### SCOPE OF SERVICE

* 1. Activities

The AGENCY will be responsible for administering a CDBG Year [ ] [Name of Program] in a manner satisfactory to SCDP and consistent with any standards required as a condition of providing these funds. Such program will include the following activities eligible under the Community Development Block Grant program:

### Program Delivery

Activity #1 *[Complete description of activity to be undertaken including what products or services are to be performed, where they are to be provided, for whom they are to be provided, how they are to be provided]*

Activity #2 *[Same description as above]*

Activity #3 *[Same description as above]*

### General Administration

*[Add description of general administrative services to be performed in support of activities noted above]*

* 1. National Objectives

All activities funded with CDGB funds must meet one of the CDBG program’s National Objectives: benefit low- and moderate-income persons; aid in the prevention or elimination of slums or blight; or meet community development needs having a particular urgency, as defined in 24 CFR 570.208.

The AGENCY certifies that the activity (ies) carried out under this Agreement will meet (indicate which National Objective). Briefly describe how this National Objective will be met.

* 1. Levels of Accomplishment – Goals and Performance Measures

The levels of accomplishment may include such measures as units rehabbed, persons or households assisted, or meals served, and should also include time frames for performance.

The Subrecipient agrees to provide the following levels of program services:

|  |  |  |
| --- | --- | --- |
| Activity | Units per Month | Total Units/Year |
| Activity #1 | [# of Units] | [# of Units] |
| Activity #2 | [# of Units] | [# of Units] |
| Activity #3 | [# of Units] | [# of Units] |

[Add other activities as necessary]

*[NOTE: Provide definition of Units of Service here.]*

* 1. Staffing

[Provide list of staff, hourly rate, and time commitments to be allocated to each activity specified in A. above.]

“Any changes in the Key Personnel assigned or their general responsibilities under this project are subject to the prior approval of the Grantee.”

* 1. Performance Monitoring

SCDP will monitor the performance of the AGENCY against goals and performance standards as stated above. Substandard performance as determined by SCDP will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the AGENCY within a reasonable period of time after being notified by SCDP, contract suspension or termination procedures will be initiated.