The Commonwealth of Virginia

The

Transportation Partnership

Opportunity Fund

Assistance Application

July 2023

##### **THE COMMONWEALTH OF VIRGINIA**

APPLICANTS MUST COMPLETE ALL SECTIONS

PLEASE READ THE INSTRUCTIONS PRIOR TO COMPLETING THIS APPLICATION

|  |  |
| --- | --- |
| SECTION 1 – Contact Information | |
| **Applicant’s Legal Name:** |  |
| **Other Names Under Which Applicant Does Business:** |  |
| **Federal Tax Identification Number:** |  |
| **Business Address:** |  |
| **Mailing Address (If different from above):** |  |
| **Contact Person Name:** |  |
| **Contact Person Title:** |  |
| **Contact Person Mailing Address (If different from above):** |  |
| **Telephone Number:** | (xxx) xxx-xxxx |
| **Fax Number:** | (xxx) xxx-xxxx |
| **E-mail Address:** |  |

|  |  |
| --- | --- |
| SECTION 2 – Assistance Requested | |
| **Type of Assistance Requested.**  **(GRANT / LOAN)** |  |
| **Amount of Assistance Requested.**  **(In WORDS)** | xxxxxx Dollars |
| **Amount of Assistance Requested.**  **(In Numbers)** | $0,000,000.00 |

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| **State how the project addresses the needs identified in the appropriate state, regional or local transportation plan.** |
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| **State in detail how the project meets one of the following requirements:**   * **The project meets the economic development criteria of the Commonwealth’s Opportunity Fund.**   **OR**   * **In cases where the project is solely retaining jobs, the project must meet the economic development criteria of the Virginia Investment Partnership Grant Program.**   **OR**   * **For state agency transportation service applicants, provide evidence that the service has supported economic development and job creation and will continue to enhance future economic development opportunities that will support job creation and capital investment.** |
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| SECTION 3 – Project Information *Please ensure that you have reviewed the instructions prior to commencing this section* |
| **1. Project Name.** |
|  |
| **2. Project Executive Summary. (Maximum 2 Pages)** |
|  |
| **3. Project Location and General Description of the Environment. (Mark if required as Exhibit A)** |
|  |
| **4. Project Development Process.** |
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| **5. Purpose of TPOF Assistance.** |
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| **6. Project Description.** |
|  |
| **7. Project Social and Economic Impact.** |
|  |
| **8. Project Schedule. (Mark if required as Exhibit B)** |
|  |
| **9. Permits and Approvals. (Mark if required as Exhibit C)** |
|  |
| **10. Project Management and Compliance Monitoring Plan.**  **(Mark if required as Exhibit D)** |
|  |
| **11. Maintenance and Operations Plans. (Mark if required as Exhibit E)** |
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| SECTION 4 – Plan of Finance *Please ensure that you have reviewed the instructions prior to commencing this section* |
| **1. Estimated Project Cost. (Uses of Funds) (Mark if required as Exhibit F)** |
|  |
| **2. Sources of Funds.** |
|  |
| **3. Pro Forma Cash Flow. (Mark if required as Exhibit G)** |
|  |
| **4. Risks and Mitigation. (Mark if required as Exhibit H)** |
|  |
| **5. Financial Statements (if applicable) (Mark if required as Exhibit I)** |
|  |

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| SECTION 5 – Applicant Organization Information *Please ensure that you have reviewed the instructions prior to commencing this section* |
| **1**. Describe the applicant’s legal framework including past history and ownership structure. **(Mark if required as Exhibit J)** |
|  |
| **2.** Describe the legal authority of the applicant to carry out the proposed project activities. |
|  |
| **3.** Identify whether governmental entities, other than the applicant, must approve the submission of the application package, the funding of activities or the carrying out of activities described in the application. Provide documentation in the form of an exhibit as applicable |
|  |
| **4.** Describe the applicant’s organizational structure and the applicant’s relationship to any subsidiaries or affiliates. **(Mark if required as Exhibit K)** |
|  |
| **5.** Provide an organization chart **(Mark if required as Exhibit L)** |
|  |
| **6.** Describe the applicant’s prior 5 experience as it relates to carrying out projects similar to that being proposed **(Mark if required as Exhibit M)** |
| **Project:**  **Year:**  **Description:**  **Project Cost:**  **Project Status:**  **Project:**  **Year:**  **Description:**  **Project Cost:**  **Project Status:**  **Project:**  **Year:**  **Description:**  **Project Cost:**  **Project Status:**  **Project:**  **Year:**  **Description:**  **Project Cost:**  **Project Status:**  **Project:**  **Year:**  **Description:**  **Project Cost:**  **Project Status:** |

