

INDUSTRIAL TAX EXEMPTION PROGRAM

CITY OF NEW ORLEANS

Your guide to local submission.

This information is designed to help advise manufacturers of the exhibits required for local tax abatement review and consideration.

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CITY OF NEW ORLEANS

Industrial Tax Exemption Program

Requested Intake Documents for Local Submission

Submit ALL applicable items to:
 City of New Orleans
 Office of Economic Development
 Via Email tmjackson@nola.gov

ITEP Application #:	Property Address:	Council District:
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ITE applicants seeking local approval shall adhere to the criteria and rules promulgated by the Louisiana Board of Commerce and Industry (Executive Order JBE 2016 – 26 and 73), the New Orleans City Council (Ordinance Calendar No. 32,472) and the Mayor’s Office of Economic Development (Resolution No. R-19-164). The following exhibits must be submitted to the Office of Economic Development (OED) for review and consideration (*intake forms* enclosed*):

DOCUMENT CHECKLIST	
<input type="checkbox"/>	1. Notice of Intent: Submit the provided NOI form that acknowledges comprehension of all local council criteria that must be submitted to OED prior to project commencement.*
<input type="checkbox"/>	2. Description of Project: Describe in <i>written detail</i> the nature and extent of project for which the tax abatement is requested, to construction, hiring, and/or making purchases toward the project's capital investment, and intended property use.
<input type="checkbox"/>	3. Investment Total Breakdown: For “ <i>construction projects</i> ,” complete the “ITEP Project Cost Reporting Form.” This form shall disclose an itemized breakdown of all capital additions and improvements, including their respective costs.*
<input type="checkbox"/>	4. Pro Forma: Provide a five-year projection relating to the proposed capital investment. This financial projection should include expected revenues, expenses and debts of the project.
<input type="checkbox"/>	5. Cost/Benefit Analysis: Submit C.B.A that will weigh the total expected costs versus expected benefits to determine the best profitable option.*
<input type="checkbox"/>	6. OED Intake Form: Identify project details including census tract/block group info, additional tax breaks, employment information, etc.*
<input type="checkbox"/>	7. Jobs and Payroll Forms: Provide job and payroll data to determine compliance with requirements set forth by the Quality Jobs Program (new and retained jobs as well as current and projected employment figures).
<input type="checkbox"/>	8. Hire NOLA Compliance Verification Forms: In accordance with §70-499, the Hire NOLA program links quality employment opportunities created by City construction contracts and economic development projects worth more than \$150,000 with Local and Disadvantaged Local Workers. This program establishes a First Source requirement and Good Faith Effort Participation Goals. Provide the following documentation for OED review: Hire NOLA bidder attestation and good faith efforts form, Local-Hire Plan, and Manpower Utilization Schedule. For assistance, contact Office of Workforce Development at 658-4500.*
<input type="checkbox"/>	9. Property Taxes: Submit <i>Tax Invoice</i> from the Bureau of Treasury and <i>Building Assessment Value</i> from the Assessor’s Office (website) for the <u>year prior to project commencement</u> . If property taxes are currently delinquent, please explain.
<input type="checkbox"/>	10. Depreciation Schedule: Provide a depreciation schedule that estimates the economic life of the property and/or capital expenditures.

CONTACT INFO:

For inquiries regarding state filings (advance note/
application/ etc.):

Kristin Cheng

Program Administrator, Industrial Tax Exemption
Louisiana Economic Development
617 North 3rd Street | Baton Rouge, LA 70802-5239
E-Mail: kristin.cheng@la.gov
Office: 225.342.2083
To apply:
<https://fastlane.louisianaeconomicdevelopment.com/>

For inquiries regarding your DBE Participation
Plan:

Justin Nwokolo

Compliance Officer
Office of Supplier Diversity
1340 Poydras Street | Suite 1800 |
New Orleans, LA 70112
E-Mail: justin.nwokolo@nola.gov
Office: 504.658.4281 | Cell: 504.816.0974

For inquiries regarding
tax bill:

Office of Treasury

City of New Orleans
1300 Perdido Street | City Hall | Room 1W40
New Orleans, LA 70112
Office: 504.658.1701
Fax: 504.658.1704

For inquiries regarding
tax assessment:

Assessor's Office

City of New Orleans
1300 Perdido Street | City Hall | Room 4E01
New Orleans, LA 70112
Office: 504.658.1300

