



LOUISIANA STATE BOND COMMISSION
APPLICATION - ELECTION PROPOSITION

SBC007
Rev 08-15-2024

Instructions: Complete all required fields, which are indicated by *. If space is inadequate to complete response, use Continuation section (pg 6), enter item number and remainder of response. The PRINT button can be found on page 7. 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. For any questions call (225) 342-0040.

1. Government Unit * (including district)
- Mailing Address *
- Contact Name * Phone Number *
- Email Address *
2. Municipal/Parish Governing Authority * (if different than above)
3. Attorney / Official Name *
- Attorney Firm / Official's Title * Phone Number *
- Email Address *
4. Request for SBC Consideration Meeting Date * Election Date *
5. Total Propositions Involved *
6. Proceeds directly benefit libraries subject to R.S. 25:225(C) * ☐ Yes ☐ No
- If **Yes**, has a policy to limit access been adopted ☐ Yes ☐ No Has the policy been implemented ☐ Yes ☐ No

Complete appropriate page(s) based on Proposition Type as follows:

- Page 2 Ad Valorem, Sales Tax, Special Assessment, Special Tax
- Page 3 GO Bond
- Page 4 Revenue/Refunding Bond
- Page 5 Plan of Government Change / Adoption, Property Tax Exemption, Other
- Page 6 GO Bond & Revenue Bond

If number of propositions in the application for the entity exceeds space available on this form, use applicable Multiple Propositions form(s) as needed to accommodate all propositions. Listed below are Multiple Proposition form types:

- Multiple Proposition Form - Ad Valorem, Sales Tax, Special Tax, Special Assessment (**SBC008**)
- Multiple Proposition Form - General Obligation Bond (**SBC009**)
- Multiple Proposition Form - Plan of Government Change/Adoption, Property Tax Exemption, Other (**SBC010**)
- Multiple Proposition Form - Revenue/Refunding Bond (**SBC020**)

Submitted by: *

Date Submitted *

LOUISIANA STATE BOND COMMISSION
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Ad Valorem, Sales Tax, Special Assessment, Special Tax Proposition

District * (If different than gov't unit)

Proposition No. *

Proposition Type * ☐ Ad Valorem ☐ Sales Tax ☐ Special Assessment ☐ Special Tax

Proposition Language *

Citation(s) *

Tax Classification* (Refer to classification chart on website)

☐ New

☐ Continuation

☐ Renewal

☐ In Lieu Of

☐ Rededication

Proposed Amount *

Annual Proceeds *

Levy Period *

Duration *

If Sales Tax:

Exception citation(s) or legislative act(s) if limitations exceeded in R.S. 47:338.1 or 47:338.54

Identify Jurisdiction name(s) in which the tax will be levied as reflected on the Louisiana Association of Tax Administrators rate table

District * (If different than gov't unit)

Proposition No. *

Proposition Type * ☐ Ad Valorem ☐ Sales Tax ☐ Special Assessment ☐ Special Tax

Proposition Language *

Citation(s) *

Tax Classification* (Refer to classification chart on website)

☐ New

☐ Continuation

☐ Renewal

☐ In Lieu Of

☐ Rededication

Proposed Amount *

Annual Proceeds *

Levy Period *

Duration *

If Sales Tax:

Exception citation(s) or legislative act(s) if limitations exceeded in R.S. 47:338.1 or 47:338.54

Identify Jurisdiction name(s) in which the tax will be levied as reflected on the Louisiana Association of Tax Administrators rate table

**LOUISIANA STATE BOND COMMISSION
APPLICATION - ELECTION PROPOSITION
GO Bond Proposition**

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District * (if different than gov't unit)

Proposition No. *

Proposition Type: GO Bond Proposition

Proposition Language *

Citation(s) *

Issuance Amount * (Not exceeding)

Maturity * (Not exceeding)

Interest Rate * (Not exceeding)

%

☐

Fixed

☐

Variable

%

☐

Fixed

☐

Variable

Outstanding GO Debt * ☐ No ☐ Yes

If **Yes**, complete chart below

Series	Principal Outstanding	Series	Principal Outstanding

Current Millage Levied to Service **Outstanding** GO Bonds *

Est Add'l Millage Levied to Service **Proposed** GO Bonds *

Assessed Valuation *

Specific Statute and Section for Legal Debt Limit *

Legal Debt Limit *

%

Selection Method *

☐

Competitive

☐

Negotiated

☐

Private Placement

☐

TBD

Purchaser(s) *

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

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 Φ

☐ No Φ

Φ **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.

LOUISIANA STATE BOND COMMISSION
APPLICATION - ELECTION PROPOSITIONS
Revenue/Refunding Bond Proposition

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District * (if different than gov't unit)

Proposition No. *

Proposition Type:

☐ Revenue

☐ Refunding

☐ Revenue & Refunding

Proposition Language *

Citation(s) *

Issuance Amount * (Not exceeding)

Maturity * (Not exceeding)

Interest Rate * (Not exceeding)

%

☐ Fixed

☐ Variable

%

☐ Fixed

☐ Variable

Security for Bonds *

Outstanding Debt secured by same revenue source *

Series	Principal Outstanding	Series	Principal Outstanding

Selection Method * ☐ Competitive ☐ Negotiated ☐ Private Placement ☐ TBD

Purchaser(s) *

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

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 ⚡

☐ No ⚡

⚡ **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.

