

Policies and Procedures Lake Charles, LA

Louisiana Chamber of Commerce Foundation's Launch LA
Business Innovation Center Project

This document contains the Policies and Procedures for Lake Charles's proposed Business Innovation Center (BIC) program, designed to meet the requirements of HUD CDBG-DR funding. Each section outlines essential components necessary for compliance with federal guidelines and effective program implementation.

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1. Introduction

The purpose of this document is to provide Policies and Procedures for the City of Lake Charles' Business Innovation Center (BIC) Program, funded through Community Development Block Grant Disaster Recovery (CDBG-DR) funds. This program is designed to support the growth and development of small businesses within Lake Charles and surrounding areas, focusing on economically distressed and disaster-impacted communities. Through targeted business incubation and resource support, the program aims to revitalize the local economy, create jobs, and foster long-term resilience. These guidelines outline eligibility requirements, allowable uses of funds, application processes, and compliance standards to ensure that projects funded under this program align with federal CDBG-DR objectives and regulations

2. Notable Definitions and Acronyms

Business Innovation Center (BIC): A facility for the catalyst for small business establishment and growth designed to offer an incubator program, co-working space, private offices, drop-in desk availability, conference rooms, and event space.

CFR: Acronym used for the Code of Federal Regulations.

City of Lake Charles (COLC): The Recipient of the CDBG-DR funding. Also referred to as the "Grantee."

Community Development Block Grant – Disaster Recovery (CDBG-DR): Established in 1993, CDBG-DR is an extension of the CDBG program. These CDBG-DR funds are for necessary expenses for activities authorized under Title I of the Housing and Community Development Act of 1974 (42 U.S.C. 5301 et seq.) (HCDA or HCD Act) related to disaster relief, long-term recovery, restoration of infrastructure and housing, economic revitalization, and mitigation (MIT) in the most impacted and distressed (MID) areas resulting from a qualifying major disaster in 2020 or 2021.

Contractor: a properly licensed person or company that Grantees and Subrecipients hire to undertake a contract to provide materials or labor to perform a service or do a job.

Department of Housing and Urban Development (HUD): Federal department through which the CDBG-DR funds are provided to COLC.

Disaster Recovery Grants Reporting System (DRGR): The system populated by grantees and used by HUD staff to review grant-funded activities, prepare reports to Congress and other interested parties, and monitor compliance.

Duplication of Benefits (DOB): Financial assistance received from another source that is provided for the same purpose as the CDBG-DR funds.

Federal Emergency Management Agency (FEMA): An agency of the United States Department of Homeland Security. The agency's primary purpose is to coordinate the response to a disaster that has occurred in the United States and that overwhelms the resources of local and state authorities.

Full-Time Equivalent Jobs (FTE): For projects requiring the creation of FTE jobs, FTE refers to a permanent job that meets forty (40) hours per week. Multiple part-time jobs can be combined to account for an FTE job. For example, two 20-hour part time positions can count as one FTE position.

Grantee: The term “grantee” refers to City of Lake Charles (COLC) in this plan.

Household: One or more persons occupying a housing unit.

Launch LA BIC: The project that will be a catalyst for small business establishment and grown in the Lake Charles Region and will offer technical assistance and incubator services serving various industries including manufacturing, professional services, technology, agriculture, environmental, and construction.

Low-Income: “Low-income” persons mean individuals, families, and households whose incomes are no more than 50% of the area median income involved, as set by HUD. From the demography point of view, the low-income working families are those earning less than twice the federal poverty line.

Low- to Moderate-Income (LMI): Low to moderate income people are those having incomes not more than the “moderate-income” level (80% Area Median Family Income) set by the federal government for the HUD-assisted Housing Programs. This income standard changes from year to year and varies by household size, county and the metropolitan statistical area.

Most Impacted and Distressed (MID): An area that meets the definition of Most Impacted and Distressed set by HUD in the Federal Register Notice.

National Environmental Policy Act (NEPA): Establishes a broad national framework for protecting the environment. NEPA's basic policy is to assure that all branches of government consider the environment prior to undertaking any major federal action that could significantly affect the environment.

Project: An activity with a discrete combination of one entity, one eligible activity, one project service area, and one HUD National Objective.

Subrecipient Agreement: An agreement between the City of Lake Charles and its selected subrecipients governing the direct award of the economic and community development CDBG-DR funds from the COLC to a subrecipient.

Subrecipient: The term “Subrecipient” refers to a profit or non-profit entity receiving a direct award from the COLC to carry out eligible activities.

3. Program Overview

3.1 Background

In response to severe flooding in May 2021, Congress enacted the Supplemental Appropriations Act (Public Law 117-43), providing the City of Lake Charles (COLC) with \$17,818,000 in CDBG-DR funds for disaster recovery and mitigation. Following HUD's approval of the City's Action Plan, COLC allocated \$1,995,646.50 of these funds to establish a business incubator aimed at supporting disaster-impacted businesses in economically distressed areas of Lake Charles. This program provides essential resources to rebuild the local economy and promote recovery in underserved communities.

3.2 Program Description

Louisiana Chamber of Commerce Foundation's Launch LA Business Innovation Center (BIC) is a small business incubator that will assist in creating and retaining jobs for the Lake Charles metro area and encourage long-term economic growth. The BIC will provide small business owners technical support and training and empower networking to increase employment across the region. The BIC will offer workforce development services and will partner with local community-based organizations to provide direct services to workers which will include assistance with basic needs and childcare. Outreach for enrollment in BIC services will be targeted to vulnerable populations and protected classes, and disability accommodations and translation services will be provided to reduce or eliminate barriers to participation.

Located in a 6,000+ square foot facility, the BIC provides mixed-use space with shared offices, private work areas, multi-purpose room, and essential resources for small businesses across various industries. Program participants will benefit from focused business and financial consulting, workforce development services, and access to essential support networks.

Participation will be open to the local business community and can include start-ups, growth and businesses preparing for second stage or preparing for optional angel/venture investment opportunities. All industry sectors will be eligible for entry. There will be a focus on building the capacity of businesses so that they can increase in labor, clientele, and expand business growth by moving into market rate office space or external retail locations to serve the Lake Charles and neighboring region.

The goals of the incubator will be to:

- Support new ventures through mentorship, technical assistance, education, training, and provision of a supportive environment.
- Provide access to shared office space, equipment, and professional services.
- Enhance skills and knowledge through course curriculum and one-on-one coaching and training services

- Boost local economy by creating pathways for workforce development and job growth to support thriving business entities.
- Provide access to resources through our internal resource providers and existing relationships with various public and private agencies focused on the growth and sustainability of small businesses
- Provide services to members of an underserved community and to those that may be unemployed, underemployed, returning citizens, or transitioning skills to a new industry.
- Facilitate networking and relationship development through organic engagements with stakeholders and industry partners
- Support market access and encourage sustainability as growth strategies
- Track progress and outcomes over the course of the guided curriculum completion and business growth strategies track.

The BIC will provide business development technical assistance programming related to the incubation and acceleration of small and new businesses and associated activities. Each participating business entrepreneur is required to complete a 10-13 week training that provides knowledge of business development and success which include:

- Business basics
- Entrepreneurship
- Digital Marketing and E-commerce
- Accounting/financial management Consulting
- Business etiquette
- Regulatory compliance including obtaining necessary licenses or permits
- Networking Opportunities
- Presentation skills
- Business planning
- Outreach plans/strategies targeting Lake Charles demographics
- Cooperative and/or Non-profit development
- Business development
- Exposure to strategic partners
- Exposure to investors that provide initial seed money (angel investors)
- Exposure to venture capital
- Securing other financial resources
- The provision of ongoing business support and mentoring services that include regular and periodic support, advice, and recommendations for improvement. During the two-year program participants will receive ongoing support and mentoring. Upon completion of the program, for a period of one-year, participants will receive periodic check-ins, biannual surveys, and a final assessment one year after completion of the program. The frequency of the periodic check-ins will be once per quarter at minimum.

Through this structured program, the BIC aims to accelerate the growth of resilient local businesses, promote job creation, and contribute to the long-term economic stability and revitalization of Lake Charles.

3.3 Tieback to Disaster

Lake Charles has long been known for its economic resilience, stretching back over many decades. However, the recent series of major disasters presents the community with its most significant challenge yet. The economic impact of these events is stark, as shown by local and federal data and described in COLC's Action Plan. Notably, Lake Charles was the only metro area in Louisiana that did not experience growth in 2021. Employment figures for 2021 were lower by 7% compared to 2020, the outset of COVID lockdowns. Furthermore, 56% of businesses present in 2019 did not renew their occupational licenses, reflecting a massive loss in the local business landscape.

The largest disaster of 2020, Hurricane Laura, was responsible for 32% of the total verified business losses in Lake Charles. This loss exceeded the combined losses for the rest of Louisiana. Additionally, prior to the 2020 disaster, the city experienced and continues to witness substantial workforce displacement: 60% of public housing remains offline, the Calcasieu Parish School Board has seen a 14% drop in school enrollment, and higher education institutions like McNeese and SOWELA report a 9% decline in enrollment. Approximately 8% of residents remain displaced. The economic downturn is further highlighted by a 270% increase in unpaid property taxes and an 833% rise in blighted properties in 2020 compared to 2019, escalating costs for condemnation and demolitions, reducing the housing stock, and diminishing future property tax revenue.

A quick online search of the words, "Lake Charles Storms Economic Impact" results in hundreds of articles with detailed information regarding the detrimental impact recent storms have had on the City of Lake Charles' economy. According to an Advocate article published on August 27, 2021, "Dan Groft, director of the H.C. Drew Center for Business and Economic Analysis at McNeese State University, says the Lake Charles area has lost 1,300 private sector jobs since Laura. Much of the loss is due to retail businesses not reopening, he noted, with heavy industry having returned to a large degree" (source: https://www.theadvocate.com/lake_charles/a-year-after-hurricane-laura-lake-charles-fears-becoming-expendable/article_50d8dd20-06ad-11ec-8973-af45983832ab.html).

