

FEDERAL-STATE PARTNERSHIP FOR STATE OF GOOD REPAIR PROGRAM

Notice of Funding Opportunity Webinar

Federal Railroad Administration

December 12, 2018



Agenda

- 1 Program Overview
- 2 How to Apply
- 3 Best Practices
 - Project Narrative
 - Statement of Work
 - Benefit-Cost Analysis
- 4 Q & A

A dark blue background featuring silhouettes of approximately ten people sitting around a long table, engaged in a meeting or discussion. The scene is backlit, creating a bright glow behind the figures. The text 'POLLING QUESTION 1' is overlaid in large, white, bold, sans-serif capital letters.

POLLING QUESTION 1





Federal-State Partnership Program Overview

Program Purpose & Funding Overview

Purpose

- To fund **Capital Projects** across the United States to **repair, replace, or rehabilitate Qualified Railroad Assets** to reduce the state of good repair backlog and improve Intercity Passenger Rail performance

Notice of Funding Opportunity Overview

- Published in the Federal Register on Nov. 16, 2018
 - **\$272.25 million available** from fiscal year 2017-18 appropriations
 - Applications due by **5 pm EDT on Monday, March 18, 2019**
- Concurrent applications are allowed
 - Indicate other program(s) where application has been submitted



Key Definitions

Capital Project

- Primarily intended to **replace, rehabilitate, or repair** major infrastructure assets used in Intercity Passenger Rail service
- Primarily intended to **improve Intercity Passenger Rail performance**
- **Major Capital Project** is a project with a proposed total project cost of \$300 million or greater

State of Good Repair

- Condition in which physical assets are performing at a level at least equal to their as-built or as-modified design specification
- The life cycle cost of maintaining the assets is lower than the cost of replacing them
- Assets are sustained through regular maintenance and replacement programs

Northeast Corridor

- Main rail line between Boston, MA and the District of Columbia, and branch lines to Harrisburg, PA, Springfield, MA, and Spuyten Duyvil, NY



Key Definitions: Qualified Railroad Asset

Qualified Railroad Asset

- 1 Owned or controlled by an eligible applicant**
- 2 Included in relevant planning and policy documents**
 - a Capital Plan**
 - **Off-NEC:** State Rail Plan(s) and, as applicable, Transportation Improvement Programs (TIP) or Statewide Transportation Improvement Programs (STIP)
 - **On-NEC:** Currently approved NEC Commission Five-Year Capital Investment Plan
 - b Cost Sharing**
 - **Off-NEC:** Subject to Amtrak State-Supported route cost sharing policy (PRIIA 209), or a similar agreement specific to the project
 - **On-NEC:** Subject to Northeast Corridor Commuter and Intercity Passenger Rail Cost Allocation Policy (PRIIA 212)
- 3 Not in a State of Good Repair**
 - As of the date of enactment of the Fixing America's Surface Transportation (FAST) Act (December 4, 2015)



Eligible Applicants

Eligible Applicants

- States (*including the District of Columbia*)
- Groups of States
- Interstate Compacts
- Public Agencies or Publicly Chartered Authorities established by one or more States
- Political Subdivisions of States
- Amtrak
- Any combination of the above

Selection preference for applications submitted by multiple eligible applicants

Ineligible entities may be included as a partner on an application submitted by one or more eligible applicants



Non-Federal Match Requirements

Non-Federal Match

- Federal share of total costs **shall not exceed 80 percent**
- First 20 percent of non-Federal match is **limited to cash contributions**
- In-kind contributions will be accepted beyond the first 20 percent
- If Amtrak is an applicant, its ticket and other non-Federal revenues generated from its business operations may be used as matching funds

Selection Preferences for Matching Funds

- *50 percent or greater non-Federal match*
- *Non-Federal shares consisting of funding from multiple sources demonstrating broad participation and cost sharing from affected stakeholders*



Eligible Projects

Eligible Project Criteria

1 Capital Project

- May include final design, but only in conjunction with an award for project construction
- Planning, PE/NEPA are not eligible

2 Meets the Qualified Railroad Asset definition

3 Executes one or more of the following activities

- Replace existing assets in-kind, or with assets that increase capacity or provide a higher level of service
- Ensure that service can be maintained while existing assets are brought to a state of good repair
- Bring existing assets into a state of good repair

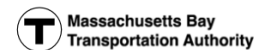
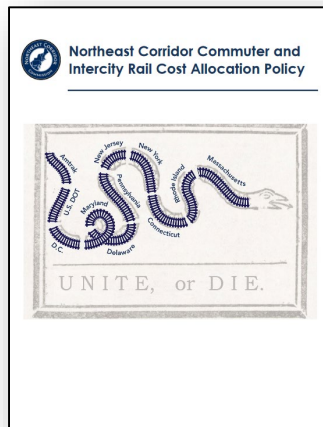


Eligible Projects: Additional NEC criteria

NEC Eligible Project Criteria

NEC Cost Allocation Policy compliance

- Intercity and Commuter Rail Passenger Transportation providers **at the project location** must be compliant with the NEC Cost Allocation Policy required at 49 U.S.C. 24905(c)(2)
- Must maintain compliance for the duration of the project



Evaluation & Selection Criteria

Evaluation Criteria

- **Technical Merit:** Readiness, private sector participation, consistency with planning documents
- **Project Benefits:** Effects on system performance, safety, integration with other modes, ability to meet demand

Selection Criteria

- **Preference** where Amtrak is not sole applicant, joint applications, 50 percent or greater non-Federal match from multiple sources (including private sector)
- **Key Departmental Objectives:**
 - Supporting Economic Vitality
 - Leveraging Federal Funding
 - Preparing for Future Operations/Maintenance Costs
 - Innovative Approaches to Safety and Project Delivery
 - Accountability



Other Requirements & Restrictions

Other Restrictions / Requirements

- FRA will not fund PE, NEPA or related clearances under this NOFO
- Pre-award costs incurred prior to selection, without an FRA NEPA determination, or without prior FRA written approval are unallowable costs
- FRA is prohibited under 49 U.S.C. 24405(f) from providing Partnership Program grants for Commuter Rail Passenger Transportation
 - FRA's primary intent is reasonable investments in Intercity Passenger Rail transportation projects
 - Such projects may be located on shared corridors where Commuter Rail Passenger Transportation also benefits

A dark, blue-tinted photograph of a railway track receding into the distance under a cloudy sky. The track is made of wooden sleepers and metal rails, with gravel ballast. A utility pole is visible on the left side of the track. The sky is filled with dramatic, dark clouds.

