

APPLICATION CHECKLIST:

- Completed Application with all requested information
- Project Narrative (service area clearly defined)
- Project Budget (showing detailed expenses)
- Project Timeline (expected completion date **and** detailed timeline)
- Supporting documentation (minimum of three competitive quotes from licensed contractors)
- RFQ Advertisement in Newspaper **or** Other method of Acquiring Quotes
- All Quote Responses from Interested Contractors (minimum of three)
- Written Agreement between Business Owner and Contractor
- Written Justification for Selected Contractor
- Property Owners Certification
- Proof of Property Ownership
- Property Owners Agreement to make changes to the building
- Commercial Lease (5 years of greater)
- Business Registration with MS Secretary of State (Certificate of Good Standing) for Business Owner **and** Contractor
- IRS Employee Identification Number
- Most recent Tax Returns (including Schedule C) (2 years)
- Most recent Bank Statements (2 months)
- Year to Date Profit & Loss Statement
- Copy of Payroll for March 1, 2020 **and** March 2021
- Most recent payroll (at the time of application)
- Documentation of March 2019 **and** April 2019 total gross receipts
- Unemployment insurance tax documentation for the fourth quarter of 2019
- Selected Contractor's Info **and** Vendor Number (issued by Purchasing)
- Current Privilege License from the City of Jackson for Business Owner **and** Contractor
- Liability Insurance Policy for Business Owner **and** Contractor
- Duns Number (See Page 11)
- Color Photograph of Property **and** Proposed Renovation Area (from all four sides)
- Certification of Criminal/Credit Background
- Conflict of Interest Certification Statement
- Certification of Understanding
- Duplication of Benefits Certification
- Debarment Statement