

UPDATED 9/20/23

RENTAL RESTORATION & DEVELOPMENT PROGRAM RENTAL PROPERTY OWNER APPLICATION RESOURCE GUIDE

The *Rental Restoration & Development Program (RRDP) Rental Property Owner Application Resource Guide* (Resource Guide) is provided to assist applicants to the *RRDP* with preparing and submitting complete applications for funding. The Resource Guide does not describe (1) program eligibility, (2) property eligibility requirements, (3) affordability requirements, (4) limits of awards for projects, (5) environmental requirements, (6) construction standards, (7) federal guidelines and requirements, (8) financing guidelines and requirements, or (9) ineligibility and ethics provisions. The aforementioned items are described in the *RRDP* Notice of Funding Availability (NOFA). It is the responsibility of the applicant to review the *RRDP* NOFA before submitting an application for funding to the program. It is also the responsibility of the applicant to ensure that any and all applications submitted to the *RRDP* are complete and submitted timely.

Please Note: All text values marked with an asterisk (*) require a response and should be completed accurately. Please indicate "NA" if an item marked with an asterisk does not apply. For fields that require a numeric value, please indicate "0" if an item marked with an asterisk if it does not apply.

All Applications **must be received (via online, hand-delivered, courier or mail)** by the LHC no later than **4:30 p.m. on July 31, 2023.**

Applications must be completed upon submission. Applications that are not completed and/or late will not be considered.

A completed application means an application that:

- Contains responses in all required fields
- Has attached with it all required application supporting documentation

Applicants requesting funding for the rehabilitation or new construction of multiple properties must submit one application per property.

A paper application can be found at www.lhc.la.gov/rrdp or you may call LHC at (225) 763-8700 to request an application be mailed to you.

If an applicant is unable to submit the application online, the applicant may submit the application by mail or in person via hand delivery to Louisiana Housing Corporation at the following address:

Louisiana Housing Corporation Housing Production/Disaster Recovery
2415 Quail Drive
Baton Rouge, LA 70808
ATTN: RRDP

Must include: Applicant/Company Name, Telephone Number & Return Address

ONLINE APPLICATIONS ONLY

The RRDP online application is located at <https://forms.lhc.la.gov/nlpa/login> . This link will also be used for Applicants to submit missing documents, if notified by LHC, and will be accessible for applicants to see the review status of their application.

Login to create an application. New users must hit "[Click here](#)" to register. An email address is required to register.

Rental Restoration and Development Program Application Dashboard

To start a new application, click "New Application" on the application dashboard. It is not necessary to complete and submit an application during a single session; work can be saved and accessed at a later time and during a different session. From the dashboard, pending applications and completed applications can be accessed.

The "Submit" button submits the application to the Louisiana Housing Corporation. **Do not hit the Submit before the application has been completed and is ready for review.** The application and the required application supporting documents must be submitted at the same time in a single online submission. LHC will not review applications that are not completed upon submission.

OWNER INFORMATION

What Parish is the property you are applying for in?

PROPERTY OWNER INFORMATION

All items marked with an asterisk (*) require a response and should be completed accurately. Please indicate "NA" if an item marked with an asterisk does not apply.

OWNER OF PROPERTY

In the **Owner of Property** fields, provide identification information for the property owner.

*The required items under **Owner of the Property** are:

- Owner Entity Type
- Entity name (If applicable)
- First Name (If applicable)
- Last Name (If applicable)
- Current Address
 - o City
 - o State
 - o Zip Code

- Parish
- Mailing Address
 - City
 - State
 - Zip Code
 - Parish
- Daytime Telephone
- Tax ID Number Type
- Tax ID Number
- Unique Entity Identifier
- Unique Entity Identifier Number

CO-OWNER OF PROPERTY

In the **Co-Owner of Property** fields, provide identification information for the property co-owner. If the property is not co-owned, indicate “**No Co-Owner**” as the Owner Entity Type.

*The required items under **Co-Owner of Property** are:

- Owner Entity Type (If applicable)
- Entity name (If applicable)
- First Name (If applicable)
- Last Name (If applicable)
- Current Address
 - City
 - State
 - Zip Code
 - Parish
- Mailing Address
 - City
 - State
 - Zip Code
 - Parish
- Daytime Telephone
- Tax ID Number Type
- Tax ID Number
- Unique Entity Identifier
- Unique Entity Identifier Number

OWNER OF PROPERTY CONTACT INFORMATION

In the **Owner of Property Contact Information** fields, applicants should provide current contact information for the property owner. The contact person for the property owner may be someone other than the owner.

The required items under **Owner of the Property Contact Information** are:

- First Name

- Last Name
- Daytime Telephone
- Email Address

OWNER OF PROPERTY CONTACT INFORMATION

In the **Owner of the Property Contact Information** items, applicants should provide current contact information for the property co-owner, if applicable. The contact person for the property co-owner may be someone other than the co-owner.

*The required items under **Co-Owner of the Property Contact Information** are:

- First Name
- Last Name
- Daytime Telephone
- Email Address

RENTAL PROPERTY INFORMATION

Applicants must submit one application per property.

All fields marked with an asterisk (*) require a response and should be completed accurately. Please indicate "NA" if a field marked with an asterisk does not apply.

PROPERTY ADDRESS (as listed with the Parish Assessor's Office)

In the **Property Address** section, provide the required information for the property.

*The required items under the **Property Address** are:

- House Number
- Street Name
- Street Type (Ave, St, Blvd, etc.)
- Unit/ Apartment #
- City
- State
- Zip Code
- Parish
- Type of Structure
- Residential Unit Mix
- Type of Construction Proposed for Unit
 - Loan funds requested from the *RRDP*
 - Did the property sustain damage as a result of either Hurricanes Ida, Laura/Delta or May Floods of 2021?
 - Was this property a residential rental property during either Hurricanes Ida, Laura/Delta or May Floods of 2021?
 - Did you own this property at the time of either Hurricanes Ida, Laura/Delta or May Floods of 2021?

