

## INSTRUCTIONS FOR APPLICATION SUBMITTAL

This standard Application will be used to evaluate all requests for loans and for grants. If applying for a grant, only this Application is required. If applying for a loan, this Application and the Financial Documentation Form found on the GTIB website <http://www.srta.ga.gov/gtib> are required.

- Read all information provided on the GTIB website. This information provides details of the program regarding eligibility, loan/grant parameters, and Application requirements to verify that the proposed Applicant, project and terms are within the established guidelines.
- Answer all questions fully. There should be no blanks on any form. Missing information or omitted fields may cause the Application to be delayed or rejected.
- All Applicants, projects, and costs for which funding will be used must be “**eligible**” as specified on the GTIB website.
- The initial completed Application (and Financial Documentation Form if applying for a loan) must be submitted by email to [GTIBinfo@srta.ga.gov](mailto:GTIBinfo@srta.ga.gov). Within 2 weeks of submitting the Application by email, the Applicant must pay the Application Fee of \$250 via check made out to the State Road and Tollway Authority.
- Hard copy submissions are not required, however, the GTIB reserves the right to request hard copies of the application and/or supporting materials.
- Regardless of whether the request is approved, the Applicant is solely responsible for all of its costs incurred in participating in this program, including but not limited to completing all forms.
- Applicants have an affirmative obligation to update any information included on any application if such information is no longer accurate.
- Applicant Agency must be established and approved by appropriate governing body prior to the GTIB Application Deadline.
- Applicants applying for bicycle, pedestrian and related projects should also consider applying for GDOT’s Transportation Alternatives (TA) grant program. For applicants in communities with less than 5,000 in population you may also be able to obtain GTIB matching funds with just one TA application. For more information visit [dot.ga.gov/GDOT/Pages/TAP](http://dot.ga.gov/GDOT/Pages/TAP) or contact David Cassell at [dcassell@srta.ga.gov](mailto:dcassell@srta.ga.gov).

## CHECKLIST FOR LOANS AND GRANTS

### For both Grant and Loan Applications (all materials to be submitted electronically):

- ☐ All of the questions on the Application are answered.
- ☐ The requested GTIB financial assistance is within funding limits:
  - Loan requests must be for at least \$25,000.
  - No more than 25% of available GTIB funds will be awarded to a single grant application. Refer to the GTIB website for total available funding.
  - Grant requests over \$2 million are capped, specifically GTIB funds may constitute no more than 33% of total project value. There is no cap under \$2 million, applicants are encouraged to contribute as much local match as possible to make the request competitive.
- ☐ An electronic version of the Application has been submitted by e-mail to [GTIBinfo@srta.ga.gov](mailto:GTIBinfo@srta.ga.gov).
- ☐ A map of the project with beginning and end points clearly marked, providing sufficient detail on areas affected has been submitted.
- ☐ All estimates for project costs must be recent (preferably within the last six months), developed by a credible expert, and should be provided in the year of expenditure indicating the anticipated inflation rate.
- ☐ The Applicant must provide proof of commitment of matching funds such as a city/ county commission resolution.
- ☐ The application has been authorized for submission by the applicant's governing body.
- ☐ Any other project related documents necessary to complete evaluation. Applicants are advised to provide concise supporting information and/or to specify in the application the specific location where critical information can be found in supporting documents.

### For Loan Applications only, also include:

- ☐ The signed Financial Documentation Form (form available on GTIB website).
- ☐ Documents as required in Section II of the Financial Documentation Form.
- ☐ A copy of the bond-rating letter or Official Statement (OS), if the jurisdiction has issued rated or insured debt in the past.

### The following materials must be delivered to the State Road & Tollway Authority within two weeks of submitting the Application by e-mail:

- ☐ A check for the Application Fee of \$250 payable to the State Road & Tollway Authority. Please mail to:

**State Road & Tollway Authority  
C/O GTIB/David Cassell  
245 Peachtree Center Avenue NE  
Suite 2200  
Atlanta, GA 30303**

## ACRONYM INDEX

**AADT** – “ANNUAL AVERAGE DAILY TRAFFIC” IS A TRAFFIC COUNT OFTEN KEPT BY THE GEORGIA DEPARTMENT OF TRANSPORTATION (GDOT) ON THERE WEBSITE WHICH CAN BE FOUND AT [HTTPS://WWW.DOT.GA.GOV/GDOT/PAGES/ROADTRAFFICDATA.ASPX](https://www.dot.ga.gov/GDOT/PAGES/ROADTRAFFICDATA.ASPX).

