

## Statement of Work

A clear Statement of Work (SOW) is a critical element when subawarding funds. The SOW spells out the funding purpose and intent, expectations of the subrecipient, funding requirements, milestones for performance, reporting details and timelines, payment, and contact information. It furthers the general terms and conditions of the award by adding in the specific work to be performed in exchange for the funding. SOWs are unique to each subrecipient, but should at a minimum contain the following key elements.

The first sentence of the SOW should name the awarding agency, the recipient of funds, the dollar amount and specific purpose for the award. For example:

The Colorado Department of \_\_\_\_\_ has awarded \_\_\_\_\_ (name of entity) \$ \_\_\_\_\_ (funding amount) to provide \_\_\_\_\_ (services)

**Overview:** The next section details the intent and purpose of the federal or state funding to provide the context for the award. This information is generally provided in the Request for Application (RFA) and can be taken directly from the announcement. For SLFRF funding, it is important to note that federal funding is the source.

**Background:** The department details previous efforts to address the issue (if any). It is important to include the department's intent and purpose of the specific funding provided including the desired results, specific population(s) to be addressed and in what manner. All funding requirements as noted in the RFA are included in this section.

**Program/Award specific information:** The purpose of the funding directed to this particular entity should be spelled out, including information such as the number to be served and specific outcomes desired should be addressed. If there are specific "deliverables," performance milestones and timelines including due dates need to be clearly delineated. Information on reporting deadlines should be noted, including specific due dates.

**Line Item Approved Budget:** The total amount of the award, including specific line item amounts approved are required. You can also include the budget narrative associated with the approved line items that were detailed in the subrecipient's application.

**Payment process:** Detail the requirements for reimbursement (such as detailed invoices associated with expenditures), the frequency of payment, method of payment, and return of funds by end date.

**Contact information:** The agency point of contact, including name, email and phone number is provided in this section. The subrecipient's point of contact is also detailed.



*Note: If any special terms and conditions have been attached, those should be included in the SOW in the appropriate section.*