- Have repairs already begun or completed on this property?
 If yes, provide an estimate of percentage of construction complete:
 - o NA
 - o 0-24%
 - o 25-49%
 - o 50-74%
 - o 75-99%
 - o 100%
- Are there any outstanding real estate taxes, loans, liens, or judgments against the property?
- Do you have title insurance?
- Is the property located in a floodplain?
- Did you have flood insurance on unit at time of either Hurricanes Ida, Laura/Delta or May Floods of 2021?
- Did you submit an application to SBA after either Hurricanes Ida, Laura/Delta or May Floods of 2021?
-

In the **Type of Structure** field, indicate whether or not the unit is a single family home or a unit within a duplex, triplex, fourplex, fiveplex, sixplex or sevenplex.

In the **Residential Unit Mix** field, indicate the number of bedrooms offered in the unit.

In the **Type of Construction Proposed for Unit** field, indicate the type (New Construction, Reconstruction or Rehabilitation) of construction proposed.

In the **Loan Funds Requested from the RRD** field, indicate in dollars the loan amount requested for the New Construction of the development or for the Reconstruction or Rehabilitation of the unit.

The sample **PROPERTY ADDRESS** table below depicts an application that is proposing the new construction of a fourplex.

*House Number	*Street Name	*Street Type (e.g. Ave., St., Blvd.)	*Unit/ Apt #
123	Pine	Street	A,B,C, D
*City		*State	*Zip Code
Baton Rouge		Louisiana	70802
*Parish		Parish Tax Parcel Number	
East Baton Rouge			
*Type of Structure (Single-family house, duplex, triplex, or fourplex):			
Fourplex			
*Residential Unit Mix (1 Bedroom, 2 Bedrooms, 3 Bedrooms, 4 Bedrooms, or 5 Bedrooms):			
2 Bedrooms in each unit			

*Type of Construction (New Construction, Reconstruction, Rehabilitation) Proposed for Unit: New Construction
*Loan Funds Requested from the RRDP: \$375,000

SOURCES AND USES

The items marked with an asterisk (*) require a response and should be completed accurately. If an item in this section marked with an asterisk does not apply, please indicate "\$0.00"

In the **Sources and Uses** section, describe the project's Total Development Costs by providing the following:

- Fund Source(s)
- Fund Uses (Construction Costs)
- Fund Uses (Soft Costs)

A "**Fund Source**" is where the capital to fund the project will come from. Some examples of funding sources include but are not limited to construction financing, National Flood Insurance Program (NFIP) proceeds, Small Business Administration (SBA) loan, and personal funds. In the Fund Sources table, applicants should provide amounts for each Fund Source that will be used to fund their proposed project. Blank line items are provided in the Fund Sources table and can be used to add a Fund Source if a description does not already appear.

If a project's total development costs may exceed the maximum assistance provided under RRDP, eligible property owners are responsible for securing any and all funds necessary to complete their proposed project. If total development costs requires capital that exceeds the maximum assistance provided under RRDP, additional funding sources and amounts must be shown in the Fund Source table. In the **Required Application Supporting Documents** portion of the application, applicants must provide documentation that the necessary and additional funding sources have been committed and are available to them.

Fund Sources

*Small Business Association ("SBA") Loan	
*National Flood Insurance Program ("NFIP")	
*Construction Financing	
Other	
Other	
Other	
*Total Fund Sources	\$0.00

A “Fund Use” for Construction Costs is what the capital will purchase. Some examples of funding uses for construction costs include but are not limited to building costs for new construction, land purchase, and infrastructure installation. Applicants should provide amounts for each of their proposed project’s Fund Use for Construction Costs. Not every pre-labeled line item in the fund sources table may apply to all projects. Blank line items are provided in the Fund Uses (Construction Costs) table and can be used to add a Fund Source if the description does not already appear.

Fund Uses (Construction Costs)

*Land Acquisition (Not RRDP Eligible)	
*Building Only (New Construction, Reconstruction, or Rehabilitation)	
Other	
Other	
Other	
*Total Fund Uses	\$0.00

A “Fund Use” for Soft Costs is also what the capital will purchase. Some examples of funding uses for soft costs include but are not limited to architect’s fees, closing costs, and loan interest during construction. Applicants should provide for their proposed project the amounts for each applicable soft cost. Not every pre-labeled line item in the fund uses table may apply to all projects. Blank line items are provided in the Fund Uses (Soft Costs) table and can be used to add a Fund Source if the description does not already appear.

In the Sources and Uses summary, Fund Sources cannot equal \$0 and Fund Uses (construction costs and soft costs) cannot equal \$0. Fund sources and fund uses should equal each other. Fund sources should equal the total development costs. Applicants should use the additional blank line items to add a Fund Source and/or Fund Use to a table if the description does not already appear. Not every pre-labeled line item in the fund uses table may apply to all projects.

Fund Uses (Soft Costs)

*Architect's Fee - Design	
*Architect's Fee - Supervisory	
*Interest During Construction	

Fund Uses (Soft Costs) Continued

*Taxes During Construction	
*Insurance During Construction	
*Financing Fee (Construction)	
*Financing Fee (Permanent)	
*Title and Recording Costs	
*Taxpayer Closing Costs	
*Organization Costs	
*Lender Legal Fees	
*Taxpayer Counsel Fees	
*Survey Costs	
*Audit Fees	
*Developer Fee (Not RRDP Eligible)	
*Closing Costs	
*Other	
*Other	
*Other	
Total Soft Costs	\$0.00

***Total Development Costs**

*Total Development Costs	\$0.00
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SAMPLE Sources & Uses

The sample Sources and Uses summary below depicts a non-profit organization's application proposing the new construction of four single-family homes. Total development costs are \$645,000. Construction costs are \$590,000 and soft costs are \$55,000. The fund sources (\$645,000) are equal to the fund uses (\$590,000 + \$55,000 = \$645,000). The organization will use construction financing and its own dollars to fund the development. The maximum that can be taken out is \$725,000 which is the maximum RRDP assistance per entity. The non-profit organization in this example must also provide in the **Required Application Supporting Documents** portion of the application, documentation that the \$45,000 is committed to the project and is available to them.

