

LOUISIANA HOUSING CORPORATION

CHDO Single Acquisition Rehabilitation Program

RELEASE DATE:

May 7, 2019

The Louisiana Housing Corporation (LHC, Corporation, or Agency) hereby initiates this CHDO Single Acquisition Rehabilitation (CSAR) Program for the preliminary commitment of at least three million dollars of HOME Investment Partnership Program Funds (HOME Funds).

Under CSAR the LHC will receive applications for existing State designated Community Housing Development Organizations (CHDOs) on an open noncompetitive basis. No less than **three million dollars** will be made available through the CSAR Program with a maximum award of two hundred thousand **dollars**. Applications will be processed and awards made until the funds are exhausted. Projects will be considered on a first come first served basis with “first come” being defined as a complete application inclusive of information necessary for LHC staff to accurately underwrite the project. This may include information not listed in the original packet which is identified during review. Potential applicants are strongly encouraged to discuss project proposals with LHC staff in order to ensure that they are in furtherance LHC goals. The LHC reserves the sole right to approve or reject any and all applications on such basis as it deems to be in its best interest.

Eligible Applicants

The only eligible applicants under the CSAR program are current State Certified CHDOs. To qualify for assistance under the program a housing development organization will have to:

1. Have not more than two projects that at the time of application do not meet the definition of a completed project as defined in this document.

Required Documentation

1. Complete LHC Application;
2. Appraisal (Must include both a before and as-built value);
3. Market Study or Analysis;
4. Part 58 Environmental with all required backup (if the applicant elects to undertake the part 58 process); and
5. Phase I Environmental Study, if required (Phase I reports are not required for single actions by HUD unless during the investigation to compile the environmental review record (ERR) something is identified that would trigger that requirement's applicability).

CHDO SINGLE ACQUISITION REHABILITATION (CSAR) PROGRAM

FACT SHEET

| | |
|-----------------------------------|--|
| Source | HOME |
| Total Available | \$3,000,000.00 |
| Per Project Funding Limit | \$200,000.00 |
| Maximum Rehab Amount | Not greater than 40% of the after rehab value |
| Application Deadline | Open |
| Per Project Number of Units | 1 |
| Limit on Number of CSAR Projects | 1 open project per CHDO per 12-month period. The 12-month period begins upon award of project. No application will be considered while a previous CSAR project is still open. |
| Eligible Area | Statewide |
| Eligible Applicant | State Certified Community Housing Development Organizations (CHDOs) |
| Homeownership Development | Yes |
| Rental Development | No |
| Affordability Period | 15 Years |
| Type of Deed Restriction | Resale |
| Qualifying Project | Limited to a maximum of 1 Year |
| Affordability Period Rental | N/A |
| Assistance Type | Construction Loans |
| Interest Rate Rental | 0% |
| Term | Construction Period |
| Eligible Beneficiaries | <=80% AMI households |
| Eligible Activities | Acquisition, Rehabilitation of existing single family housing |
| Environmental Review Requirements | A Part 58 Environmental Review is required. A Phase I is required if during the investigation to compile the environmental review record (ERR) for the Part 58 something is identified that would trigger that requirement's applicability. |
| Davis-Bacon | Not Applicable |

| | |
|---------------------|---------------------------------|
| Proceeds Reuse Plan | Required to retain the proceeds |
|---------------------|---------------------------------|

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. Applicants must provide the required performance bond or provide proof of minimum financial requirements at start of construction.
2. Multiple environmental issues may cause the award of HOME Funds to be canceled.
3. Projects involving the relocation of tenants must include in the application submittal a relocation plan and evidence in the project's Sources and Uses the costs associated with relocation of tenants. Applicants must provide a copy of the HUD required General Information Notice Application package. The budget for relocation must be included in the application and the expected cost must be reasonable.
4. Projects shall prove that water and sewer services will be provided upon completion by submitting the following:
 - a. Letter from the local service provider; or
 - b. Architectural submission.

Eligible Projects:

Homeownership Development – Funds may be used to pay eligible costs associated acquisition and rehabilitation of one existing single family home for the sole purpose of resale to a low income household. Each CSAR project is restricted to a single unit of homeownership development and may not be a part of any larger project either funded by LHC or privately. New construction is not allowed under the CSAR Program. Each CHDO is restricted to one CSAR project per year.

