



GEORGIA LAND CONSERVATION PROGRAM APPLICATION – INSTRUCTIONS FOR FINANCIAL DOCUMENTATION

A complete application to the Georgia Land Conservation Program includes detailed documentation of the applicant's financial status, including:

- (1) Existing data in financial/design, audits and other reports
- (2) Information supplied by you on the form, or separately with application.

The following instructions are keyed to the numbered sections on the application form. Instructions are provided for questions that require explanation or warrant special attention. It is not necessary to send GEFA documents already on file.

9. Financial Information

Enter the Contact Information for the individual who will be responsible for providing The applicant's financial information, as requested by GEFA.

10. Funding Summary

Enter the loan amount or grant amount being requested from GEFA.

Enter the fair market value of the tract(s) or easement(s) as determined by the qualifying appraisal being submitted with the application.

Enter the costs associated with completing the land conservation transaction, which may Include legal fees, due diligence costs and other expenses approved by GLCP.

Staff time is not an eligible expense.

Sum of the grant and/or loan request and due diligence costs to derive the total cost or value of the project.

11. Other Funding Sources

Enter any other non-state funding sources that are contributing to this project, the amounts of their contributions and contact information for these sources.

Enter the date any non-state funding contributions are to be received and any associated time restrictions.

12. Fiscal Year

Enter the month and day on which your fiscal year ends. Please indicate if your jurisdiction or organization has multiple fiscal years (i.e., major operation funds or national/state branches may operate on different fiscal years).

Audits/CAFR: Enclose with the completed application one copy of your audit or annual financial report for the most recently completed four fiscal years in electronic form, if available. Please enter the fiscal years in the blanks beginning with the most recent year in the first blank. These reports must include all operations of the applicant. If certain funds are reported in separate documents, please include these reports as well. If different funds/operations have different fiscal years, please note this below the year's listing for this item.

(For Grants, please enclose ONLY the latest available Fiscal Year Audit/CAFR).

(Local Governments only) Unaudited Accounting Data: Georgia law requires that a certified audit be completed within six months after the close of a local government's fiscal year. If the local government does not have a completed audit within the six months after the close of its fiscal year, then it should have an extension letter from the State Audit Office. For purposes of this application, some governments with recently ended fiscal years may not have audited data available for the latest fiscal year. In order for GEFA to have the most current financial data, please submit draft audit statements or other accounting data that shows concisely the yearly ending balances for the various line items or revenue, expense, assets and liabilities for the general fund and debt service funds. Enter the year covered by this unaudited data in the space provided. Submission of this data does not alter the requirement for copies of the most recent four years of audits. The purpose of this requirement is to have the most recent information upon which to make a credit analysis decision.

12b. Budgets (NGO's only)

Summarize the amount of funding that was budgeted for revenues, expenses and contingences **prior to** the fiscal years in question.

13. Repayment Source (Loans Only)

Name and Dedicated Revenues, Line Items and the corresponding Funds that will be used to repay GEFA debt. (For example: SPLOST, enterprise funds, capital campaigns, membership dues, etc.).

14. Current Financial Information

A review of pertinent information concerning the applicant's financial condition over the prior four fiscal years.

- I. General economic fund information (*Local governments only*) for the last four audited fiscal years:
 - Property taxes collected and levied during the last four audited fiscal years.
 - Assessed Property Value: Enter the assessed value of taxable property (including public utilities) from the tax digest for the last four audited fiscal years.

- Full value of taxable property: Enter the fair market (100 percent) value of taxable property (including public utilities, but not automobiles).
- Number of building permit applications issued
- The borrowing jurisdiction's unemployment rate
- Median household income
- General fund budgeted revenues and expenditures, contingency budgets. (This information is not always available in the CAFR.)

- II. Top Corporate Contributors (NGO's only): List the five largest corporate contributors to your organization and the amount each of these corporations contributed during the last fiscal year. Corporate contributors may include charitable trusts (such as the Doris Duke Foundation), for-profit corporations or other corporate entities.
- III. Non-Corporate Contributions (NGO's only): Identify the five highest levels of non-corporate (individual) contributions your organization received in the most recent fiscal year. Please also include the number of contributions that were made within each contribution level and the total amount of funding attributable to each level. For example, an organization with platinum, gold, silver and bronze membership level would report the number of memberships in each level and the total amount of revenue generated from each level.

15. Top Employers (Local Governments only):

List the top five sources of employment in the applicant's jurisdiction during the most recent fiscal year. Include an estimate of the number of workers employed by each.

15. Future Financial Information (NGO's only):

Provide projections for the current (in-process) fiscal year and the three fiscal years to follow.

15a. Revenues and Contributions: Show the projected revenues and contributions for each category. Indicate in the appropriate space how much, if any, of the projected contributions to the applicant will be dedicated to the repayment of the land conservation loan.

15b. Expenses: Provide the applicant's projected operating and contingency costs. Also include the future annual debt service on loans/obligations that are already incurred as well as any additional debt that the applicant intends to assume.

16. Largest Property Tax Payers (Local Governments only):

Five top business property tax payers, or payments in lieu of taxes, and their latest assessed property valuations.

16. Source and Balance of Future Non-GEFA Debt (NGO's only):

Itemize any additional non-GEFA debt that the applicant intends to assume during the next four fiscal years (including the current fiscal year).

17. Future Economic Information (Local Governments only):

These items are usually found in the financial/design, or CIP Forecasts of the General Fund that may have been developed by the Community, or in other reports done by the community's consultants. If enclosing any documents along with the application, please indicate in the space

provided how many documents are enclosed and the names and dates of these documents to ensure their receipt.

Economic Forecasts for next four fiscal years of the borrowing jurisdiction, for which CAFR/Audit reports are not yet available, (including current fiscal year). (Example: Fiscal Year End for the borrowing entity is June 30. The application is dated April 1, 2009; the current Fiscal Year is 2009; the last completed CAFR/Audit available is dated June 30, 2008. *Therefore four years of completed Audits submitted are 2008, 2007, 2006 and 2005.* General Fund operating revenues and expenditures **FORECASTS** are to be for *Fiscal Years 2009 through 2012*. Provide the forecasted projections for the same fields as in question 14.

Amortization Schedule that includes all principal and interest requirements for all General Obligation bond issues currently outstanding on your General Fund and any proposed to be issued whether or not as part of this project. This schedule may not be found in the audits.

New Non-GEFA Debt: If you propose to incur or issue additional debt (other than the GEFA loan requested in this application) in the future, please indicate the annual amount of increased debt service costs to the General Fund and the source and principal amount of the debt in the appropriate spaces. Do not include the debt service for the GEFA loan. This will be calculated separately.

When the forms and attachments are complete, please mail to:

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Georgia Land Conservation Program
Georgia Environmental Finance Authority
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Harris Tower
Suite 900
Atlanta, GA 30303

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