GUIDELINES FOR
STATEMENT OF QUALIFICATIONS
FROM
BOND COUNSEL
An updated statement of qualifications should be maintained on file at ADFA containing the following information:

1. **General Information Regarding the Firm.** Please provide the following information about your firm:
   a. A list of professional employees employed by your firm.
   b. A list of employees currently engaged in securities transactions.
   c. A list of employees currently engaged in municipal bond transactions.
   d. A list of employees engaged in other activities that will contribute to your firm’s ability to serve as bond counsel.

2. **Experience as Bond Counsel for Tax-Exempt Municipal Securities.** Provide a representative list of recent (last one to two years) state or local transactions on which your firm served as bond counsel, which includes the following:
   a. Name of issuer
   b. Size and title of issue
   c. Date of issue
   d. Purpose or use of proceeds
   e. Your firm’s engagement team

3. **Legal Team and Personnel.** Provide a summary of the background, qualifications and experience of the professionals in your firm who are involved in municipal bond matters and who you expect may have involvement in ADFA-related activities.

4. **Client References.** Provide between three and five client references for which you provided services that you feel represent a financing program that bears some similarity to the programs being undertaken by ADFA in which you expect to participate. Furnish name, title, agency and telephone number for these references.