



## RENTAL RESTORATION & DEVELOPMENT PROGRAM

# RENTAL PROPERTY OWNER APPLICATION

The information collected in this application will be used to determine whether or not your property qualifies for assistance under the Rental Restoration and Development Program (RRDP). The information collected in this application will not be disclosed without your consent to any parties other than the state of Louisiana or its agents except to verify information concerning this application or as required and permitted by law.

The Rental Restoration and Development Program Owner Application Resource Guide is available and provided to assist applicants to the RRDP with preparing and submitting complete applications for funding.

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

Applications **must be received** by the LHC no later than **4:30 p.m.** central time 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 multi-unit properties (duplex, triplex, fourplex, fiveplex, sixplex, sevenplex) which contain 2-7 units are required to submit an application per property.

Hand-written responses should be printed legibly in blue or black ink.

Please 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

## 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.

*What parish is the property you are applying for in?	
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## OWNER OF PROPERTY

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

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.

*Owner Entity Type:	<input type="checkbox"/> Private For-Profit <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Community Housing Development Organization <input type="checkbox"/> Public Housing Authority <input type="checkbox"/> Local Development Agency (Not a parish or municipality)
*Entity Name (if applicable):	
Prefix:	
*First Name (if applicable):	
Middle Name:	
*Last Name (if applicable):	
Suffix:	
*Current Address (including city, state, zip code, and parish):	
*Mailing Address (including city, state, zip code, and parish): <input type="checkbox"/> same as current address	
*Daytime Telephone/TTY:	
Evening Telephone/TTY:	

## ENTER YOUR BUSINESS DETAILS

<b>*Full Business Payee and/or Persons Name:</b>	
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Every applicant must provide one or the other of the following information:

- **Tax Identification Number Type** along with the **Tax Identification Number**
- OR**
- **Unique Entity Identifier Type** along with the **Unique Entity Identifier**

<b>Tax Identification Number Type:</b>	<input type="checkbox"/> EIN <input type="checkbox"/> SSN
<b>Tax Identification Number:</b>	
<b>Unique Entity Identifier Type:</b>	<input type="checkbox"/> DUNS <input type="checkbox"/> SAM#
<b>Unique Entity Identifier:</b>  On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.	

## ENTER YOUR BUSINESS DETAILS

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.

In the **Co-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 Property** are:

<b>*Owner Entity Type:</b>	<input type="checkbox"/> No Co-Owner <input type="checkbox"/> Private For-Profit <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Community Housing Development Organization <input type="checkbox"/> Public Housing Authority <input type="checkbox"/> Local Development Agency (Not a parish or municipality)
<b>*Entity Name (if applicable):</b>	

Prefix:	
*First Name (if applicable):	
Middle Name:	
*Last Name (if applicable):	
Suffix:	
*Current Address (including city, state, zip code, and parish):	
*Mailing Address (including city, state, zip code, and parish): <input type="checkbox"/> same as current address	
*Daytime Telephone/TTY:	
Evening Telephone/TTY:	

## OWNER OF PROPERTY CONTACT INFORMATION

Prefix:	
*First Name (if applicable):	
Middle Name:	
*Last Name (if applicable):	
Suffix:	
*Daytime Telephone/TTY:	
Evening Telephone/TTY:	
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:

