
Louisiana Housing Finance Agency



Special Programs HOME Program

Loretta Wallace, Program Administrator
Charlette Minor, Program Administrator

October 12, 2011

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M E M O R A N D U M

To: Commissioner Neal Miller
Commissioner Elsenia Young
Commissioner Joseph M. Scontrino, III
Commissioner Jerome Boykin, Sr.

From: Loretta Wallace, Program Administrator
Charlette Minor, Program Administrator

Date: September 30, 2011

Re: Special Programs/HOME Committee

The Special Programs/HOME Committee will not meet on Wednesday, October 12; however, the item below will be discussed at Full Board.

SPECIAL PROGRAMS

- ❖ Update on Defaulted **202s**.

If you have any questions, please contact us.



October 3, 2011

Status of Christopher Homes, Inc. redevelopment of LHFA/HUD Risk Share Mortgaged properties

Christopher Homes, Inc. (CHI) has operated as a non-profit agency of the Archdiocese of New Orleans (ANO) for over 45 years. Its mission is to provide decent, affordable housing for the vulnerable members in our communities, specifically the low income elderly. We currently operate 1,860 apartments in the metro New Orleans area and are working diligently to rebuild/renovate the remaining 567 units that were severely devastated by Hurricane Katrina.

In 2003, the Louisiana Housing Finance Agency (LHFA) approached CHI and ANO with a proposal to refinance several of its HUD 202 housing projects using the HUD 542 (c) Risk Shared Mortgage program and to provide HOME funds to refurbish those projects. Of the 18 projects included in the 2003 refinance package, 13 were managed by CHI and associated with the ANO. Those 13 projects represented nearly 80% of the total refinanced debt.

Following Hurricane Katrina, CHI immediately began to assess the condition of the properties in its portfolio. Two properties which were included in the Risk Shared mortgage pool were immediately reopened, Place Dubourg in LaPlace and Wynhoven II Apartments in Marrero. These properties have continued to operate and service their debt. The other 11 projects, which were severely damaged or were located in areas that were not able to support a senior population for some time following the storm and were not receiving HUD subsidy payments, defaulted on their mortgage debt. Through the efforts of CHI, ANO, and Providence Community Housing, of which CHI and ANO were instrumental in its creation, over \$22,595,000 in defaulted mortgage debt and accrued interest was paid off using HUD 223 (f) mortgage refinancing of the Annunciation Inn, Nazareth Inn, Nazareth II, Delille Inn, and St. John Berchman's Manor projects. Recently, the 1540 House was refinanced using Housing Trust Funds which paid off another \$256,000 in Risk Shared debt. These efforts have saved the LHFA over \$13,780,000 in reserves which were at risk.

Additionally, we have secured FEMA public assistance grants exceeding \$120,000,000 that are dedicated to the ANO to rebuild or renovate six projects. Our plans for the rebuilding of all of the remaining projects, including the six that remain with Risk Shared mortgages, are indicated below. We wish to add that from the very beginning of our recovery from Hurricane Katrina it has been the goal of Christopher Homes, Inc. and the Archdiocese of New Orleans to recover, rebuild, and fully reoccupy each of the properties which we operate. Our goal and mission is to serve the elderly in need and we do not want to lose any of the much needed subsidy rent contracts which are vital to the residents we serve.



CHRISTOPHER HOMES, INC.
1000 HOWARD AVE, SUITE 100
NEW ORLEANS, LA 70113
504.596.3460 OFFICE
504.596.3466 FAX



October 3, 2011

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Rebuild plans

1. **St. Bernard Manor's** plan is to rebuild in place with same mix and size of apartments, common areas, and building systems with the addition of improvements as allowed by FEMA for updated codes and standards. The funding for construction is to be provided through FEMA Public Assistance grants as per the obligated Project Worksheet # 11611 in the amount of \$15,612,309 providing monies to replace the project regardless of cost. Refinancing of risk shared and subordinated mortgage debt, as has been confirmed in meetings with the LHFA and HUD, will be with a new HUD 223 (f) mortgage.

Update for 8/8/2011

Mandatory advertising for public bids will occur on August 8, 15, and 22. Bids are due by September 8, 2011 and we expect to have a contract in place by end of September. Following the receipt of bids we will begin our refinancing modeling. Attached is a copy of the August 8th advertisement for bids.

Update for 9/2/2011

Bids are due at the offices of the Archdiocese next week on September 8th. Construction is expected to begin within 60 to 90 days of the bid opening and will be completed based upon the timeframe according to the contractor bid.

Update for 10/3/2011

Bids were received and MW Builders, Inc. of Kansas City was selected and qualified as the low bidder with a price of \$8,898,000. The contract signing is scheduled for October 4, 2011. An RFP (see attached) for Project Management has been advertised and the deadline for submittal is October 13, 2011.



CHRISTOPHER HOMES, INC.
1000 HOWARD AVE, SUITE 100
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PUBLIC NOTICE

REQUEST FOR PROPOSALS

Christopher Homes and the Archdiocese of New Orleans is announcing a Request for Proposals (RFP's) for Project Management for a new apartment building to be constructed in Meraux, LA. The RFP may be obtained in electronic form by e-mailing a request to buildingoffice@arch-no.org. The deadline for Proposal submission is noon on **October 13, 2011 at 3:00 PM**.

