

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

Non-Profit 501c(3) Project Checklist

Project Name:

Note: All projects for Non-Profit 501c(3) corporations shall be approved in no less than two steps to include a preliminary approval and a final or sale approval.

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) Copy of the IRS Determination Letter regarding 501c(3) status
- 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

NOTE: REFUNDINGS DO NOT REQUIRE ADVIORY LETTERS FROM
REPRESENTATIVES