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| **7.** Describe any current, threatened, or pending litigation involving the applicant related to permitting, public involvement, environmental irregularities, construction defects, securities fraud, conflict of interest, failure to perform under a state or federal contract, or other charges which may reflect on the applicant’s financial position or ability to complete the project **(Mark if required as Mark Exhibit N)**  **Applicant may be required to provide documentation regarding this section.** |
|  |

**APPLICATION INSTRUCTIONS**

**GENERAL**

* Please provide detailed answer to all application questions (where applicable) in the space provided. Applicants can use more space than provided to answer the questions in this application.
* If additional exhibits or attachments are needed, please mark and make note of the attachments within the space provided in the application.
* It is important that application complete all applicable sections of this application.
* Application should be completed in Times New Roman 12 Size Font.

**SECTION 3 – Project Information**

*This section requires narrative information and exhibits. To help avoid any delays in the processing this application it is important that ALL attached and numbered exhibits correspond to their respective items.*

1. **Project Name.** Assign a short name to the project for identification purposes.
2. **Project Executive Summary. (**Maximum 2 Pages)
3. **Project Location and General Description of the Environment**. Describe the location of the project, including major intersecting highway and rail routes. Attach a map as Exhibit A. Include the county or counties that the project will serve.
4. **Project Development Process.** Is this project to address the transportation aspects of an economic development opportunity?
5. **Purpose of TPOF Assistance.** Describe what aspect of the project for which the assistance will be used. Provide a breakdown of the proposed use of the assistance.
6. **Project Description.** Describe the need for the project, its basic design features and what the project is intended to accomplish. Include an assessment of the current condition of all transportation facilities relating to the project. For a construction project, describe the difference in the current project scope as compared to any approved environmental documents or study alternatives. If no environmental assessments or reviews have been completed on the project, provide an explanation and a schedule outlining the steps to comply with the National Environmental Policy Act. Describe how the funds provided will enhance the transportation aspects of economic development opportunities for the local area and the State in general.
7. **Project Social and Economic Impact.** Describe how the project will improve or enhance the current social and economic situation within the project area. This section should include, the number of jobs created (if qualifying under COF criteria) or retained (if qualifying under the VIP criteria) as a result of the project and the amounts of investment that will be committed in the event that the funds are being used for an economic development project. Include a statement as to how the studies and analyses to be completed using moneys from the TPOF will advance social and economic development.
8. **Project Schedule.** Provide a timeline that shows the estimated start and completion dates for each major phase or milestone of the project development, construction and/or acquisition. Indicate the applicant’s current status with respect to the timeline. Indicate the extent to which TPOF assistance will expedite the schedule or aid in meeting the schedule. List any other critical path issues. (Exhibit B)
9. **Permits and Approvals**. List all major permits and approvals necessary for construction of the project and the date, or projected date of the applicant’s receipt of such permits and approvals. The list should include permits and approvals required under local, regional, state and federal laws and regulations. Indicate when outstanding approvals by the governing entities are expected. Describe the status of the environmental review documents. *Copies of* ***ALL*** *permits and approvals will be required upon execution of a financing agreement.* (Exhibit C)
10. **Project Management and Compliance Monitoring Plan.** Include a comprehensive project management and monitoring plan that will assure the project sponsor’s ability to deliver the project as planned, fulfill all project commitments and ensure compliance with all terms of the financing agreement, including all applicable regulations and provisions of law. (Exhibit D)
11. **Maintenance and Operations Plans.** Include a description of the maintenance and operations plan for the project. Include projections of maintenance and operations expenses and the source of payment for these expenses. (Exhibit E)

