



BOARD OF DIRECTORS

Agenda Item #10

Sustainable Housing Committee
Ellen M. Lee, Chairwoman

May 8, 2013

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Louisiana Housing Corporation

May 6, 2013

SUSTAINABLE HOUSING COMMITTEE MEETING

AGENDA

Notice is hereby given of a regular meeting of the Sustainable Housing Committee to be held on **Wednesday, May 8, 2013 @ 10:15 A.M.**, Louisiana Housing Corporation Building, **Committee Room 2**, located at 2415 Quail Drive, Baton Rouge, Louisiana, by order of the Chairman.

1. Call to Order and Roll Call.
2. Approval of the **Minutes of the April 10, 2013 Committee Meeting**.
3. Resolution approving the **adoption of the Louisiana Housing Corporation (Corporation) Community Housing Development Organization (CHDO) Operating Assistance Strategy and Report Card (Labeled as "Exhibit A") and to provide a maximum amount of five percent (5%) of the 2012 HOME Fund Allocation of approximately four hundred thousand dollars (\$400,000) to approved CHDOs; and providing for other matters in connection therewith. Staff recommends approval.**
4. Resolution approving the **adoption of the Louisiana Housing Corporation ("Corporation) HOME Program Community Housing Development Organization (CHDO) Designation Application and Guide 2013-2014 (Labeled as "Exhibit A"); and providing for other matters in connection therewith. Staff recommends approval.**
5. Resolution **authorizing the Louisiana Housing Corporation ("Corporation") to select LA CAN, L.L.C. as the contractor for the administration of the LHC's Energy Programs; and providing for other matters in connection therewith. Staff recommends approval.**
6. **Energy Programs Activity Report and Updates.**
7. **Sustainable Housing Department Update.**
8. **Louisiana Housing Authority Department Update.**
9. **HOME Report.**
10. Other Business.
11. Adjournment.



Don J. Hutchinson
LHC Interim Executive Director

If you require special services or accommodations, please contact Board Coordinator and Secretary Barry E. Brooks at (225) 763 8773, or via email bbrooks@lhc.la.gov.

Pursuant to the provisions of LSA-R.S. 42:16, upon two-thirds vote of the members present, the Board of Directors of the Louisiana Housing Corporation may choose to enter executive session, and by this notice, the Board reserves its right to go into executive session, as provided by law.



Louisiana Housing Corporation

Louisiana Housing Corporation Sustainable Housing Committee Meeting Minutes

Wednesday, April 10, 2013
2415 Quail Drive
Committee Room 2
Baton Rouge, LA 70808
10:00 A. M.

Committee Members Present

Ms. Ellen M. Lee
Mr. Willie Spears

Committee Members Absent

Mr. Guy T. Williams, Jr.
Mr. Malcolm Young

Board Members Present

Mr. Michael L. Airhart
Mr. Mayson H. Foster
Mr. Matthew P. Ritchie

Board Members Absent

Dr. Daryl Burckel
Treasurer John N. Kennedy

Staff Present

See attached Sign-In sheet

Others Present

See attached Sign-In Sheet

Call to order and Roll Call. The meeting was called to order by Chairwoman Ellen M. Lee, at 10:05 a.m. The roll was called; there was a quorum.

Approval of Minutes from March 13, 2013. On a motion by Board Member Foster, seconded by Board Member Ritchie, the March 13, 2013 minutes were approved without correction.

Energy Department Activity Reports and Update. Ms. Loretta Wallace, Program Administrator, provided a brief discussion on the extension of the program deadlines. The Energy RFP was released on March 24th, and a mandatory pre-submittal conference was held April 3rd. The deadline to submit proposals is April 24, 2013. She also reported that the LHC received an extension on the ARRA money to complete its expenditure, as the Department of Energy would like to see that all of the money that has been allocated is spent. The LIHEAP funds that have been put into the WAP budget will have to be spent by the September 30th deadline.

Sustainable Housing Department Update. Ms. Janel Young, Program Administrator, provided updates on the following programs of the Sustainable Housing Department:

Katrina/Rita Recovery. Updates were provided concerning Sustainable Housing Funding, Small Rental Property Programs, Neighborhood Stabilization Program, Non-Profit Rebuilding Pilot Program, and Plaquemines Parish Homeowners Rehabilitation Programs. She reported that there had been multiple closures, drawdown and expenditures in NSP3, and that 21 properties (located in the place based-Martin Luther King School Area) would be coming in the next quarter. She also reported that the Small Rental Program has completed 91% of its pipeline. The program is in the rent down stage, and that full compliance long term monitoring will commence at the beginning of 2014.

Gustav/Ike Recovery. Updates were provided concerning the Sustainable Housing Funding, State Affordable Rental; Parish Affordable Rental, and Parish Programs. Concerning the Parish Affordable Rental program, Ms. Young reported that 71% of the program is left to be closed. A discussion of the department's successes and progression followed.

Louisiana Housing Authority Update. Ms. Nicole Sweazy, Program Administrator, provided updates concerning the staff of the LHA move to the Mid-City Garden apartment's activity center.

A brief discussion followed concerning the Project-Based Voucher, Shelter Plus Care and Home Tenant Based Rental Assistance programs successes and progression. Ms. Sweazy reported that the LHC housing support team goes out into the field and provides services to people where they live.

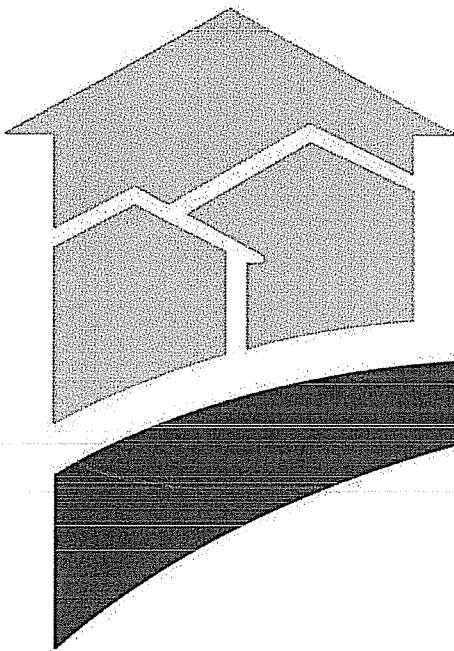
HOME Update. Mr. Bradley Sweazy, Chief Operating Officer, provided updates concerning the programs of the HOME Department. He briefly discussed the PR-27 Report, and reported that the Corporation is working on the HOME NOFA that will be released soon. He anticipates that the total amount to be awarded should be \$5 million, and that the Corporation should receive approximately \$2 million in program income, mostly from multi-family funds.

There was a question concerning an Executive Order recently issued by the Governor. Ms. Nicole Sweazy, Program Administrator, reported that the executive called for the creation of an interagency council on homelessness. It had been decided to incorporate the Interagency

Homelessness Council with the Housing and Transportation Planning Commission, which is currently in the process of being set up, hopefully by the next board meeting.

Adjournment. There being no further business to discuss, Board Member Foster made a motion to adjourn, which was seconded by Board Member Ritchie. The meeting was adjourned at 10:31 a.m.

Sustainable Housing Committee Secretary



LOUISIANA HOUSING CORPORATION

SUSTAINABLE HOUSING COMMITTEE MEETING

WEDNESDAY, April 10, 2013 @ 10:00 A.M.

Guest Sign-In Sheet

GUEST NAME

FIRM

PLEASE, PLEASE PRINT

- | | |
|-------------------------------|---------------------|
| 1. <u>Larry Hoss</u> | <u>OUR PLAN B</u> |
| 2. <u>Caron Innes</u> | <u>Whitney Bana</u> |
| 3. <u>Charlotte Bourgeois</u> | <u>LAA AP</u> |
| 4. <u>STEPHEN FAVORITE</u> | <u>SRF</u> |
| 5. <u>Pat Harghey</u> | <u>LHA</u> |

LHC SHCM
PLEASE PRINT CLEARLY

GUEST NAME

FIRM

6. Chris Condustry

CB&I

7. Wardell Fredew

GPM/our Plaza

8. Marla G. Newman

LHA

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

LOUISIANA HOUSING CORPORATION

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

RESOLUTION

A resolution approving the adoption of the Louisiana Housing Corporation (Corporation) Community Housing Development Organization (CHDO) Operating Assistance Strategy and Report Card (Exhibit A) and to provide a maximum amount of five percent (5%) of the 2012 HOME Fund Allocation of approximately four hundred thousand dollars (\$400,000) to approved CHDOs; and providing for other matters in connection therewith.

WHEREAS, the Louisiana Housing Corporation has been ordered and directed to act on behalf of the State of Louisiana (State); and

WHEREAS, the Louisiana Housing Corporation, as authorized by the State of Louisiana, shall apply for, implement and administer programs, grants and or resources made available pursuant to the Cranston-Gonzales National Housing Act of 1990 (Housing Act).

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

SECTION 1. A resolution is hereby approved that provides for the adoption of the Louisiana Housing Corporation Community Housing Development Organization Operating Assistance Strategy and Report Card (Exhibit A) and to provide a maximum amount of five percent (5%) of the 2012 HOME Fund Allocation of approximately four hundred thousand dollars (\$400,000) to approved CHDOs; and providing for other matters in connection therewith.

SECTION 2. The Corporation staff and counsel are authorized and directed to prepare such documents and agreements as may be necessary to implement the Community Housing Development Organization Operating Assistance Strategy and Report Card.

SECTION 3. The Corporation is hereby authorized, empowered, and directed the ability to create, change, amend and revise any existing documents and/or commitments to implement Community Housing Development Organization Operating Assistance Strategy and Report Card.

SECTION 4. The Chairman, Vice Chairman, Interim Executive Director, Chief Operating Officer and/or Secretary of the Board, be 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 Corporation, the terms of which are to be consistent with the provisions of this resolution as approved by the Corporation counsel.

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

YEAS:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 8th day of May 2013.

Chairman

Secretary

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Directors of the Louisiana Housing Corporation, do hereby certify that the foregoing two (2) pages constitutes a true and correct copy of a resolution adopted by the Louisiana Housing Corporation Board of Directors on May 8, 2013, entitled: “A resolution approving the adoption of the Louisiana Housing Corporation (Corporation) Community Housing Development Organization (CHDO) Operating Assistance Strategy and Report Card (Exhibit A) and to provide a maximum amount of five percent (5%) of the 2012 HOME Fund Allocation of approximately four hundred thousand dollars (\$400,000) to approved CHDOs; and providing for other matters in connection therewith.”

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Corporation on this, the 8th day of May, 2013.

Secretary



CHDO Operating Assistance Strategy

The Louisiana Housing Corporation (the "LHC") would like to reward high performing CHDOs and encourage the growth of new CHDOs. It is proposed that this will be accomplished by providing more operating assistance to higher performing CHDOs and to more established CHDOs. To this end the LHC is considering several factors to determine which CHDOs have performed better than others over the course of the year.

These factors include:

1. Production – The CHDO has produced more units than other CHDOs.
2. Timeliness – The CHDO has utilized less time from award to final production of units.
3. Economy – The CHDO has used less HOME funds per HOME assisted unit than other CHDOs.
4. Consistency – The number and type of units proposed in the application were built by the CHDO.

There are fifteen scoring items that provide a maximum score of 162 points. **NOTE:** Items that have a top possible score of twelve are designed to provide bonus points to CHDOs that assist the LHC to score higher than the national average on the HUD report card.

1. Rewards new projects and penalizes projects that are prolonged or are taking too long to complete.
2. Rewards a CHDO for thoroughly thinking through a HOME fund request and asking for no more funding than that which is actually needed.
3. Rewards CHDO for seeking funding sources other than State Government for operating expenses.
4. Rewards new CHDOs and incentivizes older ones to seek other funding or leveraging opportunities.
5. Rewards CHDO for producing what was initially committed to i.e. not requesting changes in scope, design or number of units due to inadequate planning.
6. Rewards CHDOs for using other funding as originally disclosed in applications.
7. Rewards CHDO for using HOME as gap filler and not as the sole source of funds in a project.
8. Rewards production of affordable housing.

9. Encourages development of new CHDOs.
10. Rewards timely expenditure of funds which likewise expedites the project's completion.
11. Rewards leverage ratios that aid LHC in its HUD Scorecard.
12. Rewards timely completion of all phases of a project including lease-up/sales over all not just one project.
13. Rewards leverage provided over time.
14. Rewards projects that exceed the new minimum federal standards of sale of homeownership units.
15. Rewards projects that exceed the new minimum federal standards of lease-up of rental projects

CHDO Operating Funds Awarded as follows:

Minimum award -- \$5,000. All CHDOs with a qualifying project receive this minimum award which is to be used to pay for annual audit.

