

**[PROJECT TITLE]**

**WORK PLAN**

*Sonoma County Agricultural Preservation and Open Space District  
Community Spaces Matching Grant Program*

Applicant Organization and Project Manager Contact Information:

Location/Address:

Assessor's Parcel Number:

District Matching Grant Funding: \$

Matching Funds (as stated in the MGA): \$

Estimated Total Project Cost: \$

**PROJECT DESCRIPTION** *(This description should match the project summary that was included in the matching grant agreement)*

**SCOPE OF WORK:** Please describe what **District grant and Grantee Match funding will accomplish.**  
*(Include specific information about project tasks, milestones, and anticipated outcomes using the following general task titles. Add sub-tasks as needed to describe the work to be completed.)*

- **Activity 1: Project Administration\*** (pre-development planning, design, environmental Compliance and permitting) personnel or contractor time *(not to exceed 25% of total Grant, 25% of total match)*
- **Activity 2: Planning, Design, Environmental Compliance and Permitting\*** *(not to exceed 25% of total Grant, 25% of total match amount)*
  - 2.1 Planning
  - 2.2 Design
  - 2.3 Environmental Compliance
  - 2.4 Permitting
- **Activity 3: Project Implementation/Construction/Acquisition** *(provide detailed sub-tasks for each step of the construction component (i.e. 3.1 site preparation, 3.2 trail construction, 3.3 native plant restoration 3.4 staff and or contractor labor for implementation of project)*
- **Activity 4: Operations and Maintenance/Post Implementation** *(not eligible for grant funding, not to exceed 50% of total match)*

**\* Please Note:** Activity 1 Project Administration (Pre-Development) and Activity 2. Planning, Design, Compliance, Permitting combined cannot exceed 25% of total Grant Funds, or 25% of Match Funds.

[Project Name] Workplan

Ag + Open Space Community Spaces Matching Grant Program

[DATE]

**PROJECT SCHEDULE** *(using the table below include anticipated dates of completion for the following project milestones; include any other milestones important to project implementation)*

- ✓ Finalize project plans
- ✓ Obtain necessary permits and CEQA compliance (as applicable)
- ✓ Send request for bids for construction
- ✓ Begin construction
- ✓ Complete construction
- ✓ Installation of signage
- ✓ Property implementation complete and property opens to the public: *(can be no more than five years from the date project was accepted into the matching grant program)*
- ✓ District funds and match fully expended: *(can be no more than five years from the date project was accepted into the matching grant program)*
- ✓ Final Performance Report submitted to the District: *(due date will be specified in the matching grant agreement)*

*Using the tasks/sub-tasks in number 1 above, provide a brief narrative of the project schedule and fill out the table below with additional details.*

TASK/SUB-TASK	DELIVERABLES	START DATE	END DATE
<b>Task 1:</b> Project Administration (Of pre-development Task 2 activities)			
<b>Task 2:</b> Planning, Design, Environmental Compliance and Permitting			
<b>Task 3:</b> Project Implementation/Construction			
<b>Task 4:</b> Operations & Maintenance /Post project performance			

#### PROJECT BUDGET

As shown in the line-item Project Budget below, the *[Applicant]* will match the District's contribution of \$\_\_\_\_\_ with \$\_\_\_\_\_ *[as identified in the matching grant agreement]* from all match sources.

Item/Activity	District Grant		Match A ( <i>List Source</i> )			Match B ( <i>List Source</i> )			TOTAL
	Amount	% of Total	Amount	Status <sup>4</sup>	% of Total	Amount	Status <sup>4</sup>	% of Total	
Activity 1. Project Administration <sup>1</sup>									
Activity 2. Planning, Design, Environmental Compliance, Permitting <sup>2</sup>									
Activity 3. Project Implementation/Construction									
Activity 4. Operations & Maintenance/Post Implementation <sup>3</sup>									
<b>Total Project</b>	\$0		\$0			\$	-		

*Expand Line-Item Budget with sub-tasks and additional detail as needed*

<sup>1</sup> and <sup>2</sup> Individually and combined are not to exceed 25% of Grant or Match funds.  
<sup>3</sup> Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Funds  
<sup>4</sup> Identify Match Status as "secured" or "anticipated by XX/XX/XX" (date).