NOFO Overview and How to Apply

What is a NOFO?

Notice of Funding Opportunity (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 projects



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



Where do I start?

Check the FRA **Discretionary Competitive Grant Program** webpage

- <https://www.fra.dot.gov/grants>



Click on the link to access the NOFO

Where is the Partnership Program NOFO?

**FEDERAL REGISTER**
The Daily Journal of the United States Government

Notice

Notice of Funding Opportunity for the Federal-State Partnership for State of Good Repair Program
A Notice by the [Federal Railroad Administration](#) on 11/16/2018

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 grant^[1] funding for eligible projects under the Federal-State Partnership for State of Good Repair Program (Partnership Program) made available by the Consolidated Appropriations Act, 2017, [Public Law 115-31](#), Div. K, Tit. I (2017 Appropriations Act) and the Consolidated Appropriations Act, 2018, Div. L, Tit. I, [Public Law 115-141](#) (2018 Appropriations Act; collectively the Appropriations Acts). The opportunity described ~~in this notice is made available~~ under Catalog of Federal Domestic Assistance (CFDA) number 20.326, "Federal-State Partnership for State of Good Repair."

DOCUMENT DETAILS

Printed version:
[PDF](#)

Publication Date:
11/16/2018

Agencies:
[Federal Railroad Administration](#)

Dates:
Applications for funding under this solicitation are due no later than 5 p.m. EDT, March 18, 2019. Applications for funding or supplemental material in support of an application received after 5 p.m. EDT, on March 18, 2019 will not be considered for funding.



A dark blue background featuring silhouettes of approximately ten people sitting around a long table in a meeting room. The room has large windows in the background, and the overall lighting is dim, with a slight glow from the windows.

POLLING QUESTION 2



Where do I find “How to Apply” information?

Search grants on **Grants.gov**:

The screenshot shows the Grants.gov search interface. On the left, under 'BASIC SEARCH CRITERIA', the 'CFDA' field is set to '20.326'. Under 'OPPORTUNITY STATUS', 'Forecasted (0)', 'Posted (1)', 'Closed (0)', and 'Archived (0)' are listed. Under 'FUNDING INSTRUMENT TYPE', 'All Funding Instruments' is selected. Under 'ELIGIBILITY', 'All Eligibilities' is selected. On the right, the search results show '1 - 1 OF 1 MATCHING RESULTS:'. The table below has columns for Opportunity Number, Opportunity Title, Agency, Opportunity Status, Posted Date, and Close Date. The first row shows 'FR-FSP-19-001' as the Opportunity Number, which is highlighted with a red box.

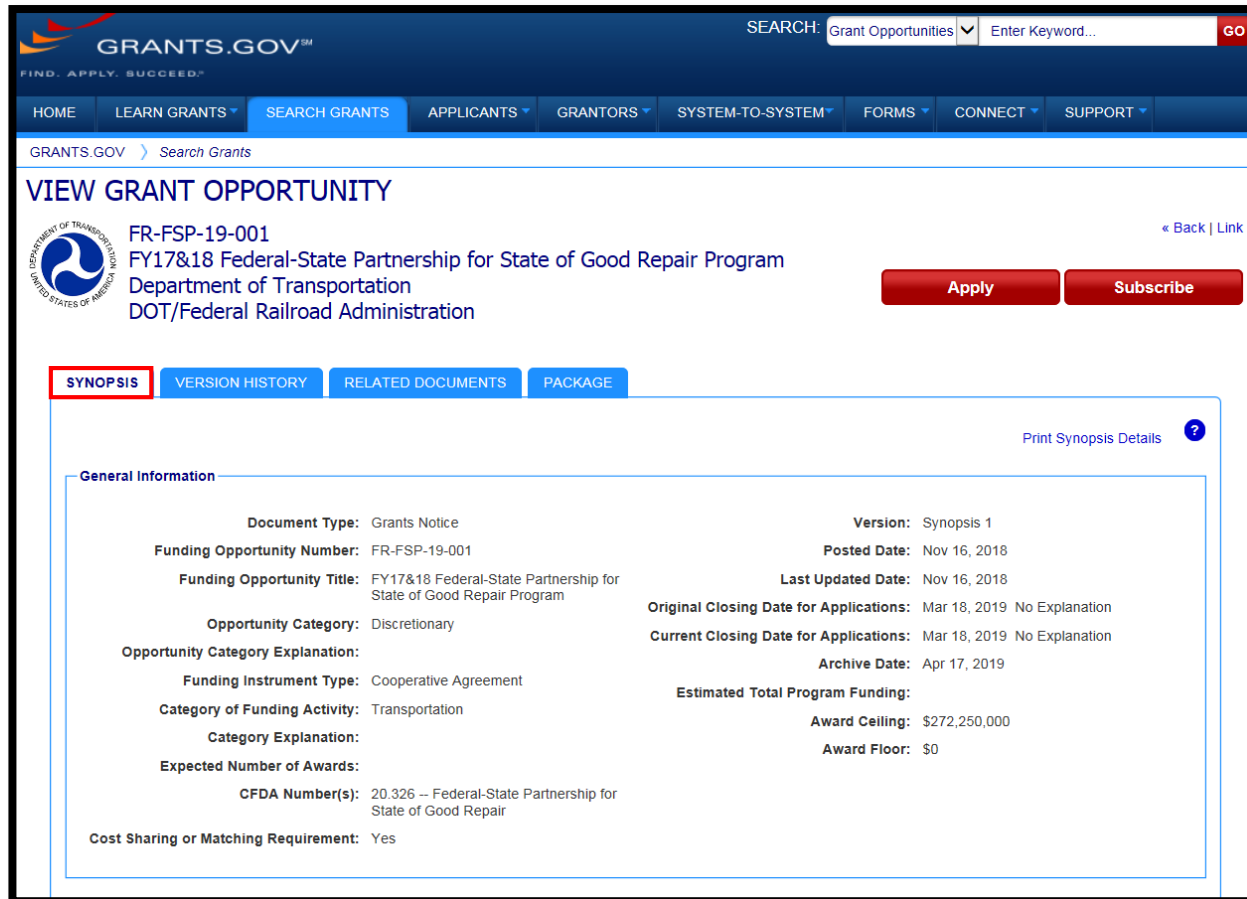
Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
FR-FSP-19-001	FY17&18 Federal-State Partnership for State of Good Repair Program	DOT-FRA	Posted	11/16/2018	03/18/2019

Click on the **Opportunity Number** to see the Synopsis



What is the Synopsis?

