



Board of Directors

Agenda Item # 7

**Resolution adopting the
LHC Operating Budget for the
Fiscal Year Ending June 30, 2018**

June 14, 2017

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The following resolution was offered by Board Member _____ and seconded by Board Member _____:

RESOLUTION

Resolution adopting the LHC Operating Budget for the Fiscal Year Ending June 30, 2018 (labeled “Exhibit A”, entitled “Louisiana Housing Corporation Fiscal Year Ending June 30, 2018 Operating Budget”); and providing for other matters in connection therewith.

WHEREAS, the Louisiana Housing Corporation (“LHC” or Corporation”) was created by and pursuant to the Louisiana Housing Corporation Act contained in Chapter 3-G of the Louisiana Revised Statutes of 1950, as amended (R.S. 40:600.86 through R.S. 40:600.111); and

WHEREAS, the LHC, as authorized by the State of Louisiana, shall establish its own operating budget.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors (the “Board”) of the Louisiana Housing Corporation, acting as the governing authority of said Corporation, that:

SECTION 1. The Louisiana Housing Corporation adopts the Operating Budget for the Fiscal Year Ending June 30, 2018 (attached Exhibit A, entitled “Louisiana Housing Corporation Fiscal Year Ending June 30, 2018 Operating Budget”).

SECTION 2. The LHC staff and counsel are authorized and directed to prepare such documents and agreements as may be necessary to implement the Louisiana Housing Corporation Fiscal Year Ending June 30, 2018 Operating Budget.

SECTION 3. The LHC is hereby authorized, empowered, and directed the ability as may be necessary to create, change, amend, and revise any existing documents

and/or commitments to the Louisiana Housing Corporation Fiscal Year Ending June 30, 2018 Operating Budget, the terms of which are to be consistent with the provisions of this resolution.

SECTION 4. The Chairman, Vice-Chairman, Executive Director, and/or Secretary of the LHC are hereby authorized, empowered, and directed to execute any forms and/or documents required to be executed on behalf of and in the name of the LHC, the terms of which are to be consistent with the provisions of this resolution.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

ABSTAIN:

And the resolution was declared adopted on this, the 14th day of June 2017.

Chairman

Secretary

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Directors of the Louisiana Housing Corporation (the “Board”), do hereby certify that the foregoing two (2) pages constitute a true and correct copy of a resolution adopted by said LHC Board on June 14, 2017, entitled: “Resolution adopting the LHC Operating Budget for the Fiscal Year Ending June 30, 2018 (labeled “Exhibit A”, entitled “Louisiana Housing Corporation Fiscal Year Ending June 30, 2018 Operating Budget”); and providing for other matters in connection therewith.”

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Corporation on this, the 14th day of June 2017.

Secretary

(SEAL)

Louisiana Housing Corporation
Fiscal Year Ending June 30, 2018 Operating Budget

Operating Receipts	FY18 Budget
Sustainable Housing Program Fees (OCD)	\$ 3,984,838
Energy Programs Fees (LIHEAP & WAP)	1,274,157
HOME & Nat'l Hsg Trust Fund Fees	1,519,821
HUD Disposition Property Receipts	1,857,544
LA Housing Authority Fees	2,443,130
Compliance Monitoring Fees	234,426
Multi Family LIHTC, M2M & Risk Sharing Fees	966,000
Multi Family Issuer & MRB Fees	320,000
Section 8 Contract Administration Fees	2,292,368
Single Family Homebuyer/Counseling Programs	1,077,900
Single Family Issuer Fees/Bond Deal Receipts	936,397
Miscellaneous Income - Rental	14,000
TOTAL OPERATING RECEIPTS	<u>\$ 16,920,581</u>
Operating Expenditures	
Human Resources	\$ 12,608,958
Operating Services	1,397,844
Building Expenses	389,664
Travel & Training	338,039
Supplies	101,509
Professional Services	1,481,246
Legal	100,000
Auditing	190,180
Capital Expenditures	129,600
TOTAL OPERATING EXPENDITURES	<u>\$ 16,737,040</u>
 EXCESS RECEIPTS OVER EXPENDITURES	 <u>\$ 183,541</u>

Louisiana Housing Corporation
Fiscal Year 2018 Operating Budget Analysis
June 14, 2017

As of this date, the corporation is projecting net operating receipts of approximately \$184 thousand for the fiscal year ending June 30, 2018. Operating receipts are projected to come in at approximately \$16.921 million, while operating expenditures are projected to come in at approximately \$16.737 million. Both categories increased from prior year budgeted amounts primarily due to the addition of programs related to the Great Floods of 2016. The corporation is requesting approval of the fiscal year 2018 operating budget via accompanying resolution at the June 14, 2017 board meeting. If, after periodic analysis during fiscal year 2018, the corporation sees the need for recommending budget amendments, those would be requested of the board at the appropriate time. Projected results from operations for the fiscal year ending June 30, 2017, remain at the levels reported earlier this month, with net receipts of approximately \$1 million.

FY18 Projected Operating Receipts

- **Sustainable Housing Programs Fees (OCD)** – are projected based upon allowable expenses incurred, which factors in increased receipts from increased activity as a result of administering programs related to the Great Floods of 2016
- **Energy Programs Fees (LIHEAP & WAP)** – projected based upon current grant administrative revenue availability in conjunction with associated costs for running the program
- **HOME & Nat'l Hsg Trust Fund Fees** - projected based upon grant administrative revenue availability in conjunction with associated costs for running the program
- **HUD Disposition Property Receipts** – based upon projections from property manager, Latter and Blum, for results from operations of Village de Jardin and Willowbrook
- **LA Housing Authority Fees** - projected primarily based upon allowable expenses incurred, along with consideration of available grant funds for operations
- **Compliance Monitoring Fees** – projected using current billing rates and projected activity
- **Multi-Family LIHTC, M2M & Risk Sharing Fees** – projected based upon activity for funding rounds and ongoing programs
- **Multi-Family Issuer & MRB Fees** – projected based upon current level of activity
- **Section 8 Contract Administration Fees** – based upon 9 months of operating the program
- **Single Family Homebuyer/Counseling Program Fees** – projected based upon volume
- **Single Family Issuer Fees/Bond Deal Receipts** - projected based upon expected activity for the year
- **Miscellaneous Income – Rental** - projected based upon current level of activity

FY18 Projected Operating Expenditures

- **Human Resources** – Full Time Equivalent (FTE) count is currently projected at 139 for the fiscal year, incorporating increased program activity, primarily as a result of the Great Floods of 2016; the majority of new-hires are expected to be job appointments, which provides for fluctuation in staffing if funding fluctuates; FTEs budgeted for FY2017 were 110
- **Operating Services, Building Expenses, Travel & Training, Supplies, Professional Services, Legal, and Capital Expenditures** – currently projected based upon anticipated activity
- **Auditing** – efficiencies will be gained from the LLA combining contracts for LHC's audits; 3-year contracts were awarded this month by the LLA

Louisiana Housing Corporation
 Fiscal Year Ending June 30, 2018 Operating Budget

Operating Receipts	FY18 Budget	FY17 Budget	Increase/ (Decrease) from FY17 to FY18	%	FY17 Projected	FY17 Projected Over/ (Under)	%
Sustainable Housing Program Fees (OCD)	\$ 3,984,838	\$ 2,232,353	\$ 1,752,485	79%	\$ 1,352,587	\$ (879,766)	(39%)
Energy Programs Fees (LIHEAP & WAP)	1,274,157	1,325,383	(51,226)	(4%)	1,329,090	3,707	0%
HOME & Nat'l Hsg Trust Fund Fees	1,519,821	903,821	616,000	68%	903,821	-	0%
HUD Disposition Property Receipts	1,857,544	1,955,116	(97,572)	(5%)	1,909,292	(45,824)	(2%)
LA Housing Authority Fees	2,443,130	1,837,355	605,775	33%	1,811,363	(25,992)	(1%)
Compliance Monitoring Fees	234,426	213,723	20,703	10%	243,151	29,428	14%
Multi Family LIHTC, M2M & Risk Sharing Fees	966,000	1,107,001	(141,001)	(13%)	481,864	(625,137)	(56%)
Multi Family Issuer & MRB Fees	320,000	265,070	54,930	21%	270,065	4,995	2%
Section 8 Contract Administration Fees	2,292,368	3,156,300	(863,932)	(27%)	3,156,300	-	0%
Single Family Homebuyer/Counseling Programs	1,077,900	553,904	523,996	95%	894,374	340,470	61%
Single Family Issuer Fees/Bond Deal Receipts	936,397	846,990	89,407	11%	846,990	-	0%
Miscellaneous Income - Rental	14,000	6,000	8,000	133%	14,445	8,445	141%
TOTAL OPERATING RECEIPTS	<u>\$ 16,920,581</u>	<u>\$ 14,403,016</u>	<u>\$ 2,517,565</u>	17%	<u>\$ 13,213,342</u>	<u>\$ (1,189,674)</u>	(8%)
Operating Expenditures							
Human Resources	\$ 12,608,958	\$ 10,391,631	\$ 2,217,327	21%	\$ 9,070,809	\$ (1,320,822)	(13%)
Operating Services	1,397,844	1,254,026	143,818	11%	1,025,323	(228,703)	(18%)
Building Expenses	389,664	371,296	18,368	5%	306,386	(64,910)	(17%)
Travel & Training	338,039	315,245	22,794	7%	174,239	(141,006)	(45%)
Supplies	101,509	100,150	1,359	1%	52,415	(47,735)	(48%)
Professional Services	1,481,246	1,425,459	55,787	4%	1,209,584	(215,875)	(15%)
Legal	100,000	100,000	-	0%	85,368	(14,632)	(15%)
Auditing	190,180	222,500	(32,320)	(15%)	158,820	(63,680)	(29%)
Capital Expenditures	129,600	85,000	44,600	52%	85,000	-	0%
TOTAL OPERATING EXPENDITURES	<u>\$ 16,737,040</u>	<u>\$ 14,265,307</u>	<u>\$ 2,471,733</u>	17%	<u>\$ 12,167,944</u>	<u>\$ (2,097,363)</u>	(15%)
EXCESS RECEIPTS OVER EXPENDITURES	<u>\$ 183,541</u>	<u>\$ 137,709</u>	<u>45,832</u>	33%	<u>\$ 1,045,398</u>	<u>\$ 907,689</u>	659%

