

# SIB Loan Application Instructions

State Infrastructure Bank (SIB)



The instructions provided below are for the State Infrastructure Bank loan application form number 1960 (rev 09/24)

## Section I – Applicant Information

Applicant Name – Name of entity applying for the SIB Loan

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.

Taxpayer FEIN – Taxpayer Identification number of the applicant

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 3<sup>rd</sup> 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 Contact Name – Contact at the TxDOT District most familiar with the project.

# SIB Loan Application Instructions

State Infrastructure Bank (SIB)



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.

Bank where funds will be disbursed – Bank Name and Address. \*SIB Funds are required to be in a separate account and can not be comingled with other funds

Official who will sign the agreement – name and title of who will have authority to sign SIB loan agreement.

Loan agreement official notices – name, title, and email address of the person designated to receive official notices in the agreement.

# SIB Loan Application Instructions

State Infrastructure Bank (SIB)



## 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.

Requesting reimbursement of prior costs to be included in loan amount

- Check yes or no

Estimated reimbursement of prior costs amount

- Input the estimated amount of costs that have already been incurred.
- Prior costs being reimbursed with loan funds must have been incurred within 12 months of the execution of the agreement.

Requested Terms

- Type of Issuance – Check direct loan (most common – direct loans between TxDOT and local governments without issuing a public security is authorized in Texas Transportation Code 222.0745), Certificate of Obligation, or Bond Issuance
- 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 interest or principal and interest 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 with the disbursement date of the loan based on the request repayment frequency.
- Requested repayment frequency – Check annual, semi-annual, or quarterly for the desired repayment frequency.

# SIB Loan Application Instructions

State Infrastructure Bank (SIB)



- 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 or two).
  - 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 suggested, most common items 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.

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.”

- A credit rating is not required to borrow from the SIB program.

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.

# SIB Loan Application Instructions

State Infrastructure Bank (SIB)



## 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.

**Project location including limits** – Provide a brief description of the project limits.

**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.

**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.
- Please contact the TxDOT district or SIB staff to obtain the CSJ(s) if they are not known.

**Is the project environmentally cleared?** –

- If cleared, check yes.
- If it is not clear, please provide the 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.

# SIB Loan Application Instructions

State Infrastructure Bank (SIB)



TxDOT utility coordinator – Provide the name of the TxDOT utility coordinator.

Is the project joint bid? A joint bid is where TxDOT will bid the project, and the applicant is providing TxDOT with their portion of the project.

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

Is the relocation reimbursable?

- Yes – utility relocation is all or partially reimbursable
- No – utility relocation is not reimbursable.

Reimbursement percentage – If yes above, provide the estimated reimbursement percentage.

Estimated reimbursement amount – If yes above, provide the estimated reimbursement amount.

If required, is the Standard Utility Agreement (SUA) or Advance Funding Agreement (AFA) complete –

- Yes – SUA or AFA is completed
- No, estimated completion date – SUA or AFA is required but not yet completed.  
Provided the estimated date of completion.
- N/A – SUA or AFA not required. If the project isn't joint bid and there is no reimbursement, there typically won't be either of these documents required.

# SIB Loan Application Instructions

State Infrastructure Bank (SIB)



## 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.

# SIB Loan Application Instructions

State Infrastructure Bank (SIB)



- 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.
- Provide documentation of costs that have already been spent on the project, if applicable.
- Provide a map with the location of the project.
- Engineers estimate of the project.
- 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.



# SIB Loan Application Instructions

State Infrastructure Bank (SIB)



## 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](mailto:TexasSIB@txdot.gov) or mailed to:

TxDOT Project Finance and Toll Operations Division (PFD)  
ATTN: State Infrastructure Bank (SIB)  
6230 E Stassney Lane  
Austin, TX 78744

Please call 512-463-9958 with any questions.