

*** THE FOLLOWING PAGES MUST BE COMPLETED BY HAND ***

26. STATEMENT OF UNDERSTANDING (Please read and initial each paragraph if you agree)

Information Verification

For determination of eligibility, the applicant should submit information requested in the Application Checklist. In the event that additional information not included with the initial application checklist is required to obtain an approval for the application, the undersigned agrees to provide that information in a timely manner to the loan officer processing the request.

The Office of Community Development Disaster Recovery Unit (“OCD-DRU”) will review all applicants for “Duplication of Benefit.” The undersigned understands that the Restore Louisiana Small Business Program (“RLSB”) and its subrecipients have the authority to confirm application and award status with the SBA. If it is found that you received an SBA loan, flood insurance, private insurance, philanthropy or other state or federal benefits or financial assistance for your business for the purpose of working capital expenses (i.e., wages and benefits, inventory, etc.) or equipment due to the March or August floods and that you are now applying to receive an award for the same purpose, your award amount will be based on the unmet need remaining.

The undersigned also authorizes RLSB and its subrecipients to obtain **federal and state tax returns, personal credit reports and business credit reports**, and also acknowledges that all information relative to the loan request, including the application and related documentation, becomes the property of RLSB and will not be returned to the applicant.

Louisiana Department of Revenue.

The undersigned understands that the Restore Louisiana Small Business Program (“RLSB”) and its subrecipients have the authority to confirm with the Louisiana Department of Revenue that the award recipient is in good standing with Louisiana Department of Revenue. Award recipient must be in good standing in order to receive award funds. If the Louisiana Department of Revenue cannot verify that the award recipient is in good standing, they will notify OCD and/or its subrecipient, and a letter will be issued to the award recipient informing them that they should contact the Department of Revenue to discuss their account.

Income Tax Reporting.

The undersigned understands that an IRS 1099G will be issued to award recipients. Award recipient understands that all or a portion of the grant funds may be treated as taxable income for U.S. or state income tax purposes.

Federal Debarment.

The undersigned understands that his or her business cannot be on the federal debarment list. (www.sam.gov)

Public Announcements.

If the award recipient wishes to issue a public announcement concerning this award, the text of the proposed announcement must be submitted to the RLSB for review and approval prior to the release date. The Office of Community Development Disaster Recovery Unit (“OCD-DRU”) must be mentioned in any public announcements. Approval shall not be unreasonably withheld.

No Right of Assignment or Delegation.

The award recipient may not assign or otherwise transfer its rights or delegate any of its obligations under this letter unless expressly approved by OCD-DRU.

Revocation.

RLSB reserves the right to revoke this award if the funds are not used for the stated purpose. The award recipient understands and agrees that revocation of this award will require the return of all funds disbursed. The business will be obligated to repay some or all funds received under this program in the event that (a) its application including any information provided therewith or thereafter contains any material misrepresentations; or (b) the award was made in error and the applicant is not entitled to some or all assistance under the Program Guideline

Monitoring and Records

- a) This award may be used only for the purposes stated herein. Documents providing evidence of the use of the funds from this award shall be retained by award recipient for five years from the date of disbursement of the initial installment of the award.
- b) OCD-DRU and its subrecipients reserve the right to monitor usage of award funds. Such monitoring will include review that the entire amount of the award was used only for the expenses as specified above in accordance with your proposal.
- c) OCD-DRU and/or its subrecipients may, during regular business hours and on reasonable notice to award recipient inspect, audit, or copy records pertaining to this award. It is further agreed that the Office of Community Development Disaster Recovery Unit, Legislative Auditor of the State of Louisiana, Division of Administration, and/or the U.S. Department of Housing and Urban Development auditors or auditors contracted by them shall have the option of auditing all records and accounts of award recipient that relate to this grant at any time during normal business hours, as often as deemed reasonably necessary, to audit, examine, and make excerpts or transcripts of all relevant data.
- d) Awardees failure to cooperate in such review will result in forfeiture of the award Amount and awardee will be responsible for repaying the full amount of funds disbursed.

Information Access and Sharing:

The undersigned gives permission to RLSB to confidentially discuss any application information with all subrecipients involved with this Program, as well as the Louisiana Small Business Development Centers that will provide technical assistance services for this program if requested by the subrecipient. The applicant also gives permission to RLSB and its subrecipients to use its name in its Annual Report and in its marketing materials. No financial details will be released, except possibly the award amount, as this is considered public information.

