**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**

* The SUBGRANTEE will oversee participant eligibility, enrollment, worksite placement, and compliance with SCSEP regulations. Regular progress assessments will be conducted to ensure participants receive adequate training and are actively working toward employment goals.
* The SUBGRANTEE will adhere to state and federal fiscal guidelines to track and monitor SCSEP project funds. Accounting procedures will ensure compliance with U.S. Department of Labor regulations regarding participant wages, administrative costs, and program expenditures.
* Program Outcomes and Methods for Collecting and Reporting Data: Outcomes will be measured based on participant skill development, host agency performance evaluations, and transition rates to unsubsidized employment. Data collection methods will align with SCSEP performance metrics and will be reported to MDES or other oversight agencies.

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.)*