Any questions concerning the proposal should be directed to Andre Villere at 504-861-6209 or avillere@arch-no.org

Equal Opportunity Employer / Program

September 20, 2011

REQUEST FOR PROPOSALS

Project Management
Reconstruction of St. Bernard Manor
2400 Archbishop Hannan Blvd.
Meraux, LA

INTRODUCTION

St. Bernard Manor, Inc. (owner) and the Archdiocese of New Orleans (ANO), through Christopher Homes, Inc. (CHI), its program for the development and management of decent, affordable senior housing, is preparing to begin reconstruction of St. Bernard Manor, its HUD 202 affordable senior housing project located in the Meraux area of St. Bernard Parish, Louisiana. This project was devastated by Hurricane Katrina and as a result the building was demolished and has yet to reopen to provide housing for its senior population. The ANO has funding available in order to rebuild this project and is now searching for a qualified project manager to provide services during the construction phase necessary to put this housing development back into use.

ANO and CHI is now searching for a qualified project manager to administer the construction phase necessary to complete this facility. The search for the successful qualified project manager is being conducted by means of public invitation to all prospective qualified project managers.

BACKGROUND INFORMATION

The St. Bernard Manor campus consisted of three apartment buildings, the subject property and its two sister properties, which consisted of St. Bernard II and St. Bernard III, and a community center building, all located on Archbishop Hannan Blvd. in Meraux, Louisiana. All buildings have been demolished. The subject property plus one other building was built with the same design plan under the HUD 202 loan program; each contained 82 units. The third building contained 66 apartments and was built under the HUD 202 PRAC (project rental assistance contract) program. The rent for these apartments was subsidized with a Section 8 Housing Assistance Payment project-based rent contract.

On August 29, 2005, Hurricane Katrina and the resulting levee failures devastated this property with high winds, torrential rains, and surface flood waters up to 12 feet. The residents were evacuated and those that returned to the metro area have been provided housing in other properties.

The replacement of St. Bernard Manor (one building) has been designed, competitively bid, and placed under construction contract with MW Builders of Kansas City. Construction Documents are available for review by contacting the architect: HMS Architects, 1515 Poydras St., Suite 2680, New Orleans, LA 70112, Mr. Jim Rogers, rogers@hms-pa.com, 504-636-3447.

SCOPE OF WORK

The project for consideration of this RFP is St. Bernard Manor, an 82 unit HUD 202 building that provided decent, affordable housing for seniors and a limited number of disabled residents. The owner, through CHI, is now prepared to begin the reconstruction of this property.

The cost of the project is approximately \$8,900,000. Contract time is 367 calendar days.

In order to accomplish the rebuilding of the St. Bernard Manor property, CHI intends to hire a Project Manager (PM) to oversee the work of the general contractor. The PM will be responsible for the

oversight and documentation of the actual work and preparation of the property for re-occupancy. The new construction shall meet current code and permit requirements in order to achieve the best service for the senior population, many of which have multiple challenges with activities of daily living (ADL). The reconstructed property shall also meet all current Fair Housing and Section 504 guidelines.

The PM shall see that all work is completed in as short a time frame as is possible.

PROJECT MANAGEMENT

The PM will manage the construction project in all aspects to the completion of the project and preparation for re-occupancy by the targeted tenants all under the auspices and approval of the owner and the ANO through CHI. The PM is to maintain the project schedule and budget, prepare monthly progress reports and conduct meetings all the while verifying that the contractor follows the design plan and the funding source. The progress reports and monthly meetings will address the progress of work, project schedule, information/decisions required to maintain the project schedule, problems encountered that may affect the project schedule or budget and proposed solutions for the problems, with anticipated work, action items, and review activities for the following month.

Invoicing for services of the PM shall meet the requirements of funding sources and the ANO. The PM will maintain continuous communications and liaison with the owner and the ANO through CHI. The attached Addendum A lists more detailed, required functions of the PM.

PROJECT MANAGER REQUIREMENTS

Firms responding to this RFP must have experience with managing projects of similar scope and value. Firms responding to this RFP must have direct, relevant experience in managing the construction of multi-story apartment facilities. Firms responding to this RFP must have experience during the last 4 years on a project designed and constructed under government funded relief or grant programs. Firms responding to this RFP may contract with a consultant to meet the government funded relief or grant project experience requirements of this RFP if necessary.