Affirmation of Information Provided in Application.

By the applicant's signature below, the applicant represents and warrants that he/she has read this application and Statement of Understanding and attests that all information and documentation furnished in connection with the application is true, accurate and complete to the best of his/her knowledge and that any regulations relative to the RLSB program will be followed. Individuals and/or businesses found to be willfully providing fraudulent information may be prosecuted.

27. SIGNATURES

All owners with at least 20% ownership must sign the application, or the applicant must provide a Board of Resolution Authority to sign for the applicant company. Please attach additional pages if necessary.

APPLICANT BUSINESS NAME: _____

Owner Name: _____
Signature: _____
Title: _____
Date: _____

Owner Name: _____
Signature: _____
Title: _____
Date: _____

Owner Name: _____
Signature: _____
Title: _____
Date: _____

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Owner Name: _____
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Owner Name: _____
Signature: _____
Title: _____
Date: _____

Owner Name: _____
Signature: _____
Title: _____
Date: _____

28. Information Required by the Federal Department of Housing and Urban Development (HUD)
(will not affect award eligibility or amount)

This page should be completed if you employ six or more persons and/or you have more than one owner. If you are self-employed (no employees), complete the previous page and leave this page blank. See Parish income limits.

Business LMI Form - 2017

Effective Date: April 4th, 2017

| | | | | | | | |
|---|---|---------------------------|--|------------|---------------|--------------|-----------|
| Subrecipient Lender: | | | | | | | |
| Name of Business: <i>(Client Served or Borrower)</i> | | | | | | | |
| Physical Address: <i>(of Business)</i> | | | | | | | |
| Federal Tax ID: <i>(of Business)</i> | | Reporting Period: | | | | | |
| | | | <i>Begin</i> | <i>End</i> | | | |
| Parish (Income Area): | | One Person Income: | | | | | |
| | <small>(Parish of Business' Physical Address)</small> | | <small>(HUD Limit 2017)</small> | | | | |
| Instructions: | | | | | | | |
| <ul style="list-style-type: none"> - Combine multiple jobs on one row ONLY if Position Title and Wages/Compensation are the same. - For Wages/Compensation, enter either and Hourly Rate <u>OR</u> Annual Salary - Do Not enter both. - If a salaried employee works less than 35hrs/wk, use calculated Hourly Rate to indicate Wages/Compensation instead of Annual Salary. - Parish (above) must be selected in order for One Person Income and FTE's to calculate properly. | | | | | | | |
| Employment Positions: | | | | | | | |
| | # of New Jobs Created | Hours per Week | Wages/Compensation <i>(enter as Hourly Rate <u>OR</u> Annual Salary)</i> | | | FTE's | |
| | <input type="checkbox"/> Expected | | Hourly Rate | or | Annual Salary | LM I | Non - LMI |
| Job/Position Title | | | | | | - | - |
| | | | | | | - | - |

