VRA Virginia Resources Authority

APPLICATION INSTRUCTIONS

Complete the application form and attach all requested information. When the requested information is contained in an attached document, cite the document and page number where the information can be found (Example: See page 14 of the Preliminary Engineering Report).

Please send two copies of the completed application (including all attachments) to:

Virginia Resources Authority ("VRA")
1111 East Main Street, Suite 1920
Richmond, Virginia 23219

Alternatively, an electronic version of the application may be transmitted via email to VRA at loanrequireddocs@virginiaresources.org.

Please note, the application deadline for participation in the summer 2016 Virginia Pooled Financing Program is Monday, May 2, 2016.

PROGRAM SUMMARY

Authorized Project Areas	*Wastewater, Water, Public Safety, Local Government Buildings, Solid Waste, Airports, Transportation, Energy, Broadband, Parks and Recreation, Flood Prevention / Dam Safety, Brownfield Remediation, Federal Facility Development, Land Conservation & Preservation, Administrative & Operations Systems, Site Acquisition / Development for Economic & Community Development, Oyster Restoration, Defective Drywall Correction & Restoration*
Terms	*Up to 30 years, based on expected useful life*
Security	*General Obligation, revenue pledge, or lease purchase (security is subject to VRA approval)*
Rates	*Based on VRA's "AAA/AA" credit rating*
Annual Administrative Fee	*0.125% of outstanding principal, paid semi-annually; covers compliance and program administration costs associated with the loan*

Costs of Issuance

VRA Loan Origination	*0.125% of loan par amount*
Legal	*Based on # of borrowers and loan structure*
VRA Financial Advisor	*Prorated based on loan amount*
Ratings	*Prorated based on loan amount*
Trustee	*Shared equally among borrowers*
Underwriter's discount	*Prorated based on loan amount*
Printing / Electronic Disclosure	*Shared equally among borrowers*

Complete only applicable sections:
(Use the <Tab> key to navigate the form fields)

The undersigned representative of the applicant certifies that the information contained herein and the attached statements and documents are true, correct and complete to the best of his or her knowledge and belief.

Name Title Signature Date

Section I. Applicant Information

1.	Legal Name of Applicant:		
2.	Tax ID#:		
3.	Address:	Address 1: Address 2: City: State: Zip:	
4.	Phone:		
5.	FAX:		
6.	Primary Contact:	Name:	Phone: E-mail:
7.	Amount of Requested Proceeds	$ Project Fund Amount $ Local Costs of Issuance $ Total Requested Proceeds	
8.	Desired Loan Term:	Years	
9.	Does the locality want to capitalize interest?	☐ No ☐ Yes If yes, for how many months?	
10.	How will the locality invest non-escrow related bond proceeds?	☐ Virginia State Non-Arbitrage Program ☐ Other	

10. **Applicant Consultants**		
Consulting Engineer and/or Architect		
Firm Name:		
Address:	Address 1:	
	Address 2:	
	City:	State: Zip:
Phone:		
FAX:		
Contact Name:		
Contact Email:		

Bond Counsel*		
Firm Name:		
Address:	Address 1:	
	Address 2:	
	City:	State: Zip:
Phone:		
FAX:		
Contact Name:		
Contact Email:		

*local bond counsel should be a nationally recognized bond counsel firm that currently serves or has served as bond counsel on debt transactions for governmental entities

Financial Advisor		
Firm Name:		
Address:	Address 1:	
	Address 2:	
	City:	State: Zip:
Phone:		
FAX:		
Contact Name:		
Contact Email:		

Section II. Project Description and Budget

1. Attach a description of the proposed project.

2. Attach any Preliminary Engineering Report and/or Feasibility Study Report that may have been prepared for this project.

3. Attach a project budget. Use the following format, if appropriate:

   Administrative
   Architectural/Engineering
   Project Inspection
   Construction
   Contingency
   Site Costs
   Equipment
   Other (Specify)
   Local Costs of Issuance (Local attorney, bond counsel, and/or financial advisor)
   Total _____

Note: Do not include capitalized interest, debt service reserves, or VRA's cost of financing.

4. Attach an expected draw of loan funds. The total must match the Requested Proceeds in *Section I, item 7*. Use the following format, if appropriate:

   Closing
   Month 1
   Month 2
   Month 3
   •
   Final Draw

Section III. Other Sources of Funds

Will other sources of funds, in addition to the VRA loan, be used to construct the project? ☐ No ☐ Yes
If yes, please complete.

