

2016 Water-Energy Work Plan Template

This is an example of a typical scope of work outline. Project tasks may include sub-tasks if necessary, and must include appropriate deliverables.

Description of the Project:

[Briefly describe the project.]

Project Map:

[Display project location(s) and jurisdictional/service boundary]

Project Proponent/Partner (if applicable):

[List the project partner/proponent who will receive funding through this grant.]

WORK PLAN TASKS

Task 1: Direct Project Administration and Reporting:

This task includes management of the grant agreement in compliance with grant requirements, and preparation and submission of supporting documents and coordination with the Grantee.

[Describe the work.]

A few examples of activities for this task include:

- ◆ Progress Reports and Invoicing
- ◆ Draft and Final Project Report
- ◆ Labor Compliance Program
- ◆ Reporting required to meet ARB requirements

Example of Deliverables: preparation of invoices, submission of quarterly and final reports, and other deliverables as required.

Task 2: Easement(s):

The purpose of this task is acquiring easement(s) for project work, if necessary.

[Describe the work.]

One example of an activity for this task includes:

- ◆ Acquiring easement for project site

Example of Deliverables: acquisition of easement(s).

Task 3. Project Evaluation/Design/Engineering

This task covers the basis of design, design criteria, and construction/implementation methods that will be evaluated for the project components. This task completes the final design plans and specifications.

[Describe the work.]

Examples of activities for this task include:

- ◆ Performing preliminary and final design analyses
- ◆ Developing preliminary and final plans and specifications

- ◆ Developing preliminary and final construction cost estimates

Example of Deliverables: 100-percent Plans and Specifications or 100-percent Work Plan

Task 4: Environmental Documentation:

The objective of this task is to identify and provide project-specific documents to comply with CEQA. If applicable, include NEPA documents.

[Describe the work.]

Example of Deliverables: Approved and adopted CEQA documentation and NEPA, if applicable.

Task 5: Permitting:

This task involves acquisition of permits for the project, if applicable.

[Describe the work.]

Example of Deliverables: Required project permits, if applicable.

Task 6: Proposal Monitoring Plan:

This task involves preparation of the Proposal Monitoring Plan. Discuss the goal(s) of the monitoring, how the monitoring will be accomplished, frequency, and monitoring location(s). The monitoring must provide the data required to meet the reporting requirements in ARB's Funding Guidelines, Appendix 3.A, Table 3.A-9. These data include, but are not limited to, water savings, energy savings, GHG emission reductions, and project benefits to DACs resulting from the project. The monitoring plan should result in data collected that allows for a comparison of baseline and post-project benefits.

[Describe the work.]

Example of Deliverables: proposal monitoring plan.

Task 7: Project Construction/Implementation:

This task involves project construction contracting, construction or implementation, and construction administration. This task should list and explain the construction/implementation activities of the project, including the quantities of components installed, length of pipe, area of improvement, and so forth.

[Describe the work.]

Examples of activities for this task include:

- ◆ Construction Contracting (bid process, notice of award, notice to proceed, notice of completion, and so forth)
- ◆ Construction Administration activities (managing contractors, preparing change orders, managing budgets, etc.)
- ◆ Description of project construction/implementation activities (mobilization/construction/demobilization)

Examples of Deliverables: Advertisement for bids, bid results, construction contracting and award, construction/implementation photographs, project completion verification, and so forth.

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