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Plan of Government Change / Adoption, Property Tax Exemption and / or Other Proposition

District * (If different than gov't unit)

Proposition No. *

Proposition Type * ☐ Plan of Government Change / Adoption

☐ Property Tax Exemption

☐ Other (specify)

Proposition Language *

Citation(s) *

District * (If different than gov't unit)

Proposition No. *

Proposition Type * ☐ Plan of Government Change / Adoption

☐ Property Tax Exemption

☐ Other (specify)

Proposition Language *

Citation(s) *

District * (If different than gov't unit)

Proposition No. *

Proposition Type * ☐ Plan of Government Change / Adoption

☐ Property Tax Exemption

☐ Other (specify)

Proposition Language *

Citation(s) *

Community Water System Accountability - R.S. 40:5.9.1

Does the entity operate any community water system that has a "D" or "F" letter grade * ☐ Yes ☐ No

If **Yes**, complete below:

A. Identify systems

B: (1) Is there a Corrective Action Plan for addressing water system issues required by R.S. 40:59.1E(1)(c) ☐ Yes ☐ No

(2) Has this plan been approved by LDH ☐ Yes ☐ No

Applications For Water Purposes - Must submit the following:

- (1) Plan for addressing water system issues
- (2) Describe how application aligns with plan to address water system issues
- (3) Rate Information (recent and/or anticipated rate increases, resolution/ordinance implementing rate increase and date of most recent rate study)
- (4) Certification from governing authority that water system funds will only be used for improvement and sustainability of the system.

Community Sewer System Infrastructure Sustainability - R.S. 30:2075.4

Is the financing any of the following: ☐ Yes ☐ No

- Funding Water and/or Sewer Projects
- Cash Flow Loan
- Emergency Financing as Determined by the SBC
- Refinancing of Existing Debt
- Utilizing security of a dedicated tax or bond revenue stream where the proceeds of tax or bond cannot be used for sewer purposes

If **no**, does the entity operate any community sewer systems ☐ Yes ☐ No

If **yes**, identify systems:

For each system identified, the following are required at the time of application submission:

- (1) Compliance Status Verification from the Louisiana Department of Environmental Quality
- (2) Compliance Status Verification from the Louisiana Department of Health
- (3) Fiscal Status Verification from the Louisiana Legislative Auditor

Continuation

LOUISIANA STATE BOND COMMISSION
APPLICATION - ELECTION PROPOSITION
Additional Application Requirements

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Requirements for All Election Propositions at initial submission

1. Certified Resolution(s) must include:

Election Date	Legal Citation(s)	Notice of Special Election
Proposition Language (<i>cannot exceed 200 words</i>)		SBC Swap Policy Language (<i>bonds only</i>)

Bond Propositions must include:

Issuance amount *	Interest rate *	Maturity *
Purpose	Security	If GO Bond estimated 1st yr millage rate

Tax Propositions must include:

Amount	Estimated 1st yr Proceeds	Levy Period/Beginning Levy Date
Purpose	Duration	Amount of increase (<i>If applicable</i>)

Note: Certified resolution(s) must be submitted to the Louisiana Secretary of State's Office upon submission of application to SBC.

2. Approval Parameter Form (**SBC017**)

Note: Proposition Language must match Governing Authority resolution and Notice of Election

Requirements for Bond Election Propositions

1. Payment of \$100 application fee made payable to Louisiana State Bond Commission

2. Financial Disclosure Form (**SBC002**)

3. Debt Schedules for new issuances that contain:

Sources & Uses	Proposed Debt at Maximum Parameters and Market Rate*
Summary Statistics	Outstanding Debt Secured/Payable from Same Revenue Source*
Total Combined Proposed and Outstanding Debt	Summary of Assumptions (If applicable)

* By series with principal and interest as separate columns

4. Assessment Roll

5. Immovable property, with a value greater than \$3,000 to be acquired, submit an appraisal (*pursuant to R.S. 33:4712.10*)

6. If Refunding, Debt to be Refunded Form (**SBC004**)

Requirements for Plan of Government Change

Applicable section(s) of Current Plan and Proposed Plan

Application Submission

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

Application package (application forms, certified resolution(s), financial statements, etc.), must be sent to SBC-Application@treasury.la.gov by the specified date, which can be found at: <https://www.treasury.la.gov/state-bond-commission>. **Email size cannot exceed 10 MB.**

Attachments must be in pdf, Word or Excel format only. A scanned copy of the application fee check should be included as an attachment and actual check must be received in our office within 3 business days of electronic submission.

Mailed to:	<u>Sent via US Mail</u>	<u>Sent via Other Delivery Services</u>
	State Bond Commission	3rd Floor - State Capitol
	P.O. Box 44154	900 North 3rd Street
	Baton Rouge, LA 70804	Baton Rouge, LA 70802

All emails directed to SBC-Application@treasury.la.gov will receive automatically generated emails acknowledging receipt. Application emails will receive an additional confirmation email from SBC staff once documentation has been reviewed to identify SBC tracking number and confirm if minimum requirements have been met. If either confirmation email is not received within 2 business days after electronic submission, call (225) 342-0040 to verify receipt of electronic submission.