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## LDWF Application Checklist

### Applicant Information

- Is there a third party or a non-employee individual assisting with completing this application?
  - All applicants will be required to answer this question. If an individual other than the applicant is completing application on behalf of you or your business, select “Yes”. Otherwise, select “No”.
  
- Third Party Assistance Representative Name
  - For applicants receiving third-party assistance and answering “Yes” above, enter the first and last name of the individual assisting with the completion of your application.
  
- Third Party Assistance Business Association
  - For applicants receiving third-party assistance and answering “Yes” above, enter the name of the entity to which the individual providing assistance belongs.

**The following information will be pre-populated from the information included in your *Applicant Profile*. Please review and ensure this information is accurate before moving forward. If any information needs to be corrected, please update within your *Applicant Profile* by clicking your Name (or Person  icon for mobile users) in the top right corner and selecting “Profile”. You will then need to use the navigation pane on the lefthand side of the screen to navigate to the “Business Information” tab of the Profile.**

**IMPORTANT: Remember to Save any changes made within the Profile by clicking “Save” in the top right corner.**

- Applicant Name
- Applicant Primary Phone Number
- Applicant Email
- Is the Applicant able to communicate with the program in English?
  - If No, for which language will the Applicant require assistance? (Spanish or Vietnamese)
- Applicant SSN
- Applicant Business Name
- Business Entity Type
- Business Louisiana Secretary of State (SOS) Charter #
- Business SSN or Taxpayer Identification Number (TIN)
- Applicant Business TIN Type
- Business Physical Address
- Business Mailing Address



- Applicant Business W-9 Form
  - Upload the completed W-9 Form for the Applicant or Applicant Business with the SSN or TIN associated with the applicant's LDWF license and consistent with the reporting of business activities on your Federal Tax Returns.
  - A blank copy of the Form W-9 can be found on the IRS' website at the following link: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

**Application Type**

- Applicant Type
  - Select the Applicant Type for which they are applying:
    - Commercial Fisherman
    - Charter Captain
    - Wholesale / Retail Dealer
    - Vessel Owner

**The following question is only required for Applicants that select "Wholesale / Retail Dealer" as Applicant Type.**

- Wholesale / Retail Dealer Type
  - For Applicants that select "Wholesale / Retail Dealer" above, select the type of wholesale / retailer dealer you are applying as.
    - Dock
    - Processor
    - Dock and Processor
  - **Only the Wholesale / Retail Dealer Types listed above are eligible for this Program. Brokers are not eligible for this program.**

- Seafood Type
  - Select the type(s) of seafood that you handle from the following options:
    - Crab
    - Oyster
    - Shrimp
    - Saltwater Finfish
  - **Only the Saltwater species listed above are eligible for this Program. Freshwater Finfish and Crawfish, including Pond or Farm Raised, are not eligible for this program.**



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**The following question regarding Saltwater Finfish Species Type is only required for Commercial Fishermen, Wholesale / Retail Dealers and Vessel Owners selecting “Saltwater Finfish” as their Seafood Type. Charter Captains are not required to select Saltwater Species Type.**

- Saltwater Finfish Species
  - If the Applicant or Applicant Business handles Saltwater Finish, select the species of saltwater finfish from the following eligible species under the Program:
    - Black Drum
    - Menhaden

### **Eligibility Information**

Applicants will be required to answer the following questions aligned with the eligibility requirements of the Program. Please read each question carefully. Answering no to certain eligibility questions will cause an automatic ineligibility of the application. Applicants will have a period of 14 calendar days following Program Notice of ineligibility to initiate an appeal.

