

CITY OF NEW ORLEANS  
Quality Jobs Program

QJ#: \_\_\_\_\_  
Address: \_\_\_\_\_

# Document Request Checklist

In order to process your application for review, the Mayor's Office of Economic Development must receive the following items:

- \_\_\_\_\_ 1. **LEZP Requirements Agreement Form.** Verify eligibility and determine what incentives will be pursued (State and/or Local Sales Use Tax Rebate, State Job Creation Tax Credit, or 1.5% Refundable Investment Tax Credit)

If you decide not to pursue the local sales tax rebate, please indicate that decision by checking the box at the bottom of the form and submit ONLY this form to the Mayor's Office of Economic Development.

- \_\_\_\_\_ 2. **Description of Project:** Provide narrative description of work to be completed (numbers of jobs/positions created, associated costs with expansion/improvements, capital equipment purchases, etc.). An itemized breakdown of the project's associated costs should reflect *ONLY* materials, machinery, equipment, and labor/engineering (no soft costs). (QJ Project Cost Reporting Template attached).

- \_\_\_\_\_ 3. **Cost Benefit Analysis Form:** Weigh the total expected costs versus benefits to determine the best profitable option of the project.

- \_\_\_\_\_ 4. **Pro Forma Estimates:** Provide a pro forma statement based on a five-year projection relating to the proposed rehabilitation work and/or new jobs created. This financial projection should include expected revenues, expenses and debts of the project.

- \_\_\_\_\_ 5. **Qualification Certification Form:** For those pursuing the local sales/use tax rebate, please provide a copy of your "qualification certification form" requested by LED (a document submitted with the Advance Notification form or with the program application) that confirms the current employees working (prior to project commencement) *versus* the intended number of permanent net new full-time jobs the applicant will create.

If in fact, this information is not currently available, please make sure to submit a list of new employees for certification prior to your rebate request.

- \_\_\_\_\_ 6. **Additional Tax Breaks:** Listing of all tax breaks or financial incentives received or pending which will assist with the subject project. Such a listing might include investment tax credits, façade donations, industrial bonds, etc.

- \_\_\_\_\_ 7. **Listing of Principals:** List owners of the project.

- \_\_\_\_\_ 8. **Tax Status:** A copy of the *tax invoice* for the year prior to project commencement from the Orleans Parish Assessor. If property taxes are currently delinquent, please explain.

- \_\_\_\_\_ 9. **Sales Tax Revenue:** List the projected amount of sales tax revenue due to generate as a result of the project's completion (if applicable).

- \_\_\_\_\_ 10. **Building Permit Job Value Verification:** Provide copies of any and all permits associated with the proposed scope of work, including the total project job value amount reported to Safety and Permits. Project Job Value is the total value of all construction work for which the permit is issued (including labor, materials, equipment, overhead and profit), as well as finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and other permanent equipment.

- \_\_\_\_\_ 11. **Proof of DBE Participation:** Pursuant to City Ordinance 70.432.1, there is a 50% local business and 35% DBE participation goal for all public spending or private projects that utilize public funding and/or incentives. In order to qualify for the QJ Program, you must comply with this City Ordinance. This ordinance applies to commercial projects and multi-family residential development projects. Provide documentation to support DBE participation or evidence of good faith efforts. For DBE Program assistance, contact Office of Supplier Diversity at 658-4200.