

LOUISIANA HOUSING CORPORATION

Baton Rouge ReBuilds Developer Rental Program (BRRDP)

Policies and Procedures

Version 1

As Published

June 18, 2018



2415 Quail Drive • Baton Rouge, Louisiana 70808
(888) 454-2001 • FAX (225) 763-8710 • TTY/TDD (225) 763-8762

TABLE OF CONTENTS

<u>1.PURPOSE AND PROGRAM OBJECTIVES</u>	<u>6</u>
<u>2.ELIGIBILITY</u>	<u>6</u>
2.1 ELIGIBLE APPLICANT	6
2.2 QUALIFIED PROJECT	7
2.3 GEOGRAPHIC LOCATION OF QUALIFIED PROJECT	7
2.4 QUALIFIED PROJECT OWNERSHIP REQUIREMENTS BY ELIGIBLE APPLICANTS	7
2.5 PROPERTY ELIGIBILITY REQUIREMENTS	7
2.6 CONSTRUCTION CONTRACTOR AND FIXED PRICE CONSTRUCTION CONTRACT	8
2.7 VACANCY REQUIREMENT	8
2.8 IDENTITY OF INTEREST	8
2.9 INELIGIBLE APPLICATIONS	9
2.10 CONFLICT OF INTEREST/ETHICS POLICY	10
<u>3. MAXIMUM AWARD</u>	<u>10</u>
3.1 MAXIMUM PROGRAM ASSISTANCE	11
3.2 MAXIMUM AWARD TAKE OUT	12
3.3 ELIGIBLE COSTS	12
3.4 INELIGIBLE COSTS	12
<u>4. OCCUPANCY AND SET ASIDE UNIT REQUIREMENTS DURING PERIOD OF AFFORDABILITY</u>	<u>13</u>
4.1 OCCUPANCY REQUIREMENTS FOR COMPLETED UNITS	13
4.2 AFFORDABILITY PERIOD	13
<u>5.CONSTRUCTION LOAN TAKE OUT REQUIREMENTS</u>	<u>13</u>
5.1 TERMS OF CONSTRUCTION LOAN AND CONVERSION TO PERMANENT LOAN WHEN ASSIGNED TO LHC	13

5.2 TIMING OF TAKE-OUT ASSISTANCE TO LENDER	14
5.3 EFFECT OF LIEN POSITION OF PERMANENT LOAN ON CONVERSION DATE	14
5.4 RECOURSE REQUIREMENTS AND GUARANTEE BY PRINCIPALS OF ELIGIBLE BORROWERS	14
5.5 CROSS DEFAULTS OF MULTIPLE QUALIFIED PROJECT DURING AFFORDABILITY PERIOD	15
5.6 SENIOR LIEN FINANCING LIMITATIONS	15
5.8 CONSTRUCTION MONITORING BY LENDERS, OVERSIGHT AND PROGRESS PAYMENTS	15
5.9 TAKE-OUT COMMITMENT FUNDING SOURCE	16
5.10 TERMS OF CONSTRUCTION LOAN AND CONVERSION TO PERMANENT LOAN WHEN ASSIGNED TO LHC	16
5.12 TERMS OF PERMANENT LOAN – PAYMENT ONLY UPON DEFAULT	16
5.13 CONSTRUCTION LOAN CLOSING DOCUMENTATION	17
5.14 SOLICITATION OF PARTICIPATING LENDERS	17
5.15 LENDER FEES AND CLOSING COSTS	17
<u>6. PERIOD OF AFFORDABILITY</u>	<u>18</u>
<u>7. FEDERAL REQUIREMENTS</u>	<u>18</u>
7.1 NO CHOICE LIMITING ACTION UNTIL ENVIRONMENTAL REVIEW	18
7.2 ENVIRONMENTAL REVIEW	19
7.3 CROSS-CUTTING FEDERAL REQUIREMENTS	19
7.4 DUPLICATION OF BENEFITS (DOB)	20
7.5 RECORD KEEPING	20
<u>8. NEW CONSTRUCTION PROJECTS</u>	<u>21</u>
8.1 REQUIRED DOCUMENTS WITH APPLICATION	21
8.2 CONSTRUCTION STANDARDS	21
8.3 MINIMUM ARCHITECTURE STANDARDS	22
<u>9. REHABILITATION CONSTRUCTION PROJECTS</u>	<u>23</u>
9.1 REQUIRED DOCUMENTS WITH APPLICATION	23
9.2 CONSTRUCTION STANDARDS	23
9.3 MINIMUM ARCHITECTURAL REQUIREMENTS	24
<u>10. COST REASONABLENESS</u>	<u>24</u>

10.1 DOCUMENTATION TO DETERMINE COST REASONABLENESS	24
10.2 DETERMINING COST REASONABLENESS	24
<u>11. APPLICATION REVIEW</u>	<u>25</u>
<u>12. CLOSING DOCUMENTS</u>	<u>25</u>
12.1 EXECUTED CLOSING DOCUMENTS	25
12.2 NOTICE TO PROCEED	25
<u>13. INSPECTION PROCESS</u>	<u>26</u>
13.1 CONSTRUCTION MONITORING AND PROGRESS PAYMENTS	26
<u>14. TENANT SELECTION AND APPROVAL</u>	<u>27</u>
14.1 TIMELINE FOR OCCUPANCY	27
14.2 ALLOWABLE RENTS	27
14.3 TENANT SELECTION PACKET	27
14.4 TENANT APPROVAL OR DENIAL BY THE PROGRAM	27
14.5 RENTAL TENANT INFORMATION PORTAL	28
<u>15. PAYMENT PROCESS</u>	<u>28</u>
15.1 SETTING UP VENDORS	28
15.2 REQUIREMENTS TO INITIATE THE CONSTRUCTION TAKE OUT	29
15.3 CREATING A DRAW REQUEST	29
<u>16. COMPLIANCE PERIOD</u>	<u>30</u>
16.1 YEARLY MONITORING	30
16.2 LOAN FORGIVENESS	30
<u>EXHIBIT I</u>	<u>32</u>
<u>EXHIBIT II</u>	<u>34</u>

<u>EXHIBIT III</u>	<u>38</u>
<u>EXHIBIT IV</u>	<u>39</u>
<u>EXHIBIT V</u>	<u>40</u>
<u>EXHIBIT VI</u>	<u>42</u>
<u>EXHIBIT VII</u>	<u>44</u>
<u>EXHIBIT VIII</u>	<u>45</u>
<u>EXHIBIT IX</u>	<u>46</u>
<u>EXHIBIT X</u>	<u>47</u>
<u>EXHIBIT XI</u>	<u>48</u>
<u>EXHIBIT XII</u>	<u>49</u>
<u>EXHIBIT XIII</u>	<u>50</u>

1. PURPOSE AND PROGRAM OBJECTIVES

The program is designed to provide forgivable loans for construction of new rental units and repair or reconstruction of flood-damaged rental units affected by the Great Floods of 2016 for occupancy by low-to-moderate income tenants. Under the program, the Louisiana Housing Corporation (“LHC”) will accept an application from an eligible developer who will repair, reconstruct, or newly construct residential rental housing units in a project that will not exceed seven (7) residential housing units. Properties may be scattered site, within a single building, or combination of these. Eligible property owners must secure all funds necessary which are required in excess of the assistance provided by the program.