Underwriting Standards:

Sale:

Sale price cannot exceed the lesser of the appraised value or the HOME/Housing Trust Fund Sale Price Limit for the year in which the project is originally funded.

Appraised Value cannot exceed the HOME/Housing Trust Fund Sale Price Limit for the year in which the project is originally funded.

Area of Demonstrated Need – An Area of Demonstrated Need is one that is located in a Qualified Census Tract, has a shortage of standard affordable housing units available for 80% AMI households and meets at least two of the following three criteria:

1. Housing value at or below 50% of the State average.
2. Median Household Income at or below 65% of the State Average.
3. A Poverty Rate at or above 1.5 times the state average.

The LHC has determined areas that meet the qualification and includes them in the application. No other areas will be considered.

For Areas of Demonstrated Need ONLY the following definition applies:

Areas of Demonstrated Need Development Subsidy – Funds may be left in the project to provide a development subsidy when the total cost to develop the housing unit exceeds the lesser of the appraised value or the HOME/Housing Trust Fund Sale Price Limit for the year in which the project is originally funded. The amount of the development subsidy is the difference between the actual total cost to construct (TDC) and the sale price. For Areas of Demonstrated Need LHC is waiving the maximum development subsidy. LHC will allow whatever amount is necessary to produce affordable modest housing. The development subsidy will not exceed the difference between the appraised value and the TDC. HOME funds cannot be used solely for development subsidy. Given the relaxed underwriting standards LHC may, at its sole option, require additional restrictions on the projects undertaken in an Area of Demonstrated Need. Such restriction may include but are not limited to requiring units to be pre-sold prior to the start of construction. Any additional restriction will be detailed in the Conditional Award and/or the Regulatory Agreement.

Construction Financing -- HOME funds may be requested to provide 100 percent of the acquisition and rehabilitation financing needed for a project. Up to \$40,000 of HOME may be used to assist home buyers in direct subsidy. However, the HUD HOME Final Rule prohibits over-subsidizing a property.

Development Subsidy – Funds may be left in the project to provide a development subsidy when the total cost to develop the homes exceeds the lesser of the appraised value or the HOME/Housing Trust Fund Sale Price Limit for the year in which the project is originally funded. The amount of the development subsidy is the difference between the actual total cost to construct and the sale price. The Development Subsidy cannot exceed forty percent (40%) of the HOME and Housing Trust Fund Homeownership Sales Price Limits for existing homes.

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.

Minimum Front End Ratio -- LHC has established a minimum front-end ratio of 20 percent (minimum PITI to gross monthly income cannot be less than 20 percent) to ensure the household is only receiving enough LHC assistance to complete the transaction and is not being over-subsidized. Based on its review, LHC may require the applicant to decrease the amount of LHC assistance and increase the amount of borrowed funds. If the review indicates that the household is being provided housing that is excessive in size or amenities, LHC may also require the applicant to reduce the size and scope of the project to provide more suitable housing as it relates to the household's current needs. **The goal of the HOME program is to assist low-income persons to obtain safe, quality, and affordable housing that meets their basic housing needs.**

Homebuyer Subsidy – Funds may be left in the project to provide a homebuyer subsidy when the established sale results in a note to the buyer that exceeds thirty percent of the purchaser adjusted household income. The amount of the homebuyer subsidy may not exceed the actual amount necessary to bring the note to thirty of household income. The homebuyer subsidy when combined with the development subsidy cannot exceed forty percent of the sale price. Up to \$40,000 of HOME may be used to assist home buyers in direct subsidy. However, the HUD HOME Final Rule prohibits over-subsidizing a property. Therefore, the homebuyer subsidy must not result in a front end ratio that is less than that required by this program.

Conversion to Rental – If, for any reason, homeownership units completed under the CSAR Program are not sold to qualified buyers within Nine months they must be converted to permanent rental housing and fully initially leased to eligible renters within eighteen months. Any units that do not meet the deadlines above must repay the LHC assistance provided.

Alternative Market Analysis: The Market Analysis must indicate that the homeownership units can reasonably be expected to be sold in nine months following completion of construction. Therefore, for the CSAR Program if a unit is pre-sold no market study is required. If a CSAR unit is not pre-sold, then the only requirement is that the average time on the market for comparable homes in the same neighborhood must be less than 9 months.

