

**Alabama Transportation Infrastructure Bank
Loan Program Procedures**

- Applications will be accepted throughout the year and must be submitted in the form specified by ATIB. Multiple applications may be submitted in a calendar year.
- Applications and required supporting documentation (original and four-color copies) shall be sent to the Alabama Department of Transportation's Chief Financial Officer and addressed as follows:

Alabama Transportation Infrastructure Bank
Attention: Chief Financial Officer
Alabama Department of Transportation
1409 Coliseum Boulevard
Montgomery, Alabama 36130-3050

- Finance and Audit will review applications for compliance with application guidelines.
- Finance and Audit will forward applications upon receipt to the Director, Chief Engineer, financial advisor, and legal counsel.
- The Director and Chief Engineer will review the project plans included in the application. The plans may be forwarded to local ALDOT personnel to determine if the planned project impacts any state-maintained facility or right-of-way. ALDOT does not accept responsibility for the plans based on any review that occurs during the application process. If a project involves a state-maintained facility or right-of-way, the project must be approved by ALDOT.
- Financial advisor and legal counsel will complete their review and provide written recommendations to Finance and Audit within forty-five days of receipt.
- Finance and Audit will submit all applications and recommendations to the Transportation Director prior to scheduled Board meetings.
- At the direction of ATIB, the Board's Financial Advisor will provide the applicant, for their approval, a written financing letter of intent which will outline the loan amount, loan security requirements, loan term and loan covenant conditions, as well as anticipated borrowing rate and transaction costs.