

## **Exhibit A**

### **SCOPE of WORK**

1. **Compliance with State Ethics Training and Fair Political Practices Act**

Government Code Section 11146 *et seq.* requires the Conservancy to conduct ethics training for 41 state officials. These same 41 state officials are required to file a statement of economic interests each year. The task includes preparation of notices and forms, mailing, questions and obtaining compliance.

2. **Processing State Payables**

This task includes processing all state payables for the Conservancy.

3. **Staff Support to Executive Director, Chief Deputy Director and Deputy Director**

Administrative services support for a variety of state tasks including but not limited to: scheduling; drafting correspondence; website maintenance for statewide websites; response to operational recovery plan; response to biannual bilingual survey; response to Resource Agency and Dept. of Finance budget drills; response to Governor's Office requests; response to utilities bench mark survey; processing state time sheets; handling state employee personnel requirements; response to Legislative Analyst requests for reports; response to other state departments' information and/or survey requests.

4. **Grant Administration**

Website entries per Resource Agency requirements; grant monitoring; file maintenance; grant processing.

5. **Open Meeting Law Compliance and Board Meeting Preparation**

Staff support for Conservancy Board Secretary including mailing agenda and board materials; substituting for board secretary in his absence; and, set up for meetings.

6. **Audit Compliance and Response**

Assist with Department of Finance audit of bonds funds.

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7. Preparation, Research and Drafting Staff Reports, Resolutions, Project Plans, Annual Reports, Work Programs, Grant Applications, Other Services

Research and mapping for Conservancy project plans and staff reports; research and draft Conservancy comment letters; research and draft work program; research and draft annual report; research and draft grant applications; monitor local agency and state agendas; response to Public Records Act requests; maintain Conservancy files, records and databases; provide support for Conservancy acquisitions and appraisals including interface with Department of General Services. A variety of employees perform these tasks including biologists, GIS specialists, and administrative services managers and assistants.