Louisiana Housing Corporation
FY18 Operating Budget Receipts

GL Account	Description	Budget Unit	Funding Source	Budget Total FY2018	Budget Total FY2017
	HOME & Nat'l Housing Trust Fund Program Fees/Admin			1,519,821.00	903,821.00
4110*040*025*445	Administrative Fees	Rental Production (includes Single Family	HOME Pgm	300,000.00	-
4110*040*025*445	Administrative Fees	Rental Production (includes Single Family	HOME Pgm	420,000.00	100,667.16
4110*040*025*445	Administrative Fees	Program Income Admin-MF repays	HOME Pgm	400,000.00	300,000.00
4110*040*025*445	Administrative Fees	Rental Production (includes Single Family	HOME Pgm		99,332.84
4110*040*184*445	Administrative Fees	Rental Production (includes Single Family	Nat'l Housing Trust Fund	90,000.00	90,000.00
4145*040*025*000	Project Delivery	Rental Production (includes Single Family	HOME Pgm		4,000.00
4200*040*025*000	Program Income - SF Loans	Rental Production (includes Single Family	HOME Pgm	309,821.00	309,821.00
	HUD Disposition Program Income			1,857,544.00	1,955,116.00
7050*040*150*160	HUD Disposition Program Income	Executive Staff	HUD Disposition - Gaslight/Village de Jardin	425,609.00	530,112.00
7050*040*150*165	HUD Disposition Program Income	Executive Staff	HUD Disposition - Willowbrook	1,431,935.00	1,425,004.00
	LHA/Supportive Housing Pgms			2,443,130.00	1,837,355.10
4110*040*116*445	Administrative Fees	Louisiana Housing Authority	ESG Shelter Program		22,717.34
4110*040*116*445	Administrative Fees	Louisiana Housing Authority	ESG Shelter Program		28,127.00
4110*040*116*445	Administrative Fees	Louisiana Housing Authority	ESG Shelter Program		85,459.69
4110*040*116*445	Administrative Fees	Louisiana Housing Authority	ESG Shelter Program	136,304.00	
4110*045*100*445	Administrative Fees	Louisiana Housing Authority	Project-Based Section 8 Voucher Pgm	1,188,214.00	1,107,000.00
4110*045*162*445	Administrative Fees	Louisiana Housing Authority	Continuum of Care	435,680.00	188,624.00
4115*045*162*445	Program Delivery	Louisiana Housing Authority	Continuum of Care	38,265.00	192,184.00
4110*045*146*420	Administrative Fees	Louisiana Housing Authority	Kat/Rita STARS Contam Drywall Admin	10,000.00	53,646.07
4110*045*146*420	Administrative Fees	Louisiana Housing Authority	Kat/Rita STARS Contam Drywall Project Delivery	20,000.00	53,646.07
4110*040*125*445	Administrative Fees	Louisiana Housing Authority	HOME Pgm-TBRA	80,000.00	-
4110*045*111*420	Administrative Fees	Louisiana Housing Authority	Kat/Rita Homelessness Supports & Hsg Pgm	43,000.00	69,688.00
4110*045*105*445	Administrative Fees	Louisiana Housing Authority	GF Rapid Rehousing	266,667.00	
4110*045*105*445	Administrative Fees	Louisiana Housing Authority	GF Supportive Services	83,333.00	
4110*045*105*445	Administrative Fees	Louisiana Housing Authority	CBR Shelter Repair	16,667.00	
4110*045*105*445	Administrative Fees	Louisiana Housing Authority	Section 811 Supportive Hsg Pgm	125,000.00	159,597.00
	Compliance Monitoring Fees			234,426.00	213,723.00
4150*040*045*000	Compliance Fees	Desk Monitoring	LIHTC/HOME	163,040.00	-
4150*040*045*000	Compliance Fees	Desk Monitoring	LIHTC/HOME	55,276.00	213,723.00
4150*040*045*000	Compliance Fees	Desk Monitoring	LIHTC/HOME	16,110.00	213,723.00
	Multi-Family LIHTC & Risk Sharing Fees			966,000.00	1,107,001.04

Louisiana Housing Corporation
FY18 Operating Budget Receipts

GL Account	Description	Budget Unit	Funding Source	Budget Total FY2018	Budget Total FY2017
4120*040*045*000	Allocation/Award Fees	Rental Production (includes Single Family	LIHTC	585,000.00	-
4120*040*045*000	Allocation/Award Fees	Rental Production (includes Single Family	LIHTC		525,000.00
4120*040*045*000	Allocation/Award Fees	Rental Production (includes Single Family	LIHTC		150,000.00
4130*040*045*000	Analysis Fees	Rental Production (includes Single Family	LIHTC	64,000.00	-
4130*040*045*000	Analysis Fees	Rental Production (includes Single Family	LIHTC		45,000.02
4130*040*045*000	Analysis Fees	Rental Production (includes Single Family	LIHTC		52,251.00
4140*040*045*000	Application Fees	Rental Production (includes Single Family	LIHTC	64,000.00	-
4140*040*045*000	Application Fees	Rental Production (includes Single Family	LIHTC		45,000.02
4140*040*045*000	Application Fees	Rental Production (includes Single Family	LIHTC		50,000.00
4145*040*045*000	Market Study Fees	Rental Production (includes Single Family	LIHTC	189,000.00	-
4145*040*045*000	Market Study Fees	Rental Production (includes Single Family	LIHTC		175,500.00
4145*040*045*000	Market Study Fees	Rental Production (includes Single Family	LIHTC		45,000.00
4190*040*045*000	Placed-in-Service Fees	Rental Production (includes Single Family	LIHTC	5,000.00	-
4190*040*045*000	Placed-in-Service Fees	Rental Production (includes Single Family	LIHTC		5,500.00
4140*040*045*000	Re-Processing Fees	Rental Production (includes Single Family	LIHTC	50,000.00	3,750.00
4210*040*065*000	Sub-Layering Fees	Rental Production (includes Single Family	LIHTC	9,000.00	10,000.00
4210*040*065*000	Sub-Layering Fees	Rental Production (includes Single Family	LIHTC		-
	Multi-Family Issuer and MRB Fees			320,000.00	265,070.00
4130*040*065*000	Analysis Fees	Rental Production (includes Single Family	Mortgage Revenue Bonds		-
4140*040*065*000	Application Fees	Rental Production (includes Single Family	Mortgage Revenue Bonds		8,000.00
4145*040*065*000	Market Study Fees	Rental Production (includes Single Family	Mortgage Revenue Bonds		-
4170*040*065*000	Issuer Fees - Multi-Family Bonds	Rental Production (includes Single Family	Mortgage Revenue Bonds	320,000.00	257,070.00
	Energy Program Administrative Fees			1,274,157.00	1,325,383.46
4110*040*040*435	Administrative Fees	Energy Assistance Programs	LIHEAP		-
4110*040*040*435	Administrative Fees	Energy Assistance Programs	LIHEAP	800,000.00	553,982.82
4110*040*040*435	Administrative Fees	Energy Assistance Programs	LIHEAP	195,000.00	314,448.64
4110*040*135*440	Administrative Fees	Energy Assistance Programs	Weatherization	67,267.00	67,268.00
4115*040*135*440	Training and Technical Assistance	Energy Assistance Programs	Weatherization	211,890.00	389,684.00
4305*040*550*135	Rental Income	Energy Assistance Programs	ARRA Weatherization		-
	Section 8 Contract Administration			2,292,368.00	3,156,300.12
4160*040*095*445*141	S8CA - IBPS - Processing Rental Adjustments	Performance-Based S8 Contract Administ	Performance-Based S8 Contract Administration		585,660.00
4160*040*095*445*142	S8CA - IBPS - Review, Verify & Authorize Month	Performance-Based S8 Contract Administ	Performance-Based S8 Contract Administration		878,490.12
4160*040*095*445*143	S8CA - IBPS - Life-Threatening Health & Safety	Performance-Based S8 Contract Administ	Performance-Based S8 Contract Administration		292,830.00

**Louisiana Housing Corporation
FY18 Operating Budget Receipts**

GL Account	Description	Budget Unit	Funding Source	Budget Total FY2018	Budget Total FY2017
4160*040*095*445*144	S8CA - IBPS - Non-Life Threatening Health & S	Performance-Based S8 Contract Administ	Performance-Based S8 Contract Administration		292,830.00
4160*040*095*445*145	S8CA - IBPS - Renewals of Expiring Section 8 C	Performance-Based S8 Contract Administ	Performance-Based S8 Contract Administration		585,660.00
4160*040*095*445*146	S8CA - IBPS - General Reporting Requirements	Performance-Based S8 Contract Administ	Performance-Based S8 Contract Administration		292,830.00
4160*040*095*445*147	S8CA - IBPS - Management Occupancy Review	Performance-Based S8 Contract Administ	Performance-Based S8 Contract Administration		228,000.00
	Single Family Programs			1,077,900.00	553,904.00
4110*040*140*445	Administrative Fees	Single Family Production (part of Rental P	HUD Hsg Counseling Pgm		50,000.00
	Mortgage Credit Certificate-loan fee	Single Family Production (part of Rental P	Mortgage Revenue Bonds	4,500.00	-
	Mortgage Credit Certificate-orig fee	Single Family Production	Mortgage Revenue Bonds	77,400.00	-
4185*040*110*110	Program Fees in Lieu of SF Issuer Fees	Single Family Production	Shared - General Fund	996,000.00	503,904.00
	Single Family Bond Deal Income			936,397.00	846,990.42
4180*040*065*000	Issuer Fees - Single Family Bonds	Single Family Production (part of Rental P	Mortgage Revenue Bonds		-
4180*040*065*000	Issuer Fees - Single Family Bonds	Single Family Production (part of Rental P	Mortgage Revenue Bonds	780,000.00	846,990.42
3200*000	Residual Equity Transfers - Single Family Bond	Single Family Production (part of Rental P	Mortgage Revenue Bonds	156,397.00	-
	Disaster Housing			3,984,838.00	2,232,352.54
4110*040*180*420	Administrative Fees	Rental Production (includes Single Family	CDBG QAP Program Income		128,375.00
4110*040*111*420	Administrative Fees	Disaster Housing	Kat/Rita Homelessness Supports & Hsg Pgm		268,216.50
4110*045*111*420	Administrative Fees	Louisiana Housing Authority	Kat/Rita Homelessness Supports & Hsg Pgm	see LHA section	69,688.00
4110*045*186*420	Administrative Fees	Louisiana Housing Authority	Disaster Case Mgt - FEMA		9,735.00
4110*045*112*420	Administrative Fees	Louisiana Housing Authority	Gustav/Ike Parish Alloc Pgm/Homelessness Prevention		66,740.00
4110*040*113*420	Administrative Fees	Disaster Housing	Gustav/Ike Public/Supportive Housing		338,157.04
4110*045*123*420	Administrative Fees	Louisiana Housing Authority	Katr/Rita Supportive Hsg Svcs Pgm		54,756.00
4110*040*148*420	Administrative Fees	Disaster Housing	Isaac Hazard Mitigation		227,160.00
	Administrative Fees	Disaster Housing	Sustainable	2,484,003.00	-
	Administrative Fees	Disaster Housing	Consolidated Factor	1,155,835.00	-
	Administrative Fees	Disaster Housing	Maintenance in Lieu of Rent	65,000.00	321,405.00
4110*040*080*420	Administrative Fees	Disaster Housing	Kat/Rita NRPP Rd 1 & Rd 3 (formerly ALL NRPP)		507,290.00
4110*040*178*420	Administrative Fees	Homeowner Repair-from DW	Isaac Homeowner Repair Program	60,000.00	153,098.00
4110*040*181*420	Administrative Fees	Homeowner Repair-from DW	Kat/Rita NRPP Plaquemines	220,000.00	87,732.00
4500*005	Miscellaneous Income	Operations - Administration/Facilities & Fle	Shared - General Fund	14,000.00	6,000.00
	Grand Total	-----	-----	16,920,581.00	14,403,016.68

Louisiana Housing Corporation

FY18 Human Resources Budget by Department

	FTEs	Salaries and Benefits Costs
ACCOUNTING	10	978,887
ADMINISTRATION	4	633,668
COMPLIANCE	10	817,630
CONTRACT ADMINISTRATION	7	564,944
DESK MONITORING	4	366,266
ENERGY	10	855,248
HUMAN RESOURCES	3	281,410
INTERNAL AUDIT	4	437,441
LEGAL	5	568,900
LHA	23	1,957,938
LHC BOARD	0	8,157
MULTI FAMILY	9	805,650
OPERATIONS	6	340,575
PERFORMANCE/REPORTING	3	304,945
PUBLIC INFORMATION	2	229,913
SINGLE FAMILY	7	678,687
SUSTAINABLE HOUSING	25	2,112,875
TECHNOLOGY SERVICES	7	665,824
	139	12,608,958

