



Louisiana Business Recovery Grant and Loan Program

PHASE II ELIGIBILITY DOCUMENTATION CHECKLIST

Intermediaries will need at least **one** item (copies OK) from each of the following categories in each applicant's file:

<u>Category</u>	<u>Required Items</u> <i>(unless otherwise indicated, only one of each item required)</i>
<input type="checkbox"/> Application	<ul style="list-style-type: none"> ▪ BRGL Phase II application, completed and signed by all owner(s) ≥20% ▪ <i>Note: One owner may sign with authorization of board resolution</i>
<input type="checkbox"/> Proof of Identity of Owner(s)	<ul style="list-style-type: none"> ▪ Government issued ID (e.g., driver's license)
<input type="checkbox"/> Proof Established Prior to the storm <i>Note: Key determination is that business was in operation prior to 08/29/05 for Katrina and 09/24/05 for Rita.</i>	<ul style="list-style-type: none"> ▪ "Date of Incorporation" on corporate tax returns ▪ Any federal business tax return 2004 or earlier ▪ Business/Occupational License ▪ Evidence of investment into business (i.e., purchase of inventory) ▪ <i>Note: Articles of Organization, Articles of Incorporation, and Secretary of State website may be used as support documentation only</i>
<input type="checkbox"/> Proof of Ownership <i>Note: Applies to all owners with >20% interest</i>	<ul style="list-style-type: none"> ▪ Business tax return (with appropriate schedules) ▪ Personal tax return (with appropriate schedules) ▪ Stock certificates with proof of total number of shares
<input type="checkbox"/> Proof of Address in Eligible Parish ¹ <i>Note: The business must have been physically located in an eligible Louisiana parish before the storm and must be currently physically located in an eligible Louisiana parish (may be different parish)</i>	<ul style="list-style-type: none"> ▪ Copy of utility bill ▪ Lease agreement ▪ Tax returns ▪ Business license
<input type="checkbox"/> LMI Form, filled out and signed by owner(s)	<ul style="list-style-type: none"> ▪ Hard copy LMI Form
<input type="checkbox"/> Proof of Pre-storm Employees ≤100 FTEs <i>Note: FTE = 35 hours/week</i>	<ul style="list-style-type: none"> ▪ Federal Form 941 ▪ LA unemployment tax form ▪ Payroll forms (e.g., Paychex) ▪ Internal payroll register, signed
<input type="checkbox"/> Proof Annual Gross Revenue ≥ \$25,000 <i>Note: Tax returns must be complete and signed</i>	<ul style="list-style-type: none"> ▪ 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) ▪ <i>Note: May be 2004 or 2005; pro-rated for businesses opened during 2004 or pre-storm 2005</i>
<input type="checkbox"/> Proof of Financial Loss: <input type="checkbox"/> 20% revenue decline; OR <input type="checkbox"/> \$20,000 asset loss	<ul style="list-style-type: none"> ▪ Complete 2004 and 2006 tax returns, signed ▪ Complete 2005 tax returns, if open during 2004 or 2005 ▪ Insurance claims and/or receipts for replacement ▪ Casualty loss reported on tax returns ▪ <i>Note: Photos may be used as supporting evidence only</i>
<input type="checkbox"/> Proof Business is Currently Open	<ul style="list-style-type: none"> ▪ Any business tax return from 2006 or later reflecting revenue earned ▪ Sales receipts ▪ Sales tax returns ▪ Intermediary site visit ▪ <i>Note: Secretary of State website may be used as support documentation</i>

¹ Calcasieu, Cameron, Jefferson, Orleans, Plaquemines, St. Bernard, St Tammany, Vermilion, Acadia, Allen, Beauregard, Iberia, Jefferson Davis, Lafourche, St. Charles, St. John the Baptist, St. Mary, Tangipahoa, Terrebonne and Washington