Scope of Work Checklist

The Scope of Work is the official description of the work that is to be completed during the contract. **The Scope of Work must be consistent with the Project Timeline. Applications with missing components will be at a competitive disadvantage.** Please use this checklist to make sure your Scope of Work is complete.

The Scope of Work must:

- ☐ Use the Fiscal Year 2019-20 template provided and in Microsoft Word format
- ☐ List all tasks and sub-tasks using the same title as stated in the project timeline
- ☐ Include the activities discussed in the grant application
- ☐ Include task and sub-task numbers in accurate and proper sequencing; consistent with the project timeline
- ☐ List the responsible party for each task and subtask and ensure that it is consistent with the project timeline (i.e. applicant, sub-applicant, or consultant)
- ☐ Include a thorough Introduction to describe relevant background, related planning efforts, the project and project area demographics, including a description of the disadvantaged community involved with the project, if applicable
- ☐ Include a thorough and accurate narrative description of each task and sub-task
- ☐ Include a task for a kick-off meeting with Fresno COG at the start of the grant
- ☐ Include a task for procurement of consultants, if consultants are needed
- ☐ Include a task for invoicing
- ☐ Include a task for quarterly reporting to Fresno COG
- ☐ Include detailed public participation and services to diverse communities
- ☐ Include project implementation/next steps
- ☐ List the project deliverable for each task in a table following each task and ensure that it is consistent with the project timeline
- ☐ EXCLUDE environmental, complex design, engineering work, and other ineligible activities

SCOPE OF WORK: Project Title

INTRODUCTION:

RESPONSIBLE PARTIES:

OVERALL PROJECT OBJECTIVES:

1. Task Title

Task 1.1
Task 1.2
Task 1.3
Task 1.4

- **Responsible Party:**

Task	Deliverable
1.1	
1.2	
1.3	
1.4	

2. Task Title

Task 2.1
Task 2.2
Task 2.3
Task 2.4

- **Responsible Party:**

Task	Deliverable
2.1	
2.2	
2.3	
2.4	

3. Task Title

Task 3.1
Task 3.2
Task 3.3

Task 3.4

- **Responsible Party:**

Task	Deliverable
3.1	
3.2	
3.3	
3.4	

4. Task Title

Task 4.1
Task 4.2

- **Responsible Party:**

Task	Deliverable
4.1	
4.2	

5. Task Title

Task 5.1
Task 5.2
Task 5.3

- **Responsible Party:**

Task	Deliverable
5.1	
5.2	
5.3	