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# Louisiana Housing Finance Agency



## BUDGET & FINANCE

Rene Landry, CFO

July 14, 2010

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MEMORANDUM

**To:** Chairman: Mayson Foster  
Commissioner Michael Airhart  
Commissioner John N. Kennedy  
Commissioner Neal Miller  
Commissioner Guy T. Williams

**From:** Rene Landry, CFO

**Date:** July 7, 2010

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There will be a Budget & Finance Committee meeting prior to the Board meeting on Wednesday, July 14, 2010, at 11:00 a.m., Committee Room II. The Committee will be asked to refer a resolution to the Full Board for adopting the LHFA Procurement Policy. A presentation will also be made regarding the Agency's HOME Program.

RL/lb

July 7, 2010

**BUDGET & FINANCE COMMITTEE MEETING**

Notice is hereby given of a regular meeting of the Budget & Finance Committee to be held on **Wednesday, July 14, 2010 at 11:00 A.M.**, Louisiana Housing Finance Agency, **Committee Room II**, located at 2415 Quail Drive, Baton Rouge, LA by order of the Chairman.

**AGENDA**

1. Call to order, roll call, and introduction of guests.
2. Approval of the Minutes of the June 9, 2010 Budget & Finance Committee.
3. Resolution to Adopt the LHFA Procurement Policy
4. Presentation on LHFA HOME Program
5. Other Business
6. Adjournment

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**Milton J. Bailey**, LHFA President

**If you require special services or accommodations, please contact Barry E. Brooks (225) 763 8773, or via email [bbrooks@lhfa.state.la.us](mailto:bbrooks@lhfa.state.la.us)**

Pursuant to the provisions of LSA-R.S. 42:6.1, upon two-thirds vote of the members present, the Board of Commissioners of the Louisiana Housing Finance Agency may choose to enter executive session, and by this notice, the Agency reserves its right to go into executive session as provided by law.

**BUDGET & FINANCE COMMITTEE MEETING**  
**Wednesday, June 9, 2010**  
**2415 Quail Drive**  
**Committee Room II**  
**Baton Rouge, LA 70808**  
**8:30 A.M.**

**Commissioners Present**

Mayson Foster, Chairman  
Michael Airhart  
Guy T. Williams  
Donald Vallee

**Commissioners Absent**

John Kennedy  
Neal Miller

**Legal Counsel Present**

Terri P. Ricks  
Leslie Strahan  
Christine Bratkowski  
Jessica Guinn  
Keith Cunningham

**Staff Present**

Rene Landry  
Joseph Durnin  
Danny Veals  
Kip Anderson  
Nicole Mack  
A'shli Mitchell  
Terry Holden  
Alesia Wilkins-Braxton  
Jatis Harrington  
Loretta Wallace  
Brenda Evans  
Charlette Minor  
Milton Bailey  
Jeff DeGraff

## **Others Present**

Tim Rittenhouse  
Carliss Knesel  
Buck Landry  
Wayne Neveu  
Robert Barbor  
Eddie Leghorn

CSG Advisors  
Hancock Bank  
Morgan Keegan  
Foley, Judell  
Legislative Attorney  
Louisiana Land & Trust

The regular meeting of the Louisiana Housing Finance Agency Budget & Finance Committee was called to order at approximately 8:40 a.m. on Wednesday, June 9, 2010, by Chairman Mayson Foster.

Chairman Foster called for a motion to approve the May 12, 2010 Budget & Finance Committee meeting minutes.

**Upon motion by Commissioner Donald Vallee and a second by Commissioner Michael Airhart the minutes of the May 12, 2010 Budget & Finance Committee meeting were unanimously approved.**

Chairman Foster opened the floor to Rene Landry, Chief Fiscal Officer, to discuss the resolution to adopt the Louisiana Housing Finance Agency Operating Budget for the Fiscal Year Ending June 30, 2011.

Following the suggestions made by the Committee at the May meeting, Mr. Landry re-addressed several areas. Out-of-state travel and training was reduced by approximately \$100K, but not at the expense of monitoring and certifications; Building Bond interest expense was also reduced by \$100K due to being able to refund the current Building Bond issue; and Professional Services were reduced by \$200K. Overall, \$400K in additional cuts were made to the draft fiscal '11 operating budget from the May '10 meeting to the June '10 to various areas. This resulted in a net \$475K budgeted excess revenues over expenditures. The Committee was also advised of the Agency's upgrade in rating from A2 to A1.

