



# HURRICANES GUSTAV AND IKE Community Development Block Grant (CDBG) Application



## AFFORDABLE RENTAL PROGRAM

<b>For OCD DRU Use Only</b>	<b>Disaster (Gustav, Ike, or both)</b>	<b>Submission Date</b>
		(mm/dd/yyyy)

<b>Project Title</b>

### APPLICANT

Name of Applicant					
Applicant		Applicant President		E-mail Address	
Street or P. O. Box			City		Applicant
					State LA
Telephone Number		Fax Number		DUNS Number	

### CONTACT PERSON

Name/Title			Telephone Number		FAX Number	
Department/Organization			E-mail Address			
Street or P. O. Box			City		Applicant	
					State LA	
					ZIP Code	

### PROJECT ADMINISTRATOR (Consultant, Administrator, and/or Grant Writer)

Name/Title			Telephone Number		FAX Number	
Department/Organization			E-mail Address			
Street or P. O. Box			City		Applicant	
					State LA	
					ZIP Code	

**SUBMIT AN ORIGINAL AND TWO COPIES OF THE FORM TO:**

Office of Community Development Disaster Recovery Unit  
C/O Fay Ayers  
150 Third Street, Suite 200  
Baton Rouge, LA 70801



# HURRICANES GUSTAV AND IKE Community Development Block Grant (CDBG) Application



## AFFORDABLE RENTAL PROGRAM

### **SECTION I: PURPOSE FOR AFFORDABLE RENTAL PROGRAM**

The purpose of the Affordable Rental Program is to provide assistance to eligible applicants to restore and create new affordable units, particularly for persons of low and moderate income. This program is funded through the State via the Community Development Block Grant program of the U.S. Department of Housing and Urban Development (HUD). The program is targeted to all eligible applicants, municipalities, non-profit and for-profit organizations. For any application to be considered for funding, the applicant must comply with the requirements of this program description as well as federal regulations and state requirements and submit and complete an acceptable application. A funding cap has been established of a maximum award of \$4,000,000.00; however OCD/DRU retains the right to determine if higher requirements are eligible. All applications must be received by May 7<sup>th</sup> at 5:00 pm.

### **SECTION II: DETAILED PROJECT DESCRIPTION**

Provide a detailed narrative of the proposed project and identify the results that will be achieved through the completion of the project. Narrative must include the following:

- Types of assistance to be provided and number of anticipated applicants broken down by income range (0-30% AMI, 31-60% AMI, and 61-80% AMI)
- Program guidelines and outreach/marketing efforts
- Insurance verification process
- Income verification process and methods to ensure that at least 50% of funding is provided to LMI applicants
- Method of establishing ownership and occupancy at the time of the storm
- General provisions to be included in 5 year Forgivable Deferred Loan Note and Mortgage monitoring strategy

### **SECTION III: PROJECT SUMMARY**

Please provide a detailed narrative of the proposed project and identify the results that will be achieved through the completion of this application. Narrative must include the following:

- Number of units to be produced or rehabilitated
- Size of units to be produced (new construction or demo/rebuild only)
- Anticipated cost of units
- Anticipated sale price of units (new construction or acquisition/rehab only)
- Appraised value or after-rehabilitation value of assisted units
- Use of CDBG funds (construction financing, permanent financing, etc.)
- Targeted populations for assistance (i.e., elderly, disabled, minority, etc.)
- Affordability of units to assisted households
  - ✓ Amount of subsidy to be provided
  - ✓ Structure of other funds (grant, loan, deferred, etc.)



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► *If any element of the project description is not in compliance with CDBG program Guidelines, the application will be deemed ineligible for funding.*

### SECTION IV: GENERAL PROJECT INFORMATION

**Official Project Name:** \_\_\_\_\_

**Project Type/Activity:**

- New Construction of Rental Housing Units
- Acquisition and Rehabilitation of Rental Housing Units
- Conversion of Non-Residential Buildings to Residential Rental Units
- Rehabilitation of Rental Housing Units
- Any combinations of the above

**Project Site:**

- Identified single site(s) (subdivision development or neighborhood revitalization)
- Identified scattered sites
- Unidentified scattered sites

**Project Beneficiaries:**

Number of persons served by project \_\_\_\_\_  
 Number of families served by project \_\_\_\_\_  
 % LMI persons of proposed project \_\_\_\_\_  
 % LMI families of the proposed project \_\_\_\_\_  
 Units designated as Special Needs household \_\_\_\_

**Site Address[es] (if identified sites are selected above):** \_\_\_\_\_

(If not site specific, list project service area, including Applicants): \_\_\_\_\_

Congressional District(s): \_\_\_\_\_ Census Tract(s): \_\_\_\_\_



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### SECTION V: PROJECT FUNDING SUMMARY

**1. Identify the total CDBG project cost for the proposed project.**

CDBG Funds	Amount
Project Funds Requested	\$ _____
Administrative Funds	\$ _____
<b>Total Request</b>	<b>\$ _____</b>

**2. Identify all other non-CDBG financial sources for the proposed project.**  
*("Committed" sources **must** have a current commitment letter noting the dollar amount; **not** required for permanent take-out financing)*

