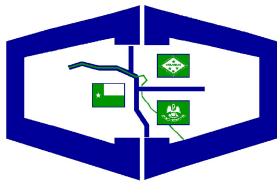


Greenwood, Louisiana Business Resource Guide



Greenwood
Chamber of
Commerce



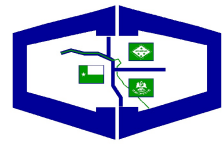
THE COORDINATING &
DEVELOPMENT
CORPORATION



2014



Greenwood Chamber of Commerce
9371 Greenwood Road, Greenwood, LA 71033
Phone: (318) 938-8500
<http://gcc-la.org/>



THE COORDINATING & DEVELOPMENT CORPORATION
5210 Hollywood Avenue • P.O. Box 37005
Shreveport, LA 71133-7005
Phone/TDD: (318) 632-2022 • Fax: (318) 632-2099
www.cdconline.org

Dear Business Executive:

Improving the economy of Northwest Louisiana has been a long-term goal of the Greenwood Chamber of Commerce and The Coordinating & Development Corporation (CDC). We are pleased to present you with this "*Greenwood, 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:

- Business Taxes
- Business Advice and Technical Assistance
- Doing Business in Louisiana
- Employee Training Programs
- Financing Sources and Financial Assistance
- Government Procurement Opportunities
- International Trade Resources
- Permitting and Licensing Information
- Special LED Programs for Small Business
- Tax Incentive Programs

Beyond this publication, we want you to know that the Greenwood Chamber of Commerce and CDC welcome the opportunity to help you and your business. If you have any questions, please contact the Greenwood chamber at (318) 938-8500 or Diana Simek, vice-president of CDC's Division of Economic Development, (318) 632-2022, e-mail: dsimek@cdconline.org.

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
The Coordinating &
Development Corporation

Harvey Allen
President
Greenwood Chamber of Commerce

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TAX INCENTIVE PROGRAMS

Note: A number of these programs require an Advanced Notification form and fee to be submitted to Louisiana Economic Development (LED) prior to any construction, renovations, purchases, hiring of employees, etc. If you fail to submit the Advanced Notification, you will not be eligible to participate in the program(s). Application may be completed online at <https://fastlane.louisianaeconomicdevelopment.com/>

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. 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), (225) 342-5382, www.opportunitylouisiana.com/page/enterprise-zone

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 \$14.50, or 6% of gross annual payroll for minimum hourly wage rates of \$19.10. The employer must provide a basic health care plan to the individuals it employs in new direct jobs in this state which shall be determined by LED to have a value of at least one dollar and twenty-five cents per hour. The program also provides a rebate of state sales/use tax 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.), (225) 342-5402, www.opportunitylouisiana.com/page/quality-jobs

Industrial 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, (225) 342-6442, www.opportunitylouisiana.com/page/industrial-tax-exemption

LDR Sales/Use Tax Exclusion for Manufacturing Machinery and Equipment. Eligible manufacturers may qualify for an exclusion from sales/use tax on the purchase, importation, and lease/rental of qualified manufacturing machinery or equipment. This eliminates the state's 4% sales/use tax for manufacturing equipment. A manufacturer must have a LA Workforce Commission-assigned NAILS code in one of the following sectors: 11, 113310, 22111, 31-33, 3211-3222, 327213, 3361, 423930, or 511110. Form for applying for the exemption may be accessed at [http://revenue.louisiana.gov/forms/taxforms/1070\(1_11\)F.pdf](http://revenue.louisiana.gov/forms/taxforms/1070(1_11)F.pdf).

Research and Development Tax Credit Program

(Requires Advance Registration with LED) This is a refundable tax credit incentive open to companies who have incurred research and development expenditures in Louisiana and who meet certain requirements. LED is responsible to receive and evaluate applications for these credits and, if approved, to notify the company and the LA Department of Revenue. (225) 342-5340, www.opportunitylouisiana.com/page/research-and-development-tax-credit.

TAX INCENTIVE PROGRAMS

Technology Commercialization Tax Credit and Jobs Program

The Technology Commercialization Tax Credit provides a 40% refundable tax credit for companies that invest in the commercialization of Louisiana technology and a 6% payroll rebate for the creation of new, direct jobs, (225) 342-5341, www.opportunitylouisiana.com/page/research-and-development-tax-credit

Angel Investor Tax Credit

(Requires Advance Registration with LED) This program rewards accredited investors for investing in early stage, wealth-creating businesses by providing a tax credit of up to 35% of the money invested in a business certified by Louisiana Economic Development as a Louisiana Entrepreneurial Business.

