


RAIL

MOVING AMERICA FORWARD



Federal-State Partnership for Intercity Passenger Rail Grant Program Information Session #3 — Project Narrative and SOW

Presented by:

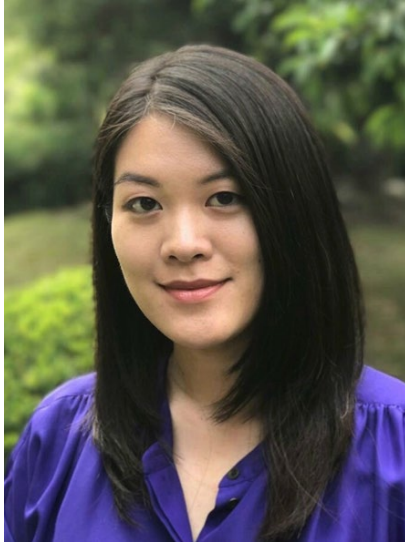
Jenny Zeng • John Winkle



U.S. Department of Transportation
Federal Railroad Administration

February 7, 2023

FRA Presenters



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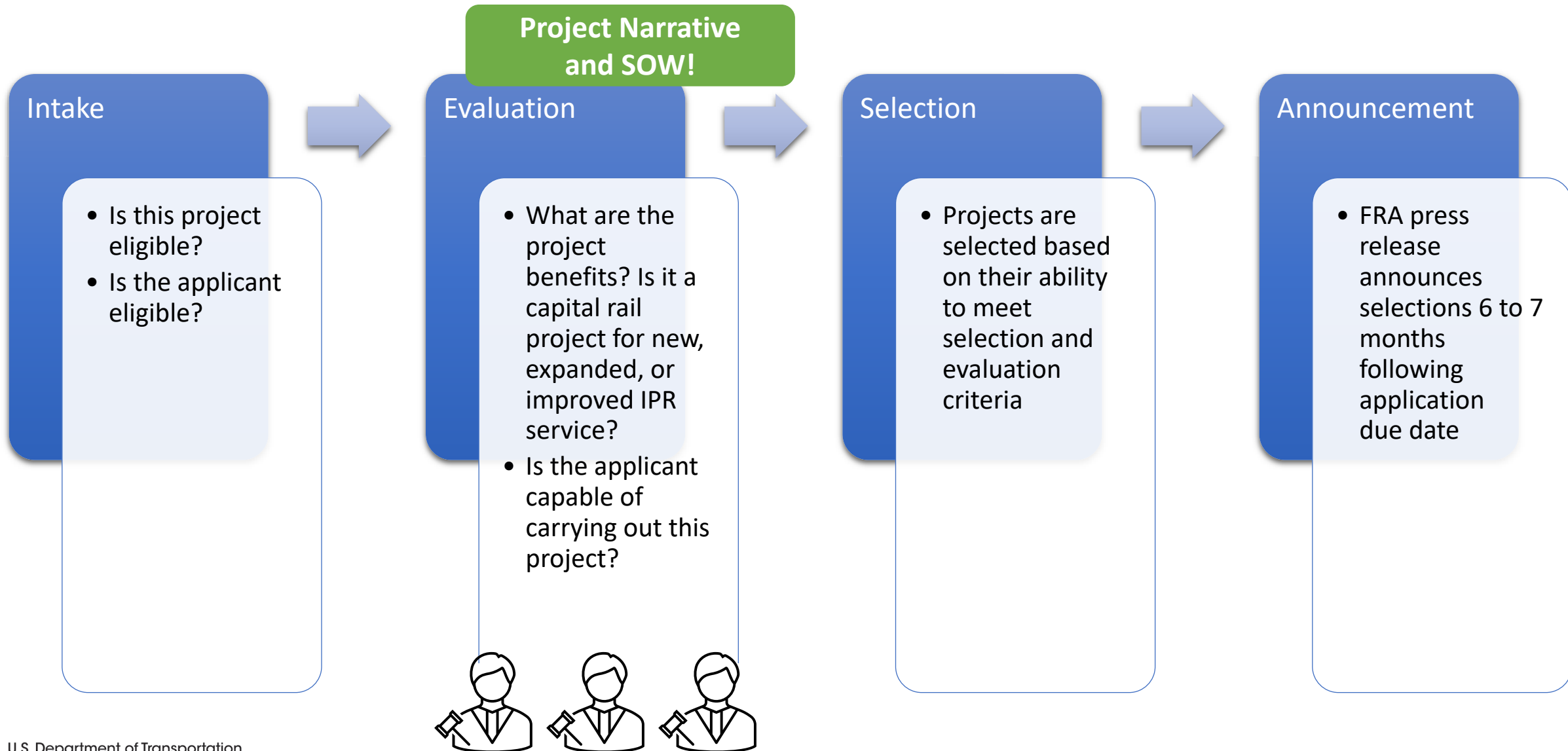


Ryan Arbuckle
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Agenda

- 1 Overview of the competitive grant process
- 2 Components of the narrative
- 3 Tools and Resources
- 4 Q & A

FRA Competitive/Discretionary Grant Review Process



Best Practices— Project Narrative

Narratives and Lifecycle Stages

- Structure your narrative according to your respective track. Make it clear that you have completed the appropriate prerequisites for the track you are applying for.
- Ensure your narrative fully communicates the scope and benefits of your track and is supported by evidence
- Applicants are not restricted from applying to multiple tracks (i.e., Track 2 + Track 3 Grant Application)



Track 1: Project Planning



Track 2: Project Development



Track 3: Full Design/Construction

Best Practices – Project Narrative

Project Narrative Outline

- I. Cover Page
- II. Project Summary
- III. Project Funding
- IV. Applicant Eligibility Criteria
- V. Project Eligibility Criteria
- VI. Detailed Project Description
- VII. Project Location
- VIII. Grade Crossing Information, if applicable
- IX. Evaluation and Selection Criteria
- X. Project Implementation and Management
- XI. Environmental Readiness

