

# Proposed State of Louisiana FY 2023 Annual Action Plan

## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

As set forth in 24CFR Part 91, the U.S. Department of Housing and Urban Development (HUD) requires state agencies which administer certain HUD programs to incorporate their planning and application requirements into one master plan called the Consolidated Plan. In Louisiana, the three state agencies participating in this consolidated planning process and the HUD-funded programs administered by each agency include the Division of Administration/Office of Community Development (Community Development Block Grant Program), the Louisiana Housing Corporation (HOME Investment Partnerships Program, National Housing Trust Fund and Emergency Solutions Grants Program), and the Louisiana Department of Health, Office of Public Health, STD/HIV/Hepatitis Program (State Formula Housing Opportunities for Persons With AIDS (HOPWA) Program).

The Consolidated Plan for the State of Louisiana is in effect from April 1, 2020 – March 31, 2024. The plan was developed through a comprehensive statewide effort that included a needs assessment leveraging existing data, input sessions and surveys, quantitative and qualitative assessments of current consumer housing needs and barriers to services, and consultations with housing and social service agencies, local governments, and other entities. An update or action plan for the distribution of funds received in each of the subsequent four (4) program years is prepared and publicized annually. Presented herein is the State of Louisiana's FY 2023 Consolidated Annual Action Plan which identifies the method of distribution of FY 2023 funds under the HUD programs. The resulting plan and document will be used to allocate Community Development Block Grant (CDBG), Emergency Solutions Grants (ESG), HOME Investment Partnership (HOME), National Housing Trust Fund (NHTF) and Housing Opportunities for People With AIDS (HOPWA) program funds within the State of Louisiana.

#### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

An assessment of the housing and homeless needs of the State of Louisiana is included in the FY 2020 – FY 2024 Consolidated Plan; the needs are substantial and complex. The State of Louisiana is extremely diverse in its racial and ethnic composition. There are numerous areas across the state with concentrated populations, including African American, Hispanic, Asian, and others. In addition, the State

has multiple and varying housing and non-housing challenges following Hurricane Ida, a Category 4 hurricane that made landfall in August 2021 and impacted thousands of homes throughout the southwestern portion of the State. Although these lingering challenges vary substantially from region to region, the needs assessment and market analysis identified four priority needs:

- Lack of affordable housing
- Lack of housing for special needs populations
- Individuals and families experiencing homelessness
- Barriers to competitive and sustainable communities

The State of Louisiana will utilize these federal resources (CDBG, ESG, HOME, NHTF and HOPWA) and leverage other federal, private and state resources to address these needs by:

- Increasing the number of affordable housing units
- Increasing the number of affordable units for special needs populations
- Decreasing the numbers of individuals and families experiencing homelessness
- Decreasing the number of owner occupied units with housing problems
- Creating competitive and sustainable communities

The State will work with many partners to accomplish these goals. These partners include units of local government, other state and federal agencies, housing developers, CHDOs, nonprofit organizations, and various advocate groups.

As the State continues its efforts with regards to attaining these goals, it will also incorporate other specific strategies to help meet these goals. These include a plan to address the barriers to fair housing, a plan to end homelessness, measures to address lead based paint hazards, and anti-poverty measures.

Please also see the section entitled "**AP 20 - Annual Goals and Objectives**".

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

CDBG: Program regulations require that no less than seventy percent of the aggregate of the fund expenditures shall be for activities that meet the national objective of benefiting low and moderate income persons. The State met this percentage as 97% of the non-administrative funds awarded were used for activities that benefited low and moderate income persons. HUD requests that states annually request funds on their letters of credit in an amount at least equal to its annual grant, and to eventually reach a ratio of the unexpended grant balance (just prior to the receipt of the next grant award) to the most recent annual grant amount of not more than 2.5 and to try to achieve 2.0 or less. The average of the State's ratio of unexpended funds to its grant amount was 2.64. This delay is attributed to the influx

of additional federal funds and the supply chain shortage. The Office of Community Development will strive to attain the expenditure goals established by HUD and has altered the priorities of the FY 2023 in part to hasten spending. Street improvement projects have historically been completed in a shorter time frame. Considering that along with the additional federal funding that has been allocated to sewer and water improvements in the state, the Office of Community Development has directed its allocation toward street improvements in its Public Facilities Program.. Additionally, It is required that each state obligate and award 95% of the non-administrative annual allocation within twelve months of the grant award. Within the twelve-month period, the State had obligated and announced 98% of its non-administrative funds.

HOME: The State affordable housing goals and funding priorities were based on housing needs that are supported by market data. The State continues monitoring the progress of projects that have been funded but not closed and those underway but delayed due to various plausible reasons. The "CR -20 Affordable Housing 91.520 (b) section of the FY 2023 Consolidated Annual Performance and Evaluation Report (CAPER) provides a complete summary of the goals and accomplishments. The referenced section may be viewed at: <https://www.doa.la.gov/media/fxilvjhn/proposed-2020-2024-louisiana-consolidated-plan.pdf>.

HOPWA: The overall housing goal of the State Formula HOPWA Program is to increase the availability and accessibility of appropriate and affordable housing options for persons living with HIV in order to prevent homelessness. This goal is achieved through a mix of community based initiatives in the largely rural areas outside of the New Orleans and Baton Rouge metropolitan areas. A total of 840 persons living with HIV and their households were assisted with HOPWA funding during the 2021 reporting period. Of the 840 people living with HIV who were served, 705 represents an unduplicated total. As in previous years, the majority of program households (n=372) sought assistance for Short Term Rent, Mortgage and/or Utility assistance (STRMU). There were 200 households that accessed Tenant Based Rental Assistance (TBRA), 0 persons placed in transitional/short term units, 25 in permanent housing facilities and 152 received Permanent Housing Placement Services (PHPS).

National Housing Trust Fund: The intent of the National Housing Trust Fund (NHTF) is to increase and preserve the supply of decent, safe, sanitary, and affordable housing, primarily rental housing, for extremely low-income and very low-income households. During the FY 2022 program year, a combined total of \$14,301,364 in NHTF funds were awarded to seven (7) proposed projects leveraging an additional \$169,737,173 in other resources; total proposed units - 708; NHTF set-aside units - 65.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

## CDBG:

The State held a virtual public hearing on June 2, 2022 for the purpose of obtaining views on community development and housing needs throughout the state. A notice of the hearing was published in the May 22, 2022 issue of The Advocate. Written invitations were mailed to all interested parties for all four programs. No one was in attendance at the public hearing. Comments could be submitted through June 17, 2022, but none were received. Following the public hearing and comment period, the proposed FY 2023 Consolidated Annual Action Plan was drafted.

## Consultations:

CDBG - The Office of Community Development surveyed all potential applicants for LCDBG throughout the State. The survey gathered information regarding community and parish priorities and perceived needs. The anticipated outcomes of the survey are: a) prioritization of LCDBG basic eligible activities, b) prioritization of public facilities (infrastructure) projects, c) prioritization of fund distribution by program category, d) maximum grant amounts needed by type of project, e) amount to be allowed for local administrative costs, and f) suggestions for improving the LCDBG program. Also, a public hearing was held and followed by a comment period to receive additional input.

CDBG, HOME, National Housing Trust Fund, HOPWA and ESG - A FY 2023 Consolidated Annual Action Plan Input Session was held on June 2, 2022. Public notices regarding citizen participation and comments were sent to the following participants:

- Private and public housing providers
- Homeless service and prevention providers
- Nonprofit and government service providers
- Advocates

The input sessions focused on gathering feedback on priorities and strategies to address the homelessness, housing and community development needs in the State.

In addition to the efforts noted above, the biennial statewide needs assessment survey was administered to low income persons living with HIV during the summer of 2021 to document the needs (met and unmet) of this population in order to assist with planning for both State Formula HOPWA- and Ryan White-funded services to be available in 2022 and 2023. A copy of this final report available here: [https://ldh.la.gov/assets/oph/HIVSTD/2021-PLWH-Needs-Assessments/PLWH\\_Statewide\\_NeedsAssessmentReport\\_22Sept26.pdf](https://ldh.la.gov/assets/oph/HIVSTD/2021-PLWH-Needs-Assessments/PLWH_Statewide_NeedsAssessmentReport_22Sept26.pdf)

NHTF: The state held a public hearing on June 2, 2022 in conjunction with the FY 2021 CAPER and FY 2023 Annual Action Plan to solicit comment regarding the development of the FY 2023 National Housing Trust Fund Allocation Plan. The final plan summary was emailed to all known interested parties and the

summary was published in the major newspapers of the state on May 22, 2022. A summary of the Citizen Participation Process and consultation is included in this plan.

Upon completion of the proposed Action Plan, which included actual FY 2023 allocations, a notice was published in *The Advocate* on March 21, 2023, allowing for a 30-day comment period from March 21, 2023 through April 20, 2023.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

No comments were received for CDBG, HOME, HTF, ESG, or HOPWA.

In addition to the efforts to obtain public comments, the biennial statewide needs assessment survey was administered to low income persons living with HIV during the summer of 2021 to document the needs (met and unmet) of this population in order to assist with planning for both State Formula HOPWA- and Ryan White-funded services to be available in 2022 and 2023. A copy of this final report available here: [https://ldh.la.gov/assets/oph/HIVSTD/2021-PLWH-Needs-Assessments/PLWH\\_Statewide\\_NeedsAssessmentReport\\_22Sept26.pdf](https://ldh.la.gov/assets/oph/HIVSTD/2021-PLWH-Needs-Assessments/PLWH_Statewide_NeedsAssessmentReport_22Sept26.pdf)

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

There were no comments to State Formula HOME, HTF, HOPWA, CDBG or ESG.

## **7. Summary**

Based on the State's past performance, experience of staff, citizen participation and consultation input from all interested parties, the State of Louisiana has drafted the proposed FY 2023 Annual Action Plan.

**PR-05 Lead & Responsible Agencies - 91.300(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	LOUISIANA	
CDBG Administrator	LOUISIANA	DOA, Office of Community Development
HOPWA Administrator	LOUISIANA	LDH, OPH, STD/HIV/Hepatitis Program
HOME Administrator	LOUISIANA	Louisiana Housing Corporation
ESG Administrator	LOUISIANA	Louisiana Housing Corporation
HOPWA-C Administrator	LOUISIANA	Louisiana Housing Corporation

**Table 1 – Responsible Agencies**

**Narrative**

The three state agencies participating in the consolidated planning process and the HUD-funded programs administered by each include the Division of Administration/Office of Community Development-Local Government Assistance, the Louisiana Housing Corporation (HOME Investment Partnerships, National Housing Trust Fund and Emergency Solutions Grant Programs), and the Louisiana Department of Health (LDH)/Office of Public Health (OPH) STD/HIV/Hepatitis Program (SHHP) Housing Opportunities for Persons With AIDS (HOPWA) program. The lead agency for the Consolidated Planning Process and the Consolidated Plan is the State of Louisiana's Division of Administration/Office of Community Development.

The primary objective of the Louisiana Community Development Block Grant (LCDBG) Program is to provide assistance to units of general local government in non-entitlement areas for the development of viable communities by providing a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. The HOME Program objectives are: to expand the supply of decent and affordable housing for low and very low income persons, to stabilize the existing deteriorating homeowner occupied and rental housing stock through rehabilitation, to provide financial and technical assistance to recipients/sub-recipients (including the development of model

programs for affordable low income housing), to extend and strengthen partnerships among all levels of government and the private sector (including for-profit and nonprofit organizations) in the production and operation of affordable housing). The intent of the National Housing Trust Fund is to increase and preserve the supply of decent, safe, sanitary, and affordable housing, primarily rental housing, for extremely low-income and very low-income households. The purpose of the Emergency Solutions Grants (ESG) Program is to help local governments and community organizations to improve and expand shelter facilities serving homeless individuals and families, to meet the costs of operating homeless shelters, to provide essential services, and to perform homeless prevention and rapid re-housing activities. The purpose of the Housing Opportunities for Persons with AIDS (HOPWA) Program is to provide localities with the resources and incentives to devise and implement long term comprehensive strategies to provide housing assistance and related supportive services for low income people living with HIV and their families. Unstable housing and homelessness decrease the ability of persons living with HIV to achieve or maintain viral suppression, and leads to suboptimal health outcomes for the client as well as increased opportunities for HIV transmission to potential partners.

### **Consolidated Plan Public Contact Information**

CDBG: Division of Administration, Office of Community Development (Lead Agency)

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State Formula HOPWA: Louisiana Department of Health (LDH), Office of Public Health (OPH) - STD/HIV/Hepatitis Program (SHHP)

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## **AP-10 Consultation - 91.110, 91.300(b); 91.315(l)**

### **1. Introduction**

CDBG - The Office of Community Development surveyed all potential applicants for LCDBG throughout the State. The survey gathered information regarding community and parish priorities and perceived needs. The anticipated outcomes of the survey are: a) prioritization of LCDBG basic eligible activities, b) prioritization of public facilities (infrastructure) projects, c) prioritization of fund distribution by program category, d) maximum grant amounts needed by type of project, e) amount to be allowed for local administrative costs, and f) suggestions for improving the LCDBG program. Also, a public hearing was held, followed by a comment period to receive additional input. No other comments were received.

State Formula HOPWA - The Office of Public Health within the Louisiana Department of Health (LDH) partners with community-based organizations and clinical providers that offer medical care and supportive services to persons living with, or at risk of acquiring HIV. These groups assist in the development of the Statewide Coordinated Statement of Need (SCSN) and the Louisiana HIV Strategy for Integrated Prevention and Care, which allows input regarding the allocation of all resources of funding. Additionally, the State conducts a Needs Assessment survey of people living with HIV every two years to assess their met and unmet needs related to housing, medical care, and supportive services.

HOME and NHTF - The state, through a cooperative endeavor agreement between the Louisiana Housing Corporation (LHC) and the Louisiana State University Public Administration Institute, conducted a statewide housing needs assessment. Phase one of the housing needs assessment may be viewed at: <http://www.lhc.la.gov/assets/docs/HousingNeedsAssessmentReduced.pdf>. The anticipated outcomes are: a) an assessment of various housing and community development needs, b) prioritization of the distribution of HOME and NHTF funds according to the identified housing needs and eligible program activities, c) suggestions for improving the HOME and NHTF programs.

The state also conducts monthly meeting through the LHC regarding housing programs and activities that are widely publicized and open to the public in addition to participation in community meetings and forums. The state provided technical workshops for developers, nonprofit entities, commercial lending institutions, public housing authorities, and local governments in order that those entities would have opportunities to provide dialogue and data that are useful in assessing and prioritizing the housing, homeless and community development needs of the state. A public hearing was also held in Baton Rouge on June 2, 2022 and followed by a comment period to receive additional input. All required agency types were contacted.

**Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies**

State Formula HOPWA - The Office of Public Health STD/HIV/Hepatitis Program does not work with units of local government. Instead, project sponsors demonstrating an ability to address the housing needs of low income persons living with HIV are selected during a competitive Request for Proposals (RFP) process. The successful proposers (i.e., project sponsors) are contractually required to develop both formal and informal collaborations with other housing providers in their jurisdiction, as well as private and government-funded community partners that provide medical, housing, mental health and supportive services to address the clients' needs and assist the eligible program participants to access and be maintained in HIV-related medical care.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness**

The State coordinates with the CoCs when determining how to allocate ESGP funding. The State consults with each CoC in regards to making funding decisions, to review the local homeless needs of each region, and to ensure funding is used to provide services to the most vulnerable individuals/ families experiencing homelessness.

**Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

ESG coordinates with the LA BOSCOG and other Regional CoCs in implementing HMIS, determining resource needs and utilizing that input in resource allocation decisions, supporting ESG funded projects in abiding by the CoC's Written standards (which were written in collaboration with the ESG lead), leveraging resources in disaster impacted areas in conjunction with local governments, ESG Housing Projects for Cat1 and 4 PEH participate in Coordinated Entry.

**2. Agencies, groups, organizations and others who participated in the process and consultations**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Non-Entitlement Cities, Towns, & Villages
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	LCDBG surveyed all potential applicants for LCDBG throughout the State. The survey gathered information regarding community and parish priorities and perceived needs. The anticipated outcomes of the survey are: a) prioritization of LCDBG basic eligible activities, b) prioritization of public facilities (infrastructure) projects, c) prioritization of fund distribution by program category, d) maximum grant amounts needed by type of project, e) amount to be allowed for local administrative costs, and f) suggestions for improving the LCDBG program. Also, a public hearing was held, followed by a comment period to receive additional input.
2	<b>Agency/Group/Organization</b>	Non-Entitlement Parishes
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	LCDBG surveyed all potential applicants for LCDBG throughout the State. The survey gathered information regarding community and parish priorities and perceived needs. The anticipated outcomes of the survey are: a) prioritization of LCDBG basic eligible activities, b) prioritization of public facilities (infrastructure) projects, c) prioritization of fund distribution by program category, d) maximum grant amounts needed by type of project, e) amount to be allowed for local administrative costs, and f) suggestions for improving the LCDBG program. Also, a public hearing was held, followed by a comment period to receive additional input.

3	<b>Agency/Group/Organization</b>	Central Louisiana Homeless Coalition
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Agency - Managing Flood Prone Areas Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Housing needs assessment for individuals/ families
4	<b>Agency/Group/Organization</b>	Balance of State Continuum of Care
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Housing needs assessment for individuals/ families.
5	<b>Agency/Group/Organization</b>	NORTHLAKE HOMELESS COALITION
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Housing needs assessment for individuals/ families.
6	<b>Agency/Group/Organization</b>	Unity of Greater New Orleans
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Regional organization

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Housing needs assessment for individuals/ families.
7	<b>Agency/Group/Organization</b>	HOPE Connections
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Housing needs assessment for individuals/ families.

<b>8</b>	<b>Agency/Group/Organization</b>	HOME Coalition
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Housing needs assessment for individuals/ families.

**Identify any Agency Types not consulted and provide rationale for not consulting**

CDBG - Local governments (entitlements) that are not eligible for LCDBG funding were not contacted. LCDBG focused on the priorities and perceived needs of those local units of government eligible to receive its funding.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Louisiana Housing Corporation	The State partners with each Continuum of Care (Unity of Greater New Orleans, ARCH, Hope Connections, HOME Coalition, Northlake Homeless Coalition, LA BOSCOB and Central LA) to determine goals to address homelessness in Louisiana. Through collaborative efforts funding sources are identified and resources are aligned.

