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

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 Freddie Mae and Fannie 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 National Allocation awards are attached as Table 1.

Table 1

| FY 2016 Housing Trust Fund Allocation Amounts | |
|--|-------------------------|
| STATE | FY 2016 Allocation |
| Alabama | \$3,000,000.00 |
| Alaska | \$3,000,000.00 |
| Arizona | \$3,000,000.00 |
| Arkansas | \$3,000,000.00 |
| California | \$10,128,143.00 |
| Colorado | \$3,000,000.00 |
| Connecticut | \$3,000,000.00 |
| Delaware | \$3,000,000.00 |
| District of Columbia | \$3,000,000.00 |
| Florida | \$4,598,821.00 |
| Georgia | \$3,314,612.00 |
| Hawaii | \$3,000,000.00 |
| Idaho | \$3,000,000.00 |
| Illinois | \$4,302,012.00 |
| Indiana | \$3,000,000.00 |
| Iowa | \$3,000,000.00 |
| Kansas | \$3,000,000.00 |
| Kentucky | \$3,000,000.00 |
| Louisiana | \$3,000,000.00 |
| Maine | \$3,000,000.00 |
| Maryland | \$3,000,000.00 |
| Massachusetts | \$3,419,569.00 |
| Michigan | \$3,522,622.00 |
| Minnesota | \$3,000,000.00 |
| Mississippi | \$3,000,000.00 |
| Missouri | \$3,000,000.00 |
| Montana | \$3,000,000.00 |
| Nebraska | \$3,000,000.00 |
| Nevada | \$3,000,000.00 |
| New Hampshire | \$3,000,000.00 |
| New Jersey | \$3,733,566.00 |
| New Mexico | \$3,000,000.00 |
| New York | \$7,013,963.00 |
| North Carolina | \$3,280,235.00 |
| North Dakota | \$3,000,000.00 |
| Ohio | \$3,740,578.00 |
| Oklahoma | \$3,000,000.00 |
| Oregon | \$3,000,000.00 |
| Pennsylvania | \$3,862,285.00 |
| Rhode Island | \$3,000,000.00 |
| South Carolina | \$3,000,000.00 |
| South Dakota | \$3,000,000.00 |
| Tennessee | \$3,000,000.00 |
| Texas | \$4,778,364.00 |
| Utah | \$3,000,000.00 |
| Vermont | \$3,000,000.00 |
| Virginia | \$3,139,830.00 |
| Washington | \$3,243,721.00 |
| West Virginia | \$3,000,000.00 |
| Wisconsin | \$3,004,558.00 |
| Wyoming | \$3,000,000.00 |
| American Samoa | \$12,321.00 |
| Guam | \$77,609.00 |
| N. Mariana Islands | \$35,735.00 |
| Puerto Rico | \$326,054.00 |
| Virgin Islands | \$56,562.00 |
| TOTAL | \$173,591,160.00 |

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 Awardee 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

The LHC will prepare a Notice of Funding Availability (NOFA) which may also include 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 area (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 schedule 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 w 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 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 for multifamily housing construction support will be \$2,700,000.00.

The state may also make homeownership as well as operating assistance available to NHTF projects for units that are not also assisted with project based vouchers but is not at this time budgeting funds for this purpose. If the LHC during the course of implementing the initial year NHTF program determines that homeownership and/or operating assistance is necessary it will transfer funds from the construction line item into the Homeownership and/or Operating Assistance line items. The initial budget for homeownership construction activities, if funded, will not exceed the NHTF limitation of \$10% or \$300,000.00 and operating assistance, if funded, will not exceed the NHTF maximum of 33% of the total grant or \$990,000.00.

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 \$300,000.00

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.

| | |
|--|----------------|
| 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.

(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.

(d) In the case of Homeownership Development awards will only be made to Public Housing Authorities that have or develop a Section 8 Homeownership program that allows for the inclusion of NHTF development funding for construction or acquisition and rehabilitation for eligible participants. LHC will individually select PHAs with apriority given to those that serve a rural area of the state.

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.

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. During the first year of the program this assistance for urban projects shall be set at the same rate as for the HOME Program (the 234 Condominium Housing Elevator Type Project). The areas governed by these rates shall be the same as the HUD recognized urban areas. The affordability limits for each parish is included in the table at that follows.

