

**FEDERAL FISCAL YEAR 20XX
CLG GRANT KEY CONTRACT ELEMENTS**

Project Name _____

CLG Community _____

Project Administrator [if different than CLG Community]

GRANT/MATCH:

| | |
|-----------------|----------------------------|
| \$ x,xxx | CLG grant [Awarded Amount] |
| <u>\$ x,xxx</u> | <u>Local match</u> |
| \$xx,xxx | Total Project Cost |

SOURCES OF LOCAL MATCH:

| | |
|-------|---------------------------------|
| \$ | Personnel – In-kind Personnel – |
| | Volunteer CLG Cash |
| _____ | Third Party -- Cash |
| \$ | Total |

BUDGET:

| | |
|-------|--------------------------------|
| \$ | Personnel – In-kind Personnel– |
| | Cash Personnel -- Volunteer |
| _____ | Supplies/Postage |
| \$ | TOTAL |

SCOPE OF WORK:

PROJECT SCHEDULE:

Includes draft RFP [if a consultant/contractor is being hired]; draft subcontract [if consultant/contractor is being hired]. Work specifications if a development project. And required progress reports, federal fiscal year report, and draft product submissions specific to project-type funded. Allow 3 weeks at each submission for SHPO review.

| | |
|------------------|--|
| | Project start date |
| | Work Plan due at SHPO |
| | Draft RFP to SHPO for review |
| | Draft subcontract to SHPO for review |
| November 1, 20xx | Federal fiscal year report due at SHPO |
| | First draft product deliverable |
| | Second draft product deliverable to SHPO for review |
| | Administrative progress report due to SHPO |
| | Final draft of product deliverable SHPO for review Final |
| | meetings and printing of brochure |
| | Final project report due at SHPO |

PRODUCTS:

All products must meet the Secretary of the Interior’s Standards for_____.

Identify final products

NOTES:

Any outstanding questions or issues from the application that need to be addressed in order to put contract together.