**2024 ATTACHMENT D**

**SCOPE OF WORK**

**Benchmarks and Budget**

**Applying Organization:** Use legal name **Project Director:**

**Project Title:**       **Project Director Email:**

**Project End Date:**       **Phone Number:** ###-###-####

**The 2024 EE Grant Program** **project period begins on July 1, 2024 and ends June 30, 2025.** Expenses incurred outside of this period will not be reimbursed. Grants are not eligible for an extension to the contract project completion date. This provision takes precedence over Attachment C, Paragraph 7 of the Grant Agreement.

Midterm and Final Reports forms are considered the only required documents for this grant. Use the official Midterm and Final Report forms to document progress made on the Scope of Work. Submit supporting materials with the forms.

**Scope of Work Benchmark (major tasks to be completed) Instructions:**

**NOTE: Complete the Scope of Work *before* completing the Detailed Budget Sheet.** Activity Letters entered on the Detailed Budget sheet will correspond with those on the Scope of Work.

**Complete the rows:** 1) Describe the major tasks (benchmarks) to be completed and list them in chronological order, by Target Date of Completion. 2) Assign one unique Activity Letter, beginning with “A” (in alphabetical order) to each benchmark. 3) Enter the applicable Scope of Work activity letters on to the Detailed Budget sheet.

**The following four Benchmarks are *required* and** **must appear on the Scope of Work**:

**1. Draft Assessment tool** **submitted for review and comment** ( Target Date of Completion: January 15, 2025).

**Note:** Draft Assessment toolsmust be submitted prior to engaging the audience(s). If the project will engage the audience between July-December, enter a month/day/year that is at least 4-6 weeks prior to interacting with the audience. **Example:**

**If the project will engage the audience in mid-November, then the assessment tool Target Date of Completion is October 1, 2024.**

**2. Midterm Progress Report** (Target Date of Completion: January 15, 2025);

**3. Present the Project to share project goals, “Lessons Learned,” etc. at an appropriate event** (month/year); **and**

**4. Final Progress Report** (Target Date of Completion: 14 calendar days after the completion of the project. The Target Date for projects completed on June 30, 2025 is July 15, 2025**);**

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| **Activity Letter** | **Benchmarks (**Insert additional rows, as needed). | **Target Date of Completion (month/year)** |
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**SUBCONTRACTORS**

List the name and FID# of all subcontractors to be utilized on this project. Subcontractors yet to be identified cannot begin work until required information is submitted to the DEP:

**NAME** **FID#**

**BUDGET**

**Complete the Detailed Budget Sheet and then enter required information in this section:**

Grant Amount: $ Must Match Detailed Budget

Grantee Share (Match): $ Must Match Detailed Budget

Total Project Costs: $ Must Match Detailed Budget

The DEP share shall not exceed the Grant Amount listed above.