

## LOUISIANA HOUSING CORPORATION

### 2017 SPRING NOTICE OF FUNDING AVAILABILITY

**RELEASE DATE: April 13, 2017**

The Louisiana Housing Corporation (LHC or Corporation) hereby releases this Notice of Funding Availability (NOFA) for the Preliminary Commitment of at least \$6,000,000 of HOME Investment Partnership Program funds (HOME Funds).

The Louisiana Housing Authority (LHA) has Permanent Supportive Housing (PSH) Project-Based Vouchers (PBV) to award through this NOFA. PSH/PBVs will only be awarded to affordable rental housing developments that have a minimum number of 1 bedroom units available to serve households in need of PSH as supported by the market study for the development. Specific requirements for receiving an award of PBS/PBV are included in the Rental Development section of this NOFA.

The NOFA is expected to address a portion of the unmet housing needs of the state by soliciting for-profit developers, units of local government, experienced non-profit organizations and community housing development organizations (CHDOs) interested in undertaking affordable housing development across the state. First funding priority will be given to projects in non-HOME entitlement areas of the State. After all eligible non-entitlement projects have been funded eligible projects located within entitlement PJs will be funded until all available funds are exhausted. This NOFA does not specifically target CHDOs; however, an applicant of CHDO sponsored affordable housing development may apply. If HOME Funds are awarded from the CHDO set-aside, the CHDO set-aside requirements will apply.

Interested parties will submit applications for the development, construction/rehabilitation and management of all phases of an affordable rental housing development, including the planning, program administration, program documentation, applicant intake and financing necessary to receive an investment of HOME Funds. HOME Funds will be awarded independently from LHC of Tax-Exempt Bonds pursuant to Section 142(d) of the Internal Revenue Code (Code) and the allocation by the LHC of Low Income Housing Tax Credits (LIHTCs) pursuant to Section 42(h)(4) of the Code however these other funding mechanisms may be utilized by the applicant at their sole discretion. If utilizing LIHTC and Bonds separate applications are required.

The NOFA will be posted to the LHC website no later than 4:30 P.M. C.S.T. on Friday, April 14, 2017. LHC strongly encourages, but does not require, that all potential applicants attend the 2017 Spring NOFA Orientation Workshop, scheduled for April 24, 2017, at 10:00 A.M. C.S.T., at the headquarters of the Louisiana Housing Corporation (2415 Quail Drive, Baton Rouge, Louisiana 70808).

**If you require special services or accommodations, please submit request via e-mail to Desiree Armstead at [darmstead@lhc.la.gov](mailto:darmstead@lhc.la.gov).**

**Applications shall be received no later than 4:00 P.M. C.S.T. on, May 19, 2017. Successful applicants will be awarded HOME Funds no later than June 2017.**

All HOME Funds will be awarded in the form of a soft cash flow loan payable from Surplus Cash. HOME Funds will accrue interest at a rate not exceeding the long-term applicable federal rate (AFR) and will be payable from not less than 50% of Surplus Cash so that at the end of the term of and hard first Mortgage Note the unpaid balance of such Note will not exceed 80% of the residual value of the project. HOME funds are intended to be used to fill a gap between what the development can support in private financing and actual development costs. As such private financing must be maximized and HOME funds will only be awarded in an amount necessary to fill the gap. Any deferred developer fees will be paid from Surplus Cash in conjunction with the repayment of the soft cash flow loan, preferably within the 10-year credit period for LIHTCs, but not later than initial fifteen year compliance period for LIHTCs. Activities involving the acquisition of projects previously funded with LHFA/LHC HOME funds where the original note has not been repaid must include provisions and be feasible with the repayment of the original HOME assistance.

## **2017 SPRING AFFORDABLE HOUSING NOFA**

### **GOALS AND OBJECTIVES**

Consistent with the priorities listed in the State of Louisiana Consolidated Plan this NOFA is designed to address a portion of the unmet affordable rental housing needs of the state, particularly in rural areas and sustaining the supply of affordable rental housing units throughout the state. The objective of this NOFA is to:

- Preserve existing affordable housing with emphasis on developments with project based Section 8 Contracts;
- Provide funding to meet housing needs of persons that are most rent burdened.
- Produce new affordable housing opportunities for especially for low income homebuyers and extremely low income renters.

### **Priority**

The LHC will give priority in funding to projects that:

- Are Located In non-HOME entitlement parishes and communities;
- Involve preservation of existing housing stock;
- Benefit household that earn 30% AMI or less, and;
- Serve elderly households

All developments funded through this NOFA must benefit very low and low income households and be located in a non-HOME entitlement area. HUD defines “very low income” residents as those families whose total household income, adjusted for family size, does not exceed 50% of the area median income.

