



**Louisiana Housing**  
Corporation

**LOUISIANA HOUSING CORPORATION**

**NOTICE OF FUNDING AVAILABILITY**

**LOUISIANA NEIGHBORHOOD LANDLORD RENTAL PROGRAM**

**PHASE 2**

**RELEASE DATE: November 6, 2019**

# I. GENERAL AND ADMINISTRATIVE INFORMATION

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The purposes of the Louisiana Neighborhood Landlord Rental Program Phase II (“**NLRP2 Initiative**”) are:

- To repair damaged housing stock in Eligible Parishes that will be made available at affordable rents for households at or below eighty percent (80%) or area median income (“**AMI**”);
- To produce affordable residential rental housing units outside of a Special Flood Hazard Area (**SFHA**);
- To revitalize communities damaged by the Great Floods of 2016 by eliminating the blight of vacant properties in order to increase the availability of affordable rental housing for households at or below eighty percent (80%) AMI; and
- To implement the NLRP2 Initiative in a manner that (i) engages Lenders who commit to new construction and/or renovation financing for residential rental properties located in Eligible Parishes, (ii) is most efficient and cost-effective throughout the Eligible Parishes, and (iii) is low-risk to developers (“**Eligible Borrowers**”) who submit Applications thereby ensuring that the budgeted Take-out Funds for residential rental housing units under the NLRP2 Initiative construct and repair the maximum number of affordable residential rental housing properties in one of the FEMA Disaster Declared Parishes or one of the HUD Designated Most Impacted Parishes (“**Eligible Parishes**”) as a result of the Great Floods of 2016; provided that properties located in HUD Designated Most Impacted Parishes (“**Priority Eligible Parishes**”) will receive priority awards of Take-out Funds.
- Under the NLRP2, the Louisiana Housing Corporation (“**LHC**”) will accept an application (“**Application**”) from an Eligible Borrower who will construct new residential rental housing units (“**New Units**”) or will renovate vacant residential rental housing units (“**Existing Units**”) in a project that will not exceed four (4) residential qualified dwelling housing units (“**Qualified Project**”).
- An Eligible Applicant either must partner with a pre-qualified commercial lender (“**Lender**”) that provides the Applicant a commitment contingent upon receipt of a NLRP2 loan which will be included in the Application to provide the Eligible Borrower mortgage lien construction financing (“**Construction Loan**”) of a Qualified Project or must fully fund all development costs of the Qualified Project with the Borrower’s own funds.

## A. IMPORTANT DATES AND DEADLINES

The NLRP2 Initiative will follow the timeline below:

Date	Event
11/06/19	Notice of Funding Availability (NOFA) published Question/comment period opens
	Technical Assistance Workshops
11/13/19 5:30pm – 7:30pm	Baton Rouge, LA      Louisiana Housing Corporation 2415 Quail Drive Baton Rouge, LA 70808
11/18/19 2:00 – 4:00pm	Alexandria, LA      Rapides Parish Library – Libuse Branch 6375 Hwy 28 E Pineville, LA 71303
11/25/19 3:00pm – 5:00pm	Lake Charles, LA      Calcasieu Parish Library-Carnegie Memorial Branch 411 Pujo Street Lake Charles, LA 70601
12/4/19 3:00pm - 5:00pm	Shreveport, LA      Shreveport Memorial Library-Atkins Branch 3704 Greenwood Road Shreveport, LA 71109
12/5/19 3:00pm – 5:00pm	Monroe, LA      Ouachita Parish Library-Main Branch 1800 Stubbs Avenue Monroe, LA 71201
12/09/19	Questions/ comments must be submitted by 4:30 PM on this date
12/16/19	NLRP II Webinars posted on the LHC website
12/16/19	Application intake period begins
12/16/19	Frequently Asked Questions (FAQ) responses posted
01/24/20	Application intake deadline. Applications must be submitted by 4:30 PM on this date.
01/31/20	Commitment Letters issued continuously after this date based on prioritization

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

## B. QUESTIONS AND COMMUNICATION

LHC will consider inquiries from Applicants regarding the NLRP2 Initiative. Inquiries will only be considered if they are submitted by the deadline for submission of inquiries – **December 09, 2019 by 4:30pm**. All written inquiries must be submitted to [nlrp@lhc.la.gov](mailto:nlrp@lhc.la.gov). Applicants who do not have access to email or are unable to use the internet, may submit inquiries by calling the NLRP comment line at: (225) 763-8860. Inquiries shall clearly reference the section of the NLRP2 Initiative for which the Applicant is inquiring or seeking clarification. Any and all inquiries from Applicants submitted by the above deadline 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 NLRP2 Initiative that is not understood. The Corporation reserves the right to decline to respond to any inquiry that will cause an undue burden or expense for LHC.

## C. BLACKOUT PERIOD

It is the strict policy of the LHC that prospective respondents to the NLRP2 Initiative 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. This blackout period will be in effect during the time of the active application intake period from December 16, 2019 to January 29, 2020. 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.

## D. METHOD AND ORDER OF APPLICATION SUBMISSION

The application can be located and submitted online at [www.lhc.la.gov](http://www.lhc.la.gov) (the LHC website) via the Louisiana Neighborhood Landlord Rental Program Phase II Application. Applications must be received no later than **January 24, 2020 at 4:30 p.m.** Applications must be complete upon submission.

If an Applicant is unable to submit the application online, the Applicant may submit the application by mail or in person via hand delivery to the LHC. Paper applications must include all required supporting documents. All applications and documents should be mailed or hand delivered to the following address:

Louisiana Housing Corporation  
Housing Production/Disaster Recovery  
2415 Quail Drive  
Baton Rouge, Louisiana 70808  
Re: The NLRP2 Initiative  
Must include: Applicant/Company Name & Return Address

Applicants mailing or hand delivering their applications should allow sufficient mail delivery time to ensure receipt of their applications by the date and time specified above. Applicants assume the risk of the delivery method chosen, including delivery via private courier or the U.S. mail.

## II. Program Requirements

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### A. ELIGIBILITY

#### **Eligible Borrower**

An Eligible Borrower may be one of the following entities:

- Community Housing Development Organization (“**CHDO**”)
- 501(c)(3) or 501(c)(4) Not-For-Profit Organization (“**NPO**”) with a board approved mission to further affordable housing, or demonstrated through the NPO by-laws mission statement.
- Local Public Housing Authority (“**PHA**”)
- A local development agency (“**LDA**”) that is not a parish or municipality
- A private for-profit property owner (“**Residential Rental Property Owner**”) whose unit sustained damage due the Great Floods of 2016.

#### **New Construction Financing Available Only to Nonprofit Borrowers**

Applications involving the construction of New Units may only be submitted by an Eligible Borrower which is a CHDO, NPO, PHA or LDA.

#### **Qualified Project**

A project not in excess of four (4) residential housing units located in an “**Eligible Parish**” and in which each residential housing unit is a Qualified Dwelling Unit (“**Unit**”) on a site with any building (including a manufactured housing unit) or buildings located on the site that are under common ownership, management, and financing and are to be assisted with CDBG Funds as a single undertaking 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.)

#### **Geographic Location of Qualified Project**

The Qualified Project must be located in one of the FEMA Disaster Declared Parishes or one of the HUD Designated Most Impacted Parishes (“**Eligible Parish**”) as a result of the March 2016 and August 2016 Severe Storms and Flooding. Those Parishes are as follows:

- Acadia, Allen, Ascension, Avoyelles, Beauregard, Bienville, Bossier, Caddo, Calcasieu, Caldwell, Catahoula, Claiborne, De Soto, East Carroll, East Baton Rouge, East Feliciana, Evangeline, Franklin, Grant, Iberia, Iberville, Jackson, Jefferson Davis, Lafayette, LaSalle, Lincoln, Livingston, Madison, Morehouse, Natchitoches, Ouachita, Pointe Coupee, Rapides, Red River, Richland,

Sabine, St. Helena, St. James, St. Landry, St. Martin, St. Tammany, Tangipahoa, Union, Vermilion, Vernon, Washington, Webster, West Baton Rouge, West Carroll, West Feliciana and Winn Parish.

The most impacted and distressed Parishes are:

- Ascension, East Baton Rouge, Lafayette, Livingston, Ouachita, Tangipahoa, Acadia, Vermilion, Washington, and St. Tammany.

### **Proximity of Qualified Dwelling Units in a Qualified Project**

The Qualified Dwelling Units in a Qualified Project can be one 4-unit structure or four 1-unit structures or any combination in between. The Qualified Dwelling Units for new construction must be located on the same site or lot. For example, four (4) single family homes can be built next to each other or (2) double-unit homes, etc.

The Qualified Dwelling Units for rehabilitation projects can be either located on the same site or can be located on scattered sites. For proposed Qualified Projects that involve the rehabilitation of scattered Qualified Dwelling Units, the units must be more than 2,000 feet apart. For example, a for-profit borrower may seek to rehabilitate four (4) single family homes that are located in an eligible parish but are not located next to each other on the same site or lot. This action is allowable if each single family home is located more than 2,000 feet away from the other.

Borrowers may submit up to three (3) Qualified Project applications with a maximum of four (4) qualified dwelling units per application. The site of each Qualified Project must be more than 2,000 feet from any other proposed Qualified Project. For example, a CHDO could make three (3) separate applications proposing to build a 4-unit structure in each application. Those 4-unit structures would have to be located more than 2,000 feet from each other.

### **Qualified Project Ownership Requirements by Eligible Borrowers**

Nonprofit Ownership at NOFA Publication: Qualified Projects submitted by an Eligible Borrower which is a CHDO, NPO, PHA, or LDA must provide evidence of an executed ground lease or evidence of ownership by the CHDO, NPO, PHA or LDA as of the date that the NOFA is published.

Ownership of Qualified Project by Eligible Borrower Other Than Nonprofit: Qualified Projects submitted by Eligible Borrowers that are neither a CHDO, NPO, PHA nor a LDA must have been owned by such Borrower prior to or on the date of the Great Floods of 2016 and had to have sustained flood related damages, based upon the parish affected by one or both of the floods identified by DR-4263 or DR-4277 in which FEMA Individual Assistance was approved as follows:

- (i) DR-4263: March 08, 2016
- (ii) DR-4277: August 11, 2016

### **Proposed Transfers in Ownership to a Qualified Project by a CHDO, NPO, PHA, or LDA**

Title to the Qualified Project submitted by a CHDO, NPO, PHA, or LDA must remain in the name of the Borrower CHDO, NPO, PHA, or LDA until the end of the awards process up to and including execution of

the closing documents of the NLRP2 program. Any requests to change the ownership of a Qualified Project to a valid non-profit subsidiary LLC, must be submitted to the LHC in writing. The LHC will consider requests for transfer on a case-by-case basis. The LHC has sole discretion in determining if the transfer is allowable. If a transfer is approved, the original awardee [CHDO, NPO, PHA, or LDA] and the non-profit subsidiary LLC shall execute an “Assignment and Assumption Agreement” which will hold the non-profit subsidiary LLC to the same terms and conditions of the funding and closing documents of the NLRP2 that was agreed to by the parent corporation [CHDO, NPO, PHA, or LDA].