The program will provide benefit in the form of affordable rents to tenant households meeting the low-and-moderate income (LMI) National Objective requirements in accordance with HUD LMI standards

The goals of the Baton Rouge ReBuilds Developer Rental Program (“BRRDP”) are:

- *Eliminate blight and stabilize neighborhoods impacted by the Great Floods of 2016;*
- *Repair damaged rental housing stock that will be made available at affordable rental rates for low-income households; and*
- *Increase the available rental stock in flood-damaged East Baton Rouge*

2. ELIGIBILITY

2.1 Eligible Applicant

An Eligible Applicant may be one of the following entities:

- *Community Housing Development Organization (“CHDO”)*

- 501(c)(3) or 501(c)(4) Not-For-Profit Organization (“**NPO**”)
- Local Public Housing Authority (“**PHA**”)
- A local development agency (“**LDA**”) that is not a parish or municipality
- A private for-profit property owner (“**Residential Rental Property Owner**”)

2.2 Qualified Project

A project not in excess of seven (7) residential housing units located in an Eligible Geography and in which each residential housing unit is a Qualified Unit on a site or sites together with any building or buildings located on the site(s) that are under common ownership, management, and financing and are to be assisted with CDBG Funds as a single undertaking. The project includes all the activities associated with the site and building.

2.3 Geographic Location of Qualified Project

A Qualified Project must be located within the corporate limits of Baton Rouge or East Baton Rouge Parish with the exception of the incorporated areas of Zachary, Baker and Central. All construction must comply with Louisiana State Uniform Construction Code (LSUCC), local planning and zoning, and local authorities and jurisdictions.

2.4 Qualified Project Ownership Requirements by Eligible Applicants

Qualified Projects submitted by an applicant must be owned as of the date that an Application is submitted (“Application Date”) by the Applicant. Any encumbrance at the time of the Application must be limited to development obligations by a transferring political subdivision or redevelopment authority.

2.5 Property Eligibility Requirements

To be eligible under the BRRDP, a property must be a residential rental property to be repaired, reconstructed or newly constructed and satisfy each of the following criteria:

- *Located within the corporate limits of Baton Rouge or East Baton Rouge Parish with the exception of the incorporated areas of Zachary, Baker, and Central.*
- *Property must be a site-built, modular, or manufactured housing unit.*

- *All properties assisted must contain seven or fewer units.*
- *Property must have been damaged by the flood event and must require rehabilitation or reconstruction.*
- *All units within the property must be vacant at the time of application.*
- *Property must not be in foreclosure.*
- *Properties either inside or outside of a Special Flood Hazard Area are eligible for assistance.*

2.6 Construction Contractor and Fixed Price Construction Contract

Applicants must submit with each Application a fixed price construction contract or quote with a Louisiana licensed contractor (“**Contractor**”) who will construct New Units or renovate Existing Units in a Qualified Project at a not-to-exceed fixed contract price. A construction contingency of not more than 10% (“**Contingency**”) may be included in each Approved Budget but such Contingency may not be used during construction or renovation without the express written approval of the Lender and the LHC.

2.7 Vacancy Requirement

A residential housing unit that does not have a tenant occupant. In order to be eligible for the BRRDP, all the units contained in the Application must have been vacant by February 14, 2017. A landlord may not intentionally displace a tenant prior to application to the BRRDP in order to be able to apply.

2.8 Identity of Interest

An identity of interest is construed to exist when:

- *There is any financial interest of the Developer or Owner in the Builder or any financial interest of the Builder in the Developer or Owner.*
- *Any officer, director or stockholder or partner of the Developer or Owner who is also an officer, director or stockholder or partner of the Builder.*
- *Any officer, director, stockholder or partner of the Developer or Owner has any financial interest in the Builder; or any officer, director, stockholder or partner of the Builder has any financial interest in the Developer or Owner.*
- *The Developer or Owner advances any funds to the Builder.*

- *The Developer or Owner supplies and pays, on behalf of the Builder, the cost of any architectural services or engineering services other than those of a surveyor, general superintendent, or engineer employed by a Developer or Owner in connection with its obligations under the construction contract.*
- *The Developer or Owner takes stock or any interest in the Builder compensation as consideration of payment.*
- *There exists or comes into being any side deals, arrangements, contracts or undertakings entered into or contemplated, thereby altering, amending, or canceling any of the required closing documents, except as approved by the LHC or the Corporation.*
- *Any relationship (e.g., family) existing which would give the Builder or Developer or Owner control or influence over the price of the contract or the price paid to any subcontractor, material supplier or lessor of equipment.*
- *Any member of the Development Team advances any funds to the Developer or Owner at any point prior to an allocation.*
- *For purposes of determining an identity of interest between parties not identified in (1) through (9), such parties will be identified as either the Developer and Owner or the Contractor as appropriate to establish the identity of interest. The Corporation may reduce any allowable costs where an Identity of Interest has been found among the parties to transactions involving the sale, development and/or operation of the project.*

2.9 Ineligible Applications

Applications will be deemed ineligible if any of the following conditions exist at the time of application submission:

- *Any person and or entity on the federal debarred list or an organization representing such person or entity is on the list.*
- *Any person and or entity that received notice that they are currently out of compliance with LHC regarding annual audits or who are in arrears with other LHC financed projects.*
- *Homeownership Developments proposed by entities that currently have unsold properties funded by LHC CDBG Funds.*
- *Any person or entity that currently has a LHC financed project with compliance issues that are unresolved for greater than ninety days.*
- *Two or more projects previously awarded financing by LHC that are currently incomplete.*
- *Any applicant not in compliance with any other LHC or OCD disaster program.*

2.10 Conflict of Interest/Ethics Policy

All individuals are permitted to apply for this program if their rental homes were damaged by the Great Floods of 2016.

HUD conflict of interest regulations prohibit local elected officials, sub-recipient employees, and consultants who exercise functions with respect to CDBG Disaster Recovery activities or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, from receiving any benefit from the activity either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter.

For purposes of this section, "family" is defined to include parents (including mother-in-law and father-in-law), grandparents, siblings (including sister-in-law and brother-in-law), and children of an official covered under the CDBG conflict of interest regulations at 24 CFR Sec. 570.489(h).

If a conflict of interest does arise the LHC attorney will review and determine if there is a conflict. If required, the LHC attorney will produce an exception request which will be submitted to the State's Office of Community Development /Disaster Recovery Unit (OCD/DRU) and/or the State Ethics Commission. The State is able to consider granting an exception to the conflict of interest provision should it be determined by the that adequately and publicly addressed all of the concerns generated by the conflict of interest and that an exception would serve to further the purposes of Title I of the Housing and Community Development Act of 1974 and the effective and efficient administration of the program.

3. MAXIMUM AWARD

Property awards will be based on the lesser of the cost of construction, limits imposed by program guidelines/procedures, or the maximum program assistance cap.

Should the applicant's total project cost exceed the eligible amount provided by the program, the applicant must provide proof of contingent commitment of the availability of all funds required to complete the project at the time of application.

All funding sources – including any duplication of benefits – must be firmly committed and available to the project at the time of award execution.

The program award limits are determined by the number of units in the building and the construction type of the unit damaged by the flood – site-built, modular, or manufactured.

Eligible owners of manufactured housing units damaged by the flood may choose to replace the units with site-built or modular housing however their award amount will still be based on replacement of the manufactured housing unit and the owner must provide any funding required in excess of the award amount.

SITE BUILT & MODULAR HOUSING	
NUMBER OF UNITS PER BUILDING	MAXIMUM ASSISTANCE
1 Unit	\$150,000
2 Units	\$250,000
3 Units	\$315,000
4 Units	\$375,000
5 to 7 Units	\$500,000

MANUFACTURED HOUSING	
TYPE	MAXIMUM ASSISTANCE
Single-wide	\$45,000
Double-wide	\$65,000

3.1 Maximum Program Assistance

Eligible Applicants may receive only one award from the Program for the rehabilitation/reconstruction of up to seven units. Applicants are encouraged to submit applications for as many qualifying projects as desired, however, only one can be funded.

