# ATTACHMENT I: SCOPE OF WORK

**Project Summary**: <Provide a summary of the project, or portion of the project that is funded by the grant award.>

*(Insert rows as needed for each category and label accordingly. Ask designated Program Manager for assistance as needed. Remove prompts and “< >” symbols as text is entered.)*

|  |  |
| --- | --- |
| **Tasks, Milestones, and Deliverables** | **Estimated Start/End Dates** |
|  |
| **Milestone A.0: <Brief description of the first milestone to be achieved in the project>**  | Month/Year to Month/Year |
| **Task A.0** | <First task supporting the first milestone> | Month/Year to Month/Year |
| **Deliverables:** | * <List specific bullet point deliverables to be provided to Commerce that demonstrates the task has been completed>
* <List specific bullet point deliverables to be provided to Commerce that demonstrates the task has been completed>
 |
|  |
| **Milestone A: <Brief description of the first milestone to be achieved in the project>**  | Month/Year to Month/Year |
| **Task A.1** | <First task supporting the first milestone> | Month/Year to Month/Year |
| **Deliverables:** | * <List specific bullet point deliverables to be provided to Commerce that demonstrates the task has been completed>
* <List specific bullet point deliverables to be provided to Commerce that demonstrates the task has been completed>
 |
|  |
| **Task A.2** | <Second task supporting the first milestone> | Month/Year to Month/Year |
| **Deliverables:** | * <List specific bullet point deliverables to be provided to Commerce that demonstrates the task has been completed>
* <List specific bullet point deliverables to be provided to Commerce that demonstrates the task has been completed>
 |
| **Budget** | **<$0.00>** <Enter budget for Milestone 1 activities here> |
| **Match** | **<$0.00>** <Enter applicable match for Milestone 1 activities here or NA if none required> |
|  |
| **Milestone B: <Brief description of the second milestone to be achieved in the project>**  | Month/Year to Month/Year |
| **Task B.1** | <First task supporting the first milestone> | Month/Year to Month/Year |
| **Deliverables:** | * <List specific bullet point deliverables to be provided to Commerce that demonstrates the task has been completed>
* <List specific bullet point deliverables to be provided to Commerce that demonstrates the task has been completed>
 |
| **Task B.2** | <Second task supporting the second milestone> | Month/Year to Month/Year |
| **Deliverables:** | * <List specific bullet point deliverables to be provided to Commerce that demonstrates the task has been completed>
* <List specific bullet point deliverables to be provided to Commerce that demonstrates the task has been completed>
 |
| **Budget** | **<$0.00>** <Enter budget for Milestone 1 activities here> |
| **Match** | **<$0.00>** <Enter applicable match for Milestone 1 activities here or NA if none required> |
|  |
| **Milestone C: <Brief description of the second milestone to be achieved in the project>**  | Month/Year to Month/Year |
| **Task C.1** | <First task supporting the third milestone> | Month/Year to Month/Year |
| **Deliverables:** | * <List specific bullet point deliverables to be provided to Commerce that demonstrates the task has been completed>
* <List specific bullet point deliverables to be provided to Commerce that demonstrates the task has been completed>
 |
| **Task C.2** | <Second task supporting the third milestone> | Month/Year to Month/Year |
| **Deliverables:** | * <List specific bullet point deliverables to be provided to Commerce that demonstrates the task has been completed>
* <List specific bullet point deliverables to be provided to Commerce that demonstrates the task has been completed>
 |
| **Budget** |
| **Match** |
|  |
| **Total Project Budget:** | <Sum of all Milestone categories-not to exceed award amount.> |
| **Total Project Match:** | <Sum of all applicable match-enter NA if no match required.> |