

# Louisiana Community Development Authority Checklist

## IDB - Industrial Development



### PROJECT INFORMATION

Project Name

NTE

Bond Counsel

Issuer Counsel

Type

### PRELIMINARY APPLICATION

- Cover letter explaining project
- Completed LCDCA Application (Fact Sheet)
- State Bond Commission Checklist
- Copy of proposed preliminary resolution
- Most recent audited financial statement of project beneficiary, plus current income statement and balance sheet.
- Application fee of \$250
- Advisory Letter with proof of mailing to Mayor (within Municipality) or Chief Executive Officer of Parish (within unincorporated area)
- Advisory Letter with proof of mailing to State Senator and State Representative representing project's area
- Tenant benefit package (housing issues only)

### FINAL APPLICATION

- All materials included in items 1-9 above, updated as appropriate
- Evidence of State Bond Commission approval
- Completed and signed Questions to Professionals
- Copy of the proposed final parameters bond resolution together with all exhibits, including substantially completed drafts of financing documents and the substantially complete preliminary Official Statement
- TEFRA public hearing completed or scheduled with the Authority
- Copies of responses, if any, received from letters referred to in items 8 and 9 above