



Admin Use Only
Name: _____
Date: _____

EAST BATON ROUGE REDEVELOPMENT AUTHORITY GAP FINANCING PROGRAM APPLICATION

SECTION 1: BASIC INFORMATION

A. Basic Information

Applicant Name	Title	Email Address for Applicant		
Name of Business		()	()	
Business Address		City	State	Parish Zip Code
Tax ID Number		Number of Employees	Date Business Established	
Business Structure: (Please check one)	<input type="checkbox"/> LLC <input type="checkbox"/> Sole Owner <input type="checkbox"/> DBA <input type="checkbox"/> Partnership <input type="checkbox"/> 501 (c) 3 <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other			
Ownership Structure				
Partner Names:				% of Ownership

B. Development Team

Proposed Architect

<input type="text"/>			
Years of Experience	<input type="text"/>	Is the Business a WMBE?	<input type="text"/> Yes <input type="text"/> No
Designated Contact Person <input type="text"/>			
Phone	<input type="text"/>	Email	<input type="text"/>

Proposed Contractor

<input type="text"/>			
Years of Experience	<input type="text"/>	Is the Business a WMBE?	<input type="text"/> Yes <input type="text"/> No
Designated Contact Person <input type="text"/>			
License No.	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>

Proposed Property Manager

<input type="text"/>			
Years of Experience	<input type="text"/>	Is the Business a WMBE?	<input type="text"/> Yes <input type="text"/> No
Designated Contact Person <input type="text"/>			
Phone	<input type="text"/>	Email	<input type="text"/>

Proposed Developer's Attorney

<input type="text"/>			
Years of Experience	<input type="text"/>	Is the Business a WMBE?	<input type="text"/> Yes <input type="text"/> No
Designated Contact Person <input type="text"/>			
Phone	<input type="text"/>	Email	<input type="text"/>

Proposed Financial Advisor

<input type="text"/>			
Years of Experience	<input type="text"/>	Is the Business a WMBE?	<input type="text"/> Yes <input type="text"/> No
Designated Contact Person <input type="text"/>			
Phone	<input type="text"/>	Email	<input type="text"/>

List Previous Development Accomplishments of similar size and type (use a separate sheet if needed):

Have you or any member of the Development Team ever applied for RDA or Governmental Financing: _____ Yes _____ No

If yes please answer the questions below. _____

Name of Applicant or Business Name: _____

What was the Name of the Development: _____

Location of Development: _____

Date of the Request: _____

Loan Amount \$ _____ Interest Rate % _____ Balance \$ _____ Date Pd in Full _____

Please check yes or no for the following questions:

Has the Developer or any member of the Development Team ever been associated with any development that has gone into default or been designated as “troubled development” status?

_____ Yes _____ No

If answered yes above then briefly explain below:

Has the Developer or any member of the Development Team been associated with any development that has been found in non-compliance with any Federal, State or Local Grant or Loan Program Requirements?

_____ Yes _____ No

If answered yes above then briefly explain below:

Has the Developer or any member of the Development Team been involved in any legal proceeding in the last three years to include bankruptcy, judgments, tax liens, etc...?

_____ Yes _____ No

If answered yes to the previous question then briefly explain below:

C. Management Team

Name of the Property Management Company: _____

Main Contact Name: _____ Phone Number: () _____

Address: _____

Please check yes or no for the following questions:

Has the Property Management Company ever been associated with any development that has gone into default or been designated as “troubled development” status?

_____ Yes _____ No

If answered yes above then briefly explain below:

Has the Property Management Company been associated with any development that has been found in non-compliance with any Federal, State or Local Grant or Loan Program Requirements?

_____ Yes _____ No

If answered yes above then briefly explain below:

Has the Property Management Company been involved in any legal proceeding in the last three years to include bankruptcy, judgments, tax liens, etc...?