1. Estimated Project Funding Sources/Amounts/Status

Specify Sources	Amount	Application Submitted	Application Approved
1.	1. $_____	1. ☐ No ☐ Yes	1. ☐ No ☐ Yes
2.	2. $_____	2. ☐ No ☐ Yes	2. ☐ No ☐ Yes
3.	3. $_____	3. ☐ No ☐ Yes	3. ☐ No ☐ Yes
4.	4. $_____	4. ☐ No ☐ Yes	4. ☐ No ☐ Yes
5.	5. $_____	5. ☐ No ☐ Yes	5. ☐ No ☐ Yes

Note: All other sources listed above plus the amount of funding requested (See Section I, item 7) must equal the project budget (See Section II, item 3).

Section IV. Project

1. Provide actual or projected dates for the following project activities. Some items do not apply to all projects.

Preliminary Engineering Report	Environmental Assessment	Final Plans and Specifications
PER Completed	Submitted to Regulatory Agency	Plans and Specs Completed
Regulatory Approval	Clearance by Regulatory Agency	Regulatory Approval

Advertise for Construction Bids	Award Construction Contract(s)
Receive and Open Construction Bids	Construction Contract Period (# of days)
Date of Adoption of Reimbursement Resolution (If Applicable)	
Anticipated Timing of Governing Body (Including Participating Jurisdictions, if Applicable) Approval of Project and Financing	

2.	Is all or any part of the project managed or operated or to be managed or operated by a non-governmental management firm?	☐ No ☐ Yes If yes, attach copies of management or operating contracts, operating leases or other applicable documents.
3.	Is all or any part of the project used or to be used by or leased to any private person or entity (including but not limited to any private corporation or partnership, any non-profit entity or the federal government)?	☐ No ☐ Yes If yes, attach details.
4.	Is all or any part of the project, owned or to be owned by any private person or entity?	☐ No ☐ Yes If yes, attach details.
5.	Is the project available for use on the same basis by persons not engaged in a trade or business?	☐ No ☐ Yes If yes, attach details.
6.	Will the anticipated financing fund working capital expenses?	☐ No ☐ Yes If yes, attach details.
7.	Will the anticipated financing involve prepayments (ex: prepayment of electricity or property expenses)?	☐ No ☐ Yes If yes, attach details.

Section V. Sources of Funds Pledged for Loan Repayment

Check the sources of funds to be pledged for the loan payment and include those items listed. More than one source can be pledged.

Note: VRA recommends that the Applicant use the services of a Professional Engineer, Architect or a Certified Public Accountant where appropriate, to assist in providing the following information.

☐ 1. System Revenues (e.g. water, wastewater, solid waste, etc).
Will the System Revenue pledge require parity consent from another lender?
☐ No ☐ Yes If yes, attach details.

Attach to application:

A. A yearly projection of the gross revenues, together with operation and maintenance expenses of the facility (including debt service), to cover a period of five years. Please indicate whether the current rate structure is sufficient to generate revenues to cover debt service on the loan requested. If not, please indicate whether rate increases sufficient to cover debt service on the loan requested have been approved by the Applicant's governing body (and any other person or entity required to give approval for the rate increase to become effective).

B. Attach a yearly projection of recommended allowance for renewal and replacement for a period of five years.

C. If the Applicant issues debt pursuant to a Master Indenture (See Section VII, item 4), which has an additional bonds test requiring the satisfaction of either a projected or historic coverage calculation, provide the calculations for such test and indicate whether such calculations can or will be certified by a consulting engineer or other authorized consultant. If a feasibility/consulting engineer's report has been prepared in conjunction with the anticipated financing, attach a copy of such report.

Note: Supporting information showing the basis of the above projections must be provided (number of customers, rates, and basis for renewal and replacements).

☐ 2. Revenues pledged from special assessments.

Attach to application:

A. A yearly projection of monies to be made available by any special assessments including the basis of assessment, rate of assessment, number of assessed units involved and total annual collections available for a period of five years.

B. Attach all supporting information necessary to show the basis of the above special assessment. Include a copy of the local ordinance that authorizes the special assessment.

☐ 3. Revenues pledged from any other source that may be legally available for such purpose including revenues from other facilities or a combination of special assessments, revenues from the existing facility and revenues from other sources.

Attach to application:

A. A yearly projection of the gross revenues, together with operation and maintenance expenses of the "other" facility for a period of five years.

