

LOUISIANA LOCAL GOVERNMENT ENVIRONMENTAL FACILITIES  
AND COMMUNITY DEVELOPMENT AUTHORITY

Industrial Development Revenue Bonds Checklist

Preliminary Resolution (Development Committee/Executive Committee)

\_\_\_\_\_ Cover letter explaining the project

\_\_\_\_\_ Completed LCDA Application (Fact Sheet)

\_\_\_\_\_ State Bond Commission Checklist

\_\_\_\_\_ Letter of request for inducement from project's company officer

\_\_\_\_\_ Corporate resolution by project beneficiary authorizing project and bonds

\_\_\_\_\_ Most recent audited financial statement of project beneficiary, plus current income statement and balance sheet

\_\_\_\_\_ Two Copies for our records of the proposed preliminary resolution by the LCDA

\_\_\_\_\_ List of total new permanent jobs created by the project and a brief description of each job

\_\_\_\_\_ Tenant Benefit Package (housing issues only )

\_\_\_\_\_ Advisory letter with proof of mailing to Mayor (within municipality) or chief executive officer of parish (within unincorporated area of parish)

\_\_\_\_\_ Advisory letter with proof of mailing to Senator and Representative representing project's area

Final Approval/ Bond Resolution (Executive Committee)

\_\_\_\_\_ All materials included in Items 1 through 10 above, updated as appropriate

\_\_\_\_\_ Evidence of State Bond Commission approval (Official Action Project Summary)

\_\_\_\_\_ Completed and signed Questions to Professionals

\_\_\_\_\_ Two copies for LCDA records of the proposed final parameters bond resolution, together with all exhibits (must include substantially complete drafts financing documents, including substantially complete Preliminary Official Statement)

\_\_\_\_\_ TEFRA public hearing completed

\_\_\_\_\_ A copy of any responses received from letters referred to in items 10 and 11 above or statement that no responses have been received

\*includes multi-family housing revenue bonds that require a state private activity volume cap allocation.