PROP Application Checklist

Category	Required Items
¨ General Description form	§ Applicant's contact information and Signature § Eligible Parish (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 § Funds Breakdown
¨ Project Time Schedule	§ Completed Prop Program Time Schedule
¨ Project Maps	§ Census Tracts and/or block groups by number § Location of proposed improvements § Specified locations of each activity and identification of relevant adjacent landmarks
¨ Project Description	§ Specific description of how PROP Funds will be used and the role they will play in the total project § Contact Information for: Private participant(s), other public participant(s), Person(s) who prepared financial projections and financial statements, Person(s) who provided certification or estimates of project costs
¨ Private Sector Participant	§ Letter of commitment or equivalent document signed by authorized official.
¨ Financing Sources	§ Documented proof & amounts of all funding sources for project
¨ Project Costs	§ Estimated/Certifications of construction cost (Engineer/Architect estimates) § Third Party estimates for purchase of equipment
¨ Financial Statements	§ Existing Businesses: Previous 3 years incomes statements and balance sheets (signed)
¨ Pro Forma Financial Statements	§ Completed application forms or other equally detailed statements § 2 Years monthly projections § 5 Years annual projections
¨ Personal Financial Statements	§ Financial Statements for all $\geq$ 20% owners
¨ Business Data Sheet	§ Company: structure, history, and ownership
¨ Management Resume(s)	§ Resume(s) for principal(s)
¨ Evidence of Feasibility	§ Back-up documentation (pg.33)
¨ National Objective	§ LMI Jobs form § Non-LMI Jobs form § Method of recruiting, hiring, and training form
¨ Disclosure Report	§ Completed report from application
¨ National Objective (Circle One)	§ LMI, Urgent Need, Elimination/Prevention of Slum & Blight
¨ Eligible Activity(s) (Circle One)	§ Section 105A: 8, 14, 15, 17, 19, or 22

☐ Application is complete - all required documentation has been submitted

_____ _____

Reviewer's Initials Date