- ✓ Structure your project narrative in accordance with the outline specified in the Notice of Funding Opportunity (NOFO)
- ✓ Include all elements identified in the outline
- ✓ Follow the instructions for each element
- ✓ Adhere to 25-page limit – Cover Page does not count against limit

Best Practices – Project Narrative

Cover Page

- ☑ Use a table or create a list:
 - ☑ Project Name
 - ☑ Lead Applicant Name/Project Sponsor
 - ☑ Funding Requested
 - ☑ Proposed Match
 - ☑ Total Project Cost
 - ☑ Did you submit for a previous grant? Tell us which program.
 - ☑ Project Lifecycle Stage
 - ☑ Intercity Passenger Rail Service(s) Benefiting from the Project (incl. any Long Distance Service)
- ☑ For shared-benefit projects, identify the Commuter Rail Passenger Transportation service(s) benefiting from the project
- ☑ Infrastructure Owner(s) of Project Assets
- ☑ City(-ies), State(s) location
- ☑ Congressional District

Best Practices – Project Narrative

Project Summary

- ✓ Briefly describe the project in **4 to 6 sentences**
 - Tell us what your project is, where it is, how much money you are requesting, and why. Include application Track/Lifecycle Stage you are applying for.
- ✓ Don't start off by confusing reviewers — **keep it simple**
- ✓ **Don't frontload all your information**



Best Practices – Project Narrative

Project Funding

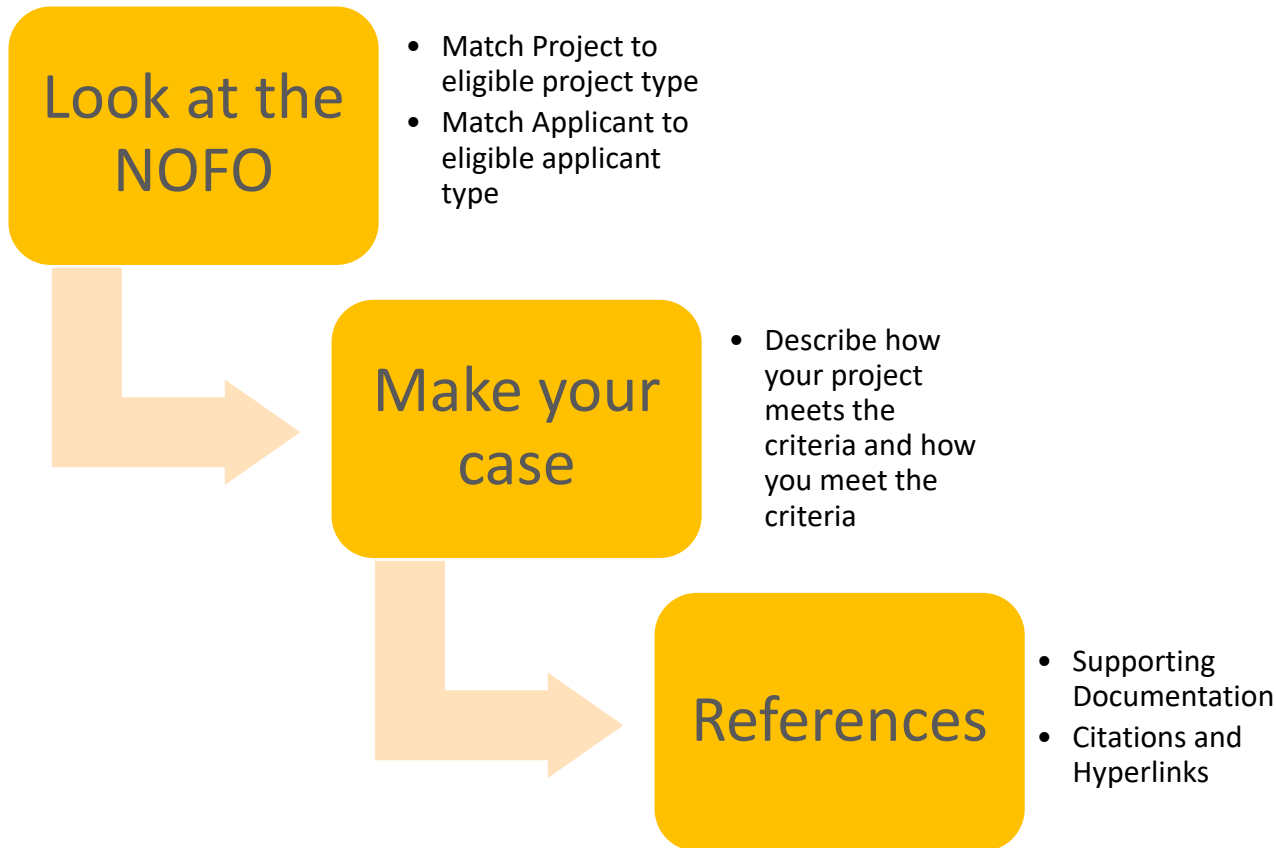
- ☑ **TABLES are always welcome**
 - Only include eligible costs
- ☑ **Specify each source of non-Federal match**
 - Supporting Documentation
 - Provide details about in-kind match
 - Indicate public- vs. private-sector match
- ☑ **Identify if the proposed match will not be available until a certain date or if funds must be spent by a deadline**
 - State Competitive Funding or other competitive Federal sources
- ☑ **Major Capital Projects**
 - Annualized budget in year of expenditure dollars
 - Specify intent to seek Phased Funding Agreement (PFA)

Funding Source	Amount	Percentage
FSP Grant Request	\$XX	80%
Local Funding	\$XX	10%
State Funding	\$XX	5%
Railroad Co. Funding - Private	\$XX	5%
Total Match	\$XXX	100%

Task/Component	Cost	Percentage
Preliminary Engineering	\$XX	50%
NEPA	\$XX	50%
Total Cost	\$XXX	100%

Best Practices – Project Narrative

Applicant and Project Eligibility



1. Eligible Applicants

The following entities are eligible applicants for all projects permitted under this notice:

- a. a State (including the District of Columbia);
- b. a group of States;
- c. an Interstate Compact;
- d. a public agency or publicly chartered authority established by one or more States;
- e. a political subdivision of a State;
- f. Amtrak, acting on its own behalf, or any other entity established by one or more States;
- g. a Federally recognized Indian tribe;
- h. any combination of the e

a. Project Eligibility: The following capital projects, including acquisition of real property interests, are eligible to receive grants under this NOFO.