Assisted Units – All units acquired and/or rehabilitated under the CSAR program are considered as HOME assisted units.

Cost Reasonableness Analysis – A Cost Reasonableness Analysis is performed on all projects by the LHC Construction Department using information provided and RS Means costing data. The cost of construction submitted by the applicant must fall within twenty percent of the cost obtained by the LHC staff for the project to be considered as cost reasonable. For projects not deemed as cost reasonable to be funded they must either be redesigned or the construction must be competitively bid through a public bid process. In no case will the LHC provide per unit funding in excess of the HUD 234 limits for elevator type projects.

Construction Contingency -- LHC will allow applicants to incorporate up to 10 percent of the total development cost to be used as a construction contingency. However, if a construction contingency is added to the cost estimate, it should not be considered an automatic project cost. Construction

contingency is designed to help applicants pay for unforeseen cost overages. If LHC funds are budgeted for construction contingency, the applicant must seek approval from their assigned project representative prior to accessing these funds. If the amount budgeted for construction contingency on a particular unit is insufficient to meet the cost overage, **the applicant must then use their developer fee to meet these costs before requesting additional funds from LHC.** For rehabilitation projects that are ineligible to receive a HOME developer fee, if the amount budgeted for construction contingency on a particular unit is insufficient to meet the cost overage, the applicant must then use funds from other sources to meet these costs.

Developer Fee - Any profit, fee or income realized by the Developer in connection with the development of the project as specified in a GAAP Audit and which satisfy the Developer Fee Terms. The Developer Fee may not exceed 15% of the Developer Fee Basis. Developer Fee will be paid 50% at completion of construction and 50% once all HOME units have been occupied by eligible households.

Developer Fee Base - The Development Costs of a Project reduced by (i) any Acquisition Costs, (ii) any Land Costs, (iii) any payments deemed lease payments for self-owned equipment, (iv) any payments to related persons or to persons with an identity of interest to the Developer, and (v) any Developer Fees (including Builder Profit and Overhead when there is an identity of interest between the Builder and the Developer).

Eligible Areas – All areas of the state or eligible under the CSAR program.

Environmental Clearance – All projects must complete the appropriate part of 24 CFR Part 58 and receive an Authority to Use Grant Funds prior to commencing work.

Financial Commitments – Other funding must be backed up with firm enforceable financial commitments at the time of application.

Identity of Interest – An identity of interest is construed to exist when:

1. There is any financial interest of the Developer or Owner in the Builder or any financial interest of the Builder in the Developer or Owner.
2. Any officer, director or stockholder or partner of the Developer or Owner who is also an officer, director or stockholder or partner of the Builder.
3. Any officer, director, stockholder or partner of the Developer or Owner has any financial interest in the Builder; or any officer, director, stockholder or partner of the Builder has any financial interest in the Developer or Owner.
4. The Developer or Owner advances any funds to the Builder.
5. The Developer or Owner supplies and pays, on behalf of the Builder, the cost of any architectural services or engineering services other than those of a surveyor, general superintendent, or engineer employed by a Developer or Owner in connection with its obligations under the construction contract.

6. The Developer or Owner takes stock or any interest in the Builder compensation as consideration of payment.
7. There exists or comes into being any side deals, arrangements, contracts or undertakings entered into or contemplated, thereby altering, amending, or canceling any of the required closing documents, except as approved by the LHC or the Corporation.
8. Any relationship (e.g., family) existing which would give the Builder or Developer or Owner control or influence over the price of the contract or the price paid to any subcontractor, material supplier or lessor of equipment.
9. Any member of the Development Team advances any funds to the Developer or Owner at any point prior to an allocation.

For purposes of determining an identity of interest between parties not identified in (i) through (ix), such parties will be identified as either the Developer and Owner or the Contractor as appropriate to establish the identity of interest.

The Corporation may reduce any allowable costs where an Identity of Interest has been found among the parties to transactions involving the sale, development and/or operation of the project.