**If applying as a Commercial Fisherman, the following eligibility questions are required:**

- I agree that I am at least 18 years or older.
  - Yes
  - No
  
- I agree that my business is “In Good Standing” with the Louisiana Secretary of State. If the Applicant Business is a “Sole Proprietorship” that has not registered with the LA SOS, please select “N/A”.
  - Yes
  - No
  - N/A

**Please note that Applicant Businesses registered with the LA SOS must be “In Good Standing” with the Louisiana Secretary of State (SOS) to be eligible for the Program.**

**To verify the current status of your Business’ Louisiana Secretary of State (SOS) registration, please visit the Secretary of State Website at [www.sos.la.gov](http://www.sos.la.gov). Click “Business Search” and then “Search for Louisiana Business Filings”. See screenshot below for example business registration, SOS Charter # and current standing of the registration.**



**Louisiana**  
**SECRETARY OF STATE** R. KYLE ARDOIN

STATE OF LOUISIANA  
SECRETARY OF STATE

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To file amendments, such as an annual report, please navigate to [geauxBIZ](#). If this is your first visit to [geauxBIZ](#), you can create an account, and then click Add Existing Business to associate a business, view business details, and file amendments.

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Name	Type	City	Status
POSTLETHWAITE & NETTERVILLE (A PROFESSIONAL ACCOUNTING CORPORATION)	Business Corporation	BATON ROUGE	Active

**Previous Names**  
Business: POSTLETHWAITE & NETTERVILLE (A PROFESSIONAL ACCOUNTING CORPORATION)  
Charter Number: 34397092D  
Registration Date: 12/31/1991

**Domicile Address**  
8550 UNITED PLAZA BLVD., STE. 1001  
BATON ROUGE, LA 70809

**Mailing Address**  
C/O DANIEL A. GARDINER, JR.  
8550 UNITED PLAZA BLVD., STE. 1001  
BATON ROUGE, LA 70809

**Principal Office Address**  
8550 UNITED PLAZA BLVD., STE. 1001  
BATON ROUGE, LA 70809

**Status**  
Status: Active  
Annual Report Status: In Good Standing  
File Date: 12/31/1991  
Last Report Filed: 12/2/2019  
Type: Business Corporation

- I agree that I have a current and valid Louisiana resident commercial LDWF License for which I am applying in this program.
  - Yes
  - No
  
- I certify that I have reported saltwater seafood sales on LDWF trip tickets in 2018 or 2019 AND in 2020 or 2021.
  - Yes
  - No

For more information on LDWF Trip Tickets, please visit the [LDWF Website for Commercial Fishing Trip Tickets](#).



**If the Applicant selects 'No' for the following question, the Applicant will not be eligible for the program and should not proceed with the application form.**

- I certify that at least 50% or more of my income comes from saltwater commercial fishing or charter activity in one of the qualifying income years (2018, 2019, 2020 or 2021).
  - No, I don't meet the income requirements for the certified endorsement for the qualifying income years (2018, 2019, 2020 or 2021).
  - Yes, I do meet the income requirements and have submitted the original certified form for one of the qualifying income years to LDWF Commercial Licensing.
  - Yes, I do meet the income requirements for the certified endorsement but have not completed or submitted the certified form to LDWF Commercial Licensing.

#  
**Commercial fishermen and charter captains who cannot be verified in the LDWF certified database will be required to submit a copy of their completed and notarized certified form during application review process.**

**For commercial fishermen and charter captains who do not have a registered tax preparer, LDWF recommends waiting for Program notification before engaging a registered tax preparer to complete the certified form.**

**Please ensure the tax year (2018, 2019, 2020, or 2021) for which you are certifying 50% or more of income from saltwater commercial fishing or charter activity is entered on the form prior to submission.**

**\*\*Please note the original notarized certified form must be mailed to the address on the form in order for the certified endorsement to be added in LDWF Commercial Licensing database.**

**For program information contact South Central Planning and Development Commission (SCPDC) at 800-630-3791.**

[Certified Commercial Fisherman Form](#)

[Certified Charter Boat Fishing Guide Form](#)

- I agree that I may be required to complete a short survey related to flood impacts as part of the application process.
  - Yes
  - No

**If applying as a Charter Captain, the following eligibility questions are required:**

- I agree that I am at least 18 years or older.
  - Yes
  - No
  
- I agree that my business is "In Good Standing" with the Louisiana Secretary of State. If the Applicant Business is a "Sole Proprietorship" that has not registered with the LA SOS, please select "N/A".



