

RAIL

MOVING AMERICA FORWARD



FY 2022–2023 Interstate Rail Compacts NOFO Webinar

Presented by:

Marc Dixon • Jessie Samwel • Ryan Arbuckle



U.S. Department of Transportation
Federal Railroad Administration

May 24, 2023



Welcome: FRA Administrator Amit Bose

FRA Presenters



Marc Dixon
Transportation Industry
Analyst, *Rail Program Policy
and Performance Division*



Jessie Samwel
Community Planner,
Project Planning Division



Ryan Arbuckle
*Chief, Program
Coordination & Strategy*

Agenda

- 1 Interstate Rail Compact Program Overview
- 2 How to Apply
- 3 Best Practices
 - Project Narrative
 - Statement of Work
 - Benefit-Cost Analysis
 - Environmental Readiness
- 4 Q & A

Interstate Rail Compacts Grant Program

Program Purpose & Funding Overview

Purpose

- Interstate Rail Compacts grant program is a new competitive program that will provide financial assistance to entities implementing Interstate Rail Compacts.
- Improve, promote, and develop intercity passenger rail service, including activities related to the financing of such service, and to encourage multi-state grant applications.

Notice of Funding Opportunity (NOFO)

- Published in the *Federal Register* on May 9, 2023
 - **\$5.8 million available** in FY 2022–2023 supplemental advance and annual appropriations
 - Applications due by **5 PM ET on July 10, 2023**
- Concurrent applications and resubmissions are allowed
 - Indicate other program(s) you may have applied to (e.g., CRISI, RAISE)

Eligible Applicants and Activities

Applicants

- Entities implementing Interstate Rail Compacts, which means an existing entity, such as a commission, that has been established by member states to implement the Interstate Rail Compact


Activities*

- Cost of Administration
- Systems Planning
- Promotion of Intercity Passenger Rail Operations
- Preparation of Applications for Competitive Federal Grant Programs
- Service Operations Coordination

**Costs must be consistent with 2 CFR 200 cost principles*



Award Limitations



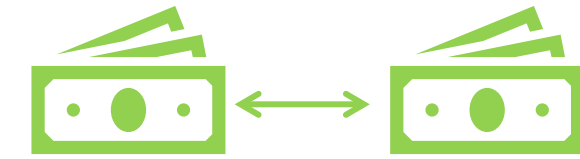
\$3,000,000
Set aside per fiscal year



No more than a total of
10 Awards
Per fiscal year



Maximum award per year of
\$1,000,000



50% Non-Federal
match required

Key Program Definitions

Interstate Rail Compact

For the purposes of the NOFO, an interstate rail compact is a legislatively enacted agreement or compact that establishes a formal, legally binding relationship between two or more States to prepare for and provide intercity passenger rail service.

Intercity Passenger Rail Transportation (IPR)

Rail passenger transportation, except commuter rail passenger transportation (see 49 U.S.C. 24911(a)(2)). In the IRC NOFO, “Intercity Passenger Rail Service” and “Intercity Passenger Rail Transportation” are equivalent terms to “Intercity Rail Passenger Transportation.”

IRC and Other BIL Grant Programs

- Interstate Rail Compacts are eligible applicants for other FRA grant programs:
 - **Corridor Identification and Development Program**
 - **Federal-State Partnership for Intercity Passenger Rail Grant Program**
 - **Restoration and Enhancement Grant Program**
 - **Consolidated Rail Infrastructure and Safety Improvements (CRISI) Grant Program**
- More information on new and enhanced grant programs under the Bipartisan Infrastructure Law:
<https://railroads.dot.gov/BIL>

