

MoDOT Partnership Development Application Form

Application Checklist

An application must include the following checked items as appropriate.

| Cost Share / Economic Development | MTFC Loan | Trans. Corp | STAR Fund | |
|--|------------------|--------------------|------------------|---|
| X | X | X | X | Section A: Applicant Information |
| | | | | Section B: Project Information |
| X | X | X | X | 1. Project Name |
| X | X | X | X | 2. Location |
| X | X | X | X | 3. Project Description |
| X | X | X | | 4. Project Significance |
| | X | X | | 5. Private Participation |
| X | X | X | | 6. Project Acceleration |
| | | | | Section C: Plan of Finance |
| X | X | X | X | 1. Estimated Project Costs |
| X | X | X | X | 2. Project Overview |
| * | X | X | | 3. Revenues |
| * | X | X | X | 4. Debt |
| | X | X | | Section D: Applicant Certification |
| * | X | X | X | Section E: Submission Acknowledgement |
| X | X | X | X | Exhibit I: Project Location Map |
| * | | X | | Exhibit II: Conceptual Study or EA/EIS |
| X | X | X | | Exhibit III: Supporting Documentation: Project Significance |
| X | X | X | | Exhibit IV: Supporting documents for the public-private partnerships, if applicable |
| X | X | X | X | Exhibit V: Status of Source of Funds |
| * | X | X | X | Exhibit VI: Supporting Documentation: Revenue and Cost Projections |
| | X | X | X | Exhibit VII: Audited Financial Statements (Three Years) |
| * | X | X | X | Exhibit VIII: Supporting Documentation: Financing Documents |
| | | | | Other: Non-refundable Application Fee |
| | X | | X | Public applicants - .15% of MTFC or STAR Loan Amount (Minimum \$500, Maximum \$75,000); Private applicants - .25% of MTFC or STAR Loan Amount (Minimum \$1,000) |
| | | X | | \$500 for Transportation Corporations |

* Fields required if project applicant is using debt financing.

SECTION A - Applicant Information

Do not use this form to supply the requested information, use this as the outline for your application. Three contact names and contact information must be submitted for Transportation Corporations.

Name of Applicant:

Other Names Under Which Applicant Does Business:

Business Address:

Mailing Address (if different from above):

Contact Person Name:

Contact Person Title:

Mailing Address for Contact Person (if different from above):

Telephone:

Fax:

E-Mail Address:

Applicant Information:

Describe Applicant's organizational structure, history, ownership, and legal structure (e.g., individual, state governmental agency, local governmental agency, corporation, or partnership). Attach an annual report, if available.

Describe broadly the purpose of the application being submitted (e.g., to form a transportation corporation and/or to apply for MTFC and/or STAR assistance and/or a cost share or economic development grant.)

SECTION B - Project Information

- 1. Project Name.** Assign a short name to the project, for purposes of identification. Also include the MoDOT Job Number, if the project is programmed.
- 2. Location.** Describe the location of the project, including major intersecting highway and rail routes, cities, towns, metropolitan planning organizations, and regional planning commissions. Attach a map as Exhibit I.
- 3. Project Description.** Describe the need for the project, its basic design features, and what it will accomplish. Include an assessment of the current condition of all transportation facilities relating to the project.

When the application is submitted, a Conceptual Study or Plan is required. This includes the project Purpose and Need Explanation, stating what conditions (safety, congestion, access, bike/ped, roadway, bridge, etc.) will be addressed with the project solution or concept. Article 128 of MoDOT's Engineering Policy Guide (EPG) addresses Conceptual Studies for most projects.

If there is a possibility of a significant environmental impact with the project, then an Environmental Assessment or Environmental Impact Statement document is required. Article 126 of the EPG defines the requirements of these documents.

These sections from the EPG can be downloaded from the following website:
http://epg.modot.org/index.php?title=Main_Page .

Attach Conceptual Study or EA/EIS as applicable as Exhibit II.

- 4. Project Significance and Need for the Project.** Describe the extent to which the project is regionally significant. Describe the project's ability to generate economic benefits, support commerce, or otherwise enhance the transportation system. Supporting documentation may be attached as Exhibit III.
- 5. Private Participation.** Describe the extent to which the project fosters innovative public-private partnerships, if any, and attracts debt and/or equity investment from private capital. Identify private partners and provide evidence of commitments, joint venture agreements, lease, or other supporting documents for the public-private partnerships as Exhibit IV. Also, describe the extent to which the project's debt repayment depends on user charges.
- 6. Project Acceleration.** Estimate and explain the effect of assistance on the project's start and completion dates, the extent to which the project may proceed at an earlier date than would otherwise be possible, and any effects of an accelerated project timeline (e.g., reduced costs or increased benefits).