LHC will also have the sole discretion to approve if the non-profit subsidiary LLC is valid for the purposes of ownership of the property and affordability requirements. To be a valid non-profit subsidiary LLC, the LLC must have the non-profit corporation as its sole member and the LLC’s management shall only be permitted to engage in activities permitted of the parent 501c3 Corporation. The LLC must be controlled by the parent non-profit corporation’s same directors and officers. The LLC’s Operating Agreement must specify that the LLC cannot violate the bylaws or restrictions of its parent 501c3 corporation. The LLC must have clear separate accounts and capital apart from the parent non-profit corporation.

### **NLRP2 Application and Documents Required for Application Processing**

NLRP2 Application and other Documents and Proceedings required for application processing and scoring are identified in the appendices of this NOFA as **Appendix A**.

## **B. PROPERTY ELIGIBILITY REQUIREMENTS**

### **Property Eligibility Requirements**

To be eligible under the NLRP2 Initiative, a property must be a residential rental property to be repaired, reconstructed or newly constructed and satisfy each of the following criteria:

- Must be a residential rental structure with not-to-exceed 4 qualified dwelling units. Properties with more than 4 units contained within a single structure are not eligible under the Program;
- Must be site-built, modular or manufactured home;
- Must be located in one of the Eligible Parishes; and
- Must complete an environmental review.

The Qualified Project must be outside of a Special Flood Hazard Area (**SFHA**).

### **Construction Contractor and Fixed Price Construction Contract**

Borrowers must submit with each Application a fixed price construction quote with a Louisiana licensed contractor (“Contractor”) who will construct New Units or renovate Existing Units in a Qualified Project at a not-to-exceed fixed contract price. A construction contingency of not more than 10% (“Contingency”) may be included in each Approved Budget but such Contingency may not be used during construction or renovation without the express written approval of the Lender and the LHC.

Borrowers who would like to perform the construction of the qualified project themselves must also provide two bids from a Louisiana Licensed Contractor, in addition to their own bid to perform the same services. The bids to self-perform must be submitted on a line item basis, and the Borrower will be prohibited from

earning profit and overhead on their self-performed bid scope. Borrowers who elect to perform the construction of the qualified project must carry a valid Louisiana Contractor License.

### **Vacancy Requirement**

In order to be eligible for the NLRP2 Initiative, all the units contained in the Application must have been vacant by February 14, 2017. A landlord may not intentionally displace a tenant prior to application to the NLRP2 Initiative in order to be able to apply to the program.

## **C. AFFORDABILITY REQUIREMENTS**

### **Period of Affordability**

The NLRP2 Initiative requires Qualified Households to occupy the residential housing units in a Qualified Project on and after the Conversion Date for period of five (5) complete calendar years (“**Affordability Period**”). The Affordability Period and percentage of AMI for each Qualified Household in a Qualified Project will be specified in the Take-out Commitment and the Permanent Loan Documents as of the Conversion Date. This date will normally reflect five (5) years after the initial lease up by a qualified tenant.

### **Occupancy Requirements During Period of Affordability**

1. Occupancy Requirements for Completed Units: All residential housing units following completion must be occupied by households (“**Qualified Households**”) at or below eighty percent (“80%”) of area median income (“**AMI**”). For NPOs this will be the standard unless elected for increased set aside by NPO’s to households at or below (“50%”).

### **Listing of Qualified Projects on LHC Website**

Eligible Borrowers must list each Qualified Project on the LHC search website at: [LaHousingSearch.org](http://LaHousingSearch.org).

## **D. LIMITS OF AWARDS FOR PROJECTS**

The NLRP2 will have a total amount of nine million four hundred sixty six thousand, three hundred and twenty-five dollars (\$9,466,325) allocated for projects under the program. Awards will be made to qualifying Borrowers with preference given to for-profit Borrowers that were property owners at the time of the Great Floods of 2016.

### **Maximum Award**

The maximum amount of NLRP2 Initiative funding is based on the number of units in each building. Final award will be the lesser of the cost of construction or other limits that may be set by the NLRP2 Initiative program guidelines and procedures. The maximum NLRP2 funding allowed by unit type is:



<b>NUMBER OF QUALIFIED DWELLING UNITS PER BUILDING</b>	<b>MAXIMUM NLRP2 TAKE-OUT ASSISTANCE</b>
1 Unit	\$150,000
2 Units	\$250,000
3 Units	\$315,000
4 Units	\$375,000

### **Maximum NLRP2 Assistance**

A private for-profit property owner (“**Residential Rental Property Owner**”) NPO, CHDO, PHA and LDA may apply for assistance not exceeding six hundred thousand dollars (\$600,000) under multiple loans and no Borrower may submit more than three (3) Complete Applications of four (4) qualified dwelling units per application.

### **Maximum Award Take Out**

LHC will only fund Take-out Assistance on the Conversion Date in an amount not exceeding the aggregate advances on a Construction Loan plus accrued interest to the conversion date. A private for-profit owner will be allowed up to 8 months of accrued interim construction interest from the date of the notice to proceed awarded to them by the program. NPO’s, CHDO’s, PHA’s and LDA’s will be allowed up to 10 months of accrued interim construction interest from the date of the notice to proceed awarded to them by the program. Contingency of (10%) will not be included in the Permanent Loan if not used as approved in writing by the LHC during construction. Change orders will be reviewed and approved only on an as needed basis. No change order should be undertaken unless there has been expressed written concurrence by the LHC.

### **Eligible Costs**

The following constitute Eligible Costs:

- Development hard costs. Development hard costs are the actual cost of constructing or rehabilitating housing.
- Related soft costs.
  - Interim Construction interest
  - Reasonable origination and closings charges as described by the construction loan lender
  - Reasonable Architectural and or Engineering Services as required for the construction of new units
  - Title and or recording fees for the closing of the interim construction financing as required by the lender
  - Survey Costs
  - Appraisal costs as required by the interim construction-financing lender

Other reasonable and necessary costs incurred by the owner and associated with the financing or development (or both) of New Units or Existing Units may be considered by LHC on a case-by-case basis for approval.

### **Ineligible Costs**

The following costs are ineligible under the NLRP2 Initiative:

- Any cost to purchase land or property before or after the NOFA was published
- Any cost for development, operations or modernization of public housing financed under the 1973 Act (Public Housing Capital and Operating Funds)
- Any cost to refinance any loan.
- Any Developer or Consultant fees

## **E. ENVIRONMENTAL REQUIREMENTS**

### **No Choice Limiting Action Until Environmental Review**

Borrowers and its contractors are prohibited from undertaking or committing any funds or choice-limiting actions, including property acquisition, demolition, movement, rehabilitation, conversion, repair or construction, or leasing or disposition prior to the execution of the “Authority to Use Grant Funds” (HUD 7015.16) or equivalent letter, and that the violation of this provision may result in the denial of any NLRP2 Funds under this Agreement. Entering a contract obligating the borrower to any of the above constitutes a choice limiting action.

### **Environmental Review**

All activities funded by CDBG-DR are subject to the provisions of the [National Environmental Policy Act of 1969 \(NEPA\)](#), as well as to the HUD environmental review regulations at [24 CFR Part 58](#). The HUD environmental review process must be completed before any funds are committed through a grant agreement and disbursed for Program-eligible activities. No work may start on a proposed project before the environmental review process is completed, even if that work is being done using non-HUD funds. In other words, environmental review must be concluded for each project prior to the firm commitment of federal or non-federal funds to any expenses or contracts related to a project. A violation of this requirement may jeopardize federal funding to this project and disallow all costs that were incurred before the completion of the Environmental Review.

The primary objectives of the HUD environmental review are to identify specific environmental factors that may be encountered at potential project sites and to develop procedures to ensure compliance with regulations pertaining to these factors. All Disaster Recovery CDBG-funded projects and activities must have documentation that they followed NEPA and all other environmental requirements.

Laws and regulations which contain environmental provisions that must be complied with include:

- Noise and Abatement Control
- Historic Preservation
- Coastal Zone Management

- Environmental Justice
- Floodplain Management
- Wetlands Protection
- Manmade Explosive and Flammable Hazards
- Water Quality
- Air Quality
- Endangered Species
- Farmland Protection
- Airport Hazards
- Coastal Barrier Resources
- Flood insurance
- Contamination and Toxic Substances
- Sole Source Aquifers
- Wild and Scenic Rivers

The general timeline for an Environmental Assessment (“EA”) (i.e., requiring a Phase I Report for new construction or reconstruction) is 120 - 180 days from the receipt of a comprehensive environmental review record (“ERR”). However, the amount of information collected and required to complete the entire environmental review process is impacted by the type of construction project or activities proposed (i.e. rehabilitation, new construction, etc.). For example, a project that only consists of rehabilitation (which doesn’t affect the existing use of the property or alter the existing project footprint) of an existing home may not trigger the environmental assessment level of review which would require a Phase I. Assuming the project has a clean site inspection, this rehabilitation project could potentially be completed quicker than a project that includes new construction and/or a project that has triggered a Phase I study be performed due to failure to meet or address one of the aforementioned criteria or has a recognized environmental condition (“REC”) present. The stated condition of the property and recognized environmental conditions (“REC”) in vicinity of the project also dictate follow-up necessities (i.e., 404 wetlands permits or Phase 2 reports) which extends the time required to complete the review process. Construction projects and activities will also need to complete the Tribal Consultations process as required. The overall range of time required to completely review an ERR for a given property varies and is largely dependent upon how well the ERR submission is compiled.

After the review of the compiled ERR is completed, the responsible entity (“RE”) must make a finding of no significant impact (“FONSI”) determination. Once this determination is made, the notice of intent (“NOI”) to request the release of funds (“RROF”) public notice period can be initiated. When this public notice period elapses, the RROF package would be prepared, signed, and submitted to HUD. Upon receipt of the package, HUD initiates their objection period. At the completion of this objection period, HUD provides an authorization to use grant funds (“AUGF”), which is the last step in completing the Environmental Review Process.

Please contact the LHC's Environmental Impact Manager for further information on Environmental Reviews as follows:

**Agaha Brass -*Environmental Impact Manager***

2415 Quail Drive, Baton Rouge, LA 70808

Email: [abrass@lhc.la.gov](mailto:abrass@lhc.la.gov)

Phone: (225)763.8734

## F. CONSTRUCTION STANDARDS

All construction must comply with Louisiana State Uniform Construction Code (LSUCC), local planning and zoning, and local authorities and jurisdictions. Federal regulations which may pertain to the specific project such as the Fair Housing and Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, also apply. LHC strongly encourages that the 2010 ADA/ABA standard be used when designing accessible units and public facilities.

