

Statements of Work (SOWs) for your fiscal year 2017 grant programs are provided in your allocation email. SOWs have been revised to more clearly delineate the expectations of the Bureau by defining expected performance outcomes/measures per federal and state reporting requirements.

Grantees are asked to **thoroughly review and complete** all SOWs and edit as noted below:

- A. The provided Statement(s) of Work have been numbered by line and prepared in WORD format.
- B. The boxes under the Service Activities section have been revised to indicate REQUIRED, NOT APPLICABLE, and NO. The Service Areas/Types marked REQUIRED and NOT APPLICABLE are locked. Boxes marked NO (by default) are **optional** and provide Grantees the opportunity to indicate additional services to be provided beyond the Required Service Area/Type. Changing the drop down box to YES indicates Grantee will provide that service for those areas.
- C. For any revisions requested to the SOW, please prepare a **separate** word document that details line number(s) and the specific revisions proposed to be made or questions you may have. **It is important to use the original SOW sent for revisions.** If no revisions are requested, the SOW submitted to the grantee will be the one used in the 2017 grant agreement.
- D. For all lines containing a blank or underline (or ____) please provide the applicable information for insertion into the SOW. Failure to provide any or the correct data will result in delays in the processing of your grant award.
- E. Recommended revisions or additions (prepared on a separate document) should be submitted to the Bureau by the date specified in the e-mail.
- F. Completed Statement(s) of Work must be submitted in Word format. PDF versions will **NOT** be accepted.