



## **INSTRUCTIONS for the SCOPE OF WORK and TABLE OF DELIVERABLES**

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

**Title:** The Scope of Work should be entitled “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 “Scope of Work”. Use section titles as follows:

Scope of Work  
Table of Deliverables

**Submission:** Complete the SOW, and Table of Deliverables as a separate document and upload it into the On-Line Line Grant Application (OLGA) system.

**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 of how, when, and/or where the task will be accomplished.

For implementation projects, include all California Environmental Quality Act (CEQA) related tasks, and identify permits needed; this information should be captured within the Environmental Checklist section in OLGA. A project under CEQA is any project that is 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 approve with conditions) from a government agency due to 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 estimated due dates.



## Scope of Work (Sample)

### Purpose

*This section includes a brief purpose of the Project. The Scope of Work (SOW) should be laid-out in logical, sequential steps with tasks and subtasks. The objective of this format (sequential tasks and subtasks) is to develop the SOW consistent with the format required in the Grant Agreement.*

The purpose of this project is to improve upon the existing prevention program in the reservoir. The Project includes the development and adoption of a mitigated negative declaration, the installation of a decontamination unit, mechanical arms, reciprocal banding program; staff inspection process at Paradise Marina, and an assessment of the existing Prevention Program. NEPA is not required. No permits are anticipated.

### Task 1.0 Preparation of CEQA Documents

- 1.1 Prepare an initial study
- 1.2 Prepare and file for the proposed mitigated negative declaration
- 1.3 Adopt the mitigated negative declaration

Deliverable: Mitigated Negative Declaration

### Task 2.0 Installation of a decontamination station and mechanical arms at North Marina

- 2.1 Collect bids from manufactures for a self-contained, free standing mobile decontamination and wastewater recycling system unit.
- 2.2 Purchase the most appropriate unit according to the 2.1 task specifics.
- 2.3 Prepare the site for installation of decontamination unit including grading and paving the decontamination station area.
- 2.4 Install the decontamination unit, and connect all electrical and water supplies to the unit.
- 2.5 Install two mechanical arms at ramps.

Deliverables: Photos of the installed unit and decontamination area, any best management practices/mitigation strategies, evidence of insurance and maintenance on the units and arms and summary of the operation of the decontaminating watercraft.

### Task 3.0 Implement watercraft inspection training at the inspection station at the Paradise Marina

- 3.1 Employ two full-time and four part-time staff to conduct inspections.
- 3.2 Provide Inspection II training to the new staff.
- 3.3 Provide hand held devices to the staff to access and record watercraft information into the watercraft tracking database.
- 3.4 Provide the inspection equipment and material (handheld device, tag and stickers for banding etc.).
- 3.5. Install a mechanical arm at the ramp.

Deliverables: Training on inspection protocols, copies of the staff training certification, photos and purchase information for the control arm.



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Task 4.0 Reciprocal banding program

4.1 Implement the reciprocal banding program at Paradise Marina.

4.1.1 Inspect, decontaminate, and quarantine vessels for dreissenid mussels. Once cleared, place a wire security band between the trailer and watercraft.

4.2 Implement the reciprocal banding program at South Marina using the same process as the North Marina.

Deliverables: Record the number of recipients using the reciprocal band program and submit a photo of the security band.

Task 5.0 Complete the Final Project Report

Details of the final report should include, but are not limited to: mussel prevention measures (installation of equipment, construction, inspection, monitoring, outreach and education, etc.); description of the project, performance, success, and shortcomings; lessons learned; project cost and actual cost of the project; and identify next steps.