LOCAL SUBMISSION INSTRUCTIONS:

Please complete the above checklist and all exhibits as directed. All local submissions must be bound and submitted on 8 ½" x 11" paper. A divider must separate each of the exhibits and must be labeled with a tab label. Local submissions must be presented to OED not less than 3 weeks prior to any upcoming ITEP Review Committee meeting. An electronic copy of the completed submission must be emailed to tmjackson@nola.gov and one (1) printed copy of the local submission must be presented to:

Tracey Jackson

Program Manager

Office of Economic Development (OED)
1340 Poydras Street | New Orleans, LA 70112 | Suite 1800

For any local inquiries regarding ITEP, please contact Tracey Jackson.

Office: 504.658.4955 | Office: 504.916.9512

E-Mail: tmjackson@nola.gov

The Industrial Tax Exemption Program is administered by
Louisiana Economic Development through the Board of Commerce & Industry.



CITY OF NEW ORLEANS

Office of Economic Development

1340 Poydras Street • Suite 1800 • New Orleans, Louisiana 70112 • (504)658.4200

INDUSTRIAL TAX EXEMPTION PROGRAM (ITEP)

"NOTICE OF INTENT"

Name of Applicant:		
ITEP#:	Type:	Address:

The New Orleans City Council shall consider requests for Industrial Tax Exemption for projects that meet the following criteria (see New Orleans City Council Ordinance No. Calendar No. 27,944):

<u>ITEP COUNCIL CRITERIA</u>
The Business is located in a distressed region - which is defined as a census tract block group that is below the state median per capita income, based upon the latest federal decennial census; or an Enterprise Zone; as defined by the State; or an Opportunity Zone, as defined by State.
That the applicant Project demonstrates good faith efforts to comply with the Section 70-499 of the Code of the City of New Orleans.
The jobs created as a result of the capital project must meet the job and payroll requirements for eligibility for the Louisiana Quality Jobs Rebate program.
Construction on the capital Project for which a tax exemption is being sought has not commenced prior to submitting for approval from the New Orleans City Council.

ACKNOWLEDGEMENT AND CERTIFICATION

I hereby certify that I have read this document and that I am fully aware of what is required to comply with the local ITE council criteria.

I certify that this form has been submitted prior to project commencement.

I agree to provide documentation to substantiate compliance with criteria established by the New Orleans City Council ITE Ordinance Calendar No. 27,944.

I understand that providing incomplete, inaccurate, or untimely information may result in denial of tax exemption.

Applicant Signature: _____ **Date:** _____

Title: _____



LOUISIANA INDUSTRIAL TAX EXEMPTION PROGRAM

OFFICE OF ECONOMIC DEVELOPMENT
CITY OF NEW ORLEANS

INVESTMENT BREAKDOWN FORM

(Estimated Investment Costs)

ITE Application #:	Property Address:
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ITEMIZED ELIGIBLE RTA INVESTMENT COSTS as defined by LED	
BUILDING & MATERIALS (Provide the amount spent on all building materials associated with this project) <i>i.e.: Doors, HVAC (permanent), Building Insulation, Roof</i>	
TOTAL BUILDING & MATERIALS COSTS	\$
MACHINERY & EQUIPMENT (Provide the cost of permanently attached machinery and equipment leased, rented, or purchased for this project.) <i>i.e.: Crane /Lift Equipment Rental</i>	
TOTAL MACHINERY & EQUIPMENT COSTS	\$
LABOR (DIRECT LABOR) (Provide the cost of wages paid for contract workers, construction workers, and/or to a general contractor for services rendered regarding this project). <i>i.e.: Electrical, Plumbing, Mechanical</i>	
TOTAL LABOR COSTS	\$
BUILDING PERMIT JOB VALUE – CONSTRUCTION HARD COSTS REPORTED TO SAFETY & PERMITS (Materials, Machinery/Equipment, and Labor costs requiring permit)	\$
ENGINEERING (INDIRECT LABOR) (Provide the overhead cost of project planning and management; profitability analysis; cost control and cost forecasting, investment appraisal, and risk analysis; and planning and scheduling) <i>i.e.: Insurance, Architecture Fees, Permitting</i>	
TOTAL ENGINEERING COSTS	\$
INVESTMENT TOTAL ELIGIBLE FOR TAX ABATEMENT	\$
Total estimated capital expenditures (all ELIGIBLE capital additions and/or improvements to the Project Premises acquired or constructed) for the entire project, which includes the building, material, machinery, equipment, labor, and engineering costs. (Materials, Machinery/Equipment, Labor, and Engineering)	