An October 4, 2022, article from the Advocate states, "While other areas of the state have been able to recoup much of their pandemic employment losses over the past two years, employment in the Lake Charles region remains 57% below pre-pandemic levels, second only to the Houma area. Both regions' economic recovery was hampered by hurricanes Laura and Ida in 2020 and 2021, respectively" (source: https://www.theadvocate.com/lake_charles/shifting-winds-hurricane-hit-lake-charles-forecast-to-see-states-fastest-economic-growth/article_44278668-4422-11ed-935e-2be4607fdb3c.html).

The proposed Launch LA Business Innovation Center will aim to reinvigorate the local business community by assisting owners and entrepreneurs in standing up and maintaining small businesses. The significant job losses and business closures from the past 5 years have yet to

completely rebound. This sector requires attention and focus, as small businesses, and the people they employ serve as an instrumental part of the COLC economy. The provision of supportive services to small business owners and their current and future employees addresses a gap that exists for the segment of the population who want to work outside of the well-known industrial sector of Lake Charles. This project will also address goals identified in the City's economic development initiative, including encouragement of job creation and retention, enticing more business and consumers to the area, taking advantage of the I-10 pipeline, and encouraging additional investment, economic diversity, and redevelopment in the city.

4. Program Administration

4.1 Roles and Responsibilities

City of Lake Charles

The COLC is the grantee and recipient of HUD Community Development Block Grant - Disaster Recovery (CDBG-DR) funding. As the primary administrator of these funds, COLC is responsible for managing program requirements, including contractual oversight, monitoring of subrecipients and procured vendors, and managing disbursements. COLC also records and reports program income, ensuring compliance with HUD regulations throughout the program's lifecycle.

COLC will execute a Subrecipient Agreement (SRA) with the Louisiana Chamber of Commerce Foundation and monitor their performance throughout the grant's life cycle. As part of this oversight, COLC is also responsible for completing environmental reviews as the designated Responsible Entity (RE). Since program funds cannot be disbursed until the subrecipient receives environmental clearance, COLC will ensure that the environmental review record is finalized and that Authorization to Use Funds is granted by HUD before executing subrecipient agreements.

Under 2 C.F.R. Part 200, COLC monitoring of Subrecipients is required to ensure that:

- Subawards are used exclusively for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions included in the SRA; and
- Subaward performance goals are achieved in a timely manner

The Subrecipient will be monitored as deemed necessary by COLC to guarantee that the use of allocated CDBG-DR funds is for authorized purposes and in compliance with Federal statutes, rules, regulations, and the terms and conditions of the SRA.

Louisiana Chamber of Commerce Foundation

The Louisiana Chamber of Commerce Foundation (LCCF), a non-profit 501(c)3 organization, is the selected subrecipient for the BIC project. Beyond the efforts made in the development of the COLC's CDBG-DR Action Plan, the City has either led or been a partner in other community plans addressing economic development and community revitalization and disaster recovery needs and

priorities. Throughout the meetings and communications that have taken place in the past four years, the City has networked with multiple nonprofits, government agencies, and other entities that have all taken an interest in the continued recovery planning of Lake Charles and Calcasieu Parish. One of the multiple initiatives that have been discussed in various open forums around the City is economic recovery for small business.

LCCF was directly selected as the subrecipient for this program based on its proven track record of performing economic and community development projects across the State of Louisiana. The City intends to replicate the economic presence and initiatives the LCCF has implemented in other Louisiana cities. As of the approval of the Action Plan, the COLC has not identified any local organizations that have the capacity or experience to provide the level of services that the LCCF is ready to provide to the small business community of Lake Charles.

The Louisiana Chamber of Commerce Foundation (LCCF) holds 100% ownership and full operational responsibility for the LA Launch – Lake Charles Business Innovation Center, ensuring its ongoing sustainability. With a proven track record in operating and maintaining similar facilities, the LCCF is well positioned to manage this new endeavor. The local Black Chamber of Commerce will have its office within the LA Launch Center and will oversee the center’s daily operations, ensuring that maintenance is routinely carried out on behalf of the LCCF. Income generated from the commercial anchor tenants occupying the building will cover operational and maintenance costs, with a portion of the funds set aside in a reserve to address future large-scale repairs. All net income will be recorded as program income and reported accurately. Additionally, the center will feature a dedicated multi-purpose room that will serve as a community meeting space and an educational and training facility, providing much-needed resources for local organizations and community services in the underserved area. This initiative is key to driving local business growth, workforce development, and community engagement.

Note: The LCCF’s Pro Forma is attached as Exhibit A, which shows their total operating costs, including reserves, for the next five years.

4.2 Program Milestones

The timeline below outlines key milestones for the Program, providing a roadmap for project implementation, from public hearings through to construction and closeout. These dates guide COLC and the LCCF in managing activities to ensure timely progress and compliance with CDBG-DR requirements.

Milestone	Due Date
Held Public Hearings on Initial Allocation	November 15, 2022
Held Public Hearings on Second Allocation	March 16, 2023
Submitted Public Action Plan	August 10, 2023
Grant Agreement Executed	December 7, 2023
Submitted DRGR Action Plan	December 31, 2023
Submitted DRGR Action Plan Revisions	January 31, 2024

DRGR Action Plan Approved	February 21, 2024
SRs Attend Mandatory CDBG-DR Administration Training	February 26, 2024
Submit Economic Revitalization Plan	December 11, 2024
Procure A/E and Begin Design of Building Renovations	<i>Estimated</i> January 15, 2025
Complete 100% Design	<i>Estimated</i> April 1, 2025
Complete Bid Letting	<i>Estimated</i> July 1, 2025
Start of Construction	<i>Estimated</i> August 1, 2025
Outreach/Notice to NGOs and Small Businesses of Site Availability	<i>Estimated</i> December 1, 2025
Opening of Incubator Application Window	<i>Estimated</i> January 1, 2026
Construction Complete	<i>Estimated</i> April 1, 2026
Certificate of Use, Leases Executed, Tenants Move In	<i>Estimated</i> May 1, 2026
Final Monitoring and Project Closeout	<i>Estimated</i> June 30, 2026

5. Funding and Budget

5.1 Program Budget

The development of the Louisiana Launch Business Innovation Center (BIC) in Lake Charles has been made possible through a combination of critical funding sources. The following table outlines the primary funding sources, their amounts, and the purpose for each funding source that will contribute to the development of the building at 1520 N. Martin Luther King Highway. Without this crucial combination of financial support, the project would not have the revenue required to become a reality, underscoring the importance of these contributions in advancing local economic development and innovation. All other sources of funding have been exhausted. The funds received will help LCCF complete the building's construction to the code specifications required by building and zoning. No funds obtained from the award will be utilized to build out space for any of the potential anchor tenants such as the credit union.

Funding Source	Amount	Purpose
Community Development Block Grant - Disaster Recovery (CDBG-DR)	\$1,995,646.50	To complete the building's construction in compliance with required building and zoning codes. No CDBG-DR funds be utilized to build out space for any of the potential non-BIC tenants.
State Capital Outlay Funds	\$3,145,000	Secured by the Louisiana Chamber of Commerce Foundation (LCCF) for constructing the non-BIC portion of the building.
City of Lake Charles CDBG Entitlement Funds	\$500,000	To provide additional resources necessary to bring the center to full operational readiness.
Total Project Funding	\$5,640,646.50	This funding combination is critical for project completion; funds are allocated to

construction only, excluding tenant-specific buildouts.

5.2 Method of Distribution

As mentioned above, COLC will distribute CDBG-DR funds through a subrecipient agreement with the LCCF. Under this agreement, LCCF will be responsible for administering and managing the allocated funding to support the construction and development of the BIC facility.

As the designated subrecipient, LCCF will oversee the application of funds toward eligible construction activities and ensure compliance with CDBG-DR program requirements. This includes managing procurement processes, monitoring construction progress, and reporting on milestones to ensure all funded activities align with HUD and COLC standards. COLC will provide oversight and technical assistance as needed to support LCCF's successful implementation of the program.

Through this subrecipient distribution method, COLC aims to streamline project administration and leverage LCCF's experience in economic development to expedite the construction and operationalization of the Business Innovation Center, contributing to the City's broader disaster recovery and economic revitalization goals.

5.3 Duplication of Benefits

HUD requires that CDBG-DR assistance must not duplicate other financial assistance that has already been received for the same purpose. This means that funds from other sources, such as insurance payouts, FEMA assistance, or private grants, must be accounted for before CDBG-DR funds are awarded. Prior to making an award, the City will assess any potential duplication of benefits and ensure that funding does not exceed the total need, ensuring compliance with federal regulations and preventing overcompensation to awardees.

Please refer to Section 10.9 for more details about Duplication of Benefits.

6. Program Eligibility

6.1 Eligible Uses of Funds

COLC has predetermined that CDBG-DR funding will be used to **provide gap funding for the construction of an incubator facility** located at 1520 N. Martin Luther King Highway caused by increased costs of construction due to inflation and supply chain issues. Allowable CDBG-DR funding is restricted to necessary and reasonable expenses of construction, rehabilitation, infrastructure improvements, and other construction-related activities.

6.1.1 Ineligible Uses of Funds

Unless permitted by a waiver issued by HUD, the following activities may not be assisted with CDBG-DR funds:

- Buildings or portions thereof used for the general conduct of government as defined in HCDA Section 102(a)(21)
- Expenses required to carry out the regular responsibilities of the unit of general local government, except as otherwise specifically authorized under 2 C.F.R. Part 200.
- Political activities.
- Enlargement of a dam or levee beyond the original footprint of the structure that existed before the disaster, event – unless pre-approval from HUD and any Federal agencies that HUD determines are necessary based on their involvement or potential involvement with the levee or dam has been obtained (87 FR 6375).
- Assisting a for-profit business in any activities (including expansions, infrastructure projects, incubation, etc.) that will result in relocation or significant loss of jobs from one labor market to another, unless a business can demonstrate that it was operating in the area before the disaster and was forced to move to another labor market area to continue business.
- Assist a privately-owned utility for any purpose.

