

SCOPE OF WORK

Sample & Instructions

Attached is the sample Scope of Work template. Every application is required to include the following tasks:

Task 1.1 **Attend Kick-off Meeting**

Task 1.2 **Final Meeting**

Task 1.3 **Quarterly Progress Reports**

Task 1.4 **Final Report**

The following tasks will only be required for certain project types and include:

Task 1.5 **Identify and Obtain Matching Funds**

Task 1.6 **Identify and Obtain Required Permits**

Task 1.7 **Obtain and Execute Subcontracts**

Every application should also include Task 2 and 3.

Task 2 **Capital Acquisition**

Task 3 **Data Collection and Analysis**

Task 3- Data Collection and Analysis will begin once the vehicle and/or infrastructure is in operation and requires a minimum of six months of service before the final report can be submitted.

Scope of Work –Sample & Instructions

TECHNICAL TASK LIST

<Insert the Task numbers and Task names for your Grant Agreements.>

Task #	Task Name
1	Administration
2	Capital Acquisition
3	Data Reporting

KEY NAME LIST

<Insert the Task numbers and the Key names for each Task in your Project. Include Key names only if the value of the project would significantly change without those personnel, subcontractors, or partners. Add additional lines as needed. Alternatively, you may delete this table if there are no key names.>

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	<Name>	<Name>	<Name>
2	<Name>	<Name>	<Name>
3	<Name>	<Name>	<Name>

GLOSSARY

Specific terms and acronyms used throughout this scope of work/work plan are defined as follows:

Term/ Acronym	Definition
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Project Participant	Project Participant means Recipient or Grantee of the grant. All three terms are used to mean the same thing.
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
MSRC	Mobile Source Reduction Review Committee

Goals of the Grant Agreements:

The goals of the Program are as follows:

1. Achieve immediate emission reductions for NO_x and PM_{2.5} from commercially deployed vehicles/equipment and facilitate supporting infrastructure.
2. Inform both industry and the public regarding ZE/NZE vehicle/equipment and supporting infrastructure performance, and how this information can be used to scale emission reductions to contribute to regional air quality goals.
3. Provide private operators and the public with information on return on investment (ROI) and cost-effectiveness insights into ZE/NZE vehicle/equipment and infrastructure operations, maintenance, and reliability.
4. Create greater transparency regarding the need for public versus private ZE/NZE supporting infrastructure; and
5. Inform the needs and/or help address the challenges to significantly scale ZE/NZE vehicles/ equipment and infrastructure in the region.
6. Achieve geographic funding diversity and ensure that the LFMP provides economic and environmental benefits across the entire region.

TASK 1 ADMINISTRATION

Task 1.1 Attend Kick-off Meeting

The goal of this task is to establish the lines of communication and procedures for implementing the Grant Agreements. The SCAG project manager and Project Participant will discuss terms of the agreement and provide clarification of any questions the Project Participant may have.

The Project Participant shall:

- Attend a “Kick-Off” meeting with the SCAG. The Project Participant shall bring their Project Manager, Agreement Administrator, Accounting Officer, and any others determined necessary by the Project Participant or specifically requested by the SCAG to this meeting.
- Discuss the following administrative and technical aspects of the Grant Agreements:
 - o Grant Agreements’ Terms and Conditions (MOU)
 - o Match fund documentation (Task 1.5) No reimbursable work may be done until this documentation is in place.
 - o Permit documentation (Task 1.6)
 - o Subcontracts needed to carry out project (Task 1.7)
 - o An updated Schedule of Products and Due Dates/Milestones (Budget Schedule)

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- o Quarterly Progress Reports (Task 1.3)
- o Final Report (Task 1.4)

Project Participant Products:

- Updated Schedule of Products and Due Dates/Milestones
- Updated List of Match Funds
- Updated List of Permits
- Schedule for obtaining vehicle or infrastructure, if not already procured

SCAG Manager Product:

- Kick-Off Meeting Agenda

Task 1.2 Final Meeting

The goal of this task is to closeout the Grant Agreements.

The Project Participant shall:

- Meet with SCAG staff to present the findings, conclusions, and recommendations. The final meeting must be completed during the closeout of the Grant Agreements.

This meeting will be attended by, at a minimum, the Project Participant, and SCAG project manager. The technical and administrative aspects of the Grant Agreements closeout will be discussed at the meeting.

