

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2130-0584. Public reporting for this collection of information is estimated to be approximately 10 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are voluntary. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Railroad Administration 1200 New Jersey Avenue, SE, Washington, D.C. 20590.

March 2011 Narrative Application Form – Service Development Program, Part I

Narrative Application Form – Service Development Program Part I



High-Speed Intercity Passenger Rail (HSIPR) Program

Applicants interested in applying for funding under the March 2011 Notice of Funding Availability (NOFA) are required to submit the narrative application forms, parts I and II, and other required documents according to the checklist contained in Section 4.2 of the NOFA and the Application Package Instructions available on FRA’s website. All supporting documentation submitted for this Service Development Program should be listed and described in Section H of this form. Questions about the HSIPR program or this application should be directed to the Federal Railroad Administration (FRA) at HSIPR@dot.gov.

Applicants must enter the required information in the gray narrative fields, check boxes, or drop-down menus of this form. Submit this completed form and the statement of work, along with all supporting documentation, electronically by uploading it into www.GrantSolutions.gov by 8:00 p.m. EDT on April 4, 2011.

A. Point of Contact and Applicant Information

Applicant must ensure that the information provided in this section matches the information provided on the SF-424 forms.

(1) Name the submitting agency:		Provide the submitting agency Authorized Representative name and title: Name, Title		
Address 1:	City:	State:	Zip Code:	Authorized Representative telephone: () - ext.
Address 2:				Authorized Representative email:
Provide the submitting agency Point of Contact (POC) name and title (if different from Authorized Representative): Name, Title		Submitting agency POC telephone: () - ext. Submitting agency POC email:		
(2) List out the name(s) of additional State(s) applying (if applicable):				



B. Eligibility Information

Complete the following section to satisfy requirements for application eligibility.

(1) Select the appropriate box from the list below to identify applicant type. Eligible applicants are listed in Section 3.1 of the NOFA.

- State
- Amtrak
- Group of States
- Amtrak in cooperation with a State or States

If selecting one of the applicant types below, additional documentation is required to establish applicant eligibility. Please select the appropriate box and submit supporting documentation to demonstrate applicant eligibility, as described in Section 3.2 of the NOFA, to GrantSolutions.gov and list the supporting documentation under "Additional Information" in Section H.2 of this application.

- Interstate Compact
- Public Agency established by one or more States

(2) Indicate the status of eligibility documentation including the date of issue and how documentation can be verified by FRA.

Verify any completed Environmental Assessment (EA) or Final Environmental Impact Statement (EIS) document that demonstrates satisfaction of "Service NEPA" for the proposed Service Development Program by indicating if documents are submitted through GrantSolutions.gov or referenced through an active public URL. Refer to the Service Development Program Application Package Instructions and Section 5.2 of the NOFA for more information. Project-level NEPA documents for component projects within the Service Development Program may also be included.

A NEPA decision document (Finding of No Significant Impact, Record of Decision, or Categorical Exclusion concurrence) is not required at the time of application, but must be issued by FRA prior to award of a construction grant. Applications that are accompanied by a final NEPA determination will be looked upon favorably during the application review and selection process. Any document not available online should be submitted with the application package and listed in Section H.2 of this application. If more rows are required, please provide the same information for additional documentation in a separate supporting document and list it in Section H.2 of this application.

Service Development Planning

Documentation	Date of Issue (mm/yyyy)	Describe How Documentation Can Be Verified (choose one)	
		Submitted in GrantSolutions	Web Link
<input type="checkbox"/> Service Development Plan	/	<input type="checkbox"/>	

Service NEPA Documents

Documentation	Date of Issue (mm/yyyy)	Describe How Documentation Can Be Verified (choose one)	
		Submitted in GrantSolutions	Web Link
<input type="checkbox"/> Categorical Exclusion Documentation (worksheet)	/	<input type="checkbox"/>	
<input type="checkbox"/> Environmental Assessment (EA)	/	<input type="checkbox"/>	
<input type="checkbox"/> Final Environmental Impact Statement (EIS)	/	<input type="checkbox"/>	

FRA Decision Documents for Service Development Programs

Documentation	Date of Issue (mm/yyyy)	Describe How Documentation Can Be Verified (choose one)	
		Submitted in GrantSolutions	Web Link
<input type="checkbox"/> Finding of No Significant Impact (FONSI)	/	<input type="checkbox"/>	
<input type="checkbox"/> Record of Decision (ROD)	/	<input type="checkbox"/>	