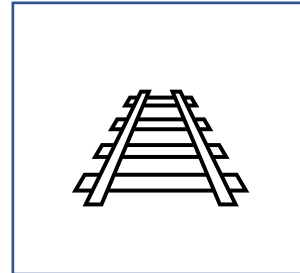
1. A project to replace, rehabilitate, or repair infrastructure, equipment,^[8] or a facility used for providing intercity passenger rail service to bring such assets into a state of good repair.
2. A project to improve intercity passenger rail service performance, including reduced trip times, increased train frequencies, higher operating speeds, improved reliability, expanded capacity, reduced congestion, electrification, and other improvements, as determined by the Secretary.
3. A project to expand or establish new intercity passenger rail service.
4. A group of related projects described in paragraphs (1) through (3).
5. The planning, environmental studies, and final design for a project or group of projects described in paragraphs (1) through (4).

Best Practices – Project Narrative

Detailed Project Description

- ✓ Thoroughly discuss the transportation challenges and benefits
- ✓ Include data to support project benefits
- ✓ Describe how project components are related and will be sequenced
- ✓ Include photographs or diagrams
- ✓ Identify all host railroads, operators, and beneficiaries
 - Daily, weekly, or annual train count
 - Current ridership data, delays

v. Project Description



Picture of Project

Simple description of challenges and proposed solution. Relevant history **OF** project.

- These XX grade crossings are slowing trains and we want to create a grade separation

Summary of Qualitative and Quantitative benefits of this project.

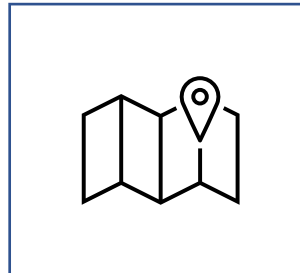
- XXX trip times will be decreased by this project

Summary of who benefits.

- Town residents
- Emergency Services
- Freight

Host Railroad – status of negotiations

- Draft negotiation document,
- Summary of ongoing conversations, demonstration of support



Location of Project Area



Don't let this be the only time you talk about benefits

Best Practices – Project Narrative

Project Location

- ☑ Identify cities, counties, and states where project is located
 - Congressional districts of project location
- ☑ Include a map of the project
 - Multiple if necessary
- ☑ Identify railroad mileposts
- ☑ Geospatial data – longitude and latitude
- ☑ Demographic Data ONLY if applicable
 - Justice40
 - Equity

The screenshot displays the U.S. Department of Transportation Federal Railroad Administration website. The top navigation bar includes links for About FRA, Railroad Safety, Rail Network Development, Research & Development, Legislation & Regulations, Grants & Loans, and FRA eLibrary. The main content area is titled "Maps – Geographic Information System" and includes an overview of the FRA's geospatial resources and a link to the FRA Safety Map. Below this, there is a "Related Links" section and a "My Congressional District" section. The "My Congressional District" section features a map of Alabama with its congressional districts highlighted, and a "Transportation Disadvantaged Census Tracts (Historically Disadvantaged Communities)" section. This section includes a map of the United States with California highlighted, and a table showing the number of Transportation Disadvantaged Census Tracts by state. The table shows that California has 4168 tracts, and 30% of the selected tracts in California are Transportation Disadvantaged Census Tracts.

State	Number of Tracts
Alabama	601
Alaska	33
American Samoa	1
Arizona	519
Arkansas	357
California	4168
Colorado	208
Connecticut	32
Delaware	39
District of Columbia	31
Florida	1257
Georgia	814

Best Practices – Project Narrative

Grade Crossing Information

- ✓ Cite specific DOT National Grade Crossing Inventory information, including:
 - Railroad that owns infrastructure
 - Primary railroad operator
 - DOT crossing inventory number
 - Roadway at the crossing

The image shows two overlapping screenshots of the Federal Railroad Office of Safety website. The top screenshot is titled '5.02 - Generate Crossing Inventory and Accident Reports'. It features a navigation bar with 'Home', 'What's New', 'Crossing', 'Forms/Publications', 'Downloads', and 'Data'. Below the navigation bar, there is a section for generating reports. It includes a 'Report Type' section with radio buttons for 'Inventory' (selected), 'Accident', and 'Contact Sheet'. There is a 'Crossing#' input field and an 'Inventory' section with radio buttons for 'Current' (selected) and 'History'. Below these are 'Generate Report' and 'Generate Map' buttons. An 'Additional Links' section contains several hyperlinks: 'Query by Location \ Railroad', 'Query by Crossing', 'Accident Prediction (WBAPS)', 'DOT Crossing Inventory Information', 'Crossing Data help', 'Rail Crossing Locator Mobile Application', 'Maps', 'Notice', and 'Using this Site'. At the bottom, it states 'Accident File as of: May 31, 2022' and 'Crossing Inventory File as of: Today'. The bottom screenshot is titled '8.01 - Query by Location'. It has a 'Location' dropdown menu set to 'Alabama'. Below it are radio buttons for 'County' (selected) and 'City'. A 'County/City' dropdown menu is open, showing options: 'ALL', 'AUTAUGA', 'BALDWIN', and 'BARBOUR'. There are three sections of radio buttons: 'Crossing Type' with 'Public Only' (selected) and 'All (Includes Private and Pedestrian)'; 'Crossing Position' with 'At-Grade Only' (selected) and 'All (Includes Grade Separated)'; and 'Crossing Status' with 'Open' (selected) and 'All (Includes Closed)'. There is a 'Street' input field and a 'Reporting Level' dropdown menu set to 'All'. Below the dropdown is a grid of letters: '0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All'. There is a 'Railroad' dropdown menu set to 'All' and a 'Sort' section with radio buttons for 'Sort by Railroad Name' (selected) and 'Sort by Railroad Code'. At the bottom, there is a note: 'Note! You need to specify state and either county or city, street or railroad search pattern.' and 'Run Query' and 'Reset' buttons.

