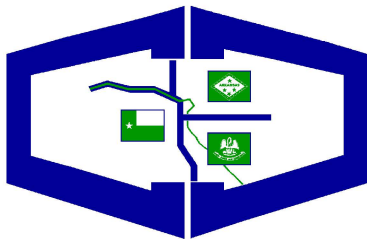


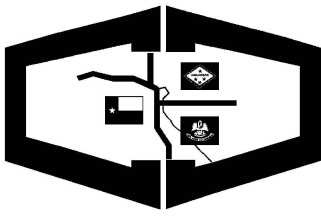
# Northwest Louisiana Business Resource Guide



Bienville Parish  
Bossier Parish  
Caddo Parish  
Claiborne Parish  
DeSoto Parish  
Lincoln Parish  
Natchitoches Parish  
Red River Parish  
Sabine Parish  
Webster Parish



THE **COORDINATING &  
DEVELOPMENT  
CORPORATION**



# THE COORDINATING & DEVELOPMENT CORPORATION

5210 Hollywood Avenue ! P. O. Box 37005 ! Shreveport, Louisiana 71133-7005  
Phone: (318) 632-2022 ! Fax/TDD: (318) 632-2099 ! E-mail: [info@cdconline.org](mailto:info@cdconline.org)  
[www.cdconline.org](http://www.cdconline.org)

**M. D. LeComte, CED, ED**  
President & CEO

Dear Business Executive:

Improving the economy of Northwest Louisiana has been a long term goal of The Coordinating & Development Corporation (CDC). We are pleased to present you with this "*Northwest Louisiana Business Resource Guide*," which we hope will help you find ways to make your business more successful and profitable.

Through this Guide we have attempted to provide you with information and direct you to Internet sites relating to resources and programs available to help you and your business, including:

Basic Business Taxes	Business Advice and Technical Assistance
Employee Training Programs	Financial Assistance and Financing Sources
Government Procurement Opportunities	International Trade Resources
Permitting and Licensing Information	Renewal Community Initiatives
Tax Incentive Programs	Requirements for Doing Business in Louisiana

Beyond this publication, we want you to know that CDC as well as the economic development agencies in your parish welcome the opportunity to help you and your business. If you have any questions, please contact Diana Simek, Manager of CDC's Metro/Regional Business Incubator, (318) 671-1050, e-mail: [dsimek@shreve.net](mailto:dsimek@shreve.net), or Buck Trussell, Vice President of CDC's Marketing and Industrial Development Division, (318) 632-2022, e-mail: [btrussell@shreve.net](mailto:btrussell@shreve.net).

We look forward to being of service to every new, existing, and expanding business that makes Northwest Louisiana its home.

Best wishes for a very successful and prosperous venture.

Sincerely,

M. D. LeComte  
President and CEO

## Table of Contents

Business Advice and Technical Assistance.....	3
Tax Incentive Programs.....	5
Renewal Community Initiative.....	7
Employee Training Programs.....	8
Financing Sources and Financial Assistance.....	9
Permitting and Licensing Information.....	13
Basic Business Taxes.....	15
Government Procurement Opportunities.....	17
International Trade.....	18
Requirements for Doing Business in Louisiana.....	19

*The material contained herein should be used as a guide only. It is not intended to serve in lieu of professional, legal, tax, or accounting services. The Coordinating & Development Corp. accepts no responsibility for any inaccuracies or changes in laws, ordinances, phone numbers, or web site addresses that may occur.*

4/2007

**Copyright 2007, The Coordinating and Development Corporation. Redistribution to others interested in economic development is strongly encouraged. Please cite The Coordinating and Development Corporation whenever portions are reproduced or redirected.**

## BUSINESS ADVICE AND TECHNICAL ASSISTANCE

### **Regional/Local**

#### **The Coordinating & Development Corporation(CDC)**

The CDC is a private, non-profit economic development organization that provides a wide variety of services for the business community. These services include: business investment and finance, employment and job training, business development and incubation, marketing, international trade development, and state tax incentives information and servicing. **Contact: (318) 632-2022, [www.cdconline.org](http://www.cdconline.org)**

#### **Metro/Regional Business Incubator**

Owned by The CDC and operated by its affiliate, the Ark-La-Tex Regional Export & Technology Center, Inc., The Metro/Regional Business Incubator provides entrepreneurs and small businesses with a wide range of business assistance on both an incubator and "incubator without walls" basis. The Business Incubator facility offers low-cost rental space for light manufacturing and warehouse/distribution businesses, and shared facilities and office equipment. **Contact: (318) 671-1050, [www.cdconline.org/businessincubator.htm](http://www.cdconline.org/businessincubator.htm)**

#### **BioSpace1 Life Science Business Center**

BioSpace1 is a multi-tenant life science business center. The first floor of the two story facility is reserved for more established life science tenants and contains build-to-suit space. The second floor is a business incubator for start-up companies with 16 wet-lab and office suites (approx. 1,000 sq. ft. each) and 18 additional offices. Tenants share a Core Lab and four conference rooms. **Contact: (318) 213-0200, [www.intertechsciencepark.com](http://www.intertechsciencepark.com)**

#### **Bossier Parish Community College Student Business Incubator(BPCC)**

The BPCC student Incubator provides a supportive environment where students' new entrepreneurial start-up businesses are nurtured. For a nominal fee, students receive use of fully-equipped office space and office equipment, ongoing training & coaching, technical assistance, access to capital, use of meeting rooms and professional help in launching their own business. **Contact: (318) 678-6022,**

[www.bpcc.edu/workforcedevelopment/PDFs/sbi.pdf](http://www.bpcc.edu/workforcedevelopment/PDFs/sbi.pdf)

#### **Louisiana Tech Enterprise Center (LaTEC)**

As the primary business support and development outreach arm of the University, LaTEC is designed to facilitate and promote the growth of new and existing ventures in the innovation enterprise in the I-20 corridor of north Louisiana. The Center's incubation space and services are focused on early-stage technology companies with a direct connection to Louisiana Tech University. **Contact:(318) 257-4343, <http://www.enterprise.latech.edu>**

#### **Southern University's Small, Women and Minority-Owned Business Incubator(SUSLA)**

Funded in part with a HUD Historically Black Colleges and Universities grant, SUSLA's business incubator provides support to fledgling businesses by reducing overhead during the start-up period and providing business related services. **Contact: 741-2760, [www.susla.edu/swmo/index.html](http://www.susla.edu/swmo/index.html)**

#### **Chambers of Commerce**

##### **Bienville Parish:**

Arcadia/Bienville Chamber of Commerce, (318) 263-9897, [www.arcadialouisiana.org/chamber.htm](http://www.arcadialouisiana.org/chamber.htm)

##### **Bossier Parish:**

Bossier Chamber of Commerce, (318) 746-0252, [www.bossierchamber.com](http://www.bossierchamber.com)

##### **Caddo Parish:**

Greater Shreveport Chamber of Commerce, (318) 677-2500, [www.shreveportchamber.org](http://www.shreveportchamber.org)  
Shreveport-Bossier African-American Chamber of Commerce, (318) 424-8254, [www.sbaacc.org](http://www.sbaacc.org)  
Vivian Chamber of Commerce, (318) 375-3856, <http://www.vivian.la.us/>

##### **Claiborne Parish:**

Claiborne Chamber of Commerce, (318) 927-3271, [www.claiborneone.org/homer/coc/](http://www.claiborneone.org/homer/coc/)

##### **DeSoto Parish:**

DeSoto Parish Chamber of Commerce, (318) 872-1310, <http://desotoparishchamber.net/>  
Logansport Chamber of Commerce, (318) 697-5248.

##### **Lincoln Parish:**

Grambling Chamber of Commerce, (318) 247-6512.

Ruston-Lincoln Parish Chamber of Commerce, (318) 255-2031, [www.rustonlincoln.org](http://www.rustonlincoln.org)  
**Natchitoches Parish:**  
Natchitoches Area Chamber of Commerce, (318) 352-6894, [www.natchitocheschamber.com](http://www.natchitocheschamber.com)  
**Red River Parish:**  
Coushatta-Red River Parish Chamber of Commerce, (318) 932-3289, [www.chamber.coushatta.net/index.html](http://www.chamber.coushatta.net/index.html)  
**Sabine Parish:**  
Sabine Parish Chamber of Commerce, (318) 256-3523, [www.sabineparish.com/chamber/index.asp](http://www.sabineparish.com/chamber/index.asp)  
**Webster Parish:**  
Minden/South Webster Chamber of Commerce, (318) 377-4240, [www.minden.org](http://www.minden.org)  
North Webster Chamber of Commerce, (318) 539-4717, [www.springhilllouisiana.com](http://www.springhilllouisiana.com)

### Economic/Industrial Development Foundations/Corporations

**Bossier Parish:**  
Greater Bossier Economic Foundation, (318) 742-6043, [www.gbedf.org/](http://www.gbedf.org/)  
**Caddo Parish:**  
Caddo Ward II Industrial Development Corporation, (318) 375-3266.  
Vivian Economic Development Corporation, (318) 375-3856.  
**Claiborne Parish:**  
Claiborne Economic Development Board, (318) 927-3000, [www.claiborneone.org/cedb.html](http://www.claiborneone.org/cedb.html).  
Homer Industrial Foundation, (318) 927-3271.  
**DeSoto Parish:**  
Logansport Development Corp., (318) 697-5359.  
**Lincoln Parish:**  
Ruston-Lincoln Industrial Development Corporation, (318) 255-2031, [www.rustonlincoln.org](http://www.rustonlincoln.org).  
**Sabine Parish:**  
Sabine Industrial Development District, (318) 256-3135.  
**Webster Parish:**  
Minden Economic Development Corporation, (318) 377-4240.  
North Webster Parish Industrial District, (318) 539-5058.  
South Webster Parish Industrial District, (318) 377-4240, [www.minden.org](http://www.minden.org)