HUD defines “low income” residents as those families whose total household income, adjusted for family size, does not exceed 80% of the area median income.

## **FUNDING**

No less than \$6,000,000 in HOME funds will be made available through this NOFA. The Corporation, at the discretion of the Board of Directors, may increase this amount dependent on the quality and number of viable applications received. No affordable rental housing development will be awarded more than \$1,000,000 in HOME Funds. The highest scoring projects will be awarded until the funds are exhausted. A waiting list of unfunded projects will be maintained by LHC from applications submitted under this NOFA for a period of 6 months.

An applicant receiving funds under this NOFA will be expected to maintain the fiscal, physical and managerial soundness of the affordable rental housing development receiving the HOME Funds for the longer of the period of affordability or the maturity of any loan or guaranty financing provided by the LHC. Applicants must assure compliance with all federal cross cutting and LHC regulatory and administrative requirements, including but not limited to:

- Implementing the project or program activity as proposed in the submitted application;
- Ensuring compliance with all reporting requirements;
- Managing fund disbursement and accounting;
- Preparing work specifications;
- Conducting inspections;
- Affirmatively marketing;
- Program administration;
- Program documentation;
- Applicant intake; and
- Ensuring that all HOME requirements are met for the entire affordability period applicable to the project.

## **ELIGIBLE USES**

HOME Funds awarded under this NOFA will only reimburse costs incurred to develop an affordable housing project. No HOME Funds will be advanced to reimburse a project cost unless the electronic Funds Requisition Form with back-up invoices and receipts is submitted and approved. No funds will be disbursed until all funding commitments and grant agreements are signed, and environmental conditions are satisfied.

The purchase of land is an eligible use of funds under this NOFA; however, in no case will the entire award to an activity under this NOFA be allowed for **only** the acquisition of land. Land purchased prior to this NOFA is not an eligible HOME expense.

Construction/Rehabilitation costs must be included as a budgeted item and approval must be drawn on a pari passu basis with other permanent funding sources.

### **INELIGIBLE USES**

HOME Funds cannot be used to purchase land from a person or person within an entity that has an identity of interest with the applicant.

Properties previously financed with HOME Funds during their affordability periods cannot receive additional HOME assistance unless assistance is provided within the first year after project completion.

HOME Funds may not be used for development, operations or modernization of public housing financed under the 1973 Act (Public Housing Capital and Operating Funds).

### **RENTAL DEVELOPMENT**

Affordable Rental housing developments must meet the affordability requirements of this section:

1. Rent for HOME Funds-assisted units must not exceed 30% of the adjusted income of a family whose annual income equals or is less than 65% of the area median income as determined by HUD, adjusted by bedroom size. HUD provides annual HOME rent limits that include average occupancy per bedroom and adjusted income assumptions. For purposes of this initiative, HOME rent limits and requirements will be used for all HOME Funds-assisted units.

2. In affordable rental housing developments with 5 or more HOME Funds-assisted units, 20% of the HOME-assisted units must be occupied by very low income families and meet 1 of following rent requirements:

a. The rent does not exceed 30% of the annual income of a family whose income equals 50% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD provides the HOME rent limits which include average occupancy per unit and adjusted income assumptions.

b. The rent does not exceed 30% of the family's adjusted income. If the unit receives federal or state project-based rental subsidy and the very low income family pays as a contribution toward rent not more than 30% of the family's adjusted income, then the maximum rent (i.e., tenant contribution plus project-based rental subsidy) is the rent allowable under the federal or state project-based rental subsidy program.

3. PBV may be awarded to projects that have one-bedroom units available to serve households in need of PSH. In addition to the unit size the project must be close to public transportation and health care. No more than 25% of the units in a project can be set aside for PSH PBVs. Projects that request PBVs will be

reviewed by the PSH Executive Management Counsel and the with PSH/PBV waiting list to ensure the project is in a location where services are accessible and people in need of PSH want to live. The project must satisfy the glossary definition for “Permanent Supportive Housing”.

