

Kansas Department of Transportation
Transportation Revolving Fund
Instructions for completing the Application Form

The application form is provided on the web in a PDF or Microsoft Excel format. If you would like a paper copy, please call KDOT Office of Financial and Investment Management at (785) 296-3597.

Navigating the Excel version of the application is easier if you use the TAB key or click on the data entry cells with your mouse.

Following are item-by item instructions for the completion of this form. If you have any questions or difficulty completing this form, please call Evelyn Fitzpatrick at (785) 296-4782.

1. **Name of governmental unit:** This is the name of the county, city or other governmental unit, which has jurisdiction over the project.
2. **Tax Identification Number:** This is the federal tax number of the governmental unit applying for financial assistance.
3. **Name and Title of primary contact person:** This is the person primarily responsible for this project. This should be an elected official or an employee of the applicant, not an outside consultant or engineer.
4. **Address:** This is the mailing address of the governmental unit offices for written correspondence.
5. **City:** Self-explanatory
6. **State & Zip Code:** Self-explanatory
7. **Telephone Number:** Self-explanatory
8. **Fax Number:** Self-explanatory
9. **E-mail:** E-mail address of the primary contact person.
10. **Government Official:** This should be the Mayor, the chairperson of the County Commission, or the City or County Administrator/Manager.
11. **Public Works Official:** This is the person responsible for the construction and maintenance of streets, roads, and bridges. This may be the same as the primary contact person.
12. **Clerk/Bookkeeper/Finance Officer:** This is the person responsible for making debt service payments and providing financial information on the application.
13. **City/County Counselor:** This is the attorney who reviews debt contracts and advises the city or county on contracts. Be sure to include the counselor's email address. Loan documents are sent electronically whenever possible.
14. **Licensed Professional Engineer/firm who designed or will design this project:** Please list the name, address and telephone number of the engineer or engineering firm who designed or will design this project.
15. **Description and Location of Project:** The following seven items tell us about your project and allow us to determine the impact, if any, on the state highway system.

- a. **Project Location:** This is the route number, street or road name. Include the beginning and end of the project.
 - b. **KDOT project number(s) and estimated letting date(s) if you are applying for matching funds:** This is the number that KDOT assigned to the project.
 - c. **Description of any known KDOT projects that may need coordination:** Describe any KDOT projects that connect to this project or are close to the project.
 - d. **Project Length:** Tell us how long the project is in feet or miles.
 - e. **Project Scope:** Describe the work that is being done for the project, for example, the type of overlay or extent of road repairs. If more space is needed, attach another page to the application. Please call KDOT if you are unsure what to write in this space.
 - f. **Current average daily traffic volume, if available:** Include this information if it is reasonably available.
 - g. **Projected design year average daily traffic volume, if available:** Include this information if it is available.
16. **Estimated cost of the project:** This space is to list the total cost of the project regardless of the source of financing.
- a. **Preliminary Engineering/Design:** Include the total cost of studies, planning and design.
 - b. **Right-of-Way Acquisition:** Estimate the cost of acquiring all rights-of-way for this project.
 - c. **Utility Adjustments:** Estimate the cost of moving all utilities. Utility adjustments should be incidental and necessary to the total cost and purpose of the project.
 - d. **Construction:** This is the total cost of construction on the project.
 - e. **Construction Engineering/Inspection:** This is the cost of inspecting and engineering the construction phase of the project.
 - f. **Other:** This space is for costs incidental to the project that do not fit in other categories such as legal expenses, bond insurance and financing costs.
 - g. **Total Estimated Costs:** This is the sum total of all project costs. The Excel application will calculate this for you.
17. **Estimated Start Date:** Please give your best estimate of when construction will start on this project.
18. **Estimated Completion Date:** Please give your best estimate of when construction on the project will be completed.
19. **Estimated Design Life:** Please give your best estimate of the design life of the project.
20. **Give a history of the population of your jurisdiction and an estimate of future population growth:** List the population of your jurisdiction according to the U.S. Census since 1980. Make your best estimate of future population by extrapolating from past data.

