

TRADITIONAL BOND
SUMMARY/CHECKLIST OF ITEMS
REQUIRED FOR A COMPLETE APPLICATION

Note – The Authority has regularly scheduled meetings on the first Wednesday of each month. To be considered as an agenda item at a meeting, the substantially completed applications must be received in the OFA office by 5:00 p.m. ten (10) business days before the meeting.

1. One original application on Oregon Facilities Authority’s (“OFA” or “Authority”) form signed and submitted by a qualified 501(c)(3) or public entity, plus accompanying documents noted below.
2. Eight additional copies of application and accompanying documents.
3. An electronic copy of application, including all attachments, sent to ofa@tonkon.com in a single .pdf file.
4. Non-refundable application fee check payable to the “Oregon Facilities Authority”—\$500 if bonding request is for more than \$500,000; \$250 if request is for \$500,000 or less.
5. Applicant’s Articles of Incorporation; Bylaws; and any other significant governance agreements; names, addresses and short biographies of its Board of Directors/Trustees, key officers or other key decision makers; if a non-Oregon corporation, also evidence that it is authorized to operate in Oregon.
6. Audited financial statements of applicant for last three years of applicant, plus its latest unaudited financial statements.
7. Copy of IRS determination letter evidencing applicant’s 501(c)(3) status.
8. Certified copy of Resolution of applicant’s governing body (Directors or Trustees) authorizing application to OFA for bond financing in satisfaction of ORS 289.105. Resolution should include an express reference to a filing with OFA for a specific or “not to exceed” dollar amount authorized.
9. Project description and financial projections.
10. Summary of contemplated financing/marketing plan—whether public or privately placed, underwritten, credit enhanced, rating of bonds, distribution of bonds, etc.
11. List of affiliated or other for profit or nonprofit entities significantly involved in the project, if any. Note – relevant organizational and financial information should be included (e.g., names, addresses and short biographies of Boards of Directors/Trustee,

key officers or other decision makers, and financial information comparable to those set forth under Item 5 above).

12. Information related to the operator of project if other than the applicant.

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