## **HOMEOWNERSHIP DEVELOPMENT**

1. The housing must be a 1-4 unit single-family dwelling.
2. The housing must be modest housing as follows:
  - a. In the case of acquisition of newly constructed housing or standard housing, the housing has a purchase price for the type of single family housing that does not exceed HUD HOME Value Limits.
  - b. In the case of acquisition with rehabilitation, the housing has an estimated value after rehabilitation that does not exceed the HUD HOME Value Limits for the area.
3. The sale price is within the HUD HOME Value Limits of the area.
4. The housing must be acquired by a homebuyer whose family qualifies as a low income family and the housing shall be the principal residence of the family throughout the period of affordability.
5. Homeownership units developed using HOME funds shall be sold to an eligible buyer within 9 months of the date of completion of construction or rehabilitation, or the unit shall be rented to an eligible tenant in accordance with the requirements at §92.252. If the units are not sold or rented as required, all funds shall be repaid to LHC.
6. Homeownership units developed using HOME funds shall be sold to an eligible buyer through a fee simple sale and the terms of the loan may not contain balloon payments, adjustable rates, offering of single premium credit life insurance or mandatory arbitration clauses.
7. All homebuyers shall have received housing counseling.

## **FINANCIAL SUSTAINABILITY**

**Applicants unable or unwilling to provide the required information indicated below will not be funded under this NOFA.**

## **PERFORMANCE BOND**

Each funded application that receives an award of HOME Funds will be required to post a performance bond during the period of construction sufficient to cover the HOME Funds award or provide proof of minimum net financial resources as indicated below.

## **MINIMUM NET FINANCIAL RESOURCES**

In lieu of a performance bond, demonstration of minimum net financial resources is an option for a person or entity alone or in combination with other persons or entities having net assets equal to the applied for HOME Fund Loan **and** who has unrestricted liquid assets at least equal to 10% of the applied for HOME Fund Loan. Applicants must provide proof through submittal of certified audited financials.

## **MANDATORY ACTIVITIES & THRESHOLD REQUIREMENTS**

### **CROSS CUTTING FEDERAL REQUIREMENTS**

All applicants shall comply with the following:

1. Environmental clearance;
2. Uniform Residential Requirements as applicable;
3. Feasibility and viability; and
4. Market studies.

### **THRESHOLD REQUIREMENTS**

1. Project shall be located in a non-HOME entitlement area.
2. Separate applications shall be submitted for each project (only one application per project). Projects that combine Homeownership Development and Rental Development will not be considered.
3. Applicant shall submit a complete project budget identifying and supporting all sources and uses.
4. No project will be funded if the only funding source is HOME.
5. Applicants must provide the required performance bond or provide proof of minimum financial requirements.
6. Third-party maps shall be provided to sufficient scale and detail to provide proof of the following:
  - a. Projects are not located within 300 feet of a railroad; and
  - b. Projects are not located in a floodway.
7. Projects with more than 1 environmental issue will result in the award being canceled.
8. Applicants shall prove that water and sewer service will be provided upon completion by submitting the following:
  - a. Letter from the local service provider; or
  - b. Architectural submission.

9. Applicant must submit proof that correspondence was submitted to:

- a. The Mayor and the Chair or President of the local governing authority; and
- b. Any existing community homeownership organization in the neighborhood, describing the proposed project. Proof may be in the form of a letter from the organization or mail delivery receipt.

10. If Bond financing is included in the funding sources applicants must complete and submit the LHC LIHTC electronic application and file Bond application with the LHC simultaneously by no later than May 19, 2017.

11. Projects involving the relocation of tenants shall include in the application submittal a relocation plan and evidence in the project's Sources and Uses the costs associated with the relocation of tenants. Applicants shall provide a copy of the HUD required General Information Notice in the application package. The budget for relocation shall be included in the application and the expected cost must be reasonable.

12. Rental projects shall include a tenant selection plan with the application.

#### **CAPITAL NEEDS ASSESSMENT – REHABILITATION PROJECTS ONLY**

**A capital needs assessment must be submitted at the time of application for all rehabilitation projects.**

An independent, experienced third party must perform the Capital Needs Assessment and this party cannot have a financial interest in ownership of the development (i.e. not a member of the development team). It is required that a licensed professional, such as an engineer/architect, perform the assessment and supply the LHC with their professional opinion of a property's current overall physical condition. This includes the identification of significant deferred maintenance, existing deficiencies, and material building code violations that affect the property's use and its structural or mechanical integrity.

The assessment shall include a site visit and physical inspection of the interior and exterior of units and structures, as well as an interview with available on-site property management and maintenance personnel to inquire about past repairs/improvements, pending repairs and existing or chronic physical deficiencies. The assessment should include an opinion as to the proposed budget for recommended improvements and should identify critical building systems or components that have reached or exceeded their expected useful lives. The assessment should also include recurring probable expenditures for significant systems and components impacting use and tenancy, which are not considered operation or maintenance expenses, in order to determine the appropriate replacement reserve deposits on a per unit per year basis.