- Yes
- No
- N/A

Please note that Applicant Businesses registered with the LA SOS must be “In Good Standing” with the Louisiana Secretary of State (SOS) to be eligible for the Program.

To verify the current status of your Business’ Louisiana Secretary of State (SOS) registration, please visit the Secretary of State Website at [www.sos.la.gov](http://www.sos.la.gov). Click “Business Search” and then “Search for Louisiana Business Filings”. See screenshot below for example business registration, SOS Charter # and current standing of the registration.

The screenshot shows the Louisiana Secretary of State website. At the top, there is a header with the Louisiana Secretary of State logo and the name R. Kyle Ardoin. Below the header is a search bar for Louisiana Business Filings. A message indicates that users can file amendments, create accounts, and add existing businesses. Below this is a table of business filings with columns for Name, Type, City, and Status. The first entry is POSTLETHWAITE & NETTERVILLE (A PROFESSIONAL ACCOUNTING CORPORATION), a Business Corporation in Baton Rouge, LA, with an Active status. Below the table, detailed information for this business is provided, including its charter number (34397092D), registration date (12/31/1991), domicile address (8550 UNITED PLAZA BLVD., STE. 1001, BATON ROUGE, LA 70809), mailing address (C/O DANIEL A. GARDINER, JR., 8550 UNITED PLAZA BLVD., STE. 1001, BATON ROUGE, LA 70809), and principal office address (8550 UNITED PLAZA BLVD., STE. 1001, BATON ROUGE, LA 70809). The status is Active, and the annual report status is In Good Standing.

- I agree that I have a current and valid Louisiana resident commercial LDWF License for which I am applying in this program.
  - Yes
  - No
  
- I certify that I have conducted for-hire charter trips in 2018 or 2019 AND in 2020 or 2021.
  - Yes
  - No



Please note you may be required to submit proof of business activity in the required years during the application review process. Acceptable proof of business activity documentation may include such records as quarterly tax payments, tax records, sales records, payroll records, accounting records, bank statements or ledgers. Charter captains may also submit LDWF certified forms for the required years as proof of business activity.

If the Applicant selects “No” for the following question, the Applicant will not be eligible for the program and should not proceed with the application form.

- I certify that at least 50% or more of my income comes from saltwater commercial fishing or charter activity in one of the qualifying income years (2018, 2019, 2020 or 2021).
  - No, I don’t meet the income requirements for the certified endorsement for the qualifying income years (2018, 2019, 2020 or 2021).
  - Yes, I do meet the income requirements and have submitted the original certified form for one of the qualifying income years to LDWF Commercial Licensing.
  - Yes, I do meet the income requirements for the certified endorsement but have not completed or submitted the certified form to LDWF Commercial Licensing.

Commercial fishermen and charter captains who cannot be verified in the LDWF certified database will be required to submit a copy of their completed and notarized certified form during application review process.

For commercial fishermen and charter captains who do not have a registered tax preparer, LDWF recommends waiting for Program notification before engaging a registered tax preparer to complete the certified form.

Please ensure the tax year (2018, 2019, 2020, or 2021) for which you are certifying 50% or more of income from saltwater commercial fishing or charter activity is entered on the form prior to submission.

**\*\*Please note the original notarized certified form must be mailed to the address on the form in order for the certified endorsement to be added in LDWF Commercial Licensing database.**

For program information contact South Central Planning and Development Commission (SCPDC) at 800-630-3791.

[Certified Commercial Fisherman Form](#)

[Certified Charter Boat Fishing Guide Form](#)

- I agree that I may be required to complete a short survey related to flood impacts as part of the application process.
  - Yes
  - No

If applying as Wholesale / Retail Dealers, the following eligibility questions are required:

- I agree that I am at least 18 years or older.
  - Yes



No

I agree that my business is “In Good Standing” with the Louisiana Secretary of State. If the Applicant Business is a “Sole Proprietorship” that has not registered with the LA SOS, please select “N/A”.

