



Board of Directors

Discussion regarding
LHC Fiscal Year 2017-2018

Operating Budget

May 25, 2017

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Louisiana Housing Corporation
Fiscal Year 2018 Draft Operating Budget Analysis
May 25, 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 will be requesting approval of the fiscal year 2018 operating budget prior to June 30, 2017. 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 Draft 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 Draft 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 2018 Draft Operating Budget Summary
May 25, 2017

Exhibit A

Operating Receipts	FY18 Draft Requested	FY17 Budget	Increase/ (Decrease) from FY17	FY17 Projected
	Budget	Budget	to FY18	%
Sustainable Housing Program Fees (OCD)	\$ 3,984,838	\$ 2,232,353	\$ 1,752,485	79%
Energy Programs Fees (LIHEAP & WAP)	1,274,157	1,325,383	(51,226)	(4%)
HOME & Nat'l Hsg Trust Fund Fees	1,519,821	903,821	616,000	68%
HUD Disposition Property Receipts	1,857,544	1,955,116	(97,572)	(5%)
LA Housing Authority Fees	2,443,130	1,837,355	605,775	33%
Compliance Monitoring Fees	234,426	213,723	20,703	10%
Multi Family LIHTC, M2M & Risk Sharing Fees	966,000	1,107,001	(141,001)	(13%)
Multi Family Issuer & MRB Fees	320,000	265,070	54,930	21%
Section 8 Contract Administration Fees	2,292,368	3,156,300	(863,932)	(27%)
Single Family Homebuyer/Counseling Programs	1,077,900	553,904	523,996	95%
Single Family Issuer Fees/Bond Deal Receipts	936,397	846,990	89,407	11%
Miscellaneous Income - Rental	14,000	6,000	8,000	133%
TOTAL OPERATING RECEIPTS	\$ 16,920,581	\$ 14,403,016	\$ 2,517,565	17%
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Operating Expenditures				
Human Resources	\$ 12,608,958	\$ 10,391,631	\$ 2,217,327	21%
Operating Services	1,259,674	1,254,026	5,648	0%
Building Expenses	389,664	371,296	18,368	5%
Travel & Training	338,039	315,245	22,794	7%
Supplies	101,509	100,150	1,359	1%
Professional Services	1,674,196	1,425,459	248,737	17%
Legal	100,000	100,000	-	0%
Auditing	165,000	222,500	(57,500)	(26%)
Capital Expenditures	100,000	85,000	15,000	18%
TOTAL OPERATING EXPENDITURES	\$ 16,737,040	\$ 14,265,307	\$ 2,471,733	17%
EXCESS RECEIPTS OVER EXPENDITURES	\$ 183,541	\$ 137,709	45,832	33%

Louisiana Housing Corporation
FY18 Operating Budget Receipts

GL Account	Description	Budget Unit	Funding Source	Budget Total FY2018	Budget Total FY2017
4110*040*025*445	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
7050*040*150*160	HUD Disposition Program Income			1,857,544.00	1,955,116.00
7050*040*150*165	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
4110*040*116*445	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
4150*040*045*000	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	150,000.00
4120*040*045*000	Allocation/Award 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	-
4130*040*045*000	Analysis 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	-
4140*040*045*000	Application 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	-
4145*040*045*000	Market Study 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	-
4190*040*045*000	Placed-in-Service Fees	Rental Production (includes Single Family	LIHTC	50,000.00	3,750.00
4140*040*045*000	Re-Processing 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	-	-
4210*040*065*000	Sub-Layering Fees	Rental Production (includes Single Family	LIHTC	320,000.00	265,070.00
	Multi-Family Issuer and MRB Fees				
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				
4110*040*040*435	Administrative Fees	Energy Assistance Programs	LIHEAP	1,274,157.00	1,325,383.46
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				
4160*040*095*445*141	S8CA - IBPS - Processing Rental Adjustments	Performance-Based S8 Contract Administ	Performance-Based S8 Contract Administ	2,292,368.00	3,156,300.12
4160*040*095*445*142	S8CA - IBPS - Review, Verify & Authorize Month	Performance-Based S8 Contract Administ	Performance-Based S8 Contract Administ	585,660.00	878,490.12
4160*040*095*445*143	S8CA - IBPS - Life-Threatening Health & Safety	Performance-Based S8 Contract Administ	Performance-Based S8 Contract Administ	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 & Safety	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 Contracts	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	
4110*040*080*420	Administrative Fees	Disaster Housing	Kat/Rita NRPP Rd 1 & Rd 3 (formerly ALL NRPP)	321,405.00	
4110*040*178*420	Administrative Fees	Homeowner Repair-from DW	Isaac Homeowner Repair Program	507,290.00	
4110*040*181*420	Administrative Fees	Homeowner Repair-from DW	Kat/Rita NRPP Plaquemines	153,098.00	
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

Village de Jardin
2017-2018

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Occupancy	July 95.00	Aug 95.00	Sept. 95.00	Oct 95.00	Nov 95.00	Dec 95.00	Jan 95.00	Feb 95.00	March 95.00	April 95.00	May 95.00	June 95.00	Total			
5000	Revenue															
5020	Rental Income															
5047	Agency Rent	16,250.00	16,250.00	16,250.00	16,250.00	16,250.00	16,250.00	16,250.00	16,250.00	16,250.00	16,250.00	16,250.00	16,250.00	195,000.00		
5050	Market Rent	137,550.00	137,550.00	137,550.00	137,550.00	137,550.00	137,550.00	137,550.00	137,550.00	137,550.00	137,550.00	137,550.00	137,550.00	1,650,600.00	Based on GPR of \$153,800	
5051	Less-Vacancy	-4,614.00	-6,152.00	-6,152.00	-6,152.00	-6,152.00	-6,152.00	-6,152.00	-5,383.00	-5,383.00	-4,614.00	-4,614.00	-6,767.20	96-97% Occupied		
5052	Loss/Gain to Lease	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	84,000.00	higher contract rents	
5054	Employee Concession	-900.00	-900.00	-900.00	-900.00	-900.00	-900.00	-900.00	-900.00	-900.00	-900.00	-900.00	-900.00	-10,800.00	Manager unit	
5060	Less-Concessions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
5066	Uncollectable/Accelerated	-300.00	-300.00	-300.00	-300.00	-300.00	-300.00	-300.00	-300.00	-300.00	-300.00	-300.00	-300.00	-3,600.00		
5081	Total Rental Income	154,986.00	153,448.00	153,448.00	153,448.00	153,448.00	153,448.00	153,448.00	153,448.00	154,217.00	154,217.00	154,986.00	154,986.00	1,847,528.00		
5100	Tenant/Other Income															
5200	Sec Deposit Forfeit	0.00	300.00	0.00	300.00	0.00	300.00	0.00	300.00	0.00	300.00	300.00	300.00	2,100.00	Based on prior year	
5210	Late Fees	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	8,400.00	14 late fees averaged prior year	
5220	NSF Fee	35.00	0.00	35.00	0.00	35.00	0.00	35.00	0.00	35.00	0.00	35.00	0.00	210.00	1 a quarter	
5270	Pet Fees	300.00	0.00	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00	900.00	3 a year	
5560	Laundry Income	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	10,200.00	Average for prior year	
5235	Cleaning fees	75.00	100.00	75.00	100.00	75.00	100.00	75.00	100.00	75.00	100.00	75.00	100.00	1,050.00		
5240	Month-to-Month Fees	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	2,100.00		
5297	Total Tenant Other Income	2,135.00	2,125.00	1,835.00	2,125.00	2,135.00	2,125.00	1,835.00	2,125.00	1,835.00	2,125.00	2,435.00	2,125.00	24,960.00		
5990	Total Revenue	157,121.00	155,573.00	155,283.00	155,573.00	155,583.00	155,573.00	155,283.00	155,573.00	156,052.00	156,342.00	157,421.00	157,111.00	1,872,488.00		
6000	Operating Expenses															
6100	Cleaning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
6170	Trash Removal	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	15,000.00	contract	
6190	Total Cleaning	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	15,000.00		
6200	Repairs & Maintenance															
6207	Appliance Repair	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00	2016 avg	
6225	Electrical	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	10,200.00	2016 avg	
6232	Elevator	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	14,400.00	Maint contract and repairs	
6235	Fire & Safety	45.00	45.00	45.00	45.00	45.00	45.00	1,750.00	45.00	45.00	1,750.00	45.00	45.00	3,950.00	Inspections and repairs	
6280	HVAC	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	29,450.00	contract on chiller and repairs	
6285	HVAC Supplies	1,000.00	125.00	125.00	1,000.00	125.00	125.00	125.00	1,000.00	125.00	125.00	1,000.00	125.00	5,000.00		
6300	Keys & Locks Supplies	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00		
6320	Lawn Maintenance	3,500.00	4,800.00	3,500.00	3,500.00	3,500.00	4,500.00	3,500.00	3,500.00	5,200.00	3,500.00	3,500.00	3,500.00	46,000.00	contract plus seasonal mulch flowers	
6325	Maintenance Supplies	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,200.00	2016 avg	
6363	Painting Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
6410	Plumbing	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00	2015 avg	
6435	Tree Trimming and Removal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
6450	Interior Repairs	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00	2015 avg	
6480	Miscellaneous	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00	2015 avg	
6490	Total Repairs & Maintenance	11,145.00	11,570.00	10,270.00	11,145.00	10,270.00	12,975.00	10,270.00	11,145.00	11,970.00	11,975.00	11,145.00	9,720.00	133,600.00		
6500	Other Services															
6520	Alarm & Monitoring	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
6540	Pest Control	1,120.00	1,120.00	1,120.00	1,120.00	1,120.00	1,120.00	1,120.00	1,120.00	1,120.00	1,120.00	1,120.00	1,120.00	13,440.00	contract	
6580	Guard Service	14,250.00	14,250.00	14,250.00	14,250.00	14,250.00	14,250.00	14,250.00	14,250.00	14,250.00	14,250.00	14,250.00	14,250.00	171,000.00	Increase from adding extra guard	
6615	Termite Treatment & Renewal	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00		
6618	Uniforms	150.00	0.00	150.00	150.00	0.00	150.00	150.00	0.00	150.00	150.00	0.00	150.00	1,200.00		
6680	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
6690	Total Other Services	17,520.00	15,370.00	15,520.00	15,520.00	15,370.00	15,520.00	17,520.00	15,370.00	15,520.00	15,520.00	15,370.00	15,520.00	189,640.00		
6800	Make Ready Expense															