B. A yearly projection of recommended allowance for renewals and replacement of the "other" facility for a period of five years.

C. Legally available revenues pledged from other sources and should include the basis for projection.

☐ 4. General Obligation Pledge.

☐ 5. Lease of Property/Facility to be financed.

For collateral related to a lease revenue pledge please provide:

A. Copy of Deed

B. Completed and Signed Environmental Questionnaire and Certificate (provided on VRA website)

C. Most recent assessed and insured value of Property/Facility to be used as collateral

If available, attach to application:

A. Survey

B. Any Environmental Reports

C. Title Insurance Policy

D. Site Plan

E. Appraisal

☐ 6. Other. Please describe.

Section VI. Outstanding Debt

1. For all revenue based projects, provide copies of all bonds, notes and other obligations, which have a lien on the revenues to be pledged as security and attach the debt service schedule(s) or amortization schedule(s) for each issue. If copies cannot be provided, please provide the following information for each outstanding issue. (Note: it is not necessary to provide copies of bonds that VRA holds).

Title of Bond Issue and/or Name of Lien Holder (ex: Water Revenue Bonds of 1987 - Farmers Home Administration)
Status of the Lien (ex: Senior, Parity or Subordinate)
Original Principal Amount
Issue Date
Final Maturity Date
Type of Security Pledged
Outstanding Principal
Required Debt Service Coverage
Additional/Parity Bonds Tests
Brief Description of Project Financed

2. For all real or personal property based projects, provide copies of all bonds, notes and other obligations which have a lien on the property to be pledged as security and attach the debt service schedule(s) or amortization schedule(s) for each issue.

3. For all non-revenue, real or personal property based projects (i.e. general-fund supported) provide a summary of all indebtedness on which the applicant is responsible for payment (i.e. G.O., M.O., participation via inter-local agreement or regional authority).

4. Attach a debt service schedule based on the applicant's fiscal year showing principal and interest to maturity for each obligation described in items 1, 2 or 3 above, with a summary total for all obligations.

Section VII. Financial Information

1.	Provide audited financial statements for the last five years, include all notes, schedules and management letters (for regional authorities, please provide audited financial statements for the last five years for all member jurisdictions). Note: if you currently provide audits to VRA under existing debt obligations, you do not need to provide additional copies.	
2.	Provide latest interim (unaudited) financial statements (if available).	
3.	Provide the operating budget for the current fiscal year.	
4.	Provide a brief biography for the primary managers of the organization (i.e. County Administrator, City Manager, Town Manager, Finance Director, Director of Utilities), including years of experience in local government / public finance / public utilities, etc.	
5.	Is the Applicant rated by Moody's, S&P, or Fitch Ratings?	☐ No ☐ Yes If yes, attach most recent rating agency report.
6.	Does the Applicant have a financial policy in place?	☐ No ☐ Yes If yes, attach.
7.	Does the applicant have a multi-year capital improvement plan?	☐ No ☐ Yes If yes, attach.
8.	Is there an existing Master Indenture by which the Applicant issues debt?	☐ No ☐ Yes If yes, attach (including all amendments thereto).
9.	Are there any service agreements, inter-local agreements, memoranda of understanding, or similar agreements that may affect the anticipated financing?	☐ No ☐ Yes If yes, attach details.
10.	Since the date of your latest financial statements, have you issued or authorized any new long-term debt?	☐ No ☐ Yes If yes, attach details.
11.	Are there any incidents that have occurred since the date of your last financial statements that would significantly affect your revenues or overall financial condition?	☐ No ☐ Yes If yes, attach details.
12.	Have there been any official statements (bond offering prospectuses) issued in the last 5 years?	☐ No ☐ Yes If yes, attach most recent.
13.	Is there any pending or potential litigation by or against the Applicant? Have there been any FOIA requests related to the project?	☐ No ☐ Yes If yes, attach details.

Section VIII. Economic Information

1.	Provide a list of the ten largest employers in the Applicant's jurisdiction or service area. Include the following information:

Name of the firm

Approximate number of employees

Type of business

2.	Provide a list of the ten largest taxpayers in the Applicant's jurisdiction or service area. Include the following information:

Name of the firm

Type of business

Percentage of total assessed value that each represents

3.	Most recent assessment:	$	Date	Rate $ per $100
4.	Last tax change:	Date	% ☐ Increase ☐ Decrease	
5.	Describe any statutory or authorized debt limitations:			

Section IX. Refundings

1.	Attach a description or breakdown of the use of the refunded bond proceeds.	
2.	Are there any unspent refunded bond proceeds?	☐ No ☐ Yes If yes, attach amount.
3.	Have the refunded bonds been previously advance refunded?	☐ No ☐ Yes If yes, attach details.

