

**LOUISIANA STATE BOND COMMISSION**  
**APPLICATION - LCDA OVERGROWN LOT PROGRAM**

SBC023  
Rev 03-13-18

**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 \*

Mailing Address \*  Phone Number \*

Contact Name \*  Email Address \*

2. Attorney / Official Name \*

Attorney Firm / Official's Title \*  Phone Number \*

Email Address \*

3. Requested SBC Meeting Date \*

4. Purposes for which Loan Proceeds will be Utilized \*

5. Citation(s)\*

6. Requested Debt Parameters

Issuance Amount \* (Not exceeding)  Maturity \* (Not exceeding)  Interest Rate \* (Not exceeding)  %

7. Security for Loan

8. Expected Closing on Loan \*

9. 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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10. 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 *

11. Lawfully Available Funds

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

**Requirements for All Applications** at initial submission

- Certified Resolution(s) of Municipal/Parish Governing Authority must include:
 

Issuance amount *	Interest rate *	Maturity *	Purpose
Security	Legal Citation(s)	SBC Swap Policy Language	
- Approval Parameter Form (**SBC016**) must match language of Governing Authority resolution and must include:
 

Issuance amount *	Interest rate *	Maturity *	Purpose	Security	Legal Citation(s)
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- \* Parameters must specify: "Not to exceed" OR "Not exceeding"  
"To mature on or before", "To mature not before", "To mature no later than"
- Payment of \$100 application fee (as outlined in LAC Title 71), made payable to Louisiana State Bond Commission.
- Financial Disclosure Form (**SBC002**)
- 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
- Adopted Budget for Current Fiscal Year (summary format)
- LCDA Approval Letter
- Cooperative Endeavor Agreement (Draft)

**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.state.la.us/state-bond-commission/>.

Electronic submissions must be sent to [SBC-Application@treasury.state.la.us](mailto: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. 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**

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

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.

Submitted by: \*

Date Submitted \*

**LOUISIANA STATE BOND COMMISSION  
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Continuation Sheet**

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