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		July	Aug	Sept.	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total		
6805	Blinds	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	420.00	2016 Average	
6820	Carpet Cleaning	2,000.00	50.00	50.00	2,000.00	50.00	50.00	2,000.00	50.00	50.00	2,000.00	50.00	50.00	8,400.00	Clean common halls quarterly in towers	
6830	Cleaning	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00	Turns over year	
6870	Dry Wall Repairs	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	900.00		
6875	Painting	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,200.00	Turns over year	
6885	Misc	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	780.00		
6890	Total Make Ready Expense	3,075.00	1,125.00	1,125.00	3,075.00	1,125.00	1,125.00	3,075.00	1,125.00	1,125.00	3,075.00	1,125.00	1,125.00	21,300.00		
6900	Payroll & Related Expenses															
6902	Resident Manager	4285.00	4285.00	4285.00	4285.00	4285.00	4285.00	4285.00	4285.00	4285.00	4285.00	4285.00	4285.00	52,450.00	No increase	
6906	Asst Manager	2686.00	2686.00	2686.00	2686.00	2686.00	2686.00	2686.00	2686.00	2686.00	2686.00	2686.00	2686.00	32,232.00	\$15.50/hr	
6910	Leasing	2250.00	2250.00	2250.00	2250.00	2250.00	2250.00	2250.00	2250.00	2250.00	2250.00	2250.00	2250.00	27,000.00	13/hr	
6914	Maintenance	3320.00	3320.00	3320.00	3320.00	3320.00	3320.00	3320.00	3320.00	3320.00	3320.00	3320.00	3320.00	39,840.00	\$18/hr plus 200 month OT	
6919	Maintenance II	3146.00	3146.00	3146.00	3146.00	3146.00	3146.00	3146.00	3146.00	3146.00	3146.00	3146.00	3146.00	37,752.00	\$17/hr plus 200 OT monthly	
6914	Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
6920	Housekeeper	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
6930	Porter	4030.00	4030.00	4030.00	4030.00	4030.00	4030.00	4030.00	4030.00	4030.00	4030.00	4030.00	4030.00	48,360.00	2 porter/cleaners (\$13/hr and 10.25/hr)	
6952	Payroll Taxes	5915.10	5915.10	5915.10	5915.10	5915.10	5915.10	5915.10	5915.10	5915.10	5915.10	5915.10	5915.10	70,981.20		
6985	Health Insurance	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	12,000.00		
6997	Total Payroll & Related Expense	26,632.10	26,632.10	26,632.10	26,632.10	26,632.10	26,632.10	26,632.10	26,632.10	26,632.10	26,632.10	26,632.10	26,632.10	320,615.20		
7000	Administrative Expenses															
7004	Bookkeeping Fees	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	2,700.00	contract	
7005	Administrative Fee-LBPMI	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00	contract	
7009	Bank Charges	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	1,140.00	actual cost	
7010	Copier	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	2,700.00	contract	
7013	Credit Bureau	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00	2016 Average	
7016	Employee Mileage, Meals & Education	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,500.00	2016 Average	
7025	Office Expense	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	3,300.00	2016 Average	
7045	Postage & Overnight Mail	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00	2016 Average	
7060	Professional Fees	625.00	0.00	125.00	0.00	500.00	0.00	125.00	0.00	125.00	0.00	125.00	0.00	1,625.00	2016 Average	
7070	Telephone	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	12,600.00	contract	
7090	Total Administrative	2,945.00	2,320.00	2,445.00	2,320.00	2,820.00	2,320.00	2,445.00	2,570.00	2,695.00	2,320.00	2,445.00	2,320.00	29,965.00		
7100	Management Fees															
7115	Management Fees-LBPMI	8,641.66	8,556.52	8,540.57	8,556.52	8,557.07	8,556.52	8,540.57	8,556.52	8,582.86	8,598.81	8,658.16	8,641.11	102,986.84	5.5% per contract	
7145	Total Management Fees	8,641.66	8,556.52	8,540.57	8,556.52	8,557.07	8,556.52	8,540.57	8,556.52	8,582.86	8,598.81	8,658.16	8,641.11	102,986.84		
7150	Marketing															
7153	Advertising	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00	online presence for 55 and up	
7154	Customer Relations	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00	2016 Average	
7160	Leasing Commission	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00	2016 Average	
7165	Leasing Expense	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00	2016 Average	
7180	Referral Fees	250.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	2 per year	
7190	Total Marketing	1,600.00	1,350.00	1,350.00	1,350.00	1,600.00	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00	16,700.00		
7195	Electricity Income	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00	33,600.00	resident charges	
7200	Utilities															
7210	Electricity	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	300,000.00	2016 Average	
7212	Electricity-Vacant Space	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00	2016 Average	
7230	Water	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	72,000.00	2016 Average	
7235	Sewer	8,100.00	8,100.00	8,100.00	8,100.00	8,100.00	8,100.00	8,100.00	8,100.00	8,100.00	8,100.00	8,100.00	8,100.00	97,200.00	2015 Average	
7290	Total Utilities	39,150.00	39,150.00	39,150.00	39,150.00	39,150.00	39,150.00	39,150.00	39,150.00	39,150.00	39,150.00	39,150.00	39,150.00	469,800.00		

