



**STATE OF LOUISIANA**  
**NATIONAL HOUSING TRUST FUND**  
**2016 ALLOCATION PLAN**

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**STATE OF LOUISIANA  
NATIONAL HOUSING TRUST FUND  
2016 ALLOCATION PLAN**

# Louisiana National Housing Trust Fund

## Allocation Plan – 2016

### Overview

The National Housing Trust Fund (NHTF) is a new federal affordable housing production program that will complement existing Federal, state, and local efforts to increase and preserve the supply of decent, safe, and sanitary affordable housing for extremely low- and very low-income households, including homeless families and individuals. The NHTF was established under Title I of the Housing and Economic Recovery Act of 2008, Section 1131 (Public Law 110-289). The first year of the program is crucial in demonstrating States' ability to effectively use this new funding source.

### Timeline

- On December 4, 2009, HUD published a proposed rule (FR-5246-P-01) for public comment on the formula to be used to allocate NHTF funds.
- The proposed NHTF program rule (FR-5246-P-02) was published on October 29, 2010 for public comment on the regulations that will govern the NHTF.
- On January 30, 2015, HUD published an interim Rule (FR-5246-I-03 and at 24 CFR Parts 91 and 93) which provides the guidelines for States to implement the NHTF.

HUD plans to issue a final rule for the NHTF after states have had experience administering the program and are able to offer comments regarding the initial implementation.

The NHTF regulations are modeled on the HOME Program, but there are several key differences. Most importantly, NHTF has deeper income targeting, lower rent requirements, and a longer minimum affordability period.

For years when total NHTF funding exceeds \$1 billion, at least 75% of states' allocations must benefit extremely low income households (ELI <30% AMI) or households with income below Federal poverty level whichever is greater, and the remaining 25% must benefit very low income households (VLI <50% AMI); for years when total funding is less than \$1 billion, 100% of states' allocations must benefit ELI households. Rents for NHTF designated units in an assisted project are capped at 30% of 30% AMI or 30% of poverty level, whichever is greater, for units occupied by ELI households, and 30% of 50% AMI for VLI households. The minimum required NHTF affordability period is 30 years for units in all assisted projects, compared with 5-20 years for HOME.

The Louisiana Housing Corporation (LHC) has been designated as the State Designated Entity (SDE) for purposes of administering the State's National Housing Trust Fund Program. Funding for the NHTF comes from an assessment on loans made by Fannie Mae and Freddie Mac. On May 6, 2016, HUD published the annual allocations for the first year of NHTF. Total funding made available was \$173,591,160. Of this total, Louisiana will receive an initial allocation of \$3,000,000. The State of Louisiana allocation award and proposed budget is attached as Table 1.

## **Definitions**

The following words and terms, when used in this Allocation Plan, shall have the following meanings:

"Act" means Title I of the Housing and Economic Recovery Act of 2008, Section 1131 (Public Law 110-289).

"Action Plan" means the State's annual Program description for the administration of National Housing Trust Fund Program Funds received by the State. The Action Plan is included in the Consolidated Plan and must be reviewed and approved by HUD.

"Applicant" means an eligible entity that has applied for or will apply for National Housing Trust Fund Program funding.

"Application" means an Application from an eligible entity for funding from the State's allocation of funds for the National Housing Trust Fund.

"Application Packet" means the required Program documents stating the National Housing Trust Fund Program objectives, the State-specific objectives for the National Housing Trust Fund, and method of distribution of National Housing Trust Fund Program Funds (including program income and recaptured funds), as well as the required forms for filing an Application for National Housing Trust Fund Program Funds.

"Awardee" means any eligible Applicant receiving National Housing Trust Fund Program Funds through LHC.

"Consolidated Plan" means a plan prepared in accordance with the requirements of 24 CFR Part 91 which describes community needs, resources, priorities and proposed activities to be undertaken under certain HUD programs, including the National Housing Trust Fund Program.

"Extremely Low-Income Families" means low-income families whose annual incomes do not exceed 30% of the median family income for the area, as determined by HUD, with adjustments for family size.

"HUD" means the United States Department of Housing and Urban Development.

"Interim Rule" means the National Housing Trust Fund Program requirements as set forth in 24 CFR Part 93, Sections 93.1 et seq.

"National Housing Trust Fund Program" means the National Housing Trust Fund Program as established under Title 1 of the Housing and Economic Recovery Act of 2008, as set forth therein.

"National Housing Trust Fund Program Regulations" means the regulations pursuant to the Interim Rule at 24 CFR Part 93.

"LHC" means the Louisiana Housing Corporation. LHC has been designated by the Governor to administer the State's National Housing Trust Fund Program on behalf of the State.

"Program" means the National Housing Trust Fund Program.

"Program Funds" means all appropriations for the National Housing Trust Fund Program, plus all Program Income and other returned and recaptured funds.

"Program Income" means gross income received by LHC or the Awardees that is directly generated by the use of Program Funds, as further defined in the Interim Rule.

"Program Year" means the period selected by LHC in which it shall administer its formula allocation for the National Housing Trust Fund Program.

"Project" means a site or sites, together with any building or buildings that are to be assisted with National Housing Trust Fund Program Funds as a single undertaking.

"State" means the State of Louisiana.

"Very low-income families" means families whose annual incomes are in excess of 30% but not greater than 50% of the median family income for the area, as determined by HUD, with adjustments for family size.

## **Distribution of Funds**

### **Selection of Recipients**

#### General

LHC will prepare a Notice of Funding Availability (NOFA) which may also reference the Qualified Allocation Plan (QAP) that will describe in detail eligible Applicants and activities, what an Application must include; when and where Applications are to be submitted; the criteria by which Applications will be evaluated; who will review the Applications; and when grant awards are to be made.

The NOFA will indicate what the State has determined to be the priority housing need(s) it intends to address based on the outcome of its public participation process and priority needs indicated in its current Consolidated Plan (ConPlan) as amended and its final adopted QAP. The NOFA may also reference other plans, such as plans to end homelessness or plans to comply with the U.S. Supreme Court's Olmstead decision.

#### Geographic Diversity

NHTF funds will be distributed statewide along with Low Income Housing Tax Credits (LIHTC). NHTF funds will be awarded on a competitive basis to projects that address the criteria outlined in this allocation plan, the priority housing needs as identified in the state's ConPlan, and the priorities established in the QAP in force at the time of application.



During the first year of the program the LHC will give preferences to projects located in: a) Qualified Census Tract, b) rural areas (as defined by the QAP) and c) projects located in the Delta Parishes.

The LHC staff in conjunction with third party underwriters will review all applications for consistency with this allocation plan, the ConPlan, the QAP and established threshold and underwriting criteria. Recommended awards will then be made to the LHC Board of Directors following the process established in the QAP for the award of LIHTC at one of the regularly scheduled monthly meetings with Board action being final.

The LHC will be responsible for executing contracts with the developers of selected projects.

## Use of Funds

The NHTF regulations allow up to 10% of NHTF funds to be used for homeownership activities. However, during the first year of participation in the NHTF, Louisiana plans to use program funds exclusively for rental housing to meet the priority needs identified by the state’s ConPlan and to be consistent with the priorities in the QAP. This is due to the extremely low income targeting requirements of the program and the need for rental housing affordable to ELI households in the state.

The initial allocation to support multifamily housing development will be \$2,700,000.

In accordance with NHTF regulations, up to 10% of the state’s NHTF allocation will be used for administration. The first year budget for administrative activities is set at \$300,000.

NHTF project funds may be used to pay for the following eligible costs: development hard costs, refinancing, acquisition, related soft costs, operating cost assistance and operating cost reserves (not to exceed 1/3 of the State’s annual allocation), relocation, and costs related to payment of loans. Awards of NHTF funds will be made in the form of low interest cash flow loans in order to minimize project debt and maximize affordability to ELI households. Terms of loans will be set by LHC underwriting and designed to ensure that the use of NHTF dollars are maximized; the project will maintain viability; and LHC realizes the greatest possible return on its investment.

<b>Table 1</b>	
Louisiana National Housing Trust Fund 2016 Budget	
Total Budget	\$3,000,000.00
Administration (10% Maximum)	\$300,000.00
Operating Costs	\$0.00
Multifamily Development	\$2,700,000.00
Single Family Ownership (Maximum of 10%)	\$0.00

## **Applicant Capacity and Eligibility Requirements**

Eligibility to apply for NHTF funds will generally be the same as required by NHTF regulations with modifications, where allowed, to conform to the adopted QAP and general LHC policies. Eligible applicants/recipients of NHTF funds include nonprofit and for-profit developers, public housing agencies, and municipalities. In accordance with the definition at 24 CFR 93.2, recipients must:

- Make acceptable assurances to the grantee (LHC) that it will comply with the requirements of the NHTF program during the entire period that begins upon selection of the recipient to receive NHTF funds, and ending upon the conclusion of all NHTF-funded activities;
- Demonstrate the ability and financial capacity to undertake, comply, and manage the eligible activity;
- Demonstrate its familiarity with the requirements of other Federal, State, or local housing programs that may be used in conjunction with NHTF funds to ensure compliance with all applicable requirements and regulations of such programs; and
- Have demonstrated experience and capacity to conduct an eligible NHTF activity as evidenced by its ability to own, construct, or rehabilitate, and manage and operate an affordable multifamily rental housing development.

## **Application Requirements and Selection Criteria**

a) Program funds allocated annually to the State by HUD shall be awarded to eligible Applicants through a formal NOFA application process. Submission requirements for project Applications will be developed annually by LHC for a joint Application for both National Housing Trust Fund and Low Income Housing Tax Credits funding.

(b) Program funds will be awarded according to the Act, federal regulations and guidelines, and the final approved QAP. The Selection Criteria for the final approved FY 2016 QAP are included in this allocation plan as Appendix 1. Under the selection criteria points will be awarded to the degree that the application meets or exceeds the minimum requirements that are established. Scores are reflective of the priorities established for the current year. Projects will be awarded based on their scores after satisfying threshold requirements. The highest scoring project will be funded first and each successive score will be funded until the available funds are exhausted.

(c) The annual Application Packet shall be made available to eligible Applicants and interested parties upon request at the same time and manner as applications for LIHTC.

In addition to the specific requirements of the QAP, the following threshold criteria must exist in any Application to be considered for a NHTF award: 1) the project must include the creation or preservation of permanent rental housing (transitional housing and shelters are not eligible); 2) the housing must remain affordable via deed restrictions for at least 30 years; 3) at least one of the State's ConPlan housing priorities must be addressed and 4) there must be a reasonable expectation that the project will be ready to proceed within 12 months.

According to the State of Louisiana FY 2015 – 2019 Consolidated Plan - Amended – NHTF, the affordable housing need priorities as identified in SP -25 are new units production, existing housing units rehabilitation and existing housing unit acquisition.

Activities in NHTF program priority will provide extremely low-income, very low-income and low-income families affordable housing in accordance with 24 CFR 91.315 (b) (2), paying no more than 30 percent of their adjusted household income on housing.

According to the analysis of the data provided in the State of Louisiana FY 2015 – 2019 Consolidated Plan NA 15 - NA 25 sections, seventy-two percent (72%) of all 0-30% AMI households within the jurisdiction have a housing problem. In addition, seventy-one percent (71%) of all low-income households within the jurisdiction have a housing cost burden. This is also especially seen among households in the 0-30% AMI. According to the analysis of data, there is no appreciable disproportionate of need among racial or ethnic groups in the various income categories. According to the Housing Need Assessment (HNA) most recent estimate of housing need, the State has a shortage of affordable housing for both owners and renters.

Applications will be reviewed by staff according to the LHC priorities laid out in the QAP, as well as LHC stated underwriting policy and procedure and the requirements of the NHTF regulations. In addition to the general requirements of the QAP, projects seeking NHTF financial assistance will be evaluated on the following criteria:

- NHTF and other Applicable Federal requirements
- The Applicant's ability to obligate NHTF funds and undertake eligible activities in a timely manner.
- The extent to which the project has Federal, State, or local project-based rental assistance so that rents are affordable to extremely low-income families.
- The duration of the units' affordability period.
- The merits of the application in meeting the priority housing needs as identified in the state's ConPlan.
  - safe, decent, affordable housing (increase the supply and quality of affordable housing),
  - Individuals and families experiencing homelessness (decrease the number experiencing homelessness, increase supply and quality of affordable housing)
  - Strong communities (increase supply and quality of affordable housing, strengthen communities and improve quality of life)
  - The extent to which the application makes use of non-federal funding sources,
  - The extent to which the project Affirmatively Furthers Fair Housing
    - Will the housing be located in an area of opportunity, with low concentrations of racial or ethnic minorities and low concentrations of poverty?
    - If the proposed project is located in an area with a concentration of racial or ethnic minorities and/or poverty, will the housing contribute to the revitalization of a disinvested community, or help prevent

- displacement of residents living in neighborhoods on the verge of or already undergoing gentrification?

Applications must include a description of the eligible activities to be conducted with the NHTF funds in accordance with 24 CFR 93.200, and must contain a certification by each eligible recipient that housing units assisted with the NHTF will comply with NHTF requirements.

### **Subsidy Limits**

The LHC will establish annually the subsidy limits for projects seeking NHTF financial assistance. LHC has administered the states HOME program since inception. In LHC's experience the maximum subsidy limits set by the HOME program have proven to be sufficient to produce affordable housing units and as such during the first year of the program this assistance for urban projects shall be set at the same limit as for the HOME Program (the 234 Condominium Housing Elevator Type Project) but will additionally apply the limits to non metro areas. Rural parishes will be assigned the limit of the nearest metropolitan area. LHC is making this one adjustment based on the knowledge obtained through its long standing administration of the Low Income Housing Tax Credit Program and the HOME program. It is LHC experience that units produced in the rural parishes are just as expensive to develop as those in the metropolitan areas although certain individual costs may vary. LHC was initially very concerned that the HOME limits would not be sufficient given the deep affordability requirement of the NHTF and the resulting loss of funds necessary to cover the operating costs. The LHC, however, decided to award project based vouchers that it has available to every NHTF rental unit that is developed under this initial year's program. The use of the project based vouchers removes the concern about covering the operating costs of the units and therefore makes the HOME limits appropriate for this year's program. The areas governed by these limits shall be the same as the HUD recognized urban areas. The affordability limits for each parish is included in the table at that follows.



The number of NHTF assisted units shall be no less than the NHTF proportion of the Total Development Costs.

### **Operating Costs Assistance**

If Operating Costs Assistance is provided it will be considered as part of the maximum subsidy provided by the NHTF. To the extent that there is still room under the cap after assistance has been provided for the construction of NHTF units in a project the LHC at time of closing will capitalize an operating assistance reserve for NHTF units that are not receiving any form of project based assistance with the funds still left under the per unit assistance cap. The amount of assistance will be based on LHC underwriting that will include the per unit amount of operating costs allowed and will be for a maximum of five years. The per unit cost will be based on the LHC analysis of all Federally assisted (HOME and NHTF) projects previously funded by LHC that have returned audits during the previous reporting period. Currently the average per unit per year operating cost is \$6,157. LHC will use the average vacancy rate allowed by the QAP in effect at the time of the award to determine the number of months units will be vacant. This number will then be multiplied by the average per unit cost for operating assistance to determine the assistance provided for vacant units. Occupied units will receive a proportional amount of to compensate for funds not available due to the loss of income associated with rents affordable at 30% of AMI.

Operating cost assistance can only be used to cover the actual shortfall attributable to the NHTF units. A project may receive operating cost assistance for units to be set-aside for NHTF eligible tenants without receiving funds for the development of the housing provided that the proposed units meet all of the NHTF requirements including environmental review.

### **Project Based Rental Assistance**

The LHC, through the Louisiana Housing Authority, has Project-Based Vouchers and Section 811 Project Rental Assistance Demonstration Program funds available to compliment Louisiana's National Housing Trust Fund allocation. Louisiana's Permanent Supportive Housing (PSH) Program is a formal partnership between the LHC and the Louisiana Department of Health (LDH). LHC and LDH have worked together since 2005 to provide permanent integrated affordable rental housing for people with disabilities receiving assistance under Title XIX of the Social Security Act or other individuals with disabilities receiving long-term services and supports in the community.

The PSH program has been successful in preventing and ending homelessness and preventing and addressing the institutionalization of people with disabilities. The PSH program is available statewide to extremely low income disabled housing eligible for community-based, long-term services as provided through Medicaid waivers, Medicaid state plan options, state funded services or other appropriate services.

### **Performance Goals and Benchmarks**

This method of distribution will support the State's 2015-2019 ConPlan goals to create 915 new rental units and rehabilitate 626 rental units. With Louisiana receiving \$3million, it is estimated

LHC will assist a minimum of 4 projects resulting in approximately 16 units affordable of affordable housing for extremely low-income (ELI) households based on the maximum subsidy limits above.

### **Preferences & Limitations**

Consistent with the NHTF regulations, the ConPlan and the QAP projects seeking NHTF funding will be given preference to the extent that they have:

**Extended Affordability Agreement** -- the minimum NHTF affordability period is 30 years. Projects willing to extend the affordability period beyond this minimum period by at least 5 years will receive preference. **(NHTF Priority: Increased Affordability Period)**

**Increased Unit Affordability** – Projects with at least 5% of total units (when this is greater than the minimum required by NHTF regulations) or more of project units that serve households with incomes at or below 30% AMI will receive a preference. Greater preference will be given for larger increases in unit affordability, especially through lower rents or the use of project based vouchers **(NHTF Priority: Increased Affordability to ELI)**

**Governmental Priorities** – Projects that conform with a governmental priority will receive preference when:

- Project Located in Qualified Census Tract (QCT) or Difficult Development Area (DDA) **(NHTF Priority: Geographic Diversity)**
- Rural Area Project (as defined in the QAP glossary) **(NHTF Priority: Geographic Diversity)**
- Delta Parishes Project (as defined in the QAP) **(NHTF Priority: Geographic Diversity)**

**Exhibits Local Governmental Support** – Projects having any of the following will receive a preference for NHTF funds:

Note: The below referenced Governmental Funds must be actual “awarded funds” as evidenced by a signed commitment obligating the funds to the project.

- Governmental support reduces project development costs by providing CDBG, HOME, or other governmental assistance/funding in the form of loan, grants, rental assistance, or a combination of these forms or by:
  - Waiving water and sewer tap fees; **NHTF Priority: Non Federal Funding**
  - Waiving building permit fees; **NHTF Priority: Non Federal Funding**
  - Foregoing real property taxes during construction; **NHTF Priority: Non Federal Funding**
  - Contributing land for project development; **NHTF Priority: Non Federal Funding**
  - Providing below market rate construction and/or permanent financing; **NHTF Priority:**

#### **Non Federal Funding**

- Providing an abatement of real estate taxes, PHA contributions or other governmental contributions; **NHTF Priority: Non Federal Funding**

**Priority Housing Need:** In accordance with the state’s ConPlan the primary needs especially for 0-30% AMI households are cost burdens, overcrowding and substandard housing conditions. As such, a general preference will be given to projects that address these. **NHTF Priority: Priority Housing Need**

## **Readiness to Proceed**

LHC considers readiness to proceed in a timely manner to be a threshold matter. Therefore no preference will be given to projects based on the readiness to proceed. LHC will not fund any project that does not indicate in its application the ability to start construction within 12 months of the date of contract between the recipient and the State. Furthermore, the LHC will continue to follow its established practice of putting benchmarks in agreements and imposing sanctions up to and including canceling the project if they are not met.

## **Rehabilitation Standards**

The LHC Rehabilitation Standards shall apply to NHTF assisted projects. Applicants must be able to demonstrate compliance with these standards. If any particular element of the project does not meet the standards, Applicants must bring this to the attention of LHC staff. Waivers may be requested in accordance with LHC policy.

## **Refinancing Guidelines for NHTF Projects**

Multifamily projects developed by locally based housing organizations that receive NHTF funds for rehabilitation may utilize NHTF funds to refinance existing debt consistent with 24 CFR 93.201(b) if they meet the following guidelines:

1. Refinancing is necessary to reduce the overall housing costs and to make the housing more affordable and proportional to the number of HTF- assisted units in the rental project.
2. Rehabilitation is the primary eligible activity. A minimum of \$7,500 of rehabilitation per unit is required. The proportional rehabilitation cost must be greater than the proportional amount of debt that is refinanced.
3. The grantee must demonstrate management capacity and practices that ensure that the long term needs of the project can be met and the targeted population can be served over an extended affordability period.
4. The grantee must demonstrate that the new investment is being made to maintain current affordable units, to create greater affordability in current affordable units, to create additional affordable units, or to continue the affordability of units that could be lost.
5. Refinancing will be limited to projects that have previously received an investment of public funds.
6. The minimum NHTF affordability period shall be 30 years.
7. NHTF funds cannot be used to refinance multifamily loans made or insured by any Federal program, including CDBG.
8. Refinancing will only be allowed for projects that can produce Estoppel letters from all current debt or lien holders that clearly establishes that there is not currently an instance of default or any condition that if persisting would lead to an instance of default over the next two years and that the current debt/ lien holders have no plans to seek remedy for any existing condition by means of foreclosure, deed in lieu of foreclosure or a dation en paiement .