<b>*House Number:</b>	
<b>*Street Name:</b>	
<b>*Street Type:</b> (e.g. Ave., St., Blvd.)	
<b>*Unit/Apt #:</b>	
<b>*City:</b>	
<b>*State:</b>	
<b>*Zip Code:</b>	
<b>*Parish:</b>	
<b>Parish Tax Parcel Number:</b>	
<b>*Type of Structure:</b>  Indicate whether or not the unit is a single family home or a unit within a duplex, triplex, fourplex, fiveplex, sixplex or sevenplex.	<div> <input type="checkbox"/> Single-family house           <input type="checkbox"/> Fiveplex         </div> <div> <input type="checkbox"/> Duplex           <input type="checkbox"/> Sixplex         </div> <div> <input type="checkbox"/> Triplex           <input type="checkbox"/> Sevenplex         </div> <div> <input type="checkbox"/> Fourplex         </div>
<b>Number of Bedroom in Unit (1 Bedroom, 2 Bedrooms, 3 Bedrooms, 4 Bedrooms, or 5 Bedrooms):</b>  Indicate the number of bedrooms offered in the unit.	
<b>*Type of Construction Proposed for Unit:</b>  Indicate the type (New Construction, Reconstruction or Rehabilitation) of construction proposed.	<input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Rehabilitation
<b>*Loan Funds Requested from the RRDP:</b>  Indicate in dollars the loan amount requested for the New Construction of the development or for the Reconstruction or Rehabilitation of the unit.	

1. Did the property sustain damage as a result of either Hurricanes Ida, Laura/Delta or May Floods of 2021?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Was this property a residential rental property during either Hurricanes Ida, Laura/Delta or May Floods of 2021?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Did you own this property at the time of either Hurricanes Ida, Laura/Delta or May Floods of 2021?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have repairs already begun or completed on this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4a. If yes, provide an estimate of percentage of construction complete:	<input type="checkbox"/> NA <input type="checkbox"/> 0-24% <input type="checkbox"/> 25-49% <input type="checkbox"/> 50-74% <input type="checkbox"/> 75-99% <input type="checkbox"/> 100%
5. Are there any outstanding real estate taxes, loans, liens, or judgments against the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know
6. Do you have title insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know
7. Is the property located in a floodplain?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know
8. Did you have a National Flood Insurance Program (NFIP) policy on unit at time of either Hurricanes Ida, Laura/ Delta or May Floods of 2021?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know
9. Did you submit an application to the Small Business Administration (SBA) after either Hurricanes Ida, Laura/Delta or May Floods of 2021?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know

If you answered yes to question 8 and/or question 9, provide flood insurance and/or SBA information below.

SBA#:	
SBA Amount:	\$
FEMA#:	
FEMA Amount:	\$

NFIP Insurance Policy Number:	
NFIP Insurance Provider Name:	
Insurance Compensation Amount:	\$

For the following requested information, estimated dates are acceptable.

Year Built (YYYY):	
Date of Purchase (MM/DD/YYYY):	
Date of Most Recent Appraisal:	\$

## 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.

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.

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.

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.

## SAMPLE TABLE

### FUND SOURCES

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

### FUND USES (CONSTRUCTION COSTS)

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

### 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
<b>*Total Soft Costs</b>	<b>\$55,000</b>

<b>*Total Development Costs</b>	<b>\$645,000</b>
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## FUND SOURCES

<b>*Small Business Association ("SBA") Loan</b>	\$
<b>*National Flood Insurance Program ("NFIP")</b>	\$
<b>*Construction Financing</b>	\$
_____ (Other Funding Source Not Listed)	\$
_____ (Other Funding Source Not Listed)	\$
_____ (Other Funding Source Not Listed)	\$
<b>*Total Fund Sources</b>	\$

## FUND USES (CONSTRUCTION COSTS)

<b>*Land Only (Not RRDP Eligible)</b>	\$
<b>*Building Only (New Construction, Reconstruction, or Rehabilitation)</b>	\$
_____ (Other Funding Source Not Listed)	\$
_____ (Other Funding Source Not Listed)	\$
_____ (Other Funding Source Not Listed)	\$
<b>*Total Fund Uses</b>	\$

## FUND USES (SOFT COSTS)

<b>*Architect's Fee - Design</b>	\$
<b>*Architect's Fee - Supervisory</b>	\$
<b>*Interest During Construction</b>	\$

*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	\$
<div></div> <div>(Other Funding Source Not Listed)</div>	\$
<div></div> <div>(Other Funding Source Not Listed)</div>	\$
<div></div> <div>(Other Funding Source Not Listed)</div>	\$
*Total Soft Costs	\$

  

*Total Development Costs	\$
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## RENTAL INCOME

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

Best estimates should be provided for all items.