Table 2 -- Maximum Per Unit Assistance

| Parish | Rural Parish Assigned FMR Metro Area | Construction Cost Per | Construction Cost Per | Construction Cost Per | Construction Cost | Construction Cost |
|----------------------|--|-----------------------|-----------------------|-----------------------|----------------------|------------------------------|
| | | Unit 0 Bed Rooms | Unit 1 Bed Rooms | Unit 2 Bed Rooms | Per Unit 3 Bed Rooms | Per Unit 4 or More Bed Rooms |
| Acadia | Lafayette, LA MSA (Assigned) | \$129,349.00 | \$148,281.00 | \$180,307.00 | \$233,259.00 | \$256,047.00 |
| Allen | Lake Charles, LA MSA (Assigned) | \$124,198.00 | \$142,376.00 | \$173,127.00 | \$223,970.00 | \$245,850.00 |
| Ascension | Baton Rouge, LA HUD Metro FMR Area | \$126,487.00 | \$145,000.00 | \$176,318.00 | \$228,099.00 | \$250,382.00 |
| Assumption | Baton Rouge, LA HUD Metro FMR Area (Assigned) | \$126,487.00 | \$145,000.00 | \$176,318.00 | \$228,099.00 | \$250,382.00 |
| Avoyelles | Alexandria, LA MSA (Assigned) | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| Beauregard | Lake Charles, LA MSA (Assigned) | \$124,198.00 | \$142,376.00 | \$173,127.00 | \$223,970.00 | \$245,850.00 |
| Bienville | Shreveport-Bossier City, LA MSA (Assigned) | \$128,204.00 | \$146,969.00 | \$178,712.00 | \$231,195.00 | \$253,781.00 |
| Bossier | Shreveport-Bossier City, LA MSA | \$128,204.00 | \$146,969.00 | \$178,712.00 | \$231,195.00 | \$253,781.00 |
| Caddo | Shreveport-Bossier City, LA MSA | \$128,204.00 | \$146,969.00 | \$178,712.00 | \$231,195.00 | \$253,781.00 |
| Calcasieu | Lake Charles, LA MSA | \$124,198.00 | \$142,376.00 | \$173,127.00 | \$223,970.00 | \$245,850.00 |
| Caldwell | Monroe, LA MSA (Assigned) | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| Cameron | Lake Charles, LA MSA | \$124,198.00 | \$142,376.00 | \$173,127.00 | \$223,970.00 | \$245,850.00 |
| Catahoula | Alexandria, LA MSA (Assigned) | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| Claiborne | Shreveport-Bossier City, LA MSA (Assigned) | \$128,204.00 | \$146,969.00 | \$178,712.00 | \$231,195.00 | \$253,781.00 |
| Concordia | Alexandria, LA MSA (Assigned) | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| DeSoto | Shreveport-Bossier City, LA MSA | \$128,204.00 | \$146,969.00 | \$178,712.00 | \$231,195.00 | \$253,781.00 |
| East Baton Rouge | Baton Rouge, LA HUD Metro FMR Area | \$126,487.00 | \$145,000.00 | \$176,318.00 | \$228,099.00 | \$250,382.00 |
| East Carroll | Monroe, LA MSA (Assigned) | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| East Feliciana | Baton Rouge, LA HUD Metro FMR Area | \$126,487.00 | \$145,000.00 | \$176,318.00 | \$228,099.00 | \$250,382.00 |
| Evangeline | Alexandria, LA MSA (Assigned) | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| Franklin | Monroe, LA MSA (Assigned) | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| Grant | Alexandria, LA MSA | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| Iberia | Lafayette, LA MSA (Assigned) | \$129,349.00 | \$148,281.00 | \$180,307.00 | \$233,259.00 | \$256,047.00 |
| Iberville | Iberville Parish, LA HUD Metro FMR Area | \$126,487.00 | \$145,000.00 | \$176,318.00 | \$228,099.00 | \$250,382.00 |
| Jackson | Monroe, LA MSA (Assigned) | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| Jefferson | New Orleans-Metairie-Kenner, LA MSA | \$130,494.00 | \$149,593.00 | \$181,903.00 | \$235,323.00 | \$258,313.00 |
| Jefferson Davis | Lake Charles, LA MSA (Assigned) | \$124,198.00 | \$142,376.00 | \$173,127.00 | \$223,970.00 | \$245,850.00 |
| Lafayette | Lafayette, LA MSA | \$129,349.00 | \$148,281.00 | \$180,307.00 | \$233,259.00 | \$256,047.00 |
| Lafourche | Houma-Bayou Cane-Thibodaux, LA MSA | \$130,494.00 | \$149,593.00 | \$181,903.00 | \$235,323.00 | \$258,313.00 |