Eligible ITEP Expenses:

- a capital expenditure for property that would meet the standard of a new manufacturing establishment if the addition were treated as a stand-alone establishment;
- a capital expenditure for property that is directly related to the manufacturing operations of an existing manufacturing establishment; or
- an installation or physical change made to a manufacturing establishment that increases its value, utility or competitiveness;
- maintenance capital, required environmental capital upgrades, and replacement parts, except those replacements required in the rehabilitation or restoration of an establishment, to conserve as nearly, and as long as possible, original condition, shall not qualify as an addition to a manufacturing establishment;
- expenses associated with the rehabilitation or restoration of an establishment shall be included as an addition to a manufacturing establishment.

If more space is needed attach additional sheets.

LOUISIANA INDUSTRIAL TAX EXEMPTION PROGRAM

OFFICE OF ECONOMIC DEVELOPMENT
CITY OF NEW ORLEANS

COST/BENEFIT ANALYSIS FORM

(Applicable to Original/Revenue Generating Projects)

INFORMATION ABOUT YOUR BUSINESS


<u>APPLICATION #</u>	
<u>COMPANY OR PROPERTY OWNER'S NAME</u> Name of your company or property owner's name as provided to the State on the Application Form	
<u>PROPERTY ADDRESS</u> Address of the physical location of the property	
<u>LIST OF PRINCIPALS</u> List of principal owners of the property	
<u>CURRENT OR PRIOR USE</u> Use of property prior to improvements	
<u>PROPOSED USE</u> Proposed use of the property	
<u>CONTACT NAME</u> Business contact	
<u>CONTACT NUMBER</u> Business's telephone number	

EMPLOYMENT DATA

<u>EMPLOYEES</u>	<u>ORLEANS PARISH</u>	<u>NON-ORLEANS PARISH</u>
<u>TOTAL NUMBER OF CURRENT YEAR EMPLOYEES PRIOR TO CONSTRUCTION</u> Total number of current employees (year prior to construction) who are Orleans Parish residents and total number of employees residing in other parishes/countries other than Orleans	#	#
<u>PROJECTED NUMBER OF NEW EMPLOYEES AFTER CONSTRUCTION</u> Number of projected <u>new</u> employees to be created through your business's construction project who are Orleans Parish residents and the number of projected <u>new</u> employees residing in parishes/counties other than Orleans	#	#
<u># OF CONSTRUCTION JOBS</u>	#	#

<p><u>CURRENT PAYROLL (PRE-CONSTRUCTION)</u> Dollar amount in annual payroll paid to current employees who are Orleans Parish residents and to current employees residing in parishes/counties other than Orleans.</p>	\$	\$
<p><u>PROJECTED PAYROLL INCLUDING NEW HIRES (POST-CONSTRUCTION)</u> Total dollar amount of the annual payroll to be paid to new and current employees who are Orleans Parish residents and for those new and current employees residing in parishes/counties other than Orleans.</p>	\$	\$

**INFORMATION FOR TAX EXEMPTION /ASSESSMENT
INFORMATION/TAXES PAID**

<p><u>DESCRIPTION OF CAPITAL INVESTMENT PROJECT</u> (Briefly describe your project)</p>	
<p><u>BUILDING PERMIT FEES</u> Dollar amount paid to the City of New Orleans for your building permit</p>	\$
<p><u>OCCUPATIONAL LICENSE</u> Dollar amount paid to the City of New Orleans for your business's occupational license</p>	\$
<p><u>OTHER FEES</u> Other fees paid due to the project</p>	\$
<p><u>PRE-DEVELOPMENT ASSESSED VALUE OF BUILDING/IMPROVEMENTS</u> "Building Value" of your property the year prior to construction as reported by the Assessor's Office</p>	\$
<p><u>POST-DEVELOPMENT ASSESSED VALUE OF BUILDING/IMPROVEMENTS</u> "Building Value" of your property post construction as reported by the Assessor's Office</p>	\$
<p><u>REAL ESTATE TAXES PAID FOR CURRENT YEAR PRIOR TO CONSTRUCTION</u> Amount of property taxes paid the current year prior to construction on this property (land and improvements)</p>	\$

