

## FRA Grant Application Guide

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Part 1: General Federal Application Requirements	Resources/Notes	Complete?
<a href="#">SAM/UEI</a>	<ul style="list-style-type: none"> <li>Ensure SAM registration is up to date/your organization is registered in SAM</li> <li>Ensure a Unique Entity Identifier (UEI) is assigned to your organization <i>Note: Registration can take several months to complete; it is recommended to start the registration process as early as possible.</i></li> </ul>	
<a href="#">Grants.Gov</a>	<ul style="list-style-type: none"> <li>Complete the Grants.gov Registration process</li> <li>Complete AOR (Authorized Organization Representative) Profile</li> </ul>	
<a href="#">EO 12371</a>	<ul style="list-style-type: none"> <li>Contact your State POC to ensure an Intergovernmental Review is complete in order to comply with Executive Order 12371</li> </ul>	
<a href="#">Eligibility</a>	<ul style="list-style-type: none"> <li>Ensure your organization and project are eligible for funding.</li> </ul>	
<a href="#">Pre Award Authority</a>	<ul style="list-style-type: none"> <li>If your organization has already completed work prior to application, this may impact project selection.</li> <li>Activities initiated prior to the execution of a grant or without FRA’s written approval may be ineligible for reimbursement or matching contribution.</li> </ul>	
<a href="#">Local Match</a>	<ul style="list-style-type: none"> <li>Check relevant NOFO for specific funding amounts and required <a href="#">match</a>.</li> <li>Consider amount of funding available in each NOFO, and the matching amount, and ensure it aligns with your project.</li> </ul>	
<a href="#">Discretionary Program</a>	<ul style="list-style-type: none"> <li>Check each NOFO for specific program requirements when they are released.</li> <li>Verify application and project information is up to date.</li> <li>Ensure all requirements for the program in which you are applying for are satisfied.</li> </ul>	
Part 2: Other Items for Consideration		
Project Benefits and Technical Merit	<ul style="list-style-type: none"> <li>Review the Project Benefits and Technical Merits evaluation considerations referenced in the NOFO and incorporate into the application elements.</li> </ul>	
<a href="#">Benefit Cost Analysis</a> , as applicable	<ul style="list-style-type: none"> <li>If a Benefit Cost Analysis is required in the NOFO, include in the application. Submit required file format.</li> </ul>	

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<a href="#">DOT Strategic Goals</a>	<ul style="list-style-type: none"> <li>Provide detail on how the projects meet the statutory selection preferences and DOT Strategic Goals.</li> </ul>	
<b>Part 3: Required Application Components</b>		
<i>Part 3.1 Required Template Narratives</i>		
<a href="#">Project Narrative</a> ( <i>basic outline is below</i> )	<ul style="list-style-type: none"> <li>This section describes the <u>minimum</u> content required in the Project Narrative of grant applications.</li> <li>The Project Narrative must follow the basic <i>*outline</i>, demonstrated below, to address the program requirements and assist evaluators in locating relevant information.</li> <li>Content must be provided in a narrative statement submitted by the applicant.</li> <li>The Project Narrative may not exceed the number of pages specified in the applicable NOFO (excluding cover pages, table of contents, and supporting documentation). See applicable NOFO for specific information, including referenced tables, below.</li> </ul>	
Cover Page	<ul style="list-style-type: none"> <li>See <i>*template</i> provided in NOFO and refer to NOFO for program specifics.</li> </ul>	
Project Summary	<ul style="list-style-type: none"> <li>Provide a brief 4–6 sentence summary of the proposed project.</li> <li>Include challenges the proposed project aims to address.</li> <li>Summarize the intended outcomes and anticipated benefits that will result from the proposed project.</li> </ul>	
<i>Outline:</i>		
I. Project Funding	<ul style="list-style-type: none"> <li>Indicate in <i>*table format</i> the amount of: <ul style="list-style-type: none"> <li>Federal funding requested for the project.</li> <li>Proposed amount of non-Federal match.</li> <li>Proposed amount of Federal match, <i>if allowed</i>.</li> </ul> </li> <li>Identify source(s) of non-federal match and total project cost.</li> </ul>	
II. Applicant Eligibility Criteria	<ul style="list-style-type: none"> <li>Explain how the lead applicant and joint applicant(s) meet the applicant eligibility criteria outlined in the NOFO.</li> </ul>	
III. Project Eligibility Criteria	<ul style="list-style-type: none"> <li>Explain how the proposed project meets the project eligibility criteria in the NOFO.</li> </ul>	

