



BOARD OF DIRECTORS

Agenda Item #7

Sustainable Housing Committee
Ellen M. Lee, Chairwoman

August 13, 2014

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Louisiana Housing Corporation

August 6, 2014

SUSTAINABLE HOUSING COMMITTEE MEETING

AGENDA

Notice is hereby given of a regular meeting of the Sustainable Housing Committee to be held on Wednesday, August 13, 2014 @ 10:30 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 9, 2013 Committee Meeting.
3. A resolution adopting and awarding the Louisiana Housing Corporation Homeowner Rehab Program Recommended Awards (labeled as Exhibit A); and providing for other matters in connection therewith. Staff recommends approval.
4. A resolution approving the Louisiana 2015 Low Income Home Energy Assistance Program ("LIHEAP") Grant Application (labeled as "Exhibit A"); and providing for other matters in connection therewith. Staff recommends approval.
5. A resolution to approve and authorize the staff of the Louisiana Housing Corporation ("LHC or Corporation") to proceed with the issuance of a Notice of Funding Availability of the Louisiana State Emergency Solutions Grant funds in the amount of \$2,253,006.00; 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.

A handwritten signature in blue ink, appearing to read "Frederick Tombar, III".

Frederick Tombar, III
LHC 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
Sustainable Housing Committee Meeting Minutes
2415 Quail Drive
Committee Room 1
Baton Rouge, LA 70808
Wednesday, April 9, 2014
11:00 a.m.

Committee Members Present

Chairwoman Ellen M. Lee
Mr. Willie Spears
Mr. Guy T. Williams

Committee Members

Absent Mr. Malcolm Young

Board Members Present

Mr. Mayson H. Foster

Board Members Absent

Mr. Michael L. Airhart
Mr. Matthew P. Ritchie
Treasurer John N. Kennedy
Dr. Daryl Burckel
Mr. Larry Ferdinand

Staff Present

Frederick Tombar, III
Brad Sweazy
Mary Brooks
Carrie Barbin
Janel Young
Loretta Wallace
Brenda Evans
Ted Guillot
Liza Bergeron
Jessica Guinn

Others Present

See Attached Sign- in Sheet

Call to Order and Roll Call. Committee Chairwoman Ellen M. Lee called the meeting to order at 11:02 a.m. The roll was called, and a quorum was established.

Approval of Minutes from November 13, 2013 Upon a motion made by Chairwoman Lee and seconded by Committee Member Guy T. Williams, the minutes of the November 12, 2013 meeting were approved without correction.

Energy Department Activity Reports and Update. Ms. Wallace provided a summary of the 2014 and remaining 2013 LIHEAP, DOE WAP and ARRA Programs and the close out information for the 2012 WAP program. Mr. Fred Tombar, III, Executive Director of LHC took a moment to commend Loretta Wallace, her staff; Operations and accounting for bringing the Energy programs in-house. Additionally, he announced the re-location to the newly acquired LHC Industrialplex Building of the Energy staff in early May 2014.

Sustainable Housing Department Update. Ms. Janel Young, Program Administrator, provided updates concerning Sustainable Housing Funding, Small Rental Property Programs, and Gustav/Ike Affordable housing Allocation and Homeowner Rehab Program. She highlighted that the Gustav/Ike Homeowner Rehab Program, which has a budget of 22 million has served 240 households to date.

Louisiana Housing Authority Department Update. Ms. Nicole Sweazy, Executive Director of Louisiana Housing Authority provided updates concerning the Section 811 Grant Agreement, the Convening of Section 811 Demo Grantees in Washington, D.C. on May 1st and 2nd and the related Kick off Orientation that was held in Shreveport, Louisiana on April 7th and 8th.

HOME Report. Ms. Brenda Evans, Program Administrator, provided an update on the HOME Program, highlighting the 2.2 million for 2012, released last March for Home NOFA is to be committed by the end of the month and staff is in final stage of review of those applications and Senior Staff will finalize review by end of this week of those applications and all commitments will meet deadlines.

Adjournment. There being no further business to discuss, Chairman Lee adjourned the meeting at 11:23 a.m.

Committee Secretary



LOUISIANA HOUSING CORPORATION

SUSTAINABLE HOUSING COMMITTEE MEETING

Wednesday, April 9, 2014 @ 11:00 A.M.

Guest Sign-In Sheet

GUEST NAME	FIRM
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PLEASE, PLEASE PRINT

1. Randy Oliver Our Plan B
2. Larry Hoss Our plan B
3. THOMAS OLIVER OUR PLAN B
4. W. Mev FRJ
5. Wendell Freden GPM

SHCM

PLEASE PRINT CLEARLY

GUEST NAME

FIRM

6. Charles Fike

CPT

7. Charlotte Bourgeois

LAAP

8. Kim Washington

Jericho Housing

9. Febra / barmen -

Assist Agency

10. Mary Brooks

LHC

11. Carmie Barlow

617C

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

LOUISIANA HOUSING CORPORATION

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

RESOLUTION

A resolution adopting and awarding the Louisiana Housing Corporation Homeowner Rehab Program Recommended Awards (attached as Exhibit A); and providing for other matters in connection therewith.

WHEREAS, on October 14, 2009, the Louisiana Housing Corporation, formerly the Louisiana Housing Finance Agency, (hereinafter referred to as the “Corporation”), approved a resolution authorizing the Corporation to administer twenty-four million dollars (\$24,000,000) in Community Development Block Grant (“CDBG”) funds for the Non-Profit Rebuilding Pilot Program (“NRPP”) on behalf of the State of Louisiana Office of Community Development Disaster Recovery Unit (“OCD-DRU”) for the rehabilitation and reconstruction of homes located in Orleans, Jefferson, St. Bernard, St. Tammany, Washington, Calcasieu, Cameron and Plaquemines parishes damaged or destroyed as a result of Hurricanes Katrina and/or Rita; and

WHEREAS, the original Cooperative Endeavor Agreements (“CEAs”) between OCD-DRU and the Corporation for the NRPP will be extended to December 31, 2015 to allow time to develop, implement, and expend the remaining balance of the CDBG funds for the rehabilitation and reconstruction of homes in parishes affected by Hurricanes Katrina and/or Rita; and

WHEREAS, the Homeowner Rehab Program has been designed to provide funding to assist low-to-moderate income owner-occupant households that continue to have a gap in financial means due to resource limitations, living in homes that are in a substandard condition, and/or in violation of code requirements; and

WHEREAS, an amount not to exceed eleven million dollars (\$11,000,000) in Disaster Community Development Block Grant funds remain available to repair and rehabilitate owner-occupied homes for families and individuals impacted by Hurricanes Katrina and/or Rita; and

WHEREAS, on May 14, 2014, the Board of Directors of the Corporation authorized the implementation of the Homeowner Rehab Program and the issuance of a Notice of Funding Availability (“NOFA”); and

WHEREAS, the Corporation has reviewed the responses to the HRP NOFA and has compiled a list of Recommended Awards (attached as Exhibit A, entitled “Homeowner Rehab Program Recommended Awards”).

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 Homeowner Rehab Program Recommended Awards (attached as Exhibit A, entitled “Homeowner Rehab Program Recommended Awards”) is hereby approved for funding.

SECTION 2. The Corporation staff and counsel are authorized and directed to prepare such documents and agreement as may be necessary to fund the projects as set forth on the Homeowner Rehab Program Recommended Awards.

SECTION 3. The Chairman, Vice Chairman, 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 on behalf of and in the name of the Corporation, the terms of which are to be consistent with the provisions of this resolution.

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

YEAS:

NAYS:

ABSENT:

ABSTAIN:

And the resolution was declared adopted on this, the 13th day of August 2014.

Chairman

Secretary

STATE OF LOUISIANA
PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Directors of the Louisiana Housing Corporation (“Board”), do hereby certify that the foregoing two (2) pages constitute a true and correct copy of a resolution adopted by said Board on August 13, 2014 entitled: “A resolution adopting and awarding the Louisiana Housing Corporation Homeowner Rehab Program Recommended Awards (attached as 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 13th day of August 2014.

Secretary

(SEAL)

Homeowner Rehabilitation Program

Exhibit A

Final Score	Total Possible Points	Applicant	Contact Person	Project City	Project Parish	Proposed Units	Actual Estimated Units	Amount Requested	Amount Awarded
115	115	St. Tammany Parish Government	Vera Clay	Covington, Folsom, Mandeville, Madisonville, Lake Ombe	St. Tammany	10	10	\$1,251,975.90	\$1,251,975.90
113	115	New Orleans Area Habitat for Humanity	Martha Pearson, Financial Product and Grant Manager	New Orleans, Marrero	Orleans, Marrero	15	15	\$1,594,000.00	\$1,594,000.00
109	115	St. James Parish Government	Timothy P. Roussel	Lutcher, Gramercy, Vacherie, St. James	St. James	10	10	\$1,000,000.00	\$1,000,000.00
108	115	Project Homecoming	Kevin Krejci	New Orleans, LA	Orleans	17	17	\$1,574,525.00	\$1,574,525.00
105.5	115	Calcasieu Parish Police Jury	Tarek Polite	Lake Charles	Calcasieu	5	5	\$300,000.00	\$300,000.00
105	115	Rebuilding Together New Orleans	Jonathan Skvarka, Executive Director	New Orleans	Orleans	10	10	\$1,000,000.00	\$1,000,000.00
105	115	City of Bogalusa	Melvin Keith, Project Manager	Washington	Bogalusa	10	10	\$315,000.00	\$315,000.00
102.5	115	St. Bernard Project, Inc.	Liz McCartney, Director of Client Services	New Orleans, St. Bernard	Orleans, St. Bernard	54	10	\$4,281,175.00	\$1,000,000.00
Total						131	87	\$11,316,675.90	\$8,035,500.90

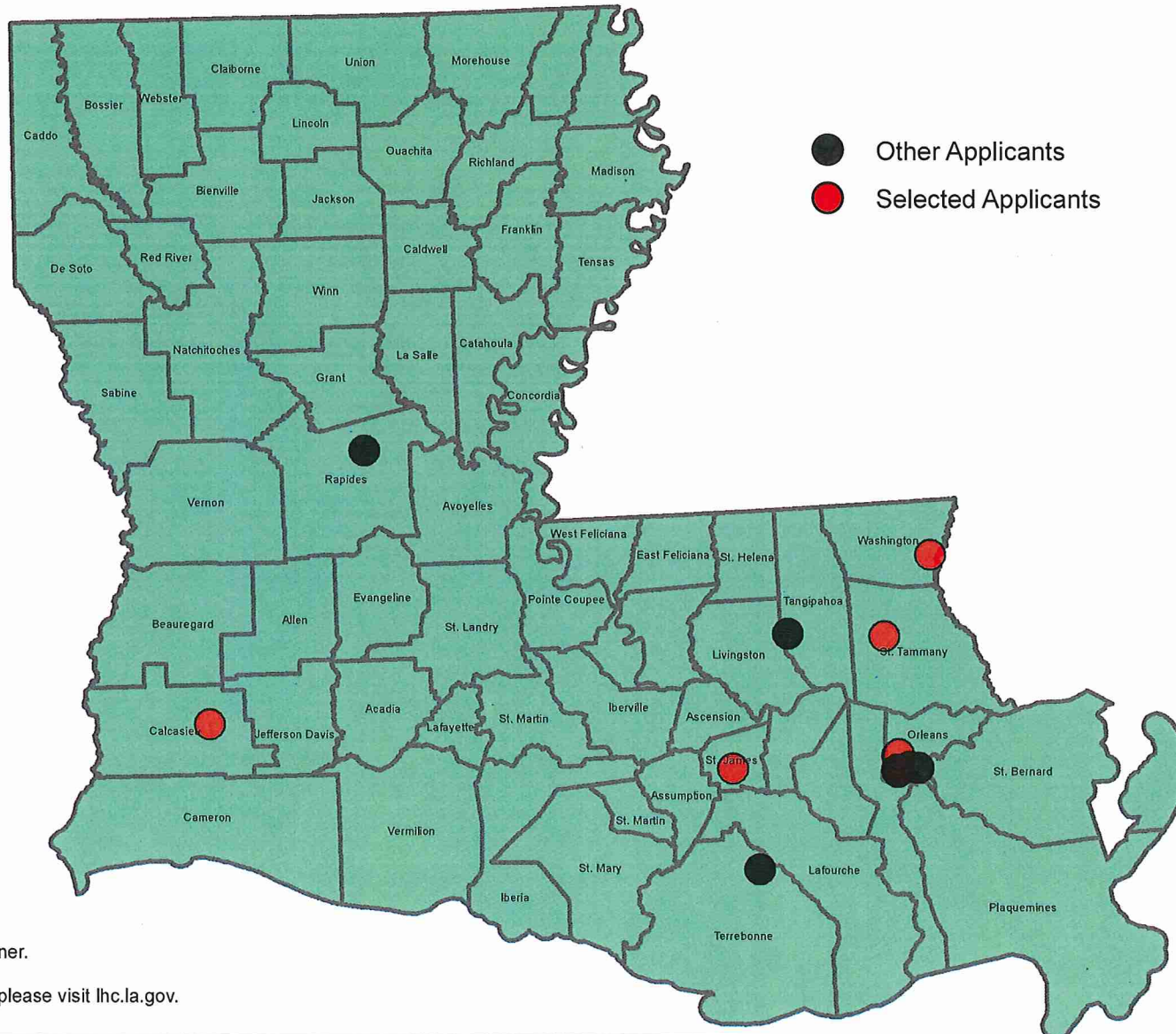
Homeowner Rehabilitation Program

Exhibit A

Final Score	Total Possible Points	Applicant	Contact Person	Project City	Project Parish	Proposed Units	Actual Estimated Units	Amount Requested	Amount Awarded
92	115	Lower 9th Ward Neighborhood Empowerment Network Association	Charlotte Jackson, Deputy Director	New Orleans	Orleans	5	5	\$591,413.00	
91.5	115	Rapides Station Community Ministries (Calcasieu)	Joe Green, Executive Director	Lake Charles	Calcasieu	5	5	\$575,000.00	
91.5	115	Rapides Station Community Ministries (Tangipahoa)	Joe Green, Executive Director	Hammond	Tangipahoa	5	5	\$575,000.00	
87.5	115	Quad Area Community Action Agency	Robert Payne, Program Director	Amite, Hammond, Greensburg	Tangipahoa	15	15	\$1,000,000.00	
86.5	115	Rapides Station Community Ministries (St. Tammany)	Joe Green, Executive Director	St. Tammany, Covington, Washington, Franklinton	St. Tammany, Covington, Washington, Franklinton	10	10	\$1,150,000.00	
70	115	Resource Development Foundation	Alf Nelson	New Orleans, Marrero	Orleans and Jefferson	100	100	\$6,000,000.00	
Total						271	227	\$21,208,088.90	



LHC HomeOwner Rehab Program Applicants



S.Moore, LHC Policy Planner.
 Map created 08/05/14.
 For additional information please visit lhc.la.gov.

LOUISIANA HOUSING CORPORATION

The following resolution was offered by Director _____ and seconded by Director _____.

RESOLUTION

A resolution approving the Louisiana 2015 Low Income Home Energy Assistance Program (“LIHEAP”) Grant Application (attached as “Exhibit A”); 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, and by a delegation of authority letter signed by Governor Bobby Jindal, the Louisiana Housing Corporation (“LHC” or “Corporation”) is granted the power to effectuate the U.S. Department of Health and Human Services (“DHHS”) Low Income Home Energy Assistance Program (“LIHEAP”) for the State of Louisiana; and

WHEREAS, Low Income Home Energy Assistance Information Transmittal No. LIHEAP-AT-2014-03, requires the LHC to submit an annual State Plan; and

WHEREAS, the State Plan will be published for review and comment in a public hearing, set for Thursday, August 21, 2014.

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 Louisiana 2015 Low Income Home Energy Assistance Program (“LIHEAP”) Grant Application (attached as “Exhibit A”) is hereby approved and accepted.

SECTION 2. Staff and counsel are authorized and directed to prepare such documents and agreements as may be necessary to implement Louisiana 2015 Low Income Home Energy Assistance Program State Plan.

SECTION 3. Staff and counsel are hereby authorized, empowered, and directed the ability as may be necessary to create, change, amend, and revise any existing documents and/or commitments as may be necessary to implement the Louisiana 2015 Low Income Home Energy Assistance Program State Plan, the terms of which are to be consistent with the provisions of this resolution.

SECTION 4. The Chairman, Vice Chairman, and/or Executive Director of the Corporation are hereby authorized, empowered, and directed to execute any forms and/or documents required to be executed in 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 13th day of August 2014.

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 entitled, “A resolution approving the Louisiana 2015 Low Income Home Energy Assistance Program (“LIHEAP”) Grant Application (attached as “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 Agency on this, the 13,th day of August, 2014.

Secretary

(SEAL)

STATE OF LOUISIANA

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

Detailed Model State Plan

Fiscal Year 2015



*Louisiana Housing Corporation
2415 Quail Drive
Baton Rouge, Louisiana
(225) 763-8700 FAX (225) 763-8752
www.lhc.la.gov*

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DETAILED MODEL PLAN (LIHEAP)

Mandatory Grant Application SF-424

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No.: 0970-0075
Expiration Date: 06/30/2017

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP)

MODEL PLAN SF - 424 - MANDATORY

* 1.a. Type of Submission: Plan	* 1.b. Frequency: Annual	* 1.c. Consolidated Application/Plan/Funding Request? Explanation:	* 1.d. Version: Initial
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:

7. APPLICANT INFORMATION

* a. Legal Name: LOUISIANA HOUSING CORPORATION			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 45-4619102		* c. Organizational DUNS: 078424719	
* d. Address:			
* Street 1:	2415 QUAIL DR	Street 2:	
* City:	BATON ROUGE	County:	EAST BATON ROUGE
* State:	LA	Province:	
* Country:		* Zip / Postal Code:	708080110

e. Organizational Unit:

Department Name: Energy Assistance Department	Division Name:
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	* First Name: Loretta	Middle Name:	* Last Name: Wallace
Suffix:	Title: Program Administrator	Organizational Affiliation: Louisiana Housing Corporation	
* Telephone Number: (225) 754-1483	Fax Number: 2257541469	* Email: lwallace@lhc.la.gov	

* 8a. TYPE OF APPLICANT:

A: State Government

b. Additional Description:

* 9. Name of Federal Agency:

	Catalog of Federal Domestic Assistance Number:	CFDA Title:
10. CFDA Numbers and Titles	93568	Low-Income Home Energy Assistance

11. Descriptive Title of Applicant's Project
Low Income Home Energy Assistance Program

12. Areas Affected by Funding:

13. CONGRESSIONAL DISTRICTS OF:

* a. Applicant 06	b. Program/Project: LA-Statewide
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Attach an additional list of Program/Project Congressional Districts if needed.

14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date: 10/01/2014	b. End Date: 09/30/2015	* a. Federal (\$): \$0	b. Match (\$): \$0
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?			
a. This submission was made available to the State under the Executive Order 12372			
Process for Review on :			
b. Program is subject to E.O. 12372 but has not been selected by State for review.			
c. Program is not covered by E.O. 12372.			
* 17. Is The Applicant Delinquent On Any Federal Debt? NO			
Explanation:			
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)			
**I Agree ✓			
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.			
18a. Typed or Printed Name and Title of Authorized Certifying Official		18c. Telephone (area code, number and extension)	
		18d. Email Address	
18b. Signature of Authorized Certifying Official		18e. Date Report Submitted (Month, Day, Year)	
Attach supporting documents as specified in agency instructions.			

Section 1 - Program Componentes

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No.: 0970-0075
Expiration Date: 06/30/2017

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Washington, DC 20447

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Approval No. 0970-0075
Expiration Date: 02/28/2005

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) Use of this model plan is optional. However, the information requested is required in order to receive a Low Income Home Energy Assistance Program (LIHEAP) grant in years in which the grantee is not permitted to file an abbreviated plan. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Section 1 Program Components

Program Components, 2605(a), 2605(b)(1) - Assurance 1, 2605(c)(1)(C)

1.1 Check which components you will operate under the LIHEAP program. (Note: You must provide information for each component designated here as requested elsewhere in this plan.)		Dates of Operation	
		Start Date	End Date
☒	Heating assistance	10/01/2014	3/31/2015
☒	Cooling assistance	04/01/2015	9/30/2015
☒	Crisis assistance	10/01/2014	09/30/2015
☒	Weatherization assistance	07/01/2015	6/30/2016

Provide further explanation for the dates of operation, if necessary

Estimated Funding Allocation, 2604(C), 2605(k)(1), 2605(b)(9), 2605(b)(16) - Assurances 9 and 16

1.2 Estimate what amount of available LIHEAP funds will be used for each component that you will operate: The total of all percentages must add up to 100%.	Percentage (%)
Heating assistance	30.00%
Cooling assistance	37.20%
Crisis assistance	10.00%
Weatherization assistance	12.00%
Carryover to the following federal fiscal year	0.00%
Administrative and planning costs	10.00%
Services to reduce home energy needs including needs assessment (Assurance 16)	0.80%
Used to develop and implement leveraging activities	0.00%
TOTAL	100.00%

Alternate Use of Crisis Assistance Funds, 2605(c)(1)(C)

1.3 The funds reserved for winter crisis assistance that have not been expended by March 15 will be reprogrammed to:

	Heating assistance	✓	Cooling assistance
	Weatherization assistance		Other (specify:)

Categorical Eligibility, 2605(b)(2)(A) - Assurance 2, 2605(c)(1)(A), 2605(b)(8A) - Assurance 8

1.4 Do you consider households categorically eligible if one household member receives one of the following categories of benefits in the left column below? No

If you answered "Yes" to question 1.4, you must complete the table below and answer questions 1.5 and 1.6.