	To be requested Pending/ Committed	Amount
Source:		\$ _____
Source:		\$ _____
Source:		\$ _____
Source:		\$ _____
Source:		\$ _____
Source:		\$ _____
<b>Total other non-CDBG financial sources</b>		<b>\$ _____</b>

**1. Identify all Support Services (non-cash) for the proposed project.**  
*(Supporting documentation **must be included** to show how value is calculated)*

	To be requested Pending/ Committed	Dollar Value
Source:		\$ _____
Source:		\$ _____
Source:		\$ _____
Source:		\$ _____
Source:		\$ _____
Source:		\$ _____
<b>Total Value of Support Services</b>		<b>\$ _____</b>

<b>TOTAL PROJECT COSTS (1 + 2 + 3)</b>	<b>\$ _____</b>
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### SECTION VI: PERFORMANCE MEASUREMENT

1. Does the applicant have any open CDBG-funded projects?

Yes

No

If yes, attach plan for committing and expending funds by the required deadlines.

2. Indicate the number of households to be served in the specific categories identified below.

Income Range	0-30% AMI	31-60% AMI	61-80% AMI
Total Units			

3. **Energy Star**

Of the units proposed, how many will have the minimum required Energy Star features for the type of project proposed? \_\_\_\_\_

**New construction and reconstruction projects:**

If incorporating Energy Star, identify the Energy Star features below:

- Inclusion of Energy Star rated heating and cooling products. Homes equipped with heat pumps which have programmable thermostats shall be required to use “adaptive recovery” technology in order to prevent excessive use of electric back-up heating.
- All windows Energy Star qualified for Louisiana’s climate zone.
- All Energy Star qualified ceiling fans, light fixtures and ventilation fans.
- Three or more of the following Energy Star qualified appliances: dehumidifier, dishwasher, refrigerator or range hood.

4. **Ready to Proceed**

a. Does the applicant have an existing waiting list?  Yes  No

1) If yes, how many people are on the waiting list to receive assistance for the activity proposed in this project? \_\_\_\_\_

2) How many of the households identified in answer (a) above have been deemed income-eligible based on verifications? \_\_\_\_\_



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3) How many of the households identified in answer (a) above are credit-worthy and qualified to participate in this program? \_\_\_\_\_

b. Does the applicant have an established homeownership/maintenance counseling program or have a third-party contract to provide this counseling?  Yes  No

If yes, how many households have completed the program in the last 24 months? \_\_\_\_\_

c. Has the applicant completed work write-ups on all units to receive rehabilitation assistance?  
 Yes  No  N/A

If yes, attach work write-ups.

If no, please indicate when work write-ups will be completed: \_\_\_\_\_

### **SECTION VII: DEVELOPMENT TEAM**

#### **Members of the applicant's team:**

Have not participated as an owner or manager in the development or operation of a project that has defaulted on a State's or other government or private sector loan in the previous five years;

Have consistently provided documentation required by the State in connection with other loan applications or the management and operation of other existing developments

Has not been involuntarily removed within the previous five (5) years as a general partner or managing member from any affordable housing project whether or not financed or subsidized by the programs of the State.

Does not have a current limited denial of participation from the U.S. Department of Housing and Urban Development (HUD);

Has not been debarred, suspended or voluntarily excluded from participation in any Federal or State program; or

Has not been directly involved with any project placed on the State's defaulted loans watch list due to actions which, in the opinion of the State, are attributable to the sponsor or the development team.



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### SECTION VIII: CAPACITY

Describe the housing experience of the staff or firm assigned to this project. Include the name of key personnel assigned to the project, their title, years of housing experience, and type of housing experience.

#### Capacity of Administrator/Applicant

1. Describe the housing experience of the housing development team and the staff assigned to this project in relation to the activity proposed.

Development Team Member Name (include Project Administrator and/or Consultant)	Title	No. Years of Housing Development Experience	Type(s) of Experience (i.e., loan packaging, credit counseling, construction management, etc. – be specific)

2. Which of the above-named development team members is the primary person responsible for the day-to-day administration of this project? \_\_\_\_\_

3. Do the members of the development team have previous experience administering a project of similar size, scope and design to the project proposed in this application?  
 Yes       No

If yes, please describe, including the name and/or number of the project(s), year completed and the team member’s role in the development:



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### SECTION IX: PROGRAM BUDGET/NATIONAL OBJECTIVE

1. Please provide a brief narrative regarding the breakdown of the project budget and complete the project funding summary below.

### 2. Project Funding Summary

Please provide a cost breakdown for each project activity:

Project Budget		Percentage of Total Project Cost
Project Activity	Amount	
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
<b>Total Request</b>	<b>\$</b>	<b>%</b>





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**AFFORDABLE RENTAL PROGRAM**

**3. National Objective Identification**

Please indicate the CDBG National Objective for each program activity below:

National Objective			
CDBG Project Activity:	CDBG Regulatory Citation:	National Objective:	Amount/Percent of Total Project Cost
			\$ %
			\$ %
			\$ %
			\$ %

**SECTION X: TARGETING PLAN** (Refer to Policy 4.2- Population Services)

Describe Supportive Services, Workforce Housing and Additional Affordability Units in project plan:



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### **SECTION XI: TIMELINE**

Please provide a brief narrative regarding the program milestones and when they will be accomplished below.



