



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

September 24, 2020
Bureau of Rail & Transit

REQUESTED ACTION

Authorize the New Hampshire Department of Transportation to accept and expend grant revenue in the amount of \$2,572.00 from the Federal Railroad Administration (FRA) program to cover eligible personnel to attend FRA training courses, conferences or meetings upon the date of Governor and Council approval through June 30, 2021. 100% Federal Income.

In SFY 2021, funds shall be accepted and expended within 04-096-096-964010-2931 Railroad, as follows:

04-096-096-964010-2931	Current Budget FY2021	Requested Change	Revised Budget FY2021
Railroad			
Expenses:			
010 500100 Personal Services Perm Class	\$220,301	\$0	\$220,301
018 500106 Overtime	3,000	0	3,000
019 500105 Holiday Pay	150	0	150
020 500200 Current Expense	950	0	950
022 500255 Rents-Leases Other than State	544	0	544
029 500290 Intra Agency Transfers	15,352	0	15,352
030 500301 Equipment New Replacement	100	0	100
033 509033 Land Acquisition and Easement	50	0	50
037 500174 Technology – Hardware	244	0	244
038 500175 Technology – Software	45	0	45
039 500188 Telecommunications	1,870	0	1,870
046 500464 Consultants	189,538	0	189,538
060 500601 Benefits	103,814	0	103,814
066 500546 Employee Training	200	0	200
070 500704 In-State Travel	50	0	50
080 500719 Out of State Travel Reimb	300	0	300
081 509081 Out of State Travel Fed Reimb	0	2,572	2,572
404 500880 Intra-Indirect Costs	24,340	0	24,340
Total	\$560,848	\$2,572	\$563,420
Source of Funds			
Revenue:			
000 404356 Federal Funds	\$0	\$2,572	\$2,572
004 408189 Intra-Agency Transfers	111,721	0	111,721

00D 488523 Fed Rev Xfers fr Other Agencies	0	0	0
000 000010 General Funds	449,127	0	449,127
Total	\$560,848	\$2,572	\$563,420

EXPLANATION

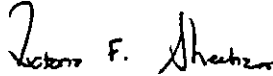
The Department is eligible to receive \$2,572.00 from the Federal Railroad Administration (FRA) for their Railroad Safety State Participation Program. These funds can be used for eligible personnel to travel to attend FRA-approved or FRA-provided training, including out of state OJT program activities and approved conferences / meetings, such as the Association of State Rail Safety Managers (ASRSM) annual and executive committee meetings.

Railroad (2931) – 3.16% Intra-Agency Transfers; 96.84% General Funds

Class 081 Increase Out of State Travel Federally Reimbursable by \$2,572 to cover travel expenses for approved FRA training sessions or conferences.

Your approval of this resolution is respectfully requested.

Sincerely,



Victoria F. Sheehan
Commissioner

Attachments

Department of Transportation
GRANTS FISCAL SITUATION FISCAL YEAR 2021
04-096-096-964010-2931
Railroad

Total Federal Authorization	\$ 2,572.00
Less Expenditures thru 9/24/20	\$ -
Remaining Authorization to Budget	\$ 2,572.00

Less Current FY21 Budget Authorization	\$ -
Total Available for Budgeting	\$ 2,572.00

Available to Budget at Later Date	\$ -
REQUESTED ACTION	\$ 2,572.00

Grant Award Number	Award Amount	Expenses to 9/24/20	Balance
Railroad Safety State Participation Grant	\$ 2,572.00	\$ -	\$ 2,572.00

ATTACHMENT 2

STATEMENT OF WORK

**New Hampshire Department of Transportation
Railroad Safety State Participation Grant Program**

I. AUTHORITY

Authorization	49 U.S.C. § 20105
Funding Authority/Appropriation	Consolidated Appropriations Act, 2020, Public Law 116-94, Div. H, Title I.
Notice of Funding Opportunity	Notice of Funding Opportunity for FY 2020 Railroad Safety State Participation Grant (June 17, 2020)

II. BACKGROUND

This Agreement funds the New Hampshire Department of Transportation (Grantee) to support the deployment of the Grantee's State Railroad Safety Program. To the extent there is a conflict between Attachment 1 and this Attachment 2, Attachment 1 governs.

