



**LOUISIANA STATE BOND COMMISSION  
APPLICATION - BONDS  
PRIVATE ACTIVITY VOLUME CAP**

SBC021  
01-01-13

**Instructions:** Complete all required fields, which are indicated by \*. If space is inadequate to complete response, use Continuation Sheet (pg 6), enter item number and remainder of response. The PRINT button can be found on page 5. To retain an electronic version of the application form, use "Save As" option under File menu on Internet browser toolbar. Once the form is saved, it can only be modified with Adobe Writer. If problems are encountered using form, call (225) 342-0040.

1. Issuer \*

Mailing Address \*

Contact Name \*  Phone Number \*

Email Address \*

2. Beneficiary \* (if different than Issuer)

Mailing Address \*

Principal Name \*  Title \*

Contact Name \*  Phone Number \*

Email Address \*

Beneficiary Type \*  Government Unit OR Local Political Subdivision Proceed to Item 3  
 Private Entity Proceed to Item 4

3. Municipal / Parish Governing Authority \*   
 (If different than Issuer & Beneficiary)

4. Business Type \*  Corporation Type \*  C  S  LLC Date of Incorporation \*

LLP Corporate Registry \*  Foreign  Domestic If Domestic, State Incorporated

Non-Profit

Partnership

Other (specify)

Registered with Secretary of State to do business in Louisiana  Yes  No

5. Bond Counsel \*

Firm \*  Phone Number \*

6. Requested SBC Meeting Date \*   Preliminary Approval  Final Approval

7. Indicate if this application involves a prior SBC approval. \*  Yes  No

If Yes, specify SBC Tracking # \*  Approval Date \*

8. Number of Bond Instruments Involved (i.e. Revenue, Refunding, Special Assessment)

Submitted by: \*  Date Submitted \*

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9. Bond Instrument No.

**Note:** If multiple bond instruments and/or Taxable Status involved, complete Multiple Bond Instruments Form (SBC013) to provide specifics for each.

Issuance \*  Single Series  Multiple Series  To Be Determined

Purposes for which Proceeds will be Utilized \*

Citation(s) \*

Requested Parameters

Issuance Amount \* (Not exceeding)  Maturity \* (Not exceeding)   
 Interest Rate \* (Not exceeding)  %  Fixed  Variable  %  Fixed  Variable

Security for Bonds \*

If millage / sales tax Estimated Revenue

Authority to levy  Citation(s)

Election Election Date \*  End Date \*

Selection Method: \*  Competitive  Private Placement  Negotiated  TBD

Purchaser(s): \*

10. Other Government Funds/Incentives/Grants AND/OR Private Equity Funds to be Utilized \*  Yes  No If **Yes**, identify

Source	Amount	Source	Amount

11. "Official Action" Required by the Internal Revenue Code for the Project \*  Yes  No If **Yes**, identify Date

12. Allocation Requested:

Allocation Amount \*  Minimum Amount to Support Issuance of Bonds \*   
 Year of Volume Cap Allocation \*  Specific Date when Bond Allocation is Required \*

13. Project Street Address(es) \*  Parish(es) \*

14. Project Dates \*

Expected Closing on Financing  Expected Bond Delivery  Completion of Plans & Specs   
 Commencement of Construction  Completion of Construction  To be Placed in Service

15. Job / Salary Related Information (Required only for Private Entity Applications)

Number of temporary jobs to be created during construction  Expected construction payroll   
 Number of new permanent jobs to be created  Average salary for new jobs   
 Number of existing jobs to be retained  Average salary for retained jobs

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16. Will a workforce training program be a component of the project's development plan \*  Yes  No If **Yes**, explain

