



BOARD OF DIRECTORS

Agenda Item #7

Sustainable Housing Committee
Ellen M. Lee, Chairwoman

October 8, 2014

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A resolution authorizing the issuance of a Request for Proposal (RFP) for training and technical assistance for the Weatherization Assistance Program (WAP).

Resolution authorizing the expansion of the Homeowner Rehabilitation Program; and providing for other matters in connection therewith. Staff recommends approval.

ACTION ITEM:

Discussion regarding partnership with the Foundation For Louisiana to aid in the development and production of affordable housing.

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Louisiana Housing Corporation

October 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, October 8, 2014 @ 10:15 A.M., Louisiana Housing Corporation Building, Committee Room 2, located at 2415 Quail Drive, Baton Rouge, Louisiana, by order of the Chairman.

1. Call to Order and Roll Call.
2. Approval of the Minutes of the August 13, 2013 Committee Meeting.
3. A resolution authorizing the expansion of the Homeowner Rehabilitation Program; and providing for others matters in connection therewith. Staff recommends approval.
4. A resolution authorizing the Louisiana Housing Corporation ("Corporation") to release a Request for Proposals ("RFP") to select an IREC accredited training program for Quality Control Inspector Certifications for the statewide Weatherization Assistance Program ("WAP") and providing for other matters in connection therewith. Staff recommends approval.
5. A discussion regarding partnership with the Foundation For Louisiana to aid in the development and production of affordable housing.
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, August 13, 2014
10:30 a.m.

Committee Members Present

Chairwoman Ellen M. Lee
Mr. Malcolm Young
Mr. Guy T. Williams

Committee Members

Absent Mr. Willie Spears
Mr. Matthew Ritchie

Board Members Present

Mr. Mayson H. Foster

Board Members Absent

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

Staff Present

Frederick Tombar, III
Brad Sweazy
Janel Young
Loretta Wallace
Brenda Evans
Jessica Guinn
Selena Sims

Others Present

See Attached Sign- in Sheet

Call to Order and Roll Call. Committee Chairwoman Ellen M. Lee called the meeting to order at 10:34 a.m. The roll was called, and a quorum was established.

Approval of Minutes from April 9, 2014. Upon a motion made by Chairwoman Lee and seconded by Board Member Mayson Foster, the minutes of the April 9, 2014 meeting were approved without correction.

Action Item.

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.

Chairwoman Lee presented the resolution for approval after review and discussion. A motion was made by Chairwoman Lee to favorably recommend the resolution to the full board, which was seconded by Mr. Foster. The motion passed unanimously.

Action Item.

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.

Chairwoman Lee presented the resolution for approval after review and discussion. A motion was made by Board Member Mason Foster to favorably recommend the resolution to the full board, which was seconded by Mr. Young. The motion passed unanimously.

Action Item.

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.

Chairwoman Lee presented the resolution for approval after review and discussion. A motion was made by Chairwoman Lee to favorably recommend the resolution to the full board, which was seconded by Mr. Foster. The motion passed unanimously.

Energy Department Activity Reports and Update. Ms. Wallace, Program Administrator, provided a summary of the 2012 LIHEAP, 2013 LIHEAP, 2012 DOE WAP and ARRA Programs.

Sustainable Housing Department Update. Ms. Janel Young, Program Administrator, provided updates concerning Sustainable Housing Funding focusing on The Small Rental Property Programs, highlighting that the program is winding down and currently at 95%.

Louisiana Housing Authority Department Update. Ms. Nicole Sweazy, Executive Director of LHA provided updates

HOME Report. Ms. Brenda Evans, Program Administrator, provided an update on the HOME Program, highlighting that all deadlines for 2013 have been met and are progressing smoothly.

Adjournment. There being no further business to discuss, Chairman Lee adjourned the meeting at 10:35 a.m.

LOUISIANA HOUSING CORPORATION

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

RESOLUTION

A resolution to authorize the expansion of the Homeowner Rehabilitation Program; and providing for other matters in connection therewith.

WHEREAS, on May 14, 2014, the Louisiana Housing Corporation (the “Corporation” or “LHC”), approved a resolution authorizing the Corporation to implement the Homeowner Rehabilitation Program; and

WHEREAS, the original Cooperative Endeavor Agreements (“CEAs”) between OCD-DRU and the LHC have been extended to June 30, 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, Rita, and Isaac; and

WHEREAS, the Homeowner Rehabilitation Program (“HRP”) 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 Three Million Dollars (\$3,000,000) in Community Development Block Grant Disaster Recovery (“CDBG-DR”) funds may be available to repair and rehabilitate owner-occupied homes for families and individuals impacted by Hurricanes Katrina, Rita and Isaac; and

WHEREAS, approximately One Million Dollars (\$1,000,000) of the not to exceed amount of \$3,000,000 in CDBG-DR funds will be available to repair and rehabilitate owner-occupied homes for families and individuals impacted by Hurricanes Katrina and Rita located in Plaquemines Parish; and

WHEREAS, Six Hundred Fifty Thousand Dollars (\$650,000) of the not to exceed amount of \$3,000,000 in CDBG-DR funds will be available to repair and rehabilitate owner occupied homes for families and individuals located in parishes impacted by Hurricane Isaac that did not receive separate CDBG-DR allocations; namely Allen, Ascension, Assumption, East Baton Rouge, East Feliciana, Iberville, Lafourche, Livingston, Morehouse, Pointe Coupee, St. Bernard, St. Charles, St. Helena, St. James, St. Martin, Tangipahoa, Terrebonne, Washington, West Baton Rouge and West Feliciana parishes; and

WHEREAS, as additional funds are released by the Office of Community Development, (“OCD”), LHC will award those funds: 1) to qualified applicants who met the criteria set forth in the HRP NOFA but were not funded due to lack of funds; or 2) to qualified applicants who received an award previously and have demonstrated their ability to generate successful outcomes.

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 expansion of the Homeowner Rehabilitation Program is hereby authorized and approved.

SECTION 2. The Corporation’s staff and legal counsel are authorized and directed to prepare the forms of such notices, documents, and/or agreements as may be necessary to implement the expansion of the Homeowner Rehabilitation Program.

SECTION 3. The Corporation’s staff and counsel are hereby authorized, empowered, and given the ability to create, change, amend, and revise any documents and/or commitments to implement the expansion of the Homeowner Rehabilitation Program.

SECTION 4. 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 8th day of October 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 three (3) pages constitute a true and correct copy of a resolution adopted by said Board on October 8, 2014, entitled: “A resolution to authorize the expansion of the Homeowner Rehabilitation Program; and providing for other matters in connection therewith.”

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Corporation on this, the 8th day of October 2014.

Secretary

(SEAL)



**LOUISIANA HOUSING CORPORATION
Homeowner Rehabilitation Program**

NOTICE OF FUNDING AVAILABILITY (NOFA)

RELEASE DATE: FRIDAY, OCTOBER 10, 2014

DUE DATE: FRIDAY, NOVEMBER 7, 2014

The Louisiana Housing Corporation (LHC or Corporation) hereby releases this Notice of Funding Availability (NOFA) for the preliminary commitment of approximately three million dollars (\$3,000,000) of Community Development Block Grant Disaster Recovery (CDBG-DR) funds to expand the Homeowner Rehabilitation Program for homeowners who have been impacted by Hurricanes Katrina, Rita, and Isaac.

Approximately one million dollars (\$1,000,000) of the not to exceed amount of three million dollars (\$3,000,000) in CDBG-DR funds will be made available to repair and rehabilitate owner-occupied homes for families and individuals impacted by Hurricanes Katrina and Rita in Plaquemines Parish.

Approximately six hundred fifty thousand dollars (\$650,000) of the not to exceed amount of three million dollars (\$3,000,000) in CDBG-DR funds will be available to repair and rehabilitate owner-occupied homes for families and individuals located in parishes impacted by Hurricane Isaac who did not receive separate CDBG-DR allocations; namely Allen, Ascension, Assumption, East Baton Rouge, East Feliciana, Iberville, Lafourche, Livingston, Morehouse, Pointe Coupee, St. Bernard, St. Charles, St. Helena, St. James, St. Martin, Tangipahoa, Terrebonne, Washington, West Baton Rouge and West Feliciana parishes.

As additional funds are released by the Office of Community Development ("OCD"), LHC will award those funds: 1) to qualified applicants who met the criteria set forth in the HRP NOFA, but were not funded due to lack of available funds; or 2) to qualified applicants who received an award previously and have demonstrated their ability to generate successful outcomes.

This program will be a competitively awarded grant program that would provide grants to nonprofit organizations, for-profits and local units of government that have a proven track record in assisting owner-occupant households that continue to have unmet financing need due to limited resources and are living in homes that are substandard due to conditions and/or code violations. Interested parties will submit applications to carry out all phases of owner-occupied housing rehabilitation, including applicant intake, case management and/or construction work necessary to receive an allocation of funds.

This NOFA will be posted to the LHC website no later than 3:30 p.m. Central Time on Friday, October 10, 2014.

All applications shall be received no later than 3:30 p.m. Central Time on Friday, November 7, 2014.

HOMEOWNER REHABILITATION PROGRAM

GOALS AND OBJECTIVES

This Homeowner Rehabilitation Program's NOFA is designed to provide decent, safe and sanitary housing, specifically in Plaquemines Parish for damages occurred as a result of Hurricanes Katrina and Rita, and for the residents in parishes impacted by Hurricane Isaac who did not receive separate CDBG-DR allocations; namely Allen, Ascension, Assumption, East Baton Rouge, East Feliciana, Iberville, Lafourche, Livingston, Morehouse, Pointe Coupee, St. Bernard, St. Charles, St. Helena, St. James, St. Martin, Tangipahoa, Terrebonne, Washington, West Baton Rouge and West Feliciana parishes. The objectives of the HRP will be carried out through the provision of minor repair and rehabilitation activities designed to mitigate damage that occurred as a result of these storms.

The ultimate goal of the program is to maximize available resources to bring closure to residents who have been unable to fully recover from the impacts of these hurricanes and to rehabilitate and rebuild the housing stock located in the affected parishes.

FUNDING

Currently, approximately one million dollars (\$1,000,000) in CDBG-DR funds are available for Hurricanes Katrina and Rita damaged homes in Plaquemines Parish, and six hundred fifty thousand dollars (\$650,000) is available for parishes impacted by Hurricane Isaac (see above).

The maximum amount that can be requested by any organization for Hurricane Isaac funds is three hundred thousand dollars (\$300,000).

A maximum of one hundred thousand dollars (\$100,000) may be allocated per home for rehabilitations and an additional fifty thousand dollars (\$50,000) may be allocated for elevation. Applicants must demonstrate leveraging of additional resources to produce significant community development and recovery.

TERMS OF ASSISTANCE

An entity receiving CDBG-DR funds under this program will be expected to carry out all phases of planning and/or construction necessary to successfully implement and complete the program-funded activity in each category. These requirements include ensuring compliance with federal overlay and administrative requirements. Responsibilities may include, but are not limited to:

- Implementing the project or program activity as proposed in the applications;

- Ensuring compliance with reporting requirements;
- Managing fund disbursement and accounting;
- Preparing work specifications;
- Conducting inspections;
- Affirmative marketing;
- Program administration;
- Program documentation;
- Homeowner intake; and
- Ensuring that all CDBG-DR requirements are met.

ELIGIBLE USES

CDBG-DR funds awarded under this NOFA will cover project delivery, project construction and material costs and case management. No funds will be disbursed until all grant agreements are signed and environmental conditions are satisfied.

INELIGIBLE USES

Improvements must be physically attached to the home and be permanent in nature (e.g., barns, carport, separate garages. Sheds or shops are ineligible uses of CDBG-DR funds).

Additions to the existing structure.

Rehabilitation that affects the historical character or value of a structure as determined by the Local or State Historical Preservation Office.

Repair or replacement of non-essential equipment or components (hot tubs, swimming pools).

LEVERAGE CONSIDERATION

Applicants may maximize the use of funding by bringing other funding to the project(s), utilizing volunteer labor, and/or providing donated materials. Applicants must provide an official letter of commitment from a lending institution or a statement of certification from entities who commit to provide donations or in-kind services.

FINANCIAL SUSTAINABILITY

To be considered for an award, each entity must demonstrate financial stability of managing and funding multiple construction projects and disbursing payroll for a minimum of sixty (60) days during the reimbursement cycle.

