



LOUISIANA STATE BOND COMMISSION
APPLICATION - ELECTION PROPOSITION

SBC007
Rev 12-01-12

Instructions: Complete all required fields, which are indicated by *. If space is inadequate to complete response, use Continuation Sheet (pg 7), enter item number and remainder of response. The PRINT button can be found on page 6. 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. Request for SBC Consideration Meeting Date *
Election Date *
5. Total Propositions Involved *

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

Table with 2 columns: Proposition Type and Page Number. Includes Ad Valorem (Page 2), GO Bond (Page 3), Plan of Government Change / Adoption (Page 5), Property Tax Exemption (Page 5), Revenue/Refunding Bond (Page 4), Sales Tax (Page 2), Special Assessment (Page 2), Special Tax (Page 2), and Other (Page 5).

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

Previously Presented to Voters * Failed Passed N/A Election Date If Passed, Current Levy Amount

Proposed Amount * Annual Proceeds * Levy Period * Duration *

Exception citation(s) or legislative act(s) if Sales Tax exceeds R.S. 47:338.1 or 47:338.54 limits

Breakdown of current sales tax levied within jurisdiction

Gov't Unit / District	%	Gov't Unit / District	%	Gov't Unit / District	%

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

Previously Presented to Voters * Failed Passed N/A Election Date If Passed, Current Levy Amount

Proposed Amount * Annual Proceeds * Levy Period * Duration *

Exception citation(s) or legislative act(s) if Sales Tax exceeds R.S. 47:338.1 or 47:338.54 limits

Breakdown of current sales tax levied within jurisdiction

Gov't Unit / District	%	Gov't Unit / District	%	Gov't Unit / District	%

**LOUISIANA STATE BOND COMMISSION
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GO Bond Proposition**

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District * (if different than gov't unit)

Proposition No. * Proposition Type: GO Bond Proposition

Proposition Language * Issuance * Single Series Multiple Series TBD

Citation(s) *

Previously Presented to Voters * Failed Passed N/A Election Date

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 * Legal Debt Limit Specified in R.S. 39:562 * % Amount

Specific Section for Legal Debt Limit in R.S. 39:562

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.

**LOUISIANA STATE BOND COMMISSION
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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 * Issuance * Single Series Multiple Series TBD

Citation(s) *

Previously Presented to Voters * Failed Passed N/A Election Date

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

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

Security for Bonds *

Outstanding Debt * No Yes If **Yes**, complete chart below

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

Proposition Language *

Other (specify)

Citation(s) *

Previously Presented to Voters * Failed Passed N/A

Election Date

Existing and Proposed Language included (Required for plan of government change / adoption)

Yes No

District * (If different than gov't unit)

Proposition No. *

Proposition Type * Plan of Government Change / Adoption Property Tax Exemption

Proposition Language *

Other (specify)

Citation(s) *

Previously Presented to Voters * Failed Passed N/A

Election Date

Existing and Proposed Language included (Required for plan of government change / adoption)

Yes No

**LOUISIANA STATE BOND COMMISSION
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Additional Application Requirements**

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Requirements for All Election Propositions at initial submission

1. Certified Resolution(s) of District and/or Municipal/Parish Governing Authority 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 est 1st yr millage rate
If Revenue & Refunding combination, amount of each must be separated to delineate total issuance amount		
* Parameters must specify:	"Not to exceed" OR "Not exceeding"	
	"To mature on or before", "To mature not before", "To mature no later than"	

Tax Propositions must include:

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

2. Approval Parameter Form (**SBC017**) must match Governing Authority resolution

Requirements for Bond Election Propositions

1. Payment of \$100 application fee made payable to Louisiana State Bond Commission
2. Financial Disclosure Form (**SBC002**)
3. 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
4. Bond Production Report
5. Adopted Budget for Current Fiscal Year (*summary format*)
6. Immovable property, with a value greater than \$3,000 to be acquired, submit an appraisal (*pursuant to R.S. 33:4712.10*)
7. If Refunding, Debt to be Refunded Form (**SBC004**)

Requirement for Ad Valorem, Sales Tax, Special Assessment, Special Tax Propositions (*except if new tax*)

Existing Tax Proces Verbal

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: www.treasury.state.la.us/Home%20Pages/BondCommission.aspx?@Filter=BC2010.

Electronic submissions must be sent to SBC-Application@treasury.state.la.us. 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. For Bond elections, 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:

<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

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 the SBC tracking number, provide the 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.

**LOUISIANA STATE BOND COMMISSION
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Continuation Sheet**

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