



**ATTACHMENT A**  
**SPECIFICATIONS OF WORK TO BE PERFORMED, EVALUATION, REPORTING**

*This grant **contributes** to achieving population conditions by accomplishing the stated goals of the grant. Stated goal(s) of the grant will be measured through performance measures and monitored, as detailed in Section 3 and 5 of Attachment A.*

<b>Program Name</b>	
<b>Purpose of Grant</b>	<i>Brief description of program and purpose of grant.</i>

**Section 1: STATEWIDE OUTCOMES and INDICATORS**

*Vermont statute Act 186 (2014) establishes outcomes and indicators that are intended to align programs and strategies across the state toward the same ends. This grant **contributes** to achieving the population outcomes and indicators identified below.<sup>1</sup>*

Population Outcome(s):

- Act 186 Outcome of Well-Being: [Draw from menu]
- AHS Outcome: [Draw from menu]

Population Indicator(s):

- Act 186 Indicator: [Draw from menu]
- AHS Outcome: [Draw from menu]

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<sup>1</sup> Grantee will not be held accountable through this grant for any change in stated indicators over time.

## Section 2: GOALS and SCOPE OF WORK

### Program Goals

*Clarify what the Grantee will achieve for the program population through the scope of grant.*

<b>Program Contribution</b>	<i>What role does this grant play in contributing to population outcomes and indicators?</i>
<b>Program Population</b>	<i>Who is the program designed to benefit? Briefly describe the population of people who will be served (demographic profile as well as eligibility requirements).</i>
<b>Program Goals</b>	<i>Ensure that the goal is SMART: Specific, Measurable, Attainable, Realistic, Time-bound</i>

### Scope of Work

*Briefly describe the services/activities the Grantee will provide to achieve program goals.*

<b>Description of Services</b>	<i>Generally describe the service array that the Grantee will provide.</i>
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<b>Services/Activities in Scope</b>		<b>Population Served</b>	<b>Specific Expectations</b>
<b>1</b>			

**Section 3: PERFORMANCE MEASUREMENT**

**Performance Measurement**

*Identify the performance measures that the Grantee will report to the State for the purposes of measuring achievement of stated goals.*

*Performance measures are intended to measure the **quantity** (“how much are you doing?”), **quality** (“how well are you doing it?”), and **impact** of services delivered (is anyone better off?) in accordance with grant requirements and expectations.*

Performance Measures				
	Measure	Definition	Data Source	Type
1				Quantity?
2				Quality?
3				Impact?
4				
5				

**Section 4: ADDITIONAL DATA REQUIRED**

*Identify data that the State requires the Grantee to report for purposes other than managing performance, i.e., federal requirement.*

Additional Data				
	Measure	Definition	Data Source	Purpose for Requirement
1				
2				
3				
4				

**Section 5: REPORTING PERFORMANCE MEASURES and REQUIRED DATA**

*Identify how performance measures and other data will be reported, monitored, and improved.*

**Performance Measure Reporting:**

<b>Monitoring Activities</b>	<p><i>Through what process and activities will the Grantee’s performance measures be monitored by the State?</i></p> <ul style="list-style-type: none"> <li>• <i>Paper or electronic reporting?</i></li> <li>• <i>Site visits?</i></li> <li>• <i>Recurring meetings?</i></li> </ul>			
	<b>Frequency/ Due Date</b>	<b>Format</b>	<b>Recipient/ Attendees</b>	<b>Information needed</b>
<i>Report</i>				
<i>Recurring Meeting</i>				
<i>Site Visit</i>				

**Section 6: COMPLIANCE WITH REGULATIONS and MANUALS**

*Identify and reference applicable federal and/or state rules and regulations. Identify and reference manuals or guidelines outlining implementation requirements. (Includes: Bulletin 5, federal or state statutes governing programs or services, state agency policies and procedures, etc.)*

*[See ATTACHMENT B for Payment Provisions]*