FY18 Professional, Legal, and Audit Services Budget by Department
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	Total \$	Professional Services	Legal	Auditing
ACCOUNTING	140,180	-	-	140,180
ADMINISTRATION	140,000	140,000	-	-
COMPLIANCE	-	-	-	-
CONTRACT ADMINISTRATION	18,500	18,500	-	-
DESK MONITORING	-	-	-	-
ENERGY	158,000	158,000	-	-
HUMAN RESOURCES	450	450	-	-
INTERNAL AUDIT	50,000	-	-	50,000
LEGAL	90,000	-	90,000	-
LHA	128,550	128,550	-	-
LHC BOARD	15,000	15,000	-	-
MULTI FAMILY	291,000	291,000	-	-
OPERATIONS	55,000	55,000	-	-
PERFORMANCE/REPORTING	-	-	-	-
PUBLIC INFORMATION	35,000	35,000	-	-
SINGLE FAMILY	100,000	90,000	10,000	-
SUSTAINABLE HOUSING	299,746	299,746	-	-
TECHNOLOGY SERVICES	250,000	250,000	-	-
	1,771,426	1,481,246	100,000	190,180

Louisiana Housing Corporation

FY18 Professional Services Operating Budget-Legal, Auditing, and Other

Total FY18 Request		\$1,883,000		Professional Services		Legal		Auditing	
				1,481,246		100,000		190,180	
				4 - Total Contract Value					

170	SUSTAINABLE HOUSING	Katrina/Rita NRPP - Rd 1 & Rd 3	Title Search Services	Professional Services	\$	250,000.00	Team Title, Inc.	\$	3,000	Estimatton of services still needed for requirement of grant.
170	SUSTAINABLE HOUSING		Environmental Servcices	Professional Services	\$	500,000.00	Terracon Consultants, Inc	\$	25,000	Estimattion of services still needed for requirement of grant.
170	SUSTAINABLE HOUSING	Isaac NRPP	Title Services	Professional Services	\$	250,000.00	Team Title, Inc.	\$	750	NTE for program year 2018
170	SUSTAINABLE HOUSING	Isaac NRPP	Environmental Services	Professional Services	\$	500,000.00	Terracon Consultants, Inc.	\$	1,000	NTE for program year 2018
170	SUSTAINABLE HOUSING	CDBG-DRU-Unknown	THE COMPASS GROUP	PROFESSIONAL SERVICES			THE COMPASS GROUP	\$	49,999	Loan closing for Multi-Family Program
170	SUSTAINABLE HOUSING	CDBG-DRU-2000177132	MATERIAL MANAGEMENT	PROFESSIONAL SERVICES			MATERIAL MANAGEMENT	\$	49,999	Lead base paint inspections for SRPP
170	SUSTAINABLE HOUSING	CDBG-DRU-2000177132	BAYOU TITLE	PROFESSIONAL SERVICES			BAYOU TITLE LLC	\$	49,999	Loan closings for SRPP
170	SUSTAINABLE HOUSING	CDBG-DRU-Unknown	FOLEY & JUDELL LLP	PROFESSIONAL SERVICES			FOLEY & JUDELL LLP	\$	35,000	Assist in development of Landlord Program
170	SUSTAINABLE HOUSING	CDBG-DRU-Unknown	COVALENT LOGIC	PROFESSIONAL SERVICES			COVALENT LOGIC	\$	49,999	Create and maintain the LHC website for DR
170	SUSTAINABLE HOUSING	CDBG-DRU-2000177132	ATMOSPHERE MOVERS	PROFESSIONAL SERVICES			ATMOSPHERE MOVERS	\$	35,000	Move SRPP from Mead to LHC
168	TECHNOLOGY SERVICES	Allocable - All Others		Professional Services			Housing Development Software	\$	120,000	HDS Maintenance Service/applications
168	TECHNOLOGY SERVICES	Allocable - All Others		Professional Services	\$	10,000	Iron Mountain	\$	10,000	Tapes Offsite Storage
168	TECHNOLOGY SERVICES	Allocable - All Others		Professional Services	\$	52,713	JPI Data Resources	\$	45,000	Maintenance of Laserfiche
168	TECHNOLOGY SERVICES	Allocable - All Others		Professional Services	\$	64,112	Facility Automation	\$	25,000	Maintenance on HVAC units with IT servers
168	TECHNOLOGY SERVICES	Allocable - All Others		Professional Services	\$	50,000	NextLevel Information Systems	\$	50,000	SAGE Accpac consulting

FY18 Operating Services Budget by Department

	\$
ACCOUNTING	60,779
ADMINISTRATION	58,300
COMPLIANCE	16,245
CONTRACT ADMINISTRATION	3,175
DESK MONITORING	590
ENERGY	13,315
HUMAN RESOURCES	1,000
INTERNAL AUDIT	3,495
LEGAL	108,571
LHA	63,379
LHC BOARD	300
MULTI FAMILY	550
OPERATIONS	118,500
PERFORMANCE/REPORTING	-
PUBLIC INFORMATION	1,275
SINGLE FAMILY	1,050
SUSTAINABLE HOUSING	6,000
TECHNOLOGY SERVICES	941,320
	1,397,844

Louisiana Housing Corporation

FY18 Operating Services Budget

Total FY18 Request \$ 1,397,844

1 - Funding Source		2 - Description of Item	3 - Type of Item	4 - One-time or Recurring Expense	5 - FY18 Request	6 - Notes/Justification
Org Unit Code	Org Unit Name	Choose the name of the funding source	Short description of item (e.g., Affordable Housing Digest subscription, Society of Public Housing annual membership dues)	Choose from dropdown	One-time or recurring cost; please select from the drop- down menu	Total amount requested for FY18 The reason that this item is needed
005	ACCOUNTING	Allocable - All Others	State Board of CPAs	Dues & Subscriptions	Recurring	\$ 200 Acct Mgr - Required to maintain active CPA License
005	ACCOUNTING	Allocable - All Others	Society of Louisiana CPAs	Dues & Subscriptions	Recurring	\$ 250 Acct Mgr - Membership discounts for educational courses
005	ACCOUNTING	Allocable - All Others	State Board of CPAs	Dues & Subscriptions	Recurring	\$ 200 Acct Admin - Required to maintain active CPA License
005	ACCOUNTING	Allocable - All Others	Society of Louisiana CPAs	Dues & Subscriptions	Recurring	\$ 250 Acct Admin - Membership discounts for educational courses
005	ACCOUNTING	Allocable - All Others	State Board of CPAs	Dues & Subscriptions	Recurring	\$ 200 Acct Mgr - Required to maintain active CPA License
005	ACCOUNTING	Allocable - All Others	Society of Louisiana CPAs	Dues & Subscriptions	Recurring	\$ 250 Acct Mgr - Membership discounts for educational courses
005	ACCOUNTING	Allocable - All Others	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 10,200	Operating & Payroll
005	ACCOUNTING	Continuum of Care - Admin	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 1,500	CoC
005	ACCOUNTING	ESG Shelter Program	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 1,000	ESG
005	ACCOUNTING	HOME Program	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 2,150	HOME
005	ACCOUNTING	Hsg Counseling Pgm (HUD)	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 1,005	Hsg Counseling
005	ACCOUNTING	Isaac NRPP	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 684	Isaac HRP
005	ACCOUNTING	Katrina/Rita LIHTC Piggyback Program	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 700	CDBG Piggyback
005	ACCOUNTING	Katrina/Rita NRPP - Plaquemine Parish	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 350	K/R Plaq NRPP
005	ACCOUNTING	Katrina/Rita NRPP - Rd 1 & Rd 3	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 350	K/R MP NRPP
005	ACCOUNTING	Katrina/Rita Stars Contaminated Drywall	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 700	Stars Contaminated Drywall
005	ACCOUNTING	LA Housing Trust Fund	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 900	LA Hsg Trust
005	ACCOUNTING	LIHEAP	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 900	LIHEAP
005	ACCOUNTING	National Foreclosure Mitigation (NeighborWorks)	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 700	NFMC
005	ACCOUNTING	Performance Based Section 8 Contract Administration	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 4,000	S8CA
005	ACCOUNTING	Project Based Section 8 Voucher Pgm	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 8,600	PBS8V
005	ACCOUNTING	Section 811 Supportive Housing Program	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 1,100	S811
005	ACCOUNTING	Unallocable - Shared Admin Expenses - LHC General Fund	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 1,100	PVE
005	ACCOUNTING	Weatherization	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 700	WAP
005	ACCOUNTING	Allocable - All Others	Whitney Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 2,880	General Fund
005	ACCOUNTING	Allocable - All Others	Whitney Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 11,200	SF MRB Transfer/Asst
005	ACCOUNTING	Allocable - All Others	Whitney Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 2,640	HUD Disposition Properties
005	ACCOUNTING	Mark 2 Market Program	Whitney Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 750	Bayou Galion Escrow Acct
005	ACCOUNTING	Risk Sharing Program	Whitney Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 920	R/S Notes
005	ACCOUNTING	Willowbrook	Whitney Bank	Bank Service Charges/Trustee Fees - Accounting Only	\$ 4,400	Workforce Development
010	ADMINISTRATION	Allocable - All Others		Dues & Subscriptions	\$ 32,230	Projected based upon activity
010	ADMINISTRATION	Allocable - All Others		Postage-FedEx	\$ 200	Projected based upon activity
010	ADMINISTRATION	Unallocable - Shared Admin Expenses - LHC General Fund		Other Operating Expenses	\$ 500	Projected based upon activity
010	ADMINISTRATION	Allocable - All Others		Other Operating Expenses	\$ 6,200	Projected based upon activity
010	ADMINISTRATION	Allocable - All Others		Software & Licenses	\$ 19,170	Projected based upon activity
190	COMPLIANCE	Shared-General Fund	ICC certification renewal and membership	Continuing Education-certication renewal	Recurring	\$ 250 Continuing Education required to maintain certifications/credentials
190	COMPLIANCE	LIHTC	NCHM certification renewal for Collette Oglesby	Dues necessary for maintenance of certifications	Recurring	\$ 105 Certification renewal for staff credentials
190	COMPLIANCE	LIHTC	NCHM certification renewal for Jeffrey Hevey	Dues necessary for maintenance of certifications	Recurring	\$ 105 Certification renewal for staff credentials
190	COMPLIANCE	LIHTC	NCHM certification renewal for Jessica Saloom	Dues necessary for maintenance of certifications	Recurring	\$ 105 Certification renewal for staff credentials
190	COMPLIANCE	LIHTC	NCHM certifiaction renewal for Joseph Durnin	Dues necessary for maintenance of certifications	Recurring	\$ 105 Certification renewal for staff credentials
190	COMPLIANCE	Shared-General Fund	Architectural License renewal for Rick Carraway	Dues necessary for maintenance of License	Recurring	\$ 100 Renewal of Architectural license as required by job duties
190	COMPLIANCE	Shared-General Fund	Bar License	Attorney license fees	Recurring	\$ 250 License required per job duties
190	COMPLIANCE	HOME program	RS Means Software	Cost reasonableness software	Recurring	\$ 2,000 Needed per HOME final rule
190	COMPLIANCE	Shared-General Fund	Shirts for field team-Todd Folse	Company Shirts	One-time	\$ 225 Required per LHC policy # 37
190	COMPLIANCE	Shared-General Fund	Shirts for field team-Collette Oglesby	Company Shirts	One-time	\$ 100 Required per LHC policy # 37
190	COMPLIANCE	Shared-General Fund	Shirts for field team-Rick Carraway	Company Shirts	One-time	\$ 225 Required per LHC policy # 37
190	COMPLIANCE	Shared-General Fund	Shirts for field team-Jeffrey Hevey	Company Shirts	One-time	\$ 225 Required per LHC policy # 37
190	COMPLIANCE	Shared-General Fund	Shirts for field team-Joseph Durnin	Company Shirts	One-time	\$ 225 Required per LHC policy # 37