Program cap is \$5 million annually, (225) 342-1940, www.opportunitylouisiana.com/page/angel-investor-tax-credit

Digital Interactive Media and Software Development Tax Credit

Louisiana's 35% Digital Interactive Media and Software Development refundable tax credit – helps traditional and digital companies of all sizes gain a competitive edge by providing a 35% tax credit on payroll for in-state labor and offering a 25% tax credit for qualified production expenses made in Louisiana. No cap and no minimum requirement. (225) 342-3571,

www.opportunitylouisiana.com/page/digital-interactive-media-and-software-development-incentive

Motion Picture Industry Development Tax Credit

The Motion Picture Industry Development Tax Credit provides a 30% transferable tax credit on qualified motion picture expenditures with no project or program caps. Payroll expenditures for Louisiana residents qualify for an additional 5% tax credit (35% effective total credit rate), (225) 342-5403,

www.opportunitylouisiana.com/page/motion-picture-investor-tax-credit

Musical and Theatrical Production Tax Credit

The Musical and Theatrical Production Tax Credit program offers a tax credit of up to 35% on qualified expenditures for musical and theatrical productions and qualified infrastructure projects, (225) 342-5521,

www.opportunitylouisiana.com/page/musical-and-theatrical-production-tax-incentive

Sound Recording Investor Tax Credit

The Sound Recording Investor Tax Credit provides a 25% tax credit rebate for sound recording projects made in the State of Louisiana. Program is subject to a cap of \$3 million in tax credits per calendar year, (225) 342-5521, <http://www.opportunitylouisiana.com/page/sound-recording-investor-tax-credit>

Freeport Law

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.

Contact your local Tax Assessor, 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 the Louisiana Department of Revenue, Shreveport Office, (318) 676-7501,

<http://revenue.louisiana.gov/forms/lawspolicies/RIB06036.pdf>

SPECIAL LED PROGRAMS FOR LOUISIANA SMALL BUSINESSES

Louisiana Economic Development (LED)

LED'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, (800) 450-8115, or (225) 342-3000, <http://www.opportunitylouisiana.com/>.

LED Small Business Programs

- **Small and Emerging Business Development Program (SEBD)** – To help businesses help themselves, LED serves in a supportive role to local centers offering new and small businesses the training, technical and managerial assistance they need. Through the Small and Emerging Business Development program, new companies receive help in areas including marketing and accounting, entrepreneurial training, business planning, legal and industry-specific assistance, along with the professional encouragement they seek every step of the way, (225) 342-1181, www.opportunitylouisiana.com/page/small-and-emerging-business-development-program. To register your business with LED's SEBD program, the application is available at <https://smallbiz.louisianaeconomicdevelopment.com/Account/Login>
- **Hudson Initiative - Small Entrepreneurship Certification Program** – When Louisiana small businesses need help; the first place to turn is LED. Becoming certified in the Hudson Initiative - Small Entrepreneurship Program is a great first step in achieving a competitive advantage for your business. Once you become certified, you'll be in a position to be considered for state procurement and public contracts. And to facilitate the process, LED provides an easy, on-line application, (225) 342-5677, www.opportunitylouisiana.com/page/hudson-initiative. To register your business for the Hudson Initiative, the application is available at <https://smallbiz.louisianaeconomicdevelopment.com/Account/Login>
- **Veteran Initiative** – The Veteran Initiative is a program that encourages state agencies and contractors who receive state contracts to work with certified veteran-owned and service-connected, disabled veteran-owned small businesses, (225) 342-1181, www.opportunitylouisiana.com/page/veteran-initiative. To register your business as a Veteran Owned business, the application is available at <https://smallbiz.louisianaeconomicdevelopment.com/Account/Login>
- **Economic Gardening Initiative** – Louisiana Economic Development's Economic Gardening Initiative is designed specifically for Louisiana-based small businesses in target industries as identified by Louisiana Economic Development such as manufacturing, finance and insurance services, administrative services, and emerging industries (retail stores and restaurants are specifically excluded). Through accelerated technical assistance and research, an experienced economic gardening team provides customized services tailored to a qualified business's needs, including: review of core strategies, including threats and opportunities, business strategy and niche markets; business development opportunities through market research and qualified sales leads; and improved internet presence by increasing your company's visibility and credibility within the market, and advice on how to best use technology to connect with customers. Business must have a minimum of 5 employees to a maximum of 100, annual revenue between \$600,000 and \$50,000,000, and the company must have demonstrated growth in annual revenue and/or jobs in two of the last five years. (225) 342-5882, www.opportunitylouisiana.com/page/economic-gardening-initiative
- **Small Business Loan and Guaranty Program** – The Small Business Loan and Guaranty Program facilitates capital accessibility for small businesses by providing loan guarantees to banks and other small business lenders in association with the federal State Small Business Credit Initiative (SSBCI). The program's purpose is to provide financial assistance, which will help with the development, expansion, and retention of Louisiana's small businesses. The program is administered by Louisiana Economic Development through Louisiana Economic Development Corporation (LEDC). Guarantees