The following components should be specifically examined in the Capital Needs Assessment:

1. Site, including topography, drainage, pavement, curbing, sidewalks, parking, landscaping, amenities, water, sewer, storm drainage, gas and electric utilities and lines;

2. Structural systems, both substructure and superstructure, including exterior walls and balconies, exterior doors and windows, roofing system and drainage;
3. Interiors, including unit and common area finishes (carpeting, vinyl tile, plaster walls, paint condition, etc.), unit kitchen finishes and appliances, unit bathroom finishes and fixtures; and common area lobbies and corridors;
4. Mechanical systems, including plumbing and domestic hot water, HVAC, electrical and fire protection; and
5. Elevators and/or stair wells (if applicable).

**Estoppel Letter** – For rehabilitation projects that do not involve acquisition and do involve the rehabilitation of property whose ownership has an identity of interest with the applicant an Estoppel letter shall be provided from all debt holders.

#### **CHANGES TO PROJECT AFTER AWARD**

Any changes to a project, including but not limited to unit count and configuration, after the notice of award must be approved in advance by the Corporation in writing. Changes made without the prior written approval of the Corporation will result in the cancellation of the project and the recapture of all awarded funds.

#### **STRICTLY ENFORCED DEADLINES**

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

1. Projects that have been awarded HOME Funds for which no draws have been disbursed within 12 months from date of award or for which construction has not begun within 18 months from the date of award will be cancelled automatically.
2. All projects must be completed within 4 years from date of award or all HOME Funds shall be repaid to LHC.
3. Rental Projects must have all assisted units initially leased to an eligible tenant within 18 months from date of construction completion or all HOME Funds which were a part of the project must be repaid to the LHC.
4. Soft Fund awards may be terminated at any time prior to the award expiration date due to the absence of program/project productivity. Funds advanced prior to the termination of a project (whether voluntary or involuntary) must be repaid to the LHC.



5. Developer Fee – Fifty percent (50%) of the reimbursable portion of the developer fee will be paid at project completion. The remaining fifty percent (50%) will be paid once all “HOME” assisted units have been initially leased to eligible tenants.

**COMPLETED PROJECTS**

Projects are considered complete only after all units identified in a single project are at 100% construction and occupied by an eligible tenant.

## **REGULATORY AUTHORITY & REQUIREMENTS**

All applications under this NOFA are governed by the 2016 Qualified Allocation Plan, HOME regulations and Final HOME Rule dated July 24, 2013, as amended (24 CFR Part 92). Modification of federal statutes or regulations governing the HOME Program by Congress, the Department of Housing and Urban Development (HUD), the state legislature, or LHC may become effective immediately and apply to the activities funded under this NOFA.

All HOME Funds must be spent in accordance with HOME Program rules and regulations on eligible HOME activities.

All dwelling units assisted with HOME Funds shall comply with the applicable federal, state and local codes and ordinances, the rules and regulations for affordable housing set forth at 24 CFR 92.254, Subpart H-- "Other Federal Requirements" (such as Affirmative Marketing, Lead-Based Paint Poisoning Prevention Act), and the rules and regulations set forth in 24 CFR Part 92 including Model Energy Code.

This NOFA does not include the text of all applicable regulations that may be important to particular projects. For proper completion of the application, LHC strongly encourages potential applicants to consult the federal HOME Program regulations, and other federal cross-cutting regulations (referred to in Subpart H of the federal HOME regulations). Applicants should also consult the state Uniform Multifamily Regulations (UMRs).

## **SITE DEVELOPMENT REQUIREMENTS**

Pursuant to 24 CFR §92.251, single-family new construction housing that is financed by HOME Funds must meet all applicable local building codes and building and zoning ordinances in effect at the time of project's completion. In the absence of a locally adopted building code, the project must meet the 2000 International Residential Code.

## **AFFORDABILITY REQUIREMENTS**

The affordability period for each newly-developed unit is based on the amount of HOME Funds invested pursuant to 24 CFR §92.254. In the event that the housing unit is sold, the Corporation will recapture the shared net proceeds available based on the requirements of 24 CFR §92.254 and the housing unit must be sold for an amount not less than the current appraised value as then appraised by the appropriate governmental authority unless the balance on the loan will be paid at closing.

## **MINIMUM HOME ASSISTANCE PER UNIT**

The minimum HOME assistance amount per unit may not be less than \$1,000. The number of HOME units will be determined by dividing the total amount of HOME Funds by the total

permanent sources and applying the resulting percentage across all bedroom configurations. Each calculation is rounded up to the next whole number or a minimum of 1 HOME unit for each \$100,000 in HOME assistance provided. The method used to determine the number of HOME units will be that which produces the largest number of HOME assisted units.