The screenshot shows the Federal Railroad Administration website. The header includes the U.S. Department of Transportation logo and the text 'U.S. Department of Transportation Federal Railroad Administration'. A search bar is located in the top right. The main navigation menu includes: About FRA, Railroad Safety, Rail Network Development, Research & Development, Legislation & Regulations, Grants & Loans, and FRA eLibrary. The page content is titled 'Bipartisan Infrastructure Law Information from FRA'. It features a sub-header 'Bipartisan Infrastructure Law Information from FRA' and a paragraph stating: 'On November 15, 2021, President Joseph R. Biden signed the Bipartisan Infrastructure Law—a generational investment in America’s intermodal transportation system of which freight and passenger rail is an integral part and an engine of our economy. The investments will:'. Below this are two bullet points: '• Help make our nation’s rail network safer, more reliable, resilient, sustainable, and equitable.' and '• Improve the lives of Americans, create good paying jobs, and lay the foundation for America to compete in the 21st Century.' A section titled 'What Does This Mean For FRA?' follows, with a paragraph: 'The Bipartisan Infrastructure Law will provide unprecedented Federal funding for rail improvement projects in America. Over the next five years, that means greatly expanding existing FRA programs and creating new programs to enhance our nation’s rail network. The Bipartisan Infrastructure Law includes \$102 billion in total rail funding, including \$66 billion from advanced appropriations, and \$36 billion in authorized funding.' A 'Learn More' section contains a video player with the title 'Bipartisan Infrastructure Law and Rail ...' and a description: 'To learn more about the Bipartisan Infrastructure Law and rail, watch the video from FRA Deputy Administrator Amit Bose and view the links for additional information about FRA’s programs.' The video player shows a man in a suit speaking. Below the video are 'Expand All' and 'Collapse All' buttons. At the bottom, there are two dropdown menus: 'FRA Bipartisan Infrastructure Law Information' and 'Other Government Resources'. The footer of the page states 'Last updated: Monday, November 15, 2021'.

Program Evaluation & Selection Criteria

Evaluation Criteria

Project Benefits

- Effects on system and service performance along an interstate passenger rail route;
- Effects on the promotion of intercity passenger rail service;
- Efficiencies from improved coordination of interstate passenger rail services with shared freight operations; and
- Ability to incorporate community and stakeholder engagement in transportation planning.

Program Evaluation & Selection Criteria

Evaluation Criteria

Technical Merit:

- Tasks and subtasks outlined in the SOW are appropriate to achieve the expected outcomes of the proposed project
- Applications indicate ongoing commitment from each member State to achieving the proposed project
- The applicant has, or will have the legal, financial, and technical capacity to carry out the proposed project
 - The technical qualifications and experience of key personnel proposed to lead and perform the technical efforts, and the qualifications of the primary and supporting organizations to fully and successfully execute the proposed project within the proposed timeframe and budget, are demonstrated
- The proposed project is consistent with planning guidance and documents set forth by DOT, including those required by law or State rail plans developed under Title 49, United States Code, chapter 227, as appropriate

Program Evaluation & Selection Criteria

Key Departmental Objectives

DOT will assess the project's ability to meet one or more of these objectives. Such considerations can include, but are not limited to, the extent to which an application promotes:

Safety

FRA will assess the project's ability to foster a safe transportation system for the movement of goods and people, consistent with the Department's strategic goal to reduce transportation-related fatalities and serious injuries across the transportation system.

Economic Strength and Global Competitiveness

FRA will assess the project's ability to contribute to economic progress stemming from infrastructure investment and associated job creation in the industry.

Equity

FRA will assess the project's ability to address equity and barriers to opportunity, to the extent possible within the program and consistent with law.

NOFO Overview & How to Apply

What is a NOFO?

Key Parts of a NOFO

A Notice of Funding Opportunity (NOFO):

- Announces the grant opportunity
- Contains details about the application requirements and procedures to request Federal funding for eligible projects
- Is the authoritative source of all information related to the funding opportunity.

The screenshot displays the Federal Register website interface. At the top, there is a navigation bar with options like 'Sections', 'Browse', 'Search', 'Reader Aids', and 'My FR'. The main header features the 'FEDERAL REGISTER' logo and the text 'The Daily Journal of the United States Government'. Below this, a blue banner indicates 'Notice'. The main content area is titled 'Notice of Funding Opportunity for Interstate Rail Compacts' and includes a sub-header 'A Notice by the Federal Railroad Administration on 05/09/2023'. The document is categorized as a 'PUBLISHED DOCUMENT'. The main body of the notice is organized into sections: 'AGENCY:' (Federal Railroad Administration (FRA), Department of Transportation (DOT)), 'ACTION:' (Notice of funding opportunity (NOFO or notice)), 'SUMMARY:' (This notice details the application requirements and procedures to obtain grant funding for eligible projects under the Interstate Rail Compacts Grant Program. The opportunities described in this notice are made available under Assistance Listings Number 20.328.), 'DATES:' (Applications for funding under this solicitation are due no later than 5 p.m. ET, July 10, 2023. Applications that are incomplete or received after 5 p.m. ET on July 10, 2023 will not be considered for funding. See Section D of this notice for additional information on the application process.), and 'ADDRESSES:' (Applications must be submitted via www.Grants.gov. Only applicants who comply with all submission requirements described in this notice and submit applications through www.Grants.gov will be eligible for award. For any supporting application materials that an applicant is unable to submit via www.Grants.gov, an applicant may submit an original and two (2) copies to Mr. Marc Dixon, Office of Rail Program Development, Federal Railroad Administration, 1200 New Jersey Avenue SE, Mail Stop 20, Washington, DC 20590. However, due to delays caused by enhanced screening of mail delivered via the U.S. Postal Service, applicants are advised to use other means of conveyance (such as courier service) to assure timely receipt of materials before the application deadline.). To the right of the main text, there is a 'DOCUMENT DETAILS' sidebar with fields for 'Printed version: PDF', 'Publication Date: 05/09/2023', 'Agency: Federal Railroad Administration', 'Dates: Applications for funding under this solicitation are due no later than 5 p.m. ET, July 10, 2023. Applications that are incomplete or received after 5 p.m. ET on July 10, 2023 will not be considered for funding. See Section D of this notice for additional information on the application process.', 'Document Type: Notice', 'Document Citation: 88 FR 29964', 'Page: 29964-29972 (9 pages)', and 'Document Number: 2023-09863'. At the bottom right, there is a 'DOCUMENT STATISTICS' section showing 'Page views: 462 as of 05/16/2023 at 6:15 am EDT' and an 'ENHANCED CONTENT' section.