# **APPENDIX 1**

## **Selection Criteria**

**Louisiana Housing Corporation**  
**LIHTC - 2016 Qualified Allocation Plan**  
**Selection Criteria**

I.	<b>Targeted Project Type</b>	
	A. De-concentration Project .....	2
	B. Redevelopment Project .....	2
	C. High Vacancy Projects.....	2
	D. New Construction Scattered Site Project.....	3
	E. Non-Scattered Site Rehabilitation Project.....	3
	F. Scattered Site/Rehabilitation or Rehabilitation Infill Project .....	3
	G. Preservation Priority Projects.....	4
II.	<b>Targeted Population Type</b> .....	4
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	B. Veterans Households.....	4
	C. Elderly Households.....	4
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	B. Increased Unit Affordability .....	5
	C. Governmental Priorities .....	5
	D. Rural Area Project .....	5
	E. Delta Parishes Project .....	6
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	C. Optional Amenities .....	7
	D. Additional Accessible Units .....	7
	E. Project has On-Site Security.....	8
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	A. Leverage for Disability Funding.....	8
	B. Project’s Cost Per Square Foot.....	8
	C. Viability Penalty Points .....	8

**SELECTION CRITERIA AND EVIDENTIARY MATERIALS**

**I. TARGETED PROJECT TYPE**

**A. De-concentration Projects (Maximum of 22 points, maximum one selection from A(i), Project Diversity and maximum one selection from A(ii), Geographic Diversity)**

(i) Project Diversity - Percentage of Low Income Units in Project does not exceed:

- (a) 60% of the Total Project units 4 \_\_\_\_
- (b) 50% of the Total Project units 8 \_\_\_\_
- (c) 40% of the Total Project units 10 \_\_\_\_

(ii) Geographic Diversity: Project is located in census tract in which the median

income of the census tract exceeds one of the following as determined by <https://www.ffiec.gov/>:

- (a) 120% of the area median income for the MSA 10 \_\_\_\_
- (b) 150% of the area median income for the MSA 12 \_\_\_\_

**B. Redevelopment Project (Maximum 6 points allowed) 6 \_\_\_\_**

Check Type:

Distressed Property: \_\_\_\_

Redevelopment Property: \_\_\_\_

Owner Occupied Property with Development Plan of Action: \_\_\_\_

Documentation must be submitted with the application evidencing that the project meets the requirements for the type of Redevelopment Project (i.e. Distressed, Redevelopment or Owner Occupied) selected.

**C. High Vacancy Projects (Only one selection allowed - Maximum 6 points allowed)**

- (i) Minimum of 25% but less than 50% 2 \_\_\_\_
- (ii) Minimum of 51% but less than 75% 4 \_\_\_\_
- (iii) 75% or above 6 \_\_\_\_

- Submit letter from local jurisdiction that unit has been vacant (residential or non-residential) for at least 90 days and is likely to remain vacant because unit is substandard.
- Capital Needs Assessment must evidence inspection of vacant units.
- Market Study must directly address causes of vacancy, specific need for vacant unit sizes in the market.

- **NOTE: Points may only be selected from one of the following categories: Selection Criteria Items I.D. New Construction Scattered Site Project, I.E. Non Scattered Site Rehabilitation Projects, and I.F. Scattered Site Rehabilitation or Infill Projects. No project will be allowed points from more than one of the aforementioned categories.**

**D. New Construction Scattered Site Project (Only one selection allowed - Maximum 4 points allowed)**

NOTE: Points will only be allowed for a new construction scattered site project in areas where there are no LIHTC properties within a 5 mile radius of the proposed project.

- (i) New Construction Scattered Site Project 2 \_\_\_\_
- (ii) New Construction Scattered Site Lease to Own \*\* 4 \_\_\_\_

Submit list of each separate address and square footage and costs of each separate building.

\* Owner must agree to sell units at minimum purchase price by not later than the 16th year of Compliance period. The award is subject to a transactional structure acceptable to the Corporation according to industry best practices that protects the expectations of tenants anticipating title transfer of their units in fee simple absolute or condo or cooperative ownership.

**E. Non Scattered Site Rehabilitation Projects (Only one selection allowed - Maximum 8 points allowed)**

- (i) Non Scattered Site Abandoned Project 8 \_\_\_\_
  - Submit letter from local governmental unit that all units (residential or non-residential) in the Project are Substandard and have been vacant for at least six months
  - Capital Needs Assessment must also certify 100% vacancy

(ii) Substantial rehabilitation or conversion of Historic Property 7 \_\_\_\_

(iii) Rehabilitation or conversion of Non-Historic Property 6 \_\_\_\_

**F. Scattered Site Rehabilitation/ or Infill Projects (Only one selection allowed - Maximum 10 points allowed)\***

Scattered Site Rehab or Infill 8 \_\_\_\_

(ii) Scattered Site Rehab or Infill – Lease to Own\*\* 10 \_\_\_\_

\* Submit list of each separate address and square footage and costs of each building.

\*\* Owner must agree to sell units at minimum purchase price by not later than the 16<sup>th</sup> year of Compliance period. The award is subject to a transactional structure acceptable to the agency according to industry best practices that protects the expectations of tenants anticipating title transfer of their units in fee simple absolute or condo or cooperative ownership. **Infill projects must be consistent with the definition contained in the QAP.**

**G. Preservation Priority Project (Only one selection allowed - Maximum 10 points allowed)**

(i) Developments with Project Based Section 8 for 100% of the units or federally funded (such as USDA, HUD, or PHA) rental subsidy for at least 60% of the units 6 \_\_\_\_

(ii) Developments with Project Based Section 8 for at least 60% of the units or federally funded (such as USDA, HUD, or PHA) rental subsidy for at least 40% of the units 8 \_\_\_\_

(iii) Developments with Project Based Section 8 for at least 30% of the units or federally funded (such as USDA, HUD, or PHA) rental subsidy for at least 20% of the units 10 \_\_\_\_

**II. TARGETED POPULATION TYPE Maximum 13 points allowed)**

**A. Special Needs Households must provide**

*Supportive Services – this does not apply to Permanent Supportive Housing*

(Check one or more of (i), (ii) or (iii) and one of (a) or (b) for Special Needs Households)

(i) Homeless Households \_\_\_\_\_

(ii) Disabled Households \_\_\_\_\_

(iii) Tenant populations of individuals with children \_\_\_\_\_

(a) Twenty Percent serve such households 5\_\_\_\_\_

**or**

(b) Ten Percent serve such households 3\_\_\_\_\_

**B. Veterans Households**

7\_\_\_\_\_

Fifty Percent or more serve such households

(Project must evidence commitment to the project from the Veterans Administration, or a letter of support or agreement from a Veteran's provider such as Supportive Services for Veteran's Families (SSVF) or Veterans Administration Health Center.)

**C. Elderly Households**

6\_\_\_\_\_

100% of the project units are designated for elderly households.

For items II.A, B and C under Targeted Population Type application must include the following:

- (i) Description of Supportive Services tailored to each Special Needs Household (See Supportive Services Definitions)
- (ii) Cost per annum of Supportive Services per Special Needs Household or written commitment from governmental or non-profit agency that Supportive Services will be provided to Project without cost
- (iii) Experience of Taxpayer/Owner in developing Projects servicing Special Needs Households

**III. PRIORITY DEVELOPMENT AREAS AND OTHER PREFERENCES (Select All That Apply)**

**A. Extended Affordability Agreement (Lease to own projects ineligible\*) (Only one selection allowed - Maximum 4 points allowed)**

Project will execute agreement in which Owner irrevocably waives its rights under the provisions of I.R.C. §42(h)(6)(E) and (F) until after the:

- (i) 25<sup>th</sup> year 2\_\_\_\_\_
- (ii) 30<sup>th</sup> year 3\_\_\_\_\_
- (iii) 35<sup>th</sup> year 4\_\_\_\_\_

\* Lease to own projects ineligible; not eligible if executing Corporation's Option to Purchase and Right of First Refusal Agreement

**B. Increased Unit Affordability (Only one selection allowed -Maximum 6 points allowed)**

At least 5% percent or more of project units serve households with incomes at or below 30% AMI.

- (i) At least 5% less than 10% of units serve households (other than PSH) with incomes at or below 30% AMI 4 \_\_\_\_\_
- (ii) At least 10% but less than 15% of units serve households (other than PSH) with incomes at or below 30% AMI 5 \_\_\_\_\_
- (iii) At least 5% and less than 10% of units serve PSH households with incomes at or below 20% AMI 6 \_\_\_\_\_

\*To qualify for points in this section, units must be reflected on the rental income page of the application. Project must evidence ability to maintain lower rate units via rental income, grants or subsidies throughout the projects affordability period. Only one-and two-bedroom units will qualify as PSH units. To qualify for PSH points (iii) applicant **must** submit letter of PSH Support from the Executive Director of the Louisiana Housing Authority.

**C. Governmental Priorities (Maximum 5 points allowed)**

- (i) Project Located in Qualified Census Tract (QCT) or Difficult Development Area (DDA) 2\_\_\_\_\_
- Census Tract Number: \_\_\_\_\_ Parish Location: \_\_\_\_\_

- (ii) HUB Zone 3\_\_\_\_\_

\*HUB Zone classification must be current as of August 31, 2015 to receive points



Louisiana classifications may be accessed using the project's census tract through the following link: <https://www.sba.gov/content/hubzone-maps>

D. **Rural Area Project** (as defined in the QAP glossary) 10 \_\_\_\_\_

E. **Delta Parishes Project** (as defined in the QAP glossary) 4 \_\_\_\_\_

F. **Governmental Support** (*Only one selection allowed -Maximum 4 points allowed*)

**Note:** The below referenced Governmental Funds must be actual "awarded funds" as evidenced by a signed commitment obligating the funds to the project. Support documentation from the governmental entity and calculations supporting the selection must be included in the application submission.

Governmental support reduces project development costs by providing CDBG, HOME, or other governmental assistance/funding in the form of loan, grants, rental assistance, or a combination of these forms or by:

- Waiving water and sewer tap fees;
- Waiving building permit fees;
- Foregoing real property taxes during construction;
- Contributing land for project development;
- Providing below market rate construction and/or permanent financing;
- Providing an abatement of real estate taxes, PHA contributions or other governmental contributions;

(i) 7% or more of total project development cost reduction 4 \_\_\_\_\_

(ii) Greater than or equal to 4% but less than 7% of total project development cost reduction 3 \_\_\_\_\_

(iii) 2% but less than 4% of total project development cost reduction 2 \_\_\_\_\_

#### IV. LOCATION CHARACTERISTICS

##### A. **Neighborhood Features**

Points in this section are capped by the applicant's selection and verified through the commissioned market study. Applicants must include in their submissions the name, address, and map location each item where points are claimed under this section.

(i) **Points Gained\*: (Maximum of 10 points, maximum 1 point per service)**

Points will be awarded for the following services located within the specified distance of the site. Distance will be measured by odometer from the automobile entrance of the proposed project site to the closest automobile entrance to the parking lot of the applicable service. Applicant should ensure that the service is

suitable for the targeted population. Points will only be awarded for the services listed below. One Half (0.5) points will be awarded for any service listed that is located over 1 mile but is within 2 miles.

**1 point <= (1) mile**

Grocery Store \_\_\_\_\_ Public Library \_\_\_\_\_  
 Hospital/Doctor Office or Clinic \_\_\_\_\_ Bank/Credit Union (must have live tellers) \_\_\_\_  
 Elementary School \_\_\_\_\_ Post Office \_\_\_\_\_  
 Pharmacy/Drug Store \_\_\_\_\_  
 Public Transportation (shuttle services excluded) \_\_\_\_\_  
 Louisiana Licensed (current) Adult/Child Day Care/After School Care \_\_\_\_\_  
 Elementary School receiving a grade of "B" or better by the Louisiana Department of Education \_\_\_\_\_

**Total Positive Points \_\_\_\_\_**

**(ii) Points Deducted\*: (No maximum for deductions)**

Note: There **is no limit** on the amount of points that can be deducted for negative neighborhood services. Five points **each** will be deducted if any of the following incompatible uses are adjacent to the site; two points **each** will be deducted if any of the following incompatible uses listed are within ½ mile of the site with the exception of projects located within ½ mile of an electrical utility substation. **Any project adjacent to an electrical utility substation will remain subject to the referenced five-point deduction.**

Junk yard/dump	_____	Pig/chicken farm	_____
Salvage yard	_____	Processing plants	_____
Wastewater treatment facility	_____	Industrial	_____
Distribution facilities (all)	_____	Airports	_____
Electrical utility substations	_____	Liquor Store	_____
Prisons	_____	Solid waste disposal	_____
Adult entertainment/video/		Bar, Club or Lounge	_____
Theater	_____		

**Total Negative Points \_\_\_\_\_**

\*The Market Study for every project must include a separate section that evidences whether the Project satisfies the positive points listed or incurs the negative points listed above.

**V. PROJECT CHARACTERISTICS (Select and provide support documentation on all that apply)**

**A. *Green Buildings*** 5 \_\_\_\_\_

See Glossary for definition of "Green Building."

**B. *Community Facilities* (See Glossary)** 2 \_\_\_\_\_

(Community facilities must be consistent with the definition contained in QAP.

Homeownership projects are not eligible to receive points for community facilities.)

**C. *Optional Amenities*** Provide manufacturer cut sheets and/or architecture certification for the selected amenities.

(i) Washers and dryers are installed and maintained in every unit 3 \_\_\_\_\_

(ii) Dishwashers maintained in each unit 1 \_\_\_\_\_

(iii) Disposals maintained in each unit 1 \_\_\_\_\_

(iv) Paved walking Trail (minimum ¼ mile) 2 \_\_\_\_\_

**D. *Additional Accessible Units* (Only one selection allowed – maximum 3 points allowed)**

Accessible Units in excess of Section 504 of II C Accessible Project Rehabilitation Act of 1973. Section 504 applies to all Projects, i.e.,5% of units must be accessible for people with mobility impairments and 2% for people with hearing or vision impairments.

(i) Number of Units: \_\_\_\_\_ = more than 8% of the total units 1 \_\_\_\_\_  
but less than or equal to 10% of the total units

(ii) Number of Units: \_\_\_\_\_ = more than 10% of the total units 2 \_\_\_\_\_  
but less than or equal to 15% of the total units

(iii) Number of Units: \_\_\_\_\_ = more than 15% of the total units 3 \_\_\_\_\_

- Submit number, percentage and description of construction and/or equipment provided for each Accessible Unit.
- Unit count must represent at least (1) one unit above the 504 requirement

**E. Project has On Site Security (as defined in Glossary) 3\_\_**

As defined in Glossary- **If security cameras are provided, a diagram of the proposed location of cameras must be included in the application or points will not be allowed.** At least one camera per every 20 units is required to receive points in this category. The number of cameras will be rounded up in making this determination.

**VI. LEVERAGE, EFFICIENCY AND VIABILITY**

**A. Leverage for Disability Funding (Non-Governmental Support)**

**Support documentation from the funding entity and calculations supporting the selection must be included in the application submission.**

3\_\_\_\_\_

*Leverage consists of a specified amount of non-governmental funds used for persons with disabilities throughout the project's compliance period:*

List: \_\_\_\_\_

**B. Project's TDC per unit is at least 10% below the maximum TDC/unit 3\_\_**

**Calculations supporting the selection must be included in the application submission.**

**C. Viability Penalty Points**

(i) Rehabilitation Hard Costs are less than \$20,000 per unit -5\_\_

Specify Total Rehab Hard Costs: \$ \_\_\_\_\_ ÷ Number of Units: \_\_\_\_\_ =  
\$ \_\_\_\_\_/unit

(ii) Development fee exceeds 25% of hard costs for rehabilitation -5\_\_

**VIII. PROJECT & SUBMISSION PENALTY POINTS**

**A. Any project which utilizes a condominium or division of a site for the purpose of receiving Low Income Housing Tax Credits in excess of the QAP stated maximum -15\_\_**

**B. Any project involving repair of physical damage on which an insurance claim is made and received but applicant fails to disclose and utilize insurance proceeds in the development budget to reduce the use of Low Income Housing Tax Credits -15\_\_**

**C. Incomplete or Missing Exhibits, Appendices or Documents -4\_\_**

- Does not include Required Exhibits which must be submitted by Application Deadline.

***Missing Required Exhibits will result in Application being rejected.***

**D. Failure to properly label appendixes in final application submittal -5\_\_**

# Public Participation

## **Public Participation Process**

The LHC sought public input into both the development of the NHTF 2016 Allocation Plan and the final product. An email blast was sent to more than 2,000 names on LHC's various email lists seeking input from known interested parties. Additionally the same notice was published in the eight largest circulated newspapers in Louisiana. The public notices gave 20 days (in excess of the 15 days required by the State's ConPlan Public Participation Plan) to send in comments. Additionally the LHC held a public hearing on June 9, 2016 in conjunction with the Public Hearing on the 2015 CAPER and 2017 Action Plan to solicit input. Sign in sheets and a summary of written comments received and the proofs of publication follows. While verbal comments were received at the Public Hearing they were offered by the same parties that had submitted written comment and did not differ in any substantial manner.

The final plan was made available for public comment on June 17, 2016. The final plan summary was emailed to all known interested parties and the summary was published in the major newspapers of the state on June 22, 2016. While the draft plan was announced in the public notices published in the major newspapers of the State, and comments solicited, no comments were received by LHC by the deadline.

Name of Commenter	Date Comment Received	Comment	LHC Response (No Response Indicates LHC Agreement)
Clifford E. Olsen	5/12/2016	<p>1. Priority should be given to demolition/re-build projects. Demolition cost does not count toward basis for LIHTCs, and consequently, those development that require demolition will have a more difficult time making their cash flow projections work. 2. In no uncertain terms, cash flow is the critical element from which you start when planning housing for low income housing. Subsidies for rents, reserves, etc., should be given a similar priority.</p>	<p>Demolition activities associated with a renovation/new construction activity will be considered an eligible cost under LHC-NHTF program. Direct subsidy of tenant rents is not an eligible expenses.</p>
Monique Hall	5/13/2016	<p>I think it is important for able bodied applicants to have a fulltime job and to be on that job for at least one year. Stipulations to the above should be considered in cases due to medical needs of the individual or those in their care. If this is the case, applicant must provide proof of their employment for at least 1 year. Accountability for these funds are a necessity as well as the need for applicants to demonstrate their commitment to a hand up 2nd criteria, applicant must commit to obtain full-time employment within 1 year of their disabled child reaching school age. If applicant gives birth to a child of normal development, it is a requirement for the applicant to obtain fulltime employment within 12 weeks to reduce the risk of losing housing assistance. Allowing applicants to receive assistance for 1 program. I.e. housing assistance or utility assistance. This gives more applicants and opportunity to receive some assistance versus double dipping. Applicants should be evaluated for goal, aspirations and career path model sketched. Ongoing monitoring of progress and goals along with achievements. Progression is vital. This helps the individual with focus and follow through.</p>	<p>Generally NHTF funding does not go to individual consumers but to developers of affordable housing. The only possible exception is the provision of first time homebuyer assistance. Due to the deep affordability restrictions in place for the first years funding LHC will not be providing direct homebuyer assistance so this comment is not applicable to the planning for the first year.</p>
		<p>The 2016 HTF Funds are best awarded to carry out a HTF-assisted affordable multifamily rental housing development (“<b>HTF-assisted Project</b>”) in connection with the award of low-income housing tax credits (“<b>LIHTCs</b>” from the State’s housing credit ceiling under §42(h)(3) of the Internal Revenue Code (the “<b>Code</b>”) through an amendment (the “<b>HTF QAP Amendment</b>”) to the State’s Qualification Allocation Plan (“<b>QAP</b>”). The HTF QAP Amendment must award 2016 HTF Funds in the competitive allocation of LIHTCs throughout the State to HTF-assisted Projects which finance all or a portion of the costs of specific units (“<b>HTF-assisted Units</b>”) in a HTF-assisted Project with or without multiple buildings on a fixed (not floating) basis (“<b>Fixed HTF-assisted Units</b>”). The Fixed HTF-assisted Units must be occupied by ELI Households or VLI Households for the thirty year period (the “<b>HTF Period of Affordability</b>”) required by the HTF Interim Rule.</p>	
		<p>Recipients of 2016 HTF Funds should be experienced developers of affordable multifamily rental housing developments and have the financial capacity (through a net financial asset test and a liquidity test). Recipients should have substantial experience combining LIHTCs with other federal program resources, including HOME Funds, and are capable of making acceptable assurances that the requirements of the HTF Program during the Period of Affordability will be satisfied. Recipients should be prepared to repay any 2016 HTF Funds if a HTF-assisted Project developed by the Recipient is terminated before completion of a HTF-assisted Project, either voluntarily or otherwise (a “<b>Terminated HTF-assisted Project</b>”). For purpose of the HTF Interim Rule, a HTF-assisted Project must achieve project completion, defined at 24 CFR Part 93 as follows”</p>	
Wayne Neveu	5/16/2016	<p><i>all necessary title transfer requirements and construction work have been performed, the project complies with the requirements of this part (including the property standards under §93.3.1 of this part), the final drawdown has been disbursed to for the project, and the project completion information has been entered in the disbursement and information system established by HUD, except that with respect to rental housing project completion, for the purposes of §93.402(d) of this part, project completion occurs upon completion of construction before occupancy.</i></p>	

Any preference for ELI Households and VLI Households must be consistent with the State's 2015 -2019 Consolidated Plan and Strategy and an appropriate Action Plan. Nevertheless, the HTF QAP Amendment may specify how much 2016 HTF Funds will be available in different areas of the State based one or more criteria, including population and/or greatest needs based upon poverty or homelessness.

