

## 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, 7044 S. 13th Street, Oak Creek, WI 53154.

**Enclose one (1) copy of the application form and one (1) copy 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<br/>Outstanding</u> | <u>% of total that<br/>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<br/>Obligation</u> | <u>Rating Agency</u> |                |              |
|-------------------------------|----------------------|----------------|--------------|
|                               | <u>Moody's</u>       | <u>S&amp;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.

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**APT use only:**

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