What information is in a NOFO?

Key Parts of a NOFO

- Program Summary
- Key Dates
- Addresses
- FRA Contact Information
- Table of Contents
 - Program Description
 - Federal Award Information
 - **Eligibility Information**
 - **Application and Submission Information**
 - **Application Review Information**
 - Federal Award Administration Information
 - Federal Awarding Agency Contacts
 - Other Information

Where do I start?

Check the FRA **Competitive Discretionary Grant Programs** webpage

- <https://railroads.dot.gov/grants-loans/competitive-discretionary-grant-programs/competitive-discretionary-grant-programs>

United States Department of Transportation

U.S. Department of Transportation
Federal Railroad Administration

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Home / Grants & Loans / Competitive Discretionary Grant Programs

Competitive Discretionary Grant Programs

Competitive Discretionary Grant Programs

Accepting Applications

Legacy and Inactive Grant Programs

Competitive Discretionary Grant Programs

Accepting Applications

[Interstate Rail Compacts Grant Program](#)

This program makes available \$5,815,800 in financial assistance to entities implementing interstate rail compacts pursuant to section 410 of the Amtrak Reform and Accountability Act of 1997. The purpose of the program is to improve, promote, and develop intercity passenger rail service, including activities related to the financing of such service, and to encourage multi-state grant applications. Applications to the grant program are due no later than 5:00 p.m. ET, July 10, 2023. See the [FY22-23 Notice of Funding Opportunity \(NOFO\)](#) for more information.

- [Register for the FY22-23 Interstate Rail Compacts Grant Program NOFO Webinar - May 24, 2023](#)

Related Links

- [CY23-24 FRA NOFO Release and Selections Calendar](#)
- [Bipartisan Infrastructure Law Information from FRA](#)

Click the link to access the NOFO

Where is the FY22 Partnership Program NOFO?

NOFO in the Federal Register

- <https://www.federalregister.gov/documents/2023/05/09/2023-09863/notice-of-funding-opportunity-for-interstate-rail-compacts#h-42>

PUBLISHED DOCUMENT

AGENCY:
Federal Railroad Administration (FRA), Department of Transportation (DOT).

ACTION:
Notice of funding opportunity (NOFO or notice).

SUMMARY:
This notice details the application requirements and procedures to obtain grant funding for eligible projects under the Interstate Rail Compacts Grant Program. The opportunities described in this notice are made available under Assistance Listings Number 20.328.

DATES:
Applications for funding under this solicitation are due no later than 5 p.m. ET, **July 10, 2023**. Applications that are incomplete or received after 5 p.m. ET on July 10, 2023 will not be considered for funding. See Section D of this notice for additional information on the application process.

ADDRESSES:
Applications must be submitted via www.Grants.gov. Only applicants who

DOCUMENT DETAILS

Printed version:
[PDF](#)

Publication Date:
05/09/2023

Agencies:
[Federal Railroad Administration](#)

Dates:
Applications for funding under this solicitation are due no later than 5 p.m. ET, July 10, 2023. Applications that are incomplete or received after 5 p.m. ET on July 10, 2023 will not be considered for funding. See Section D of this notice for additional information on the application process.

Document Type:
Notice

Document Citation:
88 FR 29964

Page:
29964-29972 (9 pages)

Document Number:
2023-09863

Where do I find “How to Apply” information?