| La Salle | Alexandria, LA MSA (Assigned) | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| Lincoln | Monroe, LA MSA (Assigned) | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| Livingston | Baton Rouge, LA HUD Metro FMR Area | \$126,487.00 | \$145,000.00 | \$176,318.00 | \$228,099.00 | \$250,382.00 |
| Madison | Monroe, LA MSA (Assigned) | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| Morehouse | Monroe, LA MSA (Assigned) | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| Natchitoches | Alexandria, LA MSA (Assigned) | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| Orleans | New Orleans-Metairie-Kenner, LA MSA | \$130,494.00 | \$149,593.00 | \$181,903.00 | \$235,323.00 | \$258,313.00 |
| Ouachita | Monroe, LA MSA | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| Plaquemines | New Orleans-Metairie-Kenner, LA MSA | \$130,494.00 | \$149,593.00 | \$181,903.00 | \$235,323.00 | \$258,313.00 |
| Pointe Coupee | Baton Rouge, LA HUD Metro FMR Area | \$126,487.00 | \$145,000.00 | \$176,318.00 | \$228,099.00 | \$250,382.00 |
| Rapides | Alexandria, LA MSA | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| Red River | Shreveport-Bossier City, LA MSA (Assigned) | \$128,204.00 | \$146,969.00 | \$178,712.00 | \$231,195.00 | \$253,781.00 |
| Richland | Monroe, LA MSA (Assigned) | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| Sabine | Alexandria, LA MSA (Assigned) | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| St. Bernard | New Orleans-Metairie-Kenner, LA MSA | \$130,494.00 | \$149,593.00 | \$181,903.00 | \$235,323.00 | \$258,313.00 |
| St. Charles | New Orleans-Metairie-Kenner, LA MSA | \$130,494.00 | \$149,593.00 | \$181,903.00 | \$235,323.00 | \$258,313.00 |
| St. Helena | Baton Rouge, LA HUD Metro FMR Area | \$126,487.00 | \$145,000.00 | \$176,318.00 | \$228,099.00 | \$250,382.00 |
| St. James | Baton Rouge, LA HUD Metro FMR Area (Assigned) | \$126,487.00 | \$145,000.00 | \$176,318.00 | \$228,099.00 | \$250,382.00 |
| St. John the Baptist | New Orleans-Metairie-Kenner, LA MSA | \$130,494.00 | \$149,593.00 | \$181,903.00 | \$235,323.00 | \$258,313.00 |
| St. Landry | Lafayette, LA MSA (Assigned) | \$129,349.00 | \$148,281.00 | \$180,307.00 | \$233,259.00 | \$256,047.00 |
| St. Martin | Lafayette, LA MSA | \$129,349.00 | \$148,281.00 | \$180,307.00 | \$233,259.00 | \$256,047.00 |
| St. Mary | Houma-Bayou Cane-Thibodaux, LA MSA (Assigned) | \$130,494.00 | \$149,593.00 | \$181,903.00 | \$235,323.00 | \$258,313.00 |
| St. Tammany | New Orleans-Metairie-Kenner, LA MSA | \$130,494.00 | \$149,593.00 | \$181,903.00 | \$235,323.00 | \$258,313.00 |
| Tangipahoa | New Orleans-Metairie-Kenner, LA MSA (Assigned) | \$130,494.00 | \$149,593.00 | \$181,903.00 | \$235,323.00 | \$258,313.00 |
| Tensas | Monroe, LA MSA (Assigned) | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| Terrebonne | Houma-Bayou Cane-Thibodaux, LA MSA | \$130,494.00 | \$149,593.00 | \$181,903.00 | \$235,323.00 | \$258,313.00 |
| Union | Monroe, LA MSA | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| Vermilion | Lafayette, LA MSA (Assigned) | \$129,349.00 | \$148,281.00 | \$180,307.00 | \$233,259.00 | \$256,047.00 |
| Vernon | Alexandria, LA MSA (Assigned) | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| Washington | New Orleans-Metairie-Kenner, LA MSA (Assigned) | \$130,494.00 | \$149,593.00 | \$181,903.00 | \$235,323.00 | \$258,313.00 |
| Webster | Shreveport-Bossier City, LA MSA (Assigned) | \$128,204.00 | \$146,969.00 | \$178,712.00 | \$231,195.00 | \$253,781.00 |
| West Baton Rouge | Baton Rouge, LA HUD Metro FMR Area | \$126,487.00 | \$145,000.00 | \$176,318.00 | \$228,099.00 | \$250,382.00 |
| West Carroll | Monroe, LA MSA (Assigned) | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |
| West Feliciana | Baton Rouge, LA HUD Metro FMR Area | \$126,487.00 | \$145,000.00 | \$176,318.00 | \$228,099.00 | \$250,382.00 |
| Winn | Monroe, LA MSA (Assigned) | \$125,915.00 | \$144,344.00 | \$175,520.00 | \$227,066.00 | \$249,249.00 |