Best Practices – Project Narrative

Evaluation and Selection Criteria

Project Benefits

Effects on system and service performance, including as measured by applicable metrics set forth in part 273 of title 49, Code of Federal Regulations (or successor regulations);

Effects on safety, competitiveness, reliability, trip or transit time, greenhouse gas emissions, and resilience

Anticipated positive economic and employment impacts, including development in areas near passenger stations, historic districts, or other opportunity zones

Efficiencies from improved connections with other modes

Ability to meet existing or anticipated demand

Whether the project services historically unconnected or under-connected communities

Technical Merits

SOW tasks and subtasks outlined are appropriate

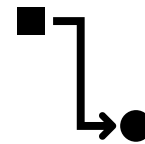
Project has completed necessary Capital Project Lifecycle prerequisites and demonstrates strong project readiness

Technical Qualifications and Experience of Personnel

Business plan considers potential private sector participation

The legal, financial, and technical capacity to carry out the project

Project is consistent with planning guidance and documents



Quantitative and Qualitative

- Relevant Benefits only – don't digress to other projects

Address each component

- **Address it again!**
- Separate out each section – don't bunch

Best Practices – Project Narrative

Project Implementation & Management

- ☑ Highlight applicant’s past experiences managing and overseeing similar projects, including FRA- or DOT-funded projects
 - RAISE (TIGER, BUILD) or CRISI
 - Federal Transit Administration (FTA) grants
 - State Grants
 - Management of Local Funding

- ☑ Describe expected arrangements for project contracting, contract oversight, change-order management, risk management, and conformance with Federal requirements for progress reporting
 - Experience with intercity passenger rail – GREAT!
 - Major Capital Projects’ Project Management Plans have additional requirements and must include the following:
 - Project planning and concept design, environment, design management, project delivery, construction management, construction close out, start up and revenue operation, real estate acquisition and management, and rolling stock acquisition and management



☑ Assume your reviewer has never heard of you!

BUILD: Better Utilizing Investments to Leverage Development Program
CRISI: Consolidated Rail Infrastructure and Safety Improvements Grant Program
RAISE: Rebuilding American Infrastructure with Sustainability and Equity Grants
TIGER: Transportation Investment Generating Economic Recovery Program (FY 2009-2000)

Best Practices – Project Narrative

Environmental Readiness

- ☑ *If NEPA is **complete***: Provide copy of NEPA document or link
- ☑ *If NEPA is **not started***: Provide detailed project description and description of setting/land use, with visuals
- ☑ *If NEPA is **underway***: Provide current status, expected completion date, and type of document

- The amount/kinds of environmental information and documentation you're typically expected to provide as part of your application depends on which track of the FSP-National program (1, 2, or 3) you're applying under
- Environmental review must be completed and approved by FRA prior to construction
- FRA may be able to adopt environmental documents prepared by/for other Federal agencies



In Summary...Help Your Reviewer

- **Keep it simple and straight forward**
 - More information is good....as long as it's relevant
 - Supporting Documentation – submission vs. hyperlink
 - Repetition is key – don't sell yourself short
- **No detective work**
 - Benefits, costs, scope, project stage
 - Qualitative and quantitative
- **No assumptions**
 - Location
 - Technical experience
 - Project



Narrative Tools

I. Cover Page

- [Developing SF 424 Project Titles](#)

II. Project Summary

- [FY21 FSP SOGR Selections](#)

III. Project Funding

- [Capital Cost Estimating Guidance](#)
- [FRA Budget Tool](#)

IV. Applicant Eligibility Criteria

- [FSP-National NOFO](#); [FSP-NEC NOFO](#)

V. Project Eligibility Criteria

- [FSP-National NOFO](#); [FSP-NEC NOFO](#)

VI. Detailed Project Description

- [Guidance on Development and Implementation of Railroad Capital Projects](#)

VII. Project Location

- [Justice40 Census Tracts](#)
- [Congressional Districts](#)
- [Rural Eligibility](#)
- [FRA Safety GIS Map](#)

VIII. Grade Crossing Information

- [Grade Crossing Inventory](#)

IX. Evaluation and Selection Criteria

- [FSP-National NOFO](#)
- [Metrics and Minimum Standards for IPR Operations](#)

X. Project Implementation and Management

- [FRA Reporting](#)
- [FRA Statement of Work Templates](#)
- [FRA Project Development Resources](#)

XI. Environmental Readiness

- [FRA CE Worksheet](#)
- [FRA CE Companion Guide](#)
- [FRA NEPA Procedures](#)
- [FRA YouTube Recording on NEPA and Competitive Grants](#)

Best Practices— Statement of Work

Overview of Statement of Work – Purpose and Uses → Two-Fold

- What is the Statement of Work and how is it used throughout the grant lifecycle?
- **Purpose:** The SOW is a description of the work that will be completed under the grant agreement.



*Drafting and finalizing the SOW is a key step toward receiving a grant award. **

**<https://railroads.dot.gov/grants-loans/grant-administration/statements-work>*

Grant Application

- Review the NOFO for specific instructions on preparing the SOW. The NOFO provides links to four FRA templates that you can download from the FRA website.*
- Maintain the format and structure of the templates. This will improve the quality of the grant application and set up the grant for success during project delivery!



Project Delivery

- The Statement of Work is one of the key documents contained in the **Grant Agreement**, the guiding document for project execution and grant management during the project delivery phase!



Components of the Statement of Work – Template Page 1

ATTACHMENT 2

STATEMENT OF WORK

[insert applicant/grantee name]
[insert project name]
[insert grant program name and fiscal year]

I. AUTHORITY

Authorization	E.g. 49 U.S.C. § 24407 For CRISI Program Insert eligibility citation (e.g. 49 U.S.C. 24407(c)(1))
Funding Authority/Appropriation	E.g. Contract authority in the FAST Act Sec. 1101(a)(5), Pub. L. 114-94 (December 4, 2015) E.g. Consolidated Appropriations Act, 2018, Division L, Title I (Pub. L. 115-141 (March 23, 2018))
Notice of Funding Opportunity	[NOFO Title] for Fiscal Year 20XX, [Federal Register citation], [Month, date, year] [volume #] FR [publication date]

II. BACKGROUND

Instructions: This section also provides high-level overview information regarding the project and applicant/grantee, and defines the term "Project" as that term is used throughout the Agreement. Approximately 3-4 paragraph in length.

