**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.

| **Objective** | **Activities** | **Due Date** | **Documentation Needed** | **How this goal will be measured (qualitatively)** |
| --- | --- | --- | --- | --- |
| 1.2. Add more lines if necessary | 1.2.  | XX/XX/XXXX/XX/XX | 1.2. |  |

**Goal 2:** Describe the most important secondary goal the program wishes to accomplish with this subaward.

| **Objective** | **Activities** | **Due Date** | **Documentation Needed** | **How this goal will be measured (qualitatively)** |
| --- | --- | --- | --- | --- |
| 1. | 1. | XX/XX/XX | 1. | 1.  |

Note to Preparer: Add lines to the table as applicable to accomplish all the goals of this subaward. Line up activities, due dates, documentation, and measurements as best as possible for easier analysis.

Note: This document should not contain any red text when completed.