

CITY OF NEW ORLEANS
Mitchell J. Landrieu, Mayor

Office of Community Development
Ellen M. Lee, Director

Notice of Funding Availability
NOFA 2014

HOME Investment Partnerships Program
(HOME)

Owner-Occupied Rehabilitation
and
Affordable Rental Housing
Activities

General Information Package

Please visit our website at <http://www.nola.gov/community-development/>

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CITY OF NEW ORLEANS
OFFICE OF COMMUNITY DEVELOPMENT
1340 Poydras Street, 10th Floor
New Orleans, Louisiana 70112

December 31, 2014

NOTICE OF FUNDING AVAILABILITY (NOFA)

HOME Investment Partnerships Program (HOME)

Agency: *Office of Community Development (OCD)*

Action: *Notice of Funding Availability (NOFA)*

Summary: Federal funds were made available to the City of New Orleans as a result of the City's submission of the 2012-2016 Consolidated Plan to the U.S. Department of Housing and Urban Development (HUD). The City worked closely with HUD and its partners throughout the city to gather data and housing information to establish the priorities reflected in the Consolidated Plan. As a result of the successful completion and acceptance of the plan, HUD has made available funding to carry out activities set forth in this NOFA.

This NOFA is a competitive process and establishes the criteria for the award of grants and loans that support the implementation of Affordable Rental Housing and Owner-Occupied Rehabilitation activities.

The City is seeking applications for eligible activities that are consistent with the City's Consolidated Plan and that provide to low-income families housing opportunities that strengthen and improve neighborhoods. Applicants should demonstrate the need for the activity, the capacity to undertake the activity, the ability to access additional resources to complete the activities, the willingness to provide employment opportunities to residents and the willingness to work with disadvantaged business enterprises.

Release Date: Application packets are available in MS Word format (with one budget-related document in MS Excel), beginning **December 31, 2014** from the Office of Community Development. A Registry of Community Organizations application packet will also be available to ensure that all applicants applying for funding (and not currently certified) meet minimum eligibility requirements to receive federal and state investments through OCD.

Format: All applications must be completed using the forms supplied with this Notice of Funding Availability (NOFA). When replying to questions on the application, please use a **12 point font size** to facilitate reading by scorers. The Office of Community Development will not make copies of any applications.

Deadline: An original completed application plus two (2) copies must be submitted not later than **3:00 PM central time on Friday, January 30, 2015** to: City of New Orleans - Office of Community Development, 1340 Poydras Street, 10th Floor, New Orleans, Louisiana 70112.

An electronic copy in *PDF format* is also required to be emailed not later than **3:00 PM central time on Friday, January 30, 2015** to: dmpearson@nola.com and jnthomas@nola.gov. Please use “**2014 HOME NOFA APPLICATION – Your Agency’s Name**” as the subject line in the email submission.

Applications will not be accepted in any other format. Applications submitted after this date and time will not be considered. **Proposals must be complete at the time of submission.** No addenda will be accepted after the deadline date for submission of proposals.

Applicants who physically deliver the proposal must have their proposal and copies logged in and complete a sign-in sheet. Under no circumstance should an applicant leave a proposal at the Office of Community Development without completing the required log-in procedure. Applicants who mail proposals should do so by certified mail, return receipt requested, or through overnight mail services, allowing enough time for the proposal to be *received* by the deadline date and time.

LEGAL AND REGULATORY AUTHORITY

The **HOME Investment Partnerships Act (HOME)** is authorized by Title II of the Cranston-Gonzales National Affordable Housing Act of 1990. Funds available under this NOFA are subject to requirements of this act and its amendments (if any) located at 24 CFR Part 92.

2012-2016 CONSOLIDATED PLAN

The Consolidated Plan includes a needs assessment and market analysis which outlines the relative needs in the area of affordable housing, homelessness, special needs, and community development. Based on the findings of the needs assessment and market analysis, the City develops a Strategic Plan which details how the City will address priority needs. The Strategic Plan is as follows:

Goal:

Build and Rebuild Vibrant Sustainable Neighborhoods throughout the City

Strategy:

Utilize Strategic Initiatives to link and leverage investments and partners

Plan:

Eliminate Vacant and Blighted Properties

Enhance Neighborhood Services and Facilities

Expand and Preserve the Supply of Affordable Housing for all persons

Activities:

Neighborhood Services:

Planning and Zoning

Infrastructure and Public Facility Improvement

Youth Services and Employment

Economic Development

Senior Services

Housing Activities:

Code Enforcement

Housing Preservation

Homebuyer Assistance

New Construction

Rental Assistance

Emergency Housing Assistance

Homeless Prevention

Homeowner Counseling

Foreclosure Prevention

Public Housing Redevelopment

Institutional Capacity Development:

Community Housing Development Organizations (CHDO)

City Government Staff Training

Technical Assistance to Awardees

Section 3 Participation

Disadvantaged Business Enterprise Development

The 2012-2016 Consolidated Plan is posted on the CNO's website: <http://www.nola.gov/community-development/>

APPLICABLE LAWS AND REGULATIONS

All applicants will be charged with having full knowledge and understanding of the relevant laws and regulations for the federal program associated with the funding provided herein.

HUD's website contains all laws and regulations:

<http://www.hud.gov/offices/cpd/affordablehousing/programs/home/index.cfm>

ELIGIBLE ACTIVITIES

In 1993 the U.S. Department of Housing and Urban Development developed a single planning and application process for the administration of Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), Home Investment Partnerships Act (HOME) and Housing Opportunities for Persons with AIDS (HOPWA) funds. The City of New Orleans, through this NOFA, will accept applications for two distinct types of activities allowed under the HOME program:

- Owner-Occupied Rehabilitation (OOR)
- Affordable Rental Housing Activities (including Permanent Supportive Housing)

Owner-Occupied Rehabilitation

The Owner-Occupied Rehabilitation (OOR) program provides HOME funds for the rehabilitation of single-family, owner-occupied housing. The program will be administered by non-profit housing organizations that will provide financial assistance to low-income homeowners to enable them to bring their residences into compliance with the HUD's Housing Quality Standards and the International Residential Code adopted by the City of New Orleans.

A cap of \$75,000 per home will be awarded to successful applicants to undertake owner-occupied rehabilitation activities. Homeowners participating in the OOR program must agree to a deferred loan lien agreement that may require a portion or all of the funds to be re-paid at a pre-determined future date.

Affordable Rental Housing Activities

The Rental Housing Activities program provides HOME funds for acquisition, rehabilitation, construction, and soft development costs associated with providing affordable rental housing for low-income families. Non-profit and for-profit housing development organizations can apply for funds to rehabilitate existing structures, build new units on vacant land, or convert existing buildings into new rental housing affordable to low-income families.

A cap of \$200,000 per unit in total development costs will be awarded to successful applicants to undertake affordable rental housing activities. Awards made for rental housing activities may be in the form of a grant, loan, or combination of both. The terms of financing will be negotiated at the time of award.

CHDO Operating Expenses

Certified Community Housing Development Organizations (CHDO) may receive funds for operating expenses associated with a HOME activity. Eligible operating expenses include:

- Employee education, training and travel
- Salaries, wages, benefits, and other employee compensation
- Rent and utilities
- Communication costs
- Taxes and insurance
- Equipment, materials and supplies

HOME assistance for CHDO operating expenses cannot exceed \$50,000 or 50% of the CHDO's total annual operating expense for the year, whichever is less.

APPLICANT SELECTION PROCESS

1. Applications will be reviewed to ensure that they meet the following threshold requirements:

- a) The applicant must have completed the application to be a registered organization with the Office of Community Development.
- b) The activities for which assistance is requested must be eligible under the HOME Program regulations.
- c) The activities must be specified in the NOFA and fall under one of the program categories: Owner Occupied Rehab, Rental Housing, and CHDO Operating.
- d) Organizations that receive assistance through the funding process must be in compliance with applicable civil laws and Executive Orders regarding fair housing and equal opportunity.