This Agreement funds the Grantee to support the deployment of [description] (Project). To the extent there is a conflict between Attachment 1 and this Attachment 2, Attachment 1 governs.

[IF APPLICABLE: All necessary planning, preliminary engineering (PE) and National Environmental Policy Act (NEPA) requirements have been completed. A Categorical Exclusion for this Project was approved by FRA on XXX].

III. OBJECTIVE

Instructions: The "Objective" section of the Statement of Work (SOW) is intended to provide a clear description of the underlying transportation problem that the project will address; the work that will be accomplished under the grant/cooperative agreement; the end-state of the project, and the public benefits that the project is intended to achieve.

Components of the Statement of Work – Outline

Statement of Work Outline

- I. Authority
- II. Background
- III. Objective
- IV. Project Location
- V. Description of Work
- VI. Project Coordination
- VII. Project Management

- ☑ Structure your Statement of Work in accordance with the NOFO instructions
- ☑ NOFO provides links to four FRA templates which are available for download – SOW, Schedule, Budget, and Performance Measures
- ☑ Include all elements identified in the templates

Components of Statement of Work – Description of Work

V. Description of Work: Task 1



Detailed Project Work Plan

- Activities and steps necessary to complete the tasks outlined in the Statement of Work (SOW)
- Include information about the project management approach
- Address quality assurance and quality control procedures



Detailed Project Budget

- Consistent with the Approved Project Budget, but with greater detail
- Include the environmental class of action



Detailed Project Schedule

- A schedule of the activities and steps necessary to complete the tasks outlined in the SOW
 - Include Grantee and agency review durations

Task 1 Deliverables

- Detailed Project Work Plan, Budget, and Schedule
- Project Agreements (if applicable)

Components of Statement of Work – Description of Work

V. DESCRIPTION OF WORK (continued)

- **Task 2: [insert task name]** i.e., Engineering **use Subtasks as needed**
Design;
 - [insert a description of the task and the deliverables that will be completed under the task]
 - **Task 2 Deliverables:**
 - [insert names of required deliverables to be completed under this task] i.e., Final Design Plans and Cost Estimates
- **Task 3: [insert task name]** i.e., Construction **use Subtasks as needed**
 - **Task 3 Deliverables:**
- **Task 4: [insert task name]** i.e., Project Administration
 - **Task 4 Deliverables:**
 - Final Performance Report (the final deliverable listed in the “description of work” section of the SOW must be the Final Performance Report. This report must be submitted within 120 days of the end of the grant’s period of performance and should describe the cumulative activities of the project, including a complete description of the Grantee’s achievements with respect to the project objectives and milestones)

Project Schedule, Budget, and Performance Measures

ATTACHMENT 3

DELIVERABLES AND APPROVED PROJECT SCHEDULE

[insert applicant/grantee name]
 [insert project name]

I. DELIVERABLES AND APPROVED PROJECT SCHEDULE

Instructions: The "Project Schedule and Deliverables" section outlines the Project Performance Period for the Agreement and provides a concise table listing all of the deliverables required for the applicable tasks covered under the Agreement and their submission due date to FRA. The Grantee must list every deliverable required for each applicable task, as well as any other deliverables FRA may require. Use the guidance below to develop this section.

The deliverables associated with this Agreement are listed below. The Grantee must complete these deliverables to FRA's satisfaction to be authorized for funding reimbursement and for the Project to be considered complete.

Unless otherwise approved, requests for extensions of the Project Performance Period must be submitted not later than 90 days before the end of the Project Performance Period, consistent with Section 4(b) of Attachment 1.

Deliverables

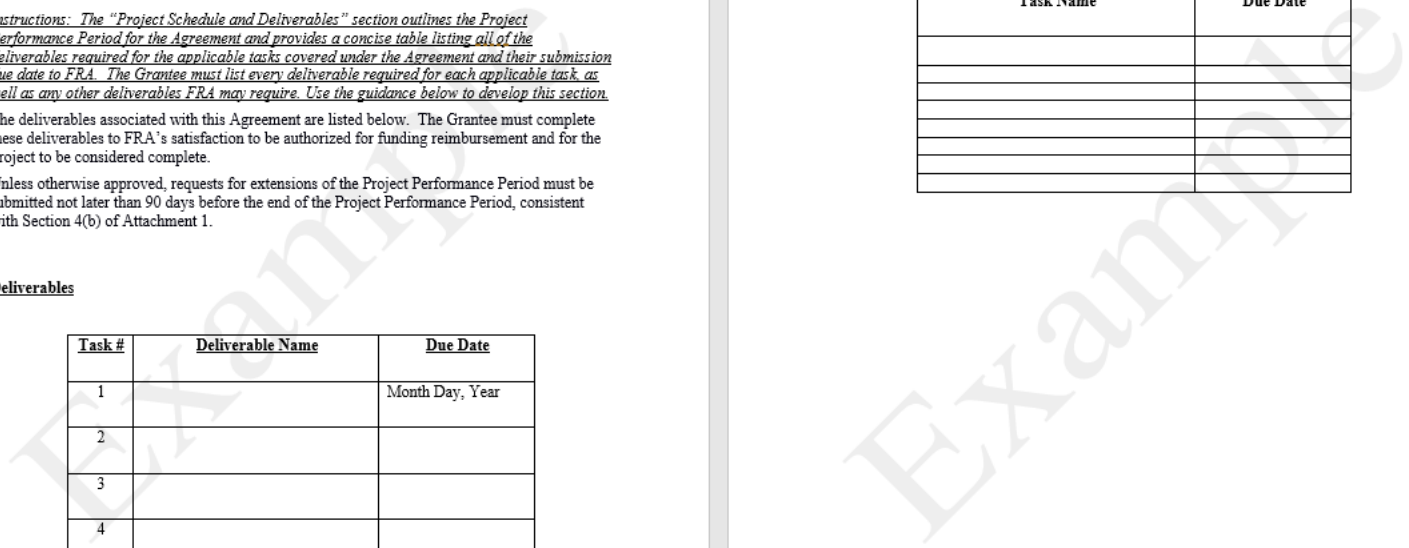
Task #	Deliverable Name	Due Date
1		Month Day, Year
2		
3		
4		
5		
6		
7		

ATTACHMENT 3

Approved Project Schedule

Instructions: If appropriate, this table can be combined with the above table which would then be renamed as "Deliverables and Approved Project Schedule".