6.2 Eligible HUD Activities

The eligible activity for this BIC project, per the Housing and Community Development Act of 1974, is **105(a)(14)- Activities Carried Out through Nonprofit Development Organizations.**

105(a)(14) allows for the provision of grants for activities which are carried out by public or private nonprofit entities for construction-related work, with a distinct orientation toward economic development and physical development activities.

6.3 Meeting a HUD National Objective

The authorizing statute of the CDBG program requires that each activity funded except for program administration and planning activities must meet one of three national objectives:

1. Benefit to low- and moderate- income (LMI) persons;
2. Aid in the prevention or elimination of slums or blight; and
3. Meet a need having a particular urgency (referred to as urgent need).

This BIC project will meet HUD's national objective of **benefiting low to moderate income persons via job creation or retention (LMJ).**

While economic development projects have the potential to meet all three of the CDBG national objectives listed above, the COLC has determined that LMI Job Creation is the most appropriate national objective for this type of project.

Job Types and Counting Criteria:

- Only permanent jobs may be counted; seasonal jobs are eligible only if they are long enough to serve as the employee's principal occupation.
- Jobs indirectly created or retained (e.g., temporary construction jobs for CDBG-DR project completion) are not eligible for counting.
- COLC will track full-time equivalent jobs created within two years of initial occupancy or until the business exits the incubator, whichever occurs first. The businesses in the program go through one year of programming (i.e., technical assistance) before the businesses hire anyone. A full-time Center Director will be working onsite to provide services to the businesses and will be the first person to be tracked for job creation. The other retail tenants in the building (e.g., credit union, restaurant, and to be determined occupants of two other bays) will also have employees and these LMI jobs will be tracked as well.
- Business owners and individuals with substantial equity in the company are excluded from the job tally.

6.3.1 Business Requirements

To meet the LMJ national objective, the LCCF will require businesses selected for the program, to the best of their ability, to create **new, permanent, full-time equivalent jobs**, as part of their participation in the program, of which at least fifty-one percent (51%) must be held by or made available to LMI persons.

The LCCF also plans to work with two Louisiana Workforce Commission worker programs (Incumbent Worker Training Program and the Small Business Employee Training Program) that will meet with business owners and refer them to LMI workers.

Each business participating in the LA Launch Business Innovation Center's incubator program will be required to sign an agreement stipulating their commitment to job creation. Job creation is a critical objective of the program and serves as a driving factor behind offering the services to participating businesses. This requirement will be clearly outlined in the initial agreement with each business and will be monitored as part of their ongoing evaluation throughout their time in the program. Regular assessments will ensure that each business is actively contributing to local job growth, which is essential for the long-term economic sustainability of the community and the success of the incubator. The commitment to job creation will not only foster local employment but also drive the broader goal of economic revitalization in the region.

To enforce compliance, the agreement includes performance requirements, a completion period, and penalties for noncompliance, as stipulated under 2 CFR §200.338. Businesses that fail to meet reporting obligations may face penalties or lease termination. This

structure not only supports local job growth and economic revitalization but also ensures that each business meets HUD's LMJ standards, contributing to the broader goals of community resilience and sustainable development.

As part of their incubation agreement, businesses will be required to provide Louisiana Chamber of Commerce Foundation with the necessary job and payroll records required for program reporting at an agreed upon frequency. Businesses are subject to penalties or lease termination if they fail to provide the required information. Per the HUD approved Action Plan, the LCCF subrecipient agreement will include performance requirements and a period of performance or date of completion, as well as a penalty clause for noncompliance pursuant to 2 CFR §200.338. The tenant agreement between LCCF and the selected tenants will also specify the documentation to be collected and maintained by the tenant to demonstrate compliance with the LMJ national objective.

Additionally, the other tenants in the building such as the credit union and restaurant will create LMI jobs which will be tracked by the City.

6.3.2 Public Benefit Standards

Historically, HUD required that economic development activities meet certain public benefit standards, such as creating/retaining a job per every \$35,000 in CDBG-DR funding spent or providing a good or service to an LMI resident for every \$350 in CDBG-DR funding. For COLC's grant, HUD has approved a waiver (FR-6326-N-01) that allows for an alternative, more flexible method for documenting compliance with the LMJ national objective. The waiver allows for the collection of wage data for each position created or retained from the assisted businesses, rather than from each individual household. This waiver enables COLC to support economic recovery by providing greater flexibility in assisting businesses while maintaining necessary accountability and documentation. Although these standards are waived, COLC will consider them when determining reasonable assistance levels for each activity by reviewing trends in the community and also reviewing data from similar communities.

Documentation Requirements: The Subrecipient must collect and maintain documentation in the project file on the creation and retention of total jobs; the number of jobs within appropriate salary ranges, as determined by the subrecipient; the average amount of assistance provided per job, or by activity; and the types of jobs—in lieu of complying with the public benefit standards under the existing regulatory requirements.

The position will be considered income-qualified if the annual wages or salary of the created job is at or under the HUD-established income limit for a one-person family. This change simplifies the documentation process by eliminating the need to verify each employee's total household income.

Reporting and Monitoring: Subrecipient will provide quarterly reports to the City and keep documentation in their records for that will be available for periodic monitoring.

7. Launch LA Lake Charles BIC Incubator Activity Information

As stated above, although CDBG-DR funding is focused solely on construction-related expenses, compliance with a HUD national objective will rely on the job creation ability of the businesses that are selected to receive incubation services at the BIC. This section details eligibility and selection criteria for the incubator once it is operational in order to meet the LMJ National Objective.

7.1 Business Eligibility for Incubation Services

Businesses that are interested in applying for incubation services must meet the following threshold criteria:

- Commit to the best of their ability to create new, permanent jobs of which 51% are earmarked for LMI persons.
- Be registered with the Louisiana Secretary of State or have a concept of a start-up business plan with evidence of operational viability.
- Have an existing business domicile registration in the City of Lake Charles (if applicable).
- Have operating agreement and/or articles of organization/incorporation (if applicable).
- Provide proof of business registered with the City of Lake Charles (Occupational license).
- Have a product or service that can be commercialized within two-years.
- Not have raised more than \$1 million in external funding to date.
- Have a basic business plan and financial forecast that include milestones that clearly illustrate how the business will achieve rapid growth and expansion in hiring.
- The company President /CEO must participate and be located within the incubator.
- Have the financial ability to pay the monthly fees.
- Have potential for positive economic impact on the community.
- Have a management team or have the ability to manage and operate the business or concept.

7.2 Required Documentation

Businesses pursuing incubation services must provide the following documentation:

- **Business Intake Form:** Includes contact information, owner and employee (if any) demographics, basic business information, structure, certification, industry type, number of employees, types of services provided, historical financial performance (if applicable), and business overview. *(See Exhibit B)*
- **Business Application:** Contains organizational profile, staff roles & responsibilities, funding sources, accomplishments, expected outcomes, and anticipated community /industry benefit. *(See Exhibit C)*

- **Identification of Business Owner or Management Team:** Documentation identifying the owner or team dedicated to managing the development and operation of the concept/idea.
- **Business Plan, Proposal, or Concept Document:** A detailed business plan, proposal or concept document is a critical requirement. This document should outline the business idea, mission, goals, target market, product or service offerings, competitive analysis, and financial projections.
- **Market Research and Validation:** Provide evidence of market validation—such as customer feedback, sales traction, partnerships, or a well-researched understanding of the target market
- **Proof of Concept or Minimum Viable Product (MVP):** Many incubators prefer applicants to have a minimum viable product (MVP) or proof of concept. This shows that the business has moved beyond the ideation stage and has something tangible to offer, increasing the likelihood of success during incubation.
- **Team Overview and Credentials:** A strong, committed team is critical. Incubators typically request detailed resumes, including the backgrounds and expertise of the founding team.
- **Legal and Regulatory Compliance Documentation:** Provide legal documents such as incorporation papers, intellectual property filings (e.g., patents or trademarks), or contracts with suppliers and customers. Registration with the Louisiana secretary of state, proof of operating agreement (if applicable) and registration of business with the local administration per the municipal requirements.
- **Financial Information:** Financial statements, such as balance sheets, profit and loss statements, and cash flow projections if applicable to evaluate the financial health and sustainability of the business.
- **Pitch Deck:** A pitch deck or presentation can be included to summarize the business's value proposition, market opportunity, financial forecasts, and team credentials.
- **Commitment Agreement:** Identify the requirements to participate in the incubator program, participation in mentorship or training sessions, and adherence to key milestones or performance goals during the incubation period.
- **Industry Certifications or Compliance (if applicable):** For specific industries, particularly those related to health, technology, or environmental sectors, incubators may require industry-specific certifications or proof of compliance with relevant regulations.
- **Letters of Intent or Recommendation:** Letters of intent from potential customers, investors, or partners, or letters of recommendation from business professionals or advisors who can vouch for the business's potential and the founders' competence.

7.3 Business Selection

The BIC will have a limited number of participant slots available, and a fair, competitive application process will be ensured. Adequate advertising will be conducted throughout the community via various public media platforms, allowing interested applicants sufficient time to submit their applications. Once the application period closes, each submission will be evaluated and scored based on the intake forms and specific application criteria (see forms attached as Exhibits B and

C). This process guarantees that every applicant is judged equitably. The responses will then be ranked according to their scores, and those selected will be given time to accept their offers. At that stage, participants will be required to submit all necessary documents to confirm their participation and move forward in the program. This structured approach ensures transparency and fairness while providing opportunities for local businesses to access the resources and support offered by the BIC.

These criteria will ensure that the evaluation process is fair, effective, and beneficial for both the incubator and the local community.

