

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/grantee. 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 needs to secure an agreement with a host railroad to access the railroad’s property and perform

the engineering, environmental, or construction activities, the executed agreement should be included with the work plan. Similarly, agreements governing the 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. 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)

Task 2: [insert task name]

[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]*
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Task 3: [insert task name]

[insert a description of the task and the deliverables that will be completed under the task]

Task 3 Deliverables:

- *[insert names of required deliverables to be completed under this task]*
- 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)

V. PROJECT SCHEDULE AND DELIVERABLES

Instructions: 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.

The period of performance for all work will be approximately [number] months, from [month/year] to [month/year]. 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.

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

VI. 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 \$[amount], for which the FRA grant will contribute up to [percent amount]% of the total cost, not to exceed \$[amount]. 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		\$
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	\$	%

VII. PROJECT COORDINATION

Instructions: The “Project Coordination” section identifies 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. Use the format below to discuss project coordination:

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:

- [list parties other than the Grantee]
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- FRA

VIII. PROJECT MANAGEMENT

Instructions: The “Project Management” section identifies 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]*