

LOUISIANA SHORT LINE RAIL INFRASTRUCTURE IMPROVEMENT PROGRAM PROGRAM GUIDELINES

January 31, 2025

**Louisiana Department of Transportation and Development
Baton Rouge, Louisiana**

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I. INTRODUCTION

Louisiana Revised Statute 48:388.1 was amended in July 2019 to create the Louisiana Class-II and Class-III Railroad Infrastructure Improvement Program to maintain efficient rail service on the rail network and to implement recommendations in the Louisiana Freight Mobility Plan and State Rail Plan. The Louisiana Department of Transportation and Development, Freight and Passenger Rail Section (the Department) is responsible for promoting the advancement of freight and passenger rail systems within the State of Louisiana to improve public safety, stimulate economic development, and mitigate highway congestion. The Louisiana Short Line Railroad Infrastructure Improvement Program (the Program) was created to further these goals. The Program Guidelines establishes a methodology for identifying and selecting Short Line Railroad projects which support the goals of the Program.

The purpose of the Program Guidelines is to identify projects that have benefit for the citizens of Louisiana and the highest prospect of success as determined by objective standards, such as, technical and financial feasibility and overall impact. The process defines the standards by which these projects are evaluated and provides the mechanism to conduct the evaluation in accordance with an accepted methodology. Moreover, the project application serves as a means to provide information about the project and the railroad's plans for completing the project, determining the eligibility of the project under the program, and the extent of public benefit offered by the project.

The guidelines for the program are similar to other successful Department of Transportation and Development priority programs. The guidelines for the review, evaluation and prioritization of rail projects shall be submitted to and approved by the Louisiana State Legislature's Joint Committee on Transportation, Highways, and Public Works (the Joint Committee). A prioritized list of projects will be submitted to the Joint Committee annually for review and approval. The level and type of State assistance for the projects to be considered will be negotiated with the host railroad.

The Department may contract for any assistance with the development and administration of the Program Priority Process. This may include but is not limited to the development, review, and evaluation of plans and specifications, and the rail priority process list of projects. The final determination of the rail priority program list remains with the Department and the Joint Committee.

II. DEFINITIONS

Owner – The entity owning the assets to be improved. The owner may or may not be the sponsor.

Operator – The entity operating on the asset. This could be the owner, leaser, or railroad conducting switching operations.

Project – That portion of the Total Project for which the sponsor is seeking program funds from the Department.

Short Line Railroad – Class II and Class III railroads as defined by the FRA

Sponsor - The entity, either public or private, which is responsible for the successful completion of the improvements to be accomplished by the project. The sponsor is also responsible for insuring upkeep and maintenance upon project completion.

Total Project – All components required to achieve the capital improvements that derive benefit to the state. This may include, but is not limited to, design and engineering, environmental assessments, land acquisition, construction, quality assurance inspections, and testing.

III. APPLICATION PROCEDURES

The Short Line Rail Infrastructure Improvement Program application process is the method by which the Department receives requests for financial assistance from project sponsors for prospective projects. It is also the primary method for gathering the necessary information to evaluate the viability and benefits of the requested project. The information from an application is used to score and prioritize requested projects. From the prioritized list of projects requested, the top ranking projects will be selected for State funding assistance based on the amount of funding provided for the program. Therefore, it is in the best interest of the sponsor submitting the application to insure the information provided is complete and accurate.

A. Application

Applications for rail capital projects may be submitted to the Department by any entity, public or private, desiring to sponsor the project and must be received no later than November 1st of each year. Applications submitted by an entity other than the owner or operator of the asset to be improved must be accompanied by a letter stating the intention of the owner to partner with the sponsor to undertake, complete, and maintain the improvement. An agreement between the sponsor and the owner/operator must be properly executed prior to the project being included in the priority process.

Applications shall include a description of the project, justification of immediate need, preliminary design, cost estimate and financial plan, schedule, description of the project area, and description of the benefits to the state. The sponsor is responsible for providing accurate information in the application. Additional information may be requested by the Department. Applications with inaccurate or incomplete information may be rejected. Applications will not be subject to a formal review and evaluation until all application requirements have been satisfied.

