

RAIL

MOVING AMERICA FORWARD



FY 2022–2023 Rail Research & Development Center of Excellence NOFO Webinar

Presented by:

Michele Geary • Tarek Omar • Ryan Arbuckle



U.S. Department of Transportation
Federal Railroad Administration

May 31, 2023



Welcome: FRA Administrator Amit Bose

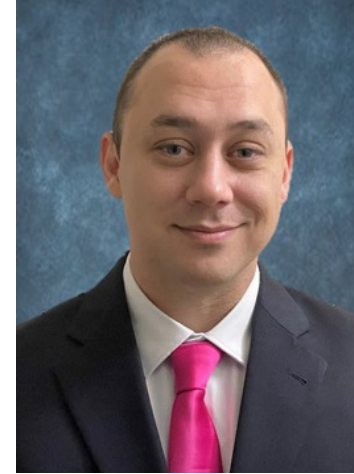
FRA Presenters



Michele Geary
Senior Advisor,
Office of Research,
Development, and
Technology



Tarek Omar
Program Manager,
Office of Research,
Development, and
Technology



Ryan Arbuckle
Chief, Program
Coordination &
Strategy

Agenda

- 1 Rail Research and Development Center of Excellence Program Overview
- 2 How to Apply
- 3 Best Practices
 - Program Narrative
 - Statement of Work
- 4 Q & A

Rail Research & Development Center of Excellence

Program Purpose & Funding Overview

Purpose

- To fund a **Rail Research and Development Center of Excellence (CoE)** to advance research and development that improves the safety, efficiency, and reliability of passenger and freight rail transportation.

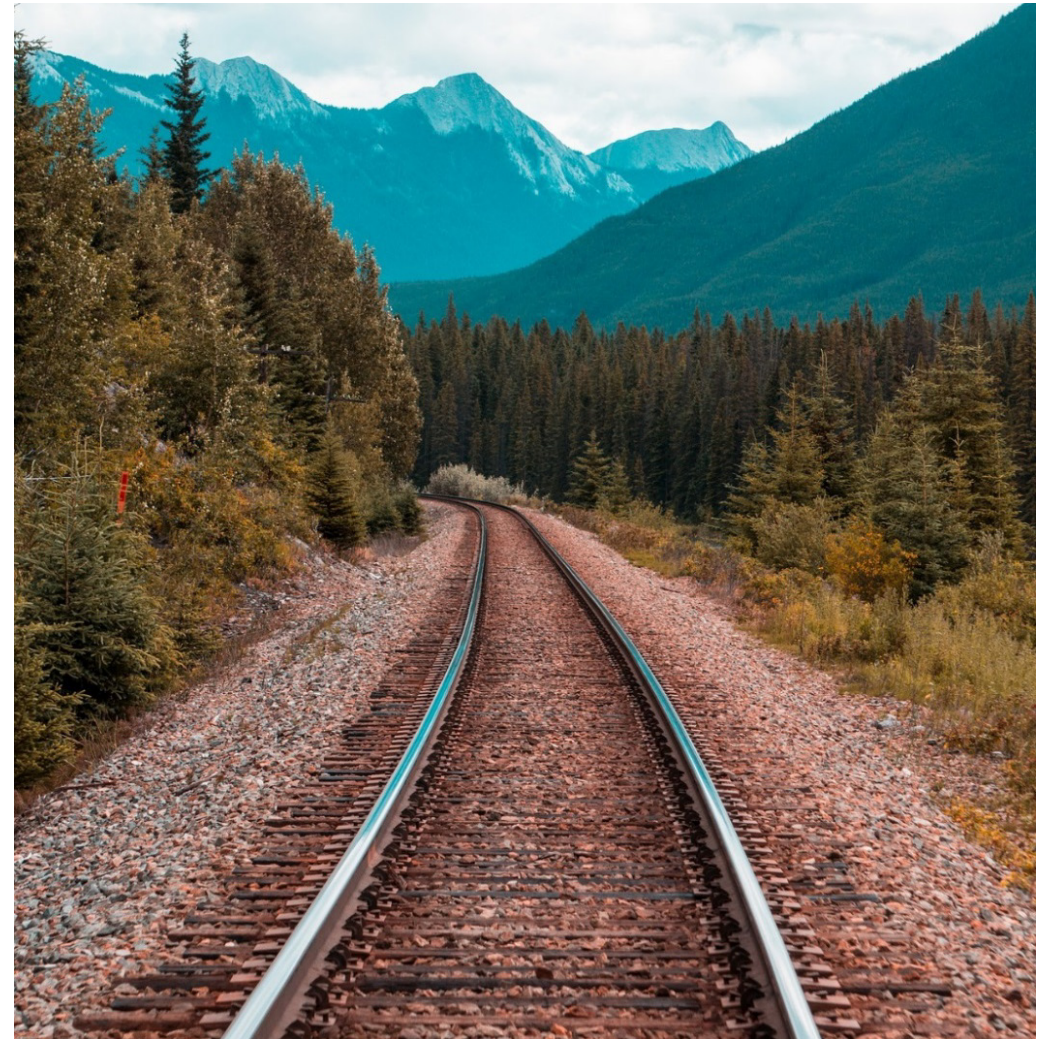
Notice of Funding Opportunity (NOFO)