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		July	Aug	Sept.	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	
7300	Non Recapturable Expenses														
7359	Non Recapturable Other Services														
7400	Taxes & Insurance														
7410	Ad Valorem (Real Estate) Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7460	Property & Liability Insurance	8,789.00	8,789.00	8,789.00	8,789.00	8,789.00	8,789.00	8,789.00	8,789.00	8,789.00	8,789.00	8,789.00	8,789.00	105,468.00	
7470	Flood Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7490	Total Taxes & Insurance	8,789.00	8,789.00	8,789.00	8,789.00	8,789.00	8,789.00	8,789.00	8,789.00	8,789.00	8,789.00	8,789.00	8,789.00	105,468.00	
8200	Total Operating Expenses	120,747.76	116,112.62	115,071.67	117,787.62	115,563.17	117,667.62	119,021.67	115,937.62	117,063.96	118,659.91	115,914.26	114,497.21	1,405,075.04	
8275	Net from Operations	39,173.25	42,260.39	43,011.34	40,585.39	42,819.84	40,705.39	39,061.34	42,435.39	41,788.04	40,482.09	44,306.75	45,413.80	501,012.96	
8299	Non Operating														
8970	Net after Non Operating	39,173.25	42,260.39	43,011.34	40,585.39	42,819.84	40,705.39	39,061.34	42,435.39	41,788.04	40,482.09	44,306.75	45,413.80	501,012.96	
9500	Debt Service														
9556	Replacement Reserve	4,667.00	4,667.00	4,667.00	4,667.00	4,667.00	4,667.00	4,667.00	4,667.00	4,667.00	4,667.00	4,667.00	4,667.00	56,004.00	
9510	Interest-1st Mortgage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9545	Total Debt Service	4,667.00	4,667.00	4,667.00	4,667.00	4,667.00	4,667.00	4,667.00	4,667.00	4,667.00	4,667.00	4,667.00	4,667.00	56,004.00	
9601	Capital & Reserve Replacement Expenditures														
9605	Appliance Purchase	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	800.00	2 per year
9610	Carpet Replacement	1,200.00	0.00	0.00	0.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00	0.00	0.00	3,600.00	3 per year
9620	HVAC Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9660	Exterior Repairs	0.00	3,750.00	0.00	750.00	0.00	750.00	0.00	3,750.00	0.00	750.00	0.00	750.00	10,500.00	Misc Repairs and color twice a year
9670	Interior Repairs	750.00	0.00	750.00	0.00	750.00	0.00	750.00	0.00	750.00	0.00	750.00	0.00	4,500.00	In Towers
9698	Total Capital & Reserve Replacement Exp	2,350.00	3,750.00	750.00	750.00	1,950.00	750.00	750.00	3,750.00	2,350.00	750.00	750.00	750.00	19,400.00	
9795	Net before Depreciation & Amortization	32,156.25	33,843.39	37,594.34	35,168.39	36,202.84	35,288.39	33,644.34	34,018.39	34,771.04	35,065.09	38,889.75	39,996.80	425,608.96	
9997	Operating Profit (Loss)	32,156.25	33,843.39	37,594.34	35,168.39	36,202.84	35,288.39	33,644.34	34,018.39	34,771.04	35,065.09	38,889.75	39,996.80	425,608.96	

Budget

Period = Jun 2016-May 2017

Book = Accrual

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		Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Total
5010	REVENUE													
5020	RENTAL INCOME													
5047	Rent-Agency	139,000.00	139,000.00	139,000.00	139,000.00	139,000.00	139,000.00	139,000.00	139,000.00	139,000.00	139,000.00	139,000.00	139,000.00	1,668,000.00
5050	Market Rent	157,670.00	157,670.00	157,670.00	157,670.00	157,670.00	157,670.00	157,670.00	157,670.00	157,670.00	157,670.00	157,670.00	157,670.00	1,892,040.00 Based on GPR of \$296670
5051	Less-Vacancy	17,800.20	17,800.20	20,766.90	20,766.90	20,766.90	20,766.90	20,766.90	20,766.90	20,766.90	20,766.90	20,766.90	20,766.90	237,336.00 Based on 6-7% vacancy
5052	Loss/Gain to Lease	-3,500.00	-3,500.00	-3,500.00	-3,500.00	-3,500.00	-3,500.00	-3,500.00	-3,500.00	-3,500.00	-3,500.00	-3,500.00	-3,500.00	-42,000.00 Based on 2016
5053	Less-Model Units/Office/Storage	-1,470.00	-1,470.00	-1,470.00	-1,470.00	-1,470.00	-1,470.00	-1,470.00	-1,470.00	-1,470.00	-1,470.00	-1,470.00	-1,470.00	-17,640.00 Based on 2016
5054	Less-Employed Apartments	-795.00	-795.00	-795.00	-795.00	-795.00	-795.00	-795.00	-795.00	-795.00	-795.00	-795.00	-795.00	-9,540.00 Based on 2016
5060	Less-Concessions	-1,500.00	-1,500.00	-1,500.00	-1,500.00	-1,500.00	-1,500.00	-1,500.00	-1,500.00	-1,500.00	-1,500.00	-1,500.00	-1,500.00	-18,000.00 Based on 2016
5066	Write-Offs/Bad Debt Allowance	-3,153.40	-3,153.40	-3,153.40	-3,153.40	-3,153.40	-3,153.40	-3,153.40	-3,153.40	-3,153.40	-3,153.40	-3,153.40	-3,153.40	-37,840.80 Based on 2016
5081	TOTAL RENTAL INCOME	304,051.80	304,051.80	307,018.50	304,051.80	304,051.80	3,672,355.20							
5170	TENANT OTHER INCOME													
5200	Security Deposit Forfeits	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	6,600.00 based on 2016
5210	Late Fees	2,150.00	2,150.00	2,150.00	2,150.00	2,150.00	2,150.00	2,150.00	2,150.00	2,150.00	2,150.00	2,150.00	2,150.00	25,800.00 based on 2016
5230	Application Fees	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00 based on 2016
5235	Cleaning, Damages, etc	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	78,000.00 based on 2016
5240	Month-to-Month Fees	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00 based on 2016
5270	Pet Fees	0.00	300.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00	0.00	300.00	0.00	1,200.00 based on 2016
5297	TOTAL TENANT OTHER INCOME	9,900.00	10,200.00	9,900.00	9,900.00	9,900.00	10,200.00	9,900.00	9,900.00	10,200.00	9,900.00	10,200.00	10,200.00	120,000.00
5500	OTHER INCOME													
5560	Laundry Income	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,200.00
5590	Miscellaneous Income	150.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	865.00
5597	TOTAL OTHER INCOME	1,150.00	665.00	8,465.00										
5880	OTHER INCOME													
5884	Administrative Fees	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	420.00
5898	TOTAL OTHER INCOME	35.00	420.00											
5899	TOTAL CORPORATE REVENUE	35.00	420.00											
5990	TOTAL REVENUE	279,536.40	279,836.40	279,536.40	279,536.40	279,536.40	279,836.40	279,536.42	279,536.43	279,536.44	279,836.40	279,536.46	279,836.40	1,678,418.40
6000	OPERATING EXPENSES													
6100	CLEANING													
6130	Janitorial Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6170	Trash Removal	2,350.00	2,350.00	2,350.00	2,350.00	2,350.00	2,350.00	2,350.00	2,350.00	2,350.00	2,350.00	2,350.00	2,350.00	28,200.00 contract
6190	TOTAL CLEANING	2,350.00	28,200.00											
6200	REPAIRS & MAINTENANCE													
6207	Appliance Repair	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	4,200.00 based on 2016
6218	Bulbs & Ballast Supplies	266.00	266.00	266.00	266.00	266.00	266.00	266.00	266.00	266.00	266.00	266.00	266.00	3,192.00 based on 2016
6225	Electrical	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00 based on 2016
6235	Fire & Safety	100.00	100.00	100.00	100.00	100.00	100.00	1,000.00	100.00	4,100.00	1,000.00	100.00	100.00	7,000.00 based on 2016
6236	Gate Repair	250.00	250.00	250.00	1,000.00	250.00	250.00	250.00	1,000.00	250.00	250.00	1,000.00	250.00	5,250.00 based on 2016
6240	Glass, Screen & Window Repair	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00 based on 2016
6280	HVAC Repairs	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00 based on 2016
6285	HVAC Supplies	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	400.00 based on 2016
6300	Keys & Locks	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	4,200.00 based on 2016
6310	Landscaping	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	4,000.00 based on 2016
6320	Lawn Maintenance	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00	40,800.00 based on 2016
6325	Maintenance Supplies	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,200.00 based on 2016
6410	Plumbing	1,075.00	1,075.00	1,075.00	1,075.00	1,075.00	1,075.00	1,075.00	1,075.00	1,075.00	1,075.00	1,075.00	1,075.00	12,900.00 based on 2016

