



RAIL

MOVING AMERICA FORWARD

Best Practices – Statement of Work

Natalie Williford, Southeast Regional Manager
Program and Policy Development Division



U.S. Department of Transportation
Federal Railroad Administration

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Previous and Upcoming Office Hours

- **Every Thursday at 2pm!**
 - [August 11 – Project Narrative](#)
 - [August 18 - Project and applicant eligibility, project type, and lifecycle](#)
 - [August 25 - Statement of work](#)
 - [September 1 - National Environmental Policy Act \(NEPA\) and environmental considerations](#)
 - [September 8 - NOFO "nuts and bolts" \(e.g. Grants.gov, SAM registration, and other required elements\)](#)



Railroad Crossing Elimination Grant Program NOFO Office Hours
Thursday, August 11, 2022
2:00 PM Eastern
[Register Now](#)

The Federal Railroad Administration (FRA) recently hosted a webinar about the new [Railroad Crossing Elimination \(RCE\) Grant Program](#) established under the [Bipartisan Infrastructure Law](#), and its [FY 2022 Notice of Funding Opportunity \(NOFO\)](#). In response to high levels of interest in the RCE Grant Program NOFO, FRA is holding a series of "office hours" to expand upon key sections of the NOFO and offer potential applicants the opportunity to hear from FRA staff on how to adopt best practices for their grant applications.

The office hours series kicks off on Thursday, August 11, 2022, at 2:00 pm EST with an overview of best practices for creating a project narrative. FRA staff will cover the basics on structuring each section of the application - like the project summary, funding synopsis, and selection and evaluation criteria - into a cohesive narrative. FRA presenters will identify helpful tools and resources to strengthen the applicant narrative and attendees will have the opportunity to ask questions about the topics covered. [Register now!](#)

The remainder of FRA's RCE Grant Program NOFO office hours series will be held on Thursdays at 2:00 pm EST.

You are also invited to participate in any or all of the following sessions. *Please note that a separate registration is required for each one:*

Agenda

1. Overview of the Statement of Work, “SOW”
2. Components of the Statement of Work
Scope of Work: Authority, Background, Objective,
Description of Work, Project Coordination
& Project Management
3. Project Budget, Schedule & Performance
Measures
4. Tools, Resources, and Questions



1. Overview of Statement of Work – Purpose and Uses ➡ Two-Fold

What is the Statement of Work and how is it used throughout the grant lifecycle?

Purpose: The SOW is a description of the work that will be completed under the grant agreement. Drafting and finalizing the SOW is a key step toward receiving a grant award.

Grant Application

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



Project Delivery

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



1. Overview of Statement of Work – Notice of Funding Opportunity “NOFO” Requirements

From the Railroad Crossing Elimination “RCE” NOFO....

Required documents for an application package are outlined in the checklist below.


- i. Project Narrative (see D.2.a).
- ii. Statement of Work (see D.2.b.i).
- iii. Environmental Compliance Documentation (see D.2.b.iii).
- iv. SF 424—Application for Federal Assistance.
- v. SF 424A—Budget Information for Non-Construction or SF 424C—Budget Information for Construction.
- vi. SF 424B—Assurances for Non-Construction or SF 424D—Assurances for Construction.
- vii. FRA F 30—Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying.
- viii. FRA F 251—Applicant Financial Capability Questionnaire
- ix. SF LLL—Disclosure of Lobbying Activities, if applicable.

b. Additional Application Elements

Applicants must submit:

- i. A Statement of Work (SOW) addressing the scope, schedule, budget, and performance measures for the proposed project if it were selected for award. The SOW must contain sufficient detail so FRA, and the applicant, can understand the expected outcomes of the proposed work to be performed and can monitor progress toward completing project tasks and deliverables during a prospective grant's period of performance. Applicants must submit an SOW, schedule, budget, and performance measures to be considered for award. These four required documents are labeled Example General Grants—Attachments 2-5 and are located at <https://www.fra.dot.gov/Page/P0325>. Applications that do not include all four of the grant package templates will be considered incomplete and will not be reviewed. When preparing the budget, the total cost of a project must be based on the best available information as indicated in cited references that include engineering studies, economic feasibility studies, environmental analyses, and information on the expected use of equipment or facilities.

