



LOUISIANA STATE BOND COMMISSION
APPLICATION - DEBT
GOVERNMENTAL BORROWER

SBC022G
Rev 08-15-2024

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

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 *

If millage / sales tax Estimated Revenue

Authority to levy ☐ Citation(s)

☐ Election Election Date * End Date *

Item 8 is required for all applications except for applications in which borrowing is for cash flow purposes.

8. Anticipated Project Dates *

Closing on Financing Commencement of Construction Completion of Construction

9. 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

10. 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

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11. 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.

12. Identify Specific Fund(s) from Audit (i.e. General Fund, Utility Fund, Gaming Fund) being used to repay proposed debt. *

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13. 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 *	Specific Fund Payable From *

14. Identify Estimated Cost of Project by Source (i.e. Bond Proceeds, Government Funds, Grants, Private Equity, etc.) *

Source	Amount	Source	Amount

15. 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

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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 late study).
(4) Certification from governing authority that water system funds will only be used for improvement and sustainability of the system.

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16. 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

Cash Flow Borrowing

Statutory Debt Limitation * %

Entity has an outstanding Cash Flow Loan * ☐ Yes ☐ No

If **Yes**, Outstanding Principal Maturity

Proceeds of proposed loan will be used for payment of outstanding loan ☐ Yes ☐ No

If **Yes**, Date Payment to Occur

Provide plan of repayment

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

Submitted by: *

Date Submitted *

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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 \$100 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, Local Service Agreements, Trust Indenture, Loan Agreements*)

Additional Requirements

1. Adopted Budget for Current Fiscal Year (summary format)
2. Information / Documentation demonstrating ability to repay proposed debt
3. Municipal Advisor, Underwriter or Bank Letter regarding plan of finance (Except for economic refundings)
4. 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

Additional Requirements for Specific Purposes - Final Approval

Acquiring Immovable Property (value > \$3,000)	Current Appraisal
Loans	If interest rate exceeds 6%, submit copies of 2 bank letters stating interest rate at which institution will grant loan.
Industrial Development	LAC Title 71, Chapter 1, Section 127
NSTSD	Division of Administration Approval
Paving Certificates	Copy of Certified Assessment Ordinance/Resolution Engineers Report that contains: Streets to be Improved Cost per Foot Est Project Cost Est City/Parish Contribution
Public Trust (<i>when State is beneficiary</i>)	Bid Sheet
Refunding	Debt to be Refunded Form (SBC004)
Secured by Special Assessment	Assessment Methodology Report
Special Assessment Certificates	Copy of Certified Assessment Ordinance/Resolution
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

**LOUISIANA STATE BOND COMMISSION
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Continuation Sheet**

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