Lookup Table Parish Income Limits for 2017

| Parish | Total # of Persons in Household | | | | | | | | | | | | | | | |
|------------------|---------------------------------|--------|--------|--------|--------|--------|--------|--------|---------|--------|--------|--------|--------|--------|--------|--------|
| | LMI-Low | | | | | | | | LMI-Mod | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Acadia | 16,550 | 18,900 | 21,250 | 23,600 | 25,500 | 27,400 | 29,300 | 31,200 | 26,550 | 30,350 | 34,150 | 37,900 | 40,950 | 44,000 | 47,000 | 50,050 |
| Allen | 17,800 | 20,350 | 22,900 | 25,400 | 27,450 | 29,500 | 31,500 | 33,550 | 27,800 | 31,800 | 35,750 | 39,700 | 42,900 | 46,100 | 49,250 | 52,450 |
| Ascension | 23,800 | 27,200 | 30,600 | 33,950 | 36,700 | 39,400 | 42,100 | 44,850 | 36,350 | 41,550 | 46,750 | 51,900 | 56,100 | 60,250 | 64,400 | 68,550 |
| Assumption | 19,850 | 22,650 | 25,500 | 28,300 | 30,600 | 32,850 | 35,100 | 37,400 | 32,000 | 36,600 | 41,150 | 45,700 | 49,400 | 53,050 | 56,700 | 60,350 |
| Avoyelles | 16,550 | 18,900 | 21,250 | 23,600 | 25,500 | 27,400 | 29,300 | 31,200 | 26,250 | 30,000 | 33,750 | 37,500 | 40,500 | 43,500 | 46,500 | 49,500 |
| Beauregard | 21,850 | 25,000 | 28,100 | 31,200 | 33,700 | 36,200 | 38,700 | 41,200 | 34,100 | 39,000 | 43,850 | 48,700 | 52,600 | 56,500 | 60,400 | 64,300 |
| Bienville | 16,550 | 18,900 | 21,250 | 23,600 | 25,500 | 27,400 | 29,300 | 31,200 | 26,250 | 30,000 | 33,750 | 37,500 | 40,500 | 43,500 | 46,500 | 49,500 |
| Bossier | 19,850 | 22,650 | 25,500 | 28,300 | 30,600 | 32,850 | 35,100 | 37,400 | 33,350 | 38,100 | 42,850 | 47,600 | 51,450 | 55,250 | 59,050 | 62,850 |
| Caddo | 19,850 | 22,650 | 25,500 | 28,300 | 30,600 | 32,850 | 35,100 | 37,400 | 33,350 | 38,100 | 42,850 | 47,600 | 51,450 | 55,250 | 59,050 | 62,850 |
| Calcasieu | 20,500 | 23,400 | 26,350 | 29,250 | 31,600 | 33,950 | 36,300 | 38,650 | 31,550 | 36,050 | 40,550 | 45,050 | 48,700 | 52,300 | 55,900 | 59,500 |
| Caldwell | 16,950 | 19,350 | 21,750 | 24,150 | 26,100 | 28,050 | 29,950 | 31,900 | 27,250 | 31,150 | 35,050 | 38,900 | 42,050 | 45,150 | 48,250 | 51,350 |
| Cameron | 20,500 | 23,400 | 26,350 | 29,250 | 31,600 | 33,950 | 36,300 | 38,650 | 31,550 | 36,050 | 40,550 | 45,050 | 48,700 | 52,300 | 55,900 | 59,500 |
| Catahoula | 17,200 | 19,650 | 22,100 | 24,550 | 26,550 | 28,500 | 30,450 | 32,450 | 26,250 | 30,000 | 33,750 | 37,500 | 40,500 | 43,500 | 46,500 | 49,500 |
| Claiborne | 16,550 | 18,900 | 21,250 | 23,600 | 25,500 | 27,400 | 29,300 | 31,200 | 26,250 | 30,000 | 33,750 | 37,500 | 40,500 | 43,500 | 46,500 | 49,500 |
| Concordia | 16,550 | 18,900 | 21,250 | 23,600 | 25,500 | 27,400 | 29,300 | 31,200 | 26,250 | 30,000 | 33,750 | 37,500 | 40,500 | 43,500 | 46,500 | 49,500 |
| De Soto | 19,850 | 22,650 | 25,500 | 28,300 | 30,600 | 32,850 | 35,100 | 37,400 | 33,350 | 38,100 | 42,850 | 47,600 | 51,450 | 55,250 | 59,050 | 62,850 |
| East Baton Rouge | 23,800 | 27,200 | 30,600 | 33,950 | 36,700 | 39,400 | 42,100 | 44,850 | 36,350 | 41,550 | 46,750 | 51,900 | 56,100 | 60,250 | 64,400 | 68,550 |
| East Carroll | 16,550 | 18,900 | 21,250 | 23,600 | 25,500 | 27,400 | 29,300 | 31,200 | 26,250 | 30,000 | 33,750 | 37,500 | 40,500 | 43,500 | 46,500 | 49,500 |