3.2 Maximum Award Take Out

LHC will only fund Take-out Assistance on the Conversion Date in an amount not exceeding the aggregate advances on a Construction Loan. Contingency will not be included in the Permanent Loan if not used as approved in writing by the LHC during construction.

3.3 Eligible Costs

The following constitute Eligible Costs:

Development hard costs. Development hard costs are the actual cost of constructing or rehabilitating housing.

Related soft costs. Other reasonable and necessary costs incurred by the owner or LHC and associated with the financing or development (or both) of New Units or Existing Units assisted with CDBG Funds.

3.4 Ineligible Costs

- *Reimbursement of costs incurred prior to the program's issuance of Notice to Proceed.*
- *Land purchased from a person or person that has an identity of interest with the Eligible Borrower.*
- *Development, operations or modernization of public housing financed under the 1973 Act (Public Housing Capital and Operating Funds).*
- *Acquisition costs.*
- *Refinancing of any loan.*

4. OCCUPANCY AND SET ASIDE UNIT REQUIREMENTS DURING PERIOD OF AFFORDABILITY

4.1 Occupancy Requirements for Completed Units

All residential housing units following completion must be occupied by households (“Qualified Households”) at or below eighty percent (“80%”) of area median income (“AMI”).

4.2 Affordability Period

The Affordability Period will be five calendar years and will commence upon initial lease-up. The program reserves the right to decrease the affordability period based on information gathered from eligible property owners during the application process.

5. CONSTRUCTION LOAN TAKE OUT REQUIREMENTS

5.1 Terms of Construction Loan and Conversion to Permanent Loan When Assigned to LHC

Prior to the Conversion Date, the terms of the Construction Loan will correspond to the terms requirements specified by the Lender. The Construction Loan will either be assigned to the LHC on the Conversion Date and convert to a permanent

loan (“Permanent Loan”) or shall be paid off or paid down on the Conversion Date under separate LHC loan documents, if the Lender has not utilized LHC prescribed construction loan documents. On and after the Conversion Date, the terms of the Permanent Loan will correspond to the requirements of the LHC. Whichever form of LHC loan agreement is utilized, the Permanent Loan will mature not later than five (5) years following the Conversion Date.

5.2 Timing of Take-Out Assistance to Lender

Upon the Borrower satisfying the terms of LHC’s loan agreement, all advances by the Construction Lender on the Construction Loan will be paid by the LHC to the date the Take-out Assistance is paid to the Lender (“**Conversion Date**”). Take-out Assistance shall include the aggregate advances for eligible costs on a Construction loan plus unpaid accrued interest for For-Profit Landlord’s at or below 80% AMI to the Conversion Date.

5.3 Effect of Lien Position of Permanent Loan on Conversion Date

Permanent Loan in Senior Lien Position: If the Permanent Loan is in the senior lien position, the Conversion Date will be the later of (i) the date a certificate of occupancy of the Qualified Project is delivered to the Construction Lender and the LHC and (ii) the date the Construction Lender receives payment in full pursuant to the Take-out Commitment. Occupancy by a Qualified Household must occur not later than 90 days from the Conversion Date.

Permanent Loan in Subordinate Lien Position: If the Permanent Loan is subordinate to a third party permanent lien lender, the Conversion Date will be delayed until all residential rental units in the Qualified Project is occupied by a Qualified Household.

5.4 Recourse Requirements and Guarantee by Principals of Eligible Borrowers

Construction Loans must be full recourse against Eligible Applicants and must be further guaranteed by Principals of an Eligible Applicant having a twenty percent (20%) ownership interest or more in the Eligible Applicant.

5.5 Cross Defaults of Multiple Qualified Project During Affordability Period

An Eligible Borrower owning two or more Qualified Projects will be required to cross default all Qualified Projects only during the Affordability Periods for each of the multiple Qualified Projects. Cross defaults will not be activated any Qualified Project prior to the Conversion Date of that Qualified Project.

5.6 Senior Lien Financing Limitations

Seller Financing to Nonprofits: Seller financing evidenced in an Application submitted by a CHDO or NPO may only be provided by a local redevelopment authority or another instrumentality of government.

Net Asset and Liquidity Requirements Related to Liens Senior to Permanent Loan: If the LHC's Permanent Loan is to be subordinate to a Senior Loan, the Eligible Borrower and its Principals must submit financial information satisfactory to the LHC evidencing net assets and liquidity as follows:

- *Aggregate Net Worth: ≥ 110% of Take-out Commitment*
- *Financial Liquidity: ≥ 20% of Take-out Commitment*

5.7 Construction Contractor and Fixed Price Construction Contract

Applicants must submit with each Application a fixed price construction contract or quote with a Louisiana licensed contractor ("Contractor") who will construct New Units or renovate Existing Units in a Qualified Project at a not-to-exceed fixed contract price. A construction contingency of not more than 10% ("Contingency") may be included in each Approved Budget but such Contingency may not be used during construction or renovation without the express written approval of the Lender and the LHC.

5.8 Construction Monitoring by Lenders, Oversight and Progress Payments

Monitoring of construction progress will be the responsibility of the Lender providing the Construction Loan. All construction progress payments by the Lender or the Eligible Borrower to the Contractor may be monitored by the LHC on a prescribed requisition form approved by the Lender and the LHC. All construction progress payments to Contractor must be supported with back-up

invoices and receipts. Lender will be required to certify actual costs paid by the Construction Lender with respect to advances to the Eligible Borrower.

5.9 Take-Out Commitment Funding Source

The funding source of the Take-out Commitment by the LHC on the Conversion Date will be Declared Disaster Recovery Fund (“CDBG Funds”) made available to LHC by the City-Parish of East Baton Rouge.

5.10 Terms of Construction Loan and Conversion to Permanent Loan When Assigned to LHC

Prior to the Conversion Date, the terms of the Construction Loan will correspond to the terms requirements specified by the Lender. The Construction Loan will either be assigned to the LHC on the Conversion Date and convert to a permanent loan (“**Permanent Loan**”) or shall be paid off or paid down on the Conversion Date under separate LHC loan documents, if the Lender has not utilized LHC prescribed construction loan documents. On and after the Conversion Date, the terms of the Permanent Loan will correspond to the requirements of the LHC. Whichever form of LHC loan agreement is utilized, the Permanent Loan will mature not later than five (5) years following the Conversion Date.

5.11 Loan-to-Value Limits

The Construction Loan is not required to have a first mortgage lien position; however, the appraised value of the property post-completion may not be less than the combined loan-to-value of the Permanent Loan plus any loan with a lien senior to the Permanent Loan as of the Conversion Date.

5.12 Terms of Permanent Loan - Payment Only Upon Default

The Permanent Loan will not bear interest and will be subject to principal payments only upon a determination that the Eligible Borrower failed to maintain the property financed by the Permanent Loan as a Qualified Project or that there is a default under the Permanent Loan Document that cannot be cured. If the residential rental units in a Qualified Project remain affordable during the applicable Affordability Period and if there have been no default findings by the LHC, the Permanent Loan will be forgiven at the end of the applicable Affordability Period.