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IV. Detailed Project Description	<ul style="list-style-type: none"> <li>Include a detailed project description that expands upon the brief project summary.</li> </ul>	
V. Project Location	<ul style="list-style-type: none"> <li>Include geospatial data with latitude and longitudes for the project, as well as a map of the project’s location. <i>*<a href="#">Template table</a> available.</i></li> </ul>	
VI. Grade Crossing Information, <i>as applicable</i>	<ul style="list-style-type: none"> <li>For a proposed project that includes grade crossing improvements, see NOFO for guidance, including a <i>*<a href="#">template table</a></i> to be used in preparation of the application.</li> </ul>	
VII. Evaluation and Selection Criteria	<ul style="list-style-type: none"> <li>Include a thorough discussion of how the proposed project meets the evaluation and selection criteria as outlined in the NOFO.</li> </ul>	
VIII. Supporting Documentation	<ul style="list-style-type: none"> <li>Applicants should submit supporting documents, including website links, as opposed to submitting hard copies.</li> <li>Applicants must clearly identify the relevant portion of the supporting document with the page numbers of the cited information in the Project Narrative.</li> <li>If required documentation and/or other components are missing, the application may not be reviewed by FRA.</li> </ul>	
<b>Part 3.2 Required Supporting Documentation</b>		
<a href="#">Statement of Work (SOW)</a>	<ul style="list-style-type: none"> <li>The Objective section of the Statement of Work (SOW) is intended to provide a clear description of the underlying transportation problem that the project will address, the work that will be accomplished under the grant/cooperative agreement, the end-state of the project, and the public benefits that the project is intended to achieve.</li> <li>Additional Resource: <a href="#">SOW Webinar</a> <a href="https://railroads.dot.gov/elibrary/statement-work-sow-guidance">https://railroads.dot.gov/elibrary/statement-work-sow-guidance</a></li> </ul>	
<a href="#">Schedule</a>	<ul style="list-style-type: none"> <li>The Project Schedule should be a concise <i>*table</i> listing all of the deliverables required for the applicable tasks covered under the Agreement, including the due date to FRA.</li> <li>The Grantee must list every deliverable required for each applicable task, as well as any other deliverables FRA may require.</li> </ul>	
<a href="#">Budget</a>	<ul style="list-style-type: none"> <li>The Project Budget outlines the initial cost estimate for the project by task and by funding source.</li> <li>Additional Resource: <a href="#">Budget Tool</a></li> </ul>	

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<a href="#">Performance Measures</a>	<ul style="list-style-type: none"> <li>• Draft a <i>*table</i> showing Performance Measures the Project is expected to achieve.</li> </ul>	
<a href="#">Environmental Compliance Documentation</a>	<ul style="list-style-type: none"> <li>• Provide a NEPA status: <ul style="list-style-type: none"> <li>○ If complete; provide completion date.</li> <li>○ If in progress, provide anticipated completion date. Include documentation.</li> </ul> </li> <li>• For any application selected for an award for which an environmental/NEPA review is underway with another Federal agency or if a NEPA decision has been issued by another Federal agency: FRA will need to review the NEPA documents in comparison with the proposed project to determine FRA’s environmental review needs.</li> </ul>	
Funding Commitment	<ul style="list-style-type: none"> <li>• Provide documentation on funding commitments. <ul style="list-style-type: none"> <li>○ <i>Example: Letter of commitment</i></li> </ul> </li> </ul>	
<a href="#">SF424</a>	<ul style="list-style-type: none"> <li>• Ensure appropriate SF 424 form is attached; the most common are: <ul style="list-style-type: none"> <li>○ SF 424 – Application for Federal Assistance (see: tips for developing SF 424 titles)</li> <li>○ SF 424A – Budget Information for Non-Construction OR</li> <li>○ SF-424C – Budget Information for Construction</li> <li>○ SF 424B – Assurances for Non-Construction OR SF 424D – Assurances for Construction</li> </ul> </li> </ul>	
<a href="#">FRA F 30</a>	<ul style="list-style-type: none"> <li>• Certifications Regarding Debarment, Suspension, and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying.</li> </ul>	
<a href="#">FRA F 251</a>	<ul style="list-style-type: none"> <li>• Applicant Financial Capability Questionnaire</li> </ul>	
<a href="#">SF LLL</a>	<ul style="list-style-type: none"> <li>• Disclosure of Lobbying Activities, if applicable</li> </ul>	
<p><i>Part 3.3 Suggested and/or Required Tables, templates, etc., as referenced above. (*Though this may be duplicative information, see this section for a summary of the table/template list)</i></p>		
<a href="#">Project Narrative</a>		
<a href="#">Statement of Work (SOW)</a>		
Cover Page	<ul style="list-style-type: none"> <li>• Check applicable NOFO</li> </ul>	
Project Funding		
Grade Crossing Information, as applicable		
<a href="#">Project Schedule</a>		
<a href="#">Geospatial Data (Lat /Long)</a>		

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Major Capital Project Budget	<ul style="list-style-type: none"> <li>• For a <u>Major Capital Project</u>, provide an annualized budget in year of expenditure dollars and include: (<i>See NOFO for sample table</i>):             <ul style="list-style-type: none"> <li>○ Anticipated annual Federal funding requests from applicable grant program(s);</li> <li>○ Anticipated future non-Federal match;</li> </ul> </li> </ul> <p>Total project cost for the entire expected duration of the project.</p>	
<a href="#">Performance Measures</a>		

<https://railroads.dot.gov/grants-loans/grants-loans>