- Yes
- No
- N/A

**Please note that Applicant Businesses registered with the LA SOS must be “In Good Standing” with the Louisiana Secretary of State (SOS) to be eligible for the Program.**

To verify the current status of your Business’ Louisiana Secretary of State (SOS) registration, please visit the Secretary of State Website at [www.sos.la.gov](http://www.sos.la.gov). Click “Business Search” and then “Search for Louisiana Business Filings”. See screenshot below for example business registration, SOS Charter # and current standing of the registration.

The screenshot shows the Louisiana Secretary of State website. At the top, there is a banner for R. Kyle Ardoin, Secretary of State. Below the banner is a search bar for Louisiana Business Filings. A message indicates that users should navigate to [geauxBIZ](http://geauxBIZ) to file amendments. Below this is a table of search results with columns for Name, Type, City, and Status. The first result is POSTLETHWAITE & NETTERVILLE (A PROFESSIONAL ACCOUNTING CORPORATION), a Business Corporation in Baton Rouge, LA, with an Active status. Below the table, detailed information for this business is provided, including its charter number (34397092D), registration date (12/31/1991), and addresses for Domicile, Mailing, and Principal Office. The status is confirmed as Active, and the Annual Report Status is In Good Standing.

I agree that I have a current and valid Louisiana resident commercial LDWF License for which I am applying in this program.

- Yes
- No

I agree that my business facility is located in Louisiana.

- Yes





- 
- No

- Is the Applicant or Applicant Business legally required to submit trip tickets to LDWF?
  - Yes
  - No

For more information on LDWF Trip Tickets, please visit the [LDWF Website for Commercial Fishing Trip Tickets](#).

For Wholesale / Retail Dealers answering “Yes” to being legally required to submit trip tickets to LDWF:

- I certify that I have reported saltwater seafood sales on LDWF trip tickets in 2018 or 2019 AND in 2020 or 2021.
  - Yes
  - No

For Wholesale / Retail Dealers answering “No” to being legally required to submit trip tickets to LDWF:

- I certify that I have proof of saltwater sales in 2018 or 2019 AND in 2020 or 2021.
  - Yes
  - No

**Please note you may be required to submit proof of business activity in the requires years during the application review process if answering “Yes” to the above question. Acceptable proof of business activity documentation may include such records as quarterly tax payments, tax records, sales records, payroll records, accounting records, bank statements or ledgers. If the Applicant selects “No” for the above question, the Applicant will not be eligible for the program and should not proceed with the application form.**

- I agree that I may be required to complete a short survey related to flood impacts as part of the application process.
  - Yes
  - No

**If applying as a Vessel Owner, the following eligibility questions are required:**

- I agree that I am at least 18 years or older.
  - Yes
  - No
  
- I agree that my business is “In Good Standing” with the Louisiana Secretary of State. If the Applicant Business is a “Sole Proprietorship” that has not registered with the LA SOS, please select “N/A”.
  - Yes
  - No
  - N/A



Please note that Applicant Businesses registered with the LA SOS must be **“In Good Standing”** with the Louisiana Secretary of State (SOS) to be eligible for the Program.

To verify the current status of your Business’ Louisiana Secretary of State (SOS) registration, please visit the Secretary of State Website at [www.sos.la.gov](http://www.sos.la.gov). Click **“Business Search”** and then **“Search for Louisiana Business Filings”**. See screenshot below for example business registration, SOS Charter # and current standing of the registration.

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Search for Louisiana Business Filings

To file amendments, such as an annual report, please navigate to [geauxBIZ](#). If this is your first visit to [geauxBIZ](#), you can create an account, and then click [Add Existing Business](#) to associate a business, view business details, and file amendments.

