

## Quality Jobs Program Timeline

### 1. Advance Notification

Advance Notification must be filed prior to the Project/Construction start, purchasing or hiring.

### 2. Disclosure Authorization

This document is required if a consultant or someone other than a company employee is the contact person.

### 3. Endorsement Resolution

If you are interested in a local sales tax rebate, contact the political subdivision. A copy of the Endorsement Resolution must be received before the Board of Commerce and Industry (Board) approves the Quality Jobs (QJ) Application. The local sales tax rebate does not apply to the refundable Investment Tax Credit.

### 4. Certification of Primary Qualification

Eligibility certification that acknowledges the business type used as the primary qualification for the QJ Program, this document must be submitted prior to the application.

### 5. Minimum Health Insurance Requirement

Acknowledges that you are aware of the Minimum Health Care requirement, must be submitted prior to or in conjunction with the application.

### 6. Application

Application is due ninety (90) days prior to the completion of the project or within ninety (90) days after you start hiring personnel, **whichever comes first**. There is a 30 month "project/construction" period for which sales/use taxes can be rebated. If the project is for jobs only, the application is due within ninety (90) days after you start hiring personnel.

### 7. Approval

Upon receipt of the Application, fee, and addendum material, the Application is reviewed by LED. Upon acceptance, the application is processed and then presented at the next Board meeting.

### 8. Contract

When the Application is approved by the Board, contracts will be mailed to the applicant. Sign all three (3) original contracts, have signatures witnessed by two (2) persons and return the signed contracts. The contracts will be sent to the Governor's office for signature. The executed contracts will be distributed as follows: (a) one original will be retained by LED, (b) one original will be sent to the applicant and (c) one original will be forwarded to the Department of Revenue.

### 9. Project Completion Report

The Project Completion Report is due within ninety (90) days of the completion of the project.

### 10. State Sales Tax Rebate or Investment Tax Credit

State Sales Tax Rebate **must** be submitted to LDR, (**not LED**), **within 6 months** after the Governor signs the contract. **Mail Rebate Claim to LDR, P.O. Box 3863, Baton Rouge, LA 70804-0201**

### 11. Local Sales Tax Rebate

Contact the local political subdivision for instructions.

### 12. Employee Certification Report

Employee Certification Report (ECR) is due within 24 months after the start date of the Contract, (only if applying for sales and use tax rebates or ITC.)