7.3.1 Scoring Matrix

The following is a matrix of the categories evaluated and points available for each. Please refer to Exhibit C for more information. An evaluation scoring matrix tool and guide will be developed before intake begins. The Chamber will train the evaluators on how to use the tool to ensure fairness and consistency in scoring. The tool will break down the points available for each area of evaluation to reduce subjectivity

Area of Evaluation	Points Available
Part 1: Organizational Profile and Capacity	
Key staff and responsibilities	15
Financial information	10
Financial and performance data management	10
Sources of funding	10
Recent activities, outcomes, and accomplishments	15
Ensuring quality control	10
Program management systems	10
Addressing challenges	20
Part 2: Proposed Activities and Outcomes	
Marketing and outreach plan	15
Target commercial area	10
Proposed business support services and /or activities	20
Expected outcomes	15
Experience providing identified services	15
Leveraging resources	10
Alignment with other revitalization efforts	15
Total Points	200

When selecting community leaders to evaluate applicants for the LA Launch Lake Charles Business Innovation Center, it is essential to ensure they bring a combination of relevant expertise and community understanding. The following criteria will be considered:

- Experience in Entrepreneurship or Business Development: Leaders will have experience in creating, managing, or developing businesses, particularly subject matter experts, to evaluate the viability of applicants effectively.

- Knowledge of Local Economic and Social Context: Leaders will understand the specific economic and social challenges and opportunities in Lake Charles, especially in the context of post-disaster recovery and local development.
- Commitment to Diversity and Inclusion: We will request acknowledgement of commitment to diversity, equity and inclusion and select individuals who ensure fair and equitable access for minority-owned and underserved businesses.
- Industry-Specific Expertise: Leaders with specialized knowledge in sectors such as technology, energy, or manufacturing can provide deeper insights into the market and technical viability of applicants.
- Leadership and Community Engagement: Recognized community leaders who contribute to local initiatives and have strong relationships with businesses, nonprofits, and government bodies can offer valuable insights and credibility to the selection process.
- Understanding of Incubator or Accelerator Programs: Prior experience with similar business incubators or accelerators ensures alignment with program objectives and operational effectiveness.
- Strong Ethical Standards and Impartiality: Leaders must maintain impartiality and high ethical standards to evaluate all applicants objectively and transparently.
- Mentorship and Advisory Skills: Leaders with a passion for mentorship that can offer ongoing support beyond the initial evaluation, strengthening the overall incubation process.
- Track Record of Supporting Job Creation and Economic Growth: Leaders with experience in workforce development who are equipped to assess applicants' potential to contribute to local job creation.
- Networking and Resource Mobilization Capabilities: Leaders with strong connections to business, financial, and governmental sectors can provide access to valuable resources for incubator participants.

7.4 Post-Selection Incubation Offerings

Participants selected for entry into the Launch LA BIC will be provided with an initial overview of the two programs, and the time commitment required for participation. The curriculums are proprietary and will cover topics such as:

- The Entrepreneurial Lifestyle
- From Idea to Business Concept
- Market Research
- Business Model Design
- Pricing Strategy
- Legal Strategy
- Business Exits
- Reaching the Market
- Distribution and Sales
- Financial Management

- Sales Projections
- Cost Projections
- Intellectual Property
- Complying with Laws
- Building the Organization and Team
- Your Case Needs and Profit
- Refining Assumptions
- Business Planning

<p>For start-ups or businesses less than three years in operation, generate less than \$350,000 in annual revenue</p>	<p>These will receive a curriculum designed to support business growth and sustainability over a two-year period, helping businesses increase their contracts, net revenue, and workforce. The program covers all key aspects of running and growing a business, ensuring participants receive the training, resources, and mentorship needed to succeed.</p>
<p>For businesses in operation over three years, generate more than \$350,000 in annual revenue</p>	<p>These will receive an advanced, growth-focused curriculum designed to help established businesses expand regionally, nationally, and internationally, while exploring new markets, industries, and investment opportunities. The curriculum will focus on strategic growth, innovation, and diversification to enable businesses to scale and remain competitive in evolving industries.</p>

Exceptions to the above will be handled on a case-by-case basis. There will be programming available for applicants that do not meet eligibility requirements for the BIC or if there is no available space in the BIC. BIC will identify trends in applicants to inform future programming.

Selected entities will have 30 days to accept the recommendation and reply with any outstanding or additional information required per the selection committee.

The execution of the program will span two years and will require the participation and completion of a 13-week curriculum session, participation in industry specific and operational strategy webinars and in-person trainings as well as additional 1:1 mento protégé coaching and professional support sessions.

The minimum 2-year participation will include a unique growth strategy track designed to build sustainability. This strategy will include but not be limited to:

- Initial organization structure assessment and baseline evaluations
- Market research, analysis and evaluation of competitive advantage
- Product development and/or service model

- Sales strategies and consumer market
- Procurement, certifications and contract opportunities
- Operational scaling
- Financial needs, funding, planning and management
- Human resources needs and talent management
- Technology and infrastructure
- Graduation and exit strategy

7.5 Incubator Occupancy

The participants will have 3 tiers that are as follows:

- Single desk office occupancy
- Two desk office occupancy
- Dedicated desk for group participation.

Each lease will have a two-year term with an evaluation of program completion, continuation, or graduation out of the BIC. Year one of the two-year program is focused on programming (i.e., technical assistance). The businesses in the program go through one year of programming before the businesses hire anyone. A full-time Center Director will be working onsite to provide services to the businesses and will be the first person to be tracked for job creation. COLC will count all new full-time equivalent jobs created over one year from their initial occupancy, or until the business leaves the incubator, whichever comes first.

The center has 65 eligible slots for businesses. Below are the numbers in each level available:

- 25 – dedicated desk
- 25 – single office
- 15 2-person desk offices

8. Long-Term Operations and Maintenance

The LCCF has demonstrated through COLC's selection process that it has the capacity and resources to ensure the on-going operation, maintenance, and sustainability of their facility and the services provided therein. The City has provided subrecipient training and will continue to offer training and technical assistance to the subrecipient. The project files will contain the record of review, approval and monitoring of the subrecipient O&M plan.

The Louisiana Launch Business Innovation Center in Lake Charles will require a comprehensive Operations and Maintenance (O&M) Plan to ensure its smooth and effective operation. This O&M plan is designed to provide ongoing management and support for the facility and all its internal systems, ensuring longevity, efficiency, and a safe environment for tenants, employees, and visitors. Individual retail tenants that occupy the spaces outside of the incubator will maintain their individual O&M manuals for their internal operations.

1. Overview of O&M Needs

The O&M plan addresses key areas of facility management, including:

- **Building Systems:** HVAC, plumbing, electrical, and mechanical systems.
- **Structural Maintenance:** Regular inspections and upkeep of the building's infrastructure.
- **Health and Safety:** Ensuring compliance with safety regulations and creating a safe environment.
- **Energy Efficiency:** Monitoring and managing energy consumption to optimize performance.
- **Asset Management:** Tracking all critical assets, including equipment and systems, to ensure timely maintenance and repair.

2. O&M Costs

Costs for the operation and maintenance of the facility include:

- **Routine Maintenance Costs:** Budget allocated for regular inspections, cleaning, and maintenance of HVAC, electrical, plumbing, and other systems.
- **Repairs and Replacements:** Funds set aside for any emergency repairs and the eventual replacement of aging systems or infrastructure.
- **Energy Management Costs:** Investments in energy-efficient technology and systems to minimize operational costs over time.
- **Vendor and Service Contracts:** Costs associated with third-party vendors for services such as cleaning, landscaping, and system maintenance.

3. Maintenance Procedures and Actions

The O&M plan outlines the specific procedures and actions required to maintain the facility. This includes:

- **Scheduled Inspections:** Regular inspections of building systems to ensure functionality and compliance with safety standards.
- **Preventive Maintenance:** Proactive maintenance to prevent breakdowns and reduce the risk of major repairs.
- **Cleaning and Sanitation:** Daily and weekly cleaning procedures to maintain hygiene and cleanliness across the facility.
- **Emergency Response Plan:** Procedures to handle any emergencies related to power outages, system failures, or other incidents.
- **Energy Audits:** Regular energy audits to identify inefficiencies and opportunities to reduce energy consumption.

4. Asset Register for Facility Management

The O&M manual will include an Asset Register to provide detailed information about each system, piece of equipment, and building component. The register will track the following for each asset:

- **Asset Description:** Brief description of the item or system.
- **ID Numbers:** Unique identifiers for each asset.
- **Location:** Where the asset is installed within the building.
- **Size:** Dimensions or capacity of the asset.
- **Access Information:** Details on how to access the asset for repairs or maintenance.
- **Supplier and Installer:** Information about the suppliers and installers for each system or asset.
- **Date of Acquisition/Delivery:** When the asset was purchased or installed.
- **Price at Purchase/Current Value:** Original purchase price and current estimated value.
- **Condition and Defects:** Regularly updated status on the condition of each asset, including any noted defects.
- **Maintenance Requirements:** Specific maintenance schedules, procedures, and requirements.
- **Health and Safety Information:** Details on any health and safety risks associated with the asset.
- **Warranties:** Active warranties and expiration dates for each piece of equipment.

5. Health and Safety Compliance

The O&M plan will include health and safety protocols to:

- Ensure compliance with OSHA standards and local safety regulations.
- Provide regular safety inspections and updates to ensure that all building occupants are protected.
- Include fire safety procedures and regular emergency drills.

6. Vendor and Service Provider Management

The O&M manual will include a list of trusted service providers responsible for key maintenance functions such as HVAC repairs, electrical work, cleaning services, and landscaping. Each service provider will have a dedicated section that outlines:

- **Contact Information:** Names, phone numbers, and emails.
- **Service Agreements:** Details of the service contracts, including scope and frequency of service.

7. Energy Performance and Sustainability

This will include:

- Regular monitoring of energy consumption and efforts to reduce energy use through energy-efficient systems.
- Performance tracking to optimize heating, cooling, and lighting systems for maximum efficiency.
- Exploration of renewable energy sources and initiatives such as LED lighting, solar panels, and energy-efficient HVAC systems.

8. Warranties and Service Contracts

The following is included:

- Warranties for major building systems and assets will be tracked to ensure that repairs and replacements are done under warranty whenever applicable.
- Service contracts for vendors (e.g., HVAC maintenance, electrical repairs) will be included, with timelines for renewals.

