



## 2023 ENVIRONMENTAL EDUCATION GRANTS PROGRAM SCOPE OF WORK INSTRUCTIONS (ATTACHMENT D)

### A. GENERAL INFORMATION

Complete the required information:

**Applying Organization:** Use legal name  
**Project Title:**  
**Project End Date:**

**Project Director:**  
**Project Director's Email:**  
**Phone Number: ###-###-####**

### B. BENCHMARKS

Use the rows to describe major tasks (benchmarks) required to successfully complete the project.

- 1) Enter the benchmark tasks in chronological order;
- 2) Enter Target Date of Completion (*within the current grant round Project Period*); and
- 3) Assign one Activity Letter, in alphabetical order, to each benchmark.

**Example:**

Activity Letter	Benchmarks (Insert rows, as needed)	Target Date of Completion (month/year)
A	Work with Partners to plan workshop. Secure facility and begin advertising.	August 2023
B	Finalize agenda, purchase equipment and materials, and begin processing registrations	September 2023
C	Submit draft assessment tool for review and feedback	October 2023
D	Host Community Workshop #1	November 2023
E	Submit Midterm Progress report (Workshop #1 benchmarks, assessment results and supporting materials)	January 15, 2024
F	Advertise Workshop #2. Secure transportation. Process Registrations (January-April 2024)	April 2024
G	Host Community Workshop #2	April 2024
H	Present the Project at a local meeting, conference or other appropriate event to share project goals, "Lessons Learned", etc.	May 2024
I	Submit Final report, assessment results and supporting materials	June 10, 2024

**Note:** When completing the Detailed Budget Sheet, enter the Scope of Work's Benchmark Activity Letters that coincide with the grant funds being requested.

## Required Benchmarks

The following Benchmarks are **required** and must be listed *individually* and chronologically among the other major tasks (project benchmarks) to be completed:

### 1. Draft Assessment tool to be submitted for review and feedback

Enter Target Date of Completion as Month/Day/Year

**Note:** The assessment tool must be submitted for review and feedback at least *4-6 weeks prior* to engaging the project audience(s) *but no later than* January 15, 2024. Projects that engage audiences prior to February 11, 2024 should select a target date prior to January 15, 2024 that allows for ample review time.

If you will begin engaging your audience:	Then the assessment tool target date of completion is:
July 1, 2023 – February 11, 2024	4-6 weeks prior to engaging audience
February 12, 2024 – June 30, 2024	January 15, 2024

### 2. Midterm Progress report

Enter Target Date of Completion as January 15, 2024.

### 3. Present the Project at a meeting, conference or other appropriate event to share project goals, “Lessons Learned,” accomplishments, etc.:

Enter Target Date of Completion as Month/Year.

**Note:** General Grants present at a regional, statewide, or other far-reaching events. Mini Grants may participate at local venues.

### 4. Final Report, assessment results and supporting materials

Enter Target Date of Completion as Month/Day/year

**Note:** The Final Report must be submitted 14 business days after the project has concluded. The Target Date of Completion for projects concluding on June 30, 2024 is July 15, 2024.

## C. SUBCONTRACTORS

Complete the Subcontractors section:

### SUBCONTRACTORS

List the name and FID# of all subcontractors to be utilized on this project.

**NAME**

**FID#**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If you have not identified the Subcontractor or do not know the FID#, the information must be provided to DEP prior to the Subcontractor beginning any work.

**D. BUDGET**



The Scope of Work Budget numbers must reflect the same numbers appearing on the Detailed Budget Sheet. At this point, complete the Detailed Budget Sheet and then enter the numbers in the Scope of Work Budget section:

**BUDGET**

Grant Amount:	\$ <u>enter Detailed Budget number</u>
Grantee Share (Match):	\$ <u>enter Detailed Budget number</u>
Total Project Costs:	\$ <u>enter Detailed Budget number</u>

The DEP share shall not exceed the grant amount listed above.