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 including 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% 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. Rather 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. Further, 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 HOME 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 Estopple 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 .

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 people that had submitted written comment and did not differ in any substantial manner.

The final plan was made available for public comment on MM/DD/YYYY. The final plan summary was emailed to all know interested parties and the summary was published in the major newspapers of the state on MM/DD/YYYY.

| 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 (“HTF-assisted Project”) in connection with the award of low-income housing tax credits (“LIHTCs” from the State’s housing credit ceiling under §42(h)(3) of the Internal Revenue Code (the “Code”) through an amendment (the “HTF QAP Amendment”) to the State’s Qualification Allocation Plan (“QAP”). 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 (“HTF-assisted Units”) in a HTF-assisted Project with or without multiple buildings on a fixed (not floating) basis (“Fixed HTF-assisted Units”). The Fixed HTF-assisted Units must be occupied by ELI Households or VLI Households for the thirty year period (the “HTF Period of Affordability”) 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 “Terminated HTF-assisted Project”). 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.

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

Evan Holladay

5/24/2016

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

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.

Debra Harmon

5/25/2016

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 24th 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

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BATON ROUGE, LA 70802

Account No.: SHR-8LAPRE

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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
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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,

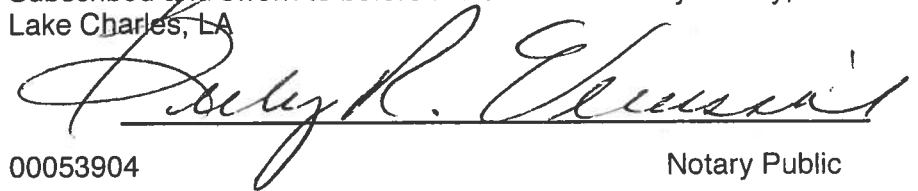
May 19, 2016,

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