5.13 Construction Loan Closing Documentation

Eligible Borrowers will be required to execute a Conditional Commitment of Program Funds upon award of a Take-out Commitment that must be acknowledged by the Construction Lender. LHC approved financing documents (“**Program Loan Documents**”) must be executed at Closing. Program Loan Documents may include the form of a Lender’s Construction Note and Construction Mortgage and other Program Loan Documents only if approved in advance of an Application being submitted for the Qualified Project. The form of the Baton Rouge ReBuilds Developer Rental Program Regulatory Agreement (“**Program Regulatory Agreement**”) must be executed and recorded at the Closing of the Construction Loan. Lenders will be required to submit to the LHC (within five Business Days of Closing) a docket (“**Closing Docket**”) containing all Program Loan Documents, including Other Required Documents and Proceedings identified in a standard Index of Closing Documents (“**Closing Index**”) that the LHC will approve in advance of Closing. Similarly, an Applicant using non-borrowed funds to finance construction must submit to the LHC a Closing Docket and arrange to commence construction financing using Other Required Documents and Proceedings identified in the Closing Index that the LHC will approve in advance of Closing.

5.14 Solicitation of Participating Lenders

LHC will solicit Lenders for participation in the Program by requesting that such Lenders agree to use standard Program Loan Documents at each Closing. Program Loan Documents will be prepared and distributed in advance of the Application Period by the LHC. If Lenders do not choose to execute LHC Loan Documents, they are permitted to use their own loan documents. In no event should the lenders loan documents obligated the borrower to interest and costs not approved by LHC or include any prepayment penalty.

5.15 Lender Fees and Closing Costs

An Application must identify all Lender fees to be charged to an Eligible Borrower, including Lender Application Processing Fees, Lender Commitment Fees, Lender Closing Fees, Lender Legal Fees and Lender Construction Monitoring Fees. Costs associated with closing of the permanent loan are to be advanced from the

Construction Loan, which includes any filing fees and lender policy of title insurance issued by Construction Lender closing agent. All Lender fees must be reasonable and are subject to review and approval by the LHC.

6. PERIOD OF AFFORDABILITY

The Program requires Qualified Households to occupy the residential housing units in a Qualified Project on and after the Conversion Date for period of five complete calendar years (“**Affordability Period**”). The Affordability Period and percentage of AMI for each Qualified Household in a Qualified Project will be specified in the Take-out Commitment and the Permanent Loan Documents as of the Conversion Date. This date will normally reflect (5) years after the initial lease up by a qualified tenant.

7. FEDERAL REQUIREMENTS

7.1 No Choice Limiting Action Until Environmental Review

Applicant and its contractors are prohibited from undertaking or committing any funds or choice-limiting actions, including property acquisition, demolition, movement, rehabilitation, conversion, repair or construction, or leasing or disposition prior to the execution of the “Authority to Use Grant Funds” (HUD 7015.16) or equivalent letter, and that the violation of this provision may result in the denial of any Program Funds under this Agreement. Entering a contract obligating the borrower to any of the above constitutes a choice limiting action.

7.2 Environmental Review

The timeline for an Environmental Assessment (“EA”) level (i.e., requiring a Phase I Report for new construction or rehabilitation) environmental process is 90-120 days from the receipt of a comprehensive environmental review record (“ERR”). The range of time required to completely review an ERR for a given property varies and is largely dependent upon how well the ERR submission is compiled. The stated condition of the property and recognized environmental conditions (“REC”) in vicinity of the project dictate follow-up necessities (i.e., 404 wetlands permits or Phase 2 reports) which further prolong the review process. There is no official HUD timeline for all of the steps of the environmental review process.

The only steps that have associated time constraints are the 8-step process (if applicable has 15 and 7-day notice periods), the FONSI/NOI public notice period prior to submitting the RROF (15-18 days), and the HUD review/comment period prior to the authorization to use grant funds (“AUGF”) which (15-18 days but more often than not) gets extended. Those three steps can take anywhere from 45-60 days if not longer. Please contact the LHC’s Environmental Impact and Labor Compliance Manager for further information on Environmental Reviews as follows:

Agaha Brass *Environmental Impact & Labor Compliance Manager*
Louisiana Housing Corporation
abrass@lhc.la.gov www.lhc.la.gov
Desk: 225-763-8734 Fax: 225-763-8710 Cell: 225-436-2782

7.3 Cross-Cutting Federal Requirements

All Qualified Projects will be subject to CDBG Federal Grant Requirements referenced in the Program Regulatory Agreement (“**Program Regulatory Agreement**”) required to be filed as of record as a covenant running with the land for all Qualified Projects financed under the Program. The Program Regulatory Agreement will be enforceable against the Eligible Borrower and its successors and assigns during the Affordability Period. Included among the CDBG Federal Grant Requirements are compliance requirements with Section 504 of the Rehabilitation Act of 1973, Fair Housing Act (42 U.S.C. 3601-19) and implementing regulations; and the regulations at 24 CFR Part 107 (Equal Opportunity in Housing); and Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) (Nondiscrimination in Federally Assisted Programs).

7.4 Duplication of Benefits (DOB)

The Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act) prohibits any person, business concern, or other entity from receiving financial assistance from CDBG Disaster Recovery funding with respect to any part of a loss resulting from a major disaster as to which he has already received financial assistance under any other program or from insurance or any other source.

The Stafford Act also requires that the LHC perform a duplication of benefits analysis pertaining to each applicant within the Program.

The State will require the applicant to indicate in the application, the types, amounts and purposes of assistance both approved and received to date related to the Great Flood of 2016. The amount of approved assistance will be counted in the duplication of benefits analysis. Sources of assistance will include FEMA, SBA, Insurance, CDBG, and any other sources. Any other assistance received that already covers unmet needs identified under this program will be deducted from the award.

The program will utilize DOB feeds from the MOU's between SBA and FEMA to verify the amount received from its federal partners.

7.5 Record Keeping

The LHC will maintain accurate rental property program files and records for general administration activities, for each applicant, for a period of five (5) years after the State grants closeout. Such files will be open for inspection by the State, HUD, as to qualifications, bids, and awards. The LHC staff will utilize a Recovery Housing shared "Z" drive to record and maintain all file records. "LiveWire" a Sharepoint system will be used internally by the LHC to track each applicant as they move through the process, under the "Rental Program Tracker". This software system will manage the data and permit the staff to generate weekly, monthly and annual reports about housing rehabilitation activities. All eligibility information, inspection notes and contractor complaints will be recorded.

8. NEW CONSTRUCTION PROJECTS

8.1 Required Documents with Application

Reconstruction and New Construction

- Site plan created by architect or engineer
- Floor plan created by architect or engineer
- Front, side and rear elevations created by architect or engineer
- Preliminary checklist indicating "Green Building" compliance with appropriate standard, if applicable ([Exhibit II](#))
- **Evidence that project meets zoning requirements**
- Construction proposal from Louisiana licensed contractor (if project has not started)
- Construction contract from Louisiana licensed contractor (if project is underway)
- Completed Program Certifications (forms provided by LHC)
 - Duplication of Benefits Certification ([Exhibit III](#))
 - Vacancy Certification ([Exhibit IV](#))
 - Tenant Certification ([Exhibit V](#))
 - Certification of Understanding Concerning Stop Work ([Exhibit I](#))

Commented [DS1]: Linked to the EBRGIS Program Website

8.2 Construction Standards

All construction must comply with Louisiana State Uniform Construction Code (LSUCC), local planning and zoning, and local authorities and jurisdictions. Federal regulations which may pertain to the specific project such as the Fair Housing and Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, also apply. LHC strongly encourages that the 2010 ADA/ABA standard be used when designing accessible units and public facilities.