190	COMPLIANCE	Shared-General Fund	Shirts for field team-Jessica Saloom	Company Shirts	One-time	\$	225	Required per LHC policy # 37	
190	COMPLIANCE	Shared-General Fund	Shirts for field team-Agaha Brass	Company Shirts	One-time	\$	100	Required per LHC policy # 37	
190	COMPLIANCE	Shared-General Fund	Shirts for field team-Terrell Dupard	Company Shirts	One-time	\$	100	Required per LHC policy # 37	
190	COMPLIANCE	LIHTC	USPS	Postage	Recurring	\$	300	Programmatic required mailings, scheduling, reports, etc	
190	COMPLIANCE	HOME program	USPS	Postage	Recurring	\$	300	Programmatic required mailings, scheduling, reports, etc	
190	COMPLIANCE	CDBG	USPS	Postage	Recurring	\$	200	Programmatic required mailings, scheduling, reports, etc	
190	COMPLIANCE	HOME, CDBG, LIHTC program	Emars DBRA and Labor Compliance Software	Electronic payroll submitting, monitoring, and reporting.	Recurring	\$	5,000	Would improve ability to montiroing weekly payrolls associated with DBRA compliance thus making the Corporations operations in that regard more efficient.	
190	COMPLIANCE	HOME, CDBG, LIHTC program	HEROS - HUD Environmental Review Online System	Elctronic system for submitting environmental review records.	Recurring	\$	5,000	HUD is moving to a fully automated review process. This software is their means to effect that change. The environmental department would reduce paper submissions and possibly shorten expectancy times for receiving clearance thus making the Corporations operations in that regard more efficient.	
190	COMPLIANCE	Shared-General Fund	Software updates for tablets	Microsoft updates	Recurring	\$	500	Updates for tablets used by field personnel	
190	COMPLIANCE	Shared-General Fund	Hardware for tablets (stylus, covers, etc)	Computer hardware	One-time	\$	500	Replacement items due to normal wear and tear	
095	CONTRACT ADMINISTRATION	Performance Based Section 8 Contract Administration	NCHM Annual Certification Renewals	Dues & Subscriptions	One-time	\$	475	Certified Occupancy and Blended Occupancy Renewals (\$95/5 staff)	
095	CONTRACT ADMINISTRATION	Performance Based Section 8 Contract Administration		Postage-FedEx	Recurring	\$	100		
095	CONTRACT ADMINISTRATION	Performance Based Section 8 Contract Administration		Postage-USPS	Recurring	\$	100		
095	CONTRACT ADMINISTRATION	Performance Based Section 8 Contract Administration	Heavy Duty Cross-Cutting Shredder	Office Equip & Furniture-(less than \$5,000 per item)	One-time	\$	2,500	PBCA scans all documents now and accumulates large quantities of data that contains PII and must be shred. The shredder purchased for Industriplex by Operations is insufficient for the department's needs and extremely time consuming for staff to stand at. We have several boxes in the department pending shredding.	
195	DESK MONITORING	Desk Monitoring	COS Certification	Dues & Subscriptions	Recurring	\$	190	Compliance Certification for Dione M. & Frankline Kimbeng	
195	DESK MONITORING	Desk Monitoring	Postage	Postage	Recurring	\$	400	Fed-Ex Mailings, Routine USPS Certified Mailings	
172	ENERGY	LIHEAP	NEADA	Dues & Subscriptions	One-time	\$	4,100	National Energy Assistance Directors' Association	
172	ENERGY	LIHEAP		Postage-USPS	Recurring	\$	1,000	Mail out contracts, correspondence	
172	ENERGY	LIHEAP		Postage-FedEx		\$	150	Mail out contracts, correspondence	
172	ENERGY	Weatherization	NASCSP	Dues & Subscriptions	One-time	\$	2,340	Nation Association for State Community Service Programs	
172	ENERGY	Weatherization		Postage-FedEx	Recurring	\$	125	Mail out contracts, correspondence	
172	ENERGY	Weatherization		Postage-USPS	Recurring	\$	600	Mail out contracts, correspondence	
172	ENERGY	WAP T&TA	Vehicles	Maintenance Services	Recurring	\$	5,000	To maintain vehicles for monitoring	
025	HUMAN RESOURCES	Allocable - All Others		Other Operating Expenses	Recurring	\$	1,000	Projected based upon activity	
			Institute of Internal Auditors and Association of Certified					So that Internal Audit Department members have the opportunity to participate in training opportunities that support the CPE requirements published by the Institute of Internal Auditors and the Association of	
030	INTERNAL AUDIT	Allocable - All Others	Fraud Examiners	Dues and Subscriptions	New and Recurring	\$	795		Certified Fraud Examiners.
030	INTERNAL AUDIT	Allocable - All Others	Mailout of correspondence when necessary	Postage	Recurring	\$	300		Mailout of correspondence when necessary
030	INTERNAL AUDIT	Allocable - All Others	If the need arises to purchase Access to accompany Office365	Software and Licenses	Recurring	\$	1,200	If the need arises to purchase Access to accompany Office365	
030	INTERNAL AUDIT	Allocable - All Others	Upgrade or Equipment Failure Replacement	Computers and Hardware	Recurring	\$	1,200	Upgrade or Equipment Failure Replacement	
015	LEGAL	Allocable - All Others		Continuing Education-certication renewal	Recurring	\$	1,500	Projected based upon activity	
015	LEGAL	Allocable - All Others		Insurance Expense	Recurring	\$	95,771	Projected based upon activity	
015	LEGAL	Allocable - All Others		Dues & Subscriptions	Recurring	\$	9,800	Projected based upon activity	
015	LEGAL	Allocable - All Others		Postage	Recurring	\$	200	Projected based upon activity	
015	LEGAL	Allocable - All Others		Computers and Hardware	Recurring	\$	1,000	Projected based upon activity	
015	LEGAL	Allocable - All Others		Office Equip & Furniture-(less than \$5,000 per item)	Recurring	\$	300	Projected based upon activity	
178	LHA	Project Based Section 8 Voucher Pgm	Louisiana Housing Council Membership	Dues & Subscriptions	Recurring	\$	320	Dues & Subscriptions	
178	LHA	Project Based Section 8 Voucher Pgm	Postage Meter Lease	Equipment Rental	Recurring	\$	4,200	Rental - Office Equipment	
178	LHA	Project Based Section 8 Voucher Pgm	Postage and supplies for postage meter	Postage-USPS	Recurring	\$	13,000	Neopost	
178	LHA	Project Based Section 8 Voucher Pgm	PBV HAP an dAdmin Bank Fees	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$	1,000	Chase Bank	
178	LHA	Project Based Section 8 Voucher Pgm	Project Based Voucher Program Public Hearing	Dues & Subscriptions	Recurring	\$	75	Advocate	
178	LHA	Project Based Section 8 Voucher Pgm	Software used to facilitate program	Software & Licenses	Recurring	\$	24,555	Yardi	
178	LHA	Project Based Section 8 Voucher Pgm	Employee cell phone (Chawuna Jackson, Rene Andrews, Nicole Sweazy)	Cell Phone Expense-IT Only	Recurring	\$	1,500	Verizon Wireless	
178	LHA	Project Based Section 8 Voucher Pgm	National Leased Housing Association membership dues	Dues & Subscriptions	Recurring	\$	2,650	National Leased Housing Association	
178	LHA	Continuum of Care - Admin	National Center for Housing Management	Dues & Subscriptions	Recurring	\$	95	National Center for Housing Management	