SCOPE OF SERVICES

1. Monitor progress of construction.
2. Visit site once or twice daily.
3. Provide details reports of site visits, including electronic photographs, the status of work in progress, status of the work relative to the construction schedule, presence of the superintendent, number and trades of workmen on site, presence of testing lab and other contractors, major equipment on site, major equipment in use, weather forecast and conditions, reports of discussions with all on site, list of items to verify, list of items upon which action is needed, and all safety and/or security concerns.
4. Organize, chair and represent Owner at regular project construction meetings. Owner retains the right to represent itself at any such meetings. Project Manager will provide advice to facilitate economical, efficient and desirable development and construction procedures.
5. Prepare and distribute to all parties detailed minutes of construction meetings.
6. Review and advise Architect and Owner on the monthly updates of the Contractor's schedule.
7. Assist Architect and Owner in solving problems that arise during construction.
8. Review and make recommendations to the Owner and Architect all requests for payment and all change proposals.
9. Assist the owner in coordination of separate contractors on site, and in coordination of owner-furnished equipment.
10. Participate in all inspections, preparation of and finalization of punch lists, and all closeout procedures.

11. Review and approve all project closeout documentation including, but not limited to, as-built construction documents, warranties, submittal manuals, and operation/maintenance manuals to ensure that they are thorough, contain all materials used on the project, and contain all written warranties or guarantees specified in the Contract Documents. Advise Owner as to the suitability of all warranties.
12. Assist Owner in producing a cost certification of the project once completed.
13. Perform any other duties necessary for the Owner to successfully complete the restoration of operations of the Project in order to return it to full pre-Katrina operation conditions.

SELECTION CRITERIA AND BID EVALUATION METHOD

The following criteria shall be used by the Owner to rank the firms that submit qualifications for selection as the PM for this project.

1. Experience with design and construction of senior affordable housing.
2. Experience with satisfying HUD building and design requirements for 202 housing projects.
3. Experience with applications to the New Orleans HUD Multifamily Program Center for 202 housing design and funding.
4. Experience with design and construction under the available funding source.
5. Experience in working with non-profit housing providers.
6. Experience with managing projects of similar construction type (multi-story post-tensioned concrete) in excess of \$10 million of value.
7. Corporation with local offices, employing a diversity of local residents, and with a local presence.

Responses must include:

1. Summary of company background and corporate curriculum vitae.
2. Address of corporate offices, telephone number, and corporate web site address.
3. Names, resumes, and addresses of corporate officers.
4. Corporate Certificate of Good Standing from the Louisiana Secretary of State.
5. Certificate of insurance.
6. Detailed responses to each item of the Selection Criteria.
7. Proposal for services provided with hourly and aggregate cost of each personnel class and total cost of services provided.
8. A listing of the names, resumes and relevant project experience of the proposed Project Management Team that would be assigned to the projects.
9. Cost for Project Management Services broken down by task, hourly costs for all personnel in the format attached to this RFP clearly identified.

All bid submissions not received by the deadline shall be rejected.

All bid submissions which do not respond to items listed above, or bid submissions that do not include the fee proposal in the format attached to this RFP will be deemed to be non-responsive and shall be rejected.

Responses to this RFQ must be submitted to the Building Office of the Archdiocese of New Orleans at 7887 Walmsley Ave. on or before October 13, 2011 at 3:00 PM.

It is expressly understood that any questions regarding the evaluation of Bids under this RFP shall be directed to the Archdiocese of New Orleans Building Office by e-mail to Andre Villere via e-mail at: avillere@archdiocese-no.org

Any rejected or non-successful bidder may appeal the award decision to the Archdiocese of New Orleans building committee within 5 business days following the bid award. The Archdiocese of New Orleans building committee shall review the appeal and make a determination. If the appellant is not satisfied

with the determination of the ANO building committee, they may appeal the award to the overall head of construction with the ANO Building Office.

(SAMPLE)

CONTRACT FOR PROJECT MANAGEMENT/OWNER'S REPRESENTATIVE SERVICES

THIS CONTRACT FOR PROJECT MANAGEMENT/OWNER'S REPRESENTATIVE SERVICES signed on the dates hereinafter set forth and made effective the _____ day of _____ 2011 (the "Agreement") is entered into by and between St. Bernard Manor represented herein by its duly authorized agent _____ (hereinafter " Owner") and _____ represented by its duly authorized agent _____ (hereinafter " _____ " and/or "Project Manager".)

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

1. Engagement

Owner hereby engages Project Manager and Project Manager hereby agrees to perform all services required to manage and administer the construction of Owner's new apartment building. The Services to be performed are set forth in Exhibit A which is adopted as part of this agreement. The Project Manager will provide sufficient organization, personnel and management to carry out the requirements of this Agreement in an expeditious and economical manner consistent with the best interests of the Owner.

2. Scope of Services

Project Manager will act as an extension of Owner and solely represent Owner's interest independent of the design professionals and general contractor. All Services are to be provided by Project Manager as Owner's Representative. The Scope of Services to be provided by Project Manager is set forth in Paragraph 18.

3. Term of the Agreement

The term of this Agreement will begin on the effective date of this Agreement and will remain in full force and effect until 30 days following cancellation of the respective Construction Contract by Owner.

4. Compensation

For the Services provided by Project Manager under this Agreement, the Owner shall pay to the Project Manager fees based on hourly rates attached as Exhibit A. Monthly billing shall be based on hourly rates for time expended only, not lump sum amounts.