**Table 3 - Other local / regional / federal planning efforts**

**AP-12 Participation - 91.115, 91.300(c)**

**1. Summary of citizen participation process/Efforts made to broaden citizen participation  
Summarize citizen participation process and how it impacted goal-setting**

The State held a public hearing on June 2, 2022 for the purpose of obtaining views on community development and housing needs throughout the state. A notice of the hearing was published in the May 22, 2022 issue of The Advocate. Comments could be submitted through June 17, 2022, but none were received. Following the public hearing and comment period, the proposed FY 2023 Consolidated Annual Action Plan was drafted. A notice of the availability of the proposed plan was published in The Advocate. A memorandum announcing the availability of the proposed plan was sent to interested parties for the programs. Copies of the proposed plan could be reviewed in the offices of any of the three state agencies involved. The proposed plan has also been available for viewing and copying on the internet.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	No comments were received as a result of the newspaper advertisement.	No comments were received as a result of the newspaper advertisement.	Not applicable	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing	Non-targeted/broad community	no attendees	No comments were received as a result of the newspaper advertisement.	Not applicable	
3	Memorandum	Non-targeted/broad community	No attendees	No comments were received as a result of the newspaper advertisement.	Not applicable	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Internet Outreach	Non-targeted/broad community	No attendees	No comments were received as a result of the newspaper advertisement.	Not applicable	<a href="https://www.facebook.com/search/top?q=louisiana%20office%20of%20community%20development%20-%20local...">https://www.facebook.com/search/top?q=louisiana%20office%20of%20community%20development%20-%20local...</a>

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.320(c)(1,2)

#### Introduction

The FY 2023 funding allocations for each program area are as follows: Community Development Block Grant Program (CDBG) \$22,759,065, HOME Investment Partnerships Program - \$8,901,548, Emergency Solutions Grants (ESG) Program - \$2,602,053, and Housing Opportunities for Persons with AIDS (HOPWA) Program - \$3,526,968. The primary needs of the State which are addressed by these HUD-funded programs are infrastructure, housing and tenant based rental assistance. The majority of the CDBG funds address infrastructure and other community

development needs. The primary focus of the other programs is in the area of housing

**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	22,759,065	678,596	5,250,176	28,687,837	22,759,065	<p>These funds will be allocated to the Sustainable Water Management Consolidation Program, Economic Development, and the Public Facilities Program. Street Improvement projects are the priority for FY 2023 under the Public Facilities Program.</p> <p>\$653,600 in Program Income will be transferred from Disaster Recovery Funds and will be directed towards construction of a community center in Roseland.</p>

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	11,118,104	2,837,287	0	13,955,391	13,500,000	HOME funds may be allocated according to uses of funds and may be combined or leveraged with other sources of funds to make housing more affordable for low-income households. Unexpended funds from completed activities may be allocated to other eligible priorities.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	3,526,968	0	0	3,526,968	7,000,000	HOPWA funds will be allocated according to eligible use of funds to increase availability and accessibility of appropriate and affordable housing options for people living with HIV in order to prevent homelessness and promote housing stability. Unexpended funds may be allocated to other eligible priorities determined by assessment of need.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	2,602,053	0	0	2,602,053	2,602,053	The ESG funding will be allocated statewide in accordance with local, state, and federal guidelines.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HTF	public - federal	Acquisition Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership	3,000,000	0	0	3,000,000	3,000,000	The minimum funding amount is \$3,000,000 annually. These funds may be allocated according to uses of funds and may be combined or leveraged with other sources of funds to make housing more affordable for low-income households. Unexpended funds from completed activities may be allocated to other eligible priorities.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

CDBG: While a match is not required for LCDBG, funds available through LCDBG are leveraged with other federal, state and local government funds. The additional funds are primarily used for administration and planning of projects, property acquisition and a portion of project construction costs.

ESG: The Louisiana Housing Corporation requires all ESG funded programs to secure matching funds in an amount at least equal to its ESGP grant amount. All programs must compile and document the match requirements per the HUD regulations 24 CFR 85.24.

HOME: Funds available through the HOME Program are usually leveraged with the resources from commercial lenders, cooperative, or other private lenders to make housing more affordable for low-income households. Specifically, the Louisiana Housing Corporation is able to leverage HOME Funds with the Department of Energy Weatherization funds, Mortgage Revenue Bonds, National Housing Trust Funds and Low-Income Housing Tax-Credits. Other resources through the Governor's Office of Women's Services and private nonprofit organizations should leverage additional resources to support the integration of supportive services. The State will support funding applications by any other entity which will assist in the delivery of housing and housing support services. The Louisiana Housing Corporation will fulfill the HOME Program requirement of a matching contribution relative to its drawn amount of HOME Program funds through the following sources:

- Cash or cash equivalents from a non-federal source;
- Value of waived taxes, fees or charges associated with HOME projects;
- The present value of interest reductions of below-market-rate loans, where a project also receives HOME assistance;
- State general revenue funds that are contributed to housing projects assisted with HOME funds and meet the HOME affordability requirements;
- Value of donated land and real property;
- Cost of infrastructure improvements associated with HOME projects;
- A percentage of the proceeds of single- or multi-family housing bonds issued by state, state instrumentality or local government;
- Value of donated materials, equipment, labor and professional services;
- Sweat equity;
- Direct costs of supportive services to residents of HOME projects;
- Direct cost of homebuyer counseling to families purchasing homes with HOME assistance; and
- Any other match contribution as specified in 24 CFR 92.220.

Additionally, the State will continue to carry forward excess match credit to the next federal fiscal year.

National Housing Trust Fund (NHTF): NHTF may be leveraged with resources from commercial lenders, cooperative, other private lenders, HOME funds, Mortgage Revenue Bonds, and Low-Income Housing Tax-Credits. Other resources through the Department of Children and Family Services, Department of Health and Hospitals and private nonprofit organizations should leverage additional resources to support the integration of supportive services. The State will support funding applications by any other entity which will assist in the delivery of housing and housing support services.

The statute does not have a match requirement for NHTF. The statute does include as one priority factor that states and sub-grantees should consider the extent to which a project will make use of non-federal funding when allocating NHTF dollars.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Due to the COVID 19 pandemic in 2021, the Louisiana Housing Corporation (LHC) cancelled the 2021 Community Connections Housing Conference annually held in the month of April. However, the LHC's "Community Connections" conference held in April, 2019 brought together housing professionals from all over the state to discussion various issues related to provision of affordable housing. The state anticipates continuing its efforts in engaging all interested parties regarding public owned land or property located within the state. The State is committed to assisting local governments in returning properties acquired through the adjudication processes back to the market as affordable housing when determined to be feasible and viable.

## **Annual Goals and Objectives**

### **AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)**

### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Rental Assistance	2020	2024	Affordable Housing Homeless Non-Homeless Special Needs	HOPWA-State of Louisiana HOME-State of Louisiana National Housing Trust Fund - State of Louisiana	Affordable Housing Development Homeowner Housing Rehabilitation Homebuyer Assistance Homeless Prevention and Rapid Rehousing Rental Assistance Demonstrated Needs	HOPWA: \$2,186,720 HOME: \$12,003,946 HTF: \$2,700,000	Public service activities other than Low/Moderate Income Housing Benefit: 160 Persons Assisted Rental units constructed: 50 Household Housing Unit Rental units rehabilitated: 0 Household Housing Unit Homeowner Housing Added: 39 Household Housing Unit Homeowner Housing Rehabilitated: 25 Household Housing Unit Direct Financial Assistance to Homebuyers: 50 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 900 Households Assisted Homelessness Prevention: 250 Persons Assisted HIV/AIDS Housing Operations: 18 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Planning	2020	2024	Non-Housing Community Development	CDBG-State of Louisiana HOPWA-State of Louisiana HOME-State of Louisiana National Housing Trust Fund - State of Louisiana	Affordable Housing Development Homeowner Housing Rehabilitation Homebuyer Assistance Rental Assistance Planning	HOME: \$1,395,539 HTF: \$300,000 CDBG: \$120,000	Housing for People with HIV/AIDS added: 3 Household Housing Unit
3	Public Facilities-New Infrastructure	2020	2024	Non-Housing Community Development	CDBG-State of Louisiana	Public Facilities Infrastructure Projects	CDBG: \$3,000,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 6000 Persons
4	PF - Existing Infrastructure/Service Connections	2020	2024	Non-Homeless Special Needs Non-Housing Community Development	CDBG-State of Louisiana	Public Facilities Infrastructure Projects	CDBG: \$16,856,293	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 50000 Persons
5	ED - New Business	2020	2024	Non-Housing Community Development	CDBG-State of Louisiana	Economic Development	\$666,667	Jobs created/retained: 100 Jobs Businesses assisted: 5
6	ED - Local Government Loan to Business	2020	2024	Non-Housing Community Development	CDBG-State of Louisiana	Economic Development	\$666,666	Jobs created/retained: 100 Jobs Businesses assisted: 5

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	ED - Existing Business	2020	2024	Non-Housing Community Development	CDBG-State of Louisiana	Economic Development	\$666,667	Jobs created/retained: 100 Jobs Businesses assisted: 5
8	Affordable Housing Development	2020	2024	Affordable Housing	HOPWA-State of Louisiana	Affordable Housing Development	HOPWA: \$423,236	Housing for People with HIV/AIDS added: 15 Household Housing Unit
9	Homeless Prevention and Rapid Rehousing	2020	2024	Homeless Non-Homeless Special Needs	HOPWA-State of Louisiana ESG-State of Louisiana	Homeless Prevention and Rapid Rehousing	HOPWA: \$811,202 ESG: \$584,040	Homelessness Prevention: 2400 Persons Assisted
10	Street Outreach	2020	2024	Homeless	ESG-State of Louisiana	Homeless Street Outreach	ESG: \$117,330	Other: 15000 Other
11	Homeless Shelters	2020	2024	Homeless	ESG-State of Louisiana	Homeless Shelters	ESG: \$1,124,965	Homeless Person Overnight Shelter: 10000 Persons Assisted
12	HMIS Reporting	2020	2024	Homeless	ESG-State of Louisiana		ESG: \$100,000	Other: 3000 Other

**Table 6 – Goals Summary**

## Goal Descriptions

1	<b>Goal Name</b>	Rental Assistance
	<b>Goal Description</b>	HOPWA Housing Assistance: The provision of Tenant Based Rental Assistance (TRBA), Permanent Housing Placement services (PHP) and Facility Based Housing Assistance (FBHA) assistance to low income persons living with HIV who reside in parishes outside of the New Orleans and Baton Rouge MSAs.  HOME: Tenant Based Rental Assistance (TBRA) is an essential element of the State's consolidated plan. During the FY 2023 program year, it is anticipated that at thirty (30) households will be assistance in conjunction with the Tenant-based rental assistance / Rapid Rehousing efforts.
2	<b>Goal Name</b>	Planning
	<b>Goal Description</b>	HOPWA Resource Identification is broad and flexible. Resource Identification (RI) involves planning and related systems-level capacity building activities to develop and enhance community housing resources for persons living with HIV.
3	<b>Goal Name</b>	Public Facilities-New Infrastructure
	<b>Goal Description</b>	CDBG has prioritized street improvements projects under the Public Facilities Program. Additionally, program income received from Disaster Recovery funds will be reprogrammed as regular funds and utilized to construct a community center in Roseland, LA.
4	<b>Goal Name</b>	PF - Existing Infrastructure/Service Connections
	<b>Goal Description</b>	CDBG has prioritized street improvements projects under the Public Facilities Program.
5	<b>Goal Name</b>	ED - New Business
	<b>Goal Description</b>	
6	<b>Goal Name</b>	ED - Local Government Loan to Business
	<b>Goal Description</b>	

7	<b>Goal Name</b>	ED - Existing Business
	<b>Goal Description</b>	
8	<b>Goal Name</b>	Affordable Housing Development
	<b>Goal Description</b>	
9	<b>Goal Name</b>	Homeless Prevention and Rapid Rehousing
	<b>Goal Description</b>	
10	<b>Goal Name</b>	Street Outreach
	<b>Goal Description</b>	
11	<b>Goal Name</b>	Homeless Shelters
	<b>Goal Description</b>	
12	<b>Goal Name</b>	HMIS Reporting
	<b>Goal Description</b>	



## AP-25 Allocation Priorities – 91.320(d)

### Introduction:

The primary needs of the State which are addressed by these HUD-funded programs are infrastructure and housing.

### Funding Allocation Priorities

	Rental Assistance (%)	Planning (%)	Public Facilities- New Infrastructure (%)	PF - Existing Infrastructure/Service Connections (%)	ED - New Business (%)	ED - Local Government Loan to Business (%)	ED - Existing Business (%)	Affordable Housing Development (%)	Homeless Prevention and Rapid Rehousing (%)	Street Outreach (%)	Homeless Shelters (%)	HMIS Reporting (%)	Total (%)
CDBG	0	1	20	70	3	3	3	0	0	0	0	0	100
HOME	90	10	0	0	0	0	0	0	0	0	0	0	100
HOPWA	64	0	0	0	0	0	0	12	24	0	0	0	100
ESG	0	0	0	0	0	0	0	0	35	5	40	20	100
HTF	90	10	0	0	0	0	0	0	0	0	0	0	100

Table 7 – Funding Allocation Priorities

### Reason for Allocation Priorities

State Formula HOPWA: In order to promote housing stability and prevent homelessness of low income persons living with HIV, the STD/HIV/Hepatitis Program has allocated all of the program resources to Tenant Based Rental Assistance (TBRA), Short Term Rent/Mortgage/Utility (STRMU) assistance, Facility Based Housing Assistance and Development (FBHSA), Permanent Housing Placement Services (PHP) in order to place eligible clients in appropriate and affordable rental housing and Resource Identification (RI) to build capacity for additional access to rental housing.

In order to determine the non-housing community development needs of the non-entitlement units of general local government, the State

conducts a Needs Assessment in the form of a survey. The survey forms are distributed by mail, email, and in-person to local governments eligible for funding under the CDBG program. In the State's LCDBG Survey, the respondents were asked to identify the priorities of their jurisdictions regarding the following specific activities: Sewer treatment, sewer collection, potable water, streets/drainage, water for fire protection, natural gas, drainage, parks, bridges, and solid waste. For the SWMC program specifically, OCD's ongoing involvement with the State's Rural Water Infrastructure Committee has indicated a pointed need for the consolidation of water systems in rural communities where local governments often struggle to produce the financial resources and human capital needed to adequately operate and maintain sustainable, stable water systems. Through the survey and conducting listening sessions throughout the state, it has been determined that Public Facilities ranks as a higher priority than Public Services. Due to the increased funding for water and sewer systems throughout the State, the LCDBG program focused on only street improvement projects for FY 2023. OCD will continue to reassess the priorities and needs of local governments through its biennial LCDBG Survey.

HOME and National Housing Trust Funds: The Louisiana Housing Corporation (LHC) conducted a statewide housing need assessment through a cooperative endeavor agreement with the Louisiana State University Public Administration Institute. The housing need assessment may be viewed at: <https://www.lhc.la.gov/2019-louisiana-housing-needs-assessment>. The assessment and comments from public hearings with regards to the planned use of HOME and NHTF funds are used to assist the state in the prioritization of the distribution of HOME and NHTF funds among eligible program activities. It is anticipated that 10% of the allocation from the HOME and NHTF will be used for administrative purposes. In addition, 5% of the state annual allocation may be used to provide operating assistance to eligible state designated community housing development organizations.

ESGP- The State continues to provide funding to homeless programs statewide. In an effort to reduce homelessness statewide the State's priority is to rapidly re-house homeless individuals and families, and to reduce the amount of time an individual or family is homeless. The funding is utilized to support homeless shelters in effort to immediately house individuals and families and families that are literally homeless.

**How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan?**

State Formula HOPWA: All resources from this award will go toward 1) decreasing the number of individuals living with HIV and their families that experience homelessness, 2) increasing the number of affordable units, and 3) increasing the number of affordable housing units for special needs populations.

State Formula HOPWA funds will continue to support the operational costs of group living facilities that are dedicated to persons living with HIV

who are unable to live independently or to live alone—or would simply prefer increased social support and interaction with others. Annual awards will be made to community based organizations for Resource Identification efforts to assist their staff to develop or increase rental agreements with landlords and identify newly available housing that is affordable and appropriate for their clients. These community project sponsors will also receive funding for Short Term Rent Utility and Mortgage (STRMU) assistance in order to prevent eviction and/or a lack of essential utilities and Tenant Based Rental Assistance (TBRA) to help maintain housing stability while supporting client choice and independence. Additionally, State Formula HOPWA resources will be dedicated to Permanent Housing Placement Services (PHP) to assist low income persons living with HIV make deposits for essential utilities and/or first month's/last month's rent in order to increase independent living in units that are appropriate for the clients' needs. Other service needs as indicated by needs assessment data may also be considered for funding, such as additional Support Services and master-leasing options.

HOME and National Housing Trust Funds: The proposed distribution of HOME and NHTF funds address the affordable housing needs of the state as identified in the Housing Needs Assessment and the Market Analysis sections of the Consolidated Plan. HOME and NHTF funds are equitably distributed through a competitive and non-competitive funding application method to address the priority of needs as identified in the Consolidated Plan that are supported by an assessment of neighborhood market demands during the application process. The objective is the production and preservation of decent affordable housing. The specific objectives are as follow:

- Increase the number of affordable housing units,
- Increase the number of affordable units for special needs populations,
- Decrease the numbers of individuals and families experiencing homelessness,
- Decrease the number of owner occupied units with housing problems and
- Creating competitive and sustainable communities

**AP-30 Methods of Distribution – 91.320(d)&(k)**

**Introduction:**

The State of Louisiana's FY 2023 CPS Annual Action Plan includes a separate method of distribution description for the HUD programs administered by three state agencies. These methods of distribution are described below.

