



Thank you for your inquiry about the application process for Economic Development Revenue Bonds in Anne Arundel County. This packet has been developed with information and forms to assist you through the application process.

The following items constitute a complete application:

- 1) Letter of Intent from the financial institution that will purchase or market the bonds. The letter should be addressed to the County Executive (see step 3 of enclosed IRB Review Process).
- 2) A draft Authorizing Resolution (form enclosed)
- 3) Disclosure of Interested Parties (form enclosed)
- 4) Anne Arundel County Financing Disclosure (form enclosed)
- 5) Briefing Notes (form enclosed)
- 6) An application fee of \$1,000
(Checks should be made payable to Anne Arundel County, Maryland)

If you have questions concerning this packet or any part of the review or closing process, please contact Stephen Primosch, Vice President, Financial Services at 410- 222-7410 or sprimosch@aaedc.org.

Private Activity Revenue Bonds

Tax-Exempt Bonds provide access to long term capital markets for fixed-asset financing at tax-exempt rates. Eligibility is limited by Federal tax law to 501(c) (3) non-profit organizations, manufacturing facilities and certain energy projects. Additional limitations apply, depending on the specific transaction.

Fee Schedule

Application Fee

This applies to both new projects and refunding of existing projects.

An application fee of \$1,000 payable at the time of application (Checks should be made payable to Anne Arundel County, Maryland).

The application fee is credited against the User Fee if the loan is approved and closes.

User Fee – As defined by Anne Arundel County Code, Article Four, Section 11-108

A User Fee is payable at closing.

The User Fee is:

New projects

One-eighth of one-percent per year of the outstanding principal amount of the bonds issued for the project. This involves a lump-sum payment at closing, with the payment calculated using a present-value determination of the annual fees to be paid during the term of the bond. The borrower can also elect to pay the fee in annual installments.

Refunding projects

One-fourth of one-percent of the principal amount of the bond proceeds approved for refunding.

IRB REVIEW PROCESS

1. The Anne Arundel Economic Development Corporation (“AAEDC”) is the initial point of contact for IRB financing in Anne Arundel County. All bond attorneys and banks doing business in the County will be directed to make the Anne Arundel Economic Development Corporation (“AAEDC”) their initial point of contact for IRB financing.
2. The participating lender or bond underwriter will provide the AAEDC with a copy of their underwriting package and fully executed Letter of Intent.
3. The AAEDC will make a recommendation based upon the public benefit derived by the project transaction.
4. Bond Counsel will contact AAEDC officials, who will supply Counsel with IRB application process information and model forms.
5. Bond Counsel will send an original and two (2) copies of the application package to the attention of Vice President, Financial Services, AAEDC, 2660 Riva Road, Suite 200, Annapolis, MD 21401. The package will consist of the following:
 - a) Letter of Intent from the financial institution that will buy or market the bonds. The letter should be addressed to the County Executive;
 - b) A draft Authorizing Resolution;
 - c) Disclosure of Interested Parties;
 - d) Financing Disclosure;
 - e) Briefing Notes;
 - f) The \$1,000 application fee.
(Checks should be made payable to Anne Arundel County, Maryland)
6. AAEDC will simultaneously deliver copies to:
 - a) The appropriate County departments and the County Council member in whose district the proposed project lies. Request notification by receiving department/Council having any issue that may conflict with public purpose.
 - b) The Office of Budget and Finance for review and preparation of a Fiscal Note;
 - c) The Office of Law for review and comment.

Application distribution will be sent with a request for a 10-day turnaround.

7. Contact the Governmental Relations Officer (GRO) for scheduling the item on the County Council agenda. A date for review will be sent to AAEDC. This date will be approximately 4 weeks from the receipt of the completed application.

8. AAEDC will forward to Bond Counsel any issues raised by the County's reviewing agencies. Bond Counsel will respond to these issues and prepare an Authorizing Resolution in accordance with comments received from the Office of Law.
9. The Authorizing Resolution and policy response prepared by Bond Counsel will be presented by AAEDC to the Office of Law for a final review of the Resolution.
10. Once approved by the Law Office, the Resolution will be submitted to the GRO for scheduling the anticipated introduction date of the Resolution and the County Council vote on the Resolution.
11. Once a Resolution number is received, the Bond Counsel will prepare a final Authorizing Resolution in accordance with the Office of Law comments and the Form of Bond Resolutions (attached). An original and twelve (12) copies of the Resolution (each printed on one side only) shall be delivered to the GRO for approval by the Chief Administrative Officer (CAO).

The above mentioned documents shall be submitted to the GRO no later than noon on the Tuesday preceding introduction of the bill.

12. By noon on the Wednesday preceding introduction, the GRO will deliver the appropriate CAO approved copies and Fiscal Note, to the County Council office.
13. Bond Counsel will advertise in a newspaper of common circulation the notice of Public Hearing a minimum of 14 days prior to the County Council Public Hearing.

