



# **Board of Directors**

*Agenda Item #7*

**Sustainable Housing Committee**  
**Ellen M. Lee, Chairwoman**

**September 9, 2015**

# Table of Contents

Agenda.....3  
Minutes.....4  
Sign in Sheet.....6

**Resolutions/Discussions:**

*Discussion and Resolution authorizing the issuance of an **RFP to Program Management of the Disaster Recovery Housing Programs**; and providing for other matters in connection therewith. Staff recommends approval.....8*

Chairwoman’s Program Summary

Updates.....14

Energy Updates

Sustainable Housing Department Update

Louisiana Housing Authority Report

Home Dashboard Report

Disaster Recovery CDBG Closeout Status Report



# Louisiana Housing Corporation

September 2, 2015

## SUSTAINABLE HOUSING COMMITTEE MEETING

### AGENDA

Notice is hereby given of a regular meeting of the Sustainable Housing Committee to be held on **Wednesday, September 9, 2015 @ 10:00 A.M.**, Louisiana Housing Corporation Building, Committee Room 1, 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 July 8, 2015 Committee Meeting.
3. Discussion and Resolution regarding RFP Program Management of the Disaster Recovery Housing Programs; and providing for other matters in connection therewith. Staff recommends approval.
4. Discussion regarding 2015 CHDO Operating Expenses.
5. Discussion regarding status of Public/Philanthropic partnership with Foundation for Louisiana.
6. Discussion regarding status of Katrina/Rita and Isaac Homeowner Rehabilitation Program.
7. Energy Programs Activity Report and Updates.
8. Sustainable Housing Department Update.
9. Louisiana Housing Authority Department Update.
10. HOME Report.
11. Disaster Recovery CDBG Closeout Status Report.
12. Other Business.
13. Adjournment.

Michelle L. Thomas  
LHC Appointing Authority

**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](mailto:bbrooks@lhc.la.gov).**

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



# *Louisiana Housing Corporation*

Louisiana Housing Corporation  
Sustainable Housing Committee Meeting Minutes  
2415 Quail Drive  
Committee Room 1  
Baton Rouge, LA 70808  
Wednesday, July 8, 2015  
10:30 a.m.

Committee Members Present

Mr. Willie Spears  
Mr. Guy Williams  
Mr. Malcolm Young, Jr.  
Mr. Matthew Richie

Committee Members Absent

Chairwoman Ellen Lee

Board Members Present

Mr. Mayson H. Foster  
Mr. Michael Airhart

Board Members Absent

Dr. Daryl Burckel  
Mr. Larry Ferdinand  
Mr. John Kennedy

Staff Present

Michelle Thomas  
Nicole Sweazy  
Janel Young  
Loretta Wallace  
Liza Bergeron  
Ray Rodriguez  
Brenda Evans  
Jessica Guinn  
Natasha Anderson  
Selena Sims  
Barbara Stoetzner

Others Present

See Attached Sign-in Sheet

**Call to Order and Roll Call.** In the absence of Chairwoman Ellen M. Lee, Committee Member Willie Spears called the meeting to order at 10:30 a.m. The roll was called, and a quorum was established.

**Approval of Minutes from June 10, 2015.** Upon a motion made by Mr. Michael Airhart and seconded by Mr. Mayson Foster, the minutes of the June 10, 2015 meeting were approved without correction.

**Action Item.**

- *Resolution authorizing the Louisiana Housing Corporation (“LHC” or “Corporation) to prepare and submit the Louisiana FY 2016 Low Income Home Energy Assistance Program (“LIHEAP”) Grant Application; and providing for other matters in connection therewith.*

Mr. Spears introduced the matter. Mr. Airhart moved to favorably recommend the resolution to the Full Board, which was seconded by Mr. Foster. Ms. Loretta Wallace, Program Administrator, provided a summary of the matter. Additional discussion followed. The motion passed unanimously.