178	LHA	Continuum of Care - Admin	Software used to facilitate program	Software & Licenses	Recurring	\$	15,505	Yardi
178	LHA	Continuum of Care - Admin	TCS, COS, BOS Recertification	Dues & Subscriptions	Recurring	\$	95	TCS, COS, BOS Recertification for Jonathan
178	LHA	Section 811 Supportive Housing Program	Software used to facilitate program	Software & Licenses	Recurring	\$	384	Yardi
000	LHC BOARD	Unallocable - Shared Admin Expenses - LHC General Fund		Postage-FedEx	Recurring	\$	300	Projected based upon activity
180	MULTI FAMILY	LIHTC	Bar Dues 1/2	Dues & Subscriptions	One-time	\$	275	Projected based upon activity
180	MULTI FAMILY	HOME Program	Bar Dues 1/2	Dues & Subscriptions	One-time	\$	275	Projected based upon activity
167	OPERATIONS	Allocable - All Others	Bldg Maintenance Replacements	Automobile Maintenance-Operations Only	One-time	\$	5,000	Windshield/Glass Replacements/extra detailing,etc.
167	OPERATIONS	Allocable - All Others	Fleet	Automobile Maintenance-Operations Only	Recurring	\$	5,000	Fleet repairs/tires,etc. Skidmarks
167	OPERATIONS	Allocable - All Others	Fleet	Automobile Maintenance-Operations Only	One-time	\$	5,000	Pep Boys- Two vehicles in New Orleans
167	OPERATIONS	Allocable - All Others	Fleet	Automobile Maintenance-Operations Only	Recurring	\$	5,000	Car washes/Inspection stickers/blades(Bennys)
167	OPERATIONS	Allocable - All Others	Other Professional Services	Equipment Maintenance	One-time	\$	12,000	Unforseen building/grounds expenditures
167	OPERATIONS	Allocable - All Others	Rental Space	Equipment Maintenance	Recurring	\$	35,000	Off site storage/Files
167	OPERATIONS	Allocable - All Others	Rental Equipment	Equipment Rental	Recurring	\$	8,000	Lyft/Powerwashing,etc./Truck for surplus
167	OPERATIONS	Allocable - All Others	Other Professional Services	Maintenance Services	One-time	\$	5,000	Duct work/inspection
167	OPERATIONS	Allocable - All Others		Maintenance Services	Recurring	\$	4,500	Exterminator
167	OPERATIONS	Allocable - All Others	Equipment	Office Equip & Furniture-(less than \$5,000 per item)	One-time	\$	5,000	Heavy Duty shredder /Document Management/Maintenance/Legal ,etc.
167	OPERATIONS	Allocable - All Others		Operating Expenses-Auto Fuel-Operations Only	Recurring	\$	15,000	Automobile-Fuel
167	OPERATIONS	Allocable - All Others	Other Professional Expenses	Other Operating Expenses	Recurring	\$	14,000	Unexpected generater/motor repairs,etc.
035	PUBLIC INFORMATION	Allocable - All Others		Dues & Subscriptions	One-time	\$	1,275	Projected based upon activity
110	SINGLE FAMILY	Mortgage Revenue Bonds	Housing magazine subscription	Dues & Subscriptions	Recurring	\$	150	Professional knowledge
110	SINGLE FAMILY	Mortgage Revenue Bonds	FHA/Conventional/VA Guidebooks	Dues & Subscriptions	Recurring	\$	350	Professional knowledge
110	SINGLE FAMILY	Mortgage Revenue Bonds	Postage and Mail Outs	Postage-FedEx	Recurring	\$	550	Bond and signature documents
170	SUSTAINABLE HOUSING	CDBG-DRU-2000177132	Postage and Mail Outs	Postage-FedEx	Recurring	\$	6,000	SRPP
168	TECHNOLOGY SERVICES	Allocable - All Others	Facility Automation	Equipment Maintenance	Recurring	\$	24,000	Mainenance on HVAC units with IT servers
168	TECHNOLOGY SERVICES	Allocable - All Others	Gulf Coast Office Products	Rental-Office Equipment	Recurring	\$	57,000	Rental of copiers, printers, etc
168	TECHNOLOGY SERVICES	Allocable - All Others	OTM	Telephone & Internet	Recurring	\$	130,000	BLANKET - Telephone Services
168	TECHNOLOGY SERVICES	Allocable - All Others	AT&T	Cell Phone Expense-IT Only	Recurring	\$	50,000	BLANKET - Cell phone Services
168	TECHNOLOGY SERVICES	Allocable - All Others	Best Buy	Computers & Hardware	Recurring	\$	1,000	USB Cables etc
168	TECHNOLOGY SERVICES	Allocable - All Others	CDWG	Software & Licenses	Recurring	\$	15,000	Softwares, Licenses etc
168	TECHNOLOGY SERVICES	Allocable - All Others	Citrix	Computers & Hardware	Recurring	\$	8,000	Server, Desktop, subscription, Software support & Maint.
168	TECHNOLOGY SERVICES	Allocable - All Others	Cox	Telephone & Internet	Recurring	\$	15,000	Business Cable and Internet
168	TECHNOLOGY SERVICES	Allocable - All Others	Dell Extended Services	Maintenance Services	Recurring	\$	9,000	Extended Next Day Warranty
168	TECHNOLOGY SERVICES	Allocable - All Others	ESRI	Software & Licenses	Recurring	\$	9,000	ArcGis & ArcPad Maint. And Support
168	TECHNOLOGY SERVICES	Allocable - All Others	Gulf Coast Office Products	Equipment Maintenance	Recurring	\$	1,000	Repair Operation Scanner
168	TECHNOLOGY SERVICES	Allocable - All Others	Hewlett Packard	Maintenance Services	Recurring	\$	9,000	HP Hardware/Software Maintenance Support
168	TECHNOLOGY SERVICES	Allocable - All Others	Housing Development Software	Maintenance Services	Recurring	\$	7,770	Annual Maintenance Service
168	TECHNOLOGY SERVICES	Allocable - All Others	Housing Development Software	Software & Licenses	Recurring	\$	215,000	Annual License renewals-applications
168	TECHNOLOGY SERVICES	Allocable - All Others	LipWitch	Maintenance Services	Recurring	\$	8,500	WS_FTP Support & License
168	TECHNOLOGY SERVICES	Allocable - All Others	LSI	Software & Licenses	Recurring	\$	1,000	BMS Software Annual Service And Support Plan
168	TECHNOLOGY SERVICES	Allocable - All Others	Office Depot	Computers & Hardware	Recurring	\$	2,000	Switches & Network Cables
168	TECHNOLOGY SERVICES	Allocable - All Others	Preferred Telephone Services	Telephone & Internet	Recurring	\$	25,000	Network, Telephone hardware and software
168	TECHNOLOGY SERVICES	Allocable - All Others	Premiere Global	Conference Call Expenses	Recurring	\$	1,000	Conference Calls
168	TECHNOLOGY SERVICES	Allocable - All Others	Premiere Global	Conference Call Expenses	Recurring	\$	15,000	Blanket- Conference Calls
168	TECHNOLOGY SERVICES	Allocable - All Others	Dell	Dues & Subscriptions	Recurring	\$	13,000	Silver Support & PUP Annual Renewal
168	TECHNOLOGY SERVICES	Allocable - All Others	Dameware	Maintenance Services	Recurring	\$	500	Annual Maintenance DameWare
168	TECHNOLOGY SERVICES	Allocable - All Others	LA Office of Technology Services	Other Operating Expenses	Recurring	\$	14,000	Blanket - SWE Mailbox 4GB
168	TECHNOLOGY SERVICES	Allocable - All Others	LA Office of Technology Services	Other Operating Expenses	Recurring	\$	1,500	SWE MailBox 4GB
168	TECHNOLOGY SERVICES	Allocable - All Others	Sage Accpac	Software & Licenses	Recurring	\$	15,000	Annual software license, maintenance & support
168	TECHNOLOGY SERVICES	Allocable - All Others	Technical Services Group	Maintenance Services	Recurring	\$	5,000	Maintenance
168	TECHNOLOGY SERVICES	Allocable - All Others	TBD formally Technarus	Maintenance Services	Recurring	\$	27,000	Blanket - Online Apps & Tech Support
168	TECHNOLOGY SERVICES	Allocable - All Others	Verizon	Cell Phone Expense-IT Only	Recurring	\$	25,000	BLANKET - Cell phone Services
168	TECHNOLOGY SERVICES	Allocable - All Others	Yardi	Software & Licenses	Recurring	\$	700	Additional licenses for Yardi
168	TECHNOLOGY SERVICES	Allocable - All Others	ZOHO Corporation	Dues & Subscriptions	Recurring	\$	5,000	Annual Subscription - Manage Engine
168	TECHNOLOGY SERVICES	Allocable - All Others	TBD	Computers & Hardware	One-time	\$	66,000	Replace half of desktops out of warranty
168	TECHNOLOGY SERVICES	Allocable - All Others	Turn Key Solutions	Rental Space-Off-Site Storage	Recurring	\$	30,000	Full Offsite disasater recovery
168	TECHNOLOGY SERVICES	Allocable - All Others	Turn Key Solutions	Maintenance Services	Recurring	\$	134,000	Turn Key Solutions Tech support
168	TECHNOLOGY SERVICES	Allocable - All Others	Electronic Business Systems	Software & Licenses	Recurring	\$	650	Annual FTR Telephone software Support
168	TECHNOLOGY SERVICES	Allocable - All Others	Electronic Business Systems	Telephone & Internet	Recurring	\$	700	Annual FTR Digital Record Maint. Support

FY18 Travel and Training Budget by Department
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	\$
ACCOUNTING	21,850
ADMINISTRATION	38,570
COMPLIANCE	42,500
CONTRACT ADMINISTRATION	9,000
DESK MONITORING	8,500
ENERGY	23,500
HUMAN RESOURCES	5,500
INTERNAL AUDIT	8,500
LEGAL	9,500
LHA	35,269
LHC BOARD	42,000
MULTI FAMILY	9,000
OPERATIONS	6,300
PERFORMANCE/REPORTING	4,500
PUBLIC INFORMATION	3,000
SINGLE FAMILY	20,550
SUSTAINABLE HOUSING	30,000
TECHNOLOGY SERVICES	20,000
	338,039

