**Section A: Executive Summary for [insert institution name here]**

Insert your summary here. Please note that the font size should not be smaller than 11pt and the summary should be 1-2 pages maximum (one page preferred).

**Questions to be answered in the Executive Summary**

* State dollar amount and desired term of financing needs and whether it is new money or refinancing
* Location(s) of the proposed project(s) by street address, municipality and county:
* The status of any planned or on-going construction contracts
* Describe how the proposed project and/or refinancing will aid the institution.
* Project Estimated Schedule: (a table is fine)
* Any unique details regarding the organization, the project or the financing.

**Section B: Borrower Profile:**

B-1: Please provide the full legal name, address (physical & mailing if different), website and telephone for the institution below.

B-2: Additional Institutional Data

|  |  |
| --- | --- |
| IRS Identification Number |  |
| Date of 501(c3) Determination Letter |  |

B-3: Please tell us about your financing team and key people starting with the primary contact person (assumed to be CFO) for MHHEFA. Feel free to add external partners such as accountant, legal, etc.

|  |  |  |
| --- | --- | --- |
| **Name/Title** | **Phone/email** | **Financing Role** |
| First, Last, titlecompany | phone(s)email | Please identify the primary contact for MHHEFA |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*in necessary go to last cell and hit tab for more rows*

**Section C: Eligibility:**

C-1: Will the applicant's financing consist of a new money project, a refunding or a combination thereof?

C-2: If the proposed financing is to be a refunding of bonds issued by the Authority, please identify the issue(s) of bonds to be refunded.

C-3: Will any of the applicant's facilities be used, managed, operated or leased by private, for-profit entities? If yes, please describe.

C-4: List and describe any existing debt instruments of the institution that may impose limitations on new debt? If there are none simply answer N/A.

C-5: Will any liens on the facility remain outstanding after the completion of the proposed financing (other than parity liens under a prior Authority financing)?

C-6: Has a Certificate of Need been obtained for the proposed financing (please attach)? If none is required, attach a Determination Letter from the Department of Human Services.

**Section D: Project Details:**

D-1: Answer each question with a Yes/No by marking X in the box:

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| General Contractor/Construction Manager |  |  |
| Construction of new building |  |  |
| Renovations to existing building |  |  |
| Construction of addition to existing building |  |  |
| Acquisition of existing building |  |  |
| Installation of machinery and/or equipment |  |  |
| Acquisition of land |  |  |
| Acquisition of major equipment |  |  |

D-2: Provide Contractor/Construction Manager information and include contract status and any established dollar amounts.

D-3: Please provide a construction project timeline and indicate if work on this project has already begun.

D-4: If any of the bond proceeds will be used to reimburse the institution for expenditures already made then please address the following. [ ]

* Where did expended funds originate: [ ]  Borrowed? [ ]  Internal?
* If **borrowed**, were expenditures made from cash flow and then funds were borrowed for reimbursement or were funds borrowed then expended?
* If **Internal**, please attach a copy of the reimbursement resolution adopted by the board of the institution.
* Were any of the funds expended generated through fund raising activities? If yes, approximately how much?

D-5: Project Sources of Funds

|  |  |
| --- | --- |
| **Source** | **Amount** |
| Bond Proceeds |  |
| Other Loans |  |
| Equity |  |
| Others (List) |  |
|  |  |
|  |  |
| **Total** |  |

D-6: Debt Summary

List the principal amount of all tax-exempt and Farmers Home Administration financing previously obtained by or for the benefit of the applicant.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date****of Issue** | **Lender** | **Original****Amount** | **Outstanding** | **Refi****Y/N** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

D-7: If refinancing please provide the following information:

|  |  |  |
| --- | --- | --- |
| **Maturity Date** | **Interest Rate** | **Prepayment Penalty** |
|  |  |  |

D-7a: For any loans listed in D-7 describe the purpose of the initial financing

|  |  |
| --- | --- |
| **Date of Issue** | **Purpose of initial financing**  |
|  |  |
|  |  |
|  |  |
|  |  |