9. Program Closeout

HUD requires that all activities that used CDBG-DR funds be closed out in the Disaster Recovery Grant Reporting (DRGR) system. Closeout of a project may only occur after all of the following have been met: (1) the entire scope of a project has been completed; (2) a CDBG national objective has been met; (3) all project funds (CDBG-DR and all others) have been expended; (4) and any monitoring review that included the project has been closed.

COLC will make the final determination regarding whether the completed activity complied with the terms of the subrecipient agreement and can move to the closeout phase. Program staff will perform a complete review of the project file to ensure all necessary documentation is present and to ensure that the activity is ready for closeout.

If COLC or another authorized entity identifies instances of non-compliance that occurred throughout the SRA period, COLC may require repayment of grant funds from the subrecipient to remedy the specific instance(s) of misuse.

10. Other Applicable and Cross Cutting Requirements

COLC's subrecipient must comply with requirements that are specific to the CDBG-DR program as well as the federal grant received from HUD for the qualifying disaster. Pertinent requirements that apply to the economic revitalization projects are:

- Uniform Administrative Requirements located at 2 CFR 200

- Community Development Block Grant Program Regulations located at 24 CFR Part 570
- Federal Register Notice allocating funds to COLC: 87 FR 36869 (and any future notices or amendments)
- Change of Use compliance with §570.505, §570.506(d), §570.503(b)(7), and §570.489(j) respectively, regarding all disposition costs and any change of use of real property acquired or improved with CDBG assistance
- Any applicable state and local regulations

In addition, several federal statutes outside the CDBG program apply to CDBG-funded activities. These “cross-cutting” requirements cut across agencies to apply to all activities delivered by the Federal Government. COLC’s subrecipients must follow all cross-cutting requirements, as applicable, for all CDBG-DR funded activities.

PLEASE NOTE: Even though the CDBG-DR funding is intended to only fund gaps in construction development costs, that inclusion of CDBG-DR funding results in the application of HUD compliance requirements to the entire project.

10.1 Debarment and Suspension

The City of Lake Charles is prohibited from using federally debarred, suspended, or otherwise ineligible contractors in their projects.

The System for Award Management (www.SAM.gov) is an Official U.S. Government system for all U.S. and International Businesses that would like to do business with the Federal Government. Any person, company or entity that will be receiving funds from the federal government must be registered and currently be in good standing on the SAM database. Awarded entities who are not registered in SAM, or who procure contractors not registered in SAM, will not be in compliance with the program and may have to return funds to the City.

Applicants are encouraged to verify their registration and status on www.SAM.gov as early as possible and take proactive steps to rectify any issues that may hinder their ability to receive funding.

10.2 Citizen Participation

Each subrecipient must conduct at least one public hearing that covers the project(s) being implemented by the Program.

The applicant must provide at least 14 days’ notice of the hearing(s) and it must be held at a time and accessible location convenient to potential or actual beneficiaries, with accommodation for persons with disabilities. All public hearings must be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.

10.2.1 Four-Factor Analysis and Language Access Plan

Prior to conducting the public hearing(s), COLC will conduct a Four-Factor Analysis and, if necessary (i.e., a population exceeding 1,000 LEP persons was determined to exist within the service area), develop a Language Access Plan (LAP) for persons with Limited English Proficiency (LEP).

If a grantee's LAP reveals that an LEP population(s) of 1,000 or more persons (or five percent of the total population but at least 50 persons) exists within the jurisdiction, the grantee must provide appropriate language assistance through the posting of public hearing notices in areas frequented by LEP persons of the threshold population(s) in the language(s) spoken.

All Citizen Participation materials must also be made accessible through all means identified in the grantee's LAP. Additional details about Citizen Participation requirements can be found in the City's Citizen Participation Plan.

10.3 Elevation and Floodproofing Requirements

In alignment with FEMA's new Federal Flood Risk Management Standard (FFRMS), projects awarded CDBG-DR funding must adhere to updated flood risk management requirements when located in flood-prone areas. The FFRMS aims to increase the resilience of federally funded projects to current and future flood risks by requiring the consideration of climate change, sea-level rise, and other flood risk factors in the design and construction of these projects. As such, these projects must comply with the applicable elevation and flood mitigation standards as outlined below.

Per the FFRMS, non-residential projects can either be elevated or dry floodproofed, providing more flexibility in flood mitigation strategies. The FFRMS provides three key approaches to determining the appropriate flood elevation and flood-proofing standards for projects in flood hazard areas: (1) the Climate-Informed Science Approach (CISA), which uses the best available science on future flood conditions; (2) the Freeboard Value Approach, which requires projects to be elevated at least two feet (or three feet for critical facilities) above the Base Flood Elevation (BFE); and (3) the 500-Year Floodplain Approach, which applies to areas within the 0.2% annual chance floodplain (500-year flood).

For Non-Critical Action projects such as these grocery stores, if CISA is not available and actionable, the 500-Year Floodplain Approach will be used. If neither option is available, the project will use the Freeboard Value Approach. As an alternative to being elevated above the FFRMS floodplain, non-critical actions may be floodproofed below the FFRMS floodplain, using floodproofing standards as outlined in FEMA regulations found in 44 CFR 60.3(c)(3)(ii) and (c)(4)(i), or such other regulatory standard as FEMA may issue.

These standards supersede previous FEMA elevation requirements and ensure greater protection against potential flood damage. Before executing any subrecipient agreement with an awardee, the City will assess the project site to determine which elevation approach is most applicable. This

site-specific evaluation will consider factors such as project location within the floodplain and the availability of climate-informed data. The City will ensure that the selected elevation standard is appropriately applied to the approved project and complies with FFRMS requirements.

10.4 Building Standards

To ensure compliance with the state's nondiscrimination obligations, including the Americans with Disabilities Act and Section 504 of the Fair Housing Act, all construction activities must meet federal accessibility mandates, which require that reasonable accommodations for persons with disabilities be implemented.

HUD defines a reasonable accommodation as a change, adaptation, or modification to a policy, program, service, or workplace which will allow a qualified person with a disability to participate fully in a program, take advantage of a service, or perform a job.

Site inspections will be performed for all buildings that are assisted with CDBG-DR program funds to ensure the completion of quality work, and compliance with building codes and contractual terms. Subrecipients are encouraged to place an emphasis on high-quality, durable, sustainable, and energy efficient construction methods and materials, in accordance with HUD guidance.

All rehabilitation, reconstruction, or new construction will meet an industry-recognized standard that has achieved certification under at least one of the following programs:

- Energy STAR
- Enterprise Green Communities
- ICC- 700 National Green Building Standards
- EPA Indoor Air Plus
- Any other equivalent comprehensive green building standard program acceptable to HUD

To the extent practicable, COLC will require the implementation of Louisiana State Building Code for all newly constructed buildings.

10.5 Incorporating Mitigation Measures for Non-Residential Structures

HUD has programmed their funding in such a way that many recovery-focused projects will also include mitigation measures. Per Federal Register Notice 87 FR 36869, COLC projects that involve the construction, reconstruction, or rehabilitation of non-residential structures must incorporate mitigation measures.

When determining which mitigation measures to incorporate into a project, structures should be designed and constructed to withstand existing and future climate impacts expected to occur over the service life of the project. COLC and their subrecipients will be required to indicate in their files the projected risks that the project may face, and the mitigation measures that will address said risks.

10.6 Environmental Review

Each awarded project, and all activities related to the project, is subject to the provisions of the National Environmental Policy Act of 1969 (NEPA), as well as HUD environmental review regulations at 24 CFR Part 58. Subrecipients will be responsible for ensuring that the appropriate level of review is completed prior to executing each project.

Environmental clearance for the CDBG-DR funds must be obtained prior to the firm commitment of Federal or non-Federal funds. Program funding will NOT be disbursed to a subrecipient until the appropriate environmental review has been completed for the approved activity(ies).

In instances where another Federal agency (e.g., FEMA) has already completed an environmental review for the project, a subrecipient may elect to adopt that review if it covers all project activities proposed by the CDBG-DR project. In this situation, the subrecipient must first contact the City for technical assistance and directions regarding how to proceed.

10.6.1 Choice Limiting Actions

To avoid the disqualification of a project, it is imperative that no choice-limiting actions be performed after the date an applicant submits a project application to the City. Applicants are prohibited from undertaking or committing any non-HUD funds on choice-limiting actions, including property acquisition, demolition, movement, rehabilitation, conversion, repair, construction, or leasing or disposition prior to the execution of the “Authority to Use Grant Funds” (HUD 7015.16) form or equivalent letter having been received.

Violation of this provision may result in the denial of the proposed project. Additionally, entering a contract that obligates the applicant to any of the above activities constitutes a choice-limiting action and puts the eligibility and fundability of the project at risk.

10.7 Uniform Relocation Assistance and Real Property Acquisition Act

Subrecipients must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), 42 U.S.C. § 4601 et seq., and the implementing regulations found at 49 C.F.R. Part 24 when acquiring property or displacing persons as part of project activities. This compliance ensures fair treatment and appropriate compensation for displaced individuals or businesses.

All acquisition activities under this program are subject to URA regulations. Program funds may not be used to support any federal, state, or local project that employs eminent domain, except when used solely for public purposes. "Public use" excludes economic development projects that primarily benefit private entities and is limited to specific types of projects, including:

1. Mass transit, railroad, airport, seaport, or highway projects;
2. Utility projects serving the general public, such as infrastructure related to energy, communications, water, and wastewater;

3. Structures designated for public use or fulfilling common-carrier or public-utility functions regulated by the government;
4. Projects addressing immediate threats to public health and safety, including the removal of brownfields as defined by the Small Business Liability Relief and Brownfields Revitalization Act (Pub. L. 107-118).

Subrecipients carrying out acquisition activities should strive to minimize the displacement of persons as much as possible. Acquisition and displacement-related activities are considered high-risk, requiring careful management to ensure compliance with URA and minimize adverse impacts on affected individuals and communities.

10.8 Labor Standards

Program subrecipients that undertake construction activities will be subject to various federal labor laws, including but not limited to the Davis-Bacon and Related Acts (DBRA), the Fair Labor Standards Act of 1938 (FLSA), the Contract Work Hours and Safety Standards Act (CWHSSA), and the Copeland “Anti-Kickback” Act (Copeland Act).