In order that Fixed HTF-assisted Units in a HTF-assisted Project qualify for the maximum eligible basis as part of a LIHTC award and to maximize LIHTC equity to the HTF-assisted Project, the 2016 HTF Funds should be provided in the form of a subordinate soft loan ("HTF Subordinate Soft Loan") for the following eligible costs of the HTF-assisted Units permitted at 24 CFR §93.201 that will be included in eligible basis ("LIHTC Eligible Costs"): (i) development hard cost, (ii) acquisition costs and (iii) related soft costs for buildings that are acquired or newly constructed. [Demolition costs associated with construction are capitalized to land and are not included within eligible basis. Operating cost assistance and operating cost reserves ("Operating Cost Reserves") are not capitalized nor include in eligible basis. The LHC should therefore discourage the award of 2016 HTF Funds to projects involving demolition and should also require all Operating Cost Reserves to be funded with LIHTC equity.] The LHC should also provide buildings with HTF-assisted Units an eligible basis boost under §42(d)(5)(B)(5) and consider awarding HOME Funds as may be needed to establish the feasibility and viability of the Project over the HTF Period of Affordability.

We recommend usage for developmental projects to be awarded to emerging CHDO's and or to non profits that predominately provide re-entry services to returning citizens. The Re-Entry non profits could then partner with existing CHDO's for funding usage towards developmental hard cost, demolition associated with the construction, utility connections and related soft and operational cost assistance and reserve assistance.

Entities providing reentry services are eligible to apply for projects to develop housing for their populations. Consistant with the existing Consolidated Plan and QAP no preference is given to this population.

Pursuant to an article in "the News Star" regarding the receipt of the \$3 million Federal funding for the NHTF, I would like to express my personal opinion about how the funds should be utilized.

There are quite a few individuals who already live in Senior Citizen Retirement Communities who are very close to the poverty level, or below it, who do not receive subsidies for their rent. In fact, in Ouachita Parish, no applications have been taken since about January/February 2014, to my knowledge. We were advised to go to that office and apply, but were turned away because they were not taking applications and have not taken any since we moved into our retirement community. We live on a small SS Disability check (2 of us on one income/both disabled) and on many meds. We might have \$40-60 left per month. In fact, we learned from application for food assistance and energy assistance that we are way below the income level for a two-person household. It would benefit us greatly if we could get housing subsidy and cut down on the cost of our rent per month which is almost one-half of our income. There are high costs of meds when we age and we are no exception to the rule. I know we are not alone and others could also benefit greatly from such a subsidy.

It would be very good if you would consider the possibility of using the funds to assist folks who already live in retirement communities first and then move on out to the general public.

Direct housing susidy to renters is not an eligible activity under the NHTF.

I would like to see this money allocated to PHA's entering into the RAD application process. This will give much needed funding for demolition.

Sandra Christophe

5/17/2016

Tyrone Hammett

5/19/2016

Chris Stant

5/20/2016



Allocate all the \$3 million to be paired with 4% tax credit/bond developments, similar to the existing HOME NOFA Funding Rounds. Because 4%/bond deals get much less tax credits per unit than 9% deals, developers constantly need another source of funding to make the deal financially feasible. With tax credits covering much of the cost of development for 9% deals, there isn't that same need for gap funding.

- Allow developers to apply for up to \$2-3 million in NHTF per development with 4%/bonds. The lower rents required for 30% AMI units will vastly lower the loan sizing, creating the need for more gap funding. If the development cap is any less, there will likely need to be another source of gap funding, possibly HOME funds.
- Give priority to developers with experience developing/managing 30% AMI units or very low income units, and with 4% tax credit/bond developments. Creating affordable housing for very low income units and with 4%/bond deals can be very complicated and needs an experienced team.

Evan Holladay

5/24/2016

The total allocation received by the state is \$3,000,000. LHC feels that a single award of \$3,000,000 would be inappropriate.

The items that the LHC notice has listed (a-f) do not include one that would, substantially, impact a low-income family's ability to purchase a home [*Fed Register: HTF: HTF Administration of Funds (paragraph-1: "Congress authorized the HTF with the state purpose of ... (2) increasing homeownership for..."*)] Very few homes in our rural communities are worthy of renovation, even with the remote possibility that the owner would consent to sell. Consequently, new construction is likely to be the most equitable option for consideration for homeownership. However, the cost/sq. ft. is prohibitive. To that point, the only consistently successful provision for ownership for low-income families has been programs (nationally and locally) that involve subsidizing the purchase price to allow for affordability of the units. The HTF Interim Rule speaks to rent subsidies; but I would ask that the HTF Committee consider home purchase "subsidy" when determining eligible areas of cost. I am sure that submissions would be minimal, by comparison; but, vital to the success of a homeownership project for the targeted population

Debra Harmon

5/25/2016

Since the first year of the NHTF is funded at less than \$1 billion nationally all funds must be used to assist in the construction of units that provide housing for VLI households. LHC does not feel that homeownership is the most appropriate vehicle for this group and has therefore not included homeownership as an option under this first year plan.

Tenure – Because of the relatively limited amount of available funds, NHTF dollars should be used only for rental housing in the first round of funding, and no funding be used for homeownership. However, the LHTFI stresses that language in the FY '17 Consolidated Action Plan should be flexible enough to allow for allocations to homeowner developments in subsequent funding rounds.

Increasing Supply – The creation of additional affordable, quality rental units will generate the biggest impact in addressing housing needs for extremely low income households. NHTF funds should be used as an additive resource, and not subtract from or supplant any current housing resources. In order for the NHTF to make an impact on the overall number of quality, affordable rental units in Louisiana, these resources must not displace resources that are already available. Rather, the NHTF should leverage existing resources, create new programming, and/or provide valuable incentives to add to the overall production of affordable housing. The 4% Low Income Housing Tax Credit would be an excellent opportunity for leveraging the NHTF to increase production potential. A project with all ELI tenants will face hurdles with financial feasibility unless it receives significant assistance with operating costs from the NHTF.

Diversify development - The NHTF is the first source of dedicated funding for extremely low income housing in decades. As a separate fund, it should expand upon, not merely supplement, existing resources for affordable housing. While the allocation plan should not restrict funding to any type of developer, it can reduce barriers to access for smaller, mission-driven developers who are often excluded from other sources of funding. The allocation plan can help diversify the types of developers receiving funding by providing alternative, less burdensome applications for mission driven developers and making requirements for developer experience commensurate to project size, among other potential changes.

Rent levels – Rent levels are at the crux of this conversation and ensuring affordability is the primary goal of NHTF. Units created should be affordable for a household below 30 percent AMI. LHC should use the Brooke Rule, which caps rent and utility expense at 30% of income, when establishing rent guidelines.

Affordability period – While 30 years of affordability is ideal for most state allocation plans, we recommend that projects that commit to longer affordability periods (i.e. 50 years) be given preference, as this will firmly secure the future of affordable housing for respective areas.

The ability to deploy funds quickly - The interim regulation allows for HUD to recapture funds that are not expended within 5 years, and if this occurs it can hamper future advocacy for increased allocations. It is imperative that NHTF funded programs and projects are able to produce reasonable turnaround with these funds to demonstrate program efficacy and set the stage for future increases to allocations.

Supportive Services - We recommend supportive services being required for a project to receive NHTF funding. Developers should be able to identify service providers who can address the needs of all low-income tenants.

Increase availability for households without access to rental assistance - A large percentage of households in current tax credit properties are below 30 percent AMFI and afford the higher rents through the use of Housing Choice Vouchers. We are concerned that some for-profit properties could "check the box" of meeting the NHTF income targeting by serving housing choice voucher holders, thus not increasing the amount of affordable housing for extremely low income households. The allocation plan should not prevent the use of vouchers, but should create a way to ensure that units are available to those without access to rental assistance.

State of Louisiana  
Parish of Rapides  
**AFFIDAVIT OF PUBLICATION**

(A Correct Copy of Publication)

The U.S. Department of Housing and Urban Development (HUD) recently awarded the State of Louisiana and the Louisiana Housing Corporation (LHC) \$3 million in federal funding under the National Housing Trust Fund (NHTF). 2016 is the first year that funding has been made available. Now is the critical time to demonstrate Louisiana's ability to effectively use trust fund dollars.

By way of this notice, LHC is soliciting input on what the public considers the best means of distributing these funds; on how recipients should be selected and what qualifications should be met; preferences based on geographic diversity; and how within the federal guidelines these funds should be used.

ing will take place in the V. Jean Butler Boardroom at the LHC headquarters located at 2415 Quail Drive, Baton Rouge, LA 70808. Comments concerning the National Housing Trust Fund Allocation Plan must be received no later than June 8, 2016 or can be discussed at a public hearing scheduled for June 9. Please submit your comments to HOME@lhc.la.gov. (5)18,19,20

The LHC will hold a public hearing on June 9, 2016 at 1:30 p.m. to receive comments on this new program. The hear-

I, Christina Pierce, General Manager

of THE TOWN TALK, published at Alexandria, Louisiana do solemnly swear that the

Legal Notice

advertisement, as per clipping attached, was published in the regular and entire issue of said newspaper, and not in any supplement thereof for 3 insertion (s) commencing with the issue dated May 18, 2016 and ending with the issue dated May 20, 2016.

Christina Pierce  
Christina Pierce

Subscribed and sworn to before me  
This 23rd day of May, 2016 at  
Alexandria, Louisiana.

Carolyn J. Smilie



**CAROLYN J. SMILIE**  
LA Bar Roll No. 19794  
Notary Public ID No. 25862  
My commission expires with life

# AFFIDAVIT OF PUBLICATION

## STATE OF LOUISIANA PARISH OF TERREBONNE

Before the undersigned, a Notary Public of Said Parish and State, appeared

April Adams

Who, being duly sworn or affirmed, according to the law, says that he/she is the

### Advertising Representative

of HOUMA COURIER, legal journal published in and for the Parish of Terrebonne, State of Louisiana, who said that the attached legal advertisement order number X000424943, was inserted in the aforesaid newspaper in space, and on dates as follows:

05/18/2016, 05/19/2016, 05/20/2016,

April Adams

Title: **Classified Ad Representative**

Sworn to and subscribed before me at Houma, La,

this 24<sup>th</sup> day of May, A.D., 2016

In Testimony Whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Jodie P. Burton

Jodie P. Burton (Notary ID 062759) Notary Public

X000424943, Publication 05/18, 05/19 & 05/20/2016

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**THE DAILY ADVERTISER**  
**A GANNETT NEWSPAPER**

1100 Bertrand Drive, Lafayette, LA 70506

PHONE: (337) 289-6300

FAX: (337) 289-6418

**AFFIDAVIT OF PUBLICATION**

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BATON ROUGE, LA 70802

Account No.: SHR-8LAPRE

Ad No.: 0001282580

PO #: IO# 16053LL4 - LHC&HUD

I, Pamela Pugh, do solemnly swear that I am the LEGAL CLERK, for THE DAILY ADVERTISER, a newspaper published and printed in Lafayette, in the Parish of Lafayette, State of Louisiana, and that from my personal knowledge and reference to the files of said publication, the advertisement of

1282580 The U.S. Department of Housing and Urban Development (HUD) recently awarded the State of Louisiana and the Louisiana Housing Corporation (LHC) \$3 milli

was published in **THE DAILY ADVERTISER** on the following date(s):

May 18, 2016

May 19, 2016

May 20, 2016

PAMELA PUGH  
LEGAL CLERK

Sworn to and subscribed before me this 20 day of May, 2016.

NOTARY PUBLIC - ID #67990  
RHONDA W. COLSON

1282580  
The U.S. Department of Housing and Urban Development (HUD) recently awarded the State of Louisiana and the Louisiana Housing Corporation (LHC) \$3 million in federal funding under the National Housing Trust Fund (NHTF). 2016 is the first year that funding has been made available. Now is the critical time to demonstrate Louisiana's ability to effectively use trust fund dollars.  
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# Affidavit of Publication

STATE OF LOUISIANA  
Parish of Calcasieu

Before me the undersigned authority, personally came and appeared



who being duly sworn, deposes and says:

He/She is a duly authorized agent of  
**LAKE CHARLES AMERICAN PRESS**

a newspaper published daily at 4900 Highway 90 East,  
Lake Charles, Louisiana, 70615. (Mail address: P.O. Box 2893  
Lake Charles, LA 70602)

The attached Notice was published in said newspaper in its issue(s)  
dated:

00957486

May 18, 2016,

May 19, 2016,

May 20, 2016



Duly Authorized Agent

Subscribed and sworn to before me on this 20th day of May, 2016 at  
Lake Charles, LA

00053904

Notary Public

LA HOUSING CORPORATION C/O LA PRESS

## PUBLIC NOTICE

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May 18, 19, 20  
00957486

3f



DECKY R. VENISSAT  
Notary Public  
State of Louisiana  
Calcasieu Parish  
Notary ID # 8546  
My Commission Expires 01/01/2017

Publisher of

THE NEWS-STAR

MONROE, LOUISIANA

PROOF OF PUBLICATION

The hereto attached advertisement  
Was published in The News-Star.  
A daily newspaper of general circulation.  
Published in Monroe, Louisiana.  
Parish of Ouachita in the issues of:

May 20, 2016  
Antoinette Holbrook

LEGAL AD DEPARTMENT

Sworn and subscribed before me by  
The person whose signature appears above in Monroe, LA on this

20<sup>th</sup> day of May 20 16 AD

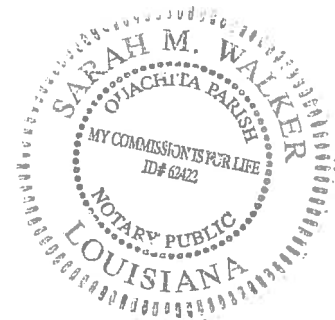
Sarah M Walker  
NOTARY PUBLIC

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Monroe, LA  
May 18, 19, 20, 2016  
0001282419



**Exhibit A  
Attached**

State of Louisiana

Parish of Orleans

City of New Orleans

Personally appeared before me, a Notary in and for the parish of Orleans, Randy A. Trahan who deposes and says that he is Administrative Operations Manager of NOLA Media Group, a division of The Times-Picayune, L.L.C., a Louisiana limited liability company, and Publishers of The Times-Picayune, Daily and Sunday, of general circulation; doing business in the City of New Orleans and the State of Louisiana, and that the attached

LEGAL

Re: National Housing Trust Fund (NHTF)

Advertisement of LOUISIANA PRESS ASSOCI-

ATION

404 EUROPE ST

BATON ROUGE, LA. 70802

Was published in The Times Picayune

3800 Howard Ave.

New Orleans, LA 70125

On the following dates MAY 18,20,25, 2016

I attest that the copy attached hereto as "Exhibit A" is a true and correct copy of the advertisement published in The Times-Picayune on these dates.

2<sup>ND</sup>

Sworn to and subscribed before me this  
Day of JUNE, 2016

[Signature]  
Notary Public

My commission expires at my death.

Charles A. Ferguson, Jr.

Notary identification number 23492



# The Times

## PROOF OF PUBLICATION

STATE OF LOUISIANA

PARISH OF CADDO

Before me, the undersigned authority, personally came and appeared

Cherita Moore, personally known to me

Who being duly sworn, deposes and says that she is the Assistant to the Classified Advertising Manager of The Times, and that the attached Advertisement published entitled:

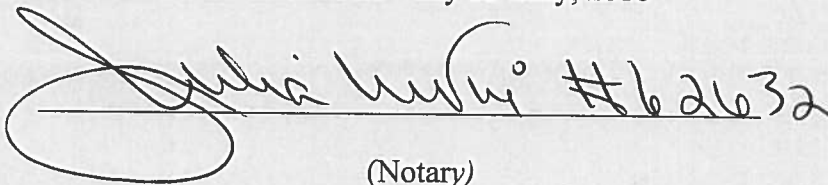
**The U.S. Department of Housing and Urban Development (HUD) recently awarded the State of Louisiana and the Louisiana Housing Corporation (LHC) \$3 million in federal funding under the National Housing Trust Fund (NHTF). 2016 is the first year that funding has been made available.**

**Notice published in the Times on May 18, 19, & 20, 2016  
May 20, 2016**

(Signed)



Sworn to and subscribed before me this 20<sup>th</sup> day of May, 2016



(Notary)

**JULIA W. NIX, NOTARY PUBLIC  
CADDO PARISH, LOUISIANA  
MY COMMISSION IS FOR LIFE**

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May 18, 2016  
May 19, 2016  
May 20, 2016



**CAPITAL CITY PRESS**

**Publisher of  
THE ADVOCATE**

**PROOF OF PUBLICATION**

The hereto attached notice was published in THE ADVOCATE, a daily newspaper of general circulation published in Baton Rouge, Louisiana, and the Official Journal of the State of Louisiana, City of Baton Rouge, and Parish of East Baton Rouge or published daily in THE NEW ORLEANS ADVOCATE, in New Orleans Louisiana, or published daily in THE ACADIANA ADVOCATE in Lafayette, Louisiana, in the following issues:

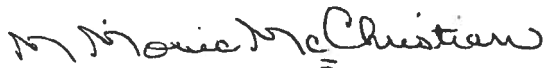
05/19/2016, 05/20/2016, 05/21/2016



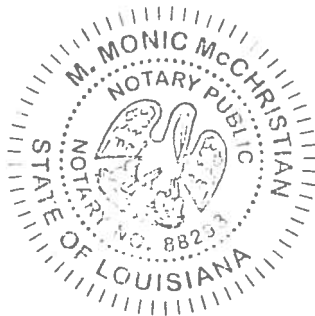
Kristi Bunch, Public Notices Representative

Sworn and subscribed before me by the person whose signature appears above

5/21/2016



M. Monic McChristian,  
Notary Public ID# 88293  
State of Louisiana  
My Commission Expires: Indefinite



**PUBLIC NOTICE**

The U.S. Department of Housing and Urban Development (HUD) recently awarded the State of Louisiana and the Louisiana Housing Corporation (LHC) \$3 million in federal funding under the National Housing Trust Fund (NHTF). 2016 is the first year that funding has been made available. Now is the critical time to demonstrate Louisiana's ability to effectively use trust fund dollars.

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75547-may 19-20-21-3t

LA PRESS ASSOC - STATE MISC 075547-01  
JANE KILLEN  
404 EUROPE ST  
BATON ROUGE, LA 70802

State of Louisiana



Housing & Community Development Needs for the  
FY 2017 CONSOLIDATED ANNUAL ACTION PLAN

CITIZEN PARTICIPATION COMMENT FORM

Name: Candy Christopher Date: 1/1/14

Representing: Re-Entry Solution  
(e.g. myself, municipal or parish government, private agency, constituent group, other)

Address: 1107 Branch St.  
Alexandria, La 71302

Phone: 518-715-8179 <sup>cell</sup> Fax: 443-6189 Email: \_\_\_\_\_

Special Interest Area(s): Check all which apply

Community Development (CDBG)

Homeless Shelters and Services (ESG)

Affordable Housing (HOME)

Housing Opportunities for Persons with AIDS

Comments:

→ Use CDBG funding for <sup>multi family</sup> Housing & Rental!  
→ Exposing/Enclosure of Petting Closures & <sup>not</sup> Home & Enclosure for Rental multi family need!  
with enforcement Sept. 2014!

(Please continue on back of form or use additional pages as needed)

Submit at public hearing or send to: Office of Community Development, PO Box 94095, Baton Rouge, LA 70804-9095, FAX 225/342-1947, EMAIL [carol.newton@la.gov](mailto:carol.newton@la.gov)

**Comments are due no later than June 24, 2016**

**PUBLIC HEARING - Baton Rouge, LA**

FY 2015 Consolidated Annual Performance and Evaluation Report

Housing and Community Development Needs

FY 2017 Consolidated Annual Action Plan - State of Louisiana

June 9, 2016

<u>Name/Title</u>	<u>Agency</u>	<u>Mailing Address</u>	<u>Email Address</u>	<u>Phone Number</u>
R. Keith Bradshaw, Ex. Dir.	MAE-10616 CDE	5367 I-49 - SW Side Rd, LA	Magnolia@ced.org charter MF	337-351-0045
WNA Friedrich	OPH-SPP	1450 Poplar St of NOVA 70112	WNA.FRIEDRICH@NOVA.LA	504 560 7174
Rita Brautsky	HRBA-ENR	2127N. Armand at Metairie 70001 1A Poyenne LA 70506	ritab@home-bus.org brautsky@home-bus.org	504 837 2700
Stephen Bartley	NORTHERN DEVELOPMENT	537 CASIMIRE RIV RD STE. 111 4640 S. Carrollton Ave Ste 100 NO LA 70119	STEPHEN@BARTLEY.ORG AMORRIS@gnodha.org gnodha.org	(337) 342-1495 601) 284.8301
Ross Hunter	"	"	rhunter@gnodha.org	706-325-0578
Sue Cheveret	HAIFA-LA	5800 Rue Perkins Place #713 SE, LA 70808	sue@habitat-la.org	225-205-1461
Debra Ferraro	ASSIST		debra@olive.la.gov	337 787 5500
Debra Ferraro	ASSIST (Vol.)		debra@olive.la.gov	337 787 5500
Lanel Dennis	LHC	1dean@lhc.la.gov		985-233-9363
Valerie Ervin	CITY of Shreveport	PO. Box 31109, Shreveport, LA 71130 valerie.ervin@shreveportla.gov		318 673 7555
Shed Johnson	City of Spock	441 TEAS		673-5900
DAVID EASTON	DOA DEEDS	PO. Box 49095, BE, LA 70804	DAVID.EASTON@LA.GOV	805-342-7418 318-715-8178
Candy Christy	Re-Entry Solution	1617 Branch St. Alexandria	candy.christy@reentry.org	713-441-1111

State of Louisiana  
Parish of Rapides  
**AFFIDAVIT OF PUBLICATION**

(A Correct Copy of Publication)

I, Randy Benson, Editor

of THE TOWN TALK, published at Alexandria,

Louisiana do solemnly swear that the

Legal Notice

advertisement, as per clipping attached, was published in the regular and entire issue of said newspaper, and not in any supplement thereof for 1 insertion (s) commencing with the issue dated June 23, 2016 and ending with the issue dated June 23, 2016.