Summary information about the grant opportunity in Grants.gov:



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-FSP-19-001**
FY17&18 Federal-State Partnership for State of Good Repair 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-FSP-19-001	Posted Date: Nov 16, 2018
Funding Opportunity Title: FY17&18 Federal-State Partnership for State of Good Repair Program	Last Updated Date: Nov 16, 2018
Opportunity Category: Discretionary	Original Closing Date for Applications: Mar 18, 2019 No Explanation
Opportunity Category Explanation:	Current Closing Date for Applications: Mar 18, 2019 No Explanation
Funding Instrument Type: Cooperative Agreement	Archive Date: Apr 17, 2019
Category of Funding Activity: Transportation	Estimated Total Program Funding:
Category Explanation:	Award Ceiling: \$272,250,000
Expected Number of Awards:	Award Floor: \$0
CFDA Number(s): 20.326 -- Federal-State Partnership for State of Good Repair	
Cost Sharing or Matching Requirement: Yes	



How do I Apply?

Key Steps

- Obtain a Dun and Bradstreet number (DUNS)
- **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



What do I include in my application?

Required Documents

- Project Narrative
- Statement of Work
- Environmental Compliance Documentation
- Benefit- Cost Analysis

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
- SF LLL: Disclosure of Lobbying Activities



FRA's Assurances and Certifications

Locate these forms in **Related Documents** in Grants.gov:

GRANTS.GOVSM


FIND. APPLY. SUCCEED.SM

SEARCH: Grant Opportunities Enter Keyword... GO

HOMELEARN GRANTSSearch GrantsAPPLICANTSGRANTORSYSTEM-TO-SYSTEMFORMSCONNECTSUPPORT

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY



FR-FSP-19-001

FY17&18 Federal-State Partnership for State of Good Repair Program

Department of Transportation

DOT/Federal Railroad Administration

[« Back | Link](#)

ApplySubscribe

SYNOPSISVERSION HISTORYRELATED DOCUMENTSPACKAGE

Print Related Documents List ?

Click on the following file link(s) to download the related document(s):

File Description	File Name	Last Updated Date/Time	File Size
Folder: Full Announcement - Notice of Funding Opportunity	FR-FSP-19-001-Full Announcement - Notice of Funding Opportunity.zip	Nov 16, 2018 01:32:35 PM EST	246.3 KB
Notice of Funding Opportunity	Partnership NOFO S10-180925-035_D4 FRN clean.pdf	Nov 16, 2018 01:32:35 PM EST	262.0 KB
Folder: Other Supporting Documents - FRA Assurances&Certifications	FR-FSP-19-001-Other Supporting Documents - FRA Assurances&Certifications.zip	Nov 16, 2018 01:34:31 PM EST	657.9 KB
Required FRA Assurances and Certifications	FRA F 30 Assurances and Certifications.pdf	Nov 16, 2018 01:34:31 PM EST	666.9 KB



A blue-tinted photograph of a railway track curving into the distance. The track is composed of two parallel rails on a bed of gravel, leading the viewer's eye towards a vanishing point in the distance. The surrounding landscape is hilly and appears to be covered in a light layer of snow or frost. The overall mood is serene and forward-looking.

Best Practices

Best Practices & Helpful Hints

- Read the Notice of Funding Opportunity (NOFO) completely and carefully
- FRA has identified three primary areas where applications that are not selected for funding typically demonstrate deficiencies:
 - Project Narrative
 - Statement of Work
 - Benefit-Cost Analysis



Federal Register / Vol. 83, No. 222 / Friday, November 16, 2018 / Notices

57793

document provides the public notice that on November 2, 2018, the Regional Transportation District (RTD) and the City of Aurora, Colorado, petitioned the Federal Railroad Administration (FRA) for a waiver of compliance from certain provisions of the Federal railroad safety regulations contained at 49 CFR part 222. FRA assigned the petition Docket Number FRA-2018-0098.

Specifically, petitioners seek a waiver from the provisions of 49 CFR 222.35(b)(1) to establish a new quiet zone consisting of two public highway-rail grade crossings with active grade crossing warning devices comprising both flashing lights and gates that are not equipped with constant warning time devices. The crossing warning devices on the proposed "East Rail Line-Aurora Quiet Zone" on the RTD A-Line are primarily activated by a wireless crossing activation system (WCAS) using "GPS-determined train speed and location to predict how many seconds a train is from the crossing." Petitioners assert that this information is communicated wirelessly to the crossing warning devices and seeks to provide constant warning times. Additionally, this system is supplemented by a conventional track warning system in case the WCAS is unavailable.

A copy of the petition, as well as any written communications concerning the petition, is available for review online at www.regulations.gov and in person at the U.S. Department of Transportation's (DOT) Docket Operations Facility, 1200 New Jersey Avenue SE, W12-140, Washington, DC 20590. The Docket Operations Facility is open from 9 a.m. to 5 p.m., Monday through Friday, except Federal Holidays.

Interested parties are invited to participate in these proceedings by submitting written views, data, or comments. FRA does not anticipate scheduling a public hearing in connection with these proceedings since the facts do not appear to warrant a hearing. If any interested parties desire an opportunity for oral comment and a public hearing, they should notify FRA, in writing, before the end of the comment period and specify the basis for their request.

All communications concerning these proceedings should identify the appropriate docket number and may be submitted by any of the following methods:

- Website: <http://www.regulations.gov>. Follow the online instructions for submitting comments.
- Fax: 202-493-2251.
- Mail: Docket Operations Facility, U.S. Department of Transportation, 1200

New Jersey Avenue SE, W12-140, Washington, DC 20590.
• **Hand Delivery:** 1200 New Jersey Avenue SE, Room W12-140, Washington, DC 20590, between 9 a.m. and 5 p.m., Monday through Friday, except Federal Holidays.

Communications received by December 31, 2018 will be considered by FRA before final action is taken. Comments received after that date will be considered if practicable.