### Small Business Development Center (SBDC)

The SBDC is sponsored by the Small Business Administration and the Louisiana Department of

Economic Development to identify the specialized management and technical needs of the small business community. The SBDC provides counseling, serves as an informational resource center, and coordinates and conducts continuing education programs. [www.lsbdc.org](http://www.lsbdc.org)

### **Bienville, Claiborne, Lincoln, and Webster Parishes:**

Technology Business Development Center, Louisiana Tech University, (318) 257-3537, [www.latech.edu/enterprise/about\\_TBDC](http://www.latech.edu/enterprise/about_TBDC)

### **Bossier, Caddo, and DeSoto Parishes:**

Louisiana Small Business Development Center, Louisiana State University Shreveport, (318) 797-5144, [www.lsus.edu/sbdc/](http://www.lsus.edu/sbdc/)

### **Natchitoches, Red River, and Sabine Parishes:**

Louisiana Small Business Development Center, Northwestern State University, (318) 357-5611, [www.nsula.edu/nsusbdc/default\\_main.htm](http://www.nsula.edu/nsusbdc/default_main.htm)

### Service Corps of Retired Executives (SCORE)

SCORE is an SBA-sponsored program that offers advice, counseling and management training for owners and would-be owners of small businesses. The local SCORE chapter counsels local entrepreneurs on starting or expanding small businesses. [www.score.org](http://www.score.org)

### **Bossier, Caddo, DeSoto, and Webster Parishes:**

Shreveport SCORE, (318) 677-2536

### **Bienville, Claiborne, and Lincoln Parishes:**

Northeast Louisiana SCORE, (318) 323-0878

### **Natchitoches, Red River, and Sabine Parishes:**

Shreveport SCORE, (318) 677-2536

### Manufacturers Extension Partnership of Louisiana (MEPoL)

MEPoL provides a comprehensive source of business, management, and technical assistance to area manufacturers. A low-cost annual membership entitles a manufacturer to eight free consulting hours, with additional services provided at reduced hourly rates. **Contact:** (318) 671-7675, [www.mepol.org](http://www.mepol.org)

### LSU AgCenter

LSU Ag Center Community Economic Development (CED) agents provide educational programming, technical assistance and facilitation services for promoting and strengthening economic development activities in rural communities. The CED program strives to increase individual and organizational leadership skills, increase participation in community decision making and promote value-added agriculture development. To meet these needs, agents offer programs in leadership, workforce development (workplace ethics, customer relations, communications, team building), value-added agriculture opportunities, and entrepreneurship. **Contact: (318) 927-9654 Ext. 229, [www.lsuagcenter.com](http://www.lsuagcenter.com)**

### Northwest Louisiana Government Procurement Center

This agency helps companies find and secure government contracts, assists with marketing and technical aspects of government contracts, and offers specialized assistance to clients in areas such as Construction and Environmental contracting and subcontracting. **Contact: (318) 677-2529, [www.lagpc.org](http://www.lagpc.org)**

## State Agencies

### Louisiana Department of Economic Development

The department's goal is to develop and implement programs for the growth, stabilization and diversification of the Louisiana economy. Unless otherwise noted, the address for the department and its divisions is:  
1051 North Third St., Baton Rouge, La. 70802-5239. **Contact: (800)450-8115, or (225) 342-3000, [www.led.state.la.us](http://www.led.state.la.us).**

### Industries

While Oil & Gas, Agriculture, Transportation, Durable Goods have been powerful industries here for generations, the state has identified several key industries on which Louisiana will also concentrate economic development activities including:

- P Advanced Materials: **(225) 342-5256**
- P Agriculture/Forestry/Food: **(225) 342-5892**
- P Construction: **(225) 342-5256**

- P Durable Goods/Manufacturing: **(225) 342- 9100**
- P Energy/Oil & Gas: **(225) 342-4319**
- P Entertainment: **(504) 736-7280**
- P Information Technology: **(225) 342-4319**
- P Life Science/Biotechnology/Biomedical: **(225) 342-4319**
- P Logistics/Transportation: **(225) 342-4319**  
<http://led.state.la.us/come-to-louisiana/industries.aspx>

### Division of Small and Emerging Business Development

Coordinates technical, managerial, and financial assistance for certified economically disadvantaged businesses within the state. Also, provides small business bonding programs for all certified disadvantaged construction contractors and mentoring services to pre-qualified clients. **Contact: (225) 342-1181, <http://led.state.la.us/come-to-louisiana/community-development-services/business-services/entrepreneurial-services/small-and-emerging-business-development-program.aspx>**

### International Services

This division provides guidance to Louisiana firms interested in exporting goods or services. It conducts seminars and meetings on export opportunities and procedures, arranges meetings with foreign buyers and provides export counseling. **Contact: (225) 342-4323, <http://www.led.state.la.us/louisiana-economic-development-department/international-services.aspx>**

### Louisiana Technology Transfer Office(LTTO)

This agency serves as a technology clearinghouse for Louisiana businesses and industries. Through close ties with NASA and the Federal Laboratory Consortiums, LTTO has a wealth of talent and technology available to help a business with technology licensing, commercialization, procurement, and problem-solving. Also assists companies prepare Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) grant applications. **Contact: (225) 578-7555, [www.bus.lsu.edu/lbtc/lto.asp](http://www.bus.lsu.edu/lbtc/lto.asp) or Ark-La-Tex Regional Export & Technology Center, Inc., (318) 671-1050, [www.cdconline.org/businessincubator.htm](http://www.cdconline.org/businessincubator.htm)**

### [AccessLouisiana](#)

AccessLouisiana is an electronic directory of Louisiana companies that promotes business-to-customer and business-to-business commerce in Louisiana. AccessLouisiana provides a free, on-line resource for Louisiana companies to post information about their business, including contact information, products and/or services, certifications, and geographical markets of interest. This information will be accessible to anyone searching to buy Louisiana products. The goal is to increase sales and business-to-business partnerships for Louisiana companies.

<http://access.louisiana.gov/louisiana1st/web/locate/siteselector/StartAction.do?context=portal>

## [Federal Agencies](#)

### [Small Business Administration](#) - [www.sba.gov](http://www.sba.gov)

In addition to the SBA's Internet Procurement Opportunities programs, (see Government Procurement Opportunities Section of this Resource Guide), SBA also offers other programs beneficial to small businesses, including;

P **[Online Entrepreneurial Training](#)** – The Small Business Training Network is a virtual campus housing free training courses, workshops and knowledge resources designed to assist entrepreneurs and other students of enterprise. The Training Network makes SBA's business management resources available anytime and anywhere. It is a dynamic learning center designed to help small businesses compete in a constantly changing, global environment.  
[www.sba.gov/training](http://www.sba.gov/training)

P **[Government Contracting/Business Development](#)** – The Office of Government Contracting (GC) works to create an environment for maximum participation by small, disadvantaged, and woman-owned businesses in federal government contract awards and large prime subcontract awards. GC advocates on behalf of small business in the federal procurement world. The Office of Business Development is designed to help minority and small disadvantaged businesses participate more fully and successfully in the mainstream National economy.  
[www.sba.gov/gcbd](http://www.sba.gov/gcbd)

P **[SBA Office of Advocacy](#)** – This office's mission is to encourage policies that support the development and growth of American small businesses. Advocacy represents the nation's small businesses within the federal government; conducts policy studies; and compiles statistics on small business characteristics and contributions.  
[www.sba.gov/advo](http://www.sba.gov/advo)

P **[Office of Women's Business Ownership](#)** – OWBO promotes the growth of women-owned businesses through programs that address business training and technical assistance, and provide access to credit and capital, federal contracts, and international trade opportunities.  
<http://www.sba.gov/aboutsba/sbaprograms/onlinewbc/index.html>

P **[Veteran's Business Development](#)** – Designed to provide entrepreneurial development services such as business training, counseling and mentoring, and training for eligible veterans owning or considering starting a small business. The SBA has three organizations participating in this cooperative agreement and serving as Veterans Business Outreach Centers (VBOC).  
[www.sba.gov/vets/](http://www.sba.gov/vets/)

### [U.S. Department of Commerce](#)

[www.commerce.gov](http://www.commerce.gov) While the SBA is the primary federal agency that advises and assists small businesses, the U.S. Department of Commerce has a number of programs that provide information and/or services to U.S. businesses, including:

P **[Bureau of Economic Analysis](#)** – BEA is the Nation's accountant, interpreting data to draw a complete picture of the U.S. economy. BEA's economic accounts provide information on economic growth, regional development, and the Nation's position in the world economy.  
[www.bea.gov/](http://www.bea.gov/)

P **[Bureau of the Census](#)** – The Constitution commands that a census be taken every 10 years. The purpose is the apportionment of seats in Congress, but the information collected provides the cornerstone of knowledge about the people of our nation.  
[www.census.gov/](http://www.census.gov/)