### SECTION 4 – Plan of Finance

*This section pertains to the plan of finance for the project. This section also requests narrative information and exhibits. To help avoid any delays in the processing this application it is important that ALL attached and numbered exhibits correspond to their respective items.*

1. **Estimated Project Cost (Uses of Funds).** Provide a detailed budget for the project. The budget should include all applicable and anticipated expenses and cost for administrative services, feasibility studies, preliminary engineering and environmental assessments, right-of-way acquisition, vehicle acquisition, construction, construction administration, project management and inspection and other engineering or technical services, contingencies and any other cost categories as may be necessary. All cost estimates should be shown on a year-of-expenditure, cash basis that include any necessary explanations as to assumptions used to determine estimates. (Exhibit F)
2. **Sources of Funds.** Provide a table that reflects the amount of funding from each source of funds for the project, including the TPOF funding. Include, as applicable, federal grants and/or loans, state grants and/or loans, local grants and/or loans, private investment and/or equity contributions, bond proceeds, other borrowings and any other sources of funding that will be used for the project. In addition, provide in narrative form the following information for each source of funding. Supplement the narrative with a chart showing the flow of funds.

*Description of TPOF Funding:*

* + The entity requesting the grant or loan.
  + If a grant is being requested, outline when the funding is expected or needed.
  + If a loan is being requested, outline the following:
    - Evidence of authorization to commit to loan repayment(s);
    - The source of repayment(s) for the TPOF loan;
    - If project revenues are the source of repayment, the priority of repayment of the loan with respect to project revenues;
    - If non-project revenues are the source of repayment (e.g. general revenues, appropriations, etc.), the priority of repayment of the loan with respect to borrowing entity’s other liabilities;
    - The security features for the loan, including any pledged revenues and collateral;
    - Debt service coverage on the loan.
    - Whether the source of repayment is contingent on the project’s completion;
    - Whether the source of repayment is subject to future allocations, appropriation and/or governing body approval; and
    - Proposed payment schedule.

*Description of other governmental grants and or assistance:*

* + The specific governmental entity providing the grant.
  + The timing for receipt of the grant, including the key steps that must occur in order to receive the grant, such as environmental permits, receipt of other funding, resolutions adopted by the entity, budget appropriations, etc. Provide relevant documentation for those steps that have occurred.
  + Any known level of commitment associated with the grant.
  + Requirements that will be imposed by the entity on the use of the grant monies or the project.

*Description of other loans, debt or other borrowing:*

* + The lender and legal entity borrowing the money.
  + The source of repayment for all other debt and the priority of payment relative to other project borrowing.
  + Security features for all other debt, including any pledged revenues and collateral.
  + Covenants related to the financial or operational performance of the project, such as coverage levels, and the incurrence of additional debt.
  + Structure, including the term, amortization and whether the loan will be fixed or variable rate and expected fixed rate or expected spread to specified index for variable rate debt.
  + Anticipated credit ratings if funds are to be borrowed through a public debt offering.
  + Any credit enhancement or other guarantees.
  + The timing for the borrowing or issuance of debt, including the key steps that must occur. Provide relevant documentation for those steps that have occurred.

*Description of equity and private investment:*

* + The entity, or entities, providing the equity or private investment.
  + The mechanism(s) for how the investor(s) will be repaid, for example from excess cash flow, periodic scheduled payments, lump-sum payment from additional debt incurred in the future, etc.
  + The expected rate of return and justification for the rate of return.
  + Any anticipated revenue sharing with any entity.
  + The timing for receipt of the investment, including the key steps that must occur in order to receive the funds. Provide relevant documentation for those steps that have occurred.
  + Any major conditions or requirements that will be imposed by the investor(s) on the project.