Subrecipients must appoint a Labor Compliance Officer (LCO) to oversee subrecipient and contractors’ compliance with federal labor standards, including the weekly submission and spot-check review of certified payroll reports, for their PROGRAM projects.

The DBRA requires payment of prevailing wages (including any required fringe benefits) to workers on federally funded or assisted construction projects for any contract more than \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works.

The Federal Labor Standards Provisions (HUD-4010) and federal wage decision(s) that are applicable to the PROGRAM project must be included in all construction contracts that trigger DBRA requirements.

10.9 Section 3

Section 3 is a provision of the Housing and Community Development Act of 1968 whose purpose is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

Subrecipient contractors must comply with Section 3 and implementing regulations at 24 CFR part 75, including making efforts to recruit, target, and direct employment and contracting opportunities to Section 3 residents and businesses, as well as notifying Section 3 residents about training opportunities.

10.10 Procurement

When purchasing services, supplies, materials, or equipment, COLC and its subrecipients are subject to 2 CFR 200 200.318 through 327.

Subrecipients may choose from multiple procurement methods when obtaining goods or services, including informal procurement methods (small purchase), and formal procurement methods (RFP/Q and sealed bids). However, the cost and type of goods/services to be provided will determine the most appropriate type of procurement for subrecipients to conduct.

Federal procurement regulations establish standards and guidelines for the procurement of supplies, equipment, construction, engineering, architectural, consulting, and other professional services for Disaster Recovery CDBG programs. These standards are furnished to ensure that such materials and services are obtained efficiently and economically and in compliance with the provisions of applicable Federal and State laws and executive orders. Non-compliance with procurement requirements may result in the execution of contracts and agreements that are not eligible for reimbursement from CDBG-DR funds.

10.11 Duplication of Benefits

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121 et seq., prohibits any person, business concern, or other entity from receiving Federal funds for any part of such loss as to which they have received financial assistance under any other program, from private insurance, charitable assistance, or any other source. Duplication of Benefits (DOB) verification and analysis ensure that program funds compensate applicants for damages and needs that have not been addressed by an alternate source, either through funding or assistance. Federal Register Notice 84 FR 28836 describes the requirements to prevent duplication of benefits.

Since CDBG-DR funding may only be used as the funding of last resort, COLC must consider disaster recovery aid received or reasonably anticipated to be received by subrecipients from any other federal, state, local, private, or other source, to determine if any assistance is duplicative. COLC will require that all sources (federal, state, local, and private) and amounts of disaster assistance received or reasonably anticipated to be received are documented. Any assistance determined to be duplicative will be deducted from the calculation of the project's total need prior to awarding assistance.

The City will implement the process below to determine a DOB:

1. Identify All Potential Sources of Assistance

- Federal Assistance Programs: FEMA, Small Business Administration (SBA) loans, HUD grants, etc.
- Private Insurance: Commercial insurance, flood insurance payouts, etc.
- Charitable Aid: Non-profits, community organizations, and other charitable relief efforts.

- State/Local Government Assistance: Any financial aid provided at the state or local level for recovery.
- 2. Assess Eligible Needs**
- Determine the total cost of the need.
 - Review what expenses are eligible under HUD programs, making sure that there is a clear breakdown of what HUD can cover (e.g., housing, economic development, infrastructure, etc.).
- 3. Verify Assistance Already Received**
- Collect Documentation: Gather all evidence of financial assistance received from different sources (federal, state, local, insurance, etc.). This can be claims payout forms, loan disbursements, or grant agreements.
 - Cross-Check Data: Check HUD's databases against other federal programs (e.g., FEMA, SBA) to identify any funds previously awarded for the same need.
 - Calculate the Total Assistance Received: Sum up all assistance provided for the same need or activity to ensure that it does not exceed the total eligible cost.
- 4. Determine Whether a Duplication of Benefits Exists**
- Subtract Non-Duplicative Assistance: Certain forms of assistance are considered non-duplicative, such as loans that must be repaid (e.g., SBA loans) unless they are later forgiven. Non-cash benefits like volunteer labor or donated materials can also be subtracted.
 - Duplication Occurs When: The total financial assistance received for a specific purpose (e.g., building repairs) exceeds the total eligible cost for that purpose.
- 5. Maintain Documentation and Reporting**
- Maintain thorough records of all sources of assistance, calculations of eligible costs, and decisions regarding DOB. The City will provide HUD periodic reporting on how DOB has been assessed and handled.
- 6. Conduct Regular Audits and Reviews**
- The City will conduct periodic reviews of DOB determinations through regular monitoring of the subrecipients.

10.11.1 Subrogation

The Stafford Act requires grantees to ensure that subrecipients agree to repay all duplicative assistance to the agency that provided the Federal assistance. To address any potential DOB, each subrecipient must also enter into an agreement with COLC to repay any assistance later received for the same purpose for which the CDBG-DR funds were provided. This may be in the form of a subrogation agreement (or similar document) and must be fully executed before COLC will disburse funds to a subrecipient.

10.11.2 Recapture

All subrecipient files will be reviewed and reconciled for accuracy to ensure that a duplication of benefit did not occur on their project. If a subrecipient has been identified as

one that received a duplicative or improper payment, the program will document the amount and basis for a repayment.

Subrecipients who disagree with a repayment amount determined by COLC may challenge the determination within thirty (30) days of receipt of the notification. The program will review and consider any subrecipient claims of financial hardship and may make limited accommodations in some cases.

If the subrecipient's request is denied or if there is failure on the part of the subrecipient to contest within the allotted timeframe, the program will proceed with collecting the repayment amount.

All returns of CDBG-DR funds must be made timely and, in a lump sum amount. All funds recovered due to the occurrence of a DOB will be tracked in the Disaster Recovery Grant Reporting system (DRGR) and returned to the CDBG-DR account, or to U.S. Treasury—if the CDBG-DR grant has been closed out.

10.12 Program Income

Program Income is defined by 24 CFR 570.500(a) as any gross income received by a subrecipient that was directly generated from a CDBG-DR activity. In situations where Program Income is generated by an activity that is only partially funded by CDBG-DR funds, the prorated amount (the income attributable to the CDBG-DR portion) would be considered Program Income.

Subrecipients will be required to report program income quarterly and will be subject to all grant requirements related to Program Income. If any program income remains at closeout of the program, the City may return these funds to HUD.

Examples of program income include, but are not limited to:

- Proceeds from the disposition of real property or equipment acquired or purchased with CDBG-DR funds.
- Payments of principal and interest on loans made using CDBG-DR funds.
- Proceeds from the sale of loans made with CDBG-DR funds.
- Proceeds from special assessments levied to recover the cost of constructing a public work or facility to the extent such cost was paid with CDBG-DR funds.
- Gross income from the use or rental of real or personal property acquired by a state, local government, or subrecipient thereof with CDBG-DR funds, less costs incidental to generation of the income.

HUD's program income threshold is \$35,000 received in a single year. Subrecipients may be required to return those funds to the City.

10.13 Minority- and Women-Owned Business Enterprises

2 CFR 200.321 requires COLC, as a non-Federal entity defined in 2 CFR 200.321, to take necessary affirmative steps to ensure that all recipients, subrecipients, contractors, subcontractors, and/or developers funded in whole or in part with CDBG-DR financial assistance ensure that, when possible, contracts and other economic opportunities are directed to small and minority business enterprises (MBE), women-owned business enterprises (WBE), and labor surplus area firms.

Subrecipients must make best efforts and take affirmative steps to achieve minority business enterprises and women-owned business enterprises (together M/WBE) utilization goals.

10.14 Civil Rights and Non-Discrimination

Title VII of the Civil Rights Act of 1964 was enacted as part of the landmark Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq. and prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.

Subrecipients should consider the impact of their planned use of CDBG-DR funds on other protected class groups under fair housing and civil rights laws, vulnerable populations, and other historically underserved communities. HUD defines vulnerable populations as a group or community whose circumstances present barriers to obtaining or understanding information or accessing resources. This includes women, racial or ethnic minorities, children, immigrants, refugees, LMI persons, individuals with disabilities, persons with limited English proficiency, or combinations of these populations.

When addressing unmet needs, subrecipients are encouraged to attempt to overcome prior disinvestment in infrastructure and public services for protected class groups (e.g., disabled persons), and areas in which residents belonging to such groups are concentrated. Additionally, subrecipients are encouraged to meet the program objective of equitably benefitting protected class groups in the MID areas, including racial and ethnic minorities, and sub geographies in the MID areas in which residents belonging to such groups are concentrated.

10.15 Monitoring

As stated in 24 CFR 570.501(b), recipients of federal funds are responsible for ensuring that CDBG-DR funds are used in accordance with all program requirements and are responsible for determining the adequacy of performance under subrecipient agreements and procurement contracts, and for taking appropriate actions when performance problems arise.

All subrecipients will be subject to routine monitoring and compliance reviews by COLC (or designated parties). Monitoring may include, but is not limited to, evaluation of the subrecipient's organization; policies and procedures, including duplication of benefits and financial management; recordkeeping; and compliance with these guidelines, the subrecipient agreement, and any other applicable laws and regulations.

To determine the frequency of monitoring for each of the subrecipients the City will conduct a risk assessment to identify high-risk subrecipients and plan for more frequent or in-depth monitoring for these entities.

The risk assessment will assess the subrecipient's experience with federal grants, any prior monitoring findings or audit results, staff capacity, financial stability and internal controls and timeliness of past reporting and fund usage.

The City will use a mix of monitoring techniques, including desk reviews, site visits, and remote monitoring.

Desk reviews will involve reviewing documents and performance reports to assess financial and programmatic compliance. This method will be conducted on a quarterly basis.

