Complete this form, and submit it pursuant to the requirements published in the TRRRP Notice of Funding Availability. Refer also to the TRRRP Application Instructions.

Preliminary Application materials are due no later than 4:00 p.m. CDT on Monday, August 7, 2023.

|  |
| --- |
| **Development Information** |
| Development Name |       |
| Development Address  |       |
| Development Number (if applicable) |       |

|  |
| --- |
| **Contact Information**  |
| Applicant/Owner Name |       |
| Primary Contact Name  |       |
| Phone Number and Email |       |       |

### Project Narrative

 **Provide a narrative response to each item below:**

1. Describe the proposed housing project including:
	1. Physical attributes of the building (duplex, three-story, elevator, brick, parking, etc.)

* 1. Tenant population served: [ ]  Elderly [ ]  Families [ ]  General Occupancy [ ]  Other:
	2. Proximity to jobs and services

1. Does this property currently maintain an active waiting list?
	1. [ ]  Yes [ ]  No
	2. How many households are on the waiting list?
2. How quickly are units reoccupied upon turnover?
3. Describe past and current successful marketing techniques, tools and sales methods to reach target income levels.

Additional comments:

1. Summarize the proposed project, including individual building systems that would be rehabilitated.

1. Describe why the proposed project is important and the consequences of it not being completed.

1. Describe whether the proposed improvements will reduce ongoing maintenance and operating expenses related to the proposed repair item. Provide an estimate of the reduction in operating expenses.

1. Capital Planning: How do the proposed improvements fit in with the long-term capital needs of the property?

1. For projects with energy or water conservation items:
	1. Provide an explanation of how the scope of work will conserve energy or water.

* 1. Describe the predicted operating cost savings and/or savings to residents from the proposed energy or water conservation improvements that are planned as part of this proposal. If known, please provide the estimated payback timeline for the proposed improvement.

* 1. Who are your local electric, natural gas, and water utility companies?

1. Have you contacted your utility companies regarding this project?

[ ]  Yes, regarding energy rebates

[ ]  Yes, regarding energy audits/technical assistance

[ ]  Yes,

[ ]  No/not applicable

* 1. Provide a preliminary explanation of energy rebates being considered along with estimated rebate amounts.

1. No Relocation: All work performed must be done without requiring relocation of residents outside of the project. Indicate your acceptance of this requirement.

[ ]  Yes

1. Capacity:
	1. For the primary contact person for this project, what is their current role in the organization?

* 1. Describe and provide examples of the primary contact person’s experience with overseeing renovation projects (include detailed descriptions of examples of project coordination and project communication for a recent rehabilitation project).

* 1. What is the primary contact’s experience with construction loan financing and construction draws?

To assist the Louisiana Housing Corporation in understanding your rehabilitation priorities, please complete the following information to the best of your ability:

|  |
| --- |
| **Life Expectancy – Major Element/Assemblies Summary** |
| *Element* | *Type* | *Expected Useful Life (EUL) (in years) (Default Shown)* | *Estimated Age**(EA) (in years)**(Insert Age)* | *Effective Remaining Life**(ERL) (in years)**(EUL – EA = ERL)* | *Comments* |
| Site – Asphalt/Concrete |       | (25) |       |       |       |
| Site – Accessory Structures |       | (25) |       |       |       |
| Roof |       | (20) |       |       |       |
| Windows |       | (25) |       |       |       |
| Exterior Wall Finish |       | (15-40) |       |       |       |
| Doors – Exterior |       | (25) |       |       |       |
| Doors – Exterior O.H. |       | (20) |       |       |       |
| Doors – Interior |       | (30) |       |       |       |
| Cabinets – Kitchen & Bath |       | (20) |       |       |       |
| Flooring – Common Areas |       | (07) |       |       |       |
| Flooring – Dwelling Units |       | (07) |       |       |       |
| Kitchen Appliances |       | (15) |       |       |       |
| Plumbing Fixtures |       | (20) |       |       |       |
| Water Heater(s) |       | (10) |       |       |       |
| HVAC Systems / Boiler(s) |       | (25) |       |       |       |
| Water Main / Sewer Lines |       | (50) |       |       |       |
| Window / Wall Sleeve AC |       | (10) |       |       |       |
| Lighting |       | (25) |       |       |       |
| Fire Alarms / CO / NO2 |       | (25) |       |       |       |
| Elevator(s) |       | (25) |       |       |       |
| Other:       |       |       |       |       |       |
| Other:       |       |       |       |       |       |
| Other:       |       |       |       |       |       |

### Certifications

I/we,      , understand that if we are awarded TRRRP funding from the Louisiana Housing Corporation, we are accepting a deferred loan, and it is my responsibility to review and understand the term and compliance period.

I/we,      , understand that during the compliance period, we will be required to report annually pursuant to the requirements of the Loan Agreement.

I/we,      , understand that during the compliance period, we will be required to notify the Louisiana Housing Corporation in advance of any proposed material changes, including but not limited to, changes in ownership, changes in financing, or proposed changes in the number of restricted units.

I/we,      , hereby certify that the information contained in this application is true, correct and complete.

I/we,      , understand that any misrepresentations and/or fraudulent information made in this application may result in the termination of our application/project by the Louisiana Housing Corporation and may bar me/us and related parties from future program participation with the LHC.

I/we,      , hereby certify that I/we have read and understand the conditions, restrictions and compliance requirements associated with the receipt of TRRRP funds, as outlined in the loan documents.

I/we,      , hereby certify that it is the policy of the undersigned to comply with all existing laws prohibiting discrimination in all aspects of employment due to race, color, creed, sex, age, religion, national origin, marital status, sexual orientation, familial status, public assistance or disability. This shall be accomplished substantially by nondiscrimination in recruiting, hiring, training, promoting, contraction, demotion, layoff, and/or termination.

### Disclosure Statements

The Louisiana Housing Corporation or an authorized representative shall have the right to inspect the said property at any time from the date of the Note, upon giving due notice to the occupants.

The information requested in this application is legally required to determine if you qualify for participation in this LHC Housing program. The use of any submitted data is limited to that necessary for the administration and management of this program by LHC personnel, those under contract with the LHC, and other governmental agencies when authorized by state statute or federal law.

If the property ceases to comply with program requirements, is sold, or the title is transferred or conveyed without receiving the LHC’s written approval prior to the maturity date of the Mortgage Note, the full amount of the loan will be due and payable.

|  |  |
| --- | --- |
|       |        |
| Applicant Signature / Name:       / Title:       |  Date |