Fund Sources

Construction Financing	\$600,000
Non-Profit Organization Funds	\$45,000
Total Fund Sources	\$645,000

Fund Uses (Construction Costs)

*Building Only (New Construction, Reconstruction, or Rehabilitation)	\$590,000
Total Fund Uses	\$590,000

Fund Uses (Soft Costs)

Architect's Fee - Design	\$5,000
Architect's Fee - Supervisory	\$15,000
Interest During Construction	\$25,000
Closing Costs	\$10,000
Total Soft Costs	\$55,000
Total Development Costs	\$645,000

RENTAL INCOME

All fields marked with an asterisk (*) require a response and should be completed accurately.

Applicant responses in the **Rental Income** section will be used by the LHC during the application review to build Pro Forma and determine project feasibility.

Best estimates should be provided for all items.

Will the tenant be responsible for some or all utilities?

- Yes
- No

A. If you answered yes, indicate below for items 1-8, the utilities for which the tenant will be responsible.

1. Heating: tenant responsible or landlord responsible
2. A/C: tenant responsible or landlord responsible
3. Stove: tenant responsible or landlord responsible
4. Other Electric: tenant responsible or landlord responsible
5. Water Heater: tenant responsible or landlord responsible
6. Water: tenant responsible or landlord responsible
7. Sewage: tenant responsible or landlord responsible
8. Trash: tenant responsible or landlord responsible

B. Indicate below for items 1-8 whether or not each utility will be gas or electric after rehabilitation, reconstruction or new construction.

1. Heating: Gas or Electric
2. A/C: Gas or Electric
3. Stove: Gas or Electric
4. Other Electric: Gas or Electric
5. Water Heater: Gas or Electric
6. Water: Gas or Electric
7. Sewage: Gas or Electric
8. Trash: Gas or Electric

9. What rent amount do you intend to offer the unit after rehabilitation, reconstruction, or new construction?

YEARLY RENTAL INCOME AND OTHER COSTS

Applicant responses in the **Yearly Rental Income and Other Costs** section will be used by the LHC during application review to build a Pro Forma and determine project feasibility.

Best estimates should be provided for all items. Not every line item listed below may apply to all projects. If an item in this section marked with an asterisk does not apply, please indicate "\$0."

Other Rental Income:

1. Laundry and Vending (Laundromat or food or soda vending machines onsite)
2. Other

Expenses:

a) Admin

1. Advertising (Cost for advertising property on websites, flyers, etc)
2. Administrative Expenses (If any administrative.)
3. Office Supplies (Stamps, computer, printer, etc.)
4. Management Fee (Eviction fees, inspections, maintenance, lease renewal)
5. Management or Supervisor Salaries (Salary if you will have staff manage your property)
6. Legal Expenses (Project) (Title search, surveys, etc.)
7. Auditing Expenses (Project) (Taxes, income, depreciation, etc.)
8. Bookkeeping Fees/Accounting Services (Fees paid to cover accounting services)
9. Other

b) Utility

1. Fuel Oil/Coal (Monthly gas expense for heating)
2. Fuel for Domestic Hot Water (Monthly gas expense for hot water)
3. Electricity (Light & Misc. Power (Monthly electricity expense)
4. Water (Monthly water expense)
5. Gas (Monthly gas expense)
6. Sewer (Monthly sewer expense)

c) Operating Management

1. Operating and Management Payroll (Only applies if you will have a property manager overseeing the property)
2. Operating and Management Supplies (Leases, postage, printer, computer, etc.)
3. Operating and Management Contract (Contract with a management agency to oversee the property)
4. Garbage & Trash Removal (If landlord will be responsible for paying monthly garbage and trash removal)
5. Security Payroll/Contract (Expenses for providing onsite security)

6. Heating, Ventilation, and Air Conditioning (HVAC) Repair and Maintenance (funds set aside to cover Heating, Ventilation, and Air Conditioning (HVAC) Repair and Maintenance)
 7. Other Expenses
 8. Misc. Operating Expenses
 9. Neighborhood Network (Homeowners Association)
- d) Taxes and Insurance
1. Real Estate Taxes (Annual property taxes)
 2. Payroll Taxes (Applies only if you have a property management staff)
 3. Misc. Taxes, Licenses & Permits (Fees associated with paying for Permits, Licenses, etc.)
 4. Property & Liability Insurance (Coverage for rental property)
 5. Workmen's Compensation (If you have a staff that will be overseeing the property)
 6. Health Insurance (If you have paid employees working as part of the property management team)
 7. Other Insurance
- e) Replacement Reserves (Funds that are set aside from normal cash flow to pay for unexpected repairs (Example: roof repair or replacement))

REQUIRED APPLICATION SUPPORTING DOCUMENTS

See following section. (Revised on 9/20/23)

RRDP REQUIRED APPLICATION DOCUMENTS INDEX PER APPLICATION TYPE AND DEFINITIONS

Rehabilitation Project

Applications proposing **Rehabilitation** must be submitted with the following required documents:

1. Site plan
2. Floor plan
3. Duplication of Benefits Certification (RRDP Form)
4. Evidence that project meets zoning requirements
5. Scope of Work (*If work has not started on the unit(s) this is required. Otherwise see #15 Construction Contract*)
6. Evidence that the proposed housing unit is not in a special flood hazard area (SFHA)
7. Certification of Understanding Concerning Stop Work (RRDP Form)
8. Lender's Contingent Commitment to provide construction financing (*as applicable*)
9. Documentation of other committed and available funds to cover total development (*as applicable*)
10. RRDP Affirmation and Signature Page (RRDP Form)
11. Interior Photos
12. Exterior Photos
13. Vacancy Certification (RRDP Form)
14. Previous Tenant Outreach Certification (RRDP Form)
15. Construction Contract (*As applicable. If work has started on the unit(s), this is required in place of the Scope of Work #5*)
16. Alignment of the scope of work with HUD CPD Green Building Retrofit Checklist (RRDP Form)

Reconstruction Project

Applications proposing reconstruction must be submitted with the following required documents:

1. Site plan
2. Floor plan
3. Duplication of Benefits Certification - (RRDP Form)
4. Evidence that project meets zoning requirements
5. Scope of Work (*If work has not started on the unit(s) this is required. Otherwise see #15 Construction Contract*)
Scope of Work includes but is not limited to the following information:
 - o Location
 - o Preliminary plans including gross square footage
 - o Type of materials
 - o Any special notes such as elevation or demolition of existing structures
 - o Any accessibility features
 - o Any appliances included in construction
 - o Total development costs
 - o Per item costs
 - o Other costs – such as services associated with compliance with HUD New Construction Green and Resilient Building Standards and allowable overhead and profit
6. Evidence that the proposed housing unit is not in a special flood hazard area (SFHA)
7. Certification of Understanding Concerning Stop Work (RRDP Form)
8. Lender's Contingent Commitment to provide construction financing (*as applicable*)
9. Documentation of other committed and available funds (*as applicable*)

