

From: [ITEP](#)
To: [ITEP](#)
Subject: Local ITEP Committee Point of Contact - Information Required
Date: Wednesday, March 12, 2025 2:52:32 PM
Importance: High

Good afternoon,

Following the recent [announcement](#) by LED to proceed with rule-making, by finalizing the Industrial Ad Valorem Tax Exemption Program Rules, we are reaching out to ascertain if a Local ITEP Committee will be established by your Parish.

Please reply to this email by **Monday, May 5, 2025**, with the appropriate committee member information, outlined in Title 13 Section 549(A), (see below), including one centralized point of contact's information (name, title, and e-mail address) for the receipt of future ITEP related communications under the forthcoming ruleset.

Specifically, it is pertinent that we obtain contact information for one centralized point of contact (POC) for your parish's Local ITEP Committee, since the new process for the local review will no longer be sent via e-mail, but instead through the [Fastlane NextGen](#) system where we will need to create an account for the POC to receive and submit all necessary ITEP documentation.

§549. Local ITEP Committee

A. Establishment

1. If local governmental entities wish to provide input to the governor or BCI on pending ITEP Project Applications, local officials or employees, collectively comprising an ad hoc local ITEP Committee (the Committee) shall follow the procedures outlined in this Section.
2. If a local ITEP Committee is to be established, it shall be composed of one voting member representative from each of the following local governmental entities; the parish or police jury, as applicable; the school board; the sheriff; and the mayor, if applicable;
 - a. Representatives shall be elected by each local governmental entity, by a majority vote at a public meeting conducted in accordance with open meetings laws;
 - b. Each local ITEP Committee shall submit to LED within 45 calendar days of the promulgation of these rules, or prior to consideration of an ITEP Project in any given jurisdiction, whichever is later, the following information: each designated representative's name, provision for a designee if desired, and one centralized point of contact information for receipt of ITEP related communications. Thereafter, updated information may be submitted annually to LED by January 31 of any calendar year.
 - i. LED shall make the local ITEP Committee contact information available to the public via a posting on its website and upon written request.
 - c. If a local ITEP Committee does not take action or provide information as required herein, then the ITEP project application shall be deemed accepted by each such entity.
3. Additional, ex-officio non-voting members may include:
 - a. the assessor;
 - b. the parish's highest-ranking economic development staff;
 - c. representatives of the local economic development organization; or
 - i. if no local economic development organization exists, a representative from the regional economic development organization.
4. One representative of the local economic development organization can serve as coordinator for the Committee, to provide administrative capacity and project management expertise.

Thank you,

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*Notify LED immediately of any changes to this local governing authority's designated point of contact to ensure ITEP documents are received timely. If a new point of contact has been designated, provide the contact's name, title, and email address. If you believe you have received this email in error, respond to this email alerting us of the error so that the documents can be forwarded to the appropriate local governing authority.