Project NEPA Documents

Documentation (select from the list of choices)	Date of Issue (mm/yyyy)	Describe How Documentation Can Be Verified (choose one)	
		Submitted in GrantSolutions	Web Link
	/	<input type="checkbox"/>	
	/	<input type="checkbox"/>	
	/	<input type="checkbox"/>	
	/	<input type="checkbox"/>	
	/	<input type="checkbox"/>	
	/	<input type="checkbox"/>	
	/	<input type="checkbox"/>	
	/	<input type="checkbox"/>	
	/	<input type="checkbox"/>	
	/	<input type="checkbox"/>	
	/	<input type="checkbox"/>	
	/	<input type="checkbox"/>	
	/	<input type="checkbox"/>	
	/	<input type="checkbox"/>	

(3) Indicate the operational independence of the proposed Service Development Program.¹ Refer to Sections 3.5.2 and 3.4.4 of the NOFA for more information about operational independence and applications related to previously-selected projects.

- This program is operationally independent.
- This program is operationally independent when considered in conjunction with previously selected or awarded HSIPR program project(s) (identify previously selected or awarded projects below).
- This program is not operationally independent.

Briefly clarify the response:

¹ A Service Development Program is considered to have operational independence if, upon being implemented, it will have tangible and measurable benefits, either independently of other investments or cumulatively with projects selected to receive awards under previous HSIPR program solicitations. Additionally, a Service Development Program may demonstrate operational independence by resulting in tangible and measurable progress in implementing new or substantially improved high-speed or intercity passenger rail service.



C. Corridor Service Overview

Respond to the following questions to help put this application into the context of the long-term vision and related work for the HSIPR corridor service.

(1) Provide a brief narrative explaining how this Service Development Program relates to the long-term vision of the HSIPR corridor. If the narrative includes acronyms, the first frequency should be spelled out.

(2) List other HSIPR projects or activities related to this Service Development Program application. This includes any pending, selected, or awarded planning, PE/NEPA, FD/Construction, Service Development Programs or projects, and other FRA funded programs. The purpose of this list is to identify overlapping or complementary applications, projects, or programs. Click on the gray boxes to select from the list of choices for FRA Solicitation and Status. If the Solicitation is not included in the prepopulated list, select "Other" and type the name in the adjacent gray box within that field.

	Project, Activity, or Service Development Program Name ²	FRA Solicitation	Federal Funding Amount ³ (in thousands of dollars)	Status	GrantSolutions Number and/or Award Number	Does the project contain activities or scope also proposed in this application?
1			\$		GS # / Award #	
2			\$		GS # / Award #	
3			\$		GS # / Award #	
4			\$		GS # / Award #	
5			\$		GS # / Award #	
6			\$		GS # / Award #	
7			\$		GS # / Award #	
8			\$		GS # / Award #	
9			\$		GS # / Award #	
10			\$		GS # / Award #	
11			\$		GS # / Award #	
12			\$		GS # / Award #	
13			\$		GS # / Award #	
14			\$		GS # / Award #	
15			\$		GS # / Award #	
16			\$		GS # / Award #	
17			\$		GS # / Award #	
18			\$		GS # / Award #	

² If an applicant is submitting an Individual Project application proposing the same or similar scope as a component project contained in this Service Development Program application, the Individual Project application should be listed.

³ Depending on the status of the Project, Activity, or Program record the amount obligated, awarded, or requested.



D. Executive Summary

Answer the following questions about the proposed program.

(1) Provide a clear, concise, and descriptive project name. The Service Development Program name must consist of the following elements, each separated by a hyphen: (1) the State abbreviation; (2) the route or corridor name; and (3) a Service Development Program descriptor that will concisely identify the program's focus (e.g., HI-Fast Corridor-Main Stem). Please limit the response to 100 characters.