2. Applications will be scored against a standard set of criteria. The following core selection criteria will be used:

Outcomes: Activities that advance the goals of the Office of Community Development.

| | | |
|----------------------|----------------------------------------------------------------|------------------|
| (1) | Activity is located in Priority Target Geography | 15 Points |
| (2) | Redevelopment of Vacant Properties | 10 Points |
| (3) | Activity provides Permanent Supportive Housing (% units) | 10 Points |
| (4) | Proposed DBE Participation and Section 3 Exceeds Minimum Goals | 10 Points |
| Sub-Total.... | | 45 Points |

Fundamentals: The viability of the project, the capacity of the organization, and prior contract performance.

| | | |
|----------------------|--------------------------------------------------------|------------------|
| (5) | Total Cost per Unit | 10 Points |
| (6) | Project Viability | 5 Points |
| (7) | Organizational Capacity and Prior Contract Performance | 10 Points |
| (8) | Readiness to Proceed | 15 Points |
| Sub-Total.... | | 40 Points |

Leveraging: The use of other financial resources to support the HOME funds invested.

| | | |
|----------------------|-------------------------------|------------------|
| (9) | Leverage Ratio and HOME Match | 15 Points |
| Sub-Total.... | | 15 Points |

3. Currently funded agencies or agencies that have received prior funding from the Office of Community Development will also be evaluated on past performance. Factors such as the agency’s ability to meet service delivery goals, timely expenditure of funds, timely reporting, accuracy of reporting, and compliance with other programmatic and fiscal contractual requirements will be considered.

4. Based on the availability of funds, OCD will have the option to extend highly performing contracts for additional years.

Please note that the City of New Orleans reserves the right to fund lower rated proposals over higher scoring proposals in any program category to address gaps in services and to provide an equitable distribution of funds to assist an underserved population, geographical area, etc.

Fundamentals:

- Does the proposed activity demonstrate long term sustainability?
- Has the applicant successfully completed similar activities?
- Does a market study or other data support a need for the proposed activities?
- Are the costs of the activities and funding requested reasonable?
- Does the applicant have the organizational and financial capacity to complete the activity?

Leveraging:

- Does the application demonstrate an undertaking that involves community partners?
- Does the application include commitments of other resources in addition to resources requested in this NOFA?

Outcomes:

- Does the application propose housing activities that will have a demonstrated benefit to areas of the targeted under this NOFA?
- Does the application propose housing activities that benefit persons with special needs?
- Does the application provide economic opportunities to local residents and DBEs?

Verification of Documentation:

All information and representations made in the application will be subject to verification by the City. The applicant consents to the City making inquiry to confirm the accuracy of the contents of the application. All representations made in the application will be considered binding upon the applicant and will be an essential part of the City's decision to provide funding.

APPLICATION INSTRUCTIONS

Owner-Occupied Rehabilitation Activities Rental Housing Activities CHDO Operating Expenses

Consolidated Plan:

The applicant must describe how the proposed activities are consistent with the City of New Orleans' 2012-2016 Consolidated Plan.

Project Delivery Costs:

Organizations should include in their HOME-funded proposals any eligible project costs as listed in §92.206 of the HOME Program regulations. All such costs should be limited to the amounts that are necessary and reasonable to accomplish the program activities.

Community Housing Development Organizations (CHDO):

CHDOs can receive funding for operating and administrative expenses associated with HOME eligible activities.

Budget Format:

Proposal budgets must be submitted using the *Microsoft Excel* file format provided by the Office of Community Development.

Sources and Uses Statement:

HOME-funded activities, including those to be performed with CHDO set-aside funds, must be included in a Sources and Uses Statement that is an exhibit in the NOFA submission package. **The HOME Sources and Uses Statement must be completed using the Excel spreadsheet provided with the MS Word application. Please prepare and print the Sources and Uses Statement and insert it into the application at page 8, for Owner-Occupied Rehabilitation Activities, or page 12, for Rental Housing Activities.**

Matching Funds and Leveraging Low Income Housing Tax Credits (LIHTC):

The HOME program establishes matching requirements for funds awarded to the City of New Orleans. The allowed forms of matching contributions can be found at 24 CFR 92.220. Matching contributions under the HOME program can not come from other federal programs. Examples of eligible matching contributions are cash contributions, below market interest rates, infrastructure improvements, donated labor, and donated real property.

Matching fund requirements, which exist for the HOME Program, are similar but not identical to leveraging. While any amount of non-federal funds committed to a project is considered leveraged funds, not all leveraged funds are considered "matching" funds under the HOME Program. Consequently, funds or other contributions that help meet the HOME Program match requirements are very valuable. Applicants are asked to identify the source and amount of non-federal funds that are to be committed to projects and to make every attempt to provide matching funds to meet this HOME program requirement. Projects or programs that can provide HOME matching funds or other leveraged, non-federal funds will receive more rating points than those that demonstrate little or no effort to provide HOME match.