**Energy Department Activity Reports and Updates.** Due to time constraints Ms. Loretta Wallace, Program Administrator, did not present an update to the Committee.

**Louisiana Housing Authority (“LHA”) Department Update.** Due to time constraints, Ms. Nicole Sweazy, Program Administrator did not present an update to the Committee.

**HOME Report.** Due to time constraints, Ms. Brenda Evans, Program Administrator, did not present an update to the Committee.

**Sustainable Housing Department Update.** Mr. Michael Airhart requested an update regarding Gusav/Ike Homeowner Rehab Program. Ms. Liza Bergeron, Program Administrator, updated the Committee on the status of the program and the funds related to the program.

**Adjournment.** There being no further business to discuss, Mr. Spears adjourned the meeting at 10:45 a.m.

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Committee Secretary



# LOUISIANA HOUSING CORPORATION

## LHC BOARD OF DIRECTORS SUSTAINABLE HOUSING COMMITTEE MEETING

Wednesday, July 8, 2015 @ 10:30 A.M.

Guest Sign-In Sheet

GUEST NAME

FIRM

PLEASE, PLEASE PRINT

1. W. N. Brown Folaya Judd II
2. Larry Turnen CLBC Development
3. Angela Fyssen-Laur Whitney Bank
4. Loretta Wallace LHC
5. Jennifer Vidon CLP

**SHCM**  
**PLEASE PRINT CLEARLY**

**GUEST NAME**

**FIRM**

6. Lindsey Lewis

GNOHA

7. Ross Hunter

GNOHA

8. Legan Burke

alliance for Affordable Energy

9. \_\_\_\_\_

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10. \_\_\_\_\_

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18. \_\_\_\_\_

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**LOUISIANA HOUSING CORPORATION**

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

**RESOLUTION**

**A resolution to approve and authorize the staff of the Louisiana Housing Corporation (LHC or Corporation) to proceed with the issuance of a Request for Proposals to Support Administration of the Disaster Recovery Housing Programs; and providing for other matters in connection therewith.**

**WHEREAS**, the CDBG program is authorized by the Community Development and Housing Act of 1974 and is administered on the federal level by the Department of Housing and Urban Development (HUD). Office of Community Development – Disaster Recovery Unit (OCD-DRU) was awarded CDBG funds to recover from the destruction and devastation of hurricanes Katrina, Rita, Gustav, Ike and finally Isaac.

**WHEREAS**, Act 408 (the Act) of the 2011 Regular Session of the Louisiana Legislature, effective July 5, 2011, created the Louisiana Housing Corporation (LHC). The intent of the Act was to consolidate the funding sources and programs for affordable housing throughout the State and provide for a coordinated approach to overall State housing policy to ensure an adequate supply of affordable and accessible housing for all residents of the State. The mission of the LHC is to administer the housing funds in accordance with federal program rules and regulations for the housing programs that have been established to aid in the hurricane recovery efforts.

**WHEREAS**, the Corporation entered into a CEA on February 19, 2013, approved by Office of Contractual Review on April 2, 2013 to administer certain housing programs as outlined in the agreement

**WHEREAS**, the Corporation has recognized due to the hiring freeze, the need to hire supplemental staffing, to sufficiently administer these programs.

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

**SECTION 1.** The Corporation is hereby authorized to proceed with the issuance of -Request for Proposal.

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

**SECTION 3.** The Chairman, Vice Chairman, Executive Director, and/or Secretary of the Corporation are hereby authorized, empowered, and directed to execute any forms and/or documents required to be executed on behalf of and in the name of the Corporation, the terms of which are to be consistent with the provisions of this resolution.

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

YEAS:

NAYS:

ABSENT:

ABSTAIN:

And the resolution was declared adopted on this, the 10th day of June, 2015.