	Heating	Cooling	Crisis	Weatherization
TANF				
SSI				
SNAP				
Means-tested Veterans Programs				

	Program Name	Heating	Cooling	Crisis	Weatherization
Other(Specify) 1					

1.5 Do you automatically enroll households without a direct annual application?

If Yes, explain:

1.6 How do you ensure there is no difference in the treatment of categorically eligible households from those not receiving other public assistance when determining eligibility and benefit amounts?

SNAP Nominal Payments

1.7a Do you allocate LIHEAP funds toward a nominal payment for SNAP households? No

If you answered "Yes" to question 1.7a, you must provide a response to questions 1.7b, 1.7c, and 1.7d.

1.7b Amount of Nominal Assistance: \$0

1.7c Frequency of Assistance

	Once Per Year
	Once every five years
	Other - Describe:

1.7d How do you confirm that the household receiving a nominal payment has an energy cost or need?

Determination of Eligibility - Countable Income

1.8. In determining a household's income eligibility for LIHEAP, do you use gross income or net income ?

✓	Gross Income
	Net Income

1.9. Select all the applicable forms of countable income used to determine a household's income eligibility for LIHEAP

✓	Wages
✓	Self - Employment Income
✓	Contract Income
	Payments from mortgage or Sales Contracts
✓	Unemployment insurance
✓	Strike Pay
✓	Social Security Administration (SSA) benefits

	Including MediCare deduction	Excluding MediCare deduction
--	------------------------------	------------------------------

		✓
✓	Supplemental Security Income (SSI)	
✓	Retirement / pension benefits	
	General Assistance benefits	
✓	Temporary Assistance for Needy Families (TANF) benefits	
	Supplemental Nutrition Assistance Program (SNAP) benefits	
	Women, Infants, and Children Supplemental Nutrition Program (WIC) benefits	
	Loans that need to be repaid	
	Cash gifts	
	Savings account balance	
✓	One-time lump-sum payments, such as rebates/credits, winnings from lotteries, refund deposits, etc.	
✓	Jury duty compensation	
✓	Rental income	
	Income from employment through Workforce Investment Act (WIA)	
	Income from work study programs	
✓	Alimony	
	Child support	
✓	Interest, dividends, or royalties	
	Commissions	
	Legal settlements	
	Insurance payments made directly to the insured	
	Insurance payments made specifically for the repayment of a bill, debt, or estimate	
✓	Veterans Administration (VA) benefits	
	Earned income of a child under the age of 18	
✓	Balance of retirement, pension, or annuity accounts where funds cannot be withdrawn without a penalty.	
	Income tax refunds	
	Stipends from senior companion programs, such as VISTA	
	Funds received by household for the care of a foster child	
	Ameri-Corp Program payments for living allowances, earnings, and in-kind aid	

	Reimbursements (for mileage, gas, lodging, meals, etc.)
	Other
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.	

Section 2 - HEATING ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No.: 0970-0075
Expiration Date: 06/30/2017

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

Section 2 - Heating Assistance

Eligibility, 2605(b)(2) - Assurance 2

2.1 Designate the income eligibility threshold used for the heating component:

Add	Household size	Eligibility Guideline	Eligibility Threshold
1	All Household Sizes	State Median Income	60.00%

2.2 Do you have additional eligibility requirements for HEATING ASSISTANCE?

No

2.3 Check the appropriate boxes below and describe the policies for each.

Do you require an Assets test ?

No

Do you have additional/differing eligibility policies for:

Renters?	No
Renters Living in subsidized housing ?	Yes
Renters with utilities included in the rent ?	Yes

Do you give priority in eligibility to:

Elderly?	Yes
Disabled?	Yes
Young children?	Yes
Households with high energy burdens ?	Yes
Other?	

Explanations of policies for each "yes" checked above:

2.3 Renters living in subsidized housing, the amount of the utility allowance is deducted from the total energy cost. Households receiving a utility allowance greater than the utility bill are not eligible. Applicants over 60 years old are exempt from this requirement.

Contractors may utilize an appointment system to schedule a specific date and time to complete the application process for the elderly, and persons with disabilities or infirmity.

Determination of Benefits 2605(b)(5) - Assurance 5, 2605(c)(1)(B)

2.4 Describe how you prioritize the provision of heating assistance to vulnerable populations, e.g., benefit amounts, early application periods, etc.

Households containing one or more members of the targeted priority groups (elderly, disabled, young children) are eligible for one additional \$100 benefit payment per household.

The applicant's energy burden is automatically calculated using the Hancock Energy Software (HES). The highest total energy cost (TEC) is divided by the total household monthly gross income to determine the percentage of the household income used for energy costs.

The applicant's benefit amount is determined using a benefit matrix. Households with zero income are eligible to receive the maximum benefit payment allowed for their family size.

2.5 Check the variables you use to determine your benefit levels. (Check all that apply):

- ☒ Income
- ☒ Family (household) size
- ☒ Home energy cost or need:

Fuel type

Climate/region																										
✓ Individual bill																										
Dwelling type																										
✓ Energy burden (% of income spent on home energy)																										
Energy need																										
Other - Describe:																										
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2.6 Describe estimated benefit levels for FY 2015:																										
Minimum Benefit	\$150	Maximum Benefit	\$600																							
2.7 Do you provide in-kind (e.g., blankets, space heaters) and/or other forms of benefits? No																										
If yes, describe.																										
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Section 3 - COOLING ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No.: 0970-0075
Expiration Date: 06/30/2017

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

Section 3 - Cooling Assistance

Eligibility, 2605(c)(1)(A), 2605 (b)(2) - Assurance 2

3.1 Designate The income eligibility threshold used for the Cooling componenet:

Add	Household size	Eligibility Guideline	Eligibility Threshold
1	All Household Sizes	State Median Income	60.00%

3.2 Do you have additional eligibility requirements for COOLING ASSISTANCE? No

3.3 Check the appropriate boxes below and describe the policies for each.

Do you require an Assets test ? No

Do you have additional/differing eligibility policies for:

Renters?	
Renters Living in subsidized housing ?	Yes
Renters with utilities included in the rent ?	Yes
Do you give priority in eligibility to:	
Elderly?	Yes
Disabled?	Yes
Young children?	Yes
Households with high energy burdens ?	Yes
Other?	

Explanations of policies for each "yes" checked above:

3.3 Renters living in subsidized housing, the amount of the utility allowance is deducted from the total energy cost. Households receiving a utility allowance greater than the utility bill are not eligible. Applicants over 60 years old are exempt from this requirement.

Contractors may utilize an appointment system to schedule a specific date and time to complete the application process for the elderly, and persons with disabilities or infirmity.

3.4 Describe how you prioritize the provision of cooling assistance to vulnerable populations, e.g., benefit amounts, early application periods, etc.

Households containing one or more members of the targeted priority groups (elderly, disabled, young children) are eligible for one additional \$100 benefit payment per household.

The applicant's energy burden is automatically calculated using the Hancock Energy Software (HES). The highest total energy cost (TEC) is divided by the total household monthly gross income to determine the percentage of the household income used for energy costs.

The applicant's benefit amount is determined using a benefit matrix. Households with zero income are eligible to receive the maximum benefit payment allowed for their family size.

Determination of Benefits 2605(b)(5) - Assurance 5, 2605(c)(1)(B)

3.5 Check the variables you use to determine your benefit levels. (Check all that apply):

☒ Income
☒ Family (household) size
☒ Home energy cost or need:
Fuel type
Climate/region

☒ Individual bill																										
Dwelling type																										
☒ Energy burden (% of income spent on home energy)																										
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3.6 Describe estimated benefit levels for FY 2015:																										
Minimum Benefit	\$150	Maximum Benefit	\$600																							
3.7 Do you provide in-kind (e.g., fans, air conditioners) and/or other forms of benefits? No																										
If yes, describe.																										
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.																										

Section 4 - CRISIS ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92,02/95,03/96,12/98,11/01
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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

Section 4: CRISIS ASSISTANCE

Eligibility - 2604(c), 2605(c)(1)(A)

4.1 Designate the income eligibility threshold used for the crisis component

Add	Household size	Eligibility Guideline	Eligibility Threshold
1	All Household Sizes	State Median Income	60.00%

4.2 Provide your LIHEAP program's definition for determining a crisis.

A crisis exists when a household's energy source for heating and/or cooling has been disconnected or scheduled for disconnection, depleted and there are insufficient resources to resolve the situation. A crisis may also include weather-related alerts and supply shortage emergencies declared by state or federal government.

4.3 What constitutes a life-threatening crisis?

When an eligible household is faced with an adverse situation that jeopardizes the health and/or safety of the household members.

Crisis Requirement, 2604(c)

4.4 Within how many hours do you provide an intervention that will resolve the energy crisis for eligible households? 48Hours

4.5 Within how many hours do you provide an intervention that will resolve the energy crisis for eligible households in life-threatening situations? 18Hours

Crisis Eligibility, 2605(c)(1)(A)

4.6 Do you have additional eligibility requirements for CRISIS ASSISTANCE? No

4.7 Check the appropriate boxes below and describe the policies for each

Do you require an Assets test ? No

Do you give priority in eligibility to :

Elderly?	No
Disabled?	No
Young Children?	No
Households with high energy burdens?	No
Other?	No

In Order to receive crisis assistance:

Must the household have received a shut-off notice or have a near empty tank?	Yes
Must the household have been shut off or have an empty tank?	Yes
Must the household have exhausted their regular heating benefit?	
Must renters with heating costs included in their rent have received an eviction notice ?	No
Must heating/cooling be medically necessary?	Yes
Must the household have non-working heating or cooling equipment?	Yes
Other?	No

Do you have additional / differing eligibility policies for:

Renters?	No
Renters living in subsidized housing?	No

Renters with utilities included in the rent?		No
Explanations of policies for each "yes" checked above:		
Eligible applicants are required to provide support documentation to establish a crisis situation. (i.e. Disconnect/Shut-Off Notice, Final Bill and proof of new account, doctor's statements or medical reports, written estimates to refill fuel tanks, and/or evidence of an economic hardship -monthly expenses and income).		
Determination of Benefits		
4.8 How do you handle crisis situations?		
✓	Separate component	
	Fast Track	
	Other - Describe:	
4.9 If you have a separate component, how do you determine crisis assistance benefits?		
✓	Amount to resolve the crisis.	
	Other - Describe: Eligible households can receive only one crisis benefit payment, not to exceed \$475, during a 12 month period. The crisis benefit payment will cover only the amount of the disconnect notice, if the services have NOT been disconnected, at the time of application. If utilities services have been disconnected, at the time of application, the total benefit requested should include all costs to connect or reconnect services, except any other non-energy related charges. In the event a household is in transition, a <u>Final Bill</u> and proof of a new account showing the total cost to restore services should be used to provide assistance and calculate the benefit. The referenced bill should clearly state " <u>Final Bill</u> ." A recent statement from the vendor, preferably on letterhead, within the past 30 days may be used to calculate a benefit payment. The intent of this provision does not arbitrarily substitute the mandatory Disconnect Notice, or cause any inconsistency with the LHC's established policy for LIHEAP crisis assistance.	
Crisis Requirements, 2604(c)		
4.10 Do you accept applications for energy crisis assistance at sites that are geographically accessible to all households in the area to be served?		
Yes Explain.		
4.11 Do you provide individuals who are physically disabled the means to:		
Submit applications for crisis benefits without leaving their homes?		
Yes If No, explain.		
Travel to the sites at which applications for crisis assistance are accepted?		
No If No, explain.		
If you answered "No" to both options in question 4.11, please explain alternative means of intake to those who are homebound or physically disabled?		
Contractors are required to make provisions for home-bound and infirmed applicants to complete an application by either traveling to the applicant's home or accepting a signed statement by the applicant that names an authorized representative to apply for LIHEAP services on their behalf.		
Benefit Levels, 2605(c)(1)(B)		
4.12 Indicate the maximum benefit for each type of crisis assistance offered.		
Winter Crisis	\$0 maximum benefit	
Summer Crisis	\$0 maximum benefit	
Year-round Crisis	\$475 maximum benefit	
4.13 Do you provide in-kind (e.g. blankets, space heaters, fans) and/or other forms of benefits?		
Yes If yes, Describe		
Contractors may provide an in-kind benefit, in lieu of a benefit payment, to repair or replace heating or cooling equipment, during times of extreme heat or cold temperatures. An explanation of the emergency should be included in the applicant's file.		
The cost for equipment plus installation, if any, will be reimbursed to the contractor. The total reimbursement from LIHEAP may not exceed the total amount for a Crisis		

benefit payment. The contractor should obligate the funds necessary to resolve the crisis situation in a timely manner.

4.14 Do you provide for equipment repair or replacement using crisis funds?

Yes

If you answered "Yes" to question 4.14, you must complete question 4.15.

4.15 Check appropriate boxes below to indicate type(s) of assistance provided.

	Winter Crisis	Summer Crisis	Year-round Crisis
Heating system repair			✓
Heating system replacement			✓
Cooling system repair			✓
Cooling system replacement			✓
Wood stove purchase			
Pellet stove purchase			
Solar panel(s)			
Utility poles / gas line hook-ups			
Other (Specify): Purchase of fans, space heaters, window heat pumps.			✓

4.16 Do any of the utility vendors you work with enforce a moratorium on shut offs?

Yes

If you responded "Yes" to question 4.16, you must respond to question 4.17.

4.17 Describe the terms of the moratorium and any special dispensation received by LIHEAP clients during or after the moratorium period.

The utility vendors agree to accept energy benefit pledges on behalf of LIHEAP eligible customers in crisis situations facing threatened or actual interruption of services.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 5 - WEATHERIZATION ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No.: 0970-0075
Expiration Date: 06/30/2017

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

Section 5: WEATHERIZATION ASSISTANCE

Eligibility, 2605(c)(1)(A), 2605(b)(2) - Assurance 2

5.1 Designate the income eligibility threshold used for the Weatherization component

Add	Household Size	Eligibility Guideline	Eligibility Threshold
1	All Household Sizes	HHS Poverty Guidelines	200.00%

5.2 Do you enter into an interagency agreement to have another government agency administer a WEATHERIZATION component?No

5.3 If yes, name the agency.

5.4 Is there a separate monitoring protocol for weatherization?Yes

WEATHERIZATION - Types of Rules

5.5 Under what rules do you administer LIHEAP weatherization? (Check only one.)

Entirely under LIHEAP (not DOE) rules

Entirely under DOE WAP (not LIHEAP) rules

Mostly under LIHEAP rules with the following DOE WAP rule(s) where LIHEAP and WAP rules differ (Check all that apply):

Income Threshold

Weatherization of entire multi-family housing structure is permitted if at least 66% of units (50% in 2- & 4-unit buildings) are eligible units or will become eligible within 180 days

Weatherize shelters temporarily housing primarily low income persons (excluding nursing homes, prisons, and similar institutional care facilities).

Other - Describe:

☒ Mostly under DOE WAP rules, with the following LIHEAP rule(s) where LIHEAP and WAP rules differ (Check all that apply.)

Income Threshold

☒ Weatherization not subject to DOE WAP maximum statewide average cost per dwelling unit.

Weatherization measures are not subject to DOE Savings to Investment Ratio (SIR) standards.

☒ Other - Describe:

Some homes are weatherized using a combination of both funding sources to maximize the effectiveness of weatherization.

Eligibility, 2605(b)(5) - Assurance 5

5.6 Do you require an assets test? No

5.7 Do you have additional/differing eligibility policies for :

Renters	Yes
Renters living in subsidized housing?	Yes

5.8 Do you give priority in eligibility to:

Elderly?	Yes
Disabled?	Yes
Young Children?	Yes
House holds with high energy burdens?	Yes
Other? High Energy Use	Yes

If you selected "Yes" for any of the options in questions 5.6, 5.7, or 5.8, you must provide further explanation of these policies in the text field below.

5.7 Property owners (landlords) must sign an agreement to not increase the rent costs for at least 12 months. Owners are encouraged to contribute financially to overall weatherization project.

5.8 The Hancock Energy Software automatically assigns a WAP ranking based on criteria set in policy. Eligible households are awarded points for family members' age, disability, number of occupants, months on the waiting list, high energy user, high burden (25% of household total income used for energy cost), poverty level and the condition of dwelling unit.

Benefit Levels

5.9 Do you have a maximum LIHEAP weatherization benefit/expenditure per household? Yes

5.10 If yes, what is the maximum? \$6,987

Types of Assistance, 2605(c)(1), (B) & (D)

5.11 What LIHEAP weatherization measures do you provide? (Check all categories that apply.)

☒ Weatherization needs assessments/audits	☒ Energy related roof repair
☒ Caulking and insulation	Major appliance Repairs
Storm windows	☒ Major appliance replacement
☒ Furnace/heating system modifications/ repairs	Windows/sliding glass doors
Furnace replacement	Doors
☒ Cooling system modifications/ repairs	☒ Water Heater
☒ Water conservation measures	Cooling system replacement
☒ Compact florescent light bulbs	☒ Other - Describe: Minor repairs (i.e. electrical problems, leaks, patching, thresholds, weatherstripping, switch/outlet gaskets, replace broken window panes, repair windows and doors, etc.)

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 6 - Outreach, 2605(b)(3) - Assurance 3, 2605(c)(3)(A)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92,02/95,03/96,12/98,11/01
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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP)
MODEL PLAN
SF - 424 - MANDATORY**

Section 6: Outreach, 2605(b)(3) - Assurance 3, 2605(c)(3)(A)

6.1 Select all outreach activities that you conduct that are designed to assure that eligible households are made aware of all LIHEAP assistance available:

☒ Place posters/flyers in local and county social service offices, offices of aging, Social Security offices, VA, etc.

☒ Publish articles in local newspapers or broadcast media announcements.

☒ Include inserts in energy vendor billings to inform individuals of the availability of all types of LIHEAP assistance.

Mass mailing(s) to prior-year LIHEAP recipients.

☒ Inform low income applicants of the availability of all types of LIHEAP assistance at application intake for other low-income programs.

Execute interagency agreements with other low-income program offices to perform outreach to target groups.

☒ Other (specify):

Presentations at community and school meetings. Off-site event for distribution (Housing conferences, seminars, churches, community centers, etc.)

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 7 - Coordination, 2605(b)(4) - Assurance 4

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) **MODEL PLAN** **SF - 424 - MANDATORY**

Section 7: Coordination, 2605(b)(4) - Assurance 4

7.1 Describe how you will ensure that the LIHEAP program is coordinated with other programs available to low-income households (TANF, SSI, WAP, etc.).

	Joint application for multiple programs
✓	Intake referrals to/from other programs
✓	One - stop intake centers
✓	Other - Describe:

Participate in a state telephone call center (i.e. 411), which directs callers to LIHEAP providers.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 8 - Agency Designation,, 2605(b)(6) - Assurance 6

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

Section 8: Agency Designation, 2605(b)(6) - Assurance 6 (Required for state grantees and the Commonwealth of Puerto Rico)

8.1 How would you categorize the primary responsibility of your State agency?

☐	Administration Agency
☐	Commerce Agency
☐	Community Services Agency
☐	Energy / Environment Agency
☒	Housing Agency
☐	Welfare Agency
☐	Other - Describe:

Alternate Outreach and Intake, 2605(b)(15) - Assurance 15

If you selected "Welfare Agency" in question 8.1, you must complete questions 8.2, 8.3, and 8.4, as applicable.

8.2 How do you provide alternate outreach and intake for HEATING ASSISTANCE?

8.3 How do you provide alternate outreach and intake for COOLING ASSISTANCE?

8.4 How do you provide alternate outreach and intake for CRISIS ASSISTANCE?

8.5 LIHEAP Component Administration.	Heating	Cooling	Crisis	Weatherization
8.5a Who determines client eligibility?	Community Action Agencies	Community Action Agencies	Community Action Agencies	Community Action Agencies
8.5b Who processes benefit payments to gas and electric vendors?	State Housing Agency	State Housing Agency	State Housing Agency	
8.5c who processes benefit payments to bulk fuel vendors?	State Housing Agency	State Housing Agency	State Housing Agency	
8.5d Who performs installation of weatherization measures?				Community Action Agencies

If any of your LIHEAP components are not centrally-administered by a state agency, you must complete questions 8.6, 8.7, 8.8, and, if applicable, 8.9.

8.6 What is your process for selecting local administering agencies?

In selecting a local agency, preference is given to any CAA or other public or nonprofit entity which has, or is currently administering, an effective program under any low-income energy assistance or weatherization program.

Program effectiveness is evaluated by considering the following factors including, but not necessarily limited to:

- 1) The extent to which the past or current program achieved or is achieving LIHEAP goals in a timely fashion;
- 2) Meeting the fiscal requirements established in regulations and state policies;
- 3) The quality of service delivered by the local agency;
- 4) The number, qualifications, and experience of the staff members of the agency; and
- 5) The location and proximity to the vacant territory.

Local agencies responding to a formal request for proposals are required to attend a hearing conducted by LHC to present their proposal and answer questions.