- Published in the Federal Register on May 2, 2023
 - Applications due by **5 PM ET on July 3, 2023**

Eligible Applicants and Activities

Applicants

- Possess a strong past performance related to rail research, education, and workforce development activities
- Would involve public- and private-sector passenger and freight railroad operators in establishing and maintaining the CoE
- Would have regional and national impacts that align with DOT Strategic Goals



Eligible Activities Under the Center of Excellence NOFO

Activities

- Establishing a center to advance research and development (the Center of Excellence) that involves the safety, efficiency, and reliability of passenger and freight rail transportation;
- Maintaining the Center of Excellence which involves the safety, efficiency, and reliability of passenger and freight rail transportation; and
- Administering grants through the Center of Excellence

Eligible Activity Areas of Research for the Center of Excellence to Fund

Activity Areas

- Safety
- Sustainability of urban commuter, intercity high-speed, and freight rail transportation
- Rolling stock
- Positive Train Control
- Human Factors
- Rail infrastructure
- Grade crossings
- Inspection technology/remote sensing
- Rail system maintenance
- Energy efficiency
- Network resiliency

Award Information



\$5,000,000

FY22/23 from Research
& Development Funding

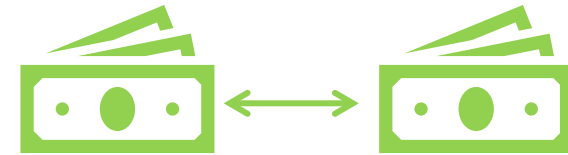


No more than
1 Award



Funds need to be spent within

2 years



50%

Non-Federal
match required

Key Program Definitions

Consortium

- **For the purposes of the NOFO**, *consortium* means a meaningful arrangement with all members involved in planning and implementing the proposed activity or activities.

Institution of Higher Education (IHE)

- **Educational institution in any State** that meets specific requirements set forth under [20 U.S.C. 1091\(d\)](#) (*see NOFO for full definition*).

Minority-Serving Institution

- **An IHE whose enrollment** of a single minority or a combination of minorities exceeds 50 percent of the total enrollment, as defined in section 365 of the Higher Education Act of 1965 (HEA) ([20 U.S.C. 1067k](#)).

Historically Black Colleges and Universities

- **Institutions established prior to 1964** whose principal mission was, and is, the education of Black Americans and who satisfy specific requirements (*see NOFO for full definition*).