21. **What is the assessed valuation of this jurisdiction for the past five (5) years?**
List the assessed valuation for the current year and the previous four years. If information for the current year is not available, leave that space blank.
22. **Use the space below for a schedule of existing and forecasted debt obligation of the governmental unity during the term of the financial assistance agreement.** List all long-term debt such as bonds, loans, and installment purchase agreements longer than one year. Include lease purchase agreements if you are required to purchase the item at the end of the lease or if the purchase price at the end of the lease is a “bargain” at substantially less than market value. Leases are not long-term obligations if the purchase clause is an option to buy that you can accept or reject at the end of the lease.

Technical notes: The Issue Date column and the Maturity Date column will not accept any data other than a date in this format, 6/22/03. Lender or bond issue is for the name of the lender and the date that the loans or bonds were originated. Payment is the debt service payment that is made on each due date. Payment frequency is a dropdown list with four choices. Click on the arrow to choose one. The choices are annual, semi-annual, quarterly, and monthly. Rate is the percentage rate on the bond issue or loan. Amount outstanding is the amount remaining to be paid at the time of the application.

23. **Type of Assistance Desired:** Do you want a loan or a credit enhancement? If you desire credit enhancement, please tell us if you want a bond guarantee or bond insurance or other credit enhancement. Write loan if you want a direct loan.
24. **Term of Assistance in Years:** Transportation Revolving Fund loans are limited to the lesser of design life of the project or 20 years. This includes the time allowed for capitalization of interest.
25. **Total Amount of Assistance Desired:** Put only the amount of the project that you are financing with the Transportation Revolving Fund, not the total cost of the project.
26. **What is your current mill levy?** This space is for the current mill levy for your jurisdiction.
27. **Has the applicant issued bonds that were rated or insured?** Check either the yes or no box. Do not check both boxes. If the answer is yes, attach a statement of explanation and a copy of the bond-rating letter or the insurance binder.
28. **Has the applicant ever been delinquent or defaulted on any bond payment or loan?** Check either the yes or no box. Do not check both boxes. If the answer is yes, attach a statement explaining the facts and circumstances of the delinquency or default.
29. **List and total all sources of revenue intended for repayment of this loan:** This space is provided for you to estimate all of the revenue sources that intend to use to repay this loan for the entire term of the loan. Examples of other revenues are Special City & County Highway Funds, revenue sharing, and grants. Extrapolate

from past years to determine the amounts for future years. The electronic versions of this schedule will automatically foot and crossfoot for you. See sample below:

Year	Ad Valorem Tax	Sales Tax	Special Assessments	Other (Specify)	Annual Total Revenue
2003	1,000,000	500,000	150,000	14,000	1,664,000
2004	1,100,000	550,000	140,000	15,000	1,805,000
2005	1,150,000	570,000	135,000	15,000	1,870,000
2006	1,200,000	575,000	130,000	15,500	1,920,500
Totals	4,450,000	2,195,000	555,000	59,500	7,259,500

30. List the dates and amounts of estimated drawdowns over the project activity

period: Use this space to estimate the timing of drawdowns over the project activity period of the loan. This period cannot exceed two years. Technical note: The date format is set for month/year.

Additional Requirements Checklist: These are the items that you must send to KDOT for the application to be considered complete. They are:

- a. Complete audited financial statements for the last three fiscal years unless the city is exempt under state law, in that case, send annual statements published in the local newspapers;
- b. Bond-rating letter or insurance binder, if applicable;
- c. Schedule of payments on current debt obligations, if applicable;
- d. Map with the project highlighted and beginning and ending noted.

Statement of Assurances and Signature: Read the statement of assurances carefully to be certain that you can comply with these provisions. Sign and date the application if you agree with these conditions. The representative signing this application must be authorized by law to bind the city/county to an agreement.

Send the application and all attachments to:

Kansas Dept of Transportation
 Attn: Danielle Marten
 Eisenhower State Office Building
 700 SW Harrison, 7th Floor
 Topeka, KS 66603-3754

Don't forget to sign and date the application. An unsigned or incomplete application will be returned.