Budget

Period = Jun 2016-May 2017

Book = Accrual

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		Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Total
6430	Roof/Structural	1,500.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,500.00 based on 2016
6440	Exterior Repairs	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9,000.00 based on 2016
6450	Interior Repairs	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00 based on 2016
6480	Miscellaneous R&M	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00 based on 2016
6490	TOTAL REPAIRS & MAINTENANCE	11,741.00	13,241.00	11,241.00	11,991.00	11,241.00	11,241.00	12,141.00	11,991.00	15,241.00	12,141.00	13,991.00	11,391.00	147,592.00
6500	CONTRACT SERVICES													
6520	Alarm & Monitoring	350.00	350.00	2,000.00	350.00	350.00	2,000.00	350.00	350.00	2,000.00	350.00	350.00	2,000.00	10,800.00 based on 2016
6540	Pest Control	675.00	675.00	2,500.00	675.00	675.00	2,500.00	675.00	675.00	2,500.00	675.00	675.00	2,500.00	15,400.00 based on 2016
6550	Pool Service	500.00	500.00	500.00	500.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	4,600.00 based on 2016
6580	Guard Service	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	228,000.00 Increase based on contract
6618	Uniforms	100.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	650.00
6680	Miscellaneous Services	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
6690	TOTAL CONTRACT SERVICES	20,875.00	20,825.00	24,300.00	20,825.00	20,625.00	24,100.00	20,625.00	20,625.00	24,100.00	20,625.00	20,625.00	24,300.00	262,450.00
6800	MAKE READY EXPENSE													
6805	Windows/Blinds/Screens	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	4,200.00 based on 2016
6820	Carpet/Tile Cleaning	600.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	9,400.00 based on 2016
6825	Carpet & Tile Replacement	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	24,000.00 based on 2016
6830	Cleaning	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00 based on 2016
6870	Dry Wall Repairs	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00 based on 2016
6875	Painting	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	24,000.00 based on 2016
6885	Miscellaneous Make Ready	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00 based on 2016
6890	TOTAL MAKE READY EXPENSE	5,725.00	5,925.00	70,900.00										
6900	PAYROLL & RELATED EXPENSES													
6902	Property Manager	4,464.00	4,464.00	4,464.00	4,464.00	4,464.00	4,464.00	4,464.00	4,464.00	4,464.00	4,464.00	4,464.00	4,464.00	53,568.00 3% increase
6906	Assistant Manager	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00 3% increase
6910	Leasing Agent	4,650.00	4,650.00	4,650.00	4,650.00	4,650.00	4,650.00	4,650.00	4,650.00	4,650.00	4,650.00	4,650.00	4,650.00	55,800.00 3% increase
6914	Maintenance I	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	48,000.00 3% increase
6919	Maintenance II	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	66,000.00 3% increase
6920	Housekeeping/Maid Salary	2,025.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	24,905.00 3% increase
6922	Make Ready I	2,585.00	2,585.00	2,585.00	2,585.00	2,585.00	2,585.00	2,585.00	2,585.00	2,585.00	2,585.00	2,585.00	2,585.00	31,020.00 3% increase
6930	Porter	2,167.00	2,167.00	2,167.00	2,167.00	2,167.00	2,167.00	2,167.00	2,167.00	2,167.00	2,167.00	2,167.00	2,167.00	26,004.00 3% increase
6952	Payroll Taxes	6,849.00	7,071.60	7,071.60	7,071.60	7,071.60	7,071.60	7,071.60	7,071.60	7,071.60	7,071.60	7,071.60	7,071.60	84,636.60 3% increase
6985	Health Insurance	1,241.00	1,241.00	1,241.00	1,241.00	1,241.00	1,241.00	1,241.00	1,241.00	1,241.00	1,241.00	1,241.00	1,241.00	14,892.00 based on 2016
6997	TOTAL PAYROLL & RELATED EXP	36,481.00	36,758.60	440,825.60										
7000	ADMINISTRATIVE EXPENSES													
7004	Accounting/Technology Fees-LBPMI	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	2,700.00 contract
7005	Administrative Fee-LBPMI	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00 contract
7007	Answering Service	150.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	975.00 based on 2016
7009	Bank Charges	100.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,750.00 based on 2016
7010	Office Equipment Rental	425.00	425.00	425.00	425.00	425.00	425.00	425.00	425.00	425.00	425.00	425.00	425.00	5,100.00 based on 2016
7013	Credit Bureau	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00 based on 2016
7016	Employee Mileage,Meals & Educatic	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00 based on 2016
7025	Office Expense	0.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	6,600.00 based on 2016
7030	Office Supplies	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00 based on 2016
7045	Postage & Overnight Mail	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00 based on 2016
7060	Professional Fees	750.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	5,700.00 based on 2016
7070	Telephone	625.00	675.00	675.00	675.00	675.00	675.00	675.00	675.00	675.00	675.00	675.00	675.00	8,050.00
7090	TOTAL ADMINISTRATIVE EXPEN	3,750.00	3,475.00	41,975.00										
7100	MANAGEMENT FEES													
7115	Management Fees-LBPMI	10,609.21	12,240.00	12,240.00	12,240.00	12,240.00	12,240.00	12,240.00	12,240.00	12,240.00	12,240.00	12,240.00	12,240.00	145,249.21 Based on contract
7145	TOTAL MANAGEMENT FEES	10,609.21	12,240.00	145,249.21										

