

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

APPLICATION CHECKLIST

All documentation is due FIVE WORKING DAYS prior to meeting date.

Governmental Bonds

Preliminary Inducement Resolution (Development Committee/Executive Committee)

1. Cover letter explaining the project
2. Completed LDA Application (Fact Sheet)
3. State Bond Commission Checklist
4. Certified copy of resolution by governmental entity authorizing project and bonds
5. Two copies for our records of the proposed inducement resolution by the LDA

Final Approval/Bond Resolution (Executive Committee)

1. All materials included in Items 1 through 4 above, updated as appropriate
2. Evidence of State Bond Commission approval (Official Action Project Summary)
3. Completed and signed Questions to Professionals
4. Two copies for LDA records of the proposed final parameters bond resolution, together with all exhibits (must include substantially complete draft financing documents, including substantially complete Preliminary Official Statement)

**LOUISIANA DEVELOPMENT AUTHORITY APPLICATION
GOVERNMENTAL IDENTITY PROGRAM**

REV. 03/02

GENERAL INFORMATION

NAME OF GOV'T ENTITY:	CONTACT: DATE AVAILABLE FOR SITE VISIT:
ADDRESS:	ADDRESS:
	PHONE:
	FAX:

PROJECT INFORMATION

PROJECT DESCRIPTION:

CERTIFICATION THAT APPLICANT HAS NOTIFIED (BY LETTER) THE MAYOR OR PARISH CHIEF EXECUTIVE OFFICER AND THE SENATOR AND REPRESENTATIVE OF THE PROJECT.

AMOUNT OF FINANCING:	TERM:
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TYPE OF FINANCING: TAX EXEMPT TAXABLE

PRIMARY SOURCE OF REPAYMENT:

**PROFESSIONALS
(RECOMMENDED BY APPLICANT)**

UNDERWRITER:	BOND COUNSEL:
PHONE:	PHONE:
FINANCIAL ADVISOR:	OTHER:
PHONE:	PHONE:

	DATE OF APPLICATION:
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LOUISIANA COMMUNITY DEVELOPMENT AUTHORITY APPLICATION

LOUISIANA DEVELOPMENT AUTHORITY

QUESTIONS TO BOND COUNSEL

PROJECT: _____

1. (a) Do you expect to be able to deliver at closing the customary opinions of bond counsel, including the opinions described in the Authority's "Standard Document Provisions for Conduit Financing"?

(b) Have other counsel advised you that they expect to be able to deliver at closing the opinions of other counsel in the transaction, as described in the Authority's "Standard Document Provisions for Conduit Financings"?

(c) Will there be any unusual exceptions for qualifications to your opinion or, to your knowledge, the opinions of other counsel? If yes, please describe.

2. Have we given you access to any information you need in order to discharge the customary duties of bond counsel:

3. Have you explained to us the critical aspects of legal structure of this transaction that affect the bonds and the Authority's role as the issuer of the bonds?

4. (a) Has your review of the relevant documents and other materials, including the official statement or other disclosure document, raised any unusual concerns regarding the bonds and legal issues in connection with this transaction that in your view a reasonable investor would consider important?

(b) Does the official statement or other disclosure documents adequately address any such concerns you have about the bonds and legal issues in connection with this transaction? _____

5. Are there any matters regarding your participation in this transaction about which you wish to make us aware, including potential conflicts of interest?

6. Have you identified a client other than the Authority to which your legal duty runs in this transaction?

Bond Counsel Signature

Name of Firm

LOUISIANA DEVELOPMENT AUTHORITY

QUESTIONS TO LEAD UNDERWRITER OR FINANCIAL ADVISOR

PROJECT: _____

1. Have we given you access to any information you need in order to prepare or assist in the preparation of the official statement or other disclosure documents for this transaction?

2. (a) Has your review of the relevant financial documents and other materials, including the official statement or other disclosure document, raised any unusual concerns, including bondholders' risks, regarding the bonds that in your view a reasonable investor would consider important?

