

LOUISIANA NEIGHBORHOOD LANDLORD RENTAL PROGRAM PHASE 2 RENTAL PROPERTY OWNER APPLICATION RESOURCE GUIDE

The *Louisiana Neighborhood Landlord Rental Program Phase 2 (LNLRP 2) Rental Property Owner Application Resource Guide* (Resource Guide) is provided to assist applicants to the LNLRP 2 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 LNLRP2 Notice of Funding Availability (NOFA). It is the responsibility of the applicant to review the LNLRP2 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 LNLRP 2 are complete and submitted timely.

Applications **must be received** by the LNLRP 2 no later than **4:30 p.m. on January 31, 2020**.

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

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

Applicants requesting funding for the rehabilitation of multi-unit properties (duplex, triplex or fourplex) which contain 2-4 units are required to submit one online entry per unit. Applicants requesting funding for the new construction of multi-unit properties (duplex, triplex or fourplex) which contain 2-4 units are required to submit one online entry per development.

Applicants may prepare online applications and submit them electronically or they may submit hard copy applications. Hand-written responses on hard copy applications should be printed legibly in blue or black ink.

Applicants may submit an application by mail or in person via hand delivery to the Louisiana Housing Corporation to the following address:

Louisiana Housing Corporation
Housing Production/Disaster Recovery
Attn: Housing Recovery Department
2415 Quail Drive
Baton Rouge, LA 70808
Re: The LNLRP2 Initiative

ONLINE APPLICATIONS

The LNLRP2 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.

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.

HARD COPY APPLICATIONS

The LNLRP2 hard copy application is located at <https://www.lhc.la.gov/resources-for-housing-recovery?description=&type=22> . This application can be printed.

Hand-written responses on hard copy applications should be printed legibly in blue or black.

The application and required application supporting documents must be submitted at the together in the same package. LHC will not review applications that are not completed upon submission.

OWNER INFORMATION

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

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
 - o Parish
- Mailing Address
 - o City
 - o State
 - o Zip Code
 - o Parish
- Daytime Telephone
- Federal Tax ID# (For business entities only)
- Louisiana Tax ID# (For business entities only)

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
 - o City
 - o State
 - o Zip Code
 - o Parish
- Mailing Address
 - o City

- o State
- o Zip Code
- o Parish
- Daytime Telephone
- Federal Tax ID# (For business entities only)
- Louisiana Tax ID# (For business entities only)

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

CO-OWNER OF PROPERTY CONTACT INFORMATION

In the **Co-Owner of the Property Contact Information** items, applicants should provide current contact information for the property co-owner, if applicable. The contact person for the property co-owner may be someone other than the co-owner.

The required items under **Co-Owner of the Property Contact Information** are:

- First Name
- Last Name
- Daytime Telephone
- Email Address

RENTAL PROPERTY INFORMATION

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

Applicants requesting funding for the rehabilitation of multi-unit properties (duplex, triplex or fourplex) which contain 2-4 units are required to submit one online entry per unit. For example, if an applicant would like to submit an application to fund the rehabilitation of a triplex, they must submit one application for unit 1, one application for unit 2 and one application for unit 3.

Applicants requesting funding for the new construction of multi-unit properties (duplex, triplex or fourplex) which contain 2-4 units are required to submit one online entry per development. For example, if an applicant would like to submit an application for the new construction of a fourplex, they must submit one application per development.

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 *LNLRP 2*
- Did the property sustain damage as a result of the March or August Floods of 2016?
- Was this property a residential rental property during the March or August Floods of 2016?
- Did you own this property at the time of the March or August Floods of 2016?
- Have repairs already begun or completed on this property?
If yes, provide an estimate of percentage of construction complete:
 - o NA
 - o 0-24%
 - o 25-49%
 - o 50-74%
 - o 75-99%
 - o 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 the March or August Floods of 2016?
- Did you submit an application to SBA after the March or August Floods of 2016?

In the **Type of Structure** field, indicate whether or not the unit is a single family home or a unit within a duplex, triplex, or fourplex.