Budget

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		Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Total
7150	MARKETING													
7153	Advertising	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	27,000.00 based on 2016
7154	Customer Relations	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	7,800.00 based on 2016
7160	Leasing Commission	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,200.00 based on 2016
7180	Referral Fees	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00 based on 2016
7190	TOTAL MARKETING	3,900.00	46,800.00											
7200	UTILITIES													
7210	Electricity	7,850.00	7,250.00	7,250.00	7,250.00	7,250.00	7,250.00	7,250.00	7,250.00	7,250.00	7,250.00	7,250.00	7,250.00	87,600.00 based on 2016
7212	Electricity-Vacant Space	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	10,200.00 based on 2016
7230	Water	9,900.00	9,900.00	9,900.00	9,900.00	9,900.00	9,900.00	9,900.00	9,900.00	9,900.00	9,900.00	9,900.00	9,900.00	118,800.00 10% annual increase
7235	Sewer	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	132,000.00 based on 2016
7290	TOTAL UTILITIES	29,600.00	29,000.00	348,600.00										
7405	TAXES & INSURANCE													
7460	Property & Liability Insurance	11,152.00	7,882.00	7,882.00	7,882.00	7,882.00	7,882.00	7,882.00	7,882.00	7,882.00	7,882.00	7,882.00	7,882.00	97,854.00 based on 2016
7490	TOTAL TAXES & INSURANCE	11,152.00	7,882.00	97,854.00										
7599	TOTAL OPERATING EXPENSES	135,683.42	135,036.60	136,571.60	134,846.60	132,896.60	135,371.60	134,796.60	131,296.00	141,371.60	133,796.60	136,727.00	131,203.60	1,619,597.82
8275	NET OPERATING INCOME	143,852.98	142,144.80	142,964.80	144,689.80	146,639.80	144,464.80	144,739.82	148,240.43	138,164.84	145,740.44	142,809.46	148,332.80	1,732,784.77
8299	NON OPERATING													
8970	NET AFTER NON OPERATING	143,852.98	142,144.80	142,964.80	144,689.80	146,639.80	144,464.80	144,739.82	148,240.43	138,164.84	145,740.44	142,809.46	148,332.80	1,732,784.77
9550	ESCROW AND RESERVE													
9556	Reserve Replacement	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	144,000.00 Slight increase over 2016
9563	NET ESCROW AND RESERVE	12,000.00	144,000.00											
9601	CAPITAL & RESERVE REPLACEMENT EXPENDITURES													
9605	Appliance Purchase	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,200.00 Based on 2016
9606	Exterior Improvements	2,000.00	20,000.00	12,000.00	5,000.00	7,000.00	9,000.00	9,500.00	9,750.00	11,000.00	11,000.00	10,500.00	15,000.00	121,750.00 Based on 2016
9607	Interior Improvements	0.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	22,000.00 Based on 2016
9620	HVAC Replacement	650.00	650.00	650.00	650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650.00	3,900.00 Based on 2016
9670	Interior Repairs	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00 Based on 2016
9698	TOTAL CAPITAL & RESERVE REPI	5,250.00	23,250.00	15,250.00	8,250.00	9,600.00	11,600.00	12,100.00	12,350.00	13,600.00	13,600.00	13,750.00	18,250.00	156,850.00
9795	NET BEFORE DEPRECIATION & A	126,602.98	106,894.80	115,714.80	124,439.80	125,039.80	120,864.80	120,639.82	123,890.43	112,564.84	120,140.44	117,059.46	118,082.80	1,431,934.77
9997	NET INCOME (LOSS)	126,602.98	106,894.80	115,714.80	124,439.80	125,039.80	120,864.80	120,639.82	123,890.43	112,564.84	120,140.44	117,059.46	118,082.80	1,431,934.77

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 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	128,500
PERFORMANCE/REPORTING	-
PUBLIC INFORMATION	1,275
SINGLE FAMILY	1,050
SUSTAINABLE HOUSING	6,000
TECHNOLOGY SERVICES	793,150
	<hr/>
	1,259,674

Total FY18 Request

\$ 1,259,674

		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 dropdown 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	Recurring	\$ 10,200	Operating & Payroll
005	ACCOUNTING	Continuum of Care - Admin	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 1,500	CoC
005	ACCOUNTING	ESG Shelter Program	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 1,000	ESG
005	ACCOUNTING	HOME Program	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 2,150	HOME
005	ACCOUNTING	Hsg Counseling Pgm (HUD)	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 1,005	Hsg Counseling
005	ACCOUNTING	Isaac NRPP	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 624	Isaac HRP
005	ACCOUNTING	Katrina/Rita LIHTC Piggyback Program	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 700	CDBG Piggyback
005	ACCOUNTING	Katrina/Rita NRPP - Plaquemine Parish	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 350	K/R Plaq NRPP
005	ACCOUNTING	Katrina/Rita NRPP - Rd 1 & Rd 3	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 350	K/R MP NRPP
005	ACCOUNTING	Katrina/Rita Stars Contaminated Drywall	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 700	Stars Contaminated Drywall
005	ACCOUNTING	LA Housing Trust Fund	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 900	LA Hsg Trust
005	ACCOUNTING	LIHEAP	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 900	LIHEAP
005	ACCOUNTING	National Foreclosure Mitigation (NeighborWorks)	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 700	NFMC
005	ACCOUNTING	Performance Based Section 8 Contract Administration	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 4,000	S8CA
005	ACCOUNTING	Project Based Section 8 Voucher Pgm	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 8,600	PBS8V
005	ACCOUNTING	Section 811 Supportive Housing Program	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 1,100	S811
005	ACCOUNTING	Unallocable - Shared Admin Expenses - LHC General Fund	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 1,100	PVE
005	ACCOUNTING	Weatherization	Chase Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 700	WAP
005	ACCOUNTING	Allocable - All Others	Whitney Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 2,880	General Fund
005	ACCOUNTING	Allocable - All Others	Whitney Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 11,200	SF MRB Transfer/Asst
005	ACCOUNTING	Allocable - All Others	Whitney Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 2,640	HUD Disposition Properties
005	ACCOUNTING	Mark 2 Market Program	Whitney Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 750	Bayou Galion Escrow Acct
005	ACCOUNTING	Risk Sharing Program	Whitney Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 970	R/S Notes
005	ACCOUNTING	Willowbrook	Whitney Bank	Bank Service Charges/Trustee Fees - Accounting Only	Recurring	\$ 4,400	Workforce Development
010	ADMINISTRATION	Allocable - All Others		Dues & Subscriptions	Recurring	\$ 32,230	Projected based upon activity
010	ADMINISTRATION	Allocable - All Others		Postage-FedEx	Recurring	\$ 200	Projected based upon activity
010	ADMINISTRATION	Unallocable - Shared Admin Expenses - LHC General Fund		Other Operating Expenses	Recurring	\$ 500	Projected based upon activity
010	ADMINISTRATION	Allocable - All Others		Other Operating Expenses	Recurring	\$ 6,200	Projected based upon activity
010	ADMINISTRATION	Allocable - All Others		Software & Licenses	Recurring	\$ 19,170	Projected based upon activity