Rail-Related Research and Other BIL Grant Programs

- Additional opportunities to conduct rail-related research:
 - **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 navigation menu includes: About FRA, Railroad Safety, Rail Network Development, Research & Development, Legislation & Regulations, Grants & Loans, and FRA eLibrary. The main content area 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.' Below this is a 'Learn More' section with a video player. The video player shows a man speaking at a podium with an American flag and the FRA logo. The video title is 'Bipartisan Infrastructure Law and Rail ...'. Below the video player are 'Expand All' and 'Collapse All' buttons. At the bottom of the page, 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

Program Benefits

- The applicant's demonstrated leadership capacity to **address rail transportation problems and advance rail transportation expertise and technology**. This should include:
 - Examples of applicant's high standing within the national arena of rail transportation research
 - The extent to which the CoE Program will have regional and national impact
 - Demonstrated leadership in the development and delivery of programs—this includes innovative rail transportation education, workforce development, technology transfer, and research activities.
- The extent to which the applicant will **involve public- and private-sector passenger and freight railroad operators** and the composition of any existing or planned **stakeholder engagement** and/or other entity expected to provide technical input as research is being conducted.

Program Evaluation & Selection Criteria

Program Benefits

- The degree to which the applicant's proposed **activities are multimodal and multidisciplinary** in scope, and how such an emphasis improves or expands the quality of the research
- The extent of the applicant's **background in education and workforce development** efforts:
 - How the applicant's management of the CoE and proposed projects will result in the development of a transportation workforce that is prepared to design, deploy, operate, and maintain the complex transportation systems of the future
 - How the applicant's engagement in this Program will be leveraged to support education and workforce development activities

Program Evaluation & Selection Criteria

Program Benefits

- Evidence of a **commitment to working with underrepresented/underserved communities**. This commitment can be demonstrated if the applicant is an MSI or HBCU;
 - Or, evidence that applicant is *partnering with an MSI or HBCU* and/or that the applicant has a demonstrated association with other stakeholder group or groups representing or serving underrepresented/underserved communities
- The extent to which a **proposal incorporates [Executive Order 14008](#)** (January 27, 2021) in its research plans
- The extent to which the application demonstrates the applicant's ability and preparation to **support meaningful research soon after the grant is awarded**

Non-MSI or non-HBCU applicants are encouraged to partner with an MSI or HBCU or other organization representing underserved/underrepresented communities through a joint application.

Program Evaluation & Selection Criteria

Technical Merit

- Applicant's existing expertise and ability to evaluate, support, and, as applicable, conduct any proposed research activities
- Research resources and existing programs already available to evaluate, conduct, and oversee any proposed research activities
- Demonstrated experience and approach to successfully selecting, managing, and overseeing subawards and contracts consistent with 2 CFR part 200 and the DOT Strategic Goals
- Performance metrics that the applicant proposes to assess its performance and subrecipient performance
- Applicant's management approach and procedures, and how planning activities will be implemented

Program Evaluation & Selection Criteria

Selection Preferences

- Extent to which an applicant demonstrates strong past performance in rail research, education, and workforce development
- Extent to which an application proposes a non-Federal share of total Program costs greater than 50 percent

Selection Criteria

- DOT Strategic Goals
 - Safety
 - Economic Strength and Global Competitiveness
 - Equity
 - Climate and Sustainability
 - Transformation

Program Evaluation & Selection Criteria

Key Departmental Objectives

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

Equity

FRA will assess the Program'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 Programs
- Is the authoritative source of all information related to the funding opportunity.

The screenshot shows a page from the Federal Register, titled "Notice of Funding Opportunity for Rail Research and Development Center of Excellence". The page is published by the Federal Railroad Administration on 05/02/2023. The document is categorized as a "PUBLISHED DOCUMENT" and includes a "DOCUMENT DETAILS" sidebar. The main content is organized into sections: AGENCY, ACTION, SUMMARY, and DATES. The AGENCY section identifies the Federal Railroad Administration (FRA), Department of Transportation (DOT). The ACTION section describes the notice as a funding opportunity (NOFO or notice). The SUMMARY section provides details on the application requirements and procedures to obtain funding to establish and maintain a Rail Research and Development Center of Excellence. The DATES section specifies that applications are due no later than 5:00 p.m. ET on July 3, 2023, and that applications received after 5:00 p.m. ET on June 16, 2023, will not be considered for funding. The sidebar on the right provides additional information, including the printed version (PDF), publication date (05/02/2023), agencies (Federal Railroad Administration), document type (Notice), document citation (88 FR 27560), page number (27560-27570, 11 pages), and document number (2023-09240).

