Applicant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAAST PIN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Scope of Work** |

All applications must include a scope of work that provides a detailed description of the project for which funding is requested. The scope of work must include a description of the work to be performed under each task and deliverable. The scope of work must include sufficient detail that justifies the project.

The headings below should be the main headings in the scope of work. This will help to ease review and scoring of the scope of work and also allow the reviewers a quick reference to the information needed to properly score the application. Work Tasks described in the scope of work must correlate with those tasks shown on the schedule (Attachment 7) and budget (Attachment 8). The scope of work submittal should not exceed 20 pages.

1. **Adequate stakeholder outreach:** Describe the tasks proposed in the project to provide stakeholder outreach (e.g., public meetings, stakeholder advisory committee, technical/regulatory advisory committee, website, social media pages, flyers, posters, temporary project signage, educational permanent signage, etc.).
2. **Permitting and Environmental Review/Site Access:** Describe any regulatory guidance, orders, or permits associated with the project. If applicable, describe how the proposed project relates to any regulatory directive. Provide a list of all required permits, environmental documentation, and landowner/access agreements required, and the status of each document. Provide any supporting documentation as Attachment 6. Please provide all information as a single .pdf file.

To document Site Access provide the following information:

* + - * Document if the applicant is the Owner of the project location. Provide attachments or documentation, as necessary.
			* If applicant does not own the project location, provide a Site Access Agreement or a plan to obtain site access.
1. **Work Tasks/Deliverables:** Provide a detailed description of the work tasks and deliverables to clarify the project can be implemented. The descriptions should be sufficient enough to be used in a grant agreement if the project is chosen for funding. Provide as many subtasks as are required for the project.

Work Tasks:

* + Project Administration – include a description of all tasks necessary for the applicant to administer the project (e.g., invoicing, reporting, coordination, etc.). Provide as many subtasks as are required.
	+ Planning/Design/Engineering/Environmental – include a description of all tasks necessary to complete the project (e.g., preliminary design, final design, geotechnical investigations, pilot study, CEQA documentation). Provide as many subtasks as required.
	+ Construction/Implementation – include a description of all construction activities required to complete the project (e.g., notice to proceed, construction administration, construction management, construction tasks/subtasks, etc.).
* Monitoring/Performance – describe the monitoring proposed for the project (e.g., monitoring plan, quality assurance/control plan, monitoring activities).
* Outreach – describe the tasks proposed in the project (e.g., public meetings, stakeholder advisory committee, technical advisory committee, website, social media pages, flyers, posters, temporary project signage, educational permanent signage, etc.)

Subtask examples include, but are not limited to:

* Geologic or Hydrogeologic Investigation – describe the purpose and scope of the investigation, field activities proposed (i.e. soil sampling, monitoring well installation, groundwater sampling), describe analytical methods, sample locations. This subtask should be included under “Monitoring/Performance”.
* Remedial Investigation – describe type of field activities to be performed, analytical methods, sample type and location. This subtask should be included under “Monitoring/Performance”.
* Feasibility Study –describe goals/objectives, alternative scenarios that will be evaluated, criteria for selection of preferred alternative. This subtask should be included under “Planning/Design/Engineering/Environmental”.
* Groundwater/Contaminant Transport Modeling –describe modeling objectives, type of model, data requirements, and limitations. This subtask should be included under “Planning/Design/Engineering/Environmental”.

Deliverables:

* + - Site Investigation Report – deliverable should, at a minimum, include the following:
* An introduction that describes the site background and discusses the objectives and purpose of the project.
* A description of the physical characteristics of the site, which may include the following: geography, demography, topography, geology, soils, surface water, and groundwater.
* A discussion of the project’s scope of work, which may include the following: field investigation activities such as utility clearance, soil sampling, soil gas sampling, groundwater sampling, well installation, and well development.
* A discussion of the Quality Assurance Project Plan (QAPP), which should include: a sampling and analysis plan that describes sample storage, custody, and tracking protocols; field instrument calibration procedures; laboratory analytical procedures, and quality assurance measures.
* A section that provides a discussion on the reporting requirements and the project schedule.
	+ - Feasibility Study Report – deliverable should, at a minimum, include the following:
* A focused assessment of groundwater impacts.
* An evaluation of the different project alternatives, including why the preferred alternative was selected.
* A cost-benefit analysis that explains how the project is economically feasible. The cost-benefit analysis should include, at a minimum, the following: an estimate of the capital costs for design, installation, and operation of the system including equipment, materials, and operating consumables such as electricity and; an estimate of the financial and economic benefits as a result of the project.
* Each of the project alternatives should have a cost-benefit analysis in order to justify the preferred alternative.
* Describe any pilot studies necessary to evaluate full-scale implementation of the preferred alternative.
	+ - Remedial Action Plan Report – deliverable should, at a minimum, include the following:

• Summary of the investigation findings and contaminant distribution, justifying the project location.

• Identification of remediation standards (cleanup goals).

• Detailed description of the remedial action and the remedial technology to be applied.

• Identification of all areas where remedial action will be conducted on a scaled site map.

• Sampling summary table for post remediation verification samples.

• QAPP describing proposed sampling and analytical methods.

• List of required permits.

• Description of soil and sediment erosion control and monitoring, and dust and odor control and monitoring procedures to be implemented during remedial activities.

• Health and safety plan.

• Plan for the maintenance, evaluation, and reporting of all engineering and institutional controls.

Other Potential Deliverables:

* Groundwater/Contaminant Transport Modeling report
* Pilot Study report
* Remedial Action Plan report
* Invoices and receipts for project administration
* Progress Reports
* Draft and Final Project Reports
* Construction Summary report
* Monitoring and Reporting report
1. **Technical justification for methodology:** Provide a description of investigation methods proposed for the project (e.g., direct-push technology, drilling methods, hydropunch sampling, monitoring well installation, soil gas monitoring, aquifer testing, etc.). Describe and provide justification that the investigation method(s) selected are justified based on the site characteristics and objectives of the project. Assure that the objectives of the project will lead to the implementation project.
2. **Technical Information:** Provide a draft work plan that discusses the investigation approach including: a map depicting the project area, sample locations and depths, and location of existing and proposed monitoring wells. Provide a discussion of how the analytical results and assessment of the data (e.g., statistical analysis, modeling) will achieve the objectives of the project proposed.
3. **Validity and Quality of the information:** Describe the proposed sampling, analysis, and monitoring program plan that will be developed. Describe the general procedures and protocols related to sample collection and handling (i.e., Quality Assurance/Quality Control). Describe proposed field methods for all samples collected (e.g., groundwater elevation measurements, well purging, water quality measurements, soil gas samples, soil samples, etc.). Provide a narrative justifying that the sampling, analysis and monitoring program will provide the necessary information to achieve the objectives of the project.
4. **Data Management:** Provide a discussion of the proposed data collection and monitoring.
* The proposed data collection and monitoring;
* Whether a monitoring plan and quality assurance project plan are required; and
* Whether the data will be submitted to California Environmental Data Exchange Network (CEDEN) and/or GeoTracker.
1. **Alternatives to achieving project purpose:** Describe investigation alternatives (methods) considered and provide cost-estimates for each alternative. If the lowest cost alternative is not selected, provide justification.