(b) Does the official statement or other disclosure document adequately address any such concerns you have about this transaction?

3. Have you explained to us the critical aspect of the structure or nature of this transaction, the security for the bonds and the pricing and marketing of the bonds?

4. Are there any matters regarding your participation in this transaction about which you wish to make us aware, including potential conflicts of interest?

Lead Underwriter or
Financial Advisor Signature

Name of Firm

LOUISIANA DEVELOPMENT AUTHORITY

QUESTIONS TO AUTHORITY COUNSEL

PROJECT: _____

1. Have you explained to us the important legal aspects of the Authority's role in this transaction?

2. Are you aware of any circumstances in which we, our staff, or others have not complied with our procedures in connection with the authorization of the bonds and the related documents?

3. Are there any matters regarding your participation in this transaction about which you should make us aware, including potential conflicts of interest?

Authority Counsel Signature

Name of Firm

**Louisiana State Bond Commission
Application Form**

Is the application fee inclosed with this application (Yes/No) _____ Amount _____

Is request for _____ preliminary _____ final approval

General information

1. Name of Issuer: _____

2. Counsel to Issuer
Contact _____ Phone _____ Fax _____

3. Bond Counsel
Contact _____ Phone _____ Fax _____
E-mail address _____

4. Financing Beneficiary
Address _____

A. Type of Entity

Proprietorship _____	Partnership _____	LLP _____
Publicly held Corp _____	Closely held Corp _____	LLC _____
Non-profit Corp _____	Governmental Unit _____	Other _____

B. State of Organization _____

C. Principals of Beneficiary _____

Contact _____ Phone _____ Fax _____

5. Mark one of the following categories

A. Type of sale	B. Tax status	C. Security Type
Negotiated _____	Taxable _____	Revenue _____
Competitive _____	Tax Exempt _____	General Obligation _____
Private Placement _____	Subject to AMT _____	

D. Financing Type	E. Interest Rate
Refunding _____	Fixed _____
New money _____	Variable _____

6. Purpose(s) of bonds being issued

A. _____

B. _____

C. _____

D. _____

**Louisiana State Bond Commission
Application Form**

7. Amount of Issue _____ Single issue _____ Multiple issues _____
Estimated date(s) _____

8. Name of Bond Purchaser(s) (if privately placed) _____

9. Guarantor _____

10. Name of Underwriter(s) (if publicly offered):

A. _____ Contact _____
Phone _____ Fax _____

B. _____ Contact _____
Phone _____ Fax _____

11. Name of Underwriter(s) Counsel:

A. _____ Contact _____
Phone _____ Fax _____

B. _____ Contact _____
Phone _____ Fax _____

12. Legal authority to issue Bonds _____

13. Street address and Parish of project _____

14. Briefly describe the proposed project and the public purpose served

15. If this issue is a refunding, please provide the following information
regarding the original bond issue(s): SEE ATTACHMENT "A" HERETO

16. If historical building, age of building: _____

**Louisiana State Bond Commission
Application Form**

17. Employment impact information:

a. Temporary construction position:	#	_____	\$	_____
b. New permanent job /annual payroll:	#	_____	\$	_____
c. Present jobs retained or transferred /annual payroll:	#	_____	\$	_____
d. Total jobs/annual payroll (Total of 16b+16c)	#	<u>0</u>	\$	<u>0</u>

18. If this application involves funding of a construction project, please complete the following information for all contractors, engineers, architects and other professionals involved in or retained for the project: SEE ATTACHMENT "B" HERETO

19. Please complete the financial information requested on Attachment "C." SEE ATTACHMENT "C" HERETO

20. Please complete the following information:

Source of Funds

Bond proceeds	_____
Other sources	_____

Total source of funds 0

Use of Funds

Bond issuance costs	_____
Other costs associated with bond issue	_____
Project	_____
Other uses	_____