Search Grants tab on **Grants.gov**:

The screenshot shows the Grants.gov search interface. The search criteria include the keyword 'FR-IRC-23-001'. The search results table shows one matching result with the opportunity number 'FR-IRC-23-001' highlighted in a red box. A callout box points to this number with the instruction: 'Click the Opportunity Number to see the Synopsis'.

GRANTS.GOVSM
FIND. APPLY. SUCCEED.SM

SEARCH: Grant Opportunities Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s): FR-IRC-23-001

Opportunity Number:

CFDA:

SEARCH

OPPORTUNITY STATUS:

- Forecasted (0)
- Posted (1)
- Closed (0)
- Archived (0)

Search Tips | Export Detailed Data | Save Search »

SORT BY: Relevance (Descending) Update Sort

DATE RANGE: All Available Update Date Range

1 - 1 OF 1 MATCHING RESULTS:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
FR-IRC-23-001	FY22-23 Interstate Rail Compacts Grant Program	DOT-FRA	Posted	05/17/2023	07/10/2023

Click the **Opportunity Number** to see the Synopsis

What is the Synopsis?

Summary information about the grant opportunity in Grants.gov:

The screenshot displays the Grants.gov interface for viewing a grant opportunity. The page title is "VIEW GRANT OPPORTUNITY". The grant details include: FR-IRC-23-001, FY22-23 Interstate Rail Compacts Grant Program, Department of Transportation, DOT - Federal Railroad Administration. There are "Apply" and "Subscribe" buttons. A navigation bar below the title includes "SYNOPSIS" (highlighted with a red box), "VERSION HISTORY", "RELATED DOCUMENTS", and "PACKAGE". A "Print Synopsis Details" link is also present. The "General Information" section contains the following data:

Document Type:	Grants Notice	Version:	Synopsis 1
Funding Opportunity Number:	FR-IRC-23-001	Posted Date:	May 17, 2023
Funding Opportunity Title:	FY22-23 Interstate Rail Compacts Grant Program	Last Updated Date:	May 17, 2023
Opportunity Category:	Discretionary	Original Closing Date for Applications:	Jul 10, 2023 No Explanation
Opportunity Category Explanation:		Current Closing Date for Applications:	Jul 10, 2023 No Explanation
Funding Instrument Type:	Grant	Archive Date:	Aug 09, 2023
Category of Funding Activity:	Transportation	Estimated Total Program Funding:	\$5,815,800
Category Explanation:		Award Ceiling:	\$5,815,800
Expected Number of Awards:	10	Award Floor:	\$0

How do I apply?

Key Steps

- Obtain a Unique Entity Identifier
- **Register early** in the Federal government's System for Award Management (SAM)
- For Grants.gov, complete an **Authorized Organization Representative** profile and create a username and password
- Submit an application addressing all requirements outlined in the NOFO

NOTE:

- **SAM registration** can take up to 2 weeks (longer if you do not have an Employer Identification Number).
- FRA does not control or have the authority to expedite SAM renewal requests.
- GSA reported that as of December 6, 2022, **the average time to complete a manual review** otherwise known as Entity Validation is **thirteen (13) business days**.

What do I include in my application?

Required Documents

- Project Narrative
- Statement of Work
 - Scope, Schedule, Budget and Performance Measures

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. Evaluation and Selection Criteria
- IX. Project Implementation and Management

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 CRIST 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.

What forms are required?

Required Forms

- SF424 (Application for Federal Assistance)
 - *Either*: SF 424A or 424C – Budget info for Non-Construction OR Construction
 - *Either*: SF 424B or 424D – Assurances for Non-Construction OR for Construction
- FRA's Additional Assurances and Certifications (FRA F 30)
- FRA's Applicant Financial Capability Questionnaire (FRA F 251)
- SF LLL: Disclosure of Lobbying Activities (only required if reportable Lobbying activities exist)

Where do I find additional information and help?

Find **Additional Information** about the grant opportunity in Grants.gov at the bottom of the Synopsis page:

Additional Information

Agency Name: DOT - Federal Railroad Administration

Description: The IRC Program provides financial assistance to entities implementing Interstate Rail Compacts pursuant to section 410 of the Amtrak Reform and Accountability Act of 1997 (49 U.S.C. 24101). The purpose of the Program is to improve, promote, and develop intercity passenger rail service, including activities related to the financing of such service, and to encourage multi-state grant applications.