*Description of any other form of assistance not covered above.*

1. **Pro Forma Cash Flow**. Provide pro forma cash flows, reflecting the flow of funds and showing revenues, all debt repayment (if applicable), including any loans under the TPOF (if applicable), maintenance and operations expenses and any payments to equity/private investors. Provide a detailed description of assumptions and justification of the assumptions. (Exhibit G)
2. **Risks and Mitigation.** Identify the risks to the project completion and the sufficiency of revenues to repay the loan. Samples of these types of risk could include cost escalation, timing of approvals and permits, litigation, and availability of other funding. Identify the mitigation strategies for any acknowledged risks, including any payment and performance guarantees. (Exhibit H)
3. **Financial Statements**. Provide year-end audited financial statements for the past three years for each project team member and the parent entities. (Exhibit I)

**SECTION 5 – Applicant Organization Information**

*This section requests narrative information and exhibits.* *To help avoid any delays in the processing this application, it is important that ALL attached and numbered exhibits correspond to their respective items.*

1. Describe the applicant’s legal framework. Include a copy of the statutory authority under which the entity was created. If applicant is the lead applicant, provide details of the agreement with any other entities. (Exhibit J)
2. Describe the legal authority of the applicant to carry out the proposed project activities. This description should include discussion of the applicant’s ability to levy taxes, issue debt, charge tolls or other fees and/or receive assistance from the Transportation Partnership Opportunity Fund. Provide documentation in the form of an exhibit as applicable.
3. Identify whether governmental entities, other than the applicant, must approve the submission of the application package, the funding of activities or the carrying out of activities described in the application. Provide documentation in the form of an exhibit as applicable.
4. Describe the applicant’s organizational structure and the applicant’s relationship to any subsidiaries or affiliates. Include the legal names of key principals and staff and any recent or proposed changes to the organization structure.If applicant is part of a joint venture, identify all partners and each partner’s relationship to any subsidiaries or affiliates. (Exhibit K)
5. Provide an organization chart, in the form of an exhibit, to include the major parties involved in any aspect of the project. Include the major service contractors that have been, or will be, retained for the project. (Exhibit L)
6. Describe the applicant’s prior experience as it relates to carrying out projects similar to that being proposed. Include prior experience in relation to the implementation of any new technology and the success of the use of such technology. (Exhibit M)
7. Describe any current, threatened, or pending litigation involving the applicant related to permitting, public involvement, environmental irregularities, construction defects, securities fraud, conflict of interest, failure to perform under a state or federal contract, or other charges which may reflect on the applicant’s financial position or ability to complete the project. (Exhibit N)

**TRANSPORTATION PARTNERSHIP OPPORTUNITY FUND**

**DRAFT AWARD AGREEMENT**

This **Award Agreement** (this “Agreement”) is made and entered into as of **MONTH DAY YEAR**, by and among the **Virginia Department of Transportation** (“VDOT” or the “Department”), an agency of the Commonwealth of Virginia (the “Commonwealth”) and the **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (the “Recipient” or the “County, City, Agency, EDA”).

**Explanatory Statement**

A. The Transportation Partnership Opportunity Fund (“TPOF” or the “Fund”) was created under Section §33.2-1529.11 of the Code of Virginia (the “Code”) to provide funds to address transportation aspects of economic development opportunities.

B. The Governor is authorized to award assistance from the Fund in various forms to an agency or political subdivision of the Commonwealth.

C. The Recipient is a duly created and validly existing political subdivision of the Commonwealth and is eligible to receive financial assistance from the Fund.

D. The Recipient submitted an application requesting **SUM IN WORDS** **($x,xxx,xxx.00**) in the form of a grant from the Fund to assist in **NAME OF THE PROJECT** as defined in Exhibit A (the “Project Description” or the “Project”). The Project facilitates an economic development opportunity for the Commonwealth, thereby meeting the Transportation Evaluation Criteria established for the Fund, and will be administered by the Recipient. The projected costs of the Project are identified in Exhibit B (the “Project Budget and Sources of Funds”) to this Agreement.