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

Search

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

Home / Grants & Loans / Competitive Discretionary Grant Programs

Competitive Discretionary Grant Programs

Rail Research and Development Center of Excellence Grant Program

Overview: This program makes funding available to establish a center to advance research and development efforts that ~~will~~ **improve the safety, performance, and sustainability of freight, intercity passenger, and commuter rail.**

Applications to the grant program are due no later than 5:00 p.m. ET, July 3, 2023. See the [FY22-23 Notice of Funding Opportunity \(NOFO\)](#) for more information.

- [Register for the FY22-23 Rail Research and Development Center of Excellence NOFO Webinar – May 31, 2023](#)

Legislative Authority: This program was authorized under the Bipartisan Infrastructure Law (BIL), 2021 (Public Law 117-58; 49 U.S.C. 20108; November 15, 2021). The Secretary is authorized to fund the cost of establishing and maintaining the Center of Excellence (CoE) and related research activities. Only one CoE may be established, but that CoE may reside at one institution or be a consortium of member institutions.

Funding Available for Award Under FY22-23 NOFO: \$5,000,000

Contact Us

For specific questions about a Notice of Funding Opportunity

Email:

Click the link to access the NOFO

Where is the FY22 Partnership Program NOFO?

NOFO in the Federal Register

- <https://www.federalregister.gov/documents/2023/05/02/2023-09240/notice-of-funding-opportunity-for-rail-research-and-development-center-of-excellence>
- <https://www.federalregister.gov/documents/2023/05/23/2023-10959/notice-of-funding-opportunity-for-rail-research-and-development-center-of-excellence-correction>

Notice of Funding Opportunity for Rail Research and Development Center of Excellence

A Notice by the Federal Railroad Administration on 05/02/2023

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 funding to establish and maintain a Rail Research and Development Center of Excellence. This NOFO solicits applications for the Rail Research and Development Center of Excellence funds made available by the Consolidated Appropriations Act, 2022, and the Consolidated Appropriations Act, 2023. The opportunity described in this notice is made available under Assistance Listings Number 20.313 Railroad Research and Development.

DATES:

Applications for funding under this solicitation are due no later than 5:00 p.m. ET July 3, 2023. Applications that are incomplete or received after 5:00 p.m. ET on June 16, 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 comply with all submission requirements described in this notice and submit applications through www.Grants.gov will be eligible for award. For any

DOCUMENT DETAILS

Printed version:

PDF

Publication Date:

05/02/2023

Agencies:

Federal Railroad Administration

Dates:

Applications for funding under this solicitation are due no later than 5:00 p.m. ET July 3, 2023. Applications that are incomplete or received after 5:00 p.m. ET on June 16, 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 27560

Page:

27560-27570 (11 pages)

Document Number:

2023-09240

DOCUMENT DETAILS

DOCUMENT STATISTICS

Page views:

0/11

Where do I find “How to Apply” information?

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

GRANTS.GOV **SEARCH GRANTS**

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):

Opportunity Number:

CFDA:

OPPORTUNITY STATUS:

- Forecasted (0)
- Posted (2)
- Closed (0)
- Archived (3)

SEARCH TIPS | EXPORT DETAILED DATA |

SORT BY: Relevance (Descending) ▾

DATE RANGE: All Available ▾

1 - 2 OF 2 MATCHING RESULTS:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
PAR-20-313	Assay Validation of High Quality Markers for Clinical Studies in Cancer (UH2/UH3 Clinical Trial Not Allowed)	HHS-NIH11	Posted	10/13/2020	10/10/2023
FR-RRD-23-002	FY22-23 Rail Research and Development Center of Excellence Grant Program	DOT-FRA	Posted	05/19/2023	07/03/2023

