SBC011
Rev 07-21-20

LOUISIANA STATE BOND COMMISSION
APPLICATION - LOANS

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. If problems are encountered using form, 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. Requested SBC Meeting Date *

5. Indicate if this application involves a local services agreement AND / OR prior SBC approval for same purpose. * ◯ Yes ◯ No

If **Yes**, specify ☐ Local Services Agreement ☐ Prior Approval

SBC Tracking # * Approval Date *

6. Loan Type *

◯ Anticipation of Avails ◯ Refunding ◯ Other *(specify)*

◯ Budgetary ◯ Sewer-Paving Certificates

◯ Excess Revenue ◯ Qualified Zone Academy Bonds

7. Purposes for which Loan Proceeds will be Utilized *

8. Citation(s) *

9. Requested Debt Parameters

Issuance Amount * (Not exceeding) Maturity * (Not exceeding)

Interest Rate * (Not exceeding) % ☐ Fixed ☐ Variable % ☐ Fixed ☐ Variable

Tax Status * ☐ Taxable ☐ Tax-Exempt

Debt Instrument * ◯ Certificates of Indebtedness ◯ Revenue Anticipation Notes ◯ Notes

◯ Other *(specify)*

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10. Security for Loan

If millage
Estimated Revenue

Authority to levy
☐ Citation(s)
☐ Election Election Date * End Date *

11. Selection Method * ◯ Competitive ◯ Negotiated ◯ Private Placement ◯ TBD

12. Purchaser(s) *

Items 13, 14 and 15 required for all applications except for applications in which borrowing is for budgetary purposes.

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

14. Project Dates *
Expected Closing on Financing Expected Loan Delivery Completion of Plans & Specs
Commencement of Construction Completion of Construction To be Placed in Service

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

If **Yes**, Purchase Price Appraised Value

16. 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.

17. Outstanding Debt Secured and/or Payable from Same Source of Revenues as Proposed Loan * ◯ Yes ◯ No If **Yes**, identify

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

Complete applicable section on Page 3 for loan types of:
Budgetary
Excess Revenue
Qualified Zone Academy Bond

Submitted by: * Date Submitted *

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Budgetary

Statutory Debt Limitation * ____ %

Entity has an outstanding Budgetary Loan * ◯ Yes ◯ No

If **Yes,** Outstanding Principal ____ Maturity ____

Source of Repayment ____

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

If **Yes,** Date Payment to Occur ____

Explanation of repayment of outstanding loan with proceeds of proposed loan

____

Hospital Service District(s) - Amount due to Medicare * ____ Medicaid * ____

Excess Revenue

Specific Fund Legally Available for Proposed Debt *	Amount Adopted in Budget *	Amount of Available Excess Revenue *

Qualified Zone Academy Bonds

Private Partner Providing Match * ____

Amount of allocation granted by Department of Education * ____

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Additional Application Requirements

Requirements for All Loan Types at initial submission

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. Combined Debt Schedules (by series with principal and interest as separate columns) that contains:
   Outstanding Debt Secured/Payable from Same Revenue Source | Proposed Debt at Maximum Parameters
   Total of Outstanding Debt | Total of Proposed and Outstanding Debt.
6. Adopted Budget for Current Fiscal Year (summary format)
7. If interest rate exceeds 6%, submit copies of 2 bank letters stating interest rate at which institution will grant loan. If lender is fiscal agent bank, submit copy of fiscal agent agreement in lieu of the 2 bank letters.
8. Drafts of pertinent documents *(i.e., Cooperative Endeavor Agreements, Local Services Agreements, etc.)*

Requirements for Specific Purposes

Acquiring Immovable Property (Value> $3,000)	Current Appraisal *(Pursuant to R.S. 33:4712.10)*		
TIF Projects	Tax Increment Financing Form ***(SBC006)***		

Requirements for Specific Types

Anticipation of Avails	Copy of Proces Verbal of pledged tax		
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
Refunding	Debt to be Refunded ***(SBC004)***		
Qualified Zone Academy Bonds	Copy of Letter with Match Information		
	Copy of Allocation Letter from the Department of Education		
Special Assessment Certificates	Copy of Certified Assessment Ordinance/Resolution		
	Engineers Report that contains:	Est Project Cost	Assessable Footage
		Assessment Rate	Assessable Funds
		Est City/Parish Contribution	

Application Submission

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

The 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: https://www.treasury.la.gov/state-bond-commission.

Electronic submissions must be sent to SBC-Application@treasury.la.gov. 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:

Sent via US Mail	**Sent via Other Delivery Services**
State Bond Commission	3rd Floor - State Capitol
P.O. Box 44154	900 North 3rd Street
Baton Rouge, LA 70804	Baton Rouge, LA 70802

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.

Print Form

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Continuation Sheet