

## **A Good Statement of Work (SOW) Should Include:**

The SOW should be concise, comprehensive and complete, and provide information for the following questions:

- **Who:** Who is filling the request for essential assistance (name of the Federal agency Action Officer who will be responsible for managing the MA)? Who is the request for? All requests for essential assistance should come to the FEMA State Liaison through the appropriate State representative to the Operations Section Chief, then to the appropriate Branch Chief. Any requests from a local representative coming directly to the FEMA State Liaison or the FEMA Operations Section should be redirected through the State representative.
- **What:** What is being requested? Requests should be specific enough that the essential assistance requested is recognizable. This should include any goods, services, or equipment that will be needed for each MA.
- **How much:** How much will it cost to provide the essential assistance the State requested? This will include a written cost estimate for all assistance to be provided including the possibility of Overtime for employees involved in the management of the MA from the assigned agency.
- **How long:** An estimate of how long the essential assistance will be provided. This will include State and End dates. The Start and End dates should be a conservative estimate and should NOT be exceeded without prior approval. If more time and/or more funds are needed, the MA can be amended for either.
- **When:** When will the request be filled? Include timeframe for the assistance to be delivered.
- **Where:** Where will the request for assistance be delivered? Multiple places: POCs should be set up for each delivery site the State has requested the assistance be delivered.
- How will the assigned agency complete the MA? This may be additional information that may be needed. Will they sub-task another agency? If the agency will be purchasing or moving equipment or supplies, they will be required to provide the FEMA Logistics Resource Tracking Coordinator with specific information for the appropriate tracking of all goods and services for each MA.