# ARTICLE 4: STATEMENT OF WORK

## 4.1 General Project Description

*Instructions: Provide a concise description of the Project funded under this Agreement. Section 4.1 should state the objective of the Project and the benefits that that the Project is intended to achieve. Project objectives and benefits inform—and should be consistent with—the Performance Measures in Article 7 of this Attachment 2, Performance Measurement Information.*

## 4.2 Project Location

*Instructions: Provide information related to the geographic scope of the Project and identify important, related intercity corridors or service. The Project location should be specific and detailed, including GPS location(s) and mileposts, where possible. Planning projects should identify the study area and provide a map identifying, at a minimum, the major markets intended to be served.*

## 4.3 Project Scope

*Instructions: In this Section, divide the Project scope into discrete and delineable tasks. If the Project funded under this Agreement is part of a larger effort, describe that larger effort, but link tasks specifically to the FRA-funded portion of the Project. Clearly define the work to be performed in each task and be sure tasks are linked to deliverables and incorporated into the Project Schedule. Use the instructions below to develop this Section.*

The Recipient will notify FRA in writing of any requested changes in Project Scope and will not proceed with the changed scope unless approved by FRA in writing. If approved, changes to Project Scope may require additional environmental review or an amendment to this Agreement.

**Task 1: Project Administration and Management**

Subtask 1.1: Project Administration

*Instructions: Identify all Project partners and other entities responsible for implementing the Project. Identify all actions the Recipient will perform to ensure the effective management and oversight of the Project.*

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

* [list parties other than the Recipient and identify role]
* FRA

The Recipient will facilitate the coordination of all activities necessary for implementation of the Project. The Recipient will:

* *If not held prior to award, include:* participate in a Project kickoff meeting with FRA following award;
* complete necessary steps to hire a qualified consultant/contractor to perform required Project work, as necessary;
* hold regularly scheduled Project meetings with FRA;
* inspect and approve work as it is completed; and
* participate in other coordination, as needed.

Subtask 1.2: Project Management Plan

The Recipient will prepare a Project Management Plan (PMP), that describes how the Project will be implemented and monitored to ensure effective, efficient, and safe delivery of the Project on time and within budget. The PMP will describe, in detail, the activities and steps necessary to complete the tasks outlined in this Statement of Work.

The PMP will include a Project Schedule and Project Budget for the work to be performed under this Agreement. The Project Schedule will be consistent with the Estimated Project Schedule in Section 5.2 of this Attachment 2, but provide a greater level of detail. Similarly, the Project Budget should be consistent with the Approved Project Budget in Section 6.5 of this Attachment 2, but provide a greater level of detail.

The Recipient will submit the PMP to FRA for review and approval. The Recipient will implement the Project as described in the approved PMP. The Recipient will not begin work on subsequent tasks until FRA has provided written approval of the PMP, unless FRA has provided pre-award authority for such work under Section 6.6 of this Attachment 2. FRA will not reimburse the Recipient for costs incurred in contravention of this requirement.

FRA may require the Recipient to update the PMP. The Recipient will submit any such updates to FRA for review and approval, and FRA will determine if updates to the PMP require an amendment to this Agreement. The Project Budget and Project Schedule may be revised consistent with Article 5 of Attachment 1 of this Agreement without amending this Agreement.

*Instructions: For capital projects, as defined in the Notice of Funding Opportunity, include the following:*

The Recipient will identify agreements governing the construction, operation, and maintenance of the Project in the PMP. If requested by FRA, the Recipient will provide FRA the final, executed copies of any agreements within ten business days of the request.

The PMP will be consistent with the FRA Guidance on Development and Implementation of Railroad Capital Projects (Railroad Capital Projects Guidance) and 49 U.S.C. § 22903, as applicable.

*Note: As identified in the Railroad Capital Projects Guidance, the Project Budget for a capital project should be based on a Capital Cost Estimate for the Project. The level of effort required to prepare a Capital Cost Estimate varies based on Project cost, scope, and complexity.*

*For Major Projects and for Non-Major Projects where FRA determines it is appropriate based on Project cost, scope, and complexity, FRA will work with the Recipient prior to obligation to develop and document expectations and requirements for preparing a Capital Cost Estimate and Financial Plan. These may be included under Task 1 of Section 4.3 of this Attachment 2 as separate subtasks and/or deliverables.*

*Instructions: For all projects, include the following:*

Subtask 1.3: Project Closeout

The Recipient will submit a Final Performance Report as required by Section 7.2 of Attachment 1 of this Agreement, which should describe the cumulative activities of the Project, including a complete description of the Recipient’s achievements with respect to the Project objectives and milestones.