### **HOUSING CHOICE OPPORTUNITIES**

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

### **UNIFORM RELOCATION AND REAL PROPERTY ACQUISITION ACT**

If HOME Funds are proposed to pay for acquisition costs and activities, the Applicant follows the procedures of the Uniform Relocation and Real Property Acquisition Act to acquire the project site. The procedures must be followed prior to the site acquisition. HOME Funds cannot be used to pay or reimburse an applicant for site acquisitions activities that do not comply with the requirements of the Uniform Act.

### **DAVIS BACON PREVAILING WAGE RATE COMPLIANCE**

If HOME Funds are awarded for rehabilitation and renovation cost activities or new construction of 12 or more housing units, the project budget costs must be based on the prevailing wage residential rates.

### **UNIFORM PHYSICAL PROPERTY CONDITION STANDARD**

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

### **ACCESSIBILITY REQUIREMENTS**

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

### **CHDO SET-ASIDE REQUIREMENTS**

The New Final Rule at 24 CFR Part 92 imposed new requirements on projects that receive funds from the HOME Investment Partnerships Program. Community Housing Development Organizations must demonstrate staff with capacity to undertake the proposed activity. CHDOs

may use contracted staff to meet the capacity requirements. Contracted staff must be so contracted for a period of time and not for a particular project.

NOTE: Any changes in staff subsequent to the CHDO's designation must be fully disclosed within the application. See below for a summary of CHDO requirements in the event of changes within the CHDO organization:

#### **STAFF DEVELOPMENT EXPERIENCE**

1. Staff classification and documentation – To be counted as staff, the person must be employed by the CHDO, and documentation is needed.

a. Full time or part time employment – This would be evidenced by a payroll report or a W-4 or a W-2.

b. Contracted staff – This would be evidenced by a “contract” for employment and a W-9 and 1099 (at the end of a year).

2. Relevant development experience – Document the basis for answers to the applicable project type.

a. Homeownership Development – Has the staff person been involved in the acquisition, rehabilitation/construction and sale of homebuyer housing? Previous experience purely in counseling, marketing, or financing activities is not sufficient to be considered development experience.

b. Rental Development – Has the staff person been involved in the acquisition, rehabilitation/construction and/or ownership/operation of rental housing?

#### **CHDO ORGANIZATION CAPACITY**

The LHC must consider the organizational capacity of the CHDO. The LHC will review information submitted to determine if the CHDO has the organizational capacity to undertake an award under the current NOFA. Factors that the LHC will consider include:

1. Organizational structure – Can the current corporate organizational structure support housing development activities or is there a need for a subsidiary or other organizational structure for future development? Are there operations or activities that need to be organizationally separate from housing development activities and portfolios?

2. Management structure/practices – Does the current CHDO management have the ability to manage additional development activities? Are the corporate lines of authority for development activities clear? Are policies & procedures in place governing development activities?

3. Pipeline/portfolio – What does the CHDO have as its current project pipeline and program responsibilities? Will CHDO be able to handle the additional project proposed? If the CHDO organization pursues housing development, what other activities are likely to suffer or not be able to be pursued due to the effort required for development activities? Does CHDO’s portfolio of projects/properties evidence competent management and oversight? Do the properties appear to have adequate funding?

**APPLICATION SUBMISSION**

**ORIENTATION WORKSHOP**

LHC strongly encourages, but does not require, all potential applicants to attend the 2016 Spring Affordable Housing Initiative NOFA Orientation Workshop, scheduled for **April 26, 2017, at 10:00 A.M. C.S.T.**, at the headquarters of the Louisiana Housing Corporation located at 2415 Quail Drive, Baton Rouge, Louisiana 70808. The workshop will cover the requirements of the NOFA, including how to submit applications and information necessary for a successful application submission.

**APPLICATIONS**

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

**APPLICATION FEE [Due at Application]**

1 to 4 units	\$100.00
5 to 32 units	\$1,000.00
33 to 60 units	\$1,500.00
61 to 100 units	\$2,500.00
Over 100 units	\$5,000.00

**ANALYSIS FEE**

1 to 4 units	\$100.00
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5 to 32 units	\$1,000.00
33 to 60 units	\$1,500.00
61 to 100 units	\$2,500.00
Over 100 units	\$5,000.00

**Market Analysis Fee** (\$4,500.00) will be due at the time of application and is not refundable. Should the project receive an LHC award, an award fee equal to 5% of the 4% LIHTC will be required.

### **INELIGIBLE APPLICATIONS**

Applications will be deemed ineligible if any of the following conditions exist as of May 19, 2017:

1. Any person and or entity on the federal debarred list or an organization representing such person or entity is on the list.
2. Any person and or entity that received notice that they are currently out of compliance with LHC regarding annual audits or who are in arrears with other LHC financed projects.
3. Homeownership Developments proposed by entities that currently have unsold properties funded by LHC HOME Funds.
4. Any person or entity that currently has a LHC financed project with compliance issues that are unresolved for greater than 90 days.
5. Projects previously awarded financing by LHC.

