

Intake Sheet

Check off list

The project intake sheet must contain the following...

1. Name of the project owner or owners.
2. Address of the owners.
3. Complete Title opinion of the property.
4. Architectural drawing or renderings or draftsman's drawings
5. Engineering drawings
6. Supply the name of the council member whose District the proposed project is in.
7. State whether the project is in an opportunity zone.
8. State whether the project is in a new market tax credit area.
9. State the demographics of the district...
 - a. Population of the council district
 - b. Medium income
 - c. Education level of the residents
 - d. Schools nearby
 - e. Closest medical facilities
10. Environmental report
 - a. Wetlands
 - b. Noise
11. Zoning for the project must have City planning and zoning permission

Process Steps:

Step 1

1. The project must be given to the executive Director (if the project did not originate within SEDD)

Step 2

2. The staff will direct the project to planning and zoning.

Step 3.

The staff will ask for all pertinent information contained in the checkoff list and the qualifications list.

Step 4.

The staff will direct the project to the engineering department if necessary.

Step 5.

The staff shall notify the council person whose district the project is in.

Step 6.

The full committee existing at the time of approval shall vote on the project and direct the staff to deliver the vote to the president.

Step 7.

The packet for the project is present for review, however never given to the Chairman of the SEDD board.

With the committee recommendation to approve the project or reject the project.

Step 8.

The Chairman will notify staff when the project is let on the agenda for board approval.

Step 9.

When the project is voted on by the board of commissioners and if approved by the board of commissioners then a resolution plus the packet of the project is sent to the attorney representing SEDD for further legal review.

project's Qualifications:

1. The proposed project must adhere to the requirements of **RS La 33:9038.34 M (1)** though M98).
2. The proposed business must be registered with and current with the Louisiana Secretary of State office.
3. Must be established or being established within the Districts' Boundaries.
4. Must have a plan that would include operating for at least 5 to 10 years, if a formal plan is not available then a signed statement of intent shall be allowed.
5. Must guarantee that each year they will be current on their property taxes.
6. The CEA must contain a demonstrable objective, and reasonable expectations of receiving something real and substantial in exchange for expending its funds.
- 7.

a. The district may enter into cooperative endeavor agreements so long as:

- i. The cooperative endeavor is for a public purpose and the expenditure or transfer of public funds comports with the governmental purpose for which the district has legal authority to pursue.
- ii. The expenditure or transfer, when taken as a whole, does not appear to be gratuitous; and
- iii. The district has a demonstrable, objective, and reasonable expectation of receiving something of value in exchange for the expenditure or transfer of public funds.

b. Attorney general's opinion 09-259 opined that dredging of private property with Lake Henderson in the Atchafalaya Basin was not gratuitous because DNR and the Basin Program were charged by statute to improve the natural resources of the state. The dredging was also done to ward off litigation against the State, which aided in not being gratuitous. The opinion also stated that there are tax and litigation saving benefits that provide equivalent value, and that the Cabela's test is satisfied.

8. Covered cost will include but not be limited to **(Title 33 RS 33:9038.36)**...

1. Studies

- a. 2. Surveys
- b. 3. Development of plans
- c. 4. Architectural
- d. 5. Engineering
- e. 6. Legal
- f. 7. Marketing
- g. 8. Financial planning

II. Pursuant to La. Const. art. VII, 14 (C), the district may enter into cooperative endeavor agreements “with any public or private association, corporation, or individual.” The Louisiana Supreme Court has held that while political subdivisions are authorized to enter into cooperative endeavors, those agreements must comport with constitutional limitations in La. Const. art VII, 14 (A).

Owner’s Choice on professional services

- I. When funds are approved by the SEDD board for a project that entails public works, it is the intention that the SEDD and the City allow for private licensed contractors to perform the work on public property.
 - a. Engineers for the project
 - b. Architect for the project
 - c. Contractor for the project
2. The city inspectors are responsible for the inspection process of the project to ascertain the city standards are met.
3. The owner will agree to the city inspections and will not withhold consent as long as the project infrastructure is being funded in some way by SEDD.
- II. ***If the city and owner decide to let the city engineers do the project exclusively then we have to follow the enabling statute (see below)***
 - a) I. (1) All services to be furnished within the district pursuant to any plan finally and conclusively adopted hereunder shall be furnished, supplied, and administered by the city through its regularly constituted departments, agencies, boards, commissioners, and instrumentalities. All capital improvements and facilities to be acquired, constructed, or provided within the district, whether from the proceeds of bonds or otherwise, shall likewise be so acquired, constructed, or provided by the city through its regularly constituted departments, agencies, boards, commissions, and instrumentalities, it being the intention hereof to avoid the duplication of administrative and management efforts and expense in the implementation of any plan adopted for the benefit of the district.
- II. ***If the district or owner elects to have independent engineers and professional license contractors, then the following is an option...***
- III.

- a. L). The district, acting by and through its board of commissioners shall have and exercise all powers of a political subdivision necessary or convenient for the carrying out of its objects and purposes, including but not limited to rights and powers set out in this Section:
- b. L (5) To enter into contracts for the purchase, acquisition, construction, maintenance, and improvement of works and facilities necessary in connection with the purposes of the district.