Score :	Up To:
130-162	\$50,000
115-129	\$35,000
105-114	\$20,000
98-104	\$10,000
97 and below	Minimum

**CHDO OPERATING ASSISTANCE
SCORING GUIDELINES**

1. Length of time oldest qualifying project (i.e. CHDO Eligible Project) has been active:
- | | |
|---|-----------|
| New – 1 Year | 12 points |
| 1-2 Years | 10 points |
| 2+-3 Years | 6 points |
| 3+-4 Years | 2 points |
| +4 Years | 1 points |
| *Failure to list a project funded with LHFA/LHC funds | 0 points |
2. Operating Funds Requested:
- | | |
|---------------------|-----------|
| Less than \$10,000 | 10 points |
| \$10,001 - \$15,000 | 8 points |
| \$15,001 - \$20,000 | 6 points |
| \$20,001 - \$30,000 | 4 points |
| More than \$30,000 | 2 points |
3. CHDO Operating Expenses funding relative to Total CHDO Operating funds:
- | | |
|-------------|-----------|
| 25% or less | 10 points |
| 26% - 50% | 8 points |
| 51% - 75% | 6 points |
| 75% - 90% | 4 points |
| 91% - 100% | 2 points |
4. Operating Expenses previously authorized:
- | | |
|--|-----------|
| (a) Never authorized CHDO operating expenses | 10 points |
| (b) Was not authorized CHDO operating expenses within the past 24 months | 8 points |
| (c) Was not authorized CHDO operating expenses with the past 12 months | 4 points |
| (d) Currently authorized and receiving operating expenses | 2 points |
5. Final development of project units proposed vs. number of units constructed:
- | | |
|---------------------------------|-----------|
| 100% proposed units constructed | 10 points |
| 90% proposed units constructed | 7 points |
| 80% proposed units constructed | 3 points |
| <80% proposed units constructed | 0 points |
6. Leverage actually utilized vs. leveraged amount originally proposed:
- | | |
|---------------------------------|-----------|
| 100% proposed leverage utilized | 10 points |
| 90% proposed leverage utilized | 7 points |
| 80% proposed leverage utilized | 3 points |

	<80% proposed leverage utilized	0 points
7.	HOME proportion of funding per eligible project:	
	90% - 100% HOME Funded Activity	0 points
	80% - 89% HOME Funded Activity	2 points
	70% - 79% HOME Funded Activity	4 points
	60% - 69% HOME Funded Activity	6 points
	50% - 59% HOME Funded Activity	8 points
	<50% HOME Funded Activity	10 points
8.	Average Annual HOME Units completed using Operating Assistance (Production):	
	Five (5) or more	10 points
	Four (4)	8 points
	Three (3)	6 points
	Two (2)	4 points
	One (1)	2 points
9.	How long has the CHDO been designated by the State?	
	New – 1 Year	10 points
	1+ - 2 Years	8 points
	2+ - 3 Years	6 points
	3+ - 4 Years	4 points
	4+ - 5 Years	2 points
	5> Years	0 points
10.	Development Funding Authorized vs Expended:	
	90% - 100%	12 points
	85% - <90%	10 points
	75% - <85%	8 points
	65% - <75%	6 points
	<65%	0 points
11.	Leverage Ratio on Projects Completed Since 2008:	
	>5.0	12 points
	4.0 – 4.9	10 points
	3.0 – 3.9	8 points
	2.0 – 2.9	6 points
	1.0 – 1.9	4 points
	<1.0	0 points

12. Average length of time (in months) to complete project (average of time from award to final completion in IDIS for projects awarded since 2008):

< 18 Months	12 points
18 – 24 Months	10 points
24 – 30 Months	5 points
30 Months	0 points

13. Average HOME cost per unit produced since 2008:

Rental	Homeowner	
<\$32,000	<\$14,000	12 points
\$32,000 – 40,000	\$14,001 - \$20,000	10 points
\$40,001 - \$45,000	\$20,001 - \$25,000	5 points
\$45,001 - \$50,000	\$25,001 - \$30,000	2 points
>\$50,000	>\$30,000	0 points

14. 100% sale of homeownership units:

1 Month	10 points
1+ - 2 Months	8 points
2+ - 3 Months	6 points
3+ - 4 Months	4 points
4+ - 5 Months	2 points
>5 Months	0 points

15. 100% lease up:

4 Months	12 points
4+ - 6 Months	10 points
6+ - 10 Months	8 points
10+ - 12 Months	6 points
>12 Months	0 points



LOUISIANA HOUSING CORPORATION COMMUNITY HOUSING DEVELOPMENT ORGANIZATION REPORT CARD

Category	CHDO	CHDO Average	CHDO Rank
Program Progress: Length Qualifying Project Has Been Active			
Units Completed while having operating assistance			
Sale of All Homebuyer Units			
Lease-Up of All Rental Units			
Average Length of Time Project Active			
Efficiency : Average Cost per HOME Rental Unit			
Average Cost Per HOME Homebuyer Unit			
Leverage Ratio (Actual) for Projects completed since 2008			
HOME Proportion of eligible project funding			
Consistency : Unit Proposed Vs Constructed			
Leverage Utilized Vs Proposed			
CHDO Operating: CHDO Operating As Proportion of Overall CHDO Administrative Funds			

As of 5/1/13

LOUISIANA HOUSING CORPORATION

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

RESOLUTION

A resolution approving the adoption of the Louisiana Housing Corporation (Corporation) HOME Program Community Housing Development Organization (CHDO) Designation Application and Guide 2013-2014 (Exhibit A); and providing for other matters in connection therewith.

WHEREAS, the Louisiana Housing Corporation, as authorized by the State of Louisiana, shall apply, implement and administer the LHC HOME Program Community Housing Development Organization (CHDO) Designation Application and Guide 2013-2014 (Application).

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

SECTION 1. A resolution is hereby approved that provides for the adoption and implementation of the LHC HOME Program CHDO Application and Guide 2013-2014.

SECTION 2. The Corporation staff and counsel are authorized and directed to prepare such documents and agreements as may be necessary to implement the LHC HOME Program CHDO Application and Guide 2013-2014.

SECTION 3. The Corporation is hereby authorized, empowered and directed the ability to create, change, amend and revise any existing documents and/or commitments to implement LHC HOME Program CHDO Application and Guide 2013-2014.

SECTION 4. The Chairman, Vice Chairman, Executive Director, Chief Operating Officer, and/or Secretary of the Board, be 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 Corporation, the terms of which are to be consistent with the provisions of this resolution as approved by the Corporation counsel.

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

YEAS:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 8th day of May 2013.

Chairman

Secretary

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Directors of the Louisiana Housing Corporation, do hereby certify that the foregoing two (2) pages constitutes a true and correct copy of a resolution adopted by the Louisiana Housing Corporation Board of Directors on May 8, 2013, entitled: “A resolution approving the adoption of the he Louisiana Housing Corporation (Corporation) HOME Program Community Housing Development Organization (CHDO) Designation Application and Guide 2013-2014 (Exhibit A); and providing for other matters in connection therewith.”

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Corporation on this, the 8th day of May, 2013.

Secretary



HOME Program CHDO

**Community Housing Development Organization
Designation Application and Program Guide
2013-2014**

HOW TO APPLY FOR CHDO DESIGNATION

To qualify as a Community Housing Development Organization (CHDO) a 503 (C) (3) or (4) non-profit must apply to the State for Designation. The initial Application for Designation is received on an open basis. An Applicant may apply **at any time during the year for Designation but to be eligible for funding the Application must be received a minimum of sixty calendar days prior to the publication of a funding offering.** Once Designated, a CHDO **must apply for re-certification each year** in order to continue to be a CHDO in good standing. An Application demonstrating the capacity to implement and administer the proposed project(s) is necessary for consideration of HOME CHDO set-aside funds. Re-Designation is done once a year during the month of June. **PLEASE NOTE THIS APPLICATION IS FOR DESIGNATION PURPOSES ONLY** and not for the allocation of funds. The Louisiana Housing Corporation (LHC) is responsible for accepting and evaluating all Applications for the use of HOME CHDO set-aside funds.

1. Coordinator

The LHC HOME Program Community Housing Development Organization Designation Application and Guide 2013-2014 (Application) is available in electronic form at <http://www.lhc.la.gov>. The Application is also available in printed form by submitting a written request to the Application Coordinator.

Written requests and questions must be directed to the Application Coordinator using the information listed below:

Louisiana Housing Corporation
Attn: Desiree Armstead
Re: HOME Department (CHDO Designations)
2415 Quail Drive
Baton Rouge, Louisiana 70808
chdowebinfo@lhc.la.gov

2. Important Dates and Deadlines for Re-Designation

Application published and posted to LHC website	05/31/2013	4:30 P.M. C.S.T.
Deadline for submitting written inquiries	06/07/2013	4:30 P.M. C.S.T.
Deadline for LHC to respond to written inquiries from Applicants	06/11/2013	4:30 P.M. C.S.T.
Deadline for submitting Applications	07/01/2013	4:30 P.M. C.S.T.

NOTE: The LHC reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the Application.

3. Applicant Inquiries

The Corporation will consider written inquiries from Applicants regarding Application requirements. For Re-Designation inquiries will only be considered if they are submitted in writing to the Application Coordinator by the deadline for submission of written inquiries set forth, in Section 2. Important Dates and Deadlines for Re-Designation, above. Initial Designation inquiries maybe submitted at any time. Inquiries shall clearly reference the section of the Application for which the Applicant is inquiring or seeking clarification. Any and all questions directed to the Application Coordinator will be deemed to require an official response. Applicants may submit their questions or inquires via email only to:

Louisiana Housing Corporation
Attn: Desiree Armstead
Re: HOME Department (CHDO Designations)
chdowebinfo@lhc.la.gov

The Corporation reserves the right to modify the Application should a change be identified that is in the best interest of the Corporation. It is the sole responsibility of the prospective Applicant to inquire into and clarify any item of the Application that is not understood. The Corporation also reserves the right to decline to respond to any question or inquiry that will cause an undue burden or expense for LHC.

4. Contact Prohibitions

It is the express policy of the Corporation that those prospective Applicants to this Application refrain from initiating any direct or indirect contact or communication regarding the selection process with staff of the LHC or member of the LHC's Board of Directors. Any violation of this policy will be considered as a basis for disqualification.

5. Changes to the Application

In the event that the LHC determines, in its sole discretion, that it is necessary to revise any part of this Application, an addendum, supplement, or amendment to this Application will be posted at <http://www.lhc.la.gov>. It is the responsibility of the Applicants to check the website for any such addendums, supplements or amendments made to the Application.

6. Submission Deadline and Method of Delivery

The Corporation reserves the right to modify the Application should a change be identified that is in the best interest of the Corporation. It is the sole responsibility of the prospective Applicant to inquire into and clarify any item of the Application that is not understood. The Corporation also reserves the right to decline to respond to any question or inquiry that will cause an undue burden or expense for LHC.

All Applications must be submitted to the Application Coordinator. Re-designation Applications will be accepted only from June 1, 2013 to July 1, 2013, **by no later than 4:30 P.M. C.S.T.**

Applicants mailing their Applications should allow sufficient mail delivery time to ensure receipt of their Applications by the date/time specified above. **Fax or e-mail submissions are not acceptable and will not be considered.**

Applications may be mailed through the U. S. Postal Service, delivered by hand or courier to:

Attn: Desiree Armstead
Louisiana Housing Corporation
Re: HOME Department (CHDO Designations)
2415 Quail Drive
Baton Rouge, Louisiana 70808

The outside of the envelope, box or package must be CLEARLY MARKED with the following information and format:

Application Name: Louisiana Housing Corporation HOME Program Community Housing Development Organization (CHDO) Designation Application and Guide 2013-2014 (Application)

Application Submission Deadline Re-Designation Only: July 1, 2013 at 4:30 P.M. C.S.T.

Applicant is solely responsible for ensuring that its courier makes inside deliveries at the physical location. Applicant is solely responsible for the timely delivery of its proposal. Failure to meet the Application submission deadlines shall result in rejection of the Application.

7. Number of Copies

Each Applicant shall submit 1 signed original Application including all requested documentation and forms plus 2 copies. The Application should be bound with a binder clip. Do not submit 3-ring binders or other form of binding.

8. Required Signatures

The Application must be signed by a company official or agent duly authorized to sign proposals or contracts on behalf of the organization, such as:

- A current corporate officer, partnership member, or other individual specifically authorized to submit a proposal as reflected in the appropriate records on file with the Louisiana Secretary of State;
- An individual authorized to bind the company as reflected by a corporate resolution, certificate, or affidavit; or
- An individual identified in other documents conferring the appropriate authority which are acceptable to the LHC.

9. Content

Evaluation of Application shall be based only on the material contained in the Application. Mandatory Application requirements shall become obligations should a CHDO Designation be awarded to the Applicant. Failure to include these requirements in the Application shall result in rejection of the Application.

10. Changes to Application Submission

If prior to the deadline for submitting an Application for Re-Designation an Applicant needs to submit changes or addenda to its Application, such changes or addenda shall be submitted in writing to the Corporation, in a sealed envelope, clearly cross-referencing the relevant proposal section, and signed by an authorized representative of the Applicant. Changes and/or addenda to Application shall meet all requirements for Applications.

11. Withdrawal of Application Submission

A prospective Applicant may withdraw an Application that has been submitted at any time up to the date and time the Application is due.

12. Rejection of Application Submission

Issuance of this Application in no way constitutes a commitment by the LHC to award a CHDO Designation. The Corporation reserves the right to accept or reject, in whole or in part, all Applications submitted and to cancel this announcement.

13. Cost of Application Preparation

Each Application and all information required to be submitted pursuant to the Application shall be prepared at the sole cost and expense of the Applicant. There shall be no claims whatsoever against the LHC, its officers, officials or employees for reimbursement for the payment of costs of expenses incurred in preparing and submitting an Application or for participating in this process.

14. Disqualification

The LHC reserves the right to verify all information provided by an Applicant via direct contact with the Applicant's clients and prior project personnel and Applicants must agree to provide necessary authorizations for the LHC to verify any of the Applicant's previous work. As described elsewhere in this Application, each Applicant will be required to submit a detailed résumé for all key personnel. Misstatements of experience and scope of prior projects shall be grounds for disqualification of the Applicant from further consideration.

15. Rights Reserved by LHC

LHC reserves the right to reject any or all Applications. LHC will not disclose the status of the Applications until the LHC's Board of Directors has approved the award of the Louisiana

Housing Corporation HOME Program Community Housing Development Organization (CHDO) Designation Application and Guide 2013-2014 (Application).

16. Preliminary Review

Each Application will be preliminary reviewed for compliance with the qualifications and requirements set forth in this Application. Failure to meet these qualifications and requirements will cause the Application to be eliminated from further consideration.

17. Minimum Evaluation Requirements

LHC will form a Review Committee of staff to evaluate the responses to this Application. Each Application will be evaluated to ensure that the Applicant has complied with each section of this Application and followed the formatting, organizational and submission requirements as described in this Application.

18. Evaluation Process

The Review Committee will review each written Application. Applicants may be asked to provide clarification on proposed services and to answer any questions. The Review Committee will evaluate all acceptable Applications. No preliminary conclusions or results will be given out until the Corporation has completed the entire evaluation process, the Applicant has been notified writing of Designation status and the LHC Board of Directors has been informed.

19. Evaluation/Qualification Criteria

Applications will be evaluated by the Review Committee based on the criteria detailed in this section. In preparing to submit a response, it is important for Applicants to clearly demonstrate their expertise in the areas described in this Application.

Applicants are encouraged to identify and clearly label in their Application how each qualification is being fully addressed. Evaluation of responses to this Application will be based only on the information provided in the Application. LHC serves the right to request additional information or documentation from the Applicant regarding its proposal, personnel, financial viability or other items in order to complete the selection process. If a responding Applicant chooses to provide additional materials in their Application beyond those requested, those materials should be identified as such and included in a separate section of the Application.