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STATE OF LOUISIANA  
PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Directors of the Louisiana Housing Corporation, do hereby certify that the foregoing two (2) pages constitutes a true and correct copy of a resolution adopted by said Board of Directors on October 9, 2013, entitled: “A resolution to approve and authorize the staff of the Louisiana Housing Corporation (LHC or Corporation) to proceed with the issuance of a Request for Proposals to Support Administration of the Disaster Recovery Housing Programs; and providing for other matters in connection therewith. ”

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Corporation on this, the 9th day of September 2015.

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Secretary

(SEAL)

## RFP Overview

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### Summary/Purpose

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This Request for Proposals (RFP) is issued by the Louisiana Housing Corporation (LHC) for the purpose of soliciting Proposals from interested entities to support the implementation and administration of the Katrina/Rita Housing Programs, Gustav/Ike Housing Programs, and Isaac Housing Programs. The successful proposer will provide needed capacity to LHC in its efforts to recover from the destruction of the 2005, 2008 and 2012 hurricanes and any past and future disasters.

The contractor shall provide personnel who are trained and knowledgeable in the following areas: financial management and audits; homeowner and small rental disaster recovery housing; low income tax credits/piggyback housing; compliance and monitoring; policy and reporting including data analysts; permanent supportive housing and other homeless programs; acquisition and relocation; labor standards compliance; fair housing/equal opportunity compliance; collections; and other federal housing subject matters.

The scope of services below addresses program tasks that the LHC is soliciting to support the implementation and administration of the Disaster Recovery Programs which is currently comprised of the Small Rental Property Program, Gustav/Ike housing programs, and Isaac Housing programs; additional programs may be added in response to future disasters. The Contractor will be directly responsible for ensuring the accuracy, timeliness, and completion of all tasks assigned under this contract. The scope of services presented is based upon circumstances existing at the time the RFP was prepared. The Corporation reserves the right to modify or delete the tasks listed and, if appropriate, add additional tasks prior to and during the term of the contract, subject to the approval of the Louisiana Housing Corporation Board of Directors, and/or their assigns.

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### Scope of Services

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#### Knowledge transfer of the key and pertinent tasks currently provided

- Program Operations Support
- Verification and Benefit Determination
- Closing
- Construction Management
- Construction Monitoring
- Compliance and Monitoring
- Quality Assurance/Control
- Issue Tracking and Fraud, Waste and Abuse
- Document Management
- Budget Analysis and Federal reconciliation of Federal Funds
- Loan Recapture
- Applicant Relations

Initially, the key resources will concentrate primarily on knowledge transfer activities that will be developed by the Corporation and its current Contractors. The activities will target specific knowledge transfer objectives, including policies and procedures regarding all Disaster Recovery Housing requirements, and will include documentation review, interviews, discussion, and shadowing. There is no guarantee of a minimum level of services which may be requested by the LHC under this contract.

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## Cost Proposals

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Cost Proposals for all Proposers will be evaluated and an absolute score calculated. Points will be assigned for cost using a calculation-based evaluation process based on the total costs from the pricing submitted by each Proposer.

Each component of the Cost Proposal (labor and facility costs) will be scored separately using the following methodology:

1. The lowest Proposal will receive 100% of the available points for the cost component
2. Remaining Proposals will receive points based upon the following formula:  

$$\text{Costs Points} = (\text{Lowest Hourly Rate} / \text{Hourly Rate of Proposal Being Evaluated})$$
 multiplied by 30

Scores for the two components will be added together to determine the total Cost Proposal Score.

The proposer shall provide an hourly rate for the staff classification using the table listed below. This rate shall be fully burdened and include all travel and project expenses.

<b>Labor Category</b>	<b><i>Proposer's Hourly Rate</i></b>
Program Analyst	
Manager	

### Staff Requirement (Labor)

#### **Manager**

Manager should maintain a complete understanding of all applicable “Program” policies, requirements, and procedures and review all cases within the guidelines established. They provide direct supervision to Analysts. A working knowledge of regulatory and statutory compliance requirements for CDBG housing and similar programs/projects is desired. Manager should have seven (7) or more years of relevant experience in disaster related housing programs with a Bachelor’s degree in business or finance from an accredited university; four (4) years of experience Road Home, housing, community development, or related fields; or four (4) years of and/or similar program experience.

