

**APPLICATION  
GOVERNOR'S DISCRETIONARY BOND ALLOCATION**

**1. GENERAL INFORMATION**

- A. Issuing Entity
- B. Name of Project
- C. Use of Bond Proceeds
  - ☐ Manufacturing
  - ☐ Exempt facility
  - ☐ Other
- D. Bond allocation requested \$
- E. Indicate if this is a first or second submission for this project.
  - ☐ First ☐ Second
- F. If this is a second submission, indicate the amount of submission fee included with this application. The fee may be in the form of a letter of credit or a check. \_\_\_\_\_

**2. PROJECT INFORMATION**

- A. General Description of the Project
- B. Number of jobs to be created (net) within two years of project completion. \_\_\_\_\_

C. Location of Project – street address and jurisdiction \_\_\_\_\_

D. Please explain how this project will meet a public purpose

E. Please describe the financial need for tax-exempt private activity bonds

F. Please outline the total financing package for this project with sources and amounts.

G. Name, address, phone number, and tax ID number of each proposed borrower and developer. Indicate the role of each one listed.

H. Name, address, and phone number of bond counsel.

3. **ATTACHMENTS - ALL FOUR ATTACHMENTS MUST BE SUBMITTED WITH THIS FORM. ALLOCATIONS CANNOT BE AWARDED UNTIL ALL ATTACHMENTS HAVE BEEN RECEIVED. ALL DOCUMENTATION MUST BE CURRENT.**

A. Copy of inducement or official intent resolution or other documentation of the preliminary approval of the project by the issuing authority, in conformity with applicable federal and state law.

B. Copy of appropriate elected official's or governing body's (or bodies') formal approval of the project, dated no more than one year of a local public hearing, in conformity with applicable federal and state law. Approval within the year long period may not apply to certain statewide issuing authorities/entities.

- C. Written opinion of bond counsel that the project is eligible to utilize private activity bonds pursuant to the Internal Revenue Code of 1986, as amended, and that an allocation of bond issuing authority from the state ceiling on private activity bonds is required.
- D. A definite and binding financing commitment from the buyer or underwriter of the bonds for the project, or if the bonds are to be sold competitively, a letter from the financial advisor for the project.
- E. Supplemental allocation only. Supplemental allocations must certify that the allocation addresses project costs that have no alternative but to utilize additional tax-exempt bond financing. Provide detailed explanation of use of additional allocation and why it was not included in original application.

4. CERTIFICATION

I hereby certify that the information filed herewith is accurate to the best of my knowledge.

Name of Issuing Entity \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Authorized Representative

Name (please print) \_\_\_\_\_

Title \_\_\_\_\_

Full Address \_\_\_\_\_

Date \_\_\_\_\_

**Submit completed applications to:**

Virginia Department of Housing and Community Development  
Main Street Centre  
600 East Main Street  
Suite 300  
Richmond, VA 23219  
Attn: PAB Office  
[pab@dhcd.virginia.gov](mailto:pab@dhcd.virginia.gov)