

**Capital Financing Program  
(CFP)**

**Loan Application Package**

**North Dakota  
Public Finance  
Authority**

**Bismarck, North Dakota**

**Capital Financing Program  
Loan Application**

**Political Subdivision:** \_\_\_\_\_

**Contact Person for Political Subdivision:**

\_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Physical**

**Mailing**

**Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ (zip+4)

\_\_\_\_\_ (zip+4)

All information provided in this program application is certified to be true and correct, as of the date of application.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name and Title**

**A. GENERAL**

1. Political Subdivision's Auditor/Officer: \_\_\_\_\_  
(if different from above)

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

2. Political Subdivision's Bond Counsel: \_\_\_\_\_

3. Political Subdivision's Engineering Firm: \_\_\_\_\_

4. Project Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**B. PROJECT INFORMATION**

1. Description of project to be financed with the loan proceeds:

2.

Source	Amount of Funding <i>(Please round to the nearest thousand)</i>
<b>SRF Loan Request</b>	
<b>Total Project Costs</b>	

3. Number of years to repay loan: \_\_\_\_\_.

4. Construction will begin: \_\_\_\_\_. Construction will be completed: \_\_\_\_\_.

5. If the purpose of the requested financing is to refinance an outstanding obligation, please provide the following information and attach a copy of the debt service schedule for the obligation to be refinanced:

a. Original dollar amount of the obligation to be refinanced: \_\_\_\_\_

b. Amount to be refinanced: \_\_\_\_\_

c. Dated date of the obligation to be refinanced: \_\_\_\_\_

6. Have you examined other financing alternatives such as programs, private placement of indebtedness or the direct public sale of your indebtedness?      Yes      No

If yes, please list the alternatives you have considered and why they were rejected or are still under consideration. You may attach a copy of any written financing proposals or give a brief description of the alternatives considered.

**C. FUNDING INFORMATION**

1. Please describe the source of funds for the repayment of principal and interest on the proposed financing (i.e., general obligation tax levy, special assessments, user fees):

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2. If the proposed financing will be evidenced by **revenue bonds**, please attach your own worksheet or complete the following worksheet concerning existing rates, necessary rate increases, and estimated/projected revenues with respect to the utility system or fund related to the proposed project. Rates and fees must provide annual net revenues equal to 120 percent of the average annual principal and interest requirements for repayment of the loan.

**Rate history and projections:**

*Please attach rate schedule or meeting minutes evidencing current rates.*

Check one: *Monthly* or *Annual*

	Prior <u>Year 2</u>	Prior <u>Year 1</u>	Current <u>Year</u>	Projected <u>Year 1</u>	Projected <u>Year 2</u>
Service connections:					
Residential	_____	_____	_____	_____	_____
Commercial	_____	_____	_____	_____	_____
Base rate:					
Residential	_____	_____	_____	_____	_____
Commercial Revenue	_____	_____	_____	_____	_____
per connection:					
Residential	_____	_____	_____	_____	_____
Commercial	_____	_____	_____	_____	_____

3. Estimated increase or decrease in total **annual** operation and maintenance costs (including depreciation and repair and replacement reserves) as the result of this project:

Source	Increase/(Decrease)
<b>Total O&amp;M Increase/(Decrease)</b>	

4. Five largest users as of \_\_\_\_\_, 20\_\_\_\_\_:

Name	Usage (percentage of total)	Revenue (most recent fiscal year)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**D. BONDED INDEBTEDNESS**

1. Present Indebtedness: If necessary, attach additional pages.

Year Issued	Purpose	Type of Bond	Initial Amount	Outstanding Balance	Avg. Annual P&I Payment Amount	Final Maturity Date
TOTALS:						

Please list any available sinking funds already deposited and pledged to the payment of principal and interest on the outstanding obligations listed above.

<b>Sinking Funds:</b>	Issue Identified by <u>Date and Purpose</u>	Sinking Fund <u>Amount</u>
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2. Anticipated Indebtedness: Please list any known future indebtedness of any type, including lease financing, which the political subdivision intends to issue or incur in the next 24 months. Include in the description the type of debt, estimated amount and the final maturity.

3. Defaults: If the political subdivision has ever defaulted in the payment of principal or interest on any of its outstanding indebtedness, please give a description of the default and corrective measures taken by the political subdivision. \_\_\_\_\_

**E. ECONOMIC AND SOCIAL INFORMATION**

1. Population of political subdivision:

Current Estimated \_\_\_\_\_ 2010 \_\_\_\_\_ 2000 \_\_\_\_\_ 1990 \_\_\_\_\_

2. School enrollment projected for the next year, the current school year, and the past three school years, if available. Historical enrollment can be found at <https://www.nd.gov/dpi/data/SchoolFinanceFacts/>

Please indicate whether the school serves K-12, K-6, Grades 7-12, etc.

Projected/ Next Year	Current Year	Prior Year 1	Prior Year 2	Prior Year 3
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3. List the three largest employers within the boundaries of the political subdivision, if such information is available:

<u>EMPLOYER</u>	<u>TYPE OF BUSINESS</u>	<u>NUMBER OF EMPLOYEES</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Please describe any significant changes concerning major employers within the boundaries of the political subdivision during the past 24 months and any reported future changes concerning existing or new major employers:

**F. ATTACHMENTS**

- 1. Do you have a Capital Improvement Plan?  
Yes      No      If yes, please include a copy(s) with the completed application.
- 2. The following information **must be submitted** with this loan application (Requested information which appears in the financial statements may be included by reference):
  - a. The three most recent annual audited financial statements; **if you already file audits with the PFA, only provide audits not previously filed**
  - b. The most recent year-end and month-end combined balance sheets for all fund types and account groups
  - c. The most recent year-end and month-end combined statements of revenues and expenses for all enterprise funds
  - d. The current year’s operating budget for the fund in which the project will be held as an asset and the proposed operating budget for the first year of the loan repayment term (and any other years for which a proposed budget has been prepared)
  - e. The feasibility/engineering study for the proposed project
- 3. If the proposed financing will be evidenced by **improvement bonds (special assessments)**, please attach copies of the following:
  - a. Resolution or ordinance creating the improvement district
  - b. Certificate confirming the assessment list
  - c. City auditor’s most recent certification of special assessments to the county auditor (if applicable)
- 4. If the proposed financing will be evidenced by **revenue bonds (user fees)**, please attach evidence of rates. This may be in the form of a rate schedule or meeting minutes.
- 5. **Water, Water Resource and Irrigation Districts**
  - a. Please attach a description or map of the location of the district.
  - b. Number of members:
  - c. Please list all cities, if any, served by the political subdivision:
  - d. Please attach, or provide below, a statement describing the political subdivision's projections concerning growth over the next ten years (or whatever period for which projections are available).