



Private Activity Bond Authority

Housing and Community Development Division
Utah State Department of Community and Culture

Qualified Energy Conservation Bond Application

This application is to provide information to the Private Activity Bond Authority Board (PAB) to aid in the allocation of volume cap for qualified conservation purposes in the State of Utah. Applicants are required to provide full explanations on their need for qualified tax credit bond financing for their qualified conservation project. To facilitate the evaluation of each submission, **please complete the application in its entirety and include all required exhibits**. Please send two (2) electronic copies on separate CDs and three (3) paper copies of the completed application and the application fee (made payable to the Private Activity Bond Authority) to Roxanne C. Graham (address below) on or before the deadlines listed on the PAB web site. Incomplete applications, including omitted fees, are subject to disqualification. For a schedule of fees, application deadlines and meetings of the PAB Board, please refer to the web site at: www.housing.utah.gov/pab.

Questions regarding the application process should be directed to:

Roxanne C. Graham, Program Director
Private Activity Bond Authority
324 South State Street, Suite 500
Salt Lake City, UT 84111
Phone: (801) 538-8699
E-mail: roxanneg@utah.gov

Questions regarding energy conservation project eligibility should be directed to:

Jason Berry, Program Manager
State Energy Program
Phone: (801) 538-5413
E-mail: jasonberry@utah.gov

Project Name: _____

Location of Project: _____

Issuer (Applicant): _____

I, hereby do, certify that the information contained in the attached application is true and accurate to the best of my knowledge.

Signature of Applicant's Senior Official

Print Name

Title

Date

**Private Activity Bond Review Board
Qualified Energy Conservation Bond Application**

Part 1 – Financing Team Information

- 1. Applicant Name** (Tax-Exempt County/City)
Name of Issuing Agency:
Name and Title of Senior Official:
Address, City, State, & Zip Code:
Telephone & FAX No. & E-Mail:
Applicant's Federal Identification No:

- 2. Project Location** (If different from jurisdiction above)
Name of Jurisdiction:
Name and Title of Contact Person:
Address, City, State, & Zip Code:
Telephone & FAX No. & E-Mail:

- 3. Bond Counsel**
Name of Attorney and Firm:
Address, City, State, & Zip Code:
Telephone & FAX No. & E-Mail:

- 4. Bond Underwriter** (If Applicable)
Name of Contact and Firm:
Address, City, State, & Zip Code:
Telephone & FAX No. & E-Mail:

- 5. Private Placement Agency** (If Applicable)
Name of Contact and Firm:
Address, City, State, & Zip Code:
Telephone & FAX No. & E-Mail:

- 6. Private Placement Bond Purchaser** (If Applicable)
Name of Contact and Firm:
Address, City, State, & Zip Code:
Telephone & FAX No. & E-Mail:

- 7. Credit Enhancement Provider** (If Applicable)
Name of Contact and Firm:
Address, City, State, & Zip Code:
Telephone & FAX No. & E-Mail:

- 8. Trustee** (If Applicable)
Name of Contact and Firm:
Address, City, State, & Zip Code
Telephone & FAX No. & E-Mail:

- 9. Other Participants**
Name of Contact and Firm:
Address, City, State, & Zip Code:
Telephone & FAX No. & E-Mail:

Part 2 – Project Information

1. Project Name:
Address, City, County, Zip Code:

2. a. Please check the applicable general category for your project below.
 - Capital Expenditures – Energy Efficiency and Development
 - Renewable Energy Production
 - Research and Development Applications
 - Mass Commuting Facilities/Reduce Energy Consumption
 - Energy Demonstration Projects
 - Public Energy Efficiency Education Campaign

b. List the specific subsection of the marked category, which fits your project.

3. Provide detailed information on the proposed project using the suggestions below as part of the description. Attach photo(s) and/or blueprints of the project site and design, equipment, etc., if available. **(Attach as Exhibit “A” – Proposed Project Description and Cost Detail.)**
 - a. Scope of project, including detailed description, summary, proposed outcomes, uses and activities of the project, principal products, etc.
 - b. Ready-to-go status of project and timeline.
 - c. Estimated project costs, including all fees associated with bond costs and issuance, letter of credit, etc. Also, include all other sources of funding, i.e., matching funds, etc.
 - d. Is construction involved? New or Acquisition/Rehab. Number of buildings, age of building(s), number of square feet to be constructed or renovated, use of square feet.
 - e. Equipment: Type being purchased, estimated cost, installation charges, etc.
 - f. Estimated useful life of building and equipment.
 - g. Site preparation, zoning needs, utility connections or upgrades, public services or infrastructure improvements, street improvements, permit fees, etc.
 - h. Architect, engineer, contractor, or other tradesman fees.
 - i. Non-tangible items expenses.

4. If applicable, attach a description of the present physical facilities, including size and use of the facility. Describe the condition of the site, current use, size, or improvements on the site. If the site is currently vacant, please describe the prior use. Include any other pertinent information for the proposed project. **(Attach as Exhibit “B” – Present Facility and Site Improvements Description.)**

5. Does the project sponsor currently own the site? If not, attach a copy of the escrow agreement or real estate purchase contract, options or other evidence of the project sponsor’s control of the site. **(Attach as Exhibit “C” – Escrow Agreement.)**
 - Yes; owns site No; does not own site

6. Indicate if construction and completion of the project will have any adverse environmental impact, including additional waste disposal.
 - Yes No If yes, please explain.

Part 3 – Allocation/Bond Issue Information

1. Amount of Allocation requested: \$ _____
2. Date of Inducement Hearing: _____ (Attach as Exhibit “D” – Copy of the Adopted Resolution.)
3. Date of TEFRA Hearing: _____ (Attach as Exhibit “E” – Copy of TEFRA Resolution or Certification from applicant as to the date, time, location, and likely outcome of the public hearing and the approval of the issuance of bonds.)
4. Anticipated date of bond issuance and proposed terms: Closing Date: _____ (Attach as Exhibit “F” – Copy of Issuance Terms.)
5. Indicate how the bonds will be sold: (please check)
 - Public Offering Private Placement
6. Anticipated bond rating (public offering only):

| | Rating | Date Rating Anticipated |
|-------------------|--------|-------------------------|
| Fitch | | |
| Moody’s | | |
| Standard & Poor’s | | |
| Other | | |

Part 4 – Application Exhibits

Please check the appropriate box for all application exhibits attached. Please remember that incomplete applications are subject to disqualification and may not be considered for volume cap allocation. Make certain all exhibits are labeled correctly and stacked alphabetically. It is **not** necessary to separate exhibits with tabs, dividers, slip sheets, etc. Due to storage space capacity, please do **not** submit applications in any type of binder or bound printing.

Please note: “N/AP” means, “not applicable” for your application; “N/A” means “not available” at the time of submission. If checked, please provide additional comments.

- Attached **Exhibit “A” – Proposed Project Description and Cost Detail (REQUIRED)**
- Attached N/AP **Exhibit “B” – Present Facility Description and Site Improvements**
- Attached N/AP **Exhibit “C” – Escrow Agreement**
 N/A
- Attached N/A **Exhibit “D” – Copy of the Adopted Resolution (REQUIRED)**
- Attached N/A **Exhibit “E” – Copy of TEFRA Resolution or Certification from Applicant (REQUIRED)**
- Attached N/A **Exhibit “F” – Copy of Issuance Terms (REQUIRED)**