10. RRDP Affirmation and Signature Page (RRDP Form)
11. Front, side, and rear elevations (New Construction and Reconstruction Only)
12. Interior Photos (*if applicable*)
13. Exterior Photos
14. Vacancy Certification (RRDP Form)
15. Previous Tenant Outreach Certification (RRDP Form)
16. Construction Contract (*As applicable. If work has started on the unit(s), this is required in place of the Scope of Work #5*)

New Construction Project

Applications proposing new construction must be submitted with the following required documents:

1. Site plan
 2. Floor plan
 3. Duplication of Benefits Certification (RRDP Form)
 4. Evidence that project meets zoning requirements
 5. Scope of Work
 - Scope of work includes, but is not limited to the following information:*
 - Location
 - Preliminary plans including gross square footage
 - Type of materials
 - Any special notes such as elevation or demolition of existing structures
 - Any accessibility features
 - Any appliances included in construction
 - Total development costs
 6. Evidence that the proposed housing unit is not in a special flood hazard area (SFHA)
 7. Certification of Understanding Concerning Stop Work (RRDP Form)
 8. Lender's Contingent Commitment to provide construction financing (*as applicable*)
 9. Documentation of other committed and available funds to cover total development (*as applicable*)
 10. RRDP Affirmation and Signature Page (RRDP Form)
 11. Front, side, and rear elevations (New Construction and Reconstruction Only)
- ❖ Other requirements noted in the NOFA, including *Merchantable Title* will be confirmed by the RRDP Program.

RRDP APPLICATION DEFINITIONS

- **Site plan -**

The Site Plan can be detailed or simple so long as it is a graphic representation and depicts the proposed improvements. A site plan may include some items such as: the arrangement of buildings, parking, drives, landscaping, and/ or any other structure that is part of proposed project. Site plans may be hand-drawn. A residential site plan is a scale drawing that maps out all of the major components that exist within a property's boundaries. This includes residence itself, utility hookups, site topography, plus any pools, patios, or pathways. In it, you'll see all existing and proposed structures. *A site plan is different from a floor plan, in that a site plan is a comprehensive view from above the entire property. (See Appendix A for Site Plan and Floor Plan sample depictions).

- **Floor plan -**

A Floor Plan focuses exclusively on interior components. The Floor Plan can be detailed or simple so long as it depicts a view from above showing the relationship between rooms, spaces, and other physical features. The floor plan must include interior and exterior dimensions and rooms and spaces must be identified. Floor plans may be hand-drawn. *A floor plan differs from a site plan in that it shows a building footprint: the interior walls and features. A site plan and floor plan can be on one drawing. If it is being used for both, please upload on the on-line application into both requirements. (See Appendix A for Site Plan and Floor Plan sample depictions).

- **Duplication of Benefits Certification – (RRDP Form)**

This Form must be completed to confirm that the project has no duplication of funds from other sources, or funds in excess of the project need. Please refer to the RRDP FORMS.

- **Evidence that project meets zoning requirements -**

The applicant must provide documentation indicating that the project as submitted will conform to current zoning. The source of this documentation could include but not limited to the tax assessor's record and/or permitting office.

- **Scope of Work - (If work has not started on the unit(s))**

This is required ONLY if the work has not started on the rehabilitation or reconstruction units. If the work has started, this requirement is covered by the Construction Contract.

- Scopes of Work must be prepared by a licensed contractor.
- A contractor's license type must permit them to perform the work that is proposed. A contractor may hold one or both of the following types of licenses:
 - Commercial
 - Residential
- A contractor who is a "Registered Home Improvement Contractor" may perform work on projects with a value exceeding \$7,500 but not in excess of \$75,000 including labor and materials.
- The Louisiana State Licensing Board for Contractors provides an online search tool to verify contractor licensure at <http://www.lslbc.louisiana.gov/contractor-search/>. Please use this link to verify contractor licensure and registration.

Rehabilitation

A scope of work should include:

- Location
- Itemized scope of work which includes:
 - Quantity
 - Type of materials

- If item will be replaced or repaired
 - Square feet or linear feet of each item to be replaced or repaired
- Preliminary plans which include gross square footage
- Type of materials
- Any special notes such as elevation or demolition of existing structures
- Any accessibility features
- Any appliances included in the construction
- Total development costs
 - Per item costs
 - Total item costs
 - Other costs
- Asbestos and/ or lead removal - Asbestos removal must be performed by a firm or individual who is licensed to perform asbestos removal
- Compliance with Proposed compliance alignment of the scope of work with HUD CPD Green Building Retrofit Checklist (Rehabilitation only)

Reconstruction & New Construction

A reconstruction scope of work should include:

- Location
- Preliminary plans which include gross square footage
- Type of materials
- Any special notes such as elevation or demolition of existing structures
- Any accessibility features
- Any appliances included in the construction
- Total development costs
 - Per item costs
 - Total item costs
 - Other costs
- Services associated with compliance under an appropriate “Green Standard.”

Green Standard

One of the following reconstruction building techniques will need to be followed:

1. **LEED Criteria:** Building design and construction emphasizing sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality that achieves the points necessary to qualify as Certified LEED (a minimum of 26 points under the LEED Green Building Rating System® for lodging). The Certified LEED (Leadership in Energy and Environmental Design) Green Building Rating System® is a voluntary, consensus-based national standard for developing high-performance, sustainable buildings created by the US Green Building Council.

2. **National Green Building Standard ICC 700 Criteria:** Built in accordance with the requirements of Certified National Green Building Standard ICC-700-2012 or ICC-700-2015.

3. **Energy Star Version 3 Criteria:** A new home or apartment that has earned the Certified ENERGY STAR label has undergone a process of inspections, testing, and verification to meet strict requirements set by the US EPA. Certified ENERGY STAR homes and apartments use significantly less energy than typical new homes and apartments while delivering better comfort, quality, and durability.