Section X. Water, Wastewater or Solid Waste System Information

For wastewater, water and solid waste loans, complete the relevant project area form.

☐ Wastewater System

1.	Attach a description of the wastewater system with an overview of the facilities, age, treatment capacity, number of customers, etc.	
2.	Attach a copy of the current rate schedule. Include the date the rates were adopted. Please indicate any charges that are not reflected in the rate schedule (ex: hook-up fees).	
3.	Describe the history of rate increases:	
4.	Are there any users of the wastewater system which do not pay in accordance with published rates?	☐ No ☐ Yes If yes, attach explanation.
5.	Are there written agreements with any user(s) of the wastewater system?	☐ No ☐ Yes If yes, attach a copy.
6.	Will a rate increase be needed to support debt service for this project?	☐ No ☐ Yes If yes, attach explanation.
7.	Have there been operating transfers to or from the wastewater system over the past five years?	☐ No ☐ Yes If yes, attach description of the nature and purpose of the transfers.
8.	Are there any subsidy agreements?	☐ No ☐ Yes If yes, describe the nature of the agreement(s) and attach a copy.
9.	In what ways will the operation and maintenance expenses associated with the system change when the project is complete? Attach an explanation. Cite engineering estimates or other sources as appropriate.	
10.	Attach a list of the ten largest users of the wastewater system, including percentage usage (or gallons per month) for each.	
11.	Please provide the number of total wastewater system connections for each of the past five years.	
12.	Have all regulatory approvals necessary for the project been granted?	☐ No ☐ Yes If no, please describe status.
13.	Has a Virginia DEQ Certificate to Construct been issued for this project?	☐ No ☐ Yes If no, please describe status.
14.	Is the property necessary for the project owned by the Applicant?	☐ No ☐ Yes If no, please describe status.

☐ Water System

1.	Attach a description of the water system with an overview of the facilities, age, treatment capacity, number of customers, etc.	
2.	Attach a copy of the current rate schedule. Include the date the rates were adopted.	
3.	Describe the history of rate increases:	
4.	Are there any users of the water system which do not pay in accordance with published rates?	☐ No ☐ Yes If yes, attach details.
5.	Are there written agreements with any user(s) of the water system?	☐ No ☐ Yes If yes, describe the nature of the agreement(s) and attach a copy.
6.	Will a rate increase be needed to support debt service for this project?	☐ No ☐ Yes If yes, attach details.
7.	Have there been operating transfers to or from the water system over the past five years?	☐ No ☐ Yes If yes, attach description of the nature and purpose of the transfers.
8.	Are there any subsidy agreements?	☐ No ☐ Yes If yes, describe the nature of the agreement(s) and attach a copy.
9.	In what ways will the operation and maintenance expenses associated with the system change when the project is complete? Attach an explanation. Cite engineering estimates or other sources as appropriate.	
10.	Attach a list of the ten largest users of the water system, including percentage usage (or gallons per month) for each.	
11.	Please provide the number of total water system connections for each of the past five years.	
12.	Have all regulatory approvals necessary for the project been granted?	☐ No ☐ Yes If no, describe status.
13.	If property or additional property is required for the project, is the property owned by the Applicant?	☐ No ☐ Yes If no, describe status.
14.	Does the Applicant have legal rights to the water source necessary for the project for the life of the anticipated financing?	☐ No ☐ Yes If no, describe status.
15.	If a new water sources is necessary for the project, has an engineer certified that the water sources is of sufficient quality and quantity?	☐ No ☐ Yes If no, describe status.
16.	If necessary, has VDH issued a certificate to construct for the project?	☐ No ☐ Yes If no, describe status.