| East Feliciana | 23,800 | 27,200 | 30,600 | 33,950 | 36,700 | 39,400 | 42,100 | 44,850 | 36,350 | 41,550 | 46,750 | 51,900 | 56,100 | 60,250 | 64,400 | 68,550 |
| Evangeline | 16,550 | 18,900 | 21,250 | 23,600 | 25,500 | 27,400 | 29,300 | 31,200 | 26,250 | 30,000 | 33,750 | 37,500 | 40,500 | 43,500 | 46,500 | 49,500 |
| Franklin | 16,550 | 18,900 | 21,250 | 23,600 | 25,500 | 27,400 | 29,300 | 31,200 | 26,250 | 30,000 | 33,750 | 37,500 | 40,500 | 43,500 | 46,500 | 49,500 |
| Grant | 19,050 | 21,750 | 24,450 | 27,150 | 29,350 | 31,500 | 33,700 | 35,850 | 29,350 | 33,550 | 37,750 | 41,900 | 45,300 | 48,650 | 52,000 | 55,350 |
| Iberia | 18,500 | 21,150 | 23,800 | 26,400 | 28,550 | 30,650 | 32,750 | 34,850 | 27,650 | 31,600 | 35,550 | 39,500 | 42,700 | 45,850 | 49,000 | 52,150 |
| Iberville | 19,500 | 22,250 | 25,050 | 27,800 | 30,050 | 32,250 | 34,500 | 36,700 | 31,150 | 35,600 | 40,050 | 44,500 | 48,100 | 51,650 | 55,200 | 58,750 |
| Jackson | 16,650 | 19,000 | 21,400 | 23,750 | 25,650 | 27,550 | 29,450 | 31,350 | 26,400 | 30,200 | 33,950 | 37,700 | 40,750 | 43,750 | 46,750 | 49,800 |
| Jefferson | 22,200 | 25,350 | 28,500 | 31,650 | 34,200 | 36,750 | 39,250 | 41,800 | 33,600 | 38,400 | 43,200 | 48,000 | 51,850 | 55,700 | 59,550 | 63,400 |
| Jefferson Davis | 18,350 | 21,000 | 23,600 | 26,200 | 28,300 | 30,400 | 32,500 | 34,600 | 29,950 | 34,200 | 38,500 | 42,750 | 46,200 | 49,600 | 53,050 | 56,450 |
| La Salle | 19,950 | 22,800 | 25,650 | 28,450 | 30,750 | 33,050 | 35,300 | 37,600 | 32,000 | 36,600 | 41,150 | 45,700 | 49,400 | 53,050 | 56,700 | 60,350 |
| Lafayette | 22,950 | 26,200 | 29,500 | 32,750 | 35,400 | 38,000 | 40,650 | 43,250 | 37,200 | 42,500 | 47,800 | 53,100 | 57,350 | 61,600 | 65,850 | 70,100 |
| Lafourche | 20,550 | 23,450 | 26,400 | 29,300 | 31,650 | 34,000 | 36,350 | 38,700 | 34,500 | 39,400 | 44,350 | 49,250 | 53,200 | 57,150 | 61,100 | 65,050 |
| Lincoln | 18,950 | 21,650 | 24,350 | 27,050 | 29,250 | 31,400 | 33,550 | 35,750 | 29,500 | 33,700 | 37,900 | 42,100 | 45,500 | 48,850 | 52,250 | 55,600 |
| Livingston | 23,800 | 27,200 | 30,600 | 33,950 | 36,700 | 39,400 | 42,100 | 44,850 | 36,350 | 41,550 | 46,750 | 51,900 | 56,100 | 60,250 | 64,400 | 68,550 |
| Madison | 16,550 | 18,900 | 21,250 | 23,600 | 25,500 | 27,400 | 29,300 | 31,200 | 26,250 | 30,000 | 33,750 | 37,500 | 40,500 | 43,500 | 46,500 | 49,500 |
| Morehouse | 16,550 | 18,900 | 21,250 | 23,600 | 25,500 | 27,400 | 29,300 | 31,200 | 26,250 | 30,000 | 33,750 | 37,500 | 40,500 | 43,500 | 46,500 | 49,500 |
| Natchitoches | 16,550 | 18,900 | 21,250 | 23,600 | 25,500 | 27,400 | 29,300 | 31,200 | 27,550 | 31,500 | 35,450 | 39,350 | 42,500 | 45,650 | 48,800 | 51,950 |
| Orleans | 22,200 | 25,350 | 28,500 | 31,650 | 34,200 | 36,750 | 39,250 | 41,800 | 33,600 | 38,400 | 43,200 | 48,000 | 51,850 | 55,700 | 59,550 | 63,400 |
| Ouachita | 18,450 | 21,050 | 23,700 | 26,300 | 28,450 | 30,550 | 32,650 | 34,750 | 29,150 | 33,300 | 37,450 | 41,600 | 44,950 | 48,300 | 51,600 | 54,950 |
| Plaquemines | 22,200 | 25,350 | 28,500 | 31,650 | 34,200 | 36,750 | 39,250 | 41,800 | 33,600 | 38,400 | 43,200 | 48,000 | 51,850 | 55,700 | 59,550 | 63,400 |