OCD will provide conditional award letters to successful applicants to this NOFA that are planning to apply for Low Income Housing Tax Credits (LIHTC) from the Louisiana Housing Corporation. Please note that the City reserves the right to rescind awards of HOME funds in the event a project does not receive an allocation of LIHTC.

REQUIREMENTS FOR ALL NOFA APPLICATIONS

Number of Proposals Submitted

A separate proposal must be submitted for each program category being applied for. Only one application per applicant will be reviewed in each program category. Proposals that combine a request for funds in more than program category will not be considered for funding.

Eligible Applicants

- Only organizations certified on the Office of Community Development Registry of Community Organizations are eligible to receive funding under this NOFA.
- Applications from organizations that are delinquent on any federal debt, State of Louisiana debt, or City of New Orleans debt will not be considered for funding.
- Only certified CHDOs may apply for CHDO Operating Expenses that are tied to a specific HOME project.
- Applications from organizations in default under contracts with the City or have not met audit requirements will not be considered for funding. All audits must be clear of ineligible/disallowed costs related to any and all funding provided by the City of New Orleans.
- Applications from an organization where a contractor principal, member, or officer has, within the preceding five years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records will not be considered for funding.

Environmental Assessment and Impact

The allocation of HOME funds is contingent upon the successful completion of an Environmental Review. After an application has been submitted, **please do not expend any funds (federal or non-federal) for project related costs until the Environmental Review process has been completed.**

Care should be taken in the selection of projects and in the preparation of applications to ensure the environmental and historic preservation impediments do not cause an application to be denied or approval severely delayed. Applicants should canvas the service area and note any environmental concerns and address how they will be mitigated.

Lead-Based Paint Requirements

Projects that require rehabilitation work must be compliant with requirements of 24 CFR Part 35.

Flood Insurance Requirements

HUD guidelines require that activities carried out in special flood hazard areas (SFHA) purchase and maintain flood insurance protection as a condition of approval of any HUD financial assistance. When

recipients provide loan assistance to a homeowner or rental activity, insurance shall cover the term and loan amount. When recipients provide grant assistance to a homeowner or rental activity, the insurance shall cover the property cost (less estimated land cost) and the economic or useful life of the building.

Historic Preservation Requirements

Grant recipients that develop property within local and national historic districts will be required to follow the State Historic Preservation Office standards and conform to the local requirements of the Historic District Landmark Commission (HDLC). <http://www.nola.gov/hdlc/design-guidelines/>

Acquisition

In accordance with the *Uniform Relocation and Real Properties Acquisition Act of 1970*, as amended (URA), a notice must be issued to the owners of properties that are to be acquired with federal funds provided by the City. The purpose of the notice is to inform the owner that the acquisition is voluntary and that expropriation powers will not be used to acquire the property. If applicable, please use the sample notice located in **Appendix C** to prepare the proper notification and attach copies of such notices to your NOFA submission package.

Uniform Relocation Act (URA) Impact Consideration

The use of federal funds through the HOME Investment Partnerships Program (HOME) requires compliance with the *Uniform Relocation and Real Properties Acquisition Act of 1970*, as amended (URA). The purpose of the URA is to mitigate any impact of a federally funded undertaking upon the occupants of affected properties. Although residential tenants are the primary concern of the URA under the HOME program, owner-occupants and businesses may also be affected by such federally funded activities.

The first and most important step in effecting the requirements of the URA is to identify the occupants of any property for which assistance with federal funds is proposed and to issue the proper notifications in a timely manner to those occupants. The intention of this requirement is to inform correctly the occupants of the circumstances that may affect them and to prevent their receipt of inaccurate information through rumors or other external sources which may cause them to move or may serve to disrupt their lives unnecessarily. If applicable, please use the sample notice located in **Appendix D** to prepare the proper notification and attach copies of such notices to your NOFA submission package.

The second step is to assess the impact of the proposed activity upon the occupants of the property. In the case of a residential tenant, this is accomplished by considering the income and family composition of the tenant, among other things, and the ultimate use of the property. If it is determined that the proposed project will have an impact upon the tenant, steps must be taken to minimize the impact. If the project or the tenant's existing circumstances (overcrowding, for example) require that the tenant permanently move from the property, the tenant is considered "displaced" and will be entitled to relocation assistance and benefits which can significantly add to project costs and must be budgeted.

