

Grant Readiness Checklist

Here's a checklist, provided by the Federal Railroad Administration, of the requirements that generally must be satisfied for the agency to issue a grant award. Not all requirements will apply to all projects.

Prerequisites

- Engineering Documentation: Conceptual engineering, preliminary engineering, final design
- Environmental Documentation: Service NEPA (P-EIS, P-EA) and/or Project NEPA (EIS, EA, CE)
- State Rail Plan: Long-term vision for rail services in state, as prescribed in PRIIA (if applicable)
- Service Development Plan: Proposed service characteristics for corridor

Definition (Statement of Work)

- Scope: Objectives, rationale, benefits, description of work to be performed
- Schedule: Timing of steps and milestones
- Budget: Budgets by project milestone and cost category, with documented assumptions (See FRA Budget Tool)
- Special Conditions: Specific requirements applicable to this project (e.g. milestones, FRA approvals, reporting requirements, etc.)

Financials

- Operating Financials: Ridership and revenue projections; operating and maintenance costs
- Capital Program: Capital plan for infrastructure, rolling stock, and stations
- Financing Approach: Institutional authority, financial condition, capital sources (including for cost overruns), and annual operating sources

Delivery

- Risk Management Approach: Identified risks and mitigation strategies
- Management Capability & Approach: Plan for management structure of project, including org charts and staffing plans
- Project Implementation & Procurement Approach: Description of project delivery method, including information on procurement and compliance
- Safety and Security Approach: Consideration of safety and security concerns and approaches for both construction and operations

Agreements

- Host Railroad Agreements: Legal agreements with all applicable host railroads, with details on engineering, statement of work, construction, service outcomes, cost sharing, or any other relevant issues
- Service Operator Agreements: Commitments and concurrences from the operator of the intercity passenger rail service that will benefit from the project
- Other Agreements: Other agreements as necessitated by specific project conditions, such as with real estate owners, utilities, other states, local governments, etc.