



COMMUNITY ENVIRONMENTAL PROJECT FUND SCOPE OF WORK

Contact Information:

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<https://de.gov/cepf/>

Scope of Work Plan (100 pts)

- The Scope of Work plan should provide a detailed description of the project. The proposed project should be something that can be completed in one funding cycle. Clearly describe the anticipated deliverables, how you intend to complete the goals, major milestones, and potential pitfalls. The plan should clearly articulate how the community will be engaged and the community's role in this project's success.
- The Scope of Work can be submitted on the Scope of Work Plan or as a Word or PDF document and should include all the headings included in the plan. Please limit your narrative to 5 pages or less.

Program Objectives (50 pts)

Project Summary

Summarize (in one hundred words or less) what the project hopes to accomplish and the anticipated positive changes that will be met if the project is funded. Include your project title and project location:

Project type (Choose at least one): Pollution Mitigation

Recreational Opportunity

Environmental Enhancement

Target Population and Needs Assessment

A) Specify the geographic area where the project will take place and the number of potential beneficiaries:

B) Clearly articulate the problem you are addressing including the scope, history, and causes of the problem. Please note if there are any planned or existing efforts to address this issue. This should include a description of how the community is impacted by environmental and/or health concerns.

Public Participation

A) Describe your approach to public participation.

B) How does your public participation process meaningfully engage the community? How will you ensure broad participation?

C) Describe how you plan to leverage current community knowledge on this issue to execute project goals.

D) How will you keep the community updated on the progress of the project?

Collaboration and Partnerships

A) Describe how you will collaborate with community partners or if there is an internal committee or working group that will support this project.

B) How do you plan to overcome potential limitations from your community partners?

Project Activity/ Milestone Schedule/ Budget Template (25 pts)

Project Goals

A) Include the project description from the application. What does the project intend to accomplish?

B) What long-term community environmental quality challenges is this project looking to address?

Activities and Milestones

A) What major activities will be performed? Indicate who is responsible for what activity and when it will be implemented.

Activity Description	Party Responsible for Implementation	Month

B) Identify key milestones (with dates) that will be used to measure progress.

Milestone	Success Criteria	Target Date

C) Identify potential pitfalls and how you plan to address them.

Itemized Budget Template (Attachment)
Detail each line item and its connection to programmatic activities, milestones, outputs, and/or outcomes using the Itemized Budget Template.

Expected Results - Outputs, Outcomes, and Impact (25 pts)

Performance Measures: Outputs and Outcomes

A) List your expected outputs for this project (i.e. number of meetings held, population served, etc). Describe which staff member, community partner, or volunteer will complete the outputs listed.

Output	Success Criteria	Responsible Party

B) List your expected outcomes for this project. How do you plan to document the changes that result from your activities? What increases or decreases will you see related to the issue you are addressing? Outline the outcomes by time periods, short-term, intermediate, and long-term.

Short-Term Outcomes (3-6mos)	
Intermediate Outcomes (6mos-1yr)	
Long-Term Outcomes (post project)	

Impact

Describe your vision of success. How do your performance indicators connect to your goals and proposed activities? How will you document your impact?

Project Administration (This section does not impact eligibility)

Identify the members of your organization and any partners that will support this project. Include the position title and project responsibilities:

1. Name/Title:	_____	Project Role:	_____
2. Name/Title:	_____	Project Role:	_____
3. Name/title:	_____	Project Role:	_____

Fiscal Assessment:

- Does your organization require a fiscal sponsor for purposes of insurance and nonprofit status?
- Will your organization require direct pay for purchases greater than \$5,000?

Evaluation Criteria

Project proposals will be reviewed using the following criteria:

- CEPF Alignment – does the project aligns with the objectives of the CEPF, including project type, impacted community, equity.
- Impact – does the project address an identified need and have the ability to continue delivering results after the funding period.
- Community centered approach – does the proposed design center community engagement and collaborative problem solving.

The Scope of Work Plan is worth 100 points, each section has the following values:

- Project Summary and Project Type (2)
- Target Population and Needs Assessment (10)
- Public Participation (25)
- Collaboration and Partnerships (13)
- Project Goals (5)
- Activities and Milestones (15)
- Itemized Budget (5)
- Performance Measures: Outputs and Outcomes (20)
- Impact (5)