8.3 Minimum Architecture Standards

- *New construction shall be restricted to site-built or modular homes that meet the local and state building codes.*
- *Design shall provide for an aesthetically pleasing living facility of average/modest construction that is consistent with the character of the surrounding neighborhood, subject to local and state building codes.*
- *5 or more rental units must include Section 504 of the Rehabilitation Act of 1973 requirements at 24 CFR Part 8. A minimum of 5% of the total dwelling units or at least one (1) unit shall be accessible for persons with mobility impairments. An additional 2% or at least one (1) unit shall be accessible for persons with hearing or vision impairments.*
- **Must conform to any one of the following building standards:**
 - *LEED Criteria: Building design and construction emphasizing sustainable site development, water savings, energy efficiency, material selection and indoor environment quality that achieves the points necessary to qualify as LEED Certified (a minimum of 26 points under the LEED Green Building Rating System® for lodging). The 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.*
 - *National Green Building Standard ICC 700 Criteria: Built in accordance with the requirements of National Green Building Standards ICC-700-2012 or ICC-700-2015.*
 - *Energy Star Version 3 Criteria: A new home or apartment that has earned the Energy Star label has undergone a process of inspections, testing, and verification to meet strict requirements set by the US EPA. ENERGY STAR certified homes and apartments use significantly less energy than typical new homes and apartments while delivering better comfort, quality and durability.*
- *Minimum Internet/Cable Capacity Requirements: All units must be equipped with networks to provide cable television, telephone and internet access in the living area and each bedroom. The following networks (combined or distinct) must be capable of being accessed and activated by tenants: (i) telephone network installed for phones using CAT5e or better wiring, (ii) network for data installed using CAT5e or better, networked from the unit back to a central location or similar configured wireless network and (iii) TV services network using COAX cable. The wiring for such networks should be available to tenants free of charge but tenants may be charged*

the actual fee incurred by the Taxpayer for activating and making available any services provided directly by the Project or through third party providers. The equivalent of wireless network access is acceptable.

9. REHABILITATION CONSTRUCTION PROJECTS

9.1 Required Documents with Application

1. Site plan (may be hand drawn)
2. Floor plan (may be hand drawn)
3. Photos of front, rear and sides of exterior
4. Photos of each room
5. Complete scope of work to include modest appliances
6. Proposed compliance alignment of the scope of work with HUD CPD Green Building Retrofit Checklist, if applicable ([Exhibit II](#))
7. [Evidence that project meets zoning requirements](#)
8. Evidence that the housing unit is either not in a Special Flood Hazard Area or is at an elevation one foot (1') above the DFIRM elevation requirement, if the property was substantially damaged (as determined by local code enforcement officials) [LSU AG Center Flood Map](#) or [FEMA Flood Map](#)
9. Construction proposal from Louisiana licensed contractor (if project has not started)
10. Construction contract from Louisiana licensed contractor (if project is underway)
11. Completed Program Certifications (forms provided by LHC)
 - a. Duplication of Benefits Certification ([Exhibit III](#))
 - b. Vacancy Certification ([Exhibit IV](#))
 - c. Tenant Certification ([Exhibit V](#))
 - d. Certification of Understanding Concerning Stop Work ([Exhibit I](#))

Commented [DS2]: I included links to the LSU flood map and the FEMA flood map. Which should they use?

9.2 Construction Standards

All construction must comply with Louisiana State Uniform Construction Code (LSUCC), local planning and zoning, and local authorities and jurisdictions. Federal regulations which may pertain to the specific project such as the Fair

Housing and Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, also apply. LHC strongly encourages that the 2010 ADA/ABA standard be used when designing accessible units and public facilities.

9.3 Minimum Architectural Requirements

Rehabilitation of vacant units shall provide for safe, sanitary, efficient and aesthetically pleasing living facility of average/modest construction upon completion.

10. COST REASONABLENESS

10.1 Documentation to Determine Cost Reasonableness

The method for determining costs reasonableness will require documentation from the applicant, which includes the below:

1. *Complete line item scope of work to be performed, including the appropriate green building materials.*
2. *This complete line item scope should include the name of a qualified state licensed contractor.*
3. *A floor plan of the property, including dimensions of each room, and liner footage of any repair related within the line item scope.*
4. *Clear photos of each room and exterior of the property.*

10.2 Determining Cost Reasonableness

A Cost Reasonableness Analysis is performed on all projects by the LHC Construction Department using information provided and RS Means costing data. The cost of construction submitted by the applicant must fall within twenty percent of the cost obtained by the LHC staff for the project to be considered as cost reasonable. For projects not deemed as cost reasonable to be funded, either such projects must be redesigned or the construction must be competitively bid through a public bid process. In no case will the LHC provide per unit funding in excess of the HUD 234 limits for elevator type projects.

11. APPLICATION REVIEW

The application for each type of project should contain the required documents as indicated in Section's 8 and 9 of the program policies. In addition, the HFS should have initiated the steps outlined in Section 10 before moving to fully complete the application review.

The HFS will utilize the "Baton Rouge ReBuilds Developer Program Checklist" ([Exhibit VI](#)) to indicate all required criteria is followed before an award is determined. This form should be completed by the HFS and approved by either the Housing Finance Manager (HFM), or Housing Program Administrator (HPA).

12. CLOSING DOCUMENTS

12.1 Executed Closing Documents

The following closing documents should be executed by all required borrowers or guarantors before a notice to proceed is awarded to the project:

- ***EBRRDP Permanent Loan***
- ***EBRRDP Permanent Mortgage***
- ***EBRRDP Regulatory Agreement***
- ***EBRRDP Guaranty***
- ***EBRRDP Take Out Commitment 12.2 Notice to Proceed***

Upon the execution of the closing documents, the program will award a notice to proceed ([Exhibit VII](#)) to the applicant. This document should indicate any environmental requirements indicated by the Environmental Analyst (EA).

13 . INSPECTION PROCESS

13.1 Construction Monitoring and progress Payments

Upon approval of the project, LHC will issue Notice to Proceed and begin construction management. If the applicant is required to contribute funding to the construction project, these funds must be expended on the project and verified by the program prior to the expenditure of program funds. The applicant will be paid only for work performed over up to four progress payments (25%, 50% 75%, and Certificate of Occupancy). LHC inspectors will perform site visits and verify completion of all work before issuing payment. All construction progress payments must be supported with back-up invoices and receipts and will be issued as two party checks payable to the applicant and the contractor.

Applicants seeking replacement of a manufactured housing unit must provide evidence of their intent to purchase a new manufactured home (such as a Purchase Agreement with a manufactured home seller). Upon receipt of acceptable documentation, the Program will issue a two-party check to the applicant and the manufactured home seller for an amount up to the established award cap to be paid upon delivery of the mobile home to the homeowner's site. The applicant will be provided with documentation to give to prospective mobile home vendors prior to selection of vendor.

The above referenced inspections will be performed by an LHC inspector. It is the applicant's obligation to inform the program as to when these inspection stages are required. The applicant should email the disasterrecovery@lhc.la.gov email address and schedule the inspection a week ahead of the inspection milestone. When these emails are received, the HSF should inform the LHC inspection staff. Once the inspection is completed, the LHC inspector will email the completed inspection form to the HSF, and this should be uploaded to the applicant's folder in the "Z" drive.

14. TENANT SELECTION AND APPROVAL

14.1 Timeline for Occupancy

The borrower has 90 days from the receipt of the Certificate of Occupancy to secure an eligible tenant for occupancy. During the compliance period, the borrower has 90 days from the end lease date to secure an eligible tenant for occupancy. The borrower should make every concerted effort to follow the deadlines set forth, failure to do so by the borrower could lead to non-compliance and recapture of federal funds.

14.2 Allowable Rents

The rents for each residential rental housing unit by bedroom size published by LHC by parish location for each Qualified Project reduced by the Utility Allowance applicable to the unit. These rents cannot exceed the allowable published rents when Section 8 vouchers are present. The rents will be updated as HUD's Income Limits are revised.

14.3 Tenant Selection Packet

Before any tenant may move into a completed unit, the borrower must provide the program with a completed "Rental Property Owner Guide" ([Exhibit XIV](#)). This document is a guide to indicate the allowable rents, indication of income for the prospective tenant, protections for the tenant, and lease to be executed. Any completed tenant packet should be submitted to disasterrecovery@lhc.la.gov.

