**Statement of Work**

Peer-to-Peer Technical Assistance and Training (TAT)

Department of Career Services

And

State of       Dept. of Labor

Dates of Travel/Training:

In support of the Massachusetts Executive Office of Labor and Workforce Development’s Peer-to-Peer Technical Assistance and Training grant.

The State of       , Dept. of       staff are scheduled to travel to Boston to       learn about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_program structure, processes and best practices. Staff representatives include:

1.
2.
3.
4.
5.

A total not to exceed of five people will attend.

The       model will enable the State of       to      . Agenda to include presentation from Massachusetts staff on the       model, including training activities such as staff training, employer engagement tactics and examples, and related activities that demonstrate the model design and implementation.

Travel expenses for no more than XXX people will be supported by this statement of work, during the time period referenced above. All travel expenses will be recorded in itemized receipts and reimbursed in accordance to applicable travel policies.