# <insert name of Grantee>

# Railroad Safety State Participation Grant Program

1. **BACKGROUND**

States are authorized to work in partnership with the Federal Railroad Administration (FRA) to enforce Federal railroad safety laws and regulations (49 U.S.C. § 20105). The Congressional intent behind this authority is to establish national uniformity of railroad safety laws, rules, regulations, orders, and standards.

FRA is authorized to certify State inspectors to conduct investigative and surveillance activities to ensure the uniform application and interpretation of Federal railroad safety rules, regulations, orders, and standards. States that enter into a Federal Railroad Safety Program State Participation Agreement with FRA are delegated certain specified authority (defined in 49 CFR Part 212) with respect to investigative and surveillance activities. This delegation is effective only to the extent that it is carried out by and through personnel recognized by the State and FRA as qualified to perform the particular investigative functions to which they are assigned.

Through the State Railroad Safety Participation grant program, FRA will provide funding assistance to provide essential travel and laptop computers to enhance the effectiveness of the technical training leading to the improved safety of rail infrastructure. Specifically, the grant program will fund State inspector travel expenses to attend approved FRA technical

Training, conferences, and meetings, and the purchase of laptop computers required to support implementation of the State Railroad Safety Participation Program and for inspector reporting and data analysis.

1. **OBJECTIVE**

The objective of this grant is to provide financial assistance for travel to training courses, conferences, and meetings, and to purchase laptop computers to support the State Railroad Safety Program and the proper certification of state inspectors under 49 U.S.C. § 20105 and 49 CFR Part 212 (the project).

# PROJECT LOCATION

The locations of the training courses, conferences, and meetings for travel funded by this grant are in <insert city, state>. The laptop computer equipment is primarily located in <insert city, state>; however, State inspectors may transport a laptop to another location for training or work purposes.

# DESCRIPTION OF WORK

The <insert name of Grantee> (Grantee) will complete the following distinct tasks described in this section. Following the completion of each task, <insert name of Grantee> will submit specific deliverables to FRA.

**Task 1: Grant Administration**

The Grantee will completethe following required grant reports and documents: (1) Quarterly Progress Reports to track project activities and progress of the tasks in this statement of work (SOW) to verify the project is on track and within budget; (2) SF-425 Federal Financial Reports; (3) a Final Performance Report; and (4) a Detailed Budget and Schedule for travel and laptop computers.

#### Task 1 Deliverables:

* Detailed Budget and Schedule;
* Quarterly Progress Reports;
* SF-425 Federal Financial Reports; and
* Final Performance Report. The Grantee must submit this report within 90 days of the end of the grant’s period of performance. This report must describe the cumulative activities of the project, including a complete description of the Grantee’s achievements with respect to the project objectives and milestones.

The Grantee acknowledges that work on subsequent tasks will not commence until the Detailed

Budget and Schedule have been completed, submitted to FRA, and the Grantee has received approval in writing from FRA.

**Task 2: Travel for Training, Courses, Conferences, and Meetings**

The Grantee will have its State inspectors travel to attend <insert number> eligible training courses, conferences or meetingsas described in the FRA approved Detailed Budget and Schedule.

* Inspectors include: Certified Inspectors, Journeyman Inspectors, Apprentice Inspectors, Developmental Inspectors and State Program Managers.
* Eligible training courses, conferences and meetings include: Technical Training Standards Division Classes, Developmental training classes, FRA regional training conferences, claims collection conferences, FRA biennial inspector training and out of state on the job training, Association of State Rail Safety managers annual and executive committee meetings, and FRA Railroad Safety Advisory Committee meetings.

Task 2 Deliverable: Detailed Budget and Schedule:The Grantee will prepare the Detailed Budget and Schedule, which after approval by FRA, will constitute the Approved Project Budget and Schedule The Detailed Budget and Schedule for travel will include the title of the training course, conference, or meeting; its location; travel dates; traveler’s name and title; and related costs for each travel.

#### Task 3: Laptop Computer Equipment

The Grantee will:

* Purchase <insert # of laptops> laptops for State inspectors, as described in the FRA approved Detailed Budget and Schedule, which are necessary for inspector to compile and submit inspection reports.

# PROJECT SCHEDULE AND DELIVERABLES

The period of performance for all tasks will be no longer than 12 months from the date of obligation.  The deliverables associated with this grant are listed below.  The Grantee must complete these deliverables to FRA’s satisfaction in order to be authorized for funding reimbursement and for the project to be considered complete.

|  |  |  |
| --- | --- | --- |
| **Task #** | **Task/Deliverable Name** | **Due Date** |
| 1 | Detailed Budget and Schedule | *October 15, 2018* |
| 1 | Quarterly Progress Reports and SF-425 Federal Financial Reports | *30 Days after the last day of the quarter* |
| 1 | Final Performance Report | *90 days after period of performance end date*  |
| 2 | Travel for Training Courses, Conferences, and Meetings | As scheduled during the year in the Detailed Schedule |

# PROJECT ESTIMATE/BUDGET

The total estimated budget for the project is $<insert Grant amount>. The Grantee agrees to carry out the project in accordance with the approved scope and budget, or as modified by written agreement by the Grantee and FRA. Any additional expenses beyond that provided for in the approved budget to complete the project shall be borne by the Grantee. These costs will be reviewed and may be adjusted once travel arrangements have been made, and updated estimates have been provided to the FRA. FRA must approve in writing any modifications to the budget before they may take effect.

**Project Estimate by Task**

|  |  |  |
| --- | --- | --- |
| **Task #** | **Task Name** | **Total Cost** |
| 1 | General Administration | $ <insert Grant amount> |
| 2 | Travel for Training Courses, Conferences, and Meetings | $<insert Grant amount> |
| 3 | Laptop Computer Equipment | $<insert Grant amount> |
| **Total Project Cost** | **$<insert Grant amount>** |

**Project Estimate Contributions**

|  |  |  |
| --- | --- | --- |
| **Funding Source** | **Project Contribution Amount** | **Percentage of Total Project Cost** |
| FRA Grant | $<insert Grant amount> | 100% |
| Grantee | $0 | 0% |
| **Total Project Cost** | **$<insert Grant amount>** | **100%** |

# PROJECT COORDINATION

The Grantee shall perform all tasks required for the project through a coordinated process, which will include FRA.

# PROJECT MANAGEMENT

The Grantee is responsible for facilitating the coordination of all activities necessary for implementation of the project. Upon obligation of the grant, the Grantee will monitor and evaluate the project’s progress through regular meetings scheduled throughout the period of performance. The Grantee will:

* Participate in a project kickoff meeting with FRA;
* Hold regularly scheduled project meetings with FRA;
* Inspect and approve work as it is completed;
* Review and approve invoices as appropriate for completed work;
* Perform project close-out audit to ensure contractual compliance and issue close-out report;
* Submit to FRA all required project deliverables and documentation on-time and according to schedule, including periodic receipts and invoices; and
* Comply with all FRA project reporting requirements, including, but not limited to:
1. Status of project by task breakdown and percent complete
2. Changes and reason for change in project’s scope, schedule and/or budget
3. Description of unanticipated problems and any resolution since the immediately preceding progress report
4. Summary of work scheduled for the next progress period
5. Updated Project schedule.