WHAT IS A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)?

The HOME Investment Partnerships (HOME) Program was authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended. HOME provides formula grants to states and localities that communities use often in partnership with local non-profit groups to fund a wide range of activities that build, buy and/or provide direct rental assistance to low-income people. HOME funds are regulated and distributed to Participating Jurisdiction (PJ's) by the U.S. Department of Housing and Development (HUD).

A PJ is a term given to any State or local government that HUD has designated to administer a HOME Program. HUD Designation as a PJ occurs if a State or local government meets the funding thresholds, notifies HUD that it intends to participate in the program, and obtains approval by HUD of a Consolidated Plan. Consolidated Plans describe community needs, resources, priorities and proposed activities to be undertaken under certain HUD programs, including HOME. PJ's are required to set-aside a minimum of 15 percent of their HOME allocations for housing development activities in which qualified CHDOs are the owners, developers and/or sponsors of affordable housing in the communities that they serve.

A CHDO (Pronounced cho'doe) is a private nonprofit, community-based service organization whose **primary** purpose is to provide and develop decent, affordable housing for the community it serves. Certified CHDOs receive Designation from a Participating Jurisdiction indicating that they meet certain HOME Program requirements and therefore are eligible for HOME funding.

The HOME Program definition of a CHDO is found at 24 CFR Part 92.2. A copy of the HOME regulation (24 CFR Part 92) can be found at the U.S. Department of Housing and Urban Development website: www.hud.gov. Pertinent additional information concerning CHDO Development Capacity is also contained in CPD Notice 12-007 which CHDOs are strongly encouraged to review. Information may also be found at the Louisiana Housing Corporation's website at www.lhc.la.gov.

WHY SHOULD AN ORGANIZATION APPLY FOR CHDO DESIGNATION?

Funds are available through HOME PJ's exclusively for qualified, eligible CHDO projects and operating expenses. If an organization becomes a certified CHDO, it is eligible to take advantage of the HOME funds set-aside exclusively for CHDOs. CHDO set-aside funds provide equity for community-based organizations to undertake projects, build their capacity to serve a broad range of affordable housing needs and provide guaranteed resources for affordable housing development.

WHERE TO APPLY FOR CHDO DESIGNATION

In order to be certified as a CHDO, the Applicant must delineate the geographic area in which they plan to develop a HOME eligible project.

REQUIREMENTS FOR CHDO DESIGNATION

I. ORGANIZATIONAL STATUS AND MISSION REQUIREMENTS FOR CHDO DESIGNATION

Regulatory Thresholds:

- 1. Organized Under State/Local Law.** Organizations must show evidence to the PJ, either in their charter or articles of incorporation, that it is organized under state or local law.

2. **Tax Exemption Ruling.** A tax exemption ruling from the Internal Revenue Service (IRS) as evidenced by a 501(c)(3) or (4) Certificate from the IRS.
3. **Purpose of Organization.** The organization's primary purpose must be the provision of decent housing that is affordable to low-and moderate income people. This must be evidenced by a statement in the organization's charter, articles of incorporation, by-laws or resolutions.

Additional Considerations:

4. **Strategic Plan.** CHDOs and CHDO aspirants are required to submit a comprehensive strategic plan to LHC. In order to be a comprehensive plan, the document submitted should address the following:
 - The mission, goals and vision of the organization;
 - Whom they will serve;
 - The organization's role in the community;
 - The programs, services and products offered;
 - The resources needed to succeed: and
 - The best way to combine resources, programming and relationships to accomplish the organization's mission.
5. **Certificate of Good Standing.** CHDO aspirants are required to submit a certificate of good standing issued by the Louisiana Secretary of State.
6. **Internal Revenue Form (IRS) 990.** CHDO aspirants are required to submit a completed annual 990 form required by the IRS.

II. BOARD COMPOSITION REQUIREMENTS FOR CHDO DESIGNATION

Regulatory Thresholds:

There are three specific requirements related to the organization's Board, which must be evidenced in the organization's by-laws, charter or articles of incorporation. These requirements are:

1. **Low Income Representation.** At least 1/3 of the organization's Board must be representatives of a low-income community served by the CHDO. The CHDO is required to certify the status of low-income representatives. There are three methods to meet the HOME requirement that stipulates 1/3 of the organization's Board be representatives of a low-income community served by the CHDO. If a potential Board member fits one of the following descriptions, then they count towards fulfilling this requirement:
 - The person lives in a low-income neighborhood where 51 percent or more of the residents are low-income. This Board member represented as a resident does not have to be low-income.

In order to qualify under this standard, the Board member must live in a low-income neighborhood where 51 percent or more of the residents are low-income. The Board member does not have to be low-income. Neighborhood means a geographic location designated in comprehensive plans, ordinances, or other local documents as a neighborhood, village, or similar geographical designation that is within the boundary but does not encompass the entire area of a unit of general local government; except that if the unit of general local government has a population under 25,000, the neighborhood may, but need not, encompass the entire area of a unit of general local government.

- The person is a low-income resident of the community. In order to qualify under this standard, the Board member must be a low-income resident of a community that the CHDO is certified to serve. Low-income is defined as 80% or less of area median family income.
 - The person was elected by a low-income neighborhood organization to represent the neighborhood on the CHDO Board. The organization must be composed primarily of residents of the low-income neighborhood and its primary purpose must be to serve the interests of the neighborhood residents. Such organizations might include block groups, neighborhood associations, and neighborhood watch groups. In order to qualify under this standard, the Board member must be elected by a low-income neighborhood organization to serve on the CHDO Board. The group must be a neighborhood organization and it may not be the CHDO itself. If the Board member is qualifying under this criterion, the individual must submit a copy of a signed resolution from the neighborhood organization naming the individual as their representative on the CHDO.
- 2. Public Sector Limitations.** No more than 1/3 of the organization's Board may be representatives of the public sector. States or local governments who charter CHDOs may not appoint more than 1/3 of the Board, and the Board members appointed by the state or local government may not appoint the remaining 2/3 of the Board members. If a person qualifies as a low-income person and a public official, their role as a public sector representative supersedes their residency or income status. Therefore, the official counts toward the 1/3 public sector limitation.
- 3. For Profit Limitations.** If a CHDO is sponsored by a for-profit entity, the for-profit may not appoint more than 1/3 of the Board. The Board members appointed by the for-profit may not appoint the remaining 2/3 of the Board members.

Additional Considerations:

- 4. Board Representation.** The Board should have at least one representative for each geographic area to be served by the CHDO.

5. **Stability.** There should be demonstrated stability/continuity of Board members over the last several years.
6. **Development Oversight.** The Board should have a committee structure or other means of overseeing planning and housing development.
7. **Board Skills.** The Board members should have professional skills directly relevant to housing development. For example, real estate, legal, architectural, planning, construction, finance and management experience are all professional skills that are relevant to housing development.
8. **Decision-Making.** The Board should demonstrate the ability to make timely decisions using an appropriate process.

III. SPONSORSHIP/INDEPENDENCE REQUIREMENTS FOR CHDO DESIGNATION

Regulatory Thresholds:

1. **Control.** The CHDO is not controlled, nor receives directions from individuals or entities seeking profit from the organization, as evidenced by the organization's Bylaws or a Memorandum of Understanding.
2. **Creation or Sponsorship by a For-Profit Entity.** If sponsored or created by a for profit entity, the for-profit entity's primary purpose does not include the development of management of housing, as evidenced in the for-profit organization's By-laws.
3. **Freedom to Contract for Goods and Services.** If sponsored or created by a for profit entity, the CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced by its By-laws, Charter, or Articles of Incorporation.
4. **Sponsorship by a Religious Organization.** If sponsored by a religious organization, the CHDO must be a separate secular entity from the religious organization, with membership available to all persons, regardless of religion or membership criteria, as evidenced by its By-laws, Charter or Articles of Incorporation.

Additional Considerations:

5. **Identity of Interest.** The CHDO shall submit any identity of interest issues between the organization and the contractors, consultants and professionals it uses for its CHDO projects that might constitute a conflict of interest.

IV. RELATIONSHIP/SERVICE TO THE COMMUNITY REQUIREMENTS FOR CHDO DESIGNATION

The HOME Program establishes requirements for the organizational structure of a CHDO to ensure that the governing body of the organization is controlled by the community it serves. These

requirements are designed to ensure that the CHDO is capable of decisions and actions that address the community's needs without undue influence from external agendas.

Regulatory Requirements:

- 1. History of Serving the Community.** The organization has a history of serving the community within which housing to be assisted with HOME funds is to be located. CHDO shall provide evidence by either documentation of at least one (1) year of experience in serving the community or for new organizations, and or documentation that its parent organization has at least 1 year of experience in serving the community.
- 2. Low Income Input.** Input from the low-income community is not met solely by having low-income representation on the Board. The CHDO must provide a formal process for low-income program beneficiaries to advise the CHDO on design, location of sites, development and management of affordable housing. The process must be described in writing and may be documented in the:
 - a. Organization's by-laws;
 - b. Resolutions; or
 - c. A written statement of operating procedures approved by the governing body.

Each project undertaken by the CHDO should allow potential program beneficiaries to be involved and provide input on the entire project from project concept and site selection to property management. One way to accomplish this requirement is to develop a project advisory committee for each project or community where a HOME assisted project will be developed. Proof of input from potential low-income program beneficiaries in all aspects of the project will be required for project funding.

- 3. Clearly Defined Service Area.** The organization must have a clearly defined geographic service area, which can be described and documented for the PJ. CHDOs may serve individual neighborhoods or large areas. However, while the organization may include an entire community in their service area (such as a city, town, village, county or multi-county area), they may not include the entire state.

Additional Considerations:

- 4. Needs.** Current plans should be well grounded in an understanding of current housing conditions, housing needs and need for supportive services. The organization should have an analysis of the local housing market and the housing needs of low-income households.
- 5. Relations.** The organization should have a good reputation and a positive relationship with the community that it serves.

6. **Local Government Relations.** The CHDO should have a positive relationship with the local government(s) of the community(s) that it serves.

V. FINANCIAL MANAGEMENT AND CAPACITY REQUIREMENTS FOR CHDO DESIGNATION

Regulatory Requirements:

1. **Conformance to Accountability Standards.** The organization must conform to the financial accountability standards of 24 CFR 84.21, “Standards for Financial Management Systems”, as evidenced by a notarized statement by the Board president or Chief Financial Officer (CFO), or a certification from a Certified Public Accountant (CPA) or a HUD approved audit summary.
2. **No Individual Benefit.** No part of a CHDO's net earnings (profits) may benefit any members, founders, contributors or individuals. This requirement must also be evidenced in the organization's Charter or Articles of Incorporation.
3. Is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization. A community housing development organization may be sponsored or created by a for-profit or non-profit entity, but:
 - a. The other (for-profit or non-profit) entity may not be an entity whose primary purpose is the development or management of housing, such as a builder, developer or real estate management firm;
 - b. The other (for-profit or non-profit) entity may not have the right to appoint more than 1/3 of the membership of the organization’s governing body. Board members appointed by the other (for-profit or non-profit) entity may not appoint the remaining 2/3 of the Board members;
 - c. The community housing development organization must be free to contract for goods and services from vendors of its own choosing; and
 - d. The other (for-profit or non-profit) entity may not exercise final control over decisions of the CHDO board.
4. Has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 (26 CFR 1.501(C)(3)-1);
5. Does not include a public body (including the participating jurisdiction). An organization that is State or locally chartered may qualify as a community housing development organization; however, the State or local government may not have the right to appoint more than 1/3 of the membership of the organization’s governing body and no more than 1/3 of the Board members may be public officials or employees of the participating jurisdiction or State recipient. Board members appointed by the State or local government may not appoint the remaining 2/3 of the Board members;

Additional Considerations:

- 6. Audit.** Audit information, if available, will be reviewed.
- 7. Budgeting.** The organization should conduct annual budgeting of its operations and all activities and programs. It should track and report budget versus actual income and expenses.
- 8. Reporting.** Financial reporting should be regular, current and sufficient for the Board to forecast and monitor the financial status of the corporation.
- 9. Cash Flow Management.** The organization should know its current cash position and maintain controls over expenditures.
- 10. Internal Controls.** The organization should have adequate internal controls to ensure separation of duties and safeguarding of corporate assets. There should be sufficient oversight of all financial activities.
- 11. Procurement/Conflict of Interest.** The organization should have a conflict of interest policy governing Board members, employees and development activities, particularly in procurement of contract services and the award of housing units for occupancy.
- 12. Insurance.** The organization should maintain adequate insurance, including liability, fidelity, bond, workers compensation, property hazard and project.
- 13. Financial Stability.** The current balance sheet and budget should indicate a sufficient, diversified and stable funding base to support essential operations.
- 14. Portfolio Financial Condition.** If the organization has a portfolio of properties, they should be in stable physical and financial condition.
- 15. Liquidity.** Whether the organization has liquid assets available to cover current expenses shall be considered, as well as the whether the organization has funds available for predevelopment expenses or equity investments required for development.

VI. DEVELOPMENT CAPACITY REQUIREMENTS FOR CHDO DESIGNATION

Regulatory Requirements:

- 1. Capacity to Carry Out Activities.** The organization must demonstrate that their key staff and board of directors have the **revelant** experience necessary to perform the HOME-assisted activities they plan to undertake. The current CHDO staff must demonstrate that they have the knowledge, skills and experience in developing projects of the same size, scope and level of complexity as the activities for which HOME funds are being reserved or committed.

Additional Considerations:

2. **Portfolio.** The organization's portfolio of projects and properties should evidence competent management and oversight.
3. **Previous Performance.** The organization should have exhibited competence with any previous CHDO activities.
4. **Management Capacity.** The organization's management should have the capacity and ability to manage additional development activities.
5. **Procedures.** There should be policies and procedures in place to govern development activities.
6. **Project management.** The organization should have procedures for monitoring the progress of a project and the capacity to monitor project-level cash flow and schedules.
7. **Personnel.** There should be staff that is assigned responsibilities for housing development and personnel policies and job descriptions should be clear.
8. **Staff skills.** The strength of staff in the following areas shall be considered:
 - Legal/financial aspects of housing development
 - Management of real estate development
 - Oversight of design & construction management
 - Marketing intake
 - Property management (if applicable)
9. **Training.** Staff should be encouraged to obtain training and develop new skills.
10. **Member involvement.** The organization's membership should be active and in support of the organization's housing activities.
11. **Use of consultants.** To what extent the CHDO has access to and makes use of qualified development consultants shall be considered, as well as how these consultants interact with staff.
12. **Funding access.** The organization should have the ability to raise funds for the capital requirements of a project.