**Distribution Methods**

**Table 8 - Distribution Methods by State Program**

<b>1</b>	<b>State Program Name:</b>	Community Development Block Grant Program
	<b>Funding Sources:</b>	CDBG
	<b>Describe the state program addressed by the Method of Distribution.</b>	<p>The State of Louisiana's Community Development Block Grant Program is designed to serve all nonentitlement areas throughout the state. The program is administered by the Division of Administration's Office of Community Development.</p> <p>Most of the State's allocation is distributed to small units of local government (Villages, Towns, and Cities) and rural parishes for public infrastructure projects and other community development needs as identified by the State. The distribution for most of the funds is based on a competitive process with some funds being distributed on an as-needed basis for projects of an emergency nature and other funds being distributed for communities that can accomplish a project using self-help methods.</p>

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>Public Facilities: Applications are rated on a point scale. Criteria include: 1) Benefit to Low-to-Moderate-Income persons – 100 point; 2) Population Loss - 5 point; 3) Cost Effectiveness - 10 points; 4) Project Severity - 25 points; 5) Engineering Costs Paid with Non-CDBG Funds – 2 points; 6) Pre-Agreement and Administrative Costs Paid with Non-CDBG Funds – 2 points; 7) Application Completeness (2 points total), as follows: a) All Application Forms and Required Documents/Information Included in the Application – 1 point; b) No Revisions to Application Needed – 1 point.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Public Facilities: Potential applicants can access the FY 2023 Application Package and the FY 2023 Method of Distribution document on the Office of Community Development's website at <a href="https://www.doa.la.gov/doa/ocd-lga/lcdbg-programs/?id=1462">https://www.doa.la.gov/doa/ocd-lga/lcdbg-programs/?id=1462</a> The application package and Method of Distribution document can also be obtained from the office's physical location at 1201 N. 3rd Street, Claiborne Building, Suite 3-150, Baton Rouge, LA, 70802, or a copy can be requested by mail from the Office of Community Development, P.O. Box 94095, Baton Rouge, LA, 70804-9095. Additionally, an email requesting the package may be sent to <a href="mailto:heather.paul@la.gov">heather.paul@la.gov</a>.</p>
<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	

<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	
<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>CDBG Funds will be allocated as follows: Economic Development – \$2,000,000 will be allocated for projects that assist local units of government in the creation and/or retention of jobs and/or businesses within their jurisdictions. Sustainable Water Management Consolidation (SWMC) - \$120,000 will be allocated to a planning grant program to provide local governments with funding in order to develop viable, fundable water projects consisting of consolidation of non-profit/municipal water and sewer systems. Public Facilities – The remaining available grant funds from the annual allocation will be utilized for public facilities projects.</p>

<p><b>Describe threshold factors and grant size limits.</b></p>	<p>Public Facilities: The State has established a funding ceiling of \$800,000 for street grants. For municipalities with a population of more than 12,000 and parishes which have an unincorporated population of more than 25,000, the State has established a funding ceiling of \$1,600,000 for street grants. The threshold requirements are: a. Units of general local government will not be eligible to receive funding for a public facilities grant unless past LCDBG programs awarded by the State prior to FY 2018 have been conditionally closed out. b. Audit and monitoring findings made by the State or HUD have been cleared. c. All required reports, documents, and/or requested data have been submitted within timeframes established by the State. Also see Criteria for Disapproval of Application section below. d. Any funds due to HUD or the State have been repaid or a satisfactory arrangement for repayment of the debt has been made and payments are current. e. The unit of general local government cannot be on the list of sanctioned communities that is maintained by the Office of Community Development.</p> <p>Economic Development: New businesses \$700,000 and Existing businesses \$1,100,000</p> <p>SWMC: An individual grant ceiling of \$40,000.</p>
<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>CDBG Outcome measures expected include:</p> <p>Improving existing public infrastructure – To assist local governments in providing suitable living environments by making street systems sustainable.</p> <p>New public infrastructure – To assist local governments in creating suitable living environments by making new street systems available.</p> <p>Sustainable Water Management Consolidation – To assist local governments in planning for the consolidation of water and sewer systems to create systems that are sustainable, financially solvent, and stable.</p> <p>Economic Development – To assist local units of government in the creation and/or retention of jobs and/or businesses within their jurisdictions</p>

<b>2</b>	<b>State Program Name:</b>	State of Louisiana ESG Program
	<b>Funding Sources:</b>	ESG
	<b>Describe the state program addressed by the Method of Distribution.</b>	The LHC will continue to use the geographic allocation formula in the distribution of the State's ESG funding, to ensure that each region of the State is allotted a specified minimum of State ESG grant assistance for eligible ESGP projects. The population figures outlined in the 2020 census will be used for the 2023 funding. Based on national and state studies linking homelessness to conditions of poverty, regional ESG allocations are formulated based on factors for poverty (very low income) populations in the parishes of each region according to U.S. Census Bureau data. Within each region, grant distribution shall be conducted through a competitive grant award process previously described.
	<b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b>	<ul style="list-style-type: none"> <li>• Organizational Capacity</li> <li>• Project Proposal Narrative</li> <li>• Approach</li> <li>• Performance Measurement</li> <li>• Budget Justification</li> </ul>

<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	
<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>The LHC will continue to use the geographic allocation formula in the distribution of the State's ESG funding, to ensure that each region of the State is allotted a specified minimum of State ESG grant assistance for eligible ESFP projects. The population figures for 2020 census will be utilized for the 2022 funding. Based on national and state studies linking homelessness to conditions of poverty, regional ESG allocations are formulated based on factors for poverty (very low income) populations in the parishes of each region according to U.S. Census Bureau data. Within each region, grant distribution shall be conducted through a competitive grant award process previously described. All prospective applicants are encouraged to submit an application.</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	

<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>ESG funds may be used for six program components:</p> <ul style="list-style-type: none"> <li>• Street Outreach</li> <li>• Emergency Shelter</li> <li>• Homelessness Prevention</li> <li>• Rapid Re-housing Assistance</li> <li>• Homeless Management Information System (HMIS)</li> <li>• Administrative Activities</li> </ul> <p>All applicants are required to allocate at least 40% of their award to homeless prevention or rapid re-housing activities.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>All qualified applications will be ranked based on the scoring criteria identified in the Notice of Funding Availability (NOFA). The highest scoring applicants will receive a funding commitment for the LHC based on project needs, up to the available amount of funding for that fiscal year.</p>

	<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>The ESG expected outcomes:</p> <ul style="list-style-type: none"> <li>• Decent affordable housing</li> <li>• Create suitable living environments</li> </ul>
3	<p><b>State Program Name:</b></p>	<p>State of Louisiana Formula HOPWA Program</p>
	<p><b>Funding Sources:</b></p>	<p>HOPWA</p>
	<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>The State of Louisiana receives State Formula HOPWA funding annually to promote housing stability and prevent homelessness among low income persons living with HIV who reside in the parishes outside of the New Orleans and Baton Rouge Metropolitan Statistical Areas (MSAs). These two metropolitan areas are qualifying cities and receive an annual HOPWA award specifically for the parishes that comprise the MSA. The State Formula HOPWA program is administered by the Louisiana Department of Health (LDH), Office of Public Health (OPH), STD/HIV/Hepatitis Program (SHHP). Most of the State's allocation is distributed to small, community-based organizations that provide comprehensive support services and referrals to low income clients living with HIV and are able to assess client need on an individual basis. A smaller percentage of the annual award is dedicated to the operational support of existing community homes for people living with HIV. The distribution for most of the funds is based on a competitive Request for Proposal (RFP) application process, and is informed by client service utilization, information reported through the bi-annual client needs assessments and a variety of on-going performance monitoring.</p>

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>A majority of the evaluation criteria utilized during the review of the applications received as a result of the HOPWA and Ryan White RFP process have been developed by the Louisiana Department of Health (LDH) and the Division of Administration (DoA). These have been developed based on required business procedures, as well as standard accounting and auditing practices. Additional evaluation criteria have been established by the STD/HIV/Hepatitis Program and included in the scoring instrument, such as company history and experience, approach and methodology to deliver quality services on the outlines scope of work, and staff capacity and qualifications. These criteria include the ability of the proposer to document and discuss the consumer need for various housing services in their geographic area and the resources that are currently available, the ability of the proposer to adhere to all federal and State programmatic and data reporting requirements, and the ability of the proposer to achieve stable housing outcomes at the end of each program year for a minimum of 80% of the clients assisted.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available</b></p> <p><b>to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Notices of all RFPs released by the Louisiana Department of Health, including competitive applications for HOPWA and Ryan White Part B funding, are sent to all vendors on the Pre-Qualified List (PQL) and posted on the La PAC and the LDH websites. An evaluation teams reviews each application submitted by the posted deadline and scores the proposal for both programmatic and cost integrity. In past two decades, all of the project sponsors that have been funded were community based organizations (CBOs), AIDS service organizations (ASOs) and/or grassroots community housing providers. Some of these project sponsors have been, or currently are, faith-based entities/agencies.</p>
<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>Although some percentages may vary based on the changing needs of persons living with HIV and the availability of complimentary resources in each geographic service area, generally 81% of the annual State Formula HOPWA award is allocated to community based organizations that provide Tenant Based Rental Assistance (TBRA), Short-Term Rent/Mortgage/Utility Assistance (STRMU), Resource Identification (RI) and Permanent Housing Placement Services (PHPS). The allocations to TBRA and STRMU typically make up the majority of those awards. An additional 19% of the annual award is allocated to support the operating costs of four transitional supportive facilities or units for low income persons living with HIV, while 3% is dedicated LDH to cover all of the Administrative Costs associated with this grant award.</p>

<p><b>Describe threshold factors and grant size limits.</b></p>	<p>There are no required contract thresholds or grant size limits for State Formula HOPWA.d</p>
<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>At a minimum, project sponsors are expected to meet or exceed the federal HOPWA goal of achieving stable housing at the end of each program year for 80% or greater of the clients who accessed services. The actions taken to meet this goal should promote housing stability and reduce homelessness among low income persons living with HIV and increase the number of individuals who are connected to HIV-related medical care, medications, and other supportive services.</p>
<p><b>4 State Program Name:</b></p>	<p>State of Louisiana HOME Program</p>
<p><b>Funding Sources:</b></p>	<p>HOME</p>

<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>Each year, the U.S. Department of Housing and Urban Development (HUD) allocates HOME program funds to state governments as well as to local participating jurisdictions (PJs). State governments may use their HOME allocations to establish programs and to fund eligible activities throughout the state. The State of Louisiana Home Program is administered by the Louisiana Housing Corporation (LHC). The LHC designs various housing programs and awards funds to local governments (referred to as state recipients), Community Housing Development Organizations (CHDOs) and non-profits (both referred to as sub-recipients), and to for-profit developers on an annual basis through a competitive and non-competitive application process. The non-competitive funding process is open to eligible non-profit organization and state designated community housing development organizations. If awards are made more frequently, a notice will be published. HOME funds are used to provide flexible, below-market-rate loans to projects that create or preserve affordable housing for lower-income households. Eligible activity types include homeownership development, homebuyer assistance, rental development (acquisition and/or rehabilitation and new construction), homeowner rehabilitation, and rental assistance. Funds are distributed statewide.</p>
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<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>HOME PROGRAM GUIDELINES/ELIGIBILITY CRITERIA:</p> <ul style="list-style-type: none"> <li>• Proposals will be evaluated in accordance with the established evaluation criteria for each type of project;</li> <li>• Priority will be given to projects located in non-HOME entitlement localities, CHDO projects, and special needs projects in accordance with the housing needs assessment and market analysis;</li> <li>• The eligibility of projects/ households for HOME assistance varies with the type of funded activity;</li> <li>• Rental housing and rental assistance: at least 90% of benefiting families must have incomes that are no more than 60% of the HUD-adjusted area median income (AMI);</li> <li>• Rental projects with five or more assisted units: at least 20% of the units must be occupied by families with incomes that do not exceed 50% of the HUD-adjusted AMI;</li> <li>• HOME assisted households income must not exceed 80 percent of the AMI;</li> <li>• HOME income limits are published each year by HUD.</li> </ul> <p>Applicants that have outstanding audits or monitoring findings, unresolved IRS findings, and/or applicants not in compliance with previous LHC agreements are ineligible for funding. Eligible applicants must be qualified developers of affordable housing, including certified CHDOs undertaking CHDO-eligible activities throughout the State of Louisiana. All HOME funds must leverage other types of funding sources including, but not limited to, low income housing tax credits, bond financing, and other public and private funds. Please note that HOME compliance requirements apply. Other funding source requirements must be compatible with HOME program requirements.</p>
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<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	
<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	

<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>Resources will be allocated in accordance with the funding priorities per the housing and community development needs assessment, citizen participation, NOFAs or RFPs, applications and the availability of funds. Resources from prior year program income (PI) and FY 2023 HOME funds will be allocated as follows:</p> <ul style="list-style-type: none"> <li>• Rental housing (acquisition and or/ rehabilitation or new construction) - \$6,253,947;</li> <li>• Homebuyer activities (acquisition and or/ rehabilitation or new construction for homebuyers) - \$2,000,000;</li> <li>• Homeowner rehabilitation – \$1,500,000;</li> <li>• Tenant based rental assistance (TBRA) - \$250,000;</li> <li>• Community Housing Development Organization (CHDO) development activities - \$2,000,000;</li> <li>• CHDO Operating – \$555,905;</li> </ul> <p>The remaining available grant funds from the annual allocation and PI will be utilized for administration.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>All qualified applications will be ranked based on the scoring criteria published in the Request for Proposals (RFP) or Notice of Funding Availability (NOFA). The highest scoring applicants will receive a funding commitment from the LHC based on project needs, up to the amount of funds available for the funding round. Per-project funding limitations are published in the applicable application, RFP or NOFA.</p>

	<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>The expected outcome measures are affordability and availability of safe, decent affordable, energy-efficient housing for lower-income households.</p>
5	<p><b>State Program Name:</b></p>	<p>State of Louisiana National Housing Trust Fund Program</p>
	<p><b>Funding Sources:</b></p>	<p>HTF</p>
	<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>Each year, the U.S. Department of Housing and Urban Development (HUD) allocates National Housing Trust Funds (NHTF) to state governments. National Housing Trust Funds will complement existing federal, state, and local efforts to increase the production 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 State is responsible for distributing NHTF funds throughout the State according to its housing priority needs. 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. NHTF funds will be distributed by selecting applications submitted by eligible applicants.</p>

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	
<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	

<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	
<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>National Housing Trust Fund (NHTF) resources will be allocated in accordance with the funding priorities per the housing and community development needs assessment, citizen participation, NOFAs or RFPs, applications and the availability of funds. FY 2023 National Housing Trust Funds will be allocated as follows:</p> <p>Rental housing (acquisition and or/ rehabilitation or new construction) - \$2,700,000. The remaining available grant funds from the annual allocation will be utilized for administration.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>All qualified applications will be ranked based on the scoring criteria published in the request for proposals (RFP) or notice of funding availability (NOFA). The highest scoring applicants will receive a funding commitment from the LHC based on project needs, up to the amount of funds available for the funding round. Per-project funding limitations are published in the applicable RFP or NOFA.</p>

<b>What are the outcome measures expected as a result of the method of distribution?</b>	The expected outcome measures are affordability and availability of safe, decent affordable, energy-efficient housing for lower-income households.
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**Discussion:**

The methods of distribution for the four (4) HUD programs and the National Housing Trust Fund were designed as a result of the State's citizen participation process, and past experiences in program administration by the three agencies involved. The methods of distribution were each developed to assist state recipients and local governments in addressing basic services and housing needs of the citizens of the State of Louisiana.

## AP-35 Projects – (Optional)

### Introduction:

HOME: HOME projects are awarded after the receipt of the annual HUD allocation.

NHTF: NHTF projects are awarded after the receipt of the annual award.

CDBG: No grants have been awarded prior to the publication of the proposed Annual Action Plan.

HOPWA: HOPWA projects are awarded after the receipt of the annual HUD allocation.

#	Project Name

Table 9 – Project Information

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

HOME: The priority allocations of HOME funds are according to the housing and community development need assessment in the FY 2020-2024 Consolidated Plan, subsequent updates and comments from the community received during the various public input sessions.

NHTF: The State of Louisiana plans to use FY 2023 NHTF program funds exclusively for rental housing to meet the priority needs identified by the states ConPlan and to be consistent with the priorities in the QAP. This is due to the amount of available resources and the extremely low income targeting requirements of the NHTF program and the need for rental housing affordable to extremely low income households in the state.

CDBG: Based on the stated priorities of Louisiana's current administration, input from local governments and citizens, and the fact that public facilities infrastructure in many communities across the state is advanced in age, deteriorating, and in some cases failing entirely, the majority of CDBG funds are prioritized to address public infrastructure needs (specifically street projects), including economic development and planning.

HOPWA: Based on housing priorities of People Living with HIV and input from stakeholders, HOPWA funds are focused on rental assistance to promote housing stability and prevent homelessness of low income persons living with HIV and affordable housing development.

**AP-38 Project Summary**  
**Project Summary Information**

**AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)**

**Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?**

No

**Available Grant Amounts**

N/A

**Acceptance process of applications**

N/A

**AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)**

**Will the state allow units of general local government to carry out community revitalization strategies?**

No

**State’s Process and Criteria for approving local government revitalization strategies**

N/A

## **AP-50 Geographic Distribution – 91.320(f)**

### **Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed**

**HOPWA:** These resources will be dedicated to promoting housing stability and preventing homelessness among low income persons living with HIV who reside in the parishes of the state outside of the New Orleans and Baton Rouge MSAs. These parishes are predominantly rural, with high rates of poverty and limited affordable or appropriate housing stock. African Americans bear a disproportionate burden of HIV in Louisiana and continue to be the majority (greater than 70%) of the recipients of services and assistance through State Formula HOPWA funding.

**ESG:** The state's ESGP funding will be awarded statewide using a geographic formula for distribution. Based on national and state studies linking homelessness to conditions of poverty, regional ESGP allocations are formulated based on factors for poverty (very low income) populations in the parishes of each region according to U.S. Census Bureau data. Within each region, grant distribution is determined through a competitive grant award process.

**HOME and NHTF:** HOME funds administered by the Louisiana Housing Corporation will be used statewide for all activities undertaken during this program year. Activities to increase first time home ownership opportunities with down payment and closing cost assistance through HOME funds will be promoted statewide in metropolitan and non-metropolitan areas through local and statewide media mediums. The Single Family Mortgage Revenue Bond Program is administered through a network of participating financial institutions that are accessible statewide. LHC will seek to expand the number of participating financial institutions in order to increase the number of branch locations accepting mortgage applications throughout the State.

All multi-family rental new construction, acquisition and/ or rehabilitation and homeowner rehabilitation activities engaged in by the State for extremely low, very low and low income households through the use of HOME and NHTF Program funds will be geographically dispersed throughout the State, with special focus given to non-entitlement rural areas. The State's plan does not target any specific area of the State in connection with its overall investment plan for these priorities. However, with regards to homeowner rehabilitation, priority is given to households at or below 60% of the HUD adjusted AMI and households with special need households. NHTF program funds will be used for projects that target extremely low-income and very low-income households. Tenant Based Rental

Assistance will be offered on a statewide basis.

### Geographic Distribution

Target Area	Percentage of Funds
CDBG-State of Louisiana	97
HOPWA-State of Louisiana	100
ESG-State of Louisiana	100
HOME-State of Louisiana	85
National Housing Trust Fund - State of Louisiana	90

**Table 10 - Geographic Distribution**

### Rationale for the priorities for allocating investments geographically

HOPWA: Resources are allocated geographically in accordance with the overall HIV burden reported for each of the seven LDH regions. Within each region, allocations to various activities are based on documented client need, the goals in the Louisiana HIV Strategy for Integrated Prevention and Care, and client responses to the bi-annual Statewide Needs Assessment.

ESG: The LHC intends to continue the use of a geographic formula in the distribution of ESGP funding. This ensures each region of the State receives a specified minimum of State ESGP grant assistance for eligible ESGP projects. Determining factors for allocations will include population figures, rate of poverty, performance history, and available funding.

LCDBG: The State's CDBG Program serves all of the non-entitlement areas of the state through a competitive grant process. The low-moderate income populations and minority populations are distributed throughout that service area. Therefore, Louisiana does not set geographic priority areas for its CDBG Program.