The third step is to provide relocation assistance when required. This may consist of counseling the displaced family about comparable replacement dwellings and locating same. It will also consist of issuing appropriate relocation payments for moving costs and for rental assistance. Any required relocation costs must be paid from the funds awarded for the project and these costs must be included in the project plans and budget.

A separate but related issue is “temporary relocation.” This should not be confused with permanent displacement. Temporary relocation is used when the circumstances of a federal activity require the occupants to vacate the property for a limited period of time. For example, if a tenant-occupied property is to be rehabilitated and the required repairs are extensive, it may be necessary to relocate the tenants during some or all of the construction period. As above, these costs must also be factored into the project budget.

Fair Housing Impact

In accordance with fair housing laws, housing programs funded or assisted with federal funds such as the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), Housing Opportunities for Persons With AIDS (HOPWA), and the Home Investment Partnerships Act (HOME) programs, must be administered in a manner that will affirmatively further fair housing. The City of New Orleans, as a HOME grantee, must also certify that it will affirmatively further fair housing. In order for the City to certify that it will affirmatively further fair housing, it must analyze and eliminate housing discrimination, promote fair housing choice, provide opportunities for racially and ethnically inclusive patterns of housing occupancy, promote housing that is accessible to and usable by persons with disabilities, and foster compliance with the nondiscrimination provisions of the Fair Housing Act, U.S. HUD, Office of Fair Housing and Equal Opportunity. It is imperative, therefore, that subrecipients of the above funds include a fair housing impact statement addressing Fair Housing Act, U.S. HUD, Office of Fair Housing and Equal Opportunity, Fair Housing Planning Guide, at 1-1.

This statement should not only address how the organization will refrain from housing discrimination, but also how it will ensure that its housing and community development programs are accessible to persons with disabilities and do not contribute to or intensify segregated housing patterns. For example, if you intend to target a particular neighborhood to rehabilitate blighted housing, you must address how your program is going to affect segregated housing patterns in that neighborhood and surrounding areas.

Section 3 Requirements

The purpose of Section 3 is to ensure that employment, job training, contracting, and other economic opportunities generated by HUD financial assistance shall (to the greatest extent feasible, and consistent with existing federal, state and local laws and regulations) be directed to low- and very low-income persons residing within the metropolitan area in which the assistance is expended.

Where the amount awarded to the applicant exceeds \$200,000, contractors and subcontractors agree to comply with HUD’s regulations in 24 CFR Part 135, which implement Section 3 of the Housing and Urban Development Act of 1968. Bonus points will be given in this application process to Section 3 businesses. If you are a Section 3 business or have interest in becoming one, please contact Mia Wallace, OCD Deputy Director of Compliance at (504) 658-8417 to learn more about the Section 3 program.

Davis Bacon Requirements

Agencies awarded construction or rehabilitation projects must ensure that they meet requirements specified under the Davis-Bacon Act. The Act requires that all laborers and mechanics employed by contractors or subcontractors in the performance of construction work financed in whole or in part with assistance received under HUD programs shall be paid wages at rates not less than those prevailing on similar construction projects in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C.276a--276a-5): Provided, that this section shall apply to the

rehabilitation of residential property contains 8 or more units, and HOME funded projects with 12 or more units.

Audit Requirements

All awarded organizations will be required to comply with federal and state audit requirements as stated in PMD 1 OMB A-133, and all other applicable federal, state, and local rule.

AWARD PROCESS

Applicants will be notified in writing of the outcome of their application. The City reserves the right to award all, a portion of, or none of the funds made available under this NOFA. Awards may be made to fund a portion of the activities proposed in the application or may be conditioned upon a modification to the activities proposed in the application.

As necessary, the Office of Community Development will subsequently request that selected applicants submit additional project information which may include: documentation of project feasibility; documentation of firm commitments for cash match; documentation of site control and information necessary to perform an environmental review. Any request for additional documentation is to confirm or clarify information provided in the application or to revise information provided in the application based on the level of funding.

Funding awards may contain conditions and may include amendments to the proposals contained in the application. All awards will contain performance goals, including the development and implementation of timelines and number of units developed/rehabilitated and/or persons served. Each award that proceeds to contract will be for a defined time with conditions for renewal and extension.