SECTION C - Plan of Finance

Financial Plans and Updates should be prepared in accordance with the guidelines of this document and with recognized financial reporting standard. Financial forecasts should be prepared in good faith by qualified personnel. Financial forecasts should provide best means of seeking out information and be consistent with the plans of the entity that it is prepared for. Assumptions should be appropriate with key factors being identified. The process used to develop financial forecasts should provide the means to determine the effect of changes on underlying assumptions; provide adequate documentation of both the financial forecasts and the process used to develop them; and include adequate review and approval by the responsible party at the appropriate levels. These guidelines are noted in "Guide for Prospective Financial Information" of the "American Institute of Certified Public Accountants."

1. Estimated Project Cost

Provide a detailed cost estimate for the project including the following:

1. Distinguish between total and eligible project costs; and describe any costs or activities that may not be eligible.
2. For eligible costs, provide an activity breakdown, as applicable, for: feasibility studies, preliminary engineering, environmental assessment, right-of-way acquisition, vehicle acquisition, construction, construction engineering and inspection, project management, contingencies, and capitalized financing costs (including reserves, capitalized interest, and capital issuance costs for other project financing). Include other cost categories as necessary.
3. All cost estimates should be expressed on a cash (fiscal year-of-expenditure July to June) basis and should include a narrative describing assumptions used to arrive at such estimates. All future costs should be adjusted for inflation to year of expenditure.
4. Estimate the date costs will be incurred. Include the month and the year of said cost.
5. Calculate total project costs.

2. Project Overview

a. Sources and uses:

1. **Project Fund Sources:** Sources should include separate line items, as applicable, for federal grants, state grants, local grants, private investment (equity or debt); any other contributions, market value of right-of-way dedications, bond proceeds (general obligation, revenue, and others), other borrowing (specify), investment income, revenues, and federal credit assistance proceeds. For each line item, describe the status of the source (e.g., requested, committed, and received).

2. **Project Fund Uses:** Uses should include separate line items, as applicable, for feasibility studies, preliminary engineering, design, environmental

assessment and mitigation, right-of-way acquisition, vehicle acquisition, construction, construction engineering and inspection, insurance, project management, contingency funds, and capitalized financing costs (including debt service reserve funds, capitalized interest, and capital issuance costs for other project financing). Include other categories as necessary

3. Ensure total sources and uses are equal to one another and equal the estimated total project costs. All estimates should be expressed in fiscal year-of expenditure dollars.

b. Project Timeline: Timeline should show the estimated project dates from beginning to completion. Show all major aspects of the project including application, design, construction, and financing.

c. Project Risks: Identify risks to project completion and sufficiency of revenues. Sample risks might include cost escalation, approvals, litigation, construction schedules, ridership and traffic levels, availability of grant funding, and market access. Identify mitigation strategies and any proposed cost-containment approaches (e.g., design-build, value engineering, guaranteed maximum price and/or completion date, warranties, or other incentive/disincentive clauses).

3. Revenues To Repay Debt Financing

a. Sources of Revenue: Describe all revenue sources to be used to repay project financing, if applicable. Specify the nature of the revenue source (dedicated or not dedicated), the expected rate(s), the base to which such rates will be applied (e.g., retail sales, average daily traffic), projected revenues from each source, and projected increases or decreases in such revenues over time. Sources should include separate line items, as applicable, for federal grants, state grants, local grants, private investment; any other contributions, market value of right-of-way dedications, bond proceeds (general obligation, revenue, and others), other borrowing (specify), investment income, revenues, and federal credit assistance proceeds. For each line item, describe the status of the source (e.g., requested, committed, and received). Provide supporting documentation to evidence the status of these funds in Exhibit V.

b. Elaborate on existing or anticipated pledges/claims on revenues and provide a brief summary of all claims on the flow of funds.

c. Attach documentation (e.g., revenue studies or analysis, feasibility studies, traffic studies, and economic forecasts) as Exhibit VI to provide the basis for projected revenues and their respective anticipated rates of change.

4. Debt

a. Project Credit Identification for MTFC and STAR Loan Programs: Identify the type(s) of credit instrument being requested (secured loan, loan guarantee, standby

line of credit) and, at a minimum, the following proposed terms and conditions for each proposed credit instrument: amount, origination date, final maturity date, estimated interest rate, timing of disbursements, pledged security, repayment sources, and lien position.

- b. Total amount of debt being incurred for the project.
- c. Percent of project being funded by debt instruments.
- e. Estimated debt service schedule and coverage for all project debt, addressing both senior and junior lien debt, and illustrating projected combined coverage, include MTFC/STAR Loan as applicable.
- f. Provide information on the other types of borrowing, including the form of borrowing (e.g., types of bonds to be issued, MTFC, STAR), the pledged security for such borrowing, its priority with respect to the security pledged, details on structuring, rating assumptions, and anticipated timing of receipt of such funds.
- g. Creditworthiness. Describe the creditworthiness of the project as noted below.
 - 1. Provide year-end audited financial statements for the past three years, as available, as Exhibit VII.
 - 2. Provide information concerning the ability of the applicant(s) (or any significant public or private partners that pledge to repay or provide funding) to repay all borrowed funds. Describe the extent to which the project includes security features, such as a rate covenant and an additional bonds test, to ensure repayment.
 - 3. Provide a copy of existing financing documents, such as a trust indenture agreement, including any rating agency credit reports, for other creditors of the project or a term sheet indicating the proposed features of the anticipated financing documents, as Exhibit VIII. The information should indicate the MTFC instrument's status in relation to pledged security, coverage, and treatment under an additional bonds test.