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Name	Type	City	Status
POSTLETHWAITE & NETTERVILLE (A PROFESSIONAL ACCOUNTING CORPORATION)	Business Corporation	BATON ROUGE	Active

**Previous Names**  
Business: POSTLETHWAITE & NETTERVILLE (A PROFESSIONAL ACCOUNTING CORPORATION)  
Charter Number: 34397092D  
Registration Date: 12/31/1991

**Domicile Address**  
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BATON ROUGE, LA 70809

**Mailing Address**  
C/O DANIEL A. GARDINER, JR.  
8550 UNITED PLAZA BLVD., STE. 1001  
BATON ROUGE, LA 70809

**Principal Office Address**  
8550 UNITED PLAZA BLVD., STE. 1001  
BATON ROUGE, LA 70809

**Status**  
Status: Active  
Annual Report Status: In Good Standing  
File Date: 12/31/1991  
Last Report Filed: 12/2/2019  
Type: Business Corporation

I agree that I have a current and valid Louisiana resident commercial LDWF License for which I am applying in this program.

- Yes
- No

I certify that I have reported saltwater seafood sales on LDWF trip tickets in 2018 or 2019 AND in 2020 or 2021.

- Yes
- No



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For Vessel Owners answering “Yes” to reporting saltwater seafood sales on LDWF trip tickets in 2018 or 2019 and in 2020 or 2021:


- Were LDWF trip tickets in 2018 or 2019 and in 2020 or 2021 reported under the same Vessel License # for which you are applying?
  - Yes
  - No

For Vessel Owners answering “No” to reporting trip tickets under the same Vessel License #:

- Please provide the Commercial Vessel License # that LDWF trip tickets were reported under in 2018 or 2019 and in 2020 and 2021.
  - Enter the Commercial Vessel License # in the provided field.
- Please provide the Commercial Vessel Registration # that LDWF trip tickets were reported under in 2018 or 2019 and in 2020 or 2021.
  - Enter the Commercial Vessel Registration # in the provided field.

- I agree that I may be required to complete a short survey related to flood impacts as part of the application process.
  - Yes
  - No

### **LDWF License Information**

LDWF License #'s will be pre-populated from the LDWF License Information included in your *Applicant Profile*. Please review and ensure this information is accurate before moving forward. If any information needs to be corrected, please update within your *Applicant Profile* by clicking your Name (or Person  icon for mobile users) in the top right corner and selecting “Profile”. You will then need to use the navigation pane on the lefthand side of the screen to navigate to the “LDWF License Information” tab of the Profile.

**IMPORTANT: Remember to Save any changes made within the Profile by clicking “Save” in the top right corner.**

Required Documentation for this section is dependent upon the type of LDWF License you are applying under. Please see requirements below based on your selected Applicant Type.

#### **For Commercial Fisherman ONLY:**

- LDWF Commercial Fisherman License #
  - License # will be pre-populated from the “*Commercial Fisherman License #*” provided within the ***LDWF License Information*** section of the ***Applicant Profile***.
  - Please review and confirm the License # is correct before proceeding.**



- Commercial Fisherman License
  - Upload a copy of the **current** Louisiana Department of Wildlife and Fisheries (LDWF) resident commercial fisherman license associated with the Applicant or Applicant Business.

**For Charter Captains ONLY:**

- LDWF Charter Captain License #
  - License # will be pre-populated from the “*Charter Captain License #*” provided within the **LDWF License Information** section of the **Applicant Profile**.
  - **Please review and confirm the License # is correct before proceeding.**
- Charter Captain License
  - Upload a copy of the **current** Louisiana Department of Wildlife and Fisheries (LDWF) resident charter captain license associated with the Applicant or Applicant Business.

**For Wholesale / Retail Dealers ONLY:**

- LDWF Wholesale Retail Dealer License #
  - License # will be pre-populated from the “*Commercial Wholesale/Retail Dealer License #*” provided within the **LDWF License Information** section of the **Applicant Profile**.
  - **Please review and confirm the License # is correct before proceeding.**
- Wholesale / Retail Dealer License
  - Upload a copy of the **current** Louisiana Department of Wildlife and Fisheries (LDWF) resident wholesale retail dealer license associated with the Applicant or Applicant Business.

