The SOPO shall not be more than 10 pages and must utilize the following format:

[Recipient Name]

[Project Title]

1. **OBJECTIVES**

The objective of this project is…. [*Include a sentence or two on the overall objective(s) of the work. Please make sure the objective aligns with the objective from the FOA and this section should include any measurable “requirements”, “specifications, or “metrics” mentioned in the FOA, i.e. efficiency increase of XX%, energy density of YY, etc.]*

1. **SCOPE OF WORK**

[Insert summary of general project approach]

The project will be conducted in X budget periods:

Budget Period 1: [Title]: Explain what will occur in BP1

Budget Period 2: [Title]: Explain what will occur in BP2

Budget Period X: [Title]: Explain what will occur in BPX

*[This section should not exceed one-half page and should summarize the effort and approach to achieve the objective(s) of the work*.]

1. **TASKS TO BE PERFORMED**

*[This section should include concisely written task descriptions in a logical sequence and should be divided into the budget periods of the project. This section provides a brief summary of the planned approach to this project avoiding task details that may overly limit flexibility in achieving the overall objectives. Please be sure that the tasks do not include $$$ amounts, dates, time durations, sub or vendor names, etc.]*

The following tasks will be conducted:

**All Budget Periods**

Overall Project Management and Planning

The objectives for the project management portion of the work are to provide project planning, coordination, and reporting as required to successfully achieve the overall objectives of the project.

Task 0.0 – Project Management and Planning

The Recipient will develop and maintain the Project Management Plan (PMP) and manage and report on activities in accordance with the plan. This task includes the writing of reports, presentation slides, invoice control for subcontractors, and expense tracking. Other aspects include technical updates from subcontractors and attendance at review meetings. The Recipient will maintain an up-to-date Project Management Plan designed to achieve the project objectives and cover the entire Project Period. The content and organization of the PMP is identified in the Federal Assistance Reporting Checklist and Instructions. The PMP will be updated and submitted as part of the continuation application prior to the initiation of each budget period as outlined in the deliverables section below.

Task 0.1- Kick-Off meeting

The recipient will participate in a project kickoff meeting with the DOE within 30 days of project initiation.

*[Task 0.2 should only be used when there is national lab participation in the project.*

Task 0.2 – Collaboration with National Laboratory

Achievement of overall project objectives is dependent upon tasks performed by a national laboratory under a separately funded DOE award. The Recipient will coordinate and collaboratively conduct work with the selected national laboratory on selected tasks integral to the completion of the project. The results of this collaborative effort with the national laboratory will be included in all project reporting.

**Budget Period 1 – [Title]**

Task 1.1 – [Title]

Subtask 1.1.1 – [Description]

Subtask 1.1.2 – [Description]

Task 1.2 – [Title]……

Subtask 1.2.1 – [Description]

Subtask 1.2.2 – [Description]

[Each budget period must contain at least 1 milestone per quarter and one Go/No Go Decision.]

|  |  |  |
| --- | --- | --- |
| Milestone | Type | Description |
| Milestone Title | Technical | Insert Verbiage |
| Milestone Title | Technical | Insert Verbiage |
| Milestone Title | Technical | Insert Verbiage |
| Milestone Title | Technical | Insert Verbiage |
| Go/No Go Decision Title  | Go/No Go | Insert Verbiage |

**Continuation:** In accordance with the award terms and conditions, specifically the provision named “CONTINUATION APPLICATION AND FUNDING,” and the Go/No Go technical criteria outlined above, the Recipient is **NOT** authorized to proceed beyond Budget Period 1 without the Department of Energy (DOE) Contracting Officer’s written approval of acceptable technical progress associated with the Go/No Go technical criteria outlined above and the submission of a continuation application submitted no later than ninety (90) days prior to the end of the current Budget Period. If selected to continue into a subsequent Budget Period, the Recipient will continue to perform the overall tasks listed in this Statement of Project Objectives, or, adjusted tasks as deemed necessary and negotiated during the negotiation of subsequent continuation application(s). If the Recipient unilaterally decides to continue into the subsequent Budget Period prior to the DOE Contracting Officer’s written approval, all costs are incurred at the Recipient’s risk and no DOE funds may be utilized for such costs prior to the DOE Contracting Officer’s written approval of the technical Go/No Go criteria and continuation application.

**Budget Period 2 – [Title]…….**

Task 2.1 – [Title]

Subtask 2.1.1 – [Description]

Task 2.2 – [Title]……

Subtask 2.2.1 – [Description]

[Each budget period must contain at least 1 milestone per quarter and one Go/No Go Decision.]

|  |  |  |
| --- | --- | --- |
| Milestone | Type | Description |
| Milestone Title | Technical | Insert Verbiage |
| Milestone Title | Technical | Insert Verbiage |
| Milestone Title | Technical | Insert Verbiage |
| Milestone Title | Technical | Insert Verbiage |
| Go/No Go Decision Title  | Go/No Go | Insert Verbiage |

**Continuation:** In accordance with the award terms and conditions, specifically the provision named “CONTINUATION APPLICATION AND FUNDING,” and the Go/No Go technical criteria outlined above, the Recipient is **NOT** authorized to proceed beyond Budget Period 2 without the DOE Contracting Officer’s written approval of acceptable technical progress associated with the Go/No Go technical criteria outlined above and the submission of a continuation application submitted no later than ninety (90) days prior to the end of the current Budget Period. If selected to continue into a subsequent Budget Period, the Recipient will continue to perform the overall tasks listed in this Statement of Project Objectives, or, adjusted tasks as deemed necessary and negotiated during the negotiation of subsequent continuation application(s). If the Recipient unilaterally decides to continue into the subsequent Budget Period prior to the DOE Contracting Officer’s written approval, all costs are incurred at the Recipient’s risk and no DOE funds may be utilized for such costs prior to the DOE Contracting Officer’s written approval of the technical Go/No Go criteria and continuation application.

**DELIVERABLES**

Reports will be submitted in accordance with the attached “Federal Assistance Reporting Checklist” and the instructions accompanying the checklist.

In addition to the reports specified in the "Federal Assistance Reporting Checklist", the Recipient will provide the following to the DOE Project Officer (identified in Block 15 of the Assistance Agreement as the Program Manager):

Summary of accomplishments and project work report will be prepared for inclusion in the annual programmatic progress report. Report will be due by October 31 of each year.

1. **BRIEFINGS AND TECHNICAL PRESENTATIONS**

The Recipient will prepare detailed briefings for presentation to the Project Officer at the Project Officer’s facility located in Pittsburgh, PA or Morgantown, WV or Washington, DC. Briefings will be given by the Recipient to explain the plans, progress, and results of the technical effort approximately twice a year. The Recipient will provide and present a technical paper(s) at the Vehicle Technologies Annual Merit Review Meeting held in Washington, DC. Additional technical papers will be developed and delivered as appropriate at technical society meetings, or at technical exchange meetings, which may be organized by DOE (not to exceed two per year). All foreign travel in support of briefings or technical exchange meetings outside the United States requires prior Contracting Officer approval.