Anyone can search the electronic form of any written communications and comments received into any of our dockets by the name of the individual submitting the comment (or signing the document, if submitted on behalf of an association, business, labor union, etc.). Under 5 U.S.C. 552(c), DOT solicits comments from the public to better inform its processes. DOT posts these comments, without edit, including any personal information the commenter provides, to www.regulations.gov, as described in the system of records notice (DOT/ALL-14 FDMS), which can be reviewed at <https://www.transportation.gov/privacy>. See also <https://www.regulations.gov/privacyNotice> for the privacy notice of www.regulations.gov.

Robert C. Lauby,
Associate Administrator for Railroad Safety,
Chief Safety Officer.
[FR Doc. 2018-25043 Filed 11-15-18; 8:45 am]
BILLING CODE 4910-06-P

DEPARTMENT OF TRANSPORTATION

Federal Railroad Administration

Notice of Funding Opportunity for the Federal-State Partnership for State of Good Repair Program

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 grant funding for eligible projects under the Federal-State Partnership for State of Good Repair Program (Partnership Program) made available by the Consolidated Appropriations Act, 2017, Public Law 115-31, Div. K, Tit. I (2017 Appropriations Act) and the Consolidated Appropriations Act, 2018,

¹The term "grant" is used throughout this document and is intended to reference funding awarded through a grant agreement, as well as funding awarded to recipients through a cooperative agreement.

Div. L, Tit. I, Public Law 115-141 (2018 Appropriations Act; collectively the Appropriations Acts). The opportunity described in this notice is made available under Catalog of Federal Domestic Assistance (CFDA) number 20.326, "Federal-State Partnership for State of Good Repair."

DATES: Applications for funding under this solicitation are due no later than 5 p.m. EDT, March 18, 2019. Applications for funding or supplemental material in support of an application received after 5 p.m. EDT, on March 18, 2019 will not be considered for funding. Incomplete applications for funding 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 supporting application materials that an applicant is unable to submit via www.Grants.gov (such as oversized engineering drawings), an applicant may submit an original and two (2) copies to Amy Houser, Office of Program Delivery, Federal Railroad Administration, 1200 New Jersey Avenue SE, Room W36-412, Washington, DC 20590. However, due to delays caused by enhanced screening of mail delivered via the U.S. Postal Service, applicants are advised to use other means of conveyance (such as courier service) to assure timely receipt of materials before the application deadline.

FOR FURTHER INFORMATION CONTACT: For further information regarding project-related information in this notice, please contact Bryan Rodda, Office of Policy and Planning, Federal Railroad Administration, 1200 New Jersey Avenue SE, Room W36-203, Washington, DC 20590; email: Bryan.Rodda@dot.gov; phone: 202-493-0443. Grant application submission and processing questions should be addressed to Amy Houser, Office of Program Delivery, Federal Railroad Administration, 1200 New Jersey Avenue SE, Room W36-412, Washington, DC 20590; email: amy.houser@dot.gov; phone: 202-493-0303.

SUPPLEMENTARY INFORMATION:

Notice to applicants: FRA recommends that applicants read this notice in its entirety prior to preparing application materials. A list providing the definitions of key terms used throughout the NOFO are listed under



A blurred background image of a high-speed train track with overhead power lines, suggesting motion and infrastructure. The image is overlaid with a dark blue gradient.

Best Practices – Project Narrative

Best Practices – Project Narrative

Project Narrative Outline

- I. Cover Page
- II. Project Summary
- III. Project Funding
- IV. Applicant Eligibility
- V. Project Eligibility
- VI. Detailed Project Description
- VII. Project Location
- VIII. Evaluation & Selection Criteria
- IX. Project Implementation & Management
- X. Environmental Readiness

- Structure your project 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 25-page limit restriction



Best Practices – Project Narrative

Project Narrative Outline

- I. Cover Page
- II. Project Summary
- III. Project Funding
- IV. Applicant Eligibility
- V. Project Eligibility
- VI. Detailed Project Description
- VII. Project Location
- VIII. Evaluation & Selection Criteria
- IX. Project Implementation & Management
- X. Environmental Readiness

- Indicate if an application for the project has been submitted previously to another Federal grant program – indicate the program and year



Best Practices – Project Narrative

Project Narrative Outline

- I. Cover Page
- II. Project Summary**
- III. Project Funding
- IV. Applicant Eligibility
- V. Project Eligibility
- VI. Detailed Project Description
- VII. Project Location
- VIII. Evaluation & Selection Criteria
- IX. Project Implementation & Management
- X. Environmental Readiness

- Brief 4-6 sentence description of the project, its anticipated benefits, and the transportation challenges the project will address
- Think of this space as your elevator pitch for the project to the DOT Secretary and FRA Administrator



Best Practices – Project Narrative

Project Narrative Outline

- I. Cover Page
- II. Project Summary
- III. Project Funding**
- IV. Applicant Eligibility
- V. Project Eligibility
- VI. Detailed Project Description
- VII. Project Location
- VIII. Evaluation & Selection Criteria
- IX. Project Implementation & Management
- X. Environmental Readiness

- Complete the funding table
- Specify each source of non-Federal 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 – Project Narrative

Project Narrative Outline

- I. Cover Page
- II. Project Summary
- III. Project Funding
- IV. Applicant Eligibility**
- V. Project Eligibility
- VI. Detailed Project Description
- VII. Project Location
- VIII. Evaluation & Selection Criteria
- IX. Project Implementation & Management
- X. Environmental Readiness

- Explain how the applicant fulfills one of the six eligible applicant types
- Note that freight railroads and other private sector firms are not eligible applicants; an eligible applicant may submit applications with these entities as project partners



Best Practices – Project Narrative

Project Narrative Outline

- I. Cover Page
- II. Project Summary
- III. Project Funding
- IV. Applicant Eligibility
- V. Project Eligibility**
- VI. Detailed Project Description
- VII. Project Location
- VIII. Evaluation & Selection Criteria
- IX. Project Implementation & Management
- X. Environmental Readiness

- Be clear about whether you are applying for a NEC or off-NEC project
- Show how the project meets the Qualified Railroad Asset standards
- Note that final design is eligible only in conjunction with project construction, not as a stand-alone activity



Best Practices – Project Narrative

Project Narrative Outline

- I. Cover Page
- II. Project Summary
- III. Project Funding
- IV. Applicant Eligibility
- V. Project Eligibility
- VI. Detailed Project Description**
- VII. Project Location
- VIII. Evaluation & Selection Criteria
- IX. Project Implementation & Management
- X. Environmental Readiness

