Louisiana Main Street Recovery Grant Program – Act 410 Portal User Guide

CREATING AN ACCOUNT AND SUBMITTING AN APPLICATION

AS OF 08/18/2021

https://la-treasurer.viewpointcloud.com/
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How to Setup a Louisiana MSRP Account for Your Business

The individual at the Business who establishes access to the Portal is considered to be the Primary Contact or Authorized Representative. This individual is the main point of contact for the Louisiana Main Street Recovery Grant Program.

Throughout the portal, you will see a “?” highlighting that help is available on a field. Hover over the “?” to see the help text.
Throughout the portal, all fields with an “*” are required fields in order to move forward.

How to Find the MSRP Portal

From your web browser, go to https://la-treasurer.viewpointcloud.com/ This is the link to the public informational website about the Louisiana Main Street Recovery Grant Program. You will see this screen:

You will click on the “Act 410 Grant Applications” and you will see “Louisiana Main Street Recovery Program” (see screen below).
Click “Select” and then “Apply Online” (see screen below).

How to Gain Access
To create an account, click the “Sign up” button in the top right corner. From this screen, you will have the option to “Create a Viewpoint ID” on the left. To create an ID, click “Sign Up using Secure Portal” button (see screen below). This will allow you to create a user ID using your email address and to create a password.

Note: If you previously created a Viewpoint ID using an email address, you will be unable to create a new Viewpoint ID using the same email address. If you forgot your password, use the ‘Don’t Remember You Password’ button to reset your password.
**How to Login**

Once you create your user name and password, you will be able to log in using this screen:

To login to your account, click "Login using Secure Portal". Enter the email address and password you used to set up your account (see screen above). Click "Log In".
Navigation of “My Account” Upon Successful Log In

A. To access your account, select “My Account” in the top right hand corner.

B. Dashboard

a. Permits & Documents: Can be printed out for your record by selecting the document.
1. To view documents or notices that you have received, click on the “Notice” document on the right column. From there, you will be taken to the screen below. To view or print the document, select “Print Document.”

2. To ask a question about this document, type in your question in the “Ask a question about this” box and click “Send Message.” This message will go to the application reviewer and they will be able to explain this document that you have been issued.

b. Applications: Displays applications and submission date(s).
   1. This section displays any applications that have been submitted or that are incomplete.
   2. NOTE: The application that has been submitted to the LAMSRP Program will have “ACTIVE” as the status. The application that has a status of “DRAFT” has NOT been submitted (see screen below).
   3. To finish a draft of an application, click on the application with the status as “Draft” and continue filling out the application.
C. Messages: Allows the applicant to view any messages sent to and received from the Program related to the application(s) submitted. If you have messaged your application reviewer, you will see their response in this section. (See screen below).

![Messages](image)

a. If you would like to message your application reviewer, you can do so by selecting the “Applications” tab on the left side under the “Your Records” portion of the dashboard (see screen below).
b. You will then click on your submitted application. Note: If you have any applications that are drafts, you must click the application that says “Active” in order to message your application reviewer (see screen below).

c. To message your application reviewer, select the application on your Dashboard and you will be taken to the Your Submission page. On the left hand column, select the current step in progress (blue).
d. On this screen, you will see the "Status" of your application. You can also message your application reviewer. To do this, type in your message in the "Message the Reviewer" box and click "Send Message."

e. The application reviewer will be alerted of your message and will be able to communicate with you about your application.

D. Profile: Edits can be made to basic account information.

![Profile Screen]

a. To view your information, update an email address, address, or phone number, you can do so by clicking on the "Profile" section. This will take you to the screen above.

b. Once you have arrived at this screen (see screen above), you can edit your information, update your email address, address, phone number or reset your password. To do this, you must click on the “Edit Profile” button on the upper right side of the profile (see the blue rectangle above).

c. To edit your personal information (name, address, phone number or email address), you can do so here. Once you enter your correct information, click “Save” (see screen below.)
d. To change your password, select “Reset Password.” You will be sent an email to the email address you have provided to change your password.

