**Guidance for Completing Project Description Form**

***Scope of Work (SOW)***

*(Please email SOW to CPB staff listed below in WORD format)*

The Aging and Long-Term Services Department (hereinafter “ALTSD”) has standardized the requirements for a Project Description/Scope of Work (hereinafter “SOW”) to be incorporated as part of the legal contract for the project. A SOW must be submitted to ALTSD upon notice of a grant award and before a Grant Agreement (hereinafter “GA”) can be drafted. A SOW is also a requirement of the grant application. The following information is required in a SOW:

1. **Name of Grantee** (Including Fiscal Agent Name)
2. **Project Title**
3. **Grant Agreement Number** (As indicated on the notice of grant award letter)
4. **Background Narrative** – Stating how the project came to be, why the project/purchase is needed and describing what the project will accomplish.
5. **Work Plan** – Consisting of at least one paragraph describing the actual tasks that will be required to execute the project, including details and specifics about what is to be done, who is going to do it, the project proposed completion date, deliverables and cost. [Example: “the funds will be used to plan, design, and renovate a \_\_ sq. foot addition, to include \_\_ sq. feet of carpet replacement, \_\_ sq. feet of plumbing replacement, \_\_ sq. feet of ceiling tile replacement, installation of \_\_ ADA compliant doors with automatic door opener(s) and construction of \_\_ sq. feet of asphalt pavement including base course and millings.”]
6. **Budget Detail/Project Cost** – The “State Funds” section of the budget must equal the amount appropriated by the legislature for the capital project. Include and describe “other funds” available to the project. Art in Public Places is applicable to new construction or major renovation projects exceeding $100,000. One percent (1%) must be set aside for the acquisition of art for the facility.1
7. **Performance Measures –** Explain specific tasks that will be accomplished.
8. **Results Expected** **–** Explain the benefits to the community being served and the objectives that will be met.
9. **Time Frame/Milestones** **–** List the activities and tasks to be accomplished in sequential order, in other words - what will take place when, and state when major components of the project will be completed.
10. **Responsible Staff** **–** Include the name of the person who will manage the project and the name of the fiscal contact, as well as their mailing addresses, email addresses, and phone numbers.

The SOW must be forwarded to ALTSD Capital Projects Bureau, for review to assure that it is within the legislative intent of the appropriation. Upon approval, the SOW will be incorporated into the Grant Agreement. The Agreement will then be forwarded to the grantee/fiscal agent for signature. After signing, the Agreement must be sent back to ALTSD for processing and signing by the ALTSD Legal Counsel, Chief Financial Officer and Cabinet Secretary.

**NOTICE:** A Grant Application as finally approved for funding by ALTSD and any attachments to the Grant Application are incorporated by reference to the scope of work. In the event of a conflict between any of the documents that are part of the Agreement, the ALTSD Cabinet Secretary, at the sole discretion of ALTSD, shall resolve that conflict.

1**Art in Public Places Program –** In 1986, the Legislature of the State of New Mexico passed and the Governor signed into law the Art in Public Places Act (§13-4A-1, NMSA 1978, as amended). The legislation declares it to be “a policy of the State that a portion of appropriations for capital expenditures be set aside for the acquisition or commissioning of works of art to be used in, upon, or around public buildings.” (§13-4A-2, NMSA 1978). The resulting AIPP is often referred to as the One Percent for Art Program because of the requirement in the law. The primary provision in the AIPP Act is that “all agencies shall allocate. . . one percent or $200,000, whichever is less, of the amount of money appropriated for new construction or a major renovation exceeding $100,000 to be expended for the acquisition of art (§13-4A-4). For questions about AIPP, please contact staff at: [aipp@oca.state.nm](mailto:aipp@oca.state.nm) , in Santa Fe 505-827-6490.

Please contact the ALTSD Capital Projects Bureau (CPB) for additional guidance on the Project Description/Scope of Work. Rebecca Martinez, Capital Projects Bureau Chief, 505-476-4768, [rebeccas.martinez@state.nm.us](mailto:rebeccas.martinez@state.nm.us)

Barbara Romero, Capital Projects Coordinator, 505-476-4704, [barbara.romero@state.nm.us](mailto:barbara.romero@state.nm.us)

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