B. Review and Evaluation

The Department will review and prioritize the applications. Applications may be reviewed by other appropriate state and/or federal agencies. All qualifying projects will be prioritized and submitted to the Joint Committee on Transportation, Highways, and Public Works prior to the convening of the regular legislative session. The Department will prepare a recommended construction program for the coming fiscal year based on anticipated funding, and submit it to the Joint Committee. The Joint Committee will hold at least one public hearing to obtain public input on the listed projects. After reviewing the public input, the Joint Committee shall recommend to the legislature a construction program based on the list of recommended projects. Projects approved for funding will be limited to the funding amounts approved. Projects recommended but not funded will be included in the list of recommended projects for funding consideration in the following year, if still viable. If a recommended project remains unfunded after three years and the sponsor still desires to proceed with the project, a new application will be required.

IV. PROGRAM REQUIREMENTS

In order for the Department to adequately assess the merits of the proposed project, applications must be complete and verifiable. The responsibility for providing complete, accurate, and documented data on each project rests solely with the sponsor.

A. Project Funding

The Louisiana Short Line Rail Infrastructure Improvement Program will provide a maximum of 50% of the construction costs for projects approved under the program not to exceed the amount approved by the Joint Committee. The sponsor will provide a minimum of 50% from non-state sources.

B. Local Match

Unless specified otherwise in the project agreement, the sponsor of each project will provide funding for at least 50% of the construction costs. This may be a result of private partnerships with rail users, private financing, or in-kind services approved by the Department. Funds from local governmental agencies such as community development agencies may be used to offset the sponsor's local match. Funds from federal grant or loan programs may be used toward the sponsor's match.

C. Land Acquisition

Land and rights-of-way acquisitions are not eligible for funding and may not be used as in-kind services under this program.

D. Number of Applications

A separate application shall be submitted for each independent project. No restrictions are placed on the number of applications a sponsor may submit. Applications will be evaluated and prioritized each year. Those projects not selected for funding in a given year will be maintained in the priority system for three years, if still viable. If the project is not selected within three years of submittal, it will be removed from the list of unfunded projects and a new application will be required if the sponsor wished to have the project reconsidered for funding. It is the sponsor's responsibility to update the information in the application annually with the Department.

E. Type of Projects

The types of projects eligible for funding under this program shall be rail improvements needed to maintain efficient rail service on the rail network and implement recommendations in the Louisiana State Rail Plan. Eligible projects include, but are not limited to:

- Track, equipment, signaling, acquisition and preservation.
- Rail line relocation and improvement.
- Multimodal connector enhancement and supporting facilities.
- Highway-rail grade crossing and associated equipment improvements.

F. Project Agreement

Prior to the commencement of the project, the sponsor shall enter into an agreement with the Department whereby the sponsor agrees to furnish all lands, easements, and rights-of-way necessary to construct and maintain the projects at the sponsor's expense; assume all maintenance and operations costs and future alterations as may be required without cost to the state; and agrees to implement the project in accordance with Louisiana regulations and procedures. The sponsor shall provide all plans and specifications, construction supervision and construction inspection. The Project Agreement will be prepared by the Department and provided to the sponsor for execution. The Agreement must be executed and returned to the Department within 60 days. Upon execution of the agreement, the Department will issue a Notice to Proceed (NTP) to the sponsor. Any work done prior to the NTP date is not reimbursable. The Department reserves the right to monitor the construction of the project. The sponsor is liable for the successful completion and maintenance of the improvement made.

Any variations from the procedures outlined in this document will be stated in the agreement. Details specified in the agreement will take precedent over the guidance in this document.