8.7 How many local administering agencies do you use? 40

8.8 Have you changed any local administering agencies in the last year?

No

8.9 If so, why?

Agency was in noncompliance with grantee requirements for LIHEAP -

Agency is under criminal investigation

Added agency

Agency closed

Other - describe

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 9 - Energy Suppliers,, 2605(b)(7) - Assurance 7

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No.: 0970-0075
Expiration Date: 04/30/2014

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

Section 9: Energy Suppliers, 2605(b)(7) - Assurance 7

9.1 Do you make payments directly to home energy suppliers?

Heating Yes

Cooling Yes

Crisis Yes

Are there exceptions? Yes

If yes, Describe.

Exceptions are allowed under circumstances when a new vendor or existing vendor is not set up to receive payment directly from LHC and/or refuses to accept a pledge on behalf of an eligible applicant,. The Contractor may request reimbursement for the payment made to prevent a shut-off or disconnection.

9.2 How do you notify the client of the amount of assistance paid?

The HES software generates a Client Qualification Notification letter, which is provided to the client at the end of the application process.

9.3 How do you assure that the home energy supplier will charge the eligible household, in the normal billing process, the difference between the actual cost of the home energy and the amount of the payment?

The Vendor Agreement contains a provision to assure the vendor will not discriminate, neither in costs or goods supplied nor the services provided, against the household on whose behalf benefit payments are made.

9.4 How do you assure that no household receiving assistance under this title will be treated adversely because of their receipt of LIHEAP assistance?

The Vendor Agreement contains a provision to assure customers receiving assistance from the LIHEAP will not be treated adversely because of such assistance under applicable provision of State law and public regulatory requirements.

9.5. Do you make payments contingent on unregulated vendors taking appropriate measures to alleviate the energy burdens of eligible households?

No

If so, describe the measures unregulated vendors may take.

Unregulated Energy Vendors are not included as LIHEAP energy providers.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 10 - Program, Fiscal Monitoring, and Audit, 2605(b)(10) - Assurance 10

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92,02/95,03/96,12/98,11/01
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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

Section 10: Program, Fiscal Monitoring, and Audit, 2605(b)(10)

10.1. How do you ensure good fiscal accounting and tracking of LIHEAP funds?

The LHC financial operations manual establishes the framework and procedures for budgeting, reporting, internal controls, cost allocation, and accountability as described in the costs principle applicable to the grant.

Contractors submit weekly electronic copies of the Request for Payment to LHC for their administrative fees, based on the amount of the benefit payments authorized on behalf of eligible households.

LHC conducts monthly reconciliation of funds and expenditures with sub-recipients to ensure accuracy and reliability for data reporting.

All LIHEAP expenditures are tracked and monitored using the web-based software, Hancock Energy Software (HES) and MS Excel spreadsheets.

Audit Process

10.2. Is your LIHEAP program audited annually under the Single Audit Act and OMB Circular A - 133?

Yes

10.3. Describe any audit findings rising to the level of material weakness or reportable condition cited in the A-133 audits, Grantee monitoring assessments, inspector general reviews, or other government agency reviews of the LIHEAP agency from the most recently audited fiscal year.

No Findings ✓

Finding	Type	Brief Summary	Resolved?	Action Taken
1				

10.4. Audits of Local Administering Agencies

What types of annual audit requirements do you have in place for local administering agencies/district offices?
Select all that apply.

✓ Local agencies/district offices are required to have an annual audit in compliance with Single Audit Act and OMB Circular A-133

Local agencies/district offices are required to have an annual audit (other than A-133)

✓ Local agencies/district offices' A-133 or other independent audits are reviewed by Grantee as part of compliance process.

✓ Grantee conducts fiscal and program monitoring of local agencies/district offices

Compliance Monitoring

10.5. Describe the Grantee's strategies for monitoring compliance with the Grantee's and Federal LIHEAP policies and procedures: Select all that apply

Grantee employees:

✓ Internal program review

✓ Departmental oversight

✓ Secondary review of invoices and payments

Other program review mechanisms are in place. Describe:

LHC utilizes the available reporting system of the Hancock Energy Software (HES) to monitor contractor's production and service delivery timely to ensure all contractors are maintaining service delivery in accordance with contractual obligations.

Local Adminstering Agencies / District Offices:
✓ On - site evaluation
✓ Annual program review
✓ Monitoring through central database
✓ Desk reviews
✓ Client File Testing / Sampling
Other program review mechanisms are in place. Describe:
10.6 Explain, or attach a copy of your local agency monitoring schedule and protocol.
Louisiana Housing Corporation (LHC) has adopted a systems approach to monitoring Contractors for compliance with applicable regulations and achievement of performance goals. Program activities are monitored both electronically and by conducting on-site visits annually. The State mandated software is used to record application input and monitor Contractors' production, i.e., how many applications are taken in a given time frame? How many of those applications were Non-Crisis applications and how many were Crisis Applications? How many households were served and how many priority members were included in those households. We are also able to monitor the rate of benefit delivery to the specific service area. This information is utilized to not only monitor the rate of service delivery but also the areas being served. Those areas can be identified within a service provider's geographical service area, needing extra attention and outreach. During the on-site monitoring visits, the physical files are reviewed for documentation of various program mandated activities, such as: (A) Written policies and procedures that prohibit discrimination in both service delivery and employment, (B) Compliance with Minimum Wage laws, (C) Written policies regarding grievance procedures for both applicants and employees, (D) Written policies regarding providing services to eligible applicants on a first come, first served basis, (E) Written policies that document adherence to written Program Guidelines approved by Louisiana Housing Corporation, (F) Documentation of employee training on program guidelines, (G) A review of various documents that demonstrate program outreach activities including newspaper ads, radio and/or television advertising, copies of any printed material distributed in the community to applicants and potential applicants, (H) A review of Client Education material distributed to applicants regarding energy conservation activities, (I) A review of a random sample of applicant files to verify the collection of required support documentation from eligible applicants, including income, vulnerability of the client for the cost of the energy bill, confirmation of residence at the service address indicated on the bill, copies of Social Security Cards or other government documents that contain social security numbers for each member of the household being served. Eligibility and benefit determination is handled through the web-based computerized application system adopted by the LHC. The program is designed to calculate benefits based on parameters that are entered at the state level and that are unalterable at the service provider level. Benefit calculations are based on income levels for each household, the number of eligible household members, and the identification of priority members of the household, i.e., persons over 60 years of age, persons disabled, or persons five years old or less. The benefit calculation is totally automated requiring only data input from the agency provider. Eligibility is also determined by the same system utilizing social security numbers of applicants and flagging those applicants or household members that may have received a benefit within the prohibited time frame. Applicants may currently apply for non-crisis benefits once every six months, and if necessary, applicants may also apply for a crisis benefit once in a twelve month period.
10.7. Describe how you select local agencies for monitoring reviews.
Site Visits: LHC, as the state grantee, is required to conduct annual on-site compliance monitoring visits to <u>all</u> LIHEAP contractors.
Desk Reviews: LHC staff conducts on-going desk monitoring of agency reports, budget tracking and statistical reports, and rate of expenditures.
10.8. How often is each local agency monitored ?
All Contractors are monitored at least once annually.
10.9. What is the combined error rate for eligibility determinations? OPTIONAL

10.10. What is the combined error rate for benefit determinations? OPTIONAL

10.11. How many local agencies are currently on corrective action plans for eligibility and/or benefit determination issues? 18

10.12. How many local agencies are currently on corrective action plans for financial accounting or administrative issues? 0

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 11 - Timely and Meaningful Public Participation, , 2605(b)(12) - Assurance 12, 2605(c)(2)

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Section 11: Timely and Meaningful Public Participation, 2605(b)(12), 2605(C)(2)

11.1 How did you obtain input from the public in the development of your LIHEAP plan?
Select all that apply.

☐ Tribal Council meeting(s)

☒ Public Hearing(s)

☒ Draft Plan posted to website and available for comment

☒ Hard copy of plan is available for public view and comment

☐ Comments from applicants are recorded

☒ Request for comments on draft Plan is advertised

☒ Stakeholder consultation meeting(s)

☐ Comments are solicited during outreach activities

☐ Other - Describe:

11.2 What changes did you make to your LIHEAP plan as a result of this participation?

Public Hearings, 2605(a)(2) - For States and the Commonwealth of Puerto Rico Only

11.3 List the date and location(s) that you held public hearing(s) on the proposed use and distribution of your LIHEAP funds?

	Date	Event Description
1	08/22/2014	Scheduled to be held at LHC, 2415 Quail Drive, Baton Rouge, LA 70808

11.4. How many parties commented on your plan at the hearing(s)?

11.5 Summarize the comments you received at the hearing(s).

11.6 What changes did you make to your LIHEAP plan as a result of the comments received at the public hearing(s)?

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 12 - Fair Hearings, 2605(b)(13) - Assurance 13

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Section 12: Fair Hearings, 2605(b)(13) - Assurance 13

12.1 How many fair hearings did the grantee have in the prior Federal fiscal year? none

12.2 How many of those fair hearings resulted in the initial decision being reversed? N/A

12.3 Describe any policy and/or procedural changes made in the last Federal fiscal year as a result of fair hearings?

N/A

12.4 Describe your fair hearing procedures for households whose applications are denied.

In accordance with Section 2605 (b) (13) of Public Law 97-35, applicants are advised of their appeal right at the time of application.

During the application process, the rights to an appeal and fair hearing and the Civil Rights statements are written and described on the back of the service application form. The LIHEAP workers are required to read this section to the applicant, before the applicant signs to request a hearing. A copy of the form is provided to the applicant to mail to LHC to request a fair hearing within 30 days after the decision. LHC will retain an Administrative Law Judge to preside at the hearing and follow applicable laws to render a decision.

12.5 When and how are applicants informed of these rights?

Ineligible applicants are informed in writing, at the time of application, of their rights to an appeal and fair hearing, prior to signing the form.

The written request with an explanation of the issue on back of the service application form under Right to Appeal and Fair Hearing should be mailed to the Louisiana Housing Corporation (LHC), 2415 Quail Drive, Baton Rouge, LA 70808. If assistance is required, the contractor may assist the applicant, if requested, to prepare a written request. The request must be received by LHC within 30 days of the decision or postmarked within 30 days.

12.6 Describe your fair hearing procedures for households whose applications are not acted on in a timely manner.

Applications are considered incomplete when the applicant doesn't provide necessary information and documentation, during the application process.

- The contractor should inform the applicant that additional documents are due in (5) five business days to process the application. If the documents are not received by the due date, and the applicant has not contacted the contractor to request additional time to acquire the required documentation, the application will not be processed. In no case, should the application remain unprocessed for longer than twenty (20) business days.
- A copy of the denial letter generated by the HES system should be retained with any incomplete application form and materials.

12.7 When and how are applicants informed of these rights?

A "LIHEAP Application Required Documents Form" is completed, signed and dated by the applicant and the Agency representative, at the time of application. The form includes a checklist and information regarding the status of the application.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 13 - Reduction of home energy needs,2605(b)(16) - Assurance 16

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

Section 13: Reduction of home energy needs, 2605(b)(16) - Assurance 16

13.1 Describe how you use LIHEAP funds to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance?

Energy education is provided, during the application process, to eligible and ineligible households.

Contractors are required to develop active, participatory energy conservation education activities. Examples of active participatory educational activities include viewing a video, listening to an oral presentation, or audiotape.

Contractors are encouraged to use educational activities that can be carried out while the applicant is waiting for intake. Educational activities shall not create an undue burden on the applicant or the contractor staff.

13.2 How do you ensure that you don't use more than 5% of your LIHEAP funds for these activities?

A percentage is set in the State Plan and the amount is budgeted, upon receipt of the grant award.

13.3 Describe the impact of such activities on the number of households served in the previous Federal fiscal year.

Based on the number of energy-saving kits distributed last year, it was estimated about \$82 a year or about \$4.1 millions in potential energy and water savings, once the measures are installed.

13.4 Describe the level of direct benefits provided to those households in the previous Federal fiscal year.

N/A

13.5 How many households applied for these services? N/A

13.6 How many households received these services? All applicants

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 14 - Leveraging Incentive Program ,2607A

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Section 14:Leveraging Incentive Program, 2607(A)

14.1 Do you plan to submit an application for the leveraging incentive program?

No

14.2 Describe instructions to any third parties and/or local agencies for submitting LIHEAP leveraging resource information and retaining records.

14.3 For each type of resource and/or benefit to be leveraged in the upcoming year that will meet the requirements of 45 C.F.R. Â§ 96.87(d)(2)(iii), describe the following:

Resource	What is the type of resource or benefit ?	What is the source(s) of the resource ?	How will the resource be integrated and coordinated with LIHEAP?
1			

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 15 - Training

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

Section 15: Training

15.1 Describe the training you provide for each of the following groups:

a. Grantee Staff:

☒ Formal training on grantee policies and procedures

How often?

Annually

Biannually

☒ As needed

Other - Describe:

☒ Employees are provided with policy manual

Other-Describe:

Monthly Team Meetings

b. Local Agencies:

Formal training conference

How often?

Annually

Biannually

As needed

Other - Describe:

☒ On-site training

How often?

☒ Annually

Biannually

☒ As needed

Other - Describe:

☒ Employees are provided with policy manual

Other - Describe

LHC participates in the annual conference held by the Association of Community Action Partnerships of Louisiana (ACAP)

c. Vendors

Formal training conference

How often?

Annually

Biannually

☒ As needed

Other - Describe:

☒ Policies communicated through vendor agreements

Policies are outlined in a vendor manual
Other - Describe: LHC holds quarterly meetings with major utility vendors.
15.2 Does your training program address fraud reporting and prevention? Yes
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 16 - Performance Goals and Measures, 2605(b)

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Section 16: Performance Goals and Measures, 2605(b) - Required for States Only

16.1 Describe your progress toward meeting the data collection and reporting requirements of the four required LIHEAP performance measures. Include timeframes and plans for meeting these requirements and what you believe will be accomplished in the coming federal fiscal year.

Since 2004, Louisiana has been utilizing the web-based software, LIHEAP Online, developed by Hancock Energy Software to manage real-time program performance data.

Beginning with FY2015, the LHC will discuss the LIHEAP performance measures with the Hancock Energy Software developer, during our quarterly meetings. The preliminary discussion will introduce the tiered approach to determine the extent of the modification or enhancements necessary to gather the data being requested. Since the service delivery statistics are currently being captured in HES, the configuration should be minimal to implement Tier 1 of the performance measurement system.

Through a collaboration with APPRISE, there is potential to move expeditiously to full implementation.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 17 - Program Integrity, 2605(b)(10)

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

Section 17: Program Integrity, 2605(b)(10)

17.1 Fraud Reporting Mechanisms

a. Describe all mechanisms available to the public for reporting cases of suspected waste, fraud, and abuse. Select all that apply.



Online Fraud Reporting

Dedicated Fraud Reporting Hotline



Report directly to local agency/district office or Grantee office



Report to State Inspector General or Attorney General



Forms and procedures in place for local agencies/district offices and vendors to report fraud, waste, and abuse



Other - Describe:

Posters, include information, as a part of advertising campaigns.

b. Describe strategies in place for advertising the above-referenced resources. Select all that apply



Printed outreach materials



Addressed on LIHEAP application



Website

Other - Describe:

17.2. Identification Documentation Requirements

a. Indicate which of the following forms of identification are required or requested to be collected from LIHEAP applicants or their household members.

Type of Identification Collected	Collected from Whom?					
	Applicant Only		All Adults in Household		All Household Members	
Social Security Card is photocopied and retained	☒	Required	☒	Required	☒	Required
		Requested		Requested		Requested
Social Security Number (Without actual Card)		Required		Required		Required
		Requested		Requested		Requested
Government-issued identification card (i.e.: driver's license, state ID, Tribal ID, passport, etc.)	☒	Required	☒	Required	☒	Required
		Requested		Requested		Requested
Other		Applicant Only	Applicant Only	All Adults in Household	All Adults in Household	All Household Members

	Required	Requested	Required	Requested	Required	Requested
1						
b. Describe any exceptions to the above policies.						
17.3 Identification Verification						
Describe what methods are used to verify the authenticity of identification documents provided by clients or household members. Select all that apply						
☒ Verify SSNs with Social Security Administration						
Match SSNs with death records from Social Security Administration or state agency						
Match SSNs with state eligibility/case management system (e.g., SNAP, TANF)						
Match with state Department of Labor system						
Match with state and/or federal corrections system						
Match with state child support system						
Verification using private software (e.g., The Work Number)						
In-person certification by staff (for tribal grantees only)						
Match SSN/Tribal ID number with tribal database or enrollment records (for tribal grantees only)						
☒ Other - Describe:						
Applicants are required to provide Social Security cards for all household members. Household members without an authentic Social Security card or verified SSNs with the Social Security Administration cannot be included on the LIHEAP application.						
17.4. Citizenship/Legal Residency Verification						
What are your procedures for ensuring that household members are U.S. citizens or aliens who are qualified to receive LIHEAP benefits? Select all that apply.						
Clients sign an attestation of citizenship or legal residency						
☒ Client's submission of Social Security cards is accepted as proof of legal residency						
☒ Noncitizens must provide documentation of immigration status						
Citizens must provide a copy of their birth certificate, naturalization papers, or passport						
Noncitizens are verified through the SAVE system						
Tribal members are verified through Tribal enrollment records/Tribal ID card						
Other - Describe:						
17.5. Income Verification						
What methods does your agency utilize to verify household income? Select all that apply.						
☒ Require documentation of income for all adult household members						
☒ Pay stubs						
☒ Social Security award letters						
☒ Bank statements						
☒ Tax statements						
☒ Zero-income statements						
☒ Unemployment Insurance letters						
Other - Describe:						
Computer data matches:						
Income information matched against state computer system (e.g., SNAP, TANF)						
Proof of unemployment benefits verified with state Department of Labor						
Social Security income verified with SSA						
Utilize state directory of new hires						
Other - Describe:						

17.6. Protection of Privacy and Confidentiality
Describe the financial and operating controls in place to protect client information against improper use or disclosure. Select all that apply.
☒ Policy in place prohibiting release of information without written consent
☒ Grantee LIHEAP database includes privacy/confidentiality safeguards
☒ Employee training on confidentiality for:
☒ Grantee employees
☒ Local agencies/district offices
Employees must sign confidentiality agreement
Grantee employees
Local agencies/district offices
☒ Physical files are stored in a secure location
Other - Describe:
17.7. Verifying the Authenticity
What policies are in place for verifying vendor authenticity? Select all that apply.
☒ All vendors must register with the State/Tribe.
☒ All vendors must supply a valid SSN or TIN/W-9 form
Vendors are verified through energy bills provided by the household
Grantee and/or local agencies/district offices perform physical monitoring of vendors
Other - Describe and note any exceptions to policies above:
17.8. Benefits Policy - Gas and Electric Utilities
What policies are in place to protect against fraud when making benefit payments to gas and electric utilities on behalf of clients? Select all that apply.
☒ Applicants required to submit proof of physical residency
☒ Applicants must submit current utility bill
☒ Data exchange with utilities that verifies:
Account ownership
Consumption
☒ Balances
☒ Payment history
Account is properly credited with benefit
Other - Describe:
☒ Centralized computer system/database tracks payments to all utilities
☒ Centralized computer system automatically generates benefit level
☒ Separation of duties between intake and payment approval
Payments coordinated among other energy assistance programs to avoid duplication of payments
Payments to utilities and invoices from utilities are reviewed for accuracy
Computer databases are periodically reviewed to verify accuracy and timeliness of payments made to utilities
Direct payment to households are made in limited cases only
Procedures are in place to require prompt refunds from utilities in cases of account closure
☒ Vendor agreements specify requirements selected above, and provide enforcement mechanism
Other - Describe:
17.9. Benefits Policy - Bulk Fuel Vendors

What procedures are in place for averting fraud and improper payments when dealing with bulk fuel suppliers of heating oil, propane, wood, and other bulk fuel vendors? Select all that apply.

- ☒ Vendors are checked against an approved vendors list
- Centralized computer system/database is used to track payments to all vendors
- Clients are relied on for reports of non-delivery or partial delivery
- Two-party checks are issued naming client and vendor
- Direct payment to households are made in limited cases only
- ☒ Vendors are only paid once they provide a delivery receipt signed by the client
- Conduct monitoring of bulk fuel vendors
- Bulk fuel vendors are required to submit reports to the Grantee
- ☒ Vendor agreements specify requirements selected above, and provide enforcement mechanism
- Other - Describe:

17.10. Investigations and Prosecutions

Describe the Grantee's procedures for investigating and prosecuting reports of fraud, and any sanctions placed on clients/staff/vendors found to have committed fraud. Select all that apply.

- ☒ Refer to state Inspector General
- Refer to local prosecutor or state Attorney General
- Refer to US DHHS Inspector General (including referral to OIG hotline)
- ☒ Local agencies/district offices or Grantee conduct investigation of fraud complaints from public
- ☒ Grantee attempts collection of improper payments. If so, describe the recoupment process

Overpayment or an ineligible payment made as a result of an error by the contractor shall be corrected immediately by notifying LHC of the error. The overpayment must be absorbed by the contractor. The contractor may appeal the cost of the overpayment or ineligible payment to LHC.

Underpayment made as a result of an error by the contractor shall be corrected immediately by notifying LHC of the error. But if the payment was already made to the energy vendor then the contractor has to pay the remaining costs.

Applicants, who have received an overpayment or ineligible payment as a result of their failure to provide accurate or correct information, whether intentional or non-intentional, shall have the overpayment reversed on their energy accounts through the energy vendor.