Mr. Landry also pointed out that over the past several years at least ten new programs have been added. He emphasized that the proposed budget would allow the Agency to operate efficiently and effectively, and mentioned that quarterly budget variance reports would continue.

Commissioner Vallee reiterated his concerns regarding Human Resources expenses relative to salaries. He pointed out that salaries had increased disproportionately as compared to the number of employees from the 2008 budget.

Commissioner Vallee requested that Mr. Landry discuss the reduced items: travel was reduced by \$20K and legal by \$98K, or down to a \$100K level. Chairman Foster advised the Committee of his conversation with the Legal Chair, Allison Jones. Chairman Jones stated that a \$100K budget would provide room to operate. Video conferencing of LHFA board meetings was discussed under Capital items. Several Commissioners questioned the need for video streaming. Alesia Wilkins-Braxton, Vice President and Jeff DeGraff, Public Relations Officer stated that both had been approached by members of the Senate, the development community and constituents in the northern regions of the state regarding this option.

Danny Veals, IT Director, addressed several concerns of the Committee relating to items budgeted for Emergency Preparedness. Chairman Foster stated that an independent analysis had been done on the subject six months earlier. Following lengthy discussion the Committee agreed it should remain in the budget. Commissioner Airhart inquired regarding the purchase of two vehicles. He was advised by Mr.

Landry that two older vehicles would be traded and the purchases made through fleet management. It was also noted that the budget for fiscal `11 was now at approximately \$422K less than the fiscal `10 budget, even with the addition of programs.

Chairman Foster called for additional questions from the Committee; there being none he moved for a motion to approve the resolution for the adoption of the Louisiana Housing Finance Agency Operating Budget for Fiscal Year Ending June 30, 2011, as adjusted in Committee, with the updated schedule to be attached to the final resolution to be presented to the full board.

**Upon motion by Commissioner Donald Vallee and a second by Commissioner Michael Airhart the following resolution was unanimously approved to be forwarded to the Full Board for consideration:**

**To adopt the Louisiana Housing Finance Agency Operating Budget for the Fiscal Year Ending June 30, 2011 (attached Exhibit A, entitled “Louisiana Housing Finance Agency Fiscal Year Ending June 30, 2011 Operating Budget”).**

Earlier in the year the Committee had discussed in detail their interest in the operations of the various departments. Chairman Foster suggested and the Committee concurred that a monthly meeting be held to discuss cash flows, operations and the services provided to the community. Chairman Foster requested that Mr. Landry facilitate this task.

Ms. Charlette Minor, Program Administrator volunteered the HOME Program as the catalyst for the Committee’s request. The areas of interest of each program as stated by Chairman Foster are the program’s budget, revenue, expenditures, a brief description of the program, the number of citizens served and the geographic distribution of those services.

Ms. Wilkins-Braxton presented a draft of the proposed Procurement Policies and Procedures as requested by the Committee at the May meeting. She explained that the draft was divided into two areas – General Purchases and Professional Services. Ms. Wilkins-Braxton pointed out that amounts of \$50K or more would require an RFP. Commissioner Vallee questioned whether or not the proposed draft follows state laws and state bid laws. Ms. Terri Ricks, Legal Counsel and Ms. Wilkins-Braxton stated that the draft is not identical to that of the Department of Administration, but modeled after it.

Commissioner Vallee suggested a thorough comparison be done to ensure coverage of pertinent areas.

Chairman Foster announced that in his haste to start the meeting on time the introduction of guests was omitted.

Tim Rittenhouse of CSG Advisors updated the group on projects in process for which no action was required at the time.

There being no other business to come before the Committee, Chairman Foster called for adjournment.