E. Your Records – Applications: Displays all active and draft applications and the date created.

Apply Online
A. To Apply online, visit https://la-treasurer.viewpointcloud.com/
B. Select “Act 410 Grant Applications: Louisiana Main Street Recovery Program – Act 410” (see screen below.)
C. Select Apply Online to begin the application (see screen below).

How to Fill Out an Application for the Louisiana Main Street Recovery Program

Step 1: Confirm your contact information
   A. Please ensure that your contact information is up to date.
B. Enter the primary contact information for the application. Once you have submitted an application, you can update contact information.

**Step 2: Main Street Recovery Program - Act 410 Program Type**

During the 2021 Regular Session of the Louisiana Legislature, the legislature passed, and Governor John Bel Edwards enacted, Act 410 establishing the Louisiana Main Street Recovery Program (“Program”). The purpose of this program, which is managed by the Louisiana Department of Treasury (“Treasury”), is to provide economic support in the form of grants to Timber Harvesting or Timber Hauling Businesses and Movie Screens located in Louisiana impacted by the COVID-19 pandemic.

A. The Eligibility Requirements for these Programs are different. Please select the appropriate Grant Program Application Type that aligns to your Applicant Business Industry Designation.
Step 3: Business Applicant Information

A. Enter the following information into the appropriate fields on this screen.
   a. Business Legal Name
      i. As registered with Louisiana Secretary of State. If the Business is not registered with the Secretary of State, enter the Business Name as it appears on the income tax return.
   b. DBA or Tradename (if applicable)
   c. Business Type
   d. Business Tax Return Form
   e. Social Security Number (SSN), if applicable
   f. Federal Taxpayer ID Number (EIN), if applicable
   g. Date of Formation/Creation of the business
   h. Business Phone Number
   i. Number of Full-Time Equivalent Employees (as of March 1, 2020)
      i. The simple method that may be used for calculating the number of ‘Full-time equivalent employees’ is to assign a 1.0 for employees who work 40 hours or more per week and .5 for employees who work fewer than 40 hours per week. A more detailed calculation method can be found on the program Frequently Asked Questions page at https://www.louisianamainstreet.com/faq/.
   j. Business Physical Address
      i. Business Physical Street Address
      ii. Business Physical City

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iii. Business Physical State
iv. Business Physical Zip Code
   1. Enter the 5 digit zip code.
v. Business Physical Parish

k. Business Mailing Address
   i. **Note: Any payments for approved grant awards will be mailed to the Business Mailing Address provided below.**
   ii. Business Mailing Street Address
   iii. Business Mailing City
   iv. Business Mailing State
   v. Business Mailing Zip

l. Additional Business Information
   i. LA Secretary of State Charter Number
      1. LA Secretary of State Charter # can be found by clicking “Search for Louisiana Business Filings” on the LA Secretary of State website at: [https://sos.la.gov/](https://sos.la.gov/). Sole Proprietors may enter “N/A” if the Business is not registered with the LA Secretary of State.
   ii. LA Department of Revenue Account #
      1. The LA Department of Revenue Account Number for the Business can be found on the first page of your Louisiana income tax return, Louisiana sales tax return, or Louisiana employer withholding form. The format for the account # is #######-001 for Partnerships, LLCs, and Corporations. Please enter first 7 digits prior to -001. For Sole Proprietors, enter your SSN (###-##-####).
   iii. LA Workforce Commission Employer ID #
      1. The LA Workforce Commision Employer ID # is for companies that pay unemployment taxes. To find this, you may look on the company's tax return.
      2. If your company does NOT pay unemployment taxes or insurnace, you may enter “N/A.”
      3. Sole Proprietors may enter “N/A” if the business is not registered with the LA Workforce Commission.
Step 3 of 12 -

**Business Applicant Information**

**Business Legal Name** *

**D/B/A or Trade Name (if applicable)**

**Business Type** *

**Business Tax Return Form** *

**Federal Taxpayer ID Number (EIN)** *

**Data of Formation/Dissolution** *

**Business Phone Number** *

**Number of Full-Time Equivalent Employees (as of March 1, 2020)** *

**Business Physical Address**

**Business Physical Street Address** *

**Business Physical City** *

**Business Physical State** *

**Business Physical ZIP Code (5 Digit)** *

**Business Mailing Address**

**Business Mailing Street Address** *

**Business Mailing City** *

**Business Mailing State** *

**Business Mailing ZIP (5 Digit)** *

Important Note: Any payments for approved grant awards will be mailed to the Business Mailing Address provided below.
Step 4: Industry Category

