2025 ATTACHMENT D

SCOPE OF WORK

Benchmarks and Budget

**Applying Organization:** Use legal name **Project Director:**

**Project Title:**       **Project Director Email:**

**Project End Date:**       **Phone Number:** ###-###-####

**The 2025 EE Grants Program** **project period begins on July 1, 2025 and ends June 30, 2026.** Expenses incurred outside of this period will not be reimbursed and will not be considered eligible budget Match. Grants are not eligible for an extension to the contract project completion date. This provision takes precedence over Attachment C, Paragraph 7 of the Grant Agreement.

Midterm Progress Reports and Final Progress Reports are considered the only required documents for this grant. Refer to the Scope of Work and use the official Midterm and Final Report forms to document project progress and benchmark changes. Submit supporting materials with the Progress Reports. Reporting forms for current EE Grant recipients are available on the EE Grants Homepage: [**Environmental Education Grants (pa.gov)**](https://www.dep.pa.gov/Citizens/EnvironmentalEducation/Grants/Pages/default.aspx)

# Scope of Work Benchmark (major tasks to be completed) Instructions:

**NOTE: Complete the Scope of Work *before* finalizing the Detailed Budget Sheet.**  Enter applicable **Scope of Work Activity Letter(s)** on the Detailed Budget sheet.

**Complete the rows:**

1)  Describe the major tasks (benchmarks) to be completed and list them in chronological order, by Target Date of Completion.

2)  Assign one unique Activity Letter, beginning with “A” (in alphabetical order) to each benchmark.

3)  Enter the applicable Scope of Work activity letter(s) onto the Detailed Budget sheet.

## The following four Benchmarks are required and must appear on the Scope of Work:

**1.** Draft Assessment tool submitted for review and comment(Target Date of Completion: January 15, 2026).

**Note:** Draft Assessment toolsmust be submitted prior to engaging the audience(s). If the project will engage the audience between July‑December, enter a month/day/year that is at least 4‑6 weeks prior to interacting with the audience.

**Example:** If the project will engage the audience in mid‑November, then the assessment tool Target Date of Completion is October 1, 2025.

**2.** Midterm Progress Report(Target Date of Completion: January 15, 2026);

**3.** Present the Project to share project goals, “Lessons Learned,” etc. at an appropriate event(month/year); **and**

**4.** Final Progress Report(Target Date of Completion: 14 calendar days after the completion of the project. The Target Date of Completion for projects concluding on June 30, 2026 is July 15, 2026);

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| --- | --- | --- |
| Activity Letter | Benchmarks (Insert additional rows, as needed). | Target Date of Completion (month/year) |
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#### SUBCONTRACTORS

List the name and FID# of all subcontractors to be utilized on this project. Subcontractors yet to be identified cannot begin work until required information is submitted to the DEP:

###### NAME FID#

#### BUDGET

# Complete the Detailed Budget Sheet. Enter the numbers that appear on the Grand Total tab in this section:

Grant Funds: $ Must Match Detailed Budget Grand Total

Grantee Share (Match): $ Must Match Detailed Budget Grand Total

Total Project Costs: $ Must Match Detailed Budget Grand Total

The DEP Environmental Education Grant award amount shall not exceed the Grant Funds listed above.