Randy Benson

Subscribed and sworn to before me  
This 24<sup>th</sup> day of June, 2016 at  
Alexandria, Louisiana.

Camille  
Camryn J. Smilie  
my commission  
expires at death  
Bar Roll No. 19794

**Substantial Amendment to the  
State of Louisiana 2015-2019  
Consolidated Plan and 2016 Action Plan**

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**Summary**

The National Housing Trust Fund Provides funding to states for the development of housing affordable to households at or below 30% of adjusted median income (AMI).

**2016 Budget**

Administration	\$300,000.00
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Rental Operating Assistance	\$0.00
<b>Total</b>	<b>\$3,000,000.00</b>

**Distribution of Funds**

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**Efforts to Minimize Displacement**

If applicants for development assistance indicate that the project will involve the acquisition and rehabilitation or rehabilitation alone of an existing occupied building or buildings the applicant will be required to submit plans and adequate budget for accomplishing the relocation consistent with the Uniform Relocation Act.

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# AFFIDAVIT OF PUBLICATION

## STATE OF LOUISIANA PARISH OF TERREBONNE

Before the undersigned, a Notary Public of Said Parish and State, appeared

April Adams

Who, being duly sworn or affirmed, according to the law, says that he/she is the

### Advertising Representative

of HOUMA COURIER, legal journal published in and for the Parish of Terrebonne, State of Louisiana, who said that the attached legal advertisement order number X000427890, was inserted in the aforesaid newspaper in space, and on dates as follows:

06/22/2016,

April Adams

Title: Classified Ad Representative

Sworn to and subscribed before me at Houma, La,

this 28<sup>th</sup> day of June, A.D., 2016

In Testimony Whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Jodie P. Burton

Jodie P. Burton (Notary ID 062759) Notary Public

---

X000427890 Publication 06/22/2016  
Substantial Amendment to the  
State of Louisiana  
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**mediaacadien**

More connections with your customers

**THE DAILY ADVERTISER**  
A GANNETT NEWSPAPER

1100 Bertrand Drive  
Lafayette, LA 70506

PHONE: (337) 289-6300  
FAX: (337) 289-6418

### AFFIDAVIT OF PUBLICATION

LOUISIANA PRESS ASSOCIATION  
404 EUROPE STREET  
BATON ROUGE, LA 70802

Account No.: 8LAPRE  
Ad No.: 1000609340  
Ad Total:  
IO# 16064LL3

I, Pamela Pugh, do solemnly swear that I am the LEGAL CLERK, for THE DAILY ADVERTISER, a newspaper published and printed in Lafayette, in the Parish of Lafayette, State of Louisiana, and that from my personal knowledge and reference to the files of said publication, the advertisement of

PUBLIC NOTICE  
LOUISIANA HOUSING CORPORATION  
FOR CONSOLIDATED PLAN AND ACTION PLAN  
5 X 5.25 DISPLAY WITH CHART

was published in **THE DAILY ADVERTISER** on the following date(s):

WEDNESDAY, JUNE 22, 2016

PAMELA PUGH  
LEGAL CLERK

Sworn to and subscribed before me this 22<sup>ND</sup> day of June 2016.

NOTARY PUBLIC - ID #67990  
RHONDA W. COLSON



comply with such will be made. The ure to print such l, will be forfeited right is expressly re- numbers shall not the Issuer as and served to waive any constitute cause for liquidated dam- irregularity in any refusal by the, suc- cessful bidder to ac- cept delivery of and to pay for the Bonds. No CUSIP identifica- tion number shall be deemed to be part of any Bond or a part of the contract evi- denced thereby, and no liability shall hereafter attach to the Issuer or any of the officers or agents thereof because of or on account of such numbers. All expend- es in relation to the printing of the CUSIP identification numbers on the Bonds shall be paid by the Issuer. How- ever, the CUSIP Service Bureau charge for the as- signment of such numbers shall be the responsibility of and shall be paid by the successful bidder. In order to assist bidders in complying with S.E.C. Rule 15c2-12(b)(5), the Governing Authority will undertake, pur- suant to the resolu- tion providing for the issuance of the Bonds and a Continu- ing Disclosure Cer- tificate, to provide annual reports and notices of certain events. A description of this undertaking is set forth in the Preliminary Official Statement and will also be set forth in the Final Official Statement. For information rel-

of Revenues and  
 Motion by Treasur-  
 er Malbreaux to ac-  
 cept the April 2016  
 minutes as written.  
 Motion seconded by  
 Commissioner  
 Hvasta. There was  
 no public comment.  
 Motion carried.  
**APRIL FINANCIAL  
 STATEMENT  
 REPORT**  
 Treasurer  
 Malbreaux presented  
 the April 2016 finan-  
 cial statement report  
 to LCVC Commis-  
 sioners. She re-  
 viewed revenue re-  
 ceived from the hotel  
 and lodging tax and  
 the revenue/expenses  
 for the month. Vice-  
 President Thackston  
 motioned to accept  
 the April financial  
 report as presented.  
 The motion was  
 seconded by Com-  
 missioner Hvasta.  
 There was no public  
 comment. Motion  
 carried.  
**TRAVEL &  
 TOURISM REPORT**  
 Eugenie Mitchell,  
 Vice President of  
 Tourism Sales, pre-  
 sented the Travel &  
 Tourism report to  
 Commissioners. Ms.  
 Mitchell reported on  
 LCVC's presence at  
 the LOT Canadian  
 Sales Mission and  
 NAJ RTO Summit  
 East. She also re-  
 ported on National  
 Tourism Week,  
 Uniglobe and  
 Comptoir des Etats-  
 Unis familiarization  
 tours and the  
 American Tours  
 International site in-  
 spections and educa-  
 tional seminar for  
 Harry

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STATE OF LOUISIANA  
Parish of Calcasieu

Before me the undersigned authority, personally came and appeared



who being duly sworn, deposes and says:

He/She is a duly authorized agent of  
**LAKE CHARLES AMERICAN PRESS**  
a newspaper published daily at 4900 Highway 90 East,  
Lake Charles, Louisiana, 70615. (Mail address: P.O. Box 2893  
Lake Charles, LA 70602)

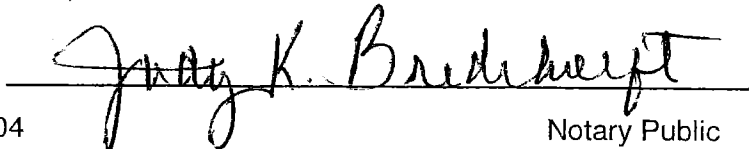
The attached Notice was published in said newspaper in its issue(s)  
dated:

00961709 -  
June 22, 2016



Duly Authorized Agent

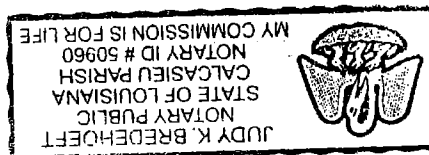
Subscribed and sworn to before me on this 22nd day of June, 2016 at  
Lake Charles, LA



00053904

Notary Public

LA HOUSING CORPORATION C/O LA PRESS



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### SUMMARY

The National Housing Trust Fund Provides funding to states for the development of housing affordable to households at or below 30% of adjusted median income (AMI).

### 2016 BUDGET

Administration	\$300,000.00
Homeownership Development	\$0.00
Multifamily Housing Construction	\$2,700,000.00
Rental Operating Assistance	\$0.00
<b>Total</b>	<b>\$3,000,000.00</b>

### DISTRIBUTION OF FUNDS

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Publisher of

**The  
News-Star**  
*www.thenewsstar.com*

MONROE, LOUISIANA  
**PROOF OF PUBLICATION**

The hereto attached advertisement was published in The News Star. A daily newspaper of general circulation. Published in Monroe, Louisiana. Parish of Ouachita in the issues of :

June 22, 2016

Subscribed and sworn to before me by

The person whose signature appears above in Monroe, LA on this

This 22 day of June, 2016 AD

Sarah M Walker

Notary Public

**Substantial  
Amendment  
to the  
State of Louisiana  
2015-2019  
Consolidated Plan  
and 2016 Action Plan**

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**\$300,000.00**

**Homeownership  
Development- \$0.00**

**Multifamily Housing  
Construction-**  
**\$2,700,000.00**

**Rental Operating  
Assistance- \$0.00**

**Total- \$3,000,000.00**

**Distribution of  
Funds**

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Monroe, LA  
June 22, 2016  
ooo1371206



**The Times-Picayune**  
NOLA MEDIA GROUP

ONE CANAL PLACE, 365 CANAL ST., STE 3100, NEW ORLEANS, LOUISIANA 70130  
TELEPHONE (504) 826-3201

State of Louisiana

Parish of Orleans

City of New Orleans

Personally appeared before me, a Notary in and for the parish of Orleans, Donna Laird who deposes and says that she is Administrative Assistant of NOLA Media Group, a division of The Times-Picayune, L.L.C., a Louisiana limited liability company, and Publishers of The Times-Picayune, Daily and Sunday, of general circulation; doing business in the City of New Orleans and the State of Louisiana, and that the attached

LEGAL

Re: 2015-2019 Consolidated Plan and 2016 Action Plan

Advertisement of LOUISIANA PRESS ASSOCI-  
ATION

404 EUROPE ST  
BATON ROUGE, LA. 70802

Was published in The Times Picayune

3800 Howard Ave.  
New Orleans, LA 70125

On the following dates June 22, 2016

7<sup>th</sup> Sworn to and subscribed before me this July, 2016  
Day of \_\_\_\_\_

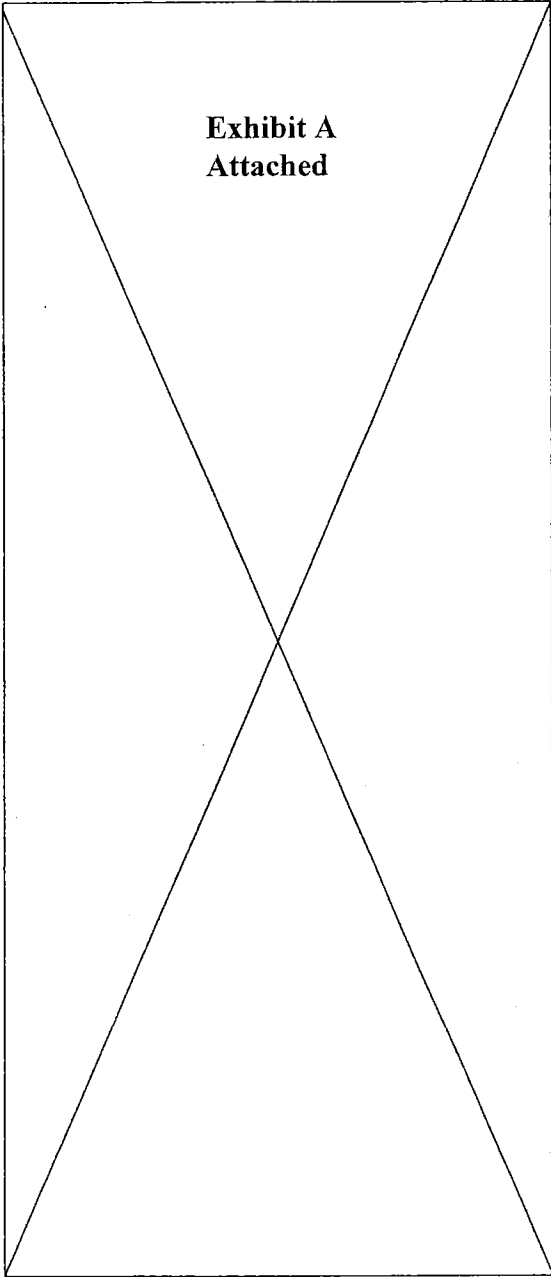
*Donna Laird*

*Charles A. Ferguson, Jr.*  
Notary Public

My commission expires at my death.

Charles A. Ferguson, Jr.

Notary identification number 23492



**Exhibit A  
Attached**

I attest that the copy attached hereto as "Exhibit A" is a true and correct copy of the advertisement published in The Times-Picayune on these dates.



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to the  
State of Louisiana  
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# The Times

## PROOF OF PUBLICATION

STATE OF LOUISIANA

PARISH OF CADDO

Before me, the undersigned authority, personally came and appeared

Cherita Moore, personally known to me  
Who being duly sworn, deposes and says that she is the Assistant to the  
Classified Advertising Manager of The Times, and that the attached  
Advertisement published entitled:

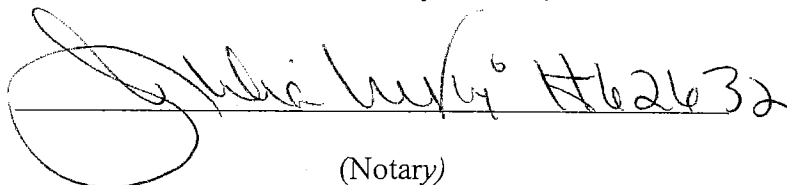
**Substantial Amendment  
to the  
State of Louisiana  
2015-2019  
Consolidated Plan and 2016 Action Plan**

**Notice published in the Times on June 22, 2016**

June 22, 2016

(Signed) 

Sworn to and subscribed before me this 22<sup>nd</sup> day of June, 2016



(Notary)

**JULIA W. NIX, NOTARY PUBLIC  
CADDO PARISH, LOUISIANA  
MY COMMISSION IS FOR LIFE**





# Public Notices

Your Source  
**Legals**  
for the latest...

**Legal Notices**

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**Legal Notices**

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The Times  
June 22, 2016

## SUCCESSION OF NANCY SUE GULLEDGE TUCKER HUNNICUTT

**NUMBER: 590230-A FIRST JUDICIAL DISTRICT COURT CADDO PARISH, LOUISIANA**

## NOTICE TO SELL IMMOVABLE PROPERTY AT PRIVATE SALE

Whereas SUSAN D. TUCKER, Independent Executrix of the above estate has made application to the court for the sale, at private sale, of the immovable property hereinafter described, to-wit:

Lot 9, Cambridge Station in Pine Forest, Unit two (2), a subdivision in the City of Shreveport, Caddo Parish, Louisiana, as per plat recorded in Book 2000, Page(s) 5 of the Conveyance Records of

**Legal Notices**

Caddo Parish, Louisiana, together with all buildings and improvements situated thereon, municipally known as 2882 Mackey Lane, Shreveport, LA 71118.

Unto Cassie Rome for the sum of FIFTY-ONE THOUSAND and NO/100 (\$51,000.00) DOLLARS, upon the terms and conditions outlined in the Louisiana Residential Agreement to Buy or Sell filed in the above entitled and numbered cause.

Notice is hereby given to all parties to whom it may concern, including the heirs and creditors of decedent, and of this estate, be ordered to make an opposition which they have or may have to such application, at any time, prior to the issuance of the order of judgment authorizing, approving, homologating such application and that such order or judgement may be issued after the expiration of seven (7) days from the date of the last publication of such notice, all in accordance with law.

FRED H. SUTHERLAND, #12587  
400 Travis St., Ste 514  
Shreveport, LA 71101  
Phone: (318) 676-1515  
Fax: (318) 676-1516  
Attorney for Susan D. Tucker, Independent Executrix

The Times  
June 2, 2016  
June 22, 2016

**NOTICE**  
Lois Adams Powell Royce Adams Lee Roy Crabtree Mrs. I. A. Newsom 703 West 69th St. Shreveport, La. 71106

THIS NOTICE BY PUBLICATION IS NOTIFICATION

**Legal Notice**

THAT YOUR RIGHTS OR INTEREST IN THE FOLLOWING DESCRIBED PROPERTY LOCATED IN CADDO PARISH, LOUISIANA MAY BE TERMINATED BY OPERATION OF LAW IF YOU DO NOT TAKE FURTHER ACTION IN ACCORDANCE WITH LAW:

LOTS 17 & 18 & 36FT. OF LOT BLK. A, CHESTERFIE PARK, 171423-3

Tax sale title to above describe property has been sold for failure pay taxes. You been identified person who may have an interest in this property.

Your interest in property will be terminated if you redeem the property by making all required payments the tax collector below or a lawsuit in accordance with law (60 days) of the first publication of this notice the recording of act transferring ownership, if it

City of Shreveport Property Management S 505 Travis St, Suite 300 Shreveport, LA 71101 318-673-6022 or 318-673-6023

The Times  
June 22, 2016

## LEGAL NOTICE PUBLICATION

THIS NOTICE BY PUBLICATION NOTIFICATION THAT YOUR RIGHTS OR INTEREST IN THE FOLLOWING DESCRIBED PROPERTY LOCATED IN SHREVEPORT, LOUISIANA MAY BE TERMINATED BY OPERATION OF LAW IF YOU DO NOT TAKE FURTHER ACTION



# Service Directory

CAPITAL CITY PRESS

Publisher of  
THE ADVOCATE

PROOF OF PUBLICATION

The hereto attached notice was published in THE ADVOCATE, a daily newspaper of general circulation published in Baton Rouge, Louisiana, and the Official Journal of the State of Louisiana, City of Baton Rouge, and Parish of East Baton Rouge or published daily in THE NEW ORLEANS ADVOCATE, in New Orleans Louisiana, or published daily in THE ACADIANA ADVOCATE in Lafayette, Louisiana, in the following issues:

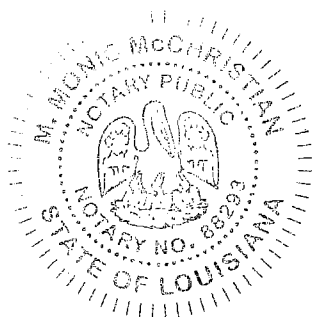
06/22/2016

Shelley Calloni, Public Notices Representative

Sworn and subscribed before me by the person whose signature appears above

6/22/2016

M. Monic McChristian,  
Notary Public ID# 88293  
State of Louisiana  
My Commission Expires: Indefinite



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85905-jun 22-11

LA PRESS ASSOC - STATE MISC 085905-01

JANE KILLEN  
404 EUROPE ST  
BATON ROUGE, LA 70802

# PUBLIC HEARING

**Purpose: (A) To provide an opportunity for citizens to comment on the FY 2015 Consolidated Annual Performance and Evaluation Report for the State of Louisiana**

**(B) To receive citizen input on the housing and community development needs of the State of Louisiana for the Consolidated Annual Action Plan for FY 2017**

**June 9, 2016**

**1:30 P.M.**

**Louisiana Housing Corporation – V. Jean Butler Board Room**

**2415 Quail Drive**

**Baton Rouge, LA**

<b>1:00 p.m.</b>	<b>Registration</b>	
<b>1:30 p.m.</b>	<b>Welcome and Purpose of Hearing</b>	<b>Brenda Evans</b>
<b>1:35 p.m.</b>	<b>Overview of HUD Programs</b>	
	<b>HOME</b>	<b>Brenda Evans</b>
	<b>National Housing Trust Fund</b>	<b>Brenda Evans</b>
	<b>Community Development Block Grant</b>	
	<b>Grant</b>	<b>Carol Newton</b>
	<b>Emergency Solutions Grants</b>	<b>Winona Connor</b>
	<b>Housing Opportunities for Persons with AIDS</b>	<b>Kira Radtke</b>
<b>2:40 p.m.</b>	<b>Comments</b>	<b>Audience</b>

# Written Rehabilitation Standards

# The State of Louisiana

## Written Rehabilitation Standards

### I. General

#### I. INTRODUCTION

LHC has adapted its Housing Rehabilitation Standards for use under the National Housing Trust Fund (NHTF) as described in this document. The goals of these standards are to preserve and expand affordable housing (both home ownership and rental), to support community efforts to preserve and expand affordable housing, and to provide equal access to safe, decent and affordable housing to citizens of the State of Louisiana. In addition to establishing minimum rehabilitation criteria, these standards are intended to support and promote:

- \* Increased energy efficiency;
- \* Affordable operating costs;
- \* Accessibility for persons with disabilities;
- \* Performance and durability;
- \* Historically sensitive exteriors;
- \* Economic life cycle costs;
- \* Balanced initial costs; and
- \* Lead-safe housing.

#### A. APPLICABLE LAWS AND REGULATIONS:

All properties assisted under the National Housing Trust Fund must comply with the following:

- State Code for residential property, as adopted by the LSUCCC. (Title 17-Uniform Construction Code with Amendments)
- Local housing Codes and ordinances applicable within the jurisdiction of the rehabilitation property.
- HUD Uniform Physical Condition Standards (UPCS) 24 CFR 5.703. Any exigent life safety items must be addressed immediately if the housing is occupied. Documentation to LHC evidencing such corrections must be submitted to LHC per UPCS protocol.
- Life Safety Code as applicable and administered by the State Fire Marshall
- HUD Lead-Based Paint Regulations 24CFR part 35

- Accessibility requirements per 24 CFR part 8, 42 U.S.C. 12131-12189 as implemented at 28 CFR parts 35 and 36, 24 CFR 100.201 & 100.205.
- Disaster Mitigation provisions as set forth in the adopted Uniform Construction Code for high wind regions
- National Flood Insurance Program (NFIP) criteria 44 CFR 60.3
- Energy Efficiency standards pursuant to section 109 of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12709)

Where the standards/requirements of any of the above differ, or where these applicable laws and regulations differ from those additional rehabilitation standards described below, the higher standard shall apply.

