The Scope of Work identifies the tasks required to complete the project. The following instructions will assist with the development of the Scope of Work. Please include both project related activities and grant reporting activities in this table. Electronic files for the Scope of Work must be in MS Word file format. There is no word limit for the Scope of Work but please scale your Scope of Work to the complexity of your project. Add additional Tasks and table rows as needed.

The CEC is a state agency and is subject to the Public Records Act (Gov. Code, § 7920.000 et seq.). If a Public Records Act request is submitted to the CEC or OPR for Products or information in Products, the CEC is only able to keep the requested Product or information confidential if there is a legal basis for confidentiality. Because of this, applicants are encouraged to find solutions so that Products can be delivered without confidential information. Solutions include, but are not limited to, aggregating data, allowing CEC staff to view information but not retain it, redacting sensitive information, or summarizing sensitive information so that it is no longer sensitive.

If an applicant is awarded a grant under this solicitation, the applicant may request a Data Sharing Agreement (See Attachment 10) that will govern the rights and responsibilities of the parties with respect to confidential information submitted in Grant Agreement Products (i.e., tangible items specified for delivery in the Scope of Work (Attachment 4)). If a Data Sharing Agreement is requested, CEC and the grant Recipient will attempt to negotiate and execute a Data Sharing Agreement and the grant agreement will be conditional upon execution of a Data Sharing Agreement that is satisfactory to all parties. Attachment 10 to this solicitation presents a template Data Sharing Agreement.

Although the option to request a Data Sharing Agreement is available to applicants, it is strongly recommended that applicants only propose to include confidential information in a Product if it is imperative for the project.

1. Task List – Insert the Task numbers and Task names for the project. The work effort should be divided into a series of logical, discrete, and sequential tasks. Tasks may be divided into sub-tasks to better frame the work.
2. Activities – List each individual activity with a separate bullet. Organize activities in the order in which they will occur. Use this section to describe the essential elements of the process you will use to complete each project task.
3. Timetable (in months) – Provide anticipated start and end months for each task identified. The project must be completed and online by June 30, 2027, or before.
4. Task Products – Provide a description of each Product (i.e., deliverable) and explain the method for submitting each deliverable. Some tasks may not have a deliverable associated with them; in this case indicate N/A.
5. Administrative Tasks – Status updates, Invoicing, Measurement and Verification, and Final Report. Please include in your project plan the following administrative activities:

a. Bimonthly status updates – Email a summary every two months to the Commission Agreement Manager and schedule a follow up call with the Commission Agreement Manager to discuss project status updates.

b. Quarterly invoicing – Invoicing on a quarterly basis is recommended to allow for prompt reimbursement of projects costs. The template invoice spreadsheet (provided by the Commission Agreement Manager) will be used for all invoices.

c. Measurement and Verification reports – Approved Applicants must provide annual measurement and verification data and performance reports on the project according to a measurement verification plan approved by the Commission Agreement Manager.

d. Final report – A final report is required. Please plan to submit a draft final report to the Commission Agreement Manager at least two months prior to the end of the agreement end date to allow sufficient time for revisions if needed. The final report must be submitted at least one month prior to the agreement end date.

**Name of Applicant:**

**Proposal Title:**

| Tasks | Activities | Timetable  in months | Product(s)/  Deliverable(s) |
| --- | --- | --- | --- |
| **Task 1.** |  |  |  |
| **Task 2.** |  |  |  |
| **Task 3.** |  |  |  |
| **Task 4.** |  |  |  |
| **Task 5.** |  |  |  |
| **Task 6.** |  |  |  |
| **Task 7.**  (*Add additional Tasks and table rows as needed)* |  |  |  |