

PROJECT SCOPE OF WORK

Please email this completed form to ALTSD

1. Name of Grantee/ Fiscal Agent:

2. Project Title:

3. Grant Agreement Number:

4. Background Narrative:

5. Work Plan:

6. Budget Detail:

Project Cost Activities <i>(These are only examples. Insert activities specific to the proposed project.)</i>	Other Funds	State Funds
Architect/Engineer		
Construction		
Renovation		
Improvements for Code Compliance		
Equipment <u>*NOTE:</u> Equipment purchased must be valued at \$10,000.00 or more.		
Meals Equipment <u>*NOTE:</u> Equipment purchased with must be valued at \$10,000.00 or more.		
Vehicle Purchase		
Other Costs (specify)		
AIPP (if applicable)		
Totals		

7. Performance Measures:

8. Results Expected:

9. Time Frames

	Required Time Frames / Milestones Upon Grant Agreement Issuance	
	RFP/Quotes Secured	Month 1
	Bid Closing	Month 2
	Bid Award to Contractor/Vendor	Month 3
Check all that apply	Choose the appropriate project-type from below:	# of months appropriate to the project-type:
	Meals Equipment – Purchase and Install	Months 4-5
	Equipment - Purchase and Install	Months 4-5
	Construction	Months 4-16
	Renovation	Months 4-8
	Code Compliance projects	Months 4-10
	Vehicles – Purchase and Equip	Month 6
	Project Completion & Review	Month 7
	Submit <u>Exhibit 1 – Monthly / Final Report Form & Request for Payment</u> according to contractual requirements as set forth in Articles VIII & IX of the Grant Agreement	Months 1-16

10. Responsible Staff *(include Project Manager and Fiscal Contact):*

Name: _____ Title: _____

Address: _____

Email: _____ Phone: _____

Name: _____ Title: _____

Address: _____

Email: _____ Phone: _____

NOTICE: The Grant Application, if approved for funding by the Aging and Long-Term Services Department (ALTSD) and any attachments to the Grant Application are incorporated by reference into the scope of work. In the event of a conflict between any of the documents that are part of the Agreement, the ALTSD Cabinet Secretary, at the sole discretion of ALTSD, shall resolve that conflict.