SPECIAL LED PROGRAMS FOR LOUISIANA SMALL BUSINESSES

may range up to 75% of the loan amount, not to exceed \$1.5 million. Guarantee fee may be waived (determined by risk).

Loan Amount: \$5,000 to \$1.5 million

Maximum Guarantee: 75%

Minimum Equity Requirement: 15% to 20%

Application Fee: \$0

Quick Turnaround for Loans: \$350,000 or less

www.opportunitylouisiana.com/page/small-business-loan-and-guaranty-program

LED Key Industries – www.opportunitylouisiana.com/index/key-industries

- Aerospace, (225) 342- 5443
- Agribusiness, (225) 342-5892
- Automotive, (225) 342-5478
- Energy, (225) 342-5566
- Entertainment, (225) 342-5555
- Manufacturing, (225) 342- 5566
- Process Industries, (225) 342- 5566
- Software Development, (225) 342- 6494
- Water Management, (225) 342-0583

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, LTTO, (225) 578-7555, <https://sites01.lsu.edu/wp/innovationpark/about-lbtc/lto/>.

WORKFORCE DEVELOPMENT PROGRAMS

Need Qualified Employees?

Both The Coordinating & Development Corporation (CDC) and the City of Shreveport utilize federal funds to help employers find qualified employees to meet their workforce needs. Working in conjunction with the Louisiana Workforce Commission (LWC) services available to employers include assessment, screening and referrals of potential employees, hiring incentives for unemployed workers, and training programs that may include basic skills training; occupational skills training; On-the-Job Training (OJT) where 50% of the wages for newly hired employees are 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, vocational training, and access to state resources for incumbent worker training also is available. For more information on employee programs available for your business, contact:

- **Jacques Lasseigne, Jr.**, Regional Industry Coordinator, LWC, (318) 676-7174
- **Beverly Ford**, Business Consultant, LWC, (318) 741-7383

Additionally, the state offers two websites where you may register your jobs openings –

- The Louisiana Workforce Commission (LWC), through its HIRE website, <https://www.louisianaworks.net/hire/vosnet/Default.aspx> allows you to register your job openings free of charge or conduct a candidate search using your specific criteria.
- Louisiana Economic Development (LED) offers a service called Job Connection, <https://louisianajobconnection.com/>, which is designed as a skills-based job-matching platform that automatically matches job seekers with positions for which they are most qualified. The site also offers advanced messaging features to add to the job recruitment experience for employers and applicants.

Incumbent Worker Training Program

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 and donate equipment and supplies to the program. Louisiana businesses can participate in this program through application and approval by the Louisiana Workforce Commission 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. For more information contact Jay Cook, LWC's IWTP Regional Coordinator, (318) 741-7371, or visit www.laworks.net/WorkforceDev/IWTP/IWTP_Customized.asp

- **IWTP Small Business Employee Training** – The IWTP Small Business Employee Training Program reimburses employers with less than 50 employees for tuition and required textbooks and manuals once the training has been completed and proper documentation has been submitted to the Louisiana Workforce Commission. 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, www.laworks.net/WorkforceDev/IWTP/IWTP_Overview.asp#SmallBusiness

Louisiana FastStart

Louisiana FastStart is a single-source, world-class, workforce solutions provider that works with businesses to anticipate and address the company's workforce needs early in the startup or expansion process. Louisiana FastStart's services are provided at no cost through Louisiana Economic

WORKFORCE DEVELOPMENT PROGRAMS

Development. Louisiana FastStart is available at no cost to any manufacturing, corporate headquarters, warehouse and distribution, research and development or other strategic facility that commits to creating at least 15 new jobs, or any service-related operation that commits to creating at least 50 new jobs, (225) 342-0107, www.opportunitylouisiana.com/page/led-faststart

