

## **ATTACHMENT 2 – STATEMENT OF PROJECT OBJECTIVES**

[Include a concise, descriptive title for the work to be performed]

[The negotiated Statement of Project Objectives (SOPO) will be inserted here. The Cooperative Agreement must contain a single, detailed Statement of Project Objectives that specifies what the objectives of the project are and how they will be met. The Statement of Project Objectives must contain a clear, concise description of all activities to be completed during the project. The format should be similar to the following.]

### **A. Objectives**

[Include one to three paragraphs stating the overall objectives of the work, including objectives of each phase of the work.]

### **B. Scope of Project – Phase 1**

[Include one-half to one full page summarizing the effort and the approach that will be taken to achieve the objectives of Phase 1.]

### **C. Tasks to Be Performed**

[Include all tasks to be performed necessary to complete the work required to achieve the project's objectives under Phase 1. Provide a detailed description of work to be performed under each task. All work to be performed under this agreement must be identified by a task and its associated description. This section must include a Project Management Task, similar to the format given below.]

#### **PHASE 1**

##### **Task 1.0 – Project Management and Planning**

The Recipient will employ earned value management techniques meeting industry standards for tracking completion of work, keeping activities on schedule, and controlling costs to remain within the budget. Activities performed under this task will be used to provide oversight and control throughout execution of the project during Phase I. The Recipient will implement and manage the project in accordance with the approved Project Management Plan, and will report on activities in accordance with the approved Project Management Plan. The Recipient will update the Project Management Plan if project management policies and procedures are changed, if rebaselining is required, if significant changes in scope, methods or approaches are required, or as otherwise required to ensure that it is the appropriate governing plan for the work required to accomplish the project objectives.

The Recipient will prepare and submit reports as required in the Financial Assistance Reporting Requirements Checklist and this Statement of Project Objectives. Subaward management, communications, outreach, post-completion review, and technology transfer functions will also be performed under this task.

##### **Task 2.0 – (Title)**

Subtask 2.1 – (Title)  
(Description)

Subtask 2.2 – (Title)  
(Description)

##### **Task 3.0 – (Title)** (Description)

#### **PHASE 2**

The Applicant shall provide a **brief** general discussion of the work to be completed in Phase 2. Tasks should be divided among major categories of work (called Subphases) in the project (e.g. Design, Construction, and Operation).

**SUBPHASE 2 a: Design**

Task 4.0 – (Title)

(Description)

**SAMPLE DECISION POINT 1\* Design - End of Subphase 2a:** In accordance with the “DECISION POINT” provision in this Cooperative Agreement, the Recipient is not authorized to proceed beyond Subphase 2a – Design without written approval by the Contracting Officer for continuation into Subphase 2b – Construction.

Consistent with the Topical Report format and instructions prescribed under Attachment 3, the Recipient shall prepare and submit a detailed technical Topical Report discussing the technical results of the work performed under the Subphase 2a SOPO tasks [*additional content to be determined and negotiated prior to award of the cooperative agreement*]. This report will be submitted to the OSTI website no later than 90 days prior to the end of Subphase 2a - Design. In addition, the Recipient shall submit a “Decision Point Application” directly to the DOE Project Officer and the DOE Contract Specialist no later than 90 days prior to the end of Subphase 2a – Design. The Decision Point Application shall include the following information:

1. A report on the Recipient’s progress towards meeting the objectives of the project, including any significant findings, conclusions, or developments.
2. A detailed budget and supporting justification for the upcoming Subphase if additional funds are requested, a reduction of funds is anticipated, or a budget for the upcoming phase was not approved at the time of award.
3. A description of the Recipient’s plans for the conduct of the project during the upcoming Subphase.

[End of Decision Point]

[End of Subphase 2a]

**Subphase 2b: Construction**

Task 5.0 – (Title)

(Description)

**SAMPLE DECISION POINT 2\* Construction – End of Subphase 2b:** In accordance with the “DECISION POINT” provision in this Cooperative Agreement, the Recipient is not authorized to proceed beyond Subphase 2b – Construction without written approval by the Contracting Officer for continuation into Subphase 2c – Operations.

Consistent with the Topical Report format and instructions prescribed under Attachment 3, the Recipient shall prepare and submit a detailed technical Topical Report discussing the technical results of the work performed under the Subphase 2b SOPO tasks [*additional content to be determined and negotiated prior to award of the cooperative agreement*]. This report will be submitted to the OSTI website no later than 90 days prior to the end of Subphase 2b – Construction. In addition, the Recipient shall submit a “Decision Point Application” directly to the DOE Project Officer and the DOE Contract Specialist no later than 90 days prior to the end of Subphase 2b – Construction. The Decision Point Application shall include the following information:

1. A report on the Recipient’s progress towards meeting the objectives of the project, including any significant findings, conclusions, or developments.
2. A detailed budget and supporting justification for the upcoming Subphase if additional funds are requested, a reduction of funds is anticipated, or a budget for the upcoming phase was not approved at the time of award.

3. A description of the Recipient's plans for the conduct of the project during the upcoming Subphase.

[End of Decision Point]

[End of Subphase 2b]

\*Placement of decision points for each cooperative agreement will be finalized during the pre-award stage.

### **Subphase 2c: Operations**

Task 6.0 – (Title)

(Description)

The Recipient shall prepare and submit a detailed technical Topical Report discussing the technical results of the work performed under the Subphase 2c SOPO tasks [*additional content to be determined and negotiated prior to award of the cooperative agreement*]. This report will be submitted to the OSTI website no later than 90 days prior to the end of Subphase 2c – Operations.

### **D. Deliverables**

The Recipient shall provide reports in accordance with the enclosed Federal Assistance Reporting Checklist and the instructions accompanying the Checklist. In addition to the reports identified on the Reporting Checklist, the Recipient shall provide the following:

Phase 1:

- End of Phase 1 Topical Report

Phase 2:

- Topical Report and Decision Point Application for Subphase 2a – Design, as specified in the Decision Point 1 description.
- Topical Report and Decision Point Application for Subphase 2b – Construction, as specified in the Decision Point 2 description.
- Topical Report for Subphase 2c – Operation.

### **E. Meetings and Project Briefings**

The Recipient shall prepare detailed briefings for presentation to the DOE Project Officer at the Project Officer's facility located in Pittsburgh, PA or Morgantown, WV, or at an alternate site as designated by the Project Officer. Briefings shall be given by the Recipient to explain the plans, progress, and results of the technical effort at the completion of each budget period and Subphase and on an annual basis at a minimum. Briefings shall also include a Kickoff Meeting soon after award.

[The Recipient shall provide a specific list of Meetings and Project Briefings to be held during the life of the project.]