E. The TPOF Advisory Panel (the “Panel”) has evaluated the application and has found that it meets the requirements of the Code and the Transportation Evaluation Criteria established in the Fund’s Guidelines and Criteria, dated July 2023. The Panel recommended on **MONTH DAY YEAR** to the Secretary of Transportation and the Secretary of Commerce and Trade, an award by the Governor of a **SUM IN WORDS** **($x,xxx,xxx.00**) grant, subject to certain conditions.

F. On  **MONTH DAY YEAR** the Governor approved the award of the **SUM IN WORDS** **($x,xxx,xxx.00**) grant (the “Grant”) to the Recipient. A copy of the Decision Brief signed by the Governor is provided as Exhibit C.

G. Sufficient monies exist in the Fund to consider the recipient’s request for financial assistance.

**NOW, THEREFORE,** in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the parties agree as follows:

1. Purpose of Agreement. The purpose of this Agreement is to provide for the terms and conditions required for making the grant, the disbursement and application or use of the proceeds of the Grant and other matters related thereto.

2. Disbursement Authorization and Application and Use of TPOF Grant Proceeds.

(a) Requisition. In order to requisition disbursement of the Grant proceeds, the Recipient shall submit to VDOT, a completed requisition for disbursement of the Grant proceeds signed by an authorized representative of the Recipient. The requisition will contain all information called for by, and otherwise be substantially in the form of Exhibit D (the “Requisition For Disbursement”) to this Agreement.

(b) Disbursement. Disbursement of the grant proceeds will be on a *reimbursable* basis, with a frequency of no more than one (1) requisition for disbursement per month.

(c) Application and Use of Grant Proceeds. The Grant proceeds shall be used for the sole purpose of funding the cost and expenses of the activities and tasks undertaken by the Recipient in the development and procurement of the Project as generally summarized in the Project Budget and described in more detail in the Recipient’s TPOF application (the “Work” or “Work Product”). Project expenditures, will be composed of but not limited to right-of-way acquisition, professional and inspection services, construction contractor payments and a contingency. The Grant will be limited to **SUM IN WORDS** **($x,xxx,xxx.00**) and along with the other identified monies, is expected to be adequate to fully fund the tasks identified in the Project Budget. Any Project cost exceeding the amount of the Grant shall be paid for by the Recipient using its own monies.

(d) Performance Date. Means xxx xxx, 20xx.

(e) Targets. The Recipient agrees that the capital investment will be $XXX and the number of jobs created/retained will be XXX. These amounts will be achieved on or prior to the Performance date.

The average annual wage of new jobs will be $xxxxx.xx and the % of new jobs sourced from the local community shall be xxx%.

The capital investment is limited to the capital investment specific for this grant.

(f) Reporting Period. The reporting period is from the date of this Agreement to the Performance Date.

3. Project Schedule.

Every good faith effort shall be made by the Recipient to cause the completion of components of the Work no later **MONTH DAY YEAR**.

4. Reports and Records.

(a) Maintenance Requirements. Full and detailed accounts and records shall be maintained, as appropriate, by the Recipient for the Project and the Grant and such controls shall be exercised as may be necessary for proper financial management, using accounting and control systems in accordance with generally accepted accounting principles and standards, so as to provide complete records to fully support the use of the Grant proceeds to pay any cost and/or expense charged to the Work. During the performance of the Work, access shall be afforded by the parties to each other and their representatives and agents to the records, books, correspondence, receipts, subcontracts, purchase orders, vouchers, memoranda and other data, including but not limited to electronic schedules and other electronic data (all collectively referred to as the “Books and Records”) relating to the Work. Such Books and Records shall be maintained at the [Insert: Recipient’s address]

(b) Periodic Reports. On April 1 and October 1 of each year until the End of the Reporting Period, the Recipient shall provide to VDOT’s Chief Financial Officer a summary outlining the use of the TPOF monies and the status of the Project. This report should also provide an update on all progress made in order to achieve the projects investment and employment targets. In addition, the Recipient shall promptly notify VDOT of any material events that could affect the Recipient’s ability to meets its financial obligations toward the Project.