**LOUISIANA HOUSING FINANCE AGENCY**

The following resolution was offered by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_:

**RESOLUTION**

**To adopt the Louisiana Housing Finance Agency Procurement Policies and Procedures (attached Exhibit A, entitled “Procurement Policies and Procedures”).**

**WHEREAS**, the Louisiana Housing Finance Agency (the “Agency”), as authorized by the State of Louisiana, may establish its own Procurement Policies and Procedures

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Louisiana Housing Finance Agency (the “Board”), acting as the governing authority of said Agency:

**SECTION 1.** The Louisiana Housing Finance Agency adopts the Louisiana Housing Finance Agency Procurement Policies and Procedures (attached Exhibit A, entitled “Procurement Policies and Procedures”.)

**SECTION 2.** The Agency's staff and counsel are authorized and directed to prepare such documents and agreements as may be necessary to implement the Louisiana Housing Finance Agency Procurement Policies and Procedures.

**SECTION 3.** The Agency is hereby authorized, empowered, and directed the ability as may be necessary to create, change, amend, and revise any existing documents and/or commitments to Louisiana Housing Finance Agency Procurement Policies and Procedures the terms of which are to be consistent with the provisions of this resolution.

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

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

**YEAS:**

**ABSTAIN:**

**NAYS:**

**ABSENT:**

And the resolution was declared adopted on this, the 14<sup>th</sup> day of July, 2010.

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Chairman

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Secretary

**STATE OF LOUISIANA**

**PARISH OF EAST BATON ROUGE**

I, the undersigned Secretary of the Board of Commissioners of the Louisiana Housing Finance Agency (the “Board”), do hereby certify that the foregoing three ( ) pages constitutes a true and correct copy of a resolution adopted by said Board on July 14, 2010 providing approval to adopt the Louisiana Housing Finance Agency Procurement Policies and Procedures (attached Exhibit A, entitled “Procurement Policies and Procedures”).)

**IN FAITH WHEREOF**, witness my official signature and the impress of the official seal of the Agency on this, the 14th day of July, 2010.

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Secretary

(SEAL)

**LOUISIANA HOUSING FINANCE AGENCY**

**PROCUREMENT POLICIES AND PROCEDURES**

**JUNE 2010**

## **I. PURPOSE**

The purpose of this Procurement Policy is to provide for the fair and equitable treatment of all persons or firms involved in purchasing, contracting, acquisition and disposition with the Louisiana Housing Finance Agency (LHFA); to assure that quality goods and services are procured efficiently, effectively, and at the most favorable prices available to LHFA; promote competition in contracting; provide safeguards for maintaining a procurement system of quality and integrity; and assure that the LHFA purchasing actions are in full compliance with applicable federal and state laws. This Policy also addresses disposition of LHFA assets and property.

## **II. AUTHORITY**

The LHFA was created by the Louisiana Housing Finance Act in 1980 as a public body corporate and politic, political subdivision and instrumentality of the state, allocated to the Louisiana Department of Treasury. (R.S. 40:600.1 et seq.) The Agency is governed by a Board of Commissioners who elects or appoints a President who shall be the chief executive officer of the agency. The President shall administer, manage and direct the affairs and business of the agency subject to the policies, control, and direction of the Commissioners. Pursuant to the authority vested in the Board of Commissioners, the Commissioners adopt this policy which shall be administered by the President according to the terms set forth below.

## **III. POLICY**

All employees of the LHFA shall adhere to established policies and procedures for procurement of goods and services. Adherence to the LHFA adopted procurement policies and procedures will ensure that public purchases and contracts are open, fair, and at the best value to the public. The process or procedure to be followed by LHFA employees shall be dependent upon the type and amount of the proposed procurement as outlined below.

## **IV. PROCUREMENT OF GOODS AND SERVICES**

LHFA purchases are subject to authorization and quote/bid requirements as follows:

### **A. General Purchases**

#### **1. Purchases up to \$1,000.00**

No competitive bidding shall be necessary.

Purchase Request/Purchase Order must be completed and receive proper approval of the appropriate Manager, Program Administrator, the Budget Manager, and the President.

**2. Purchases over \$1,000.00 and less than \$20,000.00**

At least Three (3) verbal quotes must be obtained and documented.

Purchase Request/Purchase Order must be completed and receive proper approval of the appropriate Manager, Program Administrator, the Budget Manager, and the President.

