

This document provides guidance on the requirements for submitting a Draft Application. The Federal Railroad Administration (FRA) will only review complete applications and may take up to 20 business days to complete the review (unless notified otherwise by FRA). Upon completion, FRA will schedule a Draft Application Review Meeting.

DRAFT APPLICATION CHECKLIST

Part I: Complete Draft Application

All sections of the Draft Application form must be completed. The application form is available at: www.fra.dot.gov/eLib/Details/L02705.

Part II: Financial Documents

The following financial documents must be submitted:

- Applicant-level financial statements, including: current balance sheet, current income statement, and current statement of cash flows plus the previous four years of historical audited financial statements at the applicant level and five years of projected financial statements (including balance sheet, income statement, and statement of cash flows)
- If a co-applicant or guarantor is proposed, provide five years of historical financial statements and five years of projected financial statements (including balance sheet, income statement, and statement of cash flows) for the proposed co-applicant or guarantor
- Business plan
- If applicable, a list of collateral being offered to secure the loan with prior liens and mortgages noted
- If available, any appraisals of the collateral being offered

Part III: Engineering Documentation

Engineering documentation should provide the necessary information to describe the project(s) to be funded by RRIF and how the loan funds are to be spent. Required engineering documentation includes:

- Plans drawn to scale and a map of the project area
- Itemized cost estimates (at a minimum, the cost should be shown for each type of expense or component of work that represents five percent or more of the total base cost – full estimated cost minus contingency)
- For track rehabilitation projects, include a track chart, employee timetable, and the latest general operating bulletin/general order
- For general construction, include preliminary engineering
- Other documents and photographs, as needed, to support project plans and cost estimates

Part IV: Environmental Documentation

The applicant must complete the following in order for the environmental review to be initiated:

- Read and understand FRA's [Guidance for Completing the Categorical Exclusion Worksheet](#)
- Utilizing the *Guidance*, complete the Categorical Exclusion Worksheet (note: failure to sufficiently complete the worksheet in its entirety can delay the review process)
- If during completion of the worksheet the potential for significant environmental impacts is indicated, FRA should be contacted regarding the possible necessity for preparation of an environmental assessment or environmental impact statement

Part V: Safety Documentation

Based on the project, FRA's Office of Safety may require the following:

- Preliminary risk assessment on the identified alternatives during the environmental review process to determine if hazards could be created
- System Safety Plan
- Documentation to support FRA required safety certifications
- Testing Plans for high speed rail, positive train control (PTC) and rolling stock