Commented [DS3]: EBR Rental Property Owner Guide is not on the LHC Website.

14.4 Tenant Approval or Denial by the Program

Once the program receives a tenant selection packet, the HFS will utilize the information within the packet to confirm the eligibility of the tenant as it pertains to the published HUD Income Limits. The HFS will utilize the "Tenant Income Checklist" ([Exhibit VIII](#)) to document their findings during the review of the packet.

Upon the review of the packet one of two letters will be submitted to the borrower to indicate the program response to the tenant selection:

- *BRRDP Tenant Acceptance* ([Exhibit IX](#))
- *BRRDP Tenant Denial* ([Exhibit X](#))

The borrower cannot move forward with allowing tenant occupancy until the program has approved the tenant. This is also a requirement during the entirety of the five-year affordability time period. Failure to do so could lead to non-compliance and recapture of federal funds.

14.5 Rental Tenant Information Portal

Upon the program's acceptance of a potential tenant, and evidence of an executed lease agreement, the HFS will input this information into the "Rental Tenant Information" portal. This portal is equipped to maintain the income level of each tenant, and tracks the start and end of each executed lease.

15. PAYMENT PROCESS

15.1 Setting Up Vendors

All applicable parties should be set up in LHC's accounting system of record "ACPAC" before any payment is processed for completed work. The following will be required for any party:

- *W9* ([Exhibit XI](#))
- *1199A Direct Deposit (If requesting EFT)* ([Exhibit XII](#))

Once the HSF has obtained the required documentation, the following should occur:

- *Saved the documents as "Applicantname_vendor".*
- *Saved PDF should be uploaded to applicant's portal under the "Rental Program Tracker".*

Commented [DS4]: Should we have these available on the LHC Website?

- *Fill out the applicable boxes under the portal as it relates to the amount going to each vendor and their tax ID, address, and contact information.*
- *Lastly, the check box under the applicant portal labeled “Vendor Info Uploaded” should be marked checked.*

The LHC accounting department will get an alert email and will use this portal to view the saved document and ensure it is set up in ACPAC.

15.2 Requirements to Initiate the Construction Take Out

The following will be required by the borrower in order to initiate the Construction Take Out:

- *Passed Final and HQS Inspection.*
- *All required insurance should have the Louisiana Housing Corporation listed as an additional insured, and submitted to the program.*
- *Eligible Borrowers must list each Qualified Project on the LHC search website at: LaHousingSearch.org.*
- *If 1st Lien is present, a “BRRDP Tenant Acceptance Letter”*

15.3 Creating a Draw Request

The following documents will be needed in order to create a Construction Take out Draw Request:

- *Draw Request Checklist ([Exhibit XIII](#))*
- *Baton Rouge ReBuilds Developer Program Checklist*
- *Environmental Approval*
- *Notice to Proceed ([Exhibit VII](#))*
- *1st page of recorded BRRDP Permanent Loan*
- *Contract between applicant and contractor*
- *Cost Reasonableness Review*
- *All checks payable to the contractor to equal the contract and change orders*
- *Inspections*
- *Lender Certification (If applicable)*
- *Certificate of Occupancy*
- *Tenant Approval Letter (If 1st lien is present)*

Once all of the appropriate documentation is gathered and is sufficient for payment, the HFS will present the information to the HFM or HPA for final approval, and creation of the draw request form.

Upon its approval the check box under the applicants portion of the portal labeled “Take out Issued” should be checked, and the draw may be forwarded to LHC Accounting for final processing.

16. COMPLIANCE PERIOD

16.1 Yearly Monitoring

The “Rental Tenant Information Portal” will send an email alert to the assigned HFS 30 days prior to the date in which a tenant lease is set to expire. Upon this email alert, the HFS should contact the borrower and ensure the following is submitted to the program:

- *Evidence that the LHC is still listed as an additional insured on all required insurance documents*
- *If the tenant wishes to the reside in the unit after the end lease term, a “Lease Roll Over”*

The HFS should inform the borrower that and yearly HQS inspection will be required in the event a tenant elects to remain in the unit after the lease term. The HFS should also indicate to the borrower that in the event the tenant elects to vacate the unit, the borrower has 90 days to submit a new tenant selection packet to the program for review. Failure by the borrower to have an eligible tenant re-occupy the property within 90 calendar days could lead to non-compliance and recapture of federal funds. A passed HQS inspection will be necessary to coincide with the approval of a new eligible tenant.

16.2 Loan Forgiveness

Upon satisfaction of the yearly monitoring requirements, the BRRDP will consider the borrowers loan obligation reduced by 20% increments until the final forgiveness. Final forgiveness will not be awarded until the BRRDP can confirm that the unit was occupied by an eligible tenant for the full five-year timeframe.

Upon loan forgiveness, the program will create a 1099 for the full amount of the loan and submit to the borrower for tax purposes.

EXHIBIT I

JOHN BEL EDWARDS
GOVERNOR



ESELLE KEITH CUNNINGHAM, JR.
EXECUTIVE DIRECTOR

Louisiana Housing Corporation

Certification of Understanding Concerning Stop Work

I UNDERSTAND THAT BY SUBMITTING THIS APPLICATION:

IF I HAVE NOT ALREADY ENTERED A FULLY EXECUTED WRITTEN CONSTRUCTION CONTRACT, I MUST STOP ALL REPAIR OR RECONSTRUCTION WORK AND CANNOT ENTER ANY CONTRACT TO DO REPAIR OR RECONSTRUCTION WORK UNTIL I RECEIVE ENVIRONMENTAL CLEARANCE AND NOTIFICATION FROM THE NEIGHBORHOOD LANDLORD PROGRAM TO PROCEED.

IF I HAVE ALREADY ENTERED A FULLY EXECUTED WRITTEN CONSTRUCTION CONTRACT TO REPAIR OR RECONSTRUCT MY HOUSE, I AM ALLOWED TO PROCEED WITH THAT WORK, BUT I CANNOT MAKE ANY AMENDMENTS OR CHANGE ORDERS TO THAT CONTRACT UNTIL I RECEIVE ENVIRONMENTAL CLEARANCE AND NOTIFICATION FROM THE NEIGHBORHOOD LANDLORD PROGRAM TO PROCEED.

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

[NOTE: IF THE APPLICANT HAS ANY QUESTIONS ON THE APPLICABILITY OF THIS REQUIREMENT, HE/SHE MAY SEEK WRITTEN GUIDANCE FROM NEIGHBORHOOD LANDLORD 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 the flooding events in Louisiana in March and August of 2016. 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.

2415 Quail Drive • Baton Rouge, Louisiana 70808 • (225) 763-8700 • Fax (225) 763-8710 • TTY/TDD (225) 763-8762 • www.lhc.la.gov

An Equal Opportunity Employer

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 _____

2415 Quail Drive • Baton Rouge, Louisiana 70808 • (225) 763-8700 • Fax (225) 763-8710 • TYY/TDD (225) 763-8762 • www.lhc.la.gov

An Equal Opportunity Employer

EXHIBIT II

HUD CPD Green Building Retrofit Checklist

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.

EXHIBIT III

JOHN BEL EDWARDS
GOVERNOR



EDSELLE KEITH CUNNINGHAM, JR.
EXECUTIVE DIRECTOR

Louisiana Housing Corporation

Duplication of Benefits Certification

Please identify the funds received to date for the subject property. These funds are associated with damage cause by the March or August Floods of 2016.

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 didn't 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 from I certify that I have made known all funds received to date from outside sources to repair my rental property.