190	COMPLIANCE	Shared-General Fund	ICC certification renewal and membership	Continuing Education-certification 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 certification 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 certifications	Recurring	\$ 100	Renewal of Architectural license as required by job duties
190	COMPLIANCE	Shared-General Fund	Bar License	Dues necessary for maintenance of License	Recurring	\$ 250	License required per job duties
190	COMPLIANCE	HOME program	RS Means Software	Attorney license fees	Recurring	\$ 2,000	Needed per HOME final rule
190	COMPLIANCE	Shared-General Fund	Shirts for field team-Todd Foise	Cost reasonableness software	Recurring	\$ 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 monitor 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	Electronic 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	the department pending shredding.
195	DESK MONITORING	Desk Monitoring	COS Certification	Dues & Subscriptions	Recurring	\$ 190	Compliance Certification for Dione M. & Franklin 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	One-time	\$ 150	Mail out contracts, correspondence
172	ENERGY	Weatherization	NASCSP	Dues & Subscriptions	Recurring	\$ 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
030	INTERNAL AUDIT	Allocable - All Others	Institute of Internal Auditors and Association of Certified Fraud Examiners	Dues and Subscriptions	New and Recurring	\$ 795	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	Mailout of correspondence when necessary	Postage	Recurring	\$ 300	Certified Fraud Examiners.
030	INTERNAL AUDIT	Allocable - All Others	If the need arises to purchase Access to accompany Office365				Mailout of correspondence when necessary
030	INTERNAL AUDIT	Allocable - All Others	Upgrade or Equipment Failure Replacement	Software and Licenses	Recurring	\$ 1,200	If the need arises to purchase Access to accompany Office365
015	LEGAL	Allocable - All Others		Computers and Hardware	Recurring	\$ 1,200	Upgrade or Equipment Failure Replacement
015	LEGAL	Allocable - All Others		Continuing Education-certification 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	\$ 9,300	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	Project Based Section 8 Voucher Pgm	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	Pen 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	Unforeseen 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	\$ 25,000	Automobile-Fuel
167	OPERATIONS	Allocable - All Others		Other Operating Expenses	Recurring	\$ 14,000	Unexpected generator/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		Dues & Subscriptions	Recurring	\$ 150	Professional knowledge
110	SINGLE FAMILY	Mortgage Revenue Bonds	Housing magazine subscription	Dues & Subscriptions	Recurring	\$ 350	Professional knowledge
110	SINGLE FAMILY	Mortgage Revenue Bonds	FHA/Conventional/VA Guidebooks	Dues & Subscriptions	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	Postage and Mail Outs	Postage-FedEx	Recurring	\$ 24,000	Maintenance on HVAC units with IT servers
168	TECHNOLOGY SERVICES	Allocable - All Others	Facility Automation	Equipment Maintenance	Recurring	\$ 57,000	Rental of copiers, printers, etc
168	TECHNOLOGY SERVICES	Allocable - All Others	Gulf Coast Office Products	Rental-Office Equipment	Recurring	\$ 135,000	BLANKET - Telephone Services
168	TECHNOLOGY SERVICES	Allocable - All Others	OTM	Telephone & Internet	Recurring	\$ 50,000	BLANKET - Cell phone Services
168	TECHNOLOGY SERVICES	Allocable - All Others	AT&T	Cell Phone Expense-IT Only	Recurring	\$ 1,000	USB Cables etc
168	TECHNOLOGY SERVICES	Allocable - All Others	Best Buy	Computers & Hardware	Recurring	\$ 15,000	Softwares, Licenses etc
168	TECHNOLOGY SERVICES	Allocable - All Others	CDWG	Software & Licenses	Recurring	\$ 8,000	Server, Desktop, subscription, Software support & Maint.
168	TECHNOLOGY SERVICES	Allocable - All Others	Citrix	Computers & Hardware	Recurring	\$ 15,000	Business Cable and Internet
168	TECHNOLOGY SERVICES	Allocable - All Others	Cox	Telephone & Internet	Recurring	\$ 9,000	Extended Next Day Warranty
168	TECHNOLOGY SERVICES	Allocable - All Others	Dell Extended Services	Maintenance Services	Recurring	\$ 9,000	ArcGis & ArcPad Maint. And Support
168	TECHNOLOGY SERVICES	Allocable - All Others	ESRI	Software & Licenses	Recurring	\$ 1,000	Repair Operation Scanner
168	TECHNOLOGY SERVICES	Allocable - All Others	Gulf Coast Office Products	Equipment Maintenance	Recurring	\$ 9,000	HP Hardware/Software Maintenance Support
168	TECHNOLOGY SERVICES	Allocable - All Others	Hewlett Packard	Maintenance Services	Recurring	\$ 8,500	WS_FTP Support & License
168	TECHNOLOGY SERVICES	Allocable - All Others	LipWitch	Maintenance Services	Recurring	\$ 1,000	BMS Software Annual Service And Support Plan
168	TECHNOLOGY SERVICES	Allocable - All Others	LSI	Software & Licenses	Recurring	\$ 2,000	Switches & Network Cables
168	TECHNOLOGY SERVICES	Allocable - All Others	Office Depot	Computers & Hardware	Recurring	\$ 15,000	Network, Telephone hardware and software
168	TECHNOLOGY SERVICES	Allocable - All Others	Preferred Telephone Services	Telephone & Internet	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	Premiere Global	Conference Call Expenses	Recurring	\$ 13,000	Silver Support & PUP Annual Renewal
168	TECHNOLOGY SERVICES	Allocable - All Others	Dell	Dues & Subscriptions	Recurring	\$ 500	Annual Maintenance DameWare
168	TECHNOLOGY SERVICES	Allocable - All Others	Dameware	Maintenance Services	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	LA Office of Technology Services	Other Operating Expenses	Recurring	\$ 5,000	Maintenance
168	TECHNOLOGY SERVICES	Allocable - All Others	Technical Services Group	Maintenance Services	Recurring	\$ 27,000	Blanket - Online Apps & Tech Support
168	TECHNOLOGY SERVICES	Allocable - All Others	TBD formally Technarus	Maintenance Services	Recurring	\$ 25,000	BLANKET - Cell phone Services
168	TECHNOLOGY SERVICES	Allocable - All Others	Verizon	Cell Phone Expense-IT Only	Recurring	\$ 700	Additional licenses for Yardi
168	TECHNOLOGY SERVICES	Allocable - All Others	Yardi	Software & Licenses	Recurring	\$ 5,000	Annual Subscription - Manage Engine
168	TECHNOLOGY SERVICES	Allocable - All Others	ZOHO Corporation	Dues & Subscriptions	One-time	\$ 50,000	Replace half of desktops out of warranty
168	TECHNOLOGY SERVICES	Allocable - All Others		Computers & Hardware	Recurring	\$ 30,000	Full Offsite disaster recovery
168	TECHNOLOGY SERVICES	Allocable - All Others		Rental Space-Off-Site Storage	Recurring	\$ 100,000	Turn Key Solutions Tech support
168	TECHNOLOGY SERVICES	Allocable - All Others		Maintenance Services	Recurring	\$ 24,000	Replace out of warranty servers [Capital Item]
168	TECHNOLOGY SERVICES	Allocable - All Others		Computers & Hardware	One-time	\$ 650	Annual FTR Telephone software Support
168	TECHNOLOGY SERVICES	Allocable - All Others		Software & Licenses	Recurring	\$ 700	Annual FTR Digital Record Maint. Support
168	TECHNOLOGY SERVICES	Allocable - All Others		Telephone & Internet	Recurring		Upgrade existing telephone systems to VOIP since most equipment is
168	TECHNOLOGY SERVICES	Allocable - All Others	Preferred Telephone Services	Computers & Hardware	One-time	\$ 65,000	outdated and out of warranty.
168	TECHNOLOGY SERVICES	Allocable - All Others	Turn Key Solutions	Computers & Hardware	One-time	\$ 55,600	SAN - Full Redundancy for LHC data to eliminate downtime

