Scope of Work Fact Sheet

The project applications SOW provides a detailed description of the problem that needs to be mitigated and the proposed project. Knowing the causes of the damage will help you identify the type of project you should be considering.

The Scope of Work (SOW) describes the proposed activity and should answer the following questions about the proposed activity: Who? What? When? Where? Why? How?

- Who is affected by the project? Consider individual citizens, property owner, businesses, government agencies and neighboring jurisdictions.

- Who is performing the work? Will the work be contracted or will your jurisdiction's employees do some or all of the work?

- What is the problem to be mitigated? Explain the link between the problem and the proposed solution. The local mitigation plan Hazard Identification should provide information.

- What is the proposed project? Is the proposed project identified in the mitigation strategy of the mitigation plan?

- Where is the project located? Include latitude and longitude coordinates for the proposed project area and provide a map with location plotted on the map.

- How will the activity be implemented? How will the activity solve the problem?

  - Describe the level of protection that the activity will provide.
  - Provide technical documentation to verify that the project will reduce future hazard levels and damage.

- Does the activity solve the problem independently, or is it a functional part of a total solution where there is reasonable expectation that the total action will be completed?

The SOW narrative includes:
- The goals and objectives of the proposed project
- A brief description of the need for the project
- The problems that the project will address
- The methodology that will be used to implement the project

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Scope of Work Fact Sheet Cont.

The Narrative should explain:
- Who will do the work
- Why the project should be done
- What type of work will be completed
- How the work will be carried out
- Where the project will take place
- When the project will begin, and how long it will take

The SOW narrative describes the proposed project in detail. Detailed data can be provided in the narrative and as attachments to the application.

Exact geographic locations prevent duplication of benefits and provide data for further analysis.

Decide whether the project should have a project manager. If so, include project management costs in the applications budget.

As a final step in completing the project application SOW, if an engineering design is done, ensure that it:
- Conforms with accepted engineering practices and local building codes.
- Has the signature and seal of a locally licensed architect or engineer.

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