_____ Yes _____ No

If answered yes above then briefly explain below:

SECTION 2: PROJECT COSTS

A. Land/Building Costs

Site Preparation:	Cost:	\$
Engineering / Architectural Services:	Cost:	\$
Construction / Renovation:	Cost:	\$
Legal:	Cost:	\$
List any additional costs associated with Property Development:	Cost:	\$
_____	Cost:	\$
_____	Cost:	\$
_____	Cost:	\$
	Total Project Costs:	\$

SECTION 3: PROJECT INFORMATION

A. Location of the Project

Street Address _____

Census Tract Number _____

Development Size (Acreage) _____

B. Land Use:

Please briefly answer the questions below:

List Previous Land Use (if applicable): _____

Current Zoning:

Does the site require rezoning or a variance? _____ Yes _____ No

If so, please provide a projected timetable for the rezoning.

Will there be any relocation of residents? _____ Yes _____ No

If so, how will that be addressed?

Development Type:

Type of Development
(Please check one)

New Construction

Rehab

Unit Composition	Total Units	No. of Market Rate Units	Market Rents	% of Market Rate Units	No. of Affordable Units	Affordable Rents (AMI Level)	% of Affordable Units	Square Feet Per Unit
Studio								
1 Bedroom								

2 Bedroom							
3 Bedroom							
Other							
Total							

E. Conceptual Design of Overall Project

Please list any Amenities:

(Examples - Swimming Pool, Fitness Room, Clubhouse, Daycare Facility, After School Program, etc...)

F. Please List All Green Building Techniques, Energy Conservation Measures and Energy Efficient Appliances used in the Project

G. Proposed Development Schedule:

(See Construction Timeframe in the Program Guidelines)

Activity (If Applicable)	Date
Obtain Firm Financing Commitment	
Finalize Site Plan & Architectural Drawings	
Real Estate Closing	
Zoning Review Board Approval	
Receipt of Building Permits	
Financial Closing	
Start Construction	
Complete Construction	
Start of Occupancy/Lease-Up	
Development Stabilization	

H. Have the Plans been approved by the City-Parish? Yes or No

If so, please provide the date of approval: _____

SECTION 4: FINANCING

List the Source of Financing:			
Source	√ if Applicable	Amount	% of Development Cost
Conventional Debt/Tax Exempt Bonds			
State/Federal Loans			
State/Federal Grants			
Historic Tax Credits			
LIHTC (Equity) <input type="checkbox"/> 4% <input type="checkbox"/> 9%			
Developer Equity			
Other Equity/Subordinate Debt			
*Other			
GAP (RDA Fund Request)			
Total			
Equity Provider			
Conventional Financing Provider			
Estimated Conventional Terms			

***Sources of Additional Assistance (Loans, Grants, Tax Incentives, etc...)**

Explain other Sources

SECTION 5: ADDITIONAL DOCUMENTS TO BE PROVIDED WITH APPLICATION

A. Please check and provide a copy of the following and attach to this application:

- Financials for the last 2 years, audited if available
- Global Cash Flow and/or a K-1 or the previous year's income tax statement.
- List of Guarantors with Personal Financial Statements
- A Commitment Letter and Term Sheet for each funding source
- 1/4 scale of architectural /engineering drawing of the project is encouraged if available
- The appraisal in reference to the Acquisition
- Site Map of Location of Project
- Environmental Review – Phase I and Phase II if warranted by the Phase I
- Marketing Study and Plan (must be less than 6 months old)
- 10 year Project Pro Forma
- A Projected Construction Schedule
(must be included that describes the time frames and critical dates for financing, completion of plans and specifications, permitting, and construction of buildings and amenities)
- Construction Budget
- Copy of Contractor's Proof of Insurance
- Proof of Site Control:
 - 1) Option to Purchase
 - 2) Contract to Purchase
 - 3) Recorded Certificate of Title
 - 4) Long Term Land Lease
 - 5) Other
- Rental Schedule
- Executed Professional Agreements
- \$100 Application Fee to the East Baton Rouge Redevelopment Authority

B. Acknowledgement:

I have read the Gap Financing Program Guidelines and Agree to Adhere to them Accordingly.

The undersigned applicant certifies that the information in this application is true, correct and authentic.

The Applicant further acknowledges having read all applicable East Baton Rouge Redevelopment Authority Program Guidelines that the person executing this document represents that he or she had the authority to bind the applicant and all individuals and entities named herein to this warranty of truthfulness and completeness of the application.

Applicant Signature

Date