P **Minority Business Development Agency** – This agency was created specifically to encourage the growth of minority-owned businesses in the United States. It coordinates federal government plans, programs and operations that affect minority business enterprises. It promotes and coordinates the activities of government and private organizations that help minority businesses grow. It collects and distributes information to help those interested in starting or expanding a minority-owned firm, and it provides financial assistance to organizations to provide management and technical assistance to minority entrepreneurs. [www.mbda.gov/](http://www.mbda.gov/)

P **Office of Small and Disadvantaged Business Utilization (OSDBU)** – The Office of

Small and Disadvantaged Business Utilization (OSDBU) is an advocacy and advisory office responsible for promoting the use of small, small disadvantaged, 8(a), women-owned, veteran-owned, service-disabled veteran-owned, and HUBZone small businesses within the U.S. Department of Commerce's (DOC) acquisition process. [www.osec.doc.gov/osdbu/](http://www.osec.doc.gov/osdbu/)

P **Patent and Trademark Office** – For over 200 years, the basic role of PTO has been to promote the progress of science and the useful arts by securing for authors and inventors the exclusive right to their writings and discoveries for a limited time. [www.uspto.gov](http://www.uspto.gov)

## **TAX INCENTIVE PROGRAMS**

**Note: A number of these programs require an Advanced Notification form and fee be submitted to Louisiana Economic Development (LED) prior to any construction, renovations, purchases, hiring of employees, etc. If you fail to submit this Advanced Notification, you will not be eligible to participate in the program(s). At the present time, completion of the Advanced Notification form online is NOT available. To access a form that you can complete and mail to LED go to:**  
<http://louisianaforward.com/louisiana-businesses/business-resources/state-business-incentives.aspx>

### **Enterprise Zone**

**(Advanced Notification to the state required)**  
Louisiana's Enterprise Zone Program provides tax credits and sales and use tax refunds to businesses that hire at least 35% of their new employees from one of four targeted groups. Businesses and their contractors receiving State tax rebates or credits under the EZ program are encouraged to give consideration to Louisiana manufacturers, suppliers, contractors, and labor for their project. A one time \$2,500 tax credit is generated for each certified net new job created (\$5,000 tax credit for net new job for certain automotive or aerospace companies). An additional \$2,500 tax credit may be generated in the second year of employment if the new

employee is certified as receiving assistance through the Family Independence Temporary Assistance Program (FITAP). (Participation in this program excludes the use of the Quality Jobs Program.) **Contact: (225) 342-9228,**  
<http://www.louisianaforward.com/come-to-louisiana/business-resources/state-business-incentives/enterprise-zone.aspx>

### **Industrial Property Tax Exemption**

**(Advanced Notification to the state required)**  
New and expanding manufacturers are eligible to receive five-year property tax exemptions, renewable for an additional five years on new capitalized purchases. The exemption may include buildings, machinery, equipment, furniture, and fixtures for new, expanded, or renovated facilities. As with other business incentives provided by the State of Louisiana, in considering applications for property tax exemptions, the Board of Commerce and Industry requests that the business and its contractors give preference to Louisiana manufacturers, suppliers, contractors, and labor. **Contact: (225) 342-6442,**  
<http://louisianaforward.com/come-to-louisiana/business-resources/state-business-incentives/industrial-tax-exemption-program.aspx>

### **Louisiana Quality Jobs Program**

**(Advanced Notification to the state required)**  
Louisiana's Quality Jobs Program provides an annual rebate for up to 10-years of 5% of gross

annual payroll for minimum hourly wage rates of \$9.01, or 6% of gross annual payroll for minimum hourly wage rates of \$11.59. The employer must offer a basic health plan (basic hospital care and basic physician care) within 90 days of qualifying for the program. For employees whose wages are less than \$50,000 per year, the employer must pay at least 85% of the total premium for health insurance coverage for full-time employees, or at least 50% of the total premium for health insurance coverage for full-time employees and their dependents. For employees whose wages are equal to or greater than \$50,000 per year, the amount of the employer decreases from contribution from 85% to 70% for those employees. In addition, the program also provides a rebate of state sales/use tax (4%) on materials for building materials, machinery and equipment purchased during the construction period and used exclusively on site. (Participation in this program excludes the use of the Enterprise Zone Program.) **Contact: (225) 342-5402, <http://louisianaforward.com/come-to-louisiana/business-resources/state-business-incentives/quality-jobs.aspx>**

#### **Film and Video Tax Credit Program**

This program provides tax credits to motion picture production companies that film in the state. **Contact: Office of Film & Television Development, (504) 736-7280, [www.lafilm.org](http://www.lafilm.org)**

#### **Restoration Tax Abatement**

**(Advanced Notification to the state required)**  
This program grants a five year deferred assessment of ad valorem property taxes normally assessed for improvements, expansions, restorations or development to commercial structures or owner-occupied residences within these districts. Note: Applicable only in the Natchitoches and Homer Historical Districts, Minden and Springhill Downtown Development Districts, and Lincoln Parish Economic Development District. **Contact: Your local chamber of commerce, <http://www.uschamber.com/chambers/director>**

**[y/default.htm?st=la](#)  
or city/town hall, [www.lamunis.org/munis.htm](http://www.lamunis.org/munis.htm)  
or (318) 342-5402,  
<http://louisianaforward.com/come-to-louisiana/business-resources/state-business-incentives/restoration-tax-abatement.aspx>**

#### **Freeport Law**

**(Administered by your local Parish Tax Assessor)** Louisiana's Freeport Law exempts goods and commodities in public or private storage from property taxes while moving through Louisiana in interstate commerce to a final destination outside the state. Goods must remain in the original containers. Goods imported into Louisiana from outside the United States are likewise exempted from property taxes so long as they remain in their original containers. **[www.louisianaassessors.org/Assessors/Assessors.htm](http://www.louisianaassessors.org/Assessors/Assessors.htm)**

#### **Inventory Tax Credit**

Manufacturers, distributors, and retailers are allowed a 100% credit against state corporate income and franchise taxes in the amount of local inventory taxes they pay. When the amount of the inventory tax exceeds the aggregate state corporate tax liability, a refund is made by the state in the amount of the excess. **Contact: Shreveport Office, Louisiana Department of Revenue, (318) 676-7501. [www.rev.state.la.us/](http://www.rev.state.la.us/)**

#### **City of Shreveport Sales Tax Exclusion for Manufacturing Machinery and Equipment**

The City of Shreveport recently approved an ordinance adopting a local sales tax exclusion on manufacturing machinery and equipment, which will become effective July 1, 2007. The exclusion, which exempts the local 2.75% sales tax rate on purchases of manufacturing machinery and equipment, will be phased in a 75% until June 30, 2008, and thereafter at 100%. **Contact: Caddo-Shreveport Sales and Use Tax Commission, (318) 865-3312**

## RENEWAL COMMUNITY INITIATIVE

In December 2000, Congress approved the designation of Renewal Communities (RCs) to help promote economic development in distressed communities. The state of Louisiana received authority to offer two Rural Renewal Communities – the North Louisiana Rural Renewal Community and the Central Louisiana Rural Renewal Community. Qualified businesses located in the either of these Rural Renewal Communities will be eligible to take advantage of Federal tax incentives to hire residents and to expand or improve their operations.

Eight of the ten parishes served by The Coordinating & Development Corporation in Northwest Louisiana have been included in the State's Rural Renewal Communities. These parishes are:

### North Louisiana Rural Renewal Community

- \_\_\_ **Bienville** (entire Parish)  
[www.cdconline.org/rcmaps.htm#Bienville](http://www.cdconline.org/rcmaps.htm#Bienville)
- \_\_\_ **Claiborne** (entire Parish)  
[www.cdconline.org/rcmaps.htm#Claiborne](http://www.cdconline.org/rcmaps.htm#Claiborne)
- \_\_\_ **DeSoto** (selected census tracts)  
[www.cdconline.org/rcmaps.htm#DeSoto](http://www.cdconline.org/rcmaps.htm#DeSoto)
- \_\_\_ **Lincoln** (selected census tracts)  
[www.cdconline.org/rcmaps.htm#Lincoln](http://www.cdconline.org/rcmaps.htm#Lincoln)
- \_\_\_ **Red River** (entire Parish)  
[www.cdconline.org/rcmaps.htm#Red%20River](http://www.cdconline.org/rcmaps.htm#Red%20River)
- \_\_\_ **Webster** (selected census tracts)  
[www.cdconline.org/rcmaps.htm#Webster](http://www.cdconline.org/rcmaps.htm#Webster)

### Central Louisiana Rural Renewal Community

- \_\_\_ **Natchitoches** (selected census tracts)  
[www.cdconline.org/rcmaps.htm#Natchitoches](http://www.cdconline.org/rcmaps.htm#Natchitoches)
- \_\_\_ **Sabine** (selected census tracts)  
[www.cdconline.org/rcmaps.htm](http://www.cdconline.org/rcmaps.htm)

To determine if your business address is in and/or your employees reside in a Renewal Community, go to [http://egis.hud.gov/egis/cpd/rcezec/ezec\\_open.htm](http://egis.hud.gov/egis/cpd/rcezec/ezec_open.htm)

### Tax Credit Benefits

The Federal tax benefits available in RCs are designed to encourage businesses to invest in these areas. Expanding business development and commerce leads to greater job opportunities

for residents, and to improved access to goods and services, both of which help energize long-term revitalization. The tax incentives offered through this program are substantial, and are available to businesses creating or retaining new jobs through December 31, 2009.

