



## **Rail Enhancement Fund Program Application**

**Applicant:** The name of the railroad, business, or organization applying for Grant funding from the Department of Rail and Public Transportation (the Department).

**Application Number:** Automatically assigned by the Department. This number is used to reference the application throughout the Grant Application Period. If funded, this number may be referenced in an Agreement with the Department.

**Fiscal Year:** The year in which the Applicant is applying for grant funding from the Department. The Department operates on a fiscal year from July 1 ending on June 30.

**Last Updated:** Automatically fills. This date marks the time an applicant logged into the -OLGA system and altered the application.

**Contact Person:** This is the person who the Department will contact if there are questions regarding the application.

### **Project Details**

**Project Manager** – The Project Manager is not necessarily the same person filling out the application. This individual will be working on the implementation of the project, if funded, and will be the main contact for reporting to the Department, scheduling field inspections, resolving invoice issues, etc.

**Project Title** – The Project Title will be the name of the project used when presenting the application to the Commonwealth Transportation Board and, if funded, the name used in the Six Year Improvement Plan, on the Agreements and on any other legally significant references to the Rail Enhancement Fund project activities.

**Project Location** – The Project Location describes the limits/boundaries of the proposed improvements or study for which the application is seeking Rail Enhancement Funding. Specificity is preferred, such as mile post numbers, but also include the localities and any other significant names of landmarks, roads, etc. which describe the project location.

**Owner of Property** – The Owner of the Property is the person, company, or organization with the vested property rights to the land where Rail Enhancement Funds will study or construct capital improvements. For example, in the case of a Shortline Railroad applicant for Rail Enhancement Funds, CSX or Norfolk Southern may be the Owner of the Property from which the land is leased by the applicant.

**Responsible party for Maintenance of Project** – This field lets the Department know who is responsible for the general maintenance of any improvements funded by the Rail Enhancement Fund. Rail Enhancement Funds do not pay for maintenance of improvements once a funded project is complete.



**Scope of Work** – The Scope of Work identifies the study methodology or construction activities which will require Rail Enhancement Funds to complete.

**Project Components**

**Rail Infrastructure** – Check this box if project activities for which the application seeks grant funding involves improvement or construction of rail infrastructure on which passenger or freight trains will operate.

**Rail Facility/Station** – Check this box if project activities for which the application seeks grant funding involves construction or an accessory building, passenger station, etc.

**Equipment/Rolling Stock** – Check this box if project activities for which the application seeks grant funding involves the purchase of rail cars (freight or passenger), track construction/maintenance equipment, hy-rail vehicle, etc.

**Signals/Communication Equipment** – Check this box if project activities for which the application seeks grant funding involves purchase and/or installation of signal system/communication equipment.

**Other** – Check this box if any of the above categories for “Project Components” do not describe the project for which the application seeks grant funding. Please clearly state the Project Components in the Description of Project narrative.

**Type of Project**

**Study** – Check this box if the project seeks to perform a study on capacity improvements, speed improvements, or otherwise improving freight or passenger rail services.

**Preliminary Engineering** – Check this box if grant funding would be used to complete preliminary engineering of a proposed project.

**Final Design** – Check this box if grant funding would be used to complete the final design of a proposed project.

**New Construction** – Check this box if grant funding would be used to undertake construction activities of a proposed project.

**Rehabilitation** – Check this box if grant funding would be used to undertake the rehabilitation of an abandoned or existing line to improve passenger or freight rail service.

**Project Budget Summary** – The total requested amount in the application, if approved and allocated by the Commonwealth Transportation Board, will remain the same in the Agreement. Please ensure costs entered are as accurate as possible, as any cost overruns, if the project receives grant funding, will be the responsibility of the Grantee.



**Preliminary Service, Engineering, or Feasibility Study** – Enter the total cost of the Preliminary Service, Engineering or Feasibility Study activities associated with this grant application.

**Environmental Evaluation** – Enter the total cost of Environmental Evaluation activities associated with this grant application.

**Design Engineering** - Enter the total cost of the Design Engineering activities associated with this grant application.