| | | | | | | | | | | | | | | | | |
|----------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Pointe Coupee | 23,800 | 27,200 | 30,600 | 33,950 | 36,700 | 39,400 | 42,100 | 44,850 | 36,350 | 41,550 | 46,750 | 51,900 | 56,100 | 60,250 | 64,400 | 68,550 |
| Rapides | 19,050 | 21,750 | 24,450 | 27,150 | 29,350 | 31,500 | 33,700 | 35,850 | 29,350 | 33,550 | 37,750 | 41,900 | 45,300 | 48,650 | 52,000 | 55,350 |
| Red River | 17,200 | 19,650 | 22,100 | 24,550 | 26,550 | 28,500 | 30,450 | 32,450 | 26,450 | 30,200 | 34,000 | 37,750 | 40,800 | 43,800 | 46,850 | 49,850 |
| Richland | 16,550 | 18,900 | 21,250 | 23,600 | 25,500 | 27,400 | 29,300 | 31,200 | 26,250 | 30,000 | 33,750 | 37,500 | 40,500 | 43,500 | 46,500 | 49,500 |
| Sabine | 17,500 | 20,000 | 22,500 | 24,950 | 26,950 | 28,950 | 30,950 | 32,950 | 26,950 | 30,800 | 34,650 | 38,500 | 41,600 | 44,700 | 47,750 | 50,850 |
| St. Bernard | 22,200 | 25,350 | 28,500 | 31,650 | 34,200 | 36,750 | 39,250 | 41,800 | 33,600 | 38,400 | 43,200 | 48,000 | 51,850 | 55,700 | 59,550 | 63,400 |
| St. Charles | 22,200 | 25,350 | 28,500 | 31,650 | 34,200 | 36,750 | 39,250 | 41,800 | 33,600 | 38,400 | 43,200 | 48,000 | 51,850 | 55,700 | 59,550 | 63,400 |
| St. Helena | 23,800 | 27,200 | 30,600 | 33,950 | 36,700 | 39,400 | 42,100 | 44,850 | 36,350 | 41,550 | 46,750 | 51,900 | 56,100 | 60,250 | 64,400 | 68,550 |
| St. James | 22,450 | 25,650 | 28,850 | 32,050 | 34,650 | 37,200 | 39,750 | 42,350 | 36,600 | 41,800 | 47,050 | 52,250 | 56,450 | 60,650 | 64,800 | 69,000 |
| St. John the Baptist | 22,200 | 25,350 | 28,500 | 31,650 | 34,200 | 36,750 | 39,250 | 41,800 | 33,600 | 38,400 | 43,200 | 48,000 | 51,850 | 55,700 | 59,550 | 63,400 |
| St. Landry | 16,550 | 18,900 | 21,250 | 23,600 | 25,500 | 27,400 | 29,300 | 31,200 | 26,250 | 30,000 | 33,750 | 37,500 | 40,500 | 43,500 | 46,500 | 49,500 |
| St. Martin | 22,950 | 26,200 | 29,500 | 32,750 | 35,400 | 38,000 | 40,650 | 43,250 | 37,200 | 42,500 | 47,800 | 53,100 | 57,350 | 61,600 | 65,850 | 70,100 |
| St. Mary | 18,000 | 20,550 | 23,100 | 25,650 | 27,750 | 29,800 | 31,850 | 33,900 | 28,000 | 32,000 | 36,000 | 40,000 | 43,200 | 46,400 | 49,600 | 52,800 |
| St. Tammany | 22,200 | 25,350 | 28,500 | 31,650 | 34,200 | 36,750 | 39,250 | 41,800 | 33,600 | 38,400 | 43,200 | 48,000 | 51,850 | 55,700 | 59,550 | 63,400 |
| Tangipahoa | 19,250 | 22,000 | 24,750 | 27,500 | 29,700 | 31,900 | 34,100 | 36,300 | 28,800 | 32,900 | 37,000 | 41,100 | 44,400 | 47,700 | 51,000 | 54,300 |
| Tensas | 16,550 | 18,900 | 21,250 | 23,600 | 25,500 | 27,400 | 29,300 | 31,200 | 26,250 | 30,000 | 33,750 | 37,500 | 40,500 | 43,500 | 46,500 | 49,500 |
| Terrebonne | 20,550 | 23,450 | 26,400 | 29,300 | 31,650 | 34,000 | 36,350 | 38,700 | 34,500 | 39,400 | 44,350 | 49,250 | 53,200 | 57,150 | 61,100 | 65,050 |
| Union | 18,450 | 21,050 | 23,700 | 26,300 | 28,450 | 30,550 | 32,650 | 34,750 | 29,150 | 33,300 | 37,450 | 41,600 | 44,950 | 48,300 | 51,600 | 54,950 |
| Vermilion | 20,700 | 23,650 | 26,600 | 29,550 | 31,950 | 34,300 | 36,650 | 39,050 | 31,450 | 35,950 | 40,450 | 44,900 | 48,500 | 52,100 | 55,700 | 59,300 |
| Vernon | 18,800 | 21,500 | 24,200 | 26,850 | 29,000 | 31,150 | 33,300 | 35,450 | 29,750 | 34,000 | 38,250 | 42,500 | 45,900 | 49,300 | 52,700 | 56,100 |
| Washington | 16,550 | 18,900 | 21,250 | 23,600 | 25,500 | 27,400 | 29,300 | 31,200 | 26,250 | 30,000 | 33,750 | 37,500 | 40,500 | 43,500 | 46,500 | 49,500 |
| Webster | 16,550 | 18,900 | 21,250 | 23,600 | 25,500 | 27,400 | 29,300 | 31,200 | 26,250 | 30,000 | 33,750 | 37,500 | 40,500 | 43,500 | 46,500 | 49,500 |
| West Baton Rouge | 23,800 | 27,200 | 30,600 | 33,950 | 36,700 | 39,400 | 42,100 | 44,850 | 36,350 | 41,550 | 46,750 | 51,900 | 56,100 | 60,250 | 64,400 | 68,550 |
| West Carroll | 16,550 | 18,900 | 21,250 | 23,600 | 25,500 | 27,400 | 29,300 | 31,200 | 26,250 | 30,000 | 33,750 | 37,500 | 40,500 | 43,500 | 46,500 | 49,500 |
| West Feliciana | 23,800 | 27,200 | 30,600 | 33,950 | 36,700 | 39,400 | 42,100 | 44,850 | 36,350 | 41,550 | 46,750 | 51,900 | 56,100 | 60,250 | 64,400 | 68,550 |
| Winn | 16,550 | 18,900 | 21,250 | 23,600 | 25,500 | 27,400 | 29,300 | 31,200 | 26,250 | 30,000 | 33,750 | 37,500 | 40,500 | 43,500 | 46,500 | 49,500 |