**Section E: Operating Statistics for the last three years (education only)**

F-1: Enrollment:

|  |  |  |  |
| --- | --- | --- | --- |
|  | most recent |  |  |
| Full-time undergrads (in State) |   |   |   |
| Full-time undergrads (out of State) |   |   |   |
| Total FTE Undergrads |   |   |   |
| Part-time Undergrads |   |   |   |
| Total FTE Students  |   |   |   |

F-2: Applications, Acceptances, and Matriculation:

|  |  |  |  |
| --- | --- | --- | --- |
|  | most recent |  |  |
| Applications - Undergrads  |   |   |   |
| Acceptances - Undergrads  |   |   |   |
| Matriculation - Undergrads  |   |   |   |

F-3: Faculty Information:

|  |  |  |  |
| --- | --- | --- | --- |
|  | most recent |  |  |
| # of Full-Time  |   |   |   |
| # of Part-Time  |   |   |   |
| # of FTE  |   |   |   |
| # of Tenured  |   |   |   |
| % of Total Faculty Tenured  |   |   |   |
| Student to Faculty Ratio  |   |   |   |
| Average Faculty Salary  |   |   |   |

**Section E: Operating Statistics for the last three years (education only)**

F-4: Annual Tuition:

|  |  |  |  |
| --- | --- | --- | --- |
|  | most recent |  |  |
| Undergraduate  |   |   |   |

F-5: Room and Board Fees:

|  |  |  |  |
| --- | --- | --- | --- |
|  | most recent |  |  |
| Undergraduate  |   |   |   |

F-6: Endowment:

|  |  |  |  |
| --- | --- | --- | --- |
|  | most recent |  |  |
| Total Endowment  |   |   |   |
| Quasi Endowment  |   |   |   |
| Total Endowment per Student  |   |   |   |

**Debt:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | most recent |  |  |
| Debt Outstanding  |   |   |   |
| Debt/Total Endowment (%)  |   |   |   |

**APPLICANTS CERTIFICATION**

|  |  |
| --- | --- |
| Chief Executive Officer |  |
| Institution Name: “The Applicant” |  |

The Chief Executive Officer (named above) deposes and says that he/she is the Chief Executive Officer of The Applicant named in the attached application; that he/she has read the foregoing application and attachments and know the contents thereof; that the same is true to his/her knowledge, contains no information or data that is false or incorrect and is truly descriptive of the project or program which is intended as the security for the requested financing.

Deponent further says that the reason this verification is made by the deponent and not by The Applicant is because said applicant is a corporation.

The grounds of deponent’s belief relative to all matters in said application which deponent has caused to be made concerning the subject matter of this application as well as information acquired by deponent in the course of his/her duties as an officer of and from the books and papers of said corporation.

Applicant hereby acknowledges and agrees that the Authority has or will select one or more underwriters to serve in that capacity with respect to the issuance of the Bonds by the Authority which will fund the loan or loans the applicant is seeking hereby. The Applicant hereby consents to such selection of the underwriter or underwriters by the Authority. Pursuant to the underwriter exception of the municipal advisor rule, the underwriter or underwriters selected by the Authority will not serve as or be treated under any circumstances as a municipal advisor, financial advisor or other fiduciary of the Authority or of the Applicant.

As an officer of said corporation (herein referred to as the “Applicant”), deponent acknowledges and agrees that Applicant shall be and is responsible for all costs incurred by the Authority acting in connection with the attendant negotiations and ultimately the necessary issuance of bonds whether or not ever carried to successful conclusion. If, for any reason whatsoever, the Applicant fails to conclude or consummate necessary negotiations or fails to act within a reasonable or specified period of time to take reasonable, proper or requested action or withdraws, abandons, cancels or neglects the Application or if the Authority is unable to find buyers willing to purchase the total bond issue required, then upon presentation of invoice(s) by the Authority, Applicant shall pay to the Authority, it agents or assigns all actual costs incurred by the Authority in acting on Applicant’s application. All costs incurred by the Authority, including all counsel fees, may be considered as a cost of the project or program and included as part of the resultant bond issue.

Upon the sale of the bonds applied herein, the Applicant agrees to pay the Authority an initial fee in such amount as shall be set by the Authority, payable at closing.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Printed Name |  | Title |
|  |  |  |
| Signature |  | Date |