**3. Purchases over \$20,000.00 and less than \$50,000.00**

At least Three (3) written quotes must be obtained and documented. A minimum of three working days from the date of the quote request shall be allowed for the receipt of written quotations.

Purchase Request/Purchase Order must be completed and receive proper approval of the appropriate Manager, Program Administrator, the Budget Manager, and the President.

A Contract containing the provisions outlined in Section VII shall be executed by the President and the Vendor/Contractor.

**4. Purchases over \$50,000.00 and less than \$100,000.00**

Competitive Bid/Request for Proposals must be completed.

Purchase Request/Purchase Order must be completed and receive proper approval of the appropriate Manager, Program Administrator, the Budget Manager, and the President.

A Contract containing the provisions outlined in Section VII shall be executed by the President and the Vendor/Contractor.

**5. Purchases over \$100,000.00**

Competitive Bid/Request for Proposals must be completed.

Purchase Request/Purchase Order must be completed and receive proper approval of the appropriate Manager, Program Administrator, the Budget Manager, the President, and the Budget and Finance Committee.

A Contract containing the provisions outlined in Section VII shall be executed by the President and the Vendor/Contractor.

## **B. Professional Services Contracts**

### **1. Less than \$50,000.00**

At least (3) written quotes must be obtained and documented.

Purchase Request/Purchase Order must be completed and receive proper approval of the appropriate Manager, Program Administrator, the Budget Manager, and the President.

A Contract containing the provisions outlined in Section VII shall be executed by the President and the Vendor/Contractor.

### **2. Over \$50,000.00**

Competitive Bid/Request for Proposals must be completed.

Purchase Request/Purchase Order must be completed and receive proper approval of the appropriate Manager, Program Administrator, the Budget Manager, the President, and the Budget and Finance Committee.

A Contract containing the provisions outlined in Section VII shall be executed by the President and the Vendor/Contractor.

## **C. Requirements**

Purchases may not be broken into multiple purchases or contracts/projects to avoid compliance with the LHFA policy.

Verbal quotes must be documented by a properly completed verbal quote log. Verbal quote logs may be obtained from the Agency Procurement Clerk.

## **V. SOLE SOURCE PURCHASE**

A sole source purchase is permissible only if a good or service is available from a single vendor/contractor. This means the good or service is only sold by a single vendor/contractor.

## **VI. COMPETITIVE BID/REQUEST FOR PROPOSALS PROCEDURE AND CONTENT**

### **A. Procedure**

1. Need determined and scope of work defined.

2. Evaluation Committee established and committee members are advised of their responsibilities, the need for confidentiality, and requirement for adhering to the RFP calendar of events.
3. RFP mailed to prospective proposers, advertised, and posted to LHFA website.
4. Pre-proposal conference is held, if required.
5. Written inquiries received from potential proposers and the Agency provides a written response to all potential proposers.
6. Deadline for submitting Proposals. Proposals opened at the established date, time and location.
7. Proposals reviewed to determine if proposals were submitted properly and meet minimum mandatory administrative requirements.
8. Evaluation documents/proposals are submitted to the Evaluation Committee with instructions regarding the evaluation process.
9. Evaluation Committee members individually evaluate proposals and then convene to discuss proposals.
10. Bidder receiving the highest score is recommended for award.
11. The Committee submits a written recommendation for award to the proper authority, in keeping with Section IV above. Recommendation must include: 1) Methodology for Evaluation; 2) Evaluation Point Assignment; and 3) Strengths and/or Significant Weaknesses or Non-Compliances to RFP for each proposal reviewed.
12. Once recommendation is approved by the proper authority, in keeping with Section IV above as applicable, all proposers are notified, in writing, regarding the results of the recommendation for award by issuing an "Intent to Award" letter to the apparent successful proposer. A notice is also sent to all unsuccessful proposers.
13. Agency negotiates and develops a written contract in accordance with the terms of the RFP and in compliance with state and federal law with the successful proposer.
14. Proof of Insurance and Performance Bond and/or fidelity is received, if applicable.
15. Contract is signed by Vendor and Agency.
16. Agency monitors and evaluates the contractor's performance.