Applicants unable or unwilling to provide the required information indicated below will not be funded under this NOFA. Referrals to external links or websites to verify financial sustainability will not be considered.

PERFORMANCE BOND

If the rehabilitation work is performed by an “in-house” construction team, the entity must be licensed, insured, and bonded and therefore must provide proof of such licensing, insurance, and bonding.

Outside construction crews will also be required to post a performance bond during the period of construction sufficient to cover the rehabilitation work or provide proof of minimum net financial resources as indicated below.

MINIMUM NET FINANCIAL RESOURCES

In lieu of a performance bond, demonstration of minimum net financial resources is an option for a person or entity alone or in combination with other persons or entities having net assets equal to the applied-for Homeowner Rehabilitation Grant, and who have unrestricted liquid assets at least equal to 18% of the applied-for Homeowner Rehabilitation Program Grant. Applicants must provide proof through submittal of certified audited financials.

MANDATORY ACTIVITIES & THRESHOLD REQUIREMENTS

PROGRAM REQUIREMENTS

All applicants shall provide a narrative that demonstrates a plan to comply with the following:

1. Eligible households must be low-to-moderate income not to exceed 80% of the area median income for CDBG-DR funds;
2. Environmental clearance;
3. Lead & Asbestos testing and/or remediation;
4. Certification clearance of wood-destroying insects;
5. Verification of non-duplication of benefits of CDBG-DR funds; and
6. Applicable federal Green Building Standards. (This standard applies to Hurricane Isaac disaster-related parishes only.)

THRESHOLD REQUIREMENTS

All applications must meet the following threshold criteria to be considered. Failure to address all of these requirements shall be considered as a basis for disqualification:

- Demonstrate conformance with LHC's values as contained in the Strategic Plan which can be found here:
http://www.lhc.la.gov/downloads/reports/LHCStrategicPlan_ADOPTED_091113.pdf
- Demonstrate how the project meets criteria for national objectives under 24 CFR §570.208. For additional information see: [Desk Guide - Meeting National Objectives](#) and [Community Development Laws and Regulations](#)
- Organization Capacity and Experience
- Previous experience administering CDBG-DR funds
- Financial Sustainability
- Homeowner selection policies & procedures
- Detailed project budget and construction cost reasonableness
- Demonstrate leveraging of resources by bringing other funding to the project(s), utilizing volunteer labor, and/or providing discounted and/or donated materials
- Affirmative Marketing Plan
- Construction timeline
- Must include a scope of rehabilitation that addresses physical deficiencies that is a material portion of the total development budget. The applicant must clearly demonstrate these repairs are needed to bring the home into a healthy, safe, and attractive condition or are needed to address code deficiencies.

CHANGES TO PROJECT AFTER AWARD

Any changes to a project after the notice of award must be approved in advance by the Corporation in writing. Changes made without the prior written approval of the Corporation will result in the cancellation of the project and the recapture of all awarded funds.

DISBURSEMENT/ACTIVITY DEADLINES

Awards under this NOFA will impose deadlines for committing and expending funds based upon the activity proposed and other information provided in the application. Any funds not committed or expended within these timeframes will be recaptured by the Corporation.

All work shall be satisfactorily completed within a specified time period based on the bid amount and level of repair:

- Minor Rehabilitation (\$5000 - \$15,000) — 90 Days
- Major Rehabilitation (>\$15,000, without elevation) — 120 Days
- Major Rehabilitation (>\$15,000, with elevation) — 240 Days
- Reconstruction/Replacement — 150 Days

If the contractor does not complete the work within the timeframe specified in the work contract, it may result in liquidated damages being assessed at \$100 per day for each day that the work is not completed. It is the responsibility of the contractor, in the event of inclement weather or any other reason beyond the control of the contractor that causes a "no work" day, to contact the LHC staff on the day of the occurrence. Only "no work" days determined by LHC will be considered when determining assessment of penalties.

No funds will be reimbursed for projects unless the electronic Funds Requisition Form with back-up invoices, receipts and method of payment is submitted and approved. No funds will be disbursed and no work can begin until all grant agreements are signed and environmental conditions are satisfied. American Institute of Architects (AIA) documents will only be accepted as support documentation if signed by the architect and/or construction manager and contractor in lieu of receipts.

COMPLETED PROJECTS

All construction work must be completed by **Wednesday, September 30, 2015** in order to reconcile and close grant out before the **Thursday, December 31, 2015** deadline. Projects are considered complete only after 100% of contracted work is satisfactorily completed as per the final inspection report and the final requisition has been submitted and approved by the LHC.

REGULATORY AUTHORITY & REQUIREMENTS

All applications under this NOFA are governed by the state and federal regulations. If the federal or state statutes or regulations governing the program or its funding are modified by Congress, the Department of Housing and Urban Development (HUD), the state legislature, or LHC, the changes may become effective immediately and apply to the activities funded under this NOFA.

All funds must be spent in accordance with the Homeowner Rehabilitation Program – Hurricane Guidelines on eligible homeowner rehabilitation activities.

All dwelling units assisted under this NOFA shall comply with the applicable federal, state, and local codes and ordinances, the rules and regulations for affordable housing set forth at 24 CFR

92.254, Subpart H--“Other Federal Requirements” (such as Affirmative Marketing, Lead-Based Paint Poisoning Prevention Act), and the rules and regulations set forth in 24 CFR Part 92 including Model Energy Code.

This NOFA does not include the text of all applicable regulations that may be important to particular projects. For proper completion of the application, LHC strongly encourages potential applicants to consult the federal CDBG regulations, and other federal cross-cutting regulations.

MINIMUM HOMEOWNER REHAB ASSISTANCE PER UNIT

The minimum homeowner rehabilitation assistance per unit is five thousand dollars (\$5,000).

HOUSING CHOICE OPPORTUNITIES

Projects awarded CDBG-DR funds must comply with Title VI of the Civil Rights Acts of 1964, the Fair Housing Act, Section 504, Executive Order 11063 and HUD regulations issued pursuant thereto so as to promote greater choice of housing opportunities.

UNIFORM PHYSICAL PROPERTY CONDITIONS STANDARD

Housing that is rehabilitated with CDBG-DR funds must meet all applicable local codes, rehabilitation standards, ordinances and zoning ordinances at the time of project completion. If there are no such standards or code requirements, the housing must meet the Uniform Physical Property Condition Standard for the entire affordability period.

ACCESSIBILITY REQUIREMENTS

All funded projects must meet the accessibility requirements at 24 CFR Part 8, which implements Section 504 of Rehabilitation Act of 1973 (29 U.S.C. 794) and covers multifamily dwellings, as defined at 24 CFR 100.201, and must also meet the design and construction requirements at 24 CFR 100.205, which implement the Fair Housing Act (42 U.S.C. 3601-3619). These requirements must be met for the entire affordability period.

APPLICATION SUBMISSION

APPLICATIONS

This NOFA does not commit the LHC to award any contract nor to pay any costs incurred in the preparation or delivery of applications. Furthermore, the LHC reserves the right to accept or reject, in whole or in part, any and all applications submitted, and/or to cancel this NOFA. The LHC also reserves the right to ask for additional information or conduct interviews from/with any applicant and/or all applicants as may be necessary or appropriate for purposes of clarification. LHC reserves the right, at its sole discretion, to suspend or amend the provisions of this NOFA. Any such revisions will be formalized by the issuance of an amendment to this NOFA.

INELIGIBLE APPLICATIONS

Applications will be deemed ineligible if any of the following conditions exist as of Friday, November 7, 2014:

1. Any person and or entity is on the federal debarred list or an organization representing such person or entity is on the list.
2. Any person and or entity that received notice that they are currently out of compliance with LHC regarding annual audits or who are in arrears with other LHC financed projects.

ORDER OF SUBMISSION

Submit one (1) original and three (3) copies of the application including all required attachments and documentation.

The application must be submitted in the following order:

1. Application Checklist
2. Cover Page
3. Complete hard copy application with each section and attachment individually labeled and tabbed
4. Flash drive containing the saved application and any attachments.

Failure to submit the required number of copies may be considered as grounds for disqualification.

DEADLINE TO SUBMIT

Applications must be received by the LHC, in their entirety, no later than **3:30 p.m. Central Time** on **Friday, November 7, 2014**.

WHERE TO SUBMIT

Applications and accompanying documentation shall be submitted in a sealed envelope. The outside of the envelope must be addressed as follows:

**Louisiana Housing Corporation
Homeowner Rehab Department
2415 Quail Drive
Baton Rouge, Louisiana 70808
Re: Homeowner Rehab NOFA-Isaac**

Must include: Applicant/Company Name & Return Address

METHODS OF SUBMISSION

Applicants assume the risk of the delivery method chosen, including delivery via private courier or the U.S. mail. Be advised that applications arriving after the 3:30 p.m. Central Time application deadline, whether via personal delivery, U.S. mail, Federal Express, UPS, or other comparable method of delivery, will not be accepted for any reason.

IMPORTANT DATES AND DEADLINES

NOFA published and posted to LHC website	Friday, October 10, 2014	4:30 p.m. Central Time
Deadline to submit written inquiries to LHC	Monday, October 20, 2014	4:30 p.m. Central Time
Deadline for LHC to post FAQ in response to written inquires	Friday, October 24, 2014	4:30 p.m. Central Time
Application Deadline	Friday, November 7, 2014	3:30 p.m. Central Time

Award of Funds	TBD	TBD
Written Agreement signed by Applicant and returned to LHC	TBD	TBD

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

Written agreements, signed by the applicants, not received by the LHC within 10 business days of receipt will result in cancellation of the award.

QUESTIONS AND COMMUNICATION

The Corporation will only consider written inquiries from applicants regarding the NOFA. Inquiries should be submitted in writing to lwallace@lhc.la.gov by **4:30 p.m. Central Time on Monday, October 20, 2014** and shall clearly reference the section of the NOFA about which the applicant is inquiring or seeking clarification. An official response to each inquiry, along with the actual inquiry, will be posted by 4:30 p.m. Central Time on Friday, **October 24, 2014** in the form of a Questions & Answers (Q&A) Addendum at <http://www.lhc.la.gov>.

It is the sole responsibility of the applicant to inquire into and clarify any item of this NOFA that is not understood. The Corporation also reserves the right to decline to respond to any inquiry that will cause an undue burden or expense for LHC.

It is the strict policy of the LHC that prospective respondents to this NOFA refrain from initiating any contact or communication, direct or indirect, with LHC staff or members of the Louisiana Housing Corporation's Board of Directors with regard to the competitive selection of applicants. Any violation of this policy will be considered a basis for disqualification from consideration.

The LHC will produce public records in accordance with LA R.S. Title 44.

DEFINITIONS

The following definitions apply for purposes of this NOFA:

- a. **Rehabilitation** — Repair or restoration of housing units in the disaster-impacted areas to applicable construction codes and standards.
- b. **Homeowner Assistance Activity** — The utilization of CDBG-DR funding to rehabilitate or reconstruct disaster-damaged homes in order for the applicant to remain in the original home at the original home site. The home to be assisted must have been owner-occupied at the time of the storm.
- c. **Low to Moderate Income (LMI) National Objective** — Activities which benefit households whose total annual gross income does not exceed 80% of Area Median Family Income (AMFI), adjusted for family size. Income eligibility will be determined and verified in accordance with 24 CFR Part 5 requirements using procedures as stated in the Technical Guide for Determining Income and Allowances, 3rd Edition (HUD-1780-CPD). The most current income limits, published annually by HUD, shall be used by the subrecipient to verify the income eligibility of each household applying for assistance at the time assistance is provided.
 - i. *Very low:* Household's annual income is up to 30% of the area median family income, as determined by HUD, adjusted for family size
 - ii. *Low:* Household's annual income is between 31% and 50% of the area median family income, as determined by HUD, adjusted for family size
 - iii. *Moderate:* Household's annual income is between 51% and 80% of the area median family income, as determined by HUD, adjusted for family size
- d. **Duplication of Benefits** — The Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act) prohibits any person, business concern, or other entity from receiving financial assistance from CDBG Disaster Recovery funding with respect to any part of a loss resulting from a major disaster as to which he has already received financial assistance under any other program or from insurance or any other source.
- e. **Individual Mitigation Measures (IMM)** — Activities designed to mitigate and/or reduce risk beyond the pre-disaster condition of a housing unit when the activities are above and beyond federal, state and local construction or code requirements. In accordance with HUD's guidance, repair and rehabilitation of housing units, and the payment of flood insurance are not IMM activities. Examples of IMM activities include elevation above the base flood elevation level, or the addition of storm shutters, disaster proof windows, roof straps, etc. as long as those

improvements are not required to comply with local code requirements and did not exist on the housing unit prior to the disaster damage.