G. Project Commencement

Preliminary planning must be completed prior to submitting the project application. Engineering and design should be completed within four (4) months after the project has been funded. Execution of the Project Agreement with the Department is required prior to the start of construction. Construction will not begin until the sponsor receives the Notice-to-Proceed from the Department. Construction initiated prior to receipt of the Notice-to-Proceed will not be eligible for reimbursement. Construction should begin within the fiscal year the project is funded. Projects that do not commence within the fiscal year may be subject to forfeiture of program funds.

H. Forfeiture of Program Funds

Conditions for participation in and withdrawal from the projects will be stipulated in the Project Agreement. The following are some of the conditions where state funds may be withdrawn. Additional conditions may be stipulated in the agreement as appropriate.

1. If the executed Agreement is not returned to the Department within 60 days of issue, state funds authorized through this program may be subject to forfeiture.
2. If construction does not commence within the fiscal year funded is authorized, state funds may be forfeited.
3. Initiating construction prior to obtaining written Notice-to-Proceed from the Department may result in forfeiture of program funds.

I. Sale/Disposal/Abandonment of Facilities, etc.

Should a sponsor sell or dispose of any facility, materials, etc. that have been funded in part by the Short Line Rail Infrastructure Improvement Program within the project life, the sponsor may be required to reimburse the Department the depreciated value of the funds provided for the project at the time of the sale.

J. Maintenance

It is the responsibility of the sponsor to insure the improvement is maintained in good operating condition for life of the improvement. Failure to adequately maintain the condition of the improvement may result in a finding of non-compliance and may require the sponsor to reimburse the Department the depreciated value of the funds provided for the project at the time of the determination.

K. Non-Compliance

Sponsors who fail to satisfactorily meet its obligations may be determined to be in non-compliance. A sponsor found to be in non-compliance will be disqualified from participating in the Louisiana Short Line Rail Infrastructure Improvement Program until such time as the sponsor is determined to be in compliance with all rules, regulations and agreements established under the program. A finding of non-compliance may also require the sponsor to reimburse the Department equal to the depreciated value of the funds provided for the project at the time of the determination.

VI. PRIORITY RATING SYSTEM

The Priority Rating System will be used to prioritize projects submitted by the Short Line railroads. Points are assigned to a project in three categories. The sum of the points in each category constitutes the project's score which is used to rank the project relative to other projects in the priority system. The higher the total evaluation score a project receives the higher ranking the project will receive. Projects not selected for funding in a given year will be re-evaluated, re-scored, and re-prioritized in the subsequent year. It is the responsibility of the sponsor to withdraw or annually update the information on previously submitted applications. Projects not selected for funding within three years of the submission of the application will be removed from the program. New applications will be required if the sponsor wishes to have the project reconsidered.

Occasionally, two or more projects may have the same score. In this case, the frequency of awards will be considered. Railroads that have received fewer awards or less frequent awards may receive extra points to break a tie.

The following is a discussion of the categories and the elements to be considered in each category.

Category I: Safety

Safety is of utmost importance. A maximum of 50 points may be awarded for improving safety. Points will be awarded based on the probability of an accident occurring and the potential severity if such an accident.

Category II: Project Type

This category considers importance of the improvement to the total rail operation with respect to the purpose for the improvement. A maximum of 40 points may be awarded for the project type. A project will normally be considered in only one of the following subcategories. If a project clearly must be considered under more than one subcategory, then special consideration will be established for scoring the project type.

Subcategories:

- **Existing Damage:** Conditions where damage has occurred that reduces the condition of the railroad to below FRA standards and significantly impacts service to the railroad's customers. This damage may have been caused by natural disasters or from a significant accident. The goal is to return normal service to customers and eliminate or reduce the undesirable impacts on the communities served. Projects that will repair existing damage can receive up to 40 points. Damage that has stopped service completely can receive the

full 40 points while damage that has caused restricted service will receive less based on the extent of the restrictions.