HOME: An assessment of the housing and homeless needs of the State of Louisiana is included in the FY 2020 – FY 2024 Consolidated Plan. The assessment shows that the needs are substantial and complex. The State of Louisiana is extremely diverse in its racial and ethnic composition, and there are numerous areas across the state with concentrated populations, including African American, Hispanic, Asian, and others. In addition the state has multiple and varying housing and non-housing challenges. These challenges vary substantially from region to region. Therefore, the State’s plan for FY 2023 does not target any specific area of the State in connection with its overall investment plan for these priorities. Funds will be geographically dispersed throughout the State, with special focus given to non-entitlement rural areas.

NHTF: NHTF funds will be distributed statewide primarily with Low Income Housing Tax Credits

(LIHTC). Funds will be awarded on a competitive basis to projects that address 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 2023 program year, the State will give preferences to projects located in: a) Qualified Census Tract, and b) rural area (as defined by the QAP).

## **Discussion**

HOME and NHTF: There are concentrations of poverty in every region of the state. The concentration varies based on local factors. Maps of the areas of poverty and minority concentration are identified in this plan as Areas of Poverty Concentration Map (**Attachment B**) and Areas of Minority Concentration Map (**Attachment C**). The State of Louisiana's method of distribution will select projects and proposals that are supported by a current market analysis as part of the application for funding process which identifies the need for each project within the context of local and regional needs.

## Affordable Housing

### AP-55 Affordable Housing – 24 CFR 91.320(g)

**Introduction:**

The following table present the FY 2023 Action Plan affordable housing goals by household and project type.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	30
Non-Homeless	164
Special-Needs	0
Total	194

**Table 11 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	30
The Production of New Units	50
Rehab of Existing Units	25
Acquisition of Existing Units	89
Total	194

**Table 12 - One Year Goals for Affordable Housing by Support Type**

**Discussion:**

The State will use its 2023 HOME and National Housing Trust Fund (NHTF) allocations for the provision of affordable housing. Both funding sources will be distributed competitively through Request for Proposals (RFP) processes. RFPs may cover a combination of funding sources and include Low Income Housing Tax Credits (LIHTC). RFPs projects selection are based on scoring criteria which gives preferences to those projects which leverage non-federal funds and those providing additional special need units. HOME funds may also be distributed on a non-competitive basis to non-profits and state designated CHDOs through several open cycle funding programs.

## **AP-60 Public Housing - 24 CFR 91.320(j)**

### **Introduction:**

The State of Louisiana does not manage public housing authorities, as each have their own charter with HUD.

### **Actions planned during the next year to address the needs to public housing**

The State of Louisiana does not manage public housing authorities, as each have their own charter with HUD. However, the state assist public housing authorities through providing to all PHAs a Certification of Consistency with the Consolidated and Annual Action Plan for their agency plan. Specific requirements of the certification will address the following topics:

- Compliance to Section 504
- Participation in the Continuum of Care
- Activity to alleviate homelessness

The state will continue to provide appropriate resources to public housing authorities to modernize their public housing units or build new units through their Tax Credit Program, and HOME allocations.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

The local PHAs must adhere to this requirement; therefore, the state has no input.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

If HUD identifies a troubled public housing agency, the state will assess the need and consider viable options regarding the provision of available assistance and resources. The state will continue to provide appropriate resources to public housing authorities to modernize their public housing units or build new units through their Tax Credit Program or HOME allocation.

## **AP-65 Homeless and Other Special Needs Activities – 91.320(h)**

### **Introduction**

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

**Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

**Addressing the emergency shelter and transitional housing needs of homeless persons**

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

LHC has worked to align the resources by prioritizing the use of "Rapid Re-housing" (RRH) with ESGP funding. The focus of RRH is to decrease the length of time an individual or family spends in homelessness, as well as giving them access to sustainable affordable housing options. The LHC will continue to work with the CoC's and service providers to align resources in their communities to maximize the services made available to homeless and at risk of homelessness populations.

Rapid re-housing has become a tool used to provide services that allow for a family or individual to exit homelessness and not return. This model has helped communities to decrease the number homeless. The goal of rapid re-housing is to assist those that are already homeless; either sleeping in places not meant for human habitation or a homeless shelter. Rapid re-housing places a priority on moving a homeless family or individual experiencing homelessness into permanent housing as quickly as possible. The participants are assisted with housing search and placement, rental, utility assistance and case management services. The services are individualized; however, assistance is usually for a period of four to six months.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly**

**funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

## **Discussion**

**AP-70 HOPWA Goals – 91.320(k)(4)**

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	400
Tenant-based rental assistance	210
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	18
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
<b>Total</b>	<b>628</b>

## **AP-75 Barriers to affordable housing – 91.320(i)**

### **Introduction:**

The effects of public policies on affordable housing and residential investment can cause increases to the cost of housing or be a disincentive to develop, maintain, or improve affordable housing. The cost of affordable housing development in Louisiana are affected by its policies, including tax policies affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment. In Louisiana, the Fair Market Rent (FMR) for a two-bedroom apartment is \$920. According to the a study by the National Low Income Housing Coalition (NLIHC) entitled Out of Reach: 2022 in order to afford this level of rent and utilities — without paying more than 30% of income on housing — a household must earn \$3,065 monthly or \$36,786 annually. Assuming a 40-hour work week, 52 weeks per year. This level of income translates into an hourly “Housing Wage” of: \$17.69 while the minimum wage remains \$7.25/hour and average renter wage is \$14.54/hour. Some of the most common barriers to affordable housing include:

- Local zoning barriers – including a lack of multi-family zones, and difficult rezoning as apprehensive property owners resist efforts to rezone because of fear of increased traffic, building scale and design, noise and overall devaluation of their own property;
- A lack of support for mass transportation and an unwillingness to use resources to promote greater access between affordable housing and needed services;
- The general lack of an existing affordable housing inventory;
- The refusal of many property owners to accept Section 8 subsidies;
- The building industry’s preference for market rate single family housing production, rather than government assisted affordable housing, as well as the demand for low density single-family housing developments as values for homes with larger lots have remained high and not very affordable;
- A tendency toward making “high-end” mortgages;
- Reluctance to engage in any portfolio lending rather than selling all homes on the secondary market;
- The high costs associated with developing affordable housing, and the lack of provision for social services;
- Lack of affordable rental units, particularly over three bedrooms in suburban and rural communities;
- Property tax rollback policies that decreases the percent of tax revenues a city can collect, thus limiting funds that could otherwise be applied to development and/or providing incentives for low-income

housing and supportive services;

- Deed restrictions, including minimum home square footage requirements, the type of construction materials or design to be used, requirements for amenities, such as stone fences, landscaping, etc., are used to protect neighborhood property values by ensuring that certain minimum standards are met; and environmental regulations, passed at the national or state level, and designed to protect the environment, increases the cost of development.

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

All agencies administering Housing and Urban Development (HUD) programs in the state encourage, but cannot mandate, local governments to adopt policies, procedures, and processes that will reduce barriers to affordable housing. These include land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. The state, through the Louisiana Housing Corporation (LHC), encourages partnerships between for-profit developers, non-profit organizations, local governmental units, commercial lending institutions and State and federal agencies in an effort to reduce barriers and garner community support for affordable housing.

The State continues to develop strategies that will remove or ameliorate negative effects that its policies may have that serve as barriers to affordable housing. LHC's "Community Connections" Housing Conference in held in April, 2019 brought together housing professionals from all over the state and nation to discuss various issues related to the provision of affordable housing. One of the outcomes of the Community Connections Housing Conference was a broaden relationships with state, units of local governments and affordable housing partners to identify and ameliorate policies that have a negative effect on affordable housing.

**Discussion:**

## **AP-85 Other Actions – 91.320(j)**

### **Introduction:**

#### **Actions planned to address obstacles to meeting underserved needs**

All of the activities which will be funded under the State's Community Development Block Grant Program (CDBG), HOME Investments Partnerships Program (HOME), National Housing Trust Fund (NHTF), Emergency Solutions Grants Program (ESG), and State Formula Housing Opportunities for Persons With AIDS Program (HOPWA) will address the goal of improving the living conditions of the State's extremely low, very low, low and moderate income citizens in all regions of the State including underserved small cities and rural areas.

The NHTF is statutorily targeted to primarily assist extremely low income and very low income households. NHTF will reduce the housing costs of extremely low and very low income families and increase the resources available to meet other consumer needs.

The State Formula HOPWA is specifically dedicated to preventing homelessness among low income persons who are living with HIV. These individuals struggle with the stigma of their medical condition when seeking medical care, housing, employment and supportive services, in addition to the challenges that come with poverty. State Formula HOPWA is an integral component of preventing homelessness in this priority population.

The Louisiana Community Development Block Grant (LCDBG) Program will provide funding for infrastructure improvements which will improve the quality of life and raise the living standards of all of the citizens being served. The LCDBG Program also allocates monies for the expansion of economic opportunities with the primary purpose of creating jobs which are accessible to low and moderate income persons. Funds are available for local governments to use to make public improvements which support a private industrial expansion effort.

The HOME, NHTF, ESG, and State Formula HOPWA programs will assist in the provision of decent housing units by the preservation of existing housing stock through acquisition/ rehabilitation and the production of additional units through new construction.

#### **Actions planned to foster and maintain affordable housing**

The state allows all types of housing initiatives, so as to provide opportunities to units of local government to use housing funding in the manner most conducive to their needs. HOME and CDBG funds may be used to provide grants to local governments to eliminate hazards that pose a threat to the

health and safety of very low income and/or elderly/handicapped families who own and occupy substandard housing. NHTF will be used in combination with other available resources to increase the number of affordable and available housing units for extremely low and very low income households (including homeless individuals and families) statewide.

The state will continue to offer funding initiatives to for-profit developers, units of local government, experienced non-profit organizations and CHDOs interested in undertaking homeownership and rental development across the state. The goal is to use soft funds to expand the supply of affordable housing throughout the state; especially in non-entitlement areas. Selection criteria points are awarded to projects evidencing the leverage of soft funds and local governmental funding and support.

### **Actions planned to reduce lead-based paint hazards**

The lead-based paint regulations described in 24 CFR Part 35 require that the lead hazard evaluation and reduction activities be carried out for all proposed NHTF and HOME-assisted projects constructed before 1978. Applications for rehabilitation funds for existing buildings constructed before 1978 must include a lead hazard evaluation by appropriate lead-certified personnel. In addition, if necessary, developers must provide relocation of any occupants from units or buildings where rehabilitation has the potential to create or disturb lead paint hazards. For owner-occupied rehabilitation projects using HOME assistance, a lead paint inspection will be required on pre-1978 homes. If lead paint is found, mitigation measures are required when the cost of mitigation and rehabilitation are within the per project limits established for the program. The HOME program requires lead screening in housing built before 1978 for their Owner Occupied Rehabilitation Assistance Program.

### **Actions planned to reduce the number of poverty-level families**

The state CDBG, HOME, NHTF, ESG, SF HOPWA and other federal grants will continue to support programs and organizations that provide assistance and economic opportunities for homeless, extremely low, very low, low and moderate income persons and for populations with special needs. Funds will continue to be used to support subsidized housing, food and healthcare programs, and emergency services.

The state will continue to use Weatherization Assistance Program and Low-Income Home Energy Assistance Program funds to assist low-income households to reduce energy costs; particularly the elderly, persons with a disability and households with children. Increasing the energy efficiency of homes has been an effective mean to reduce the number of poverty-level families by increasing the amount of funds that may be used for other household needs.

### **Actions planned to develop institutional structure**

The State plan to continue and promote collaborative efforts with local governments and housing authorities in the state. The State will also continue to partner with non-profit housing developers;

especially state certified Community Housing Development Organizations (CHDOs) to develop, own and sponsor affordable housing projects. In addition, the State will continue to coordinate its efforts with local banks, mortgage lenders, and financial institutions in the development of affordable housing and economic development projects.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

LHC's "Community Connections" housing conference held in April, 2019 brought together housing professionals from all over the state and nation to discuss various issues related to the provision of affordable housing. The State plans to continue this collaborative endeavor to broaden relationships with local governments, affordable housing partners, and service provider agencies to identify and ameliorate policies that have a negative effect on affordable housing and enhance coordination. The housing conference was canceled in 2020 - 2022 due to the Covid -19 health care pandemic; however, the Annual Housing Conference will resume in 2023. It will be held September 24 - 26, 2023 at the Hilton Baton Rouge Capitol Center.

The State has also executed a Memorandum of Understanding (MOU) with the U.S. Department of Agriculture Rural Development to coordinate efforts promoting affordable housing. All affordable rental housing applications utilizing HOME funds are required to submit a certification that the local offices of HUD and Rural Development were contacted concerning the construction of the proposed project. Developers must hold public hearings to gather feedback on development plans and acknowledge in writing that the construction of the proposed project will not have an adverse impact on existing developments. All projects seeking points for providing special need services are required to have agreements with service providers in place prior to commitment agreements are executed.

In addition, the State has launched the "Louisiana Homeownership Think Tank". The Louisiana Homeownership Think Tank provides an opportunity for stakeholders including nonprofits, employers, HBCUs, other colleges and universities, major civil rights organizations, real estate practitioners, financial institutions, foundations, and state and local governments to develop actionable concepts to address access to affordable homeownership.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

#### Introduction:

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.320(k)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	70.00%

#### HOME Investment Partnership Program (HOME)

##### Reference 24 CFR 91.320(k)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The State of Louisiana utilizes only forms of investment that are included in Section 92.205 (b).

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Resale/or Recapture Provisions- Federal regulations for the HOME Program specify certain requirements for resale restrictions or recapture provisions when HOME funds are used to assist with a homeownership purchase, whether the purchase is with or without rehabilitation. These provisions are imposed for the duration of the period of affordability on all HOME assisted homebuyer projects through a written agreement with the homebuyer. Enforcement mechanisms are liens, deed restrictions, or covenants running with the land. The HOME written agreement shall accurately disclose the resale or recapture provisions and the enforcement mechanism with the homebuyer before or at the time of sale. The HOME assisted unit must be the principal residence of the homebuyer throughout the period of affordability. The “Resale or Recapture Provisions” (see **Appendix D**) are triggered by the non-owner occupancy (either voluntary or involuntary) of the HOME assisted unit or any transfer of title, during the HOME period of affordability (see **Appendix D**).

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The period of affordability is determined by the amount of the HOME fund investment in accordance with 24 CFR 92.254(a) (4); (see Appendix D). To ensure affordability, the State will, at its option, impose either resale or recapture requirements conforming to the standards of 24 CFR 92.254. The minimum amount of HOME Funds authorized to be recaptured by the State shall be the principal amount of the blended first mortgage times the percentage of the principal amount of such loans representing HOME Funds, as specified in the Agency’s Arbitrage Certificate for the series of bonds which financed such loan. In cases where the homebuyer assistance is provided through a CHDO or State Recipient or other non-profit directly using HOME funds that are not part of a bond issue, the State will apply the recapture provision during the period of affordability to HOME funds that are used to enable the homebuyer to purchase the unit. The Recapture period shall be that which is required by the federal regulations at the time the assistance was provided. Prior to the funding of homebuyer assistance, a written loan agreement will be required between the State (LHC) or its administrating sub-recipient (CHDO, State Recipient, etc.) and the homebuyer. The written agreement will specify all recapture provisions as well as all other applicable requirements of the program (see Appendix D).

It shall be the policy of the State to prohibit the subordination of its lien interest on a property subsidized with HOME Funds unless the residual equity available after the new debt is placed on the property is sufficient to allow recapture of the HOME subsidy. If the residual equity available is sufficient to allow for recapture, the State shall give written permission to the homeowner to allow for the refinancing. During the period of affordability, no such homeowner will be permitted to refinance the property without the prior written approval of the State. It shall be the policy of the

State to use its authority to forgive a portion or all of a HOME-funded loan made through the Single Family Homebuyer Program with good reason, consistent with the HOME rules and regulations, and with the approval of the Executive Director of the Louisiana Housing Corporation.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The State does not intend to use FY 2023 HOME funds to refinance existing debt secured by multifamily housings. If the State of Louisiana uses HOME funds to refinance existing debt secured by multifamily housing, it will only be provided in accordance with 24 CFR 92.206 (b).

### **Emergency Solutions Grant (ESG) Reference 91.320(k)(3)**

1. Include written standards for providing ESG assistance (may include as attachment)

Each Continuum of Care must develop written standards to ensure that ESG providers are coordinating services with the objective of assisting those persons experiencing homelessness to rapidly regain housing. All recipients of ESG funding must adhere to the local CoC standards.

As part of the program requirements for implementation of the Emergency Solutions Grant Program, recipients are required develop policies and procedures for coordination of service delivery.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

In an effort to meet requirements from HUD to establish a centralized or coordinated assessment system, the state has worked with the Louisiana Network Data Consortium (LSNDC) and each CoC to development and implement a standard assessment process. The assessment process is effective and helps with implementation of an effective approach to access and assessment. The tools used by each will be incorporated and all homeless service providers receiving funding will be required to use coordinated databases that align with HUD rules and regulations for entry. Access to services differs in each region however within a CoC everyone will be assessed in the same manner and services are coordinated, therefore a client can present at any access point and be assessed for housing needs and placement.

Applicants for the ESG Program shall be required to incorporate into their proposal plans a description of the “coordination and linkage of the proposed project with available community resources” and “the extent to which the proposed activities will complete the development of a

comprehensive system of services which will provide a continuum of care to assist homeless persons to achieve independent living.”

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The State LHC shall continue use of a geographic allocation formula in the distribution of the State's ESG funding to ensure that each region of the State is given a specified minimum of State ESG grant assistance for eligible ESGP projects. The State will issue a request for proposals upon notification of the state ESG allocation, each jurisdiction electing to submit an application will solicit for proposals from the public. The local government or Continuum of Care can submit an application to the state for funding. Private and faith-based nonprofit organizations are eligible to apply for funding. All applications must demonstrate collaboration with local mainstream service providers and homeless provider groups. Competing applications for each region's allocated grant amounts will be evaluated and scored. Each governmental applicant will receive written notification of the award.

Previous recipients of State Grant amounts are eligible to apply, however, expenditure patterns and deliverable performance will be reviewed in evaluating such applicant's ability to implement and complete Program activities on a timely basis.

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

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

5. Describe performance standards for evaluating ESG.

LHC has implemented performance based contracts system allows the state to track program performance both positive and negative. Performance-based contracting methods are intended to ensure that required performance quality levels are achieved and that total payment is related to the degree that services performed or outcomes achieved meet contract standards. The performance based contract will motivate contractors to perform at optimal levels and to encourage contractors to increase efficiency and maximize performance.

The ESG performance standards are based on the programs activities. The state works diligently with providers to ensure quality level data is entered into HMIS, producing quality data reports. The programs are continually evaluated for performance based on number of clients and services and expenditure rates.

**Housing Trust Fund (HTF)**  
**Reference 24 CFR 91.320(k)(5)**

1. How will the grantee distribute its HTF funds? Select all that apply:

Applications submitted by eligible recipients

2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made available to state agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter "N/A".