Task Name	Due Date



Project Schedule, *Budget*, and Performance Measures

ATTACHMENT 4

APPROVED PROJECT BUDGET

[insert applicant/grantee name]
[insert project name]

I. APPROVED PROJECT BUDGET

Instructions: The "Approved Project Budget" section outlines the initial cost estimate for the project by task and by funding source. Both methods are required and necessary to assess project costs. The "funding source" budget should list all funding sources contributing to the project (e.g. the FRA grant subject to this SOW, other FRA or Federal grants, the grantee's contribution, and contributions from all other project partners). Use the text and table below to develop this section.

The total estimated cost of the Project is \$[amount], for which the FRA grant will contribute up to [percent amount] % of the total Project cost, not to exceed \$[amount]. The Grantee's Non-Federal Contribution is comprised of [cash contributions only/cash in the amount of \$XX and [insert description of in-kind contribution] valued at \$XX]. Any additional expense required beyond that provided in this Agreement to complete the Project will be borne by the Grantee.

Project Budget by Task

Task #	Task Name	Federal (FRA) Contribution	Non-Federal Contribution	Total Cost
1		\$	\$	\$
Total		\$	\$	\$

Revisions to the Approved Project Budget shall be made in compliance with Attachment 1 of this Agreement. The Grantee will document expenditures by task, and by Federal and Non-Federal Contributions, when seeking reimbursement from FRA.

Project Budget by Source

Funding Source	Project Contribution Amount	Percentage of Total Project Cost
Federal Contribution (Amount of FRA Grant)	\$	%
Non-Federal Contribution	\$	%

ATTACHMENT 4

Project Partner 1	\$	%
Total Project Cost	\$	100%

Project Budget by Cost Categories

Instructions: If expenses by cost category are not known at the time of award, this table may be omitted and the cost categories may be provided with the Detailed Project Budget that is part of Task 1.

Task #	Cost Code	FRA Standard Cost Category	Total
1			\$
			\$
			\$
			\$

Project Schedule, Budget, and *Performance Measures*

ATTACHMENT 5

PERFORMANCE MEASUREMENTS

[insert applicant/grantee name]

[insert project name]

I. PERFORMANCE MEASUREMENTS

The table below contains the performance measures that this Project is expected to achieve. These performance measures will enable FRA to assess Grantee's progress in achieving strategic goals and objectives. The Grantee will report on these performance measures per the frequency and duration specified in the table.

Upon Project completion, Grantee will submit reports comparing the Actual Project Performance of the new and or improved asset(s) against the Pre-Project (Baseline) Performance and Expected Post-Project Performance as described in Table 1 below. Grantee need not include any analysis in addition to the described data; however, Grantee is welcome to provide information explaining the reported data. Grantee will submit the performance measures report to the Regional Manager in accordance with Table 1 below.

Table 1: Performance Measurement Table

Performance Measure	Description of Measure	Measurement	Reporting
[Insert Performance Measure]	[Describe Performance Measure]	Pre-Project (Baseline) Performance as of [Insert Date]: [Insert the performance of the asset prior to the start of the project]	Actual Project Performance After Project Completion: Comparison of actual performance of asset(s) versus the baseline and expected post-project performance.
			Frequency: Annual
		Expected Post-Project Performance: [Insert the expected performance of the asset upon project complete]	Duration: For three years after the Project Performance Period end date.

ATTACHMENT 5

Performance Measure	Description of Measure	Measurement	Reporting
[Insert Performance Measure]	[Describe Performance Measure]	Pre-Project (Baseline) Performance as of [Insert Date]: [Insert the performance of the asset prior to the start of the project]	Contents: Comparison of actual performance of asset(s) versus the baseline and expected post-project performance.
			Frequency: Annual
		Expected Post-Project Performance: [Insert the expected performance of the asset upon project complete]	Duration: For three years after the project's Project Performance Period end date.

Performance Measure	Description of Measure	Measurement	Reporting
[Insert Performance Measure]	[Describe Performance Measure]	Pre-Project (Baseline) Performance as of [Insert Date]: [Insert the performance of the asset prior to the start of the project]	Contents: Comparison of actual performance of asset(s) versus the baseline and expected post-project performance.
			Frequency: Annual
		Expected Post-Project Performance: [Insert the expected performance of the asset upon project complete]	Duration: For three years after the Project Performance Period end date.

