

UPDATED 6/16/23

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>

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:
 - NA
 - 0-24%
 - 25-49%
 - 50-74%
 - 75-99%
 - 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?
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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 RRDP** 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

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)
- Proposed compliance alignment of the scope of work with HUD CPD Green Building Retrofit Checklist (Rehabilitation Only)
- Certification Regarding Sources and Uses of Funds Statement and No Duplication of Funds
- Stop Work Order Provision Document
- Rental Restoration & Development Program Application Signature Page
- Vacancy certification (Reconstruction and Rehabilitation Only)

- Tenant Certification (Reconstruction and Rehabilitation Only)

Documents that are available for download in the online application should be printed, completed, and uploaded to the corresponding heading. To upload a document, click the "Upload" button. An "Upload Document" window will appear. To select a file, click the "Browse" button. Select the file. The file has been selected when the file name appears in the window to the left of the Browse button. To complete the upload, hit the "Upload" button in the "Upload Document" window. After a file is successfully uploaded, the file name will appear under the description heading of the supporting document that was attached.

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.

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.

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.

A blank checklist is provided in the hard copy application and available for download in the online application.

Certification Regarding Sources and Uses of Funds Statement and No Duplication of Funds

Please refer to the document for a description. A blank checklist is provided in the hard copy application and available for download in the online application.

Stop Work Order Provision Document

Please refer to the document for a description. A blank document is provided in the hard copy application and available for download in the online application.

Rental Restoration and Development Program Application Signature Page

Please refer to the signature page for a description. A blank signature page is provided in the hard copy application and available for download in the online application.

Vacancy certification (Reconstruction and Rehabilitation only)

Please refer to the certification for a description. A blank certification is provided in the hard copy application and available for download in the online application.

Tenant Certification (Reconstruction and Rehabilitation only)

Please refer to the certification for a description. A blank certification is provided in the hard copy application and available for download in the online application.

HUD CPD Building Retrofit Checklist