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/

- **SBA Guaranteed 7(a) Loan** – Available to most start-ups and small businesses. For those applicants that meet the SBA's credit and eligibility standards, the Agency can guaranty up to 85 percent of loans of \$150,000 and less, and up to 75 percent of loans above \$150,000. This standard applies to most variations of the 7(a) Loan Program. Loans generally range from 7 years (working capital) to 25 years (real estate and equipment). SBA's 7(a) Loan Program has a maximum loan amount of \$2 million dollars. SBA's maximum exposure is \$1.5 million. Thus, if a business receives an SBA guaranteed loan for \$2 million, the maximum guaranty to the lender will be \$1.5 million or 75 percent. Costs include 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/category/navigation-structure/loans-grants/small-business-loans/sba-loan-programs/7a-loan-program
- **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, (318) 632-2022, www.cdconline.org, or visit www.sba.gov/category/navigation-structure/loans-grants/small-business-loans/sba-loan-programs/real-estate-and-eq
- **SBA International Trade Loan Programs** – SBA's Export Working Capital Program (EWCP) loans are targeted for businesses that are able to generate export sales and need additional working capital to support these sales. The EWCP loans can also be used to even out cash flow when exporters have negotiated longer sales terms and cannot carry the resulting receivables with their own working capital. The EWCP loan can be a short-term loan for a single contract or in the form of a line of credit that supports ongoing export sales for a period of 12 months. May not be used to refinance existing debt. Contact the New Orleans Export Assistance Office, (504) 589-2757 or visit www.sba.gov/category/navigation-structure/loans-grants/small-business-loans/sba-loan-programs/7a-loan-program/sb

USDA Rural Development Revolving Loan Program

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 private lenders' rules. Contact the Ark-La-Tex Investment & Development Corporation, (318) 632-2022, www.cdconline.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,

FINANCING SOURCES AND FINANCIAL ASSISTANCE

primarily in the rural regions of North Louisiana. (Loan types similar to those offered by AIDC), (318) 632-2022, www.cdconline.org.

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, (318) 632-2022, www.cdconline.org.

Louisiana Economic Development Corporation

This Small Business Loan and Guaranty Program is provided through Louisiana Economic Development (LED) and facilitates capital accessibility for small businesses by providing loan guarantees to banks and other small business lenders in association with the federal State Small Business Credit Initiative (SSBCI). The program's purpose is to provide financial assistance, which will help with the development, expansion, and retention of Louisiana's small businesses. The program is administered by Louisiana Economic Development through Louisiana Economic Development Corporation (LEDC). Guarantees may range up to 75% of the loan amount, not to exceed \$1.5 million. Guarantee fee may be waived (determined by risk). **Loan Amount:** \$5,000 to \$1.5 million. **Maximum Guarantee:** 75%. **Minimum Equity Requirement:** 15% to 20%. **Application Fee:** \$0. **Quick Turnaround for Loans:** \$350,000 or less. www.opportunitylouisiana.com/page/small-business-loan-and-guaranty-program

Louisiana Department of Agriculture

For companies involved in processing Louisiana agriculture and forestry products, the Louisiana Department of Agriculture offers assistance by linking agricultural/forestry related businesses with financial resources (including loans and grants), identify raw material supplies and directing such entities to various state sponsored business incentives, (225) 922-1292, www.ldaf.state.la.us/portal/Offices/MarketingAgriculturalEconomicDevelopment/AgriculturalEconomicDevelopment/tabid/319/Default.aspx

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 venture capital organizations.

- **South Coast Angel Fund** – The South Coast Angel Fund was formed to foster entrepreneurial endeavors throughout Louisiana. While ROI is absolutely the primary goal for South Coast Angels, the group also recognizes the value of supporting the entrepreneurial community for the economic benefit of the entire region. Through initiatives including informative seminars, mentoring start-up companies and early stage capital, South Coast strives to support the entrepreneurial and business environment in Louisiana, <http://southcoastangelfund.com/entrepreneurs>.
- **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, <http://louisianaangels.angelgroups.net/>.
- **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, (225) 615-8905, 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

FINANCING SOURCES AND FINANCIAL ASSISTANCE

Corporation (First BIDCO), has certified lender status from the SBA to originate SBA 7(a) guaranteed loans, (225) 612-2583, www.sourcecap.com

- **Stonehenge Capital Corporation** – Functions 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, (225) 408-3090, www.stonehengecapital.com
- **CapitalOne Southcoast, Inc.** – a wholly owned subsidiary of Capital One Financial Corporation, CapitalOne Southcoast 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, (800)-666-9174, www.capitalone.com/bank/commercial/southcoastcapital/index.php?linkid=WWW_Z_Z_Z_BCO1_H1_01_T_BCO1
- **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, (504) 832-1993, www.biz-capital.com
- **UPS Capital** – UPS Capital combine financial services with other UPS capabilities 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: (877) 263-8772, <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 degree of innovation, technical merit, and future market potential.
- **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 degree of innovation, technical merit, and future market potential. Ark-La-Tex Regional Export & Technology Center, Inc., a subsidiary of The Coordinating and Development Corporation, (318) 632-2022. Note: Information on the SBIR and STTR program also may be accessed through www.zyn.com/sbir.