1. Overview of Statement of Work – Where to find templates

 U.S. Department of Transportation
Federal Railroad Administration

[About FRA](#)[Railroad Safety](#)[Rail Network Development](#)[Research & Development](#)[Legislation & Regulations](#)[Grants & Loans](#)[FRA eLibrary](#)

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[Grant Administration Overview](#)[Reporting Requirements](#)[Statements of Work](#)[Payments](#)[Grant Closeout](#)[Use of Federal Funds - Improper Payment Audit](#)[Additional Resources for Grantees](#)

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](#)

2. Components of the Statement of Work – Template Page 1

ATTACHMENT 2

STATEMENT OF WORK

[insert applicant/grantee name]

[insert project name]

[insert grant program name and fiscal year]

I. AUTHORITY

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

II. BACKGROUND

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

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

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

III. OBJECTIVE

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

2. Components of the Statement of Work - Outline

Statement of Work Outline

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

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

2. Components of Statement of Work – Description of Work

V. DESCRIPTION OF WORK

Task 1: Detailed Project Work Plan, Budget, and Schedule

- *Task 1* The Grantee will prepare a Detailed Project Work Plan, Budget, and Schedule for the following tasks, which may result in amendments to this Agreement. The Detailed Project Budget will be consistent with the Approved Project Budget but will provide a greater level of detail. The Detailed Project Work Plan will describe, in detail, the activities and steps necessary to complete the tasks outlined in this Statement of Work. The Detailed Project Work Plan will also include information about the project management approach (including team organization, team decision-making, roles and responsibilities and interaction with FRA), as well as address quality assurance and quality control procedures. In addition, the Detailed Project Work Plan will include the Project Schedule (with Grantee and agency review durations), a detailed Project Budget, [*and the environmental class of action.*] Similarly, agreements governing the construction, operation and maintenance of the Project should also be included. The Detailed Project Work Plan, Budget, and Schedule will be reviewed and approved by the FRA. The Grantee acknowledges that work on subsequent tasks will not commence until the Detailed Project Work Plan, Budget, and Schedule has been completed, submitted to FRA, and the Grantee has received approval in writing from FRA, unless such work is permitted by pre-award authority provided by FRA. The FRA will not reimburse the Grantee for costs incurred in contravention of this requirement.

- **Task 1 Deliverables:**

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

2. Components of Statement of Work – Description of Work

V. DESCRIPTION OF WORK cont.

- **Task 2:** *[insert task name]* i.e. Engineering Design; *use Subtasks as needed*
 - *[insert a description of the task and the deliverables that will be completed under the task]*
 - **Task 2 Deliverables:**
 - *[insert names of required deliverables to be completed under this task]* i.e. Final Design Plans and Cost Estimates
- **Task 3:** *[insert task name]* i.e. Construction *use Subtasks as needed*
 - **Task 3 Deliverables:**
- **Task 4:** *[insert task name]* i.e. Project Administration
 - **Task 4 Deliverables:**
 - Final Performance Report (the final deliverable listed in the “description of work” section of the SOW must be the Final Performance Report. This report must be submitted within 90 days of the end of the grant’s period of performance and should describe the cumulative activities of the project, including a complete description of the Grantee’s achievements with respect to the project objectives and milestones)

3. Project Schedule, Budget, and Performance Measures

ATTACHMENT 3

DELIVERABLES AND APPROVED PROJECT SCHEDULE

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

I. DELIVERABLES AND APPROVED PROJECT SCHEDULE

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

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

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

Deliverables

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

ATTACHMENT 3

Approved Project Schedule

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

Task Name	Due Date

3. Project Schedule, Budget, and Performance Measures

ATTACHMENT 4

APPROVED PROJECT BUDGET

[insert applicant/grantee name]

[insert project name]

I. APPROVED PROJECT BUDGET

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

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

Project Budget by Task

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

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

Project Budget by Source

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

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

Project Budget by Cost Categories

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

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



3. Project Schedule, Budget, and Performance Measures

ATTACHMENT 5

PERFORMANCE MEASUREMENTS

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

I. PERFORMANCE MEASUREMENTS

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

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

Table 1: Performance Measurement Table

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

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

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

4. Statement of Work –Tools and Resources

I. Cover Page

- NOFO

II. Project Summary

- [FY21 CRISI Press Release](#)

III. Project Funding

- NOFO
- [CFR § 200.306 on In-Kind contributions and matching](#)
- [FRA SOW – Budget Template](#)

IV. Applicant and Project Eligibility

- NOFO

V. Detailed Project Description

- NOFO

VI. Project Location

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

VII. Grade Crossing Information

- [Grade Crossing Inventory](#)

VIII. Evaluation and Selection Criteria

- NOFO

IX. Safety Benefit

- [FRA Office of Safety Analysis](#)
- [FRA Web Accident Prediction System](#)
- [Highway Rail Grade Crossing Incident Dashboard](#)

X. Project Implementation and Management

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

XI. Environmental Readiness

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

A dark blue background featuring silhouettes of approximately ten people sitting around a long table in a meeting room. The scene is dimly lit, with light coming from windows in the background, creating a professional and collaborative atmosphere.

QUESTIONS?

Contact Us

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



Connect with us [USDOTFRA](#)



FRA Railroad Policy and Development Team

Douglas Gascon - Chief
Douglas.Gascon@dot.gov

Deborah Kobrin
Deborah.Kobrin@dot.gov

Sergio Coronado
Sergio.Coronado@dot.gov

Elena Gonzalez
Elena.Gonzalez@dot.gov

Mariam Ouhamou
mariam.ouhamou@dot.gov

Natalie Williford
natalie.williford@dot.gov