**The Program Analyst:**

- A Bachelor or Associate degree from an accredited institution and at least four (4) years of experience in infrastructure, housing, community development or related fields. Additional related experience may be substituted for the degree requirements.
- Intermediate usage of Microsoft Word, Excel, Outlook, Access and PowerPoint; should possess expert use of Microsoft Excel; and the ability to quickly learn new software applications.
- Excellent written and oral communication skills, strong analytical skills, ability to work independently, and effective interpersonal skills.
- Should possess a valid driver’s license.
- Knowledge, skills, and abilities necessary in order to track and analyze data and ensure compliance with established policies and procedures
- Remain abreast of any applicable changes of federal and state rules and regulations and provide technical assistance for the HUD Community Development program or other federally funded programs when those changes are in affect.

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**Dates and Deadlines**

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<b>RFP published and posted to LHC website</b>	Thursday, September 10, 2015
<b>Deadline for submitting written inquiries</b>	Tuesday, September 22, 2015
<b>Deadline for LHC to respond to written inquiries from Proposers</b>	Friday, September 25, 2015
<b>Deadline for submitting proposals</b>	Friday, October 9, 2015
<b>Formal announcement of selected Proposer(s)</b>	Tuesday, November 10, 2015
<b>Contract Execution</b>	TBD

## Chairwoman's Summary: Sustainable Housing Committee



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

**ENERGY PROGRAMS ACTIVITY**
**2015 DHHS/LIHEAP**
**Grantor: U.S. Department of Health & Human Services (\$38,389,693)**

Programs	Grant Period	Grant Award	Expended	Balance	Households Served	New Clients
LIHEAP	10/1/2014-9/30/2016	\$29,144,570.12	\$25,049,034.11	\$4,095,536.01	64,155	9,504
LIHEAP	10/1/2014-9/30/2016	\$3,796,731.00	\$58,390.92	\$3,855,121.92	2,248	480
DHHS/WAP*	7/1/2015-6/30/2016	\$5,448,391.53				
Total:		<b>\$38,389,692.65</b>	<b>\$25,107,425.03</b>	<b>\$7,950,657.93</b>	<b>66,403</b>	<b>9,984</b>
Percentage:			65.40%	20.71%		

*\*NOTE: LIHEAP funds set aside to supplement the 2015 DOE/WAP. These funds were released in contracts on 7/22/2015.*

**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	\$36,321,464.00	\$35,828,135.23	\$493,328.77	77,081	12,017
DHHS/WAP	7/1/2014-6/30/2015	\$5,835,848.59	\$4,469,502.11	\$1,366,346.48	531	
Total:		<b>\$42,157,312.59</b>	<b>\$40,297,637.34</b>	<b>\$1,859,675.25</b>	<b>77,612</b>	<b>12,017</b>
Percentage:			95.59%	4.41%		

*\*NOTE: DHHS/WAP \$1,366,346.48 has been reallocated to LIHEAP*

**2015 DOE/WAP**
**U.S. Department of Energy (\$1,214,531) Units projected: DOE 139 + (572 LIHEAP Only) = 711 units**

Programs	Program Year	Grant Award	Expended	Balance	Units Completed
DOE/WAP*	7/1/2015-6/30/2016	\$1,214,531.00			
Total:		<b>\$1,214,531.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Percentage:			0.00%	0.00%	

**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
Small Rental Property Program	7,587	90%	\$434,137,498	98%	\$8,192,539
Housing Development Loan Fund	658	n/a	\$4,543,318	68%	\$2,146,336
<b>TO-DATE TOTAL =</b>	<b>8,245</b>		<b>\$438,680,816</b>		<b>\$10,338,875</b>