- f. **Subrecipient** — Cities, Counties, Indian Tribes, local governmental agencies (including COGs), private non-profits (including faith-based organizations), or a for-profit entity authorized under 24 CFR 570.201(o). The definition of subrecipient does not include procured contractors providing supplies, equipment, construction, or services, and may be further restricted by Program Rules or other guidance including applications.
- g. **Household** – A household is defined as all persons occupying the same housing unit, regardless of their relationship to each other. The occupants could consist of a single family, two (2) or more families living together, or any other group of related or unrelated persons who share living arrangements. For housing activities, the test of meeting the low to moderate income objective is based on the LMI households.
- h. **Manufactured Housing Unit (MHU)** – A structure, transportable in one or more sections which, in the traveling mode is eight body-feet or more in width, or forty body-feet or more in length, or when erected on site, is at least 320 square feet, and which is built on a permanent chassis and is designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air-conditioning and electrical systems contained therein.
- i. **Modular Housing** – A home built in sections in a factory to meet state, local or regional building codes. Once assembled, the modular unit becomes permanently fixed to the site.

APPLICATION AND REQUIREMENTS

Homeowner Rehabilitation Program NOFA Checklist

All items listed below must accompany the application. Incomplete checklists will not be scored and will be deemed unresponsive. Applications must be organized and sent in the following order:

	Cover Sheet
	Application
	Attachment 1 – Governance
	Attachment 2 – Development Narrative
	Attachment 3 – Evidence of Zoning
	Attachment 4 – HUD CPD Green Building Retrofit Checklist (For Hurricane Isaac related parishes only)
	Attachment A – Organizational Capacity and Experience
	Attachment B – Financial Strength
	Attachment C – Homeowner Selection Policies and Procedures
	Attachment D – Project Budget, Construction Cost Reasonableness and Construction Schedule
	Attachment E – Readiness to Proceed
	Attachment F – Meets State and National Objective
	Attachment G – Scope of Rehabilitation
	Attachment H – Leveraging
	Attachment I – Statement of Assurances

Authorized Signature _____

Printed Name _____ Title _____

Date _____



LOUISIANA HOUSING CORPORATION (LHC)
Homeowner Rehabilitation Program
NOTICE OF FUNDING AVAILABILITY (NOFA)

APPLICATION COVER SHEET

The Application Cover Sheet must be filled out, printed and submitted with application.

Applicant's Project Information

Applicant's (Organization) Name: _____

Project Name: _____

Project Location: _____

Applicant's Contact Information

Address (Street, City, and Zip): _____

Phone, Fax, and E-mail address: _____

Contact Person Name and Title: _____

Type of Organization (check all that apply):

- ___ Local Unit of Government ___ Private for Profit
___ Non-profit Housing Organization ___ Other _____

Federal Tax ID #: _____ DUNS #: _____

Funding Request from LHC: \$ _____ Total Project Budget: \$ _____

Proposed Units: _____

The enclosed application(s) and information provided on this Application Cover Sheet is true and correct to the best of my knowledge.

Authorized Signature _____

Printed Name _____ Title _____

Date _____

APPLICATION

1. Eligible Applicant Information

Name:

Mailing Address:

City, State, & Zip Code:

Parish:

Chief Official of Applicant:

Local Contact Name:

Telephone Number:

Fax Number:

E-Mail Address:

2. Development Team (If Applicable)

Organization Name and Role:

Mailing Address:

City, State, & Zip Code:

Chief Official of Org:

Local Contact Name:

Telephone Number:

Fax Number:

E-Mail Address

3. Development Team (If Applicable)

Organization Name and Role:

Mailing Address:

City, State, & Zip Code:

Chief Official of Org:

Local Contact Name:

Telephone Number:

Fax Number:

E-Mail Address

4. Development Team (If Applicable)

Organization Name and Role:

Mailing Address:

City, State, & Zip Code:

Chief Official of Org:

Local Contact Name:

Telephone Number:

Fax Number:

E-Mail Address

5. Development Team (If Applicable)

Organization Name and Role:

Mailing Address:

City, State, & Zip Code:

Chief Official of Org:

Local Contact Name:

Telephone Number:

Fax Number:

E-Mail Address

***If additional space is needed please provide as an attachment labeled "Application Development Team Continued"**

3. Project Information

Location to include city and parish where proposed owner-rehabilitation activity will occur.

Total Number of Units Planned:

Number of Units for: Elderly: Families: Disabled:

4. Certification

The undersigned official of the applicant certifies that the information contained herein and the attached documents are true, correct, and complete to the best of my knowledge and belief. The applicant further understands that this project application is a preliminary request and does not guarantee funding.

Date: _____ Chief Official Name: _____

Title: _____ Signature: _____

REQUIRED ATTACHMENTS

A. ORGANIZATIONAL CAPACITY AND EXPERIENCE: 25 POINTS

The organization must have a level of related experience necessary to undertake the program as proposed. Preference will be given to applicant organizations that have successfully operated an owner-occupied rehabilitation program. Current staff should also have adequate experience either with the organization or in a similar capacity with a comparable organization. Applicants must submit résumés of all Development Team Members; indicate the amount of time each team member will devote to the program. **Label as Attachment A – Organizational Capacity and Experience**

1. List of prior homeowner rehabilitation projects undertaken by the Applicant and/or Development Team Members which should include physical address of properties rehabilitated. (15 points)
2. List of Development Team Members and indicate the amount of time each will spend on the Homeowner Rehabilitation Project. (5 points)
3. Résumés of all Development Team Members. (5 points)

B. FINANCIAL STRENGTH: 20 POINTS

Applicants must have the ability to manage and fund multiple construction projects (10 points) and disburse payroll for a minimum of 60 days during the reimbursement cycle. (8 points)

Provide one (1) of the following. **Label as Attachment B – Financial Strength** (2points)

1. Certified financial statements by an independent C.P.A. from the past 2 years.
2. Evidence of an available line of credit or equivalent to cover start-up cost of materials, permits, fees and payroll.
3. Statement from the CPA that indicates, based on past experience with grant programs and past audits, the applicant has in place the best practices and financial capacity necessary in order to effectively administer CDBG Program funding.
4. Accounting financial statements indicating adequate cash or cash equivalents to utilize as cash reserves.
5. A letter from the applicant's bank(s) or financial institution(s) indicating that current account balances are sufficient.

C. HOMEOWNER SELECTION POLICIES AND PROCEDURES: 15 POINTS

Provide copies of organization's established policies and procedures that will be used to identify and select eligible property owners. Include the affirmative marketing plan that outlines how hard-to-reach households will be notified of program availability and requirements. **Label as Attachment C – Homeowner Selection Policies and Procedures.**

1. Provide copies of established Homeowner Rehabilitation Program Policies & Procedures. (5 points)
2. Provide copies of affirmative marketing plan that outlines how hard-to-reach households will be notified of program availability and requirements. (5 points)
3. Describe how proof of ownership will be determined. (5 points)

D. PROJECT BUDGET, CONSTRUCTION COST REASONABLENESS AND CONSTRUCTION SCHEDULE: 20 POINTS

Include all costs associated with completing the number of units outlined in application. The budget should include all costs associated with construction and materials as well as project delivery to complete each unit. All costs must be necessary and reasonable. LHC will conduct a

construction cost reasonableness analysis. Applicant must provide a construction schedule of proposed units which demonstrates completion by September 30, 2015. **Label as Attachment D – Project Budget, Construction Cost Reasonableness and Construction Schedule.**

1. Project budget should include all costs associated with construction and materials as well as project delivery to complete all units outlined by costs per unit in the application. (10 points)
2. Provide a construction schedule. (10 points)

E. READINESS TO PROCEED: 5 POINTS

Applicants with an existing waiting list of potential homeowners must submit a copy of their list. **Label as Attachment E – Readiness to Proceed.** (5 points)

1. Provide a copy of applicant(s) existing waiting list of potential eligible homeowners.
2. If applicable, describe how homeowners on the existing waiting list will submit new application materials, update income information; and in general, be re-qualified for the HRP.
3. If applicable describe if priority will be given to homeowners on existing waiting list and if so, in what order or will they be processed based on the order in which they currently exist on the waiting list.
4. If applicable describe how homeowners with incomplete applications will be dropped from the waiting list.

F. MEETS STATE AND NATIONAL OBJECTIVE: 10 POINTS

Applicants must demonstrate conformance with the LHC strategic plan and the national objectives under 24 CFR §570.208. **Label as Attachment F – Meets State and National Objective.**

1. Does the project meet programmatic and contractual compliance with LHC's strategic plan? (5 points) http://www.lhc.la.gov/downloads/reports/LHCStrategicPlan_ADOPTED_091113.pdf
2. Does it meet the criteria for national objectives under 24 CFR § 570.208? (5 points) http://www.portal.hud.gov/hudportal/documents/huddoc?id=DOC_17134.pdf

G. SCOPE OF REHABILITATION: 10 POINTS

Applicant must clearly demonstrate that repairs are needed to bring homes into a healthy and safe condition or are needed to address code deficiencies. **Label as Attachment G – Scope of Rehabilitation.**

1. Describe how the applicant will demonstrate that repairs are necessary to address physical deficiencies as well as bring each unit up to all local and state code requirements. (3 points)
2. Describe how the applicant will ensure that repairs will bring the home into a healthy, safe and decent condition. (3points)
3. Describe how the entity will conduct Lead, Asbestos, Wood-Destroying Insects Assessments and Inspections. (2 points)
4. Describe how the entity will conduct Housing Inspections to determine the Scope of Work. (2 points)

H. LEVERAGING: 10 POINTS

Applicants that can leverage LHC funding with volunteer labor (skilled and unskilled), donated construction materials, cash contributions, other funding received or applied for and designated for use in owner-occupied housing rehabilitation, and in-kind contributions. Sources of leverage may be from federal resources. **Label as Attachment H – Leveraging** (10 points will be awarded for firm, verifiable commitments).

1. Explain how leveraging will be utilized in housing rehabilitation.
2. List all sources and amounts of other funding that the applicant will bring to the project.
3. If applicable, describe if the applicant will utilize volunteer labor, skilled or unskilled.
4. If applicable, indicate if the applicant will request donated construction materials for the project.
5. Provide an official letter of commitment from a lending institution or a statement of certification from entities who commit to provide donations or in-kind services.

ADDITIONAL REQUIRED ATTACHMENTS

The information below is also required of all funding requests.

1. GOVERNANCE:

Include all that are applicable. **Label as Attachment 1 – Governance.**

- A. Signed authorization from owner and/or governing board acknowledging approval and support of the HRP application.

- B. Copy of Bylaws
- C. Copy of 501C3
- D. Board of Directors Listing
- E. Certificate of Good Standing with Louisiana Secretary of State

2. DEVELOPMENT NARRATIVE:

Description of the project and location(s) (include maps of service area). **Label as Attachment 2 – Development Narrative.**

- A. Include a one (1) page narrative of proposed project.
- B. Include maps of service area (s).

3. EVIDENCE OF CURRENT ZONING STATUS:

As provided by local zoning or planning department. **Label as Attachment 3 – Evidence of Zoning.**

- A. Attach current Land Use Map from Parish Planning Commission or Zoning Official.

4. HUD CPD GREEN BUILDING RETROFIT CHECKLIST (FOR HURRICANE ISAAC DAMAGE RELATED PARISHES ONLY):

As provided by local zoning or planning department. **Label as Attachment 4 – Evidence of Green Building Standards.**

Attach completed CPD Green Building Retrofit checklist.

Attachment 4 – Evidence of Green Building Standards

HUD CPD Green Building Retrofit Checklist

The CPD Green Retrofit Checklist promotes energy efficiency and green building practices for residential retrofit projects. Grantees must follow the checklist in its entirety and apply all measures within the Checklist to the extent applicable to the particular building type being retrofitted. The phrase “when replacing” in the Checklist refers to the mandatory replacement with specified green improvements, products, and fixtures only when replacing those systems during the normal course of the retrofit.