- A third-party inspection firm or inspector will be responsible for monitoring the construction process according to the method of green building you decide upon. The

inspection firm or inspector will ensure that certain benchmarks are achieved throughout construction as part of the required certification process.

Reconstruction scopes of work must also:

- Include a brief narrative that includes:
 - Rationale explaining why reconstruction is necessary, more appropriate, etc., than rehabilitation
 - Description of whether or not soil will be disturbed.

This information helps the LHC to determine if a full Environmental Assessment with Phase 1 Environmental Site Assessment (ESA) will be required.

- Be submitted with a rehabilitation scope of work.
The LHC will compare the reconstruction and rehabilitation scopes of work to determine what type of work is the most appropriate.

Important reminders concerning Reconstruction:

- The bedroom count cannot be increased however it can be decreased.
- Concerning square footage, you may not exceed 110% of the original footprint.
- You are not required to reconstruct exactly back to the original floor plan.

- **Evidence that the proposed housing unit is not in a special flood hazard area (SFHA) -**

Applicants are free to submit evidence of their choosing; however, the LSU Flood Maps Portal at <http://maps.lsuagcenter.com/floodmaps/> can be used to search for this information. Clicking the “Go To Maps” button will access a screen where an address can be entered. Once the portal locates the property, the information can be printed by clicking the “Print” icon in the top right corner of the screen.

- **Certification of Understanding Concerning Stop Work – (RRDP Form)**

This Form must be completed to confirm that the applicant understands and confirms that no work is allowed to proceed relative to the rehabilitation, reconstruction, or new construction of units associated with the application and federal assistance until environmental clearance is received and notification issued from rental restoration and development. Please refer to the RRDP FORMS.

- **Lender’s Contingent Commitment to provide construction financing -**

This letter should be provided by a lending institution evidencing its commitment to provide construction financing for the proposed project should the applicant gain acceptance into RRDP. A lender letter is not required if construction financing is not being used. It is preferable that the document is dated within 6 months of the application submission. (See Appendix B for sample).

- **Documentation of other committed and available funds (if applicable) -**

This documentation is ONLY required if a project’s total development costs exceed the lender’s contingent commitment or maximum assistance provided under RRDP. In this case, eligible property owners/applicants are responsible for securing any and all funds necessary to complete their proposed project. If total development costs require capital that exceeds the maximum assistance provided under RRDP, additional funding sources and amounts must be shown in the Fund Source table. Applicants must provide documentation that the necessary and additional funding sources have been committed and are available to them.

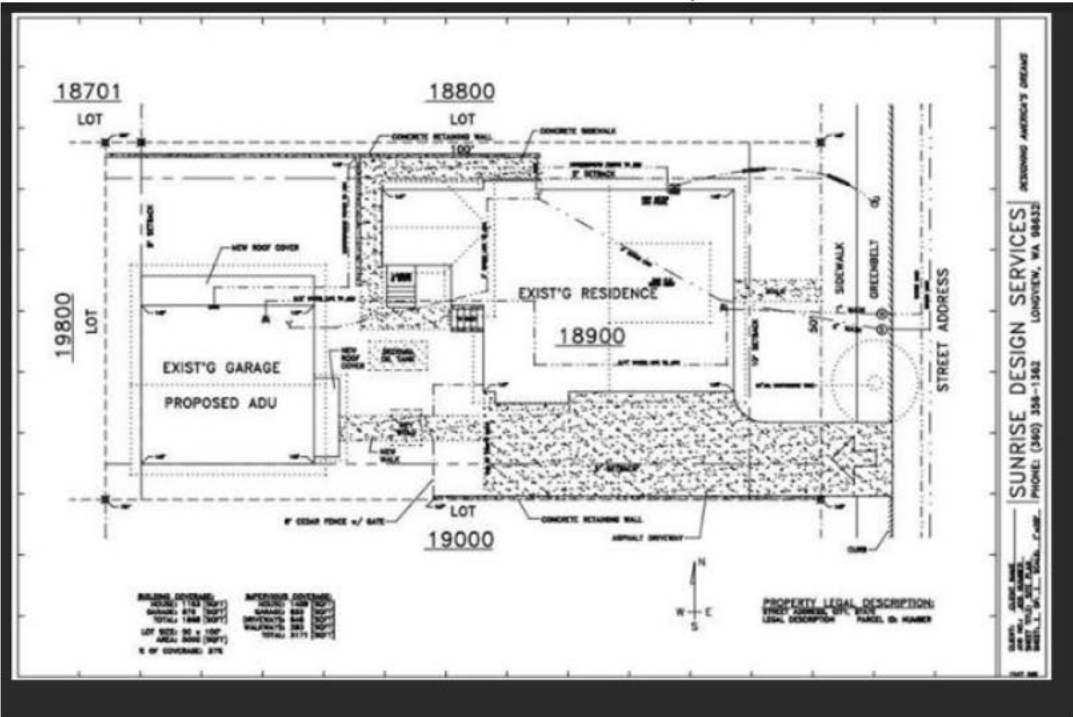
- **RRDP Affirmation/Signature Page - (RRDP Form)**

This Form must be included for each unit in the application. It must be signed and dated by all owners. This Form must be completed to confirm that the applicant agrees and confirms that the information in the application is true and correct. Please refer to the RRDP FORMS.