5. Reimbursable Expenses

Project Manager shall be entitled to be reimbursed from time to time only for out of pocket expenses for copies, prints or other reproduction services, courier services or any other agreed upon expenditure incurred in connection with performance under this Agreement. Travel to and from the project site is NOT a reimbursable. Project Manager shall furnish statements and vouchers to Owner for all such expenses.

6. Notice

All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and either served personally or by registered mail. The addresses for any notice to be delivered to any of the parties to this Agreement are as follows:

If to Owner: Mr. Dennis Adams
Christopher Homes, Inc.
1000 Howard Ave.
New Orleans, LA 70112

With Copy to: Mr. John L. Eckholdt
Chief Financial Officer
Archdiocese of New Orleans
7887 Walmsley Ave.
New Orleans, LA 70125

If to _____:

or to such other address as to which any party may from time to time notify the other.

7. Insurance

Comprehensive General Liability -

Upon notice of intent to award and prior to entering into a contract with the Owner the selected PM Firm shall take out and maintain during the life of the contract(s) Comprehensive General Liability (CGL) Insurance to protect the Owner from claims arising from any operation or work in connection with this Contract. The CGL coverage shall provide but not limited to minimum limits of liability as follows:

- (1) \$2,000,000- General Aggregate (Other than Products/Completed Operations);
- (2) \$2,000,000 - Products/Completed Operations Aggregate;
- (3) \$1,000,000 - Personal & Advertising Injury — Any One Person or Organization;
- (4) \$1,000,000 - Each Occurrence Combined Single Limit Bodily Injury Property Damage;
- (5) \$100,000- Fire Damage (Any One Fire); and,
- (6) \$5,000 - Medical Expense (Any One Person).

The CGL insurance policy (hereinafter, the CGL Policy") shall make provision for a per project general aggregate as well as include coverage for blasting, explosion or underground damage if appropriate. The CGL Policy shall also be endorsed to include the Owner and the Roman Catholic Church of the Archdiocese of New Orleans, as additional insured(s) and provide waiver of subrogation in favor of same. Coverage as required shall apply on a primary basis without any right of contribution from any other insurance available to Owner. The CGL Policy shall contain cross liability and severability of interest provisions accordingly. Any and all deductibles, which may apply, shall be the responsibility of the PM Firm. The CGL Policy shall either specifically include or be silent with respect to punitive damages where not otherwise prohibited by law. Coverage shall also be included for any contractual assumption of liability by the PM under any hold harmless agreements, or indemnification agreements provided elsewhere in these specifications.

Comprehensive Automobile Liability -

Upon notice of intent to award and prior to entering into a contract with the Owner the selected PM Firm shall take out and maintain during the life of the contract(s) Comprehensive Automobile Liability Insurance to protect the Owner from claims arising from any operations or work in connection with this

contract. The Comprehensive Automobile Liability Insurance coverage shall be on an occurrence basis, and shall include coverage for owned, hired, leased, and non-owned vehicles, with minimum limits as follows: Bodily Injury Liability of \$250,000 per person, \$500,000 per occurrence; Property Damage Liability of \$100,000 per occurrence.

Workers Compensation -

Upon notice of intent to award and prior to entering into a contract with the Owner the selected PM Firm shall take out and maintain during the life of the contract(s) Workers Compensation Insurance for all its employees in any way engaged in this project. If any sub-consultant does not carry Workers Compensation Insurance, such coverage must be included under the Testing Firm's policy. If any sub-consultant does not maintain Workers Compensation Insurance, the Testing Firm's Workers Compensation Insurance carrier must provide proof of insurance specifically covering uninsured sub-consultants. The policy shall provide coverage at least equal to the requirements of the State of Louisiana and shall include Statutory Workers Compensation and Employers Liability including an Alternate Employer Endorsement. A waiver of subrogation in favor of Owner shall apply. Employers Liability limits of liability shall not be less than as follows:

\$2,000,000 Aggregate — Bodily Injury by Accident

\$1,000,000 Policy Limit — Bodily Injury by Disease

\$1,000,000 Each Employee — Bodily Injury by Disease

Professional Liability — Errors and Omissions -

Minimum limits required: \$2,000,000 per claim

8. Titles/Headings

Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement.

9. Gender

Words in the singular mean and include the plural and vice versa, Words in the masculine mean and include the feminine and vice versa.

10. Capacity/independent Contractor

It is expressly agreed that Project Manager is acting as an independent contractor and not as an employee in providing the Services hereunder. The Project Manager and the Owner acknowledge that this Agreement does not create a partnership or joint venture between them.

11. Modification of Agreement

Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing signed by each party or an authorized representative of each party.

12. Time of the Essence

Time will be of the essence of this Agreement and of every part hereof. No extension or variation of this Agreement will operate as a waiver of this provision.

13. Entire Agreement

It is agreed that there is no representation, warranty, collateral agreement or condition affecting this

Agreement except as expressed in it.

14. Severability

In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

15. Governing Law

It is the intention of the parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Louisiana, without regard to the jurisdiction in which any action or special proceeding may be instituted.

