PROP Application Checklist

Category	Required Items
¨ General Description form	§ Applicant's contact information and Signature § Eligible Parish[i] § 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.[ii]
¨ 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

[i] 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

[ii] May contain contingency based on inclusion of PROP Funds