

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

**501c3 Non-Profit Checklist**

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

**NTE:** \_\_\_\_\_

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

- \_\_\_\_\_ 1) Cover letter explaining the project
- \_\_\_\_\_ 2) Completed LCDA Application (Fact Sheet)
- \_\_\_\_\_ 3) State Bond Commission Financial Disclosure Form
- \_\_\_\_\_ 4) Copy of the proposed preliminary resolution
- \_\_\_\_\_ 5) Copy of IRS Determination Letter regarding 501c3 status
- \_\_\_\_\_ 6) Application Fee of \$250.00 (non-refundable)
- \_\_\_\_\_ 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),  
(Not required for Refunding transactions)
- \_\_\_\_\_ 9) Advisory letter with proof of mailing to State Senator and State Representative  
(Not required for Refunding transactions)

**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  
*(Bond Counsel, Lead Underwriter or Financial Advisor and Authority Counsel)*
- \_\_\_\_\_ 13) Copy of the proposed final parameters bond resolution, together with all exhibits,  
including substantially completed drafts of financing documents and the substantially  
completed 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 ADVISORY LETTERS FROM REPRESENTATIVES