- Thoroughly discuss the transportation challenges and benefits
- Describe how project components are related and will be sequenced
- Include photographs or diagrams
- Identify all host railroads, operators, and beneficiaries
- For grade crossing projects, include the U.S. DOT National Highway-Rail Crossing Inventory number



Best Practices – Project Narrative

Project Narrative Outline

- I. Cover Page
- II. Project Summary
- III. Project Funding
- IV. Applicant Eligibility
- V. Project Eligibility
- VI. Detailed Project Description
- VII. Project Location**
- VIII. Evaluation & Selection Criteria
- IX. Project Implementation & Management
- X. Environmental Readiness

- Reiterate cities, counties, and states where project is located
- Include a map of the project
- Identify railroad mileposts

Best Practices – Project Narrative

Project Narrative Outline

- I. Cover Page
- II. Project Summary
- III. Project Funding
- IV. Applicant Eligibility
- V. Project Eligibility
- VI. Detailed Project Description
- VII. Project Location
- VIII. Evaluation & Selection Criteria**
- IX. Project Implementation & Management
- X. Environmental Readiness

- Include a separate section in the project narrative focused on how the project meets each of the evaluation and selection criteria
- **DO NOT** rely solely on the contents of the “detailed project description” section to satisfy this requirement; it is OK to repeat key points in this section
- Quantify benefits whenever possible



Best Practices – Project Narrative

Project Narrative Outline

- I. Cover Page
- II. Project Summary
- III. Project Funding
- IV. Applicant Eligibility
- V. Project Eligibility
- VI. Detailed Project Description
- VII. Project Location
- VIII. Evaluation & Selection Criteria
- IX. Project Implementation & Management**
- X. Environmental Readiness

- Highlight past experiences managing and overseeing similar projects, including FRA- or DOT-funded projects
- Describe expected arrangements for project contracting, contract oversight, change-order management, risk management, and conformance with Federal requirements for progress reporting



Best Practices – Project Narrative

Project Narrative Outline

- I. Cover Page
- II. Project Summary
- III. Project Funding
- IV. Applicant Eligibility
- V. Project Eligibility
- VI. Detailed Project Description
- VII. Project Location
- VIII. Evaluation & Selection Criteria
- IX. Project Implementation & Management
- X. Environmental Readiness**

- If NEPA is complete, indicate the date of completion and type of NEPA document (Categorical Exclusion, Finding of No Significant Impact, Record of Decision) and provide a link or reference to the document
- If NEPA is underway or not started, provide the current status, expected completion date, and type of document





Best Practices – Statement of Work

Best Practices – Statement of Work

- Scope, Schedule, and Budget
- Use the FRA SOW template
 - <https://www.fra.dot.gov/eLib/Details/L18661>
- SOW helps demonstrate an applicant's understanding of what is required and their readiness to implement the proposed project
- Organize the scope of work into discrete and logically sequenced tasks
- Identify the deliverables required to communicate progress and completion of tasks to FRA

STATEMENT OF WORK

[insert applicant/grantee name]

[insert project name]

[insert NOFA name]

I. BACKGROUND

Instructions: The "Background" section of the SOW is intended to 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/grantees. Approximately 3-4 paragraph in length.

II. OBJECTIVE

Instructions: The "Objective" section of the 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.

III. PROJECT LOCATION

Instructions: The "Project Location" section of the SOW is intended to provide information related to the geographic scope of the project, as well as to identify important related intercity corridors or service. The project location should be specific and detailed. Planning projects should note where the project is likely to be deployed.

IV. DESCRIPTION OF WORK

Instructions: The "Description of Work" section breaks 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.

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

Task 1 generally includes the following activities/deliverables: the Grantee will prepare a Detailed Project Work Plan, Budget, and Schedule for the follow-on tasks, which may result in a revised statement of work. The project work plan will describe, in detail, the activities and steps necessary to complete the tasks outlined in the statement of work. The 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 work plan will include the project schedule (with grantee and agency review durations), a detailed project budget, and an environmental class of action recommendation memorandum (if applicable). If the Grantee



Best Practices – Statement of Work

Federal Railroad Administration

U.S. Department of Transportation

August 30, 2016 (final)

CAPITAL COST ESTIMATING

GUIDANCE FOR
PROJECT SPONSORS

- Utilize FRA's Standard Cost Categories as a way to organize the scope of work and budget
 - <https://www.fra.dot.gov/Elib/Document/16647>
- Ensure consistency among the project narrative, statement of work, benefit-cost analysis, and other application materials

FRA MAIN WORKSHEET										Issue Date 5/4/16	
Grantee Name										Today's Date	8/28/14
Project Name and Location: Rail Project A, Two cities with rural in-between										Yr of Base Year \$	2014
Current Phase : Final Design, Ready to Procure Construction										Yr of Revenue Ops	2017
Standard Cost Category		Unit	Quantity	Base Year Dollars						YOE Dollars Total (X000) (from Inflation Worksheet)	
				Without Contingency (X000)	Allocated Contingency (X000)	TOTAL (X000)	Unit Cost (X000)	Percent of Construction Cost	Percent of Total Project Cost		
10	Guideway & Track Elements	Lineal Miles of Guideway	105	1,520,000	140,000	1,660,000	15,810	69%	52%	1,718,100	
10.010	Guideway: At-grade exclusive right-of-way	Lineal Miles of Guideway	100	550,000	50,000	600,000	6,000				
10.020	Guideway: At-grade semi-exclusive (allows cross-traffic)	Lineal Miles of Guideway		0		0					
10.030	Guideway: At-grade in mixed traffic	Lineal Miles of Guideway		0		0					
10.040	Guideway: Aerial structure	Lineal Miles of Guideway		0		0					
10.041	Bridges	Lineal Miles of Guideway		0		0					
10.042	Viaduct	Lineal Miles of Guideway		0		0					
10.043	Other Structure	Lineal Miles of Guideway		0		0					
10.044	Unspecified	Lineal Miles of Guideway		0		0					
10.050	Guideway: Built-up fill	Lineal Miles of Guideway		0		0					
10.060	Guideway: Underground cut & cover	Lineal Miles of Guideway		0		0					
10.061	Cut & Cover Guideway Soft Soils	Lineal Miles of Guideway		0		0					
10.062	Cut & Cover Guideway Hard Soils	Lineal Miles of Guideway		0		0					
10.063	Cut & Cover Guideway Vent Soft Soils	Lineal Miles of Guideway		0		0					
10.064	Cut & Cover Guideway Vent Hard Soils	Lineal Miles of Guideway		0		0					
10.065	Unspecified	Lineal Miles of Guideway		0		0					



A dark, atmospheric photograph of a railway track receding into the distance under a cloudy sky. The track is made of gravel and metal rails, leading the eye towards the horizon. The sky is filled with heavy, dark clouds, and the overall tone is moody and blue-grey.