Section D - Applicant Certification

If the project in this application is on the state highway system or will be requesting federal funds, have the appropriate District Office fill out Section D. If not, applicant must complete.

1. Federal Requirements. This project complies with, and/or will comply with, the requirements of (check all that apply):

- Title 23 of the U.S. Code
- Chapter 53 of Title 49 of the U.S. Code
- Section 5333(a) of Title 49 of the U.S. Code

If the applicant intends to request waivers to any requirements included in the preceding citations, explain on an attached sheet.

2. National Environmental Policy Act. The project complies with, and/or will comply with, all provisions of the National Environmental Policy Act of 1969 (42 W.S.C. 4321 et seq.).

Yes No If no, explain on an attached sheet.

The project (check all that apply):

- | | | |
|------------------------------|-----------------------------|--|
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Received a Categorical Exclusion. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Received a Finding of No Significant Impact (FONSI) |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Circulated a Draft Environmental Impact Statement. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Circulated a Final Environmental Impact Statement. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Received its Record of Decision. (If no, provide on an attached sheet the estimated date for receipt of the Record of Decision.) |

3. Uniform Relocation. This project complies with, and/or will comply with, all provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1070 (42 U.S.C. 4601 et seq.)

Yes No If no, explain on an attached sheet.

4. Civil Rights. This project complies with, and/or will comply with, all provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.).

Yes No If no, explain on an attached sheet.

5. Other Requirements as Applicable. This project complies with, and/or will comply with, all other applicable provisions of federal law.

Yes No If no, explain on an attached sheet.

6. Lobbying. Section 1352 of Title 31, United States Code, provides that none of the funds appropriated by any Act of Congress may be expended by a recipient of a contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, or an employee of a Member of Congress in connection with the award or making of a federal contract, grant, loan, or cooperative agreement or the modification thereof. MoDOT interprets this provision to include the use of appropriated funds to influence or attempt to influence 1) the selection for a secured loan, loan guarantee, or line of credit under the MTFC or 2) the funding of a transportation project supported or partially supported by federal funds.

SECTION E - Submission Acknowledgment

As the Applicant or as an authorized representative of the Applicant, I hereby submit this MoDOT Partnership Development Application and represent that the statements contained herein are true and correct to the best of my knowledge. We believe that the assumptions underlying the Financial Plan are reasonable and appropriate. Further, we have made available all significant information that we believe is relevant to the Financial Plan and, to the best of our knowledge and belief, the documents and records supporting the assumptions are appropriate. I also understand that the acceptance and consideration of this application does not constitute approval by the Missouri Highways and Transportation Commission. As a Transportation Corporation applicant I hereby attest to being a twenty-one year old registered voter in the state of Missouri.

| | |
|------------------|------------------------------|
| Signature | Typed or Printed Name |
|------------------|------------------------------|

| | |
|--------------|-------------|
| Title | Date |
|--------------|-------------|

| | |
|--|------------------------------|
| Signature <i>(Trans. Corp Only)</i> | Typed or Printed Name |
|--|------------------------------|

| | |
|--------------|-------------|
| Title | Date |
|--------------|-------------|

| | |
|--|------------------------------|
| Signature <i>(Trans. Corp Only)</i> | Typed or Printed Name |
|--|------------------------------|

| | |
|--------------|-------------|
| Title | Date |
|--------------|-------------|

**If this is a State Highway System project, the MoDOT District Engineers' signature is required. With this signature, the MoDOT district concurs with the application assumptions and supports the project as a part of the state highway system or as a logical addition to the state highway system.*

| | |
|------------------|------------------------------|
| Signature | Typed or Printed Name |
|------------------|------------------------------|

| | | |
|--------------|-------------|-----------------|
| Title | Date | District |
|--------------|-------------|-----------------|

**If this project is located in a Metropolitan Planning Organization (MPO) area, the MPO's director's signature is required. With this signature the MPO director concurs with the application assumptions and supports the project.*

| | |
|------------------|------------------------------|
| Signature | Typed or Printed Name |
|------------------|------------------------------|

| | |
|--------------|-------------|
| Title | Date |
|--------------|-------------|

**Cost Share / Economic Development Applications require a letter of support from the MoDOT District Engineer and the Metropolitan Planning Organization instead of the signature block.*

Submit 1 copy of the application to: Resource Management Division, Missouri Department of Transportation, P.O. Box 270, Jefferson City, MO 65102 (Phone 573/526-8106)