Link to Additional Information: [FY22-23 Interstate Rail Compacts Grant Program](#)

Grantor Contact Information: If you have difficulty accessing the full announcement electronically, please contact:

Grants.gov Contact Center
Phone Number: 1-800-518-4726

Hours of operation are 24 hours a day, 7 days a week. The contact center is closed on federal holidays.
support@grants.gov

[Grants.gov Customer Support](#)

Application Review and Selection Process

1. Intake and Eligibility

Each application is reviewed for completeness and eligibility to determine which applications move to the evaluation stage



2. Evaluation

Each complete and eligible application is evaluated by a panel of DOT subject matter experts using criteria outlined in the NOFO



3. Selection

Final funding decisions are made by taking into account the evaluation and selection criteria outlined in the NOFO

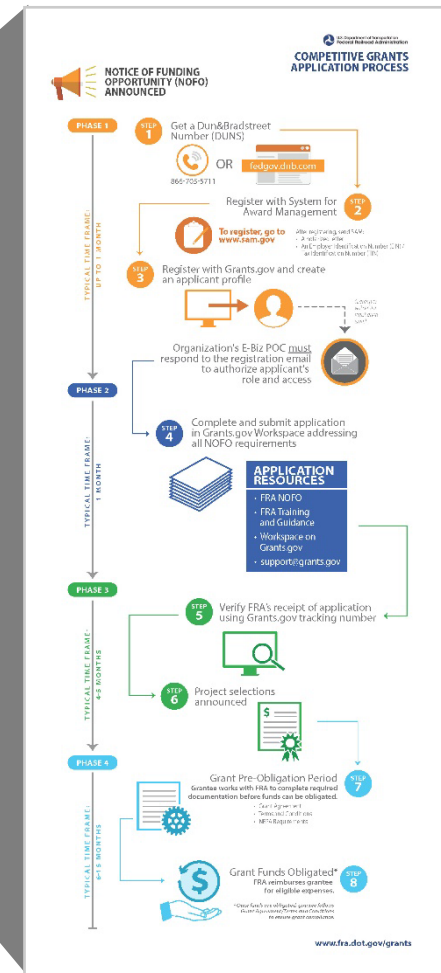
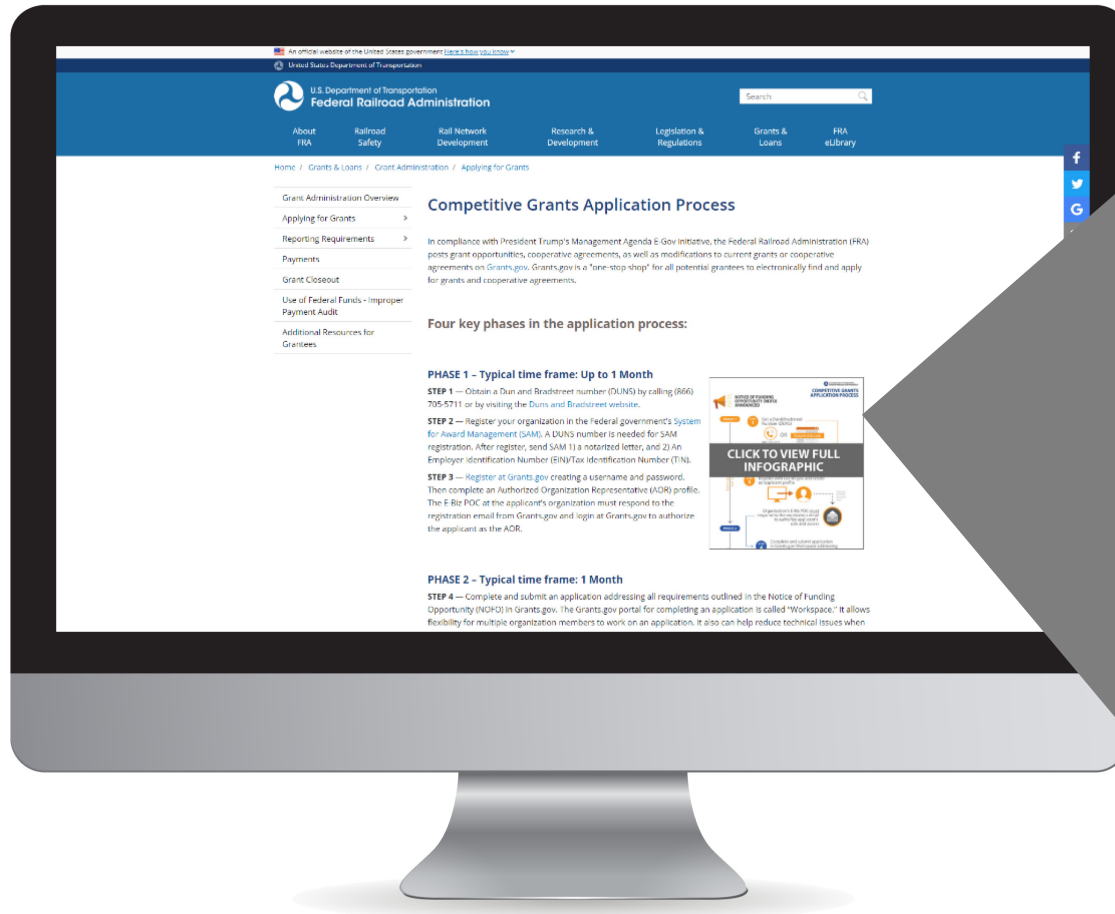