**CID** – COMMUNITY IMPROVEMENT DISTRICT

**CST** – “CONSTRUCTION” REFERS TO THE CONSTRUCTION PHASE OF THE PROJECT.

**GDOT** – GEORGIA DEPARTMENT OF TRANSPORTATION”

**GTIB** – GEORGIA TRANSPORTATION INFRASTRUCTURE BANK

**LMIG** – LOCAL MAINTENANCE AND IMPROVEMENT GRANT IS AN ANNUAL STATE FUNDED GRANT PROGRAM BASED ON THE TOTAL CENTERLINE ROAD MILES FOR EACH LOCAL ROAD SYSTEM AND THE TOTAL POPULATION OF THE JURISDICTION AS A PROPORTION OF STATEWIDE CENTERLINE ROAD MILES AND POPULATION. MORE INFORMATION ON THE LMIG PROGRAM CAN BE FOUND AT [HTTPS://WWW.DOT.GA.GOV/GDOT/PAGES/LMIG.ASPX](https://www.dot.ga.gov/GDOT/PAGES/LMIG.ASPX).

**LOS** – “LEVEL OF SERVICE” IS A QUALITATIVE MEASURE USED TO RELATE THE QUALITY OF MOTOR VEHICLE TRAFFIC SERVICE.

**MPO** – METROPOLITAN PLANNING ORGANIZATION

**PE** – PRELIMINARY ENGINEERING

**ROW** – RIGHT-OF-WAY

**SOV** – SINGLE OCCUPANCY VEHICLE

**SPLOST** – SPECIAL PURPOSE LOCAL OPTION SALES TAX

**STIP** – STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM

**TA or TAP** – TRANSPORTATION ALTERNATIVES OR TRANSPORTATION ALTERNATIVES PROGRAM

**TIP** – TRANSPORTATION IMPROVEMENT PROGRAM

**TMA** – TRANSPORTATION MANAGEMENT ASSOCIATION

# GEORGIA TRANSPORTATION INFRASTRUCTURE BANK (GTIB)

## APPLICATION FOR LOANS AND GRANTS

**\*\*\*Please read *Instructions for Application Submittal* prior to filling out Application\*\*\***

### 1) TYPE OF GTIB ASSISTANCE REQUESTED

Check one of the following:

<input type="checkbox"/> Grant	Please check GTIB website for latest Grant program eligibility and restrictions.
<input type="checkbox"/> Loan	All loan Applicants are required to submit a completed Financial Documentation Form in addition to this GTIB Application. The form is available on the GTIB website.
<input type="checkbox"/> Both	Please check the GTIB website and ensure the Financial Documentation Form is submitted in addition to this GTIB Application. The grant and loan must be for the same project.

### 2) CONTACT INFORMATION

Date			
Project Applicant			
Classification of Applicant (State, County, City, CID, etc.)			
Department/Division of Applicant receiving GTIB proceeds			
Contact Person Name		Contact Person Title	
Street Address or P.O. Box			
City	, Georgia	Zip Code	
Telephone Number:	(     )	Fax Number:	(     )
E-mail Address			

**Additional Contact Information:**

<b>Attorney</b>	
Contact Name & Title	
Street Address	
City, State, Zip Code	
Telephone Number	(     )
Fax Number	(     )
E-Mail Address	

<b>Independent Auditor</b>	
Contact Name & Title	
Street Address	
City, State, Zip Code	
Telephone Number	(     )
Fax Number	(     )
E-Mail Address	

<b>Finance Director</b>	
Contact Name & Title	
Street Address	
City, State, Zip Code	
Telephone Number	(     )
Fax Number	(     )
E-Mail Address	

### 3) PROJECT OVERVIEW

Name of Project	
Project Type (road capacity, resurfacing, operations, etc.)	
Project Location (include county and specific location)	
Current Project Phase/Status* *(Preliminary Engineering, Right of Way Acquisition (ROW), Construction)	

