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| **Water Efficiency Grant Fund** |
| **Scope of Work** |
| **Date:** |  |
| **Project Name:** |  |
| **Grant Applicant:** |  |
| The scope of work shall state the purpose and primary features of the project, end products to be delivered, clear timelines and provide a detailed narrative of all tasks to be performed for completion of plan. (Timelines must include 50 and 75% progress reports and final plan submission dates.) Each task within the scope of work must: * Be numbered
* Contain a detailed description of work to be performed
* Identify those responsible for performing the task
* Identify funding sources, such as; grant monies, entity funds, in-kind services, and cash contributions, necessary to complete the task.
* Include estimated dates for progress reports and the final report.
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| **Objectives:** (List the objectives of the project) |
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| **Tasks** |
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| Provide a detailed description of each task using the following format: |
| **Task 1 - (Name)** |
| Description of Task: |
|  |
| Method/Procedure: |
|  |
| Applicant Deliverable: (Describe the deliverable the applicant expects from this task) |
|  |
| CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task) |
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| **Tasks** |
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| Provide a detailed description of each task using the following format: |
| **Task 2 - (Name)** |
| Description of Task: |
|  |
| Method/Procedure: |
|  |
| Applicant Deliverable: (Describe the deliverable the applicant expects from this task) |
|  |
| CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task) |
|  |

**Repeat for Task 3, Task 4, Task 5, etc.**

| **Reporting Requirements** |
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| **Reporting:** The applicant shall provide the CWCB a Progress Report at 50% & 75% completion of the project. The Progress Report shall address the following: * the success of meeting previously identified goals and objectives
* obstacles encountered
* preliminary findings or accomplishments
* potential need for revisions to the scope of work and timelines

(The CWCB may withhold reimbursement until satisfactory Progress Reports have been submitted.) |
| **Final Deliverable:** At the completion of the project, the applicant shall provide the CWCB a final report on the applicant’s letterhead including a review of the activities completed, an estimate of actual water savings realized (for covered entities), and other information that is relevant to the Board’s record of the Project and future use of the Project outcomes.The CWCB will withhold the last 10% of the grant request until the Final Report is completed to the satisfaction of CWCB staff. Once the Final Report has been accepted, and final payment has been issued, the purchase order or contract will be closed without any further payment.  |