**The construction standards listed below are the minimum requirements. They have been listed for brevity in the body of this announcement. The full list of requirements that shall govern the NLRP2 Projects can be found in Appendix B.1 (New Construction) and Appendix B.2 (Rehabilitation).**

### Minimum Construction Requirements

1. Development and Unit Characteristics: The LHC is seeking well-built and attractive multi-family and single-family housing which will be a positive contribution to its community. Borrowers should commit to design elements consistent with quality features and amenities, which should include resource-efficient, healthy and durable building systems and approaches, fencing and/or access control features as appropriate to the design/location of the project, open space and landscaping, parking, and/or in-unit features including market-standard square-footage of units, window treatments, appliances, and finishes.
2. New Construction
  - New construction shall be restricted to site-built or modular homes that meet the local and state building codes.
  - Design shall provide for an aesthetically pleasing living facility of average/modest construction that is consistent with the character of the surrounding neighborhood, subject to local and state building codes.
3. Rehabilitation: Rehabilitation of vacant units shall provide for safe, sanitary, efficient and aesthetically pleasing living facility of average/modest construction upon completion.
4. Utility Services: All units must include a washer, dryer, and dishwasher.

5. Minimum Internet/Cable Capacity Requirements: All units must be equipped with networks to provide cable television, telephone and internet access in the living area and each bedroom. The following networks (combined or distinct) must be capable of being accessed and activated by tenants: (i) telephone network installed for phones using CAT5e or better wiring, (ii) network for data installed using CAT5e or better, networked from the unit back to a central location or similar configured wireless network and (iii) TV services network using COAX cable. The wiring for such networks should be available to tenants free of charge but tenants may be charged the actual fee incurred by the Taxpayer for activating and making available any services provided directly by the Project or through third party providers. The equivalent of wireless network access is acceptable.
6. Energy Efficiency Requirements: All units must be energy efficient. Requirements vary based on the type of project: new construction or rehabilitation. Specific requirements can be found based on project type in **Appendix B**.

The NLRP2 Initiative does not assume responsibility for enforcing or determining compliance with local codes, zoning restrictions and regulations or make interpretations regarding their application in any specific instance. The Qualified Borrower shall be responsible for obtaining all applicable building permits and inspections leading to obtaining a certificate of occupancy and/or final inspection. These items, including a passed program inspection will be a prerequisite to close on any property constructed or rehabilitated through the NLRP2 Initiative.

## G. FEDERAL GUIDELINES AND REQUIREMENTS

### **Cross-Cutting Federal Requirements**

All Qualified Projects will be subject to CDBG Federal Grant Requirements referenced in the Neighborhood Landlord Rental Program Regulatory Agreement (“**NLRP Regulatory Agreement**”) required to be filed as of record as a covenant running with the land for all Qualified Projects financed under the NLRP2 Initiative. The NLRP Regulatory Agreement will be enforceable against the Eligible Borrower and its successors and assigns during the Affordability Period. Included among the CDBG Federal Grant Requirements are compliance requirements with Section 504 of the Rehabilitation Act of 1973, Fair Housing Act (42 U.S.C. 3601-19) and implementing regulations; and the regulations at 24 CFR Part 107 (Equal Opportunity in Housing); and Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) (Nondiscrimination in Federally Assisted Programs).

### **Davis-Bacon**

Davis-Bacon wage and reporting requirements applies to projects funded directly by or assisted in whole or in part with CDBG Funds. There are no exemptions or thresholds beyond the standard Davis-Bacon Act \$2,000 threshold that applies to the total value of the project construction, not just the amount of the CDBG assistance, in addition to the development of structures over 7 units. Public Housing Authorities must follow their own established policies as it relates to this federal requirement. Davis-Bacon will only apply

prospectively to a project for which the construction contract was awarded and/or for which construction started prior to the date that the Corporation announced and invited applications for CDBG assistance.

### **Duplication of Benefits (DOB)**

The Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act) prohibits any person, business concern, or other entity from receiving financial assistance from CDBG Disaster Recovery funding with respect to any part of a loss resulting from a major disaster as to which they have already received financial assistance under any other program or from insurance or any other source.

The Stafford Act also requires that the LHC perform a duplication of benefits analysis pertaining to each Borrower within the NLRP2.

The State will require the Borrower to indicate in the application, the types, amounts and purposes of assistance both approved and received to date related to the Great Flood of 2016. The amount of approved assistance will be counted in the duplication of benefits analysis. Sources of assistance will include, but are not limited to, FEMA, SBA, Insurance, and CDBG. Any Borrower who received SBA funding to rehabilitate their home/property will be evaluated for acceptance in the NLRP2 Program on a case-by-case basis. Any other assistance received that already covers unmet needs identified under this program will be considered when calculating an award.

The program will utilize duplication of benefit (DOB) feeds from the memorandum of understanding (MOU) between SBA and FEMA to verify the amount received from its federal partners.

## **H. FINANCING GUIDELINES AND REQUIREMENTS**

### **Lender Construction Loan Terms**

A Lender's Construction Loan may accrue interest at a not-to-exceed rate of interest required by the Lender and as approved by the LHC during construction. A Lender's Construction Loan must provide that:

- (i) the construction of a New Unit or the renovation of an Existing Unit will be completed within a not-to-exceed fixed budget containing all not-to-exceed closing fees and closing costs approved by the Lender and the LHC (the "**Approved Budget**") and
- (ii) the construction must be completed by a not-later-than completion date ("**Completion Date**") approved by the LHC and the Lender. This completion date should be included in the construction quote and/or contract.

A Construction Loan must be structured with a promissory note ("**Construction Note**") secured by a mortgage ("**Construction Mortgage**") that will be negotiated and assigned by the Construction Lender to the "**LOUISIANA HOUSING CORPORATION**" following completion of construction or renovation of a residential housing unit and upon receipt by the Lender of a guaranteed payment ("**Take-out Commitment**") by the LHC. If the Lender does not utilize the LHC prescribed construction loan documents, a separate LHC promissory note, mortgage, loan agreement and associated documents will be utilized for the Permanent Loan, which will be executed simultaneously at the construction loan closing by the Lenders closing agent. All recorded construction mortgages and LHC closing documents will be

recorded against subject property at said closing. Closing costs advanced from Construction Loan should include costs associated with the LHC loan, including a lender's policy of title insurance.

### **Timing of Take-Out Assistance to Lender**

Upon the Borrower satisfying the terms of LHC's loan agreement, all advances by the Construction Lender on the Construction Loan will be paid by the LHC to the date the Take-out Assistance is paid to the Lender ("**Conversion Date**"). Take-out Assistance shall include the aggregate advances for eligible costs on a Construction loan plus unpaid accrued interest for For-Profit Landlord's at or below 80% AMI to the Conversion Date.

### **Effect of Lien Position of Permanent Loan on Conversion Date**

Permanent Loan in Senior Lien Position: If the Permanent Loan is in the senior lien position, the Conversion Date will be the later of (i) the date a certificate of occupancy of the Qualified Project is delivered to the Construction Lender and the LHC and (ii) the date the Construction Lender receives payment in full pursuant to the Take-out Commitment. Occupancy by a Qualified Household must occur not later than 90 days from the Conversion Date.

Permanent Loan in Subordinate Lien Position: If the Permanent Loan is subordinate to a third party permanent lien lender, the Conversion Date will be delayed until all residential rental units in the Qualified Project is occupied by a Qualified Household.

### **Recourse Requirements and Guarantee by Principals of Eligible Borrowers**

Construction Loans must be full recourse against Eligible Borrowers and must be further guaranteed by Principals of an Eligible Borrower having a twenty percent (20%) ownership interest or more in the Eligible Borrower.

### **Cross Defaults of Multiple Qualified Project During Affordability Period**

An Eligible Borrower owning two or more Qualified Projects will be required to cross default all Qualified Projects only during the Affordability Periods for each of the multiple Qualified Projects. Cross defaults will not be activated any Qualified Project prior to the Conversion Date of that Qualified Project.

### **Senior Lien Financing Limitations**

Seller Financing to Nonprofits: Seller financing evidenced in an Application submitted by a CHDO or NPO may only be provided by a local redevelopment authority or another instrumentality of government.

Net Asset and Liquidity Requirements Related to Liens Senior to Permanent Loan: If the LHC's Permanent Loan is to be subordinate to a Senior Loan, the Eligible Borrower and its Principals must submit financial information satisfactory to the LHC evidencing net assets and liquidity as follows:

- Aggregate Net Worth:  $\geq 110\%$  of Take-out Commitment
- Financial Liquidity:  $\geq 20\%$  of Take-out Commitment

## **Construction Monitoring by Lenders, Oversight and Progress Payments**

Monitoring of construction progress will be the responsibility of the Lender providing the Construction Loan. All construction progress payments by the Lender or the Eligible Borrower to the Contractor may be monitored by the LHC on a prescribed requisition form approved by the Lender and the LHC. All construction progress payments to Contractor must be supported with back-up invoices and receipts. Lender will be required to certify actual costs paid by the Construction Lender with respect to advances to the Eligible Borrower. The Eligible Borrower will be required to provide proof of payments either by EFT, check, or money order to the Contractor performing the construction services. No cash payments will be accepted as evidence of payment to the contractor. The eligible borrower will also be required to provide lender inspection reports.

## **Take-Out Commitment Funding Source**

The funding source of the Take-out Commitment by the LHC on the Conversion Date will be up to \$9,466,325 of Community Development Block Grant Funds (“**CDBG Funds**”) made available to LHC by The Office of Community Development (OCD).

## **Terms of Construction Loan and Conversion to Permanent Loan When Assigned to LHC**

Prior to the Conversion Date, the terms of the Construction Loan will correspond to the terms requirements specified by the Lender. The Construction Loan will either be assigned to the LHC on the Conversion Date and convert to a permanent loan (“**Permanent Loan**”) or shall be paid off or paid down on the Conversion Date under separate LHC loan documents, if the Lender has not utilized LHC prescribed construction loan documents. On and after the Conversion Date, the terms of the Permanent Loan will correspond to the requirements of the LHC. Whichever form of LHC loan agreement is utilized, the Permanent Loan will mature not later than five (5) years following the Conversion Date.

The Construction Loan is not required to have a first mortgage lien position.

## **Terms of Permanent Loan – Payment Only Upon Default**

The Permanent Loan will not bear interest and will be subject to principal payments only upon a determination that the Eligible Borrower failed to maintain the property financed by the Permanent Loan as a Qualified Project or that there is a default under the Permanent Loan Document that cannot be or is not cured following a notice of default. If the residential rental units in a Qualified Project remain affordable during the applicable Affordability Period and if there has been no default findings by the LHC, the Permanent Loan will be forgiven at the end of the applicable Affordability Period.