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 LNLRP2** 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 123	*Street Name Pine	*Street Type (e.g. Ave., St., Blvd.) Street	*Unit/ Apt # A,B,C, D
*City Baton Rouge		*State Louisiana	*Zip Code 70802
*Parish East Baton Rouge		Parish Tax Parcel Number	
*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 LNLRP2: \$375,000			

The sample **PROPERTY ADDRESS** table below depicts an application that is proposing the rehabilitation of one unit in a duplex.

*House Number 456	*Street Name Spruce	*Street Type (e.g. Ave., St., Blvd.) Street	*Unit/ Apt # A
*City Baton Rouge		*State Louisiana	*Zip Code 70816
*Parish East Baton Rouge		Parish Tax Parcel Number	
*Type of Structure (Single-family house, duplex, triplex, or fourplex): Duplex			
*Residential Unit Mix (1 Bedroom, 2 Bedrooms, 3 Bedrooms, 4 Bedrooms, or 5 Bedrooms): 3 Bedrooms in each unit			
*Type of Construction (New Construction, Reconstruction, Rehabilitation) Proposed for Unit: Rehabilitation			
*Loan Funds Requested from the LNLRP2: \$70,000.			

If the applicant owner of the sample property/duplex in the table above wanted to request funding for the second unit in the duplex, he/she must submit a second application for unit B.

SOURCES AND USES

The items marked with an asterisk (*) require a response and should be completed accurately.

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 LNLRP2, 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 LNLRP2, additional funding sources and amounts must be shown in the Fund Source table. In the **Required Application Supporting Documents** portion of the application, applicants must provide documentation that the necessary and additional funding sources have been committed and are available to them.

A "Fund Use" for Construction Costs is what the capital will purchase. Some examples of funding uses for construction costs include but are not limited to building costs for new construction, land purchase, and infrastructure installation. Applicants should provide amounts for each of their proposed project's Fund Use for Construction Costs. Not every pre-labeled line item in the fund sources table may apply to all projects. Blank line items are provided in the Fund Uses (Construction Costs) table and can be used to add a Fund Source if the description does not already appear.

A "Fund Use" for Soft Costs is also what the capital will purchase. Some examples of funding uses for soft costs include but are not limited to architect's fees, closing costs, and loan interest during construction. Applicants should provide for their proposed project the amounts for each applicable soft cost. Not every pre-labeled line item in the fund uses table may apply to all projects. Blank line items are provided in the Fund Uses (Soft Costs) table and can be used to add a Fund Source if the description does not already appear.

In the Sources and Uses summary, Fund Sources cannot equal \$0 and Fund Uses (construction costs and soft costs) cannot equal \$0. Fund sources and fund uses should equal each other. Fund sources should equal the total development costs. Applicants should use the additional blank line items to add a Fund Source and/or Fund Use to a table if the description does not already appear. Not every pre-labeled line item in the fund uses table may apply to all projects.

The sample Sources and Uses summary below depicts a non-profit organization's application proposing the new construction of four single family homes. Total development costs are \$645,000. Construction costs are \$590,000 and soft costs are \$55,000. The fund sources (\$645,000) are equal to the fund uses (\$590,000 + \$55,000 = \$645,000). The organization will use construction financing and its own dollars to fund the development. The maximum that can be taken out is \$600,000 which is the maximum LNLRP2 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 application review to build a 5-year Pro Forma and determine project feasibility.

Best estimates should be provided for all items.

YEARLY RENTAL INCOME AND OTHER COSTS

Items 1, 2 and 3 are 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."

Applicant responses in the **Yearly Rental Income and Other Costs** section will be used by the LHC during application review to build a 5-year 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.

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
- Louisiana Neighborhood Landlord Rental 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 a signed letter from the jurisdiction indicating that the project as submitted will conform to current zoning.

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 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.

2. **National Green Building Standard ICC 700 Criteria:** Built in accordance with the requirements of 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 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.

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 FloodMaps 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 LNLRP2

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 LNLRP2. 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 LNLRP2, 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 LNLRP2, 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.

Louisiana Neighborhood Landlord Rental 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.

**Proposed compliance alignment of the scope of work with HUD CPD
Green Building Retrofit Checklist (Rehabilitation Only)**

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.

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- 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.