17. Select one of the following items and submit with application \*

- A bond purchase agreement or other written commitment to purchase the bonds for which an allocation is requested, executed by one or more purchasers, setting forth in detail the principal and interest payment provisions and the security for the bonds, accepted by the issuer or the beneficiary of the bonds.  
In the case of a public offering of the bonds for which the allocation from the ceiling is requested, a binding bond purchase or underwriting agreement obligating the underwriter or underwriters to sell or purchase the bonds within 90 days of the receipt of an allocation hereunder, setting forth in detail the proposed principal and interest payment provisions and the security for the bonds, accepted by the issuer of the beneficiary of the bonds
- \$7,500 Escrow Deposit

**Complete applicable section below for Project types of:** Economic Development Project, Exempt Facilities Project & Housing Project

**Economic Development Project / Exempt Facilities Project**

1. North American Classification System Code Reported to the Federal Government and Department of Labor

2. Identify other state programs that provide any financial or business incentives as part of this expansion or new location

3. Economic Impact of the Project as Determined by the Louisiana Department of Economic Development  
*(Submit 10 year Economic Impact Report from Louisiana Department of Economic Development)*

**Housing Project**

1. Type:  Single-Family Scattered site  Yes If **Yes**, identify Number of units  Cost Per Unit   
 No

Multi-Family Provide Number of Buildings   
Units  Cost Per Unit

Moderate Income Families or Below  Yes  No If **Yes**, submit Defined Tenant Benefit Program documentation

Current Site Vacancy Rate  % Total Square Footage  Cost Per Sq. Foot

2. Identify whether the project promotes neighborhood revitalization and/or in-fill development, including new development on vacant or adjudicated properties, and whether the buildings are complimentary to the existing architecture in the neighborhood

3. Identify whether the project is located proximate to a central business district or within a Targeted Area within the meaning of the Internal Revenue Code of 1986 as amended:

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**Government Unit OR Local Political Subdivision** (Required only if Issuer/Beneficiary is a Government Unit/Local Political Subdivision)

1. Proceeds utilized for purchase of Immovable property with a value  $\geq$  \$3,000 (pursuant to R.S. 33:4712.10) \*  No  Yes  TBD

If **Yes**, Purchase Price  Appraised Value

2. Financial Status \*

End Date of Prior Fiscal Year \*

Audit for Prior Fiscal Year completed \*

- Yes and available on Legislative Auditor's website  
 Yes but not available on Legislative Auditor's website  $\phi$   
 No  $\phi$

$\phi$  Must submit copy of Audited / Unaudited Financial Statements (covering all funds) for prior fiscal year.

More than 3 months since end date of previous fiscal year. \*  No  Yes If **Yes**, submit

- (1) Interim Income Statement for current fiscal year (through most recently closed month) from General Fund and specific Fund(s) providing revenues to pay proposed debt service.  
 (2) Interim Balance Sheet for current fiscal year (through most recently closed month) from General Fund and specific Fund(s) providing revenues to pay proposed debt service.

3. Outstanding Debt Secured and/or Payable from Same Source of Revenues as Proposed Debt. \*  Yes  No

If **Yes**, identify (Except: Stand alone economic refunding applications)

Debt Instrument *	Principal Outstanding *	Specific Fund Payable From *	Amount Budgeted *

4. Proposed Debt will be Secured by Excess Revenues OR Specific Revenue Source(s)  Yes  No If **Yes**, identify

Specific Revenue / Source *	Amount Adopted in Budget *	Amount Available *

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Additional Application Requirements**

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**Requirements for All Applications** at initial submission

*Note: If 2 step approval process is involved, interest rate, maturity, security and drafts of pertinent documents are NOT required for preliminary approval.*