☐ Solid Waste – New System

Complete this section if you are financing a new solid waste facility.		
1.	Facility Site:	
	Owner:	
	Legal property description:	
	Estimated useful life of facility site:	
	Estimated cost of closure (if applicable):	
	Planned end use of facility site:	
2.	Projected number of tons per day:	
3.	Owner of adjoining property which may be used for future facility (if applicable):	
4.	Facilities users:	
	Public Agencies:	
	Cities/Municipalities:	
	Private Haulers:	
	Industrial/Commercial Users:	
5.	Are there any local ordinances that require waste disposers to use this Facility?	☐ No ☐ Yes If yes, attach a copy.
6.	Are there any local ordinances that prohibit waste disposers from using this Facility?	☐ No ☐ Yes If yes, attach a copy.
7.	Are there Service Agreements?	☐ No ☐ Yes If yes, attach a copy.
8.	For any new Facility, or for any expansion or improvement of an existing facility, indicate whether the plans or proposals for the new or improved portion of the facility are consistent with: (i) the regulations of the USEPA; (ii) the Virginia State Waste Management plan; (iii) the standards, policy actions and regulations of the Virginia Waste Management Board, the Virginia State Water Control Board, the Virginia Air Pollution Control Board and the Virginia Department of Health; and (iv) local comprehensive plans and current zoning? If not, please describe the inconsistencies and the steps proposed to remedy these inconsistencies.	☐ No ☐ Yes If no, describe the inconsistencies and the steps proposed to remedy these inconsistencies.
9.	By execution hereof, applicant certifies that the Facility shall constitute and be operated as a duly permitted solid waste management facility under the Virginia solid waste regulations.	
	Does, or will, the use of the facility result in any discharge of leachate or runoff, treated or untreated, into any waterbody or watercourse or into groundwater?	☐ No ☐ Yes If yes, has a permit been obtained for such discharge? ☐ No ☐ Yes
	Does, or will, the use of the Facility affect ambient air quality?	☐ No ☐ Yes If yes, has any permit, including burn permits, been obtained with regard to such effect? ☐ No ☐ Yes

☐ Solid Waste – Existing System

Complete this section if you are financing additions/expansions to an existing Solid Waste System or if revenues are to be pledged from the operation of an existing Solid Waste System.					
1.	Type of system:				
2.	Location of system:				
	Address				
	City		VA	ZIP	
	County				
3.	Current system:				
	Site description:				
	Estimated remaining useful life of the system:				
	Estimated cost of closure (if applicable):				
	Planned end use of system site(s):				
4.	Current aggregate number of tons per day:				
5.	Current and historic tipping fees:				
6.	Adjoining property owner which may be used for future system expansion (where applicable):				
7.	Facilities users:				
	Public Agencies:				
	Cities/Municipalities:				
	Private Haulers:				
	Industrial/Commercial Users:				
8.	Are there any local ordinances that <u>require</u> waste disposers to use this Facility?	☐ No ☐ Yes If yes, attach a copy.			
9.	Are there any local ordinances that <u>prohibit</u> waste disposers from using this Facility?	☐ No ☐ Yes If yes, attach a copy.			
10.	Are there Service Agreements in place with respect to the project?	☐ No ☐ Yes If yes, attach a copy.			
11.	Please provide the following information as an attachment.				
	A)	Describe all material citizen or neighbor complaints or lawsuits and their resolution with regard to the facility's operations.			
	B)	Describe all material complaints, notices of violation or non-compliance actions, lawsuits or threats of action or lawsuit by the U.S. Environmental Protection Agency (USEPA), Virginia Waste Management Board, Virginia State Water Control Board, Virginia Air Pollution Control Board, Virginia Department of Health or any local office or agency charged with environmental or zoning compliance or enforcement. Describe the resolution of all such matters with regard to the facility's operations.			
	C)	Describe all conditions and/or restrictions on the use of the Facility imposed by contracts, recorded covenants and restrictions, court decisions, zoning proffers, special exception or conditional use permits, which may materially affect the financial feasibility of the Facility or the system of which it is a part. Attach a copy of all applicable documents setting forth such restrictions.			

12.	Provide information detailing current annual operation and maintenance expenses.
13.	Describe the nature and extent of the applicant's liability insurance coverage.
14.	For each permitted solid waste facility within the same service area as applicant, please provide the following information:
	Name of facility and type of facility Operator Location County Status of Facility Estimated Date of Closure Number of Tons Per Day Tipping Fee Per Ton

Section XI. Public Safety Facility Information

1.	Attach a description of the public safety facilities owned and/or operated in your locality (include a brief description of the facilities, age, current and projected usage, etc.).	
2.	In what ways will the operation and maintenance expenses associated with the facilities or communication system change when the project is complete? Attach an explanation. Cite engineering estimates or other sources as appropriate.	
3.	If the project to be financed is a volunteer fire/rescue facility, does the volunteer organization have a Section 501(c)(3) certification from the Internal Revenue Service?	☐ No ☐ Yes If yes, attach a copy.