# WORK PROGRAM

## Grantee Name

## Project Name

## SFBRA Grant Agreement # XX-XXX

## DATE

[Note: Instructions for completing the work program template are shown within brackets in blue text. These instructions can be deleted once the work program has been drafted.]

## PROJECT DESCRIPTION

The purpose of this project is \_\_\_\_\_\_\_\_\_\_\_. [ORGANIZATION] (Grantee) will \_\_\_\_\_\_\_\_\_\_\_\_\_.

## SCOPE OF WORK

### Task 1 Project Management

The Grantee will coordinate with Authority Project Manager to keep him/her informed about the status of the project. Grantee will be responsible managing the budget and schedule, submitting requests for disbursement, and other project management activities. Before hiring subcontractors for work under this grant agreement, Grantee will submit subcontractor qualifications to perform specified tasks for the review and approval of the Authority Project Manager. In the progress reports, the Grantee shall document all subcontractor activities, deliverables completed, progress, issues and proposed resolutions.

**Task Deliverable(s):** progress reports, invoices, subcontract documentation, and final project deliverables and closeout documentation, including the Lessons Learned Report.

### Task 2 Name of Task

[Directions: insert description of the work that will be completed for this task. Use subtasks if necessary.]

#### Subtask 2.1

[Insert brief description]

#### Subtask 2.2

[Insert brief description]

**Task Deliverable(s):**

### Task 3 Name of Task

[Directions: insert description of the work that will be completed for this task. Use subtasks if necessary.]

**Task Deliverable(s):**

### Task 4 Name of Task

[Directions: insert description of the work that will be completed for this task. Use subtasks if necessary.]

**Task Deliverable(s):**

[Directions: Add additional tasks as needed.]

## SCHEDULE

Work Completion Date: [use date in Grant Agreement]

Final Request for Disbursement and Final Progress Report: [use date in Grant Agreement]

Grant Termination Date: [use date in Grant Agreement]

The Grantee will submit project deliverables as listed in the schedule below. In the event the Grantee anticipates a delay in the project schedule, the Grantee shall inform the Authority Project Manager by email prior to the scheduled due date of that task or deliverable.

In the event the project cannot be completed prior to the completion date of the Grant Agreement, the Grantee shall request an extension by email, providing justification for the extension and a revised schedule of completion. There is no guarantee that the grant agreement will be extended.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Number** | **Task Title** | **Deliverable** | **Estimated Start Date** | **Estimated Completion Date** |
| 1 | Project Management | * Requests for Disbursement (Invoices), Progress Reports * Copies of Subcontracts * Lessons Learned Report | Not Applicable | * Monthly or quarterly throughout the contract term * As available * [Insert project completion date] |
| 2 | XX | X |  |  |
| 3 | XX | X |  |  |
| 4 | XX | X  X |  |  |

## BUDGET OVERVIEW

[Directions: The budget needs to show the same task categories as the Scope of Work. This table may be submitted as a separate excel spreadsheet.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Number** | **Task Title** | **Restoration Authority Grant** | **Estimated Other Funding** | **Total Budget** |
| 1 | Project Management | $0 | $0 | $0 |
| 2 | X | $0 | $0 | $0 |
| 3 | X | $0 | $0 | $0 |
| 4 | X | $0 | $0 | $0 |
|  | Indirect Costs (**XX**%) | $0 | $0 | $0 |
| TOTAL |  | $0 | $0 | $0 |

## BUDGET DETAIL

**[See SFBRA Budget Guidelines**.]

### 5.1 Direct Costs

[Directions: List the types (not amounts) of direct costs that will be billed (e.g., project supplies, printing, personal protection equipment, field equipment, food, etc.) and briefly explain why those direct costs are needed for the project. Direct costs will be billed at cost up to the maximum budget amount.

If the organization carrying out the project will use a fiscal sponsor, the fiscal sponsor fee should be included in the budget as a direct cost. It should be shown as a separate line in the budget table.]

### 5.2 Travel Costs

Travel costs for the grantee and any subcontractors must be consistent with the [State of California’s travel reimbursement guidelines](https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx). Travel expenses in excess of these rates will not be reimbursed, unless you provide documentation that these rates are not reasonably available to you.

### 5.3 Indirect Costs

[Directions: The Authority limits overhead recovery to a maximum of 15% of a grant. The indirect cost rate charged on labor can exceed 15%, as long as the total indirect costs are no more than 15% of the total cost of the grant.

Grantees that wish to charge overhead to an Authority grant must be able to document the appropriateness of these charges. Appropriate calculation of a grantee’s indirect cost rate is subject to review by the Authority’s auditor, and Grantee may be required to partially repay indirect costs if the indirect cost rate cannot be justified to the auditor’s satisfaction.]

Indirect costs will be billed at a rate of **XX**% of total grant cost (or alternate approach as needed by grantee).

## SUBCONTRACTORS

Grantee may award subcontracts, as necessary, to qualified consultants or other agencies. Prior to subcontractor initiating work under this agreement, the Grantee shall submit subcontractor qualifications along with a summary of tasks and deliverables to be completed by the subcontractor to Project Manager for approval. These will be reviewed for approval by the Authority Project Manager.

[Directions: List identified subcontractor’s scope and deliverables and a brief statement of qualifications. Approval of the work program includes approval of listed subcontractors. Other subcontractors can be added and approved by email.]

For example: [Subcontractor Name]: Geotechnical investigations. Link to subcontractor website.]

## PLAN FOR ACKNOWLEDGMENT

[Directions: Provide a description of how you’ll acknowledge Authority funding (e.g., newsletters, social media posts, events, promotional material, sign plan, etc.)

**Please use the linked** [**Acknowledgement Plan and Logo Use guidelines**](http://sfbayrestore.org/sites/default/files/2019-11/sf_bra_logos_and_signage_guidance.pdf)**.** Your grant manager can also share these documents with you directly.

**Photo Release:** We encourage grantees to share photographs and other media demonstrating the benefits of Authority grants with us. Please note that unless otherwise stated, photographs and other media (including photographs of children and other vulnerable populations) shared with the Authority may be used for publicity and education by the Authority. Grantees should consider issues of copyright, consent, and privacy before sharing media with the Authority.]