

RESTORE LOUISIANA SMALL BUSINESS LOAN PROGRAM  
CHECKLIST

\*You do not have to provide duplicate information

▽ Completed application

○ Online Applications

For online applicants, if you would like to keep a record of your application, please print it, as once you submit you won't be able to re-access the application. If you need to add documents after you have submitted it, please contact your local office. All online applications must be hand signed printing the 3 page "signature" document in this location <https://www.scpdc.org/programs/restore-small-business/>.

Use the **Save** feature as the **system does not automatically save**.

If you want to finish your application in the office, do not submit. Please hit save and bring your username and password with you to the appointment.

Within the application you will see a link to take you to additional documents that need to be filled out which says "Required Documents can be downloaded here". The system will take you back to the SCPDC website and you must click the 2<sup>nd</sup> link that says "Click here to download application package". You will see 8 documents.

○ Paper Applicants – please ensure you sign and/or initial in all areas.

**Instructions:** To assist in gathering required documents, this checklist lists several documents you can provide to intake coordinators to complete the application. Should additional information be needed someone will reach out. Forms should be physically signed and brought to an office or they can be emailed.

▽ Business Development Plan

- If your business was closed as a result of the storm and remains closed, you will need to provide a business plan. For assistance, contact the Louisiana Chamber of Commerce Foundation at (504) 913-7952 or [programs@labizspeaks.org](mailto:programs@labizspeaks.org).

▽ Business & Personal Tax Returns for 2019 – 2022

- **Needed for all owners that have a 20% or more share.**
- All taxes must be **SIGNED** digital signature not acceptable.
- If extension, provide proof of extension and Profit & Loss financial statement for that year.
- If you were not open for 3 years—submit all taxes available.

▽ Financial Statements

- Required if full tax returns are not available during application underwriting.

▽ Business Structure. Evidence can be one of the following:

- Taxes
- Operating or Partnership Agreement
- Occupational License
- Stock Certificates

▽ Proof of Ownership (**Needed for all owners that have a 20% or more share**). Evidence can be one of the following:

- Business tax return (with appropriate schedules)—K1s
- Personal Tax return (with appropriate schedules)—Schedule C
- Stock certificates with proof of total number of shares

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- ▽ **Owner Identification (Needed for all owners that have a 20% or more share).** Evidence can be one of the following:
  - Valid US or state government-issued photo identification such as a passport, driver's license, non-driver ID, or card military ID
- ▽ **Business Operating Address – business must be located in an eligible parish before and currently. (need one each for pre-storm and current addresses):**
  - utility bills
  - lease agreement
  - tax return
  - occupational license (or other professional or fisheries/ag license)
- ▽ **Proof Business Began Operations Prior to Qualifying Event.** Evidence can be one of the following:
  - "Date of Incorporation" on corporate tax returns
  - Any federal business tax return
  - 2019 or earlier for Laura/ Delta 2020 or earlier for Ida/May Flood
  - Business/Occupational License
- ▽ **Gross Revenue Prior to Qualifying Event:**
  - Laura/Delta – 2019 Federal Taxes
  - Ida/May Flood – 2020 Federal Taxes
- ▽ **Number of Employees – Evidence can be one of the following:**
  - Federal Form 941 (W2 employees)
  - 1099 (contract employees)
  - LA unemployment tax form
  - Payroll forms (e.g., Paycheck)
  - Internal payroll register, signed
- ▽ **Business Insurance & Other Assistance**
  - If your business received any other assistance as a result of the storm, please include this. This does not disqualify you from receiving assistance.
  - Examples:
    - Insurance (include: insurance provider's contact information, policy coverage information and ID)
    - claims information including amounts received and approved SBA Claim report, award letters, etc
    - Loan/grant documents
- ▽ **Proof of Qualifying Loss**
  - To qualify for the program you must either show you had \$10,000 in physical damage or had a 20% decline in revenue.
    - Financial loss (20% decline in revenue)
      - signed 2019, 2020, and 2021 tax returns
      - financials may be used by exception only
    - Physical damage (\$10,000)
      - Insurance loss reports/claims, SBA Verified Loss reports, receipts for replacement equipment/materials/merchandise casualty loss reported on 2020 - 2021 tax returns.
      - Photographs of damage may be used only as supporting evidence.
- ▽ **Proof of Operational Status at Time of Application – Evidence can be one of the following:**
  - Current occupational license
  - Current sales receipts Sales tax returns

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- Current subrecipient site visit
- ▽ **Loan Request Documentation (award calculation)**
  - Working capital (3 months prior to storm) – Inventory, Payroll, Rent/Mortgage, Utilities ONLY!
    - Hurricane Laura – May, June, & July 2020
    - Hurricane Delta – July, August, & September 2020
    - May Flood of 2021 – February, March, April 2021
    - Hurricane Ida – May, June, & July 2021
  - Documentation to calculate working capital award **provide all that apply.**
    - Rent/Mortgage: signed lease dated during eligible dates // mortgage or proof of payment, cancelled checks, mortgage agreement, etc
    - Employee Wages: certified payroll registers or employee reporting forms
    - Utilities: Electricity, Water, Gas, phone, internet (from company)
    - Monthly inventory Bills: Vendor receipts/ statements, order forms with cancelled checks or other forms of payment
  - Equipment & Furniture—**provide all that apply.** Should be dated after the storm.
    - Evidence of loss
    - Receipts for replacements
    - Repair documentation
    - 3 quotes to purchase replacement
    - Justification needed if new but needed to remain viable
- ▽ **Inventory**
  - If inventory is what you lost after the storm and you are providing this as proof that you lost a minimum of \$10,000, then receipts from the months after the storm should be provided.
- ▽ **SCPDC Additional Forms—All are required** – You may have to print multiple copies to ensure all owners who have a 20% or more share sign the required form. **These forms can be found online under “Click here for application packet” or are available at field offices. Digital Signatures Are NOT Accepted.**
  - Credit Authorization - **Needed for all owners that have a 20% or more share**
  - Business Debt Schedule - **Only 1 is needed for the business**
  - Individual Profile Form- **All owners no matter the ownership % must sign**
  - Personal Financial Statement - **Needed for all owners that have a 20% or more share.**  
Can share 1 if married
  - W-9— **Only 1 is needed for the business and only 1 owner needs to sign**
  - 8821— **Needed for all owners that have a 20% or more share. Also need 1 for the business** (Tax authorization form to review your taxes.)
  - Restore Sig pg – **Needed for all owners that have a 20% or more share.**

**Before Submitting**

Please review the checklist and ensure all areas needing your signature are signed.

**Once Submitted**

Once your application is submitted, your application will go into a review stage. Should we need any additional information we will reach out to you by either phone or email.

**Additional help**

If you need help filling out the application, you can reach us at our office at 1- 800-630-3791 or visit one of our many field offices which can be found on our website.