**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
State Affordable Rental Program (ARP)	574	82%	\$49,214,204	97%	\$1,388,339
Parish Affordable Rental Program	532	84%	\$22,967,071	85%	\$3,982,929
Parish Housing Programs	834	58%	\$34,198,075	78%	\$9,386,094
<b>TO-DATE TOTAL =</b>	<b>1,940</b>		<b>\$106,379,350</b>		<b>\$14,757,362</b>

**Isaac**

Program	Affordable Units Created/Properties Completed Construction	% of Goal	Funds Disbursed/Total Payments	% of Total Applicant Allocation	Balance of All Available Funds
Parish Housing	0		\$1,822,330	70%	\$762,695
State Housing (HMA Cost Share)	0		\$25,650	2%	\$1,064,350
<b>TO-DATE TOTAL =</b>	<b>0</b>		<b>\$1,847,980</b>		<b>\$1,827,045</b>

**LOUISIANA HOUSING AUTHORITY ACTIVITY**

Program	Households Served	Funds Disbursed/Total Payments	Balance of Funds	Program End Date
Homeless Supports and Housing – Katrina/Rita	78	\$24,199,145	\$1,810,060	3/31/18
Supportive Housing Services – Katrina/Rita	5921	\$58,054,567	\$13,945,433	12/31/18
Contaminated Drywall/STARS- CDBG Katrina/Rita	100	\$589,846	\$1,587,871	6/30/16
Emergency Solutions Grant	608	\$1,380,744	\$525,107	Renewed Annually
Calcasieu Parish Homeless Prevention – Gustav/Ike	N/A	\$668,193	\$78,903	Varies
Shelter Plus Care (S+C)	911	\$44.4M	\$5.6M	Program extended thru February 28, 2016
Project-Based Vouchers (PBV)	1515	\$6.8M	\$4.2M	Renewed annually
<b>As of the July 31, 2015 reporting period:</b>	<b>Over 9133 Households Served</b>	<b>\$136,092,495 Disbursed**</b>	<b>\$26,638,959 Remaining</b>	<b>N/A</b>

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



# HOME FUNDS DASHBOARD REPORT

CURRENT AS OF IDIS-PR27 8/31/15 AT 8:25 AM

DASHBOARD DETAILS						
Grant Year	2010	2011	2012	2013	2014	TOTAL
<b>Total Award Amount</b>	\$16,203,982.00	\$14,225,651.00	\$8,240,993.00	\$7,073,089.00	\$7,456,547.00	\$53,200,262.00
<b>Committed Funds</b>	\$16,203,982.00	\$14,225,651.00	\$8,240,993.00	\$6,282,360.73	\$1,864,136.75	\$46,817,123.48
<b>Cumulative Unexpended Committed Funds as of 8/31/2015*</b>	\$0	\$4,141,025.90	\$8,240,993.00	\$6,282,360.73	\$1,864,136.75	\$20,528,516.38
<b>Cumulative Unexpended Authorized Funds as of 8/31/2015</b>	\$0	\$4,141,025.90	\$8,240,993.00	\$7,073,089.00	\$7,456,547.00	\$26,911,654.90
<b>Cumulative Unexpended Required CHDO Portion as of 8/31/2015*</b>	\$0	\$0	\$0	\$0	\$0	
<b>Deadline to Expend Before Recapture</b>		September 30, 2016	April 30, 2017	August 31, 2018	July 31, 2019	
<b>Cumulative Uncommitted Funds as of 8/31/2015</b>	\$0	\$0	\$0	\$0	\$6,383,138.52	\$6,383,138.52
<b>Cumulative Uncommitted CHDO Portion as of 8/31/2015**</b>	\$0	\$0	\$0	\$0	\$0	
<b>Deadline to Commit Before Recapture</b>					July 31, 2016	

\*Included in total Cumulative Unexpended Authorized Funds  
 \*\* Included in total Cumulative Uncommitted Funds  
 Red Text - Funds subject to recapture within the next 18 months