<u>ANNUAL SALES</u> <u>ORLEANS PARISH TAXABLE SALES</u> Amount of Orleans Parish taxable sales for the year prior to construction and the projected sales (post construction) for each category to be generated due to the project expansion	<u>YEAR PRIOR TO CONSTRUCTION</u>	<u>PROJECTED (AFTER CONSTRUCTION)</u>
<u>RETAIL</u>	\$	\$
<u>WHOLESALE</u>	\$	\$
<u>ROOM NIGHT SALES (HOTEL/MOTEL)</u>	\$	\$
<u>OTHER TAXABLE SALES</u> i.e.: labor charges on appliances and small engine repairs, etc.	\$	\$
<u>TOTAL GROSS TAXABLE SALES</u> <i>Sum of all itemized taxable sales (retail, wholesale, hotel/motel room, and other)</i>	\$	\$
<u>NON-TAXABLE SALES</u> i.e.: membership service fees, etc.	\$	\$

<u>CONSTRUCTION COSTS</u> Dollar amount of costs associated with your company's construction/expansion plans.	<u>PURCHASED WITHIN ORLEANS PARISH</u>	<u>PURCHASED OUTSIDE OF ORLEANS PARISH</u> delivered to your business by a supplier located out of Orleans Parish	<u>PURCHASED OUTSIDE OF ORLEANS PARISH</u> purchased from a supplier outside of Orleans Parish and physically delivered by your business to its own location	<u>TOTAL</u>
<u>COST OF EQUIPMENT AND MACHINERY</u>	\$	\$	\$	\$
<u>COST OF MATERIALS AND SUPPLIES</u>	\$	\$	\$	\$
<u>COST OF LABOR / CONSTRUCTION PAYROLL</u>	\$	\$	\$	\$
<u>COST OF ENGINEERING</u> Professional Services	\$	\$	\$	\$
<u>OTHER* (list below)</u>	\$	\$	\$	\$
<u>TOTAL CONSTRUCTION COSTS</u> <i>Sum of all itemized construction costs (equipment/machinery, materials/supplies, construction payroll, and engineering costs)</i>	\$	\$	\$	\$

<u>ANNUAL UTILITY COSTS</u>	<u>YEAR PRIOR TO CONSTRUCTION</u>	<u>PROJECTED (AFTER CONSTRUCTION)</u>
<u>ESTIMATED ELECTRIC COST</u>	\$	\$
<u>ESTIMATED NATURAL GAS</u>	\$	\$

OTHER*

Please supply other pertinent information below (including other construction costs)

CERTIFICATION

Please fill in, sign, and have notarized

BEFORE ME, the undersigned authority, personally came and appeared **First and Last Name** who duly sworn did depose and say: That he/she is **Position of Company**

That this affidavit is made for the specific purpose of verifying that he has examined the information contained on the pages of this form and found the information given to be true and correct.

Sworn to and subscribed before me this **Date**.

Notary By

For all inquiries regarding this form, please contact Tracey Jackson, RTA Program Manager, at tmjackson@nola.gov.

LOUISIANA INDUSTRIAL TAX EXEMPTION PROGRAM

OFFICE OF ECONOMIC DEVELOPMENT
CITY OF NEW ORLEANS
OED IN-TAKE FORM

An Industrial Tax Exemption Application has been filed with the Louisiana Department of Economic Development (LED) for limited tax exemption of the below-described property. Said limited tax exemption will be for an initial five-year period as provided by the Louisiana Industrial Tax Exemption Executive Orders JBE 16-26 and JBE 16-73 and the Louisiana Constitution.

PROPERTY INFORMATION (as it appears on most current year's tax roll)

ITE Application #:	
Company or Owner(s) Name:	
Project Address:	
Latest Tax Bill #:	Tax Year:
Lot #:	Subdivision:
Located in an Enterprise Zone or Opportunity Zone?	
If in an EZ or OZ, please provide Census Tract/Block #:	

COMPANY INFORMATION

Project Contact Person:	Title:
Contact Company Address:	
Telephone #:	Fax #:
E-mail:	

List all principals involved in the project (<i>provide attachment if additional space is needed</i>):	

PROPERTY TAX

Current (year prior to original restoration) assessed value of property to be considered for tax abatement:

\$ _____

Amount of Ad Valorem Taxes paid on this property for the year before construction: \$ _____

PROJECT INFORMATION

Existing Square Footage: _____ Added Square Footage: _____

Use of Property Prior to Project Commencement: _____

Project Start Date: _____ Project Completion Date: _____

Proposed capital investment (project) details:

Appraised value of property *before* restoration: \$ _____
 Appraised projected value of property *after* restoration: \$ _____
 (Note: Comprehensive appraisal not required).

