

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

APPLICATION CHECKLIST

**All documentation is due FIVE WORKING DAYS prior to meeting date.**

**501(c)(3) Issues**

**Note:** All projects for non-profit 501c3 corporations shall be approved in no less than two steps to include a preliminary approval and a final or sale approval.

Preliminary Inducement Resolution (Development Committee/Executive Committee)

1. Cover letter explaining the project
2. Completed LDA Application (Fact Sheet)
3. Two copies for our records of the proposed preliminary inducement resolution
4. State Bond Commission Checklist
5. Tenant Benefit Package (housing issues only)
6. Copy of IRS determination letter regarding 501(c)(3) status
7. Application fee of \$250.00
8. Advisory letter with proof of mailing to mayor (within municipality) or chief executive officer of parish (within unincorporated area of parish)
9. Advisory letter with proof of mailing to Senator and Representative representing project's area

Final Approval/Bond Resolution (Executive Committee)

1. All materials included in Items 1 through 6 above, updated as appropriate
2. Evidence of State Bond Commission approval (Official Action Project Summary)
3. Completed and signed Questions to Professionals
4. Two copies for LDA 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)
5. TEFRA public hearing completed
6. A copy of any responses received from letters referred to in items 8 and 9 above or statement that no responses have been received

**LOUISIANA DEVELOPMENT AUTHORITY APPLICATION**

**[501c-3] NON-PROFIT CORPORATIONS PROGRAM**

REV. 04/03

**COMPANY INFORMATION**

**COMPANY NAME:**

**COMPANY CONTACT:**

DATE AVAILABLE FOR SITE VISIT:

**ADDRESS:**

**ADDRESS:**

**PHONE:**

**FAX:**

**TYPE OF BUSINESS:**

CERTIFICATION THAT APPLICANT HAS NOTIFIED (BY LETTER) THE MAYOR OR PARISH CHIEF EXECUTIVE OFFICER AND THE SENATOR AND REPRESENTATIVE OF THE PROJECT.

**PROJECT INFORMATION**

**PROJECT DESCRIPTION:**

**IN STATE LOCATION & ADDRESS:**

**NEW OR EXPANSION?**

**AMT OF FINANCING:**

**RATE:**

**TYPE OF FINANCING:**

**BUILDING:**

**TERM:**

**PRIMARY SOURCE OF REPAYMENT:**

**PROFESSIONALS  
(RECOMMENDED BY APPLICANT)**

**UNDERWRITER:**

**BOND COUNSEL:**

**PHONE:**

**PHONE:**

**FINANCIAL ADVISOR:**

**OTHER:**

**PHONE:**

**PHONE:**

**DATE OF APPLICATION:**

LOUISIANA DEVELOPMENT AUTHORITY

QUESTIONS TO BOND COUNSEL

PROJECT: \_\_\_\_\_

1. (a) Do you expect to be able to deliver at closing the customary opinions of bond counsel, including the opinions described in the Authority's "Standard Document Provisions for Conduit Financing"?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (b) Have other counsel advised you that they expect to be able to deliver at closing the opinions of other counsel in the transaction, as described in the Authority's "Standard Document Provisions for Conduit Financings"?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (c) Will there be any unusual exceptions for qualifications to your opinion or, to your knowledge, the opinions of other counsel? If yes, please describe.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Have we given you access to any information you need in order to discharge the customary duties of bond counsel:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Have you explained to us the critical aspects of legal structure of this transaction that affect the bonds and the Authority's role as the issuer of the bonds?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. (a) Has your review of the relevant documents and other materials, including the official statement or other disclosure document, raised any unusual concerns regarding the bonds and legal issues in connection with this transaction that in your view a reasonable investor would consider important?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOUISIANA DEVELOPMENT AUTHORITY

QUESTIONS TO LEAD UNDERWRITER OR FINANCIAL ADVISOR

PROJECT: \_\_\_\_\_

1. Have we given you access to any information you need in order to prepare or assist in the preparation of the official statement or other disclosure documents for this transaction?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. (a) Has your review of the relevant financial documents and other materials, including the official statement or other disclosure document, raised any unusual concerns, including bondholders' risks, regarding the bonds that in your view a reasonable investor would consider important?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
(b) Does the official statement or other disclosure document adequately address any such concerns you have about this transaction?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Have you explained to us the critical aspect of the structure or nature of this transaction, the security for the bonds and the pricing and marketing of the bonds?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Are there any matters regarding your participation in this transaction about which you wish to make us aware, including potential conflicts of interest?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Lead Underwriter or  
Financial Advisor Signature

\_\_\_\_\_  
Name of Firm

(b) Does the official statement or other disclosure documents adequately address any such concerns you have about the bonds and legal issues in connection with this transaction? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Are there any matters regarding your participation in this transaction about which you wish to make us aware, including potential conflicts of interest?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Have you identified a client other than the Authority to which your legal duty runs in this transaction?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Bond Counsel Signature

\_\_\_\_\_  
Name of Firm

LOUISIANA DEVELOPMENT AUTHORITY

QUESTIONS TO LEAD UNDERWRITER OR FINANCIAL ADVISOR

PROJECT: \_\_\_\_\_

1. Have we given you access to any information you need in order to prepare or assist in the preparation of the official statement or other disclosure documents for this transaction?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. (a) Has your review of the relevant financial documents and other materials, including the official statement or other disclosure document, raised any unusual concerns, including bondholders' risks, regarding the bonds that in your view a reasonable investor would consider important?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Does the official statement or other disclosure document adequately address any such concerns you have about this transaction?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you explained to us the critical aspect of the structure or nature of this transaction, the security for the bonds and the pricing and marketing of the bonds?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Are there any matters regarding your participation in this transaction about which you wish to make us aware, including potential conflicts of interest?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Lead Underwriter or  
Financial Advisor Signature

\_\_\_\_\_  
Name of Firm

LOUISIANA DEVELOPMENT AUTHORITY

QUESTIONS TO AUTHORITY COUNSEL

PROJECT: \_\_\_\_\_

1. Have you explained to us the important legal aspects of the Authority's role in this transaction?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are you aware of any circumstances in which we, our staff, or others have not complied with our procedures in connection with the authorization of the bonds and the related documents?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Are there any matters regarding your participation in this transaction about which you should make us aware, including potential conflicts of interest?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authority Counsel Signature

\_\_\_\_\_  
Name of Firm