

Section IV – Application Supplemental Items

LSA MONROE COUNTY - REQUIRED ADDITIONAL APPLICATION ITEMS

PLEASE ALSO NOTE THAT IN ORDER TO SUBMIT YOUR APPLICATION, THE REQUIRED FEE OF \$100 MUST BE PROVIDED AS EITHER CREDIT OR DEBIT INFORMATION.

In addition to the Single Application, the Applicant shall submit the following list of items:

- 1. Provide a description of the project which discusses all of the following:**
 - a. a detailed project description to include specific project activities and expected results;
 - b. the specific location of the project site;
 - c. whether the proposed project is consistent with an existing regional, county, or local comprehensive plan;
 - d. whether the proposed project has been identified as a priority investment in a local or regional economic development plan or strategy;
 - e. the anticipated employment, investment, and/or community impact of the project;
 - f. if a difference exists, the historical and proposed use of the project site; and
 - g. if applicable, the experience of the developer to include a discussion of previously completed projects.
- 2. A projected schedule and detailed timeline for the project;**
- 3. A budget accompanied by a description of the basis of costs for the project and sources of funding;**
- 4. Copies of signed bids/quotations, contractor estimates, sales agreements, or engineer estimates verifying project costs. Bids should be current and dated;**
- 5. Evidence of conformity of the project with local and regional comprehensive plans and zoning (in the form of a letter from the applicable planning/zoning office);**
- 6. A letter of support for the project from the affected community;**
- 7. Provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount;**
- 8. Copies of funding commitment letters from all other project funding sources; and**
- 9. Copy of the Applicant's and/or project user's latest financials.**