Investment total eligible for tax abatement as defined by the state (*Materials, Machinery and Equipment, and Labor/Engineering*): \$ _____

ADDITIONAL TAX BREAKS

Listing of all tax breaks or other financial incentives received, requested, or pending which will assist with the renovations of the subject property. Such a listing might include investment tax credits, façade donations, industrial binds, etc. (provide attachment if additional space is needed):	

EMPLOYMENT

of Existing Jobs Prior to Project: _____
 # of New Jobs Created: _____

Fulfills the following *Hire Nola good faith efforts* (please check where applicable) (subject to OWD review):

at least 50% Local Workers	
at least 30% by Disadvantaged Local Workers	
at least 30% of all designated apprentice by Disadvantaged Local Workers	

Fulfills the following *job and payroll requirements* as defined by the Louisiana Quality Jobs Program (applicable on projects with permanent new job creation only) (please check where applicable):

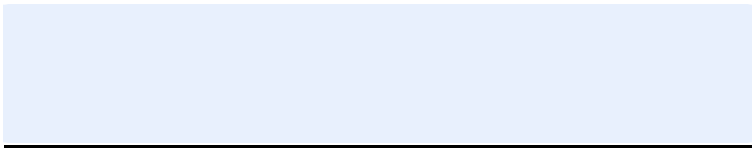
50 or fewer full-time employees state-wide prior to the start date of the contract / Creating at least 5 new direct jobs with new direct job annual payroll of at least \$225,000	
51 or more full-time employees state-wide prior to the start date of the contract /Creating at least 15 new direct jobs with new direct job annual payroll of at least \$675,000	
project creating new full-time jobs (30+ hours/week)	
project creating new full-time jobs including basic healthcare	
project creating new full-time jobs with basic healthcare that pay ≥ \$18/hour	

CERTIFICATION

I hereby certify that I have read this document and that the information provided is accurate and complete.

I certify that the information provided can be substantiated by business documents. Upon request, I agree to provide the documentation requested to establish eligibility as established by the New Orleans City Council ITE Ordinance Calendar No. 27,944.

I understand that providing incomplete, inaccurate, or untimely information may result in denial of tax abatement.

Applicant Signature: 

Date: _____

“Failure to provide accurate information to the City of New Orleans may result in the denial of your application.”

LOUISIANA INDUSTRIAL TAX EXEMPTION PROGRAM
OFFICE OF ECONOMIC DEVELOPMENT
CITY OF NEW ORLEANS

JOB AND PAYROLL QUALITY JOBS STANDARDS – FORM

(ITE COUNCIL CRITERIA #2)

COMPANY INFORMATION
Company Name:
ITE Application #:
Estimated Contract Effective Date <small>(The effective date of the tax exemption granted under the contract is July 31st of subject year (the month and calendar/taxable year in which effective use or operation of the structure began or construction was essentially complete, whichever was sooner), for the five year period starting with the tax year beginning on August 1st of subject year):</small>

ESTIMATED INVESTMENT
Building & Materials:
Machinery & Equipment:
Labor & Engineering:
Estimated Total Investment Amount:

ESTIMATED EMPLOYMENT
of Existing Jobs Prior to Project Commencement:
Projected # of Construction Jobs:
Projected # of New Direct Jobs:
Total Estimated Payroll:

ESTIMATED PAYROLL
Existing Payroll Prior to Project Commencement:
Projected Construction Payroll:
Projected New Payroll (5-year total):
Total Estimated Payroll:

ITE Council Criteria #2: “The jobs created as a result of the capital project must meet the job and payroll requirements for eligibility for the Louisiana Quality Jobs Rebate program.”	
<i>Does your Company fulfill the following job and payroll requirements as defined by the Louisiana Quality Jobs Program (applicable on projects with permanent new job creation only):</i>	
50 or fewer full-time employees state-wide prior to the start date of the contract / Creating at least 5 new direct jobs with new direct job annual payroll of at least \$225,000 (Yes or No)	
51 or more full-time employees state-wide prior to the start date of the contract / Creating at least 15 new direct jobs with new direct job annual payroll of at least \$675,000 (Yes or No)	
# of new full-time jobs (30+ hours/week)	
# of new full-time jobs created including basic healthcare	
# of new full-time jobs creating pay at ≥\$18/hour	

