**Joint Meeting of Build Baton Rouge**  
**Board of Commissioners**  
**and**  
**East Baton Rouge Community Development Entity, L.L.C. Advisory Board**

<table>
<thead>
<tr>
<th>MINUTES</th>
<th>OCTOBER 17, 2019</th>
<th>9:00 AM</th>
<th>620 FLORIDA STREET, STE. 110 70801</th>
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<tbody>
<tr>
<td>MEETING CALLED BY</td>
<td>Rodney Braxton</td>
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<tr>
<td>TYPE OF MEETING</td>
<td>East Baton Rouge Community Development Entity, LLC Advisory Board - Regular Meeting</td>
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<td>NOTE TAKER</td>
<td>Tara Titone</td>
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| ATTENDEES     | Attending Board Members: Rodney Braxton, Secretary/Treasurer; Rev. Leo Cyrus; Bryon Turner  
Also Attending: Christopher Tyson, BBR CEO; Tara Titone, BBR COO; Tasha Saunders, BBR Grants Director; Rebekah Strickland, BBR Administrative Assistant; Heather LeBlanc, V. Graham (BBR CFO); Matthew Johnson, BBR Staff Attorney; Amanda Spain, Baker Donelson; Susan Turner, BBR Board Treasurer; Theodore Major, BBR Board Secretary; Charles Landry, BBR Board; Timothy Boone, The Advocate; Councilwoman Wicker, EBR Metro Council District 10; Phillip LaFargue and Samantha Knotts, Emergent Method; Tyra Banks |         |                                   |
|               | CALL TO ORDER    |         | RODNEY BRAXTON                     |
| DISCUSSION    | The meeting was called to order by Mr. Braxton at 9:06 AM |         |                                   |
| DISCUSSION    | NEW MARKETS TAX CREDIT 2019 ALLOCATION APPLICATION UPDATE |         | CHRISTOPHER TYSON                 |
|               | Mr. Tyson announced that BBR was preparing an application for the current round of New Markets Tax credits (NMTC), due October 28, 2019. BBR is working with Advantage Capital out of St. Louis a who is assisting with preparing the application. The pipeline projects that will be proposed as part of the application are still being finalized. Mr. Tyson explained that NMTC supports development in low-income census tracts with a focus on the following types of projects: mixed-use, social services and education, industrial and manufacturing, health facilities, and housing. BBR has met with several entities and held a number of interviews to collect ideas and provide leads for catalytic projects to be part of the application. |         |                                   |
Mr. Tyson explained that BBR was last successful in securing an NMTC allocation award in 2009 that funded the Americana YMCA, YMCA Howell Place, Honeywell, Emerge Center, and Hampton Inn in Downtown BR. BBR was unsuccessful in its 2011 and 2013 applications. This application will be submitted in conjunction with the Mayor’s office and the City-Parish of Baton Rouge. BBR is awaiting a draft from Advantage Capital and the document will become public once submitted. Mr. Tyson asked the Board to authorize the signing and filing of the 2019 Allocation Application, including all understandings and the Assurances and Certifications document contained in the Board packets. Mr. Tyson also asked for the authorization of Christopher Tyson to act as the Authorized Representative of the Applicant to act in connection with the Allocation Application and to provide such additional information as may be required.

**ACTION**

Mr. Turner made a motion to authorize the signing and filing of the 2019 Allocation Application, including all understandings and assurances contained therein, and direct and authorize Christopher Tyson as the Authorized Representative of the Applicant to act in connection with the Allocation Application and to provide such additional information as may be required. Rev. Cyrus seconded the motion. The motion carried unanimously.

**PUBLIC COMMENT AND ADJOURNMENT**

No public comment. The meeting was adjourned by Mr. Braxton at 9:13 AM.
ASSURANCES AND CERTIFICATIONS

Generally, the Applicant must provide the Assurances and Certifications below in order to apply for an NMTC Allocation.

A. General Certifications

With regard to the General Certifications (below):

- If the Applicant is unable to provide General Certifications numbered 1 through 9; the Applicant is ineligible to apply for an NMTC Allocation.

- If the Applicant is unable to provide General Certifications numbered 10 through 17; the Applicant must provide a written explanation in the text box provided in the electronic Allocation Application. The CDFI Fund will consider the explanation provided and determine, in its sole discretion, whether the Applicant is eligible to apply for an NMTC Allocation.

Please select "True," "False," or "Not Applicable" to each certification. By selecting "True" the Applicant is certifying that the corresponding statement is true. By selecting "False" the Applicant is certifying that the corresponding statement is not true. By selecting "Not Applicable" the Applicant is certifying that the corresponding statement is not applicable to their application.