Appendix A – Target Geography

The City of New Orleans is applying the Promise Zone New Orleans Strategic Neighborhood approach in its revitalization strategy. The Promise Zone New Orleans Strategic Neighborhood is designed to transform distressed neighborhoods with public and assisted housing into viable and sustainable mixed-income neighborhoods. This is achieved by linking housing improvements with appropriate services, schools, public assets, transportation, and access to jobs. This approach is consistent with and builds upon targeted investments in eleven Place-Based Areas identified in the City’s 2012-2016 Consolidated Plan. The Promise Zone encompasses five of the eleven Place-Based Areas: B.W. Cooper, 7th Ward, Central City, St. Roch, Lower 9th Ward.

Target Geography: Northern Boundary: continuous streets of South Broad Ave. - North Broad Ave. - Florida Ave; Southern Boundary: continuous streets of Dannell St. - O.C. Haley Blvd. - South Rampart St. - North Rampart St. - St. Claude Ave. – Poland Ave. – River Levee; Eastern Boundary: St. Bernard Parish line; Western Boundary: Napoleon Ave.

The Naval Support Activity (Port of Embarkation) is available for the development of Permanent Supportive Housing.

The Promise Zone New Orleans Strategic Neighborhood strategy promotes implementing programs, applying public funds, and building capital projects that leverage the synergy of multiple initiatives (schools, transit, roads, fire stations, libraries, community centers, health-care facilities, public housing, major street projects, and parks and recreation centers) in a given area to achieve a holistic outcome for neighborhood revitalization and enhancement. Pursuant to this strategy, the City is constantly assessing the social and physical infrastructure of its communities, particularly the remaining six Place-Based Areas: Mid-City, River View Landry, Hollygrove, New Orleans East, Pontchartrain Park, Gert Town.

In all cases, the array of City facilities and investments align to address unmet demand for housing or support services for these communities. By encouraging applications to invest in these areas through this Notice of Funding Availability (NOFA) process, the City of New Orleans is confident that successful applicants will develop projects that will lead the way for greater neighborhood stability and private sector investment.

Organizations that apply for funds under the Office of Community Development’s (OCD) 2014 HOME NOFA will receive higher ratings points if their projects are located within or adjacent to the Promise Zone New Orleans. Maps identifying the Promise Zone and Place-Based Areas are on the following pages. These criteria will apply to the Owner-Occupied Rehabilitation Program and the Affordable Rental Housing Activities Program.



Promise Zone New Orleans
Neighborhoods



- Broadmoor
- B.W Cooper
- Bywater
- CBD
- Central City
- Florida Area
- Holy Cross
- Lower Ninth Ward
- Milan
- Seventh Ward
- St. Claude
- St.Roch
- Treme-Lafitte
- Tulane-Gravier Iberville

Geographic Priorities

Geographic Areas



1. Hollygrove
2. Mid City
3. Gert Town
4. BW Cooper
5. Central City
6. Pontchartrain Park
7. Seventh Ward
8. St Roch
9. Lower Ninth Ward
10. Riverview / Landry
11. N.O. East

Appendix B

2014 HOME RENTS¹

[Effective May 1, 2014]

The HOME program requires that maximum rent levels be established in accordance with the following schedules. In projects having at least five HOME-assisted units, a minimum of 20%, but not more than 50%, of the units must have rents that do not exceed the **Low HOME Rent** levels; the remainder may have rents that do not exceed the **High HOME Rent** levels. A unit-specific rent schedule must be developed and submitted to the Office of Community Development (OCD) for approval and included as part of a Rent Regulatory Agreement for each project.

Utility allowances, calculated in accordance with HUD form 52667 and available from OCD or the Section 8 office of the Housing Authority of New Orleans, must be subtracted from these rents whenever the tenant pays for some or all the utilities, which is typical. Consequently, net rent levels may actually be between \$125 and \$200 lower than the amounts indicated below whenever the tenant pays utilities.

Please note that Section 8 rent levels exceed these HOME program rents in every case for every unit size. Unless your project has been awarded a Section 8 Project-Based rent allocation, acceptance of rent that exceeds these HOME program rent limits is a violation of the HOME program requirements.

