

APPENDIX A

PROJECT SCOPE

The District's 2013 Comprehensive Stewardship Grant Program is based on a reimbursement model, and as such will require a detailed Project scope that includes a general description, response to evaluation criteria and tasks and subtasks for measuring and auditing progress and the subsequent allocation of funds to Grantee. The description and possible attachments should include, but is not limited to:

A. General Description

1. Specific description of Project tasks, including deliverables and milestones
2. Specific location of Project (cross street to cross street is generally an easily identifiable Project reach) with Project access described
3. Location map
4. Site plan
5. Photos of Project site (optional)
6. Adjacent water bodies and creeks
7. Adjacent trails, parks and open space
8. Existing District/ Grantee agreements in the Project vicinity (Joint Use Agreement, Joint Trail Agreement, Memorandum of Understanding, Memorandum of Agreement)
9. All proposed Project improvements (signage, fencing, grading, paving, bridges, benches, trash receptacles, landscaping, American Disabilities Act (ADA) accessibility, etc.)
10. Estimated time of year for construction
11. Plans for Project operation and maintenance
12. Plans for Project monitoring (where applicable)
13. Specific staff (working titles at a minimum) proposed for the Project team

B. Tasks and Subtasks

1. Tasks and subtasks should be identified for the Project Scope in such a way that the District may monitor Grantee's progress on the approved project. The detail in which this is done is at Grantee's discretion, however, as applicable, should include such general topics as planning, design (surveying, engineering, testing, bidding), construction, construction engineering and testing, construction contingency, landscaping, and project management.
2. Separate tasks and subtasks shall include cost estimates (see Appendices C and D) and shall be the basis for reimbursement in invoicing.