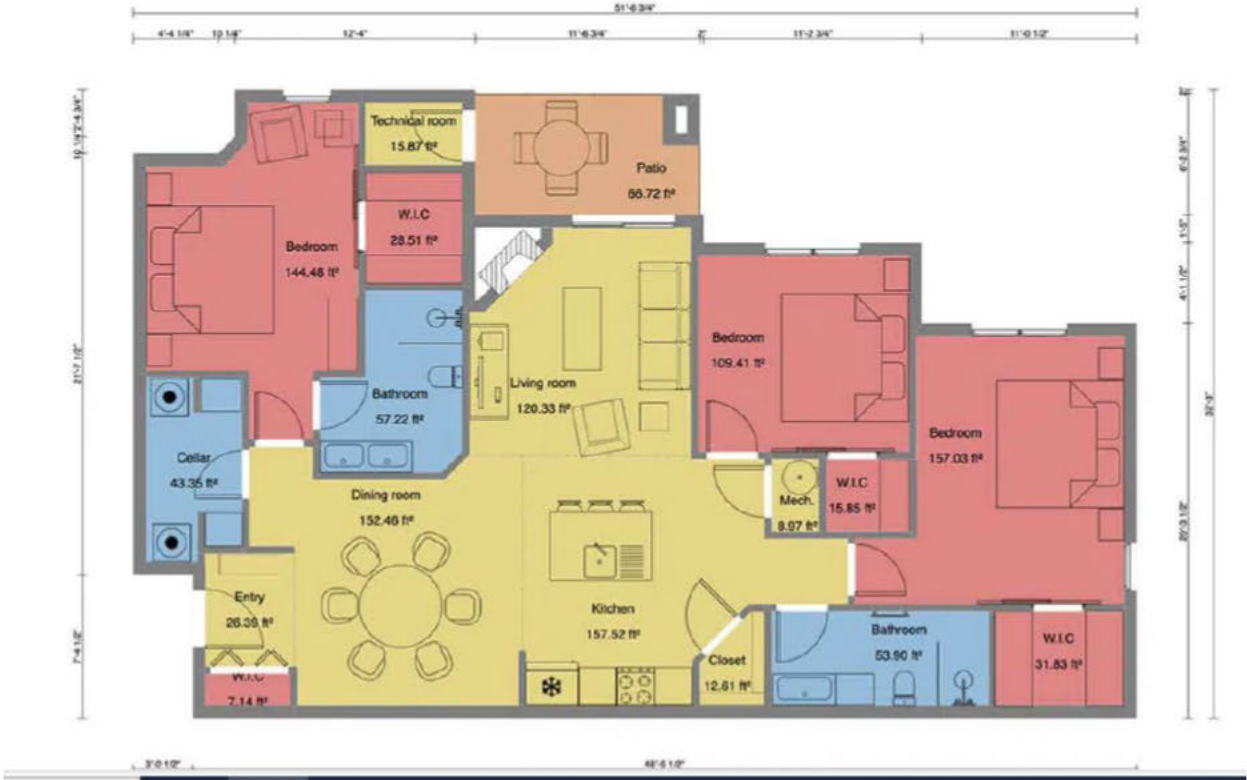
- **Front, side and rear elevations (New Construction and Reconstruction Only)**
Front, side and rear elevations depict the design of a structure's front, side, and rear.
- **Interior Photos (Rehabilitation and Reconstruction ONLY)**
Provide photos of each room (one photo per room). Photos should show as much of the room as possible.
- **Exterior Photos (Rehabilitation and Reconstruction ONLY)**
Provide photos of each exterior side (one photo per side). Photos should show the entire exterior side.
- **Vacancy Certification (Reconstruction and Rehabilitation ONLY) – (RRDP FORM)**
This Form must be completed to confirm that the applicant understands and confirms that the unit(s) were vacant at the time of the NOFA (as of February 27, 2023). Please refer to the RRDP FORMS.
- **Previous Tenant Outreach Certification (Reconstruction and Rehabilitation ONLY)–(RRDP FORM)**
This Form must be completed to confirm that the applicant understands and confirms that attempts were made to contact previous tenants who occupied the tenants at the time of the designated disaster and where the tenant currently resides if contacted. Please refer to the RRDP FORMS.
- **Construction Contract (If work has started on the unit(s)) – (Rehabilitation ONLY)**
In rehabilitation or reconstruction projects where the work has started, the Construction Contract submitted by an eligible contractor describes the scope and costs engaged on the project. This should be submitted in place of the Scope of Work on projects where work has already started.
- **Alignment of scope with HUD CPD Green Building Retrofit Checklist – (Rehabilitation ONLY)**
The *HUD CPD Green Building Retrofit Checklist* requires green standards for proposed rehabilitation projects. If the unit requires any of the types of standards listed on the checklist, the scope of work must incorporate those items as they are identified in the checklist. A blank checklist is provided in RRDP FORMS and is also available on the HUD website.

APPENDICES

APPENDIX A - Site Plan Samples



FLOOR PLAN SAMPLE



APPENDIX B
CONTINGENT LETTER (SAMPLE)

[REDACTED]

Dear [REDACTED]

[REDACTED] is pleased to offer the following credit facilities to [REDACTED] the terms and conditions of this letter supersede all prior negotiations, written or oral, related to this transaction.

Borrower:

[REDACTED]

Amount of Loan

\$684,080 / [REDACTED] secured by real estate and the remaining secured by a CD held at [REDACTED] Bank in the amount of [REDACTED]

Purpose:

Construction line or credit to build duplexes location is TBD.

Rate & Term:

7.99 % for 1st 5 years. Initial 12 months will be interest only followed by 19 years fixed rate.

Security/Collateral:

TBD

Guarantor(s):

The loan is to be guaranteed by [REDACTED]

General Requirements:

The following general requirements are to apply:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- Complete Rent Rolls provided no less than annually
- Third party inspections will be required for draws

Failure to comply with the General Requirements will constitute a default on this loan.

Non-Assignability and Confidentiality:

RRDP FORMS**Duplication of Benefits Certification**
Rental Restoration and Development Program

Please identify the funds received to date for the subject property. These funds are associated with damage caused by Hurricanes Laura, Delta, Ida or May 2021 Flood.

Property Address: _____

If funds were received, you must provide evidence of the dollars indicated below within the application.

SBA: \$ _____

NFIP: \$ _____

Insurance Proceeds: \$ _____

Other: \$ _____

Briefly explain:

I did not receive any funds to assist in the repair of my rental property

Note this form should be completed for each structure that received assistance

By signing this form, I certify that I have made known all funds received to date from outside sources to repair my rental property.

Applicant Signature _____ Date _____



RRDP FORMS

**Certification of Understanding Concerning Stop Work
Rental Restoration and Development Program**

I UNDERSTAND THAT BY SUBMITTING THIS APPLICATION:

I AM NOT ALLOWED TO PROCEED WITH ANY WORK RELATIVE TO THE REHABILITATION, RECONSTRUCTION, OR NEW CONSTRUCTION OF UNITS IN WHICH I AM APPLYING FOR FEDERAL ASSISTANCE UNIL I RECEIVE ENVIRONMENTAL CLEARANCE AND NOTIFICATION FROM RENTAL RESTORATION AND DEVELOPMENT PROGRAM TO PROCEED.