## B. Other:

AllNHTF housing projects are required by LHC to incorporate Energy Star appliances/equipment for all such components installed as a part of the housing rehabilitation construction. Further, allNHTF housing rehabilitation projects are required to be built to no less than the minimum Energy Star building prescriptive standards. In addition to these prescriptive standards, all housing must meet the latest version of the International Energy Conservation Code (IECC) as adopted by LSUCCC.

### **a. Rehabilitation**

Rehabilitation is defined as repair or renovation of a limited specified area or portion of a housing structure. For the NHTF, only the rehabilitation performed on eligible participating housing must comply with local building codes and standards, AND upon completion, the entire structure must comply with UPCS and must meet, as applicable: State Building Code as adopted by LSUCCC and any Authority Housing Jurisdiction (AHJ)).

Additionally the entire structure must have a Certificate of Occupancy from the AHJ and or Certificate of Completion from an LHC inspector.

The maximum amount of assistance to be provided for rehabilitation is determined on the amount of assistance necessary to meet the codes listed above and to provide reasonable amenities that are consistent with housing in the area.

### **b. Reconstruction**

Reconstruction is defined as the rebuilding of a structure on the same site in substantially the same manner. Deviations from the original design are permitted only for reasons of safety, handicap accessibility or if otherwise impractical. A reconstructed housing unit is not required to contain the same number of rooms as the housing unit it replaces. Reconstruction of a housing unit will be of a similar type structure for example, a stick built housing unit may be replaced with a stick built unit and a manufactured one with a



manufactured unit. Reconstruction would also permit replacing an existing substandard unit of manufactured housing with a new manufactured housing unit.

### **c. Eligible Improvements and Expenses**

All property improvements, rehabilitation, and/or reconstruction must be for housing located in the State. The work to be performed must be that which is necessary to meet all applicable codes of non-luxury housing with suitable amenities

NHTF funds may not be used for luxury items. Luxury items include, but are not limited to, swimming pools, fences (other than those required for security), televisions, satellite dishes, washers and dryers.

Air conditioners (not window units) and heating systems are eligible for replacement under the NHTF Program. Appliances and housing components that are not integral to the structure of the home such as washers, dryers are not eligible.

### **d. Structure Type**

#### **Structures as defined as acceptable by NHTF rules and regulations.e. Title Clearance**

Under the NHTF Program all units to be rehabilitated must be eligible properties (located in the area of greatest need) for which a clear title can be obtained. Prior to rehabilitation/reconstruction of the property, all title issues must be cleared. Applicants are advised to take steps to clear title issues prior to submitting the address of the properties to the HOME Investment Partnerships Program in order to expedite processing of their clearance by the State.

### **f. Conflict of Interest**

No member, officer or employee of the State or its designees or agents, no consultants or member of the governing body of the State and no other public official of the State who exercises or has exercised any functions or responsibilities with respect to the NHTF Program during his or her tenure, shall have any interest, direct or indirect, in any contract or subcontract or proceeds thereof, for work to be performed in connection with the NHTF Program or in any activity or benefit there from, which is part of this program.

## **II. Construction/Rehabilitation Standards**

The NHTF expect properties to be in full compliance with applicable laws and regulations. All properties must adhere to the following physical standards:

- Building Code: As adopted by the LSUCCC and AHJ
- Elevation: Advisory Base Flood Elevation Levels – See 3 Elevation Requirements

## a. Basic Requirements

### 1. Building Codes

There are building code standards that apply to all buildings. These codes establish minimum standard criteria as adopted by LSUCCC and the AHJ.

### 2. Historic Standards

Historic standards vary by parish. All properties older than 50 years and located in New Orleans, LA must be assessed by the local State Historic Preservation Office.

### 3. Elevation Requirements

Properties that were not grandfathered whereby the owner obtained the building permits prior to the parishes' adoption of the Advisory Based Flood Elevation Levels (ABFE) are required to raise the structures at or above the ABFE's minimum standards.

Where no ABFE (Advisory Base Flood Elevation) has been published for the property, the property must be elevated to meet the Base Flood Elevation (BFE) shown on the community's legally adopted Flood Insurance Rate Map (FIRM) floodplain regulatory map, plus any freeboard required by local ordinance. The relevant ABFE and BFE are those elevations in effect at the time a building permit is issued on the property.

The housing on the property must meet this requirement even if the authority having jurisdiction of building code enforcement is not requiring elevation of the home.

### 4. Renovation

Renovation projects are constrained by the shape and total square footage of the current structure.

### 5. Additional Code Requirements in Reconstruction

All reconstructed structures shall conform to the International Energy Conservation Code (IECC). All buildings must conform to the Code provisions for high wind if they are located in areas designated as such. Blueprints with architectural and engineering stamps may be required for reconstruction projects by local code officials.

## III. Minimum Design Standards for Rehabilitation

### ACRONYMS

ABA—Architectural Barriers Act

ACI—American Concrete Institute

ADA—Americans with Disabilities Act

AFUE—Annual Fuel Utilization Efficiency

AHJ—Authority Having Jurisdiction

ASTM—ASTM International formerly known as (American Society for Testing and Materials)

CFM—Cubic feet per minute

CM—Concrete Masonry Units

CSI—Construction Specification Index

DWV—Drain, waste vent

GPF—Gallons per Flush

HSPF—Heating Seasonal Performance Factor

HVAC—Heating, Ventilation and Air Conditioning

IECC—International Energy Conservation Code

KCMA—Kitchen Cabinet Manufacturers Association

LSUCC—Louisiana State Uniform Construction Code

OLM—Office, laundry and maintenance

SEER—Seasonal Energy Efficiency Rating

SRO—Single Room Occupancy

### **Division I: General Requirements**

- A. Minimum Design Standards for Rehabilitation:** LHC's Minimum Design Standards for Rehabilitation of existing structures are to be used as a guideline to assist in meeting or exceeding all local, state, and national codes. These standards also provide a way to enforce above average construction and design for builders, contractors, and design professionals who wish to utilize funding from the Louisiana Housing Corporation (LHC). Other methods of construction and design may be acceptable on a case by case basis. If you feel your design meets or exceeds LHC's Minimum Design Standards for Rehabilitation, please contact the Department of Design and Construction Review for further assistance.
- B. Waiver Process:** Understanding that no single code can cover the infinite number of possible configurations and circumstances that may arise during rehabilitation, a written request for waiver to a LHC requirement will be earnestly considered. The request must detail the necessity of variance from this code and have prior approval from the Authority Having Jurisdiction (AHJ). Photographs are encouraged where necessary to convey understanding. All requests are to be submitted electronically to the Director of Construction, Design and Review at LHC and copied to your agency's LHC representative in multi or single family program,

respective to the funding being used. **Please note: A waiver does not apply to the NHTF program.**

**C. LHC Funded Rehab:** (code requirements)

1. *Non federal-funded (CDBG,HOME NHTF) units*, using LHC funding; the total scope of work must meet the Louisiana State Uniform Construction Code (LSUCC), in force at the time of funding, regardless of what funding source is used when other funds are leveraged to complete the scope of work.
  - a. LSUCC regulations shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal, and demolition of any housing units.
2. *Federal-funded (CDBG, HOME , NHTF) units*, of any amount; LHC Minimum Design for Rehabilitation Standards (MDR) and Louisiana State Uniform Construction Code (LSUCC) as applicable, shall apply to the total scope of work, regardless of what funding source is used when other funds are leveraged to complete the scope of work.

LSUCC and MDR regulations shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal, and demolition of any housing units.

Items identified in the work write up and incorporated in the project shall comply with the correlating sections of the LSUCC and MDR and shall not require full compliance of the entire standard(s) unless specifically required by MDR or LHC.

Completed units shall not contain deficiencies as identified in the Federal Uniform Property Condition Standards, **Unit inspectable items**, which may be found at the following web address: <http://www.lhc.la.gov/>

\*See Appendix #1 for a complete listing of these inspectable items

3. Rehab projects- The completed unit must meet the requirements of the Louisiana State Uniform Construction Code (LSUCC).

a. LSUCC regulations shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal, and demolition of any housing units.

b. Completed units shall not contain deficiencies as identified in the Federal Uniform Property Condition Standards, **Unit Inspectable Items**, which may be found at the following web address:

<http://www.lhc.la.gov/>

\*See Appendix #1 for a complete listing of these inspectable items.

**D. Universal Design Requirements:** LHC encourages the inclusion of Universal Design elements whenever possible. Units that will meet Universal Design upon completion may be preferred in selection of potential projects. Follow the link below for more information. <http://www.lhc.la.gov/>

**E. Codes:** All rehabilitation activities shall comply with all applicable codes and ordinances of the Authority Having Jurisdiction (AHJ).

**1. Building Code:** All new construction and rehabilitation improvements shall comply with the currently adopted Louisiana State Uniform Construction Code (LSUCC).

**2. Local Codes:** Rehabilitation improvements shall comply with local authorities and jurisdiction's regulations, local planning, and zoning laws.

**3. Federal Codes:** Federal regulations which may pertain to the specific project such as the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, may also apply.

**F. Energy Efficiency:** All rehabilitated single family structures are encouraged to improve the energy efficiency of the dwelling. An energy audit is encouraged; however, prescriptive methods may be utilized to achieve base efficiency ratings.

**G. Work Plan and Contingencies:**

**1.** Each recipient of LHC funding for rehabilitation shall be responsible for obtaining any required tests and surveys prior to construction.

**2.** Each recipient of LHC funding for rehabilitation shall develop a detailed work write up for each dwelling under rehab.

**3.** Each recipient of LHC funding for rehabilitation shall develop a work plan for each rehab project and shall execute the work in a manner which will not cause reworking of completed phases of construction.

**4.** Each recipient of LHC funding for rehabilitation shall develop a cost estimate of proposed construction activities which shall include at least 5% up to a maximum 20% contingency for unforeseen expenditures. Contingency funds may be used for hidden damage not observed in the initial evaluation of the structure only after review and approval from LHC.

Contingency may not be used for additional features, or amenities not identified in the initial evaluation of the property.

**H. Quality Assurance:** The contractor shall furnish a written material and labor warranty on the dwelling improvements for one full year after completion.

**Division 2: Existing Conditions**

**A. Hazardous Materials:** Each recipient of LHC funding for rehabilitation shall make reasonable efforts to avoid sites that contain known hazardous materials, such as but not limited to: Asbestos, Radioactive Waste, Biological Hazards, PCBs, Mercury, Toxic Molds, and Radon.

**1.** Hazardous materials shall be abated or mitigated prior to commencement of rehabilitation activities.

**2.** In all houses constructed prior to 1978, Lead Based Paint shall be addressed per EPA requirements.

**B. Evaluation of Existing Structure:** All structures targeted for rehab shall be evaluated for projected rehabilitation costs. Structures with unstable foundations, extensive termite damage, extensive deterioration, or faulty construction likely to result in collapse shall not be considered.

1. Lead-based paint abatement costs shall not be considered rehabilitation costs for this purpose.
2. Historic preservation costs shall not be considered rehabilitation costs for this purpose.

**C. Existing Code Violations:** Rehab activities shall remedy all active code enforcement actions or violations cited by the Authority Having Jurisdiction or utility provider.

### **Division 3: Concrete**

**A. Existing Concrete:** If included in the scope of work, existing exterior concrete shall be free of defects such as deterioration, cracks or joints with an elevation change more than ½", or conditions which render the concrete structure unsuitable for structure's intended purpose. Cross slopes should not exceed 2%.

**B. Exterior Concrete:** All new exterior concrete flatwork and stairs shall be free of hazardous defects and shall conform to the latest revised Standard Specification for Portland cement, ASTM C595. All concrete shall have a minimum 28-day compressive strength of 4000 psi and be entrained with 5 percent air with a minimum cement content of 520 lb per cubic yard (5.5) sacks).

1. Expansion-joint material- Follow American Concrete Institute (ACI) 318.

Expansion joints shall be installed at connections to permanent structures and connections to adjoining flatwork, such that occur at the primary structure, concrete stairs, driveways, public sidewalks, light fixture standards, and similar fixed structure connections.

2. Flat work shall be minimum 4-inches thick for sidewalks and accessible routes. Driveways shall be minimum 6-inches thick.

**C. Concrete Finished:** All new exterior concrete flatwork and stairs shall be finished to a non-slip resistant finish, such as a broom finish or equivalent.

### **Division 4: Masonry**

**A. Brick:** When the scope of work addresses existing brick construction, brick veneer shall be in good condition or restored, free of holes, breaks, deterioration, or other defective conditions, and all joints shall be restored to a weather tight surface.

1. Defective units shall be replaced with units similar in texture, weight, and color to the original brick.
2. Loose and/or deteriorated joints shall be restored by acceptable tuck pointing methods, with mortar similar in composition to the original mortar.

**B. Concrete Masonry Units (CMU):** When the scope of work addresses Concrete Masonry Units restoration, all masonry units (Concrete Block) shall be in good condition or restored, free of holes, breaks, deterioration, or other defective conditions, and all joints shall be restored to a weather tight surface.

1. Deteriorated units shall be replaced.
2. Cracked joints may indicate unstable foundation conditions. If cracks are minor and do not indicate foundation failure; they shall be filled with a suitable vinyl concrete patch material.
3. Holes in units and joints may be filled with mortar.

## **Division 5: Metals**

### **A. Flashings: When the scope of work requires replacement or repair of flashings, the following standards shall be met:**

1. All replacement metal flashing materials shall be corrosion resistant and minimum nominal thickness of 0.019 inch.
2. Corrosion resistant flashing in contact with pressure treated lumber, containing copper, shall not be aluminum material. Compatible products must be used as approved by manufacturer and/or AHJ.

### **B. Railing:**

1. All metal railings shall be structurally sound.
2. Metal handrails and guards shall be properly anchored to safely resist required loads specified by Louisiana State Uniform Construction Code.

### **C. Awnings: When the scope of work includes restoration of awnings:**

1. All existing metal awnings shall be properly anchored to the structure and surface coatings maintained.
2. Awnings shall be cleaned and painted if defective surface conditions exist.

## **Division 6: Woods and Plastics/Rough Carpentry/Millwork**

### **A. Stair Construction**

#### **1. New stairs**

- a. All **new exterior** stairs shall meet the current Louisiana State Uniform Construction Code regarding dimensions, handrails, and guards.
- b. **New Interior** stair construction shall meet the current Louisiana State Uniform Construction Code regarding dimensions, handrails, and guards.

#### **2. Existing stairs**

- a. Existing **interior** stairs shall not be reduced in rise or tread depth from the original design.
- b. Existing **exterior** stairs, guards and handrails shall be in good condition and capable of supporting normally imposed loads.

#### **Guards**

- a. All stairs with open landings, balconies, or porches more than 30 inches above grade or the floor below, shall have guardrails.
- b. All guardrails shall be safe, securely and firmly fastened in place.
- c. When the scope of work calls for guard installation, they shall be a minimum of 36" in height above the adjacent walking surface.

**Exception:** Stairway guards may be 34" above the plane of the nosing of stair treads.

- d. Guards shall have infill to prevent accidental falls by providing one or more of the following:

Solid wall

Railing system with solid infill

Railing system with balusters spaced so that a sphere of 4-inch diameter may not pass through.

The triangular area on stair sides at the tread, riser, and railing may not pass a 6-inch diameter sphere.

Stair risers shall be closed. Open risers are not permitted.

#### **4. Handrails**

- a. All stairs with four or more risers shall have a handrail on at least one side.
- b. All handrails shall be easily graspable by the occupants.
- c. All handrails shall return to the wall, floor, or post so that they do not constitute a hazard.
- e. When the scope of work calls for handrail installation, they shall be mounted no less than 34" and no more than 38" above the leading nose of the stair treads.

**B. Wood Decking and Porches:** Existing exterior wood decks shall be free of loose, deteriorated, rotten materials, securely attached to the main structure, or properly supported by a structurally sound foundation and support system. All repairs and reconstruction of exterior decks shall meet current Louisiana State Uniform Construction Code

and/or the American Wood Council's, Prescriptive Residential Wood Deck Construction Guide.

The Prescriptive Residential Wood Deck Construction Guide is available as a free download at: <http://www.awc.org/publications/dca/dca6/dca6.pdf>

**C. Exterior Wood:** When the scope of work addresses installation of exterior wood all new exterior wood shall consist of naturally durable hardwoods, composite materials suitable for exterior exposure, or pressure treated wood in accordance with AWPA U1 for the species, product, preservative and end use. Preservatives shall be listed in Section 4 of AWPA U1.

Ground contact: All wood in contact with the ground shall be approved pressure-preservative-treated wood suitable for ground contact use.

### **Division 7: Thermal and Moisture Protection**

**A. Fascias: When the scope of work includes restoration of fascia repairs or replacement shall meet the following requirements:**

1. Wood fascias shall be properly surface coated with painted surfaces free of peeling, cracks, or other defective conditions which will allow moisture to penetrate into the wood.
2. Fascias may be covered with factory finished 0.019" minimum thickness aluminum where local ordinances allow.
3. All decayed wood shall be replaced with solid material before covering with metal.

**B. Exposed Wood:** All replacement wood exposed to elements of weathering shall consist of naturally durable hardwoods, composite materials suitable for exterior exposure, or pressure-treated wood where applicable.

1. All pressure-treated wood shall have a minimum preservative retention rate for above ground applications and a minimum preservative retention rate for all wood in contact with the ground as required by the manufacturer.

C. Reroofing: When the scope of work includes roof work, this section shall apply:

#### **1. Roof Structure**



- a. Structural elements of the roof support system shall be evaluated prior to commencement of reroofing activities.
- b. All defective rafters shall be repaired, replaced, or otherwise braced to safety withstand live loads during reroofing activities.
- c. Where roof covering is replaced, all substrate shall be repaired to a sound condition, free of rot or deterioration, suitable to support and anchor the new roofing material.

## **2. Roof Covering**

- a. The roof and flashing shall be sound, tight, and not have defects that admit water intrusion.
- b. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure.
- c. Existing roof drains, gutters and downspouts shall be in good repair and free from obstructions. Must function as designed.
- d. Roof water shall be discharged in a manner so as to not cause moisture problems to the structure.
- e. When the scope of work calls for roof covering, existing roof coverings shall be removed prior to reroofing.
- f. Roof coverings shall be installed in accordance with the manufacturer's installation instruction.

3. **Asphalt or Fiberglass Shingles:** New dimensional or 3-tab shingles shall have a minimum warranty period of 25 years and be suitable for design wind speeds at location proposed.

4. **Underlayment:** Where roof coverings are removed to the decking below, minimum #15 felt shall be applied to the full area of the deck, including overhangs and porches. Underlayment shall be applied in accordance with the currently adopted Louisiana State Uniform Construction Code. Synthetic underlayment is acceptable if allowed by roofing manufacturer.

5. **Ribbed Sheet Metal:** Metal roof coverings shall be applied in accordance with the manufacturer's installation instructions and meet ASTM A 924 corrosion resistance requirements.

6. **Manufactured Home Roof Repair or Replacement:** Any product used to coat, cover, repair, or replace a manufactured home roof must be installed per manufacturer's installation instructions and/or recommendations. Written documentation by a qualified engineer for the installation of a product(s) is also acceptable.

## **7. Flashing**

- a. All step flashings, counter flashings, and crickets shall be repaired or reconstructed, where a roof covering is added or replaced.
- b. Flashing at roof penetrations, such as plumbing vents, attic vents, electrical risers, or similar roof penetrations, shall be provided and replaced where a roof covering is replaced.

## **D. Gutters and Downspouts**

1. Where roof water drainage causes deterioration to the structure or accumulation of water near the foundation, roofs shall have gutters and downspouts and shall be appropriately designed with a minimum 5" gutter and 2" x 3" downspouts.

Exception: Local authorities may require reproduction of box or half-round style gutters. In this case, local requirements shall prevail.

Exception: Manufactured homes with integral guttering systems.

2. All downspouts shall empty onto concrete or composite splash blocks, or be piped to an approved location. Thin, lightweight, plastic splash blocks are not acceptable.
3. Rain water discharge shall runoff in a manner that does not create a nuisance, cause foundation damage, or infiltrate under or into the structure, or other structures.

#### **E. Siding**

1. Existing siding shall provide a weather tight barrier, free of holes or deterioration that admits rain into the walls of the structure.

**F. Replacement Siding:** All new siding material shall be installed in accordance with the manufacturer's installation instructions.

1. **Substrate Repair:** Where siding is replaced, all substrate shall be repaired to a sound condition, free of rot or deterioration, suitable to support and anchor the new siding material.
2. **Weather resistant membrane:** Where siding is removed and replaced, a weather resistant membrane (Tyvek or similar) shall be installed per manufacturer's specification.
3. **Flashing:** All windows and doors shall be properly flashed before new siding is installed.
4. **Approved Materials:** All new siding shall consist of one or more of the listed materials below:
  - a. **Composite:** Fiber cement siding, primed, with two-coat minimum finish or factory finish.
  - b. **Metal:** 0.024" minimum thickness aluminum or galvanized steel with factory finish.
  - c. **Vinyl:** 0.040" minimum thickness, UV protected.
  - d. **Wood:** cedar or redwood stained or primed once with 2-coat minimum finish.

#### **G. Insulation**

1. When the scope of work addresses the installation of insulation in the thermal envelope, insulation shall be added in all ceilings with accessible attics, floors with crawl spaces, and any cavity exposed or opened during rehabilitation to provide at least the minimum R-value listed in the currently adopted International Energy Conservation Code.
  - a. Baffles shall be provided at the intersection of exterior walls and ceilings to allow adequate passage of ventilation air where insulation is added to the attic.
  - b. All insulation blow in walls (other than mobile homes) must be dense-packed to a minimum density of 3.5 pounds per cubic foot of volume.
  - c. When using prefab wall plugs (that will remain exposed) to cover holes created for the purpose of blowing wall or ceiling insulation the client must agree in writing before work on this measure begins.
  - d. Insulation blown into the under-belly of a mobile home must be supported by a covering system (or material(s)) capable of supporting the weight of the insulation.