Total use of funds 0

Excess Funds 0

21. Please identify all continuing expenses that are not to be paid from bond proceeds:

Description of Expense	Payable to	Terms	Amount

Louisiana State Bond Commission
Information Regarding Bond Issues to be Refunded
Attachment "A"
 (Line 15 of Application)

1. Name _____

A. Date of issue _____

B. Amount of issue _____

C. Current balance of issue _____

D. Interest rate _____

E. Maturity date _____

F. Underwriters _____

G. Underwriters discount _____

H. Bond Counsel _____

I. Bond Counsel fee _____

2. Name _____

A. Date of issue _____

B. Amount of issue _____

C. Current balance of issue _____

D. Interest rate _____

E. Maturity date _____

F. Underwriters _____

G. Underwriters discount _____

H. Bond Counsel _____

I. Bond Counsel fee _____

3. Name _____

A. Date of issue _____

B. Amount of issue _____

C. Current balance of issue _____

D. Interest rate _____

E. Maturity date _____

F. Underwriters _____

G. Underwriters discount _____

H. Bond Counsel _____

I. Bond Counsel fee _____

4. Name _____

A. Date of issue _____

B. Amount of issue _____

C. Current balance of issue _____

D. Interest rate _____

E. Maturity date _____

F. Underwriters _____

G. Underwriters discount _____

H. Bond Counsel _____

I. Bond Counsel fee _____

**Louisiana State Bond Commission
 Information Regarding Bond Issues to be Refunded
 Attachment "A"**

(Line 15 of Application)

5. Name _____

A.	Date of issue	_____
B.	Amount of issue	_____
C.	Current balance of issue	_____
D.	Interest rate	_____
E.	Maturity date	_____
F.	Underwriters	_____
G.	Underwriters discount	_____
H.	Bond Counsel	_____
I.	Bond Counsel fee	_____

6. Name _____

A.	Date of issue	_____
B.	Amount of issue	_____
C.	Current balance of issue	_____
D.	Interest rate	_____
E.	Maturity date	_____
F.	Underwriters	_____
G.	Underwriters discount	_____
H.	Bond Counsel	_____
I.	Bond Counsel fee	_____

7. Name _____

A.	Date of issue	_____
B.	Amount of issue	_____
C.	Current balance of issue	_____
D.	Interest rate	_____
E.	Maturity date	_____
F.	Underwriters	_____
G.	Underwriters discount	_____
H.	Bond Counsel	_____
I.	Bond Counsel fee	<u>50,000</u>

Louisiana State Bond Commission
Applications Involving the Funding of Construction Projects
Attachment "B"
(Line 18 of Application)

Contractor(s)

1. Name	_____	Contact	_____
Address	_____	Phone	_____
	_____	Fax	_____
2. Name	_____	Contact	_____
Address	_____	Phone	_____
	_____	Fax	_____

Engineer(s)

1. Name	_____	Contact	_____
Address	_____	Phone	_____
	_____	Fax	_____
2. Name	_____	Contact	_____
Address	_____	Phone	_____
	_____	Fax	_____

Architect(s)

1. Name	_____	Contact	_____
Address	_____	Phone	_____
	_____	Fax	_____
2. Name	_____	Contact	_____
Address	_____	Phone	_____
	_____	Fax	_____

Other

1. Name	_____	Contact	_____
Address	_____	Phone	_____
	_____	Fax	_____
2. Name	_____	Contact	_____
Address	_____	Phone	_____
	_____	Fax	_____
3. Name	_____	Contact	_____
Address	_____	Phone	_____
	_____	Fax	_____

**Other Costs Incurred in Association with the Issuance of the Bonds
(Includes prepaid, escrowed and annual fees)**

Beneficiary organizational costs

Beneficiary counsel	_____	_____	_____
Development fees	_____	_____	_____
Title, survey and appraisal costs	_____	_____	_____
Consultant fees	_____	_____	_____
Insurance	_____	_____	_____
Other (Description)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Mortgage banking costs

