



LOUISIANA STATE BOND COMMISSION
APPLICATION - BONDS

SBC003
Rev 08-10-2020

Instructions: Complete all required fields, which are indicated by *. If space is inadequate to complete response, use Continuation Sheet (pg 5), enter item number and remainder of response. The PRINT button can be found on page 4. To retain an electronic version of the application form, use "Save As" option under File menu on Internet browser toolbar. Once the form is saved, it can only be modified with Adobe Writer. If problems are encountered using form, call (225) 342-0040.

1. Issuer *

Mailing Address *

Contact Name *

Phone Number *

Email Address *

2. Beneficiary * (If different than Issuer)

Mailing Address *

Principal Name *

Title *

Contact Name *

Phone Number *

Email Address *

Beneficiary Type * ☐ Government Unit OR Local Political Subdivision

Proceed to Item 3

☐ Private Entity (i.e. non-profit or for profit)

Proceed to Item 4

3. Municipal / Parish Governing Authority *
(If different than Issuer & Beneficiary)

4. Business Type * ☐ Corporation

Type * ☐ C ☐ S ☐ LLC

Date of Incorporation *

☐ LLP

Corporate Registry * ☐ Foreign ☐ Domestic

If Domestic, State Incorporated

☐ Non-Profit

☐ Partnership

☐ Other (specify)

Registered with Secretary of State to do business in Louisiana ☐ Yes ☐ No

5. Bond Counsel *

Firm *

Phone Number *

6. Requested SBC Meeting Date *

☐ Preliminary Approval

☐ Final Approval

7. Indicate if this application involves a local services agreement AND / OR prior SBC approval for same purpose. * ☐ Yes ☐ No

If Yes, specify ☐ Local Services Agreement

☐ Prior Approval

SBC Tracking # *

Approval Date *

8. Number of Bond Instruments Involved (i.e. Revenue, Refunding, Special Assessment, BANs)

Submitted by: *

Date Submitted *

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9. Bond Instrument No. **Note:** If multiple bond instruments involved, complete Multiple Bond Instruments Form (SBC013) to provide specifics for each.

Type * ☐ Revenue ☐ Refunding ☐ Special Assessment ☐ Notes
 Issuance * ☐ Single Series ☐ Multiple Series ☐ To Be Determined
 Tax Status * ☐ Taxable ☐ Tax-Exempt

Purposes for which Proceeds will be Utilized *

Citation(s) *

Requested Parameters

Issuance Amount * (Not exceeding) Maturity * (Not exceeding)
 Interest Rate * (Not exceeding) % ☐ Fixed ☐ Variable % ☐ Fixed ☐ Variable

Security for Bonds *

If millage / sales tax Estimated Revenue

Authority to levy ☐ Citation(s)

☐ Election Election Date * End Date *

Classification * ☐ Net State Tax Supported Debt ☐ Tax Increment Financing ☐ Tax-Exempt Private Activity Bonds
☐ Build America Bonds ☐ Other (Specify Type i.e., DEQ/DHH Program, QSCB, Recovery Zone, etc.)

Selection Method: * ☐ Competitive ☐ Private Placement ☐ Negotiated ☐ TBD

Purchaser(s): *

10. Other Government Funds/Incentives/Grants AND/OR Private Equity Funds to be Utilized * ☐ Yes ☐ No If **Yes**, identify

Source	Amount	Source	Amount

11. Project Street Address(es) * Parish(es) *

12. Project Dates *

Expected Closing on Financing Expected Bond Delivery Completion of Plans & Specs
 Commencement of Construction Completion of Construction To be Placed in Service

13. Job / Salary Related Information (Required only for Private Entity Applications)

Number of temporary jobs to be created during construction Expected construction payroll
 Number of new permanent jobs to be created Average salary for new jobs
 Number of existing jobs to be retained Average salary for retained jobs

Complete applicable section on Page 3 if: Issuer / Beneficiary is a Government Unit / Local Political Subdivision OR Housing Project

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Government Unit OR Local Political Subdivision

1. Proceeds utilized for purchase of Immovable property with a value \geq \$3,000 (pursuant to R.S. 33:4712.10) * ☐ No ☐ Yes ☐ TBD

If **Yes**, Purchase Price Appraised Value

2. Financial Status *

End Date of Prior Fiscal Year *

Audit for Prior Fiscal Year completed *

- ☐ Yes and available on Legislative Auditor's website
☐ Yes but not available on Legislative Auditor's website Φ
☐ No Φ

Φ Must submit copy of Audited / Unaudited Financial Statements (covering all funds) for prior fiscal year.

More than 3 months since end date of previous fiscal year. * ☐ No ☐ Yes If **Yes**, submit

- (1) Interim Income Statement for current fiscal year (through most recently closed month) from General Fund and specific Fund(s) providing revenues to pay proposed debt service.
(2) Interim Balance Sheet for current fiscal year (through most recently closed month) from General Fund and specific Fund(s) providing revenues to pay proposed debt service.