The technical portion of the meeting shall present an assessment of the degree to which project and task goals and objectives were achieved, findings, conclusions, recommended next steps (if any) for the Grant Agreements, and recommendations for improvements.

The administrative portion of the meeting shall be a discussion with the Project Participant about the following Agreement closeout items:

- o What to do with any equipment purchased
- o Request for specific data (not already provided in Agreement products)
- o Final invoicing and release of retention
- Prepare a schedule for completing the closeout activities for the Grant Agreements.

Products:

- Written documentation of the Project Participant having met the Grant Agreements' requirements
- Schedule for completing closeout activities.

Task 1.3 Quarterly Progress Reports

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of the Grant Agreements on time and within budget.

The objectives of this task are to summarize activities performed during the reporting period, to identify activities planned for the next reporting period, to identify issues that may affect performance and expenditures, and to form the basis for determining whether invoices are consistent with work performed.

The Project Participant shall:

- Prepare a Quarterly Progress Report which summarizes all of the Grant Agreements' activities conducted by the Project Participant for the reporting period, including an assessment of the ability to complete the Grant Agreements within the current budget

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and any anticipated cost overruns. Each progress report is due to SCAG within 10 days of the end of the reporting period. The recommended specifications for each progress report are contained in Exhibit E in the MOU.

- In the first Quarterly Progress Report and first invoice, document and verify match expenditures and provide a synopsis of project progress.
- If vehicles have been acquired and operational, Project Participant will submit the progress report (Exhibit E) with relevant attachments. The progress report will be submitted with an itemized invoice.

Product:

- Quarterly Progress Reports

Task 1.4 Final Report

The goal of the Final Report is to assess the project's success in achieving the Grant Agreements' goals and objectives.

The objectives of the Final Report are to clearly and completely describe the project's purpose, approach, activities performed, results, and lessons learned; to present a public assessment of the success of the project as measured by the degree to which goals and objectives were achieved; to make insightful observations based on results obtained; to draw conclusions; and to make recommendations for further projects and improvements.

The Final Report shall be a public document. If the Project Participant has obtained confidential status from SCAG and will be preparing a confidential version of the Final Report as well, the Project Participant shall perform the following activities for both the public and confidential versions of the Final Report.

The Project Participant shall:

- Prepare an Outline of the Final Report, if requested by the SCAG project manager.
- The Final Report must be completed at least 60 days before the end of the Grant Agreements' terms.
- Submit one electronic copy to the SCAG project manager with the final invoice.

Products:

- Outline of the Final Report, if requested
- Draft Final Report
- Final Report

Task 1.5 Identify and Obtain Matching Funds

The goal of this task is to ensure that the match funds planned for the Grant Agreements are obtained and applied to the Grant Agreements during the term of the Grant Agreements.

Match funds shall be spent concurrently with SCAG funds for each task during the term of the Grant Agreements. Match funds must be identified in writing and the associated commitments obtained before the Project Participant can incur any costs for which the Project Participant will request reimbursement.

The Project Participant shall:

- Prepare a letter documenting the match funding committed to the Grant Agreements and submit it to SCAG at least 15 working days prior to the kick-off meeting. If no match funds were part of the proposal that led to SCAG awarding the Grant Agreements and none have been identified at the time the Grant Agreements starts, then state such in

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the letter. If match funds were a part of the proposal that led to SCAG awarding the Grant Agreements, then provide in the letter a list of the match funds that identifies the:

- o Amount of each cash match fund, its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied.
- o Amount of each in-kind contribution, a description, documented market or book value, and its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or allowable real property, the Project Participant shall identify its owner and provide a contact name, address and telephone number, and the address where the property is located.
- Provide a copy of the letter of commitment from an authorized representative of each source of cash match funding or in-kind contributions that these funds or contributions have been secured. For match funds provided by a grant, a copy of the executed grant shall be submitted in place of a letter of commitment.
- Discuss match funds and the implications to the Grant Agreements if they are reduced or not obtained as committed, at the kick-off meeting. If applicable, match funds will be included as a line item in the progress reports.
- Provide the appropriate information to the SCAG project manager if during the course of the Grant Agreements additional match funds are received.
- Notify SCAG within 10 days if during the course of the Grant Agreements existing match funds are reduced. Reduction in match funds must be approved through a formal amendment to the Grant Agreements and may trigger reduced funding.

