# Statement of Work

**This statement of work does not address all relevant requirements of the RFA and should only be used as supplemental guidance.**

| [Project Title] | | | | |
|---|---|---|---|---|
| **Objective [#]** [use as many Objectives as are necessary for Project]<br>[Description of the Objective or Goal] | | | | |
| **Task** | **Responsible Entity**<br>(If Other Than Applicant) | **Completion Date**<br>(Number of Days After Effective Date) | **Task Location**<br>(If Other Than the Applicant's primary business location) | **RMA Role** |
| **Task 1:** [Description] | [Nothing needs to be placed in this column if the Applicant will be performing the Task. Note here if the work will be performed by a contractor etc.] | [#]   [In lieu of placing a number in this column, Applicant can use descriptive terms such as continuous, monthly, quarterly, etc. when Task is repetitive.] | [Identifies where Task will be completed.] | [Most Tasks should have a role for RMA (although RMA does not need to be involved in every task)] |
| **Task 2:** [Description] | | | | |
| **Task 3:** [Description] | | | | |
| **Task 4:** [Description] | | | | |
| **Task 5:** [Description] | | | | |
| **Task 6:** [Description] | | | | |
| **Task 7:** [Description] | | | | |
| **Task 8:** [Description] | | | | |
| [Continue with as many tasks as are necessary for each Objective] | | | | |

| | | [Project Title] | | |
|---|---|---|---|---|
| | | **Objective [#]** [use as many Objectives as are necessary for Project] | | |
| | | [Description of the Objective or Goal] | | |
| **Task** | **Responsible Entity** (If Other Than Applicant) | **Completion Date** (Number of Days After Effective Date) | **Task Location** (If Other Than the Applicant's primary business location) | **RMA Role** |
| **Task 9:** [Description] | | | | |
| **Task 10:** [Description] | | | | |
| **Task 11:** [Description] | | | | |
| **Task 12:** [Description] | | | | |
| **Task 13:** [Description] | | | | |
| **Task 14:** [Description] | | | | |
| **Task 15:** [Description] | | | | |
| **Task 16:** [Description] | | | | |
| **Task 17:** [Description] | | | | |
| **Task 18:** [Description] | | | | |
| **Task 19:** [Description] | | | | |
| **Task 20:** [Description] | | | | |
| **Task 21:** [Description] | | | | |
| **Task 22:** [Description] | | | | |