Total FY18 Request

\$ 389,664

4 - One-time or
Recurring
Expense5 - FY18
Cost
Request

6 - Notes/Justification

1 - Funding Source

2 - Description of Item

3 - Type of Item

One-time or
recurring cost; please
select from the drop-
down menuTotal amount
requested for

FY18

The reason that this item is needed

Org Unit Code	Org Unit Name	Name of the funding source	Choose from dropdown				
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 Maintenance	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	One-time	\$ 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 Maintenance	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	One-time	\$ 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,cartridges)
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/stripster/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 Travel and Training Budget by Department

	\$
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
	<hr/> 338,039

		Total FY18 Request		\$ 338,039							
Org Unit Code	Org Unit Name	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
		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: Meetings/Field Monitoring; Employee Development; or NCSHA	In-State or Out-of-State	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, Kesha	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 Folsom	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 Folsom	Out-of-State	Meetings/Monitoring	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
095	CONTRACT ADMINISTRATION	Performance Based Section 8 Contract Administrator TBD		In-State	Meetings/Monitoring		Recurring		TBD	\$ 2,500	Industry Day, Meetings w/Regional PBCAs, etc.)
095	CONTRACT ADMINISTRATION	Performance Based Section 8 Contract Administrator TBD		Out-of-State	NCSHA	Conference	One-time		Washington, D.C.	\$ 2,500	MOR Travel for Holmes, Oglesby, or Durnin
095	CONTRACT ADMINISTRATION	Performance Based Section 8 Contract Administrator TBD		In-State	Employee Development	Workshop	One-time	Elective	TBD	\$ 1,500	NCSHA HFA Institute (2 employees/\$2500)
095	CONTRACT ADMINISTRATION	Performance Based Section 8 Contract Administrator TBD		In-State	Meetings/Monitoring	Seminar	One-time	Elective	TBD	\$ 1,000	not local
195	DESK MONITORING	Desk Monitoring	Desk Monitoring	In-State	Employee Development	Conference	One-time	Elective	TBD	\$ 2,500	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, Franklin	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-AII 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	Conference	Recurring	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		\$ 1,600.00	Hearing Officer Training
178	LHA	Project Based Section 8 Voucher Pgm	Rene Andrews	In-State	Meetings/Monitoring		Recurring		\$ 2,500.00	Monitoring
178	LHA	Project Based Section 8 Voucher Pgm	Chawuna Jackson	Out-of-State	Employee Development	Seminar	One-time		\$ 3,600.00	HCV Executive Management Training
178	LHA	Project Based Section 8 Voucher Pgm	Loki Ellis	Out-of-State	Employee Development	Seminar	Elective		\$ 2,000.00	HCV Management and Supervision
178	LHA	Project Based Section 8 Voucher Pgm	Two Budget Analysts	Out-of-State	Meetings/Monitoring	Conference	One-time		\$ 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		\$ 2,000.00	National Leased Housing Association
178	LHA	Project Based Section 8 Voucher Pgm	Nicole Sweazy	Out-of-State	Meetings/Monitoring	Conference	Recurring		\$ 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		\$ 2,250	Keeping staff current
180	MULTI FAMILY	LIHTC	Hall, Wendy	Out-of-State	NCSHA	Conference	One-time		\$ 2,250	Keeping staff current
180	MULTI FAMILY	HOME Program	Armstead, Desiree	In-State	Employee Development	Seminar	One-time		\$ 2,250	CHDO Development
180	MULTI FAMILY	HOME Program	Dickey, Janelle	Out-of-State	Employee Development	Seminar	One-time		\$ 2,250	Keeping staff current
167	OPERATIONS	Allocable - All Others	Juon Wilson	Out-of-State	Employee Development	Conference	One-time		\$ 3,000	Professional Development/Certifications
167	OPERATIONS	Allocable - All Others	Nykeia Gaines	In-State	Employee Development	Workshop	One-time		\$ 300	Professional Development
167	OPERATIONS	Allocable - All Others	Maintenance Repairer	In-State	Employee Development	Workshop	Recurring		\$ 2,500	Professional Development/Certifications
167	OPERATIONS	Allocable - All Others	Calandra Ringo	In-State	Employee Development	Workshop	One-time		\$ 250	Professional Development
167	OPERATIONS	Allocable - All Others	Robert Clark	In-State	Employee Development	Workshop	One-time		\$ 250	Professional Development
035	PUBLIC INFORMATION	Allocable - All Others			Employee Development		One-time		\$ 3,000	Projected
166	PERFORMANCE/REPORTING	Allocable - All Others	Young, Janel	Out-of-State	NCSHA	Conference	Recurring		\$ 2,500	Housing Conferences or LegisCon
166	PERFORMANCE/REPORTING	Allocable - All Others	Moore, Starr	Out-of-State	Employee Development	Workshop	Recurring		\$ 1,000	FEMA Emergency GIS training
166	PERFORMANCE/REPORTING	Allocable - All Others	Harvey, Kevin	In-State	Employee Development	Workshop	Recurring		\$ 1,000	DeskTop Certifications
110	SINGLE FAMILY	Mortgage Revenue Bonds	TBD	Out-of-State	Employee Development	Seminar	Recurring		\$ 1,000	Projected
110	SINGLE FAMILY	Mortgage Revenue Bonds	TBD	Out-of-State	Employee Development	Seminar	Elective		\$ 1,000	Projected
110	SINGLE FAMILY	Mortgage Revenue Bonds	TBD	Out-of-State	NCSHA	Conference	Recurring		\$ 3,500	Projected
110	SINGLE FAMILY	Mortgage Revenue Bonds	Casie McMurray	In-State	Meetings/Monitoring	Workshop	Recurring		\$ 7,500	Projected
110	SINGLE FAMILY	Mortgage Revenue Bonds	TBD	In-State	Meetings/Monitoring	Workshop	Recurring		\$ 3,000	Projected
110	SINGLE FAMILY	Mortgage Revenue Bonds	Department Origination Training	Webinar	Employee Development	Web-based	One-time		\$ 4,500	Projected
170	SUSTAINABLE HOUSING	CDBG-DRU-2000177132	TBD	In-State			Recurring		\$ 10,000	Field Travel for Inspections
170	SUSTAINABLE HOUSING	CDBG-DRU	All Staff		Employee Development	Seminar	One-time		\$ 5,000	Lantec Sharepoint and Excel Trainings
170	SUSTAINABLE HOUSING	CDBG-DRU	TBD	Out-of-State	Employee Development	Conference	One-time		\$ 10,000	Various Disaster Related Trainings
170	SUSTAINABLE HOUSING	CDBG-DRU	TBD	In-State	Employee Development	Conference	Recurring		\$ 5,000	Various Disaster Related Trainings
168	TECHNOLOGY SERVICES	Allocable - All Others	TBD	TBD	Employee Development	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

Total FY18 Request

\$

101,509

Org Unit Code	Org Unit Name	1 - Funding Source	2 - Description of Supplies	3 - Type of Supplies	4 - One-time or Recurring Expense	5 - FY18 Cost Request	6 - Notes/Justification
		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 Administra	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

Louisiana Housing Corporation

FY18 Supplies Operating Budget

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	One-time	\$ 1,750	Routine office supplies
190	COMPLIANCE	HOME, CDBG, LIHTC, HRP, PBV, program	Enviromental review supplies	screens	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
030	INTERNAL AUDIT	Allocable - All Others	Office Supplies used in course of routine work	Office Supplies	Recurring	\$ 2,000	Office Supplies used in course of routine work 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	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

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FY18 Supplies Operating Budget

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	\$ 2,500	Commercial / 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					Dolly,wheeled cart, safety belt; work gloves, et
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
110	SINGLE FAMILY	Mortgage Revenue Bonds	Give aways, awards for lenders, certificates of recognition	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 Professional, Legal, and Audit Services Budget by Department

	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	24,820	-	-	24,820
LEGAL	90,000	-	90,000	-
LHA	128,550	128,550	-	-
LHC BOARD	15,000	15,000	-	-
MULTI FAMILY	291,000	291,000	-	-
OPERATIONS	-	-	-	-
PERFORMANCE/REPORTING	-	-	-	-
PUBLIC INFORMATION	35,000	35,000	-	-
SINGLE FAMILY	100,000	90,000	10,000	-
SUSTAINABLE HOUSING	299,746	299,746	-	-
TECHNOLOGY SERVICES	497,950	497,950	-	-
	1,939,196	1,674,196	100,000	165,000