WATER AND ENERGY CONSERVATION MEASURES

- Water-Conserving Fixtures**
Install or retrofit water conserving fixtures in any unit and common facility, using the following specifications: Toilets-- 1.28 gpf; Urinals-- 0.5 gpf; Showerheads-- 2.0 gpm; Kitchen faucets-- 2.0 gpm; and Bathroom faucets-- 1.5gpm. [gpf = gallons per flush; gpm = gallons per minute]
- ENERGY STAR Appliances**
Install ENERGY STAR-labeled clothes washers, dishwashers, and refrigerators, if these appliance categories are provided in units or common areas.
- Air Sealing: Building Envelope**
Seal all accessible gaps and penetrations in the building envelope. If applicable, use low VOC caulk or foam.
- Insulation: Attic** (if applicable to building type)
For attics with closed floor cavities directly above the conditioned space, blow in insulation per manufacturer's specifications to a minimum density of 3.5 Lbs. per cubic foot (CF). For attics with open floor cavities directly above the conditioned space, install insulation to meet or exceed IECC levels.
- Insulation: Flooring** (if applicable to building type)
Install \geq R-19 insulation in contact with the subfloor in buildings with floor systems over vented crawl spaces. Install a 6-mil vapor barrier in contact with 100% of the floor of the crawl space (the ground), overlapping seams and piers at least 6 inches.
- Duct Sealing** (if applicable to building type)
In buildings with ducted forced-air heating and cooling systems, seal all penetrations of the air distribution system to reduce leakage in order to meet or exceed ENERGY STAR for Homes' duct leakage standard.
- Air Barrier System**
Ensure continuous unbroken air barrier surrounding all conditioned space and dwelling units. Align insulation completely and continuously with the air barrier.

- Radiant Barriers: Roofing**
 When replacing or making a substantial repair to the roof, use radiant barrier sheathing or other radiant barrier material; if economically feasible, also use cool roofing materials.
- Windows**
 When replacing windows, install geographically appropriate ENERGY STAR rated windows.
- Sizing of Heating and Cooling Equipment**
 When replacing, size heating and cooling equipment in accordance with the Air Conditioning Contractors of America (ACCA) Manuals, Parts J and S, or 2012 ASHRAE Handbook--HVAC Systems and Equipment or most recent edition.
- Domestic Hot Water Systems**
 When replacing domestic water heating system(s), ensure the system(s) meet or exceed the efficiency requirements of ENERGY STAR for Homes' Reference Design. Insulate pipes by at least R-4.
- Efficient Lighting: Interior Units**
 Follow the guidance appropriate for the project type: install the ENERGY STAR Advanced Lighting Package (ALP); **OR** follow the ENERGY STAR MFHR program guidelines, which require that 80% of installed lighting fixtures within units must be ENERGY STAR-qualified or have ENERGY STAR-qualified lamps installed; **OR** when replacing, new fixtures and ceiling fans must meet or exceed ENERGY STAR efficiency levels.
- Efficient Lighting: Common Areas and Emergency Lighting** (if applicable to building type)
 Follow the guidance appropriate for the project type: use ENERGY STAR-labeled fixtures or any equivalent high-performance lighting fixtures and bulbs in all common areas; **OR** when replacing, new common space and emergency lighting fixtures must meet or exceed ENERGY STAR efficiency levels. For emergency lighting, if installing new or replacing, all exit signs shall meet or exceed LED efficiency levels and conform to local building codes.
- Efficient Lighting: Exterior**
 Follow the guidance appropriate for the project type: install ENERGY STAR-qualified fixtures or LEDs with a minimum efficacy of 45 lumens/watt; **OR** follow the ENERGY STAR MFHR program guidelines, which require that 80% of outdoor lighting fixtures must be ENERGY STAR-qualified or have ENERGY STAR-qualified lamps installed; **OR** when replacing, install ENERGY STAR compact fluorescents or LEDs with a minimum efficacy of 45 lumens/watt.

INDOOR AIR QUALITY

- Air Ventilation: Single Family and Multifamily** (three stories or fewer)
 Install an in-unit ventilation system capable of providing adequate fresh air per ASHRAE 62.2 requirements.
- Air Ventilation: Multifamily** (four stories or more)
 Install apartment ventilation systems that satisfy ASHRAE 62.2 for all dwelling units and common area ventilation systems that satisfy ASHRAE 62.1 requirements. If economically feasible, consider heat/energy recovery for 100% of corridor air supply.
- Composite Wood Products that Emit Low/No Formaldehyde**

Composite wood products must be certified compliant with California 93120. If using a composite wood product that does not comply with California 93120, all exposed edges and sides must be sealed with low-VOC sealants.

Environmentally Preferable Flooring

When replacing flooring, use environmentally preferable flooring, including the FloorScore certification. Any carpet products used must meet the Carpet and Rug Institute's Green Label or Green Label Plus certification for carpet, pad, and carpet adhesives.

Low/No VOC Paints and Primers

All interior paints and primers must be less than or equal to the following VOC levels: Flats--50 g/L; Non-flats--50 g/L; Floor--100 g/L. [g/L = grams per liter; levels are based on a combination of the Master Painters Institute (MPI) and GreenSeal standards.]

Low/No VOC Adhesives and Sealants

All adhesives must comply with Rule 1168 of the South Coast Air Quality Management District. All caulks and sealants must comply with regulation 8, rule 51, of the Bay Area Air Quality Management District.

Clothes Dryer Exhaust

Vent clothes dryers directly to the outdoors using rigid-type duct work.

Mold Inspection and Remediation

Inspect the interior and exterior of the building for evidence of moisture problems. Document the extent and location of the problems, and implement the proposed repairs according to the Moisture section of the EPA Healthy Indoor Environment Protocols for Home Energy Upgrades.

Combustion Equipment

When installing new space and water-heating equipment, specify power-vented or direct vent combustion equipment.

Mold Prevention: Water Heaters

Provide adequate drainage for water heaters that includes drains or catch pans with drains piped to the exterior of the dwelling.

Mold Prevention: Surfaces

When replacing or repairing bathrooms, kitchens, and laundry rooms, use materials that have durable, cleanable surfaces.

Mold Prevention: Tub and Shower Enclosures

When replacing or repairing tub and/or shower enclosures, use non-paper-faced backing materials such as cement board, fiber cement board or equivalent in bathrooms.

Integrated Pest Management

Seal all wall, floor, and joint penetrations with low-VOC caulking or other appropriate sealing methods to prevent pest entry. [If applicable, provide training to multifamily buildings staff.]

Lead-Safe Work Practices

For properties built before 1978, if the project will involve disturbing painted surfaces or cleaning up lead contaminated dust or soil, use certified renovation or lead abatement contractors and workers using lead-safe work practices and clearance examinations consistent with the more stringent of EPA's Renovation, Repair, and Painting Rule and HUD's Lead Safe Housing Rule.

Radon Testing and Mitigation (if applicable based on building location)

For buildings in EPA Radon Zone 1 or 2, test for radon using the current edition of American Association of Radon Scientists and Technologists (AARST)'s Protocols for Radon Measurement in Homes Standard for Single-Family Housing or Duplexes, or AARST's Protocol for Conducting Radon and Radon Decay Product Measurements in Multifamily Buildings. To install radon mitigation systems in buildings with radon level of 4 pCi/L or more, use ASTM E 2121 for single-family housing or duplexes, or AARST's Radon Mitigation Standards for Multifamily Buildings. For new construction, use AARST's Reducing Radon in New Construction of 1 & 2 Family Dwellings and Townhouses, or ASTM E 1465.

5. STATEMENT OF ASSURANCES

Attach a signed copy of the Statement of Assurances.

**ATTACHMENT 5
STATEMENT OF ASSURANCES**

This Applicant/Grantee/Subrecipient hereby assures and certifies that:

1. It possesses legal authority to apply for a Community Development Block Grant ("CDBG") Funds and to execute the proposed CDBG program.
2. Its governing body has duly adopted, or passed as an official act, a resolution, motion, or similar action authorizing the filing of the CDBG application and directing and authorizing the person identified as the official representative of the Applicant/Grantee/Subrecipient to act in connection with the application, sign all understandings and assurances contained therein, and to provide such additional information as may be required.
3. It has facilitated citizen participation by providing adequate notices containing the information specified in the program instructions and by providing citizens an opportunity to review and submit comments on the proposed application.
4. Its chief executive officer, or other officer or representative of Applicant/Grantee/Subrecipient approved by the State:
 - a. Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 (**42 U.S.C.A. §4331, et seq.**) insofar as the provisions of such Act applies to the proposed CDBG;
 - b. Is authorized and consents, on behalf of the Applicant/Grantee/Subrecipient and himself, to submit to the jurisdiction of the federal courts for the purpose of enforcement of Applicant/Grantee/Subrecipient's responsibilities and his or her responsibilities as an official.
5. It will develop the CDBG program and use CDBG funds so as to give maximum feasible priority to activities that will benefit low and moderate income families, aid in the prevention or elimination of slums or blight, or meet other community development needs having a particular urgency.
6. It will comply with the following applicable federal grant management regulations, policies, guidelines, and/or requirements as they relate to the application, acceptance, and use of federal funds: OMB Circular A-87 (Cost Principles for State, Local and Indian Tribal Governments) as amended and made part of State regulations; A-102 (Grants and

Cooperative Agreements with State and Local Governments), as amended and made part of State regulations; OMB Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations), revised; OMB Circular A-21 (Cost Principles for Educational Institutions); A122 (Cost Principles for Non-Profit Organizations); 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments) and 24 CFR Part 84 (Uniform Administrative Requirements For Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations).

7. It will administer and enforce the labor standards requirements set forth in 24 CFR 570.603 and any other regulations issued to implement such requirements.
8. It will comply with the provisions of Executive Order 11988, as amended by Executive Order 12148, relating to evaluation of flood hazards, and Executive Order 12088, as amended by Executive Order 12580, relating to the prevention, control and abatement of water pollution.
9. It will require every building or facility (other than a privately-owned residential structure) designed, constructed, or altered with funds provided to Applicant/Grantee/Subrecipient to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A-117.1-R 1971 and any other accessibility requirements, as required by Title III of the Americans with Disabilities Act of 1990 (42 U.S.C.A. § 12101 et seq.). The Applicant/Grantee/Subrecipient will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.
10. It will comply with:
 - a. Title VI of the Civil Rights Acts of 1964, 42 U.S.C. §2000d et seq., as amended, and the regulations issued pursuant thereto (24 CFR Part 1), which provide that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant/GRANTEE/Subrecipient receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Applicant/GRANTEE/Subrecipient, this assurance shall obligate the Applicant/Grantee/Subrecipient, or in the case of any transfer of such property, any transferee, for the period during which the property or structure is used for another purpose involving the provision of similar services or benefits.
 - b. Section 104 (b) (2) of Title VIII of the Civil Rights Act of 1968 (**42 U.S.C.A. §3601, et seq.**), as amended, which requires administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing. Title VIII further prohibits discrimination against any person in the sale or rental of housing, or the provision of brokerage services,

including in any way making unavailable or denying a dwelling to any person, because of race, color, religion, sex, national origin, handicap or familial status.