16. Indemnification

The Project Manager agrees to defend, indemnify and hold harmless Owner and The Roman Catholic Church of the Archdiocese of New Orleans for any and all claims, causes of action, and/or lawsuits, including but not limited to any such claims, causes of action and/or lawsuits alleging bodily injury, including but not limited to personal injury, pain, mental anguish and/or death, and/or property loss or damage arising from The Project Manager's performance of and/or failure to perform its duties under this contract and/or negligent or intentional acts, including but not limited to those of any of its employees.

Owner agrees to defend, indemnify and hold harmless The Project Manager for any and all claims, causes of action, and/or lawsuits, including but not limited to any such claims, causes of action and/or lawsuits alleging bodily injury, including but not limited to personal injury, pain, mental anguish and/or death, and/or property loss or damage arising from Owner's performance of and/or failure to perform its duties under this contract and/or for any negligent or intentional acts, including but not limited to those of any of its employees.

17. Termination

Either party may terminate this contract with or without cause upon thirty (30) days notice in writing to the other party. If terminated by Owner, then The Project Manager will be paid up through the date of cancellation for services rendered and reimbursed for any authorized costs through the date of cancellation.

18. Scope of Services

1. Monitor progress of construction.
2. Visit site once or twice daily at a minimum.
3. Provide detailed reports of site visits that contain electronic photographs, the status of work in progress, status of the work relative to the construction schedule, presence of the superintendent, number and trades of workmen on site, presence of testing lab and other contractors, major equipment on site, major equipment in use, weather forecast and conditions, reports of discussions with all on site, list of items to verify, list of items upon which action is needed, and all safety and/or security concerns.
4. Organize, chair and represent Owner at regular bi-weekly project construction meetings. Owner retains the right to represent itself at any such meetings. Project Manager will provide advice to facilitate economical, efficient and desirable development and construction procedures.
5. Prepare and distribute to all parties detailed minutes of construction meetings.

6. Review and advise Architect and Owner on the monthly updates of the Contractor's schedule.
7. Assist Architect and Owner in solving problems that arise during construction.
8. Review and make recommendations to the Owner and Architect on all requests for payment and all change proposals.
9. Assist the Owner in coordination of separate contractors on site, and in coordination of owner-furnished equipment.
10. Participate in all inspections, preparation of and finalization of punch lists, and all closeout procedures.
11. Review and approve all project closeout documentation including, but not limited to, as-built construction documents, warranties, submittal manuals, and operation/maintenance manuals to ensure that they are thorough, contain all materials used on the project, and contain all written warranties or guarantees specified in the Contract Documents. Advise Owner as to the suitability of all warranties.
12. Assist Owner in producing a cost certification of the project once completed.
13. Perform any other duties necessary for the Owner to successfully complete the restoration of operations of the Project in order to return it to full pre-Katrina operation conditions.

IN WITNESS WHEREOF the parties have duly executed this CONTRACT FOR PROJECT MANAGEMENT/OWNER'S REPRESENTATIVE SERVICES this _____ day of _____ 2010.

ST. BERNARD MANOR
 1000 Howard Ave.
 New Orleans, LA

BY: _____

Title: _____

BY: _____

Title: _____

Date:

Exhibit A - St. Bernard Manor Project Proposed Fee

Project Management Services

Project: St. Bernard Manor

Position	Approximate		Billable / Mo	Total Mos.	Total
	Hours / Mo	Rate			
Project Executive 1				12	
Project Executive 2				12	
Project Manager				12	
Inspector				12	
Clerical Support				12	
Documentation / Scheduling				12	
Other (specify)				12	
Subtotal					

Total Estimated Cost (Proposed Fee) for Project Management Services as set forth in the Scope of Work:	
Total Cost (Maximum Fee) for Project Management Services as set forth in the Scope of Work shall not exceed:	



October 3, 2011

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2. **St. Martin Manor's** plan is to rebuild in place the Galvez Street building and renovate the two historic buildings with same mix and size of apartments, common areas, and building systems with the addition of improvements as allowed by FEMA for updated codes and standards. The funding for construction is to be provided through FEMA Public Assistance grants as per the obligated Project Worksheets # 11715 in the amount of \$14,943,605, #11695 and 11705 totaling \$12,683,000. Refinancing of risk shared and subordinated mortgage debt, as has been confirmed in meetings with the LHFA and HUD, will be with a new HUD 223 (f) mortgage. Mathes Brierre Architects, our design professionals, estimates the historic buildings construction period is 18 months from our receiving the completion of FEMA review which we estimate the construction completion at January 2013 with completion of reoccupancy to be March 2013. This is three months sooner that we estimated to the Agency and HUD on December 30, 2009. We have attached an email from the firm.

Update for 8/8/2011

The building contract for Building A was signed and dated May 18, 2011 and the notice to proceed was executed on July 18, 2011 providing for a completion date of July 18, 2012. The contractor is mobilized, pile tests have been completed and the piling/foundation design revised, and piling driving has begun. Attached are copies of the contract, NTP, and building permit. Also, see a copy of the architect's email attached. Design work toward construction documents for the historic buildings continues with completion expected in September.