20th day of May 20 16 AD

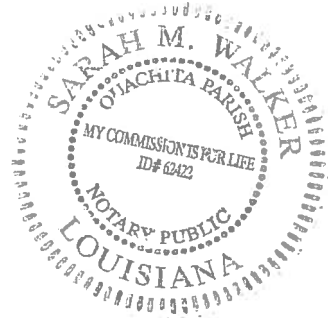
Sarah M Walker
NOTARY PUBLIC

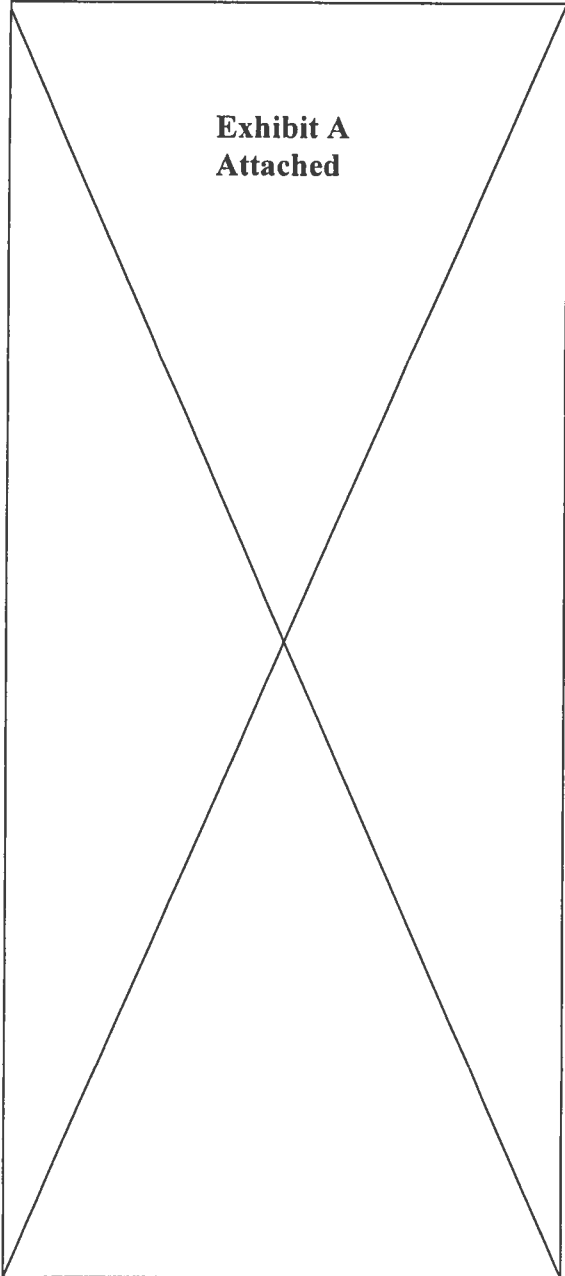
The U.S. Department of Housing and Urban Development (HUD) recently awarded the State of Louisiana and the Louisiana Housing Corporation (LHC) \$3 million in federal funding under the National Housing Trust Fund (NHTF). 2016 is the first year that funding has been made available. Now is the critical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

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

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.

2ND

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


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:

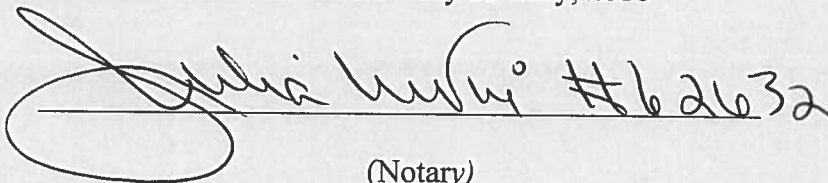
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Notice published in the Times on May 18, 19, & 20, 2016
May 20, 2016

(Signed)



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



(Notary)

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

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or can be discussed at a public hearing scheduled for June 9. Please submit your comments to HOME@lhc.la.gov.

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:

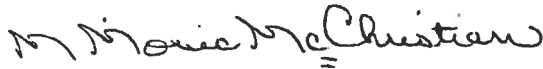
05/19/2016, 05/20/2016, 05/21/2016



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

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

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

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 HUD-assisted HOME Investment Partnerships Program (HOME) and 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 HOME Program or the National Housing Trust Fund must comply with the following:

- State Code for residential property, as adopted by the LSUCCC.
- Local housing Codes and ordinances applicable within the jurisdiction of the rehabilitation property.
- HUD Housing Quality Standards as described at 24 CFR 982.40
- Life Safety Code as applicable and administered by the State Fire Marshall

- HUD Lead-Based Paint Regulations
- Federal Fair Housing Act, including handicapped accessibility
- Section 504 of the Rehabilitation Act of 1973 (properties of 5 or more units)
- Federal Labor Standards regulatory requirements (Davis Bacon & Related Acts) (not applicable to the NHTF)

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.