- c. Section 109 of Title I of the Housing and Community Development Act of 1974 (42 U.S.C. §5309), and the regulations issued pursuant thereto (24 CFR Part §570.602), which provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds provided under that Part. Section 109 further prohibits discrimination to an otherwise qualified individual with a handicap, as provided under Section 504 of the Rehabilitation Act of 1973, as amended, and prohibits discrimination based on age as provided under the Age Discrimination Act of 1975. The policies and procedures necessary to ensure enforcement of section 109 are codified in 24 CFR part 6.
 - d. Executive Order 11063, as amended by Executive Order 12259, and the regulations issued pursuant thereto, which pertains to equal opportunity in housing and non-discrimination in the sale or rental of housing built with federal assistance.
 - e. Executive Order 11246, as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto, which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally-assisted construction contracts. Further, contractors and subcontractors on federal and federally-assisted construction contracts shall take affirmative action to ensure fair treatment in employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training and apprenticeship.
 - f. Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual shall, solely, by reason of his or her handicap be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance.
11. It will comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. §1701u, Section 3) (24 CFR Part 135), as amended, requiring that to the greatest extent feasible, opportunities for training and employment be given to lower-income residents of the project area and contracts for work in connection with the project be awarded to eligible Section 3 business concerns.
12. It will minimize displacement of persons as a result of activities assisted with CDBG funds. In addition, it will:

- a. Comply with Title II (Uniform Relocation Assistance) and Sections 301-304 of Title III (Uniform Real Property Acquisition Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. Chapter 61), and HUD implementing instructions at 24 CFR Part 42 and 24 CFR §570.606; and
 - b. Inform affected persons of their rights and of the acquisition policies and procedures set forth in the regulations at 24 CFR Part 42; and
 - c. Provide relocation payments and offer relocation assistance as described in Section 205 of the Uniform Relocation Assistance Act to all persons displaced as a result of acquisition of real property for an activity assisted under the CDBG program. Such payments and assistance shall be provided in a fair, consistent and equitable manner that ensures that the relocation process does not result in different or separate treatment of such persons on account of race, color, religion, national origin, sex or source of income; and
 - d. Assure that, within a reasonable period of time prior to displacement, comparable decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and that the range of choices available to such persons will not vary on account of their race, color, religion, national origin, sex, or source of income; and
 - e. Assure that if displacement is precipitated by CDBG funded activities that require the acquisition (either in whole or in part) of real property, all appropriate benefits required by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4601 et seq., Pub. L. 91-646) and amendments thereto shall be provided to the displaced person(s). Persons displaced by rehabilitation of "Non-Uniform Act" acquisition financed (in whole or in part) with CDBG funds shall be provided relocation assistance in accordance with one of the following: (1) the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as required under 24 CFR Section 570.606 (a) and HUD implementing regulations at 24 CFR Part 42; (2) the requirements in 24 CFR Section 570.606 (b) governing the Residential Anti-displacement and Relocation Assistance Plan under Section 104 (d) of the Housing and Community Development Act of 1974; (3) the relocation requirements of Section 104 (k) of the Act; (4) the relocation requirements of 24 CFR Section 570.606 (d) governing optional relocation assistance under Section 105 (a) (11) of the Act; and (5) the provisions of 24 CFR Part 511.10 (h) (2) (iii) rental Rehabilitation Program.
13. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties, in accordance with CDBG regulations.

14. It will comply with the provisions of the Hatch Act that limit the political activity of employees and the HUD regulations governing political activity at 24 CFR §570.207.
15. It will give the State and HUD, and any of their representatives or agents, access to and the right to examine all records, books, papers, or documents related to the grant.
16. It will ensure that the facilities under Applicant/Grantee/Subrecipient's ownership, lease or supervision utilized in the accomplishment of the CDBG program are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify HUD of the receipt of any communication from the EPA Office of Federal Activities indicating that a facility to be used in the CDBG program is being considered for listing by the EPA as a violating facility.
17. With regard to environmental impact, it will comply with the National Environmental Policy Act of 1969 (42 U.S.C. §4321-4347), and Section 104(f) of the Housing and Community Development Act of 1974 (42 U.S.C. §5304(d)).
18. It will comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470 et seq.), as amended, Executive Order 11593, and the Preservation of Archaeological and Historical Data Act of 1966 (16 U.S.C. §469a-1 et. seq.), as amended, by:
 - a. Consulting with the State Historic Preservation Office to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800) by the proposed activity; and
 - b. Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.
19. It will comply with the provisions in 24 CFR §570.200(c) regarding special assessments to recover capital costs.
20. It will adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in non-violent Civil Rights demonstrations and will enforce applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction.
21. It certifies that no federally appropriated funds will be used for any lobbying purposes regardless of the level of government.
22. It will abide by and enforce the conflict of interest requirement set forth in 24 CFR §570.611, 24 CFR §85.36 and 24 CFR §84.42.

23. It will comply with HUD rules prohibiting the use of CDBG funds for inherently religious activities, as set forth in 24 CFR §570.200(j).
24. Activities involving new building construction, alterations, or rehabilitation will comply with the Louisiana State Building Code.
25. In relation to labor standards, it will comply with:
 - a. Section 110 of the Housing and Community Development Act of 1974, as amended and as set forth in 24 CFR §570.603.
 - b. Davis-Bacon Act, as amended (40 U.S.C. §3141 et seq.).
 - c. Contract Work Hours and Safety Standards Act (40 U.S.C. §327 et seq.).
 - d. Federal Fair Labor Standards Act (29 U.S.C. §201 et seq.)
26. It will comply with the flood insurance purchase requirement of Section 102(a) of the Flood Disaster Protection Act of 1973, 42 U.S.C. §4001 et seq., which requires the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of HUD as an area having special flood hazards. The phrase “federal financial assistance” includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal funding.
27. It will comply with Sections 1012 and 1013 of Title X of the Housing and Community Development Act of 1992 (Public Law 102–550, as amended). The regulation appears within Title 24 of the Code of Federal Regulations as part 35 (codified in 24 CFR 35). The purpose of this regulation is to protect young children from lead-based paint hazards in housing that is financially assisted by the Federal government or sold by the government. This regulation applies only to structures built prior to 1978.
28. It will comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. §6901, et seq.).
29. It will comply with the Clean Air Act (42 U.S.C. §7401, et seq.), which prohibits engaging in, supporting in any way, or providing financial assistance for, licensing or permitting, or approving any activity which does not conform to the State implementation plan for national primary and secondary ambient air quality standards.
30. In relation to water quality, it will comply with:

- a. The Safe Drinking Water Act of 1974 (42 U.S.C. §§ 201, 300(f) et seq. and U.S.C. §349), as amended, particularly Section 1424(e) (42 U.S.C. §§ 300h-303(e)), which is intended to protect underground sources of water. No commitment for federal financial assistance can be entered into for any project which the U.S. Environmental Protection Agency determines may contaminate an aquifer which is the sole or principal draining water source for an area; and
 - b. The Federal Water Pollution Control Act of 1972, as amended, including the Clear Water Act of 1977, Public Law 92-212 (33 U.S.C. §1251, et seq.) which provides for the restoration and maintenance of the chemical, physical and biological integrity of the nation's water.
31. It will comply with HUD Environmental Standards (24 CFR, Part 51 and 44 F.R. 40860-40866).
32. With regard to wildlife, it will comply with:
- A. The Endangered Species Act of 1973, as amended (16 U.S.C. §1531 et seq.). Federally authorized and funded projects must not jeopardize the continued existence of endangered and threatened species or result in the destruction of or modification of habitat of such species which is determined by the U.S. Department of the Interior, after consultation with the state, to be critical; and
 - B. The Fish and Wildlife Coordination Act of 1958, as amended, (16 U.S.C. §661 et seq.) which requires that wildlife conservation receives equal consideration and is coordinated with other features of water resource development programs.

Signing these assurances means that Applicant/Grantee/Subrecipient agrees to implement its program in accordance with these provisions. Failure to comply can result in serious audit and/or monitoring findings that require repayment of funds to the State or expending Applicant/Grantee/Sub recipient funds to correct deficiencies.

Name of Organization

Name of Duly Authorized Representative

LOUISIANA HOUSING CORPORATION

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

RESOLUTION

A resolution authorizing the Louisiana Housing Corporation (“Corporation”) to release a Request for Proposals (“RFP”) to select an IREC accredited training program for Quality Control Inspector Certifications for the statewide Weatherization Assistance Program (“WAP”); 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 Energy (“DOE”) Weatherization Assistance Program (“WAP”) for the State of Louisiana; and

WHEREAS, Weatherization Program Notice 14-4 requires the LHC to implement a training and certification plan to ensure there is a sufficient number of certified individuals available to perform quality assurance inspections for every weatherized unit reported to DOE as a “completed unit” beginning on July 1, 2015.

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 Request for Proposals for the Weatherization Assistance Program, Interstate Renewable Energy Council (IREC) Accredited Training Program for Quality Control Inspector (QCI) Certification (attached as “Exhibit A”) is hereby approved for release by the LHC.

SECTION 2. The Corporation’s staff and counsel are authorized and directed to prepare the forms, notices, documents, and agreements as may be necessary to seek and implement an IREC accredited training program for Quality Control Inspector certifications for

the statewide Weatherization Assistance Program, the terms of which are to be consistent with the provisions of this resolution.

SECTION 3. 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 to implement the IREC accredited training program, 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 8th day of October 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 authorizing the Louisiana Housing Corporation (“Corporation”) to release a Request for Proposals (“RFP”) to select an IREC accredited training program for Quality Control Inspector Certifications for the statewide Weatherization Assistance Program (“WAP”) and providing for other matters in connection therewith.”

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Corporation on this, the 8th day of October 2014.

Secretary

(SEAL)



REQUEST FOR PROPOSALS

**For the
WEATHERIZATION ASSISTANCE PROGRAM**

**Interstate Renewable Energy Council (IREC)
Accredited Training Program for
Quality Control Inspector (QCI) Certification**

DATE ISSUED: FRIDAY, OCTOBER 10, 2014

**DEADLINE TO SUBMIT PROPOSALS: MONDAY, OCTOBER 27, 2014
4:00 P.M. CT**

I. GENERAL AND ADMINISTRATIVE INFORMATION

A. Purpose and Background

The Louisiana Housing Corporation, (LHC) hereby issues this Request for Proposals (RFP) to solicit proposals from qualified entities to provide Interstate Renewable Energy Council (IREC) accredited training for the Home Energy Professional (HEP) Quality Control Inspector (QCI) Certification.

The Weatherization Assistance Program (WAP) was established under Title IV of the Energy Conservation and Production Act and amended by the National Energy Conservation Policy Act, the Energy Security Act, the Human Services Reauthorization Act of 1984, and the State Energy Efficiency Programs Improvement Act of 1990. The Program is funded at the federal level by the U.S. Department of Energy (DOE). The LHC serves as the Grantee for the Louisiana WAP, which sub-contracts with a network of local community action agencies and governmental entities to provide services in Louisiana's 64 parishes, based on availability of funding.

The mission of the (WAP) is to increase the energy efficiency of dwellings owned or occupied by low-income persons, reduce their total residential expenditures, and improve their health and safety.

According to federal regulations every DOE WAP unit reported as a "completed unit" after Tuesday, June 30 2015, must be inspected by a Certified Quality Control Inspector (QCI) who will ensure that all work meets the minimum specifications outlined in the Standard Work Specifications (SWS).

B. RFP Coordinator

This RFP is available in electronic form at <http://www.lhc.la.gov>. The RFP is also available in printed form by submitting a written request to the RFP Coordinator.

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

ATTN: Loretta Wallace, Deputy Administrator
Louisiana Housing Corporation
11637 Industriplex Blvd.
Baton Rouge, Louisiana 70809
(225) 754-1483
Email: llwallace@lhc.la.gov

C. Procurement Process

The RFP process commences with the issuance of the RFP. The steps involved in the process and the anticipated completion dates are set forth in the schedule set forth below. The LHC has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive environment to assure that each Proposer is provided an equal opportunity to submit a proposal in response to this RFP. Proposals will be evaluated in accordance with the criteria set forth in Section IV of this RFP, which will be applied in the same manner to each proposal received.

Proposals will be reviewed and evaluated by a committee (“Review Committee”) composed of representatives of the Louisiana Housing Corporation and others, as may be deemed appropriate by the Corporation. The Proposals will be reviewed to determine if the Proposer has met the minimum criteria described in this RFP. Based upon the totality of the information contained in the proposal, including information about the reputation and experience of each Proposer, the Review Committee will determine which Proposers are qualified (professionally, administratively, and financially).

D. Important Dates and Deadlines

RFP published and posted to LHC website	Friday, October 10, 2014
Deadline for submitting written inquiries	Friday, October 17, 2014 – 4:00 p.m. CT
Deadline for LHC to respond to written inquiries from Proposers	Wednesday, October 22, 2014 – 4:00 p.m. CT
Deadline for submitting proposals	Monday, October 27, 2014 – 4:00 p.m. CT
Formal announcement of selected Proposer	TBD
Contract Execution	TBD

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

E. Proposer Inquiries

The Corporation will consider written inquiries from Proposers regarding RFP requirements or Scope of Services. Inquiries will only be considered if they are submitted in writing to the RFP Coordinator by the deadline for submission of written inquiries set forth in Section I(D), above. Inquiries shall clearly reference the section of the Proposal for which the

Proposer is inquiring or seeking clarification. Any and all questions directed to the RFP Coordinator will be deemed to require an official response.