VII. CHDO REQUIRED EXPERIENCE

Has a history of serving the community within which housing to be assisted with HOME funds is to be located. In general, an organization must be able to show one year of serving the community before HOME funds are reserved for the organization. However, a newly created organization formed by local churches, service organizations or neighborhood organizations may meet this

requirement by demonstrating that its parent organization has at least a year of serving the community.

VIII. GENERAL INFORMATION

CHDO FUNDING

CHDOs may obtain funding from a PJ in several different ways. CHDOs may:

- Serve as owners, developers and sponsors of projects undertaken with funds from a PJ's required 15 percent set-aside for CHDOs.
- Receive special assistance, such as developing funds, technical assistance or operating funds, from a PJ that is not available to other types of organizations.
- Perform certain services as contractors to PJs.
- Contract with PJs in the same ways as other nonprofit subrecipients.

1. CHDO set-aside

The HOME requirements at 24 CFR Part 92.300 requires PJs to set-aside at least 15 percent of their HOME allocation for projects sponsored, owned or developed by CHDOs. PJs may allocate more funds for CHDOs, but 15 percent is the minimum amount. CHDOs may also be a subrecipient under a PJ's HOME Program; however, the funds committed will not count towards the 15 percent set-aside requirement. The Louisiana Housing Corporation uses at least 15 percent of its CHDO set-aside funds in its Affordable Housing Production and Operating Funds.

PJs have 24 months after HUD signs the letter for the PJ's HOME agreement to identify and designate the CHDOs they plan to work with and reserve monies for their use. If the required funds are not reserved for CHDO use within this time period, they will be recaptured (returned to HUD).

Funds may be reserved for CHDOs before specific projects are identified. However, for funds to be reserved, a written agreement must be executed between the CHDO and the PJ. The agreement must detail how the monies will be used. The agreement may be project specific or a more general description of planned activities and meet the HOME requirement for written agreements found at 24 CFR 92.504 (c)(3).

A certified CHDO must serve as the developer, sponsor, or owner of a HOME-eligible project when using funds from the 15 percent CHDO set-aside. A CHDO may serve in one of these roles for several projects or it may undertake projects in which it combines roles, such as being both an owner and developer.

2. CHDO as Developer

A CHDO is considered a developer when it either owns the property and develops the project or has the contractual obligation to a property owner to develop a project.

If the CHDO owns the property, it must obtain financing and rehabilitate or construct the project. For HOME-assisted rental housing the CHDO may maintain ownership and manage the project over the long term, or it may transfer the project to another entity for long-term ownership and management. For HOME-assisted homebuyer projects, the CHDO must transfer title of the property and the HOME obligations to an eligible homebuyer within a specified time frame of project completion.

If the CHDO does not own the property, it must be under a contractual obligation with the owner to obtain financing and rehabilitate or construct the project. Under this arrangement, the CHDO assumes all risks and rewards associated with being the project developer. A written agreement between the CHDO and the property owner must detail the CHDO's specific obligations. For HOME-assisted rental housing, the CHDO may manage the project for the owner at project completion. For homebuyer housing, the owner must transfer title of the property and the HOME obligations to eligible homebuyers within a specified timeframe of project completion.

If the CHDO develops the property for an owner pursuant to a written or other agreement with the PJ, the CHDO is acting in the capacity of a sub-recipient. CHDOs receiving funds as sub-recipients cannot use the funds from the 15 percent set-aside for that particular project or service.

3. CHDO as a Sponsor

A CHDO may be a sponsor for both HOME-assisted rental housing and homebuyer housing. A CHDO sponsor must always own the project prior to and/or during the development phase of the project.

For HOME-assisted rental housing, the CHDO is considered a sponsor when it develops a project that it solely or partially owns and agrees to convey ownership to a second nonprofit organization at a predetermined time. The conveyance may occur prior to or during development or upon completion of the development of the project. In this situation, the following requirements apply:

- HOME funds must be invested in the project owned by the CHDO sponsor. The CHDO sponsor must identify the particular nonprofit organization that will obtain ownership of the property prior to commitment of HOME funds. The second nonprofit must assume all HOME obligations (including repayment of loans and tenant and rent requirements) for the project from the CHDO at a specified time. If the property is not transferred to the nonprofit organization, the CHDO sponsor will remain liable for the HOME obligations.

- The nonprofit organization must be financially and legally separate from the CHDO sponsor. (The second nonprofit may have been created by the CHDO; nevertheless it is a separate entity from the CHDO.) The CHDO must provide sufficient resources to the nonprofit organization to ensure the completion of the development and long-term operation of the project.

For HOME-assisted homebuyer projects, the CHDO is considered a sponsor when it owns a property and then shifts responsibility for the project to another nonprofit at a specified time in the development process. The second nonprofit, in turn, transfers title, along with the HOME obligations and resale/recapture requirements, to a HOME-qualified homebuyer within a specified time frame. In this situation, the following requirements apply:

- The HOME funds must be invested in the property owned by the CHDO.
- The other nonprofit being sponsored by the CHDO must acquire the completed units or complete the rehabilitation or construction of the property.

Upon completion of the rehabilitation or construction, the sponsored nonprofit is required to sell (transfer) the property, along with the HOME loan/grant obligations, to a qualified homebuyer.

This sponsorship role could include a lease-purchase approach, whereby the sponsor would lease the property to a homebuyer for a period not to exceed two years. At the expiration of the lease, the sponsor must sell or transfer the property, along with the HOME loan/grant obligations, to the homebuyer. If the property is not transferred, the sponsored nonprofit retains ownership and all HOME rental requirements will apply.

4. CHDOS as Developer or Sponsor

The CHDO developer and sponsor roles are similar in many ways. In both roles, the CHDO carries out the principal project development activities, such as acquisition, financing, construction management and assembling a capable development team to bring a project from conception to completion. However, as developer, the CHDO need not own the property. As sponsor, the CHDO must own the property and shift the responsibility to another nonprofit at a specified time in the development process. This transfer could occur, for example, at the:

- Initiation of the construction;
- Completion of the construction; or
- Issuance of the certificate of occupancy.

5. CHDO as an Owner

A CHDO is considered an owner of a property when it holds valid legal title or has a long-term leasehold interest (99-year minimum). The CHDO may be an owner with one or more individuals, corporations, partnerships or other legal entities.

While a CHDO may be sole owner and have another entity act as developer, it can also be the owner and developer of its own project. The CHDO may own a property in partnership with either a majority or minority interest. However, the CHDO, in partnership with a wholly owned for profit or nonprofit subsidiary, must be the managing general partner with effective control (in decision making authority) of the project.

6. CHDO as a Subrecipient

CHDOs may play the role of a "subrecipient," which undertakes all other HOME-eligible activities. Activities performed as a subrecipient cannot be undertaken with, nor do they count toward, the 15 percent CHDO set-aside. Being a HOME subrecipient is not the same as being a subrecipient in the Community Development Block Grant Program. A HOME subrecipient is an entity selected by the PJ to administer:

- Aspects of a HOME Program (i.e., screen projects, market activities, review and certify tenant income, counsel potential homebuyers); or
- An entire HOME activity (i.e., manages a tenant based rental assistance program or review requests for HOME funds for the rental housing production set-aside).

When a CHDO is acting in the capacity of a HOME sub-recipient, it may not also receive HOME funds to develop, sponsor, or own housing funded through the sub-recipient activity it is administering. Doing so constitutes a conflict of interest for the CHDO. For example, if a CHDO is distributing funds for a rental program for a PJ (as a sub-recipient), the CHDO may not grant itself money for rental projects it is developing.

IX. OPERATING EXPENSES IN CONJUNCTION WITH PRODUCING UNITS

Funds are available to provide general operating assistance to CHDOs receiving or which are eligible to receive CHDO set-aside funds for activities. Certified CHDOs may receive funds from PJs to be used for operating expenses. PJs have the option of allocating up to 5 percent of their HOME allocations to provide funds for CHDO operating expenses. This allocation does not count toward the required 15 percent CHDO set-aside funds that are to be used by CHDOs for projects.

Eligible operating expenses for which CHDOs may use the funds allocated by PJs include:

- Salaries, wages, benefits, and other employee compensation;
- Employee education, training and travel;
- Rent and utilities;

- Communication costs;
- Taxes and insurance; and
- Equipment, materials and supplies.

State designated CHDOs are eligible to receive operating funding to assist in building capacity with the understanding that units of housing must be produced.

For additional information on CHDO Operating Assistance, please contact:

HOME Department (CHDO Designations)
 Attn: Desiree Armstead
 Louisiana Housing Corporation
 2415 Quail Drive
 Baton Rouge, Louisiana 70808
 (225) 763.8700
chdowebinfo@lhc.la.gov

CHDO PROJECT PROCEEDS

CHDOs may be authorized to retain some or all of the proceeds generated from an activity. At the discretion of the PJ, a CHDO may retain some or all of the proceeds from a CHDO development activity. The PJ must stipulate in its written agreement with the CHDO whether the CHDO may retain project proceeds or return them to the PJ.

CHDO project proceeds are funds resulting from:

- Permanent financing of a CHDO project that is used to pay off a CHDO-financed construction loan.
- Sale of CHDO-sponsored rental housing to a second non-profit.
- Sale of CHDO-developed homeownership housing.
- The principal and interest payments from a loan to a buyer of CHDO-developed homeownership housing.

If authorization is given by a PJ for a CHDO to retain project proceeds, then proceeds must still be used for HOME-eligible activities or other low-income housing activities. A PJ determines how the proceeds can be used in the written agreement with the CHDO. A PJ may establish more stringent requirements, than those required by the HOME Final Rule on the use of CHDO proceeds. A PJ may have a flexible policy on the use of proceeds that differs from CHDO to CHDO or even from project to project. CHDO project proceeds are not considered HOME program income and are not subject to program income requirements. However, CHDO project proceeds that are returned to the PJ are considered program income and are subject to HOME Program income requirements.

If a CHDO is acting as a sub-recipient, the funds generated from HOME-assisted activities are program income and are subject to HOME Program income requirements. HOME funds recaptured because housing no longer meets affordability requirements are not considered proceeds and are subject to the requirements on program income. Once CHDO project proceeds are used by the CHDO for eligible activities, there are no further HOME requirements. Funds generated from the use of CHDO proceeds are not considered CHDO proceeds. The exception to this rule is if the PJ requires that these funds continue to be used for eligible activities. (PJs may impose more stringent requirements than the HOME regulations.)

ELIGIBLE & INELIGIBLE USES OF HOME FUNDS:

ELIGIBLE ACTIVITIES - OWNERS, SPONSORS, DEVELOPERS

Using the 15 percent set-aside, a CHDO acting as an owner, sponsor or developer may undertake any of the following activities:

- Acquisition and/or rehabilitation of rental property;
- New construction of rental housing; acquisition and/or rehabilitation of homebuyer property;
- New construction of homebuyer property; and
- Direct financial assistance to purchasers of HOME-assisted housing sponsored or developed by a CHDO with HOME funds.

INELIGIBLE ACTIVITIES - OWNERS, SPONSORS, DEVELOPERS

Using the 15 percent set-aside, a CHDO acting as an owner, sponsor, or developer may not undertake any of the following activities:

- Rehabilitation of existing homeowners' properties; and
- Tenant-based rental assistance.

ELIGIBLE ACTIVITIES – SUBRECIPIENTS

CHDOs may also act as sub-recipients with non-set-aside funds by undertaking all other HOME-eligible activities such as:

- Homeowner rehabilitation
- Providing down payment or closing cost assistance, and
- Brokering or other real estate transactions that do not count toward the set-aside.

EFFECTIVE PERIOD OF CHDO DESIGNATION

CHDO Re-designation is done annually during the month of June. In order to maintain a current state CHDO Designation, the CHDO must submit by June 30th (unless that date falls on a weekend or State/Federal Holiday) of each year a Re-designation Application to the CHDO Coordinator.

If the CHDO fails to submit this report, the CHDO will be decertified and may be required to submit a complete CHDO Certification Application to regain CHDO status. In addition, if a state Certified CHDO does not have at least 90 percent commitment of funds for a CHDO eligible project within 3 years of Designation, the CHDO may be de-designated and may be required to submit a complete CHDO Designation Application to regain CHDO status. CHDOs are expected to continue to produce projects to maintain their CHDO status. If after the initial 3-year period the CHDO does not annually report activity on new CHDO eligible projects, it may be decertified. Prior to awarding any state CHDO funds, the status of the CHDO Designation will be verified.

THE CONSOLIDATED PLAN

Activities conducted by CHDOs must be consistent with the state's Consolidated Plan. The Consolidated Plan can be viewed on the LHC website at www.lhc.la.gov The Consolidated Plan identifies housing and community development needs in the state's jurisdiction and provides a long-term strategy for addressing those needs. The Consolidated Plan indicates the level of resources which are allocated to each program. Each year the state must develop an Action Plan which spells out which activities it will carry out and how much money will be spent in each area. The Consolidated Planning process is an opportunity for CHDOs to provide input to the state on how its funds are allocated. **CHDOs designated by the state are required to participate in at least one of its annual public hearings or comment periods each year.**

X. APPLICATION SECTION

Nonprofit Applying for CHDO State Designation

Organization Name	Tax ID Number and Dunns Number
Mailing Address	
Organization Telephone Number /Fax Number	E-Mail Address
Contact Name / Title	Contact's Person Phone Number/ E-mail address
Board President Name	President's Person Phone Number

PLEASE DESCRIBE THE CHDO-ELIGIBLE ACTIVITIES YOUR ORGANIZATION PLANS TO UNDERTAKE AS A CHDO

CHDO Eligible Activity	CHDO Developer
Acquisition/rehabilitation of rental housing	Place an "X" in box that indicates activity in which the non-profit is currently engaged
New construction of rental housing	
Acquisition/rehabilitation of homebuyer properties	
New construction of homebuyer properties	
Direct financial assistance (i.e. downpayment and closing costs) to purchasers of HOME-assisted homebuyer housing owned, sponsored, or developed by a CHDO with HOME funds	

LIST EACH GEOGRAPHIC AREA TO BE CONSIDER FOR CHDO DESIGNATION	
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Locality (Parish, Neighborhood, City)	
--	--

1.	4.
2.	5.
3.	6.