1. Certified Resolution(s) of District and/or Municipal/Parish Governing Authority must include:  
 Issuance amount \* Interest rate \* Maturity \* Purpose Security Legal Citation(s) SBC Swap Policy Language
  2. Approval Parameter Form (**SBC016**)/SBC Resolution must match language of Governing Authority resolution and must include:  
 Issuance amount \* Interest rate \* Maturity \* Purpose Security Legal Citation(s) SBC Fee Policy Language
- \* Parameters must specify: "Not to exceed" OR "Not exceeding"  
 "To mature on or before", "To mature not before", "To mature no later than"
3. Payment of \$100 or \$1,500 application fee (as outlined in LAC Title 71), made payable to Louisiana State Bond Commission.
  4. Financial Disclosure Form (**SBC002**)
  5. Project Budget
  6. Bond Counsel Letter stating applicant meets IRS Code Requirements
  7. Drafts of pertinent documents (*i.e.*, Cooperative Endeavor agreements, Local Service Agreements, Trust Indenture, Loan Agreement, etc.)

**Requirements for Specific Purposes - Final Approval**

Construction projects	Bonds involving Construction Project Form ( <b>SBC005</b> )
Refunding	Debt to be Refunded Form ( <b>SBC004</b> )
Swap transactions ( <i>Except: If swap only involves private entity</i> )	Formal swap policy of Issuer ISDA Agreement Term sheet (provider, terms, advisor, counter parties, etc.)
TIF projects	Tax Increment Financing Form ( <b>SBC006</b> )
NSTSD	Division of Administration Approval Letter

**Requirements for Specific Applicants - Final Approval**

Government Unit OR Local Political Subdivision

1. Combined Debt Schedules (by series with principal and interest as separate columns) that contains: (*Except: Stand alone economic refunding apps*)  
 Outstanding Debt Secured/Payable from Same Revenue Source Proposed Debt at Maximum Parameters  
 Total of Outstanding Debt Total of Proposed and Outstanding Debt.
  2. Adopted Budget for Current Fiscal Year (summary format)
  3. Bond Production Report with all items:
 

Sources & Uses	Project Fund Distribution	Debt Schedule
Net Debt Schedule	Cost of Issuance Detail	Summary Statistics
Proof of Arbitrage Yield	Summary of Assumptions	Pricing Summary
Current Appraisal ( <i>pursuant to R.S 33:4712.10</i> )		
Copy of Proces Verbal of pledged tax		
Assessment Methodology Report		
Engineer's Report		
Rev & Expend projections after 1st full year in service through debt maturity		
- Acquiring Immovable Property (value > \$3,000)  
 Secured by Millage / Sales Tax  
 Secured by Special Assessment  
 Utility Project
- Public Trust (*when State is beneficiary*) Bid Sheet

**Application Submission**

Upon completion of all required fields, select PRINT FORM button to print copies for your records.

Entire application package (application forms, certified resolution(s), financial statements, fee payment, etc.) must be received at SBC office by specified deadline, which can be found at: [www.treasury.state.la.us/Home%20Pages/BondCommission.aspx?@Filter=BC2010](http://www.treasury.state.la.us/Home%20Pages/BondCommission.aspx?@Filter=BC2010).

Electronic submissions must be sent to [SBC-Application@treasury.state.la.us](mailto:SBC-Application@treasury.state.la.us). Each specific document type (application form, copy of certified resolution(s), financial statements, etc.) must be included as separate attachments in pdf, Word or Excel format. A scanned copy (pdf format) of the application fee check should be included as one of the attachments.

**Note:** The only originals that must be physically transmitted after electronic submission, are certified resolution(s) and application fee check, which must be received within 3 business days of electronic submission.

Submission of hard copy documentation must be mailed to:

<b>Sent via US Mail</b> State Bond Commission P.O. Box 44154 Baton Rouge, LA 70804	<b>Sent via Other Delivery Services</b> 3rd Floor - State Capitol 900 North 3rd Street Baton Rouge, LA 70802
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Upon receipt of each application submission, the documentation will be reviewed by SBC staff. A confirmation email will be sent to acknowledge receipt of the application, identify SBC tracking number, provide assigned analyst and confirm if minimum requirements have been met. If confirmation email is not received within 2 working days after electronic submission, call (225) 342-0040 to verify receipt of electronic submission.

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Continuation Sheet**

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