

ATTACHMENT 3 - SCOPE OF WORK/SCHEDULE

All Concept/Full Proposals must include a scope of work (SOW) that provides a description of the project for which funding is requested, and how it meets the eligibility requirements of the Guidelines. The SOW must agree with the tasks shown on the budget and schedule. Any supporting documentation should be submitted as appendices to Attachment 3. It is anticipated that the SOW will be less than three pages in length.

The SOW/Schedule must include:

- a) **Goals and Objectives:** Provide a brief description of the project, the goals and objectives of the Proposal, and any cooperating entities and/or agencies involved in the project.
- b) **Purpose and Need:** Identify the water quality problem(s) the project is proposing to address. What are possible or known sources of contamination applicable to the project? How will the project support sustained, long-term water quality improvement?
- c) **Project Components:** Describe the proposed tasks necessary to complete the Project, based on the goals and objectives of the proposal. Include a description of work to be performed for each task, and proposed reports and other deliverables.
- d) **Regional and Project Maps:** Include a Regional map showing the project location, including the current site conditions and land use within a regional context. Include Project map(s) depicting site specific project location(s), and the beach and surface water bodies that will be affected by the project. If the Project includes work on sewers and/or storm drains, provide a map of the infrastructure.
- e) **Project Timing and Phasing:** Describe whether this is a phased project or part of a larger project effort. Where requested funding is for a component of a larger project, the SOW must describe the full project and identify which elements would be specifically funded by the CBI Grant.
- f) **Schedule:** Provide a schedule that includes:
 - The start and end dates of the overall project
 - Estimated completion dates for major milestones associated with the project (for example, planning, environmental documents, construction commencement and completion dates, etc.);
 - Implementation of any environmental mitigation or enhancement efforts; and
 - Timing for preparation of reports and deliverables