Market Study – All projects require a Market Study to ensure that there is sufficient demand for the project that all units produced can reasonably be expected to be sold to qualified buyers within nine months of the completion of construction. The study is commissioned by LHC and paid for by the developer. Fees for the Market Study are due at application. A less formal Alternative Market Analysis may be done by LHC when appropriate in lieu of the Market Study. Requirements for the Alternative Market Analysis are detailed above.

Maximum Award – The maximum award under the CSAR Program cannot exceed \$200,000.

Maximum LHC Participation – LHC will allow up to the full cost of a CSAR project to be borne by the CSAR Program. Since HUD HOME Regulations require that a PJ must not invest any more HOME funds, alone or in combination with other governmental assistance, than is necessary to provide quality affordable housing that is financially viable for a reasonable period (at minimum, the period of affordability in §92.252 or §92.254) and that will not provide a profit or return on the owner's or developer's investment that exceeds the participating jurisdiction's established standards for the size, type, and complexity of the project. LHC has determined that a project will meet these criteria when:

1. A home is acquired and renovated that meets the definition of “modest housing”, and;
2. Requires renovation, rehabilitation or updating to bring the project up to local standards and;
3. The necessary renovation, rehabilitation or updating does not result in an equal or greater increase in value, and;
4. The project will require a development subsidy, affordability subsidy or both to be affordable to a buyer at 65% of AMI, and;
5. The developer fee earned by the CHDO does not exceed the larger of 10% of the total

development cost or 15% of the Developer Fee basis.

Type of Assistance - CSAR funds provided for homeownership development must be repaid through the proceeds of the sale of the housing units at the time of closing absent an approved CHDO proceeds reuse plan when applicable.

FINANCIAL SUSTAINABILITY

Applicants unable or unwilling to provide the required information below will not be funded under the CSAR Program

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 Fund 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 ten percent of the applied for HOME Fund Loan. Applicants must provide proof through submittal of certified audited financials.

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 cancelation of the project and the recapture of all awarded funds.

Plans and Specifications – Applicants must submit complete set of plans and specifications for review by the LHC Construction Department. The Construction Department will use the plans and specifications along with other information submitted with the application to perform a Cost Reasonableness Analysis.

Site Control – Applicants must have site control at the time of application. Site control can be evidenced by a deed, a sales contract, or an option contract to acquire the property. Prior to drawing down any funds ownership of the property must be transferred to the development.

Eligible Costs

CSAR funds may be used to pay the following eligible costs:

1. Development hard costs. Development hard costs are the actual cost of rehabilitating housing. These costs include but are not necessarily limited to the following:
 - a. Rehabilitation, costs to meet the property standards for rehabilitation projects in §92.251;
 - b. Projects, costs:

- ii. To make utility connections including off-site connections from the property line to the adjacent street; and
 - iii. To make improvements to the project site that are in keeping with improvements of surrounding, standard projects. Site improvements may include on-site roads and sewer and water lines necessary to the development of the project. The project site is the property, owned by the project owner, upon which the project is located.
- c. Acquisition costs. Costs of acquiring improved real property, including acquisition by homebuyers is eligible, however, **property acquired prior to receipt of CSAR Project funding is not an eligible cost to the program.**
- h. Related soft costs. Other reasonable and necessary costs incurred by the owner or participating jurisdiction and associated with the financing, or development (or both) of new construction, rehabilitation or acquisition of housing assisted with HOME funds. These costs include, but are not limited to:
 - i. Architectural, engineering, or related professional services required to prepare plans, drawings, specifications, or work write-ups. The costs may be paid if they were incurred not more than 24 months before the date that HOME funds are committed to the project and the participating jurisdiction expressly permits HOME funds to be used to pay the costs in the written agreement committing the funds.
 - ii. Costs to process and settle the financing for a project, such as private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorney's fees, private appraisal fees and fees for an independent cost estimate, builders or developers fees.
- i. Costs of a project audit, including certification of costs performed by a certified public accountant, that the participating jurisdiction may require with respect to the development of the project.
- j. Costs to provide information services such as affirmative marketing and fair housing information to prospective homeowners and tenants as required by §92.351.
- k. Costs for the payment of impact fees that are charged for all projects within a jurisdiction.
- l. Costs of environmental review and release of funds in accordance with 24 CFR part 58 which are directly related to the project.
- m. Construction/Rehabilitation costs must be included as a budgeted item and approval must be drawn on a pari passu basis with other permanent sources.
- o. This is a cost reimbursement loan. HOME Funds awarded under this CSAR Program will only reimburse costs incurred to develop a project. No HOME Funds will be advanced to a project cost unless

the electronic FUND Requisition Form with back-up invoices and receipts and invoices is submitted and approved. No funds will be dispersed until all funding commitments and agreements are signed and environmental conditions are satisfied.