**H. Air Infiltration:** When included in the scope of work the following standards shall apply.

1. When exposed/uncovered during rehab activities, penetrations of floor, walls, and ceilings, such that occur at access openings, electrical wiring and outlet boxes, plumbing

pipng, and ducts, shall be sealed to prevent free passage of air between conditioned and unconditioned spaces or the exterior.

2. **Air Barriers:** Exposed walls in attics, separating the conditioned space of the dwelling unit from the unconditioned space in the attic, shall have an approved air barrier installed on the attic side of the wall.

3. **Access Hatches and Doors Air Sealing and Insulation:** Access doors from conditioned spaces to unconditioned spaces, such as attics and crawl space, shall be weather-stripped and insulated to a level equivalent to the insulation on the surrounding surfaces.

When loose fill insulation is installed, provide a wood framed or equivalent baffle or retainer to provide a permanent means of maintaining the installed *R*-value of the loose fill insulation.

4. **Recessed Lighting:** Recessed luminaries installed in the building thermal envelope, shall be sealed to limit air leakage between conditioned and unconditioned spaces.

a. All recessed luminaries shall be IC-rated and *labeled* as meeting ASTM E 283, when tested at 1.57 psf (75 Pa) pressure differential; with no more than 2.0 cfm (0.944 L/s) of air movement from the conditioned space to the unconditioned space.

b. A boxed enclosure may be built with type x gypsum over existing fixtures provided it fulfills the manufacturer's clearance to combustible specifications for the existing fixture.

I. **Crawl Space:** Where a crawl space is found to hold water or retain moisture sufficient to promote mold growth, the following standards shall be met:

1. Accessible crawl spaces shall be free from construction debris and standing water.

2. Install a drainage system to relieve water retention.

3. Provide an access door per current LSUCC requirements.

4. Provide ventilation per current LSUCC requirements.

5. Repair or install a minimum 6 millimeter vapor barrier on the floor of the crawl space to provide a tight, vapor retardant membrane.

## **Division 8: Doors, Windows, and Glazing**

**A. Exterior Doors:** When the scope of work includes the installation of doors, the following standards shall be followed.

1. All exterior doors shall be 1 ¾" thick, insulated and made of steel or other equally durable material or solid wood. (not particleboard)

2. All exterior doors shall be appropriately finished as recommended by the manufacturer, and in a sound, weather stripped, weather tight, good condition.

3. When enlarging an exterior door it shall be a minimum of 36" wide.

**B. Interior Doors:** When the scope of work includes the installation of doors, the following standards shall be followed.

1. Existing interior doors shall be a minimum of 1 3/8" thick.

2. Existing interior doors shall be solid wood, composite, or hollow core panel doors, in good condition, properly finished, and operable.

3. Defective interior doors shall be replaced or restored to good condition and operate properly.

**C. Door Accessories:** When the scope of work includes replacement of door hardware, the following standards shall be followed.

1. All egress doors shall be evaluated for being readily openable from the inside of the dwelling.
2. All egress doors shall be readily openable from inside the dwelling without the use of a key or special knowledge or effort.
3. When the scope of work includes installation of other door accessories, all door accessories shall be quality material with no plastic latches or inferior hardware.

- a. **Latches, knobs, and hinges** shall be metal with polished or brushed finish.
- b. **Exterior Door Hardware:** All entry doors shall be equipped with a brass plated, or other durable metal finished, key lock knob or handle and deadbolt (see egress provisions).
- c. **Interior Door Hardware:** All interior doors shall be equipped with brass-plated, or other durable metal finished, knobs or handles.

**D. Units with more than one bedroom:** The scope of work shall not create a condition where bedrooms constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the means of egress from other habitable spaces.

**E. Kitchens and non-habitable spaces:** The scope of work shall not create a condition where kitchens and non habitable spaces are used for sleeping purposes.

**F. Existing Windows: Windows not included in the scope of work shall meet the following standards.**

- 1. **Glazing:** All existing windows shall be sound and weather tight with no holes or missing panes.
- 2. **Frames:** Window frames shall be free of defective conditions such as rotten components, peeling paint, inferior glazing compound, missing counter weights, or condition which will render the window unsafe to operate, or will not provide an effective weather tight barrier.
- 3. **Operation:** Every window, other than fixed windows, shall be easily openable and capable of being held in position by window hardware. A lock or latch must be installed if not present for security that does not require special knowledge or tools to operate from inside the dwelling.

**G. Replacement Windows:** All replacement windows shall meet the following criteria.

- 1. All window frames must be of solid vinyl, thermally broken aluminum, fiberglass, wood, or wood clad.
- 2. All glazing shall be double-paned.
- 3. The vapor seal on the glazing must have a minimum ten-year warranty.
- 4. All windows shall have a minimum one-year warranty on the operation of the window.
- 5. All windows shall have a National Fenestration Rating meeting current minimum energy code requirements for Zones 2 & 3.
- 6. Windows at grade level shall have security latches which will not require special knowledge or tools to operate from the inside of the window.
- 7. Safety glazing shall be installed in hazardous locations, as defined by Louisiana Residential Code, where replacing existing glazing in hazardous locations.
- 8. When the scope of work calls for window replacement, all windows in rooms used for sleeping purposes shall have a window or door, meeting LSUCC requirements (IRC 310), connecting directly to the outside of the structure into an open court or yard. Removal of window sashes is not an acceptable method to meet the minimum opening requirements of the LSUCC for emergency escape and rescue.

**Exception:** Replacement, emergency escape and rescue, windows are allowed provided the window opening size is not decreased. Documentation of previous window size must be kept in client file.

**H. Attic Access Opening:** When the scope of work includes the installation of attic access the following standards must be followed unless conditions exist making these specifications unattainable. In such cases a reasonable effort must be made to comply as close as possible.

1. In all attic spaces with headroom of 30" or more, minimum 22" by 30" (roughed-framed opening) attic access shall be provided.
2. All access openings must weather stripped (or air sealed) and be insulated to the same R-value as the adjacent attic space.

**I. Crawl Space Access Opening**

1. Existing crawl space access must be evaluated so at a minimum, the opening must have a functioning door and latch.
2. When the scope of work includes the installation of crawl access the following standards shall be followed unless conditions exist making these specifications unattainable. In such cases a reasonable effort must be made to comply as close as possible.
  - a. Crawl spaces shall be provided with a minimum 16" by 24" opening and shall not be located under an exterior doorway.

Exception: Openings through the floor shall be a minimum of 18" by 24".

- b. Access openings located in the exterior foundation wall shall be no less than 16" by 24".
- c. Access openings below grade; shall have an areaway, with the areaway floor below the threshold of the access door. Width and height of the areaway shall not be less than 16" by 24".

**Division 9: Finishes**

**A. Exterior Finishes: When the scope of work includes repair or replacement of exterior finishes, the following standards shall apply.**

1. All exterior finishes shall be free of holes, loose material, peeling paint, deterioration, mold, dirt, or other defective conditions.
2. All trims and soffits shall be constructed to resist the entry of insects or vermin into concealed spaces of the structure.

**B. Wood: When the scope of work includes repair or replacement of exterior wood, the following standards shall apply.**

1. All unfinished exterior exposed wood shall have a minimum preservative retention rate for above ground applications and a minimum preservative retention rate for all wood in contact with the ground, as specified by the manufacturer.
2. Use of CCA Treated lumber shall be prohibited.

**C. Posts and Columns: When the scope of work includes repair or replacement of exterior posts and columns, the following standards shall apply.**

1. All front porch columns shall be capable of supporting the roof dead load plus live loads and be 4" x 4" minimum pressure treated wood, extruded aluminum, fiberglass, or other factory-made, finished material.
2. Replacement front porch columns shall closely match original design unless structurally deficient.
3. Side or rear decks and porches may have a minimum of 4" x 4" pressure treated posts, at a maximum length of 10', supporting the roof above.

**D. Handrails:** Where handrails are required or included in the scope of work, the following standards shall apply.

1. All hand railing shall be smooth and splinter-free.
2. The paint, seal coat, or factory finish shall be in good condition or restored to retard deterioration of the handrail.  
vinyl, metal, or composite material.
4. Seals or stains shall not be acceptable treatment methods for applications where pressure treated or naturally durable material is required.
  - a. Seals or stains may be used to preserve the integrity of treated wood handrail material.

**E. Fiber Cement Siding**

1. On structures rehabbed for resale, existing siding shall be in good condition.
2. When the scope of work calls for new installation, siding shall be factory finished or be painted with at least two coats of exterior grade paint.

**F. Exterior Ceiling**

1. Existing exterior ceilings, such as those that occur on porches, shall be free of openings to concealed spaces of the structure.
  - a. Exception: Required ventilation openings are allowed provided insect screens are installed to protect from entry of insects or vermin into the concealed space.
2. **Solid Backing:** When the scope of work includes using vinyl or aluminum material for porch ceilings, provide a rigid, solid backing such as OSB or plywood.

**G. Carpet Padding:** When the scope of work calls for new installation, carpet shall be a minimum of 7/16" thick, 6-lb. minimum re-bond polyurethane.

**H. Sheet Carpet:** When the scope of work calls for new installation, sheet carpet shall be 25 oz. minimum, 100 percent nylon. Other options include Berber type with blended fiber. High traffic areas, such as hallways, shall have 30 oz. minimum.

**I. Sheet Vinyl:** When the scope of work calls for new installation, sheet vinyl shall be minimum 10 mil wear layer or approved equal. Provide product adhesive and underlayment as recommended by the manufacturer. All surfaces shall be clean, dry, and appropriate temperature during installation. Vinyl sheet flooring shall conform to the requirements of ASTM F 1303, Type I.

**J. Vinyl Tile:** When the scope of work calls for new installation, vinyl tile shall meet the following standards:

1. Vinyl tile shall be minimum thickness of 1/8".
2. Provide product adhesive and underlayment as recommended by the manufacturer.
3. All surfaces shall be clean, dry, and appropriate temperature during installation.
4. Follow manufacture's recommendation for pattern layout.

**K. Wood Flooring:**

1. When the scope of work calls for new installation, wood flooring shall be tongue and groove hardwood, factory finished; or have a minimum of three coats of site-applied, UV-protective polyurethane.
2. Where interior floors are repaired in the scope of work, holes in hardwood floors shall be repaired, sanded and finished with closely matching finishes to the original finish.

#### **L. Other Flooring Products**

1. When the scope of work calls for new installation, ceramic tile and laminates installed per manufacturer's recommendations may be used.

a. Existing broken tiles shall be replaced with similar size, color and texture.

**M. Kitchen and Bath Floor Covering:** When the scope of work calls for installation of kitchen and bath floor covering, kitchens and bathrooms shall be covered with a smooth non absorbent material such as ceramic tile, sheet vinyl, vinyl tile, or vinyl slabs.

**N. Interior entries:** When the scope of work addresses the floor covering on the interior side of the main entry door, there shall be an uncarpeted, finished floor area. This area shall be no less than 16 square feet.

**O. Interior Door Finish:** When the scope of work addresses interior door finish, interior doors shall be finished and free of defective conditions. One or more of the following finishes may be utilized.

1. **Paint:** Primed once, with two-coat satin, semi-gloss finish on all sides and faces.

2. **Stain:** Stain or oil on all sides and faces, with three-coat varnish, polyurethane finish.

3. **Prefinished Doors:** Factory Finished doors are acceptable.

**P. Water-Resistant Drywall:** Where a rehab involves replacement of drywall in bathrooms and near areas where it may become wet, water resistant drywall shall be used as the replacement wall board in areas set forth as follows.

1. Water-resistant gypsum board (commonly called green board) must be used on all walls in the bathroom and within six horizontal feet of wall surfaces where the drywall can be splashed such as a kitchen sink, next to water heater and/or washer.

2. When a tub/shower unit is on an exterior wall, provide water-resistant gypsum board behind the tub/shower unit.

3. Water-resistant gypsum, when used on ceilings must be rated for the span.

**Q. Interior Wall Finishes:** Where a rehab involves renewal of interior wall finishes, all existing interior wall finishes included in the scope of work shall be free of conditions such as peeling paint, holes, loose material, deteriorated surfaces, mold, mildew, and rot.

1. Drywall repairs: Shall be sanded to a smooth finish prior to applying primer paint.

2. Paint: Patches in existing drywall and all new drywall shall be primed once with two-coat finish paint. Gloss, semi-gloss, or satin finish shall be used for bathrooms, laundry, and kitchens.

3. Paint over existing painted walls: All repainted walls shall have coverage sufficient to completely hide the previous color. Primer and two finish coats may be required to accomplish this requirement.

#### **Division 10: Specialties**

**A. Entries:** When the scope of work includes the installation of exterior entry components, the following standards shall be followed unless conditions exist making these specifications unattainable. In such cases a reasonable effort must be made to comply as close as possible.

1. All main entries shall have a concrete, treated wood, or other hard surface exterior stoop, porch or deck not to exceed 8 ¼" below the top of the threshold and have a minimum dimension of 36" by 36".



2. Secondary entries shall have a landing on the exterior of the door opening if the finished interior floor is more than 30" above the exterior adjacent grade or floor surface. Secondary exterior entries with less than 30" above grade elevation shall have a stair with a landing at grade level.

**B. Bath:** Rehabbed bathrooms in homes for resale shall be equipped, at a minimum, with the following:

1. Medicine cabinet with storage and mirror 16" wide 20" tall (minimum)  
Other combinations of mirror and storage may be acceptable by approval of LHC Construction Design and Review Department.
2. Wall-hung toilet paper dispenser
3. 18" (minimum) towel bar
4. Shower rod if applicable

**C. Site Address: Homes rehabbed for resale shall meet the following standards:**

1. When the scope of work addresses installation of street address numbers, they shall be displayed on the structure in an area visible from the street for each dwelling.

Exception: Where a structure is located more than 100 feet from the street or road, or where local jurisdiction's regulations allow, street address numbers may be displayed on the mailbox near the street.

2. Characters shall be of contrasting color in relation to the background where they are applied.
3. Arabic numbers and alphabet letters shall be displayed in English language and minimum ½" stroke width and 4" in height.

**D. Mail Boxes:** Each dwelling rehabbed for resale shall have a mailbox installed per US Postal Service regulations unless client waives this requirement due to not receiving mail at the residence.

### **Division 11: Equipment**

**A. Radon Reduction: In units known to have high radon levels:**

1. Units found to be at or above, 4 pCi/l (PicoCuries per liter of air), shall install a Radon reduction system during the rehabilitation.

**B. Combustion Appliances**

1. Combustion Appliance Zone (CAZ) worst-case scenario draft test shall be performed on all atmospheric combustion appliances per BPI standards by qualified staff at the time of initial house evaluation.
2. CAZ testing must be conducted at the conclusion of any day that air sealing or other measures that may contribute to the air tightness of the combustion appliance zone(s) have been performed.
3. All CAZ test results during the construction phase and post inspection must pass acceptable standards.
4. If the initial CAZ tests reveal unacceptable results, the scope of work must state that this condition must be corrected first before proceeding with other work.
5. Documentation of all CAZ testing must be kept in the client file.

### **Division 12: Furnishings**

**A. Cabinets and Drawers: Where the scope of work includes replacement or repair of cabinetry the following standards shall apply:**

1. **Existing Cabinets:** Cabinets shall be of sound construction and free of deterioration, with all doors, drawers, shelves, hardware, and other features in good condition and with a clean and sanitary finish.
2. Replacement Cabinets
  - a. Cabinet fronts shall be made of solid wood (not particleboard).
  - b. Doors, draws and fronts shall be factory finished.
  - c. Cabinet ends shall be finished with appropriate veneer.
  - d. All cabinets shall be Kitchen Cabinet Manufacturers Association (KCMA) approved.

**B. Countertops: Where the scope of work includes replacement or repair of countertops the following standards shall apply:**

1. **Existing Countertops:** Countertops and vanity tops shall be a smooth non-absorbent finish and free of defects such as holes, cracks, porous materials, or other defects which may retain moisture or food particles.
2. **Replacement Countertops**
  - a. Shall be molded roll-backed, laminate plastic or Formica with finished ends and sealed at the cut out for the kitchen sink or basin.
  - b. Other appropriate materials may be used such as synthetic molded tops, recycled glass tops, or other green construction friendly material.
  - c. Consult the LHC Department of Construction Design and Review.

**C. Closet Storage/Accessories:** In homes rehabbed for resale or included in the scope of work, clothes closets shall contain 12" deep shelf, including a coat rod. Shelves with integrated hangar hooks may also be used.

**Division 13: Special Construction**

**A. Laundry:** Laundry facilities located on the second floor shall be equipped with a washer overflow pan piped to carry the overflow to an appropriate location. This requirement covers new installations only, but recommended where feasible for existing locations.

**B. Storage areas:** Projects which incorporate accessory storage buildings or areas are encouraged. If storage areas are provided, in the scope of work, the following minimum design shall apply.

1. The storage area shall be a minimum of 48 sq. ft. for all units over 960 square feet of living space.
2. Interior ceiling height shall be a minimum of 7' in all storage areas and the width or depth shall not be less than 4' in any interior dimension.
3. Provide a pre-hung 3'0 x 6'8" entry door to the storage area with an entry lock.
4. The storage area may be provided by any of the following:
  - a. A free-standing building architecturally similar to the house.
  - b. Wood buildings, with T-111 or equal plywood siding, painted a compatible color with the primary structure are acceptable.
  - c. Unfinished crawl space area.
  - d. Metal buildings are not permitted.

5. Units that utilize an unfinished crawl space area for storage must create an appropriately-sized room with a concrete floor and provide the following:
  - a. A pre-hung metal entry door 3'0" x 6' 8"
  - b. 20-min. fire separation (walls and ceiling)
  - c. A switched light fixture
  - d. Adequate ventilation for hazardous fumes
  - e. Access to the remainder of the crawl space.
  
6. Storage areas attached to the unit. Attached storage areas should be designed to complement and blend in with the home. This area shall have a concrete floor and provide the following:
  - a. Footings complying with local requirements.
  - b. A pre-hung metal entry door 3'0" x 6' 8"
  - c. 20-min. fire separation (walls and ceiling)
  - d. A switched light fixture
  - e. Adequate ventilation for hazardous fumes

### **C. Ramps**

1. It may be necessary to provide a ramp in the rehab project. If a ramp is provided it shall be constructed in compliance with ANSI A117.1-2003, ADA, UFAS, or any other nationally recognized accessibility code.
2. Ramps shall be constructed of approved materials suitable for the purpose, or a combination of materials in the following list:
  - a. **Composite:** PVC or other with non-skid surface.
  - b. **Concrete:** with non-skid surface.
  - c. **Metal:** galvanized steel, or aluminum with non-skid surface.
  - d. **Wood:** Pressure treated lumber.

All exterior wood shall meet the requirements of LSUCC for application proposed

### **Division 21: Fire Suppression**

Portable fire extinguisher should be provided in the locale of the kitchen for the typical application.

### **Division 22: Plumbing**

**A. Existing Plumbing: Where a rehab involves replacement or repair of plumbing elements or installation of new water supply or septic systems, the following standards shall apply:**

1. All fixtures, water supply lines, and drain/waste/vent lines shall be in working condition, free of obstructions, leaks, or other defects which interfere with proper operation or sanitation of the system.
2. Defective fixtures shall be replaced with new, energy saving features.
3. **Drain/waste/vent systems** shall be connected to a public sewer or to an approved private sewage disposal system. Newly installed private systems shall be approved by the local health department (DHH).
4. Water supply shall be from either a public supply system or an approved private supply. Private supplies shall be approved by the Authority Having Jurisdiction.

- a. Water supply lines shall be insulated in all areas subject to freezing temperatures.
- b. Replacement fixtures shall be provided with water shut off valves at the fixture location or a central manifold which will isolate the individual fixture for servicing. The building's main shut off valve shall not be acceptable for this requirement.

## **B. New Plumbing**

1. All repair, replacement, addition, or new installation of plumbing systems shall meet the LSUCC and shall be approved by a certified plumbing inspector.
2. Ordinary repairs and fixture replacement may not be subject to inspection by the certified inspector, but shall be subject to the applicable plumbing code.
3. The following specifications shall be the minimum size and/or quality for replacement plumbing fixtures:
  - a. **Bath tubs** shall be 30" minimum from approach side to wall; made of fiberglass, acrylic, porcelain, or cultured marble.
  - b. **Faucet housings** shall not be plastic.
  - c. **Lavatories** shall be 15" minimum diameter; made of fiberglass, acrylic, porcelain, or cultured marble.
  - d. **Showers** shall be 36" x 36" minimum; made of fiberglass, acrylic, ceramic, or cultured marble.
  - e. **Toilets** shall be maximum 1.6 GPF; made of porcelain.
  - f. **Kitchen sinks** shall be 6" deep minimum, stainless steel double bowl.
  - g. **Laundry facilities** and **hot water heaters**, located on the second floor or higher, shall have an overflow pan piped into a DWV system, positive drain to the outdoors, or an approved floor drain. This requirement is for new installations but is recommended for existing locations.
  - h. **Water heaters** shall have a minimum energy factor efficiency of .93 for electric and .67 for gas fired water heating equipment.

