

SIB Loan Application Instructions

State Infrastructure Bank (SIB)

Section I – Applicant Information

Applicant Name – Name of entity applying for the SIB Loan

Taxpayer FEIN – Taxpayer Identification number of the applicant

Application type –

- First-Come, First-Served (FCFS) - project is a TxDOT project and the loan request is under \$10 million.
- Program Call (PC) - project is a TxDOT project and the loan request is over \$10 million.
- Program Call (PC) – project is a non-TxDOT project.

Primary Contact

- **Primary Contact** – Person who will be primary contact for the application.
- **Contact's Title** – Primary contact's title.
- **Email Address** – Primary contact's e-mail address.
- **Phone Number** – Primary contact's phone number.

Applicant Address

- **Street Address** – Loan applicant's physical address.
- **City** – Loan applicant's city in physical address.
- **Zip** – Loan applicant's zip code in physical address.
- **County** – Loan applicant's county.

Council/Board Meeting Frequency – How often council or board meetings are held. example: monthly on 3rd Monday, bi-weekly on Thursday.

Urbanized Area – [TxDOT Urbanized Areas Data](#)

- No - not an urbanized area – population under 5,000.
- Small urban area – population between 5,000 – 49,999.
- Urbanized Area – population between 50,000 – 199,999.
- Larger Urbanized Area – population over 200,000.

TxDOT District – TxDOT District where applicant and project are located.

TxDOT District Engineer – District Engineer of TxDOT District where applicant and project are located.

Phone number – District Engineer's phone number.

TxDOT District Contact Name – Contact at the TxDOT District most familiar with the project.

Phone number – District Contact's phone number.

Financial Advisor Information, if applicable – Contact information for financial advisor working on this application.

Bond Counsel Information, if applicable – Contact information for bond counsel working on this application.

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Section II – Financial Information

Requested amount of financial assistance (must be rounded to the nearest thousand) –

- Provide the amount of the loan being requested rounded to the nearest thousand.
- Amount should equal the amount in the “Breakdown of use of funds” table below.

Requested Terms –

- **Years** – Number of years to pay back the loan.
- **Deferment of first payment** – This is to request full deferment of the first payment. Deferment of principal (interest only payments) does not need to be requested here.
 - No – No full payment deferment. Borrower will make regular payments.
 - Yes, number of years – Indicate the number of years full payment will be deferred. Interest will be capitalized during this period. Maximum is 5 – typical is 1-2.
- **Preferred debt service payment date(s)** – Indicate if there is a preference for the repayment date(s).
 - Yes – Indicate preferred loan payment date(s).
 - No, start from disbursement – Payments will line up annually with the disbursement date of the loan.
- **Disbursement Date(s)** – Indicate when the applicant prefers the funds be disbursed.
 - As soon as possible – Funds will be disbursed soon after loan execution (typically about a week).
 - Preferred date(s) – Applicant can request the funds be disbursed at a later date. (1/3 must be drawn within a year of loan execution).

Breakdown of use of funds (must equal application amount) – This is a breakdown of how the funds will be used. It should be broken down into the categories provided or typed in.

- The items that can be listed include Roadway Construction, Right Of Way (ROW) Acquisition, Utility Relocation, Engineering, Design, Financial Advisory Fees, Legal Fees, TxDOT Contribution, Local Match, Contingency, or Other (Describe).
- These uses need to be listed with the estimated dollar amount needed for each.
- All the listed fund uses need to equal the amount requested for the loan.
- Rounding to the nearest thousand can be listed as Other ([type Rounding in the text box]) or choose Contingency from the options provided.

Proposed pledge of source of repayment and priority claim to those sources (indicate if requesting subordinate and reason) – Indicate the revenue(s) that will be pledged as a collateral for the loan.

- Please indicate specific revenue or funds (for instance, water and sewer fund instead of utility revenues).
- If requesting the SIB take a subordinate lien position, provide the reasoning and demonstration that this is an adequate security for the SIB loan.

List any other existing debt payable from the same revenue source (Please attached documentation) – list all the other debt that is currently being repaid from the fund sources being offered a pledge for the SIB loan.

- Include PDF or link to offering document or agreement for the funds.

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Current credit rating(s), if applicable – Provide the current underlying credit rating for the applicant or revenues being pledged. If no rating exists, put “N/A.”

Provide the applicant’s legal authority to incur the proposed debt and the borrower’s proposed pledge of source of repayment – Applicant should indicate what legal authority (statute) authorizes them to take on debt with the revenues being pledged.