### **REQUIREMENTS AND ORDER OF SUBMISSION**

1. Submit a completed LIHTC Application with all applicable attachments and all financial commitments.
2. Submit a completed LHC Tax Exempt Bond Application. If a Bond Application is not submitted with the LIHTC application, the application may be disqualified.
3. Applicable Fees.
4. The application must be submitted in the following order and style:
  - a. Application Checklist;
  - b. Complete hardcopies of both the LIHTC and LHC Tax Exempt Bond applications with each section and attachment individually labeled and tabbed if being applied for.;and
  - c. Complete electronic copies of both the LIHTC and LHC Tax Exempt Bond applications with each section and attachment individually scanned and labeled.

**DEADLINE TO SUBMIT**

Applications must be received by the LHC, in their entirety, by no later than **4:00 P.M. C.S.T.** on **May 19, 2017.**

**WHERE TO SUBMIT**

Each proposal and accompanying documentation shall be submitted in a sealed envelope. The outside of the envelope must be address as follows:

**Louisiana Housing Corporation**

**Housing Production**

**2415 Quail Drive**

**Baton Rouge, Louisiana 70808**

**Re: 2017 Spring Affordable Housing Initiative**

**Must include: Applicant/Company Name & Return Address**

**METHODS OF SUBMISSION**

Applicants assume the risk of the delivery method chosen, including delivery via private courier or the U.S. mail. Be advised that applications arriving after the May 19, 4:00 P.M. C.S.T. application deadline, whether via personal delivery, U.S. mail, Federal Express, UPS, or other comparable method of delivery, will not be accepted for any reason.

**IMPORTANT DATES AND DEADLINES**

<b>NOFA and application published and posted to LHC website</b>	April 14, 2017, 4:30 P.M. C.S.T.
<b>2017 Spring</b>	April 24, 2017, 10:00 A.M. C.S.T.
<b>NOFA Orientation Workshop</b>	
<b>Deadline to submit written inquiries to LHC</b>	April 26, 2017, 4:30 P.M. C.S.T.
<b>Deadline for LHC to post FAQ in response to written inquires</b>	April 28, 2017, 3:30 P.M. C.S.T.
<b>Application Deadline</b>	May 19, 2017, 4:00 P.M. C.S.T.

**Award of Applications**

No later than June 2017

**Written Agreement signed by**

Within 7 days from preliminary award

**Applicant and returned to LHC**

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

Written agreements, signed by the applicants, not received by the LHC within 7 days.

**QUESTIONS AND COMMUNICATION**

LHC will consider written inquiries from applicants regarding the NOFA. Inquiries will only be considered if they are submitted in writing to HOME@lhc.la.gov by the deadline for submission of written inquiries set forth above. Inquiries shall clearly reference the section of the NOFA for which the applicant is inquiring or seeking clarification. Any and all written inquiries from applicants submitted in writing to HOME@lhc.la.gov will be deemed to require an official response.

In addition to written responses to individual inquiries, an official response to each inquiry, along with the actual inquiry, will be posted by at 3:30 P.M. C.S.T. on April 28, 2017, in the form of a Frequently Asked Questions Addendum (FAQ) at <http://www.lhc.la.gov>.

It is the sole responsibility of the applicant to inquire into and clarify any item of the NOFA that is not understood. The Corporation also reserves the right to decline to respond to any inquiry that will cause an undue burden or expense for LHC. As mentioned above, the LHC will post all inquiries with answers on its website, <http://www.lhc.la.gov>.

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

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



## DEFINITIONS

Terms not specifically defined herein have the meaning given to them in LHC's 2016 Qualified Allocation Plan (QAP) available on LHC's website at:

[http://www.lhc.la.gov/assets/Programs/Low\\_Income\\_Housing\\_Tax\\_Credit/QAP/2016/Draft2016QAP.pdf](http://www.lhc.la.gov/assets/Programs/Low_Income_Housing_Tax_Credit/QAP/2016/Draft2016QAP.pdf)

**Applicant** – An employee of the CHDO as defined in the HOME Regulations.

**CHDO Developer** - CHDO as a "developer" it is a LHC certified CHDO that (1) either owns a property and develops a project, or has a contractual obligation to a property owner to develop a project; and (2) performs all the functions typically expected of for-profit developers, and assumes all the risks and rewards associated with being the project developer.