29. Authorization to Release Insurance Information

Business Name: _____

Federal Tax ID # _____

I _____ hereby authorize _____ to release any insurance data in my file(s) that provides details on insurance coverage or claim for the 2016 March or August floods in Louisiana to the Office of Community Development Disaster Recovery Unit. This data will be used to assist in eligibility verification for the Restore Louisiana Small Business Program.

Signature

Date

Signature

Date

30. Required Documentation Checklist

Businesses wishing to participate in the Restore Louisiana Small Business Program must provide the following documentation in order to be considered for the program:

Completed application

A completed application including but not limited to:

- Company background and history
- Ownership information
- Personal and/or business competences and capabilities necessary to achieve project success and completion
- Description of the types of eligible expenses the award will be used on
- Detailed description of direct jobs that will be created or retained during the first year of the loan agreement

Business Development Plan

Businesses may be required at the Subrecipient's discretion to provide a business development plan and pro-forma. All businesses which have not reopened at the time of application and who wish to use Program funds to assist with reopening the business must provide a business development plan and pro-forma.

Business Tax Returns

Signed federal business tax returns for the business including all schedules for the most three (3) recent years. If the business is a sole proprietorship, a single member limited liability entity, a partnership, or a limited liability company taxed as a partnership, the business owners must submit the three most recent years of signed personal tax returns.

Business Owner Tax Returns

Signed federal personal tax returns for all principal owners (greater than 20% ownership) for most recent three (3) years.

Financial Statements

Interim financial statements for the most recent two (2) quarterly periods and the interim financial statements for the same two quarterly periods from the year prior to the flood event, if requested.

Business Structure

Businesses must demonstrate how they are structured and/or owned. Acceptable documentation should state the structure (LLC, partnership, corporation, etc.) and list the owners, if applicable.

Proof of Ownership (all owners with > 20% share)

Businesses must demonstrate ownership for all individuals with 20% or greater ownership share in the business. This can be demonstrated with business tax return (with appropriate schedules), Personal Tax return (with appropriate schedules), or stock certificates with proof of total number of shares, as appropriate based on the business ownership structure.

