



## CHECKLIST FOR APPLICATION TO SCHOOL BOND GUARANTEE PROGRAM

### INCLUDE FOR CERTIFICATE OF ELIGIBILITY

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*Please submit 30 days prior to date of bond sale.*

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- Application for certificate of eligibility form with original signature of individual named in authorizing resolution, typically the Superintendent
- Authorizing resolution approving application to the School Bond Guarantee (SBG) Program and setting the not-to-exceed amount (Often this is included in Ballot Resolution)
- Certificate of authorizing resolution
- Ballot resolution\* authorizing the issue(s) be placed on ballot(s) for voter approval
- Certificate of ballot resolution\*
- Administration fee – a check for \$100 payable to the State Treasurer

### INCLUDE FOR FINAL CERTIFICATE

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*Please submit the first two items below at least five business days prior to closing.*

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- Amended authorizing and/or delegation resolution, if any (Check for an expiration date on the original resolution)
- Official statement\* with CUSIPs (or debt service schedule, if private placement)
- Bond resolution\* (or Bond Purchase Agreement\*) authorizing the sale of bonds
- Certificate of bond resolution\* (if submitting a bond resolution)
- Reliance and opinion letters from bond counsel\*
- Completed allocation report form (available on the SBG Program website) identifying, by ballot issue, the deposits of bond proceeds to the Capital Projects Fund and any amounts remaining to be issued\*

*\*Often these are sent by bond counsel or financial advisor*

Forms and administrative rules are available online at:

<https://www.tre.wa.gov/partners/for-local-governments/school-bond-guarantee-program/>

Questions? Please contact:

#### **School Bond Guarantee Program**

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