LHC may grant deviations to the minimum standards herein described on a case-by-case basis if LHC determines that any such deviations are reasonable and appropriate to a project. However, no deviations will be granted that would have the effect of resulting in non-compliance with applicable laws and regulations. No deviations will be granted for any project that has been permitted for construction by the local jurisdiction without prior approval of the local jurisdiction's permitting authority.

B. Other:

All HOME Program and NHTF 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, all HOME Program and NHTF housing rehabilitation projects are required to be built to no less than the minimum Energy Star building prescriptive standards. LHC is making supplemental funding available to developers to assist with added costs when not otherwise feasible within the financial structure of the project and to further assist housing developers with undertaking green building/energy efficiency improvements that exceed minimum Energy Star building standards. Such are latest versions ICC 700, LEED for homes and Enterprise Green Communities.

a. Rehabilitation

Rehabilitation is defined as repair or renovation of a limited specified area or portion of a housing structure. For the HOME Investment Partnerships Program and 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 Housing Quality Standards (HQS) (formerly known as Section 8 Housing Quality Standards) and must meet, as

applicable: State Building Code as adopted by LSUCCC and any Authority Housing Jurisdiction (AHJ)).

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

The maximum amount of assistance (HOME and/or NHTF) 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. The structure to be reconstructed must be residential and privately owned, due to the owner-occupied nature of the program. 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 preformed must be that which is necessary to meet all applicable codes of non-luxury housing with suitable amenities

HOME Investment Partnerships Program 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 HOME Investment Partnerships 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

The Home must be a single-unit structure, double-unit structure, town home, manufactured housing (mobile home) or condominium (direct assistance to homeownership housing, Homeowner Rehab, is not an eligible NHTF activity and therefore section d. only applies to HOME projects).

- *Single unit*
- *Town home*
- *Double unit:*

- An applicant who owns one side of a double unit is eligible to apply for the HOME Investment Partnerships Program assistance.
- An applicant who rents out one side of a double unit and lives as an owner-occupant on the other side is eligible to apply for assistance through the HOME Investment Partnerships Program.
- *Manufactured housing (mobile homes)*
 - Manufactured housing home owners are eligible to apply for the HOME Investment Partnerships Program regardless of whether or not the manufactured housing applicant owns the land on which the manufactured housing was situated
- *Condominium*

e. Title Clearance

Under The HOME Investment Partnerships 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 HOME Investment Partnerships 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 HOME Investment Partnerships Program or in any activity or benefit there from, which is part of this program.

II. Construction/Rehabilitation Standards

The HOME Investment Partnerships Program and 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
- Exceptions: On a case-by-case basis deviations from the minimum requirements of this standard will be permitted as determined by the Louisiana Housing Corporation.

a. Basic Requirements

1. Building Codes

There are building code standards that apply to all buildings. During underwriting, your construction lender and the parish building department may ask you for a set of plans and specifications or a contractor's proposal or an architect's statement clearly identifying that the renovated property shall meet these code standards. The International Residential Code applies to single-family and side-by-side or 2-unit dwellings.

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 home 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 (IEOC). 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.
- 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 Health/Safety or Level 3 issues 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 deficiencies.

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 Health/Safety or Level 3 issues 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 deficiencies.

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 piping, 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.

1. **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 ft² (9.29 m²) of *conditioned floor area* or a total leakage less than or equal to 12 cf/m (12 L/min) per 100 ft² (9.29 m²) 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.

Appendix #1

Health Safety issues:

Air quality:

Deficiency: You see mold or mildew or evidence of water infiltration or other moisture producing conditions.

Deficiency: You detect strong propane, natural gas, or methane gas odors that could:

- Pose a risk of explosion/fire.

-Pose a health risk if inhaled.

Deficiency: You detect sewer odors.

Electrical:

Deficiency: You see exposed bare wires or openings in electrical panels.

Deficiency: You see water leaking, puddling or ponding on or immediately near any electrical apparatus. This could pose a risk of fire, electrocution or explosion.

Combustible materials:

Deficiency: Flammable materials or combustible materials are improperly stored near a heat or electrical source, causing the potential risk of fire or explosion.

Indoor Garbage:

Deficiency:

-Too much garbage has gathered; more than the planned storage capacity.