**For Vessel Owners ONLY:**

Use the dropdown to select the Vessel License that is pre-populated from your **Applicant Profile**. This will be the Vessel which you are applying for and of which equipment has been/will be installed. Based on the Vessel License you select, the following information provided within your **Applicant Profile** for the selected Vessel License will be pre-populated. **Please review and confirm the information is correct before proceeding.**

- Name of Vessel
- Vessel Length (ft)
- Vessel Width (ft)
- LDWF Vessel License #
- Vessel Home Port (Port Name, Parish, City)
- Louisiana or Coast Guard Registration #

Next, upload a copy of the following documents for the selected Vessel:



- Vessel License
  - Upload a copy of the **current** Louisiana Department of Wildlife and Fisheries (LDWF) resident vessel license for the selected Vessel.
  
- Vessel Registration
  - Upload a copy of the **current** Louisiana Department of Wildlife and Fisheries (LDWF) vessel registration for the selected Vessel.

### **Equipment Information**

- Is this application being submitted for equipment already purchased by the applicant business or equipment that will be purchased by the applicant business in the future?
  - Select one of the following available options:
    - All requested Equipment has already been purchased (***select this option if your request contains only receipts***)
    - Request contains Equipment that will be purchased in the future (***select this option if your request contains quotes***)
  
- If this application includes equipment already purchased by the applicant business, were the purchases made on or after September 1, 2019?
  - Select one of the following available options:
    - Yes
    - No
    - N/A – All Equipment will be purchased in the future

**Please note that Equipment must have been purchased on or after September 1, 2019 in order to be eligible for the Program. The purchased equipment must have been new or factory or manufacturer refurbished at the time of purchase by the Applicant or Applicant Business. Refurbished equipment should be identified by the manufacturer or vendor as refurbished within the supporting receipt/quote documentation.**

- Description of Work
  - Equipment submitted by the Applicant is required to be aligned with one or more Eligible Equipment Categories in order to be eligible for the Program.
  
  - Please select all Eligible Equipment Categories that apply to the Equipment for which you are submitting to the Program for consideration:
    - Equipment increasing Harvesting or Processing Efficiency
    - Equipment increasing Fuel Efficiency
    - Equipment increasing Product Quality and Marketability
    - Equipment increasing Access to Higher Value Markets
    - Equipment decreasing Environmental Impacts
    - Equipment decreasing Maintenance and Overhead Burden
    - Equipment to adapt to Changing Coastline and Environmental Impacts






- Equipment increasing Maximum Travel Time or Distance
- Expenses for New Fishing Methods or Entering New Fishery
- Elevation of Equipment and Facilities

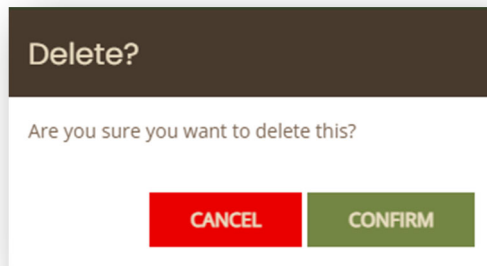
- Briefly describe the type of equipment (equipment, installation, etc.) for which funding is being requested.
  - Use the included text box to type a short description of the equipment that you are requesting funding for.
  - Examples: Installation of refrigeration onboard vessels, construction of a land-based refrigeration cooler, Dyneema fishing net upgrades, more fuel-efficient boat propellers, etc.

### Equipment Table

This page will be used by the Applicant to provide detailed information on each piece of equipment for which you are requesting funding under the Program.

To add information for additional pieces of equipment, click the  button in the top right corner of the Quote/Receipt Information section.

If you need to remove a piece of equipment or mistakenly pressed the  button, you can remove the additional entry by clicking the  button in the top right corner of the Quote/Receipt Information section for which you would like to delete. Prior to deletion, you will be prompted to confirm that you wish to delete the entry.



**All Equipment must have been new or factory or manufacturer refurbished at the time of purchase and must have been purchased on or after September 1, 2019 in order to be eligible for the Program.**

The following information will be required for each item highlighted on your receipt/quote for which the Applicant is requesting funding under the Program:

- Quote / Receipt
  - Select the type of documentation that you will be submitting for the piece of equipment. If the equipment has already been purchased, you must submit a *Receipt*. If the equipment will be purchased in the future, you must submit a recent *Quote*.
  