Update for 9/2/2011

Construction continues on Building A, see attached report by Mathes Brierre Architects (MBA) project manager. Design work continues on the Historic buildings and is expected to be complete by MBA by mid-October.

Update for 10/3/2011

Construction continues on Building A, see the attached report. Final adjustments are now being made for the design of the historic buildings.



CHRISTOPHER HOMES, INC.
1000 HOWARD AVE, SUITE 100
NEW ORLEANS, LA 70113
504.596.3460 OFFICE
504.596.3466 FAX

Mathes Brierre

ARCHITECTS

Project: Replacement of Existing Building
St. Martin Manor
N. Galvez Street
New Orleans, Louisiana
Project No. 10247

September 23, 2011

Subject: Bids, Bonds, and Contracts:
Construction Progress Meeting
Minutes

Mr. Danny Lumpkin
TKTMJ Incorporated
6942 Louisville Street
New Orleans, LA 70124

VIA EMAIL

Dear Mr. Lumpkin:

A construction progress meeting was held on Thursday, September 22, 2010 at 9:00 AM to discuss the construction progress of the above reference project. The following persons were in attendance: (* not in attendance)

<u>Representative</u>	<u>Office</u>	<u>Phone</u>	<u>Emergency Phone</u>
*Michael Burnette	Archdiocese of New Orleans	504-861-6211	504-861-7652
*Andre Villere	Archdiocese of New Orleans	504-861-6209	504-861-7652
Danny Lumpkin	TKTMJ	504-373-5107	337-230-7449
Michael Tubre	TKTMJ	504-373-5107	504-427-3388
Brian DeRoches	Christopher Homes, Inc.		
George Steudlein	Mathes Brierre Architects	504-586-9303	504-616-7631

The following items related to the above-captioned project were discussed:

Project Schedule

1. Construction for the foundation work is currently on schedule.

Work in Progress

1. Wrecking forms for pile caps in zone 4.
2. Setting reinforcing steel in pile caps at zone 3
3. Excavating for setting of pile cap forms in zone 2

Coordination/ New Business

1. The pile driving operations were completed last Friday and the rig demobilized.
2. The stumps and root systems of the two trees cut down at the courtyard have been removed.

3. The Contractor brought it to MBA's attention that there was a concrete footing approximately 3' thick that extended into the foundation of building A, which had to be removed. This had been completed at the time of the visit. Photos of the remaining portion were taken.
4. The contractor stated that there were a couple of foundation items concerning the steel reinforcing that he was reviewing with Ashley. He is also going to request MMI return the foundation portion of the current submittal being reviewed if it is completed.
5. The Contractor stated that he expects to start installation of site utilities in about 2 weeks, and feels he will be out of the ground by the end of October,
6. MBA requested that the Contractor try and keep Galvez Street clean to avoid any problems. Danny stated that they keep traffic cones in place to close the lane during excavating operations and at the end of each day clean the street. Excavation is expected to be complete in about two weeks and they will then wash the street and reopen the lane to traffic.
7. MBA requested that the Contractor provide a submittal log with dates based on the construction schedule. Danny stated that it would be prepared and submitted.
8. MBA reminded the Contractor that acknowledgement of receipt of Field Instructions and Supplemental Instructions for previously sent Instructions is needed.
9. Mr. DeRoches asked the contractor if they had any problems with thefts. The Contractor stated that they had had one break in and a laptop computer was taken. Mr. DeRoches stated that they need to consider security for the building near completion across the street. Danny stated that they would be willing to share the cost of a security guard and allow the guard to use their construction trailer if they were interested.

Submittals

1. # 9- 05120, 05510, & 05500- Engineer reviewing. Danny will ask if the foundation portion could be reviewed first and returned.

Changes

Pending Changes

1. Outstanding RFP

Requests for Proposal

1. RFP-05- Maintenance Building Framing Plan Revisions
2. RFP-06- Revised Generator/Maintenance Building
3. RFP-07- Revised Elevator, Stair 2 Plan, and Grade beam Revisions
4. RFP-08- Exterior Railing Changes

Request for Change

1. None Pending Approval

Change Order

1. None Outstanding

Request for Information

1. None Outstanding

Payment Applications

1. Application # 4- Notarized application being prepared for recommendation to the Owner for Payment

Unresolved/ Pending Issues

1. None Outstanding

Owner Items

1. None Outstanding

The next meeting will be held on **Thursday, October 6, 2011 at 9:00 AM, at the project site trailer.**

The above minutes are believed to be true, correct, and inclusive of all relevant items discussed at the time of the meeting. Should you have any questions, or corrections, please contact the writer.