-OR_

-Garbage has gathered in an area not sanctioned for staging or storing garbage or debris.

Hazards

Deficiency: You see any physical defect that could cause cutting or breaking human skin or other bodily harm, generally in commonly used or traveled areas.

Deficiency: You see any physical defect that poses a tripping risk, generally in walkways or other traveled areas. Typically, the defect must present at least a three-quarter inch deviation.

Infestation:

Deficiency: You see evidence of infestation of insects, including roaches and ants throughout a unit or room, especially in food preparation and storage areas.

Deficiency: You see evidence of rats or mice sightings, rat or mouse holes, or droppings.

Level 3 Deficiencies:

Bathroom:

(lavatory) *Level 3:* The sink cannot be used because the sink or associated hardware is missing or has failed.

(drains) Level 3: The fixtures are not usable, because the drain is completely clogged or shows extensive deterioration.

(faucets in bathroom) Level 3: You see a steady leak that is adversely affecting the area around it.

-OR

The faucet or pipe cannot be used.

(shower/tub) Level 3: The shower or tub cannot be used for any reason. The shower, tub, faucets, drains, or associated hardware is missing or has failed.

(water closet) Level 3: The bowl is fractured or broken and cannot retain water.

-OR

The water closet/toilet is missing.

-OR

There is a hazardous condition.

-OR

The water closet/toilet cannot be flushed, because of obstruction or another defect.

Help/Call System:

(call for aid) Level 3: *The system does not function.*

Interior Unit Ceilings:

(ceiling) Level 3: You see bulging, buckling, sagging, or a problem with alignment.

(ceiling) Level 3: You see a hole that penetrates the area above. You can see through it.

(ceiling water damage) Level 3: On 1 ceiling, you estimate that a very large area (more than 1 square foot) of its surface has been substantially saturated or damaged by mold or mildew. The ceiling surface may have failed.

Unit Doors:

(doors) Level 3: At least 1 bathroom door or entry door is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim.

(door hardware) Level 3: A bathroom door or entry door does not function as it should because of damage to the door's hardware.

-OR

A bathroom door or entry door that requires locking cannot be locked because of damage to the door's hardware.

(doors surface damage) Level 3: One door has a hole or holes larger than 1 inch in diameter, significant peeling/cracking/no paint, rust that affects the integrity of the door surface, or broken/missing glass.

(security doors) Level 3: A security door is not functioning or missing.

Comment:

Level 3: "Missing" applies only if a security door that should be there is not there.

(doors) Level 3: The seals are missing on 1 entry door, or they are so damaged that they do not function as they should.

(doors) Level 3: A bathroom door or entry door is missing.

-OR

You estimate that more than 50% of the unit doors, not including bathroom doors and entry doors, are missing.

Electrical System:

(electrical system) Level 3: One or more fixed item(s) of sufficient size and weight can impede access to the unit's electrical panel during an emergency.

(breakers/fuses) Level 3: You see any carbon residue, melted breakers, or arcing scars.

(electrical leaks/corrosion) Level 3: Any corrosion that affects the condition of the components that carry electrical current.

-OR

Any stains or rust on the interior of electrical enclosures.

-OR

Any evidence of water leaks in the enclosure or hardware.

(electrical wiring) Level 3: You see any nicks, abrasions, or fraying of the insulation that expose any conducting wire.

(GFCI protection) Level 3: The GFI does not function.

(fuses/breakers) Level 3: You see an open breaker port.

(electrical covers) Level 3: A cover is missing, and you see exposed electrical connections.

Floors:

(floors) Level 3: You see bulging, buckling, sagging, or a lack of horizontal alignment.

(floor covering) Level 3: You estimate that more than 50% of any single floor surface is affected by Level 1 deficiencies.

-OR

The condition causes a safety problem.

Level 1: For any single floor surface, you see deficiencies in areas of the floor surface. You estimate that 5% to 10% of the floor is affected, and there are no safety problems.

(floor water damage) Level 3: On 1 floor, you estimate that a very large area (more than 1 square foot) of its surface has been substantially saturated or damaged by mold or mildew. The floor surface may have failed.

(floors deterioration) Level 3: You see large areas of rot, more than 4 square feet, and applying weight causes noticeable deflection.