Best Practices – Benefit-Cost Analysis

A dark blue background featuring silhouettes of approximately ten people sitting around a long table in a meeting room. The room has large windows in the background, and the overall lighting is dim, with a slight glow from the windows.

POLLING QUESTION 3



Partnership Program BCA Outline

- 1) Specify your base case,
Specify your alternate case,
Specify your timeline;
- 2) Show how alt case will result in specific effects (project benefits);
- 3) Break down effect magnitudes as small as possible;
- 4) Assign values to the effects using DOT guidance;
- 5) Sum the costs and benefits separately;
- 6) Discount (7% rate);
- 7) Calculate Results.



BCA: Scope of Analysis

- The base case should reflect the status quo, the world as it exists today.
- The alternate case (build scenario) is the proposed project;
 - An application for final design or construction should present a single project. Multiple projects need multiple analyses.
 - Avoided costs of alternatives not taken are NOT benefits.
- The timeline should be appropriate for the proposed project:
 - Should match the useful life of the project, but not longer than 30 yrs.
 - Projects with UL longer than 30 years will have residual value (stations in particular); calculate with straight line depreciation.



BCA: Scope of Analysis

- **ONLY** the differences between the base case and alt case should be examined.
- These changes should reflect reality. Examples:
 - Intercity passengers will likely change modes if their station is unavailable, while commuters are more likely to divert to another nearby station.
 - Host railroads will impose speed/weight restrictions before shutting down completely.
 - Rolling stock will have residual value at the end of its useful life.



BCA: Benefits & Costs

- The marginal effects of the alt case are the project benefits.
 - Can include undesirable consequences, which should be shown as negative dollar amounts.
- The total cost of constructing the project *as well as operating and maintaining it for the full timeline* are the project costs:
 - O&M costs on new equipment and infrastructure are costs.
 - Reductions to existing O&M costs should be regarded as project benefits.
 - Residual value for remaining UL is a benefit (NOT subtracted from costs).



BCA: Development

- Large scale effects should be broken down into the smallest possible elements.
- Provide documentation for inputs and growth rates.
- Example: Replacing a bridge might result in...
 - *Removal of slow orders, improving travel speed (Travel time savings)*
 - *Reduced wait time at the approaches (Travel time savings and emissions)*
 - *Decreased delays at nearby sidings along the corridor (Travel time savings and emissions)*
 - *Reduced operations and maintenance costs.*



BCA: Modal Diversion

- Modal diversion is a marginal choice; only count marginal benefits.
- New/induced users value the service less than existing users.
(Follow the DOT guidance.)
- Avoided rail-to-highway diversion could involve:
 - Increased pavement & bridge damage
 - Increased harmful emissions
 - Increased congestion on highways
 - Decreased safety.
- Avoiding passenger revenue losses are TRANSFERS, not benefits.



BCA: Calculations

Calendar Year	Project Year	Value of Travel Time Savings	Emissions Savings	Total Benefits	Discounted Benefits at 7%	Construction Costs	O&M Costs	Total Costs	Discounted Costs at 7%	NPV at 7%
2017	0	\$ -	\$ -	\$ -	\$ -	\$ 38,500	\$ -	\$ 38,500	\$ 38,500	\$ (38,500)
2018	1	\$ -	\$ -	\$ -	\$ -	\$ 15,500	\$ -	\$ 15,500	\$ 14,486	\$ (14,486)
2019	2	\$ 23,342	\$ 1,428	\$ 24,770	\$ 21,635	\$ -	\$ 150	\$ 150	\$ 131	\$ 21,504
2020	3	\$ 24,570	\$ 1,562	\$ 26,132	\$ 21,331	\$ -	\$ 150	\$ 150	\$ 122	\$ 21,209
2021	4	\$ 25,061	\$ 1,703	\$ 26,764	\$ 20,418	\$ -	\$ 150	\$ 150	\$ 114	\$ 20,304
2022	5	\$ 26,781	\$ 1,841	\$ 28,622	\$ 20,407	\$ -	\$ 150	\$ 150	\$ 107	\$ 20,300
	Total	\$ 99,754	\$ 6,534	\$ 106,288	\$ 83,792	\$ 54,000	\$ 600	\$ 54,600	\$ 53,461	\$ 30,331



BCA: Calculations

Calendar Year	Project Year	Value of Travel Time Savings	Emissions Savings	Total Benefits	Discounted Benefits at 7%	Construction Costs	O&M Costs	Total Costs	Discounted Costs at 7%	NPV at 7%
2017	0	\$ -	\$ -	\$ -	\$ -	\$ 38,500	\$ -	\$ 38,500	\$ 38,500	\$ (38,500)
2018	1	\$ -	\$ -	\$ -	\$ -	\$ 15,500	\$ -	\$ 15,500	\$ 14,486	\$ (14,486)
2019	2	\$ 23,342	\$ 1,428	\$ 24,770	\$ 21,635	\$ -	\$ 150	\$ 150	\$ 131	\$ 21,504
2020	3	\$ 24,570	\$ 1,562	\$ 26,132	\$ 21,331	\$ -	\$ 150	\$ 150	\$ 122	\$ 21,209
2021	4	\$ 25,061	\$ 1,703	\$ 26,764	\$ 20,418	\$ -	\$ 150	\$ 150	\$ 114	\$ 20,304
2022	5	\$ 26,781	\$ 1,841	\$ 28,622	\$ 20,407	\$ -	\$ 150	\$ 150	\$ 107	\$ 20,300
	Total	\$ 99,754	\$ 6,534	\$ 106,288	\$ 83,792	\$ 54,000	\$ 600	\$ 54,600	\$ 53,461	\$ 30,331