I certify that the submission of this Application has been approved by a 2/3 vote of the Board of Directors.

Board President Signature

Date

DRAFT

Please include the requested information in the Attachments indicated and check-off the item in the checklist. Articles of Incorporation, By-Laws, Charters, Memorandums of Understanding, Contracts, Designations and Resolutions must be signed and dated by the Board President or other authorized signer.

LEGAL STATUS		LHC Use Only
A Legal Authorization. The nonprofit organization is organized under State or local laws. As Attachment A , please provide a signed and dated copy of the following: _____ A Certificate of Incorporation, issued by the Secretary of State; AND _____ Certificate of Good Standing issued by Secretary of State (if organized longer than one year)	Requirement Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B Individual Benefit. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual. As Attachment B , please provide and highlight the appropriate area in one of the following documents: _____ A Charter, OR _____ Articles of Incorporation	Requirement Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No
C 501(c) Status. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c)(3) or (4) of the Internal Revenue Code of 1986. As Attachment C , please provide a complete copy of one of the following: _____ A 501(c)(3) Certificate letter from the IRS _____ A 501(c)(4) Certificate letter from the IRS	Requirement Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		LHC Use Only
D Organizational Purpose. The non-profit has among its purposes the provision of decent housing that is affordable to low- and moderate-income people. As Attachment D , please provide and highlight the appropriate area in one of the following documents: _____ Charter _____ Articles of Incorporation _____ By-laws _____ Resolutions / Amendments	Requirement Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No

LEGAL STATUS		LHC Use Only
E	<p>CHDO Activities. The non-profit organization proposes the following activities to serve as the organization’s main objectives for objective for requesting CHDO Designation: (<i>√all that applies</i>)</p> <p>_____ Providing eligible supportive services; _____ Construction / rehabilitation of affordable housing; OR _____ Managing HOME funded housing development.</p>	Requirement Met? <input type="checkbox"/> Yes <input type="checkbox"/> No
CAPACITY		
F	<p>Financial Management. The non-profit conforms to the financial accountability standards of 24 CFR 84.21, “Standards for Financial Management Systems”.</p> <p>1) As Attachment F1, please complete, have notarized and attach the Affidavit of Standards for Financial Management Systems form.</p> <p>2) Pipeline/Portfolio Risk: Does its portfolio of projects/properties evidence competent management and oversight? As Attachment F2 please complete Table F2. For any project listed provide financial statements to support the stated cash flow position.</p> <p>3) Current Financial Stability: To what extent does the organization have a diversified and stable funding base for operations? Complete as Attachment F3 the CHDO Funding Sources Table.</p>	Requirement Met? <input type="checkbox"/> Yes <input type="checkbox"/> No
G	<p>PAST AND CURRENT PERFORMANCE</p> <p>One Year Experience. The non-profit or its parent organization has a history of serving the community where housing to be assisted with HOME funds will be located. Please check one of the following, provide documentation to support selection and label as Attachment G1:</p> <p>_____ A statement signed by the Board President that details/documents at least one year of experience that have had a lasting benefit in serving each community for which Designation is sought that is supported by agreements, contracts, minutes of meetings, flyers, advertisements or notices or activities within the</p>	Requirement Met? <input type="checkbox"/> Yes <input type="checkbox"/> No

	<p>service area, OR</p> <p>_____ For newly created organizations formed by local churches, service or community organizations, a statement signed by the Board President that details/documents that its parent organization has at least one year of experience in serving each community for which Designation is sought and supported by agreements, contracts, minutes of meetings, flyers, advertisements or notices or activities within the service area.</p> <p>Past Development Experience:</p> <p>1) Has the CHDO performed adequately in the past in HOME, CHDO, and/or other real estate development activities? For each project listed in Table F2 as Attachment G2 please provide information that will detail when each individual homeowner unit was completed (construction) and sold to an eligible buyer. For each Rental property when the project construction was complete and when the last unit was leased.</p> <p>2) Is the CHDO currently in good standing on all its development and administrative activities? Does it show the capacity to take on this additional activity and continue to manage everything that it has ongoing? As Attachment G3 provide a copy of the most recent LHC monitoring letter and management response to any findings or concerns noted.</p>	
<p>H</p>	<p>Staffing. The non-profit has demonstrated capacity for carrying out activities assisted with HOME funds.</p> <p>1) Organization Structure: As Attachment H 1, provide a CHDO Organizational Chart.</p> <p>2) Paid Staff: As Attachment H2 complete the CHDO PAID STAFF Table for each employee of the CHDO whether regular or contract.</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <hr/> <hr/> <hr/> <hr/>

	<p>3) Organization Developer Capacity: As Attachment H3 complete The Development Team Table.</p> <p>4) Individual Capacity: As Attachment H4 complete the Individual Capacity Checklist for each paid staff.</p> <p>_____ Resumes and/or statements that describe the experience of key staff members who have successfully completed similar projects to be assisted with HOME funds.</p> <p>_____ Contract(s) with consulting firms or individuals who have housing experience similar to projects to be assisted with HOME funds to train appropriate key staff of the organization. Contract shall include training plan and activities to be accomplished.</p>	
<p>I</p>	<p>Service Area. A CHDO must have a clearly defined geographic service area (i.e., neighborhood, city or parish). Under the HOME Program for urban areas the term “community” is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, “community” is defined as one or several neighborhoods, a town, village county, or multi-county area. CHDOs may not have as its service area the entire state. As Attachment I, provide one of the following:</p> <p>_____ Charter, _____ Articles of Incorporation _____ By-laws</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>ORGANIZATIONAL STRUCTURE</p>		<p>LHC Use Only</p>
<p>J</p>	<p>Board Representation. The current governing Board of the organization must maintain:</p> <p>1) At least 1/3 of its membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations; (2) no more than 1/3of the governing Board members public officials. Please complete and attach the Certification of Low-Income Representation of all the Board members that meet one of the low-income criteria listed above, Certification of Board Status</p>	<p>Requirement Met?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

RELATIONSHIP WITH FOR-PROFIT ENTITIES		LHC Use Only
N	Is the potential CHDO sponsored or created by a for-profit entity? <input type="checkbox"/> Yes <input type="checkbox"/> No	Requirement Met? <input type="checkbox"/> Yes <input type="checkbox"/> No
O	For Profit Sponsorship. If the nonprofit is sponsored or created by a for profit entity, the for profit entity may not appoint more than one-third of the membership of the nonprofit's governing body, and the Board members appointed by the for profit entity may not, in turn, appoint the remaining two-thirds of the Board, as evidenced by the CHDOs: _____ Articles of Incorporation _____ By-laws _____ Charter	Requirement Met? <input type="checkbox"/> Yes <input type="checkbox"/> No
P	For Profit Control. The nonprofit is not controlled, nor under the direction of individuals or entities seeing profit or gain from the organization, as evidenced by: _____ Articles of Incorporation _____ By-laws _____ Charter	LHC Use Only
		Requirement Met? <input type="checkbox"/> Yes <input type="checkbox"/> No
Q	Non-Housing For-Profit. A CHDO may be sponsored or created by a for-profit entity, however: (1) The for-profit entity's primary purpose does not include the development or management of housing, as evidenced by: _____ The for-profit organization's By-Laws; AND (2) The nonprofit is free to contract for goods and services from vendor(s) of its own choosing, as evidenced in the nonprofits: _____ Articles of Incorporation _____ By-laws _____ Charter _____ The for-profit organization's By-Laws	LHC Use Only
		Requirement Met? <input type="checkbox"/> Yes <input type="checkbox"/> No

Supplemental Required Information

1. Is the nonprofit currently has a CHDO Designation, other than the State? Yes No

If yes, where?

2. Please provide a copy of the following:

- ✓ Most recent **APPROVED BUDGET**, including income and expenses.
- ✓ Most recent **AUDITED FINANCIAL STATEMENTS** (For operating year 2011 and 2012).
- ✓ **BOARD MEETING MINUTES** for the last six months or last six meetings.

DRAFT

CHDO Designation Certification of Signatures and Address

The Board of _____ met on the _____ day of the month of _____, 201____ and authorized the below named individuals to sign contracts, amendments, disbursement requests and other documents requiring such signatures as a part of the Louisiana Housing Corporation HOME CHDO Designation.

Name & Title (Printed):

Name & Title (Printed):

Name & Title (Printed):

Signature:

Signature:

Signature:

In addition, the following individuals have been authorized to service as the primary and secondary contacts for the organization for matters relating to the Louisiana Housing Corporation HOME CHDO Designation.

Primary Contact

Name:

Title:

Phone:

Email:

Secondary Contact

Name:

Title:

Phone:

Email:

The address to which all correspondence and payments to the organization shall be sent is listed below.

Changes to authorized signatures, contact persons or address shall be made in writing to the Louisiana Housing Corporation.

Signature of Board President

Date

Signature of Secretary

Date

I hereby certify that the foregoing statements and attachments are true and correct.

Name of nonprofit seeking Designation as a Community Housing Development Organization

By: _____

Title: _____

Date: _____

Affidavit of Standards for Financial Management Systems

Date: _____

Affiant: _____

Recipient: _____

(Insert exact legal name of the organization)

Affiant on oath swears that the following statements are true and are within the personal knowledge of Affiant:

1. Affiant is the Chief Financial Officer or President/Executive Director of the organization or Certified Public Accountant (CPA) of the Recipient and is authorized to make this affidavit on behalf of Recipient.
2. Recipients' financial management systems conform to the financial accountability standards set forth in **24 CFR 84.21**, by providing for and incorporating the following.
 - a. Accurate, current and complete disclosure of the financial results of each federally-sponsored project;
 - b. Records which identify the source and Application of funds for federally-sponsored activities. These records contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest;
 - c. Control over and accountability for all funds, property and other assets; adequate safeguards of all such assets shall be adopted to assure that all assets are used solely for authorized purposes;
 - d. Comparison of outlays with budget amounts for each award;
 - e. Written procedures to minimize the time elapsing between the receipt of funds and the issuance or redemption of checks for program purposes by the recipient;
 - f. Written procedures for determining the reasonableness, allocability and allowability of costs in accordance with the provisions of Federal cost principles [Circular A-122] and the terms and conditions of the award; and
 - g. Accounting records, including cost-accounting records that are supported by source documentation.

Affiant: _____

Title: _____

Subscribed and sworn before me on the _____ day of _____, 20_____, by _____, on behalf of _____

Notary: _____

Commission expires: _____

Number: _____

Notary Republic Seal

Experience Certification

Please attach signed copies for each staff or consultant whose experience should be considered for meeting the Experience/Capacity requirement. Attach one copy for each project. If Contractor and Staff will be used to meet this requirement, provide copies of contracts, resume or curricula vitals and staff resumes.

Staff /Consultant Name

Mailing Address

Phone Number

Email

Project Name:

Project Location:

Project Type: (Rental/Homeownership, # of Units, Population Served)

Date of Occupancy:

Sources of Funds

Description of Staff/Consultant Role in Project
Project References:

Name

Address

Phone

Name

Address

Phone

I certify that the information provided above is accurate and give my consent to contact references listed.

Signature

Date

Authorized Official Certification/Signature

- (1) The information and statements contained in this Application and any of its Attachments are true and correct;
- (2) Any information and/or documentation submitted in connection with this Application may be subject to public disclosure;
- (3) Neither it nor any of its principals is presently debarred, suspended, proposed for debarment or suspension declared ineligible or excluded from participation in the HOME Program by any Federal department or agency;
- (4) No member, employee, officer, agent, consultant or official of the Applicant or Ownership Entity, not any member of their immediate family, during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any award of HOME funds made pursuant to this Application: and
- (5) Any changes in the facts and information supplied in this Application or in any of its Attachments may result in denial or withdrawal of any HOME funding awarded and/or this CHDO Designation.

Executed this _____ day of _____ 20__

By: _____
(Full Name of Organization)

By: _____
(Printed Name and Title of Authorized Official)

By: _____
(Signature, Organization's Authorized Official)

Affidavit of Board Representation

On this _____ day of _____, 20__ I, _____ hereby certify that the individuals identified in the attached exhibit are residents of low-income neighborhood, other low-income community resident, or elected representative of a low-income neighborhood organization and is and active member of _____'s Board of Directors. "Low-income" is defined as households whose annual incomes do not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families.

I certify that the above statement is true and correct. I understand that any misstatement or falsification of information shall be grounds for denial or revocation of Designation for CHDO status.

Affiant: _____

Title _____

Subscribed and sworn before me on the _____ day of _____, 20 _____,

by _____, on behalf of _____

Notary: _____

Commission expires: _____

Number: _____

Notary Republic Seal

***LHC will review supporting documentation during monitoring.**

Certification of Low-Income Representation

Applicants should request that each Board member representing the interests of low-income families in the Applicant's target community complete this Certification. Please maintain a copy of this certification in your files. These certifications will be reviewed during monitoring visit by the State. Note: the Board member does not need to indicate the specific way in which he or she represents low-income community interests.

Board Member Name: _____

I certify that I am a current member in good standing of the governing Board for _____ (name of the Applicant organization) and that I represent the interests of low-income families in the Applicant's target community. Please check and complete one of the following:

____ I am a low-income resident of _____, the Applicant's target community whereas at least 51 percent of the residents are low-income.

____ I am a resident of a low-income neighborhood in _____, the Applicant's target community.

____ I am an elected representative of _____, a low-income neighborhood organization within _____, the Applicant's target community.

If the Applicant is representing a low-income neighborhood organization, please attach copy of signed resolution from the neighborhood organization naming the individual as their representative on the CHDO.

***LHC will review supporting documentation during monitoring.**

(Signature)

(Date)

Certification of Board Status

Form CC-04-2

Applicants must complete the following **Certification of Board Status** and submit it along with their Application for State CHDO Designation. Please list each Board member by name, then place a check indicating the representation that member brings to the Board. Please list only current or approved Board members. Do not list prospective Board members who have not been approved to join the Board.

Board Member Name and Residential Address, City, State & Zip	Office Holding (i.e., President, Vice President, Treasury, etc.)	Low-Income	Date Appointed to Board	Term Expiration	Public Institution	Religious Organization	For Profit	Occupation Place of Employment

I certify that the above listing of current, participating Board members is accurate.