FAILURE TO COMPLY WITH THESE REQUIREMENTS MAY RESULT IN MY INELIGIBILITY FOR LOAN ASSISTANCE FROM THE PROGRAM.

[NOTE: IF THE APPLICANT HAS ANY QUESTIONS ON THE APPLICABILITY OF THIS REQUIREMENT, HE/SHE MAY SEEK WRITTEN GUIDANCE FROM RENTAL RESTORATION AND DEVELOPMENT PROGRAM STAFF]

FRAUD WARNING: This application is submitted in connection with a request to receive federal funds and/or assistance for disaster recovery as the result of damages sustained from presidentially declared disasters, specifically Hurricanes Ida, Laura, Delta and May 2021 Floods. I understand that if I fraudulently or willfully misstate any fact in connection with this application or a grant, should I receive one, I shall be subject to a fine as provided under 18 U.S.C. § 1001 or imprisoned for not more than five years or both, as well as subject to fine or imprisonment under the Louisiana Criminal Code. (R.S. 14:67, Theft; R.S. 14:67, Identity Theft; and/or R.S. 14:72, Forgery). This applies to information contained in this application and any future information I provide in connection with my application or grant.

I certify **UNDER PENALTY OF PERJURY** under the laws of the United States that, to the best of my knowledge and belief as of the date I am signing and submitting this application, all the information on and submitted with this application is true, correct, complete, and provided in good faith.

I further understand and agree that payments made to or me or to others on my behalf based on false or incorrect information are subject to repayment by me to the State of Louisiana Division of Administration Office of Community Development, even if I believe in good faith the information to be true and correct as of the date of submission.

In any proceeding to enforce this Grant Agreement, the State shall be entitled to recover all costs of enforcement, including actual attorney’s fees.

Applicant Signature _____

Date _____



RRDP FORMS

Application Affirmation and
Signature Page Rental Restoration and
Development Program

NOTE: This form should be completed for each unit included in the application

The undersigned agrees and acknowledges that the information provided in this application is true and correct as of the date set forth opposite my signature and that any intentional or negligent misrepresentation of the information contained in this application may result in Civil Liability, including monetary damages, to any person who may suffer any loss due to reliance upon any misrepresentation that I have made on this application, and/or in criminal penalties including, but not limited to, fine, imprisonment or both under the provision of Title 18 United States Code Section 1001.

I further certify that, to the best of my knowledge and belief, all the information on and attached to this application is true, correct, complete, and provided in good faith. I understand that false or fraudulent information on, or attached to, this application may be grounds for not making a loan and may be punishable by a fine and/or imprisonment. I understand that any information I give may be investigated. (Louisiana Criminal Code: R.S. 14:67, Theft; R.S. 14:67, Identity Theft; and/or R.S. 14:72, Forgery)

Owner Name: _____

Owner Signature: _____ Date: _____

Co-Owner Name: _____

Co-Owner Signature: _____ Date: _____



RRDP FORMS
(Required for Rehabilitation and Reconstruction Only)

Vacancy Certification
Rental Restoration and Development Program

NOTE: This form should be completed for each unit included in the application

I, _____, certify that my property located at
_____ was vacant as of February 27, 2023.
Property Address

By signing this form I certify that my property was vacant as of February 27, 2023.

Applicant Signature _____ Date _____



RRDP FORMS
(Required for Rehabilitation and Reconstruction Only)
Previous Tenant Outreach Certification
Rental Restoration and Development Program

I, _____, have made an effort to contact the previous tenant/s,
(Applicant Name)

who occupied my property located at _____
(Property Address)
at the time of Hurricanes Laura, Delta, Ida or May 2021 Floods.

Primary Tenant Name: _____

Secondary Tenant Name: _____

The means by which I attempted contact was as follows:

[] By Phone Date _____

[] By Certified Mail (Attach Certified Mail receipt to this form)

[] In Person Date _____

Briefly describe where the tenant/s currently resides:

Blank lines for describing where the tenant/s currently resides.

*Note a copy of this form should be completed for each tenant-occupied unit within the application *

By signing this form I certify that I have made every concerted effort to contact the previous tenant/s.

Applicant _____ Date _____

RRDP FORMS

HUD CPD RETROFIT CHECKLIST (Only applicable for projects involving rehabilitation)

The CPD Green Retrofit Checklist promotes energy efficiency and green building practices for residential retrofit projects. Grantees must follow the checklist in its entirety and apply all measures within the Checklist to the extent applicable to the particular building type being retrofitted. The phrase "when replacing" in the Checklist refers to the mandatory replacement with specified green improvements, products, and fixtures only when replacing those systems during the normal course of the retrofit.

WATER AND ENERGY CONSERVATION MEASURES

- Water-Conserving Fixtures**
Install or retrofit water conserving fixtures in any unit and common facility, use the following specifications: Toilets-- 1.28 gpf; Urinals-- 0.5 gpf; Showerheads-- 2.0 gpm; Kitchen faucets-- 2.0 gpm; and Bathroom faucets-- 1.5gpm. [gpf = gallons per flush; gpm = gallons per minute]
- ENERGY STAR Appliances**
Install ENERGY STAR-labeled clothes washers, dishwashers, and refrigerators, if these appliance categories are provided in units or common areas.
- Air Sealing: Building Envelope**
Seal all accessible gaps and penetrations in the building envelope. If applicable, use low VOC caulk or foam.
- Insulation: Attic (if applicable to building type)**
For attics with closed floor cavities directly above the conditioned space, blow in insulation per manufacturer's specifications to a minimum density of 3.5 Lbs. per cubic foot (CF). For attics with open floor cavities directly above the conditioned space, install insulation to meet or exceed IECC levels.
- Insulation: Flooring (if applicable to building type)**
Install \geq R-19 insulation in contact with the subfloor in buildings with floor systems over vented crawl spaces. Install a 6-mil vapor barrier in contact with 100% of the floor of the crawl space (the ground), overlapping seams and piers at least 6 inches.
- Duct Sealing (if applicable to building type)**
In buildings with ducted forced-air heating and cooling systems, seal all penetrations of the air distribution system to reduce leakage in order to meet or exceed ENERGY STAR for Homes' duct leakage standard.
- Air Barrier System**
Ensure continuous unbroken air barrier surrounding all conditioned space and dwelling units. Align insulation completely and continuously with the air barrier.
- Radiant Barriers: Roofing**
When replacing or making a substantial repair to the roof, use radiant barrier sheathing or other radiant barrier material; if economically feasible, also use cool roofing materials.
- Windows**
When replacing windows, install geographically appropriate ENERGY STAR rated windows.
- Sizing of Heating and Cooling Equipment**
When replacing, size heating and cooling equipment in accordance with the Air Conditioning Contractors of America (ACCA) Manuals, Parts J and S, or 2012 ASHRAE Handbook--HVAC Systems and Equipment or most recent edition.

