



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:

*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.