Board President Signature

Date

***LHC will review supporting documentation during monitoring.**

Summary of Housing Development Experience

Form CC-04-5

Project Name, Address including City/State/Zip (physical address)	Project location Parish	No. of Units	Name of Project Owner	Specify Construction Type (Acq./Rehab. Rehab only or New Construction)	Rehabilitation or Construction Status & Completion Date	Funding Source (HOME, LIHTC, etc.) <i>MUST SPECIFY</i>	Organization's Role (developer, owner, sponsor) <i>MUST SPECIFY</i>	Role of Key Staff Members or Consultants <i>MUST SPECIFY</i>

Board President Signature

Date

Summary of Staff and/or Consultants

Staffing Capacity – Provide a job description and/or a relevant resume for each staff person and technical team member of your organization who is expected to facilitate the carrying out of HOME related activities.

Name of Employee and Job Title	No. of hours to work weekly on a project	Employment Status (e.g. hired staff, staff to be hired, consultant, other)	Source of Funding for all employees	Resume, Contract or agreement attached <i>(MUST SPECIFY)</i>

I certify that the above listing of current list of all employees is accurate.

Board President Signature

Date

Fiscal Soundness: fill in the following table indicating all sources of funding currently on hand at the CHDO

Attachment F3

Funding Source	Amount	Use (Operating, Construction, etc.)	Cycle (One Time, Annual, etc.)	Duration (How Long have You Received)

Capacity – In the following table:

Attachment H2

1. List the name and title of all staff that work for the CHDO
2. For each person list above provide a W-2 or W-4
3. List the name of any contracted employee whose experience you wish to count toward the CHDO capacity requirement.
4. For each person list above provide a copy of their contract, W-9 or 1099.
5. For each person listed above on line 1 or 3 please complete the form **INDIVIDUAL CAPACITY CHECKLIST**.

DRAFT

CHDO PAID STAFFING AND CAPACITY – For each paid staff of the CHDO provide their name and title on the following table.

Attachment H2

Name	Title	W-2, W-4, W-9*, 1099*

* If W-9 or 1099 provide a copy of the contract between the CHDO and the employee.

Developer Capacity – The Development Team – Acting in the capacity of a developer please indicate in the attached table who will fill each of the development teams roles:

Name /Title	Role
	<u>Project Manager</u>
	<u>Primary Contact</u>
	<u>Environmental Specialist</u>
	<u>Architect</u>
	<u>Attorney</u>
	<u>Governmental Liaison</u>
	<u>Construction Manager</u>
	<u>Accountant</u>
	<u>Builder /Contractor</u>
	<u>Other (indicate)</u>
	<u>Other (indicate)</u>
	<u>Other (indicate)</u>
	<u>Other (indicate)</u>
	<u>Other (indicate)</u>
	<u>Consultant</u>



PROPOSED HOME CHDO POLICIES

1. The CHDO must maintain a record of good standing with the Louisiana Secretary of State's office.
 2. The CHDO must maintain a clear history of no significant compliance findings or de-obligation of awarded CHDO funding on LHC funded projects to qualify for CHDO Operating assistance.
 3. The LHC reserves the right to reduce the amount of, or not award, operating assistance based upon its evaluation of the CHDOs production and overall performance.
 4. The CHDO must maintain a staffed, physical office location in the proposed service area that is open for business and accessible by potential program applicants during generally-accepted customary business hours.
 5. The CHDO must have established a minimum three-year strategic business plan, which must include CHDO-related production and community involvement goals. The Business Plan also must identify clearly how the CHDO intends to minimize or eliminate the need for the CHDO Operating Assistance Grant.
 6. Measures of performance to be considered in CHDO effectiveness are:
 - Percentage of funds committed;
 - Percentage of funds disbursed;
 - Project's leverage ratio; and,
 - Percentage of completed HOME rental disbursements to all HOME rental commitments.
 7. All HOME Funds (Entitlement, CHDO set-aside and CHDO Operating) will be allocated competitively, with awards recommended to the LHC Board of Directors for approval. Rating criteria will include readiness to proceed, demonstrated ability, matching contributions, geographic distribution and performance and disbursements on prior HOME awards
 8. *At least one (1)* round of competition for HOME funds will be held each calendar year. It is anticipated that the entire allocation will be awarded in a single round of competition. If all HOME Initiatives funds are not awarded initially or if sufficient previously awarded HOME funds are recaptured, a second round of competition may be held.
 9. CHDOs must be recertified meeting all HUD and LHC requirements annually and prior to receiving any new funds. A CHDO that loses its certification may have its prior awards terminated.
 10. CHDO Operating Assistance will not be disbursed until after the qualifying project has broken ground.
 11. All CHDO Operating Funds awarded must be spent within one year.
-

12. No project may retain HOME funding if more than 18 months has passed from award with construction not being underway.
13. The “qualifying project” is defined as the oldest CHDO set-aside awarded project which has not been completed in IDIS.
14. Applicants interested in becoming a CHDO may apply for **initial designation anytime during the calendar year** by completing the current CHDO re-designation/designation application.
15. The criterion above is not all-inclusive and the LHC may require additional information prior to determining CHDO certification. Meeting the above requirements does not guarantee CHDO certification and the LHC reserves the right to deny or revoke CHDO certification based on its evaluation of the nonprofit organization’s performance.

DRAFT

LOUISIANA HOUSING CORPORATION

The following resolution was offered by _____ and seconded by

_____ :

RESOLUTION

A resolution authorizing the Louisiana Housing Corporation (“Corporation”) to select LA CAN, L.L.C. as the contractor for the administration of the LHC’s Energy Programs; and providing for other matters in connection therewith.

WHEREAS, pursuant to the provisions of Chapter 3-G of Title 40 of the Louisiana Revised Statutes of 1950 (R.S. 40:600.86 through R.S. 40:600.111, inclusive), as amended, the Louisiana Housing Corporation is granted the power to effectuate the U.S. Department of Energy Weatherization Assistance Program (“WAP”) for the State of Louisiana; and

WHEREAS, also in accordance with the provisions of the Louisiana Revised Statutes referenced above, and pursuant to the provisions of the Low Income Home Energy Assistance Act of 1981 (Title XXVI of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, as amended), and by the delegation of authority letter signed by Bobby Jindal, Governor of Louisiana, the Corporation is granted the power to effectuate the U.S. Department of Health and Human Services Low Income Home Energy Assistance Program (“LIHEAP”) for the State of Louisiana; and

WHEREAS, both the WAP and LIHEAP State Plans provide that the Corporation may elect to contract with a third party to serve as a primary contractor for the administration of the statewide WAP and LIHEAP; and

WHEREAS, on March 13, 2013, the Board of Directors of the LHC (the “Board”) authorized the release of a Request for Proposals (“RFP”) to select a qualified and experienced primary contractor for the administration of the statewide WAP and LIHEAP; and

WHEREAS, the RFP was released on March 26, 2013, and provided for a submission deadline of April 24, 2013; and

WHEREAS, the LHC staff received a total of four (4) proposals in response to the RFP, and have reviewed the proposals, conducted interviews with the Proposers, and have ranked the proposals in accordance with the scoring criteria set forth in the RFP.

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

SECTION 1. The LHC is hereby authorized and approved to select LA CAN, L.L.C. as the contractor for the administration of the statewide Energy Programs, subject to the approval of the State Plan(s) by the federal funding source(s) for WAP and LIHEAP.

SECTION 2. Staff and counsel are hereby authorized to begin contract negotiations with LA CAN, L.L.C. which may include revision of non-mandatory terms, conditions, and requirements as set forth in the RFP.

SECTION 3. The Chairman, Vice-Chairman, Interim Executive Director, and/or Secretary of the Corporation are hereby authorized, empowered and directed to execute any forms and/or documents required to be executed, 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:

And the resolution was declared adopted on this, the 8th day of May 2013.

Chairman

Secretary

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Directors of the Louisiana Housing Corporation, do hereby certify that the foregoing two (2) pages constitute a true and correct copy of a resolution adopted by said Board of Directors on May 8, 2013, entitled: "A resolution authorizing the Louisiana Housing Corporation ("Corporation") to select LA CAN, L.L.C. as the contractor for the administration of the LHC's Energy Programs; and providing for other matters in connection therewith."

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Corporation on this, the 8th day of May 2013.

Secretary

RFP for WAP and LIHEAP
Combined Evaluations

Firm Evaluation Matrix

Reviewer	LA CAN	CB&I	NER	ABM
Reviewer 1	1.8	4	2.45	1.9
Reviewer 2	2.8	3.55	3.3	1.95
Reviewer 3	1.8	4.55	2.85	1.85
Reviewer 4	2.35	3	2.9	3
Reviewer 5	2.85	2.9	3.25	2
Average Rating	2.32	3.60	2.95	2.14
Interview Average Points	19	12	6.75	4.25
	21.32	15.60	9.70	6.39

Firm Name: Proposal #1- LA CAN, LLC

Reviewer Name: Criterion	Weight	Reviewer 1		Reviewer 2		Reviewer 3		Reviewer 4		Reviewer 5	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Qualifications & Experience Depth	30%	2	0.6	3	0.9	2	0.6	2	0.6	3	0.9
Staffing/Key Personnel	25%	2	0.5	3	0.75	2	0.5	2	0.5	2	0.5
Past Performance	10%	1	0.1	1	0.1	1	0.1	2	0.2	2	0.2
Approach/Work Plan	15%	2	0.3	3	0.45	2	0.3	3	0.45	3	0.45
Technical Approach	10%	1	0.1	3	0.3	1	0.1	3	0.3	3	0.3
Cost	10%	2	0.2	3	0.3	2	0.2	3	0.3	5	0.5
Total	100%		1.8		2.8		1.8		2.35		2.85

Firm Name: Proposal #2 - CB&I

Reviewer Name: Criterion	Weight	Reviewer 1		Reviewer 2		Reviewer 3		Reviewer 4		Reviewer 5	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Qualifications & Experience Depth	30%	4	1.2	4	1.2	5	1.5	3	0.9	3	0.9
Staffing/Key Personnel	25%	4	1	4	1	5	1.25	3	0.75	3	0.75
Past Performance	10%	5	0.5	3	0.3	4	0.4	3	0.3	3	0.3
Approach/Work Plan	15%	4	0.6	3	0.45	4	0.6	3	0.45	3	0.45
Technical Approach	10%	4	0.4	3	0.3	4	0.4	3	0.3	3	0.3

RFP for WAP and LIHEAP
Combined Evaluations

Cost	10%	3	0.3	3	0.3	4	0.4	3	0.3	2	0.2
Total	100%		4		3.55		4.55		3		2.9

Firm Name: Proposal #3 - National Energy Resources

Reviewer Name:		Reviewer 1		Reviewer 2		Reviewer 3		Reviewer 4		Reviewer 5	
Criterion	Weight	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Qualifications & Experience Depth	30%	3	0.9	4	1.2	3	0.9	3	0.9	3	0.9
Staffing/Key Personnel	25%	2	0.5	3	0.75	3	0.75	3	0.75	4	1
Past Performance	10%	1	0.1	3	0.3	1	0.1	2	0.2	4	0.4
Approach/Work Plan	15%	3	0.45	3	0.45	4	0.6	3	0.45	3	0.45
Technical Approach	10%	2	0.2	3	0.3	2	0.2	3	0.3	3	0.3
Cost	10%	3	0.3	3	0.3	3	0.3	3	0.3	2	0.2
Total	100%		2.45		3.3		2.85		2.9		3.25

Firm Name: Proposal #4 -ABM Enterprises, Inc.

Reviewer Name:		Reviewer 1		Reviewer 2		Reviewer 3		Reviewer 4		Reviewer 5	
Criterion	Weight	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Qualifications & Experience Depth	30%	2	0.6	2	0.6	2	0.6	3	0.9	2	0.6
Staffing/Key Personnel	25%	2	0.5	2	0.5	2	0.5	3	0.75	2	0.5
Past Performance	10%	1	0.1	3	0.3	3	0.3	3	0.3	2	0.2
Approach/Work Plan	15%	2	0.3	1	0.15	1	0.15	3	0.45	2	0.3
Technical Approach	10%	2	0.2	2	0.2	1	0.1	3	0.3	2	0.2
#REF!	10%	2	0.2	2	0.2	2	0.2	3	0.3	2	0.2
Total	100%		1.9		1.95		1.85		3		2

Energy Programs Activity Summary

As of March 31, 2013 According to HES Budget Tracking

2013 DHHS/LIHEAP

Grantor: U.S. Department of Health & Human Services (\$38,465,458)

Programs	Grant Period	Grant Award	Expended	Balance	Households Served	New Clients
LIHEAP	10/1/2012-9/30/2014	\$32,407,148.36	\$11,107,855.37	\$21,299,292.98	35,963	5,284
DHHS/WAP*	7/1/2013-6/30/2014	\$6,058,309.64				
Total:		\$38,465,458.00	\$11,107,855.37	\$21,299,292.98	35,963	5,284
Percentage:			28.88%	55.37%		

*NOTE: LIHEAP Funds budgeted (15%) to supplement the 2013 DOE/WAP Program.

2012 DHHS/LIHEAP

Grantor: U.S. Department of Health & Human Services (\$43,421,892)

Programs	Grant Period	Grant Award	Expended	Balance	Households Served	New Clients
LIHEAP	10/1/2011-9/30/2013	\$36,582,944.02	\$34,974,868.85	\$1,608,075.17	87,541	16,490
DHHS/WAP*	7/1/2012-6/30/2013	\$6,838,947.98	\$3,484,105.33	\$3,354,842.65	372	
Total:		\$43,421,892.00	\$38,458,974.18	\$4,962,917.82	87,913	16,490
Percentage:			88.57%	11.43%		

*NOTE: LIHEAP Funds budgeted (8%) to supplement the 2012-2013 DOE/WAP Program.