## **Division 23: Heating Ventilating and Air Conditioning**

### **A. Existing HVAC Systems**

1. All existing mechanical appliances, fireplaces, solid-fuel burning devices, cooking appliances, water heating appliances and HVAC equipment shall be evaluated for efficiency and inspected for defective or inadequate operation, ductwork, clearance to combustibles, safety controls, energy supply, combustion air supply, combustion gas venting, insulation, air sealing, and equipment.
2. If the system is capable of serving the intended purpose and defective conditions exist, the defects shall be corrected to provide the most efficient operation of the existing system.
3. Fuel-burning equipment shall combust fuel safely and operate as close to the designed Annual Fuel Utilization Efficiency (AFUE) as possible.
4. Flue gases (oxygen and carbon monoxide), stack temperature, draft and smoke (where applicable) shall be within acceptable limits.
5. A pre and post rehab Combustion Appliance Zone (CAZ) worst case scenario draft test shall be performed on all atmospheric combustion appliances per BPI standards.
6. CAZ testing is highly recommended at the conclusion of each work day, especially when measures affecting the tightness of the envelope are being performed.
7. Combustible fuel burning appliances, their fuel supply lines, and their venting systems shall be inspected and tested for proper sizing, operation, leaks, deterioration, adequate

combustion, clearance to combustibles and shall be in compliance with the manufacturers installation requirements, and where applicable NFPA 54, NFPA 211 and NFPA 31.

8. Furnaces, air conditioners, heat pumps, and air handlers more than 20 years old shall be replaced with energy efficient equipment.

### **B. Replacement Heating Ventilating and Air Conditioning Equipment**

1. All dwelling units, receiving an upgrade to the HVAC system, shall be heated and cooled using high-efficiency equipment.

2. Heat pump systems shall have a minimum SEER (Seasonal Energy Efficiency Rating) rating of 14.5 with a minimum HSPF (Heating Seasonal Performance Factor) rating of 8.2.

3. Fuel oil and gas fired furnaces and boilers shall have an AFUE efficiency of 85 percent or higher.

4. Alternative HVAC systems may be evaluated for use by LHC's Department of Construction, Design and Review.

5. All replacement systems shall be sized in accordance with ASHRAE Manual J including mini-split and zoned systems.

### **C. Duct Sealing and Insulation: Where the scope of work includes new duct installation the following standards shall apply:**

1. All ducts, including exhaust vent ductwork, installed in unconditioned spaces, outside the thermal envelope of the structure, shall be sealed and insulated with an insulation wrap of minimum R-8 value.

2. Duct penetrations between conditioned space and unconditioned space through floors, walls, and ceilings, shall be sealed with approved materials, preventing conditioned air from entering unconditioned space or escaping to the exterior.

3. Duct insulation shall extend to the floor, wall, or ceiling membrane where the supply duct passes through unconditioned space and terminates at a membrane of conditioned space.

4. Duct systems, located outside the thermal envelope of the dwelling, shall be pressure tested by qualified staff in accordance with the following criteria.

a. Post construction test: Leakage to outdoors shall be less than or equal to 8 cf/m (226.5 L/min) per 100 ft<sup>2</sup> (9.29 m<sup>2</sup>) of *conditioned floor area* or a total leakage less than or equal to 12 cf/m (12 L/min) per 100 ft<sup>2</sup> (9.29 m<sup>2</sup>) of *conditioned floor area* when tested at a pressure differential of 0.1 inches w.g. (25 Pa) across the entire system, including the manufacturer's air handler enclosure.

b. All register boots shall be taped or otherwise sealed during the test.

c. *Documentation of all duct testing (Pre and Post) shall be kept in the client file.*

### **D. Programmable Thermostats**

1. All newly installed HVAC systems shall be controlled by a programmable thermostat.

2. Existing programmable thermostats must be evaluated to ensure the device can still deliver the features designed by the manufacturer.

3. Training must be provided to tenants/clients on use.

### **E. Building Ventilation**

1. The dwelling must be evaluated for compliance with Section 4 of the ASHRAE 62.2-2010 Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings.

2. In no case shall the whole building ventilation rate be reduced below minimum whole-building ventilation requirements of ASHRAE 62.2 standards.

3. Where ventilation rates do not meet ASHRAE 62.2 standards, mechanical ventilation shall be provided to maintain minimum ventilation rates.

4. Existing exhaust ventilation discharge must be evaluated for proper discharge location.

a. Relocation of exhaust vents may be required if located too close to fresh air intakes of the dwelling.

**F. Range Hoods: When the scope of work includes installation of a range hood, the following standards shall apply:**

1. All dwelling units shall be equipped with a minimum 150 CFM range hood vented to the exterior of the building.

2. Use manufacturer's recommended ducting material sized per installation instructions.

3. Exhaust ducting shall be concealed with a finish similar to the adjacent cabinetry where it extends above the wall cabinets through the ceiling.

4. Exhaust ducts shall terminate, at the exterior of the structure, in an exhaust hood, equipped with a back draft damper.

**Exceptions and Considerations:**

a. Designs utilizing Energy Recovery Ventilation technology may use a recirculation hood as a part of the ventilation design in combination with other intake and exhaust air openings.

b. Hoods vented to the exterior may contribute to compliance with ASHRAE 62.2.

c. If a waiver is granted, recirculation hoods shall be equipped with an activated charcoal filter. Approval must be obtained prior to installation from the LHC Department of Construction, Design and Review.

**G. Bathroom Ventilation: When the scope of work involves rehabilitation of a bathroom, the following standards shall apply:**

1. Bathrooms shall have a properly installed ventilation fan, minimum 50 CFM, vented to the exterior, penetrating the structure's outermost membrane.

a. Ventilation fans vented to the exterior may contribute to compliance with ASHRAE 62.2.

**Exception:** A ventilation fan is not required where existing window openings provide minimum ventilation required LSUCC.

2. Exhaust fan ducts systems shall be equipped with a back draft damper, terminate at the exterior of the structure, in a receptacle designed for this use and location.

**H. Clothes Dryer Exhaust: Newly installed clothes dryers shall exhaust directly to the exterior, through the exterior membrane of the structure.**

1. Exhaust ducts shall terminate, at the exterior of the structure, in an exhaust hood, equipped with a back draft damper.

2. Ducts shall be minimum 4" diameter with a smooth interior surface.

3. Joints shall be joined together in the direction of air flow.

4. No fasteners or screws shall penetrate the walls of the duct.

5. Exhaust ducts shall not be more than 25' equivalent length from the laundry area to the exterior of the structure. 90 degree ells = 5' equivalent length. 45 degree ells = 2.5' equivalent length. Straight duct is 1' linear length = 1' equivalent length.

6. In the laundry area, a maximum 8' length of flexible duct may be connected from the dryer exhaust duct to the clothes dryer.

### **I. Existing Clothes Dryer Exhaust:**

1. Existing clothes dryer exhaust ducts shall be inspected and replaced if constructed of flexible, corrugated duct material.
2. Existing exhaust ducts shall be cleaned if blockage is discovered during inspection.
3. Existing clothes dryers exhausting to the interior environment shall be vented as closely as possible, in equivalent length of pipe run, to new exhaust installation requirements.

### **Division 26: Electrical**

**A. Existing electrical system:** In homes rehabbed for resale or if electrical alterations are included in the scope of work, the electrical system shall be evaluated for suitable size, minimum provisions, and electrical hazards by a licensed electrical contractor. The system shall meet the following minimum standards.

1. All visible deficiencies and hazards shall be corrected.
2. All receptacle outlets in bathrooms, laundry rooms, kitchens, and outdoor outlets shall be protected by a ground fault circuit interrupter (GFCI).
3. All entrances, common hallways, interior and exterior stairways, bathrooms, kitchens, laundry rooms, and HVAC equipment rooms shall contain at least one luminary and it shall provide adequate lighting for the area.
  - a. All permanently installed light fixtures shall have Energy Efficient lamps installed if suitable for types of switches installed.
  - b. All other rooms shall contain at least one wall switch controlled light.
  - c. Repairs may require AHJ inspections.

### **B. Additions, Alterations, New Wiring**

1. All new wiring or extensions of the existing electrical system shall meet the current edition of the National Electrical Code and shall be inspected and approved by the AHJ.
2. Additional loads may require re-evaluation of the service size.

### **C. Rehab Involving Complete Removal of Plaster or Wallboard:**

1. In addition to meeting the requirements of the NEC, each room, hall, stair, and walk in closet shall have a minimum of one switch-operated overhead light.
2. Kitchens shall include switch-operated lighting over the cooking area, the sink area and the general or dining area.
3. Bathrooms shall be equipped with switch-operated over the lavatory area and the general area.
4. Smoke detectors shall be installed in accordance with the current edition of the LSUCC.

### **Division 27: Communications**

**A. Minimum Provisions: Homes rehabbed for resale shall comply with the following standards.**

1. If the dwelling is not prewired, means to connect to telephone and cable communication devices must be considered. If feasible the following provisions shall be provided.
  - a. Provide wiring for communication devices, or a roughed-in box and blank trim plate, with a raceway and pull string leading to an accessible area such as the attic or crawlspace, to allow the future installation of the required communication devices.
  - b. A raceway shall also be provided from the point of service to an accessible area within the structure.

## **Division 28: Electronic Safety and Security**

### **A. Fire Detection and Alarm**

**1. Smoke Alarms:** Smoke alarms shall be installed in existing and rehabbed dwellings at all of the following locations:

- a. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms no more than 8' from the bedroom door.
- b. Within each room used for sleeping purposes.
- c. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics.

In dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

2. Smoke alarms shall be interconnected in a manner that activation of one alarm will activate all of the alarms in the individual unit.

3. The alarm shall be clearly audible in all bedrooms, over background noise levels, with all intervening doors closed.

4. Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space, or basement available which provides access for interconnection without the removal of interior finishes.

5. Smoke alarms shall receive their primary power from the building wiring, provided that such wiring is served from a commercial source, and shall be equipped with a battery backup.

6. Exceptions: Smoke alarms are permitted to be solely battery operated in buildings where:

- a. No construction is taking place.
- b. Where a wireless interconnected smoke alarm system, with a minimum 10 year warranty for the smoke alarms, is installed.
- c. Buildings that are not served from a commercial power source.
- d. Areas of buildings undergoing alterations or repairs that do not result in the removal of interior wall or ceiling finishes exposing the structure, providing access for wiring.

If there is an attic, crawl space or basement available which could provide access for building wiring, without the removal of interior finishes, this exception will not apply.

### **B. Carbon Monoxide Alarms**

1. UL listed carbon monoxide alarm(s) shall be installed outside of each sleeping area, in the immediate vicinity of all bedrooms, if one or both of the following conditions exist:

- a. The dwelling contains fuel burning appliances.
- b. The dwelling has an attached garage.

## **Division 31: Earthwork**

**A. Drainage: Homes rehabbed for resale or if correction of drainage is included in the scope of work, shall comply with the following standards:**

1. Conditions causing inadequate drainage or standing water near the structure shall be corrected to provide adequate drainage away from the structure by one or more of the following suggested methods:

- a. Adjust backfill to allow for 6" fall in 10' (4% slope) away from the foundation walls.



- b. Adjust grade to create a swale to divert water away from the foundation walls.
- c. Install a French drain near the structure and discharge to an approved drainage system, ditch, or water retention area.
- d. An agency proposed and LHC approved method. Acceptable engineering practices will be considered.

### **Division 32: Exterior Improvements**

#### **Sections A, B, C, D, and E shall apply to all houses rehabbed for resale.**

A. Existing Trees and Shrubbery: Trees, shrubs, and other plantings shall be in a condition which does not prohibit access to the structure or utility connections, or cause damage to the structure or walkways.

#### **B. Parking/Driveways:**

1. Existing parking and driveways shall be restored to a good condition.
2. The parking area shall be one of the following materials:
  - a. Crushed #57 limestone gravel, 4" thick, and compacted
  - b. Hot mix asphaltic concrete pavement
  - c. Concrete
3. For urban locations where onsite parking is not typical, local, street parking regulations shall apply.

#### **C. Walkways:**

1. **Existing walkways** shall be in a good condition and free of cracks and joints with elevation changes greater than ½". Defective conditions, such as excessive deterioration, shall be corrected by replacing the defective area.
2. All dwelling units shall have a paved walkway, from the parking area or street, to the dwelling's main entrance.
3. New walkways shall be constructed a minimum of 42" in width and 3 ½" in thickness.
  - a. Walkways shall not exceed 4% slope in the direction of travel.
  - b. Walkways shall have 2% cross slope, perpendicular to the direction of travel or crowned in the center, to allow for proper drainage.
  - c. Walkways shall have isolation joints at connections to structures and cross walks per ACI 318 requirements.

#### **D. Public walks**

1. Public walkways shall be free of hazardous conditions and excessive deterioration.
2. Replacement of public walks shall be completed in accordance with the AHJ rules and regulations.
3. Replacement walkways shall be ADA compliant.

**E. Soil Treatment-Termite Protection:** If termites are discovered during initial evaluation or rehabilitation of the structure, provide proper and complete termite treatment by a licensed exterminator.

### **Division 33: Utility Services**

#### **A. Capacity: Houses rehabbed for resale or if utilities are altered in the scope of work, shall meet the following standards.**

1. All utility services shall be sized to adequately provide sufficient power, flow, volume, pressure, and drainage to allow for safe, dependable service of appliances and fixtures.
2. Insufficient supply of utilities shall be corrected during the rehabilitation process.



## **§5.703 Physical condition standards for HUD housing that is decent, safe, sanitary and in good repair (DSS/GR).**

HUD housing must be decent, safe, sanitary and in good repair. Owners of housing described in §5.701(a), mortgagors of housing described in §5.701(b), and PHAs and other entities approved by HUD owning housing described in §5.701(c), must maintain such housing in a manner that meets the physical condition standards set forth in this section in order to be considered decent, safe, sanitary and in good repair. These standards address the major areas of the HUD housing: the site; the building exterior; the building systems; the dwelling units; the common areas; and health and safety considerations.

(a) *Site.* The site components, such as fencing and retaining walls, grounds, lighting, mailboxes/project signs, parking lots/driveways, play areas and equipment, refuse disposal, roads, storm drainage and walkways must be free of health and safety hazards and be in good repair. The site must not be subject to material adverse conditions, such as abandoned vehicles, dangerous walks or steps, poor drainage, septic tank back-ups, sewer hazards, excess accumulations of trash, vermin or rodent infestation or fire hazards.

(b) *Building exterior.* Each building on the site must be structurally sound, secure, habitable, and in good repair. Each building's doors, fire escapes, foundations, lighting, roofs, walls, and windows, where applicable, must be free of health and safety hazards, operable, and in good repair.

(c) *Building systems.* Each building's domestic water, electrical system, elevators, emergency power, fire protection, HVAC, and sanitary system must be free of health and safety hazards, functionally adequate, operable, and in good repair.

(d) *Dwelling units.* (1) Each dwelling unit within a building must be structurally sound, habitable, and in good repair. All areas and aspects of the dwelling unit (for example, the unit's bathroom, call-for-aid (if applicable), ceiling, doors, electrical systems, floors, hot water heater, HVAC (where individual units are provided), kitchen, lighting, outlets/switches, patio/porch/balcony, smoke detectors, stairs, walls, and windows) must be free of health and safety hazards, functionally adequate, operable, and in good repair.

(2) Where applicable, the dwelling unit must have hot and cold running water, including an adequate source of potable water (note for example that single room occupancy units need not contain water facilities).

(3) If the dwelling unit includes its own sanitary facility, it must be in proper operating condition, usable in privacy, and adequate for personal hygiene and the disposal of human waste.

(4) The dwelling unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each level of the unit.

(e) *Common areas.* The common areas must be structurally sound, secure, and functionally adequate for the purposes intended. The basement/garage/carport, restrooms, closets, utility,

mechanical, community rooms, day care, halls/corridors, stairs, kitchens, laundry rooms, office, porch, patio, balcony, and trash collection areas, if applicable, must be free of health and safety hazards, operable, and in good repair. All common area ceilings, doors, floors, HVAC, lighting, outlets/switches, smoke detectors, stairs, walls, and windows, to the extent applicable, must be free of health and safety hazards, operable, and in good repair. These standards for common areas apply, to a varying extent, to all HUD housing, but will be particularly relevant to congregate housing, independent group homes/residences, and single room occupancy units, in which the individual dwelling units (sleeping areas) do not contain kitchen and/or bathroom facilities.

(f) *Health and safety concerns.* All areas and components of the housing must be free of health and safety hazards. These areas include, but are not limited to, air quality, electrical hazards, elevators, emergency/fire exits, flammable materials, garbage and debris, handrail hazards, infestation, and lead-based paint. For example, the buildings must have fire exits that are not blocked and have hand rails that are undamaged and have no other observable deficiencies. The housing must have no evidence of infestation by rats, mice, or other vermin, or of garbage and debris. The housing must have no evidence of electrical hazards, natural hazards, or fire hazards. The dwelling units and common areas must have proper ventilation and be free of mold, odor (e.g., propane, natural gas, methane gas), or other observable deficiencies. The housing must comply with all requirements related to the evaluation and reduction of lead-based paint hazards and have available proper certifications of such (see 24 CFR part 35).

(g) *Compliance with State and local codes.* The physical condition standards in this section do not supersede or preempt State and local codes for building and maintenance with which HUD housing must comply. HUD housing must continue to adhere to these codes.

# Appendix A:

## Uniform Physical Condition Standards for Multifamily Housing Rehabilitation

**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –  
Requirements for Site**

<b>Inspectable Item</b>	<b>Observable Deficiency</b>
Fencing and Gates	Damaged/Falling/Leaning
	Holes
	Missing Sections
Grounds	Erosion/Rutting Areas
	Overgrown/Penetrating Vegetation
	Ponding/Site Drainage
Health & Safety	Air Quality - Sewer Odor Detected
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Flammable Materials - Improperly Stored
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Mailboxes/Project Signs	Mailbox Missing/Damaged
	Signs Damaged
Parking Lots/Driveways/Roads	Cracks
	Ponding
	Potholes/Loose Material
	Settlement/Heaving
Play Areas and Equipment	Damaged/Broken Equipment
	Deteriorated Play Area Surface
Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space
Retaining Walls	Damaged/Falling/Leaning
Storm Drainage	Damaged/Obstructed
Walkways/Steps	Broken/Missing Hand Railing
	Cracks/Settlement/Heaving
	Spalling/Exposed rebar

**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –  
Requirements for Building Exterior**

<b>Inspectable Item</b>	<b>Observable Deficiency</b>
Doors	Damaged Frames/Threshold/Lintels/Trim
	Damaged Hardware/Locks
	Damaged Surface (Holes/Paint/Rusting/Glass)
	Damaged/Missing Screen/Storm/Security Door
	Deteriorated/Missing Caulking/Seals
	Missing Door
Fire Escapes	Blocked Egress/Ladders
	Visibly Missing Components
Foundations	Cracks/Gaps
	Spalling/Exposed Rebar
Health and Safety	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable
	Emergency Fire Exits - Missing Exit Signs
	Flammable/Combustible Materials - Improperly Stored
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Lighting	Broken Fixtures/Bulbs
Roofs	Damaged Soffits/Fascia
	Damaged Vents
	Damaged/Clogged Drains
	Damaged/Torn Membrane/Missing Ballast
	Missing/Damaged Components from Downspout/Gutter
	Missing/Damaged Shingles
	Ponding
Walls	Cracks/Gaps
	Damaged Chimneys
	Missing/Damaged Caulking/Mortar
	Missing Pieces/Holes/Spalling Stained/Peeling/Needs Paint
Windows	Broken/Missing/Cracked Panes
	Damaged Sills/Frames/Lintels/Trim
	Damaged/Missing Screens
	Missing/Deteriorated Caulking/Seals/Glazing Compound
	Peeling/Needs Paint
	Security Bars Prevent Egress

**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –  
Requirements for Building Systems**

<b>Inspectable Item</b>	<b>Observable Deficiency</b>
Domestic Water	Leaking Central Water Supply
	Missing Pressure Relief Valve
	Rust/Corrosion on Heater Chimney
	Water Supply Inoperable
Electrical System	Blocked Access/Improper Storage
	Burnt Breakers
	Evidence of Leaks/Corrosion
	Frayed Wiring
	Missing Breakers/Fuses
	Missing Outlet Covers
Elevators	Not Operable
Emergency Power	Auxiliary Lighting Inoperable (if applicable)
Fire Protection	Missing Sprinkler Head
	Missing/Damaged/Expired Extinguishers
Health & Safety	Air Quality - Mold and/or Mildew Observed
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Air Quality - Sewer Odor Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Elevator - Tripping
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable
	Emergency Fire Exits - Missing Exit Signs
	Flammable Materials - Improperly Stored
	Garbage and Debris - Indoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards – Tripping Hazards
	Infestation - Insects
Infestation - Rats/Mice/Vermin	
HVAC	Boiler/Pump Leaks
	Fuel Supply Leaks
	General Rust/Corrosion
	Misaligned Chimney/Ventilation System
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable
Sanitary System	Broken/Leaking/Clogged Pipes or Drains
	Missing Drain/Cleanout/Manhole Covers