III. OBJECTIVE

The objective of this Agreement is to support the State Railroad Safety Program and the proper certification of state inspectors under 49 U.S.C. § 20105 and 49 CFR part 212.

IV. PROJECT LOCATION

The locations of the training courses, conferences, and meetings to which the Grantee's program participants will travel and attend under this Agreement are in the locations provided in the Detailed Project Work Plan.

V. DESCRIPTION OF WORK

The Grantee will complete the following tasks (together, the "Project" as further defined in Attachment 1).

Task 1: Grant Administration

The Grantee will submit to FRA a detailed project work plan including a detailed budget and detailed project schedule for the following tasks in this Statement of Work, which may result in amendments to this Agreement (together the "Detailed Project Work Plan"). The Detailed Project Work Plan will describe, in detail, the activities and steps necessary to complete the tasks outlined in this Statement of Work. In addition, the Detailed Project Work Plan will include the

detailed project schedule consistent with the Approved Project Schedule and a detailed project budget consistent with the Approved Project Budget. FRA will review and approve the Detailed Project Work Plan in writing.

The Grantee acknowledges that costs for work performed under this Agreement will not be reimbursed unless the costs are consistent with the FRA-approved Detailed Project Work Plan. Costs incurred in advance of FRA's approval of the Detail Project Work Plan are incurred at the Grantee's risk. FRA will not reimburse the Grantee for costs incurred in contravention of this requirement.

Task 1 Deliverables:

- Detailed Project Work Plan. The Detailed Project Work Plan will include the title of the training course, conference, or meeting to which the Grantee inspector(s) traveled; its location; travel dates; traveler's name and title; related costs for each traveler; and the number and cost of laptops to be purchased, if applicable.

Task 2: Training and Travel

The Grantee will cause eligible personnel to travel to attend eligible training courses, conferences, or meetings as further described in the Detailed Project Work Plan. Costs under this task may be for FRA-approved or FRA-provided training (FRA-provided training is generally provided free of charge) and for travel to attend such training including out of state OJT program activities, and approved conferences/meetings including the Association of State Rail Safety Managers (ASRSM) annual and executive committee meetings.

VI. PROJECT COORDINATION

The Grantee will perform all tasks required for the Project through a coordinated process, which will include coordination with FRA.

VII. PROJECT MANAGEMENT

The Grantee is responsible for facilitating the coordination of all activities necessary for implementation of the Project. Upon obligation of this Agreement, the Grantee will monitor and evaluate the Project's progress through regular meetings scheduled throughout the Project Performance Period. The Grantee will:

- Participate in a project kickoff meeting with FRA
- Hold regularly scheduled Project meetings with FRA
- 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 changes in and updated versions of the Detailed Project Work Plan
 - 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.
- Read and understand the Terms and Conditions of this Agreement
- Notify FRA of changes to this Agreement that require written approval or modification to the Agreement

VIII. ENVIRONMENTAL COMPLIANCE

FRA has evaluated the actions covered in this grant in accordance with the National Environmental Policy Act (NEPA; 42 U.S.C. § 4321 et seq.), other environmental statutes, related regulatory requirements and FRA's NEPA implementing regulations (23 CFR part 771, Environmental Impact and Related Procedures). FRA has determined that the activities funded under this grant for the payment of State Inspector travel and training and the purchase of laptops are categorically excluded from detailed environmental review pursuant to 23 CFR § 771.116(c)(1). Categorical exclusions (CEs) are actions identified in an agency's NEPA implementing procedures that do not normally have a significant impact on the environment and therefore do not require either an environmental assessment (EA) or environmental impact statement (EIS). See 40 CFR § 1508.4.