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Section III – Project Information

Brief Description of the Project – Provide a brief description of the project and the work being performed with the SIB loan.

Total Cost of Entire Project – Provide the total cost of the overall project. The cost provided should include right of way, construction, utilities etc.

CSJ Number(s) – Provide all CSJ numbers for the overall project.

- Control Section Job (CSJ) - The statewide system for identifying a highway project on the state system with the control being the most general and section and job breakdown being more specific as to the location. The CSJ is a unique, identifying nine-digit number for a project.

Is the project in the Statewide Transportation Improvement Program (STIP)? –

- If yes, check yes.
- If no, when will it be added or provide a justification of why it will not be in STIP? Only projects in non-attainment areas are required to be added for SIB purposes, but borrowers should ensure that no other factors require the project to be added to the STIP.

Is the project environmentally cleared? –

- If cleared, check yes.
- If not cleared please provide date of when it is anticipated to be cleared.
- Not all projects require a clearance. Please see the [FAQ about environmental requirements](#).

Functional Classification – Provide the current functional classification of the roadway.

- For a roadway project to be eligible for a SIB loan, it must be classified above a rural minor collector
- To check functional classification, see instructions on our [website](#).

Is the requested financial assistance a local match? If yes, is it required or voluntary?

- Yes – Indicate if Required or Voluntary
- No – Loan is not for a local match
- This is for any type of local match.

Is the project joint bid?

- Yes – Project is being joint bid with TxDOT (Typically done on utility relocations)
- No – Project is not being joint bid with TxDOT

Describe need and anticipated public benefits of the project - Provide a brief explanation of the need for the project and public benefits that the project will provide.

What type of construction contract will be used on the project (DB, DBB, etc)? Indicate the type of contract that is being used for the project.

- Design-Build (DB) – A single agreement with the contractor that covers the design and the construction.

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- Design-Bid-Build (DBB) (Most common) – Separate agreements for various phases (design, construction, etc.) for the project.

Section IV – Required Documentation

Does entity have a home rule charter?

- Yes - Please submit a copy of the charter or provide link if a charter is posted online.
- No – There is no home rule charter

List of all other outstanding financial agreements with TxDOT, for example toll equity, SIB loans, pass-through tolls, etc.;

- Provide a list and attach all agreements with TxDOT that are outstanding.

Please submit the following documents with your application, if applicable. If any of these documents can be located on your website, EMMA or some other public platform, applicant can provide the link.

- **Copy of Advanced Funding agreement, Utility Relocation or other agreement with TxDOT.**
- **Bond Rating letters from Moody's, Standard & Poor's, or Fitch, if any.** – If you are a rated entity, provide a copy of the letter you would have received with your rating or most recent letter indicating the rate from the rating agency.
- **Resolution from governing board authorizing the application** – Executed copy of the resolution or ordinance authorizing the submission of the SIB loan application. This resolution can be from a council meeting, commissioners court, board meeting, commission meeting, etc.
 - The resolution should authorize the exact amount of the application or be “up to” an amount higher than the application amount.
 - Sample resolutions can be found [here](#).
- **Financial Feasibility study** – Financial analysis showing that the proposed pledged revenues can sustain the SIB loan.
 - Revenue pledges must include a pro-forma including SIB payments over the term.
 - Tax pledges should include a tax rate study.
 - More information can be found [here](#).
- **5 years of audited financial statements related to the source of repayment. (Can provide link if online)** – Provide the last five years of audited financial statements. If they can be located on your website, EMMA or some other public platform, please provide the link.
- **Copy of the most recent budget. (Can provide link if online)** – Provide the most recent annual budget. If it can be located on your website, EMMA or some other public platform, please provide the link.
- **Preliminary design study which includes** – Provide a preliminary design study with the bulleted attributes below. A TxDOT project should conform to TxDOT design standards. An off-system project should conform to AASHTO standards.
 - Initial route and potential alignments.
 - The project's logical termini and independent utility.
 - Location of all ROW, facilities and equipment required to make project functional.
 - Revisions or changes to state highway system facilities necessitated by the project.
 - An Environmental Review of the project if available.
 - Legal or letter size map of the project.

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Submission and Contact

The application must be signed with a wet signature or electronically by the person authorized in the resolution or ordinance to submit the application.

A completed application can be e-mailed to TexasSIB@txdot.gov or mailed to: TxDOT Project Finance, Debt, and Strategic Contracts Division ATTN: State Infrastructure Bank (SIB) 125 East 11th St. Austin, TX 78701-2483

Please call 512-463-9958 with any questions.