(floor covering) Level 3: You estimate that more than 50% of any single soft floor covering is damaged.

-OR

Damage to the soft floor covering exposes the underlying material.

Water Heater:

(water heater deterioration) Level 3: Because of this condition, the equipment or piping does not function.

(water heater inoperable) Level 3: After running, water from the hot water taps is not warmer than room temperature.

(water heater leaking) Level 3: You see water leaking.

(water heater vent) Level 3: You see any misalignment of an exhaust system on a gas fired or oil fired unit that may cause improper or dangerous venting of gases.

(water heater pressure relief) Level 3: You see that the pressure relief valve on the unit water heating system is either missing or does not extend to the floor.

Heating System:

(heating unit) Level 3: At least 1 cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans.

(HVAC inoperable) Level 3: The HVAC system does not function; it does not provide the heating or cooling it should. The system does not respond when the controls are engaged.

(HVAC vent) Level 3: You see any misalignment of an exhaust system on a gas fired, oil fired or coal unit that may cause improper or dangerous venting of gases.

Kitchen:

(kitchen cabinets) *Level 3:* You see that more than 50% of the cabinets, doors, or shelves are missing or the laminate is separating.

(kitchen drains) *Level 3:* The drain is completely clogged or has suffered extensive deterioration.

(kitchen leaks) *Level 3:* You see a steady leak that is having an adverse affect on the surrounding area, and the faucet or pipe is not usable.

(range hood) *Level 3:* The exhaust fan does not function.

-OR

You estimate that the flue may be completely blocked.

(kitchen range) *Level 3:* The unit is missing.

-OR

Two or more burners are not functioning.

-OR

The oven is not functioning

(kitchen refrigerator) *Level 3:* The refrigerator is missing.

-OR

The refrigerator does not cool adequately for the safe storage of food.

(kitchen sink) *Level 3:* The sink or hard ware is either missing or not functioning.

Laundry:

(laundry) *Level 3:* Dryer vent is missing, damaged or is visually determined to be inoperable (blocked). Dryer exhaust is not effectively vented to the outside.

Electrical System:

(lighting) *Level 3:* In more than 2 rooms, a permanent light fixture is missing or not functioning, and no other switched light sources are functioning in the rooms.

(outlet/switches) *Level 3:* An outlet, switch or both are missing.

(outlet/switch cover plates) *Level 3:* A cover plate is missing, which causes wires to be exposed.

Porch:

(porch railings) *Level 3:* The baluster or side rails enclosing this area are loose, damaged or missing, limiting the safe use of this area.

Smoke Detectors:

(smoke detectors) Level 3: A single smoke detector is missing or does not function as it should.

Stairs:

(stairs) Level 3: A step is broken or missing.

(handrails) Level 3: The handrail for 4 or more stairs is either missing, damaged, loose or otherwise unusable.

Walls:

(walls) Level 3: You see bulging, buckling, sagging, or that the wall is not longer vertically aligned.

(walls damage) Level 3: You find a hole of any size that penetrates an adjoining room. You can see through the hole.

-OR

Two or more walls have Level 2 holes.

Level 2: In a wall, you find a hole, missing tile or panel, or other damage that is larger than a sheet of paper, 8 ½ inches by 11 inches, and does not penetrate the adjoining room. You cannot see through it to the adjoining area.

(walls trim) Level 3: You see significant areas of deterioration in the wall surfaces, and you estimate that more than 50% of the wall area is affected.

(walls water damage) Level 3: On 1 wall, you estimate that a very large area (more than 1 square foot) of its surface has been substantially saturated or damaged by mold, or mildew. The wall surface may have failed.

Windows:

(window glass) Level 3: You see that a window pane is broken or missing from the window sash.

(window security) Level 3: A window is not functioning, but cannot be secured. In the immediate area, **there are no other windows that are functioning properly.**

(window sealing) Level 3: There are missing or deteriorated caulk, seals and/or glazing compound with evidence of leaks or damage to the window or surrounding structure.

(window security bars) Level 3: Exiting or egress is severely limited or impossible, because security bars are damaged, improperly constructed/installed, or security bars that are designed to open cannot be readily opened.

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