

## APPLICATION CHECKLIST:

- Completed application with all requested information
- Proof of Property Ownership or Commercial Lease
- Business Registration with MS Secretary of State (including Certificate of Good Standing)
- IRS Employee Identification Number
- Tax Returns (including Schedule C) (2019 & 2021)
- Year to Date Profit & Loss Statement
- Payroll for March 2020 and December 2022
- Most recent payroll (at the time of application)
- Current Privilege License from the City of Jackson
- Proof of expenses (rent, mortgage, payroll, and utility)
- Invoice (total amount of expenses)
- All applications are subject to an Environmental Review
- Duns Number
- Proof of Location in a Qualified Census Tract -  
[https://www.Huduser.Gov/Portal/Sadda/Sadda\\_Oct.Html](https://www.Huduser.Gov/Portal/Sadda/Sadda_Oct.Html)
- If in flood zone, proof of Insurance is required
- Color Photograph of business location
- Conflict of Interests Statement
- Certification of Understanding
- Certification of Non-Duplication of Benefits
- Debarment Acknowledgement Statement