N/A

3. If distributing HTF funds by selecting applications submitted by eligible recipients,

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

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:

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:

(1) 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; (2) Demonstrate the ability and financial capacity to undertake, comply, and manage the eligible activity; (3) 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 (4) Have demonstrated experience and capacity to develop an eligible NHTF activity as evidenced by its ability to own, construct, rehabilitate, manage and operate an affordable multifamily rental housing development.

b. Describe the grantee’s application requirements for eligible recipients to apply for HTF funds. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

(1) 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. (2) Program funds will be awarded according to the Housing and Economic Recovery Act of 2008, federal regulations and guidelines, and the final approved QAP. The Selection Criteria for the final approved FY 2022- 2023 QAP are included in this annual plan as **Appendix E**. 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 Consolidated Plan housing priorities must be addressed and 4) there must be a reasonable expectation that the project will be ready to proceed within 12 months.

c. Describe the selection criteria that the grantee will use to select applications submitted by eligible recipients. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

The Selection Criteria for the final approval 2023 QAP are included in this plan as **Appendix E**. Under the selection criteria points will be awarded to the degree that the application meets or exceeds the minimum requirements that are established. Scores are reflective of the priorities established for the current year. Projects will be awarded based on their scores after satisfying threshold requirements. The highest scoring project will be funded first and each successive score will be funded until the available funds are exhausted. 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 low income housing tax credits.

d. Describe the grantee’s required priority for funding based on geographic diversity (as defined by the grantee in the consolidated plan). If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Projects that conform to a governmental priority will receive preference when:

- Project Located in Difficult Development Area (DDA), or Choice Neighborhood Initiative (CNI);
- Rural Area Project (as defined in the QAP glossary) (NHTF Priority: Geographic Diversity); and
- Area of Demonstrated Needs (as defines in NOFA of RFP)

e. Describe the grantee’s required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

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

f. Describe the grantee’s required priority for funding based on the extent to which the rental project has Federal, State, or local project-based rental assistance so that rents are affordable to extremely low-income families. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

For the 2023 program year, the State is considering project based rental assistance as a threshold item. The State may award project based vouchers through the Louisiana Housing Authority (LHA) to all recipients of HTF funding. Louisiana Housing Authority is the State Public Housing Authority (PHA) entity. If all available LHA project based vouchers are exhausted, the State may revise this item to require that applicants have firm commitments from another PHA or HUD to provide project based vouchers or the State may revise its plan so as to provide operating cost assistance that is designed to make up the difference in operating income lost by the project making units available to extremely low-income families.

g. Describe the grantee’s required priority for funding based on the financial feasibility of the project beyond the required 30-year period. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

The State will prioritize projects that are located in Difficult Development Area (DDA) or Choice Neighborhood Initiative (CNI) Development and/or which have characteristics that support long term affordability (such as green building). The priority will be exhibited through the awarding of points during the application process. The following areas will be considered:

Neighborhood Features: Points in this section are capped by the applicant's selection and verified through the commissioned market study. Points will be awarded for services located within the specified distance of the site inclusive of but not limited to accessibility to grocery, public library, hospital/doctor office or clinic, bank/credit union (must have live tellers), elementary school, post office, pharmacy/drug store, public transportation (shuttle services excluded), etc.

h. Describe the grantee’s required priority for funding based on the merits of the application in meeting the priority housing needs of the grantee (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations). If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

NHTF priority preference will be evidenced by the State awarding the following points to project applicants:

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

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

- (i) 35th year            5 Points
- (ii) 40th year           6 Points
- (iii) 45th year          7 Points

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

i. Describe the grantee’s required priority for funding based on the extent to which the application makes use of non-federal funding sources. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

The State will give priority to projects that have non-federal funding. This will be exhibited through the awarding of the following points to applicants: A. Leverage for Disability Funding (Non-Governmental Support) with support documentation from the funding entity and calculations supporting the selection must be included in the application submission. Leverage must consist of a specified amount of non-governmental funds used for persons with disabilities throughout the project’s compliance period. B. Project’s TDC per unit is at least 15% below the maximum TDC/unit. Calculations supporting the selection must be included in the application submission.

Local governmental support that is evidenced by a signed commitment of the award of funds to the project such as the following will receive a preference for NHTF funds:

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

4. Does the grantee’s application require the applicant to include a description of the eligible activities to be conducted with HTF funds? If not distributing funds by selecting applications submitted by eligible recipients, select “N/A”.

Yes

5. Does the grantee’s application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements? If not distributing funds by selecting applications submitted by eligible recipients, select “N/A”.

Yes

**6. Performance Goals and Benchmarks.** The grantee has met the requirement to provide for performance goals and benchmarks against which the grantee will measure its progress, consistent with the grantee’s goals established under 24 CFR 91.315(b)(2), by including HTF in

its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

Yes

**7. Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds.**

Enter or attach the grantee's maximum per-unit development subsidy limits for housing assisted with HTF funds.

The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area.

If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME's maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

Maximum Per-Unit Development Subsidy for housing assisted with HTF funds as of 3/17/2022 is included in this submission as "**Attachment G**" (Maximum HOME and HTF Per Unit Investment); please see the attachment below.



**8. Rehabilitation Standards.** The grantee must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The grantee's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The grantee must attach its rehabilitation standards below.

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; Capital Needs Assessments (if applicable); and broadband infrastructure (if applicable).

Written Rehabilitation Standards are included in this submission as "**Attachment F**"; please see the attachment below.

## Appendix F - Written Rehabilitation Standards for LHC Housing Programs

### The State of Louisiana Written Rehabilitation Standards

#### I. General

##### I. INTRODUCTION

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

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

##### A. APPLICABLE LAWS AND REGULATIONS:

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

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

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

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

**B. Other:**

All 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 NHTF housing rehabilitation projects are required to be built to no less than the minimum Energy Star building prescriptive standards. In addition to these prescriptive standards, all housing must meet the latest version of the International Energy Conservation Code (IECC) as adopted by LSUCCC.

**a. Rehabilitation**

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

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

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

**b. Reconstruction**

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

### c. Eligible Improvements and Expenses

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

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

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

### d. Structure Type

Structures as defined as acceptable by NHTF rules and regulations.

### e. Title Clearance

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

### f. Conflict of Interest

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

## II. Construction/Rehabilitation Standards

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

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

### a. Basic Requirements

#### 1. Building Codes

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

**2. Historic Standards**

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

**3. Elevation Requirements**

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

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

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

**4. Renovation**

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

**5. Additional Code Requirements in Reconstruction**

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

**II. Minimum Design Standards for Rehabilitation**

**ACRONYMS**

ABA—Architectural Barriers Act

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 a copy must be also sent to your agency's LHC representative in multi or single-family program, respective to the funding being used. Please note: A waiver does not apply to the NHTF Program.

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

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

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

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

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

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

3. Rehab projects- The completed unit must meet the requirements of the Louisiana State Uniform Construction Code (LSUCC).
    - a. LSUCC regulations shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal, and demolition of any housing units.
    - b. Completed units shall not contain deficiencies as identified in the Federal Uniform Property Condition Standards, **Unit Inspectable Items**, which may be found at the following web address: <http://www.lhc.la.gov/>
- \*See Appendix #1 for a complete listing of these inspectable items.

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

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

1. **Building Code:** All new construction and rehabilitation improvements shall comply with the currently adopted Louisiana State Uniform Construction Code (LSUCC).
2. **Local Codes:** Rehabilitation improvements shall comply with local authorities and jurisdiction's regulations, local planning, and zoning laws.
3. **Federal Codes:** Federal regulations which may pertain to the specific project such as the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, may also apply.

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

**G. Work Plan and Contingencies:**

1. Each recipient of LHC funding for rehabilitation shall be responsible for obtaining any required tests and surveys prior to construction.
2. Each recipient of LHC funding for rehabilitation shall develop a detailed work write up for each dwelling under rehab.
3. Each recipient of LHC funding for rehabilitation shall develop a work plan for each rehab project and shall execute the work in a manner which will not cause reworking of completed phases of construction.
4. Each recipient of LHC funding for rehabilitation shall develop a cost estimate of proposed construction activities which shall include at least 5% up to a maximum 20% contingency for unforeseen expenditures. Contingency funds may be used for hidden damage not observed in the initial evaluation of the structure only after review and approval from LHC. Contingency may not be used for additional features, or amenities not identified in the initial evaluation of the property.

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

**Division 2: Existing Conditions**

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

1. Hazardous materials shall be abated or mitigated prior to commencement of rehabilitation activities.
2. In all houses constructed prior to 1978, Lead Based Paint shall comply with the HUD Lead Based Paint Standards provided at 24 CFR Part 35. In addition, if necessary, developers must provide relocation of any occupants from units or building where rehabilitation has the potential to create or disturb lead paint hazards.

**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  $\frac{1}{8}$ ", 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).

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

1. 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.

**D. 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 3/8" 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.
3. 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  $\frac{1}{8}$ " stroke width and 4" in height.

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

**Division 11: Equipment**

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

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

**B. Combustion Appliances**

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

**Division 12: Furnishings**

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

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

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

**1. Existing Countertops:** Countertops and vanity tops shall be a smooth non-absorbent finish and free of defects such as holes, cracks, porous materials, or other defects which may retain moisture or food particles.

**2. Replacement Countertops**

- a. Shall be molded roll-backed, laminate plastic or Formica with finished ends and sealed at the cut out for the kitchen sink or basin.
- b. Other appropriate materials may be used such as synthetic molded tops, recycled glass tops, or other green construction friendly material.
- c. Consult the LHC Department of Construction Design and Review.

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

**Division 13: Special Construction**

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

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

1. The storage area shall be a minimum of 48 sq. ft. for all units over 960 square feet of living space.
2. Interior ceiling height shall be a minimum of 7' in all storage areas and the width or depth shall not be less than 4' in any interior dimension.
3. Provide a pre-hung 3'0" x 6'8" entry door to the storage area with an entry lock.
4. The storage area may be provided by any of the following:
  - a. A free-standing building architecturally similar to the house.
  - b. Wood buildings, with T-111 or equal plywood siding, painted a compatible color with the primary structure are acceptable.
  - c. Unfinished crawl space area.
  - d. Metal buildings are not permitted.
5. Units that utilize an unfinished crawl space area for storage must create an appropriately-sized room with a concrete floor and provide the following:
  - a. A pre-hung metal entry door 3'0" x 6' 8"
  - b. 20-min. fire separation (walls and ceiling)
  - c. A switched light fixture
  - d. Adequate ventilation for hazardous fumes
  - e. Access to the remainder of the crawl space.
6. Storage areas attached to the unit. Attached storage areas should be designed to complement and blend in with the home. This area shall have a concrete floor and provide the following:
  - a. Footings complying with local requirements.
  - b. A pre-hung metal entry door 3'0" x 6' 8"

- c. 20-min. fire separation (walls and ceiling)
- d. A switched light fixture
- e. Adequate ventilation for hazardous fumes

**C. Ramps**

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

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

**Division 21: Fire Suppression**

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

**Division 22: Plumbing**

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

1. All fixtures, water supply lines, and drain/waste/vent lines shall be in working condition, free of obstructions, leaks, or other defects which interfere with proper operation or sanitation of the system.
2. Defective fixtures shall be replaced with new, energy saving features.
3. **Drain/waste/vent systems** shall be connected to a public sewer or to an approved private sewage disposal system. Newly installed private systems shall be approved by the local health department (DHH).
4. Water supply shall be from either a public supply system or an approved private supply. Private supplies shall be approved by the Authority Having Jurisdiction.
  - a. Water supply lines shall be insulated in all areas subject to freezing temperatures.
  - b. Replacement fixtures shall be provided with water shut off valves at the fixture location or a central manifold which will isolate the individual fixture for servicing. The building's main shut off valve shall not be acceptable for this requirement.

**B. New Plumbing**

1. All repair, replacement, addition, or new installation of plumbing systems shall meet the LSUCC and shall be approved by a certified plumbing inspector.
2. Ordinary repairs and fixture replacement may not be subject to inspection by the certified inspector, but shall be subject to the applicable plumbing code.

3. The following specifications shall be the minimum size and/or quality for replacement plumbing fixtures:

- a. **Bath tubs** shall be 30" minimum from approach side to wall; made of fiberglass, acrylic, porcelain, or cultured marble.
- b. **Faucet housings** shall not be plastic.
- c. **Lavatories** shall be 15" minimum diameter; made of fiberglass, acrylic, porcelain, or cultured marble.
- d. **Showers** shall be 36" x 36" minimum; made of fiberglass, acrylic, ceramic, or cultured marble.
- e. **Toilets** shall be maximum 1.6 GPF; made of porcelain.
- f. **Kitchen sinks** shall be 6" deep minimum, stainless steel double bowl.
- g. **Laundry facilities and hot water heaters**, located on the second floor or higher, shall have an overflow pan piped into a DWV system, positive drain to the outdoors, or an approved floor drain. This requirement is for new installations but is recommended for existing locations.
- h. **Water heaters** shall have a minimum energy factor efficiency of .93 for electric and .67 for gas fired water heating equipment.

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

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

1. All existing mechanical appliances, fireplaces, solid-fuel burning devices, cooking appliances, water heating appliances and HVAC equipment shall be evaluated for efficiency and inspected for defective or inadequate operation, ductwork, clearance to combustibles, safety controls, energy supply, combustion air supply, combustion gas venting, insulation, air sealing, and equipment.
2. If the system is capable of serving the intended purpose and defective conditions exist, the defects shall be corrected to provide the most efficient operation of the existing system.
3. Fuel-burning equipment shall combust fuel safely and operate as close to the designed Annual Fuel Utilization Efficiency (AFUE) as possible.
4. Flue gases (oxygen and carbon monoxide), stack temperature, draft and smoke (where applicable) shall be within acceptable limits.
5. A pre and post rehab Combustion Appliance Zone (CAZ) worst case scenario draft test shall be performed on all atmospheric combustion appliances per BPI standards.
6. CAZ testing is highly recommended at the conclusion of each work day, especially when measures affecting the tightness of the envelope are being performed.
7. Combustible fuel burning appliances, their fuel supply lines, and their venting systems shall be inspected and tested for proper sizing, operation, leaks, deterioration, adequate combustion, clearance to combustibles and shall be in compliance with the manufacturers installation requirements, and where applicable NFPA 54, NFPA 211 and NFPA 31.
8. Furnaces, air conditioners, heat pumps, and air handlers more than 20 years old shall be replaced with energy efficient equipment.

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

1. All dwelling units, receiving an upgrade to the HVAC system, shall be heated and cooled using high-efficiency equipment.
2. Heat pump systems shall have a minimum SEER (Seasonal Energy Efficiency Rating) rating of 14.5 with a minimum HSPF (Heating Seasonal Performance Factor) rating of 8.2.

3. Fuel oil and gas fired furnaces and boilers shall have an AFUE efficiency of 85 percent or higher.
4. Alternative HVAC systems may be evaluated for use by LHC's Department of Construction, Design and Review.
5. All replacement systems shall be sized in accordance with ASHRAE Manual J including mini-split and zoned systems.

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

1. All ducts, including exhaust vent ductwork, installed in unconditioned spaces, outside the thermal envelope of the structure, shall be sealed and insulated with an insulation wrap of minimum R-8 value.
2. Duct penetrations between conditioned space and unconditioned space through floors, walls, and ceilings, shall be sealed with approved materials, preventing conditioned air from entering unconditioned space or escaping to the exterior.
3. Duct insulation shall extend to the floor, wall, or ceiling membrane where the supply duct passes through unconditioned space and terminates at a membrane of conditioned space.
4. Duct systems, located outside the thermal envelope of the dwelling, shall be pressure tested by qualified staff in accordance with the following criteria.
  - a. Post construction test: Leakage to outdoors shall be less than or equal to 8 cf/m (226.5 L/min) per 100 ft<sup>2</sup> (9.29 m<sup>2</sup>) of *conditioned floor area* or a total leakage less than or equal to 12 cf/m (12 L/min) per 100 ft<sup>2</sup> (9.29 m<sup>2</sup>) of *conditioned floor area* when tested at a pressure differential of 0.1 inches w.g. (25 Pa) across the entire system, including the manufacturer's air handler enclosure.
  - b. All register boots shall be taped or otherwise sealed during the test.
  - c. *Documentation of all duct testing (Pre and Post) shall be kept in the client file.*

**D. Programmable Thermostats**

1. All newly installed HVAC systems shall be controlled by a programmable thermostat.
2. Existing programmable thermostats must be evaluated to ensure the device can still deliver the features designed by the manufacturer.
3. Training must be provided to tenants/clients on use.

**E. Building Ventilation**

1. The dwelling must be evaluated for compliance with Section 4 of the ASHRAE 62.2-2010 Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings.
2. In no case shall the whole building ventilation rate be reduced below minimum whole-building ventilation requirements of ASHRAE 62.2 standards.
3. Where ventilation rates do not meet ASHRAE 62.2 standards, mechanical ventilation shall be provided to maintain minimum ventilation rates.
4. Existing exhaust ventilation discharge must be evaluated for proper discharge location.
  - a. Relocation of exhaust vents may be required if located too close to fresh air intakes of the dwelling.

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

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

2. Use manufacturer's recommended ducting material sized per installation instructions.
3. Exhaust ducting shall be concealed with a finish similar to the adjacent cabinetry where it extends above the wall cabinets through the ceiling.
4. Exhaust ducts shall terminate, at the exterior of the structure, in an exhaust hood, equipped with a back draft damper.

**Exceptions and Considerations:**

- a. Designs utilizing Energy Recovery Ventilation technology may use a recirculation hood as a part of the ventilation design in combination with other intake and exhaust air openings.
- b. Hoods vented to the exterior may contribute to compliance with ASHRAE 62.2.
- c. If a waiver is granted, recirculation hoods shall be equipped with an activated charcoal filter. Approval must be obtained prior to installation from the LHC Department of Construction, Design and Review.

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

1. Bathrooms shall have a properly installed ventilation fan, minimum 50 CFM, vented to the exterior, penetrating the structure's outermost membrane.
  - a. Ventilation fans vented to the exterior may contribute to compliance with ASHRAE 62.2.

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

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

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

1. Exhaust ducts shall terminate, at the exterior of the structure, in an exhaust hood, equipped with a back draft damper.
2. Ducts shall be minimum 4" diameter with a smooth interior surface.
3. Joints shall be joined together in the direction of air flow.
4. No fasteners or screws shall penetrate the walls of the duct.
5. Exhaust ducts shall not be more than 25' equivalent length from the laundry area to the exterior of the structure. 90 degree ells = 5' equivalent length. 45 degree ells = 2.5' equivalent length. Straight duct is 1' linear length = 1' equivalent length.
6. In the laundry area, a maximum 8' length of flexible duct may be connected from the dryer exhaust duct to the clothes dryer.