## UTILITY ALLOWANCES

Will the tenant be responsible for some or all utilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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A. If you answered yes, indicate below for items 1-8, the utilities for which the tenant will be responsible.  
If you answered No, only provide responses for question B.

1. *Heating:	<input type="checkbox"/> Tenant Responsible	<input type="checkbox"/> Landlord Responsible
2. *A/C:	<input type="checkbox"/> Tenant Responsible	<input type="checkbox"/> Landlord Responsible
3. *Stove:	<input type="checkbox"/> Tenant Responsible	<input type="checkbox"/> Landlord Responsible
4. *Other Electric:	<input type="checkbox"/> Tenant Responsible	<input type="checkbox"/> Landlord Responsible
5. *Water Heater:	<input type="checkbox"/> Tenant Responsible	<input type="checkbox"/> Landlord Responsible
6. *Water:	<input type="checkbox"/> Tenant Responsible	<input type="checkbox"/> Landlord Responsible
7. *Sewer	<input type="checkbox"/> Tenant Responsible	<input type="checkbox"/> Landlord Responsible
8. *Trash	<input type="checkbox"/> Tenant Responsible	<input type="checkbox"/> 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:	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric
2. *A/C:	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric
3. *Stove:	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric
4. *Other Electric:	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric
5. *Water Heater:	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric
6. *Water:	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric
7. *Sewer	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric
8. *Trash	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric
9. *At what rent do you intend to offer the unit after rehabilitation, reconstruction, or new construction?	\$	

## YEARLY RENTAL INCOME AND OTHER COSTS

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

*Laundry and Vending	\$
*Other	\$

### EXPENSES

#### Administrative:

*Advertising (Cost for advertising property on websites, flyers, etc.)	\$
*Administrative Expenses (Covers cost to do light maintenance, touch-us before move-in, etc.)	\$
*Office Supplies (Stamps, computer, printer, etc.)	\$
*Management Fee (Eviction fees, inspections, maintenance, lease renewal)	\$
*Management or Supervisor Salaries (Salary if you will have a staff manage your property)	\$
*Legal Expenses (Project) (Title search, surveys, etc.)	\$
*Auditing Expenses (Project) (Taxes, income, depreciation, etc.)	\$
*Bookkeeping Fees/Accounting Services (Fees paid to cover accounting services)	\$
*Other	\$

#### Utility:

*Fuel Oil/Coal (monthly gas expense for heating)	\$
*Fuel for Domestic Hot Water (monthly gas expense for hot water)	\$
*Electricity (Light & Misc. Power) (monthly electricity expense)	\$
*Water (monthly water expense)	\$
*Gas (monthly gas expense)	\$
*Sewer (monthly sewer expense)	\$

### Operating Management:

*Operating and Management Payroll (only applies if you will have a property manager overseeing the property)	\$
*Operating and Management Supplies (leases, postage, printer, computer, etc.)	\$
*Operating and Management Contract (contract with a management agency to oversee the property)	\$
*Garbage & Trash Removal (if landlord will be responsible for paying monthly garbage and trash removal)	\$
*Security Payroll/Contract (expenses for providing onsite security patrol)	\$
*Heating, Ventilation and Air Conditioning (HVAC) Repair and Maintenance (funds set aside to cover Heating, Ventilation and Air Conditioning (HVAC) Repair and Maintenance)	\$
*Other Expenses	\$
*Misc Operating and Management	\$
*Neighborhood Network (Homeowners Association)	\$

### Taxes and Insurance:

*Real Estate Taxes (annual Property Taxes)	\$
*Payroll Taxes (applies only if you have a property management staff)	\$
*Misc. Taxes, Licenses & Permits (fees associated with paying for Permits, Licenses, etc.)	\$
*Property & Liability Insurance (coverage to for rental property)	\$
*Workmen's Compensation (if you have a staff that will be overseeing the property)	\$
*Health Insurance (if you have paid employees working a part of the property management team)	\$
*Other Insurance	\$