## **Construction Loan Closing Documentation**

Eligible Borrowers will be required to execute a Conditional Commitment of NLRP2 Funds upon award of a Take-out Commitment that must be acknowledged by the Construction Lender. LHC approved financing documents (“**NLRP2 Loan Documents**”) must be executed at Closing. NLRP2 Loan Documents may include the form of a Lender’s Construction Note and Construction Mortgage and other NLRP2 Loan Documents being submitted for the Qualified Project. The form of the Louisiana Neighborhood Landlord Rental Program Regulatory Agreement (“**NLRP2 Regulatory Agreement**”) must be executed and



recorded at the Closing of the Construction Loan. Lenders will be required to submit to the LHC (within five Business Days of Closing) a docket (“**Closing Docket**”) containing all NLRP2 Loan Documents, including Other Required Documents and Proceedings identified in a standard Index of Closing Documents (“**Closing Index**”) that the LHC will approve in advance of Closing. Similarly, a Borrower using non-borrowed funds to finance construction must submit to the LHC a Closing Docket and arrange to commence construction financing using Other Required Documents and Proceedings identified in the Closing Index that the LHC will approve in advance of Closing.

### **Solicitation of Participating Lenders**

LHC will solicit Lenders for participation in the NLRP2 Initiative by requesting that such Lenders agree to use standard NLRP2 Loan Documents at each Closing. NLRP2 Loan Documents will be prepared and distributed in advance of the Application Period by the LHC. If Lenders do not choose to execute LHC Loan Documents, they are permitted to use their own loan documents. In no event should the lenders loan documents obligated the borrower to interest and costs not approved by LHC or include any prepayment penalty.

### **Lender Fees and Closing Costs**

An Application must identify all Lender fees to be charged to an Eligible Borrower, including Lender Application Processing Fees, Lender Commitment Fees, Lender Closing Fees, Lender Legal Fees and Lender Construction Monitoring Fees. Costs associated with closing of the permanent loan are to be advanced from the Construction Loan, which includes any filing fees and lender policy of title insurance issued by Construction Lender closing agent. All Lender fees must be reasonable and are subject to review and approval by the LHC.

### **Underwriting Standards**

- **Maximum Rents:** Qualified Projects must be Income Restricted and Rent Restricted as referenced in the NLRP2 Initiative Applicable Terms below.
- **Rate of Increase Assumptions for Revenues and Expenses:** Revenues may be projected to increase at a rate not in excess of two percent and expenses must be projected to increase at a rate of not less than three percent. With the approval of the LHC, expenses may increase at the rate for revenues.
- **Financial Commitments:** If required by the LHC in the event that the Take-out Commitment is less than the Construction Loan, other funding must be backed up with firm enforceable financial commitments at the time of application.
- **Maximum Award:** The maximum award cannot exceed the limits for Qualified Projects listed elsewhere in this NLRP2 Initiative Description. The LHC will underwrite to maximize, to the greatest extent possible, private financing of the project. LHC may reduce the award from the amount requested to an amount that maximizes private subordinate financing.
- **Cost Reasonableness Analysis:** A Cost Reasonableness Analysis is performed on all projects by the LHC Construction Department using information provided in project applications and RS Means costing data. In order to perform the cost reasonableness analysis, Borrowers must submit a scope of work and a floor plan for their proposed project. The cost of construction submitted by the Borrower 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, either

such projects must be redesigned or the construction must be competitively bid through a public bid process.

## I. INELIGIBILITY AND ETHICS PROVISIONS

### **Ineligible Applications**

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

- Any person and or entity on the federal debarred list or an organization representing such person or entity is on the list.
- 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.
- Homeownership Developments proposed by entities that currently have unsold properties funded by LHC CDBG Funds.
- Any person or entity that currently has a LHC financed project with compliance issues that are unresolved for greater than ninety days.
- Two or more projects previously awarded financing by LHC that are currently incomplete.
- Any Borrower not in compliance with any other LHC or OCD disaster program.

### **Ethics Policy**

Conflicts of interest and Identity of interest arrangements are generally not allowed in the NLRP2 program. Conflicts of Interest and Identity of Interest must be disclosed in the application for NLRP2 funding. Non-disclosure shall be cause for denial of application and/or forfeiture or reductions of any awards if such relationship is found to exist after the awards process.

#### ➤ **Conflict of Interest**

HUD conflict of interest regulations prohibit local elected officials, sub-recipient employees, and consultants who exercise functions with respect to CDBG Disaster Recovery activities or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, from receiving any benefit from the CDBG Disaster Recovery activity either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter.

For purposes of this section, "family" is defined to include parents (including mother-in-law and father-in-law), grandparents, siblings (including sister-in-law and brother-in-law), and children of an official covered under the CDBG conflict of interest regulations at 24 CFR Sec. 570.489(h). An organization which employs or is about to employ any of the parties indicated above would also be deemed a conflict.

If the need to determine whether or not a conflict of interest exists, an LHC attorney will make the determination. If required, the LHC attorney will produce an exception request which will be submitted to the State's Office of Community Development (OCD) and/or the State Ethics Commission. The State is

able to consider granting an exception to the conflict of interest provision should it be determined by the that adequately and publicly addressed all of the concerns generated by the conflict of interest and that an exception would serve to further the purposes of Title I of the Housing and Community Development Act of 1974 and the effective and efficient administration of the program.

➤ **Identity of Interest**

Identity of interest means any relationship (generally based on family ties or financial interests) between (a) the seller and purchase (prospective owner), (b) the owner and/or general contractor and the subcontractor, material supplier or equipment lessor, or (c) the owner and the lender, which could reasonably give rise to a presumption that the parties to the transaction may operate in collusion in establishing the purchase price of the property, the cost of the rehabilitation work, or the terms of the financing. Examples of identity of interest relationships include:

- 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.
- 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.
- 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.
- The Developer or Owner advances any funds to the Builder.
- 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.
- The Developer or Owner takes stock or any interest in the Builder compensation as consideration of payment.
- 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.
- 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.
- 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.

# III. Funding Evaluation Criteria

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## A. FUNDING and SCORING GUIDELINES

Awards for NLRP2 will be made to qualifying Borrowers from the application period with preference given to for-profit Borrowers that were property owners at the time of the storm. Funding for non-profit Borrowers will be considered once for-profit owners are funded. Accordingly, the scoring criteria for NLRP2 will be determined by entity type: for-profit owners or NPO, CHDO, PHA, and LDA.

## B. SCORING CRITERIA

Total points awarded in each scoring criteria will only be used to prioritize the issuing of commitment letters. Therefore, it is possible for an application to receive no points and still be considered eligible to receive assistance.

### **FOR-PROFIT BORROWERS**

#### **NLRP Phase II Application Review Scoring FOR-PROFIT OWNERS**

<b>CRITERIA</b>	<b>DESCRIPTION</b>	<b>POINTS AWARDED</b>
<b>LOCATION</b>		
Most Impacted and Distressed Parishes	To receive points for this criteria, proposed project must be located in the following parishes: Ascension, East Baton Rouge, Lafayette, Livingston, Ouachita, Tangipahoa, Acadia, Vermilion, Washington, and St. Tammany. Projects not located in the top ten parishes will be given zero points for this criteria.	32.5
<b>PROJECT TYPE</b>		
Slum and Blight Property	To receive points for this criteria, proposed project must have been declared a Slum and Blight property by the planning office in the parish of the proposed project. Proposed new construction developments will be given zero points for this criteria.	32.5
<b>RESILIENCY</b>		
Resilient Construction Standards	To receive points for this criteria, proposed new construction or proposed substantial rehabilitation must incorporate the following resiliency standards:	35

	Impact resistant windows or storm shutters. (7 points)	
	High wind application roofing methods and materials; the rating must be at least 30 MPH beyond base code requirement. (7 points)	
	Electrical outlets centered 24” above finished floor. (7 points)	
	HVAC elevated beyond Base Flood Elevation (BFE). (7 points)	
	Waterproof floor-covering. (7 points)	

**Total            100**

**NPO, CHDO, PHA, and LDA BORROWERS**

**NLRP Phase II  
Application Review Scoring  
NPO, CHDO, PHA, LDA**

CRITERIA	DESCRIPTION	POINTS AWARDED
<b>LOCATION</b>		
Most Impacted and Distressed Parishes	To receive points for this criteria, proposed project must be located in the following parishes: Ascension, East Baton Rouge, Lafayette, Livingston, Ouachita, Tangipahoa, Acadia, Vermilion, Washington, and St. Tammany. Projects not located in the top ten parishes will be given zero points for this criteria.	20
<b>PROJECT TYPE</b>		
Slum and Blight Property	To receive points for this criteria, proposed project must have been declared a Slum and Blight property by the planning office in the parish of the proposed project. Properties that are not declared as Slum and Blight will be given zero points for this criterion.	20
<b>RESILIENCY</b>		
Resilient Construction Standards	To receive points for this criteria, proposed new construction or proposed substantial rehabilitation must incorporate the following resiliency standards:	20
	Impact resistant windows or storm shutters. (4 points)	
	High wind application roofing methods and materials; the rating must be at least 30 MPH beyond base code requirement. (4 points)	
	Electrical outlets centered 24” above finished floor. (4 points)	
	HVAC elevated beyond Base Flood Elevation (BFE). (4 points)	

	Waterproof floor-covering. (4 points)	
<b>PROJECT TYPE</b>		
Rehabilitation Project	To receive points for this criteria, proposed project must be a rehabilitation project. Proposed new construction developments will be given zero points for the criteria.	20
<b>LEVERAGING</b>		
Percentage of NLRP II Funding Relative to Total Project Costs	To receive maximum points for this criteria, the percentage of NLRP II funding must be 25% or less of the proposed total project costs.	20
	25% or less (20 Points)	
	26% - 50% (15 Points)	
	51% - 75% (10 Points)	
	76% - 85% (5 Points)	
	86% - 100% (0 Points)	
	<b>Total</b>	<b>100</b>

## IV. Program Definitions

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### NLRP2 Initiative Applicable Terms

Affordability Period: As specified in the Take-out Commitment.

Affordable Rents: The rents for each residential rental housing unit by bedroom size published by LHC by parish location for each Qualified Project reduced by the Utility Allowance applicable to the unit. These rents cannot exceed the allowable published rents when Section 8 vouchers are present.

Construction Loan: The loan originated by a Lender to an Eligible Borrower to finance the construction of a New Unit or the renovation of an Existing Unit.

Conversion Date: The date the Lender receives payment pursuant to the Take-out Commitment

Eligible Costs: The following constitute Eligible Costs:

1. Development hard costs. Development hard costs are the actual cost of constructing or rehabilitating housing.
2. Related soft costs. Other reasonable and necessary costs incurred by the owner or LHC and associated with the financing or development (or both) of New Units or Existing Units assisted with CDBG Funds.