- **Financial Reports: Ensure** expenditures align with the approved budget and are allowable under the grant.
- **Performance reports:** Required on a quarterly basis to evaluate progress towards performance goals. Reports will include items such as public engagement, procurement completed during the quarter, progress of design services, progress of obtaining required permits, bidding and construction progress, program implementation progress, i.e., number of businesses/entities occupying the space, job creation, program income generated and project close-out.
- **Invoices and Receipts:** Ensure funds are being used properly and in line with the project scope.

On-Site Monitoring visits allow for a more thorough review of the subrecipient's operations, including physical inspection of projects, review of program files, and interviews with staff.

- **File Reviews: Ensure** documentation supports program eligibility and compliance with contract and lease space requirements.
- **Interviews with Staff and Beneficiaries:** Assess program implementation and service delivery.
- **Inspection of Projects:** Verify that work has been completed in accordance with the scope of work.
- **Review of Procurement and Contracts:** Ensure that procurement procedures comply with federal requirements.
- **Timing:** On-site monitoring will occur at least once during the program year or as needed based on risk assessments.

Remote Monitoring will involve video conferencing, phone interviews and electronic submission of records.

All monitoring results will be recorded in detail for compliance, use of funds, etc. Issues of non-compliance may be categorized as either findings, concerns, or observations. Subrecipients found

to be in non-compliance, or which received funds in error, may be required to repay grant funds to COLC, in accordance with the subrecipient agreement.

11. General Provisions

11.1 Program Oversight

COLC is ultimately responsible for the overall compliance of its CDBG-DR funded programs, including subrecipient compliance and performance. With respect to subrecipient oversight and management, COLC will be responsible for:

- Establishing policies and procedures to allow for a clear understanding of requirements;
- Developing written guidance and trainings, and providing technical assistance to strengthen subrecipient capacity and understanding of requirements;
- Monitoring subrecipients for compliance throughout the lifecycle of the grant; and
- Maintaining open lines of communication between COLC and subrecipient staff to ensure a successful and compliant recovery effort.
- Training subrecipients on applicable requirements will occur throughout the project life cycle.

11.2 Noncompliance

In the event a subrecipient does not comply with these Policies and Procedures, applicable policies and procedures, the SRA, and all other requirements, COLC may take such actions as may be appropriate to prevent a continuance of the deficiency, mitigate any adverse effects or consequences, and prevent a recurrence. Additional remedies may be required if the subrecipient presents a risk, a history of noncompliance, or fails to meet performance goals. Through documented oversight efforts, grant managers will ensure that necessary actions are followed when instances of possible noncompliance are identified. In such cases, COLC may generally proceed as follows:

- Written notification sent to subrecipient which may include a statement and explanation of instance of possible noncompliance and corrective action(s) with a deadline to remedy the instance of noncompliance. COLC and the subrecipient may work together to identify a solution and will develop a plan to meet the performance requirements.
- COLC may impose a recovery plan in the event that the subrecipient is unable to complete corrective action based on the above; and/or initiate suspension or termination¹⁰ of the SRA and recapture of funds in accordance with the provisions found therein.

11.3 Complaints

At any time throughout the course of the program, a citizen may directly contact COLC or HUD to submit a complaint related to the City's or its subrecipients' work pertaining to its CDBG-DR grant application, grant administration, or program implementation processes. Citizens are, however, encouraged to attempt to resolve their complaints at the local or subrecipient level, if possible, prior to involving COLC or HUD.

In accordance with guidance outlined in FR-6368_N-01, COLC will provide a timely written response to every written complaint it receives. Complaints will be addressed within fifteen (15) working days of receipt, when practicable. If a complaint cannot be addressed within fifteen (15) working days, COLC will notify the complainant of the need for additional time and provide an estimated resolution/response timeframe.

Persons who wish to submit formal written complaints related to the program may do so through any of the following avenues:

- Via Email: mark.tizano@cityoflc.us
- In Writing: City of Lake Charles
Office of Community Development
Box 900
Lake Charles, LA 70602

Although formal complaints must be submitted in writing, complaints may also be received verbally and by other means necessary, as applicable, when it is determined that the citizen's particular circumstances do not allow the complainant to submit a written complaint. These alternate methods include, but are not limited to:

- Via telephone: 337-491-1440
- In person at: City of Lake Charles
Office of Community Development
326 Pujoe Street, 5th Floor
Lake Charles, LA 70601

11.4 Anti-Fraud, Waste, Abuse or Mismanagement

COLC, as grantee, is committed to the responsible management of CDBG-DR funds by being a good advocate of the resources while maintaining a comprehensive policy for preventing, detecting, reporting, and rectifying fraud, waste, abuse, or mismanagement.

Prevention of Fraud, Waste and Abuse is included in the City's CDBG-DR Policy & Procedures Manual on pages 9-13 and is available for public viewing on its CDBG-DR website here: [1683293761_18686.pdf \(cityoflakecharles.com\)](#),

Pursuant to 87 FR 6364, COLC implements adequate measures to create awareness and prevent fraud, waste, abuse, or mismanagement among other irregularities in all programs administered

with CDBG-DR funds as well as encourages any individual who is aware or suspects any kind of conduct or activity that may be considered an act of fraud, waste, abuse, or mismanagement, regarding the CDBG-DR Program, to report such acts to the CDBG-DR Internal Audit Office, directly to the Office of Inspector General (OIG) at HUD, or any local or federal law enforcement agency.

11.4.1 Reporting Fraud, Waste, Abuse or Mismanagement

Any allegations of fraud, waste, abuse, or mismanagement related to CDBG-DR funds or resources must be reported to COLC, directly to the OIG at HUD, or any local or federal law enforcement agency.

Any person, including any employee of the CDBG-DR Program, who suspects, witnessed, or discovered any fraud, waste, abuse, or mismanagement, relating to the CDBG-DR Program, should report it immediately to the COLC Audit Section by calling the number below or completing the form at the following website. If you give permission to COLC to contact you regarding the matter, please provide your contact information when calling or completing the form online.

Reporting Fraud, Waste, Abuse, or Mismanagement to COLC	
Phone:	(337) 491-1440
Online:	https://www.cityoflakecharles.com/

Allegations of fraud, waste or abuse can also be reported directly to the OIG by any of the following means:

Reporting Fraud, Waste, Abuse, or Mismanagement to HUD OIG	
HUD OIG Hotline	1-800-347-3735 (Toll-Free) 787-766-5868 (Spanish)
Mail	HUD Office of Inspector General (OIG) Hotline 451 7th Street SW, Washington, D.C. 20410
Email	HOTLINE@hudoig.gov
Internet	https://www.hudoig.gov/hotline

11.5 Exceptions to Program Policies

While Policies and Procedures and SOPs govern the program, neither should be considered exhaustive instructions for every potential scenario that may be encountered by the program. At times, exceptions to program policies and/or procedures may be warranted. All exception requests will be reviewed and adjudicated on a case-by-case basis as the need arises, at the sole discretion of COLC. Exceptions may be granted to program policy or process. However, exceptions to federal regulations, laws, or statutes shall not be authorized.

11.6 Technical Assistance by COLC

COLC understands that questions may arise at any time during the program's lifespan and will host informational sessions, webinars, and one-on-one meetings, etc., as needed to ensure that applicants receive assistance throughout the process.

Applicants requiring technical assistance should submit a request to Mark Tizano at:

mark.tizano@cityoflc.us

All program documentation, forms, manuals, etc., will be available on COLC's website at

<https://www.cityoflakecharles.com/>.

Exhibits

Exhibit A—Proforma

Exhibit B—Intake Form

Exhibit C—Application Form

LCCF Lake Charles Business Incubator - Pro Forma Assumptions

Expenses: Pro Forma

<u>Category</u>	<u>Pro Forma LCCF Monthly Expenses</u>
Utilities	\$2,000.00
Insurance	\$1,200.00
Voice, Data/Broadband Service	\$1,000.00
Property Taxes	\$1,500.00
Security	\$500.00
Misc. Taxes & Licenses	\$1,200.00
Landscaping	\$400.00
Office Equipment (3 Copiers/Scanners/Document Stations)	\$600.00
Supplies (Office, Paper Goods, et al)	\$1,000.00
Snacks & Beverages	\$500.00
Building Maintenance	\$2,500.00
Property Management Fee	\$3,000.00
	<hr/>
total	\$15,400.00

Revenue: Pro Forma

<u>Category</u>	<u>Pro Forma Monthly Revenue</u>	<u>Revenue/Unit or /Hour</u>
Lake Charles Regional Black Chamber	\$500.00	
Co-working: Hot Desk		\$30.00
Co-working: Reserved Desk		\$20.00
Co-working One Person Office		\$500.00
Co-working: Two Person Office		\$700.00
Rent paid by Anchor Tenant 1	\$3,000.00	3000
Rent paid by Anchor Tenant 2	\$2,100.00	2100
Rent paid by Anchor Tenant 3	\$800.00	800
Fees charged for consummables (copier paper, et al)	\$500.00	
Meeting Space/Event Space Rental (Training Room)		\$100.00
Hourly Conference Room Rental		\$75.00
	<hr/>	
	\$6,900.00	



EXHIBIT B

Business Innovation Center Intake Form

Client Name

Please tell us a little about yourself so we can best assist you.

ex: (xxx) xxx-xxxx

1. How did you originally learn of our organization?

No Response



CONTACT INFORMATION

2. Please enter your name. *

First Name

Last Name

3. What is your home phone number?

ex: (xxx) xxx-xxxx

4. What is your cell phone number? *

ex: (xxx) xxx-xxxx

5. What is your mailing address? *

Address 1

Address 2

City

State

Zip

Country

No Response



6. What is your preferred email address to receive our email communications? *

DEMOGRAPHICS

7. When is your birthday? (mm/dd/yyyy) *

8. What is your gender?

Male

Female

Nonbinary

9. What is your ethnicity?

Hispanic or Latino

Non-Hispanic or Non-Latino

10. What is your race? *

African American or Black

Asian American

Native American/Alaskan Native

Native Hawaiian/Pacific Islander

White

Multi-Racial

Prefer not to answer

11. Do you have a disability? *

Yes

No

12. What is your current military status?

On Active Duty

Veteran

Service-Disabled Veteran

Member of National Guard

Member of the Reserve

Spouse of Military Member

No Military, Reserve, or National Guard Service

BUSINESS INFORMATION

13. Are you currently in business?

Yes

No

14. Where do you conduct business?

Online (Virtual)

