



# Enterprise Zone Program

## EMPLOYEE CERTIFICATION REPORT INSTRUCTIONS

**SECTION 1:**  
Business Information  
(Page 3)

- **Contract Number:** Project/Contract number assigned to the project
- **Contract Effective Date:** Start date of project, also referred to as the project start date or contract effective date
- **Business Name:** Business name of the contract holder creating the jobs as it appears on the Enterprise Zone Contract
- **Project's Physical Address:** Provide the complete address of the EZ project site location
- **Business Mailing Address:** If applicable, the preferred address to which mail can be received and/or delivered
- **Contact's Name, Phone Number, and Email:** Name, phone number, and email address of the person responsible for completing the ECR who can answer questions regarding the information submitted

**SECTION 2:**  
Qualification Election  
(Page 3)

- An election must be made, check the appropriate box and provide any required information

**SECTION 3:**  
Employment Baseline  
Calculation  
(Page 4)

- **Calculate Employment Baseline:** Use instructions provided in Section 3

**SECTION 4:**  
Employment Baseline List  
(Page 5-6)

- **Employee's Name:** Full name of all full-time employees on the business' payroll at the project site prior to the contract effective date
- **Social Security Number:** Last four digits of the SSN of the corresponding full-time employees on the business' payroll at the project site prior to the contract effective date

*\*\*\*Provide additional pages in needed*

**SECTION 5:**  
Average Calculation  
Worksheet  
(Page 7)

- **Contract Effective Date:** Provide the contract effective date
- **UI#:** Provide the ES4/SUTA account number registered with the Louisiana Workforce Commission
- **Reporting Period:** Provide the reporting period
- **Employees at project site:** For Pre Act 423 contracts (contracts with advances filed prior to June 21, 2013) use total jobs at project site (A). For Post Act 423 (contracts with advances filed on or after June 21, 2013) use all full time jobs at project site (A) - (B)
- **Month and Year:** Use the respective months and year for the reporting period. Reference footnote for additional instructions.
- **ES4/SUTA Total Employees:** Provide the monthly ES4/SUTA head count for each month in the appropriate spaces
- **Number of Employees Working at the Project Site:** Provide the employee head count at the project site. Do not include head count from another location
- **Number of Part-time employees working at the project site: Post Act 423 only:** Provide number of employees hired to work less than 35 hours weekly
- **Sum total of Employees working at the project site:** Sum of Employees working at project site from all the months included in the reporting period

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**SECTION 5 (Continued):**  
Average Calculation  
Worksheet  
(Page 7)

- **Number of months in this reporting period:** Enter the number of months used in this reporting period
- **Average Number of Employees:** Total Employees working at the project site divided by Number of Months in this reporting period
- **Employment Baseline Number:** Provide the Employment Baseline Number (as indicated on the Baseline Calculation Worksheet)
- **Previous annual Average number of employees certified:** This is the Average number of employees as reported on the prior reporting period ECR of the contract
- Enter the highest of either Employment Baseline number or Previous annual Average Number of Employees certified, whichever is highest.
- **Net Increase/(Decrease) of Net New Jobs:** For the definition of Net New Job, including Domicile, reference LAC 13:I.703. Sum of Average Number of Average Number of Employees at project site minus the highest of either Employment Baseline number or Previous annual Average Number of Employees certified.
- Enter either 50% (.50) for all contracts with advance notifications filed on or after June 21, 2013) or 35% (.35) for all contracts with advances filed prior to June 21, 2013, as applicable.
- **Net increase of Net New Jobs** multiplied by the applicable percentage rate (round up only)
- **A. thru D.:** See Section 5: New Employee List, for certification breakdown. Only one certification is allowed for each qualified Net New Job
- **E. Sub Total Certified:** Sum total A thru D
- **F. No Certification:** See Section 5: New Employee List, for breakdown
- **G. Total Net New Employees:** Sum total E and F

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**SECTION 6:**  
New Employee List  
(Page 8)

- **Employee Name:** Provide the full name of the net new employee hired in the reporting period
- **Physical Address:** Provide the complete residential physical address of the net new employee
- **Parish of Residence:** Provide the parish of the employee's residential address
- **Social Security Number:** Provide the last four digits of the SSN of the corresponding new employee
- **US Citizen/Louisiana Resident/Domiciled:** Indicate if the new employee is a US citizen and a resident or domiciled in the state of Louisiana
- **Permanent Job:** Indicate if the net new employee position is a permanent job with no anticipated end date, falling within the period commencing 45 days prior to the contract effective date and ending five years after the contract effective date
- **Full-time Position:** Indicate if the net new employee was hired to work at least 35 hours weekly.
- **Hire Date:** The date in which the employee began work for pay
- **Certification Requirement:** Provide the certification requirement each net new employee met, and provide proof of that requirement. Employees who do not meet one of the four certifications, indicate no certification.