- **State of Good Repair:** Projects that will maintain FRA standards and safety. This could include track improvements, bridge repairs, rail crossing maintenance, or other improvements that will maintain the railroad's level of service to their customers. Projects that seek to maintain a state of good repair can be awarded a maximum of 30 points based on the extent and need of the repairs.
- **New Construction:** Construction of spurs to service new customs, sidings and parallel tracks to alleviate demonstrated congestion, and expansion of existing railyards to accommodate expanding customer needs. New construction can receive a maximum of 40 points based on the purpose of the new construction. New construction required to provide access to a new customer, such as a spur track, may receive the maximum points, where track for storage of railcars will only be eligible for the minimum points.
- **Planning:** Feasibility planning is not eligible under this program. Engineering and design planning in preparation for a follow-on qualifying construction project may be considered. Only under the most unusual circumstances will engineering and design planning projects be considered and they must be the first phase of a phased construction project to follow. These unusual planning requests will be considered under the category in which the construction phase falls, with a significantly reduced score. Environmental determinations may also be considered if warranted. Sponsors are encouraged to complete engineering and design planning and environmental analysis at their own expense prior to applying for this program.

Category III: Bonus points

Additional points may be given for special conditions or considerations associated with a project, such as, projects that are a continuing phase of a project previously awarded, when the sponsor contributes a higher percentage of the total cost of the project than the minimum required, if the project has been designated a special project by the Secretary of DOTD, or the project has significant impact on the operation of passenger rail service.

- **Continuing phase of a previously awarded project:** For a project that will be broken into phases for any reason may be eligible for bonus points for the second and consecutive phases of the project previously awarded under this program. The first phase of the project will be considered as a stand-alone project and may not receive bonus points. Consecutive phases of the project may receive the equivalent of a maximum of 20 points.
- **Higher than minimum sponsor contribution:** The project may be assigned bonus points if the sponsor contributes more than the minimum percentage match required under the program. Up to 10 points may be awarded for each 10% contribution the sponsor provides above the minimum.
- **Special projects:** Projects prioritized as an urgent need by the Department may receive additional points.

V. APPLICATION INSTRUCTIONS

A. Submittal Instructions:

Applications package must be submitted to the Department no later than November 1 to be considered for funding the following fiscal year. The application shall be submitted in the format described in the following pages.

EMAIL: Contact the *Freight and Passenger Rail Section, Office of Multimodal Commerce, Louisiana Department of Transportation and Development* for the appropriate email address.

MAILING ADDRESS: Louisiana Rail System Program, Section 66
Louisiana Department of Transportation and Development
Post Office Box 94245
Baton Rouge, Louisiana 70804-9245

PHYSICAL ADDRESS: Louisiana Rail System Program, Section 66
Louisiana Department of Transportation and Development
1201 Capitol Access Road
Baton Rouge, Louisiana 70802

B. Content

The Application is the first step in the project selection process. When completing the Package, it is important to remember that the information provided will be used to determine which projects will be funded. The assignment of limited Program funds will be based on the comparison of the benefits of all projects submitted as determined by the Program Guidelines.

1. Application Form

The Application Form is a summary of the information necessary to evaluate the project. The information on the form should be supported by the additional information included in the application package. Complete the Application Form in accordance with the attached instructions. See Appendix A.

2. Description of the Project

Nature and Goal: Provide a narrative description of the proposed project. If the proposed project is part of a larger project, include a narrative description of the total project as well. The descriptions are to be in sufficient detail to clearly convey the purpose, design, and major

components of the project. Describe the problem and how the project will resolve it. If funding for the project is to be phased over more than one year, the description should include how the project and funding will be phased.

Funding Requested: Indicate the estimated total cost for the project. Also show the expected funding sources such as federal, state, local governmental, and private. If the project will be phased over more than one year, show the amounts required for each phase.

3. Immediate Need

Provide a narrative description justifying the immediate need for the project and supply supporting documentation. This portion of the application is extremely important. The information in this section should include forecasts and estimates. Sufficient attention should be given to adequately communicate and document the need for the proposed project through detailed market analyses and commitments to utilize the project improvements.