Brick-and-Mortar

Home-based

15. What is your business name?

16. If in business, but you want to explore a new business, please specify the area of interest:

17. If in business, are you currently exporting? If so, please indicate the countries:

18. What is your company website address? If you do not have a website please leave blank.

19. What is your business phone number? *

ex: (xxx) xxx-xxxx

20. What is your business physical address?

Address 1

Address 2

City

State

Zip

Country

21. If you are in business, in what month and year did your business start? (enter in MM/YYYY format)

ex: MM/YYYY

22. What is the legal structure of your business? *

Sole Proprietorship

S-Corporation

C-Corporation

B-Corporation

Limited Liability Company (LLC)

Partnership

Cooperative

501(c)3

Not Formed Yet

Other

23. If other, please list below.

24. Is your business currently registered and domiciled in the State of Louisiana? *

Yes

No

25. Is your operating revenue less than \$350,000? *

Yes

No

26. Is your company majority minority-owned?

Yes

No

27. Is your company majority woman-owned?

Yes

No

28. Is your company certified minority owned?

Yes

No

29. If certified minority-owned, please provide the name of the certifying agency.

30. Is your company certified disadvantaged? If so, select all that apply.

Louisiana Unified Certification Program (LAUCP)

State & Local Disadvantaged Enterprise (SLDBE)

Airport Concession Disadvantaged Enterprise (ACDBE)

Other

31. If OTHER, please provide the agency below.

32. Is your company certified woman owned?

Yes

No

33. If certified woman owned, please specify the agency below.

34. Is your company certified veteran owned?

Yes

No

35. Is your business currently registered and domiciled in the State of Louisiana?

Yes

No

36. If so, what is your Louisiana State business ID number?

37. Is your business currently registered to do business with the federal government?

Yes

No

38. If so, what is your Unique Entity ID?

39. Is your company certified Section 3 business?

Yes

No

40. Has your business been debarred?

Yes

No

41. What is the NAICS Code that best represents your business? If you are unsure, you can use this keyword lookup tool (<https://www.census.gov/naics/>).

42. Please provide your current number of employees. *

1–9 Persons Employed

10–19 Persons Employed

20–49 Persons Employed

50–249 Persons Employed

>250 Persons Employed

43. What are your total number of FULL TIME employees?

44. What are your total number of PART TIME employees?

45. Are you certified 8(a) with the SBA?

Yes

No

46. Do you have the Hudson Initiative Certification? *

Yes

No

47. Do you have the Small and Emerging Business Development (SEBD) Certification? *

Yes

No

48. What is your relationship with the Louisiana Chamber of Commerce Foundation? *

New to Louisiana Chamber of Commerce Foundation (No assistance received)

Chamber Member of Affiliate Regional Chamber of Commerce

Currently Participating in the Technical Assistance Program

49. Is your business currently registered as a member of one of the following affiliate chambers? If so, please indicate below.

Alexandria Regional Black Chamber of Commerce

Baton Rouge Metropolitan Black Chamber of Commerce

Florida Parishes Regional Black Chamber of Commerce

Greater Southwest Louisiana Black Chamber of Commerce

Jefferson Regional Black Chamber of Commerce

Lake Charles Regional Minority Business Chamber of Commerce

New Orleans Regional Black Chamber of Commerce

Northeast Louisiana Black Chamber of Commerce

River Parishes Regional Black Chamber of Commerce

Shreveport-Bossier African American Chamber of Commerce

50. Type of Business

Manufacturing

Wholesale

Construction

Retail

Services

Other

51. Please describe the products or services your business provides.

52. How many of your employees are engaged in the exporting aspect of your business?

53. For the most recent full business year, please provide the gross revenue/sales:

54. For the most recent full business year, please provide your profits/losses:

55. Will you be available for virtual learning sessions?

Yes

No

The information collected on this form will be available to federal, state, and local agencies for use in statistical surveys and other research to track the development of local, SEDI, and minority businesses. The information entered into the form will not be available to the general public.

I agree that I am a Client of the Louisiana Chamber of Commerce Foundation and provide this information so that I may receive assistance. The LCCF will provide assistance as agreed upon by my company and LCCF. This service may be at no cost or at costs that are detailed in service agreements. This form demonstrates my company's commitment to be a Client of the Louisiana Chamber of Commerce Foundation.

I authorize LCCF to furnish relevant information to the assigned management counselor(s). In consideration of the counselor(s) furnishing management or technical Assistance, I waive all claims against LCCF personnel, and that of its Resource Partners and host organizations, arising from this assistance.

56.

*

By checking this box, you certify that you are authorized to make this information available to the LCCF, grantor(s), facilitators and agree to all terms and conditions as specified herein.

REQUEST FOR APPLICATIONS



Small Business Innovation Program

APPLICATION FORM

PARTS 1 AND 2

Part 1: Organizational Profile and Capacity

Total Points Available in Part 1:

100

Use Part 1 of the application to provide basic information about your organization and to demonstrate its project management and administrative capacity.

1. Provide basic information about your organization.

Name of Organization	
Year Established	
Overall Organizational Service Area	
Primary Contact Person/Title	
Site Address(es)	
Mailing Address	

(if different)	
Phone	
Fax	
Email	
Website	http://
Mission	

Application Certification:

Signature of Authorized Representative /Business Owner

Date

Signature of Governing Board CEO or Chair LCCF

Date

2. Provide information about the key staff at your organization who will have responsibility for this role/position (add additional rows if necessary).				Points Available: 15
				Score:
Key Staff	Name	Title	Job Responsibilities	Years with Organization
	2020	2021	2022	2023
Number of Full-time Staff				
Number of Part-time Staff				
Number of Staff Departures (excluding interns)				

5. Please provide the following financial information about your organization.				Points Available: 10
				Score:
	2009	2010	2011	2012
Annual Operating Budget				
Operations Surplus (Deficit)				
Total Assets				
Net Assets				

6. Describe your organization's systems for managing finances and performance data	Word Limit: 300	Points Available: 10
		Score:
<insert response here>		

7. Please provide information about your organization's major sources of funding (over \$10,000).					Points Available: 10	
					Score:	
2021		2022		2023		
Funder	Amount	Funder	Amount	Funder	Amount	

8. Provide contact information for three references from funding sources or other entities who are well acquainted with your organization's ability to achieve positive outcomes within a budget and who are willing to provide detailed information about your organization's capacity and performance ¹ .			
	Organization	Contact Person	Telephone
a.			
b.			
c.			

9. Provide information about your organization's recent activities, demonstrating success in implementing performance-based outcomes. ² Highlight recent accomplishments related to the proposed activity. Add additional rows and expand cells as necessary.					Points Available: 15
					Score:
Activity Name	Partner Organizations	Budget	Target Population	Start/End Dates	Outcomes/Deliverable Products

² Activities listed should have start dates no earlier than 2020

<p>10. Describe the methods used by your organization to ensure that quality control is maintained in services provided. Expand cell as necessary.</p>	<p>Word Limit: 200</p>	<p>Points Available: 10</p>
<p><insert response here></p>		<p>Score:</p>
<p>11. Describe your organization's systems for program management and tracking of accomplishments. Expand cell to an additional page as necessary.</p>	<p>Word Limit: 200</p>	<p>Points Available: 10</p>
<p><insert response here></p>		<p>Score:</p>

<p>12(a) Describe recent challenges faced by your organization and the process used to address those challenges.</p> <p>12(b) What are the most significant challenges facing your organization today, and how do you plan to respond?</p>	<p>Word Limit: 300</p>	<p>Points Available: 20</p>
<p><insert response here></p>		<p>Score:</p>

Part 2: Proposed Activities and Outcomes for Small Business Support		Total Points Available in Part 2: 100
Use Part 2 of the application to demonstrate both your knowledge of the need for this activity and your organization's ability to address those needs.		
1. Describe your organization's marketing and outreach plan for the services and activities proposed. The plan should include a description of all marketing tools which will be used and how use of those tools will increase awareness of the availability of business support services. (Expand cell to additional page as necessary).	Word Count: 500	Points Available: 15
		Score:
<insert response here>		

<p>2. Describe your organization's targeted commercial area. What are its greatest needs? On what data are your assumptions based? .</p>	<p>Word Limit: 400 words</p>	<p>Points Available: 10</p>
<p><insert response here></p>		<p>Score:</p>

<p>3(a) Describe in detail the Business Support Services and /or Activities your organization proposes to undertake, through responding to this BIC program opportunity. Provide some detail on the process by which these activities and services will be conducted. Explain how these activities and services address the community needs identified in #2 above.</p>	<p>Word Limit: 800 words</p>	<p>Points Available: 20</p>
<p><insert response here></p>		<p>Score:</p>

3(b) Please provide a brief work plan for the proposed activity in the space below (add additional steps as necessary).

Major Tasks	Start Date	Complete Date
1.		
2.		
3.		
4.		
5.		
6.		

4. Use the spaces below to list expected outcomes (including job creation, tax revenue, new businesses, etc.) from the activity proposed in #3 above and provide an estimate of the total budget necessary to achieve those outcomes. Expand cells and add rows as necessary.

Points Available: 15

Score:

Outcomes

Budget			
Cost Categories	Required	Other Funding	Total Costs
Personnel			
Consultants (specify type)			
Other (specify)			
Total Costs			

5. Describe your organization's experience in performing your identified target services.	Word Limit: 300 words	Points Available: 15
		Score:
<insert response here>		

6. Describe how your organization will leverage resources to support and enhance the needs of the civic and business communities across Louisiana.	Word Limit: 300 words	Points Available: 10
<insert response here>		Score:

<p>7. Describe how your organization's proposed activities and services fit in with other revitalization efforts in the underserved and surrounding communities.</p>	<p>Word Limit: 300 words</p>	<p>Points Available: 15</p>
<p><insert response here></p>		<p>Score:</p>