## **B. Content**

A Request for Proposals shall:

1. Specifically define the task and desired results of project;
2. Identify agency liaison personnel and resources available to the contractor, both in preliminary studies and the actual services;
3. State approximately when the contractor can begin the work, plus an estimate of the time necessary to accomplish the work, if applicable;

4. Specify applicable procedures concerning billing, documentation requirements, progress reports, and final reports, if applicable;
5. Specify that a minimum of two copies of the proposal be submitted;
6. Inform the potential contractors of the criteria and the selection methodology and the weight which will be applied to each significant evaluation criteria to be used in evaluating the proposal's responsiveness to the RFP;
7. Require potential contractors to include the following information in their proposals:
  - a. A description of the firm's qualifications to include a specific list of personnel to be used in the services and their qualifications. A résumé will be required on each of the key personnel;
  - b. A list of the agencies with names and contact persons, for whom similar work has been done;
  - c. If applicable, the length of time needed for the services, broken down by phases, if phasing is necessary;
  - d. The proposed methodology for accomplishing the services with a precise statement of what the Agency will receive as an end product of the services;
  - e. An itemized cost statement showing various classes of man-hours at appropriate rate, delineated by phases, if phasing is used, and an itemized listing of all other expenses or fees that are expected to be paid by the Agency and a complete breakdown of consultant overhead rate, if applicable; and
  - f. A detailed budget or other cost breakdown as may be required by the Agency and/or the federal government, if applicable.

## **VII. CONTRACT PROVISIONS/CLAUSES**

Each contract entered into by the Agency shall contain at a minimum: a description of the work to be performed and objectives to be met; amount and time of payments to be made; description of reports or other deliverables to be received, when applicable; date of reports or other deliverables to be received, when applicable; responsibility for payment of taxes, when applicable; circumstances under which the contract can be terminated either with or without cause; remedies for default; and a statement giving the legislative auditor and/or federal auditors the authority to audit records of the individual(s) or firm(s).

When a contract is to include travel and other reimbursable expenses, the contract shall contain language that the travel and other related reimbursable expenses shall constitute part of the total maximum payable under the contract or that no more than a certain sum of the total maximum amount payable under the contract shall be paid or received as reimbursement for travel and other related reimbursable expenses.

Contracts funded fully or partially by federal funds shall meet all applicable federal standards and shall contain all necessary clauses required by federal statutes, rules, and/or regulations.

## **VIII. EMERGENCY PURCHASES**

An emergency situation creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reason that may be proclaimed by the Governor. The existence of such emergency creates an immediate and serious need that cannot be met through normal procurement methods and the lack of which would seriously threaten the functioning of the agency, the preservation or protection of property, or the health or safety of a person.

Purchases of specific materials, supplies, equipment, goods, and services may be made in the open market without competitive bidding for immediate delivery to meet emergencies arising from unforeseen causes. Once an emergency is determined by the Agency, information must be prepared giving details of the emergency, justification, and cost of the proposed purchase which shall be presented to the President for approval. All emergency purchases must be preapproved by the President.

## **IX. PAYMENT OF INVOICES**

All invoices shall be received by the Accounting Department and shall be recorded for tracking purposes. The Accounting Department shall email the invoice to the department responsible for procuring the good or service. Such department shall review the invoice for accuracy and ensure that the items to be paid for were received. Upon such determination, the department Manager and Program Administrator shall approve the invoice and forward it to the Accounting Department for processing and payment.

## **X. TRAVEL EXPENSES**

All expense payments or reimbursements for travel and related expenses must meet the requirements set forth in the LHFA Travel Policy, which establishes policies and procedures related to obtaining travel authorization, advance travel funds, and expenditure reimbursement for travel and related expenses. Refer to the LHFA Travel Policy for details.

## **XI. PURCHASING CARDS**

Purchasing cards/credit cards may be issued to Agency employees with the approval of the Chief Fiscal Officer and the President. The cards are to be used solely for LHFA authorized purchases.

## **XII. BUDGET ADJUSTMENTS**

Each department's authorizing staff must ensure that purchases are initiated only when departmental appropriations are sufficient to cover the anticipated costs. Expenditures that

exceed departmental appropriations require the approval of the Chief Fiscal Officer and the President on a Budget Adjustment Request Form.

