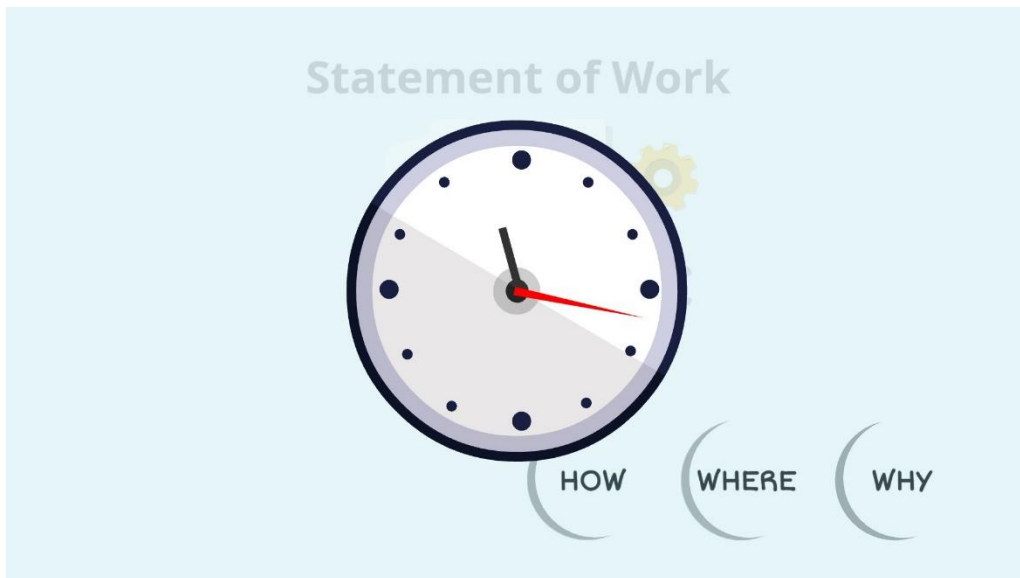


## Evaluating a Statement of Work



During the period of performance of a grant, the grantee is required to submit a Statement of Work or State Plan outlining the exact procedures they will follow to perform the work. This video will present the guidelines the Grant Officer Technical Representative (or GOTR) should follow when evaluating the Statement of Work or State Plan.



A Statement of Work (or SOW) is a document that explains WHAT work will be done, WHO will perform the work, WHEN the work will be performed, HOW and WHERE the work will be done, and WHY it must be done this way for performance under a grant. The purpose is to demonstrate the grantee can meet the requirements in the grant agreement on time and within cost limits. This review should take place in the first few weeks of the grant award.



There are 5 steps the GOTR should take to evaluate a Statement of Work or State Plan.

- First, the GOTR should carefully review the grant agreement, paying special attention to any special conditions that need resolution, as these require a timely response from the grantee. Any questions should be addressed with the Regional Office, or with the grantee, as appropriate.
- Second, after reviewing the grant agreement, the GOTR should identify the requirements of the grant agreement. If it is a performance specification award, the grant agreement will outline the goals or objectives to be met. If it is a design specification grant, the government stipulates steps the grantee must follow and holds the grantee responsible for ensuring the steps will produce the desired results. If it is both, the GOTR should be sure to clearly understand the responsibilities of each party.
- Third, after reviewing the requirements, the GOTR should evaluate the WHAT, WHO, WHEN, HOW, WHERE, and WHY of the SOW or State Plan.
  - Evaluating the WHAT means reviewing whether the work described conforms to the requirements of the grant agreement and clearly states that each objective will be accomplished.
  - Evaluating the WHO means reviewing whether the plan describes who will accomplish the work and how the organization will perform to deliver the required outcomes.
  - Evaluating the WHEN means reviewing whether the milestones described match the requirements in the grant agreement, and key events such as start and completion dates are realistic and reasonable.
  - Evaluating the HOW means determining exactly how the project will be operated and whether the methodology seems reasonable. This is the most demanding part of the review, as there may be techniques and methods the GOTR is not familiar with. The GOTR is not expected to become an expert, but

must familiarize themselves enough with the methodology by talking to subject matter experts and reading up on the subject to understand the project.

- Evaluating the WHERE means determining whether the site arrangements provided by the grantee are satisfactory.
  - And evaluating the WHY means reviewing why the work is to be done as described, much of which is explained by the HOW.
- Fourth, once the GOTR has reviewed the SOW or State Plan, they should have identified any potential issue areas. They should evaluate each issue area to determine if it seriously threatens the objectives in the grant agreement being accomplished. If yes, the GOTR should raise these issues to their supervisor or the Regional Office. Otherwise the GOTR may simply need to get clarification from the grantee.
- Finally, the GOTR should decide whether to recommend modifications to the SOW or State Plan. If proposed resolutions for any problem areas seriously threaten quality, cost, or time objectives, the GOTR should question the plan and document their reasons. Modifications may be made after discussions with the grantees. Regardless of what they recommend, it is not up to the GOTR to accept or deny a request. If quality, cost, or time objectives are not threatened, the GOTR would document their recommendations and work with the grantee to clarify.



The outcome of this process is a documented decision to accept or question the SOW or State Plan, helping the GOTR prepare for a productive discussion with the grantee on next steps.



# Evaluating a Statement of Work



This video, Evaluating a Statement of Work, was brought you by the National Veterans' Training Institute.