



CHECK LIST FOR APPLICATION TO SCHOOL BOND GUARANTEE PROGRAM

INCLUDE FOR PRELIMINARY CERTIFICATE OF ELIGIBILITY

Please submit 30 days prior to date of bond sale.

- Request for Certificate of Eligibility Form signed by individual named in Authorizing Resolution, typically the Superintendent.
- Authorizing Resolution – Resolution authorizing application to school bond guarantee program and setting the not-to-exceed amount. (*Often this is included in Ballot Resolution.*)
- Certificate of Authorizing Resolution.
- Ballot Resolution* – The resolution authorizing the issue(s) be placed on ballot(s) for voter approval.
- Certificate of Ballot Resolution*
- Administration Fee – a check for \$100 made out to the State Treasurer.

INCLUDE FOR FINAL CERTIFICATE

- Official Statement* with CUSIPs (or debt service schedule, if private placement).
- Bond Resolution* – The resolution authorizing the sale of bonds.
- Certificate of Bond Resolution*
- Reliance and Opinion Letters from bond counsel*
- If Build America Bonds, a copy of the school district's irrevocable election to have section 54AA of the Internal Revenue Code apply to the bonds*
- If Qualified School Construction Bonds, a copy of both the school district's resolution authorizing application for QSCB allocation and the OSPI allocation letter*

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

An instruction booklet and the application form are available on our web site:

<http://www.tre.wa.gov/government/schoolBondGuarantee.shtml>

Please contact us, if you have any questions.

Office of the State Treasurer

Debt Management Division

PO Box 40200

Olympia, WA 98504-0200

School Bond Guarantee Program: <http://www.tre.wa.gov/government/schoolBondGuarantee.shtml>

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