SUBAWARD #: \_\_\_\_\_\_\_\_\_\_

PROGRAM: \_\_\_\_\_\_\_\_\_\_\_\_

SECTION B

**Description of Services, Scope of Work and Deliverables**

\*In some instances, it may be helpful / useful to provide a brief summary of the project or its intent. This is at the discretion of the author of the subaward. This section should be written in complete sentences.

**Subrecipient’s name**, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

**Scope of Work for Subrecipient**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Goal 1: Describe the primary goal the program wishes to accomplish with this subaward. | | | | Service Numbers for Goal #1 | |  |
| **Objective** | **Activities** | **Due Date** | **Documentation Needed** | | **How will this Goal be measured (quantitative)** | |
| 1.  2. Add more lines if necessary | 1.  2. | XX/XX/XX  XX/XX/XX | 1.  2. | | 1.  2. | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Goal 2: Describe the most important secondary goal the program wishes to accomplish with this subaward. | | | | Service Numbers for Goal #2 | |  |
| **Objective** | **Activities** | **Due Date** | **Documentation Needed** | | **How will this Goal be measured (quantitative)** | |
| 1. | 1. | XX/XX/XX | 1. | | 1. | |
| \*Note to preparer: Add lines to the table as applicable to accomplish all that goals of the subaward. Line up activities, due dates and documentation as best as possible for easier analysis. | | | | |  | |

**Note:** Make sure that each activity funded under the grant is reported in a different goal section. Each activity funded must include service numbers.