



## APPLICATION CHECKLIST

Applicants are strongly encouraged to review the Application Checklist and ensure that all required information, supporting documentation, and signatures are included prior to submission. Incomplete applications, or those missing required documentation or signatures, may not be considered for funding.

### GENERAL APPLICATION DOCUMENTS

- Complete Application Package:** All sections must be completed and submitted via the [Neighborly Application Portal](#).
- Mandatory Disclosures:** Signed and notarized Applicant Certification, Disclosures & Acknowledgments.
- Program Terms and Conditions:** Signed by the Authorized Representative and any additional owners.

### BUSINESS DOCUMENTATION

- Legal Formation:** Copy of Articles of Organization (LLC) or Articles of Incorporation (Corp).
- Sole Proprietors:** Submit DBA registration, or City/County Business Tax Receipts to verify legal business name.
- Tax Identification:** EIN Confirmation Letter (IRS CP 575 or 147C) or Social Security Number Card for sole proprietors.
- Proof of Business Location:** Property deed or an executed lease agreement.
- City Certificates:** Copy of current (2026) City of Lauderhill Certificate of Use (COU).
- Business Tax Receipts:** Copy of current (2026) City Business License Tax Receipt (BTR) AND Broward County Business Tax Receipt.
- Unique Entity ID (UEI):** Proof of active registration from SAM.gov.
- Insurance:** Current Certificate of Insurance (COI).

### OWNERSHIP INFORMATION

- Proof of Identification:** Government-issued ID for all owners (> 20% or more ownership).
- Proof of Citizenship or Legal Status:** U.S. Passport or Birth Certificate, Permanent Resident Card (Green Card), Form I-94 with Refugee or Asylee stamps.
- Social Security Card**
- Governing Documents:** Business Operating Agreement (LLC), Corporate Bylaws or Shareholder Agreement (Corp), if applicable.
- Authorization:** Letter of Authorization required if the applicant is not an owner or authorized officer of the business.

### FINANCIAL & PAYROLL DOCUMENTATION

- Business Tax Returns:** Last two (2) years (2024 & 2025), including all schedules and K-1s:  
**For Individuals/Sole Proprietors:** Schedule C–Form 1040; **Corporations (C-Corps, S-Corps, LLCs):** Form 1120 or 1120S; **Partnerships:** Form 1065.
- Personal Tax Returns:** Last two (2) years (2024 & 2025), including all schedules for all owners with 20% or more ownership.
- Financial Statements:** Current Year-to-date and last two (2) years of balance sheets (signed & dated), profit & loss, statement of cash flow, and projection of cash flow.
- Business Bank Records:** Six (6) most current consecutive months of bank statements (all pages).
- Employer's Quarterly Reports:** Last four (4) Quarterly IRS Form 941s and State Tax Records (Florida RT-6).
- Payroll Detail:** Most recent two (2) months of detailed reports (ADP, QuickBooks, etc.) reflecting employee names, hire dates, average hours worked per week, and hourly wage or salary.
- Duplication of Benefits Review:** Provide a list of all current business loans, including SBA EIDL or PPP loans, with current balances to assist with the Duplication of Benefits Review.
- Business Plan or Narrative Requirements:** A 2–3-page Business Plan or Narrative. The narrative should focus on the business's current stability and future growth. Evaluation and scoring will be based on the clarity, feasibility, and impact of the proposal. At a minimum, it must include:
  - Business Overview
  - Description of products/services
  - Target market and customer base
  - Hours of operation and programming (events, etc.)
  - Management/ownership structure & experience
  - Project Readiness, budget, and sources of funds



# CITY OF LAUDERHILL CDBG SMALL BUSINESS & MICROENTERPRISE



- 12-month projected income and expenses
- Economic Impact (how the business contributes to neighborhood vitality, provides essential services to LMI residents, and/or creates/retains jobs)

The Business Plan or Narrative must demonstrate that the business is financially feasible and contributes to the City’s goal of economic opportunity.

### **CDBG COMPLIANCE (National Objective)**

#### **FOR SMALL BUSINESSES APPLICANTS ONLY (6-25 employees):**

- Job Creation/Retention Plan:** Business Plan or Narrative must detail the specific positions to be created or retained (including descriptions and wage information).

#### **FOR MICROENTERPRISE APPLICANTS ONLY (5 or fewer employees):**

- Owner Income Verification:** Last 2 months of personal pay stubs.
- LMI Certification:** Signed Household Income Self-Certification form, if applicable. The form will be provided by the City following determination of the applicable CDBG National Objective.

**NOTE:** Copies of all current licenses must be provided. Any document expiring on September 30 must include proof of renewal or payment for the upcoming cycle.

#### **DISCLAIMER (Application Responsibility & Submission Notice):**

The City of Lauderhill may provide general information regarding the application process; however, applicants are responsible for submitting a complete and accurate application with all required supporting documentation. Submission of documents does not constitute approval or a determination of eligibility.

To protect applicant information, maintain data security, and ensure a fair review process, all applications and supporting documents must be submitted through the City’s official [Neighborly Application Portal](#). Documents submitted outside the official portal may not be incorporated into the official application file or considered for funding.