#### P Wage Tax Credit

The renewal community employment credit provides businesses with an incentive to hire individuals who both live and work in a renewal community. You can claim the credit if you pay or incur “qualified wages” to a “qualified employee.” The credit is for wages paid or incurred after 2001 and continues through December 31, 2009. The credit is 15% of the qualified wages paid or incurred during a calendar year. The amount of qualified wages you can use to figure the credit cannot be more than \$10,000 for each employee for each calendar year. As a result, the credit can be as much as \$1,500 (15% of \$10,000) per qualified employee each year. Note: Employees must be residents of the same Renewal Community as that in which the business is located.

#### P Increased Section 179 Deduction

Section 179 of the United States Internal Revenue Code (26 U.S.C. § 179), allows businesses to immediately deduct the cost of certain types of property on their income taxes. The maximum section 179 deduction a company may take in 2007 for qualified renewal community property is \$147,000. Companies who place more than \$450,000 worth of section 179 property into service in a year are not eligible to take the deduction.

#### P Commercial Revitalization Deduction

Businesses that construct or rehabilitate commercial property in Renewal Communities (RCs) can deduct a portion of the costs of acquisition and rehabilitation over a shorter period of time than permitted under standard depreciation rules. A business can elect a deduction of one-half of “qualifying revitalization expenditures” (QRE) up to \$10 million for any one project in the year the building is placed in service or can deduct all QRE pro rata over 10 years.

**Note:** State authorization is required before a company or investor(s) may take the Commercial Revitalization Deduction (CRD). A Community Revitalization Agency Board created by the State of Louisiana will review all applications and approve those that the Board believes most benefits the State's economic development activities. To obtain a copy of the application, go to [www.renewallouisiana.com](http://www.renewallouisiana.com), or **Contact: The Coordinating and Development Corporation, (318) 632-2022;** [www.cdconline.org/Renewal.htm](http://www.cdconline.org/Renewal.htm)

P **Zero Percent Capital Gains Rate**  
If a business holds a Renewal Community Business asset acquired after December 31, 2001 and before January 1, 2010 for a

minimum of 5 years, the business does not have to include any "qualified capital gain" from the asset's sale or exchange in its gross income. This exclusion applies only to an interest in, or property of, certain businesses operating in a Renewal Community (RC). The following qualify as RC assets: RC business stock, RC partnership interests, RC business properties. Only gain attributable to the period from January 1, 2002 through December 31, 2014 may be excluded for RCs.

**For more information, contact The Coordinating & Development Corporation, (318) 632-2022,** [www.cdconline.org/renewalcommunity.htm](http://www.cdconline.org/renewalcommunity.htm)

## **EMPLOYEE TRAINING PROGRAMS**

### **Workforce Investment Act**

The Workforce Investment Act of 1998 utilizes federal funds to operate one-stop workforce centers that provide labor market information; "scorecard" data on training providers; assessment, screening and referrals of potential employees; and hiring incentives for unemployed workers. Administered locally by The Coordinating & Development Corporation, the program is designed to stimulate the employment, training, and retraining of unemployed and economically disadvantaged and dislocated workers through training subsidies and employer incentives.

Training services may include: basic skills training, occupational skills training; on-the-job training where 50% of the wages for newly hired employees is reimbursed for a specified training period, customized training combining on-the-job training and industry specific training, cooperative education, private sector operated training/skills upgrading & retraining, and employability training. "Customized" training for an employer's new hires combining OJT and vocational classroom training, and access to state resources for incumbent worker training is also available. **Contact: City of Shreveport, (318) 673-7500,** [www.ci.shreveport.la.us/dept/cd/index.htm#Workforce](http://www.ci.shreveport.la.us/dept/cd/index.htm#Workforce) , or **The Coordinating & Development Corporation, (318) 632-2022,** [www.cdconline.org/Workforcedevelopment.htm](http://www.cdconline.org/Workforcedevelopment.htm)

### **Louisiana Workforce Development & Training Program - (Subject to funding availability)**

This program offers both pre-employment and worker upgrade training. Administered by the Louisiana Department of Economic Development, this highly flexible program funds private and public sources of worker training. This program is available to new and expanding companies as well as to firms implementing new and expanding technologies. **Contact: (225) 342-5375,** <http://www.led.state.la.us/come-to-louisiana/business-resources/financial-assistance/workforce-development.aspx>

### **Incumbent Worker Training Program (IWTP)**

This program is designed to benefit business and industry by assisting in the skill development of existing employees, increasing employee productivity, and the growth of the company. Training is customized to fit the needs of the employer. To be eligible to participate in the program, a business must have operated in Louisiana and contributed to the state's Unemployment Insurance System for at least three years. In addition, an employer, or consortium of employers with similar needs, must have at least 15 employees to be trained. Small employers are encouraged to participate. If you do not have the minimum number of employees, you may still be eligible to participate in this program by combining your employees with employees of two or more other employers who have the same training needs and can meet the requirement of 15 trainees.

Preferential consideration is given to companies that select public training providers, donate equipment and supplies to the program, and participate in the state's Welfare to Work initiative. Louisiana businesses can participate in this program through application and approval by the Louisiana Department of Labor and the Office of the Governor. Application for customized training must be submitted in conjunction with the training institution/provider selected by the applicant. All disbursements of funds will be made to the training provider. **Contact: (318) 676-7789, [http://www.laworks.net/WorkforceDev/IWTP/IWTP\\_MainMenu.asp](http://www.laworks.net/WorkforceDev/IWTP/IWTP_MainMenu.asp)**

**[IWTP Small Business Employee Training](#)**  
The IWTP Small Business Employee Training

Program (SBET) is designed to benefit business and industry by assisting in the skill development of existing employees through individual, standardized (off-the shelf) training. Employers are reimbursed for tuition and required textbooks and manuals once the training has been completed and proper documentation has been submitted to the Louisiana Department of Labor (LDOL). Training costs cannot exceed \$3,000 per trainee per state fiscal year (July 1 – June 30). Funding is provided through the Workforce Development Training Account, at 2.3% of all IWTP funds available (currently funded at the level of \$50,000,000 annually). **Contact: (318) 676-7789, [http://www.laworks.net/WorkforceDev/IWTP/IWTP\\_MainMenu.asp](http://www.laworks.net/WorkforceDev/IWTP/IWTP_MainMenu.asp)**

## **[FINANCING SOURCES AND FINANCIAL ASSISTANCE](#)**

### **[Small Business Administration](#)**

The SBA offers several types of loans to prospective small business owners: loans made by private lenders (usually banks) that are guaranteed by the SBA. While the SBA is not a bank, it does have an important function in the commercial lending market, extending guarantees or participation when a bank is unable or unwilling to provide the small business' entire financing by itself. The SBA may guarantee up to 90% of the loan in the event of a loan default depending on the SBA Loan Program. [www.sba.gov/](http://www.sba.gov/)

**[Community Express Very Small Business Loans](#)** – Available to small businesses and start-ups that have already in business. Provides between \$5,000 and \$50,000 for working capital. No financials or business plan required. Loan is made on basis of business owner's credit score and credit reports. Repayment over 7 years. Interest rate: prime plus 4.75%. Loan application fee and SBA charge to bank must be paid by applicants if loan is approved. **Contact: Metro/Regional Business Incubator, (318) 671-1050, [www.cdconline.org/businessincubator.htm](http://www.cdconline.org/businessincubator.htm)** or your local SBDC (see contact information in Business Advisors section of this publication).

P **[SBA Guaranteed 7\(a\) Loan](#)** – Available to most start-ups and small businesses. SBA guarantees up to 80% for loans under \$100,000 or 75% for loans over \$100,000

made by private lender. Loans range from 7 to 25 years. Maximum guarantee is \$750,000. Cost includes fixed or variable rate of loan plus guarantee fee and service fee. Only available if funds from other sources are not available. **Contact: Your bank or visit, [www.sba.gov/financing/sbaloan/7a.html](http://www.sba.gov/financing/sbaloan/7a.html)**

P **[SBA 504 Program](#)** – Available to businesses with less than \$7.5 million net worth, and average income of less than \$2.5 million over past two years. Long-term fixed asset loans up to 20 years, made by combination financing of SBA backed Certified Development Corporations (CDCs) and banks. Rates based on current Treasury issues plus guarantee fees of about 3%. The CDC's loan portion cannot exceed 40% of a project. Maximum SBA debenture supporting the loan can be up to \$1.35 million. Must be used for fixed assets, and must create one job for every \$50,000 of CDC's funds. Start-ups must contribute 10-20% equity to total start-up. The local CDC is the Ark-La-Tex Investment & Development Corporation, a subsidiary of The Coordinating & Development Corporation. **Contact: (318) 632-2022, [www.cdconline.org/Arklatex.htm](http://www.cdconline.org/Arklatex.htm)**

P **[SBA International Trade Loan Programs](#)** – Available to small businesses engaged in international trade or adversely impacted by competition from imports. Combined effort of SBA and Ex-Im Bank to support small

businesses expanding into export markets. Can be administered under either SBA 504 or 7 (a) programs. Maximum amount guaranteed is \$1.25 million consisting of \$1 million for facilities and equipment and \$250,000 for working capital. Funds must be used for export related activities. May not be used to refinance existing debt. Maximum term is 25 years. **Contact: Your local banker or for more information on SBA export loans, or visit, [www.sba.gov/financing/loanprog/ewcp.html](http://www.sba.gov/financing/loanprog/ewcp.html)**