Add Benefits and Costs Separately



BCA: Calculations

Calendar Year	Project Year	Value of Travel Time Savings	Emissions Savings	Total Benefits	Discounted Benefits at 7%	Construction Costs	O&M Costs	Total Costs	Discounted Costs at 7%	NPV at 7%
2017	0	\$ -	\$ -	\$ -	\$ -	\$ 38,500	\$ -	\$ 38,500	\$ 38,500	\$ (38,500)
2018	1	\$ -	\$ -	\$ -	\$ -	\$ 15,500	\$ -	\$ 15,500	\$ 14,486	\$ (14,486)
2019	2	\$ 23,342	\$ 1,428	\$ 24,770	\$ 21,635	\$ -	\$ 150	\$ 150	\$ 131	\$ 21,504
2020	3	\$ 24,570	\$ 1,562	\$ 26,132	\$ 21,331	\$ -	\$ 150	\$ 150	\$ 122	\$ 21,209
2021	4	\$ 25,061	\$ 1,703	\$ 26,764	\$ 20,418	\$ -	\$ 150	\$ 150	\$ 114	\$ 20,304
2022	5	\$ 26,781	\$ 1,841	\$ 28,622	\$ 20,407	\$ -	\$ 150	\$ 150	\$ 107	\$ 20,300
	Total	\$ 99,754	\$ 6,534	\$ 106,288	\$ 83,792	\$ 54,000	\$ 600	\$ 54,600	\$ 53,461	\$ 30,331

Discount Totals ($\text{\$Yearly Total} / 1.07^{\text{Project Year}}$)

(Ex. $\$28,622 / 1.07^5 = \$20,407$)



BCA: Calculations

Calendar Year	Project Year	Value of Travel Time Savings	Emissions Savings	Total Benefits	Discounted Benefits at 7%	Construction Costs	O&M Costs	Total Costs	Discounted Costs at 7%	NPV at 7%
2017	0	\$ -	\$ -	\$ -	\$ -	\$ 38,500	\$ -	\$ 38,500	\$ 38,500	\$ (38,500)
2018	1	\$ -	\$ -	\$ -	\$ -	\$ 15,500	\$ -	\$ 15,500	\$ 14,486	\$ (14,486)
2019	2	\$ 23,342	\$ 1,428	\$ 24,770	\$ 21,635	\$ -	\$ 150	\$ 150	\$ 131	\$ 21,504
2020	3	\$ 24,570	\$ 1,562	\$ 26,132	\$ 21,331	\$ -	\$ 150	\$ 150	\$ 122	\$ 21,209
2021	4	\$ 25,061	\$ 1,703	\$ 26,764	\$ 20,418	\$ -	\$ 150	\$ 150	\$ 114	\$ 20,304
2022	5	\$ 26,781	\$ 1,841	\$ 28,622	\$ 20,407	\$ -	\$ 150	\$ 150	\$ 107	\$ 20,300
	Total	\$ 99,754	\$ 6,534	\$ 106,288	\$ 83,792	\$ 54,000	\$ 600	\$ 54,600	\$ 53,461	\$ 30,331

Discounted Benefits – Discounted Costs = \$NPV

(Ex: \$83,792 - \$53,461 = \$30,331)



BCA: Calculations

Calendar Year	Project Year	Value of Travel Time Savings	Emissions Savings	Total Benefits	Discounted Benefits at 7%	Construction Costs	O&M Costs	Total Costs	Discounted Costs at 7%	NPV at 7%
2017	0	\$ -	\$ -	\$ -	\$ -	\$ 38,500	\$ -	\$ 38,500	\$ 38,500	\$ (38,500)
2018	1	\$ -	\$ -	\$ -	\$ -	\$ 15,500	\$ -	\$ 15,500	\$ 14,486	\$ (14,486)
2019	2	\$ 23,342	\$ 1,428	\$ 24,770	\$ 21,635	\$ -	\$ 150	\$ 150	\$ 131	\$ 21,504
2020	3	\$ 24,570	\$ 1,562	\$ 26,132	\$ 21,331	\$ -	\$ 150	\$ 150	\$ 122	\$ 21,209
2021	4	\$ 25,061	\$ 1,703	\$ 26,764	\$ 20,418	\$ -	\$ 150	\$ 150	\$ 114	\$ 20,304
2022	5	\$ 26,781	\$ 1,841	\$ 28,622	\$ 20,407	\$ -	\$ 150	\$ 150	\$ 107	\$ 20,300
	Total	\$ 99,754	\$ 6,534	\$ 106,288	\$ 83,792	\$ 54,000	\$ 600	\$ 54,600	\$ 53,461	\$ 30,331

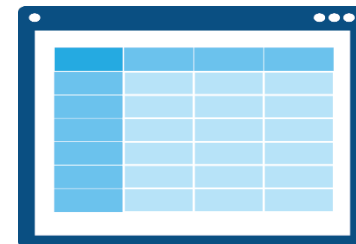
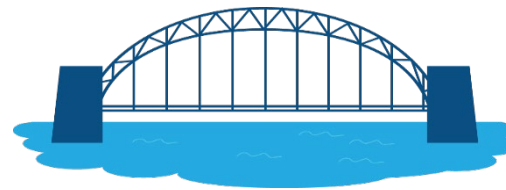
Discounted Benefits / Discounted Costs = BCR

(Ex: \$83,792 / \$53,461 = 1.57)



BCA: Guidelines Recap

- Document your assumptions in as much detail as possible
- If the project has separable elements, report benefits and costs of each sub-project separately.
- If your BCA includes modal diversion, include YOUR passenger counts and AADT.
- ***Include an unlocked Excel spreadsheet that clearly shows your calculations and discounting.***



BCA Guidelines

- Follow USDOT BCA guidance
 - <https://www.transportation.gov/office-policy/transportation-policy/benefit-cost-analysis-guidance>
- Refer to the BCA FAQs for some rail specific examples of how to apply the BCA Guidance
 - <https://www.fra.dot.gov/eLib/Details/L19367>



Benefit-Cost Analysis Guidance for Discretionary Grant Programs

Office of the Secretary
U.S. Department of Transportation
June 2018



Consolidated Rail Infrastructure and Safety Improvements and Federal-State Partnership for State of Good Repair Programs Benefit-Cost Analysis FAQs

Q: Does every CRISI Project Track require a BCA?

