

# Houma Restoration District Engineering and Design Loan Guidelines

## Purpose

The Houma Restoration District (“HRD”) is seeking public-private partnerships to implement projects within the jurisdiction of the HRD to provide opportunities to encourage development and economic growth within the District.

Projects proposed may be engineering or design services which will ultimately lead to the construction of infrastructure and/or building projects.

All projects must support the Houma Restoration District mission of providing for restoration and preservation of the character of the area within the jurisdiction of the Houma Restoration District (HRD), to provide opportunity for cultural events, and to encourage development within the district.

## Application Requirements

### Application Deadline – December 31, 2025

**Engineering and Design Loan Applications** will be reviewed and awarded on a rolling basis.

- Applicants must turn in the original signed loan application with original signatures.
- All projects (services) must be completed within two years of funding, at the discretion of the Board of the HRD.
- Project Schedule, including anticipated construction start date
- **Email Applications to:**

Houma Restoration District  
hrdcommission@gmail.com

## What Types of Loan are Available?

**Engineering and Design** – loans are available to fund engineering and/or design services which will ultimately be used in construction or renovation designed to attract revitalization and economic growth in Houma and create a positive perception of Terrebonne Parish.

## What are the required periods for this loan?

### Engineering and Design Phase

- Parties awarded the loan will have two (2) years from award to submit final engineering plans or designs to HRD.
  - The two year time period may be extended by a motion of the HRD.

### Construction phase

- Once the final engineering plans or designs have been submitted to HRD, awarded parties shall have three (3) years to submit proof of substantial completion of construction.

- The two year time period may be extended by a motion of the HRD.
- All loan payments, principal and interest, shall be deferred during the Engineering and Design Phase. If deadlines are met during this phase to the satisfaction of HRD, then all loan payments, principal and interest, shall continue to be deferred during the construction phase.
- Failure by the applicant to meet the deadline of either the Engineering and Design Phase or the Construction phase shall cause the deferment period to expire, and Applicant shall begin paying monthly payments in accordance with the loan agreement.

#### What are the repayment options for the loan?

- Funds shall not exceed \$ 50,000.00 per application. Applications will be partially funded in a 50/50 match system between HRD and property owner.
- Once a party is awarded the loan, HRD will fund the loan following applicants execution of a loan agreement and promissory note. Applicant shall use as collateral the property for which the project is designed.
- The loan will be subject to a 1% Annual Percentage Rate (APR), which shall accrue from the commencement of the loan.
- Following completion, all projects must be maintained and operated for a minimum of five years at applicant's expense. Applicant operation and maintenance budget shall be considered in the loan process.
- This loan will be forgiven if and when proof of substantial completion is timely and is submitted to HRD.
  - Interested parties shall fill out the attached application and submit Conceptual drawing(s) of the project, Signed Resolution of Authority letter (if applicable) and Business plan (if applicable)

#### Who is Eligible to Apply?

**All applicants must be domiciled within Terrebonne Parish.** Applicants ***may not*** apply for ***projects that will occur outside of the Jurisdiction of the Houma Restoration District in Terrebonne Parish.***

- A business entity registered with the corresponding Secretary of State and must be in good standing with the registered state.
- A business entity with a pending registration with the Secretary of State.
- Non-profit corporations
- Persons residing within the District.

Applicant must provide proof of eligibility. Individuals or groups other than described above may apply only through the endorsement of an eligible entity. The entity endorsing the applicant must provide a letter of support for the project and agree to all fiscal responsibility for the funds including appropriate use and reporting required by the HRD.

### Use of Loan Funds

Loan funds shall be used in **one or more** of the following areas:

- Development, engineering, design of projects within the jurisdiction of the HRD in Terrebonne Parish.
- Other eligible expenses include advertising for the promotion of the project, permit fees, signage, property appraisals, abstracts, surveys, elevation certificates, engineering plans, or other approved items reasonable or necessary to complete and promote the project.

### Evaluation Criteria

All completed and eligible applications will be reviewed and recommended for funding based on the evaluation criteria listed:

- How will the project promote restoration within the jurisdictional area of the Houma Restoration District in Terrebonne Parish?
- How will the project promote preservation of the character within the jurisdictional area of the Houma Restoration District in Terrebonne Parish?
- How will the project provide for cultural events within the jurisdictional area of the Houma Restoration District in Terrebonne Parish?
- How will the project encourage development within the jurisdictional area of the Houma Restoration District in Terrebonne Parish?
- What specific, quantifiable results are available, including but not limited to use/participation of the project?
- Does it have a sound plan to measure achievement of the objectives?
- Does the budget meet eligibility requirements?
- Does the budget list all revenues and expenses clearly and indicate qualifying costs?
- Does the project reflect a true need for funding?

### What does my Organization Submit?

1. Complete the application on the forms provided. No handwritten applications or incomplete applications will be accepted. Applications are available online and can be requested by emailing [hrdcommission@gmail.com](mailto:hrdcommission@gmail.com).
2. **All applicants must submit the following:**
  - a. Completed original single-sided application form with original signatures.
  - b. All applicants are encouraged to submit letters of support for the project.
  - c. Signed Resolutions of Authority Letter, indicating that the signatory is authorized to enter into an agreement with the HRD.
  - d. Conceptual drawings of the project.
  - e. Business plan if applicant is a business.
  - f. Mission statement.
  - g. Project schedule.
3. HRD may require applicant to submit credit and/or background checks.

## Final Report Requirements

### How are Funding Decisions Made?

Only completed applications containing all requested information and attachments submitted by the set deadline shall be considered for review. If the application form or attachments are incomplete, the application will be considered null and void until all supporting documents are provided. Our office will complete a Return-On-Investment form using the information provided in the application to determine the amount of funds. The HRD's Board of Directors will meet and evaluate each application against the program's criteria. The monthly Board of Directors meetings are held on the first Tuesday of each month.

### What do I do if I'm Funded?

Congratulations! You will enter into a loan agreement with the Houma Restoration District. Applicants who receive partial funding should be prepared to revise the plan and budget accordingly. Once the agreement has been signed and approved by all parties HRD shall provide the awarded party with the loan amount.

**If at any time, you are unable to complete the project for which you are funded, immediately contact the Houma Restoration District.**

**If the project is not completed within the allotted time frame, the deferment period shall expire and applicants must begin making payments on the loan.**

During your project, you are responsible for keeping track of information and financial information related to the project for which you received loan money. You must keep copies of all receipts, invoices, check numbers, and cancelled checks.

Applicant shall submit a final report to the HRD, along with notice of substantial completion. The final report shall document the project provided by the applicant. Information in the final report should show use and interest generated, a breakdown of how loan funds were used, and an evaluation of the success of the criteria detailed on the original application. **Final reports must be submitted to the HRD no later than forty-five (45) days after substantial completion of the project.**

**Following substantial completion, the loan recipient is required to operate and maintain the project in good, aesthetic, and working order, at the cost of the loan recipient, for a minimum of five years. Loan recipients shall present annual compliance reports during that five year period.**

### Miscellaneous Requirements

Organizations funded through this loan program are **required** to credit the Houma Restoration District by name and/or credit statement in all relevant and appropriate printed public material (brochures, flyers, banners, etc.).

If the HRD determines that a borrower has failed to comply with the terms and conditions set forth in the agreement, the borrower will be ineligible to apply to any loan or grant program administered by the HRD.