**USDA Rural Development Revolving Loan Program** - The CDC, through its subsidiary, The Ark-LA-Tex Investment and Development Corporation, has joined with the USDA's Rural Development in making available the Intermediary Relending Program for new and growing businesses in our ten-parish Northwest Louisiana Area. Loans from \$10,000 up to \$150,000 (75% of project costs) can be financed for projects in rural areas of the parishes served by CDC. The focus of this program is to create or retain jobs. The program supplements private lenders' efforts by either participating with them on special financing projects or direct loans to borrowers who cannot qualify under the private lenders' rules. **Contact: Ark-La-Tex Investment & Development Corporation, [www.cdonline.org/Arklatex.htm](http://www.cdonline.org/Arklatex.htm)**

**Several communities in Northwest Louisiana also have Revolving Loan Programs, including:**

**Claiborne Parish:**

Homer and Haynesville, Claiborne Chamber of Commerce, (318) 927-3271, [www.claiborneone.org/homer/coc/](http://www.claiborneone.org/homer/coc/)

**Red River Parish:**

Coushatta-Red River Parish Chamber of Commerce, (318) 932-3289, [www.chamber.coushatta.net/index.html](http://www.chamber.coushatta.net/index.html)

**Sabine Parish:**

Sabine Parish Chamber of Commerce, (318) 256-3523, [www.sabineparish.com/chamber/index.asp](http://www.sabineparish.com/chamber/index.asp)

**Webster Parish:**

Cullen: Town of Cullen, (318) 994-2263  
South Webster Parish: Minden/South Webster Chamber of Commerce, (318) 377-4240,

[www.minden.org](http://www.minden.org)

**Bossier City Micro Loan Program**

This loan program provides up to \$15,000 for fixed asset and/or working capital loans for startup and existing small businesses. Loans must be used to create and/or retain of jobs for low and moderate income residents. Loans are available only to qualified for profit small businesses located within the Bossier City limits. **Contact: City of Bossier City, Community Development Department, (318) 741-8560, [www.bossiercity.org/](http://www.bossiercity.org/)**

**City of Shreveport Business Loan Program**

The City's loan program provides long-term, low-interest rate financing to assist qualified for-profit small businesses. Loans are intended to stimulate job growth, retain existing jobs, provide management training, and increase general business activity. Types of eligible activities include acquisition of land and building; purchase of machinery and equipment; construction/renovation of new or existing facility; some business start-up costs, and limited working capital. **Contact: Community Development, Department (318) 673-7500, [www.ci.shreveport.la.us/dept/cd/busloans.htm](http://www.ci.shreveport.la.us/dept/cd/busloans.htm)**

**Shreveport's Downtown Shreveport Development Corporation Loan Program**

This financial incentive is designed to provide rehabilitation funds to property owners and small businesses interested in renovating older buildings located within Shreveport's Downtown Development District. Loans are usually limited to a maximum of \$30,000, with a fixed low interest rate as low as 3.5%. **Contact: Downtown Shreveport Development Corporation, (318) 222-7403, [www.downtownshreveport.com](http://www.downtownshreveport.com)**

**Minden Rural Business Enterprise Loan Program**

- The Minden/South Webster Chamber of Commerce offers loans to businesses through their Rural Business Enterprise Loan program. Maximum loan amount: \$200,000. **For more information, contact: Minden/South Webster Chamber of Commerce, (318) 377-4240, [www.minden.org](http://www.minden.org)**

**Tri District Development Corporation(TDDC)**

TDDC provides long-term rate financing, both fixed and flexible, to qualified businesses in the twenty-nine parishes of North Louisiana. Staffed

through offices in Shreveport, Monroe and Alexandria, TDDC provides business development financing for companies creating long-term permanent employment, primarily in the rural regions of North Louisiana. (Loan types similar to those offered by AIDC.) **Contact:: The Coordinating & Development Corporation, (318) 632-2022, [www.cdconline.org/Affiliates.htm#Tri](http://www.cdconline.org/Affiliates.htm#Tri)**

#### **Red River Valley BIDCO, Inc.**

The Red River Valley BIDCO, Inc. is a business and industry development corporation administered by The CDC. A for-profit business and industry development corporation, the RRV BIDCO supplements private lenders' efforts by either participating with them on special financing projects or direct loans to borrowers who cannot qualify under a private lender's rule. Maximum loan amount is \$1 million. **Contact: (318) 632-2022, [www.cdconline.org/Affiliates.htm#RED%20RIVER%20VALLEY%20BIDCO,%20INC](http://www.cdconline.org/Affiliates.htm#RED%20RIVER%20VALLEY%20BIDCO,%20INC)**

**Louisiana Economic Development Corporation (LEDC)** - LEDC offers a variety of loan guarantee programs. LEDC itself does not make direct loans; you must have a bank that is willing to loan you the money with the backing of an LEDC guarantee. Programs available through LEDC include:

- ! **Small Business Loan Program** – provides loan guarantees and participations to banks in order to facilitate capital accessibility for businesses. Guarantees may range up to 75% of the loan amount, not to exceed a maximum of \$1.5 million. Loan participations of up to 40% are also available. Applicants must have a business plan and a bank that is willing to fund the loan.
- ! **Business Linked Deposit Program** – provides for a 1% to 4% interest rate reduction on a maximum of \$200,000 for 2 to 5 years on term loans that are funded by banks to Louisiana businesses. Job creation, statistical area employment, and cash flow requirements for underwriting are all criteria which will effect the percentage and term of the linked deposit.
- ! **Micro Loan Program** – provides loan guarantees and participations to banks that fund loans ranging from \$5,000 to \$50,000 to Louisiana small businesses.

! **Contract Loan Program** – intended to provide a loan participation and guarantee to a bank for government contract loans. These loans are intended to help businesses finance working capital for contracts with local, state, or federal government agencies. Loans may range from \$5000 to \$1,000,000 and must be for terms of one year or less.

! **Exim Bank City/State Program** – LEDC has a relationship with the U.S. Export-Import Bank in Washington, D.C. Under this program, LEDC facilitates export working capital loans for small Louisiana businesses. **Contact: (225) 342-5675,**

*Note: For more information visit,*

**<http://www.louisianaforward.com/louisiana-businesses/business-resources/financial-assistance/small-business-loan-program.aspx>**

#### **Louisiana Department of Agriculture**

For companies involved in processing Louisiana agriculture and forestry products, the Louisiana Department of Agriculture offers several loan guaranteed loan programs. **Contact: (225) 922-1277, [www.ladaf.state.la.us](http://www.ladaf.state.la.us)**

#### **Louisiana Venture Capital/Other Financial Organizations**

- The information provided under this category is provided as a courtesy. No endorsement is intended by the inclusion herein of the following four venture capital organizations.

! **Louisiana Angel Network** – The Louisiana Angel Network (LAN) is a newly-formed Louisiana non-profit corporation that promotes entrepreneurial growth by bringing together a network of accredited investors interested in potentially making private equity, early-stage investments into Louisiana-based Entrepreneurial Businesses. Typically, angel-round funding is defined by a company's need for anywhere from \$50,000 up to around \$2 million of capital in order to get to the next level. **Contact: (225) 927-3331, [http://louisianaangels.angelgroups.net/58080\\_58081.html](http://louisianaangels.angelgroups.net/58080_58081.html)**

! **Louisiana Fund I** – Louisiana Fund I is an early stage venture capital fund focused on the identification of investment opportunities emanating from research universities and

other organizations in the state of Louisiana.

**Contact:**(225) 615-8905,

<http://www.louisianafund.com/>

- ! **Source Capital Corporation** – Corporate finance, equity and debt investments. Provides venture capital for seed, start-up, first stage, second stage, acquisitions, business sales, debt placement, government-guaranteed loans. Minimum investment: \$100,000. Preferred investment: \$250,000 to \$600,000. Also, Source Capital's subsidiary, First Louisiana Business and Industrial Development Corporation (First BIDCO), has certified lender status from the SBA to originate SBA 7(a) guaranteed loans. **Contact: (225) 612-2583, [www.sourcecap.com](http://www.sourcecap.com)**
- ! **Stonehenge Capital Corporation** – Venture capital subsidiary of Bank One. Will function either as originator or investor in deals created by others. Provides capital for expansions, later stage, mezzanine, leveraged buyouts, and acquisitions. Minimum investment: \$500,000; preferred investment: \$1 million to \$2.5 million. Generally, does not work with start-up companies. Prefers companies with a history of three to five years of successful sales. Recognized as a Small Business Investment Company (SBIC) by the SBA. **Contact: (225) 408-3000, [www.stonehengecapital.com](http://www.stonehengecapital.com)**
- ! **Hibernia Southcoast Capital** – a wholly owned subsidiary of Capital One Financial Corporation, Hibernia Southcoast Capital is a New Orleans-based regional investment bank. The firm's primary lines of business are equity research, debt and equity sales and trading, and corporate finance. Established companies preferred. **Contact: (800)-666-9174, [www.capitolonebank.com](http://www.capitolonebank.com)**
- ! **BizCapital BIDCO** – BizCapital lends capital mostly to small to medium sized companies. The company funds its own loans and specializes in Asset Acquisitions, Start-Ups, Working Capital, and Business Expansion. Certified SBA and USDA Lender. Venture capital provided through affiliate Advantage Capital Partners LLC. **Contact: (504) 832-1993,**

