

SCOPE OF WORK

I. **PROJECT DESCRIPTION**

The purpose of this project is _____ The Grantee will _____.

II. **SCOPE OF WORK**

Task 1 Project Management

Subtask 1.1 Project Management

The Grantee will coordinate with Conservancy Project Manager to keep 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.

Subtask 1.2 Subcontractor Selection

Grantee may award subcontracts, as necessary, to qualified consultants or other agencies.

The Grantee shall submit subcontractor qualifications and draft contract review to Conservancy for and approval prior to execution. The contract shall describe the scope of work and the products expected from each subcontractor. 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 Site Assessment and Data Collection

insert description of what will information will be collected

Subtask 2.1

Brief description:

Subtask 2.2

Brief description:

Task Deliverable(s):

Task 3 Public Workshop

Use subtasks if necessary, if not write brief description of this work...

Task Deliverable(s):

SCOPE OF WORK

Task 4 Master Plan Development

Use subtasks if necessary, if not write brief description of this work...

Task Deliverable(s):

III. **SCHEDULE**

The Grantee agrees to submit all scheduled project deliverables in accordance with the schedule set forth in this agreement. In the event the Grantee anticipates any delay in the project schedule, the Contractor shall inform the Conservancy Project Manager in writing 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 in writing, providing justification for the extension and a revised schedule of completion. There is no guarantee that the grant agreement will be extended.

<u>Task</u>	<u>Task Title</u>	<u>Deliverable</u>	<u>Estimated Completion Dates</u>
1	Project Mgmt & Adm	<ul style="list-style-type: none">• Requests for Disbursement• Copies of Subcontracts	Monthly throughout the contract term
2	Site Assessment	<ul style="list-style-type: none">• site assessment report	12/31/2015
3	Public Workshop	<ul style="list-style-type: none">• workshop summary	3/31/2015
4	Master Plan Development	<ul style="list-style-type: none">• Draft master plan• Final master plan	6/30/2015 9/30/2015

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IV. BUDGET OVERVIEW

the budget needs to show the same task categories as the workplan

<u>Task</u>	<u>Task Title</u>	<u>Total Budget</u>	<u>City</u>	<u>Coastal Conservancy Grant</u>
1	Project Mgmt	\$25,000	\$25,000	\$0
2	Site Assessment	\$25,000	\$25,000	\$0
3	Public Workshops	\$15,000	\$15,000	\$0
4	Master Plan Development	\$85,000	\$0	\$85,000
	Other Direct Costs	\$1,000	\$0	\$1,000
	Indirect Costs (10%)	\$8,600	\$0	\$8,600
TOTAL		\$159,600	\$65,000	\$94,600

V. BUDGET DETAIL

5.1 Labor Rates

If you are billing the Conservancy grant for staff time, please provide individual names, titles and hourly rates.

5.2 Other Direct Costs

Other direct costs will be billed at cost up to the maximum budget amount. Other direct costs will include but not be limited to mileage, printing, and supplies.

5.3 Indirect Costs

Indirect costs will be billed at a rate of 10% of total grant costs.

5.3 Subcontractor estimate

Provide the estimate for the subcontractor cost