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 a specific grant opportunity. At the top, there is a search bar with the text "Grant Opportunities" and a "GO" button. Below the search bar is a navigation menu with options like "HOME", "LEARN GRANTS", "SEARCH GRANTS", "APPLICANTS", "GRANTORS", "SYSTEM-TO-SYSTEM", "FORMS", "CONNECT", and "SUPPORT". The main content area is titled "VIEW GRANT OPPORTUNITY" and features the Department of Transportation logo and the grant title "FR-RRD-23-002 FY22-23 Rail Research and Development Center of Excellence Grant Program". There are "Apply" and "Subscribe" buttons. Below the title, there are tabs for "SYNOPSIS", "VERSION HISTORY", "RELATED DOCUMENTS", and "PACKAGE". The "SYNOPSIS" tab is active, showing a "General Information" section with various details. The "Funding Opportunity Number" is highlighted with a red box.

GRANTS.GOV™
FIND. APPLY. SUCCEED.™


SEARCH: Grant Opportunities ▾ Enter Keyword... GO

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

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

« Back | Link

 **FR-RRD-23-002**
FY22-23 Rail Research and Development Center of Excellence Grant Program
Department of Transportation
DOT - Federal Railroad Administration

Apply Subscribe

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS PACKAGE

Print Synopsis Details ?

General Information

Document Type:	Grants Notice	Version:	Synopsis 1
Funding Opportunity Number:	FR-RRD-23-002	Posted Date:	May 19, 2023
Funding Opportunity Title:	FY22-23 Rail Research and Development Center of Excellence Grant Program	Last Updated Date:	May 19, 2023
Opportunity Category:	Discretionary	Original Closing Date for Applications:	Jul 03, 2023 No Explanation
Opportunity Category Explanation:		Current Closing Date for Applications:	Jul 03, 2023 No Explanation
Funding Instrument Type:	Grant	Archive Date:	Aug 02, 2023
Category of Funding Activity:	Science and Technology and other Research and Development	Estimated Total Program Funding:	\$5,000,000
		Award Ceiling:	\$5,000,000

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

- Program Narrative
- Statement of Work
 - Scope, Schedule, Budget and Performance Measures
- Curriculum vitae for key personnel
 - Limited to two pages per individual
- Environmental compliance documentation
 - After selection, FRA will work with grantee(s) to ensure compliance with National Environmental Policy Act (NEPA) requirements

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: This NOFO funds the cost of establishing and maintaining a Rail Research and Development Center of Excellence (CoE) to advance research and development that improves the safety, efficiency, and reliability of passenger and freight rail transportation.

Link to Additional Information: [FY22-23 Rail Research and Development Center of Excellence 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