3. Outstanding Debt Secured and/or Payable from Same Source of Revenues as Proposed Debt. * ☐ Yes ☐ No

If **Yes**, identify (Except: Stand alone economic refunding applications)

Debt Instrument *	Principal Outstanding *	Specific Fund Payable From *	Amount Budgeted *

4. Proposed Debt will be Secured by Excess Revenues OR Specific Revenue Source(s) ☐ Yes ☐ No If **Yes**, identify

Specific Revenue / Sources *	Amount Adopted in Budget *	Amount Available *

Housing Project

Type: ☐ Single-Family Scattered site ☐ Yes ☐ No If **Yes**, identify Number of units Cost Per Unit

☐ Multi-Family Provide Number of Buildings
Units Cost Per Unit

Moderate Income Families or Below ☐ Yes ☐ No If **Yes**, submit Defined Tenant Benefit Program documentation

Current Site Vacancy Rate % Total Square Footage Cost Per Sq. Foot

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Additional Application Requirements

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Requirements for All Applications at initial submission

Note: If 2 step approval process is involved, interest rate, maturity, security and drafts of pertinent documents are NOT required for preliminary approval.

1. Certified Resolution(s) of District and/or Municipal/Parish Governing Authority must include:
Issuance amount * Interest rate * Maturity * Purpose Security Legal Citation(s) SBC Swap Policy Language
2. Approval Parameter Form (**SBC016**)/SBC Resolution must match language of Governing Authority resolution and must include:
Issuance amount * Interest rate * Maturity * Purpose Security Legal Citation(s) SBC Fee Policy Language
- * Parameters must specify: "Not to exceed" OR "Not exceeding"
"To mature on or before", "To mature not before", "To mature no later than"
3. Payment of \$100 or \$1,500 application fee (as outlined in LAC Title 71), made payable to Louisiana State Bond Commission.
4. Financial Disclosure Form (**SBC002**)
5. Drafts of pertinent documents (*i.e., Cooperative Endeavor agreements, Local Service Agreements, Trust Indenture, Loan Agreement, etc.*)

Requirements for Specific Purposes - Final Approval

Construction projects
Refunding
Swap transactions (*Except: If swap only involves private entity*)

Bonds involving Construction Project Form (**SBC005**)
Debt to be Refunded Form (**SBC004**)
Formal swap policy of Issuer
ISDA Agreement
Term sheet (provider, terms, advisor, counter parties, etc.)
Tax Increment Financing Form (**SBC006**)
Division of Administration Approval

TIF projects
NSTSD

Requirements for Specific Applicants - Final Approval

Government Unit OR Local Political Subdivision

1. Combined Debt Schedules (by series with principal and interest as separate columns) that contains: (*Except: Stand alone economic refunding apps*)
Outstanding Debt Secured/Payable from Same Revenue Source Proposed Debt at Maximum Parameters
Total of Outstanding Debt Total of Proposed and Outstanding Debt.
2. Adopted Budget for Current Fiscal Year (summary format)
3. Bond Production Report with all items:
Sources & Uses Project Fund Distribution Debt Schedule
Net Debt Schedule Cost of Issuance Detail Summary Statistics
Proof of Arbitrage Yield Summary of Assumptions Pricing Summary
Current Appraisal (*pursuant to R.S. 33:4712.10*)
Copy of Proces Verbal of pledged tax
Assessment Methodology Report
Engineer's Report
Rev & Expend projections after 1st full year in service through debt maturity

Acquiring Immovable Property (value > \$3,000)
Secured by Millage / Sales Tax
Secured by Special Assessment
Utility Project

Public Trust (*when State is beneficiary*)

Bid Sheet

Application Submission

Upon completion of all required fields, select PRINT FORM button to print copies for your records.

Entire application package (application forms, certified resolution(s), financial statements, fee payment, etc.) must be received at SBC office by specified deadline, which can be found at: <https://www.treasury.la.gov/state-bond-commission>.

Electronic submissions must be sent to SBC-Application@treasury.la.gov. Each specific document type (application form, copy of certified resolution(s), financial statements, etc.) must be included as separate attachments in pdf, Word or Excel format. A scanned copy (pdf format) of the application fee check should be included as one of the attachments.

Note: The only originals that must be physically transmitted after electronic submission, are certified resolution(s) and application fee check, which must be received within 3 business days of electronic submission.

Submission of hard copy documentation must be mailed to:

Sent via US Mail

State Bond Commission
P.O. Box 44154
Baton Rouge, LA 70804

Sent via Other Delivery Services

3rd Floor - State Capitol
900 North 3rd Street
Baton Rouge, LA 70802

Upon receipt of each application submission, the documentation will be reviewed by SBC staff. A confirmation email will be sent to acknowledge receipt of the application, identify SBC tracking number, provide assigned analyst and confirm if minimum requirements have been met. If confirmation email is not received within 2 working days after electronic submission, call (225) 342-0040 to verify receipt of electronic submission.

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Continuation Sheet

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