High HOME Rents

[Subject to the number of units in a project as stated above, not more than 80% of those units may have rents up to these levels]

| EFF | 1BR | 2BR | 3BR | 4BR | 5BR | 6BR |
|------------|------------|------------|--------------|--------------|--------------|--------------|
| 646 | 735 | 884 | 1,013 | 1,110 | 1,207 | 1,303 |

Low HOME Rents

[Subject to the number of units in a project as stated above, at least 20%, but not more than 50%, of those units may have rents up to these levels.]

| EFF | 1BR | 2BR | 3BR | 4BR | 5BR | 6BR |
|------------|------------|------------|------------|------------|------------|-------------|
| 528 | 566 | 678 | 784 | 875 | 965 | 1055 |

¹ HOME rents published by the U.S. Department of Housing and Urban Development, March 2014.

* Low HOME Program Rent adjusted.

Appendix B

2014 NEW ORLEANS MSA HUD MEDIAN FAMILY INCOME \$58,800 (HUD FY 2014 MFI Estimate)

| %MFI | 1- | 2- | 3- | 4- | 5- | 6- | 7- | 8- |
|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 30% | 12,400 | 14,150 | 15,900 | 17,650 | 19,100 | 20,500 | 21,900 | 23,300 |
| 50% | 20,600 | 23,550 | 26,500 | 29,400 | 31,800 | 34,150 | 36,500 | 38,850 |
| 60% | 24,720 | 31,800 | 31,800 | 35,280 | 38,160 | 40,980 | 43,800 | 46,620 |
| 80% | 32,950 | 37,650 | 42,350 | 47,050 | 50,850 | 54,600 | 58,350 | 62,150 |

Source: U.S. Department of HUD website-
www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/income/index .

Appendix C – Sample Acquisition Notification

[ORGANIZATION'S LETTERHEAD]

Dear _____

This is to inform you that _____ (*organization name*) would like to purchase the property located at (*street address or other property identification*), if a satisfactory agreement can be reached. We are prepared to pay \$ _____ for clear title to the property under the conditions described in the attached proposed purchase agreement. Because federal funds may be used in the purchase we are required to disclose to you the following information:

1. The sale is voluntary. If you do not wish to sell, the (*organization name*) will not acquire your property. The (*organization name*) does not have the power to acquire your property by condemnation (i.e., eminent domain).
2. We estimate the fair market value of the property to be \$ _____.

If you choose to sell your property, because the sale and purchase would be a voluntary, arm's length transaction, you would not be eligible for relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), or any other law or regulation. Also, as indicated in the purchase agreement, this offer is made on the condition that no tenant will be permitted to occupy the property before the sale is completed.

Again, please understand that if you do not wish to sell your property, we will take no further action to acquire it. If you are willing to sell the property under the conditions described in the attached purchase agreement, please sign the contract and return it to us.

If you have any questions about this matter, please contact _____ . His/her telephone number is _____ .

Sincerely,

(*Name/Title*)

Enclosure

copy: Office of Community Development

Appendix D – Sample Uniform Relocation Act General Information Notice

[ORGANIZATION'S LETTERHEAD]

Tenant's Name & Address

Dear (tenant's name) :

The (organization name) has submitted an application to the City of New Orleans for Community Development Block Grant (CDBG) and/or HOME Investment Partnerships Program (HOME) funds to [acquire] [and/or] [rehabilitate] the property that you currently occupy located at (address).

This notice is to inform you of your rights under federal law. If you are required to move as a result of the acquisition or rehabilitation of this property, you will be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. However, **do not move now**. This is not a notice to vacate the premises. You should continue to pay your monthly rent to your landlord because a failure to pay rent and meet your other obligations as a tenant may be cause for eviction and loss of relocation assistance.

You are urged not to move or sign any agreement to purchase or lease a new unit before receiving formal notice of your eligibility for relocation assistance. If you move or are evicted before receiving such notice, you may not receive any assistance. Please contact us before you make any moving plans.

If for any reason any other persons move into this unit with you after this notice, your assistance may be reduced. If you have any questions, please contact:

(name) (title)
(address) (phone)

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance.

Sincerely,

(name and title)

copy: Office of Community Development

ACKNOWLEDGMENT

I, the undersigned tenant do hereby acknowledge that I have received an identical copy or duplicate of this letter. I further understand that I do not have to move from my residence at this time because of the proposed rehabilitation of the property.

(Tenant Signature)

(Date)

(Witness Signature)

(Date)