5. Extension in the Performance Date. If the Recipient has not achieved at least 90% of its new jobs and capital investment targets by the Performance Date set forth in this agreement, an extension may be granted, as long as the Recipient can provide sufficient evidence to VDOT that a full faith effort is underway in achieving its Targets.  Generally, an extension will be granted only in circumstances under which it is reasonable to believe that the Recipient is likely to make significant progress toward meeting its performance targets by the extension date.

6. Failure of Compliance:  If Targets criteria are not met, the Recipient will be issued a Notice of Failure and will be held responsible for any repayments as calculated by VDOT. The recipient will have a period of Thirty (30) days to respond to a failure and repayment notice, after which time the Recipient will be required and responsible for returning the grant monies to the Commonwealth within ninety (90) days of the Notice of Failure.

7. Repayment Obligation. Repayment obligations will be assessed based on an equal weighting of the targets. In the event that the project covers Jobs and Investment, each Target is weighted at 50% and the repayment obligation will be based on the combined level of failure of the Targets. For projects that only have a single Target, this target will be the only calculation for repayment obligation.

*The formula for calculating the failure for Job Targets*

Target Jobs *less* Actual Jobs

Target Jobs

*The formula for calculating the failure in Capital* *Investment Targets*

Target Capital Investment *less* Actual Capital Investment

Target Capital Investment

A 100% claw back may be required if at any time VDOT concludes that the Recipient will be unable to meet its new jobs and capital investment targets by the Performance Date OR a failure of reaching Targets is equal or greater than 75% of the combined target failures.

8. Representations. The Recipient further represents, covenants and agrees as follows:

(a) The Recipient has full right, power and authority to execute and deliver this Agreement, to perform its obligations under the Agreement and to carry out the tasks associated with the Work and the Project.

(b) Any of the transportation improvements completed with TPOF funds shall be accomplished using applicable industry standards and specifications.

(c) To the best of the Recipient’s knowledge, there are no pending or threatened suits or actions of any nature that may have an adverse effect on the Recipient’s condition (financial or otherwise) or its ability to perform under the Agreement and there has been no material adverse change in the financial condition of the Recipient as indicated in the information furnished to VDOT.

(d) The Recipient shall be responsible for all activities necessary to complete the Project and shall coordinate with Department staff for all reviews, approvals and necessary oversight as required.

9. Public Property. The Work Product shall not become private property, but shall become or remain public property following completion.

10. Amendment. The provisions of this Agreement may be amended, modified or waived only by written instrument executed by both parties.

11. Applicable Law. This Agreement shall be governed by and construed under the laws of the Commonwealth of Virginia.

12. Permits. The Recipient shall obtain all necessary permits for all Work associated with the Project.

13. Notices. All notices, approvals, consents, requests and other communications under this Agreement shall be in writing and shall be deemed to have been given when delivered in person, or when sent by Federal Express or a comparable express courier service, or when mailed by registered or certified mail, postage prepaid, addressed to the parties at the following addresses or such other addresses as a party may designate by prior written notice to the other:

1. if to VDOT:

Virginia Department of Transportation

1401 East Broad Street

Richmond, Virginia 23219

Attn: Chief Financial Officer

with a copy to:

Virginia Department of Transportation

1401 East Broad Street

Richmond, Virginia 23219

Attn: Director, Financial Planning Division

and

Office of the Attorney General

900 East Main Street

Richmond, Virginia 23219

Attn: Senior Assistant Attorney General, Chief - Transportation Section

(b) if to the Recipient:

14. Entire Agreement. This Agreement, together with the Exhibits, constitutes the entire agreement of the parties with respect to its subject matter and supersedes all prior or contemporaneous, oral or written agreements or understanding with respect to such subject matter.

15. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but of which together shall constitute one and the same agreement.

**IN WITNESS WHEREOF,** the parties, intending to be legally bound, have executed this Agreement on the date first written above.

VIRGINIA DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Stephen C. Brich, P.E.

