



**Transportation Revolving Loan Fund
(TRLF)**

APPLICATION





TRLF Application Checklist & Instructions

A message for the Applicant:

The following checklist and instructions should be used in conjunction with the TRLF Applicant Handbook to make sure you have included all of the necessary information. If you have any questions about completing this application or about the TRLF in general, please consult the contact sheet included in Appendix A of the Applicant Handbook.

1. Applicant Information

2. Project Contact

3. Project Information:

Please remember that your TRLF project must be a federal-aid eligible project (i.e. eligible under either Title 23 or 49 of the United States Code). For example, if your project is highway related, its Functional Class must be a major collector or above in rural area. However, the SAFETEA-LU Technical Corrections Bill (HR 1195) enacted on June, 6, 2008 extended this eligibility to roads functionally classified as minor collectors. If you have any questions about whether any portion of your TRLF project is federal-aid eligible, please contact either your District/ATP TRLF Coordinator or Pa Youa Xiong (651-366-3781 or pa.youa.xiong@state.mn.us).

4. Project Description:

Please provide a one-page detailed description of the overall project. Include termini and length in miles if applicable. Attach 8 1/2 x 11" copies of all available location maps, layouts/plans, scoping documents, project/environmental reports, cost estimates, and right-of-way documents. Provide a summary of the project's financial plan. Indicate who will own, operate, and maintain the project once it is completed, and what the "useful life" of the project will be.

5. Project Loan Information:

See Instructions and Cautions included with specific questions. The proposed loan repayment term cannot be longer than the useful life of the project or 30 years, whichever is less.

Type of Assistance requested:

Loan

Loan Guarantee

Line of Credit

Credit Enhancement

Equipment Financing Lease

Bond Insurance

Other (Explain) _____

6. Additional Project Evaluation Information:

Attach requested information. See page 2.

7. Estimated Project Schedule, Cost, & Funding:

*Please fully complete the matrix by estimating the entire project's schedule, cost, and funding (which includes the TRLF project, as well as the larger overall project if the TRLF project is part of a larger project or if the TRLF loan will only finance a portion of the overall project). For example, for the preliminary design stage, fill out the estimated start and end dates for the overall preliminary design stage. If an activity is not applicable, please indicate by inserting "N/A". Next, insert the total estimated cost and funding source(s) for the preliminary design stage. For example, if the overall cost of the preliminary design activities is estimated to be \$100,000, and it is estimated that 20% of those costs will be paid with TRLF loan proceeds and the remaining 80% with federal-aid dollars, insert "\$20,000" under the "TRLF - Sources of Funding" box and "\$80,000/Federal-Aid" under the "1. Other - Sources of Funding" box. If the TRLF loan is being used as the local match, also insert "Local match" under the "TRLF - Sources of Funding" box (**Caution: If federal funds will be used to repay the loan, you cannot use TRLF loan proceeds to match federal-aid dollar.**). Please remember that costs incurred without following the appropriate project development procedures **cannot** be reimbursed with TRLF loan proceeds. For a more detailed explanation of the applicable project development procedures see the "TRLF Project Development Procedures" summary included in Appendix D of the TRLF Applicant Handbook. Legal (bond counsel fees) and financing (financial advisor fees, capitalized interest) costs associated with the TRLF loan are an eligible loan expense and can be added to the total TRLF loan request.*

8. Authorized Official Signature

TRLF Approval Process

Once the application is fully completed, submit it to the TRLF Coordinator in the MnDOT District/Area Transportation Partnership (ATP) nearest you. A TRLF Coordinator contact sheet is included in Appendix A of the TRLF Applicant Handbook and should be consulted for application deadline. Each District/ATP evaluates, approves, and prioritizes the TRLF applications it receives using its own regionally significant evaluation criteria. If your application is approved by the District/ATP, it will be submitted to MnDOT's Office of Capital Programs and Performance Measures (OCPPM).

Your application, along with all of the other TRLF Applications received from the District/ATPs, will be evaluated by MnDOT's TRLF Application Review Committee. For a detailed description of the committee's evaluation criteria and methodology, please see the "MnDOT TRLF Project Certification Methodology" included in the TRLF Applicant Handbook as Appendix C. Based upon the evaluation criteria and methodology, the committee will rank all of the TRLF Applications and recommend to MnDOT's Transportation Program Committee and Commissioner which projects should be approved for certification to the Minnesota Public Facilities Authority (PFA). The Commissioner will only approve those applications to the PFA for which sufficient TRLF funding exists. You will be promptly notified in writing of the Commissioner's final approval decision.