Eligible Parishes: Acadia, Allen, Ascension, Avoyelles, Beauregard, Bienville, Bossier, Caddo, Calcasieu, Caldwell, Catahoula, Claiborne, De Soto, East Carroll, East Baton Rouge, East Feliciana, Evangeline, Franklin, Grant, Iberia, Iberville, Jackson, Jefferson Davis, Lafayette, LaSalle, Lincoln, Livingston, Madison, Morehouse, Natchitoches, Ouachita, Pointe Coupee, Rapides, Red River, Richland, Sabine, St. Helena, St. James, St. Landry, St. Martin, St. Tammany, Tangipahoa, Union, Vermilion, Vernon, Washington, Webster, West Baton Rouge, West Carroll, West Feliciana and Winn

Great Floods of 2016: One or both of the floods identified by DR-4263 or DR-4277 floods in which FEMA Individual Assistance was approved.

HUD: U.S. Department of Housing and Urban Development (“**HUD**”)

HUD Designated  
Most Impacted  
Parishes:

The following ten (10) Parishes: Ascension, Acadia, East Baton Rouge, St. Tammany, Lafayette, Vermilion, Livingston, Washington, Ouachita, and Tangipahoa.

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.

Income Restricted: During the Affordability Period, residential housing units may only be rented to a Qualified Household.

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 CDBG 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.
6. Any Borrower not in compliance with any other LHC or OCD disaster program.

Ineligible Costs: No NLRP2 Funds may be used:

1. to purchase land from a person or person that has an identity of interest with the Eligible Borrower.
2. for development, operations or modernization of public housing financed under the 1973 Act (Public Housing Capital and Operating Funds).
3. for the cost of acquiring land that was purchased prior to the receipt of LNLRP Project funding
4. to refinance any loan.

LHC: Louisiana Housing Corporation.

OCD: State of Louisiana, Division of Administration, Office of Community Development.

Permanent Loan: The loan by LHC, either through a conversion of the LHC prescribed construction loan agreement or through a separate LCH permanent loan documents. Priority Allocation: A Take-out Commitment to a Qualified Project with four (4) residential housing units in which the household income for one of the residential housing units does not exceed 30% of area median income published by HUD.



Priority Eligible  
Parishes:

HUD Designated Most Impacted Parishes

Qualified Household:

A tenant household in which no member is related to the Borrower and for which household income does not exceed the lower of 80% of AMI published by HUD as adjusted by family size or such lower amount for Set-aside Units as provided for in an Application for a Take-out Commitment.

Qualified Project:

A project not in excess of four (4) residential rental housing units located in an “**Eligible Parish**” and in which each residential rental housing unit is a Qualified Dwelling Unit (“**Unit**”) on a site with any building (including a manufactured housing unit) or buildings located on the site that are under common ownership, management, and financing and are to be assisted with CDBG Funds as a single undertaking 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.) The project includes all the activities associated with the site(s) and building(s).

Qualified Dwelling

Unit:

A residential rental unit that is Income Restricted and Rent Restricted. Units can be one 4-unit building or four 1-unit buildings or any combination in between.

Rent Restricted:

Rent charged a Qualified Household during the Affordability Period may not exceed Affordable Rents.

Take-out Funds:

CDBG Funds of the maximum nine million four hundred and sixty-six thousand three hundred and twenty-five dollars (\$9,466,325) in the program allocated according to unit limits.

Utility Allowance:

The utilities for which an allowance is provided to tenants include electricity, natural gas, water, sewer and trash collection. If a tenant pays any of these costs in addition to their rent, a utility allowance is required

Vacant Unit:

A residential housing unit that does not have a tenant occupant. In order to be eligible for the NLRP2 Initiative, all the units contained in the Application must have been vacant by February 14, 2017. A landlord may not intentionally displace a tenant in order to be able to apply to the NLRP2 Initiative.

## APPENDIX A

### INDEX OF APPLICATION AND SUPPORTING DOCUMENTS

#### I. NLRP2 Application

#### II. New Construction Project

Applications proposing new construction must be submitted with the following required supporting documents:

- Site plan
- Floor plan
- Front, side and rear elevations
- Certification Regarding Sources and Uses of Funds Statement and No Duplication of Funds
- Evidence that project meets zoning requirements
- Evidence that the proposed housing unit is not in a flood hazard area
- Scope of Work
- Stop Work Order Provision Document
- Five Year Pro Forma
- Lender's Commitment contingent upon receipt of LNLRP
- Documentation of other committed and available funds
- Borrower's checklist and acknowledgment
- Signature Page

#### III. Reconstruction Project

Applications proposing reconstruction must be submitted with the following required supporting documents:

- Site plan
- Floor plan
- Front, side and rear elevations
- Certification Regarding Sources and Uses of Funds Statement and No Duplication of Funds
- Evidence that project meets zoning requirements
- Evidence that the proposed housing unit is not in a flood hazard area
- Scope of Work
- Stop Work Order Provision Document
- Vacancy Certification
- Tenant Certification
- Five Year Pro Forma
- Lender's Commitment contingent upon receipt of LNLRP
- Documentation of other committed and available funds
- Borrower's checklist and acknowledgment
- Signature Page

#### **IV. Rehabilitation Project**

Applications proposing rehabilitation must be submitted with the following required supporting documents:

- Site plan
- Floor plan
- Interior Photos
- Exterior Photos
- Certification Regarding Sources and Uses of Funds Statement and No Duplication of Funds
- Proposed compliance alignment of the scope of work with HUD CPD Green Building Retrofit Checklist
- Evidence that project meets zoning requirements
- Evidence that the proposed housing unit is not in a flood hazard area
- Construction Contract (If work has been started on the units)
- Scope of Work (If work hasn't been started on the units)
- Vacancy certification
- Tenant Certification
- Stop Work Order Provision Document
- Five Year Pro Forma
- Lender's Commitment contingent upon receipt of LNLRP
- Commitment contingent upon receipt of LNLRP
- Documentation of other committed and available funds
- Borrower's checklist and acknowledgment
- Signature Page



**Louisiana Housing**  
Corporation

**LOUISIANA HOUSING CORPORATION**

**LOUISIANA NEIGHBORHOOD LANDLORD RENTAL PROGRAM  
PHASE 2**

**Appendix B.1 (New Construction)**

## CSI Format

The Construction Specification Index (CSI) is the standard filing system used by all architectural, design, engineering and construction professionals. The CSI format provides a uniform approach to organizing specification text by establishing a structure consisting of 16 divisions (see table of contents). Although the current Index has expanded to 50 divisions, for simplification purposes, we have determined the original 16 base divisions as the Louisiana Housing Corporation (LHC) preferred organization for new construction. The intent of this methodology is not meant to replace any Architect's desired preference for layout of their specifications; however, consideration to minimum set forth should be incorporated into all designs. Divisions XII and XIV have been eliminated.

LHC has simplified the categorization of the CSI format and has eliminated the five digit numbering code, replacing the number with a bullet.

For additional information or questions regarding CSI Format, please contact the Department of Design and Construction Review at (225) 763-8700 Ext. 304.

*If a conflict arises between regulations or standards, the most restrictive will be enforced.*

## Acronyms

ABA—Architectural Barriers Act

ACI—American Concrete Institute

ADA—Americans with Disabilities Act

AFUE—Annual Fuel Utilization Efficiency

AHJ—Authority Having Jurisdiction

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

CFM—Cubic feet per minute

CM—Concrete Masonry Units

CSI—Construction Specification Index

DWV—Drain, Waste Vent

GPF—Gallons per Flush

HSPF—Heating Seasonal Performance Factor

HVAC—Heating, Ventilation and Air Conditioning

IECC—International Energy Conservation Code

KCMA—Kitchen Cabinet Manufacturers Association

LSUCC—Louisiana State Uniform Construction Code

OLM—Office, laundry and maintenance

SEER—Seasonal Energy Efficiency Rating

SRO—Single Room Occupancy

## **Division I: General Requirements**

### **Minimum Design Standards**

Minimum Design Standards shall apply to new construction and reconstruction of all multifamily and scattered site developments.

**Note:** LHC's Minimum Design Standards are to be used as a guideline to meet and exceed 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. 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, please contact the Department of Design and Construction Review for further assistance.**

Units for Elderly Residents: All units for elderly residents shall be located at the grade level or on an elevator accessible floor.

## **Codes**

All construction must comply with Louisiana State Uniform Construction Code (LSUCC), local planning and zoning, and local authorities and jurisdictions. Federal regulations which may pertain to the specific project such as the Fair Housing and Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, also apply. It is strongly encouraged that the 2010 ADA/ABA standard be utilized when designing accessible units and public facilities.

## **Energy Efficiency**

All residential building envelope designs shall exceed the energy efficiency requirements of the LSUCC, 2015

International Energy Conservation Code (IECC) and the prescriptive requirements of Energy Star Qualified

Homes and the prescriptive requirements of Energy Star Qualified Homes Version 3.

## **Quality Assurance**

Contractor shall furnish a written material and labor warranty on the units for a period of one full year after occupancy.

## **Unit Size Requirements**

The following minimum square foot measurements are required for the different type of units. Net square feet are the heated and cooled area of the unit.

- SRO units shall contain at least 150 square feet.
- Efficiency units shall contain at least 500 square feet.
- One-bedroom units shall contain at least 700 square feet.
- Two-bedroom units shall contain at least 900 net square feet.
- Three-bedroom units shall contain at least 1,200 net square feet.
- Four-bedroom units shall contain at least 1,500 net square feet.

**All three and four bedroom units must have at least 2 full bathrooms.**

## **Division II: Site Work**

Must meet requirements of LSUCC, Authority Having Jurisdiction (AHJ) and accepted engineering practices.

### **Entries**

One main entry shall have a concrete, treated wood, or other hard surface exterior stoop, porch or deck, a minimum of 5' x 5'. The main entry shall have a roof or awning over the entry area. The roof shall cover at least a 5' x 5 area.

### **Landscaping**

Adequate landscaping is required on all multifamily projects. The developer shall submit a landscape plan as part of the plans and specifications. At a minimum, each building shall include a basic landscaping package.

Turf: All lawn areas shall be seeded with the seed variety, lime, and fertilizer application rate, which is appropriate to establish a good lawn cover. All slopes in excess of 3:1 within 10 feet of the building, driveway and/or walkway shall receive sod or other approved erosion control materials which will enhance the establishment of a permanent ground cover.

Sodded Areas: It is preferred that the front yards of each building and common areas are sodded.

Fencing: It is preferred that multifamily projects be fenced in such a way to provide security around the site boundaries.

### **Parking/Driveways**

All multifamily projects shall have adequate parking (as determined by LHC).