### **XIII. PROPERTY DISPOSAL**

When equipment or other property is no longer required for its originally intended use, has reached the end of its lifecycle, or otherwise is no longer useful or required, it is considered surplus to the Agency. The Accounting Department has the responsibility to dispose of surplus equipment and property in the best interest of the Agency.

DRAFT

# HOME REPORT

Louisiana Housing Finance Agency



# HOME REPORT

For the Louisiana Housing Finance Agency  
Board of Commissioners  
Budget Finance Committee  
July 2010



# Background

- Established under the National Affordable Housing 1990, the HOME Investment Partnerships Program, through the U.S. Department of Housing and Urban Development, funds affordable housing ventures that now house low- and very low-income Americans. As its name suggests, in addition to building the supply of affordable housing nationwide, the HOME Program strengthens partnerships to build the capacity of housing providers in state and local government, nonprofit organizations, and the private sector.
- *LHFA serve as the administrator of the HOME Funds and has been receiving HOME funds since 1992.*



# Meeting the Housing Needs of Low- and Very Low-Income Households

- HOME Program funds must benefit low-income households by law.
- 80% area medium income and below.



# HOME Staff

- Charlette Minor, Program Administrator
- Patricia Hampton, Executive Administrative Assistant
- Robert McNeese, HOME Manager
- Yvonne Mathis, HOME Administrative Assistant
- Alvin Johnson, HOME Supervisor
- Curtis Ferrara, HOME Program Specialist III
- Joyce Jackson, HOME Program Specialist III
- Demetria Farve, HOME Program Specialist III
- Sterling Colomb, HOME Program Specialist III
- Desiree Armstead, HOME Program Specialist II



# HOME Program Goal

- Increase the amount of affordable housing in Louisiana for its citizens, especially for those that are below the 80% area medium incomes by:
  - Expand the supply of decent and affordable housing in the Louisiana rural and urban communities;
  - Provide financial and technical assistance to for-profit developers, nonprofit developer and local governments to develop affordable low-income housing;



# HOME Program Objectives

- Administer \$16 million of HOME Program funds allocated by HUD, through competitive award process
- Formulate funding commitments for HOME award to produce affordable housing units;
- Process funding payments and monitor program progress of HOME awardees.
- Leverage private sector resources combined with HOME funds;
- Engage the public and complete the Consolidated Plan and Process and the CAPER in conjunction with the Office of Community Development for submission to HUD;
- Certified Community Housing Development Organizations through required certification and re-certification process;
- Revamp environmental policies and procedures to expedite the required review in accordance with federal standards;



# HOME Accomplishments (since 2008)

- \$29.5 million has been awarded in a wide range of affordable housing ventures throughout the state;
- 31 funding commitments have been made through the Distressed Projects, HOME Rural, HOME Homeowner Rehab, HOME NOFA, and CHDO Projects initiatives;
- Every dollar of HOME funds leverages \$4.43 dollars in other funds;
- Completed the Consolidated Plan and the CAPER report
- 32 CHDOs were certified in 2008 and 43 CHDOs were certified in 2009;
- Hired Environmental Manager to expedite environmental process



# Definition of a HOME project

- ❑ Site(s) under common ownership, management and financing
- ❑ One or more families under one TBRA program
- ❑ Assisted with HOME funds as a single deal
- ❑ A single set up in IDIS (Integrated Disbursement Information System)



## Basic HOME rules – 4 Housing activities

- Homeowner Rehab
- Homebuyer (Soft seconds; assistance; New Construction or Rehab Developments)
- Rental Development ( New Construction or Rehab)
- Rental Subsidy (Tenant Based Rental Assistance)



# How HOME funds can be spent

- The 4 HOME housing activities
- Administration – capped at 10% of grant and program income
- CHDO – Certified Housing Development Organizations – minimum at 15% for operating and development cost; operating has \$50,000.0 cap per CHDO annually.
- LHFA can give CHDO Operating up to 5% of our total allocation
- Current Certified CHDO List attached



# Annual Funding Allocation

- HOME allocation amount received from HUD to Louisiana has increased HOME Program funding steadily. Since 1993, nearly \$255,525,185.00 was allocated for the HOME Program.
- On average, LHFA receives as estimated \$14 Million.
- 2009 Allocation was \$16,231,176
- 2010 Allocation is expected at \$16,231,982