BUSINESS ADVICE AND TECHNICAL ASSISTANCE

Chamber of Commerce

Greenwood Chamber of Commerce, (318) 938-8500, <http://gcc-la.org/>

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, (318) 632-2022, www.cdconline.org

Business Incubators

- **CDC's "Incubator without Walls" Program**

CDC's "Incubator without Walls" Program provides entrepreneurs and small businesses with a wide range of business assistance, ranging from management and financial planning, to one-on-one counseling to technology and technical assistance. Services are generally provided free of charge, (318) 632-2022, www.cdconline.org.

- **CoHabitat Shreveport.** Offers economical lease space for entrepreneurs, developers, and creative-types, where they can collaborate with similar companies in a work environment that encourages people who might normally work independently from home or a café. (318) 759-7997, www.cohab.org/

- **InterTech 1 Business Center**

InterTech 1 is a multi-tenant science and technology business center. Tenants share a Core Lab and four conference rooms, (318) 213-0200, www.intertechsciencepark.com

- **Southern University's Small, Women, and Minority-Owned Business Incubator**

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, (318) 670-9700, <http://web.susla.edu/Pages/SWMOBusinessIncubator.aspx>

Small Business Development Centers (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. Louisiana Small Business Development Center, 1800 Line, Building C, Room 101, Shreveport, (318) 677-3017, <https://www.lsbdc.org/nwcr/>

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. Northwest Louisiana Score, (318) 677-2536, <http://northwestlouisiana.score.org/chapters/northwest-louisiana-score>

Manufacturers Extension Partnership of Louisiana (MEPOL)

MEPOL provides area manufacturers with a comprehensive source of business, management, and technical assistance designed to transform the company into a more productive and cost-effective unit. Through its services, MEPOL pinpoints barriers to success, then identifies growth strategies to lead a manufacturer to a sustainable future, (318) 671-7675, www.mepol.org

BUSINESS ADVICE AND TECHNICAL ASSISTANCE

State Agencies

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, LTTO, (225) 578-7555, <https://sites01.lsu.edu/wp/innovationpark/about-lbtc/ltto/>, or The Coordinating and Development Corporation, Division of Entrepreneurial Development, (318) 632-2022, www.cdconline.org

Federal Agencies

Small Business Administration – 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;

- **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/category/navigation-structure/counseling-training
- **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. www.sba.gov/category/navigation-structure/contracting/contracting-opportunities
- **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/advocacy
- **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/offices/headquarters/wbo>
- **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. <http://www.sba.gov/offices/headquarters/ovbd>

U.S. Department of Commerce – 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:

- **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/

BUSINESS ADVICE AND TECHNICAL ASSISTANCE

- **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/
- **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/
- **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/
- **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

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 information about the amount of occupational license tax owed by your business, please contact Town of Greenwood, 9381 Greenwood Rd, Greenwood, (318) 938-7261, www.greenwoodla.org

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 the Caddo Parish Tax Assessor, Caddo Parish Courthouse, 501 Texas St., Room 102, 318-226-6711, www.caddoassessor.org

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. You may register to collect your parish's sale/use tax at www.laota.com/index.php?option=com_content&view=article&id=88&Itemid=94. For the amount of sales tax that should be collected within your parish, go to www.laota.com/index.php?option=com_content&view=article&id=93&Itemid=101, and then click on your parish's name for tax rates.

State – In addition to local sales taxes, the state collects a 4% sales tax on most retail items and certain services. You are required to register with the State of Louisiana's Department of Revenue and Taxation to receive your Sales Tax Account number, and submit your sales tax liability as required by the Department. Contact: Department of Revenue, Shreveport Office, (318) 676-7505; for application, go to www.revenue.louisiana.gov/sections/business/intro.aspx

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) 676-7505,
www.revenue.louisiana.gov/sections/business/corp.aspx#inc

Corporate Franchise Tax

The rate is \$1.50 per \$1,000 on first \$300,000 of capital employed in Louisiana; \$3 per \$1,000 after first \$300,000. Credits and exemptions available through various state tax incentive programs. Louisiana

BUSINESS TAXES

Department of Revenue and Taxation, Shreveport Office, (318) 676-7505,
<http://revenue.louisiana.gov/SECTIONS/business/corp.aspx#franchise>

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 Federal 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. For information regarding Louisiana withholding income taxes, go to www.revenue.louisiana.gov/sections/business/withholding.aspx.