Landlord Signature _____ Date _____

2415 Quail Drive • Baton Rouge, Louisiana 70808 • (225) 763-8700 • Fax (225) 763-8710 • TYY/TDD (225) 763-8762 • www.lhc.la.gov
An Equal Opportunity Employer

EXHIBIT IV

JOHN BEL EDWARDS
GOVERNOR



EDSELLE KEITH CUNNINGHAM, JR.
EXECUTIVE DIRECTOR

Louisiana Housing Corporation

Vacancy Certification

Note this form should be completed for each tenant occupied unit included in the application

I, _____, certify that my property,

, was vacant as of February 14, 2017.

By signing this form, I certify that my property was vacant as of February 14, 2017.

Landlord Signature _____ Date _____

2415 Quail Drive • Baton Rouge, Louisiana 70808 • (225) 763-8700 • Fax (225) 763-8710 • TTY/TDD (225) 763-8762 • www.lhc.la.gov
An Equal Opportunity Employer

EXHIBIT V

JOHN BEL EDWARDS
GOVERNOR



EDSELLE KEITH CUNNINGHAM, JR.
EXECUTIVE DIRECTOR

Louisiana Housing Corporation

Previous Tenant Outreach Certification

Note this form should be completed for each tenant occupied unit included in the application

I, _____, have made an effort to reach the previous tenant, or tenants, whom occupied my property, _____ at the time of the March or August flood. I have informed the tenant/s that I am actively working to repair or reconstruct the referenced property.

Primary Tenant Name: _____

Secondary Tenant Name: _____

The means in which I reached out to the tenant/s was as follows:

- By Phone Date _____
- By Certified Mail (See attached to this form)
- In Person Date _____
- Via Newspaper (See attached to this form)

Did the tenant/s express interest in re-occupying the property upon its completion? _____ (Yes/No)

Briefly Describe Where the Tenant/s Currently Resides (Include current address and whether or not the tenant/s has a current lease with the property in which they reside):


2415 Quail Drive • Baton Rouge, Louisiana 70808 • (225) 763-8700 • Fax (225) 763-8710 • TTY/TDD (225) 763-8762 • www.lhc.la.gov
An Equal Opportunity Employer

By signing this from, I certify that I have made every concerted effort to reach out to the previous tenant.

Landlord Signature _____ Date _____

2415 Quail Drive • Baton Rouge, Louisiana 70808 • (225) 763-8700 • Fax (225) 763-8710 • TYY/TDD (225) 763-8762 • www.lhc.la.gov
An Equal Opportunity Employer

EXHIBIT VI

	East Baton Rouge Developer Program Program Checklist	
<hr/>		
Name of Applicant		
Name of Project		
Is the applicant in good standing with the Secretary of State and Sam.Gov?		<input type="checkbox"/>
Is the contractor in good standing with Secretary of State and Sam.GOV?		<input type="checkbox"/>
Application Addresses		
1 Does the site plan indicate the appropriate dimensions to demonstrate the intended purpose?		<input type="checkbox"/>
If no, describe what is missing or what is provided:		
2 Are there photos provided that show evidence of flood damage? For new construction are there schematics showing what the structure will be once constructed?		<input type="checkbox"/>
If no, describe what is missing or what is provided:		
3 Is there a completed scope of work provided?		<input type="checkbox"/>
Is the contractor licensed?		<input type="checkbox"/>
If no, describe what is missing or what is provided:		
4 Is there a Green Building Checklist provided, and does it match what is proposed on the scope of work?		<input type="checkbox"/>
If no, describe what is missing or what is provided:		
5 Is the subject property located in a flood zone?		<input type="checkbox"/>
If not what zone is the property located?		

6 Are any of the properties currently occupied or have then been occupied between the flood and now?		<input type="text"/>	
If yes, indicate the property in which a tenant is or has occupied since the flood.			
<input type="text"/>			
7 What type of scope of work is present?		<input type="text"/>	
Are the costs in line with RS Means?		<input type="text"/>	
What was approved moving forward?		<input type="text"/>	
If no, describe what is out of line		<input type="text"/>	
Show the amount of disallowances due to cost reasonableness:		<u>0</u>	
8 Is the stop work provision document present?		<input type="text"/>	
9 Is there construction financing available?		<input type="text"/>	
Who is providing the construction financing?		<input type="text"/>	
10 Indicate below the type of duplication of benefit verified during the application analysis:			
	DOB Indicated	Verified DOB	
SBA	\$ -	\$ -	Date <input type="text"/>
NFIP	\$ -	\$ -	Date <input type="text"/>
Hazard Insurance	\$ -	\$ -	Date <input type="text"/>
Other	\$ -	\$ -	Date <input type="text"/>
Other	\$ -	\$ -	Date <input type="text"/>
	\$ -		
Total	\$ -	\$ -	
11 Does the Proforma Cash Flow		<input type="text"/>	
12 Compliance with other Programs:			
SRPP	N/A		
Road Home	N/A		
Home	N/A		
13 Amount Approved Based on Review		\$ -	
Prepared By:		<input type="text"/>	
Approved by:		<input type="text"/>	

EXHIBIT VII

	Louisiana Housing Corporation
East Baton Rouge Rebuilds Developer Rental Program Notice to Proceed	
<p>Louisiana Housing Corporation (the "LHC"), hereby authorizes _____ (the "Borrower") to proceed with the rehabilitation of the property located at.....</p>	
<p>Any deviations or changes in the scope of work, plans, specifications, and/or cost estimates for the rehabilitation/reconstruction work to be performed shall be presented by the Contractor to the LHC as well as to the Borrower prior to the implementation of any such changes. If approved, the LHC will provide written notice of such approval to the Contractor. Any invoices submitted for changes or deviations in plans, specifications, or cost estimates not approved by the LHC will not be paid.</p>	
<p>This notice is also subject to the environmental requirements as listed below:</p>	
<div style="border: 1px solid black;"></div>	
<div style="border: 1px solid black;"></div>	
<p>Failure to address these issues could result in loss of funding.</p>	
Signature:	
Name:	
Title:	
Date:	

EXHIBIT VIII


		Tenant Income Checklist	
Name of Applicant			
Application Addresses			
Race and Ethnicity		<input type="checkbox"/> White (Non Hispanic) <input type="checkbox"/> Native American <input type="checkbox"/> Other	<input type="checkbox"/> Black (Non Hispanic) <input type="checkbox"/> Hispanic (All Races) <input type="checkbox"/> Asian
Type of Household		<input type="checkbox"/> Single Non-Eldery <input type="checkbox"/> Related Two Parent <input type="checkbox"/> Other	<input type="checkbox"/> Related/Single Parent <input type="checkbox"/> Elderly <input type="checkbox"/> Female Head of House
Staff Member			
Date		Family Size	Max Income
Income Data as of 2017			
Name/Relationship	Source of Income	Hourly/Monthly Rate	Gross Annual Income
Teresa Nola	Taxes	\$ -	\$ -
Total:			\$ -
Number of Bedrooms		<input type="checkbox"/> >50% <input type="checkbox"/> <80%	
Max Rent			
Proposed Rent		Is the Rent in Line	<input checked="" type="checkbox"/> Yes
Reviewer Signature:			

EXHIBIT IX

JOHN BEL EDWARDS
GOVERNOR



EDSELLE KEITH CUNNINGHAM, JR.
EXECUTIVE DIRECTOR

Louisiana Housing Corporation

[DATE]

[PROPERTY OWNER NAME]
[PROPERTY OWNER MAILING ADDRESS]
[PROPERTY OWNER CITY, STATE ZIP]

RE: Notification of Tenant Acceptance
Loan Number: [ID #]
Property Address: [PROPERTY ADDRESS]

Dear [PROPERTY OWNER NAME]:

On [DATE], the Baton Rouge ReBuilds Developer Program (BRRDP) received a *Request for Tenancy Approval* form for the unit located at [PROPERTY ADDRESS] on behalf of [TENANT NAME].