Louisiana Housing Corporation

FY18 Travel and Training Operating Budget

Total FY18 Request

\$338,039

		1 - Funding Source	2 - Employee Name	3 - Type of Travel/Training	4 - Description	5 - Training Format	6 - One-Time or Recurring Expense	7 - Required for Certification or Continuing Education; or Elective	8 - Location	9 - FY18 Request	10 - Justification
Org Unit Code	Org Unit Name	Choose the name of the funding source	Legal name of the employee (Last, First); if employee is to be determined, input "TBD"	Choose from dropdown for: In-State or Out-of-State	Choose from dropdown for: Meetings/Field Monitoring; Employee Development; or NCSHA	Choose from dropdown for: Conference; Seminar; Web-based; Workshop	Choose from dropdown for: One-time or Recurring	Choose from dropdown for: Required or Elective	Where the travel/training will take place (city, state, country); if unknown, input "TBD"	FY18 total cost requested for the travel/training	The reason that this travel/training is needed
005	ACCOUNTING	Allocable - All Others	Xu, Lan	Out-of-State	NCSHA	Conference	One-time	Elective	Washington, DC	\$2,250	NCSHA HFA Institute - HOME module
005	ACCOUNTING	Allocable - All Others	Roberts, Tracy	Out-of-State	NCSHA	Conference	One-time	Elective	Washington, DC	\$2,250	NCSHA HFA Institute - MRB module
005	ACCOUNTING	Allocable - All Others	Accountant Manager 2	In-State	Employee Development	Conference	One-time	Required	Baton Rouge, LA	\$750	AGA - Updates on GASB & other industry stds
005	ACCOUNTING	Allocable - All Others	Accountant Manager 2	In-State	Employee Development	Workshop	One-time	Required	Baton Rouge, LA	\$750	LA - GFOA
005	ACCOUNTING	Allocable - All Others	Accountant Manager 2	Out-of-State	Employee Development	Conference	One-time		TBD	\$2,750	Training / Professional Development
005	ACCOUNTING	Allocable - All Others	Clark, Keshia	In-State	Employee Development	Workshop	One-time	Elective	TBD	\$1,500	Purchasing
005	ACCOUNTING	Allocable - All Others	Harrington, Jatis	In-State	Employee Development	Web-based	One-time	Required	Baton Rouge, LA	\$350	Training / Professional Development
005	ACCOUNTING	Allocable - All Others	Harrington, Jatis	Out-of-State	Employee Development	Conference	One-time	Required	TBD	\$2,500	Notre Dame Advanced Executive Seminar
005	ACCOUNTING	Allocable - All Others	Harrington, Jatis	In-State	Employee Development	Conference	One-time	Required	Baton Rouge, LA	\$750	LA - GFOA
005	ACCOUNTING	Allocable - All Others	Landry, Rene	In-State	Employee Development	Workshop	One-time	Required	Baton Rouge, LA	\$750	Training / Professional Development
005	ACCOUNTING	Allocable - All Others	Mayers, Melissa	Out-of-State	NCSHA	Conference	One-time	Elective	Washington, DC	\$2,250	NCSHA HFA Institute - relevant module
005	ACCOUNTING	WAP T&TA	Accountant	Out-of-State	Employee Development	Conference	One-time	Elective	TBD	\$2,250	DOE Designated Training - NASCSP
005	ACCOUNTING	Allocable - All Others	Landry, Rene	Out-of-State	Employee Development	Conference	One-time	Required	TBD	\$2,750	Government Finance Officer's Association
010	ADMINISTRATION	Allocable - All Others		In-State	Meetings/Monitoring		One-time		TBD	\$1,000	Projected
010	ADMINISTRATION	Allocable - All Others		In-State	Employee Development		One-time		TBD	\$6,000	Projected
010	ADMINISTRATION	Unallocable - Shared Admin Expenses - LHC General Fund		Out-of-State	Meetings/Monitoring		One-time		TBD	\$7,255	Projected
010	ADMINISTRATION	Allocable - All Others		Out-of-State	Employee Development		One-time		TBD	\$24,315	Projected
190	COMPLIANCE	Allocable - All Others	Todd Folse	In-State	Meetings/Monitoring		Recurring	Required	Statewide	\$2,500	Routine field monitoring per job duties
190	COMPLIANCE	Allocable - All Others	Collette Oglesby	In-State	Meetings/Monitoring		Recurring	Required	Statewide	\$2,500	Routine field monitoring per job duties
190	COMPLIANCE	Allocable - All Others	Jeffrey Hevey	In-State	Meetings/Monitoring		Recurring	Required	Statewide	\$4,000	Routine field monitoring per job duties
190	COMPLIANCE	Allocable - All Others	Jessica Saloom	In-State	Meetings/Monitoring		Recurring	Required	Statewide	\$4,000	Routine field monitoring per job duties
190	COMPLIANCE	Allocable - All Others	Joseph Durnin	In-State	Meetings/Monitoring		Recurring	Required	Statewide	\$4,000	Routine field monitoring per job duties
190	COMPLIANCE	Allocable - All Others	Housing Finance Specialist	In-State	Meetings/Monitoring		Recurring	Required	Statewide	\$2,500	Routine field monitoring per job duties
190	COMPLIANCE	Allocable - All Others	Rick Carraway	In-State	Meetings/Monitoring		Recurring	Required	Statewide	\$2,500	Routine field monitoring per job duties
190	COMPLIANCE	Allocable - All Others	Agaha Brass	In-State	Meetings/Monitoring	Seminar	Recurring	Required	Statewide	\$1,000	Davis-Bacon and Related Acts - Labor Compliance
190	COMPLIANCE	Allocable - All Others	Terrell Dupard	In-State	Meetings/Monitoring	Seminar	Recurring	Required	Statewide	\$1,000	Davis-Bacon and Related Acts - Labor Compliance
190	COMPLIANCE	Allocable - All Others	Todd Folse	Out-of-State	NCSHA	Workshop	One-time	Elective	DC training	\$2,500	Multifaceted program training
190	COMPLIANCE	Allocable - All Others	Collette Oglesby	In-State	Employee Development	Workshop	One-time	Required	New Orleans	\$2,000	TCS specialist training & certification
190	COMPLIANCE	Allocable - All Others	Joseph Durnin	In-State	Employee Development	Workshop	One-time	Required	New Orleans	\$2,000	MOR specialist training & certification
190	COMPLIANCE	Allocable - All Others	Jeffrey Hevey	In-State	Employee Development	Workshop	One-time	Required	New Orleans	\$2,000	MOR specialist training & certification
190	COMPLIANCE	Allocable - All Others	Jessica Saloom	In-State	Employee Development	Workshop	One-time	Required	New Orleans	\$2,000	MOR specialist training & certification
190	COMPLIANCE	Allocable - All Others	Agaha Brass	Out-of-State	Employee Development	Workshop	One-time	Elective	Fort Worth	\$2,500	HUD NEPA ER training
190	COMPLIANCE	Allocable - All Others	Terrell Dupard	Out-of-State	Employee Development	Workshop	One-time	Elective	Fort Worth	\$2,500	HUD NEPA ER training
190	COMPLIANCE	Allocable - All Others	Rick Carraway	Out-of-State	Employee Development	Workshop	One-time	Required	South Carolina	\$3,000	ICC training as required in career progression
095	CONTRACT ADMINISTRATION	Performance Based Section 8 Contract Administrator	Holmes, Lauren	Out-of-State	Meetings/Monitoring		One-time		TBD	\$2,500	Anticipated Meetings to secure PBCA bid (HUD Industry Day, Meetings w/Regional PBCAs, etc.)
095	CONTRACT ADMINISTRATION	Performance Based Section 8 Contract Administrator	TBD	In-State	Meetings/Monitoring		Recurring		TBD	\$2,500	MOR Travel for Holmes, Oglesby, or Durnin
095	CONTRACT ADMINISTRATION	Performance Based Section 8 Contract Administrator	TBD	Out-of-State	NCSHA	Conference	One-time		Washington, D.C.	\$2,500	NCSHA HFA Institute (2 employees/\$2500)
095	CONTRACT ADMINISTRATION	Performance Based Section 8 Contract Administrator	TBD	In-State	Employee Development	Workshop	One-time	Elective	TBD	\$1,500	NCHM COS for new hire - \$745 reg. + expenses if not local
195	DESK MONITORING	Desk Monitoring	Desk Monitoring	In-State	Meetings/Monitoring	Seminar	One-time	Elective	TBD	\$1,000	Training / Professional Development
195	DESK MONITORING	Desk Monitoring	Edmonston, Sydney	Out-of-State	Employee Development	Conference	One-time	Elective	TBD	\$2,500	Training / Professional Development
195	DESK MONITORING	Desk Monitoring	Kimbeng, Frankline	Out-of-State	Employee Development	Conference	One-time	Elective	TBD	\$2,500	Training / Professional Development
195	DESK MONITORING	Desk Monitoring	Milton, Dione	Out-of-State	Employee Development	Conference	One-time	Elective	TBD	\$2,500	Training / Professional Development
172	ENERGY	LIHEAP	Thomas Gibson	In-State	Meetings/Monitoring		Recurring	Required	LA-All LIHEAP Providers	\$7,000	Gas, hotel, per-diem, etc.
172	ENERGY	LIHEAP	TBD	Out-of-State	Employee Development	Conference	One-time		TBD	\$7,000	Network and keep up with changes to regulations, etc.
172	ENERGY	Weatherization	Melissa Moore & Chris Dunn	In-State	Meetings/Monitoring		Recurring	Required	LA-All WAP Providers	\$4,500	Gas, hotel, per-diem, etc.

172	ENERGY	Weatherization	TBD	Out-of-State	Employee Development	Conference	One-time		TBD	\$	4,500	Network and keep up with changes to regulations, etc.
172	ENERGY	Katrina/Rita NRPP - Rd 1 & Rd 3	Debra Washington	In-State	Meetings/Monitoring		Recurring	Required	TBD	\$	500	Technical Assistance as per program requirement
025	HUMAN RESOURCES	Allocable - All Others			Employee Development		One-time		TBD	\$	5,500	Projected
030	INTERNAL AUDIT	Allocable - All Others	Mathis, Collette	Out-of-State	Employee Development	Workshop	One-time		TBD	\$	3,500	Employee Development (In-State/Out-State)
030	INTERNAL AUDIT	Allocable - All Others	Bringier, Konchetta	In-State	Employee Development	Seminar	One-time		TBD	\$	750	Local Training-Employee Development
030	INTERNAL AUDIT	Allocable - All Others	Bertrand, Sterling	In-State	Employee Development	Seminar	One-time		TBD	\$	750	Local Training-Employee Development
030	INTERNAL AUDIT	Allocable - All Others	Mack, Nicole	Out-of-State	Employee Development	Workshop	One-time		TBD	\$	3,500	Employee Development (In-State/Out-State)
015	LEGAL	Allocable - All Others	TBD		Meetings/Monitoring					\$	3,000.00	Projected
015	LEGAL	Allocable - All Others	TBD		Employee Development					\$	3,000.00	Projected
015	LEGAL	Allocable - All Others	TBD		NCSHA					\$	3,500.00	Projected
178	LHA	ESG Shelter Program	TBD	In-State	Meetings/Monitoring		Recurring	Required	statewide	\$	2,500.00	HUD ESG monitoring visits
178	LHA	ESG Shelter Program	TBD	In-State	Employee Development	Conference	One-time			\$	5,000.00	4 staff to statewide homeless conference
178	LHA	ESG Shelter Program	TBD	Out-of-State	Employee Development	Conference	One-time			\$	6,000.00	Staff to attend the Annual and Regional COSCDA Conference
178	LHA	Project Based Section 8 Voucher Pgm	Terrel Dupard	Out-of-State	Employee Development	Web-based	One-time	Elective	Arizona	\$	1,600.00	Hearing Officer Training
178	LHA	Project Based Section 8 Voucher Pgm	Rene Andrews	In-State	Meetings/Monitoring		Recurring	Required	statewide	\$	2,500.00	Monitoring
178	LHA	Project Based Section 8 Voucher Pgm	Chawuna Jackson	Out-of-State	Employee Development	Seminar	One-time	Elective	California	\$	3,600.00	HCV Executive Management Training
178	LHA	Project Based Section 8 Voucher Pgm	Loki Ellis	Out-of-State	Employee Development	Seminar		Elective	Washington, D.C.	\$	2,000.00	HCV Manament and Supervision
178	LHA	Project Based Section 8 Voucher Pgm	Two Budget Analysts	Out-of-State	Meetings/Monitoring	Conference	One-time	Elective	Las Vegas, NV	\$	6,000.00	Casterline Associates P.C - Nuts & Bolts of Accounting Training
178	LHA	Project Based Section 8 Voucher Pgm	Chawuna Jackson	Out-of-State	Meetings/Monitoring	Conference	One-time	Elective	Washington, D.C.	\$	2,069.02	National Leased Housing Association
178	LHA	Project Based Section 8 Voucher Pgm	Nicole Sweazy	Out-of-State	Meetings/Monitoring	Conference	Recurring	Elective	Washington, D.C.	\$	4,000.00	National Leased Housing Association
000	LHC BOARD	Unallocable - Shared Admin Expenses - LHC General Fund	TBD		Meetings/Monitoring					\$	15,000	Projected
000	LHC BOARD	Unallocable - Shared Admin Expenses - LHC General Fund	TBD		Employee Development					\$	2,000	Projected
000	LHC BOARD	Unallocable - Shared Admin Expenses - LHC General Fund	TBD		NCSHA					\$	25,000	Projected
180	MULTI FAMILY	LIHTC	Willman, Marjorianna	Out-of-State	NCSHA	Conference	One-time	Elective	TBD	\$	2,250	Keeping staff current
180	MULTI FAMILY	LIHTC	Hall, Wendy	Out-of-State	NCSHA	Conference	One-time	Elective	TBD	\$	2,250	Keeping staff current
180	MULTI FAMILY	HOME Program	Armstead, Desiree	In-State	Employee Development	Seminar	One-time	Elective	Baton Rouge, LA	\$	2,250	CHDO Development
180	MULTI FAMILY	HOME Program	Dickey, Janelle	Out-of-State	Employee Development	Seminar	One-time	Elective	TBD	\$	2,250	Keeping staff current
167	OPERATIONS	Allocable - All Others	Juon Wilson	Out-of-State	Employee Development	Conference	One-time	Elective	Dallas Texas	\$	3,000	Professional Development/Certifications
167	OPERATIONS	Allocable - All Others	Nykeia Gaines	In-State	Employee Development	Workshop	One-time	Elective	Baton Rouge	\$	300	Professional Development
167	OPERATIONS	Allocable - All Others	Maintenance Repairer	In-State	Employee Development	Workshop	Recurring	Elective	Baton Rouge	\$	2,500	Professional Development/Certifications
167	OPERATIONS	Allocable - All Others	Calandra Ringo	In-State	Employee Development	Workshop	One-time	Elective	Baton Rouge	\$	250	Professional Development
167	OPERATIONS	Allocable - All Others	Robert Clark	In-State	Employee Development	Workshop	One-time	Elective	Baton Rouge	\$	250	Professional Development
035	PUBLIC INFORMATION	Allocable - All Others			Employee Development		One-time	Elective	Baton Rouge	\$	3,000	Projected
166	PERFORMANCE/REPORTING	Allocable - All Others	Young, Janel	Out-of-State	NCSHA	Conference	Recurring	Elective	TBD	\$	2,500	Housing Conferences or LegisCon
166	PERFORMANCE/REPORTING	Allocable - All Others	Moore, Starr	Out-of-State	Employee Development	Workshop	Recurring	Elective	TBD	\$	1,000	FEMA Emergency GIS training
166	PERFORMANCE/REPORTING	Allocable - All Others	Harvey, Kevin	In-State	Employee Development	Workshop	Recurring	Elective	TBD	\$	1,000	DeskTop Certifications
110	SINGLE FAMILY	Mortgage Revenue Bonds	TBD	Out-of-State	Employee Development	Seminar	Recurring	Elective	TBD	\$	1,000	Projected
110	SINGLE FAMILY	Mortgage Revenue Bonds	TBD	Out-of-State	Employee Development	Seminar	Recurring	Elective	TBD	\$	1,000	Projected
110	SINGLE FAMILY	Mortgage Revenue Bonds	TBD	Out-of-State	NCSHA	Conference	Recurring	Elective	TBD	\$	3,500	Projected
110	SINGLE FAMILY	Mortgage Revenue Bonds	Casie McMurray	In-State	Meetings/Monitoring	Workshop	Recurring	Elective	TBD	\$	7,500	Projected
110	SINGLE FAMILY	Mortgage Revenue Bonds	TBD	In-State	Meetings/Monitoring	Workshop	Recurring	Elective	TBD	\$	3,000	Projected
110	SINGLE FAMILY	Mortgage Revenue Bonds	Department Origination Training	Webinar	Employee Development	Web-based	One-time	Elective	TBD	\$	4,550	Projected
170	SUSTAINABLE HOUSING	CDBG-DRU-2000177132	TBD	In-State			Recurring		TBD	\$	10,000	Field Travel for Inspections
170	SUSTAINABLE HOUSING	CDBG-DRU	All Staff		Employee Development	Seminar	One-time	Elective	Baton Rouge	\$	5,000	Lantec Sharepoint and Excel Trainings
170	SUSTAINABLE HOUSING	CDBG-DRU	TBD	Out-of-State	Employee Development	Conference	One-time	Elective	TBD	\$	10,000	Various Disaster Related Trainings
170	SUSTAINABLE HOUSING	CDBG-DRU	TBD	In-State	Employee Development	Conference	Recurring	Elective	TBD	\$	5,000	Various Disaster Related Trainings
168	TECHNOLOGY SERVICES	Allocable - All Others	TBD	TBD	Employee Development	TBD			TBD	\$	20,000	Training / Professional Development