4. Announcement

FRA press release announces selections approximately 7 to 9 months following application due date

Grant Application Process

FRA's Competitive Grants Application Process webpage



Best Practices

Best Practices & Helpful Hints

- ✓ Read the NOFO completely and carefully to understand the criteria for eligibility and selection, and what information each application must include
- ✓ FRA has identified several focus areas where applications that are not selected often demonstrate deficiencies:
 - Project Narrative
 - Statement of Work (SOW)



Notice of Funding Opportunity for Interstate Rail Compacts
A Notice by the Federal Railroad Administration on 05/09/2023

PUBLISHED DOCUMENT

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Publication Date:
05/09/2023

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Page:
29964-29972 (9 pages)

Document Number:
2023-09863

DOCUMENT STATISTICS

Page views:
462
as of 05/16/2023 at 6:15 am EDT

Best Practices— Project Narrative

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. Evaluation and Selection Criteria
- IX. Project Implementation and Management

- ✓ Structure your project narrative in accordance with the outline specified in the NOFO
- ✓ Include all elements identified in the outline
- ✓ Follow the instructions for each element
- ✓ Adhere to 15-page limit – Cover Page does not count against limit

Best Practices – Project Narrative

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IX. Project Implementation and Management

- ☑ Indicate if an application for the project has been submitted previously to another Federal grant program—include the program and year, lead applicant, project cost, lifecycle stage, intercity route benefitting, infrastructure owner

Best Practices – Project Narrative

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IX. Project Implementation and Management

- ☑ Briefly describe the project in **4 to 6 sentences**, its anticipated benefits, and the transportation challenges the project will address
- ☑ Think of this section of the application **as your elevator pitch for the project** to the DOT Secretary and FRA Administrator

Best Practices – Project Narrative

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VII. Project Location

VIII. Evaluation and Selection Criteria

IX. Project Implementation and Management

- ✓ Only include eligible costs
- ✓ Specify each source of non-Federal match
- ✓ Provide details about in-kind match
- ✓ Indicate public- vs. private-sector match
- ✓ Describe the non-Federal funding arrangements
- ✓ Attach funding commitment letters
- ✓ Identify if the proposed match will not be available until a certain date or if funds must be spent by a deadline

Best Practices – Project Narrative

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VIII. Evaluation and Selection Criteria

IX. Project Implementation and Management

- ✓ 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

Best Practices – Project Narrative

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VIII. Evaluation and Selection Criteria

IX. Project Implementation and Management

- ✓ Identify cities, counties, and states where project is located
- ✓ Include a map of the project activities, as appropriate
- ✓ Geospatial data—longitude and latitude (in decimals), if applicable

Best Practices – Project Narrative

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- ☑ Include a separate section in the project narrative focused on how the project meets each of the evaluation and selection criteria
- ☑ **DO NOT** rely solely on the contents of the “detailed project description” section to satisfy this requirement— it is OK to repeat key points in this section
- ☑ Quantify benefits whenever possible

Best Practices – Project Narrative

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IX. Project Implementation and Management

- ☑ Highlight applicant’s past experiences managing and overseeing similar projects, including FRA- or DOT-funded projects
- ☑ Describe expected arrangements for project contracting, contract oversight, change-order management, risk management, and conformance with Federal requirements for progress reporting

Best Practices— Statement of Work

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)

U.S. Department of Transportation
Federal Railroad Administration

Search

About FRA | Railroad Safety | Rail Network Development | Research & Development | Legislation & Regulations | Grants & Loans | FRA eLibrary

Statements of Work

This section provides templates for developing a Statement of Work (SOW). In essence, the SOW is a description of the work that will be completed under the grant agreement. Drafting the SOW is a key step toward receiving a grant award.