Social Security and Medicare Taxes

By Federal law, all employers must withhold Social Security and Medicare taxes from an employee's gross wages (6.2% for Social Security and 1.45% for Medicare. Rates are higher for higher salaried employees.) The employer also pays 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.

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: Louisiana Workforce Commission, Employer Status Unit, (866) 783-5567, www.laworks.net/UnemploymentInsurance/UI_Employers.asp. To register for an Unemployment Insurance account, go to <https://laors.laworks.net/LaLogin/Login/>. 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.

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

Workers' Compensation

Louisiana State law mandates that all employers must provide Workers' Compensation insurance for their employees. Rates vary depending upon employee classifications. Contact: Louisiana Workforce Commission, Office of Workers' Compensation Administration, (225) 342-7555, www.laworks.net/WorkersComp/OWC_EmployerMenu.asp. *Note: An Employer Handbook outlining requirements for the state Unemployment and Worker's Compensation programs may be accessed through the Louisiana Workforce Commission's website at www.laworks.net/Downloads/Employment/EmployerHandbook.pdf*

PERMITTING AND LICENSING INFORMATION

State Uniform Construction Code

Due to the establishment of the State of Louisiana's Uniform Construction Code in 2005, It is unlawful to construct, enlarge, alter, repair, move, demolish, or change the occupancy of any building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, or to cause any such work to be done, without obtaining a properly issued permit from the municipality or parish in which your business is located. For permitting information, contact Town of Greenwood, 9381 Greenwood Rd, Greenwood, (318) 938-7261, www.greenwoodla.org.

Certificate of Occupancy

Before a commercial or industrial building can be occupied and used, many communities require that Certificate of Occupancy be obtained. 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. Contact Town of Greenwood, 9381 Greenwood Rd, Greenwood, (318) 938-7261, www.greenwoodla.org.

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 the Greenwood Police Department, (318) 938-7261.

Food and Beverage Facilities

The Parish Health Unit, Sanitation Services, must review Food and Beverage Handling facilities: contact your local parish Health Department for specific information, www.dhh.louisiana.gov/index.cfm/page/632/n/228

Additional License and Registering Information

State

New Business Registration

- For corporations, limited liability companies, and partnerships: Contact the Louisiana Secretary of State's Commercial Division for information and registration forms. (225) 925-4704, www.sos.la.gov/Pages/default.aspx
- For sole proprietors not using their real names in the company's name, and d/b/a registrations, state law requires that you register with the county clerk of the parish in which your business is located. <http://laclerksofcourt.org/clerksofcourt.htm>, then click on the name of your parish for contact information.

Contractors

- General contractors must be certified through the Louisiana State Licensing Board for Contractors before they can accept contracts values at \$50,000 or more.
- Plumbing, Electrical or Mechanical contractors must be certified through the Louisiana State Licensing Board for Contractors before they can accept contracts valued at \$10,000 or more.
- Home improvement contractors must be certified through the Louisiana State Licensing Board Contractors before they can accept contracts valued at \$1,500 or more. For forms and additional information, go to www.lslbc.louisiana.gov/How_to_Apply.htm or call (225) 765-2431.

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. (225) 925-4041, www.atc.rev.state.la.us/

PERMITTING AND LICENSING INFORMATION

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. (225)-342-0138, <http://new.dhh.louisiana.gov/index.cfm/page/15/n/15>

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. (225) 342-0286, www.dss.state.la.us/index.cfm?md=pagebuilder&tmp=home&nid=179&pnid=0&pid=298

Adult Day Care Center and Other Adult Related Services Licenses

The Louisiana Department of Health and Hospitals Services currently licenses Adult Day Health Care, Case Management Agencies, and Personal Care Attendants. (225) 342-2053, <http://dhh.louisiana.gov/index.cfm/directory/detail/701>

