

[PROJECT TITLE] WORK PLAN

For the Sonoma County Agricultural Preservation and Open Space District

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 in detail the work to be completed.)*

- **Task 1:** Project Administration *(not to exceed 25% of total Grant, 10% of total match)*
- **Task 2:** Planning, Design, Environmental Compliance and Permitting *(not to exceed 25% of total Grant, 10% of total match amount)*
 - 2.1 Planning
 - 2.2 Design
 - 2.3 Environmental Compliance
 - 2.4 Permitting
- **Task 3:** Project Implementation/Construction *(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))*
- **Task 4:** Post project performance
- **Task 5:** Operations and Maintenance *(not eligible for grant \$, not to exceed 50% of total match)*

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
- ✓ 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
Task 1: Project Administration			
Task 2: Planning, Design, Environmental Compliance and Permitting			
Task 3: Project Implementation/Construction			
Task 4: Post project performance/Operations & Maintenance			

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/Task	District Grant		Match A (List Source)			Match B (List Source)			TOTAL
	Amount	% of Total	Amount	Status ⁴	% of Total	Amount	Status ⁴	% of Total	
Task 1. Project Administration ¹									
Task 2. Planning, Design, Environmental Compliance, Permitting ²									
Task 3. Project Implementation/Construction									
Task 4. Post Project Performance ³									
Total Project	\$0		\$0			\$	-		

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

¹ Cannot exceed 25% of total Grant Funds, 10% of total Match Funds

² Cannot exceed 25% of total Grant Funds, 10% of total Match Funds

³ Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Funds

⁴ Identify Match Status as "secured" or "anticipated by XX/XX/XX" (date).