**Task 1 Deliverables:**

|  |  |  |
| --- | --- | --- |
| **Deliverable ID** | **Subtask** | **Deliverable Name** |
| 1.1 | 1.2 | Project Management Plan |
| 1.2 | 1.3 | Final Performance Report |

**Task 2: [Task Title]**

*Instructions: Provide a description of the task and the deliverables that will be completed under the task.*

**Task 2 Deliverables:**

*Instructions: Identify required deliverables to be completed under this task.*

|  |  |  |
| --- | --- | --- |
| **Deliverable ID** | **[Subtask]** | **Deliverable Name** |
| 2.1 | [insert relevant subtask] | [insert deliverable name] |
| [2.2] | [insert relevant subtask] | [insert deliverable name] |

**Task 3: [Task Title]**

*Instructions: Provide a description of the task and the deliverables that will be completed under the task.*

**Task 3 Deliverables:**

*Instructions: Identify required deliverables to be completed under this task.*

|  |  |  |
| --- | --- | --- |
| **Deliverable ID** | **[Subtask]** | **Deliverable Name** |
| 3.1 | [insert relevant subtask] | [insert deliverable name] |
| [3.2] | [insert relevant subtask] | [insert deliverable name] |

**Additional Task: [Task Title]**

*Instructions: If the Recipient proposes an Additional Task, in addition to Tasks 1–3, that the Recipient may accomplish if there are Project Cost Savings in accordance with Section 5.5 of Attachment 1 of this Agreement, FRA will consider factors such as the following, and other factors as determined appropriate by FRA, when assessing whether to include an Additional Task:*

* *whether the task was included in the Application;*
* *the reason the task was excluded from the scope of this Agreement (e.g., insufficient funds);*
* *the relationship between the revised scope and the purpose for which the Project was selected;*
* *the anticipated success of the Project without the Additional Task;*
* *the Recipient’s performance under the grant; and/or*
* *whether deselecting and reallocating funds would better advance program goals.*

*If FRA determines it is appropriate to include an Additional Task, describe the task, deliverables, and estimated budget for that Task.*

The Recipient will not perform this Task unless: (1) all other work under this Agreement is complete, and (2) FRA provides the Recipient with written approval to proceed with this Additional Task in accordance with Section 5.5 of Attachment 1 of this Agreement.

**Additional Task Deliverables:**

*Instructions: Identify required deliverables to be completed under this task.*

|  |  |  |
| --- | --- | --- |
| **Deliverable ID** | **[Subtask]** | **Deliverable Name** |
| [] | [insert relevant subtask] | [insert deliverable name] |
| [] | [insert relevant subtask] | [insert deliverable name] |

*Instructions: If no Additional Task is requested or FRA determines it is not appropriate to include an Additional Task, include the following:*

None.

## 4.4 Implement Required Environmental Commitments

The Recipient will implement the Project consistent with the documents and environmental commitments identified below.

*Instructions: To be completed in coordination with an FRA environmental protection specialist. If there are environmental commitments in the National Environmental Policy Act (NEPA) decision document, Section 106 Programmatic Agreement (PA), or Memorandum of Agreement (MOA), or in other documents or correspondence associated with the environmental review for the Project, include and complete Table 4-A.*

**Table 4-A: Environmental Commitments**

|  |  |  |
| --- | --- | --- |
| **Document Type** | **Commitment Reference** | **Document Date** |
| [Categorical Exclusion, Finding of No Significant Impact, Record of Decision] | [insert reference to section(s) of decision where commitment(s) are identified] | [insert date of decision] |
| [insert title of MOA, PA, or other document or correspondence that contains environmental commitment(s)] | [insert reference to section(s) of document where commitment(s) are identified] | [insert date of MOA/correspondence]  |

*Instructions: If there are no environmental commitments for the Project, include the following:*

None.

*Instructions: If the award is for both Project development and Project implementation lifecycle stages, include the following:*

The Recipient will implement any environmental commitments identified through the NEPA process conducted under Task [insert task number and title].