

**LOUISIANA LOCAL GOVERNMENT ENVIRONMENTAL FACILITIES  
AND COMMUNITY DEVELOPMENT AUTHORITY**

**Industrial Development Revenue (For Profit) Project Checklist**

Project Name: \_\_\_\_\_

Preliminary Approval/Bond Resolution (Development Committee/Executive Committee):

- \_\_\_\_\_ 1) Cover letter explaining the project
- \_\_\_\_\_ 2) Completed LCDA Application (Fact Sheet)
- \_\_\_\_\_ 3) State Bond Commission Checklist
- \_\_\_\_\_ 4) Copy of the proposed preliminary resolution
- \_\_\_\_\_ 5) Most recent audited financial statement of project beneficiary, plus current income statement and balance sheet
- \_\_\_\_\_ 6) Application Fee of \$250
- \_\_\_\_\_ 7) Tenant Benefit Package (housing issues only)
- \_\_\_\_\_ 8) Advisory letter with proof of mailing to Mayor (within municipality) or Chief Executive Officer of Parish (within unincorporated area)
- \_\_\_\_\_ 9) Advisory letter with proof of mailing to State Senator and State Representative representing project's area

Final Approval/ Bond Resolution (Executive Committee):

- \_\_\_\_\_ 10) All materials included in Items 1 through 9 above, updated as appropriate
- \_\_\_\_\_ 11) Evidence of State Bond Commission approval
- \_\_\_\_\_ 12) Completed and Signed Questions to Professionals
- \_\_\_\_\_ 13) Copy of the proposed final parameters bond resolution, together with all exhibits, including substantially complete drafts of financing documents and the substantially complete Preliminary Official Statement
- \_\_\_\_\_ 14) TEFRA public hearing completed
- \_\_\_\_\_ 15) Copies of responses, if any, received from letters referred to in items 8 and 9 above