

2017 Rental Land Grant Program

St. Bernard Parish Government (SBPG) is once again accepting applications for its second phase Rental Land Grant Program. The Rental Land Grant Program was created specifically for developers, renters, landlords, property managers, real estate agents, builders and contractors, engaged in developing rental housing. A limited amount of residential properties with a zero (\$0) purchase price are available for transfer to prospective developers through May 2018. During this period, SBPG will transfer available excess lands valued at a total minimum aggregate amount of \$83,000 to qualified applicants. Once \$83,000 worth of lands have been granted through transfer, the SBPG will suspend the Grant Program until the next year.

Applications are scored by a committee in a competitive review process, based on neutral criteria (on a first-come-first-serve basis) that include demonstrated ability to finance, construct and manage rental housing. Land grant award recipients will be notified of a decision not later than 45 days after successfully providing all required documentation.

SBPG seeks to empower residents and promote fair housing opportunities through the development or renovation of single-family or multi-family rental housing within St. Bernard Parish.

Eligibility Requirements

To be eligible for consideration, an applicant must:

- Provide proof of financing for the proposed buildings and unit(s)
- Not be a SBPG employee or a household member or family member of any SBPG employee
- Complete and submit all required application materials

Conditions

The building plans must meet the following minimum conditions:

- The project must include new construction or rehabilitation of scattered-site stand-alone, single-family houses or multi-family rental houses.
- A restrictive covenant, which provides that the land must only be used for residential rental purposes for three years, will run with the land from the date of transfer and for three years after the date that the certificate of occupancy is issued. Ownership and title to the land will revert to St. Bernard Parish in the event of a covenant breach or unreasonable construction/renovation delays due to foreseeable events or the applicant's fault.

Unreasonable delays are those that run nine or more months beyond the scheduled completion dates per the table below, not counting those delays caused by St. Bernard Parish or force majeure. In the event of reversion, ownership of the incomplete structure will transfer to St. Bernard Parish for disposition through the public bid auction process. The Grantee will be entitled to 50% of the proceeds from the public auction sale of the incomplete structure only, minus the costs of the auction.

Maximum Periods	Construction
1-4 Units	9 Months
5-16 Units	12 Months
17-32 Units	18 Months
33 and over	24 Months

Maximum construction periods will run from the date of transfer by quitclaim deed AND within 90 days of permit issuance.

- Refer to and follow all SBPG building code ordinances.

Obligations of Land Grant Recipients

- Land grantees must enter into a Fair-Housing Agreement and comply with all Fair Housing laws.
- The land grant recipient must rent constructed units for three (3) years from the date that the certificate of occupancy is issued.
- Land grantees must **submit an annual report by December 31st** of each of the three rental years. The report must provide satisfactory proof of unit rental, *i.e.*, completed tenant rent roll forms that include current tenant contact information. At the end of the three year rental period and receipt of satisfactory reports, SBPG will remove the restrictive covenant from the deed.
- SBPG must receive the annual report before grantees are eligible to submit additional applications.
- No Person/Organization will be awarded a grant in two sequential years.
- Recipients are expected to acknowledge the grant and SBPG's role in the grant project when appropriate (for example, listing SBPG as a contributor in the Person/Organization's newsletter or annual report, posting news about the grant on the company's web site, press releases, marketing materials and also use these marketing opportunities to further promote fair housing).

SBPG Rental Land Grant - Overview of the Application

Your application consists of the items listed below. **If a required item is not included, the application will not be reviewed.**

Required Items (checklist for your personal use)

- Person/Organization Information completely filled out (Page 1 of application).
- Project Overview Information completely filled out (Page 2 of application).
- A loan commitment letter from a lending institution for the proposed project and/or proof of ability to pay from other sources by provision of the Person/Organization's Year-to-Date financial statements (including a balance sheet, income statement, and bank statement from the month preceding the date of this application).
- Résumés of key personnel who will develop and manage the proposed project.
- Signature of person submitting application (Page 1 of application).
- If applicable, evidence of past development projects—for example, descriptions and before and after photos of previous projects.

Questions/Contact Information

Please do not hesitate to contact The Office of Fair Housing at (504) 278-4200 or if you have any questions regarding this application or eligibility. Mail or email one copy of your application and supporting materials to the address below. Overnight delivery is not necessary.

St. Bernard Parish Government
Office of Fair Housing
Attention: Rental Land Grant Program
8201 West Judge Perez Drive
Chalmette, Louisiana 70043
(504) 278-4200 (504) 266-2641 (Facsimile)

SBPG Rental Land Grant Application – 2017

Have you received a SBPG Rental Land Grant in the past?

Yes **No** (Neither answer will influence the scoring of the 2017 application.)

Are you or any of your family members a St. Bernard Parish Government employee:

Yes (Ineligible) **No** (You must sign an affidavit.)

Person/Organization Information:

Rental Land Address:			
Person/Organization Address:			
Person/Organization Web Site:			
Person/Organization Mission:			

Is your Person/Organization a party to or involved in any current litigation, judgments, foreclosures, IRS audits, or other material disputes, investigations or subject of a fair housing complaint or lawsuit?

Yes **No**

If you check “yes,” please explain as an attachment to the application.

Person/Organization Contact Information

Person/Organization Contact Person:			
Contact Title:		Contact Email:	
Contact Phone:		Contact Fax:	

Signature _____

Printed Name _____

Title _____

Person/Organization _____

Date _____

Project Overview Information

1. In the space provided below, provide a brief description of the proposed rental housing development project (four or five sentences).

2. Please provide the following details regarding the proposed project:
 - Number of rental housing units in the proposed project: _____
 - Type of construction: New Construction Renovation Elderly/Family
 Indicate the number of each:
 - Projected total development cost: _____
 - Type of contractor/labor (e.g., volunteer, staff, general contractor):

3. In the space below, **specifically** describe your previous experience in developing rental properties. Include any marketing or advertisement materials that may support your description below:

4. Attach a Pro Forma Cash Flow statement here and a construction schedule here. (Projects with more than 16 units only.)

Grant Agreement and Annual report – Preview of Grantees’ Responsibilities

All recipients of the Rental Land Grant must sign a **grant agreement** with SBPG. Upon signing the Grant Agreement, the grantee will be eligible to receive lands appraised at a value up to \$83,000.

Person/Organizations receiving a grant in 2017 must submit **an annual report** (copied below for your information/review) to SBPG. No Person/Organization will be awarded a grant in the calendar year immediately following receipt of an Rental Land Grant.

SBPG Rental Land Grant Annual Report (three-page maximum)

As the Grantee, you agreed to undertake a series of activities described in your proposal in order to increase rental housing in St. Bernard Parish.

1. Is construction for your project complete? Include photographs.
2. If your project is still under construction, what is your percentage of completion at the time of this report?
3. Indicate whether the initial projected completion date will be met according to your originally submitted construction schedule:
4. List all delays or past projected, that may affect construction progress:
5. If your project has entered the covenant rental period, enter the start dates here for each unit (refer to certificate of occupancy dates):
6. Indicate your monthly occupancy rates here and include certified tenant rent rolls (must have accurate/current tenant contact information):
7. If your occupancy rate, fell below 98%, provide an explanation here:

Mail one copy of your annual report to:

The Office of Fair Housing
St. Bernard Parish Government
Office of Fair Housing
Attention: Land Grant Committee
8201 West Judge Perez Drive
Chalmette, Louisiana 70043