# Program Income

- Program Income is earned when funds repaid from HOME expenditures
- Program Income does not include CHDO proceeds and re-captured funds from homebuyers; repaid funds for ineligible activities
- Program Income Report (part of the PR 27)



# HOME 2010

- Accounting Department Financial Information attached (page B & F - 40)



# Required 25% Match

- ❑ Required match at 25% of HOME funds drawn down for project cost;
- ❑ Must be a permanent contribution to the HOME program
- ❑ Must be satisfied by end of federal fiscal year
- ❑ LHFA has exceeded match due to Single Family Loan activities
- ❑ Match Report from FY2009 is attached



# HUD imposed deadline

- Commitment and Expenditures deadlines
- Commit funds within 24 month
- Expend fund within 5 years



# HUD imposed deadline

- For example 2008 allocation in the amount of \$14,617,370 all has to be committed by 2010; and all funds must be spent by this year in 2013
- This tracked in the IDIS system on what should be recaptured and de-obligated
- Deadline Compliance Tracking report
- Expiring Fund Report



# HUD Reporting - IDIS

- IDIS – Integrated Disbursement Information System

System required by HUD for reporting; System generates the following report (PR 02'; PR 25;PR 27); reports are also attached in your binder

Let's review the PR 02; this report list and indicates all commitments and obligation from program inception



# HUD Reporting – Snap Shots

- Quarter Reports –
- 3/31/2010 Quarter Report is attached



# Consolidated Plan

- Citizen participation is required
- The Plan is reviewed and approved by HUD
- The Office of Community Development submits plan on behalf of the state which includes HOME activities
- Amendments are allowed



# HUD Reporting – CAPER

- Submitted to HUD Annually within 90 days after the close of the program year end (April 1 – March 31)
- Report on progress made in carrying out its strategic plan and the annual action plan
- Report on the use of resources by amount, priorities, geographical distribution and assisted household



## HOME Costs

	Fiscal 2008	Fiscal 2009	Fiscal 2010	Fiscal 2011	Fiscal 2012	Fiscal 2013
	Actuals	Actuals	Estimate	Estimate	Estimate	Estimate
<b>DIRECT</b>						
Salaries, wages, and benefits	424,848	464,889	527,719	610,214		
Advertising	2,712	3,988	8,126	17,500		
Operating Services	2,553	11,869	3,418	35,000		
Professional Services	114,891	1,048,265	234,454	300,000		
Supplies	3,802	2,901	5,000	5,000		
Travel	40,116	6,085	6,925	10,896		
<b>TOTAL DIRECT</b>	<b>588,922</b>	<b>1,537,997</b>	<b>785,641</b>	<b>978,610</b>	<b>1,017,754</b>	<b>1,058,465</b>
<b>INDIRECT</b>						
Salaries, wages, and benefits	1,110,614	1,018,120				
Operating Services	284,612	281,101				
Professional Services	118,689	69,734				
Supplies	43,534	62,410				
Travel	58,008	61,996				
Building Expenses	38,271	50,100				
Pass Thru	32,383					
Mark 2 Market/Risk Share	118,617	-				
Single Family	10,222	22,394				
<b>TOTAL INDIRECT</b>	<b>1,814,950</b>	<b>1,565,855</b>	<b>1,214,359</b>	<b>1,021,390</b>	<b>1,062,246</b>	<b>1,104,735</b>
<b>TOTAL COSTS</b>	<b>2,403,872</b>	<b>3,103,852</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,080,000</b>	<b>2,163,200</b>
Available Admin at Beginning of Year			3,699,927	4,055,814	4,176,212	4,216,610
Direct & Indirect Expenses			(2,000,000)	(2,000,000)	(2,080,000)	(2,163,200)
10% of PI			735,489	500,000	500,000	500,000
10% of Program Year HUD Allocation			1,620,398	1,620,398	1,620,398	1,620,398
Available Admin at End of Year			<u>4,055,814</u>	<u>4,176,212</u>	<u>4,216,610</u>	<u>4,173,809</u>
Number of HOME Department Employees	7	8	9	9	9	9