Yes. Applications for all projects submitted for CRISI must demonstrate the costs and benefits of funding for FRA to evaluate the degree to which the project will maximize the net benefits and leverage the Federal investment to be made. The focus and level of detail of cost-benefit comparison will vary by track. Tracks 1 – 3 should demonstrate the benefits of the proposed project – each track consecutively requires more detail; beginning with, at the minimum, a qualitative description of the benefits for Track 1 (Planning), and progressing to a quantitative Benefit-Cost-Analysis for FD/Construction projects eligible for Track 3. In some cases, Track 1 and Track 2 applications may include development or improvement of quantitative Benefit-Cost-Analyses. Track 4 project applications should include analysis of the benefits and costs at a level of complexity consistent with project scope.

Q: Are there different BCA requirements for the CRISI, Federal-State Partnership for State of Good Repair, BUILD, and INFRA programs?

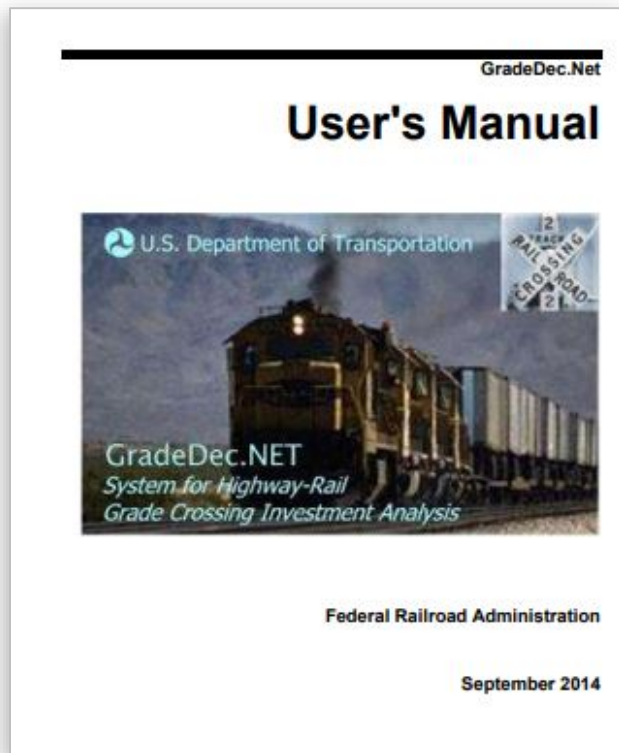
Yes. Like the BUILD and INFRA programs, BCA's for Federal-State Partnership for State of Good Repair projects are not allowed to include strictly private benefits in their analysis and must rely on only public benefits for justification. CRISI applications may consider both public and private benefits relative to project costs. Applicants may discuss private and public benefits separately in the BCA narrative if they wish, but all benefits should be included together in the BCA calculations.

Q: How should I treat fares and freight fees in my BCA?

Fares and freight fees are covered under Section 7.2 of the BCA guidance document. As a summary, increases in fare revenue either from raising prices or from increased ridership are transfers from the riders to the operators and are NOT to be included as benefits. The same applies to increased revenue via freight fees. These topics may be necessary to cover in the project narrative, for example to explain how the operator might cover increases in O&M costs, but they should not be covered nor included in calculations in the BCA.



BCA Guidelines



- GradeDEC link
 - <https://www.fra.dot.gov/Page/P0337>
- GradeDEC documentation
 - <https://www.fra.dot.gov/eLib/Details/L03761>

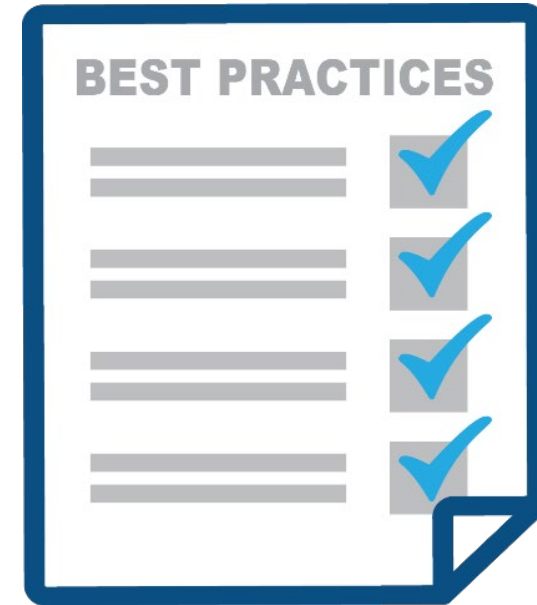


An aerial, high-angle photograph of a railway track system. The tracks run parallel to each other, receding into the distance. Overhead power lines and support structures are visible. The surrounding area includes some greenery and industrial buildings. The entire image has a blue tint. The text "Recap & Reminders" is overlaid in the center in a large, white, sans-serif font.

Recap & Reminders

Recap & Reminders

- Read the NOFO carefully
- Determine what a "successful" project will look like
- Register in SAM.gov and Grants.gov early
- Apply early enough to meet the application deadline
- When applying through Grants.gov, use the "Track My Application" function
- Use the checklist with the application requirements in the NOFO as you complete your application
- Check to see that all budget figures match corresponding figures on the forms, cover sheet, SOW, and in the Project Narrative
 - Numbers in columns and rows should add up properly in budget tables



Recap & Reminders

- Address all of the evaluation and selection criteria on which you will be rated
 - By clearly and directly responding to the criteria, your application will be easier to read and evaluate.
Don't bury key points!
- Name key partners, indicate in-place agreements, and include letters of support
- Align your strategies, activities, staffing, and other application content
- Only include project costs expected to be incurred after selection of the grant



An aerial, high-angle photograph of a railway track system, viewed from above. The tracks run parallel to each other, receding into the distance. Overhead power lines and support structures are visible. The surrounding area includes some greenery and buildings. The entire image has a blue tint. The text "Q & A" is overlaid in the center in a large, white, sans-serif font.

Q & A

THANK YOU

Questions, Please Contact:

- Fed-State Partnership Program: Bryan Rodda
 - Bryan.Rodda@dot.gov
- BCA: Nate Vomocil
 - Nathan.Vomocil@dot.gov
- Grant Application Processing: Amy Houser
 - Amy.Houser@dot.gov

FRA Competitive Discretionary Grant Programs Webpage

<https://www.fra.dot.gov/grants>

A dark blue background featuring silhouettes of approximately ten people sitting around a long table in a meeting room. The room has large windows in the background, and the overall lighting is dim, with the primary light source being the windows, which creates a silhouette effect on the people and the table.

POLLING QUESTION 4