If your application is approved for certification to the PFA, it will be on the condition that you be ready to submit your first "Loan Disbursement Request Form" within 120 days from the date stated in your application that you would first need loan proceeds. Applicants not ready to submit their first "Loan Disbursement Request form(s)" within 120 days from the date indicated in their applications will not be certified to the PFA by MnDOT and will have to reapply during a future TRLF solicitation.

If your application is certified, you will be required to fill out a PFA Loan Application and provide other financial information to the PFA. Please remember that even if your application is certified, costs incurred without following the appropriate project development procedures cannot be reimbursed with TRLF loan proceeds (for a more detailed explanation of the applicable project development procedures see the "TRLF Project Development Procedures" summary included in Appendix D of the TRLF Applicant Handbook). Also remember, you will not be able to begin drawing down TRLF loan proceeds (a reimbursement program) until the PFA Board approves your loan, an agreement is executed, and bonds are closed.)

OCPPM Use Only	
Date Received	____/____/____
TRLF Number	_____

MINNESOTA DEPARTMENT OF TRANSPORTATION
Transportation Revolving Loan Fund (TRLF)
Application

This application can be completed in type or print. It is also available for downloading through the Transportation Revolving Loan Fund web site at <http://www.dot.state.mn.us/planning/program/trlf.html>

This application is also available in alternative formats by calling MnDOT's Office of Capital Programs and Performance Measures at 651/366-3798 or by calling Ken Rodgers at 651/366-4718. Ken may also be reached by e-mail at Ken.Rodgers@state.mn.us. For TTY/TDD communication through the Minnesota Relay Service call 800/657-3774 or 800/627-3529 (TTY, Voice or ASCII).

1. APPLICANT INFORMATION	
Applicant Name (i.e., entity applying for loan)	
Authorized Official/Title	Phone
Address	Fax
City/State/Zip	E-mail
2. PROJECT CONTACT	
Name	Title
Company/Firm	Phone
Address	Fax
City/State/Zip	E-mail
3. PROJECT INFORMATION	
Location County _____ City _____ Township _____	Type of Work (check all that apply): <input type="checkbox"/> Preliminary/Final Design <input type="checkbox"/> Right-of-Way Acquisition <input type="checkbox"/> Construction <input type="checkbox"/> Transit Capital <input type="checkbox"/> Other (describe) _____ _____ _____
Route System	
Functional Class	
4. PROJECT DESCRIPTION (Please limit to one page)	

5. PROJECT LOAN INFORMATION

TRLF Loan Amount \$ _____

Proposed Loan Term _____ (years)

Date you will first need loan proceeds: _____ (month/year)

***CAUTION:** If approved, you will be required to be ready to submit your first "Loan Disbursement Request Form" within 120 days from the date you state that you will first need loan proceeds. Applicants not ready to submit their first "Loan Disbursement Request Form(s)" within 120 days from the date indicated above will have to reapply during a future TRLF solicitation.

Loan Repayment Source(s): Check all that applies and specify dollar amount if checking more than one.

- Property Tax Levies \$ _____
- Special Assessments \$ _____
- Tax Increment Financing (TIF) \$ _____
- Local Government Option Sales Tax \$ _____
- Future Federal-Aid Funds \$ _____
- Future State-Aid Funds \$ _____
- Future State Trunk Highway Funds \$ _____
- Other (describe) \$ _____

***CAUTION:** "Loan Repayment Source(s)" is a MnDOT evaluation criterion. If you select non-traditional funds (property tax levies, specials assessments, TIF, local sales taxes, or other non-traditional funds) as your loan repayment source(s), you will be required to use such source(s) to repay your loan. If at any time after MnDOT evaluates your application, you decide to change your repayment source(s) from non-traditional funds to traditional funds (future federal or state funds), your application will be rejected.

Referendum Requirements: If your repayment source(s) require an increase in taxes, please describe how borrower will comply with state referendum requirements: _____

How will the TRLF loan be secured? (Borrowers other than the state must check one of the following boxes)

- General Obligation Bond/Note** (A General Obligation Bond/Note is a bond or note that is secured by the full faith and credit of the borrowing governmental entity as provided in Minnesota Statutes, Chapter 475.)
- Revenue Bond/Note** (A Revenue Bond/Note is a bond or note payable from one or more specified sources of revenue and to which the full faith and credit of the borrowing governmental entity is not pledged.)