**I. Existing Clothes Dryer Exhaust:**

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

**Division 26: Electrical**

**A. Existing electrical system:** In homes rehabbed for resale or if electrical alterations are included in the scope of work, the electrical system shall be evaluated for suitable size,

minimum provisions, and electrical hazards by a licensed electrical contractor. The system shall meet the following minimum standards.

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

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

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

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

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

### **Division 27: Communications**

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

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

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

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

1. **Smoke Alarms:** Smoke alarms shall be installed in existing and rehabbed dwellings at all of the following locations:
  - a. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms no more than 8' from the bedroom door.
  - b. Within each room used for sleeping purposes.
  - c. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics.

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

2. Smoke alarms shall be interconnected in a manner that activation of one alarm will activate all of the alarms in the individual unit.
3. The alarm shall be clearly audible in all bedrooms, over background noise levels, with all intervening doors closed.
4. Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space, or basement available which provides access for interconnection without the removal of interior finishes.
5. Smoke alarms shall receive their primary power from the building wiring, provided that such wiring is served from a commercial source, and shall be equipped with a battery backup.
6. Exceptions: Smoke alarms are permitted to be solely battery operated in buildings where:
  - a. No construction is taking place.
  - b. Where a wireless interconnected smoke alarm system, with a minimum 10 year warranty for the smoke alarms, is installed.
  - c. Buildings that are not served from a commercial power source.
  - d. Areas of buildings undergoing alterations or repairs that do not result in the removal of interior wall or ceiling finishes exposing the structure, providing access for wiring.

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

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

1. UL listed carbon monoxide alarm(s) shall be installed outside of each sleeping area, in the immediate vicinity of all bedrooms, if one or both of the following conditions exist:
  - a. The dwelling contains fuel burning appliances.
  - b. The dwelling has an attached garage.

#### **Division 31: Earthwork**

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

1. Conditions causing inadequate drainage or standing water near the structure shall be corrected to provide adequate drainage away from the structure by one or more of the following suggested methods:
  - a. Adjust backfill to allow for 6" fall in 10' (4% slope) away from the foundation walls.
  - b. Adjust grade to create a swale to divert water away from the foundation walls.
  - c. Install a French drain near the structure and discharge to an approved drainage system, ditch, or water retention area.
  - d. An agency proposed and LHC approved method. Acceptable engineering practices will be considered.

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

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

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

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

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

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

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

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

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

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**

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

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

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

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

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

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

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

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

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

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

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

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

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

# Appendix A:

## Uniform Physical Condition Standards for Multifamily Housing Rehabilitation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Appendix B

# Uniform Physical Condition Standards for Single Family Housing Rehabilitation

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

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

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

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

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

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

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

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

#### Rehabilitation vs. Reconstruction Determination

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

#### V. Lead- Based Paint

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

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

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

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

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

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

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

## **VI. Plans and Specifications**

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

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

## **VII. Construction Process**

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

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

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

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

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

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

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

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

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

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

### a. Sealed Bids (Formal Advertising)

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

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

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

### b. Competitive Proposals

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

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

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

When Competitive Proposals are utilized, the following requirements apply:

- Publication Period
- Clear Definition
- Technical Evaluation
- Award

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

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

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

#### d. Excluded Parties

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

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

#### e. Contractor Minimum Requirements

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

Contractors submitting bids must meet the minimum requirements:

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

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

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

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

## XI. Environmental Review

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

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

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

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

The RE assumes responsibility for:

- Environmental review
- Environmental decision-making
- Environmental action

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

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

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

**9. Resale or Recapture Guidelines.** Below, the grantee must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the grantee will not use HTF funds to assist first-time homebuyers, enter “N/A”.

N/A

**10. HTF Affordable Homeownership Limits.** If the grantee intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the grantee will not use HTF funds to assist first-time homebuyers, enter “N/A”.

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the grantee must not limit or give preferences to students. The grantee may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3) only if such limitation or preference is described in the action plan.

N/A

**12. Refinancing of Existing Debt.** Enter or attach the grantee’s refinancing guidelines below. The guidelines describe the conditions under which the grantee will refinance existing debt. The grantee’s refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the grantee will not refinance existing debt, enter “N/A.”

Multifamily projects that receive NHTF funds for rehabilitation may utilize those 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 (at a minimum, greater than 51% of the rehabilitation 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 thirty (30) years. 7. NHTF funds cannot be used to refinance multifamily loans made or insured by any Federal program, including CDBG. 8. Refinancing will only be allowed for projects that can produce estoppel letters from all current debt or lien holders. The estoppel letters must state clearly 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. Also, the letter must state 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.

**Discussion:**

## Attachments

## Grantee Unique Appendices

### HOME Investment Partnerships Program and HTF Attachment

**Appendix A** - Citizen Participation/ Public Hearing Comments and Responses (HOME)

**Appendix B** - Areas of Poverty Concentration Map

**Appendix C** – Areas of Minority Concentration Map

**Appendix D** - Resale/ Recapture Provisions

**Appendix E** - 2022 Qualified Allocation Plan and HTF Selection Criteria

**Appendix F** - Written Rehabilitation Standards for LHC Housing Programs

**Appendix G** – HOME/ HTF Maximum Per-unit Development Subsidy

**HOME Investment Partnerships Program Attachments**

**Attachments Appendix A** - Citizen Participation/ Public Hearing Comments and Responses (HOME)

ATTACHMENT A

CITIZEN PARTICIPATION COMMENTS

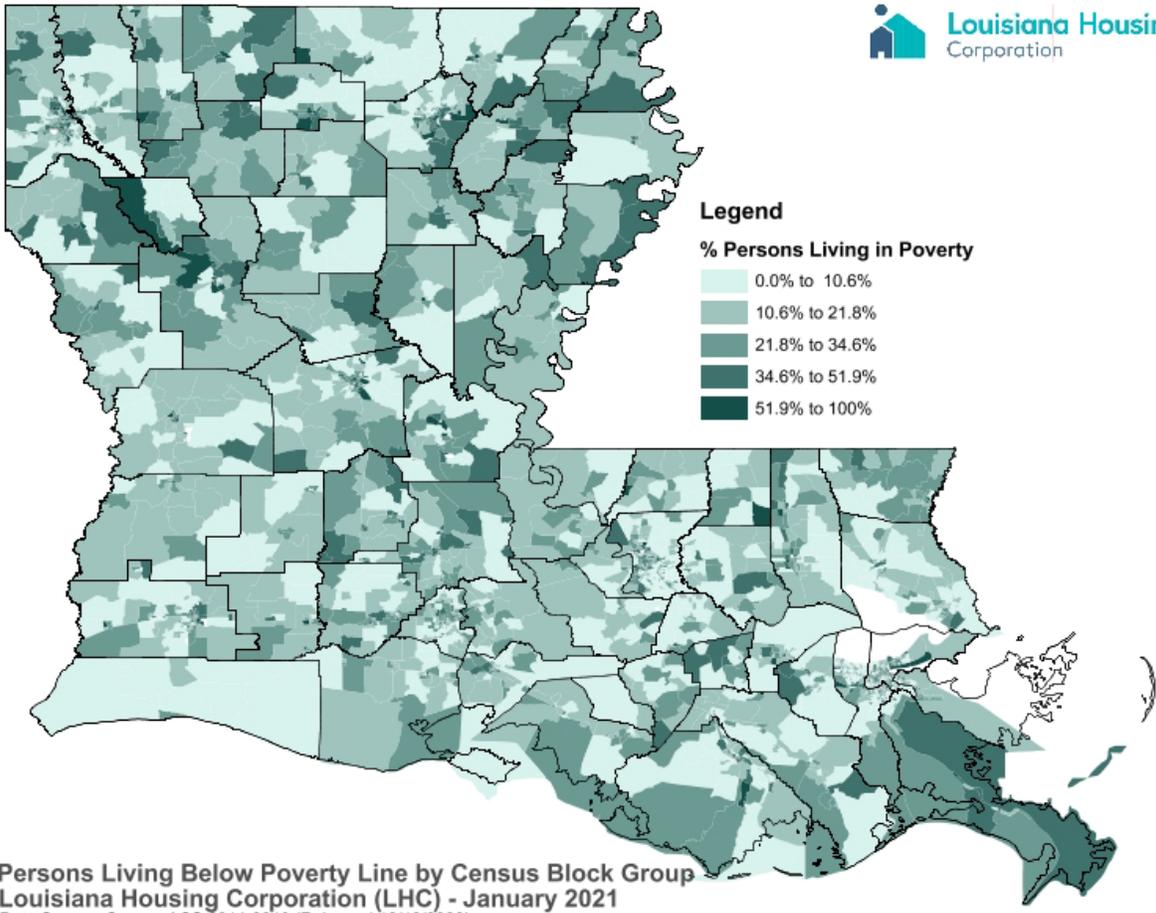
COMMENTS RECEIVED

A summary of each comment submitted on the housing and community development needs of the State during the public hearing on June 2, 2022, and the comments received following the public hearing is shown in bold type and is followed by a summarized response or responses. The number in parentheses represents the total number of similar comments received relative to the summarized comments. The office responding to each comment is identified by the use of the following program acronyms: CDBG – Division of Administration, Office of Community Development; HOME - Louisiana Housing Corporation; Housing Trust Funds – Louisiana Housing Corporation; ESG - Louisiana Housing Corporation; and HOPWA - Department of Health and Hospitals, Office of Public Health.

No Comments were received regarding the HOME and Housing Trust Fund Programs.

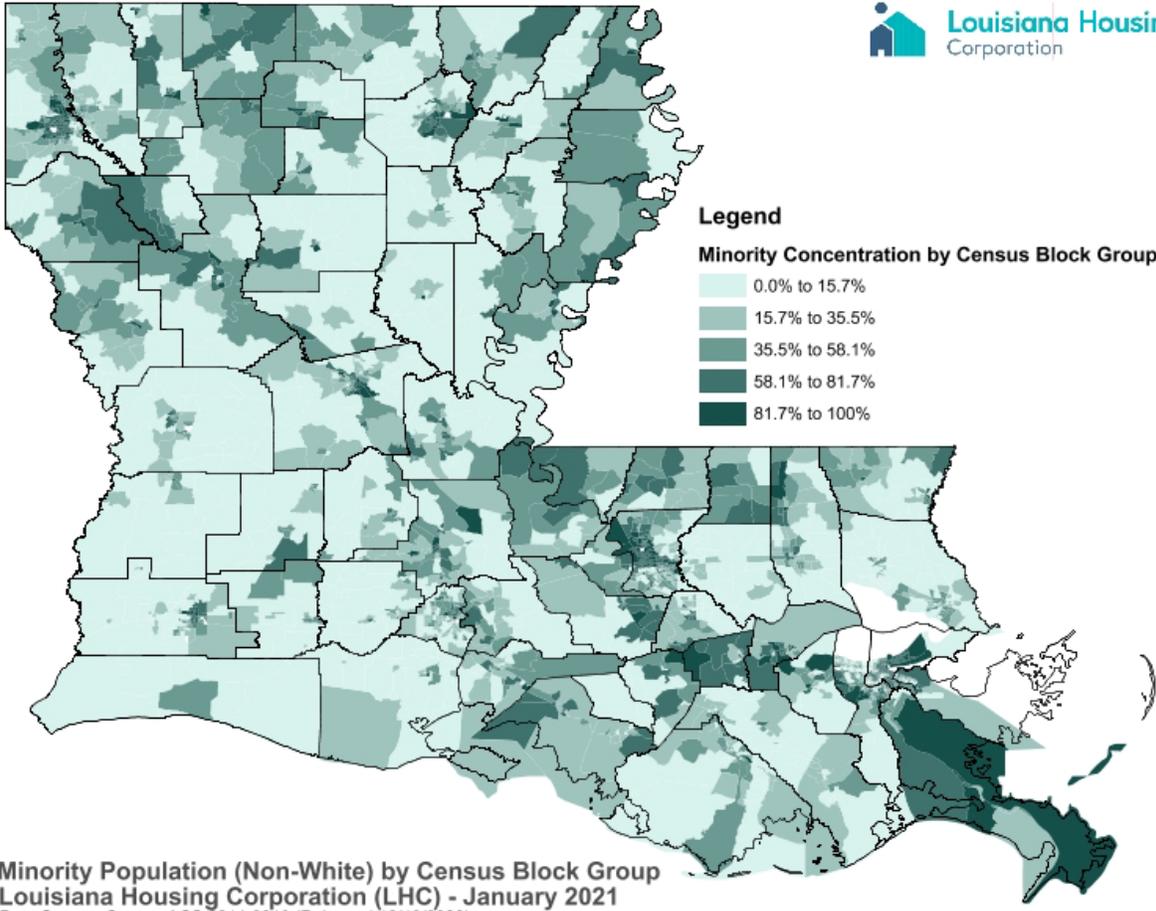
**HOME Investment Partnerships Program Attachments**

**Attachments Appendix B - Areas of Poverty Concentration Map**



**HOME Investment Partnerships Program Attachments**

**Attachments Appendix C – Areas of Minority Concentration Map**



**HOME Investment Partnerships Program Attachments**

**Attachments Appendix D - Resale/ Recapture Provisions**

**Appendix D**

**State of Louisiana –**

**HOME Investment Partnerships Program - Resale and Recapture Provisions**

These guidelines apply when a homebuyer or developer is assisted with HOME Investment Partnerships Program funds and the homebuyer sells or transfers the assisted unit subsequent to the initial HOME assisted purchase.

**Period of Affordability**

Consistent with 24 CFR Part 92.254(a)(4), the following minimum period of affordability shall be enforced:

<b>HOME</b>	<b>Minimum</b>
Under \$15,000	5 years
\$15,000 to \$40,000	10 years
Over \$40,000	15 years
*New Construction of	20 years
*Refinancing of Rental	15 years

The State may use HOME Program funds to provide homeownership assistance. The forms of subsidy to be used to assist homebuyers and/or developers include down payment assistance, interest subsidy, development cost subsidy, direct loan, project grant, or some combination of these methods. The State shall determine, based upon the type of subsidy, form of ownership, and type of market in which the property is located, whether the period of affordability shall be enforced by either Resale or Recapture provisions.

**Resale Provisions**

A. Activity Types - Resale provisions as outlined in 24 CFR Part 92.254(a)(5)(i)(A) and (B) shall be required or encouraged in the following cases:

- Resale provisions shall be required when the HOME subsidy is provided in the form of a development subsidy in which HOME funds are divided among each HOME-assisted unit and not provided as a direct subsidy to the

homebuyer.

- Resale provisions shall be encouraged when the HOME subsidy is provided in the form of a direct subsidy to the homebuyer and a Community Housing Development Organization (CHDO) or other similar entity maintains ownership of the HOME-assisted unit to ensure its continued affordability in perpetuity.
- Resale provisions shall be required when the HOME subsidy is provided in the form of a direct subsidy to the homebuyer and it is determined that the property is located in a highly appreciating market for the purpose of maintaining the unit's affordability throughout the entire period of affordability.

B. Methods- The resale option ensures that the HOME-assisted unit remains affordable over the entire period of affordability. All HOME-assisted units "designated as affordable units" shall meet the following criteria:

- The new purchaser must be low-income, meeting the HOME Program definition, and occupy the property as the family's principle residence. HOME assistance may be made available to an income eligible buyer other than a first-time homebuyer if the State determines such assistance is necessary to guarantee the seller a fair return on his/her investment and keep the property affordable to a buyer whose family income is no more than 80 percent of the area median and no less than 50 percent of the area median. Fair return shall be defined as the percentage increase or decrease in property value as determined by the Federal Housing Finance Agency's Housing Price Index (HPI) for the West South Central Division (Oklahoma, Arkansas, Texas and Louisiana) between the time the seller purchased the property and the time of the resale. The pending transaction shall be deemed affordable if the projected combined total payments of principal, interest, property taxes and homeowner insurance does not exceed 30 percent of the family income of the prospective buyer.
- The sales price must be "affordable" to the new purchaser. In this instance, affordability of the new purchaser is defined as the income-eligible household's maximum mortgage capacity as defined by a mortgage lender using generally-accepted underwriting criteria. These may include the provision of down payment or second mortgages assistance, first mortgage interest buy downs, or other mechanisms that enhance affordability.

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Annual Action Plan  
2023

OMB Control No: 2506-0117 (exp. 07/31/2015)

Annual Action Plan  
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- Under no circumstances may the "affordable sales price exceed 95% of the median purchase price for the area.

Net proceeds from the sale must provide the original homebuyer, now the home seller, "fair return" on their investment (including any down payment and capital improvement investment made by the owner since purchase). Fair Return is defined as the return of the homeowner's original investment (i.e. down payment) plus any capital improvements, less the amount of deferred maintenance that does not meet HUD Housing Quality Standards.

Fair Return on Investment: The State will administer its resale provisions by ensuring that the Owner receives a fair return on his/her investment and that the home will continue to be affordable to a specific range of incomes. Fair Return on Investment means the total homeowner investment which includes the total cash contribution plus the approved capital improvements credits as described below:

1. The amount of the down payment,
2. The cost of any capital improvements, documented with receipts provided by the homeowner, including but not limited to:
  - a. Any additions to the home such as a bedroom, bathroom, or garage;
  - b. Replacement of heating, ventilation, and air conditioning systems;
  - c. Accessibility improvements such as bathroom modifications for disabled or elderly, installation of wheel chair ramps and grab bars, any and all of which must have been paid for directly by the Owner and which were not installed through a federal, state, or locally-funded grant program; and
  - d. Outdoor improvements such as a new driveway, walkway, retaining wall, or fence.

Note: All capital improvements will be visually inspected to verify their existence.

3. The percentage of change as calculated by the Housing Price Index (HPI) Calculator of the Federal Housing Finance Agency (FHFA). The HPI Calculator is currently located at [www.fhfa.gov/Default.aspx?Page=86](http://www.fhfa.gov/Default.aspx?Page=86) and projects what

a given house purchased at a point in time would be worth today if it appreciated at the average appreciation rate of all homes in the area. The calculation shall be performed by utilizing the FHFA most current information for the West South Central Division (Oklahoma, Arkansas, Texas and Louisiana).

In general, the State shall consider "fair return" to be the maximum sales price as calculated using the following formula:

$$\text{Maximum Permitted Resale Price} = \frac{\text{The initial sales price to the Owner}}{\text{Initial Area Median Income}} \times \text{Resale Area Median Income}$$

Initial Median Income is defined as the Area Median Income corresponding to a household size equivalent to 1.5 times the number of bedrooms in the home at the time of the Owner's purchase of the home rounded to the nearest whole number. Resale Area Median Income is defined as the Area Median Income corresponding to a household size equivalent to 1.5 times the number of bedrooms in the home at the time of the Owner's Notice of Intent to Sale, rounded to the nearest whole number. The formula for the "fair return" must be included in the written agreement between the State and the project/program partner.

C. Enforcement Mechanisms - Resale requirements shall be enforced through deed restriction, covenant, land use restriction agreement, or other similar mechanism filed with the Clerk of Court in the parish of the location of the HOME-assisted unit. The requirements disclosed in recorded documents shall be triggered upon the sale or transfer of the HOME-assisted property.