**Right of Way Acquisition** – Enter the total cost of Right of Way acquisition associated with this grant application. Please note, the Department prefers not to use grant funds for acquisition of land. Option: Application can include the cost of the acquisition in the Total Project Budget, but specify that the total acquisition of Right of Way cost will be part of the required 30% match.

**Construction** – Enter the total cost of Construction associated with this grant application.

**Construction Management** – Enter the total cost of Construction Management associated with this grant application.

**Lease/Acquisition of Equipment** – Enter the total cost of Lease/Acquisition of Equipment associated with this grant application.

**Public Involvement (if applicable)** – Enter the total cost of involving the public in the finalization of planning and approval of project activities associated with this grant application.

**Other** – Enter the total cost of any project activities for which this application seeks funding and were not addressed in the cost categories listed above.

**Total Project Budget** – This field will calculate automatically. It should equal the total cost of the project for which the application seeks 70% funding from the Department of Rail and Public Transportation.

**State Rail Enhancement Fund Requested** – This field is the amount of funding for which the application seeks funding from the Department of Rail and Public Transportation. It cannot exceed 70% of the Total Project Budget.

**Local Match Required** – This field will calculate automatically. This is the amount of local match required of the applicant if the project receives grant funding. If the project does not meet a Benefit Cost Ratio of 1.0 or higher, the local match may be increased by the applicant.

**Provider of Local Match** – This field tells the Department the source of the required matching funds.



**Local Confirmed** – Checking this box means that the applicant has confirmed with the source of local match that the funds will be designated to this project if approved and allocated grant funding by the Commonwealth Transportation Board. A resolution or document from the governing body, which has the authority to obligate matching funds must be submitted with the application if this box is checked.

### **Fund Request Breakdown**

**FY 2012** – Enter the budget for requested grant funding for FY2012

**FY 2013** – Enter the budget for requested grant funding for FY2013

**FY 2014** – Enter the budget for requested grant funding for FY2014

**FY 2015** – Enter the budget for requested grant funding for FY2015

**FY 2016** – Enter the budget for requested grant funding for FY2016

**FY 2017** – Enter the budget for requested grant funding for FY2017

### **Project Information**

**Description of Project** – Describe the overall project in a narrative. This is the opportunity to introduce the concept behind the project, what it is, where it is located, how it relates to a larger initiative or effort. Specify any public-private partnerships, past or future phases, and the intended success the complete project will have for the Commonwealth of Virginia.

**Project Objective** – Describe the objective of this project and the outcomes it hopes to achieve in the Commonwealth of Virginia.

**Relationship to Other Projects under Development by Applicant or Previously Funded by this Program** – Describe the relationship to any past, current or future projects by the applicant and specify if any funding has been provided by the Rail Enhancement Fund.

**Describe the Public Benefit of the Project** – Provide narrative which emphasizes the public benefits and outcomes which warrant the investment of public funds from the Commonwealth of Virginia. Further elaborate on how the project will achieve economic, operational, or public benefits as well as improve the operations of freight and/or passenger rail service.

**Statement of how this Project promotes or does not preclude dual/multi-access use** – The Commonwealth encourages and invests in dual/multi-access use projects. Describe how this project either improves dual/multi-access, or at least how it does not preclude it.

**List additional users of rail line, facility, and/or equipment** – List additional users of the proposed project improvements, if any.

**Identify any possible environmental or other issues/concerns within the scope of this Project** – Notify the Department of possible environmental issues resulting from this project, and/or describe any positive environmental impacts as a result of the project proposed in the application.



**Estimated Milestone Dates:** The following fields for date entry are used by the Department in programming funds and management of the programs. These dates can be estimates, and there is no penalty for having to adjust dates at a later date.

**Planning, design, and engineering completion:** The date when the Applicant expects to have final planning, design, and engineering complete for submission to the Department; the Applicant would typically then request a Notice to Proceed for the proposed project.

**Construction start date:** The date when the Applicant expects to begin proposed project construction. NOTE: Only *after* the Department has approved the final scope, budget and schedule and issued a Notice to Proceed will approved project expenses be eligible for reimbursement.

**Construction completion date:** The date when the Applicant expects to complete construction of the proposed project. This date sets Department expectations for inspecting completed work, processing invoices, and setting grant expiration dates in the Department's accounting system.