Domestic Hot Water Systems

When replacing domestic water heating system(s), ensure the system(s) meet or exceed the efficiency requirements of ENERGY STAR for Homes' Reference Design. Insulate pipes by at least R-4.

Efficient Lighting: Interior Units

Follow the guidance appropriate for the project type: install the ENERGY STAR Advanced Lighting Package (ALP); OR follow the ENERGY STAR MFHR program guidelines, which require that 80% of installed lighting fixtures within units must be ENERGY STAR-qualified or have ENERGY STAR-qualified lamps installed; OR when replacing, new fixtures and ceiling fans must meet or exceed ENERGY STAR efficiency levels.

Efficient Lighting: Common Areas and Emergency Lighting (if applicable to building type)

Follow the guidance appropriate for the project type: use ENERGY STAR-labeled fixtures or any equivalent high-performance lighting fixtures and bulbs in all common areas; OR when replacing, new common space and emergency lighting fixtures must meet or exceed ENERGY STAR efficiency levels. For emergency lighting, if installing new or replacing, all exist signs shall meet or exceed LED efficiency levels and conform to local building codes.

Efficient Lighting: Exterior

Follow the guidance appropriate for the project type: install ENERGY STAR-qualified fixtures or LEDs with a minimum efficacy of 45 lumens/watt; OR follow the ENERGY STAR MFHR program guidelines, which require that 80% of outdoor lighting fixtures must be ENERGY STAR-qualified or have ENERGY STAR-qualified lamps installed; OR when replacing, install ENERGY STAR compact fluorescents or LEDs with a minimum efficacy of 45 lumens/watt.

INDOOR AIR QUALITY

Air Ventilation: Single Family and Multifamily (three stories or fewer)

Install an in-unit ventilation system capable of providing adequate fresh air per ASHRAE 62.2 requirements.

Air Ventilation: Multifamily (four stories or more)

Install apartment ventilation systems that satisfy ASHRAE 62.2 for all dwelling units and common area ventilation systems that satisfy ASHRAE 62.1 requirements. If economically feasible, consider heat/energy recovery for 100% of corridor air supply.

Composite Wood Products that Emit Low/No Formaldehyde

Composite wood products must be certified compliant with California 93120. If using a composite wood product that does not comply with California 93120, all exposed edges and sides must be sealed with low-VOC sealants.

Environmentally Preferable Flooring

When replacing flooring, use environmentally preferable flooring, including the FloorScore certification. Any carpet products used must meet the Carpet and Rug Institute's Green Label or Green Label Plus certification for carpet, pad, and carpet adhesives.

Low/No VOC Paints and Primers

All interior paints and primers must be less than or equal to the following VOC levels: Flats--50 g/L; Non-flats--50 g/L; Floor--100 g/L. [g/L = grams per liter; levels are based on a combination of the Master Painters Institute (MPI) and GreenSeal standards.]

Low/No VOC Adhesives and Sealants

All adhesives must comply with Rule 1168 of the South Coast Air Quality Management District. All caulks and sealants must comply with regulation 8, rule 51, of the Bay Area Air Quality Management District.

- Clothes Dryer Exhaust**
Vent clothes dryers directly to the outdoors using rigid-type duct work.
- Mold Inspection and Remediation**
Inspect the interior and exterior of the building for evidence of moisture problems. Document the extent and location of the problems, and implement the proposed repairs according to the Moisture section of the EPA Healthy Indoor Environment Protocols for Home Energy Upgrades.
- Combustion Equipment**
When installing new space and water-heating equipment, specify power-vented or direct vent combustion equipment.
- Mold Prevention: Water Heaters**
Provide adequate drainage for water heaters that includes drains or catch pans with drains piped to the exterior of the dwelling.
- Mold Prevention: Surfaces**
When replacing or repairing bathrooms, kitchens, and laundry rooms, use materials that have durable, cleanable surfaces.
- Mold Prevention: Tub and Shower Enclosures**
When replacing or repairing tub and/or shower enclosures, use non-paper-faced backing materials such as cement board, fiber cement board, or equivalent in bathrooms.
- Integrated Pest Management**
Seal all wall, floor, and joint penetrations with low-VOC caulking or other appropriate sealing methods to prevent pest entry. [If applicable, provide training to multifamily buildings staff.]
- Lead-Safe Work Practices**
For properties built before 1978, if the project will involve disturbing painted surfaces or cleaning up lead contaminated dust or soil, use certified renovation or lead abatement contractors and workers using lead-safe work practices and clearance examinations consistent with the more stringent of EPA's Renovation, Repair, and Painting Rule and HUD's Lead Safe Housing Rule.
- Radon Testing and Mitigation (if applicable based on building location)**
For buildings in EPA Radon Zone 1 or 2, test for radon using the current edition of American Association of Radon Scientists and Technologists (AARST)'s Protocols for Radon Measurement in Homes Standard for Single-Family Housing or Duplexes, or AARST's Protocol for Conducting Radon and Radon Decay Product Measurements in Multifamily Buildings. To install radon mitigation systems in buildings with radon level of 4 pCi/L or more, use ASTM E 2121 for single-family housing or duplexes, or AARST's Radon Mitigation Standards for Multifamily Buildings. For new construction, use AARST's Reducing Radon in New Construction of 1 & 2 Family Dwellings and Townhouses, or ASTM E 1465.