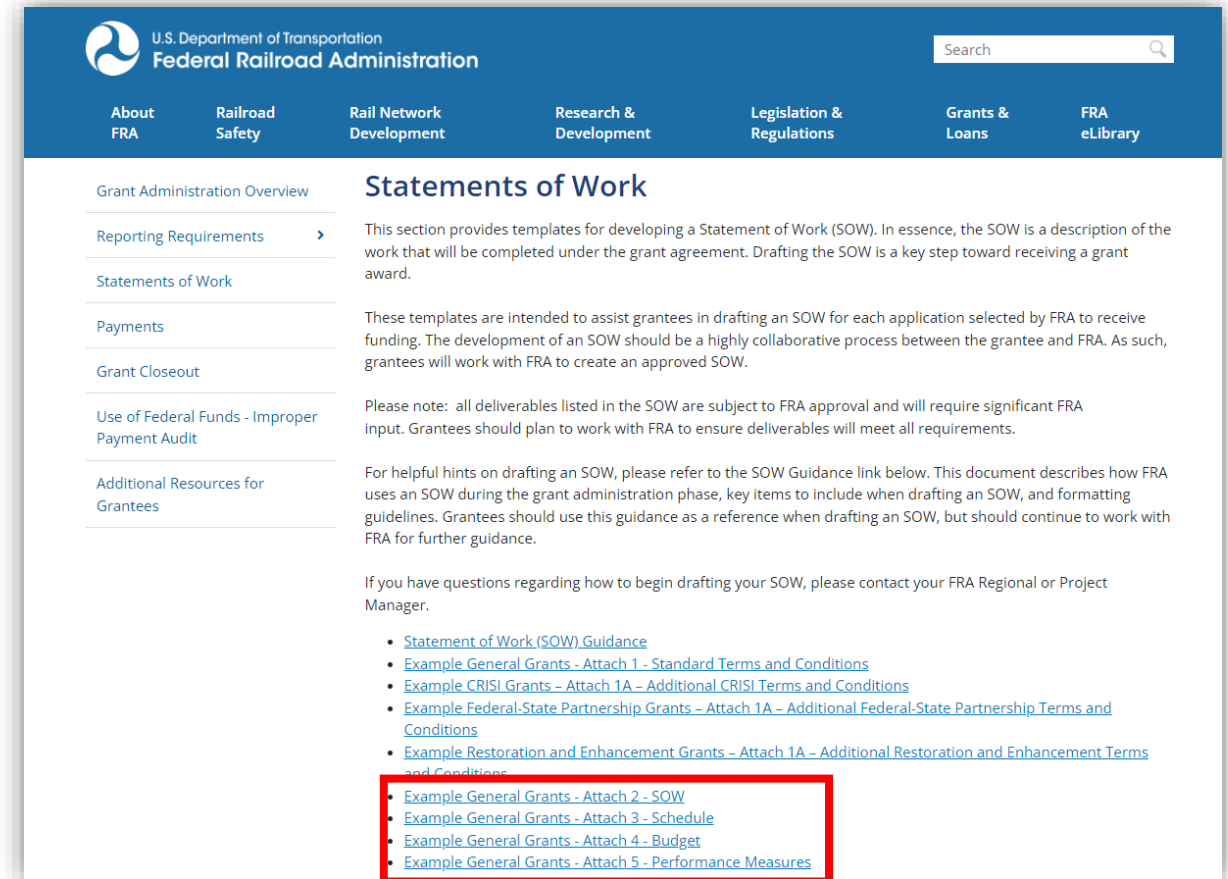
Best Practices — Statement of Work

☑ See FRA's Statements of Work webpage:

<https://railroads.dot.gov/grants-loans/grant-administration/statements-work>

☑ Use templates for the

- SOW (Attachment 2)
- Schedule (Attachment 3)
- Budget (Attachment 4)
- Performance Measures (Attachment 5)



The screenshot shows the Federal Railroad Administration's website page for Statements of Work. The page has a blue header with the FRA logo and navigation links: About FRA, Railroad Safety, Rail Network Development, Research & Development, Legislation & Regulations, Grants & Loans, and FRA eLibrary. A search bar is located in the top right. The main content area is titled "Statements of Work" and includes a left-hand navigation menu with links to Grant Administration Overview, Reporting Requirements, Statements of Work, Payments, Grant Closeout, Use of Federal Funds - Improper Payment Audit, and Additional Resources for Grantees. The main text explains that the section provides templates for developing a Statement of Work (SOW) and lists several example documents, including "Example General Grants - Attach 2 - SOW", "Example General Grants - Attach 3 - Schedule", "Example General Grants - Attach 4 - Budget", and "Example General Grants - Attach 5 - Performance Measures". These four links are highlighted with a red rectangular box.

Best Practices — Statement of Work

- ☑ Organize the scope of work into discrete and logically sequenced tasks
- ☑ Provide appropriate timing for tasks
- ☑ Identify the deliverables required to communicate progress and completion of tasks to FRA
- ☑ Check the budget to ensure numbers are consistent with cost information submitted in forms and other areas of the application

ATTACHMENT 2
STATEMENT OF WORK

[insert applicant/grantee name]
[insert project name]
[insert grant program name and fiscal year]

I. AUTHORITY

Authorization	E.g. 49 U.S.C. § 24407 For CRISI Program Insert eligibility citation (e.g. 49 U.S.C. 24407(c)(1)).
Funding Authority/Appropriation	E.g. Contract authority in the FAST Act Sec. 1101(a)(5), Pub. L. 114-94 (December 4, 2015) E.g. Consolidated Appropriations Act, 2018, Division L, Title I (Pub. L. 115-141 (March 23, 2018))
Notice of Funding Opportunity	[NOFO Title] for Fiscal Year 20XX, [Federal Register citation], [Month, date, year] [volume #] FR [publication date]

II. BACKGROUND

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ATTACHMENT 3
DELIVERABLES AND APPROVED PROJECT SCHEDULE

[insert applicant/grantee name]
[insert project name]

I. DELIVERABLES AND APPROVED PROJECT SCHEDULE

Instructions: The "Project Schedule and Deliverables" section outlines the Project Performance Period for the Agreement and provides a concise table listing all of the deliverables required for the applicable tasks covered under the Agreement and their submission due date to FRA. The Grantee must list every deliverable required for each applicable task, as well as any other deliverables FRA may require. Use the guidance below to develop this section.

The deliverables associated with this Agreement are listed below. The Grantee must complete these deliverables to FRA's satisfaction to be authorized for funding reimbursement and for the Project to be considered complete.

Unless otherwise approved, requests for extensions of the Project Performance Period must be submitted not later than 90 days before the end of the Project Performance Period, consistent with Section 4(b) of Attachment 1.