- Quote / Receipt Date



- 
- Enter the exact date included on the supporting Receipt or Quote for the piece of equipment.
    - If the applicant is seeking reimbursement for **previously purchased equipment**, the applicant will be required to provide valid and legible receipts for the piece of equipment dated on or after September 1, 2019. Receipts dated prior to this date are not eligible under the Program.
    - For applicants seeking to purchase **new equipment**, the applicant will be required to submit quotes for the piece of equipment. All submitted quotes should be dated within the last three (3) months preceding the application submission.
  
  - Vendor Name
    - Enter the Name of the Vendor that the piece of equipment was purchased from or will be purchased from (in the case of Quotes). The Vendor Name should match the name of the vendor on the letterhead of the submitted Receipt or Quote.
  
  - Description of Equipment
    - Please provide a detailed description of the equipment, including any relevant specifications and how the equipment is being used by the Applicant for commercial activities.
  
    - Please use the following example description as a guide. Type detailed description of highlighted item as stated on receipt/quote. The description of equipment should align with the equipment category selected.
      - KW Generator
      - Dimensions of Brine Freezer
      - “Replaced old 2-stroke outboard with a new Yamaha 250 4-stroke outboard to save gas and reduce emissions”
  
  - Manufacturer of Equipment
    - Enter the name of the Manufacturer of the Equipment.
      - Example: Yamaha
  
  - Model # of Equipment
    - Enter the Model # of the equipment.
      - Example: F250H
  
    - If a model number is not available for the equipment, please enter N/A.
  
  - Serial Number of Equipment
    - Enter the Serial # of the purchased and installed Equipment. If a Serial # is not available, please enter N/A.
  
  - Upload supporting documentation of the eligible equipment expenses requested in this
-



application (i.e., receipts, invoices, purchase orders, manufacturer specification sheets, quotes, etc.) Receipts and quotes are required to be uploaded for each item highlighted for reimbursement. If the applicant has manufacturer specification sheets, please upload this supporting documentation as well.

- The supporting documentation must match the information provided in the Equipment Table.
- **Quotes will only be accepted for equipment that has not yet been purchased by the Applicant. Applicants should not purchase the equipment until the submitted quotes are approved by the Program for purchase.**
- Equipment Cost
  - Enter the total Cost of Equipment as provided on the submitted documentation above. Include the costs of any supplies or sales tax related to eligible equipment, including sales tax on labor for equipment installation, if applicable.
- Labor Cost
  - Enter the total Labor Cost associated with the professional installation of the Equipment as provided on the submitted documentation above.
  - **Labor Costs will be limited to 15% of the total cost of all equipment, not to exceed a total of \$4,500.**
- Total Cost
  - This field will automatically calculate the total cost of the equipment based on the total Equipment Cost(s) and Labor Cost(s) for all pieces of equipment for which you are requesting funding under the Program.

## **Terms of Agreement**

**Read through the Terms of Agreement carefully before proceeding.**

- Please check the box certifying that:
  - To **Agree** to the Terms of Agreement, click the checkbox to the left of this question.
- Name of Applicant Certifying Agreement
  - This field will be automatically populated with the Applicant's name once the Terms of Agreement section is completed and the Applicant clicks the "**Save**" or "**Next Form**" button.
    - If updates to the Applicant Name are needed, the Applicant must make the necessary changes by going into their Profile and updating their name in the Business Information section. The Applicant must then go back to Terms of Agreement form and resave to reflect the changes.
  - **The Signing Party must be named on the LDWF license, be listed as the registered agent, or be a recognized signatory as designated by either a Board of Resolution or Power of Attorney documentation.**





- Date of Applicant Signature
  - This field will be automatically populated with the current date once the Terms of Agreement section is completed and the Applicant clicks the “**Save**” or “**Next Form**” button.
    - If updates to the Applicant Name are needed, the Applicant must make the necessary changes by going into their Profile and updating their name in the Business Information section. The Applicant must then go back to Terms of Agreement form and resave to reflect the changes. Once saved, the Date of Applicant Signature will also be updated.
  