[www.biz-capital.com](http://www.biz-capital.com)

- ! **UPS Capital** – The goal of UPS Capital is to combine financial services with other capabilities of UPS to provide the expertise and resources for companies to enhance their competitive advantage and expand their businesses by leveraging the supply chain – flow of goods, information, and funds – through a global service provider – United Parcel Service. Products and Services include Distribution Finance (Asset Based Lending and Structured Finance), Business Credit, Global Trade Finance, Leasing, and Trade Protection Services. **Contact: (860) 727-0700, [www.upscapital.com](http://www.upscapital.com)**

### **R&D Grants/Contracts for Technology-Based Companies**

- ! **Small Business Innovation Research Grants (SBIR)** – Competitive awards. Available only to small start-up and existing technology-based companies. Eleven participating federal agencies (NASA, NIH, DOD, EPA, etc.) solicit for R&D proposals and award funding to qualified businesses. Companies submit proposals in response to specific solicitations. Agencies make SBIR awards based on small business qualifications, degree of innovation, technical merit, and future market potential. [http://es.epa.gov/ncer/sbir/2003\\_fact\\_sheet.pdf](http://es.epa.gov/ncer/sbir/2003_fact_sheet.pdf)
- ! **Small Business Technology Transfer (STTR)** – Competitive awards. Available only to small start-up and existing technology-based companies participating in cooperative R&D with research institutions. Five participating federal agencies (NASA, NSF, DOD, DOE, DHHS) solicit for R&D proposals and award funding to qualified businesses. Companies submit proposals in response to specific solicitations. Agencies make SBIR awards based on small business qualifications, degree of innovation, technical merit, and future market potential. **Contact: Ark-La-Tex Regional Export & Technology Center, Inc., (318) 671-1050**  
*Note: Information on the SBIR and STTR program also may be accessed through:* [www.zyn.com](http://www.zyn.com)

## PERMITTING AND LICENSING INFORMATION

### Certificate of Occupancy

Before a commercial or industrial building can be occupied and used, many communities require that Certificate of Occupancy is required. Provided all building and other code requirements have been met and building and zoning requirements are complied with, a Certificate of Occupancy will be issued by the appropriate authority. In some cases, certificates of occupancy are also required before an occupational license can be issued. Communities that require Certificates of Occupancy include:

**Bienville Parish:**

Arcadia and Ringgold

**Bossier Parish:**

Benton, Bossier City, and Haughton

**Caddo Parish:**

Blanchard, Greenwood, Oil City, and Shreveport

**Claiborne Parish:**

Homer

**DeSoto Parish:**

Mansfield and Stonewall

**Lincoln Parish:**

Ruston

**Natchitoches Parish:**

City of Natchitoches

**Red River Parish:**

Coushatta

**Sabine Parish:**

Many

**Webster Parish:**

Minden and Springhill

**Contact your city or town hall for more information. For phone number, go to [www.lma.org](http://www.lma.org), click on Municipalities.**

### Alcoholic Beverages

Before a license to sell alcoholic beverages at any location within a Parish may be issued, a permit must be obtained. Applications and answers to specific questions regarding alcohol/beverage permits and licenses may be obtained from your local police or sheriff department.

[www.lsa.org/Louisiana\\_Sheriffs\\_Association/Sheriffs\\_Directory/Parish\\_Name/parish\\_name.html](http://www.lsa.org/Louisiana_Sheriffs_Association/Sheriffs_Directory/Parish_Name/parish_name.html)

### Food and Beverage Facilities

The Parish Health Unit must review Food and

Beverage Handling facilities: contact your local parish Health Department for specific information. [www.opd.dhh.state.la.us/opdregions/page61c8.html?page=87](http://www.opd.dhh.state.la.us/opdregions/page61c8.html?page=87)

### Additional License and Registering Information

#### State

#### New Business Registration

For information and forms, contact the Louisiana Secretary of State's *First Stop Business Shop*.

**Contact: (225) 925-4704,**

[www.sec.state.la.us/comm/fss/fss-index.htm](http://www.sec.state.la.us/comm/fss/fss-index.htm)

#### Alcoholic Beverage and/or Tobacco Licenses

Any business selling beer, liquor, soft drinks or tobacco must obtain a state alcoholic beverage and/or tobacco license; the issuing authority is the Louisiana Department of Revenue and Taxation, Office of Alcoholic and Tobacco Beverage Control, Certification Division. **Contact: (225) 925-4041,** [www.atc.rev.state.la.us/](http://www.atc.rev.state.la.us/)

#### Health Care Facilities Licenses

A license is required by the State of Louisiana before a hospital or nursing home may be opened; the issuing authority is the Louisiana Department of Health and Hospitals, DHH/Health Standards Section. **Contact: (225)-342-0138,** [www.dhh.louisiana.gov/offices/?id=112](http://www.dhh.louisiana.gov/offices/?id=112)

#### Child Day Care Center Licenses

A license is required by the State of Louisiana before a child day care center may be opened; the issuing authority is the Department of Social Services Licensing Bureau. **Contact: (225) 922-0015,** [www.dss.state.la.us/departments/os/Licensing.html](http://www.dss.state.la.us/departments/os/Licensing.html)

#### Adult Day Care Center and Other Adult Related Services Licenses

- The Louisiana Department of Health and Hospitals' Bureau of Community Supports and Services currently licenses Adult Day Health Care and Case Management Agencies that provide services for MR/DD Waiver, Elderly/Disabled Adult Waiver, H.I.V. Targeted Population, and Nurse Home Visitation Program. **Contact: (800) 660-0488,**

[www.dhh.louisiana.gov/offices/?ID=105](http://www.dhh.louisiana.gov/offices/?ID=105)

### **Environmental Licenses and Permits**

A range of licenses and permits are granted to businesses in compliance with state and federal environmental regulations; the issuing authority for most federal and state licenses and permits is the Louisiana Department of Environmental Quality. For further information on state and federal regulations, permits, and licenses, **contact the Louisiana Department of Environmental Quality Permits Division, (225) 219-3181 or the Northwest (Shreveport) regional office, (318) 676-7476.**

[www.deq.louisiana.gov/portal/tabid/36/Default.aspx](http://www.deq.louisiana.gov/portal/tabid/36/Default.aspx) *The Department of Environmental Quality also offers a small business assistance program for small businesses. **The hotline number is (800) 259-2890 or (225) 219-3309.*** The Northwest (Shreveport) regional office may be **contacted at (318) 676-7476,** [www.deq.louisiana.gov/portal/tabid/85/Default.aspx](http://www.deq.louisiana.gov/portal/tabid/85/Default.aspx)

### **Federal**

#### **Occupational Safety and Health Administration**

**(OSHA)** - OSHA requires no licenses or permits; however, it does require the display of a poster describing relevant rights and responsibilities. Most employers must keep a log of work-related injuries and illnesses, which must be accessible to employees. **Contact: State Office: (225) 298-5458, [www.osha.gov](http://www.osha.gov)**

#### **Environmental Protection Agency (EPA)**

The EPA oversees all federal environmental legislation. It also has jurisdiction over the issuance of various permits and licenses, although this jurisdiction does not extend over all states for all environmental matters. To determine whether a particular business enterprise is subject to EPA regulations and whether the EPA or the Louisiana

Department of Environmental Quality is the appropriate licensing authority, **Contact: Region 6 Office, (includes Louisiana), (214) 665-6444, [www.epa.gov](http://www.epa.gov)**

The EPA also provides toll-free hot lines to provide information on specific legislative acts and requirements. For general information about EPA requirements and about the limits of federal licensing and permitting jurisdiction, visit: [www.epa.gov/epahome/hotline.htm](http://www.epa.gov/epahome/hotline.htm)

#### **Red River Construction/Activities**

The Caddo-Bossier Port Commission by law is mandated to regulate commerce and traffic on the Red River within the parishes of Caddo and Bossier. Performance under this mandate requires permit procedures for certain types of activities, including: construction and/or dredging affecting navigable waters, passenger and/or marina type activities, and any activity on the Red River requiring permit authority from any Planning Commission or Levee Board within the two parishes. An application must be submitted to the Port Commission contemporaneously with application to other applicable permitting agencies such as the U. S. Army Corps of Engineers, Planning Commission, Levee Board, and/or U. S. Coast Guard. Approval must be obtained from the appropriate agency/agencies before the Port Commission will make a final determination. **Contact: (318) 524-2272, [www.portsb.com](http://www.portsb.com)**

#### **Wetlands Applications**

The U. S. Army Corps of Engineers is responsible for permits involving the waters of the United States. Often a 404 Permit or Wetlands mitigation permit is required in development. **All applications or inquiries should be directed to the Corps of Engineers, Vicksburg District, Shreveport Office, (318) 322-6391, [www.mvk.usace.army.mil/whatwedo/regulatedactivities.htm](http://www.mvk.usace.army.mil/whatwedo/regulatedactivities.htm)**

## BASIC BUSINESS TAXES

### Occupational License Taxes

Occupational Licenses are essentially taxes on the gross receipts of various classes of businesses and professions. There are virtually no exemptions, except that there is a minimum and maximum tax which may be paid by an individual or firm. Occupational license taxes are payable on a sliding scale, depending upon the gross receipts of the business or profession. Some representative tax ranges are shown below:

- Retailers:** \$10 - \$6,200 (generally about .1% of sales)  
**Wholesalers:** \$50 - \$7,500 (generally less than 0.05% of sales)  
**Professionals:** 1/10 of 1% (.001) of gross

Manufacturers are not required to pay occupational license taxes (except on retail sales). The statute governing occupational license taxes is rather complicated. For more precise information about the amount of occupational license tax owed by your business, please contact the City's Revenue Division at the address shown below.