Deliverables

Task #	Deliverable Name	Due Date
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ATTACHMENT 4
APPROVED PROJECT BUDGET

[insert applicant/grantee name]
[insert project name]

I. APPROVED PROJECT BUDGET

Instructions: The "Approved Project Budget" section outlines the initial cost estimate for the project by task and by funding source. Both methods are required and necessary to assess project costs. The "funding source" budget should list all funding sources contributing to the project (e.g. the FRA grant subject to this SOW, other FRA or Federal grants, the grantee's contribution, and contributions from all other project partners). Use the text and table below to develop this section.

The total estimated cost of the Project is \$[amount], for which the FRA grant will contribute up to [percent amount] % of the total Project cost, not to exceed \$[amount]. The Grantee's Non-Federal Contribution is comprised of [cash contributions only/cash in the amount of \$XX and [insert description of in-kind contribution] valued at \$XX]. Any additional expense required beyond that provided in this Agreement to complete the Project will be borne by the Grantee.

Project Budget by Task

Task #	Task Name	Federal (FRA) Contribution	Non-Federal Contribution	Total Cost
1		\$	\$	\$

ATTACHMENT 5
PERFORMANCE MEASUREMENTS

[insert applicant/grantee name]
[insert project name]

I. PERFORMANCE MEASUREMENTS

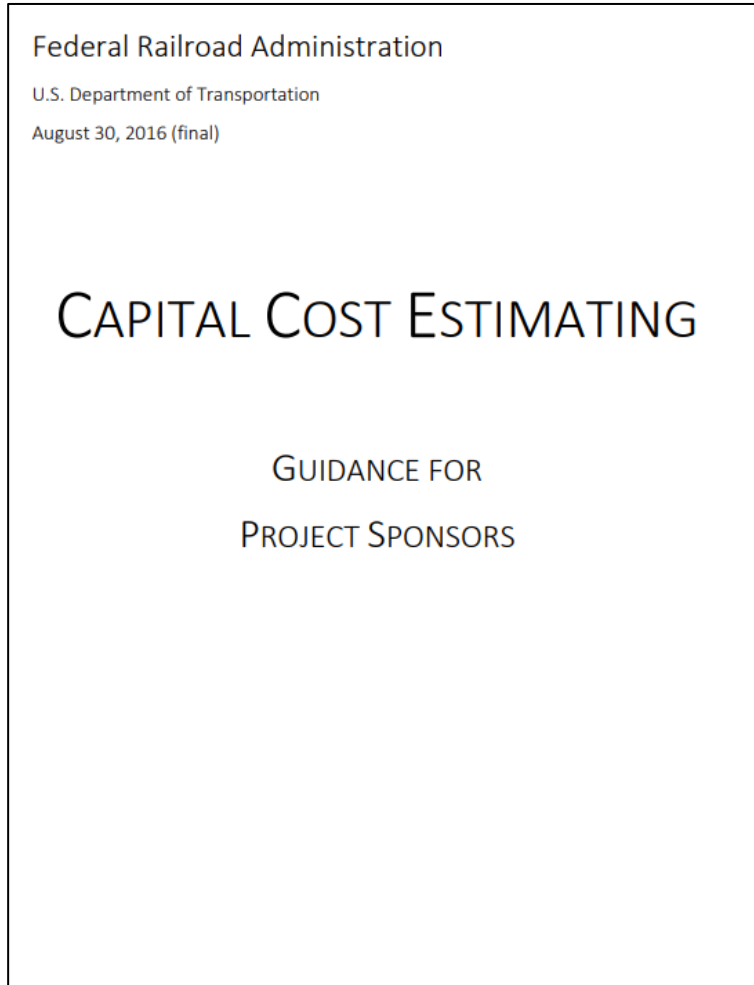
The table below contains the performance measures that this Project is expected to achieve. These performance measures will enable FRA to assess Grantee's progress in achieving strategic goals and objectives. The Grantee will report on these performance measures per the frequency and duration specified in the table.

Upon Project completion, Grantee will submit reports comparing the Actual Project Performance of the new and or improved asset(s) against the Pre-Project (Baseline) Performance and Expected Post-Project Performance as described in Table 1 below. Grantee need not include any analysis in addition to the described data; however, Grantee is welcome to provide information explaining the reported data. Grantee will submit the performance measures report to the Regional Manager in accordance with Table 1 below.

Table 1: Performance Measurement Table

Performance Measure	Description of Measure	Measurement	Reporting
		Pre-Project (Baseline) Performance as of [insert Date]: [insert the performance of	Actual Project Performance After Project Completion: Comparison of actual

Best Practices — Statement of Work



- Capital Cost Estimating Guidance:
 - <https://railroads.dot.gov/rail-network-development/training-guidance/capital-cost-estimating-guidance>
- Utilize FRA’s Standard Cost Categories as a way to organize the scope of work and budget
 - <https://railroads.dot.gov/elibrary/mp-33-scc-worksheets>
- Ensure consistency among the project narrative, statement of work, benefit-cost analysis, and other application materials

FRA MAIN WORKSHEET										Issue Date 5/4/16
Grantee Name								Today's Date		8/28/14
Project Name and Location: Rail Project A, Two cities with rural in-between								Yr of Base Year \$		2014
Current Phase : Final Design, Ready to Procure Construction								Yr of Revenue Ops		2017
Standard Cost Category	Unit	Quantity	Base Year Dollars						YOE Dollars Total (X000) (from Inflation Worksheet)	
			Without Contingency (X000)	Allocated Contingency (X000)	TOTAL (X000)	Unit Cost (X000)	Percent of Construction Cost	Percent of Total Project Cost		
10 Guideway & Track Elements	Lineal Miles of Guideway	105	1,520,000	140,000	1,660,000	15,810	69%	52%	1,718,100	
10.010 Guideway: At-grade exclusive right-of-way	Lineal Miles of Guideway	100	550,000	50,000	600,000	6,000				
10.020 Guideway: At-grade semi-exclusive (allows cross-traffic)	Lineal Miles of Guideway		0		0					
10.030 Guideway: At-grade in mixed traffic	Lineal Miles of Guideway		0		0					
10.040 Guideway: Aerial structure	Lineal Miles of Guideway		0		0					



QUESTIONS?

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FRA Competitive Discretionary Grant Programs
Webpage <https://www.fra.dot.gov/grants>