Parking Lots: All on-site parking lots and access drives are to be paved and parking spaces are to have bumper stops or curbs. If walkways are used as bumper stops, the walkway shall be 6' wide.

It is preferred that family units be provided with a minimum of 1 ½ on-site parking spaces per unit and that units for elderly residents have a minimum of 1 on-site parking space per unit.

Asphalt: shall consist of a hot mix asphaltic concrete pavement, such as manufactured by plants. Minimum 4" thick.

Concrete: 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% air with a minimum cement content of 520 lbs. per cubic yard (5.5) sacks. Expansion-joint material shall follow requirements of American Concrete Institute (ACI) 318. Minimum 6" thick.

### **Soil Treatment-Termite Protection**

Provide proper and complete termite treatment by a licensed exterminator.

### **Utilities Services**

Electric: It is preferred that electrical service to new units is underground.

Laundry: all units shall be equipped with washer and dryer hookups (Exception: SRO and Efficiency Units). Laundry facilities located on the second floor and higher shall be equipped with a washer overflow pan piped to carry the overflow to an appropriate location or floor drain.

Phone-Internet: all units must be equipped with networks to provide cable television, telephone and internet access in the living area and each bedroom.

### **Walkways**

All units shall have a paved walkway from the parking area to the main entrance.

Concrete pads and walks: All entry walks shall be a minimum of 36" wide, 4000 psi, and shall be provided at all units from the entry to parking area. The minimum concrete thickness 3 ½".

## **Division III: Concrete**

### **Concrete Finishes**

Comply with ACI 302.1R for screening, re-straightening, and finishing operations for concrete surfaces. Do not wet concrete surfaces. Provide the following finishes:

1. Float finish for interior steps and ramps and surfaces to receive waterproofing, roofing, or other direct applied material.
2. Troweled finish for floor surfaces and floors to receive floor coverings, paint or other thin film finish coatings.
3. Trowel and fine-broom finish for surfaces to receive thin set tile.
4. Non-slip-broom finishes to exterior concrete platforms, steps and ramps.

## Division IV: Masonry

Brick: The siding material of all attached units shall consist of a minimum of 30% brick, stone, or other LHC approved materials. The bricked area calculation of 30% shall not include window and door areas, nor brick below finished grade.

Face Brick: Shall be ASTM C216, Grade MW or SW, type FBS or equivalent.

Concrete Masonry Units (CMU): It is preferred that stucco or split face shall be used for all CMU walls exceeding 3 feet or more exposure.

## Division V: Metals

### **Metal Ties**

Provide a metal tie-down strap (commonly called hurricane straps) at each bearing location of each roof truss, rafter and ceiling joist. The tie-down strap must attach to the top cord of the truss and the uppermost plate of the wall. All tie-downs shall be installed as required by AHJ.

### **Steel Lintels**

Steel lintels, when specified for openings in masonry walls shall be primed and painted or hot dip galvanized. Preference by the AHJ shall be considered acceptable.

## Division VI: Woods and Plastics/Rough Carpentry/Millwork

### **Wood Products, General**

Lumber: Provide dressed lumber, S4S, marked with grade stamp of inspection agency.

Engineered Wood Products: Acceptable to AHJ and for which current model code research or evaluation reports exist that shows compliance with building code in effect for the Project.

### **Cabinets and Drawers**

Cabinet fronts shall be made of solid wood (not particleboard); doors, drawers and fronts shall be factory finished. Cabinet ends shall be finished with appropriate veneer. All cabinets shall be

Kitchen Cabinet Manufacturers Association (KCMA) approved. Custom-built local cabinet options are acceptable if approved by LHC Design Review Department prior to installation.

## **Roof Construction**

Minimum Roof Pitch: The minimum slope on all steep slope roofs shall be 4" vertical to 12" horizontal. Porch roofs are an exception. Composite material is preferred for decking. All exterior wood shall have a preservative retention rate of 40%.

## **Wood Stairs and Handrails**

Composite material is preferred for stairs and handrails. All exterior wood shall have a preservative retention rate of 40%.

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

### **Fascias**

Metal: 0.019" minimum thickness aluminum, factory finish (coil stock).

Composite: Hardi-plank or other durable material as approved by LHC.

### **Roof**

Fiberglass Shingles: ASTM D3462, antifungal, 235 lb. seal tab type over minimum 15 lb. felt, with at least a 25-year product warranty.

Gutters and Downspouts: shall be appropriately designed with a minimum 5" gutter and a 2" x 3" downspout. All downspouts shall empty onto concrete splash-blocks or be piped to an appropriate location.

### **Siding**

Composite: Fiber-Cement siding, primed, with two-coat minimum finish.

### **Wet Walls**

Water-Resistant Drywall: 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 kitchen sink, next to water heater and/or washer. Water-resistant gypsum, when used on ceilings must be rated for the span.

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

### **Door Accessories**

#### **Exterior hardware:**

- a) It is preferred that exterior doors have a doorknocker, security accessories (eyelet and deadbolt), and a kick plate.
- b) All doors shall have a lever key-lock latch.

**Interior Hardware:** All doors shall be equipped with a lever-handle. Install locks for bedrooms and bathroom.

### **Exterior Doors**

Exterior Doors shall be 1 3/4" thick, made of steel or other equally durable material, insulated unless of solid wood (not particleboard) and be appropriately finished as recommended by the manufacturer.

### **Interior Doors**

Solid Wood, Composite or hollow core panel doors. Interior doors shall be a minimum of 1 3/8" thick.

### **Windows**

All window frames must be of solid vinyl, thermally broken aluminum, fiberglass, wood or wood clad. All glazing shall be double paned. The vapor seal on the glazing must have a minimum ten-year warranty. All windows shall have a minimum one-year warranty on the operation of the window. All windows shall have a National Fenestration Rating. Remember to include an ingress/egress window as required per code at all required locations (5.7 sq. ft.). Sash removal is not an acceptable method to achieve the required opening.

## **Division IX: Finishes**

### **Exterior Ceiling**

When using vinyl or aluminum material for porch ceilings, provide a rigid, solid backing such as OSB or plywood.

## **Exterior Finishes**

Posts and Columns: It is preferred that all posts (at deck level and above), columns, and guardrails be factory made and factory finished.

Handrails: Rail shall be smooth, splinter-free and painted or factory finished to withstand the weather and resist cracking and splintering.

## **Finished Floor Treatments**

Carpet Padding: 7/16" thick, 6-lb. minimum re-bond polyurethane.

Sheet Carpet: 25 oz. minimum, 100% nylon. Other options include Berber type with blended fiber. In high traffic areas, 30 oz. minimum is preferred.

Sheet Vinyl: Shall be Armstrong or other approved equal. Provide product adhesive and underlayment as recommended by the manufacturer. All surfaces shall be clean, dry, and appropriate temperature during installation. Minimum 10 mil wear layer. Vinyl sheet flooring shall conform to the requirements of ASTM F1303, Type I.

Vinyl Tile: Shall be Armstrong or other approved equal, 1/8" x 12" x 12". Provide product adhesive and underlayment as recommended by the manufacturer. All surfaces shall be clean, dry, and appropriate temperature during installation. Follow manufactures recommendation for pattern layout.

Wood Flooring: Flooring should be tongue and groove hardwood; factory finished, or have a minimum of three coats of site-applied, UV-protected polyurethane.

Other Flooring Products: Ceramic tile and engineered flooring.

## **Interior Entries**

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

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

Finished doors are acceptable.

## **Interior Wall Finishes**

Paint: primed once, two-coat flat finish. Use gloss, semi-gloss, or satin finish for bathrooms, laundry, and kitchens.

## **Interior entries**

At the interior side of the main entry door, there shall be an uncarpeted, finished floor area. This area shall be no less than sixteen (16) square feet.

## **Interior Doors**

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

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

Factory finished doors are acceptable.

## **Division X: Specialties**

### **Closet Storage/Accessories**

Closets should contain 12" deep shelf, including a coat rod. Shelves with integrated hanger hooks may also be used.

## **Division XI: Equipment**

### **Bath**

Accessories: All bathrooms shall have:

- a) Medicine cabinet with mirror 16" wide by 20" tall (minimum) or standard mirror
- b) Wall hung toilet paper dispenser
- c) 18" (minimum) towel bar

Bath Tub: Tubs should be 30" minimum width; made of fiberglass, acrylic, porcelain, or cultured marble.

Faucets: Polished chrome plated. Lever handle.

Sink: Sinks shall be 15" minimum diameter; made of fiberglass, acrylic, porcelain, or cultured marble.

Shower: Showers should be 36" x 36" minimum; made of fiberglass, acrylic, ceramic, or, cultured marble.

Toilet: Toilets should be 1.6 GPF or better efficiency.

### **Protection/Suppression Accessories**

Smoke Alarms: Building code requires the installation of smoke alarms in the following locations:

- 1) In each sleeping room.
- 2) Outside each separate sleeping area in the immediate vicinity of the bedrooms.

When more than one smoke alarm is required to be installed within an individual dwelling unit, the alarm devices shall be interconnected.

### Carbon Monoxide Alarms:

An approved carbon monoxide alarm shall be installed outside of each separate sleeping area in the area immediate vicinity of the bedrooms in dwelling units within which fuel-fired appliances are installed and in dwelling units that have attached garages.

Fire Extinguishers: Must meet requirements of AHJ and building code:

- 1) Location: Shall be located in conspicuous locations where they will be readily accessible and immediately available for use.
- 2) Type: Stored-Pressure Antifreeze Type: UL-rated 2-A, 2.5-gal nominal capacity or type approved by AHJ.

### **Kitchen**

Countertops: shall be molded roll-backed, laminate plastic or Formica with finished ends and sealed at the cut out for sink. Other appropriate materials may be used such as Corian. Consult the LHC Department of Design and Construction Review if alternate materials are being considered prior to installation.

Faucets: Lever handled. The housing of the faucet shall not be plastic.

Hoods: All units shall be equipped with a 100 CFM intermittent or 25 CFM continuous range hood. Range hoods shall discharge to the outdoors. Use ducting sized and ducting material per manufacturer recommendation. Provide a finished cover over exposed ducting.

Sink: 6" deep minimum, stainless steel double bowl.

## **Laundry**

Shall have an overflow pan or floor drain if laundry is located second level or higher.

## **Division XIII: Special Construction**

### **Storage areas**

Exterior storage areas are preferred on all units. This storage area should be constructed so it can be used for yard tools, mowers and outside recreational equipment. Any such features must be constructed to AHJ requirements.

### **Ramps**

**Note**: When including an accessible ramp comply with the following in addition to the LSUCC: all ramps shall be minimum 36" wide with a 5' turning areas at each landing, and a minimum load capacity of 1500 lbs.

Composite: PVC or other with non-skid surface.

Concrete: with non-skid surface.