Based upon the information provided, the BRRDP has determined that the prospective tenant is income-eligible for occupancy and the tenancy pre-approval requirements have been met.

It is recommended that this letter be kept for your records and placed in the tenant file.

If you have any questions regarding this notice, please contact [REVIEWER] at [REVIEWER PHONE NUMBER].

Sincerely,

The Louisiana Neighborhood Landlord Rental Program

2415 Quail Drive • Baton Rouge, Louisiana 70808 • (225) 763-8700 • Fax (225) 763-8710 • TTY/TDD (225) 763-8762 • www.lhcc.la.gov
An Equal Opportunity Employer

EXHIBIT X

JOHN BEL EDWARDS
GOVERNOR



EDESELLE KEITH CUNNINGHAM, JR.
EXECUTIVE DIRECTOR

Louisiana Housing Corporation

[DATE]

[PROPERTY OWNER NAME]
[PROPERTY OWNER MAILING ADDRESS]
[PROPERTY OWNER CITY, STATE ZIP]

RE: Notification of Tenant Denial
Loan Number: [ID #]
Property Address: [PROPERTY ADDRESS]

Dear [PROPERTY OWNER NAME]:

On [DATE] the Louisiana Neighborhood Landlord Rental Program (LNLRP) received a *Request for Tenancy Approval* for the unit located at [PROPERTY ADDRESS] on behalf of [PROSPECTIVE TENANT NAME]. Based upon the information provided, the SRPP has determined that the prospective tenant is not income eligible for occupancy and the tenancy pre-approval requirements have not been met. This decision was based upon the following information:

- List each item of noncompliance individually
 - Include the mechanism to remedy the noncompliance with each item
- List
 - Remedy

Please provide the information requested above to proceed with the tenancy pre-approval process.

All rental property owners who chose to participate in the LNLRP agreed to comply with program requirements, including occupancy restrictions, in exchange for funding through the program. Units assisted through the LNLRP must be occupied by income eligible households at the time of the initial lease. Please refer to Tenant Selection Packet for current income limits and program rents. If you believe that this determination was made in error, or have any questions regarding the tenancy pre-approval process, please contact [enter contact info].

Sincerely,

The Louisiana Neighborhood Landlord Rental Program

2415 Quail Drive • Baton Rouge, Louisiana 70808 • (225) 763-8700 • Fax (225) 763-8710 • TTY/TDD (225) 763-8762 • www.lhc.la.gov
An Equal Opportunity Employer

EXHIBIT XI

<p>Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p>	<p>Give Form to the requester. Do not send to the IRS.</p>																																													
<p>Print or type See specific instructions on page 2.</p>	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____</p>																																														
	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small></p>																																														
	<p>5 Address (number, street, and apt. or suite no.)</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>																																													
	<p>Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. <small>Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Social security number</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> </tr> </table> </td> </tr> <tr> <td style="text-align: center;">Or</td> </tr> <tr> <td style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> </tr> </table> </td> </tr> </table>		Social security number	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> </tr> </table>																					Or	Employer identification number	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> </tr> </table>																				
Social security number																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> </tr> </table>																																															
Or																																															
Employer identification number																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> </tr> </table>																																															
	<p>Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.</p>																																														
	<p>Sign Here</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Signature of U.S. person ▶</td> <td style="width: 50%;">Date ▶</td> </tr> </table>		Signature of U.S. person ▶	Date ▶																																											
Signature of U.S. person ▶	Date ▶																																														
	<p>General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/irb.</p> <p>Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Form 1099-INT (interest earned or paid) • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) <p>• Form 1099 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding?</i> on page 2. By signing the filled-out form, you: 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued). 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.</p>																																														
	<p>Cat. No. 10231X</p>	<p>Form W-9 (Rev. 12-2014)</p>																																													

EXHIBIT XII

Standard Form 1188A (EG)
(Rev. August 2012)
Prescribed by Treasury
Department
Treasury Dept. Cir. 1078

OMB No. 1510-0007

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE (last, first, middle initial)	D TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS
ADDRESS (street, route, P.O. Box, APO/FPO)	E DEPOSITOR ACCOUNT NUMBER
CITY STATE ZIP CODE	<input type="text"/>
TELEPHONE NUMBER	F TYPE OF PAYMENT (Check only one)
AREA CODE	<input type="checkbox"/> Social Security <input type="checkbox"/> Fed. Salary/Mil. Civilian Pay
B NAME OF PERSON(S) ENTITLED TO PAYMENT	<input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Mil. Active
	<input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retire.
	<input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> Mil. Survivor
	<input type="checkbox"/> VA Compensation or Pension <input type="checkbox"/> Other (specify)
C CLAIM OR PAYROLL ID NUMBER	G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable)
Prefix Suffix	TYPE AMOUNT
PAYEE/JOINT PAYEE CERTIFICATION	JOINT ACCOUNT HOLDERS' CERTIFICATION (optional)
I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.	I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.
SIGNATURE DATE	SIGNATURE DATE
SIGNATURE DATE	SIGNATURE DATE

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME	GOVERNMENT AGENCY ADDRESS
------------------------	---------------------------

SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

NAME AND ADDRESS OF FINANCIAL INSTITUTION	ROUTING NUMBER
	<input type="text"/>
	CHECK DIGIT
	<input type="text"/>
	DEPOSITOR ACCOUNT TITLE
	<input type="text"/>
FINANCIAL INSTITUTION CERTIFICATION	
I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.	
PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE
TELEPHONE NUMBER	DATE

Financial institutions should refer to the GREEN BOOK for further instructions.
THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.


NSN 7540-01-058-0224

GOVERNMENT AGENCY COPY

1199-207

Designed using Perform Pro, WHS/DIOR, Mar 97

EXHIBIT XIII

	East Baton Rouge Rebuilds Developer Rental Program Draw Request Checklist	
Applicant		
25% Draw		
Application Checklist/DOB review		<input type="checkbox"/>
Environmental Approval		<input type="checkbox"/>
Notice to Proceed		<input type="checkbox"/>
Loan		<input type="checkbox"/>
Contract		<input type="checkbox"/>
Cost Reasonableness		<input type="checkbox"/>
Change Orders (if applicable)		<input type="checkbox"/>
Invoice from Contractor		<input type="checkbox"/>
Permit		<input type="checkbox"/>
25% Inspection		<input type="checkbox"/>
50% Draw		
Proof of Payment for 25% Reimbursement		<input type="checkbox"/>
Invoice from Contractor		<input type="checkbox"/>
Change Orders (if applicable)		<input type="checkbox"/>
50% Inspection		<input type="checkbox"/>
75% Draw		
Proof of Payment for 50% Reimbursement		<input type="checkbox"/>
Invoice from Contractor		<input type="checkbox"/>
Change Orders (if applicable)		<input type="checkbox"/>
75% Inspection		<input type="checkbox"/>
100% Draw		
Proof of Payment for 75% Reimbursement		<input type="checkbox"/>
Invoice from Contractor		<input type="checkbox"/>
Certificate of Occupancy		<input type="checkbox"/>
HQS Inspection		<input type="checkbox"/>
100% Inspection		<input type="checkbox"/>

EXHIBIB XIV

Refer to the Louisiana Housing Corporation's Baton Rouge Rebuilds Developer Program page for a copy of the BRDP Rental Program Owner Guide.

<https://www.lhc.la.gov/baton-rouge-rebuilds-developer-program>