Project Schedule Estimates (or actual dates)	Start Date	End Date
Project Preliminary Engineering		
Project Right-of-Way Acquisition (if applicable)		
Project Construction		

**i** List all state, regional or local plans that this project is officially a part of and include project numbers where applicable (e.g. GDOT PI#715858, MPO Plan 2040, County SPLOST 2022, City Comprehensive Plan 2019). If applicable, and in 300 words or less, identify how the project is consistent with state, regional and local plans and/or investment priorities. If the project is on or impacts a state route, please explain the status of coordination with GDOT.

**i** In 300 words or less, provide a physical description of the transportation project (e.g., new 2 lane road with sidewalks and streetscaping, 1500 feet in length, connecting Williams St. and Smith St.). Please ensure the submitted project map clearly shows the project. Please do not provide a justification for the project here, this may be provided in Section 4 below.



\*If you are located within a TMA or MPO, please provide the following information:

Please list AADT for all streets impacted by this project (can be found using [GDOT's TADA system](#)).

Please list LOS for all streets immediately impacted by this project (existing LOS without project, if possible proposed LOS with project).

If this project includes a bridge (or bridges), please provide the bridge rating(s).

Please list relevant safety metrics regarding the road/sidewalk/bridge, etc. included in this project. Metrics may include frequency of crashes and any other pertinent safety metrics related to existing and future safety.

## 4) PROJECT BENEFITS

### A. Degree of transportation problem that the proposed project seeks to address:

**i** In 300 words or less, describe the scope of the current transportation problem and how the project is expected to improve the situation. The explanation should include how the project will advance a strong transportation need and derive a strong public benefit as a result.

### B. Impact of the proposed project on public mobility, reliability, connectivity, congestion, safety:

**i** In 300 words or less, describe how the project would improve any or all of the following areas: mobility, reliability/system efficiency, border-to-border and interregional connectivity, local connectivity to the statewide transportation network, inter-modalism, congestion, and/or safety.

**C. Acceleration of high priority transportation projects:**

**i** In 300 words or less, describe how potential assistance from the GTIB will expedite the project. Please include the anticipated number of months or years saved, if relevant.

**D. Coordination with Development Patterns:**

**i** In 300 words or less, explain how the project would coordinate transportation investment with development patterns and/or manage market driven travel demand (e.g., reduce SOV travel), if applicable.

**E. Innovation:**

**i** In 300 words or less, describe any unique/innovative characteristics, methods or approaches (e.g. new technology, innovative design, etc.) that are a part of the project.

**F. Ability to enhance and/or create economic benefits for the local community, region or State:**

**i** In 300 words or less, explain how the local community, region or state would benefit economically from the project. Answers may include, but not be limited to, a description of the estimated reduction in state or local unemployment, land development/redevelopment, growth in private-sector employment, improved access to jobs, and/or improved efficiencies of freight, cargo, and goods movement. Please cite all sources used to determine benefits (i.e. cost-benefit analyses, economic impact reviews, etc.)

## G. Project Feasibility

**i** In 300 words or less, explain all critical factors necessary for the project's success, including a list of all federal, state, and local permits and approvals required for the project. Please provide the status of each necessary approval including anticipated approval dates if approvals are outstanding. If not already secured, the steps that will be taken to obtain necessary environmental and construction approvals.

## 5) PROJECT FINANCE PLAN SUMMARY

Federal Funding Sources	
Is the project programmed for federal or state funding in TIP or STIP? If so, which one?	<input type="checkbox"/> TIP <input type="checkbox"/> STIP <input type="checkbox"/> N/A
Have you previously applied to the MPO or GDOT for federal or state funding for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the project is in the TIP/STIP, does the funding proposal submitted align with what is in TIP/STIP (e.g., do funding amounts align, schedules, descriptions, etc.)? Please explain any differences.	

**i** In 300 words or less, provide a summary of the proposed finance plan that fully details the entire funding of the project, including contingencies as applicable. The summary should include a detailed written description of the status of all project funding sources, back-up project funding sources (if applicable), and the completion of the below fields.

