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7. **Operating Comparisons:** Analysis of operating expenses using data from comparable centers in the same market area, if available.
 8. **Evidence of Site Control:** The applicant must submit copies of the executed and recorded deed(s) of the current owner, or, if the applicant does not yet hold title to the property, then one of the following must be submitted to properly evidence site control:
 - a. Executed purchase option with date certain performance
 - b. Executed purchase contract
 - c. Executed land contract
 - d. Executed long-term (100 or more years) lease agreement with an executed and recorded memorandum of lease signed by the lessor and the applicant.
 - The lessor and the applicant each, must sign separate Notices of Federal Interest that will be recorded, by the LHFA, in the parish in which the property is located if a grant is awarded to the applicant.
 - e. Executed option to enter a long-term lease agreement

Site options or contracts may not expire until at least three months following the scheduled announcement date of Child Care Rebuilding Grant awards and shall not contain any contingency that would permit the seller or lessor to withdraw from the transaction except for the buyer's or lessee's failure to perform according to the terms of the option, contract or lease agreement. The items listed above are the minimum required to meet threshold requirements. LHFA reserves the right to require, as needed, additional documentation that evidences proper site control.

9. **Site Assessment:** The applicant must submit the following with the application:

Color Photographs: The applicant must submit four-color photographs of each site (on paper or disk) as follows:

- a. From the east looking towards the site
- b. From the west looking towards the site
- c. From the north looking towards the site
- d. From the south looking towards the site

 Project/Site Map: The map should be at "street level" and identify nearby roads/highways/streets. In addition, the applicant should identify North, South, East, and West and where the photographer stood to take each picture. The applicant should identify any landmarks, prominent buildings/businesses, etc.

LHFA reserves the right to request follow-up information from the applicant if the site or surrounding uses are of concern to LHFA and may reject the project site if the site is deemed unsuitable or inappropriate for the development proposed.

10. **Zoning:** The applicant must demonstrate that the zoning for each parcel on which the project will be located allows for the use(s) proposed by the applicant. Applicants must submit a letter from the local jurisdiction to confirm the zoning that must include the following:
 - a. The actual zoning designation and a description of this designation;
 - b. Description of conditions required to conform to the zoning;
 - c. If a conditionally permitted use, an explanation of the conditions to be met for the project to be considered a permitted use; and

For jurisdictions with no zoning regulations in effect, a letter from the jurisdiction so stating is required.

11. **Environmental Assessment:** Any project requesting SSBG funds must complete the attached Environmental Checklist that LHFA may use to complete the required environmental reviews. Applicants are required to produce a satisfactory Environmental Site Assessment and submit a written Transaction Screen Process (ASTM E1528) Study or complete Phase I Environmental Site Assessment (ASTM 1527-05). The report must be completed by a qualified, licensed environmental review firm. If LHFA's staff review of the Phase I ESA indicates a need for further studies or remediation plans to ensure that the project, as-built/renovated, will not cause health or safety issues to the users or neighbors of the project, the applicant will be required to supply such information before LHFA and DSS can be committed to the project.

* 12. **Architectural Submissions:** The applicant must submit detailed plans and specifications with certification from the architect that the proposed costs submitted are reasonable and it is his/her expectation that contractors are available to build within a range of 10% of the estimated costs. The architect must also certify that the plans and specs adhere to current ADA requirements and state and child care licensing regulations. The architect must certify construction timeline between November 1, 2008 and May 1, 2010. All certified construction time lines shall include a bench mark that ends on and does not bridge the July 31, 2009 date. The architect must also certify that the design of the project reflects the character and type of project appropriate for the neighborhood and community within which the project is located. All projects should submit the following:

- a. A plan, including square footage overall and for each classroom and outside play area.
- b. Building elevation (photographs are acceptable for rehabilitation projects).
- c. Site plan.
- d. Detailed scope of work and specifications.