LHC FY18 Supplies Operating Budget by Department

	\$
ACCOUNTING	4,309
ADMINISTRATION	4,900
COMPLIANCE	5,000
CONTRACT ADMINISTRATION	1,500
DESK MONITORING	500
ENERGY	19,000
HUMAN RESOURCES	1,000
INTERNAL AUDIT	2,000
LEGAL	400
LHA	7,000
LHC BOARD	15,300
MULTI FAMILY	6,000
OPERATIONS	17,800
PERFORMANCE/REPORTING	300
PUBLIC INFORMATION	1,000
SINGLE FAMILY	3,500
SUSTAINABLE HOUSING	10,000
TECHNOLOGY SERVICES	2,000
	101,509

FY18 Supplies Operating Budget

Total FY18 Request \$ 101,509

		1 - Funding Source	2 - Description of Supplies	3 - Type of Supplies	4 - One-time or Recurring Expense	5 - FY18 Cost Request	6 - Notes/Justification
Org Unit Code	Org Unit Name	Choose the name of the funding source	Brief description of the item(s)	Choose from dropdown	One-time or recurring cost; please select from the dropdown menu		Any other information that is relevant to this expenditure; includes justification of purchasing new equipment/supplies
005	ACCOUNTING	Mortgage Revenue Bonds	500 Letter size manilla folders	Office Supplies	One-time	50	Group 2
005	ACCOUNTING	Continuum of Care - Admin	15 boxes Legal size expandable folders	Office Supplies	One-time	200	Group 2
005	ACCOUNTING	HOME Program	5 boxes Letter size expandable folders	Office Supplies	One-time	250	Group 2
005	ACCOUNTING	Mortgage Revenue Bonds	5 boxes Letter size expandable folders	Office Supplies	One-time	125	Group 2
005	ACCOUNTING	Mortgage Revenue Bonds	1 Box of 1500 labels - Avery 5366	Office Supplies	One-time	25	Group 2
005	ACCOUNTING	Allocable - All Others	Legal pads	Office Supplies	One-time	10	Group 2
005	ACCOUNTING	Allocable - All Others	ink pens	Office Supplies	Recurring	40	Group 2
005	ACCOUNTING	Allocable - All Others	pencils	Office Supplies	Recurring	20	Group 2
005	ACCOUNTING	Allocable - All Others	2 boxes staples	Office Supplies	One-time	12	Group 2
005	ACCOUNTING	Allocable - All Others	correction tape	Office Supplies	Recurring	30	Group 2
005	ACCOUNTING	Allocable - All Others	hi-lighters	Office Supplies	Recurring	15	Group 2
005	ACCOUNTING	Allocable - All Others	various sticky notepads	Office Supplies	Recurring	60	Group 2
005	ACCOUNTING	Allocable - All Others	post-it page tabs	Office Supplies	Recurring	20	Group 2
005	ACCOUNTING	Allocable - All Others	calculator tape	Office Supplies	One-time	15	Group 2
005	ACCOUNTING	Allocable - All Others	4 calculator ribbon	Office Supplies	One-time	40	Group 2
005	ACCOUNTING	Allocable - All Others	clear tape	Office Supplies	Recurring	10	Group 2
005	ACCOUNTING	Allocable - All Others	3 printer cartridges for HP LaserJet P2055dn	Office Supplies	Recurring	250	Group 2
005	ACCOUNTING	Allocable - All Others	2 Desk Calendars	Office Supplies	One-time	45	Group 2
005	ACCOUNTING	Allocable - All Others	envelopes	Office Supplies	Recurring	100	Group 2
005	ACCOUNTING	Allocable - All Others	30 reams Copier paper	Office Supplies	Recurring	500	Group 2
005	ACCOUNTING	Allocable - All Others	Tax forms/envelopes	Office Supplies	One-time	300	Group 2
005	ACCOUNTING	LIHEAP	expandable folders - letter	Office Supplies	One-time	250	filing of vendor payments - JGH Group
005	ACCOUNTING	Allocable - All Others	checks and envelopes	Office Supplies	Recurring	250	mailing of vendor payments - JGH Group
005	ACCOUNTING	Weatherization	expandable folders - letter	Office Supplies	One-time	40	filing of vendor payments - JGH Group
005	ACCOUNTING	Allocable - All Others	expandable folders - legal	Office Supplies	One-time	75	filing of vendor payments - JGH Group
005	ACCOUNTING	Performance Based Section 8 Contract Administration	classification folder	Office Supplies	Recurring	75	filing of vendor payments - JGH Group
005	ACCOUNTING	Section 811 Supportive Housing Program	classification folder	Office Supplies	Recurring	75	filing of vendor payments - JGH Group
005	ACCOUNTING	Hsg Counseling Pgm (HUD)	classification folder	Office Supplies	Recurring	30	filing of vendor payments - JGH Group
005	ACCOUNTING	Allocable - All Others	3x5 post it notes	Office Supplies	Recurring	22	for deposit of checks - JGH Group
005	ACCOUNTING	Isaac NRPP	expandable folders	Office Supplies	One-time	75	filing of vendor payments - JGH Group
005	ACCOUNTING	Allocable - All Others	Tax forms/envelopes for Dept	Office Supplies	One-time	350	Annual reporting requirement - JGH Group

005	ACCOUNTING	Allocable - All Others	Copier Paper	Office Supplies	Recurring	700	JGH Group
005	ACCOUNTING	Allocable - All Others	printer cartridge - savin	Office Supplies	One-time	250	JGH Group & Rene'
010	ADMINISTRATION	Allocable - All Others		Office Supplies	One-time	3,600	Projected based upon activity
010	ADMINISTRATION	Allocable - All Others		Operating Supplies-Food	One-time	1,300	Projected based upon activity
190	COMPLIANCE	Shared-General Fund	Office supplies	Staples, pens, tablets, folders Pens, notepads, tablets, folders (legal and standard), glare reduction screens	One-time	\$ 1,750	Routine office supplies
190	COMPLIANCE	HOME, CDBG, LIHTC, HRP, PBV, program	Enviromental review supplies		One-time	\$ 1,750	Routine office supplies
190	COMPLIANCE	Section 8, HOME, LIHTC, CDBG	Surface Pro tablet	Computer	One-time	\$ 1,500	Tablet for use by Collette Oglesby
095	CONTRACT ADMINISTRATION	Performance Based Section 8 Contract Administra	General - Pens, Post-Its, Envelopes, etc.	Office Supplies	Recurring	\$ 1,500	Projected
195	DESK MONITORING	Desk Monitoring	General Supplies	Office Supplies	One-time	\$ 500	Projected
172	ENERGY	LIHEAP	Pens, post-its, envelopes, paper, etc.	Office Supplies		\$ 5,000	Projected
172	ENERGY	Weatherization	Pens, post-its, envelopes, batteries, paper, etc.	Office Supplies	Recurring	\$ 4,000	Projected
172	ENERGY	WAP T&TA	Misc. items for training centers	Other	One-time	\$ 10,000	Signage, advertising, etc.
185	HOMEOWNER REPAIR	Isaac NRPP	pens, post-its, envelopes, paper, etc.	Office Supplies	Recurring		Covered in Sustainable Housing
185	HOMEOWNER REPAIR	Katrina/Rita NRPP - Rd 1 & Rd 3	pens, post-its, envelopes, paper, etc.	Office Supplies	Recurring		Covered in Sustainable Housing
025	HUMAN RESOURCES	Allocable - All Others		Office Supplies	Recurring	\$ 1,000	last year's Office Supplies used in course of routine work
030	INTERNAL AUDIT	Allocable - All Others	Office Supplies used in course of routine work	Office Supplies	Recurring	\$ 2,000	4 employees
015	LEGAL	Allocable - All Others	Office Supplies used in course of routine work	Office Supplies	Recurring	\$ 400	Projected
178	LHA	ESG Shelter Program	Copier paper, LHC Letterhead, File folders, ink pens, paperclips, envelopes, etc	Office Supplies	Recurring	\$ 500	Projected
178	LHA	Continuum of Care - Admin	Copier paper, LHC Letterhead, File folders, ink pens, paperclips, envelopes, etc	Office Supplies	Recurring	\$ 500	Projected
178	LHA	Section 811 Supportive Housing Program	Copier paper, LHC Letterhead, File folders, ink pens, paperclips, envelopes, etc	Office Supplies	Recurring	\$ 500	Projected
178	LHA	Project Based Section 8 Voucher Pgm	Copier paper, LHC Letterhead, File folders, ink pens, paperclips, envelopes, etc	Office Supplies	Recurring	\$ 5,000	Monthly \$417 X 12 months = \$5,000
178	LHA	Katrina/Rita Stars Contaminated Drywall Project C	Copier paper, LHC Letterhead, File folders, ink pens, paperclips, envelopes, etc	Office Supplies	Recurring	\$ 250	Projected
178	LHA	Katrina/Rita Supportive Hsg Svcs Pgm	Copier paper, LHC Letterhead, File folders, ink pens, paperclips, envelopes, etc	Office Supplies	Recurring	\$ 250	Projected
000	LHC BOARD	Unallocable - Shared Admin Expenses - LHC General Fund	Paper, office supplies and postage	Office Supplies	Recurring	\$ 300	Projected
000	LHC BOARD	Unallocable - Shared Admin Expenses - LHC General Fund	Food	Operating Supplies-Food	Recurring	\$ 15,000	Projected
180	MULTI FAMILY	LIHTC	Paper, office supplies and postage	Office Supplies	One-time	\$ 3,000	Projected
180	MULTI FAMILY	HOME Program	Paper, office supplies and postage	Office Supplies	One-time	\$ 3,000	Projected
167	OPERATIONS	Allocable - All Others	Departmental Office Supplies	Office Supplies	Recurring	\$ 600	Office Supplies/department
167	OPERATIONS	Allocable - All Others	Flag/Replacements	Office Supplies	Recurring	\$ 1,200	Louisiana & American Flags
167	OPERATIONS	Allocable - All Others	Furniture/ Replacements	Office Supplies	One-time	\$ 3,000	Chairs,file Cabinets, etc.
167	OPERATIONS	Allocable - All Others	Home Depot	Office Supplies	Recurring	\$ 350	Misc- Supplies
167	OPERATIONS	Allocable - All Others	Lowes	Office Supplies	Recurring	\$ 250	Misc supplies(maintenance)
167	OPERATIONS	Allocable - All Others	Office Supplies	Office Supplies	Recurring	\$ 4,000	Paper/Misc/Office Supplies, etc.
167	OPERATIONS	Allocable - All Others	Office Supplies	Office Supplies	One-time	\$ 2,000	Paint & Repair/interior/Exterior
167	OPERATIONS	Allocable - All Others	Walmart	Office Supplies	Recurring	\$ 150	Misc-supplies(maintenance)