**Table of Deliverables:**

*For Tier 1 Planning/Assessment Project Applicants: Complete items C in the Table of Deliverables.*

*For Tier 2 Implementation Project Applicants: Complete items B 2-4 and items C in the Table of Deliverables.*

**TABLE OF DELIVERABLES**

ITEM	DESCRIPTION	DUE DATE	WHERE TO REPORT THE INFORMATION
<b>EXHIBIT A– SCOPE OF WORK – WORK TO BE PERFORMED BY THE GRANTEE</b>			
<b>A.</b>	<b>GENERAL COMPLIANCE REQUIREMENTS</b>		
1.	Final Resolution, if the grantee has a governing board. (Note: A draft Resolution, at a minimum, is required at the application stage. If the grantee does not have a governing board, a final Letter of Approval is required at the application stage.)	Prior to grant execution	Provide to DBW Grant Administrator



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2.	Early-Detection Mussel Monitoring Data: required twice during the grant term	Due date is the same as the Annual and draft Final Reports	Provide with the annual report  Provide with the draft final report
3.	Inspection/decontamination, ramp monitor contacts data submission to DBW (required for Implementation Projects where DBW is funding these activities)	Due date is the same as the Annual and draft Final Reports	Provide with the annual report  Provide with the draft final report
4.	Copy of final CEQA/NEPA Documentation, as applicable	Before Project Start Date	To DBW Grant Administrator
5.	Public Agency Approvals, Entitlements or Permits, as applicable	As needed	To DBW Grant Administrator
6.	Photo Proof of DBW Funding Sign Installed (for Implementation Projects only)	Due date is the same as the Annual Report	Provide with the annual report
<b>B.</b>	<b>PROJECT – SPECIFIC REQUIREMENTS</b>		
	<b>Outreach Survey</b> (for Implementation Projects only)		
1.	Survey Plan and Survey results (templates are available)	Due date is the same as the Annual and Draft Final Reports  The approved survey plan is due with the Annual Report	Provide in the Annual Report  Provide in the Draft Final Report
	<b>Outreach Events</b> (for Implementation Projects only) <i>Applicant to insert events</i>		
2.		<i>Applicant to insert estimated Month, Year</i>	Quarterly Progress Report, as applicable, and Draft Final Report
3.		<i>Applicant to insert estimated Month, Year</i>	Quarterly Progress Report, as applicable, and Draft Final Report



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4.		<i>Applicant to insert estimated Month, Year</i>	Quarterly Progress Report, as applicable, and Draft Final Report
<b>C. PROJECT DELIVERABLES</b> <i>Applicant to insert tasks, add additional lines, as needed</i>			
1.	Task 1:	<i>Applicant to insert estimated Month, Year</i>	Quarterly Progress Report
2.	Task 2:	<i>Applicant to insert estimated Month, Year</i>	Quarterly Progress Report
3.	Task 3:	<i>Applicant to insert estimated Month, Year</i>	Quarterly Progress Report
<b>EXHIBIT B – INVOICING, BUDGET DETAIL, AND REPORTING PROVISIONS</b>			
<b>D. INVOICING</b>			
1.	Reimbursement Claim/Invoicing (If a reimbursement claim form is being submitted, it must be submitted with a Quarterly Progress Report.)	Provide with Quarterly Progress Reports	Provide to DBW Grant Administrator
2.	Final Reimbursement Claim/Final invoice(s)	Due date is the same as the Final Report	Provide to DBW Grant Administrator
<b>E. REPORTS</b>			
1.	Quarterly Progress Reports	(Dates to be filled in by DBW Grant Administrator. The first report is submitted 4 months after the grant term begins, and every 4 months thereafter)	Provide to DBW Grant Administrator
2.	Annual Report	(Date to be filled in by DBW Grant Administrator. The report is due approx. 1 yr from	Provide to DBW Grant Administrator



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		the start of the grant term)	
3.	Draft Final Project Report	(Date to be filled in by DBW Grant Administrator. This report is due 30 days <b>prior</b> to grant expiration)	Provide to DBW Grant Administrator
4.	Final Project Report	(Date to be filled in by DBW Grant Administrator. This report is due 30 days after grant expiration)	Provide to DBW Grant Administrator
5.	Final Project Summary	(Date to be filled in by DBW Grant Administrator. This report is due 30 days after grant expiration.)	Provide to DBW Grant Administrator
6.	Final Project Inspection and Certification(s)	(Date to be filled in by DBW Grant Administrator. These certs are due 30 days after grant expiration)	Provide to DBW Grant Administrator