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**SECTION 7:**  
ECR Summary Page  
(Page 9)

- **For Office Use Only**

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**SECTION 8:**  
Certification  
(Page 9)

- **Must have legal authority to sign this document**

**Please return \$250 fee and one original signed and dated copy to:**

Louisiana Economic Development  
Business Incentive Services  
P.O. Box 94185, Baton Rouge, LA 70804-9185



# Enterprise Zone Program

## EMPLOYEE CERTIFICATION REPORT

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### SECTION 1: BUSINESS INFORMATION

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<b>CONTRACT NUMBER</b>	<input type="text"/>	<b>CONTRACT EFFECTIVE DATE</b>	<input type="text"/>
<b>BUSINESS NAME</b>	<input type="text"/>		
<b>PROJECT'S PHYSICAL ADDRESS</b>	<input type="text"/>		
<b>BUSINESS MAILING ADDRESS</b>	<input type="text"/>		
<b>CONTACT NAME</b>	<input type="text"/>		
<b>CONTACT PHONE NUMBER</b>	<input type="text"/>	<b>CONTACT EMAIL</b>	<input type="text"/>

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### SECTION 2: QUALIFICATION ELECTION

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To qualify for the enterprise zone program, a business must create permanent full-time net new jobs that are at least equal to the lesser of:  
(Check the appropriate box)

- Five jobs, created within the first two years of the contract period; or
- The number of jobs equal to a minimum of 10 percent of the employees employed throughout the United States by the business and its affiliates, a minimum of one, created within the first year of the contract period. For the definition of affiliate(s), reference LAC 13:I.703. If selected, list the total number of employees employed throughout the United States by the business and its affiliates prior to the contract effective date: \_\_\_\_\_

### SECTION 3: EMPLOYMENT BASELINE CALCULATION

Check the appropriate box:

- Pre Act 423:** contracts with advances filed with LED prior to 6/21/2013
- Post Act 423:** contracts with advances filed with LED on or after 6/21/2013

Was there an EZ contract, for the business, in effect at this site on the day prior to the contract effective date (CED)?  **YES**  **NO**

If **yes**, provide the EZ contract # \_\_\_\_\_ and answer (a) or (b). If no, proceed to the median calculation:

- a. For Pre Act 423 contracts: provide the last annual average number of employees at this site under the previous contract \_\_\_\_\_, this is the Employment Baseline Number. (Supporting documentation required) Proceed to certification.
- b. For Post Act 423 contracts; provide the last annual average number of full time employees at this site under the previous contract \_\_\_\_\_, this is the Employment Baseline Number. (Supporting documentation required) Proceed to certification.

MEDIAN CALCULATION						
	Month and Year containing the Immediate 12th of the month prior to the Contract Effective Date (CED) (MM/YYYY)*	ES4/SUTA Totals including affiliates**	(A) # of all employees at this EZ site, including employees of affiliates and employees of unrelated affiliates	(B) (Post Act 423 only) # of all Part Time employees at this EZ site	=	(C)
						If Pre Act 423 use Number of all Employees at this EZ site (column A)
						If Post Act 423 use Number of all Full-Time Employees at this EZ site (columns A – B)
1st					=	
2nd					=	
3rd					=	
4th					=	
				<b>Total rows 1– 4, column (C) →</b>	=	

\*Use employment data for the months & year containing the immediate 12th of the month prior to the CED. For example, a CED of May 13, 2015, use the data for the prior months beginning February 12, 2015: March 12, 2015; April 12, 2015; and May 12, 2015

\*\*You must include all ES4/SUTA reports filed with the LWC, (including all affiliates at the project site) containing the respective months. Note that employees hired/existing prior to the CED are not eligible as permanent net new full time employees.

Employment Baseline is the median number of full time employees of the business (including employees of affiliates, and employees of unrelated affiliates who have also been employed by the business within the twelve months prior to the CED at the project site, during the payroll periods including the twelfth day of the month in the last four months completed prior to the CED. The Median is calculated by discarding the months with the highest and lowest number of employees and averaging the number in the remaining two months. The median calculation is used when operation with employment began at least 4 months prior to CED. If operation with employment began 3 or fewer months prior to CED average all months with employment.

**MEDIAN CALCULATION, COMPLETE WHICH EVER IS APPLICABLE:**

Total \_\_\_\_\_ (minus highest) \_\_\_\_\_ (minus lowest) \_\_\_\_\_ = \_\_\_\_\_ /2 = \_\_\_\_\_, Employment Baseline Number

Or  
Total \_\_\_\_\_ divided by number of months with employment \_\_\_\_\_ = \_\_\_\_\_, Employment Baseline Number

## SECTION 4: EMPLOYMENT BASELINE LIST

List all full-time employees, including those of affiliates, at the project site prior to the Contract Effective Date.

