



Rhode Island Health and Educational Building Corporation

Financing Process

1. Pre-financing Assistance (optional)
2. Application Acceptance (required)
3. Preliminary Approval (required)
4. Final Approval (required)

Step 1: Pre-financing Assistance

- ▶ We encourage you to contact RIHEBC in early stages
- ▶ A Financial Advisor can be assigned to help:
 - ❖ Determine debt capacity
 - ❖ Understand credit profile
 - ❖ Explain options
 - ❖ Formulate a plan of finance

Step 2: Application Acceptance

- ▶ You will need to complete an application and submit it with all requested materials
 - ❖ Due date: at least 10 business days prior to the next board meeting date
- ▶ Application will be presented to the RIHEBC Board of Directors
- ▶ A Financial Advisor (FA) and Bond Counsel (BC) will be formally assigned

Step 3: Preliminary Approval

- ▶ FA will prepare Preliminary Approval Memorandum (PAM) to present to the board
 - ❖ Detailed credit write up
 - ❖ Summary of proposed transaction
- ▶ Board meeting where PAM is presented requires a representative attend
- ▶ By the PAM meeting, you will have met with and/or spoken to your FA and BC
- ▶ BC performs due diligence on you and your project to determine that the bonds can be tax exempt
- ▶ Borrower counsel should also be engaged and should be a firm familiar with tax-exempt bond transactions

Step 4: Final Approval

- ▶ Your FA will prepare a Final Approval Memorandum (FAM) to present to the Board
 - ❖ FAM has more specific information on the final terms of the bonds
- ▶ BC will present a final resolution to the Board summarizing the transaction
 - ❖ This is the formal, final approval
- ▶ For 501(c)3 institutions, a TEFRA notice will need to be published and a hearing held
 - ❖ The IRS requires this and your BC will guide you through this process

Contact

Applications can be obtained at our website:

www.rihebc.com

Questions, please contact

Kim Mooers

Executive Director

RIHEBC

401-831-3770 x107

kmooers@rihebc.com