QJ - Gross Payroll Sample formula (5-Yr Projection)

YEAR	Annual New Direct Jobs Created	Annual Gross Payroll for New Jobs Created	Cumulative Annual Gross Payroll <i>(Include 2% cumulative increase annually)</i>
2018	3	\$ 150,000.00	\$150,000.00
2019	2	\$ 100,000.00	\$253,000.00
2020	0	\$ 0.00	\$258,060.00
2021	0	\$ 0.00	\$263,221.00
2022	0	\$ 0.00	\$268,485.00

1. 150,000
2. $150,000 + 2\% + 100,000 = 253,000$
3. $253,000 + 2\% + 0 = 258,060$
4. $258,000 + 2\% + 0 = 263,221$
5. $263,222 + 2\% + 0 = 268,485$

Total New Direct Jobs = 5 | Total Estimated 5-year cumulative annual gross payroll = \$1,1932,766

Year	Annual New Direct Jobs Created	Annual Gross Payroll for New Jobs Created	Cumulative Annual Gross Payroll (include 2% cumulative increase annually)
Total New Direct Jobs:			Total Estimated 5-year cumulative Annual Gross payroll:

If approved, LED’s Industrial Tax Exemption Annual Compliance Reporting is due on the last day of the fourth month following each Project Year according to Section 7.02 of the subject contract (Exhibit A). In addition to these forms, the Office of Economic Development shall request its own annual certification reporting to address QJ standards (due at the same time). (For example, the 2021 contract year ends on 7/31/22 and an annual report must be submitted to OED no later than December 31st, 2022).

- See Post-Executive Order Annual LED Compliance Forms below:
- o Annual Project Status Report (Front-End Apps/Contracts Only)
 - o Exhibit 2 - Certification of Compliance
 - o ITE Annual Compliance Report (ITE ACR)
 - o Industrial Tax Exemption Program Baseline Employment Worksheet

- Annual Local Reporting _ Quality Jobs Annual Certification (revised by OED for local use):
- o QJ – Annual Certification Report Spreadsheet
 - o QJ – ACR-Health Care Certification Form

QJ - Gross Payroll Sample formula (5-Yr Projection)

YEAR	Annual New Direct Jobs Created	Annual Gross Payroll for New Jobs Created	Cumulative Annual Gross Payroll (Include 2% cumulative increase annually)
2018	3	\$ 150,000.00	\$150,000.00
2019	2	\$ 100,000.00	\$253,000.00
2020	0	\$ 0.00	\$258,060.00
2021	0	\$ 0.00	\$263,221.00
2022	0	\$ 0.00	\$268,485.00

1. 150,000
2. $150,000 + 2\% + 100,000 = 253,000$
3. $253,000 + 2\% + 0 = 258,060$
4. $258,000 + 2\% + 0 = 263,221$
5. $263,222 + 2\% + 0 = 268,485$

Total New Direct Jobs = 5 | Total Estimated 5-year cumulative annual gross payroll = \$1,1932,766

Year	Annual New Direct Jobs Created	Annual Gros Payroll for New Jobs Created	Cumulative Annual Gross Payroll (include 2% cumulative increase annually)
Total New Direct Jobs:			Total Estimated 5-year cumulative Annual Gross payroll:

If approved, LED’s Industrial Tax Exemption Annual Compliance Reporting is due on the last day of the fourth month following each Project Year according to Section 7.02 of the subject contract (Exhibit A). In addition to these forms, the Office of Economic Development shall request its own annual certification reporting to address QJ standards (due at the same time). (For example, the 2021 contract year ends on 7/31/22 and an annual report must be submitted to OED no later than November 30th, 2022).