Use the Search bar at the top of this section to locate the appropriate NAICS code for the Business as reported on the Applicant Business' Federal Tax Return. You can search by numeric value or by industry description (Ex: 113310 - Logging or 512131 – Motion Picture Theaters (except Drive-Ins)). When you select the code that best describes your business industry, the fields below will automatically be completed. If the Search bar does not appear to be working, you can manually enter in the information for these two fields.
Step 5: Business Owner

Please provide ownership information as reflected on the Applicant Business Tax Return Forms.

A. Click “Add Business Owners”, fill out the form dialogue box (shown below), and upload a copy of the owner driver’s license, if available. Click button again to add another owner until all owners are listed.

   a. Note: Social Security Number (SSN) and Employee Identification Number (EIN) are both required.
      i. If the Owner Type is Entity, please enter SSN of 000-00-0000.
      ii. If the Owner Type is Individual and the business does not have an EIN, please enter an EIN as 00-0000000.
Step 6: Eligibility Information

Answer each question appropriately. Take note that if you answer “Yes” to your tax filings, you will need to upload your tax documentation. The following clarifications are provided for the eligibility questions (Note: This is not a complete list of the eligibility questions.)

A. Did the Business have a physical and active operation in Louisiana as of March 1, 2020?
B. Did the business have 50 or fewer full-time equivalent employees as of March 1, 2020?
   a. The simple method that may be used for calculating the number of ‘Full-tine equivalent employees’ is to assign a 1.0 for employees who work 40 hours or more per week and .5 for employees who work fewer than 40 hours per week. A more detailed calculation method can be found on the program Frequently Asked Questions page at https://www.louisianamainstreet.com/faq/.
C. Did the Business file Federal and Louisiana state taxes for BOTH 2019 and 2020 tax years?
   a. If yes, you will be asked to upload a copy of both your filed 2019 and 2020 Federal Income Tax Returns for the Business.
D. Did the Business experience a revenue loss of 10 percent or greater of gross revenue for the period of January 1, 2020 through December 31, 2020, as compared to the gross revenue of the business during the same period in 2019?
E. Is the Business in good standing with the Louisiana Secretary of State (if Applicable)?
   a. If the Business is a Sole Proprietorship and NOT required to register with the Louisiana Secretary of State, select YES.
F. Does the Business exist for the purpose of advancing partisan political activity?
G. Does the Business directly lobby federal or state officials?
H. Does the Business derive income from passive investments without active participation in the business operations?
   a. “Passive Investments” as used in ACT 410 refers to income derived from passive activity as defined by the Internal Revenue Code Section 469.
Step 7: FOR LOGGERS RELIEF PROGRAM ONLY

In addition to the Eligibility Criteria in the previous section, Act 410 requires that a timber harvesting or timber hauling business shall meet all of the following criteria to be eligible to receive a grant:

A. Is the Business assigned a North American Industry Classification System (NAICS) Code of 113310 (Logging) or 484220 (Specialized Freight (except Used Goods) Trucking, Local)?

B. Is the Business certified by the Louisiana Forestry Association as a master logger?
   b. Upload a copy of your 2020 Louisiana Forestry Association master logger certification.

C. Is the Business a subsidiary of a business with more than 50 full-time equivalent (FTE) employees, part of a Larger Business Enterprise with more than 50 FTE employees, or owned by a business with more than 50 FTEs?
Step 8: FOR SAVE OUR SCREEN PROGRAM ONLY

In addition to the Eligibility Criteria in the previous section, Act 410 requires that a Movie Theater business shall meet all of the following criteria to be eligible to receive a grant:

D. Does the Business operate as a Movie Theatre that has at least one permanent indoor auditorium for viewing films for entertainment by the general public who attend by the purchase of an individual ticket to view a specific non-adult-oriented film?