These templates are intended to assist grantees in drafting an SOW for each application selected by FRA to receive funding. The development of an SOW should be a highly collaborative process between the grantee and FRA. As such, grantees will work with FRA to create an approved SOW.

Please note: all deliverables listed in the SOW are subject to FRA approval and will require significant FRA input. Grantees should plan to work with FRA to ensure deliverables will meet all requirements.

For helpful hints on drafting an SOW, please refer to the SOW Guidance link below. This document describes how FRA uses an SOW during the grant administration phase, key items to include when drafting an SOW, and formatting guidelines. Grantees should use this guidance as a reference when drafting an SOW, but should continue to work with FRA for further guidance.

If you have questions regarding how to begin drafting your SOW, please contact your FRA Regional or Project Manager.

- [Statement of Work \(SOW\) Guidance](#)
- [Example General Grants - Attach 1 - Standard Terms and Conditions](#)
- [Example CRISI Grants - Attach 1A - Additional CRISI Terms and Conditions](#)
- [Example Federal-State Partnership Grants - Attach 1A - Additional Federal-State Partnership Terms and Conditions](#)
- [Example Restoration and Enhancement Grants - Attach 1A - Additional Restoration and Enhancement Terms and Conditions](#)
- [Example General Grants - Attach 2 - SOW](#)
- [Example General Grants - Attach 3 - Schedule](#)
- [Example General Grants - Attach 4 - Budget](#)
- [Example General Grants - Attach 5 - Performance Measures](#)

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

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.

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

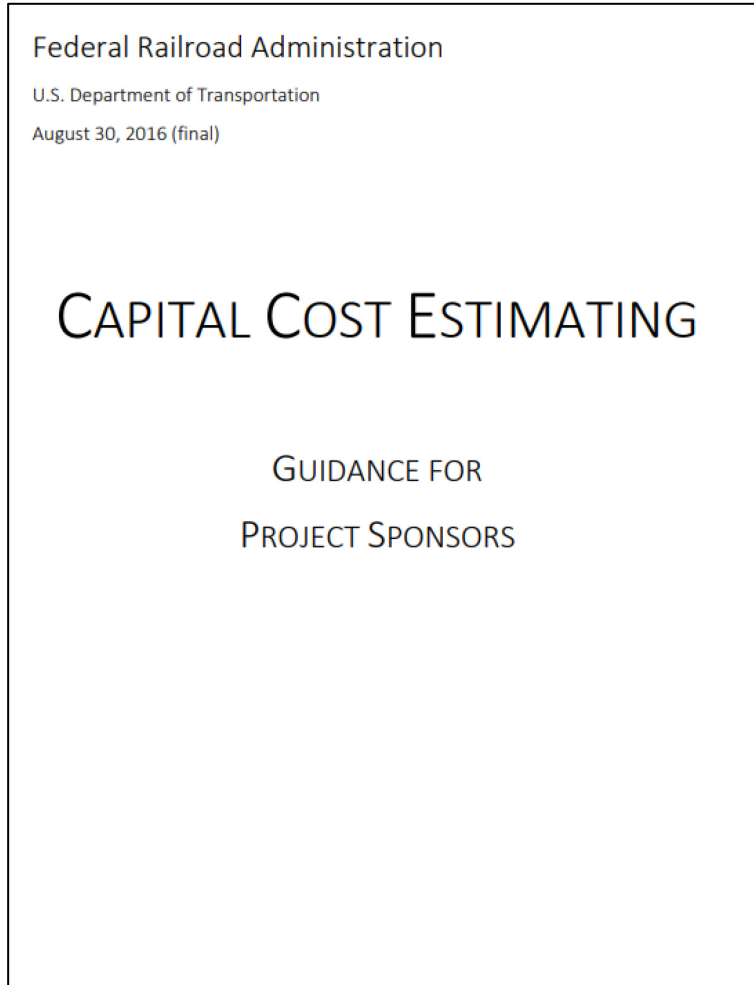
The table below contains the performance measures that this Project is expected to achieve. These performance measures will enable FRA to assess Grantee's progress in achieving strategic goals and objectives. The Grantee will report on these performance measures per the frequency and duration specified 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, 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) <i>(from Inflation Worksheet)</i>		
			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					

Recap & Reminders

Recap & Reminders

- Always **read the NOFO** carefully
- Determine what a successful project looks like
- Ensure you **submit all required documents**
- Address all the evaluation and selection criteria on which you will be rated
 - **Be clear and direct** in responding to criteria
 - Make your application easy to read and evaluate
 - Don't bury key points!