The Corporation reserves the right to modify the RFP should a change be identified that is in the best interest of the Corporation. It is the sole responsibility of the Proposer to inquire into and clarify any item of the RFP that is not understood.

F. Contact Prohibitions

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

G. Changes to the RFP

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

H. Definitions

1. **BPI** – Building Performance Institute
2. **Contractor** – Any firm or individual who is awarded or has a contract with another firm, individual or governmental body.
3. **Corporation** – Louisiana Housing Corporation
4. **Discussions** -- For the purposes of this RFP, a formal structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.
5. **DOE** – The U.S. Department of Energy
6. **HEP** – Home Energy Professionals
7. **IREC** – Interstate Renewable Energy Council
8. **JTA** – Job Task Analyses
9. **LHC** – Louisiana Housing Corporation
10. **NREL** – National Renewable Energy Laboratory

11. **Proposal** – A response to a Request for Proposals
12. **Proposer** – A firm or individual who responds to a Request for Proposals.
13. **QCI** – Quality Control Inspector
14. **RFP** – Request for Proposals
15. **Shall, Must, Will** – Mandatory language denoting required action per Louisiana Revised Statute 39:1556(24); a requirement that must be met without alteration.
16. **Should, Can, May** – Non-mandatory language denoting desirable, advisable or permissible action.
17. **State** – The State of Louisiana.
18. **Subcontractor** – A firm or individual entering into a contract with the Contractor.
19. **SWS** – Standard Work Specifications
20. **WAP** – Weatherization Assistance Program

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II. Submission Requirements

A. Submission Deadline and Method of Delivery

Proposals must be delivered in hard copy (printed) to the RFP Coordinator designated in Section I(B), **by no later than 4:00 p.m. CT on Monday, October 27, 2014.** Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the date/time specified above. **Fax or e-mail submissions are not acceptable and will not be considered.**

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

Louisiana Housing Corporation
11637 Industriplex Blvd.
Baton Rouge, LA 70809

Re: RFP – IREC Training for QCI Certification

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

Proposal Name: RFP – IREC Training for QCI Certification
Proposal Submission Deadline: Monday, October 27, 2014 - 4:00 PM CT

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

B. Number of Copies

Each Proposer shall submit one (1) signed original Proposal which should be clearly marked or differentiated from copies. The original will be retained for incorporation by reference into any contract that may result from this RFP. Three (3) additional copies of the Proposal should be provided for the evaluation team, as well as one (1) redacted copy, if applicable (see *Section II(I) - Proprietary Information* for details). Failure to provide the specified number of copies will be considered as a basis for disqualification.

C. Required Signatures

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

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

D. Corporate Requirements

Proposers must be registered entities under the laws of the State of Louisiana and certified to conduct business in the State of Louisiana, pursuant to La. R.S. 12:301-302, by the Louisiana Secretary of State, prior to entering into a contract with LHC.

E. Validity

All proposals shall be considered valid for acceptance until such time as an award is made unless the Proposer provides for a different time period within its proposal. However, the Corporation reserves the right to reject a proposal if the Proposer's acceptance period is unacceptable to the Corporation and the Proposer is unwilling to extend the validity of its proposal.

F. Content

Evaluation of proposals shall be based only on the material contained in this RFP, which may include official responses to questions, addenda, and other material provided by the Corporation pursuant to the RFP.

Mandatory RFP requirements shall become contractual obligations should a contract be awarded to the Proposer. Failure to include these requirements in a proposal shall result in rejection of the proposal.

G. Clarity

Each Proposer is responsible for the accuracy and completeness of its proposal. Proposals must demonstrate a clear understanding of the requirements of this RFP and present a clear description of proposed services and fee arrangements. While Proposals prepared simply and economically are preferred, as much detail as possible should be provided while also providing straightforward, concise descriptions of Proposer's abilities to meet the requirements of the RFP.

H. Proposal Material Ownership

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

I. 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 Corporation will notify the Proposer of the request. If the Proposer does not want the information disclosed, it must agree to indemnify and hold the Corporation harmless against all actions or court proceedings that may ensue (including attorney's fees) which seek to order the Corporation to disclose the information. If the Proposer refuses to indemnify and hold the Corporation harmless, the Corporation may disclose the information.

The Corporation 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 Corporation 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.

J. Changes to Proposals

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

K. 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 RFP Coordinator.

L. Errors and Omissions in Proposals

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

M. Rejection of Proposals

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

N. 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 LHC, 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.

O. 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>.

P. Written or Oral Presentations/Discussions

Written and/or oral discussions may be conducted by the Corporation with Proposers submitting proposals determined to be reasonable choices for selection and contract award; however, the Corporation reserves the right to enter into a contract without further discussion of proposals submitted, based on initial offers. Any commitments or representations made during such discussions, if conducted, may be formally recorded in the final contract. Written and/or oral discussions/presentations for clarification may be conducted in order to enhance the Corporation's understanding of any or all of the proposals submitted. A contract may, however, be awarded without such discussions.

Q. 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.

R. Disqualification

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

S. Rights Reserved by LHC

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

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III. SCOPE OF SERVICES

A. Introduction

The Louisiana Housing Corporation (LHC) hereby issues this Request for Proposals (RFP) to solicit proposals from qualified entities to provide Interstate Renewable Energy Council (IREC) accredited training for the Home Energy Professional (HEP) Quality Control Inspector (QCI) Certification.

B. Overview

The new certification is part of the DOE's guidelines for Home Energy Professionals. The Guidelines for the Home Energy Professionals project helps establish a national residential energy upgrade industry and a skilled and credentialed workforce. The Home Energy Professionals project creates standard work specifications, advanced professional certifications for workers, and accredited training programs. DOE has a standardized training and testing curriculum for the QCI certification that is currently provided by accredited training and testing providers. The testing includes a written exam and a field exam.

As part of the Guidelines for the Home Energy Professionals project, DOE collaborated with National Renewable Energy Laboratory trainers and technicians from across the home performance industry to develop national Job Task Analyses for weatherization and high-quality, nationally-recognized professional certifications. The new certifications require experienced home energy professionals to demonstrate comprehensive knowledge, practical skills, and technical proficiency in the four most common job classifications in the DOE Weatherization Assistance Program (WAP) and home energy upgrade industry: energy auditor, retrofit installer technician, crew leader, and quality control inspector.

C. Tasks and Services

There is no guarantee of a minimum level of services which may be requested by the LHC under this Contract.

The Contractor must have an Interstate Renewable Energy Council accredited training program aligned with the National Energy Renewable Laboratory's Job Task Analyses for Quality Control Inspectors. The training must be based on and meet the standards of the quality training required by the DOE's Weatherization Assistance Program's Core Competencies.

The Contractor must be a BPI certified Home Energy Professional (HEP) QCI Proctor. The Contractor must have administered the QCI online written exams and the field test with at least an overall average 80% passing rate for individuals tested.

The Contractors must ensure the proposal contains sufficient information for the Corporation to make a determination of the Proposer's capacity to perform the contracted services.

The Contractor shall provide on-site Quality Control Inspector Training (hereinafter referred to as "training") in Baton Rouge at the Louisiana Housing Corporation's training facility in accordance with the provisions and requirements stated herein and to the sole satisfaction of the Corporation.

The Contractor's training sessions shall be no more than five (5) consecutive days. The Contractor shall understand and agree that the actual scheduling of each training session shall be mutually agreed upon between the Corporation and the Contractor.

The Contractor must complete all the training sessions by **Sunday, March 31, 2015**. The on-site training sessions shall include both classroom instructions and field training in preparation for the BPI HEP OCI Certification exams for approximately twenty (20) individuals from the Louisiana WAP network. The training sessions shall follow the IREC approved curriculum.

The Contractor shall provide instructors who have experience with Quality Control Inspector Training, Building Science, Mechanical System Diagnostics, and DOE WAP Policies and Procedures.

Unless otherwise specified herein, the Contractor shall furnish all instructional materials, labor, and supplies necessary to perform the services required herein.

If requested by the Contractor, the Corporation may provide the Contractor with access to previous training participation of the individuals participating in the training that was provided by other entities along with any certification(s) of the individuals participating in the training.

The Corporation will provide meeting rooms for the classroom instructions of the training sessions. The field training sessions shall be designed to provide hands-on diagnostic testing and final inspection evaluation of a weatherized home. The Corporation will provide the equipment and weatherization training props necessary to conduct the field training and tests.

The Corporation shall have the right to modify or cancel any of the training sessions without incurring any liability, financial or otherwise, by providing the Contractor with an electronic notice at least 15 calendar days prior to the date of the first day of the training session.

The Contractor shall consult with and obtain the Corporation's approval prior to finalizing the curriculum and content for the training sessions.

If the Contractor utilizes training materials (e.g. manuals, resource books, handouts, reference materials, etc.) in conducting the training sessions, the Contractor shall provide a complete set of such training materials for each participant.

The Contractor must submit a copy of all training materials to the Corporation within five working days prior to the first training session, so that the training materials may be reviewed for errors, inappropriate material, and adherence to the State's objectives. The Contractor shall change/alter any training materials, if deemed necessary.

The Contractor's training materials must be neatly typed, clearly printed, and packaged/presented in a professional manner.

The participants shall be allowed to keep all training material.

The Contractor shall include in the proposals the specific needs regarding technological resources, equipment, technical support, materials, and supplies required for the training.

The Contractor's trainer(s) shall be mutually agreed upon prior to the trainer conducting the training session.

The Contractor shall ensure that each participant signs an attendance sheet each day of the training session to document participants' attendance. The Contractor shall submit the original attendance sheet to the Corporation after the completion of each training session.

The Contractor shall be responsible for all of the Contractor's travel arrangements, lodging, meals, and any other related activities as well as the costs associated.

The Contractor must identify a person within the Contractor's organization to serve as the Contractor's representative with the Corporation and who must be available for contact and communication with coordinating the training. By no later than ten (10) calendar days after the effective date of the contract, the Contractor must provide the contact information for the designated representative, which includes the name, address and phone number.

The requirements listed above are not exhaustive.

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IV. EVALUATION AND QUALIFICATION CRITERIA AND SELECTION PROCESS

A. Objective

The LHC will consider proposals that, in its sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the State of Louisiana in the manner described in this RFP.

B. Preliminary Review

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

C. Evaluation/Qualification Criteria

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

The Review Committee will generally use the following criteria to evaluate all acceptable proposals and to develop recommendations to be presented to the LHC Board of Directors.

1. The Contractor must be a BPI certified Home Energy Professional (HEP) QCI Proctor;
2. An overview of your firm's experience in providing BPI QCI training to the Weatherization Assistance Program network (include supporting evidence of the number of individuals trained, percentage of re-test, and the number of individuals who passed the tests to receive certifications);
3. Biographical sketches of the principal(s) and staff who would be assigned to this activity;
4. The proposed fee schedule, payment provisions requested and estimated expenses;
5. A list of client references;
6. Proof of liability insurance and amount;
7. A statement attesting that all information provided in your proposal to the

LHC is true and accurate to the best of your knowledge; and

8. Any guarantees offered by your firm.

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

The following Criteria with an aggregate total of **one hundred twenty (120)** points will be utilized to evaluate the qualifications of each Proposer.

1. PROPOSER QUALIFICATIONS AND STAFFING (50 POINTS)
--

2. WORK MANAGEMENT PLAN (50 POINTS)
--

3. COST PROPOSAL (20 POINTS)

D. Evaluation Process

The Review Committee will score each written proposal. No preliminary conclusions or results will be given out to proposers until the Review Committee has completed the entire evaluation process and the formal announcement of the selected proposer has been made.

E. Oral Presentations

If the Review Committee extends invitations for oral presentations, the Proposers selected for final evaluation will be expected to accept the invitation and make oral presentations to the Committee. Proposers may be asked to provide clarification on corporate background and experience, proposed staff's experience, staffing, pending investigations and lawsuits. Proposers are reminded that any oral commitments or representations made during these presentations that extend beyond the written representations in the proposal document may be formally recorded in the contract.

F. Final Scoring

If oral presentations are conducted, those presentations will be graded separate from the previously submitted written proposals on the basis of information obtained from the Proposer's oral presentations and references with a maximum point value of 20 points being awarded. The final score will be the sum of the score received from both the written submission packet and the oral presentation, if any.