When a contractor identifies an overpayment or ineligible payment due to applicant error, the contractor shall notify and provide support documentation to LHC. LHC will give the applicant an opportunity to dispute the finding prior to reversing the benefit through the energy vendor. The applicant shall be advised of his or her right to appeal the reversing decision to LHC.

- Clients found to have committed fraud are banned from LIHEAP assistance. For how long is a household banned?
- Contracts with local agencies require that employees found to have committed fraud are reprimanded and/or terminated
- Vendors found to have committed fraud may no longer participate in LIHEAP
- Other - Describe:

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 18: Certification Regarding Debarment, Suspension, and Other Responsibility Matters

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

Instructions for Certification

- 1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.**
- 2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.**
- 3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.BrBbr.**
- 4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.**
- 5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.**
- 6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.**
- 7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or**

agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. **The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.**
6. **The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.**
7. **A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.**
8. **Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is**

normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

✓ **By checking this box, the prospective primary participant is providing the certification set out above.**

Section 19: Certification Regarding Drug-Free Workplace Requirements

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central pint is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the

Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) **The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate

personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
 (B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

2415 Quail Drive
 * Address Line 1

Address Line 2

Address Line 3

Baton Rouge * City	LA * State	70808 * Zip Code
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Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

✓ By checking this box, the prospective primary participant is providing the certification set out above.

Section 20: Certification Regarding Lobbying

The submitter of this application certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

✓ By checking this box, the prospective primary participant is providing the certification set out above.

(1) use the funds available under this title to--

(A) conduct outreach activities and provide assistance to low income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy, consistent with paragraph (5);

(B) intervene in energy crisis situations;

(C) provide low-cost residential weatherization and other cost-effective energy-related home repair;and

(D)plan, develop, and administer the State's program under this title including leveraging programs, and the State agrees not to use such funds for any purposes other than those specified in this title;

(2) make payments under this title only with respect to--

(A) households in which one or more individuals are receiving--

(i)assistance under the State program funded under part A of title IV of the Social Security Act;

(ii) supplemental security income payments under title XVI of the Social Security Act;

(iii) food stamps under the Food Stamp Act of 1977; or

(iv) payments under section 415, 521, 541, or 542 of title 38, United States Code, or under section 306 of the Veterans' and Survivors' Pension Improvement Act of 1978; or

(B) households with incomes which do not exceed the greater of -

(i) an amount equal to 150 percent of the poverty level for such State; or

(ii) an amount equal to 60 percent of the State median income;

(except that a State may not exclude a household from eligibility in a fiscal year solely on the basis of household income if such income is less than 110 percent of the poverty level for such State, but the State may give priority to those households with the highest home energy costs or needs in relation to household income.

(3) conduct outreach activities designed to assure that eligible households, especially households with elderly individuals or disabled individuals, or both, and households with high home energy burdens, are made aware of the assistance available under this title, and any similar energy-related assistance available under subtitle B of title VI (relating to community services block grant program) or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;(4) coordinate its activities under this title with similar and related programs administered by the Federal Government and such State, particularly low-income energy-related programs under subtitle B of title VI (relating to community services block grant program), under the supplemental security income program, under part A of title IV of the Social Security Act, under title XX of the Social Security Act, under the low-income weatherization assistance program under title IV of the Energy Conservation and Production Act, or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;(5) provide, in a timely manner, that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size, except that the State may not differentiate in implementing this section between the households described in clauses 2(A) and 2(B) of this subsection;

(6) to the extent it is necessary to designate local administrative agencies in order to carry out the purposes of this title, to give special consideration, in the designation of such agencies, to any local public or private nonprofit agency which was receiving Federal funds under any low-income energy assistance program or weatherization program under the Economic Opportunity Act of 1964 or any other provision of law on the day before the date of the enactment of this Act, except that -

(A) the State shall, before giving such special consideration, determine that the agency involved meets program and fiscal requirements established by the State; and

(B) if there is no such agency because of any change in the assistance furnished to programs for economically disadvantaged persons, then the State shall give special consideration in the designation of local administrative agencies to any successor agency which is operated in substantially the same manner as the predecessor agency which did receive funds for the fiscal year preceding the fiscal year for which the determination is made;

(7) if the State chooses to pay home energy suppliers directly, establish procedures to --

(A) notify each participating household of the amount of assistance paid on its behalf;

(B) assure that the home energy supplier will charge the eligible household, in the normal billing process, the difference between the actual cost of the home energy and the amount of the payment made by the State under this title;

(C) assure that the home energy supplier will provide assurances that any agreement entered into with a home energy supplier under this paragraph will contain provisions to assure that no household receiving assistance under this title will be treated adversely because of such assistance under applicable provisions of State law or public regulatory requirements; and

(D) ensure that the provision of vendor payments remains at the option of the State in consultation with local grantees and may be contingent on unregulated vendors taking appropriate measures to alleviate the energy burdens of eligible households, including providing for agreements between suppliers and individuals eligible for benefits under this Act that seek to reduce home energy costs, minimize the risks of home energy crisis, and encourage regular payments by individuals receiving financial assistance for home energy costs;

(8) provide assurances that,

(A) the State will not exclude households described in clause (2)(B) of this subsection from receiving home energy assistance benefits under clause (2), and

(B) the State will treat owners and renters equitably under the program assisted under this title;

(9) provide that--

(A) the State may use for planning and administering the use of funds under this title an amount not to exceed 10 percent of the funds payable to such State under this title for a fiscal year; and

(B) the State will pay from non-Federal sources the remaining costs of planning and administering the program assisted under this title and will not use Federal funds for such remaining cost (except for the costs of the activities described in paragraph (16));

(10) provide that such fiscal control and fund accounting procedures will be established as may be necessary to assure the proper disbursement of and accounting for Federal funds paid to the State under this title, including procedures for monitoring the assistance provided under this title, and provide that the State will comply with the provisions of chapter 75 of title 31, United States Code (commonly known as the "Single Audit Act");

(11) permit and cooperate with Federal investigations undertaken in accordance with section 2608;

(12) provide for timely and meaningful public participation in the development of the plan described in subsection (c);

(13) provide an opportunity for a fair administrative hearing to individuals whose claims for assistance under the plan described in subsection (c) are denied or are not acted upon with reasonable promptness; and

(14) cooperate with the Secretary with respect to data collecting and reporting under section 2610.

(15) * beginning in fiscal year 1992, provide, in addition to such services as may be offered by State Departments of Public Welfare at the local level, outreach and intake functions for crisis situations and heating and cooling assistance that is administered by additional State and local governmental entities or community-based organizations (such as community action agencies, area agencies on aging and not-for-profit neighborhood-based organizations), and in States where such organizations do not administer functions as of September 30, 1991, preference in awarding grants or contracts for intake services shall be provided to those agencies that administer the low-income weatherization or energy crisis intervention programs.

*** This assurance is applicable only to States, and to territories whose annual regular LIHEAP allotments exceed \$200,000. Neither territories with annual allotments of \$200,000 or less nor Indian tribes/tribal organizations are subject to Assurance 15.**

(16) use up to 5 percent of such funds, at its option, to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance, including needs assessments, counseling, and assistance with energy vendors, and report to the Secretary concerning the impact of such activities on the number of households served, the level of direct benefits provided to those households, and the number of households that remain unserved.

Plan Attachments

PLAN ATTACHMENTS

The following documents must be attached to this application

- **Delegation Letter is required if someone other than the Governor or Chairman Certified this Report.**

- **Heating component benefit matrix, if applicable**

- **Cooling component benefit matrix, if applicable**

- **Minutes, notes, or transcripts of public hearing(s).**

LOUISIANA HOUSING CORPORATION

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

RESOLUTION

A resolution to approve and authorize the staff of the Louisiana Housing Corporation (“LHC or Corporation”) to proceed with the issuance of a Notice of Funding Availability of the Louisiana State Emergency Solutions Grant funds in the amount of \$2,253,006.00; and providing for other matters in connection therewith.

WHEREAS, the Louisiana Housing Corporation is authorized to administer Louisiana’s allocation of Emergency Solutions Grant program per Act 408 of the 2011 Louisiana Legislative Session; and

WHEREAS, the Federal Emergency Solutions Grant program funds are provided by the U. S. Department of Housing and Urban Development and administered by the Louisiana Housing Corporation; and

WHEREAS, the U.S. Department of Housing and Urban Development allocated \$2,253,006.00 to the Louisiana Housing Corporation for federal fiscal year 2014; and

WHEREAS, the Corporation has prepared a Notice of Funding Availability to award the funding to units of local government; and

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. The Corporation is hereby authorized to proceed with the issuance of the Notice of Funding Availability.

SECTION 2. The Corporation staff and legal counsel are authorized and directed to prepare the forms of such notices, documents, and/or agreements as may be necessary to award the funding allocated by the U.S. Department of Housing and Urban Development.

SECTION 3. The Chairman, Vice Chairman, 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 on behalf of and in the name of the Corporation, the terms of which are to be consistent with the provisions of this resolution.

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

YEAS:

NAYS:

ABSENT:

ABSTAIN:

And the resolution was declared adopted on this, the 13th day of August, 2014.

STATE OF LOUISIANA
PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Directors of the Louisiana Housing Corporation (the "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 August 13, 2014, "A resolution to approve and authorize the staff of the Louisiana Housing Corporation ("LHC or Corporation") to proceed with the issuance of a Notice of Funding Availability of the Louisiana State Emergency Solutions Grant funds in the amount of \$2,253,006.00; 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 13th day of August, 2014.

Secretary

(SEAL)

**LOUISIANA HOUSING AUTHORITY
LOUISIANA HOUSING CORPORATION
EMERGENCY SOLUTIONS GRANTS PROGRAM**

**2014
APPLICATION PACKAGE**



August 2014

**APPLICATION DEADLINE:
Monday, September 22, 2014
@ 4:00 P.M.**

EMERGENCY SOLUTIONS GRANTS PROGRAM

PART A. SOLICITATION for OFFERERS - PROGRAM REQUIREMENTS

I. BACKGROUND

The Emergency Solutions Grants Program (ESG P), originally established by the Homeless Housing Act of 1986 to address homelessness among men, women, and children in the United States, was incorporated in 1987 into subtitle B of Title IV of the Stewart B. McKinney-Vento Homeless Assistance Act (42 U.S.C. §§ 11371-11378). On May 20, 2009, President Obama signed the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, a bill that reauthorized the McKinney-Vento Homeless Assistance programs and substantially revised the Emergency Shelter Grants Program. In its revision, the Emergency Shelter Grants Program was renamed the Emergency Solutions Grants (ESG) program. ESG funds may be used to assist homeless persons and those at risk of becoming homeless. The Emergency Solutions Grant includes the eligible activities of the Emergency Shelter Grant, to which the eligible activities of the Homelessness Prevention and Rapid Re-housing activities have been added.

The State of Louisiana anticipates receiving \$2,253,006.00 in 2014 ESG funds. The current administering agency for the State of Louisiana's funding allocation under this Program is the Louisiana Housing Authority ("LHA" or "Housing Authority") of the Louisiana Housing Corporation (LHC). ESGP regulations provide that the State may not carry on Program activities with its allocated funds but must make all of its grant amounts available to local recipients. Through the establishment of regional allocation pools, in conjunction with a competitive grant award process, funds will be distributed to State recipients to carry out the purposes of the ESG Program. In anticipation of these federal funds, the LHC is inviting cities, parishes and local municipalities to review this Notice of Funding Availability (NOFA).

Organizations interested in applying for 2014 ESG funds awarded to the State are expected to read and carefully analyze all NOFA and grant requirements prior to submitting an application. The LHC also expects applicants to be fully informed of all regulations applicable to ESG, and if funded, to comply with all applicable regulations. In particular, prior to applying, applicants must be familiar with and knowledgeable of the following regulations and program requirements:

- **ESG Regulations: 24 C.F.R. Part 576** – The ESG rule, published in the Federal Register on April 1, 2012, revises the regulations for the Emergency Shelter Grants program by establishing the regulations for the Emergency Solutions Grants program.
- **HEARTH Homeless Definition Final Rule: 24 C.F.R. Parts 91, 582 and 583** – The final rule, published in the Federal Register on December 5, 2011, provides the homeless definition which applies to the ESG program.

II. DESIGN AND PURPOSE

Emergency Solutions Grants funds can be utilized for the following purposes:

- The rehabilitation or conversion of buildings for use as emergency shelter for the homeless;
- The payment of certain expenses related to operating emergency shelters;
- Street outreach for the homeless;

- Homelessness prevention;
- Rapid re-housing assistance;
- Homeless Management Information System (HMIS);
- Administrative costs.

For details on specific activities allowed under this grant refer to the *Eligible Activities* section.

III. ELIGIBLE APPLICANTS

The State of Louisiana has elected to maintain the original Program requirement which restricted ESGP State Recipients to units of general local government, which may include ESGP formula grantees. Grantee local governments may distribute all or part of their grant amounts to private nonprofit organizations for use in eligible Program activities. In an endeavor to target funding assistance to areas of greatest need, **eligible applicants are further defined as governmental bodies for all parish jurisdictions and those municipal or city governmental units for jurisdictions with a minimum population of 10,000 according to recent and reliable census figures.** Previous recipients of State Grant amounts are eligible to apply, however, expenditure patterns and deliverable performance will be reviewed in evaluating such applicant's ability to implement and complete Program activities on a timely basis.

IV. ELIGIBLE ACTIVITIES

ESG funds may be used for six program components: A. street outreach, B. emergency shelter, C. homelessness prevention, D. rapid re-housing assistance, E. Homeless Management Information System (HMIS), and F. administrative activities. Per 24 CFR 576.100(b), the total amount of an applicant's budget for street outreach and essential services cannot exceed 60% of their total requested amount. Within a collaborative application, the 60% limit applies to the entire application and not to each partner within the collaborative application.

A. **Street Outreach** – Funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing or an appropriate health facility.

Eligible Activities include the following:

1. Engagement Activities
2. Case Management
3. Emergency Health Services
4. Emergency Mental Health Services
5. Transportation

B. **Shelter Operations** – Funds may be used for costs of providing essential services to families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters.

Eligible Activities include the following:

1. **Essential Services** - ESG funds may be used to provide essential services to individuals and families who are in emergency shelters including case management, child care, education

services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services and transportation.

2. Renovation Activities - Eligible costs include labor, materials, tools and other costs for renovation (including major rehabilitation or conversion of a building into an emergency shelter).
3. Shelter Operations - Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings and supplies necessary for the operation of the emergency shelter.
4. Vouchers – Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include hotel or motel vouchers for that family or individual.

C. **Homelessness Prevention** – Funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter and prevent incidences of homelessness.

The following requirements apply to Projects funded through the ESG for Homelessness Prevention:

1. Individuals and households assisted under the homelessness prevention component must have an income at or below (30%) of the area median income, as determined by HUD, with adjustments for smaller and larger families.

2. Persons/families receiving funding under this program must qualify as a homeless or at-risk household as indicated below and further defined in (576.103) and the definitions contained in (576.2).

3. Persons/families eligible for assistance are lacking sufficient resources or support networks, e.g. family, friends, faith-based or other social networks, immediately available to prevent them from moving into an emergency shelter or a primary nighttime residence that is not designed for or ordinarily used as a regular sleeping accommodation for human beings.

4. Homelessness Prevention gives priority to individuals and families who are currently in housing but are at risk of becoming homeless and temporary rent or utility assistance would prevent them from becoming homeless or, who need assistance to move to another unit; and fall into at least one of these secondary risk criteria:

- a. Household has moved 2 or more times due to economic reasons over a 60 day period.
- b. Individual or family is living in a home of another or doubled-up due to economic hardship
- c. Individual or family lives in a hotel or motel not paid for by a government or charitable organization
- d. Household lives in an overcrowded housing unit as defined by the US Census Bureau
- e. Householder is exiting a publicly funded institution or system of care
- f. SRS Involvement with children and youth
- g. Domestic Violence problems
- h. Households experiencing persistent housing instability due to factors such as chronic physical health or mental health conditions, substance addiction, histories of domestic violence or abuse, the presence of a child with disabilities or having two or more barriers to employment

5. The costs of Homelessness Prevention are *only* eligible to the extent that it is necessary to help the program participant regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.

6. Homelessness Prevention must be provided in accordance with the ESG housing relocation and stabilization services requirements in 576.105, the short-term and medium-term rental assistance requirements in 576.106 and the written standards and procedures under 576.400 which state [italics added to denote quoted material]:

For Housing Relocation and Stabilization Services, ESG funds may be used to pay housing owners, utility companies and other third parties

- Rental application fees
- Security deposits equal to no more than 2 months' rent
- First and Last Month's rent. Total rental assistance to a participant cannot exceed 24 months during any 3 year period including first and last month's rent.
- Standard utility deposits
- Utility payments. ESG funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears per service. Total utility payment assistance to a participant cannot exceed 24 months during any 3 year period.
- Moving Costs such as truck rental or hiring a moving company. Assistance may also include payment of temporary storage fees for up to 3 months.
- Service Costs under this category include Housing Search and Placement assistance, Housing Stability Case Management, Mediation Activities, Legal Services necessary to resolve housing issues, and Credit repair/Counseling Services.

For Homeless Prevention Short-Term and Medium Term Rental Assistance, ESG may provide a program participant with up to 24 months of rental assistance during any 3 year period.

This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.

- Short-term rental assistance is assistance for up to 3 months of rent.
- Medium-Term rental assistance is assistance for more than 3 months but not more than 24 months of rent.
- Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
- Rental assistance may be tenant-based or project-based.
- All units must meet Fair Market Rent requirements as established by HUD.
- A Rental Assistance Agreement must be in place for each unit assisted. The agreement must specify the terms and conditions under which rental assistance will be provided and conditions of the units occupied.

D. **Rapid Re-Housing** – ESG funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

1. Rapid Re-Housing Assistance may be provided to individuals and families lacking a fixed, regular and adequate nighttime residence or any individual or family who is fleeing or attempting to flee, domestic violence, assault or other life threatening conditions that relate to violence. (576.104 and 576.2.)

2. Rapid Re-Housing Assistance must be provided in accordance with the ESG housing relocation and stabilization services requirements in (576.105), the short-term and medium-term rental assistance requirements in (576.106) and the written standards and procedures under (576.400) which state [italics added to denote quoted material]:

For Rapid Re-Housing Relocation and Stabilization Services, ESG funds may be used to pay housing owners, utility companies and other third parties

- Rental application fees

- *Security deposits equal to no more than 2 months' rent*
- *First and Last Month's Rent. Total rental assistance to a participant cannot exceed 24 months during any 3 year period including first and last month's rent.*
- *Standard utility deposits*
- *Utility payments, ESG funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears per service. Total utility payment assistance to a participant cannot exceed 24 months during any 3 year period.*
- *Moving Costs such as truck rental or hiring a moving company. Assistance may also include payment of temporary storage fees for up to 3 months.*
- *Service Costs under this category include Housing Search and Placement assistance, Housing Stability Case Management, Mediation Activities, Legal Services necessary to resolve housing issues, and Credit Repair/Counseling Services.*

For Rapid Re-Housing Short-Term and Medium Term Rental Assistance, ESG may provide a program participant with up to 24 months of rental assistance during any 3 year period.

This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.

- Short-term rental assistance is assistance for up to 3 months of rent.
- Medium-Term rental assistance is assistance for more than 3 months but not more than 24 months of rent.
- Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
- Rental assistance may be tenant-based or project-based.
- All units must meet Fair Market Rent requirements as established by HUD.
- A Rental Assistance Agreement must be in place for each unit assisted. The Agreement must specify the terms and conditions under which rental assistance will be provided and conditions of the units occupied.

E. **Homeless Management Information System (HMIS)** – ESG funds may be used to pay the costs of contributing to the HMIS designated by the Continuum of Care for the area including, the costs of purchasing hardware, software licenses or equipment, obtaining technical support, completing data entry and analysis, monitoring and reviewing data quality, training, reporting, and coordinating and integrating the system.

F. **Administrative Activities**

A local government grantee may at its option elect to use up to 3.0% of grant funding for costs directly related to administering grant assistance, or may allocate all grant amounts for eligible program activities. Note: ESGP funds may not be used for administrative costs of non-profit recipients.

Additional Emergency Solutions Grant Program information, along with detailed eligible activities, can be found at www.hudhre.gov and click on Emergency Solutions Grant Program.

V. ELIGIBLE PARTICIPANTS

There are two eligible target populations identified for ESG funds: persons at risk of homelessness and homeless persons.

At risk of homelessness means:

(1) An individual or family who:

- Has an annual income below 30 percent of median family income for the area, as determined by HUD;
- Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “homeless” definition in this section; and
- Meets one of the following conditions:
 - Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - Is living in the home of another because of economic hardship;
 - Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
 - Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons per room, as defined by the U.S. Census Bureau;
 - Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness.

(2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. § 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. § 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. § 14043e– 2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. § 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. § 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. § 1786(b)(15)); or

(3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney- Vento Homeless Assistance Act (42 U.S.C. § 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

Homeless means:

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or

- An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence provided that:
- The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - No subsequent residence has been identified; and
 - The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
- (Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. § 5732a), section 637 of the Head Start Act (42 U.S.C. § 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. § 14043e–2), section 330(h) of the Public Health Service Act (42 U.S.C. § 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. § 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. § 1786(b)) or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11434a);
 - Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- (4) Any individual or family who:
- Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - Has no other residence; and
 - Lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, to obtain other permanent housing.