*Note: The following communities and parishes require businesses to obtain Occupational Licenses:*

- Bienville:** Arcadia, Gibsland, Jamestown, and Saline  
**Bossier:** Bossier City, Benton, Haughton, and Plain Dealing  
**Caddo:** Belcher, Blanchard, Caddo Parish, Gilliam, Greenwood, Hosston, Ida, Mooringsport, Rodessa, Shreveport, and Vivian  
**Claiborne:** Athens, Haynesville, Homer, Lisbon, and Junction City  
**DeSoto:** Grand Cane, Logansport, Keatchi, Mansfield, South Mansfield, and Stanley  
**Lincoln:** Dubach, Grambling, Simmsboro  
**Natchitoches:** Ashland, Campti, Clarence, Goldonna, Natchez, Natchitoches, Powhatan, Provencal, and Robeline  
**Red River:** Coushatta, Edgefield, Hall Summitt, Martin, and Red River Parish

- Sabine:** Converse, Fisher, Florien, Many, Noble, Pleasant Hill, and Zwolle  
**Webster:** Cotton Valley, Cullen, Dixie Inn, Dubberly, Doyline, Heflin, Minden, Sarepta, Shongaloo, Sibley, Springhill, and Webster Parish

**Contact your city, town or village hall, [www.lma.org](http://www.lma.org), or parish government (if outside incorporated area), [www.lpgov.org/directory](http://www.lpgov.org/directory), for application information.**

### Property Taxes

Property taxes are levied on land, improvements, business furniture and fixtures, and inventories. The assessed valuation for tax purposes is generally 15% of market value (10% for land and residential improvements) and is set by the Parishes Tax Assessor, subject to appeal to the Louisiana Tax Commission. Questions about the assessed value of a particular parcel should be addressed to your local tax assessor. **For contact information, go to: [www.louisianaassessors.org/Assessors/Assessors.htm](http://www.louisianaassessors.org/Assessors/Assessors.htm)**

### Sales & Use Taxes

#### Local

Each parish has a Sales and Use Tax Commission that collects sales taxes for the municipalities and the Parish. Any business required to collect sales taxes must register with their appropriate Commission and submit tax receipts according to the schedule established by the Commission for your business and parish. **Contact: [www.laota.com/pta.htm](http://www.laota.com/pta.htm)**, then click on your parish for contact information. Some parishes allow you file for your sales tax number online at: [www.laota.com/registration/tax\\_application.htm](http://www.laota.com/registration/tax_application.htm)

#### State Corporate Income Tax

The corporate income tax ranges from 4% to 8% of net taxable income. The effective rate of taxation is somewhat less because federal income taxes are deductible in computing Louisiana net taxable income. A partial waiver of corporate income taxes is allowable under incentive programs. Current tax rates are:

- 4% on the first \$25,000
- 5% on the second \$25,000

- 6% on the next \$50,000
- 7% on the next \$100,000 and
- 8% on the next income over \$200,000

**Contact: Department of Revenue, Shreveport Office, (318) 676-7500, [www.rev.state.la.us/sections/business/corp.asp](http://www.rev.state.la.us/sections/business/corp.asp)**

### Corporate Franchise Tax

The rate is \$1.50 per \$1,000 on first \$300,000 of capital stock, surplus, undivided profits, and borrowed capital employed in Louisiana; \$3 per \$1,000 after first \$300,000. Credits and exemptions available through various state tax incentive programs. **Note:** Under legislation passed during the 2004 Special Session of the Louisiana Legislature the inclusion of borrowed capital within the Franchise Tax began phase-out Jan. 1, 2006, and will be fully implemented as of Jan. 1, 2012. Taxable Year Amount of Borrowed Capital Included in Tax Base:

- Beginning after 12/31/05 and ending before 1/1/07 – 86%
- Beginning after 12/31/06 and ending before 1/1/08 – 72%
- Beginning after 12/31/07 and ending before 1/1/09 – 58%
- Beginning after 12/31/08 and ending before 1/1/10 – 44%
- Beginning after 12/31/09 and ending before 1/1/11 – 30%
- Beginning after 12/31/10 and ending before 1/1/12 – 16%
- After 12/31/11 – 0%

**Louisiana Department of Revenue and Taxation, Shreveport Office, 1525 Fairfield Avenue, Shreveport, LA 71101, (318) 676-7500, [www.rev.state.la.us](http://www.rev.state.la.us).**

### Employee Taxes

All companies with employees are required to participate in the following employee tax programs:

#### Federal and State Income Tax Withholding

All employers are required to withhold income taxes from their employees' wages for both the Federal and State government. To know how much income tax to withhold from employees' wages, you should have all new employees complete the appropriate forms: a Form W-4, Employee's Withholding Allowance Certificate for **Federal withholding**, [www.irs.gov/pub/irs-pdf/fw4.pdf](http://www.irs.gov/pub/irs-pdf/fw4.pdf) Employee Withholding Exemption Certificate (L-4)

for **State withholding**, [www.rev.state.la.us/forms/taxforms/1300\(4\\_01\)f.pdf](http://www.rev.state.la.us/forms/taxforms/1300(4_01)f.pdf)

#### Social Security and Medicare Taxes

By Federal law, all employers must withhold Social Security and Medicare taxes from an employee's gross wages (7.65% up to a certain amount, 1.45% thereafter). The employer must also pay an equal amount for this tax. Depositing procedures vary depending upon the total amount an employer withholds from all employees. Current information on amounts to withhold as well as up-to-date employee income tax withholding taxes may be found in the IRS publication entitled Circular E, Employer's Tax Guide, [www.irs.gov/publications/p15/index.html](http://www.irs.gov/publications/p15/index.html)

#### Unemployment Insurance

With a few exceptions, all businesses with employees must pay federal and state unemployment taxes. The tax is the business owner's responsibility; it is illegal to deduct this tax from an employee's wages. For information on Louisiana Unemployment Compensation matters, **Contact: For Louisiana: Louisiana Department of Labor, Unemployment Insurance Field Audit Office, (318) 676-7703. To apply for a UI number with the state, go to:** [www.laworks.net/forms/wts/statusreport.pdf](http://www.laworks.net/forms/wts/statusreport.pdf) For Federal information, the IRS publication, **Circular E, Employer's Tax Guide**, provides information on filing with the Federal government. [www.irs.gov/publications/p15/index.html](http://www.irs.gov/publications/p15/index.html)

#### Federal Unemployment (FUTA) Tax

The Federal Unemployment Tax Act (FUTA), with state unemployment systems, provides for payments of unemployment compensation to workers who have lost their jobs. Most employers pay both a Federal and a state unemployment tax. A list of state unemployment tax agencies, including addresses and phone numbers, is available in Pub. 926, Household Employer's Tax Guide. Only the employer pays FUTA tax; it is not deducted from the employee's wages. For more information, see the Instructions for Form 940, [www.irs.gov/pub/irs-pdf/i940.pdf](http://www.irs.gov/pub/irs-pdf/i940.pdf)

#### Workers' Compensation

State law mandates that all employers must provide Workers' Compensation insurance for their employees. Rates vary depending upon

employee classifications. **Contact:** The Workers' Compensation Division, Louisiana Department of Labor, Northern Division, (318) 676-5531, [www.laworks.net/bus\\_owca.asp](http://www.laworks.net/bus_owca.asp)

**Note:** An Employer Handbook outlining requirements

for the state Unemployment and Worker's Compensation programs may be accessed through the Louisiana Department of Labor's website at; [www.laworks.net/Forms/er/EmployerHandbook.pdf](http://www.laworks.net/Forms/er/EmployerHandbook.pdf)

## **GOVERNMENT PROCUREMENT OPPORTUNITIES**

### **SBA'S Office of Government Contracting (GC)**

GC advocates on behalf of small business in the federal procurement world, and works to create an environment for maximum participation by small, disadvantaged, and woman-owned businesses in federal government contract awards and large prime subcontract awards. Online registration for SBA's contracting program has been incorporated into the Department of Defense's Central Contractor Registration (CCR). [www.ccr.gov](http://www.ccr.gov)

**Note:** A DUNS number, provided by Dun & Bradstreet (D&B), is required for registration in the Central Contractor Registration (CCR) database. As a result, D&B may include your basic information (i.e. company name, address) in some of their products, such as mailing lists. If at anytime you do not wish to be included in these D&B products or have questions please **contact them at 1-866-705-5711**, or go to <http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=46513B3D13A7C4D5F799C430F9E92EF4>

### **SBA'S HUBZone Program**

The purpose of the HUBZone program is to provide federal contracting assistance for qualified small business concerns located in historically underutilized business zones. To be a qualified HUBZone small business concern, a company must be a small business, owned and controlled only by US citizens, have their main office located in a HUBZone, have at least 35% of the company's employees residing in a HUBZone (doesn't have to be the same HUBZone as the company's principal office), and be certified under the Small Business Administration's 8(a) program.

