

Federal Railroad Administration (FRA)

Grant Application Form

Applicants are required to submit this Application Form and other documents as outlined in Section E of this application. Please complete this document and provide any supporting documentation electronically. Supporting documentation should be logically and descriptively labeled. For each question, enter the appropriate information in the designated fillable blue box. If a question is not applicable to your project, please indicate "N/A." If you have questions about this application, please contact FRA at FRA-Grants@dot.gov.

A. Point of Contact and Project Information

(Must be consistent with information provided on applicant's SF 424)

(1) Submitting Agency:		Submitting Agency Authorized Representative Name and Title:		
Street Address/City:	City:	State:	Zip Code:	Telephone Number: Email
Application Point of Contact (POC) Name and Title (If different):		Application POC Telephone: Application POC Email:		
(2) Name(s) of additional States applying (if applicable):				
(3) Project Name (Please provide a clear, concise, and descriptive name, example "Capital City to Hill Valley Corridor Service Development Plan"):				
(4) Describe the service(s) that is (are) the subject of the Project, including corridor name, endpoints, major intermediate cities, and other characteristics (upload a map if applicable):				

(5) Project Abstract (In 3 - 5 sentences, please describe your proposed project):						
(6) 6a. Total Project Cost: \$ - Amount Requested: \$ - Non-Federal Match Amount: \$						
6b. Indicate the source, amount, and percentage of matching funds:						
Non-FRA Funding Sources	New or Existing Funding Sources?	Status of Funding	Type of Funds	Dollar Amount *Should total Non-Federal Amount in above 6a.	% of Total Project Cost	Describe any uploaded supporting documentation to help FRA verify funding source
		Committed				
		Committed				
		Committed				
		Committed				
(7) Describe the activities proposed to be funded.						
(8) 8a. Describe the service attributes of the Program/Project for which you are planning <i>(check all that apply):</i> ☐ Additional Service Frequencies ☐ New Service ☐ Service Quality Improvements ☐ Improved On-Time performance on Existing Route ☐ Increased Average Speeds/Shorter Trip Times ☐ Other <i>(Please Describe)</i>						

8b. Please provide an overview of the characteristics of the Program/Project for which you are planning, including a description of the types of improvements under consideration, and if applicable, the intercity passenger rail proposal:

(9) What are the anticipated start and end dates for this Project? (*mm/yyyy*)

Start Date:

End Date:

B. Statement of Work

BACKGROUND

Provide a consistent frame of reference to the applicable solicitation and funding source of all grants/cooperative agreements awarded funding by the FRA. This section also provides high-level overview information regarding the project and applicant/grantee. Approximately 3-4 paragraph in length.

GENERAL OBJECTIVE

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.

DESCRIPTION OF WORK

Break the scope of work for the project into discrete and delineable tasks. If the FRA funded-project is part of a larger effort, describe that larger effort, but link tasks specifically to the FRA-funded portion of the project. Be clear regarding the work to be done in each task and be sure tasks can be linked to deliverables and timelines. Use the guidance below to develop this section.

The “Project Schedule and Deliverables” section outlines the period of performance for the grant/cooperative agreement and provides a concise table listing all of the deliverables required for the applicable tasks covered under the grant/cooperative agreement and their submission due date to FRA. The applicant/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.

PROJECT SCHEDULE

The period of performance for all work will be approximately _____ months, from _____ to _____. The deliverables associated with this Grant/Cooperative Agreement 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.

PERFORMANCE OBJECTIVES AND DELIVERABLES

Outline the period of performance for the grant/cooperative agreement and provide a concise table listing all of the deliverables required for the applicable tasks covered under the grant/cooperative agreement and their submission due date to FRA. The applicant/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.

<u>Task #</u>	<u>Deliverable Name</u>	<u>Related Task</u>	<u>Due Date</u>
1			
2			
3			
4			
5			
6			
7			

PROJECT ESTIMATE/BUDGET

***Instructions:** The “Project Estimate/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” estimate 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 \$, for which the FRA grant will contribute up to of the total cost, not to exceed \$. Any additional expense required beyond that provided in this grant to complete the Project shall be borne by the Grantee.

Project Estimate by Task

Task #	Task Name	Total Cost
1		\$
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
Total Project Cost		\$

Project Estimate Contributions

Funding Source	Project Contribution Amount	Percentage of Total Project Cost
FRA Grant	\$	%
Grantee	\$	%
Project Partner 1	\$	%
Total Project Cost	\$	%

PROJECT COORDINATION

Identify all the project partners, funding recipients and sub-recipients, and other entities that possess responsibility for the implementation of the project. Per Task 1 guidance, the coordination strategy may evolve and require updating over time.

The Grantee shall perform all tasks required for the Project through a coordinated process, which will involve affected railroad owners, operators, and funding partners, including:

-
-
- FRA

PROJECT MANAGEMENT

Identify all actions the applicant/grantee will perform to ensure the effective management and oversight of the project. Use the guidance below to develop a project management approach.

The Grantee is responsible for facilitating the coordination of all activities necessary for implementation of the Project. Upon award of the Project, the Grantee will monitor and evaluate the Project's progress through regular meetings scheduled throughout the period of performance. The Applicant/Grantee will:

- Participate in a project kickoff meeting with FRA
- Complete necessary steps to hire a qualified consultant/contractor to perform required Project work
- 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
- Comply with all FRA Project reporting requirements, including, but not limited to:
 - a. Status of project by task breakdown and percent complete
 - b. Changes and reason for change in project's scope, schedule and/or budget
 - c. Description of unanticipated problems and any resolution since the immediately preceding progress report
 - d. Summary of work scheduled for the next progress period
 - e. Updated Project schedule
- [list any other project management activities that may be necessary for the Project]

C. Optional Additional Information

(1) Please provide any additional information, comments, or clarifications and indicate the section and question number that you are addressing (e.g., Section A, Question 6). <i>This section is optional.</i>		
(2) Optional Supporting Documents (If you have uploaded documents to <i>Grants.gov</i> , please provide document title, filename, and description here):		
Document Title	Filename	Description and Purpose

E. Checklist of Application Materials

Required Documents	Reference	Description	Format
☐ Application Form	NOFA	This document to be submitted as an attachment through <i>Grants.gov</i> .	Form
☐ OMB Standard Forms • SF 424: Application for Federal Assistance • SF 424A: Budget Information-Non Construction • SF 424B: Assurances-Non Construction • SF 424C: Budget Information Construction • SF 424D: Assurances - Construction	NOFA	Please submit through <i>Grants.gov</i> .	Form
☐ FRA Assurances Document	NOFA	May be obtained from FRA's website at https://www.fra.dot.gov/eLib/Details/L05284 The document should be signed by an authorized certifying official for the applicant. Submit through <i>Grants.gov</i> .	Form
Optional Supporting Documents	Reference	Description	Format
Map of proposed project area	NOFA	This document to be submitted as an attachment through <i>Grants.gov</i> .	None
Other supporting documents as identified by applicant	NOFA	This document to be submitted as an attachment through <i>Grants.gov</i> .	None