

Statement of Work: Helpful Hints for Grantees

April 2010

SOW Use:

- An SOW should contain sufficient detail so that FRA and the grantee can track progress towards completing key project milestones. Further, it should allow for variation to how project objectives will be accomplished. Because the SOW becomes part of a legally-binding contract between the Grantee and FRA, it is important to limit the specific details around completing an activity and instead describe the overall approach to and expectations for project/activity completion.
- The SOW will be included in the Notice of Grant Award (NGA), the official record of the grant's programmatic content, project dates, and funding amount. The Grant Manager will use the information in the SOW, including the scope, schedule, and budget, when monitoring project or program progress against agreed-upon milestones and outcomes.

Key Inclusions by Section:

- **Background:** Identify the underlying problem that the project will address.
- **General Objective:** Identify the end-state of the project and the benefit(s) that will be achieved.
- **Description of Work:** Provide a detailed description of all project tasks from start to finish, including major and minor project components. Identify the project's physical boundaries.
 - **Note:** The scope of the SOW should be limited to the activities that directly contribute to the completion of the selected project. If the project is part of a larger effort, this can be noted, but the description, schedule, and objectives should tie only to the part of that effort for which FRA is providing funding in this grant agreement.
- **Project Schedule:** Identify major milestones, resources, budget, duration, and outputs. Show the relationship between tasks; include all tasks listed in Description of Work section.
- **Performance Objectives and Deliverables:** Identify all major milestones. Ensure that the milestones in this section match those identified in the Project Schedule and correlate to the Description of Work sections. While milestones will be unique and specific to each project, examples of planning project milestones could include completion of draft and final environmental documentation. Examples of construction project milestones could include completion of Final Design or site preparation activities.
- **Project Estimate/Budget:** The **SOW budget** should summarize the major categories and dollar amounts from the detailed budget. The detailed budget must be submitted with the SOW and should be updated from the application budget to reflect the agreed upon funding amount for this project. Ensure necessary match calculations are correct and that, if required, the match amount is the correct percentage of the total project cost and not a percentage of the federal share. Correlate the detailed budget to activities described in the Description of Work and Project Schedule sections.
- **Project Coordination:** Identify the type of entity(s) that will support project implementation and the activities they will directly support. Where possible, include the organizational name (e.g., Amtrak) that will be involved in project coordination. Include an organizational chart for individuals with management authority or direct project management responsibility.
 - **Note:** FRA recognizes that some projects will require contractors or subgrantees to perform some project activities. The SOW should describe activities so that it is clear that the grantee is responsible for the successful completion of these activities even if they are executed by a contractor or subgrantee.
- **Project Management:** Describe the specific tools and techniques to collect and retain project metrics; describe project assumptions; identify project risks and methods of controlling risks.

Helpful SOW Formatting Hints:

- The SOW header should always be “Attachment 3”.
- The text below “Statement of Work” on page 1 should be deleted.
- All instructions and examples found throughout the document should be deleted.
- Capitalize the words “Grantee,” “State,” and “Project” as they are considered proper nouns.
- Please ensure that external documents, for example an organization chart, are not referred to as “attached” in the SOW. Instead, note that these supporting documents were submitted as part of your original application or as award prerequisites.

Your Interim Customer Service Lead can provide more guidance about these and other issues regarding the Statement of Work development.