

## EXHIBIT A: SCOPE OF WORK

### 4. DATA COLLECTION

Grantees will be required to comply with all data collection and reporting requirements as described in Attachment 1: CalVIP Cohort 5 Request for Proposals and Attachment 2: CalVIP Grant Proposal.

### 5. REPORTING REQUIREMENTS

- A. Grantee will submit quarterly progress reports in a format prescribed by the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

#### Quarterly Progress Report Periods

1. April 1, 2026 to June 30, 2026
2. July 1, 2026 to September 30, 2026
3. October 1, 2026 to December 31, 2026
4. January 1, 2027 to March 31, 2027
5. April 1, 2027 to June 30, 2027
6. July 1, 2027 to September 30, 2027
7. October 1, 2027 to December 31, 2027
8. January 1, 2028 to March 31, 2028
9. April 1, 2028 to June 30, 2028
10. July 1, 2028 to September 30, 2028
11. October 1, 2028 to December 31, 2028
12. January 1, 2029 to March 31, 2029

#### Due no later than:

- August 15, 2026  
November 15, 2026  
February 15, 2027  
May 15, 2027  
August 15, 2027  
November 15, 2027  
February 15, 2028  
May 15, 2028  
August 15, 2028  
November 15, 2028  
February 15, 2029  
May 15, 2029

*Note: Project activity period ends March 31, 2029. The period of April 1, 2029 to September 30, 2029, is for completion of Final Local Evaluation Report and Program-Specific Compliance Audit only.*

#### B. Evaluation Documents

1. Local Evaluation Plan
2. Final Local Evaluation Report

#### Due no later than:

- September 30, 2026  
September 30, 2029

#### C. Other

1. Program-Specific Compliance Audit Report

#### Due no later than:

- September 30, 2029

### 6. PROJECT RECORDS

- A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions taken with respect to the project, including copies of this Grant Agreement, approved program/budget modifications, financial records and required reports.
- B. The Grantee shall establish separate accounting records and maintain documents and other sufficient evidence to properly reflect the amount, receipt, and disposition of all project funds, including grant funds by the Grantee and the total cost of the project. Source documentation includes copies of all awards, applications, approved modifications, financial records and narrative reports.