Metal: galvanized steel, or aluminum with non-skid surface.

Wood: shall meet the requirements of LSUCC.

### **Playgrounds**

It is preferred that playgrounds be included in the overall design of the project. When office, laundry and maintenance (OLM) buildings are provided it is preferred that an approved fenced-in playground be provided adjacent to OLM Building. The area immediately in and around the playground shall be mulched with 6" of the appropriate material such as cypress mulch, pine-bark mulch, pine needle mulch or sand.



## **OLM Building**

On projects of 30 or more units it is preferred that the developer include an OLM building.

## **Project Amenities**

All properties other than SRO Projects must include HVAC systems, refrigerators, stoves and on-site laundry (1 washer and 1 dryer per every 10 units). If washers and dryers are installed and maintained in every unit at NO additional cost to tenants, an on-site laundry is not required. The requirement of an on-site laundry shall not apply to rehabilitation projects with 12 or fewer units.

## **Roof Offsets**

It is preferred that projects of four or more attached units be designed in such a way as to vary the roof line with offsets, gable porch roofs, etc.

## **Defensible Space**

LHC prefers housing developments that provide residents with a sense of ownership and control of physical areas by incorporating items such as unit-specific entryways and lawn areas that are clearly associated with individual units. If this cannot be accomplished, LHC prefers to keep the total number of residents sharing these spaces as low as is practical.

## **Division XV: Mechanical**

### **Heating Ventilating and Air Conditioning Equipment**

All units shall be heated and cooled using high-efficiency equipment. HVAC systems shall have a minimum SEER (Seasonal Energy Efficiency Rating) rating of 14.50 with a minimum HSPF (Heating Seasonal Performance

Factor) rating of 8.2. Fuel oil and gas fired furnaces and boilers shall have an AFUE efficiency of 80% or greater. Alternative HVAC systems may be approved by LHC.

### **Plumbing Accessories**

Washers and hot water heaters located on the second floor or higher shall have overflow pan piped into DWV, positive drain outside, or floor drain.

## **Division XVI: Electrical**

### **Exterior Luminaries**

Exterior luminaries shall be located at all entrances and common areas. All onsite parking areas shall be lighted. The electrical supply for all common areas, stairways, walkways and parking areas shall not come from the individual unit.

### **Interior Luminaries**

Each room, hall, stair, and walk in closet shall have a minimum of one switch operated overhead light.

Kitchens shall include switch-operated lighting over the cooking area, the sink area and the general or dining area. Bathrooms shall be equipped with switch-operated lighting over the lavatory area and the general area.

## **UNIVERSAL DESIGN: The Definition**

Universal design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. Although aspects of Universal Design are encouraged for rehabilitation projects, threshold requirements are currently only applicable to new construction projects.

The intent of the universal concept is simple life for everyone by making more housing usable by more people at little or no extra cost. Universal design is an approach to design that incorporates products as well as building features and elements which, to the greatest extent possible, can be used by everyone. While accessible or adaptable design requirements are specified by codes or standards for only some buildings and are aimed at benefiting only some people (those with mobility limitations), the universal design concept targets all people of all ages, sizes, and abilities and is applied to all buildings.

What is a universal design feature? Any component of a house that can be used by everyone regardless of their level of ability or disability. Universal features are generally standard building products or features that have been placed differently, selected carefully, or omitted. For example, standard electrical receptacles can be placed higher than usual above the floor, standard but wider doors can be selected, and steps at entrances can be eliminated to make housing more universally usable.

## **UNIVERSAL DESIGN Features in Housing**

The following list of characteristics are elements, features, ideas, or concepts that contribute to or can be components of universal housing. This list is intended as a guide. The features described are those we might look for in universal housing but not all are expected to be included in any given home.

Some are finite recommendations, some are lists of options, and some are scope statements identifying how many particular features must or should be included. Obviously, the more universal design characteristics or features included, the more usable the house.

A key component of universal design is the market appeal it adds to the home because the universal features are integrated into the overall design. Done well, universal design becomes a virtually invisible element.

**ANYTHING INDICATED BY \* IS MANDATORY.**

## ENTRANCES

### Stepless Entrances

- It is best to make all home entrances stepless.
- More than one stepless entrance is preferred.
- \* At least one stepless entrance is essential; if only one, not through a garage or from a patio or raised deck.

### Site Design Methods for Integrated Stepless Entrances

- Level bridges to uphill point.
- Driveway and garage elevated to floor level so vehicles do the climbing.
- Earth berm and bridge with sloping walk.
- Site grading and earth work (with foundation waterproofing) and sloping walks at 1:20 maximum slope.
- Avoid ramps. If ramps are used, integrate into the design.

### Other Entrance Features

- \* One-half inch maximum rise at entrance thresholds.
- \* At least one 36" entrance door.
- \* Minimum 5' x 5' level clear space inside and outside entry door. (Can be smaller if automatic power door is provided.)
- Power door operators whenever possible.
- Weather protection such as a porch, stoop with roof, awning, long roof overhang, and/or carport.
- Built-in shelf, bench or table with knee space below located outside the door.
- Full length sidelights, windows in doors, and/or windows nearby.
- Wide-angle viewers and TV monitors.
- \* Lighted doorbell at a reachable height.

- \* Light outside entry door and motion detector controlled lights.
- \* House number should be large, high contrast, located in a prominent place.

## **INTERIOR CIRCULATION**

- An open plan design.
- \* At least one bedroom and accessible bathroom should be located on an accessible ground floor entry level (same level as kitchen, living room, etc.).
- \* Clear door opening width (32" nominal minimum, 34" – 36" wide doors), for all doorways.
- \* Flush thresholds at all doorways (1/2" max).
- \* Clear floor space (18" minimum).
- \* Circulation route 42" minimum width.
- \* Turning space in all rooms (5' diameter).

## **Vertical Circulation**

- All stairs should be appropriate width and have space at the bottom for later installation of a platform lift, if needed.
- If a two-story dwelling:
  - At least one set of stacked closets, pantries, or storage spaces with knock-out floor

OR

  - A residential elevator with minimum 3' x 4' clear floor area installed at the time of initial construction.
- \* Stair handrails to extend horizontally beyond top and bottom risers.

## **BATHROOMS**

When more than one bathroom is provided, all should meet the following criteria, including bathrooms on the second floor.

- \* At least one bathroom must have one of the following accessible bathing fixtures:
  - Minimum 5' x 3' (4' preferred), curbless shower

OR

  - Tub with integral seat, waterproof floor, and a floor drain.
- Other bathrooms in the same house may have a tub with an integral seat or a 3' x 3' transfer shower with "L" shaped folding seat and ½" maximum lip (curb) in lieu of fixtures described above. When possible, arrange at least one shower control for right-hand use and one for left-hand use.
- \* Adequate maneuvering space: 60" diameter turning space in the room and 30" x 48" clear floor spaces at each fixture. Spaces may overlap.
- \* Clear space (3') in front and to one side of toilet.
- \* Toilet centered 16" – 19" from any side wall, cabinet, or tub.
- \* Broad blocking in walls around toilet, tub, and shower for future replacement and relocation of grab bars.

- Grab bars should not be stainless steel or chrome. Use colors to match décor.
- \* Lavatory counter height 34" maximum above finished floor.
- \* Knee space under lavatory (27" minimum). May be open knee space or achieved by means of removable vanity or fold-back or self-storing doors. Pipe protection panels must be provided to prevent contact with hot or sharp surfaces.
- Countertop lavatories preferred with bowl mounted as close to front edge as possible.
- Wall hung lavatories acceptable with appropriate pipe protection.
- Pedestal lavatories are not acceptable.
- \* Long mirrors should be placed with bottom no more than 40" above finished floor and top at least 74" high.
- Full-length mirrors are good choices.

### Fixture Controls

- Offset controls in tub/shower with adjacent clear floor space.
- \* Single-lever water controls at all plumbing fixtures and faucets.
- Pressure balanced anti-scald valves at tubs and showers.
- \* Adjustable height, movable hand-held shower head or 60" – 72" flexible hose allows easy use by people of all heights.
- Hand-held shower heads in all tubs and showers, in addition to fixed heads, if provided. Single-lever diverter valves if needed.
- Mixer valve with pressure balancing and hot water limiter.

### KITCHENS

- \* Space between face of cabinets and walls should be 48" minimum.
- Clear knee space (minimum 27" high) under sink (must have pipe protection), counters, and cook tops. May be open knee space or achieved by means of removable base cabinets or fold-back or self-storing doors.
- Variable height (28" – 42") work surfaces such as countertops, sinks, and or cooktops. May be mechanically adjustable in 2" increments or be electrically powered, through a continuous range.
- Contrasting color border treatment on countertops.
- \* Stretches of continuous countertops particularly between refrigerator, sink, and stove top.
- Adjustable height shelves in wall cabinets.
- Full-extension, pull-out drawers, shelves, and racks in base cabinets.
- \* Full height pantry storage with easy access pull-out and/or adjustable height shelves.
- \* Front-mounted controls on all appliances.
- Cooktop or range with staggered burners and front or side-mounted controls.
- Glare-free task lighting to illuminate work areas without too much reflectivity.
- Side-by-side refrigerator with pull out shelving.

OR

- Under counter or drawer type refrigerators installed on raised platforms.

- Built-in oven with knee space beside, set for one pull-out oven rack at the same height as adjacent countertop.
- Drop-in range with knee space beside, top set at 34" above finished floor.
- Dishwasher raised on a platform or drawer unit, so top rack is level with adjacent countertop.
- \* Single-lever water controls at all plumbing fixtures and faucets.

## **LAUNDRY AREAS**

- \* Front-loading washers and dryers, with front controls, raised on platforms.
- Laundry sink and countertop surface no more than 34" above finished floor with knee space below.
- \* Clear floor space 36" wide across full width in front of washer and dryer and extending at least 18" beyond right and left sides. (Extended space can be part of knee space under counter tops, sink, etc.)

## **STORAGE**

- \* 50% of all storage should be less than 54" high.
- Adjustable height closet rods and shelves.
- Power operated clothing carousels.
- Motorized cabinets that raise and lower.

## **GARAGES AND CARPORTS**

- Power operated overhead doors.
- 8' minimum door height or alternate on-site parking for tall vehicles.
- Extra length and width around cars.
- Sloping garage floor (with through-the-wall vents at bottom of slope to release fumes) in lieu of stepped entrance with ramp from garage to house interior.
- Avoid ramps in garages.

## **DECKS (If Installed)**

- \* Build deck at same level as house floor. 2% maximum slope away from home allowed for positive drainage.
- Keep deck clear of the house and use slatted decking for positive drainage.

## **HARDWARE**

- \* Lever door handles throughout.
- Push plates.
- \* Loop handle pulls on drawers and cabinet doors—no knobs.
- Touch latches.
- Magnetic latches in lieu of mechanical locks.

