

**ATTACHMENT A
GRANT WORK PLAN**

Project Title: *Provide a brief title for the project proposed.*

Project Location: *Identify the location of the project and include the county/counties involved in the project area. If this project affects water, include the watershed and hydrologic unit code.*

Project Background: *Provide a summary of the site/project area and the justification supporting the need for the Florida Department of Environmental Protection to fund the proposed project.*

Project Description: *Provide a detailed description of the work to be performed for the project. Project descriptions should include specific tasks for accomplishing the completion of the project.*

Project Tasks/Deliverables: *Provide a clear, detailed description of the task that is to be completed. Identify deliverables to result from the task. (Examples include: operations logs, sampling reports, hauling and disposal logs, something as proof that the task was completed, etc.) Identify dates for providing the deliverables on a schedule after the date of agreement execution. Payment will only be made upon submittal and approval of deliverable identified for the task. (If the Grantee wants to be reimbursed quarterly then a quarterly deliverable and budget must be provided). Format should appear as follows:*

Task #

Task Title:

Task Description:

Deliverable Description:

Deliverable Budget:

Project Budget Detail: *Provide budget detail for each deliverable being funded under this Agreement.*

Salaries: *Provide the positions that will be paid under this Agreement, what their hourly rate is and how many hours it is anticipated they will work on the project.*

Fringe Benefits: *Provide the fringe benefit rate and the benefits included in the rate.*

Travel: *Who is traveling and to where and what task is it under?*

Contractual: *What services will be subcontracted?*

Equipment: *What equipment will be purchased? Equipment is \$1,000 or more per unit cost. This includes vehicles if approved by the Department.*

Supplies/Other Expenses: *What supplies will be purchased? What are the other costs? (rental, postage, copying, any costs other than salaries, fringe benefits, travel, contracted services).*

Performance Measure: (What criteria will the DEP Grant Manager use to evaluate the deliverable to determine if it is acceptable, receipt is not a performance measure, it should be in compliance with a particular statute or rule)

NOTE: THIS INFORMATION MUST BE PROVIDED FOR EACH TASK.

Task No.	Task Title	Start	Complete	Deliverable	Deliverable Due Dates

Total Project Budget:

Budget Category	DEP Funding Amount
Salaries:	
Fringe Benefits:	
Travel:	
Contractual Services:	
Equipment Purchases	
Supplies/Other Expenses	
Land	N/A
Indirect:	N/A
Total Funding Amount:	

Total Budget by Task: *The tasks identified here should agree with the tasks identified and described above.*

Task	DEP Funding Amount
1	
2	
3	
4	
5	
6	
Total Funding Amount:	

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