As the Authorized Representative of the Applicant, I hereby assure and certify that:

1. The Applicant is duly organized and validly existing under the laws of the jurisdiction in which it was incorporated or otherwise established.

   True True
   False False

2. The Applicant has the legal authority to apply for an NMTC Allocation, and the institutional, managerial, and financial capability to ensure proper use of such allocation as described in this Allocation Application and in accordance with IRC §45D and the NMTC Program Income Tax Regulations, and all applicable Department of the Treasury regulations and guidance documents.

   True True
   False False

3. The Applicant's governing body (e.g., Board of Directors) has by proper resolution or similar action authorized the signing and filing of this Allocation Application, including all understandings and assurances contained herein, and directed and authorized me as the Authorized Representative of the Applicant to act in connection with this Allocation Application and to provide such additional information as may be required.

   True True
   False False

4. The Applicant will give the Department of the Treasury, the Comptroller General of the United States, and if appropriate, the State of the Applicant's incorporation, through any Authorized Representative, access to and the right to examine all records, books, papers, or documents related to the provision of an NMTC Allocation; and will establish a proper accounting system in
accordance with generally accepted accounting standards; Office of Management and Budget (OMB) regulations, guidelines, and circulars; and Department of the Treasury regulations and directives.

True    False

5. The Applicant will establish safeguards to prohibit employees from using their positions for purposes that constitute or present personal or organizational conflicts of interest, or personal gain, either real or perceived.

True    False

6. The Applicant will comply with all applicable requirements of the Community Renewal Tax Relief Act of 2000 (26 U.S.C. 45D), and as amended, regulations implementing the NMTC Program and all other applicable Department of the Treasury regulations, guidance, and implementing procedures (and any regulations or procedures which are later promulgated to supplement or replace them).

True    False

7. The Applicant will comply, as applicable and appropriate, with the requirements of OMB Circulars and any regulations and circulars which are later promulgated to supplement or replace them, including standards for fund control and accountability.

True    False

8. The Applicant will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the NMTC Program.

True    False

9. The Applicant has not knowingly and willfully made or used a document or writing containing any false, fictitious, or fraudulent statement or entry as part of this Allocation Application or any related document, correspondence, or communication. The Applicant and its Authorized Representative are aware that, under 18 U.S.C. 1001, whoever knowingly and willfully makes or uses such document or writing shall be fined or imprisoned for not more than five years, or both.

True    False

10. The Applicant and its Affiliates have never filed for bankruptcy.

True    False

If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #10. (Maximum Response Length: 1,000 Characters)
11. The following entities are not federally regulated financial institutions currently under any Enforcement Action from any federal regulator.

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<th></th>
<th>True</th>
<th>False</th>
<th>Not Applicable</th>
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<tbody>
<tr>
<td>Applicant</td>
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<tr>
<td>Controlling Entity</td>
<td>✓</td>
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<tr>
<td>Affiliate</td>
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If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #11. (Maximum Response Length: 1,000 Characters)

12. Certifications for the Controlling Entity:

(a) The Controlling Entity has not within a three-year period preceding the date of this Allocation Application been indicted, charged with or convicted of, or had a civil judgment rendered against it for commission of fraud or a criminal offense;

   True ✓ False _____ Not Applicable _____

If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #12(a). (Maximum Response Length: 1,000 Characters)

(b) The Controlling Entity has not within a three-year period preceding the date of this Allocation Application been indicted, charged with or convicted of, or had a civil judgment rendered against it for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

   True ✓ False _____ Not Applicable _____

If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #12(b). (Maximum Response Length: 1,000 Characters)
(c) The Controlling Entity is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraphs 14(a) and 14(b) of this certification;

True ☑️ False _____ Not Applicable _____

If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #12(c). (Maximum Response Length: 1,000 Characters)

(d) The Controlling Entity has not within the three-year period preceding the date of this Allocation Application been the subject of any formal investigation or disciplinary proceeding by a government agency, regulatory body, or professional association in connection with any matter which may have a material adverse effect on the Applicant or its financial condition or the Applicant's ability to carry out the authorized uses of an NMTC Allocation; or

True _____ False _____ Not Applicable _____

If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #12(d). (Maximum Response Length: 1,000 Characters)

(e) The Controlling Entity has not within the three-year period preceding the date of this Allocation Application been found liable in any civil legal action involving creditor's claims of greater than $500,000.