(2) If an application containing the proposed scope was previously submitted for consideration and was not selected, indicate the solicitation under which that application was submitted. Check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> ARRA – Track 1 | <input type="checkbox"/> FY 2010 Service Development Program |
| <input type="checkbox"/> ARRA – Track 2 | <input type="checkbox"/> FY 2010 Individual Project – PE/NEPA |
| <input type="checkbox"/> FY 2009 – Track 4 | <input type="checkbox"/> FY 2010 Individual Project – FD/Construction |
| <input type="checkbox"/> FY 2009 Residual | <input type="checkbox"/> N/A |

(3) Indicate the anticipated duration, in months, for the proposed Service Development Program. Consider that American Recovery and Reinvestment Act funding must be obligated by September 30, 2017, while FY 2010 funding does not have a deadline.

Number of Months: *mm*

(4) Specify the anticipated HSIPR funding information for the proposed Service Development Program. This information must match the SF-424 documents, and dollar figures must be rounded to the nearest whole dollar. All applicants are encouraged to contribute non-Federal matching funds. FRA will consider matching funds in evaluating the merit of the application. See Section 3.3 of the NOFA for further information regarding cost sharing.

HSIPR Federal Funding Request	Non-Federal Match Amount	Total Program Cost	Non-Federal Match Percentage of Total
			%

(5) **Indicate the source, amount, and percentage of non-Federal match for the proposed Service Development Program (if applicable).** The sum of figures below should equal the amount provided in Section D.4. Click on the gray boxes to select the appropriate response from the lists provided in type of source, status of funding, and type of funds. Dollar figures must be rounded to the nearest whole dollar. Also, list the percentage of the total program cost represented by each non-Federal funding source. Provide supporting documentation that will allow FRA to verify each funding source. Any required verification documentation not available online should be submitted with the application package and listed in Section H.2 of this application.

Non-Federal Match Funding Sources	Type of Source	Status of Funding ⁴	Type of Funds	Dollar Amount	% of Total Program Cost	Describe Any Supporting Documentation to Help FRA Verify Funding Source
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
Sum of Non-Federal Funding Sources				\$	%	N/A

(6) **Indicate the name of the corridor where the proposed Service Development Program is located and identify the start and end points as well as major integral cities along the route.**

(7) **Describe the project location, using municipal names, mileposts, control points, or other identifiable features such as longitude and latitude coordinates.** If available, please provide a project GIS shapefile (.shp) as supporting documentation. This document must be listed in Section H.2 of this application.

(8) **Provide an abstract outlining the proposed Service Development Program.** Briefly summarize the narrative provided in the Statement of Work in 4-6 sentences. Capture the major milestones, outcomes, and anticipated benefits that will result from implementing the Service Development Program. For any acronyms, spell out the first frequency with the acronym in parentheses. If this application is divided into phases or groupings of component projects⁵, provide a brief abstract of 4-6 sentences for each phase or group of component projects.

⁴ The following categories and definitions are applied to funding sources:

Committed: Committed sources are programmed capital funds that have all the necessary approvals (e.g., statutory authority) to be used to fund the proposed project without any additional action. These capital funds have been formally programmed in the State Rail Plan and/or any related local, regional, or state capital investment program or appropriation guidance. Examples include dedicated or approved tax revenues, state capital grants that have been approved by all required legislative bodies, cash reserves that have been dedicated to the proposed project, and additional debt capacity that requires no further approvals and has been dedicated by the sponsoring agency to the proposed project.

Budgeted: This category is for funds that have been budgeted and/or programmed for use on the proposed project but remain uncommitted (i.e., the funds have not yet received statutory approval). Examples include debt financing in an agency-adopted capital investment program that has yet to be committed in the near future. Funds will be classified as budgeted when available funding cannot be committed until the grant is executed or due to the local practices outside of the project sponsors' control (e.g., the project development schedule extends beyond the State Rail Program period).

Planned: This category is for funds that are identified and have a reasonable chance of being committed, but are neither committed nor budgeted. Examples include proposed sources that require a scheduled referendum, requests for state/local capital grants, and proposed debt financing that has not yet been adopted in the agency's capital investment program.

⁵ An application's competitiveness may be improved by demonstrating how a proposed project could be divided into discrete phases, each with operational independence, based on geographic section, type of activity, discrete benefits and costs, or other appropriate criteria.