Louisiana Housing Corporation

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

		Total FY18 Request	\$ 1,939,196	Professional Services	Legal	Auditing			
		1 - Funding Source	2 - Contract Name	3 - Contract Type	4 - Total Contract Value	5 - Vendor Name	6 - FY18 Request	7 - Justification	Additional Notes
Org Unit Code	Org Unit Name	Choose the name of the funding source	Name of the contract	Type of contract	Total value of the contract when last executed	Legal name of the vendor	Total amount of the contract requested for use in FY18	Reasons the contract is needed	Any other information that is relevant to this expenditure
005	ACCOUNTING	Allocable - All Others	LHA Annual Audit Report	Auditing	\$ 30,015	Duplantier, Hrapmann, Hogan & Maher	\$ 10,000	Federal Requirement	
005	ACCOUNTING	Mortgage Revenue Bonds	MRB Annual Audit Report	Auditing	see below	Duplantier, Hrapmann, Hogan & Maher	\$ 65,000	Federal Requirement	
005	ACCOUNTING	Allocable - All Others	General Fund Annual Audit Report	Auditing	\$ 195,000	Duplantier, Hrapmann, Hogan & Maher	\$ 60,000	State & Federal Requirement	
005	ACCOUNTING	Allocable - All Others	Combined Annual Report	Auditing	\$ 250,000	Duplantier, Hrapmann, Hogan & Maher	\$ 5,180	Federal Requirement	
010	ADMINISTRATION	Allocable - All Others		Professional Services		Civil Service (50) + Social Serve (90)	\$ 140,000	Projected based upon activity	
136	COMPLIANCE	NRPP/HRP/CDBG	TERRACON	Professional Services		TERRACON		ENVIRONMENTAL REVIEW FOR HRP	
								State Certified Appraiser is required by HUD to review Rent Comparability Studies (RCS) - LHC	
095	CONTRACT ADMINISTRATION	Performance Based Section 8 Contract Admi	N/A	Professional Services	N/A	Gill Group Inc.	\$ 8,500	does not have one on staff	\$500 per review (Budgeting for 17 reviews)
095	CONTRACT ADMINISTRATION	Performance Based Section 8 Contract Admi	Legal Services associated w/Procurement	Professional Services	N/A	TBD	\$ 10,000	Potential legal services pro-rated with a Regional PBCA Procurement bid. This is strictly a place holder.	
172	ENERGY	Weatherization	WAP-Hancock Energy Software	Professional Services	\$ 64,000	Hancock Energy Software	\$ 50,000	performed on units	Software used to track wap payments and work
172	ENERGY	LIHEAP	LIHEAP-Hancock Energy Software	Professional Services	\$ 58,000	Hancock Energy Software	\$ 58,000	vendors	
172	ENERGY	WAP T&TA	Training Programs	Professional Services	TBD		\$ 50,000	Provide training and certifications to run an effective program	
025	HUMAN RESOURCES	Allocable - All Others		Professional Services			\$ 450	Projected based upon activity	
30	INTERNAL AUDIT	Allocable - All Others	Forensic Audits	Auditing		TBD	\$ 24,820	Projected	
015	LEGAL	Allocable - All Others		Legal			\$ 90,000	Projected	
178	LHA	Project Based Section 8 Voucher Pgm	Technical Assistance Collaborative	Professional Services	\$ 29,264		\$ 10,667	Projected based upon activity	
178	LHA	Section 811 Supportive Housing Program	Technical Assistance Collaborative	Professional Services	\$ 29,264		\$ 10,667	Projected based upon activity	
178	LHA	Continuum of Care - Proj Del	Technical Assistance Collaborative	Professional Services	\$ 29,264		\$ 10,667	Projected based upon activity	
178	LHA	Section 811 Supportive Housing Program	Linda V. Jarrell	Professional Services	\$ 77,500		\$ 26,000	Projected based upon activity	
178	LHA	Continuum of Care - Admin	Michele S. Williams, LLC	Professional Services	\$ 17,735		\$ 52,550	Projected based upon activity	
178	LHA	Project Based Section 8 Voucher Pgm	Hawkins	Professional Services	\$ 222,188		\$ 18,000	Projected based upon activity	
000	LHC BOARD	Unallocable - Shared Admin Expenses - LHC General Fund		Professional Services			\$ 15,000	Projected based upon activity	
180	MULTI FAMILY	LIHTC	Market Analyst	Professional Services		Various analysts - 12 approved	\$ 125,000	Expertise not available in-house	
									\$20K not pass through added for 4 weeks of on-site underwriting placement.
180	MULTI FAMILY	LIHTC	Underwriter	Professional Services		Governmental Consultants	\$ 83,500	Expertise not available in-house	
180	MULTI FAMILY	LIHTC	Tax Counsel	Professional Services		Foley & Judell	\$ 5,000	Expertise not available in-house	
180	MULTI FAMILY	Mortgage Revenue Bonds	Market Analyst	Professional Services		Various analysts - 12 approved	\$ 27,000	Expertise not available in-house	
180	MULTI FAMILY	Mortgage Revenue Bonds	Underwriter	Professional Services		Governmental Consultants	\$ 14,500	Expertise not available in-house	
180	MULTI FAMILY	HOME Program	Market Analyst	Professional Services		Various analysts - 12 approved	\$ 27,000	Expertise not available in-house	
180	MULTI FAMILY	LIHTC	Temp A.A	Professional Services		West Staff	\$ 4,500	Temporary Assistance	
180	MULTI FAMILY	HOME Program	Temp A.A	Professional Services		West Staff	\$ 4,500	Temporary Assistance	
035	PUBLIC INFORMATION	Allocable - All Others		Professional Services			\$ 35,000	Projected	
110	SINGLE FAMILY	Mortgage Revenue Bonds	Foley and Judell	Legal		Foley and Judell	\$ 10,000	Legal advise on programs (excludes bond issues)	
110	SINGLE FAMILY	Mortgage Revenue Bonds	Financial advisor	Professional Services	\$ 75,000	Government Consultants	\$ 75,000	Financial advice on programs	
110	SINGLE FAMILY	Mortgage Revenue Bonds	Sub-servicing	Professional Services	\$ 12,000	AmeriNat	\$ 15,000	Subservicing of second mortgages	
				Professional Services	\$ 260,000.00	Team Title, Inc.		Estimation of services still needed for requirement of grant.	
170	SUSTAINABLE HOUSING	Katrina/Rita NRPP - Rd 1 & Rd 3	Title Search Services						

170	SUSTAINABLE HOUSING	Isaac NRPP	Environmental Services	Professional Services	\$ 500,000.00	Terracon Consultants, Inc
170	SUSTAINABLE HOUSING	Isaac NRPP	Title Services	Professional Services	\$ 250,000.00	Team Title, Inc.
170	SUSTAINABLE HOUSING	CDBG-DRU-Unknown	Environmental Services	Professional Services	\$ 500,000.00	Terracon Consultants, Inc.
170	SUSTAINABLE HOUSING	CDBG-DRU-2000177132	THE COMPASS GROUP	PROFESSIONAL SERVICES		THE COMPASS GROUP
170	SUSTAINABLE HOUSING	CDBG-DRU-2000177132	MATERIAL MANAGEMENT	PROFESSIONAL SERVICES		MATERIAL MANAGEMENT
170	SUSTAINABLE HOUSING	CDBG-DRU-2000177132	BAYOU TITLE	PROFESSIONAL SERVICES		BAYOU TITLE LLC
170	SUSTAINABLE HOUSING	CDBG-DRU-Unknown	FOLEY & JUDELL LLP	PROFESSIONAL SERVICES		FOLEY & JUDELL LLP
170	SUSTAINABLE HOUSING	CDBG-DRU-Unknown	COVALENT LOGIC	PROFESSIONAL SERVICES		COVALENT LOGIC
170	SUSTAINABLE HOUSING	CDBG-DRU-2000177132	ATMOSPHERE MOVERS	PROFESSIONAL SERVICES		ATMOSPHERE MOVERS
168	TECHNOLOGY SERVICES	Allocable - All Others		Professional Services	437,192.49	Housing Development Software
168	TECHNOLOGY SERVICES	Allocable - All Others		Professional Services	\$ 10,000	Iron Mountain
168	TECHNOLOGY SERVICES	Allocable - All Others		Professional Services	\$ 52,713	JPI Data Resources
168	TECHNOLOGY SERVICES	Allocable - All Others		Professional Services	\$ 64,112	Facility Automation
168	TECHNOLOGY SERVICES	Allocable - All Others		Professional Services	\$ 2,036,273	Housing Development Software
168	TECHNOLOGY SERVICES	Allocable - All Others		Professional Services	\$ 50,000	NextLevel Information Systems

\$ 25,000	Estimation of services still needed for requirement of grant.
\$ 750	NTE for program year 2018
\$ 1,000	NTE for program year 2018
\$ 49,999	Loan closing for Multi-Family Program
\$ 49,999	Lead base paint inspections for SRPP
\$ 49,999	Loan closings for SRPP
\$ 35,000	Assist in development of Landlord Program
\$ 49,999	Create and maintain the LHC website for DR
\$ 35,000	Move SRPP from Mead to LHC
\$ 152,950	HDS Maintenance Service
\$ 10,000	Tapes Offsite Storage
\$ 45,000	Maintenance of Laserfiche
\$ 25,000	Maintenance on HVAC units with IT servers
\$ 215,000	Annual Maintenance
\$ 50,000	SAGE Accpac consulting

Total FY18 Request

\$ 100,000

Org Unit Code	Org/Unit Name	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
		<i>Choose the name of the funding source</i>	<i>Brief description of the item(s)</i>	<i>Choose from dropdown</i>	<i>One-time or recurring cost; please select from the drop- down menu</i>	<i>Any other information that is relevant to this expenditure; includes justification of purchasing new equipment/supplies</i>	
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	\$ 16,000	Replace desktop computers out of warranty