13. **Appraisals:** Applicants must include an appraisal with their application completed by an independent, third-party appraiser, licensed by the State of Louisiana, which includes a conclusion on the fair market value of land and/or buildings to be acquired for the project in an "as-is" state and as improved. An appraisal for new construction must include the land and the value of the proposed facility. The purchase price should be less than or equal to the appraised value.

Appraisals cannot be more than six (6) months old at the time of application.

14. **Lead-Based Paint Strategy (Rehab projects only):** All projects must address any lead-based paint in proposed projects. All projects that involve the demolition and/or renovation of structures built prior to 1978 must submit a lead-based paint strategy that includes the following:

- a. Provide a description of the test results.
- b. If applicable, describe how the cost to treat lead-based paint will be covered by the project budget, and how the cost to treat lead-based paint was estimated.
- c. Description of the availability of licensed lead testers, contractors and workers in the area, and if there is a shortage of licensed personnel, how might that effect the construction of the project in regards to the timeline and the strategies that will be used to find licensed personnel.

15. **Timeline:** Applicants will be required to submit certified construction timelines and construction benchmarks certified by architect that lay out construction timeframes between November 1, 2008 and May 1, 2010. All certified construction time lines shall include a bench mark that ends on and does not bridge the July 31, 2009 date. Grant funds will be reserved by timelines submitted by applicants and verified by LHFA staff. Total amount of grant is limited to the original conditional financing

commitment letter and will not be increased if higher percentage of work is completed by July 31, 2009. Payments will be disbursed upon a draw schedule for work completed up to the grant amount. Applicants must provide with application financial capacity to complete remaining work performed between July, 30, 2009 and May 1, 2010 to reach 100% of project completion. Any deviation or failure to meet construction benchmarks may result in the reduction, loss, and/or repayment of grant funds.

* 16. **Project Design:** All plans must meet Class A Child Care Center licensing regulations. Priority will be given to applicants who demonstrate best practices in facilities design such as:

- a. Each classroom should have more than 35 square feet of usable space per child;
- b. All appliances in each unit must be energy-efficient (energy star);
- c. Central air conditioning;
- toddler* d. Exterior windows in each classroom at a height at which children of the age to be served in the classroom would be able to look through the window and see the ground;
- e. All entrances and exits must meet ADAAG standards for width and threshold;
- f. A phone system with phones in each classroom;
- g. Primary access to every classroom must be through a common area, such as a corridor, not through another classroom;
- h. Classrooms are to be separated from adjoining classroom with a floor to ceiling partition wall, with the exception of connecting shared bathrooms and other shared services such as teacher workstation;
- i. Every effort should be made to locate bathrooms immediately adjacent to and directly accessible from each classroom;
- j. Every classroom shall have an adult height kitchen or utility sink and at least one child-height sink;
- k. Classroom bathroom fixtures shall be child-sized in the case of toilets and sinks mounted at an appropriate height for children;
- l. Each classroom should have at least one interior window between classroom and the corridor or common space to permit parents to observe and the center director to observe classroom activities without disturbing the classroom;
- m. It is strongly recommended that the lighting plan provide for both incandescent and florescent fixtures and separate switching;
- n. Demonstrate attention to acoustic properties of the space, especially minimizing reverberation; sound transmission from adjoining classrooms and disruptive exterior sources of sound, and ambient noise.
- o. The center must have outdoor play space with a direct exit from the center to the outdoor play space and must meet licensing requirements for enclosed square footage.

17. **Notice of Federal Interest and Subordination:** An executed original of Notice of Federal Interest shall be submitted with application. The Conditional Agreement for Subordination of Mortgage/Lien shall be executed by all mortgagees or lien holders on the property, including but not limited to, those currently existing on the property as well as for those financial commitments for remaining work performed between July 31, 2009 and May 1, 2010. The Notice of Federal Interest and Subordination of Mortgage/Lien will not be recorded unless a grant is awarded and funds expended.