

# Federal Railroad Administration

## Grant/Cooperative Agreement Final Performance Report Instructions



### Overview

The Code of Federal Regulations (CFR) in Title 2, Section 200.343 requires grant recipients to submit all financial, performance, and other closeout documentation as required by the terms and conditions of the award no later than 90 calendar days after the end date of the period of performance. This document provides instructions for completing FRA’s Final Performance Report form.

### Why is the Final Performance Report Important?

The final performance report allows FRA to assess the project against the requirements outlined in the Notice of Grant Award (NGA) and provides grantees with the opportunity to showcase the successes and lessons learned from the project. As such, the final performance report is a critical document that can help to inform future programmatic decisions under other FRA grants. Contents from the final performance report, including public benefits and photos, may be used in FRA materials to illustrate the value and impact of our programs.

### General Requirements

Grantees must submit reports that are complete, thorough, accurate, and certified by a representative who is authorized to verify and submit data on behalf of the organization. FRA encourages grantees to compose thoughtful responses that are not simply “copy and pasted” from the Statement of Work (SOW) and/or grant application materials. Section B should be no more than 10 pages in length, excluding photos. Please contact your FRA grant manager with any questions.

### Form Section A. Award Information

Data Element	Instructions
<b>1. Agreement Number</b>	Enter the agreement number as it appears in line 2 of the NGA.
<b>2. Project Title</b>	Enter the project title as it appears in line 8 of the NGA.
<b>3. Project Type</b>	Enter the project type (e.g. Planning, PE/NEPA, FD/Construction, and/or Research & Design).
<b>4. Program Name</b>	Enter the program name under which the grant was funded.
<b>5. Grantee</b>	Enter the recipient name as it appears in line 1 of the NGA.
<b>6, 7, 8. Point of Contact (POC) Name and Title, Email, and Phone</b>	Enter the name, title, email and phone number of the individual certifying this report. The individual should be authorized to report on behalf of the grantee.
<b>9. Report Submission Date</b>	Enter the date that the report is submitted to the FRA grant manager.
<b>10. Grant Manager</b>	Enter the name of the grant manager assigned to this grant.

### Section B. Final Performance Report

Data Element	Instructions
<b>11. Project Objectives</b>	Provide a detailed description of the specific, existing transportation problem(s) or challenges that the project sought to resolve.
<b>12. Project Activities</b>	Provide a detailed description of the specific solutions that the project employed to solve the transportation problem(s) outlined in Question 11 above. Project activities should align with the project tasks, sub-tasks and associated deliverables as outlined in the Statement of Work.

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<p><b>13. Project Outputs</b></p>	<p>Provide a detailed description of the project outputs, including any planned outputs that were not achieved. Project outputs are the tangible and/or measurable products achieved as a result of the project activities identified in Question 12 above, and may include (but are not limited to) the following:</p> <ul style="list-style-type: none"> <li>• Physical infrastructure outputs, including miles of track laid and/or improved;</li> <li>• Increased service frequency (e.g. number of trains per day);</li> <li>• Increased ridership capacity;</li> <li>• Increased maximum and/or average speeds;</li> <li>• Travel-time reductions;</li> <li>• Increased on time performance or projections;</li> <li>• Implementation of new passenger rail services or routes;</li> <li>• Development and of Planning, Engineering, or Environmental documentation;</li> <li>• Development of a Statewide Rail Plan; or</li> <li>• Change of railroad class.</li> </ul> <p><u>If applicable, please attach before and after project photos in a separate file.</u></p>
<p><b>14. Project Outcomes &amp; Other Public Benefits</b></p>	<p>Provide a detailed description of the public benefits anticipated as a result of the project, if applicable. These may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Increased ridership (actual) as a result of improvements;</li> <li>• Multi-modal benefits, such as favorable impacts on air or highway traffic congestion, capacity, or safety, and cost avoidance or deferral of planned investments in aviation and highway systems;</li> <li>• Enhanced intermodal connectivity and integration, such as a focus on convenient connection to local transit and street networks and coordination with local land use and station area development;</li> <li>• Safety benefits, such as reduced transportation-related fatalities and injuries and encouragement of the implementation of positive train control (PTC) technologies;</li> <li>• Improved state of good repair of transportation infrastructure;</li> <li>• Equitable financial participation from benefiting entities in the project's financing;</li> <li>• Incorporation of private investment in the financing of capital projects or service operations;</li> <li>• Enhanced stakeholder relationships;</li> <li>• Improved environmental sustainability, such as reduced carbon or other harmful emissions, improved air quality, and improved public health;</li> <li>• Increased economic competitiveness of local communities, such as job growth and new investment opportunities;</li> <li>• Enhanced quality of life within impacted communities, such as increased transportation choices and/or access to transportation services; or</li> <li>• Other outcomes that otherwise positively impacted the region.</li> </ul> <p>If any resulting project benefits were required by the NGA as specific performance measures, please use the space provided in 14 (a) to describe those.</p>
<p><b>14 (a). Performance Measures (if applicable)</b></p>	<p>If specific performance measure data were required by the NGA, please provide a detailed description of the extent to which each measure was achieved.</p>

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<b>15. Lessons Learned</b>	Provide a description of key takeaways from the project, including: challenges and mitigation strategies, best practices, and/or examples of training and technical assistance offered by FRA, including assistance to sub-grantees.
<b>16. Maximizing Investments</b>	Provide a description of any related projects that would further add to the public benefits of this project. Please include the project type, estimated project cost, a brief project description, and an explanation detailing how it would further add to the public benefits of this project. Please note that identification of potential projects on this report does not guarantee FRA funding.
<b>17. Budget Narrative &amp; Final Budget</b>	Provide a summary of major expenditures, including any material variance against the original projected budget. These might include explanations for any cost over runs, budget adjustments, and/or unspent funds.
<b>18. Grantee Feedback</b>	Provide feedback to enable FRA to better support current and future grantees.

### Report Submission

Review all of the responses carefully. When responses are thorough and accurate, complete the *Certification* to certify accurate completion of this final performance report, verify the *Report Submission Date*, and submit to your FRA grant manager via email.