FORM OF BOND RESOLUTIONS

COUNTY COUNCIL OF ANNE ARUNDEL COUNTY, MARYLAND

Legislative Session -----, Legislative Day No. *

Resolution No. *

Introduced by -----, Chairman
(by request of the County Executive)

By the County Council, *

A RESOLUTION ENTITLED

A RESOLUTION authorizing

"Resolution No. *" and "Page No." should appear in the top right hand corner of each page.

Insert line numbers beginning with "1" in the left margin of the first page beginning with "A RESOLUTION", and beginning with the first line of each succeeding page.

Do not include signature page.

Original and one additional copy are to be printed on one side of the paper only and delivered to the Governmental Relations Office, Arundel Center, 44 Calvert Street, Room 421, Annapolis, not later than noon on the Wednesday preceding the date of introduction.

Fifty copies for distribution should be printed on both sides and delivered to the County Council, Room 104, Arundel Center, not later than 4:00 p.m. on the Friday preceding the date of introduction.

****Insert when information is provided by Chief Administrative Officer***

DISCLOSURE OF INTERESTED PARTIES

I, _____, the President of _____, certify that the following entity or entities are known to be involved in the Project in the capacities indicated below:

Borrower:

Shareholders of Borrower:

Principal Underwriters:

Trustee:

Alternate Paying Agent:

Contractor:

Architect:

Title Insurance:

Feasibility Consultant:

Project Consultant:

Lender:

Builder, if any:

Partners, General and Limited, if any:

Seller:

Realtor:

Officers and Directors, if any:

Personal Guarantors, if any:

Existing Mortgage and Holder, if any:

Tenants:

(Project)

By: _____
(Signature)

If any item of information is not available or not applicable at the time of the public hearing, this shall be stated on the disclosure form and made part of the public record.

**ANNE ARUNDEL
ECONOMIC DEVELOPMENT CORPORATION
FINANCING DISCLOSURE**

Please answer the following questions. If the answer to any is YES, please explain in a separate statement.

Has the applicant or any of the persons listed as owners, officers, directors stockholders, within the past 5 years:

A. Been a defendant in litigation involving laws governing hours of labor, minimum wage standards, discrimination in wages, or child labor?

YES NO

B. Been charged with or convicted of any criminal violations or been unsuccessful in defending any civil legal actions?

YES NO

C. Become a plaintiff or defendant in any criminal or civil litigation?

YES NO

D. Been subject to any disciplinary action by any administrative, governmental, or regulatory body?

YES NO

E. Been, or are now subject to, any order resulting from any criminal, civil, or administrative proceedings brought against them by any administrative, governmental, or regulatory agency?

YES NO

F. Been denied any license or had a license revoked by any administrative, governmental, or regulatory body?

YES NO

G. Been informed that they are the subject of any investigation with respect to possible violation of local, state, or federal laws?

YES NO

H. Been owner or principal of any concern that is or has been in receivership or adjudicated as bankrupt, or subject to federal or state bankruptcy proceedings?

_____ YES

_____ NO

May we use the names of your principals and/or company in publicity about the transaction or economic development programs without disclosing any proprietary information?

_____ YES

_____ NO

I hereby certify that all the information in this application is true and correct and that I am, or have been, duly authorized by the applicant to submit this application on their behalf. I hereby certify that I have read and understand the sequence and requirements of the Anne Arundel County review process and acknowledge the applicant's responsibility to pay any costs incurred by or on behalf of the Anne Arundel Economic Development Corporation in connection with the issuance, sale, delivery, and/or administration of this loan.

Signature

Company Name

Print Name

Date

BRIEFING NOTES

**Anne Arundel County, Maryland
Economic Development Revenue Bonds
(), Series -----**

PROJECT NAME:

PROJECT DESCRIPTION:

COUNCILMANIC DISTRICT & REPRESENTATIVE:

BOND ISSUANCE AMOUNT:

PRIOR ISSUE AMOUNT:

PRIOR ISSUE DATE:

PURPOSE OF FINANCING:

PARTICIPATING LENDER:

**DISCLOSURE OF
INTERESTED PARTIES:**

BOND COUNSEL:

BOND UNDERWRITERS:

ECONOMIC FACTORS: Description of the expected economic impact on employment, capital investment and tax generation.

Estimated Settlement Fee: Submit amortization schedule to support fee calculation.

Estimated Settlement Date:

SOURCES AND USES OF FUNDS:

Certification

Borrower: _____

Shareholders of Borrower: _____

I authorize the Anne Arundel Economic Development Corporation to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify that the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of obtaining Economic Development Revenue Bonds in Anne Arundel County.

I understand FALSE statements may result in forfeiture of benefits and possible prosecution.

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____