Yours very truly,

MATHES BRIERRE ARCHITECTS



Creed W. Brierre, FAIA, NCARB
President

cc: Attendees VIA EMAIL



October 3, 2011

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3. St. Bernard II's plan is to relocate and rebuild on a parcel of land available and adjacent to Metairie Manor, a 202 project operated and controlled by CHI, with same mix and size of apartments, common areas, and building systems with the addition of improvements as allowed by FEMA for updated codes and standards. The funding for construction is to be provided through FEMA Public Assistance grants as per obligated Project Worksheet # 11420, in the amount of \$15,612,309 providing monies to replace the project at cost. Since this project is being relocated under the HUD Section 212 guidelines the FHA liability for the project cannot be increased, therefore, our plans are to refinance the existing debt using a new Risk Shared mortgage which will cap the HUD portion of the debt at its current balance. There may also be required additional site costs which the LHFA by board resolution dated January 19, 2010 addressed. HMS Architects estimate time to complete to be 22 ½ months from the completion of FEMA review (3/4/2011); thereby establishing an estimated construction completion date of December 2012 and an estimated completion of reoccupancy to be March 2013. Our original estimated completion reported to the Agency and HUD on December 30, 2009 was December 31, 2012.

Update for 8/8/2011

Construction documents are expected to be completed and ready for final review next week. Jefferson Parish Council will consider the rezoning of the site at its meeting this week. We are still awaiting FEMA EHP group's ruling on the site, attached is an email stream regarding their questions.

Update for 9/2/2011

Jefferson Parish Council has approved the rezoning. HMS will have bid ready plans and specs ready by mid-September. We are still awaiting the release of the site by FEMA's EHP team and expect an update from them next week. Last week HUD provided FEMA a signed copy of the HUD form 4128 indicating their FONSI, copy attached.

Update for 10/3/2011

FEMA EHP team has received the updated FONSI letter from HUD and expects to complete the Public Notice period and issue their approval by the end of October.



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4. The 1540 House (St. Martin House) is currently under construction on its original site and is being rebuilt with FEMA funds under PW # 9494. The contractor is Tuna Construction and the completion date is August 2011 providing an estimated completion of rent up to be the end of October 2011. The original rent up date reported on December 30, 2009 was June 30, 2011. The debenture debt for the Risk Shared mortgage has been paid off using funds awarded under the Housing Trust Fund.

Update for 8/8/2011

Construction continues; see attached field reports by the LHFA dated June 15 and the latest report from the architect dated July 27.

Update for 9/2/2011

Construction continues and expected completion is September 17, 2011. We will begin accepting applications for occupancy on September 15, 2011. Attached is the latest report by the project manager.

Update for 10/3/2011

State Fire Marshal review is scheduled for the end of this week. Punch out work continues with the contractor. See the latest report attached.



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Project meeting #07 - Minutes

Sept 27, 2011 10:00AM

PROJECT:	Group Home 1540 N. Johnson Street New Orleans, Louisiana	Start Date	12-16-2010
PROJECT NO:	08-029	Substantial Completion Date	08-31-2011
		Rain Days to date	0
		CO Days to date	33
		Substantial Completion Date	10-03-2011

1. ATTENDANCE

Michael Burnette	ANOBO	504-861-6211	mburnette@arch-no.org
Brian DesRoches	CHI	504-329-3971	bdesroches@christopherhomesinc.org
Patrick Rownd	Tuna Construction	504-202-2232	Patrick@tunaconstruction.com
Jim Rogers	HMS	504-636-3447	rogers@hms-pa.com
Scott Welty	HMS	504-636-3432 c.504-931-1665	welty@hms-pa.com

2. PROJECT UPDATE

- a) Monthly Meeting was held to review the project status and to begin closeout discussions.
 - Permanent power meter has been set, but connection has not been made at the time of the meeting. Connection is anticipated sometime today, Sept. 27.
 - After power is turned on, Tuna will contact HMS. HMS will then inform CHI because the telephone company needs permanent power before they can make their connection.
 - After permanent power is connected and lights have been turned on, HMS and consulting engineers will make a site visit to complete an official punch list.
 - HVAC cages and units are anticipated to be set by this Friday.
 - Owner (CHI) should begin setting up utility accounts so that the all utility accounts (telephone, entergy and water) can be transferred into the owners name when substantial completion is determined. Tuna should coordinate this date with HMS and the owner.
- b) Anticipated Schedule as discussed at the meeting
 - Sept 27 - Power turned on at the building
 - Sept 29 - Telephone connection
 - Sept 30 - AC units set with AC security cages
 - Sept 30 - Oct 4 - Alarm subcontractor making final connections
 - Oct 3-4 - HMS and consulting engineers to make punchlist
 - Oct 5 - State Fire Marshal scheduled to make inspection
 - Oct 6 - City of New Orleans inspection
 - Oct 6 - Substantial Completion (pending inspections). At time of substantial completion the owner should be prepared to take over the building, including security, maintenance, utilities and insurance.

END OF MEETING

The above reflects my best understanding of the issues discussed and was taken from my meeting notes. Should you have any comments, corrections and/or questions, please contact the writer within seven (7) days of the date of issuance of these meeting minutes.