For rental housing, the CHDO must obtain financing, and rehabilitate or construct the project. If it owns the property, the CHDO must maintain ownership and manage the project through the affordability period. If it does not own the property, the CHDO must enter into a contractual obligation with the property owner. LHC will not make a reservation of HOME Funds to a CHDO for development unless it has determined that the CHDO has staff with demonstrated development experience and the knowledge and skills necessary to undertake the project.

**Completed Projects** - Projects are considered complete only after all units identified in a single project are a 100% construction complete and occupied by an eligible tenant or sold to an eligible buyer.

**Construction Completion** - All necessary title transfer requirements and construction work have been performed; the project complies with the requirements of this part (including the property standards under § 92.251); the final drawdown of HOME Funds has been disbursed for the project.

**Corporation** – The Louisiana Housing Corporation (LHC)

Debtholder (plural debtholders) -- An owner of a financial obligation of another party a creditor.

**Delta Parishes** -- Caldwell, East Carroll, Franklin, Madison, Morehouse, Ouachita, Pointe Coupe, Richland, Tensas, and West Carroll.

**LHC** – Louisiana Housing Corporation (LHC)

**Entity/ Organization** – A legal body (non-profit; for-profit, local units of government) that will have legal ownership of the project and property before and after project completion. A developer may contract with an entity or be a part of a development team.

**Fee Simple** -- The greatest possible estate in land, wherein the owner has the right to use it, exclusively possess it, commit waste upon it, dispose of it by deed or will, and take its fruits. A fee simple represents absolute ownership of land, and therefore the owner may do whatever he or she chooses with the land. If an owner of a fee simple dies intestate, the land will descend to the heirs.

**HOME Entitlement Areas:** City of Alexandria, City of Baton Rouge and Unincorporated Areas of East Baton Rouge Parish, Houma-Terrebonne, Jefferson Parish, City of Lafayette and Unincorporated Areas of Lafayette Parish, City of Lake Charles, City of Monroe, City of New Orleans, City of Shreveport.

**Income Targeting** – Not less than 90% of the families receiving tenant based rental assistance (TBRA) are families whose annual incomes do not exceed 60% of the median family income for the area, as determined and made available by HUD with adjustments for smaller and larger families at the time of occupancy or at the time funds are invested, whichever is later or the dwelling units assisted with HOME Funds are occupied by families having such incomes.

**Permanent Supportive Housing** - Housing that is (i) safe and secure, (ii) affordable to the eligible target population (as defined under “Eligible Target Population for Permanent Supportive Housing” in this glossary, (iii) permanent, with continued occupancy as long as the eligible target population pays the rent and complies with the terms of the lease or applicable landlord/tenant laws in the State of Louisiana and (iv) linked with supportive services that are flexible and responsive to the needs of the individual, available when needed by the eligible target population and accessible where the tenant lives, if necessary.

**Project** – A site or sites together with any building (including a manufactured housing unit) or buildings located on the site(s) that are under common ownership, management, and financing and are to be assisted with HOME Funds as a single undertaking located within a 5 mile radius of each other within a single governmental entity (if located within a city, town, or other similar political subdivision then all sites must be within the same political subdivision for rental projects and within the same parish for homeownership projects. If located outside of a local jurisdiction then all sites must be within the same Parish for both rental and ownership projects. The project includes all the activities associated with the site and building.

**Responsible Entity** – Any body of general government that has jurisdiction over the area in which a project is located, and exercises authority over land use issues in that jurisdiction (24 CFR § 58.2) which may include participating jurisdictions, state recipients, or insular areas responsible for conducting environmental reviews.

**Rural Parish** – A Parish which is entirely defined by USDA as rural.

**Sponsor** – Person(s) with respect to the project concerned, having site control (evidenced by a deed, a sales contract or an option contract to acquire the property), a preliminary financial commitment, and a capable development team.

**Substandard Housing** - Any housing unit which does not satisfy the Habitability Standards and requires Substantial Rehabilitation.

**Written Agreement** – The document entered into between the LHC and the applicant for the HOME assisted units that includes, but is not limited to, the terms of funding.

## SCORING

Awarded projects are required to have a minimum score of 60 points. In addition to points requested via the LIHTC 2016 QAP, applicants may select the following additional points:

### PRESERVATION PROJECT (MAXIMUM 15 POINTS)

#### Places Never Awarded

**10 points** Points are awarded projects that are to be located in an area that has not received funding for new development of multifamily housing production within the last 10 years.

**5 points** Projects with existing HAP contracts or any other federally funded rental subsidy on at least 25% of its units.