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



## HOME FUNDS DASHBOARD REPORT

CURRENT AS OF IDIS-PR27 8/31/15 AT 8:25 AM

<p><b>Funds Allocated/Set-Aside</b></p> <ul style="list-style-type: none"> <li>• Funds that LHC has allocated to projects but have not yet been Committed in IDIS</li> <li>• Tax Credit Projects must go to closing to show as 'Committed'</li> <li>• Disaster TBRA funds show as 'Committed' after applicants complete the eligibility process</li> </ul>	<b>Agency Programs – Allocated by LHC but not Committed in IDIS</b>		<b>\$ 243,458.00</b>
	HOME Disaster TBRA - \$1M Budget	0	
	Disaster TBRA Balance	\$ 71,913.00	
	Youth Aging Out of Foster Care - \$500,000	0	
	YAOFC Balance	\$171,545.00	
	Single Family 2012A - \$3M Budget	0	
	Single Family Balance	0	
	<b>HOME NOFA Projects – Allocated by LHC but not Committed in IDIS</b>		<b>\$ 0.00</b>
	<b>Grand Total Allocated but not Committed</b>		<b>\$ 243,458.00</b>

### DASHBOARD SUMMARY

		Total
<b>Awarded Funds 2010-2014</b>		<b>\$ 53,200,262.00</b>
<b>Committed Funds (as shown in IDIS)</b>		<b>\$ 46,817,123.48</b>
<i>Committed Funds <u>Subject to Recapture by HUD Unless Expended by Deadlines indicated</u></i>	\$ 20,528,516.38	
<b>Total Uncommitted (as shown in IDIS) <u>Subject to Recapture by HUD Unless Committed by Deadlines indicated</u></b>		<b>\$ 6,383,138.52</b>
<b>Allocated (not Committed in IDIS but Allocated to projects by LHC)</b>		<b>\$ 243,458.00</b>
<b>Cumulative Uncommitted CHDO Reserve Funds</b>		<b>\$ 0</b>
<b>Actual Funds Available to Commit to New Projects</b>		<b>\$ 6,139,680.52</b>

## DISASTER RECOVERY CDBG CLOSEOUT STATUS REPORT

Louisiana Housing Corporation	Total Projects	Projects 100% Expended	Projects ready to Closeout	Projects Closed out	% of Projects Closed Out
Katrina/Rita	102	38	33	2	2%
Gustav/Ike	79	13	4	1	1%
Isaac	12	0	0	0	0%
<b>TO-DATE TOTAL =</b>	<b>193</b>	<b>51</b>	<b>37</b>	<b>3</b>	<b>2%</b>

Single Family	Total Projects	Projects 100% Expended	Projects ready to Closeout	Projects Closed out	% of Projects Closed Out
Katrina/Rita	41	16	14	0	0%
Gustav/Ike	1	0	0	0	0%
Isaac	1	0	0	0	0%
<b>TO-DATE TOTAL =</b>	<b>43</b>	<b>16</b>	<b>14</b>	<b>0</b>	<b>0%</b>

Sustainable Housing	Total Projects	Projects 100% Expended	Projects ready to Closeout	Projects Closed out	% of Projects Closed Out
Katrina/Rita	53	19	18	0	0%
Gustav/Ike	73	11	3	0	0%
Isaac	11	0	0	0	0%
<b>TO-DATE TOTAL =</b>	<b>137</b>	<b>30</b>	<b>21</b>	<b>0</b>	<b>0%</b>

Louisiana Housing Authority	Total Projects	Projects 100% Expended	Projects ready to Closeout	Projects Closed out	% of Projects Closed Out
Katrina/Rita	8	3	1	2	25%
Gustav/Ike	5	2	1	1	20%
Isaac	0	0	0	0	
<b>TO-DATE TOTAL =</b>	<b>13</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>23%</b>

\*Data compiled using DRU's Closeout Tracker – Q1 updates