(9) Indicate the type of expected capital investments included in the proposed Service Development Program. Check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Additional main-line tracks | <input type="checkbox"/> Rolling stock acquisition |
| <input type="checkbox"/> Communication, signaling, and control | <input type="checkbox"/> Rolling stock refurbishments |
| <input type="checkbox"/> Electric traction | <input type="checkbox"/> Station(s) |
| <input type="checkbox"/> Grade crossing improvements | <input type="checkbox"/> Structures (bridges, tunnels, etc.) |
| <input type="checkbox"/> Major interlockings | <input type="checkbox"/> Support facilities (yards, shops, administrative buildings) |
| <input type="checkbox"/> New rail lines | <input type="checkbox"/> Track rehabilitation |
| <input type="checkbox"/> Positive Train Control | <input type="checkbox"/> Other (please describe): |

(10) Indicate the anticipated service outcomes for the proposed Service Development Program. Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Additional service frequencies | <input type="checkbox"/> New service on existing IPR route |
| <input type="checkbox"/> Increased average speeds/shorter trip times | <input type="checkbox"/> New service on new route |
| <input type="checkbox"/> Increases in operational reliability | <input type="checkbox"/> Reroute existing service |
| <input type="checkbox"/> Increases in ridership | <input type="checkbox"/> Service quality improvements |
| <input type="checkbox"/> Improved on-time performance of passenger trains | <input type="checkbox"/> Other (please describe): |

Briefly clarify the response(s) if needed:

(11) Describe the rolling stock type (if applicable). Describe the fleet of locomotives, cars, self-powered cars, and/or train sets that are intended to provide service upon completion of the Service Development Program. Note if the equipment is already owned or needs to be acquired.

(12) Provide information about job creation through the life of the proposed Service Development Program. Please consider construction, maintenance, and operations jobs.

Anticipated number of onsite and other direct jobs created (on a 2080 work-hour per year, full-time equivalent basis).	FD/ Construction Period	First full year of operation	Fifth full year of operation	Tenth full year of operation
Indicate the anticipated fiscal year.	N/A			

(13) Divide the Service Development Program into discrete phases (groups of component projects) and identify each phase on a separate row of the table, if possible.⁶ Detail the service benefits to be realized after completion of each phase on the corresponding row. At the bottom of the table, provide the anticipated service benefits upon completion of the entire Service Development Program. Use as many rows as necessary; if the Service Development Program cannot be subdivided, summarize the information for the entire Service Development Program in the first row. Refer to Section 4.2.1 of the NOFA for additional information about phasing Service Development Programs.

Phase	Title ⁷	Frequencies ⁸	Scheduled Trip Time (in minutes)	Average Speed (mph)	Top Speed (mph)	Reliability – Provide Either On-Time Performance Percentage or Delay Minutes
-------	--------------------	--------------------------	----------------------------------	---------------------	-----------------	--

⁶ An application's competitiveness may be improved by demonstrating how a proposed project could be divided into discrete phases, each with operational independence, based on geographic section, type of activity, discrete benefits and costs, or other appropriate criteria.

⁷ Title should be a brief descriptive name for the phase.

⁸ Frequency is measured in daily round-trip train operations. One daily round-trip operation should be counted as one frequency.



	Current	Future	Current	Future	Current	Future	Current	Future	Current	Future
I.										
II.										
III.										
IV.										
V.										
VI.										
VII.										
VIII.										
Provide the Cumulative Service Outcome (Aggregate Benefits of all Phases)										

(14) Provide information on the component projects within each phase of the proposed Service Development Program identified in Section D.14 above. For each phase, please list all component projects in the sequence they will be completed. If this application is not phased, include all component projects within the Phase I table. The sum of Phase Total Costs should equal the Total Program Cost indicated in Section D.4. This section is unlocked – the applicant can add rows and adjust column widths as needed for additional projects and phases.

PHASE I.			[Insert Title from Section D.13]
Component Project Name	Short Project Description	Project Cost	
1		\$	
2		\$	
3		\$	
4		\$	
5		\$	
Phase I. Total Cost			\$

PHASE II.			[Insert Title from Section D.13]
1		\$	
2		\$	
3		\$	
4		\$	
5		\$	
Phase II. Total Cost			\$

PHASE III.			[Insert Title from Section D.13]
1		\$	
2		\$	
3		\$	
4		\$	



5			\$
Phase III. Total Cost			\$

PHASE IV.		<i>[Insert Title from Section D.13]</i>	
1			\$
2			\$
3			\$
4			\$
5			\$
Phase IV. Total Cost			\$

E. Infrastructure Owner(s) and Operator(s)

Address the sections below with information regarding railroad infrastructure owners and operators of the proposed Service Development Program. Applicants that own and/or control the infrastructure to be improved by the project or have a service outcomes agreement in place with the infrastructure owning railroad for the proposed project, or an executed agreement that could be amended with the infrastructure owning railroad for a project(s) located on the same corridor as the proposed project, will be looked upon favorably during the application review and selection process.