True ☑️ False ______

If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #12(e). (Maximum Response Length: 1,000 Characters)

13. Certifications for the Applicant:
(a) The Applicant has not within a three-year period preceding the date of this Allocation Application been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense;

True  False

If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #13(a). (Maximum Response Length: 1,000 Characters)

(b) The Applicant has not within a three-year period preceding the date of this Allocation Application been convicted of or had a civil judgment rendered against it for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

True  False

If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #13(b). (Maximum Response Length: 1,000 Characters)

(c) The Applicant has not within the three-year period preceding the date of this Allocation Application been found liable in any civil legal action involving creditor's claims of greater than $500,000.

True  False

If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #13(c). (Maximum Response Length: 1,000 Characters)

14. The following individuals or entities of the Applicant:
(a) have not within a three-year period preceding the date of this Allocation Application been convicted of or had a civil judgment rendered against him/her for commission of fraud or a criminal offense.

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<tr>
<th>Officers</th>
<th>True</th>
<th>False</th>
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<td>Directors</td>
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<td>Majority Owners</td>
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<td>Key Employees</td>
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If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #14(a). (Maximum Response Length: 1,000 Characters)

________________________________________________________________________

(b) have not within a three-year period preceding the date of this Allocation Application been convicted of or had a civil judgment rendered against it for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

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<tr>
<th>Officers</th>
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<tr>
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<tr>
<td>Key Employees</td>
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</table>

If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #14(b). (Maximum Response Length: 1,000 Characters)

________________________________________________________________________

(c) have not within the three-year period preceding the date of this Allocation Application been found liable in any civil legal action involving creditor's claims of greater than $500,000.

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<thead>
<tr>
<th>Officers</th>
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<th>False</th>
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<td>Key Employees</td>
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</table>
If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #14(c). (Maximum Response Length: 1,000 Characters)

15. Certifications for the Applicant:

(a) The Applicant has not within a three-year period preceding the date of this Allocation Application been indicted for or charged with the commission of fraud or a criminal offense;

   True   False

If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #15(a). (Maximum Response Length: 1,000 Characters)

(b) The Applicant has not within a three-year period preceding the date of this Allocation Application been indicted for or charged with the violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

   True   False

If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #15(b). (Maximum Response Length: 1,000 Characters)

(c) The Applicant is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraphs 15(a) and 15(b) of this certification;

   True   False

If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #15(c). (Maximum Response Length: 1,000 Characters)
(d) The Applicant has not within the three-year period preceding the date of this Allocation Application been the subject of any formal investigation or disciplinary proceeding by a government agency, regulatory body, or professional association in connection with any matter which may have a material adverse effect on the Applicant or its financial condition or the Applicant's ability to carry out the authorized uses of an NMTC Allocation.

True ✔️ False

If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #15(d). (Maximum Response Length: 1,000 Characters)

(e) The following entities have not within the three-year period preceding the date of this Allocation Application been the subject of any formal investigation by the Internal Revenue Service related to any NMTC transactions or activities.

Applicant True ✔️ False
Affiliate True ✔️ False

If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #15(e). (Maximum Response Length: 1,000 Characters)

16. The following individuals or entities of the Applicant:

(a) have not within a three-year period preceding the date of this Allocation Application been indicted for or charged with the commission of fraud or a criminal offense;

Officers True ✔️ False
Directors ✔️ False
Majority Owners ✔️ False
Key Employees ✔️ False

If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #16(a). (Maximum Response Length: 1,000 Characters)
(b) have not within a three-year period preceding the date of this Allocation Application been indicted for or charged with the violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

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<td></td>
</tr>
<tr>
<td>Key Employees</td>
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If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #16(b). (Maximum Response Length: 1,000 Characters)

(c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraphs 16(a) and 16(b) of this certification;

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<thead>
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<tbody>
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</tr>
<tr>
<td>Key Employees</td>
<td>✓</td>
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If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #16(c). (Maximum Response Length: 1,000 Characters)

(d) have not within the three-year period preceding the date of this Allocation Application been the subject of any formal investigation or disciplinary proceeding by a government agency, regulatory body, or professional association in connection with any matter which may have a material adverse effect on the Applicant or its financial condition or the Applicant's ability to carry out the authorized uses of an NMTC Allocation.
17. The Applicant has never been delinquent on amounts due to the Internal Revenue Service or on any debts owed to Federal, State, or local government.

True ☒ False ☒

If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #17. (Maximum Response Length: 1,000 Characters)

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NOTE: Where the Applicant is unable to answer "True" to one or more of the statements in Items 10 through 17 of the General Certifications, the Applicant must submit a written explanation after each statement it is unable to certify in its Allocation Application. The written explanation should also identify the applicable specific entity and/or individual by name. If the Applicant submits a written statement in response to items 12(c), 12(e), 13(c), 14(c), or 15(c), it should identify and summarize the litigation or regulatory matters typically disclosed in the applicable entity's annual SEC filings for 2014 and 2015, 2016 and quarterly for 2017.

