

CITY OF NEW ORLEANS
Quality Jobs Program
Checklist of Required Documents for Local Submission

QJ #: _____ Address: _____

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

1. **LQJP 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. **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.
7. **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. "*Permit Job Value*" (including labor, materials, equipment, overhead and profit) is the total value of all construction work, as well as finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and other permanent equipment for which the permit is issued.
8. **Proof of DBE Participation:** Pursuant to Code of the City of New Orleans §70-459, there is a "35% DBE participation goal" for all public spending or private projects that utilize public funding and/or incentives. In order to qualify for the RTA Program, you must comply with this City Ordinance. This ordinance applies to commercial projects and residential projects with more than 6 units. Provide documentation to support DBE participation and/or evidence of good faith efforts. For DBE Program assistance, contact Office of Supplier Diversity at 658-4200.

<p><i>The Quality Jobs Program is administered by Louisiana Economic Development through the Board of Commerce & Industry. For information regarding local requirements, please contact Tracey Jackson, Mayor's Office of Economic Development, at 504.658.4955.</i></p>
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