- (1) **Provide information regarding Right-of-Way Owner(s).** Where railroads currently share ownership, identify the primary owner. Click on the gray boxes to select the appropriate response from the lists of railroad type, right-of-way owner, and status of agreement. If the Right-of-Way Owner is not included in the prepopulated list, select "Other" and type the name in the adjacent text box within that field. Should this application have more than five owners, please provide the same information for additional owners in a separate supporting document and list it in Section H.2 of this application.

Type of Railroad	Railroad Right-of-Way Owner	Route-Miles	Track-Miles	Status of Agreements to Implement Projects

- (2) **Name the Intercity Passenger Rail Operator and provide the status of the agreement.** If applicable, provide the status of agreement with the entity that will operate the planned passenger rail service (e.g., Amtrak). Click on the gray box to select the appropriate response from the list of choices for Status of Agreement. Should the proposed service have more than three operators, please provide the same information for additional operators in a separate supporting document and list it in Section H.2 of this application.

Name of Operating Partner	Status of Agreement

- (3) **Provide information about the existing rail services within the proposed Service Development Program area (i.e., freight, commuter, and intercity passenger).** Click on the gray box to select the appropriate response from the list of type of service and name of operator. If the Name of Operator is not included in the prepopulated list, select "Other" and type the name in the adjacent text box within that field.

Type of Service	Name of Operator	Top Speed Within Project Boundaries (mph)		Number of Route-Miles Within Project Boundaries (miles)	Average Number of Daily One-Way Train Operations ⁹
		Passenger	Freight		

⁹ One daily round-trip operation should be counted as two daily one-way train operations.



(4) Estimate the share of benefits that will be realized by non-intercity rail services and select the approximate cost share provided by the beneficiary.¹⁰ Click on the gray boxes to select the appropriate response from the lists of type of beneficiary, expected share of benefits and approximate cost share. If more than three types of non-intercity passenger rail are beneficiaries, please provide additional information in a separate supporting document, and list it in Section H.2 of this application.

Type of Non-Intercity Passenger Rail	Expected Share of Benefits	Approximate Cost Share

¹⁰ Benefits include service improvements such as increased speed or on-time performance, improved reliability, and other service quality improvements.



F. Response to Evaluation Criteria

Respond to each of the following evaluation criteria in the gray text boxes provided to demonstrate how the proposed Service Development Program will achieve each criterion.

(1) Project Readiness

Describe the feasibility of the proposed Service Development Program to proceed promptly to award, including addressing:

- The applicant's progress, at the time of application, in reaching compliance with NEPA for the proposed project. Although a NEPA decision document (Record of Decision, Finding of No Significant Impact, Categorical Exclusion determination) is not required at the time of application, applications for Service Development Programs that are accompanied by a final NEPA determination will be looked upon favorably during the application review and selection process;
- The applicant's progress, at the time of application, in reaching final service outcomes agreements (where necessary) with key project partners. Applicants that own and/or control the infrastructure to be improved by the project or have a service outcomes agreement in place with the infrastructure owning railroad for the proposed project, or an executed agreement that could be amended with the infrastructure owning railroad for a project(s) located on the same corridor as the proposed project, will be looked upon favorably during the application review and selection process; and
- The quality and completeness of the project's Statement of Work, including whether the Statement of Work provides a sufficient level of detail regarding scope, schedule, and budget to immediately advance the project to award.