If bonds or other non-GTIB indebtedness have already been issued to finance a portion of the project's costs, the financial plan should provide details of the issuance (terms, sources & uses, credit ratings, debt service requirements, etc.). If the issuance received a credit rating below investment grade "BBB," explain in detail any deficiency that led to that rating. If applicable, please provide copies of any bond documents related to the issuance, such as an Official Statement (OS).

If bonds or other non-GTIB indebtedness are contemplated for funding a portion of the project's costs in the future, provide an explanation of the issuance. Explanations should include the proposed bond's structure, timing, and status of resolutions/approvals.

## SOURCES AND USES

List all funding sources in the Project Funding Sources table below (e.g. Federal, State (GDOT), Local, CID, Private, etc). If LMIG is a source of funding it must be listed as a separate funding source. In-kind funding is given less preference than a hard match.

Project Funding Sources (Committed and Contributed)				
Funding Source	Portion Spent to Date* (A)	Portion Remaining to be Spent (B)	Funding Source Total (A+B)	Percentage of Total Project Funding
GTIB Requested Loan Amount	\$	\$	\$	%
GTIB Requested Grant Amount	\$	\$	\$	%
	\$	\$	\$	%
	\$	\$	\$	%
	\$	\$	\$	%
<b>Total Project Funding:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>100.0%</b>

List all project costs in the Project Costs table below:

Project Costs (Future Project Costs <u>and</u> Funds Spent to Date)				
Activity	Portion Spent to Date* (A)	Portion Remaining to be Spent (B)	Line Item Cost Total (A+B)	Percentage of Total Project Costs
Concept/Feasibility	\$	\$	\$	%
Preliminary Engineering	\$	\$	\$	%
Right of Way (ROW)	\$	\$	\$	%
ROW Contingency ( %)	\$	\$	\$	%
Construction	\$	\$	\$	%
Construction Contingency ( %)	\$	\$	\$	%
<b>Total Project Costs:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>100.0%</b>

**NOTE FOR ABOVE TABLES: AMOUNT OF TOTAL PROJECT FUNDING SOURCES MUST EQUAL TOTAL PROJECT COSTS.**

Proposed Use of GTIB Funding Request		
Activity (i.e. PE, ROW, CST)	GTIB Amount	Percent of GTIB Request
	\$	%
	\$	%
	\$	%
<b>Total:**</b>	<b>\$</b>	<b>100.0%</b>

\* Subject to verification during application review.

Please fill out the following if bonds or debt will be used to finance any portion of the project:

Anticipated date of Bond sale:	
Type of bond (General Obligation/Revenue):	
Tax exempt status:	
Issuer:	
Expected Credit rating:	

## 6) LOAN TERMS (TO BE COMPLETED ONLY BY LOAN APPLICANTS)

Requested term of loan in years:	
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(Minimum 5 years; maximum is the lesser of 20 years or the useful life of the project)

Estimated draw-down schedule of funds: (All funds may be spent-down in first year; the maximum spend-down period is 5 years)	
Year 1:	\$
Year 2:	\$
Year 3:	\$
Year 4:	\$
Year 5:	\$

Repayment source(s) that will be used to service the loan:*	
Is repayment source(s) currently being used to secure other debt?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will repayment source(s) be used to secure other debt in the future?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional backup repayment source:	

*\*If LMIG funds are used to repay loans applicant must provide required local matching dollars as required by law.*

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## 7) ATTESTATION

Under penalty of perjury, I declare and affirm that:

The Applicant has the authority to request and incur the liabilities and obligations described in this Application and, upon approval, will enter into a closing contract.

The Applicant has held any locally required public hearings or notices and will comply with all applicable state and federal regulations and requirements.

To the best of my knowledge all information contained in this Application is valid and accurate.

The governing body of the undersigned jurisdiction at its \_\_\_\_\_ (date) meeting authorized the submission of this Application.

The undersigned official has the authority to sign this Application and bind the Applicant.

Signature \_\_\_\_\_  
(Authorized Official)

Title \_\_\_\_\_

Jurisdiction \_\_\_\_\_

Name \_\_\_\_\_  
(type or print)

Date \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Notary Public)

My commission expires: \_\_\_\_\_