E. How many movie screens are there at the Business Location?
   a. Upload documentation to evidence the number of Movie Screens at the Business location.
   b. Examples include a schedule of movies by screen or building plans.

F. Did the Business conduct regularly scheduled screenings in Louisiana in 2019?

G. Is the Business currently open and actively operating as of 6/17/2021?

H. Was the Business subject to limitations or restrictions as a result of Proclamation Number 25 JBE 2020 or any subsequent gubernatorial proclamations related to COVID-19?

I. Does the Business hold an occupational license for the physical location of the applicable auditorium?
   b. Upload a copy of your 2020 Occupational License.
   c. Upload a copy of your 2021 Occupational License.
Step 9: Other Sources of COVID-19 Related Funding

Provide information about the funds you have received related to COVID-19, including ANY loans or loan advances received. Once the amounts are entered for each source, the Total Other COVID-19 Funds Received box will populate automatically with the totaled funds from those entered in the boxes above.
Other Sources of COVID-19 Related Funding

1. Has the Business received any funds from the U.S. Small Business Administration (SBA) Paycheck Protection Program (PPP) loan? *
   - Select your option

2. Has the Business received a U.S. Small Business Administration (SBA) Economic Injury Disaster Loan (EIDL) or an EIDL Emergency Advance? *
   - Select your option

3. Did the Business submit an Application to Louisiana Act 311 Main Street Recovery (MSRP) Grant Program administered in 2020? *
   - Select your option

4. Has the Business received any other prior assistance from another federally-funded COVID-19 Relief program, which has not already been reported above? *
   - Select your option
Step 10: 2020 Revenue Loss Calculation entered by Applicant

The Program is intended to provide grants to businesses that “experienced a revenue loss of ten percent or greater of gross revenue for the period of January 1, 2020, through December 31, 2020, as compared to the gross revenue of the business during the same period in 2019” as outlined in La. R.S. 39:100.44.1(B)(4)."

Please enter the 2019 and 2020 Gross Receipts or Sales as reported on your Federal Tax Return Forms. Once the amounts are entered for each year, the Total Reduction in Business Revenue and Percentage Decrease in Business Revenue Year over Year (%) boxed will populate automatically.

A. 2019 Total Business Gross Receipts or Sales, as appears on 2019 Business Tax Return.
B. 2020 Total Business Gross Receipts or Sales, as appears on 2020 Business Tax Return.
Step 11: Federal Funding Certification and Agreement to Hold Harmless and Indemnify

Review the information, select the certification checkbox, and enter the appropriate information into the Printed Name, Signature Date, and Authorized Representative Capacity boxes.

Important Note: This grant application must be completed by an Authorized Representative of the Business Applicant. By submitting this application, you must declare, under the penalty of perjury, that you are authorized to complete and sign the grant funds application on behalf of the Business Applicant.
Step 12: Attachments

Include any additional files with your submission. Any box marked "Required" is required to submit your application. Please note the maximum allowed file size for any upload is 100 MB. If you have
several documents that are larger than 100 MB, please review the instructions on how to consolidate multiple documents located in the Resource Center of the Louisiana Main Street Recovery Program website by visiting the following link

When adding an attachment, include a description of the document being uploaded.
Confirmation Your Submission

Please review all of your submitted information for completeness and accuracy. Click “Confirm and Submit” at the bottom of the page once you are ready to submit the application.

A confirmation email will be sent to the email on file.
How to Fill Out an Application for the Louisiana Main Street Recovery Program Once You Have Already Made an OpenGov Account

Once you have created an OpenGov account, and you have not submitted an application right away or you would like to submit an additional application, you may do so once you log back in to the portal.

A. To submit an application online, visit [https://la-treasurer.viewpointcloud.com/](https://la-treasurer.viewpointcloud.com/). Select “Grant Applications: Louisiana Main Street Recovery Program” (see screen below).

B. Click the “Select” button on the “Grant Applications” page (see screen below).
C. Select "Apply Online" (see screen below).

D. Select “Login using Secure Portal” and enter your OpenGov username and password that you have previously created.
E. Once you have logged in, you can start the application. You will be directed to this screen to begin the application (see screen below).