### ABILITY TO LEVERAGE HOME FUNDS WITH LOCAL GOVERNMENTAL FUNDING

**(MAXIMUM 10 POINTS – Points will not be allowed in both this category and 2016 QAP Selection Criteria Item E. Governmental Support)**

#### Leveraging of Local Governmental Funds

**10 points** Points are awarded for projects evidencing leveraging of HOME Funds and 4% tax credits with local governmental funding or support greater than 5% of the project's development costs.

**5 points** Points are awarded for projects evidencing leveraging of HOME Funds and 4% tax credits with local governmental funding or support greater than 2% of the project's development costs.

### ALL LEVERAGING (MAXIMUM 15 POINTS)

Percentage of HOME Program Funding Relative to Total Project Costs	15 points	25% or less
	12 points	26% - 50%
	9 points	51% - 75%
	6 points	76% - 85%

**MATCH (MAXIMUM 15 POINTS)**

Developer has contributions from eligible sources that qualify as match under the HOME program. Points are awarded for the percentage of match relative to HOME funds requested.	15 points	75% or Greater
	12 points	Less than 75% but Greater/Equal to 50%.
	9 points	Less than 50% but Greater/Equal to 25%.
	6 points	Less than 25% but Greater/Equal to 12%.

**LOCATION**

Points in this section are awarded when documented by maps to sufficient scale and detail.

3 points	Points will be awarded to projects which include locations that are NOT on wetlands.
3 points	Points will be awarded to projects that are located beyond 3000 feet of a railroad.
3 points	Points will be awarded to projects located in airport noise zone contour below 65db.
3 points	Points will be awarded for projects located within 1 mile of any one (1) Community Facility. Only 3 points will be awarded. Demonstration of proximity to multiple facilities will not result in additional points. (e.g. Educational Facilities, Commercial Facilities, Health Care Facilities, Social Services, Grocery Store, Public Library, Public Transportation (shuttle services excluded), Hospital/Doctor Office or Clinic, Bank/Credit Union (must have live tellers), Post Office, Pharmacy/Drug Store, Louisiana Licensed (current) Adult/Child Day Care/After School Care).
3 points	The project will have no effect on a historic property or district.

**PROJECT READINESS & DEVELOPMENT SCHEDULE (MAXIMUM 15 POINTS)**

## **Readiness to Proceed**

**2.5 points** Points are awarded for sites that have obtained discretionary public land use approvals (obtaining building permits is not necessary to score points).

**5 points** Projects that have completed environmental clearance review.

**5 points** Project has secured an executed contract from General Contractor.

**2.5 points** Project is ready to proceed without requiring any additional development approvals.  
(must submit proof)

## **SAMPLE PRELIMINARY PLOT PLANS and ELEVATIONS (MAXIMUM 10 POINTS)**

### **Plot Plans and Elevations:**

To receive points, photos of the neighboring properties must be submitted. Neighboring properties include all properties/structures on the same block including across the street. Photos must be labeled and indicated on a block map. Applicants will receive **either** 5 or 10 points depending on the submission.

**10 points** Sample floor plans and elevations must include design features that are consistent with existing neighborhood housing stock.

**5 points** Sample schematic designs must be consistent with existing neighborhood housing stock.

## **PROJECT SERVING TENANTS AGING OUT OF FOSTER CARE (MAXIMUM 5 POINTS)**

**5 points** Project will reserve a minimum of 5% of the project's units to accommodate persons Aging out of Foster Care. A description of the supportive services tailored to meet the needs of the aforementioned tenants must be included in the submission. Applicants must evidence in the project's financials the ability to provide rental subsidies throughout the affordability period and the cost of related supportive services.

## **PROJECT COST CONTAINMENT (MAXIMUM 5 POINTS)**

**Cost Containment 5 points** Project Costs at or below the 2016 QAP per unit total development costs.

## **DEMONSTRATED NEED**

**Demonstrated Need (Maximum 12 Points)**

Home Value    **4 points**                      Projects will receive 4 points for being located in a town where the median housing value, as listed in the 2010-2014 American Community Survey 5-Year Profiles, is \$45,000 or less

Income        **4 points**                      Projects will receive 4 points for being located in a town where household median income, as listed in the 2010-2014 American Community Survey 5-Year Profiles, is \$22,500 per year or less.

Poverty        4 points                      Projects will receive 4 points for being located in a town with a poverty rate, as listed in the 2010-2014 American Community Survey 5-Year Profiles, of 50% or more.

To receive credit for any of the three criteria above applicants must print out the information from the 2010-2014 American Community Survey 5-Year Profiles. This can be accessed by going to the following link <http://www.census.gov/quickfacts/table/PST045215/22> and entering the town's name, followed by Louisiana, in the search box.