Products:

- A letter regarding match funds or stating that no match funds are provided
- Copy(ies) of each match fund commitment letter(s)
- Letter(s) for new match funds (if applicable)
- Letter that match funds were reduced (if applicable)

Task 1.6 Identify and Obtain Required Permits

The goal of this task is to obtain all permits required for work completed under the Grant Agreements in advance of the date they are needed in order to keep the Grant Agreements' schedules on track.

Permit costs and the expenses associated with obtaining permits are not reimbursable under the Grant Agreements. Although the SCAG budgets for this task will be zero dollars, the Project Participant shall budget match funds for any expected expenditures associated with obtaining permits. ***Permits must be identified in writing and obtained before the Project Participant can make any expenditure for which a permit is required.***

The Project Participant shall:

- Prepare a letter documenting the permits required to conduct the Grant Agreements and submit it to the SCAG project manager at least 15 working days prior to the kick-off meeting. If there are no permits required at the start of the Grant Agreements, then state such in the letter. If it is known at the beginning of the Grant Agreements that permits will be required during the course of the Grant Agreements, provide in the letter:
 - o A list of the permits that identifies the:
 - Type of permit
 - Name, address and telephone number of the permitting jurisdictions or lead agencies

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- o The schedule the Project Participant will follow in applying for and obtaining these permits.
- Discuss vehicle procurement and the schedule for obtaining them at the kick-off meeting should the vehicle manufacturer not already have them for each vehicle make and model being piloted.
- Discuss the list of permits and the schedule for obtaining them at the kick-off meeting and develop a timetable for submitting the updated list, schedule, and the copies of the permits. The implications to the Grant Agreements if the permits are not obtained in a timely fashion or are denied will also be discussed.
- If during the course of the Grant Agreements additional permits become necessary, provide the appropriate information on each permit and an updated schedule to the SCAG project manager.
- As permits are obtained, send a copy of each to the SCAG project manager.
- If during the course of the Grant Agreements the permits are not obtained on time or are denied, notify the SCAG project manager within 5 working days.

Products:

- Letter documenting the permits or stating that no permits are required
- A copy of each approved permit (if applicable)
- Updated list of permits as they change during the term of the Grant Agreements (if applicable)
- Updated schedule for acquiring permits as changes occur during the term of the Grant Agreements (if applicable)
- A copy of each final approved permit (if applicable)

Task 1.7 Obtain and Execute Subcontracts

The goal of this task is to ensure the Project Participant to procure subcontractors that might be required to carry out the tasks under the Grant Agreements consistent with the Grant Agreements' Terms and Conditions and the Project Participant's own procurement policies and procedures. It will also provide the SCAG an opportunity to review the subcontracts to ensure that the tasks are consistent with the Grant Agreements, and that the budgeted expenditures are reasonable and consistent with applicable cost principles.

The Project Participant shall:

- Manage and coordinate subcontractor activities.
- Submit a draft of each subcontract required to conduct the work under the Grant Agreements to SCAG for review.
- Submit a final copy of the executed subcontract.
- If Project Participant decides to add new subcontractors, then the Project Participant shall notify the SCAG project manager.

Products:

- Draft subcontracts
- Final subcontracts

TECHNICAL TASKS

TASK 2 Capital Acquisition

The goal of this task is to ... *<Complete the sentence with a brief description of the goal(s). Please be brief, two to three sentences maximum.>*

The Project Participant shall:

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- *<Insert verb in active tense ... complete the sentence.>*
- *<Insert verb in active tense ... complete the sentence.>*
- *<Etc. See instructions>*

Products:

For each product there must be a bullet under “The Project Participant Shall:” explaining it in more detail.>

- *<Insert 1st product (name only) and include draft and final versions as necessary>*
- *<Insert 2nd product (name only) and include draft and final versions as necessary>*

Task 3 DATA COLLECTION AND ANALYSIS

The goal of this task is to collect operational data from the project, to analyze that data for economic and environmental impacts, and to include the data and analysis in the Final Report. This task may not begin until vehicle or infrastructure is in operation and must continue for six months before project can be closed out.

The Project Participant shall:

- Compare and contrast any project performance and expectations provided in the proposal to SCAG with actual project performance and accomplishments.
- Collect data, information, and analyze data as outlined in Exhibit D- Quarterly Progress Report.
- **Products:**
- Data collection submitted to SCAG with quarterly progress reports.
- Final Report.