F. After you have finished confirming your contact information, click “Next” and continue the application. To review directions on how to complete the application, please visit page 11 of this guide.
Check the Status of Your Application

Once you have submitted an application, you may log back into the portal to check the status of your application. Once you are logged in, click on the "Applications" section of the Dashboard (see screen below).

The next screen will take you to any applications that you are have already submitted, or were in the process of submitting. To view your application, click on the application with the status that reads “Active” (see screen below).

Click on the application, and you will see the status of the application on the left hand side of the dashboard (see screen below).
You will see the status of your application as the Eligibility review and other steps are completed with a green checkmark. You can message your application reviewer to check on the status of the application. See section below.

To gain more understanding of the status of your application listed, please review the chart below.

<table>
<thead>
<tr>
<th>STATUS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility Review</td>
<td>The Program is working to verify that your business meets the eligibility requirements of the program. Stay tuned and keep checking the portal for updates!</td>
</tr>
<tr>
<td>Eligibility QC Review</td>
<td></td>
</tr>
<tr>
<td>Eligibility Review Complete - Pending</td>
<td>We have determined that your business meets the eligibility requirements. Next step: your grant award will be calculated.</td>
</tr>
<tr>
<td>Application Grant Award Review</td>
<td></td>
</tr>
<tr>
<td>Appeals Window - Eligibility</td>
<td>You have received a Notice of Ineligibility. If you disagree with the Program's eligibility determination, you may appeal using the instructions in your notice. This status means you are within the timeline that allows for appeals.</td>
</tr>
<tr>
<td>Grant Award Determination Review</td>
<td>We have verified your eligibility! Your grant award is being calculated based on the information you submitted.</td>
</tr>
<tr>
<td>Appeals Window - Grant Award Determination</td>
<td>You have received a Grant Award Notice. If you disagree with your grant award, you may appeal using the instructions in your notice. This status means you are within the timeline that allows for appeals.</td>
</tr>
<tr>
<td>Grant Award Funding - Pending Approval</td>
<td>Great news! Your application is currently being processed for payment!</td>
</tr>
<tr>
<td>Grant Award Funding</td>
<td></td>
</tr>
</tbody>
</table>
How to Communicate With Your Application Reviewer

Send a Message to the Application Reviewer

Once you have completed your application, you can communicate with your application reviewer to check the status of the application, or answer any questions the reviewer may have.

A. To do this, log in to your account and click on the “Applications” section of the dashboard (see screen below).

Once you have navigated to your applications, click on the application that you would like to review. (see screen below).

Once you have clicked on the application, you will be able to check the status of your application (see section above), and message your application reviewer.

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B. To send a message your application reviewer, select the step you would like to leave a message on in the left hand column. The completed steps will be highlighted green, the current step in progress is highlighted blue. It is best practice to leave new messages on the step in progress (blue) to ensure the current reviewer sees your message. Type in your question into the “Ask a Question about this” box (see screen below). Once you have typed in your message in the box, click “Send Message.” This will post your message to the selected step and notify the reviewer.

Check Your Messages

If an application reviewer has a question, they can message you in the portal. To check these messages, log in to your account. Once you have logged in, you will see a “Messages” section of your dashboard (see screen below).
You will be able to communicate to your application reviewer within the portal through this message function. You can review your messages by clicking the “Messages” section of the dashboard.

**How to Upload Additional Attachments to Your Application**

You may be required to upload additional documentation to your application once submitted.

A. Navigate to the “Your Records – Applications” screen on your Account (see screen below).
B. Select the Application for which you would like to upload an attachment.
C. Once you are brought to your submitted applications page, click on the submitted application.

D. You will see an “Attachments” section on the dashboard of your application (see screen below).

E. Click on the “Attachments” section of the application and you will be able to review any attachments that you previously have submitted (see screen below).
F. You may review or replace any attachments that you have previously uploaded by clicking the “Action” button.

G. To upload any new attachments, click on the “Add Attachment” button at the bottom of the screen (see screen below).

H. You may title the attachment and add a brief description of the attachment that is being uploaded. Once you have chosen your file, click “Upload.”