In analyzing the applicability of a CE, FRA also considered whether extraordinary circumstances are present that would warrant a more detailed environmental review through the preparation of an EA or EIS. In accordance with 23 CFR § 771.116 (a) and (b), FRA has further concluded that no extraordinary circumstances exist with respect to the activities funded under this grant program that might trigger the need for a more detailed environmental review.

ATTACHMENT 3

DELIVERABLES AND APPROVED PROJECT SCHEDULE

New Hampshire Department of Transportation Railroad Safety State Participation Grant Program

I. DELIVERABLES AND APPROVED PROJECT SCHEDULE

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

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

Deliverables and Approved Project Schedule

<u>Task #</u>	<u>Task Name</u>	<u>Estimated Start</u>	<u>Estimated Completion</u>
1	Detailed Project Work Plan	September 2020	<i>October 15, 2020</i>
2	Training and Travel	September 2020	As indicated in Detailed Project Work Plan

ATTACHMENT 4

APPROVED PROJECT BUDGET

New Hampshire Department of Transportation Railroad Safety State Participation Grant Program

I. APPROVED PROJECT BUDGET

The total estimated cost of the Project is \$2,572 for which the FRA grant will contribute up to 100% of the total Project cost, not to exceed \$2,572. The Grantee's Non-Federal Contribution is \$0.00. Any additional expense required beyond that provided in this Agreement to complete the Project will be borne by the Grantee.

Grantee will certify in its Final Performance Report that the total amount reimbursed under this Agreement is not more than 50% of the cost of the personnel, equipment and activities needed during the next fiscal year to carry out Grantee's safety program under the Federal Railroad Safety Program State Participation Agreement, consistent with 49 U.S.C. § 20105(e).

Project Budget by Task

Task #	Task Name	Total Cost
1	Grant Administration	\$0
2	Training and Travel ¹	\$2,572
		\$2,572

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

Project Budget by Source

Funding Source	Project Contribution Amount	Percentage of Total Project Cost
Federal Contribution (Amount of FRA Grant)	\$2,572	100%
Non-Federal Contribution	\$0	0%
Total Project Cost	\$2,572	100%

¹ These costs will be reviewed and may be adjusted once travel arrangements have been made and updated estimates have been provided to the FRA via updates to the Detailed Project Work Plan.

From: Lorah, Matthew (FRA) <Matthew.Lorah@dot.gov>
Sent: Friday, September 04, 2020 10:53 PM
To: Winters, Shelley; Herlihy, Patrick
Cc: Strong, Mel (FRA); Dumetz, Lisa (FRA)
Subject: Selection for FY20 FRA Railroad Safety State Participation Grant Program -
New Hampshire Department of Transportation
Attachments: FY 20 RR Safety Participation - Attach 2 - SOW - NHDOT.docx; FY 20 RR Safety
Participation - Attach 3 - Schedule - NHDOT.docx; FY 20 RR Safety
Participation - Attach 4 - Budget - NHDOT.docx

Follow Up Flag: Follow up
Flag Status: Completed

EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.

Hello,

Congratulations! The United States Department of Transportation, along with the Federal Railroad Administration (FRA), is pleased to announce the Railroad Safety State Participation Program Grant application received from the **New Hampshire Department of Transportation** was approved in the amount of **\$2,572**.

Attached for reference and review is the statement of work, schedule and budget for the upcoming Railroad Safety State Participation Program grant. Let us know if you have any suggested changes by Thursday, September 10, 2020. FRA will then upload this document into Grant Solutions where you will receive a notification to accept the grant. FRA must obligate the grant agreement prior to September 30, 2020.

Thank you,

Matthew Lorah
Financial Grants Management Specialist – Team Lead
Federal Railroad Administration
202.493.6186
matthew.lorah@dot.gov