Lender counsel	_____	_____	_____
Mortgage servicer counsel	_____	_____	_____
Mortgage insurance	_____	_____	_____
Examination fees	_____	_____	_____
Inspection fees	_____	_____	_____
Other (Description)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Other Costs Associated with Bond Issue

**Louisiana State Bond Commission
Post Closing Reporting Form**

This form must be accompanied by Attachment "C", originally submitted with the Application Form, that has been updated to reflect the actual costs incurred.

Application number _____

Date approved by SBC _____

Date this form is completed _____

Date of bond closing _____

Person to contact about this form

Name _____ Phone _____
E-mail address _____ Fax _____

- 1. Name of Issuer _____
- 2. Issue Description _____
- 3. Use of Proceeds _____
- 4. Financing Beneficiary _____

5. Mark one of the following categories:

<p>A. Type of sale</p> <p>Negotiated _____</p> <p>Competitive _____</p> <p>Private Placement _____</p>	<p>B. Tax status</p> <p>Taxable _____</p> <p>Tax Exempt _____</p> <p>Subject to AMT _____</p>	<p>C. Security Type</p> <p>Revenue _____</p> <p>General Obligation _____</p>
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- 6. Fee rebate information
- Rebate check payable to _____
- Individual to whom it is sent _____
- Mailing address _____

Contact name _____ Phone _____

7. Comparison of bond terms of the actual closing and terms approved by the State Bond Commission

	Approved by SBC	Actual Closing
Amount	_____	_____

Louisiana State Bond Commission
 Financial Information-Bond Issuance Costs
 Attachment "C"
 (Line 19 of Application)

To be Completed by the SBC
 SBC Application # _____ SBC Approval Date _____

II. Other Costs Incurred in Association with the Issuance of the Bonds (Includes prepaid, escrowed and annual fees) Beneficiary organizational costs	TO BE COMPLETED WITH THE APPLICATION				TO BE COMPLETED WITH THE POST CLOSING REPORTING FORM			
	1	2	3	4	5	6	7	8
	Estimated Costs (1 + 2)			Actual Costs (3 - 4 - 5)				
	Fees	Expenses	Total Costs	Fees	Expenses	(Over) Under Variance	(Over) Under % Var	Ref
**Is cost paid from bond proceeds								
Firm / Vendor Name								
Beneficiary counsel			0			0	0.0%	
Development fees			0			0	0.0%	
Title, survey and appraisal costs			0			0	0.0%	
Consultant fees			0			0	0.0%	
Insurance			0			0	0.0%	
Other (Description)			0			0	0.0%	
Mortgage banking costs								
Lender counsel			0			0	0.0%	
Mortgage servicer counsel			0			0	0.0%	
Mortgage insurance			0			0	0.0%	
Examination fees			0			0	0.0%	
Inspection fees			0			0	0.0%	
Other (Description)			0			0	0.0%	
Total Other Costs Associated with Bond Issue	0	0	0	0	0	0	0.0%	

**Other Costs Incurred in Association with the Issuance of the Bonds
(Includes prepaid, escrowed and annual fees)**

<u>Beneficiary organizational costs</u>			
Beneficiary counsel	_____	_____	_____
Development fees	_____	_____	_____
Title, survey and appraisal costs	_____	_____	_____
Consultant fees	_____	_____	_____
Insurance	_____	_____	_____
Other (Description)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<u>Mortgage banking costs</u>			
Lender counsel	_____	_____	_____
Mortgage servicer counsel	_____	_____	_____
Mortgage insurance	_____	_____	_____
Examination fees	_____	_____	_____
Inspection fees	_____	_____	_____
Other (Description)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Other Costs Associated with Bond Issue			<input style="width: 50px; height: 20px;" type="text"/>