167	OPERATIONS	Allocable - All Others	Supplies/Vehicle	Operating Expenses-Auto Fuel	One-time	\$	1,500	Updated GPS/jumper cables/First Aid Kits
167	OPERATIONS	Allocable - All Others	Meetings	Operating Supplies-Food	Recurring	\$	150	Contractor/Vendor/Staff Meetings
167	OPERATIONS	Allocable - All Others	General supplies	Other	One-time	\$	500	Misc- Supplies(general)
167	OPERATIONS	Allocable - All Others	HD Commercial Supplies	Other	Recurring	\$	2,000	Commmercial / Industry purchases
167	OPERATIONS	Allocable - All Others	Maintenance Tools	Other	One-time	\$	1,600	Minor Repair/Installations- non -contracted tas
167	OPERATIONS	Allocable - All Others	Printer cartridges	Office Supplies	Recurring	\$	500	
166	PERFORMANCE/REPORTING	Allocable - All Others	General Supplies	Office Supplies	One-time	\$	300	Projected
035	PUBLIC INFORMATION	Allocable - All Others	General Supplies	Office Supplies	One-time	\$	1,000	Projected
			Give aways, awards for lenders, certificates of recognition					
110	SINGLE FAMILY	Mortgage Revenue Bonds		Office Supplies	Recurring	\$	2,500	Projected
110	SINGLE FAMILY	Mortgage Revenue Bonds	Lender/Realtor Events	Operating Supplies-Food	Recurring	\$	1,000	Projected
170	SUSTAINABLE HOUSING	CDBG-DRU-2000113814	Normal Office Supplies		Recurring	\$	5,000	All others
170	SUSTAINABLE HOUSING	CDBG-DRU-2000177132	Normal Office Supplies		Recurring	\$	5,000	SRPP
168	TECHNOLOGY SERVICES	Allocable - All Others	General Supplies	Other	Recurring	\$	2,000	Projected

FY18 Building Maintenance Operating Budget

Total FY18 Request \$ 389,664

		1 - Funding Source	2 - Description of Item	3 - Type of Item	4 - One-time or Recurring Expense	5 - FY18 Cost Request	6 - Notes/Justification
Org Unit Code	Org Unit Name	Name of the funding source		Choose from dropdown	One-time or recurring cost; please select from the drop- down menu	Total amount requested for FY18	The reason that this item is needed
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Appliances - Quail Drive	One-time	\$ 1,000	Microwaves,etc.
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Appliances - Quail Drive	One-time	\$ 1,200	Appliance Replacement/Quail
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Electrical - Quail Drive	Recurring	\$ 3,300	Electrical Maintence /Quail/Contractor work/re-wiring/misc
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Electrical - Quail Drive	One-time	\$ 1,500	Misc., repairs
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Fire Safety - Industriplex	Recurring	\$ 1,500	Inspection
167	OPERATIONS	Allocable - All Others		Building Maint - Fire Safety - Industriplex	One-time	\$ 750	Monitoring Fee (annual)
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Fire Safety - Quail Drive	One-time	\$ 18,000	Fire Inspection and tagging fire extinguishers(annual Inspection)
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Fire Safety - Quail Drive		\$ 5,000	Contract- Elevator Maintenance/Quail
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Fire Safety - Quail Drive	One-time	\$ 5,500	Fire Inspections/sprinkler inspection / replacements/sprinkler system
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Grounds - Industriplex	One-time	\$ 1,500	Misc., repairs
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - H2O Treatment - Quail Drive	Recurring	\$ 780	Contract-Water Treatment - H2O Treatment
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - HVAC - Industriplex	Recurring	\$ 18,307	HVAC Contract
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - HVAC - Industriplex	Recurring	\$ 2,500	HVAC services (outside of contract) Industriplex
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - HVAC - Quail Drive	One-time	\$ 4,500	Replace Exhaust Fan-Quail
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - HVAC - Quail Drive	Recurring	\$ 15,000	HVAC Contract/Other Duct Repairs, exhaust fan replacement/misc/Quail
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Jan Services - Industriplex	Recurring	\$ 14,052	Contract
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Jan Services - Quail Drive	Recurring	\$ 50,000	Contract-Janitorial /Quail
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Jan Supplies - Industriplex	Recurring	\$ 6,500	Supplies
167	OPERATIONS	Allocable - All Others		Building Maint - Jan Supplies - Quail Drive	Recurring	\$ 6,500	General Paper-Janitorial Supplies/Quail
167	OPERATIONS	Allocable - All Others	Building Utilities	Building Maint - Lighting - Quail Drive	Recurring	\$ 4,000	Notoco-Lighting/buils and ballasts
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Locksmith - Quail Drive	One-time	\$ 500	Key & Lock Replacement/Quail
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Misc Exterior Exp - Industriplex	One-time	\$ 1,500	Misc., repairs
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Misc Exterior Exp - Quail Drive	One-time	\$ 3,000	Front Door / Automatic Electrical-Quail
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Misc Interior Exp - Industriplex	One-time	\$ 5,000	Toilet seats, lights, etc.
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Misc Interior Exp - Quail Drive	Recurring	\$ 2,800	Repairs/Quail
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Misc Interior Exp - Quail Drive	Recurring	\$ 8,500	Janitorial Supplies/Quail
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Misc Interior Exp - Quail Drive		\$ 6,000	Contract-Building Mainetenance -Security Quail
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Misc Interior Exp - Quail Drive	One-time	\$ 2,550	Security Access Control System -installation (Multi-purpose)
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Plumbing - Industriplex	One-time	\$ 1,500	Misc., repairs
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Plumbing - Quail Drive	One-time	\$ 1,000	Plumbing/repairs/replacements/ Toilet seats will need replacing
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint - Windows & Glass - Industriplex	One-time	\$ 1,500	Misc., repairs

167	OPERATIONS	Allocable - All Others		Building Maintenance	Recurring	\$	7,500	Expenses outside of HVAC contract
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint-Exterminator		\$	4,500	Contract -Exterminations/Quail
167	OPERATIONS	Allocable - All Others	Building Maintenance	Building Maint-Exterminator	Recurring	\$	1,000	Exterminator
167	OPERATIONS	Allocable - All Others	Fire Safety	Computers & Hardware	One-time	\$	2,500	Scanners/JPI (Laserfiche)
167	OPERATIONS	Allocable - All Others	Building Maintenance	Equipment Maintenance		\$	1,000	NeoPost (supplies,carteges)
167	OPERATIONS	Allocable - All Others	Appliance	Equipment Maintenance	Recurring	\$	7,500	Mail Machine Maintenance(lease)
167	OPERATIONS	Allocable - All Others	Plumbing	Equipment Rental	One-time	\$	5,500	Rental truck/powersprayer/stripper/Surplus
167	OPERATIONS	Allocable - All Others	Buiding Interior	Maintenance Services	One-time	\$	1,000	Westaff (Laborers) as needed
167	OPERATIONS	Allocable - All Others	Building / Maintenance	Maintenance Services		\$	7,500	Services outside of HVAC contract (Quail)
167	OPERATIONS	Allocable - All Others	AARCO	Maintenance Services	Recurring	\$	2,700	Diesel/quarterly maintenance/generator
167	OPERATIONS	Allocable - All Others	Electrical	Office Equip & Furniture-(<\$5,000 per item)	One-time	\$	4,500	Office Furniture/misc.
167	OPERATIONS	Allocable - All Others	Postage Meter Refills	Other Operating Expenses	Recurring	\$	5,000	Postage Costs
167	OPERATIONS	Allocable - All Others	Building Grounds Exterior		One-time	\$	25,000	
167	OPERATIONS	Allocable - All Others	Building Security	Postage-USPS	Recurring	\$	325	UPS-Operation (Dept. only)
167	OPERATIONS	Allocable - All Others	Postage Machines	Rental-Office Equipment	Recurring	\$	1,500	Postage Rental Machines (Quail & Industriplex) Mail Finance
167	OPERATIONS	Allocable - All Others	Building Utilities	Utilities - Electricity - Industriplex	Recurring	\$	19,000	Projected
167	OPERATIONS	Allocable - All Others	Building Utilities	Utilities - Electricity - Quail Drive	Recurring	\$	85,000	Electricity
167	OPERATIONS	Allocable - All Others		Utilities - Waste Removal - Industriplex	Recurring	\$	2,500	Projected
167	OPERATIONS	Allocable - All Others	Building Maintenance	Utilities - Waste Removal - Quail Drive	Recurring	\$	4,800	Waste Removal-Quail
167	OPERATIONS	Allocable - All Others		Utilities - Water & Sewer - Industriplex	Recurring	\$	2,000	Projected
167	OPERATIONS	Allocable - All Others	Building Utilities	Utilities - Water & Sewer - Quail Drive	Recurring	\$	4,100	Water & Sewage- Quail

FY18 Operating Budget - Capital Expenditures

Total FY18 Request \$ 129,600

		1 - Funding Source	2 - Description of Items/Vendor	3 - Type of Item	4 - One-time or Recurring Expense	5 - FY18 Cost Request		6 - Notes/Justification
Org Unit Code	Org Unit Name	Choose the name of the funding source	Brief description of the item(s)	Choose from dropdown	One-time or recurring cost; please select from the drop-down menu			Any other information that is relevant to this expenditure; includes justification of purchasing new equipment/supplies
167	OPERATIONS	Allocable - All Others	Pool vehicles for monitoring and meetings	Vehicles	One-time	\$	45,000	Purchase (2) new vehicles;surplus 2 old ones
168	TECHNOLOGY SERVICES	Allocable - All Others	Dell	Computers & Hardware	One-time	\$	24,000	Replace out of warranty servers
168	TECHNOLOGY SERVICES	Allocable - All Others	Turn Key Solutions	Computers & Hardware	One-time	\$	15,000	HP Server replacements
168	TECHNOLOGY SERVICES	Allocable - All Others	Turn Key Solutions	Computers & Hardware	One-time	\$	45,600	SAN-Full Data Redundancy-eliminate downtime