#### Recapture Provisions

Activity Types- Recapture provisions as outlined in 24 CFR Part 92.254(a)(5)(ii)(A)(1) through (7) shall be enforced in cases where HOME funds are provided as a direct subsidy to the homebuyer. The direct subsidy to the homebuyer is the amount of HOME assistance that enabled the homebuyer to buy the dwelling unit. The direct subsidy includes down payment, closing cost, interest subsidies, or other HOME assistance provided directly to the homebuyer. In addition, direct subsidy includes any assistance that reduced the purchase price from fair market value to an

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affordable price.

A. Methods- The recapture option allows the State to recapture the entire HOME subsidy, subject to net proceeds, if the HOME recipient decides to sell the unit within the period of affordability at whatever price the market will bear. All HOME-assisted unit sales under the recapture option shall meet the following criteria:

- The homebuyer may sell the property to any willing buyer; however,
- The sale of the property during the period of affordability triggers repayment of the direct HOME subsidy to the State that the buyer received when the HOME-assisted unit was originally purchased.
- The amount of the repayment is subject to the amount of the net proceeds.

B. Enforcement Mechanisms - Recapture provisions shall be enforced through a promissory note, mortgage and Recapture Agreement filed with the Clerk of Court in the appropriate parish of the HOME-assisted unit. The requirements within the recorded documents shall be triggered upon the sale or transfer of the HOME-assisted unit.

C. Repayment Amount — The State requires that when the recapture requirement is triggered by a sale (whether voluntary or involuntary), it will recapture the HOME investment up to the total net proceeds remaining after the sale as modified by program specific choices under 24 CFR Part 92.254(a)(S)(ii)(A)(1) through (4). Net proceeds are the sales price minus the primary mortgage repayment (other than HOME funds) and any closing costs. The specific method of recapture as capped by net proceeds may be one of the four choices outlined in 24 CFR Part 92.254(a) (S) (ii) (A) (1) through (4). These options include:

- Recapture the Entire Amount- The State may recapture the entire amount of the HOME investment from the homeowner, with total collections capped by net proceeds;
- Reduction During the Affordability Period - the State may elect to reduce the HOME investment amount to be recaptured on a pro-rata basis for the time the homeowner has owned and occupied the housing measured against the required affordability period;
- Shared Net Proceeds- When the net proceeds (i.e., the sales price minus loan

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repayment, other than HOME funds, and closing costs) are insufficient to repay the direct HOME subsidy and the homebuyer's investment, the net proceeds shall be shared according to the following formula. Recapture of the HOME funds is based on the ratio of the HOME subsidy to the sum of the homeowner's investment (including down payment and any capital improvement investment made by the owner since purchase), plus the HOME subsidy:

$$\frac{\text{Direct HOME Subsidy X Net Proceeds}}{\text{Direct HOME Subsidy + Homeowner Investment}} = \text{HOME Recapture}$$

Amount payable to homebuyer under the Shared Net Proceeds Model is as follows:

$$\frac{\text{Homebuyer Investment X Net Proceed}}{\text{Direct HOME Subsidy + Homebuyer Investment}} = \text{Amount to Homebuyer}$$

- D. Return of Owner's Investment- the State may permit the homebuyer to recover the entire investment (downpayment and capital improvements) made by the owner since the initial purchase before recapturing the HOME investment.

The State shall select one of these four options based on the specific project/program in consultation with the project/program sponsor. The selected method must be included in the written agreement between the State and any partner.

- E. Mortgage Release - Upon receipt of recaptured funds, the State shall file a "Release" document with the Clerk of Court in the appropriate parish of the HOME-assisted unit to release the original HOME-assisted homebuyer from the requirements of the mortgage or other similar mechanism.
- F. Remittance of Recaptured Funds - Recaptured funds shall be remitted directly to the State to be utilized for other HOME-eligible activities.

**HOME Investment Partnerships Program Attachments**

**Attachments Appendix E - 2022 -2023 Qualified Allocation Plan and NHTF Selection**

Criteria

APPENDIX A-SELECTION CRITERIA AND EVIDENTIARY MATERIALS	
<b>I. TARGETED PROJECT TYPE (Maximum of 16 points allowed)</b>	
<p><b>A. De-Concentration Projects (APPLICANT CANNOT SELECT BOTH PROJECT AND GEOGRAPHIC DIVERSITY. ONLY ONE SELECTION ALLOWED.)</b> Maximum one selection from A(i), Project Diversity</p> <p>(i) <b>Project Diversity</b> - Percentage of Low Income Units at or below 60% AMI in Project does not exceed: *Project Diversity points require market rate units without income restrictions.</p> <p>(a) 80% of the Total Project units <span style="float: right;">3 ___</span>                      (b) 70% of the Total Project units <span style="float: right;">4 ___</span>                      (c) 60% of the Total Project units <span style="float: right;">5 ___</span></p> <p>Maximum one selection from A(ii), Geographic Diversity</p> <p>(ii) <b>Geographic Diversity</b> - Project is located in a census tract in which the median household income exceeds one of the following:</p> <p>(a) 100% of the Area Median Income for the MSA <span style="float: right;">3 ___</span>                      (a) 110% of the Area Median Income for the MSA <span style="float: right;">4 ___</span>                      (b) 120% and above of the Area Median Income for the MSA <span style="float: right;">5 ___</span></p> <p>*A minimum of 70% of the units in a scattered site project must be located in the census tract of the selected median income.</p>	
<p><b>B. Community Redevelopment (select one, maximum 3 points allowed)</b></p> <p>(i) *Redevelopment Project</p> <p>a. Distressed Property: <span style="float: right;">___</span>                      b. Redevelopment Property: <span style="float: right;">___</span>                      c. Owner Occupied Property with Development Plan of Action: <span style="float: right;">___</span></p> <p>(ii) *New Construction Project included in a Concerned Community Revitalization Plan <span style="float: right;">3 ___</span></p> <p>* Documentation must be submitted with the application evidencing that the project meets the requirements of a Redevelopment Project as defined by the QAP. Any project receiving points in this category must be located in a qualified census tract and must be located in an area that is a part of a Concerned Community Revitalization Plan.</p>	
<p><b>C. Rehabilitation &amp; Preservation (Maximum 8 points) *Points selected must be relative to the pool selection of the applicant</b> Applicants cannot receive points for both New Construction and Rehab/Preservation</p> <p>(i) <b>Project Type</b> - (select one of (a)-(f) and select (ii) if applicable)</p> <p>(a) Existing LIHTC <span style="float: right;">7 ___</span>                      (b) Existing USDA, or other Federally Funded Project <span style="float: right;">7 ___</span>                      (c) Existing non-historic Residential Building <span style="float: right;">7 ___</span>                      (d) Blighted housing remediation and/or replacement <span style="float: right;">7 ___</span>                      (e) Rehab Infill/ Scattered Site (not eligible for points for community facility) <span style="float: right;">7 ___</span>                      (f) Preservation of Residential Historic Property <span style="float: right;">3 ___</span></p> <p>(ii) <b>Tenant Assistance</b>                      Project is an existing Federally Funded Project with HAP Contracts, or USDA/RD with PBRA (not eligible for points for increased affordability) <span style="float: right;">1 ___</span></p>	
<p><b>D. New Construction (Maximum 8 points) *Points selected must be relative to the pool selection of the applicant</b> Applicants cannot receive points for both New Construction and Rehab/Preservation</p> <p>(i) <b>Project Type</b> (select (i)(a) and select (ii) if applicable)</p> <p>(a) New Construction - Single Family, Multifamily or Duplexes <span style="float: right;">7 ___</span>                      (b) Homeownership Project * (not eligible for points for community facility) <span style="float: right;">1 ___</span></p> <p>(ii) <b>Infill Project</b> (select (ii) - and select (i)(a) if applicable)</p> <p>New Construction Infill/ Scattered Site Single Family or Duplexes (not eligible for points for community facility) <span style="float: right;">7 ___</span></p> <p>* Owner must agree to sell units at minimum purchase price by not later than the 16th year of Compliance period. The award is subject to a transactional structure acceptable to the Corporation according to industry best practices that protects the expectations of tenants anticipating title transfer of their units in the simple absolute or condo or cooperative ownership. Homeownership Projects are not eligible for points for community facility)</p>	
<b>II. TARGETED POPULATION TYPE (only one selection from either (i) or (ii) - Maximum 6 points)</b>	
<p><b>A. Special Needs Households*</b></p> <p>(i) Population Served (Check one or more of (a), (b), (c) or (d) and <u>one</u> of (i), (ii) or (iii))</p> <p>(a) Homeless Households <span style="float: right;">___</span>                      (b) Disabled Households <span style="float: right;">___</span>                      (c) Single Parent Households <span style="float: right;">___</span>                      (d) Veterans <span style="float: right;">___</span></p>	



<ul style="list-style-type: none"> <li>- Forgoing real property taxes during construction;</li> <li>- Contributing land for project development;</li> <li>- Providing below market rate construction and/or permanent financing;</li> <li>- Providing an abatement of real estate taxes, PHA contributions or other governmental contributions;</li> </ul> <p>(i) 7% or more of total project development costs  (ii) Greater than or equal to 4% but less than 7% of total project development cost  (iii) 2% but less than 4% of total project development cost</p> <p>* The below referenced funds must be actual "awarded funds" as evidenced by a signed commitment obligating the funds to the project. Support documentation from the entity and calculations supporting the selection must be included in the application submission.</p>	<p>4 ___  3 ___  2 ___</p>	
<p><b>IV. LOCATION CHARACTERISTICS</b></p>		
<p><b>A. Neighborhood Features</b></p>		
<p>Points in this section are capped by the applicant's selection and verified through the commission's market study. Applicants must include in their submissions the name, address, and map location each item where points are claimed under this section. Applicants who propose developments in proximity to negative neighborhood characteristics as defined within the QAP, can submit a justification along with their application. Justifications must include proof that the intended development is in an economically diverse neighborhood, not census tract.</p>		
<p>(i) Points Gained*: (Maximum of 5 points allowed)</p>		
<p>Points will be awarded for the following services located within the specified distance of the site. Applicant should ensure that the service is suitable for the targeted population. Points will only be awarded for the services listed below. For Urban Projects - One (1) point will be awarded for the services listed that are within a 1 mile radius of the project and One Half (0.5) point will be awarded for any service listed that is located over 1 mile but is within a 2 mile radius of the development.</p>		
<p><b>For Rural Projects - 1 point will be awarded for the services listed that are within a 5 mile radius of the project only, NO points will be awarded for the services listed that are over 5 miles.</b> The addresses for each selection must be included in the application submission. <b>Only 1 point per service type allowed.</b></p>		
<p>Evidence may be submitted but points will be assigned by the Market Analyst.</p>		
<p>Grocery Store _____  Fresh produce market and/or fruit stand (must be located in a fixed structure) _____  Hospital/Doctor Office or Clinic _____  Bank/Credit Union (must have live tellers) _____  Elementary, Secondary or Post Secondary School _____  4-Year College, University, Vocational, Technical &amp; Community College _____  Pharmacy/Drug Store (not including pharmacies within hospitals) _____  Public Transportation (shuttle services excluded) _____  Licensing Licensed (current) Adult/Child Day Care/After School Care _____  Public Park _____  Police or Fire Station _____</p>	<p>1 ___  1 ___</p>	
<p><b>V. PROJECT CHARACTERISTICS- Select and provide support documentation on all that apply</b></p>		
<p><b>A. Community Facilities</b>  (Community facilities must be consistent with the definition contained in QAP.)  Homownership and Scattered site projects on a Non-Contiguous site are not eligible to receive points for community facilities.</p>		<p>2 ___</p>
<p><b>B. Optional Amenities Provide architecture certification for the selected amenities.</b></p>		<p>1 ___</p>
<p>(i) Washers and dryers are installed and maintained in each unit  (ii) Dishwashers maintained in each unit  (iii) Ceiling fans in living room and all bedrooms  (iv) Smart thermostat installed in each unit ( *must also provide development Wi-Fi)  (v) Green Building or Universal Design ( *Applicant must select one or the other and provide documentation in the application submission)</p>		<p>1 ___  1 ___  1 ___  1 ___  2 ___</p>
<p><b>C. Project Amenities (Maximum 3 pts allowed)</b>  *All amenities must be located on the project site and must be new or an improvement.</p>		<p>1 ___</p>
<p>Playground _____  Basketball Court _____  Computer Center one computer for every 10 units in the project _____  Exercise Room (must have equipment) _____  Picnic Area with Permanent Grill _____  Paved walking Trail (minimum 1/2 mile) _____  Off Street Parking _____  Community Garden* _____  Patio or Balcony** _____  Development Wi-Fi _____  Tennis Court _____  Courtyard with Seating _____  Dog Park or Designated Pet Area _____  Accessible Community Space (separate from exercise room and community facility) _____</p>	<p>1 ___  1 ___</p>	

<p>*In order to receive points, the Community Garden must have a minimum planting area of at least 400 square feet, a water source surrounded on all sides with a fence that will be accessible to the tenants. Must include a description of how staff and/or volunteers will engage residents, build skills and ensure that the basic organization and management of the garden is maintained.</p> <p>** In order to receive points, all units must have either a patio or balcony</p>	
<p><b>D. Additional Accessible Units (one selection allowed)</b>  Accessible Units in excess of Section 504 of H.C. Accessible Project Rehabilitation Act of 1973. Section 504 applies to all Projects, i.e., 5% of units must be accessible for people with mobility impairments and 2% for people with hearing or vision impairments.</p> <p>(i) Number of Units: _____ = more than 15% of the total units  but less than or equal to 20% of the total units of which at least 50% of the accessible units be given priority for tenants 30% AMI affordability or below.</p> <p>(ii) Number of Units: _____ = more than 20% of the total units of which at least 50% of the accessible units be given priority for tenants 30% AMI affordability or below.</p> <p>* Submit number, percentage and description of construction and/or equipment provided for each Accessible Unit.  * For accessible units made available to 30% and below AMI tenants developers must agree to accept R11 Project Based Assistance if offered.</p>	<p>2 _____</p> <p>3 _____</p>
<p><b>E. On-site Security* Maximum 1 point allowed)</b></p> <p>Security Cameras _____</p> <p>Security gate _____</p> <p>On site security guard _____</p> <p>* Twenty-four (24) hour on-site security through the use of cameras, security gate, or on-site personnel in an official capacity as a professional security guard. Costs for on-site security must be evidenced as an expense item on the project operating pro-forma. Security personnel may be uniformed or non-uniformed. If security cameras are provided (1) cameras must be dispersed throughout the development so as to provide maximum security coverage and a diagram of the proposed location of cameras must be included in the application to receive points, (2) At least one camera per every 20 units is required to receive points in this category; the number of cameras will be rounded up in making this determination, and (4) properties will be required to retain 30 days of continuous footage; enabling security footage of any given day to be available for up to a minimum of 30 days. Security Gates must provide full perimeter fencing with controlled gate access. The fencing and gate must be either wrought iron or wood, chain-link fencing is unacceptable.</p>	<p>1 _____</p>
<p><b>G. HUD DEFENSIBLE SPACE</b>  Project: Inexpensive HUD Defensible Space</p>	<p>2</p>

**HOME Investment Partnerships Program Attachments/  
National Housing Trust Funds**

**Attachments Appendix F - Written Rehabilitation Standards for LHC Housing Programs**

## **The State of Louisiana Written Rehabilitation Standards**

### **I. General**

#### **I. INTRODUCTION**

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

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

#### **A. APPLICABLE LAWS AND REGULATIONS:**

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

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

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

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

#### B. Other:

All 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 NHTF housing rehabilitation projects are required to be built to no less than the minimum Energy Star building prescriptive standards. In addition to these prescriptive standards, all housing must meet the latest version of the International Energy Conservation Code (IECC) as adopted by LSUCCC.

#### **a. Rehabilitation**

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

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

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

#### **b. Reconstruction**

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

### c. Eligible Improvements and Expenses

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

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

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

### d. Structure Type

Structures as defined as acceptable by NHTF rules and regulations.

### e. Title Clearance

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

### f. Conflict of Interest

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

## II. Construction/Rehabilitation Standards

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

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

### a. Basic Requirements

#### 1. Building Codes

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

## 2. Historic Standards

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

## 3. Elevation Requirements

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

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

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

## 4. Renovation

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

## 5. Additional Code Requirements in Reconstruction

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

## II. Minimum Design Standards for Rehabilitation

### ACRONYMS

ABA—Architectural Barriers Act

ABA—Architectural Barriers Act

ACI—American Concrete Institute

ADA—Americans with Disabilities Act

AFUE—Annual Fuel Utilization Efficiency

AHJ—Authority Having Jurisdiction

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

CFM—Cubic feet per minute

CM—Concrete Masonry Units

CSI—Construction Specification Index

DWV—Drain, waste vent

GPF—Gallons per Flush

HSPF—Heating Seasonal Performance Factor

HVAC—Heating, Ventilation and Air Conditioning

IECC—International Energy Conservation Code

KCMA—Kitchen Cabinet Manufacturers Association

LSUCC—Louisiana State Uniform Construction Code

OLM—Office, laundry and maintenance

SEER—Seasonal Energy Efficiency Rating

SRO—Single Room Occupancy

**Division I: General Requirements**

**A. Minimum Design Standards for Rehabilitation:** LHC's Minimum Design Standards for Rehabilitation of existing structures are to be used as a guideline to assist in meeting or exceeding all local, state, and national codes. These standards also provide a way to enforce above average construction and design for builders, contractors, and design professionals who wish to utilize funding from the Louisiana Housing Corporation (LHC). Other methods of construction and design may be acceptable on a case by case basis. If you feel your design meets or exceeds LHC's Minimum Design Standards for Rehabilitation, please contact the Department of Design and Construction Review for further assistance.

**B. Waiver Process:** Understanding that no single code can cover the infinite number of possible configurations and circumstances that may arise during rehabilitation, a written request for waiver to a LHC requirement will be earnestly considered. The request must detail the necessity of variance from this code and have prior approval from the Authority Having Jurisdiction (AHJ). Photographs are encouraged where necessary to convey understanding. All requests are to be submitted electronically to the Director of Construction, Design and Review at LHC and copied to your agency's

LHC representative in multi or single family program, respective to the funding being used. **Please Note: The waiver process does not apply to the NHTF Program.**

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

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

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

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

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

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

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

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

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

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

**D. Universal Design Requirements:** LHC encourages the inclusion of Universal Design elements whenever possible. Units that will meet Universal Design upon completion

may be preferred in selection of potential projects. Follow the link below for more information. <http://www.lhc.la.gov/>

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

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

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

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

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

**G. Work Plan and Contingencies:**

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

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

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

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

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

**Division 2: Existing Conditions**

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

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

2. In all houses constructed prior to 1978, Lead Based Paint abatement or mitigation shall comply with the HUD Lead Based Paint Standards provided at 24 CFR Part 35. In addition, if necessary, developers must provide relocation of any occupants from units or building where rehabilitation has the potential to create or disturb lead paint hazards.