VI. GRANT AMOUNTS

The LHA shall continue use of a geographic allocation formula in the distribution of the State's ESG funding to ensure that each region of the State is allotted a specified minimum of State ESG grant assistance for eligible ESG projects. However, the formula distribution is not a guarantee of funding award. Competing applications for each region's allocated grant amounts will be evaluated according to selection criteria described in Section XIII. The threshold criteria of 75 points must be obtained in order for a region to be

awarded the full allocation for its region. In order for a region to be considered for bonus award funding, threshold criteria must be met.

For the 2014 NOFA, each geographical allocation formula was reduced by 10 percent in order to create the Rapid Re-housing bonus award. Regional funding amounts for which applications are not received shall be subject to redistribution based on the State's policy priorities.

Grant awards shall be for a minimum of \$25,000. Applicable grant maximums are as follows:

- For applicant jurisdictions of less than 49,000 population, individual grant awards shall not exceed \$50,000.
- For a jurisdiction of over 49,000 population, the maximum grant award shall not exceed the ESG allocation for that jurisdiction's respective region.

Grant specifications, minimum and maximums awards may be revised at LHA's discretion in consideration of individual applicant's needs, total ESG funding requests, and available funding. LHA reserves the right to negotiate the final grant amounts, component projects, and local match with all applicants to ensure judicious use of ESG funds.

VII. DEADLINES FOR USING GRANT AMOUNTS

Each State recipient must have its grant amounts obligated within 180 days of the date on which the State made the grant amounts available to the recipient. **Obligated** means that the grant recipient has placed orders, awarded contracts, received services or entered similar transactions that require payment from the grant amount. Grant amounts that a unit of general local government awards to a private nonprofit organization by a written agreement or letter of award requiring payment from the grant amount are considered obligated.

[Note: Program rules stipulate that environmental clearance must be completed before ESG funds may be obligated or expended in projects. The grant award is subject to completion of environmental responsibilities within a reasonable time after notification of the grant award.

VIII. LOCAL MATCH REQUIREMENT

Recipients shall be required to secure matching funds in an amount at least equal to its ESGP funding amounts unless exempted for reasons of severe incapacity to provide matching funds based on information submitted in grant applications. Matching funds must derive from sources other than the Program and be provided after the date of the grant award to the recipient. Funds used to match a previous ESG or ESGP grant award may not be used to match a subsequent grant. **A recipient local government may comply with this requirement by providing the matching funds itself, or through supplementary funds or voluntary efforts provided by nonprofit recipients.**

With respect to possible exemption to matching funds requirements, the LHA shall determine whether an applicant may qualify for this benefit under applicable federal provisions based on information submitted in grant applications.

IX. REQUIRMENT TO USE HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

Congress has directed HUD to improve the collection of data on the extent of homelessness locally and nationally. Communities must collect an array of data including an unduplicated count of homeless persons, analyze their patterns of the use of McKinney-Vento and other assistance, including information on how they enter and exit the homelessness assistance system and assess the effectiveness of that

assistance. In addition to data entry requirements outlined in the HMIS data standards, ESG grantees will also need to collect data performance measurement indicators identified in section IIE. All grantees will receive more prescriptive guidance on additional data elements that must be collected in the HMIS during the contracting process.

The Emergency Solutions Grant Program is included in this mandate. HUD, through a Federal Register Notice, has provided the data and technical standards for HMIS. All areas of the State have access to an HMIS through the local Continuum of Care. **All proposed projects/organizations must provide written certification of their participation in HMIS.** Please note that PL 109-162 protects from disclosure any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs involving victims of domestic violence, dating violence, sexual assault, or stalking, and their families.

X. REPORTING REQUIREMENTS

Each recipient will be required to submit:

- (1) Cost reports listing ESGP expenditures by project and eligible activity category, and describing sources and amounts of matching funds, MUST be submitted by the 15th of each month for the previous month.
- (2) Periodic performances reports on project activities, individuals served, and other information in such manner and form and at such time as may be required by the U.S. Department of Housing and Urban Development and/or by LHA.
- (3) Quarterly Performance Reports and Annual Reports submitted at the end of each quarter and annually.

XI. SUBMISSION INFORMATION

**Applications for funding to be awarded under the
2014 State Emergency Shelter Grants Program
must be submitted to the Louisiana Housing Authority no later than
4:00 p. m. Central Standard Time, Monday, September 22, 2014.**

An **original and three copies** of each proposal must be submitted and may be mailed or delivered in person or by special delivery to the following address:

Louisiana Housing Authority
Louisiana Housing Corporation
2415 Quail Drive
Baton Rouge, Louisiana 70808
Attn: Winona Connor, ESG Manager

Proposals must be typed -- double spaced -- on standard 8½" by 11" paper and have consecutively numbered pages. All proposals must be complete. Any incomplete proposals will not be considered for funding.

Any questions or clarification requests pertaining to the content of this ESGP application packet may be directed to Winona Connor at wconnor@lhc.la.gov.

All eligible governmental units and agencies will be afforded full opportunity to present applications and comments necessary for clarification.

An information session on the State ESG Program and application process will be held for prospective applicants and project sponsors on August 27, 2014 from 9:30 a.m. to noon, at the Louisiana Housing Corporation Building, 2415 Quail Drive, Baton Rouge, Louisiana 70808. Please RSVP if you plan on attending to Aimee LeBlanc at (225)242-1387.

XII. Proposal Material Ownership

All material submitted regarding and in response to this NOFA becomes the property of the State of Louisiana. Selection or rejection of a proposal does not affect this right.

XIII. Proprietary Information

Only information that is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, La. R.S. 44.1 *et seq.*, and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

Proposers must be prepared to defend the reasons the material should be held in confidence. If a competing Proposer or other party seeks review or copies of a Proposer's confidential data, the LHA will notify the Proposer of the request. If the Proposer does not want the information disclosed, it must agree to indemnify and hold the LHA harmless against all actions or court proceedings that may ensue (including attorney's fees) which seek to order the LHA to disclose the information. If the Proposer refuses to indemnify and hold the LHA harmless, the LHA may disclose the information.

The LHA reserves the right to make any proposal, including proprietary information contained therein, available to its personnel, the Office of the Governor or other State agencies or organizations, for the sole purpose of assisting the Corporation in its evaluation of the proposal. The LHA shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of participation in these evaluations.

XIV. Changes to Proposals

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

XV. Withdrawal of Proposal

A Proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request to withdraw the proposal must be signed by the authorized representative of the Proposer and submitted to the ESG Program Coordinator.

XVI. Errors and Omissions in Proposals

The LHA will not be liable for any errors in proposals. The LHA reserves the right to make corrections or amendments due to errors identified in proposals by the State or the proposer. The LHA, at its option, has the right to request clarification or additional information from the proposer.

XVII. Rejection of Proposals

Issuance of this RFP in no way constitutes a commitment by the LHC to award a contract. The LHA reserves the right to accept or reject, in whole or in part, all proposals submitted and to cancel this announcement.

XVIII. Cost of Proposal Preparation

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

XIX. Certification of OMB A-133 Compliance

Proposers must provide certification that they are not suspended or debarred from conducting business with government agencies. By signing and submitting any proposal for \$100,000 or more, the Proposer certifies that the represented company, as well as any subcontractors or principals, are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133.

A list of suspended or debarred parties can be viewed via the internet at <http://www.epls.gov>.

XX. Code of Ethics

Proposers are responsible for determining that there will be no conflict or violation of the Louisiana Ethics Code (La. R.S. 42:1101, *et seq.*) if their company is awarded the contract. Ethics issues are interpreted by the Louisiana Board of Ethics.

XXI. Rights Reserved by LHA

LHA reserves the right to waive as informality any irregularities in submittals and/or to reject any or all proposals. LHA will not disclose the status of negotiations until the Board of Directors of the Louisiana Housing Corporation has approved to award of a contract for services.

XXII. Non-Negotiable Contract Terms

For those proposers who are selected and enter contracts with the LHA, non-negotiable contract terms shall include but not be limited to proposer's payment of taxes, the non-assign ability of contract without express consent of the LHA, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, governing law, claims or controversies, and termination based on contingency of appropriation of funds.

XXIII. Indemnification

Any Proposer who is selected and enters into a contract shall indemnify the LHA, LHC, LHC Board of Directors, LHC staff and the State of Louisiana from any and all loss, liability, or expenses (including the cost of defense and attorneys' fees) in connection with any claims or actions brought against any of them that arose directly or indirectly from actions, omissions, or obligations of the Proposer in connection with its contract with the LHA.

XXIV. Payment of Taxes

The Proposer understands and agrees that it is responsible for paying any taxes (including Louisiana or federal income or payroll taxes), or license fees or official fees that may be due as a result of either its receipt of fees or other payments hereunder or its performance in accordance with the terms hereof under its own Federal Tax Identification Number.

XXV. Audit

The Proposer grants to the Office of the Legislative Auditor, Inspector General's Office, the Federal Government, and any other duly authorized agency of the State, where appropriate, the right to inspect and review all books and records pertaining to services rendered under any Contract awarded under this NOFA for a period of five (5) years from the date of the last payment made under any Contract awarded under this NOFA. The Proposer shall comply with federal and/or state laws authorizing an audit of the Proposer's operation as a whole, or of specific program activities. Records shall be made available during normal working hours for this purpose.

XXVI. Non-Discrimination in Employment

The Proposer agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Proposer agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Proposer further agrees not to discriminate in its employment practices, and shall render services under this Contract without regard to race, color, religion, sex, sexual orientation, national origin, political affiliation or disabilities. Any act of discrimination committed by the Contractor, or failure to comply with these statutory obligations when applicable, shall be grounds for contract termination.

XXVII. Contingent Fee Prohibition

The Proposer warrants that it has not employed or retained any person, partnership, corporation or other entity, other than a bona fide employee or agent working for it directly, to solicit or secure a contract under this NOFA, and that it has not paid or agreed to pay any person, partnership, corporation or other entity, other than a bona fide employee or agent, any fee or other consideration contingent in order to secure any contract under this NOFA. For breach or violation of this warranty, the LHA shall have the right to annul any contract awarded under this NOFA without liability for any work performed hereunder and with the right to recover any fees or expenses paid hereunder, or, in its discretion, to deduct from the consideration otherwise payable to the Proposer the full amount of such fee or other consideration paid for such solicitation or lobbying effort.

XXVIII. Governing Law

The laws of the State of Louisiana shall govern the terms of the contract and disputes arising therefore shall be resolved in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this contract shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, and State of Louisiana.

XXIX. SELECTION PROCESS

Proposals accepted for review will be rated on a competitive basis based on information provided in grant applications. To be eligible for funding each applicants proposal must score a 75 points or higher on the evaluation. The Award of grant amounts between competing applicants will be based on consideration of the following selection criteria:

ALL APPLICATIONS WILL BE EVALUATED IN ACCORDANCE WITH THE FOLLOWING CRITERIA:		
Points		Maximum
Criteria I	Organizational Capacity	20
Criteria II	Project Proposal Narrative	20
Criteria III	Approach	20
Criteria IV	Performance Measurement	20
Criteria V	Budget Justification	<u>20</u>
TOTAL POINTS		100

Scoring for Bonus Project

Innovation	25
Project Readiness	25
Performance Measurement	25
Budget Justification	25

Please note projects must meet the threshold criteria score (75) to be considered for the Rapid Re-housing Bonus Project

Refer to Section II B Program Description for a description of each criterion.

PART B. SOLICITATION OF OFFERERS - APPLICATION INSTRUCTIONS

I. APPLICATION CONTENT AND FORMAT - Checklist

Each grant application shall contain the items listed below **in the following order:**

- ☐ A. **Letter of transmittal, including contact person, telephone number, FAX number and Email address.**
- ☐ B. **Standard Form 424**
- ☐ C. Proposal Narrative addressing all required content items in the prescribed format
- ☐ D. Project Summary for each proposed project
- ☐ E. Proposed Budget for each project
- ☐ F. Matching Funds Table for each project
- ☐ G. If proposal contains renovation, rehabilitation, or conversion activities, a copy of appraisal of property to be affected, if available.
- ☐ H. ESGP Applicant Certifications (Attachment E)
- ☐ I. **Proof of advertisement** for project proposals in a medium of general communication such as newspaper, radio, television. This item may be waived for lower populated jurisdictions.
- ☐ J. If proposal is submitted from an Entitlement jurisdiction, a certification of consistency with the Housing and Community Development Consolidated Plan for that area
- ☐ K. Written documentation from local Continuum of Care collaborative verifying that proposed project is deemed to be an integral, strategic component of the local Continuum of Care resource system for assisting homeless persons to achieve self-sufficiency.
- ☐ L. Written statement ensuring projects compliance with the provisions of 24 CFR §576.57(c) relative to lead-based paint poison prevention.
- ☐ M. Written certification of participation in a local Homeless Management Information System (HMIS) or applicability of PL 109-162.
- ☐ N. Written documentation of Local governments monitoring plan for subrecipients.

II. PROPOSAL NARRATIVE INSTRUCTIONS

Each applicant must submit a Proposal Narrative which shall consist of a general narrative section on the applicant community which shall not exceed six (6) double spaced pages, as well as individual narrative descriptions for each proposed project consisting of no more than six (6) double spaced pages. All information should be concise, objective and quantifiable if possible. The Proposal Narrative must address all of the following items in the order listed.

A. GENERAL NARRATIVE

1. Describe the nature and extent of the unmet need for adequate shelter and related assistance for homeless persons in the applicant's jurisdiction as supported by documentary information on homelessness in the local area. State the sources of supporting information, for example, actual numbers served by local shelters or other housing programs serving homeless persons as well as numbers of requests for homeless shelter which were not fulfilled, surveys or estimates on homelessness in the local area, inventory of existing shelters, their use and capacity, estimates by applicant and local service providers of additional shelter requirements, reliable surrogates for homelessness data including local unemployment figures, welfare and poverty statistics, housing authority waiting lists, numbers of emergency requests received by churches and local charitable organizations for assistance with housing crisis needs (evictions, foreclosures, etc.). Describe any unique or significant local circumstances which are pertinent to the particular homeless needs evaluated in your area (e.g., economic distress factors, prevalence data on special needs groups). Indicate whether proposed projects have previously been assisted by ESGP funds.
 1. Identify any performance outcomes that are tracked within your CoC that you can apply to the proposed projects set forth.
 2. Describe your CoC's strategic planning goals and objectives. How will ESG funds be used to support those efforts?
 3. Describe in detail how the proposed projects will align with the State's strategic planning goals and objectives.

B. PROJECT PROPOSAL NARRATIVE

This section shall describe the proposed project sponsor's experience in providing services to meet the emergency needs of homeless persons, including current services provided and target groups being assisted, the need, or the severity of a problem that will be addressed by the service to be provided. What are the consequences if the request is not funded? Be sure to substantiate statements when possible and relate to specific objectives of the ESG Program.

1. Describe specific proposed activities and methods for accomplishment, specific target groups to be assisted, and identify potential subcontractor organizations. How will ESG funds be used to provide services? Describe tasks and specific activities to be accomplished during the entire project period. Describe how the proposed services address the need in your community. Provide evidence of the effectiveness of the project's approach; be specific. How will the proposed services be paired with other complimentary services offered in the area to support clients served?

2. Describe in detail how the specific proposed activities will intersect with your CoC's Coordinated Assessment System?
3. Explain how homeless clients and/or clients at risk of homelessness will access your service(s) logistically and geographically.
4. Describe how projects funded will collect client information. Indicate how the HMIS mandate will be met.

C. ORGANIZATIONAL CAPACITY

Provide the following narratives and information describing your organizational capacity to conduct this project:

1. Describe management, fiscal and other staff resources to administer and conduct an accountable and responsible project. Identify any staff positions that will be in place. Discuss facilities, equipment, materials, and other physical resources applicable to the project.
2. Provide evidence/documentation of an acceptable and accountable financial management system that minimizes any opportunity for fraud, waste, or mismanagement. Describe project's fiscal management system, which should include fiscal procedures and ability to identify/track ESG and other Federal funds.
3. Provide documentation/information that confirms successful past project performance, or confirms success in initiating, maintaining, and completing similar projects.
4. Describe how you plan to monitor subgrantees for compliance with the regulations and requirements set forth in this NOFA.

D. APPROACH

The Application shall describe how the project will be implemented, operated, and administered and shall address these items.

1. List and describe project activities and the project component (homeless prevention, rapid re-housing, shelter operations, and outreach) that will address the identified need, goals and objectives, target population, and number of people each activity will serve.
2. Describe outreach initiatives that will be implemented to inform potential clients and to ensure that they are made aware of the services to be provided.
3. Describe your work plan and timeline for implementation including milestones to meet program and budget goals from initiation to completion. If applying for homelessness prevention services, provide an explanation of how eligibility and payments are determined and processed.

Explain how the organization follows HUD guidelines for providing and documenting homeless prevention services.

E. Performance Measurement

In alignment with the State’s strategic planning goals, the ESGP sets forth the following performance measurement standards for prevention, rapid re-housing, outreach and emergency shelter program components. This information must be captured in HMIS. The state will provide a report template on the required that grantees should submit on a quarterly basis. Additionally the State will provide guidance to Via Link, the HMIS Administrator for the HMIS implementation in the Louisiana Continuums of Care on how to train grantees to input data to produce the required information.

Please identify which performance standards will apply to each project proposed and the data quality and review standards you will put in place to ensure that the State has a comprehensive performance report for your region.

Performance Measurement Indicators by Program Components			
Outreach	Shelter	Homeless Prevention	Rapid Re-housing
# of persons served in within the period	# of persons in households within the period	# of persons in households within the period	# of persons in households within the period
Gender	Gender	Gender	Gender
Age	Age	Age	Age
# of persons within each special populations or sub-populations	# of persons within each special populations or sub-populations	# of persons within each special populations or sub-populations	# of persons within each special populations or sub-populations
# of persons with disabilities	# of persons with disabilities	# of persons with disabilities	# of persons with disabilities
# of clients engaged	# of clients served within the period	# of households served within the period	# of households served within the period
# of engaged clients that have entered shelter or TH within the period	# of clients served entering TH	# of clients who have received assistance in the past who are once again seeking help (Not applicable in year 1)	# of clients who have received assistance in the past who are once again seeking help (Not applicable in year 1)

# of engaged clients that have entered PSH or RRH within the period	# of clients served entering PSH or RRH	# of clients who have received assistance and subsequently enter emergency shelter	Length of Stay of Clients exiting the program within the period
# of clients with completed VI SPDATS completed within the period	Length of Stay of Clients exiting the program within the period		# of clients with completed VI SPDATS completed within the period
	# of clients with completed VI SPDATS completed within the period		

F. BUDGET

1. Complete **Project Budget and Summary Budget** “Budget Request” should reflect the portion of the total budget to be funded with ESG funds.
2. Explain and justify **each proposed budget line item** and why ESG funds are required.
3. Identify how the project will be leveraged with other programs and funds and the amount / percentage of leverage for each ESG dollar. If the project is currently being funded by a resource other than ESG, explain why ESG funds are needed.
4. Provide details of any other contributions, grants, donations or awards that your organization receives. Explain if any will support or are anticipated to support this project.
5. Explain other necessary cash and non-cash project budget expenditures not being proposed for ESG funding.
 - a. Identify proposed resources for other cash and non-cash budget expenditures.
 - b. Explain the commitment status of resources (e.g. received grant or contract, or letter of commitment.) and state plans to raise additional funding resources (e.g. fundraising activities).

- c. Identify and explain how other sources of required cash or non-cash resources, not currently committed will be obtained and when.
6. Indicate whether the project is currently or was previously funded by ESG funds. If the project was previously funded by ESG funding, indicate the year and amount of funding and briefly explain how previous funding was utilized, if it was utilized in a timely manner, and what more will be accomplished with the proposed award. Is there a contingency plan in place that is intended to ensure continuity of the program beyond the current ESG funding period? Provide details.

III Optional Bonus Project Funding-Rapid Re-housing Demonstration Grant

The HEARTH Act identifies rapid re-housing as successful program intervention for Continuums of Care to utilize to end homelessness. Additionally the Department of Veterans Affairs has also identified rapid re-housing as a successful strategy for ending veteran's homelessness through its Supportive Services for Veterans Family Program (SSVF). These sentiments are reinforced through the United States Interagency Plan to End Homelessness whose policy priorities have been adopted by the Louisiana State Interagency Council on Homelessness.

To support these State and federal policy initiatives, LHC is offering a Rapid Re-housing Bonus grant of \$225,300.60 to one recipient. Four scoring components will be considered when reviewing applications: Program Innovation, Project Readiness, Outcomes and Budget Justification.

A. Innovation

LHC is seeking innovative program models that have the potential to be replicated across the state. Proposals must

- Demonstrate how they will utilize funding to end homelessness for singles and/or families in their geographic area.
 - Identify the target population for assistance
 - Describe the process for identifying how recipients will be targeted
 - Describe what tools or assessments will be used to determine eligibility and track progress in the program.
 - Specify what services will be provided to clients and the length of time housing subsidies will be provided
 - Demonstrate how this project aligns with Coordinated Assessment process in your community.
- B. Project Readiness-The period of performance for this bonus project is 24 months. Recipients should be able to demonstrate that they are prepared to start the project at the time of grant award and describe a strategy for utilizing all funds during the period of performance. Potential subgrantees and partners should be included in the application.
- C. Outcomes- Grantees should be prepared to submit quarterly reports to LHC on program performance. Please identify what performance indicators that will be tracked during to demonstrate program performance. Grantees are encouraged to outline their measures of success for the program and identify how they will be tracked and reported to LHC. Special consideration will be given to those grantees that use HMIS to track program outcomes.
- D. Budget Justification-Judicious use of rapid re-housing funds is encouraged. Competitive projects will demonstrate how they can leverage existing relationships and mainstream services to maximize the use of this award. Standard Match requirements as described in section 18 of attachment F apply. Please complete all necessary budget forms in Attachment A.