- Business Name of Applicant Certifying Agreement
  - This field will be automatically populated with the Applicant Business Name once the Terms of Agreement section is completed and the Applicant clicks the “**Save**” or “**Next Form**” button.

### **Required Documentation**

- Current Government Issued Photo ID
  - Upload a copy of the current government issued Photo ID for the individual agreeing to the terms of the application.
  
- Board Resolution Form
  - For Corporations, Partnership and LLCs, upload a copy of the Board Resolution Form authorizing the Applicant to submit the grant application on behalf of the Business.
  
  - A blank copy of the Board Resolution Form can be found on the LDWF website at the following link:  
[https://www.wlf.louisiana.gov/assets/Fishing/Commercial\\_Fishing/Files/board\\_resolution\\_for\\_m.pdf](https://www.wlf.louisiana.gov/assets/Fishing/Commercial_Fishing/Files/board_resolution_for_m.pdf)
  
- Additional Document Upload
  - Upload any additional documentation needed to process your application.
  
- Additional Documentation Description
  - Provide a description of any additional documents uploaded above.

### **Proof of Business Activity**

**For Charter Captains and Wholesale / Retail Dealers who are not legally required to submit trip tickets to LDWF, once you submit your application, you may be required to submit documentation to support proof of saltwater seafood sales/fore-hire trips in 2018 or 2019 AND in 2020 or 2021.**

**The Proof of Business Activity Form will be prompted once the application has been reviewed by the Program. The Applicant will receive notification that the business activity form is available to enter the required information.**

#### **2018 or 2019 Proof of Business Activity**



- 2018 or 2019 Business Activity Document Type
  - Select one of the following options for the type of documentation you are uploading to prove saltwater seafood sales in 2018 or 2019.
    - Quarterly tax payments
    - Tax records
    - Sale records
    - Payroll records
    - Accounting records
    - Bank statements or ledgers
    - Certified Charter Boat Fishing Guide Form (for Charter Captains ONLY)
      - [https://www.wlf.louisiana.gov/assets/Resources/Publications/Charter\\_For-Hire/certified\\_charter\\_fishing\\_guide\\_form\\_2019.pdf](https://www.wlf.louisiana.gov/assets/Resources/Publications/Charter_For-Hire/certified_charter_fishing_guide_form_2019.pdf)
- 2018 or 2019 Business Activity Document Upload
  - Upload documentation to support saltwater seafood sales/fore-hire trips in 2018 or 2019.
  - Uploaded documentation should align with the Document Type you selected above.
- Business Activity Document Description
  - Provide a detailed explanation of the documentation uploaded and how it supports proof of business activity in 2018 or 2019.

### 2020 or 2021 Proof of Business Activity

- 2020 or 2021 Business Activity Document Type
  - Select one of the following options for the type of documentation you are uploading to prove saltwater seafood sales in 2020 or 2021.
    - Quarterly tax payments
    - Tax records
    - Sale records
    - Payroll records
    - Accounting records
    - Bank statements or ledgers
    - Certified Charter Boat Fishing Guide Form (for Charter Captains ONLY)
      - [https://www.wlf.louisiana.gov/assets/Resources/Publications/Charter\\_For-Hire/certified\\_charter\\_fishing\\_guide\\_form\\_2019.pdf](https://www.wlf.louisiana.gov/assets/Resources/Publications/Charter_For-Hire/certified_charter_fishing_guide_form_2019.pdf)
- 2020 or 2021 Business Activity Document Upload
  - Upload documentation to support saltwater seafood sales/fore-hire trips in 2020 or 2021.
  - Uploaded documentation should align with the Document Type you selected above.
- Business Activity Document Description
  - Provide a detailed explanation of the documentation uploaded and how it supports proof of business activity in 2020 or 2021.