Owner Identification

All business owners with an ownership share at or over 20% are required to provide a copy of their valid US or state government-issued photo identification such as a passport, driver's license, non-driver ID card, or military ID.

Business Operating Address

Proof must be provided of where the business was located at the time of the 2016 flooding. If the business has reopened and relocated, proof of the new operating location must be provided as well. Acceptable proof of operating address includes utility bills, lease agreements, business tax returns, or business licenses.

 Proof Business Began Operations Prior to 2016 Flooding

The business must demonstrate that it was operational prior to and at the time of the applicable flood event. Acceptable documentation includes the “date of incorporation” on corporate tax returns, any federal business tax return prior to 2016, or a business/occupational license issued prior to the disaster. Articles of Organization or Incorporation and the Louisiana Secretary of State website is not sufficient proof of operations prior to the flood but may be provided as supporting documentation.

 Gross Revenue Prior to 2016 Flooding

Businesses must provide proof of gross revenue from 2015 or 2016. Gross revenue from businesses that opened during 2015 or pre-storm/flood in 2016 will be annualized to determine their pro-rated gross revenue. Acceptable proof of gross revenue includes: Federal tax form 1120 (corporations); Federal tax form 1040 Schedule C (sole proprietorships); Schedule F (farmers); Federal tax form 1065 (partnerships); Federal tax form 990 (tax-exempt organizations).

 Number of Employees

Businesses must demonstrate the number of individuals they employ. Acceptable documentation includes Federal Form 941 (Employer's Quarterly Federal Tax Return), Louisiana unemployment tax form, payroll forms (e.g., paychecks), and signed internal payroll registers. In addition, businesses must complete LMI Certification forms as required by the program.

 Business Insurance & Other Assistance

If the business had hazard insurance covering business property and/or operations, documentation of the policy and claims must be provided. Documentation must include the insurance provider's contact information, policy coverage information and ID, and claims information including amounts received and approved. In addition to insurance, the business must provide information on any other potential duplicative assistance received.

 Proof of Qualifying Loss

Businesses must have incurred either financial or physical damage in order to qualify for assistance. Financial loss must be demonstrated with complete, signed 2015 and 2016 tax returns. Physical damage must be demonstrated with insurance loss reports/claims, SBA Verified Loss reports, receipts for replacement equipment/materials/merchandise, or casualty loss reported on 2016 tax returns. Photographs of damage may be used only as supporting evidence.

 Proof of Operational Status at Time of Application

Businesses must provide documentation that they are currently open. Acceptable documentation includes any business tax return from 2016 reflecting revenue earned, post-flood sales receipts, or post-flood sales tax returns. This requirement can also be satisfied by a site visit by the subrecipient.

If the business is closed at the time of application and plans to reopen with assistance from the Program, additional documentation is required. The business must provide a business plan and a

pro-forma. Any funds identified in the pro-forma required to reopen the business must be substantiated with proof of availability (e.g., loan approval letter, bank funds verification). The business will be leasing space to reopen, a copy of the lease must be provided.

Loan Request Documentation

The business must provide supporting documentation for the items requested in the loan application. The documentation requirements for working capital requests are as follows:

- Rent/Mortgage: executed Lease/Mortgage or proof of payment
- Employee Wages: certified payroll registers or employee reporting forms
- Electricity, Water and Gas Utilities: utility Service Provider Bills
- Monthly inventory Bills

If the business is requesting assistance for purchasing movable goods, the business must provide documentation, invoices and/or receipts with adequate description to determine the nature of the equipment and the installation requirements associated with making the equipment usable. If the requested equipment is replacement for equipment damaged or destroyed by the floods, then the applicant business must provide verification of loss or damage (which may include pictures). If the requested equipment is necessary for the business to reopen and/or remain viable in the post-storm economy, the applicant business must provide justification for the new piece of equipment.

LMI Forms

Businesses must submit the applicable LMI forms as part of their application. The business LMI form is included in the application document, but the household LMI is not. The lending agency will provide the household LMI form (specific to the applicant's parish of domicile) and assist in its completion.

***** For Office Use Only ***
Certification of Receipt**

Application Submitted by: _____

Business/Company Name: _____

Application Received by: _____

Organization: _____

Signature: _____

Date: _____

Application Complete?

Yes

No

If no, what items or edits are missing from the application?

Date and time applicant was made aware of this information: _____