**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 2020-21 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 athoroughIntroduction 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 Caltrans 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 Caltrans.
* 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**

**Grantee:** [Agency Name]

**Project Title:** [Project Title]

**Introduction**

[Project summary]

**Responsible Parties**

[Explain responsibilities]

**Overall Project Objectives**

[Explain project objectives]

1. **[Task Title]**

[Task description]

**Task 1.1: [Sub-Task Title]**

* [Sub-Task description]

**Responsible Party:**

**Task 1.2:**

**Responsible Party:**

**Task 1.3:**

**Responsible Party:**

|  |  |
| --- | --- |
| **Task #** | **Deliverable** |
| 1.1 | [Task deliverables] |
| 1.2 |  |
| 1.3 |  |

1. **[Task Title]**

**Task 2.1:**

**Responsible Party:**

**Task 2.2:**

**Responsible Party:**

**Task 2.3:**

**Responsible Party:**

|  |  |
| --- | --- |
| **Task #** | **Deliverable** |
| 2.1 |  |
| 2.2 |  |
| 2.3 |  |

1. **[Task Title]**

**Task 3.1:**

**Responsible Party:**

**Task 3.2:**

**Responsible Party:**

**Task 3.3:**

**Responsible Party:**

|  |  |
| --- | --- |
|  **Task #** | **Deliverable** |
| 3.1 |  |
| 3.2 |  |
| 3.3 |  |

1. **[Task Title]**

**Task 4.1:**

**Responsible Party:**

**Task 4.2:**

**Responsible Party:**

|  |  |
| --- | --- |
| **Task #** | **Deliverable** |
| 4.1 |  |
| 4.2 |  |