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, www.deq.louisiana.gov/portal/tabid/36/Default.aspx. For further information on state and federal regulations, permits, and licenses, contact the Louisiana Department of Environmental Quality Permits Division, (225) 219-3962 or the Northwest (Shreveport) Regional Office, (318) 676-7227 (for Lincoln Parish businesses, contact the Northeast Regional Office, (318) 362-5439). *The Department of Environmental Quality also offers a small business assistance program for small businesses, (318) 487-5528, www.deq.louisiana.gov/portal/default.aspx?tabid=2040*

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. State Office: (225) 298-5458, 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, Region 6 Office, (includes Louisiana), (800) 887-6063, 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

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, (318) 524-2272, www.portsb.com

PERMITTING AND LICENSING INFORMATION

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, (601)631-5000, www.mvk.usace.army.mil/

GOVERNMENT PROCUREMENT OPPORTUNITIES

System for Awards Management (SAM)

The System for Award Management (SAM), <https://www.sam.gov/index.html/#1> has replaced the Central Contractor Registration (CCR) website. SAM was created in an effort to improve the federal government contracting process for small business owners. SAM services combines several procurement systems, including the Central Contractor Registration (CCR), Federal Agency Registration (FedReg), and the Online Representations and Certifications Application (ORCA), AND Excluded Parties List System (EPLS), into one website. If you were registered in the CCR database, your information may already be populated in SAM. However, you will need to register with SAM and make any changes to your registration.

SAM serves as a government-contracting portal and enables small business owners to register to do business with the federal government, and represent/self-certify as a small business all in one place. This streamlined, integrated approach will eliminate data redundancies, improve capabilities of the government-contracting workforce, and save taxpayers money by reducing costs. SAM is managed by the General Service Administration (GSA). If you require assistance (troubleshooting, data concerns, general information, etc.), contact the Federal Service Desk at www.fsd.gov or by telephone at 866-606-8220.

Note: A DUNS number, provided by Dun & Bradstreet (D&B), is required for registration in the System for Award Management (SAM) database – http://fedgov.dnb.com/webform_ (This link is to a special website dedicated to assisting customers doing business with the Federal Government.)

SBA'S HUBZone Program – The HUBZone program provides 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 by US citizens (51%), have their main office located in a HUBZone, and 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). www.sba.gov/content/applying-hubzone-program. To determine if your company is in a HUBZone, go to map.sba.gov/hubzone/maps/.

SBA'S 8(a) Business Development Program – The SBA's 8(a) BD Program 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. New rules for the 8(a) program have led to requiring registration on several federal government websites. Information relating to the required websites may be found at <https://sba8a.symplicity.com/applicants/guide>

SBA'S Sub-Contracting Programs – For some small businesses, subcontracting to a Prime Vendor is a great way to "get a foot in the door" of government contracting. www.sba.gov/category/navigation-structure/contracting/contracting-opportunities/sub-contracting provides links to a number sub-contracting opportunities and government agencies' websites.

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, (318) 677-2530, www.lagpc.org/.

FedBizOpps.gov – <https://www.fbo.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. To register on the site, go to

GOVERNMENT PROCUREMENT OPPORTUNITIES

<https://www.fbo.gov/?s=main&mode=list&tab=register&subtab=step1&lsys=vendor>. You may also seek procurement opportunities through an advanced search at

<https://www.fbo.gov/index?s=opportunity&mode=list&tab=search&tabmode=list>

Note: To participate in procurement opportunities with the Federal Government, you must register with sam.gov and have a DUNS number (see above for more information)

State of Louisiana Procurement and Contract Network

This site allows you to register to become a vendor to state agencies; a small fee will be required. 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. To register, go to

<http://wwwprd1.doa.louisiana.gov/OSP/LaPAC/Vendor/VndPubMain.cfm?tab=2>. Registered vendors should routinely check the LaPAC Bids site for a listing of current business opportunities,

<http://wwwprd1.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm>. To download a copy of the "How to do Business with the State of Louisiana Vendor's Guide," go to

<http://www.doa.louisiana.gov/osp/VendorCenter/Docs/vendorguide.pdf>

INTERNATIONAL TRADE

U.S. Export Assistance Center (USEAC)

Companies interested in obtaining export assistance may contact the USEAC, an office of the U.S. Department of Commerce/International Trade Administration. The primary focus of the USEAC 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. New Orleans Export Assistance Center, (504) 589-6546, <http://export.gov/louisiana/>

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, (214) 551-4959, www.exim.gov/

Shreveport-Bossier U.S. Customs Office

Companies involved in importing from foreign sources may clear their goods and/or obtain information from the Customs and Border Protection office based at the Shreveport Regional Airport, (318) 635-7873, <http://www.cbp.gov/contact/ports/shreveport-bossier-city>

Ark-La-Tex Regional Export & Technology Center, Inc.