Sincerely,



Scott Welty
HMS architects, APC

Cc:
Project File #08-029



October 3, 2011

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5. Villa Additions' plan is to relocate and rebuild on a parcel of land available in eastern St. Tammany Parish (Slidell), with same mix and size of apartments, common areas, and building systems with the addition of improvements as allowed by FEMA for updated codes and standards. The funding for construction is to be provided through FEMA Public Assistance grants as per obligated Project Worksheet # 11392 in the amount of \$19,907,527 providing funding to replace the project at cost. Since this project is being relocated under the HUD Section 212 guidelines the FHA liability for the project cannot be increased, therefore, our plans are to refinance the existing debt using a new Risk Shared mortgage which will cap the HUD portion of the debt at its current balance. There may also be required additional site costs which the LHFA by board resolution dated January 19, 2010 addressed. Coleman Partners Architects is our design professional. Our original estimation for completion and rent up as reported on December 30, 2009 was April 30, 2013.

Update for 8/8/2011

We have recently given the architects, Coleman Partners the green light following reviews by the FEMA group. Attached is the architect's timeline.

Update for 9/2/2011

Coleman Partners continues to work on plans. Attached are the schematic plans and narrative and detail of comparison of those plans to the prior project. These plans will be presented to FEMA next week.

Update for 10/3/2011

We have presented schematic plans to FEMA for review, a copy is attached. We are awaiting FEMA EHP approval/release of the site and HUD's approval of the 212 request to move the site.



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VILLA ADDITION REPLACEMENT

GAUSE BLVD. E
SLIDELL, LOUISIANA 70460



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CONSULTANTS:

STRUCTURAL ENGINEER
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CIVIL ENGINEER
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721 GOVERNMENT STREET, SUITE 302
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M/E/P ENGINEER
LUCIEN T. VIVIEN, JR. & ASSOCIATES INC.
3001 22nd STREET
METAIRIE, LA 70002
tel: 504-218-5409
fax: 504-218-5412

Sheet Number	INDEX OF DRAWINGS	Sheet Name	Sheet Issue Date
GENERAL	GENERAL	GENERAL	08/11/11
ARCHITECTURAL	ARCHITECTURAL	ARCHITECTURAL	08/11/11
MEP	MEP	MEP	08/11/11
FOUNDATION	FOUNDATION	FOUNDATION	08/11/11
CONCRETE	CONCRETE	CONCRETE	08/11/11
STEEL	STEEL	STEEL	08/11/11
WOOD	WOOD	WOOD	08/11/11
GLASS	GLASS	GLASS	08/11/11
MECHANICAL	MECHANICAL	MECHANICAL	08/11/11
ELECTRICAL	ELECTRICAL	ELECTRICAL	08/11/11
PLUMBING	PLUMBING	PLUMBING	08/11/11
PAINT	PAINT	PAINT	08/11/11
FINISH	FINISH	FINISH	08/11/11



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6. Villa St. Maurice's plan is to rebuild/renovate in place on its site in the Holy Cross neighborhood of the Lower 9th Ward. Our plans are to replace 60 units of the original 110 units that existed and we feel this is an appropriate response to the housing needs in this location. The funding for construction is to be provided through FEMA Public Assistance grants as per obligated Project Worksheets # 9482 in the amount of \$4,783,142 for the historic building renovation and # 10800 in the amount of \$27,744,000 for the 1980's era building providing replacement funds for the project. Refinancing of risk shared and subordinated mortgage debt, as has been confirmed in meetings with the LHFA and HUD, will be with a new HUD 223 (f) mortgage. Lachin Oubre & Associates is our design professionals. Our original estimation for completion and rent up as reported on December 30, 2009 was June 30, 2013.

Update for 8/8/2011

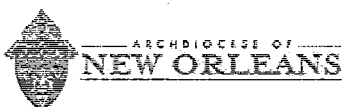
Planning for the rebuilding, renovation of this site has been difficult with our attempts to deal with City and FEMA requirements. We have recently determined that our best approach in order to be assured that the reconstruction will be fully funded by FEMA that we will rebuild the 1980's era building, which contained 77 units, as it existed at the time of the storm. Under these plans the fifth floor which contains 17 units will not have subsidized units and may or may not be placed in operation depending upon demand. We are still trying to determine the best use for the 2nd and 3rd floors of the historic building. The first floor will not include livable space due to the City requirements for flood proofing that space if it contains livable area. See attached notes from recent meeting with architect.

Update for 9/2/2011

We have informed FEMA, HUD, and the LHFA staff that our plans are to rebuild the 77 unit 1980's era building in place. Our plans are to renovate the historic building with common area spaces on the 2nd floor and administrative offices on the 3rd floor. The first floor will not contain living area in order to prevent the need to dry-flood proof that floor according to City of New Orleans requirements.

Update for 10/3/2011

The contract with the architect has been signed and they have begun design work. Today, HUD requested that we submit a Section 212 request on this project.



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The Archdiocese of New Orleans and Christopher Homes, Inc. are committed to the rebuilding, renovation, refinancing, reopening, and reoccupancy of each of our senior, affordable housing properties. In our effort to complete these projects we are working diligently with our design teams, FEMA, and GOHSEP through the rebuilding process to assure that the funding of the construction will meet all requirements of the Stafford Act. We are now reaching the point in the process to begin the refinancing plan and to continue to work with the LHFA and HUD to assure the successful completion of this much needed affordable housing program.

Respectively submitted,

Deacon Dennis F. Adams
Executive Director



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