See Post-Executive Order Annual LED Compliance Forms below:

- [Annual Project Status Report \(Front-End Apps/Contracts Only\)](#)
- [Exhibit 2 - Certification of Compliance](#)
- [ITE Annual Compliance Report \(ITE ACR\)](#)
- [Industrial Tax Exemption Program Baseline Employment Worksheet](#)

Annual Local Reporting _ Quality Jobs Annual Certification (revised by OED for local use):

- **QJ – Annual Certification Report Spreadsheet**
- **QJ – ACR-Health Care Certification Form**

**OFFICE OF WORKFORCE DEVELOPMENT
CITY OF NEW ORLEANS**

ITE APPLICANT ATTESTATION AND OWD GF FORM 1 OF 3

Submit all inquiries regarding this form to: City of New Orleans Office of Workforce Development Via Email tremon.tapp@nola.gov
--

ITE Application #:	
Property Owner (s):	
Authorized Representative:	

Hire NOLA Policy

As provided in Sec. 70-499 the City of New Orleans established the Hire NOLA program to link quality employment opportunities created by City construction contracts and economic development projects with Local Workers. This program establishes a **First Source requirement and Good Faith Effort Participation Goals** on “covered projects”. Contractors and their Subcontractors, if applicable, shall commit to making Good Faith Efforts to achieve aforementioned local participation goals.

Living Wage Policy


As provided in Sec. 70-810 the City of New Orleans established the Living Wage Ordinance. Applicants seeking a Restoration Tax Abatement are required to ensure the following:

- (1) Pursuant to Section 70-806 of the City Code, every Covered employer shall pay employees no less than the living wage for all hours worked as a Covered employee. The living wage shall be \$11.19, plus any applicable adjustment provided in Section 70-806, subpart (2).
- (2) Pursuant to Section 70-807 of the City Code, Covered employers shall permit Covered employees to take at least seven (7) days per year of compensated leave. Such leave shall comply with the guidelines set forth in Section 70-807.
- (1) Pursuant to Section 70-808 of the City Code, no Covered employer shall reduce any wages or benefits due to any employee to offset the costs of the Living Wage Ordinance or otherwise retaliate against any Covered employee based on the provisions of the Ordinance.

Bidder’s Attestation:

My signature certifies that I understand the Hire NOLA program and Living Wage Ordinance. I further certify and agree that if awarded the contract, as the Contractor I will demonstrate Good Faith Effort to meet the stated Participation Goals. I understand my Good Faith Effort shall include but not be limited to the following:

1. Utilize OWD’s Craft Employee Request Form to inform OWD of any potential vacancies on a “covered project.”
2. Contact qualified individuals from the First Source database, as provided by OWD, for filling potential vacancies.
1. Solicit in the official journal of the City, or any other local publication, and advertise as provided below, any potential vacancies for local workforce candidates if First Source individuals are ultimately not qualified or available.
2. Advertise vacancies at local Union/Hiring Halls of registered apprenticeship programs, if applicable.
3. Advertise vacancies at the job site.
4. Conduct meeting(s) with potential managers and subcontractors to educate said individuals regarding the Local Hire goals provided herein.
5. Utilize registered apprenticeship programs at a 1 apprentice to 3 journeyman ratio, if applicable and available.

Respondent's Signature	
Respondent's Name	
Respondent's Title	

Submit all inquiries regarding
 this form to:
 City of New Orleans
 Office of Workforce Development
 Via Email tremon.tapp@nola.gov

OFFICE OF WORKFORCE DEVELOPMENT
CITY OF NEW ORLEANS

HIRE NOLA – MANPOWER UTILIZATION SCHEDULE BY CRAFT – FORM 2 OF 3

ITE Application #:	
Property Owner (s):	
Authorized Representative:	

Month/ Year	Man Count	Man Hours	Craft Type	# of Craft Workers	Craft Type	# of Craft Workers	Craft Type	# of Craft Workers	Craft Type	# of Craft Workers
Month Year										
Month Year										
Month Year										
Month Year										
Month Year										
Month Year										

If more space is needed attach additional sheets.

OFFICE OF WORKFORCE DEVELOPMENT
CITY OF NEW ORLEANS
HIRE NOLA LOCAL – HIRE PLAN – FORM 3 OF 3

Submit all inquiries regarding
 this form to:
 City of New Orleans
 Office of Workforce Development
 Via Email tremon.tapp@nola.gov

Application #:	
Property Owner (s):	
Authorized Representative:	

Please fill out the tables below based on the information provided in the submitted with the Manpower Utilization Schedule.

Contractor	Trade	Anticipated # of Work Hours Completed by Core Employees	Anticipated # of Core Employees on Project	Anticipated # of Work Hours Completed by New Hires	Anticipated # of New Hires Required	Anticipated # of Apprentices Required

If more space is needed attach additional sheets.