[www.sba.gov/hubzone](http://www.sba.gov/hubzone)

To determine if your company is located in a HUBZone, log onto:

[map.sba.gov/hubzone/init.asp#address](http://map.sba.gov/hubzone/init.asp#address)

### **8(a) Business Development Program**

The SBA's 8(a) BD Program, is a business development initiative that helps small disadvantaged business concerns compete in the American economy. As part of the business development of the 8(a) firms, SBA helps small

disadvantaged businesses access the Federal contracting marketplace. Certification through the SBA 8 (a) program is required for participation in this program. [www.sba.gov/8abd](http://www.sba.gov/8abd)

### **Sub-Net Contracting Program**

Prime contractors use SUB-Net to post subcontracting opportunities. These may or may not be reserved for small business, and they may include either solicitations or other notices of sources sought for teaming partners and subcontractors on future contracts. Small businesses can review this web site to identify opportunities in their areas of expertise.

<http://web.sba.gov/subnet/>

### **FedBizOpps.gov**

FedBizOpps.gov is the single government point-of-entry for Federal government procurement opportunities more than \$25,000. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through one portal – FedBizOpps – commercial vendors seeking Federal markets for their products and services can search, monitor, and retrieve opportunities solicited by the entire Federal contracting community. Once you are signed up with FedBizOpps, you will receive announcements by email. [www.fedbizopps.gov/](http://www.fedbizopps.gov/)

### **Department of Housing and Urban Department (HUD)**

- HUD provides a Contract Opportunities Mailing Notification List that provides information about the Department's current contracting opportunities. You will receive an email notification whenever new solicitations and amendments are posted to HUD's Current Contracting Opportunities.

[www.hud.gov/subscribe/index.cfm](http://www.hud.gov/subscribe/index.cfm)

### **State of Louisiana Procurement and Contract Network**

- This site allows you to register to become a vendor to state agencies. Once registered you will be able to access solicitations by state agencies by specific commodity groups,

by departments, by specific bid numbers, or search for open bids. Registered vendors should routinely check the LaPAC Bids site for a listing of current business opportunities. To download a copy of the *"How to do Business with the State*

*of Louisiana Vendor's Guide,"* go to; [www.doa.louisiana.gov/osp/VendorCenter/Documents/vendorguide.pdf](http://www.doa.louisiana.gov/osp/VendorCenter/Documents/vendorguide.pdf)

## INTERNATIONAL TRADE

### Shreveport Export Assistance Center (EAC)

Companies interested in obtaining export assistance may contact the EAC, an office of the U.S. Department of Commerce/International Trade Administration. The primary focus of the EAC is to assist export-ready clients, those with the commitment and resources to establish or expand their export potential. The center provides hands-on export marketing for small and medium-size companies. At the EAC, the commercial trade specialist helps a company gauge its export potential, locate good overseas markets, develop sales strategies, identify agents and customers, and start successful export operations. The specialist also can answer questions about exporting (financing, shipping, export licenses, shipping documents, etc.) and introduce exporters to important contacts, such as freight forwarders, international banks, and export trading companies. **Contact: (318) 676-3064,** [www.buyusa.gov/shreveport/](http://www.buyusa.gov/shreveport/)

### U.S. Export-Import Bank

The Ex-Im Bank is a federal agency that provides insurance for foreign receivables, working capital, loans and guarantees. It also has special programs for environmental, project financing, and small businesses. **Contact: (202) 565-3946,** [www.exim.gov/index.cfm](http://www.exim.gov/index.cfm)

### Shreveport-Bossier Customs Port of Entry

Companies involved in importing from foreign sources may clear their goods and/or obtain information from the U.S. Customs and Border

Protection office based at the Shreveport Regional Airport. **Contact: (318) 635-7873,** [www.cbp.gov/xp/cgov/import/](http://www.cbp.gov/xp/cgov/import/)

Ark-La-Tex Regional Export & Technology Center, Inc. - Companies not currently involved in international trade that would like to explore the possibilities of exporting or importing may contact the Ark-La-Tex Regional Export & Technology Center, Inc. for information. Information also is available regarding Foreign Trade Zones and Custom Bonded Warehouses. **Contact: (318) 671-1050,** [www.cdconline.org/businessincubator.htm](http://www.cdconline.org/businessincubator.htm)

### Louisiana Department of Economic Development, International Services

This agency utilizes trade shows, contacts with an extensive international network and databases to identify trade opportunities for local businesses. It also assists firms in finding foreign distributors, representatives, licensees or joint venture partners/sources, and helps Louisiana companies access the Federal export loan assistance programs locally in conjunction with the Louisiana Economic Development Corporation program. Co-sponsors trade seminars with public and private entities. The seminars are designed to encourage attendees to consider the possibility of exporting. **Contact: (225) 342-4323** [www.led.state.la.us/louisiana-economic-development-department/international-services.aspx](http://www.led.state.la.us/louisiana-economic-development-department/international-services.aspx)

## REQUIREMENTS FOR DOING BUSINESS IN LOUISIANA

*The following information is provided to make it easier for your company to do business in Louisiana. The information provided, such as telephone numbers and Internet addresses, is subject to change.*

Required	Sole Proprietor	Partnership	Corporation	LLC
<i>Federal Employer ID No. (EIN)</i>	<i>Yes (if you have employees)</i>	Yes	Yes	Yes
<i>State Employer ID No.</i>	<i>Yes (if you have employees)</i>	Yes	Yes	Yes
<i>Tax Account Registration (Retail sales and Certain Services)</i>	Yes	Yes	Yes	Yes

### FEDERAL

<i>Employer Identification Number (EIN) Also registers your company for Employee's Income and Social Security/Medicare Withholding and Federal Unemployment Tax (FUTA)</i>	IRS Form SS-4. To apply online for an EIN, go to: <a href="http://www.irs.gov/businesses/small/article/0,,id=98350,00.html">www.irs.gov/businesses/small/article/0,,id=98350,00.html</a>
--	---

### STATE

<i>Registering corporations, LLCs, Partnerships with the State</i>	Louisiana Secretary of State, Commercial Division. Phone: (225) 925-4704 <a href="http://www.sec.state.la.us/comm/corp/corp-filings.htm">www.sec.state.la.us/comm/corp/corp-filings.htm</a>
<i>Sales Tax Account Registrations and Employee Withholding Taxes</i>	Louisiana Department of Revenue and Taxation. Downloadable form (CR-1) for registering for Sales Tax and/or Employee Withholding Taxes is available at <a href="http://www.rev.state.la.us/forms/taxforms/16019(7_02)F.pdf">www.rev.state.la.us/forms/taxforms/16019(7_02)F.pdf</a>
<i>Worker's Compensation Employer Account Number</i>	Louisiana Department of Labor, Office of Workers' Compensation Administration, 225-342-7555, <a href="http://www.laworks.net/bus_owca.asp">www.laworks.net/bus_owca.asp</a>
<i>Unemployment Insurance Employer Account Number</i>	Louisiana Department of Labor, Employer Status Unit, 225-342-2944, <a href="http://www.laworks.net/forms/wts/statusreport.pdf">www.laworks.net/forms/wts/statusreport.pdf</a>

<i>Business Licenses</i>	A variety of businesses, ranging from architects to wholesale drug distributors, are required to obtain a state license from the appropriate state governing board or commission. To determine if your business needs a special license, call the Ark-La-Tex Regional Export & Technology Center, Inc., (318) 671-1050, or go to <a href="http://www.laworks.net/forms/lmi/licensingguide.pdf">www.laworks.net/forms/lmi/licensingguide.pdf</a> to download a copy of the state's Licensing Guide.
--------------------------	--

**LOCAL**

<i>Occupational License</i>	If required, obtain from city/town, <a href="http://www.lma.org">www.lma.org</a> , or Parish <a href="http://www.lpgov.org/directory">www.lpgov.org/directory</a> in which your business is located.
<i>Certificate of Occupancy</i>	If required, obtain from city/town, <a href="http://www.lma.org">www.lma.org</a> , or Parish <a href="http://www.lpgov.org/directory">www.lpgov.org/directory</a> in which your business is located.
<i>Local Sales/Use Tax Account No.</i>	Go to <a href="http://www.laota.com/pta.htm">www.laota.com/pta.htm</a> , then click on your parish for contact information. Some parishes allow you to file for your sales tax number online at <a href="http://www.laota.com/registration/tax_application.htm">www.laota.com/registration/tax_application.htm</a>
<i>Fictitious/Assumed Name</i>	Applies to Sole Proprietors and Partnerships. If you do not use your legal name in your business's name, you must register your fictitious/assumed name with the your Clerk of Court, <a href="http://www.lafayetteparishclerk.com/district.html">www.lafayetteparishclerk.com/district.html</a>

*Copyright 2007, The Coordinating and Development Corporation. Redistribution to all others interested in economic development is strongly encouraged. Please cite The Coordinating and Development Corporation whenever portions are reproduced or redirected.*

*The material contained herein should be used as a guide only. It is not intended to serve in lieu of professional, legal, tax, or accounting services. The Coordinating & Development Corp. accepts no responsibility for any inaccuracies or changes in laws, ordinances, phone numbers, or web site addresses that may occur.*

5/2007