Type response here:

(2a) Transportation Benefits

Describe the transportation benefits that will result from the proposed Service Development Program and how they will be achieved in a cost efficient manner, including addressing:

- Generating improvements to existing high-speed and intercity passenger rail service, as reflected by estimated increases in ridership, increases in operational reliability, reductions in trip times, additional service frequencies to meet anticipated or existing demand, and other related factors;
- Generating cross-modal benefits, including anticipated favorable impacts on air or highway traffic congestion, capacity, or safety, and cost avoidance or deferral of planned investments in aviation and highway systems;
- Creating an integrated high-speed and intercity passenger rail network;
- Encouragement of intermodal connectivity and integration, including a focus on convenient connection to local transit and street networks, as well as coordination with local land use and station area development;
- Ensuring a state of good repair of key intercity passenger rail assets;
- Promoting standardized rolling stock, signaling, communications, and power equipment;
- Improved freight or commuter rail operations, in relation to proportional cost-sharing (including donated property) by those other benefiting rail users;
- Equitable financial participation from benefiting entities in the project's financing;
- Encouragement of the implementation of positive train control (PTC) technologies (with the understanding that 49 U.S.C. 20147 requires all Class I railroads and entities that provide regularly scheduled intercity or commuter rail passenger services to fully institute interoperable PTC systems by December 31, 2015); and
- Incorporating private investment in the financing of capital projects or service operations.

Type response here:

(2b) Other Public Benefits

Describe the other public benefits that will result from the proposed Service Development Program and how they will be achieved in a cost-effective manner, including addressing:

- The extent to which the project is expected to create and preserve jobs and stimulate increases in economic activity;
- Promoting environmental quality, energy efficiency, and reduction in dependence on oil, including the use of renewable energy sources, energy savings from traffic diversions from other modes, employment of green building and manufacturing methods, reductions in key emissions types, and the purchase and use of environmentally sensitive, fuel-efficient, and cost-effective passenger rail equipment; and
- Promoting coordination between the planning and investment in transportation, housing, economic development, and other infrastructure decisions along the corridor, as identified in the six livability principles developed by DOT with the Department of Housing and Urban Development and the Environmental Protection Agency as part of the Partnership for Sustainable Communities, which are listed fully at <http://www.dot.gov/affairs/2009/dot8009.htm>.

Type response here:

(3) Project Delivery Approach

Describe the risk associated with delivery of the proposed Service Development Program within budget, on time, and as designed, including addressing:

- The timeliness of project completion and the realization of the project's benefits;
- The applicant's financial, legal, and technical capacity to implement the project;
- The applicant's experience in administering similar grants and projects;
- The soundness and thoroughness of the cost methodologies, assumptions, and estimates;
- The thoroughness and quality of the Project Management Plan;
- The timing and amount of the project's future noncommitted investments;
- The adequacy of any completed engineering work to assess and manage/mitigate the proposed project's engineering and constructability risks; and
- The sufficiency of system safety and security planning.

Type response here:

(4) Sustainability of Benefits

Identify the likelihood of realizing the proposed Service Development Program's benefits, including addressing:

- The applicant's financial contribution to the project;
- The quality of a Financial Plan that analyzes the financial viability of the proposed rail service;
- The quality and reasonableness of revenue, operating, and maintenance cost forecasts;
- The availability of any required operating financial support, preferably from dedicated funding sources;
- The quality and adequacy of project identification and planning;
- The reasonableness of estimates for user and non-user benefits for the project; and
- The reasonableness of the operating service plan.

Type response here:

G. Statement of Work

The Statement of Work (SOW) is a required document. This must be submitted using the Narrative Application Form Part II. Statement of Work available on FRA's website to provide the required information. The quality and completeness of this document will be measured as a Project Readiness evaluation criterion, as outlined in Section 5.2.1 of the NOFA.

Please provide the SOW as a separate document and list it in Section H.2 of this application.

The SOW is a description of the work that will be completed under the grant agreement and must address the background, scope, and schedule, and include a high-level budget for the proposed Service Development Program.

- (1) The SOW is required for a complete application package.
- (2) The SOW should contain sufficient detail so that both FRA and the applicant can:
 - a. Understand the expected outcomes of the work to be performed by the applicant, and
 - b. Track applicant progress toward completing key project tasks and deliverables during the period of performance.
- (3) The SOW should clearly describe project objectives, but allow for a reasonable amount of flexibility regarding how the objectives will be accomplished. It is important to describe the overall approach to and expectations for project/activity completion.
- (4) If the SOW describes work for phases and/or groups of component projects, the larger program should be explained in the background section of the SOW. The remainder of the SOW should be limited to describing the activities that directly contribute to the combined FRA and applicant effort which is funded under the grant agreement.