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION Application ☐ Construction ☒ Non-Construction		Pre-Application	2. DATE SUBMITTED	APPLICANT IDENTIFIER N/A														
		☐ Construction ☒ Non-Construction	3. DATE RECEIVED BY STATE		State Application Identifier N/A													
		4. Date Received By Federal Agency N/A	Federal Identifier N/A															
5. APPLICANT INFORMATION																		
Legal Name:		Organizational Unit:																
Address (give city, county, state and zip code):		Name and telephone number of the person to be contracted on matters involving this application (give area code)																
6. EMPLOYER IDENTIFICATION NUMBER (EIN): □□-□□□□□□□□		7. TYPE OF APPLICANT: (enter appropriate letter in box) <table border="0"> <tr> <td>A. State</td> <td>H. Independent School District</td> </tr> <tr> <td>B. County</td> <td>I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>C. Municipal</td> <td>J. Private University</td> </tr> <tr> <td>D. Township</td> <td>K. Indian Tribe</td> </tr> <tr> <td>E. Interstate</td> <td>L. Individual</td> </tr> <tr> <td>F. Intermunicipal</td> <td>M. Profit Organization</td> </tr> <tr> <td>G. Special District</td> <td>N. Other (Specify)</td> </tr> </table>			A. State	H. Independent School District	B. County	I. State Controlled Institution of Higher Learning	C. Municipal	J. Private University	D. Township	K. Indian Tribe	E. Interstate	L. Individual	F. Intermunicipal	M. Profit Organization	G. Special District	N. Other (Specify)
A. State	H. Independent School District																	
B. County	I. State Controlled Institution of Higher Learning																	
C. Municipal	J. Private University																	
D. Township	K. Indian Tribe																	
E. Interstate	L. Individual																	
F. Intermunicipal	M. Profit Organization																	
G. Special District	N. Other (Specify)																	
8. TYPE OF APPLICATION: ☒ _NEW ☐ _CONTINUATION ☐ _REVISION If Revision, enter appropriate letter(s) in box(es) A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify):		9. NAME OF FEDERAL AGENCY <i>U. S. Department of Housing and Urban Development (HUD)</i>																
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER Title: Emergency Solutions Grants Program		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: <i>Emergency Solutions Grants Program</i>																
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc):																		
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:																
Start Date	Ending Date	a. Applicant b. Project																
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE <u> N/A </u> b. NO. ☒ PROGRAM IS NOT COVERED BY E.O. 12372 ☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW																
a. Federal	\$																	
b. Applicant	\$																	
c. State	\$																	
d. Local	\$																	
e. Other	\$																	
f. Program Income	\$	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? ☐ Yes If "Yes," attach explanation. ☐ No																
g. TOTAL	\$																	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL DATA IN THIS APPLICATION /PRE-APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.																		
a. Typed Name of Authorized Representative		b. Title		c. Telephone Number														

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

1. Self-explanatory.
2. Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable).
3. State use only (if applicable).
4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.
5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.
6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7. Enter the appropriate letter in the space provided.
8. Check appropriate box and enter appropriate letter(s) in the space(s) provided:

— "New" means a new assistance award.

— "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.

— "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.
9. Name of Federal agency from which assistance is being requested with this application.
10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.
11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For pre-applications, use a separate sheet to provide a summary description of this project.
12. List only the largest political entities affected (e.g., State, counties, cities).
13. Self-explanatory.
14. List the applicant's Congressional District and any District(s) affected by the program or project.
15. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
16. **Not applicable to ESGP proposals**
Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

ATTACHMENT A-BUDGET

Check as applicable: ☐ BUDGET FOR TOTAL GRANT APPLICATION
☐ BUDGET FOR COMPONENT PROJECT

Applicant Unit of Government: _____

Address: _____

Federal Employer Tax I.D.: _____

Project(s) proposed to receive ESGP funds and amount(s) requested: _____

Estimated Services: _____

Shelter Projects: _____

Average number of persons to be served daily: _____

Unduplicated number of persons to be served annually: _____

Other Services: [List type(s) and annual number of services for each type]: _____

ESG CATEGORY	ESG FUNDS	MATCHING FUNDS	TOTAL
A) HMIS			
B) Services/Street Outreach			
C) Shelter/Operations			
D) Homeless Prevention/Rapid Re-housing			
Subtotals			
Grant Administration			
TOTALS			

ESGP BUDGET CATEGORY _____

Applicant Unit of Government: _____

Project/Sponsor: _____

Description of Cost Item and Basis of Valuation	ESG Budget	Matching Funds	Source of Matching Funds	Budget Total
TOTAL				

MATCHING FUNDS TABLE

Applicant Unit of Government: _____

Project/Sponsor: _____

Source	(%)	\$ Value	Method of Calculation (Determined by)
DONATIONS			
Materials	_____	\$ _____	_____ _____
Building	_____	\$ _____	_____ _____
Funds	_____	\$ _____	_____ _____
LEASE or RENT	_____	\$ _____	_____ _____
SALARIES	_____	\$ _____	_____ _____
VOLUNTEERS (at \$5/hr.)	_____	\$ _____	_____ _____
OTHER	_____	\$ _____	_____ _____
_____		\$ _____	_____ _____
MATCH TOTAL*		\$ _____	

*Matching funds must equal the total ESGP funding proposed for eligible program activities, unless an exception to match requirements is being requested. If the above match total does not equal requested ESGP program funding, complete the spaces below:

_____ Exception to match requirements is requested for ESGP amount of \$ _____

If the above item is checked, attach information to this form supporting the request for an exception on grounds that the applicant local government, and proposed sub-grantee agencies and nonprofit organizations, are incapable or have limited capability to provide the required match amounts. An exception may be requested for all or part of necessary matching funds. The amount of the match exception request must be specific

ATTACHMENT B-PROJECT SUMMARY

(Complete for each shelter/facility/project to receive ESGP assistance)

Applicant Unit of Government: _____

Project/Sponsor Name: _____

Address: _____

Contact Person: _____ Phone: _____ Email: _____

Bed Capacity: If the proposed project is a shelter, indicate the nightly bed capacity for homeless persons to be served. If facility is to be newly established, enter planned capacity _____. If an existing facility, enter current capacity _____ and capacity after increase from ESGP assistance _____. * when applicable (*Enter N/A if no increase in shelter capacity anticipated)

Homeless Beneficiaries: Using the codes listed below; indicate on the following line the type(s) of beneficiaries to be served by the proposed project. If more than one type is to be served, list all with the predominant type of beneficiary first

UM Unaccompanied Men

UW Unaccompanied Women

UFY Unaccompanied Female Youth Under 18

UMY Unaccompanied Male Youth Under 18

SPF Single Parent Families

TPF Two parent families

AC Adult couples without children

DK Don't Know

ESGP Assistance and Proposed Accomplishments by Eligible Activity: Indicate the proposed amount of ESGP assistance by activity type and briefly describe the accomplishments anticipated through use of ESGP funds.

HMIS \$ _____

Proposed Accomplishments (brief listing):

Street Outreach \$ _____

Summary of Proposed Services:

Shelter Operations \$ _____

Summary of Proposed Cost Items:

Homeless Prevention \$ _____

Summary of Proposed Homeless Prevention Activities:

Rapid Re-housing\$ _____

Summary of Proposed Homeless Prevention Activities:

Projected Number of Homeless Prevention Recipients* _____

*(single person households and/or family groups)

TOTAL ESGP FUNDING REQUEST: \$ _____

PROJECT SUMMARY
[HUD-IDIS REQUIRED INFORMATION]

LOCAL GOVERNMENT APPLICANT: _____

PROJECT/SPONSOR NAME: _____

Indicate type of organization carrying out the activity with an "x"

_____ **Public Agency**
 _____ **Faith Based Non-Profit**
 _____ **Other Non-Profit**

ESG HOUSING AND SERVICES

INDICATE WITH AN "X" ACTUAL OR PROPOSED PROGRAM(S) AND SERVICES(S):

_____ EMERGENCY SHELTER FACILITIES	_____ TRANSITIONAL HOUSING
_____ VOUCHERS FOR SHELTERS	_____ OUTREACH
_____ DROP-IN CENTER	_____ SOUP KITCHEN/MEAL DISTRIBUTION
_____ FOOD PANTRY	_____ HEALTH CARE
_____ MENTAL HEALTH	_____ HIV/AIDS SERVICES
_____ ALCOHOL/DRUG PROGRAM	_____ EMPLOYMENT
_____ CHILD CARE	_____ HOMELESS PREVENTION
_____ OTHER _____	_____ RAPID RE HOUSING

ESG BENEFICIARIES [Actual or Proposed]

EMERGENCY OR TRANSITIONAL SHELTERS

AVERAGE NUMBER SERVED DAILY: **ADULTS:** _____ **CHILDREN:** _____

AVERAGE NUMBER SERVED YEARLY: _____ **(UNDUPLICATED COUNT)**

NON-RESIDENTIAL SERVICES

AVERAGE NUMBER SERVED DAILY: _____

RACIAL/ETHNIC CHARACTERISTICS:

	#TOTAL	#HISPANIC
<i>White</i>		
<i>Black/African American</i>		
<i>Asian</i>		
<i>American Indian/Alaskan Native</i>		
<i>Native Hawaiian/Other Pacific Islander</i>		
<i>American Indian/Alaskan Native and White</i>		
<i>Asian and White</i>		
<i>Black/African American and White</i>		
<i>American Indian/Alaskan Native and Black African American</i>		
<i>Other multi-racial</i>		

EMERGENCY OR TRANSITIONAL SHELTERS

ANNUAL NUMBER OF INDIVIDUAL HOUSEHOLDS (SINGLES)

UNACCOMPANIED 18 AND OVER . . . MALE: _____ FEMALE _____
UNACCOMPANIED UNDER 18 . . . MALE: _____ FEMALE _____

ANNUAL NUMBER OF FAMILY HOUSEHOLDS WITH CHILDREN HEADED BY:

SINGLE 18 AND OVER: MALE: _____ FEMALE _____
SINGLE UNDER 18: MALE: _____ FEMALE _____
TWO PARENTS 18 AND OVER: _____
TWO PARENTS UNDER 18: _____

ANNUAL NUMBER OF FAMILY HOUSEHOLDS WITH NO CHILDREN: _____

ESG BENEFICIARIES [Actual or Proposed]

RESIDENTIAL SERVICES [Shelter/Housing]

ON AN AVERAGE DAY, PERCENTAGE OF THE POPULATION SERVED WHO ARE:

BATTERED SPOUSE: _____	ALCOHOL DEPENDENT INDIVIDUALS: _____
RUNAWAY/THROWAWAY YOUTH: _____	DRUG DEPENDENT INDIVIDUALS: _____
CHRONICALLY MENTALLY ILL: _____	ELDERLY: _____
DEVELOPMENTALLY DISABLED: _____	VETERANS: _____
HIV/AIDS: _____	PHYSICALLY DISABLED: _____
	OTHER: _____

RESIDENTIAL SERVICES [Actual or Proposed - on an Average Day]

NUMBER OF PERSONS HOUSED: _____

SHELTER TYPE:

BARRACKS: _____

GROUP/LARGE HOUSE: _____

SCATTERED SITE APARTMENT: _____

SINGLE FAMILY DETACHED HOUSE: _____

FUNDING

FUNDING SOURCES [ANNUAL - Actual or Proposed]

ESG:\$ _____

OTHER FEDERAL:\$ _____

LOCAL GOVERNMENT:\$ _____

PRIVATE: \$ _____

FEES:\$ _____

OTHER:\$ _____

EMERGENCY OR TRANSITIONAL HOUSING

LIST THE NUMBER OF PERSONS FOR EACH SUBPOPULATION YOU WILL SERVE. IF YOU SERVE SUBPOPULATIONS THAT FIT MORE THAN ONE CATEGORY, YOU MAY PLACE OVERLAPPING NUMBERS (DUPLICATE) PERSONS ON APPROPRIATE LINES

CHRONICALLY HOMELESS (EMERGENCY SHELTER ONLY): _____

SEVERELY MENTALLY ILL: _____

CHRONIC SUBSTANCE ABUSERS: _____

VETERANS: _____

PERSONS WITH HIV/AIDS: _____

VICTIMS OF DOMESTIC VIOLENCE: _____

ELDERLY: _____

2014 STATE EMERGENCY SHELTER GRANTS PROGRAM PROGRAM SPECIFICATIONS

REGIONAL ALLOCATION FACTORS AND AMOUNTS*

FY 2014 ESG grant **funding anticipated to be available** for distribution is \$2,253,006.00

Allocation

Region I	New Orleans	\$215,046.27
Region II	Baton Rouge	\$280,439.36
Region III	Thibodaux	\$135,926.01
Region IV	Lafayette	\$308,556.34
Region V	Lake Charles	\$104,653.73
Region VI	Alexandria	\$146,254.34
Region VII	Shreveport	\$266,847.45
Region VIII	Monroe	\$206,092.94
Region IX	Covington	\$193,277.03
Region X	Jefferson	\$170,611.74
Bonus Award for Rapid Re-Housing		\$225,300.28

Regional funding amounts for which applications are not received shall be subject to statewide competitive award to applicants from other regions and/or shall be reallocated among other regions in accordance with formulations consistent with the above factors.

GRANT AMOUNTS

Grant awards shall be for a **minimum** of \$25,000. Applicable grant maximums for applicants are as follows:

- For applicant jurisdictions of less than 49,000 population, individual grant awards shall not exceed \$50,000.
- For a jurisdiction of over 49,000 population, the maximum grant award shall not exceed the ESG allocation for that jurisdiction's respective region.

Grant specifications, minimum and maximums awards may be revised at LHA's discretion in consideration of individual applicant's needs, total Program funding requests, and available funding. LHA reserves the right to negotiate the final grant amounts, component projects, and local match with all applicants to ensure judicious use of ESG funds. Availability of ESG funding is subject to HUD's approval of the State's *Consolidated Annual Action Plan for Housing and Community Development Programs* for Fiscal Year 2013.

2014 STATE EMERGENCY SOLUTIONS GRANTS PROGRAM PROGRAM SPECIFICATIONS

PROGRAM PRIORITIES/OBJECTIVES

The following outlines the priorities and objectives for Program funding as set forth in the State's Consolidated Plan for Housing and Community Development Programs.

- Priority:** To give preference in awarding homeless assistance funds and in endorsing grant proposals to those proposed activities and projects which are designed within the context of a regional or community based "Continuum of Care" collaborative process and which are integral to a local "Continuum of Care" resource system.
- Priority:** To increase the availability of longer term shelter and transitional housing projects that incorporate treatment components and special supportive services for homeless persons with addictive disorders and/or mental illness, and/or projects incorporating life skills training and independent living components designed for the special needs of homeless families with children.

CONSOLIDATED PLAN

As set forth in 24 CFR Part 91, the U.S. Department of Housing and Urban Development (HUD) requires state agencies which administer certain HUD programs to incorporate their planning processes into one master plan called the Consolidated Plan. The four state agencies participating in this consolidated planning process and the HUD funded program administered by each agency include the Division of Administration/Office of Community Development - Small Cities Community Development Block Grant Program, the Louisiana Housing Corporation - HOME Affordable Housing Program, the Louisiana Housing Corporation - Emergency Solutions Grants Program, and the Dept. of Health and Hospitals/HIV Program Office - Housing Opportunities for People with AIDS program.

A Consolidated Plan was developed which outlines Louisiana's overall housing and community development needs and a strategy for addressing those needs for fiscal years 2009-2014 and included a one year action plan for FY 2013 federal funds. The State has submitted to HUD a proposed FY 2013 Consolidated Annual Action Plan describing the intended method of distribution of FY 2013 funds under the four HUD programs. Copies of the proposed Annual Action Plan are available from the LHC, in Baton Rouge, as well as the other participating State agencies. The Plan is also available on the following website: <http://www.doa.louisiana.gov/cdbg/cdbghome>.

ESGP APPLICANT CERTIFICATIONS

The Emergency Solutions Grants Program Recipient certifies that:

Major rehabilitation/conversion – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living),and other Federal State, local, and private assistance available for such individuals.

Matching Funds – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

Discharge Policy – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Signature/Authorized Official Date

Title

**REGIONAL CONTINUUM OF CARE
RESOURCE COLLABORATIVES FOR THE HOMELESS**

Region I UNITY for the Homeless 2475 Canal Street, Suite 300 New Orleans, LA 70119 Phone: (504) 821-4496, FAX: (504) 821-4704 Contact: Martha J. Kegel, Executive Director mkegel@unitygno.org	Region VI Central Louisiana Coalition to Prevent Homelessness Post Office Box 1303 Alexandria, LA 71309 Phone: (318) 443-0500, FAX: None Contact: Kendra Gauthier kguathier@cenlahomelesscoalition.org
Region II Capital Area Alliance for the Homeless 153 North 17 th Street Baton Rouge, LA 70806 Phone: (225) 388-5800, FAX: (225) 388-5801 Contact: Randy Nichols, Executive Director rknichols@gctfs.org	Region VII HOPE for the Homeless 520 Olive Street Shreveport, LA 71104 Phone: (318) 670-4591 Contact: Christa Pazzaglia, Executive Director christa@nwlahope.org
Region III Homeless Coalition c/o Gulf Coast Teaching Family Services 154 N. Hollywood Blvd. Houma, LA 70364 Phone: (985) 851-4488, FAX: (985) 872-0985 Contact: Willie Green willieg@gctfs.org	Region VIII Northeast Louisiana Housing and Supportive Services Corporation c/o Wellspring Alliance for Families 1515 Jackson St. Monroe, LA 71203 Phone: (318) 651-9314, FAX: (318) 323-1361 Contact: Judy Bell jbelle@wellspringalliance.org
Region IV ARCH The Acadiana Regional Coalition on Homelessness & Housing, Inc. P.O. Box 3936 Lafayette, LA 70506 Phone: (337) 235-4972, FAX: (337) 234-0953 Contact: Eric Gammons egammons@catholicsservice.org	Region IX Northlake Continuum of Care Coalition Southeastern Louisiana University SLU Box 10509 Hammond, LA 70402 Phone: (985) 549-5373, FAX: (985) 549-5375 Erin.matheny@selu.edu
Region V Southwestern Louisiana Homeless Coalition, Inc. P. O. Box 3052 Lake Charles, LA 70602 Phone: (337) 433-6282, FAX: (337) 433-0093 Contact: homelesscoal@aol.com	Region X Jefferson Alliance for the Homeless P.O. Box 640548 Kenner, LA 70064 Phone: (504) 366-6217, 371-0206 FAX: (504) 469-5273 Contact: Martha J. Kegel, Executive Director mkegel@unitygno.org

Other Federal Program Requirements

All applicants are expected to carefully read and analyze the following requirements before completing an application. Applicants selected to become subrecipients will have to comply with the following requirements:

1. Area-wide systems coordination requirements - 24 C.F.R. §576.400

Coordination with other Targeted Homeless Services. - 24 C.F.R. §576.400 (b)

Subrecipients must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted to homeless people in the area covered by the Continuum of Care or area over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness for that area.

System and Program Coordination with Mainstream resources - 24 C.F.R. §576.400 (c)

Subrecipients must coordinate and integrate, to the maximum extent practicable, ESG funded activities with mainstream housing, health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible. Refer to 24 C.F.R. 576.400 (b) for a list of mainstream resources to coordinate ESG activities.

Centralized or Coordinated Assessment - 24 C.F.R. §576.400 (d)

HUD is currently developing requirements for the Continuum of Care to establish a centralized or coordinated assessment system. The minimum requirements for these systems will be published in the upcoming proposed rule for the Continuum of Care program. Although this NOFA does not require ESG subrecipients to use a centralized or coordinated assessment system, subrecipients will be expected to use such a system once the Continuum of Care regulation is published for effect and the Continuum of Care establishes a centralized or coordinated assessment system. A victim service provider may choose not to use the Continuum of Care's centralized or coordinated assessment system. Refer to 24 C.F.R. §576.400 (c) for more details.

2. Written Standards for Providing ESG assistance - 24 C.F.R. §576.400 (e)

Subrecipients must establish and consistently apply within the subrecipient's program, written standards for providing ESG assistance. If an applicant is awarded funds, the selected subrecipient must provide to the LHC a copy of the written standards for providing ESG assistance prior to contract execution. Refer to 24 C.F.R. §576.400(d) for a discussion of the written standards. The standards must include at a minimum:

- Standard policies and procedures for evaluating individuals' and families' eligibility for ESG assistance;
- Standards for targeting for homeless persons and providing essential services related to street outreach;
- Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest;
- Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter;

- Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers listed on 24 C.F.R. §576.400(b) and (c);
- Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and rapid re-housing assistance;
- Standards for determining what percentage or amount of rent and utilities costs each program participant must pay, when applicable, while receiving homelessness prevention or rapid re-housing assistance;
- Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time; and
- Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to be provided to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant may receive assistance; or the maximum number of times the program participant may receive assistance.

3. Participation in HMIS 24 C.F.R. §576.400(f)

Subrecipients will be required to ensure that data on all persons served and all activities provided under ESG are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS. Subrecipients are required to enter into an agreement with the local HMIS Administrator for reporting.