## HOME AUTOMATION

- \* Motion detector light switches in garages, utility spaces, and entrances.
- Remote controls for selected lights.
- Remote controls for heating and cooling.
- Doorbell intercoms that connect to portable telephones.
- \* Audible and visual alarms for doorbell, smoke detectors, etc.

## LIGHT AND COLOR

- Color contrast between floor surfaces and trim. Avoid glossy surfaces.
- Color contrast difference between stair treads and risers.
- \* Emphasize lighting at stairs, entrances, and task lighting.
- Ambient, focused, and variable lighting.
- Contrast between countertops and front edges or cabinet faces.

## Switches and Controls

- \* Light switches 44" – 48" high, and thermostats 48" maximum height.
- \* Outlets and communication elements 15" minimum above finished floor.
- Easy-touch rocker or hands free switches. (See Home Automation.)
- Electrical outlets at beds and desks, four-plex boxes each side for computer and electronic equipment as well as personal use equipment.
- \* Electrical panel with top no more than 54" above floor located with a minimum 30" 48" clear floor space in front.

## WINDOWS

- Windows for viewing, 36" maximum sill height.
- Use casement, awning, hopper, or jalousie style windows.
- Use crank operated style and power operators whenever possible.

## SLIDING DOORS

- Exterior sliding doors: drop frame and threshold into subfloor to reduce height of track, or ramp the finished floor to top of track.
- Interior pocket doors: when full open door should extend 2" minimum outside doorjamb and be equipped with open-loop handles for easy gripping.
- Bypassing closet doors: each panel should create an opening at least 32" clear.



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PHASE 2**

**Appendix B.2 (Rehabilitation)**



## Rehabilitation

### Division I: General Requirements

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

LSUCC regulations shall apply to the construction, alteration, movement, enlargement, replacement, repair,

equipment, use and occupancy, location, removal, and demolition of detached one- and two-family dwellings.

2. *HOME-funded 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 detached one- and two-family dwellings.

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

Completed units shall not contain Health/Safety or Level 3 issues identified in the Federal Uniform Property Condition Standards, **Unit inspectable items**. See latest version of HUD REAC Compilation Bulletin.

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 detached one- and two-family dwellings.
  - b. Completed units shall not contain Health/Safety or Level 3 issues identified in the Federal Uniform Property Condition Standards, **Unit 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.

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

1. Building Code: All 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 II: Existing Conditions**

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

1. Hazardous materials shall be abated or mitigated prior to commencement of rehabilitation activities.
2. In all houses constructed prior to 1978, Lead Based Paint shall be addressed per EPA requirements.

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

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

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

## Division III: Concrete

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

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

1. Expansion-joint material- Follow American Concrete Institute (ACI) 318. Expansion joints shall be installed at connections to permanent structures and connections to adjoining flatwork, such that occur at the primary structure, concrete stairs, driveways, public sidewalks, light fixture standards, and similar fixed structure connections.
2. Flat work shall be minimum 4-inches thick for sidewalks and accessible routes. Driveways shall be minimum 6-inches thick.

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

## Division IV: 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 IV: 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 VI: 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.

### 3. 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.
- d. 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.

**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>

**B. 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 pressurepreservative- treated wood suitable for ground contact use.



## Division VII: 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.

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

- C. Reroofing:** When the scope of work includes roof work, this section shall apply:
1. **Roof Structure**
    - a. Structural elements of the roof support system shall be evaluated prior to commencement of reroofing activities.
    - b. All defective rafters shall be repaired, replaced, or otherwise braced to safety withstand live loads during reroofing activities.
    - c. Where roof covering is replaced, all substrate shall be repaired to a sound condition, free of rot or deterioration, suitable to support and anchor the new roofing material.

2. **Roof Covering**
  - a. The roof and flashing shall be sound, tight, and not have defects that admit water intrusion.
  - b. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure.
  - c. Existing roof drains, gutters and downspouts shall be in good repair and free from obstructions. Must function as designed.
  - d. Roof water shall be discharged in a manner so as to not cause moisture problems to the structure.
  - e. When the scope of work calls for roof covering, existing roof coverings shall be removed prior to reroofing.
  - f. Roof coverings shall be installed in accordance with the manufacturer's installation instruction.
3. **Asphalt or Fiberglass Shingles:** New dimensional or 3-tab shingles shall have a minimum warranty period of 25 years and be suitable for design wind speeds at location proposed.
4. **Underlayment:** Where roof coverings are removed to the decking below, minimum #15 felt shall be applied to the full area of the deck, including overhangs and porches. Underlayment shall be applied in accordance with the currently adopted Louisiana State Uniform Construction Code. Synthetic underlayment is acceptable if allowed by roofing manufacturer.
5. **Ribbed Sheet Metal:** Metal roof coverings shall be applied in accordance with the manufacturer's installation instructions and meet ASTM A 924 corrosion resistance requirements.
6. **Manufactured Home Roof Repair or Replacement:** Any product used to coat, cover, repair, or replace a manufactured home roof must be installed per manufacturer's installation instructions and/or recommendations. Written documentation by a qualified engineer for the installation of a product(s) is also acceptable.
7. **Flashing**
  - a. All step flashings, counter flashings, and crickets shall be repaired or reconstructed, where a roof covering is added or replaced.

b. Flashing at roof penetrations, such as plumbing vents, attic vents, electrical risers, or similar roof penetrations, shall be provided and replaced where a roof covering is replaced.

#### **D. Gutters and Downspouts**

1. Where roof water drainage causes deterioration to the structure or accumulation of water near the foundation, roofs shall have gutters and downspouts and shall be appropriately designed with a minimum 5" gutter and 2" x 3" downspouts. Exception: Local authorities may require reproduction of box or half-round style gutters. In this case, local requirements shall prevail.

Exception: Manufactured homes with integral guttering systems.

2. All downspouts shall empty onto concrete or composite splash blocks, or be piped to an approved location. Thin, lightweight, plastic splash blocks are not acceptable.

3. Rain water discharge shall runoff in a manner that does not create a nuisance, cause foundation damage, or infiltrate under or into the structure, or other structures.

#### **E. Siding**

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 densepacked 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 VIII: Doors, Windows, and Glazing**

- A. Exterior Doors:** When the scope of work includes the installation of doors, the following standards shall be followed.
1. All exterior doors shall be 1 ¾" thick, insulated and made of steel or other equally durable material or solid wood. (not particleboard)
  2. All exterior doors shall be appropriately finished as recommended by the manufacturer, and in a sound, weather stripped, weather tight, good condition.
  3. When enlarging an exterior door it shall be a minimum of 36" wide.
- B. Interior Doors:** When the scope of work includes the installation of doors, the following standards shall be followed.
1. Existing interior doors shall be a minimum of 1 3/8" thick.
  2. Existing interior doors shall be solid wood, composite, or hollow core panel doors, in good condition, properly finished, and operable.
  3. Defective interior doors shall be replaced or restored to good condition and operate properly.
- C. Door Accessories:** When the scope of work includes replacement of door hardware, the following standards shall be followed.
1. All egress doors shall be evaluated for being readily openable from the inside of the dwelling.
  2. All egress doors shall be readily openable from inside the dwelling without the use of a key or special knowledge or effort.
  3. When the scope of work includes installation of other door accessories, all door accessories shall be quality material with no plastic latches or inferior hardware.
    - a. **Latches, knobs, and hinges** shall be metal with polished or brushed finish.
    - b. **Exterior Door Hardware:** All entry doors shall be equipped with a brass plated, or other durable metal

finished, key lock knob or handle and deadbolt (see egress provisions).

- c. **Interior Door Hardware:** All interior doors shall be equipped with brassplated, 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 be 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 that 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 IX: 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.
5. 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  
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 siteapplied, 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**  
When the scope of work calls for new installation, ceramic tile and laminates installed per manufacturer's recommendations may be

used. 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 nonabsorbent 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 X: 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 XI: Equipment**

- A. Radon Reduction: In units known to have high radon levels:** Units found to be at or above, 4pCi/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 XII: 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 nonabsorbent 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 XIII: 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 A117.1-2009, 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 XIV: Fire Suppression**

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

## **Division XV: 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 XVI: 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 80 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. 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.

1. All register boots shall be taped or otherwise sealed during the test.
2. 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 62.2-2016 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.  
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 100 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:**

1. 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.
2. Hoods vented to the exterior may contribute to compliance with ASHRAE 62.2.
3. 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. 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 35' 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 XVII: 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 XVIII: Communications**

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

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.



1. 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.
2. A raceway shall also be provided from the point of service to an accessible area within the structure.

## **Division XIX: 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. Wireless connectivity acceptable.
3. The alarm shall be clearly audible in all bedrooms, over background noise levels, with all intervening doors closed.
4. 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.

Exception: 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.

**B. Carbon Monoxide Alarms**

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:

1. The dwelling contains fuel burning appliances.
2. The dwelling has an attached garage.

## **Division XX: 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:

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:

1. Adjust backfill to allow for 6" fall in 10' (4% slope) away from the foundation walls.
2. Adjust grade to create a swale to divert water away from the foundation walls.
3. Install a French drain near the structure and discharge to an approved drainage system, ditch, or water retention area.
4. An agency proposed and LHC approved method. Acceptable engineering practices will be considered.

## Division XXI: Exterior Improvements

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

- A. Existing Trees and Shrubbery:** Trees, shrubs, and other plantings shall be in a condition which does not prohibit access to the structure or utility connections, or cause damage to the structure or walkways.
- B. Parking/Driveways:**
1. Existing parking and driveways shall be restored to a good condition.
  2. The parking area shall be one of the following materials:
    - a. Crushed #57 limestone gravel, 4" thick, and compacted
    - b. Hot mix asphaltic concrete pavement
    - c. Concrete
  3. For urban locations where onsite parking is not typical, local, street parking regulations shall apply.
- C. Walkways:**
1. Existing walkways shall be in a good condition and free of cracks and joints with elevation changes greater than ½". Defective conditions, such as excessive deterioration, shall be corrected by replacing the defective area.
  2. All dwelling units shall have a paved walkway, from the parking area or street, to the dwelling's main entrance.
  3. New walkways shall be constructed a minimum of 42" in width and 3 ½" in thickness.
    - a. Walkways shall not exceed 4% slope in the direction of travel.
    - b. Walkways shall have 2% cross slope, perpendicular to the direction of travel or crowned in the center, to allow for proper drainage.
    - c. Walkways shall have isolation joints at connections to structures and cross walks per ACI 318 requirements.
- D. Public walks:**
1. Public walkways shall be free of hazardous conditions and excessive deterioration.

2. Replacement of public walks shall be completed in accordance with the AHJ rules and regulations.
3. Replacement walkways shall be ADA compliant.

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

## **Division XXII: 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.