G. Final Selection

Upon approval, a formal announcement of the selected firm will be made, and all Proposers will be notified. Contract negotiations should begin by the date listed in Section I(D). The successful firm will be expected to sign the contract, which will contain substantially similar terms and requirements as those set forth in Section VI. Firms should thoroughly review Section VI prior to submission of proposal response.

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V. PROPOSAL CONTENT AND FORMAT

A. Executive Summary

Louisiana Housing Corporation
RFP for IREC Training Program for QCI Certification
October 2014

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This section should include a summary of the Proposer's qualifications and ability to meet the State's overall requirements. It must include specific authorization to contact all references, employers, or customers for whom the company or proposed staff referenced in the proposal have performed work.

It should include a positive statement of agreement to comply with the terms and conditions of the draft contract. If the Proposer cannot comply with any of the contract terms, an explanation of each exception must be supplied.

B. Firm Experience, Qualification, and Proposed Staff

- **Place of Incorporation or Formation and Years of Experience**

The Proposer must provide the firm's date and state of incorporation or formation, years in business, and years of firm's experience (not the individual employees' or managers' experience) as it relates to weatherization training programs and BPI authorization.

- **Qualifications and References**

The Proposer must describe the firm's qualifications and experiences that demonstrate its capability to serve as proctors to administer written and field testing. Provide a list of three (3) references, identifying a lead contact with a telephone number, who may be contacted regarding the firm's abilities, integrity, and professional reputation in acting as a consultant to a major state agency. Governmental contracts from 2008 through present, as well as any other information that would demonstrate the firm's understanding and experience in providing the above named services.

- **Organization of Firm/Department and Professional Staff**

Detailed information must be provided about the experience and qualifications of the staff who will be assigned to act for the firm in providing services to the LHC as well as the functions to be performed by each. Full resumes, curriculum vitae, or detailed bio of each person, including names, positions, education, and experience should be included. Identify and describe fully all family or business relationships any employee or manager of the firm may have or has had with employees or elected officials of the State or local governmental entities in Louisiana.

- **Criminal Proceedings/Investigations**

The Proposer must give a brief description of any criminal proceedings or criminal investigations involving the firm or any professionals in the firm who may be involved in providing the services.

C. Work Management Plan

This section must summarize the firm's plan and approach to providing the services, including a statement of how the training sessions would be organized, managed, and implemented, and a timetable or activity schedule, if appropriate.

The Proposer must indicate how the quality and availability of personnel assigned to this work would be maintained over the term of the contract.

D. Cost Proposal

The cost proposal must provide the basic fee structure and indicate the hourly rates of the various staff members for the services described in Section III. The cost proposal should state assumptions on which the firm's fee would be predicated and any factors that would change the actual fee. The Proposer should state what it considers to be the most appropriate method for determining a reasonable fee for this representation, and state the rationale for this determination.

Travel expenses should not exceed the U.S. General Services Administration's FY2015 travel rates.

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VI. CONTRACT TERMS AND REQUIREMENTS

A. Contract Award, Negotiations, and Execution

The contract will be awarded to the Proposer whose proposal accumulates the highest score as outlined in Section IV. The formal announcement of the selected consultant will occur on or about the date indicated in the Important Dates and Deadlines, Section I(C). Negotiations may begin with the announcement of the successful Proposer.

The Corporation reserves the right to request additional information and/or to negotiate certain clarifications with the prospective consultant selected through this RFP. The Corporation also reserves the right to contract for all or a partial list of services offered in the proposal as well as to negotiate fees and terms of the contract.

The successful Proposer will be expected to enter into a contract with the LHC, which will contain substantially similar terms and requirements as those set forth in this Section. The RFP and proposal of the selected consultant will become part of any contract initiated by the LHC. **In no event is a consultant to submit its own standard contract's terms and conditions as a response to this RFP.**

If the contract negotiation period exceeds forty-five (45) days or if the selected Proposer fails to sign the final contract within five (5) business days of delivery, the LHC may elect to cancel the award and award the contract to the next highest ranked Proposer.

If, for any reason, the Proposer most responsive to the Corporation's needs, price and other evaluation factors set forth in the RFP considered, does not agree to a contract, that proposal shall be rejected, and the Corporation may negotiate with the next most responsive Proposer. Negotiation may include revision of non-mandatory terms, conditions, and requirements.

B. Term of Contract

The initial term of contract shall be from the date of the contract execution to Tuesday, June 30, 2015. Any extension will be at the discretion of the Corporation. All proposals should reflect services in anticipation of a maximum contract term.

C. Insurance Requirements

During the term of the contract, the Contractor shall at its own cost and expense, procure and maintain the types of insurance listed below. The Proposer's inability or unwillingness to meet these requirements as a condition of award, may, at the sole discretion of the Corporation, be rejected and returned as nonresponsive without review.

The selected Proposer shall procure and maintain as applicable, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of work hereunder by Contractor, its agents, representatives, employees and/or subcontractors. General liability insurance shall name the Corporation/State of Louisiana as an additional insured, and evidence of this shall be provided to the Corporation upon initiation of a contract. Contractor shall include all subcontractors, if any, as insured parties under its policies or shall furnish separate certificates of insurance for each subcontractor. Contractor must furnish proof to the Corporation of the continuing effectiveness of such insurance for the term of any ensuing contract with the Corporation. Contractor shall maintain limits of no less than:

1. **Commercial General Liability:** One million dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage;
2. **Automobile Liability:** One million dollars (\$1,000,000) combined single limit per accident, for bodily injury and property damage;
3. **Workers Compensation and Employers' Liability:** Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers' Liability coverage. Liability insurance and workers' compensation insurance must be in amounts and of a scope reasonably satisfactory to the Corporation;
4. **Errors and Omissions Insurance:** Contractor shall procure and maintain insurance against the misfeasance, malfeasance, or nonfeasance (errors and omissions) of the Contractor relating to the management of the Property with limits not less than one million dollars (\$1,000,000) per occurrence and a discovery period of not less than eighteen (18) months with a deductible of not less than ten thousand dollars (\$10,000) per claim;
5. **Blanket Crime Insurance:** Which includes Employee Dishonesty coverage, naming the Agency as "Loss Payee"; and
6. **Fidelity Bond:** Within limits not less than one hundred fifty thousand dollars (\$150,000) per occurrence (for those employees handling rents, receipts, petty cash, invoices, bills and other monetary transactions and documentation).

D. Billing and Payment

The Contractor will submit monthly itemized billing statements. Such itemized statements must contain, at a minimum, the following information: identification of the individual(s) providing the service, brief description of the service provided and the date on which it was done.

Under normal circumstances, the LHC should remit payment to the Contractor within thirty (30) days of approval of invoices. The LHC makes every effort to pay all valid or

undisputed invoices in a timely manner. There may be times when invoices are disputed or clarification of charges is needed before payment can be made.

E. Non-Negotiable Contract Terms

Non-negotiable contract terms shall include but not be limited to taxes, assignment of contract, 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.

F. Use of Subcontractors

The selected Proposer shall serve as the single prime Contractor for all deliverables and work performed pursuant to the terms of the entire contract. **No proposals involving subcontractors, joint proposals, or joint ventures will be accepted.**

G. Prohibited Activity

Contractors are prohibited from using funds provided herein or personnel employed in the administration of this program for political activities, inherently religious activities, lobbying, political patronage, and/or nepotism. The Contractor will comply with the prohibitions from using funds provided herein or personnel employed in the administration of the program for political activities, inherently religious activities, lobbying, political patronage, and/or nepotism.

H. Warranties and Representations

The Contractor warrants and represents that the following are true and shall remain true throughout the term of the Contract:

1. All information contained in its response to the RFP remains current and correct, including all information regarding its credit standing, financial status, resources, insurance, and personnel;
2. It is in good standing as a corporation in the state of its incorporation, and it is qualified to do business in Louisiana, and will take all such action that may be necessary from time to time to remain in good standing and so qualified;
3. It is not in arrears with respect to the payment of any monies due and owing the State or any department or unit thereof, or any local governmental entity within the State, including but not limited to the payment of taxes and employee benefits, and that it shall take such action as from time to time may be necessary to insure the continuous and current status of all monetary obligations it may owe the State or any local governmental entity within the State;
4. It is in compliance with all federal, state, and local laws applicable to its activities generally, and, in particular, to its obligations under this Contract; and

5. It now possesses, or shall immediately obtain and maintain, all licenses, permits, insurance, and governmental approvals, if any, that are necessary to the performance of its obligations under this Contract, or which are required by the Corporation from time to time.

I. Assignment

The Contractor shall not assign any interest in this Contract and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the Corporation, provided however, that claims for money due or to become due to the Contractor from the Corporation may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Corporation.

J. Indemnification

The Contractor shall indemnify the 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 Contractor in connection with this Contract. The Contractor shall immediately notify the Corporation of any such claim made or action filed or threatened against the Contractor, and shall cooperate, assist, and consult with the Corporation, its staff, and the State, or their counsel, in the defense and investigation of any such claim or action. Neither the Corporation nor the State has any obligation under the terms of this Contract or any other agreement or relationship with the Corporation to provide legal counsel or defense to the Corporation in such a claim or action, nor is there any obligation to pay any judgment on, or settlement of, any such claim or action.

K. Payment of Taxes

The Contractor 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.

L. Audit

The Contractor 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 this Contract for a period of five (5) years from the date of the last payment made under this Contract. The Contractor shall comply with federal and/or state laws authorizing an audit of the Contractor's operation as a whole, or of specific program activities. Records shall be made available during normal working hours for this purpose.

M. Non-Discrimination in Employment

The Contractor 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 Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor 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.

N. Contingent Fee Prohibition

The Contractor 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 this Contract, 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 on the making of this Contract. For breach or violation of this warranty, the Corporation shall have the right to annul this Contract 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 Contractor the full amount of such fee or other consideration paid for such solicitation or lobbying effort.

O. 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, State of Louisiana.

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



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

Energy Programs Activity Summary

As of September 26, 2014 According to HES Budget Tracking

2014 DHHS/LIHEAP

Grantor: U.S. Department of Health & Human Services (\$42,157,313)

Programs	Grant Period	Grant Award	Expended	Balance	Households Served	New Clients
LIHEAP	10/1/2013-9/30/2015	\$35,532,529.00	\$31,818,574.98	\$3,713,954.02	73,870	11,386
DHHS/WAP*	7/1/2014-6/30/2015	\$6,624,784.00				
Total:		\$42,157,313.00	\$31,818,574.98	\$3,713,954.02	73,870	11,386
Percentage:			75.48%	8.81%		

*NOTE: 15% of LIHEAP funds set aside to supplement the 2014 DOE/WAP. The funds were released in contracts 9/1/2014.

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	\$33,579,620.13	\$870,814.00	84,256	15,368
DHHS/WAP	7/1/2013-6/30/2014	\$6,440,288.87	\$6,041,580.70	\$398,708.17	826	
Total:		\$40,890,723.00	\$39,621,200.83	\$1,269,522.17	85,082	15,368
Percentage:			96.90%	3.10%		

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	\$443,954.19	\$130,168.81	61
Total:		\$529,968.00	\$443,954.19	\$130,168.81	
Percentage:			83.77%	24.56%	

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	\$2,321,296.90	\$41,892.10	205
Total:		\$2,363,189.00	\$2,321,296.90	\$41,892.10	
Percentage:			98.23%	1.77%	

SUSTAINABLE HOUSING PROGRAM ACTIVITY

Katrina/Rita 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
Small Rental Property Program	7,596	91%	\$430,178,468	96%	\$219,002,101	1/15/2015
Neighborhood Stabilization Program 3 (NSP3)	35	100%	\$4,469,845	99%	\$30,155	1/15/2015
Nonprofit Rebuilding Pilot Program (NRPP)	153	98%	\$21,750,993	84%	\$8,271,911	6/30/2015
Plaquemines Parish Homeowner Rehab Program	13	93%	\$2,672,828	67%	\$903,292	6/30/2015
Housing Development Loan Fund/Land Assembly Operations	658	n/a	\$6,273,096	47%	\$7,160,867	12/31/2014
TO-DATE TOTAL =	8,455		\$465,345,230		\$235,368,326	

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)	539	81%	\$44,676,019	90%	\$4,926,524	varies
Parish Affordable Rental Program	215	34%	\$13,721,386	53%	\$12,228,614	varies
Parish Housing Programs	964	68%	\$30,986,924	68%	\$14,899,189	varies
TO-DATE TOTAL =	1,718		\$89,384,329		\$32,054,327	

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	5,845	\$54,303,713	\$18,426,287	12/31/18
Calcasieu Parish Homeless Prevention – Gustav/Ike	289	\$494,425	\$111,575	varies
Emergency Solutions Grant	7,620	\$3,314,160	\$2,784,698	6/30/15
Isaac HOME Tenant Based Rental Assistance (TBRA)	83	\$924,216	\$75,784	varies
Youth Aging Out of Foster Care – HOME TBRA	22	\$162,425	\$334,575	varies
Shelter Plus Care (S+C)	1,070	\$37,100,000	\$12,900,000	Program extended thru February 28, 2016
Project-Based Vouchers (PBV)	1,426	\$5,600,000	\$3,700,000	Renewed annually
TO-DATE	Over 16,406 Households Served	\$125,895,186 Disbursed**	\$40,345,8770 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.

