

Application Form for a Written Debt Policy Certification

Please return this application form along with the program fee of \$200 (\$300 for non-members) to APT US&C, Debt Policy Certification Program, 962 Wayne Ave., Ste. 910 Silver Spring, MD 20910. **Enclose five (5) copies of the application form and five (5) copies of your debt policy.**

1. Name of government: (as it will appear on your plaque)

Mailing Address: _____

2. Population of governmental entity: _____

3. Amount of total outstanding indebtedness by category (including lease-purchase obligations):

	<u>Principal Outstanding</u>	<u>% of total that is variable-rate</u>
General Obligation bonds:	\$ _____	_____ %
Revenue bonds:	\$ _____	_____ %
Lease-purchase obligations:	\$ _____	_____ %
Notes:	\$ _____	_____ %
Other (specify):	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
Total:	\$ _____	_____ %

4. Are you a member of the APT US&C? yes ___ no ___

5. Has your debt policy been reviewed or adopted by your governing body?

Reviewed: yes ___ no ___
 Adopted: yes ___ no ___

6. Does your state/province or jurisdiction specifically outline types of authorized debt?

State/Province: yes ___ no ___
 Jurisdiction: yes ___ no ___

7. Does your entity have a separate debt procedure manual? yes ___ no ___
(It is not required that you send your debt procedure manual.)

8. List staff involved with the issuance or management of debt by title and telephone number (include those with responsibility for investment of bond issue proceeds).

_____	_____
_____	_____
_____	_____

9. Are your outstanding notes or bonds rated by one of the national rating agencies? If so, provide the ratings below (include ratings on lease-purchase obligations).

<u>Type of Obligation</u>	<u>Rating Agency</u>		
	<u>Moody's</u>	<u>S&P</u>	<u>Fitch</u>
General Obligation bonds:	_____	_____	_____
Revenue bonds:	_____	_____	_____
Lease-purchase obligations:	_____	_____	_____
Notes:	_____	_____	_____
Other (specify):	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

10. Please provide the name and address of the bond counsel firm you used most recently.

Name: _____
 Address: _____
 Address: _____
 Address: _____

11. Treasurer Requesting Review:

Name: _____
 Title: _____
 Address: _____
 Telephone #: _____

12. In addition to the Treasurer requesting review (Item 11), whom should the formal announcement of the awarding of the **Written Debt Policy Certification** be addressed to?

Name: _____
 Title: _____
 Address: _____

13. Have you enclosed five (5) copies of each of the following?

- Application Form
- Debt Policy

14. Date Submitted: _____

The APT US&C recognizes that the legal framework within which debt is issued and managed can vary significantly from one jurisdiction to another. For this reason, no model debt policy is provided. Rather, each governmental entity is encouraged to study the policy guidelines in the Debt Policy Handbook and adopt those policies that are: (i) consistent with its legal authority; and (ii) appropriate for its capital funding objectives.

The Debt Policy Certification is not to be interpreted as an endorsement of any particular debt policy. Rather, the Certification is a recognition that the governmental entity has developed and adopted policies that address the fundamental elements of debt issuance and management. The APT US&C expresses no opinion concerning the adequacy of any underlying legal documentation, including (but not limited to) trust indentures, resolutions, disclosure documents, or continuing disclosure agreements. Debt policies must be implemented in conjunction with a careful reading of and strict adherence to applicable statutes, judicial decisions, and legal opinions. The APT US&C recommends updating your policy at least every five (5) years.

APT use only:

Date Received	_____	Reviewers	_____
Check #	_____		_____
Amount	_____		_____
Date Send for Review	_____	Result / Date	_____