Market Analyses: Forecast the freight which will use the project improvement for the next ten years. List the types of freight and volumes expected. Freight forecasts and market analyses have to be complete with detailed underlying assumptions and justifications. If freight forecasts exceed historical trends, provide justification in terms of significant economic and technical developments occurring in the service area. The following are some considerations that should be evaluated and included in this portion of the application. Do not limit your analysis to just these items. Describe the operating environment and how it will be affected by the improvement.

Diverted Freight: Freight may be diverted from other modes of transportation or from other routes. As freight diversion can occur due to cost differentials in competing modes or routes, comparative cost studies must be presented to justify these cargo flows.

Generated Freight: New industrial and agricultural developments in an area can increase output and these developments may translate into new traffic. In such cases, these sources must be identified and new freight must be analyzed in terms of volumes, origins and destinations.

Origins/Destinations: Identify the major origins, routes, and destinations of the forecasted freight which will use the project. Indicate what route, method, or mode the freight would move if the project is not built. Would the freight be routed to another facility by another mode of transportation?

Industrial Development: What new industrial development would result from the project? Without the project, where would this development otherwise occur?

Letters of Commitment: Include letters of commitment from users, indicate if confidential. Discuss whether commitments have already been made in terms of investments and planning, and what other assurances are available that the commitments will be met. If the viability of the

project depends on these commitments, sensitivity analyses should be conducted to analyze the alternatives available in the event the commitments are not met by the user.

Other Factors: Discuss other factors such as permanent job creation, increased state tax revenues, or other benefits that may justify the proposed project.

4. Preliminary Design, Plans and Cost Estimate

Provide a brief discussion of the preliminary designs, plans, and cost estimate. The level of detail of the design, plans, and cost estimate should be adequate to allow the development of final plans within approximately four months. Include design criteria, design calculations, preliminary construction plans, and cost estimates:

Cost Estimate: The detailed estimate for the project costs shall identify engineering, land acquisition, environmental mitigation, construction, and administrative costs. Land and right-of-way acquisition is not eligible for reimbursement but will be important to understand the total project scope. The estimate should detail the costs to at least the level required to allow verification of the estimate. For each component, provide the description, quantity, unit of measure and unit price. Avoid the use of lump sum where possible. When the project is a portion of a larger project, include the estimated cost of the total project.

Progress Schedule: Provide an anticipated progress schedule for plan preparation and construction of the project, by phases if applicable. Indicate the beginning and ending dates of both.

5. Determination of Benefit to the State

Benefits from the proposed project will be evaluated from the state's point of view, which includes the taxpayer's point of view. Estimating these benefits is a key element in the application process. Sufficient attention should be given to substantiate procedures adopted in quantifying benefits and in providing supporting documents. Overall, benefit estimates should be logical, verifiable, and based on sound judgment and acceptable industry norms. Claimed benefits will be adjusted to conform to industry norms unless adequate justification is provided.

In order to make a proper allocation of funds among the requests, it is necessary to have a clear understanding of each project's expected net benefit to the state. The term "net benefits" means the difference in the benefits to be derived "with the project" and those to be derived "without the project".

Indicate the number of permanent new jobs that would be created and/or existing jobs saved in Louisiana from implementing the project. How many of these jobs are railroad related and how many are ancillary jobs in other industries? What is the average payroll for each job with and without the project? Where would these jobs otherwise be created? Do not include temporary

jobs created by construction activities. If jobs are displaced elsewhere in the state, these jobs shall be subtracted from the jobs created or saved by the project.

Payroll Benefits: Standard Payroll estimates shall be used in estimating payroll benefits in order to equitably evaluate applications for funding through the program.

Spin-off Benefits of Payroll: New payroll generated by the project results in spin-off benefits in the local economy. In order to calculate the spin-off benefits, assume that they are equal to the payroll benefits directly created or maintained by the project. If a project will have \$100,000 payroll benefits in a year, then the spin-off benefits also equal \$100,000. Spin-off benefits will also decrease in a linear fashion annually, reaching zero at the end of ten years.