***NOTE:** By choosing to secure the TRLF Loan with a General Obligation (GO) Bond/Note, your application may be evaluated higher under the "Loan Amount" evaluation criterion because of the higher level of security being provided.

6. PROJECT EVALUATION INFORMATION

Please attach the following information:

- An explanation of the project's purpose, including the need for the project as part of the overall transportation system and the reasons why the project is in the public interest.
- An explanation of the project's relationship to all applicable state, regional, and/or local transportation plans.
- An explanation of how the project will improve the movement of people and/or freight.
- Completion of the Benefit-Cost Analysis Questionnaire, Cost effectiveness analysis, and other economic analysis prepared for this project.

7. PROPOSED PROJECT SCHEDULE, COST AND FUNDING

ACTIVITY	SCHEDULE		SOURCES OF FUNDING			Total Cost
	Start Date	End Date	TRLF	1. Other (specify source)	2. Other (specify source)	
1. Preliminary Design & Environmental Study			\$	\$	\$	\$

Associated Activities:

Mapping, Surveys, Public Involvement, Scoping, Project Documents (Project Memo, SJR=s, etc.), Layouts, Environmental Studies, Traffic Forecasting, Preliminary Estimates, Construction Limits, Hydraulic Recommendations, Project Management.

ACTIVITY	SCHEDULE		SOURCES OF FUNDING			Total Cost
	Start Date	End Date	TRLF	1. Other (specify source)	2. Other (specify source)	
2. Final Design			\$	\$	\$	\$

Associated Activities:

Final Soils Letter, Traffic Control Plans, Road, Bridge, Signal, Lighting, Signing, Landscape and Hydraulic Final Plans, Final Estimate (District or LPA), Design Surveys, Project Management.

ACTIVITY	SCHEDULE		SOURCES OF FUNDING			Total Cost
	Start Date	End Date	TRLF	1. Other (specify source)	2. Other (specify source)	
3. Right-of-Way Acquisition			\$	\$	\$	\$

Associated Activities:

Right-of-Way Package, Preliminary Plats, R/W Pre-acquisition, R/W Acquisition.

ACTIVITY	SCHEDULE		SOURCES OF FUNDING			Total Cost
	Start Date	End Date	TRLF	1. Other (specify source)	2. Other (specify source)	
4. Agreements & Permits			\$	\$	\$	\$

Associated Activities:

Municipal Agreements, Signal Agreements, Lighting Agreements, Railroad Agreements, Utility Agreements, Permits.

ACTIVITY	SCHEDULE		SOURCES OF FUNDING			Total Cost
	Start Date	End Date	TRLF	1. Other (specify source)	2. Other (specify source)	
5. Construction			\$	\$	\$	\$

Associated Activities:

Final Estimate, Contract Letting, Construction.

TOTALS	TRLF	1. Other (specify source)	2. Other (specify source)	Total Cost
Subtotals (Activities 1-5)	\$	\$	\$	\$
Contingencies (up to 5% of Right-of-Way and Construction TRLF Loan Amounts)	\$	\$	\$	\$
Legal & Financing Costs	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$

Applicants may be required to provide additional details within each activity.

8. AUTHORIZED OFFICIAL SIGNATURE

By signing below, I acknowledge that the Applicant has authorized the submission of this TRLF Application to the State of Minnesota and that its contents are true and accurate to the best of my knowledge.

_____ / _____

Authorized Official

Date

MnDOT District Office Use Only:

MnDOT District/ATP: _____

MnDOT Project Manager/Engineer: _____ Phone: _____

State Project No.: _____

Bridge No. (if applicable): _____

Federal Project No. (if applicable): _____

If in current approved STIP, indicate year and project sequence no.? _____

If not in approved STIP, is it in draft STIP (if so, year)? _____

District/ATP Use Only:

ATP Approval Date: _____

ATP Regional Significance: (e.g. High, Medium, Low) _____

ATP Project Rank: _____

ATP Ranking Rationale: (Please briefly explain ATP=s rationale for the project=s rank and its significance to the region.
