

**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