2012 DOE/WAP

U.S. Department of Energy (\$2,362,503) Units projected: DOE 237 + (810 LIHEAP Only) = 1047 units

Programs	Program Year	Grant Award	Expended	Balance	Units Completed
DOE/WAP*	7/1/2012-6/30/2013	\$2,362,503.00	\$1,190,123.38	\$1,172,379.62	63
Total:		\$2,362,503.00	\$1,190,123.38	\$1,172,379.62	
Percentage:			50.38%	49.62%	

KATRINA/RITA RECOVERY

SCOPE

The state has received \$13.4 billion in Disaster CDBG funds from the U.S. Department of Housing and Urban Development for recovery from hurricanes Katrina and Rita. This report provides financial and progress updates on the programs administered within the Sustainable Housing Department. It is intended to provide high-level progress updates by program area to the Louisiana Housing Corporation Board of Directors.

SUSTAINABLE HOUSING FUNDING

Program	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp
Small Rental	\$662,857,250	\$657,761,745	\$5,095,505	99.23%	\$559,991,866	84.48%
NSP3	\$5,000,000	\$5,000,000	\$0	100.00%	\$870,443	17.41%
NRPP	\$26,000,000	\$25,935,501	\$64,499	99.75%	\$14,994,245	57.67%
Plaq. Parish Rehab.	\$4,000,000	\$4,000,000	\$0	100.00%	\$2,992,132	74.80%
TOTAL	\$697,857,250	\$692,697,246	\$5,160,004	99.26%	\$578,848,686	82.95%

HOUSING RECOVERY PROGRAMS

SMALL RENTAL PROPERTY PROGRAM:

The Small Rental Property program (SRPP) will help restore neighborhoods by bringing back property that was damaged or destroyed. The program aims to provide affordable and workforce housing units to people as a place they can call home. At the same time, the program is bringing back neighborhoods as a place the community can be proud to call home. The goal is to help the housing market and provide neighborhoods with new or renovated, best-practice, mixed-income units.

Budget:	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp	Balance	Contract Expiration
	\$662,857,250	\$657,761,745	\$5,095,505	99.23%	\$559,991,866	84.48%	\$102,865,384	1/15/15

Key Indicators (cumulative):

Indicator	Target	Prior Qtr	Current Qtr	% of Goal
Number of closings completed	4911	4581	4638	94%
Number of rental units created	9594	8378	8381	87%
Number of affordable units created	8386	7388	7485	89%
Percent of units that are affordable	87%	88%	89%	103%

NEIGHBORHOOD STABILIZATION PROGRAM (3):

The NSP3 program will work in partnership with the Small Rental Property Program to address the housing needs of low to moderate income people in the most heavily damaged areas. The program seeks to rebuild one to four units' rental property structures. NSP3 will provide gap financing in the form of forgivable loans to property owners to help restore their damaged units and offer them at affordable rents to income eligible tenants (50% AMI but not < than 80% AMI). SRPP has begun

preliminary work (i.e. determining eligible applicants, completing initial inspections, obtaining contractor bids, etc.) and expects to begin closings by late February 2013.

Budget:	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp	Balance	Contract Expiration
	\$5,000,000	\$5,000,000	\$0	100.00%	\$870,443	17.41%	\$4,129,557	1/15/15

NONPROFIT REBUILDING PILOT PROGRAM:

The \$20 million program is administered by the LHC and is a competitively awarded grant program that provides grants to rebuilding organizations that have a proven track record in assisting homeowners to meet the gap in rebuilding their storm- or flood-damaged homes. Funds will be used to purchase the materials used in rebuilding the applicant's home, pay labor costs, etc. Both Road Home and non-Road Home participants are eligible. Eligible homeowners will be limited to Louisiana residents impacted by hurricanes Katrina and Rita.

Budget:	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp	Balance	Contract Expiration
	\$26,000,000	\$25,935,501	\$64,499	99.75%	\$14,994,245	57.67%	\$11,005,755	6/30/13

Key Indicators (cumulative):

Indicator	Target	Prior Qtr	Current Qtr	% of Goal
Number of closings completed	160	148	156	98%
Number of properties completed construction	160	125	133	83%

PLAQUEMINES PARISH HOMEOWNER REHABILITATION PROGRAM:

In order to balance the lack of affordable rental housing demand in Plaquemines Parish with urgent need for current homeowners, this program allows the conversion of a portion of the parish's Small Rental allocation to be used as a Homeowner Rehabilitation Program. This homeowner program is governed by the CDBG rehab program guidelines. These funds will be used to assist eligible homeowners to complete their repairs or rebuild in Plaquemines Parish only. Some funds may be used to purchase the materials used in rebuilding the homeowner's home. Both Road Home and non-Road Home participants are eligible for this program. Eligible homeowners would be limited to Louisiana residents impacted by hurricanes Katrina and Rita.

Budget:	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp	Balance	Contract Expiration
	\$4,000,000	\$4,000,000	\$0	100.00%	\$2,992,132	74.80%	\$1,007,868	6/30/13

Key Indicators (cumulative):

Indicator	Target	Prior Qtr	Current Qtr	% of Goal
Number of loans closed	16	14	14	88%
Number of properties started construction	16	14	14	88%
Number of properties completed construction	16	13	13	81%

GUSTAV/IKE RECOVERY

SCOPE

The state has received \$1.09 billion in Disaster CDBG funds from the U.S. Department of Housing and Urban Development for recovery from hurricanes Gustav and Ike. This report provides financial and progress updates on the programs administered within the Sustainable Housing Department. It is intended to provide high-level progress updates by program area to the Louisiana Housing Corporation Board of Directors.

SUSTAINABLE HOUSING FUNDING

Program	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp
State ARP	\$50,602,543	\$47,334,780	\$3,267,763	93.50%	\$26,292,384	51.96%
Parish ARP	\$24,000,000	\$24,000,000	\$0	100.00%	\$2,315,281	9.65%
Parish Housing	\$57,212,511	\$57,212,511	\$0	100.00%	\$19,048,647	33.29%
TOTAL	\$131,815,054	\$128,547,291	\$3,267,763	97.52%	\$47,656,312	36.15%

HOUSING RECOVERY PROGRAMS

STATE - AFFORDABLE RENTAL

The **Affordable Rental Competitive Program (ARP)** will restore and create affordable rental housing for individuals with low and moderate incomes through the new construction of rental housing or the acquisition/rehabilitation of existing facilities. Municipalities, parishes, nonprofit organizations and developers in the 53 parishes affected by the storms were eligible to compete in the program.

Budget:	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp	Balance	Contract Expiration
	\$50,602,543*	\$47,334,780**	\$3,267,763	93.50%	\$26,292,384	51.96%	\$24,310,159	Varies***

*\$49,602,543 + \$1,000,000 to Iberville Parish, total of 17 projects = Allocated \$50,602,543

**\$50,602,543 (allocated) - \$3.2M (Burnette) - \$67,763 (Bywater) = Obligated \$47,334,780

***Each developer agrees to a 5 year affordability period beginning on the date of the initial occupancy of a low-moderate income unit.

Key Indicators (cumulative):

Indicator	Target	Prior Qtr	Current Qtr	% of Goal
Loans Closed	17	13	15	88%
Projects With Drawdowns	17	11	13	76%
Affordable Units Created	461	171	194	42%
Total Units Created	664	270	278	41%
Percent Affordable Units	69%	63%	69%	42%

PARISH – AFFORDABLE RENTAL

The five most impacted parishes, as assessed by HUD housing damage estimates, were allocated a share of \$24 million to invest in affordable housing. The initial allocations were as follows:

- Terrebonne: \$10,000,000
- Cameron: \$4,000,000
- Iberville \$4,000,000
- East Baton Rouge \$3,000,000
- Lafourche \$3,000,000

Terrebonne parish subsequently opted to have its share run through the State’s Gustav-Ike Piggyback program reducing the total allocation to \$14,000,000, but those dollars were later returned back to this program. Cameron, East Baton Rouge, and Iberville parishes have additionally decided to use part of their regular parish program allocations to supplement their affordable rental programs.

Budget:

Allocated	Obligated	Unobligated	% Obl	Expended	% Exp	Balance	Contract Expiration
\$24,000,000	\$24,000,000	\$0	100.00%	\$2,315,281	9.65%	\$21,684,719	Varies*

*The CEAs in place between the State and each Parish are effective from the date of execution through the time when the Parish has completed all requirements associated with administering the funds.

Key Indicators (cumulative):

Indicator	Target	Prior Qtr	Current Qtr	% of Goal
Applications Approved	5	5	5	100%
Projects with drawdowns	13	4	5	38%
Number of housing units created	586	35	202	34%

PARISH PROGRAMS

In order to address the housing recovery needs resulting from Hurricanes Gustav and Ike, the State provided Disaster CDBG funds from HUD directly to the impacted Parishes. Choosing from a variety of programs (e.g. Homeowner Rehab., First Time Homebuyer, and Neighborhood Redevelopment), Parishes have used these funds to assist homeowners throughout the State.

Budget:

Allocated	Obligated	Unobligated	% Obl	Expended	% Exp	Balance	Contract Expiration
\$57,212,511	\$57,212,511	\$0	100.00%	\$19,048,647	33.29%	\$38,163,864	Varies*

*The CEAs in place between the State and each Parish are effective from the date of execution through the time when the Parish has completed all requirements associated with administering the funds.

Key Indicators (cumulative):

Indicator	Target	Prior Qtr	Current Qtr	% of Goal
Applications Received	25	24	24	96%
Applications Approved	25	24	24	96%
Projects With Drawdowns	25	19	22	88%
Projects With 90% Expended	25	1	3	12%

SHP PROGRAMS SUMMARY
Updated 5/1/13

Small Rental \$662,857,250	Parish	Total Allocation	Total Disbursements				Total Remaining
			Disbursed Award	% of Total Allocation	Total Properties	Total Affordable Units	
	Acadia Parish	\$691,674	\$348,801	50%	7	11	\$342,873
	Calcasieu Parish	\$8,253,721	\$7,403,214	90%	145	173	\$850,507
	Cameron Parish	\$3,593,614	\$1,016,115	28%	3	10	\$2,577,499
	Iberia Parish	\$977,618	\$246,000	25%	6	7	\$731,618
	Jefferson Parish	\$61,473,991	\$26,785,240	44%	305	499	\$34,688,751
	Orleans Parish	\$334,055,441	\$313,127,460	94%	3545	5830	\$20,927,980
	Plaquemines Parish	\$9,830,274	\$528,000	5%	10	12	\$9,302,274
	St. Bernard Parish	\$38,173,459	\$39,861,992	104%	463	759	(\$1,688,533)
	St. Tammany Parish	\$16,971,134	\$6,892,311	41%	115	133	\$10,078,823
	Tangipahoa Parish	\$734,179	\$431,075	59%	7	9	\$303,104
	Terrebonne Parish	\$1,325,387	\$530,531	40%	4	7	\$794,856
	Vermilion Parish	\$1,912,730	\$124,000	6%	4	7	\$1,788,730
	Washington Parish	\$1,364,028	\$1,032,522	76%	23	26	\$331,505
	Total:	\$479,357,250	\$398,327,261	83%	4,637	7,483	\$81,029,989

NSP 3 \$5,000,000*	Parish	Total Allocation	Total Disbursements				Total Remaining
			Disbursed Award	% of Total Allocation	Total Properties	Total Affordable Units	
	Orleans Parish	\$ 4,500,000	\$ 922,446	20%	19	30	\$ 3,577,554

*\$500,000 allocated to Program Delivery

NRPP \$30,000,000	Nonprofit	Total Grant Allocation	Total OCD Payments	Total LHC Only Payments	Total Payments	Construction Complete	Under Construction	Construction Not Started	Total Projects	Ineligible/Withdrawn
		Broadmoor	\$ 896,630	\$ 452,090	\$ 197,880	\$ 649,970	7	0	0	7
	Catholic Charities	\$ 1,080,000	\$ 535,240	\$ 538,541	\$ 1,073,781	8	0	0	8	0
	Episcopal Community Services	\$ 917,680	\$ 700,471	\$ 235,490	\$ 935,961	8	0	0	8	1
	NENA	\$ 2,614,318	\$ 593,793	\$ 625,105	\$ 1,218,898	10	0	0	10	2
	Peoples- Plaquemines	\$ 2,481,273	\$ 1,172,931	\$ -	\$ 1,172,931	5	1	0	6	3
	Rapides Southeast	\$ 1,884,282	\$ 1,266,817	\$ -	\$ 1,266,817	12	0	0	12	0
	Rapides Southwest	\$ 2,691,604	\$ 1,530,554	\$ 18,535	\$ 1,549,089	11	1	0	12	5
	Rebuilding Together New Orleans	\$ 4,601,676	\$ 2,402,624	\$ 893,470	\$ 3,296,094	25	4	0	29	5
	St. Bernard Project	\$ 4,566,438	\$ 1,048,447	\$ 697,562	\$ 1,746,009	21	10	0	31	5
	United Way- Multi Parish	\$ 3,913,794	\$ 1,382,402	\$ 540,447	\$ 1,922,848	19	5	0	24	4
	UWGNO-Plaquemines	\$ 1,852,197	\$ 1,488,172	\$ -	\$ 1,488,172	8	0	0	8	0
	Louisiana Family Recovery Corp- No longer in program	\$ 18,334	\$ 18,334	\$ -	\$ 18,334					
	LHFA Administrative Cost	\$ 2,400,000	\$ 2,400,000	\$ -	\$ 2,400,000					
	Funds Remaining (includes a misc. \$7274.67 under review)	\$ 71,774	\$ -	\$ -	\$ -					
	Total:	\$ 29,989,999	\$ 14,991,875	\$ 3,747,029	\$ 18,738,904	131	23	0	154	26
	Parish	Total OCD Project Cost Payments	Total Project Cost LHC Only Payments	Total Payments	Construction Complete	Under Construction	Construction Not Started	Total Projects	Ineligible/Withdrawn	
	Calcasieu	\$ 347,263	\$ 18,535	\$ 365,798	8	0	0	8	2	
	Orleans	\$ 3,501,141	\$ 3,632,296	\$ 7,133,437	92	18	0	110	17	
	Plaquemines	\$ 1,925,923	\$ -	\$ 1,925,923	13	1	0	14	3	
	Saint Bernard	\$ 115,152	\$ 96,197	\$ 211,350	5	1	0	6	0	
	Saint Tammany	\$ 809,733	\$ -	\$ 809,733	8	0	0	8	0	
	Washington	\$ 854,189	\$ -	\$ 854,189	7	1	0	8	3	
	Jefferson	\$ 76,721	\$ -	\$ 76,721	0	0	0	0	1	
	Total:	\$ 7,630,122	\$ 3,747,029	\$ 11,377,150	131	23	0	154	26	

