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/XXXX/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.