	Employee's Name	Social Security No. (xxx-xx-1234)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
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17		
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19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		

	Employee's Name	Social Security No. (xxx-xx-1234)
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
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60		

\*\*\*Provide additional pages if needed

List all part-time employees, including those of affiliates, at the project site prior to the Contract Effective Date (Pre Act 423 only).

	Employee's Name	Social Security No. <i>(xxx-xx-1234)</i>
1		
2		
3		
4		
5		
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8		
9		
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11		
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24		
25		
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27		
28		
29		
30		

	Employee's Name	Social Security No. <i>(xxx-xx-1234)</i>
31		
32		
33		
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42		
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\*\*\*Provide additional pages if needed

## SECTION 5: AVERAGE CALCULATION WORKSHEET

Contract Effective Date: \_\_\_\_\_ UI #(s): \_\_\_\_\_  
 Reporting Period: From: \_\_\_\_\_ To: \_\_\_\_\_

Month*	Year*	ES4 (SUTA) Total Employees**	(A) Number of Employees working at the project site	MINUS	(B) Number of Part Time Employees working at the project site (Post Act 423 only)	=	Employees working at the project site
				-		=	
				-		=	
				-		=	
				-		=	
				-		=	
				-		=	
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				-		=	
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				-		=	

\*For the first filing period use employment data for the months & year containing the immediate 12th of the month following the contract effective date (CED). For example, a CED beginning May 1st - 12th, 2015, use the data for the months beginning with May 12, 2015 thru April 12, 2016. Use contiguous employment data for additional filing periods (for example, the next period would use employment data beginning May 12, 2016).

\*\*You must include all ES4/SUTA reports filed with the Louisiana Workforce Commission containing the respective months.

<b>Sum total of Employees working at the project site</b>	<input type="text"/>
<b>Number of months in this reporting period</b>	<input type="text"/>
<b>Average Number of Employees (use format 00.00)</b>	<input type="text"/>
<b>Employment Baseline Number</b>	<input type="text"/>
<b>Previous annual Average Number of Employees, if applicable (use format 00.00)</b>	<input type="text"/>
<b>Enter the highest of either Employment Baseline Number or the Previous annual Average Number of Employees:</b>	<input type="text"/>
<b>Net Increase/(Decrease) of Net New Jobs (format 00.00)</b>	<input type="text"/>
<b>Applicable percentage rate (35% or 50%)</b>	<input type="text"/>
<b>Required minimum Net New Jobs certified (round up only)</b>	<input type="text"/>
<b>A. Residency</b>	<input type="text"/>
<b>B. Public Assistance</b>	<input type="text"/>
<b>C. Lacking Basic Skills</b>	<input type="text"/>
<b>D. Unemployable by Traditional Standards</b>	<input type="text"/>
<b>E. Sub-Total Certified</b>	<input type="text"/>
<b>F. No Certification</b>	<input type="text"/>
<b>G. Total Net New Jobs</b>	<input type="text"/>

## SECTION 6: NEW EMPLOYEE LIST

List of employees holding net new jobs.

Provide Name, Physical Address (No P.O. Box), and Parish of Residence	Social Security # (Last 4 digits)	US Citizen Y/N	Domiciled or Domiciled within 60 days of hire date Y/N	Permanent Job? Y/N	Full-Time Y/N	Hire Date	Certification Requirements (Provide CT/BG # if employee lives in an EZ)
Name							
Physical Address							
Parish							
Name							
Physical Address							
Parish							
Name							
Physical Address							
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Physical Address							
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Name							
Physical Address							
Parish							

***\*Attach additional document if needed.***



**SECTION 7: ECR SUMMARY PAGE (FOR OFFICE USE ONLY)**

Certification Requirement	CONTRACT YEAR					Grand Total	% meeting Certification Requirements
	1 <sup>st</sup> Period	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Period		
A Residency							%
B Public Assistance							%
C Lacking Basic Skills							%
D Unemployable by Traditional Standards							%
No Certification							%
<b>Total Permanent Net New Employees Increase</b>							100%
<b>Average for Full-time employees</b>							

**SECTION 8: CERTIFICATION**

I hereby certify that the Enterprise Zone project identified in this document with the above referenced number and additional materials meets all of the requirements of R.S. 51:21, et seq. and applicable regulations. I hereby certify that the information provided in this document and additional materials is true and correct, and I am aware that my submission of any false information or omission of any pertinent information resulting in the false representation of a material fact may subject me to civil and/or criminal penalties for filing of false public records (R.S. 14:133) and/or forfeiture of any tax credits or rebates approved under this program. I understand that application and information submitted with it shall not be returnable to the applicant.

\_\_\_\_\_

Original Signature

\_\_\_\_\_

Printed Name and Title

\_\_\_\_\_

Date

**Please return \$250 fee and one original signed and dated copy to:**

Louisiana Economic Development  
 Business Incentive Services  
 P.O. Box 94185 Baton Rouge, LA 70804-9185