Shipping Costs: If the proposed project will alter shipping costs, identify these costs with and without the project. Cost estimates should conform to general industry norms.

Other Benefits: Identify any other benefits that would result from the project.

6. Description of Project Area

Provide a narrative description of the project area. The description shall include the location of the project area, the project boundaries, adjacent roads and road crossings, buildings and structures, and towns and communities. Include maps, sketches, and pictures to clearly define the project area.

7. Impacts of the Proposed Project

An assessment of the impacts associated with the implementation of the proposed project shall be submitted. The economic, environmental, and other impacts should be identified. A detailed environmental assessment is not required by this program but may be required to obtain certain permits.

The environmental impacts shall be identified as to the effects on the following:

- Water and Air Quality
- Habitat Modification
- Fish and Wildlife Resources
- Cultural, Historical, and Archeological features

Economic impacts may be indicated by the number of permanent jobs created or saved and the annual payroll resulting from the proposed improvement.

Any other impact(s) shall also be identified. The impact of the proposed project on other industries shall be identified.

The assessment is to indicate whether the impacts are short-term or long-term, direct or indirect, and adverse or beneficial. Applicants may seek comments from appropriate state and federal agencies. A list of state and federal agencies and mailing addresses is enclosed.

8. Other Information

Funding Sources: Identify all sources of funding, including the local share. Indicate if an application for other funds has been submitted and if a commitment has been received.

Local Share: Is your minimum local share available? Will any portion of the local share come from “in-kind” services? Describe any portion of the local share to be considered to qualify as “in-kind” services. “In-kind” services but be approved prior to the selection of the project for funding assistance under this program.

Multi-Year Projects: If the project will require more than one year to complete, summarize the anticipated investment schedule required for full completion of the proposed project.

Permits: List all necessary permits, indicate the status of permit acquisition, and indicate project compliance with permit requirements.

APPENDIX A

APPLICATION FORM

APPLICATION FOR LA DOTD OFFICE OF MULTIMODAL COMMERCE SHORT LINE RAIL INFRASTRUCTURE IMPROVEMENT PROGRAM

1. TYPE OF PROJECT: <input style="width: 30px; height: 30px; border: 1px solid black;" type="checkbox"/> Construction Planning <input style="width: 30px; height: 30px; border: 1px solid black;" type="checkbox"/> Environmental Other		2. DATE SUBMITTED:	Application Identifier
3. APPLICANT INFORMATION			
Legal Name:		Organizational Unit:	
Address (<i>give city, parish, state, and zip code</i>)		Name, title, and telephone number of the contact person for matters involving application	
4. DESCRIPTIVE TITLE OF PROJECT:		a. PROPOSED PROJECT START DATE:	
		b. EXPECTED PROJECT COMPLETION DATE:	
5. JUSTIFICATION FOR PROJECT: Continue in Section C if necessary			
6. SCOPE OF PROJECT: Attach sketches, drawings, maps, etc. necessary to describe the scope of the project.			
7. ESTIMATED FUNDING:		8. PARISHES AFFECTED BY PROJECT: 9. STATE HOUSE & SENATE DISTRICTS: 10. CONGRESSIONAL DISTRICTS:	
a. Federal			
b. Applicant			
c. State			
d. Local			
e. Other			
TOTAL			
11. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE PROCEDURES AND REQUIREMENTS ESTABLISHED BY THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT.			
a. Type Name of Authorized Representative		b. Title	c. Telephone Number
d. Signature of Authorized Representative		e. Date Signed	

BUDGET INFORMATION – TOTAL PROJECT COSTS

Applicant Name:	Date Submitted:
Address (City, Parish, State, and Zip Code)	Project Title:

SECTION A - CALCULATION OF PROJECT COSTS			
Cost Classification	Estimated Total Costs	Ineligible Exclusions	Amount Requested
1. Administrative expense			
2. Preliminary expense			
3. Environmental/Cultural			
4. Land, right-of-way			
5. Architectural/Engineering fees			
6. Project Inspection fees			
7. Relocation Expenses			
8. Demolition and removal			
9. Construction			
a. Mobilization			
b. Materials			
c. Equipment Lease			
d. Labor			
e. Other			
10. Equipment Purchase			
11. Miscellaneous			
12. Total (Line 1 through 11)			
SECTION B - PROPOSED METHOD OF FINANCING			
13. State (LA DOTD) Share			
14. Applicant Share			
15. Other Shares			
a. Local			
b. Federal			
c. Other			
16. TOTAL			

Applicant Name:	Project Title:
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SECTION C - ADDITIONAL INFORMATION AND COMMENTS

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**INSTRUCTIONS FOR COMPLETING
THE LA DOTD OFFICE OF MULTIMODAL COMMERCE
SHORT LINE RAIL INFRASTRUCTURE IMPROVEMENT PROGRAM
PROJECT APPLICATION**

PAGE 1 - APPLICATION

- Block 1: Type of Project – Self explanatory.
- Block 2: Date Submitted – Enter the date the form is submitted to the LA DOTD.
- Block 3 Applicant Information – Enter the name and address of the entity submitting the application. Also list the name, title, and telephone number of the person to be contacted about the application.
- Block 4: Title of Project – Enter a short descriptive title for the project, i.e., “Repair of U.S. Highway 190 Bridge at the Mississippi River”. **List one project per application.**
- Block 5: Scope of Project - Describe the work to be done and location of the proposed project. Attach sketches, drawings, maps, photographs, or any other documents that will clarify the extent, limits, location and necessity of the project. If additional space is required, continue on Page 3, Section C.
- Block 6: Justification for Project - Explain the need and urgency of the project. Include the impact of the project on rail operations and benefits to the public. If additional space is required, continue on Page 3, Section C.
- Block 7: Method of Funding - Identify expected funding sources and amounts for the project. Projects requiring multiple funding periods should have additional description of the funding plan attached.
- Block 8: Parishes Affected by Project – List all Parishes in which the project is located.
- Block 9. State House & Senate Districts – List all State Legislative (House and Senate) Districts in which the project is located.
- Block 10: Congressional Districts – List the U.S. Congressional Districts in which the project is located.
- Block 11: Signatures – Type the name, title and telephone number of the authorized representative of the requesting entity. The authorized representative should then sign and date the application.

PAGE 2 – BUDGET AND SCHEDULE INFORMATION

SECTION A – CALCULATION OF PROJECT COSTS

- Lines 1-11 Provide the estimated cost of work in each category which applies. LA DOTD will normally participate in construction costs only. All other costs are ineligible for State participation but may be eligible for Federal funding or qualify as local match.
- Line 12 Add the amounts in lines 1 thru 11 to indicate the total estimated cost of the project and the total amount being requested from LA DOTD.

SECTION B - SCHEDULE

- Line 13 Enter the proposed start date of the project.
- Line 14 Enter the estimated length of time required for engineering and design (if applicable).
- Line 15 Enter the estimated length of time required for mobilization.
- Line 16 Enter the length of time required for construction.
- Line 17 Enter the total length of time for the project from start to completion.

SECTION C – ADDITIONAL INFORMATION AND COMMENTS

Enter any additional information necessary to explain the project scope or schedule. Include drawings, diagrams, maps and photographs as necessary to clarify the problem.

Enter any comments, remarks, explanations, or details about any entries which would provide a better understanding of the proposed project. Identify the page and line being referenced, if applicable.

Address questions to LA DOTD Office of Multimodal Commerce, (225) 379-3032 or 3031.
Send the completed form and any attachments to:

Email: Kevin.Lawson@la.gov

Mailing Address: LA DOTD Office of Multimodal Commerce
Section 66, Freight and Passenger Rail
P.O. Box 94245
Baton Rouge, LA 70804-9245

Physical Address: LA DOTD Office of Multimodal Commerce
Section 66, Freight and Passenger Rail
1201 Capitol Access Road
Baton Rouge, LA 70804

