**Instructions:**

**Please start application by filling out and refining this document. All other documentation must be aligned to this scope of work. You’ll be providing documentation on the following categories of work (as relevant to your project):**

* **Pre-Award**
* **Pre-Construction**
* **Construction**
* **Post-Construction**

**Detailed Scope of Work**

Entity - Project Name

**Brief Description of Project Location(s)/Area(s):**

**Brief Description of Problem Being Addressed:**

**Project Goal(s):** ***Describe the result of proposed mitigation project and anticipated impact.***

**Project Tasks:**

A. Pre-Award Pre-Construction: ***Add/remove tasks from outline below for tasks that were completed prior to submission to FEMA and that are requested to be reimbursed.* *Remove section if none are requested/completed.***

* 1. Procurement
	2. Engineering Analysis
	3. Design
	4. Permitting
	5. EHP Coordination
	6. Benefit Cost Analysis
	7. Specific Pre-Construction Tasks related to Project Type Requirements: ***Add more details below about what remains and the specifics for your project (e.g., elevation certificates, structural inspections, H&H Analysis).***
1. Subgrant Agreement: Contracting process between State and Subapplicant after project is awarded.
2. Pre-Construction: ***Add/remove tasks from outline below for what you still need to do before beginning construction***. ***Remove section if none are requested.***
	1. Procurement for the following: ***Be specific what is being contracted out for pre-construction.***
	2. Project Management
	3. Design
	4. Engineering Analysis
	5. Permitting
	6. EHP Coordination (as requested by FEMA in project award)
	7. Benefit Cost Analysis **(only if project is phased)**
	8. Specific Pre-Construction Tasks related to Project Type Requirements: ***Add more details below about what remains and the specifics for your project (e.g., elevation certificates, structural inspections, H&H Analysis).***
3. Construction: ***Add/remove tasks from outline below for construction stage of project, adding in details and specifications for your project.***
	1. Procurement for the following: ***Be specific what is being contracted out for construction.***
	2. Project Management
	3. Construction management
	4. Construction: ***Please add clear details on this specific to the project.***
		1. Demolition/Site Prep:
		2. Construction:
		3. Site Restoration:
	5. Inspection

Construction Project Specifications: ***If some of this is unknown, put in your best guess.***

* Design Level:
* Dimensions:
* Elevation of Mitigation Action:
* Other:
1. Post-Construction: ***Add/remove tasks from outline below for post-construction stage.***
	1. Project Management
	2. Permit closeout
	3. Photo documentation
	4. Specific Post-Construction Tasks related to Project Type Requirements: ***Add more details below about specifics for your project (e.g., final elevation certificates, deed restrictions, as-built designs, certification design is FEMA compliant).***
2. Grant Closeout: Final financial documentation and reporting for grant to be closed after all scope of work items are completed.

**Other Project Details**: ***Add more details for reviewer awareness, as needed. Remove section if there is nothing else to add.***