3. Selection

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



2. Evaluation

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

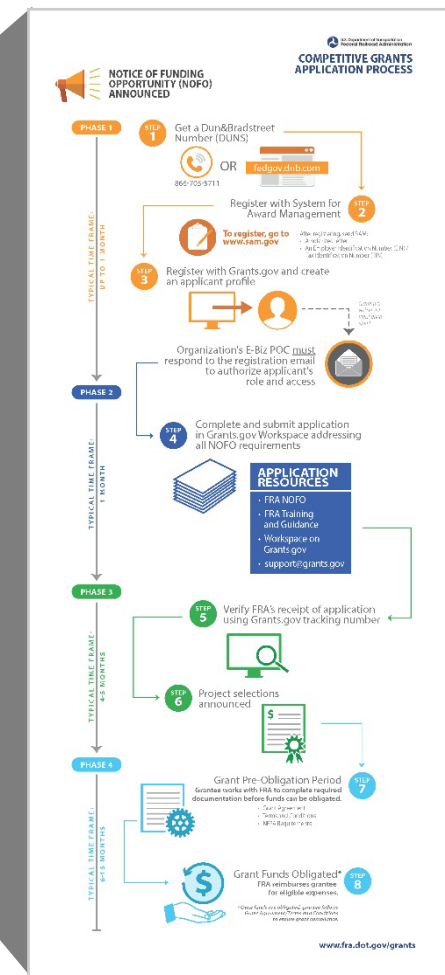
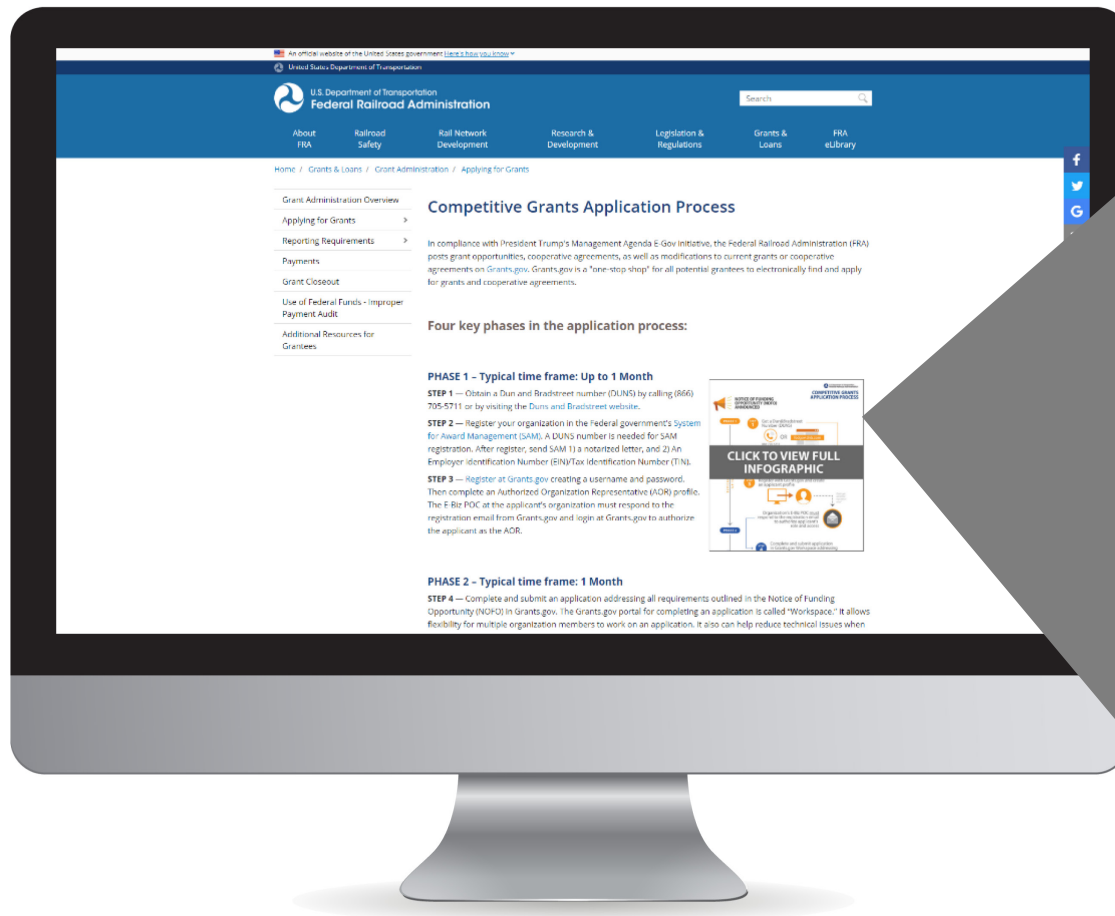


4. Announcement

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— Program Narrative

Best Practices – Program Narrative

Program Narrative Outline

- I. Cover Page
- II. Program Summary
- III. Program Funding
- IV. Applicant Eligibility Criteria
- V. Program Eligibility Criteria
- VI. Location
- VII. Detailed CoE Description and Research Plan
- VIII. Evaluation and Selection Criteria
- IX. Program Implementation and Management

- ✓ Structure your program 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 40-page limit – Cover Page does not count against limit

Best Practices – Program Narrative

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- ☑ List the following elements in either a table or formatted list: title; location (i.e., city, State, congressional district); applicant organization name; name of any other institutions the applicant proposed to be members of the CoE; any participating MSIs and/or HBCUs; Federal funding requested under this NOFO; and proposed non-Federal match; other sources of Federal funding, if applicable; and total CoE Program cost.