**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –  
Requirements for Common Areas**

<b>Inspectable Item Location</b>	<b>Observable Deficiency</b>
Basement/Garage/Carport	Baluster/Side Railings - Damaged
Closet/Utility/Mechanical	Cabinets - Missing/Damaged
Community Room	Call for Aid - Inoperable
Halls/Corridors/Stairs	Ceiling - Holes/Missing Tiles/Panels/Cracks
Kitchen	Ceiling - Peeling/Needs Paint
Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew
Lobby	Countertops - Missing/Damaged
Office	Dishwasher/Garbage Disposal - Inoperable
Other Community Spaces	Doors - Damaged Frames/Threshold/Lintels/Trim
Patio/Porch/Balcony	Doors - Damaged Hardware/Locks
Restrooms	Doors - Damaged Surface (Holes/Paint/Rust/Glass)
Storage	Doors - Damaged/Missing Screen/Storm/Security Door
	Doors - Deteriorated/Missing Seals (Entry Only)
	Doors - Missing Door
	Dryer Vent -Missing/Damaged/Inoperable
	Electrical - Blocked Access to Electrical Panel
	Electrical - Burnt Breakers
	Electrical - Evidence of Leaks/Corrosion
	Electrical - Frayed Wiring
	Electrical - Missing Breakers
	Electrical - Missing Covers
	Floors - Bulging/Buckling
	Floors - Floor Covering Damaged
	Floors - Missing Floor/Tiles
	Floors - Peeling/Needs Paint
	Floors - Rot/Deteriorated Subfloor
	Floors - Water Stains/Water Damage/Mold/Mildew
	GFI - Inoperable
	Graffiti
	HVAC - Convection/Radiant Heat System Covers Missing/Damaged
	HVAC - General Rust/Corrosion
	HVAC - Inoperable
	HVAC - Misaligned Chimney/Ventilation System
	HVAC - Noisy/Vibrating/Leaking
	Lavatory Sink - Damaged/Missing
	Lighting - Missing/Damaged/Inoperable Fixture
	Mailbox - Missing/Damaged
	Outlets/Switches/Cover Plates - Missing/Broken
	Pedestrian/Wheelchair Ramp
	Plumbing - Clogged Drains
	Plumbing - Leaking Faucet/Pipes
	Range Hood /Exhaust Fans - Excessive Grease/Inoperable
	Range/Stove - Missing/Damaged/Inoperable
	Refrigerator - Damaged/Inoperable
	Restroom Cabinet - Damaged/Missing

<b>Inspectable Item Location</b>	<b>Observable Deficiency</b>
	Shower/Tub - Damaged/Missing
	Sink - Missing/Damaged
	Smoke Detector - Missing/Inoperable
	Stairs - Broken/Damaged/Missing Steps
	Stairs - Broken/Missing Hand Railing
	Ventilation/Exhaust System - Inoperable
	Walls - Bulging/Buckling
	Walls - Damaged
	Walls - Damaged/Deteriorated Trim
	Walls - Peeling/Needs Paint
	Walls - Water Stains/Water Damage/Mold/Mildew
	Water Closet/Toilet - Damaged/Clogged/Missing
	Windows - Cracked/Broken/Missing Panes
	Windows - Damaged Window Sill
	Windows - Inoperable/Not Lockable
	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound
	Windows - Peeling/Needs Paint
	Windows - Security Bars Prevent Egress
Health & Safety	Air Quality - Mold and/or Mildew Observed
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Air Quality - Sewer Odor Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable
	Emergency Fire Exits - Missing Exit Signs
	Flammable/Combustible Materials - Improperly Stored
	Garbage and Debris - Indoors
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Pools and Related Structures	Fencing - Damaged/Not Intact
Trash Collection Areas	Chutes - Damaged/Missing Components

**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –  
Requirements for Unit**

<b>Inspectable Item</b>	<b>Observable Deficiency</b>
Bathroom	Bathroom Cabinets - Damaged/Missing
	Lavatory Sink - Damaged/Missing
	Plumbing - Clogged Drains, Faucets
	Plumbing - Leaking Faucet/Pipes
	Shower/Tub - Damaged/Missing
	Ventilation/Exhaust System – Absent/Inoperable
	Water Closet/Toilet - Damaged/Clogged/Missing
Call-for-Aid (if applicable)	Inoperable
Ceiling	Bulging/Buckling/Leaking
	Holes/Missing Tiles/Panels/Cracks
	Peeling/Needs Paint
	Water Stains/Water Damage/Mold/Mildew
Doors	Damaged Frames/Threshold/Lintels/Trim
	Damaged Hardware/Locks
	Damaged/Missing Screen/Storm/Security Door
	Damaged Surface - Holes/Paint/Rusting/Glass/Rotting
	Deteriorated/Missing Seals (Entry Only)
	Missing Door
Electrical System	Blocked Access to Electrical Panel
	Burnt Breakers
	Evidence of Leaks/Corrosion
	Frayed Wiring
	GFI - Inoperable
	Missing Breakers/Fuses
	Missing Covers
Floors	Bulging/Buckling
	Floor Covering Damage
	Missing Flooring Tiles
	Peeling/Needs Paint
	Rot/Deteriorated Subfloor
	Water Stains/Water Damage/Mold/Mildew
Health & Safety	Air Quality - Mold and/or Mildew Observed
	Air Quality - Sewer Odor Detected
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable
	Emergency Fire Exits - Missing Exit Signs
	Flammable Materials - Improperly Stored
	Garbage and Debris - Indoors
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges

<b>Inspectable Item</b>	<b>Observable Deficiency</b>
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Hot Water Heater	Misaligned Chimney/Ventilation System
	Inoperable Unit/Components
	Leaking Valves/Tanks/Pipes
	Pressure Relief Valve Missing
	Rust/Corrosion
HVAC System	Convection/Radiant Heat System Covers Missing/Damaged
	Inoperable
	Misaligned Chimney/Ventilation System
	Noisy/Vibrating/Leaking
	Rust/Corrosion
Kitchen	Cabinets - Missing/Damaged
	Countertops - Missing/Damaged
	Dishwasher/Garbage Disposal - Inoperable
	Plumbing - Clogged Drains
	Plumbing - Leaking Faucet/Pipes
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable
	Range/Stove - Missing/Damaged/Inoperable
	Refrigerator-Missing/Damaged/Inoperable
	Sink - Damaged/Missing
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable
Lighting	Missing/Inoperable Fixture
Outlets/Switches	Missing
	Missing/Broken Cover Plates
Patio/Porch/Balcony	Baluster/Side Railings Damaged
Smoke Detector	Missing/Inoperable
Stairs	Broken/Damaged/Missing Steps
	Broken/Missing Hand Railing
Walls	Bulging/Buckling
	Damaged
	Damaged/Deteriorated Trim
	Peeling/Needs Paint
	Water Stains/Water Damage/Mold/Mildew
Windows	Cracked/Broken/Missing Panes
	Damaged Window Sill
	Missing/Deteriorated Caulking/Seals/Glazing Compound
	Inoperable/Not Lockable
	Peeling/Needs Paint
	Security Bars Prevent Egress

**Uniform Physical Condition Standards for Single Family Housing Rehabilitation –  
Requirements for Site**

<b>Inspectable Item</b>	<b>Observable Deficiency</b>
Fencing and Gates	Damaged/Falling/Leaning
	Holes
	Missing Sections
Grounds	Erosion/Rutting Areas
	Overgrown/Penetrating Vegetation
	Ponding/Site Drainage (affecting unit)
Health & Safety	Air Quality - Sewer Odor Detected
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Flammable Materials - Improperly Stored
	Garbage and Debris - Outdoors
	Play Equipment – Broken or Damaged
	Hazards – Other (e.g., outbuildings)
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Mailboxes/Project Signs	Mailbox Missing/Damaged
	Signs Damaged
Driveways	Cracks
	Potholes/Loose Material
	Settlement/Heaving
Retaining Walls	Damaged/Falling/Leaning
Storm Drainage	Damaged/Obstructed
Walkways/Steps	Broken/Missing Hand Railing
	Cracks/Settlement/Heaving
	Spalling

# **Appendix B**

## **Uniform Physical Condition Standards for Single Family Housing Rehabilitation**

**Uniform Physical Condition Standards for Single Family Housing Rehabilitation –  
Requirements for Building Exterior**

<b>Inspectable Item</b>	<b>Observable Deficiency</b>
Doors	Damaged Frames/Threshold/Lintels/Trim
	Damaged Hardware/Locks
	Damaged Surface (Holes/Paint/Rusting/Glass)
	Damaged/Missing Screen/Storm/Security Door
	Deteriorated/Missing Caulking/Seals
	Missing Door
Foundations	Cracks/Gaps
	Spalling/Exposed Rebar
Health and Safety	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Flammable/Combustible Materials - Improperly Stored
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
Infestation - Rats/Mice/Vermin	
Lighting	Broken Fixtures/Bulbs
Roofs	Damaged Soffits/Fascia
	Damaged Vents
	Damaged/Clogged Drains
	Damaged/Torn Membrane/Missing Ballast
	Missing/Damaged Components from Downspout/Gutter
	Missing/Damaged Shingles
	Ponding
Walls	Cracks/Gaps
	Damaged Chimneys
	Missing/Damaged Caulking/Mortar
	Missing Pieces/Holes/Spalling
	Stained/Peeling/Needs Paint
Windows	Broken/Missing/Cracked Panes
	Damaged Sills/Frames/Lintels/Trim
	Damaged/Missing Screens
	Missing/Deteriorated Caulking/Seals/Glazing Compound
	Peeling/Needs Paint
	Security Bars Prevent Egress



**Uniform Physical Condition Standards for Single Family Housing Rehabilitation –  
Requirements for Unit**

<b>Inspectable Item</b>	<b>Observable Deficiency</b>
Bathroom	Bathroom Cabinets - Damaged/Missing
	Lavatory Sink - Damaged/Missing
	Plumbing - Clogged Drains
	Plumbing - Leaking Faucet/Pipes
	Shower/Tub - Damaged/Missing
	Ventilation/Exhaust System – Inoperable (if applicable)
	Water Closet/Toilet - Damaged/Clogged/Missing
Ceiling	Bulging/Buckling
	Holes/Missing Tiles/Panels/Cracks
	Peeling/Needs Paint
	Water Stains/Water Damage/Mold/Mildew
Doors	Damaged Frames/Threshold/Lintels/Trim
	Damaged Hardware/Locks
	Damaged/Missing Screen/Storm/Security Door
	Damaged Surface - Holes/Paint/Rusting/Glass
	Deteriorated/Missing Seals (Entry Only)
	Missing Door
Electrical System	Blocked Access to Electrical Panel
	Burnt Breakers
	Evidence of Leaks/Corrosion
	Frayed Wiring
	GFI - Inoperable
	Missing Breakers/Fuses
	Missing Covers
Floors	Bulging/Buckling
	Floor Covering Damage
	Missing Flooring Tiles
	Peeling/Needs Paint
	Rot/Deteriorated Subfloor
	Water Stains/Water Damage/Mold/Mildew
Health & Safety	Air Quality - Mold and/or Mildew Observed
	Air Quality - Sewer Odor Detected
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Flammable Materials - Improperly Stored
	Garbage and Debris - Indoors
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
Infestation - Insects	

	Infestation - Rats/Mice/Vermin
Hot Water Heater	Inoperable Unit/Components

<b>Inspectable Item</b>	<b>Observable Deficiency</b>
	Leaking Valves/Tanks/Pipes
	Pressure Relief Valve Missing
	Rust/Corrosion
HVAC System	Inoperable
	Misaligned Chimney/Ventilation System
	Noisy/Vibrating/Leaking
	Rust/Corrosion
Kitchen	Cabinets - Missing/Damaged
	Countertops - Missing/Damaged
	Dishwasher/Garbage Disposal – Leaking/Inoperable
	Plumbing - Clogged Drains
	Plumbing - Leaking Faucet/Pipes
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable
	Range/Stove - Missing/Damaged/Inoperable
	Refrigerator-Missing/Damaged/Inoperable
	Sink - Damaged/Missing
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable
Lighting	Missing/Inoperable Fixture
Outlets/Switches	Missing
	Missing/Broken Cover Plates
Patio/Porch/Balcony	Baluster/Side Railings Damaged
Smoke Detector	Missing/Inoperable
Stairs	Broken/Damaged/Missing Steps
	Broken/Missing Hand Railing
Walls	Bulging/Buckling
	Damaged
	Damaged/Deteriorated Trim
	Peeling/Needs Paint
	Water Stains/Water Damage/Mold/Mildew
Windows	Cracked/Broken/Missing Panes
	Damaged/Rotting Window Sill
	Missing/Deteriorated Caulking/Seals/Glazing Compound
	Inoperable/Not Lockable
	Peeling/Needs Paint
	Security Bars Prevent Egress

## **IV. Eligible Activities for Rehabilitation and Reconstruction for Contractors**

Cost of activities necessary for homeowner to stabilize, repair, occupy their properties are eligible. This category includes:

- Rehab hard cost
  - Site Work
  - Utility replacement
  - Parking drive walks (only if required to obtain permit)
- Demolition including proper disposal of asbestos
- Repair/ Replacement cost
- Environmental Remediation and Clearance
- Professional Fees
  - Architect/engineering
  - Environmental testing
  - Termite Inspection
  - Surveys
- Financing Fees
- Legal Cost

### Rehabilitation vs. Reconstruction Determination

- If the estimated cost to repair exceeds the cost to reconstruct, than the property will be reconstructed.
- Historic properties will be handled on a case by case basis
- The cost of repair will be based on the Estimated Cost of Repair Inspection performed by the HOME Investment Partnerships Program or NHTF.
- The cost to reconstruct will be determined by the HOME Investment Partnerships Program or NHTF based on square footage of the existing footprint multiplied by the current unit reconstruction price in accordance with the industry standards

## **V. Lead- Based Paint**

The HOME Investment Partnerships Program will comply with the Lead-Based Paint (LBP) regulations per 24 CFR Part 35, 24 CFR Part 570.608, 24 CFR Part 982.401, and Title X.

Title X requires a three-pronged approach to target conditions that pose a hazard to households:

- Notification of occupants regarding the existence of hazards so they can take proper precautions;
- Identification of lead-based paint hazards before a child can be poisoned;
- Control of lead-based paint hazards to limit exposure to residents.

Lead-based paint regulations affect all HOME Investment Partnerships Program activities performed on housing built before 1978:

- Rehabilitation;
- Reconstruction;
- Activities directly related to and/or supporting the above types of assistance.

For cost estimate purposes, lead-based paint testing may be included in work write-ups for pre-1978 housing units. Households must be notified of potential hazards, identified hazards and the result of hazard reduction activities.

Certified and licensed professionals are required to assess lead hazards and provide clearance of the property prior to rehabilitation/reconstruction. Identified lead hazards must be mitigated. Although abatement (complete removal) may not be necessary, interim measures or paint stabilization will be required for clearance of the property.

## **VI. Plans and Specifications**

The rehabilitated or reconstructed activity may not be of a smaller design or have reduced features or standards than what is specified in the plans and specifications. Plans and specifications must meet or exceed local building codes and standards. Construction plans will include, at a minimum:

- Details sufficient to complete the activity;
- Details of all accessibility features; and
- All sheets and schedules as required by various trades on site.

## **VII. Construction Process**

- Estimated Cost of Repair (ECR)
- Lead Base Paint Assessment (if applicable)
- Asbestos Containing Material Inspection
- Rehabilitation vs. Reconstruction determination
- Approved contractor is given the work order packet for the property
- Contractor reviews and updates the estimate
- If acceptable, the HOME Investment Partnerships Program will issue a “Notice to Proceed” to the contractor
- Pre-construction kick off meeting is conducted on site. Includes but not limited to:
  - Clarify the role of the homeowner
  - Clarify the role of the contractor
  - Clarify what work hours will be observed
  - Review inspection procedures
  - Lead base paint: HUD Pamphlet and Receipt of LBP Notification

- Review contractor payment schedules
- Review process for change orders
- Review terms and conditions of the rehab contract

Perform a walk-through of the property to point out how rehabilitation will be performed in accordance with the ECR.

### **VIII. Contractor Draws – For single family homeowner rehab (does not pertain to NHTF activities)**

- Initial Draw (25%)
  - Upon passing the Initial Construction Inspection
    - Demolition complete
    - All required permits obtained
    - Building materials on site
- Intermediate Draw (75%)
  - Paid upon passing a Rough-In inspection
- Final Draw (90%)
  - Completion of construction
  - Acquisition of the Certificate of Occupancy
  - Passing a final Homeowner Rehab inspection
- Close out Draw (Final 10%)
  - Released 45 days from
    - The date the property passes final Homeowner Rehab inspection and
    - Release of all liens by contractor and sub contractor and
    - Sign off by property owner to confirm construction complete

### **IX. Fair Housing Requirements**

The activities undertaken in the HOME Investment Partnerships Program will comply with Fair Housing Regulations requirements of CFR 92.202 and 92.350. Fair Housing activities include, but are not limited to, the following:

- Section 3 Compliance
- Affirmative marketing to also include minority outreach events;
- Equal Employment Opportunities
- Section 504 Compliance
- Title VI

## **X. Procurement Requirements for Construction Contracts & Professional Services**

Grantees and sub recipients must follow federal procurement rules when purchasing services, supplies, materials or equipment. The applicable federal regulations are contained in 24 CFR Part 85 and OMB Circular A-110, as implemented through 24 CFR Part 84.

### **a. Sealed Bids (Formal Advertising)**

Sealed bids (formal advertising) should be used for all construction contracts or for goods costing more than \$100,000. Competitive sealed bidding requires publicly solicited sealed bids. A firm-fixed price lump sum or unit price contract is awarded to the responsible bidder whose bid, confirming with all the material term and conditions of the invitation for bids, is the lowest price.

When the competitive sealed bid (formal advertising) process is used, the following requirements apply:

- Publication Period
- Clear Definition
- Public Opening
- Selection and Contacting
- Rejection of all Bids

### **b. Competitive Proposals**

Competitive proposals are used to purchase professional services where the total cost will exceed \$100,000. Under this procurement method, The State will publish a written request for submission and then review these submissions based on established selection criteria.

Under this approach, there are two possible methods of soliciting proposals.

- Request for proposal asks that offers submit both qualifications and cost information
- Request for qualifications can be used for purchasing architecture and engineering services. It only asks for information on the offerer's expertise/experience and not on cost, subject to a negotiation of fair and reasonable compensation.

When Competitive Proposals are utilized, the following requirements apply:

- Publication Period
- Clear Definition
- Technical Evaluation
- Award

### **c. Non-competitive Proposals (LHC approval required)**

Non-competitive procurement may be used only when the award of a contract is infeasible under small purchases procedures, sealed bids or competitive proposals and one of the following circumstances applies:

- Where the item or service is available from only a single source
- Where a public emergency or urgent situation is such urgency will not permit a delay beyond the time needed to employ one or the other procurement methods; or
- Where after solicitation of a number of sources, competition is determined inadequate.

### **d. Excluded Parties**

The State and all sub-recipients and contractors will not make any award to any organization which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension". This applies to any HOME, NSP or NHTF assisted contract, any tier in the process.

**For detailed information of the procurement and contracting process, please refer to HUD's *Playing by the Rules Handbook: Chapter 3.0 Procurement and Contracting*: <http://www.hud.gov/offices/cpd/communitydevelopment/library/subrecipient/playing/chapter3.pdf>**

### **e. Contractor Minimum Requirements**

The State will make investigations as necessary to determine the ability of the sub-recipient and contractors to perform the work and the sub-recipient and/or contractor shall furnish to The State all such information and data for this purpose as requested.

Contractors submitting bids must meet the minimum requirements:

- Registration with the Louisiana State Licensing Board for Contractors
- Insurance requirements (State will determine)
- Bond Requirements (State will determine if less than \$100,000)
- Paid local employment taxes (State will determine)
- Worker's compensation (state law)
- Builder's Risk Insurance
- Must meet all local licensing requirements

### **The Davis Bacon Act (does not apply to NHTF activities)**

The Davis Bacon Act is a labor law that may apply to HOME-funded construction. Davis Bacon is triggered when there are twelve (12) or more units under a single construction contract of \$2,000 or more that is financed in whole or in part with HOME funds. This Act stipulates that all laborers and mechanics employed by the contractors and subcontractors on federally assisted projects shall be paid wages at rates no less than those prevailing on similar construction in the area as determined by the Secretary of Labor. Davis Bacon does not apply

to the rehabilitation of residential structures containing less than eight units or force account labor (construction carried out by employees of the grantee).

For detailed information on The Davis Bacon Act, please refer to 29CFR Parts 1, 3, 5, 6 and 7.

## **XI. Environmental Review**

The purpose of the environmental review process is to analyze the effect a proposed project will have on the people and the natural environment within a designated project area and the effect the material and social environment may have on a project.

All projects receiving HOME funds are required to have an environmental review performed in accordance with 24 CFR, Part 58. These regulations were designed by HUD to ensure compliance with the National Environmental Policy Act and other related laws. The level of environmental review required varies depending upon the type of activity proposed.

Grantees who receive HOME or NHTF funds are considered responsible entities and **MUST** complete an environmental review of all project activities **PRIOR** to obligating HOME funds.

HUD authorizes the assumption of environmental review responsibility by the Responsible Entity (RE). The RE is the state or local government receiving funds from the state.

The RE assumes responsibility for:

- Environmental review
- Environmental decision-making
- Environmental action

**The HOME Investment Partnerships Program will not commit or expend HOME or NHTF funds prior to completion of the environmental review which may include receiving “the Authority to Use Grant Funds (7015.16)” approval from the U.S. Department of Housing and Urban Development.**

The HUD rules and regulations that govern the environmental review process can be found at 24 CFR Part 58.

- [http://ecfr.gpoaccess.gov/cgi/t/text/text-dx?c=ecfr&tpl=/ecfrbrowse/Title24/24cfr58\\_main\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-dx?c=ecfr&tpl=/ecfrbrowse/Title24/24cfr58_main_02.tpl)