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### **SECTION XII: DUPLICATION OF BENEFITS**

Sub-grantees and/or beneficiaries must provide documentation of any funds received from other sources which were applied toward the total costs of the project funded by these disaster recovery funds. Applicants shall demonstrate that no other federal, state, local or private funds are available at this time to address the disaster recovery needs and that the local government is not being reimbursed for the activities by another source (e.g., FEMA). The funds available hereunder shall not be used to supplant any other funding.



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### **SECTION XIII: PROCUREMENT PROCEDURES**

The Applicant must adhere to all procurement procedures; please provide a narrative regarding

- The applicant's procedures and any challenges they anticipate might occur during the procurement of contractors in the area.
- What type contractors will be procured (HQS Inspector, Title closing company, environmental company, ECT)?
- Briefly describe the contracting process to include the recruitment of reputable contractors, bidding procedures, insurance and inspection requirements.
- Will the recruitment process include outreach efforts to Woman Owned Businesses (WBE) and/or Minority Owned Businesses (MBE)?



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### **SECTION XIV: FAIR HOUSING**

In accordance with the fair housing laws, housing programs funded or assisted with federal funds such as under the Community Development Block Grant (CDBG) program must be administered in a manner that will affirmatively further fair housing. During the course of this project how will the applicant promote fair housing choices and foster compliance with the nondiscrimination provisions of the Fair Housing Act, U.S. Department of HUD, Office of Fair Housing and Equal Opportunity, Fair Housing Planning Guide?



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### **SECTION XV: URA REQUIREMENTS**

It is important that Grantees understand the URA requirements (see URA information provided) when the property to be purchased/rehabbed is currently occupied by tenant. Please provide detailed narratives for the following questions:

- Identify if a property falls under the URA requirements.
- If subject property does falls under URA; what process will the Grantee use to notify the residence?
- How the Grantee will document the relocation of the tenants?
- How the Grantee will account for cost and benefits paid as a result of the relocation?
- URA waiver to be signed.



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### **SECTION XVI: MONITORING AND COMPLIANCE**

Please provide a narrative regarding the following

- How will the applicant design a monitoring and compliance plan?
- What areas of the program will be monitored for compliance?
- What will be the frequency of the monitoring and reporting?



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### **SECTION XVII: CITIZEN PARTICIPATION**

#### **1. Citizen Participation**

At least one public hearing must be held per HUD requirements prior to the submission a housing application.

a. Notice of first public hearing (must be 5 to 21 days prior to the hearing).

Date of advertisement

Date of hearing

b. Describe the methods used to solicit participation of low and moderate income persons.

c. Describe any adverse comments/complaints received and describe resolution.

d. Attach to the form:

- 1) Tear sheet of all public notices
- 2) Signed Minutes of the public hearings including lists of signatures from attendees.
- 3) Copy of response(s) to comments and/or complaint.





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### **SECTION XVIII: ENVIRONMENTAL REVIEW/LEAD BASED PAINT/ASBESTOS CLEARANCE**

Please provide detailed narratives for the following questions related to environmental review and lead based paint.

1. Each responsible entity must prepare and maintain a written record of the environmental review undertaken for each project in accordance with 24 CFR Part 58. Briefly describe the Applicant capacity to complete an environmental review for the proposed project and address any potential impacts to historic properties.
2. All units in a project assisted with CDBG funds must comply with 24 CFR Part 35 which implements Title X of the Housing and Community Development Act of 1992, also referred to as the Lead Safe Housing Rule (LSHR). The applicability of the requirements depends upon the level and type of assistance provided. How will the Applicant ensure that LSHR requirements are met?
3. If any environmental issues arise from the required inspections how will the Applicant provide: abatement documentation, abatement plans, and progress reports/inspections to correct the issue(s)



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### SECTION XIX REQUIRED DOCUMENTATION

Applicants will apply for funds utilizing the process as directed by the State and defined in the State of Louisiana Action Plan for the Utilization of CDBG funds in Response to Hurricanes Gustav and Ike. For purposes of the application, the following documents must be attached. (Subsequent documents will be required according to HUD/CDBG requirements for implementation, approval of project applications, and the drawdown of funds).

1. Application Form
2. Signed Statement of Assurances
3. Updated HUD 2880 Form
4. A copy of the resolution authorizing the Application Form by the Applicant governing body.
5. Copy of all Citizen Participation documents as noted in Section IV of this Application Form.
6. Letter of support by the local governing Applicant and/or municipality.

*Note – This report must be updated and submitted to OCD DRU if there are any substantial changes in the information contained in the report. Such changes may include revised funding uses, sources or amounts.*

To the best of my knowledge and belief, information in the Application Form is true and correct. Applicant also agrees to comply with requirements of 24 CFR Part 58.

I am aware that the proposed project activity may be removed from further consideration should it be determined that there are significant discrepancies in the information provided, and/or false, inaccurate or incomplete information has been given.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Date