# WORK PROGRAM

## Grantee Name

## Project Name

## SCC Grant Agreement # XX-XXX

## DATE

[Note: Instructions for completing the work program template are shown within brackets in blue text. These instructions can be deleted once the work program has been drafted.]

## PROJECT DESCRIPTION

The purpose of this project is \_\_\_\_\_\_\_\_\_\_\_. [ORGANIZATION] (Grantee) will \_\_\_\_\_\_\_\_\_\_\_\_\_.

## SCOPE OF WORK

### Task 1 Project Management

The Grantee will coordinate with Conservancy Project Manager to keep him/her informed about the status of the project. Grantee will be responsible managing the budget and schedule, submitting requests for disbursement, and other project management activities. Before hiring subcontractors for work under this grant agreement, Grantee will submit subcontractor qualifications to perform specified tasks for the review and approval of the Conservancy Project Manager. In the progress reports, the Grantee shall document all subcontractor activities, deliverables completed, progress, issues and proposed resolutions.

**Task Deliverable(s):** progress reports, invoices, and subcontract documentation

### Task 2 Name of Task

[Directions: insert description of the work that will be completed for this task. Use subtasks if necessary.]

#### Subtask 2.1

[Insert brief description]

#### Subtask 2.2

[Insert brief description]

**Task Deliverable(s):**

### Task 3 Name of Task

[Directions: insert description of the work that will be completed for this task. Use subtasks if necessary.]

**Task Deliverable(s):**

### Task 4 Name of Task

[Directions: insert description of the work that will be completed for this task. Use subtasks if necessary.]

**Task Deliverable(s):**

[Directions: Add additional tasks as needed.]

## SCHEDULE

Work Completion Date: [use date in Grant Agreement]

Final Request for Disbursement and Final Progress Report: [use date in Grant Agreement]

Grant Termination Date: [use date in Grant Agreement]

The Grantee will submit project deliverables as listed in the schedule below. In the event the Grantee anticipates a delay in the project schedule, the Grantee shall inform the Conservancy Project Manager by email prior to the scheduled due date of that task or deliverable.

In the event the project cannot be completed prior to the completion date of the Grant Agreement, the Grantee shall request an extension by email, providing justification for the extension and a revised schedule of completion. There is no guarantee that the grant agreement will be extended.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Number** | **Task Title** | **Deliverable** | **Estimated Start Date** | **Estimated Completion Date** |
| 1 | Project Management | Requests for Disbursement  Copies of Subcontracts | Not Applicable | Monthly throughout the contract term |
| 2 | XX | X |  |  |
| 3 | XX | X |  |  |
| 4 | XX | X  X |  |  |

## BUDGET OVERVIEW

[Directions: The budget needs to show the same task categories as the Scope of Work. This table may be submitted as a separate excel spreadsheet.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task Number** | **Task Title** | **Coastal Conservancy Grant** | **Required Grantee Match \*** | **Estimated Other Funding** | **Total Budget** |
| 1 | Project Management | $0 | $0 | $0 | $0 |
| 2 | X | $0 | $0 | $0 | $0 |
| 3 | X | $0 | $0 | $0 | $0 |
| 4 | X | $0 | $0 | $0 | $0 |
|  | Indirect Costs (**XX**%) | $0 | $0 | $0 | $0 |
| TOTAL |  | $0 | $0 | $0 | $0 |

**\*Grantee Required Match**

[Directions: If matching funds are required in the grant agreement, please provide the source of each matching source here. Matching funds should add up to the amount provided in the table above.

Leave as zeros if no match is required.]

## BUDGET DETAIL

**[See Conservancy Budget Guidelines** for [nonprofit organizations](https://scc.ca.gov/files/2019/04/201904-scc-budget_guidelines-for-nonprofits.pdf) or [agencies and universities](https://scc.ca.gov/files/2019/04/201904-scc-budget-guidelines-agencies-and-universities.pdf).]

### 5.1 Direct Costs

[Directions: List the types (not amounts) of direct costs that will be billed (e.g., project supplies, printing, personal protection equipment, field equipment, food (not allowed when using bond funds), etc.) and briefly explain why those direct costs are needed for the project. Direct costs will be billed at cost up to the maximum budget amount.

Generally we will only pay for direct costs that are specific to the project. However, sometimes we will pay for equipment whose useful life extends beyond the project. In this case, either the equipment must be given to us (which we don’t want) or the grantee must commit to using the equipment for similar purposes. If the latter, insert and complete the language below into the direct costs section of the work program to show this commitment:

After this grant, [the equipment] will be retained by [the grantee] for [briefly describe future use.

If the organization carrying out the project will use a fiscal sponsor, the fiscal sponsor fee should be included in the budget as a direct cost. It should be shown as a separate line in the budget table.]

### 5.2 Travel Costs

Travel costs for the grantee and any subcontractors must be billed at State rates which can be found [**at this link**](https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx).

### 5.3 Indirect Costs

[Directions: The Conservancy limits overhead recovery to a maximum of 15% of a grant. The indirect cost rate charged on labor can exceed 15%, as long as the total indirect costs are no more than 15% of the total cost of the grant.

Grantees that wish to charge overhead to a Conservancy grant must be able to document the appropriateness of these charges. The Conservancy limits overhead recovery to a maximum of 15% of a grant. Appropriate calculation of a grantee’s indirect cost rate is subject to review by the State Auditor, and Grantee may be required to partially repay indirect costs if the indirect cost rate cannot be justified to the Auditor’s satisfaction.]

Indirect costs will be billed at a rate of **XX**% of total grant cost (or alternate approach as needed by grantee).

## SUBCONTRACTORS

Grantee may award subcontracts, as necessary, to qualified consultants or other agencies. Prior to subcontractor initiating work under this agreement, the Grantee shall submit subcontractor qualifications along with a summary of tasks and deliverables to be completed by the subcontractor to Project Manager for approval. These will be reviewed for approval by the Conservancy Project Manager.

[Directions: List identified subcontractor’s scope and deliverables and a brief statement of qualifications. Approval of the work program includes approval of listed subcontractors. Other subcontractors can be added and approved by email.]

For example: [Subcontractor Name]: Geotechnical investigations. Link to subcontractor website.]

## PLAN FOR ACKNOWLEDGMENT

[Directions: Provide a description of how you’ll acknowledge Conservancy funding (e.g., newsletters, social media posts, events, promotional material, sign plan, etc.)

**Please use the linked** [**Acknowledgement Plan**](http://scc.ca.gov/files/2018/03/Guidance-Plan-for-Signage-and-Acknowledgement-1.pdf) **and** [**Logo Use**](http://scc.ca.gov/files/2018/03/Logo-and-signage-guidance.pdf) **guidelines.** Your grant manager can also share these documents with you directly.

**Photo Release:** We encourage grantees to share photographs and other media demonstrating the benefits of Conservancy grants with us. Please note that unless otherwise stated, photographs and other media (including photographs of children and other vulnerable populations) shared with the Conservancy may be used for publicity and education by the Conservancy. Grantees should consider issues of copyright, consent, and privacy before sharing media with the Conservancy.]