be organized in a manner outlined in the instructions below and labeled as “Attachment D – Scope of Work”. Use section titles as follows:

Section K – Scope of Work

Section L– Schedule

Submission: Complete the SOW, Table of Deliverables and Schedule as a separate document and upload it into OLGA.

K. SOW and Table of Deliverables. Provide a detailed, concise, and specific scope of work, suitable for use in preparing the Grant Agreement:

1. Briefly state the purpose for which the funding is being requested.
2. Write the SOW as a series of tasks. Describe the specific purpose of each task, including details (as sequential steps or subtasks etc.) of how, when, and/or where the task will be accomplished.

For implementation/construction projects, include all California Environmental Quality Act (CEQA) related tasks, and identify permits needed. In addition, complete Attachment C - Environmental Clearance Checklist. A project, under CEQA, is an activity undertaken by a public agency or a private activity which must receive some discretionary approval (meaning that the agency has the authority to deny the requested permit or approval) from a government agency which may cause either a direct physical change in the environment or a reasonably foreseeable indirect change in the environment.

3. Identify how the progress on each task will be tracked (i.e., documentation of work item milestones - for example, progress and final reports).
4. Include a task for preparing the Project’s draft and final reports.
5. Provide a table of deliverables with the due dates relative to the start date (e.g., 30 days after start date, etc.).

L. Schedule Provide a table with a schedule for the Project.

1. Show the sequence and timing for the implementation of each task in the proposed Project.

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and Schedule

2. For implementation/construction projects, include CEQA (level of analysis, need, and expected timeline).
3. Identify project start and end dates (e.g., Project start date mm/dd/yyyy and Project end date mm/dd/yyyy). Start date should be when the Grant Agreement is approved, but not later than June 1, 2016. The Project end date cannot be later than June 30, 2018.