### REPLACEMENT RESERVES

*Replacement Reserves	\$
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## REQUIRED APPLICATION SUPPORTING DOCUMENTS

### NEW CONSTRUCTION, RECONSTRUCTION, AND REHABILITATION

#### Required Application Support Documents

Applications proposing New Construction, Reconstruction and Rehabilitation must be submitted with the following required supporting documents:

- Site plan
- Floor plan
- Evidence that project meets zoning requirements
- Scope of Work (If work hasn't started on the units)
- Evidence that the proposed housing unit is not in a flood hazard area
- Documentation of lender's contingent commitment to provide construction financing
- Documentation of other available funds to complete total development costs
- Front, side, and rear elevations (New Construction and Reconstruction Only)
- Interior Photos (Reconstruction and Rehabilitation Only)
- Exterior Photos (Reconstruction and Rehabilitation Only)
- Construction Contract if work has been started on the units (Rehabilitation Only)
- HUD CPD Green Building Retrofit Checklist (Rehabilitation Only) – Attachment E
- Duplication of Benefits Certification – Attachment D
- Stop Work Certification – Attachment C
- Rental Restoration & Development Program Application Signature Page
- Vacancy Certification - Attachment A (Reconstruction and Rehabilitation Only)
- Previous Tenant Outreach Certification – Attachment B (Reconstruction and Rehabilitation Only)

#### 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.

#### FLOOR PLAN

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.

#### 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 and/or permitting office.

#### SCOPE OF WORK

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.

### **New Construction and Reconstruction**

A new construction or 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"

### **New Construction Green Standard**

HUD guidance dictates that all new construction and reconstruction will be required to meet a level of standard greater than the HUD CPD Green Building Retrofit Checklist which is for rehab only. 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 to monitor the construction process according to the method of green building you decide upon. The inspection firm or inspector will assure 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 original footprint
- You are not required to reconstruct exactly back to the original floor plan

### **Rehabilitation**

A new construction 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



## **EVIDENCE THAT THE PROPOSED HOUSING UNIT IS NOT IN A FLOOD HAZARD AREA**

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.

## **LENDER'S COMMITMENT CONTINGENT UPON RECEIPT OF RRDP**

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.

## **DOCUMENTATION OF OTHER COMMITTED AND AVAILABLE FUNDS**

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.

Applicants must provide documentation that the necessary and additional funding sources have been committed and are available to them.

## **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 (RECONSTRUCTION AND REHABILITATION ONLY)**

Provide photos of each room (one photo per room). Photo should show as much of the room as possible.

## **EXTERIOR PHOTOS (RECONSTRUCTION AND REHABILITATION ONLY)**

Provide photos of each exterior side (one photo per side). Photo should show entire exterior side.

## **CONSTRUCTION CONTRACT IF WORK HAS BEEN STARTED ON THE UNITS (REHABILITATION ONLY)**

## **PROPOSED COMPLIANCE ALIGNMENT OF THE SCOPE OF WORK WITH HUD CPD GREEN BUILDING RETROFIT CHECKLIST (REHABILITATION ONLY)**

The HUD CPD Green Building Retrofit Checklist lists required green standards for proposed rehab 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.

Refer to Attachment E: HUD CPD Green Building Retrofit Checklist

## **DUPLICATION OF BENEFITS CERTIFICATION**

Refer to Attachment D: Duplication of Benefits Certification

## **STOP WORK CERTIFICATION**

Refer to Attachment C: Certification of Understanding Concerning Stop Work



**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: \_\_\_\_\_



**Attachment A**  
**(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 \_\_\_\_\_



**Attachment B**  
**(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:

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\*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 \_\_\_\_\_



**Attachment C**  
**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 CONTRTUTION 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 \_\_\_\_\_

**Attachment D****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:

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☐ 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 \_\_\_\_\_

## ATTACHMENT E: 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.