Title: Commissioner of Highways

Recipient

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Title:

**EXHIBIT A**

**PROJECT DESCRIPTION**

**EXHIBIT B**

**PROJECT BUDGET**

**AND SOURCES OF FUNDS**

|  |  |
| --- | --- |
| **TPOF Project Budget** | |
| **Task** | **Estimated Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total | $ |

|  |  |
| --- | --- |
| **Sources of Funds** | |
| **Source** | **Amount** |
| **Transportation Partnership Opportunity Fund** | $ |
|  |  |
|  |  |
|  |  |
| Total | $ |

**EXHIBIT C**

**EXECUTED DECISION BRIEF**

**EXHIBIT D**

**REQUISITION FOR DISBURSEMENT**

**[ON RECIPIENT LETTERHEAD]**

[Date]

Mrs. Misty Upson,

Debt & Finance Manager

Financial Planning Division

Virginia Department of Transportation

1401 East Broad Street

Richmond, Virginia 23219

Re: **Transportation Partnership Opportunity Fund**

Dear Mrs. Upson:

This requisition, Number \_\_\_\_, is submitted in connection with the Grant Agreement dated as of \_\_\_\_\_\_\_\_(the “Agreement”), between the Virginia Department of Transportation and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Recipient”).

The undersigned authorized representative of the Recipient hereby requests disbursement of proceeds under the Agreement in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for the purposes of payment of project costs as set forth in Schedule 1 attached hereto.

Attached hereto are the invoices relating to the items for which payment is requested and that have been approved by the Recipient.

The undersigned certifies that i) the amounts requested by the requisition will be applied solely and exclusively to the payment, or to the reimbursement of the Recipient for the payment of project costs, and ii) any materials, supplies or equipment covered by this requisition are not subject to any lien or security interest or such lien or security interest will be released upon payment of the requisition.

This requisition includes an accompanying Certificate of the Project Manager/Project Engineer as to the performance of work.

Sincerely,

Recipient’s Authorized Representative

Title

Attachments

**SCHEDULE 1**

**TRANSPORTATION PARTNERSHIP OPPORTUNITY FUND**

**FORM TO ACCOMPANY REQUEST FOR DISBURSEMENT**

REQUISITION NUMBER: \_\_\_\_\_\_\_

RECIPIENT:

PROJECT NAME:

CERTIFYING SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Cost Category | Amount Budgeted | | Previous Disbursements | | Expenditures This Period | | Total Expenditures To Date | | Net Balance Available |
|  |  | |  | |  | |  | |  |
|  |  | |  | |  | |  | |  |
|  |  | |  | |  | |  | |  |
| TOTALS |  | |  | |  | |  | |  |
|  |  |  | |  | |  | |  | |
|  |  |  | |  | | Total Amount of Assistance | | |  |
|  |  |  | |  | |  | | |  |
|  |  |  | |  | | Previous Disbursements | | |  |
|  |  |  | |  | |  | | |  |
|  |  |  | |  | | Balance | | |  |
|  |  |  | |  | |  | | |  |
|  |  |  | |  | | This Request  Proceeds Remaining | | |  |

**TRANSPORTATION PARTNERSHIP OPPORTUNITY FUND**

**CERTIFICATE OF THE PROJECT MANAGER/PROJECT ENGINEER**

**FORM TO ACCOMPANY REQUEST FOR DISBURSEMENT**

This Certificate is being executed and delivered in connection with Requisition Number \_\_, dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_, submitted by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Recipient”), pursuant to the Grant Agreement dated \_\_\_\_\_\_\_\_\_, between the Virginia Department of Transportation and the Recipient.

The undersigned consulting engineer for the Recipient hereby certifies that, insofar as the amounts covered by this requisition include payments for labor or to contractors, builders or materialmen, i) such work was actually performed or such materials, supplies and/or equipment were actually furnished to or installed in the construction portion of the Transportation Partnership Opportunity Fund project and ii) expenditures for such work have not been submitted as a part of a previous requisition.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Project Manager/Project Engineer Firm]

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_