B. Certification Regarding Debarment, Suspension, and Other Responsibility Matters — Primary Covered Transactions

- This Certification is a material representation of fact upon which reliance is placed when the CDFI Fund enters into an Allocation Agreement with the Applicant. If it is later determined that the Applicant knowingly rendered an erroneous or false Certification, the CDFI Fund may terminate, in its sole discretion, the Notice of Allocation and the Allocation Agreement for cause or default.

- The Applicant must provide immediate written notice to the CDFI Fund if at any time the Applicant learns that this Certification was erroneous or false when submitted or has become erroneous or false by reason of changed circumstances.

• The Applicant agrees that, by submitting this Allocation Application, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the CDFI Fund.

• The Applicant further agrees that, by submitting this Allocation Application, it will include the Certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transaction," to be provided by the CDFI Fund, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions (see 31 CFR part 19, Appendix B).

• A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous or false. A participant may decide the method and frequency by which it determines the eligibility of its Principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs. See www.sam.gov for more information.

• Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the Certification hereby required. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

• Except for transactions authorized under paragraph 4 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the CDFI Fund may terminate, in its sole discretion, the Notice of Allocation and the Allocation Agreement for cause or default.

WITH REGARD TO THE CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (BELOW):

• If the Applicant is unable to provide any of the Certifications in section B below, the Applicant must submit a written explanation after each statement it is unable to certify in its Allocation Application. The CDFI Fund will consider the explanation provided and determine, in its sole discretion, whether the Applicant is eligible to apply for an NMTC Allocation.

• If the Applicant fails to furnish either the Certification or a written explanation, the Applicant is not eligible to apply for an NMTC Allocation.

The prospective primary participant (the Applicant) certifies to the best of its knowledge and belief the following:
1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

   Applicant
   True          False
   Principals   True          False

   If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #1. (Maximum Response Length: 1,000 Characters)

2. have not within a three-year period preceding this Allocation Application been convicted of or had a civil judgment rendered against them for:

   (a) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction;

   Applicant
   True          False
   Principals   True          False

   If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #2(a). (Maximum Response Length: 1,000 Characters)

(b) violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

   Applicant
   True          False
   Principals   True          False

   If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #2(b). (Maximum Response Length: 1,000 Characters)

3. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification;

   Applicant
   True          False
   Principals   True          False

If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #3. (Maximum Response Length: 1,000 Characters)

_________________________________________________________________________
_________________________________________________________________________

4. have not within a three-year period preceding this Allocation Application had one or more public transactions (Federal, State, or local) terminated for cause or default.

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<thead>
<tr>
<th>Applicant Principals</th>
<th>True ☑️</th>
<th>False ☑️</th>
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</table>

If false is selected, the Applicant must provide an explanation in the text box below for why it is unable to certify the statement in Question #4. (Maximum Response Length: 1,000 Characters)

_________________________________________________________________________

NOTE: Where the Applicant is unable to certify to one or more of the statements above Regarding Debarment, Suspension, and Other Responsibility Matters -- Primary Covered Transactions, the Applicant must submit a written explanation after each statement it is unable to certify in its Allocation Application that clearly identifies the applicable specific entity and/or individual by name.
Supplemental Certification

Applicants unable to select “True” for a statement(s) in General Certifications 10 through 17 and statement(s) one through four in the Certification Regarding Debarment, Suspension, and Other Responsibility Matters — Primary Covered Transactions must “Agree” to the statement below before submitting their allocation application.

The Applicant hereby certifies based upon reasonable information and after due inquiry, there are no matters previously disclosed by the Applicant in the CY 2018 New Markets Tax Credit (NMTC) Program Application and Written Explanation; any other litigation or Enforcement Actions currently in effect with regard to the Applicant, its Affiliates, its Controlling Entity, or any of its managed subsidiary CDEs; or any ongoing obligations or restrictions resulting from any litigation or Enforcement Actions with regard to the Applicant, its Affiliates, its Controlling Entity, or any of its managed subsidiary CDEs; that will have a material adverse effect on the Applicant, its financial condition or ability to carry out the authorized uses of a CY 2018 NMTC Program allocation, should the Applicant be successful in the CY 2018 round.

Agreed.

TIP: The Supplemental Certification is not applicable for Applicants that selected “True” for each statement in the Assurances and Certifications related to this NMTC Allocation Application.