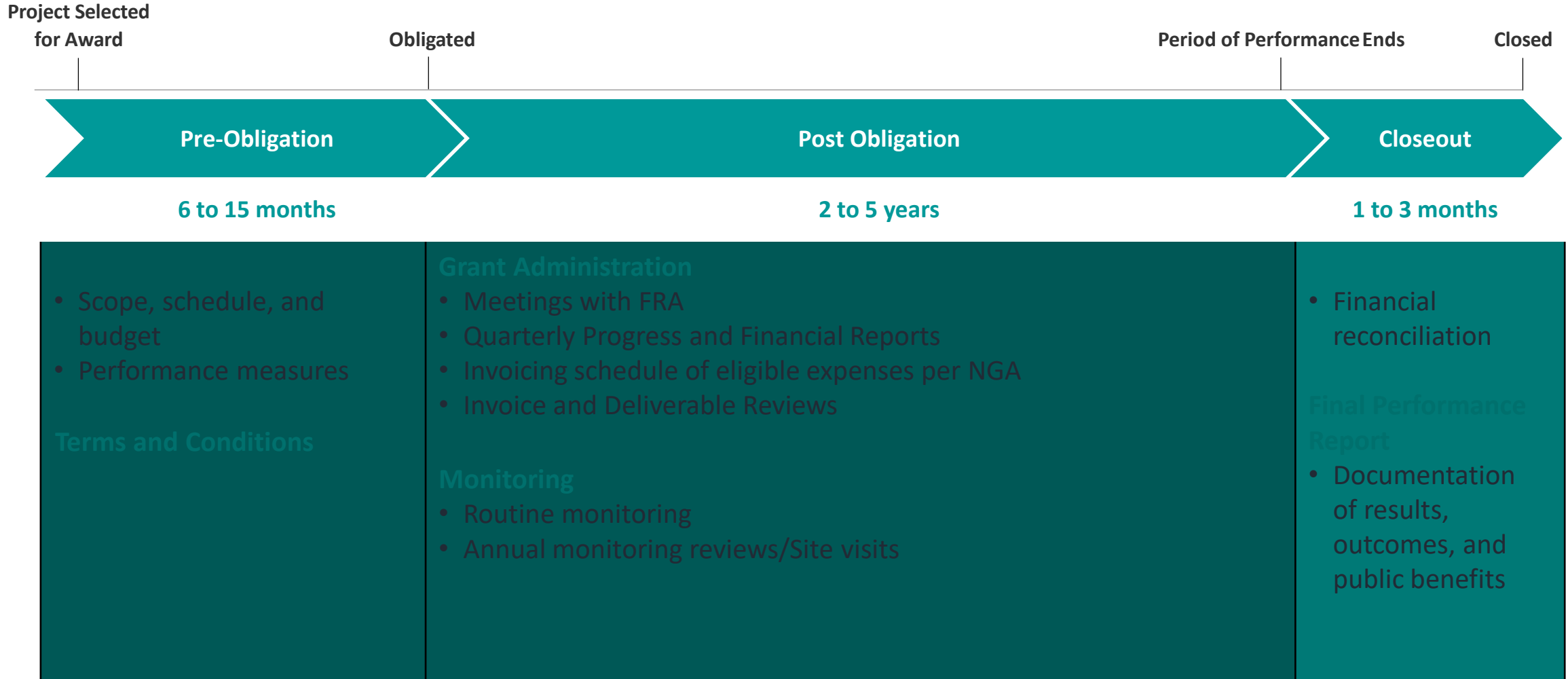


*Submit your application **on time!** Late applications **will not be reviewed.***

Recap & Reminders

- **Verify funding and budget amounts** for consistency!
 - **Ensure amounts match** in different parts of your application package (e.g., cover sheet, SOW, Project Narrative, SF-424)
 - Numbers in columns and rows should add up properly in budget tables
 - Only include project costs that are expected to be incurred after grant selection
- Name key partners, indicate in-place agreements, and **include letters of support**
- Have an objective “cold reader” — i.e., an individual unfamiliar with the grant application — review your final document before submission

Grant Lifecycle and Approximate Time Frames





QUESTIONS?

Contact Us

Federal Railroad Administration
1200 New Jersey Avenue, SE
Washington, DC 20590



Connect with us [USDOTFRA](#)

FRA-NOFO-Support@dot.gov

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

