



LOUISIANA STATE BOND COMMISSION
APPLICATION - DEBT
PRIVATE BORROWER

SBC022P
Rev 08-15-2024

Instructions: Complete all required fields, which are indicated by *. If space is inadequate to complete response, use Continuation Sheet (pg 5), enter item number and remainder of response. The PRINT button can be found on page 4. 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. Issuer *

Mailing Address *

Contact Name *

Phone Number *

Email Address *

2. Borrower * (If different than Issuer)

Mailing Address *

Principal Name *

Title *

Contact Name *

Phone Number *

Email Address *

3. Business Type * ☐ Corporation

Type * ☐ C ☐ S ☐ LLC

Date of Incorporation *

Corporate Registry * ☐ Foreign ☐ Domestic

If Domestic, State Incorporated

☐ Non-Profit

☐ Other (specify)

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

4. Attorney *

Firm *

Phone Number *

5. Requested SBC Meeting Date *

☐ Preliminary Approval

☐ Final Approval

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: **Sent via US Mail**
State Bond Commission
P.O. Box 44154
Baton Rouge, LA 70804

Sent via Other Delivery Services
3rd Floor - State Capitol
900 North 3rd Street
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.

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6. Number of Debt Instruments Involved (i.e. Revenue, Refunding, BANS)

Note: If multiple bond instruments involved, complete Multiple Bond Instruments form (SBC013) to provide specifics for each.

7. Debt Instrument No. Instrument Type *

Requested Parameters (Not exceeding)

Issuance Amount * Maturity * Tax Status * ☐ Tax-Exempt ☐ Taxable

Interest Rate *

Classification: ☐ Net State Tax Supported Debt ☐ Tax Increment Financing ☐ Tax-Exempt Private Activity Bonds

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

Purchaser(s): *

Requested Approval Purposes *

Narrative Summary of Project(s) * **Note:** Include street address(es) and parish(es)

Citation(s) *

Security *

8. Identify Estimated Cost of Project by Sources (i.e. Bond Proceeds, Government funds, Grants, Private Equity, etc.)*

Source	Amount	Source	Amount

10. Anticipated Project Dates *

Closing on Financing Bond Delivery Completion of Plans & Specs

Commencement of Construction Completion of Construction To be Placed in Service

11. Job / Salary Related Information

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

Submitted by: *

Date Submitted *

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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

Housing Project

Type: ☐ Single-Family

Scattered site ☐ Yes ☐ No

If **Yes**, identify Number of units

☐ Multi-Family Provide Number of Buildings Units Current Site Vacancy Rate %

Moderate Income Families or Below ☐ Yes ☐ No

If **Yes**, submit Defined Tenant Benefit Program documentation

Total Square Footage Residential Square Footage Community Square Footage

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Application Requirements

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Requirements 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) must include:
Issuance amount ♦ Interest rate ♦ Maturity ♦ Purpose Security Legal Citation(s) SBC Swap Policy Language
2. Approval Parameter Form (**SBC016**) must match language of Governing Authority resolution and must include:
Issuance amount ♦ Interest rate ♦ Maturity ♦ Purpose Security Legal Citation(s)
♦ 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 \$1,500 application fee (as outlined in LAC Title 71), made payable to Louisiana State Bond Commission.
4. Financial Disclosure Form (**SBC002**)
5. Drafts of pertinent documents (*i.e., Cooperative Endeavor Agreements, Lease Agreements, Trust Indenture, Loan Agreements*)

Additional Requirements

1. Financial Statements as identified in LAC Title 71, Chapter 3
2. Debt Schedules for new issuances that contain:
Sources & Uses Proposed Debt at Maximum Parameters and Market Rate
Summary Statistics Summary of Assumptions (If applicable)

Additional Requirements for Specific Purposes - Final Approval

Housing	See LAC Title 71, Chapter 5
Non-Traditional Tax-Exempt	See LAC Title 71, Chapter 3
NSTSD	Division of Administration Approval
Public Trust (<i>when State is beneficiary</i>)	Bid Sheet
Refunding	Debt to be Refunded Form (SBC004)
Secured by Special Assessment	Assessment Methodology Report
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 (SBC006)
Utility Project	Engineer's Report
	Revenue & Expenditure projections including assumptions through 1st full year after project completion

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Continuation Sheet

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