Best Practices – Program Narrative

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- ☑ In **4 to 6 sentences**, describe the proposed CoE Program and what it will entail, including the types of projects the applicant intends to conduct or cause to be conducted.
- ☑ Include challenges the proposed CoE Program aims to address and summarize the intended outcomes and anticipated benefits that will result.
- ☑ This is your **“elevator pitch” for the program** to the DOT Secretary and FRA Administrator.

Best Practices – Program Narrative

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VIII. Evaluation and Selection Criteria

IX. Program 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 – Program Narrative

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- ☑ Address of the lead applicant and all other members in the consortium, if applicable
- ☑ The location of potential research activities, if known

Best Practices – Program Narrative

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- ✓ Detailed CoE Program description that expands upon the brief program summary.
- ✓ Background on the challenges the CoE Program aims to address;
- ✓ The expected users and beneficiaries of the CoE Program, including all railroad operators, if applicable;
- ✓ The suggested basic and applied research and its potential impacts;
- ✓ how the applicant would conduct any research in-house as well as in collaboration with consortium members (if applicable);

Best Practices – Program Narrative

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- IX. Program Implementation and Management

- ☑ Include a separate section in the program narrative focused on how the proposed program meets each of the evaluation and selection criteria
- ☑ **DO NOT** rely solely on the contents of the Detailed CoE Description and Research Plan section to satisfy this requirement—it is OK to repeat key points in this section
- ☑ Quantify benefits whenever possible

Best Practices – Program Narrative

Program Narrative Outline

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- VIII. Evaluation and Selection Criteria
- IX. Program Implementation and Management**

- ☑ Describe expected arrangements for project contracting, contract oversight, change-order management, risk management, and conformance with Federal requirements for progress reporting.
- ☑ Describe past experience in managing and overseeing similar projects.
- ☑ Describe the technology transfer activities that the applicant will undertake.

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:

- Program Narrative
- Statement of Work (SOW)

The screenshot shows a Federal Register notice titled "Notice of Funding Opportunity for Rail Research and Development Center of Excellence" published on 05/02/2023 by the Federal Railroad Administration. The notice is categorized as a "PUBLISHED DOCUMENT" and includes a sidebar with "DOCUMENT DETAILS".

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 funding to establish and maintain a Rail Research and Development Center of Excellence. This NOFO solicits applications for the Rail Research and Development Center of Excellence funds made available by the Consolidated Appropriations Act, 2022, and the Consolidated Appropriations Act, 2023. The opportunity described in this notice is made available under Assistance Listings Number 20.313 Railroad Research and Development.

DATES: Applications for funding under this solicitation are due no later than 5:00 p.m. ET July 3, 2023. Applications that are incomplete or received after 5:00 p.m. ET on June 16, 2023 will not be considered for funding. See section D of this notice for additional information on the application process.

DOCUMENT DETAILS:

- Printed version: PDF
- Publication Date: 05/02/2023
- Agencies: Federal Railroad Administration
- Dates: Applications for funding under this solicitation are due no later than 5:00 p.m. ET July 3, 2023. Applications that are incomplete or received after 5:00 p.m. ET on June 16, 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 27560
- Page: 27560-27570 (11 pages)
- Document Number: 2023-09240

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)

The screenshot shows the Federal Railroad Administration website. The main navigation bar includes links for About FRA, Railroad Safety, Rail Network Development, Research & Development, Legislation & Regulations, Grants & Loans, and FRA eLibrary. The 'Statements of Work' page is displayed, featuring a sidebar 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 content area provides an overview of the SOW process, including a description of the SOW as a description of work to be completed under a grant agreement. It also includes a list of links for SOW templates and guidance, with the last four links highlighted in a red box:

- [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

Recap & Reminders

Recap & Reminders

- Always **read the NOFO** carefully
- Determine what a successful Program 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!