DASHBOARD DETAILS						
Grant Year	2010	2011	2012	2013	2014	TOTAL
Total Award Amount	\$16,203,982.00	\$14,225,651.00	\$8,240,993.00	\$7,073,089.00	\$7,456,547.00	\$53,200,262.00
Committed Funds	\$15,815,905.84	\$14,084,608.44	\$3,822,962.35	\$707,308.90	\$745,654.70	\$35,176,440.23
Cumulative Unexpended Committed Funds as of 9/29/2014	\$0	\$8,179,874.70	\$3,822,962.35	\$707,308.90	\$745,654.70	\$13,455,800.65
Cumulative Unexpended Required CHDO Portion as of 9/29/2014*	\$0	\$0	\$0	\$273,680.92	\$1,118,482.05	
Deadline to Expend Before Recapture	April 30, 2015	September 30, 2016	April 30, 2017	August 31, 2018	July 31, 2019	
Cumulative Uncommitted Funds as of 9/29/2014	\$0	\$0	\$3,494,185.77	\$7,073,089.00	\$7,456,547.00	\$18,023,821.77
Cumulative Uncommitted CHDO Portion as of 9/29/2014**	\$0	\$0	\$0	\$0	\$0	
Deadline to Commit Before Recapture			Deadline no longer applicable - Initially committed prior to deadline.	August 31, 2015	July 31, 2016	

*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 9/29/14 AT 8:10 AM

Funds Allocated/Set-Aside <ul style="list-style-type: none"> Funds that LHC has allocated to projects but have not yet been Committed in IDIS Tax Credit Projects must go to closing to show as 'Committed' Disaster TBRA funds show as 'Committed' after applicants complete the eligibility process 	Agency Programs – Allocated by LHC but not Committed in IDIS		\$ 312,082.00
	HOME Disaster TBRA - \$1M Budget	0	
	Disaster TBRA Balance	\$ 73,545.00	
	Youth Aging Out of Foster Care - \$500,000	0	
	YAOFC Balance	\$238,537.00	
	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		\$ 2,443,751.00

DASHBOARD SUMMARY

		Total
Awarded Funds 2010-2014		\$ 53,200,262.00
Committed Funds (as shown in IDIS)		\$ 35,176,440.23
<i>Committed Funds Subject to Recapture by HUD Unless Expended by Deadlines indicated</i>	\$ 13,455,800.65	
Total Uncommitted (as shown in IDIS) Subject to Recapture by HUD Unless Committed by Deadlines indicated		\$ 18,023,821.77
Allocated (not Committed in IDIS but Allocated to projects by LHC)		\$ 2,443,751.00
Cumulative Uncommitted CHDO Reserve Funds		\$ 0
Actual Funds Available to Commit to New Projects		\$ 15,580,070.77



Sustainable Housing Committee:

Detailed Program Updates



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

SUSTAINABLE HOUSING DEPARTMENT PROGRAMS

Monthly Report as of October 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	\$8,299,794	107%	150	179	(\$554,457)
	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	\$28,736,468	50%	313	517	\$28,951,063
	Orleans Parish	\$313,479,461	\$340,115,832	108%	3,592	5909	(\$26,636,371)
	Plaquemines Parish	\$9,224,783	\$493,500	5%	9	11	\$8,731,283
	St. Bernard Parish	\$35,822,184	\$40,915,333	114%	469	768	(\$5,093,150)
	St. Tammany Parish	\$15,925,805	\$7,434,439	47%	117	134	\$8,491,366
	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	\$449,831,477	430,178,468	96%	4,705	7,596	\$19,653,009	

NSP 3 \$5,000,000*	Parish	Total Allocation	Total Disbursements			Total Remaining
			Disbursed Award	% of Total Allocation	Total Properties	
	Orleans Parish	\$ 4,500,000	\$ 4,469,845	99%	22	\$ 30,155

*\$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
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	
UWGNO-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. \$7274.67 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 October 2, 2014

	Grantee	Parish	Total Allocation	Total Disbursements					Total Funds Remaining	
				Disbursed Awards	% of Total Disbursements	Total Completed Units	Completed Affordable Units	% Construction Complete		
Affordable Rental (Competitive) \$49,602,543	Calcasieu Affordable Homes	Calcasieu	\$ 2,725,000	\$ 2,471,124	91%	8	8	90%	\$ 253,876	
	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	\$ 4,000,000	100%	100	75	100%	\$ -	
	The Gardens Phase I	East Baton Rouge	\$ 4,000,000	\$ 3,800,000	95%	50	50	100%	\$ 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	\$ 3,163,500	95%	30	28	100%	\$ 166,500	
	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	\$ 2,815,474	100%	32	32	100%	\$ 526	
	Bywater Art Lofts II	Orleans	\$ 4,000,000	\$ 3,932,247	98%	30	30	100%	\$ -	
	Hibernia Apartments	Orleans	\$ 4,000,000	\$ 4,000,000	100%	175	91	100%	\$ -	
	Ouachita Square	Ouachita	\$ 2,368,000	\$ 2,368,000	100%	20	19	100%	\$ -	
	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%	\$ -	
	James Herod 2 Apts	Vermillion	\$ 1,764,123	\$ 1,021,225	58%			80%	\$ 742,898	
	Total:			\$ 49,602,543	\$ 44,676,019	90%	662	539	98%	\$ 4,658,800
Affordable Rental (Parish) \$24,000,000	Grantee	Direct Parish Allocation	Additional Supp. Allocation	Total Budget	Total Disbursements				Total Funds Remaining	
					Expenditures	% of Total Disbursements	Total Projected Units	Total Units Completed	Total # of Affordable Units	
	Cameron	\$ 4,000,000	\$ -	\$ 4,000,000	\$ 2,870,785	72%	32	0	0	\$ 1,129,215
	Iberville	\$ 4,000,000	\$ 1,500,000	\$ 5,500,000	\$ 2,234,718	41%	120	0	0	\$ 3,265,282
	Lafourche	\$ 3,000,000	\$ -	\$ 3,000,000	\$ 2,666,669	89%	10	0	0	\$ 333,331
	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	\$ 3,525,603	35%	109	13	13	\$ 6,474,397
Total:	\$ 24,000,000	\$ 1,950,000	\$ 25,950,000	\$ 14,239,911	55%	633	215	215	\$ 11,710,089	
G/I Incentive \$14,359,826	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	\$ 2,020,000	\$ 1,933,721	96%	79	\$ 86,279					
Total:	\$ 14,359,826	\$ 13,846,576	96%	405	\$ 513,250					
G/I Homeowner Rehab \$18,626,597	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	\$ 778,614	97%	68	\$ 21,386				
	Tangipahoa	\$ 800,000	\$ 298,684	37%	25	\$ 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	\$ 750,541	\$ 730,223	97%	14	\$ 20,318					
Total:	\$ 18,626,597	\$ 6,399,920	34%	429	\$ 12,226,677					

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%	\$624,471,368	95%
NSP3	\$5,000,000	\$5,000,000	\$0	100%	\$4,469,845	84%
NRPP	\$26,000,000	\$24,361,606	\$1,638,394	93%	\$14,950,762	60%
Plaq. Parish Rehab.	\$4,000,000	\$4,000,000	\$0	100%	\$3,096,708	77%
HDEV/HLAS	\$13,433,963	\$9,867,594	\$3,566,369	73%	\$6,273,096	63%
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%	\$624,471,368	95%	\$24,709,201	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
	\$4,500,000	\$4,500,000	\$0	100%	\$4,469,845	99%	\$30,155	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 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	\$23,926,221	\$2,073,779	92%	\$14,950,762	62%	\$11,049,238	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	153	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	\$11,365,332	\$7,798,963	68%	\$432,012	\$4,204,465	53%	\$7,160,867
HLAS	\$2,068,631	\$2,068,631	100%	\$0	\$2,068,631	99%	\$0
TOTAL	\$13,433,963	\$9,867,594	73%	\$432,012	\$6,273,096	63%	\$7,160,867

- 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	\$50,602,543	\$50,602,543	\$0	100%	\$43,715,960	86%
Parish ARP	\$25,950,000	\$25,950,000	\$0	100%	\$13,721,386	53%
Parish Housing	\$45,886,113	\$45,886,113	\$0	100%	\$30,986,924	68%
TOTAL	\$122,438,656	\$122,438,656	\$0	100%	\$88,424,270	72%

HOUSING RECOVERY PROGRAMS

STATE - AFFORDABLE RENTAL

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

Budget:	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp	Balance	Contract Expiration
	\$50,602,543	\$50,602,543	\$0	100%	\$43,715,960	86%	\$6,486,583	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
\$45,886,113	\$45,886,113	\$0	100%	\$30,986,924	68%	\$14,899,189	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%

LOUISIANA HOUSING AUTHORITY UPDATES

1. Homelessness Supports and Housing – Katrina/Rita

<i>Budget</i>	<i>Funds Expended Through 9/30/2014</i>	<i>Percentage Expended Through 9/30/2014</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:
 - \$1.5M – Canal St. rehab project (27 Permanent Supportive Housing (PSH) units)—CEA expires 3/31/2018
 - \$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 9/30/2014</i>	<i>Percentage Expended Through 9/30/2014</i>	<i># of Persons Assisted with New Access to a Service as of 9/30/2014 (cumulative)</i>	<i>Program End Date</i>
\$72.73M	\$54,303,713	75%	5,845	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 9/30/2014</i>	<i>Percentage Expended Through 9/30/2014</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 9/30/2014</i>	<i>Percentage Expended Through 9/30/2014</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 9/30/2014</i>	<i>Percentage Expended Through 9/30/2014</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	\$154,063	17%	6	10/31/2014	N/A	49
FY12 award = \$2,847,783	\$2,728,562	95%	29	6/30/2014	7,499	680
FY13 award = \$1,969,448	\$242,949	14%	26	6/30/2015	121	31
Sunset Funding = \$388,914	\$188,586	49%	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 9/30/2014</i>	<i>Percentage Expended Through 9/30/2014</i>	<i>Program End Date</i>	<i>Households Served</i>
\$1M	\$924,216	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 9/30/2014</i>	<i>Percentage Expended Through 9/30/2014</i>	<i>Program End Date</i>	<i>Households Served</i>
\$500K	\$162,425	32%	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 9/30/2014</i>	<i>Percentage Expended Through 9/30/2014</i>	<i>Contract End Date</i>
\$222,187	\$45,386	20%	8/31/2015

- Contract provides legal services for the Louisiana Housing Authority

TAC contract - \$243,588			
<i>Budget</i>	<i>Funds Expended Through 9/30/2014</i>	<i>Percentage Expended Through 9/30/2014</i>	<i>Contract End Date</i>
\$243,588	\$120,697	50%	6/30/2016

- Contract provides technical assistance for administering the PSH program

Casterline contract - \$19,500			
<i>Budget</i>	<i>Funds Expended Through 9/30/2014</i>	<i>Percentage Expended Through 9/30/2014</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 9/30/2014</i>	<i>Percentage Expended Through 9/30/2014</i>	<i>Leased Vouchers through 9/30/2014</i>	<i>Contract End Date</i>
S+C	\$50M	\$37.1M	74%	1,070	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 9/30/2014</i>	<i>Leased Vouchers through 9/30/2014</i>	<i>Contract End Date</i>
PBV	\$9.3M	\$5.7	78%	1426	Renewed Annually

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