Ineligible Costs

1. CSAR Funds cannot be used to purchase land from a person or person within an entity that has an identity of interest with the applicant.
2. 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.
3. CSAR Funds may not be used for development, operations or modernization of public housing financed under the 1973 Act (Public Housing Capital and Operating Funds).
4. Cost of acquiring land that was purchased prior to the receipt of CSAR Project funding.

Terminated projects - An assisted project that is terminated before completion, either voluntarily or involuntarily, constitutes an ineligible activity, and the developer must repay any LHC funds invested in the project to the LHC.

Regulatory Authority and Requirements:

All applications under the CSAR Program are governed by the 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 the CSAR Program.

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.

The CSAR Program 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 one thousand dollars. 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.

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.

APPLICATION SUBMISSION:

APPLICATIONS

The CSAR Program 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 the CSAR. 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 the CSAR Program. Any such revisions will be formalized by the issuance of an amendment to the CSAR Program.

Fees

The following fees are due at the time of application:

INELIGIBLE APPLICATIONS

Applications will be deemed ineligible if any of the following conditions exist at the time of application submission:

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 ninety days.
5. Two or more projects previously awarded financing by LHC that are currently incomplete.

REQUIREMENTS AND ORDER OF SUBMISSION

1. Submit one original and one copy of the application along with one electronic copy (USB flash

drive) including all required attachments and documentation individually scanned and attached. The USB flash drive shall contain the application in Microsoft Excel format (2007 Version or above) and all required attachments and documentation for the application in Adobe .pdf format.

2. Applicable fees stated above.
3. The application must be submitted in the following order and style:
 - a. Application Checklist;
 - b. Complete hardcopies of application with each section and attachment individually labeled and tabbed; and
 - c. Complete electronic copy the application with each section and attachment individually scanned and labeled. Application and attachments on USB flash drive shall contain be in Microsoft Excel format (2007 Version or above) and all required attachments in Adobe .pdf format.

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: The CSAR Program

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.

QUESTIONS AND COMMUNICATION

LHC will consider written inquiries from applicants regarding the CSAR Program. Inquiries will only be considered if they are **submitted in writing to HOME@lhc.la.gov** Inquiries shall clearly reference the section of the CSAR Program 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.

It is the sole responsibility of the applicant to inquire into and clarify any item of the CSAR Program 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.

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

Definitions:

Applicant – The organization chartered and domiciled in Louisiana that has complete control of project and either has control of a property on which they will develop a project, or has a contractual obligation to a property owner to develop a project; and performs all the functions typically expected of for nonprofit developers, and assumes all the risks and rewards associated with being the project developer.

Completed Projects - Projects are considered complete only after all units identified in a single project are a one hundred percent construction complete and 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 – Louisiana Housing Corporation

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 five 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.

Shall, Must, Will – Mandatory language denoting required action per Louisiana Revised Statute 39:1556(24); a requirement that must be met without alteration.

Should, Can, May – Non-mandatory language denoting desirable, advisable or permissible action.

Single Family Housing -- means a one-to four-family residence, condominium unit, cooperative unit, combination of manufactured housing and lot, or manufactured housing lot.

Submitted Application – Since the CHAAP program has no deadline for submission, LHC has determined that an application will be considered as **“officially submitted”** only when all items listed as “Required” on the Checklist and Application Order tab have been completed accurately and turned in to LHC. At that point the “Application Date” on the “Primary Input” tab will be changed to reflect the actual date of an accurately completed application submission. All time prior to an official “Submitted Application” is to be considered

as Technical Assistance (TA). If a “Submitted Application” does not pass final underwriting as it is submitted, it will be returned to the applicant and marked as “Rejected; Failed Underwriting.” Since there is no deadline for submission, an applicant may re-work the application and re-submit. A re-submitted application will be reviewed using the same process described above with a new “Application Date” based on when the re-submitted application is deemed complete.

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.