Victim service providers are prohibited by law from entering information into the HMIS. Victim service provider or a legal services provider should use a comparable database that collects client-level data over time (*i.e.*, longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into HMIS or provided to an HMIS administrator.

The comparable database must comply with all current HMIS standards including data information, security, data quality, and processing standards, as established by HUD in its latest HMIS Data Standards guide. Victim Service Providers or Legal Services Providers that are awarded ESG funds must consult with the Continuum of Care and the HMIS administrator for the continuum of care area to ensure that the comparable database uses all the HMIS standards.

4. Evaluation of Program Participant Eligibility and Needs - 24 C.F.R. §576.401

Subrecipients must conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability into permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under 24 C.F.R. 576.400(d) and the written standards established under 24 C.F.R. 576.400(e) and all the guidelines outlined on 24 C.F.R. 576.401(a).

Subrecipients must re-evaluate the program participant's eligibility and the types and amounts of assistance the program participant needs according to the requirements outlined on 24 C.F.R. 576.401(a). Furthermore, each program participant receiving homelessness prevention or rapid-re-

housing assistance is required to meet regularly with a case manager (except where prohibited by Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA)) and the assistance provider must develop an individualized plan to help that program participant retain permanent housing after the ESG assistance ends. These requirements are intended to help ensure that the ESG-funded emergency, short-term or medium-term assistance will be effective in helping program participants regain long-term housing stability and avoid relapses into homelessness.

5. Terminating Assistance - 24 C.F.R. §576.402

If a program participant who receives ESG assistance violates program requirements, the subrecipient may terminate the assistance in accordance with a formal process established by the subrecipient that protects the rights of the individuals affected. Therefore, a formal process must be in place. This applies to all forms of ESG assistance. For more information, refer to the guidelines outlined on 24 C.F.R. §576.402.

6. Shelter and Housing Standards - 24 C.F.R. §576.403

Lead Based Paint Act - 24 C.F.R. §576.403(a)

Lead-based paint remediation and disclosure applies to all ESG-funded shelters and all housing occupied by ESG participants. The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C 4851-4856), and the relevant subparts of the implementing regulations at 24 C.F.R. Part 35, Subparts A, B, H, J, K, M and R apply to activities under this grant program. The subrecipient must also comply with the Lead, Renovation, Repair, and Painting Program Final Rule, 40 C.F.R. Part 745, where applicable.

Minimum Standards for Emergency Shelters and for permanent housing 24 C.F.R. §576.403(b)&(c)

Emergency shelters that receive assistance for shelter operations are required to meet habitability standards. If ESG funds are used to help a program participant remain in or move into permanent housing, that housing must also meet habitability standards. The minimum standard for emergency shelters and permanent housing include standards for structure and material, access, space and security, interior air quality, water supply, sanitary facilities, thermal environment, illumination and electricity, food preparation, sanitary conditions and fire safety. Shelters renovated with ESG funds are also required to meet state or local government safety and sanitation-standards as applicable, and use energy-efficient materials including Energy Star and WaterSense products and appliances. Refer to 24 C.F.R. §576.403 for details on the housing standards.

Access

Shelters receiving ESG funds must also meet the accessibility standards under Section 504 of the Rehabilitation Act of 1973 (5 U.S.C. 794), The Fair Housing Act (42 U.S.C. 3601 et seq.) and Titles II and III of the Americans with Disabilities Act (42 U.S.C. §§ 12131-12189; 47 U.S.C. 155, 201, 218 and 255).

A subrecipient shall operate each program or activity so that the program or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. Subrecipients are also required to provide reasonable accommodations for persons with disabilities in order to enable program participants with a disability to have an equal opportunity to participate in the program or activity. Subrecipients that undertake alterations to shelters may be subject to additional accessibility requirements in accordance with 24 C.F.R. Part 8. In certain instances, subrecipients undertaking alterations may be required to ensure that 5 percent of the total sleeping areas, such as 5 percent (or at

least one) of the sleeping rooms where a number of sleeping rooms are provided, and 5 percent (or at least one) of the total number of sleeping areas

such as beds, where a number of beds are provided in a room, are accessible for persons with mobility impairments and that an additional 2 percent of the total individual sleeping areas are accessible for persons with visual impairments. The 2010 Americans with Disabilities Act Standards apply and require an additional level of accessibility in certain shelters.

7. Conflicts of Interest - 24 C.F.R. §576.404

Subrecipients will be expected to follow the conflict of interest standards outlined in 24 C.F.R. §576.404 related to the provision of ESG assistance, and procurement of goods and services. All contractors of the subrecipient must comply with these same requirements.

8. Homeless Participation - 24 C.F.R. §576.405

Subrecipients must comply with 24 C.F.R. §576.405, paragraphs (a)(b) and (c).

9. Faith-Based Activities 24 C.F.R. §576.406

Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to receive ESG funds. The State will not discriminate against an organization on the basis of the organization's religious character or affiliation.

Organizations that are directly funded under the ESG program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under ESG. If an organization conducts these activities, the activities must be offered separately, in time or location, from the programs or services funded under ESG, and participation must be voluntary for program participants.

Any religious organization that receives ESG funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that the religious organization does not use direct ESG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide ESG-funded services, without removing religious art, icons, scriptures, or other religious symbols. In addition, an ESG-funded religious organization retains its authority over its internal governance, and the organization may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

An organization that receives ESG funds shall not, in providing ESG assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief. When using ESG fund for the rehabilitation of structures, faith-based organizations will be expected to follow the guidelines outlined on 24 C.F.R. §576.406.

10. Economic Opportunities for Low and Very-Low Income and Homeless Persons (Section 3) - 24 C.F.R. §576.407(a)

To the extent that any housing assistance funded through this NOFA is used for housing rehabilitation or housing construction or other public construction, then it is subject to Section 3 of the Housing and Urban Development Act of 1968, and the implementing regulations at 24 C.F.R. Part 135.

11. Affirmative Outreach - 24 C.F.R. §576.407(b)

Subrecipient must make known that use of the facilities, assistance, and services are available to all on a nondiscriminatory basis and must take appropriate steps to ensure effective communication with persons with disabilities. Subrecipients must follow the requirements outlined in 24 C.F.R. §576.407(b).

12. Improving Access to Services for Persons with Limited English Proficiency (LEP) - 24 C.F.R. §576.407(b)

Executive Order 13166 seeks to improve access to federally assisted programs and activities for individuals who, as a result of national origin, are limited in their English proficiency. Organizations obtaining ESG funds shall take reasonable steps to ensure meaningful access to their programs and activities to LEP individuals, regardless of language spoken. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Subrecipients must follow the requirements outlined on 24 C.F.R. §576.407(b). HUD published Final Guidance to Federal Financial Assistance Requirements Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons in the Federal Register on January 22, 2007 (72 F.R. 2732).

13. Uniform Administrative Requirements - 24 C.F.R. §576.407(c)

The requirements of 24 C.F.R. Part 85 apply to subrecipients that are units of general purpose local government, except that 24 C.F.R. §85.24 and §85.42 do not apply, and program income is to be used as match under 24 C.F.R. §85.25(g). The requirements of 24 C.F.R. Part 84 apply to subrecipients that are private nonprofit organizations, except that 24 C.F.R. §84.23 and §84.53 do not apply, and program income is to be used as the nonfederal share under 24 C.F.R. §84.24(b). These regulations include allowable costs and non-Federal audit requirements.

14. Environmental Review Responsibilities - 24 C.F.R. 576.407(d)

Activities are subject to environmental review by HUD under 24 C.F.R. Part 50. The subrecipient shall supply all available, relevant information necessary for HUD to perform for each property any environmental review required by 24 C.F.R. Part 50. The subrecipient also shall carry out mitigating measures required by HUD or select alternate eligible property. HUD may eliminate from consideration any application that would require an Environmental Impact Statement (EIS)

15. Procurement of Recovered Materials - 24 C.F.R. §576.407(f)

Subrecipients and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired in the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an

affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

16. Displacement, Relocation, and Acquisition 24 C.F.R. 576.408

Consistent with the other goals and objectives of Emergency Solutions Grant (ESG), the subrecipient must assure that it has taken all reasonable steps to minimize the displacement of persons (families, individuals, businesses, nonprofit organizations, and farms) as a result of a project assisted under Emergency Solutions Grant (ESG). Subrecipients must follow the requirements in 24 C.F.R. 576.408 related to temporary relocation (not permitted), relocation assistance for displaced persons and real property acquisition requirements, and appeals, and the requirements identified in the LHC's Consolidated Plan. For more information, see the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4201 – 4655) (URA), its implementing regulations at 49 C.F.R. Part 24, Subpart B, and HUD Handbook 1378.

17. Recordkeeping and Reporting Requirements - 24 C.F.R. 576.500

Subrecipients will be required to show compliance with the program's regulations through the appropriate records, including documentation of homeless status, at risk of homelessness status and the program's participant's income. The subrecipient must have policies and procedures to ensure the requirements outlined in 24 C.F.R. 576.500 are met. In addition, sufficient records must be established and maintained for a minimum of five years to enable the LHC and HUD to determine whether ESG requirements are met.

18. Matching Requirements 24 C.F.R. 576.201

ESG subrecipients must match their award amount with an equal or greater amount of resources from other than ESG funds. ESG applicant organizations must demonstrate access to resources that may be used as match after the start date of the grant award. Matching funds used for this ESG project may not be used to match any other project or grant.

Eligible Sources of Matching

Matching contributions may be obtained from any source, including any Federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a Federal source of funds:

The recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.

- If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements 24 C.F.R. §576.201

Recognition of Matching Contributions

- In order to meet the matching requirement, the matching contributions must meet all requirements that apply to the ESG funds provided by HUD, except for the expenditure limits in 24 C.F.R. §576.100.
- The matching contributions must be provided after the date of the grant award.
- To count toward the required match for the Subrecipient's fiscal year grant, cash contributions must be expended within the expenditure deadline in 24 C.F.R. §576.203, and noncash contributions must be made within the expenditure deadline in 24 C.F.R. 576.203.

- Contributions used to match a previous ESGP or ESG grant may not be used to match a subsequent ESG grant.
- Contributions that have been or will be counted as satisfying a matching requirement of another Federal grant or award may not count as satisfying the matching requirement of this section.

Eligible types of Matching Contributions

The matching requirement may be met by one or both of the following:

1) Cash Contributions: Cash expended for allowable costs, as defined in OMB Circulars A-87 (2 C.F.R. Part 225) and A-122 (2 C.F.R. Part 230), of the subrecipient. Examples of cash contributions include private donations or grants from foundations, nonprofits, or local, state, and federal sources. A single grant may serve as the required match.

2) Non-cash contributions. The value of any real property, equipment, goods, or services contributed to the Subrecipient's ESG program, provided that if the subrecipient had to pay for them with grant funds, the costs would have been allowable.

Calculating the amount of noncash contributions.

Some non-cash contributions are real property, equipment, goods, or services that, if the recipient or subrecipient had to pay for them with grant funds, the payments would have been indirect costs. Matching credit for these contributions must be given only if the recipient or subrecipient has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or programs the value of those contributions.

Costs paid by program income.

Costs paid by program income received during the grant period shall count toward meeting the Subrecipient's matching requirements, provided the costs are eligible ESG costs that supplement the Subrecipient's ESG program.

19. Applicability of OMB Circulars – Subrecipients must follow the policies, guidelines and requirements established in the following OMB circulars:

For Local Governments

- 2 C.F.R. part 225 (OMB Circular A-87): Cost Principles for State, Local and Indian Tribal Governments
- OMB Circular A-102, Common Rule: Uniform Administrative Requirements for Grants and Agreements to State and Local Governments
- OMB Circular A-133: Audits of States, Local Governments and Non-Profit Organizations

20. Single Audit Requirement - OMB Circular A-133

An applicant organization that spends more than \$500,000 in *federal or state funds* during its fiscal year must have a single audit conducted for that year. If a single audit is required for an organization, a portion of the audit cost may be included in the proposed ESG budget.

An applicant organization that *does not exceed* the \$500,000 federal or state fund expenditure threshold is exempt from the single audit requirements. In this case, audit costs may **not** be included in the proposed ESG budget.

An applicant organization must include its most recent complete audit report and if applicable, a management letter as part of the financial documentation for this application. If your agency is not required to have a single audit performed, the application must include the end-of-the-year financial statements (balance sheet, income statement, and statement of cash flow). For details on financial attachments to include as part of the application, follow instructions in the Application document.

21. Financial Accountability 2 C.F.R. Part 215 (Non-Profits) & OMB Circular A-102 (Local Governments)

Selected awardees will be expected to have a functioning accounting system that provides for each of the following:

- Accurate, current, and complete disclosure of the financial results of each federally sponsored project;
- Records that identify adequately the source and application of funds for federally sponsored activities;
- Effective control over and accountability for all funds, property, and other assets;
- Comparison of outlays with budget amounts;
- Written procedures to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and the use of the funds for program purposes;
- Written procedures for determining the reasonableness, allocability, and allowability of costs;
- Accounting records, including cost accounting records, which are supported by source documentation.

Chairwoman's Summary: **Sustainable Housing Committee**



- *Energy Programs*
- *Sustainable Housing Department*
- *Louisiana Housing Authority*
- *HOME Funds Dashboard Report*

Energy Programs Activity Summary

As of July 31, 2014 According to HES Budget Tracking

2014 DHHS/LIHEAP

Grantor: U.S. Department of Health & Human Services (\$42,062,123)

Programs	Grant Period	Grant Award	Expended	Balance	Households Served	New Clients
LIHEAP	10/1/2013-9/30/2015	\$36,226,274.40	\$26,704,722.32	\$9,521,522.08	64,636	9,791
DHHS/WAP*	7/1/2014-6/30/2015	\$5,835,848.60				
Total:		\$42,062,123.00	\$26,704,722.32	\$9,521,522.08	64,636	9,791
Percentage:			63.49%	22.64%		

*NOTE: LIHEAP funds set aside to supplement the 2014 DOE/WAP.

2013 DHHS/LIHEAP

Grantor: U.S. Department of Health & Human Services (\$40,890,723)

Programs	Grant Period	Grant Award	Expended	Balance	Households Served	New Clients
LIHEAP	10/1/2012-9/30/2014	\$34,450,434.13	\$33,580,633.68	\$869,800.45	82,623	14,987
DHHS/WAP	7/1/2013-6/30/2014	\$6,440,288.87	\$5,403,050.54	\$1,037,238.33	769	
Total:		\$40,890,723.00	\$38,983,684.22	\$1,907,038.78	83,392	14,987
Percentage:			95.34%	4.66%		

2013 DOE/WAP

U.S. Department of Energy (\$529,968) Units projected: DOE 52 + (800 LIHEAP Only) = 852 units

Programs	Program Year	Grant Award	Expended	Balance	Units Completed
DOE/WAP*	7/1/2013-6/30/2014	\$529,968.00	\$254,858.23	\$319,264.77	61
Total:		\$529,968.00	\$254,858.23	\$319,264.77	61
Percentage:			48.09%	60.24%	

*NOTE: Released 4/4/2014 due to the delay in approval of the State Plan.

2012 DOE/WAP

U.S. Department of Energy (\$2,363,189) Units projected: DOE 237 + (810 LIHEAP Only) = 1047 units

Programs	Program Year	Grant Award	Expended	Balance	Units Completed
DOE/WAP (Extended)	7/1/2012-6/30/2015	\$2,363,189.00	\$2,320,761.30	\$42,427.70	205
Total:		\$2,363,189.00	\$2,320,761.30	\$42,427.70	205
Percentage:			98.20%	1.80%	

DASHBOARD DETAILS						
Grant Year	2009	2010	2011	2012	2013	TOTAL
Total Award Amount	\$16,231,176.00	\$16,203,982.00	\$14,225,651.00	\$8,240,993.00	\$7,073,089.00	\$61,974,891.00
Committed Funds	\$16,231,176.00	\$15,813,446.84	\$14,084,608.44	\$5,263,002.66	\$707,308.90	\$52,099,542.84
Cumulative Unexpended Committed Funds as of 8/4/2014	\$0	\$0	\$10,192,908.23	\$4,176,040.27	\$707,308.90	\$15,076,257.40
Cumulative Unexpended Required CHDO Portion as of 8/4/2014*	\$0	\$0	\$0	\$0	\$377,518.24	
Deadline to Expend Before Recapture	October 31, 2014	April 30, 2015	September 30, 2016	April 30, 2017	August 31, 2018	
Cumulative Uncommitted Funds as of 8/4/2014	\$0	\$0	\$0	\$2,802,259.16	\$7,073,089.00	\$9,875,348.16
Cumulative Uncommitted CHDO Portion as of 8/4/2014**	\$0	\$0	\$0	\$0	\$0	
Deadline to Commit Before Recapture				Deadline no longer applicable - Initially committed prior to deadline.	August 31, 2015	

*Included in total Unexpended Committed Funds

** Included in total Uncommitted 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.

HOME FUNDS DASHBOARD REPORT

CURRENT AS OF IDIS-PR27 8/04/14 AT 7:57 AM

Funds Allocated/Set-Aside - 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	Agency Programs – Allocated by LHC but not Committed in IDIS		\$ 314,181.00
	HOME Disaster TBRA - \$1M Budget	0	
	Disaster TBRA Balance	\$ 74,468.00	
	Youth Aging Out of Foster Care - \$500,000	0	
	YAOFC Balance	\$239,713.00	
	Single Family 2012A - \$3M Budget	0	
	Single Family Balance	0	
	HOME NOFA Projects – Allocated by LHC but not Committed in IDIS		\$ 2,131,669.00
	Fairview Crossing	\$750,000.00	
	Park Ridge III	\$747,169.00	
	Terrance Street Housing	\$634,500.00	
	Grand Total Allocated but not Committed		\$ 2,445,850.00

DASHBOARD SUMMARY		
		Total
Awarded Funds 2009-2013		\$ 61,974,891.00
Committed Funds (as shown in IDIS)		\$ 52,099,542.84
<i>Committed Funds Subject to Recapture by HUD Unless Expended by Deadlines indicated</i>	<i>\$ 15,076,257.40</i>	
Total Uncommitted (as shown in IDIS) Subject to Recapture by HUD Unless Committed by Deadlines indicated		\$ 9,875,348.16
Allocated (not Committed in IDIS but Allocated to projects by LHC)		\$ 2,445,850.00
Uncommitted CHDO Reserve Funds		\$ 0
Actual Funds Available to Commit to New Projects		\$ 7,429,498.16

SUSTAINABLE HOUSING PROGRAM ACTIVITY

Katrina/Rita Recovery

Small Rental Property Program	7,602	91%	\$ 620,339,798	96%	\$ 28,840,771	1/15/2015
Neighborhood Stabilization Program 3 (NSP3)	35	100%	\$ 4,352,172	97%	\$ 263,280	1/15/2015
Nonprofit Rebuilding Pilot Program (NRPP)	153	96%	\$ 14,875,089	61%	\$ 11,124,911	6/30/2015
Plaquemines Parish Homeowner Rehab Program	13	81%	\$ 3,032,456	76%	\$ 903,292	6/30/2015
Housing Development Loan Fund/Land Assembly Operations	658	n/a	\$ 6,171,752	46%	\$ 7,262,211	12/31/2014
TO-DATE TOTAL =	8,461		\$ 648,771,267		\$ 48,394,465	

Gustav/Ike Recovery

Program	Affordable Units Created/Properties Completed Construction	% of Goal	Funds Disbursed/Total Payments	% of Total Applicant Allocation	Balance of All Available Funds	Contract Expiration
State Affordable Rental Program (ARP)	489	87%	\$ 42,105,015	96%	\$ 5,952,287	varies
Parish Affordable Rental Program	208	35%	\$ 11,524,250	44%	\$ 14,425,750	varies
Parish Housing Programs	879	62%	\$ 20,231,850	56%	\$ 16,159,113	varies
TO-DATE TOTAL =	1,576		\$ 73,861,115		\$ 36,537,150	

LOUISIANA HOUSING AUTHORITY ACTIVITY

Program	Households Served	Funds Disbursed/Total Payments	Balance of Funds	Program End Date
Homeless Supports and Housing – Katrina/Rita	51	\$23,996,247	\$2,012,958	3/31/18*
Supportive Housing Services – Katrina/Rita	5,838	\$53,449,563	\$19,280,437	12/31/18
Calcasieu Parish Homeless Prevention – Gustav/Ike	289	\$461,000	\$145,500	varies
Emergency Solutions Grant	7,117	\$2,845,654	\$3,253,204	6/30/15
Isaac HOME Tenant Based Rental Assistance (TBRA)	83	\$918,721	\$81,279	varies
Youth Aging Out of Foster Care – HOME TBRA	22	\$147,539	\$352,461	varies
Shelter Plus Care (S+C)	1,023	\$35,100,000	\$14,900,000	Program extended thru February 28, 2016
Project-Based Vouchers (PBV)	1,419	9,360,000	\$6,400,000	Renewed annually
TO-DATE	Over 15,800 Households Served	\$126,278,724 Disbursed**	\$46,425,839 Remaining	

*for Canal St. Rehab Project only (\$1.5M). No contract is in place for the Esplanade rehab project.

**The funds associated with these programs directly impact households, but do not represent the total amount of LHA funding or disbursements.



