**I. STATEMENT OF WORK**

1. **SUBGRANTEE** NAME
2. NAME OF 3rd PARTY CONTRACTOR (if any)
3. PROJECT DESCRIPTION

(\**Subgrants that include multiple projects should complete a separate PROJECT DESCRIPTION for each specific project.*)

* + - 1. PROJECT PRINCIPAL CONTACT:

|  |  |
| --- | --- |
| **Programmatic Contacts**  Name:  Title:  Subgrantee:  Address:  City/State/Zip  Phone:  Email: | **Fiscal Contacts**  Name: Title:  Address:  City/State/Zip:  Phone:  Email: |

* + - 1. Proposed start and the end dates of the project:
      2. Identify the area(s) of the State to be served, such as:
         1. Statewide,
         2. List Counties,
         3. Other – Specify, or
         4. Not Applicable
      3. NARRATIVE DESCRIPTION of PROJECT OR PROGRAM:

1. **Target Group and Purpose of the Subgrant**
2. **Description of services to be rendered**
3. **Timeline**
4. **General operating procedures**

* Individual enrollment and eligibility determination: Individuals will be screened by **SUBGRANTEE** for eligibility and registered as a Youth in the **MDES** system for tracking purposes. Specific data may be required to be entered into MS Works as deemed appropriate by MDES to meet federal reporting guidelines, and training will be provided by MDES staff if necessary.
* Accounting and budgeting: Existing Accounting firm and state accounting procedures/guidelines will ensure the tracking and monitoring of project funds.
* Individual and/or program outcomes and the methods for collecting and reporting data will be measured as defined by the **MDES**.

1. **What are the expected program outcomes?**
   * + 1. The following **SUBGRANTEE** staff positions are funded either in part or in whole through funds provided under this subgrant: (*List Staff Position Job Titles.)* A job description for each position is included as **Attachment .**
       2. What EQUIPMENT AND PROPERTY acquisition is proposed for this project?

*(Equipment is defined at* ***29 CFR 97.3*** *as “tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit, including all costs related to the property’s final intended use.” The basis for determining acquisition costs is described more fully at* ***29 CFR 97.32 and 95.32****. This definition of equipment should be used unless the* ***SUBGRANTEE*** *is governed by a more restrictive policy such as State requirements. See Subsection GG of Section IV, DEFINITIONS and MINIMUM REQUIREMENTS, for specific rules related to the acquisition and maintenance of property and equipment.)*