*Population declined due to homeowner withdraw or ineligibility

*Homeowner moved from Peoples to Broadmoor 3.1.2013

SHP PROGRAMS SUMMARY
Updated 5/1/13

	Grantee	Parish	Total Allocation	Total Disbursements					Total Funds Remaining
				Disbursed Awards	% of Total Disbursements	Total Completed Units	Completed Affordable Units	% Construction Complete	
Affordable Rental (Competitive) \$53,700,000	Calcasieu Aff Homes	Calcasieu	\$ 2,725,000	\$ 1,075,386	39.46%	8	8	100.00%	\$ 1,649,614
	438 Main Street Apts	East Baton Rouge	\$ 3,500,000	\$ 3,257,220	93.06%	22	22	100.00%	\$ 242,780
	The Elysian Apartments	East Baton Rouge	\$ 4,000,000	\$ 1,744,088	43.60%			35.00%	\$ 2,255,912
	The Gardens Phase I	East Baton Rouge	\$ 4,000,000		0.00%				\$ 4,000,000
	The Gardens Senior	East Baton Rouge	\$ 4,000,000	\$ 1,659,259	41.48%			35.00%	\$ 2,340,741
	GCHP Mid City	East Baton Rouge	\$ 1,400,000	\$ 104,203	7.44%			<15%	\$ 1,295,798
	Evangeline Estates	Evangeline	\$ 3,330,000	\$ 1,053,132	31.63%			10.00%	\$ 2,276,868
	Cane Pointe 2	Iberia	\$ 500,000	\$ 415,661	83.13%			95.00%	\$ 84,339
	Daigle House	Lafayette	\$ 2,816,000	\$ 2,549,840	90.55%			90.00%	\$ 266,160
	Bywater Art Lofts II	Orleans	\$ 4,000,000	\$ 3,932,247	98.31%	30	30	100.00%	\$ 67,753
	Hibernia Apartments	Orleans	\$ 4,000,000	\$ 4,000,000	100.00%	175	91	100.00%	\$ -
	Quachita Square	Quachita	\$ 2,368,000	\$ 1,397,046	59.00%			50.00%	\$ 970,954
	Cantebury House II	St. Tammany	\$ 4,000,000	\$ 1,304,853	32.62%			20.00%	\$ 2,695,147
	Barataria Station Apt 2	Terrebonne	\$ 3,999,420	\$ 3,799,449	95.00%	43	43	100.00%	\$ 199,971
	Burnette Place Sub I	Terrebonne	\$ (3,200,000)	\$ -	0.00%			deobligated	\$ 3,200,000
	James Herod 2 Apts	Vermillion	\$ 1,764,123		0.00%			closed	\$ 1,764,123
Total:			\$ 43,202,543	\$ 26,292,384	60.86%	278	194		\$ 23,310,159

	Grantee	Direct Parish Allocation	Additional Supplemental Allocation	Total Budget	Total Disbursements					Total Funds Remaining
					Expenditures	% of Total Disbursements	Total Projected Units	Total Units Completed	Total # of Affordable Units	
Affordable Rental (Parish) \$24,000,000	Cameron	\$ 4,000,000	\$ -	\$ 4,000,000	\$ -	0.00%	70	0	0	\$ 4,000,000
	Iberville	\$ 4,000,000	\$ 1,500,000	\$ 5,500,000	\$ 182,637	3.32%	82	0	0	\$ 5,317,363
	Lafourche	\$ 3,000,000	\$ -	\$ 3,000,000	\$ 226,792	7.56%	10	0	0	\$ 2,773,208
	East Baton Rouge	\$ 3,000,000	\$ 450,000	\$ 3,450,000	\$ 1,905,852	55.24%	362	202	202	\$ 1,544,148
	Terrebonne	\$ 10,000,000	\$ -	\$ 10,000,000	\$ -	0.00%	77	0	0	\$ 10,000,000
	Total:	\$ 24,000,000	\$ 1,950,000	\$ 25,950,000	\$ 2,315,281	8.92%	601	202	202	\$ 23,634,719

	Grantee	Total Allocation	Total Disbursements			Funds Remaining
			Expenditures	% of Funds Disbursed	Total # of Households Served	
G/I Incentive \$21,532,843	Cameron	\$13,277,000.00	\$10,172,186.64	76.62%	199	\$3,104,813.36
	Iberia	\$1,163,220.00	\$1,159,318.34	99.66%	30	\$3,901.66
	City of Lake Charles	\$2,907,542.00	\$674,535.65	23.20%	97	\$2,233,006.35
	Vermillion	\$4,185,081.00	\$1,906,747.38	45.56%	78	\$2,278,333.62
	Total:	\$21,532,843.00	\$13,912,788.01	64.61%	404	\$7,620,054.99

	Grantee	Total Allocation	Total Disbursements			Funds Remaining
			Expenditures	% of Funds Disbursed	Total # of Households Served	
G/I Homeowner Rehab \$22,181,666	Ascension	\$270,000.00	\$0.00	0.00%	0	\$270,000.00
	East Baton Rouge	\$1,444,574.00	\$485,712.17	33.62%	13	\$958,861.83
	Iberville	\$6,729,540.00	\$136,512.00	2.03%	0	\$6,593,028.00
	Jefferson Davis	\$19,800.38	\$0.00	0.00%	0	\$19,800.38
	Pointe Coupee	\$2,000,000.00	\$552,919.93	27.65%	62	\$1,447,080.07
	St. James	\$300,000.00	\$25,630.20	8.54%	0	\$274,369.80
	St. John the Baptist	\$2,024,240.00	\$192,697.85	9.52%	0	\$1,831,542.15
	St. Landry	\$1,500,000.00	\$157,769.76	10.52%	6	\$1,342,230.24
	St. Helena	\$800,000.00	\$519,052.22	64.88%	52	\$280,947.78
	Tangipahoa	\$800,000.00	\$72,433.34	9.05%	8	\$727,566.66
	St. Mary	\$2,731,250.00	\$60,500.00	2.22%	0	\$2,670,750.00
	City of Baker	\$103,012.00	\$57,212.00	55.54%	7	\$45,800.00
	Cameron	\$723,000.00	\$318,150.70	44.00%	1	\$404,849.30
	Terrebonne	\$2,736,250.00	\$442,154	16.16%	10	\$2,294,096
	Total:	\$22,181,666.38	\$3,020,744.29	20.27%	159	\$19,160,922.09

May 8, 2013 Louisiana Housing Authority Report

1. Homelessness Supports and Housing – Katrina/Rita

<i>Budget</i>	<i>Funds Expended through 3/31/2013</i>	<i>Percentage Expended through 3/31/2013</i>	<i># of PSH units developed (total = 98)</i>
\$25.9M	\$23,765,737	92%	51

- Balance of funds to be used as follows:
 - \$1.5M – Canal St. rehab project (27 Permanent Supportive Housing (PSH) units)—CEA expires 3/31/2018
 - \$1,573,508.64 – Esplanade rehab project (Piggyback project – 20 PSH units)—To date, no contract has been executed.

2. Supportive Housing Services – Katrina/Rita

<i>Budget</i>	<i>Funds Expended through 4/31/2013</i>	<i>Percentage Expended through 4/31/2013</i>	<i># of Persons Assisted with New Access to a Service as of 4/31/2013 (cumulative)</i>	<i>Program End Date</i>
\$72.73M	\$40,705,524	56%	5,522	12/31/2018

- The program provides supportive services to the severely disabled living in PSH units

3. Louisiana Services Network Data Consortium – Katrina Rita

<i>Budget</i>	<i>Funds Expended</i>	<i>Percentage Expended</i>	<i>Program End Date</i>
\$400,000	\$297,052	74%	12/31/2013

- The contract is funding the integration of 9 separate Homeless Management Information Systems into one statewide integrated system

4. Calcasieu Parish Homeless Prevention – Gustav/Ike

<i>Budget</i>	<i>Funds Expended</i>	<i>Percentage Expended</i>
\$600,000	\$383,474	64%

- The Parish is providing homeless prevention funds and Continuum of Care capacity building

5. Louisiana Housing Council – Gustav/Ike

<i>Budget</i>	<i>Funds Expended</i>	<i>Percentage Expended</i>	<i>Program End Date</i>
\$2.5M	\$1,579,798	63%	5/31/2013

- Program pays insurance deductibles for housing authorities that incurred damage from hurricanes Gustav/Ike

6. Emergency Solution Grant

<i>Budget</i>	<i>Funds Expended</i>	<i>Percentage Expended</i>	<i>Contract End Date</i>
FY11 award = \$1,587,045	\$934,967	59%	6/30/2013
Second FY11 award = \$892,713	\$0	0%	TBD
FY12 award = \$2,847,783	\$195,992	7%	6/30/2014

- Provides funding to local communities to support homeless shelters by providing shelter housing, and/or rental assistance to homeless individuals and families who are either homeless or at risk of homelessness

7. Isaac HOME TBRA

<i>Budget</i>	<i>Funds Expended</i>	<i>Percentage Expended</i>	<i>Program End Date</i>
\$1M	\$321,651	32%	Individually based (contracts are for 12 months of assistance)

- 55 families are currently participating in the program
- 10 additional HOME TBRA applicants have been issued coupons/vouchers and are actively searching for housing
- Disaster Case Management is being provided and has initiated contact with active HOME TBRA participants

8. Permanent Supportive Housing Vouchers

Hawkins Contract - \$222,187.50

<i>Budget</i>	<i>Funds Expended</i>	<i>Percentage Expended</i>	<i>Contract End Date</i>
\$250,000	\$0	0%	8/31/2015

- New contract effective November 1, 2012
- Contract provides legal services for the Louisiana Housing Authority
- Waiting on approval from the Attorney General's office

TAC contract - \$233,019

<i>Budget</i>	<i>Funds Expended</i>	<i>Percentage Expended</i>	<i>Contract End Date</i>
\$21,075.75	\$8,644	41%	2/8/2013

- Contract provides technical assistance for administering the PSH program
- Waiting on final invoice
- New contract in process

Casterline contract - \$19,500

<i>Budget</i>	<i>Funds Expended</i>	<i>Percentage Expended</i>	<i>Contract End Date</i>
\$19,500	\$0	0%	10/29/2013

- New contract effective October 30, 2012
- Contract provides fee accountant services for the Louisiana Housing Authority

Project-Based Vouchers and Shelter Plus Care

<i>Program</i>	<i>Budget</i>	<i>Funds Expended</i>	<i>% Expended</i>	<i>Leased Vouchers as of 4/28/13</i>	<i>Contract End Date</i>
S+C	\$50M	\$25M	50%	898	4/30/2014 Eligible for one five-year extension, then renewed annually
PBV	\$45M	\$41M	91%	1,519	Renewed annually

- Total allocation of vouchers is 3,027
- Vouchers are for the severely disabled

DASHBOARD DETAILS

Grant Year	2008	2009	2010	2011	2012	TOTAL
Total Award Amount	\$14,617,370.00	\$16,231,176.00	\$16,203,982.00	\$14,225,651.00	\$8,240,993.00	\$ 69,519,172.00
Committed Funds	\$14,617,370.00	\$16,231,176.00	\$16,203,982.00	\$8,290,777.78	\$824,099.30	\$56,167,405.08
Unexpended Committed Funds	\$ -	\$2,102,278.18	\$11,984,839.24	\$6,022,504.65	\$824,099.30	\$20,933,721.37
Deadline to Expend Before Recapture	30-Apr-13	31-Oct-14	30-Apr-15	30-Sep-16	30-Apr-17	
Uncommitted Funds	\$0	\$0	\$0	\$5,934,873.22	\$7,416,893.70	\$13,351,766.92
Deadline to Commit Before Recapture				September 30, 2013	April 30, 2014	
Subgrant				CR and EN	Admin Expenses (AD), CR, and EN	

LHC Admin Funds

Red Text - Funds subject to recapture within the next 18 months

Total Award Amount = Committed Funds + Uncommitted Funds
Committed Funds - a grant agreement is in place and funds have been committed and are being expended.
Uncommitted Funds - no grant agreement is in place and the funds are available for use in accordance with the subgrant. This is an accurate reflection of data that is in IDIS which is what HUD sees.

<p>Funds Allocated/Set-Aside</p> <ul style="list-style-type: none"> Funds that LHC has allocated to projects but have not yet been Committed in IDIS Tax Credit Projects must go to closing to show as 'Committed' Disaster TBRA funds show as 'Committed' after applicants complete the eligibility process 	Tax Credit Projects – Allocated by LHC but not Committed in IDIS		\$ 2,218,645.00
	South Point	\$ 350,000.00	
	The Renaissance at Allendale	\$ 618,645.00	
	Arcadia Village Subdivision	\$ 750,000.00	
	Elm Street Village	\$ 500,000.00	
	HOME NOFA Projects – Allocated by LHC but not Committed in IDIS		\$ 2,500,000.00
	Tangi Village	\$ 1,500,000.00	
	Elm Street	\$ 1,000,000.00	
	Agency Programs – Allocated by LHC but not Committed in IDIS		\$ 2,058,463.74
	HOME Disaster TBRA - \$1M Budget	0	
	Disaster TBRA Balance	\$ 390,237.00	
	Single Family 2012A - \$3M Budget	0	
	Single Family Balance	\$ 1,668,226.74	
	Grand Total Allocated but not Committed		\$ 6,777,108.74

DASHBOARD SUMMARY

		Total
Awarded Funds 2008-2012		\$ 69,519,172.00
Committed Funds (as shown in IDIS)		\$ 56,167,404.88
<i>Committed Funds Subject to Recapture by HUD Unless Expended by Deadlines above</i>	\$ 20,933,721.37	
Total Uncommitted (as shown in IDIS) Subject to Recapture by HUD Unless Committed by Deadlines above		\$ 13,351,766.92
Allocated (not Committed in IDIS but Allocated to projects by LHC)		\$ 6,777,108.74
Uncommitted CHDO Reserve Funds		\$ 1,236,148.95
Actual Funds Available to Commit to New Projects		\$ 5,338,509.23
***Funds Scheduled to be Deobligated by LHC on April 30, 2013 will be added to 'Uncommitted' total	Tax Credit & Entitlement	\$ 475,000.00
	Total	\$475,000.00