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



Duplication of Benefits Certification
Louisiana Neighborhood Landlord Rental Income Program Phase 2

NOTE: This form should be completed for each unit, included in the application, that received assistance

Please identify the funds received to date for the subject property. These funds are associated with damage caused 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 did not receive any funds to assist in the repair of my rental property

By signing this form, I certify that I have identified all known funds received to date for the subject property

Landlord Signature _____ Date _____

Stop Work Order Provision Document



**Certification of Understanding Concerning Stop Work
Louisiana Neighborhood Landlord Rental Program Phase 2**

NOTE: This form should be completed for each unit included in the application

I UNDERSTAND THAT BY SUBMITTING AN APPLICATION FOR FUNDING UNDER THE LOUISIANA NEIGHBORHOOD LANDLORD RENTAL PROGRAM PHASE 2:

I AM NOT ALLOWED TO PROCEED WITH **ANY WORK** RELATIVE TO THE NEW CONSTRUCTION, RECONSTRUCTION AND/OR REHABILITATION OF UNITS FOR WHICH I AM APPLYING FOR FEDERAL ASSISTANCE UNTIL THOSE UNITS HAVE RECEIVED ENVIRONMENTAL CLEARANCE AND I HAVE RECEIVED FROM THE LOUISIANA NEIGHBORHOOD LANDLORD RENTAL PROGRAM PHASE 2, A NOTIFICATION AUTHORIZING ME TO PROCEED WITH THE NEW CONSTRUCTION, RECONSTRUCTION AND/OR REHABILITATION PROPOSED IN MY APPLICATION. FOR THE PURPOSES OF THE ENVIRONMENTAL REVIEW PROCESS, "ANY WORK" INCLUDES:

- Execution of a legally binding agreement (such as a property purchase or construction contract);
- Use of non-CDBG funds on actions that would have an adverse impact--- e.g., demolition, dredging, filling, excavating; and
- Use of non-CDBG funds on actions that would be "choice limiting"--- e.g., acquisition of real property; leasing property; rehabilitation, demolition, construction of buildings or structures; relocating buildings or structures; conversion of land or buildings/structures.

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

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.

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

Vacancy certification (Reconstruction and Rehabilitation Only)



Vacancy Certification
Louisiana Neighborhood Landlord Rental Program Phase 2

NOTE: This form should be completed for each unit included in the application

I, _____, certify that my property located at
_____ was vacant as of February 14, 2017.
(Property Address)

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

Applicant Signature _____ Date _____

Tenant Certification (Reconstruction and Rehabilitation Only)



Previous Tenant Outreach Certification
Louisiana Neighborhood Landlord Rental Program Phase 2

NOTE: This form should be completed for each unit included in the application

I, _____, have made an effort to contact the previous tenant/s,
(Applicant Name)

who occupied my property located at _____
(Property Address)

during the March or August floods of 2016.

Primary Tenant Name: _____

Secondary Tenant Name: _____

The means by which I attempted contact was as follows:

By Phone Date _____

By Certified Mail (Attach Certified Mail receipt to this form)

In Person Date _____

Briefly describe where the tenant/s currently resides:

By signing this form I certify that I have made every effort to contact the previous tenant/s.

Applicant Signature _____ Date _____

**Louisiana Neighborhood Landlord Rental Program Application Signature
Page**



Application Affirmation and Signature Page
Louisiana Neighborhood Landlord Rental Program Phase 2

NOTE: This form should be completed for each unit included in the application.

The undersigned agrees and acknowledges that the information provided in this application is true and correct as of the date set forth opposite my signature and that any intentional or negligent misrepresentation of the information contained in this application may result in Civil Liability, including monetary damages, to any person who may suffer any loss due to reliance upon any misrepresentation that I have made on this application, and/or in criminal penalties including, but not limited to, fine, imprisonment or both under the provision of Title 18 United States Code Section 1001.

I further certify that, to the best of my knowledge and belief, all the information on and attached to this application is true, correct, complete, and provided in good faith. I understand that false or fraudulent information on, or attached to, this application may be grounds for not making a loan and may be punishable by a fine and/or imprisonment. I understand that any information I give may be investigated. (Louisiana Criminal Code: R.S. 14:67, Theft; R.S. 14:67, Identity Theft; and/or R.S. 14:72, Forgery)

Owner Name: _____

Owner Signature: _____ Date: _____

Co-Owner Name: _____

Co-Owner Signature: _____ Date: _____