Sustainable Housing Committee:

Detailed Program Updates



- *Sustainable Housing Department*
- *Louisiana Housing Authority*

LOUISIANA HOUSING AUTHORITY UPDATES

1. Homelessness Supports and Housing – Katrina/Rita

<i>Budget</i>	<i>Funds Expended Through 7/31/2014</i>	<i>Percentage Expended Through 7/31/2014</i>	<i># of PSH units developed (total = 78)</i>
\$26,009,205	\$23,996,247	92%	McCaleb – 21 Tulane - 30

- Balance of funds to be used as follows:
 - o \$1.5M – Canal St. rehab project (27 Permanent Supportive Housing (PSH) units)—CEA expires 3/31/2018
 - o \$1,738,599.21 – Rehab of the New Orleans Mission –200 bed emergency shelter for people experiencing homelessness. The contract is currently at the Office of Contractual Review.

2. Supportive Housing Services – Katrina/Rita

<i>Budget</i>	<i>Funds Expended Through 7/31/2014</i>	<i>Percentage Expended Through 7/31/2014</i>	<i># of Persons Assisted with New Access to a Service as of 7/31/2014 (cumulative)</i>	<i>Program End Date</i>
\$72.73M	\$53,449,563	73%	5,838	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 Through 7/31/2014</i>	<i>Percentage Expended Through 7/31/2014</i>	<i>Program End Date</i>
\$400,000	\$297,052	74%	6/30/2016

- 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 Through 7/31/2014</i>	<i>Percentage Expended Through 7/31/2014</i>	<i>Assisted Households</i>
\$606,600	\$494,425	81%	289

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

5. Emergency Solutions Grant

<i>Budget</i>	<i>Funds Expended Through 7/31/2014</i>	<i>Percentage Expended Through 7/31/2014</i>	<i>Number of Contracts</i>	<i>Contract End Date</i>	<i>Units of Service for Shelters</i>	<i>Units of Financial Assistance</i>
Second FY11 award = \$892,713	\$94,585	11%	6	10/31/2014	N/A	32
FY12 award = \$2,847,783	\$2,578,412	91%	29	6/30/2014	7,027	619
FY13 award = \$1,969,448	\$130,819	7%	26	6/30/2015	90	21
Sunset Funding = \$388,914	\$41,838	11%	7	8/31/2014	N/A	N/A

- 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
- The "Units of Service Delivery for Shelters" reflects the number of persons provided housing at homeless shelters
- The "Units of Financial Assistance" reflects the number of financial assistance payments made on behalf of a client (rent, deposit, utilities)

6. HOME Tenant Based Rental Assistance (TBRA)

Hurricane Isaac HOME TBRA				
<i>Budget</i>	<i>Funds Expended Through 7/31/2014</i>	<i>Percentage Expended Through 7/31/2014</i>	<i>Program End Date</i>	<i>Households Served</i>
\$1M	\$918,721	92%	Individually based (contracts are for 12 months of assistance)	83
Youth Aging Out of Foster Care HOME TBRA				
<i>Budget</i>	<i>Funds Expended Through 7/31/2014</i>	<i>Percentage Expended Through 7/31/2014</i>	<i>Program End Date</i>	<i>Households Served</i>
\$500K	\$147,539	30%	Individually based (contracts are for 24 months of assistance)	22

7. Permanent Supportive Housing – Support Contracts

Hawkins Contract - \$222,187			
<i>Budget</i>	<i>Funds Expended Through 7/31/2014</i>	<i>Percentage Expended Through 7/31/2014</i>	<i>Contract End Date</i>
\$222,187	\$39,574	18%	8/31/2015

- Contract provides legal services for the Louisiana Housing Authority

TAC contract - \$243,588			
<i>Budget</i>	<i>Funds Expended Through 7/31/2014</i>	<i>Percentage Expended Through 7/31/2014</i>	<i>Contract End Date</i>
\$243,588	\$107,981	44%	6/30/2016

- Contract provides technical assistance for administering the PSH program

Casterline contract - \$19,500			
<i>Budget</i>	<i>Funds Expended Through 7/31/2014</i>	<i>Percentage Expended Through 7/31/2014</i>	<i>Contract End Date</i>
\$19,500	\$6,380	33%	10/29/2014

- Contract provides fee accountant services for the Louisiana Housing Authority

8. Permanent Supportive Housing - Administration and Services

Shelter Plus Care					
<i>Program</i>	<i>Budget</i>	<i>Funds Expended Through 7/31/2014</i>	<i>Percentage Expended Through 7/31/2014</i>	<i>Leased Vouchers through 7/31/2014</i>	<i>Contract End Date</i>
S+C	\$50M	\$35.1M	70%	1,023	Contract has been extended until February 28, 2016 and will be renewed annually, thereafter.

Project Based Voucher					
<i>Program</i>	<i>CY14 Renewal Funding</i>	<i>CY 14 HAP Expenses</i>	<i>Percentage Expended Through 7/31/2014</i>	<i>Leased Vouchers through 7/31/2014</i>	<i>Contract End Date</i>
PBV	\$9.3M	\$6.3	68%	1419	Renewed Annually

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

SUSTAINABLE HOUSING DEPARTMENT PROGRAMS

Monthly Report as of August 2, 2014

	Parish	Total Allocation	Total Disbursements				Total Remaining			
			Disbursed Award	% of Total Allocation	Total Properties	Total Affordable Units				
Small Rental \$649,180,569	Acadia Parish	\$ 649,071	\$ 627,754	97%	7	11	\$ 21,317			
	Calcasieu Parish	\$ 7,745,337	\$ 8,289,394	107%	150	179	\$ (544,057)			
	Cameron Parish	\$ 3,372,268	\$ 1,016,115	30%	3	10	\$ 2,356,153			
	Iberia Parish	\$ 917,402	\$ 246,000	27%	6	7	\$ 671,402			
	Jefferson Parish	\$ 57,687,531	\$ 28,626,613	50%	313	517	\$ 29,060,918			
	Orleans Parish	\$ 313,479,461	\$ 338,668,489	108%	3,592	5907	\$ (25,189,028)			
	Plaquemines Parish	\$ 9,224,783	\$ 493,500	5%	9	11	\$ 8,731,283			
	St. Bernard Parish	\$ 35,822,184	\$ 40,881,833	114%	469	768	\$ (5,059,650)			
	St. Tammany Parish	\$ 15,925,805	\$ 7,399,939	46%	117	134	\$ 8,525,866			
	Tangipahoa Parish	\$ 688,958	\$ 431,075	63%	7	9	\$ 257,883			
	Terrebonne Parish	\$ 1,243,750	\$ 629,531	51%	5	9	\$ 614,219			
	Vermilion Parish	\$ 1,794,917	\$ 124,000	7%	4	7	\$ 1,670,917			
	Washington Parish	\$ 1,280,011	\$ 1,108,627	87%	23	25	\$ 171,384			
	Grand Total	\$ 449,831,478	\$ 428,542,871	95%	4,705	7,594	\$ 21,288,607			
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	\$ 4,352,172	97%	22	35	\$ 147,828			
*\$500,000 allocated to Program Delivery										
NRPP \$30,022,904	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	\$ 469,692	\$ 197,879	\$ 667,571	7	0	0	7	1
	Catholic Charities	\$ 1,080,000	\$ 535,240	\$ 544,760	\$ 1,080,000	8	0	0	8	0
	Episcopal Community Services	\$ 940,584	\$ 701,426	\$ 236,611	\$ 938,037	8	0	0	8	1
	NENA	\$ 2,614,318	\$ 789,373	\$ 699,936	\$ 1,489,309	10	0	0	10	2
	Peoples- Plaquemines	\$ 2,481,273	\$ 1,264,457	\$ -	\$ 1,264,457	5	1	0	6	3
	Rapides Southeast	\$ 1,884,282	\$ 1,575,635	\$ -	\$ 1,575,635	12	0	0	12	0
	Rapides Southwest	\$ 2,691,603	\$ 1,592,194	\$ 18,535	\$ 1,610,729	12	0	0	12	5
	Rebuilding Together New Orleans	\$ 4,611,676	\$ 2,972,025	\$ 985,263	\$ 3,957,288	28	0	0	28	5
	St. Bernard Project	\$ 4,566,438	\$ 2,212,264	\$ 698,162	\$ 2,910,426	31	2	0	33	5
	United Way- Multi Parish	\$ 3,913,794	\$ 1,767,999	\$ 560,185	\$ 2,328,184	24	0	0	24	4
	UWGN-Plaquemines	\$ 1,852,197	\$ 1,511,023	\$ -	\$ 1,511,023	8	0	0	8	0
	Louisiana Family Recovery Corp- No longer in program	\$ 18,334	\$ 18,334	\$ -	\$ 18,334				0	
	LHFA Administrative Cost	\$ 2,400,000	\$ 2,400,000	\$ -	\$ 2,400,000				0	
	Funds Remaining (includes a misc. \$724.67 under review)	\$ 71,774	\$ -	\$ -	\$ -				0	
	Total:	\$ 30,022,904	\$ 17,809,662	\$ 3,941,331	\$ 21,750,993	153	3	0	156	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	\$ 412,120	\$ 18,535	\$ 430,654	8	0	0	8	2	
	Orleans	\$ 4,774,057	\$ 3,826,599	\$ 8,600,656	110	1	2	113	15	
	Plaquemines	\$ 2,672,828	\$ -	\$ 2,672,828	13	1	0	14	3	
	Tangipahoa	\$ 115,482	\$ -	\$ 115,482				0		
	Saint Bernard	\$ 250,642	\$ 96,197	\$ 346,839	6	0	0	6	0	
	Saint Tammany	\$ 735,100	\$ -	\$ 735,100	8	0	0	8	0	
	Washington	\$ 1,070,266	\$ -	\$ 1,070,266	8	0	0	8	3	
	Jefferson	\$ 76,721	\$ -	\$ 76,721	0	0	0	0	1	
	Total:	\$ 10,107,216	\$ 3,941,331	\$ 14,048,547	153	2	2	157	24	

SUSTAINABLE HOUSING DEPARTMENT PROGRAMS

Monthly Report as of August 2, 2014

Affordable Rental (Competitive) \$49,602,543	Grantee	Parish	Total Allocation	Total Disbursements					Total Funds Remaining	
				Disbursed Awards	% of Total Disbursements	Total Completed Units	Completed Affordable Units	% Construction Complete		
	Calcasieu Affordable Homes	Calcasieu	\$ 2,725,000	\$ 2,110,860	77%	8	8	80%	\$ 614,140	
	438 Main Street Apts	East Baton Rouge	\$ 3,500,000	\$ 3,500,000	100%	22	22	100%	\$ 0	
	The Elysian Apartments	East Baton Rouge	\$ 4,000,000	\$ 3,800,084	95%	100	75	100%	\$ 199,916	
	The Gardens Phase I	East Baton Rouge	\$ 4,000,000	\$ 3,800,000	95%			90%	\$ 200,000	
	The Gardens Senior	East Baton Rouge	\$ 4,000,000	\$ 4,000,000	100%	55	55	100%	\$ -	
	GCHP Mid City	East Baton Rouge	\$ 1,400,000	\$ 1,330,000	95%	32	32	100%	\$ 70,000	
	Evangeline Estates	Evangeline	\$ 3,330,000	\$ 2,959,592	89%	30	28	100%	\$ 370,408	
	Cane Pointe 2	Iberia	\$ 500,000	\$ 475,000	95%	17	17	100%	\$ 25,000	
	Cyrus Homes	Jefferson Davis	\$ 3,200,000	\$ -	0%				\$ 3,200,000	
	Daigle House	Lafayette	\$ 2,816,000	\$ 2,675,200	95%	32	32	100%	\$ 140,800	
	Bywater Art Lofts II	Orleans	\$ 4,000,000	\$ 3,932,247	98%	30	30	100%	\$ 67,753	
	Hibernia Apartments	Orleans	\$ 4,000,000	\$ 4,000,000	100%	175	91	100%	\$ -	
	Ouachita Square	Ouachita	\$ 2,368,000	\$ 2,246,599	95%	20	19	100%	\$ 121,401	
	Canterbury House II	St. Tammany	\$ 4,000,000	\$ 4,000,000	100%	48	37	100%	\$ -	
	Barataria Station Apt 2	Terrebonne	\$ 3,999,420	\$ 3,799,449	95%	43	43	100%	\$ 199,971	
James Herod 2 Apts	Vermillion	\$ 1,764,123	\$ 1,021,225	58%			80%	\$ 742,898		
Total:		\$ 49,602,543	\$ 43,650,256	88%	612	489	97%	\$ 5,952,287		
Affordable Rental (Parish) \$24,000,000	Grantee	Direct Parish Allocation	Additional Supp. Allocation	Total Budget	Total Disbursements					Total Funds Remaining
					Expenditures	% of Total Disbursed	Total Projected Units	Total Units Served	Total # of Aff. Units	
	Cameron	\$ 4,000,000	\$ -	\$ 4,000,000	\$ 2,480,091	62%	32	0	0	\$ 1,519,909
	Iberville	\$ 4,000,000	\$ 1,500,000	\$ 5,500,000	\$ 1,587,648	29%	120	0	0	\$ 3,912,352
	Lafourche	\$ 3,000,000	\$ -	\$ 3,000,000	\$ 2,032,617	68%	10	0	0	\$ 967,383
	East Baton Rouge	\$ 3,000,000	\$ 450,000	\$ 3,450,000	\$ 2,942,136	85%	362	202	202	\$ 507,864
	Terrebonne	\$ 10,000,000	\$ -	\$ 10,000,000	\$ 2,481,758	25%	109	6	6	\$ 7,518,243
Total:	\$ 24,000,000	\$ 1,950,000	\$ 25,950,000	\$ 11,524,250	44%	633	208	208	\$ 14,425,750	
G/I Incentive \$19,595,047	Grantee	Total Allocation	Total Disbursements			Funds Remaining				
			Expenditures	% of Funds Disbursed	Total # of Households Served					
	Cameron	\$ 10,201,486	\$ 9,775,734	96%	200	\$ 425,752				
	Iberia	\$ 1,163,220	\$ 1,162,918	100%	30	\$ 302				
	City of Lake Charles	\$ 975,120	\$ 974,203	100%	96	\$ 917				
	Vermillion	\$ 4,185,081	\$ 1,933,721	46%	79	\$ 2,251,360				
	Total:	\$ 19,595,047	\$ 13,846,576	71%	405	\$ 2,678,331				
G/I Homeowner Rehab \$19,866,056	Grantee	Total Allocation	Total Disbursements			Funds Remaining				
			Expenditures	% of Funds Disbursed	Total # of Households Served					
	Ascension	\$ 270,000	\$ -	0%	0	\$ 270,000				
	East Baton Rouge	\$ 325,824	\$ 325,820	100%	19	\$ 4				
	Iberville	\$ 6,729,540	\$ 978,695	17%	59	\$ 5,750,845				
	Jefferson Davis	\$ 19,800	\$ -	0%	0	\$ 19,800				
	Pointe Coupee	\$ 2,000,000	\$ 857,946	43%	91	\$ 1,142,054				
	St. James	\$ 300,000	\$ 239,977	80%	17	\$ 60,023				
	St. John the Baptist	\$ 2,024,240	\$ 945,361	47%	61	\$ 1,078,879				
	St. Landry	\$ 1,500,000	\$ 808,738	54%	67	\$ 691,262				
	St. Helena	\$ 800,000	\$ 763,968	95%	53	\$ 36,032				
	Tangipahoa	\$ 800,000	\$ 298,684	37%	17	\$ 501,316				
	St. Mary	\$ 2,731,250	\$ 60,500	2%	0	\$ 2,670,750				
	City of Baker	\$ 57,212	\$ 57,212	100%	7	\$ -				
	Cameron	\$ 318,190	\$ 318,151	100%	1	\$ 39				
	Terrebonne	\$ 1,990,000	\$ 730,223	37%	14	\$ 1,259,777				
	Total:	\$ 19,866,056	\$ 6,385,274	32%	406	\$ 13,480,782				

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 quarterly financial and progress updates on the programs administered within the Sustainable Housing Department.

SUSTAINABLE HOUSING FUNDING

Program	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp
Small Rental	\$649,180,569	\$649,180,569	\$0	100%	\$620,339,798	95%
NSP3	\$5,000,000	\$5,000,000	\$0	100%	\$4,236,720	84%
NRPP	\$26,000,000	\$24,361,606	\$1,638,394	93%	\$14,726,164	60%
Pla. Parish Rehab.	\$4,000,000	\$4,000,000	\$0	100%	\$3,096,708	77%
TOTAL	\$684,180,569	\$682,542,175	\$1,638,394	98%	\$642,399,390	94%

HOUSING RECOVERY PROGRAMS

SMALL RENTAL PROPERTY PROGRAM:

The Small Rental Property Program (SRPP) aims to restore and rebuild the stock of one to four unit rental properties in order to address the housing needs of low to moderate income people in the most heavily damaged areas. The program provides affordable rents for working families by encouraging redevelopment in impacted communities. 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
	\$649,180,569	\$649,180,569	\$0	100%	\$620,339,798	95%	\$28,840,771	1/15/15

Key Indicators (cumulative):

Indicator	Target	Prior Qtr	Current Qtr	% of Goal
Number of closings completed	4,911	3,755	4,710	95%
Number of rental units created	9,594	8,610	8,610	90%
Number of affordable units created	8,386	7,579	7,602	90%
Percent of units that are affordable	87%	88%	88%	100%

NEIGHBORHOOD STABILIZATION PROGRAM (3):

Working in partnership with the Small Rental Property Program, NSP3 addresses the housing needs of low to moderate income people in a specific target area of the Lower Ninth Ward of New Orleans. 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.

Budget:	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp	Balance	Contract Expiration
	\$5,000,000	\$5,000,000	\$0	100%	\$4,236,760	84%	\$763,240	1/15/15

NONPROFIT REBUILDING PILOT PROGRAM:

The \$20 million program is administered by the LHC and is a competitively awarded program that provides grants to rebuilding organizations that have a proven track record in assisting homeowners to

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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.

Budget:	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp	Balance	Contract Expiration
	\$26,000,000	\$24,361,606	\$1,638,394	93%	\$14,726,164	68%	\$11,273,836	6/30/15

Key Indicators (cumulative):

Indicator	Target	Prior Qtr	Current Qtr	% of Goal
Number of closings completed	160	156	156	98%
Number of properties completed construction	160	152	153	95%

PLAQUEMINES PARISH HOMEOWNER REHABILITATION PROGRAM:

This program allows the conversion of a portion of the parish's Small Rental allocation to be used as a Homeowner Rehabilitation Program. 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. Both Road Home and non-Road Home participants are eligible for this program.

Budget:	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp	Balance	Contract Expiration
	\$4,000,000	\$4,000,000	\$0	100%	\$3,096,708	77%	\$903,292	6/30/15

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%

HOUSING DEVELOPMENT LOAN FUND/LAND ASSEMBLY OPERATIONS

The Housing Development Loan Fund/Land Assembly Operations provides seed funding for a contractor or state agency to establish one or more loan funds that offer flexible-term acquisition and predevelopment financing to developers of the most critically needed housing. The program is combined with the Housing Land Assembly Operations program, and they are known collectively as the Louisiana Loan Fund.

Budget:	Allocated	Obligated	% Obl	Expended in Q3	Total Expended	% Exp	Balance
HDEV	\$11,363,963	\$7,798,963	68%	\$432,012	\$2,036,793	43%	\$7,262,211
HLAS	\$2,068,631	\$2,068,631	100%	\$0	\$2,068,631	99%	\$0
TOTAL	\$13,432,594	\$9,867,594	73%	\$432,012	\$4,105,424	41%	\$7,626,211

- Action Plan amendment required to move the final \$1,369 to begin HLAS closeout process.
- A contract amendment is currently under review with OCD-DRU's Legal Department to extend the program to December 31, 2014 and reduce the contract to \$6,000,000
- 2 construction take out loans closed this quarter
- 11 homes are currently under construction
- 22 properties are 100% complete as a result of the construction take out
- \$2,216,955.32 in CDBG funds are currently committed as leveraged for 9 projects in Orleans Parish.

Key Indicators (cumulative):

Indicator	Target	Prior Qtr	Current Qtr	% of Goal
Number of Loans Closed	40	14	16	40%

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	\$49,602,543	\$49,602,543	\$0	100%	\$43,450,255	88%
Parish ARP	\$25,950,000	\$25,950,000	\$0	100%	\$10,439,595	40%
Parish Housing	\$55,265,119	\$55,265,119	\$0	100%	\$26,719,072	44%
TOTAL	\$130,817,662	\$130,817,662	\$0	100%	\$80,608,922	61%

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
	\$49,602,543	\$49,602,543	\$0	100%	\$43,450,255	88%	\$6,152,288	Varies***

***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	16	16	94%
Projects With Drawdowns	17	16	16	94%
Affordable Units Created	559	365	489	87%
Total Units Created	682	477	612	90%
Percent Affordable Units	82%	74%	71%	87%

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
	\$25,950,000*	\$25,950,000	\$0	100.0	\$10,439,59	40%	\$15,510,405	Varies**

*Includes original \$24,000,000 allocation, additional \$1,500,000 allocated to Iberville Parish, and additional \$450,000 allocated to East Baton Rouge Parish.

**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	7	12	92%
Number of housing units created	633	208	208	35%

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
	\$55,265,119	\$55,265,119	\$0	100%	\$26,719,072	44%	\$28,546,047	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	33	32	33	100%
Applications Approved	33	32	32	97%
Projects With Drawdowns	32	27	27	84%
Projects With 90% Expended	32	4	4	13%