**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  $\frac{1}{8}$ ", 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).

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

1. 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. Re-roofing:** 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.

#### **E. 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.

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

1. Accessible crawl spaces shall be free from construction debris and standing water.
2. Install a drainage system to relieve water retention.
3. Provide an access door per current LSUCC requirements.
4. Provide ventilation per current LSUCC requirements.
5. Repair or install a minimum 6 millimeter vapor barrier on the floor of the crawl space to provide a tight, vapor retardant membrane.

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

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

1. All exterior doors shall be 1 3/8" 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.
3. Vinyl, metal, or composite material.
4. Seals or stains shall not be acceptable treatment methods for applications where pressure treated or naturally durable material is required.
  - a. Seals or stains may be used to preserve the integrity of treated wood handrail material.

**E. Fiber Cement Siding**

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

**F. Exterior Ceiling**

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

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

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

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

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

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

**K. Wood Flooring:**

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

**L. Other Flooring Products**

1. When the scope of work calls for new installation, ceramic tile and laminates installed per manufacturer's recommendations may be used.
  - a. Existing broken tiles shall be replaced with similar size, color and texture.

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

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

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

1. **Paint:** Primed once, with two-coat satin, semi-gloss finish on all sides and faces.
2. **Stain:** Stain or oil on all sides and faces, with three-coat varnish, polyurethane finish.
3. **Prefinished Doors:** Factory Finished doors are acceptable.

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

1. Water-resistant gypsum board (commonly called green board) must be used on all walls in the bathroom and within six horizontal feet of wall surfaces where the drywall can be splashed such as a kitchen sink, next to water heater and/or washer.
2. When a tub/shower unit is on an exterior wall, provide water-resistant gypsum board behind the tub/shower unit.
3. Water-resistant gypsum, when used on ceilings must be rated for the span.

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

1. Drywall repairs: Shall be sanded to a smooth finish prior to applying primer paint.
2. Paint: Patches in existing drywall and all new drywall shall be primed once with two-coat finish paint. Gloss, semi-gloss, or satin finish shall be used for bathrooms, laundry, and kitchens.
3. Paint over existing painted walls: All repainted walls shall have coverage sufficient to completely hide the previous color. Primer and two finish coats may be required to accomplish this requirement.

**Division 10: Specialties**

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

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

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

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

1. Medicine cabinet with storage and mirror 16" wide 20" tall (minimum)

Other combinations of mirror and storage may be acceptable by approval of LHC Construction Design and Review Department.

2. Wall-hung toilet paper dispenser

3. 18" (minimum) towel bar

4. Shower rod if applicable

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

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

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

2. Characters shall be of contrasting color in relation to the background where they are applied.

3. Arabic numbers and alphabet letters shall be displayed in English language and minimum ½" stroke width and 4" in height.

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

#### **Division 11: Equipment**

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

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

**B. Combustion Appliances**

1. Combustion Appliance Zone (CAZ) worst-case scenario draft test shall be performed on all atmospheric combustion appliances per BPI standards by qualified staff at the time of initial house evaluation.

2. CAZ testing must be conducted at the conclusion of any day that air sealing or other measures that may contribute to the air tightness of the combustion appliance zone(s) have been performed.

3. All CAZ test results during the construction phase and post inspection must pass acceptable standards.

4. If the initial CAZ tests reveal unacceptable results, the scope of work must state that this condition must be corrected first before proceeding with other work.

5. Documentation of all CAZ testing must be kept in the client file.

## **Division 12: Furnishings**

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

**1. Existing Cabinets:** Cabinets shall be of sound construction and free of deterioration, with all doors, drawers, shelves, hardware, and other features in good condition and with a clean and sanitary finish.

**2. Replacement Cabinets**

- a. Cabinet fronts shall be made of solid wood (not particleboard).
- b. Doors, draws and fronts shall be factory finished.
- c. Cabinet ends shall be finished with appropriate veneer.
- d. All cabinets shall be Kitchen Cabinet Manufacturers Association (KCMA) approved.

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

**1. Existing Countertops:** Countertops and vanity tops shall be a smooth non-absorbent finish and free of defects such as holes, cracks, porous materials, or other defects which may retain moisture or food particles.

**2. Replacement Countertops**

- a. Shall be molded roll-backed, laminate plastic or Formica with finished ends and sealed at the cut out for the kitchen sink or basin.
- b. Other appropriate materials may be used such as synthetic molded tops, recycled glass tops, or other green construction friendly material.
- c. Consult the LHC Department of Construction Design and Review.

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

## **Division 13: Special Construction**

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

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

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

- c. Unfinished crawl space area.
- d. Metal buildings are not permitted.

5. Units that utilize an unfinished crawl space area for storage must create an appropriately-sized room with a concrete floor and provide the following:

- a. A pre-hung metal entry door 3'0" x 6' 8"
- b. 20-min. fire separation (walls and ceiling)
- c. A switched light fixture
- d. Adequate ventilation for hazardous fumes
- e. Access to the remainder of the crawl space.

6. Storage areas attached to the unit. Attached storage areas should be designed to complement and blend in with the home. This area shall have a concrete floor and provide the following:

- a. Footings complying with local requirements.
- b. A pre-hung metal entry door 3'0" x 6' 8"
- c. 20-min. fire separation (walls and ceiling)
- d. A switched light fixture
- e. Adequate ventilation for hazardous fumes

### **C. Ramps**

1. It may be necessary to provide a ramp in the rehab project. If a ramp is provided it shall be constructed in compliance with ANSI A117.1-2003, ADA, UFAS, or any other nationally recognized accessibility code.

2. Ramps shall be constructed of approved materials suitable for the purpose, or a combination of materials in the following list:

- a. **Composite:** PVC or other with non-skid surface.
- b. **Concrete:** with non-skid surface.
- c. **Metal:** galvanized steel, or aluminum with non-skid surface.
- d. **Wood:** Pressure treated lumber.

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

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

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

### **Division 22: Plumbing**

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

1. All fixtures, water supply lines, and drain/waste/vent lines shall be in working condition, free of obstructions, leaks, or other defects which interfere with proper operation or sanitation of the system.
2. Defective fixtures shall be replaced with new, energy saving features.
3. **Drain/waste/vent systems** shall be connected to a public sewer or to an approved private sewage disposal system. Newly installed private systems shall be approved by the local health department (DHH).
4. Water supply shall be from either a public supply system or an approved private supply. Private supplies shall be approved by the Authority Having Jurisdiction.
  - a. Water supply lines shall be insulated in all areas subject to freezing temperatures.
  - b. Replacement fixtures shall be provided with water shut off valves at the fixture location or a central manifold which will isolate the individual fixture for servicing. The building's main shut off valve shall not be acceptable for this requirement.

**B. New Plumbing**

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

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

**A. Existing HVAC Systems**

1. All existing mechanical appliances, fireplaces, solid-fuel burning devices, cooking appliances, water heating appliances and HVAC equipment shall be evaluated for efficiency and inspected for defective or inadequate operation, ductwork, clearance to combustibles, safety controls, energy supply, combustion air supply, combustion gas venting, insulation, air sealing, and equipment.
2. If the system is capable of serving the intended purpose and defective conditions exist, the defects shall be corrected to provide the most efficient operation of the existing system.

3. Fuel-burning equipment shall combust fuel safely and operate as close to the designed Annual Fuel Utilization Efficiency (AFUE) as possible.
4. Flue gases (oxygen and carbon monoxide), stack temperature, draft and smoke (where applicable) shall be within acceptable limits.
5. A pre and post rehab Combustion Appliance Zone (CAZ) worst case scenario draft test shall be performed on all atmospheric combustion appliances per BPI standards.
6. CAZ testing is highly recommended at the conclusion of each work day, especially when measures affecting the tightness of the envelope are being performed.
7. Combustible fuel burning appliances, their fuel supply lines, and their venting systems shall be inspected and tested for proper sizing, operation, leaks, deterioration, adequate combustion, clearance to combustibles and shall be in compliance with the manufacturers installation requirements, and where applicable NFPA 54, NFPA 211 and NFPA 31.
8. Furnaces, air conditioners, heat pumps, and air handlers more than 20 years old shall be replaced with energy efficient equipment.

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

1. All dwelling units, receiving an upgrade to the HVAC system, shall be heated and cooled using high-efficiency equipment.
2. Heat pump systems shall have a minimum SEER (Seasonal Energy Efficiency Rating) rating of 14.5 with a minimum HSPF (Heating Seasonal Performance Factor) rating of 8.2.
3. Fuel oil and gas fired furnaces and boilers shall have an AFUE efficiency of 85 percent or higher.
4. Alternative HVAC systems may be evaluated for use by LHC's Department of Construction, Design and Review.
5. All replacement systems shall be sized in accordance with ASHRAE Manual J including mini-split and zoned systems.

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

1. All ducts, including exhaust vent ductwork, installed in unconditioned spaces, outside the thermal envelope of the structure, shall be sealed and insulated with an insulation wrap of minimum R-8 value.
2. Duct penetrations between conditioned space and unconditioned space through floors, walls, and ceilings, shall be sealed with approved materials, preventing conditioned air from entering unconditioned space or escaping to the exterior.
3. Duct insulation shall extend to the floor, wall, or ceiling membrane where the supply duct passes through unconditioned space and terminates at a membrane of conditioned space.
4. Duct systems, located outside the thermal envelope of the dwelling, shall be pressure tested by qualified staff in accordance with the following criteria.
  - a. Post construction test: Leakage to outdoors shall be less than or equal to 8 cf/m (226.5 L/min) per 100 ft<sup>2</sup> (9.29 m<sup>2</sup>) of *conditioned floor area* or a total leakage less than or equal to 12 cf/m (12 L/min) per 100 ft<sup>2</sup> (9.29 m<sup>2</sup>) of *conditioned floor area* when tested at a pressure differential of 0.1 inches w.g. (25 Pa) across the entire system, including the manufacturer's air handler enclosure.
  - b. All register boots shall be taped or otherwise sealed during the test.
  - c. *Documentation of all duct testing (Pre and Post) shall be kept in the client file.*

**D. Programmable Thermostats**

1. All newly installed HVAC systems shall be controlled by a programmable thermostat.
2. Existing programmable thermostats must be evaluated to ensure the device can still deliver the features designed by the manufacturer.
3. Training must be provided to tenants/clients on use.

**E. Building Ventilation**

1. The dwelling must be evaluated for compliance with Section 4 of the ASHRAE 62.2-2010 Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings.
2. In no case shall the whole building ventilation rate be reduced below minimum whole-building ventilation requirements of ASHRAE 62.2 standards.
3. Where ventilation rates do not meet ASHRAE 62.2 standards, mechanical ventilation shall be provided to maintain minimum ventilation rates.
4. Existing exhaust ventilation discharge must be evaluated for proper discharge location.
  - a. Relocation of exhaust vents may be required if located too close to fresh air intakes of the dwelling.

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

1. All dwelling units shall be equipped with a minimum 150 CFM range hood vented to the exterior of the building.
2. Use manufacturer's recommended ducting material sized per installation instructions.
3. Exhaust ducting shall be concealed with a finish similar to the adjacent cabinetry where it extends above the wall cabinets through the ceiling.
4. Exhaust ducts shall terminate, at the exterior of the structure, in an exhaust hood, equipped with a back draft damper.

**Exceptions and Considerations:**

- a. Designs utilizing Energy Recovery Ventilation technology may use a recirculation hood as a part of the ventilation design in combination with other intake and exhaust air openings.
- b. Hoods vented to the exterior may contribute to compliance with ASHRAE 62.2.
- c. If a waiver is granted, recirculation hoods shall be equipped with an activated charcoal filter. Approval must be obtained prior to installation from the LHC Department of Construction, Design and Review.

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

1. Bathrooms shall have a properly installed ventilation fan, minimum 50 CFM, vented to the exterior, penetrating the structure's outermost membrane.
  - a. Ventilation fans vented to the exterior may contribute to compliance with ASHRAE 62.2.

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

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

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

1. Exhaust ducts shall terminate, at the exterior of the structure, in an exhaust hood, equipped with a back draft damper.
2. Ducts shall be minimum 4" diameter with a smooth interior surface.
3. Joints shall be joined together in the direction of air flow.
4. No fasteners or screws shall penetrate the walls of the duct.
5. Exhaust ducts shall not be more than 25' equivalent length from the laundry area to the exterior of the structure. 90 degree ells = 5' equivalent length. 45 degree ells = 2.5' equivalent length. Straight duct is 1' linear length = 1' equivalent length.
6. In the laundry area, a maximum 8' length of flexible duct may be connected from the dryer exhaust duct to the clothes dryer.

**I. Existing Clothes Dryer Exhaust:**

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

**Division 26: Electrical**

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

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

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

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

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

1. In addition to meeting the requirements of the NEC, each room, hall, stair, and walk in closet shall have a minimum of one switch-operated overhead light.
2. Kitchens shall include switch-operated lighting over the cooking area, the sink area and the general or dining area.

3. Bathrooms shall be equipped with switch-operated over the lavatory area and the general area.
4. Smoke detectors shall be installed in accordance with the current edition of the LSUCC.

**Division 27: Communications**

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

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

**Division 28: Electronic Safety and Security**

**A. Fire Detection and Alarm**

1. **Smoke Alarms:** Smoke alarms shall be installed in existing and rehabbed dwellings at all of the following locations:
  - a. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms no more than 8' from the bedroom door.
  - b. Within each room used for sleeping purposes.
  - c. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics.In dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
2. Smoke alarms shall be interconnected in a manner that activation of one alarm will activate all of the alarms in the individual unit.
3. The alarm shall be clearly audible in all bedrooms, over background noise levels, with all intervening doors closed.
4. Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space, or basement available which provides access for interconnection without the removal of interior finishes.
5. Smoke alarms shall receive their primary power from the building wiring, provided that such wiring is served from a commercial source, and shall be equipped with a battery backup.
6. Exceptions: Smoke alarms are permitted to be solely battery operated in buildings where:
  - a. No construction is taking place.
  - b. Where a wireless interconnected smoke alarm system, with a minimum 10 year warranty for the smoke alarms, is installed.
  - c. Buildings that are not served from a commercial power source.

- d. Areas of buildings undergoing alterations or repairs that do not result in the removal of interior wall or ceiling finishes exposing the structure, providing access for wiring.

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

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

1. UL listed carbon monoxide alarm(s) shall be installed outside of each sleeping area, in the immediate vicinity of all bedrooms, if one or both of the following conditions exist:
  - a. The dwelling contains fuel burning appliances.
  - b. The dwelling has an attached garage.

#### **Division 31: Earthwork**

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

1. Conditions causing inadequate drainage or standing water near the structure shall be corrected to provide adequate drainage away from the structure by one or more of the following suggested methods:
  - a. Adjust backfill to allow for 6" fall in 10' (4% slope) away from the foundation walls.
  - b. Adjust grade to create a swale to divert water away from the foundation walls.
  - c. Install a French drain near the structure and discharge to an approved drainage system, ditch, or water retention area.
  - d. An agency proposed and LHC approved method. Acceptable engineering practices will be considered.

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

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

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

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

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

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

1. **Existing walkways** shall be in a good condition and free of cracks and joints with elevation changes greater than 1/8". 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 complaint.

**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**

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

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

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

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

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

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

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

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

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

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

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

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

# Appendix A:

## Uniform Physical Condition Standards for Multifamily Housing Rehabilitation

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

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



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

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

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

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

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

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

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

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

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

	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges

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

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

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

## Appendix B

# Uniform Physical Condition Standards for Single Family Housing Rehabilitation

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

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

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

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

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

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

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

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

#### Rehabilitation vs. Reconstruction Determination

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

#### V. Lead- Based Paint

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

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

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

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

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

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

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

## VI. Plans and Specifications

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

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

## VII. Construction Process

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

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

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

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

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

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

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

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

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

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

### a. Sealed Bids (Formal Advertising)

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

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

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

### b. Competitive Proposals

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

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

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

When Competitive Proposals are utilized, the following requirements apply:

- Publication Period
- Clear Definition
- Technical Evaluation
- Award

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

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

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

#### d. Excluded Parties

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

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

#### e. Contractor Minimum Requirements

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

Contractors submitting bids must meet the minimum requirements:

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

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

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

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

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

## XI. Environmental Review

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

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

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

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

The RE assumes responsibility for:

- Environmental review
- Environmental decision-making
- Environmental action

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

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

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

**HOME Investment Partnerships Program/ HTF Attachments**  
**Appendix G - Maximum HOME/HTF Per-unit Subsidy Investment**

LOUISIANA HOUSING CORPORATION MAXIMUM HOME / HTF PER UNIT INVESTMENT

The following table lists the maximum amount of HOME Program funds that can be invested in an activity on a per-unit basis. To get to the final limit amount LHC has taken the base limit that is published annually in the Federal Register and multiply it by the appropriate percentage. The area multiplier is to be used for all localities in the state if only one city has been named in any state; if multiple cities are named in any state, use the multiplier for the city closest to the location of the city named in the Notice. For Louisiana HUD has designated two cities New Orleans and Shreveport. LHC has determined which Parishes are closest to each and applied the appropriate limit in the table below. The figures are based on information sent to all FHAs via email on April 4, 2022 and made effective March 17, 2022.

Area	Closest Area	Multiplier	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 or More Bedrooms
<b>Base</b>	<b>NA</b>	<b>NA</b>	<b>\$66,564.00</b>	<b>\$76,305.00</b>	<b>\$92,789.00</b>	<b>\$120,039.00</b>	<b>\$131,765.00</b>
Acadia Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Allen Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Assumption Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Azouff Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Bossier Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Caddo Parish	Shreveport	270.00%	\$179,722.00	\$206,823.00	\$250,530.00	\$324,105.00	\$355,765.00
Calcasieu Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Caldwell Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Cameron Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Catahoula Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Calumet Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Cass Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Chalmette Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
East Baton Rouge Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
East Carroll Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
East Feliciana Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Franklin Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Grant Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Iberia Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Iberville Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Jackson Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Jefferson Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Jefferson Davis Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Lincoln Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Louisiana Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Madison Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Morehouse Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Natchitoches Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Orleans Parish	New Orleans	270.00%	\$179,722.00	\$206,823.00	\$250,530.00	\$324,105.00	\$355,765.00
Ouachita Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Plaquemine Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Poivre Coulee Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Rapides Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Red River Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Richland Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Saline Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
St. Bernard Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
St. Charles Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
St. Helena Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
St. James Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
St. John the Baptist Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
St. Landry Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
St. Martin Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
St. Mary Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
St. Tammany Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Tangipahoa Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Tensas Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Terrebonne Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Union Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
Verde Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
West Bank Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
West Feliciana Parish	New Orleans	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00
West Parish	Shreveport	278.00%	\$179,722.00	\$206,823.00	\$256,530.00	\$324,105.00	\$355,785.00