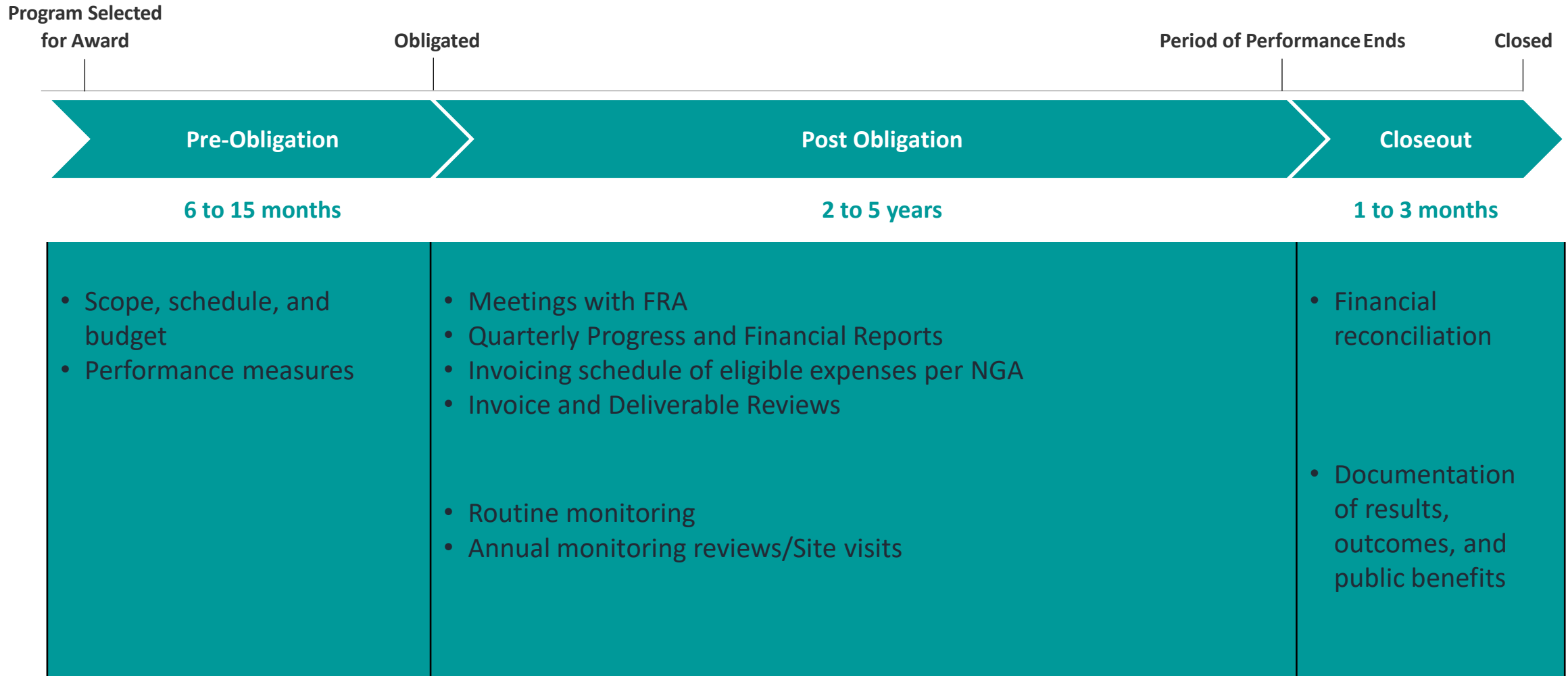


*Submit your application **on time!** Late applications **will not be reviewed.***

Recap & Reminders

- **Verify funding and budget amounts** for consistency!
 - **Ensure amounts match** in different parts of your application package (e.g., cover sheet, SOW, Program Narrative, SF-424)
 - Numbers in columns and rows should add up properly in budget tables
 - Only include Program 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>