Companies that are not currently involved in international trade and would like to explore the possibilities of exporting or importing may contact the Ark-La-Tex Regional Export & Technology Center, a subsidiary of The Coordinating and Development Corporation, for information. Information also is available regarding Foreign Trade Zones and Custom Bonded Warehouses, (318) 632-2022.

Louisiana Department of Economic Development, International Commerce

LED's Division of International Commerce International Commerce manages initiatives focused on attracting foreign direct investment, increasing trade volumes, and expanding trade-related manufacturing activity. For more information, call (225) 342-6524 or (225) 342-6443.

DOING BUSINESS IN LOUISIANA

The following information is provided to make it easier for your company to do business in Louisiana. The information provided is current as of publication date; however, telephone numbers and Internet addresses, are subject to change.

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

FEDERAL	
<i>Employer Identification Number (EIN) Also registers your company for Employee's Income and Social Security/Medicare Withholding and Federal Unemployment Tax (FUTA) if you have employees at the time of registration.</i>	IRS Form SS-4. To apply online for an EIN, go to www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online
STATE	
<i>Registering corporations, LLCs, Partnerships with the State</i>	Louisiana Secretary of State, Commercial Division. Phone: (225) 925-4704, www.sos.la.gov/Pages/default.aspx
<i>Sales Tax Account Registrations and Employee Withholding Taxes</i>	To register online for a Louisiana Account Number go to https://esweb.revenue.louisiana.gov/BusinessRegistration/ . Once you have registered with the state, may pay your state sales taxes through https://ldrtap.rev.louisiana.gov/ or https://secure.salestaxonline.com/default_sto.aspx
<i>Worker's Compensation Employer Account Number</i>	Louisiana Workforce Commission, Office of Workers' Compensation Administration, (225) 342-7555, www.laworks.net/WorkersComp/OWC_EmployerMenu.asp
<i>Unemployment Insurance Employer Account Number</i>	Louisiana Workforce Commission, Employer Status Unit, (866) 783-5567, https://laors.laworks.net/lastatusreport/register/index.asp?LaLogin/Login

DOING BUSINESS IN LOUISIANA

<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) 632-2022, or go to http://www.laworks.net/Downloads/LMI/LicensingGuide.pdf to download a copy of the state's Licensing Guide.
LOCAL	
<i>Occupational License</i>	If required, obtain from city/town in which your business is located, www.lma.org/LMA20/About/Municipal_Directory/LMA20/Municipalities/NewMunicipalityDirectory.aspx?hkey=7d04be94-a2e5-4d5d-b20a-aeefb77e4e , or parish (if you are not located in a city, town or village), www.lpgov.org/parish-government
<i>Certificate of Occupancy</i>	If required, obtain from city/town in which your business is located, www.lma.org/LMA20/About/Municipal_Directory/LMA20/Municipalities/NewMunicipalityDirectory.aspx?hkey=7d04be94-a2e5-4d5d-b20a-aeefb77e4e , or parish (if you are not located in a city, town or village), www.lpgov.org/parish-government
<i>Local Sales/Use Tax Account No.</i>	To register online, go to http://admin.salestaxonline.com/LAOTA/reg.aspx . To learn what sales tax you must collect for a municipality or parish, go to http://www.laota.com/index.php?option=com_content&view=article&id=93&Itemid=101 and click on the parish(es) in which you will need to collect sales taxes. You may pay your local sales taxes through https://ldrtap.rev.louisiana.gov/ or https://secure.salestaxonline.com/default_sto.aspx
<i>Fictitious/Assumed Name</i>	Applies to Sole Proprietors and d/b/as. If you do not use your legal name in your business's name, you must register your fictitious/assumed name with your parish's Clerk of Court. For contact information, go to http://laclerksofcourt.org/

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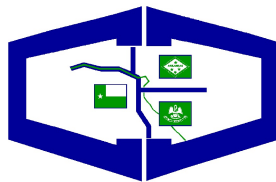


Greenwood Chamber of Commerce

9371 Greenwood Road, Greenwood, LA 71033

Phone: (318) 938-8500

<http://gcc-la.org/>



THE  COORDINATING &  DEVELOPMENT  CORPORATION

5210 Hollywood Avenue • P.O. Box 37005

Shreveport, LA 71133-7005

Phone/TDD: (318) 632-2022 • Fax: (318) 632-2099

E-mail: info@cdconline.org • www.cdconline.org